



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

### **Registration of Company Tax**

## **Greater Chennai Corporation**



## Table of Contents

<b>1. Home Page.....</b>	<b>3</b>
<b>2. Registration .....</b>	<b>4</b>
<b>3. Mobile Number / Email ID – 2-Step Verification Process.....</b>	<b>6</b>
<b>4. Login .....</b>	<b>9</b>
<b>5. Dashboard Overview .....</b>	<b>10</b>
<b>6. Combined Application Form (CAF) .....</b>	<b>11</b>
<b>7. Apply for Registration of Company Tax.....</b>	<b>14</b>
<b>8. Track Your Application .....</b>	<b>19</b>
<b>9. Query Clarification.....</b>	<b>21</b>
<b>10. Inspection Schedule.....</b>	<b>23</b>
<b>11. Application Processing.....</b>	<b>25</b>

## 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](http://www.tnswp.com))

Toll free number  
and Mail Id



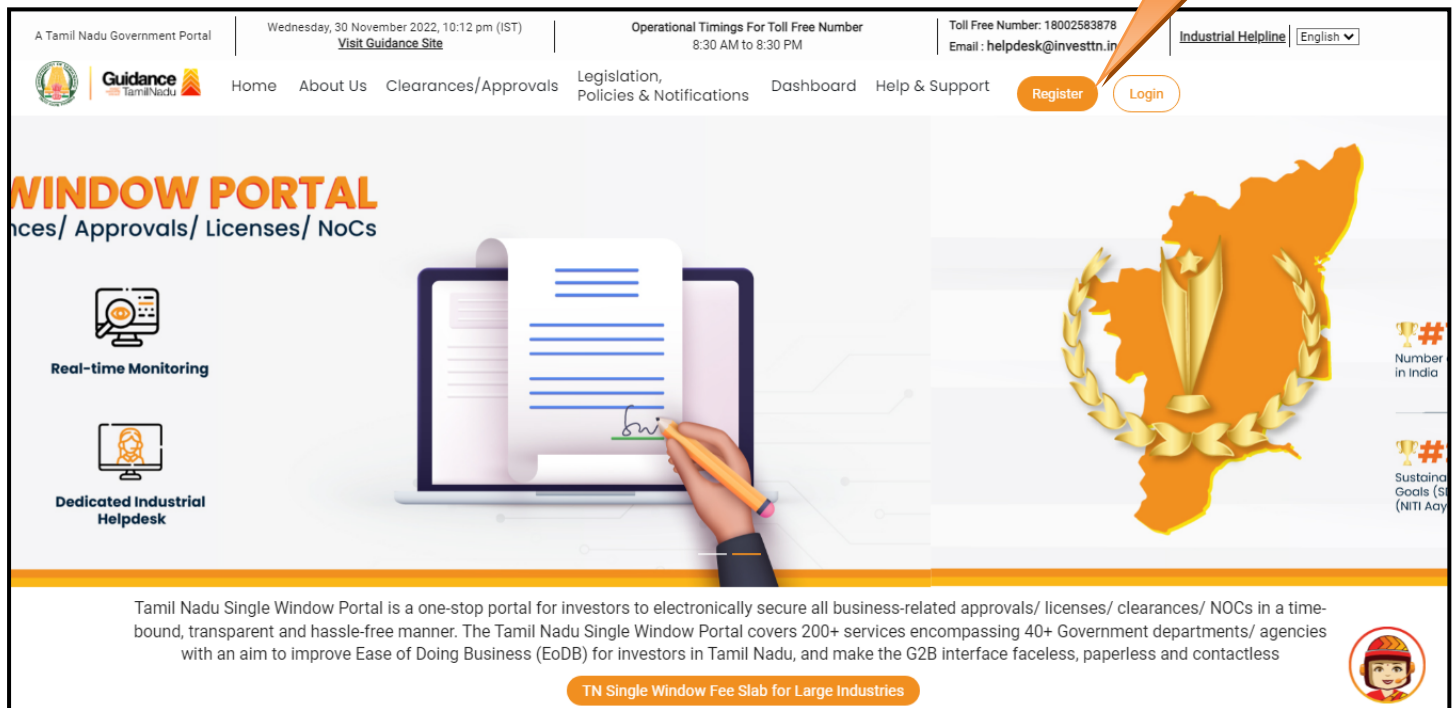
**Figure 1. Single Window Portal Home Page**

## 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**



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

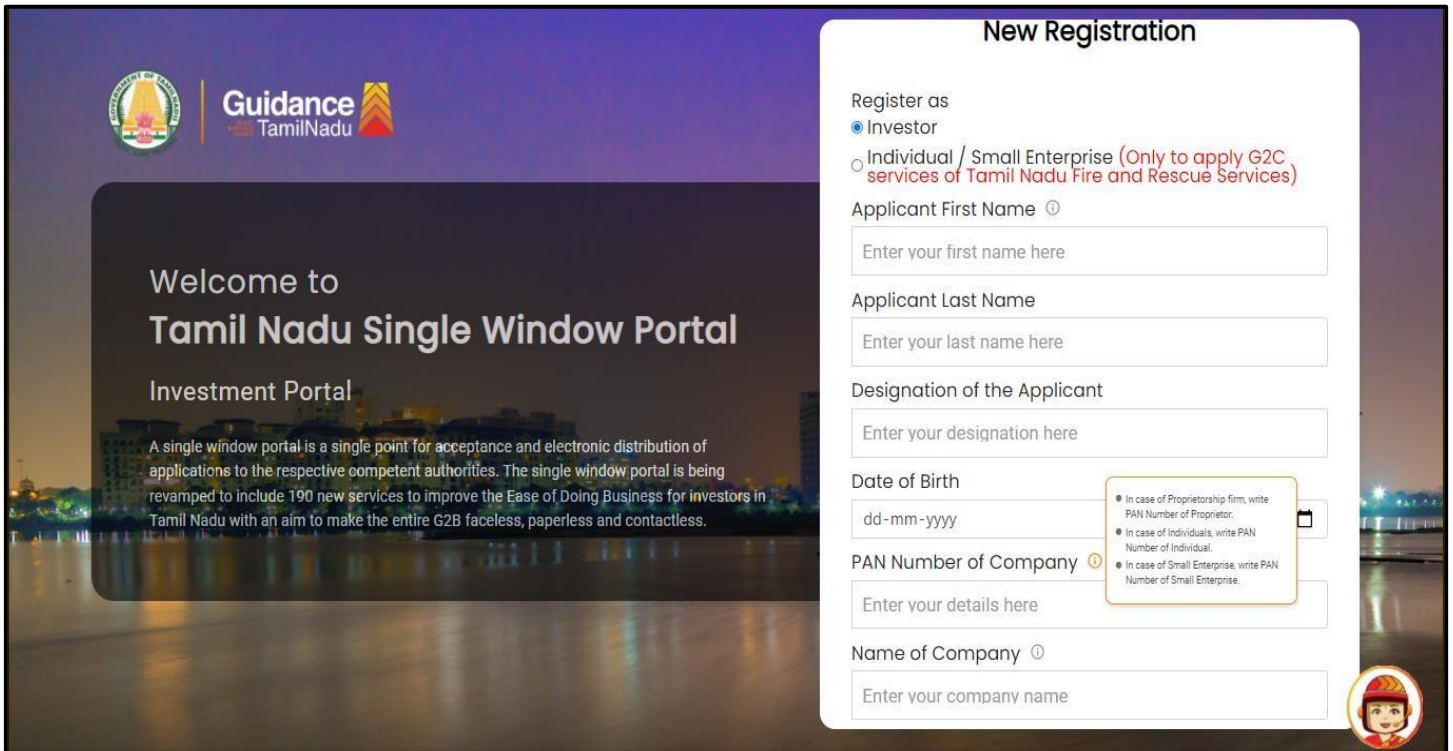
Real-time Monitoring  
Dedicated Industrial Helpdesk


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.





**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

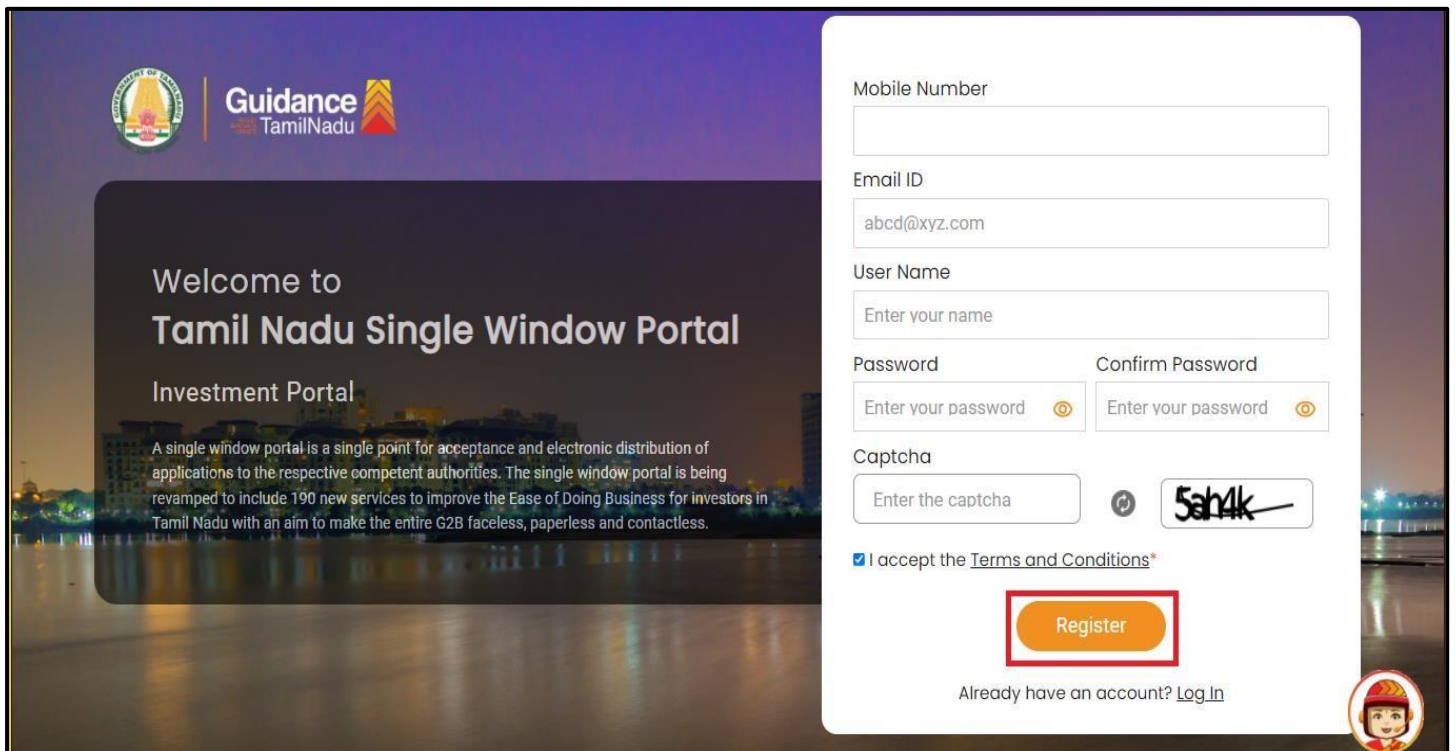
Date of Birth


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

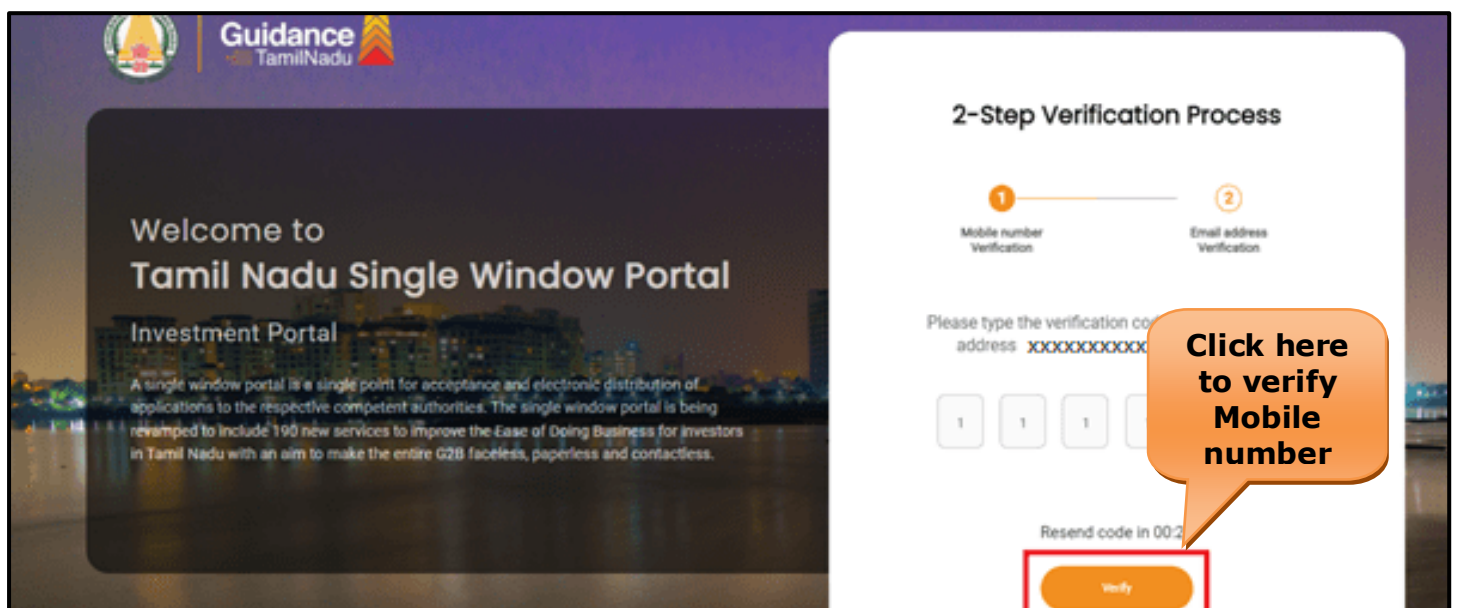
- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click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

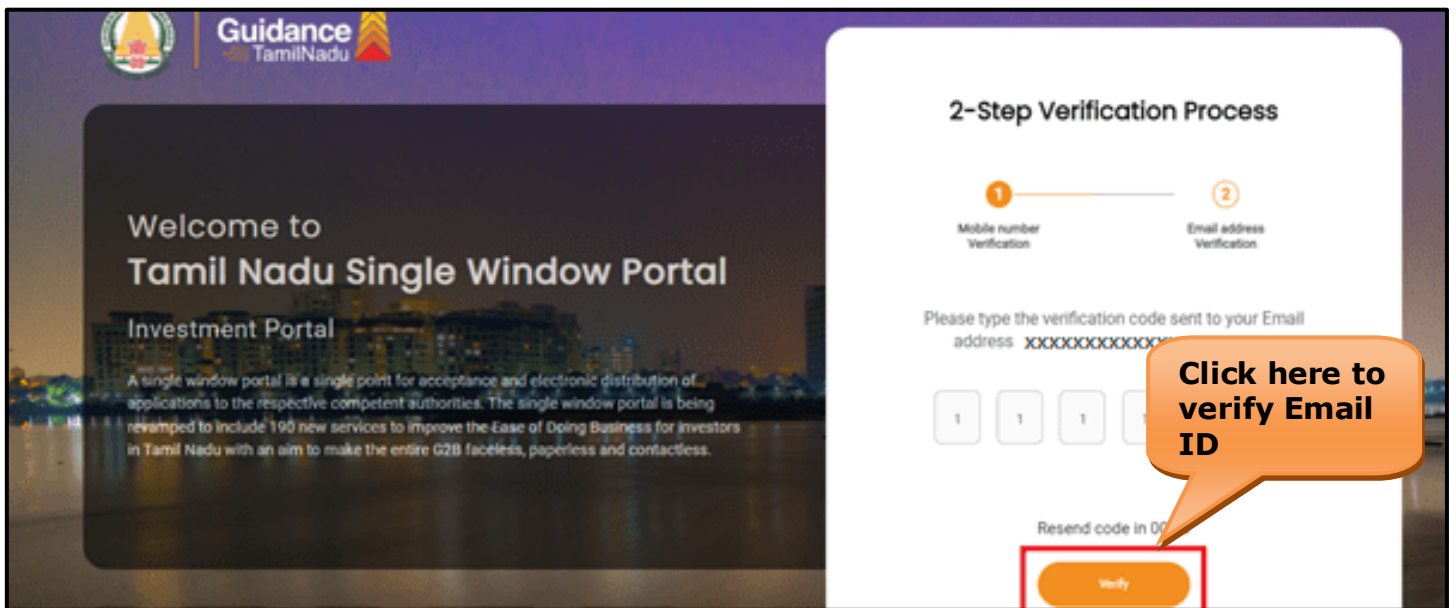


**Figure 5. Mobile Number Verification**



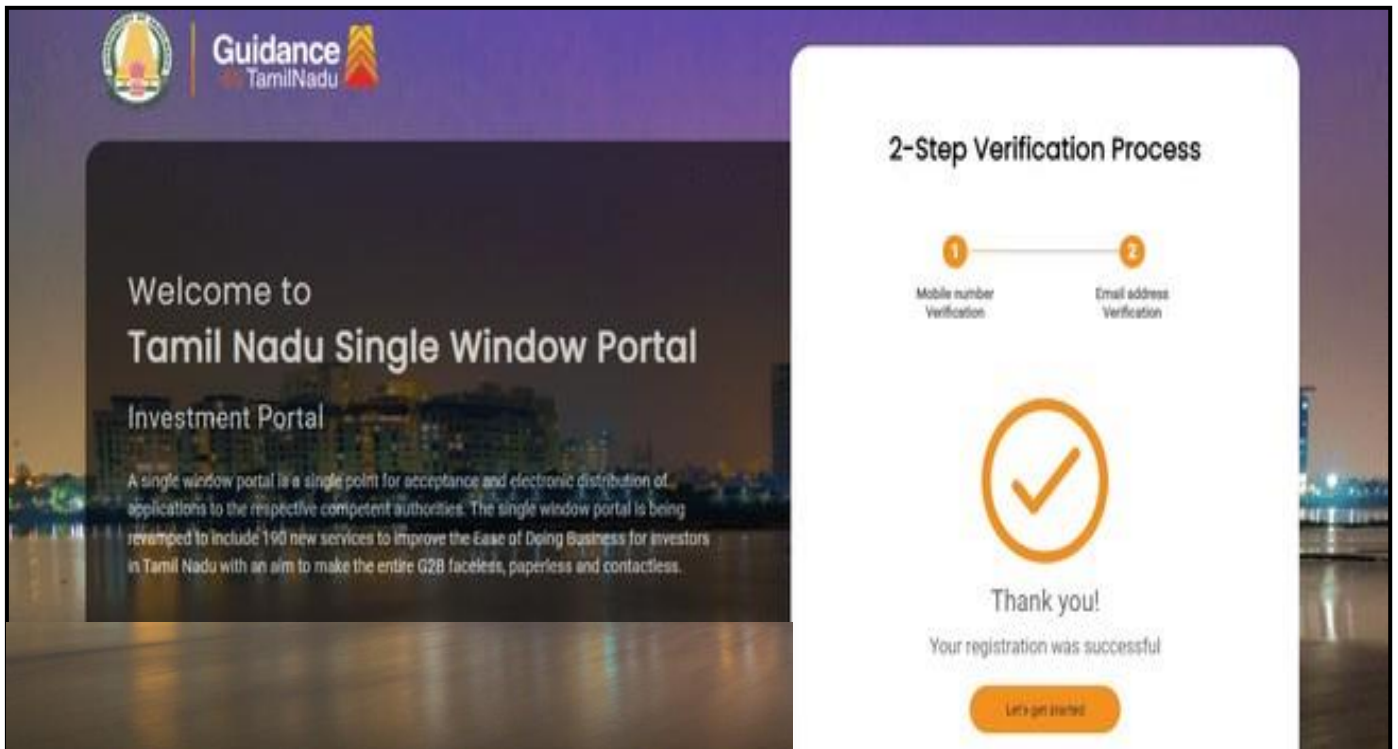
- o **Email ID Verification**

- 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**

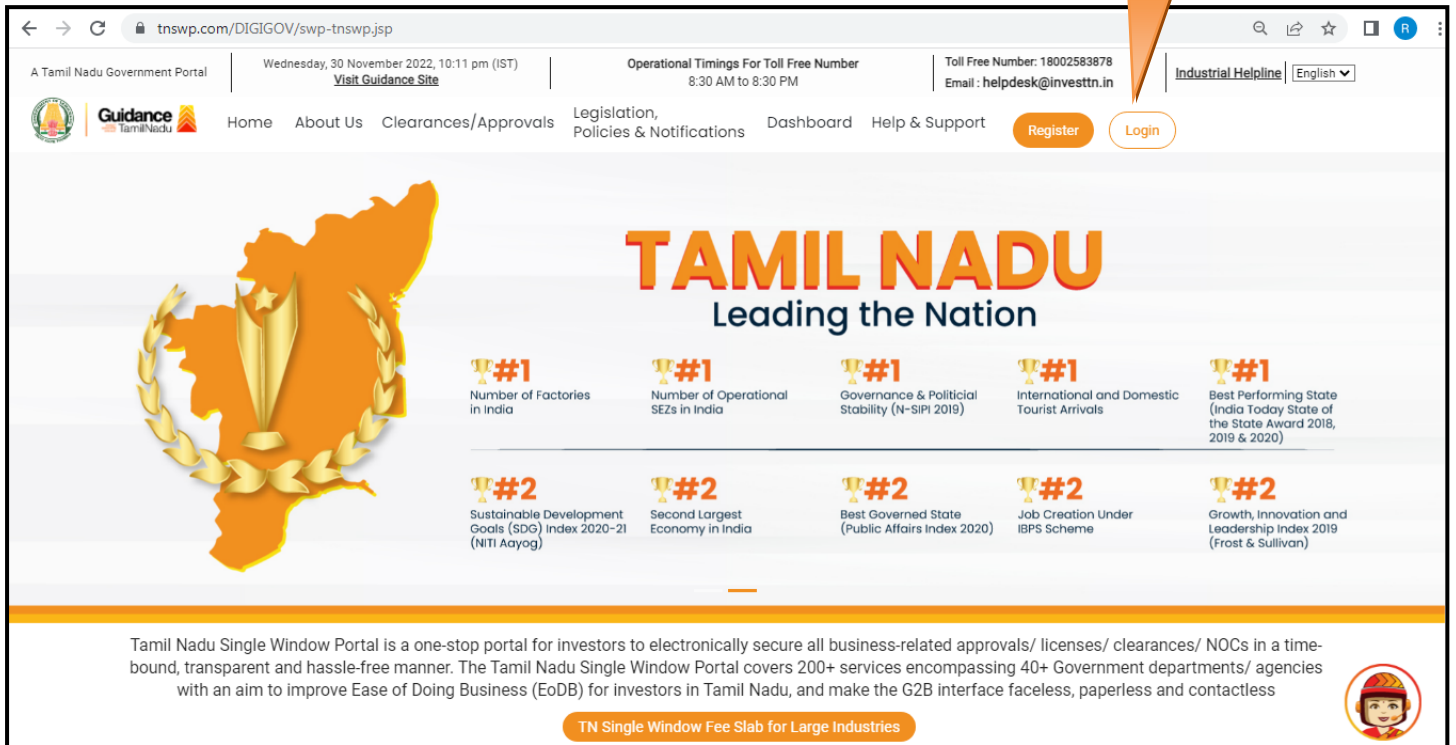
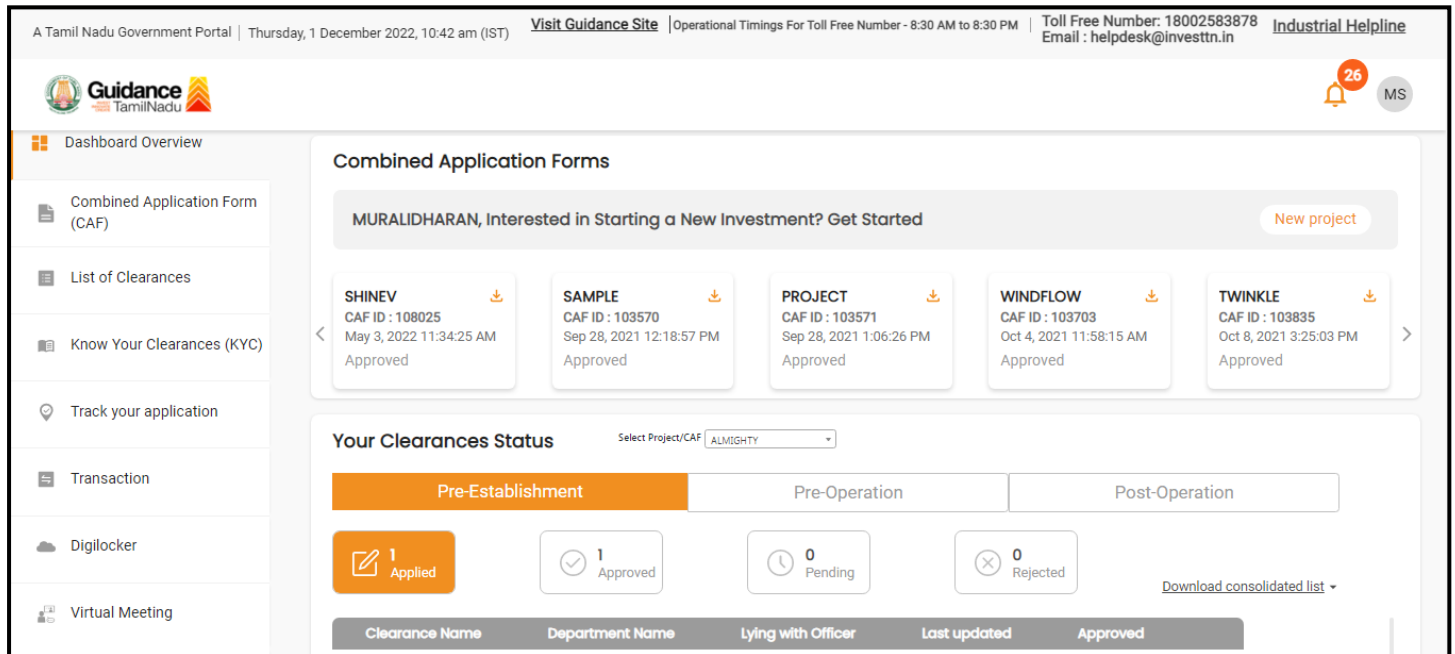


Figure 8. Login

## 5. Dashboard Overview

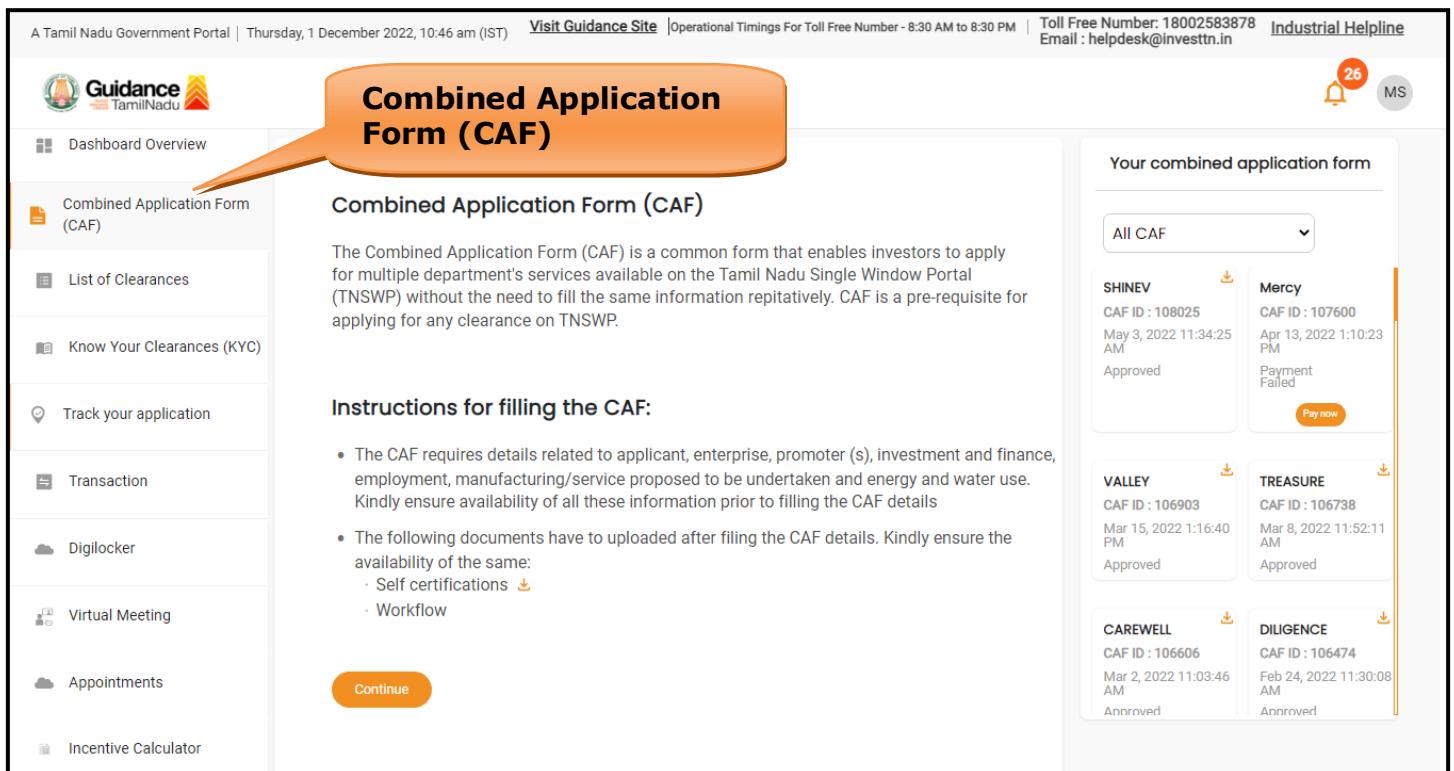
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant’s easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data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



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:46 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | [Industrial Helpline](#)  
 Email : helpdesk@investtn.in

**Combined Application Form (CAF)**

**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

[Continue](#)

**Your combined application form**

All CAF

<b>SHINEV</b> CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	<b>Mercy</b> CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed <a href="#">Pay now</a>
<b>VALLEY</b> CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	<b>TREASURE</b> CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
<b>CAREWELL</b> CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	<b>DILIGENCE</b> CAF ID : 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. A navigation bar at the top shows a progress indicator with seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing 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 'Payment Details' section, 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, there are radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is shown as 500000, with 'Five Lakh' written below it. A 'Calculate Fee' button is visible on the right.

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

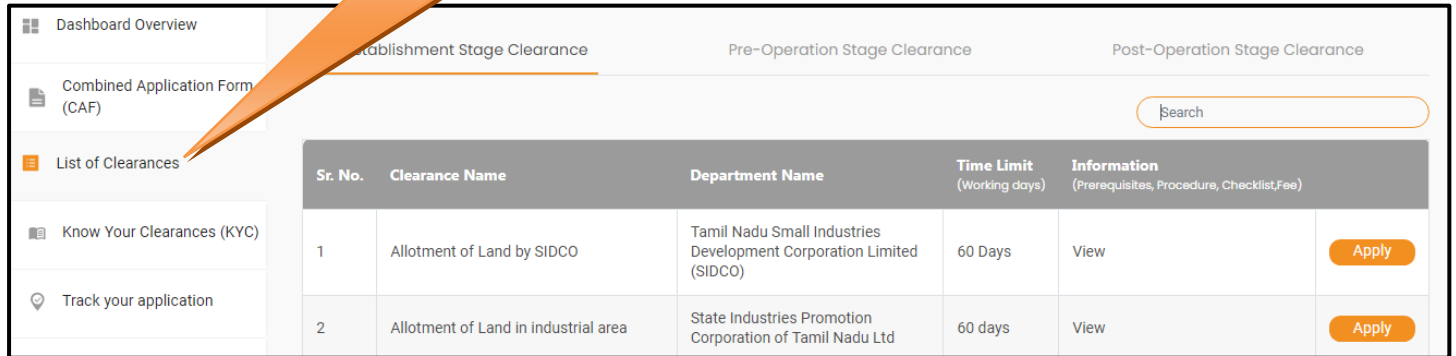
**Note:**

*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 Registration of Company Tax

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**

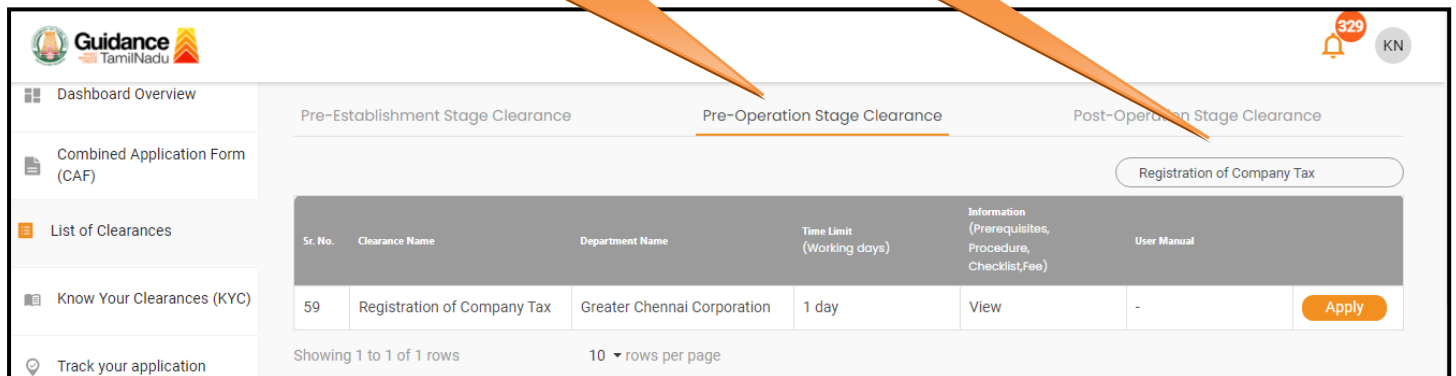
2. The list of clearances is segregated into three stages.

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

3. Select ‘Pre-Operation Stage Clearance’ and find the clearance ‘Registration of Company Tax’ by using Search option as shown in the figure given below.

**Pre-Operation Stage Clearance**

**Search for Clearance**



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
59	Registration of Company Tax	Greater Chennai Corporation	1 day	View	-	Apply

Showing 1 to 1 of 1 rows      10 rows per page

**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.

**View Information****Apply for Clearance**

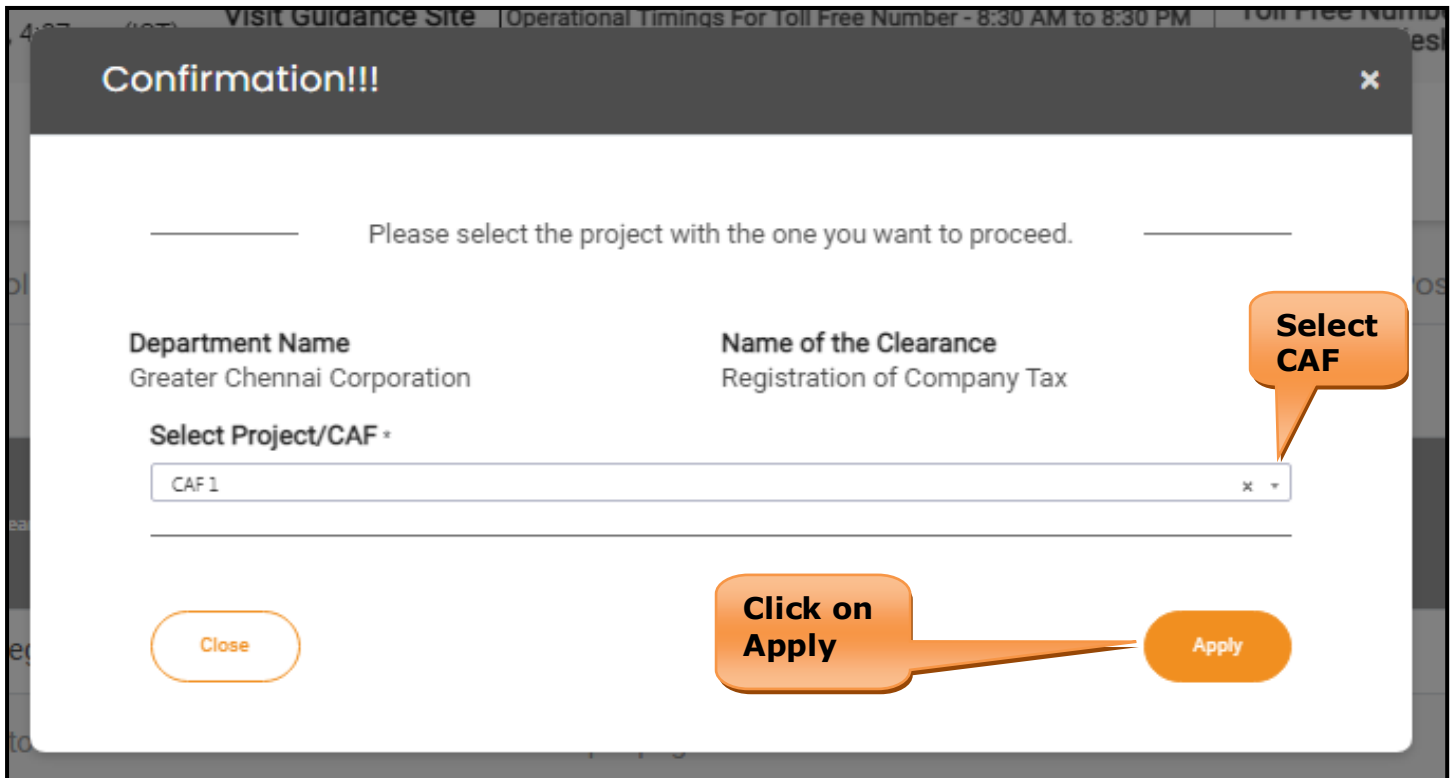
The screenshot shows the 'Pre-Operational Stage Clearance' section of the Guidance TamilNadu dashboard. A table lists the following clearance:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
59	Registration of Company Tax	Greater Chennai Corporation	1 day	View	-

Below the table, it says 'Showing 1 to 1 of 1 rows' and '10 rows per page'. The 'Apply' button is highlighted in orange.

**Figure 15. Apply for Clearance**

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

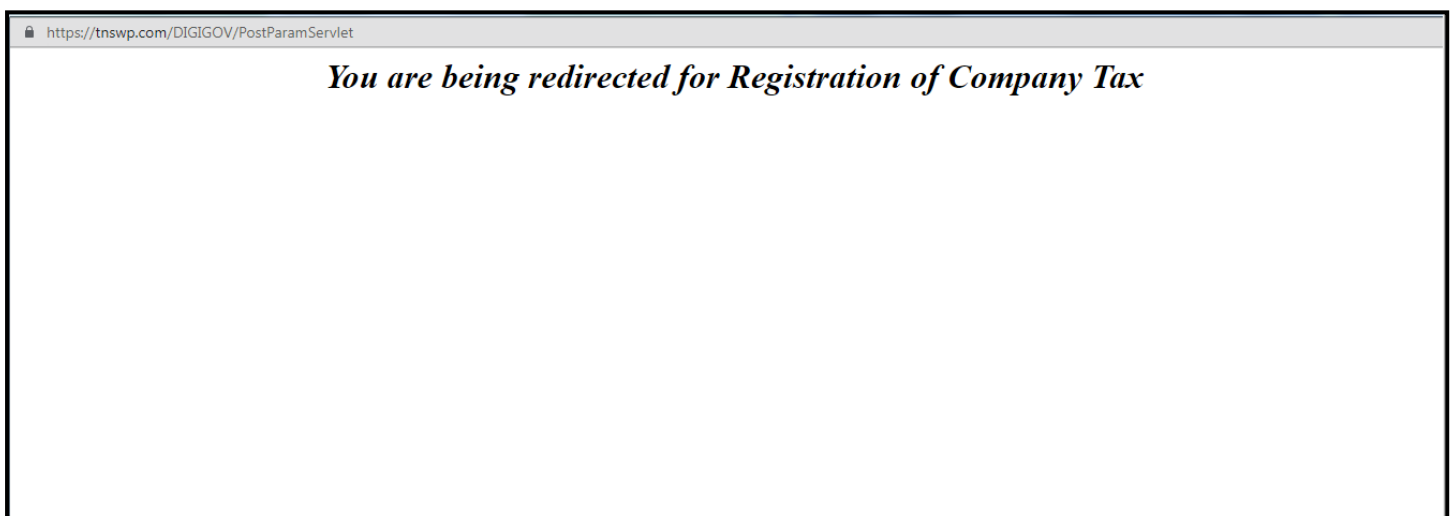


The screenshot shows a confirmation dialog box titled "Confirmation!!!". The dialog contains the following text and elements:

- Header: Confirmation!!! (with a close button 'x')
- Instruction: Please select the project with the one you want to proceed.
- Department Name: Greater Chennai Corporation
- Name of the Clearance: Registration of Company Tax
- Form field: Select Project/CAF \* (with a dropdown menu showing "CAF 1" and a close button 'x')
- Buttons: Close, Apply (with a "Click on Apply" callout), and a "Select CAF" callout pointing to the dropdown menu).

**Figure 16. Project/CAF**

2) Click on the Apply button and the Page would get redirected to Company Tax Portal.



**Figure 17. Redirecting to Company Tax Portal**

3) Enter all the mandatory details in the application for Company tax.

Company Tax - Returns Filing

cocapp2 Welcome SWM\_Chinnakannu Today is: 24/07/2023

Company Tax New Registration - [See Section 110 of CCMC Act, 1919](#)

> **Company Details**

Name of the Company: *	<input type="text"/>		
Old Company Tax No:	<input type="text"/>	Existing PTNAN:	<input type="text"/>
New Door No : *	<input type="text"/>	Old Door No : *	<input type="text"/>
Name of the Building :	<input type="text"/>	Property ID :	<input type="text"/>
Nature Of Trade:*	<input type="text" value="-----Select-----"/>	Reference No:*	<input type="text"/>
GIS Survey:*	<input type="radio"/> Yes <input type="radio"/> No		

> **Location Details**

Zone: *	<input type="text" value="-----Select-----"/>	Division: *	<input type="text" value="-----Select-----"/>
Area: *	<input type="text" value="-----Select-----"/>	Location: *	<input type="text" value="-----Select-----"/>
Street: *	<input type="text" value="-----Select-----"/>	Pincode: *	<input type="text" value="600"/>

> **Remitter Details**

Drawing officer/ Contact person: *	<input type="text"/>	Contact number :	<input type="text"/>
------------------------------------	----------------------	------------------	----------------------

> **Other Details**

Location of head office outside Chennai:	<input type="checkbox"/>	Remarks :	<input style="width: 100%;" type="text"/>
------------------------------------------	--------------------------	-----------	-------------------------------------------

> **Assessment Details**

Date of Commencement:	<input type="text" value="DD/MM/YYYY"/>	Date of Enrollment: *	<input type="text" value="YY"/>
Paid UP Capital:*	<input type="text"/>	Half yearly Tax due	<input type="text"/>
Effective From: *	<input type="text" value="-----Select-----"/>		

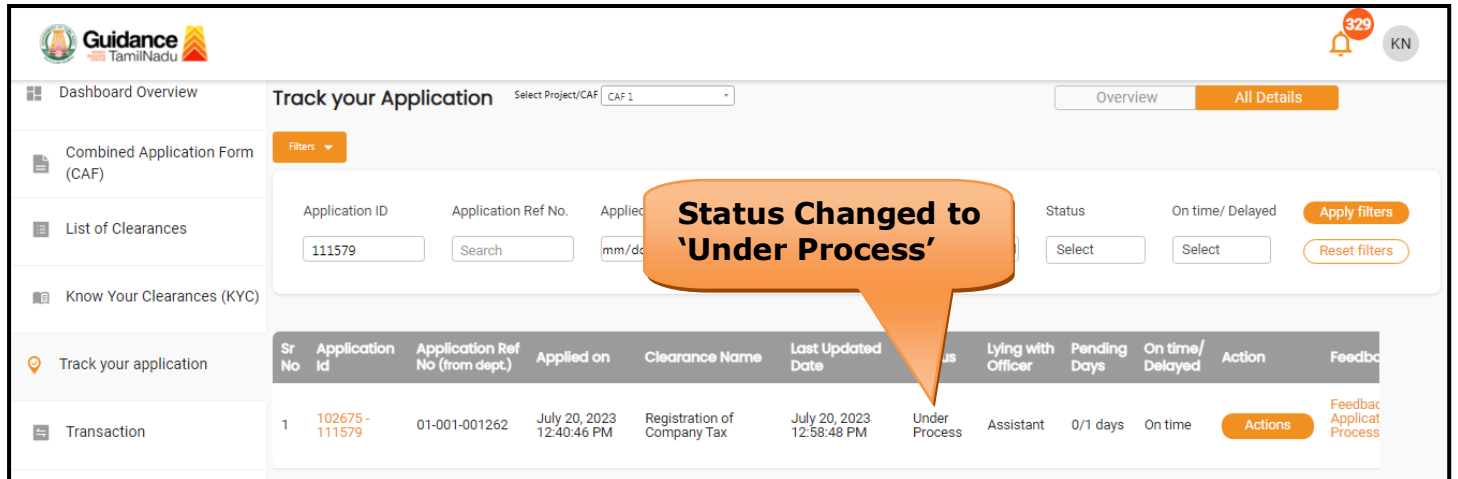
\* Mandatory Fields

Click on  
'Submit'

Figure 18. Company Tax

## 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**



**Status Changed to 'Under Process'**

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	Feedback
1	102675 - 111579	01-001-001262	July 20, 2023 12:40:46 PM	Registration of Company Tax	July 20, 2023 12:58:48 PM	Under Process	Assistant	0/1 days	On time	Actions	Feedback Application Process

**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.

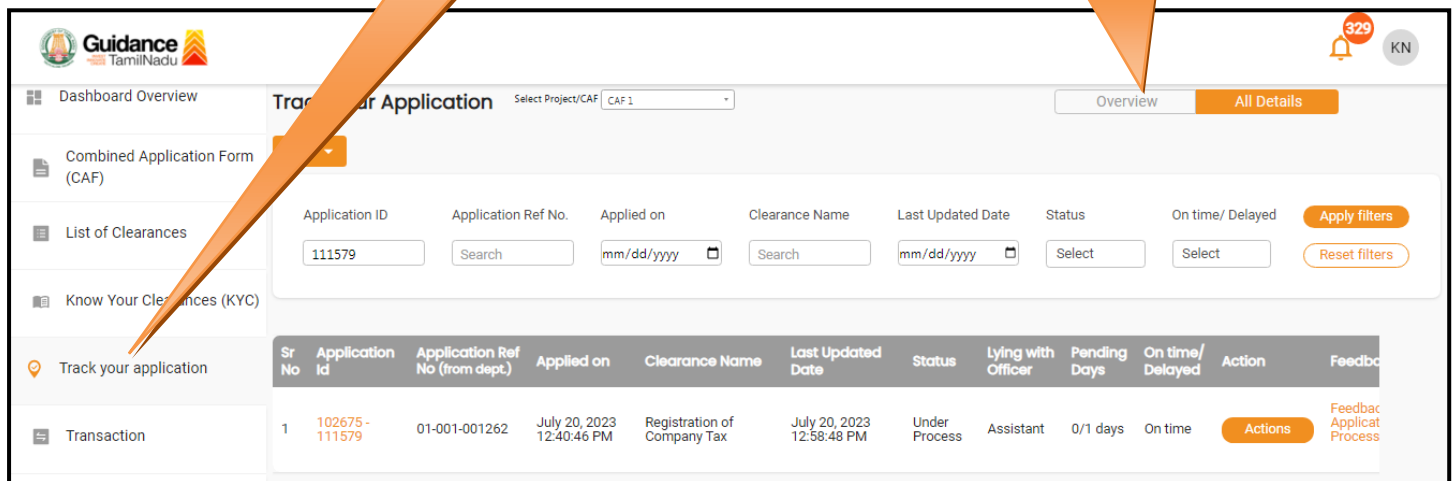
- **Track your application– Overview Option**

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**

**Track Your Application**

**Overview of applications**



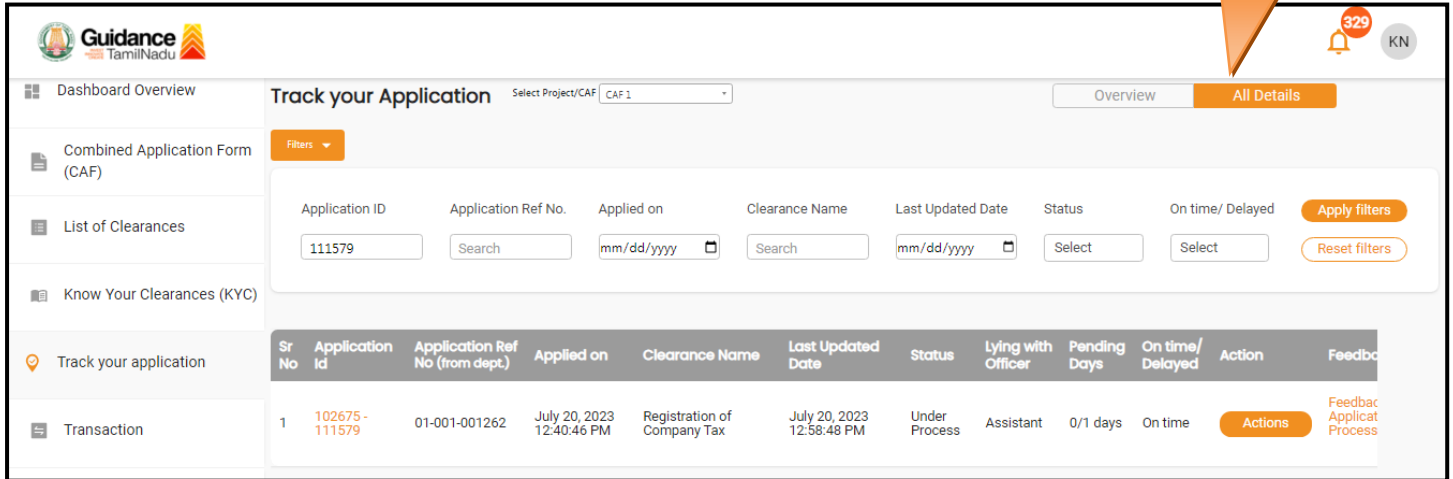
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feedback
1	102675-111579	01-001-001262	July 20, 2023 12:40:46 PM	Registration of Company Tax	July 20, 2023 12:58:48 PM	Under Process	Assistant	0/1 days	On time	Actions	Feedback Application Process

**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**

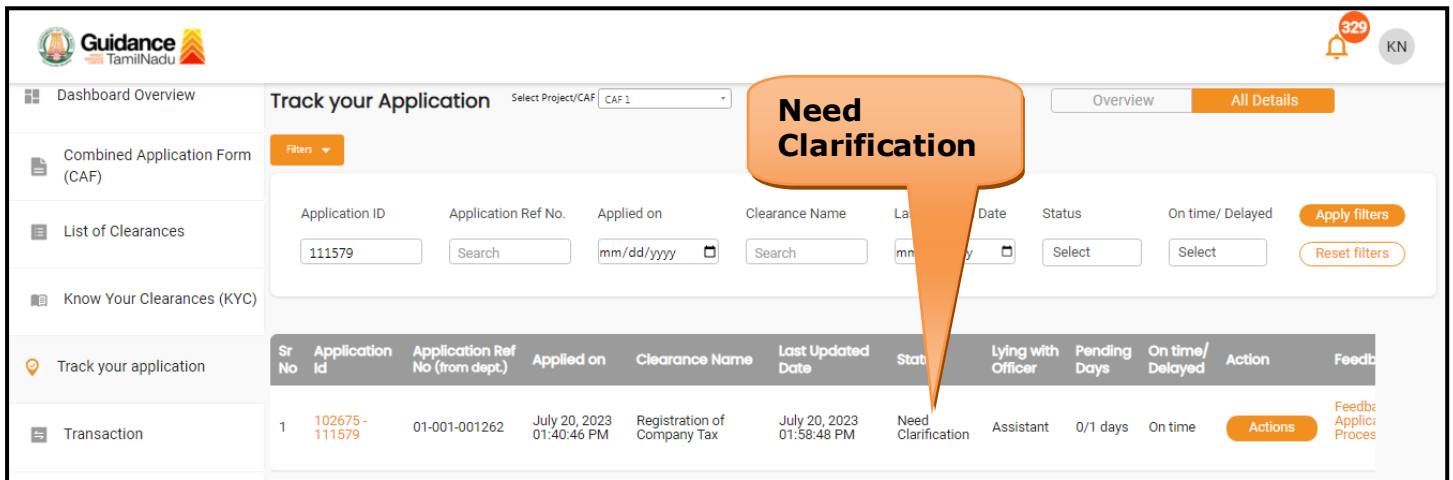
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feedback
1	102675 - 111579	01-001-001262	July 20, 2023 12:40:46 PM	Registration of Company Tax	July 20, 2023 12:58:48 PM	Under Process	Assistant	0/1 days	On time	Actions	Feedback Application Process

**Figure 21. ‘All Details’ tab**



## 9. Query Clarification

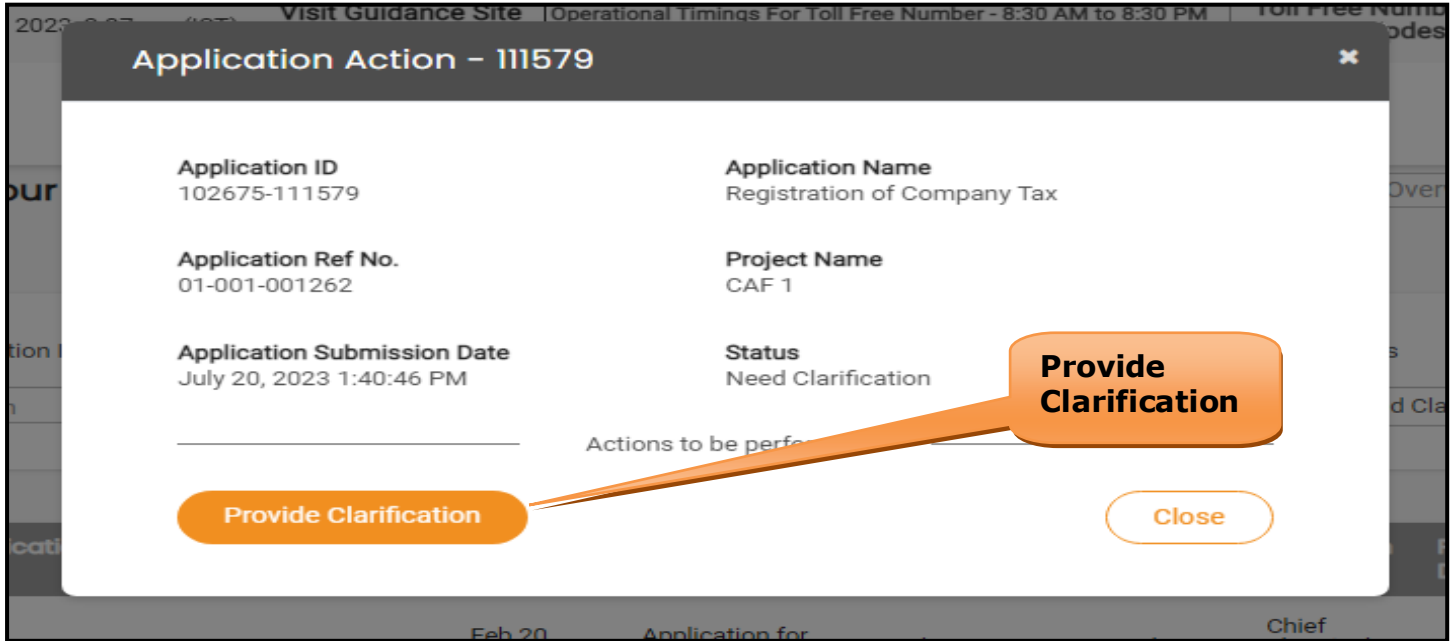
- 1) After submitting the application to the Greater Chennai Corporation, the Assistant Officer reviews the application and if there are any clarifications required, the Assistant Officer would raise a query to the applicant.
- 2) Applicants would receive an alert message through Registered SMS/Email.
- 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.



The screenshot shows the 'Track your Application' page. A callout bubble points to the 'Need Clarification' status in the table. The table has the following data:

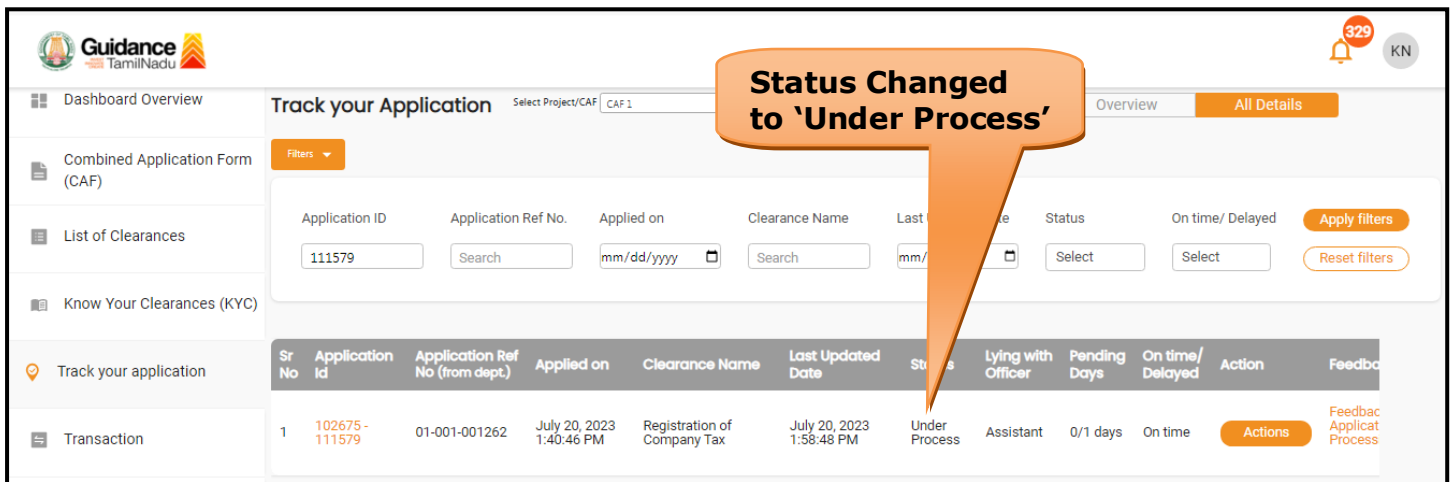
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feedb
1	102675 - 111579	01-001-001262	July 20, 2023 01:40:46 PM	Registration of Company Tax	July 20, 2023 01:58:48 PM	Need Clarification	Assistant	0/1 days	On time	Actions	Feedba Applict Proces

Figure 22. Need Clarification



**Figure 23. Provide Clarification**

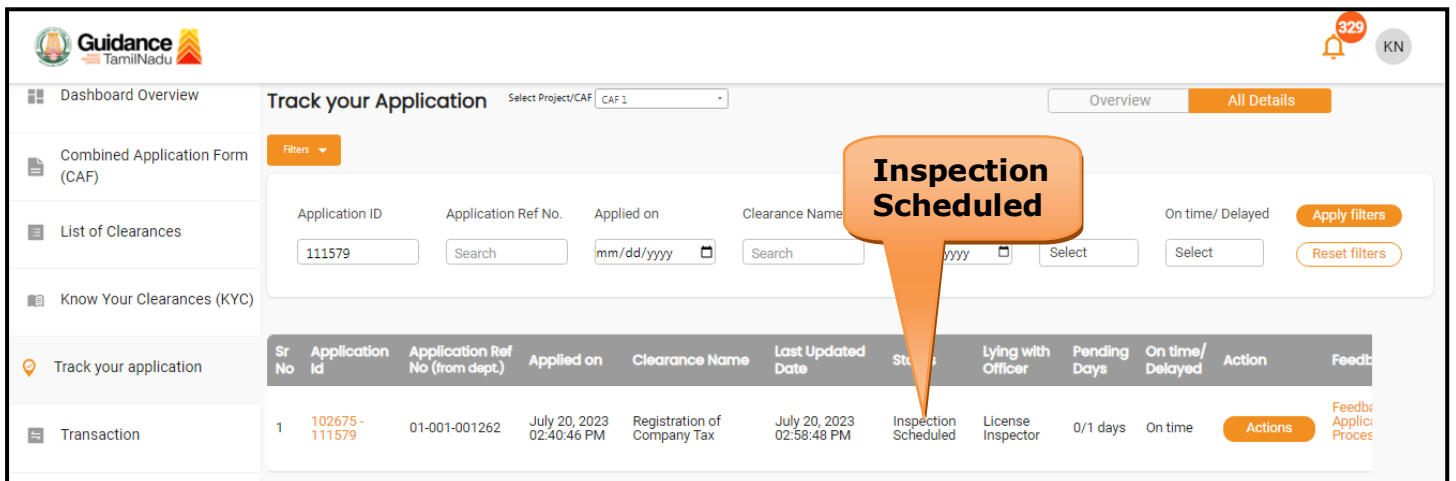
- 5) The Applicant clicks on **'Provide Clarification'** button and responds to the Query.
- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- 7) The Status of the application changes from 'Need clarification' to **'Under Process'** after the Applicant submits the query.



**Figure 24. Under Process**

## 10. Inspection Schedule

- 1) The License Inspector of Greater Chennai Corporation schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection is completed, the License Inspector 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 are search filters for Application ID (111579), Application Ref No., and Applied on date. Below the filters is a table with the following data:

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	Feedback
1	102675-111579	01-001-001262	July 20, 2023 02:40:46 PM	Registration of Company Tax	July 20, 2023 02:58:48 PM	Inspection Scheduled	License Inspector	0/1 days	On time	Actions	Feedback Application Process

**Figure 25. Inspection Scheduled**

Visit Guidance Site | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number

### Application Action - 111579

<b>Application ID</b> 102675-111579	<b>Application Name</b> Registration of Company Tax
<b>Application Ref No.</b> 01-001-001262	<b>Project Name</b> CAF 1
<b>Application Submission Date</b> July 20, 2023 2:59:27 PM	<b>Status</b> Inspection Scheduled

Actions to be performed

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

Feb 20, 2023 Application for availing Electricity Tax Feb 22, 2023 Need Chief Electrical Inspector to

Figure 26. Inspection Details

309 YC

- Dashboard Overview
- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)

### Inspection Details : 111579

Inspection Scheduled Date (DD/MM/YYYY):

20/07/2023

**Inspection Date**

Figure 27. Inspection Date

## 11. Application Processing

1) The Additional Revenue Officer scrutinizes and reviews the application and updates the status as **“Approved”** or **“Rejected”**

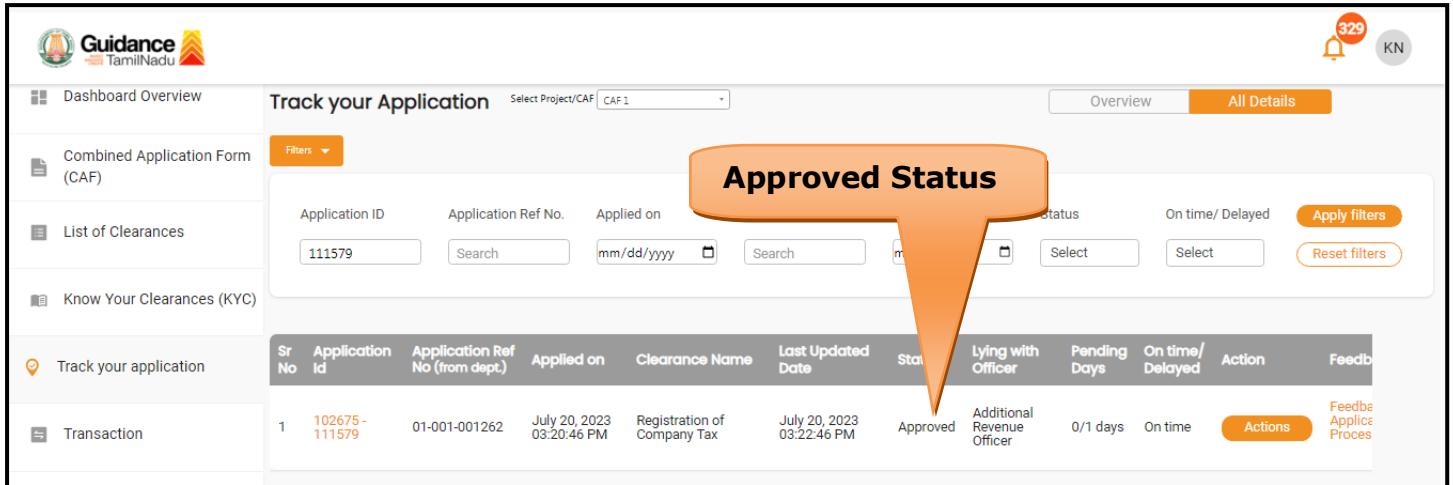


Figure 28. Application Processed

2) If the application is **‘Approved’** by the Additional Revenue Officer, the applicant can download the Certificate under **Track your application – > Action button -> Download Certificate** (Refer Figure 29).

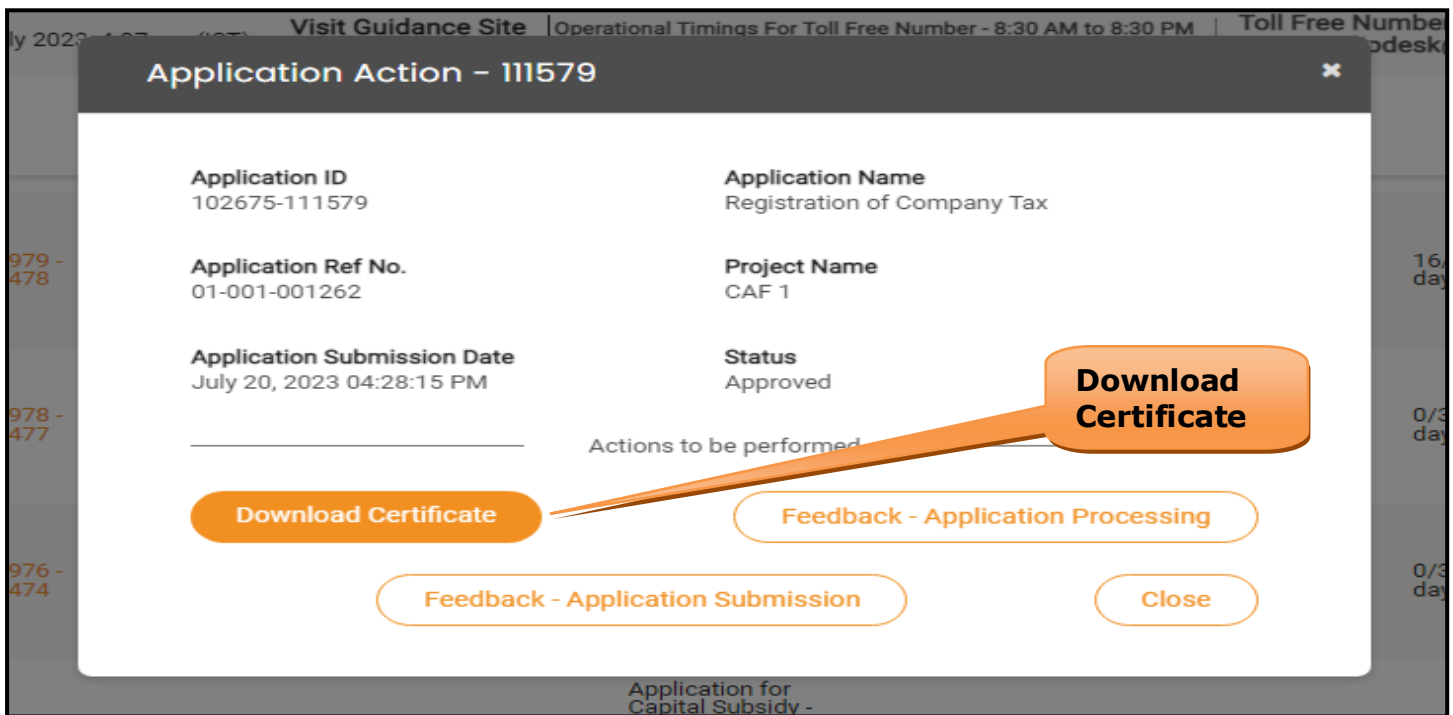
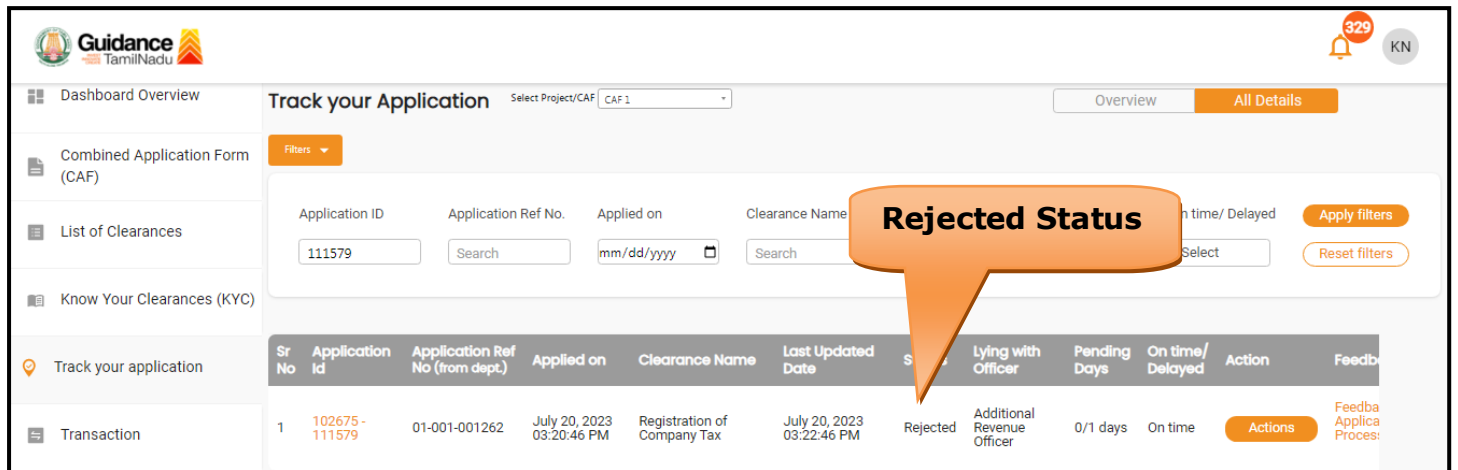


Figure 29. Download Certificate

3) If the application is '**Rejected**' by the Additional Revenue Officer, the applicant can view the rejection remarks under the Actions Tab by the Additional Revenue Officer. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 30)



The screenshot shows the 'Track your Application' page. At the top, there are search filters for Application ID (111579) and Applied on (mm/dd/yyyy). A large orange callout bubble with the text 'Rejected Status' points to the 'Rejected' status in the table below. The table has columns for Sr No, Application Id, Application Ref No, Applied on, Clearance Name, Last Updated Date, Status, Lying with Officer, Pending Days, On time/Delayed, Action, and Feedback.

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	Feedback
1	102675 - 111579	01-001-001262	July 20, 2023 03:20:46 PM	Registration of Company Tax	July 20, 2023 03:22:46 PM	Rejected	Additional Revenue Officer	0/1 days	On time	Actions	Feedback Application Process

**Figure 30. Rejected Status**

