

## TAMILNADU SINGLE WINDOW PORTAL

**APPLICANT MANUAL** 

### Renewal of Permanent License for Cinema Theatres (Form C License Renewal)

## **Revenue Department**

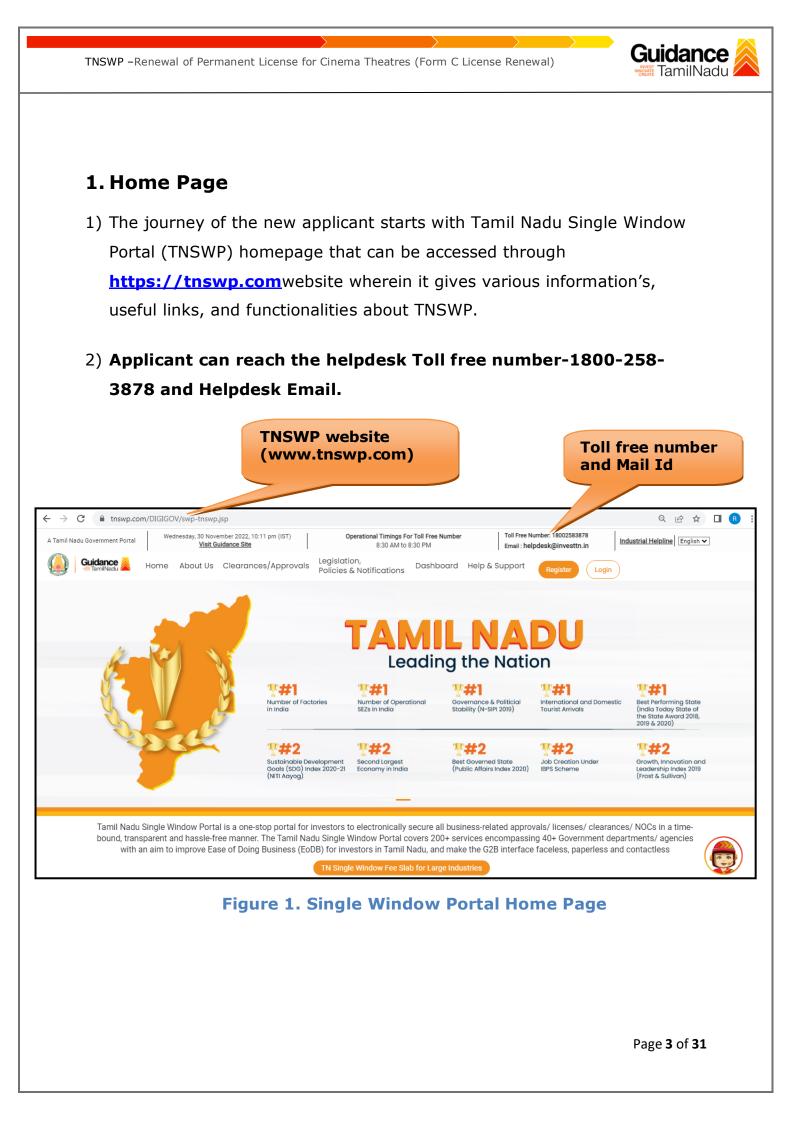


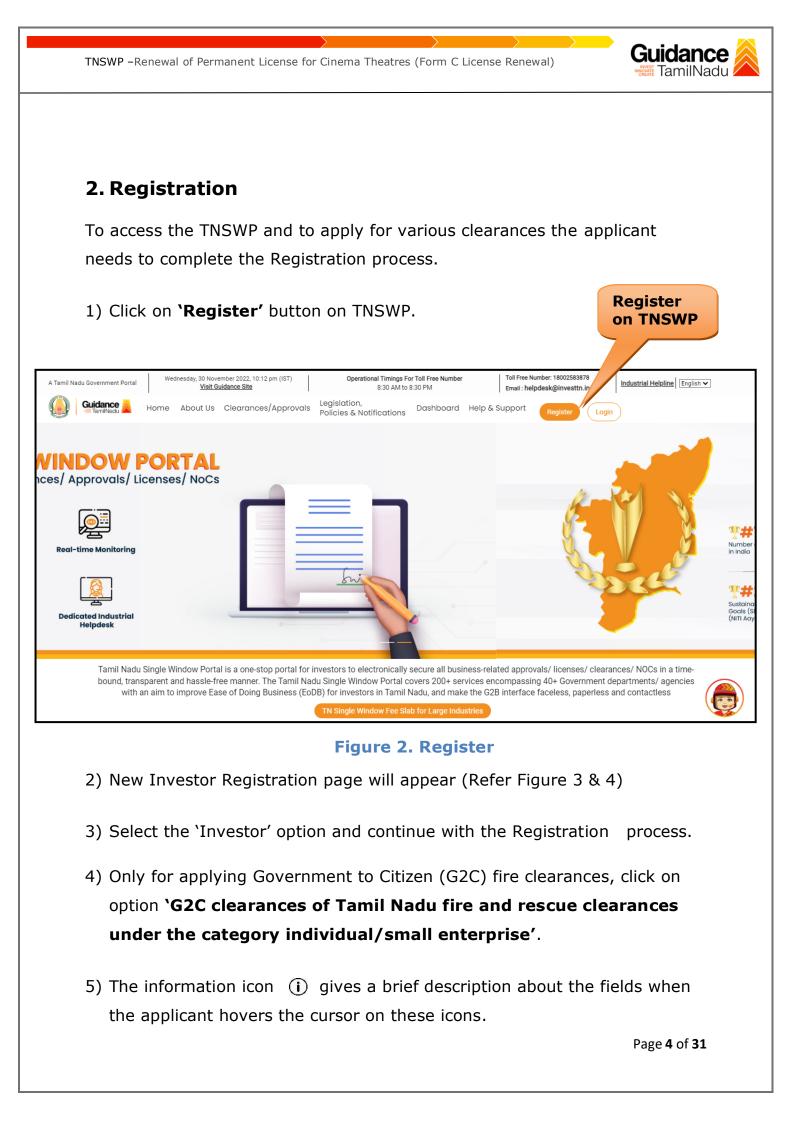




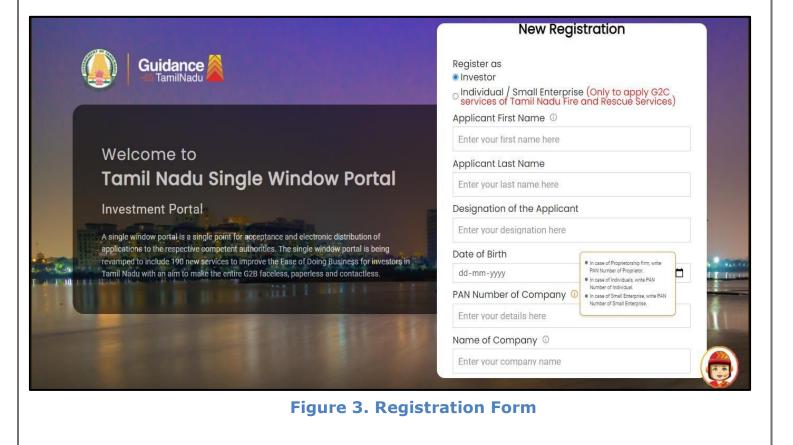
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7. Apply for Renewal of Permanent License for Cinema Theatres Renewal)	•
	14
Renewal)	14
Renewal) 8. Payment Process	









Q	Guidance	Mobile Number	
		Email ID	
		abcd@xyz.com	
	Welcome to	User Name	
	Tamil Nadu Single Window Portal	Enter your name	
		Password	Confirm Password
	Investment Portal	Enter your password 🔘	Enter your password 💿 .
-	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	Captcha	
	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.	Enter the captcha	◎ <b>5ab4k</b>
	the state of the s	I accept the <u>Terms and Co</u>	nditions*
			pister

Figure 4. Registration Form Submission

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- Guidance
- 6) The Email ID would be the Username to login the TNSWP.
- 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.
- 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.

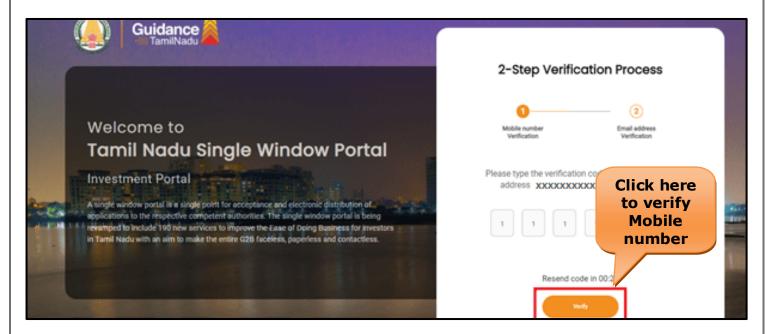
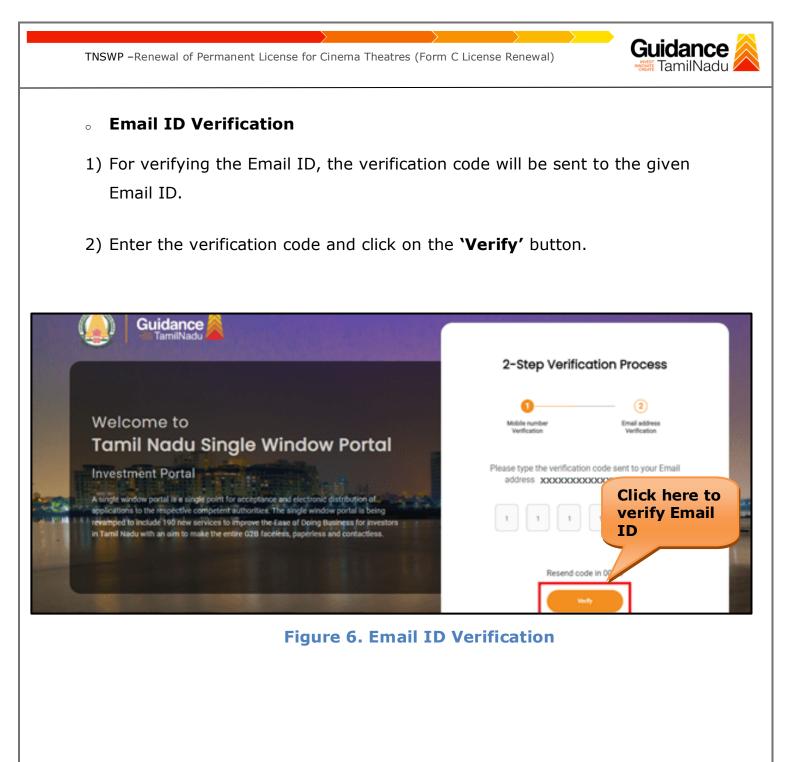
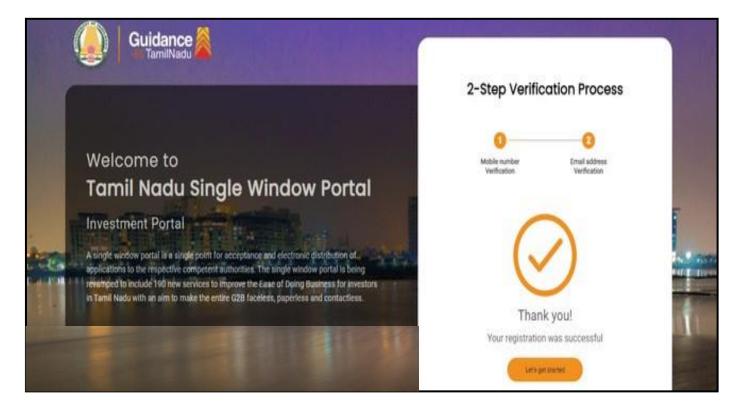


Figure 5. Mobile Number Verification



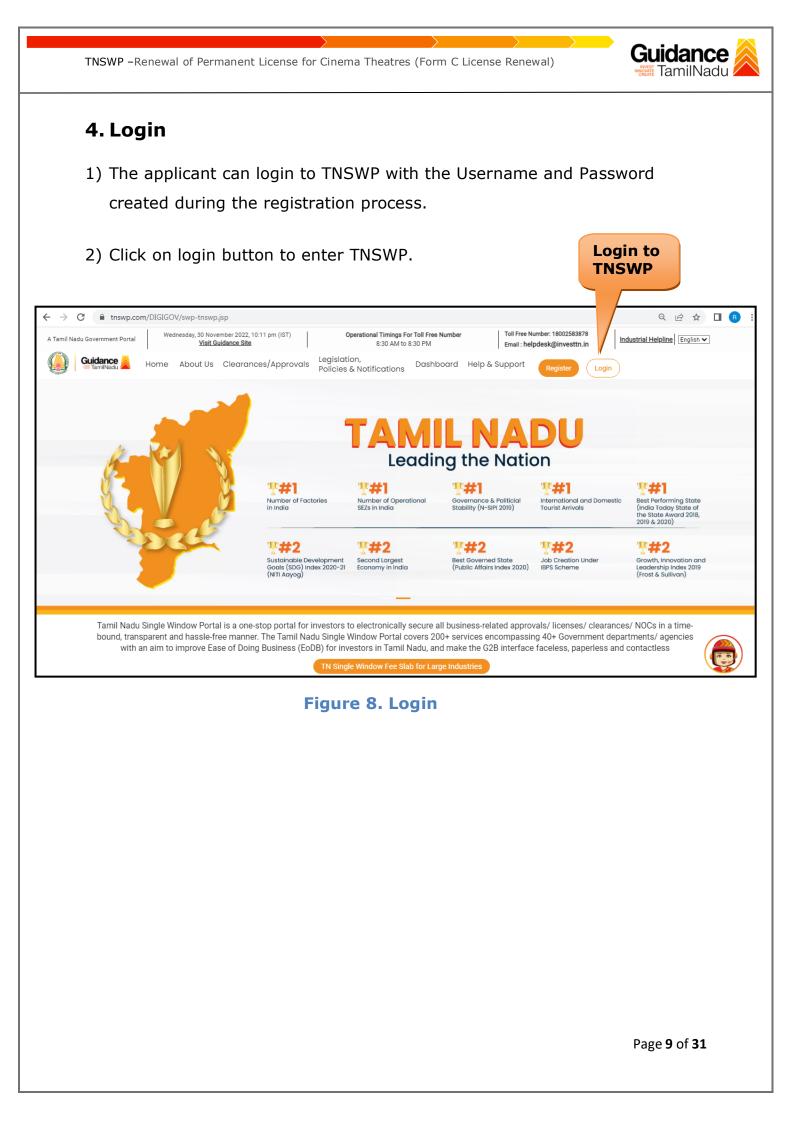


- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as 'Your registration was successful' (Refer Figure 7).
- 4) Registration process is completed successfully.



**Figure 7. Registration Confirmation Pop-Up** 

TamilNadu



# Guidance

## 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   Thurso	day, 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: 180 Email : helpdesk@inve	02583878 Industrial Helpline esttn.in
		Д <sup>26</sup> МS
Dashboard Overview	Combined Application Forms	
Combined Application Form (CAF)	MURALIDHARAN, Interested in Starting a New Investment? Get Started	New project
List of Clearances	SHINEV         SAMPLE         PROJECT         WINDFLOW         CAF ID : 103025           CAF ID : 108025         CAF ID : 103570         CAF ID : 103571         CAF ID : 103703	TWINKLE 🛃
Know Your Clearances (KYC)	Control         Control <t< td=""><td>Oct 8, 2021 3:25:03 PM</td></t<>	Oct 8, 2021 3:25:03 PM
♀ Track your application		
<ul> <li>Transaction</li> </ul>	Pre-Establishment Pre-Operation Post-Oper	ration
Digilocker	$\boxed{\textcircled{1}}_{\text{Applied}} \qquad \boxed{\bigcirc 1}_{\text{Approved}} \qquad \boxed{\bigcirc 0}_{\text{Pending}} \qquad \boxed{\bigotimes 0}_{\text{Rejected}} \qquad \boxed{\bigcirc 0}_{\text{Rejected}} $	
≝⊡ Virtual Meeting	Clearance Name Department Name Lying with Officer Last updated Approved	nload consolidated list -

### 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   Thursda		ree Number: 1800258387 : helpdesk@investtn.in	<sup>78</sup> Industrial Helpline
Guidance 🙈	Combined Application		26 MS
Dashboard Overview	Form (CAF)	Your combined o	application form
Combined Application Form	Соптрыте	All CAF	~
List of Clearances	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 repitatively. CAF is a pre-requisite for applying for any clearance on TNSWP.	SHINEV CAF ID : 108025	<b>Mercy</b> CAF ID : 107600
Know Your Clearances (KYC)		May 3, 2022 11:34:25 AM Approved	Apr 13, 2022 1:10:23 PM Payment Failed
Track your application	Instructions for filling the CAF:		Pay now
Transaction	<ul> <li>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</li> </ul>	VALLEY CAF ID : 106903	TREASURE CAF ID : 106738
Digilocker	<ul> <li>The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:</li> <li>Self certifications</li> </ul>	Mar 15, 2022 1:16:40 PM Approved	Mar 8, 2022 11:52:11 AM Approved
≟ ∵ Virtual Meeting	- Workflow	CAREWELL	
Appointments	Continue	CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved
Incentive Calculator			

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). 7 Details of Details of **Project Details** Details of Manufacturing/ Supporting CAF Payment Employment and Service Details Estimated Enterprise Documents Project Cost (in Utilities INR)

TNSWP -Renewal of Permanent License for Cinema Theatres (Form C License Renewal)

#### 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).

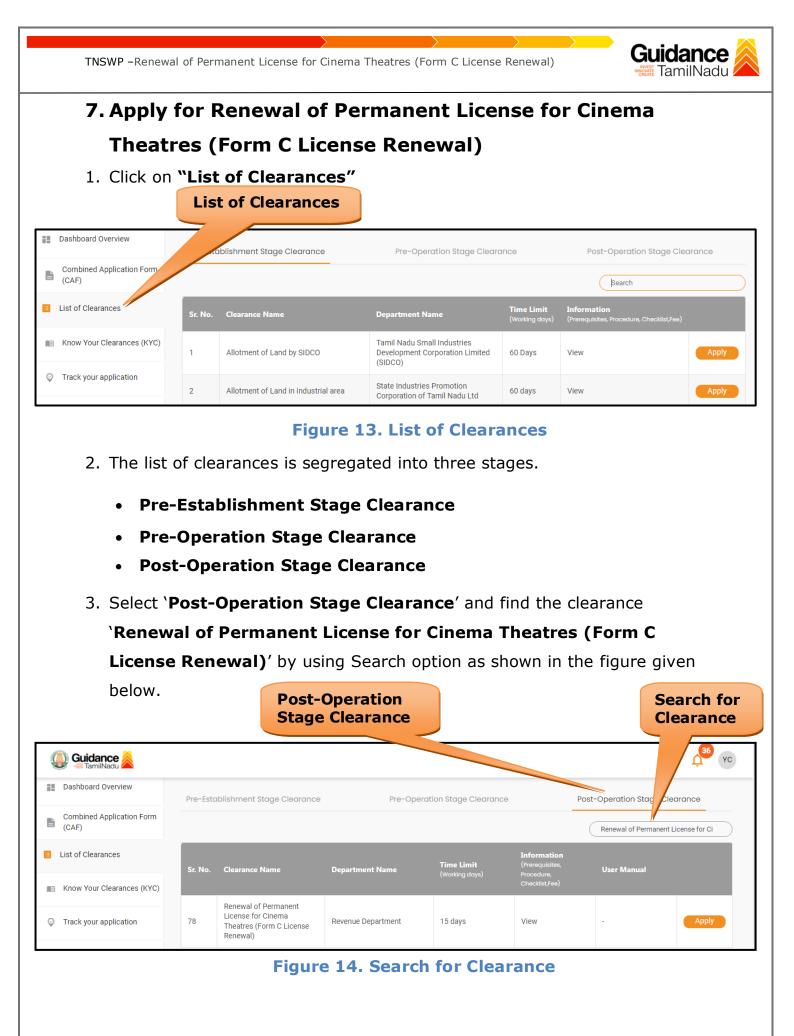
Guidance

TNSWP –Renewal	of Permanent License for Cinema Theatres (Form C License Renewal)	<b>lance</b> milNadu
Guidance		<sup>309</sup> ус
Dashboard Overview	(1)(3)(4)(5)(6)(7)	
Combined Application Form (CAF)	Project Details of Details of Details of Details of Details of Details of Supporting CAF Payment Information Itilities Component and Manufacturing Documents	
List of Clearances	Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the applicable payment to submit the context of the	Θ
Know Your Clearances (KYC)	CAF Choose your preferred ree slap	
♀ Track your application	O a la carte     Amount to be paid (in INR)	
Transaction	500000 Calculate Fee	

#### 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. <u>Clickhere</u> to access the Single Window Fee Slab.



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Guidance TNSWP -Renewal of Permanent License for Cinema Theatres (Form C License Renewal) 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. Apply for View Clearance Information YC YC 🕦 Guidance 🍐 Dashboard Overview Pre-Establishment Stage Clearance ation Stage Clearance eration Stage Clearance Combined Application Form Ľ (CAF) of Permanent License for Ci Re List of Clearances User Manual Sr. No. **Clearance Name** Know Your Clearances (KYC) Renewal of Permanent License for Cinema 15 days Track your application 78 **Revenue Department** View Theatres (Form C License Renewal)

**Figure 15. Apply for Clearance** 

TNSWP –Renewal of Permanent License for Cinema Theatres (Form C License Renewal)	Guidance
1) Select <b>PROJECT / CAF</b> from the drop-down menu.	
Confirmation!!!	×
Please select the project with the one you want to proceed.	
Department Name         Name of the Clearance           Revenue Department         Renewal of Permanent Licens           Theatres (Form C License Res	
Select Project/CAF *	Select CAF
Close Click on Apply	Apply
Figure 16. Project/CAF	
<ol> <li>Click on the Apply button and the Page would get redirect of Permanent License for Cinema Theatres (Form C License Portal.</li> </ol>	
https://tnswp.com/DIGIGOV/PostParamServlet	
You are being redirected to Revenue Portal for State Cinema Regulations Renewal	Rules - Registration and
Figure 17. Redirecting to Renewal of Permanen Cinema Theatres (Form C License Renewal	
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TNSWP -Renewal of	Permanent License for Cine	ma Tl	neatres (Form C License	Renewal)	TamilNadu
	ne mandatory detai t License for Cinem				
https://serviceonline.gov.in/tamilnadu/ren	derApplicationForm.do?serviceId=7380001&U	UID=c7e	17a18-c858-4696-a1cc-a7886554de7c8	kdirectService=true&tempId=23718	kserviceNotOnline=yes&serviceN Languag
	Permanent Licen	ce for (	Cinema Theatres (C Form Lice	nce)	Languag
Applicant Details					
Status of the Applicant *	Individual	~			
Applicant Name	Yokesh Chinnakannu		Gender *	Male	~
Aadhaar No *	664566663653				
Mobile Number *	9092653218		E-Mail *	yokesh4995@gmail	l.com
Alternate Mobile Number	9080211867		Alternate E-Mail		
Land Phone No. with STD Code					
Father / Husband / Guardian Name *	gfxf		Mother's Name *	dsdc	
Whether Guardian to the Applicant? *	○ Yes ● No				
Marital Status	Married	~	Community *	MBC	~
Date of Birth * 🥹	02/01/1995		Occupation *	gffhh	
Religion *	Hindu	~			
State *		~	District *		
Taluk *	TAMIL NADU		Revenue Village *	NAMAKKAL	~
	KUMARAPALAYAM	~		Please Select	~
Door No. *	olikuy		Street. *	ujyhtgf	
PIN Code *	632006				
1. Is the licensee and the owner of the land and			● Yes ○ No		
2. Is the site taken on lease under the jurisdict	ion of the HR&CE Department? *		🔾 Yes 🖲 No		
Details of Proposed Premises					
Name of the Proposed Cinema Theatre *	star				
State. *	TAMIL NADU	~	District. *	NAGAPATTINAM	~
Taluk. *	Kuthalam	*	Revenue Village. *	Asikkadu	~
Select Local Body *	Municipality	~			
Municipality		~			
	Jayankondam	*			

	newal of Permanent Licer	nse for Cinema Th	eatres (Form C Lice	nse Renewal)	<b>Guidance</b> TamilNadu
Enter the Survey No. and Su + to add more than one Surv	ub Division No. Details. Please Click on				
Survey No. *	Sub Division No. *	Area (In Sq. Mt.) *	Land Cate	egory *	
3445	345	18000	Wet		~ 🛇 🔂
uestionnaire to be filled b	by the Applicant				
	oaying taxes and other dues payable by you t	to the State Government? *	● Yes ○ No		
(b). Are you in arrears in respe		ion of the authorities	● Yes ○ No		
(c). If fes to 1(b), is the matter	r under appeal or otherwise under considerat	uon of the authorities	CW		
(a). Have you any previous ex	sperience in the cinema line? *		• Yes O No		
(b). If Yes, give full details. *			cw		
(a). Do you possess now or ha	ave you ever possessed before any place lice	ensed under the Act? *	Yes      No		
(b). If Yes, give full details of t			Cw		
	icted of an offence under clause (a) or clause I39 (Tamil Nadu Act X of 1939)? *	(c) of section 14 of the Tamil	● Yes ○ No		
		(c) of section 14 of the Tamil	Yes O No		
ladu Entertainment Tax Act, 19 (b). If Yes, give full details. *	l39 (Tamil Nadu Act X of 1939)? ≛		22WB		
ladu Entertainment Tax Act, 19 (b). If Yes, give full details. *	39 (Tamil Nadu Act X of 1939)? * ed to compound any such offence under the				
adu Entertainment Tax Act, 19 (b). If Yes, give full details. * (a). Have you ever been allow	39 (Tamil Nadu Act X of 1939)? * ed to compound any such offence under the		22WB		
ladu Entertainment Tax Act, 19 (b). If Yes, give full details. * (a). Have you ever been allow	39 (Tamil Nadu Act X of 1939)? * ed to compound any such offence under the		gwcc Yes O No	re of Punishment	
adu Entertainment Tax Act, 19 (b). If Yes, give full details. * (a). Have you ever been allow ax Act? If Yes, give full details. 5(b) Details of Punishment	39 (Tamil Nadu Act X of 1939)? * ed to compound any such offence under the .* Proceeding Date	Tamil Nadu Entertainments	gwcc Yes O No	re of Punishment	80
ladu Entertainment Tax Act, 19 (b). If Yes, give full details. * (a). Have you ever been allow ax Act? If Yes, give full details. 5(b) Details of Punishment Proceeding No.	39 (Tamil Nadu Act X of 1939)? * ed to compound any such offence under the .* Proceeding Date	Tamil Nadu Entertainments Offence Committed	gwcc Yes O No	re of Punishment	8.
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ladu Entertainment Tax Act, 19 (b). If Yes, give full details. * (a). Have you ever been allow ax Act? If Yes, give full details. 5(b) Details of Punishment proceeding No. 56 Is the application for a perman	339 (Tamil Nadu Act X of 1939)? * ed to compound any such offence under the .* Proceeding Date 31/10/2023	Tamil Nadu Enterfainments Offence Committed	gwcc ● Yes ○ No Natur	re of Punishment	
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adu Entertainment Tax Act, 19 (b). If Yes, give full details. * (a). Have you ever been allow ax Act? If Yes, give full details. 5(b) Details of Punishment roceeding No. 56 Is the application for a permai (a). Is your cinema likely to set (b). If Yes, how? *	ed to compound any such offence under the .* Proceeding Date 31/10/2023 nent or semi-permanent or Travelling Cinema	Tamil Nadu Enterfainments Offence Committed	gwcc <ul> <li>Yes</li> <li>No</li> </ul> Semi-Permanent <ul> <li>Yes</li> <li>No</li> </ul>	re of Punishment	
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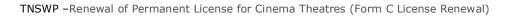
INSWP -Renewal of	of Permanen	t License for	Cinema The	atres (Form (	C License Re	newal)	<b>Guidance</b> TamilNadu
14. Actual number of persons permitted	l in each nart of the						
auditorium *	a in each part of the						
Seating Class *			Seating Capacity *				
(			35			80	
34							
34 15. Capacity of the AC Unit installed in the t	heatre. (In tonnes)			57			
15. Capacity of the AC Unit installed in the t				57			
			Rate *	57			
15. Capacity of the AC Unit installed in the t 16. Rate of admission for each classes			Rate *	57		)&•	
<ul> <li>15. Capacity of the AC Unit installed in the t</li> <li>16. Rate of admission for each classes</li> <li>Seating Class *</li> </ul>				57		)⊗⊕	
<ul> <li>15. Capacity of the AC Unit installed in the t</li> <li>16. Rate of admission for each classes</li> <li>Seating Class *</li> </ul>	•	film		57		)⊗⊕	
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<ul> <li>15. Capacity of the AC Unit installed in the t</li> <li>16. Rate of admission for each classes</li> <li>Seating Class *</li> <li>45</li> <li>16 (a). Approximate time of commencer</li> </ul>	•	film Begins at (MM) *			Ends At (MM) *	A.M. or P.M. *	

Word verification		
Please enter the characters shown above	Click on `Next'	
		Next 🛛 CReset



https://serviceonline.gov.in/tamilnadu/editViewAnnexure.do ATTACH ENCLOSURE(S) Enclosure(s): Type of Enclosure\* Enclosure Document \* File/Reference \* Copy of original Building Plan Approval given by CMDA / DTCP Approvals Choose File sample.pdf Scan Ocument Format Form D : Chief Electrical Inspector \* Forms Choose File sample.pdf Scan Document Format Structural Soundness Certificate: Executive Engineer PWD \* Certificates Choose File sample.pdf Scan Ocument Format Declaration by the applicant under Rule 41(2) of the Rules Declarations Choose File sample.pdf Scan under the Tamilnadu cinema Regulation Act, 1995 Ocument Format Copy of Fees Challan \* Challans Choose File sample.pdf Scan B Document Format Affidavit regarding ownership of property and the Theatre \* Affidavits Choose File sample.pdf Scan Document Format Sanitary Certificate from Health Department \* Certificates Choose File sample.pdf Scan Document Format Certificate of Exhibition of Approved films from Film Division, Certificates Choose File sample.pdf Scan Ministry of Information and Broadcasting, Govt, of India, New Ocument Format Delhi Insurance Document: Evidence of having insured the cinema Insurance Choose File sample.pdf Scan building, machinery, audience, etc, against fire hazards Document Format NOC from Fire and Rescue Department \* No Objection Certificate (NOC) Choose File sample.pdf Scan Ocument Format Copy of original NOC issued by District Collector \* License Choose File sample.pdf Scan Document Format Copy of the Registered document and Encumbrance Certificate **Registered Documents** Choose File sample.pdf Scan or If Leased land, copy of the registered Lease deed Document Format Copy of GST return last filed \* Declarations Choose File sample.pdf Scan Ocument Format If the site taken on lease under the jurisdiction of the HR&CE, No Objection Certificate (NOC) Choose File sample.pdf Scan NOC from HR&CE Department Document Format Authorisation Letter issued by the Company to the Authorised Declarations Choose File sample.pdf Scan Person for applying for the License. Ocument Format **Click on `Save** ← Back Annexure'

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#### https://serviceonline.gov.in/tamilnadu/editSaveAnnexure.do

Status of the Applicant :		Individual		
Applicant Name :		Yokesh Chinnakannu		
Gender :		Male		
Aadhaar No :		664566663653		
Mobile Number :		9092653218		
E-Mail :		yokesh4995@gmail.com		
Alternate Mobile Number :		9080211867		
Father / Husband / Guardian Name	e:	gfxf		
lother's Name :		dsdc		
Whether Guardian to the Applicant	17 :	No		
Varital Status :		Married		
Community :		MBC		
Date of Birth :		02/01/1995		
Occupation :		gffhh		
Religion :		Hindu		
State :		TAMIL NADU		
District :		NAMAKKAL		
Taluk :		KUMARAPALAYAM		
Revenue Village :		Pallipalayam		
Door No. :		olikuy		
Street. : PIN Code :		ujyhtgf 632006		
		Yes		
<ol> <li>Is the licensee and the owner of the owner of the licensee and the owner of the license owner the license o</li></ol>		Yes No		
e. Is the site taken on lease under the partment? :	ne jurisdiction of the HR&CE			
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Is the site taken on lease under the lepartment? : etails of Proposed Premise lame of the Proposed Cinema Theat tate. : iistrict. : aluk. : kevenue Village. : kevenue Village. : ielect Local Body : funicipality : nter the Survey No. and Sub D furvey No.	e jurisdiction of the HR&CE es atre : Division No. Details. Please ( Sub Division No.	No star TAMIL NADU NAGAPATTINAM Kuthalam Asikkadu Municipality Jayankondam	Area (In Sq. Mt.)	
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2. Is the site taken on lease under th Department? : etails of Proposed Premise Name of the Proposed Cinema Thea State. : District. : faluk. : Revenue Village. : Select Local Body : Municipality :	e jurisdiction of the HR&CE es atre : Division No. Details. Please ( Sub Division No.	No star TAMIL NADU NAGAPATTINAM Kuthalam Asikkadu Municipality Jayankondam	Area (In Sq. Mt.)	
2. Is the site taken on lease under th Department? : etails of Proposed Premise Name of the Proposed Cinema Thea State. : District. : Faluk. : Revenue Village. : Belect Local Body : Junicipality : Enter the Survey No. and Sub D Survey No.	es atre : Division No. Details. Please of Sub Division No. 345	No star TAMIL NADU NAGAPATTINAM Kuthalam Asikkadu Municipality Jayankondam	Area (In Sq. Mt.)	

1 (b). Are you in arrears in respect of any such tax or dues? : 1 (c). If Yes to 1(b), is the matter under appeal or otherwise under Yes

cw

consideration of the authorities :

Guidance TNSWP - Renewal of Permanent License for Cinema Theatres (Form C License Renewal) TamilNadu 2 (a). Have you any previous experience in the cinema line? Yes 2 (b). If Yes, give full details. cw 3 (a). Do you possess now or have you ever possessed before any place licensed under the Act? : Yes 3 (b). If Yes, give full details of the places and periods. : cw 4 (a). Have you ever been convicted of an offence under clause Yes (a) or clause(c) of section 14 of the Tamil Nadu Entertainment Tax Act, 1939 (Tamil Nadu Act X of 1939)? : 4 (b). If Yes, give full details. : awcc 5 (a). Have you ever been allowed to compound any such offence under the Tamil Nadu Entertainments Tax Act? If Yes, give full details. : Yes 5(b) Details of Punishment Proceeding Date Offence Committed Nature of Punishment Proceeding No. 56 31/10/2023 6. Is the application for a permanent or semi-permanent or Semi-Permanent Travelling Cinema? 7 (a). Is your cinema likely to serve the needs of any particular Yes locality? 7 (b). If Yes, how? gcuyk 7 (c). Name of the Locality : hxytfv 8. What are the other places licensed for cinematograph exhibition in the locality say for around 8 Kilometers from the site : ughghch 9 (a) Is there any judicial dispute with the land : Yes 9 (b) If Yes, Give Details : jteathrdtukfy 10. Have you included all the Survey Numbers which are required for a direct access of the proposed site to the Public Road in all Yes the requisite Directions : 11. Situation of the place or building : uisigi 12. Date of last inspection by the Chief Electrical Inspector : 16/10/2023 13. Whether the place or building is to be used during the day or Night during the night or both : 14. Actual number of persons permitted in each part of the auditorium Seating Class Seating Capacity 35 34 15. Capacity of the AC Unit installed in the theatre. (In tonnes) : 57 16. Rate of admission for each classes Seating Class Rate 45 234 16 (a). Approximate time of commencement and ending of film shows Shows Begins at (HH) Begins at (MM) A.M or P.M Ends at (HH) Ends At (MM) A.M. or P.M. 02 15 02 15 Matinee ΑM PM 16 (b). Approximate time of the Advertisement Slots, Documentary/News Reel, Main Feature Film, Interval, Trailers and Total Duration (All timing should be in minutes) Shows Advertisement Slots Documentary/New Reel Main Feature Film Interval Trailers 345 234 234 2 2 Matinee

TNSWP - Renewal of Permanent License for Cinema Theatres (Form C License Renewal) TamilNadu Annexure List 1) Copy of original Building Plan Approval given by CMDA / DTCP Form D : Chief Electrical Inspector Approvals 2) Forms 3) Structural Soundness Certificate: Executive Engineer PWD Certificates 4) Declaration by the applicant under Rule 41(2) of the Rules under the Declarations Tamilnadu cinema Regulation Act, 1995 5) Copy of Fees Challan Challans Affidavits 6) Affidavit regarding ownership of property and the Theatre Sanitary Certificate from Health Department
 Certificate of Exhibition of Approved films from Film Division, Ministry Certificates of Information and Broadcasting, Govt, of India, New Delhi 9) Insurance Document: Evidence of having insured the cinema Insurance building, machinery, audience, etc, against fire hazards NOC from Fire and Rescue Department
 Copy of original NOC issued by District Collector No Objection Certificate (NOC) License 12) Copy of the Registered document and Encumbrance Certificate or If Registered Documents Leased land, copy of the registered Lease deed 13) Copy of GST return last filed Declarations 14) If the site taken on lease under the jurisdiction of the HR&CE, NOC No Objection Certificate (NOC) from HR&CE Department 15) Authorisation Letter issued by the Company to the Authorised Declarations Person for applying for the License Additional Details Application Reference Number(Offline Reference No./Token No.) Register Number Serial Number

Application Received On Apply to the Office

30/10/2023 Office of District Collectorate( DISTRICT - NAMAKKAL )

> **Click on** 'Submit'

#### Figure 18. Renewal of Permanent License for Cinema Theatres (Form C License Renewal)

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= Submit

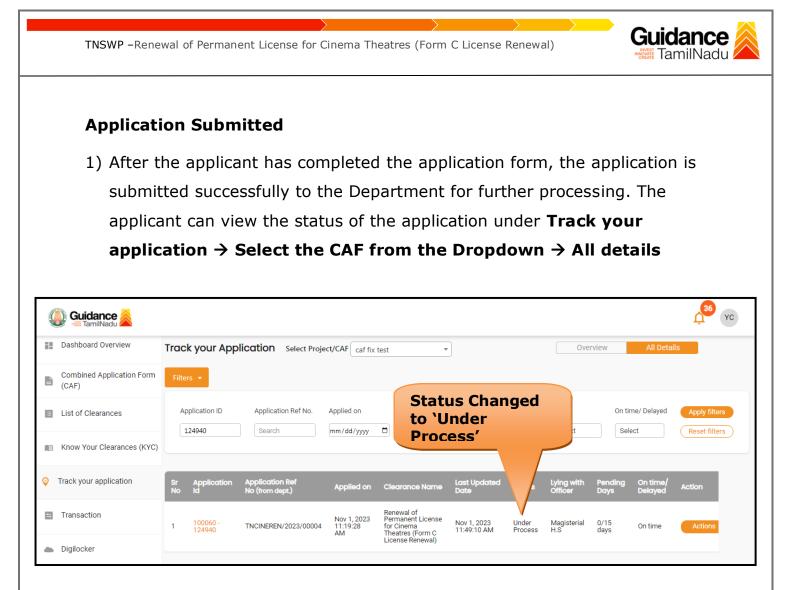


Figure 20. Status of the Application

TNSWP -Rene	ewal of Permanent License for Cinema Theatres (Form C License Renewal)	Guidance TamilNadu
	nent Process mplete payment through online	
Guidance 🎉		<mark>,36</mark> үс
Dashboard Overview	Track your Application Select Project/CAF caf fix test	view All Details
Combined Application Form (CAF)	Filters 🔹	
List of Clearances	Application ID     Application Ref No.     Applied on     Clearance Name     Last Hedded Data     Status       124940     Search     mm/dd/yyyy     Search     Make	On time/ Delayed Apply filters Select Reset filters
Know Your Clearances (KYC)	Payment	
Orack your application	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated atus Lying with Officer	Pending On time/ Days Delayed Action
Transaction	Renewal of 1         Renewal of Permanent License         Nov 1, 2023         Make         Magisterial           1         100060 - 124940         TNCINEREN/2023/00004         11:19:28 MM         for Cinema         02:38:26 PM         Payment         H.S	0/15 On time Actions
Digilocker	AM Theatres (Form C 02.36.26 FM Payment H.S License Renewal)	
	Figure 20. Payment Process	
		Page <b>25</b> of <b>31</b>

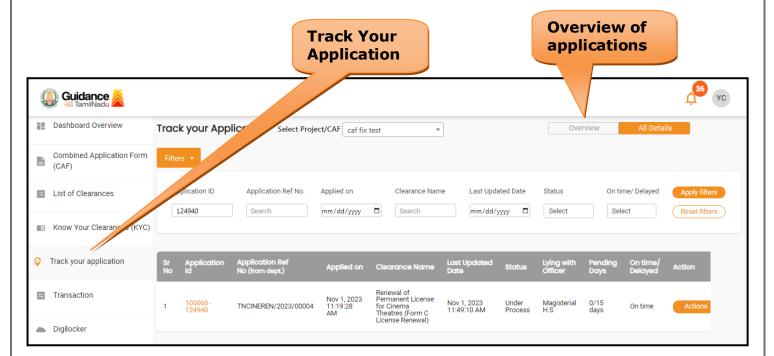
## 9. Track Your Application

- After submitting the application, unique 'token ID' would be generated. Using the **'Token ID'** the Applicant can track the status of clearances by clicking on 'Track your application' option.'
- Applicant to choose the name of the project created during CAF from the dropdown 'Select Project / CAF' displayed at the top of the page.

#### Track your application – Overview Option

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

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



### Figure 21. Track Your Application

Guidance

Guidance TNSWP - Renewal of Permanent License for Cinema Theatres (Form C License Renewal) TamilNadu 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 🚇 Guidance 욿 YC Dashboard Overview Track your Application Select Project/CAF caf fix test Overview • Combined Application Form (CAF) Application ID Application Ref No. Applied on Clearance Name Last Updated Date Status On time/ Delayed List of Clearances 124940 Search mm/dd/yyyy 🛱 Search mm/dd/yyyy 🗖 Select Select Reset filters Know Your Clearances (KYC) Track your application Last Upde App Applied on On ti Renewal of Permanent License for Cinema Theatres (Form C License Renewal) Transaction Nov 1, 2023 11:19:28 AM Magisterial H.S 100060 Nov 1, 2023 11:49:10 AM Under Process 0/15 days TNCINEREN/2023/00004 On time Digilocker

Figure 22. 'All Details' tab

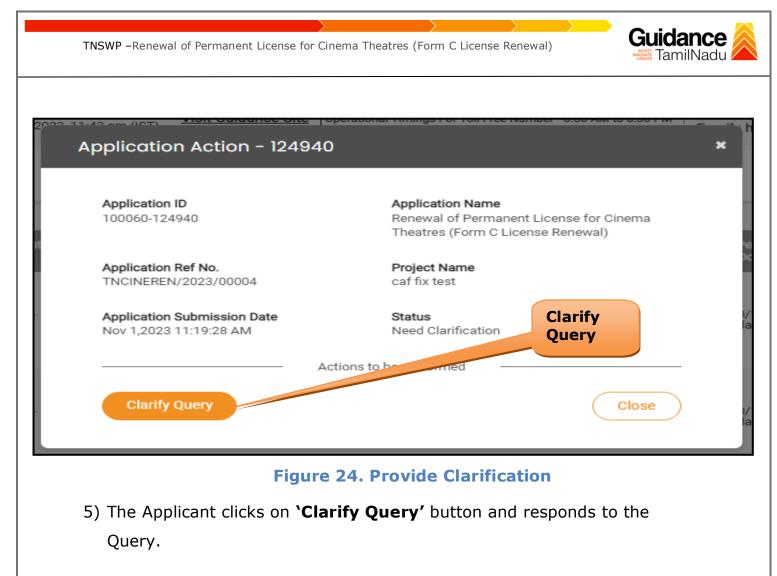
# Guidance

## **10. Query Clarification**

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

Guidance 崖	
Dashboard Overview	Track your Application Select Project/CAF caf fix test   Overview All Details
Combined Application Form (CAF)	Filters • Need Clarification
List of Clearances	Application ID     Application Ref No.     Applied on     Clearance.     atus     On time/ Delayed     Apply filters       124940     Search     mm/dd/yyy     Search     mm/dd/yy     Select     Select     Reset filters
Know Your Clearances (KYC)	
Orack your application	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated Sus Cying with Pending On time/ Action Delayed Action
Transaction	1 100060 - TNCINEREN/2023/00004 Nov 1, 2023 11:10:28 for Cinema AM Theatres (Form C 12:18:34 PM Clarification H.S days On time Actid
Digilocker	License Renewal)

Figure 23. Need Clarification



- 6) The Application gets submitted to the department after the query has been addressed by the Applicant.
- The Status of the application changes from 'Need clarification' to 'Under Process' after the Applicant submits the query.

Dashboard Overview	Track your App	Select Project	ct/CAF caf fix t		s Chan	-		view	All Detai	s
Combined Application Form (CAF)	Filters 🔻			to 'Ui	nder Pr	oces	s′			
List of Clearances	Application ID	Application Ref No.	Applied on	Clearance Nam	e Last Up		Status	On tim	ne/ Delayed	Apply filters
Know Your Clearances (KYC)										
Track your application	Sr Application No Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	S JS	Lying with Officer	Pending Days	On time/ Delayed	Action
Transaction	1 100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C	Nov 2, 2023 04:45:28 PM	Under Process	Magisterial H.S	1/15 days	On time	Actions
Digilocker				License Renewal)						
		Fig	ure 2	5. Undei	· Proce	ess				
								п	age <b>29</b>	of <b>31</b>



## **11. Application Processing**

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

Trac	ck your App	lication Select Proje	ct/CAF caf fix	test 💌	]		Over	view	All Details	
Filte	ers 🔻									
			Applied on							Apply filters
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	s	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100060 - 124940	TNCINEREN/2023/00004	Nov 1, 2023 11:19:28 AM	Renewal of Permanent License for Cinema Theatres (Form C	Nov 3, 2023 12:28:19 PM	Approved	District Collector	2/15 days	On time	Actions
	c)	Application ID 124940 C) Sr Application No Id	Application ID Application Ref No.          124940       Search         C)       Sr Application Application Ref No (from dept.)         100060 -       Turum Epstware record	Application ID Application Ref No. Applied on          124940       Search       mm/dd/yyyy         C)       Sr Application Application Ref No (from dept.)       Applied on         1       100050 - TNCINEREN/2023/00004       Nov 1,2023 11:19:28	Application ID       Application Ref No.       Applied on       Applied on         124940       Search       mm/dd/yyyy       Search         Sr       Application       Application Ref No.       Applied on       Clearance Name         No       Id       No (from dept.)       Applied on       Clearance Name         1       100060 - 122940       TNCINEREN/2023/00004       Nov 1, 2023       Renewal of Permanent License for Chema         1       100060 - 122940       TNCINEREN/2023/00004       Nov 1, 2023       Renewal of Permanent License for Chema	Application ID       Application Ref No.       Applied on       Application         124940       Search       mm/dd/yyyy       Search       search       mm/dd/yyyy         C)       Sr       Application       Application Ref No. (from dept.)       Applied on       Last Updated Date         1       100060 - 124940       TNCINEREN/2023/00004       Nov 1, 2023 The second Date       Renewal of Permanent License for Cinema The series (Form C       Nov 3, 2023 12:28:19 PM	Application ID Application Ref No. Applied on          Search       mm/dd/yyyy       Applied on       Application Ref No.         Sr       Application       Application Ref No.       Applied on       Search       mm/dd/yyyy         Sr       Application       Application Ref No.       Applied on       Clearance Name       Last Updated Date       s         1       100060 - 124940       TNCINEREN/2023/00004       Nov 1, 2023 I1:19:28 Applicates (Form C       Nov 3, 2023 I2:28:19 PM       Apploved	Application ID Application Ref No. Applied on 124940 Search mm/dd/yyyy C Search mm/dd/y Select Search mm/dd/yyyy C Select Search mm/dd/y Select Search Mathematic Search	Application ID       Application Ref No.       Applied on       Application Ref No.       Applied on       Search       Imm/dd/yyyy       Search       Imm/dd/yyyy       Select       On time         124940       Search       mm/dd/yyyy       Search       Imm/dd/yyyy       Select       Select <t< td=""><td>Application ID       Application Ref No.       Applied on       Applied Search       On time/ Delayed         124940       Search       mm/dd/yyyy       Search       mm/dd/y       Select       Select         Sr       Application       Application Ref       Applied on       Clearance Name       Last Updated       s       Lying with       Pending       On time/         No       Id       100060 -       TNCINEREN/2023/00004       Nov 1, 2023       Renewal of Permanent License Tor Chema       Nov 3, 2023       Approved       District       2/15 days       On time</td></t<>	Application ID       Application Ref No.       Applied on       Applied Search       On time/ Delayed         124940       Search       mm/dd/yyyy       Search       mm/dd/y       Select       Select         Sr       Application       Application Ref       Applied on       Clearance Name       Last Updated       s       Lying with       Pending       On time/         No       Id       100060 -       TNCINEREN/2023/00004       Nov 1, 2023       Renewal of Permanent License Tor Chema       Nov 3, 2023       Approved       District       2/15 days       On time

#### **Figure 26. Application Processed**

2) If the application is **'Approved'** by the District Collector, the applicant

can download the License under Track your application - > Action

button -> Download (Refer Figure 27)

Application Action - 124940	
Application ID 100060-124940	<b>Application Name</b> Renewal of Permanent License for Cinema Theatres (Form C License Renewal)
Application Ref No. TNCINEREN/2023/00004	Project Name caf fix test
Application Submission Date Nov 1,2023 11:19:28 AM	Status Approved Download
Ac	tions to performed
Download	Feedback - Application Processing
Feedback - Appl	lication Submission Close
Fi	gure 27. Download

 If the application is 'Rejected' by the District Collector, the applicant can view the rejection remarks under the Actions Tab by the District Collector. Applicant has to create a fresh application if the application has been rejected. (Refer Figure 28)

Guidance 😹	Ĺ	36 YC
Dashboard Overview	Track your Application         Select Project/CAF         Caf fix test         Overview         All Details	
Combined Application Form (CAF)	Filters 🔹	
List of Clearances		oly filters
Know Your Clearances (KYC)		
Track your application	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated S Lying with Pending On time/ Actio	n
= Transaction	1 100060 - TNCINEREN/2023/00004 Nov 1, 2023 For Cinema Nov 3, 2023 Rejected District 2/15 On time AM Theatres (Form C 03:19:22 PM	ctions
Digilocker	License Renewal)	

Figure 28. Rejected Status

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Guidance

TamilNadu