

## How to apply for Amendment in License?

- 1) Find License Amendment sub menu under License Amendment menu and click on it.
- 2) Click on “+” button for add new application which is on top right side.
- 3) Select the license and check the list what you want to change in License.

The screenshot shows a form titled 'Application Information'. It contains several input fields: 'License No\*' with a dropdown menu showing '-Select License No-', 'Remarks' with a text area 'Add remarks here', 'Application Type' with a dropdown, 'Applicant\* Name' with a text field, and 'Applicant\* Designation' with a dropdown showing '-Select Designation-'. Below these fields is a section for 'Amendment Type \*' with five checkboxes: 'Change in Firm Name', 'Change in Firm Address', 'Change in Parent Firm Address', 'Change in Constitution Type', and 'Change in Constitution Member'. At the bottom right of the form are two buttons: a purple 'Add' button and an orange 'Cancel' button.

- 4) Click the Make Amendment button for fill up the form for amendment.

The screenshot shows a table titled 'Amendment Application'. The table has columns: Application No, License No, Type, Status, Edit, Make Amendments, Products, Attachments, Payment, Undertaking, Refer Back, and Action. The first row of data shows Application No 1522, License No GA/50507, Type AMENDMENT - OWN, and Status Draft. A red arrow points to the 'Make Amendments' button in the first row. The table also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls at the bottom.

Application No	License No	Type	Status	Edit	Make Amendments	Products	Attachments	Payment	Undertaking	Refer Back	Action
1522	GA/50507	AMENDMENT - OWN	Draft								Register

- 5) Then complete the attachment form and payment detail.
- 6) Select product if button is disable for select.
- 7) Select the undertaking before Register the application.
- 8) Send the application to administrative side by clicking the Register button and application is freeze.
- 9) If you will have any query form administrative they will send back to you and you will see and edit the application and you can comply the application again.
- 10) Once your application will grant you can down load the approved document in Download License submenu under License amendment menu.