



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Renewal of FL licenses

Prohibition and Excise Department



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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



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

- Browser Address Bar:** tnswp.com/DIGIGOV/swp-tnswp.jsp
- Page Header:**
 - A Tamil Nadu Government Portal
 - Wednesday, 30 November 2022, 10:11 pm (IST)
 - Operational Timings For Toll Free Number: 8:30 AM to 8:30 PM
 - Toll Free Number: 18002583878
 - Email: helpdesk@investtn.in
 - Industrial Helpline | English
- Navigation Menu:** Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, Help & Support, Register, Login
- Main Content:**
 - TAMIL NADU** Leading the Nation
 - #1** Number of Factories in India
 - #1** Number of Operational SEZs in India
 - #1** Governance & Political Stability (N-SIPI 2019)
 - #1** International and Domestic Tourist Arrivals
 - #1** Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
 - #2** Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)
 - #2** Second Largest Economy in India
 - #2** Best Governed State (Public Affairs Index 2020)
 - #2** Job Creation Under IBPS Scheme
 - #2** Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)
- Footer:**
 - Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless
 - TN Single Window Fee Slab for Large Industries

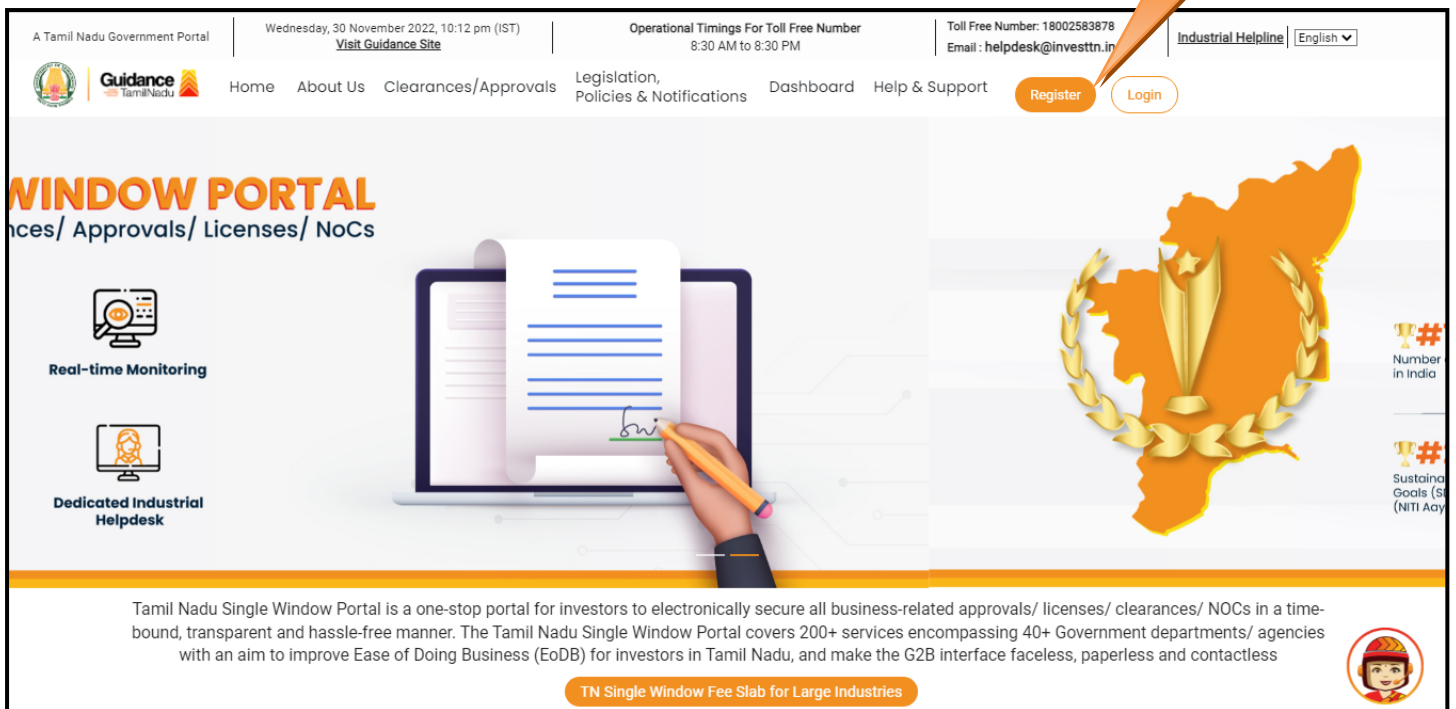
Figure 1. Single Window Portal Home Page

2. 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

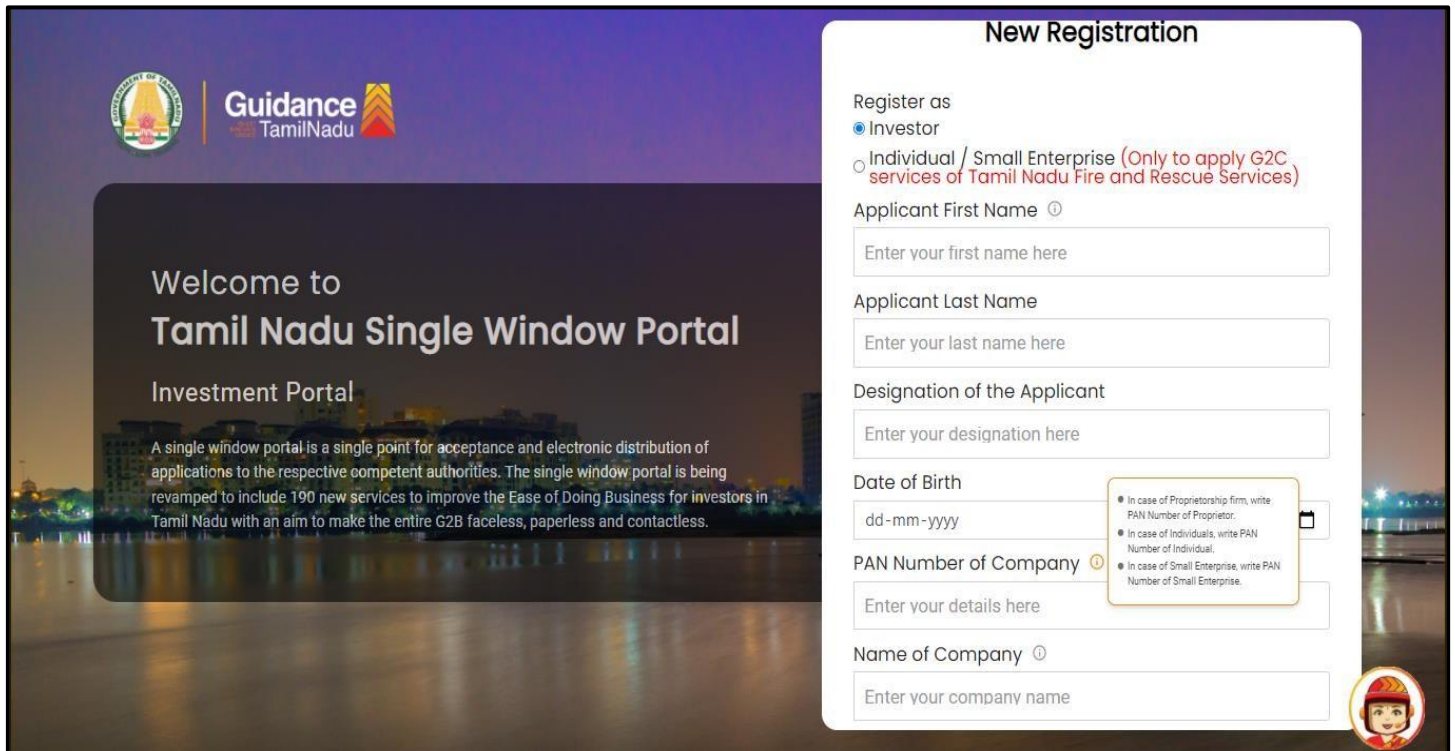
Real-time Monitoring
Dedicated Industrial Helpdesk


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

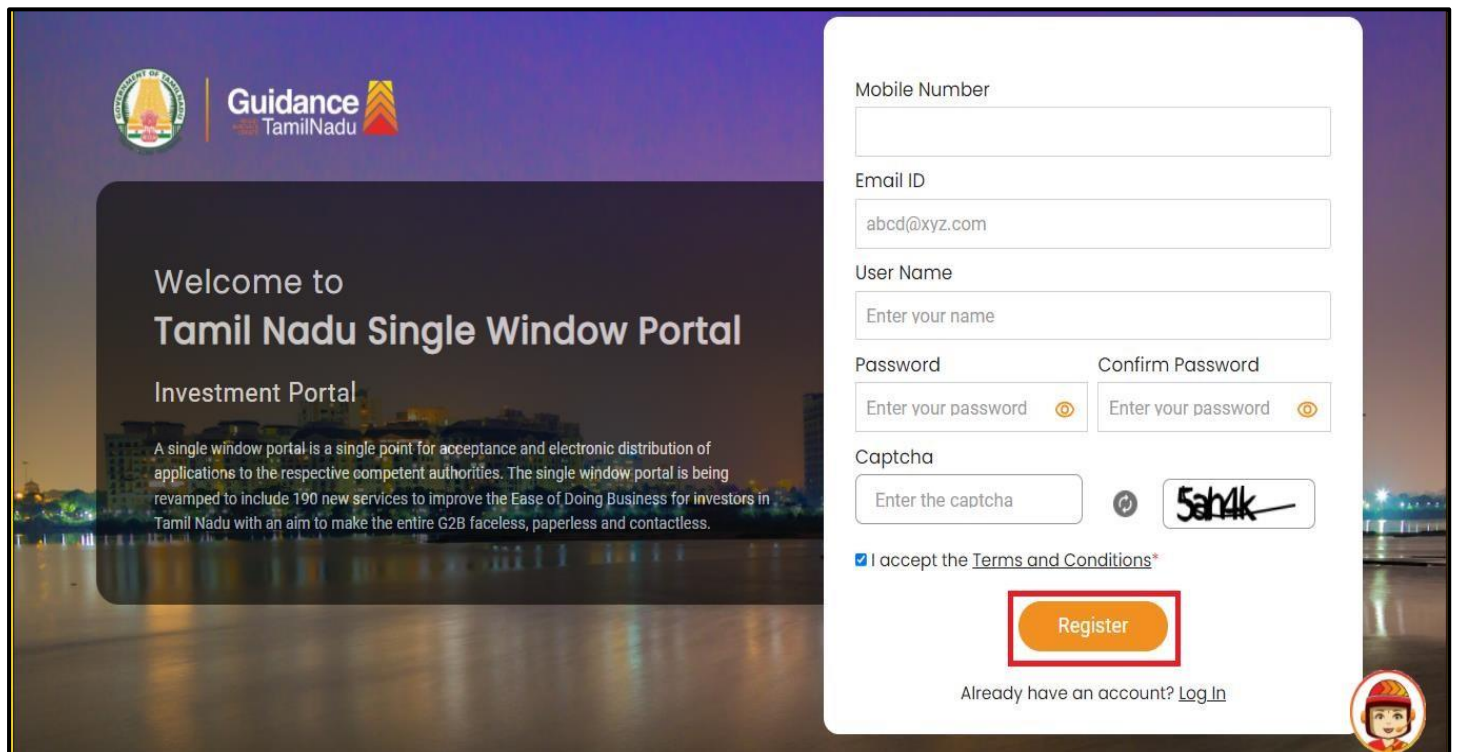
Date of Birth


- 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





Guidance
TamilNadu

Welcome to Tamil Nadu Single Window Portal

Investment Portal

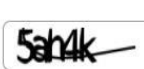
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the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

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.

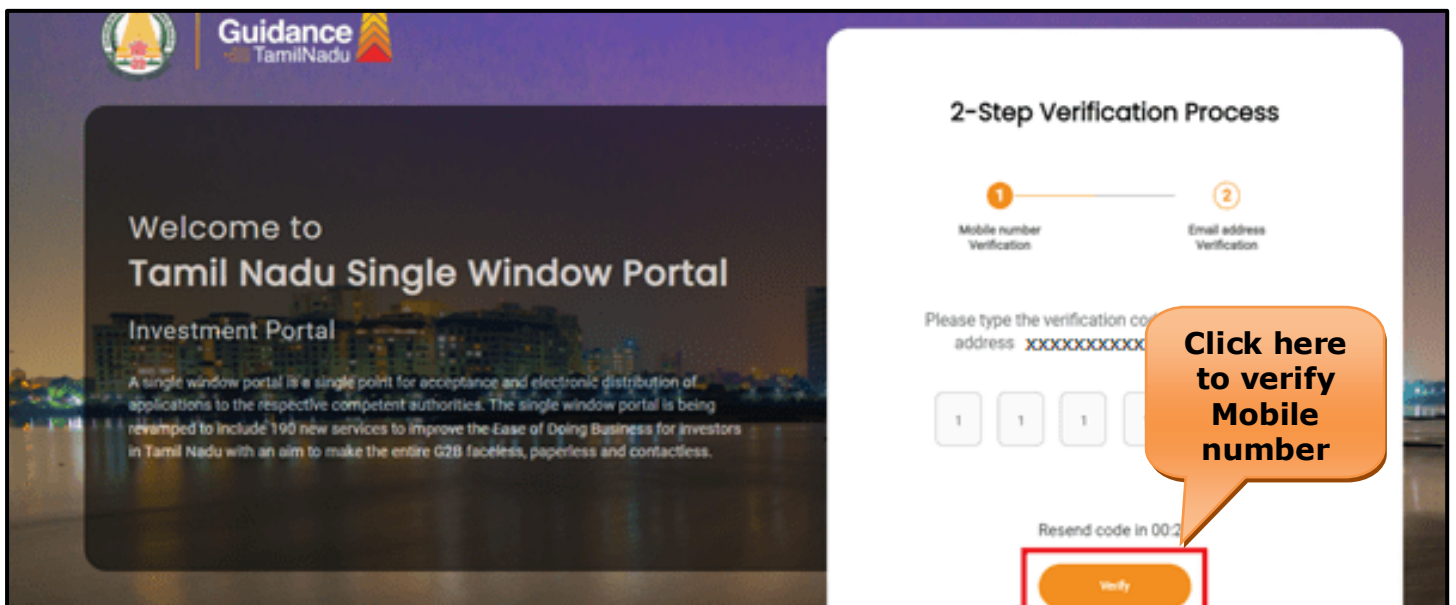


Figure 5. Mobile Number Verification

- 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.

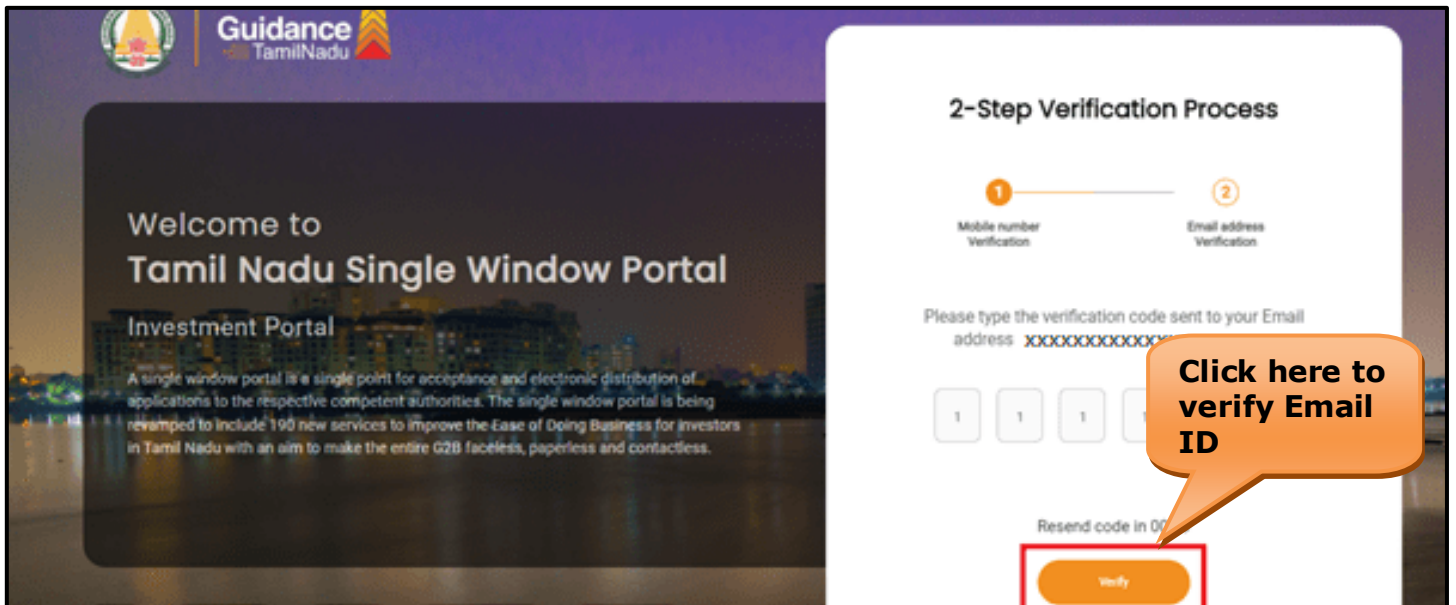


Figure 6. Email ID Verification

- 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.

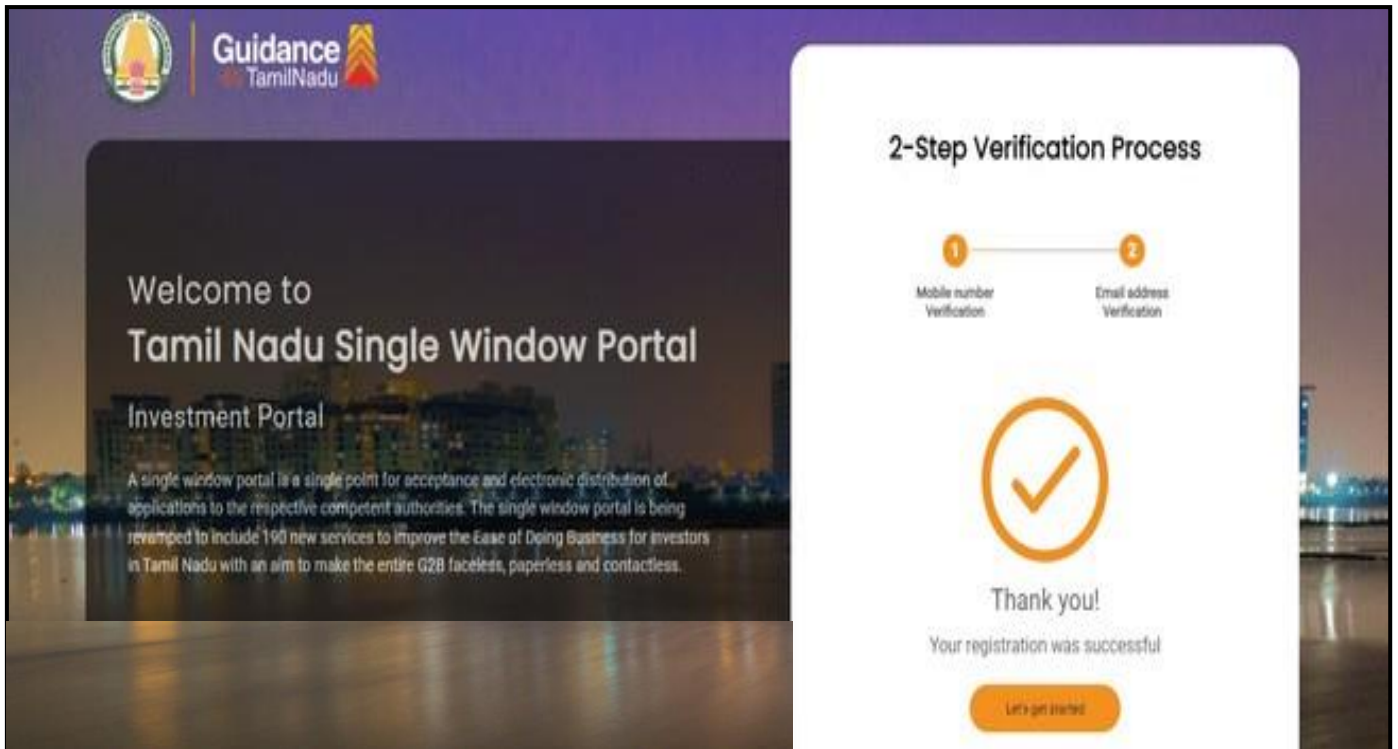


Figure 7. Registration Confirmation Pop-Up

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**



The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email : helpdesk@investtn.in'. The main navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. Two buttons, 'Register' and 'Login', are visible in the top right corner. The 'Login' button is highlighted with an orange callout bubble that says 'Login to TNSWP'. The main content area features a large orange map of Tamil Nadu with a golden laurel wreath, the text 'TAMIL NADU Leading the Nation', and a grid of ten award statistics. At the bottom, there is a paragraph describing the portal's purpose and a button for 'TN Single Window Fee Slab for Large Industries'.

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 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.

A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (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](#)


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Dashboard Overview

Combined Application Forms

MURALIDHARAN, Interested in Starting a New Investment? [Get Started](#) [New project](#)

Project Name	CAF ID	Application Date	Status
SHINEV	108025	May 3, 2022 11:34:25 AM	Approved
SAMPLE	103570	Sep 28, 2021 12:18:57 PM	Approved
PROJECT	103571	Sep 28, 2021 1:06:26 PM	Approved
WINDFLOW	103703	Oct 4, 2021 11:58:15 AM	Approved
TWINKLE	103835	Oct 8, 2021 3:25:03 PM	Approved

Your Clearances Status Select Project/CAF:

Pre-Establishment	Pre-Operation	Post-Operation
 1 Applied	 1 Approved	 0 Pending
		 0 Rejected

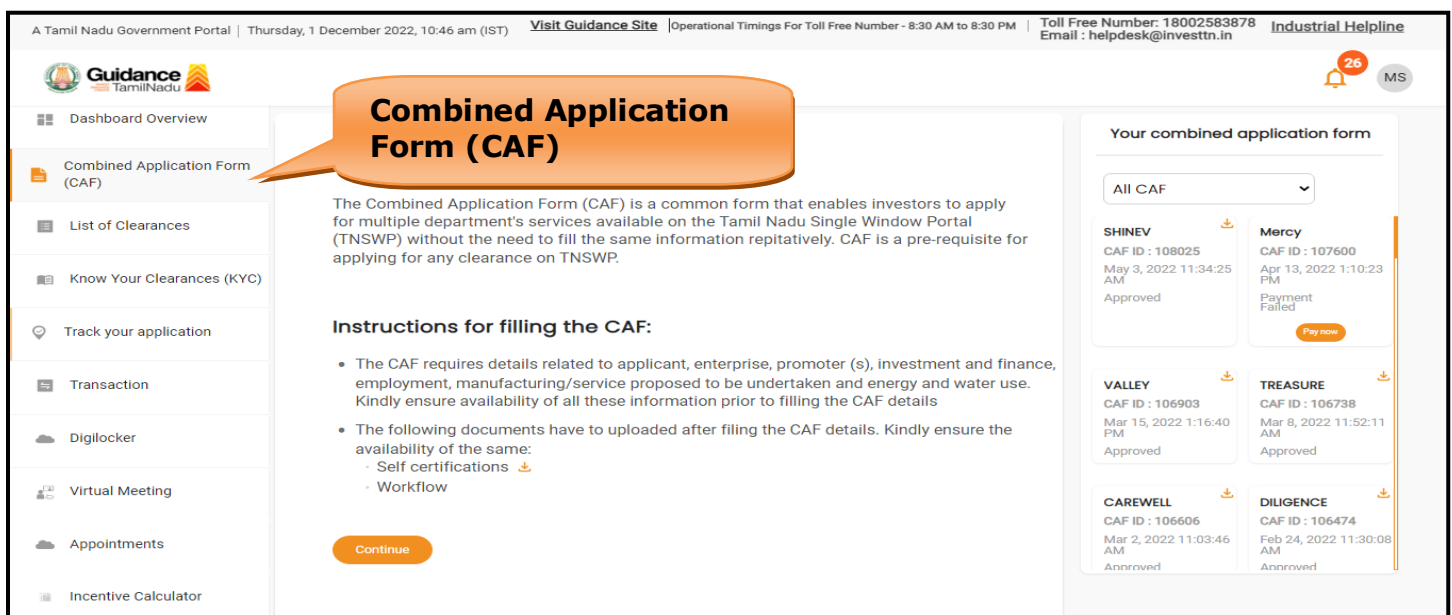
[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	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) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



The screenshot shows the Tamil Nadu Government Portal interface for the Combined Application Form (CAF). The page header includes the portal name, date, and contact information. The left sidebar contains navigation options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, DigLocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a callout box titled "Combined Application Form (CAF)" and a section titled "Instructions for filling the CAF:" with two bullet points. The right-hand panel, titled "Your combined application form", displays a list of CAFs with columns for name, CAF ID, date, time, and status. A "Continue" button is visible at the bottom of the main content area.

Name	CAF ID	Date	Time	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).

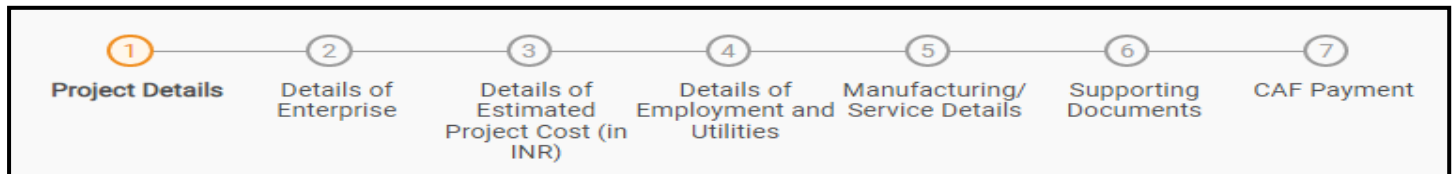


Figure 11. Section of Combined Application Form (CAF)

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 Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar, a progress bar indicates the current step in the CAF process, which is 'CAF Payment' (step 7). The main content area shows the 'Payment Details' section, which includes a message box with a warning icon and the text: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below this message, there are radio buttons for 'Lump sum' (selected) and 'à la carte'. 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 form.

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

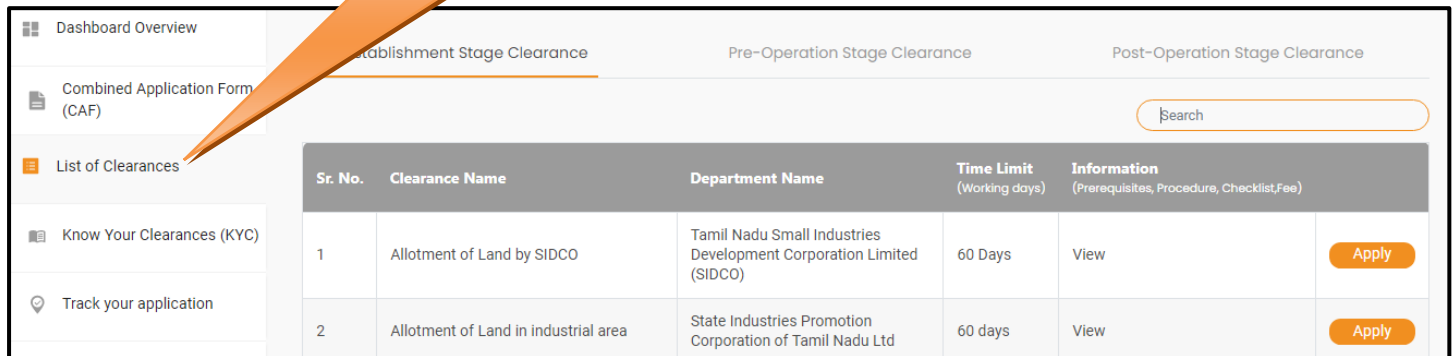
Note:

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 Renewal of FL licenses

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

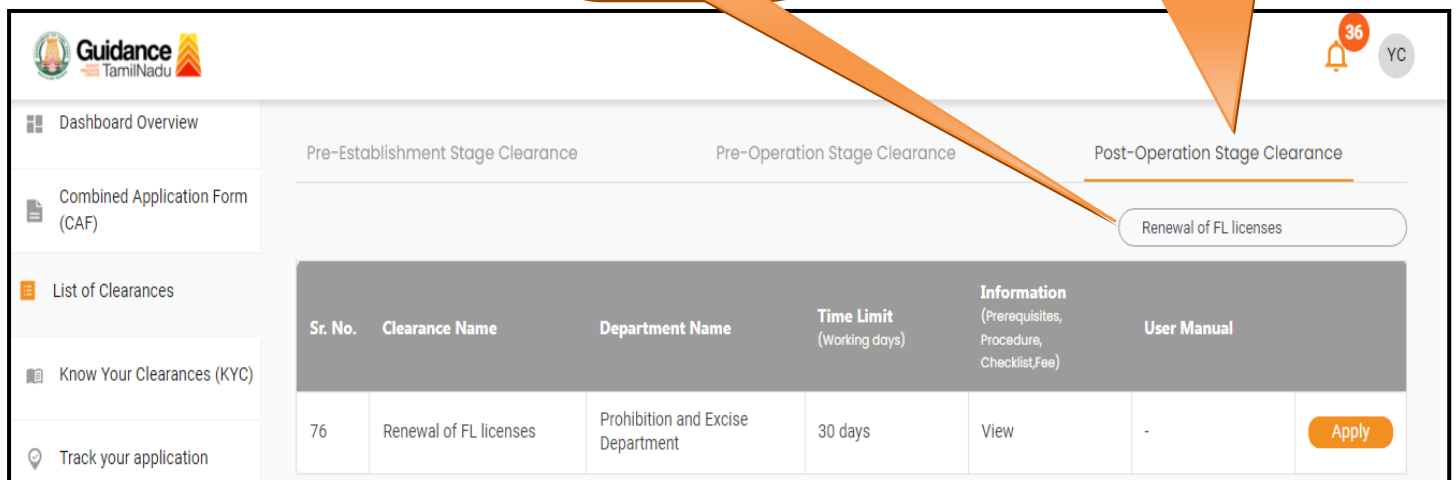
2. The list of clearances is segregated into three stages.

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

3. Select ‘Post-Operation Stage Clearance’ and find the clearance ‘Renewal of FL licenses’ by using Search option as shown in the figure given below.

Search for Clearance

Post-Operation Stage Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
76	Renewal of FL licenses	Prohibition and Excise Department	30 days	View	-	Apply

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.

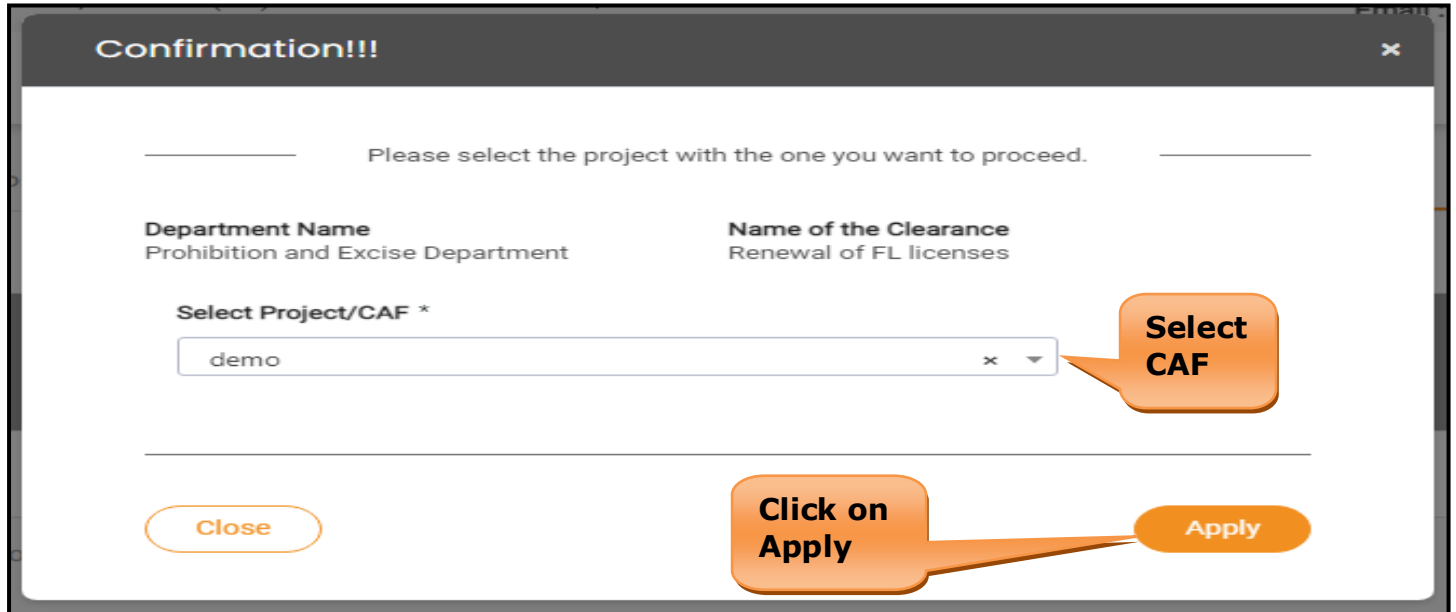
View Information**Apply for Clearance**

The screenshot shows the Guidance TamilNadu dashboard. The main content area displays a table of clearances under the 'Post-Operational Stage Clearance' tab. The table has columns for Sr. No., Clearance Name, Department Name, Time Limit (Working days), Information (Prerequisites, Procedure, Checklist, Fee), and User Manual. A row is visible for 'Renewal of FL licenses' with a 'View' button and an 'Apply' button. Two callout boxes, 'View Information' and 'Apply for Clearance', point to these buttons respectively.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
76	Renewal of FL licenses	Prohibition and Excise Department	30 days	View	-

Figure 15. Apply for Clearance

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



The screenshot shows a 'Confirmation!!!' dialog box with a close button (X) in the top right corner. The main text reads: 'Please select the project with the one you want to proceed.' Below this, there are two columns of information: 'Department Name' (Prohibition and Excise Department) and 'Name of the Clearance' (Renewal of FL licenses). A dropdown menu labeled 'Select Project/CAF *' contains the text 'demo'. An orange callout bubble points to the dropdown menu with the text 'Select CAF'. At the bottom of the dialog, there are two buttons: 'Close' on the left and 'Apply' on the right. An orange callout bubble points to the 'Apply' button with the text 'Click on Apply'.

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Renewal of FL licenses Portal.

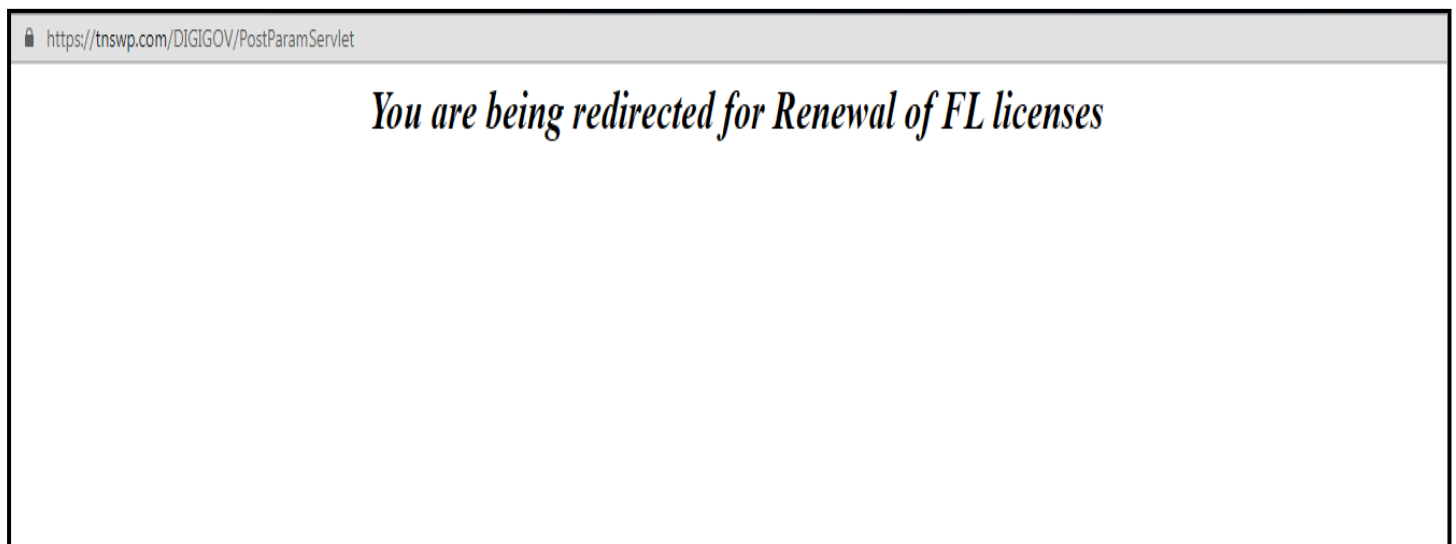
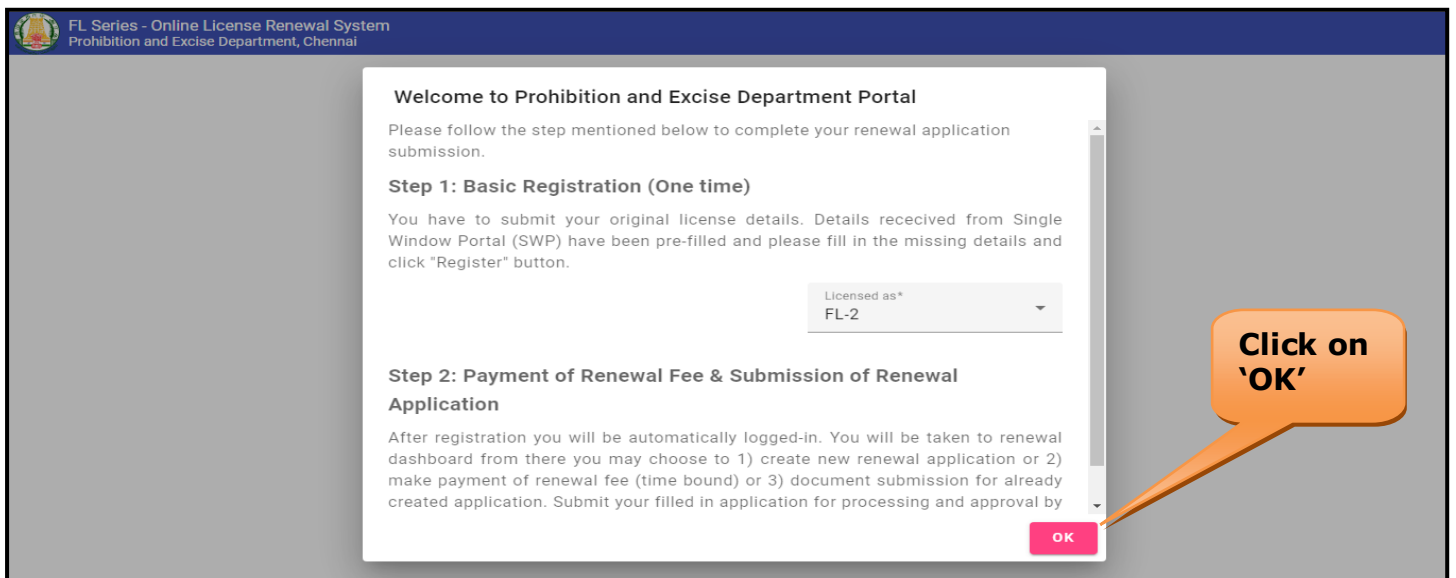
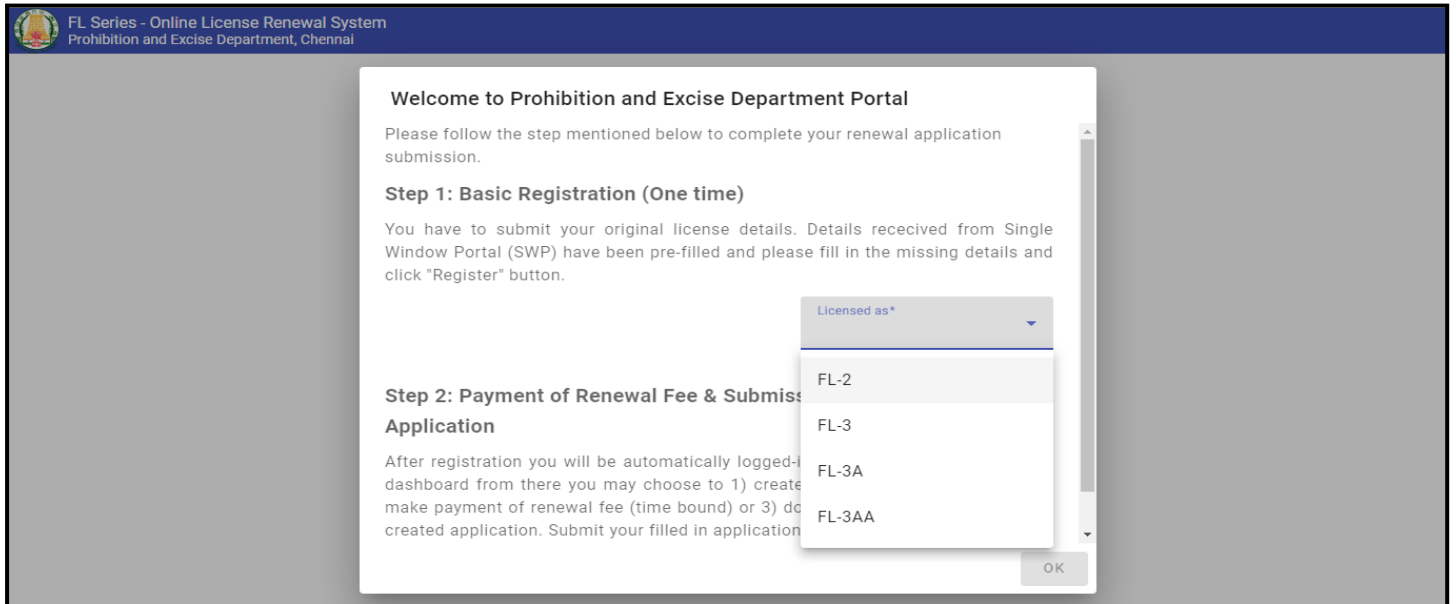


Figure 17. Redirecting to Renewal of FL licenses Portal

3) Enter all the mandatory details in the application for Renewal of FL licenses.



FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

renew-fl-license.cpe.tn.gov.in says
Are you sure to proceed as 'FL-2' Licensee?

OK Cancel

Welcome to the FL Series - Online License Renewal System. Please follow the step mentioned below to complete your renewal application submission.

Step 1: Basic Registration (One time)

You have to submit your original license details. Details received from Single Window Portal (SWP) have been pre-filled and please fill in the missing details and click "Register" button.

Licensed as*
FL-2

Step 2: Payment of Renewal Fee & Submission of Renewal Application

After registration you will be automatically logged-in. You will be taken to renewal dashboard from there you may choose to 1) create new renewal application or 2) make payment of renewal fee (time bound) or 3) document submission for already created application. Submit your filled in application for processing and approval by

OK

Click on 'OK'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

FL-2 Licensee - Sign up

Licensed as: FL-2

Name & Address of the Club

Name of the Club*
ABC industries

Whether non-proprietary? Yes

Address*
23, street, Analcut, Vellore - 632001, Tamil Nadu, INDIA

District*
Vellore



GSTIN

TIN (Tax Payer's Identification Number)

Quantity of Liquor authorized to be possessed at a time (in units)*

Whether permitted to possess and sell Draught Beer? No Yes

Original FL-2 License

License No.* Issue Date*  Valid till* 

[Upload Original License](#)

Contact Details (Person authorized to Login)

Contact Person* Designation*
 Yokesh Chinnakannu

Contact Mobile Number* Contact eMail ID*
 9092653218 abc@gmail.com

To be used by licensee for login. Communications from online system will be done to this email address.

Password* Confirm Password*

[Back to Login Page](#) [Register](#)

Click on 'Register'

FL Series - Online License Renewal System
 Prohibition and Excise Department, Chennai

Welcome to Prohibition and Excise Department Portal

Please follow the step mentioned below to complete your renewal application submission.

Step 1: Basic Registration (One time)

You have to submit your original license details. Details received from Single Window Portal (SWP) have been pre-filled and please fill in the missing details and click "Register" button.

Licensed as*
 FL-3

Step 2: Payment of Renewal Fee & Submission of Renewal Application

After registration you will be automatically logged-in. You will be taken to renewal dashboard from there you may choose to 1) create new renewal application or 2) make payment of renewal fee (time bound) or 3) document submission for already created application. Submit your filled in application for processing and approval by

[OK](#)

Click on 'OK'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

renew-fl-license.cpe.tn.gov.in says
Are you sure to proceed as 'FL-3' Licensee?

Welcome to OK Cancel

Please follow the step mentioned below to complete your renewal application submission.

Step 1: Basic Registration (One time)

You have to submit your original license details. Details received from Single Window Portal (SWP) have been pre-filled and please fill in the missing details and click "Register" button.

Licensed as*
FL-3

Step 2: Payment of Renewal Fee & Submission of Renewal Application

After registration you will be automatically logged-in. You will be taken to renewal dashboard from there you may choose to 1) create new renewal application or 2) make payment of renewal fee (time bound) or 3) document submission for already created application. Submit your filled in application for processing and approval by

OK

Click on 'OK'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

FL-3 Licensee - Sign up

Licensed as: **FL-3**

Name & Address of the Hotel

Name of the Hotel*
ABC industries

Address*
23, street, Anaicut, Vellore - 632001, Tamil Nadu, INDIA



District*
Vellore

GSTIN

TIN (Tax Payer's Identification Number)

Star Gradation of the hotel at the time of grant of license*

Quantity of Liquor authorized to be possessed at a time (in units)*	
Whether permitted to possess and sell Draught Beer? <input type="radio"/> No <input type="radio"/> Yes	
Name & Address of the Applicant	
Name of the Applicant* Yokesh Chinnakannu	Designation of the Applicant* BA
Permanent Address of the Applicant* no 23 , , , Vellore - 632001, Tamil Nadu, INDIA	
District* Vellore	
Applicant Mobile No.* 9092653218	Applicant eMail ID* yokesh4995@gmail.com
Occupation of the Applicant*	Approximate Monthly Income of the Applicant*

Original FL-3 License		
License No.*	Issue Date* 	Valid till* 
Upload Original License		
Contact Details (Person authorized to Login)		
Contact Person* Yokesh Chinnakannu	Designation*	
Contact Mobile Number* 9092653218	Contact eMail ID* abc@gmail.com	
<small>To be used by licensee for login. Communications from online system will be done to this email address.</small>		
Password*	Confirm Password*	
Back to Login Page	Register	

Click on 'Register'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

Welcome to Prohibition and Excise Department Portal

Please follow the step mentioned below to complete your renewal application submission.

Step 1: Basic Registration (One time)

You have to submit your original license details. Details received from Single Window Portal (SWP) have been pre-filled and please fill in the missing details and click "Register" button.

Licensed as*
FL-3A

Step 2: Payment of Renewal Fee & Submission of Renewal Application

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OK

Click on 'OK'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

renew-fl-license.cpe.tn.gov.in says
Are you sure to proceed as 'FL-3A' Licensee?

OK Cancel

Welcome to Prohibition and Excise Department Portal

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Licensed as*
FL-3A

Step 2: Payment of Renewal Fee & Submission of Renewal Application

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OK

Click on 'OK'


FL Series - Online License Renewal System
 Prohibition and Excise Department, Chennai
FL-3A Licensee - Sign upLicensed as: **FL-3A****Name & Address of the Hotel**
 Name of the Hotel*
 ABC industries

 Address*
 23, street, Anaicut, Vellore - 632001, Tamil Nadu, INDIA

 District*
 Vellore

GSTIN

TIN (Tax Payer's Identification Number)

Star Gradation of the hotel at the time of grant of license*

Quantity of Liquor authorized to be possessed at a time (in units)*

Whether permitted to possess and sell Draught Beer? No Yes**Name & Address of the Applicant**
 Name of the Applicant*
 Yokesh Chinnakannu

 Designation of the Applicant*
 BA

 Permanent Address of the Applicant*
 no 23 , , , Vellore - 632001, Tamil Nadu, INDIA

 District*
 Vellore

 Applicant Mobile No.*
 9092653218

 Applicant eMail ID*
 yokesh4995@gmail.com

Occupation of the Applicant*

Approximate Monthly Income of the Applicant*

Original FL-3A License

License No.*	Issue Date*	Valid till*
--------------	-------------	-------------

Upload Original License

Contact Details (Person authorized to Login)

Contact Person* Yokesh Chinnakannu	Designation*
Contact Mobile Number* 9092653218	Contact eMail ID* abc@gmail.com
Password*	Confirm Password*

Back to Login Page **Register**

Click on 'Register'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

Welcome to Prohibition and Excise Department Portal

Please follow the step mentioned below to complete your renewal application submission.

Step 1: Basic Registration (One time)

You have to submit your original license details. Details received from Single Window Portal (SWP) have been pre-filled and please fill in the missing details and click "Register" button.

Licensed as*
FL-3AA

Step 2: Payment of Renewal Fee & Submission of Renewal Application

After registration you will be automatically logged-in. You will be taken to renewal dashboard from there you may choose to 1) create new renewal application or 2) make payment of renewal fee (time bound) or 3) document submission for already created application. Submit your filled in application for processing and approval by

OK

Click on 'OK'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

renew-fl-license.cpe.tn.gov.in says
Are you sure to proceed as 'FL-3AA' Licensee?

Welcome to OK Cancel

Please follow the step mentioned below to complete your renewal application submission.

Step 1: Basic Registration (One time)

You have to submit your original license details. Details received from Single Window Portal (SWP) have been pre-filled and please fill in the missing details and click "Register" button.

Licensed as*
FL-3AA

Step 2: Payment of Renewal Fee & Submission of Renewal Application

After registration you will be automatically logged-in. You will be taken to renewal dashboard from there you may choose to 1) create new renewal application or 2) make payment of renewal fee (time bound) or 3) document submission for already created application. Submit your filled in application for processing and approval by

OK

Click on 'OK'

FL Series - Online License Renewal System
Prohibition and Excise Department, Chennai

FL-3AA Licensee - Sign up

Licensed as: **FL-3AA**

Name & Address of the Hotel

Name of the Hotel*
ABC industries

Address*
23, street, Anaicut, Vellore - 632001, Tamil Nadu, INDIA

District*
Vellore

GSTIN TIN (Tax Payer's Identification Number)

Star Gradation of the hotel at the time of grant of license*

Quantity of Liquor authorized to be possessed at a time (in units)*

Whether permitted to possess and sell Draught Beer? No Yes

Name & Address of the Applicant

Name of the Applicant*
Yokesh Chinnakannu

Designation of the Applicant*
BA

Permanent Address of the Applicant*
no 23 , , , Vellore - 632001, Tamil Nadu, INDIA

District*
Vellore

Applicant Mobile No.*
9092653218


Applicant eMail ID*
yokesh4995@gmail.com


Occupation of the Applicant*

Approximate Monthly Income of the Applicant*

Original FL-3AA License

License No.*

Issue Date* 

Valid till* 

Upload Original License

Contact Details (Person authorized to Login)

Contact Person*
Yokesh Chinnakannu

Designation*

Contact Mobile Number*
9092653218

Contact eMail ID*
abc@gmail.com

To be used by licensee for login. Communications from online system will be done to this email address.

Password*

Confirm Password*

Back to Login Page **Register**



Figure 18. Renewal of FL licenses

8. Payment Process

1. Complete payment through online

The screenshot shows the 'Track your Application' page. A callout bubble labeled 'Make Payment' points to the 'Status' column in the application table. The table contains one entry with the following 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	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Nov 28, 2023 11:52:13 AM	Make Payment	Regional Assistant Commissioner	0/30 days	On time	Actions

Figure 20. Payment Process

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 with the status updated. A callout bubble labeled 'Status Changed to Application Submitted' points to the 'Status' column in the application table. The table contains one entry with the following 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	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Nov 28, 2023 12:45:26 PM	Application Submitted	Regional Assistant Commissioner	0/30 days	On time	Actions

Figure 19. Status of the Application

9. 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.

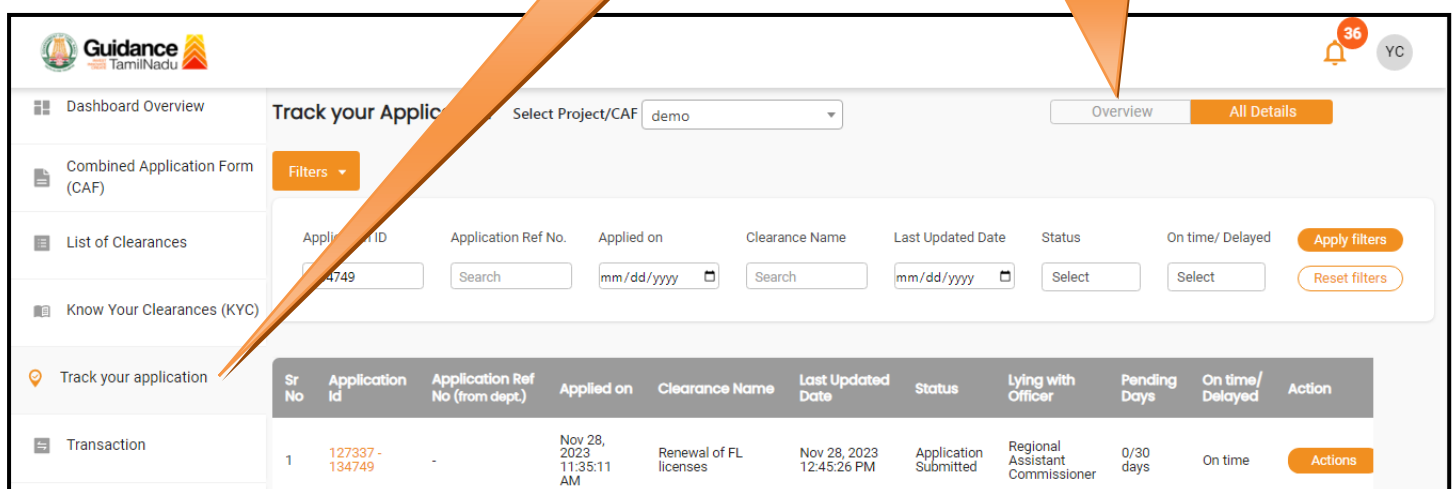
- **Track your application– Overview Option**

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
1	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Nov 28, 2023 12:45:26 PM	Application Submitted	Regional Assistant Commissioner	0/30 days	On time	Actions

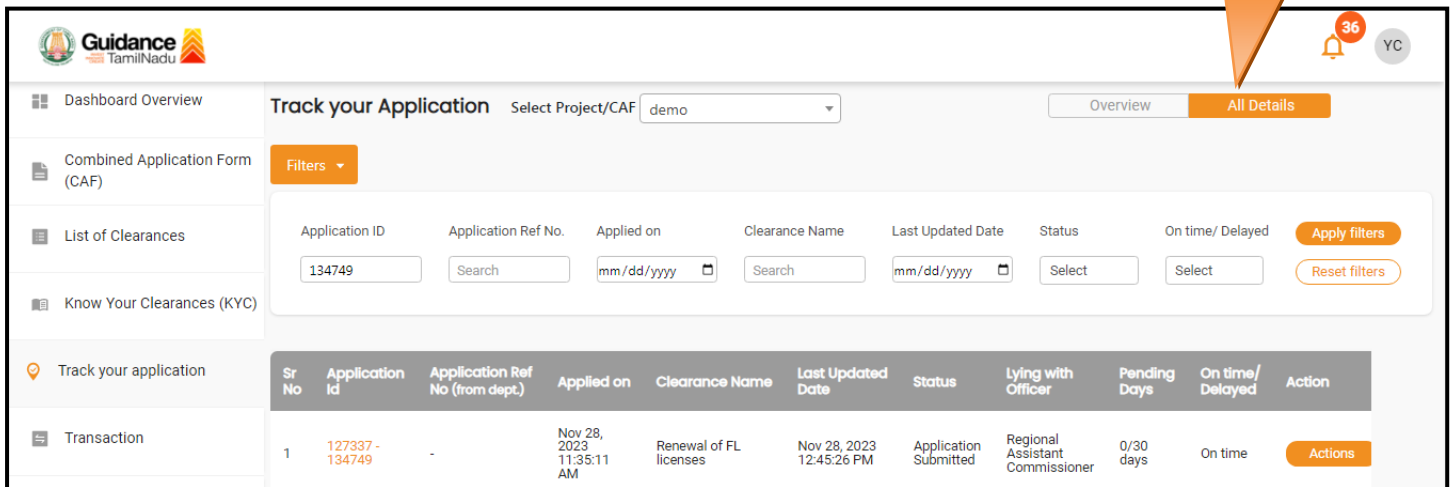
Figure 21. Track Your Application

- **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

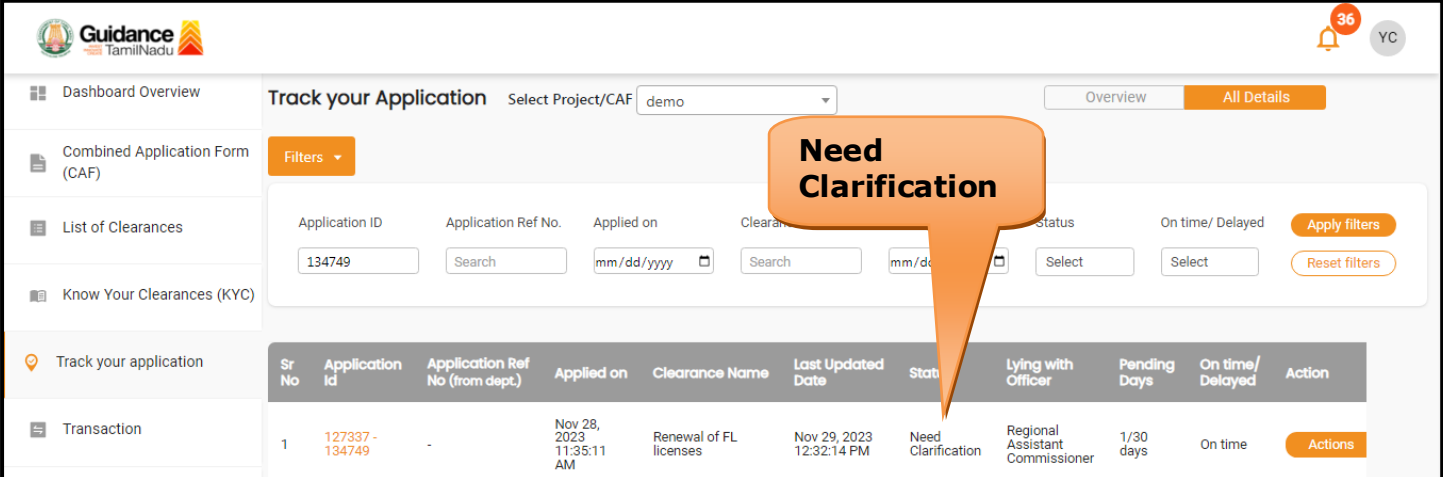


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Nov 28, 2023 12:45:26 PM	Application Submitted	Regional Assistant Commissioner	0/30 days	On time	Actions

Figure 22. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the Prohibition and Excise Department, the Regional Assistant Commissioner of Prohibition and Excise Department reviews the application and if there are any clarifications required, the Regional Assistant Commissioner of Prohibition and Excise 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 displays the 'Track your Application' page. The table below shows 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	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Nov 29, 2023 12:32:14 PM	Need Clarification	Regional Assistant Commissioner	1/30 days	On time	Actions

Figure 23. Need Clarification

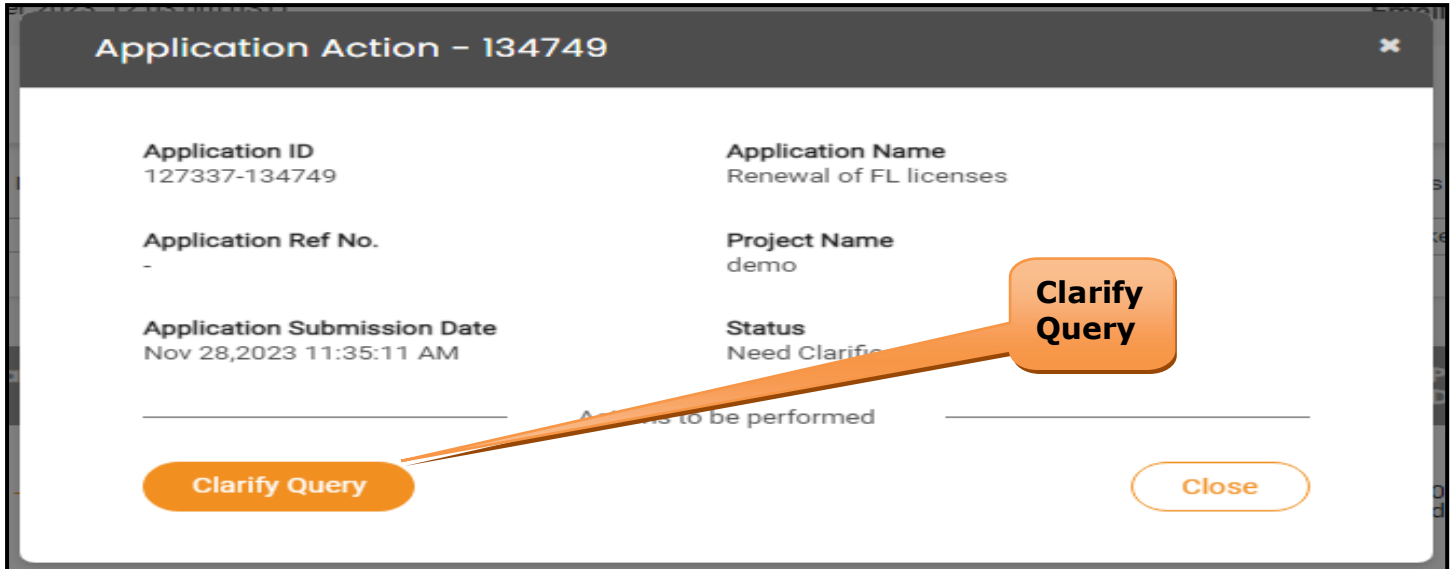


Figure 24. Clarify Query

- 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.

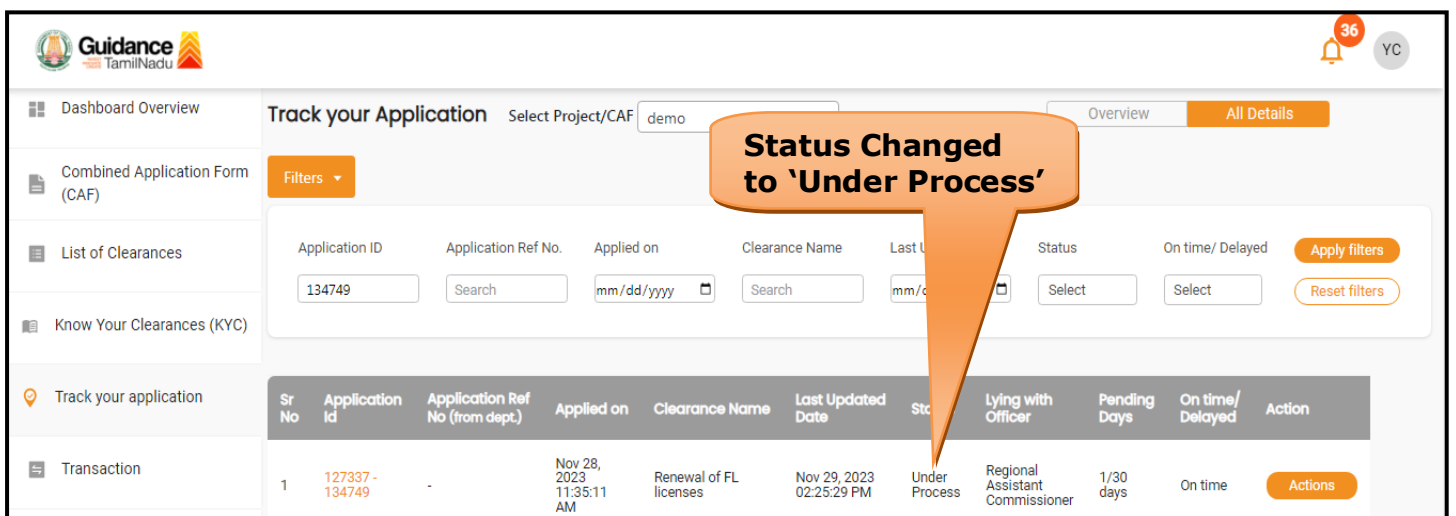
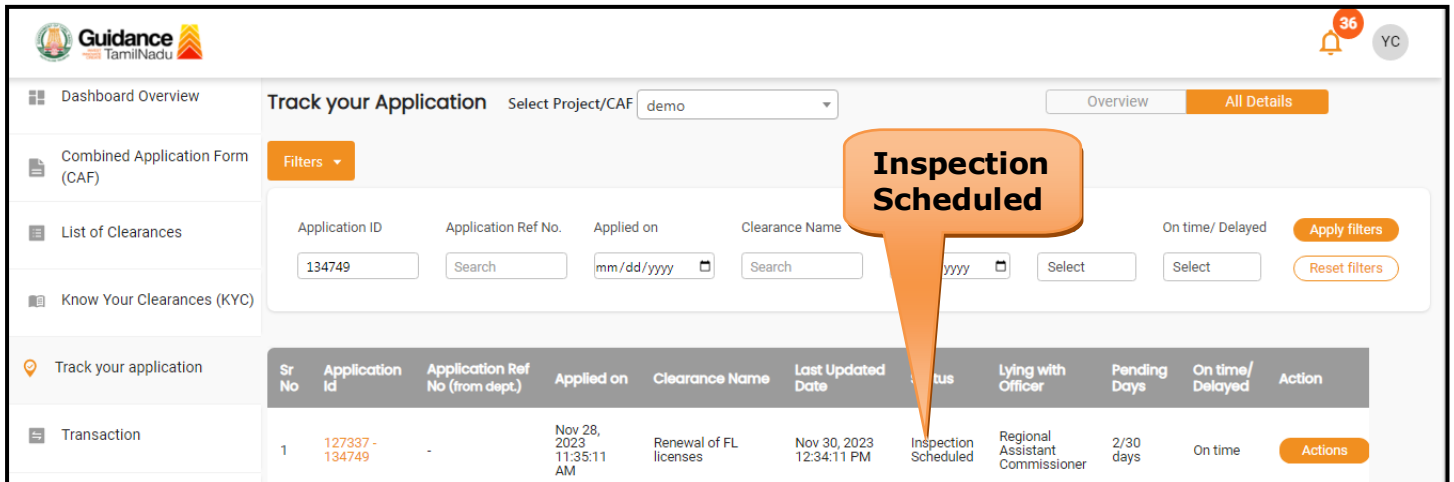


Figure 25. Under Process

9. Inspection Schedule

- 1) The Regional Assistant Commissioner of Prohibition and Excise Department schedules the date of appointment for inspection to be done for the specified institution.
- 2) After the Inspection gets completed, the Regional Assistant Commissioner submits the Inspection report.
- 3) The Applicant has the provision to view the Scheduled Inspection details



The screenshot displays the 'Track your Application' section of the Guidance TamilNadu portal. The interface includes a sidebar with navigation options like 'Dashboard Overview', 'Combined Application Form (CAF)', 'List of Clearances', 'Know Your Clearances (KYC)', 'Track your application', and 'Transaction'. The main content area shows a search filter for 'demo' and a table of application details. A callout box labeled 'Inspection Scheduled' points to the 'Inspection Scheduled' 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	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Nov 30, 2023 12:34:11 PM	Inspection Scheduled	Regional Assistant Commissioner	2/30 days	On time	Actions

Figure 26. Inspection Scheduled

Application Action - 134749

Application ID 127337-134749	Application Name Renewal of FL licenses
Application Ref No. -	Project Name demo
Application Submission Date Nov 28,2023 11:35:11 AM	Status Inspection Scheduled

Actions to be performed

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

Click on View Inspection Details

Figure 27. Inspection Details

Guidance TamilNadu 655 YC

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

Inspection Details : 134749

Inspection Scheduled Date (DD/MM/YYYY):

30/11/2023

Inspection Date

Figure 28. Inspection Date

10. Application Processing

1) After Submitting the application, The Commissioner of Prohibition and Excise Department scrutinizes and reviews the application and updates the status as **“Approved”**

The screenshot shows the 'Track your Application' interface. A callout bubble labeled 'Approved Status' points to the status column in the table below.

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	127337 - 134749	-	Nov 28, 2023 11:35:11 AM	Renewal of FL licenses	Dec 1, 2023 12:21:13 PM	Approved	Commissioner	3/30 days	On time	Actions

Figure 29. Application Processed

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

The screenshot shows the 'Application Action - 134749' window with the following details:

- Application ID:** 127337-134749
- Application Name:** Renewal of FL licenses
- Application Ref No.:** -
- Project Name:** demo
- Application Submission Date:** Nov 28, 2023 11:35:11 AM
- Status:** Approved

At the bottom, there are several buttons: 'Download', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. A callout bubble labeled 'Download' points to the 'Download' button.

Figure 30. Download

