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## EM 1 - Initial Registration

Single Window System - J & K

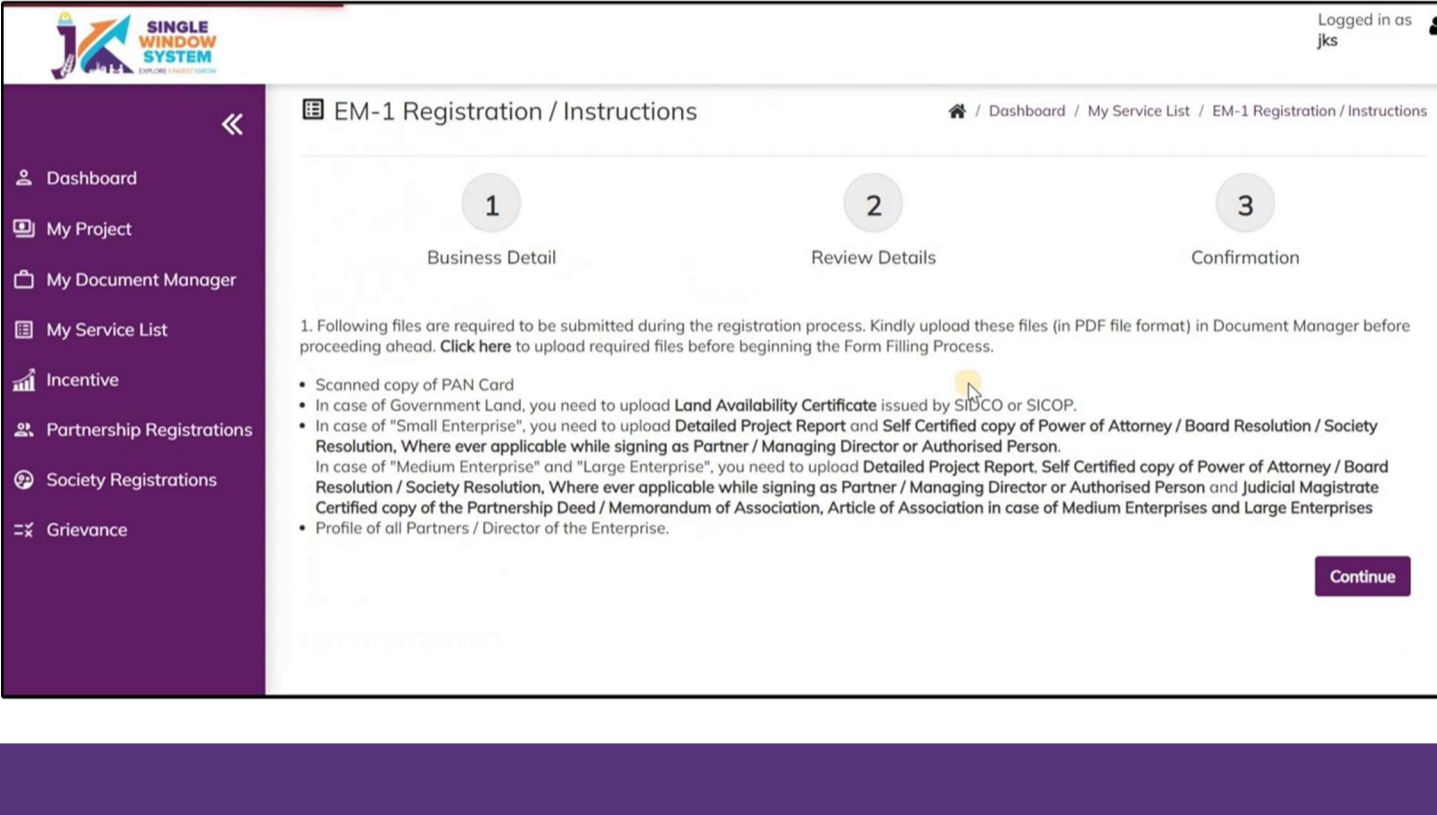
### EM 1 - Initial Registration

After login, select **My Service List** from the left side menu. From the service name column, Apply for EM-1 / Initial Registration.

**Note:** Please add CAF to start applying for services.



After clicking on apply, **EM -1 Registration / Instructions** page will appear. Read the instructions carefully and then click on the continue button.



After clicking on continue button, EM 1 - Registration form will appear.

**Pan Card Number** - Enter your Pan Card Number here for the initial registration.

**Select Your Pan Card File** - From the dropdown list, select your PAN Card file.

**Name of Proposed Enterprise** - Enter the name of the proposed enterprise here.

Enter the details of Proposed Location of Enterprise-

**Land Type of Location** - Specify whether the type of land location is Government Land or Private Land.

**District** - From the dropdown list, select the district.

**Pin Code** - Enter the pin code of your area.

**Area** - Select the area whether it is urban or rural.

**Category of Enterprise** - Select the category of enterprise whether it is micro, small, medium or large.

**Nature of Activity** - Select the nature of activity you applied for whether it is related to manufacturing or service.

**Whether the unit is Ancillary** - Ancillary units are small Firms that manufacture and supply intermediate goods to large Firms or master units. Here you have to specify whether the unit applied for is ancillary or not.

**Proposed Schedule of Installation of Plant and Machinery** - Specify here the date of proposed schedule of installation of plant and machinery.

**Type of Organisation** - From the dropdown list, select the type of organisation you are registering for. Specify whether it is proprietary, HUF, partnership, proprietary, private limited company, public limited company, self help group or others.

**Main Manufacturing / Services Activity** - Specify the main manufacturing / service activity.

**Product to be manufactured / services to be provided** - Select the product to be manufactured / services to be provided you applied for whether it is related to manufacturing or service.

**NIC Code** - The NIC Code is a classification system that enables one to classify the business activities. It is a numeric code in the form of a 2 to 3 digit code, a four-digit code, and a five-digit code. Select NIC 2-digit Code, NIC 4-digit Code and NIC 5-digit Code from the dropdown and click on **Add NIC button** and the selected fields will now displayed in a tabular form.

Fill the details about Proposed Investment in fixed assets (rupees lakh) -

**Land** - Select whether the land is owned, rented or leased.

**Approximate Value** - Mention the land approximate value.

**Building** - Select whether the building is owned, rented or leased.

**Approximate Value** - Mention the building approximate value.

**Plant and Machinery (value)** - Mention the value of Plant and Machinery.

**Equipment (value)** - Mention value of equipment.

**Foreign Equity, if any (value)** - mention the value of foreign equity, if any.

**Installed capacity (proposed) per annum** - Here, enter Product, Quantity and Unit of Plant A and Plant B accordingly.

Under **Power Load**, enter the anticipated power load in K.W or H.P. Also mention **Other sources of energy/power**. Tick from the list of options provided under the other sources of energy/power. Also, mention **If no power required**, and **specify reasons** for the same in the text box provided. **Indicate annual requirement** of power load and specify the **source of energy**, its **quantity** and **unit**. Fill the boxes respectively.

Under **expected skilled employment**, provide the details regarding number skilled employees under various sections.

**Management & Office Staff** - Specify the count of skilled male and female management staff.

**Supervisory** - Specify the count of skilled male and female supervisory members.

**Workers** - Specify the count of skilled male and female workers.

Under **expected unskilled employment**, provide the details regarding number unskilled employees under various sections.

**Management & Office Staff** - Specify the count of unskilled male and female management staff.

**Supervisory** - Specify the count of unskilled male and female supervisory members.

**Workers** - Specify the count of unskilled male and female workers.

**Entrepreneurs' Profile in PDF Format (of all Partners / Directors of the organisation)\*** - Select the required entrepreneurs profile pdf document from the dropdown list.

**Expected Schedule of Commencement of Production / Activity \*** - Here mention the date of expected schedule of commencement of production or activity.

After, all the mandatory fields are filled, click on continue button and now the EM 1 registration is completed. You can now view, view transaction and download the receipt from the service list.

