

# TAMILNADU SINGLE WINDOW PORTAL

**APPLICANT MANUAL** 

**Registration of Societies** 

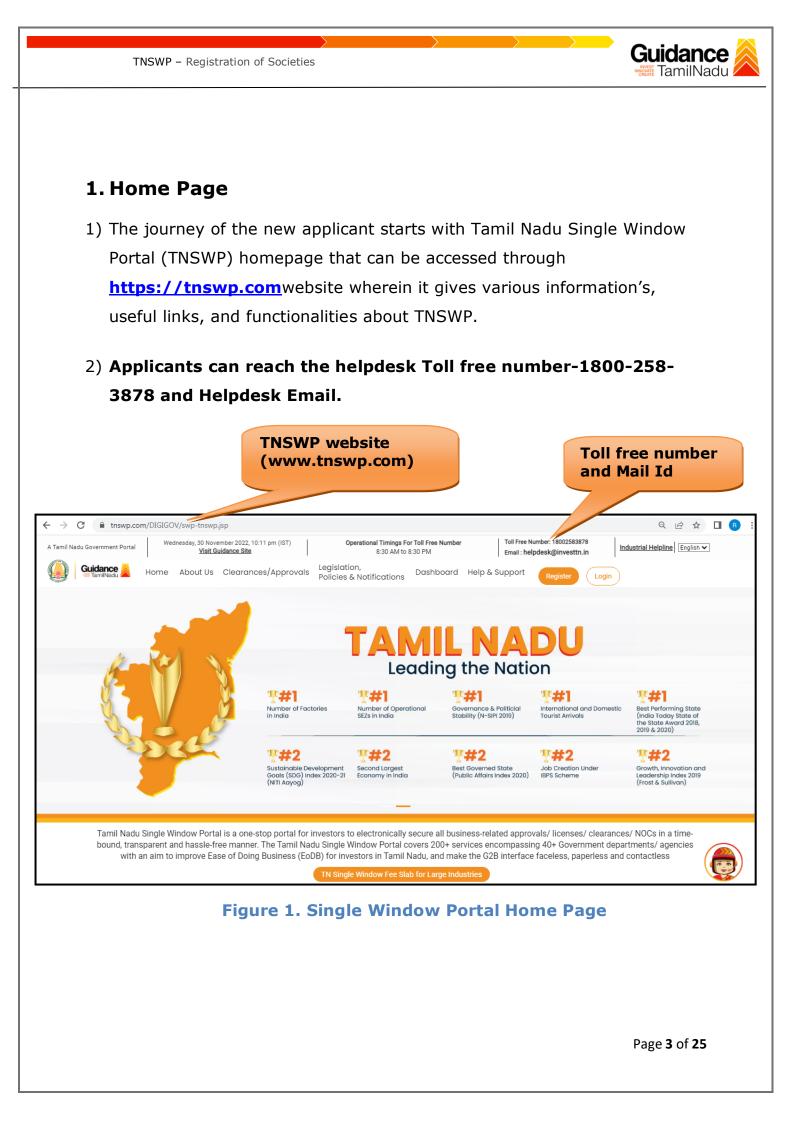
**Inspector General of Registration** 

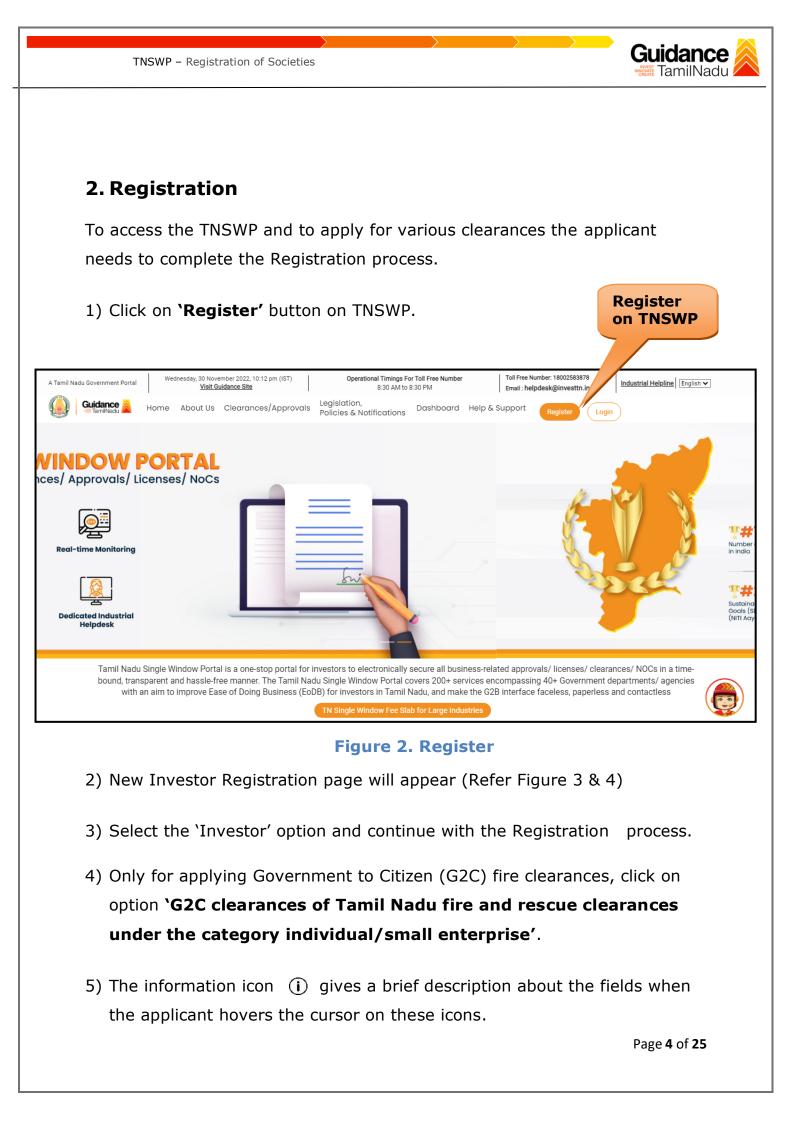




## **Table of Contents**

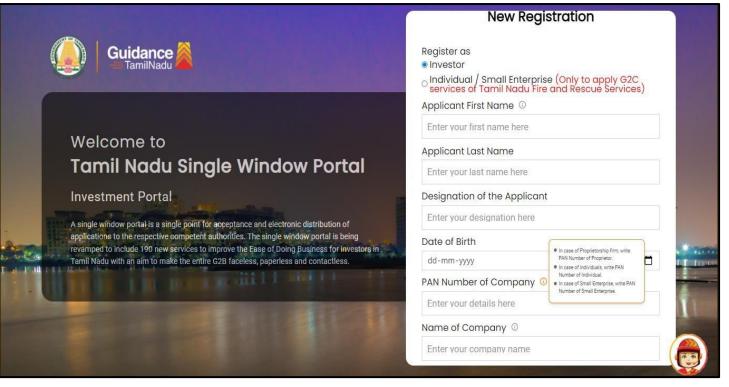
1. Home Page	3
2. Registration	4
3. Mobile Number / Email ID – 2-Step Verification Process	6
4. Login	9
5. Dashboard Overview	10
6. Combined Application Form (CAF)	11
7. Apply for Registration of Societies	14
8. Payment Process	19
9. Track Your Application	20
9. Query Clarification	22
10. Application Processing	24







TNSWP - Registration of Societies



**Figure 3. Registration Form** 

(	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	⊘ 5ah4k _
- Ball		Arready have a	

Figure 4. Registration Form Submission

Page 5 of 25



- 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.

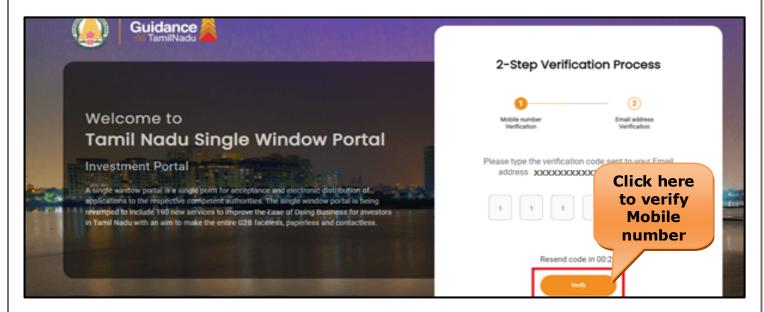
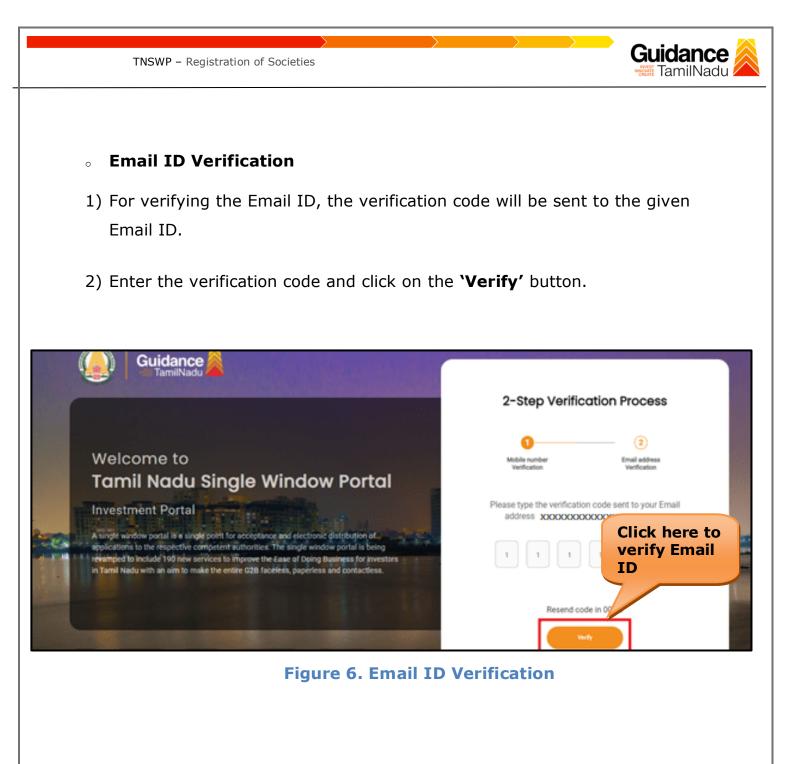


Figure 5. Mobile Number Verification

Page 6 of 25



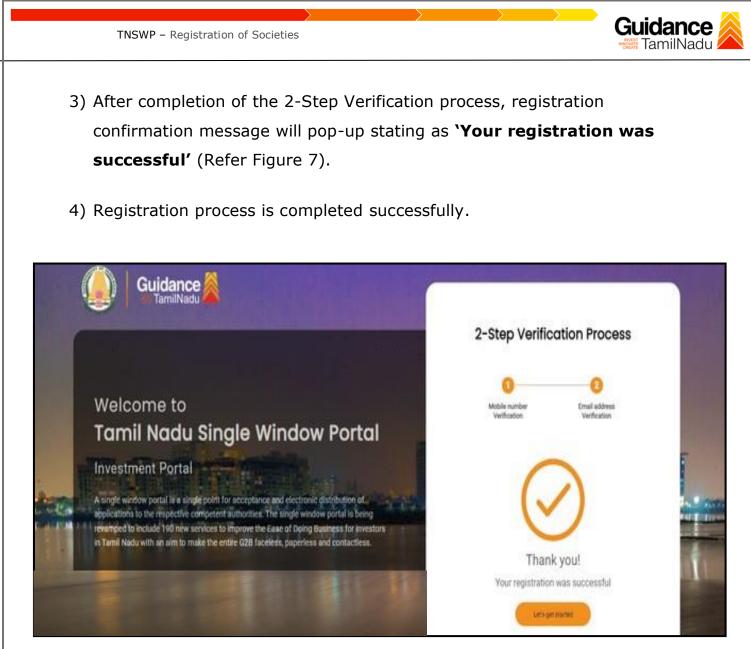


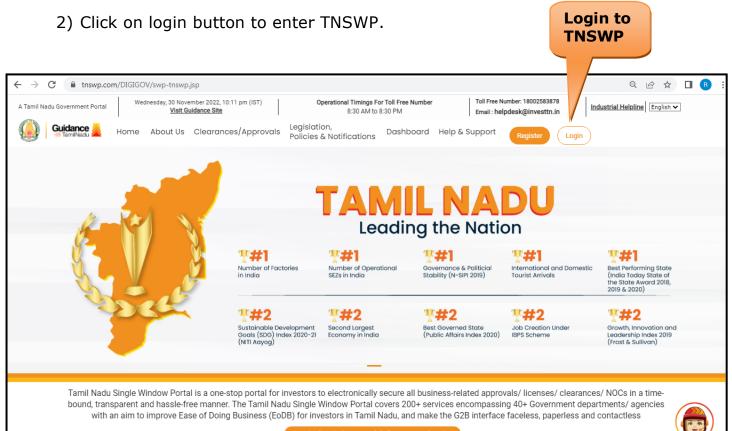
Figure 7. Registration Confirmation Pop-Up



# 4. Login

TNSWP - Registration of Societies

1) The applicant can login to TNSWP with the Username and Password created during the registration process.



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   Thurso	ay, 1 December 2022, 10:42 am (IST) Visit Guidance Site Operational Timings For Toll Free Numl	ber - 8:30 AM to 8:30 PM   Toll Free Number: 18002583878 Email : helpdesk@investtn.in
🐌 Guidance 崴		
Dashboard Overview	Combined Application Forms	
Combined Application Form (CAF)	MURALIDHARAN, Interested in Starting a New Investment? Get Sto	arted New project
List of Clearances	SHINEV         SAMPLE         PROJECT           CAF ID : 108025         CAF ID : 103570         CAF ID : 103571	
Know Your Clearances (KYC)	CALLED : 100023         CALLED : 100370         CALLED : 100370           May 3, 2022 11:34:25 AM         Sep 28, 2021 12:18:57 PM         Sep 28, 2021 10:00           Approved         Approved         Approved	
⊘ Track your application	Your Clearances Status Select Project/CAF ALMIGHTY -	
Transaction	Pre-Establishment Pre-Operation	ion Post-Operation
Digilocker	Apprived O Pending	0 Rejected Download consolidated list +
Virtual Meeting	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.

A Tamil Nadu Government Portal   Thurs		ree Number: 1800258387 : helpdesk@investtn.in	<sup>78</sup> Industrial Helpline
	Combined Application		(26) MS
Dashboard Overview	Form (CAF)	Your combined o	application form
Combined Application Form (CAF)		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 applving for any clearance on TNSWP.	SHINEV CAF ID : 108025	Mercy 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 4</li> </ul>	Mar 15, 2022 1:16:40 PM Approved	Mar 8, 2022 11:52:11 AM Approved
Solution State	- Workflow	CAREWELL 4	DILIGENCE
<ul> <li>Appointments</li> </ul>	Continue	Mar 2, 2022 11:03:46 AM Approved	Feb 24, 2022 11:30:08 AM Approved
Incentive Calculator			

Figure 10. Combined Application Form (CAF)



### 6.1 Sections of Combined Application Form

TNSWP – Registration of Societies

 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).

1	2	3	 	6	
Project Details	Details of Enterprise	Details of Estimated Project Cost (in INR)	Manufacturing/ Service Details	Supporting Documents	CAF Payment

#### 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:

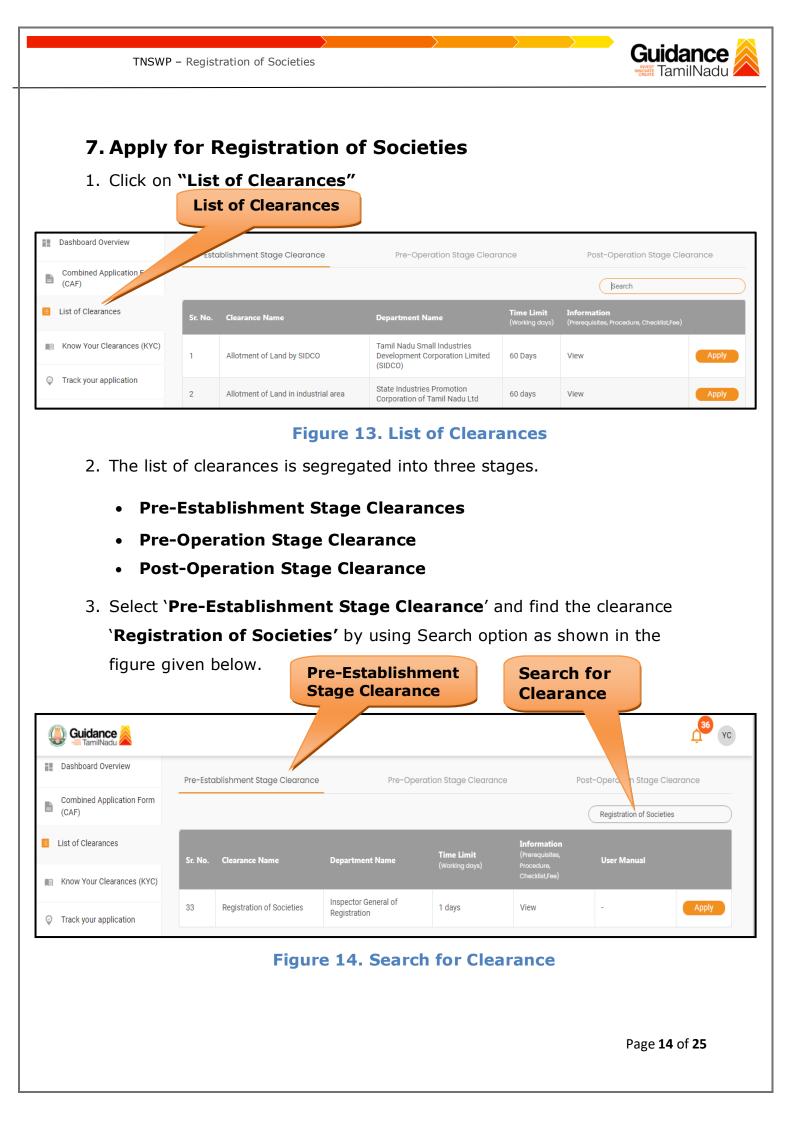
- Prepare and upload the business process flow chart.
- 3) After filling all the sections in combined application form (CAF), the applicant can submit the form.
- When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, 'Your request has been saved successfully' (Refer Figure 12).

TNSWP	- Registration of Societies	ance 🔎
Guidance     TamilNadu     Dashboard Overview		Č. AC
Combined Application Form (CAF)	Project Details of Documents Documents Information Your CAF details have been successfully saved. Kindly review the CAF fee empound marke	
Know Your Clearances (KYC)	Payment Details applicable payment to submit the CAF	Θ
Orack your application	• Lump sum             • Lump sum             • 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.



Guidance TNSWP - Registration of Societies 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 Information Clearance 🔰 Guidance 🏾 YC Dashboard Overview Stage Clearance Pre-Ope Pre-Establishment Stage Clearance ration Stage Clearance **Combined Application Form** Ľ (CAF) Regis of Societies List of Clearances ıme Li User Manual Clearance Name Sr. No. rtment Name Know Your Clearances (KYC) Inspector General of

## Figure 15. Apply for Clearance

Registration

1 davs

View

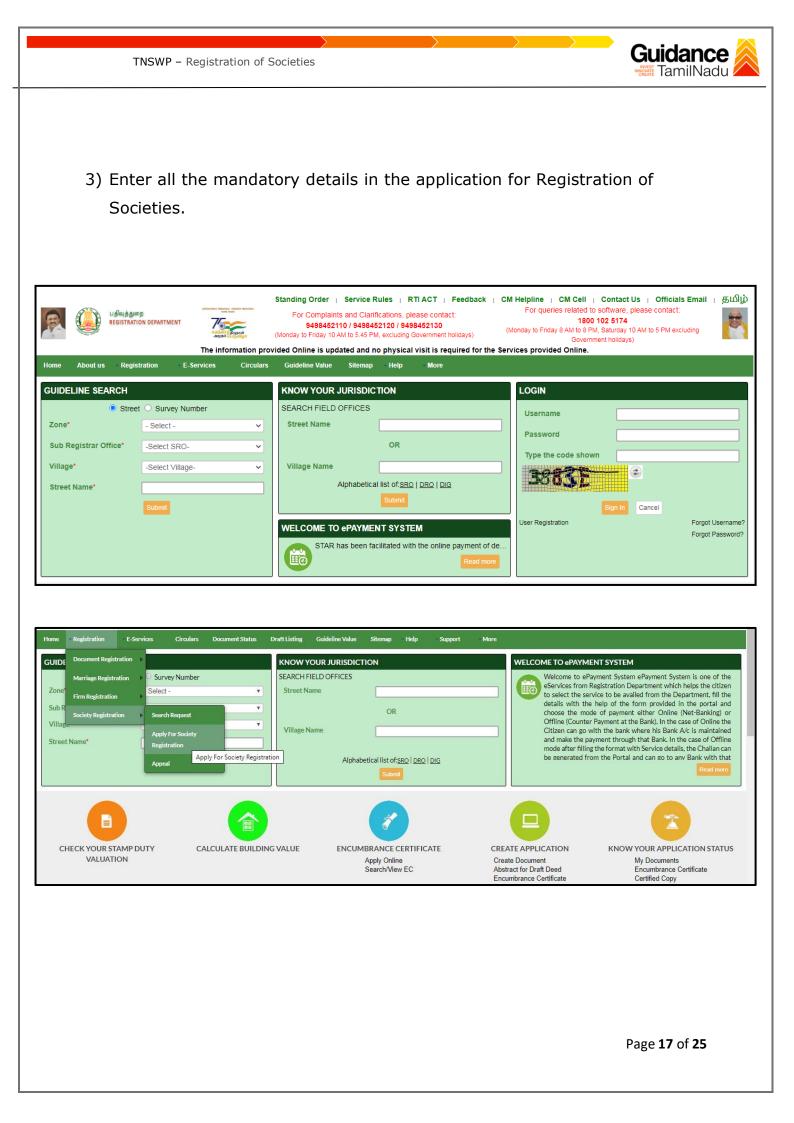
33

Track your application

Registration of Societies

TNSWP – Registration of Societies	Guidance
1) Select <b>PROJECT / CAF</b> from the Confirmation!!!	ne drop-down menu.
Please select the project	et with the one you want to proceed.
Department Name Inspector General of Registration	Name of the Clearance Registration of Societies
Select Project/CAF * CAF Large test	× • Select CAF
Close	Click on Apply Apply
Figure 1	16. Project/CAF
<ol> <li>Click on the Apply button and t Registration of Societies Portal.</li> </ol>	
https://tnswp.com/DIGIGOV/PostParamServlet	
You are being redired	cted for Registration of Societies
Figure 17. Redirecting	to Registration of Societies Portal

Page **16** of **25** 



		TNSWP – R	egistration of S	ocieties			Guidance
R		பதிவுத்துறை REGISTRATION DEPARTME	SUTHANTHERA THERUNAAL ARADOWA PE SAMA NAZIVI	For Complaints an 9498452110 /	ules I RTIACT I Feed d Clarifications, please conta 9498452120 / 9498452130 5.45 PM, excluding Government	1800 102 517	re, please contact:
Home /	About us	Registration E-S	The information prov ervices Circulars	ided Online is updated and n Guideline Value Sitemap	o physical visit is required Help More	for the Services provided Online.	
	F	iome > E-Services > Se Society Search Zone* - Select - Registration No DRO Name - Select - Type the code sho	•	District* - Select - Sequence No.	člick on 'Search'	All Fields Marked With * are Name of Society Year of Registration - Select -	]

Figure 18. Registration of Societies Portal



TNSWP – Registration of Societies

## 8. Payment Process

1. Complete payment online.

Guidance CamilNadu	
Dashboard Overview	Track your Application     Select Project/CAF     CAF Large test     Overview     All Details
Combined Application Form (CAF)	Filters 🔹
List of Clearances	Application ID     Application Ref No.     Applied on     Clex     Make     te     Status     On time/ Delayed     Apply filters       145057     Search     mm/dd/yyyy     Image: Search     Search     Reset filters     Reset filters
E Know Your Clearances (KYC)	
♀ Track your application	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated Us Lying with Pending On time/ Action F
Transaction	1 127337 - 2023 Registration of Nov 21, 2023 Make Junior 0/1 days On time Actions - 11:18:30 Societies 11:28:13 AM Payment Assistant 0/1 days On time Actions - AM

#### Figure 19. Payment Process

#### **Application Submitted**

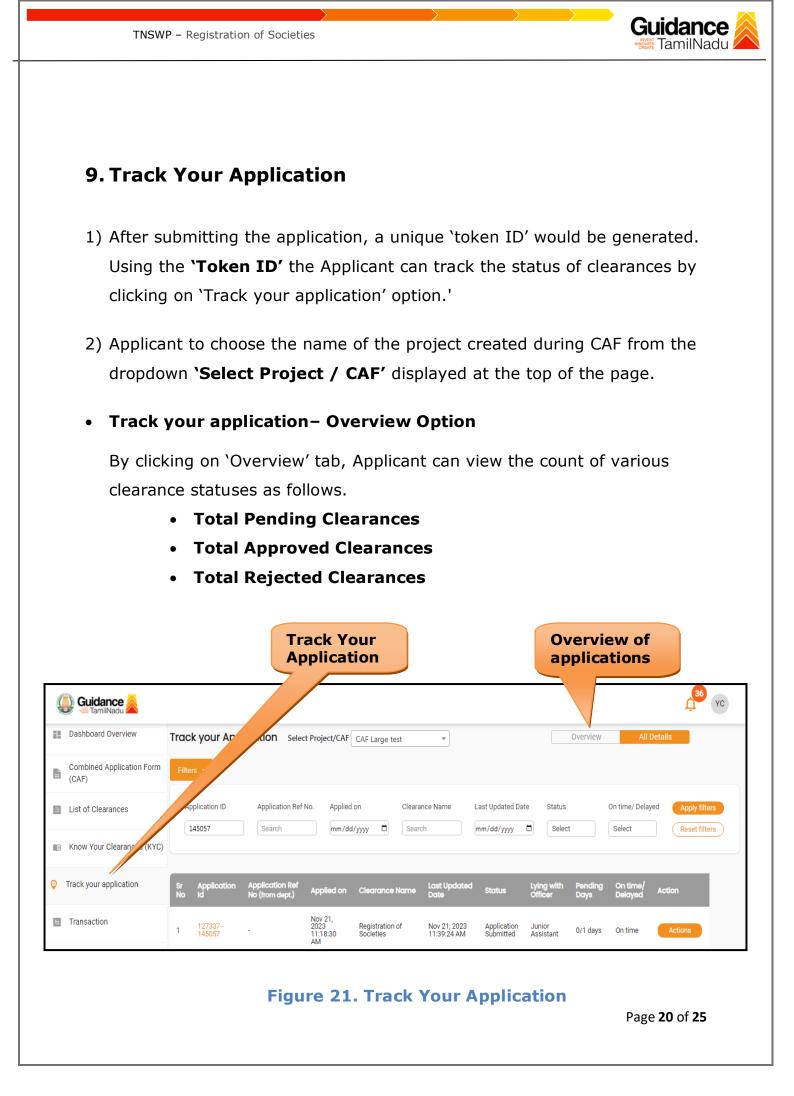
 After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under Track your

application  $\rightarrow$  Select the CAF from the Dropdown  $\rightarrow$  All details

Guidance	
Dashboard Overview	Track your Application     Select Project/CAF     CAF Large test     Overview     All Details
Combined Application Form (CAF)	Filters 🔻
List of Clearances	Application ID     Application Ref No.     Applied on     Clearance Name     Last Undated Date     Status     On time/ Delayed     Apply filters       145057     Search     mm/     Status     Changed to     Select     Reset filters
Know Your Clearances (KYC)	
Source of the second se	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated St Uping with Pending On time/ Action Date Officer Days Delayed
= Transaction	1 127337 - 2023 Registration of Nov 21, 2023 Application Junior Junior Actions 11:18:00 Societies 11:39:24 AM Submitted Assistant 0/1 days On time Actions

Figure 20. Status of the Application

Page 19 of 25



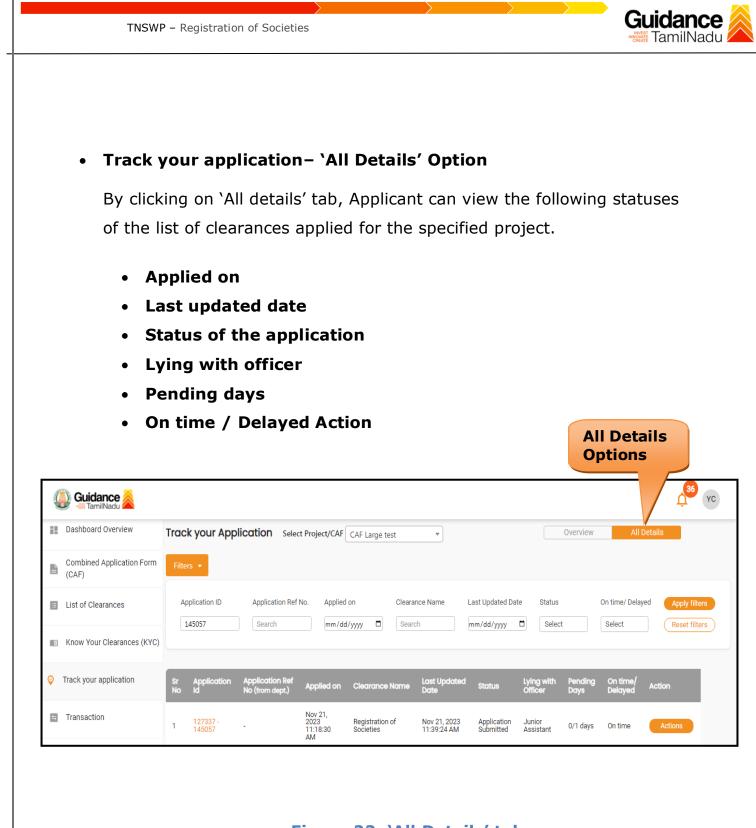


Figure 22. 'All Details' tab

Page **21** of **25** 



## 9. Query Clarification

- After submitting the application to the Inspector General of Registration Department, the Junior Assistant of Inspector General of Registration reviews the application and if there are any clarifications required, the Junior Assistant of Inspector General of Registration would raise a query to the applicant.
- Applicants would receive an alert message through Registered SMS/Email.
- Applicants could go to 'Track your application' option and view the query under action items under the 'All Details' Tab.
- 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.

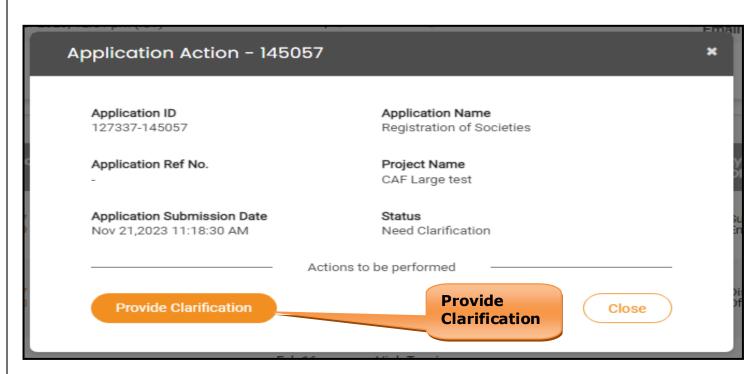
Dashboard Overview	Track your Application Select Project/CAF CAF Large test Overview All Details
Combined Application Form (CAF)	
List of Clearances	Application ID     Application Ref No.     Applied on     Clearance Name     La:     Date     Status     On time/ Delayed     Apply filters       145057     Search     mm/dd/yyyy     Search     mm     y     Select     Reset filters
R Know Your Clearances (KYC)	
Track your application	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated St us Lying with Pending On time/ Action Date
	No Id No (from dept.) Applied on Clearance Name Date Stats Officer Days Delayed Action

#### Figure 23. Need Clarification

Page 22 of 25



TNSWP – Registration of S	Societies
---------------------------	-----------



#### **Figure 24. 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.
- The Status of the application changes from 'Need clarification' to 'Under Process' after the Applicant submits the query.

Dashboard Overview	Track	your App	ication Selec	t Project/CAF	CAF Large test	*			Overview	1 4	All Details	
Combined Application Form (CAF)	Filter	s 🔻				atus Cł						
List of Clearances		plication ID 45057	Application Ref	No. Applied	on	<b>`Under</b>			lect	On time/ De		filters
Know Your Clearances (KYC)												
Track your application	Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	St	Lying with Officer	Pending Days	On time/ Delayed	Action	F
Transaction	1	127337 - 145057		Nov 21, 2023 11:18:30 AM	Registration of Societies	Nov 21, 2023 01:55:32 PM	Under Process	District Registrar Officer	0/1 days	On time	Actions	-

Page 23 of 25



# 10. Application Processing

TNSWP - Registration of Societies

1) After Submitting the application, The District Registrar Officer scrutinizes and reviews the application and updates the status as **"Approved or** 



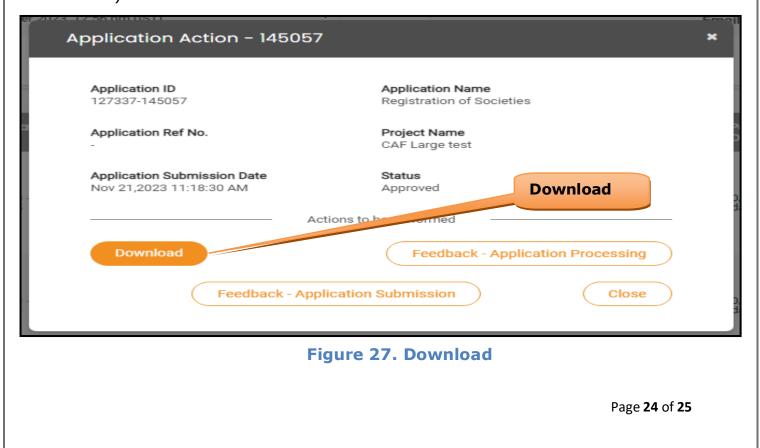
Guidance 🖉	2 <sup>36</sup> YC
Dashboard Overview	Track your Application     Select Project/CAF     CAF Large test     Overview     All Details
Combined Application Form (CAF)	Filters •
List of Clearances	Application ID Application Ref No. Applied on           Application ID         Application Ref No.         Applied on         Application         Application
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/ Officer Days Delayed Action
Transaction	1 127337 - 2023 Registration of Nov 21, 2023 145057 - 11:18:30 Societies 03:48:24 PM Approved Registrar 0/1 days On time Actions

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

2) If the application is **'Approved'** by the District Registrar Officer, the

applicant can download the Certificate Order under Track your

application - > Action button -> Download Certificate (Refer Figure
27).



TNSWP – Registration of Societies

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

<b>()</b>	Guidance 崴	
Das	shboard Overview	rack your Application Select Project/CAF CAF Large test  Overview All Details
Cor (CA	mbined Application Form AF)	Filters •
🔳 List	t of Clearances	Application ID Application Ref No. Applied on Rejected status Status On time/ Delayed Apply filters
🗐 Kno	ow Your Clearances (KYC)	
Trac	ck your application	Sr Application Application Ref No Id No (from dept.) Applied on Clearance Name Last Updated S J Officer Days Delayed Action F
🔄 Trai	ansaction	1 127337 - 2023 Registration of Nov 21, 2023 District 145057 - 11:18:30 Societies 04:39:13 PM Rejected Registrar 0/1 days On time Actions - AM

**Figure 28. Rejected Status** 

 $\sim \sim \sim$ 



Guidance

**FamilNadu**