



TAMIL NADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Permission for Movie Shooting on Land/Site/Property
Owned by Greater Chennai Corporation**

Greater Chennai Corporation



Table of Contents

1. Home Page	3
2. Registration.....	4
3. Mobile Number / Email ID – 2-Step Verification Process	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF)	11
7. Apply for Permission for movie Shooting on Land Site Property Owned by Greater Chennai Corporation	14
8. Filling the Application form.....	16
9. Track Your Application.....	19
10. Query Clarification.....	21
11. Application Processing	23

1. Home Page

1. The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) home page 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**



← → ↻ tnswp.com/DIGIGOV/swp-tnswp.jsp

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 must complete the Registration process.

Steps for Registration is given below:

1. Click on 'Register' button on TNSWP.

**Register on
TNSWP**

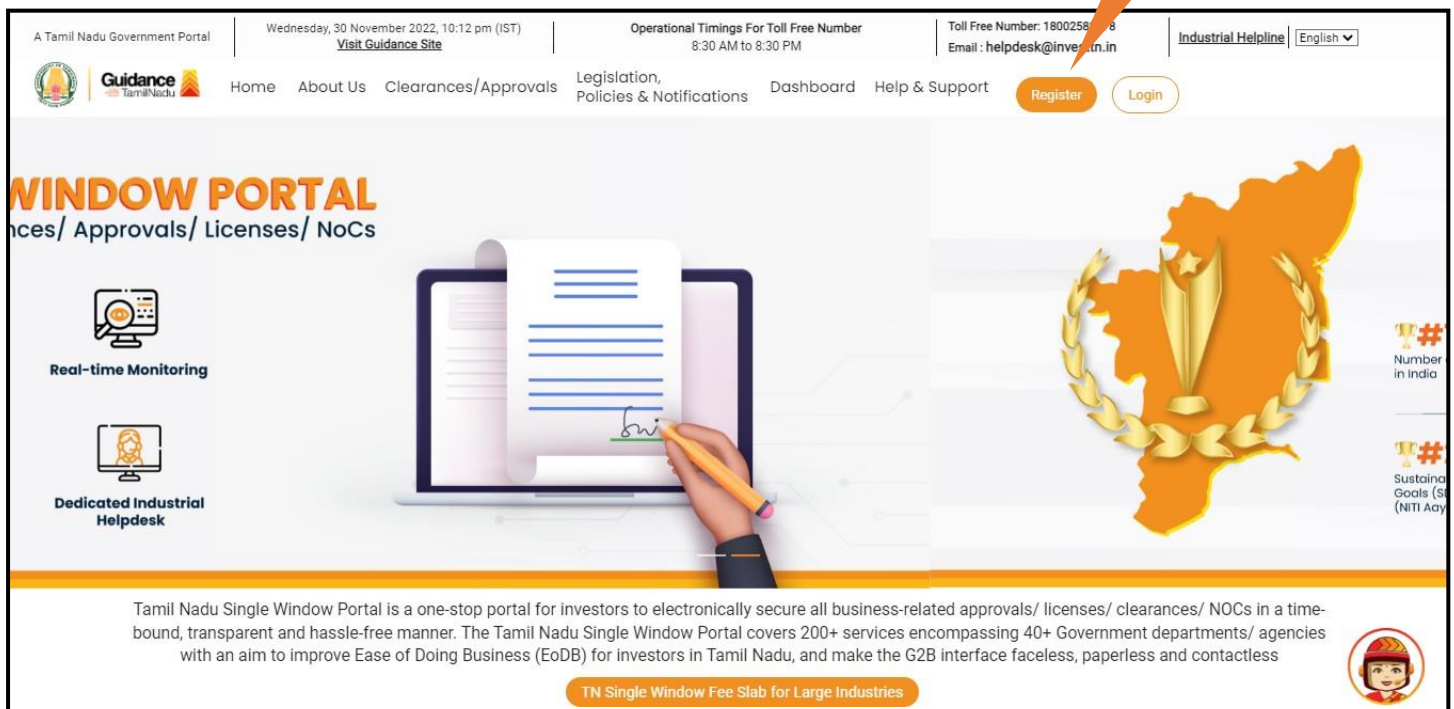
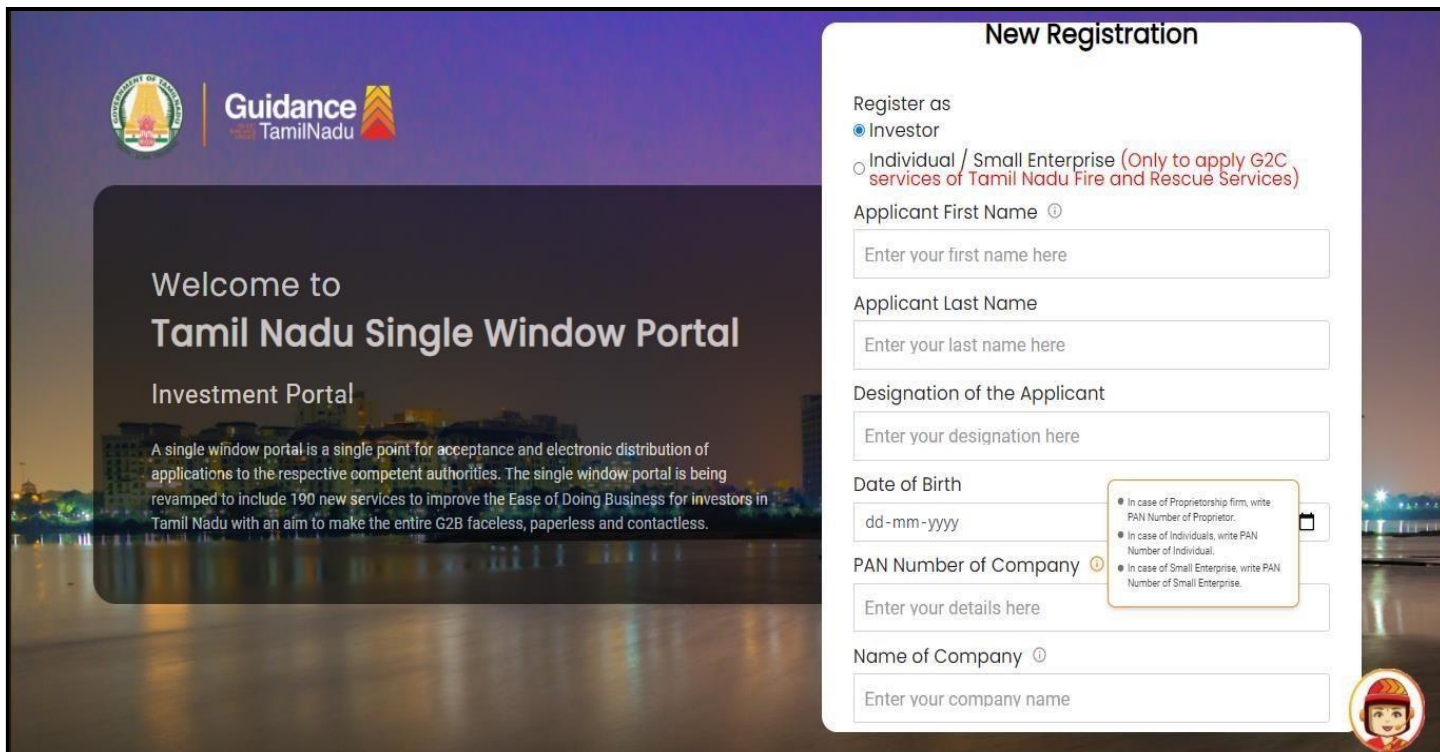



Figure 2. Register

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 brief description about the fields when the applicant hovers the cursor on these icons





Guidance
TamilNadu

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

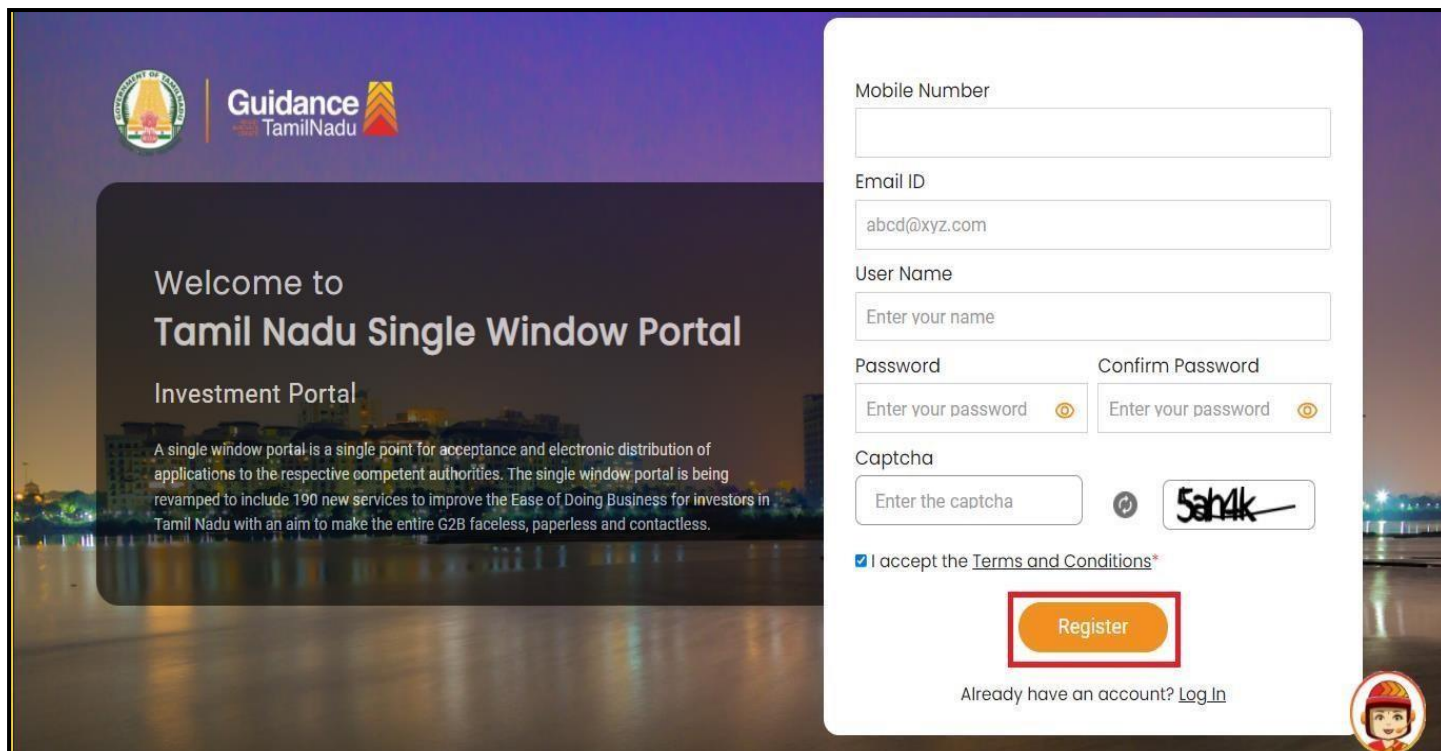
Date of Birth


PAN Number of Company

Name 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.

Figure 3. Registration Form





Guidance
TamilNadu

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 Applicant name 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 'Verify' button.

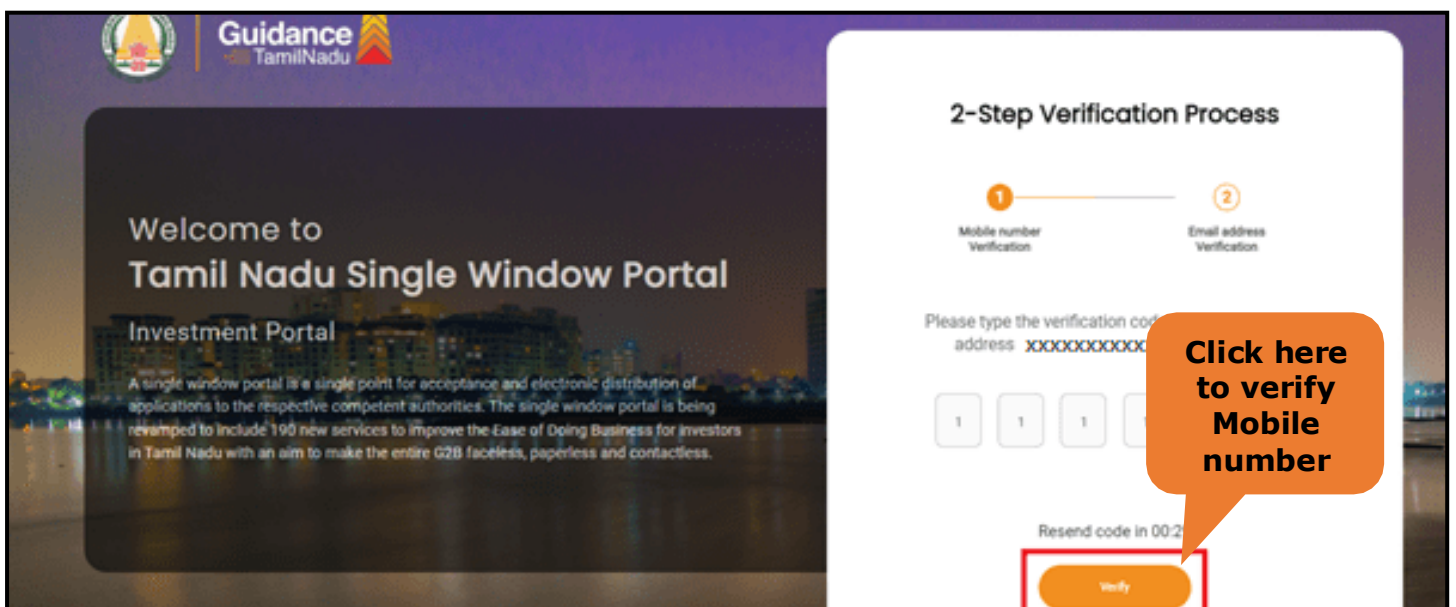


Figure 5. Mobile Number Verification

- 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 'Verify' button.

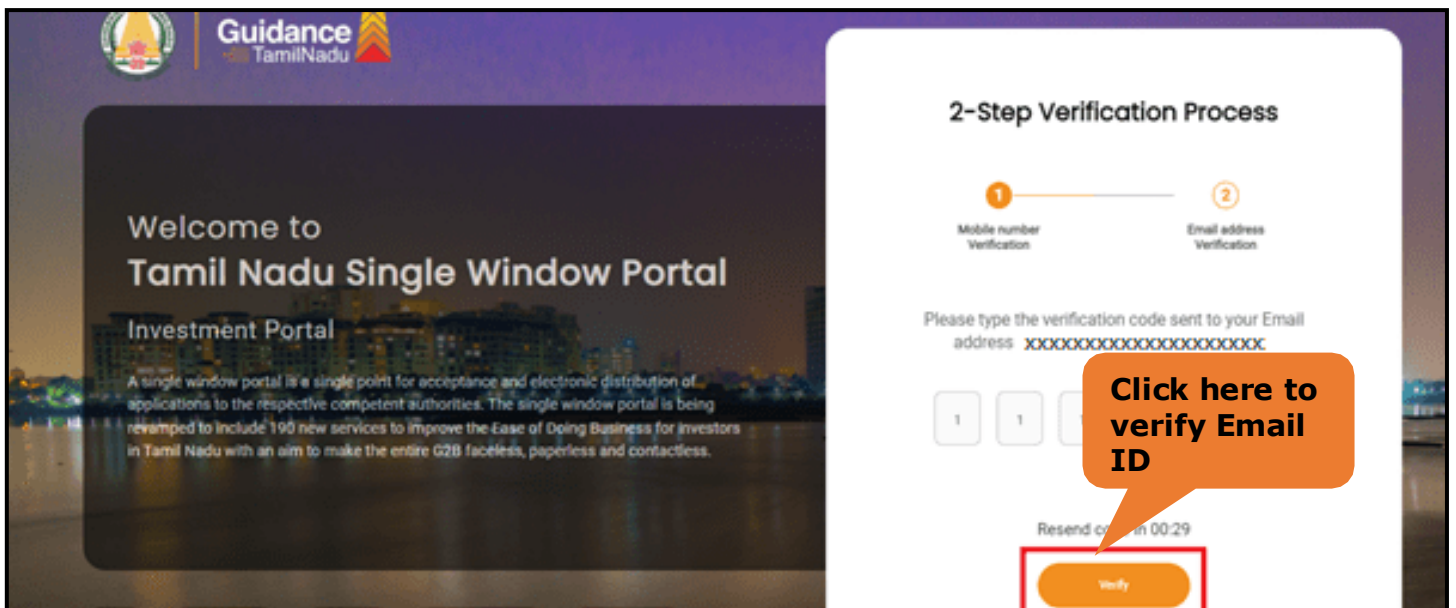


Figure 1. Email ID Verification

3. After completion of 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.

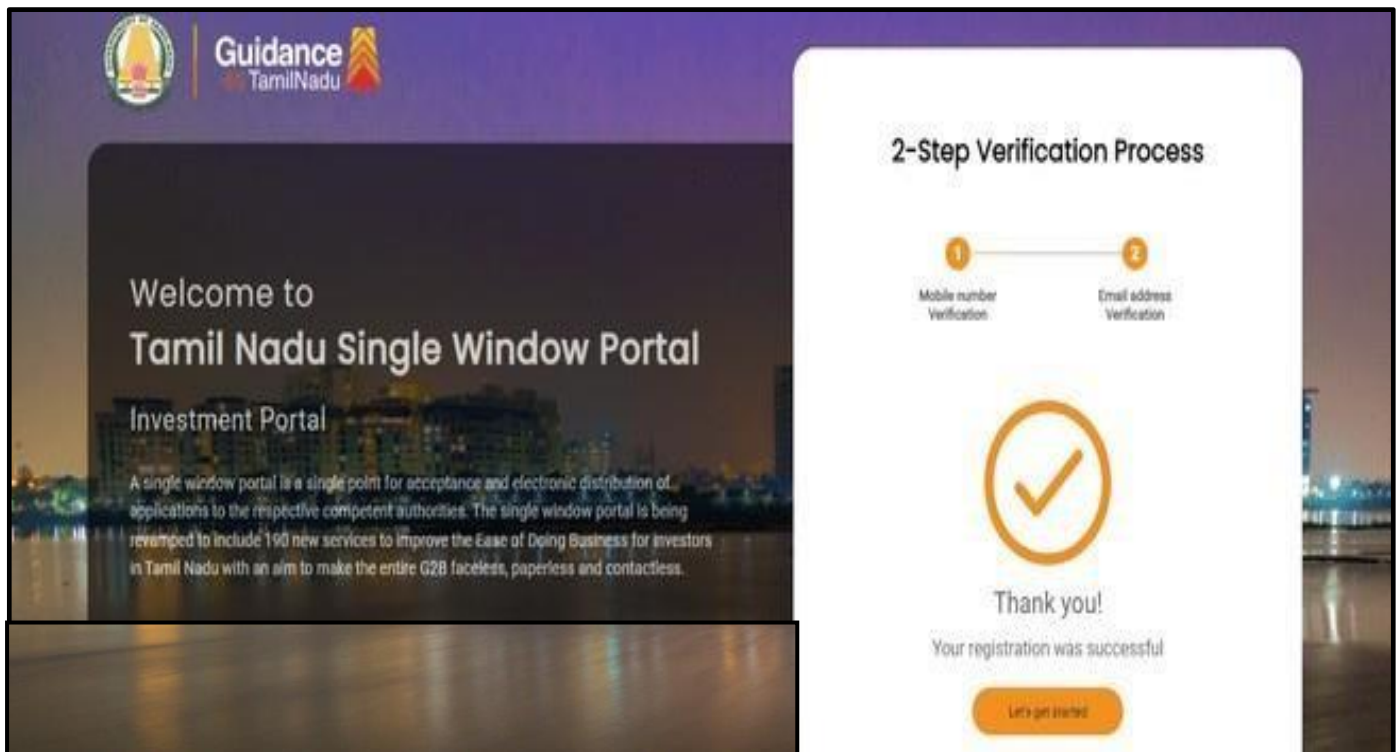


Figure 7. Registration Confirmation Pop-Up

4. Login

1. The Applicant can login to TNSWP with the applicant name and password created during the registration process.
2. Click on login button to enter TNSWP.

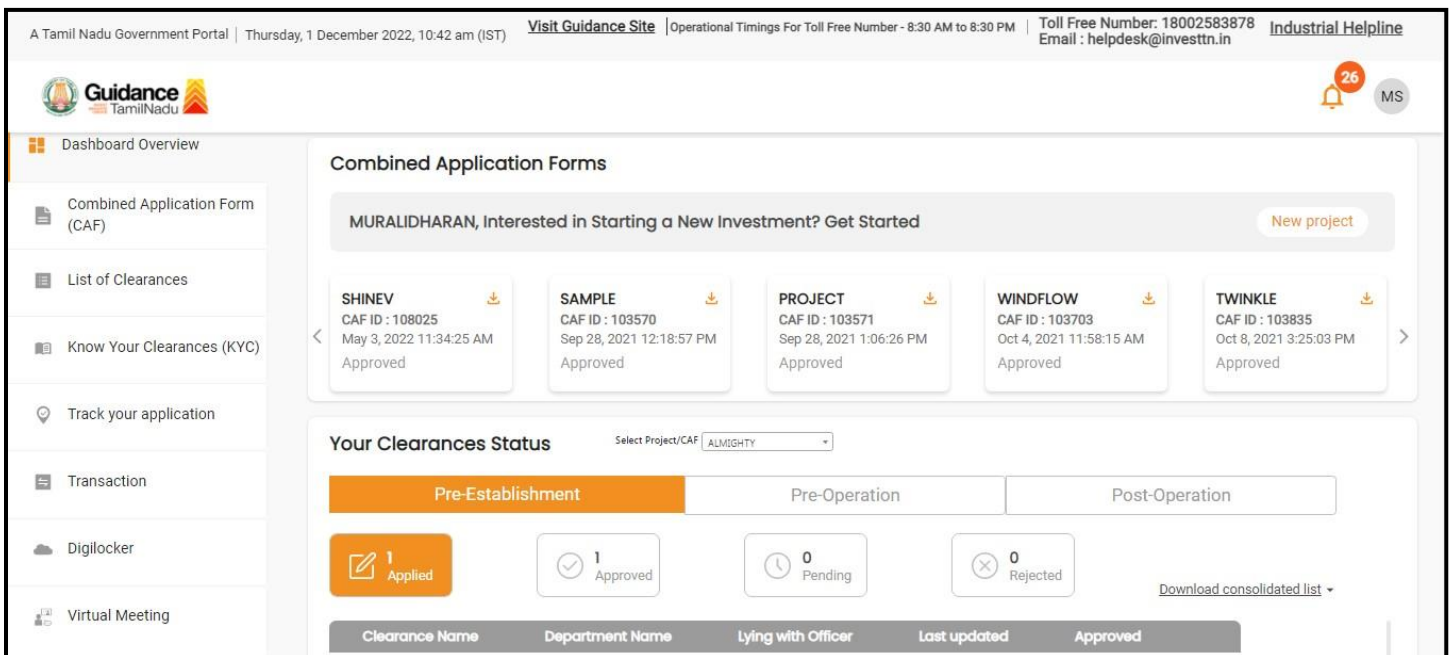
Login to TNSWP



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.

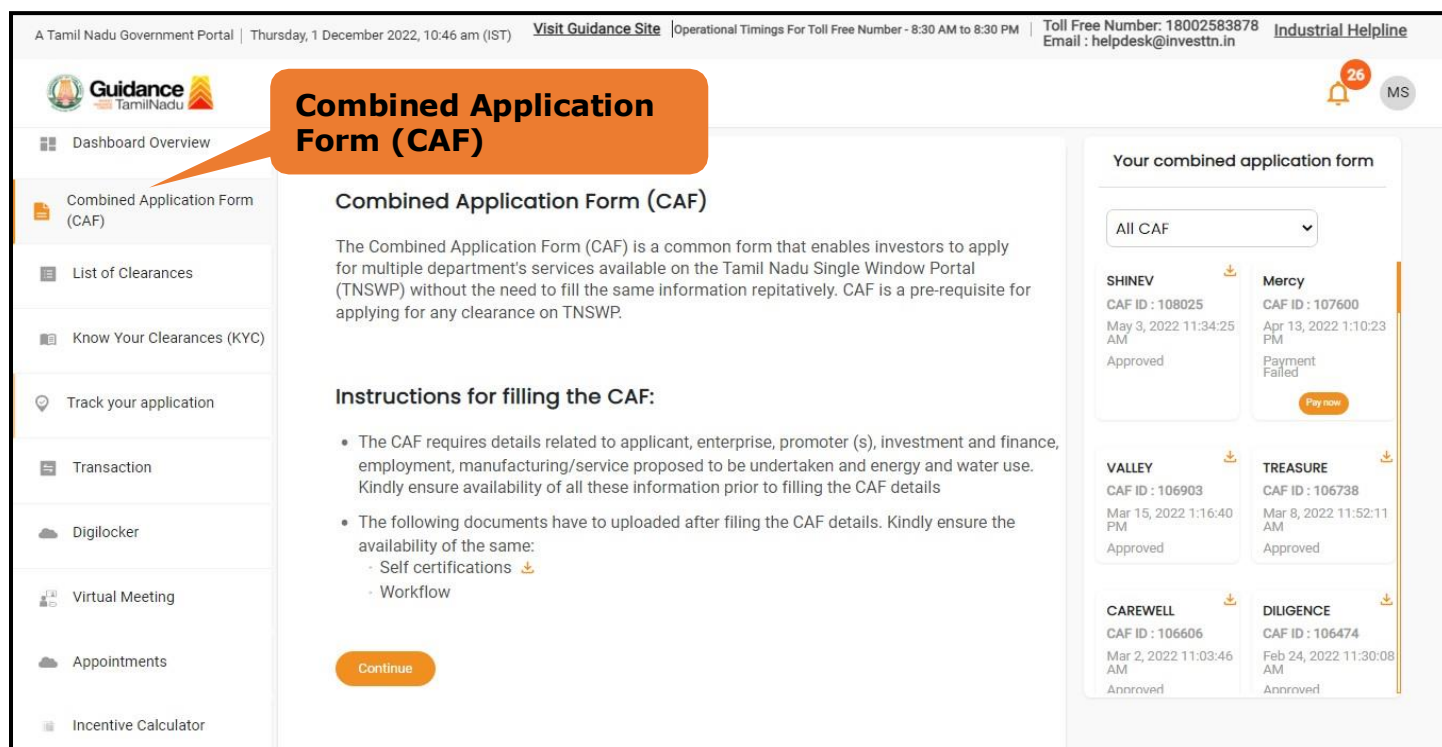


The screenshot shows the dashboard overview page for the TNSWP. The page header includes the Tamil Nadu Government Portal logo, the date and time (Thursday, 1 December 2022, 10:42 am (IST)), and contact information for the Guidance Site, Toll Free Number (18002583878), and Industrial Helpline (Email: helpdesk@investtn.in). The dashboard features a sidebar with navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, and Virtual Meeting. The main content area is titled "Combined Application Forms" and displays a message: "MURALIDHARAN, Interested in Starting a New Investment? Get Started" with a "New project" button. Below this, there are five application cards, each representing a project: SHINEV (CAF ID: 108025, May 3, 2022 11:34:25 AM, Approved), SAMPLE (CAF ID: 103570, Sep 28, 2021 12:18:57 PM, Approved), PROJECT (CAF ID: 103571, Sep 28, 2021 1:06:26 PM, Approved), WINDFLOW (CAF ID: 103703, Oct 4, 2021 11:58:15 AM, Approved), and TWINKLE (CAF ID: 103835, Oct 8, 2021 3:25:03 PM, Approved). The "Your Clearances Status" section shows a dropdown menu for "Select Project/CAF" set to "ALMIGHTY". Below this, there are three tabs: Pre-Establishment, Pre-Operation, and Post-Operation. The Pre-Establishment tab is active and shows a summary: 1 Applied, 1 Approved, 0 Pending, and 0 Rejected. A "Download consolidated list" link is available. At the bottom, there is a table header with columns: Clearance Name, Department Name, Lying with Officer, Last updated, and Approved.

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) is mentioned in the below Figure.
5. Click on 'Continue' button to fill in the Combined Application Form.



The screenshot displays the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page includes a navigation menu on the left, a main content area with a description and instructions, and a 'Your combined application form' section on the right.

Combined Application Form (CAF)

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.

Instructions for filling the CAF:

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

Your combined application form

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
Mercy	107600	Apr 13, 2022 1:10:23 PM	Payment Failed
VALLEY	106903	Mar 15, 2022 1:16:40 PM	Approved
TREASURE	106738	Mar 8, 2022 11:52:11 AM	Approved
CAREWELL	106606	Mar 2, 2022 11:03:46 AM	Approved
DILIGENCE	106474	Feb 24, 2022 11:30:08 AM	Approved

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).

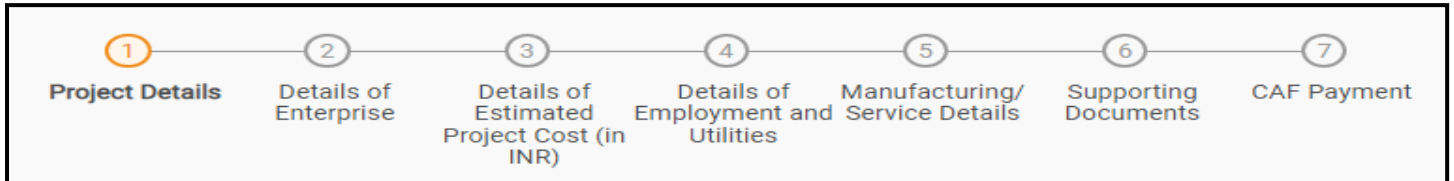


Figure 11. Section of Combined Application Form (CAF)

- 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).

The screenshot displays the Guidance TamilNadu portal interface. At the top, there is a navigation bar with the logo and a notification bell icon showing 309 alerts. Below the navigation bar is a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is CAF Payment. A confirmation message box is overlaid on the page, stating: "Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message box, there is a "Payment Details" section with a "Choose your preferred fee slab" option, where "Lump sum" is selected. The "Amount to be paid (in INR)" is set to 500000, with "Five Lakh" written below it. A "Calculate Fee" button is visible at the bottom right of the payment details section.

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

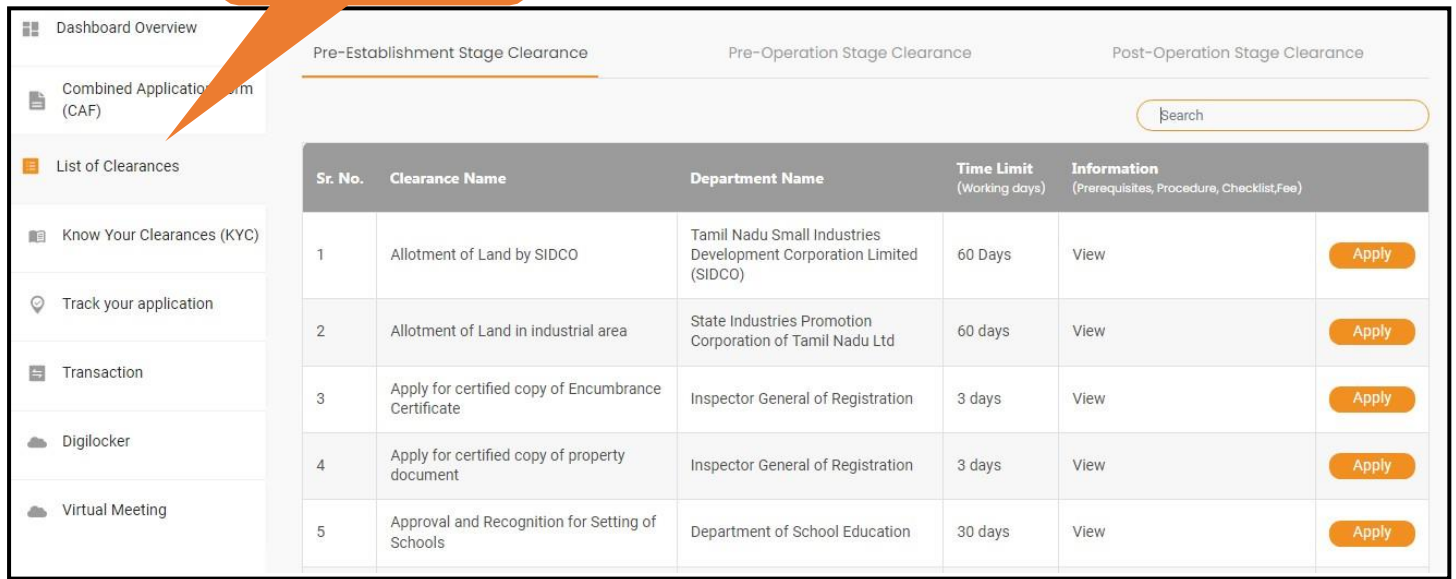
Note:

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

7. Apply for Permission for movie Shooting on Land Site Property Owned by Greater Chennai Corporation

1) Click on “List of Clearances”

List of Clearances



Pre-Establishment Stage Clearance		Pre-Operation Stage Clearance		Post-Operation Stage Clearance	
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
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View	Apply
4	Apply for certified copy of property document	Inspector General of Registration	3 days	View	Apply
5	Approval and Recognition for Setting of Schools	Department of School Education	30 days	View	Apply

Figure 12. 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 '**Pre-Operation Stage Clearance**' and find the clearance '**Permission for Movie Shooting on Land/Site/Property Owned by Greater Chennai Corporation**' by using Search option as shown in the figure given below.

Pre-Operation Stage Clearance

Search for clearance

Pre-Establishment Stage Clearance		Pre-Operation Stage Clearance			Post-Operation Stage Clearance	
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
49	Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation	Greater Chennai Corporation	10 days	View	-	Apply

Figure 13. 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 establishments.

View Information

Pre-Establishment Stage Clearance		Pre-Operation Stage Clearance			Post-Operation Stage Clearance	
Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
49	Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation	Greater Chennai Corporation	10 days	View	-	Apply

Figure 14. Apply for Clearance

Apply for Clearance

8. Filling the Application form

1) Applicant to fill the details under the following 4 sections to complete the application

A. Company Details

B. Shooting Details

C. Undertaking

D. Checklist for Supporting Documents

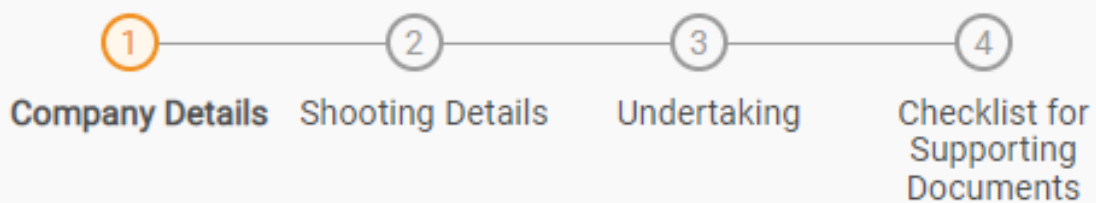


Figure 15. Four Sections

2. After filling the requisite details, the applicant to upload the checklist of supporting documents. Following are the checklist of documents -

B. Checklist

The following supporting documents need to be uploaded by the applicant










1. Certificate Of Incorporation/Goods and Service Tax (GST) registration certificate of the production Company
2. ID proof of the contact person
3. Address proof of the Contact person

Note:

- Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed).
- In case of multiple documents, please upload in zip format.
- After Uploading all the supporting documents click on ‘Submit’ and the token ID is generated. The token ID is the reference ID for the applicant to track their application.

Checklist for Supporting Documents ⊖

Note 1: Maximum 10 MB Allowed (Only .DOC, .PDF, .XLS, .BMP, .GIF, .JPEG, .PNG, .PPTX, .DOCX, .XLSX, .ZIP, .KML are allowed)
 Note 2: In case of multiple documents, please upload in zip format

Sr. No.	Document Name	Attach Document
1	<input checked="" type="checkbox"/> Certificate of incorporation/ Goods and Service Tax (GST) registration certificate of the production company	 camnla (1) (1) (1) (1) .pdf  
2	<input checked="" type="checkbox"/> ID proof of the contact person	 camnla (1) (1) (1) (1) .pdf  
3	<input checked="" type="checkbox"/> Address proof of the contact person	 camnla (1) (1) (1) (1) .pdf  

Click on 'Submit Details'

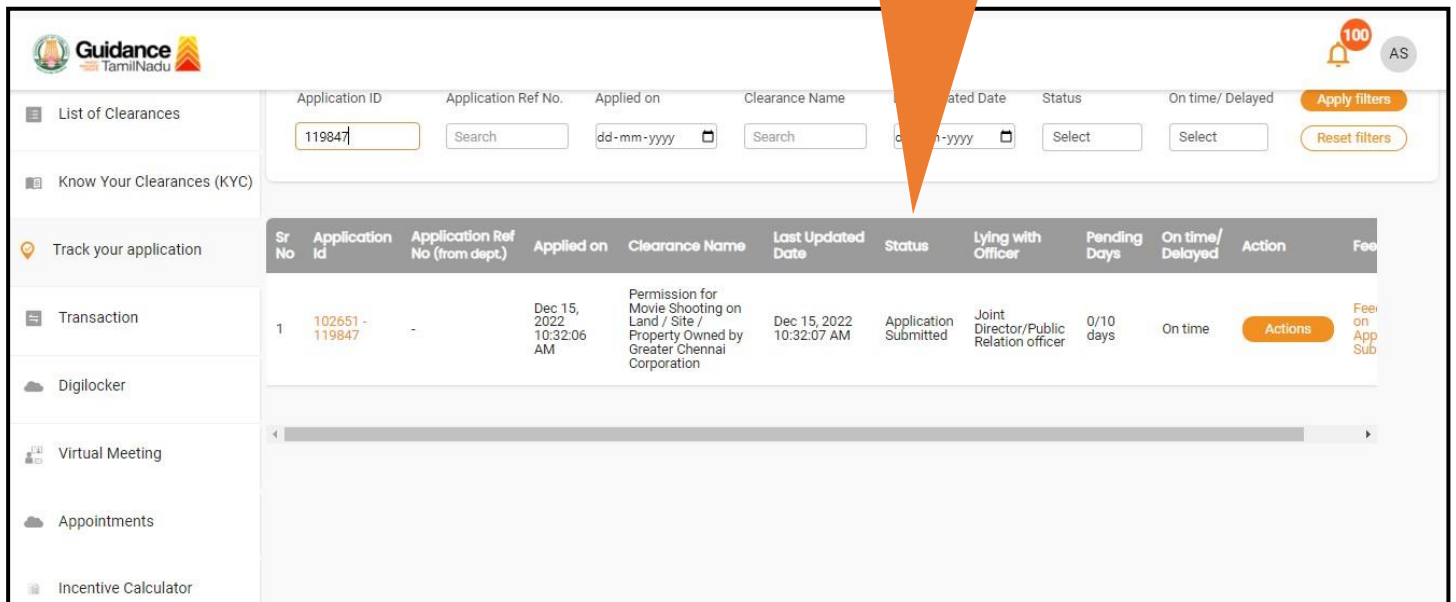
Previous
Next
Save As Draft
Close
Submit Details
Reset

Figure 16. Checklist

Application Submitted

- 1) The application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track you application** → **Select the CAF from the Dropdown** → **All details**.

Status Changed to 'Application Submitted'



The screenshot shows the 'Track your application' section of the Guidance TamilNadu portal. A table lists application details. The first row shows an application with ID 102651 - 119847, applied on Dec 15, 2022, 10:32:06 AM, for 'Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation'. The status is 'Application Submitted', and the officer is 'Joint Director/Public Relation officer'. The pending days are 0/10, and it is 'On time'. An 'Actions' button is visible for this application.

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	Fee
1	102651 - 119847	-	Dec 15, 2022 10:32:06 AM	Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation	Dec 15, 2022 10:32:07 AM	Application Submitted	Joint Director/Public Relation officer	0/10 days	On time	Actions	Fee on App Sub

Figure 17. Status of the Application

9. Track Your Application

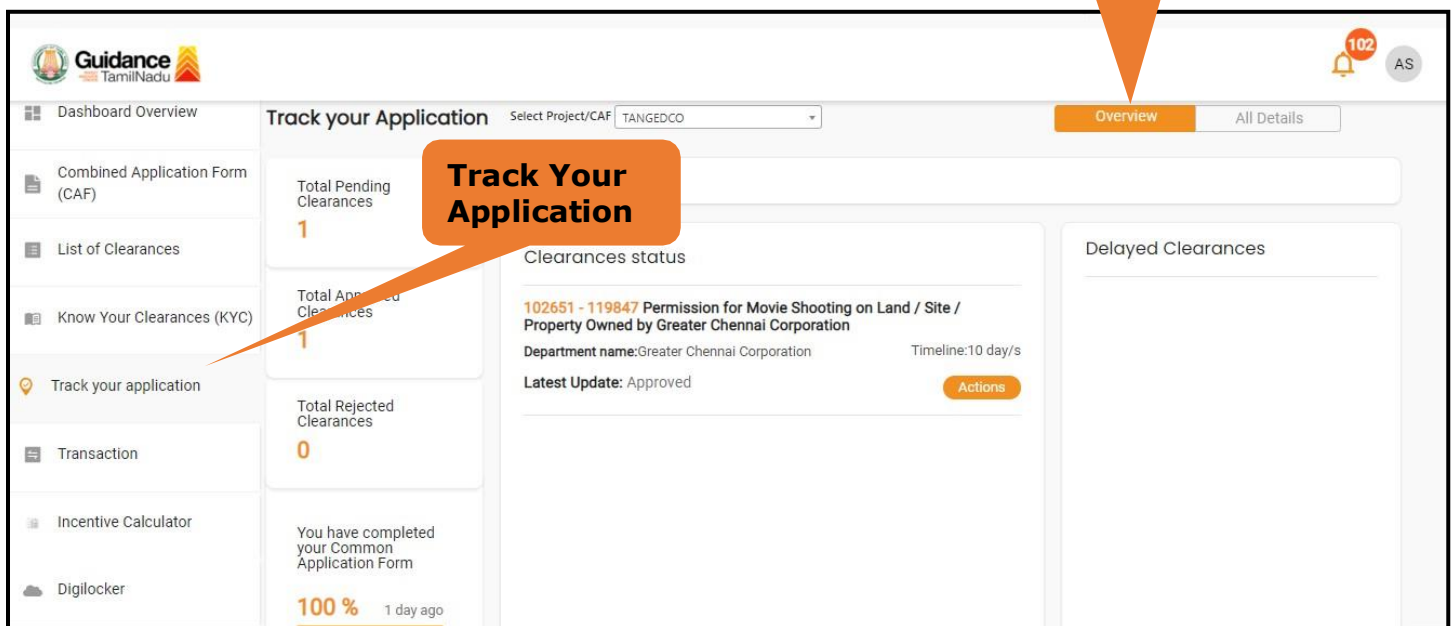
1) After submitting the application, unique 'token ID' is generated. Using the 'Token ID' the applicant can track the status of clearances by clicking on 'Track your application' option.'

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**



Overview of applications

Track Your Application

Dashboard Overview | Track your Application | Select Project/CAF: TANGEDCO | Overview | All Details

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Incentive Calculator

Digilocker

Total Pending Clearances: 1

Total Approved Clearances: 1

Total Rejected Clearances: 0

You have completed your Common Application Form: 100% 1 day ago

Clearances status

102651 - 119847 Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation

Department name: Greater Chennai Corporation | Timeline: 10 day/s

Latest Update: Approved | Actions

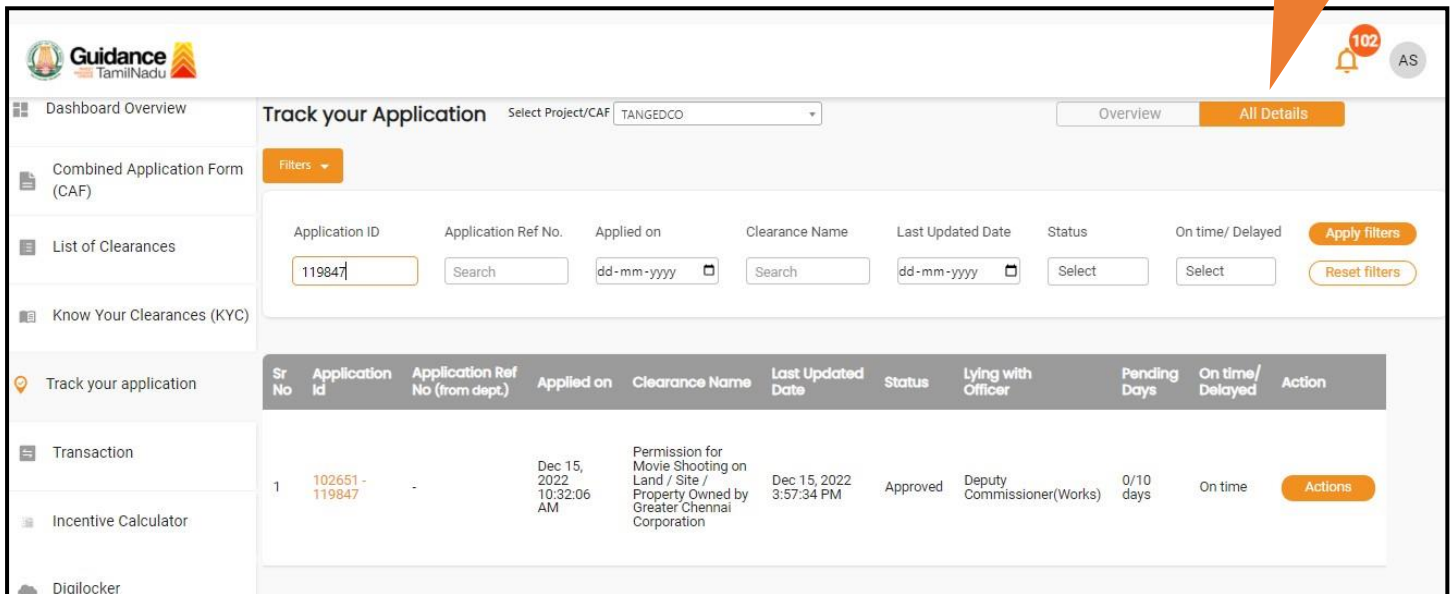
Delayed Clearances

Figure 18. 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**

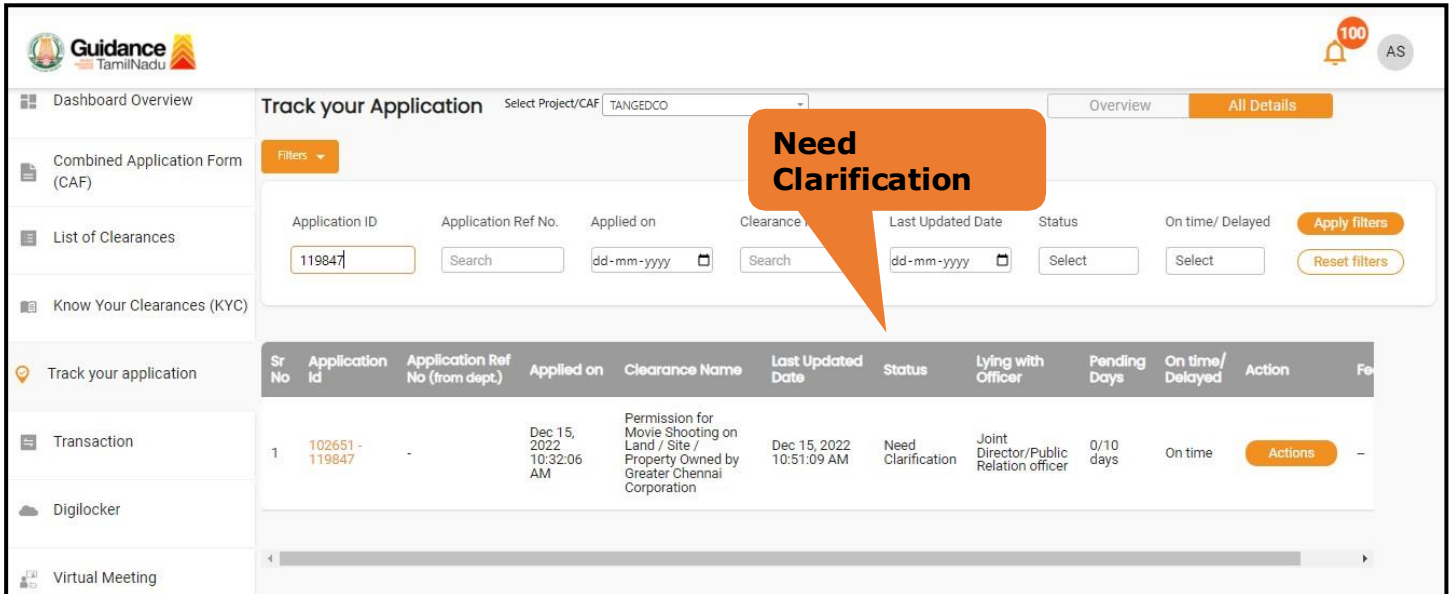



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	102651 - 119847	-	Dec 15, 2022 10:32:06 AM	Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation	Dec 15, 2022 3:57:34 PM	Approved	Deputy Commissioner(Works)	0/10 days	On time	Actions

Figure 19. ‘All details’ tab

10. Query Clarification

1. After submitting the application to the Greater Chennai Corporation department, the concerned officer –**Joint Director/Public relation Officer** reviews the application and if there are any clarifications required, the officer 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 - '**All Details**' Tab
4. Applicant could view the status as '**Need Clarification**' under the 'Status' column. Click on 'Action' button to respond the query. (Refer Figure 20)



The screenshot shows the 'Track your Application' interface. A callout box labeled 'Need Clarification' points to the 'Status' column of a table entry. The table entry details are as follows:

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	102651 - 119847	-	Dec 15, 2022 10:32:06 AM	Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation	Dec 15, 2022 10:51:09 AM	Need Clarification	Joint Director/Public Relation officer	0/10 days	On time	Actions

Figure 20. Need Clarification

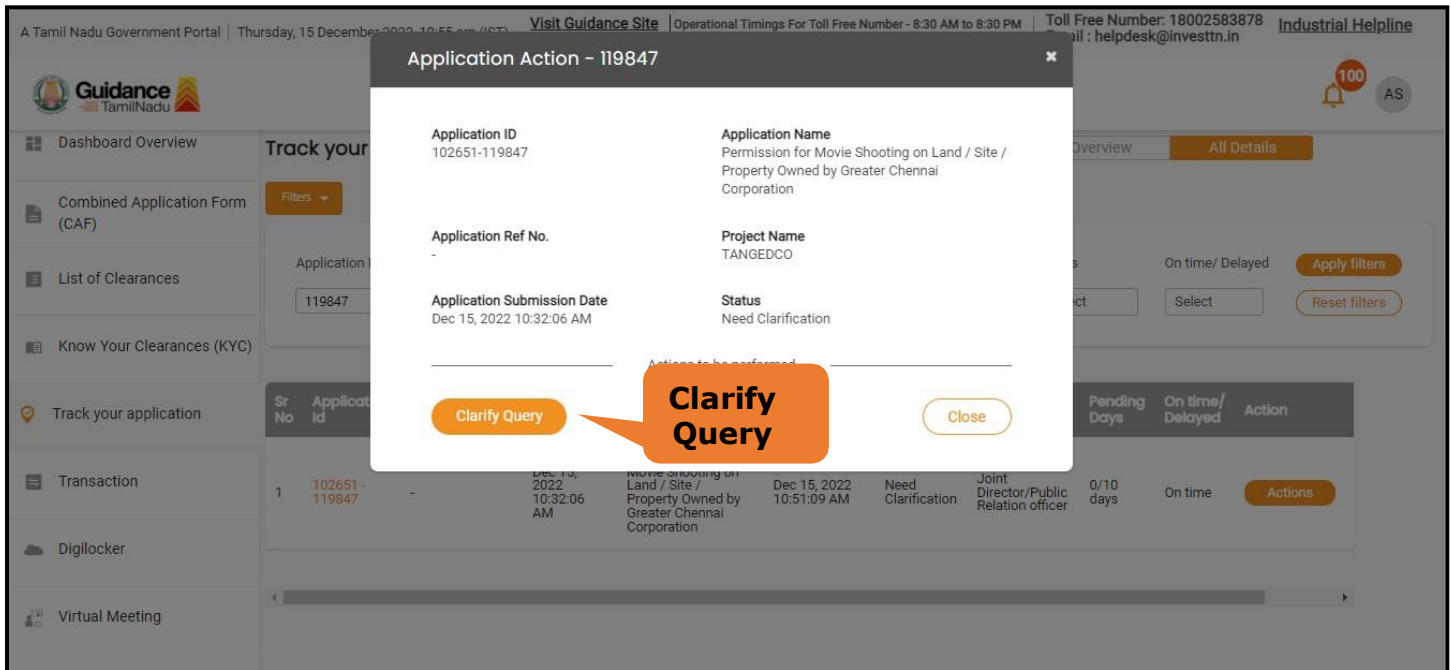


Figure 21. Clarify Query

5. The Applicant clicks on '**Clarify Query**' button and responds to the Query (Refer Figure 21).
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. (Refer Figure 22)

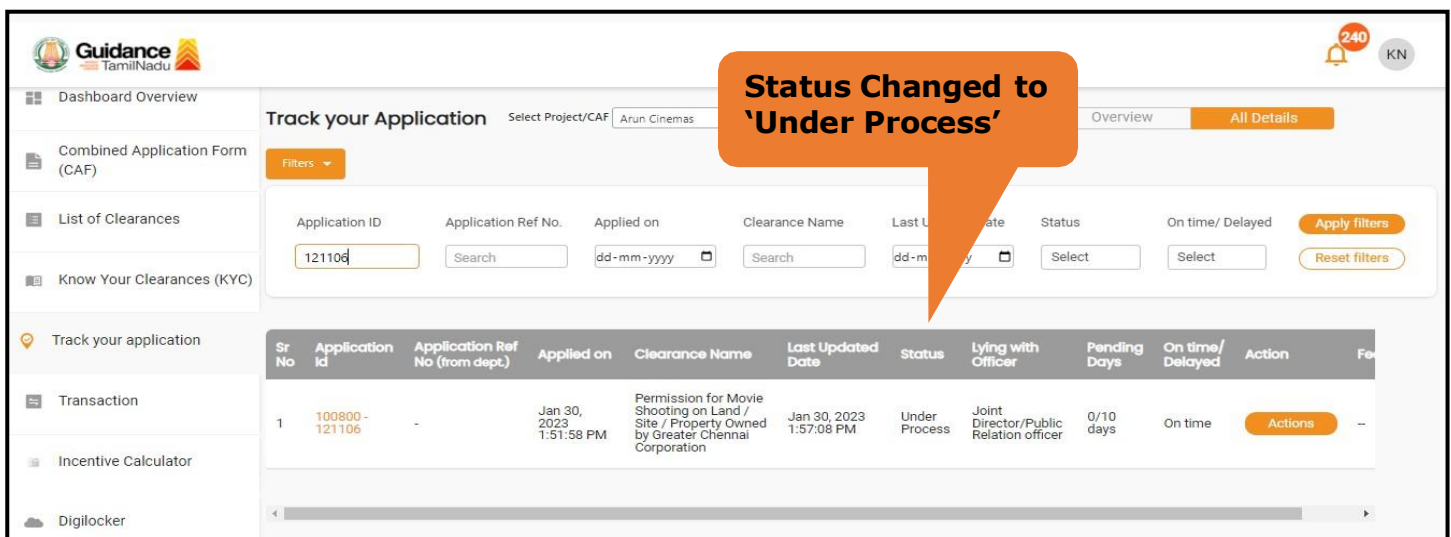


Figure 22. Status changed to 'Under Process'

11. Application Processing

1) The Department scrutinizes and reviews the application and updates the status as **'Approved'** or **'Rejected.'**

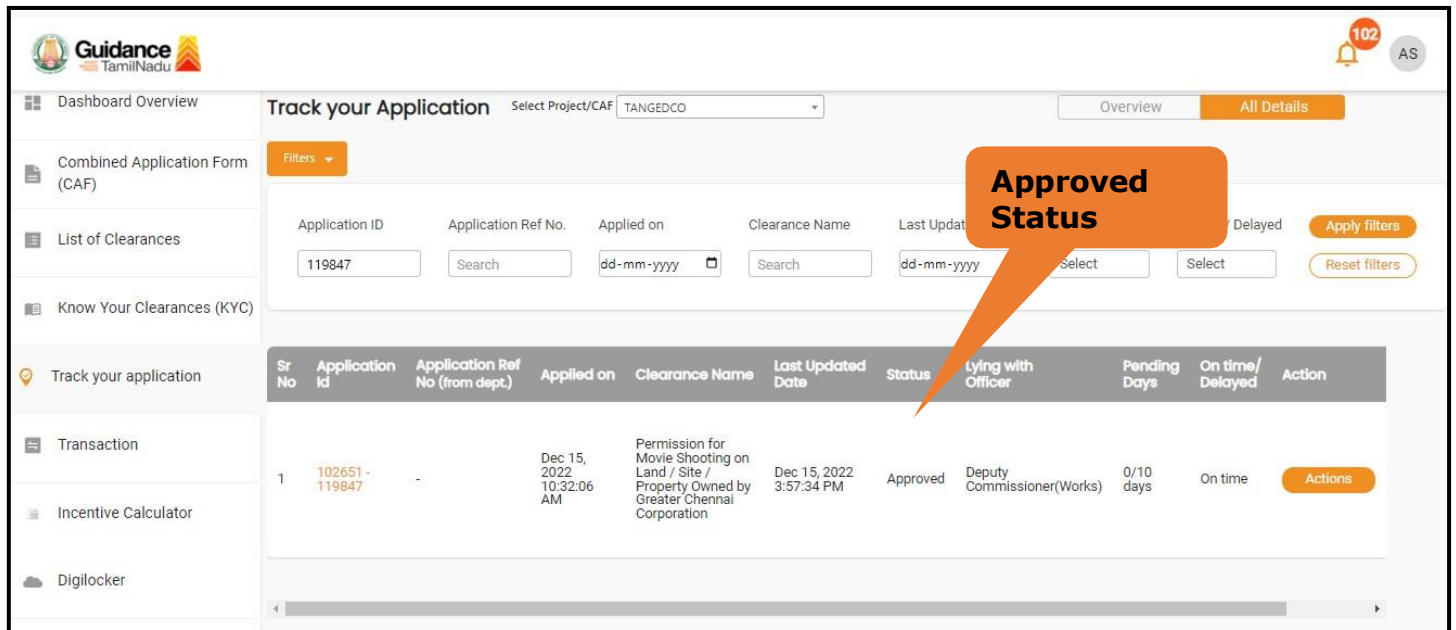


Figure 23. Approved Status

2) If the application is **'Approved'** by the Department, the applicant can download the Approval Certificate under 'Track your application - > 'Action' button -> Download certificate (Refer Figure 24).

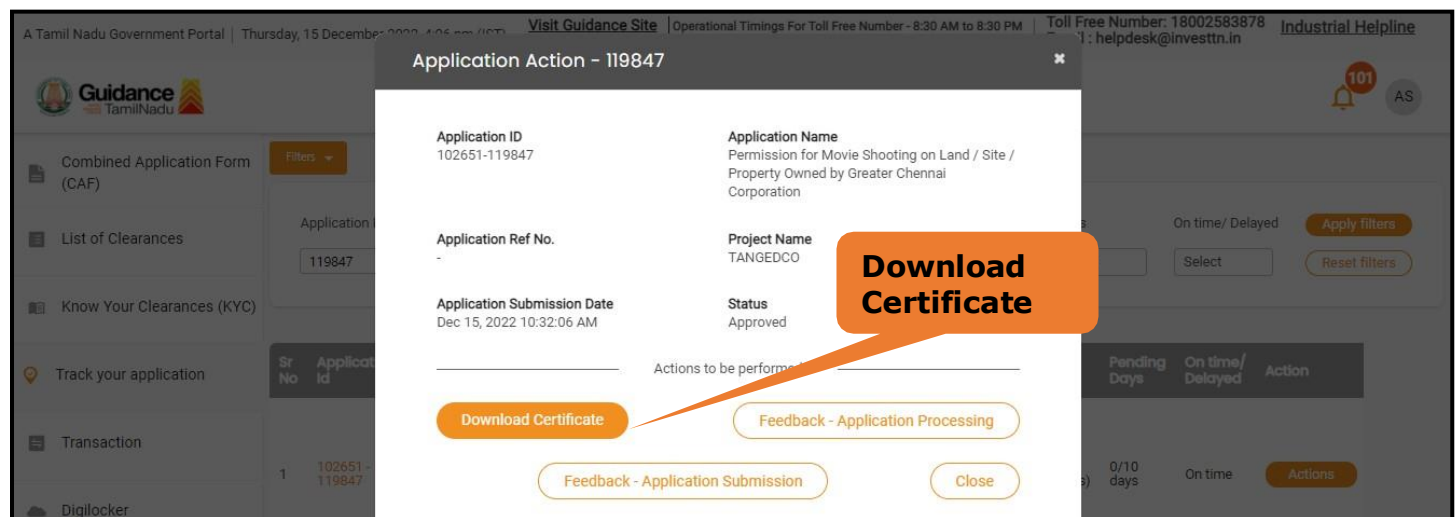
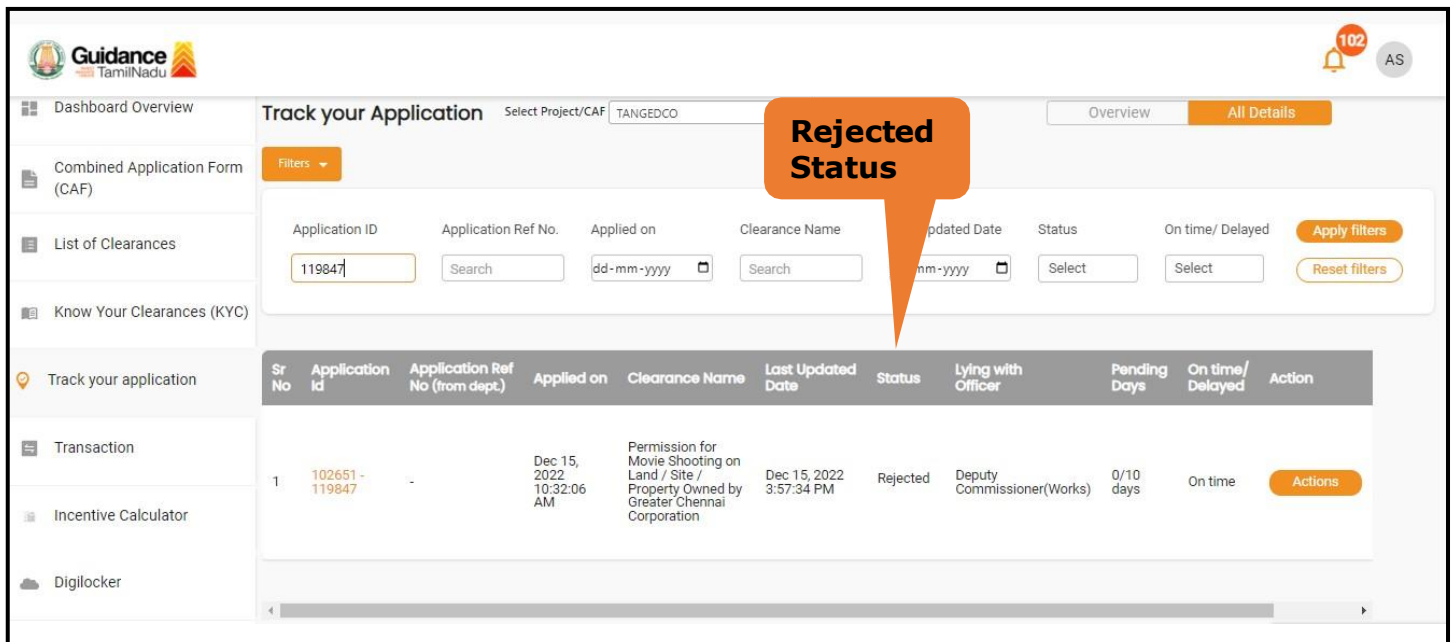


Figure 24. Download Approved Certificate

3) If the application is '**Rejected**' by the Department, 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 25)



The screenshot shows the 'Track your Application' page. At the top, there are tabs for 'Overview' and 'All Details'. Below this is a search and filter section with fields for Application ID (119847), Application Ref No., Applied on, Clearance Name, and Updated Date. A table below 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	102651 - 119847	-	Dec 15, 2022 10:32:06 AM	Permission for Movie Shooting on Land / Site / Property Owned by Greater Chennai Corporation	Dec 15, 2022 3:57:34 PM	Rejected	Deputy Commissioner(Works)	0/10 days	On time	Actions

Figure 25. Rejected Status

