Purpose of the Document

This document will explain how to apply for “Mukhya Mantri Swavlamban Yojana-2018” on Single Window Portal in a language non-technical person can understand.

User Guide

Single Window System
CAF
Steps for User Registration

1. **Step - 1:**
   Please enter URL http://emerginghimachal.hp.gov.in/ in internet browser to open homepage of SWCS

2. **Step - 2:**
   Please click on the ‘Investor Registration’ for new registration as highlighted in image:

   ![Image of Investor Registration](image)

3. **Step – 3:**
   Fill information of all fields in investor registration form and then click REGISTER:

   ![Image of Investor Registration Form](image)
Step – 4:

After step-3 user will receive IUID and a secret code for verification on mobile number. Please enter the secret code for verification.

4. Step – 5:

After entering the verification code, you will be redirected to login page to login with your newly generated IUID/Email-id and password you have entered in registration form during step-4:
5. **Step – 6:**

Click on the Department of Industries dropdown arrow

![Department of Industries dropdown](image1)

6. **Step – 7:**

Click on the CAF:

![CAF dropdown](image2)
7. **Step – 8:**

Enter the required details of CAF form in 4 Steps

**Step1:**

![Image of CAF form interface]

*Common Application Form*

**Entreprise Detail**

- IIN: 206961780
- Name: Test company 3
- Corresponding Address: Test address
- PIN Code: 123456
- Mobile: 9862103208
- Email: ehtsahar30thakur@gmail.com
- Telephone: 9862103208
- Fax: 

**Details of M.D/Managing Partner/CEO / Lead Promoter/ Proprietor**

- Name: Hemant Thakur
- Designation: Managing Partner
- Mobile: 9862103208
- Email: ehtsahar30thakur@gmail.com
- Telephone: 9862103208
- Fax: 

**Details of Authorized Coordinator/Person**

- Name: Hemant Thakur
- Designation: TL
- Email: ehtsahar30thakur@gmail.com
- Mobile: 9862103208
- Telephone: 9862103208
- Fax: 

**Organisation Details**

- Nature: Other
- Other nature: Simple
- Description: Test address
- Project Status: Expansion

**Financial Indicators of the Enterprise / Firm for Last 3 Financial Years in INR Lakhs (if any)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Turn Over</th>
<th>Profit before Tax</th>
<th>Net Worth</th>
<th>Reserves &amp; Surplus</th>
<th>Share Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Step 2:

**Common Application Form**

**Investment Details**
- **Nature of unit**: 
  - Services
- **Unit Type**: Large (More than 5 Crore)

**Process Description**
- **Type of Industry**: White
- **Expected Date of Commercial Production**: 2017-08-18
- **NIT & EAC Code**: NIT-65548 Code

**Details of Investment (INR Lacs)**

<table>
<thead>
<tr>
<th>Land</th>
<th>Building</th>
<th>Equip - ment</th>
<th>Other Fixed Assets</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>36</td>
</tr>
</tbody>
</table>

**Details of Intellectual Investment (INR Lacs)**

<table>
<thead>
<tr>
<th>Other Soft Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

**Plant & Machinery Detail**

<table>
<thead>
<tr>
<th>Plant &amp; Machinery Detail</th>
<th>Area for Plan &amp; Machinery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Text</td>
</tr>
</tbody>
</table>

**Details of Employment**

<table>
<thead>
<tr>
<th>Category</th>
<th>Male (Existing)</th>
<th>Male (New)</th>
<th>Male (Contractual)</th>
<th>Female (Existing)</th>
<th>Female (New)</th>
<th>Female (Contractual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Unskilled</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>IT/IS Professional</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Employment**: 36
Step 3:
Step 4: Click on Submit box after filling all details
Thank You