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.
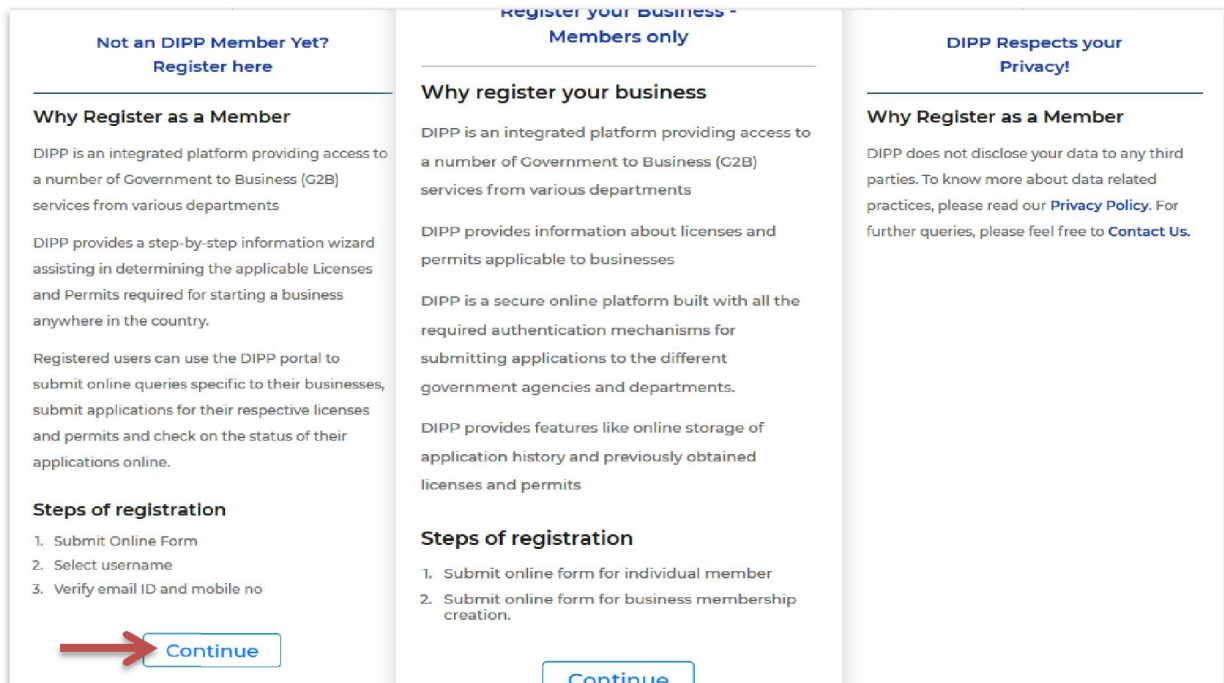
2. Registration

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

To register as a DIPP member, click on continue, registration form will display:-

Fill all Mandatory fields

Click on Proceed to Next

Fill Mandatory fields

Click on Proceed to Next

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

To proceed further, check the Checkbox
Enter Captcha Code
Click on Proceed to Next

Enter the Mobile OTP which user has recieved 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.

To login do the following steps:-
Click on Login
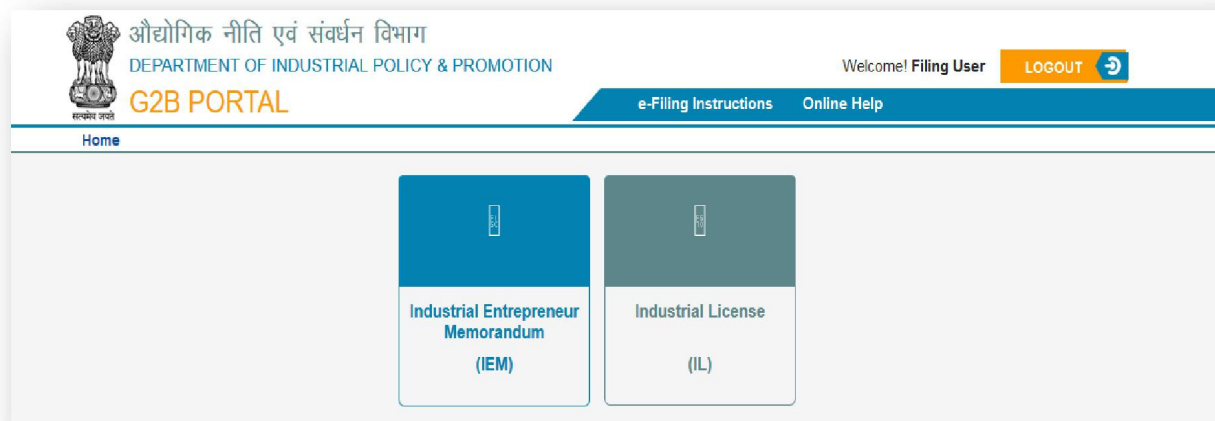   Enter User Name
    Enter Password
Enter Captcha Code

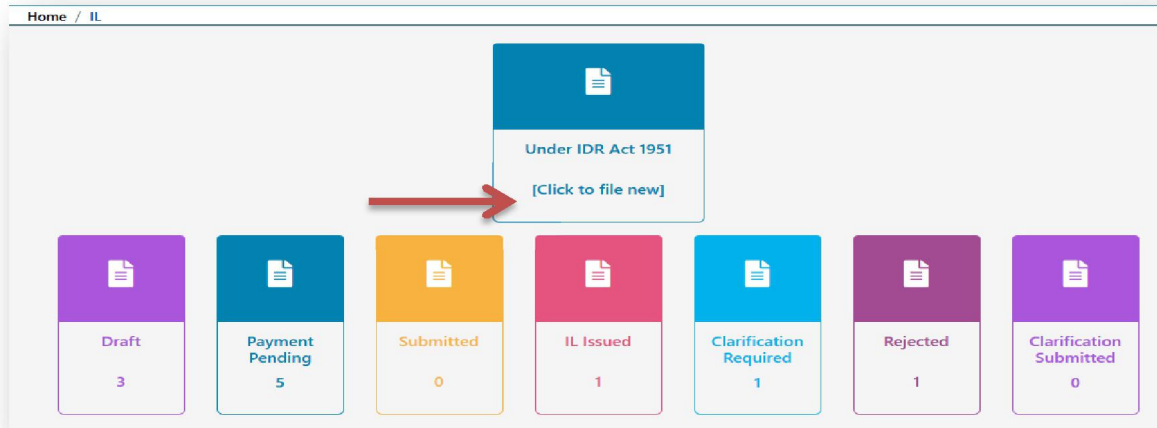Click on Submit, Dashboard will display

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

Click on "Under IDR Act 1951"

Fill mandatory fields

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**".

Description of activities to be undertaken

○ Industrial Use ○ Defence use ○ Both

4(C). Briefly indicate process involved in manufactures 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

○ Registeration ○ IEM ○ IL

Number

Date
Pick a date

⊕ Add More

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)		
(C). Foreign Portfolio Investment (FPI)		
(D). Investment by Qualified Foreign Investor (FQI)		
(E) Investment by Foreign Venture Capital Investors (FVCI)		
(F) Non Resident Indian Individual Investments on Repatriable Basis		
(G) Total Foreign Investment (A+B+C+D+E+F)		
2. Total Resident Investment		
(H) Non Resident Investment (NRI) Individual Investment on non-repariable basis		
(I) Other Resident Investment		
(J) Total Resident Investment (H+I)		
(K) Total Investment (G+J)		

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"

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/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

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*9. Attachments

Document Type	Upload File
Ownership Proofs*	Browse... No file selected.
Certification of Incorporation	Browse... No file selected.
Memorandum of association / articles of association	Browse... No file selected.
Board resolution certificate*	Browse... No file selected.
Undertaking of Country of Concern* Download	Browse... No file selected.
FDI	Browse... No file selected.
Other Relevant Document	Browse... No file selected.
Briefly indicate process involved in manufactures of the item(s)	Browse... No file selected.

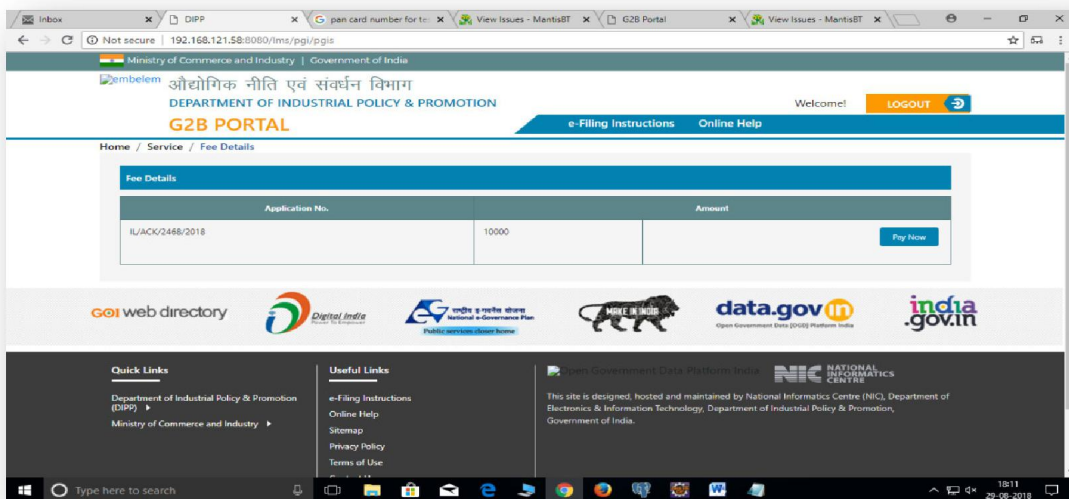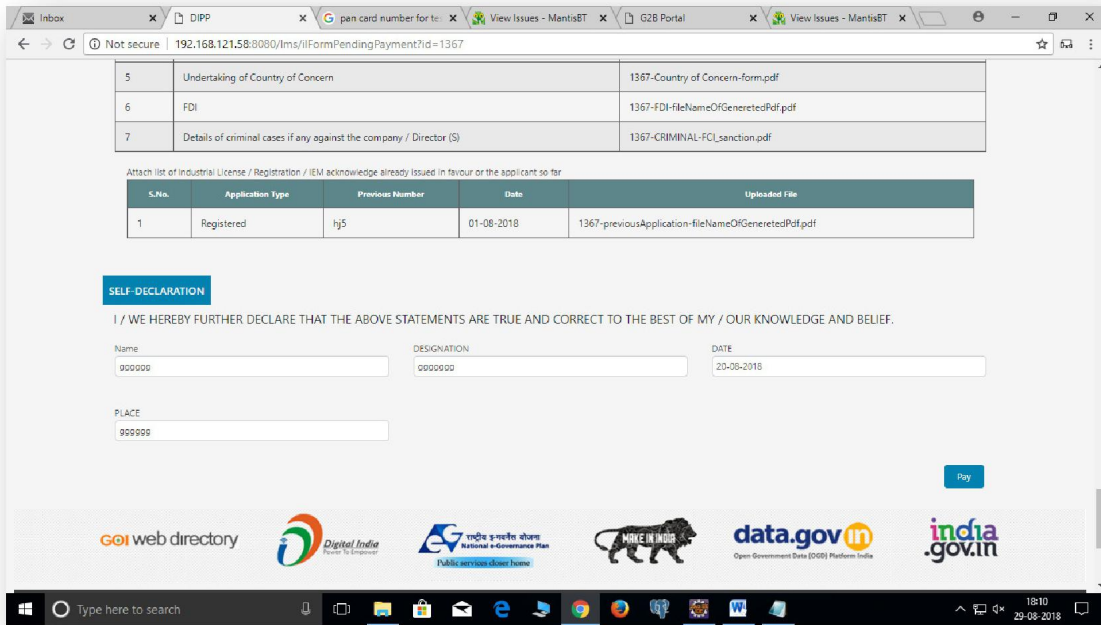Fill mandatory fields
Upload Documents

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"

After Final Submit we will process to Pay

Click on pay button

Click on pay now 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

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

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.
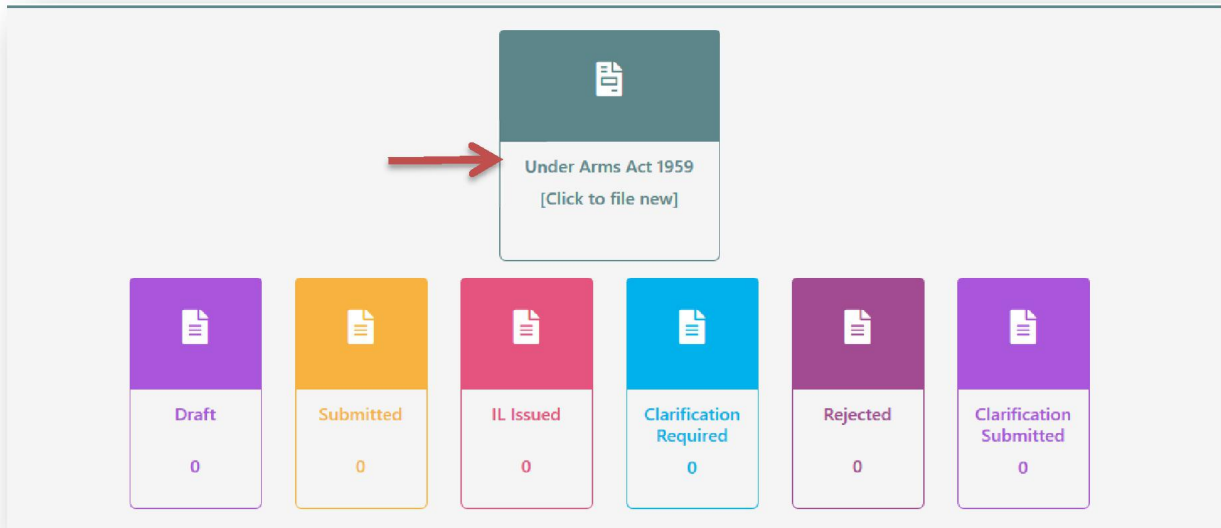

Click on IL number, form will appear.
To pay the payment, click on "Pay Now".

Submitted:- Here list of submitted form will appear.

To view the summary, click on IL number.

3.2 Industrial License - Under Arms Act 1959

Click on "Under Arms Act 1959"

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

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

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.