



[singlewindow.jk.gov.in](http://singlewindow.jk.gov.in)

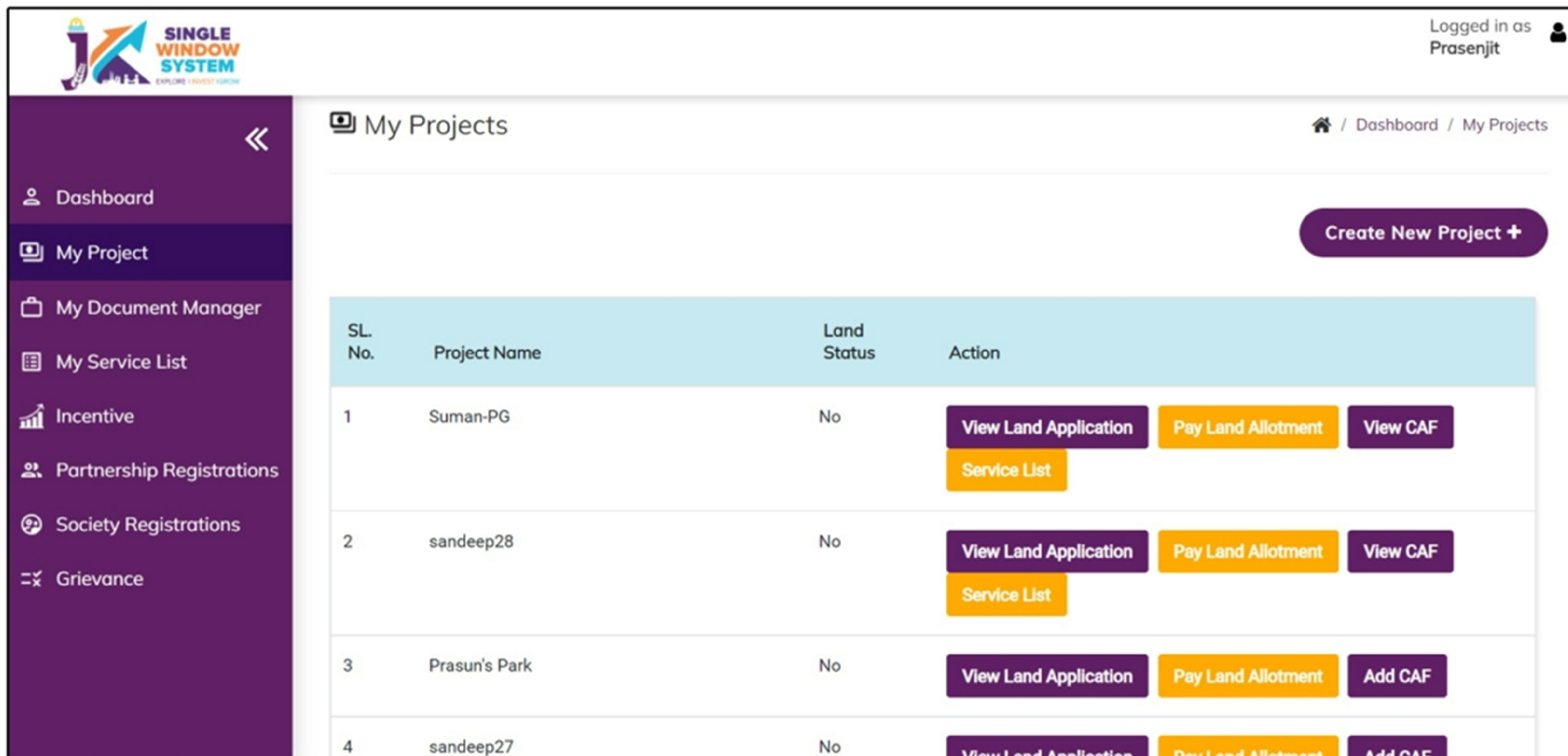
# Form D - Notice of Change

Single Window System - J & K

# NOTE

## Please Create Project before applying for any services

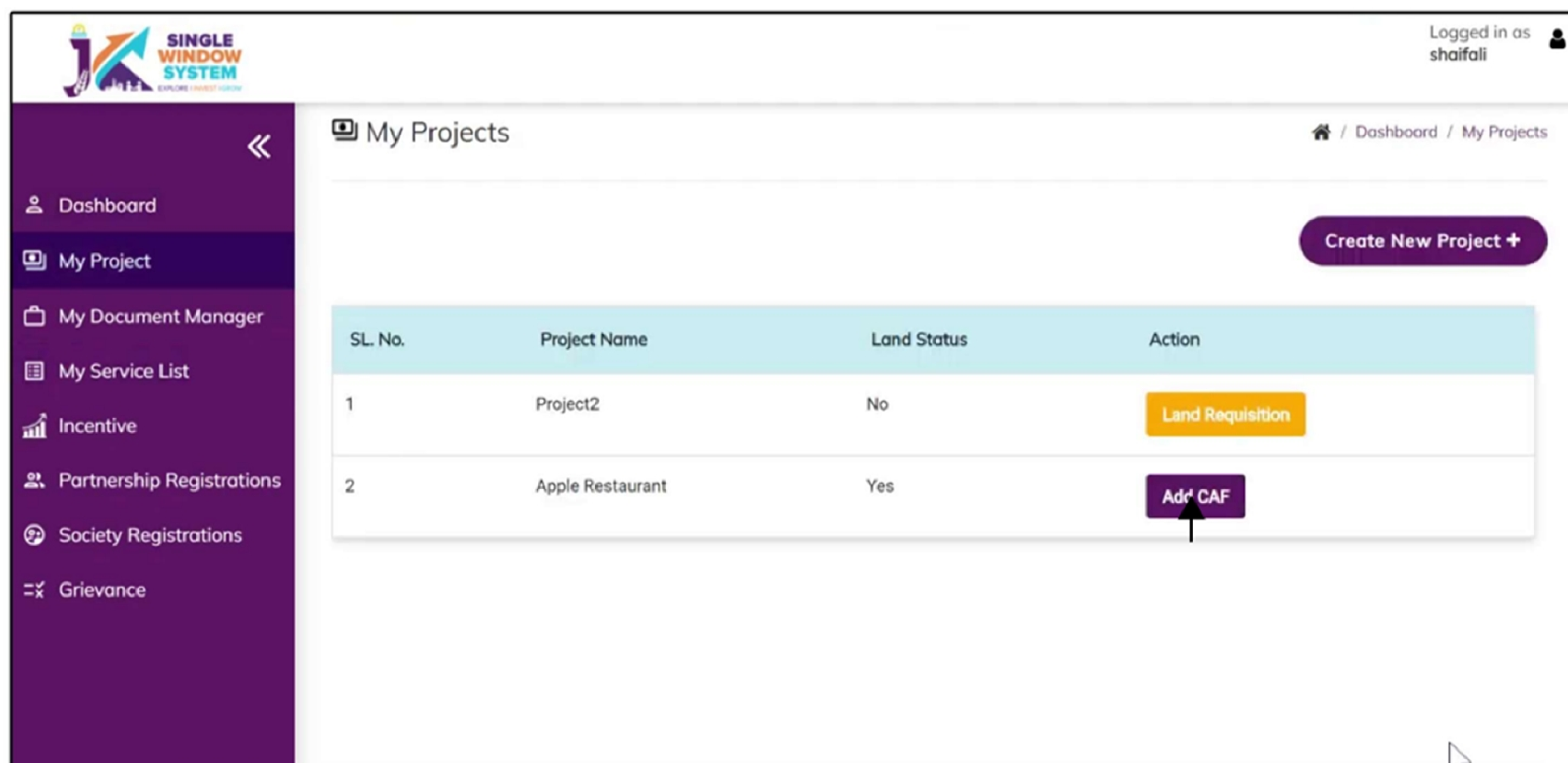
After login into the website, select My Project from the side menu. Then following page will appear. Click on the Create New Project to create your project.



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](https://singlewindow.jk.gov.in/user_manual)

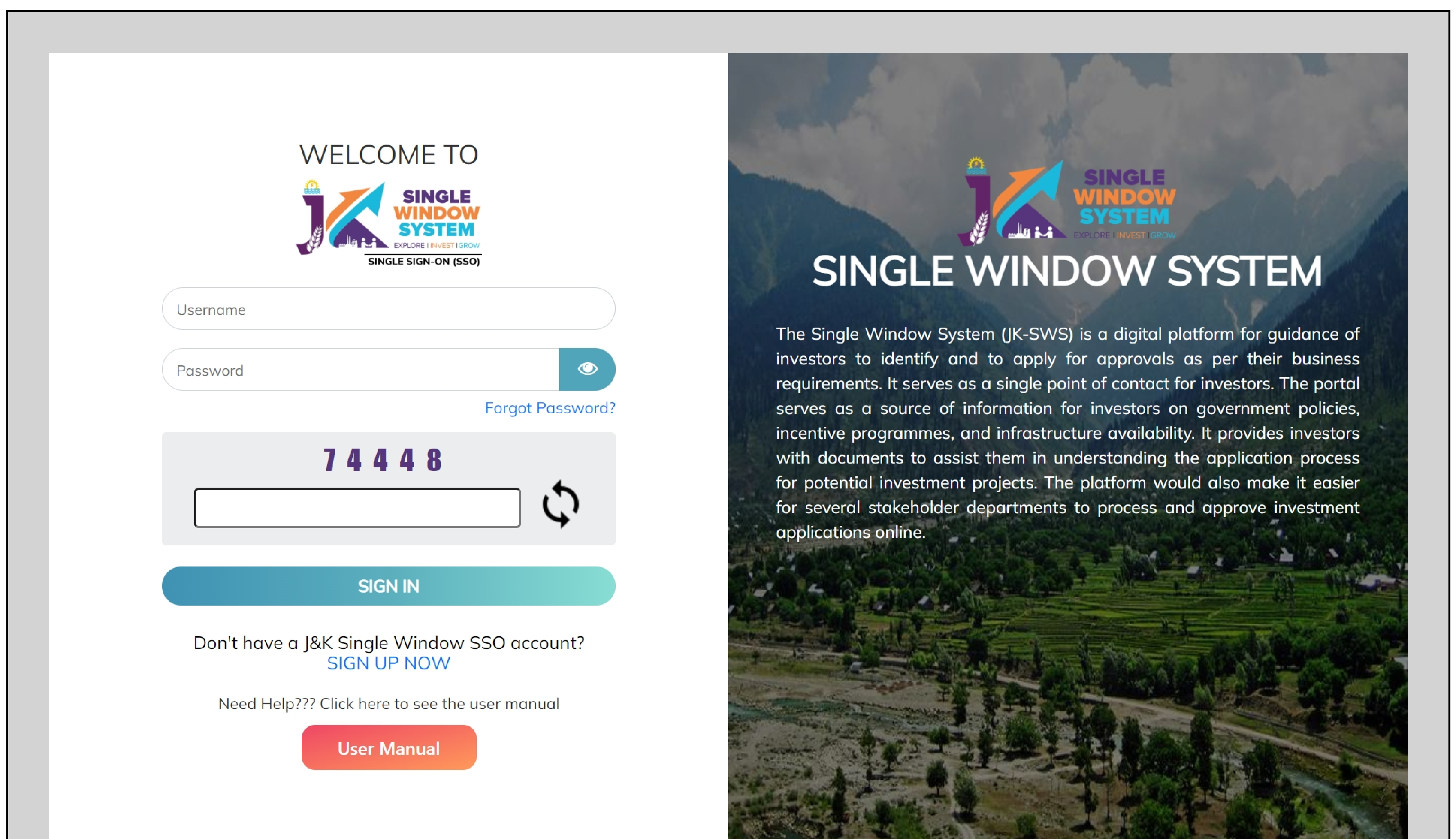
# Form D - Notice of Change

Welcome to the user manual for the seamless and essential service of "**Form D - Notice of Change**" within the Single Window System of Jammu and Kashmir. This manual is your guide to a straightforward and efficient registration process.

Through this user manual, explore the intuitive interface of the Single Window System, where the registration process is designed to be user-friendly, transparent, and in alignment with the regulatory framework.

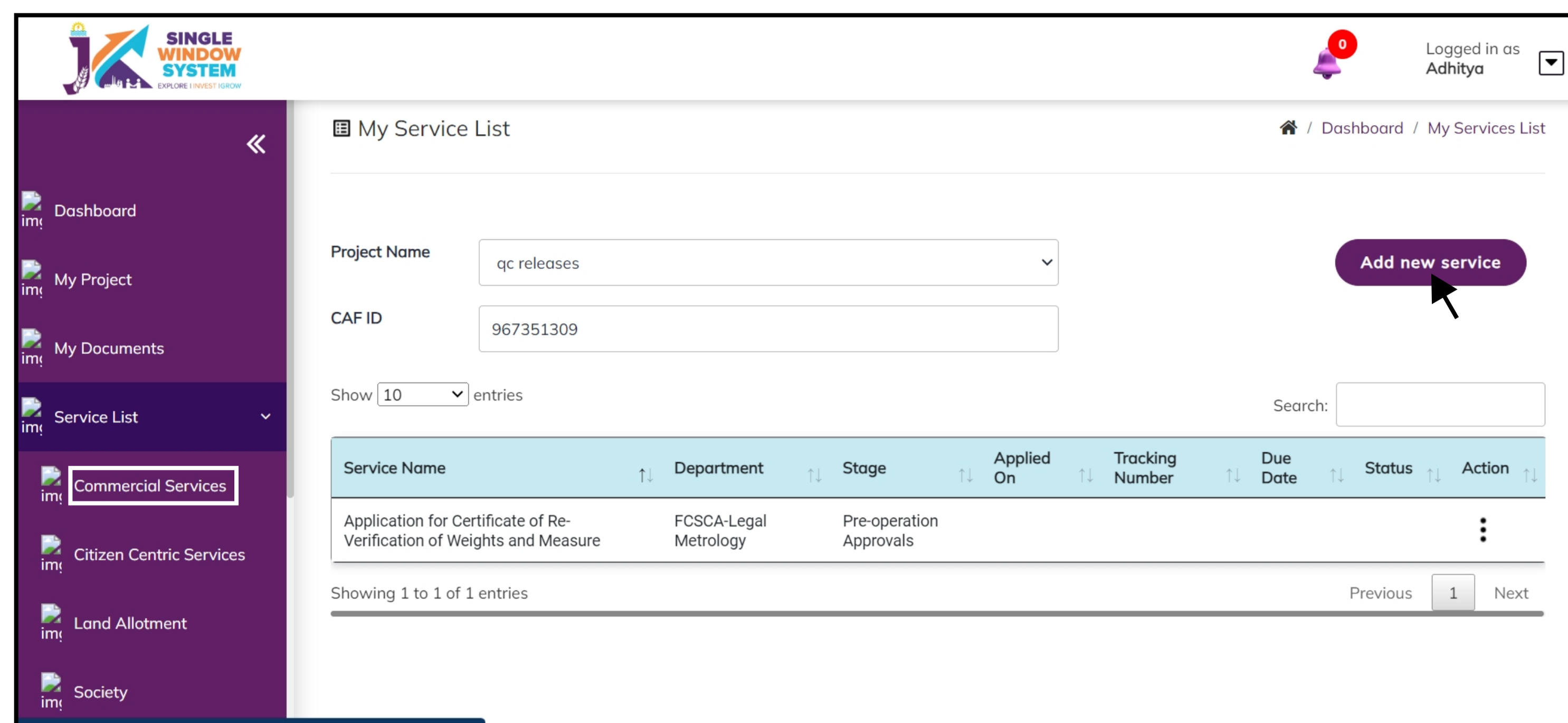
**Access the Website:** Open your web browser and visit the official website:  
<https://singlewindow.jk.gov.in/>

**Log in** using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.

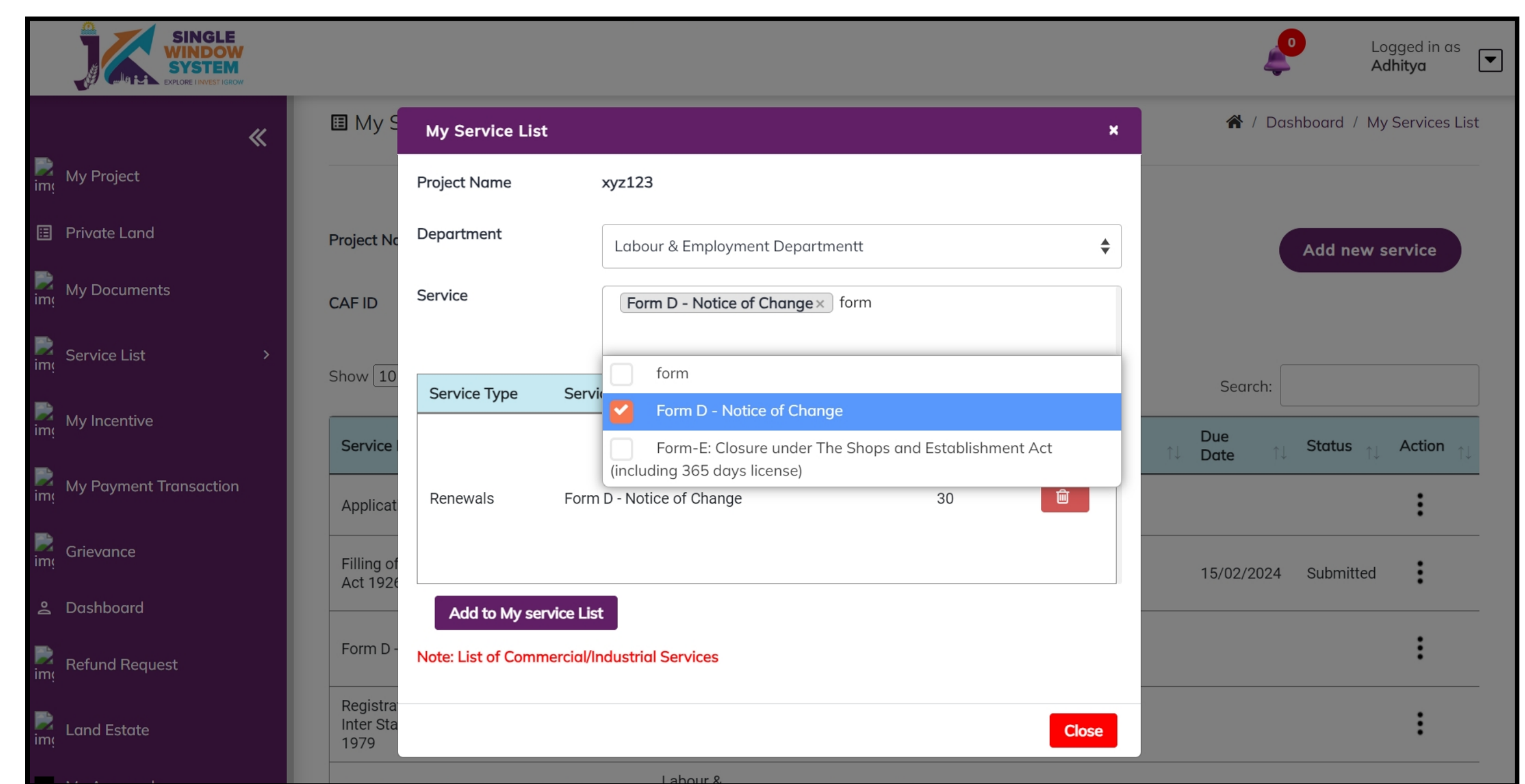


The screenshot displays the login interface of the Single Window System. On the left, there is a white login form with the following elements: a header with the text "WELCOME TO" and the Single Window System logo; a "Username" input field; a "Password" input field with a toggle for visibility and a "Forgot Password?" link; a CAPTCHA area showing the number "74448" and a refresh button; a teal "SIGN IN" button; and links for "Don't have a J&K Single Window SSO account? SIGN UP NOW" and "Need Help??? Click here to see the user manual" with a "User Manual" button. On the right, there is a dark-themed banner with the Single Window System logo and the text "SINGLE WINDOW SYSTEM". Below the banner, a paragraph describes the system as a digital platform for investor guidance, serving as a single point of contact for approvals, providing information on government policies, incentive programs, and infrastructure availability, and facilitating the application process for investment projects.

Now, the following page will appear.

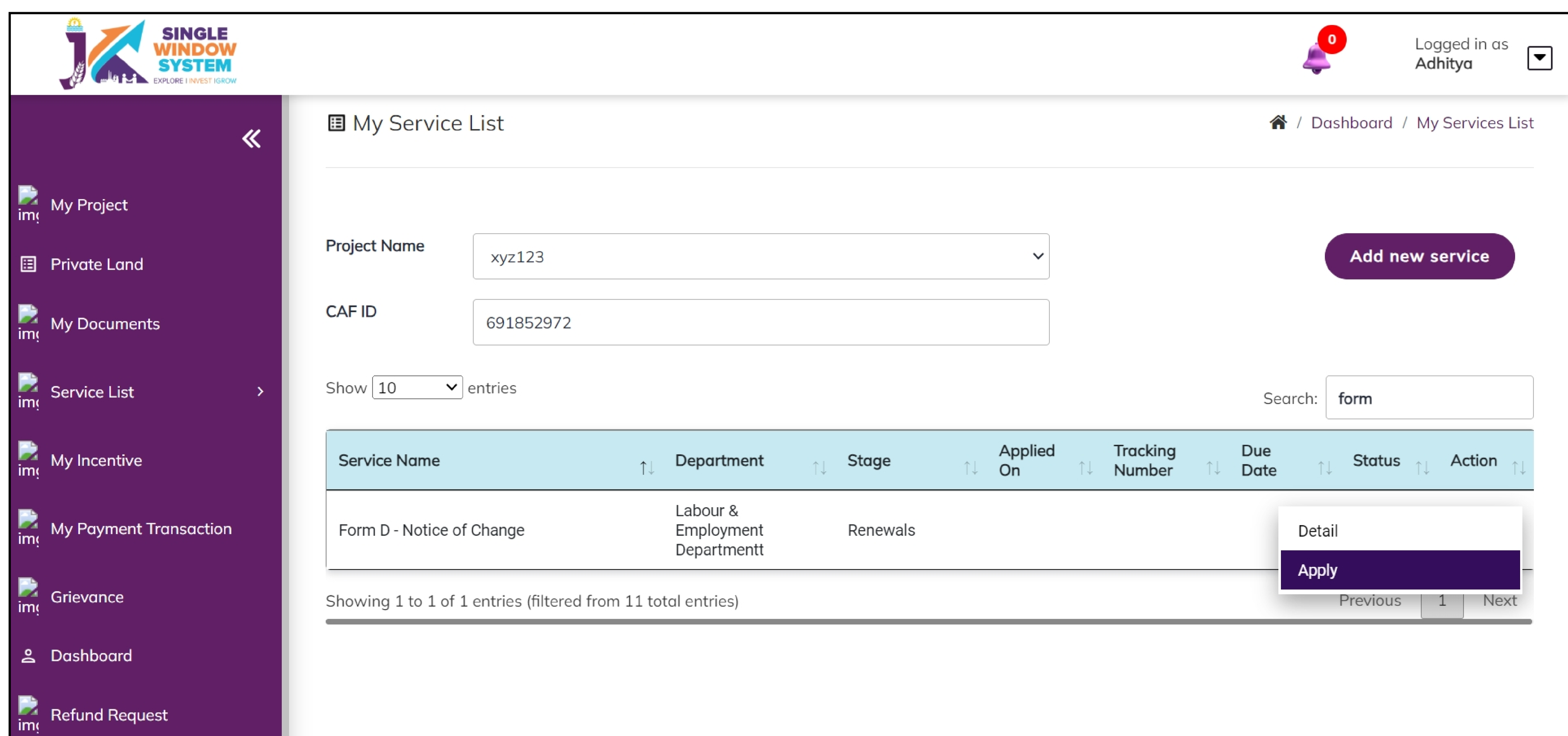


1. Select Service List > Commercial Services from the left side menu and then click on Add New Service.

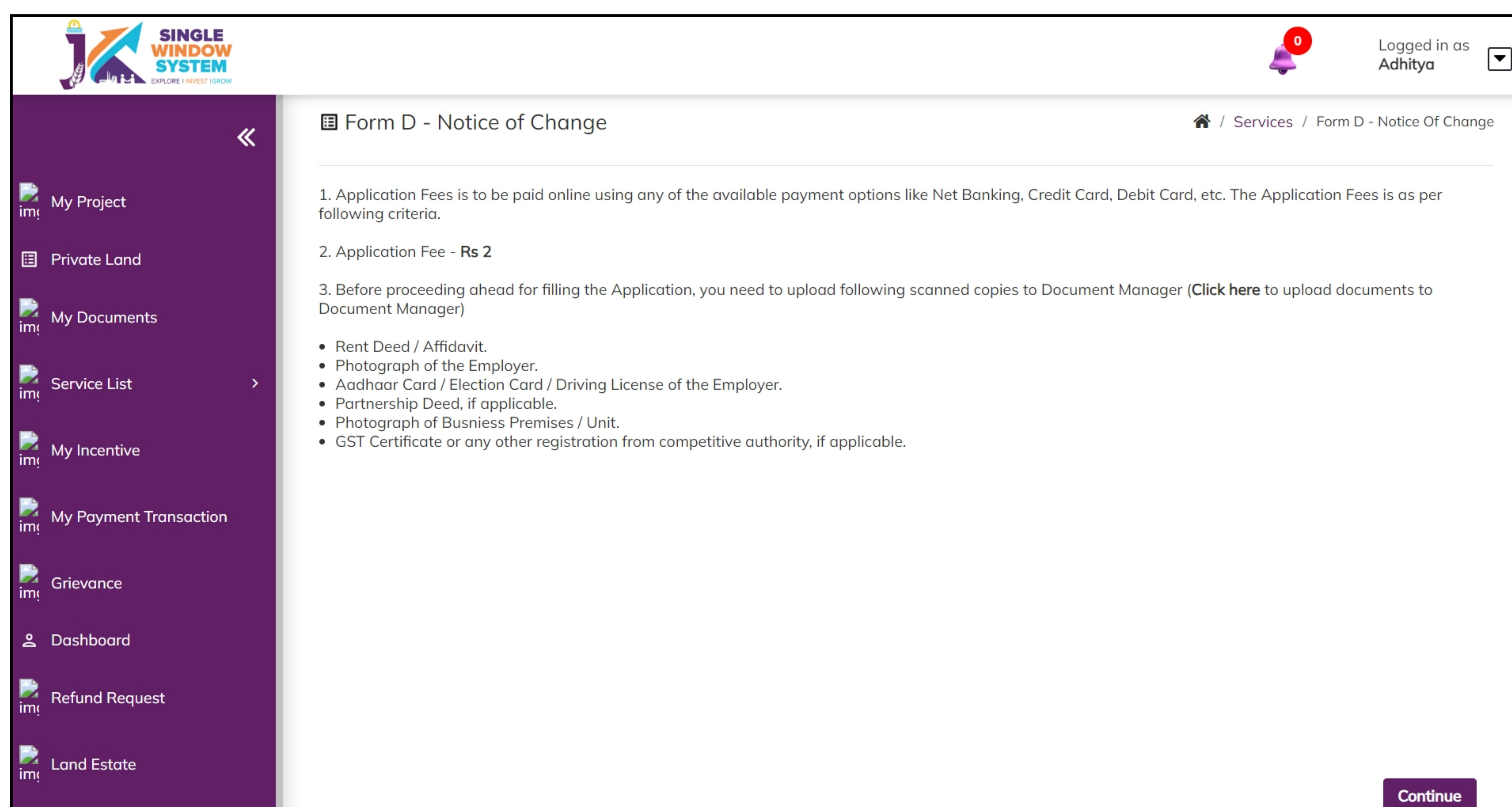


2. Select Labour & Employment Department from Department drop-down list and then select service to add.

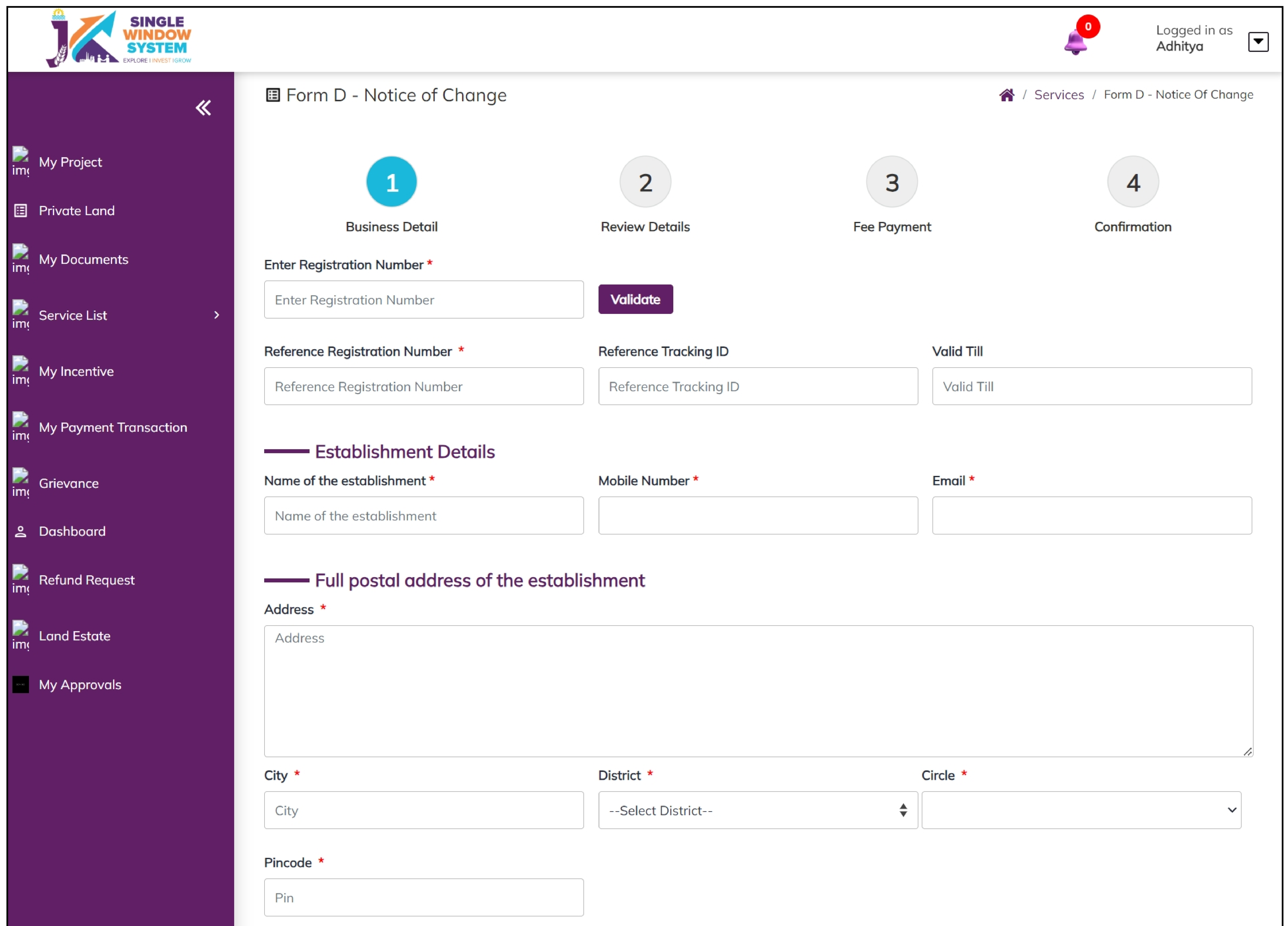
After clicking on the 'Add to My service List button'. Now the service will be listed, click 'Apply' as shown in the screenshot below to proceed:



Now the instruction page will appear as shown in the screenshot below. Read the instructions carefully and click on the 'continue' button to proceed.



Now, the following page will appear.



**Enter Registration Number:** Please enter the unique registration number assigned to your establishment.

**Reference Registration Number:** Enter the reference registration number associated with your establishment.

**Reference Tracking ID:** Provide the reference tracking ID related to your submission.

**Valid Till:** Specify the expiration date until which the information provided remains valid.

### Establishment Details-

**Name of the establishment:** Enter the full name of your establishment.

**Mobile Number:** Input the mobile number associated with your establishment.

**Email:** Provide the email address associated with your establishment.

**Full postal address of the establishment-**

**Address:** Enter the complete postal address of your establishment.

**City:** Specify the city where your establishment is located.

**District:** Choose the district from the drop-down list.

**Circle:** Indicate the specific circle or area within the district.

**Pincode:** Enter the postal code of your establishment's location.

Full postal address of office / store-room / godown / ware house / work place that is attached to the establishment but situated in premises different from those of establishment (if any)

Address

City District Pincode

City --Select District-- Pincode

Partner/Member/Director/Share Holder Information, if any **Add Row**

Full Name Share in Percentage Permanent Address

Full Name Share in Percentage Permanent Address

Designation

Designation

Name, designation and permanent address of employer (Manager, agent or any other personal who is the immediate incharge of the general management)

Full Name \* Parentage \* Designation \*

name Parentage Designation

Address \*

Address

City \* District \* Pincode \*

city --Select District-- Pincode

**Full postal address of office / store-room / godown / ware house / work place that is attached to the establishment but situated in premises different from those of establishment (if any)-**

**Address:** Specify the physical location address of any additional office, store-room, godown, warehouse, or workplace that is attached to the establishment but situated in premises different from those of the establishment (if applicable).

**City:** Provide the name of the city where the additional office, store-room, godown, warehouse, or workplace is located.

**District:** Choose the appropriate district from the dropdown menu.

**Pincode:** Enter the postal code or PIN code of the location of the additional office, store-room, godown, warehouse, or workplace.

**Partner/Member/Director/Shareholder Information (if any)-**

**Full Name:** Enter the complete name of the partner, member, director, or shareholder associated with the establishment.

**Share in Percentage:** Specify the percentage share held by the partner, member, director, or shareholder in the establishment.

**Permanent Address:** Provide the permanent address of the partner, member, director, or shareholder.

**Designation:** Specify the designation or role of the partner, member, director, or shareholder in the establishment.

Click on **Add Row** button to add multiple rows for entering information about additional partners, members, directors, or shareholders associated with the establishment. This feature allows you to include comprehensive details about the individuals contributing to the establishment.

**Name, Designation, and Permanent Address of Employer (Manager, Agent, or Immediate Incharge)-**

**Full Name:** Enter the complete name of the employer, manager, agent, or the person immediately in charge of general management.

**Parentage:** Specify the parentage or parental information of the employer, manager, agent, or the person in charge.

**Designation:** Provide the official designation or role of the employer, manager, agent, or the person in charge.

**Address:** Specify the residential or official address of the employer, manager, agent, or the person in charge.

**City:** Enter the city of residence or official location of the employer, manager, agent, or the person in charge.

**District:** Choose the appropriate district from the dropdown menu.

**Pincode:** Enter the postal code or PIN code.

Particulars of members of employer's family in the establishment, if any Add Row

Full Name  Age  Relation with employer

Gender

Name of the other persons occupying positions of management of employees engaged in confidential capacity, comma separated (if any)

Category of the Shop / Establishment \*  Nature of Business \*

Name of the day of week on which weekly holiday will be observed (in case of shops and commercial establishment only)

Number of employees

	Local		Migrant		Total
	Regular	Outsource	Regular	Outsource	
Male *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transgender *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Documents

Upload Documents

Rent Deed or Affidavit/ Ownership or Affidavit \*  Aadhaar Card / Election Card / Driving License of the Employer \*  Partnership Deed, if applicable

Photograph of Business Premises / Unit \*  GST Certificate or any other registration from competitive authority \*  Other supporting document, if any

< Back Continue

## Particulars of members of the employer's family in the establishment, if any-

**Full Name:** Enter the full name of the family member.

**Age:** Specify the age of the family member.

**Relation with employer:** Indicate the relationship between the family member and the employer.

**Gender:** Specify the gender of the family member.

**Name of other persons occupying positions of management of employees engaged in confidential capacity:** Provide the names of any other persons occupying positions of management or engaged in confidential roles, separated by commas if applicable.

**Category of the Shop/Establishment:** Choose the category of the shop or establishment from the drop-down list.

**Nature of Business:** Specify the nature of the business conducted by the establishment.

**Name of the day of the week on which the weekly holiday will be observed (in case of shops and commercial establishments only):** In this section, you are required to choose the specific day for the weekly holiday. This applies specifically to shops and commercial establishments. Choose the day from the dropdown menu on which your establishment observes its weekly holiday. Options typically include days of the week such as Sunday, Monday, etc. This selection is crucial for compliance with labor regulations and ensures clarity for both employees and customers regarding the designated weekly off day.



## Number of Employees-

In the "Number of Employees" section, you are required to furnish detailed information about the composition of your workforce, categorized into "Local" and "Migrant" employees. For each category, input the number of male, female, and transgender employees, along with the corresponding totals. This granular breakdown ensures a comprehensive representation of your workforce, contributing to accurate statistical reporting and compliance with regulatory standards. The "Total Value" column consolidates the overall count, offering a holistic view of your entire workforce, inclusive of both local and migrant employees. This data not only aids in regulatory compliance but also provides valuable insights into the diversity and gender distribution within your establishment. Enter the information diligently, as it plays a crucial role in maintaining transparency and adherence to employment regulations.

## Documents :

In the Documents 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 or you can click on "**Upload Documents**" and your document will be then showing under the dropdown menu. After filling all the required fields, read the declaration carefully and tick the checkbox of declaration. Now, click on the **Continue** button to proceed.

Now, you can view all the filled details. To change/modify any details click on the Edit button, else click on the Continue button. Now the payment page will appear. After the successful payment the process is completed.

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