



User Manual

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# APIIC CITIZEN CHARTER/GENERAL SERVICES

May 2022

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## 1) FAQs – APIIC CITIZEN CHARTER/GENERAL SERVICES

### ■ What are APIIC Citizen Charter/General Services?

The industrial units that are situated or currently in the process of setting up their unit in APIIC industrial parks are required to obtain prior permissions or approvals from APIIC for any changes that are carried out to the project parameters / DPR such as shareholding, ownership, Line of Activity, any lapses in timeline committed, sub-division of plots etc.

The unit holder /allottee is required to apply with the local APIIC Zonal office prior to such changes in the project parameters.

### ■ How to know which permission (General/Charter Service) to apply for?

All the activities related to project implementation within APIIC parks are regulated as per **APIIC Industrial Parks Allotment Regulations**. The allottee may refer to the latest Allotment Regulations to understand the rules that are applicable to changes in project implementation and permissions required thereof.

### ■ Where to apply for these permissions/ approvals?

With an aim to reduce delays related to provision of permissions and NOCs to units located within industrial parks, identified services related to prior approvals and permissions required at various stages of project implementation are now completely enabled online. The allottees can apply for these permissions /approvals / NOC by visiting APIIC website at the following link

[www.apiic.in](http://www.apiic.in) > Service Requests > Entrepreneur Login

### ■ What services are currently available online?

The following services are currently available online and these services following the guidelines of Ease of Doing Business

S.N	Service Name
1	Additional Line of Activity
2	Change of constitution of the firm through stake dilution upto 49%
3	Change of Line of Activity
4	Permission for Change of Name of the Firm
5	Transfer of Allotment through stake sale above 49%
6	Restoration of allotment (failure to execute lease deed)
7	Withdrawal of allotment after approval of SLAC / DIEPC
8	Permission for sub-letting of plot premises
9	Sub-division/bifurcation of plot
10	Request for execution of sale deed (plot area less than 5 Acres)

S.N	Service Name
11	Request for execution of sale deed (plot area more than 5 Acres)
12	NOC for mortgage of allotted plot (for raising bank loan to aid project implementation)
13	Extension of Time (EoT) for Project Implementation
14	Extension of time (EoT) for Advance Payment (from 90 days upto 180 days)

▪ **What is the procedure to apply for these services?**

These services follow the guidelines of Ease of Doing Business where the applicant can submit online application, attach soft copies of documentation required, make payment online and download the approval letter. To know more about the procedure to apply for the services, click the individual procedures available in this document.

▪ **Is it required to submit physical copies of application or documentation at the APIIC office?**

No, there is no need to submit physical copy of application or any documentation at the office. No visit to office is required for the approval purpose. All correspondence needs to be carried out online only.

▪ **Is it required to submit physical copies of application or documentation at the APIIC office?**

No, there is no need to submit physical copy of application or any documentation at the office. No visit to office is required for the approval purpose. All correspondence needs to be carried out online only.

▪ **Is it required to pay any fee at the time of application?**

There is no need to make any payment at the time of application submission. The Competent Authority shall process the application and communicates '[Provisional Approval](#)' to the applicant which contains certain conditions that are needed to be fulfilled and the requisite process fee/condonation fee to be made.

▪ **How to make the payment of process fee / condonation fee?**

A payment link will be available on the dashboard of applicant login after the application is provisionally approved. The payment amount as fixed by Land Allotment Regulations to be paid online. The applicant can click the link to reach the payment gateway and make payment online.

▪ **Where to collect the final approval/NOC/Permission letter?**

The final approval letter will be available for download in the applicant dashboard.

▪ **Why am I reaching the AP Single Desk Portal after clicking the 'Entrepreneur Login' on the APIIC Portal?**



To ensure that all the services related to industries are available under one roof, all the APIIC Charter Services are developed on the Single Desk Portal. By clicking the link [www.apiic.in](http://www.apiic.in) > Service Requests > Entrepreneur Login, the allottee (applicant) shall land on the Single Desk Portal where he/she shall create an account with the Single Desk Portal by entering basic details to like Name, Address to register and create login credentials

▪ **If I am already registered with Single Desk Portal as a part of our unit's Pre-establishment approvals, Do I need to register again?**

No, there is no need to register again with the Single Desk Portal again. The login credentials obtained for Land allotment, pollution, factories etc. approvals can be used to apply for APIIC Charter services.

▪ **What is the process for registering on the Single Desk Portal?**

By providing basic details of the establishment and representative contact details, a unit can be registered on the Single Window portal. The process of registration with Single Desk Portal is detailed in the link given below

[https://www.apindustries.gov.in/APIndus/UserInterface/SingleWindowServicesApplication/Public/Help\\_Videos.aspx](https://www.apindustries.gov.in/APIndus/UserInterface/SingleWindowServicesApplication/Public/Help_Videos.aspx)

Once registered, the details of User ID and Password are communicated to the user through SMS and email. The default user id is PAN Number provided by the user during registration.

▪ **What is the process for obtaining permissions/NOCs/approvals under the APIIC Charter Services?**

After login credentials are generated, the applicant shall login with the Single Desk Portal and select 'APIIC Charter Services' on the top menu bar. The applicant then fill-up the Common Application Form -A and then select the applicable Charter Service from the list and proceed with filling up and submission

▪ **I have already filled up the Common Application Form as a part of our unit's pre-establishment/pre-operation approvals, am I required to fill-up CAF Part A for the APIIC Charter Services?**

Yes, the applicant is required to fill-up the CAF Part A for APIIC Charter Services. The CAF Part A shall capture specific details of allotted plot and allottee details which are useful for processing the approvals/permissions.

▪ **Do I have to fill the CAF Part A for every new permission/NOC under the APIIC Charter Services?**



No, the CAF Part A needs to be filled only once for an allotment number. All the subsequent applications related changes to project parameters in that allotment number can be done without the need to fill CAF Part again. However, if there are changes in the allottee details, plot details etc., it is recommended to update the CAF Part A otherwise, the application may be rejected for incorrect information.

- **How to fill the Common Application Form (Part A)?**

Please follow the instructions given in the link below

- **How to fill the application form for specific APIIC Charter Service (Part B)?**

Please follow the instructions given in the link below

- **Whom to contact if I need more information?**

Connect with APIIC support team at +91-863-2381850

## 2) STEP-BY-STEP PROCESS FOR FILLING UP THE CHARTER SERVICE COMMON APPLICATION FORM PART A

1. Login with your Single Desk Portal credentials at the link <https://www.apindustries.gov.in/APIndus/UserInterface/SingleWindowServicesApplication/Public/EntrepreneurLogin.aspx>

By default, PAN CARD given at the time of registration will be the username. The password is sent to the mobile no./email ID provided during registration and you can easily reset the password if forgotten, by clicking the 'Forgot Password?'. The new password will be sent to the registered mobile number through OTP.

2. After logging in click 'APIIC GENERAL SERVICES' as shown below

DEPARTMENT OF INDUSTRIES  
GOVERNMENT OF ANDHRA PRADESH

Last Logged in 01-Jun-2022 12:23 PM  
Technical Support (10 AM to 6 PM IST) +91 8919647160

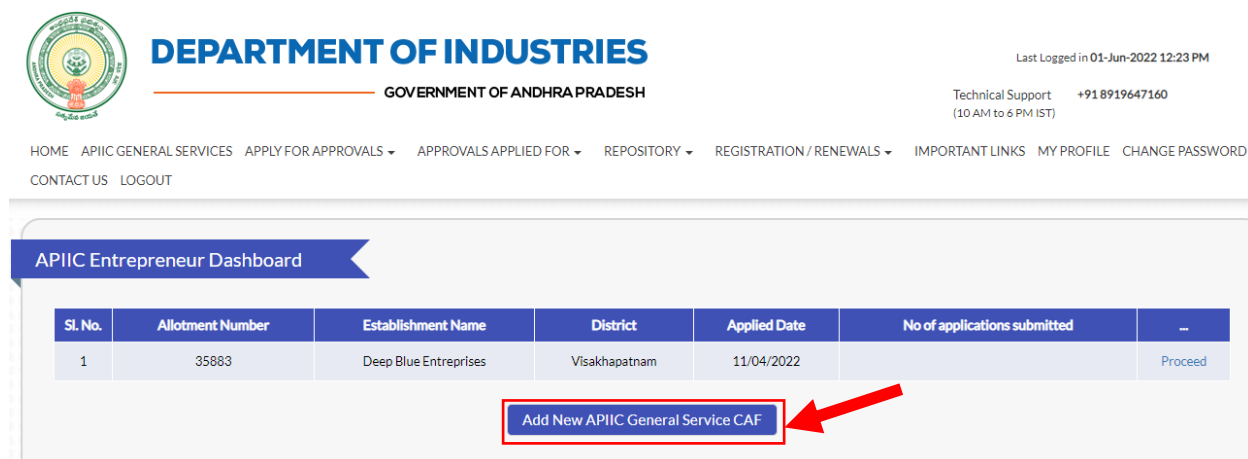
HOME **APIIC GENERAL SERVICES** REQUEST MONITORING INTEGRATED ANNUAL RETURN KNOW YOUR APPROVALS LOGOUT

### Entrepreneur Dashboard

Sl. No.	Organisation Name	Location	Sector	Line of Activity	Total No. of Applications				--
					Required	Approved	Rejected	Pending with Department	
1	Test Enterprise	Krishna	Electronics	Manufacturing of wiring harness products	29	0	0	1	Proceed

Add New Organisation

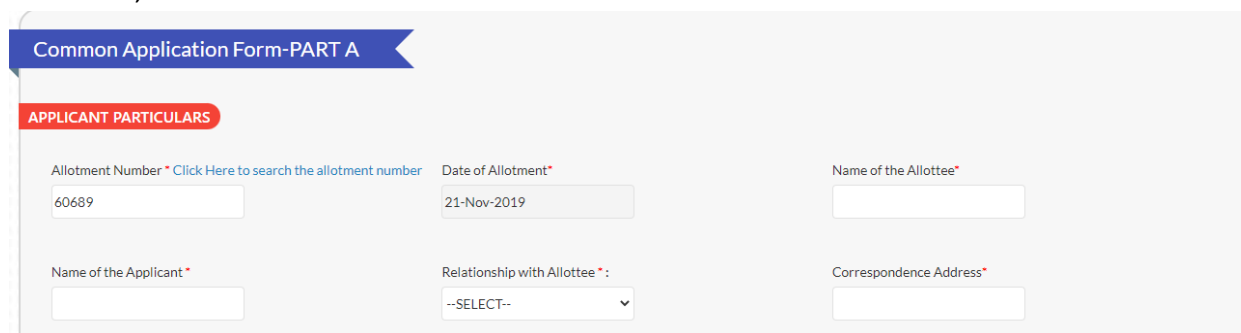
3. You will reach the 'APIIC GENERAL SERVICES DASHBOARD' as shown below. The dashboard contains the CAF Forms previously filled for a particular allotment number. To create a new CAF form, click the button 'Add New APIIC General Service CAF' as shown below:



The screenshot shows the 'DEPARTMENT OF INDUSTRIES' website for the 'GOVERNMENT OF ANDHRA PRADESH'. The user is logged in as 'APIIC Entrepreneur Dashboard' on 01-Jun-2022 at 12:23 PM. The page features a navigation menu with options like 'HOME', 'APIIC GENERAL SERVICES', 'APPLY FOR APPROVALS', 'APPROVALS APPLIED FOR', 'REPOSITORY', 'REGISTRATION / RENEWALS', 'IMPORTANT LINKS', 'MY PROFILE', 'CHANGE PASSWORD', 'CONTACT US', and 'LOGOUT'. A table lists application details, and a red box highlights the 'Add New APIIC General Service CAF' button with a red arrow pointing to it.

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

4. After clicking the 'Add New APIIC General Service CAF', fresh CAF form will be opened. In the CAF Form, enter the allotment number as shown below:



The screenshot shows the 'Common Application Form - PART A' with a section for 'APPLICANT PARTICULARS'. The form includes fields for 'Allotment Number' (with a search link), 'Date of Allotment', 'Name of the Allottee', 'Name of the Applicant', 'Relationship with Allottee', and 'Correspondence Address'. The 'Allotment Number' field is pre-filled with '60689' and the 'Date of Allotment' is '21-Nov-2019'.

After entering the Allotment Number, the details such as 'Date of Allotment', Name of the unit and Plot No. are automatically fetched from the allotment database. You will not be able to edit the details. In case of any difference, kindly contact the local APIIC Zonal Office.

5. If you do not remember the 'Allotment Number', click 'Click here to search the allotment number' as shown below:




Common Application Form-PART A

APPLICANT PARTICULARS

Allotment Number [Click Here to search the allotment number](#) Date of Allotment\*  
 60689 21-Nov-2019  
 Name of the Allottee\*  
 \_\_\_\_\_

Name of the Applicant\* Relationship with Allottee\* Correspondence Address\*  
 \_\_\_\_\_ --SELECT-- \_\_\_\_\_

6. The link opens a search facility. You can search 'Allotment Number', based on various search parameters such as, Name of the Industry, Application Number, Entrepreneur Name etc. Enter the details to fetch the 'Allotment Number'



Andhra Pradesh Industrial Infrastructure Corporation  
 ( A Govt. of Andhra Pradesh Undertaking )

PLEASE SELECT ANY BUTTON BELOW TO GET ALLOTMENT DETAILS

NAME OF THE INDUSTRY ALLOTMENT NUMBER APPLICATION NUMBER

INDUSTRIAL PARK PLOT NO ENTREPRENEUR NAME

ENTER NAME OF THE INDUSTRY submit

7. After entering the 'Allotment Number' make sure that the details such as 'Date of Allotment', Name of the unit and Plot No. are pre-filled. **You will not be able to proceed without the pre-filled details.** In case of error, kindly contact the support team.  
 Proceeding further, enter the details in the unfilled part of 'Applicant details' as shown below:

Common Application Form-PART A

APPLICANT PARTICULARS

Allotment Number [Click Here to search the allotment number](#) Date of Allotment\* Name of the Allottee\*  
 60689 21-Nov-2019 SV Kumar

Name of the Applicant\* Relationship with Allottee\* Correspondence Address\*  
 SV Kumar Self Plot No 59, APIIC Industrial Par

Mobile Number\* Email ID\*  
 9999999999 svkumar@gmail.com

8. Enter the establishment details such as PAN, GSTIN and Power Service Connection Number etc. as shown below:

**ESTABLISHMENT DETAILS**

PAN of the Enterprise: \*

GSTIN of the UNIT:

Power Service Connection No:\*

9. Enter the establishment name, type, sector, Line of Activity etc. as shown below:

Name of the unit\*

Type of the establishment \*

Sector \* :

Line of Activity \* :

CIN Number (for Companies)

Name of the unit\*

Type of the establishment \*

Sector \* :

Line of Activity \* :

Registered Address\*

Select the certificate \*

Enter the Certificate Identification Number \* :

**PLOT DETAILS**

Plot No\*

Plot Area (in sq.mts) \*

Mobile Number \*

Email ID \* :

Connection No:\*

pharmaceuticals

for Companies)

**EST**

- Select---
- Ayurvedic And Homeopathic Medicine
- Biotech Products
- Bulk Drugs
- Bulk Drugs Pharmaceuticals
- Bulk Drugs, Intermediates
- Chemicals And Allied Substances And Products
- Cosmetics Manufacturing
- Drug Formulations
- Drugs Manufacturing
- Empty Gelatin Capsules
- Herbal Extracts
- Homeopathic Medicines
- Injectable Dosage Forms In Vials And Ampoules
- Intermediates For Pharmaceuticals
- Manufacturers Of Apis And Their Intermediates
- Manufacturers Of Bulk Drugs And Api
- Manufacturing Bulk Drugs, Intermediates And Fine Chemicals
- Manufacturing Of Api (Active Pharmaceutical Ingredient)
- Manufacturing Of Ayurvedic Veterinary Medicines

10. Select certificate applicable and enter the certificate number as issued by Government of India after registration of the unit. For MSMEs Udyam or UAM, for large companies Industrial Entrepreneurship Memorandum (IEM) or Industrial License (IL) as applicable.

Line of Activity \* :

Registered Address \* :

CIN Number (for Companies) :

Select the certificate \* :  (dropdown menu open showing UAM, IEM, IL)

Enter the Certificate Identification Number \* :

11. Enter the plot details as shown below and submit the CAF Part A form

**PLOT DETAILS**

Plot No \* :

Plot Area (in sq.mts) \* :

Plot Address \* :

Select district of present unit \* :

Zone \* :

Select Industrial Park \* :

12. Select the District, APIIC Zone and Industrial Park in which the plot is situated and click 'Submit' as shown below:

Select district of present unit \* :  (dropdown menu open showing districts like Anantapur, Chittoor, East Godavari, Guntur, Krishna, Kurnool, Prakasam, S.P.S.R. Nellore, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari, Y.S.R Kadapa)

Plot Area (in sq.mts) \* :

Plot Address \* :

Zone \* :

Select Industrial Park \* :

Select the certificate \* :

Enter the Certificate Identification Number \* :

**PLOT DETAILS**

Plot No \* :

Plot Area (in sq.mts) \* :

Select district of present unit \* :

Zone \* :

Select Industrial Park \* :  (dropdown menu open showing industrial parks like KONGAVANIPALEM UDL, IP\_SRIKAKULAM, IP\_VIZIANAGARAM, GROWTH CENTRE BOBBILI, APIE\_AMUDALAVALASA, IP\_PYIDIBHIMAVARAM, KONGAVANIPALEM, MIE\_BALAGA, IP\_PALASA, IP\_CHINARAOPALLI, IP\_NELLIMARLA, IP\_SANTABOMMALI, IP\_SOMPET\_LAO\_NCCL, IP\_DEVUNIPALAVALASA, IP\_BOYAPALEM\_VLL, IP\_SANCHAM, IP-MARUPALLI, IP\_CHITTIVALASA, IP\_KANTAKAPALLI)



13. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) LOGOUT

APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

Add New APIIC General Service CAF

### 3) STEP-BY-STEP PROCESS TO APPLY FOR NOC FOR MORTGAGE OF PLOT FOR LOAN

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) [LOGOUT](#)

APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘NoC for Mortgage of Plot for Loan’ from the list as shown below:

APIIC General Services

Select a Service :\*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Click the link ‘Click here to apply for new application’ to proceed

APIIC General Services

Select a Service :\*

NOC for Mortgage of Plot for loan

[Click here to apply for new application](#)

[Back](#)

- Fill up the details required for the application as shown below and click 'Submit':

**NOC for Mortgage of Plot for loan**

Date of physical possession\*  
13/04/2021

Financial Institution from which loan is applied for\*  
ICICI Bank

---

**DETAILS OF LOAN**

Amount (Rs.)\*  
54,00,000

Period of Loan (in Months)\*  
24

Type of Loan\*  
--SELECT--  
Working Capital Loan  
Term Loan (Short/Long)  
Machinery / Equipment Finance  
Loans under Govt. schemes  
Others

---

**DETAILS OF PLOTS TO BE MORTGAGED**

Plot No\*  
54

Area in Sq.mts\*  
3256

Remarks\*  
Entire plot is mortgaged for loan

[Submit](#)

- After clicking 'Submit', the enclosures page opens up. Attach and upload the required enclosures and when all the documents are uploaded click 'Send to Department' as shown below:

**Online Enclosures**

To Apply for NOC for Mortgage of Allotted plot Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Covering letter in applicant's letter head duly signed by Authorized Signatory .	
2	<input type="checkbox"/>	Valid request letter by concerned bank addressed to the Zonal Manager.	
3	<input type="checkbox"/>	Loan sanction letter from Financial Institution as defined in Land Allotment Regulations.	
4	<input type="checkbox"/>	Copy of Board Resolution (in case of company) approving the mortgage of the plot clearly indicating the amount of financial assistance being availed.	
5	<input type="checkbox"/>	If the NOC is applied within 6 months of physical handover, a copy of in-process/or approved CFE from AP PCB.	
6	<input type="checkbox"/>	If the NOC is applied beyond 6 months of physical handover, a copy of approved CFE from AP PCB.	
7	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	

[Choose File](#) | No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

[Upload Enclosure Document](#)

[Send to Department](#)

- The file will be sent to concerned APIIC Zonal Office for processing:

7  CFO from PCB (wherever applicable)

8  No dues certificate from IALA/Local Authority

9  Covering letter in applicant's letter head duly signed by Authorized Signatory with : a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).

10  Sale deed format on stamp paper.

11  Other documents required for execution of sale deed.

**www.apindustries.gov.in says**  
 File sent to the APIIC-Zonal Office.

[OK](#)

## 4) STEP-BY-STEP PROCESS TO APPLY FOR PERMISSION FOR TRANSFER OF ALLOTMENT

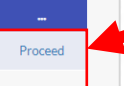
1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) LOGOUT

APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	--
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

Add New APIIC General Service CAF



2. Select the service ‘Permission for Transfer of Allotment’ from the list as shown below:

APIIC General Services

Select a Service \*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:


APIIC General Services

Select a Service \*

Permission for Transfer of Allotment

Click here to apply for new application

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- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, transfer category, DCP and briefly mention the reasons for transfer and click submit:

**Permission for Transfer of Allotment**

Date of Physical handover\*

Transfer Category \*

--SELECT--  
--SELECT--  
Transfer to legal heir  
Proprietor /Individual to another proprietary firm  
Proprietor/Individual to Partnership firm  
Proprietor/Individual to Company (under Companies Act)  
Proprietor/Individual to LLP or such other legal entity  
Partnership to Company (under Companies Act)  
Partnership to LLP or such other legal entity  
Company (under the Companies Act) to Special Purpose Company or such other legal entity  
LLP to Special Purpose Company or such other legal entity  
Others

Date of Commencement of Production \*

Reasons for transfer\*

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for **Permission for Transfer of Allotment** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Covering letter (including reasons for transfer) in company letter head duly signed by Authorized Signatory.	
2	<input type="checkbox"/>	Firm Registration Certificate / Company Incorporation.	
3	<input type="checkbox"/>	Memorandum & Articles of Association .	
4	<input type="checkbox"/>	List of Directors/Partners/Shareholders at the time of allotment & as on date of application for the service (duly certified by CA with UDIN).	
5	<input type="checkbox"/>	Photographs, copy of Identity Proof and PAN Card of proposed proprietor/ partners/ shareholders.	
6	<input type="checkbox"/>	Caste Certificates of New Partners/Shareholders in case of land allotted at subsidized rates for SC/ST/BC/Minority/Women Entrepreneur .	
17	<input type="checkbox"/>	Indemnity bond from the proposed transferee.	
18	<input type="checkbox"/>	NOC from financial institution, if applicable.	

No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.



## 5) STEP-BY-STEP PROCESS TO APPLY FOR RESTORATION OF PLOT AFTER CANCELLATION

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) [LOGOUT](#)

APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘Restoration of plot after cancellation’ from the list as shown below:

APIIC General Services

Select a Service: \*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service: \*

Restoration of plot after cancellation (failure to execute lease deed) ▾

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Final Allotment and briefly mention the reasons for delay and click submit:

Restoration of plot after cancellation

Date of Final Allotment\*

Reasons for delay in execution of lease deed \*

Remarks \*

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

Online Enclosures

To Apply for Restoration of plot after cancellation (failure to execute lease deed) Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Lease deed format on stamp paper.	
2	<input type="checkbox"/>	Revised implementation plan from the date of Restoration Order with clear time frame of project completion.	
3	<input type="checkbox"/>	Self-certification stating compliance to the notice issued by concerned Zonal Manager and reasons for inability to execute the lease within the stipulated time.	
4	<input type="checkbox"/>	Other documents required for execution of lease deed.	

No file chosen  
Please upload .pdf .jpg .jpeg .png file with size less than 10 MB.

## 6) STEP-BY-STEP PROCESS TO REQUEST FOR EXECUTION OF SALE DEED (PLOT AREA LESS THAN 5 ACRES)

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) [LOGOUT](#)

**APIIC Entrepreneur Dashboard**

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

[Add New APIIC General Service CAF](#)

2. Select the service ‘Request for execution of sale deed (Plot area less than 5 acres)’ from the list as shown below:

**APIIC General Services**

Select a Service: \*

--SELECT--

--SELECT--

NOC for Mortgage of Plot for loan

Permission for Transfer of Allotment

Restoration of plot after cancellation (failure to execute lease deed)

Request for execution sale deed (plot area less than 5 acres)

Permission for additional Line of Activity

Permission for Change of Line of Activity (Industrial to Industrial)

Permission for Change of Constitution

Permission for Name Change

Permission for Sub-division of plot

Permission for Sub-letting of plot

Request for EOT for Advance Payment

Request for EOT for Project Implementation

Withdrawal of allotment (after approval of SLAC/DIEPC)

Request for execution sale deed (plot area more than 5 acres)

[Back](#)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

**APIIC General Services**

Select a Service: \*

Request for execution sale deed (plot area les ▾)

[Click here to apply for new application](#)

[Back](#)



4. Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, Line of Activity, DCP etc.:

**Request for execution of sale deed**

**PLOT AREA LESS THAN 5 ACRES**

Date of physical handover *	Date of Commercial Production *	Sector *	Line of Activity at the time of allotment *
05/03/2020	19/10/2021	Electrical & Electronics	Assembling Solar Products
Line of Activity as on date *	Constitution of the firm at the time of allotment *	Constitution as on Date *	
Assembling Solar Products	Private Limited	Private Limited	
Proposed Investment at the time of allotment (Rs.) *	Investment (realized) as on date (Rs.) *	Built up area (as on date) as a percentage of land area (%) *	
5,00,00,000	4,00,00,000	47	

5. Provide the details of employment status (Kindly provide the details of all categories of employment, Direct (on-roll), Contractual, Part-time, etc. and click submit:

**EMPLOYMENT DETAILS:**

Sl. No.	Type of Employment	No. of employees at the time of allotment	Current employment	Edit
1	Direct	20	29	Delete Add
2	Contract	34	44	Delete Add

Remarks \*

Kindly provide permission for change of constitution

**Submit**

6. Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

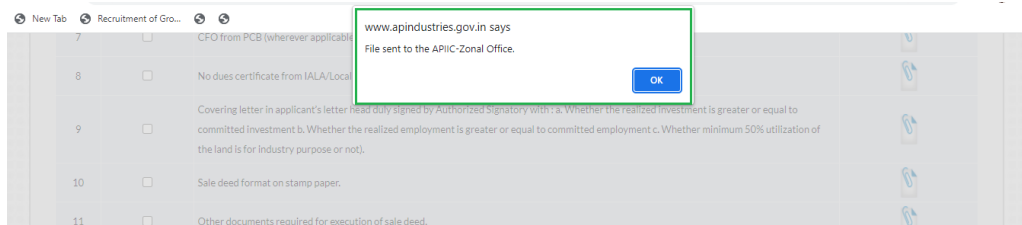
**Online Enclosures**

To Apply for **Request for execution sale deed (plot area less than 5 acres)** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	DCP (Date of Commencement of Production) Certificate.	
2	<input type="checkbox"/>	Power release certificate.	
3	<input type="checkbox"/>	First Sale Invoice & Latest Sale Invoice.	
4	<input type="checkbox"/>	Whether the proposed and final implemented activity is same or not.	
5	<input type="checkbox"/>	Change in constitution if any.	
6	<input type="checkbox"/>	Approved building plan.	
7	<input type="checkbox"/>	CFO from PCB (wherever applicable).	
8	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	
9	<input type="checkbox"/>	Covering letter in applicant's letter head duly signed by Authorized Signatory with : a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).	
10	<input type="checkbox"/>	Sale deed format on stamp paper.	
11	<input type="checkbox"/>	Other documents required for execution of sale deed.	

No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

7. The file will be sent to concerned APIIC Zonal Office for processing:



## 7) STEP-BY-STEP PROCESS FOR PERMISSION FOR ADDITIONAL LINE OF ACTIVITY

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
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APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘Permission for additional Line of Activity’ from the list as shown below:

APIIC General Services

Select a Service :\*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service :\*

Permission for additional Line of Activity ▾

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, Sector, Line of Activity (Current and Proposed), attach the DPR for proposed Line of Activity and click submit

**Permission for Additional of Line of Activity**

Date of Physical handover \* : 04/03/2021

Sector \* : Bulk Drugs, Pharmaceuticals

Line of Activity at the time of allotment \* : Bulk Drugs, Intermediates

Proposed additional Line of Activity \* : Drug Formulations

Briefly provide reasons for Additional Line of Activity (You are also required to attached Detailed Project Report (DPR)) \* :

DPR attached : Choose File NOC\_FOR\_M...OT\_LOAN.pdf

Remarks \* : Additional line of activity drug formulations is planned

**Submit**

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for **Permission for additional Line of Activity** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Detailed Project Report for Proposed Line of Activity.	
2	<input type="checkbox"/>	Statutory approvals (Obtained as on date / Applications filed as on date).	

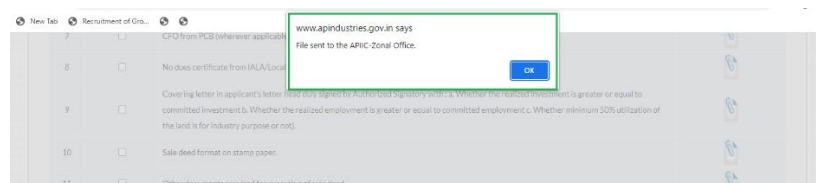
Choose File No file chosen

Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

**Upload Enclosure Document**

**Send to Department** **Back**

- The file will be sent to concerned APIIC Zonal Office for processing:



## 8) STEP-BY-STEP PROCESS FOR PERMISSION FOR CHANGE OF LINE OF ACTIVITY (INDUSTRIAL TO INDUSTRIAL)

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
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**APIIC Entrepreneur Dashboard**

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

[Add New APIIC General Service CAF](#)

2. Select the service ‘Permission for Change of Line of Activity (Industrial to Industrial)’ from the list as shown below:

**APIIC General Services**

Select a Service: \*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:



**APIIC General Services**

Select a Service \*

Permission for Change of Line of Activity (Ind ▼)

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, sector, and Line of Activity (Current and Proposed) and briefly mention the reasons for change and click submit:

**Permission for Change of Line of Activity**

**INDUSTRIAL TO INDUSTRIAL**

Date of Physical handover \*  
01/11/2021

Sector as per Allotment \*  
Auto Components ▼

Line of Activity as per allotment \*  
Automobile Servicing ▼

Sector as per Line of activity \*  
Electrical & Electronics ▼

Proposed Change of Line of Activity\*  
Cables And Conductors ▼

Briefly provide reasons for Change Line of Activity (You are also required to attached Detailed Project Report (DPR)) \*  
Line of Activity to be changed to  
[Choose File](#) 1378-4652-1-PB.pdf

Remarks \*  
changed to Cables and Conductors

[Submit](#)

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for **Permission for Change of Line of Activity (Industrial to Industrial)** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Detailed Project Report for Proposed Line of Activity /Product(s).	
2	<input type="checkbox"/>	Statutory approvals (Obtained as on date / Applications filed as on date).	

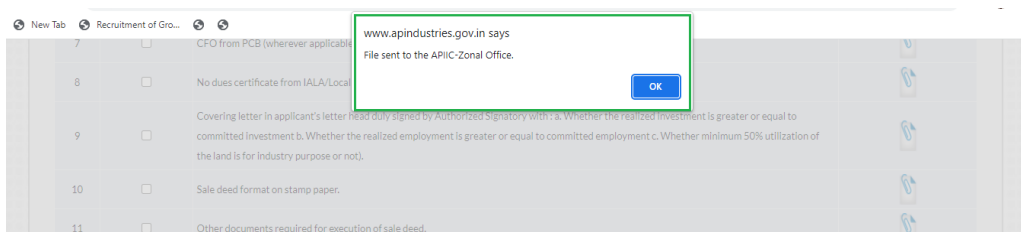
[Choose File](#) No file chosen

Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

[Upload Enclosure Document](#)

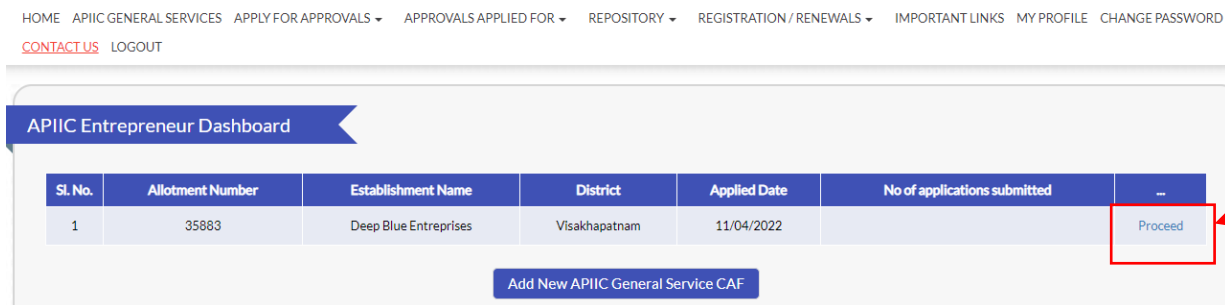
[Send to Department](#) [Back](#)

8. The file will be sent to concerned APIIC Zonal Office for processing:



## 9) STEP-BY-STEP PROCESS FOR PERMISSION FOR CHANGE OF CONSTITUTION

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service



2. Select the service ‘Permission for Change of Constitution’ from the list as shown below:



3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service:\*

Permission for Change of Constitution

[Click here to apply for new application](#)

Back

4. Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, constitution change category, DCP and briefly mention the reasons for change of constitution and click submit:

Permission for Change of Constitution

Date of Physical Handover\*  
04/03/2021

Proposed Change\*  
Partnership firm to proprieto

Date of Commencement of Production (DCP)\*  
01/12/2021

Reasons for Change of Constitution (A separate document clearly specifying the reasons, signed by Authorized signatory on firm letter head to be submitted)\*  
Choose File | 1378-4652-1-PB.pdf

Remarks\*  
Change of Constitution due to

Constitution of the firm at the time of allotment\*  
LLP

Constitution as on date\*  
LLP

Reasons for Change of Constitution  
Exit of all the partners in the firm

Category of the Allottee\*  
General

Submit

5. Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for **Change of constitution of the firm** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Covering letter in applicant's letter head duly signed by Authorized Signatory.	
2	<input type="checkbox"/>	Firm Registration Certificate / Company Incorporation.	
3	<input type="checkbox"/>	Memorandum & Articles of Association.	
4	<input type="checkbox"/>	List of Directors/Partners/Shareholders at the time of allotment and as on date of application for the service (duly certified by CA with UDIN, that the change of constitution does not result in dilution of the existing stakes below 51%).	
5	<input type="checkbox"/>	Copy of Board Resolution (in case of company) approving the change in constitution.	
6	<input type="checkbox"/>	In case of Partnership firm, a copy of partnership deed at the time of allotment & as on date of application for the service.	
7	<input type="checkbox"/>	If the change of constitution is related to inheritance/ succession, a. Death certificate (in case of death of allottee) b. Family member certificate issued by competent authority c. Proper person certificate or succession certificate issued by competent authority.	
8	<input type="checkbox"/>	Caste Certificates of New Partners/Shareholders In case of land allotted at subsidized rates for SC/ST/BC/Minority/Women Entrepreneur .	
10	<input type="checkbox"/>	Photographs, copy of Identity Proof and PAN Card of proposed proprietor/ partners/ shareholders.	
11	<input type="checkbox"/>	Udyami Certificate/IEM/IL of the project.	
12	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	

Choose File | No file chosen

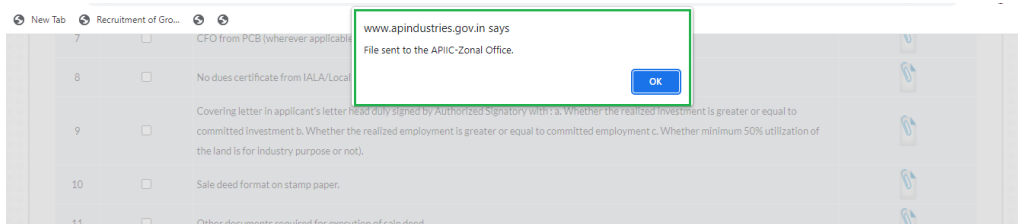
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

Upload Enclosure Document

Send to Department

Back

9. The file will be sent to concerned APIIC Zonal Office for processing:



## 10) STEP-BY-STEP PROCESS FOR PERMISSION FOR NAME CHANGE

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
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APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘Permission for Name Change’ from the list as shown below:

APIIC General Services

Select a Service \*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service \*

Permission for Name Change

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, sector, Proposed change in name, and briefly mention the reasons for change in name and click submit:

**Permission for Change of Name**

Date of Physical Handover\*  Sector\* :  Line of Activity as per allotment\*  Proposed name of the firm\*

CIN (if registered under Companies Act)\*  Reasons for Change of Name\*  Reasons for Change of Name (A separate document clearly specifying the reasons, signed by Authorized signatory on firm letter head to be submitted)\*  1378-4652-1-PB.pdf Remarks\*

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for Permission for Name Change Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Covering letter (including the reasons for change of name) in applicant's letter head duly signed by Authorized Signatory.	
2	<input type="checkbox"/>	Memorandum & Articles of Association (Old & New).	
3	<input type="checkbox"/>	In case of Partnership firm, a copy of partnership deed at the time of allotment & as on date of application for the service.	
4	<input type="checkbox"/>	List of Directors/Partners/Shareholders at the time of allotment & as on date of application for the service (duly certified by CA with UDIN).	
5	<input type="checkbox"/>	Copy of Board Resolution (In case of company) approving the Change in Name.	
6	<input type="checkbox"/>	Last three (3) months power bill/payment receipts to ascertain the working status.	
7	<input type="checkbox"/>	Dissolution of partnership deed, as applicable.	
8	<input type="checkbox"/>	Udyami Certificate/IEM/IL of the project.	
9	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	

No file chosen  
Please upload .pdf/jpg/jpeg/png file with size less than 10 MB.

- The file will be sent to concerned APIIC Zonal Office for processing:

New Tab Recruitment of Gro...  CFO from PCB (wherever applicabl...  No dues certificate from IALA/Local...  Covering letter in applicant's letter head duly signed by Authorized Signatory with: a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).  Sale deed format on stamp paper.  Other documents required for execution of sale deed.

www.apindustries.gov.in says  
File sent to the APIIC-Zonal Office.

## 11) STEP-BY-STEP PROCESS FOR PERMISSION FOR SUB-DIVISION OF PLOT

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
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**APIIC Entrepreneur Dashboard**

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘Permission for Sub-division of plot’ from the list as shown below:

**APIIC General Services**

Select a Service: \*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

[Back](#)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

**APIIC General Services**

Select a Service: \*

Permission for Sub-division of plot ▾

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, Plot (which is being sub-divided), details of the divisions and click submit:

**Permission for Sub-Division of plot**

DATE OF PHYSICAL HANDOVER\*

**PLOT NO.(ALLOTTED) & SUB DIVISIONS :-**

PLOT NO\*

AREA in sq.mts\*

Is the unit operational as on date ?\*  YES  NO

Have you registered the sale deed of sub-division of plot\*  YES  NO

**NO OF SUB-DIVISIONS PROPOSED\***

**NO OF SUB-DIVISIONS PROPOSED\***

Sl.No.	Part	Area	Length	Width	Boundaries	Edit
1	<input type="text" value="A"/>	<input type="text" value="2045"/>	<input type="text" value="45"/>	<input type="text" value="45"/>	<input type="text" value="Road on the eastern"/>	Delete Add
2	<input type="text" value="B"/>	<input type="text" value="955"/>	<input type="text" value="91"/>	<input type="text" value="95"/>	<input type="text" value="Plot 56"/>	Delete Add

TOTAL AREA(Sum of Areas of all parts)\*

Remarks \*

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

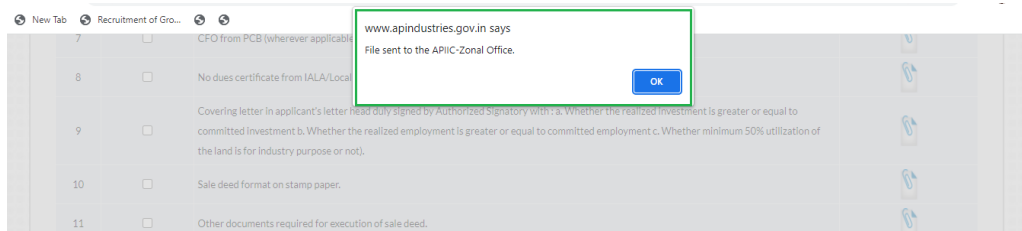
To Apply for Permission for Sub-division of plot Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl.No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Approved layout plan ( i.e., by UDA/DTCR/VCMID of APIIC) marking the plot proposed for sub-division.	
2	<input type="checkbox"/>	Link documents/Title flow documents of the plot.	
3	<input type="checkbox"/>	Sketch of proposed sub-division clearly showing the boundaries, dimensions road access to the sub-divided plots (signed by the applicant and counter signed by ZM).	
4	<input type="checkbox"/>	In case of death of allottee: a. Death certificate (in case of death of allottee) b. Family member certificate issued by competent authority c. Proper person certificate or succession certificate issued by competent authority.	
5	<input type="checkbox"/>	Project Report for Proposed Line of Activity /Product(s) on the sub-divided plot.	
6	<input type="checkbox"/>	Agreement to Sale in case of Transfer of the sub divided plot.	
7	<input type="checkbox"/>	Copy of Board Resolution (in case of company) for the purpose of sub-division and sale.	
8	<input type="checkbox"/>	Property tax paid receipt, as applicable.	
9	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	
10	<input type="checkbox"/>	Last three (3) months power bill /payment receipts to ascertain the working status.	

No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.



6. The file will be sent to concerned APIIC Zonal Office for processing:



The screenshot shows a browser window with a tab titled "Recruitment of Gro...". The main content is a checklist with the following items:

- 7  CFO from PCB (wherever applicable)
- 8  No dues certificate from [ALA/Local
- 9  Covering letter in applicant's letter head duly signed by Authorized Signatory with a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).
- 10  Sale deed format on stamp paper.
- 11  Other documents required for execution of sale deed.

A pop-up message box is overlaid on the checklist, displaying the text: "www.apindustries.gov.in says File sent to the APIIC-Zonal Office." with an "OK" button.

## 12) STEP-BY-STEP PROCESS FOR PERMISSION FOR SUBLETTING OF PLOT

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) LOGOUT

APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘Permission for Subletting of plot’ from the list as shown below:

APIIC General Services

Select a Service :\*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service :\*

Permission for Sub-letting of plot

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, sector of sub-lettee, period of lease etc. and briefly mention the details of sub-let and click submit:

**Permission for Sub-letting of Plot**

DATE OF PHYSICAL HANDOVER \*  
16/11/2021

SECTOR OF THE SUB-LETTEE \*:  
Electrical & Electronics

LINE OF ACTIVITY OF THE SUB-LETTEE \*  
Compact Disc, Computer Flo

PERIOD OF LEASE (YEARS) \*  
5

REMARKS \*  
Subletting part of the building to SS electricals

**SUBMIT**

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Enclosure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for **Permission for Sub-letting of plot** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

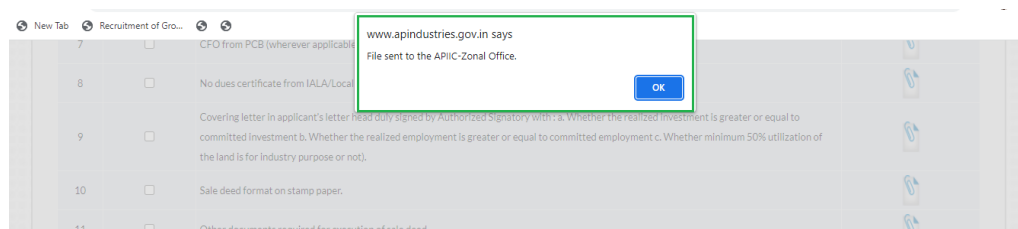
Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Detailed Project Report for Proposed Line of Activity /Product(s) in the sub-let plot.	
2	<input type="checkbox"/>	Statutory approvals (Obtained as on date / Applications filed as on date).	
3	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	
4	<input type="checkbox"/>	Building Plan demarcated for sub-letting (Approved by Engineer / Architect).	

Choose File No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

**Upload Enclosure Document**

**Send to Department** **Back**

- The file will be sent to concerned APIIC Zonal Office for processing:



### 13) STEP-BY-STEP PROCESS FOR REQUEST FOR EOT FOR ADVANCE PAYMENT

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) LOGOUT

APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		<a href="#">Proceed</a>

[Add New APIIC General Service CAF](#)

2. Select the service ‘Request for EOT for Advance Payment’ from the list as shown below:

APIIC General Services

Select a Service :\*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service :\*

Request for EOT for Advance Payment ▾

[Click here to apply for new application](#)

[Back](#)

4. Fill up the form by entering required details such as Advance amount paid till now and briefly mention the reasons for transfer and click submit:

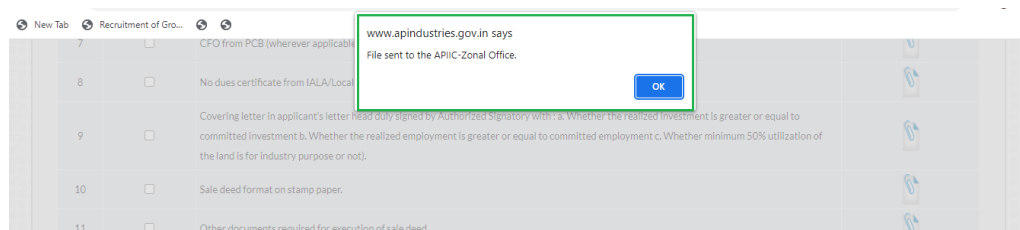
Request For EOT For Advance Payment

**DETAILS OF ADVANCE PAYMENTS MADE TILL NOW :-**

AMOUNT*	567000	DATE*	07/04/2022
REASONS FOR EXTENSION OF TIME OF ADVANCE PAYMENT*	Delay in the loan from bank	REMARKS*	Kindly allow time till June 30 2022

SUBMIT

5. There is no need to provide any additional documentation, file will be sent to concerned APIIC Zonal Office for processing after clicking 'Send to Department' button:



## 14) STEP-BY-STEP PROCESS FOR REQUEST FOR EOT FOR PROJECT IMPLEMENTATION

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
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APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

[Add New APIIC General Service CAF](#)

2. Select the service ‘Request for EOT for Project Implementation’ from the list as shown below:

APIIC General Services

Select a Service :\*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

APIIC General Services

Select a Service :\*

Request for EOT for Project Implementation ▾

[Click here to apply for new application](#)

[Back](#)

- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, area of the plot etc. and click submit:

**EOT for Project Implementation**

Area of the plot * <input type="text" value="4368"/>	Allotment rate Rs.(per sq.mt) * <input type="text" value="2100"/>	Date of physical handover* <input type="text" value="07/07/2021"/>
Date of Sale Agreement* <input type="text" value="13/10/2021"/>	Stipulated time for project implementation* <input type="text" value="30/06/2022"/>	Committed Investment (as per allotment) Rs.* <input type="text" value="45,00,00,000"/>
Investment (realized) as on date (Rs)* <input type="text" value="31,00,00,000"/>		

- Confirm the questionnaire by answering 'Yes', 'No', 'Not Applicable' as shown below. Kindly provide the details whenever asked.

**CONFIRMATION**

Whether the allottee has been granted any previous extensions. If yes, please provide period of extension & penalty amount, if any paid Details	<input type="text" value="No"/>	
Whether the allottee obtained Financial assistance /sanctioned letter from the Financial Institutions. If so please provide details Details	<input type="text" value="Yes"/>	Enter details <input type="text" value="HDFC Bank, Rs. 2.5 Cr"/>
Whether the sale deed executed prior to implementation	<input type="text" value="No"/>	
Whether court cases are pending, if so present status on the WP/OS Details	<input type="text" value="No"/>	

Whether the allottee is willing to give notarized undertaking on Rs. 100 NJ stamp paper to surrender the possession of plot/land on failure to implement the project within the stipulated time	<input type="text" value="No"/>	
Whether the allottee is willing to furnish three consecutive bimonthly progress reports with photographs as evidence on progress on implementation	<input type="text" value="No"/>	
Whether the allottee is willing to execute & register cancellation deed	<input type="text" value="Yes"/>	

- Provide the details of approvals applied as a part of various government regulations whether the approval 'Applied', 'Not Applicable', 'Yet to Apply' and provide the date of application as applicable.

7. Provide the details on the status of project implementation by giving the details of various stages of project in the form of 'Completed', 'Under progress', 'Yet to Start' and provide the dates (Proposed as per original DPR/Project Plan), and revised.

STATUS OF PROJECT IMPLEMENTATION			
PROJECT STAGE	PROPOSED TIMELINE	CURRENT STATUS	REVISED TIMELINE
Commencement of Civil works*	<input type="text" value="04/05/2022"/>	Completed	<input type="text"/>
Completion of works upto basement level*	<input type="text" value="26/04/2022"/>	Completed	<input type="text"/>
Completion of construction*	<input type="text" value="17/05/2022"/>	Completed	<input type="text"/>
Ordering of Machinery*	<input type="text" value="30/06/2022"/>	Under progress	<input type="text"/>
Machinery Erection*	<input type="text" value="31/07/2022"/>	Yet to start	<input type="text"/>
Trial production*	<input type="text" value="15/09/2022"/>	Yet to start	<input type="text"/>
Commercial Operations*	<input type="text" value="31/10/2022"/>	Yet to start	<input type="text"/>

8. Provide the details of approvals applied as a part of various government regulations whether the approval 'Applied', 'Not Applicable', 'Yet to Apply' and provide the date of application/Issuance as applicable and click submit

STATUS OF STATUTORY APPROVALS		
APPROVAL	STATUS	DATE OF APPLICATION/DATE OF ISSUANCE
1.Power Connection*	Applied	<input type="text" value="22/03/2022"/>
2.Power release*	Applied	<input type="text" value="15/03/2022"/>
3.Building Permission *	Applied	<input type="text" value="15/03/2022"/>
4.Fire NOC*	Applied	<input type="text" value="5/03/2021"/>
5.Consent for Establishment*	Applied	<input type="text" value="15/03/2022"/>
6.Consent for Operations*	Applied	<input type="text" value="15/05/2021"/>
7.Factory Plan*	Applied	<input type="text" value="23/03/2021"/>
8.Factory License*	Yet to Apply	<input type="text" value="02/06/2022"/>
9.Labour Registrations*	Yet to Apply	<input type="text" value="19/05/2022"/>
10.Environmental Clearance (if applicable) *	NA	<input type="text"/>
Remarks *	<input type="text"/>	

**SUBMIT**



- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for Request for EOT for Project Implementation Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Statutory approvals (Obtained as on date / Applications filed as on date).	
2	<input type="checkbox"/>	Reasons for delay in implementation of the project & revised timelines for implementation on the company letter head.	
3	<input type="checkbox"/>	Notarized undertaking form in the prescribed format.	
4	<input type="checkbox"/>	Details of investment construction of buildings (excluding compound wall), machinery, power duly certified by statutory auditor.	
5	<input type="checkbox"/>	Any dues pertaining to earlier Extension of Time sanctioned to be cleared. A declaration in that regard need to be submitted..	

Choose File No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

Upload Enclosure Document

Send to Department Back

- The file will be sent to concerned APIIC Zonal Office for processing:

New Tab Recruitment of Gro...

7	<input type="checkbox"/>	CFO from PCB (wherever applicable)	www.apindustries.gov.in says File sent to the APIIC-Zonal Office.
8	<input type="checkbox"/>	No dues certificate from IALA/Local	
9	<input type="checkbox"/>	Covering letter in applicant's letter head duly signed by Authorized Signatory with : a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).	
10	<input type="checkbox"/>	Sale deed format on stamp paper.	
11	<input type="checkbox"/>	Other documents required for execution of sale deed.	

## 15) STEP-BY-STEP PROCESS FOR WITHDRAWAL OF ALLOTMENT (AFTER APPROVAL OF SLAC/DIEPC)

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

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**APIIC Entrepreneur Dashboard**

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

[Add New APIIC General Service CAF](#)

2. Select the service ‘Withdrawal of allotment (After approval of SLAC/DIEPC)’ from the list as shown below:

**APIIC General Services**

Select a Service :\*

--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:

**APIIC General Services**

Select a Service :\*

Withdrawal of allotment (after approval of SLA ▾)

[Click here to apply for new application](#)

[Back](#)

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- Fill up the form by entering required details such as Date of application, and briefly mention the reasons for withdrawal and click submit:

Withdrawal of allotment

Date of Application\*

Reasons for withdrawal \*

Remarks \*

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

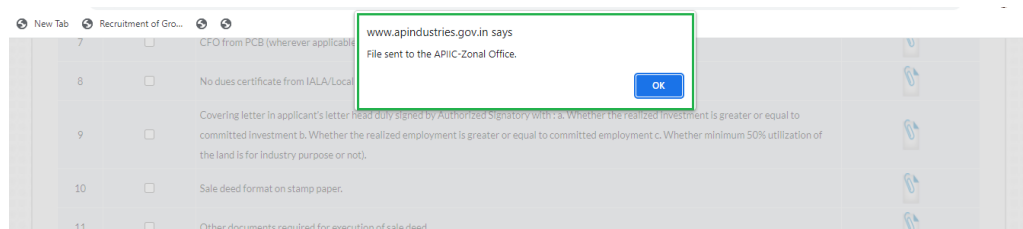
Online Enclosures

To Apply for **Withdrawal of allotment** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	Registration for the service shall be through OTP verification of the Allotee's mobile number a) Bank Mandate Form (IFSC, A/c No., Name of Bank, etc.) b) Cancelled cheque.	

No file chosen  
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

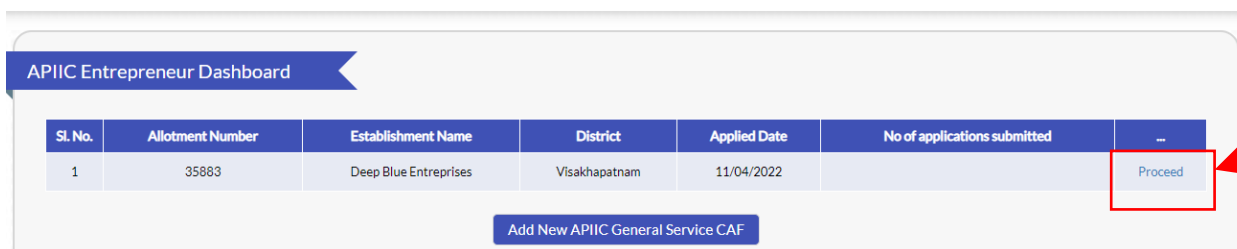
- The file will be sent to concerned APIIC Zonal Office for processing:



## 16) STEP-BY-STEP PROCESS FOR REQUEST FOR EXECUTION OF SALE DEED (PLOT AREA MORE THAN 5 ACRES)

1. After submitting the “Common Application Form PART A” the dashboard gets updated with the CAF Form as shown below. Click ‘Proceed’ to start applying for APIIC Charter Service

HOME APIIC GENERAL SERVICES APPLY FOR APPROVALS ▾ APPROVALS APPLIED FOR ▾ REPOSITORY ▾ REGISTRATION / RENEWALS ▾ IMPORTANT LINKS MY PROFILE CHANGE PASSWORD  
[CONTACT US](#) [LOGOUT](#)



APIIC Entrepreneur Dashboard

Sl. No.	Allotment Number	Establishment Name	District	Applied Date	No of applications submitted	...
1	35883	Deep Blue Entreprises	Visakhapatnam	11/04/2022		Proceed

Add New APIIC General Service CAF

2. Select the service ‘Request for execution of sale deed (plot area more than 5 acres)’ from the list as shown below:



APIIC General Services

Select a Service :\*

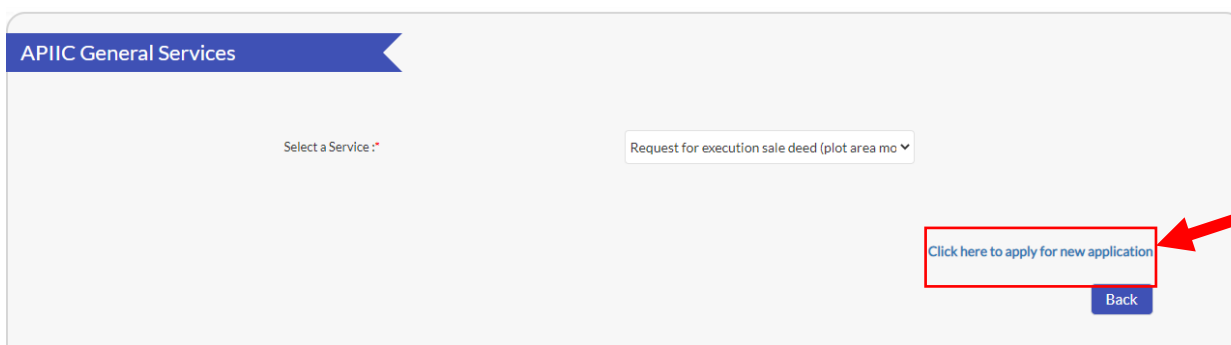
--SELECT--

- SELECT--
- NOC for Mortgage of Plot for loan
- Permission for Transfer of Allotment
- Restoration of plot after cancellation (failure to execute lease deed)
- Request for execution sale deed (plot area less than 5 acres)
- Permission for additional Line of Activity
- Permission for Change of Line of Activity (Industrial to Industrial)
- Permission for Change of Constitution
- Permission for Name Change
- Permission for Sub-division of plot
- Permission for Sub-letting of plot
- Request for EOT for Advance Payment
- Request for EOT for Project Implementation
- Withdrawal of allotment (after approval of SLAC/DIEPC)
- Request for execution sale deed (plot area more than 5 acres)

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3. Once the service is selected, click the ‘Click here to apply for new application’ as shown below to proceed:



APIIC General Services

Select a Service :\*

Request for execution sale deed (plot area mo ▾

Click here to apply for new application

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- Fill up the form by entering required details such as Date of Physical handover or Date of Physical Possession of the plot, DCP, Investment details, project constitution etc.

**Request for execution of sale deed**

**PLOT AREA GREATER THAN 5 ACRES**

Date of physical handover \*  Date of Commercial Production \*  Sector \* :  Line of Activity at the time of allotment \* :

Line of Activity as on date \*  Constitution of the firm at the time of allotment \*  Constitution as on Date \*

Proposed Investment at the time of allotment (Rs.) \*  Investment (realized) as on date (Rs.) \*  Built up area (as on date) as a percentage of land area (%) \*

- Enter the employment details. Please enter all types of employment in the project

**EMPLOYMENT DETAILS:**

Sl. No.	Type of Employment	No. of employees at the time of allotment	Current employment	Edit
1	<input type="text" value="Direct"/>	<input type="text" value="12"/>	<input type="text" value="15"/>	Delete Add
2	<input type="text" value="Contractual"/>	<input type="text" value="45"/>	<input type="text" value="57"/>	Delete Add

Remarks \*

- Upload the required documentation for processing the application. Kindly ensure that all the required documentation is uploaded by clicking 'Upload Ensure Document' after every attachment. Click 'Send to Department' after upload of all documents.

**Online Enclosures**

To Apply for **Request for execution sale deed (plot area more than 5 acres)** Clearance, The following enclosures need to be uploaded online. Please select the enclosure and then choose file to upload

Sl. No.	Select	Enclosure Name	Attachment
1	<input type="checkbox"/>	DCP (Date of Commencement of Production) Certificate.	
2	<input type="checkbox"/>	Power release certificate.	
3	<input type="checkbox"/>	First Sale Invoice & Latest Sale invoice.	
4	<input type="checkbox"/>	Whether the proposed and final implemented activity is same or not.	
5	<input type="checkbox"/>	Change in constitution if any.	
6	<input type="checkbox"/>	Approved building plan.	
7	<input type="checkbox"/>	CFO from PCB (wherever applicable).	
8	<input type="checkbox"/>	No dues certificate from IALA/Local Authority.	

9	<input type="checkbox"/>	Covering letter in applicant's letter head duly signed by Authorized Signatory with : a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).	
10	<input type="checkbox"/>	Sale deed format on stamp paper.	
11	<input type="checkbox"/>	Other documents required for execution of sale deed.	

Choose File | No file chosen

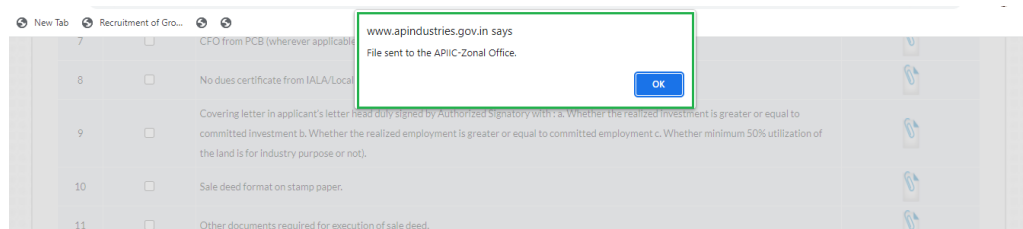
Please upload .pdf/.jpg/.jpeg/.png file with size less than 10 MB.

Upload Enclosure Document

Send to Department

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## 7. The file will be sent to concerned APIIC Zonal Office for processing:



www.apindustries.gov.in says  
File sent to the APIIC-Zonal Office.

OK

7  CFO from PCB (wherever applicable)

8  No dues certificate from IALA/Local

9  Covering letter in applicant's letter head duly signed by Authorized Signatory with : a. Whether the realized investment is greater or equal to committed investment b. Whether the realized employment is greater or equal to committed employment c. Whether minimum 50% utilization of the land is for industry purpose or not).

10  Sale deed format on stamp paper.

11  Other documents required for execution of sale deed.