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TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

**Issue of No Objection Certificate (NoC) for Bank Mortgage
Purpose**

**State Industries Promotion Corporation of
Tamil Nadu Ltd**



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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

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

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

TAMIL NADU

Leading the Nation

#1 Number of Factories in India	#1 Number of Operational SEZs in India	#1 Governance & Political Stability (N-SIPI 2019)	#1 International and Domestic Tourist Arrivals	#1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
#2 Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)	#2 Second Largest Economy in India	#2 Best Governed State (Public Affairs Index 2020)	#2 Job Creation Under IBPS Scheme	#2 Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

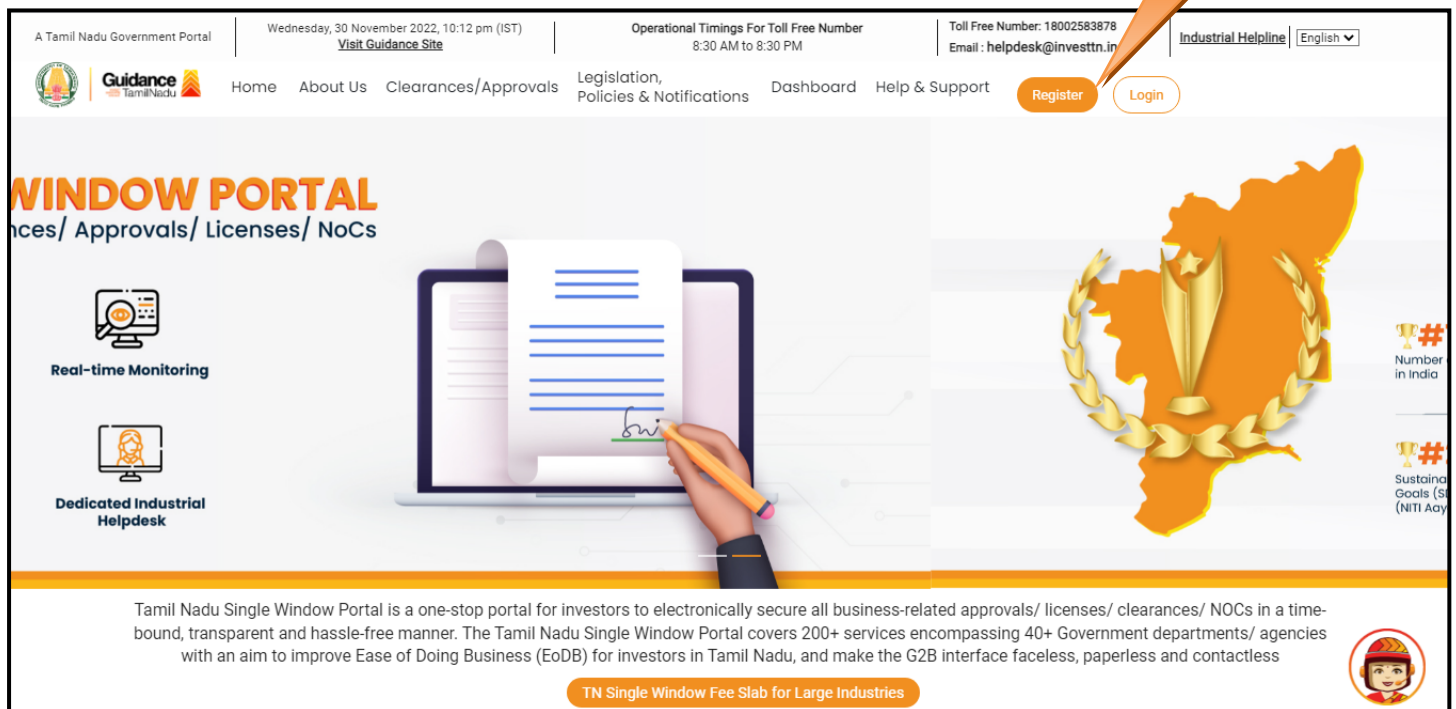
Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.

**Register
on TNSWP**



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

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

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

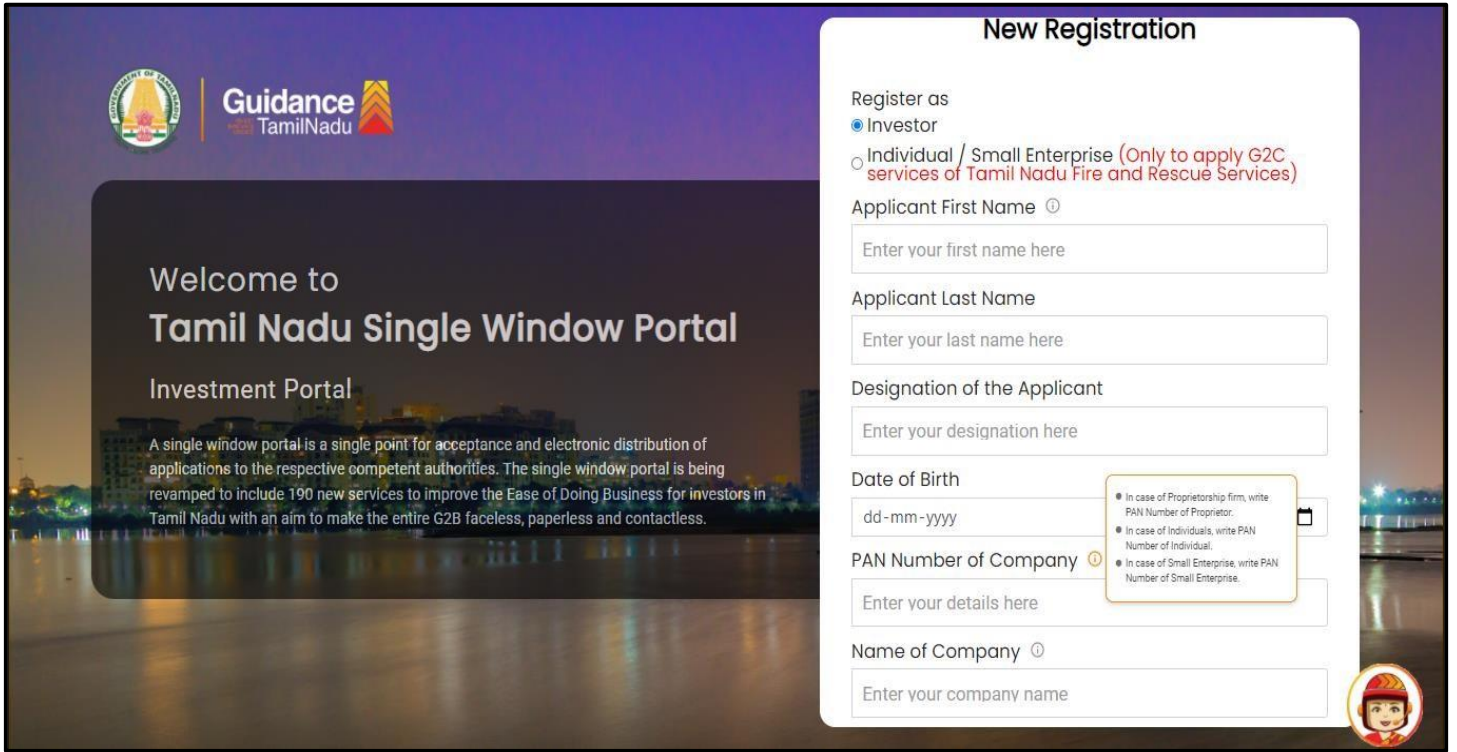
Real-time Monitoring
Dedicated Industrial Helpdesk

Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

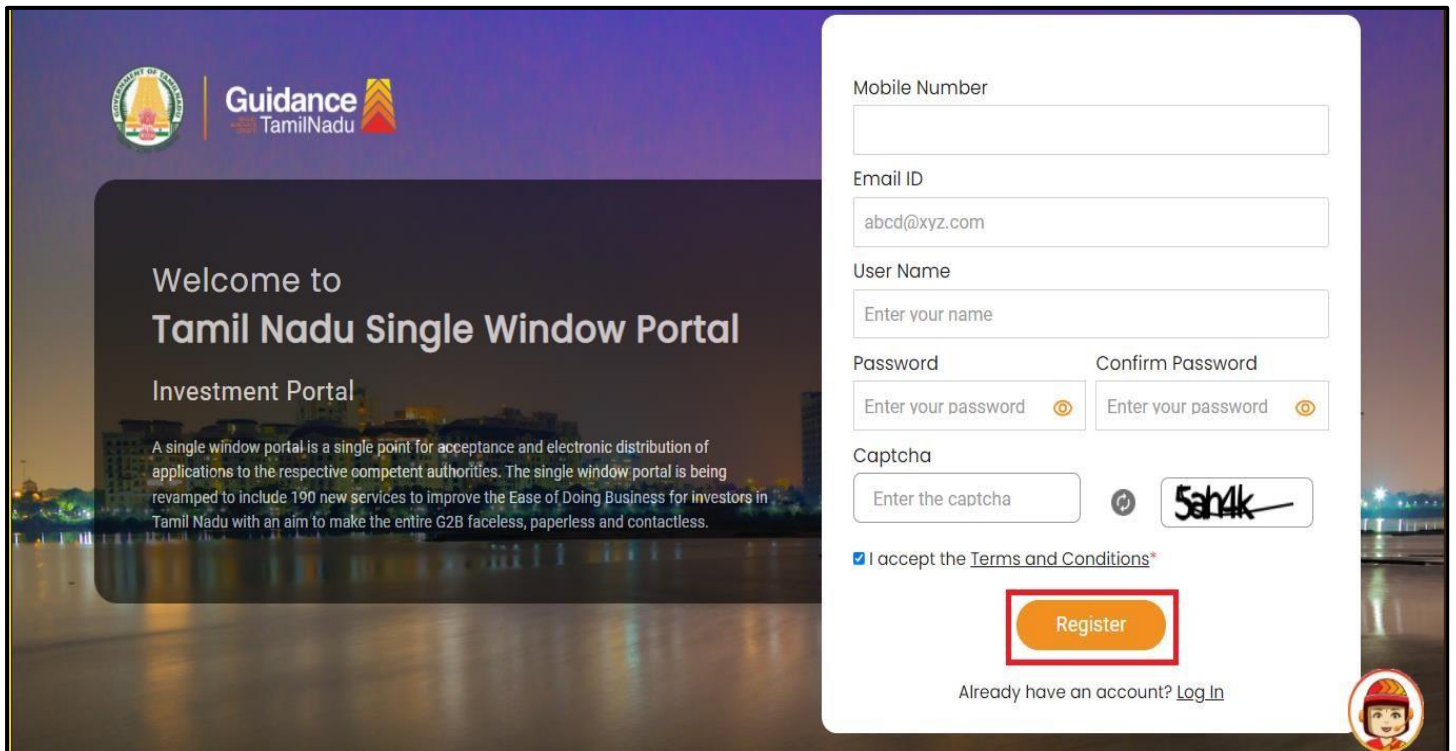
Date of Birth

PAN Number 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.

Name of Company

Figure 3. Registration Form



Welcome to Tamil Nadu Single Window Portal Investment Portal

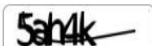
A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the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

Mobile Number

Email ID

User Name

Password Confirm Password

Captcha 

I accept the [Terms and Conditions](#)*

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

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

3. Mobile Number / Email ID – 2-Step Verification Process

- '2-Step Verification Process' screen will appear when the applicant clicks on 'Register' button.

- **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.

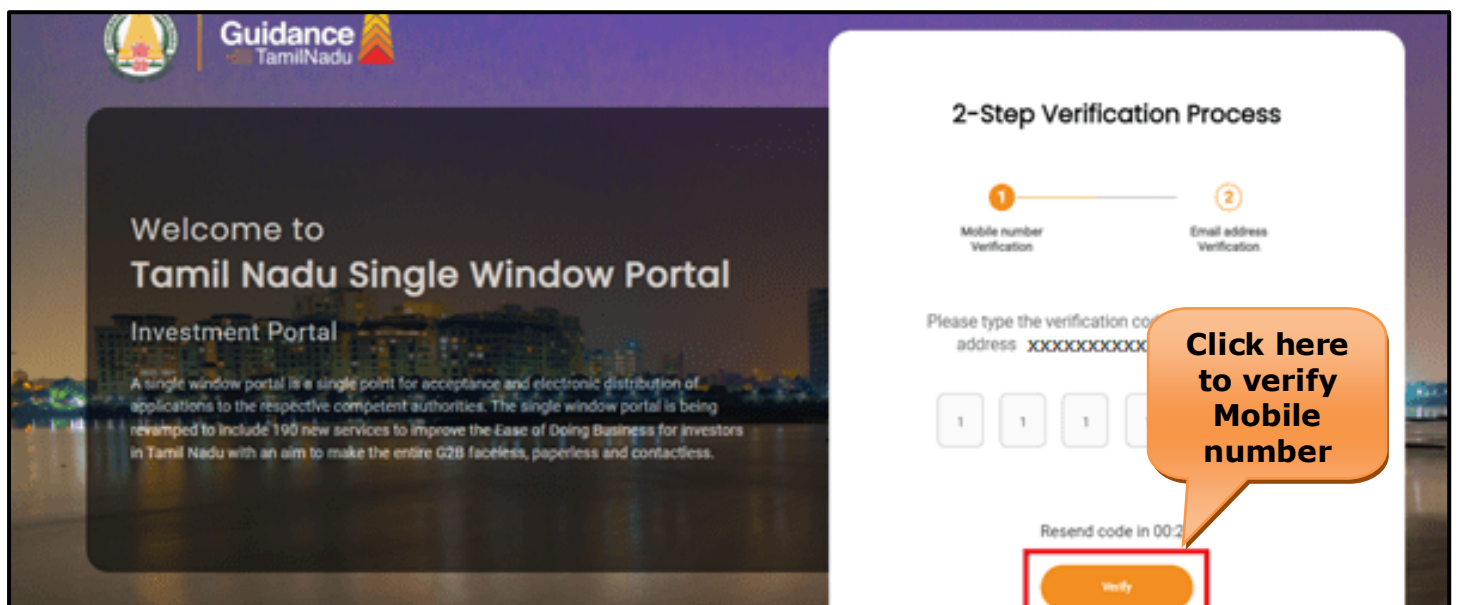


Figure 5. Mobile Number Verification

- 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.

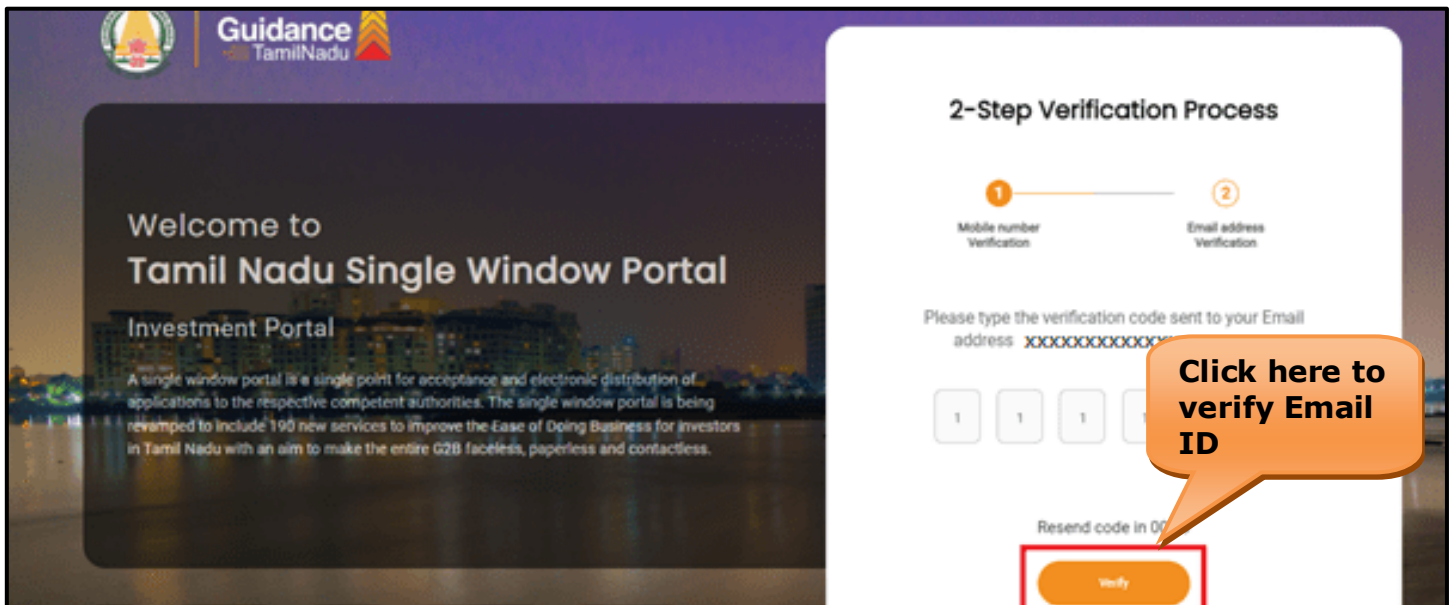


Figure 6. Email ID Verification

- 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.

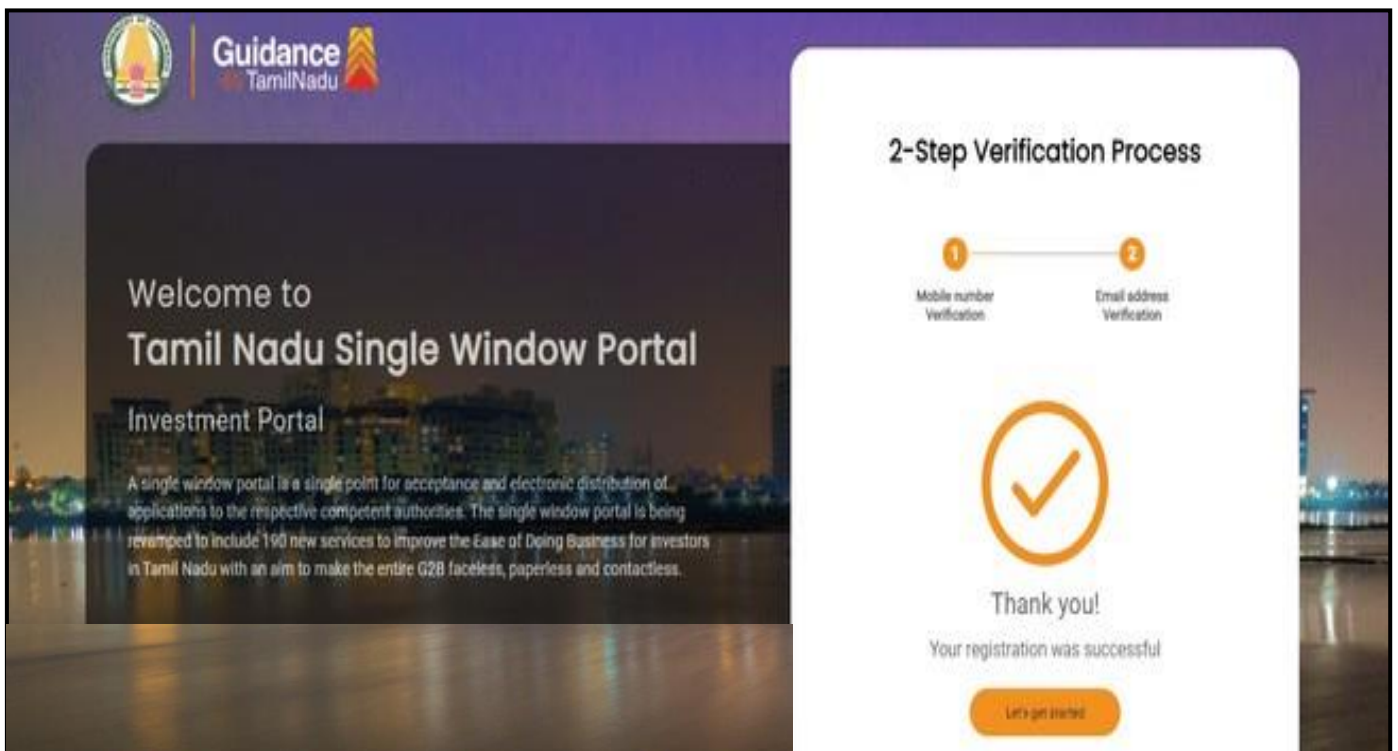


Figure 7. Registration Confirmation Pop-Up

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.

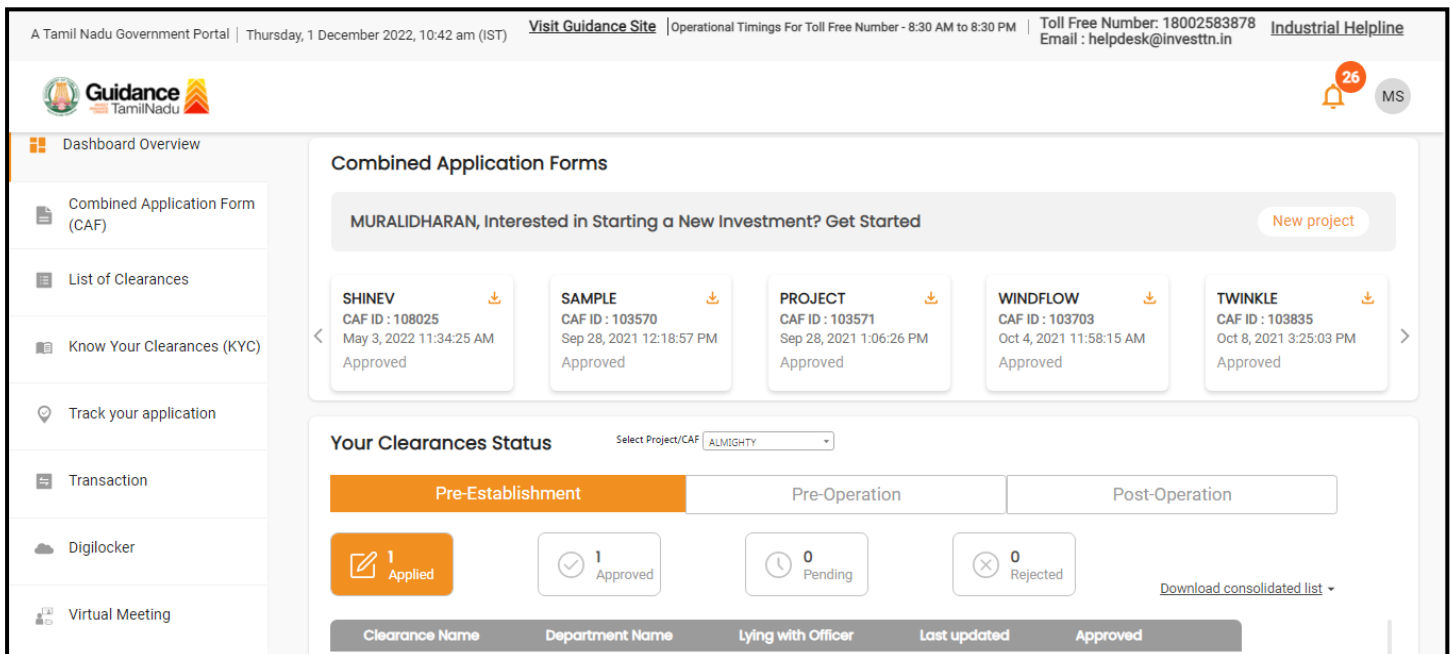


Figure 9. Dashboard Overview

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.

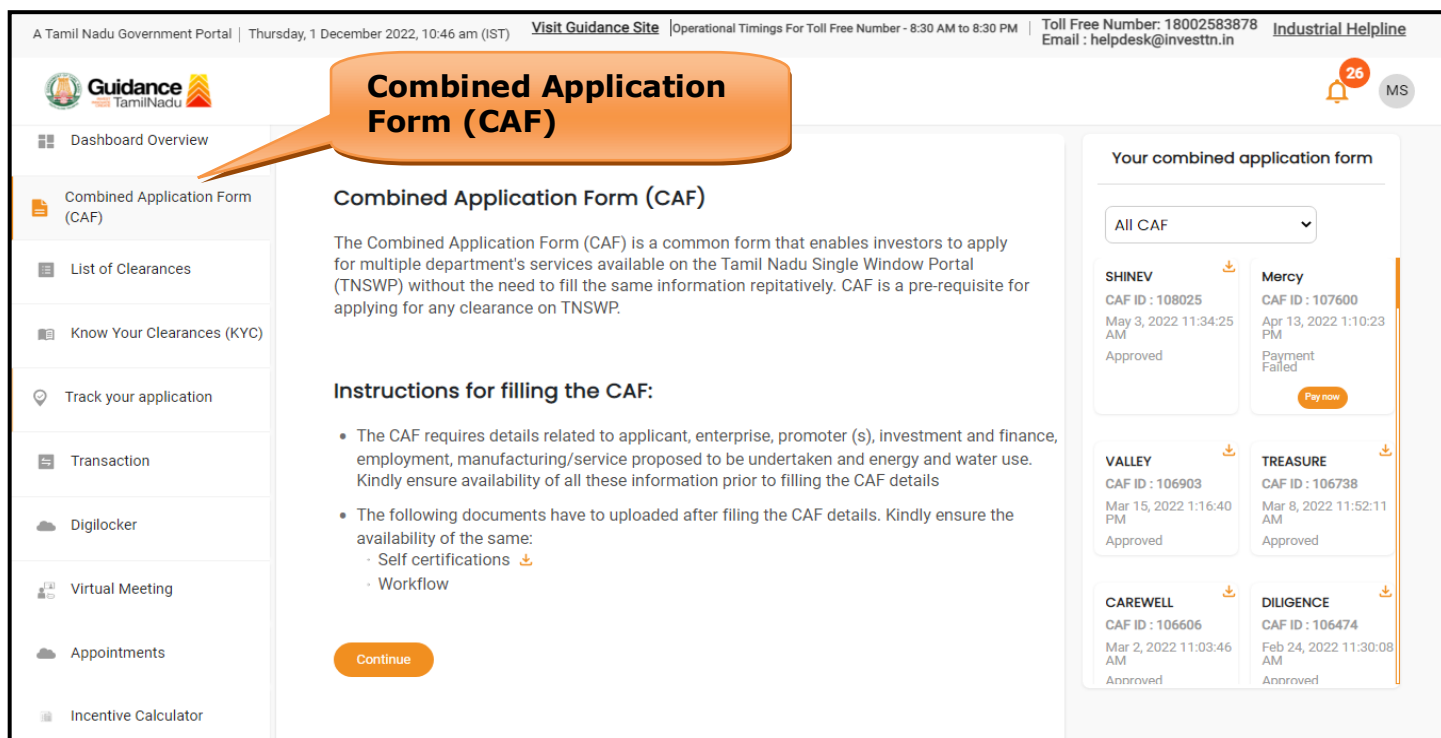


Figure 10. Combined Application Form (CAF)

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).

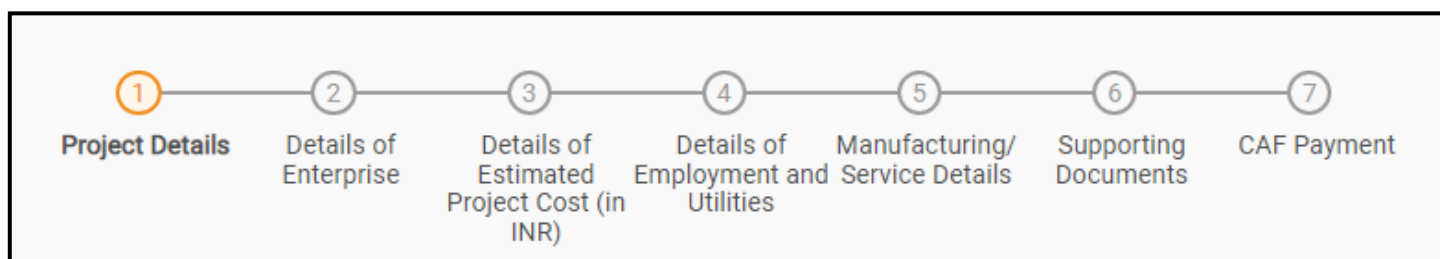


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

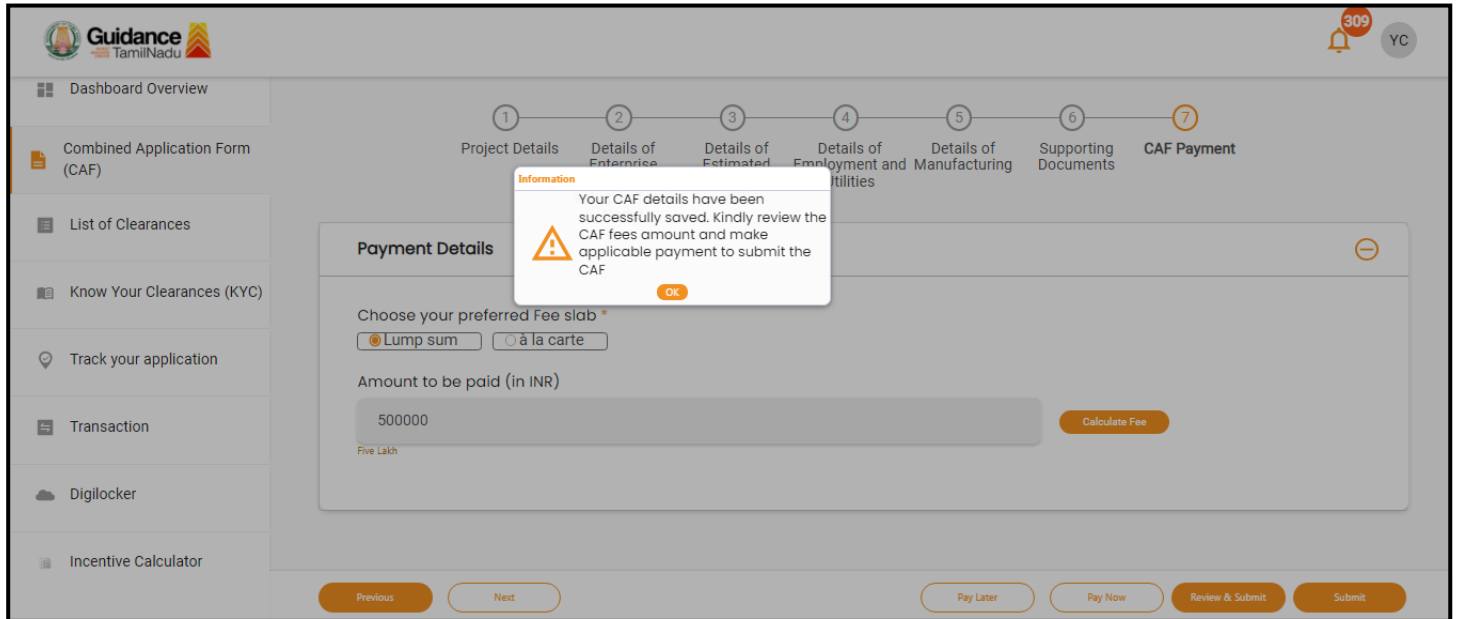


Figure 12. Combined Application Form (CAF) - Confirmation Message

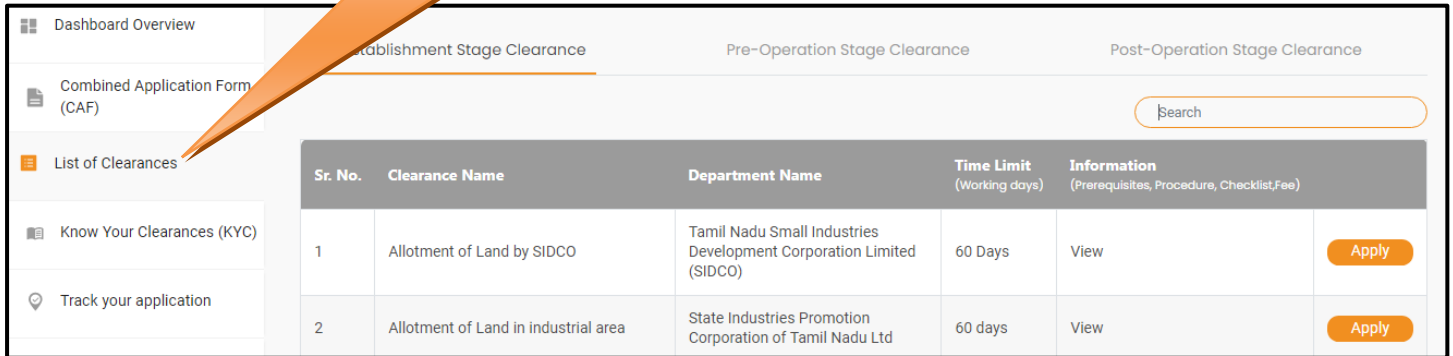
Note:

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

7. Apply for Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose

1. Click on “List of Clearances”

List of Clearances



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

Figure 13. List of Clearances

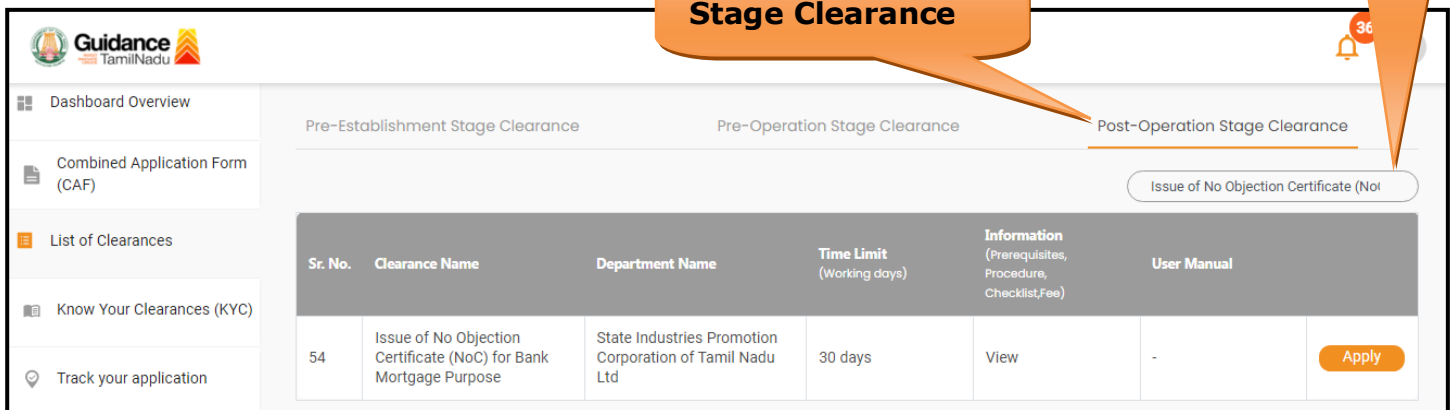
2. The list of clearances is segregated into three stages.

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

3. Select ‘Post-Operation Stage Clearance’ and find the clearance ‘Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose’ by using Search option as shown in the figure given below.

Post-Operation Stage Clearance

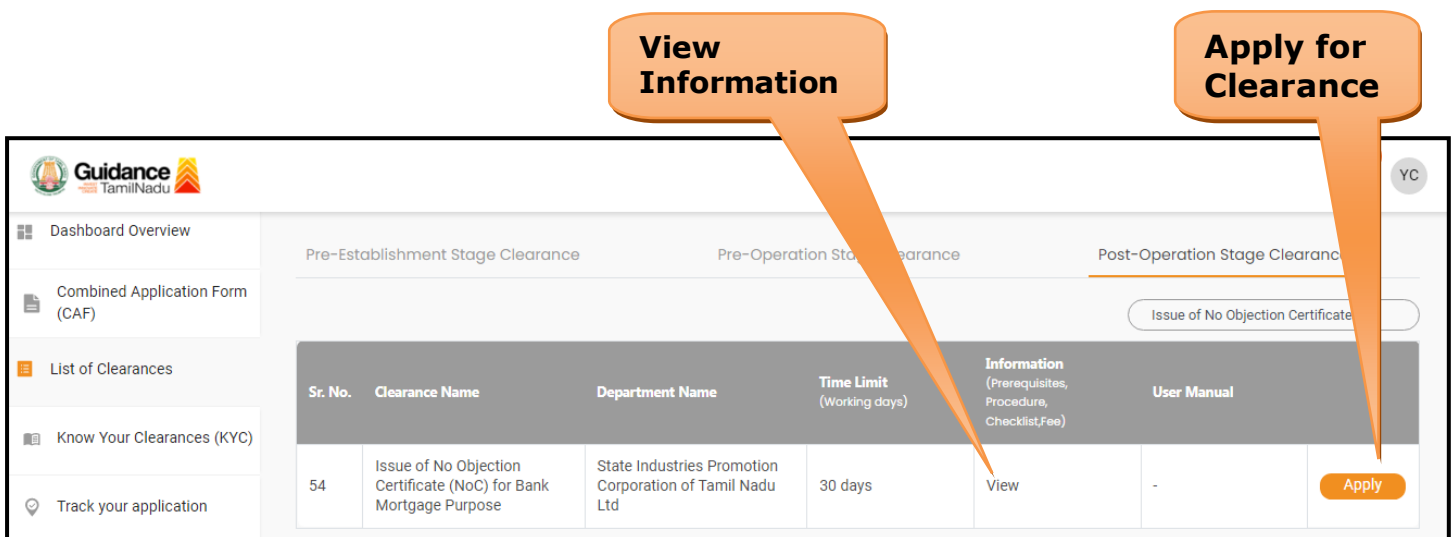
Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
54	Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose	State Industries Promotion Corporation of Tamil Nadu Ltd	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.



The screenshot shows a dashboard with a sidebar on the left containing navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area is titled 'Issue of No Objection Certificate' and features a table with the following data:

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
54	Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose	State Industries Promotion Corporation of Tamil Nadu Ltd	30 days	View	-

Two callout boxes are present: 'View Information' points to the 'View' link in the 'Information' column, and 'Apply for Clearance' points to the 'Apply' button in the bottom right corner of the table row.

Figure 15. Apply for Clearance

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

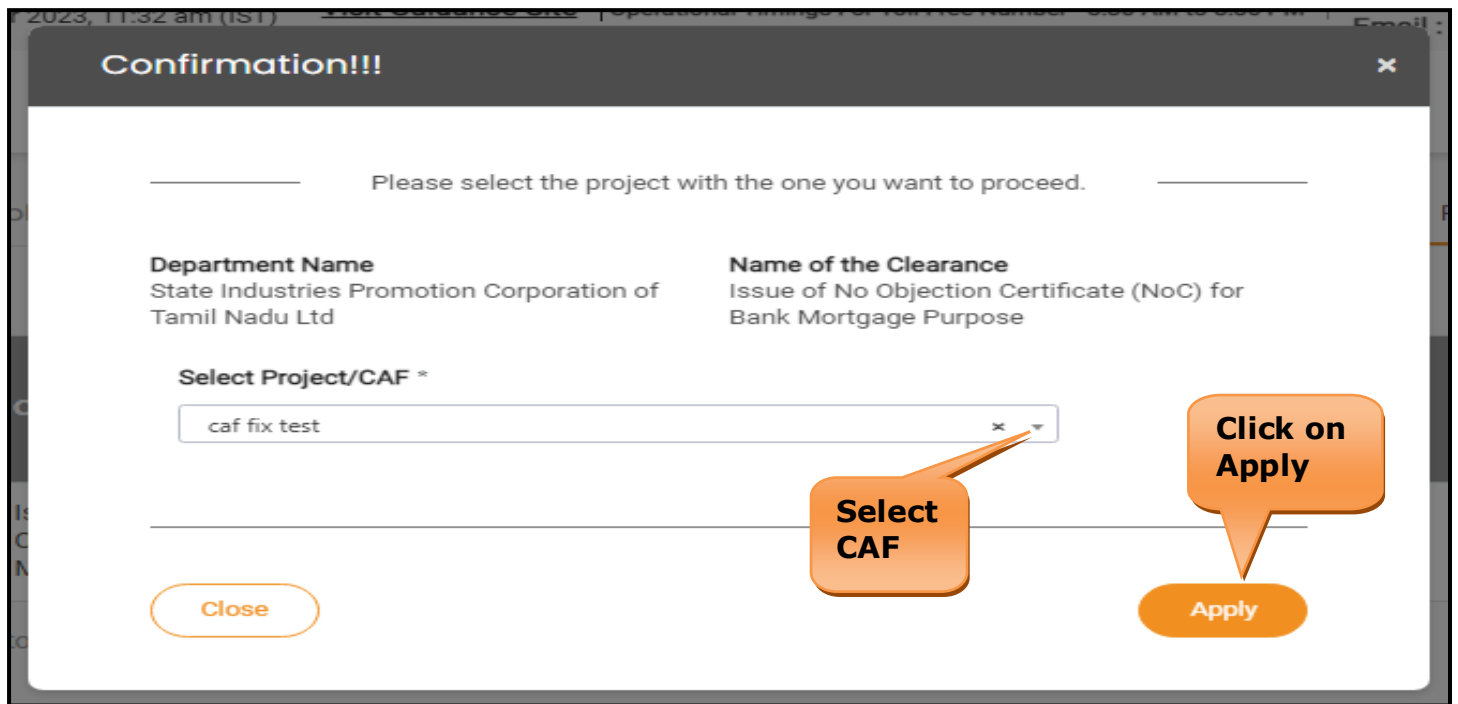


Figure 16. Project/CAF

2) Click on the Apply button and the Page will get redirected to Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose.



Figure 17. Redirecting to Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose

3) Enter all the mandatory details in the application for Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose.



State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT)



HOME APPLICATION STATUS **PAYMENT DETAILS** FORMS CHANGE PASSWORD LOGOUT WELCOME MURALIDHARAN SRINIVASAN

BASIC INFO
basic information

DOCUMENTS
Documents

DECLARATION
Declaration

1. Name of the SIPCOT Industrial Complex/ Park /Growth Centre located.

Company Name

Alloted Plots

Contact person name

Contact person cell No

Contact person email

4. Whether obtained CTE/CTO Letter From TNPCB

6. Date of Lease deed /Modified Lease deed/ Rectification Deed executed /registered

2. Name and full address of the allottee unit

3. Constitution

5. Status of implementation of the project in the allotted plot

7. Bank / Financial Institutions to whom NOC requested

Bank Name	Bank Address
fdae	retwrt54

8. Details of credit facilities sanctioned by the Bank / Financial Institutions to the allottee by enclosing Bank's sanction letter to be mortgaged as security

Name	Bank Name	Credit Facility (in Lakhs)	Sanction Letter	Add Bank Credit Facility
ddfds	rgtw4	2	Choose File S...	

9. NOC Earlier Issued by SIPCOT

10. Whether built up area in the allotted plot has been sub-leased to group company / third party etc.,

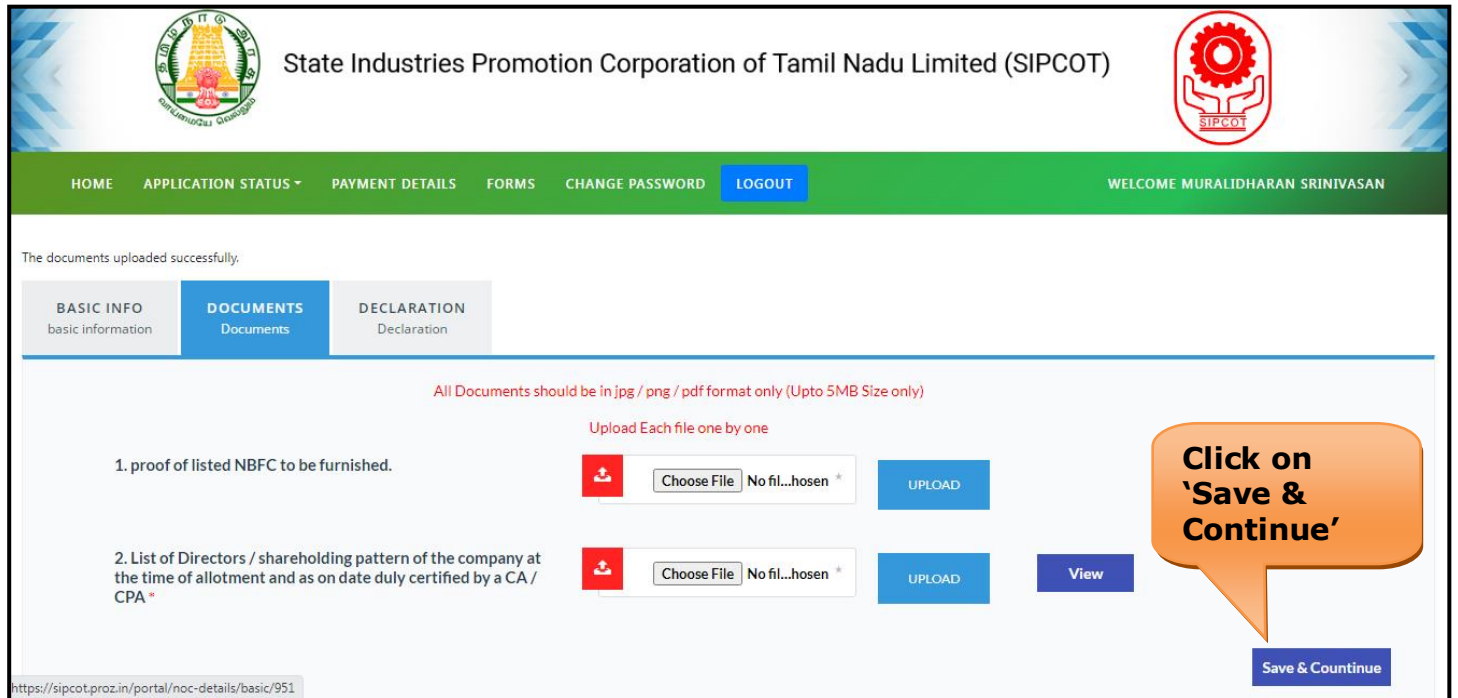
**Click on
'Save &
Continue'**

SAVE & CONTINUE

Figure 18. Basic Information

Upload Documents

The following supporting documents need to be uploaded by the user as per the notes given



The documents uploaded successfully.

BASIC INFO
basic information

DOCUMENTS
Documents

DECLARATION
Declaration

All Documents should be in jpg / png / pdf format only (Upto 5MB Size only)

Upload Each file one by one

1. proof of listed NBFC to be furnished.

2. List of Directors / shareholding pattern of the company at the time of allotment and as on date duly certified by a CA / CPA *

Click on 'Save & Continue'

Save & Countinue

https://sipcot.proz.in/portal/noc-details/basic/951

Figure 19. Upload Document

Declaration

Once all details are verified click on check box and submit and pay



State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT)



HOME APPLICATION STATUS ~ PAYMENT DETAILS FORMS CHANGE PASSWORD **LOGOUT** WELCOME MURALIDHARAN SRINIVASAN

BASIC INFO
basic information

DOCUMENTS
Documents

DECLARATION
Declaration

1. Name of the SIPCOT Industrial Complex/ Park /Growth Centre located

Name of the SIPCOT Industrial Complex Bargur Industrial Park
 Company Name
 Alloted Plots ((acre(s)))

2. Personal Details

Contact person name MURALIDHARAN SRINIVASAN
 Contact person cell No 9524725500
 Contact person email murali.rajeswari@gmail.com

3. Name and full address of the allottee unit

Door No /Street Name. 12
 Area/Locality dfds
 City/Town/Village fgvfes
 Pincode 123434
 State Tamil Nadu

4. Constitution

Constitution Co-operative Society

5. Whether obtained CTE/CTO Letter From TNPCB

Whether obtained CTE/CTO Letter From TNPCB No

6. Date of Lease deed /Modified Lease deed/ Rectification Deed executed /registered

Date of Release 09-09-2022

7. Status of implementation of the project in the allotted plot

Status of implementation of the project in the allotted plot sdfa

8. Bank / Financial Institutions to whom NOC requested

Bank Name	Bank Address
sdas	fgdgd

S.No	Name	Bank Name	Credit Facility (in Lakhs)	Sanction Letter
1	frger	gfhesdtr	5	View

9. NOC Earlier Issued by SIPCOT No

11. Whether built up area in the allotted plot has been sub-leased to group company / third party etc., No

12. Documents

1. List of Directors / shareholding pattern of the company at the time of allotment and as on date duly certified by a CA / CPA [View](#)

13. Payment Details

Processing Fee (Rs)	10,000
GST (Rs)	1,800
Total (Rs)	11,800

I/We have read the terms and conditions of allotment of developed plots in the Industrial Complexes / Parks / Growth Centres of SIPCOT and I/We agree to abide by the same. I/We further state that the particulars given above are true and correct to my/our knowledge and belief.


[SUBMIT & PAY](#)

Click on 'Save & Pay'


Figure 20. Declaration

Acknowledgment

The User completes the payment process and has the provision to download the Acknowledgment document.



State Industries Promotion Corporation of Tamil Nadu Limited (SIPCOT)



HOME
APPLICATION STATUS ▾
PAYMENT DETAILS
FORMS
CHANGE PASSWORD
LOGOUT
WELCOME MURALIDHARAN SRINIVASAN

Acknowledgment

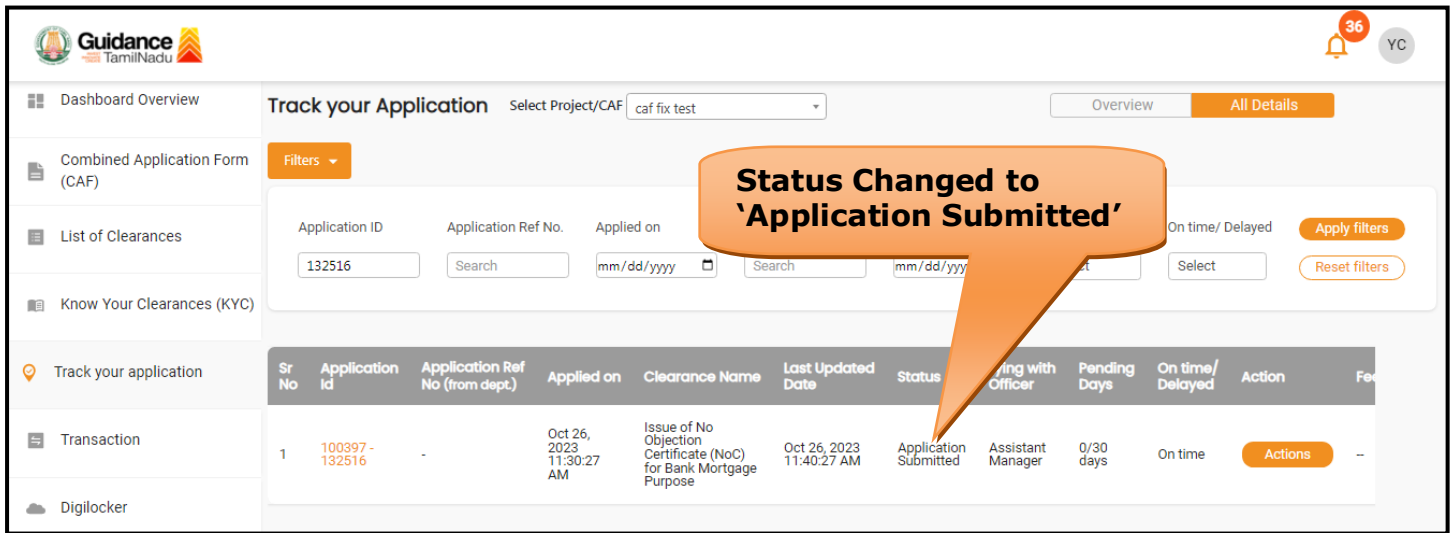
Your application (**Ref No : NOC0625**) for the issuance of NOC to mortgage the leasehold rights of Plot No measuring acres allotted to you at Bargur Industrial Park has been received by this office. Your application will be processed and the NOC will be issued in due course . SIPCOT will follow its existing norms for issuing NOC.

[Download](#)

Figure 21. Acknowledgment

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**



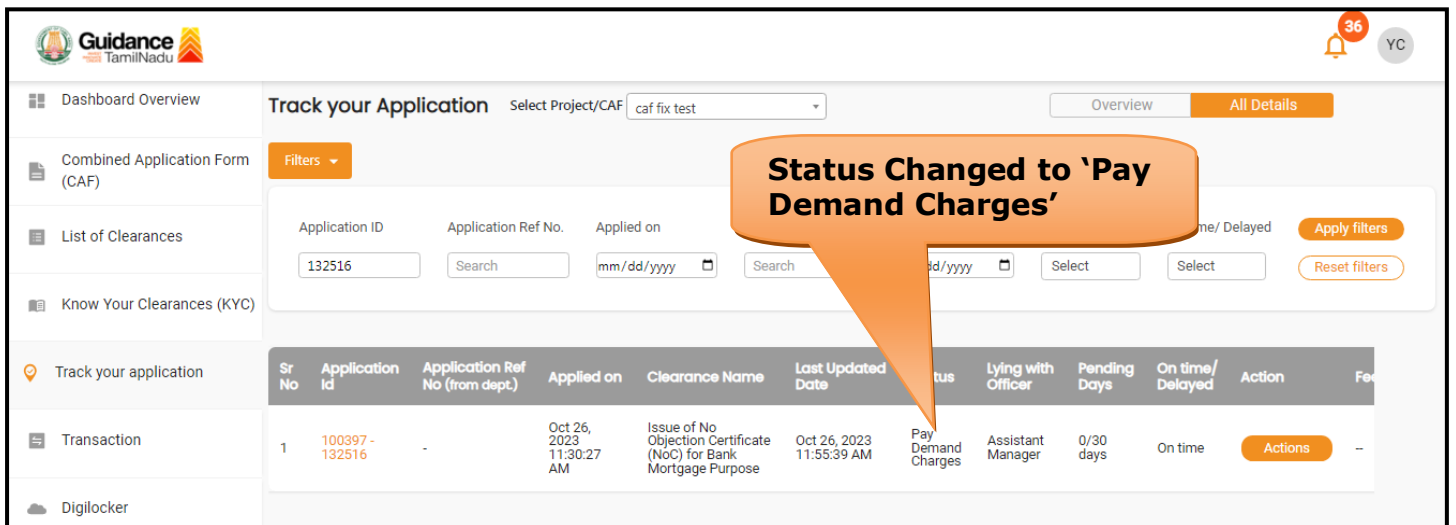
The screenshot shows the 'Track your Application' page. A dropdown menu is set to 'caf fix test'. The status of the application is 'Application Submitted'. An orange callout bubble points to the status column in the table.

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	100397 - 132516	-	Oct 26, 2023 11:30:27 AM	Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose	Oct 26, 2023 11:40:27 AM	Application Submitted	Assistant Manager	0/30 days	On time	Actions

Figure 22. Status of the Application

8. Payment Process

- 1) Complete Payment through online



The screenshot shows the 'Track your Application' page. The status of the application has changed to 'Pay Demand Charges'. An orange callout bubble points to the status column 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	100397 - 132516	-	Oct 26, 2023 11:30:27 AM	Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose	Oct 26, 2023 11:55:39 AM	Pay Demand Charges	Assistant Manager	0/30 days	On time	Actions

Figure 23. Pay Demand Charges

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**

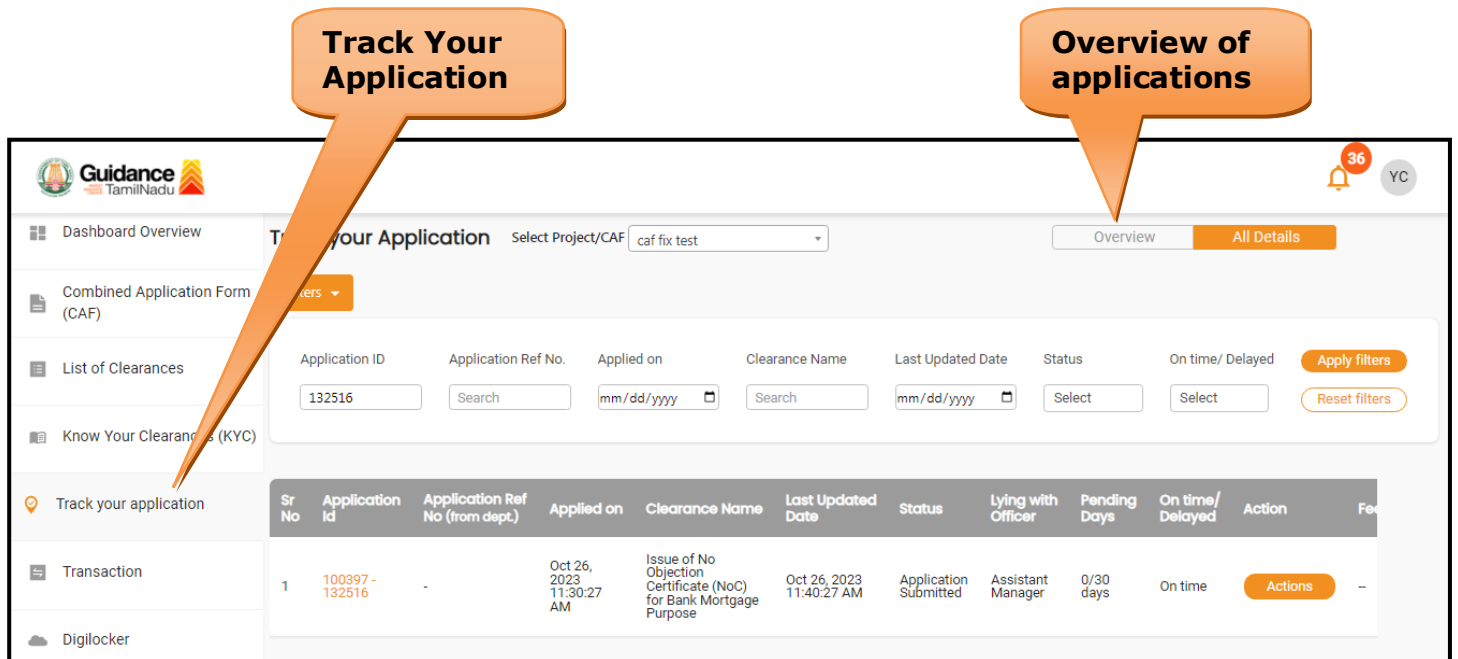
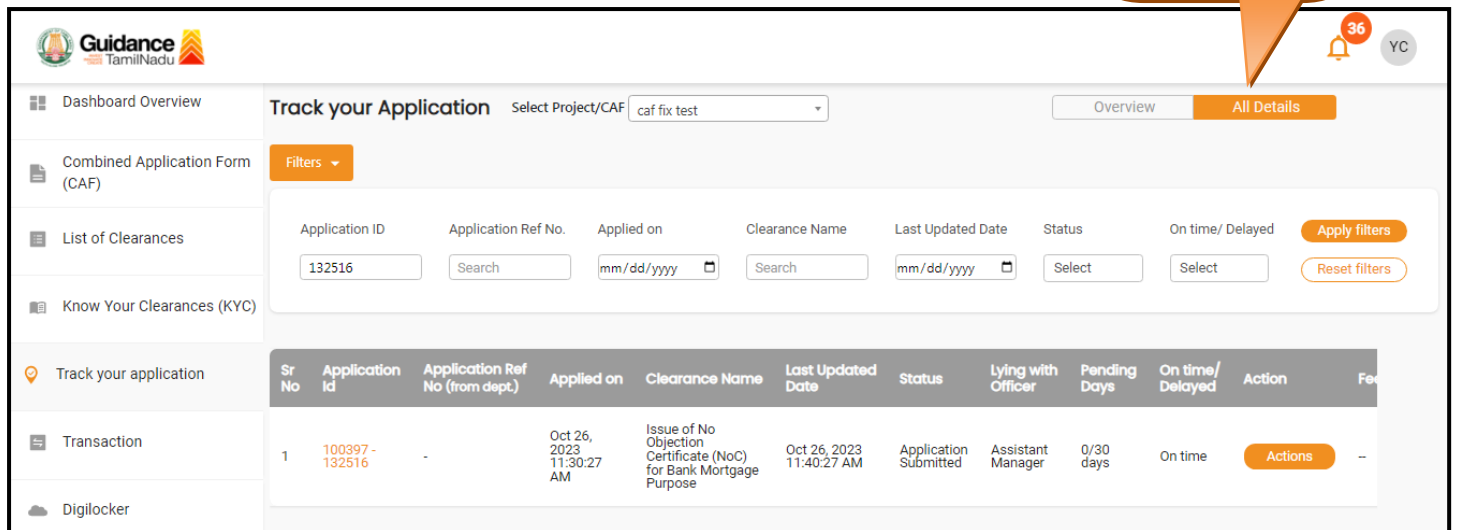


Figure 24. Track Your Application

- **Track your application– ‘All Details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

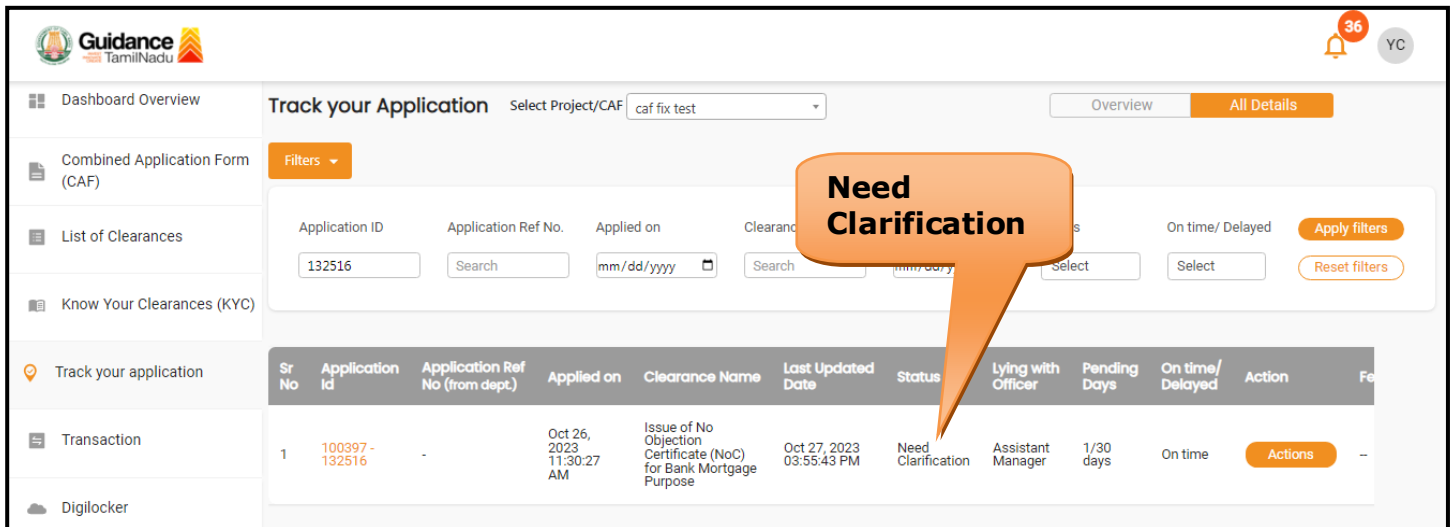



Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100397 - 132516	-	Oct 26, 2023 11:30:27 AM	Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose	Oct 26, 2023 11:40:27 AM	Application Submitted	Assistant Manager	0/30 days	On time	Actions

Figure 25. ‘All Details’ tab

10. Query Clarification

- 1) After submitting the application to the SIPCOT Department, the Assistant Manager reviews the application and if there are any clarifications required, the Assistant Manager would raise a query to the applicant.
- 2) Applicant 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 with a search filter set to 'caf fix test'. Below the search filters, a table lists application details. The first row shows an application with ID 100397-132516, applied on Oct 26, 2023, and a status of 'Need Clarification'. An orange callout bubble with the text 'Need Clarification' points to this status. The 'Action' column for this row contains an 'Actions' button.

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	100397 - 132516	-	Oct 26, 2023 11:30:27 AM	Issue of No Objection Certificate (NoC) for Bank Mortgage Purpose	Oct 27, 2023 03:55:43 PM	Need Clarification	Assistant Manager	1/30 days	On time	Actions

Figure 26. Need Clarification

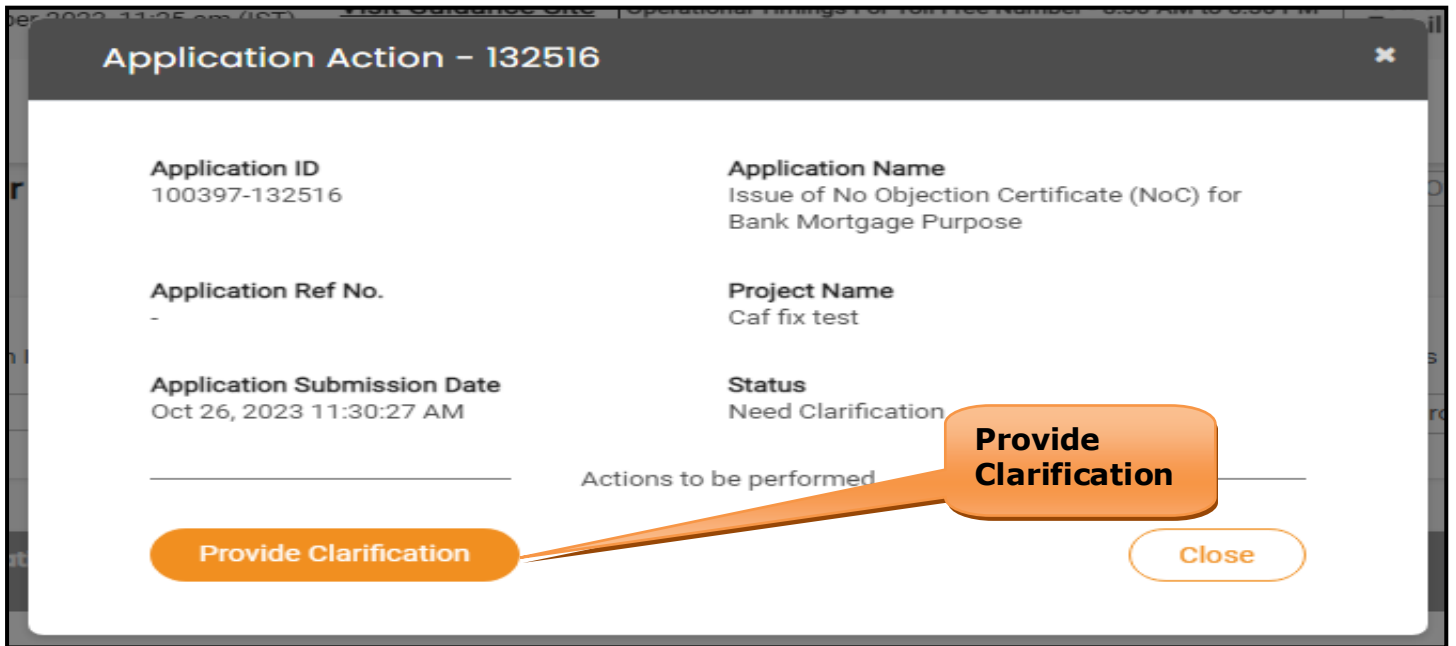


Figure 27. Provide Clarification

- 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.

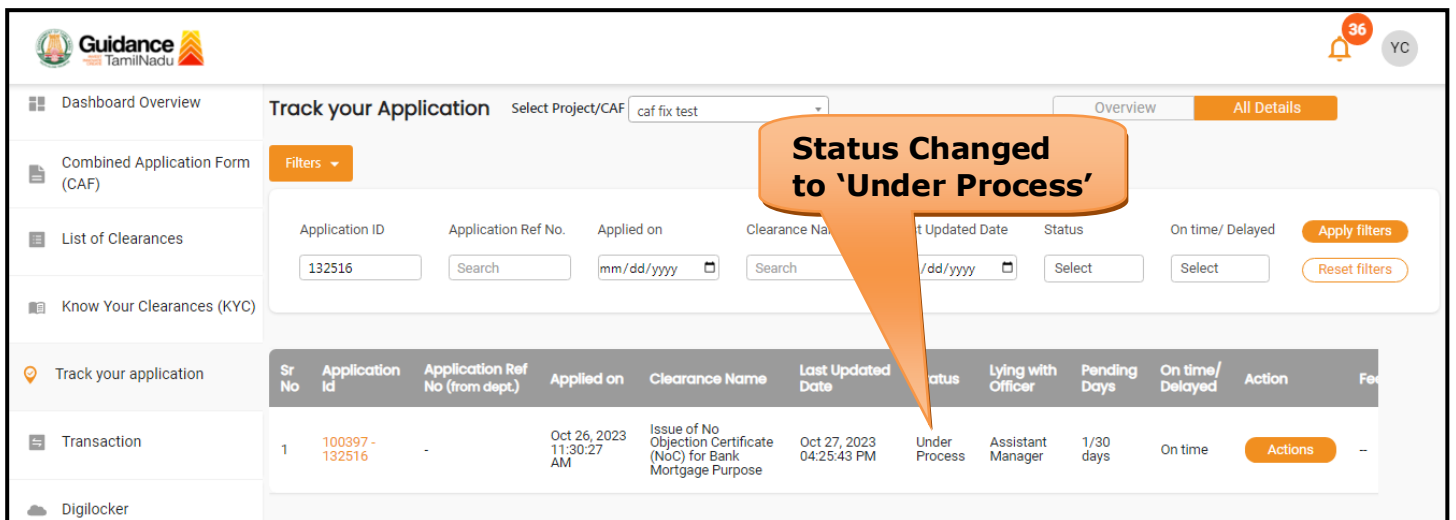


Figure 28. Under Process

11. Application Processing

1) The General Manager scrutinizes and reviews the application and updates the status as **“Approved”**.

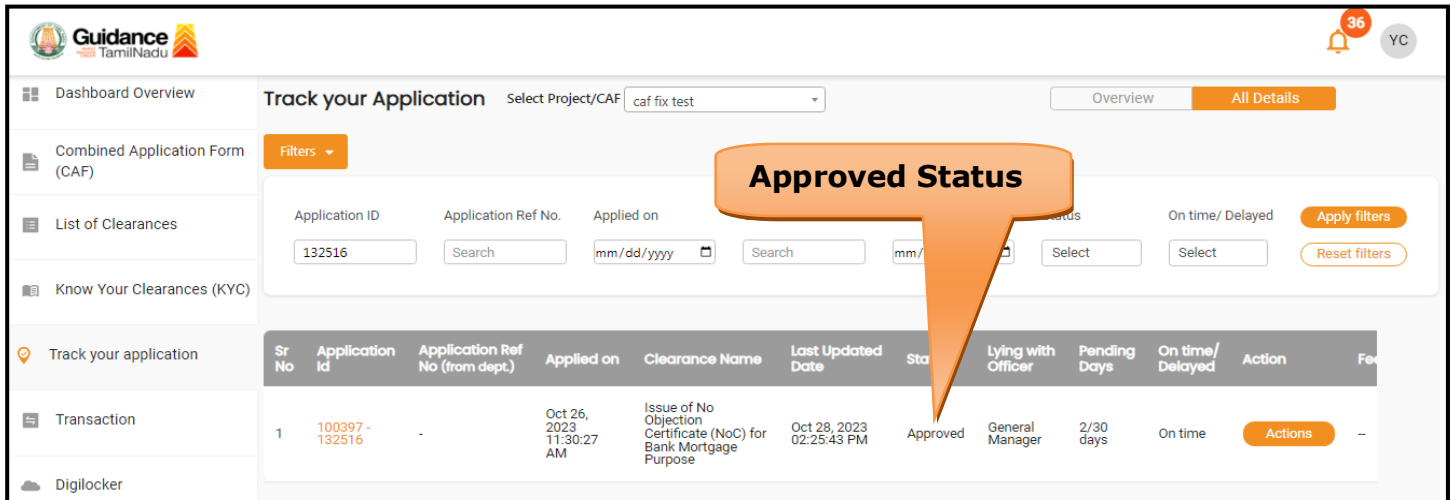


Figure 29. Application Processed

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

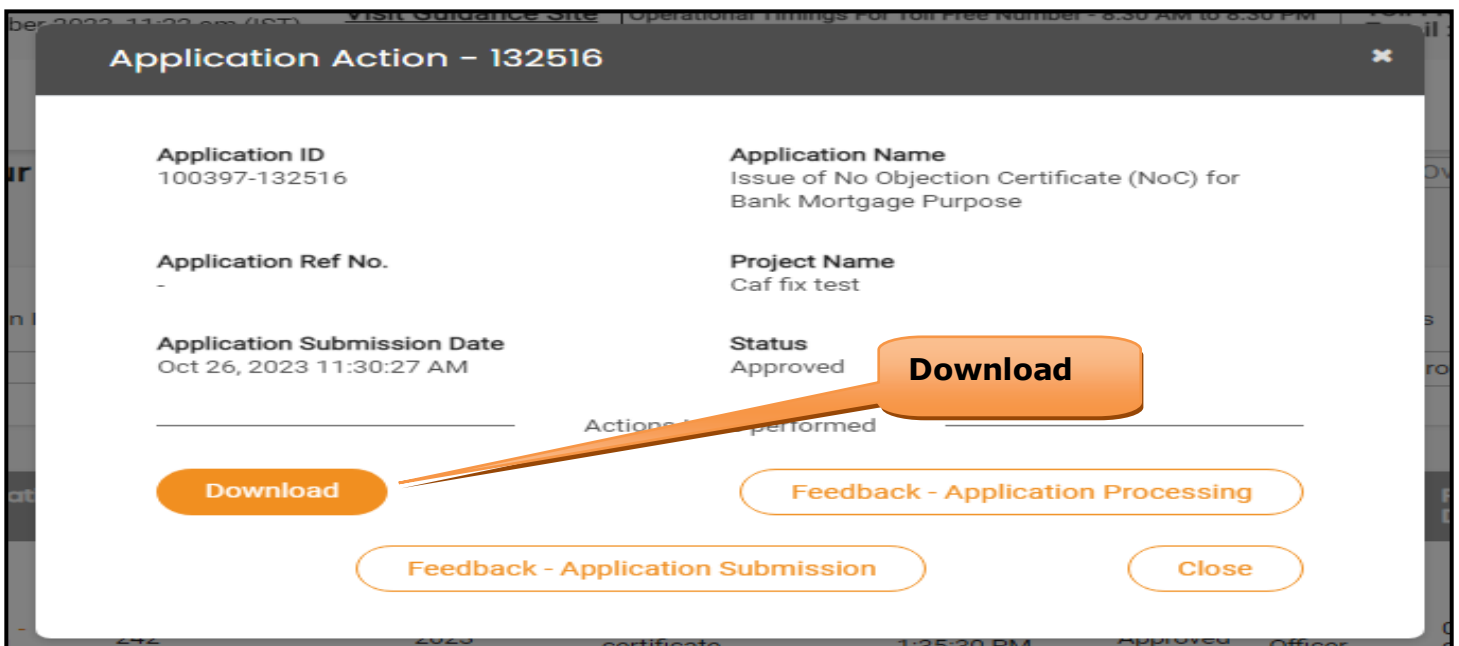


Figure 30. Download