



# SINCLE WINDOW SYSTEM EXPLORE I INVESTIGROW

# singlewindow.jk.gov.in

# Form E - Closure under the

# **Shops and Establishment Act**

# Single Window System - J & K

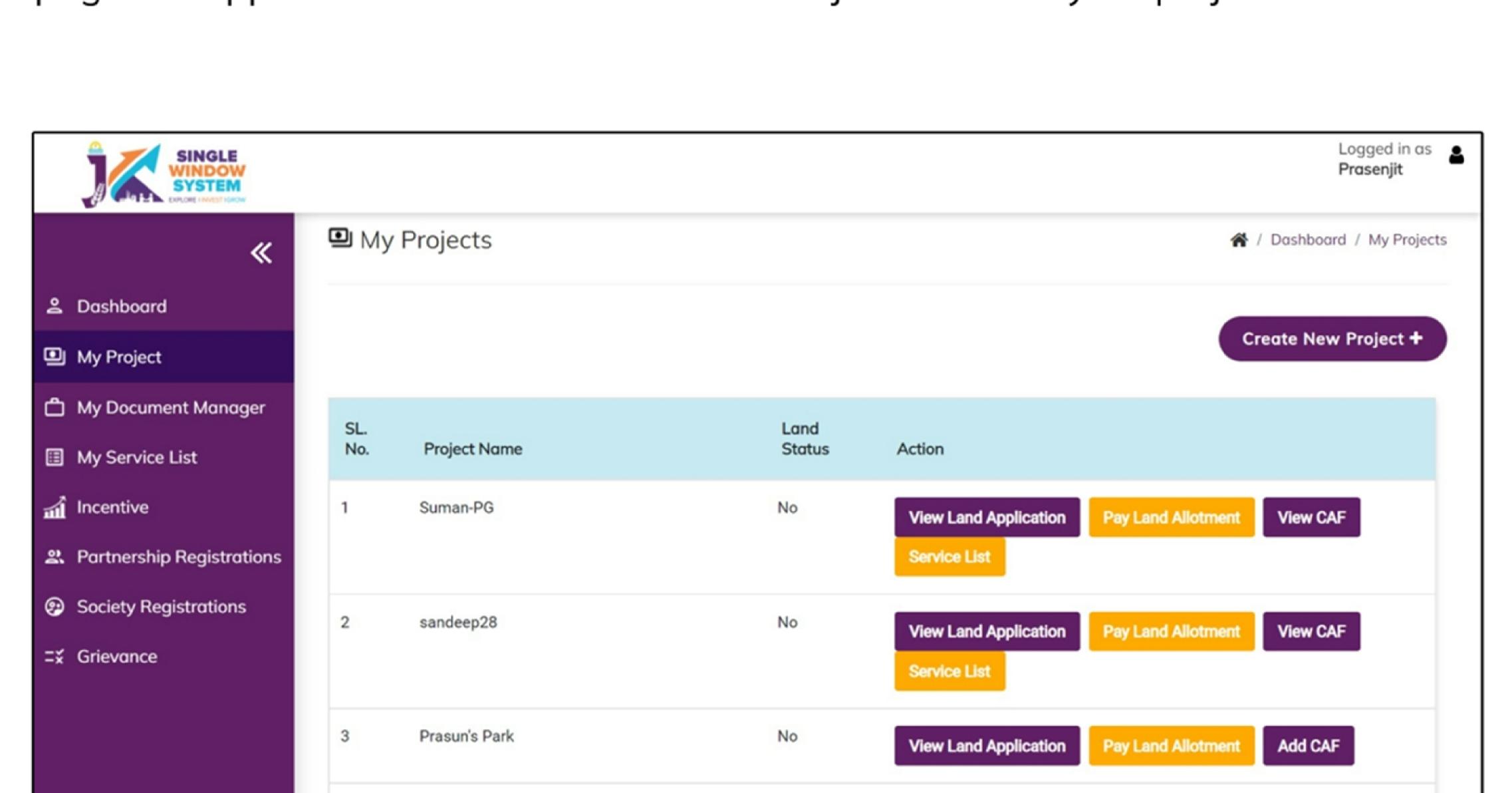






# Please Create Project before applying for any services

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.



	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.

					Logged in as shaifali
*	My Projects			<b>#</b> / C	Dashboard / My Projects
2 Dashboard					
My Project				Cred	te New Project +
My Document Manager	SL. No.	Project Name	Land Status	Action	
My Service List	1	Project2	No	Land Reguisition	



For more details on how to create project and add CAF, visit the folowing link: https://singlewindow.jk.gov.in/user\_mannual





# Form E- Closure under The Shops and Establishment Act

Welcome to the user manual for the seamless and essential service of **"Form E-Closure under The Shops and Establishment Act"** within the Single Window System of Jammu and Kashmir. This manual is your guide to a straightforward and efficient registration process.

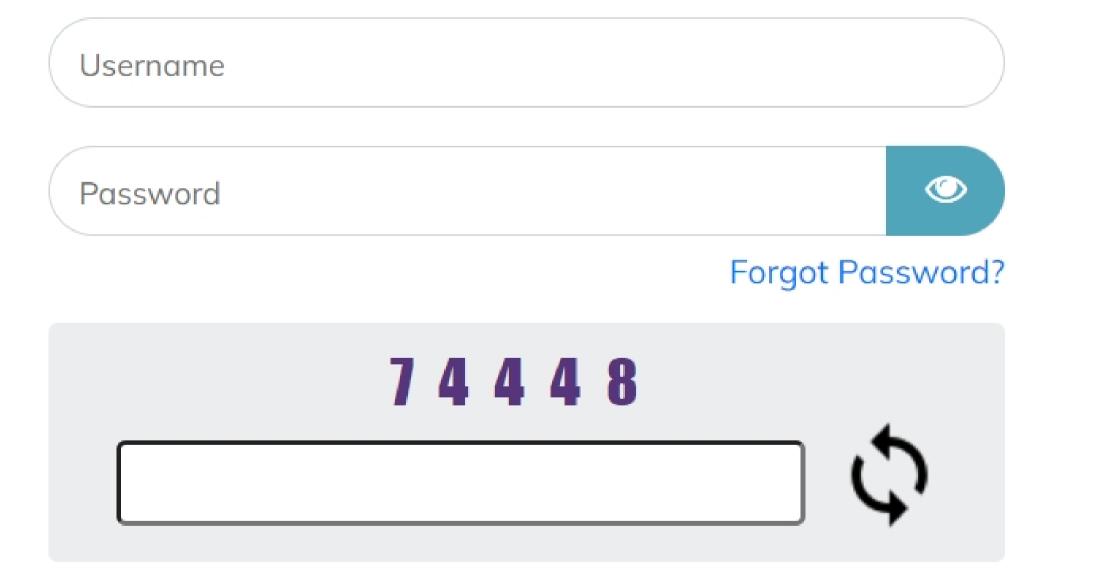
Through this user manual, explore the intuitive interface of the Single Window System, where the registration process is designed to be user-friendly, transparent, and in alignment with the regulatory framework.

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.

#### WELCOME TO





# SINGLE WINDOW SYSTEM

The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online.

#### SIGN IN





#### Don't have a J&K Single Window SSO account? SIGN UP NOW

Need Help??? Click here to see the user manual

User Manual

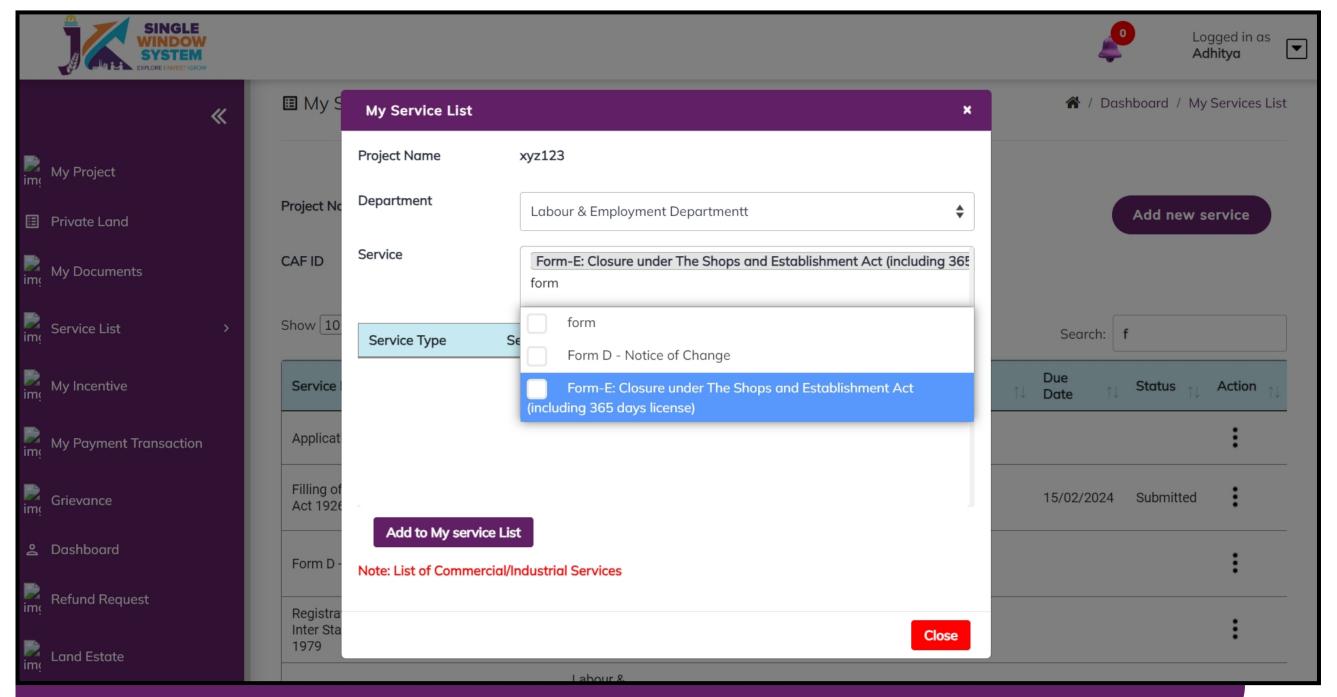




# Now, the following page will appear.

SINGLE WINDOW SYSTEM EXPLORE LINVEST IGROW							P	Logged in as Adhitya
<b>«</b>	🗉 My Service	e List					希 / Dash	board / My Services List
📄 Dashboard								
📄 My Project	Project Name	qc releases			~			Add new service
📄 My Documents	CAFID	967351309						<b>N</b>
📄 Service List 🗸 🗸	Show 10 🗸	entries					Search:	
Commercial Services	Service Name		$\uparrow\downarrow$ Department	î↓ Stage	Applied î↓ On	Tracking ↑↓ Number	Due ↑↓ Date ↑↓	Status $_{\uparrow\downarrow}$ Action $_{\uparrow\downarrow}$
Citizen Centric Services	Application for Convertion of We	ertificate of Re- eights and Measure	FCSCA-Legal Metrology	Pre-operatio Approvals	'n			:
Land Allotment	Showing 1 to 1 of	1 entries					Р	revious 1 Next
Society								





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:

SINGLE WINDOW SYSTEM EXPLORE I INVESTIGATOR							<b>2</b>	Logged in as abhay
≪	My Service L	ist					🖀 / Dashboard /	/ My Services List
පී Dashboard								
My Project	Project Name	TestProject_7			~		Add ne	ew service
Private Land	CAF ID	830021482						
My Documents								
Service List >	Show 10 🗸 e	entries				S	earch:	
My Incentive	Service Name		↑↓ Department	î↓ Stage		Tracking Due Number 1 Date	STOTUS	↑↓ Action ↑↓

My Approvals 24/02/2024 LE024-9030817 07/03/2024 Submitted	My Payment Transaction	Form-E: Closure under The Shops and Establishment Act (including 365 days license)	Labour & Employment	Renewals					:
Renewals = 2/1/1/2/202/1 = EU2/1/202/10/0817 = EU2/10/0817 = EU2/100017 = EU2/1000000000000000000000000000000000000	Refund Request	Registration of license under The Factories Act, 1948		-	24/02/2024	LA021-9030816			÷
Employment	My Approvals	Renewal of license under The Factories Act, 1948	Labour & Employment	Renewals	24/02/2024	LF024-9030817	07/03/2024	Submitted	:

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

			Logged in as abhay
«		A / Form-E: Closure Under T	he Shops And Establishment Act (Including 365 Days License)
은 Dashboard	1	2	3
	Business Detail	Review Details	Confirmation

#### My Project

#### 🗄 Private Land

My Documents

Service List

My Incentive

≓¥ Grievance

My Payment Transaction

⊒¥ Refund Request

#### Instruction for Form-E: Closure under The Shops and Establishment Act (including 365 days license)

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.

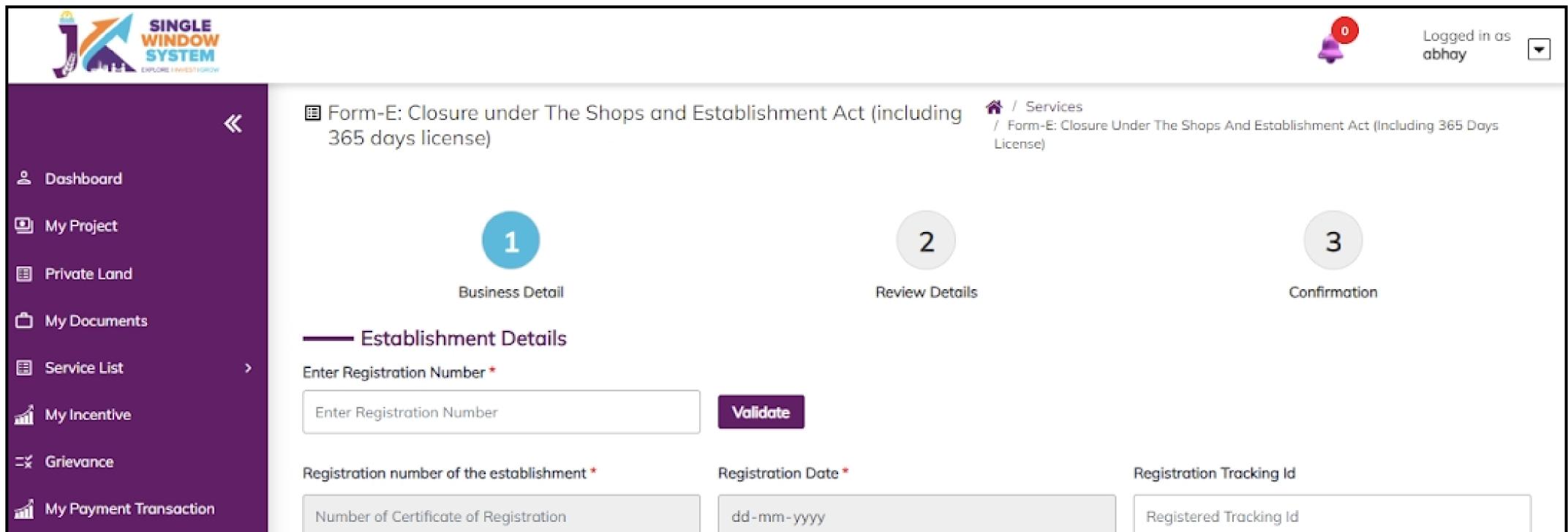
- Affidavit regarding closure
- Adhaar Card
- Supporting documents if any

Continue





# Now, the following page will appear.



#### ⊐¥ Refund Request

My Approvals

Name of the establishment *		Address 1 *		City *	
Name of the establishment		Address 1		City	
				l	
			12		
strict *		Circle *		Pincode *	
Select District	\$		\$	Pincode	
eason for closure *		Date of closing *			
Reason for closure		dd-mm-yyyy			
		L			
	18				
Documents					
Upload Documents					
ffidavit regarding closure *	\$	Adhaar Card *		Supporting documents if any	
Select Document		Select Document	\$	Select Document	4

## **Establishment Details-**

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

# **Registration Number of the Establishment:** Enter the registration number of your establishment.

**Registration Date:** Enter the date of registration here.

Registration Tracking ID: Provide the registration tracking ID related to your



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

Address 1: 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.

**Reason for Closure:** The reason for closure typically refers to the specific cause or rationale behind the decision to cease operations or shut down the establishment. This field is used to indicate the primary reason or reasons for ending business activities, which could include factors such as financial difficulties, restructuring, relocation, retirement of the owner, legal issues, or any other circumstances leading to the closure of the establishment. Providing an accurate and detailed reason for closure is essential for regulatory compliance and administrative purposes.

**Date of Closing:** Specify calendar date on which the establishment ceased its operations or officially closed down. This date signifies the endpoint of the establishment's activities and is an essential piece of information for regulatory records and administrative purposes. It's important to accurately provide the date of closing to ensure compliance with relevant regulations and to properly

## document the closure process.

# **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.

