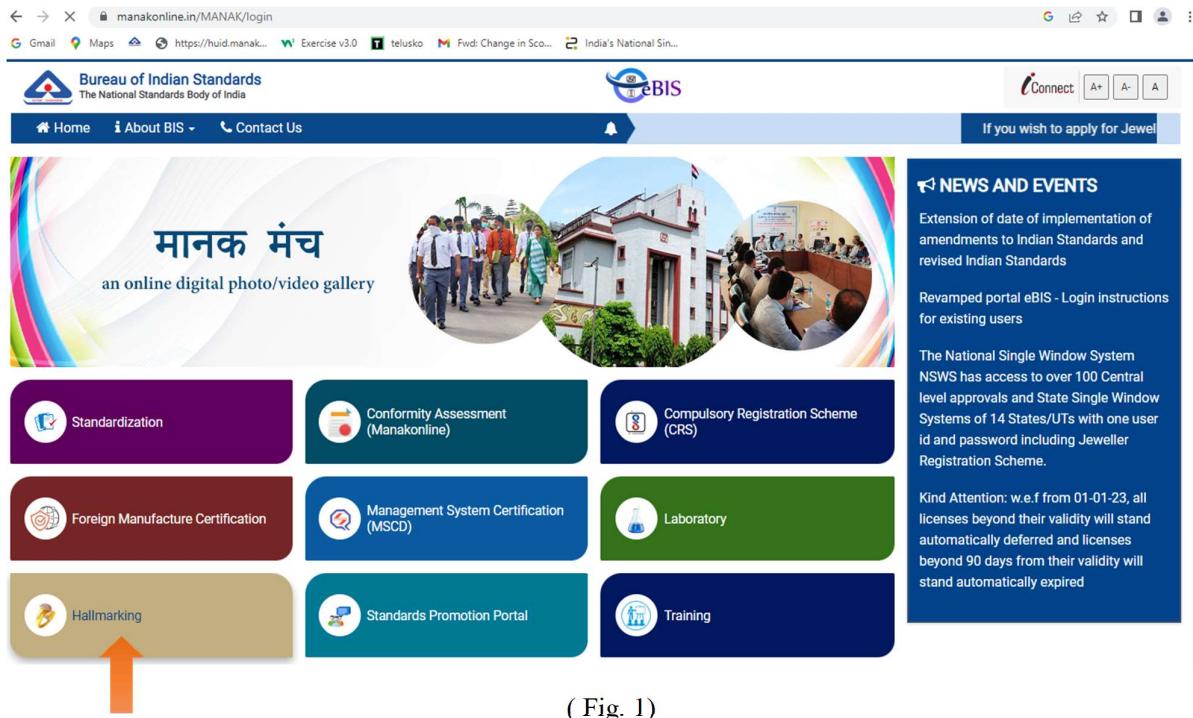


Procedure to apply for Jeweller Registration Scheme

Step 1: Enter the URL <https://www.manakonline.in/MANAK/login> in Mozilla Firefox web browser and click on the “HALLMARKING” tab as shown in fig.1.



(Fig. 1)

Step 2: Then click on link at the Manak Portal under “Notification” section or click on the “For jeweller registration” tab as shown in fig.2.

The screenshot shows the Bureau of Indian Standards (BIS) e-BIS website. At the top, there's a banner with a woman in traditional Indian attire and two rings. Below the banner are several statistics boxes:

- Gold Registration Granted: 121897
- Silver Registration Granted: 12633
- Total Articles Received for Hallmarking during the Month: 7450456
- Total Articles Hallmarked during the Month: 7181115
- AHC Recognised: 1025
- Market Surveillance
- Application Pending for AHC: 170
- Audits for AHC: 49
- Jeweller Registrations Cancelled
- AHC Recognition Cancelled/Suspended: 121
- Mandatory Hallmarking Order & Regulation
- For jeweller registration Click here

On the right side, there are 'NEWS AND EVENTS' and 'NOTIFICATIONS' sections. The 'NOTIFICATIONS' section contains a message about applying for Jeweller Registration Scheme through NSWS portal, followed by a yellow arrow pointing to the 'For jeweller registration Click here' button.

(Fig.2)

Step 3: Then user will be redirected to the NSWS page where user will click on “Search Approvals” Then on “Registration of jewellers for selling Hallmarked jewellery/artefacts” as show in fig.3.

The screenshot shows the National Single Window System (NSWS) homepage. At the top, there are links for DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE, INVEST INDIA, CENTRAL APPROVALS (Issued by Central Ministries), STATE APPROVALS (Issued by States and Union Territories), GOVERNMENT SCHEMES, and a LOGIN button. The main banner features a large portrait of Prime Minister Narendra Modi. The text on the banner reads: "Access over 732 Central Approvals and 4014 State Approvals. Explore, Apply and Get all the approvals required to start your business in India". Below the banner is a search bar with the placeholder "Q. Jew" and a button labeled "EXPLORE ALL". A secondary search bar below it says "Don't know which approvals? Registration of jewellers for selling Hallmarked jewellery/artefacts". An orange arrow points to the second search bar. To the right, there is a quote from Prime Minister Narendra Modi: "We are laying a red carpet for all global companies to come and establish their presence in India. Very few countries will offer the kind of opportunities India does today." and the name "Hon'ble Prime Minister Narendra Modi". At the bottom, there are two buttons: "All approvals in one place" and "Real-time status tracking".

(Fig. 3)

Step 4: On the “Registration of jewellers for selling Hallmarked jewellery/arteifacts” page user can search for the keyword “Hallmark” in the search field provided at the top right hand corner. Then go to “Registration of jewellers for selling hallmark jeweller/arteifacts” box and click on “Add to My Dashboard” as shown in fig.4.

The screenshot shows the NSWS portal with the following details:

- Top Navigation:** DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE, INVEST INDIA, National Single Window System, About, FAQs, Guide, Contact, ENG, LOGIN.
- Breadcrumbs:** APPROVALS & REGISTRATIONS > APPROVAL DETAILS.
- Title:** Registration of jewellers for selling Hallmarked jewellery/arteifacts.
- Ministry:** Ministry of Consumer Affairs, Food and Public Distribution > Department of Consumer Affairs.
- Section:** About, Who can Apply, Documents, Applicability, Acts and Rules, Attachments.
- Fee:** Application Fee - ₹Not Applicable.
- Buttons:** Apply Now, ADD TO DASHBOARD.

(Fig. 4)

Step 5: Then a Login page will appear where you can login using your credentials if you have already registered yourself on the portal otherwise register yourself by clicking on the “Register”

Link as shown in fig.5.

The screenshot shows the NSWS Sign In page with the following details:

- Header:** National Single Window System.
- Section:** Sign In, To access your dashboard and apply for approvals.
- Inputs:** Email Address, Password (with a note: Password can't be empty).
- Buttons:** Sign In, Forgot Password?, Sign Up Now.
- Background:** A banner titled "We have 32 Ministries 16 States" featuring logos of various Indian government entities.

(Fig. 5)

Step 6: Then fill the Registration form as shown in fig.6.

National Single Window System

Sign Up

We're so happy you're here, let's start by signing up.

Full Name*

Email*

Mobile Number *

 +91

Set Password*

Sign Up Now →

Reset Form?

By creating an account I accept the Terms & Conditions and Privacy Policy

Don't have an account? [Sign In](#)



We have
32 Ministries • 16 States

 Ministry of Atomic Energy Government of India	 Ministry of Coal Government of India	 Ministry of Culture Government of India	 Ministry of Textiles Government of India
 Ministry of Chemicals and Fertilizers Government of India	 Ministry of Health and Family Welfare Government of India	 Ministry of Housing and Urban Affairs Government of India	 Department of Commerce Government of India
 Government of Tamil Nadu	 Government of Telangana	 Government of Tripura	 Government of Uttarakhand
 Government of Punjab	 Government of Madhya Pradesh	 Government of Odisha	 Government of Uttar Pradesh

(Fig. 6)

Step 7: Then an OTP will be send to user's mobile no. as shown in fig.7.

 National Single
Window System

Sign Up

We're so happy you're here, let's start by signing up.

Full Name*

Email*

@gmail.com

S

S

Mobile Number *

+91

Edit Phone

Resend code
(In Sec. 49)

To verify your phone enter 5 digit code sent on your phone

By creating an account, I accept the Terms & Conditions and Privacy Policy

Have an account? [Sign In](#)

We have

32 Ministries  16 State

Ministry of
Coal
Government of India

Ministry of Culture
Government of India

Ministry of Textiles
Government of India

Ministry of Civil Aviation
Government of India

Ministry of Environment and Forests
Government of India

Ministry of Health
and Family Welfare
Government of India

Ministry of Housing
and Urban Affairs
Government of India

Department of
Commerce
Government of India

Ministry of Defence
Government of India

Ministry of Home Affairs
Government of India

Ministry of
Environment and
Forests
Government of India

Government of
Tripura

Government of
Uttarakhand

Government of
Andhra Pradesh

Government of
Assam

Government of
Odisha

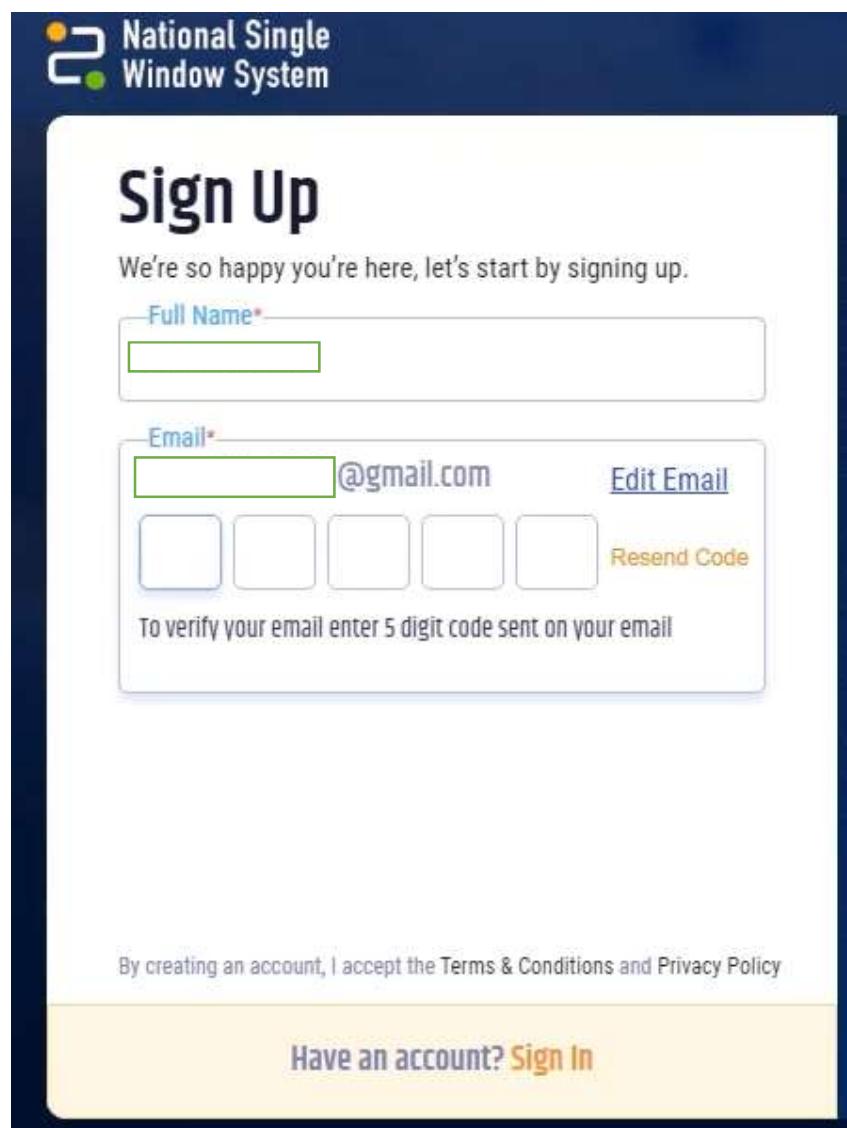
Government of
Uttar Pradesh

Government of
Himachal Pradesh

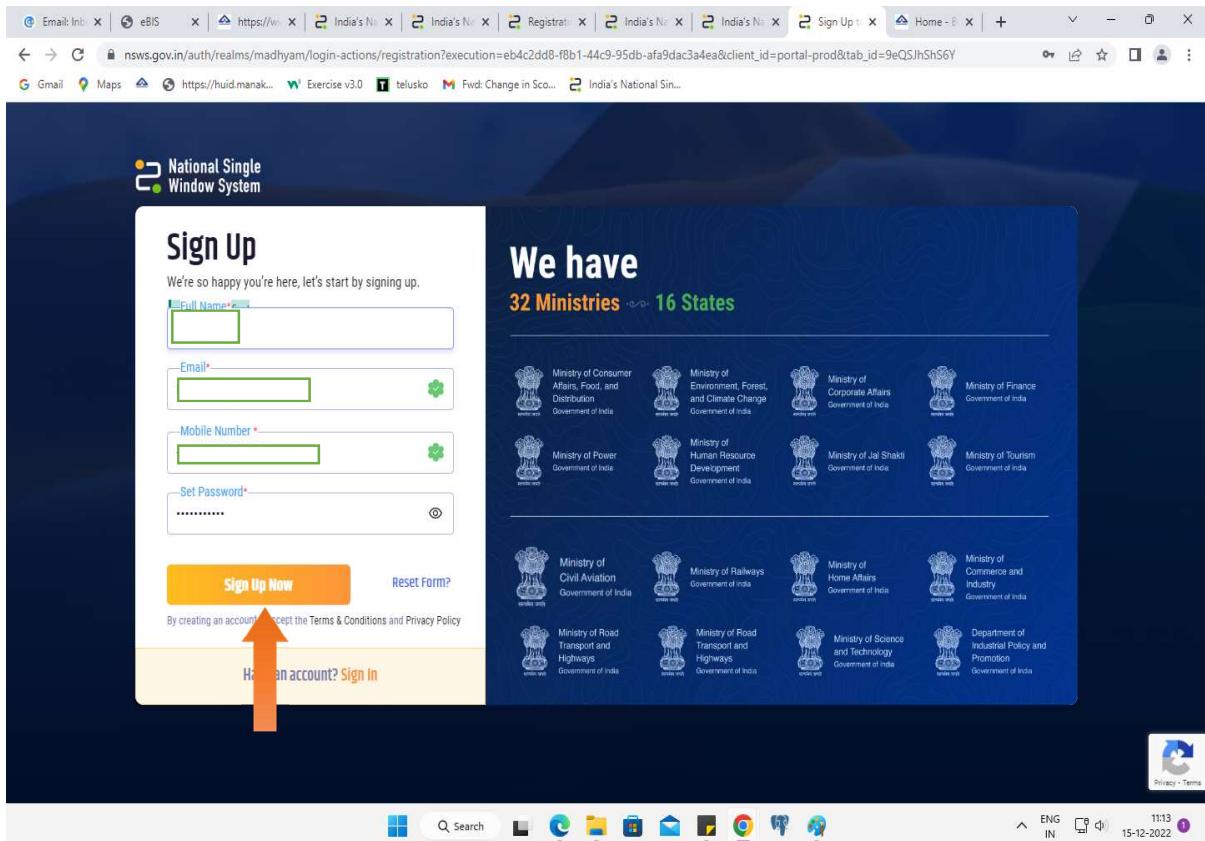
Government of
Jammu and
Kashmir

(Fig. 7)

Step 8: Then a verification will sent to user's registers email id as shown in fig 8 and click on the "SIGN UP NOW" Shown in Fig. 9



(Fig. 8)



(Fig. 9)

Step 9: Then a click on My Dashboard and click on profile as shown in fig 10

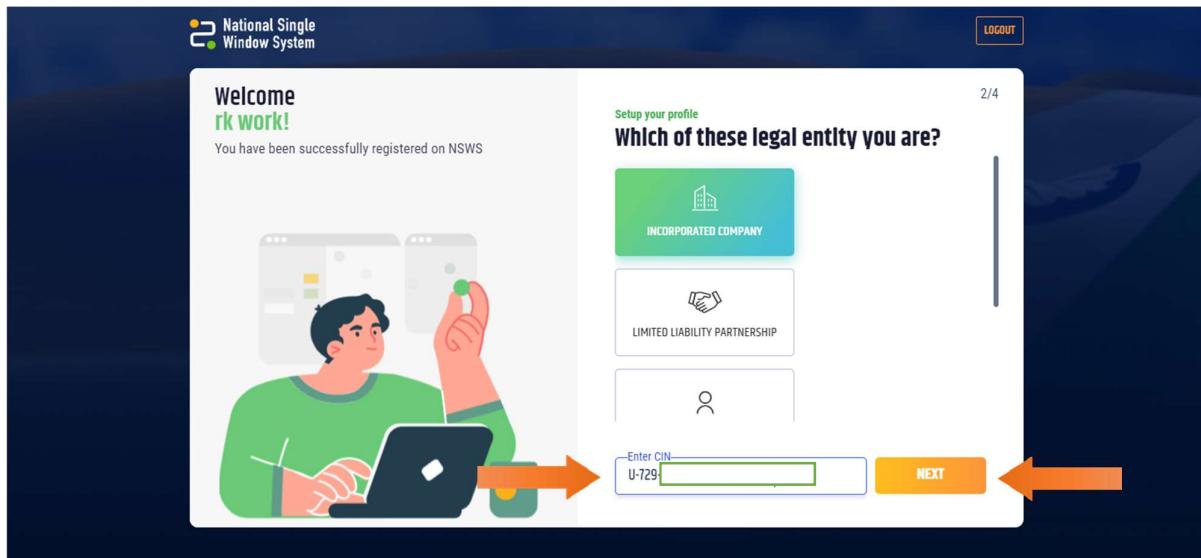
The screenshot shows the National Single Window System (NSWS) dashboard. At the top, there are links for 'About', 'FAQs', 'Guide', 'Contact', and language selection ('ENG'). Below the header, there are sections for 'CENRAL APPROVALS' (Issued by Ministries of Govt. of India) and 'STATE APPROVALS' (Issued by States of Govt. of India). A 'GOVERNMENT SCHEMES' section is also present. On the right, a user profile is shown with a green arrow pointing to the 'MY DASHBOARD' button. A secondary orange arrow points to the 'PROFILE' link in the dropdown menu.

Profile Section:

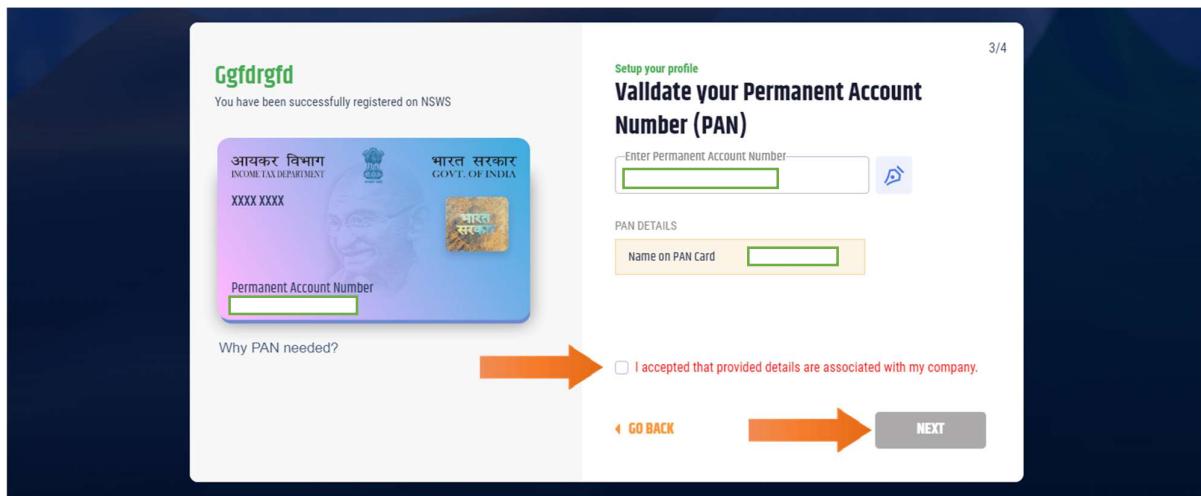
- User Info:** 'ggfdrgfd' (Profile picture), 'ggfdrgfd' (Name).
- Address Fields:** 'Postal Address' and 'Registered Address' (both with placeholder dots).
- Signatory Details:** 'Authorised Signatory Details' with a note: 'Click here to register your DSC, please fill out the below information.'
- Progress Bar:** '39% Profile Completed' with a progress bar.
- Input Fields:** 'PAN' (placeholder: Enter your PAN) and 'Communication Email' (input field).

(Fig. 10.)

Step 10: Enter CIN/LLPIN based on your selection if your business entity is already incorporated. If user is a “Sole Proprietorship” then click on validate button and proceed to the next step as shown in fig.11 & 12.



(Fig. 11.)



(Fig. 12.)

Step 11: Enter Address and Registered address and click on Next as shown in fig.13.

National Single Window System

Dinesh Jewellers
You have been successfully registered on NSWS

Setup your profile
Enter your Address

Add Postal Address *

Address 1 *

SH

Address 2

e.g - Road, Sector, Landmark

Country *

Select Country

PIN Code *

e.g - 110053

State *

Select State

District *

Select District

Add Registered Address *

GO BACK

NEXT

(Fig. 13.)

Step 12: Complete your profile details and fill the required details and click on Save as shown in fig.14 and fig.15.

National Single Window System

CENTRAL APPROVALS Issued by Ministries of Govt. of India

STATE APPROVALS Issued by States of Govt. of India

GOVERNMENT SCHEMES Avail the benefits by Govt. of India

Company Profile

Company Projects

Profile

Complete your profile to help us facilitate your application process

Change Password

39% Profile Completed

Postal Address

Registered Address

Authorised Signatory Details

Click here to register your DSC, please fill out the below information.

First Name * rk

Middle Name

Last Name

Designation * Chief Executive Officer (CEO)

Date of Birth *

PAN of Authorized Signatory *

Email Address *

Mobile No. *

Address 1 *

PAN
Enter your PAN

Communication Email
gmail.com

Mobile Number

GSTIN
Enter your GSTIN (if you have one)

Udyam Registration Number
Enter your Udyam Registration Number (if you have one)

IE Code
Enter your IE Code (if you have one)

(Fig. 14.)

The screenshot shows the 'Edit Profile' section of the National Single Window System. It includes fields for Last Name (sharma), Designation (Chief Executive Officer (CEO)), Date of Birth, PAN of Authorized Signatory, Email Address, Mobile No., Address 1, Address 2, Country, PIN Code, State, District, and a toggle for Add Digital Signature Certificate. A large orange arrow points from the 'Save' button at the bottom left towards the right side of the screen.

(Fig. 15.)

Step 13: After save profile. Then click on My Dashboard link at the top right corner as shown in fig.16.

The screenshot shows the 'My Dashboard' section of the National Single Window System. It features tabs for My Dashboard, My Documents, Members, and Profile. The Profile tab is active. A sidebar on the left shows a profile picture placeholder (ggfdfgfd) and sections for Postal Address, Registered Address, and Authorised Signatory Details. A note says to click here to register your DSC. The right side displays a progress bar for Profile Completion (39%) and fields for PAN (with a toggle switch), Communication Email (@gmail.com), and a small green icon.

(Fig. 16)

Step 14: Then click on “Apply now” link as shown in fig. 17.

The screenshot shows the 'My Dashboard' section of the National Single Window System. At the top, there are links for 'CENTRAL APPROVALS' (Issued by Ministry of Govt. of India), 'STATE APPROVALS' (Issued by States of Govt. of India), and 'GOVERNMENT SCHEMES' (Avail the benefits by Govt. of India). On the right, there is a 'MY DASHBOARD' button. Below this, a summary box shows '24 My Central Approvals' and '0 My State Approvals'. A search bar and an 'Add More Approvals' button are also present. The main table lists 24 approvals, with one row highlighted. An orange arrow points to the 'Apply Now' button in the 'Action' column for the highlighted row.

(Fig. 17)

Step 15: Fill application form section by clicking on the “+ Expand all” sign and fill the required details as shown in fig.18.

The screenshot shows the 'Fill Application Form' page for the 'Registration of jewellers for selling Hallmarked jewellery/artefacts'. The page has a header with the Indian Government logo, 'INVEST INDIA', and language selection options. Below the header, there are links for 'CENRAL APPROVALS' (Issued by Ministry of Govt. of India), 'STATE APPROVALS' (Issued by States of Govt. of India), and 'GOVERNMENT SCHEMES' (Avail the benefits by Govt. of India). On the right, there is a 'MY DASHBOARD' button. The main content area shows a process flow with 'FILL FORM', 'REVIEW FORM', and 'MAKE PAYMENT' steps. A large orange arrow points to the '+ Expand All' button located next to a grid of small squares at the bottom of the page.

(Fig. 18)

Step 16: Then Enter User Details as shown in fig.19.

The screenshot shows the 'User Details' form on the NSWS platform. The form includes fields for First name, Middle name, Last name, DOB, Email, and Mobile Number. The 'First name' field is marked with a red asterisk indicating it is required. The 'Mobile Number' field includes a dropdown for country code (+91) and a text input for the phone number.

National Single Window System

CENTRAL APPROVALS
Issued by Ministries of Govt. of India

STATE APPROVALS
Issued by States of Govt. of India

GOVERNMENT SCHEMES
Avail the benefits by Govt. of India

MY DASHBOARD

User Details

First name *

Middle name

Last name *

DOB

Email *

Mobile Number *

+91 Mobile Number

(Fig. 19)

Step 17: Then expand Management Details, Contact details, other details, documents required, Declaration and outlet details fill it as shown in fig.20.

The screenshot shows the 'FIRM DETAILS' section of the National Single Window System. It contains several expandable sections: 'Management Details', 'Contact Details', 'Other Details (If Any)', 'Documents Required', 'Declaration', and 'Add Outlet Detail'. At the bottom, there are two buttons: 'Review & Submit' and 'Save as Draft'.

(Fig. 20)

Step 18: Draft or submit the application by clicking on “Review & Submit” as shown in fig. 21.

The screenshot shows the 'FIRM DETAILS' section with expanded fields for 'E-mail Id' and 'Address Proof Type'. A note at the bottom states: 'Your applicable fees (if any) will be displayed on next screen'. At the bottom, there are two buttons: 'Review & Submit' and 'Save as Draft'. An orange arrow points to the 'Review & Submit' button.

(Fig. 21)

STEP 19: then can submit the application after previewing it as shown in fig.22.

National Single Window System

CENTRAL APPROVALS
Issued by Ministries of Govt. of India

STATE APPROVALS
Issued by States of Govt. of India

GOVERNMENT SCHEMES
Avail the benefits by Govt. of India

PI MY DASHBOARD ▾

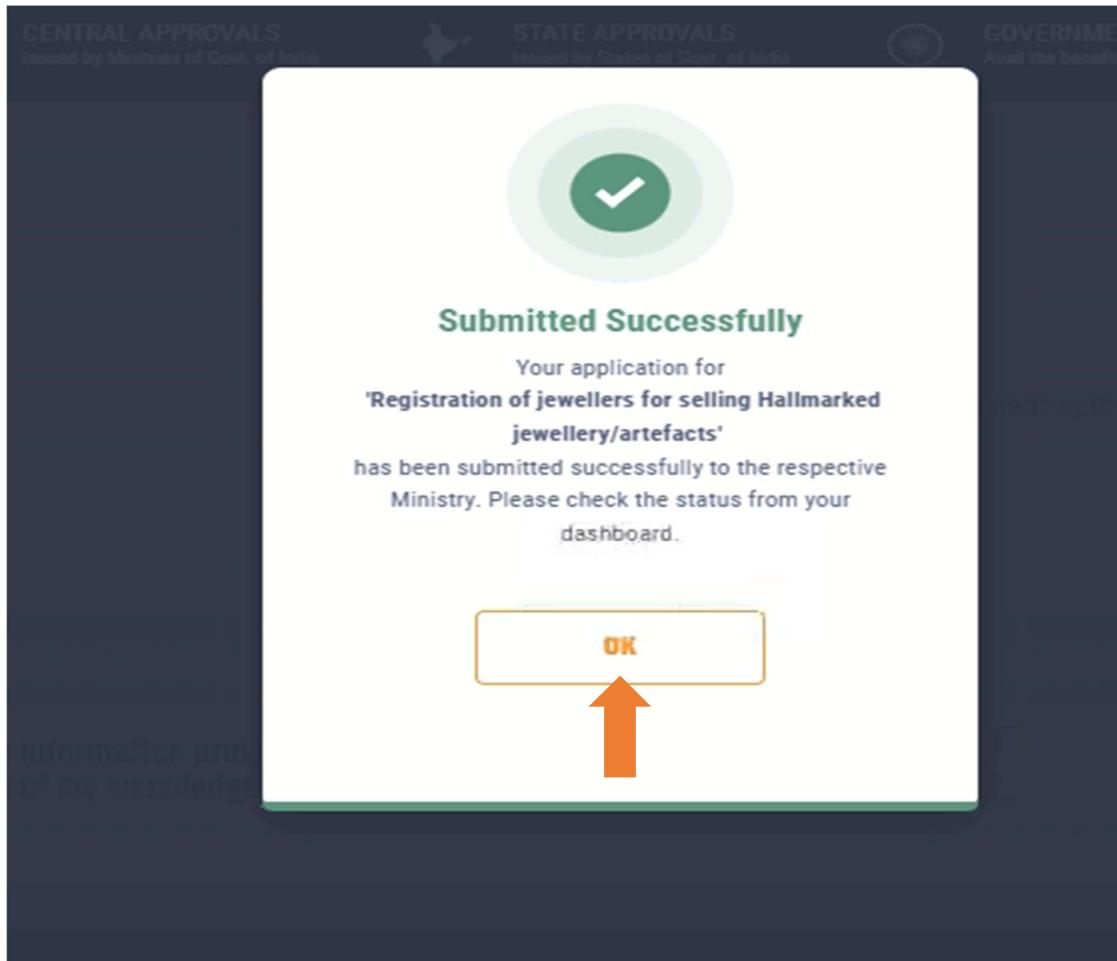
Name	KISHORKUMAR HARILAL JADIA
Mobile no.	+91 [redacted]
Telephone no.	
E-mail id	
Address Proof Type	Registration with State Government Authority/ Trade Licenses
Address Proof	1. Address Proof rpt_REG_APPLICATION (1).pdf

I have reviewed all the information provided by me and confirm that it is correct to the best of my knowledge.

[Submit Application](#) [Back to edit details](#)

(Fig. 22)

STEP 20: After successful submission, a message of submitted successfully will be displayed.
Click on the “OK” button to close that pop-up as shown in fig.23.



(Fig. 23)

Step 21: Then go to “Registration of jewellers for selling Hallmarked jewellery/arteifacts” section in the left menu and fill the “User Details” as shown in fig.24.

The screenshot shows the 'My Dashboard' page of the National Single Window System. At the top, there are links for 'CENTRAL APPROVALS' (Issued by Ministries of Govt. of India), 'STATE APPROVALS' (Issued by States of Govt. of India), and 'GOVERNMENT SCHEMES' (Avail the benefits by Govt. of India). A search bar and a 'MY DASHBOARD' button are also present. Below the header, a summary box indicates 1 Central Approval and 0 State Approvals. The main section is titled 'Central Approvals in List (1 approvals)'. It shows a table with one row for 'Registration of jewellers for selling Hallmarked jewellery/arteifacts'. The row details are: Approval Name (Registration of jewellers for selling Hallmarked jewellery/arteifacts), Applied on (redacted), Applied by (redacted), Assigned to (Ministry of Consumer Affairs, Food and Public Distribution), Status (In Progress), Sub Status (Initiated), Application fees (NIL), and Action (dropdown menu). A search bar and an 'Add More Approvals' button are located at the top of the table. A pagination control '10 / page' is at the bottom right.

(Fig. 24)

Step 22: After successful submission the application status will reflect as “Approved” in the “My Dashboard” as well as in the “Documents” And Click on Download to download license section as shown in fig.25.

The screenshot shows the 'My Dashboard' section of the National Single Window System. At the top, there are four status indicators: 'CENTRAL APPROVALS Issued by Ministries of Govt. of India' (0 Not Applied, 0 In Progress, 0 Query Raised, 1 Approved, 0 Rejected), 'STATE APPROVALS Issued by States of Govt. of India' (0), and 'GOVERNMENT SCHEMES Avail the benefits by Govt. of India' (0). A search bar and a 'MY DASHBOARD' dropdown menu are also present.

The main area is titled 'Central Approvals In List (1 approvals)'. It displays a table with one row of data:

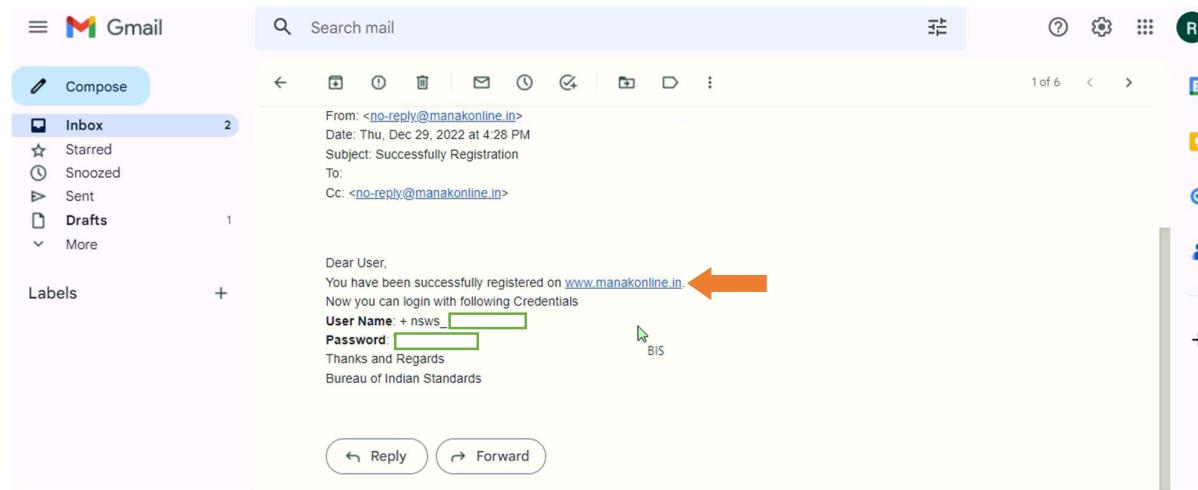
Approval Name	Applied on	Applied by	Assigned to	Status	Sub Status	Action fees	Action
Registration of jewellers for selling Hallmarked jewellery/ artefacts + New Application	[Redacted]	[Redacted]	Ministry of Consumer Affairs, Food and Public Distribution	Approved		Nil	Download

An orange arrow points upwards from the bottom of the 'Approved' status cell to the word 'Approved'. Another orange arrow points downwards from the bottom of the 'Download' button to the 'Download' link itself.

(Fig. 25)

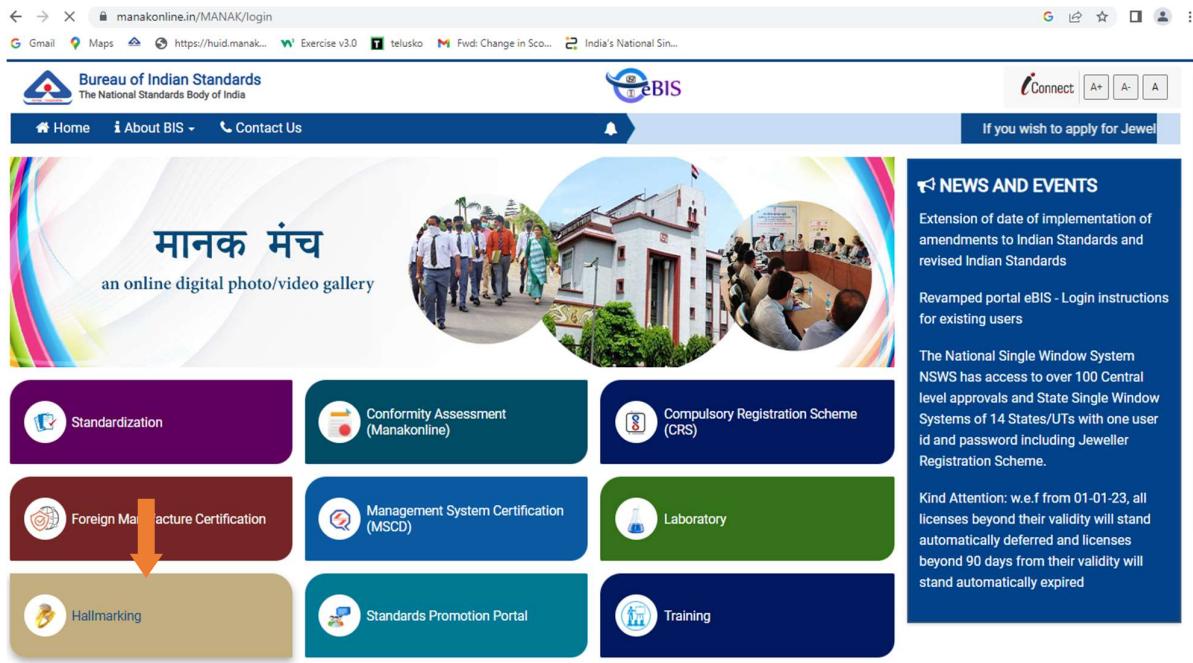
Licence of Jewellers for selling Hallmarked jewellery/artefacts is granted now.

Step 23: Check the registered mail in which received mail from no-reply@manakonline.in have a User name and password and click on WWW.MANAKONLINE.IN as shown in fig.26.



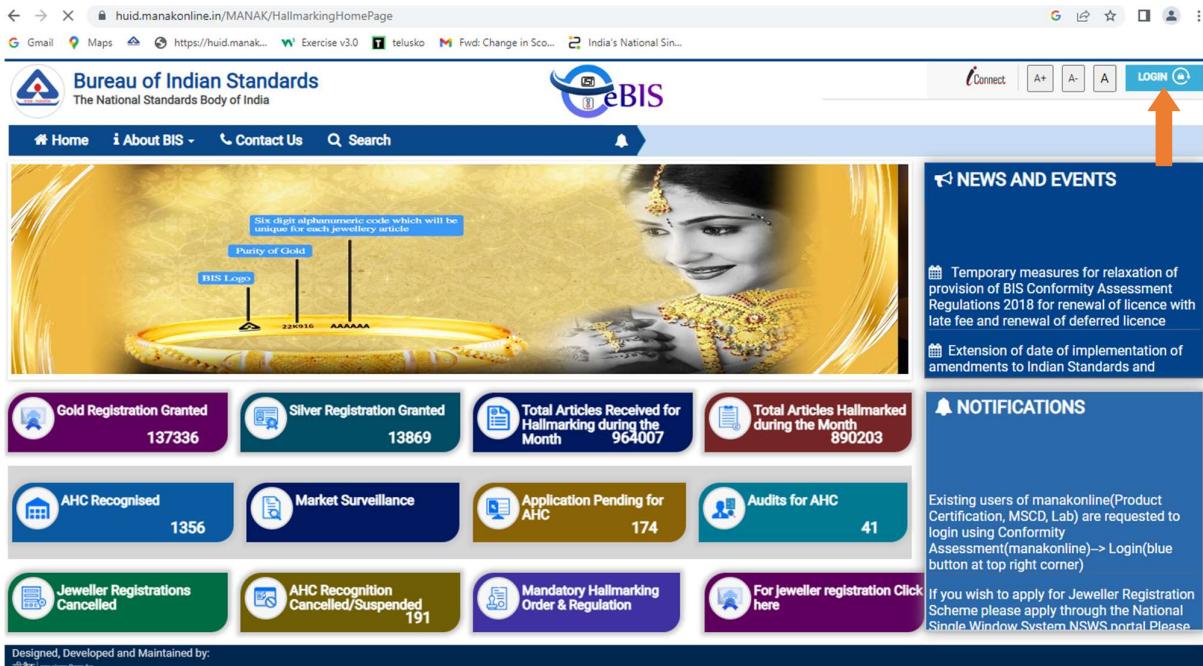
(Fig. 26)

Step 24: Open the link (WWW.MANAKONLINE.IN) which is provided in the mail and click on Hallmarking as shown in fig.27.



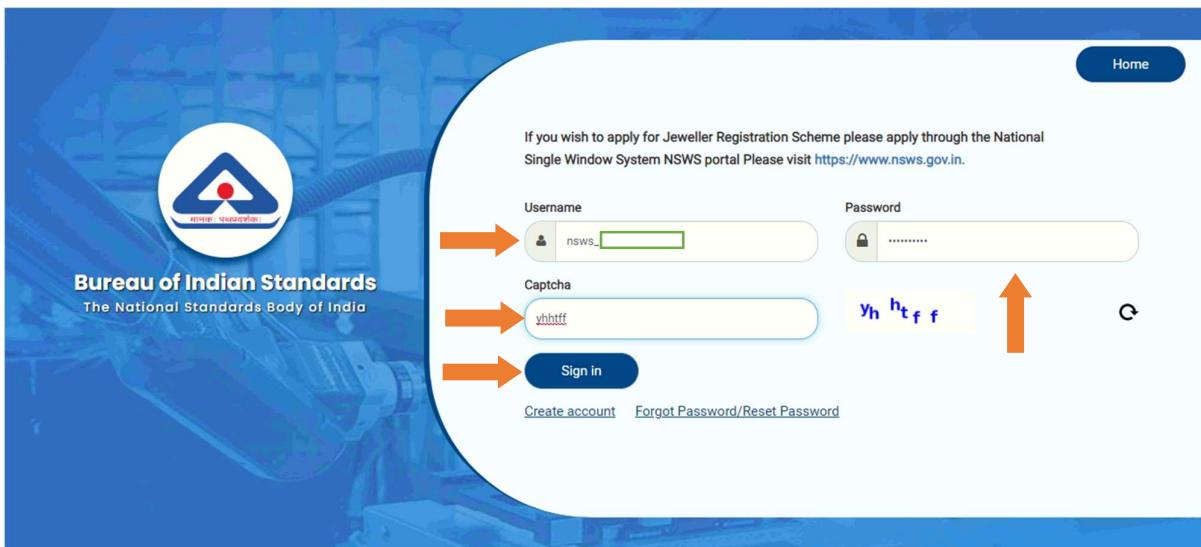
(Fig. 27)

Step 25: Then click on “LOGIN” right top corner as shown in fig.28.



(Fig. 28)

Step 26: Then Enter your “Username and password” received on registered Email id and enter Captcha as shown in fig.29.



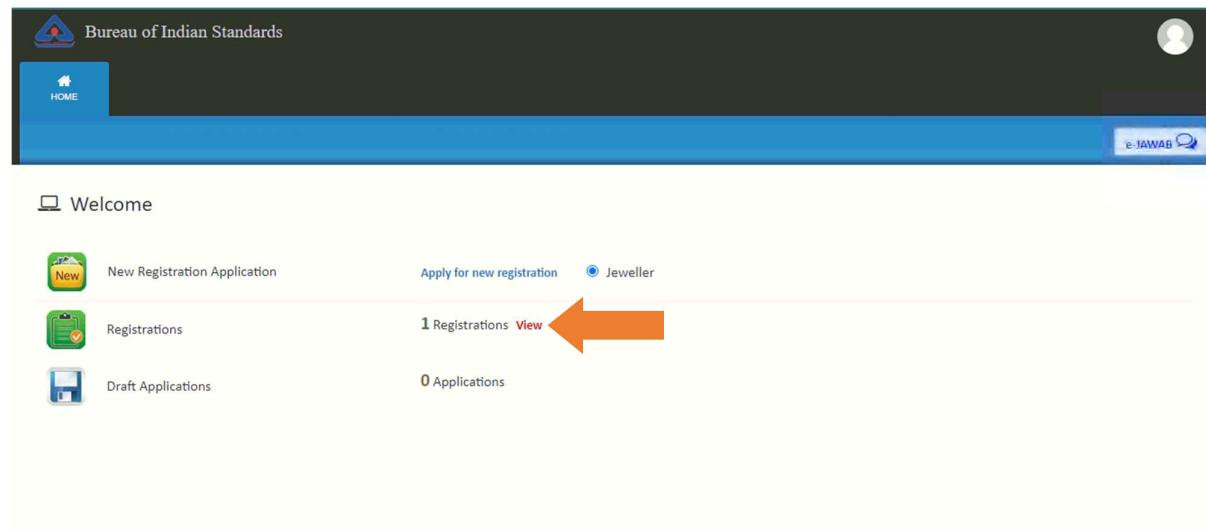
(Fig. 29)

Step 27: Then Click on “Hallmarking” as shown in fig.30.



(Fig. 30)

Step 28: Then on Registrations click on “view” as shown in fig.31 and fig. 31 b.



(Fig. 31)

The screenshot shows a table titled 'Granted Registrations'. It contains one row of data:

S.No.	Certificate No.	Firm Name	Valid Upto	IS No	Apply for	No. of Outlet	Status	Activity Log	Click on Action
1.	6190106812	BALAKUMARAN JEWELLERY	2027-12-28	IS 2112		Single Outlet UPDATE REGISTRATION DETAILS	Operative	<ul style="list-style-type: none"> • Activity Log • View submitted Details • Download Registration Copy • Download Fee Receipt • Notice/Letter • Outlet Details 	

Note : Click on Action to proceed further

<https://buid.makaronline.in/MANAK/oetJewelerOutletDetail?ExpoId=NIESMDAxM-F1&BranchId=NIE-8&cmno=NIESMDExNjoxMg==&curStatus=201>

(Fig. 31 b)

For sending the jewellery for HUID request to the AHC, Kindly create outlet user account.

Step 29: Then on Granted Registrations click on “OUTLET DETAILS” Right middle side as shown in fig.32.

The screenshot shows a table titled "Granted Registrations". The columns include S.No., Certificate No., Firm Name, Valid Upto, IS No., Apply for, No. of Outlet, Status, Activity Log, and Click on Action. The Click on Action column contains a dropdown menu with options: Activity Log, View submitted Details, Download Registration Copy, Download Fee Receipt, Notice/Letter, and Outlet Details. An orange arrow points to the "Outlet Details" option. The status column for the first row shows "Operative".

(Fig. 32)

Step 30: Then on Outlet details listing click on “Create User” Right middle side as shown in fig.33.

The screenshot shows a table titled "Outlet Details Listing". The table has columns for S.No., Outlet Name, Outlets Turn Over, Date, and Create user. The "Create user" column contains a blue "Create User" button. An orange arrow points to this button. The table shows one entry with the outlet name redacted and the turn over value "Above 25 crore and upto 100 crore". The bottom of the table shows pagination with "Previous", "1", and "Next".

(Fig. 33)

Step 31: Then on create user name Enter your New User name And password click on “Submit” and it show user create successful and click on “Home page” as shown in fig.34. & fig.35.

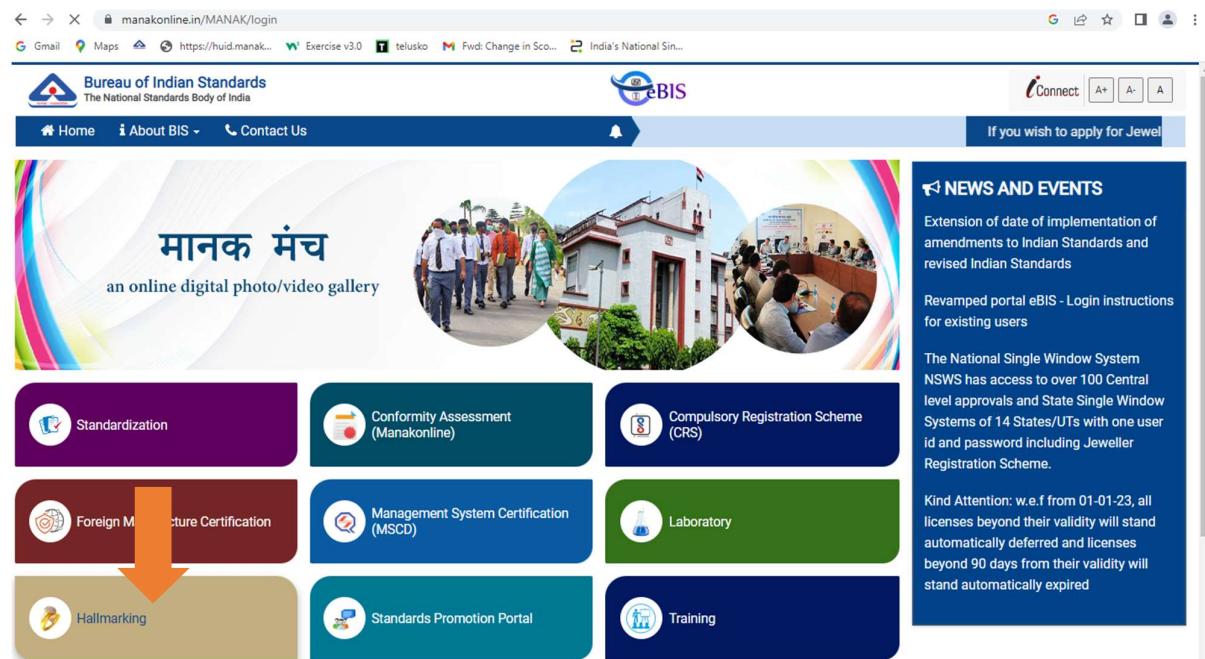
The screenshot shows a form titled "Create User name". It has a section for "Outlet Details" with fields for "Outlet Name", "Outlet", and "Address". Below this is a "User Name *:" field containing "BIS" with a red border and a red "X" icon. A note says "Please Enter Same Userid in Confirm Userid". There are also fields for "Confirm User Name *:", "Password *:", and "Confirm Password *:". At the bottom is a "Submit" button. An orange arrow points to this "Submit" button.

(Fig. 34)

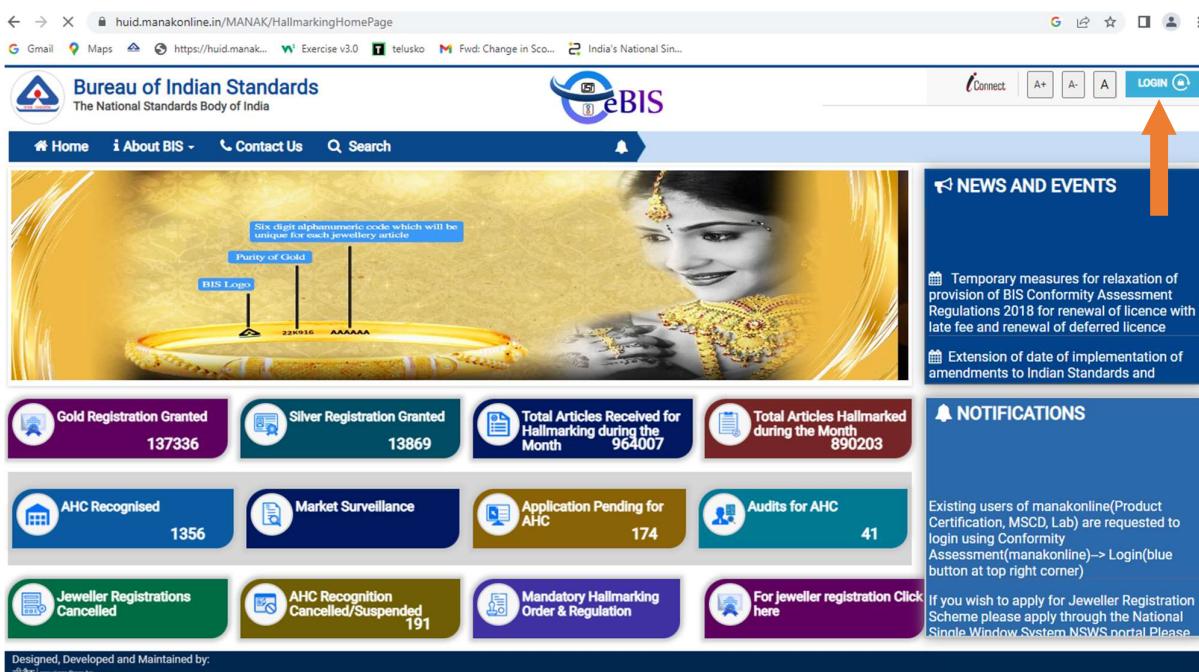


(Fig. 35)

Step 32: Then on Home Page Again Click on “Hallmarking” and after that click on “LOGIN” right top corner as shown in fig.36. & fig.37.

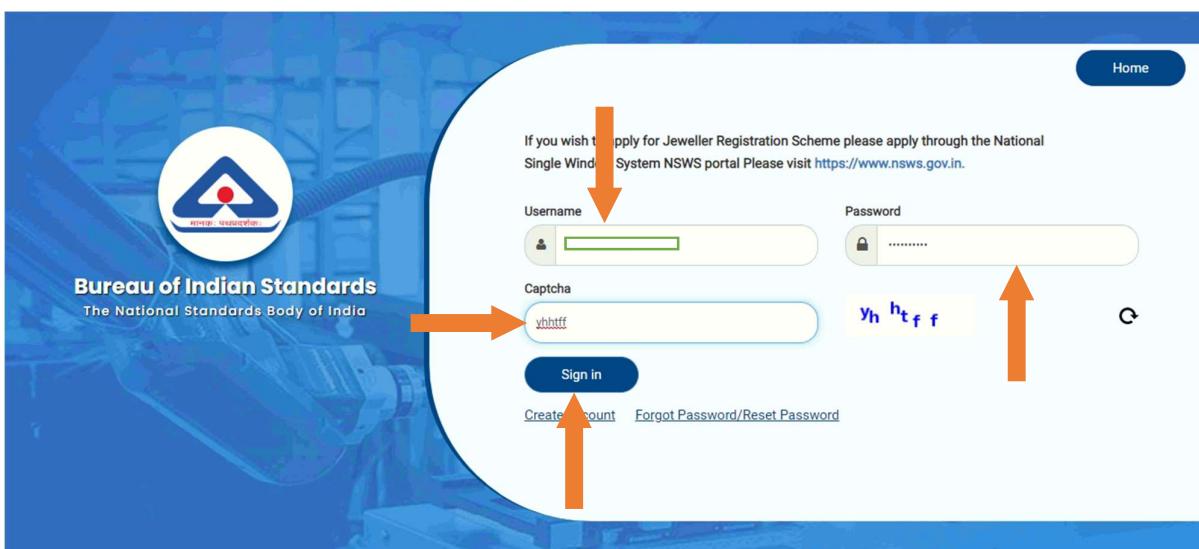


(Fig. 36)



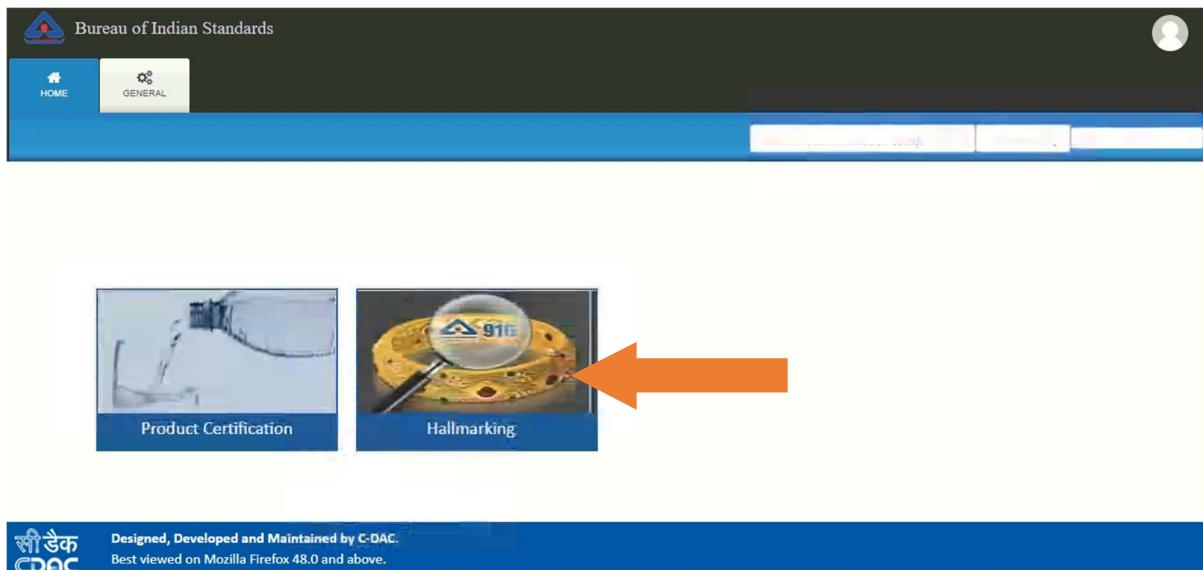
(Fig. 37)

Step 33: Then Enter your “Username and password” created on outlet details (Create username) and enter Captcha for HUID Jewellery as shown in fig.38.



(Fig. 38)

Step 34: Then click on “Hallmarking” as shown in fig.39.



(Fig. 39)

Step 35: Then click on “New Request” For Send request to AHC for Huid of jewellery and to see the draft saved request click on “Saved Draft Request” and to see the submitted report click on the “Submitted Report” and to see the delivery vourcher click on the “View Delivery vourher” as shown in fig.40.



(Fig. 40)