



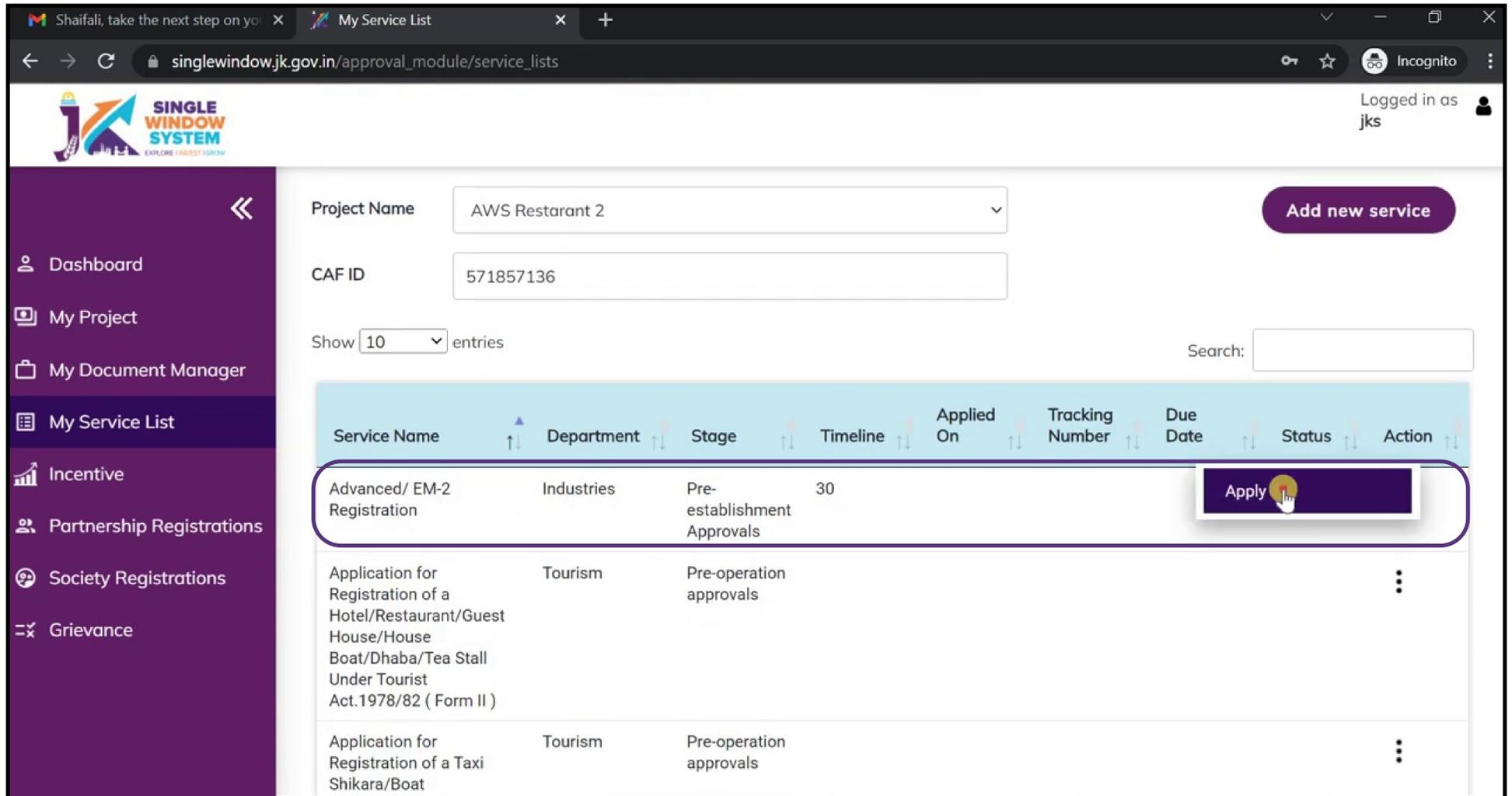
[singlewindow.jk.gov.in](http://singlewindow.jk.gov.in)

# **EM 2 - Advance Registration**

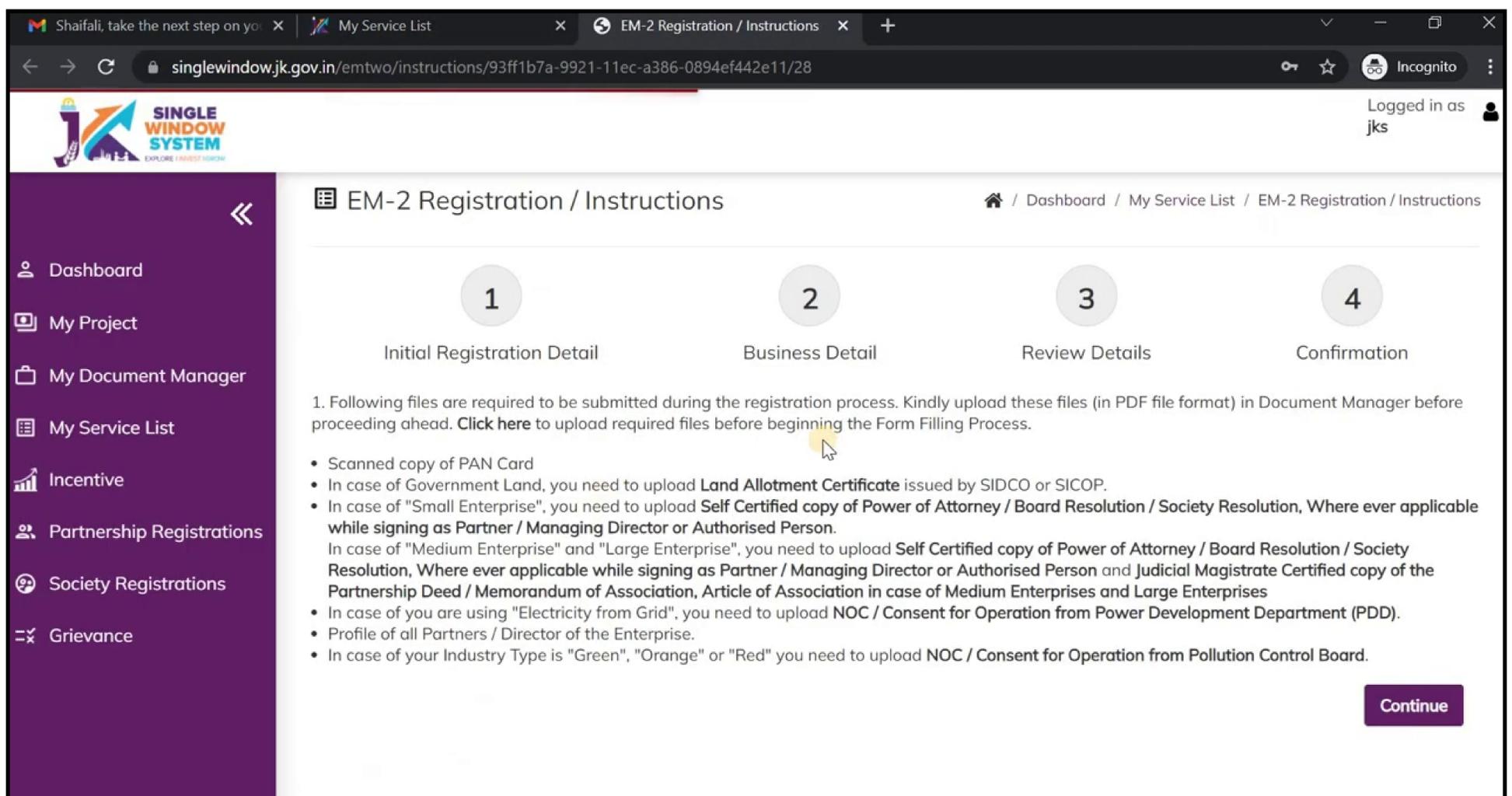
Single Window System - J & K

# EM 2 - Advance Registration

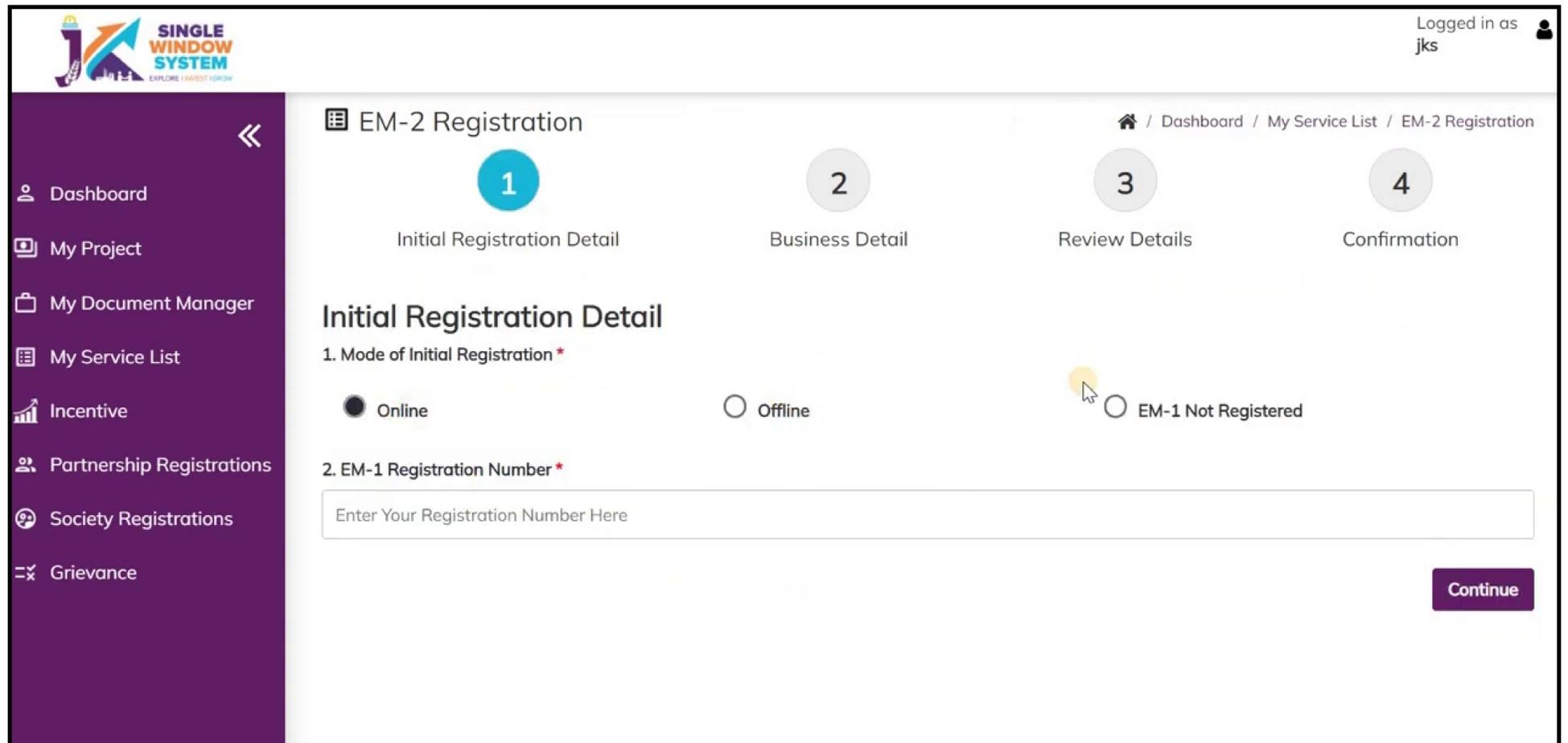
After login, select **My Service List** from the left side menu. From the service name column, **Apply** for **EM-2 / Advanced Registration**.



After clicking on apply, **EM -2 Registration / Instructions** page will appear. Read the instructions carefully and then click on the **continue** button.



Now, the following page will appear.



The screenshot shows the 'EM-2 Registration' page. At the top right, it says 'Logged in as jks'. The breadcrumb trail is 'Dashboard / My Service List / EM-2 Registration'. A progress bar at the top has four steps: 1. Initial Registration Detail (highlighted in blue), 2. Business Detail, 3. Review Details, and 4. Confirmation. The main content area is titled 'Initial Registration Detail' and contains two sections:

- 1. Mode of Initial Registration \***: Three radio button options: 'Online' (selected), 'Offline', and 'EM-1 Not Registered'.
- 2. EM-1 Registration Number \***: A text input field with the placeholder 'Enter Your Registration Number Here' and a 'Continue' button to the right.

A left sidebar menu contains the following items: Dashboard, My Project, My Document Manager, My Service List, Incentive, Partnership Registrations, Society Registrations, and Grievance.

Enter the **Initial Register Details**:

**Mode of Initial Registration:** Specify here the mode of initial registration whether it is **online**, **offline** or **EM-1 Not Registered**. Here you can select online or offline method or incase you haven't registred EM-1 Initial registration then select the EM-1 Not Registered.

**Enter the EM-1 Registration number** and click on **continue** button to proceed.

Now, Business detail page will appear on the screen. Enter the required information.

**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.

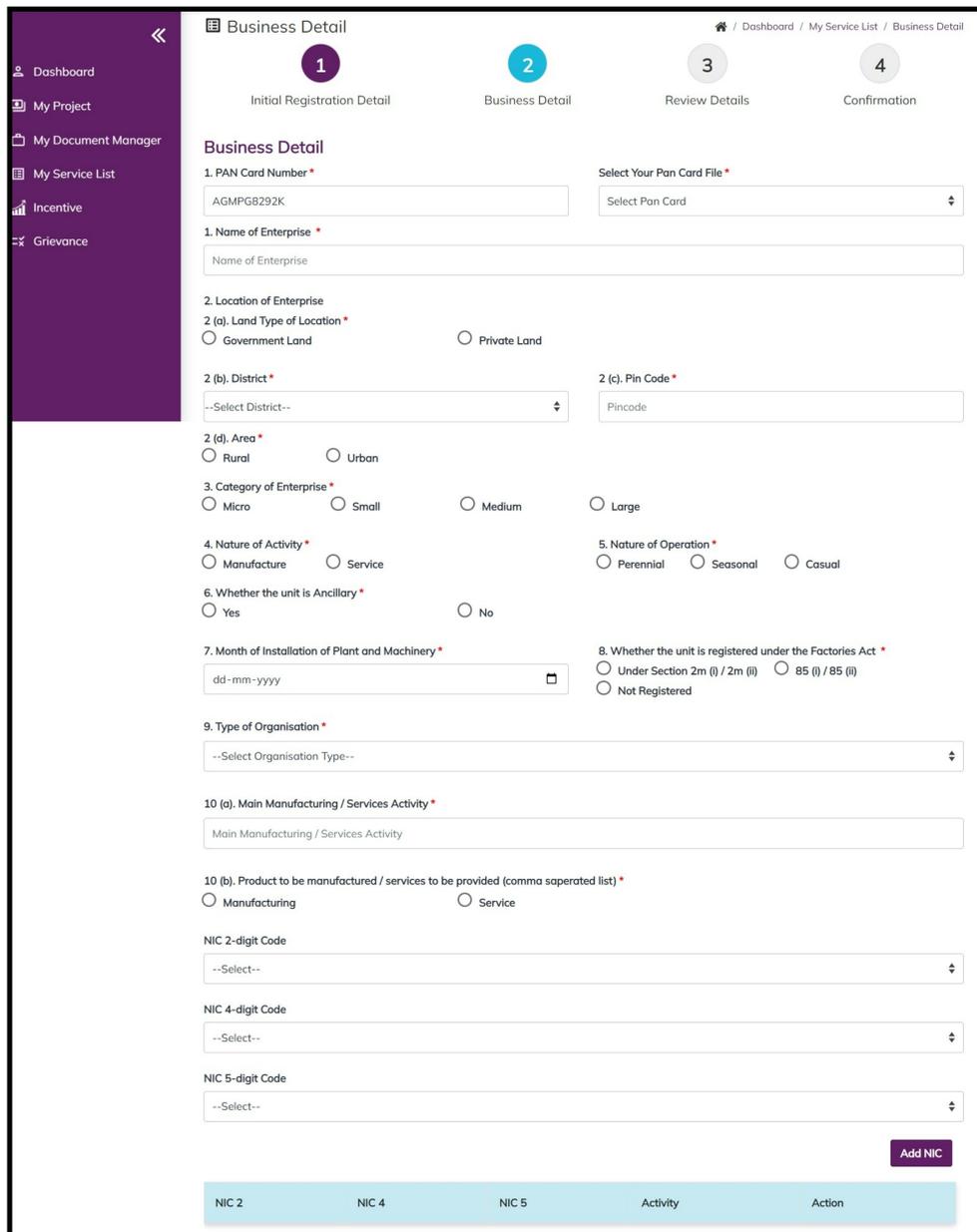
**Name of Enterprise** - Enter the name of the enterpise here.

Enter the details of **Location of Enterprise** -

**Land Type of Location** - Specify whether the type of land location is Government Land or Private Land. According to the selection fill the fields accordingly.

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

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



NIC 2	NIC 4	NIC 5	Activity	Action

**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**.

**Nature of Operation** - Select the nature of operation whether it is **Perennial, Seasonal** or **Casual**.

**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.

**Month of Installation of Plant and Machinery** - In this field enter the date of the installation of Plant and Machinery.

**Whether the unit is registered under the Factories Act** - Specify whether the unit is registered under section 2m (i)/2m (ii) or 85(i)/85(ii) or the unit is **not registered**.

**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.

11. Investment in fixed assets (rupees lakh)

11 (a). Land \*

Owned       Rented       Leased

Approximate Value \*

Land Approximate Value

11 (b). Building \*

Owned       Rented       Leased

Approximate Value \*

Building Approximate Value

11 (c). Plant and Machinery (value) \*

Plant and Machinery (value)

11 (d). Equipment (value) \*

Equipment Value

11 (e). Foreign Equity, if any (value)

Foreign Equity, if any (value)

12. Installed Capacity per Annum

12 (a). Plant A

Product	Quantity	Unit
Product	Quantity	Unit

12 (b). Plant B

Product	Quantity	Unit
Product	Quantity	Unit

13. Power load \*

Power load       K.W       H.P.

13 (a) i. Other Sources of Energy/Power

Coal       Oil

LPG       Electricity from Grid

Electricity from Generator       Non-Conventional Energy

Traditional Energy / Firewood

13 (a) ii. If no power required, specify reasons

Specify Your Reason Here

13 (b). Indicate annual requirement

Source of Energy	Quantity	Unit
Source of Energy	Quantity	Unit
Source of Energy	Quantity	Unit
Source of Energy	Quantity	Unit

**Fill the details about 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**, it's **quantity** and **unit**. Fill the boxes respectively.

14 (a). Skilled Employment

14 (a) i. Management & Office Staff \*

Male \*

Female \*

14 (a) ii. Supervisory \*

Male \*

Female \*

14 (a) iii. Workers \*

Male \*

Female \*

14 (b). Unskilled Employment

14 (b) i. Management & Office Staff \*

Male \*

Female \*

14 (b) ii. Supervisory \*

Male \*

Female \*

14 (b) iii. Workers \*

Male \*

Female \*

15. Total Annual Turnover (In Rupees). If less than one year of operation, then expressed turnover. \*

16. Export, if any (In Rupees)

17. Upload Entrepreneurs' Profile in PDF Format (of all Partners / Directors of the organisation) \*

18. Indicate Type of Industry \*

White  Green  Orange  Red

19. Date of Commencement of Production / Activity \*

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Under **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 **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.

**Total Annual Turnover (In Rupees). If less than one year of operation, then expressed turnover. \*** - Here enter your annual turnover in terms of Rupees or expressed turnover in case your operation is less than one year.

**Export, if any (in Rupees)** - Mention the amount of export, if any in terms of Rupees.

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

**Indicate Type of Industry** - Specify the industry type, i.e, **red, orange, white** or **green**:

The Ministry of Environment, Forest and Climate Change in consultation with Central Pollution Control Board has reclassified the industries into “Red”, “Orange”, “Green” and “White” category, as part of policies and objective of government to promote ‘Ease of Doing Responsible Business.

The Pollution Index PI of any industrial sector is a number from 0 to 100 and the increasing value of PI denotes the increasing degree of pollution load from the industrial sector. Based on the series of brain storming sessions among CPCB, SPCBs and MoEFCC , the following criteria on ‘Range of Pollution Index ‘for the purpose of categorization of industrial sectors is finalized.

Industrial Sectors having PI score of 60 and above – **Red category**

Industrial Sectors having PI score of 41 to 59 – **Orange category**

Industrial Sectors having PI score of 21 to 40 – **Green category**

Industrial Sectors having PI score incl & upto 20– **White category**

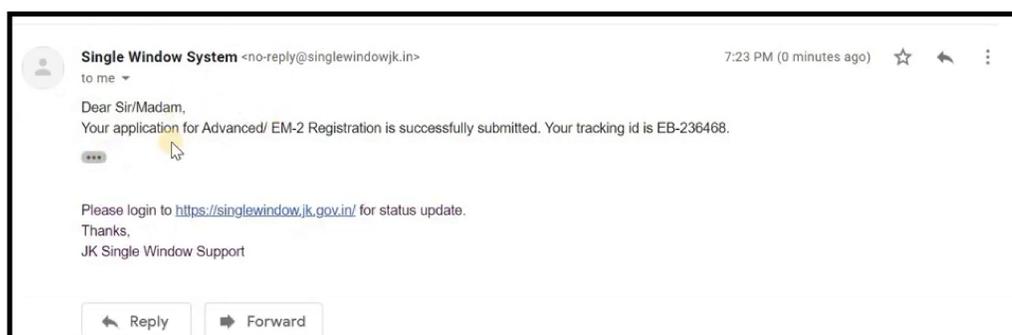
Projects under the new category of “white”, which is practically non-polluting, will not require either Environmental Clearance under Environment (Protection) Act, 1986 or Consent under Air (Prevention and Control of Pollution) Act, 1981 and Water (Prevention and Control of Pollution) Act, 1974.

**Date of Commencement of Production / Activity \*** - Enter the date when you are starting the production or activity.

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.

Service Name	Department	Stage	Timeline	Applied On	Tracking Number	Due Date	View
Advanced/ EM-2 Registration	Industries	Pre-establishment Approvals	30	07/03/2022	EB-236468	30/1	<ul style="list-style-type: none"> <li>View Transaction</li> <li>Download Receipt</li> </ul>

You can now **view, view transaction** and **download receipt** from the service list.



Also, you will receive an e-mail in your registered e-mail ID regarding successful submission of your Advanced/EM-2 Registration as shown in the figure left to this text.