



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Registration of Property

Inspector General of Registration



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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) Applicant 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

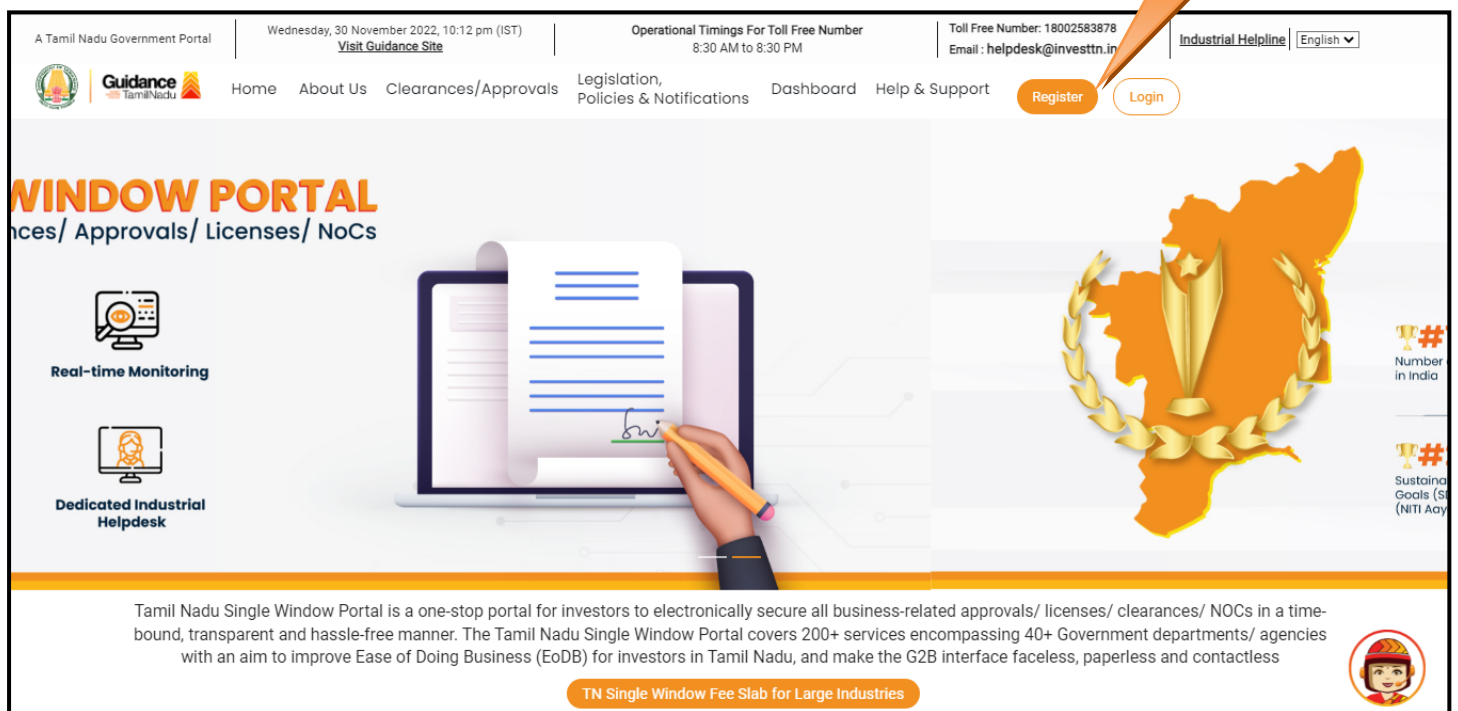
Figure 1. Single Window Portal Home Page

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

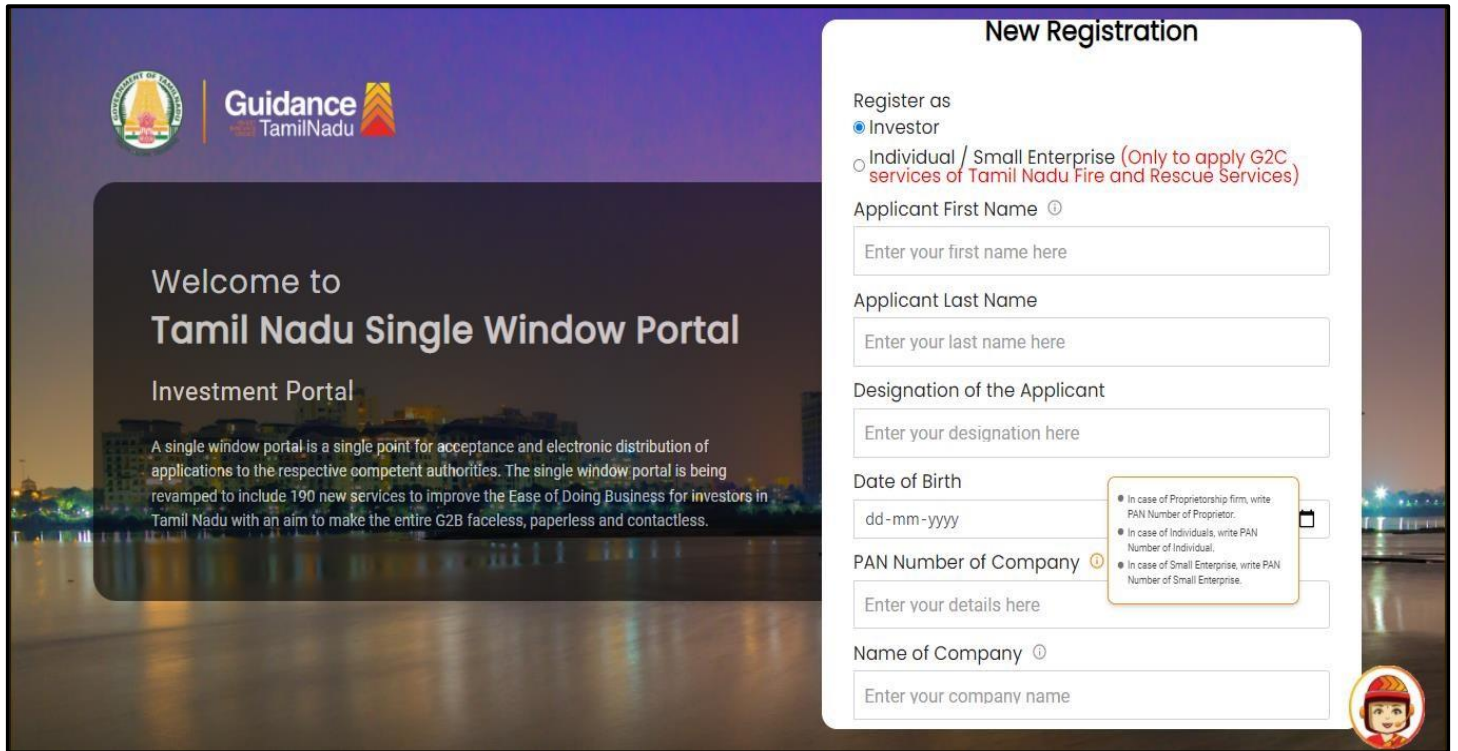
Real-time Monitoring
Dedicated Industrial Helpdesk

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.



Welcome to Tamil Nadu Single Window Portal Investment Portal

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

New Registration

Register as

Investor

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

Applicant First Name

Applicant Last Name

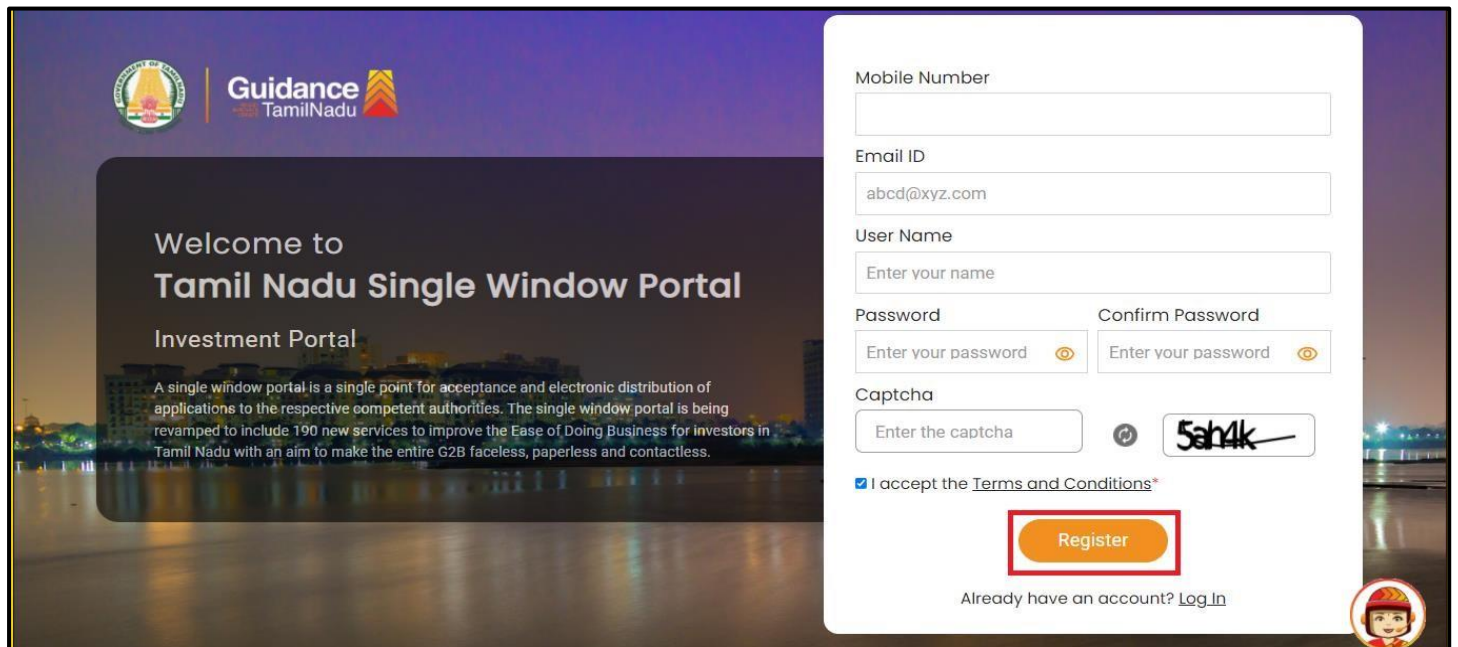
Designation of the Applicant

Date of Birth

PAN Number of Company

Name of Company

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.

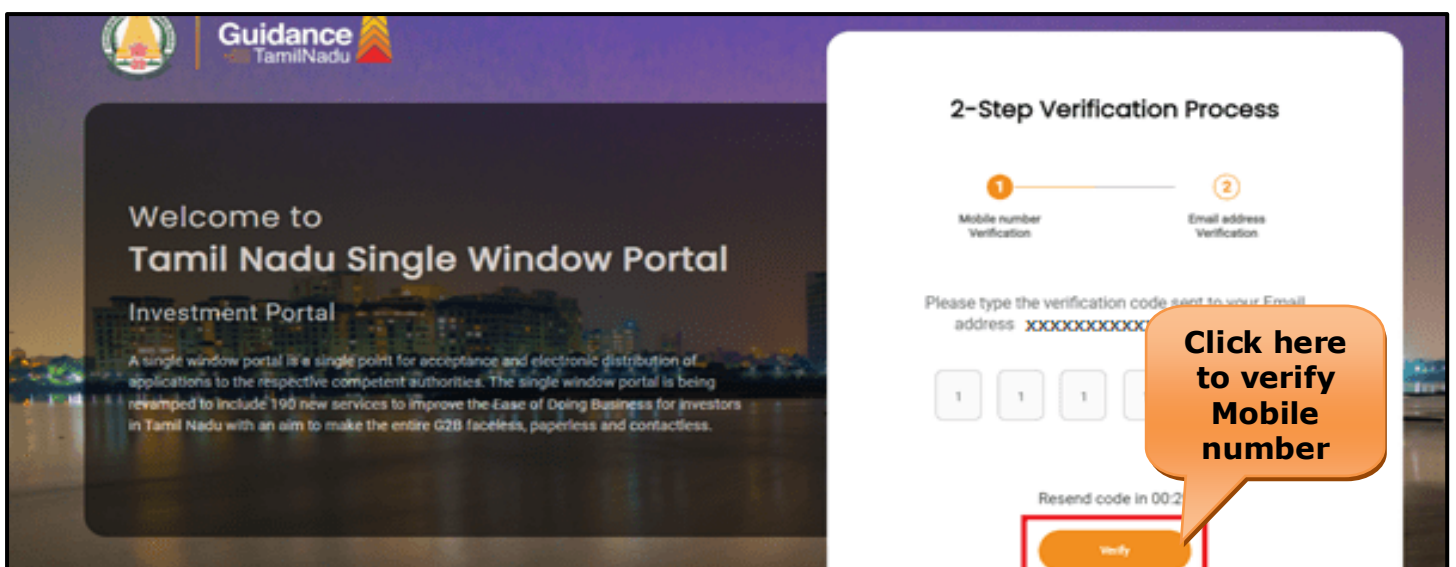


Figure 5. Mobile Number Verification

- **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.

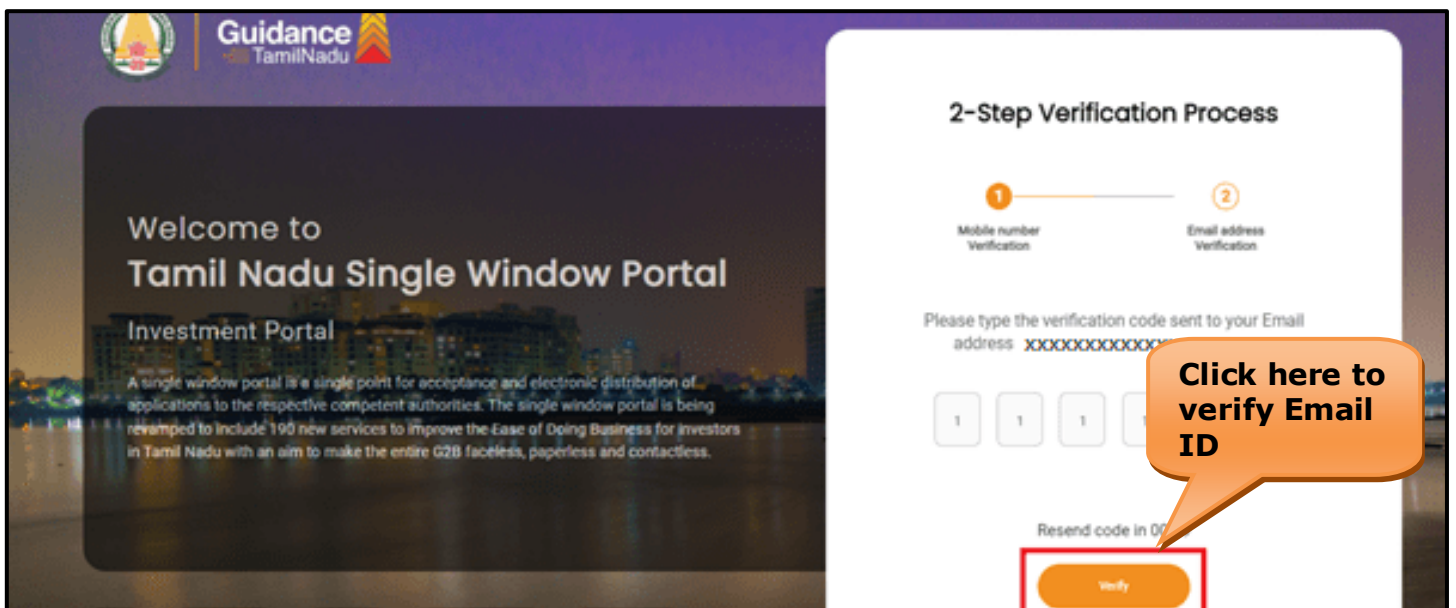


Figure 6. Email ID Verification

- 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.

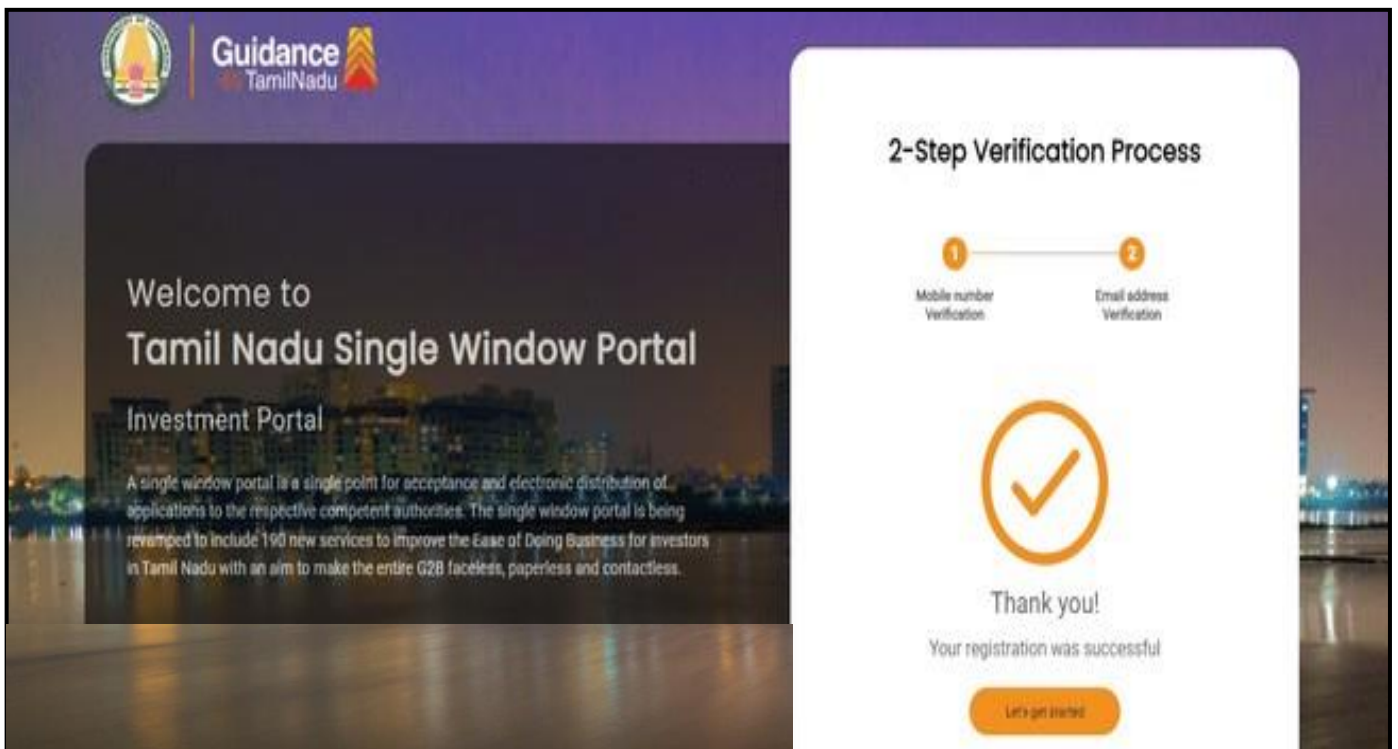


Figure 7. Registration Confirmation Pop-Up

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

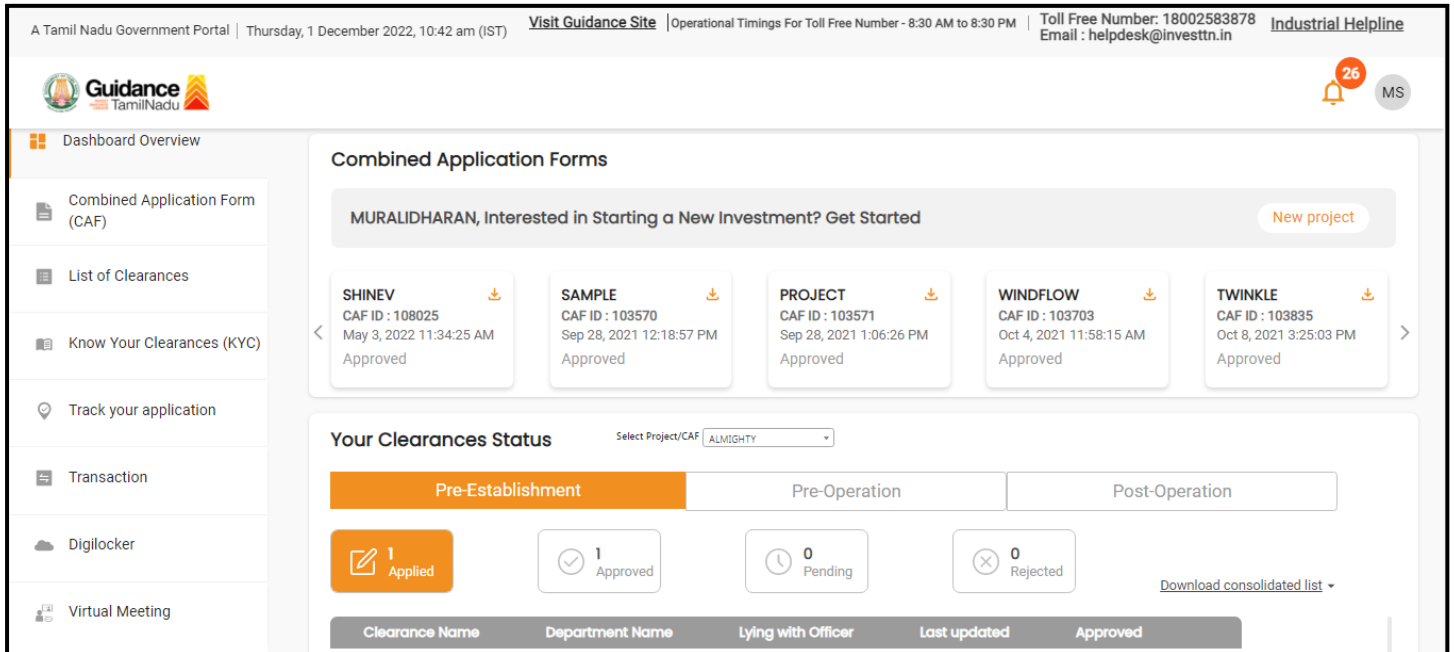


The screenshot shows the TNSWP website interface. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', and operational timings for the toll-free number. A navigation menu contains links for 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 main content area features a large orange map of Tamil Nadu with a star and laurel wreath, followed by the text 'TAMIL NADU Leading the Nation'. Below this, there are two rows of award statistics, each with a trophy icon and a ranking (#1 or #2). The bottom section contains a paragraph describing the portal as a one-stop service for investors and a button for '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](#)

Guidance TamilNadu

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

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

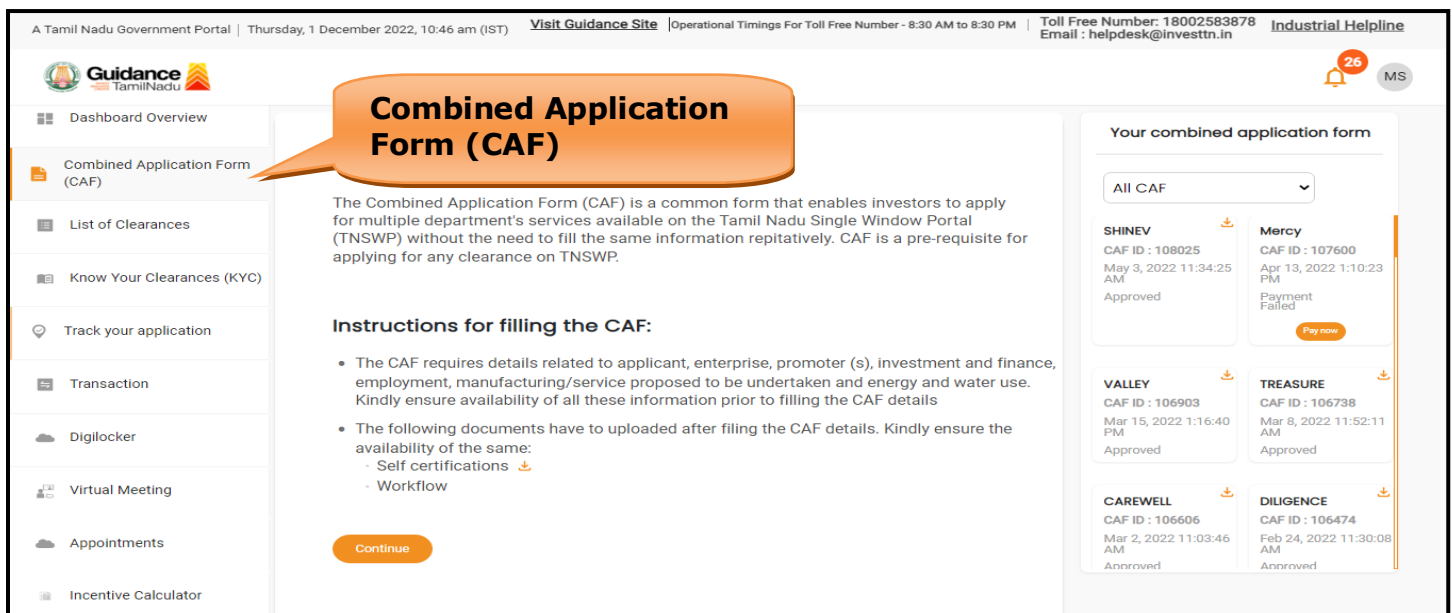
[Download consolidated list](#)

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.



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

Combined Application Form (CAF)

The Combined Application Form (CAF) is a common form that enables investors to apply for multiple department's services available on the Tamil Nadu Single Window Portal (TNSWP) without the need to fill the same information repetitively. CAF is a pre-requisite for applying for any clearance on TNSWP.

Instructions for filling the CAF:

- The CAF requires details related to applicant, enterprise, promoter (s), investment and finance, employment, manufacturing/service proposed to be undertaken and energy and water use. Kindly ensure availability of all these information prior to filling the CAF details
- The following documents have to uploaded after filing the CAF details. Kindly ensure the availability of the same:
 - Self certifications
 - Workflow

[Continue](#)

Your combined application form

All CAF	
SHINEV CAF ID : 108025 May 3, 2022 11:34:25 AM Approved	Mercy CAF ID : 107600 Apr 13, 2022 1:10:23 PM Payment Failed Pay now
VALLEY CAF ID : 106903 Mar 15, 2022 1:16:40 PM Approved	TREASURE CAF ID : 106738 Mar 8, 2022 11:52:11 AM Approved
CAREWELL CAF ID : 106606 Mar 2, 2022 11:03:46 AM Approved	DILIGENCE CAF ID : 106474 Feb 24, 2022 11:30:08 AM Approved

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).

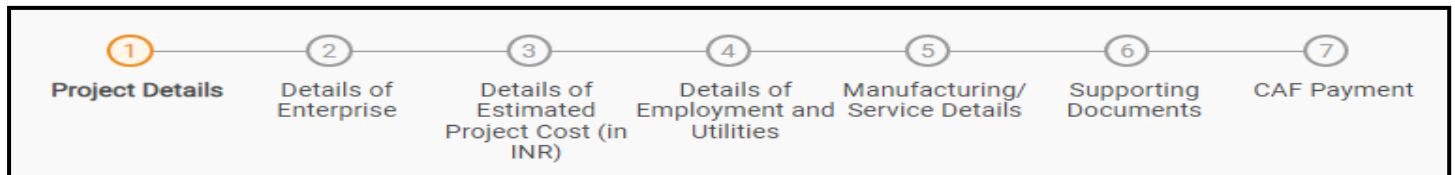


Figure 11. Section of Combined Application Form (CAF)

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

- **Self-Certification:**

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

- **Workflow:**

- Prepare and upload the business process flow chart.

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

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

The screenshot displays the 'CAF Payment' section of the Guidance TamilNadu portal. A progress bar at the top indicates seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The 'CAF Payment' step is currently active. A confirmation message box is overlaid on the page, stating: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' Below the message, there is an 'OK' button. The 'Payment Details' section shows 'Choose your preferred fee slab' with radio buttons for 'Lump sum' (selected) and 'à la carte'. The 'Amount to be paid (in INR)' is entered as '500000', with 'Five Lakh' written below it. A 'Calculate Fee' button is visible on the right.

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

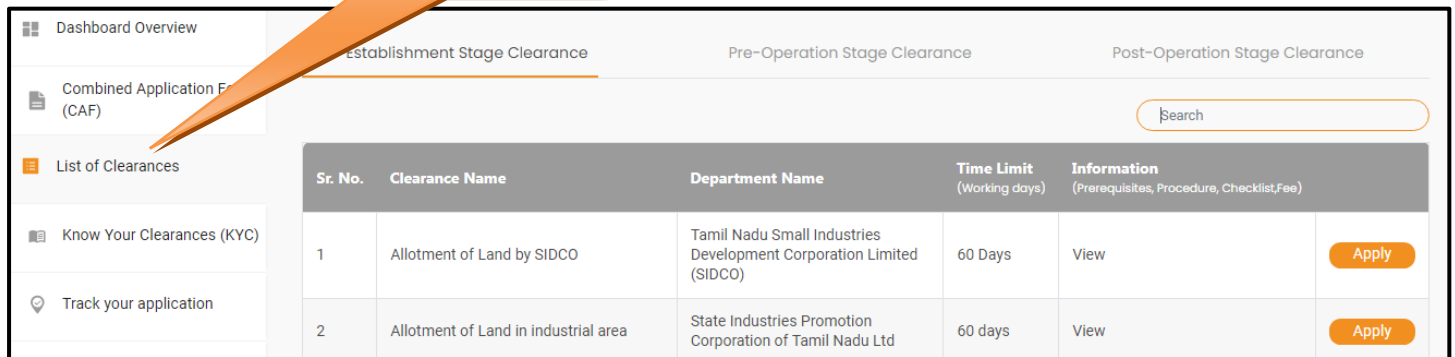
Note:

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

7. Apply for Registration of Property

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

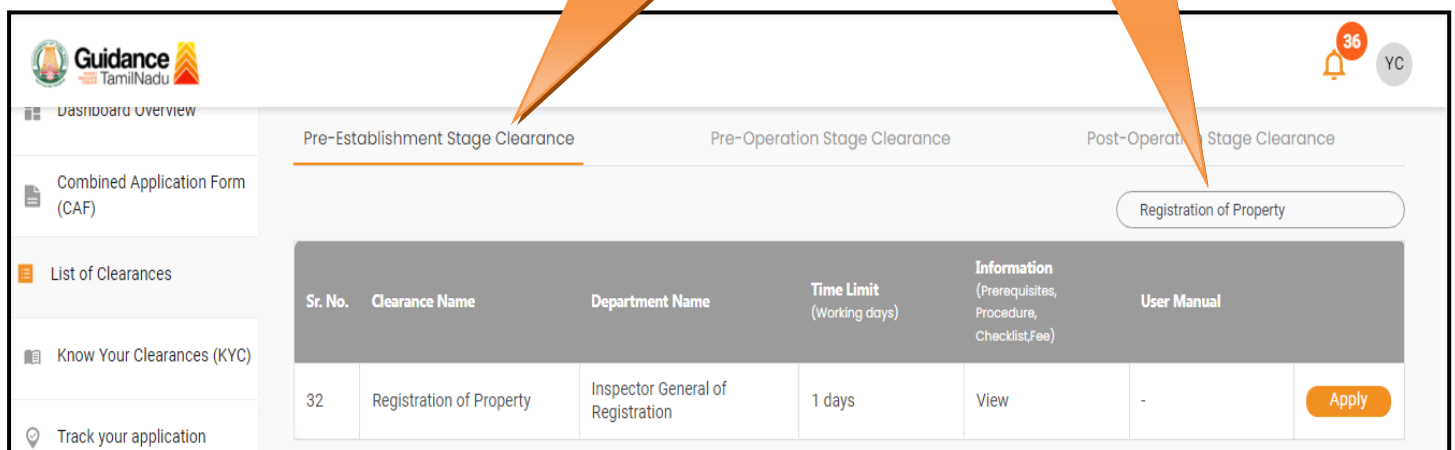
2. The list of clearances is segregated into three stages.

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

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

Pre-Establishment Stage Clearance

Search for Clearance



Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
32	Registration of Property	Inspector General of Registration	1 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.

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
32	Registration of Property	Inspector General of Registration	1 days	View	-

Figure 15. Apply for Clearance

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

Confirmation!!!

Please select the project with the one you want to proceed.

Department Name Inspector General of Registration	Name of the Clearance Registration of Property
---	--

Select Project/CAF *

caf fix test1

Select CAF

Close **Apply** **Apply**

Click on Apply

Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Registration of Property Portal.

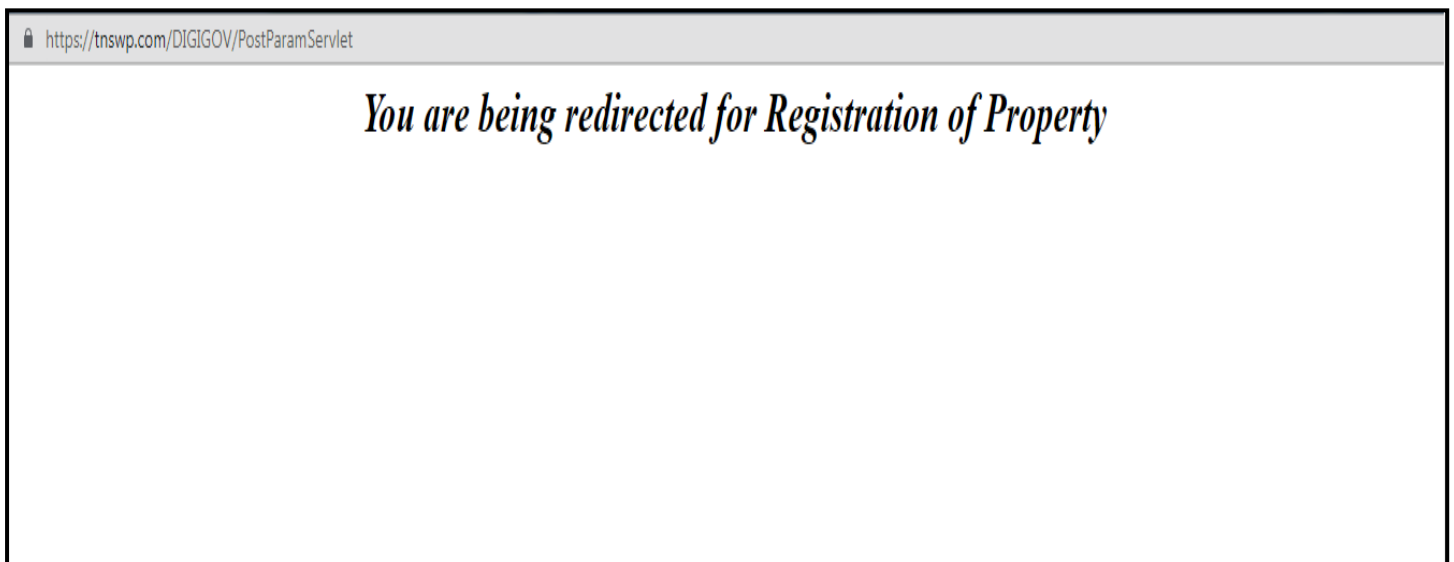


Figure 17. Redirecting to Registration of Property Portal

3) Enter all the mandatory details in the application for Registration of Societies.

The screenshot shows the top section of the website. At the top right, there are links for [Standing Order](#), [Service Rules](#), [RTI ACT](#), [Feedback](#), [CM Helpline](#), [CM Cell](#), [Contact Us](#), and [Officials Email](#). Below these, contact numbers are provided: **9498452110 / 9498452120 / 9498452130** for complaints and clarifications, and **1800 102 5174** for software-related queries. The website header includes the Tamil Nadu Government logo, the Registration Department logo, and the 75th anniversary logo. A green navigation bar contains links for Home, About us, Registration, E-Services, Circulars, Guideline Value, Sitemap, Help, and More. Below the navigation bar, there are three main sections: **GUIDELINE SEARCH** with dropdowns for Zone, Sub Registrar Office, and Village, and a text field for Street Name; **KNOW YOUR JURISDICTION** with text fields for Street Name and Village Name; and **LOGIN** with fields for Username, Password, and a CAPTCHA. A **WELCOME TO ePAYMENT SYSTEM** banner is also visible.

This screenshot shows the same website interface as above, but with the 'E-Services' menu expanded. The dropdown menu lists several services: Document Registration, Marriage Registration, Firm Registration, Society Registration, Adjudication Registration, My Documents, Abstract for Draft Deed, and Index Data Correction. The 'Document Registration' option is currently selected, and a sub-menu is visible with options like 'Create Document', 'Online Flow', and 'Create Document Using Private Attendance'. The rest of the page content, including the navigation bar and search/jurisdiction sections, remains the same.

பதிவுத்துறை
REGISTRATION DEPARTMENT

For Complaints and Clarifications, please contact:
9498452110 / 9498452120 / 9498452130
(Monday to Friday 10 AM to 5.45 PM, excluding Government holidays)

For queries related to software, please contact:
1800 102 5174
(Monday to Friday 8 AM to 8 PM, Saturday 10 AM to 5 PM excluding Government holidays)

22-Nov-2023 01:04:31 PM IST
Welcome : Akshaya Ramachandran
Last Sign-in : 22-Nov-2023 12:53 PM

Sign-out

Home About us Registration E-Services Circulars Draft Listing Guideline Value Sitemap Help More

Home > Registration > Document Registration > Create Document

Create Document All fields marked with * are mandatory ?

Nature of Document*
- Select -

Document Description

Link Previous Document

Copy Data from Previously Created Document (Eg: TPI/20431/2018 or R/Gooduvancheri/BOOK 1/9099/2018)

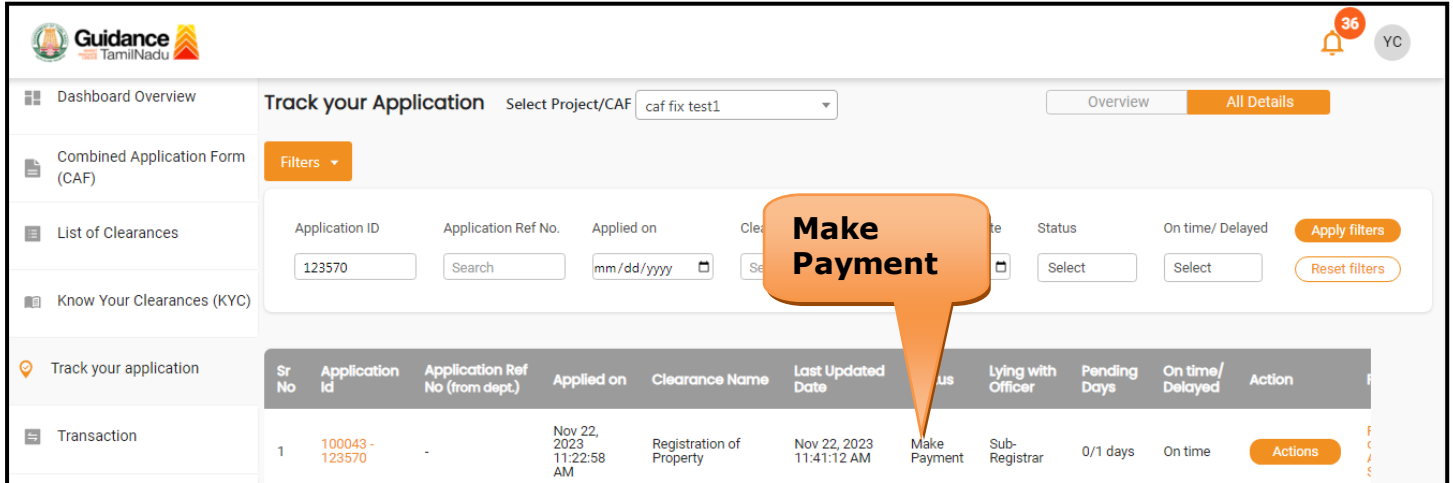
Proceed

Click on 'Proceed'

Figure 18. Registration of Property Portal

8. Payment Process

1. Complete payment through online



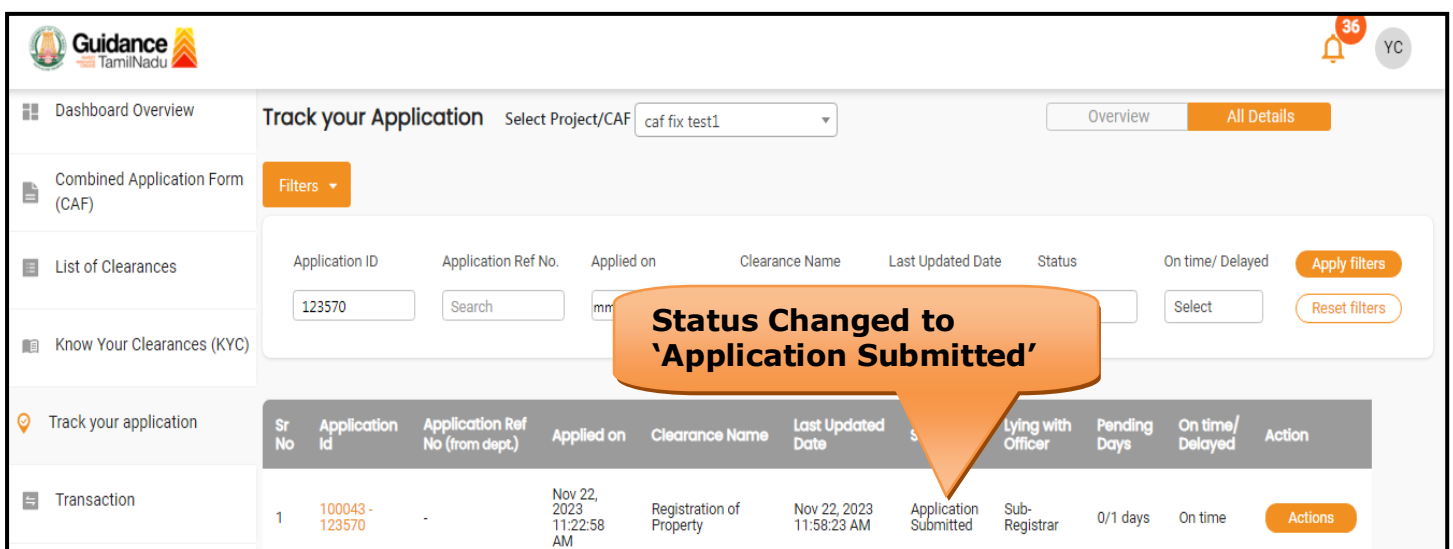
The screenshot shows the 'Track your Application' page. The 'Status' column in the table is highlighted with an orange callout bubble that says 'Make Payment'.

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	100043 - 123570	-	Nov 22, 2023 11:22:58 AM	Registration of Property	Nov 22, 2023 11:41:12 AM	Make Payment	Sub-Registrar	0/1 days	On time	Actions

Figure 19. 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. The 'Status' column in the table is highlighted with an orange callout bubble that says 'Status Changed to 'Application Submitted''.

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	100043 - 123570	-	Nov 22, 2023 11:22:58 AM	Registration of Property	Nov 22, 2023 11:58:23 AM	Application Submitted	Sub-Registrar	0/1 days	On time	Actions

Figure 20. Status of the Application

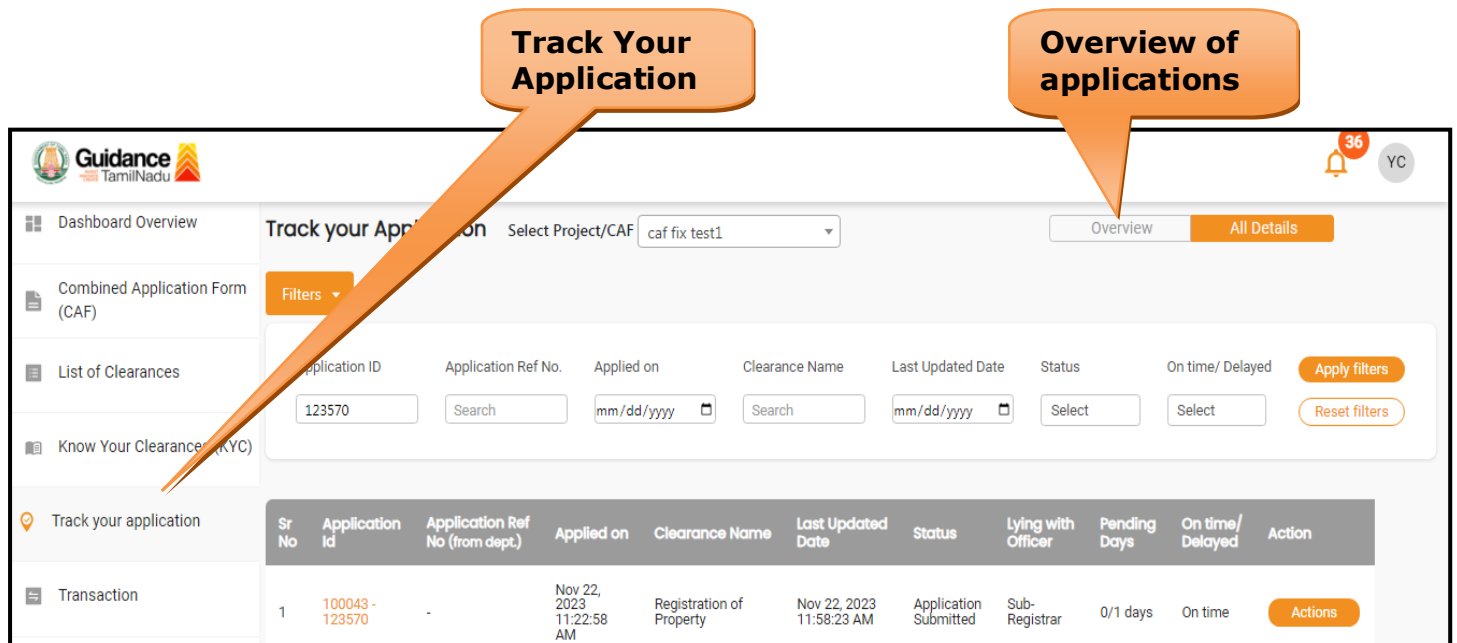
9. Track Your Application

- 1) 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.'
- 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

Guidance TamilNadu

Dashboard Overview

Track your Application

Select Project/CAF caf fix test1

Overview All Details

Combined Application Form (CAF)

Filters

List of Clearances

Know Your Clearance (KYC)

Track your application

Transaction

Application ID 123570

Application Ref No. Search

Applied on mm/dd/yyyy

Clearance Name Search

Last Updated Date mm/dd/yyyy

Status Select

On time/ Delayed Select

Apply filters

Reset filters

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	100043-123570	-	Nov 22, 2023 11:22:58 AM	Registration of Property	Nov 22, 2023 11:58:23 AM	Application Submitted	Sub-Registrar	0/1 days	On time	Actions

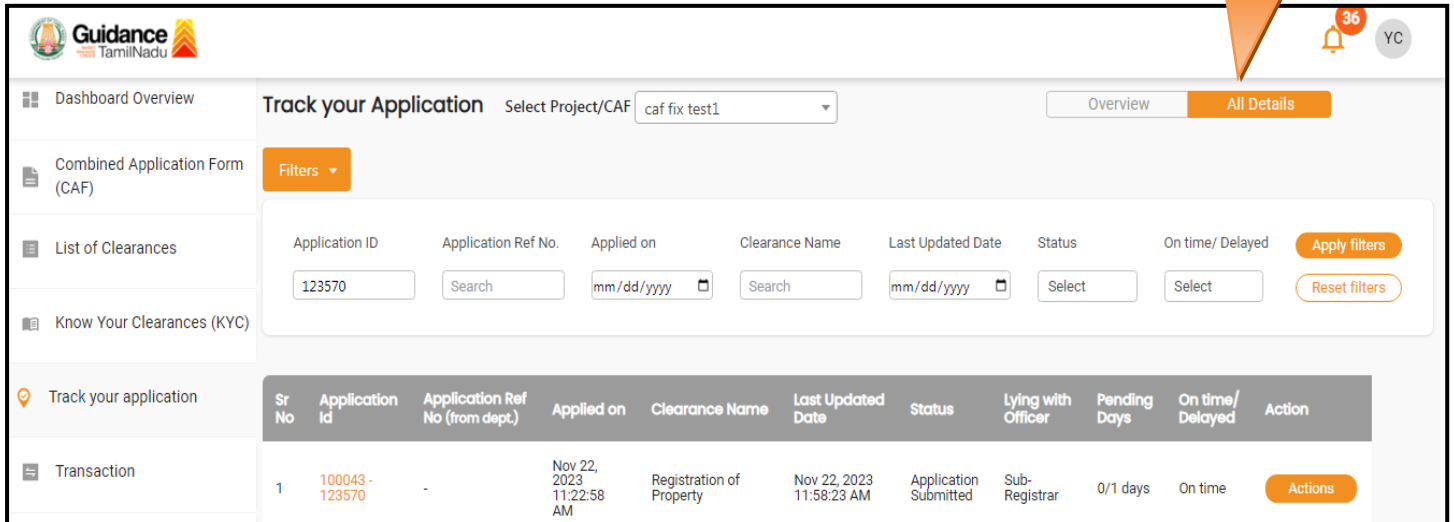
Figure 21. Track Your Application

- **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

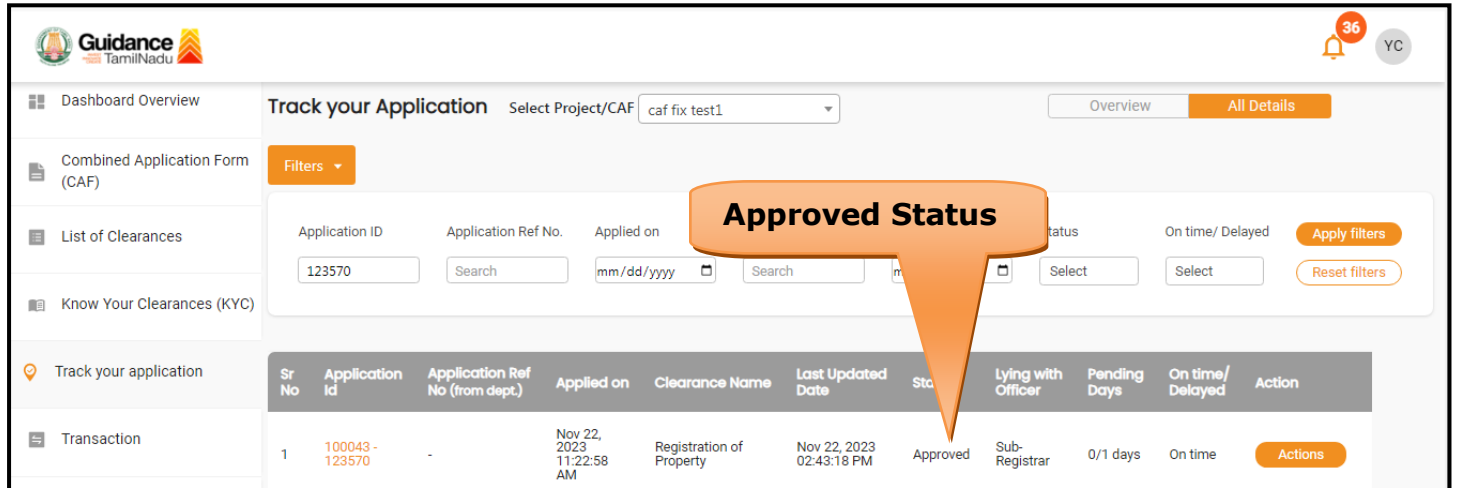


Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action
1	100043 - 123570	-	Nov 22, 2023 11:22:58 AM	Registration of Property	Nov 22, 2023 11:58:23 AM	Application Submitted	Sub-Registrar	0/1 days	On time	Actions

Figure 22. ‘All Details’ tab

10. Application Processing

1) After Submitting the application, The Sub-Registrar scrutinizes and reviews the application and updates the status as **“Approved”**

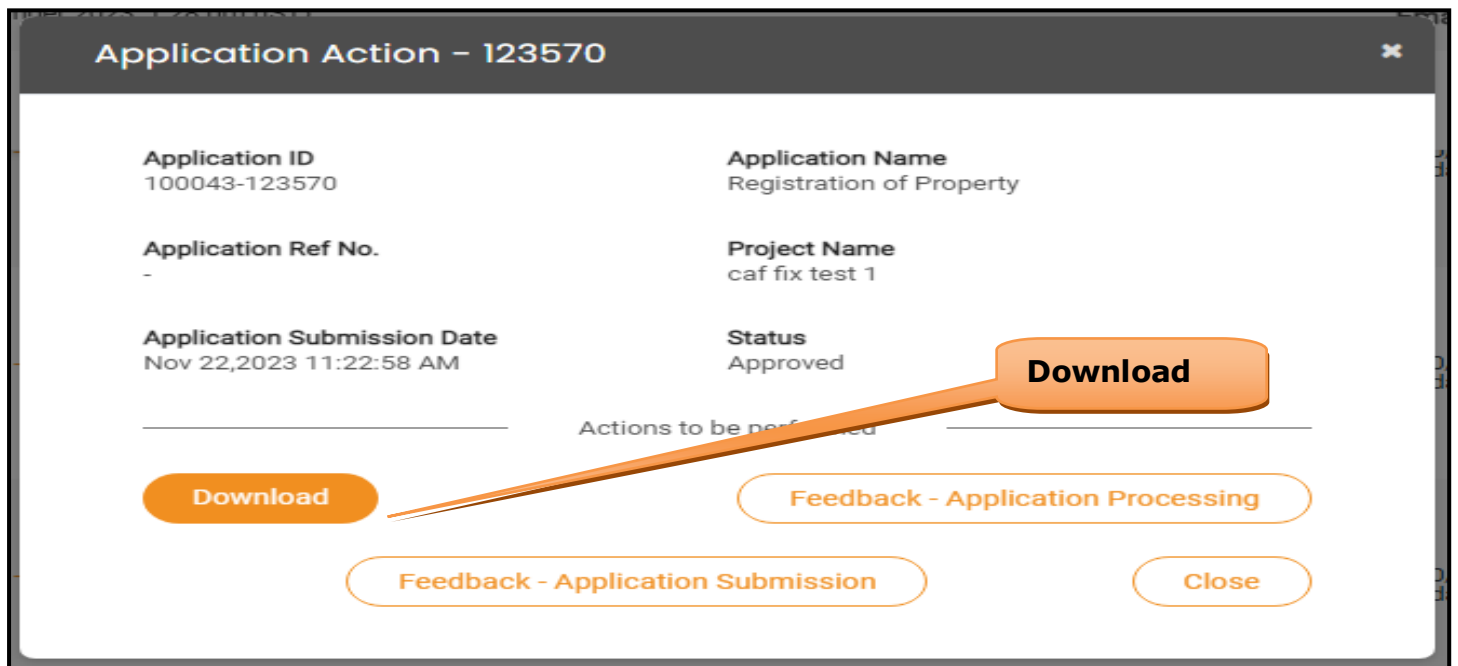


The screenshot shows the 'Track your Application' interface. At the top, there's a search bar for 'Project/CAF' with the value 'caf fix test1'. Below it, there are filter options for 'Application ID' (123570) and 'Applied on' (Nov 22, 2023 11:22:58 AM). A callout bubble labeled 'Approved Status' points to the 'Status' column in the table below, which shows 'Approved'. The table also lists the 'Lying with Officer' as 'Sub-Registrar' and 'Pending Days' as '0/1 days'. An 'Actions' button is visible at the end of the row.

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	100043 - 123570	-	Nov 22, 2023 11:22:58 AM	Registration of Property	Nov 22, 2023 02:43:18 PM	Approved	Sub-Registrar	0/1 days	On time	Actions

Figure 23. Application Processed

2) If the application is **‘Approved’** by the Sub-Registrar, the applicant can download the Receipt Order under **Track your application – > Action button -> Download receipt** (Refer Figure 24)



The screenshot shows a modal window titled 'Application Action - 123570'. It displays application details: Application ID (100043-123570), Application Name (Registration of Property), Application Ref No. (-), Project Name (caf fix test 1), Application Submission Date (Nov 22, 2023 11:22:58 AM), and Status (Approved). Below the details, there are several buttons: 'Download', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. A callout bubble labeled 'Download' points to the 'Download' button.

Figure 24. Download

