

Procedure for apply online for New/Renewal/Amendment in license

1. Login with valid login credentials.
2. Click on – ‘Apply for new license’ / ‘Apply for renewal of license’ / ‘Amendment in license’ link.
3. Click on appropriate license type.
4. Click on ‘Fill Application’.
 - a) Fill the online application form.
 - b) Click on ‘Choose File’ for upload latest passport size photograph in JPG or PNG format. (In case Partnership/Pvt. Ltd or Ltd firm Photographs of all Partners/Directors). (Size of the photo should not exceed 3MB)
 - c) Click on ‘Choose File’ for upload hand signature in JPG or PNG format.(size of the signature should between 10kb to 20kb).
 - d) Give the name of the photograph person in ‘Person Name’ then click on ‘Photo upload’ to upload both the photo and signature.
 - e) Click on ‘Save’. If, saved successfully ‘Application saved successfully’ message appears on the screen, then click on ‘OK’. Green tick mark will appears at next to ‘Fill Application.’ button.
5. Click on ‘Upload documents’.
 - a) Click on ‘Choose File’ and select appropriate document to load mandatory documents.
 - b) After loading all mandatory documents click on ‘Upload all documents’.
 - c) Message ‘Documents uploaded successfully’ will be appears on the screen, click on ‘OK’. Then green tick mark will appear next to ‘Upload Documents’.
6. Click on ‘Preview’ button to verify if the filled details are appropriate & confirm the contents in the application form. Applicant can download the application or take a print.
7. If all contents found correct click on ‘Submit’ for submission of application.
8. The applicant may change the filled application details, if deemed necessary, else
9. The applicant should submit the application by clicking on ‘Submit’
10. After submission of application message ‘Application submitted successfully’ appears on the screen, then click on ‘Ok’ message in popup window would be displayed as [“Your Application No < Application No.>..... and submitted to < Office Designation) and inspection will be done within <Date>”] (Note down the application No. and Officer Designation for further correspondence).
