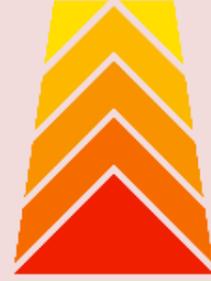


# Guidance

INVEST  
INNOVATE  
CREATE

# TamilNadu



**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.

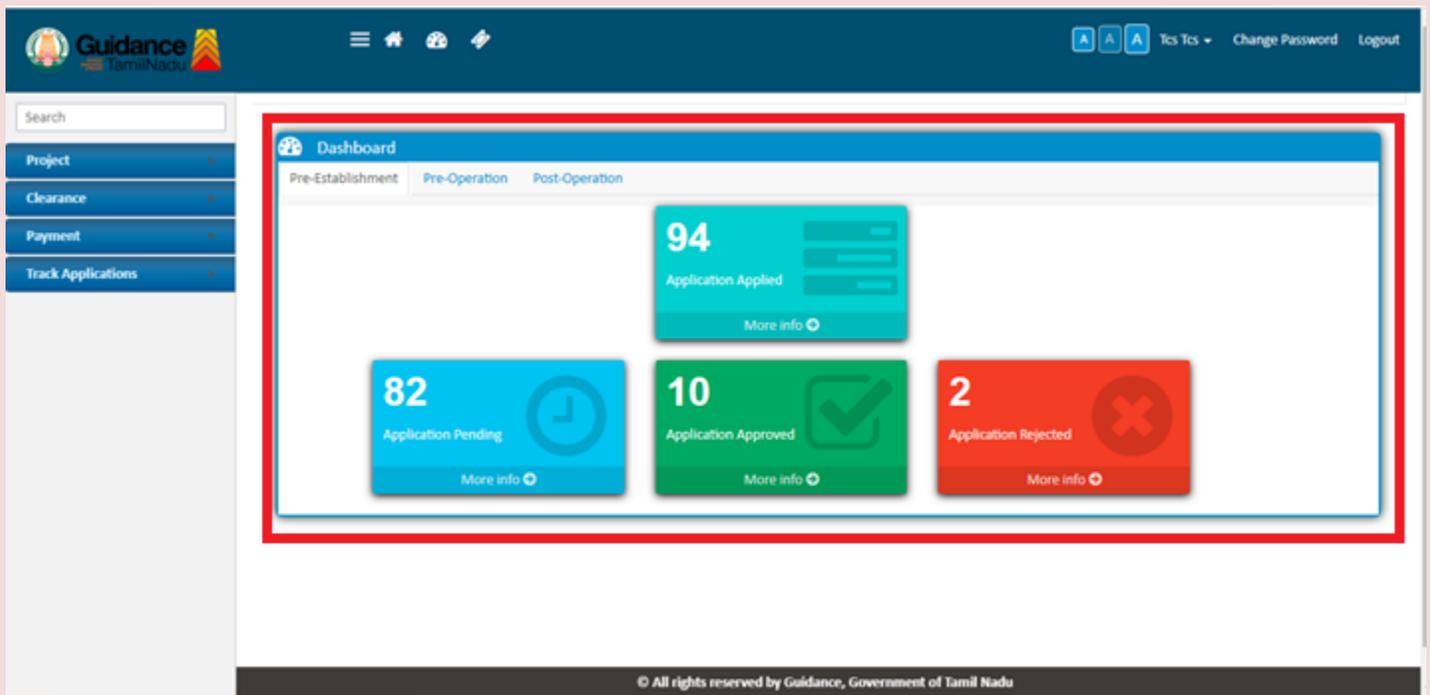


Figure 1 : Dashboard

## 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

The screenshot displays the Guidance Tamil Nadu dashboard. At the top, there is a navigation bar with the logo, user name 'Aazam Sheik', and options for 'Change Password' and 'Logout'. Below the navigation bar is a search bar and a sidebar menu with options: 'Project', 'Clearance', 'Payment', and 'Track Applications'. The 'Project' menu is expanded, showing 'Combined Application Form' and 'Project List'. The main content area features three application status cards: '43 Application Applied' (teal), '35 Application Pending' (light blue), and '1 Application Rejected' (red). Each card includes a 'More info' link. The footer contains the URL '52.66.12.83/DIGIGOV/diqigov.htm?actionFlag=getDashboardForLoad#' and the copyright notice '© All rights reserved by Guidance, Government of Tamil Nadu'.

**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.

Guidance TamilNadu

Azam Sheik Change Password Logout

Search

Project  
Clearance  
Payment  
Track Applications

Project Details Details of Enterprise Promoter Details Investment and Finance Details Employment Details Manufacturing/Service Details

Energy and Water Requirement

Project Name  
Rocky cotton mills \*

Basic Details

Type Of Enterprise  
Manufacturing x \*

Investment amount in Plant and Machinery or Equipment(in INR)  
123456.00 \*

Anticipated Turnover Amount (in INR)  
123456.00 \*

Is it a New Manufacturing Enterprise?  
 Yes  No \*

Do you want to pay per clearance wise Single Window Fees?  
 Yes  No \*

Guidance TamilNadu

Azam Sheik Change Password Logout

Search

Project  
Clearance  
Payment  
Track Applications

Project Details Details of Enterprise Promoter Details Investment and Finance Details Employment Details Manufacturing/Service Details

Energy and Water Requirement

Project Name  
Rocky cotton mills \*

Basic Details

Type Of Enterprise  
Manufacturing x \*

Are you planning for expansion?  
 Yes  No \*

Existing Turnover Amount (in INR)  
[Empty field]

Anticipated Expansion Turnover Amount (in INR)  
123456.00 \*

Is it a New Manufacturing Enterprise?  
 Yes  No \*

Existing Investment amount in Plant and Machinery or Equipment(in INR)  
[Empty field]

Expansion Investment amount in Plant and Machinery or Equipment(in INR)  
123456.00 \*

Do you want to pay per clearance wise Single Window Fees?  
 Yes  No \*

**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.

The screenshot shows the 'Applicant Details' form in the Guidance TamilNadu portal. The form is highlighted with a red border. It contains the following fields and values:

Field	Value
Applicant First Name	Rahul
Applicant Last Name	Sharma
Applicant Designation	Executive Director
Applicant Mobile Number	9876543210
Applicant Email ID	test19@tcs.com
Applicant PIN Code	600017
Applicant Address Line 1	67/12
Applicant Address Line 2	Ranganathan Street
Applicant Country	INDIA
Applicant State / UT	Tamil Nadu
Applicant District	Chennai

Below the form, there are three buttons: 'Next Tab' (highlighted with a green border), 'Save', and 'Save as Draft'. A 'TOP' button is also visible in the bottom right corner.

**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.

The screenshot displays the 'Survey Details' form in the Guidance TamilNadu application. The form is divided into several sections:

- Address of the Enterprise:** Includes fields for 'Door Number/ Plot Number' (value: 5), 'Street/ Road' (value: A. S street), and 'Area/ Locality' (value: Annur).
- Survey Details Table:** A table with columns for 'Survey Field (SF) Number/ Re-Survey (RS) Number', 'Subdivision Number', and 'Action'. It contains one entry with values 123456 and 123, and an 'Action' column with a search icon and a delete icon.
- Form Fields:** Below the table, there are input fields for 'Survey Field (SF) Number/ Re-Survey (RS) Number' and 'Subdivision Number', with 'Add' and 'Reset' buttons below them.

**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.

The screenshot shows the 'Address of the Enterprise' form in the Guidance TamilNadu portal. The form is highlighted with a green border. The 'Details of Enterprise' tab is selected. The form fields include:

- Door Number/ Plot Number: 5
- Street/ Road: A. S street
- Area/ Locality: Annur
- Pincode: 600078
- Country: INDIA
- State: Tamil Nadu
- District: Coimbatore
- Taluk Name: Annur
- Village / Town/ City: Village
- MUNICIPALITY: GOUNDAMPALAYAM\_TP

**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.

The screenshot displays the 'Enterprise and Contact Details' form in the Guidance TamilNadu application. The form is structured as follows:

- Enterprise Details:**
  - Name of the Enterprise: Textile Enterprise
  - Nature of Organization: Co-Operative
  - Industrial Entrepreneurs Memorandum (IEM) Number: 12345
  - Industrial Entrepreneurs Memorandum (IEM) - Issued Date: 09/03/2021
  - Industrial Entrepreneurs Memorandum (IEM) - Expiry Date: 31/03/2021
  - Proposed date of commencement of Construction: 31/03/2021
  - Corporate Identity Number (CIN) of the Enterprise: 5436
- Contact details of the Enterprise:**
  - Telephone Number with STD code: 0442345677
  - Fax Number with STD code: 12345663232
  - Mobile Number: 9876543567
  - E-mail Address: ghanim.friendly@gmail.com

Navigation buttons at the bottom include 'Previous Tab', 'Next Tab', 'Save as Draft', and 'SUBMIT'. A copyright notice at the bottom reads: © All rights reserved by Guidance, Government of Tamil Nadu.

**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 .

Details of Project Promoters

Promotor Type	Name of the Promoter (s)	Designation of the Promoter (s) (if applicable)	Promoters Gender	Promoter(s) Pincode	Promoter(s) Country	Promoter(s) State	Promoter(s) District	Promoter(s) Village / Town/ City	Promoter(s) Door Number/ Plot Number	Promoter(s) Street/ Road	Promoter(s) Area/ Locality	Promoter(s) E-mail Address	Action
Entity	Raja			602025	INDIA	Tamil Nadu	Tiruvallur	tineli	10	R k puram	Tiruvallur	ghanim.friendly@gmail.com	

Showing 1 to 1 of 1 entries

Promotor Type: Individual

Name of the Promoter (s): Rahul

Promoters Gender: Male

Promoter(s) Country: INDIA

Promoter(s) District: Tiruvallur

Promoter(s) Door Number/ Plot Number: 12

Promoter(s) Area/ Locality: Tiruvallur

Designation of the Promoter (s) (if applicable):

Promoter(s) Pincode: 602025

Promoter(s) State: Tamil Nadu

Promoter(s) Village / Town/ City: Gonhil

Promoter(s) Street/ Road: Gandhi Nagar

Promoter(s) E-mail Address: ghanim.friendly@gmail.com

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**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.

Details of Project Promoters

Promotor Type	Name of the Promoter (s)	Designation of the Promoter (s) (if applicable)	Promoters Gender	Promoter(s) Pincode	Promoter(s) Country	Promoter(s) State	Promoter(s) District	Promoter(s) Village / Town/ City	Promoter(s) Door Number/ Plot Number	Promoter(s) Street/ Road	Promoter(s) Area/ Locality	Promoter(s) E-mail Address	Action
Entity	Raja			602025	INDIA	Tamil Nadu	Tiruvallur	tineli	10	R k puram	Tiruvallur	ghanim.friendly@gmail.com	

Showing 1 to 1 of 1 entries

Promotor Type: Individual

Name of the Promoter (s): Rahul

Promoters Gender: Male

Promoter(s) Country: INDIA

Promoter(s) District: Tiruvallur

Promoter(s) Door Number/ Plot Number: 12

Promoter(s) Area/ Locality: Tiruvallur

Designation of the Promoter (s) (if applicable):

Promoter(s) Pincode: 602025

Promoter(s) State: Tamil Nadu

Promoter(s) Village / Town/ City: Gonhil

Promoter(s) Street/ Road: Gandhi Nagar

Promoter(s) E-mail Address: ghanim.friendly@gmail.com

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**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.

Guidance TamilNadu

Toll Free number : 18002583878

DigiLocker Aazam Sheikh Change Password Logout

Search

Combined Application Form

Project Details Details of Enterprise Promoter Details **Investment and Finance Details** Employment Details Manufacturing/Service Details Energy and Water Requirement

Supporting Documents

Details of Investment (in INR)

Land (in INR) 5000000000

Building (in INR) 1000000000

Plant & Machinery or Equipment (in INR) 1000000000 \*

Other Eligible Fixed Assets (in INR)

Computer equipment Cost

Material Handling Cost

Production Tools Cost

Appliances Equipment Cost

Fixtures Cost

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**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.

Guidance TamilNadu | Toll Free number : 18002583878 | DigiLocker | Aazam Sheik | Change Password | Logout

Search

Project  
Clearance  
Payment  
Track Applications

Captive Power Cost

Other Fixed Assets Cost

Pre-operative expenses (in INR)

Others including Working Capital (Provision to enter the details required)

TOTAL 7000000000 \*

**Means of Finance (In Rs)**

Equity from Promoters - Domestic	500000 *	Equity from Promoters - Foreign	1000000 *
Loan from Financial Institutions	34000000 *	Others (Please Specify)	100000 *
<b>Total</b>	<b>35600000 *</b>		

Previous Tab | Next Tab | Save as Draft | SUBMIT | TOP

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**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.

The screenshot displays the 'Add Project' interface with the 'Employment Details' tab selected. The form contains the following fields and values:

Field	Value
Number of Employees on the Company Roll	1000
Number of Contract Employees	500
No Of Male Employees	750
Number of Female Employees	750
Total Number of Employees	1500
Maximum number of workers proposed to be employed in the factory on any one day	500

Navigation buttons: Previous Tab, Next Tab, Save, Save as Draft.

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**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.

Search

Combined Application Form

Project Details Details of Enterprise Promoter Details Investment and Finance Details Employment Details **Manufacturing/Service Details**

Energy and Water Requirement Supporting Documents

**Details of Manufacturing**

Brief description of process technology used along with a flow chart (to be enclosed)	Provide the NIC Code (Enter your product/service name, eg-computer, coal)	Description of Services	Installed Capacity	Action
Designing	152-Manufacture of footwear		1000	

Showing 1 to 1 of 1 entries

Brief description of process technology used along with a flow chart (to be enclosed)

Provide the NIC Code (Enter your product/service name, eg-computer, coal)

Installed Capacity

**Add** Reset

Previous Tab Next Tab

Save as Draft SIRMIT

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**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.

The screenshot displays the 'Energy and Water Requirement' form within the Guidance TamilNadu application. The form is organized into two main sections:

- Details of Energy Consumption and Power requirement:** This section contains five input fields:
  - Captive Generation ( kVA ): 13787
  - Annual Demand ( kVA ): 67687
  - Monthly Peak Load ( kW ): 76876
  - Voltage rating at which HT supply is required: 86786
  - Fuel Type: Oil or Diesel (dropdown menu)
- Details of Water Requirement:** This section contains two input fields:
  - Industrial Use (Kilo Litres per Day): 57575 \*
  - Domestic (Kilo Litres per Day): 87687687 \*

At the bottom of the form, there are two buttons: 'SUBMIT' and 'Save as Draft'. A 'Previous Tab' button is also visible above the 'SUBMIT' button. The footer of the application states: © All rights reserved by Guidance, Government of Tamil Nadu.

**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.

Combined Application Form

Project Details | Details of Enterprise | Promoter Details | Investment and Finance Details | Employment Details | Manufacturing/Service Details | Energy and Water Requirement | **Supporting Documents**

**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)

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Self-Certification * <a href="#">Download Template</a>	Drag & Drop or Click here to upload file OR Add Document From DigiLocker
2	<input checked="" type="checkbox"/> Workflow *	Drag & Drop or Click here to upload file OR Add Document From DigiLocker

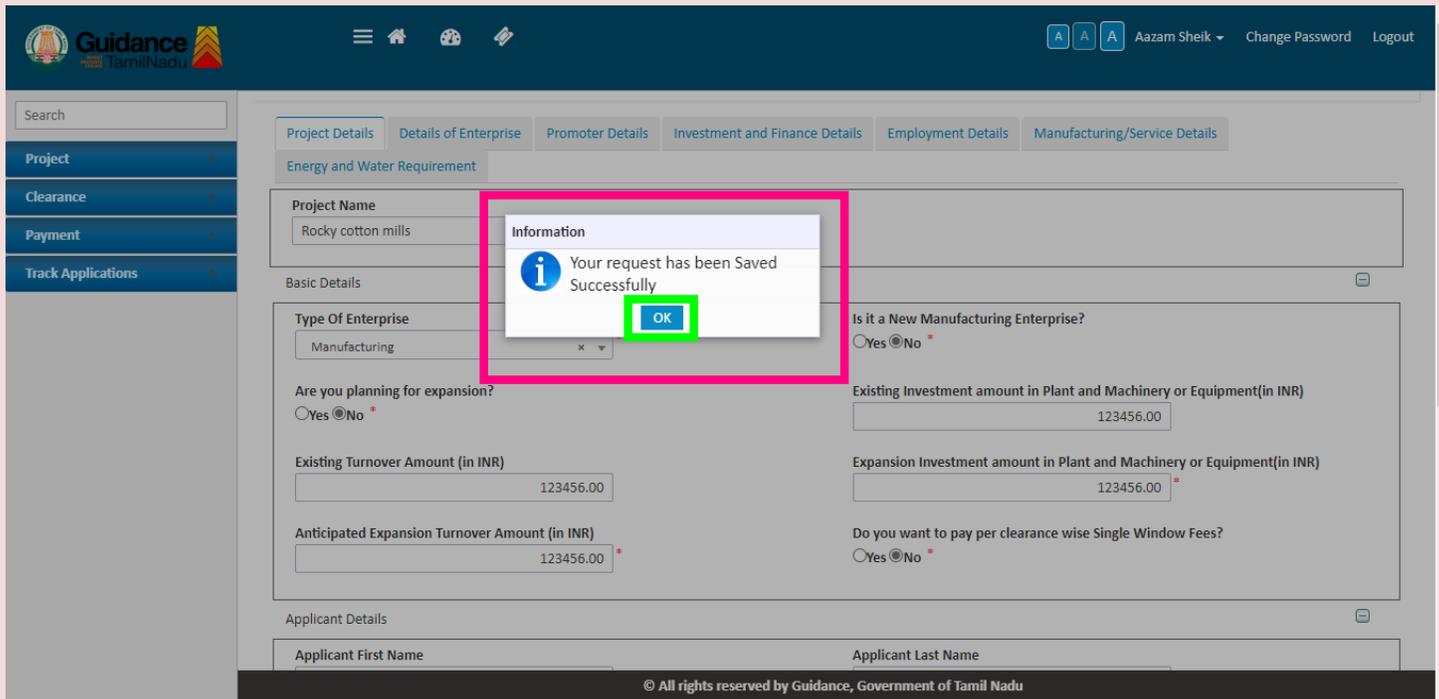
Previous Tab

Save as Draft | SUBMIT

**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



The screenshot displays the Guidance TamilNadu web application interface. The top navigation bar includes the logo, user name 'Aazam Sheik', and options for 'Change Password' and 'Logout'. The main content area is divided into several sections: 'Project Details', 'Details of Enterprise', 'Promoter Details', 'Investment and Finance Details', 'Employment Details', and 'Manufacturing/Service Details'. The 'Project Name' field is filled with 'Rocky cotton mills'. A modal dialog box is overlaid on the form, displaying the message 'Information: Your request has been Saved Successfully' with an 'OK' button highlighted in green. The form also includes fields for 'Type Of Enterprise' (Manufacturing), 'Existing Turnover Amount (in INR)' (123456.00), 'Anticipated Expansion Turnover Amount (in INR)' (123456.00), and 'Expansion Investment amount in Plant and Machinery or Equipment(in INR)' (123456.00). The footer contains the text '© All rights reserved by Guidance, Government of Tamil Nadu'.

**Figure 16 : Saved Successfully**

## Step-17: Project – Project List

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

The screenshot shows the Guidance TamilNadu dashboard. The top navigation bar includes the logo, user name 'Aazam Sheik', and links for 'Change Password' and 'Logout'. A search bar is located on the left. The main menu on the left has 'Project' highlighted, with a sub-menu showing 'Project List' selected and highlighted with a red box. The dashboard content area displays four statistics cards: 'Application Applied' (43), 'Application Pending' (35), 'Application Approved' (7), and 'Application Rejected' (1). Each card includes a 'More info' link. The footer contains the URL '52.66.12.83/DIGIGOV/digigov.htm?actionFlag=getDashboardForLoad=' and the copyright notice '© All rights reserved by Guidance, Government of Tamil Nadu'.

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))**.

The screenshot displays the 'Project List' interface. At the top, there is a search bar and a navigation menu. The main content area shows a table with the following data:

Sr No	Project Id	Name of Project	Submission Date	Updated Date	Project Status	Processing Fees	Action Items
1	101177	Rocky cotton mills	24/12/2020 09:28:27 AM	24/12/2020 11:22:43 AM	Under Process	Not Applicable	

Showing 1 to 1 of 1 entries

Previous 1 Next

**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.

The screenshot shows the 'Project List' interface. On the left is a navigation menu with options: Project, Clearance, Payment, and Track Applications. The main area contains a search bar and a table of projects. The first row of the table is highlighted with a purple border. In this row, the 'Project Status' is 'Make Payment', the 'Processing Fees' is '65000', and there is an 'Action Items' button. The 'Make Payment' text and the '65000' value are highlighted with green and red boxes, and the 'Action Items' button is highlighted with a blue box.

Sr No	Project Id	Name of Project	Submission Date	Updated Date	Project Status	Processing Fees	Action Items
1	102054	XYZ company	03/03/2021 04:01:18 PM	03/03/2021 04:08:04 PM	Make Payment	65000	
2	102016	Project2	26/02/2021 11:20:28 AM		Under Process	Not Applicable	
3	102014	manual pe	25/02/2021 03:42:21 PM	25/02/2021 03:46:50 PM	Under Process	Not Applicable	
4	102000	Project1	23/02/2021 11:16:01 AM	25/02/2021 09:13:22 AM	Under Process	Not Applicable	
5	101929	Aqua	09/02/2021 12:32:09 PM	09/02/2021 03:49:46 PM	Under Process	Not Applicable	
6	101926	Siva Ltd	08/02/2021 02:09:27 PM	25/02/2021 12:42:33 PM	Under Process	Not Applicable	
7	101925	Shankar Ltd	08/02/2021 01:55:58 PM		Under Process	Not Applicable	
8	101921	ABC limited	08/02/2021 12:30:26 PM	17/02/2021 04:56:22 PM	Under Process	Not Applicable	
9	101920	ABCD	08/02/2021 12:13:34 PM	18/02/2021 12:54:14 PM	Under Process	Not Applicable	
10	101918	pcb limited	08/02/2021 11:52:30 AM	25/02/2021 12:36:46 PM	Under Process	Not Applicable	
11	101742	HT Coimbatore	20/01/2021 01:00:21 PM	20/01/2021 01:07:42 PM	Under Process	Not Applicable	
12	101633	HT	11/01/2021 11:09:29 AM	12/01/2021 11:18:03 AM	Under Process	Not Applicable	
13	101629	LT	11/01/2021 10:55:13 AM	11/01/2021 11:15:43 AM	Under Process	Not Applicable	

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**Figure 19 : Make Payment**