



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Application requesting Wax for MSME's

**Tamil Nadu Small Industries Development
Corporation Limited (SIDCO)**



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1. Home Page

- 1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information’s, useful links, and functionalities about TNSWP.
- 2) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

TNSWP website (www.tnswp.com)

Toll free number and Mail Id



Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.

**Register
on TNSWP**

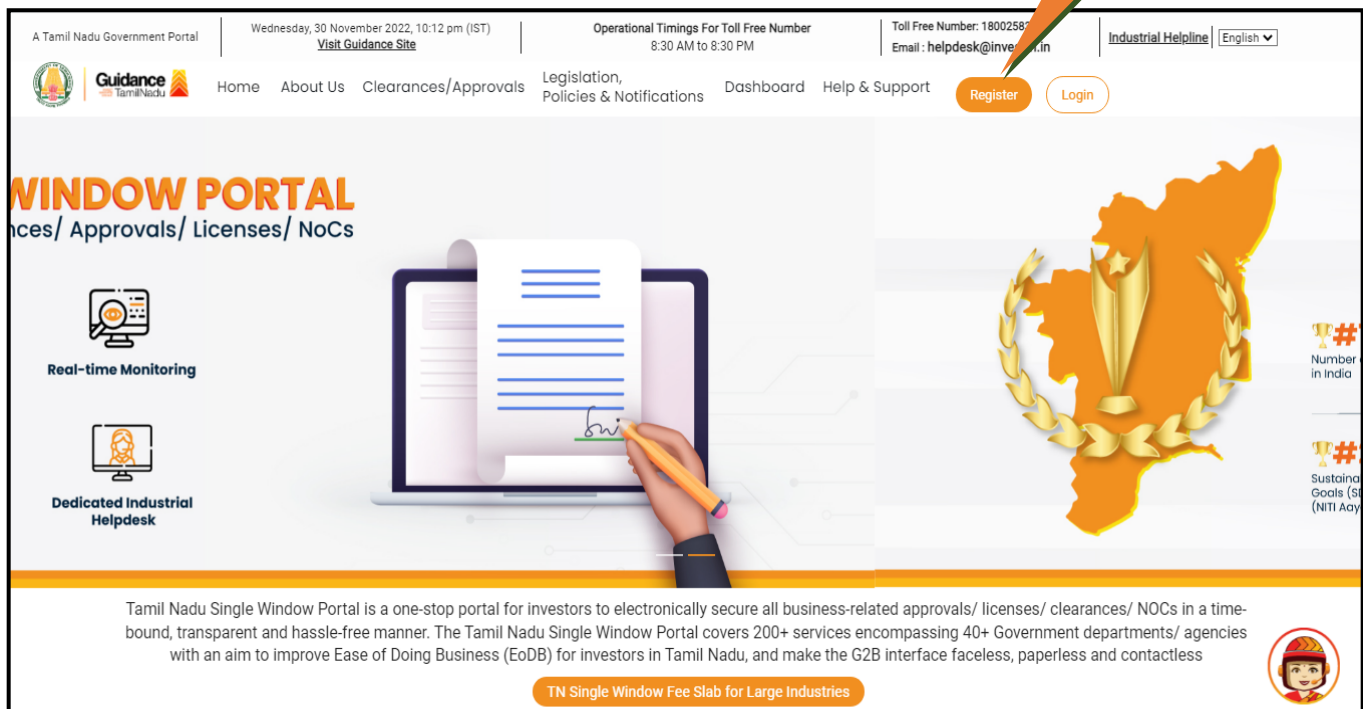


Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.

New Registration

Register as
 Investor
 Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

Date of Birth

PAN Number of Company

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

Name of Company

Figure 3. Registration Form

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha

I accept the [Terms and Conditions*](#)

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- '**2-Step Verification Process**' screen will appear when the applicant clicks on 'Register' button.
 - **Mobile Number Verification**
 - 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
 - 2) Enter the verification code and click on the '**Verify**' button.

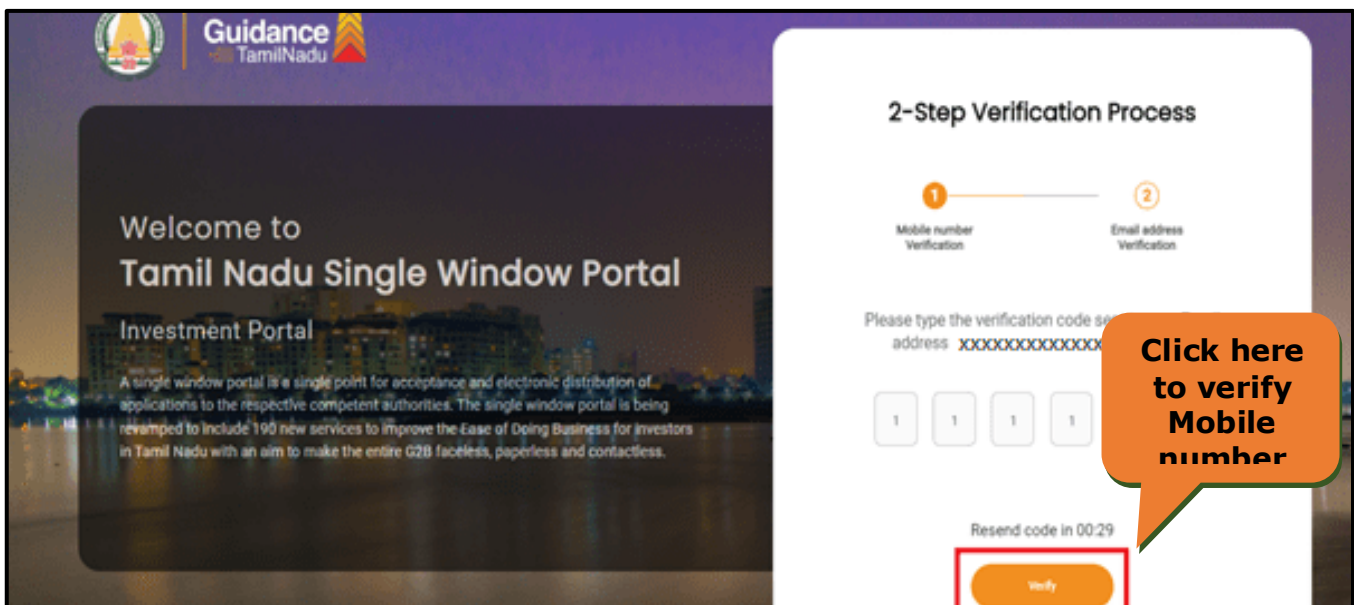


Figure 5. Mobile Number Verification

- **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the '**Verify**' button.

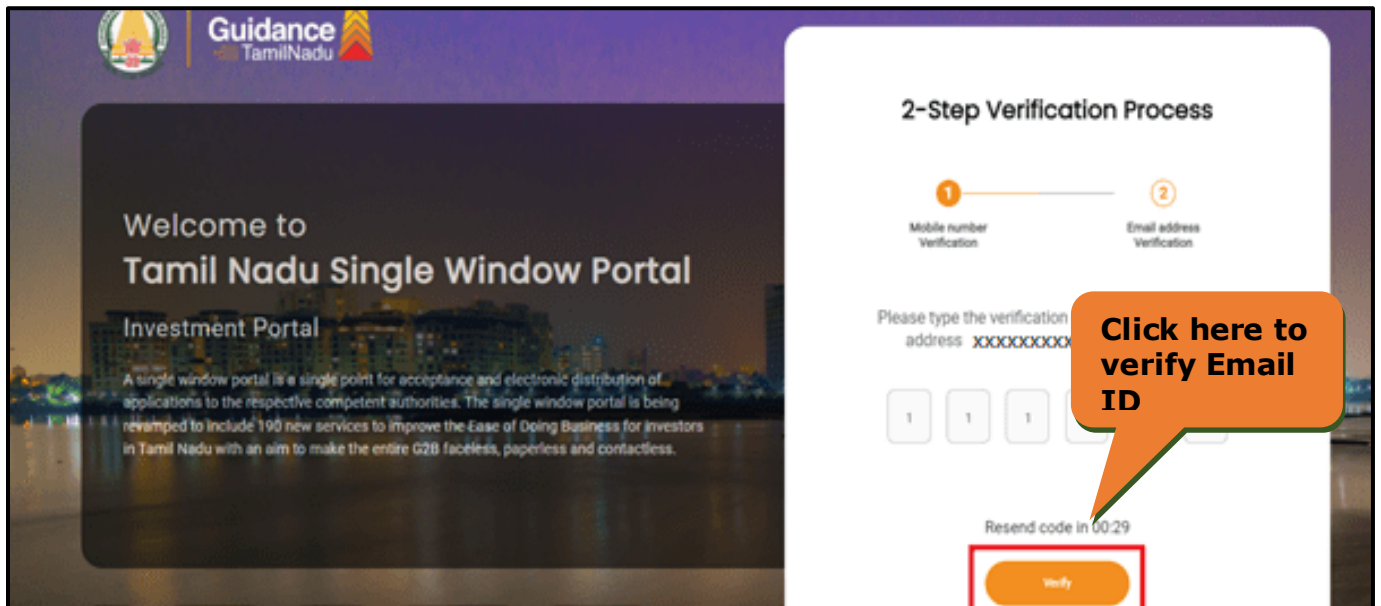


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

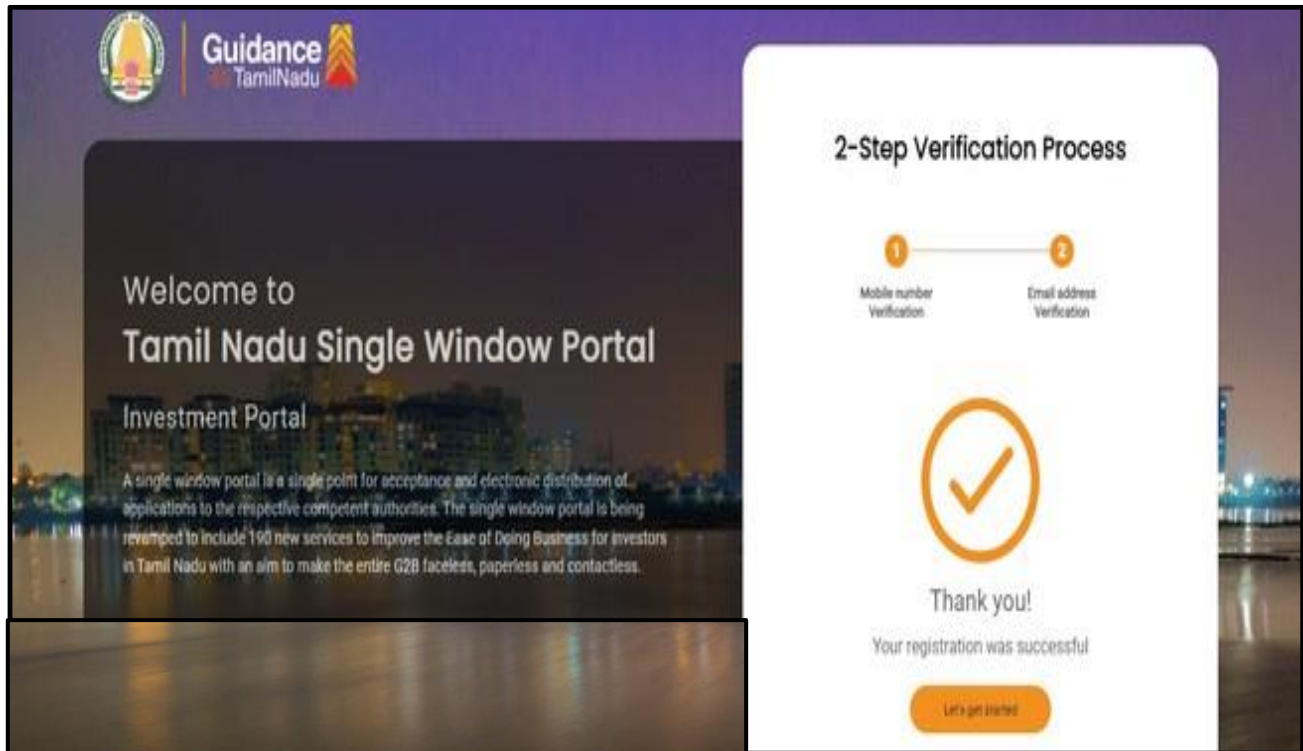


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

**Login to
TNSWP**

The screenshot shows the TNSWP login page. The browser address bar is tnswp.com/DIGIGOV/swp-tnswp.jsp. The page header includes the Tamil Nadu Government Portal logo, the date and time (Wednesday, 30 November 2022, 10:11 pm (IST)), operational timings (8:30 AM to 8:30 PM), and contact information (Toll Free Number: 18002583878, Email: helpdesk@investtn.in). The navigation menu includes Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. The 'Login' button is highlighted with an orange callout box. The main content area features a large orange map of Tamil Nadu with a laurel wreath, and a grid of achievements:

| Achievement | Rank |
|--------------------------------------------------------------------------------|------|
| Number of Factories in India | #1 |
| Number of Operational SEZs in India | #1 |
| Governance & Political Stability (N-SIPI 2019) | #1 |
| International and Domestic Tourist Arrivals | #1 |
| Best Performing State (India Today State of the State Award 2018, 2019 & 2020) | #1 |
| Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog) | #2 |
| Second Largest Economy in India | #2 |
| Best Governed State (Public Affairs Index 2020) | #2 |
| Job Creation Under IBPS Scheme | #2 |
| Growth, Innovation and Leadership Index 2019 (Frost & Sullivan) | #2 |

At the bottom, a text block describes the TNSWP as a one-stop portal for investors, and a button for 'TN Single Window Fee Slab for Large Industries' is visible. A small cartoon character icon is in the bottom right corner.

Figure 8. Login

5. Dashboard Overview

- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.

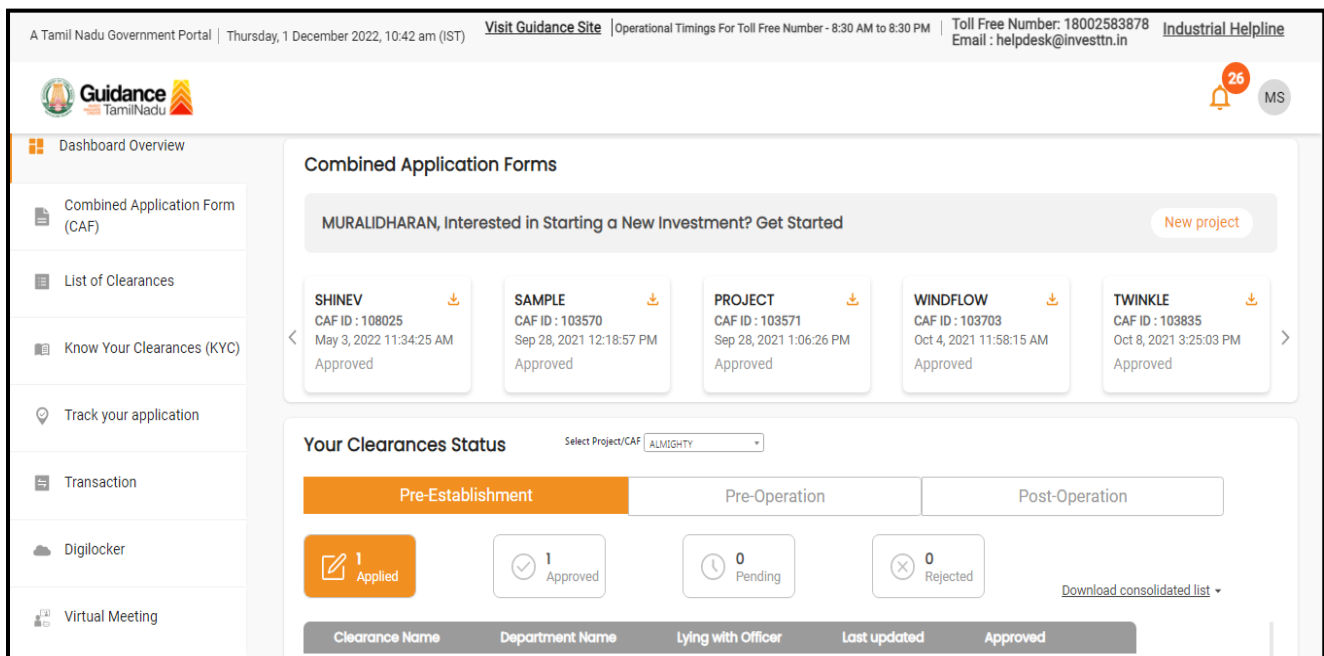


Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form

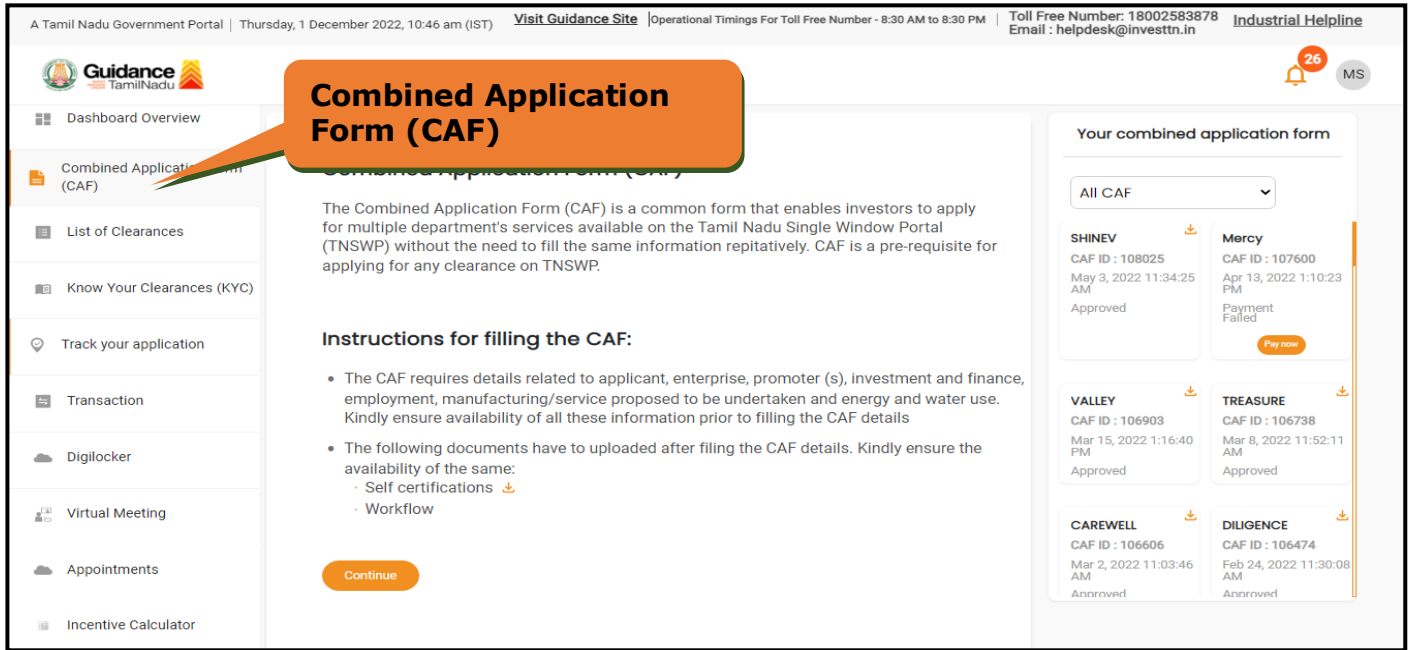


Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).



Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

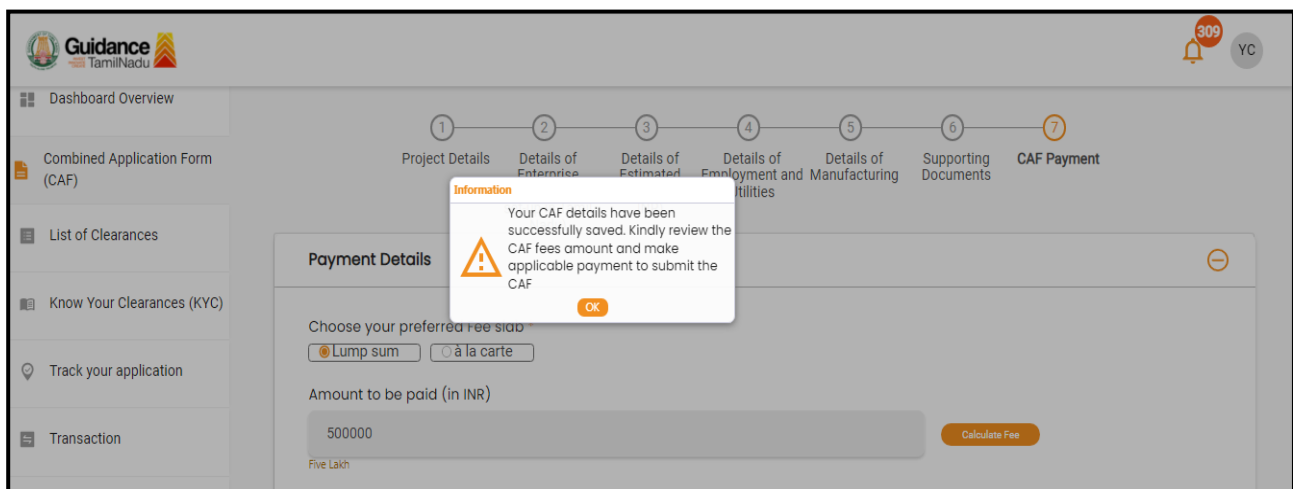


Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for Application requesting Wax for MSME’s

Click on “List of Clearances”

List of Clearances

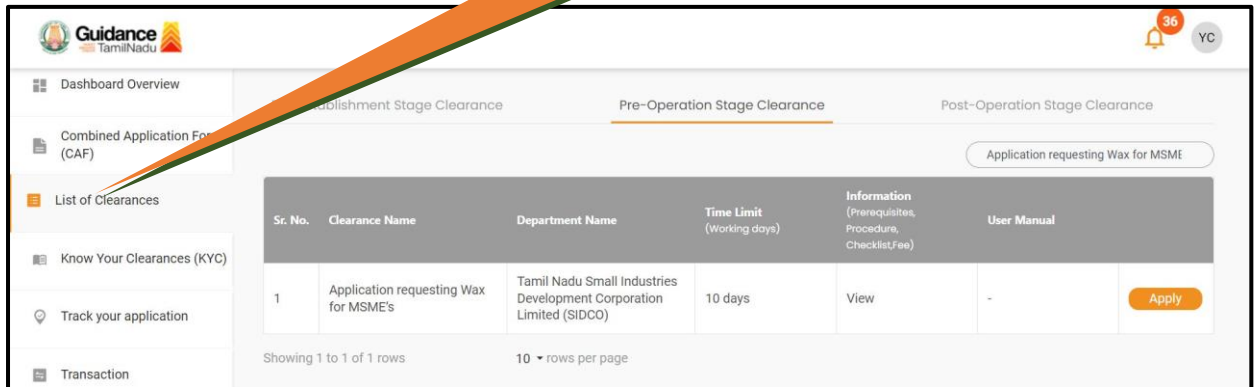


Figure 13. List of Clearances

1. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

2. Select ‘**Pre-Operation Stage Clearance**’ and find the clearance ‘**Application requesting Wax for MSME’s**’ by using Search option as shown in the figure given below.

Pre- Operation Stage Clearance

Search for Clearance

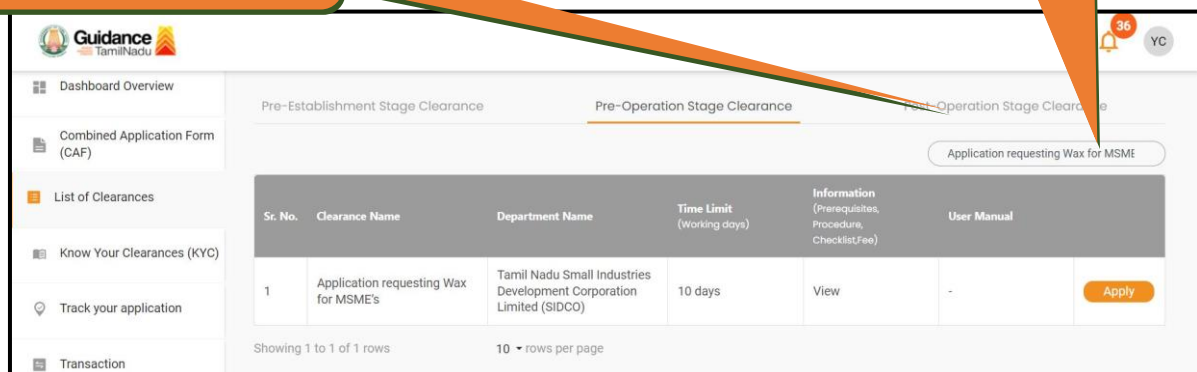


Figure 14. Search for Clearance

3. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
4. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
5. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

Apply for Clearance

The screenshot displays the Guidance TamilNadu dashboard. The main content area is titled 'Pre-Operation Stage Clearance' and features a table with the following data:

| Sr. No. | Clearance Name | Department Name | Time Limit (Working days) | Information (Prerequisites, Procedure, Checklist, Fee) | User Manual |
|---------|---------------------------------------|---------------------------------------------------------------------|---------------------------|--------------------------------------------------------|-------------|
| 1 | Application requesting Wax for MSME's | Tamil Nadu Small Industries Development Corporation Limited (SIDCO) | 10 days | View | - |

Below the table, it indicates 'Showing 1 to 1 of 1 rows' and '10 rows per page'. An orange 'Apply' button is visible in the bottom right corner of the table row. A callout box with the text 'Apply for Clearance' points to this button.

Figure 15. Apply for Clearance

1) Select **PROJECT / CAF** from the drop-down menu.

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name
Tamil Nadu Small Industries Development Corporation Limited (SIDCO)

Name of the Clearance
Application requesting Wax for MSME's

Select Project/CAF *
caf fix test

Select CAF

Click on Apply

Close Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application requesting Wax for MSME's

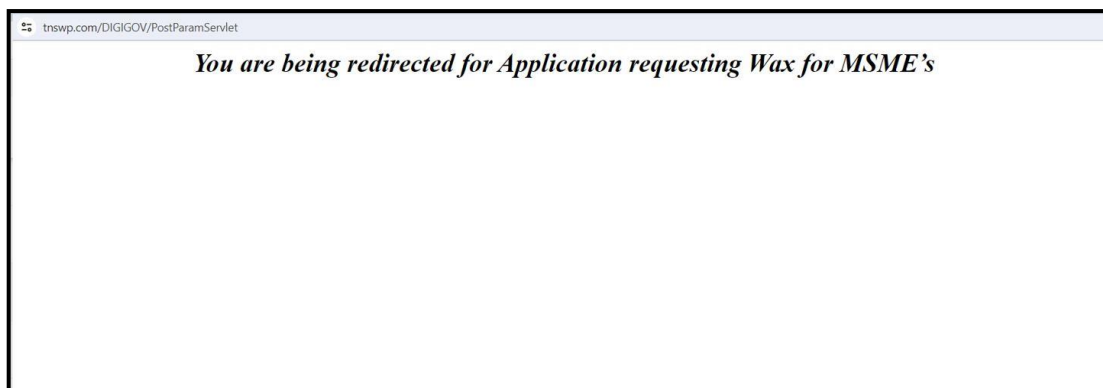
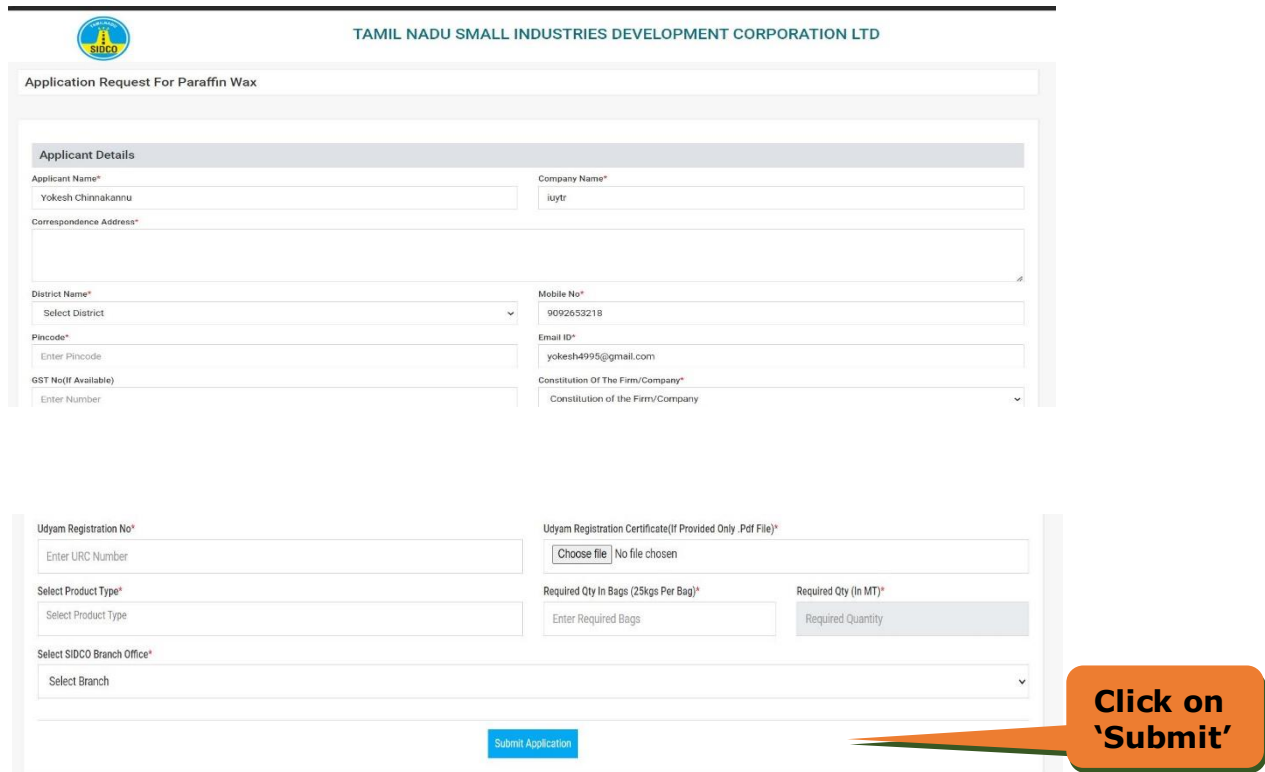


Figure 17. Application requesting Wax for MSME's

1. Enter all the mandatory Application requesting Wax for MSME’s



Application Request For Paraffin Wax

TAMIL NADU SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD

Applicant Details

Applicant Name*
Yokesh Chinnakannu

Company Name*
iuytr

Correspondence Address*

District Name*
Select District

Mobile No*
9092653218

Pincode*
Enter Pincode

Email ID*
yokesh4995@gmail.com

GST No.(If Available)
Enter Number

Constitution Of The Firm/Company*

Constitution of the Firm/Company

Udyam Registration No*
Enter URC Number

Udyam Registration Certificate(If Provided Only .Pdf File)*
Choose file No file chosen

Select Product Type*
Select Product Type

Required Qty In Bags (25kgs Per Bag)*
Enter Required Bags

Required Qty (In MT)*
Required Quantity

Select SIDCO Branch Office*
Select Branch

Submit Application

Click on 'Submit'

Figure 18. Application requesting Wax for MSME’s

Application Submitted

- 1) Applicants need to fill the form and submit the form. Branch Office will receive the application The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details.**

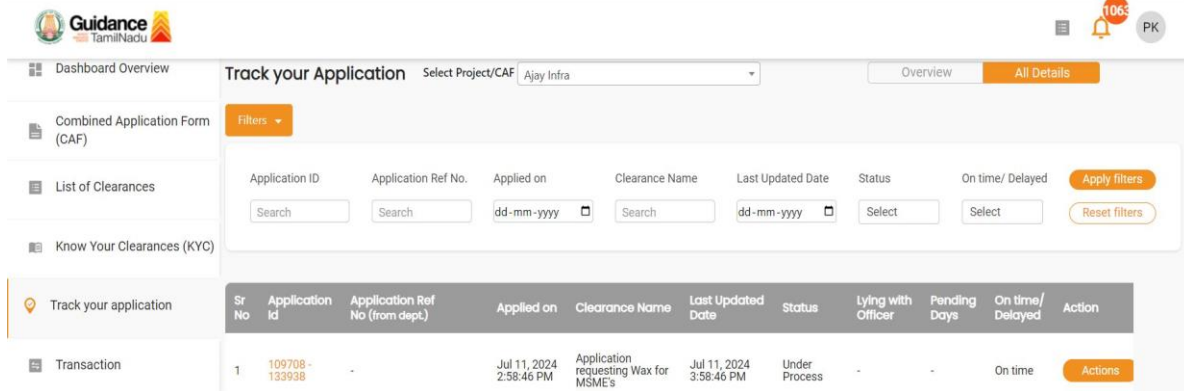


Figure 19. Under Process

Request for quantity of wax

2) Branch Office will reject the requested quantity, if the wax is not available in the BO/Depot or the available quantity of wax in BO/Depot is not less than or equal to the requested quantity of wax. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**.

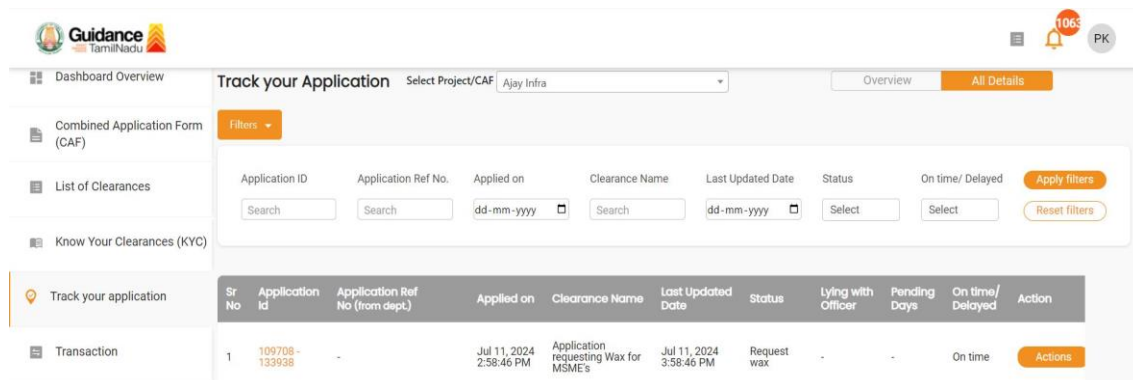


Figure 20. Under Process

Application Submitted

3) Is this wax quantity available in the Branch Office Depot. Intimate to the applicant whether the quantity is available or not. The applicant can view the status of the application under **Track your**

application → Select the CAF from the Dropdown → All details.

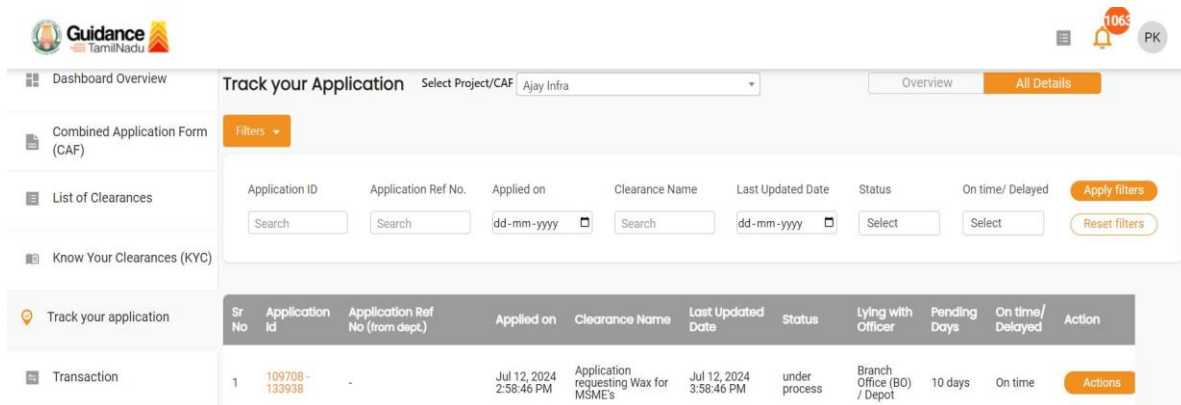


Figure 21. Under Process

Available wax

The Branch Office will intimate the applicant regarding the available quantity, if the wax is available and the available quantity of wax in BO/Depot is less than or equal to the requested quantity of wax.

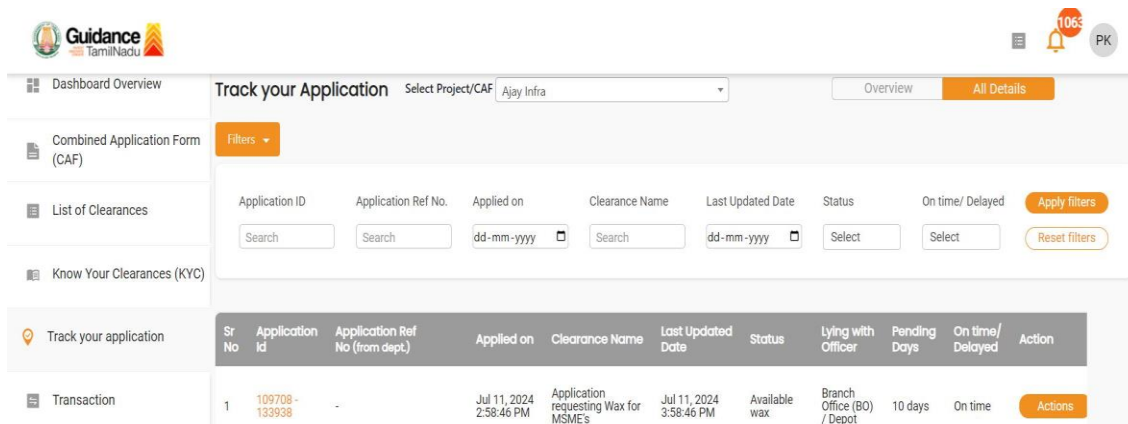


Figure 22. Available wax

Application Submitted

4) Applicants will receive the intimation of the quantity available in the BO/Depot. If the available quantity at the BO/Depot is not accepted by applicant, requested quantity will be rejected the applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**

The screenshot shows the 'Track your Application' interface. The 'Status' column for the application is 'Under Process'. The 'Lying with Officer' column is empty, and the 'Pending Days' column shows '10 days'. The 'On time/Delayed' column shows 'On time'. The 'Action' column has an 'Actions' button.

| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/Delayed | Action |
|-------|-----------------|---------------------------------|-------------------------|---------------------------------------|-------------------------|---------------|--------------------|--------------|-----------------|---------|
| 1 | 109708 - 133938 | - | Jul 12, 2024 2:58:46 PM | Application requesting Wax for MSME's | Jul 12, 2024 3:58:46 PM | Under Process | - | 10 days | On time | Actions |

Figure 23. Under Process

Payment Process

Applicants can make payment for the quantity of wax requested and download the payment receipt, if the applicant accepted the quantity available in BO/Depot.

The screenshot is identical to Figure 23, but with an orange callout bubble containing the text "Click on 'Make Payment'" pointing to the 'Make payment' button in the 'Status' column of the application row.

Figure 24. Make Payment

Application Action - 133938
✕

Application ID
109708-133938

Application Ref No.
-

Application Submission Date
Jul 12, 2024 3:58:46 PM

Application Name
Application requesting Wax for MSME’s

Project Name
caf fix test

Status
Make Payment

Click on 'Proceed'

Payment

Close

Figure 25. Click on 'Proceed'

Payment Invoice download

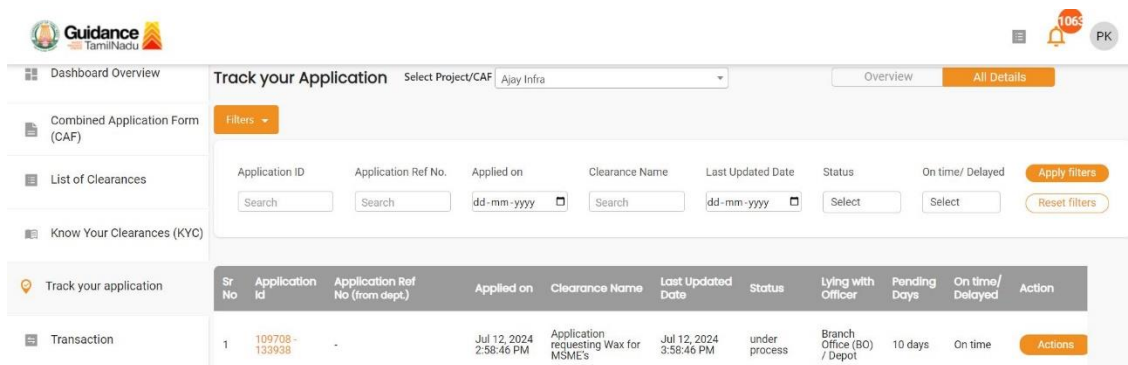
5) Make payment for the quantity of wax requested and download the payment receipt. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**.

| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|---------------------------------|-------------------------|---------------------------------------|-------------------------|--------------------------|--------------------|--------------|------------------|---------|
| 1 | 109708-133938 | - | Jul 12, 2024 2:58:46 PM | Application requesting Wax for MSME's | Jul 12, 2024 3:58:46 PM | Payment invoice download | - | 10 days | On time | Actions |

Figure 26. Payment Invoice download

Application Submitted

- 6) Applicant will intimate the vehicle number and other details including the payment receipt to the BO/Depot for raising the invoice. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details.**



The screenshot shows the 'Track your Application' interface. At the top, there's a dropdown for 'Select Project/CAF' with 'Ajay Infra' selected. Below this are filter fields for Application ID, Application Ref No., Applied on, Clearance Name, Last Updated Date, Status, and On time/ Delayed. A table below displays application records.

| Sr No | Application Id | Application Ref No (from dept.) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|----------------|---------------------------------|-------------------------|---------------------------------------|-------------------------|---------------|----------------------------|--------------|------------------|---------|
| 1 | 109708-133938 | - | Jul 12, 2024 2:58:46 PM | Application requesting Wax for MSME's | Jul 12, 2024 3:58:46 PM | under process | Branch Office (BO) / Depot | 10 days | On time | Actions |

Figure 27. Under Process

8. Track Your Application

- 1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- 2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**

Track Your Application

Overview of applications

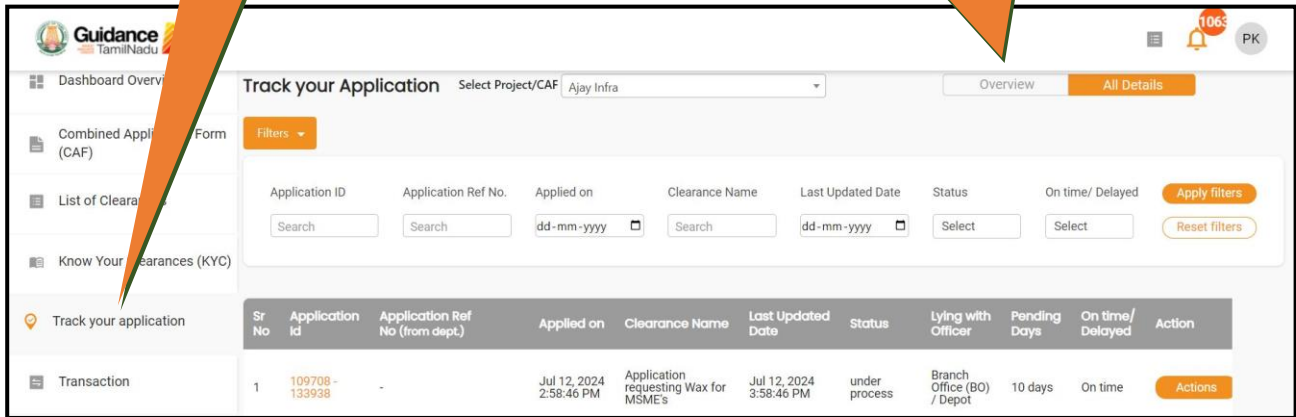


Figure 28. Track Your Application

• **Track your application– ‘All Details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

All Details Options

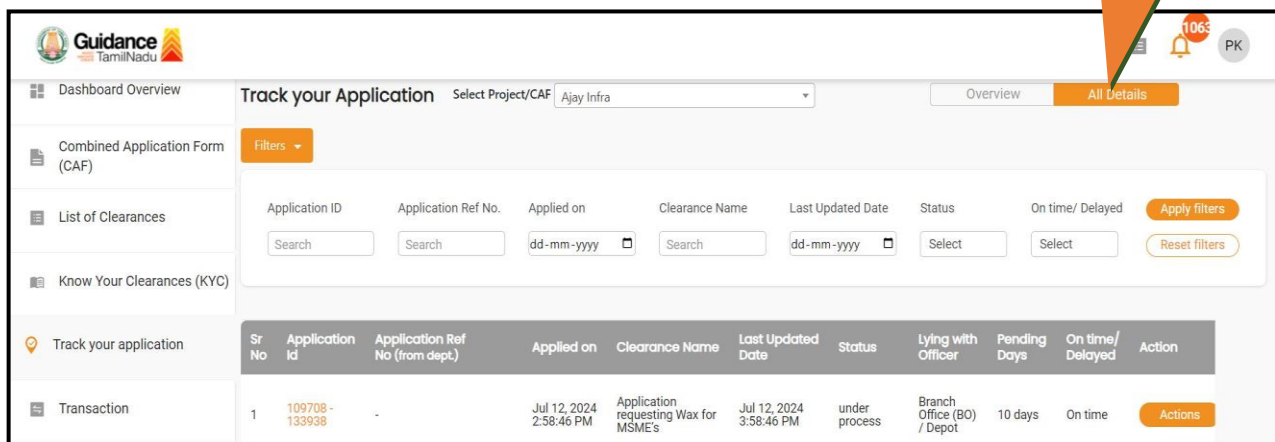


Figure 29. ‘All Details’ tab

Upload Invoice details

Back office will raise the invoice with details provided by the applicant and upload invoice. Applicant can download the invoice from the SWP.

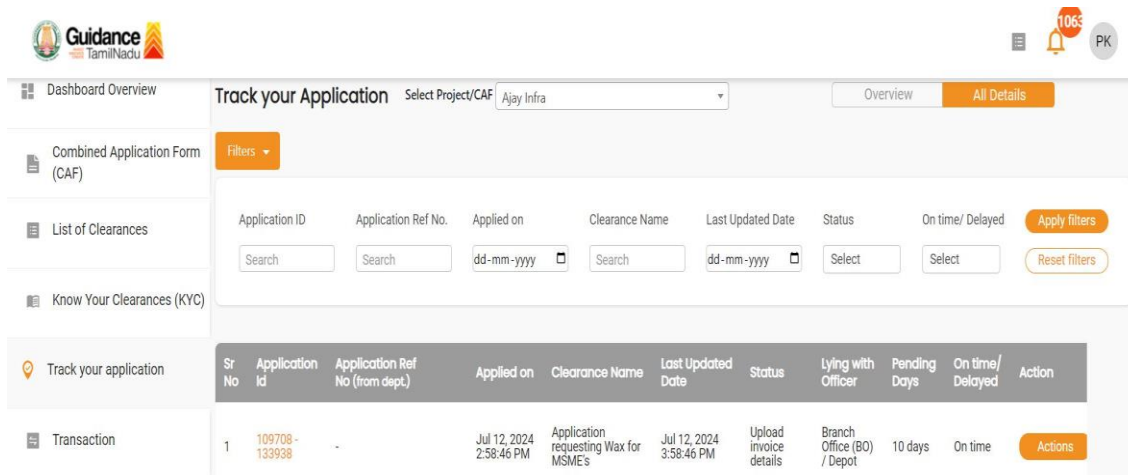


Figure 30. Upload invoice details

9. Application Processing

- 1) The Branch Office (BO) / Depot and reviews the application and updates the status as **“Approved or Rejected”**

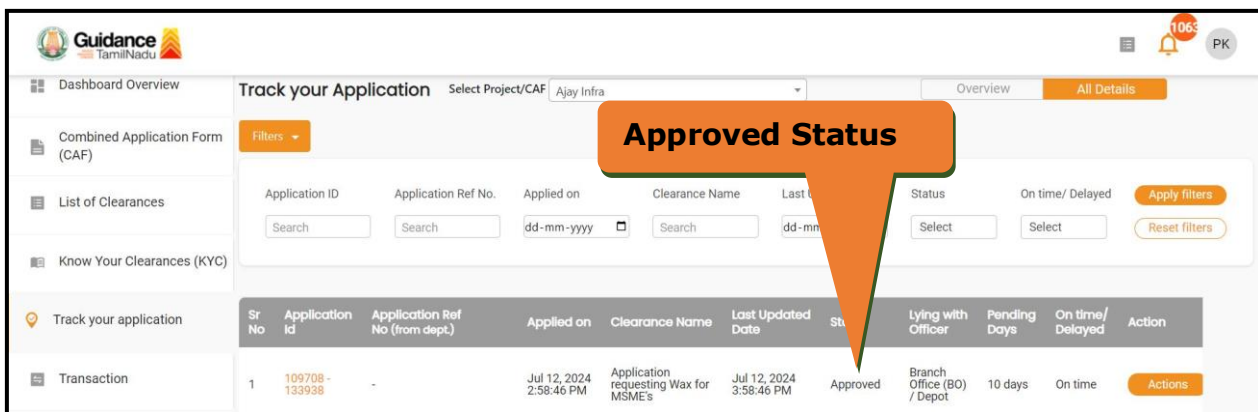


Figure 31. Application Processed

- 2) If the application is '**Approved**' by the Branch Office (BO) / Depot, the applicant can download the Approval Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 32)

The screenshot displays a web interface titled "Application Action - 133938". It contains the following details:

| | |
|---------------------------------------------------------------|------------------------------------------------------------------|
| Application ID 109708 - 133938 | Application Name Application requesting Wax for MSME's |
| Application Ref No. - | Project Name caf fix test |
| Application Submission Date Jul 12, 2024 3:58:46 PM | Status Approved |

Below the details, there is a section for "Actions to be performed" with several buttons: "Certificate", "Receipt", "Feedback - Application Processing", "Feedback - Application Submission", and "Close". A prominent orange callout box labeled "Download Certificate" points to the "Certificate" button.

Figure 32. Download Certificate

- 3) If the application is '**Rejected**' by the Branch Office (BO) / Depot, the applicant can view the rejection remarks under the Actions Tab by the Chief Electrical Inspectorate. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 33)

The screenshot displays the 'Track your Application' page in the Guidance TamilNadu system. A callout box labeled 'Rejected Status' points to the 'Rejected' status of an application in the table below.

| Sr No | Application Id | Application Ref No (from dept) | Applied on | Clearance Name | Last Updated Date | Status | Lying with Officer | Pending Days | On time/ Delayed | Action |
|-------|-----------------|--------------------------------|-------------------------|---------------------------------------|-------------------------|----------|----------------------------|--------------|------------------|---------|
| 1 | 109708 - 133938 | - | Jul 12, 2024 2:58:46 PM | Application requesting Wax for MSME's | Jul 12, 2024 3:58:46 PM | Rejected | Branch Office (BO) / Depot | 10 days | On time | Actions |

Figure 33. Rejected Status

