



singlewindow.jk.gov.in

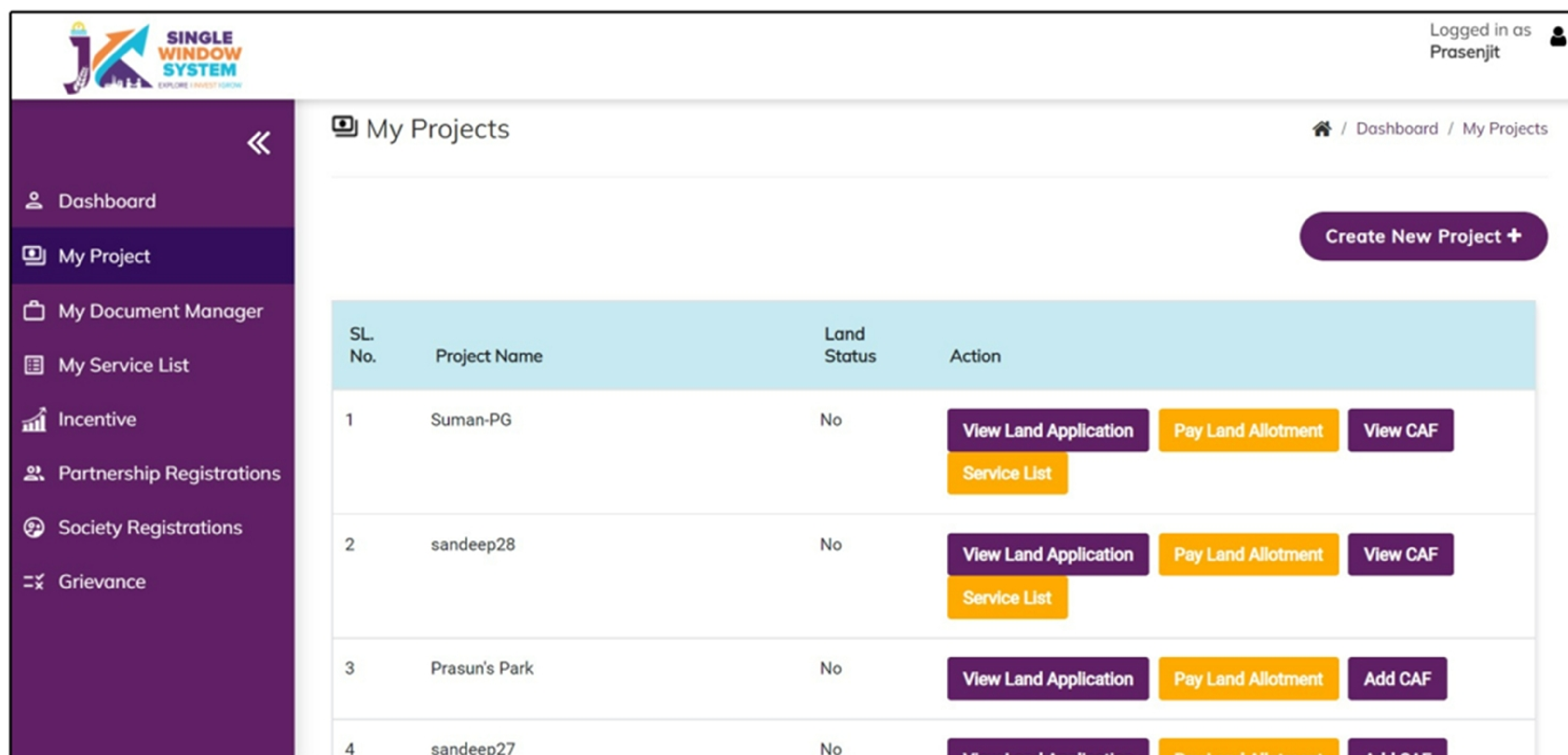
Change Name and Style

Single Window System - J & K

NOTE

Please Create Project before applying for any services

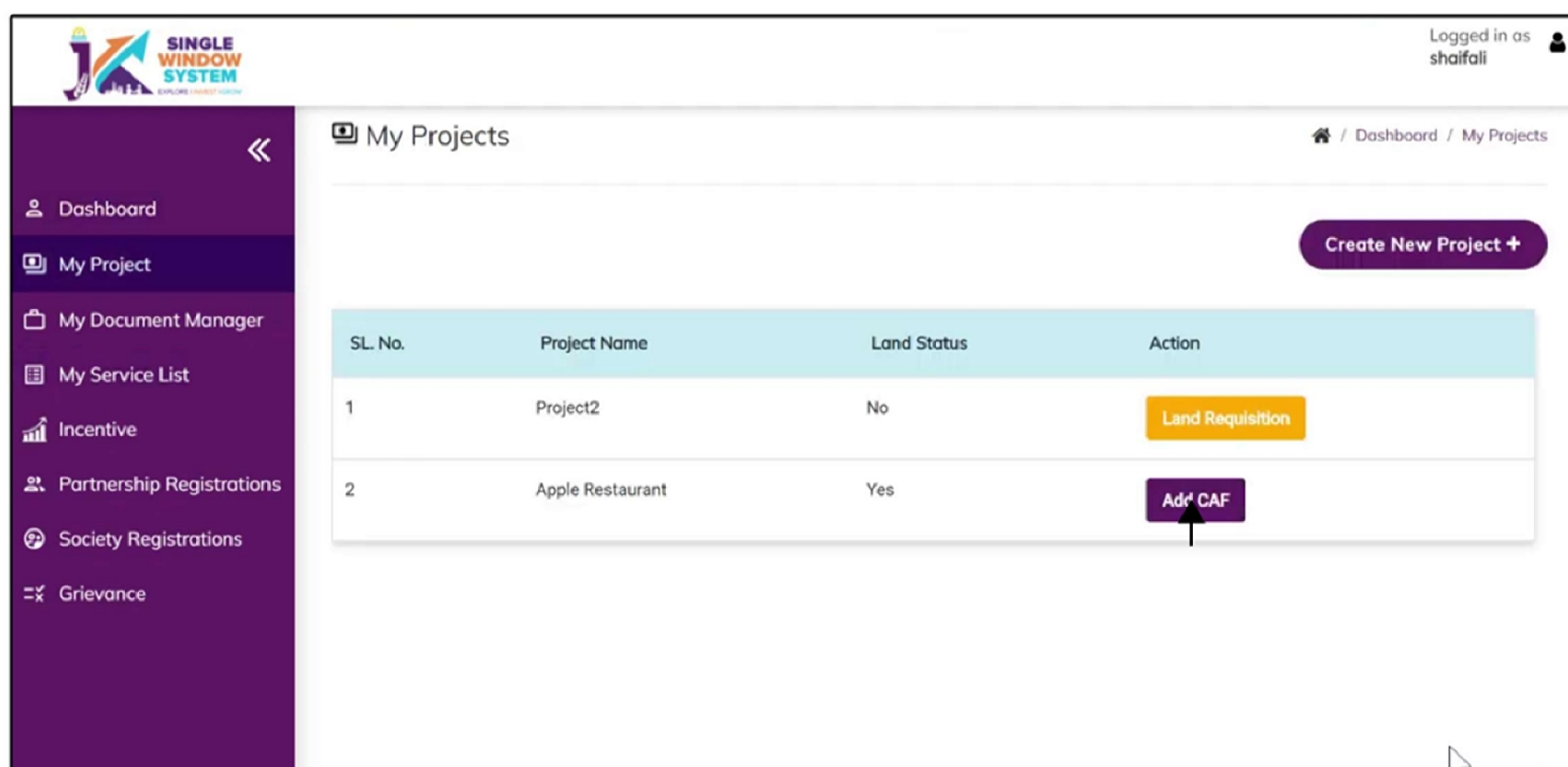
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



| 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.

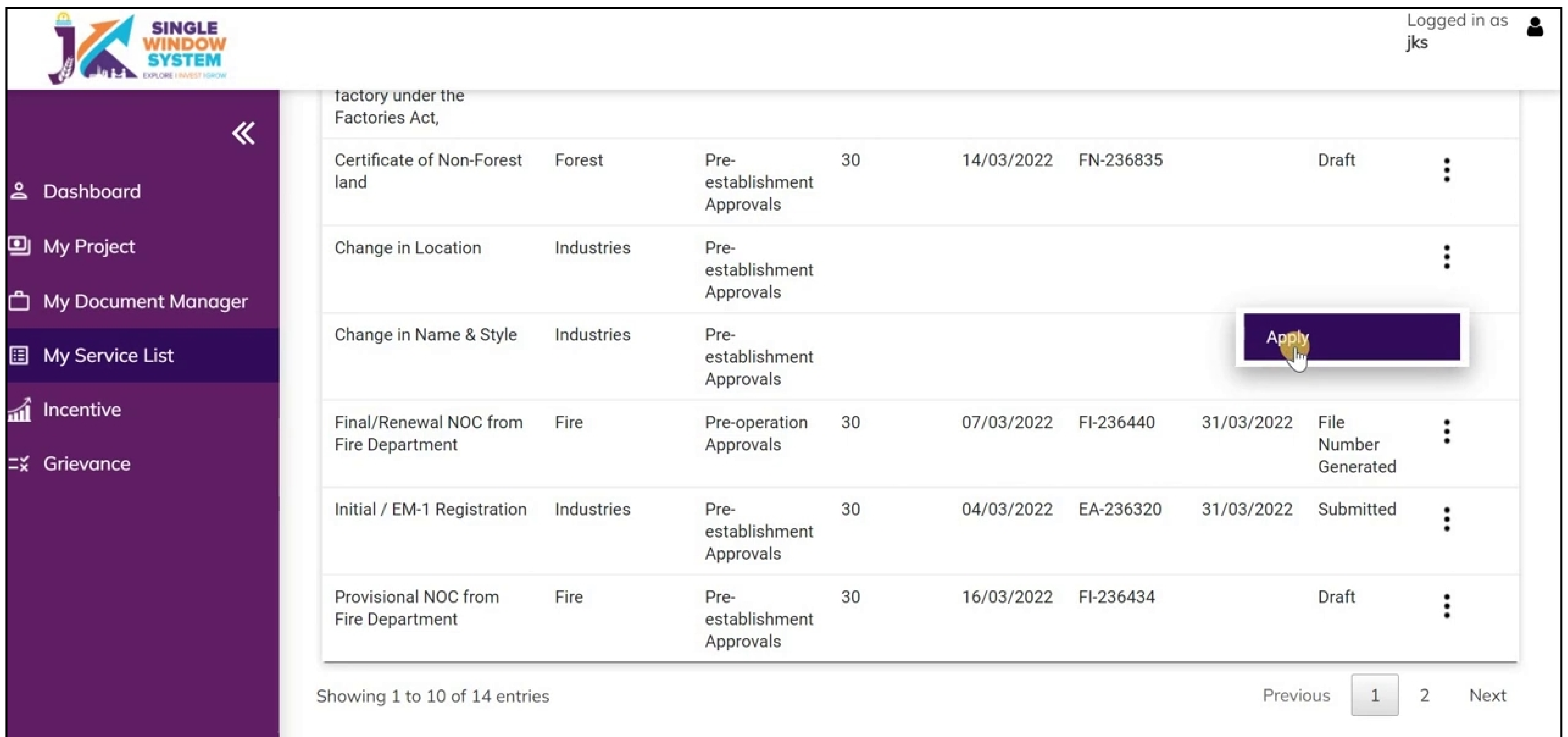


| SL. No. | Project Name | Land Status | Action |
|---------|------------------|-------------|------------------|
| 1 | Project2 | No | Land Requisition |
| 2 | Apple Restaurant | Yes | Add CAF |

For more details on how to create project and add CAF, visit the following link:
https://singlewindow.jk.gov.in/user_manual

Change Name and Style

After login, select **My Service List** from the left side menu. From the service name column, Apply for **Change Name and Style**.

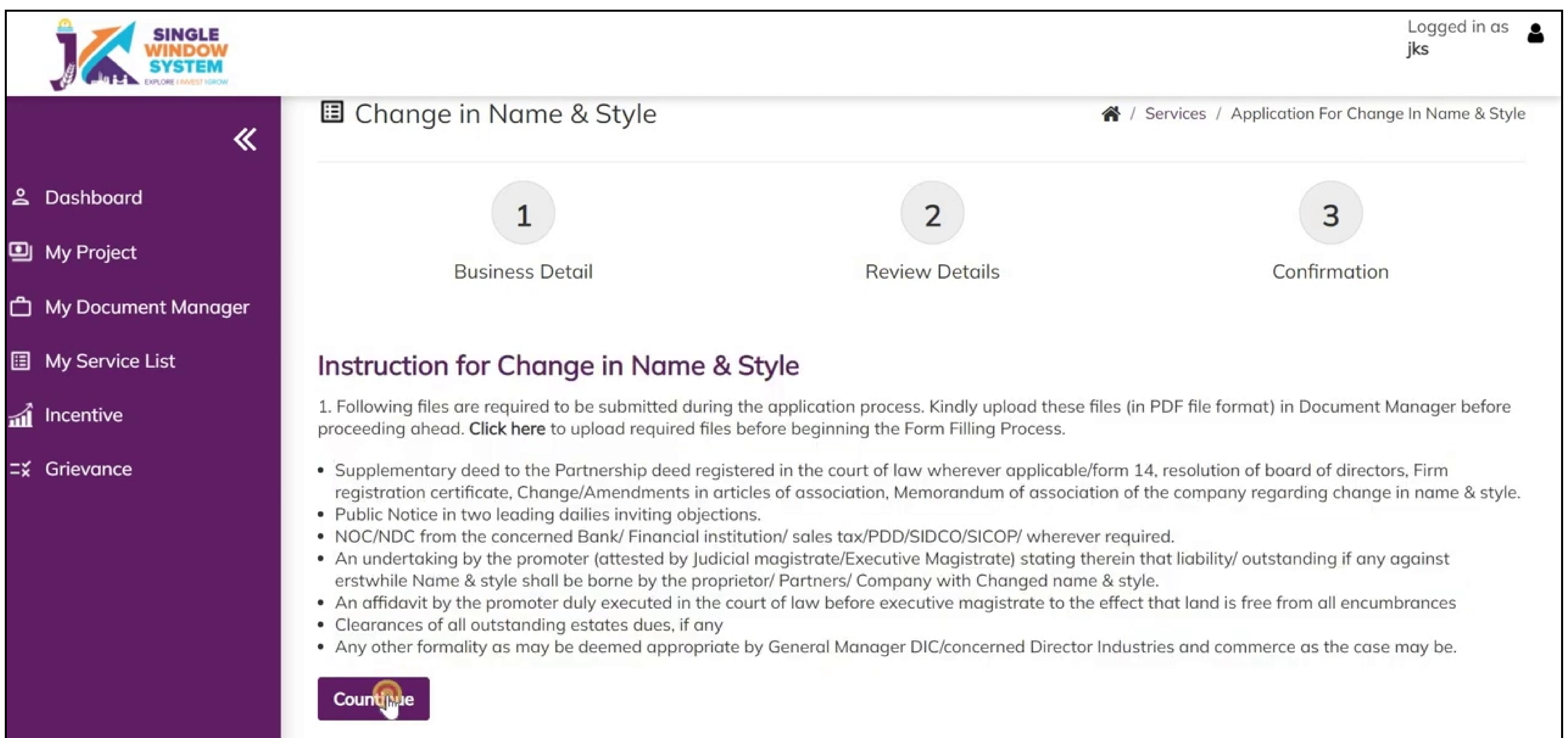


| Service Name | Industry | Type | Count | Date | Reference No. | Status | Actions |
|--|------------|-----------------------------|-------|------------|---------------|------------|-----------------------|
| factory under the Factories Act, | | | | | | | |
| Certificate of Non-Forest land | Forest | Pre-establishment Approvals | 30 | 14/03/2022 | FN-236835 | Draft | ⋮ |
| Change in Location | Industries | Pre-establishment Approvals | | | | | ⋮ |
| Change in Name & Style | Industries | Pre-establishment Approvals | | | | | Apply |
| Final/Renewal NOC from Fire Department | Fire | Pre-operation Approvals | 30 | 07/03/2022 | FI-236440 | 31/03/2022 | File Number Generated |
| Initial / EM-1 Registration | Industries | Pre-establishment Approvals | 30 | 04/03/2022 | EA-236320 | 31/03/2022 | Submitted |
| Provisional NOC from Fire Department | Fire | Pre-establishment Approvals | 30 | 16/03/2022 | FI-236434 | | Draft |

Showing 1 to 10 of 14 entries

Previous 1 2 Next

After clicking on apply, **Change Name and Style** page / Instructions page will appear. Read the instructions carefully and then click on the **continue** button.



Change in Name & Style

1 Business Detail 2 Review Details 3 Confirmation

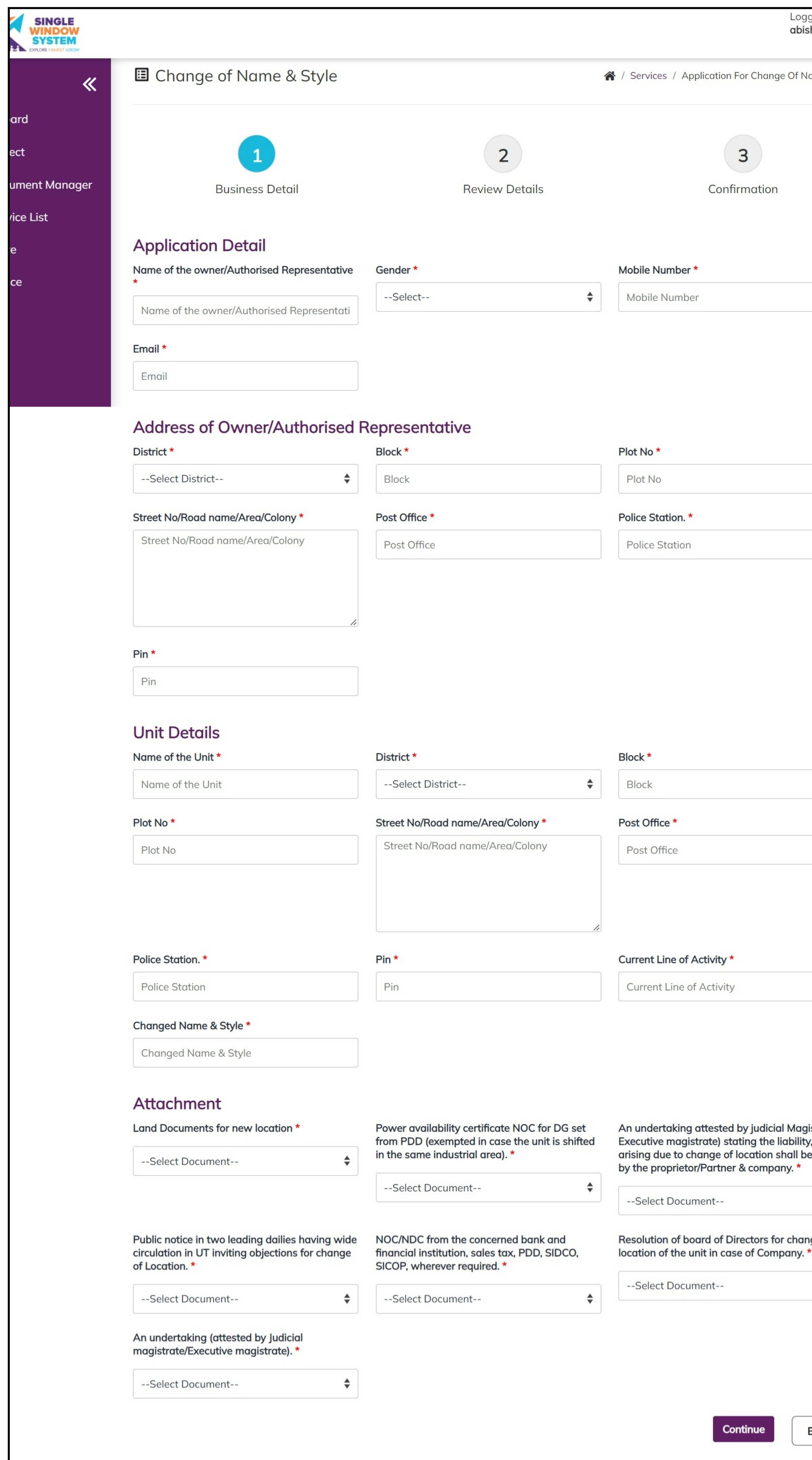
Instruction for Change in Name & Style

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.

- Supplementary deed to the Partnership deed registered in the court of law wherever applicable/form 14, resolution of board of directors, Firm registration certificate, Change/Amendments in articles of association, Memorandum of association of the company regarding change in name & style.
- Public Notice in two leading dailies inviting objections.
- NOC/NDC from the concerned Bank/ Financial institution/ sales tax/PDD/SIDCO/SICOP/ wherever required.
- An undertaking by the promoter (attested by Judicial magistrate/Executive Magistrate) stating therein that liability/ outstanding if any against erstwhile Name & style shall be borne by the proprietor/ Partners/ Company with Changed name & style.
- An affidavit by the promoter duly executed in the court of law before executive magistrate to the effect that land is free from all encumbrances
- Clearances of all outstanding estates dues, if any
- Any other formality as may be deemed appropriate by General Manager DIC/concerned Director Industries and commerce as the case may be.

Continue

Now, the following page will appear.



Application Detail:

Name of Owner/ Authorized Representative – Enter the name of the owner or the Authorized Representative here.

Gender - Select the gender Male, Female or Other from the dropdown list.

Mobile Number – Enter the mobile number here.

Email – Enter your Email ID here.

Address of Owner/Authorized Representative

District - Select district where the property comes under.

Block - Select block where the property comes under.

Plot No - Specify the plot number here.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the owner or the authorized representative.

Post Office - Specify the post office of the owner or the authorized representative.

Police Station - Specify the police station of the owner or the authorized representative.

Pin - Enter the PIN Code of the owner or the authorized representative.

Unit Details

Name of the Unit - Enter the name of the unit.

District - Select district where the property comes under.

Block - Select block where the property comes under.

Plot Number - Specify the plot number of the unit here.

Street No/Road name/Area/Colony - Specify the street number, Road Name, Area or Colony of the unit.

Post Office - Specify the post office of the unit.

Police Station - Specify the police station of the unit.

PIN - Enter the PIN Code of the unit.

Current Line of Activity - Mention the current line of Activity.

Changed Name & Style - Mention the changed name and style here.

Attachment

Land Documents for new location - From the dropdown list select the Land Documents for new location.

Power availability certificate NOC for DG set from PDD (exempted in case the unit is shifted in the same industrial area) - From the dropdown list select the Power availability certificate NOC for DG set from PDD (exempted in case the unit is shifted in the same industrial area).

An undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of location shall be borne by the proprietor/Partner & company - From the dropdown list select an undertaking attested by judicial Magistrate/ Executive magistrate) stating the liability, If any arising due to change of location shall be borne by the proprietor/Partner & company.

Public notice in two leading dailies having wide circulation in UT inviting objections for change of Location - From the dropdown list select the public notice in two leading dailies having wide circulation in UT inviting objections for change of Location.

NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required - From the dropdown list select the NOC/NDC from the concerned bank and financial institution, sales tax, PDD, SIDCO, SICOP, wherever required.

Resolution of board of Directors for change of location of the unit in case of Company - From the dropdown list select the resolution of board of Directors for change of location of the unit in case of Company.

An undertaking (attested by Judicial magistrate/Executive magistrate) - From the dropdown list select an undertaking (attested by Judicial magistrate/Executive magistrate).

After filling the required field, click on the continue button to proceed. Now, you can view all the filled details. To change/modify any details click on edit button, else click on the continue button.