TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Application for Reimbursement of Expenses Incurred for Geographical Indications

Commissionerate of Industries and Commerce

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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) **Applicants 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.

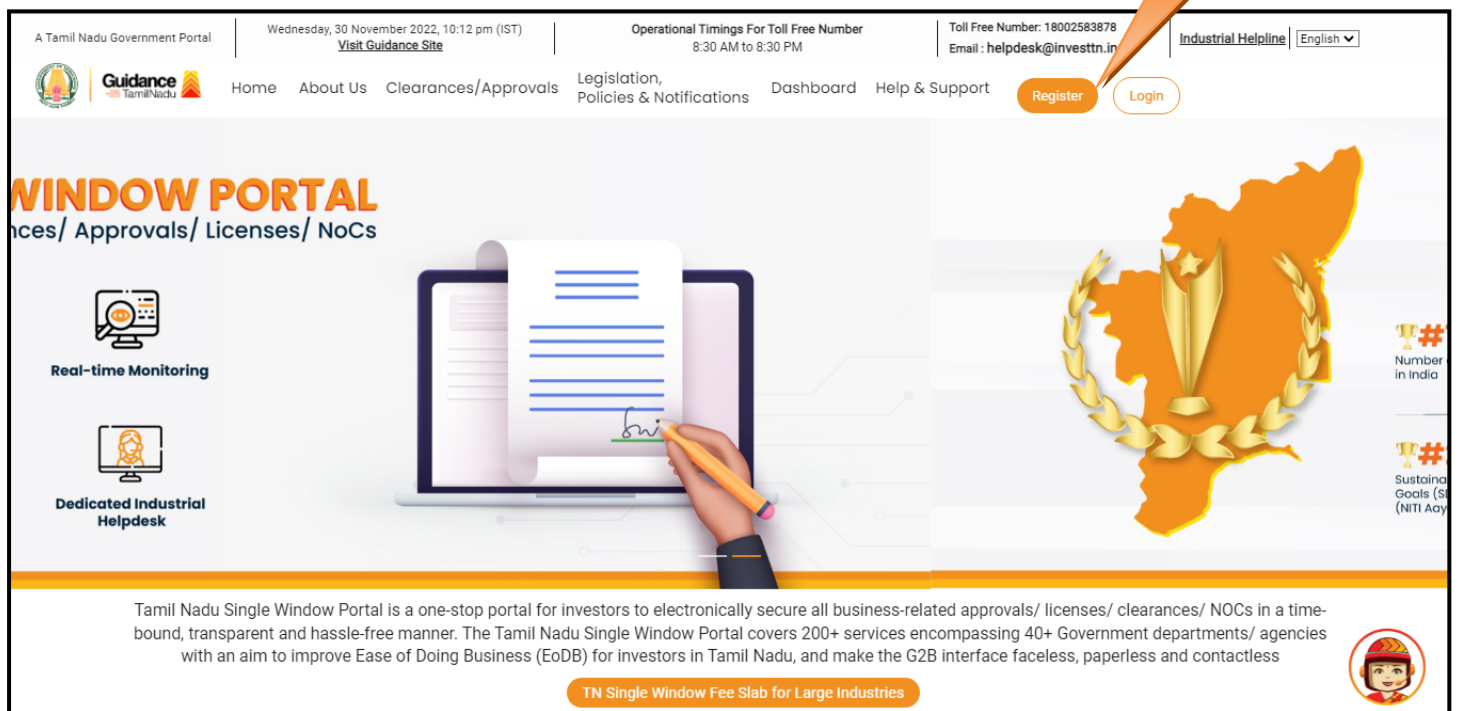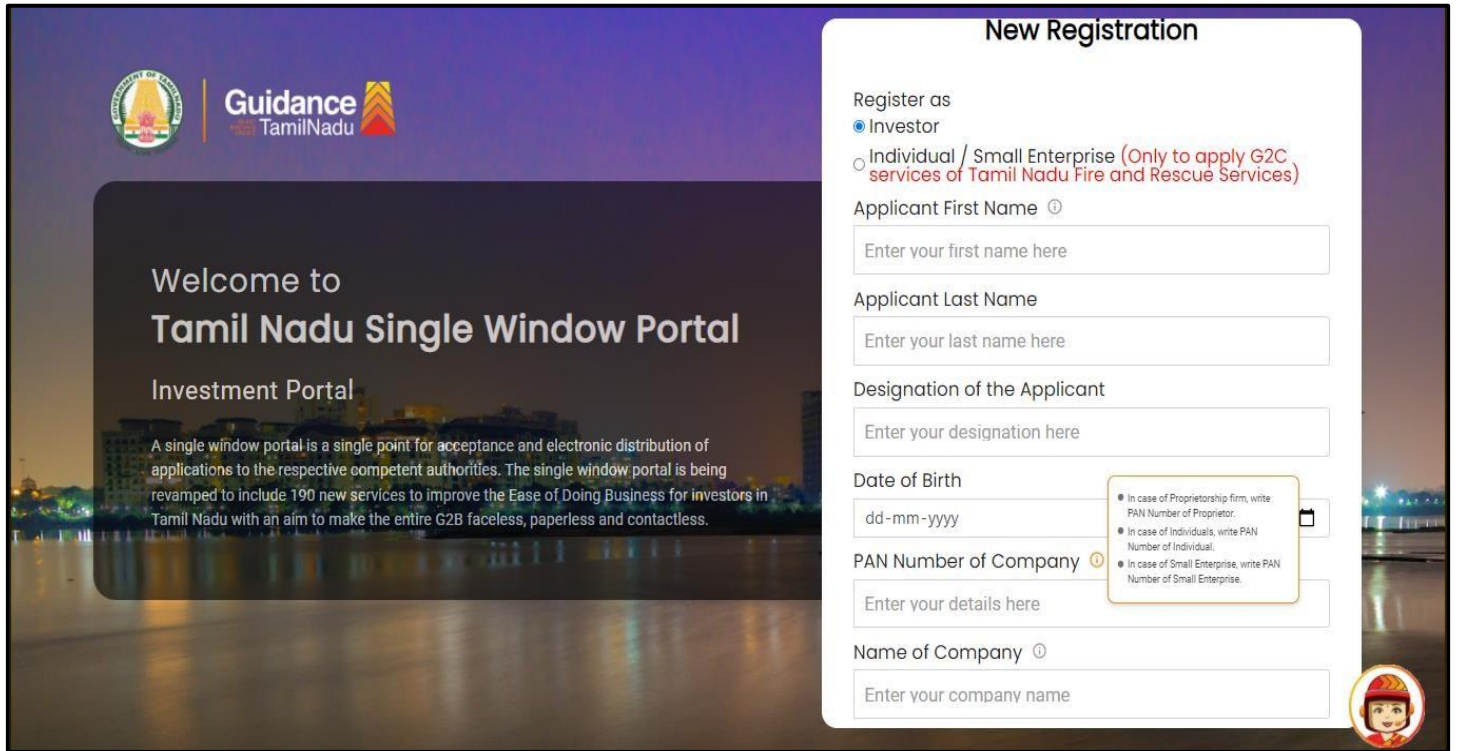1) Click on **'Register'** button on TNSWP.

> **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.
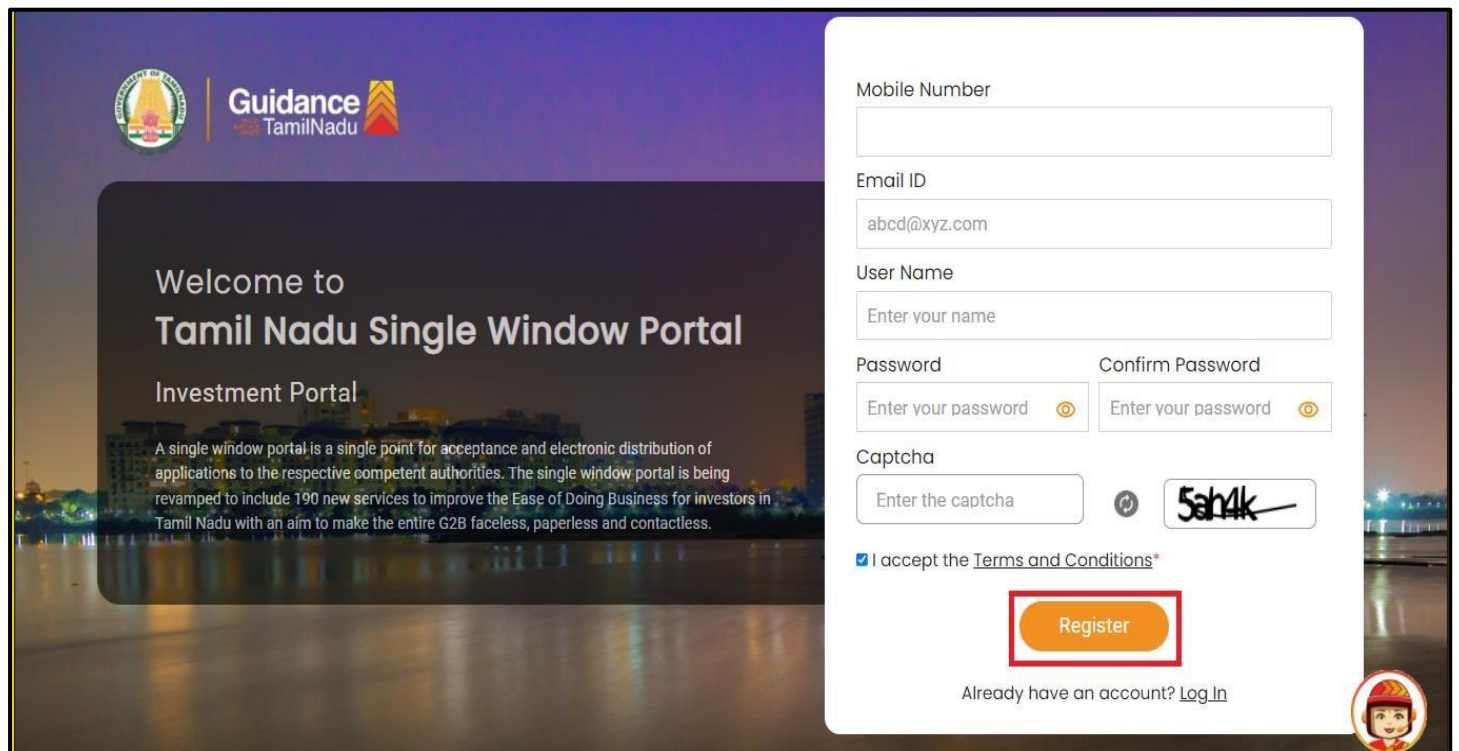
Figure 3. Registration Form

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.

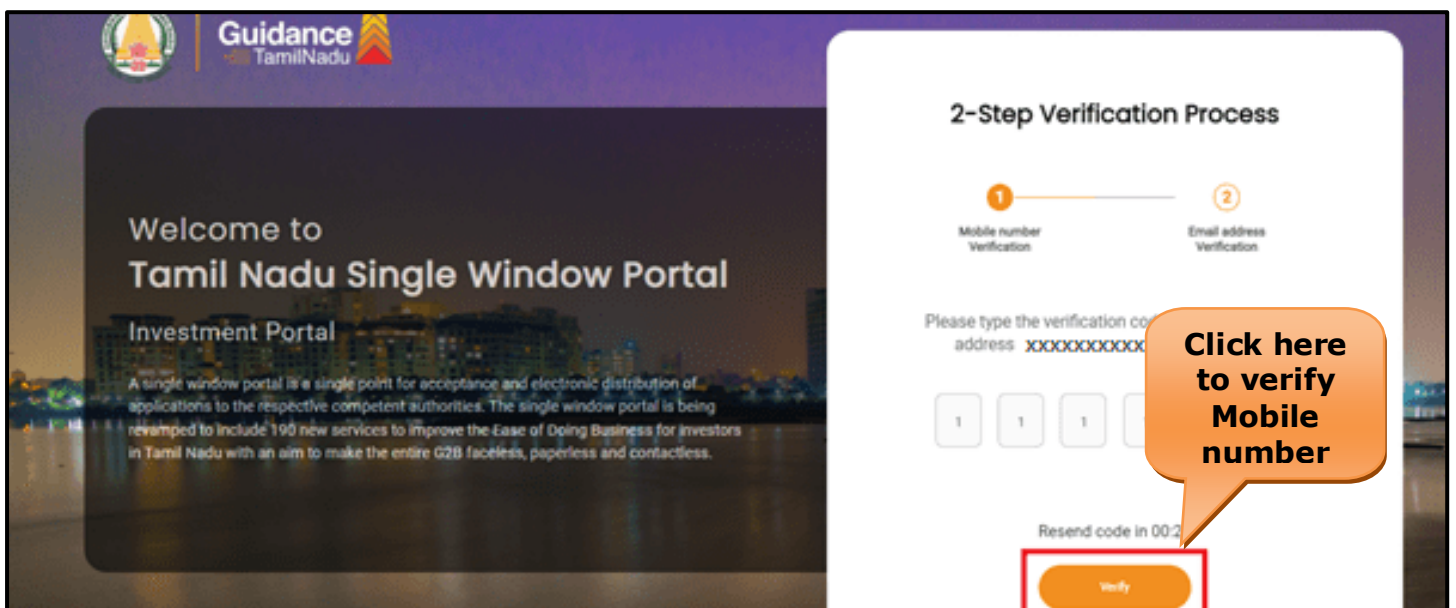2) Enter the verification code and click on the **'Verify'** button.

Figure 5. Mobile Number Verification

- o **Email ID Verification**

1) For verifying the Email ID, the verification code will be sent to the given Email ID.

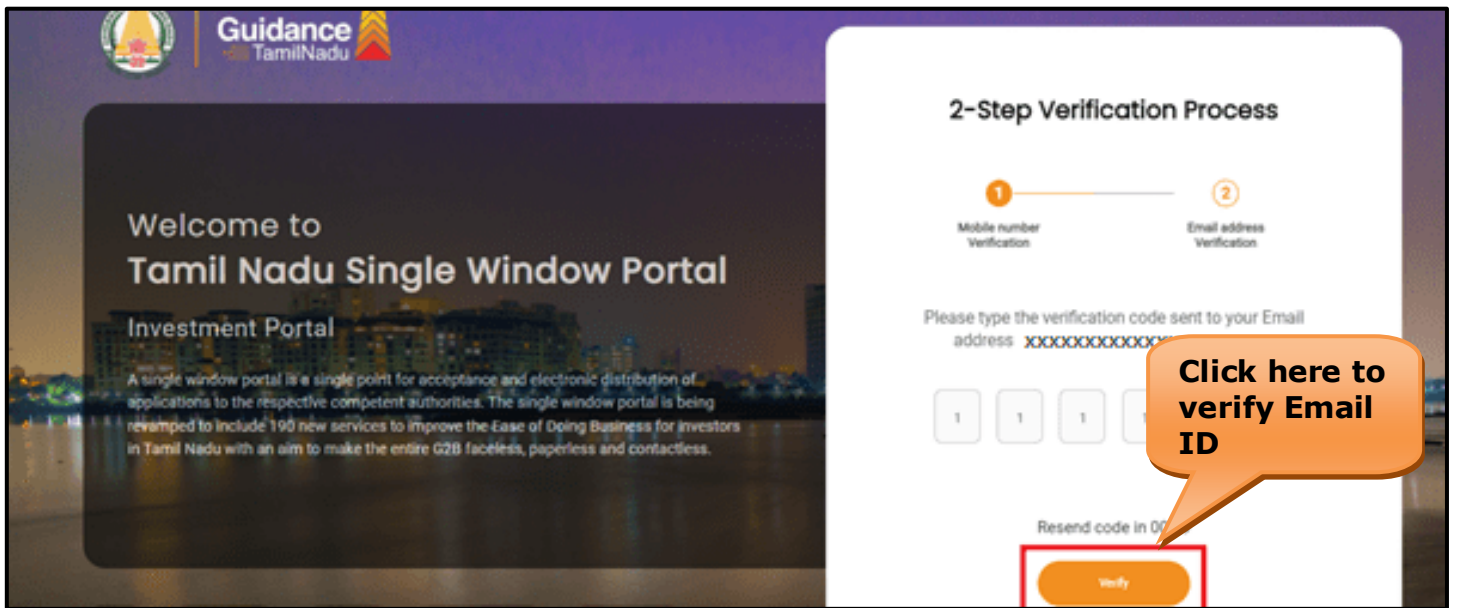2) Enter the verification code and click on the **'Verify'** button.

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).
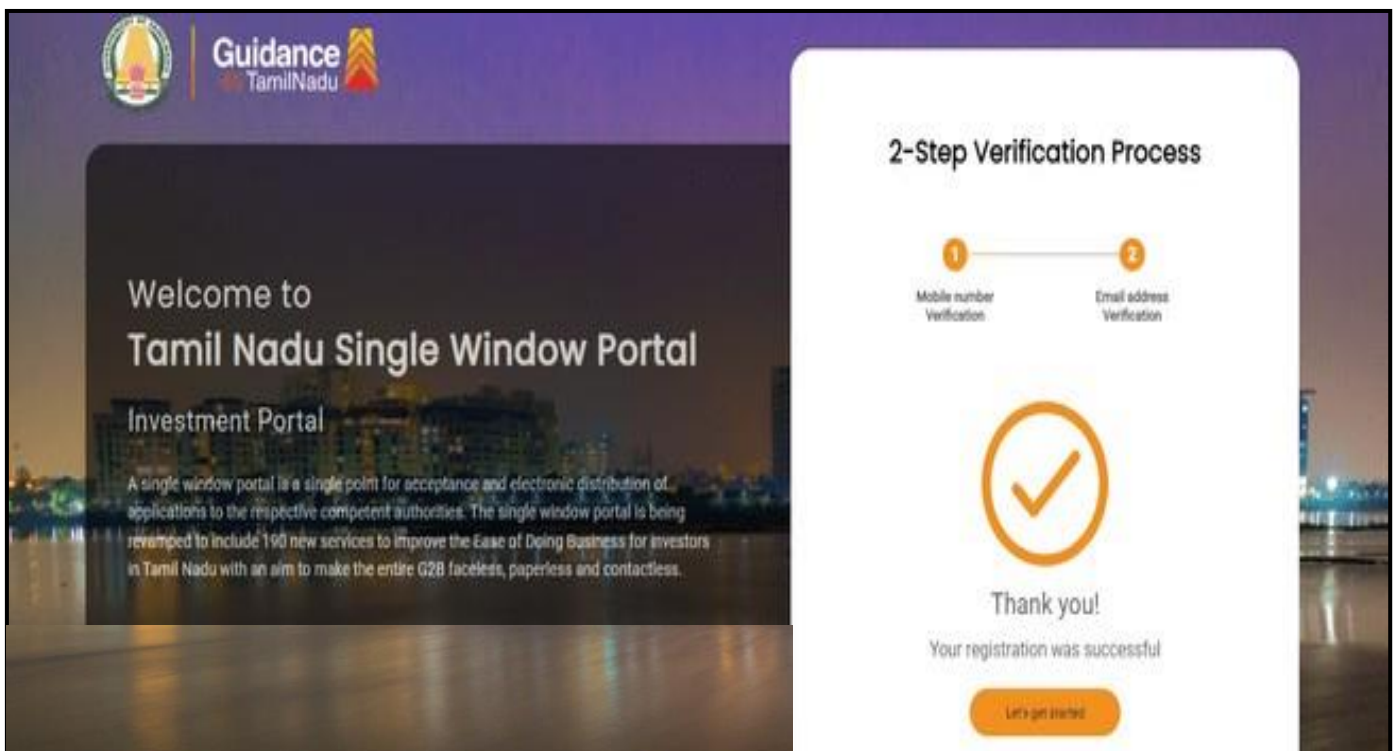
4) Registration process is completed successfully.

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.

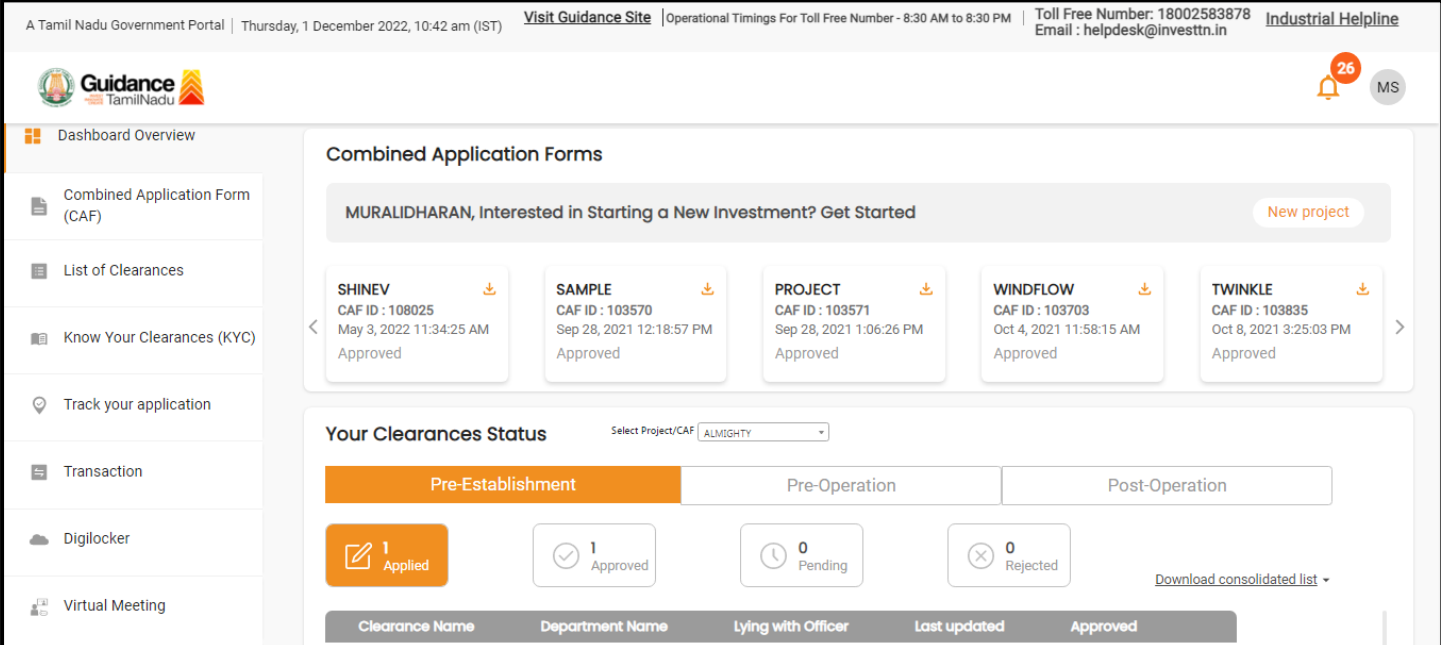2) Click on login button to enter TNSWP.

Login to TNSWP

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).
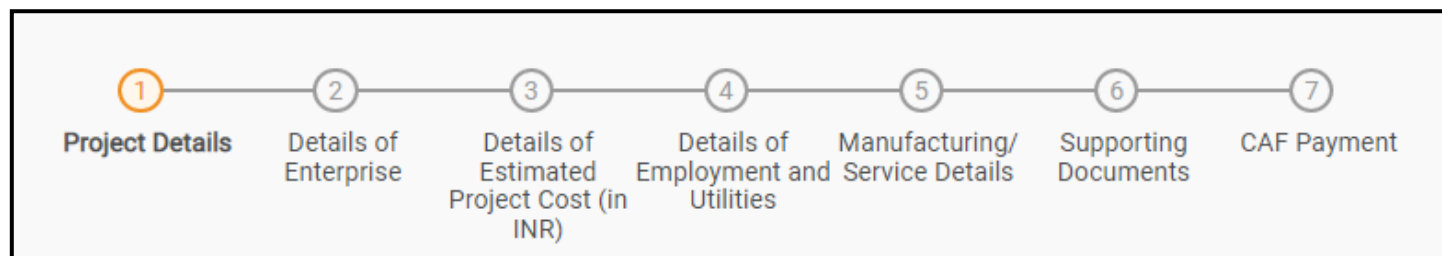
Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**
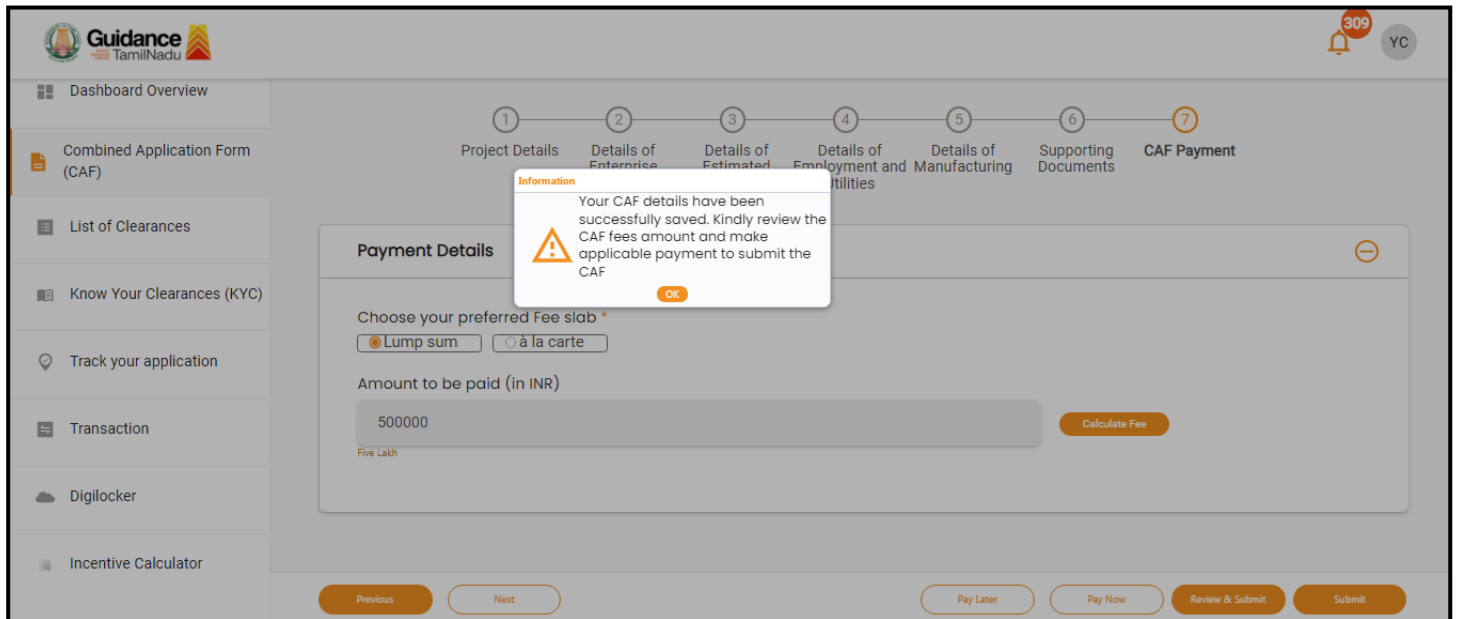
  o Download the template.

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

- **Workflow**:

  o 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 for Reimbursement of Expenses Incurred for Geographical Indications

1. Click on **"List of Clearances"**

Figure 13. List of Clearances

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

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

3. Select '**Post-Operation Stage Clearance**' and find the clearance '**Application for Reimbursement of Expenses Incurred for Geographical Indications**' by using Search option as shown in the figure given below.

Figure 14. Search for Clearance

4. 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)

5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).

6. 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.

Figure 15. Apply for Clearance

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

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application for Reimbursement of Expenses Incurred for Geographical Indications.
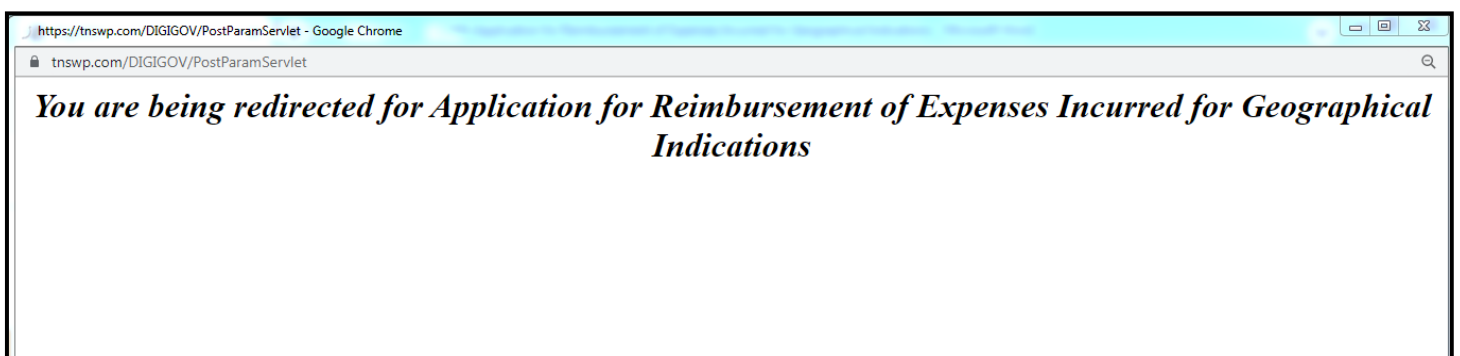

Figure 17. Redirecting to Reimbursement of Expenses Incurred for Geographical Indications

3) Enter all the mandatory details in the application for Application for Reimbursement of Expenses Incurred for Geographical Indications.

msmeonline.tn.gov.in/swp_incentives/patent_trade_swp.php

Micro, Small and Medium Enterprises Department
குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் துறை

APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURED FOR PATENT REGISTRATION / TRADE MARK REGISTRATION

Category

Application Category *	Geographical Indications ⌄

1.0. Details of Enterprise:

1.1 Name of the Enterprises:*	iuytr
1.2 Name of the Proprietor /Managing Partner /Managing Director*	

2.0. Address of the Unit:

2.1 Registered Office:*	11,lkjht,llkjyht	632007
2.2 Factory:* Same as above:☐	Address line	pincode

3.0. Location of the Applicant:

3.1. Name of Village/Town*	oiuytr
3.2. Name of District*	Vellore ⌄
3.3. Name of Taluk*	---- Select ---- ⌄
3.4. Name of Block*	---- Select ---- ⌄

4.0. Contact Nos

Telephone	Office	
	Factory	9092653218
	Cell Phone*	9092653218

5.0 Status of the Enterprise:

5.1. Constitution of the Organisation.*

○ Proprietary ○ Partnership ○ Pvt.Ltd. ○ Coop. ○ Limited ○ Others

5.2 Enterprise Status.* [Small ▼]

5.3 Whether New/ Expansion/ Diversification.* [---- Select ---- ▼]

5.4 Community.* [---- Select ---- ▼]

6.0 Udyog Aadhar Memorandum (Mention UAM Number or UDYAM Number)

6.1 UDYAM Certificate Number: [876567] Eg : UDYAM-TN-0000000

UDYAM Date: [2021-02-09]

6.2 Activity as specified in the UDYAM

7.0. Project Details:

7.1 Fixed Capital Investment(in Rs.)*

Nature of Assets	New / Existing Unit	Expansion / Diversification Project	Total
Land	8765		8765
Building	8765		8765
Plant & Machinery	50000000		50000000
Total	50017530		50017530

8.0 Details of Geographical Indications Registraion.

8.1. Date Of Obtaining Geographical Indications *

8.2. Geographical Indications Registration No. *

8.3. Date of Registration (in Sq. Mtrs.) as per approved plan *

8.4. Name of Office from where Geographical Indications Registration was obtained actually constructed (in Sq. Mtrs.) *

8.5. Name of Product / Activity for which Geographical Indications Registration is obtained *

8.6. Expenditure made on Geographical Indications registration with detailed heads (in Rs.) *

9.0 Subsidy claimed.

9.1. 50% (upto 25000/-) subsidy claimed on Geographical Indications Registration Charges (in Rs.)

LIST OF DOCUMENTS TO BE UPLOADED :

➜ Copy of UDYAM Registration Certificate. **(pdf/max. file size 200 kb)**

➜ Copy of the registered goods under Geographical indication of Goods Registration and Protection Act, 1999. **(pdf/max. file size 200 kb)**

➜ Self-certified statement on expenditure incurred for obtaining Geographical registration with a copy of the bills/ vouchers and receipt etc. In case of non-availability of receipts, the bank scroll which shows the payment details. **(pdf/max. file size 200 kb)**

➜ Copy of loan sanction letter, if availed, for obtaining the registration purpose from Bank/ Financial Institutions. **(pdf/max. file size 200 kb)**

➜ Copy of Invoices and receipts for the payment made. **(pdf/max. file size 200 kb)**

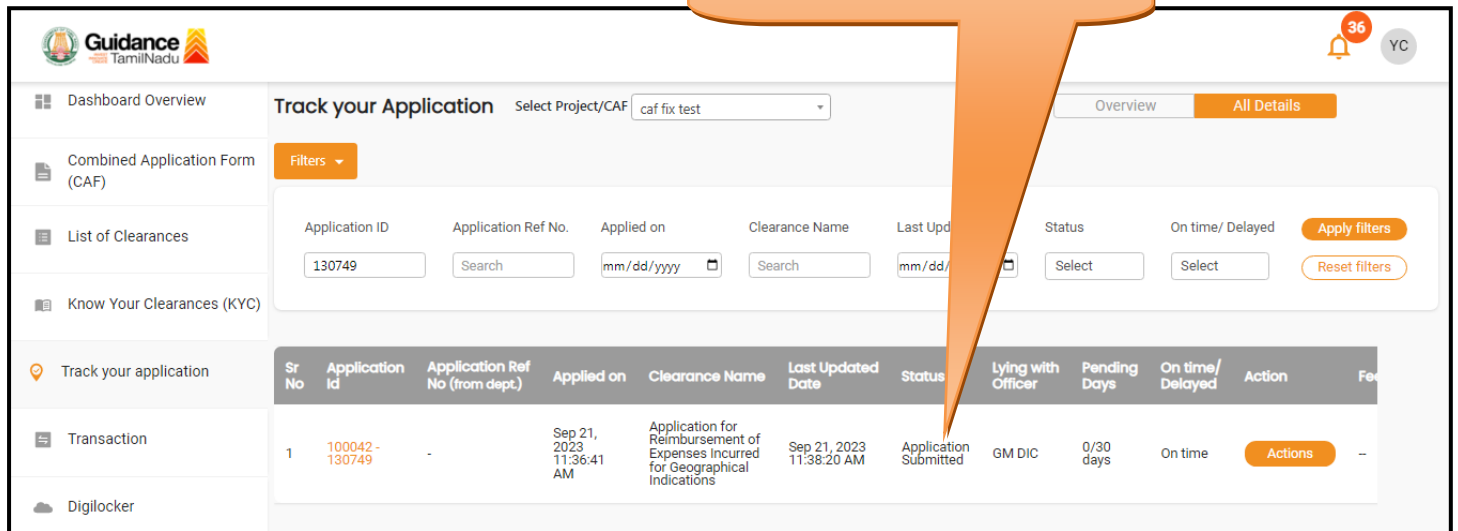➜ Advance stamped receipt. **(pdf/max. file size 200 kb)**

Click on 'Save & Proceed'

Save and Proceed   Reset

Figure 18. Application for Reimbursement of Expenses Incurred for Geographical Indications

Application Submitted

1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application → Select the CAF from the Dropdown → All details**
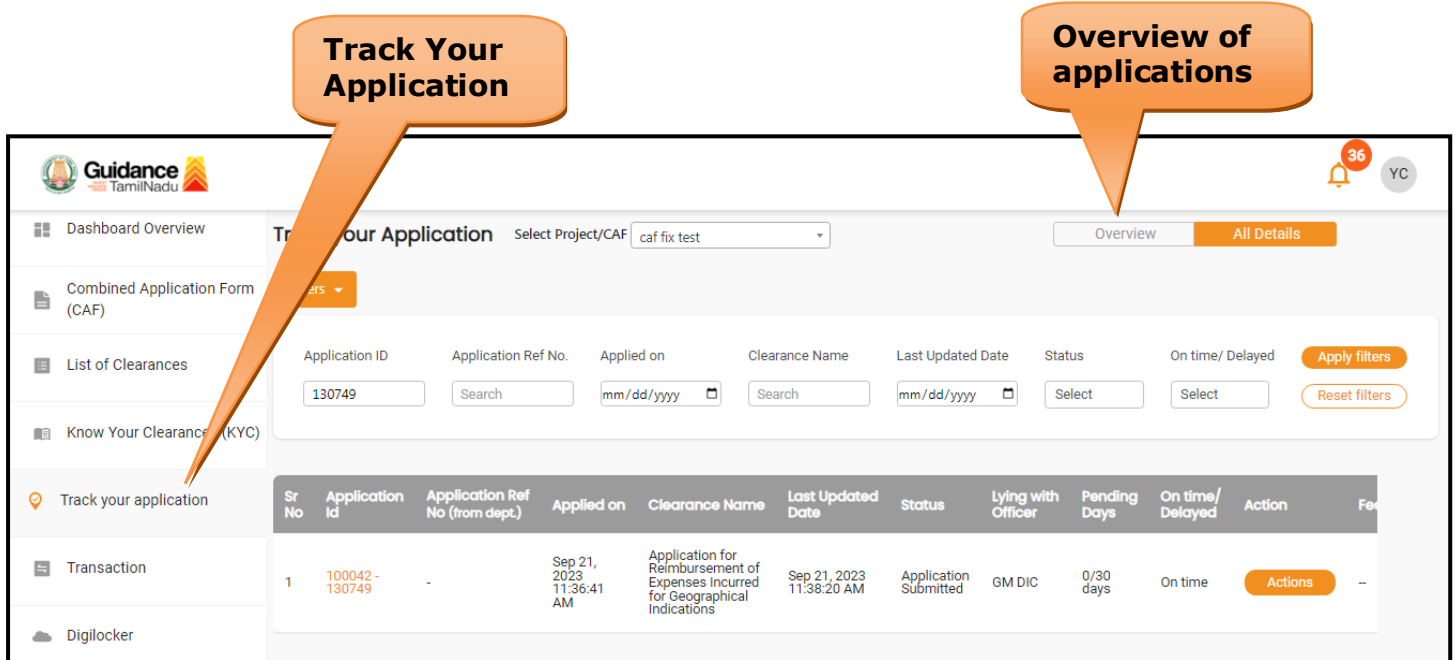

Figure 19. Status of the Application

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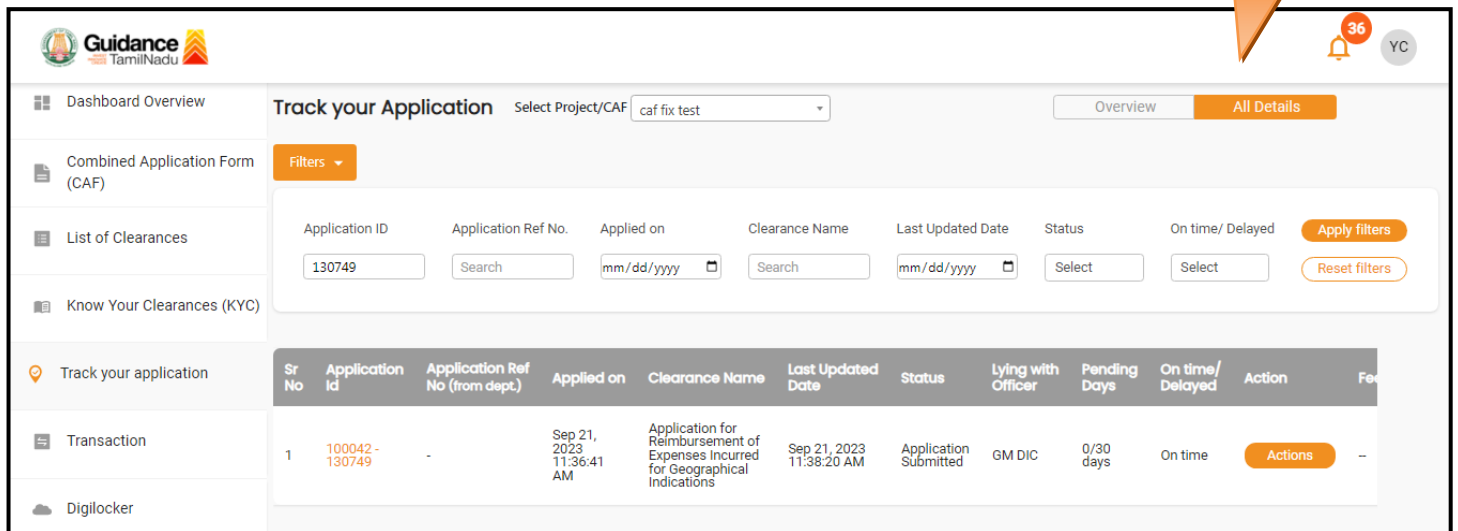
    By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

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

Figure 20. 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 21. 'All Details' tab

9. Query Clarification

1) After submitting the application to the Commissionerate of Industries and Commerce, Assistant Engineer reviews the application and if there are any clarifications required, the Assistant Engineer officer would raise a query to the applicant.

2) Applicant would receive an alert message through Registered SMS/Email.

3) Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.

4) Applicants could view the status as '**Need Clarification'** under the 'Status' column. Click on 'Action' button responds to the query as shown in the below figure.

Figure 22. Need Clarification
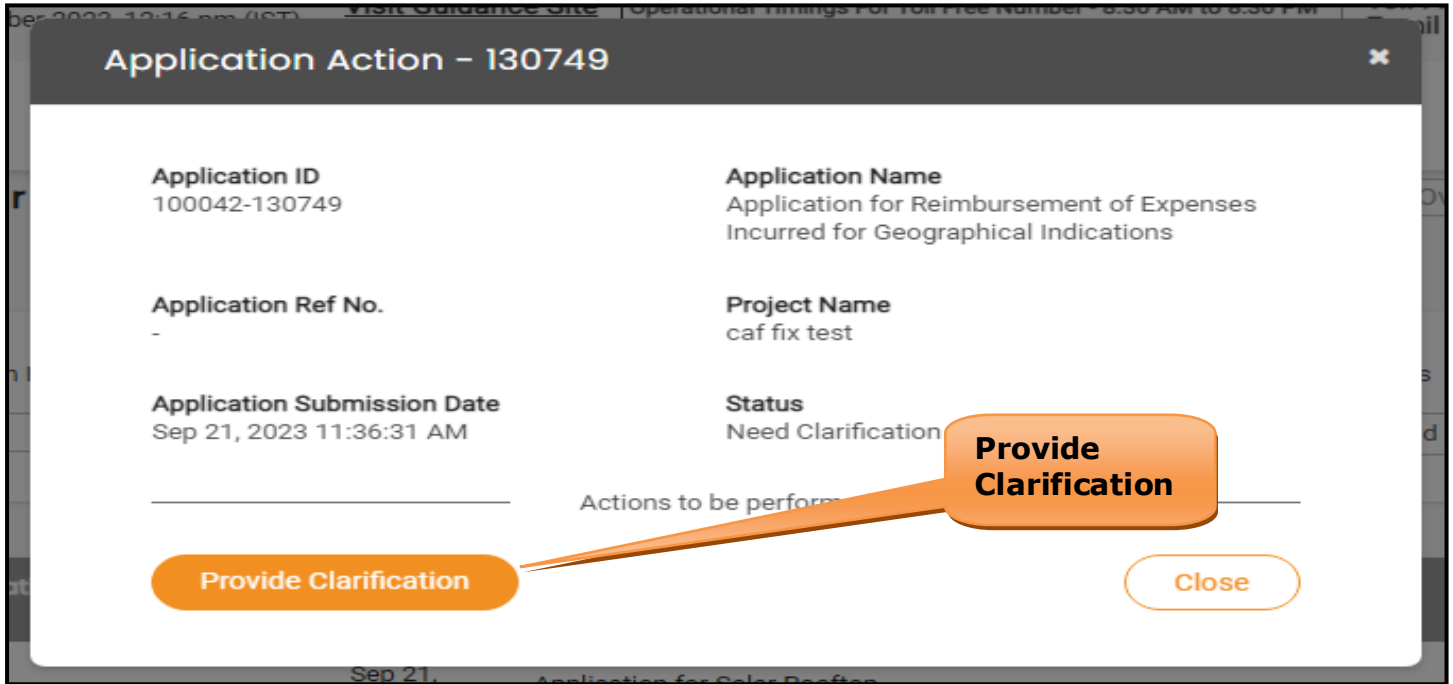
Figure 23. Provide Clarification

5) The Applicant clicks on **'Provide Clarification'** button and responds to the Query.

6) The Application gets submitted to the department after the query has been addressed by the Applicant.

7) The Status of the application changes from 'Need clarification' to **'Under Process'** after the Applicant submits the query.
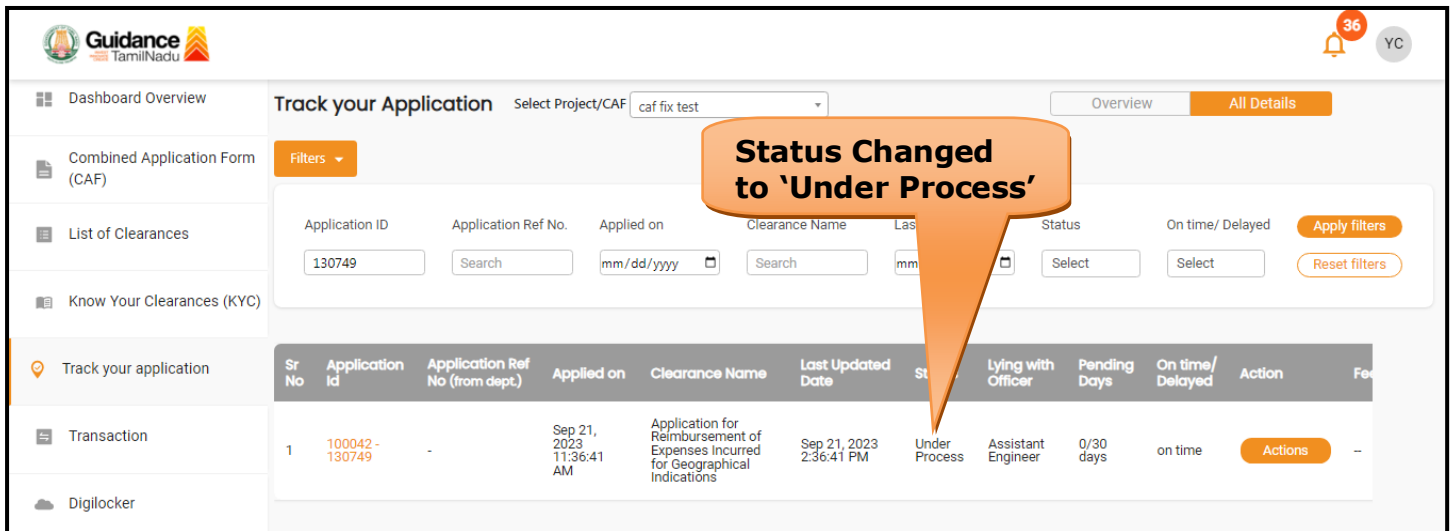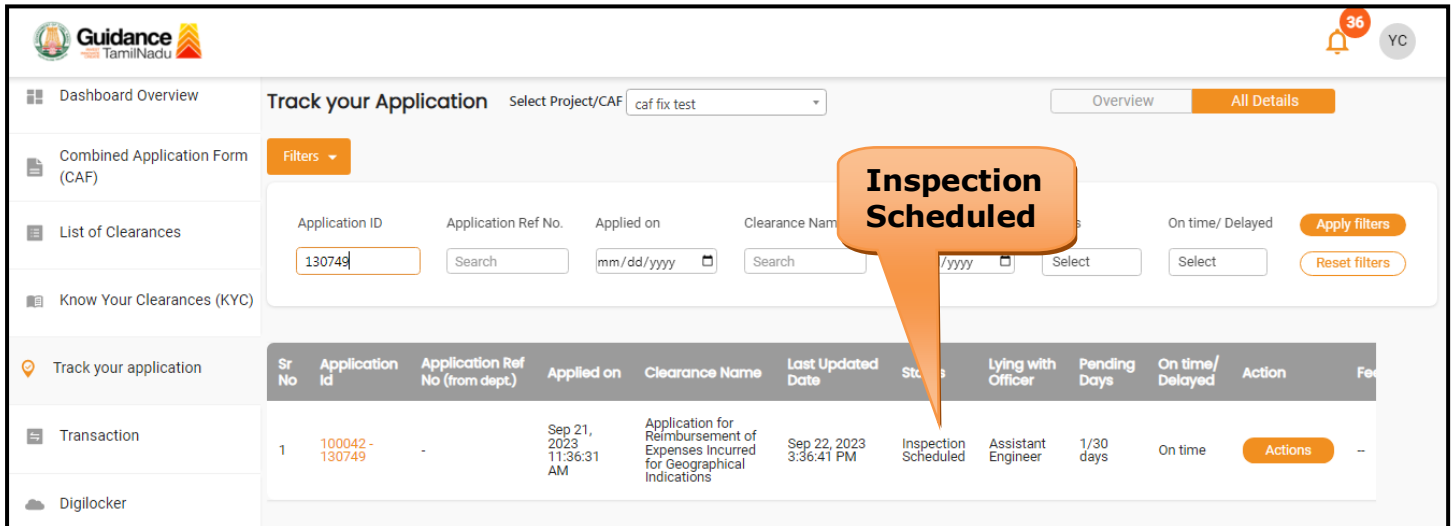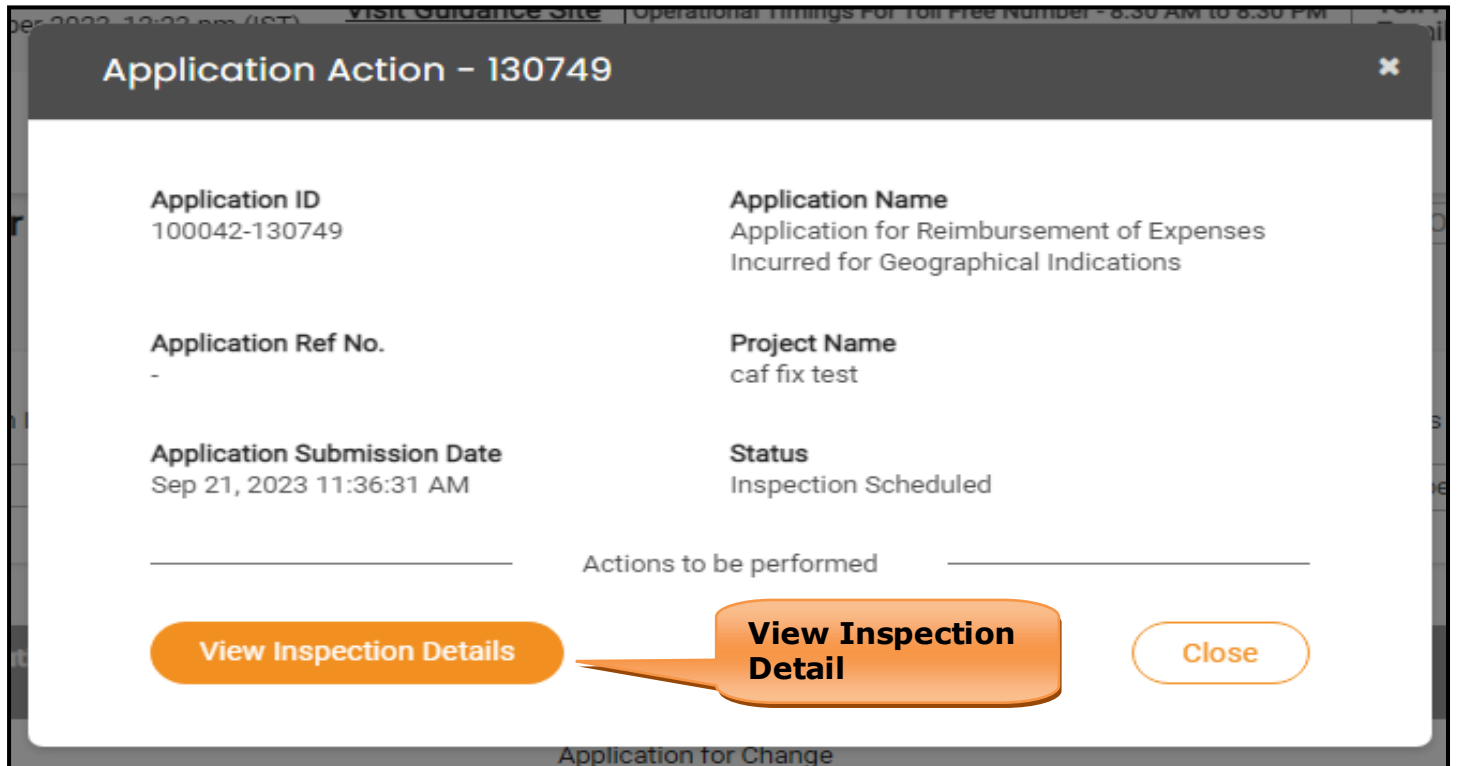

Figure 24. Under Process

10. Inspection Schedule

1) The Assistant Engineer schedules the date of appointment for inspection to be done for the specified institution.

2) After the Inspection is completed, the Assistant Engineer officer submits the Inspection report.

3) The Applicant has the provision to view the Scheduled Inspection details

Figure 15. Inspection Scheduled

Figure 26. View Inspection Details

Figure 27. View Inspection Details (Contd.)

Update Bank Details

Figure 28. Update Bank Details

Upload Document

Figure 29. Upload Document

11. Application Processing

1) The GM DIC scrutinizes and reviews the application and updates the status as **"Approved" or "Rejected"**
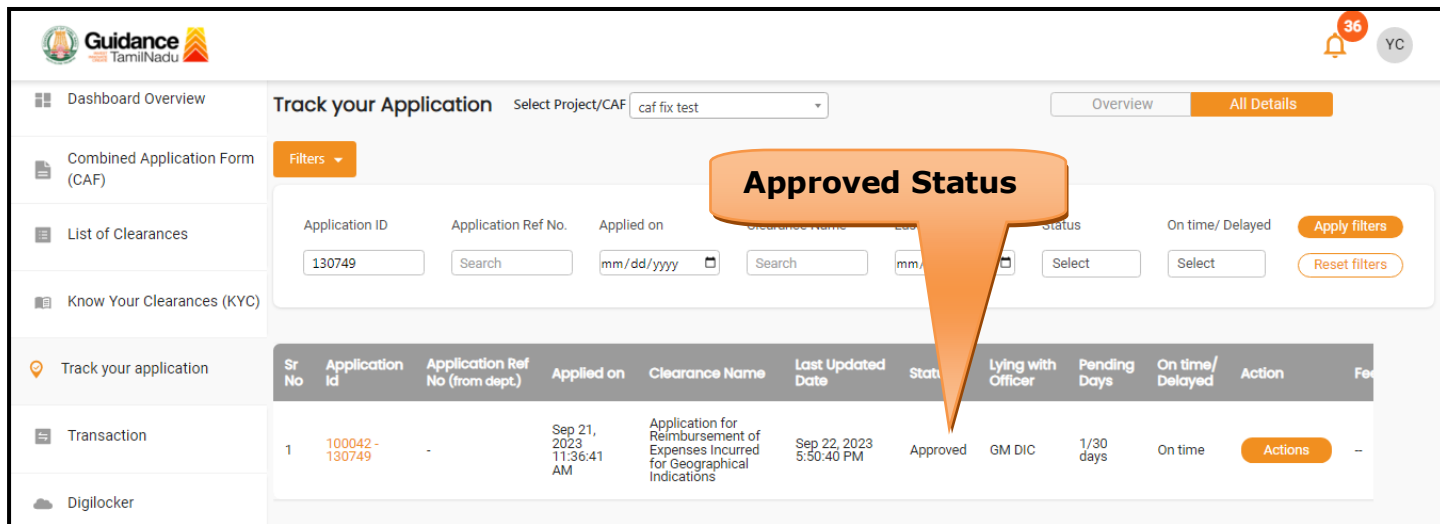

Figure 30. Application Processed

2) If the application is **'Approved'** by GM DIC, the applicant can download the Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 31).
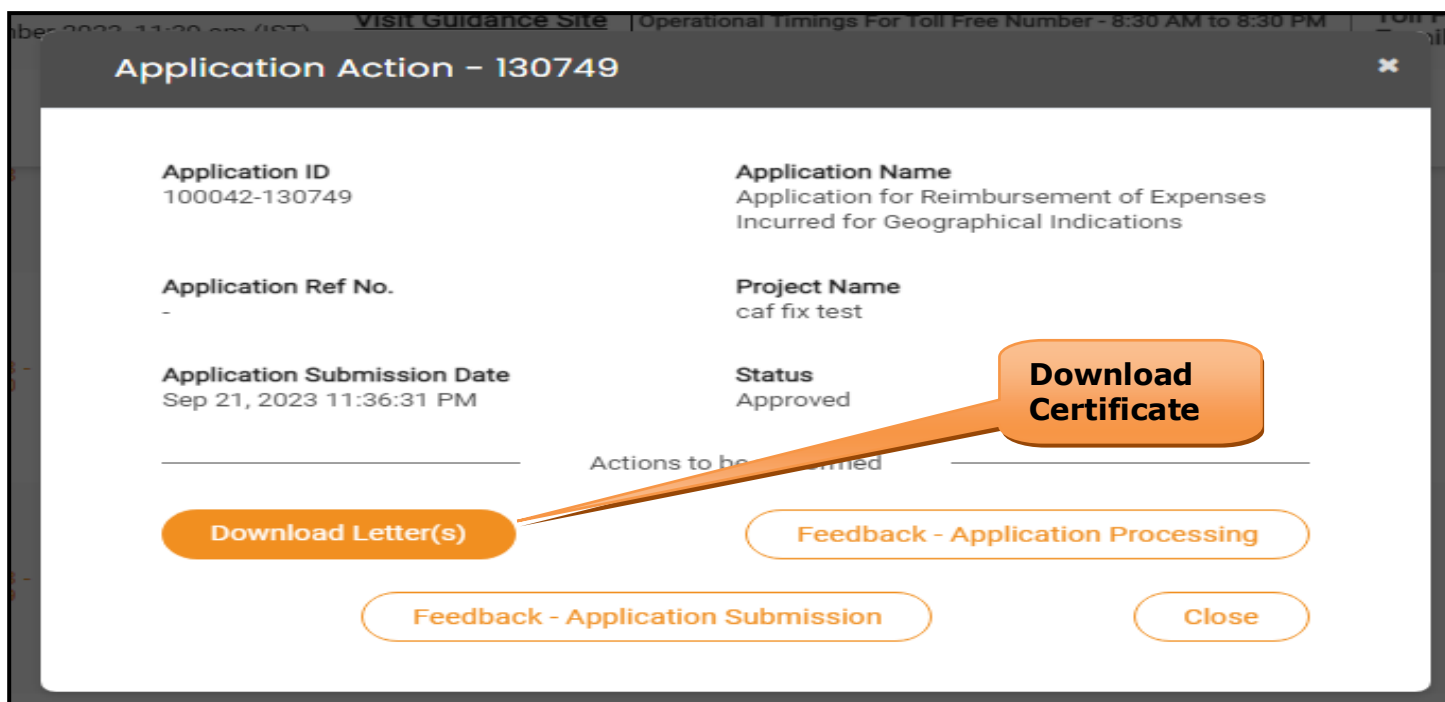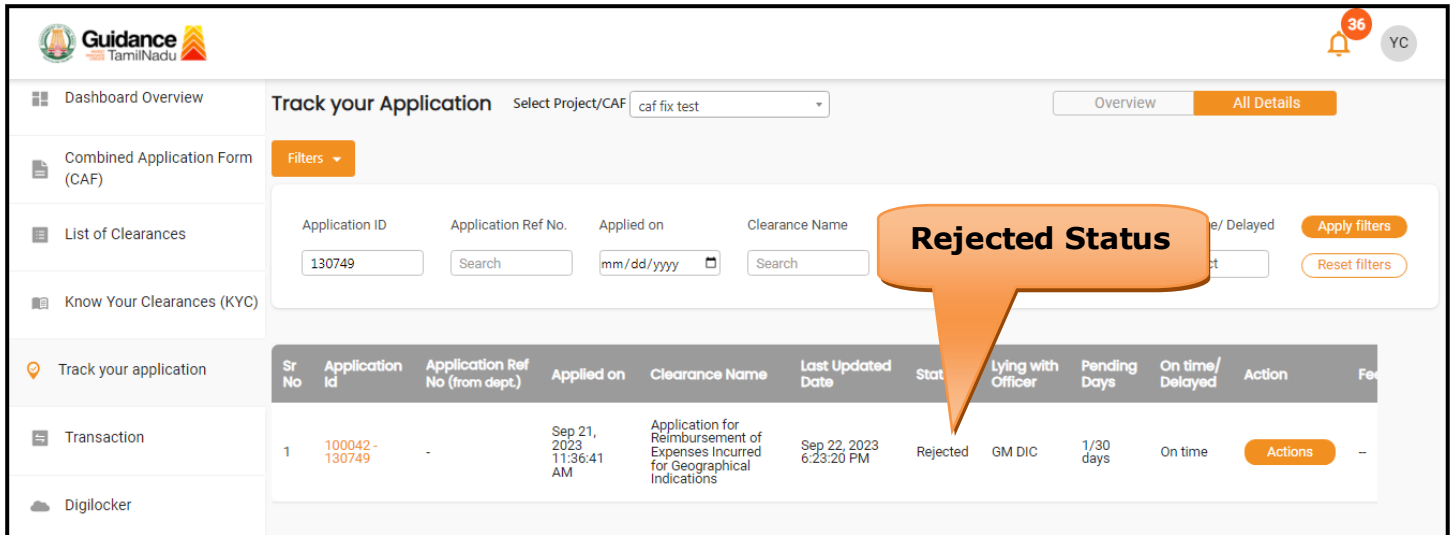

Figure 31. Download Certificate

3) If the application is '**Rejected**' by DM DIC, the applicant can view the rejection remarks under the Actions Tab by the department. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 32)

Figure 32. Rejected Status