

How to apply for clearances under TS-iPASS

For information on TS-iPASS, to register and apply for clearances under TS-iPASS
please

visit tsipass.telangana.gov.in

Step-by-Step procedure for applying for clearances/Licences:

Register under TS-IPass from the tab "Register Online" and obtain a Reference-ID & PASSWORD



For further login click on "Entrepreneur" tab in the home page and login with your credentials as follows:

Reference-ID ---Is your USER NAME

Mobile Number/e-mail ID ---Is your PASSWORD



Under "Checklist" tab find the documents required for applying for clearances.

Find the softcopy of sample attachements under "Model attachements" tab.

Prepare a softcopy of all the documents required for clearances which you are going to apply for.



Login with your credentials, fill the "Questionnaire"(Page 1) and submit.



After submitting the "Questionnaire" fill the "Common Application Form(CAF)" of two pages, attach all the documents, save and submit your application.



If there are any clarifications required from you, we will communicate with you on your e-mail id within 3 days. Alternatively, you can view already submitted documents, and also know the status of your application, by clicking on "Track your application status" tab in your login.



In case of any query raised by the concerned department, you will receive an e-mail alert. Submit reply to the query by clicking on "Common Application Form for Establishment" tab, in your login.



Once the concerned department confirms that your application is in satisfactory, you will be provided with an option to proceed for payment in your login.



Payment can be done through
1) Demand Draft
2) Online Payment Gateway



If payment is done through Demand Draft, please fill your payment details by clicking on "submit payment details" tab in your login.



Your approval will be intimated to you through an e-mail. Alternatively, a soft copy of TS-iPASS approval certificate will be available in your login once the department gives