

EM 1 - Initial Registration

singlewindow.jk.gov.in

Single Window System - J & K

Logged in as

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SINGLE Application for Registration Tourism Pre-operation

Note: Please add CAF to start applying for services.

EM 1 - Initial Registration

column, Apply for EM-1 / Intial Registration.

: **«** of a Travel Agent/Excursion approvals Agent/Adventure and Sport Tour Operator/ Hajj and Dashboard Ummrah Service Operator/ Tourist Taxi and Tourist My Project Coach Operator (Form III)

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After login, select My Service List from the left side menu. From the service name

establishment permission to construct/extend/or take Approvals into use any building as a factory under the Factories

Scanned copy of PAN Card

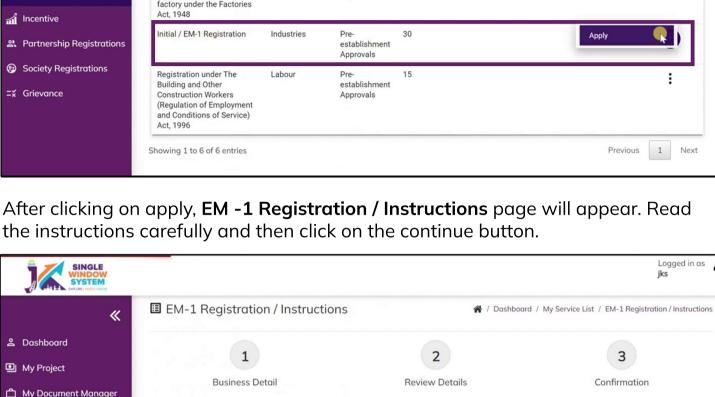
Labour

Approval of plan and

My Document Manager

2. Partnership Registrations

incentive

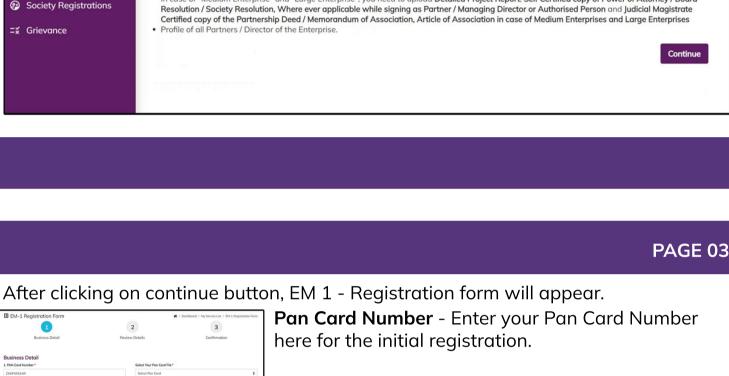


In case of "Small Enterprise", you need to upload Detailed Project Report and Self Certified copy of Power of Attorney / Board Resolution / Society Resolution, Where ever applicable while signing as Partner / Managing Director or Authorised Person. In case of "Medium Enterprise" and "Large Enterprise", 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 Society Registrations Profile of all Partners / Director of the Enterprise

In case of Government Land, you need to upload Land Availability Certificate issued by SIDCO or SICOP.

proceeding ahead. Click here to upload required files before beginning the Form Filling Process.

1. Following files are required to be submitted during the registration process. Kindly upload these files (in PDF file format) in Document Manager before



select your PAN Card file.

the proposed enterpise here.

Enter the details of Proposed Location of Enterprise-

District - From the dropdown list, select the district.

Area - Select the area whether it is urban or rural. medium or large. Nature of Activity - Select the nature of activity you applied for whether it is related to manufacturing or service. Whether the unit is Ancillary - Ancillary units are small Firms that manufacture and supply intermediate goods to large Firms or master units. Here you have to specify whether the unit applid for is ancillary or not. **Type of Organisation -** From the dropdown list, select the type of organisation you are registering for. Specify whether it is proprietary, HUF, partnership, proprietary,

manufacturing or service.

now displayed in a tabular form.

O Leased

energy, it's quantity and unit. Fill the boxes respectively.

activity.

iource of Energy

13 (a). Expected Skilled Employment

Category of Enterprise - Select the catagory of enterprise whether it is micro, small,

Pin Code - Enter the pin code of your area.

Select Your Pan Card File - From the dropdown list,

Name of Proposed Enterprise - Enter the name of

Land Type of Location - Specify whether the type of land location is Government Land or Private Land.

Proposed Schedule of Installation of Plant and Machinery - Specify here the date of proposed schedule of installation of plant and machinery.

Main Manufacturing / Services Activity - Specify the main manufacturing / service

Product to be manufactured / services to be provided - Select the product to be manufactured / services to be provided you applied for whether it is related to

private limited company, public limited company, self help group or others.

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NIC Code - The NIC Code is a classification system that enables one to classify the business activities. It is a numeric code in the form of a 2 to 3 digit code, a four-digit code, and a five-digit code. Select NIC 2-digit Code, NIC 4-digit Code and NIC 5-digit

Code from the dropdown and click on Add NIC button and the selected fields will

equipment. Foreign Equity, if any (value) - mention the value of foreign equity, if any.

Installed capacity (proposed) per annum -Here, enter Product, Quantity and Unit of

Fill the details about Proposed Investment in

Land - Select whether the land is owned.

Approximate Value - Mention the land

Building- Select whether the building is

Approximate Value - Mention the building

Plant and Machinery (value) - Mention the

Equipment (value) - Mention value of

fixed assets (rupees lakh) -

rented or leased.

approximate value.

approximate value.

owned, rented or leased.

value of Plant and Machinery.

Plant A and Plant B accordingly.

sections.

Under expected skilled employment,

provide the details regarding number

skilled employees under various

Management & Office Staff -13 (a) iii, Workers* Specify the count of skilled male and 13 (b). Expected Unskilled Employment female management staff. 13 (b) i. Management & Office Staff Male Management Staff Count **Supervisory -** Specify the count of 13 (b) ii. Supervisory* skilled male and female supervisory members. 13 (b) iii. Workers *

Workers - Specify the count of unskilled male and female workers.

Expected Schedule of Commencement of Production / Activity * - Here mention the

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Under Power Load, enter the anticipated power load in K.W or H.P. Also mention Other **Sources of Energy/Power**. Tick from the list of options provided under the other sources of energy/power. Also, mention If no power required, and specify reasons for the same in the text box provided. Indicate annual requirement of power load and specify the source of

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Workers - Specify the count of 14. Entrepreneurs' Profile in PDF Format (of all Partners / Directors of the organ skilled male and female workers. 15 Expected Schedule of Commencement of Production / Activity < Back Continue

Under expected unskilled employment, provide the details regarding number

Management & Office Staff - Specify the count of unskilled male and female

Supervisory - Specify the count of unskilled male and female supervisory members.

organisation)* - Select the required entrepreneurs profile pdf document from the

unskilled employees under various sections.

Approvals

establishment Approvals

management staff.

dropdown list.

Approval of plan and

permission to construct/extend/or take

factory under the Factories Act, 1948

Initial / EM-1 Registration Industries

Entrepreneurs' Profile in PDF Format (of all Partners / Directors of the

date of expected schedule of commencement of production or activity.

After, all the mandatory fields are filled, click on continue button and now the EM 1 registration is completed. You can now view, view transaction and download the receipt from the service list.

> View Transaction 04/03/2022 EA-236320 30/11. Download Receipt