



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Apply for certified copy of Encumbrance Certificate

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**

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

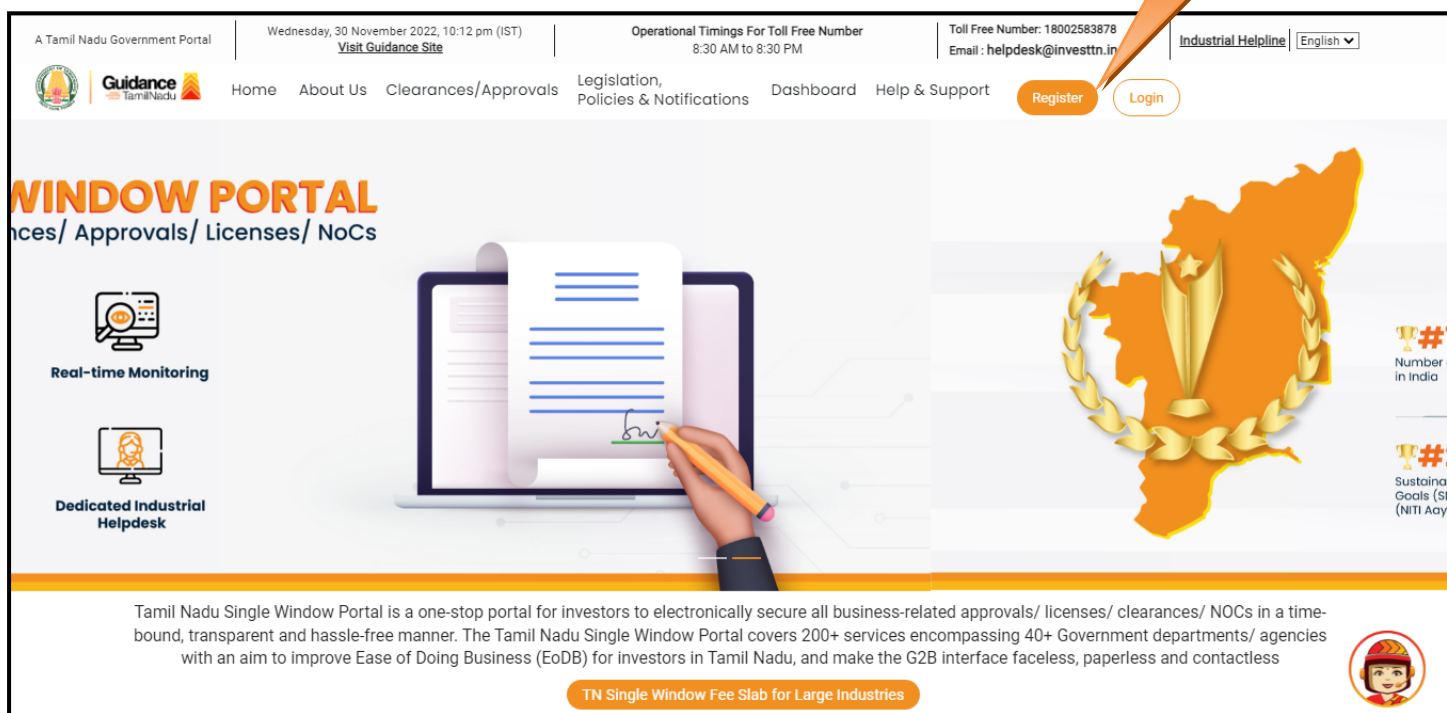
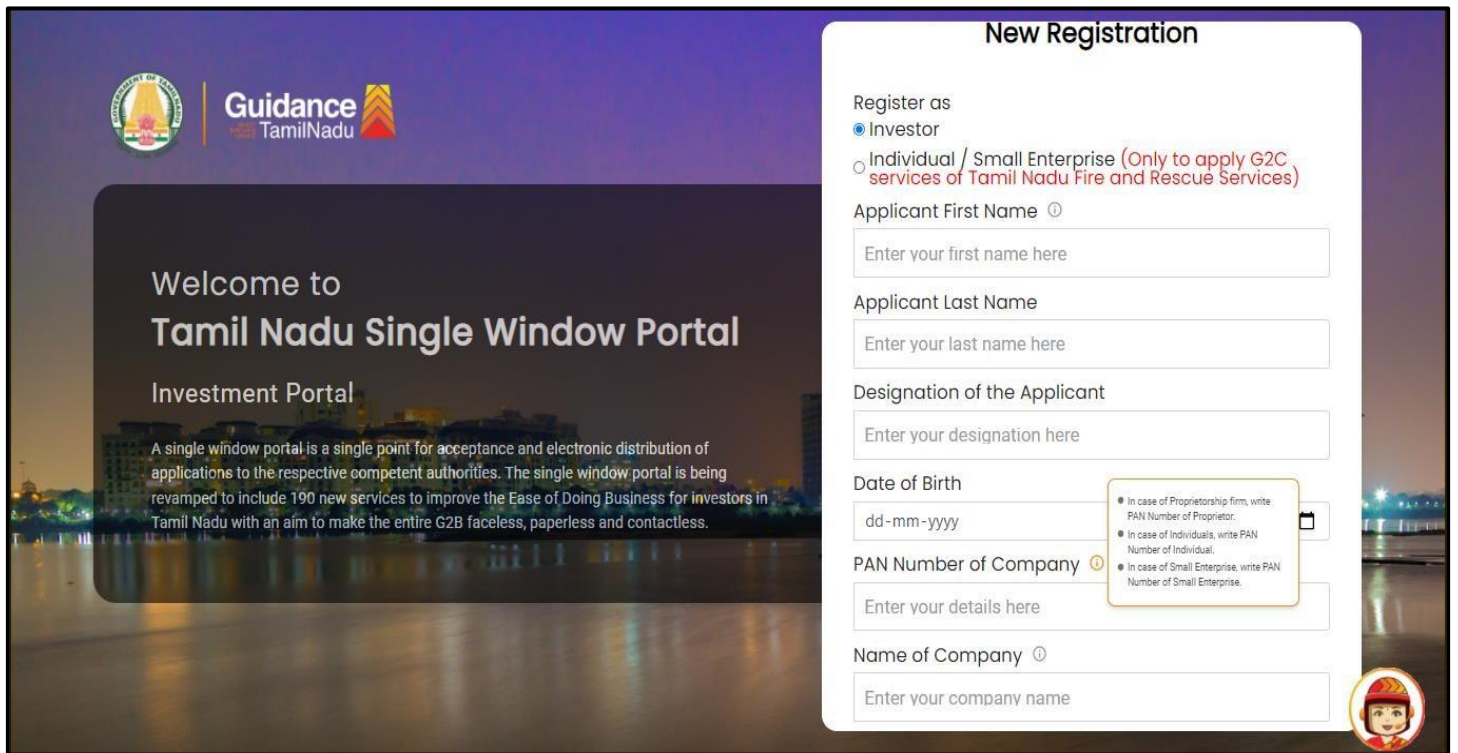


Figure 2. Register

- 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

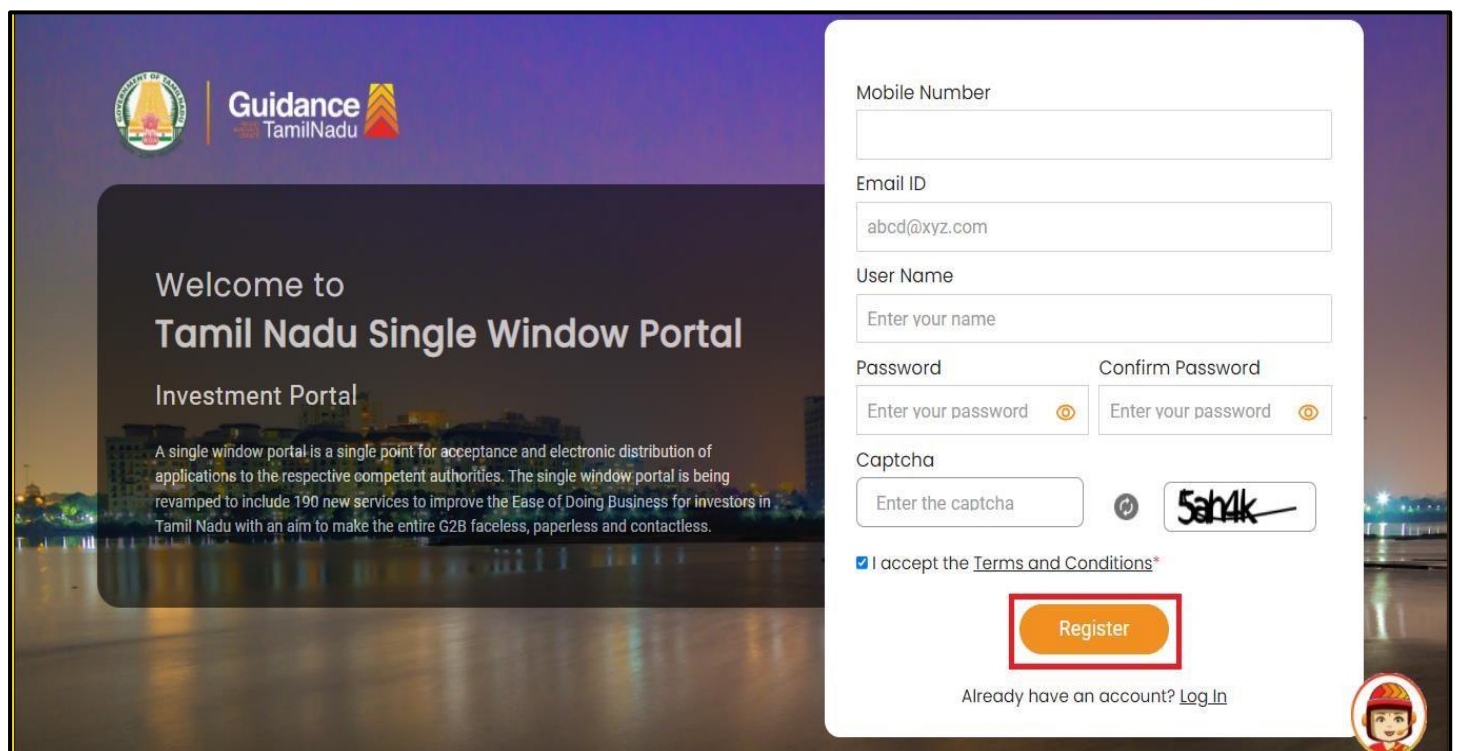
Date of Birth

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

PAN Number of Company ⓘ

Name of Company ⓘ

Figure 3. Registration Form



**Welcome to
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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.

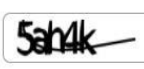
Mobile Number

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.

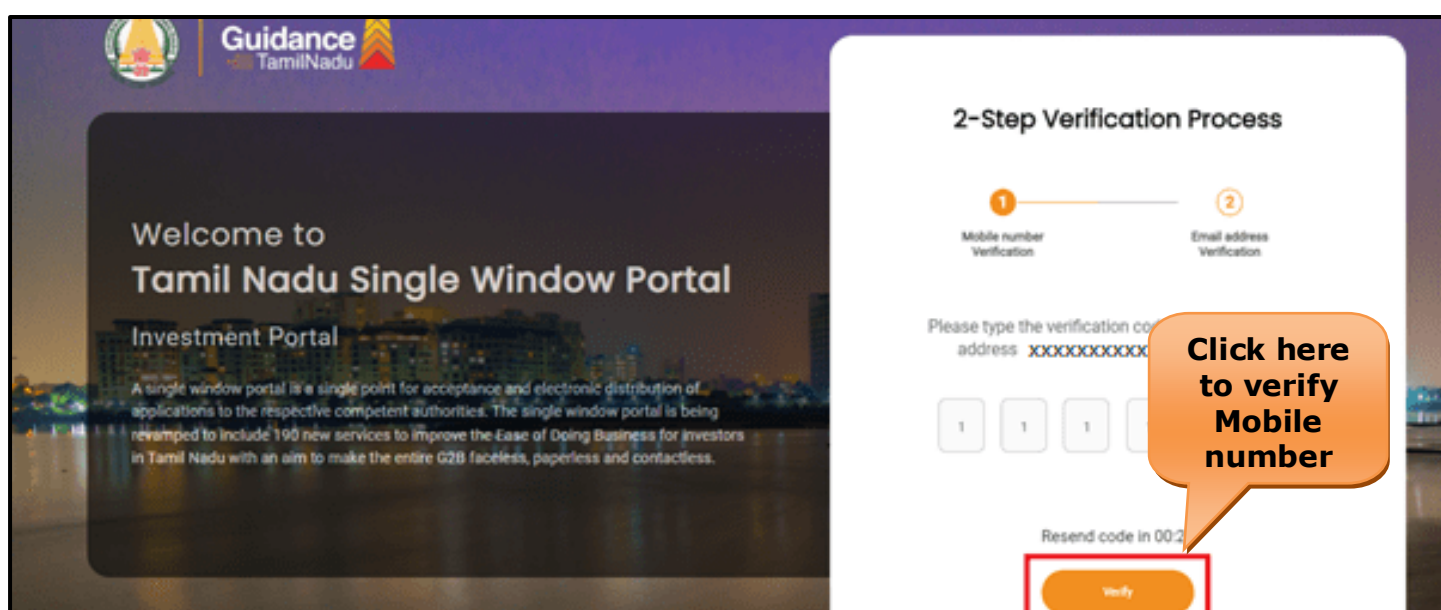


Figure 5. Mobile Number Verification

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.

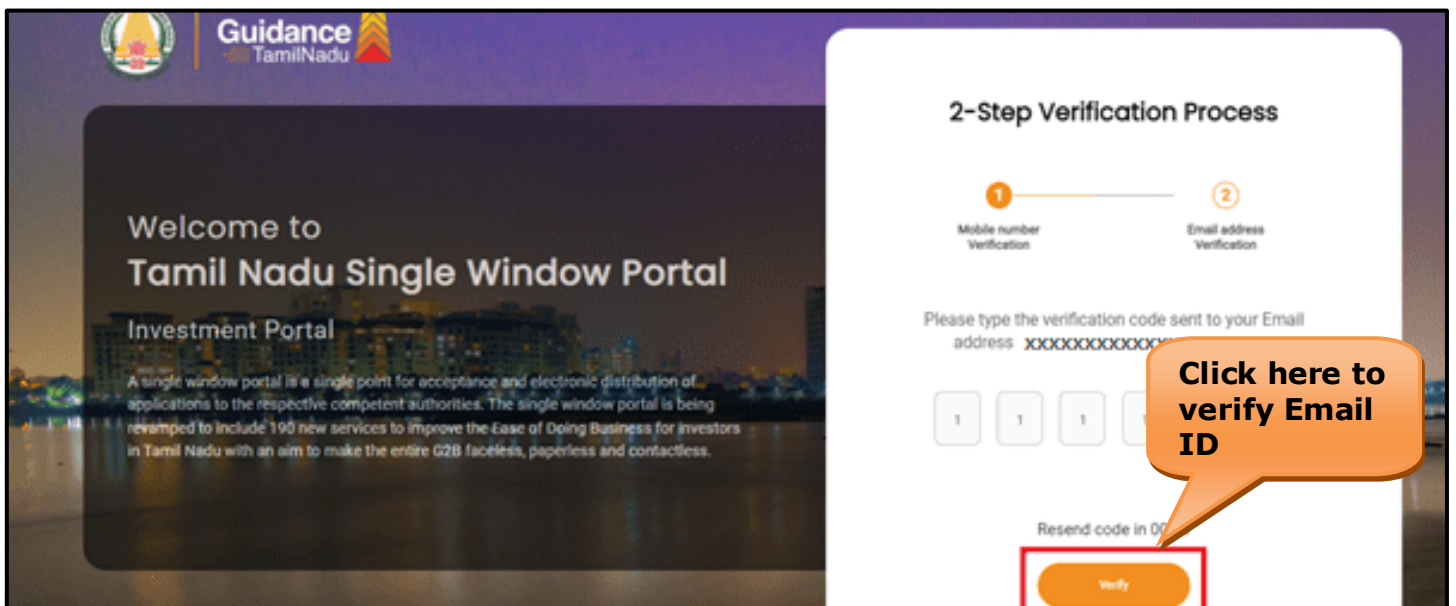


Figure 6. Email ID Verification

- 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.

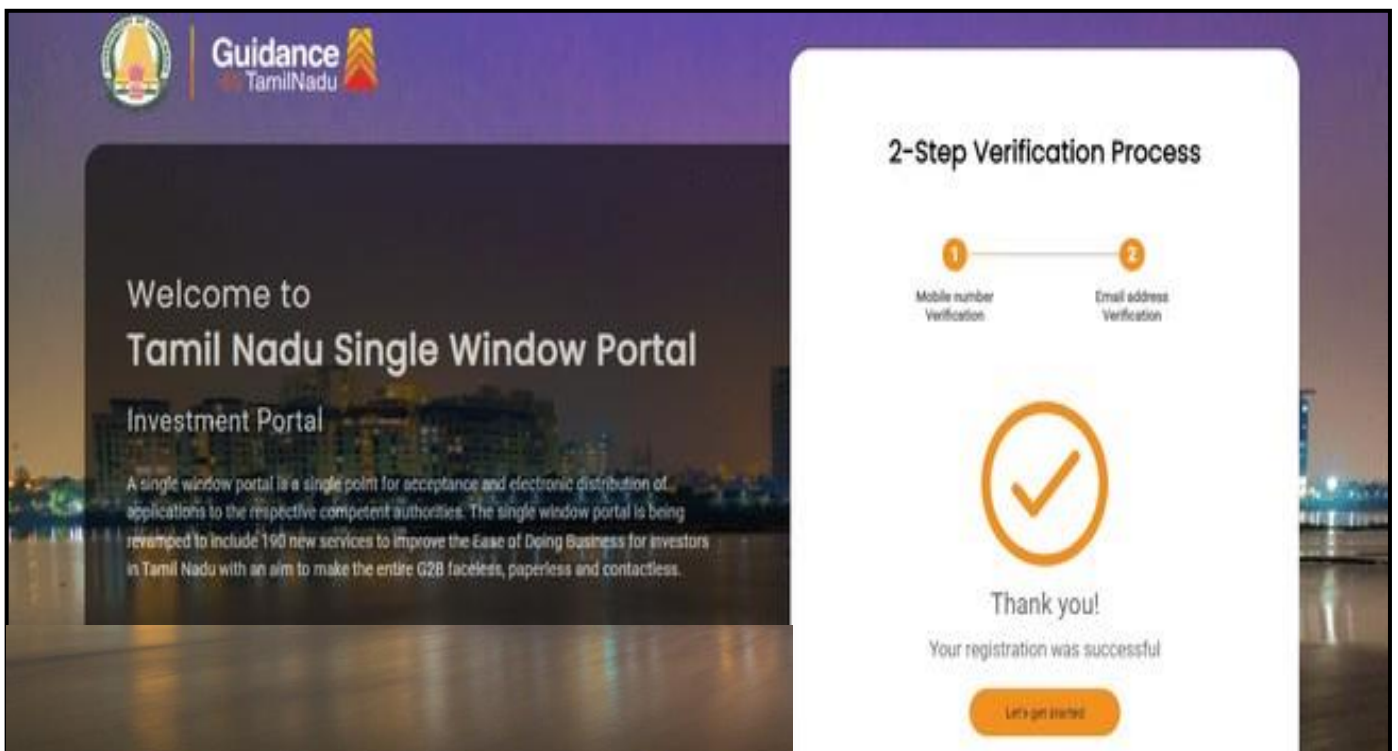


Figure 7. Registration Confirmation Pop-Up

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.

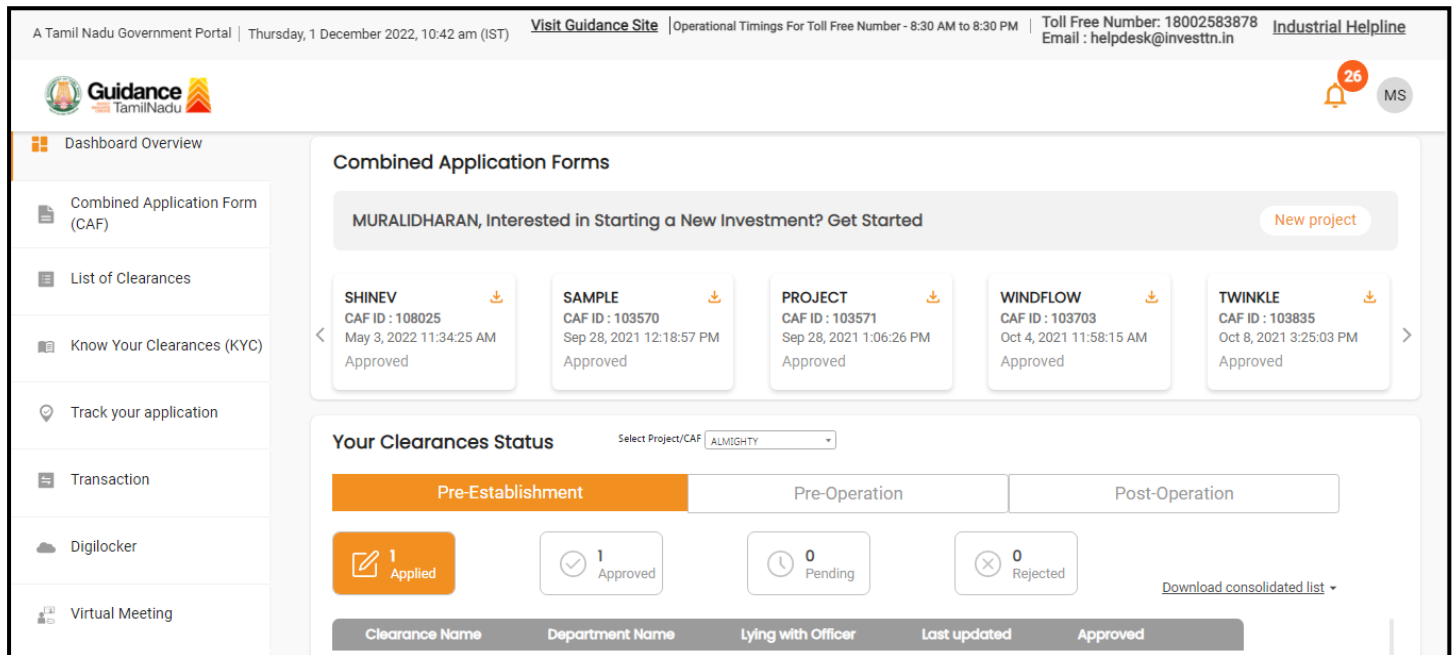
Login to TNSWP



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.



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 26 MS

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting

Combined Application Forms

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

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

Your Clearances Status Select Project/CAF: ALMIGHTY

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.

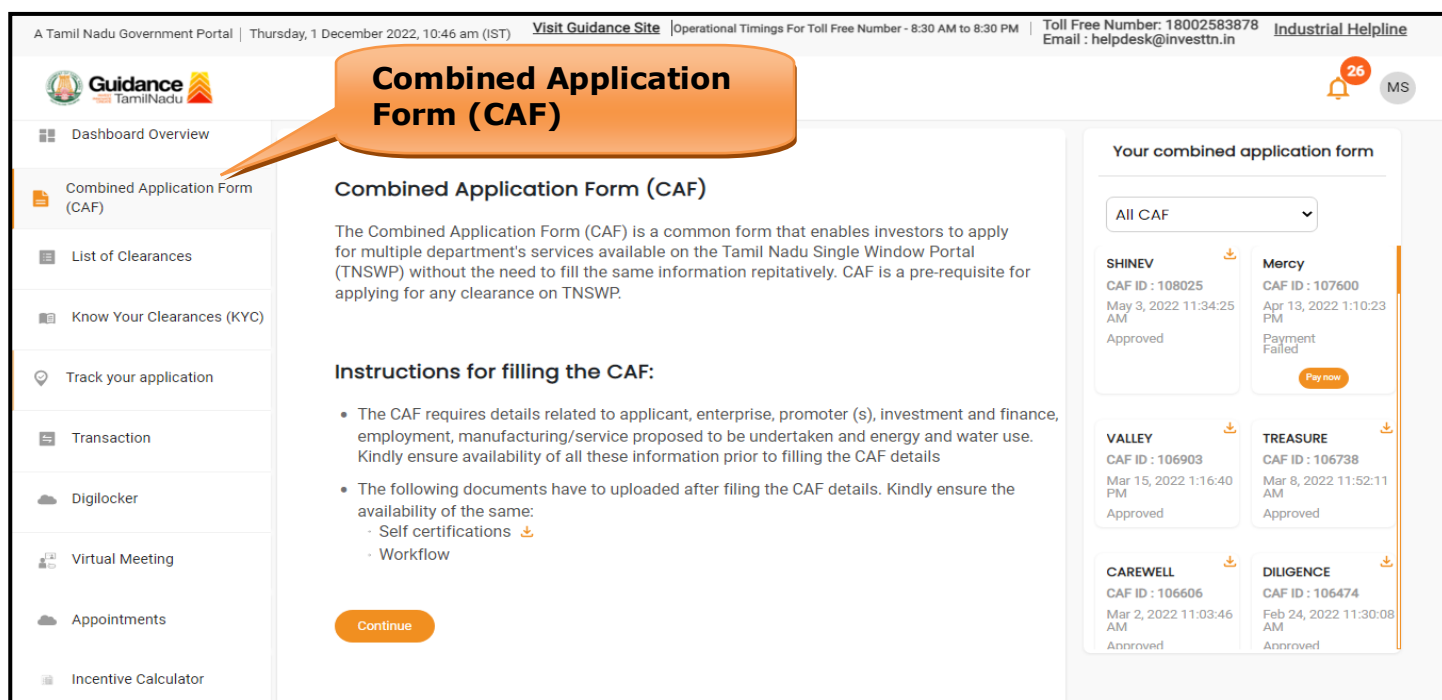


Figure 10. Combined Application Form (CAF)

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).

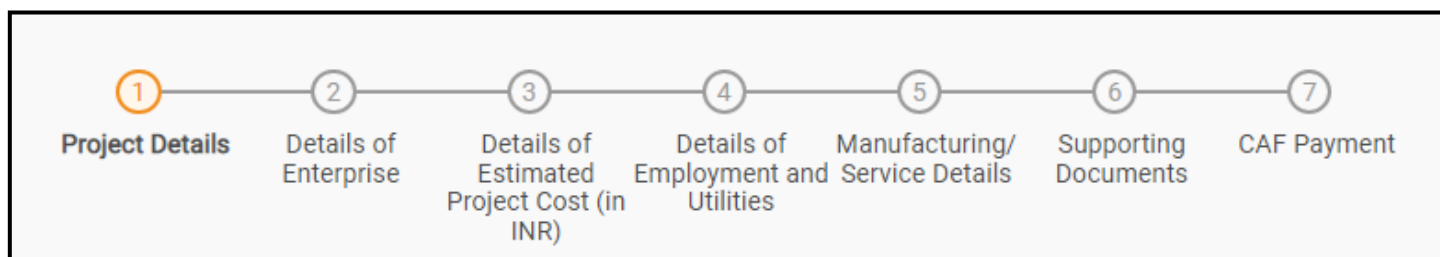


Figure 11. Section of Combined Application Form (CAF)

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).

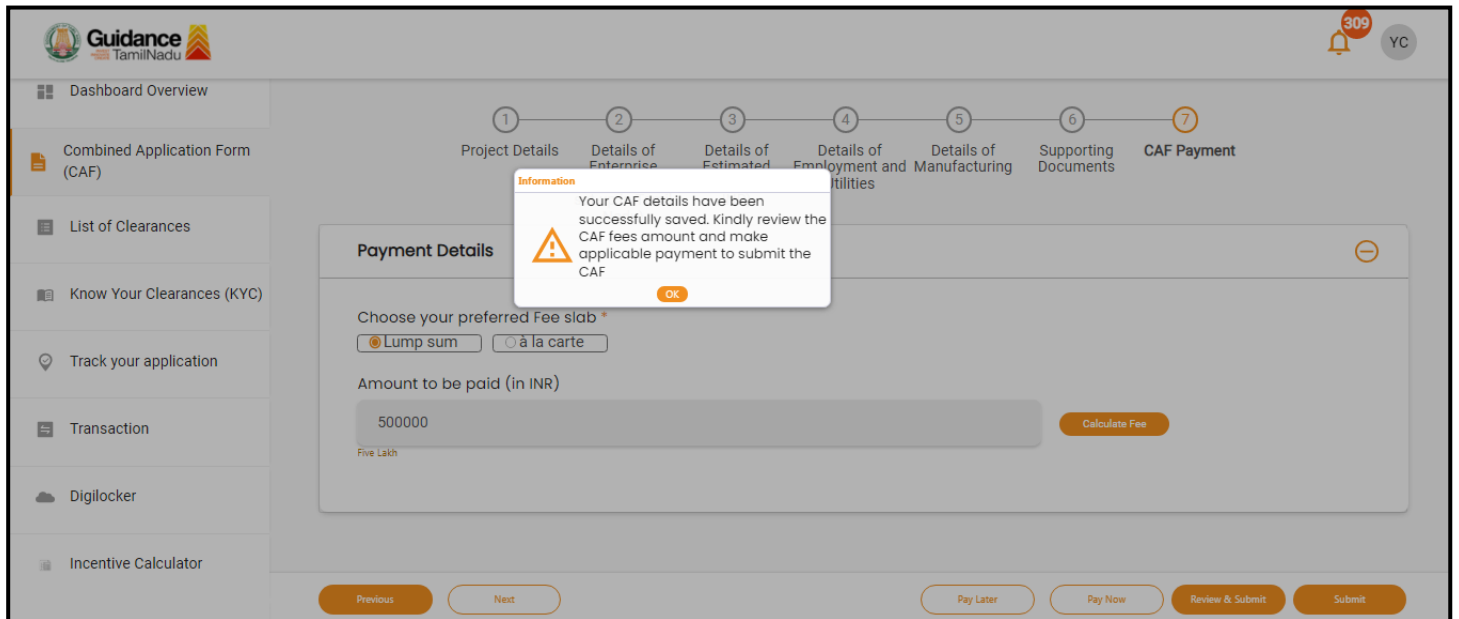


Figure 12. Combined Application Form (CAF) - Confirmation Message

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 Apply for certified copy of Encumbrance Certificate

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 ‘Pre-Establishment Stage Clearance’ and find the clearance ‘Apply for certified copy of Encumbrance Certificate’ 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	
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View	-	Apply

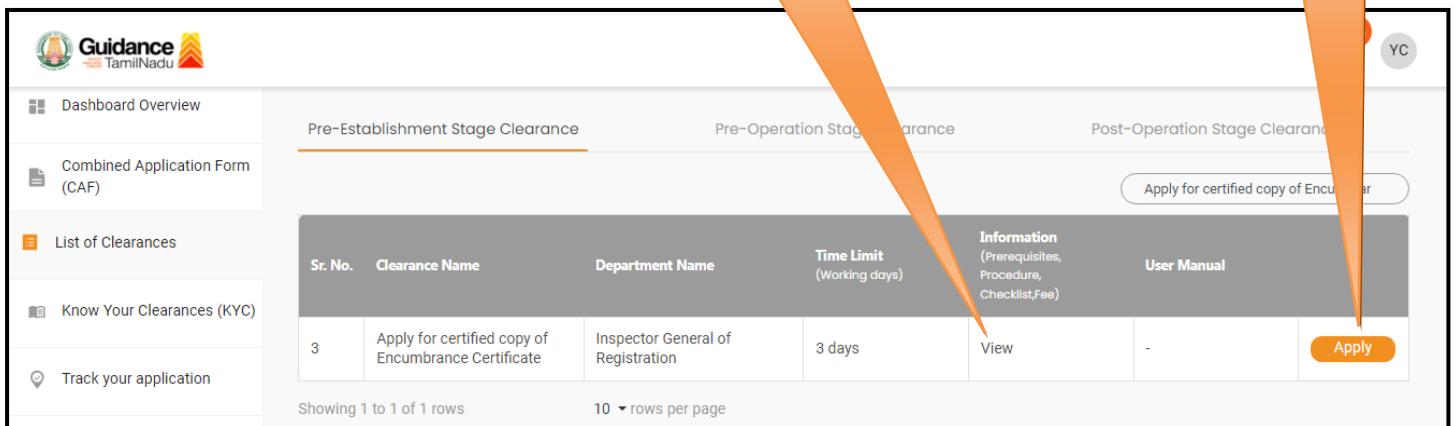
Showing 1 to 1 of 1 rows 10 rows per page

Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

View Information

Apply for Clearance



The screenshot shows a dashboard with a sidebar on the left containing navigation items: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area is titled 'Pre-Establishment Stage Clearance' 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
3	Apply for certified copy of Encumbrance Certificate	Inspector General of Registration	3 days	View	-

Below the table, it indicates 'Showing 1 to 1 of 1 rows' and '10 rows per page'. An orange callout labeled 'View Information' points to the 'View' button in the 'Information' column. Another orange callout labeled 'Apply for Clearance' points to the 'Apply' button in the 'User Manual' column.

Figure 15. Apply for Clearance

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

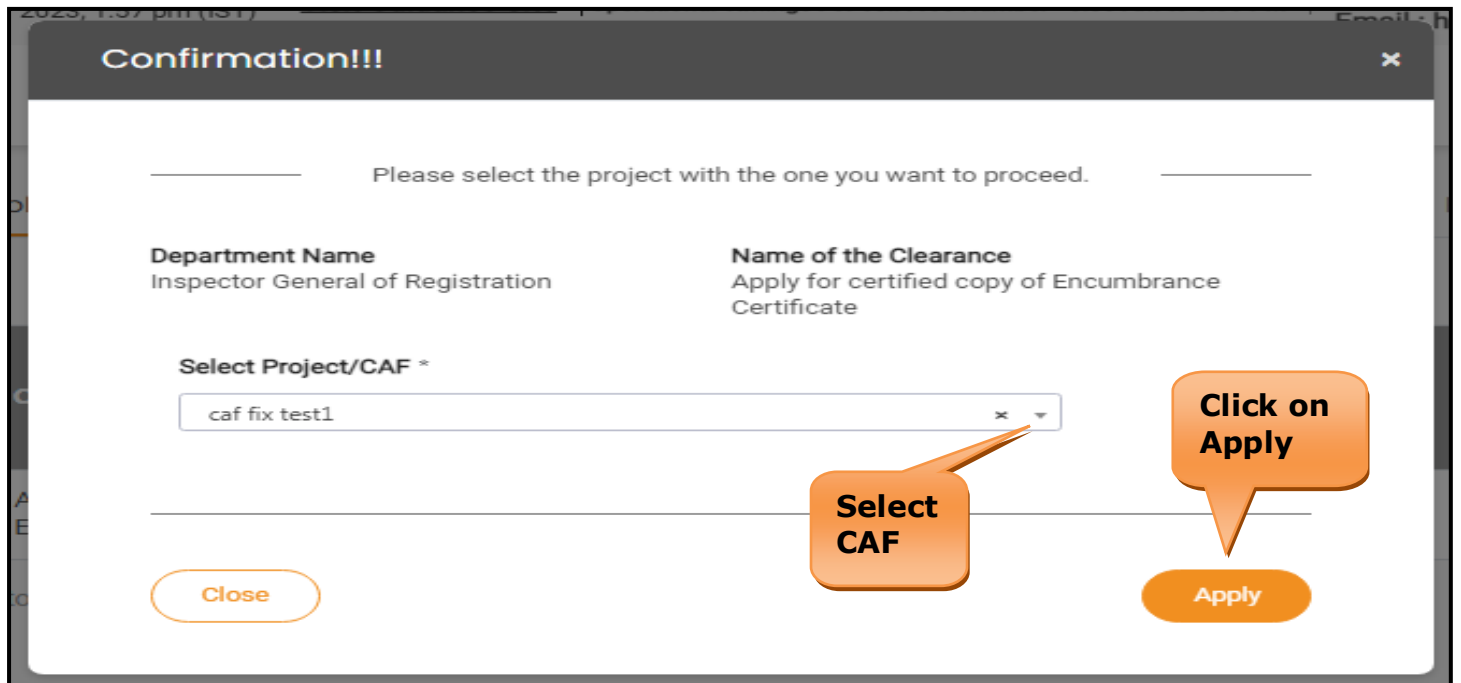


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Apply for certified copy of Encumbrance Certificate.



Figure 17. Redirecting to Allotment of Land in industrial area

3) Enter all the mandatory details in the application Apply for certified copy of Encumbrance Certificate.

tnreginet.gov.in/portal/webHP?requestType=ApplicationRH&actionVal=homePage&screenId=114&UserLocaleID=en&_csrf=71235bc3-3d9c-4b18-91f9-a8e9914c7c7

Resize Text - + Reset Screen Reader

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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)

The information provided Online is updated and no physical visit is required for the Services provided Online.

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

GUIDELINE SEARCH

Street Survey Number

Zone*

Sub Registrar Office*

Village*

Street Name*

KNOW YOUR JURISDICTION

SEARCH FIELD OFFICES

Street Name

OR

Village Name


Alphabetical list of [SRO](#) | [DRO](#) | [DIG](#)

LOGIN

Username


Password

Type the code shown



User Registration [Forgot Username?](#) [Forgot Password?](#)

WELCOME TO ePAYMENT SYSTEM

 STAR has been facilitated with the online payment of d...

Resize Text - + Reset Screen Reader F2 English F4 Typewriter F8 Transliteration English

[Skip to main content](#) | [Service Rules](#) | [Standing Order](#) | [RTI ACT](#) | [Feedback](#) | [CM Helpline](#) | [CM Cell](#) | [Contact Us](#) | தமிழ்

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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)

21-Nov-2023 10:53:32 AM IST
 Welcome : Akshaya Ramachandran
 Last Sign-in :

The information provided Online is updated and no physical visit is required for the Services provided Online.

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

GUIDELINE SEARCH

Street Survey Number

Zone*

Sub Registrar Office*

Village*

KNOW YOUR JURISDICTION


Request List

Search and Apply EC

View EC

Village Name

WELCOME TO ePAYMENT SYSTEM

 STAR has been facilitated with the online payment of departmental charges by the public in a simple and secured manner. The Government has accorded sanction for the payment of charges in Sub Registrar offices, through Demand draft for the amount upto Rs.5000/- and no monetary restriction for online payment. For the payment upto Rs.1,000/-, it can be

View Token Availability

- Encumbrance
- Certificate
- Certified Copy
- Document Status



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)



21-Nov-2023 10:56:25 AM IST
Welcome : Akshaya Ramachandran
Last Sign-in :



The information provided Online is updated and no physical visit is required for the Services provided Online.

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

Home > E-Services > Encumbrance Certificate > Search and Apply EC

Search Encumbrance Certificate [Click here to view User Manual.](#)

Give maximum possible particulars of the property in the application to get EC without omission of entries.

Zone * District * Sub Registrar Office *

EC Start Date * EC End Date *

Survey Details

Village * Survey No. * Subdivision No.

Add

Plot No.
(Note : If Plot number contains Alpha Numeric, specify the Numeric only. Eg.,If Plot Number is '15A North or 15/1A or 15ல் வடக்கு', specify as 15. In case of multiple plot numbers, add separately one by one.)

Add

Flat No
(Note : If Flat number contains Alpha Numeric, specify the Numeric only. Eg.,If Flat Number is '15A North or 15/1A or 15ல் வடக்கு', specify as 15. In case of multiple Flat numbers, add separately one by one.)

Add

House Details

Door No. Ward Block

Add

Boundary Details

East

West

North

South

Add

Extent and Build-up Area

Total Extent

Conveyed Extent *

Undivided Share

Build-up Area

Additional Details (in case of multiple, add ',' separated Ex. 1,4/2A)

Old Survey No./Sub Div No ..

T.S. No.

Old Door No.


Name of Declared Owner

Father Name

Any other relevant inform ..

Any Registered Document N ..

Type the code shown



[Click Here](#) to know data availability period

Search **Reset**

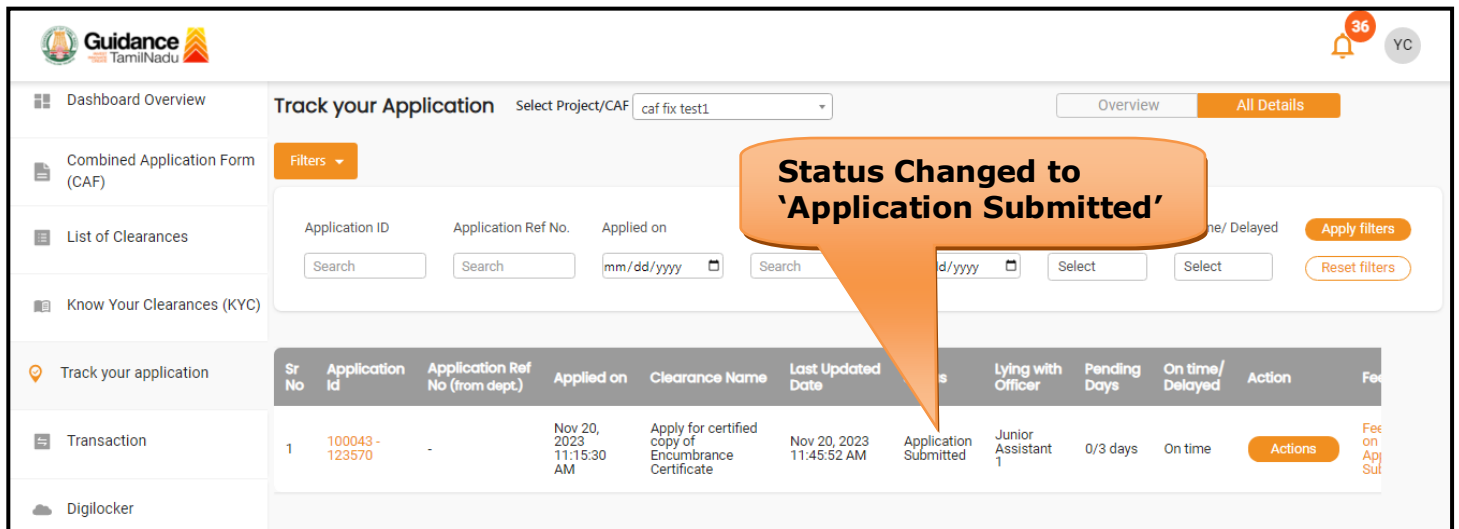
Back

Online Services	Search	Duty and Fees	Reference	Download	External Links	Legal Information	Quick Contact
Encumbrance Certificate	Stamp Vendor Search/View EC	Duty and Fees	Citizen Charter Tell me How User Manual	Utility Forms Circulars Latha Font Typewriter Interface Tool Typewriter Interface Manual Rupee Symbol Cyber Security Awareness Safe and Ethical AI TamilNadu Blockchain Policy Cyber Security Policy	National Portal Cyber Resilience Cyber Security Incident Reporting Electronic/Digital Signature facility	Privacy Policy Hyper Linking Policy Copyright Policy Terms & Conditions	Address: No.100, Santhome High Road, Chennai-600028, Tamil Nadu, India Telephone: 044-24640160 E-mail: helpdesk@tnreginet.net

Figure 18. Certified copy of Encumbrance Certificate

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**



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	Fee
1	100043 - 123570	-	Nov 20, 2023 11:15:30 AM	Apply for certified copy of Encumbrance Certificate	Nov 20, 2023 11:45:52 AM	Application Submitted	Junior Assistant 1	0/3 days	On time	Actions	Fee on Appy Su

Figure 19. Status of the Application

8. 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.

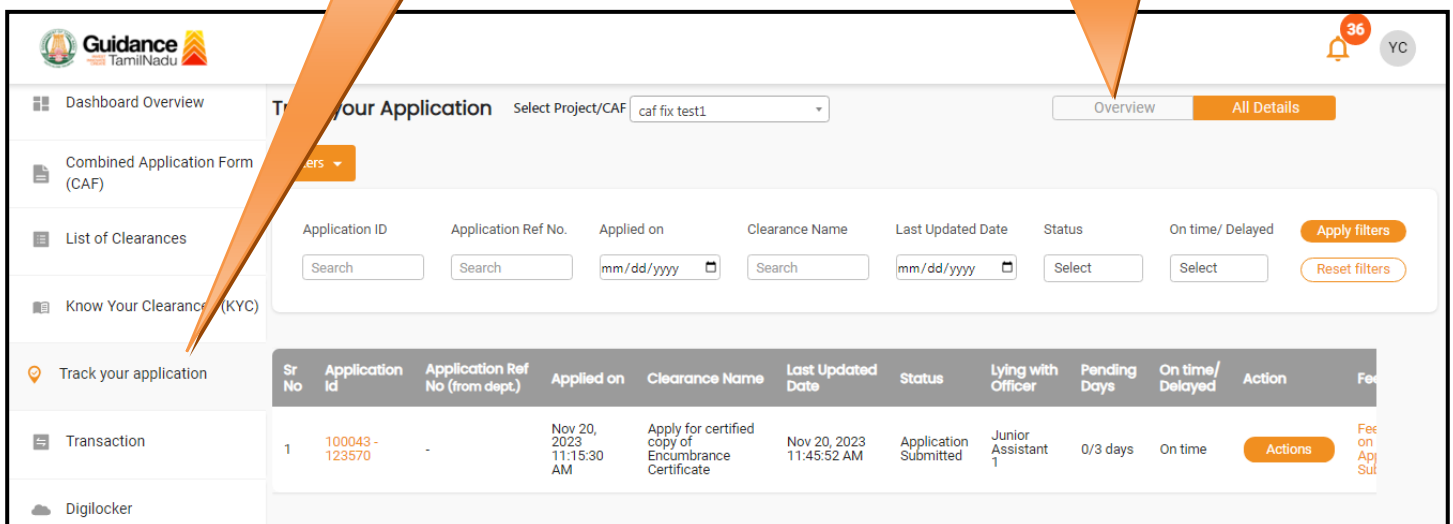
- **Track your application– Overview Option**

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



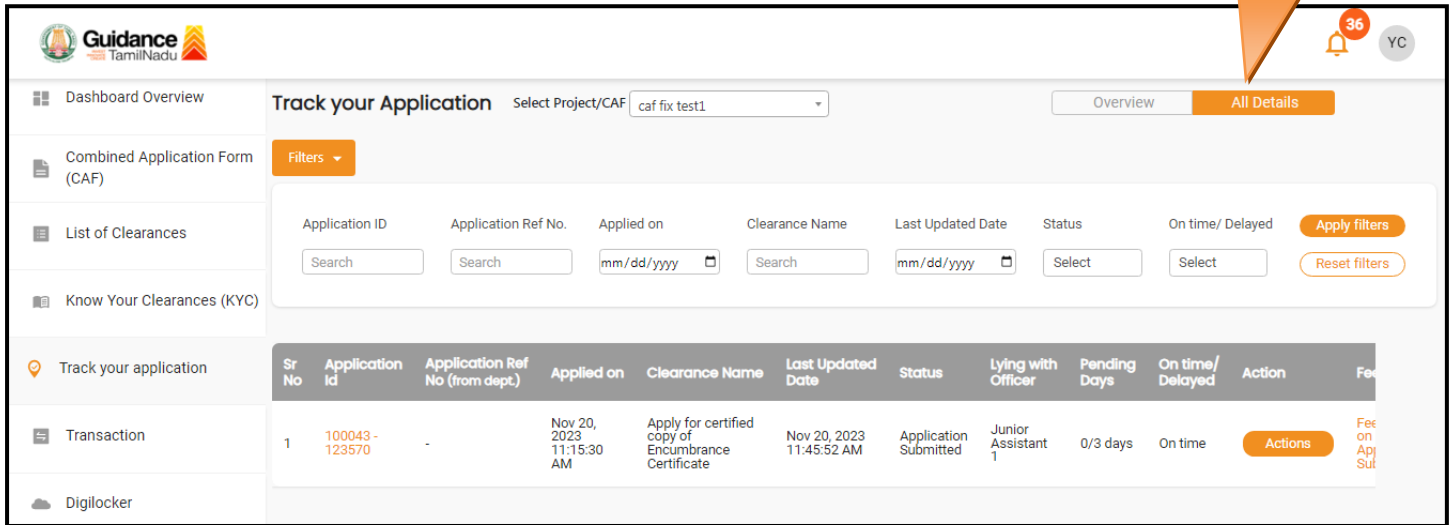
Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/Delayed	Action	Fee
1	100043 - 123570	-	Nov 20, 2023 11:15:30 AM	Apply for certified copy of Encumbrance Certificate	Nov 20, 2023 11:45:52 AM	Application Submitted	Junior Assistant 1	0/3 days	On time	Actions	Fee on App Sub

Figure 20. 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	100043 - 123570	-	Nov 20, 2023 11:15:30 AM	Apply for certified copy of Encumbrance Certificate	Nov 20, 2023 11:45:52 AM	Application Submitted	Junior Assistant 1	0/3 days	On time	Actions

Figure 21. ‘All Details’ tab

Under Process

- 1) Junior Assistant 1 forward to Junior Assistant 2 for further application process.

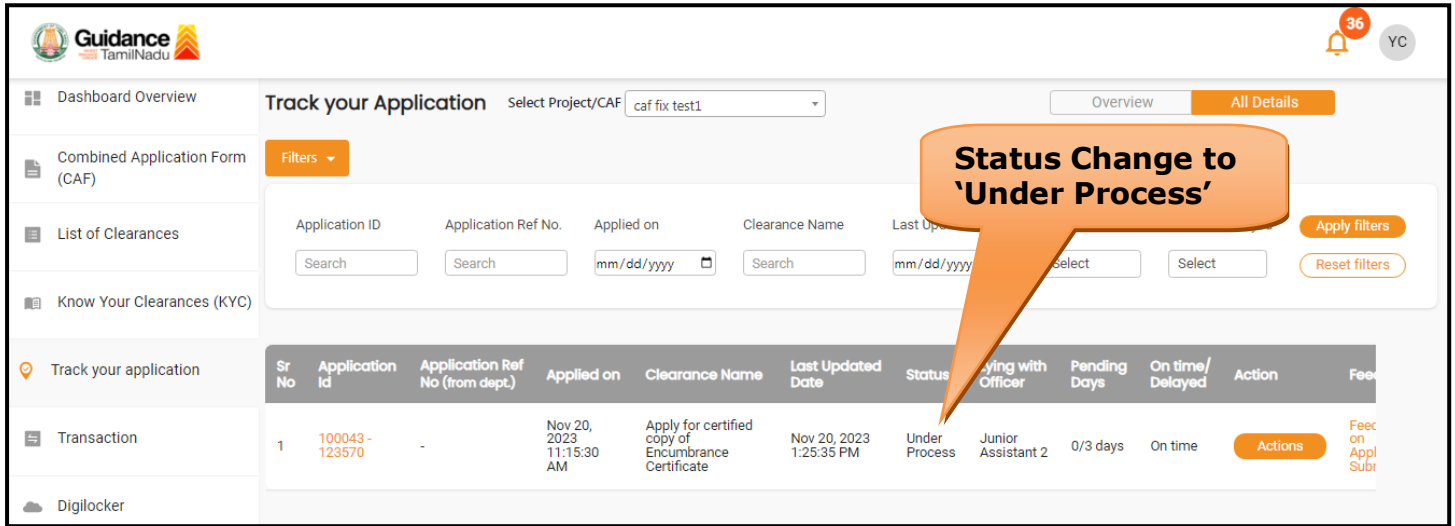


Figure 22. Under Process

9. Application Processing

- 1) The Sub - Registrar scrutinizes and reviews the application and updates the status as **"Approved"**.

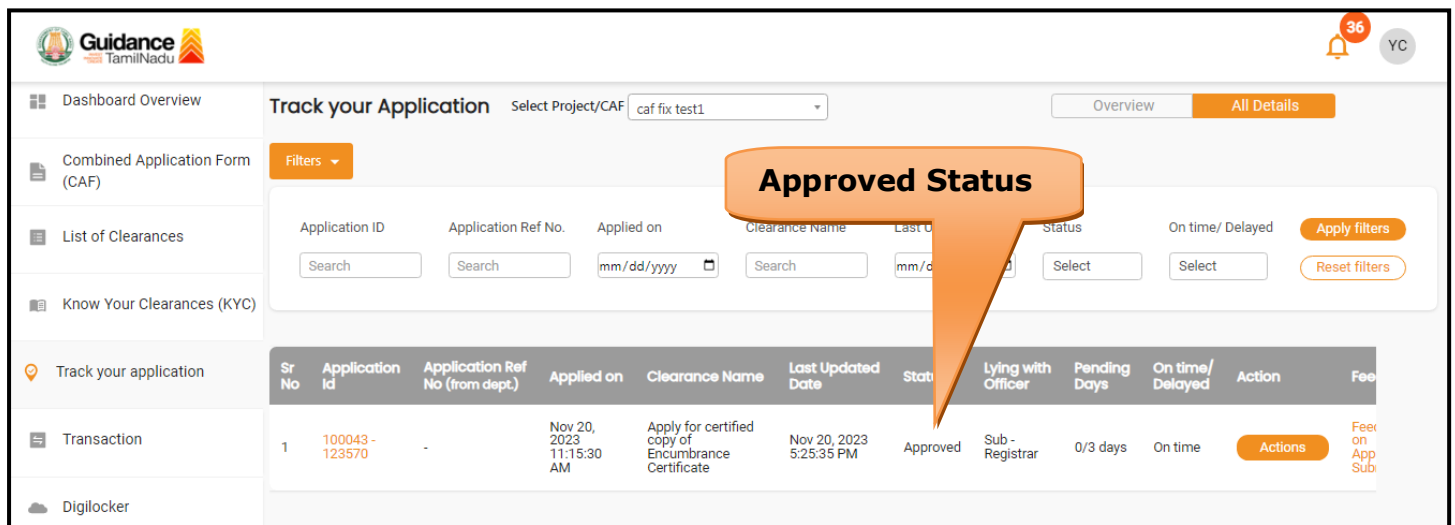


Figure 23. Application Processed

2) If the application is **'Approved'** by Sub - Registrar, the applicant can download the Certificate under **Track your application - > Action button -> Download Certificate** (Refer Figure 24)

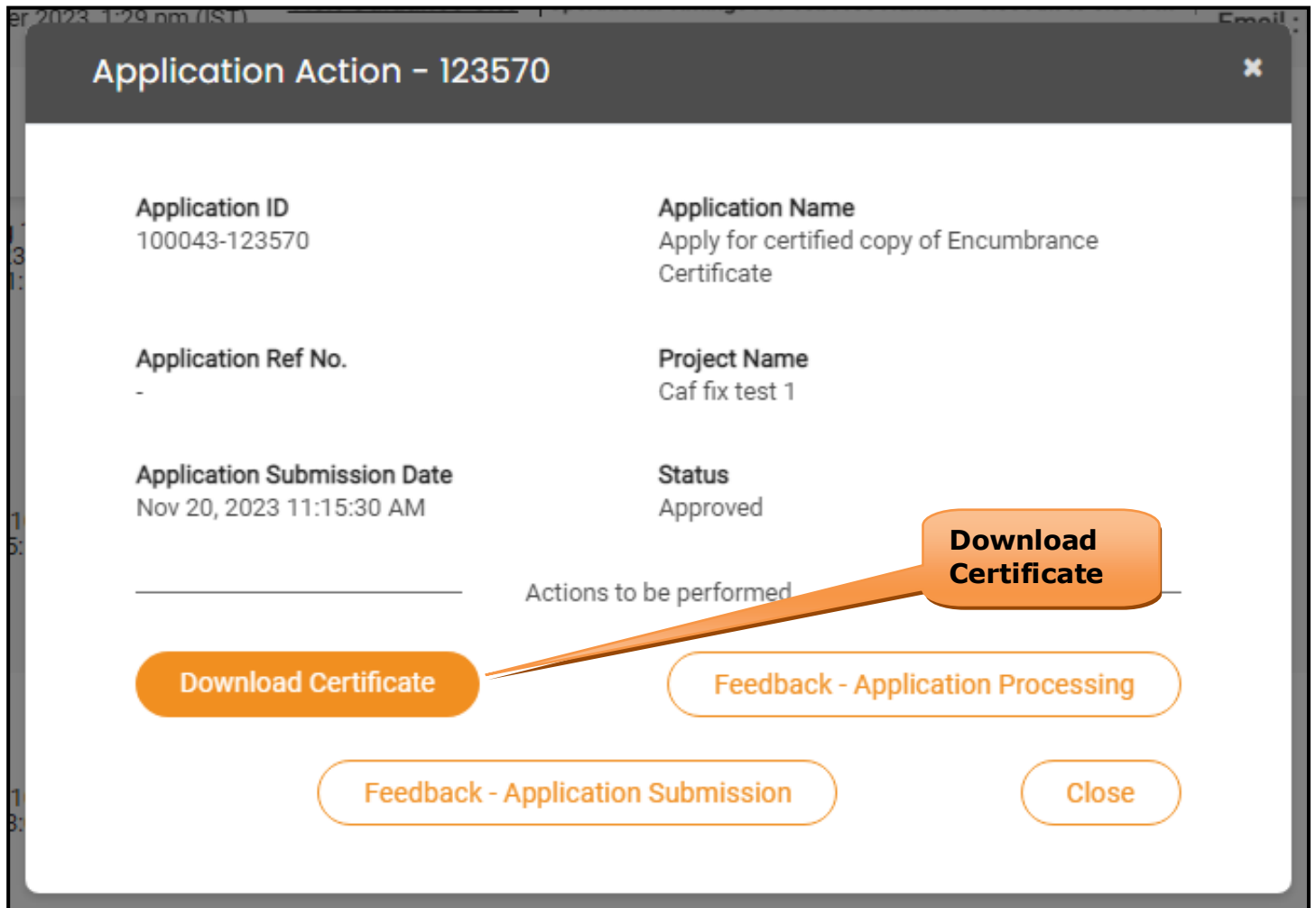


Figure 24. Download Certificate

