Purpose of the Document

This document will explain how to apply for “Trade License” on Single Window Portal in a language non-technical person can understand.
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PROCEDURE FOR APPLICATION SUBMISSION

Step-1: Visit the official website of Department of Industries Himachal Pradesh by clicking on the below link [http://emerginghimachal.hp.gov.in/](http://emerginghimachal.hp.gov.in/)

Step-2: Now, create your user account by registering yourself with Single Window Clearance System. Go-to “Investor Sign-up” and get your registered credentials after filling all the mandatory information.

Step-3: After successful registration on SWCS, user will get an acknowledgment on both email and registered mobile.

Step-4: Now, fill the mandatory application form and upload the scanned copy of documents enlisted in checklist for Trade License.

Step-5: After successful entries of mandatory fields and uploading of scanned documents, user can make online payment.

Step-6: After payment is done successfully, user can finally submit the application to the department.
1. Home Page

The Govt. of Himachal Pradesh has launched Single Window Portal for Investors. Every investor who intends to invest in Himachal Pradesh and existing Investor who want to apply for various approvals can access the portal by using below mentioned link.

Website URL: [http://emerginghimachal.hp.gov.in/](http://emerginghimachal.hp.gov.in/)
2. Investor Registration/Login

1. To register as Investor Click on “Investor Sign-up” button.

2. Following page is displayed on clicking “Investor Sign-up” where user is require to click on “Register” button.
3. Following page is displayed on clicking “Register” where user is require to fill all the requisite details. After submission of details click on “Register” button as highlighted below.
4. User will receive “One Time Password” on his mobile number that he has entered in last screen. User need to enter this OTP in following screen and click on Verify OTP.

5. After successful verification of OTP, an activation link is sent to the resisted email id.

6. Click on link in order to activate Single Window Account.
3. Investor Sign-in

1. Visit the website as mentioned by following the link [http://emerginghimachal.hp.gov.in/](http://emerginghimachal.hp.gov.in/)

Click on Investor “Investor Sign-in” in order to login.

1. Click on “Login” to proceed to login screen.

Please Authenticate via SSO to continue.
2. Enter User name & Password on the following screen and click on “LOG IN”. Username can be registered email id & IUID that user will receive after registration on Email as well as mobile SMS.
4. Apply for grant of Trade License

1. Login to the website as mentioned in step 3. Following screen will be the dashboard of the user. “Incomplete applications” will show the applications not completed by the applicant, “Pending applications” will show the applications pending with the department for approval, “Approved applications” will show approved applications of the investor and “Rejected applications” will show applications rejected by the department. Click on “UD & TCP” in left panel.
2. Following page is displayed where the user may select the service from the list of services available as shown below (Trade License). User may click on “Apply” button in “Trade License”.
3. Following page is displayed on clicking on “Apply” tab. Here the user is required to submit all the requisite information as shown below.
4. Once all the details are entered and the “Save and next” tab is clicked, user is landed on the below page where the user is required to submit documents. This can be done by selecting the file and uploading it.

5. User may click on the “Submit” tab. Once the application is submitted, applicant is sent confirmation of the submission of application through SMS. Screenshot of SMS is given below:

Only two documents are required for processing
The current status of the application can be accessed on the dashboard of the applicant by clicking on the application “ID”.

6. Once the application is submitted, inspection is carried out by the department officials and the applicant is informed of the schedule/date of inspection through SMS.

Application Name: Trade License
Application ID: 53
Message: Inspection is scheduled on 2017-08-17.
7. After inspection applicant is requested to submit the applicable fee online through debit/credit card or online banking.

After clicking on “Pay Now” following page is displayed for making payments and selecting the mode of payment.

8. For tracking the current status of the application, user may hover over to Dashboard where he/she may check the current status of the application. On clicking on the application ID tracking can be done.
On clicking on the application ID, tracking can be done with the complete application history.

Once the application is approved it is reflected on the dashboard of the user and an SMS is also sent to the user apprising the approval of the application. Here user may download the approved certificate as shown below.
On clicking on the application ID, tracking can be done with the complete application history.