

Department for Promotion of Industry and Internal Trade

**Getting Started for Department for Promotion of
Industry and Internal Trade**

**Department for Promotion of Industry and Internal
Trade**

**MINISTRY of Commerce and
Industry**

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

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1. Introduction

The Department of Industrial Policy & Promotion was established in 1995 and has been reconstituted in the year 2000 with the merger of the Department of Industrial Development. Earlier separate Ministries for Small Scale Industries & Agro and Rural Industries (SSI&A&RI) and Heavy Industries and Public Enterprises (HI&PE) were created in October, 1999.

With progressive liberalization of the Indian economy, initiated in July 1991, there has been a consistent shift in the role and functions of this Department. From regulation and administration of the industrial sector, the role of the Department has been transformed into facilitating investment and technology flows and monitoring industrial development in the liberalized environment.



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2. Registration

Open the URL: <http://services.dipp.gov.in/lms> in the browser, to access the “DIPP” application.

Following screen will appear: -



Click on Register to register user

<p>Not an DIPP Member Yet? Register here</p> <p>Why Register as a Member</p> <p>DIPP is an integrated platform providing access to a number of Government to Business (G2B) services from various departments</p> <p>DIPP provides a step-by-step information wizard assisting in determining the applicable Licenses and Permits required for starting a business anywhere in the country.</p> <p>Registered users can use the DIPP portal to submit online queries specific to their businesses, submit applications for their respective licenses and permits and check on the status of their applications online.</p> <p>Steps of registration</p> <ol style="list-style-type: none"> 1. Submit Online Form 2. Select username 3. Verify email ID and mobile no <p style="text-align: right;">Continue</p>	<p>Register your Business - Members only</p> <p>Why register your business</p> <p>DIPP is an integrated platform providing access to a number of Government to Business (G2B) services from various departments</p> <p>DIPP provides information about licenses and permits applicable to businesses</p> <p>DIPP is a secure online platform built with all the required authentication mechanisms for submitting applications to the different government agencies and departments.</p> <p>DIPP provides features like online storage of application history and previously obtained licenses and permits</p> <p>Steps of registration</p> <ol style="list-style-type: none"> 1. Submit online form for individual member 2. Submit online form for business membership creation. <p style="text-align: center;">Continue</p>	<p>DIPP Respects your Privacy!</p> <p>Why Register as a Member</p> <p>DIPP does not disclose your data to any third parties. To know more about data related practices, please read our Privacy Policy. For further queries, please feel free to Contact Us.</p>
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To register as a DIPP member, click on continue, registration form will display:-

Home / Register

Registration

1. Personal Details 2. Choose User Name and Password 3. Security and Terms 4. OTP Verification

1. PERSONAL DETAILS

First Name*

Only alphabets, dot and space allowed

Middle Name

Only alphabets, dot and space allowed

Last Name*

Only alphabets, dot and space allowed

Email Address*

Please use a valid email address that you frequently access.
Email verification code will be sent on this Id.

Confirm Email Address*

Phone Number (+91)*

Enter Phone Number with STD Code. Do not include +91 or 0.

Mobile (+91)*

Please use a valid mobile number that can be used to send the SMS code for user verification. Do not include +91 or 0.

Confirm Mobile (+91)*

Fax (+91)

ADDRESS

Address*

Address can have a maximum of 400 characters.

Country

State*

District*

Taluka

Pin Code*

 Proceed to Next

Fill all Mandatory fields

Click on Proceed to Next

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Home / Register

Registration

1. Personal Details 2. Choose Username and Password 3. Security and Terms 4. OTP Verification

2. CHOOSE USERNAME AND PASSWORD

Create your Username*

Use characters and numeric

Create Your Password*

Please note that the password should be between 8 and 14 characters and should contain at least one alphabet, one number, one Capital letter, one Small letter and a special character (@,#,\$,%,...,+,.,-)

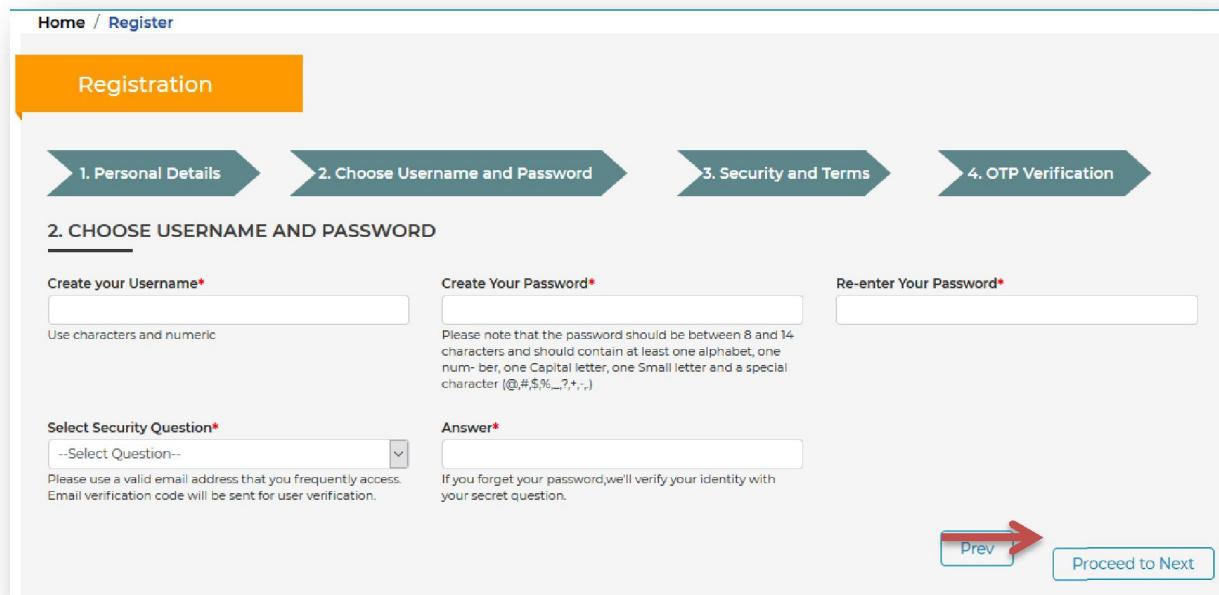
Re-enter Your Password*

Select Security Question*
 --Select Question--
Please use a valid email address that you frequently access.
Email verification code will be sent for user verification.

Answer*

If you forget your password,we'll verify your identity with your secret question.

Prev **Proceed to Next**



Fill Mandatory fields

Click on Proceed to Next

Note:- To view the “Personal Details”, click on Previous button

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Security & Terms

Welcome to DIPP, India's G2B Portal. This website is managed by Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry, Government of India and these terms and conditions refer to the interactions of this site with business users (citizens and business entities) and government departments. By entering or using this site, you accept the following terms and conditions.

1. Modifications and additions

This section is subject to changes at any point in time either by DIPP. The changes will be posted in this section and shall be effective immediately. It is recommended for the users to visit this section and keep themselves updated with respect to terms and conditions of usage.

2. About DIPP

Department of Industrial Policy and Promotion (DIPP), Government of India has envisioned DIPP Project to create a one-stop-shop of convenient and efficient

I have read the terms and conditions and accept them for registration

Verification

AOE2UI

Captcha Code

Previous

Proceed to Next

To proceed further, check the Checkbox

Enter Captcha Code

Click on Proceed to Next

Home / Register
Home / Register

Registration

1. Personal Details 2. Choose User Name and Password 3. Security and Terms 4. OTP Verification

OTP Verification

Mobile OTP*
OTP sent on mobile

Email OTP*
OTP sent on email

Click to regenerate OTP

Previous Submit Otp

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Enter the Mobile OTP which user has received on registered mobile no.

Enter Email OTP which user has received on registered email id.

Click on Submit OTP, user will get registered.

Note:- If user has not received OTP then click on "Click to regenerate OTP".

After successfully registration, user can login to the application using User Name and Password.

[Home](#) / [Login](#)

Login or Register to Continue

Login

User Name *

Password *

JXMWSP
Captcha Code
Submit
Forgot Password ?

To login do the following steps:-

Click on Login

Enter User Name

Enter Password

Enter Captcha Code

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Login or Register to Continue

Login

User Name *

filinguser

Password *

JXMWSP

JXMWSP



Submit

Forgot Password ?

Click on Submit, Dashboard will display

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3. Industrial License

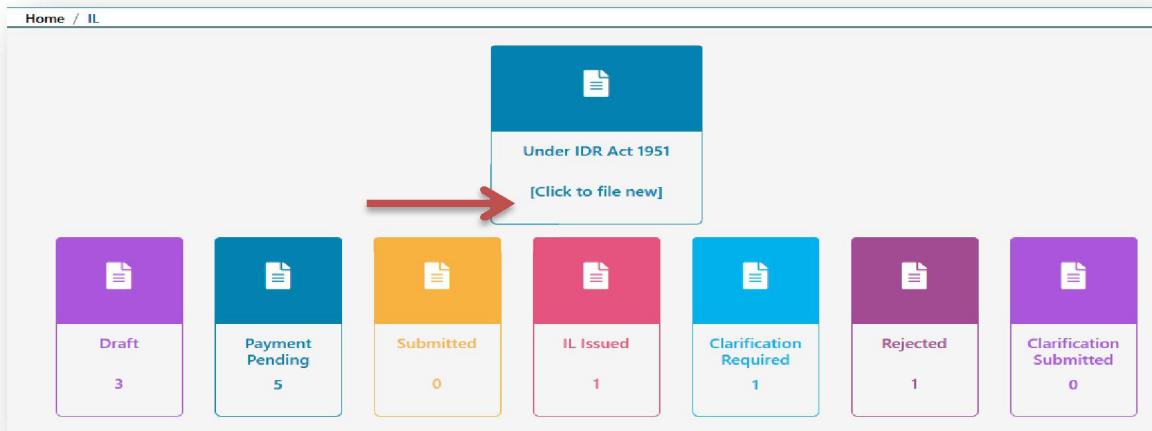


To apply for IL license, click on “**Industrial License(IL)**”

Two parts that are Under IDR Act 1951 and Under Arms Act 1959 will display.

3.1 Industrial License - Under IDR Act 1951

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Click on “Under IDR Act 1951”

The screenshot shows the "Under IDR Act 1951" application form. At the top right, it says "Draft IL Number :". The form includes sections for "Industrial Undertaking*" (with a text input field), "Postal Address" (with fields for Number / Building*, Street, Landmark, Locality*, Village / Town / City*, and State*), and "District*" (with a dropdown menu for Select District). There are also checkboxes for Chemical, Explosives, and Defence.

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Contact Details			
Telephone <input type="text"/>	(Include STD Codes)	Fax <input type="text"/>	(Include STD Codes)
Email Id* <input type="text"/>	Website of the Undertaking <input type="text"/>	(If Available)	Mobile Phone* <input type="text"/>
Police Station* <input type="text"/>			
2. Details of Industrial Undertaking*			
(A.) <input checked="" type="radio"/> If Registered (Under Companies Act) <input type="radio"/> If not Registered (Under Companies Act)			
Registration Number	Certificate of Incorporation	MOA & AOA Details	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(B.) PAN Number of the Undertaking* <input type="text"/>			

3(A). Location of the Factory or Undertaking for proposed activities		
Number / Building* <input type="text"/>	Street <input type="text"/>	Landmark <input type="text"/>
Locality* <input type="text"/>	Village / Town / City* <input type="text"/>	State* <input type="text"/>
District* <input type="text"/>	Pin* <input type="text"/>	--Select District-- <input type="text"/>
3(B). Contact Details		
Telephone <input type="text"/>	(Include STD Codes)	Fax <input type="text"/>
(Include STD Codes)	Mobile No.* <input type="text"/>	
Email Id* <input type="text"/>	Police Station* <input type="text"/>	
3(C). Whether factory is located in SEZ Area or an EOU Unit		
<input type="radio"/> YES <input type="radio"/> NO		

Fill mandatory fields

Internal ©

Ministry of Commerce and Industry

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Note:- Fields marked with asterisk sign (*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on “**Save as Draft**” or if user wants to move ahead click on “**Next**”.

Under IDR Act 1951		Draft IL Number : IL/IDR/3642/2018																	
4. Existing Activities of the Company*																			
4(A). Existing Activities of the Company (Y/N)																			
<p><input checked="" type="radio"/> YES <input type="radio"/> NO</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">NIC Code</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Item Description</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Description</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">IL/IEM</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">IL/IEM No.</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Date</th></tr></thead><tbody><tr><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"><input type="radio"/> IEM <input type="radio"/> IL</td><td style="padding: 5px;"></td><td style="padding: 5px;">Pick a date <input type="button" value="Calendar"/></td></tr></tbody></table>						NIC Code	Item Description	Description	IL/IEM	IL/IEM No.	Date				<input type="radio"/> IEM <input type="radio"/> IL		Pick a date <input type="button" value="Calendar"/>		
NIC Code	Item Description	Description	IL/IEM	IL/IEM No.	Date														
			<input type="radio"/> IEM <input type="radio"/> IL		Pick a date <input type="button" value="Calendar"/>														
<input type="button" value="Add More"/>																			
4(B). Proposed items to be manufactured by the company																			
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Item Code (NIC. 2008)*</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Item Description</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Description*</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Proposed Annual Capacity*</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Existing Annual Capacity (if applicable)</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Total Capacity After Expansion</th><th style="background-color: #339999; color: white; text-align: left; padding: 5px;">Unit of Capacity</th></tr></thead><tbody><tr><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;"></td><td style="padding: 5px;">Select <input type="button" value="▼"/></td></tr></tbody></table>						Item Code (NIC. 2008)*	Item Description	Description*	Proposed Annual Capacity*	Existing Annual Capacity (if applicable)	Total Capacity After Expansion	Unit of Capacity							Select <input type="button" value="▼"/>
Item Code (NIC. 2008)*	Item Description	Description*	Proposed Annual Capacity*	Existing Annual Capacity (if applicable)	Total Capacity After Expansion	Unit of Capacity													
						Select <input type="button" value="▼"/>													
<input type="button" value="Add More"/>																			

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Description of activities to be undertaken

Industrial Use Defence use Both

4(C). Briefly indicate process involved in manufacture of the item(s)(Attach separate sheet if required on the attachment page)

4(D). Attach list of Industrial License / Registration / IEM acknowledge already issued in favour or the applicant so far

Registration IEM IL

Number	Date
<input type="text"/>	<input type="text"/> Pick a date 



5. Information regarding foreign investment involved*

YES NO

5(A). Whether the proposed activity / investment qualify for automatic route?

YES NO

(B). Foreign Institutional Investment (FII)	<input type="text"/>	<input type="text"/>
(C). Foreign Portfolio Investment (FPI)	<input type="text"/>	<input type="text"/>
(D). Investment by Qualified Foreign Investor (FQI)	<input type="text"/>	<input type="text"/>
(E) Investment by Foreign Venture Capital Investors (FVCI)	<input type="text"/>	<input type="text"/>
(F) Non Resident Indian Individual Investments on Repatriable Basis	<input type="text"/>	<input type="text"/>
(G) Total Foreign Investment (A+B+C+D+E+F)	<input type="text"/>	<input type="text"/>
2. Total Resident Investment		
(H) Non Resident Investment (NRI) Individual Investment on non-repatriable basis	<input type="text"/>	<input type="text"/>
(I) Other Resident Investment	<input type="text"/>	<input type="text"/>
(J) Total Resident Investment (H+I)	<input type="text"/>	<input type="text"/>
(K) Total Investment (G+J)	<input type="text"/>	<input type="text"/>

[Previous](#)

[Save as Draft](#)

[Next](#)

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Fill mandatory fields

To go back, click on “Previous” button

To save the form as a draft, click on “Save as Draft”

To fill the form further, click on “Next”

Under IDR Act 1951									Draft IL Number : IL/IDR/3642/2018	
6. Details in Respect of Companies / Firm (Indian / Foreign)*										
6(A). Details in Respect of Companies / Firm (Indian / Foreign)										
Full name of the company and its foreign collaborator, if any	Registration Number	Registration Date <input type="button" value="Pick a date"/>	Address of head office, regional offices and registered offices	Previous name of the company, if any	Details of earlier approvals, if any (ref no. and date)	Location	State&District	Product to be manufactured		
<input type="text"/>	<input type="text"/>	<input type="button" value="Pick a date"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="--Select--"/>	<input type="text"/>		
<input type="button" value="Add More"/>										
6(B). Details in respect to all the Directors of the company										
Full name of board of directors	Present position held	Date (Since When) <input type="button" value="Pick a date"/>	Director Identification Number(DIN)	Date of birth <input type="button" value="Pick a date"/>	Parentage (Name of Mother or Name of Father) <input checked="" type="checkbox"/> Mr.	Present address <input type="text"/>	Permanent address <input type="text"/>	Nationality <input type="text"/>	Passport number and issue date, if any <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="button" value="Pick a date"/>	<input type="text"/>	<input type="button" value="Pick a date"/>	<input checked="" type="checkbox"/> Mr.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add More"/>										

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7 A. Investment*		
Investment	*Existing (Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)	*Proposed (Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)
(A) Land	<input type="text" value="0"/>	<input type="text" value="0"/>
(B) Building	<input type="text" value="0"/>	<input type="text" value="0"/>
C) Plant and Machinery		
(I) Indigenous	<input type="text" value="0"/>	<input type="text" value="0"/>
(II) Imported		
(A) Landed Cost	<input type="text" value="0"/>	<input type="text" value="0"/>
(III) TOTAL [(I) + (II) (A)]	<input type="text" value="0"/>	<input type="text" value="0"/>
(III) TOTAL [PLANT AND MACHINERY]	<input type="text" value="0"/>	<input type="text" value="0"/>

[Previous](#) [Save as Draft](#) [Next](#)

Fill mandatory fields

To go back, click on “Previous” button

To save the form as a draft, click on “Save as Draft”

To fill the form further, click on “Next”

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Under IDR Act 1951

Draft IL Number : IL/IDR/3662/2018

*7(B). Employment (Refer to Section 3 (C) (i) & (ii) of I(D&R) Act 1951)

	Existing (If applicable)	Proposed	Total
Supervisory			
Non-Supervisory			
Grand Total			

*8. Expected date of commencement of commercial production

Pick a date

*9. Attachments

Document Type	Upload File
Ownership Proofs*	<input type="button" value="Browse..."/> No file selected.
Certification of incorporation	<input type="button" value="Browse..."/> No file selected.
Memorandum of association / articles of association	<input type="button" value="Browse..."/> No file selected.
Board resolution certificate*	<input type="button" value="Browse..."/> No file selected.
Undertaking of Country of Concern* Download	<input type="button" value="Browse..."/> No file selected.
FDI	<input type="button" value="Browse..."/> No file selected.
Other Relevant Document	<input type="button" value="Browse..."/> No file selected.
Briefly indicate process involved in manufacture of the item(s)	<input type="button" value="Browse..."/> No file selected.

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Details of criminal cases if any against the company / Director (S)* Sample	<input type="button" value="Browse..."/> No file selected.
Government approval for automatic route	<input type="button" value="Browse..."/> No file selected.

Attach list of Industrial License / Registration / IEM acknowledge already issued in favour or the applicant so far

S.No.	Application Type	Previous Number	Date	Upload File
1	IL	il67	29-08-2018	<input type="button" value="Browse..."/> No file selected.

Self-Declaration

I / WE HEREBY FURTHER DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY / OUR KNOWLEDGE AND BELIEF.

Name* <input type="text"/>	Designation* <input type="text"/>	Date* <input type="text"/> Pick a date <input type="button" value="Calendar"/>
Place* <input type="text"/>		

Fill mandatory fields

Upload Documents

To go back, click on “Previous” button

To save the form as a draft, click on “Save & Exit”

To view the filled form, click on “Preview”

To submit the form, click on “Final Submit”

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After Final Submit we will process to Pay

Click on pay button

The screenshot shows a web browser window with multiple tabs open. The active tab is titled 'DIPP' and contains a form for a payment. At the top, there is a table with three rows:

5	Undertaking of Country of Concern	1367-Country of Concern-form.pdf
6	FDI	1367-FDI-fileNameOfGeneratedPdf.pdf
7	Details of criminal cases if any against the company / Director (S)	1367-CRIMINAL-FCL_sanction.pdf

Below this is a table for 'Previous Application' with one row:

S.No.	Application Type	Previous Number	Date	Uploaded File
1	Registered	hj5	01-08-2018	1367-previousApplication-fileNameOfGeneratedPdf.pdf

Underneath these tables is a 'SELF-DECLARATION' section with fields for Name, Designation, and Date. The Name field contains '999999', Designation '999999', and Date '20-08-2018'. Below this is a 'PLACE' field containing '999999'. At the bottom right of the declaration area is a blue 'Pay' button.

The browser's address bar shows the URL: 'Not secure | 192.168.121.58:8080/lms/pgi/pgi'. The status bar at the bottom indicates the date as '29-08-2018' and the time as '18:10'.

At the bottom of the browser window, there are several government logos: 'GOI web directory', 'Digital India', 'National e-Governance Plan', 'MHA IN INDIA', 'data.gov.in', and 'india.gov.in'.

The screenshot shows a web browser window for the 'G2B PORTAL' of the Ministry of Commerce and Industry. The main content area displays a 'Fee Details' table:

Application No.	Amount
IL/ACK/2468/2018	10000

Next to the table is a blue 'Pay Now' button. Above the table, there are links for 'e-Filing Instructions' and 'Online Help'. The top navigation bar includes the 'Ministry of Commerce and Industry' logo and the text 'DEPARTMENT OF INDUSTRIAL POLICY & PROMOTION'. The footer of the portal contains several government logos: 'GOI web directory', 'Digital India', 'National e-Governance Plan', 'MHA IN INDIA', 'data.gov.in', and 'india.gov.in'. There are also 'Quick Links' and 'Useful Links' sections.

The browser's address bar shows the URL: 'Not secure | 192.168.121.58:8080/lms/pgi/pgi'. The status bar at the bottom indicates the date as '29-08-2018' and the time as '18:11'.

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Click on pay now Button

The image shows a two-step payment process. The first step, 'Select Payment Method', has a single option, 'Credit Card', which is highlighted. The second step, 'Credit Card Info', contains fields for Name on Card (empty), Card Number (0000-0000-0000-0000), Expiration (6 19), CVV Number (XXXX), and a blue 'submit' button.

Enter card details

Click on submit, Dashboard will display.

There are following modules available for "Under IDR Act 1951":-

Draft

- Payment Pending
- Submitted

IL Issued

- Clarification Required
- Rejected

Clarification Submitted

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Draft :- Click on draft, to view the application forms which are in draft mode. Here user can final submit the form .

Under IDR Act 1951 - Draft Application List (1)

SR.No	IL Number	Date	Status
1	IL/IDR/3835/2018	2018-08-30 17:13:02,055	Draft

Click on IL number, form will appear.
Fill the form and click on Submit.

Payment Pending:- Application forms whose payment has not done will appear here. Here user can do the payment.

Under IDR Act 1951 - Payment Pending Application List (5)

SR.No	IL Number	Date	Status
1	IL/IDR/3815/2018		Payment Pending
2	IL/IDR/3742/2018		Payment Pending

Click on IL number, form will appear.
To pay the payment, click on "Pay Now".

Submitted:- Here list of submitted form will appear.

To view the summary, click on IL number.

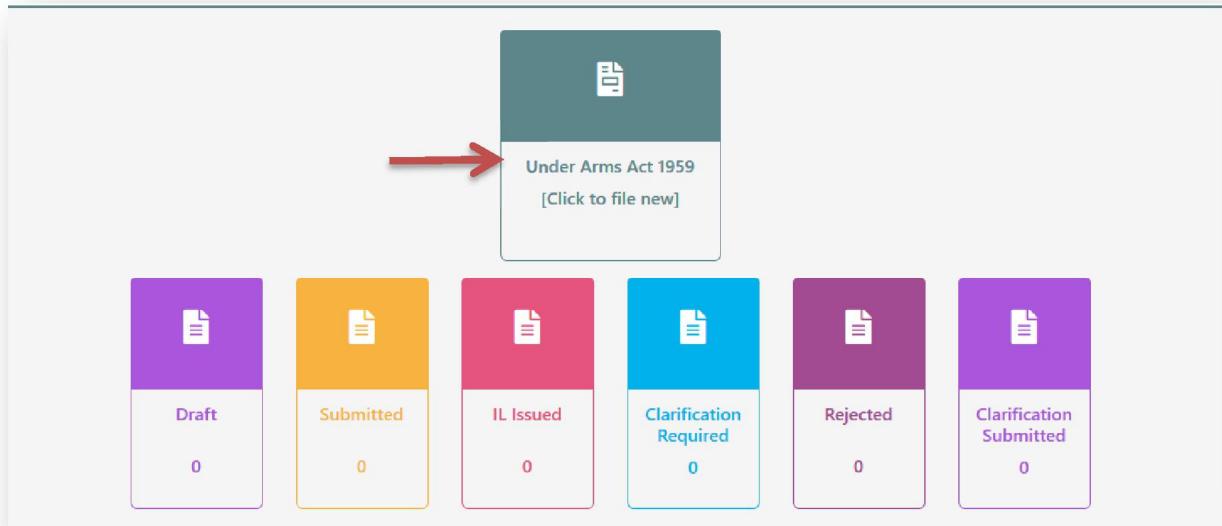
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3.2 Industrial License - Under Arms Act 1959



Click on “Under Arms Act 1959”

For Companies
Form of application for "Arms Licence" in Form VII for manufacture and proof test
(See Rule - 51)

Name Of The Applicant*	Constitution Of The Applicant Company	Company Identification No. (CIN)
Registered Office Address	Telephone	Mobile No. *
Email Id *		
Responsible Person Name*	Designation	Address Of Manufacture & Proof Testing
Telephone	Email Id *	
Description Of Fire Arms To Be Manufactured / Proof Tested	Category	Proposed Annual Capacity (Number)

[+ Add More](#)

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Description Of Ammunition To Be Manufactured / Proof Tested Category Proposed Annual Capacity (No. Of Weight In Kilograms)

In Case The Manufacturer Does Not Want In-house Proof-testing, Name Of The Range Or Other Place For Proof-testing Being Applied For

Upload Files **Upload Attachments** (Red arrow points here)

DECLARATION

I, _____, the responsible person(named in column 5 of) _____ (Company name), hereby declare that the above particulars given in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, I, personally as well as the company are liable to be proceeded against and action taken under the relevant provisions of the Arms Act, 1959, the Arms Rules,2016, and other central enactments or the law for the time being in force.

Signature of and Stamp of the responsible office
signing on behalf of the company

REQUIRED DOCUMENTS **Save as Draft** **Preview** **Final Submit**

Fill mandatory fields

Click on “Upload Attachments” to upload documents

Note:- Fields marked with asterisk sign (*) are mandatory.

To upload documents, click on “Required Documents”

To save the form as a draft, click on “Save & Exit”

To view the filled form, click on “Preview”

To submit the form, click on “Final Submit”

There are following modules available for “Under Arms Act 1959”:-

Draft

Submitted

IL Issued

Clarification Required

Rejected

Clarification Submitted

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Draft :- Click on draft, to view the application forms which are in draft mode. Here user can final submit the form .

Under IDR Act 1951 - Draft Application List (1)			
SR.No	IL Number	Date	Status
1	IL/IDR/3835/2018	2018-08-30 17:13:02,055	Draft

Click on IL number, form will appear.
Fill the form and click on Submit.

Submitted:- Here list of submitted form will appear.

To view the summary, click on IL number.