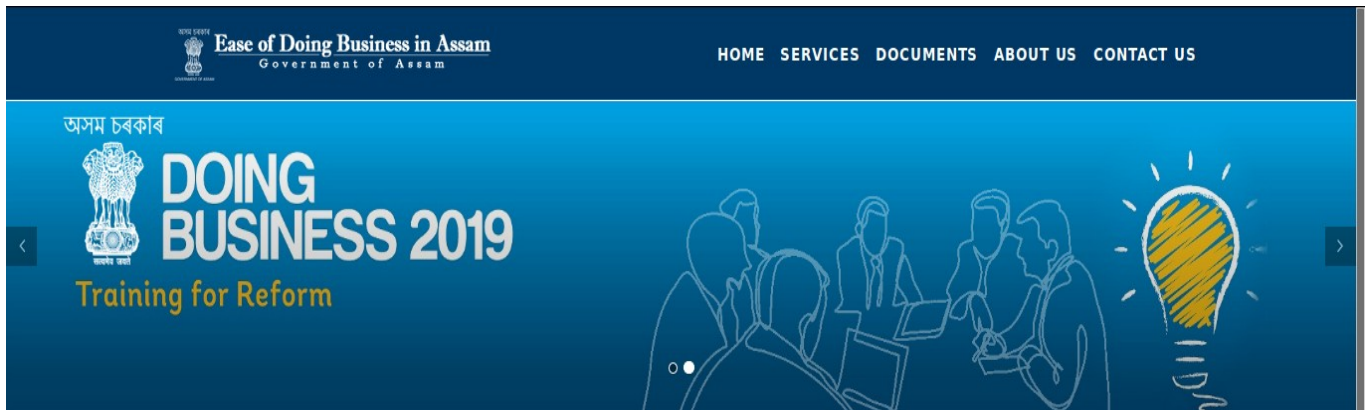




STEP 1: Log on to <https://eodb.assam.gov.in>



Ease of Doing Business in Assam aims to create a platform for providing best support towards the prospective and existing business community in the state and drives forward the state's vision of prosperity for all - by employing technology, innovation, inclusivity and sustainability as key factors for development. It provides objective measures of business regulations.

Ease of Doing Business in Assam encourages economies to compete towards more efficient regulation; it looks at domestic small and medium-size companies and measures the regulations applying to them through their life cycle. Government of Assam is there to guide and help you set up your Industry in the State of Assam.

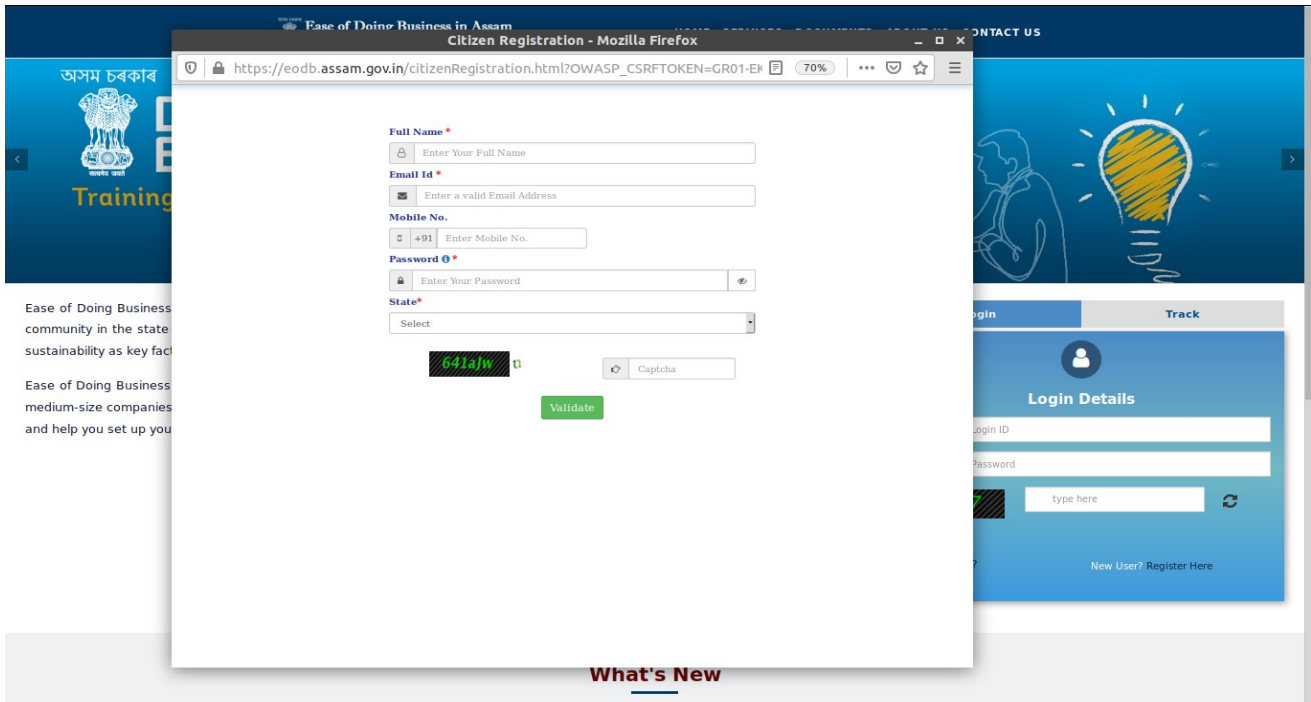
STEP 2:

- For Existing Registered Users :User can proceed with existing **Login Id & password**.
- For a new User: Registration of the user is needed and the process for a new user registration is elaborated in the next few steps below.

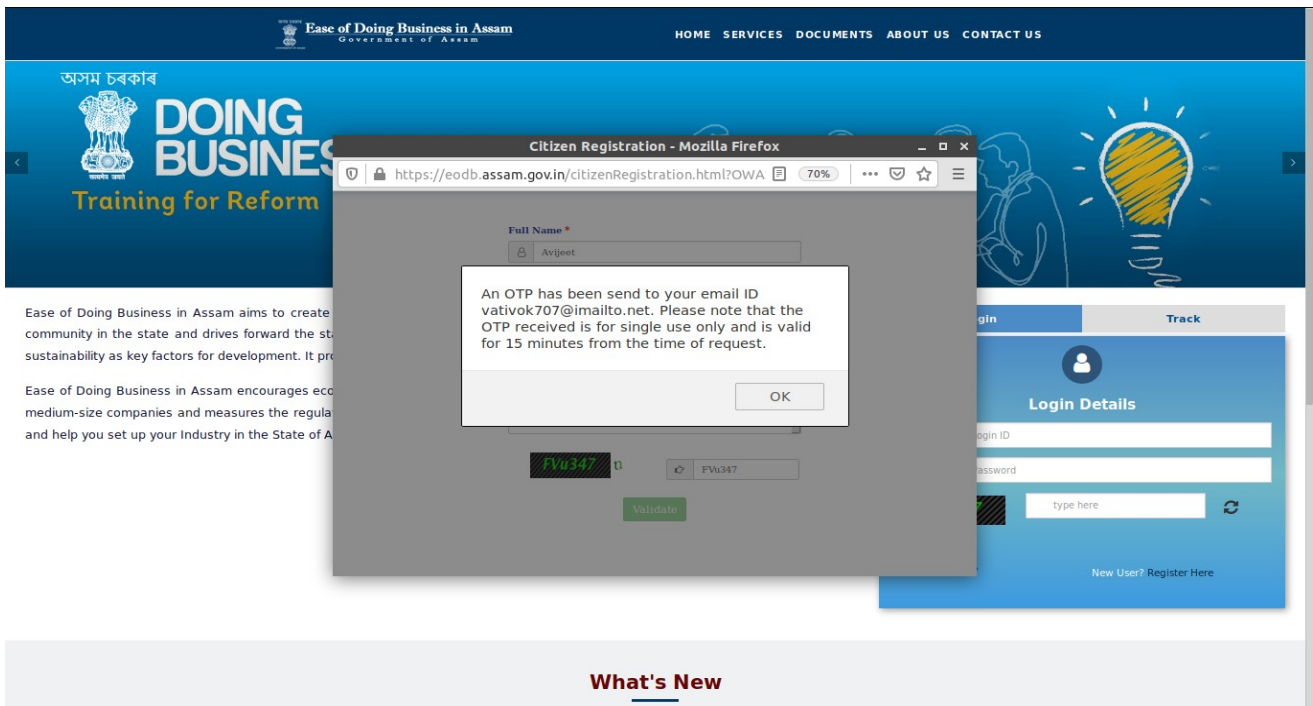
STEP 3: Click “**Register Here**” to register for a new User.



STEP 4: Fill in the details and proceed with “Validate” .

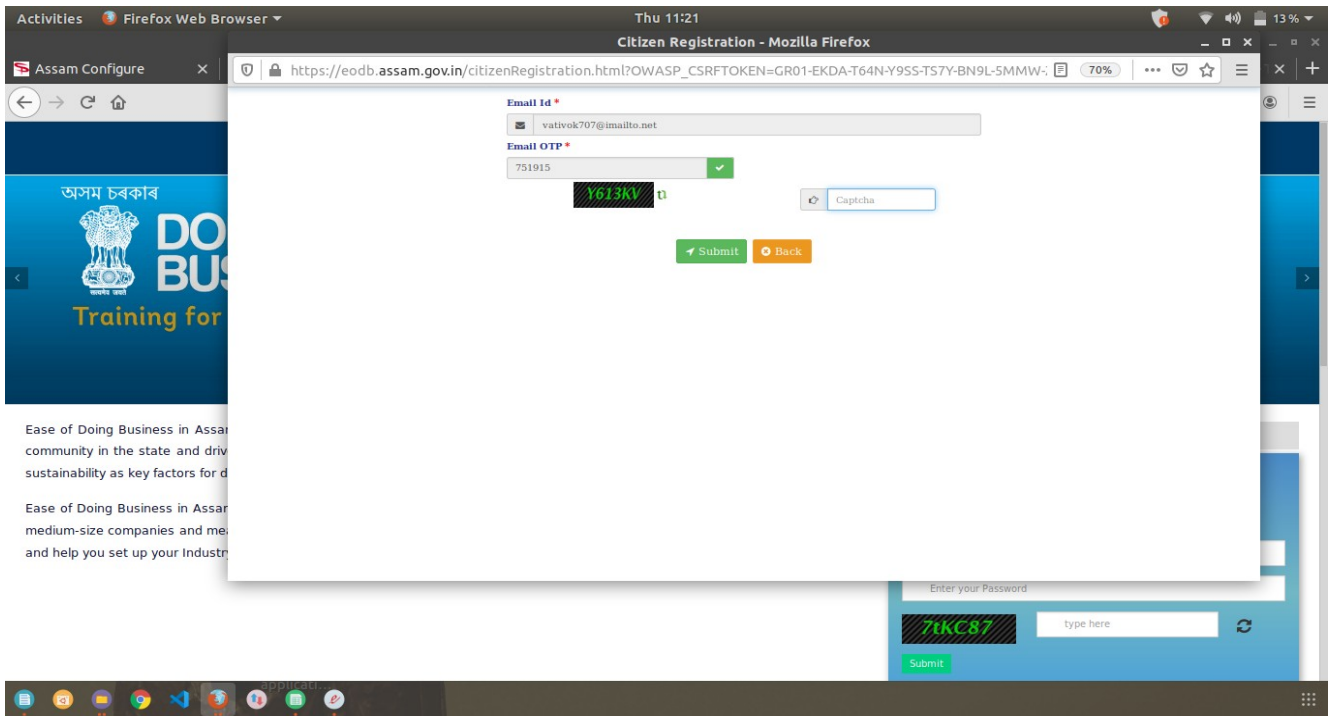


STEP 5: An OTP will be sent to the user provided email address for verification purpose.

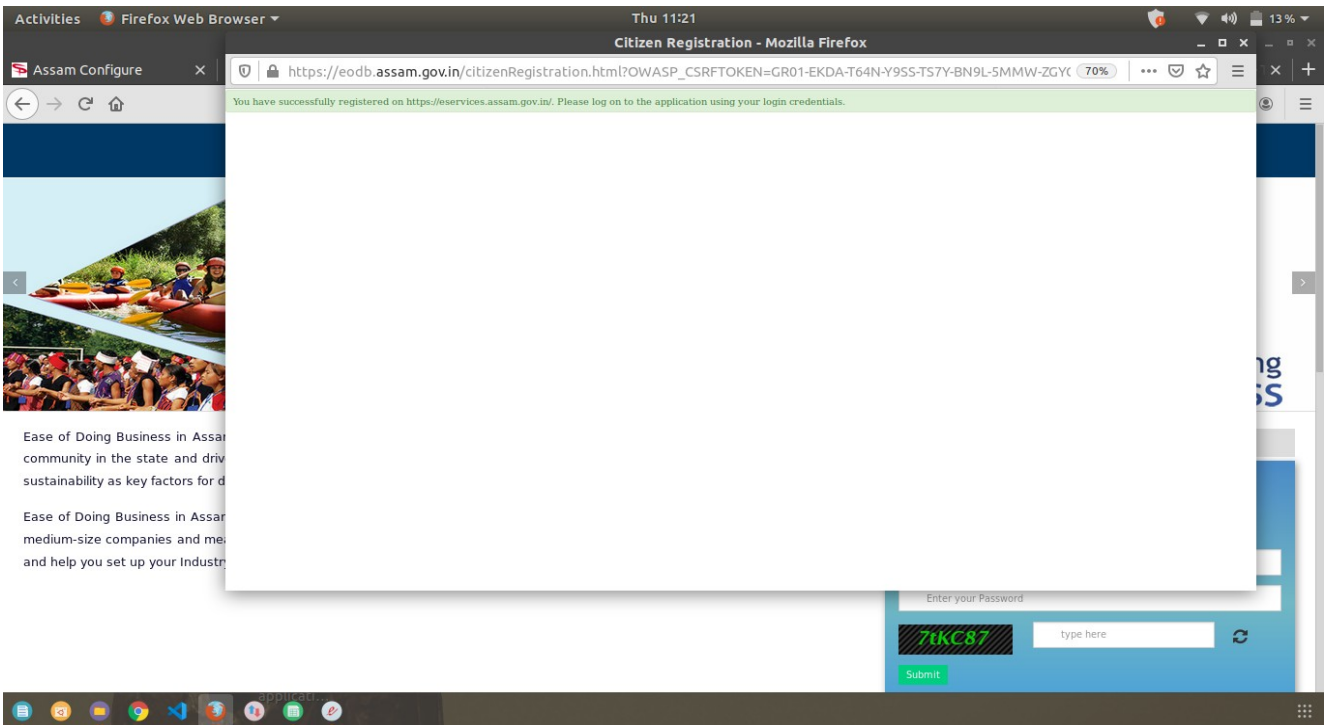




STEP 6: Enter the OTP received in the email address and proceed to “Submit” .



STEP 7: Successful registration of email ID on the application has been completed.





Step 8: To find the list of all department linked services available we can move to “Services” option tab above in the navigation.

The screenshot shows the website header with navigation tabs: HOME, SERVICES, DOCUMENTS, ABOUT US, CONTACT US. Below the header is a banner with various images. The main content area is titled "Services - Department Wise" and lists several departments with expandable menus. A flowchart titled "Login to eodb.assam.gov.in" shows two paths: "User with UBIN (Unique Business Identification Number)" and "User without UBIN (Unique Business Identification Number)", which leads to "Apply for CAF (Common Application Form) under Industries Department".

Services - Department Wise

- Labour Welfare +
 - Commissionerate of Labour
 - Inspectorate of factories
 - Inspectorate of Boilers
- Revenue and Disaster Management
- Health and Family Welfare +
- Industries and Commerce +
- Power +
- Tourism +

<https://eodb.assam.gov.in/resources/homePage/18/eodb/services.html#home2>

STEP 9: Under Department Wise List ,list of sub departments can be viewed and may be selected as all the services available under the office will be displayed. i.e for example we select : Labour Welfare-> Inspectorate of Factories->ALL SERVICES.

The screenshot shows the website with the "Services - Department Wise" menu expanded to "Inspectorate of factories". The "ALL SERVICES" tab is selected, displaying a list of services with "REQUIREMENTS" and "APPLY" buttons.

ALL SERVICES	PRE-OPERATION	POST-OPERATION
Application for Factory Plan Approval		REQUIREMENTS APPLY
Application for Registration / Renewal and Grant of Factory License (Form No 2)		REQUIREMENTS APPLY
Application for Transfer of Factory License		REQUIREMENTS APPLY
Application for Amendment to Factory License		REQUIREMENTS APPLY



STEP 10: Clicking on “**REQUIREMENTS**” option displays the required documents, fees required and time line of the service.

- **For Offline FEES:** The payment has to be made through treasury challan.
- **For Online FEES:** The Payment can be made during the online application process through integrated e-GRAS system

Application for Registration and Grant of Factory License (Form No 2)

Required Documents to avail the service.

- (1) A flow chart of the manufacturing process supplemented by a brief description in its stage.
- (2) Plans drawn to scale, showing the site of the factory and immediate surrounding including adjacent buildings and other structural road, drains etc.
- (3) Plans drawn to scale, showing the plan elevation and necessary cross- section of various buildings indicating all relevant details relating to natural lightning, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of plan and machinery, aisles and passage ways.
- (4) No Objection Certificate from local authority (Municipal or Gaon Panchayat).
- (5) In case of partnership firm partnership deed, NOC from other partners for nominating one of the partner as occupier.

Required Fee.

- **Offline:** The appropriate amount of fees shall be paid into the local treasury under The Head of Account, "0230- Labour and Employment, 104- Fees realized under The Factories Act"

Timeline of Service. Factories as defined under section 2 (m) (ii) and not involving hazardous process as defined under Section 2 (cb)

- 10 days

Factories involving non-hazardous process

- 30 days

Major accidental hazardous installations and factories involving hazardous process.

- 45 (ninety) days (30 days for the appraisal of site by the site appraisal committee and 10 days for approval from the Government, 5 days for Registration and Licensing by the Chief Inspector of Factories)

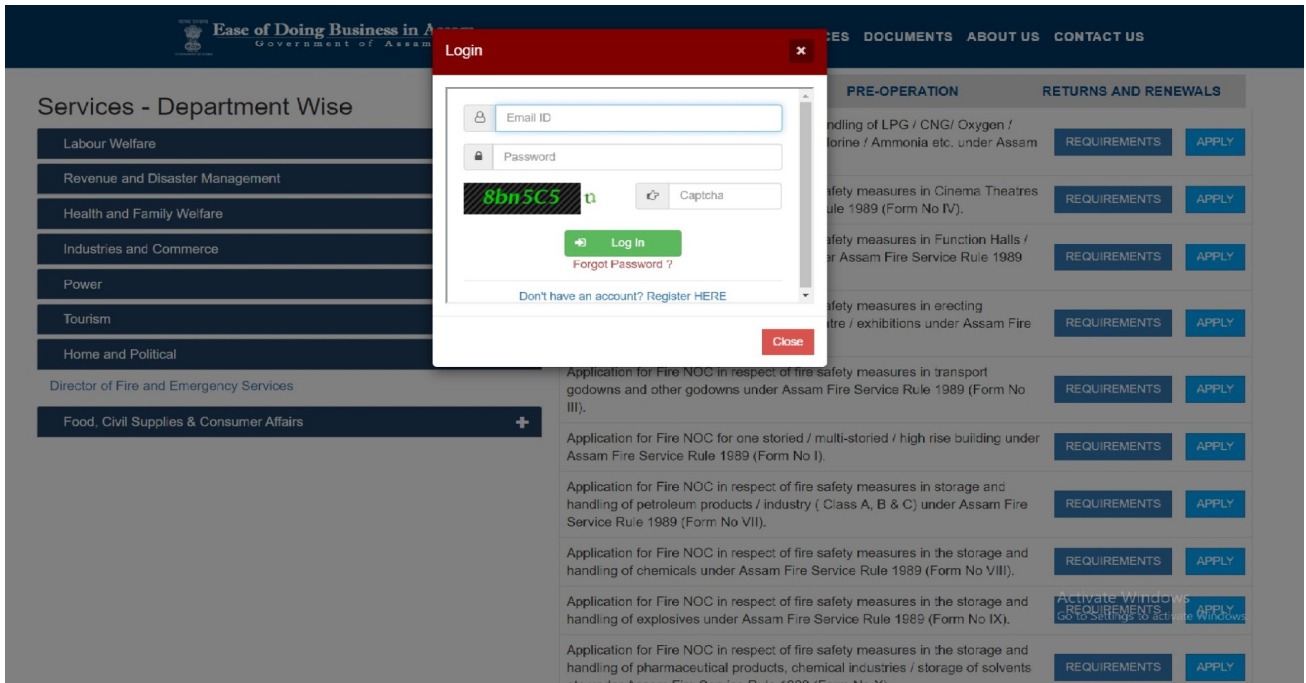
STEP 11: Click on “**APPLY**” button to apply for the service.

Note: To apply for any service in the application, a unique **UBIN No.** is mandatory.

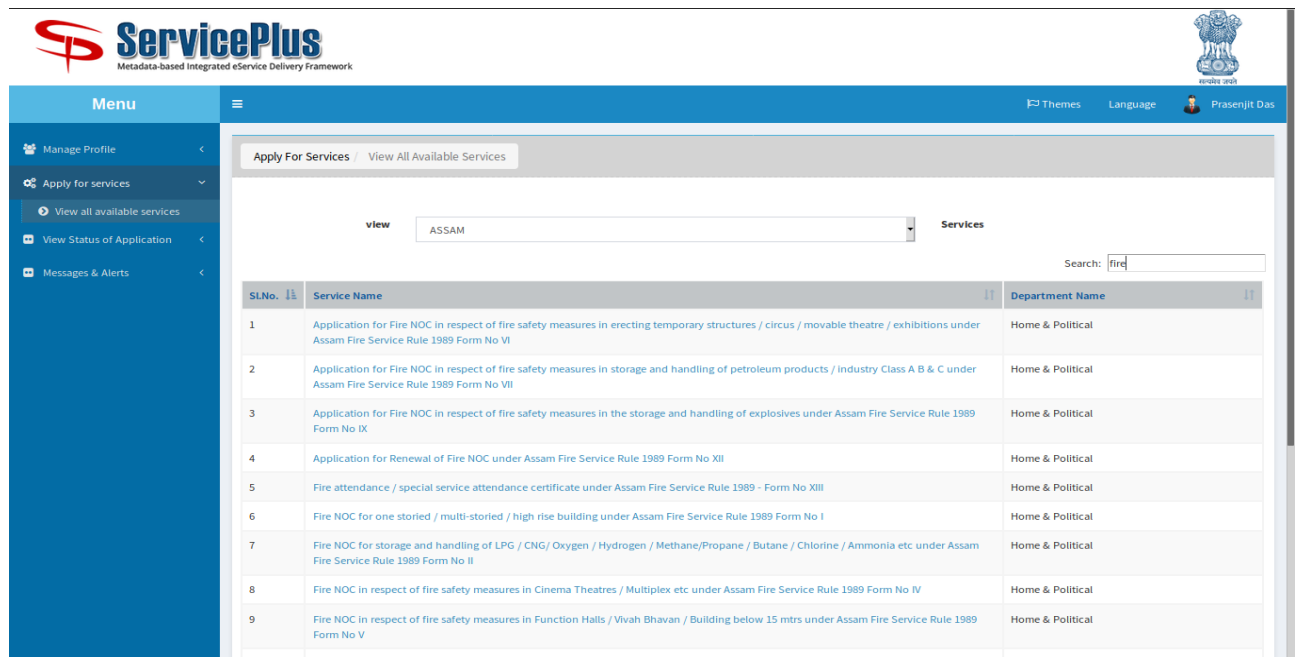
- **For Existing Registered User having UBIN no. :** User can simply login to proceed and apply for any desired service.
- **For New Registered User :** New users will have to Login with the credentials and apply for a “**Common Application Form**” service **first** , to obtain a **UBIN** number, without which a user cannot apply/avail any of the listed departmental services in the application.



- From **STEP 13** to **STEP 23** guides and elaborates on how to apply for a Common application form service and obtain the **UBIN** number .



STEP 12: After successful login, the list of services available for each departments will be displayed under : “Apply for Services” --> “View all available services”

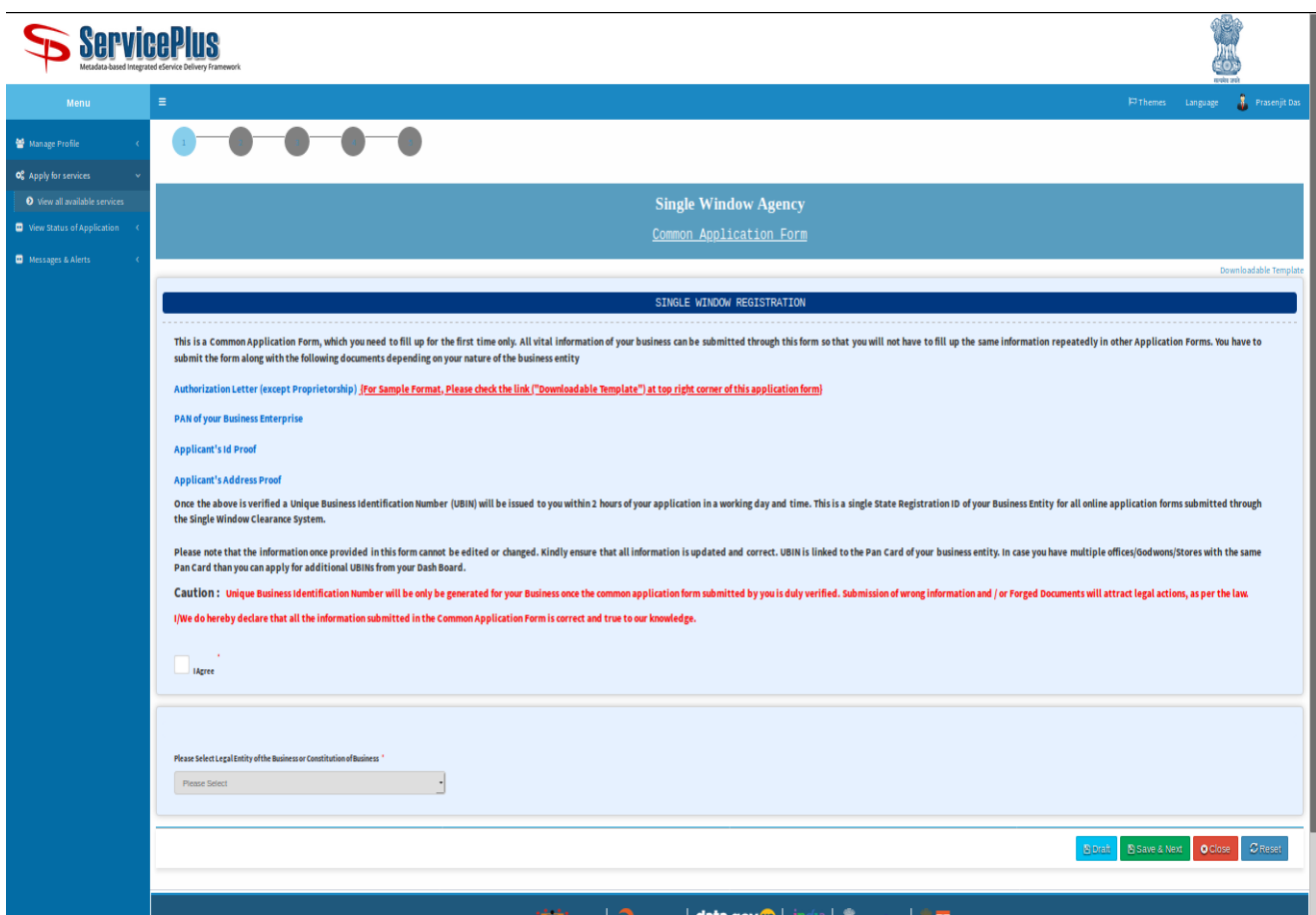




STEP 13: The “Common Application Form” can be found in the following list of services or it can also be searched using the provided search box in the application.

A new registered user must apply for “Common Application Form” first, in order to obtain the UBIN Number for availing any desired services in the application.

STEP 14: On clicking the displayed “Common Application Form” in the services list displays the following page.



The screenshot displays the 'ServicePlus' web application interface. The header includes the 'ServicePlus' logo and the tagline 'Metadata-based Integrated eService Delivery Framework'. The main content area is titled 'Single Window Agency' and 'Common Application Form'. Below this, there is a section for 'SINGLE WINDOW REGISTRATION' with a 'Downloadable Template' link. The form contains the following text:

This is a Common Application Form, which you need to fill up for the first time only. All vital information of your business can be submitted through this form so that you will not have to fill up the same information repeatedly in other Application Forms. You have to submit the form along with the following documents depending on your nature of the business entity

Authorization Letter (except Proprietorship) [For Sample Format, Please check the link \("Downloadable Template"\) at top right corner of this application form](#)

PAN of your Business Enterprise

Applicant's Id Proof

Applicant's Address Proof

Once the above is verified a Unique Business Identification Number (UBIN) will be issued to you within 2 hours of your application in a working day and time. This is a single State Registration ID of your Business Entity for all online application forms submitted through the Single Window Clearance System.

Please note that the information once provided in this form cannot be edited or changed. Kindly ensure that all information is updated and correct. UBIN is linked to the Pan Card of your business entity. In case you have multiple offices/Godwons/Stores with the same Pan Card than you can apply for additional UBINS from your Dash Board.

Caution: Unique Business Identification Number will be only be generated for your Business once the common application form submitted by you is duly verified. Submission of wrong information and / or Forged documents will attract legal actions, as per the law.

I do hereby declare that all the information submitted in the Common Application Form is correct and true to our knowledge.

I Agree

Please Select Legal Entity of the Business or Constitution of Business *

Please Select

At the bottom right, there are buttons for 'Draft', 'Save & Next', 'Close', and 'Reset'.

STEP 15: Click on the check box “I Agree” .

STEP 16: Select the appropriate legal entity from the drop down for the application process.



STEP 17: Proceed and click “Save & next” .

Applicant's Id Proof

Applicant's Address Proof

Once the above is verified a Unique Business Identification Number (UBIN) will be issued to you within 2 hours of your application in a working day and time. This is a single State Registration ID of your Business Entity for all online application forms submitted through the Single Window Clearance System.

Please note that the information once provided in this form cannot be edited or changed. Kindly ensure that all information is updated and correct. UBIN is linked to the Pan Card of your business entity. In case you have multiple offices/Godwons/Stores with the same Pan Card than you can apply for additional UBINS from your Dash Board.

Caution : Unique Business Identification Number will be only be generated for your Business once the common application form submitted by you is duly verified. Submission of wrong information and / or Forged Documents will attract legal actions, as per the law.

I/We do hereby declare that all the information submitted in the Common Application Form is correct and true to our knowledge.

I Agree

Please Select Legal Entity of the Business or Constitution of Business *

Proprietorship

3. (a) Name of the Proprietor *

Amit Trivedi

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STEP 18: A draft reference number will be generated.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu: Manage Profile, Apply for services, View all available services, View Status of Application, Messages & Alerts

Themes | Language | Prasentit Das

1 2 3 4 5

Your draft reference number is: Draft_CAF-SWA/2019/00051

OK

1. Name of the Enterprise *

[Please note that the name of the enterprise and the name of the enterprise on pan card should be same. (Not applicable in case of proprietorship).If you have another unit/division of your company, then you can add the unit later by using the add unit option in user dashboard.]

2. (a) Is it a New or Existing Business New Existing

(b) Date of Commencement of Business (if existing business) / Expected Date of Commencement of Business (if new business) *

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STEP 19: There are a total of **5 pages** which are required to be filled with requested data for successfully submission of the Common Application Form and obtain the **UBIN** number.

STEP 20: Fill all the forms with requested data and proceed by clicking **“Save & next”** .

STEP 21: Upload the requested document and click **“Save Annexure”** to proceed to next step.



STEP 22: Verify the acknowledgement form and click on “Submit” .

ServicePlus
Metadata-based Integrated e-Service Delivery Framework

Prasenjit Das

Menu

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Messages & Alerts

SINGLE WINDOW REGISTRATION

Application Reference No : **Draft_CAF-SWA201900051**

This is a Common Application Form, which you need to fill up for the first time only. All vital information of your business can be submitted through this form so that you will not have to fill up the same information repeatedly in other Application Forms. You have to submit the form along with the following documents depending on your nature of the business entity

[Authorization Letter \(except Proprietorship\)](#) *(For Sample Format, Please check the link ("Downloadable Template") at top right corner of this application form)*

PAN of your Business Enterprise

Applicant's Id Proof

Applicant's Address Proof

Once the above is verified a Unique Business Identification Number (UBIN) will be issued to you within 2 hours of your application in a working day and time. This is a single State Registration ID of your Business Entity for all online application forms submitted through the Single Window Clearance System.

Please note that the information once provided in this form cannot be edited or changed. Kindly ensure that all information is updated and correct. UBIN is linked to the Pan Card of your business entity. In case you have multiple offices/Godowns/Stores with the same Pan Card than you can apply for additional UBINS from your Dash Board.

Caution : Unique Business Identification Number will be only generated for your Business once the common application form submitted by you is duly verified. Submission of wrong information and / or Forged Documents will attract legal actions, as per the law.

I/We do hereby declare that all the information submitted in the Common Application Form is correct and true to our knowledge.

I Agree : Yes

Section

Please Select Legal Entity of the Business or Constitution of Business : **Proprietorship**

Proprietorship

3. (a) Name of the Proprietor : **Amit Trivedi**

Enterprise Details

1. Name of the Enterprise : **ABC PVT LTD**

7. State of current investment : **BELOW 10% TO 20% L100%**

8. (a) Select Your Sector of Operation : **EDUCATION**

8. (b) Select your business type : **Education**

9. Category of Enterprise based on pollution : **GREEN**

10. Type of Area : **URBAN**

11. Status of Land/Building/Premises : **OWN**

12. (a) Type of Land : **PRIVATE**

13. Estimated number of employees currently being employed : **Less than 5**

14. Please select appropriate nature of sales/turnover : **Local Sale including Deemed Sale**

Annexure List

1) Authorization Letter [Authorization Letter](#)

2) Identity Proof [Voter ID Card](#)

3) Address Proof of Bride/Wife [Electricity Bill](#)

Additional Details

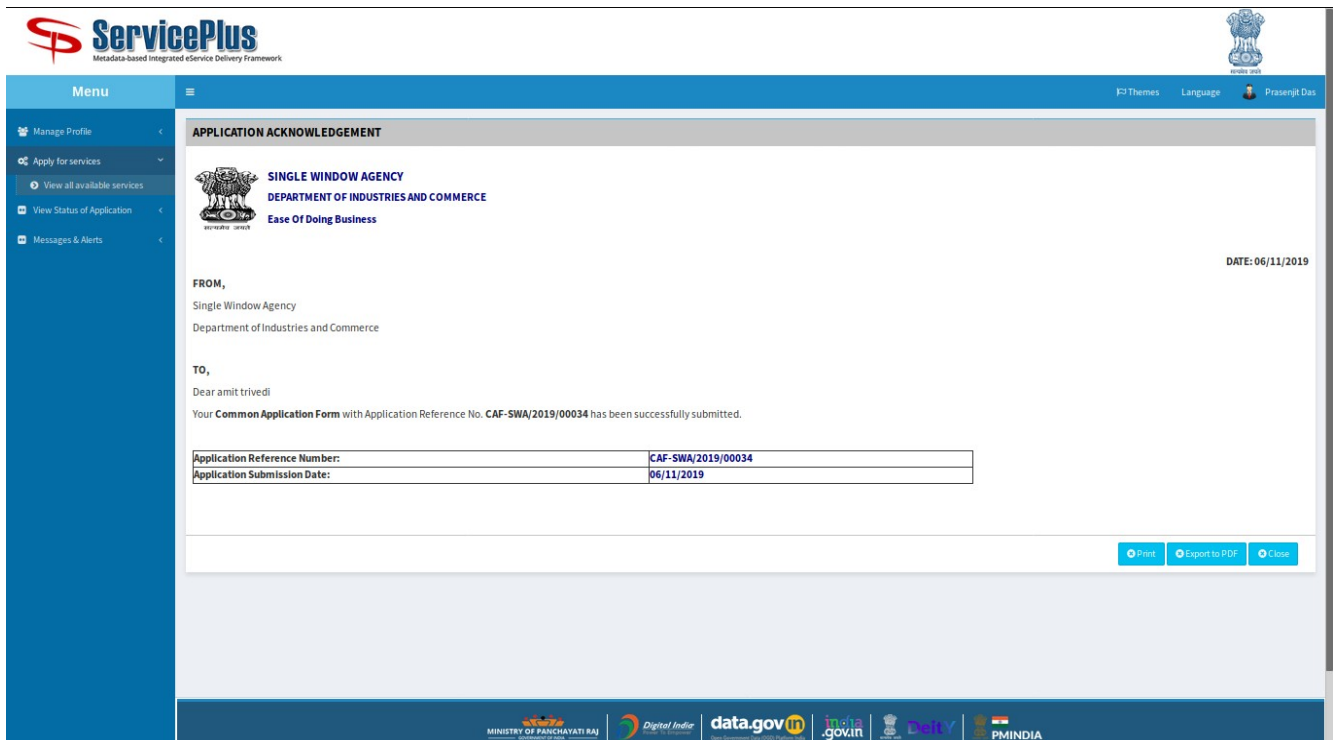
Apply to the Office : **Commissionerate of Industries and Commerce(Commissionerate of Industries and Commerce- Commissionerate of Industries and Commerce Assam)**

Submit
Cancel
Print
Download PDF

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STEP 23: The “Common application form” has been successfully submitted and the UBIN number can be viewed in the registered user account and it will be sent to the registered email address also. A print copy of the CAF reference should be kept along for future references.



The screenshot shows the ServicePlus portal interface. The main content area displays an "APPLICATION ACKNOWLEDGEMENT" message from the Single Window Agency, Department of Industries and Commerce, under the Ease of Doing Business initiative. The message is dated 06/11/2019 and is addressed to "Dear amit trivedi". It states that the Common Application Form with Application Reference No. CAF-SWA/2019/00034 has been successfully submitted. Below the text, there is a table with the following details:

Application Reference Number:	CAF-SWA/2019/00034
Application Submission Date:	06/11/2019

At the bottom right of the message area, there are buttons for "Print", "Export to PDF", and "Close". The footer of the portal includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DigiY, and PMINDIA.

Note : STEP 13 to STEP 23 can be valid/similar for applying to any of the listed services in the application.