

Guidance
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TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Application for Reimbursement of Expenses Incurred
for Trade Mark Registration**

**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) **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**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

Home About Us Clearances/Approvals Legislation, Policies & Notifications Dashboard Help & Support Register Login

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)

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

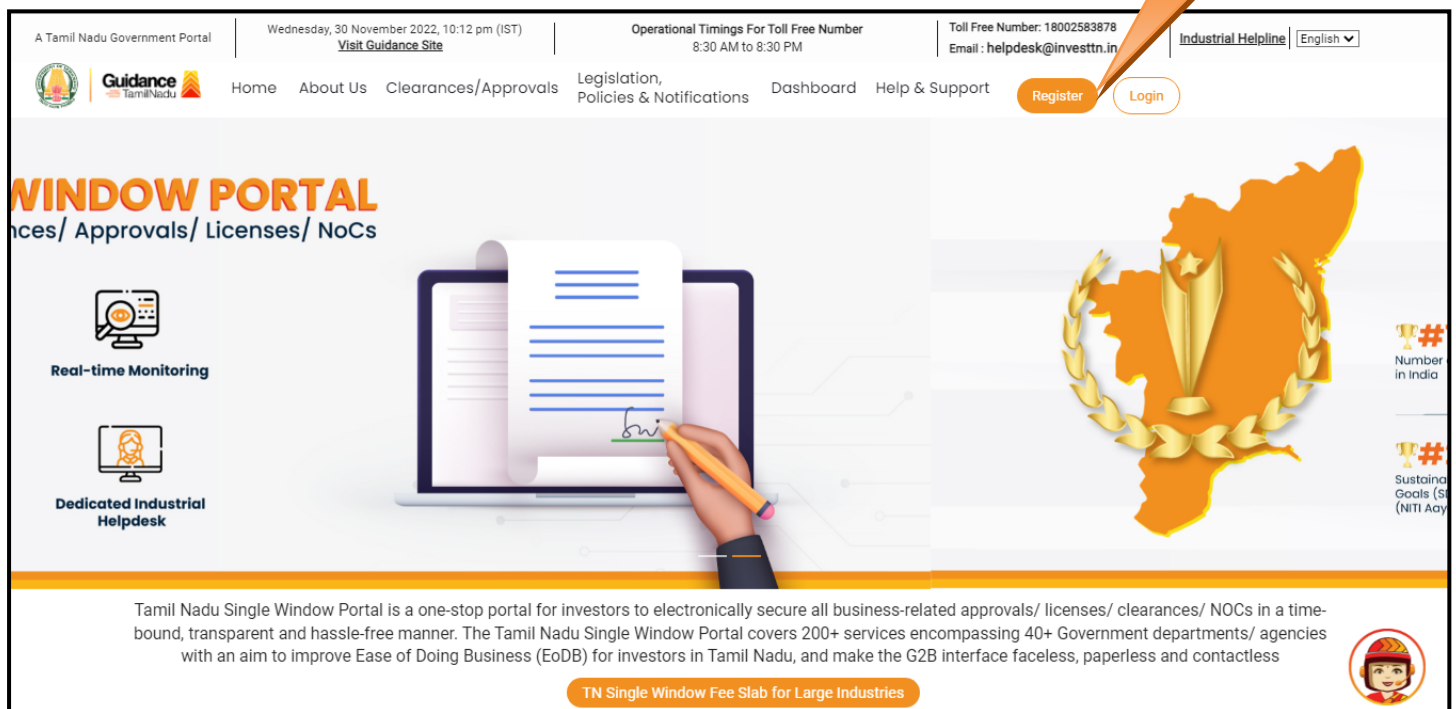
Figure 1. Single Window Portal Home Page

2. 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**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

Home About Us Clearances/Approvals Legislation, Policies & Notifications Dashboard Help & Support Register Login

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

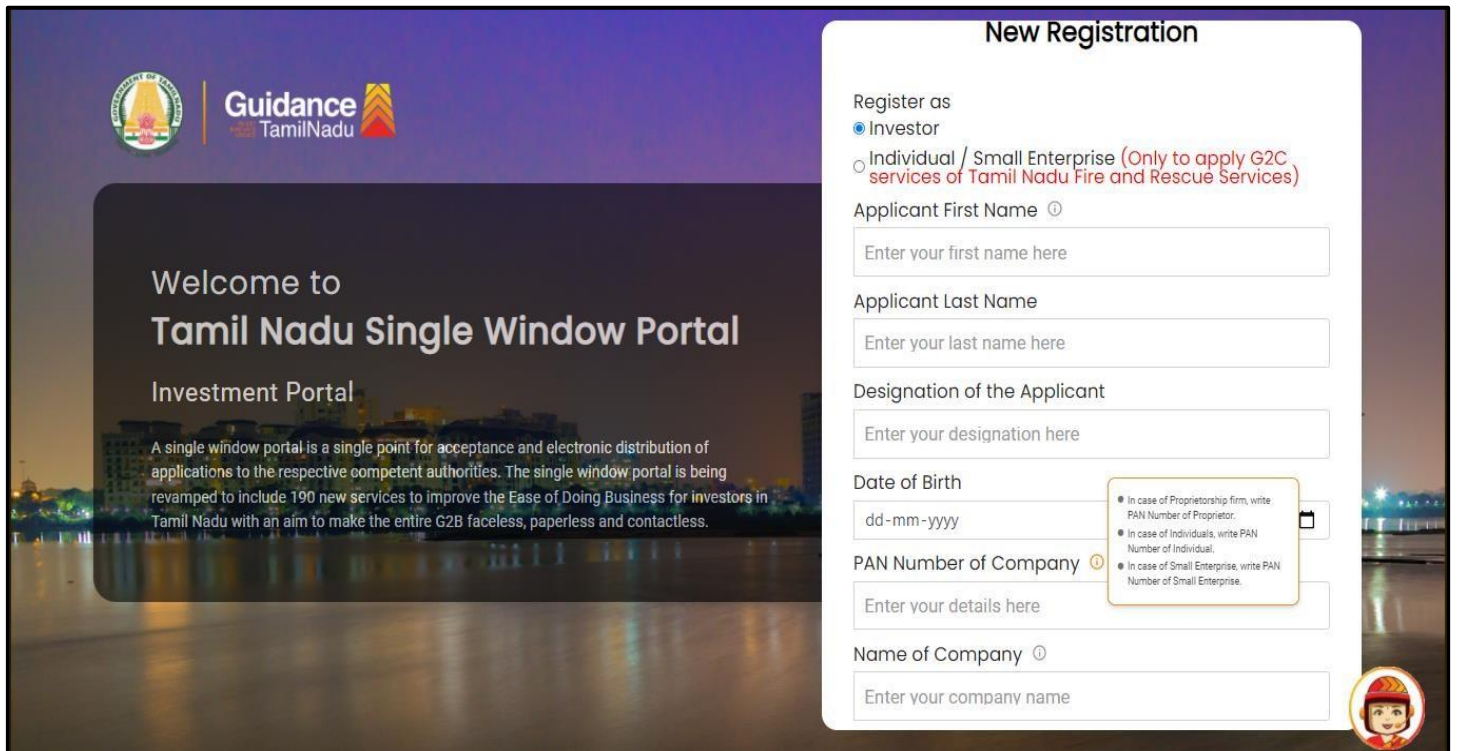
Real-time Monitoring
Dedicated Industrial Helpdesk

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 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.



Welcome to Tamil Nadu Single Window Portal Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

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

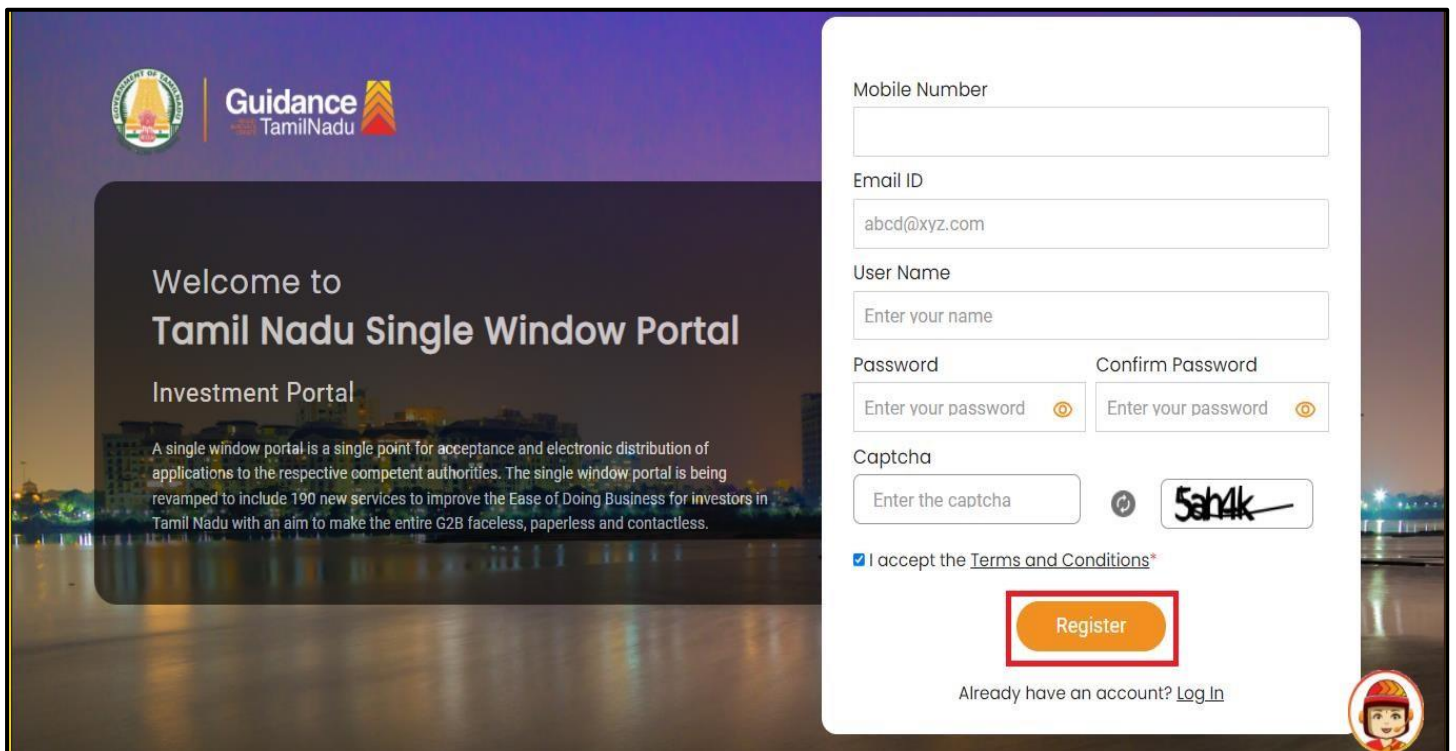
Designation of the Applicant

Date of Birth ● 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.

PAN Number of Company

Name of Company

Figure 3. Registration Form



Welcome to Tamil Nadu Single Window Portal Investment Portal


A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

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.

o 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.

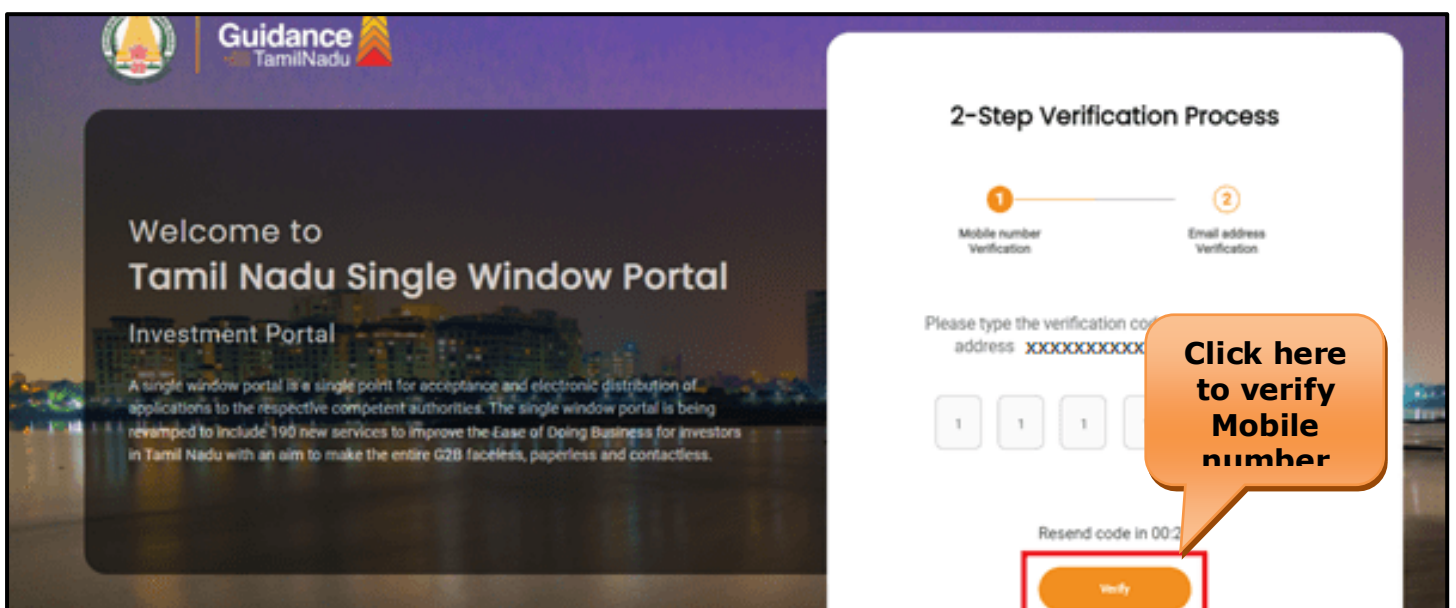


Figure 5. Mobile Number Verification

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.

Click here to verify Email ID

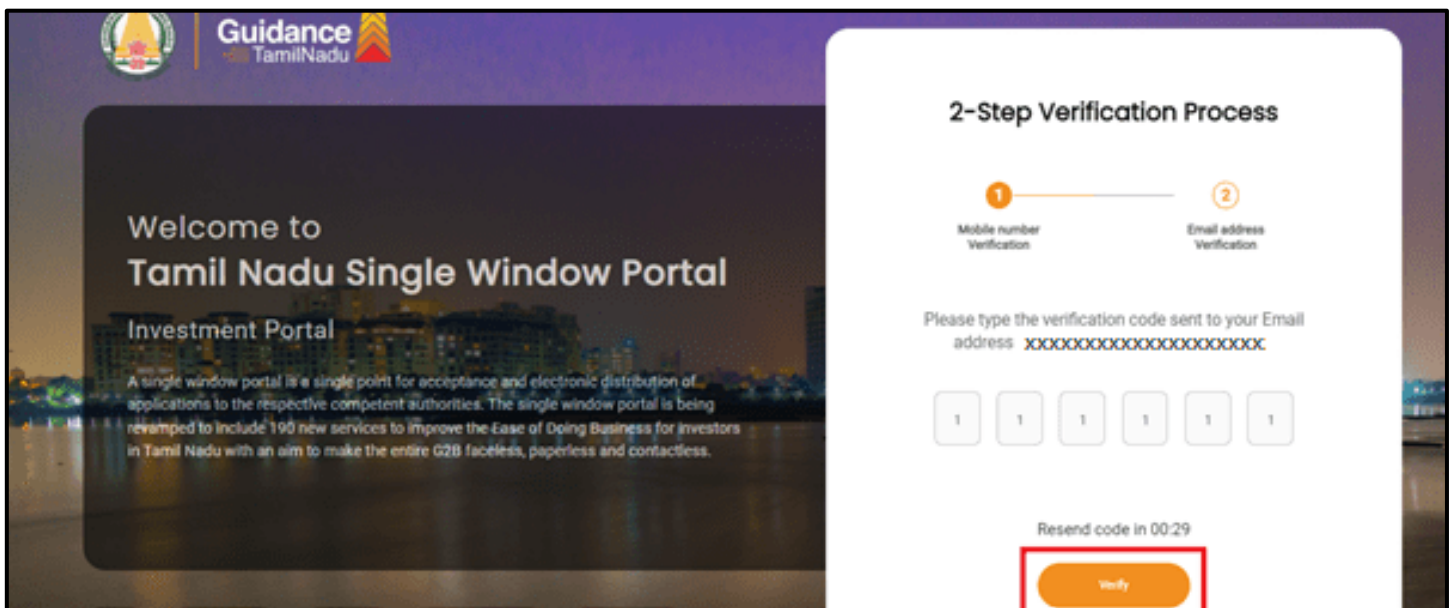


Figure 6. Email ID Verification

- 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.

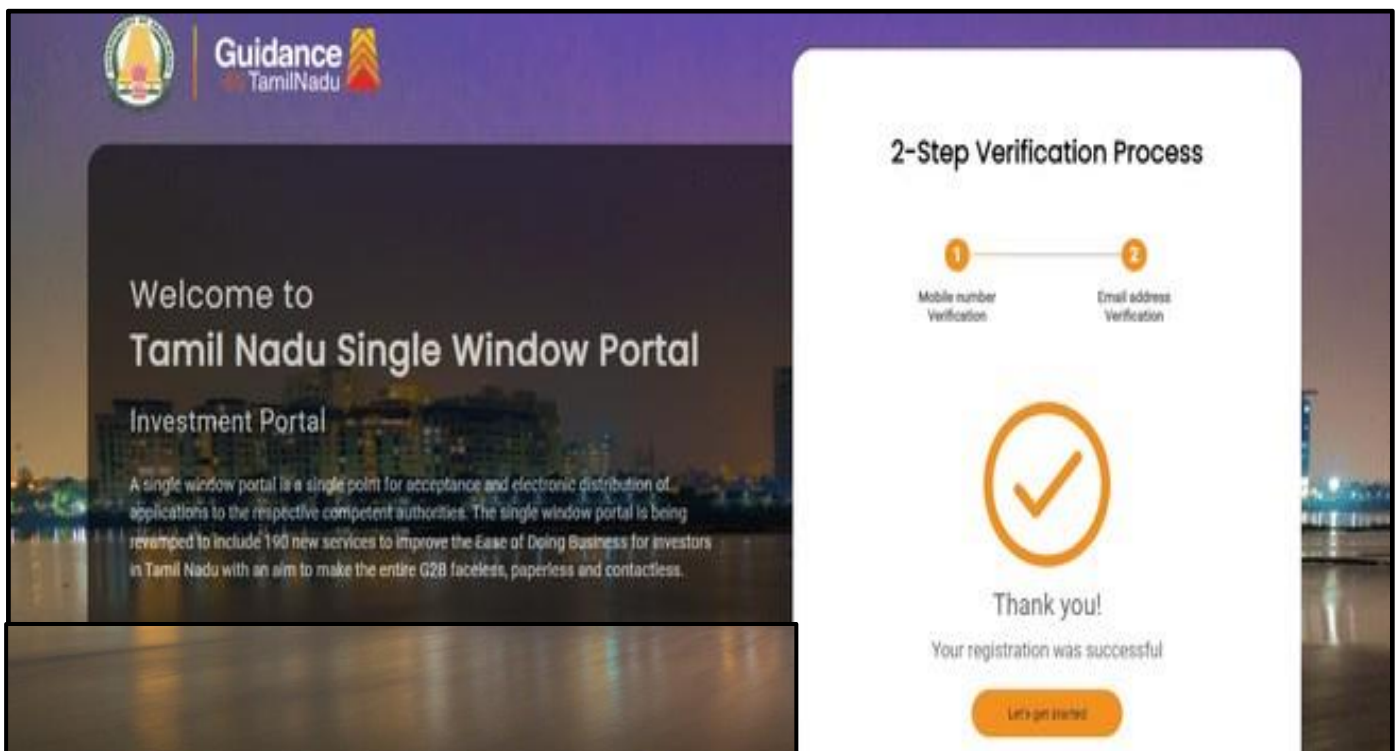


Figure 7. Registration Confirmation Pop-Up

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.

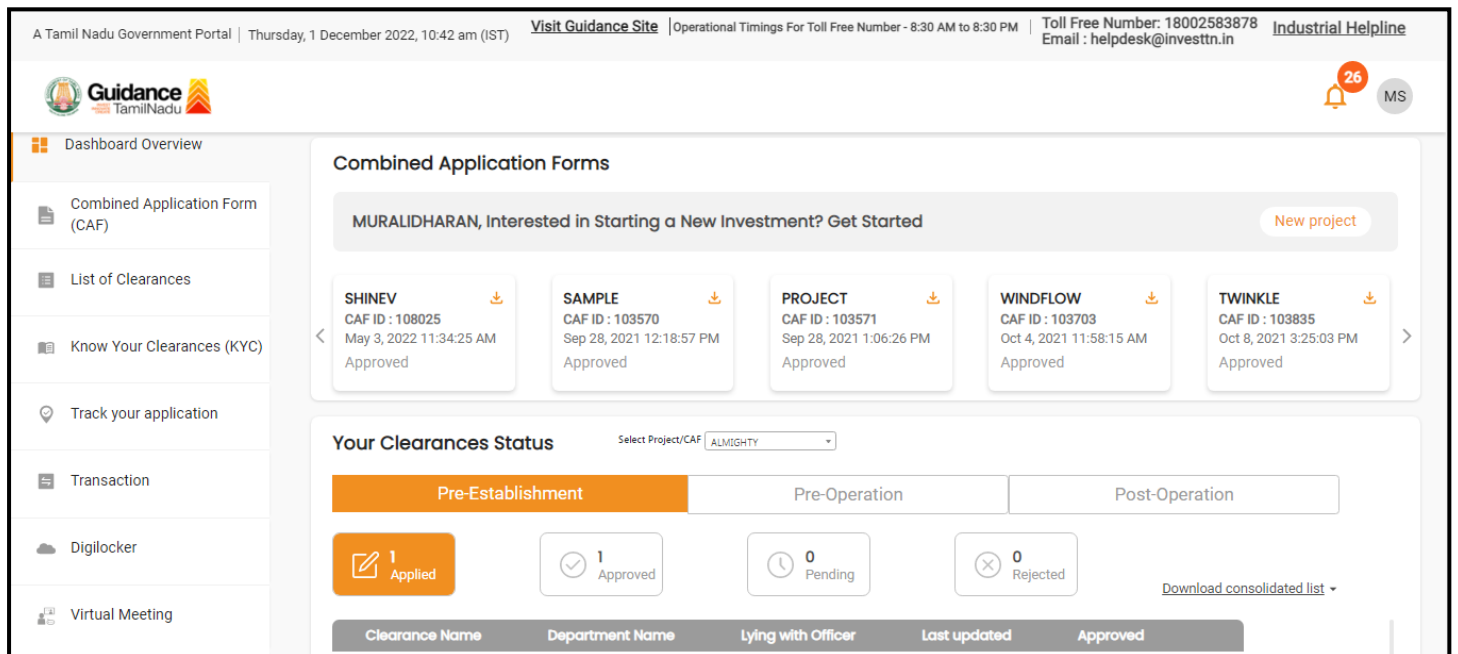


Figure 9. Dashboard Overview

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.

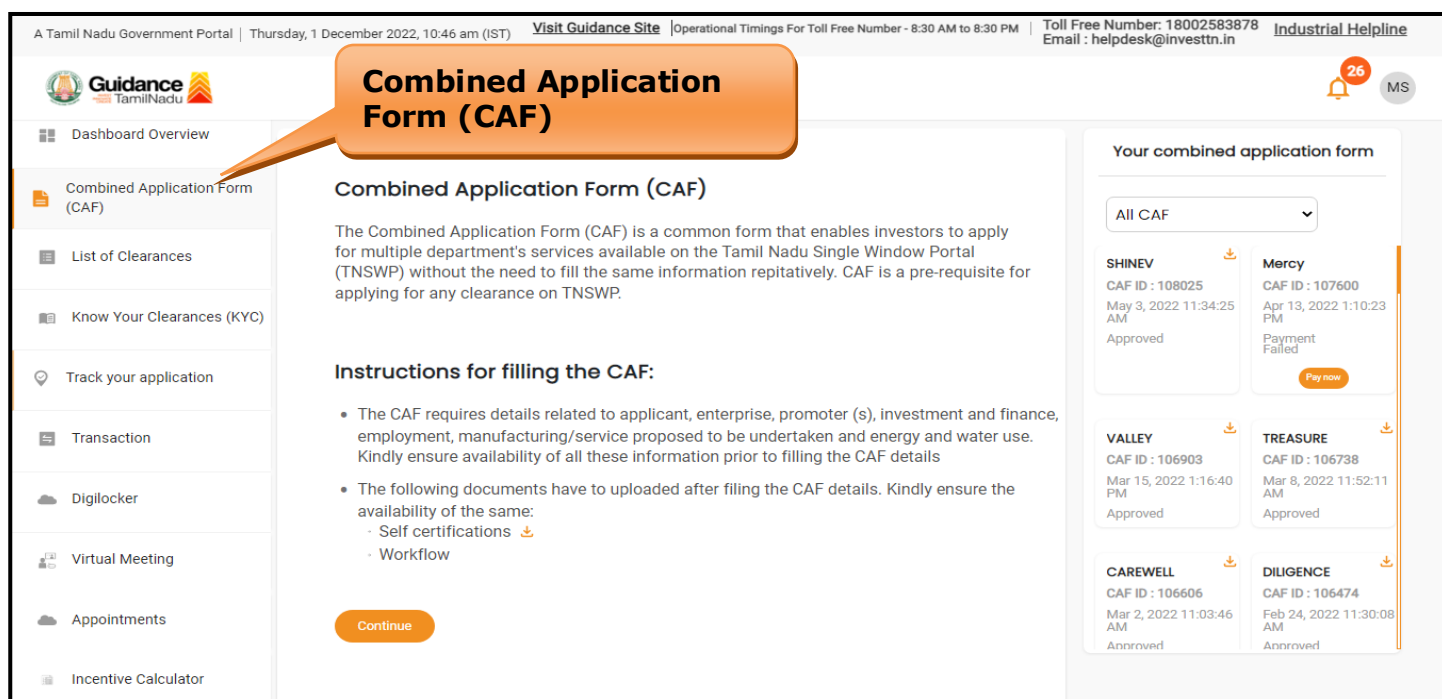


Figure 10. Combined Application Form (CAF)

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).

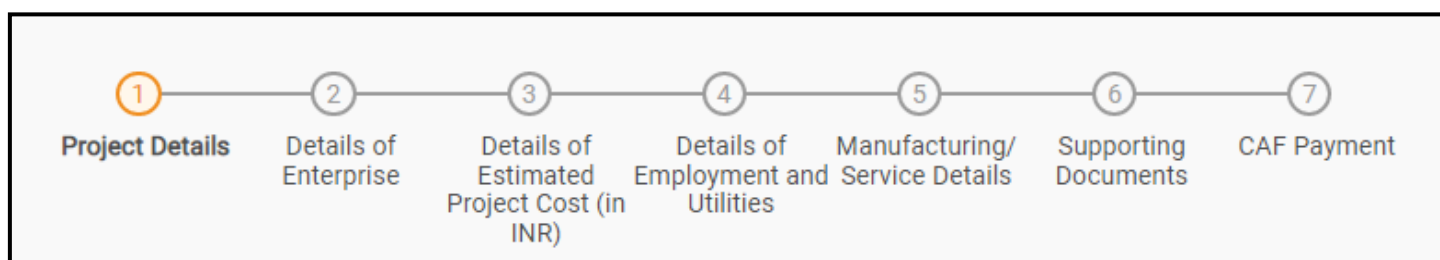


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

- 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).

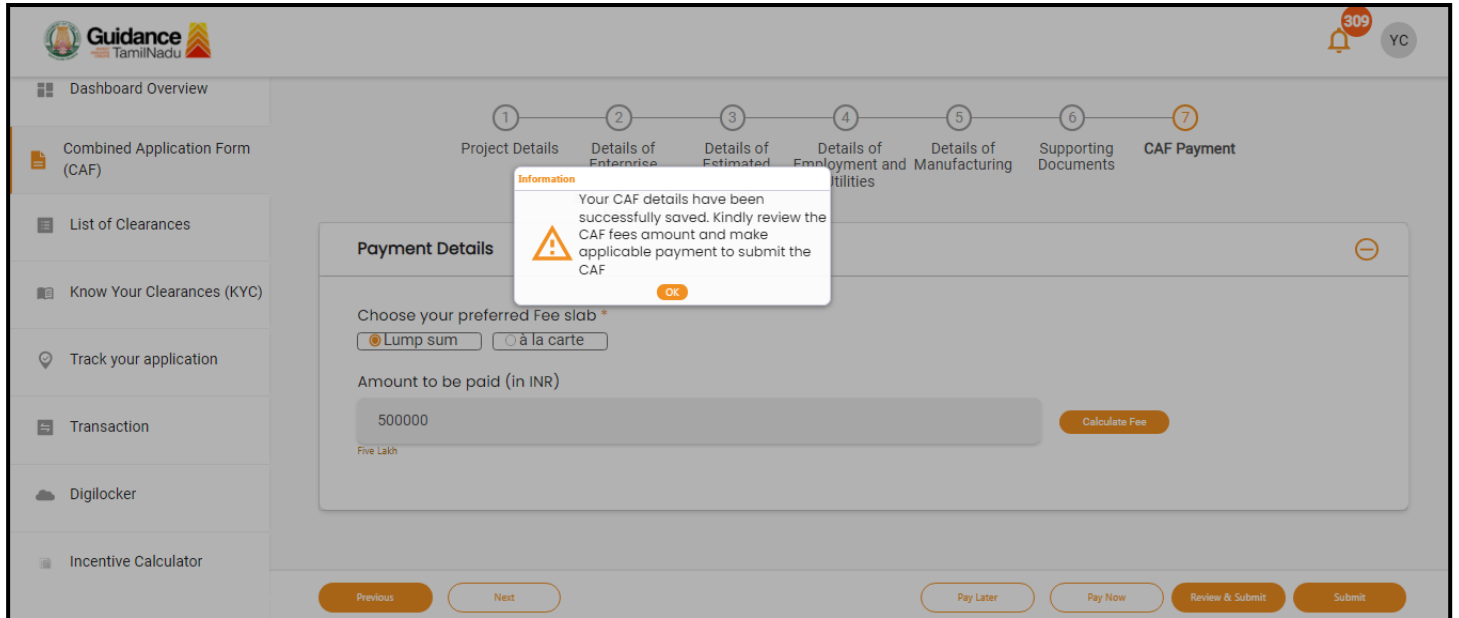


Figure 12. Combined Application Form (CAF) - Confirmation Message

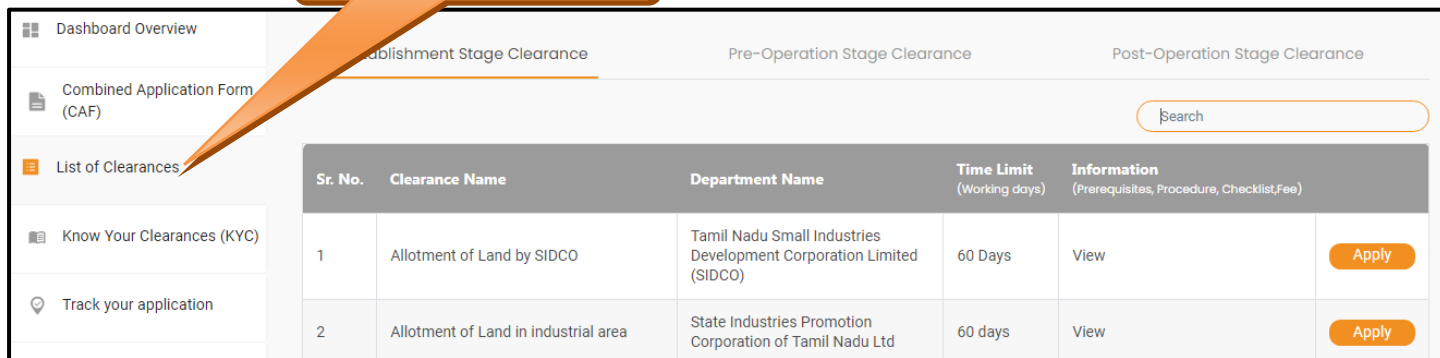
Note:

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 for Reimbursement of Expenses Incurred for Trade Mark Registration

1. Click on “List of Clearances”

List of Clearances



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	Apply

Figure 13. List of Clearances

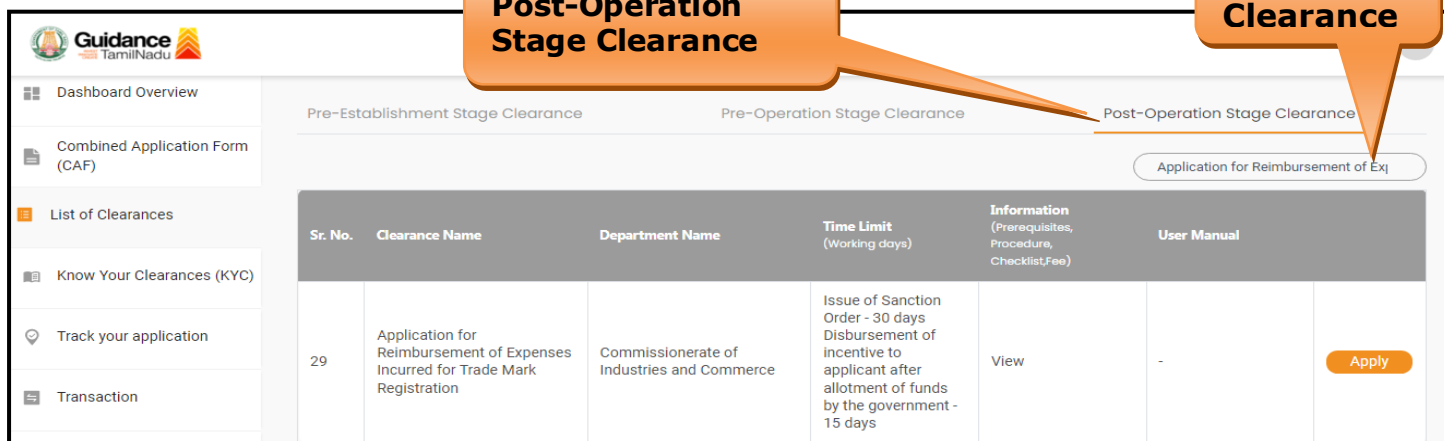
2. The list of clearances is segregated into three stages.

- **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 Trade Mark Registration**’ by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
29	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	View	-

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.

The screenshot shows the 'List of Clearances' section of the Guidance TamilNadu dashboard. The table below lists a clearance application for reimbursement of expenses. Two callout boxes are present: 'View Information' pointing to the 'View' link in the 'Information' column, and 'Apply for Clearance' pointing to the 'Apply' button in the 'User Manual' column.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
29	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	Commissionerate of Industries and Commerce	Issue of Sanction Order - 30 days Disbursement of incentive to applicant after allotment of funds by the government - 15 days	View	- Apply

Figure 15. Apply for Clearance

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

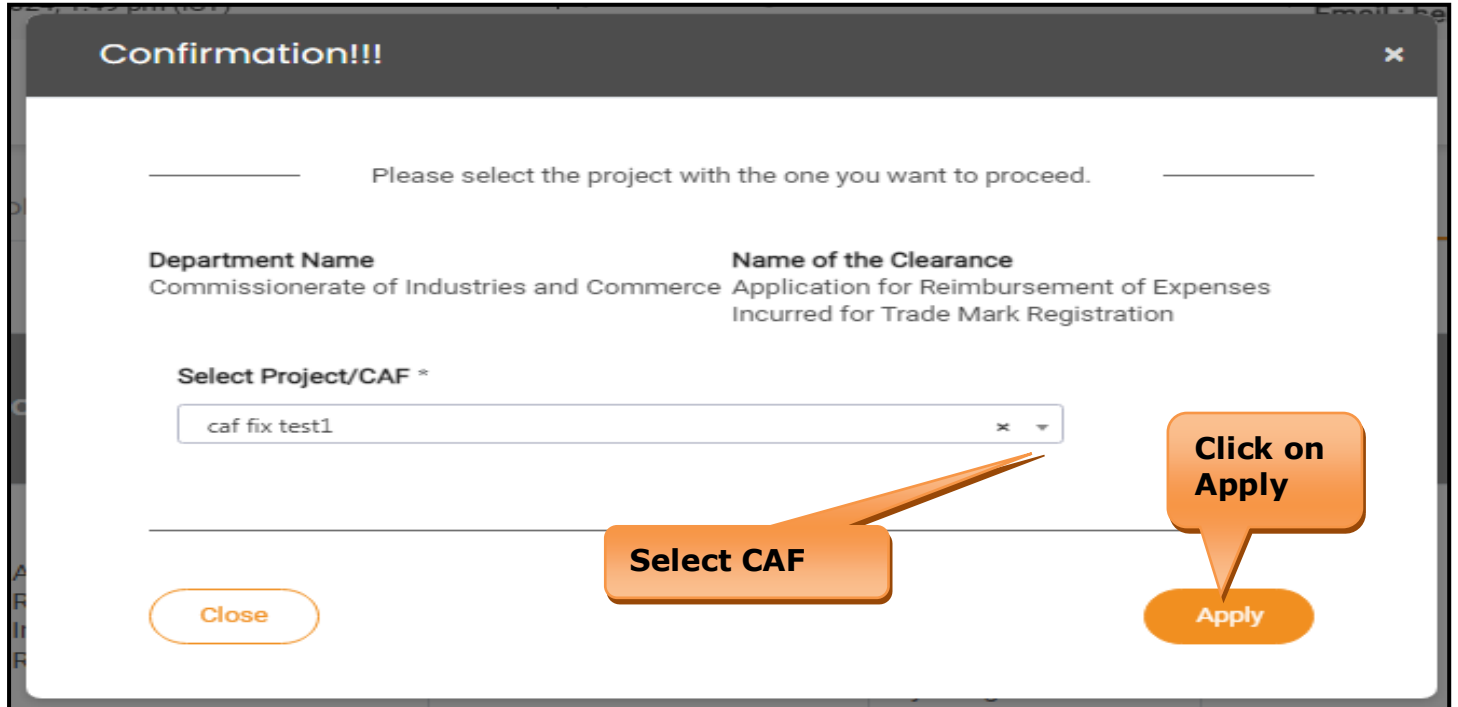


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Application for Reimbursement of Expenses Incurred for Trade Mark Registration

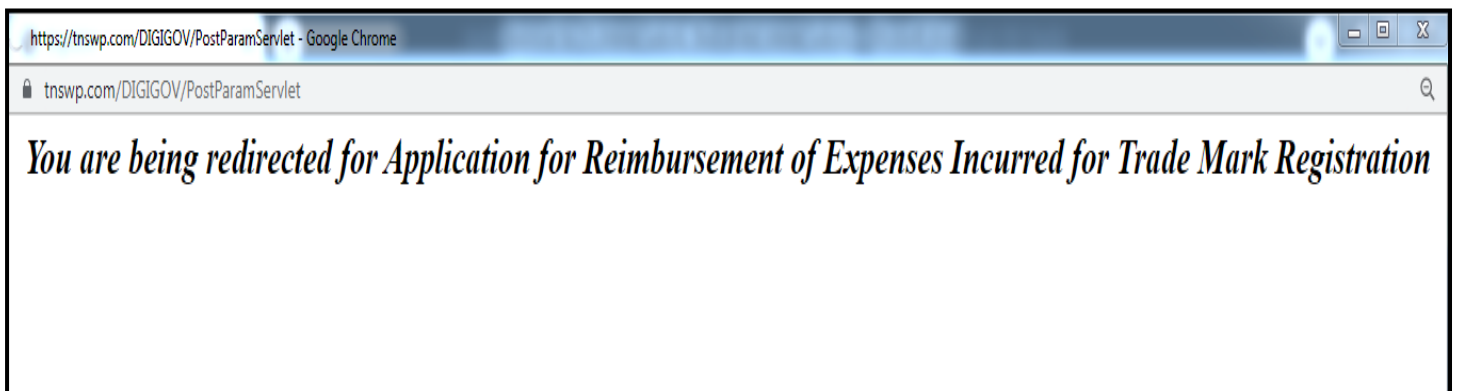


Figure 17. Application for Reimbursement of Expenses Incurred for Trade Mark Registration

3) Enter all the mandatory details in the application for Application for Reimbursement of Expenses Incurred for Trade Mark Registration.



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

Category

Application Category *

Trade Mark Registraion

1.0. Details of Enterprise:

1.1 Name of the Enterprises: *

iuylr

1.2 Name of the Proprietor /Managing Partner /Managing Director: *

2.0. Address of the Unit:

2.1 Registered Office: *

11,liuyt,olikuyt

638459

2.2 Factory: *

Address line

pincode

Same as above:

3.0. Location of the Applicant:

3.1. Name of Village/Town: *

kj

3.2. Name of District: *

Erode

3.3. Name of Taluk: *

--- Select ---

3.4. Name of Block: *

--- Select ---

4.0. Contact Nos

Telephone	Office	<input type="text"/>
	Factory	<input type="text" value="9092653218"/>
	Cell Phone	<input type="text" value="9092653218"/>

5.0 Status of the Enterprise:

5.1. Constitution of the Organisation

Proprietary
 Partnership
 Pvt.Ltd.
 Coop.
 Limited
 Others

5.2 Enterprise Status:

5.3 Whether New/ Expansion/ Diversification:

5.4 Community:

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

6.1 UDYAM Certificate Number: **Eg: UDYAM-TN-0000000**

UDYAM Date:

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	<input type="text" value="87676"/>	<input type="text"/>	<input type="text" value="87676"/>
Building	<input type="text" value="76577"/>	<input type="text"/>	<input type="text" value="76577"/>

Click on 'Save and Proceed'

Plant & Machinery	<input type="text" value="50000000"/>	<input type="text" value="50000000"/>
Total	<input type="text" value="50164253"/>	<input type="text" value="50164253"/>

8.0 Details of Trade Mark Registration.

8.1. Date Of Obtaining Trade Mark *	<input type="text"/>
8.2. Trade Mark Registration No. *	<input type="text"/>
8.3. Date of Registration (in Sq. Mtrs.) as per approved plan *	<input type="text"/>
8.4. Name of Office from where Trade Mark Registration was obtained actually constructed (in Sq. Mtrs.) *	<input type="text"/>
8.5. Name of Product / Activity for which Trade Mark Registration is obtained *	<input type="text"/>
8.6. Expenditure made on Trade Mark registration with detailed heads (in Rs.) *	<input type="text"/>

9.0 Subsidy claimed.

9.1. 50% (upto 25000/-) subsidy claimed on Trade Mark Registration Charges (in Rs.)	<input type="text"/>
---	----------------------

LIST OF DOCUMENTS TO BE UPLOADED :

- Copy of UDYAM Registration Certificate. (pdf/max. file size 200 kb)
- Copy of products registered under Trade Mark registration as per Trade Marks Act 1999 "TM Act" . (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)

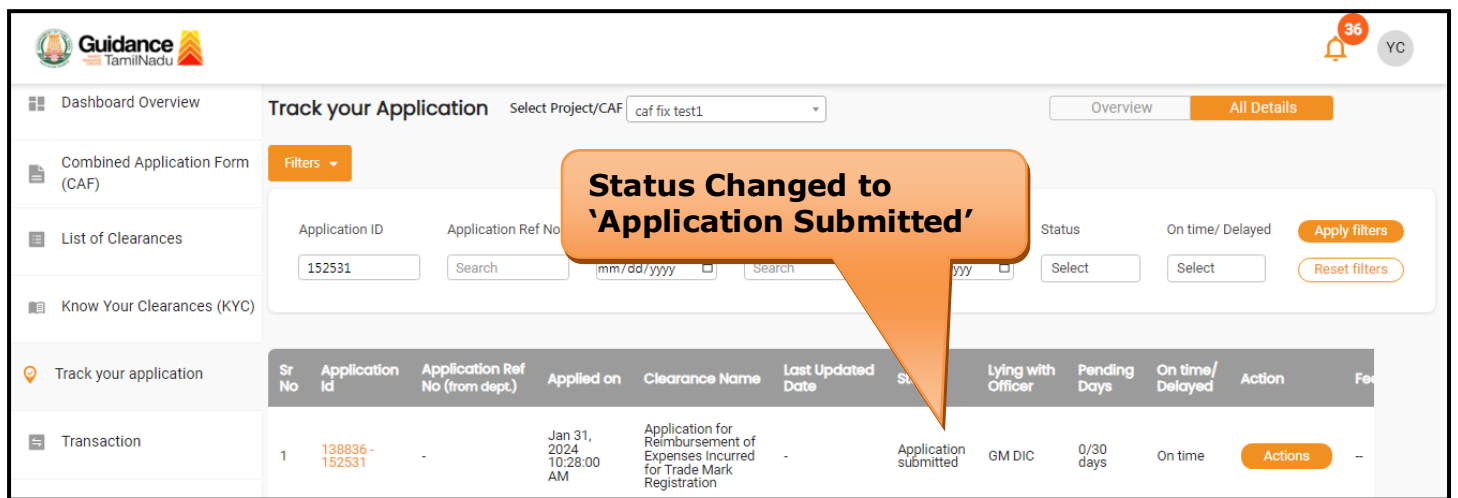
Save and Proceed

Reset

Figure 18. Application for Reimbursement of Expenses Incurred for Trade Mark Registration

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**



The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with 'caf fix test1' selected. Below it are filter options for 'Application ID' and 'Application Ref No'. A table lists the application 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	138836 - 152531	-	Jan 31, 2024 10:28:00 AM	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	-	Application submitted	GM DIC	0/30 days	On time	Actions

Figure 19. Status of the Application

8. Track Your Application

- 1) After submitting the application, 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.

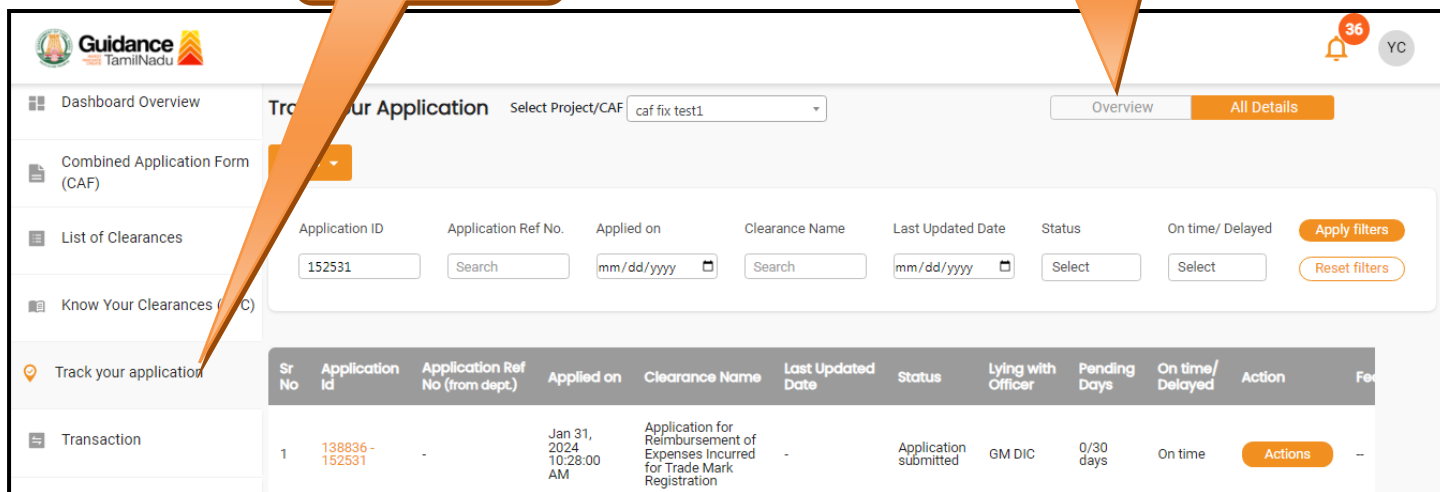
- **Track your application– Overview Option**

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



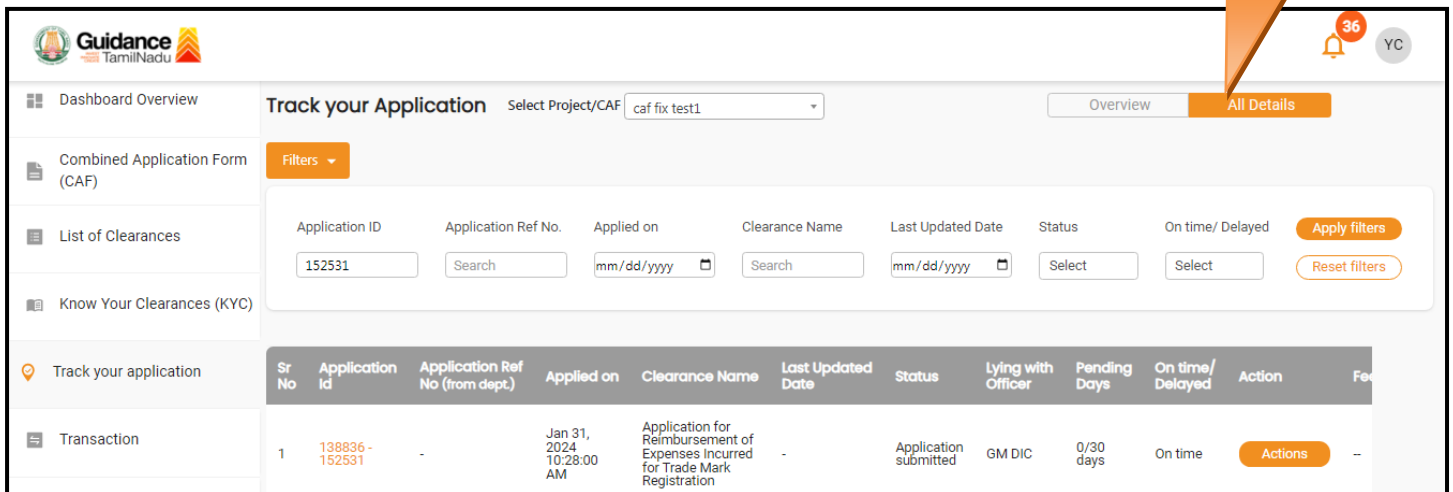
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	138836 - 152531	-	Jan 31, 2024 10:28:00 AM	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	-	Application submitted	GM DIC	0/30 days	On time	Actions

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**

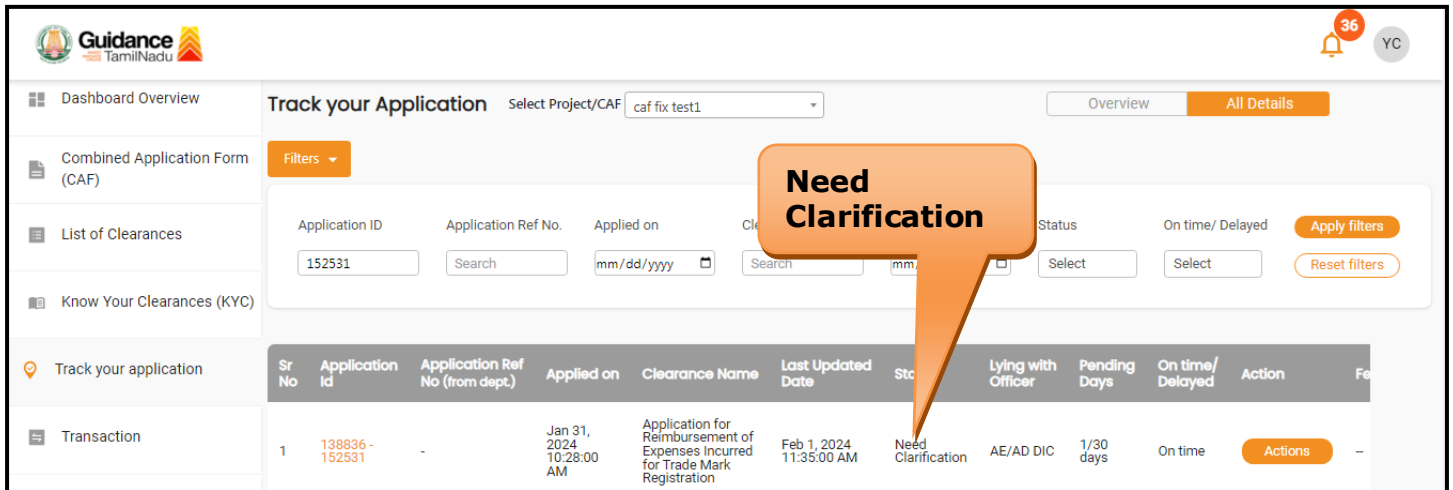



Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	138836 - 152531	-	Jan 31, 2024 10:28:00 AM	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	-	Application submitted	GM DIC	0/30 days	On time	Actions

Figure 21. ‘All Details’ tab

9. Query Clarification

- 1) After submitting the application to the Commissionerate of Industries and Commerce, AE/AD DIC reviews the application and if there are any clarifications required, the AE/AD DIC would raise a query to the applicant.
- 2) Applicant would receive an alert message through Registered SMS/Email.
- 3) Applicant could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 4) Applicant could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button respond to the query as shown in the below figure.



The screenshot shows the 'Track your Application' page. The status of the application is 'Need Clarification'. An orange callout bubble points to the 'Need Clarification' status in the table.

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	138836 - 152531	-	Jan 31, 2024 10:28:00 AM	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	Feb 1, 2024 11:35:00 AM	Need Clarification	AE/AD DIC	1/30 days	On time	Actions

Figure 22. Need Clarification

Clarify Query

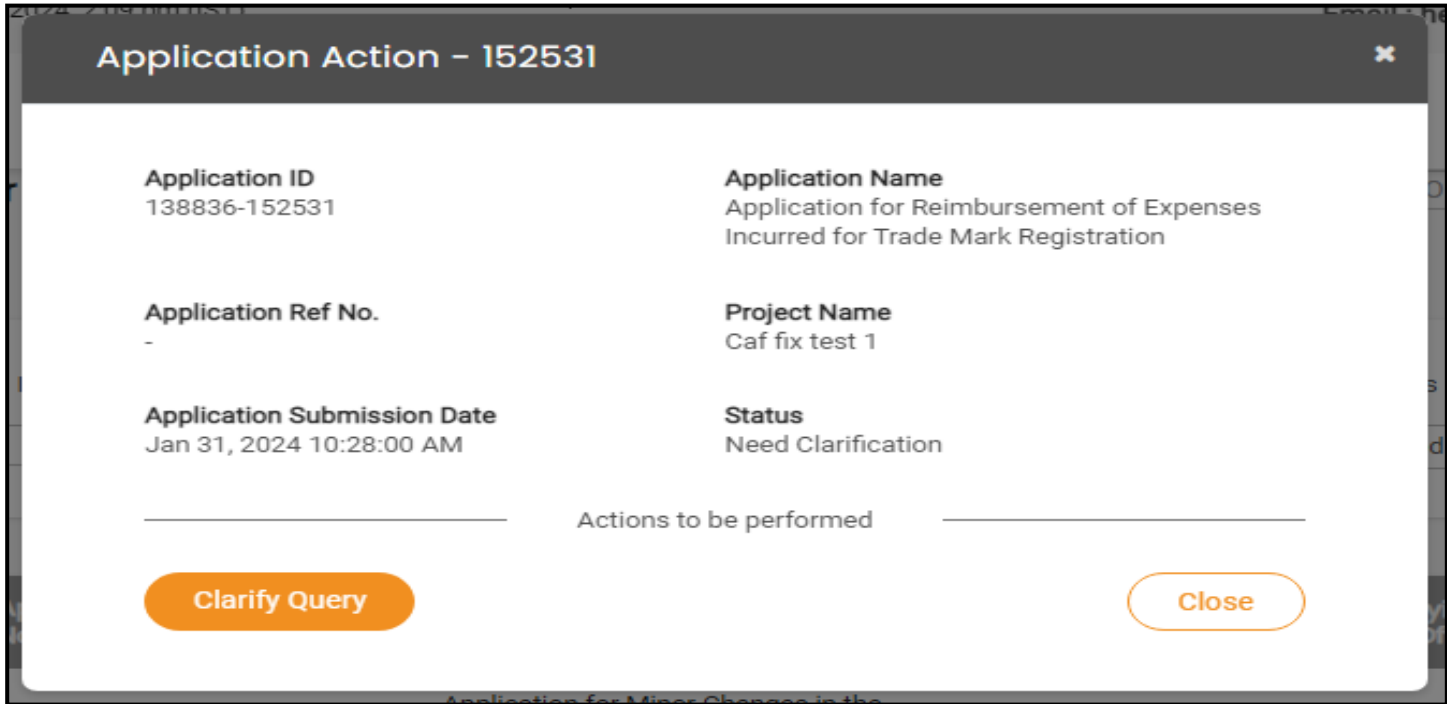


Figure 23. Clarify Query

- 5) The Applicant clicks on '**Clarify Query**' 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.

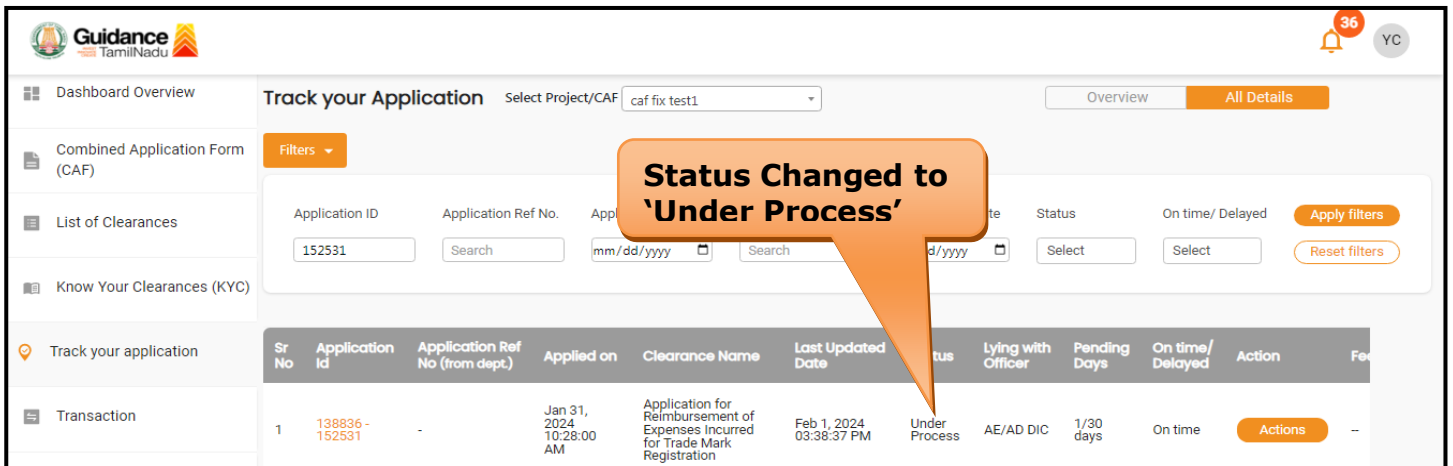
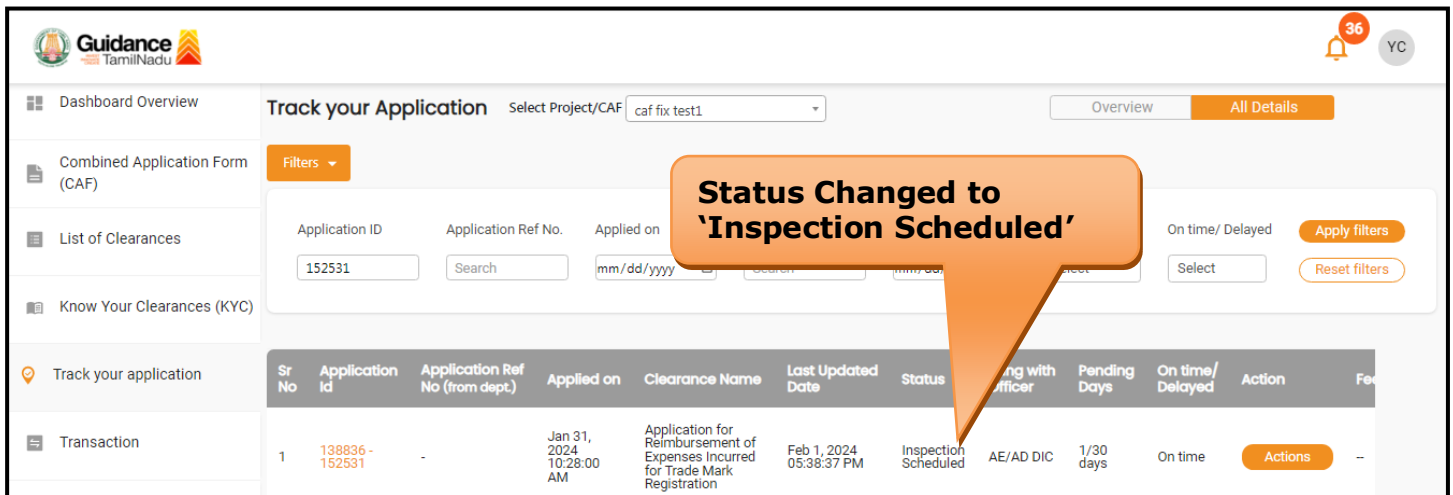


Figure 24. Under Process

11. Inspection Schedule

- 1) The AE/AD DIC Authority of Commissionerate of Industries and Commerce schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Inspecting Authority submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details.



The screenshot shows the 'Track your Application' page. At the top, there's a search bar for 'Project/CAF' with the value 'caf fix test1'. Below this are filter options for 'Application ID' (152531) and 'Applied on' (Jan 31, 2024 10:28:00 AM). A table lists application details, with a callout bubble highlighting the status 'Inspection Scheduled' for application ID 138836-152531.

Sr No	Application id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Inspected by	Pending Days	On time/ Delayed	Action
1	138836-152531	-	Jan 31, 2024 10:28:00 AM	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	Feb 1, 2024 05:38:37 PM	Inspection Scheduled	AE/AD DIC	1/30 days	On time	Actions

Figure 25. Inspection Scheduled

Inspection details

Application Action - 152531

Application ID 138836-152531	Application Name Application for Reimbursement of Expenses Incurred for Trade Mark Registration
Application Ref No. -	Project Name Caf fix test 1
Application Submission Date Jan 31, 2024 10:28:00 AM	Status Inspection Scheduled

Actions to be performed

[Inspection Details](#) [Close](#)

Figure 26. Inspection details

Inspection Date

Inspection Details : 152531

Inspection Scheduled Date (DD/MM/YYYY)

01/02/2024

Figure 27. Inspection Date

Update Bank Details

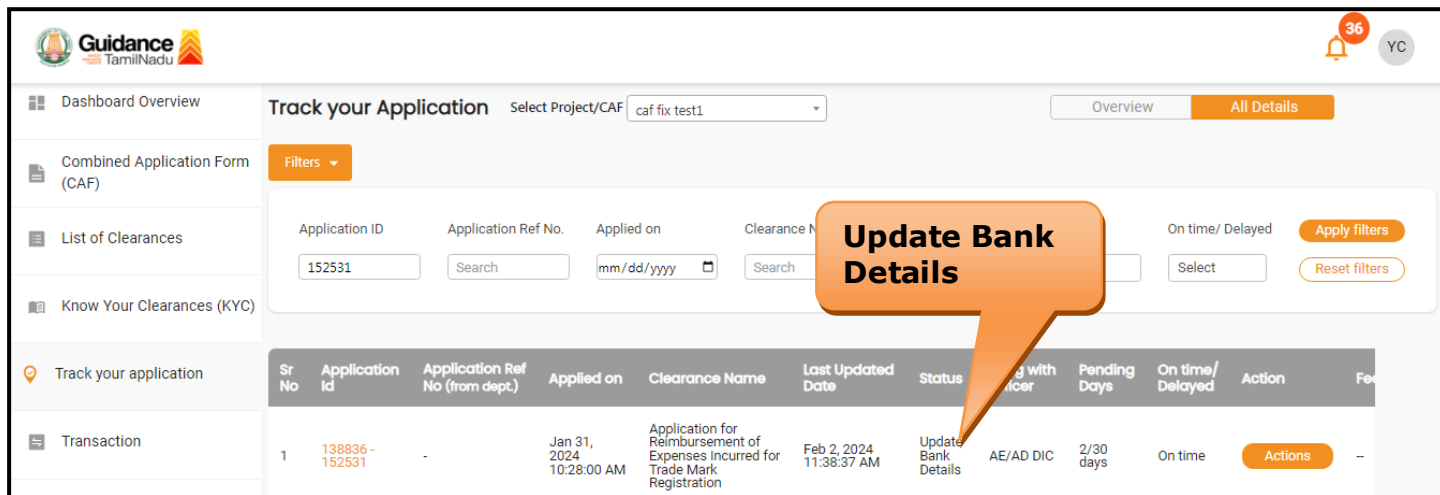


Figure 28. Update Bank Details

12. Application Processing

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

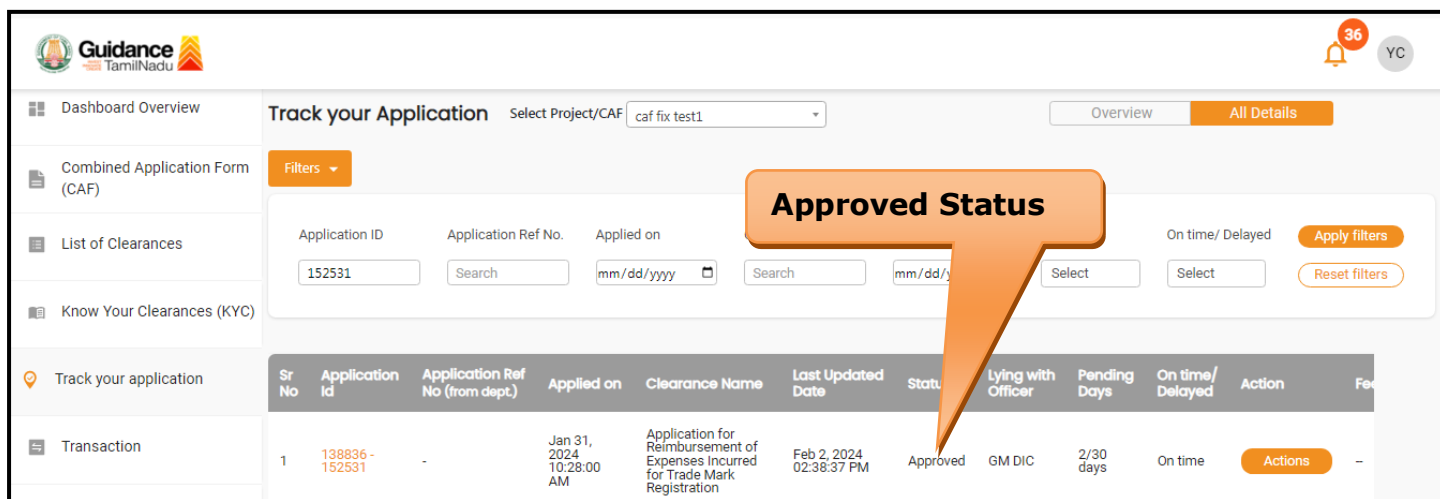
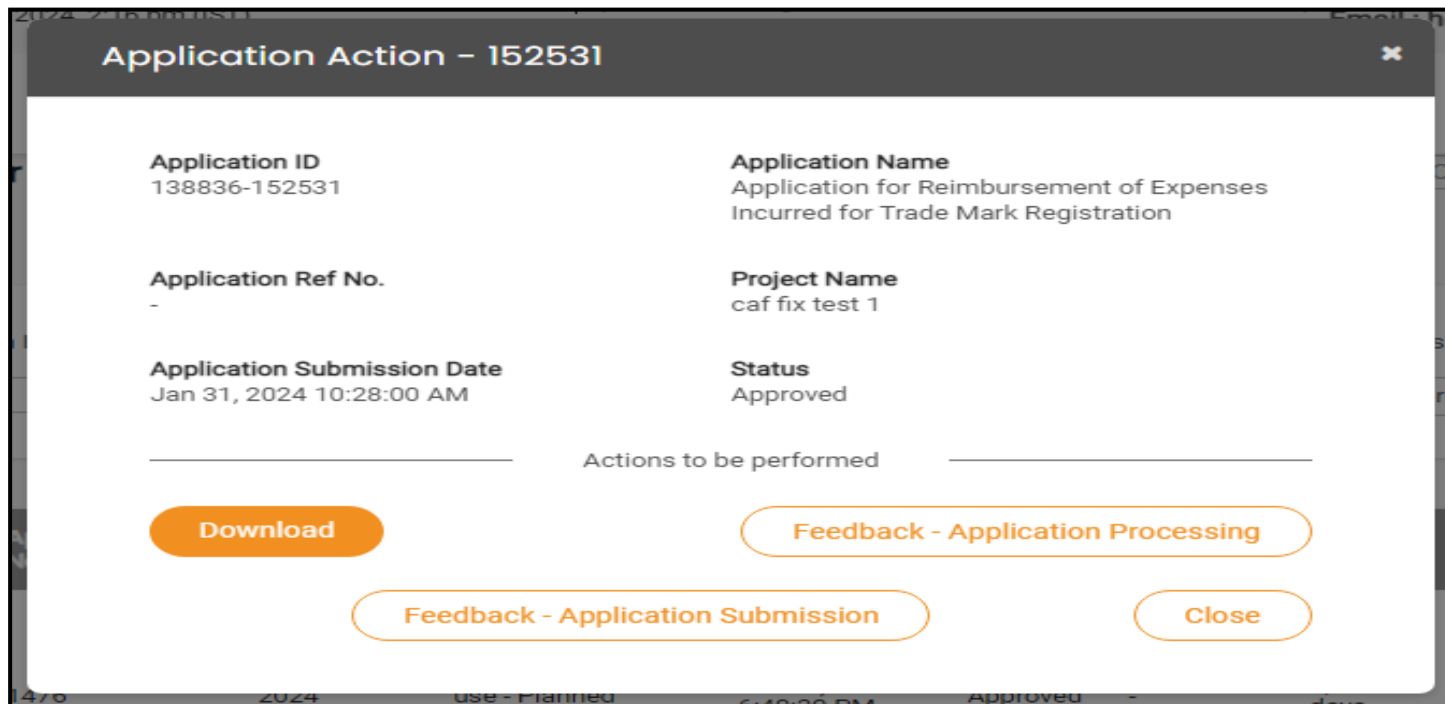


Figure 29. Application Processed

2) If the application is **‘Approved’** by GM DIC, the applicant can download the Certificate under **Track your application – > Action button -> Download** (Refer Figure 30)



Application Action - 152531

Application ID 138836-152531	Application Name Application for Reimbursement of Expenses Incurred for Trade Mark Registration
Application Ref No. -	Project Name caf fix test 1
Application Submission Date Jan 31, 2024 10:28:00 AM	Status Approved

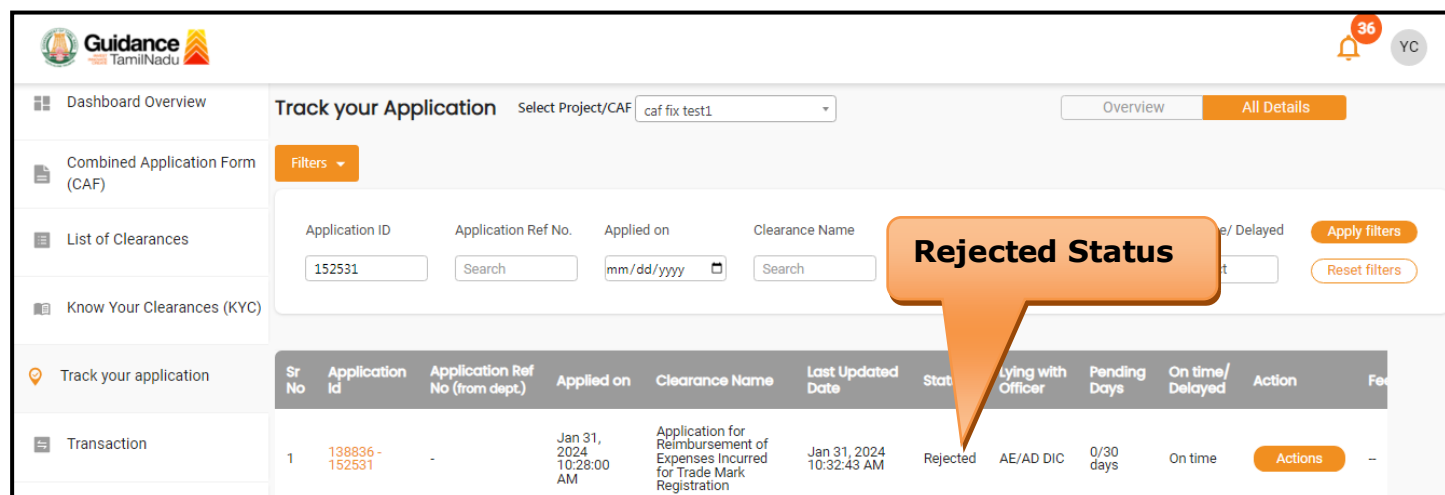
Actions to be performed

Download Feedback - Application Processing

Feedback - Application Submission Close

Figure 30. Download

3) If the application is 'Rejected' by AE/AD 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 31)



Track your Application Select Project/CAF: caf fix test1

Overview All Details

Filters

Application ID: 152531 Application Ref No.: Search Applied on: mm/dd/yyyy Clearance Name: Search

Rejected Status

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Applying with Officer	Pending Days	On time/ Delayed	Action
1	138836-152531	-	Jan 31, 2024 10:28:00 AM	Application for Reimbursement of Expenses Incurred for Trade Mark Registration	Jan 31, 2024 10:32:43 AM	Rejected	AE/AD DIC	0/30 days	On time	Actions

Figure 31. Rejected Status