



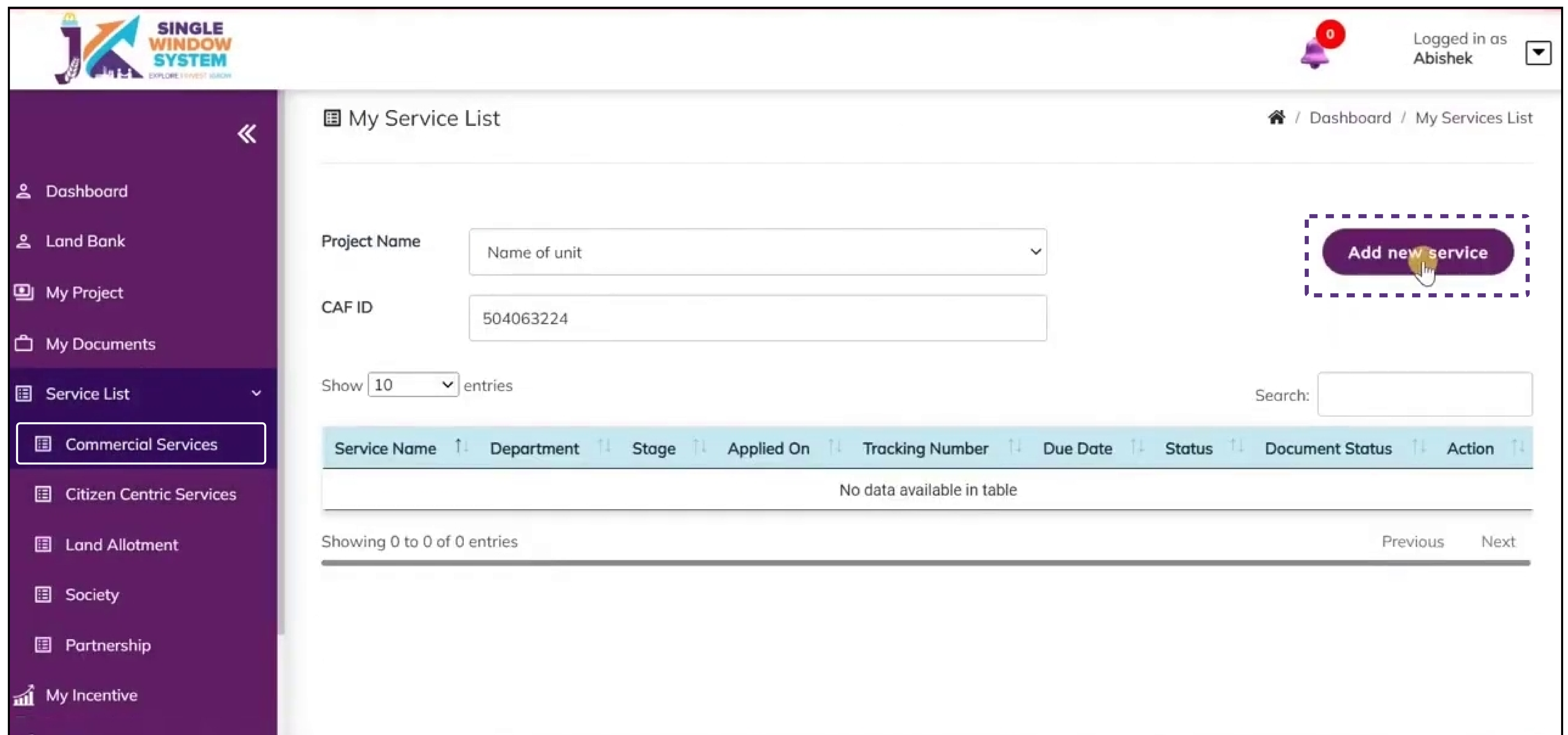
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**HOW TO APPLY FOR SERVICES**

Single Window System - J & K

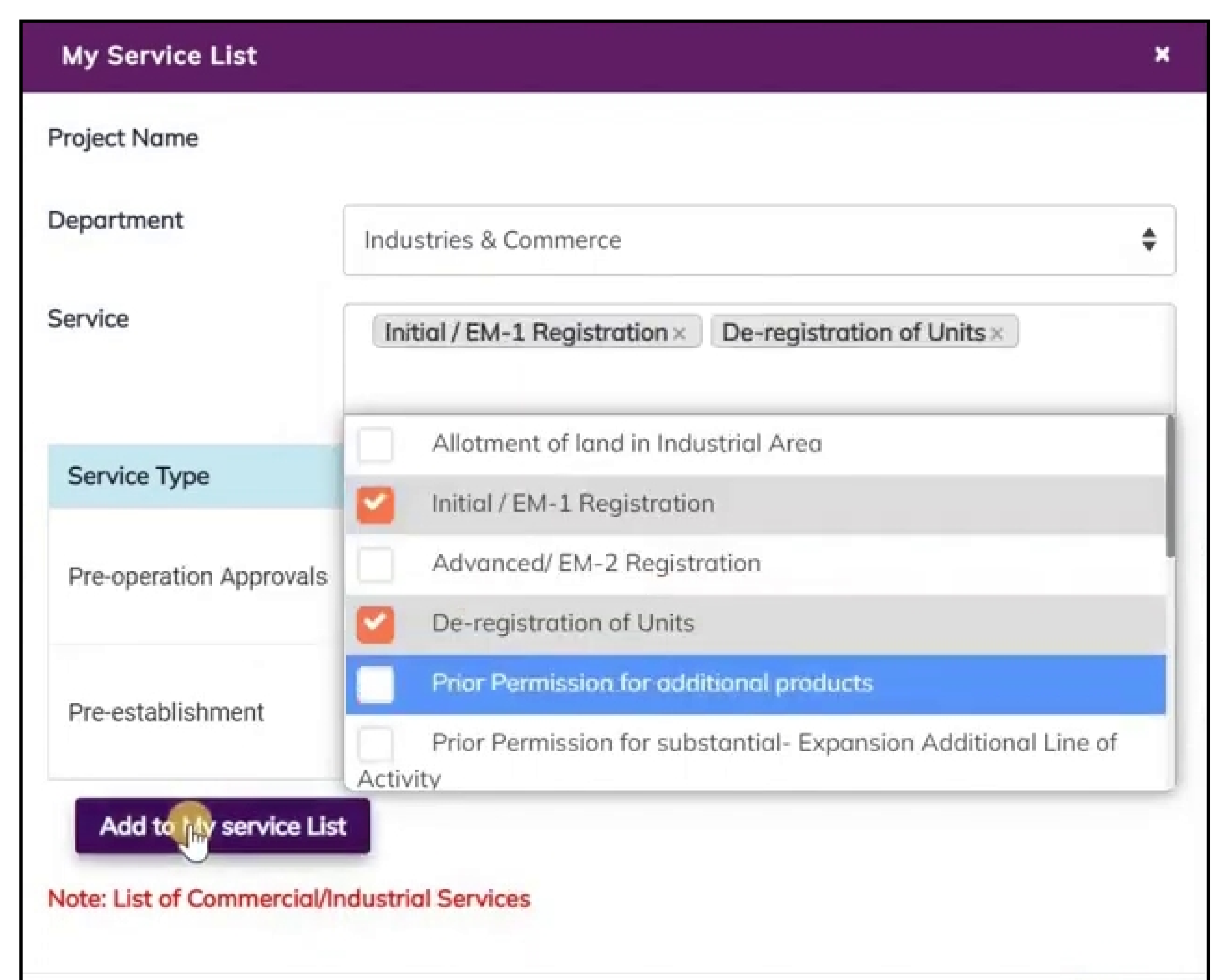
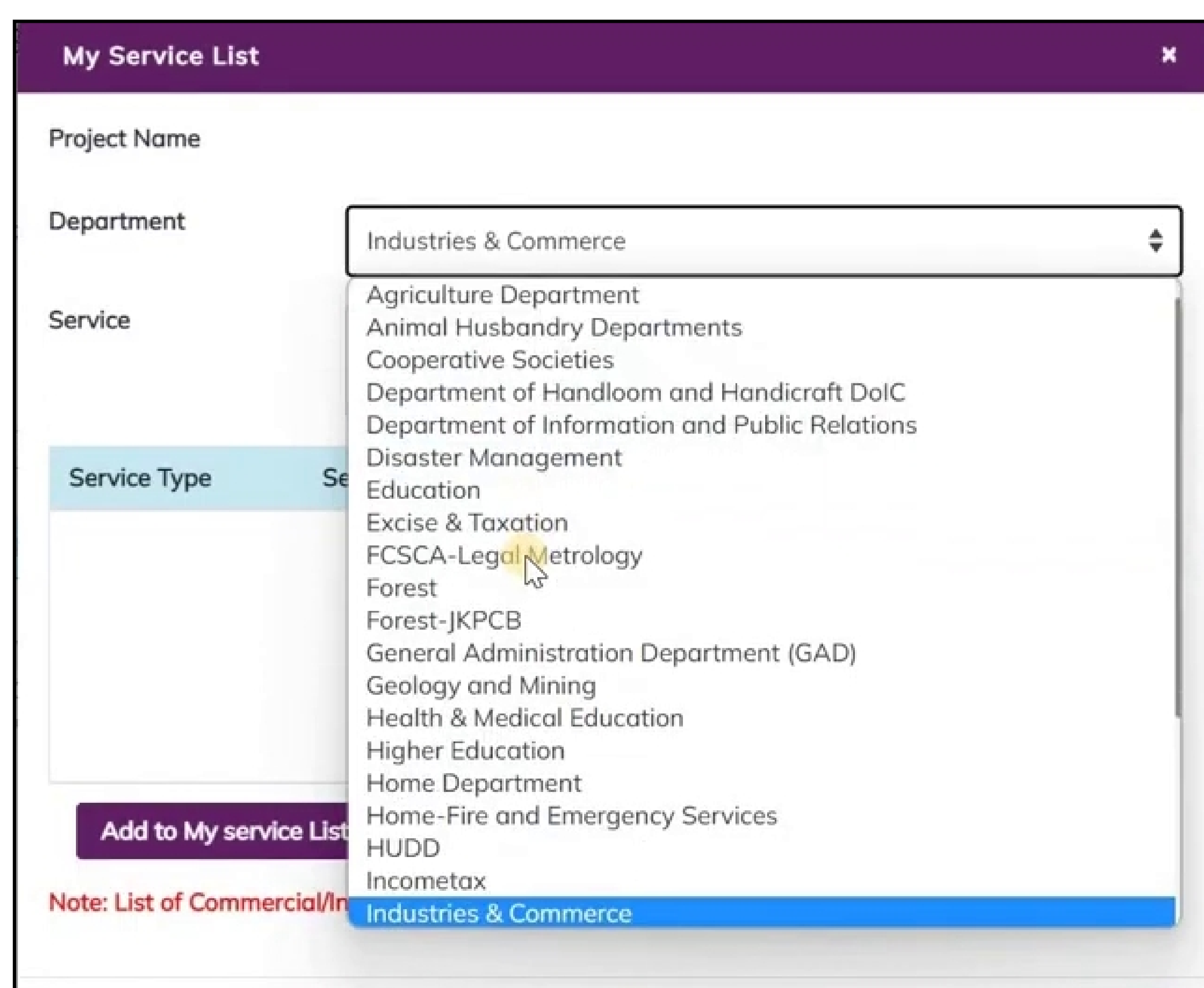
# How to Apply for Services (Commercial)

After login, select 'Service List' then 'Commercial Services' from the left side menu and click on 'Add New Service' button as shown in the following screenshot.

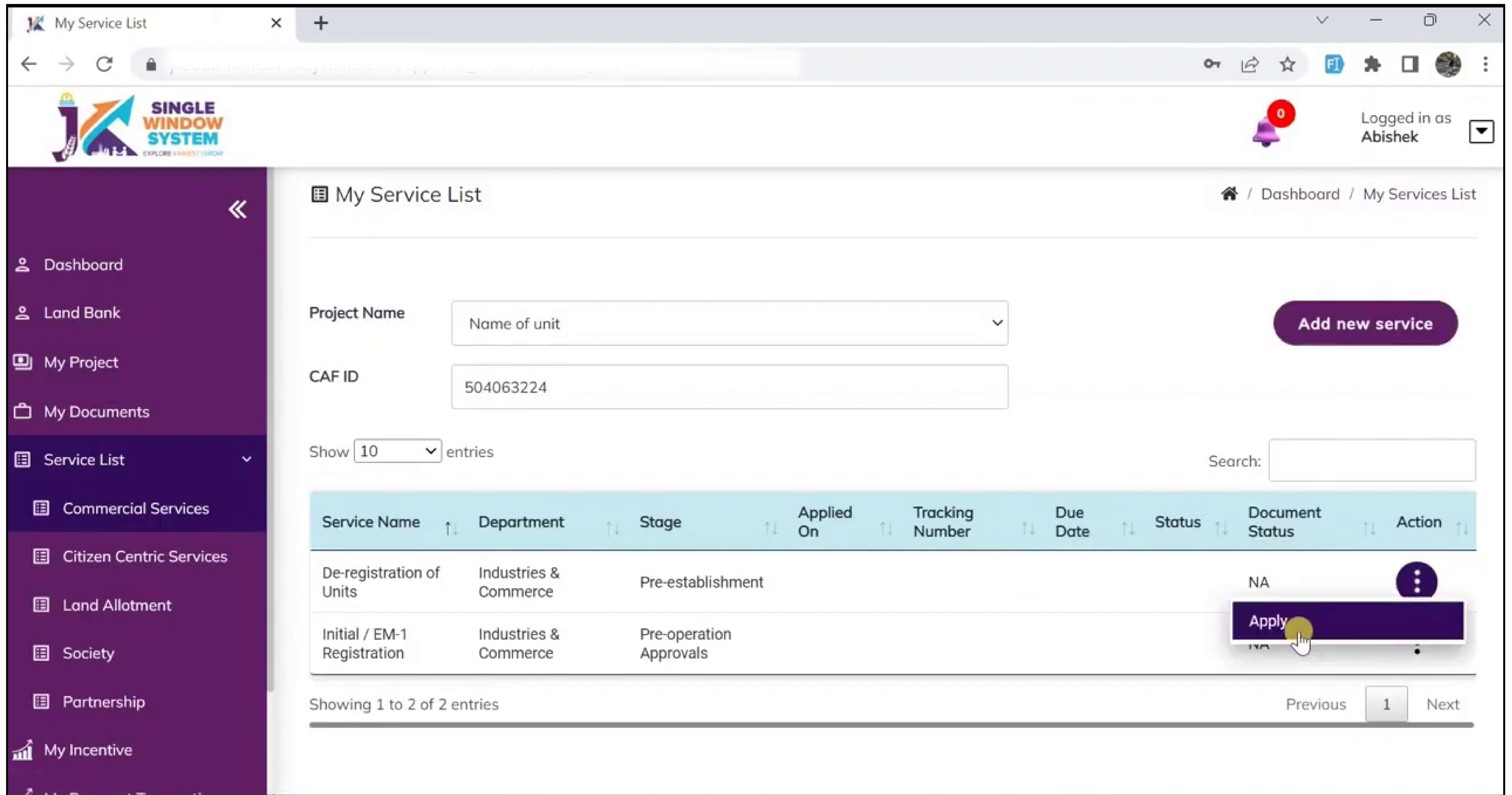


**Note:** Please create new project and add CAF before applying for services. The process of creating project and add CAF has been shown in detail in the video of this user manual.

After we click on 'Add new service', My service list will appear, select a department from the dropdown list. Example- 'Industries and Commerce' and then select the service from the service dropdown. Click the 'Add to my service list' button.



Now you can see your added service on service list. Now, apply for the corresponding service name by clicking on **Action > Apply**



My Service List

Project Name: Name of unit

CAF ID: 504063224

Show 10 entries

Service Name	Department	Stage	Applied On	Tracking Number	Due Date	Status	Document Status	Action
De-registration of Units	Industries & Commerce	Pre-establishment					NA	⋮
Initial / EM-1 Registration	Industries & Commerce	Pre-operation Approvals					NA	Apply

Showing 1 to 2 of 2 entries

After clicking on the apply button, instruction page will appear. Read all the Instructions carefully and click on the continue button to proceed. That is how we apply for the services.