



[singlewindow.jk.gov.in](http://singlewindow.jk.gov.in)

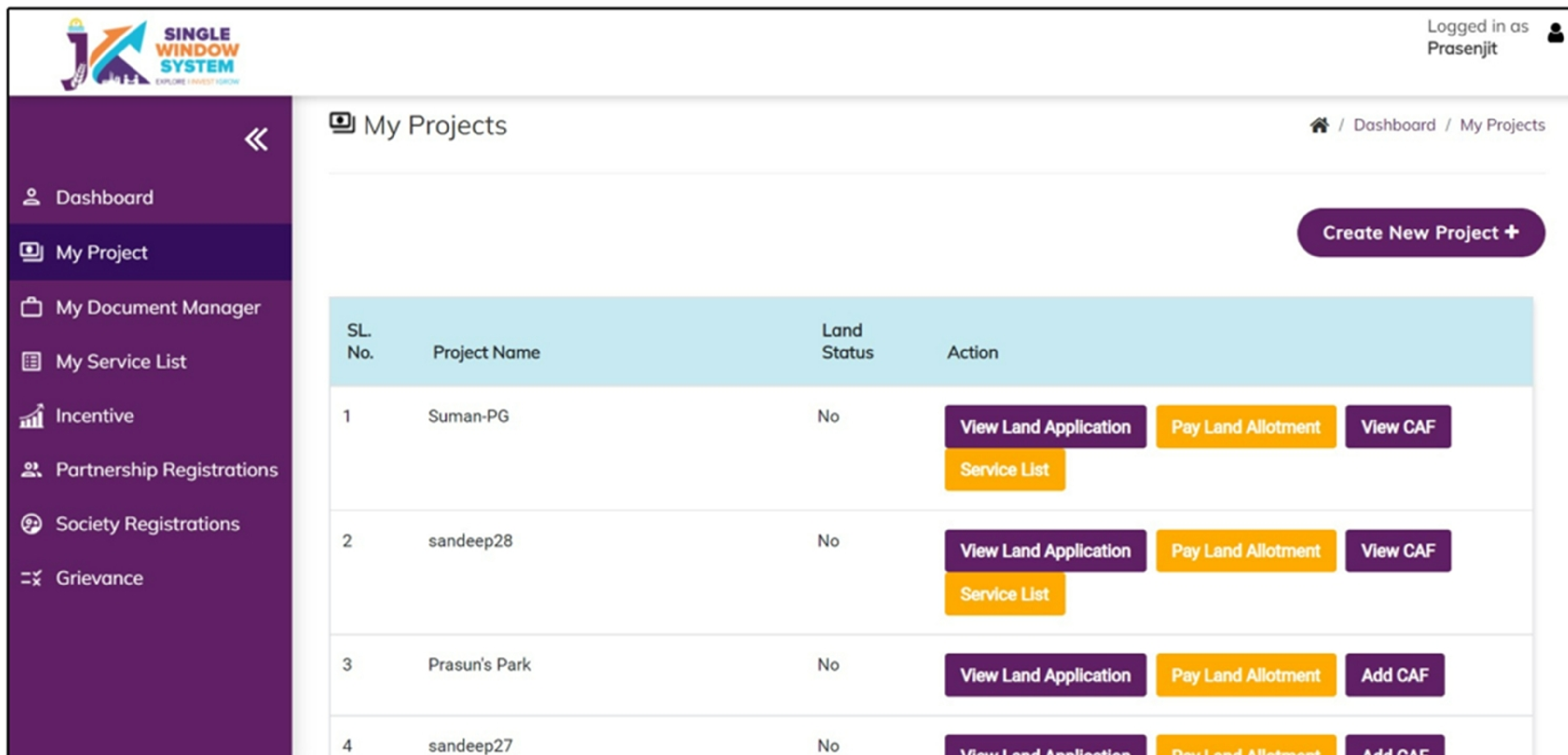
# **Form E - Closure under the Shops and Establishment Act**

Single Window System - J & K

# NOTE

## Please Create Project before applying for any services

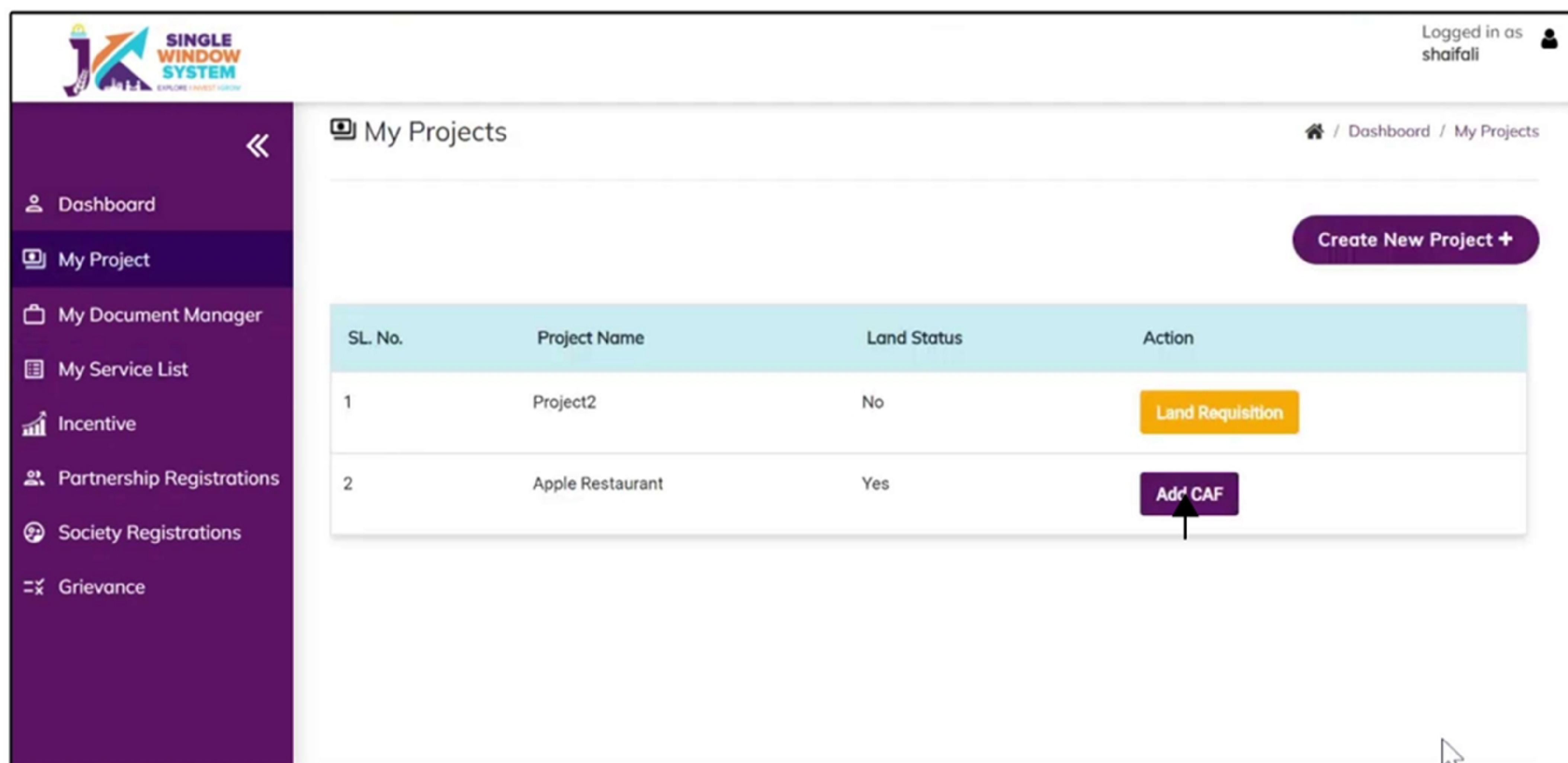
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



SL. No.	Project Name	Land Status	Action
1	Suman-PG	No	View Land Application, Pay Land Allotment, View CAF, Service List
2	sandeep28	No	View Land Application, Pay Land Allotment, View CAF, Service List
3	Prasun's Park	No	View Land Application, Pay Land Allotment, Add CAF
4	sandeep27	No	View Land Application, Pay Land Allotment, Add CAF

## Please Add CAF to Start Applying for Services

After login, select **My Project** from the side menu and click on **Add CAF** action button from the project list. Note: Add CAF button will not come if land requisition payment is incomplete.



SL. No.	Project Name	Land Status	Action
1	Project2	No	Land Requisition
2	Apple Restaurant	Yes	Add CAF

For more details on how to create project and add CAF, visit the following link:  
[https://singlewindow.jk.gov.in/user\\_manual](https://singlewindow.jk.gov.in/user_manual)

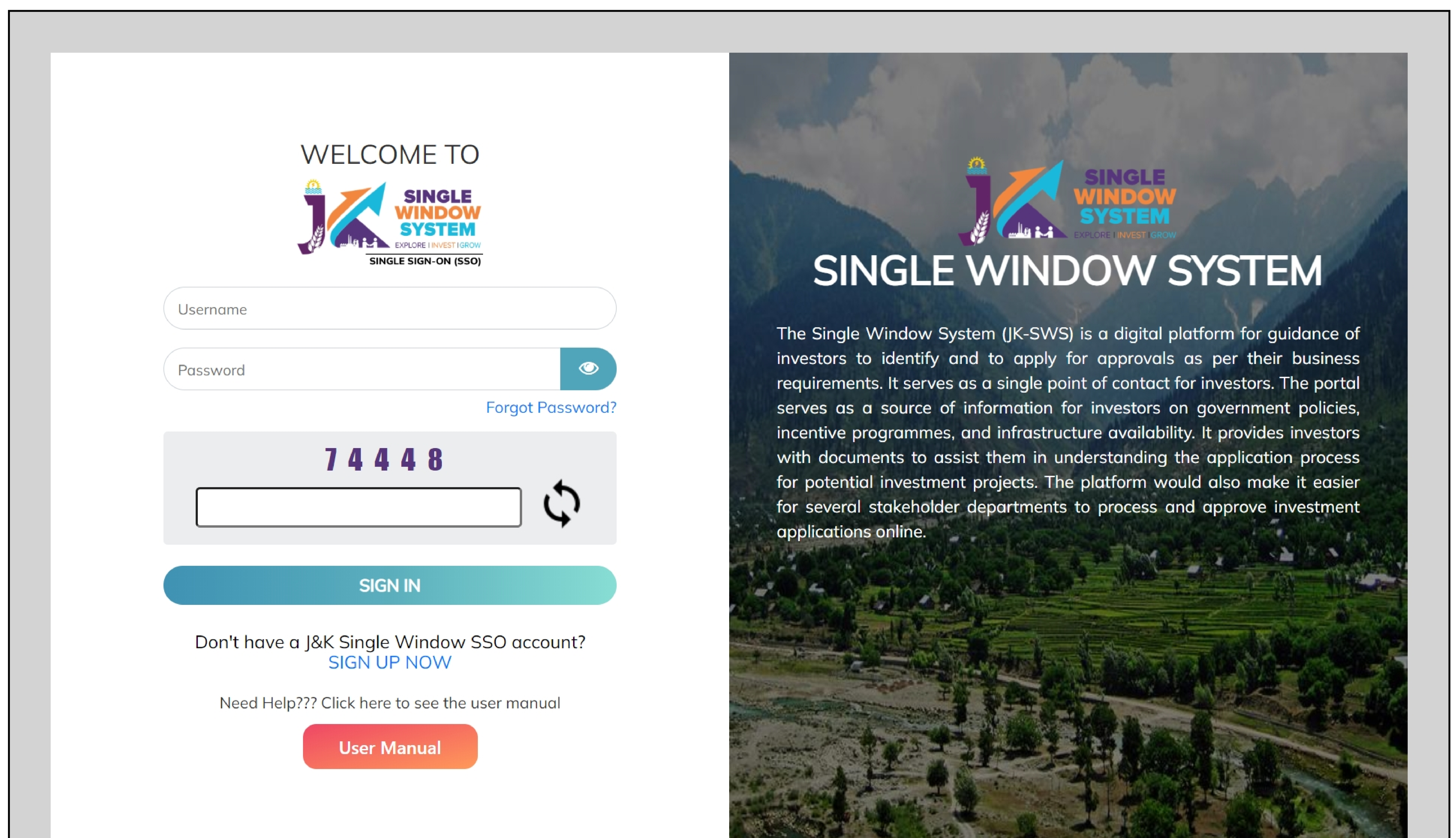
# Form E- Closure under The Shops and Establishment Act

Welcome to the user manual for the seamless and essential service of "Form E- Closure under The Shops and Establishment Act" within the Single Window System of Jammu and Kashmir. This manual is your guide to a straightforward and efficient registration process.

Through this user manual, explore the intuitive interface of the Single Window System, where the registration process is designed to be user-friendly, transparent, and in alignment with the regulatory framework.

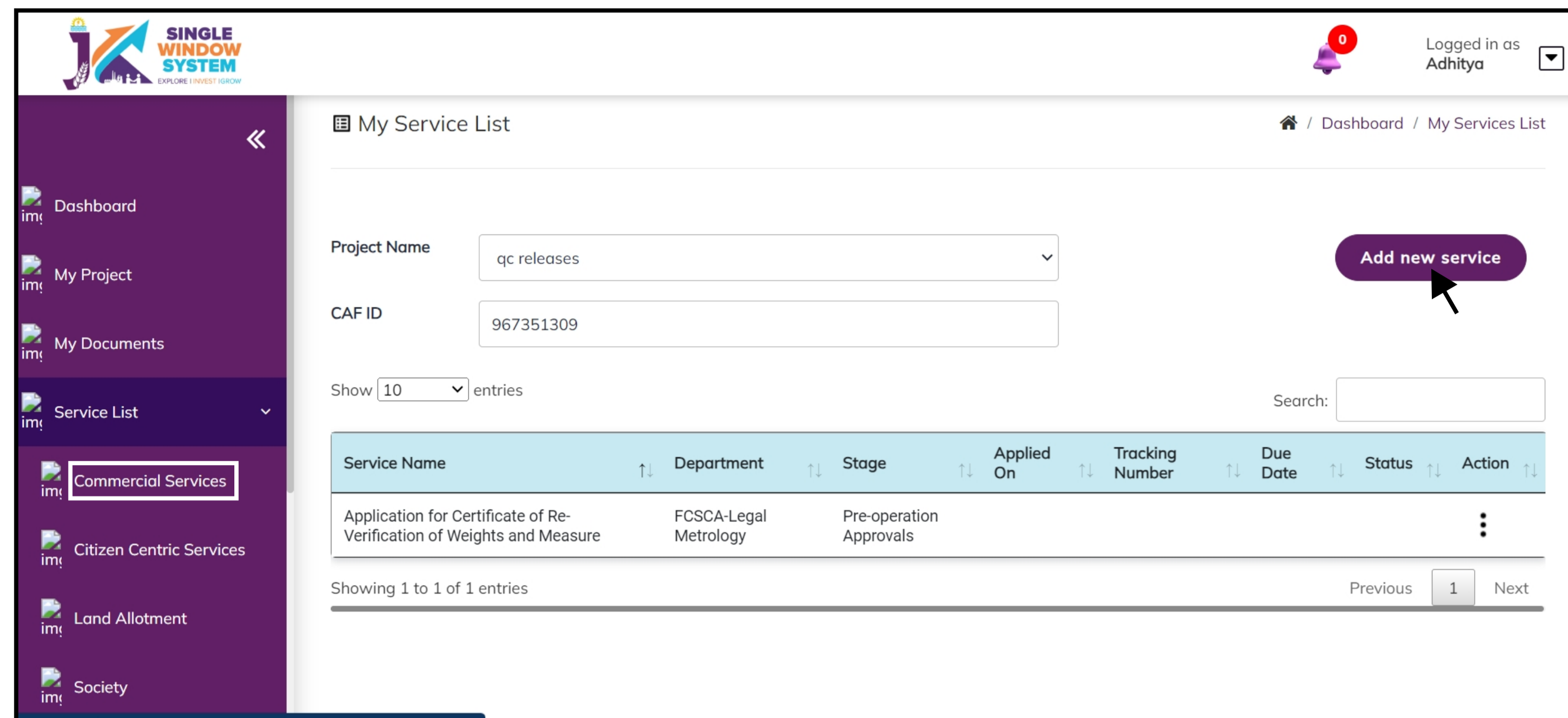
**Access the Website:** Open your web browser and visit the official website: <https://singlewindow.jk.gov.in/>

**Log in** using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.

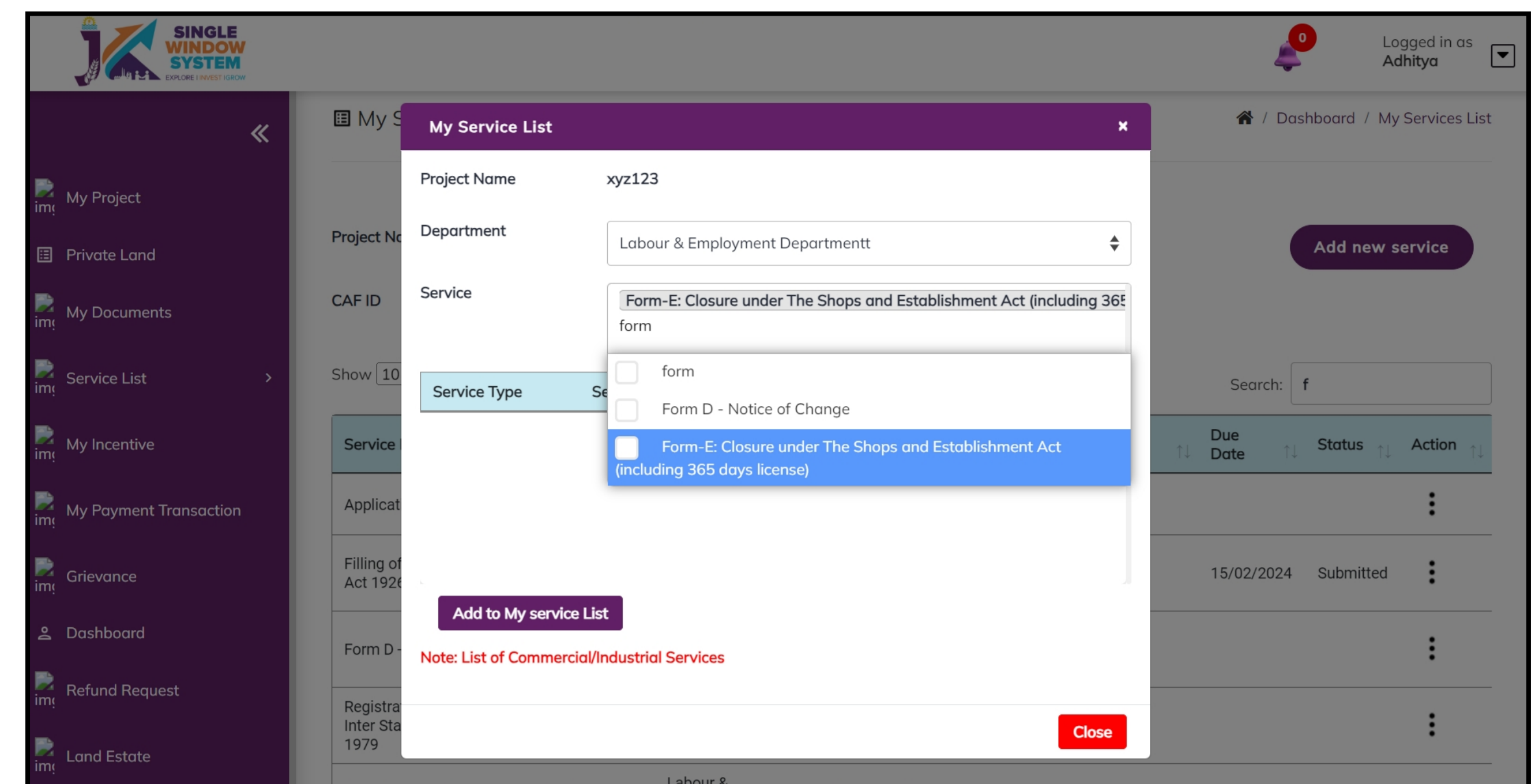


The screenshot displays the login interface of the Single Window System. On the left, there is a white login form with the following elements: a header "WELCOME TO" above the logo; a "Username" input field; a "Password" input field with a toggle for visibility and a "Forgot Password?" link; a CAPTCHA field showing "74448" with a refresh icon; a teal "SIGN IN" button; a link "Don't have a J&K Single Window SSO account? SIGN UP NOW"; and a link "Need Help??? Click here to see the user manual" with a red "User Manual" button below it. On the right, a banner features a scenic mountain landscape with the text "SINGLE WINDOW SYSTEM" and a descriptive paragraph: "The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online."

Now, the following page will appear.

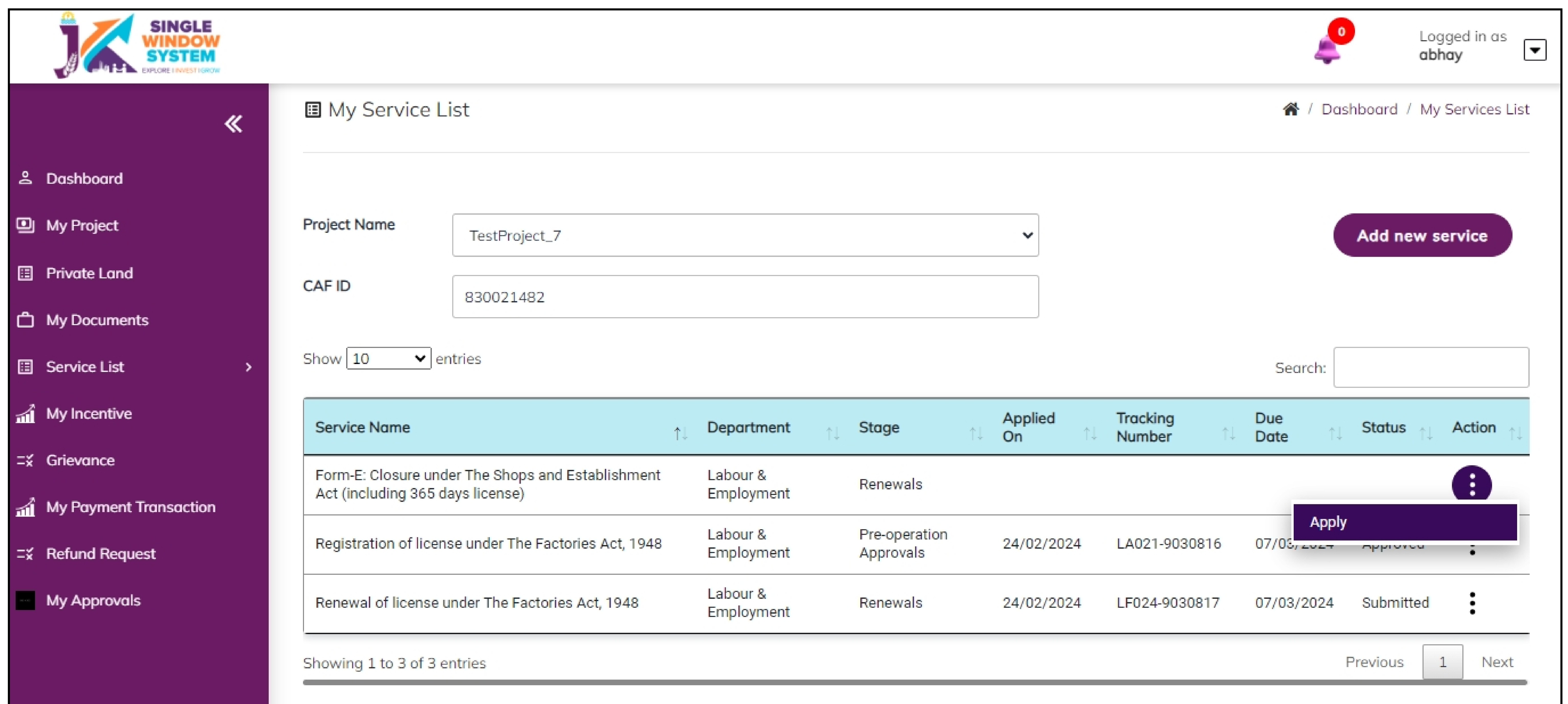


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

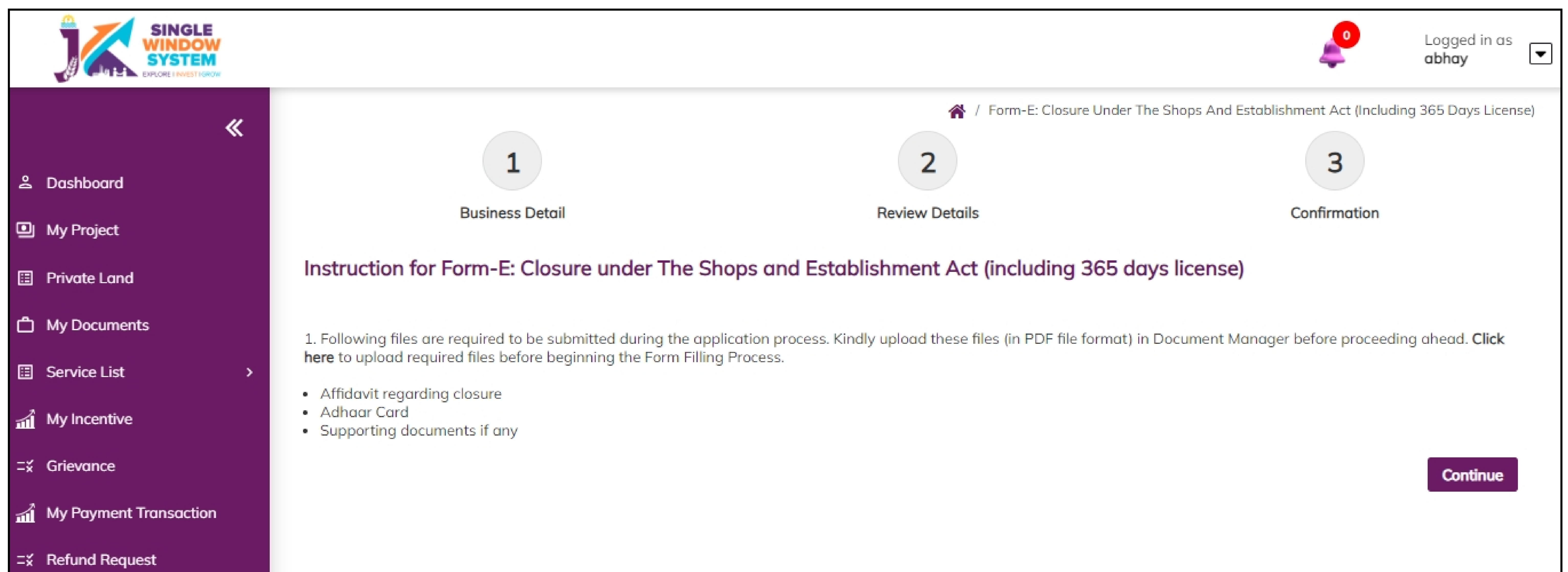


2. Select Labour & Employment Department from Department drop-down list and then select service to add.

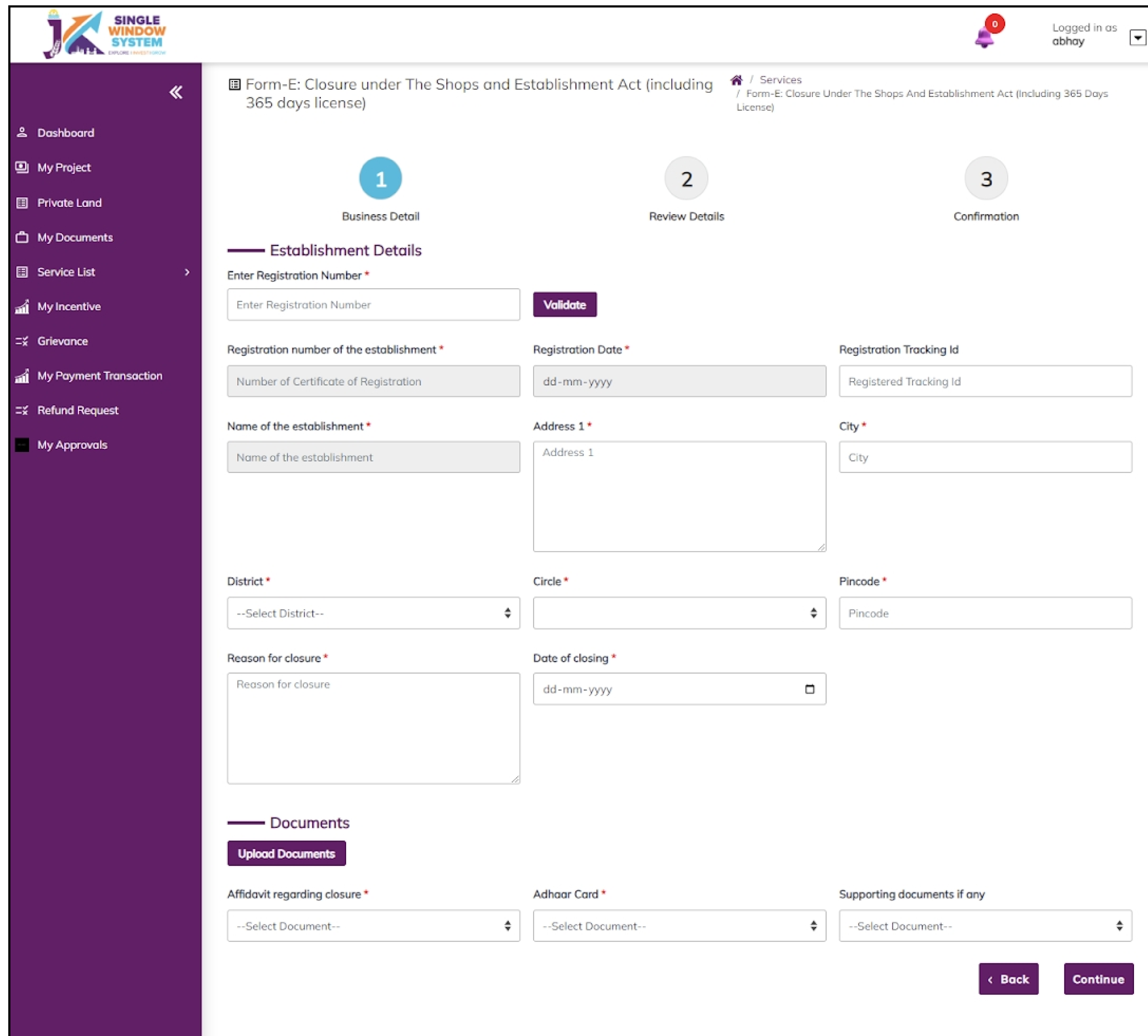
After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



Now the instruction page will appear as shown in the screenshot below. Read the instructions carefully and click on the 'continue' button to proceed.



Now, the following page will appear.



## Establishment Details-

**Enter Registration Number:** Please enter the unique registration number assigned to your establishment and validate.

**Registration Number of the Establishment:** Enter the registration number of your establishment.

**Registration Date:** Enter the date of registration here.

**Registration Tracking ID:** Provide the registration tracking ID related to your submission.

**Name of the establishment:** Enter the full name of your establishment.

**Address 1:** Enter the complete postal address of your establishment.

**City:** Specify the city where your establishment is located.

**District:** Choose the district from the drop-down list.

**Circle:** Indicate the specific circle or area within the district.

**Pincode:** Enter the postal code of your establishment's location.

**Reason for Closure:** The reason for closure typically refers to the specific cause or rationale behind the decision to cease operations or shut down the establishment. This field is used to indicate the primary reason or reasons for ending business activities, which could include factors such as financial difficulties, restructuring, relocation, retirement of the owner, legal issues, or any other circumstances leading to the closure of the establishment. Providing an accurate and detailed reason for closure is essential for regulatory compliance and administrative purposes.

**Date of Closing:** Specify calendar date on which the establishment ceased its operations or officially closed down. This date signifies the endpoint of the establishment's activities and is an essential piece of information for regulatory records and administrative purposes. It's important to accurately provide the date of closing to ensure compliance with relevant regulations and to properly document the closure process.

### **Documents :**

In the Documents section select the documents from the drop down menu. Select all the documents accordingly. If the document is not in the dropdown then you can add that document in document manager or you can click on "**Upload Documents**" and your document will be then showing under the dropdown menu. After filling all the required fields, read the declaration carefully and tick the checkbox of declaration. Now, click on the **Continue** button to proceed.

Now, you can view all the filled details. To change/modify any details click on the Edit button, else click on the Continue button. Now the payment page will appear. After the successful payment the process is completed.