

HOW TO APPLY?

1 Run through Guidelines

Please go through the guidelines about common application form, enclosure list, timelines, specific applications, etc.

2 TS-iPASS Login Page

- Login
- New User Registration
- Create New Password

3 Click on CFE (+) in the sidebar, select "Questionnaire"

Fill in Project Details, Project Financials and Project Requirements. Then **Click "Submit Questionnaire" and download "Enclosure list"**.

4 Click on "Show Approvals Required" to get approvals list and dept. fee details.

5 Click on "Common Application Form" in CFE (+) sidebar

Click "Yes" for approvals you have already obtained and upload the those documents.

6 Fill in details: (whichever applicable)

- Enterprise Details
- Proposed Unit and Location Details
- Line of Activity
- Power details
- Fire Details
- Forest Details
- Pollution Control Board (PCB) details

7 Submit "Common Attachments/Enclosures"

- Self-certification
- Registration Deed
- Partnership details (or) Articles of Association
- Detailed building & site plan
- Mutation Order
- PAN/AADHAAR
- Process Flowchart

Click on "Payment" from CFE (+) in the sidebar

After completion of the payment, the application will be submitted to the respective departments.

8 Click on "Payment" from CFE (+) in the sidebar

Go to Entrepreneur Dashboard (CFE/CFO) -> Pre-Scrutiny Status -> Click "Yet to Respond" if query raised or "appeal" if its rejected.

9 Query & Appeal

To download the approval, go to "Entrepreneur Dashboard" and click on "Issued" under "Approval Status".

10 Download Approval

Note: Contact Helpdesk(+) from the sidebar for further clarifications regarding any steps.