

How to apply fresh application?

- 1) Find the Fresh license menu on the left side. Then click on new application.
- 2) Click on + icon for new application.



- 3) Then fill up the form and select the form number what you want to apply and then click add.

A screenshot of the 'Application Information' form. It contains several input fields: 'Form No*' with a dropdown menu showing '240', 'Remarks' with a text area containing 'Add remarks here', 'Site * Inspection' with a dropdown menu showing 'Ready for inspection', 'Application Type' with a dropdown menu showing 'OWN', 'Applicant* Name' with a text field containing 'Ajmal', 'License Code' with a dropdown menu showing '250', and 'Applicant* Designation' with a dropdown menu showing 'Owner'. At the bottom, there are two buttons: a purple 'Add' button and a yellow 'Cancel' button.

- 4) Click on product button for adds the product. Fill the detail and click on add button to add the product.

A screenshot of the 'Add Product' form. It contains several input fields: 'Name*' with a text field containing 'product A', 'Type*' with a dropdown menu showing 'Ayurvedic Proprietary Medicine', 'Category*' with a dropdown menu showing 'ANGANA', 'Sub * Type' with a dropdown menu showing 'BALYA', 'Permission* Purpose' with a dropdown menu showing 'Permission Reason 1', 'Remarks' with a text area containing 'Add remarks here', and 'Country* Applicable' with a dropdown menu showing 'All'. At the bottom, there are two buttons: a purple 'Add' button and a yellow 'Cancel' button.

- 5) Click on the composition button for adds the composition of products.

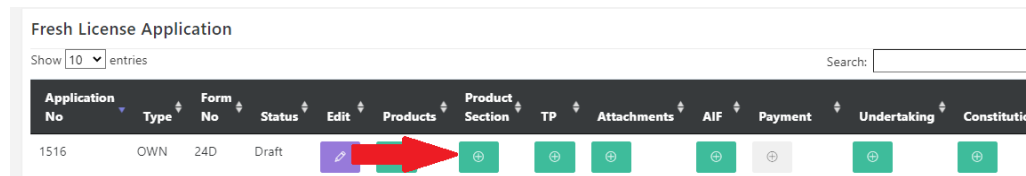
ID	Name	Type	Category	Sub-Type	Edit	Composition	Attachments	AIF	Delete
52	Test	Ayurvedic Classical Medicine	CHURNA (POWDER) (FOR EXTERNAL USE)	BALYA					

Showing 1 to 1 of 1 entries

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6) Fill up the attachments and same as the AIF which mention in the list.

7) Click on Product section button for select/add lab details.



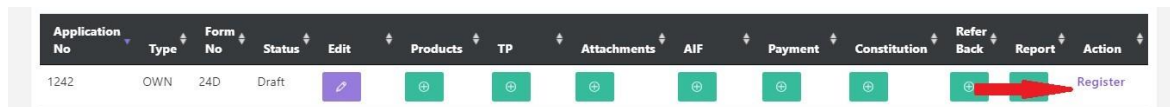
8) Click on TP button in main list of application to enter the detail for technical person.

9) Fill up the attachments and same as the AIF in the main form.

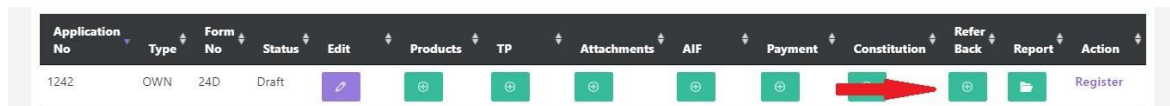
10) Click on payment button for adds payment of your challan.

11) Add the constitution of your firm by clicking on constitution button.

12) When all details are added then click on register button for send your application to Administration side. Once you send the application you are not able to edit the detail of the application so check properly and then click on the register button.



13) If your application has any queries then Administration send back the application to you. You can see the reason by clicking on the Refer back button.



14) When you resolved the query and then click on comply button to resubmit the application.



15) You can track your application status under status label.



16) Once application will grant your application's status change to Approved. You can download your approved document in Download License submenu.

New Application							
Legacy Records							
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Application No	License no	Issue date	Valid from date	Valid upto date	Application License	Product License	TP License
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