## **Important guideline for Society Registration**

Before Registration, Please ensure the following documents with you and read instructions carefully.

Always recommended, Please use Internet explorer version 7 or higher.

## Application has to be processed in two steps.

- 1. Application number generation by Mp online developed application.
- 2. Make payment by visiting **Cyber Treasury Portal** and Generate **CIN Number** Receipt

Ensure Net banking enabled account to pay Challan fee by using cyber treasury portal. In case if applicants do not have net banking enabled account then KIOSK/CSC help can be taken. At present Cyber treasury portal have 6 Banks to pay Challan fee i.e. State Bank of India, Union Bank of India, Axis Bank, Punjab National Bank, ICICI, CBI.

Ordinary Society Challan fee INR 3000/-(Ordinary)&5000/-(Urgent) Mahila Mandal & Yuya Mandal INR 1000/-(Ordinary)&1500/--(Urgent)

Portal Fee Society INR 100/-

Portal Fee Yuwa/Mahila Mandal INR 40/-

## Required Documents, that have to be Scanned in advance

Photo of Head .jpeg file size up to (50 KB)

Niyamwali PDF File size up to (1.5 MB)

ID Proof PDF file size up to (100 KB)

Address Proof PDF file size up to (100 KB)



Go To Home Screen Of MPOnline portal. And go to "CITIZEN SERVICES" and click on "Applications"



Application Screen Will Open Then click on "FIRMS AND SOCIETY" Red Marked.

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🚓 Home 🛔 About MPOnline 🔘 Citizen S	Services 오 Locate K105K/CSCs 🔊 Apply for r	hew KIOSK 🗲 Grievances 🕲 Contact us
irm and Society		
Existing user who already applied, also h	lave to create their Login. Click Here to Create N	lew Login
Sign in to your Account	Firm Act	Society Act
Email	Here you can see the rules of firm	Here you can see the rules of society
Password	INDIAN PARTNERSHIP ACT, 1932 [Hindi]	MP SOCIETY REGISTRIKARAN ADHINIYAM, 1973
Login	INDIAN PARTNERSHIP ACT, 1932	MP SOCIETY REGISTRIKARAN ADHINIYAM, 1973
New User? Sign Up		
User Manual		Contact us
User manuals will help you how to submit ap	plication and many more	
User Manual Firm Registration	User Manual Society Registration	MPOnline Customer Care
Guidline For Firm & Society Registration	User Manual Department	
Concerning and the second s	Download Hindi(Unicode) Mangal Foot	

Please click on Firm Act and Society Act Adhiniyam to read detailed

information.

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Password	INDIAN PARTNERSHIP ACT, 1932 [Hindi]	MP SOCIETY REGISTRIKARAN ADHINIYAM, 1973
Login	INDIAN PARTNERSHIP ACT, 1932	MP SOCIETY REGISTRIKARAN ADHINIYAM, 1973
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User manuals will help you how to submit ap	plication and many more	Contact us
Guidline For Firm & Society Registration	User Manual Department	MPOnline Customer Care
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	Create Profile	for Firm and Socie	ty Registration
Are you already registered for Firms/Society	⊛ Yes ⊙ No		
Please enter your Firm/Society			
Applicant Name *			
Date Of Birth (date/month/year)*			
Mobile Number *			
State*	राज्य पुने	*	
E-Mail Username *		Check Availability	
Password *			
Re-Type Password *			
Note: the length of the password	d should be at least 8 ch	aracters. And atleast one speci	al characters (@,%, \$, #) required.

MP nine Limited अर्थप्रादेश सरकार का पोर्टल	Wednesday, August 05, 2015 10:35:04	Registrar, Firms and Societies Government of Madiya Pradesh
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Jser manuals will help you how to submit ap	plication and many more	
User Manual Firm Registration	User Manual Society Registration	MPOnline Customer Care
Guidline For Firm & Society Registration	User Manual Department	
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Notice Firms And Society Notification		
Firm Through this link you can apply for firm registration. Firm Online Registration	Society Through this link you can apply for society registration. Society Online Registration	Track Application Know your application current status along with complete processing history, Draft Application Unpaid Application Application Status Registration Certificate
User Manual User manuals will help you how to submit a	pplication and many more	Contact us
User Manual Firm Registration	User Manual Society Registration	MPOnline Customer Care
Guidline For Firm & Society Registration	User Manual Department	
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Click on Society Online Registration

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📸 Home 🌲 About MPOnline 🗧	C) Citizen Services 🛛 Locate	anday, August 05, 2015 10:40:07 a KIOSK/CSCs 🔏 Apply for new KIOSK C C Grie	vances 🔇 Contact us
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	SOCI	ETY ONLINE	REGISTRATION FORM		
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<ul> <li>Indicates (*) Mandatory Fields</li> <li>Enter House No/Name, Land Ma</li> <li>Typing in Hindi (Unicode) For Di</li> </ul>	rk, Street No, Area Name rection <mark>Click</mark> Here And For	in full address! Download Click	: Here.		
Memorandum of society for regi	stration of societies				
The Name of the society shall be *			The Head office of the Society shall be situated at $^{\!$		
District *	District	٠	Tehsil *	Tehsil	۲
Email Id 🎽			Contact No. *		
Pincode *			Society Type 🍷	Select	•
Mode of Application *	Select		Fee (Rs)		
The objects of the society shall i	be as under :-				
S.No		O	bjective		
1					
ADD.					
Member Of Committee					

	FILL THE	REGISTR	ATION F	ORM
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1	Name	Father/Husband Name	Designation	H.No./P.No. Street	State	District	Tehsil		Occupation
			President •		Madhya 🔻	district T	Tehnil	¥11.	
2			Vice Presic •		Madhya 🔻	district 💌	Tehsil		
3			Secretary .		Madhya 🔻	district •	Tehsil	•	
4			Treasurer		Madhya 🔻	district 🔻	Tehsil	•	
5			Joint Secr. •		Madhya 🔻	district 🔹	Tehsil		
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# AFTER FILLING THE FORM CLICK PREVIEW

#### SOCIETY ONLINE REGISTRATION FORM

#### Memorandum of society for registration of societies

1. The Name of the society shall be Radhe krishna

2. The Head office of the Society shall be situated at Bhopal Tehsil वैरसिया District Bhopal Pincode 462023 Will be located in Madhya Pradesh .

The objects of the society shall be as under :-

S.No		objective
1	Test	

#### . .....

#### Member Of Committee

4. The management of affairs of the society is entursted by the Regulations of the society to the Governor, Council of Directors, Committee or Governing Body, Whose names, addresses and occupation are specified below :-

S.No	Name	Designation	Full Address	Occupation
1	Test / Test	President	1 ' 1 ' Berasia' Bhopal ' Madhya Pradesh	Test
2	Test / Test	Vice President	1 ' 1 ' Berasia' Bhopal ' Madhya Pradesh	Test
3	Test / Test	Secretary	1' 1' Berasia' Bhopal' Madhya Pradesh	Test
4	Test / Test	Treasurer	1 '1 'Berasia' Bhopal 'Madhya Pradesh	Test
5	Test / Test	Joint Secretary	1' 1' Berasia' Bhopal' Madhya Pradesh	Test
6	Test / Test	Member	1' 1' Berasia' Bhopal' Madhya Pradesh	Test
7	Test / Test	Member	1'1'Berasia' Bhopal Madhya Pradesh	Test

5. One copy of the regulation of the society duly certified as required by sub-section (3) of section 6 of the Madhya Pradesh Society Registrikaran Adhiniyam, 1973 (No. 44 of 1973) is filed with this memorandum of Association.

We, the several persons whose names and addresses are mentioned below are desirous of forming a society in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in the presence of the witnesses as Shown below :-

## **CLICK ON SAVE**

No Name	Full Add	ress	Signature
1 Test / Test	1 ' 1 ' Berasia' Bhopal ' Madhya Pradesh		
2 Test / Test	1 ' 1 'Berasia 'Bhopal' Madhya Pradesh		
3 Test / Test	1 ' 1 'Berasia' Bhopal' Madhya Pradesh		
4 Test / Test	1 '1 'Berasia' Bhopal' Madhya Pradesh		
5 Test / Test	1' 1' Berasia' Bhopal' Madhya Pradesh		
6 Test / Test	1 1 Berasia Bhopal Madhya Pradesh		
7 Test / Test	1'1' Berasia' Bhopal' Madhya Pradesh		
		Witness	
ate		Signature	
		Name	
		Father's/Husband's	Name
		Full address	

# CLICK TO PAY FOR CHALLAN

5. One copy of the regulation of the society duly certified as required by sub-section (3) of section 6 of the Madhya Pradesh Society Registrikaran Adhiniyam, 1973 (No. 44 of 1973) is filed with this memorandum of Association.

We, the several persons whose names and addresses are mentioned below are desirous of forming a society in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in the presence of the witnesses as Shown below :-

S.No	Name	Full Address	Signature
1	Test / Test	1`1'Berasia`Bhopal'Madhya Pradesh	
2	Test / Test	1`1`Berasia`Bhopal'Madhya Pradesh	
3	Test / Test	1' 1' Berasia' Bhopal' Madhya Pradesh	
4	Test / Test	1 1 Berasia Bhopal Madhya Pradesh	
5	Test / Test	1 1 Berasia' Bhopal' Madhya Pradesh	
б	Test / Test	1' 1' Berasia' Bhopal ' Madhya Pradesh	
7	Test / Test	1 1 Berasia Bhopal Madhva Pradesh	

6. We office bearer/members as below accept model bye-laws Form-1A as bye-laws of the society.

(Secretary)	(Treasurer/Member)	
	Witness	
	Signature	
	Name	
	Father's/Husband's Name	
	Full address	
प्रावटी पंजीकरण की जानकारी सफलतापूर्वक स्वीकार कर ली गई इसी आवेदन कमाक के साथ कीओरक दव <del>Your Application No is -</del> Proceed to Pay for Registration Fee (Chalan	हैं। कृपया अपना आबेदन कमांक सुरक्षित रखे , बाद से पोर्टल फीस 1एर / आबेदक द्वारा सबसिट की जावेगी. \$4230202578405082015 Fee) Return To Firms And Society Home	
	(Secretary) सायटी पंजीकरण की जानकारी सफलतापूर्वक स्वीकार कर ली गई इसी आवेदन क्रसांक के साथ कीओस्क द्र Proceed to Pay for Registration Fee (Chalar	(Secretary) (Treasurer/Member) Witness Signature Name Father's/Husband's Name Full address Full address Full address Full address Full address Full address Full address Full address

Attach the Required Documents like Photo in jpeg format up to 50 KB in size, Proof of address document in PDF format up to 50 KB in size, Proof of Identity document in PDF format up to 50 KB in size and Click on save button.

Fee Details will also be shown i.e. for ordinary society it is INR 100/- and for Mahila Mandal and Yuwa Mandal it is INR 40/-

On Submission Society application number will be generated.

Please save this Application number for future use, it will be used after returning from cyber treasury portal, by paying Challan fee electronically.

Please click on Proceed to pay Challan Fee.

Once clicked it will be redirected **to CYBER TREASURY PORTAL**. Below mentioned screen will be shown

Dep	partness & Accounts partment of Finance Govt. of MP	
-	Select Department	
Commercial Tax	Mineral Resources	Dividend & Profit
Town&Country	Firms & Societies	Loan & Advances
NPS	Other Department	Transport
My Area I Web Prompt I Bill Searc	h <u>Cyber Treasury</u> I Chalan Search I Pension Search	l Help Desk II <u>Home</u>
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Please Click on Firms & Societies button to fill required details.

		E-form for Cyber Receipt
Cyber Treasury	TIN/REGISTRATION NO	
	OFFICE NAME*	Assistant Registrar
	DIVISION*	05BHOPAL
	FIRMS/SOCIETY NAME*	
	ADDRESS :	
VERIFY >		FLAT/BLOCK NO:         PREMISES / BUILDING / VILLAGE           ROAD/STREET/LANE:         AREA/LOCALITY           CITY/DISTRICT:         BHOPAL         STATE/UT           (if other city, specify)         PINCODE
	E - MAIL *	(FOR GETTING RECEIPT)
	HEAD OF ACCOUNT NAME OF ACT *	1475-Other General Economic Services-1475-00-200-0000-Regulation 🔹 🤝
	PURPOSE/SUBHEAD*	Click here to Select the Purpose 👻 🤝
	ASSESSMENT YEAR/ CONCERNING YEAR*	20122013 🔹 🖜
	ASSESSMENT PERIOD/ CONCERNING PERIOD*	Others -
		Ctote Bank Offedia

All these fields which are marked **\*** Mandatory.

Fill in the mandatory fields and submit the application.

On submission below mentioned **preview of information** will be displayed.

र्ष्ट्रिय मध्य प्रदेश शासन वित्त विभाग	<b>Treasuries I Accounts</b> Department of Finance Govt. of MP			
	CYBER TREASURY			
DEPARTMENT	CO-OPERATION			
HEAD OF ACCOUNT	1475-Other General Economic Services-1475-00-200-0000-Regulation			
SCHEME HEAD	0000			
DISTRICT/DIVISION	BHOPAL			
DEPOSITOR/FIRM/SOCIETY NAME	test			
LAT /BLOCK NO.				
NAME OF PREMISES /BUILDING/VILLAGE				
ROAD/STREET/LANE				
AREA/LOCALITY				
CITY/DISTRICT				
STATE/UT	Madhya Pradesh			
PINCODE				
E-MAIL	test@gmail.com			
	Please Verify Your Details ! Otherwise your money will be lost.			
TIN/REGISTRATION NO				
OFFICE NAME	Assistant Registrar			
ASSESSMENT YEAR	2012+2013			
ASSESSMENT PERIOD	Others			
PURPOSE	Registration of Society			
BANK NAME	State Bank Of India			
lease verify the information entered , click Submit to	nake the payments otherwise click Back to modify details Submit Back			
Citizen	harter   CodesiRules   DDO Help   Useful Links   FAQ   Circulars/Notifications   Download   About us   Home			
My Area  Events	Feedback  Guest Book  Cyber Treasury   Reports  Unique Sanction No.  Challan Search   Web Prompt  Help Desk/Grievances			
	Convisite 2004 All visit reasoned with Dicestorate of Transvision & Assounts, Court of M.D.			

Preview of form submitted.

If all these filled information are correct then please click on **Submit button**, else click on **Back Button**.

On Click Submit Button you will be redirected to Banking website.

Below displayed screen will be show Union Bank of India Screen

Please insert your banking credentials to login. If you do not have net banking facility, KIOSK/CSC help can be taken in this regard.

Applicant will have to pay Fee amount directly to KIOSK/CSC in that case.

**Filled Credentials Screen** 

		022-2575 1500 (In India - Chargeable) +91-22-2571 9600 (For NRIs)
Retail Internet B	anking Login	
User ID Login Passw	208135156         ** Virtual Keyboard           0 r u p a b h y c f         0 g p m t s o r l w 2           ord         ** G r u p a b h y c f         0 g p m t s o r l w 2           Login         ** G r u p a b h y c f         0 g p m t s o r l w 2           Clear         ** G r u p a b h y c f         0 g p m t s o r l w 2           Terms of Use 1 Disclaimer         Back Space         Clear	7 5 1 9 6 4 8
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Customer Alert !! [ : Do not respond to : Fraudulent e-mails : Bank will never se: : Always visit Bank's : Do not respond to	teware of phishing) fraudulent communications asking your confidentials like A/c No, User Id, Password, Car contain links of lock-alike websites to mislead into entering sensitive financial data. d such communications to customera asking for their personal or confidential informatio riste instead of clicking on the links provided in emails or third party websites. pop-up windows asking for your confidential information.	d No, etc.
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Now Transfer Funds using IMPS..,. Go to Transfers.... NPS

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Sub Major Head	00	
Minor Head	200	
Scheme Head	0000	
Name of Tax Paver	fdfdsfdsfd	
Flat/Block No		
Name of Premises/Building/Village		
Road/Street/Lane		
Area/Locality		
City/District		
State/UT	Madhya Pradesh	
Pin Code		
email	satya.be05@gmail.com	
TIN Registration No		
District	17	
Assessment Year	2012	
Period	98	
Purpose	Registration of Society	
Treasury Serial No	0	
Act Code	null	
Circle Code		
Office Name	Assistant Registrar	
Merchant Code	MPGOVT	
Department Name	null	
Abbreviation of Department Name	15	
Description of HOA	Other General Economic Services	
District Name	INDORE	
Treasury Code/Parent Treasury	170	
Please Enter Amount	0	
Debit Account	(SATYA NARAYAN SUMAN) - 580902010001056 -	
Payment Remarks	× •	

Please insert Amount i.e. Simple Society Rs. 3000/-(Normal), Rs. 5000/-(Tatkal), Mahila Mandal & Yuvak Mandal Rs. 1000/-(Normal), Rs. 1500/-(Tatkal) also enter remark if any although it is not Mandatory.

Click on Confirm Button to pay Next screen, please insert your Transaction particular.

### Receipt will be generated; CIN Number will also be mentioned in that receipt.

**CIN Number Receipt** 

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Ad	Acknowledgement Receipt for Online Tax Payment to M.P. State Government					
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Name of A	Act:		Concern Year/Assessment Year: 2012			
Name and	Code of the Bank:	Union Bank of Indi	ndia(026)			
Name and	d Code of the Branch:	Union Bank of Indi	a,MALAVIYA NAGAR,BHOPAL(538370)			
Bank Scro No. 1272	oll No./Bank Challan 23808		Date of Transaction:- 24-Dec-2012 Time of Transaction:- 01:15:17.17			
Assessme	ent/Concerning period:- 98					
Head of A	/c details:	1475002000000				
Amount in	i figures:	1.0		<b>i</b> 1		
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Email and SMS intimation will also be sent to Applicant provided Email Id.

Please keep this receipt safe for future reference and take print out of this receipt (Advisable)

Please click on below mentioned **URL** to complete remaining application process.

https://www.mponline.gov.in/Portal/services/firmsandsociety/HomeNew.aspx

Below mentioned screen will be displayed.

अगर कांग्रेस का	Wednesday, August 05, 2015 10:35:04	Registrar, Firms and Societies Government of Madhya Prodesh
👚 Home 🛔 About MPOnline 🔇 Citizen S	ervices 오 Locate KIOSK/CSCs 🔊 Apply for new	KIOSK 🗲 Grievances 🔇 Contact us
rm and Society		
Existing user who already applied, also h	ave to create their Login. Click Here to Create Nev	r Login
Sian in to your Account	Firm Act	Society Act
Email	Here you can see the rules of firm	Here you can see the rules of society
Password	INDIAN PARTNERSHIP ACT, 1932 [Hindi]	MP SOCIETY REGISTRIKARAN ADHINIYAM, 1973
Login	INDIAN PARTNERSHIP ACT, 1932	MP SOCIETY REGISTRIKARAN ADHINIYAM, 1973
ew User? Slon Up		
User Manual		Contact us
ser manuals will help you how to submit ap	plication and many more	
User Manual Firm Registration	User Manual Society Registration	MPOnline Customer Care
Guidline For Firm & Society Registration	User Manual Department	
For Hindi Unicode Typing	Download Hindi(Unicode) Mangal Font	

Login again and click on Unpaid Application Link

अग्र भाषित विश्व में प्रियम के प्रति का परिल	Wednesday, August 05, 2015 18:44:10	Registrar, Firms and Societies Government of Madhya Pradesh
Home 🛔 About MPOnline 🔿 Citizen S	ervices 🍳 Locate KIOSK/CSCs 💣 Apply fo	r new KIOSK 🗲 Grievances 🕲 Contact
Hello, Last logged in : 05-Aug-2015 06:42 PM		6 0
Notice Firms And Society Notification		CHANGE PASSWORD SIGN OUT
Firm hrough this link you can apply for firm egistration. Firm Online Registration	Society Through this link you can apply for society registration. Society Online Registration	Track Application Know your application current status along with complete processing history Dreft Application Unperd Application Application Status Registration Certificate
User Manual ser manuals will help you how to submit	application and many more	Contact us
User Manual Firm Registration Guidline For Firm & Society Registration	User Manual Society Registration User Manual Department	MPOnline Customer Care
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LICK ON SOCIETY REGISTRATIO	N
MPO nline Limited	Registrar, Firms and Societies
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n Home 🏔 About MPOnline 🔿 (	Wedner Otizen Services 🍳 Locate KIO	iday, August 05, 2015 18:45:0 ISK/CSCs 🏾 â <sup>™</sup> Apply for r	6 new KIOSK 💽 Grievances	© Contact us
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Application Id	Society Name	Applied Date	Pending Since	Action Research to Resement
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Select the uploaded docur	nent related to the Society				
🕅 Niyamawali					
Id Information of Officer					
For ID	Passport	•	Identification number		
Address Information of Office	er				
For Address	Electricity bill		Number of addresses		
Attached :-(Upload Firm/S	ociety Officer Photo, Id And Ac	Idress Proof)			
Officer's Photo * Size us to 50 KB * (rg-format)	Choose file No file choser	r.		Select	
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Portal Fee Information					
Appl <mark>i</mark> cation Fee Rs.	ii0/-				
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Total Fee Rs.	H100/-				
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Please use generated CIN Number (CIN Number is the number which is mentioned in your printed receipt)

It is very necessary to enter right CIN Number, because with out entering CIN Number your application may go to rejection.

Once inserted CIN Number, please click on **Proceed to Pay Button**.

Kiosk/CSC have to use his/her credential for **portal fee payment** 

## Click on Confirm Payment Button to generate receipt.

Receipt will be generated which shows

Provisional registration Number Society Name

**CIN Id Transaction** 

Id Payment Mode

Amount Paid

स्ट 👔 Home   🌲 Ab	auggi diethie thi tuictio	vices 🛛 Locate KIOSK/C	-Tuesda SCs 崎 <sup>22</sup> Apply for new KIDSK €€ Grievan	v. May 05, 2015 2:12:14 FM ces 🔇 Contact us
		Transaction	Details	
		Check your Application Statu	s After 5 Working Days.	
Name of Firm :	ayush tiwari	Provisional Reg. No :	F4230200023205052015	
Transaction Date:	05/05/2015 14:12:05	Print Date:	05 May 2015 2:12 PM	
Registration Fee:	₹0/-	Portal Charge (Rs.):	₹100/-	
Total Amount (Rs.):	₹ 100/-	Transaction Id:	15050505893126336031	
Payment Mode :	Cash	Chailan Id :	F423020002320505201500000000	
		Print	1	

### For Support and Help

Please contact on below mentioned address or contact numbers

Address:

Mponline Limited,

2nd Floor, Nirupam shopping Mall,

Ahamedpur, Hoshangabad Road

Bhopal-462026

**Contact Number** 

General Query - Ph: 0755 4019400 - 0755 4019406

For Email and Query/Concerns use below mentioned web address

https://www.mponline.gov.in/Portal/ContactHome.aspx#

Please Select Email/Query Section

**On selection New Complaint** 

Complaint log screen will be displayed as under

Home About MPOnline - C	itizen Services + Locate KIOSK/CSCs + For KIOS	K + For Citizen + Contact us +	
MPOnline - Complaint	/ Query		
Are you a citizen or Kiosk?*	Select	User name:	
Name Of Service*	Select	Application No. /Reference/Transaction ID	
User Mobile No.		Or User Email Id	
Complaint Description*		Attachment (if any)	Choose file No file chosen
	[r		(.txt / .doc / .pdf / .xsl /.jpg /.zip /.rar)
	Cb	DbFE	

Fill required details and submit, Once submitted unique number will be generated for tracking your complaint.

Please keep this number safe for future use.