Guidance TamilNadu

INVEST INNOVATE CREATE

USER MANUAL – COMBINED APPLICATION FORM

GOVERNMENT OF TAMILNADU

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Step-1: Dashboard

- **Once you login, Dashboard will be viewed by investor (as shown in Figure 4) where user can view the status of the application.**

- **Status – Applied, Pending, Approved, Rejected.**

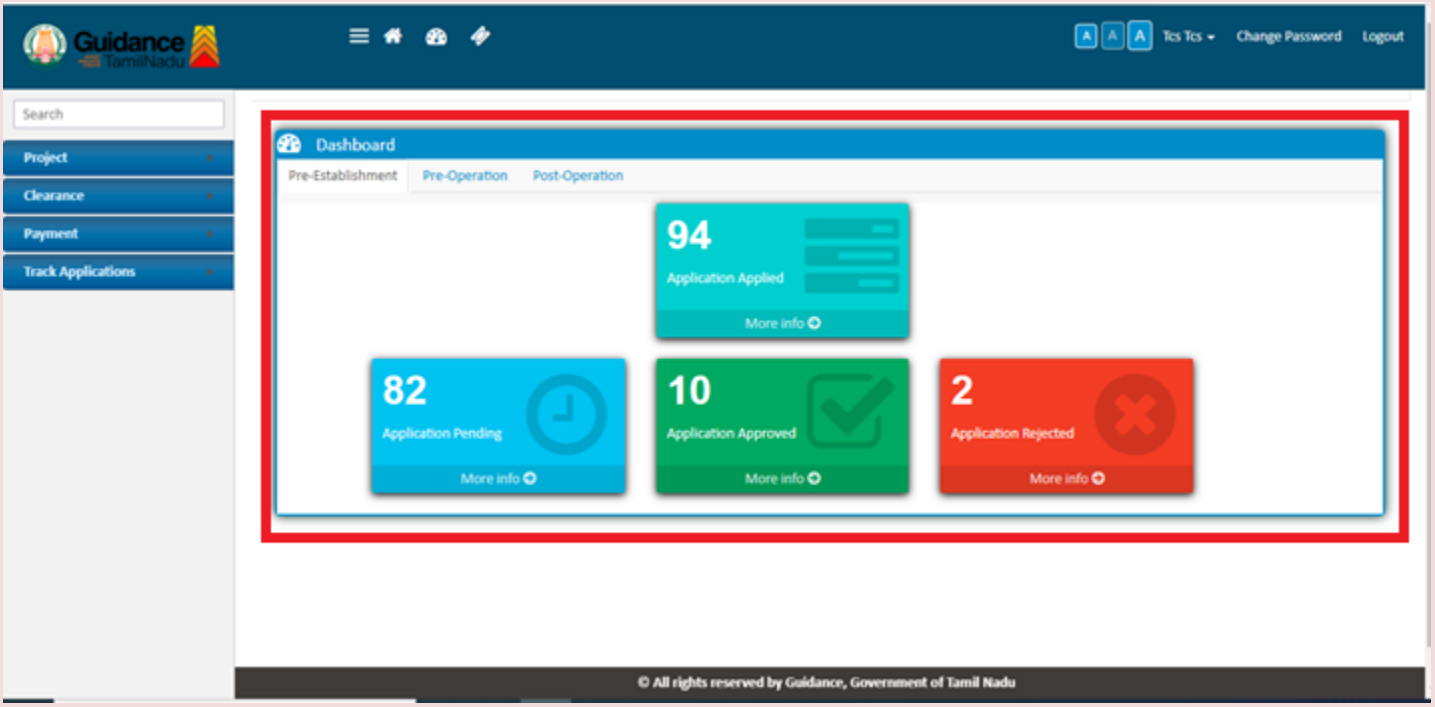


Figure 1 : Dashboard

Step-2: Project – Combined Application Form

- **Click on "Project" and select "combined application form" to get the Common Application Form where you can enter the project details**

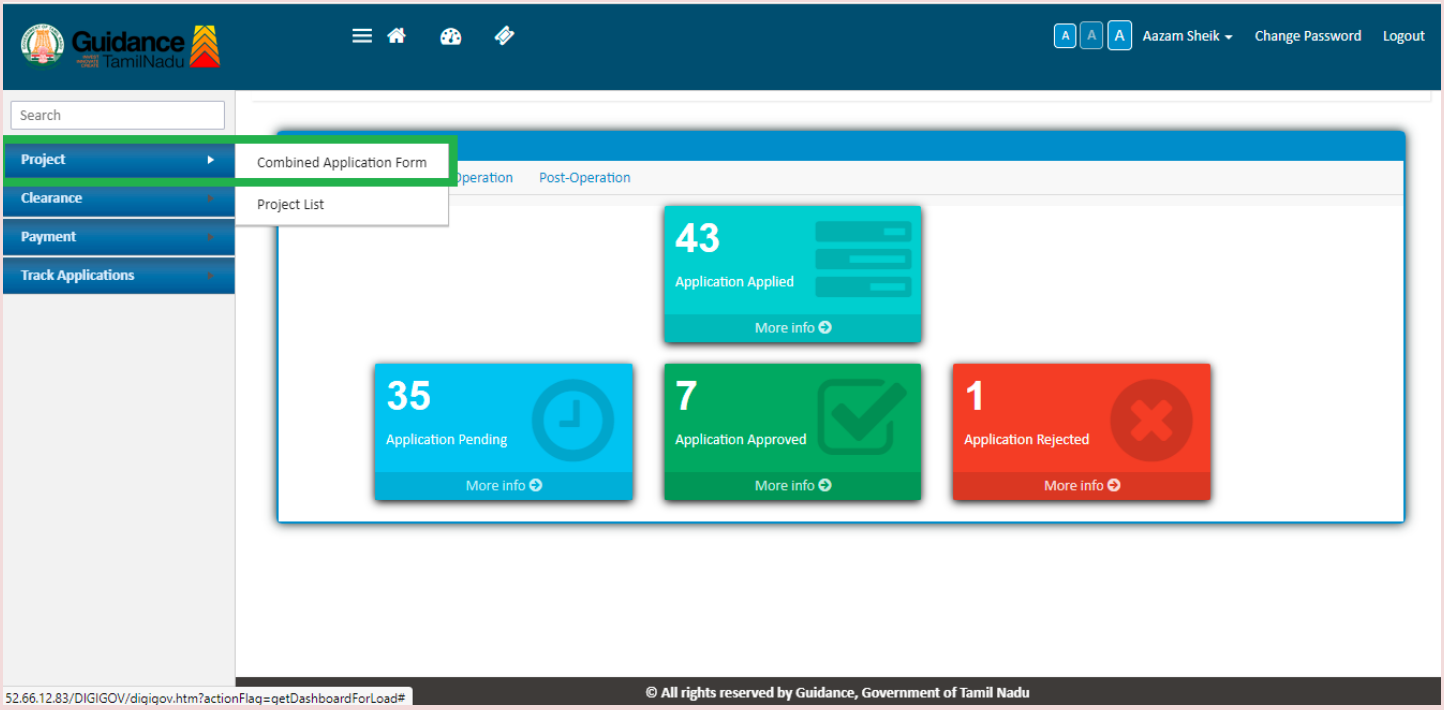


Figure 2 : Combined Application form

Step-3: Project Details

- **Please fill the** Project Name **and** Basic Details **of the Enterprise.**
- **Select Type of Enterprise – Service / Manufacturing.**
- **If the Manufacturing Enterprise is new, then please select** "Yes" **else** "No". Based on the "**Is it a New Manufacturing Enterprise**, please fill the further details.

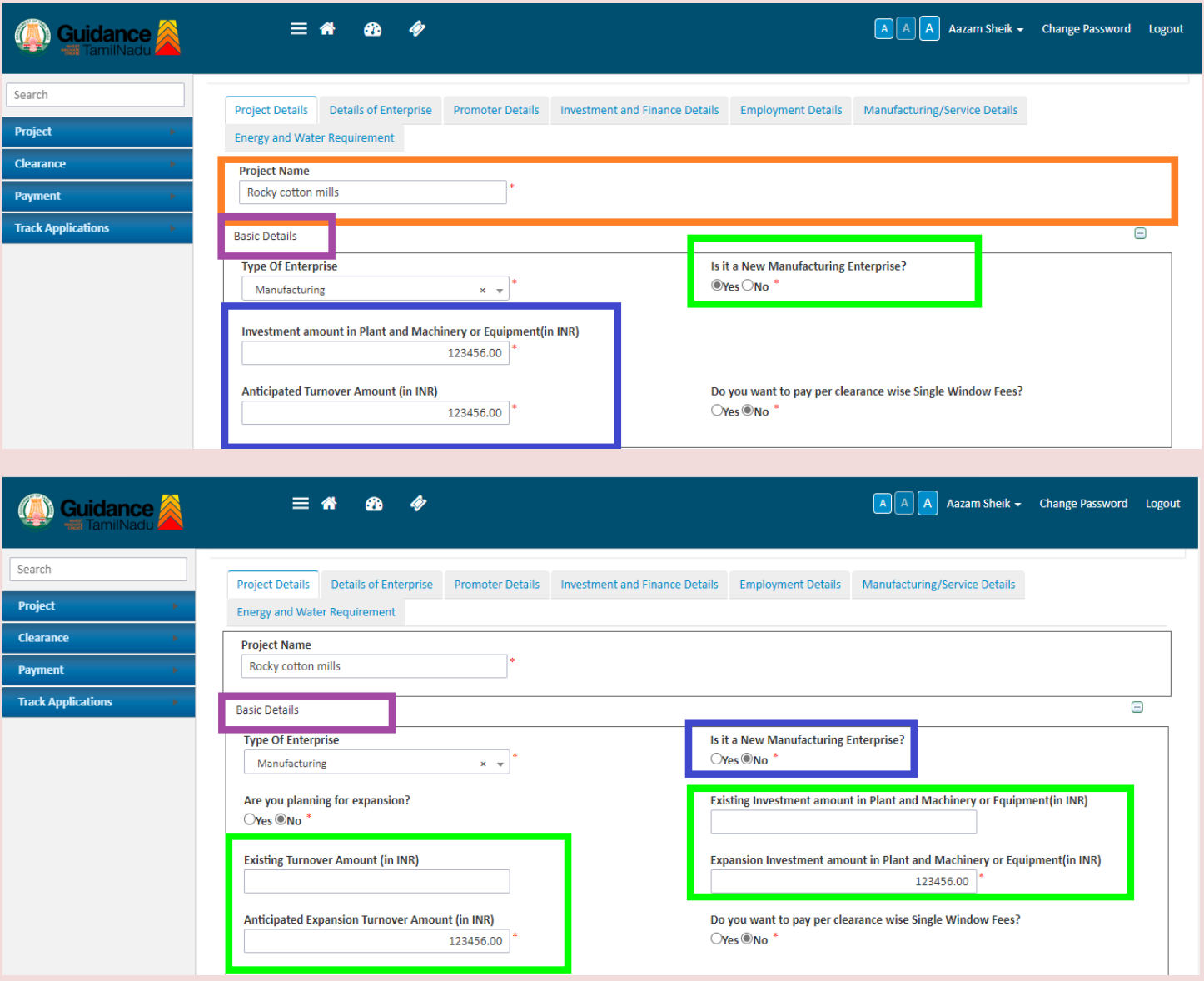


Figure 3 : Project & Basic Details

Step-4: Applicant Details

- **Please fill the** Applicant details.
- **Enter the** Applicant name, designation, Mobile number, Address and E mail ID**.**
- **Click Next tab to get** details of industrial unit**.**

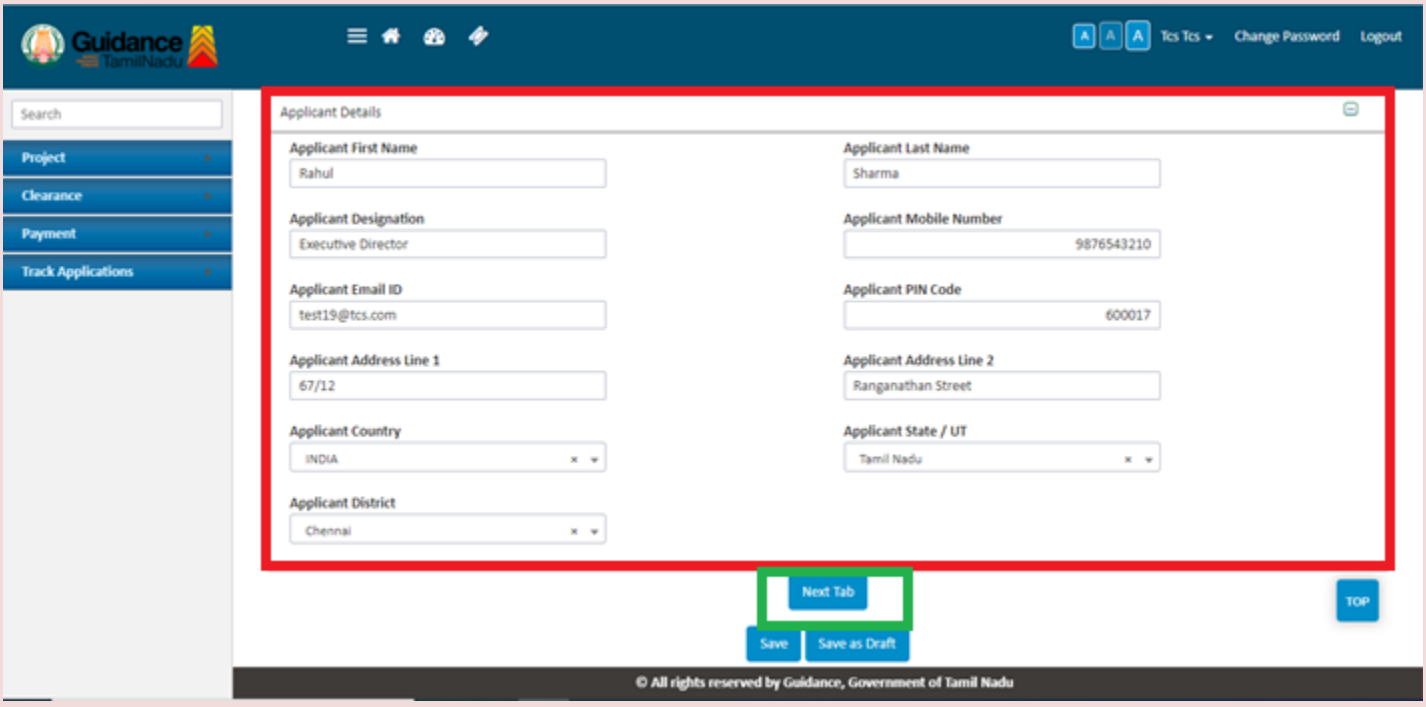


Figure 4 : Applicant Details

Step-5: Survey Details

- **Enter the "**Survey field number" **and "**subdivision number" **and click "Add" button.**
- **User can also add Multiple Survey & Subdivision details.**
- **you can able to modify, delete the added Survey Details.**

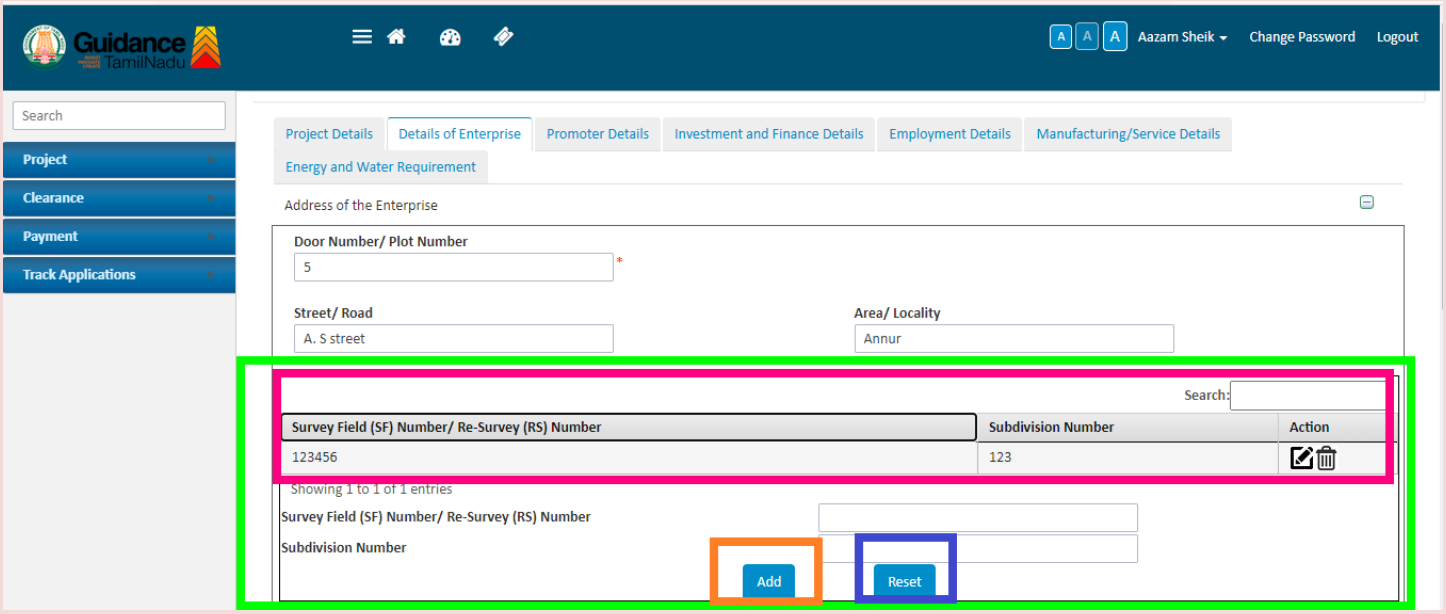


Figure 5 : Survey Details

Step-6: Address of the Enterprise

- **Please fill the "**Address of the Enterprise**".**

- **Address of the Enterprise** – Door No/Plot Number, Street/Road, Pin code, Area/Locality, District, Taluk Name, Village/Town/city, State, Country, Local Body Type and Municipality.

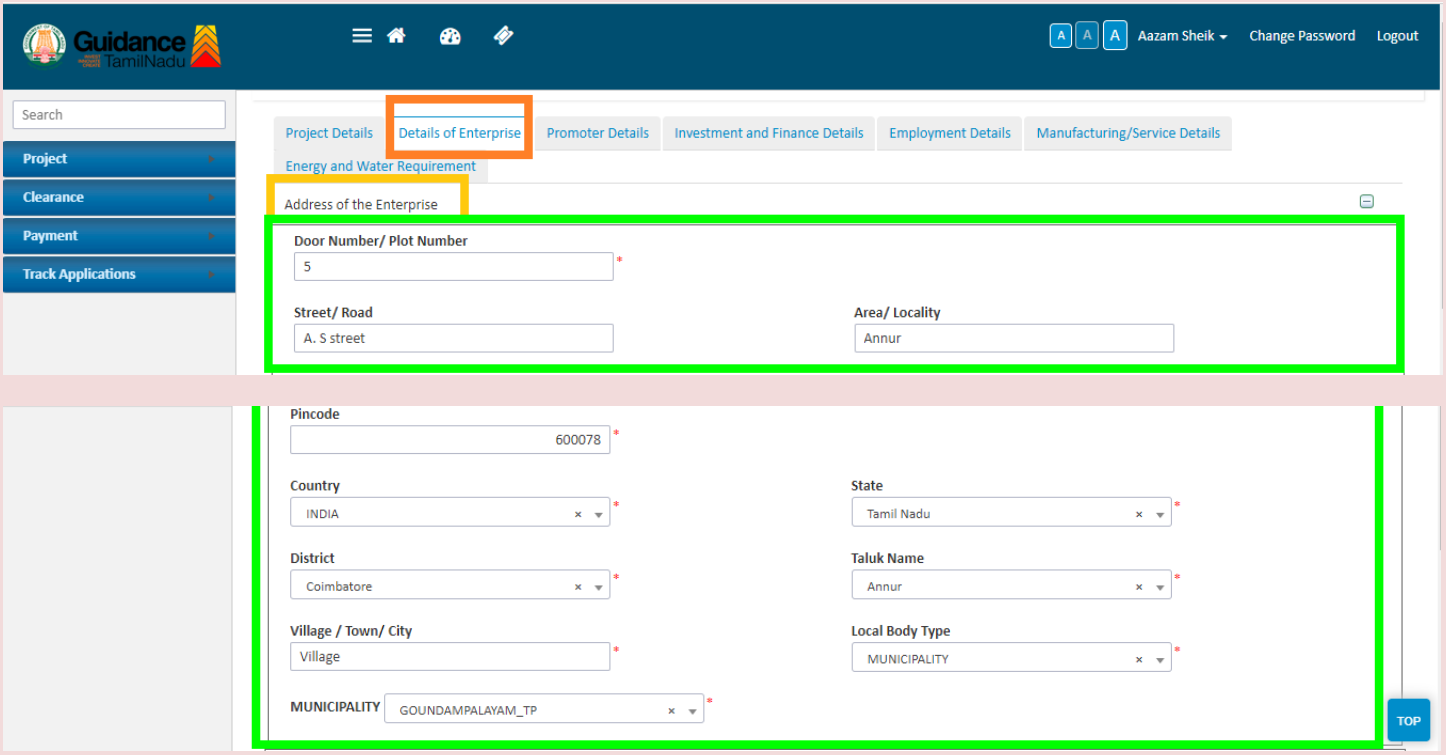


Figure 6 : Address of the Enterprise

Step-7: Enterprise and Contact Details

- **Please fill the "**Enterprise name, IEM number, IEM issue date and expiry date, PAN number of enterprise and CIN number"**.**

- **Please enter the "**contact details**" and click "**Next**" tab.**

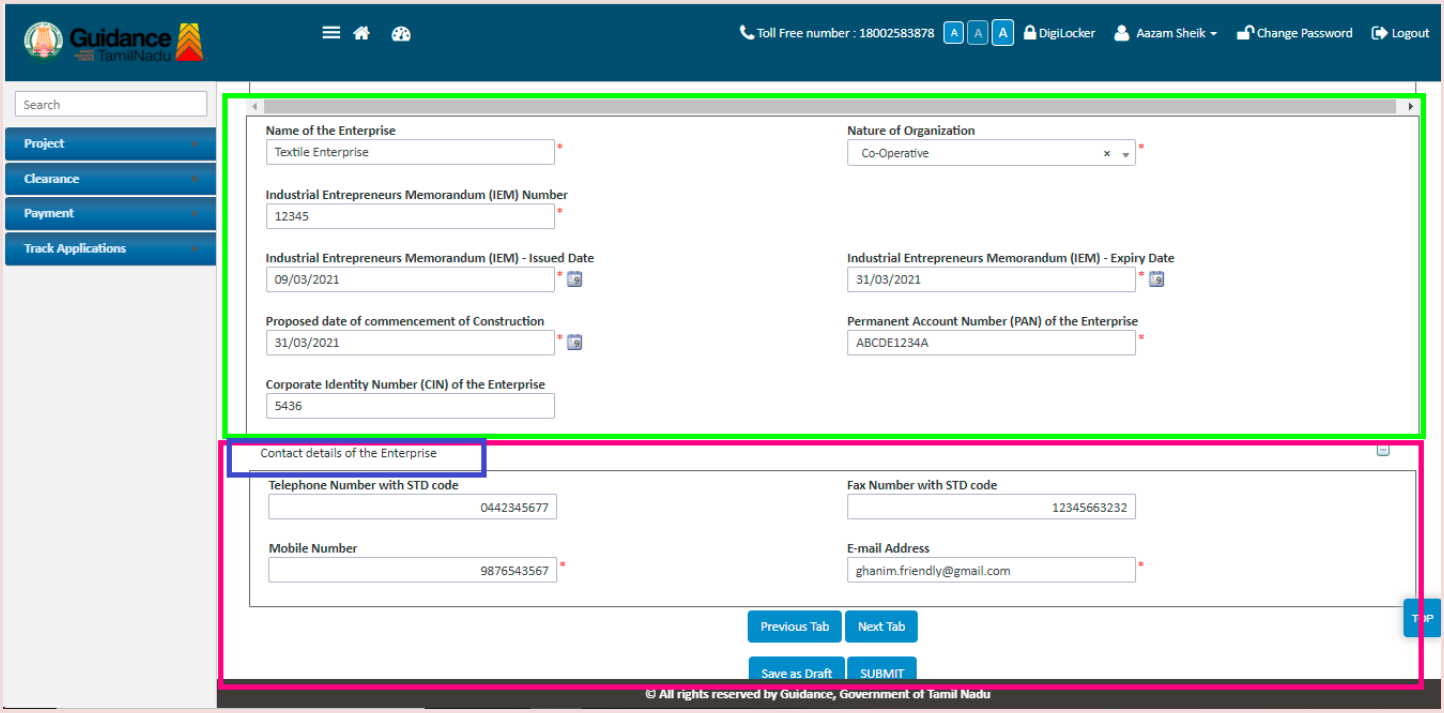


Figure 7 : Details of Enterprise and Contact Details

Step-8: Project Promoters

- **Please fill the Details of Project Promoters.**
- **Request you to fill all the mandatory fields as shown below .**

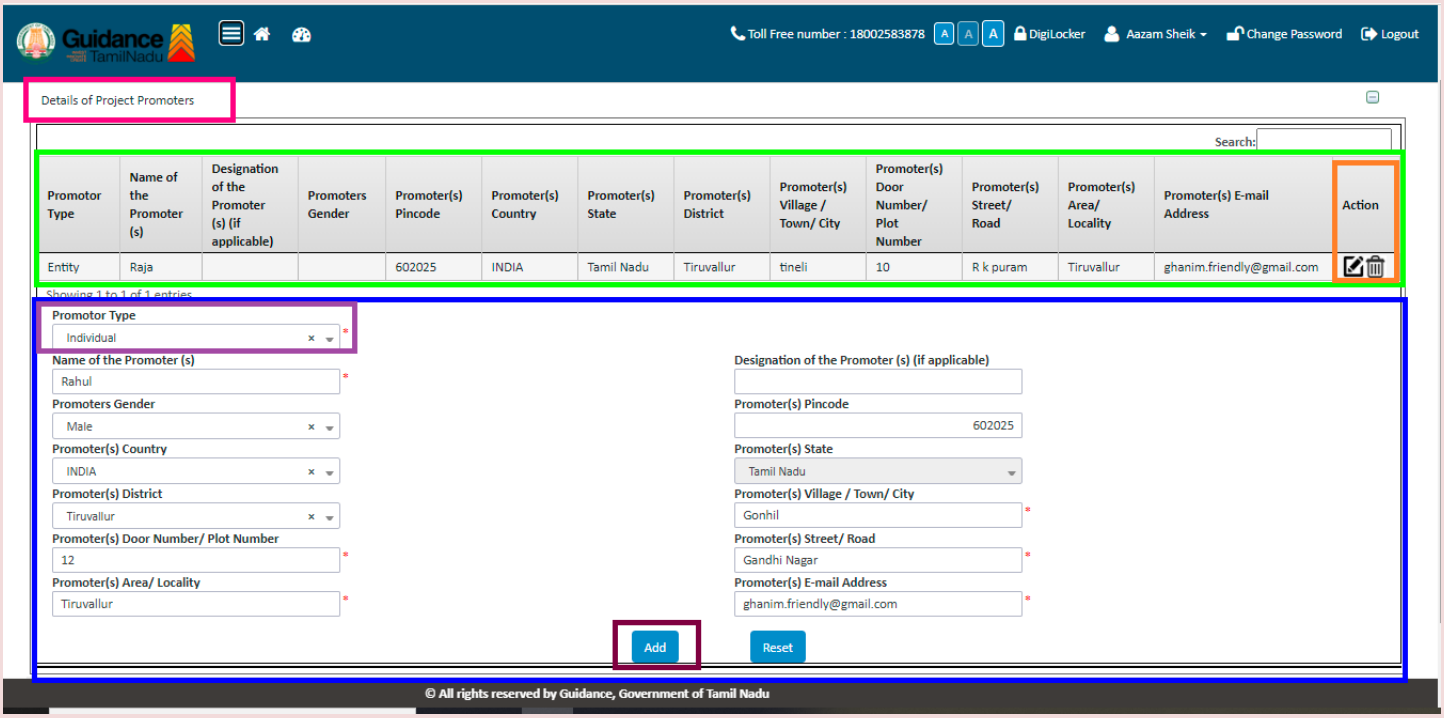
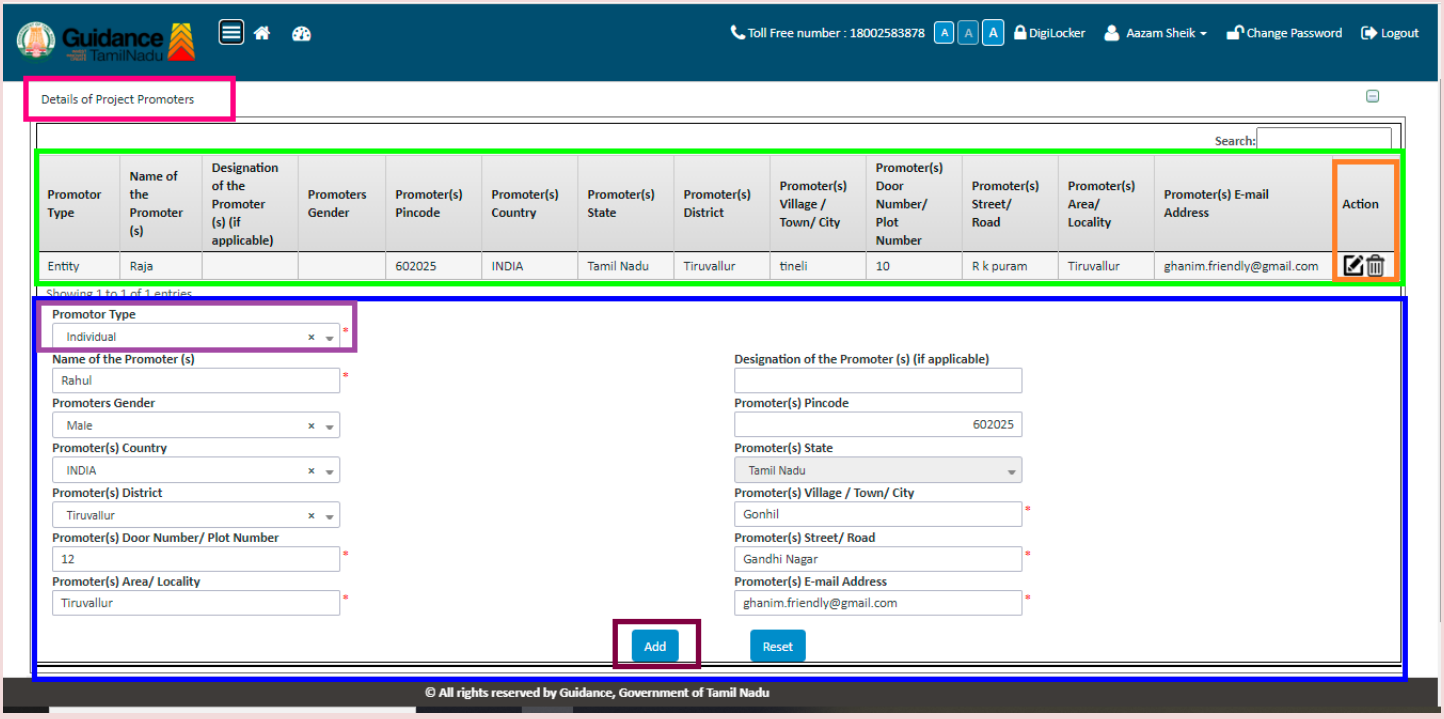


Figure 8 : Details of Project Promoter

Step-9: Multiple Project Promoters

- **Then click “add” button.**
- **User can also add Multiple promoter details.**
- **you can able to modify, delete the added Promoter Details.**



[Figure 9 : Details of Multiple Project Promoter]

Step-10: Investment and Finance Details

- **Investment and Finance Details – Please fill the Details of Investment in Rupees.**
- **Enter the Land, Building, Machinery details in cost.**
- **If needed, please select the check box, and fill the necessary details.**

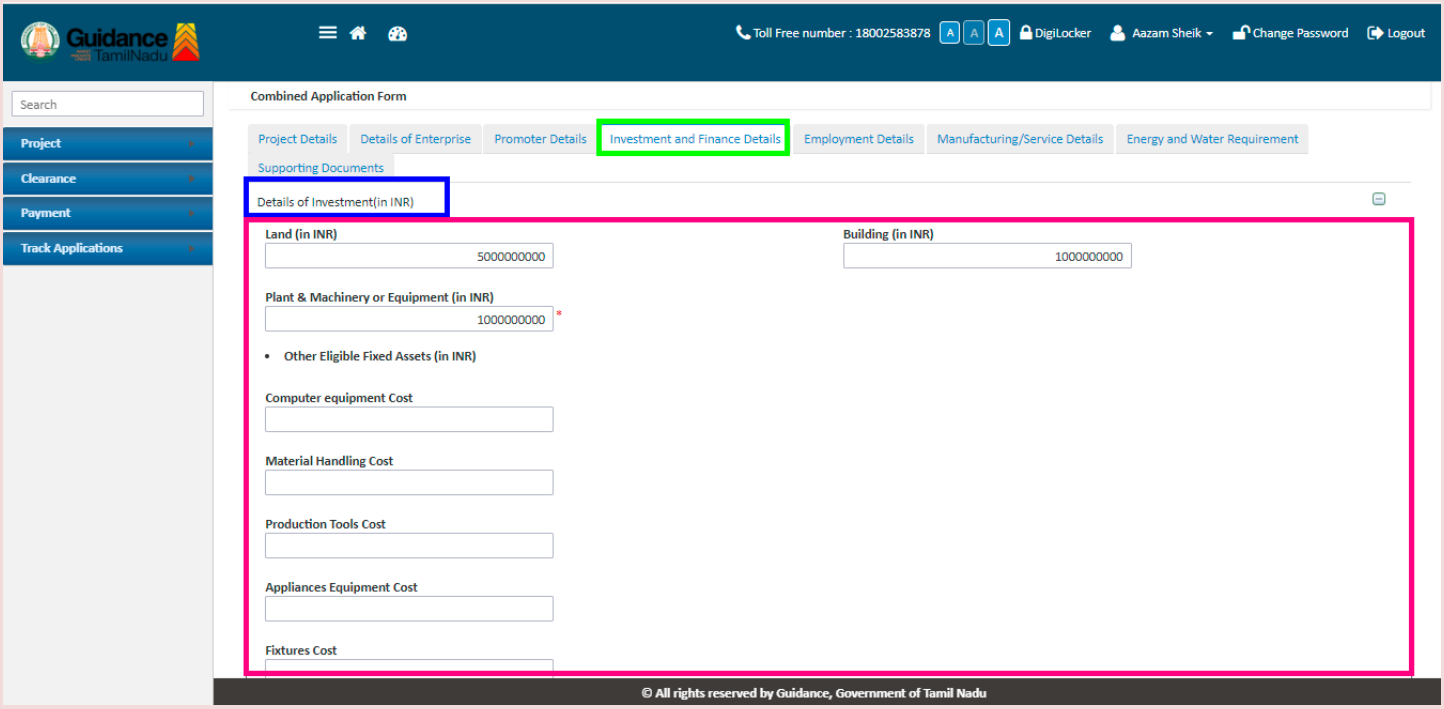


Figure 10 : Investment and Finance Details

Step-11: Means of Finance

- **Please enter the Means of finance in rupees.**
- **Fill the Equity from promoters(domestic), Equity from promoters(foreign), Loan from financial institutions & Others (Please Specify).**
- **Investment & Means of Finance Total will be calculated based on the inputs given by the investor.**

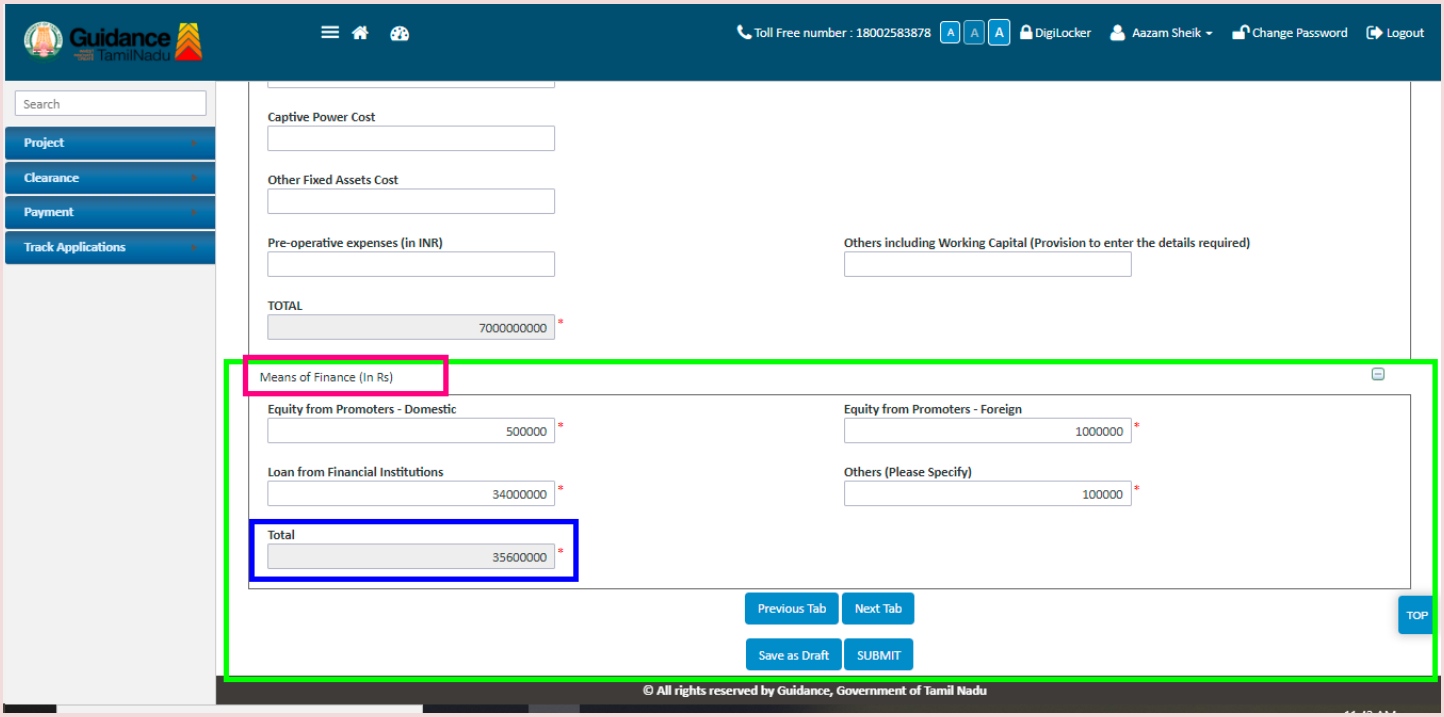


Figure 11 : Means of Finance

Step-12: Details of Employment

- **Please enter the employment details.**

- **Enter the No of Employees on the Company Roll, No of Contract employee, No of Male employee, Female Employee and Maximum Number of workers proposed to be employed in the factory on any one day.**
- **Total Number of Employees will be calculated based on the input given by the investor.**

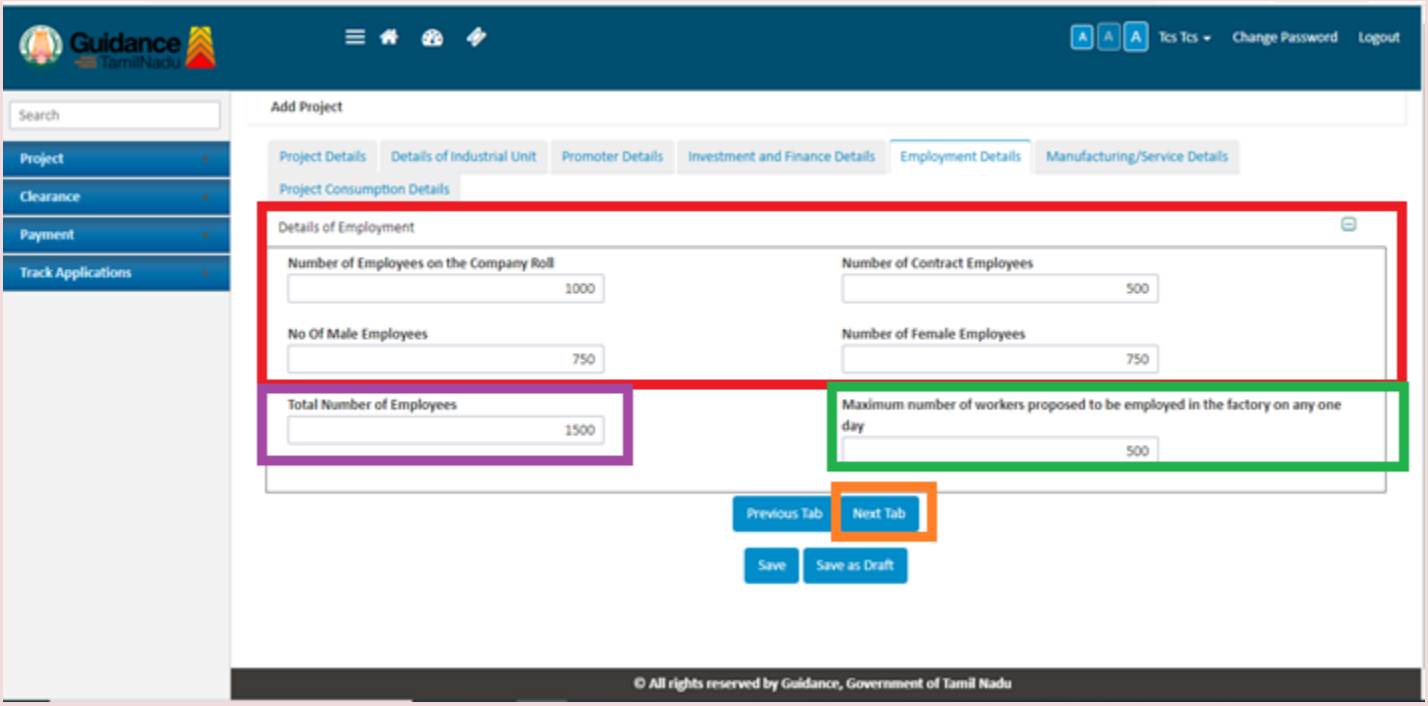


Figure 12 : Employment Details

Step-13: Details of Manufacturing

- **Please fill the Details of Manufacturing.**
- **Enter the** Brief description of process technology used along with a flow chart (to be enclosed), NIC Code, Installed Capacity.
- **Then click "Add" button.**
- **User can also add Multiple Manufacturing details.**
- **you can able to modify, delete the added Manufacturing Details.**

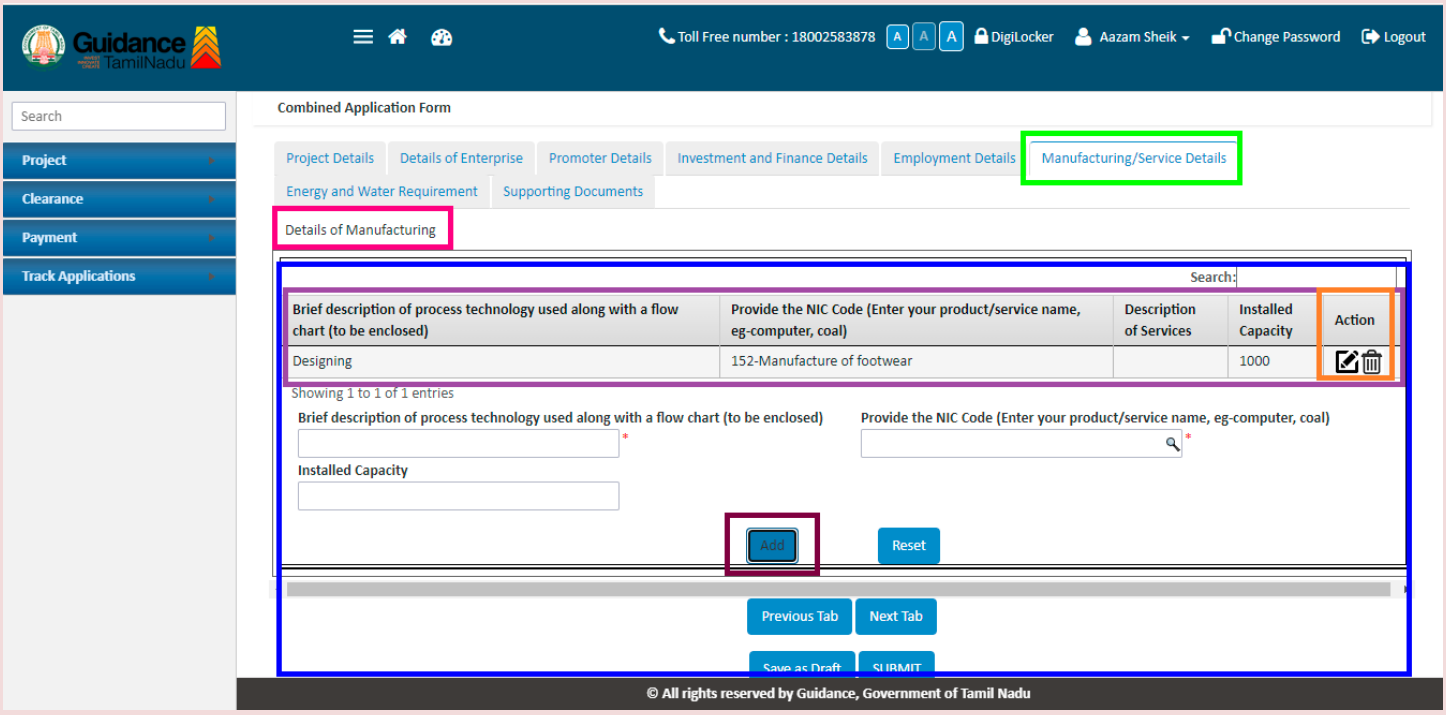


Figure 13 : Manufacturing Details

Step-14: Consumption and Power requirement

- **Please fill the Details of Energy and Water requirement**
- **Enter the "**Captive Generation (kVA), Annual Demand (kVA), Monthly Peak Load (kW), Voltage rating at which HT supply is required and Fuel Type**".**
- **Enter the Details of Water Requirement – "**Industrial Use (Kilo Liters per Day)**" and "**Domestic (Kilo Liters per Day)**".**
- **Then click "**Save**" button.**

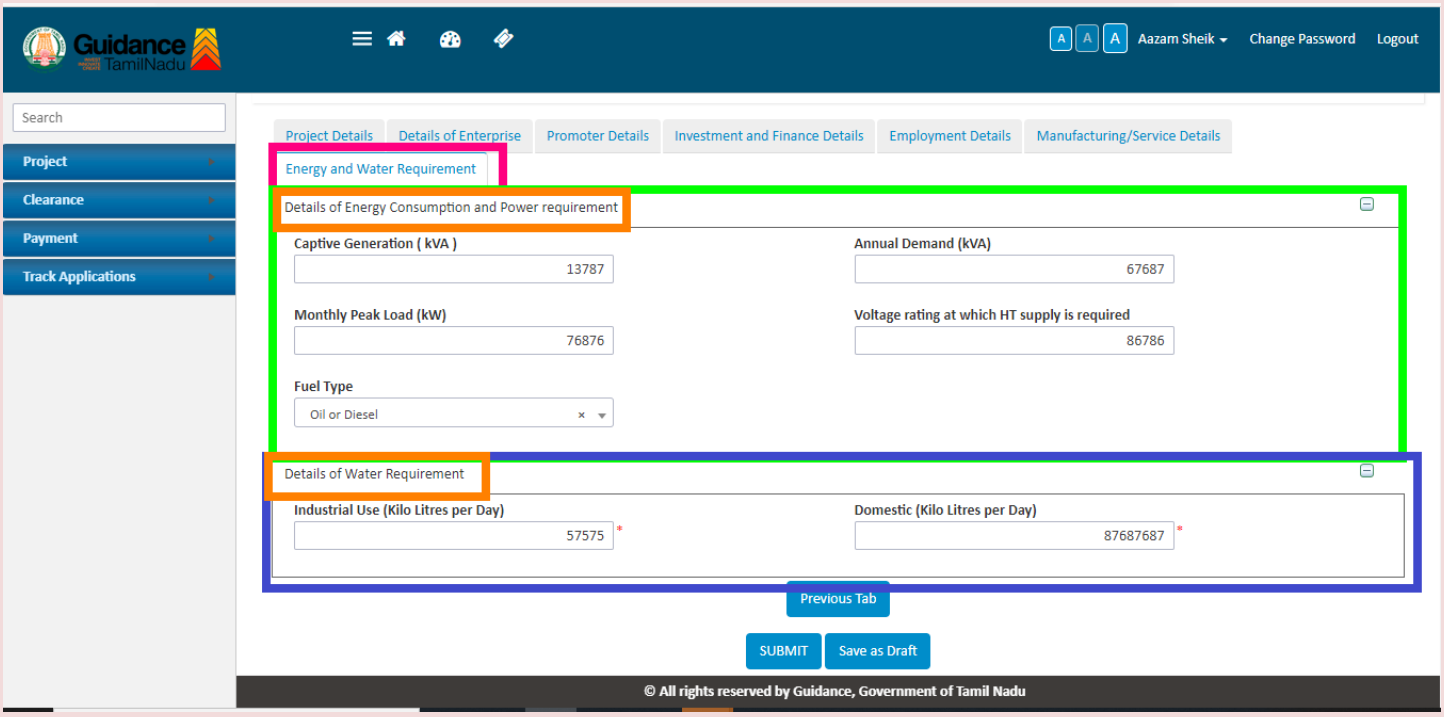


Figure 14 : Energy and Water Requirement

Step-15: Document Checklist

- **Note: Maximum 10 MB Allowed**
- **(Only .JPG, .JPEG, .BMP, .GIF, PNG, .TIF, PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .PPT, .PPTX, .PPSX, .ZIP are allowed)**

- **Please upload all the supporting documents by placing the tick mark in the check box.**

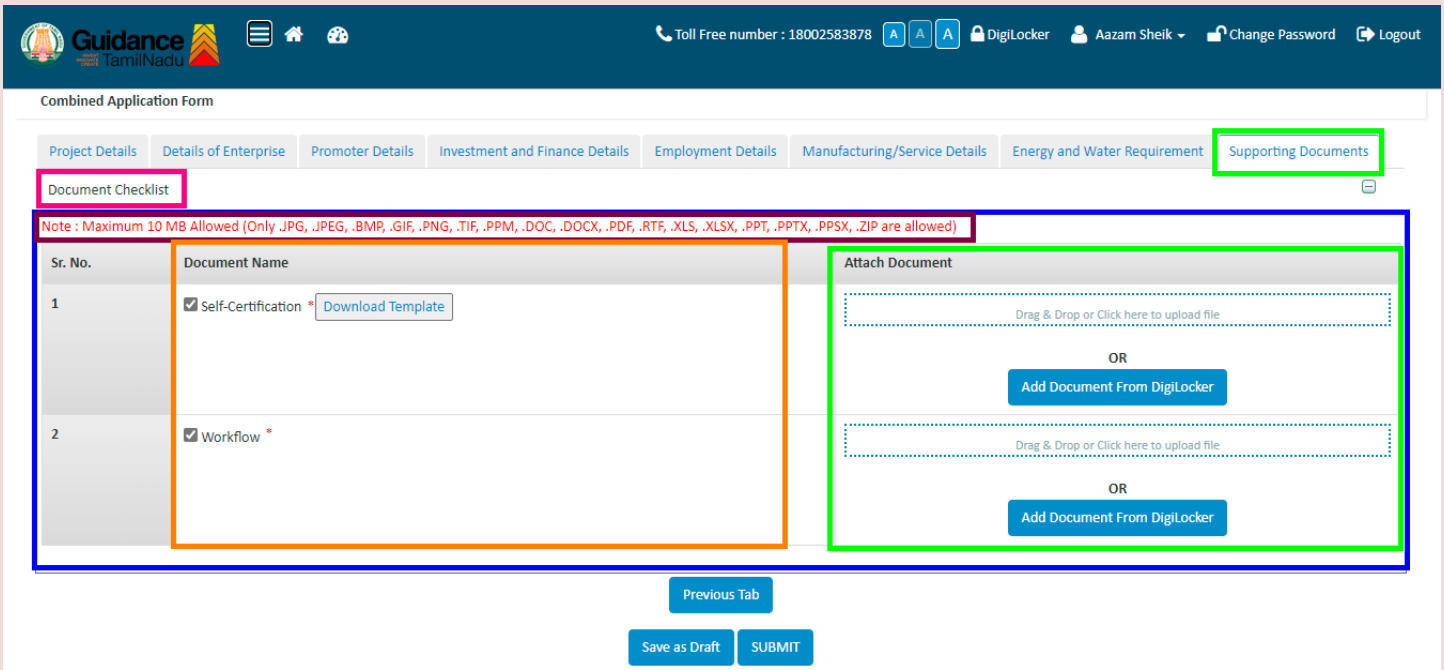


Figure 15 : Document Checklist

Step-16: Request Saved Successfully

- **After Clicking save button "**Your Request has been saved successfully**" alert occurs.**
- **Then press "**Ok**" button**

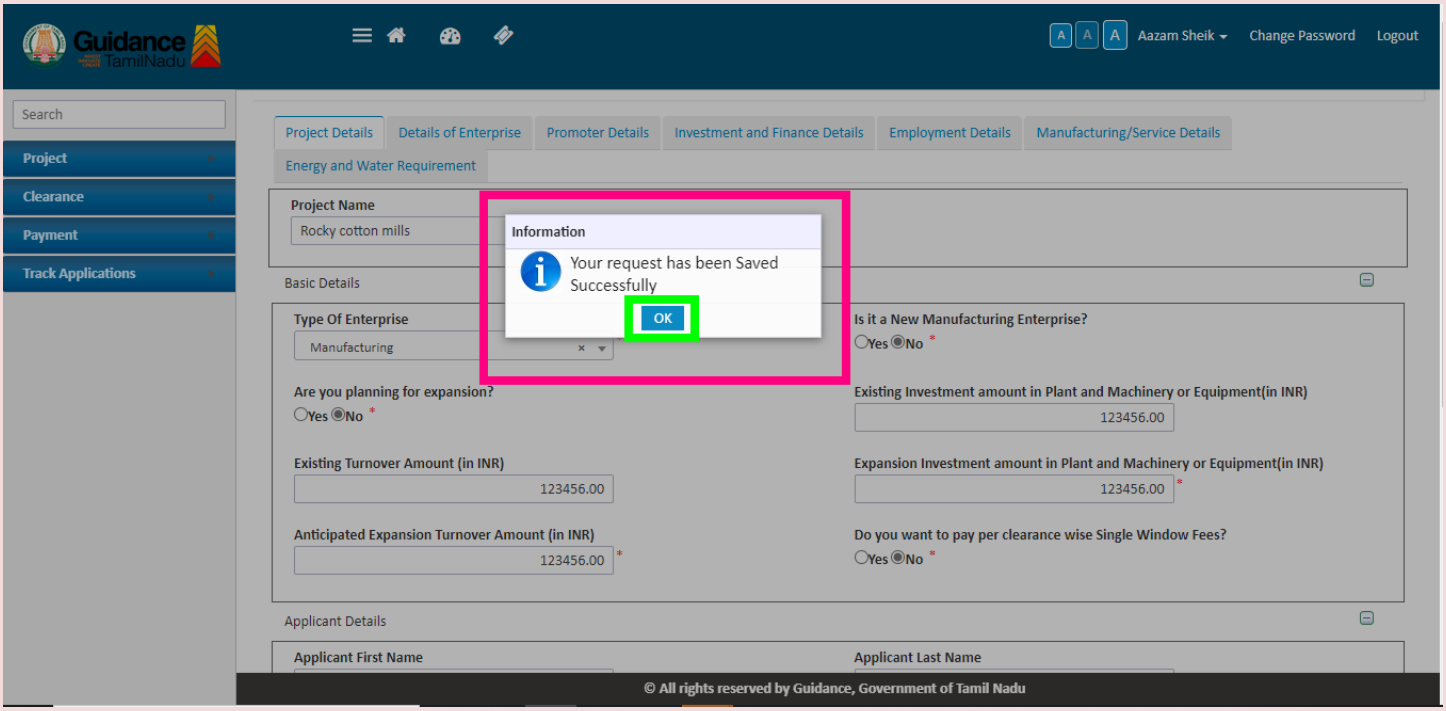


Figure 16 : Saved Successfully

Step-17: Project – Project List

- **Once your request saved successfully, please get your project from the project list.**

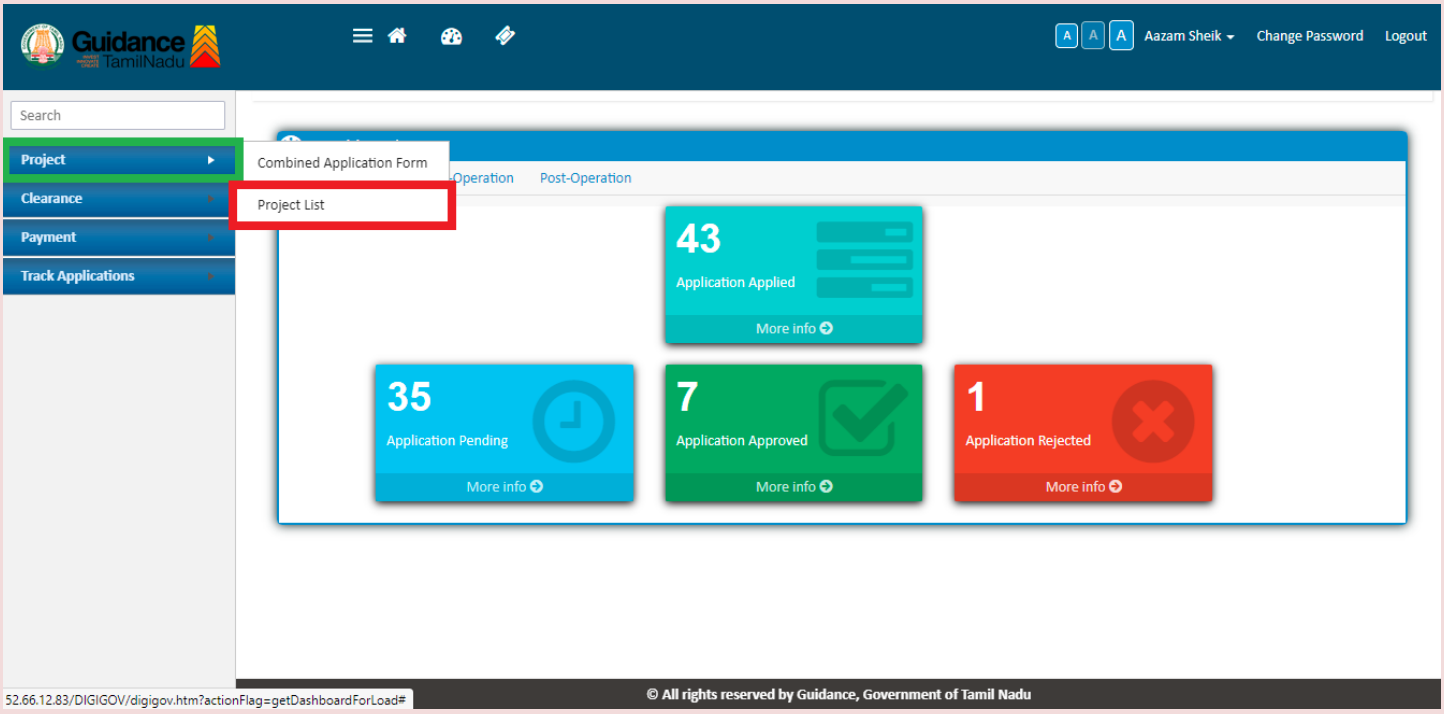


Figure 17 : Project - Project List

Step-18: Project List

- **Once your request saved successfully, please get your project from the project list.**
- **Project List accommodate** S. No, Project Id, Name of Project, Submission Date, Updated Date, Project Status, Processing Fees and Action Items.
- There is no single window fee applicable for **MSME (Status will be under process (Step 19 is not applicable).**
- Single widow fee is applicable only for **Large Industries (Status will be Make payment (Go to Step 19)).**

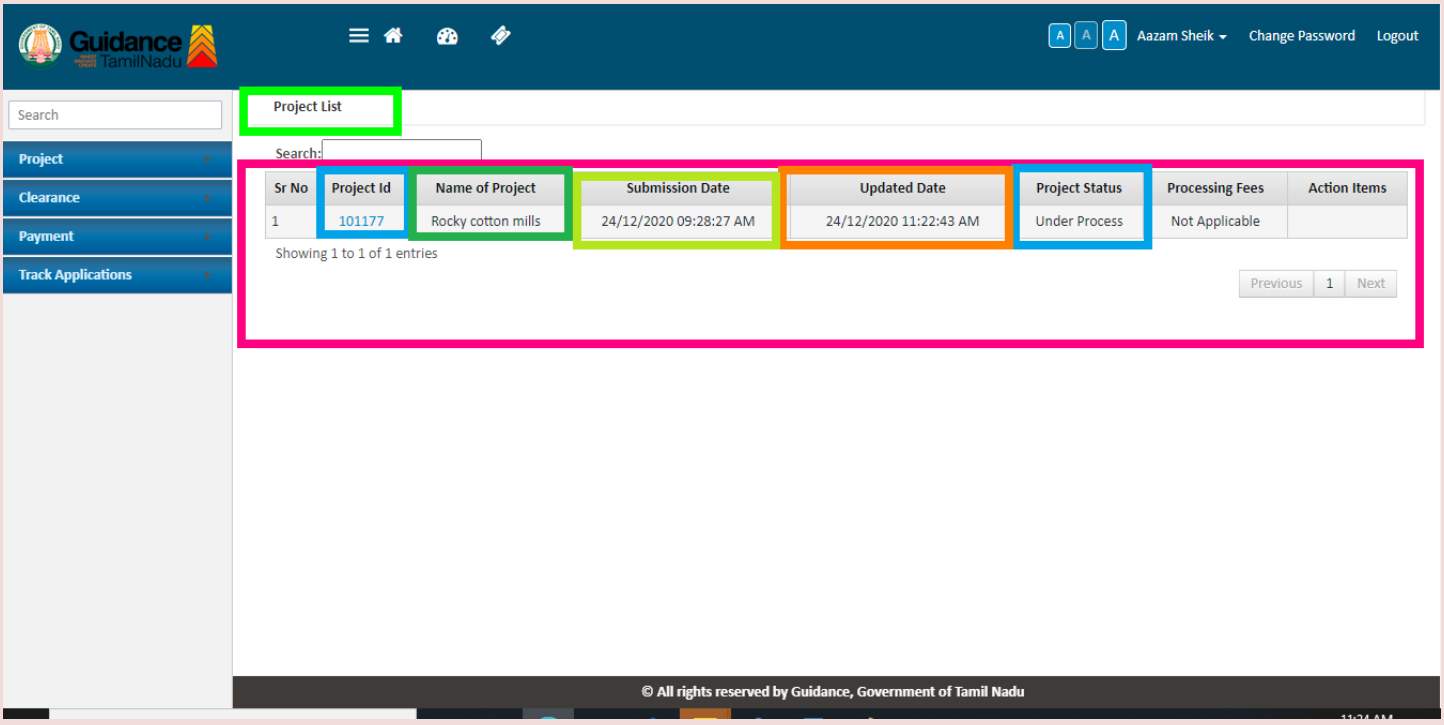


Figure 18 : Project List

Step-19: Make Payment (Applicable only for Large industries)

- **Please go to Project → Project list.**
- **Search with your "Industrial unit name".**
- **Project status will be Make payment and Processing fees will be displayed.**
- **Click on "Action items" and follow the payment process to make payment.**

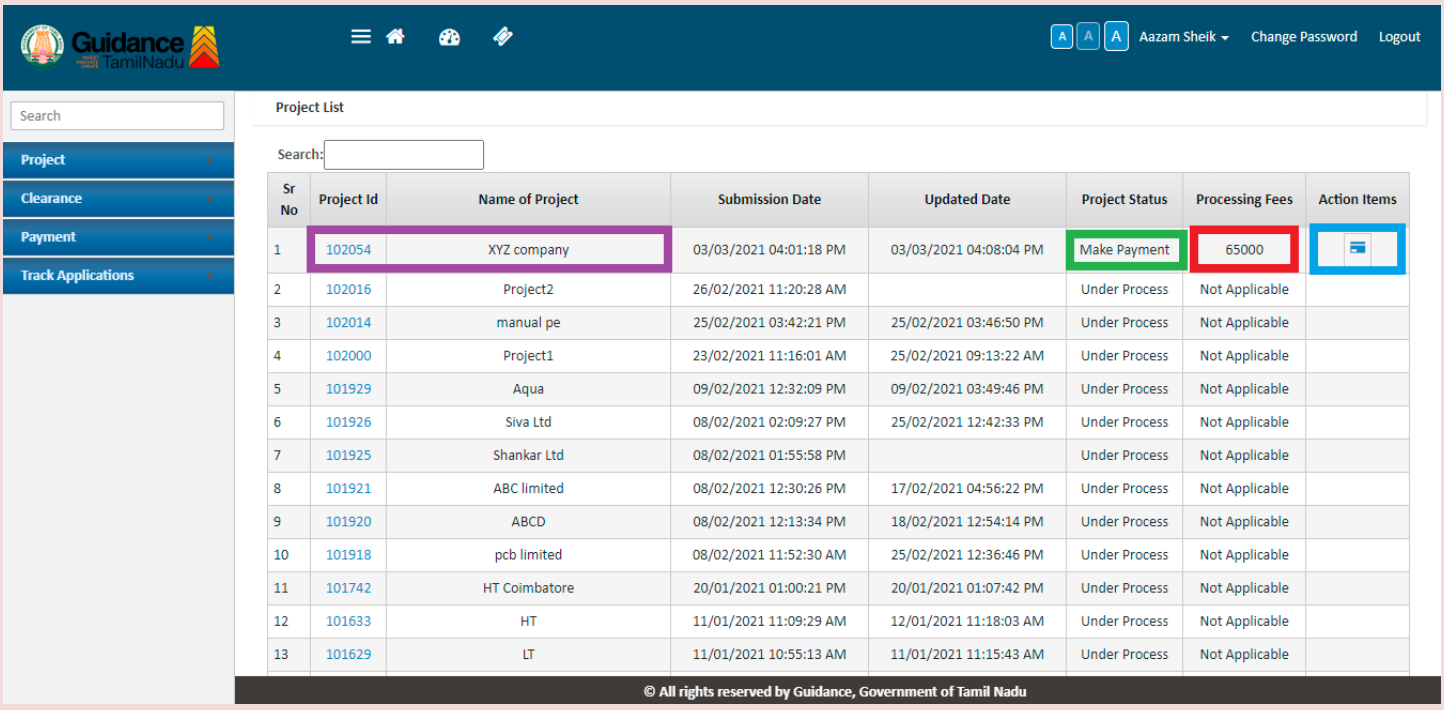


Figure 19 : Make Payment