

Important Instructions for Regional Offices

The new Registration (Form-K) is operational from 1st May 2022 as per circular issued by IBM. NIC has migrated old registration data to the new Registration System (Form-K). There are three types of cases (i) fresh registration cases (through new Form-K), (ii) Old Registrant (IBM number issued) and (iii) Pending cases (Where Registration has been applied in old system but registration number not issued by IBM). Since there are data gaps in old form and new form-K, steps have been defined to fill those data gaps.

Case 1: Fresh Registration in Form-K

Step 1: All fresh registrations submitted by respective applicants would be signed by them. After successful e-sign and submission an Appid would be generated. A password reset link would be sent to applicant's registered email id. Applicant has to reset password and may login the system with the new credentials. After successful login, Applicant may send request for updating any section of form.

Step 2: RO would assign the new applications/resubmitted applications/request for updating applications to respective dealing hand (DH). DH will scrutinise the application and would recommend for issuing registration/resubmission in case of any discrepancy/junk.

Updation requests in different sections of Form-K will follow the same route.

Submit Request for Updation (Applicant) → Assign the request to DH (RO) → scrutinise/verify and give recommendation to RO (DH) → Approve/Reject (RO) → Update data and resubmit (Applicant)

Step 3: RO will take action as per recommendation of DH. RO may issue registration/may send application to applicant for resubmission including updation requests/junk application/approve the updations in Application.

Step 4: If updation request is approved by RO, it will be reflected in Applicant dashboard. The desired section in form-K would be enabled for editing the information. After making desired changes in editable section the application will be submitted and signed by the applicant. Step 2 to Step 3 will be executed.

Step 5: If applicant is issued Registration number, he/she may also initiate request for updating any section in the form-K. Step 1 to Step 4 will be executed.

Case 2: Old Registrants (Registration number issued in old System)

Old Registered users will login the system using their old credentials. In case user has forgotten the password the same can be reset by clicking "Forgot Password" option. In case applicant has forgotten his/her email id the same can be updated by respective RO Office.

After successful login applicants would be redirected for forceful updation of their old data as per Form-K (one time). Mobile number and email address would be verified through OTP.

Submit Updated application (Applicant) → Assign the request to DH (RO) → scrutinise/verify and give recommendation to RO (DH) → Approve/Reject/Resubmission (RO) → Update data and resubmit (Applicant) if advised for resubmission by RO.

For Future updations, Case 1: (Step 1 to Step 4) would be followed.

Note: It is mandatory to update lease data (if mines are held in old registration) to save all changes. System will not permit updations without necessary updations in old mines held cases.

Case 3: Registration Applied in old system and Pending at IBM

Same as Case 2.

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