

**RELATED SERVICES GUIDEBOOK ON
APPLICATION AND PROCEDURE FOR
VARIOUS BUSINESS UNDER INDUSTRIES &
COMMERCE DEPARTMENT, J&K**

**INDUSTRIES & COMMERCE DEPARTMENT,
JAMMU & KASHMIR**

Instructions for Initial Registration / EM-1 Registration:

A. Procedure for Initial Registration/ EM-1 Registration

Name of Service	Procedure for Initial Registration/ EM-1 Registration
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses who wish to apply for EM-1 Registration
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) Scanned copy of PAN Card 2) In case of Government Land, you need to upload Land Availability Certificate issued by SIDCO or SICOP. In case of Private Land, you need to upload J&K State Subject Certificate 3) In case of "Small Enterprise", you need to upload Detailed Project Report and Self Certified copy of Power of Attorney / Board Resolution / Society Resolution, Where ever applicable while signing as Partner / Managing Director or Authorised Person. In case of "Medium Enterprise" and "Large Enterprise", you need to upload Detailed Project Report, Self Certified copy of Power of Attorney / Board Resolution / Society Resolution, Where ever applicable while signing as Partner / Managing Director or Authorised Person and Judicial Magistrate Certified copy of the Partnership Deed / Memorandum of Association, Article of Association in case of Medium Enterprises and Large Enterprises 4) Profile of all Partners / Director of the Enterprise.
Application Processing Fee (if any) and Mode of Payment	Rs 1000/- which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	General Manager of relevant DIC
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	5 days

B. Application and approval procedure

#	Process details
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1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for "Projects", click on forms and select the application for "Initial Registration / EM-1 " Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
5.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the concerned General Manager of relevant DIC. 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, concerned General Manager would go for approval process.
6.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Advanced Registration / EM-2 Registration:

A. Procedure for Advanced Registration/ EM-2 Registration

Name of Service	Procedure for Advanced Registration/ EM-2 Registration
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses who wish to apply for EM-2 Registration
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) Scanned copy of PAN Card 2) In case of Government Land, you need to upload Land Allotment Certificate issued by SIDCO or SICOP. In case of Private Land, you need to upload J&K State Subject Certificate 3) In case of "Small Enterprise", you need to upload Self Certified copy of Power of Attorney / Board Resolution / Society Resolution, Where ever applicable while signing as Partner / Managing Director or Authorised Person.

	<p>In case of "Medium Enterprise", you need to upload Self Certified copy of Power of Attorney / Board Resolution / Society Resolution, Where ever applicable while signing as Partner / Managing Director or Authorised Person and Judicial Magistrate Certified copy of the Partnership Deed / Memorandum of Association, Article of Association in case of Medium Enterprises</p> <p>4) In case of you are using "Electricity from Grid", you need to upload NOC / Consent for Operation from Power Development Department (PDD).</p> <p>5) Profile of all Partners / Director of the Enterprise.</p> <p>6) In case of your Industry Type is "Green", "Orange" or "Red" you need to upload NOC / Consent for Operation from Pollution Control Board.</p>
Application Processing Fee (if any) and Mode of Payment	Rs 1000/- which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	General Manager of relevant DIC
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	15 days

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for "Projects", click on forms and select the application for "Advanced Registration / EM-2 " Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
5.	<p>1) Filled application form will be scrutinized by the concerned General Manager of relevant DIC.</p> <p>2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected.</p>

	3) In case there is no query or the query is resolved, concerned General Manager would go for approval process.
6.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Land Availability Certificate Application:

A. Procedure for Land Availability Certificate Application

Name of Service	Procedure for Land Availability Certificate Application
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for land availability to establish or extend their business
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	In case of "Small Enterprise" and "Medium Enterprise", you need to upload Detailed Project Report (DPR)
Application Processing Fee (if any) and Mode of Payment	Rs 500/- which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Managing Director SICOP
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	7 days

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for "Projects", click on forms and select the application for "Land Availability Application"

	Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
5.	<p>4) Filled application form will be scrutinized by the Managing Director of J&K SICOP.</p> <p>5) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected.</p> <p>6) In case there is no query or the query is resolved, the Managing Director shall go for approval process.</p>
6.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Land Allotment Certificate Application:

A. Procedure for Land Allotment Certificate Application

Name of Service	Procedure for Land Allotment Certificate Application
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for land allotment certificate to establish or extend their business
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	In case of "Small Enterprise" and "Medium Enterprise", you need to upload Detailed Project Report (DPR)
Application Processing Fee (if any) and Mode of Payment	Rs 500/- which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Managing Director SICOP
Whether prior inspection is required for this approval	No

Prescribed Timeline for service delivery (from date of application)	7 days
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B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for “Projects”, click on forms and select the application for “Land Allotment Application” Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
5.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the Managing Director of J&K SICOP. 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the Managing Director shall go for approval process.
6.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Water Supply Connection Application:

A. Procedure for Water Supply Connection Application

Name of Service	Procedure for Water Supply Connection Application
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for water supply connection
Application Method	Online

	Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	1) A valid EM-1 Registration Number is required for to apply for Water Supply Connection 2) Land Lease Deed with SICOP/SIDCO
Application Processing Fee (if any) and Mode of Payment	No
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Relevant Estate Manager
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for “Projects”, click on forms and select the application for “Water Supply Connection” Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and submit the form.
4.	1) Filled application form will be scrutinized by the relevant Estate Manager. 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the Estate Manager shall go for approval process.
5.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Fire Department NOC Application:

A. Procedure for Fire Department NOC Application

Name of Service	Procedure for Fire Department NOC Application
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for NOC application from Fire Department.
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) Scanned Copy of Application on Plain Paper 2) Scanned Copy of demand draft amounting to Rs. 1000/- in favour of Accounts Officer, Fire & Emergency Services J&K payable at J&K Bank Civil Secretariat (Moving Branch). 3) Site Plan 4) Building Plan 5) Floor Plan including Basic Floor Plan 6) Details of process and material used in the building with specific mention of hazardous/ inflammable material 7) Details of provision of Fire and Safety systems/ arrangements incorporated 8) Details and capacity of storage (Raw materials and finished goods)
Application Processing Fee (if any) and Mode of Payment	Demand Draft amounting to Rs. 1000/- in favour of Accounts Officer, Fire & Emergency Services J&K payable at J&K Bank Civil Secretariat (Moving Branch)
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Assistant Director, Fire & Emergency Services
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password

2.	Open the application form for “Projects”, click on forms and select the application for “Fire Department NOC” Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and submit the form.
4.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the Assistant Director, Fire & Emergency Services. 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the Assistant Director shall go for approval process.
5.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Building Permission Application:

A. Procedure for Building Permission Application

Name of Service	Procedure for Building Permission Application
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for building permission to establish or extend their business
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) A valid EM-1 Registration Number is required for to apply for Building Permission 2) Land Lease Deed with SICOP/SIDCO 3) Site Plan 4) Building Plan 5) Parking & Circulation Plan 6) Service Plan 7) Landscape Plan 8) General Specifications Plan
Application Processing Fee (if any) and Mode of Payment	No
Application to be submitted at:	Online Please visit http://www.udyogjk.com

Key Approving Authority	General Manager (Projects) for the relevant Estate
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	1

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for “Projects”, click on forms and select the application for “Building Permission Approval Application” Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the General Manager (Projects) for the relevant Estate 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the General Manager shall go for approval process.
5.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Partnership Registration:

A. Procedure for Partnership Registration

Name of Service	Procedure for Partnership Registration
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for Partnership Registration to establish or extend their business
Application Method	Online Please visit http://www.udyogjk.com

List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) In case the type of Firm is "Self Help Group" - "Resolution duly signed by all partners" and "Letter from District Employment Center" 2) In case the type of Firm is "Coaching Center" - "NOC from Education Department" 3) Partnership deed duly registered before Sub-Registrar 4) Affidavit 5) Rent deed duly registered before Sub-Registrar 6) Scanned Photograph of each Partner (separate file for each partner) 7) Scanned Signature of each Partner (separate file for each partner) 8) Self Attested copy of State Subject Certificate of each Partner (separate file for each partner) 9) Self Attested copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card of each Partner (separate file for each partner)
Application Processing Fee (if any) and Mode of Payment	No
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Relevant Director, I&C Department
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	30 days

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for "Projects", and select the application for "Partnership Registration" Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the relevant Director, I & C Department. 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the Director shall go for

	approval process.
5.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Society Registration:

A. Procedure for Society Registration

Name of Service	Procedure for Society Registration
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for Society Registration to establish or extend their business
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) Rent Deed / Ownership Document 2) Resolution passed of Society 3) Constitution of Society (The Constitution needs to be signed from atleast three members of Society) 4) Scanned Photograph of each Member of the Society (separate file for each member) 5) Scanned Signature of each Member of the Society (separate file for each member)
Application Processing Fee (if any) and Mode of Payment	No
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Relevant Director, I&C Department
Whether prior inspection is required for this approval	No
Prescribed Timeline for service delivery (from date of application)	30 days

B. Application and approval procedure

#	Process details
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1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for “Projects”, and select the application for “Society Registration” Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	<p>4) Filled application form will be scrutinized by the relevant Director, I & C Department.</p> <p>5) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected.</p> <p>6) In case there is no query or the query is resolved, the Director shall go for approval process.</p>
5.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.

Instructions for Pre-Construction/Plinth Inspection:

A. Procedure for Pre-Construction/Plinth Inspection

Name of Service	Procedure for Pre-Construction/Plinth Inspection
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to apply for pre construction inspection or inspection of the plinth.
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	No documents are required for Pre-Construction/Plinth Inspection
Application Processing Fee (if any) and Mode of Payment	Rs. 500/- which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	General Manager (Projects) for relevant Estate
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for	7 days

service delivery (from date of application)	
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B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for "Projects", click on forms and select the application for "Pre-Construction/Plinth Inspection Application" Fill in the details related to your establishment
3	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
4.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the relevant General Manager (Projects) 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the relevant General Manager (Projects) shall go for approval process.
5.	Inspection Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the Inspection Report can be downloaded from the website after logging into the portal by the applicant.

Instructions for Final Completion Inspection:

A. Procedure for Final Completion Inspection

Name of Service	Procedure for Final Completion Inspection
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to obtain final completion inspection certificate.
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) Scanned copy of PAN Card 2) Plans of completed works. 3) Structural Design, drawings and details 4) Services drawings and details

	<p>(mechanical/electrical/plumbing etc)</p> <p>5) Certificate for subsurface investigation along with a copy of report. This document is required to be submitted in prerequisite format.</p> <p>6) Certificate for completed structural design work as per structural safety guidelines. This document is required to be submitted in prerequisite format.</p> <p>7) Certificate for supervision for execution of work. This document is required to be submitted in prerequisite format.</p> <p>8) Certificate for completed work by the builder/ contractor. This document is required to be submitted in prerequisite format.</p>
Application Processing Fee (if any) and Mode of Payment	Rs. 1000/- which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	General Manager (Projects) for relevant Estate
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	7 days

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for "Projects", click on forms and select the application for "Pre-Construction/Plinth Inspection Application" Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
4.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the relevant General Manager (Projects) 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the relevant General Manager (Projects) shall go for approval process.
	Inspection Status can be tracked online by logging-in and clicking on Past

5.	Applications. Once the application is approved, a copy of the Inspection Report can be downloaded from the website after logging into the portal by the applicant.
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Instructions for Central Subsidy Application:

A. Procedure for Central Subsidy Application

Name of Service	Procedure for Central Subsidy Application
Authority/Department	Industries & Commerce Department, J&K
Regulatory Framework	J&K Industrial Policy 2016
Service Condition (i.e. Who requires this service?)	Businesses, industries who wish to obtain Central Subsidy Application
Application Method	Online Please visit http://www.udyogjk.com
List of prescribed documents to be submitted	<ol style="list-style-type: none"> 1) In case of Private Limited / Public Limited Company, you need to upload following documents - <ul style="list-style-type: none"> • Registration Certificate under Companies Act • Memorandum of Article of Association • Entrepreneur Profile - Name, Address, PAN Cards of the Directors 2) In case of Partnership Firm, you need to upload following documents - <ul style="list-style-type: none"> • Deed of Partnership • General Power of Attorney • Entrepreneur Profile - Name, Address, PAN Cards of the Partners 3) In case of Co-operative Society, you need to upload following documents - <ul style="list-style-type: none"> • Registration Certificate • Article of Memorandum of Association • Entrepreneur Profile - Name, Address, PAN Cards of the Members • Resolution of the General Body Meeting for registration of the Unit 4) EM Part-I Registration Certificate (if any) 5) Part-II / IEM / LOL / IL Registration Certificate (if any) 6) Registration Certificate with Concerned Department (if any) 7) Mandatory 'No Objection Certificate' from local body / any other authority (e.g. Pollution Control Board etc.) 8) Sanction Letter of Term Loan / Working Capital Loan, if any, from Bank / Financial Institution Concerned 9) Certificate of Mandatory / Obligatory Registration / Approval from the concerned department as applicable (in case of Service Sector units)

	10) Any other document that may be required as per direction of State Government / Directorate of Industries
Application Processing Fee (if any) and Mode of Payment	No
Application to be submitted at:	Online Please visit http://www.udyogjk.com
Key Approving Authority	Relevant Director of I&C
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 days

B. Application and approval procedure

#	Process details
1.	Online Application: Register yourself on the website http://www.udyogjk.com . If you are already registered on the portal then login with the registered user id and password
2.	Open the application form for “Projects”, click on forms and select the application for “Central Subsidy” Fill in the details related to your establishment
3.	Upload all the relevant documents as per the above mentioned checklist and review the form.
4.	<ol style="list-style-type: none"> 1) Filled application form will be scrutinized by the relevant Director I&C 2) In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected. 3) In case there is no query or the query is resolved, the relevant Director shall go for approval process.
5.	Application Status can be tracked online by logging-in and clicking on Past Applications. Once the application is approved, a copy of the approval certificate can be downloaded from the website after logging into the portal by the applicant.