

TAMILNADU SINGLE WINDOW PORTAL

USER MANUAL

KNOW YOUR CLEARANCES



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1. Home Page

1. The journey of the new user 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. User can reach the helpdesk **Toll free number – 1800-258-3878** and Helpdesk Email.

**TNSWP website
(www.tnswp.com)**

**Toll free number
and Mail Id**



The screenshot shows the TNSWP Home Page with the following details:

- URL:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Date/Time:** Wednesday, 30 November 2022, 10:11 pm (IST)
- Operational Timings:** 8:30 AM to 8:30 PM
- Toll Free Number:** 18002583878
- Email:** helpdesk@investtn.in
- Industrial Helpline:** English
- Navigation:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Header:** A Tamil Nadu Government Portal, Visit Guidance Site
- Main Content:**
 - TAMIL NADU** Leading the Nation
 - #1** 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)
 - #2** 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)
- Footer:** Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless. **TN Single Window Fee Slab for Large Industries**

Figure 1. Single Window Portal Home Page

2. Usage of Navigators




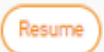








Navigators	Usage
	Click to know more information about the field
	Use to delete
	Use to edit
	To continue the application
	To hide the tab
	To expand the tab
	To add the details
	To reset the details
	To reach previous page
	To reach next page
	To save the filled details. Also, the application can be modified, if required
	To complete the application

Figure 2. Usage of Navigators

3. Know Your Clearances (KYC)

"Know Your Clearances (KYC)" is an indicative module that advises investors on the clearances applicable to their enterprise at various stages of the business life cycle based on the details of the nature of the business.

User can access the KYC through the following ways:

Click on Clearances / Approvals

a) Through Home Page

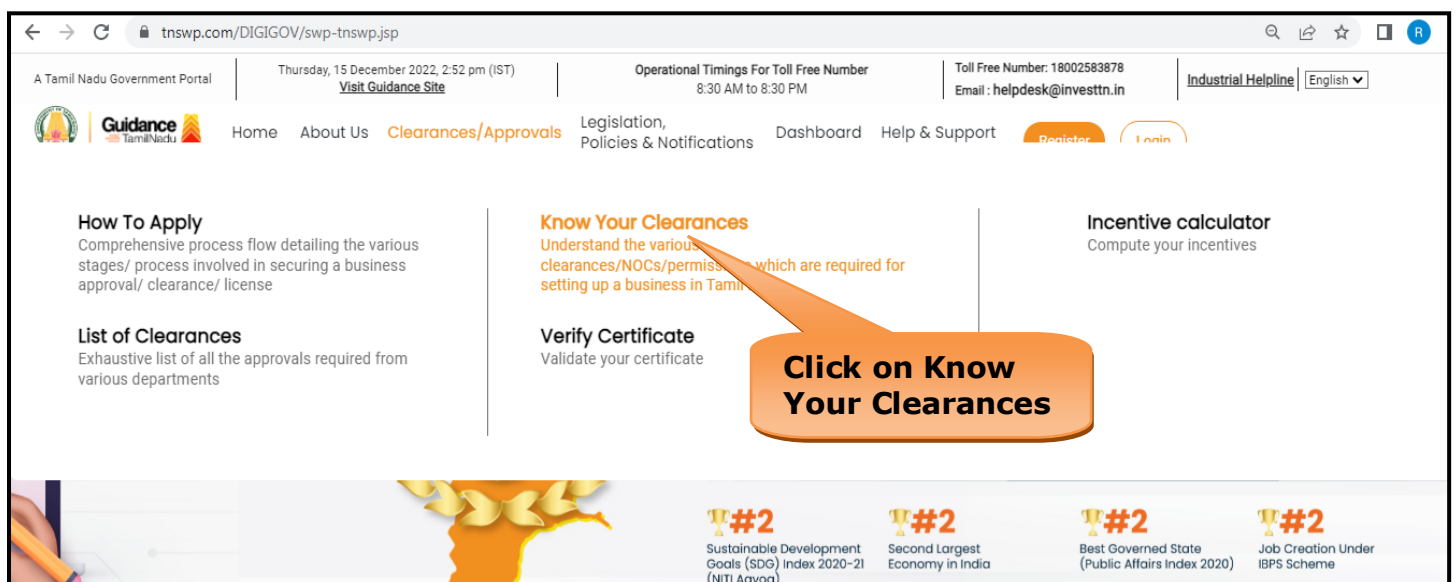
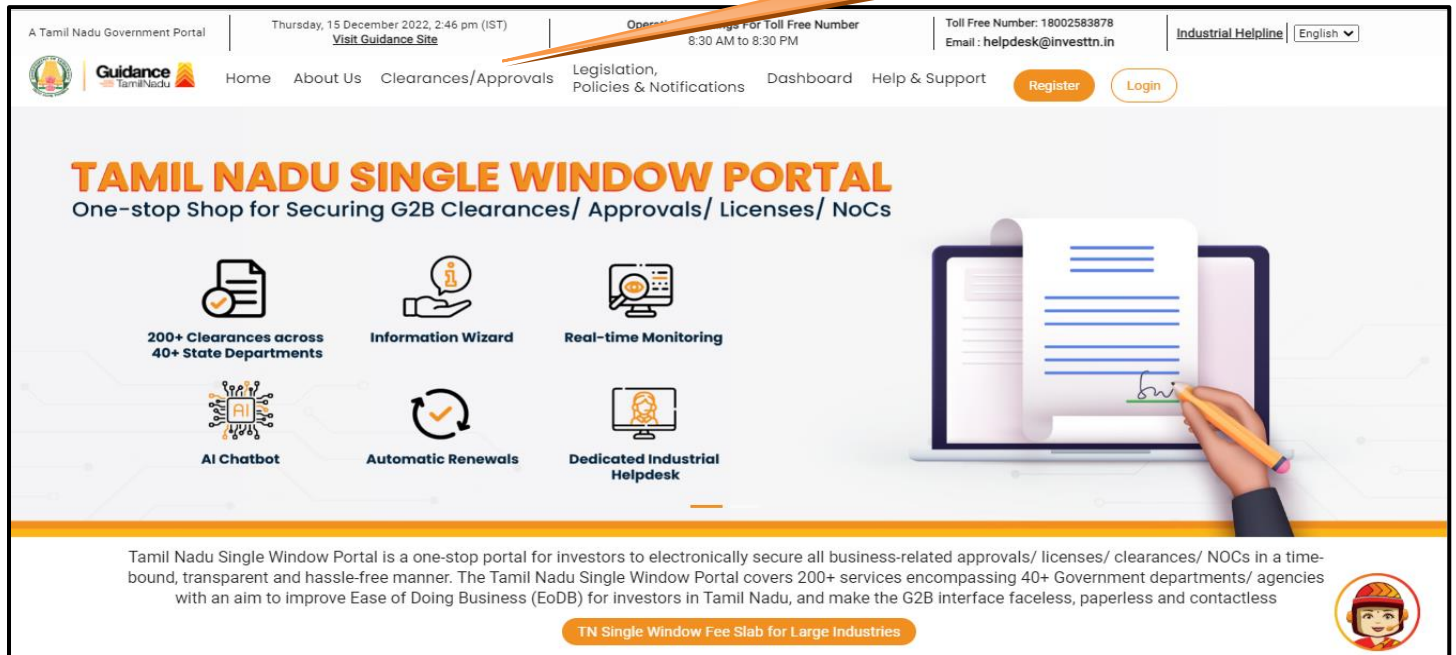


Figure 3. Know Your Clearances

b) By Logging to TNSWP

1. The user 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**

A screenshot of the TNSWP (Tamil Nadu Single Window Portal) login page. The browser address bar shows `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 for the toll-free number (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. There are buttons for Register and Login. The main content area features a large orange map of Tamil Nadu with a star and laurel wreath, and the text 'TAMIL NADU Leading the Nation'. Below this, there are two rows of achievements, each with a trophy icon and a ranking: #1 for Number of Factories in India, Number of Operational SEZs in India, Governance & Political Stability (N-SIPI 2019), International and Domestic Tourist Arrivals, and Best Performing State (India Today State of the State Award 2018, 2019 & 2020); and #2 for Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog), Second Largest Economy in India, Best Governed State (Public Affairs Index 2020), Job Creation Under IBPS Scheme, and Growth, Innovation and Leadership Index 2019 (Frost & Sullivan). The footer contains a paragraph describing the portal as a one-stop portal for investors to electronically secure all business-related approvals/licenses/clearances/NOCs in a time-bound, transparent and hassle-free manner. It also mentions that the portal covers 200+ services encompassing 40+ Government departments/agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless. There is a button for 'TN Single Window Fee Slab for Large Industries' and a small cartoon character icon.

Figure 4. Login

Click on "Know Your Clearances".

Click on Know
Your Clearances

Guidance
TamilNadu

30 MS

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Digilocker

Virtual Meeting

Appointments

Instructions to fill the Know Your Clearances Form

Any new or existing enterprise requires to obtain clearances/ Licenses /Permissions/ NoCs governed by the various Acts, Rules & Policies for setting up or running a business in the State of Tamil Nadu.

"Know Your Clearance (KYC)" is an interactive tool that advises investors on the clearances applicable to their enterprise at various stages of the business life cycle based on the details of the nature of the business.

Please answer the below set of questions to get indicative NoCs/ Licenses/ Permissions required for setting up and starting of an enterprise.

Tentative time to fill the Know Your Clearance form is 5 minutes.

You must:

- Complete all Sections of the Application
- Answer all the Questions, unless it is Marked as 'Optional'.

Continue

No Saved Clearances

Figure 5. Know Your Clearances

4. KYC Steps to get Indicative clearances

User needs to fill all the details under the following 6 sections to complete the KYC Module.

- A. Land and Building Details**
- B. Enterprise Details**
- C. Utility Details**
- D. Employment Details**
- E. Environment Related Details**
- F. Other Details**

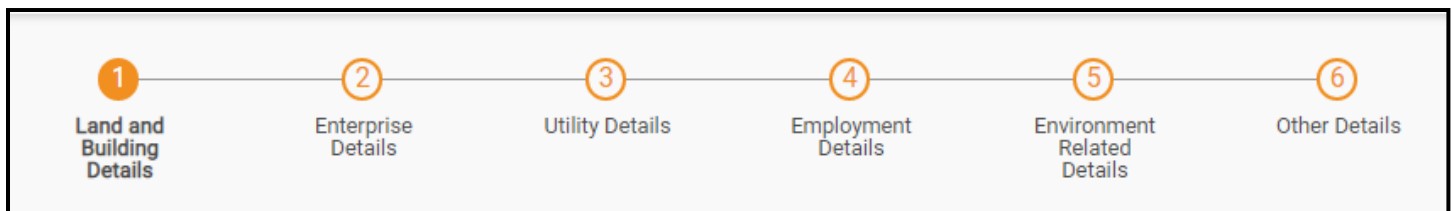
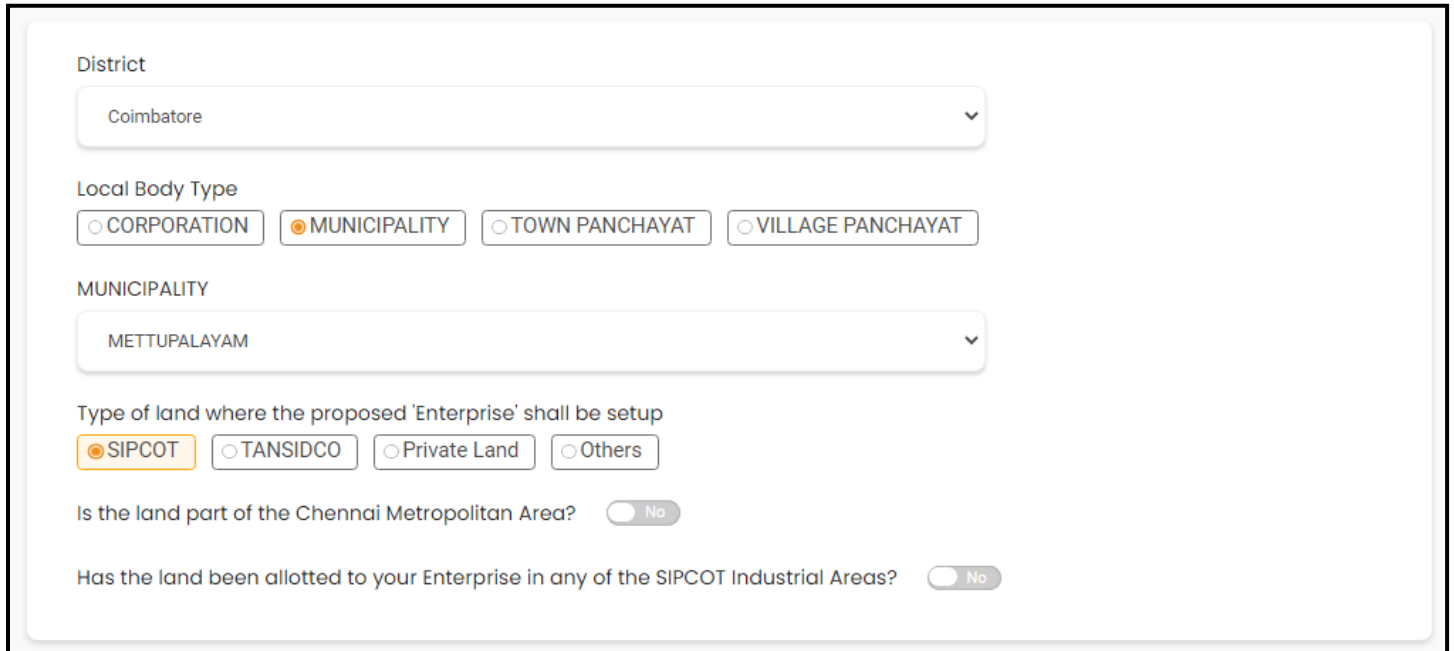


Figure 6. Six Sections

A. Land and Building Details

1. Select the District, Municipality from the drop-down menu.
2. Choose the local body type and Type of land Enterprise.



District

Coimbatore

Local Body Type

CORPORATION MUNICIPALITY TOWN PANCHAYAT VILLAGE PANCHAYAT

MUNICIPALITY

METTUPALAYAM

Type of land where the proposed 'Enterprise' shall be setup

SIPCOT TANSIDCO Private Land Others

Is the land part of the Chennai Metropolitan Area? No

Has the land been allotted to your Enterprise in any of the SIPCOT Industrial Areas? No

Figure 7. Land and Building Details

B. Enterprise Details

1. Select the type of operation and choose the category of your enterprise, intent of import or export good services.
2. Enter the Investment amount, Anticipated Turnover amount, and number of Employees details.

Type of operation
 Manufacturing Services

Please select the nature of Operations
NIC Code 201: Manufacture of basic chemicals, fertilizer and nitrogen compounds, plastics and synthetic r ▾

Choose the category of your Enterprise?
 White Green Orange Red

Proposed Investment Amount in Plant and Machinery or Equipment (in INR)
100000000 * Ten Crore

Anticipated Turnover Amount (in INR)
500000000 * Fifty Crore

Is the proposed manufacturing process listed under Section 85 of the 'Factories Act,1948'? No

Is the proposed manufacturing process carried out with the aid of power? No

Enter total number of 'Employees' to be employed by your Enterprise
30 *

Select the type of ownership of the proposed Enterprise
Private Limited ▾

Do you intend to import or export goods or services?
 Yes No

Figure 8. Enterprise Details

C. Utility Details

1. Choose the type of Permanent power Connection.
2. Enter the height of the proposed building and the Number of basements.

Do you intend to apply for a temporary Power Connection? No

Select the type of Permanent Power Connection required.

High Tension Low Tension

Enter the height of the proposed building (in metres)

*

Enter the number of basements

*

Is there any multi-storeyed building with height 'more than 15 m' that shall be constructed within the premises of the proposed Enterprise? No

Does the Voltage of any of the proposed Electrical installations exceeds 650V? No

Do you intend to apply for Water Supply from Tamil Nadu Water Supply And Drainage Board (TWAD)? No

Do you intend to apply for Water Supply Connection for domestic usage within the premises of the Enterprise? No

Do you intend to sink wells to draw ground water for industrial/commercial use? No

Do you intend to install lift in your premises? No

Do you intend to install generator in your premises? No

Figure 9. Utility Details

D. Employment Details

1. Enter the Employment details.
2. Select the Indicate number of employees who would be earning wages less than INR 15,000 per month.

Enter the number of 'Building Workers' proposed to be employed in any building or other construction works?

 *

Enter the number of Contractual Workmen proposed to be employed in your Enterprise for running the day-to-day operations post-establishment?

 *

Enter the number of Inter-State Migrant Workmen proposed to be employed in your Enterprise for running the day-to-day operations post-establishment?

 *

Indicate number of employees who would be earning wages less than INR 15,000 per month

 ▼

Figure 10. Employment Details

E. Environment Related Details

Choose the project listed under category.

Is your project or activity listed under Category A or Category B of the Schedule 'List of Projects or Activities requiring prior Environmental Clearance' published by the Ministry of Environment & Forests (MoEF)? [□](#)

Not Listed Yes, listed in Category A Yes, listed in Category B

Do you intend to handle, generate, collect, store, pack, transport, use, treat, process, recycle, recover, pre-process, co-process, utilize, offer for sale, transfer or dispose hazardous and other wastes? No

Do you intend to set up and operate construction and demolition waste processing facility? No

Do you intend to process/recycle/treat and dispose solid waste except industrial waste, hazardous waste, hazardous chemicals, bio medical wastes, e-waste, lead acid batteries and radio-active waste? No

Do you intend to handle Bio-Medical Wastes in any form? No

Do you intend to manufacture carry bags or recycle plastic bags or multilayered packaging? No

Do you intend to manufacture, sell, transfer, purchase, collect, store and process e-waste or electrical and electronic equipment? No

Figure 11. Environment Related Details

F. Other Details

Click to Submit button.

Do you intend to use any land (with of size 5 or more hectares) for growing tea, coffee, rubber,(cinchona or cardamom)? No

Is your manufacturing process connected with the making, of beedi or cigar or both? No

Do you intend to apply for Water Supply Connection from SIPCOT? No

Do you intend to possess and sell Rectified Spirit, Malt Spirit, Tapioca Spirit, Absolute Alcohol? No

Do you intend to possess and use Rectified Spirit, Malt Spirit, Tapioca Spirit/ Absolute Alcohol in a bonafide clinical, dispensary, scientific educational, research and laboratory purposes? No

Do you intend to possess and use of liquor for Scientific, Industrial or such like purposes? No

Do you intend to export or import any restricted preparations? No

Do you intend to export or import any manufactured drugs (Narcotic Drugs)? No

Do you intend to acquire, store and / or sell Naphtha? No

Do you intend to acquire, store or sell Solvents, Raffinates, Slops or their equivalent and other products? No

Do you intend to manufacture, repair and/ or deal with Weights or Measures? No

Do you intend to pre-pack or import any commodity for sale, distribution or delivery? No

Will you be deducting or collecting tax at source on behalf of Income Tax Department? No

Does the proposed manufacturing process involves operation of boiler(s)? No

Does your firm intend to undertake manufacturing of Boiler? No

Do you intend to possess and use Rectified Spirit /Absolute Alcohol for Industrial Purpose? No

Do you intend to manufacture beer / setup a brewery? No

Do you intend to erect hoarding/signage? No

Do you intend to manufacture wine or mass wine? No

Do you intend to manufacture Medicinal / Toilet Preparations? No

Do you require road cutting permission? No

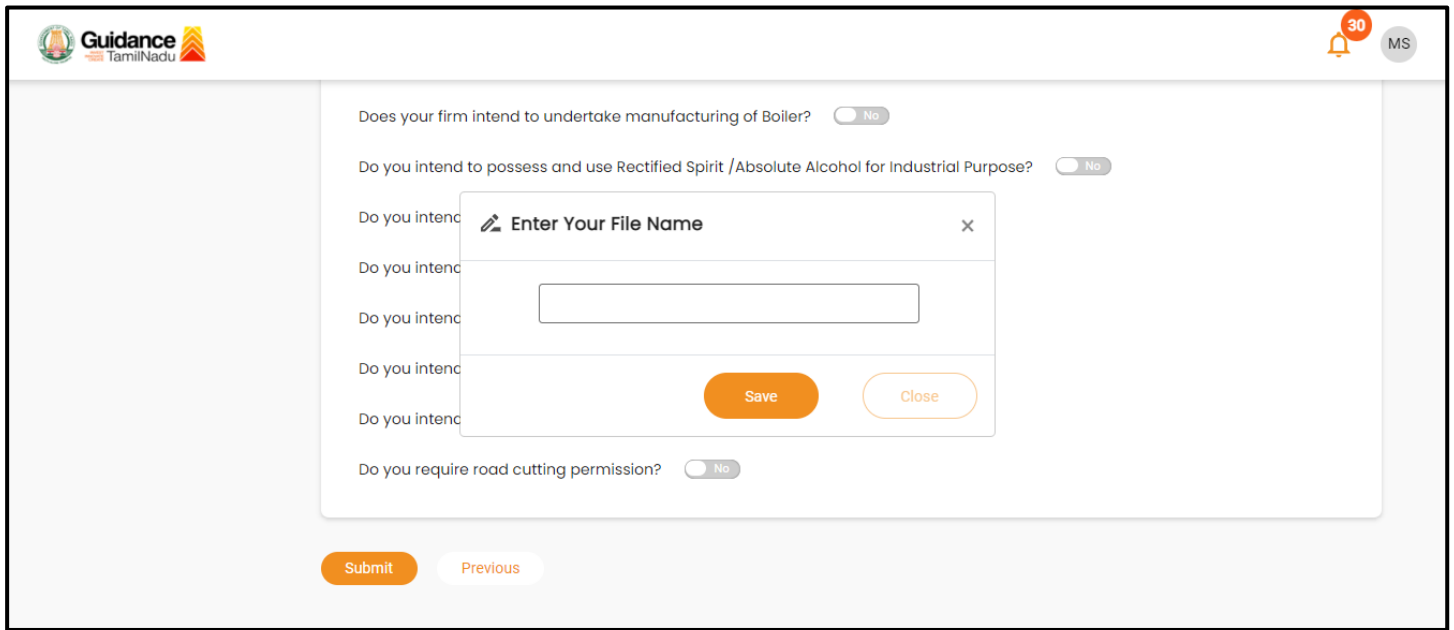
Submit

Previous

**Click on
Submit
Button**

Figure 12. Other Details

Click on submit button to get pop-up message and enter the file name.



Does your firm intend to undertake manufacturing of Boiler? No

Do you intend to possess and use Rectified Spirit /Absolute Alcohol for Industrial Purpose? No

Do you intend **Enter Your File Name**

Do you intend

Do you intend

Do you intend

Do you intend

Do you intend

Do you require road cutting permission? No

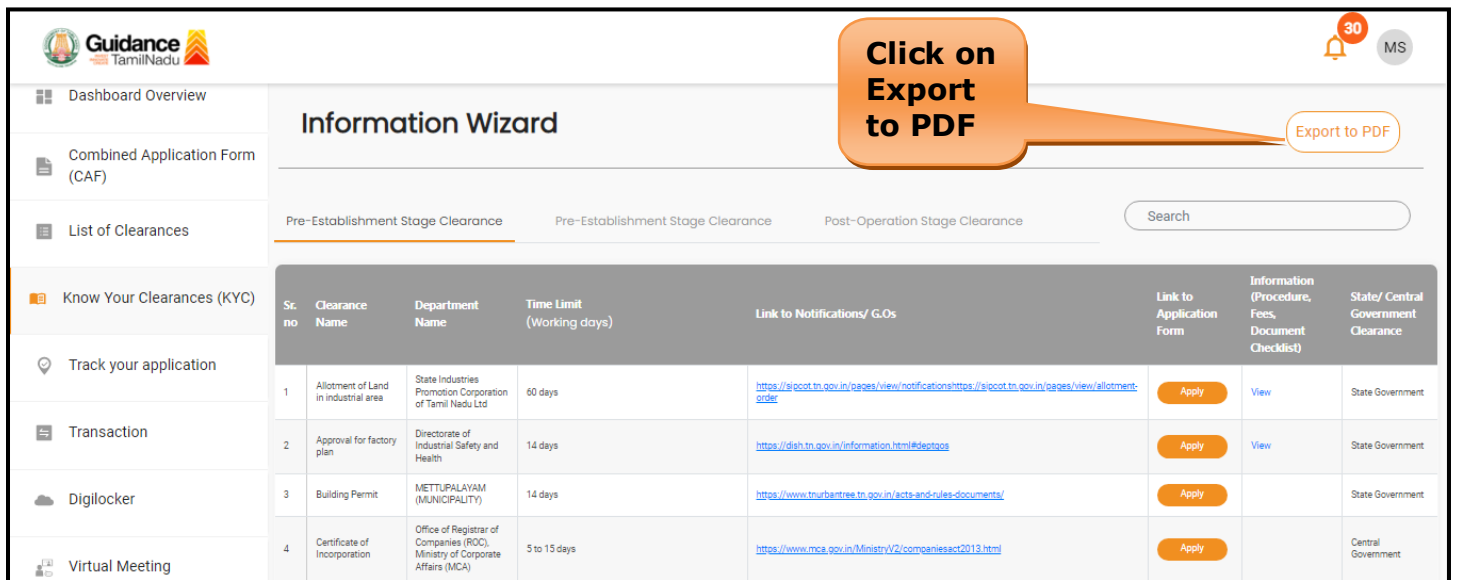
Submit **Previous**

Save **Close**

Figure 13. Save File

Export to PDF

Click on Export to PDF to download and access the Indicative list of clearances for your enterprise.



Information Wizard

Pre-Establishment Stage Clearance | Pre-Establishment Stage Clearance | Post-Operation Stage Clearance

Search

Sr. no	Clearance Name	Department Name	Time Limit (Working days)	Link to Notifications/ G.Os	Link to Application Form	Information (Procedure, Fees, Document Checklist)	State/ Central Government Clearance
1	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	https://spcot.tn.gov.in/pages/view/notificationshttps://spcot.tn.gov.in/pages/view/allotment-order	Apply	View	State Government
2	Approval for factory plan	Directorate of Industrial Safety and Health	14 days	https://dijsh.tn.gov.in/information.html#destopos	Apply	View	State Government
3	Building Permit	METTUPALAYAM (MUNICIPALITY)	14 days	https://www.tnurbantree.tn.gov.in/acts-and-rules-documents/	Apply		State Government
4	Certificate of Incorporation	Office of Registrar of Companies (ROC), Ministry of Corporate Affairs (MCA)	5 to 15 days	https://www.mca.gov.in/MinistryV2/companiesact2013.html	Apply		Central Government

Click on Export to PDF

Export to PDF

Figure 14. Export to PDF

