



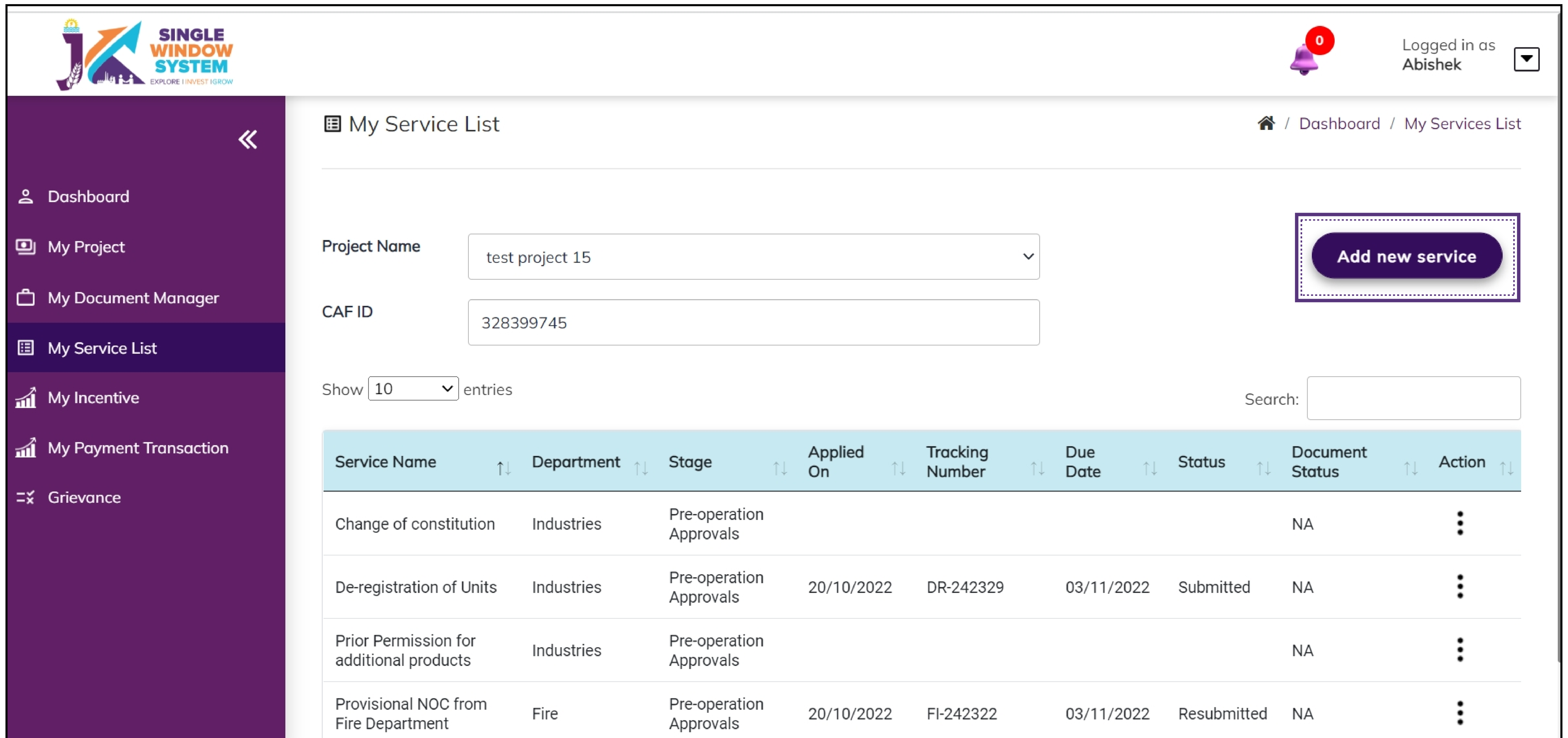
singlewindow.jk.gov.in

INVESTOR
Change of Constitution

Single Window System - J & K

Change of Constitution (For Investors)

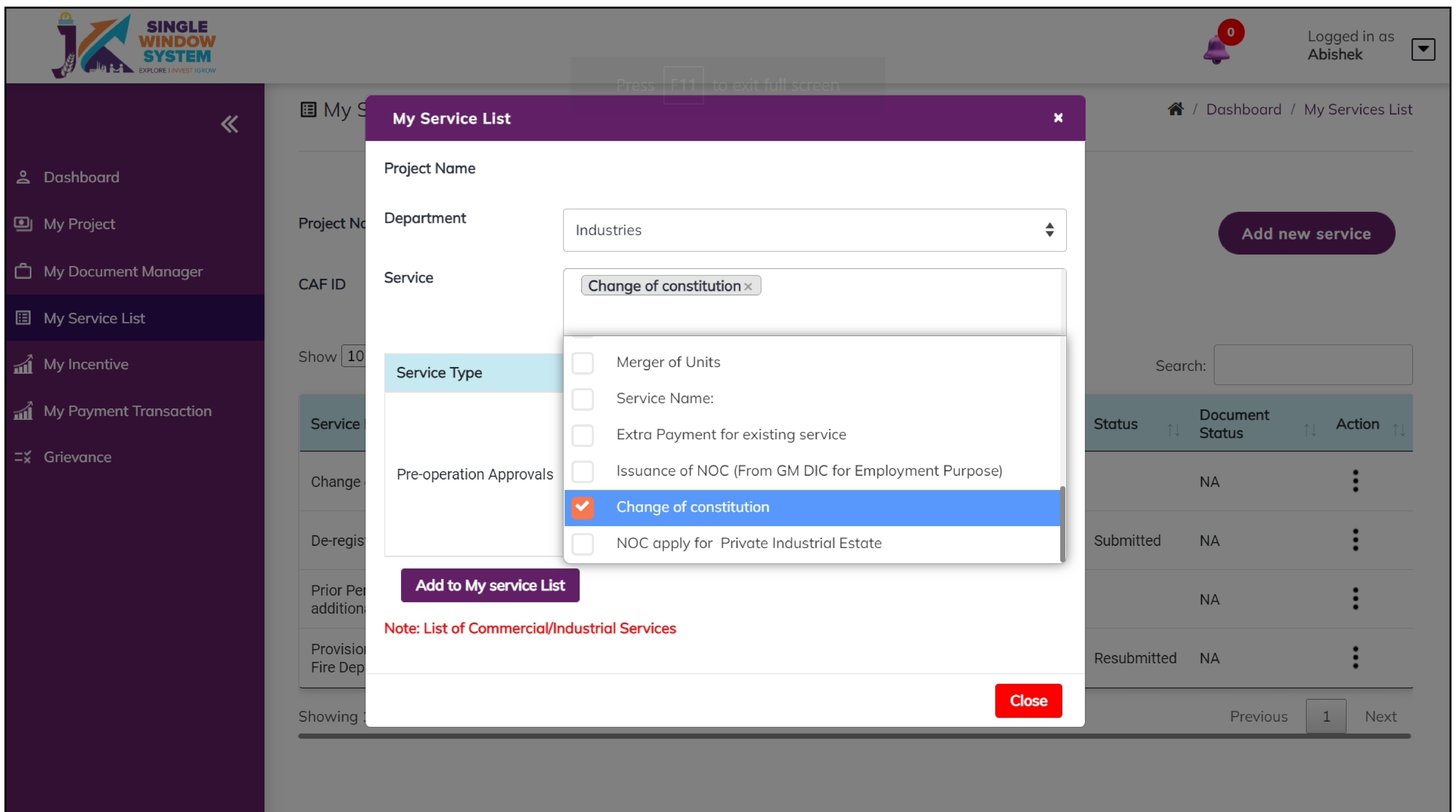
After login, select the 'My Service List' from the left side menu. Following screen will appear. Now click on **Add New Service** button :



The screenshot shows the 'My Service List' dashboard. On the left is a navigation menu with options: Dashboard, My Project, My Document Manager, My Service List (selected), My Incentive, My Payment Transaction, and Grievance. The main content area has a breadcrumb trail: / Dashboard / My Services List. Below the breadcrumb are input fields for 'Project Name' (test project 15) and 'CAF ID' (328399745). A search bar is on the right. A table lists services with columns: Service Name, Department, Stage, Applied On, Tracking Number, Due Date, Status, Document Status, and Action. An 'Add new service' button is highlighted with a dashed box.

Service Name	Department	Stage	Applied On	Tracking Number	Due Date	Status	Document Status	Action
Change of constitution	Industries	Pre-operation Approvals					NA	⋮
De-registration of Units	Industries	Pre-operation Approvals	20/10/2022	DR-242329	03/11/2022	Submitted	NA	⋮
Prior Permission for additional products	Industries	Pre-operation Approvals					NA	⋮
Provisional NOC from Fire Department	Fire	Pre-operation Approvals	20/10/2022	FI-242322	03/11/2022	Resubmitted	NA	⋮

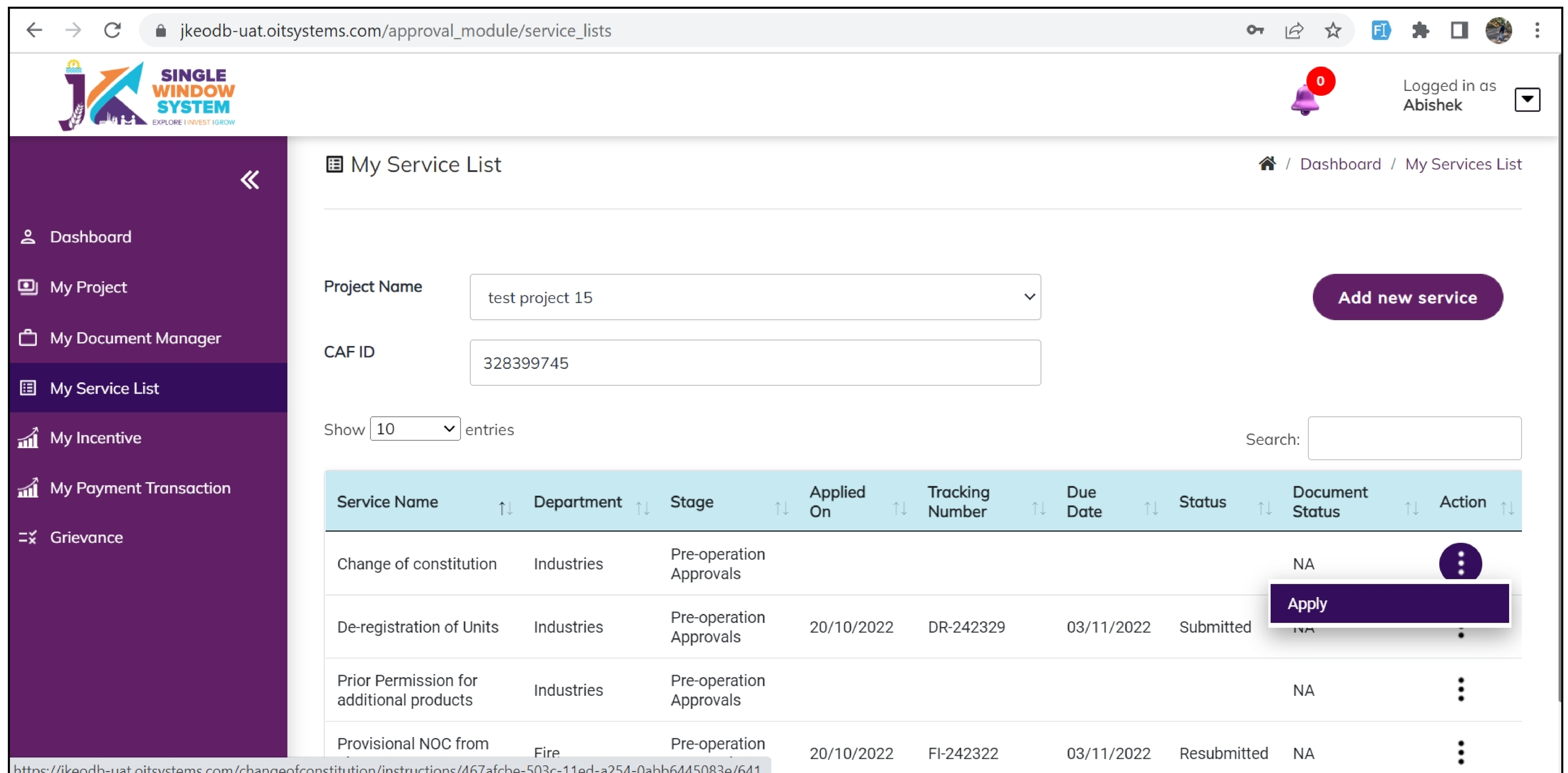
Now, following screen will appear in your screen:



The screenshot shows the 'Add to My Service List' modal form. It has a title bar 'My Service List' with a close button. The form contains: 'Project Name' (empty), 'Department' (Industries), 'Service' (Change of constitution), and 'Service Type' (Pre-operation Approvals). A list of service types is shown with checkboxes: Merger of Units, Service Name:, Extra Payment for existing service, Issuance of NOC (From GM DIC for Employment Purpose), Change of constitution (checked), and NOC apply for Private Industrial Estate. An 'Add to My service List' button is at the bottom. A note reads: 'Note: List of Commercial/Industrial Services'. A 'Close' button is at the bottom right.

As shown in the screenshot above, select Change in constitution from the service section and click on the Add to my service list button.

Now, my service list section will appear. Click on the **Apply** button next to the change in constitution as shown in the following screenshot:



My Service List

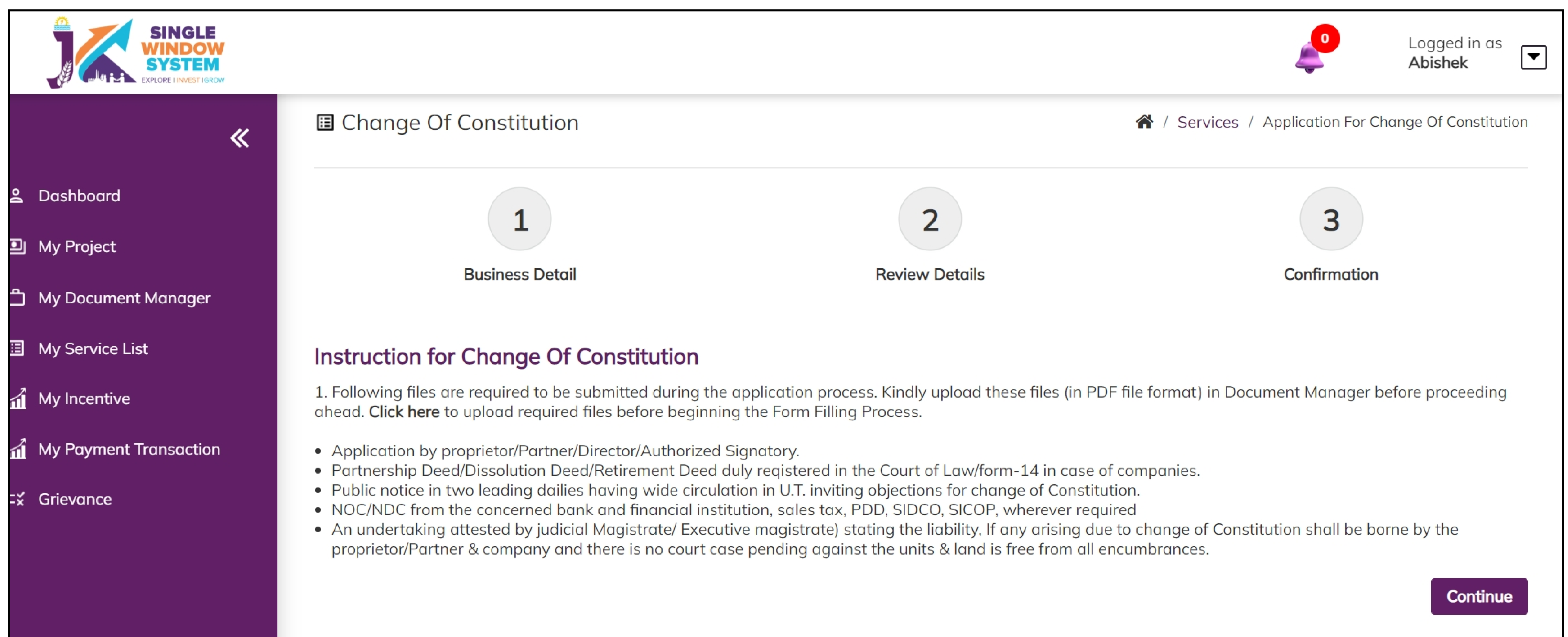
Project Name: test project 15

CAF ID: 328399745

Show 10 entries

Service Name	Department	Stage	Applied On	Tracking Number	Due Date	Status	Document Status	Action
Change of constitution	Industries	Pre-operation Approvals					NA	Apply
De-registration of Units	Industries	Pre-operation Approvals	20/10/2022	DR-242329	03/11/2022	Submitted	NA	
Prior Permission for additional products	Industries	Pre-operation Approvals					NA	
Provisional NOC from	Fire	Pre-operation	20/10/2022	FI-242322	03/11/2022	Resubmitted	NA	

After clicking on the apply button, instruction page about the 'Change of Constitution' will appear. Read all the Instructions carefully and click on the continue button to proceed. The screenshot of the instructions is shown in the following page:



Change Of Constitution

1 Business Detail

2 Review Details

3 Confirmation

Instruction for Change Of Constitution

1. Following files are required to be submitted during the application process. Kindly upload these files (in PDF file format) in Document Manager before proceeding ahead. [Click here](#) to upload required files before beginning the Form Filling Process.

- Application by proprietor/Partner/Director/Authorized Signatory.
- Partnership Deed/Dissolution Deed/Retirement Deed duly registered in the Court of Law/form-14 in case of companies.
- Public notice in two leading dailies having wide circulation in U.T. inviting objections for change of Constitution.
- NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required
- An undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of Constitution shall be borne by the proprietor/Partner & company and there is no court case pending against the units & land is free from all encumbrances.

[Continue](#)

After clicking on the **continue** button, the following form will appear:

Change Of Constitution
Home / Services / Application For Change Of Constitution

1

Business Detail

2

Review Details

3

Confirmation

Application Detail

Name of the owner/Authorised Representative *

Gender *

Mobile Number *

Email *

Address of Owner/Authorised Representative

District *

Block *

Plot No *

Street No/Road name/Area/Colony *

Post Office *

Police Station. *

Pin *

- Application Detail -

Name of the owner/Authorised Representative- Here enter the name of the owner or name of the authorised representative.

Gender- Select the gender from the dropdown list

Mobile Number- Enter the mobile number here.

Email- Enter the owner's email ID here.

- Address of Owner/Authorised Representative

District- Select the district from the dropdown list.

Block- Select block from the dropdown list.

Plot No- Enter the plot number here.

Street No/ Road Name/ Area/ Colony- Enter here the street name or road name or area or colony whichever is applicable or can be provided.

Post Office- Enter here the name of the post office near to your address.

Police Station- Enter here the name of the police station near to your address.

Pin- Enter here the pin code.

Constitution Change Details

<p>District *</p> <input type="text" value="--Select District--"/>	<p>Block *</p> <input type="text" value="--Select Block--"/>	<p>Plot No *</p> <input type="text" value="Plot No"/>
<p>Street No/Road name/Area/Colony *</p> <input style="height: 60px;" type="text" value="Street No/Road name/Area/Colony"/>	<p>Post Office *</p> <input type="text" value="Post Office"/>	<p>Police Station. *</p> <input type="text" value="Police Station"/>
<p>Pin *</p> <input type="text" value="Pin"/>		

Attachment

<p>Application by proprietor/Partner/Director/Authorized Signatory. *</p> <input type="text" value="--Select Document--"/>	<p>Partnership Deed/Dissolution Deed/Retirement Deed duly registered in the Court of Law/form-14 in case of companies *</p> <input type="text" value="--Select Document--"/>	<p>Public notice in two leading dailies having wide circulation in UT inviting objections for change of Location. *</p> <input type="text" value="--Select Document--"/>
<p>NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required. *</p> <input type="text" value="--Select Document--"/>	<p>An undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of Constitution shall be borne by the proprietor/Partner & company and there is no court case pending against the units & land is free from all encumbrances. *</p> <input type="text" value="--Select Document--"/>	

- Constitution Change Details

District- Select your new district from the dropdown list.

Block- Select your new block from the dropdown list.

Plot No- Enter your new plot number here.

Street No/ Road Name/ Area/ Colony- Enter here the your new street name or road name or area or colony whichever is applicable or can be provided.

Post Office- Enter here the name of the post office nearest to your new address.

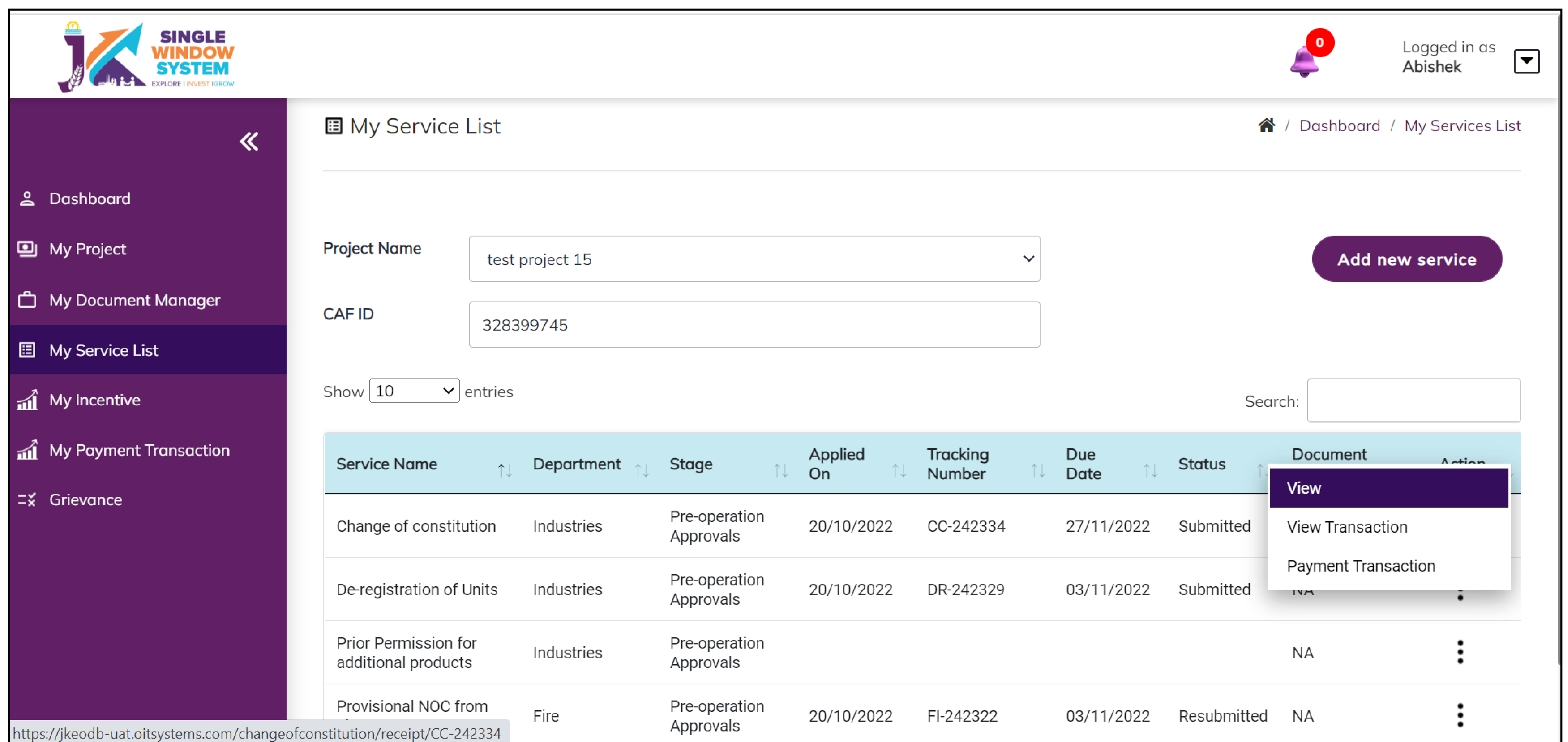
Police Station- Enter here the name of the police station nearest to your new address.

Pin- Enter here the your new pin code.

-Attachment

In the Attachment 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 and your document will be then showing under the dropdown menu. After filling all the required fields, click on the **Continue** button to proceed.

Now, the service is successfully added as shown in the following screenshot:



The screenshot shows the 'My Service List' page in a web application. At the top, there is a navigation bar with the 'SINGLE WINDOW SYSTEM' logo and a user profile 'Logged in as Abishek'. Below the navigation bar, there is a sidebar with menu items: Dashboard, My Project, My Document Manager, My Service List (highlighted), My Incentive, My Payment Transaction, and Grievance. The main content area displays a form for adding a new service with fields for 'Project Name' (test project 15) and 'CAF ID' (328399745), and an 'Add new service' button. Below the form is a table of services with columns: Service Name, Department, Stage, Applied On, Tracking Number, Due Date, Status, Document, and Action. A dropdown menu is open over the 'Action' column of the first row, showing options: View, View Transaction, and Payment Transaction. The table contains the following data:

Service Name	Department	Stage	Applied On	Tracking Number	Due Date	Status	Document	Action
Change of constitution	Industries	Pre-operation Approvals	20/10/2022	CC-242334	27/11/2022	Submitted	NA	View, View Transaction, Payment Transaction
De-registration of Units	Industries	Pre-operation Approvals	20/10/2022	DR-242329	03/11/2022	Submitted	NA	...
Prior Permission for additional products	Industries	Pre-operation Approvals					NA	...
Provisional NOC from	Fire	Pre-operation Approvals	20/10/2022	FI-242322	03/11/2022	Resubmitted	NA	...

Now, user can view the details or view the transaction by clicking on the action button next to the service as shown in the above screenshot.