

User Manual - How to avail EODB services:

Step 1: To find the service go to “**Online Services**” option of “**Services**” tab in the top navigation bar.

The screenshot shows the Assam EODB Portal website. At the top, there is a navigation bar with the Assam logo and the text "ASSAM EODB PORTAL". Below the logo, there is a tagline "Creating built infrastructure today for tomorrow of tomorrow". The navigation bar includes links for "Investor Login", "Department Login", "Register", "Track", and "Udyog Mitra". Below the navigation bar, there is a "Services - Department Wise" section with a list of departments: Labour Welfare, Revenue and Disaster Management, Health and Family Welfare, Industries and Commerce, Power, Housing and Urban Affairs, Tourism, Home and Political, Food, Civil Supplies & Consumer Affairs, Finance, Co-operation, Agriculture, Public Works, Environment and Forest, Education, Mines and Minerals, Excise, Judicial Department, Transport, General Administration, and Information Technology. To the right of this list is a "Click here to Download User Manual" link. Below the list is a flowchart titled "Login to eodb.assam.gov.in". The flowchart starts with "Login to eodb.assam.gov.in" and branches into two paths: "User with UBIN (Unique Business Identification Number)" and "User without UBIN (Unique Business Identification Number)". The "User without UBIN" path leads to "Apply for CAF (Common Application Form) under Industries Department", which then leads to "Submit Application Form". The "User with UBIN" path leads to "Click on the Service Name", which then leads to "Submit Application Form". Both paths lead to "Submit Application Form", which then leads to "Upload Annexure if necessary", which leads to "Payment if necessary", which finally leads to "Submit Application".

Below the flowchart, there are three columns of links:

- IMPORTANT LINKS**
 - Public Grievances
 - Track Your Grievances
 - Give your Feedback
 - FAQ
- POLICIES**
 - Terms and Conditions
 - Disclaimer
 - Privacy Policy
 - Hyperlinking Policy
- USEFUL LINKS**
 - GOI Clearances / Registrations / Licenses
 - GOI Weblinks
 - Assam State Portal
 - HELP DESK

Step 2: 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. For example, if we select: General Administration -> ALL SERVICES.

The screenshot shows the ASSAM EODB Portal interface. At the top, there is a header with the Assam state logo, the text 'অসম চৰকাৰ' (Assam Government), the email 'eodb-assam(at)assam(dot)gov(dot)in', and a phone number '+18003453579 (10 am to 5 pm on all working days)'. Below the header is a navigation bar with 'ASSAM EODB PORTAL' and the tagline 'Creating full infrastructure today for businesses of tomorrow'. The navigation menu includes: Services, Dashboard, Resources, Know Your Approvals, Central Inspection System, Feedback, Grievance, About, and Contact Us. There are also buttons for 'Investor Login', 'Department Login', 'Register', 'Track', and 'Udyog Mitra'.

The main content area is titled 'Services - Department Wise'. On the left, there is a vertical list of departments, each with a '+' icon. The 'General Administration' department is highlighted. On the right, there are two tabs: 'ALL SERVICES' (active) and 'ALL APPROVALS'. Below the 'ALL SERVICES' tab, there is a table with two rows of services:

Service Name	Requirements	Apply
Cinema Licence	REQUIREMENTS	APPLY
Renewal of Cinema Licence	REQUIREMENTS	APPLY

At the bottom of the page, there are three columns of links:

- IMPORTANT LINKS:** Public Grievances, Track Your Grievances, Give your Feedback, FAQ.
- POLICIES:** Terms and Conditions, Disclaimer, Privacy Policy, Hyperlinking Policy.
- USEFUL LINKS:** GOI Clearances / Registrations / Licenses, GOI Weblinks, Assam State Portal, HELP DESK.

Step 3: Click on “**REQUIREMENTS**” button.

The screenshot shows the ASSAM EODB PORTAL website. At the top, there is a header with the Assam State Emblem and the text 'ASSAM EODB PORTAL'. Below the header, there is a navigation menu with options like 'Services', 'Dashboard', 'Resources', 'Know Your Approvals', 'Central Inspection System', 'Feedback', 'Grievance', 'About', and 'Contact Us'. The main content area is titled 'Services - Department Wise' and features a list of departments on the left, including Labour Welfare, Revenue and Disaster Management, Health and Family Welfare, Industries and Commerce, Power, Housing and Urban Affairs, Tourism, Home and Political, Food, Civil Supplies & Consumer Affairs, Finance, Co-operation, Agriculture, Public Works, Environment and Forest, Education, Mines and Minerals, Excise, Judicial Department, Transport, General Administration, and Information Technology. On the right, there is a table with two columns: 'ALL SERVICES' and 'ALL APPROVALS'. The 'ALL APPROVALS' column contains two rows: 'Cinema Licence' and 'Renewal of Cinema Licence'. Each row has a 'REQUIREMENTS' button and an 'APPLY' button. The 'REQUIREMENTS' button for 'Cinema Licence' is highlighted with a red box.

Clicking on “**REQUIREMENTS**” option displays the required documents, required fees and time line of the service. If fees required, it can be paid through offline/online mode.

- **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.

User Manual - How to avail EODB Services

Cinema Licence

How to Apply ? [Click here to view Procedure](#)

Required Documents to avail the service (Upload scanned copies of the original documents).

1. UBIN Certificate
2. Building Safety Certificate
3. A sketch map showing the location of the cinema place and list of all shops school etc within 200 mtrs to be shown on the map.
4. No Objection Certificate from concerned local body
5. Before sending any recommendation the Deputy Commissioner shall cause an enquiry through an officer not below the rank of Sub Divisional Magistrate
6. Tax clearance certificate from the Superintendent of Tax
7. Electrical connection Safety Certificate from Electrical Department of Govt
8. Recommendation of Licensing Authority
9. Regarding ownership of the property all legal document shall be submitted and Deputy Commissioner shall obtain the views of Govt
10. A copy of document of Parking lot
11. Treasury receipt for payment of Licence fees as per Rule

Required Fee.

- Rs. 2000/- for Application for Licence for permanent cinema
- Rs. 1000/- for Application for Licence for permanent mini cinema
- Rs. 3000/- for Application for Licence for permanent multiplex cinema
- 100/- for Application for Licence for temporary indoor cinema
- 50/- for Application for Licence for open air cinema
- 50/- for Application for Licence for touring cinema

Mode of Payment:

- Online: The Prescribed fees to be paid through EGRAS payment gateway only.
- Offline: The Prescribed fees to be paid through Treasury Challan only.

Timeline of Service.

- Coming Soon

Step 4: Click on “**APPLY**” button to apply for the service.

ASSAM EODB PORTAL

Creating Soft Infrastructure today for businesses of tomorrow

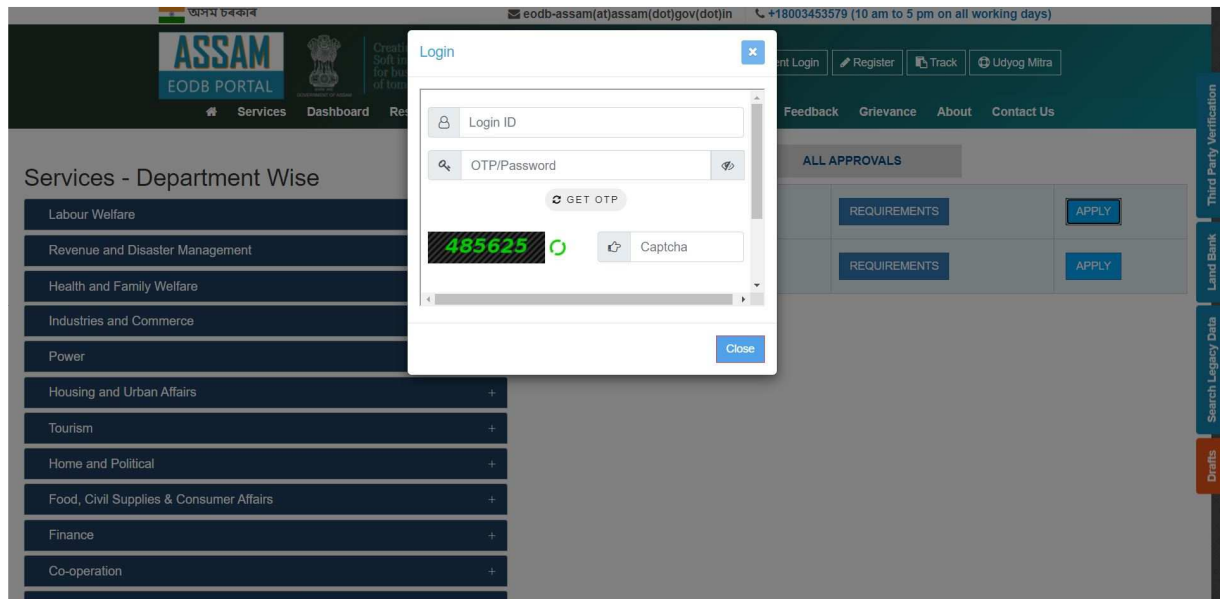
Investor Login | Department Login | Register | Track | Udyog Mitra

Services | Dashboard | Resources | Know Your Approvals | Central Inspection System | Feedback | Grievance | About | Contact Us

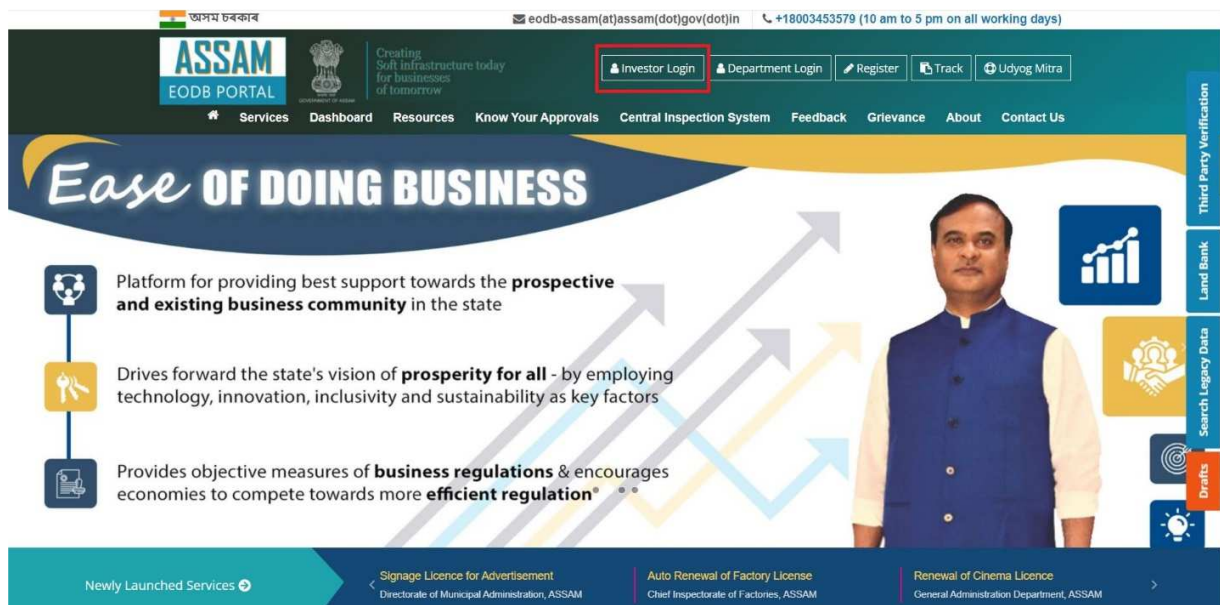
ALL SERVICES	ALL APPROVALS
Labour Welfare	Cinema Licence
Revenue and Disaster Management	REQUIREMENTS
Health and Family Welfare	APPLY
Industries and Commerce	RENEWAL OF CINEMA LICENCE
Power	REQUIREMENTS
Housing and Urban Affairs	APPLY
Tourism	
Home and Political	
Food, Civil Supplies & Consumer Affairs	
Finance	
Co-operation	
Agriculture	
Public Works	

After clicking on “**APPLY**” button, login page will display.

Ease of Doing Business (EODB)



Or click on “Investor Login” tab available at the top on the Home Page to avail services.



After clicking on “Investor Login” button, login page will display.

User Manual - How to avail EODB Services

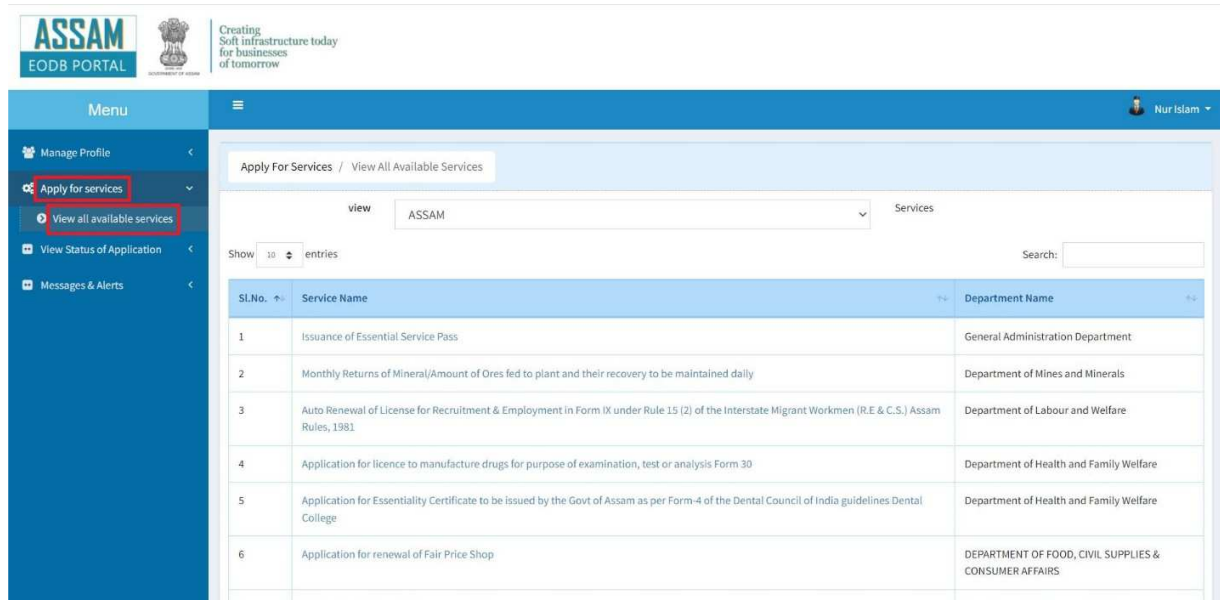
The screenshot shows the 'Investor Login' page of the ASSAM EODB Portal. The page features a header with the portal's name, logo, and navigation links. The main content area is divided into two sections: a welcome message and a login form. The welcome message states: 'Welcome to Single Window Clearance System' and 'The Single Window Clearance System Portal is a single window facilitation mechanism for investors.' It also displays statistics: 'Registered Investors 31159' and 'CAF Approved 26755'. The login form includes fields for 'Login ID' and 'OTP/Password', a 'GET OTP' button, a 'Captcha' field with a visual captcha '512185', and a 'LOG IN' button. There are also links for 'Forgot Password?' and 'Don't have an account? Register HERE'.

In the login page, the user needs to enter Login ID and OTP/Password followed by captcha. (Refer [User Manual - Investor Login](#))

After successful login, home page will display.

The screenshot shows the home page of the ASSAM EODB Portal. The page features a header with the portal's name, logo, and navigation links. The main content area is divided into two sections: a menu and a welcome message. The menu includes links for 'Manage Profile', 'Apply for services', 'View Status of Application', and 'Messages & Alerts'. The welcome message states: 'WELCOME' and 'Please follow the following procedure to apply for any state Licenses / Approvals.' It also provides instructions for new users and online payment, including steps for failed and successful transactions.

Step 5: Click on “Apply for services” then on “View all available services” to apply for the service.



The screenshot displays the ASSAM EODB Portal interface. The header includes the ASSAM logo, the state emblem, and the tagline 'Creating Soft infrastructure today for businesses of tomorrow'. The user is logged in as 'Nur Islam'. The left sidebar menu has 'Apply for services' and 'View all available services' highlighted with red boxes. The main content area shows the 'Apply For Services / View All Available Services' page with a dropdown menu set to 'ASSAM' and a search box. Below is a table of services:

Sl.No.	Service Name	Department Name
1	Issuance of Essential Service Pass	General Administration Department
2	Monthly Returns of Mineral(Amount of Ores fed to plant and their recovery to be maintained daily	Department of Mines and Minerals
3	Auto Renewal of License for Recruitment & Employment in Form IX under Rule 15 (2) of the Interstate Migrant Workmen (R.E & C.S.) Assam Rules, 1981	Department of Labour and Welfare
4	Application for licence to manufacture drugs for purpose of examination, test or analysis Form 30	Department of Health and Family Welfare
5	Application for Essentiality Certificate to be issued by the Govt of Assam as per Form-4 of the Dental Council of India guidelines Dental College	Department of Health and Family Welfare
6	Application for renewal of Fair Price Shop	DEPARTMENT OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS

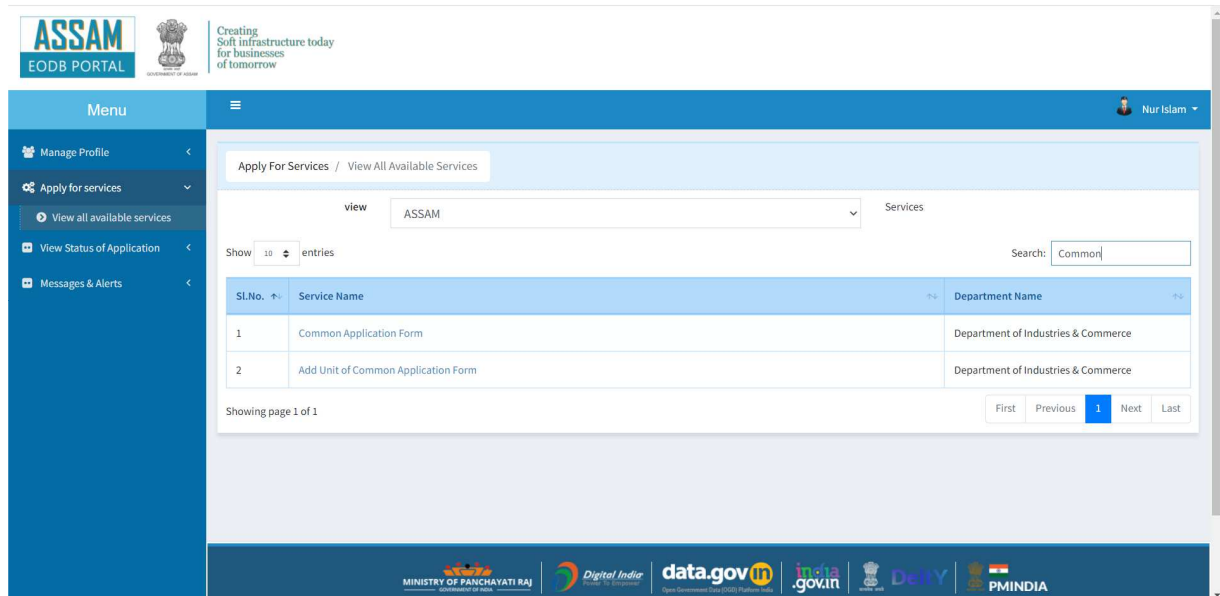
Note: To avail any service, a **Unique Business Identification Number (UBIN)** is mandatory.

- 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 **Unique Business Identification Number (UBIN)**, without which a user cannot apply/avail any of the listed departmental services in the application.

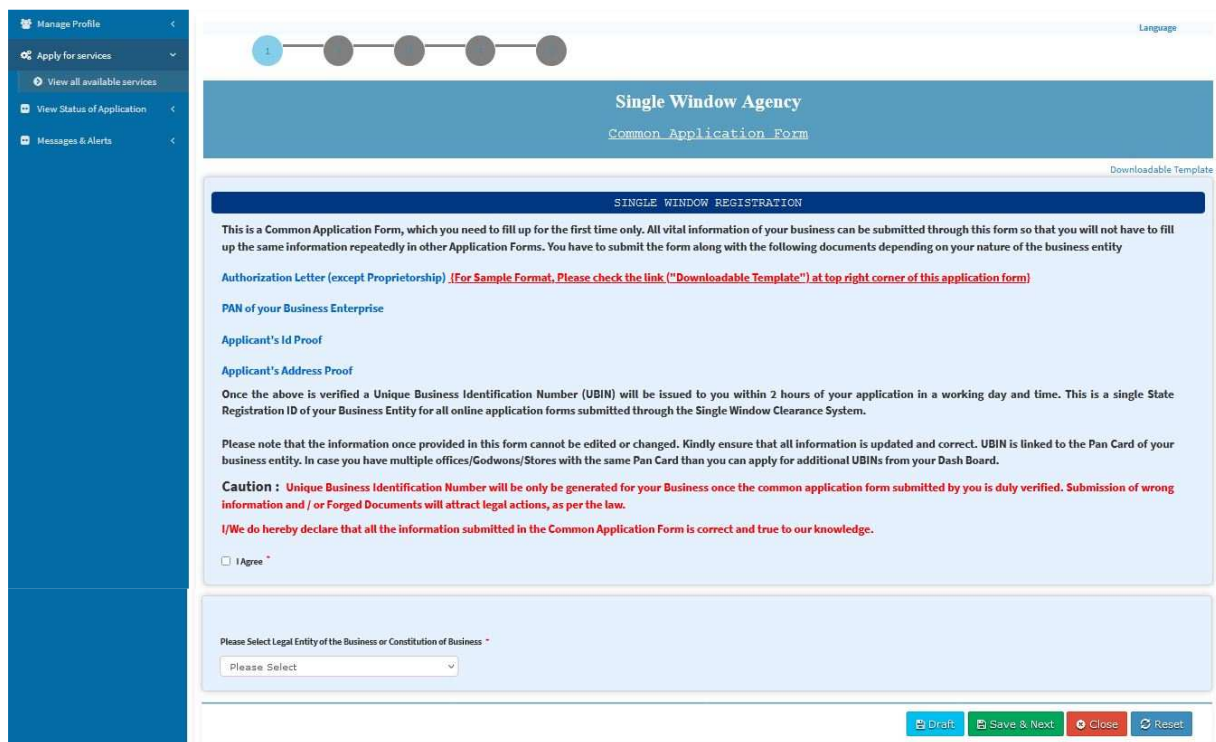
From **Step 6** to **Step 16** guides and elaborates on how to apply for a Common application form service and obtain the UBIN number.

Step 6: Click on “Apply for services” then on “View all available services” to apply for the service. 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 for availing any desired services in the application.



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



Step 7: Click on the check box “I Agree”.

Step 8: Select the appropriate “**Legal Entity of the Business or Constitution of Business**” from the drop down for the application process.

Step 9: Proceed and click “**Save & Next**”.

Step 10: A draft reference number will be generated.

The screenshot shows the ServicePlus portal interface. At the top, there is a notification from eodb.assam.gov.in stating 'Your draft reference number is: Draft_CAF-SWA/2022/00003'. The main content area is titled 'Single Window Agency Common Application Form' and contains the 'Enterprise Details' section. This section includes a text input field for the enterprise name, a note about name consistency, radio buttons for 'New' or 'Existing' business, and a date selection field for the commencement of business. A progress indicator at the top shows five steps, with the first two being active. Navigation buttons at the bottom include 'Previous', 'Draft', 'Save & Next', 'Close', and 'Reset'.

Step 11: There are a total of 5 pages which are required to be filled with requested data for successfully submission of the Common Application.

Forms are as follows –

This screenshot is similar to the previous one, showing the 'Enterprise Details' form. In this view, the 'Save & Next' button is highlighted in green, indicating the next step in the process. The form fields and navigation elements are consistent with the previous screenshot.

Fill the form with requested data and proceed by clicking “**Save & Next**”.

The screenshot shows the 'Single Window Agency Common Application Form' at step 4. The progress bar at the top indicates steps 1, 2, and 3 are completed, with step 4 being the current step. The form contains the following sections:

- Registration Number:** A question asking if the user has a Permanent Account Number or General Index Registration Number, with radio buttons for 'Yes' and 'No'.
- 4. (a) Type of unit for which CAF is being filled:** A dropdown menu with 'Please Select' as the current selection.
- 4. (b) Address of the unit for which CAF is being filled:** A note stating that building/house no. and street name are mandatory. Below this are input fields for:
 - House No./Building Name
 - Street/Locality
 - State (dropdown)
 - District (dropdown)
 - Revenue Circle (dropdown)
 - Town/Village (dropdown)
 - Block/Ward No.
 - Pin Code
- 5. Location of the Enterprise/Registered Office:** Input fields for:
 - House No./Building
 - Street/Locality
 - Address Line 3
 - Country (dropdown, currently 'India')
 - State (dropdown)
 - District (dropdown)
 - Postal / Zip Code
 - Landline No.
 - Mobile Number
 - E-Mail

At the bottom right, there are navigation buttons: Previous, Draft, Save & Next, Close, and Reset.

Fill the form with requested data and proceed by clicking “**Save & Next**”.

The screenshot shows the 'Single Window Agency Common Application Form' at step 6. The progress bar at the top indicates steps 1, 2, and 3 are completed, with step 6 being the current step. The form is titled 'Applicant Details' and contains the following sections:

- 6. (a) Name of the Applicant/Authorised Person as per documentary evidence:** An input field.
- 6. (b) Designation of the Applicant:** An input field.
- 6. (c) Address of the Applicant:** Input fields for:
 - House No./Building Name
 - Street/Locality
 - Address Line 3
 - Country (dropdown, currently 'India')
 - State (dropdown)
 - District (dropdown)
 - Village/Town
 - Postal / Zip Code
 - Landline
 - Mobile Number
 - E-Mail

At the bottom right, there are navigation buttons: Previous, Draft, Save & Next, Close, and Reset.

Fill the form with requested data and proceed by clicking “**Save & Next**”.

The screenshot displays the 'Single Window Agency Common Application Form' interface. On the left is a blue sidebar with navigation links: 'Manage Profile', 'Apply for services', 'View Status of Application', and 'Messages & Alerts'. At the top right, there is a 'Language' dropdown. A progress bar at the top shows five steps, with the fifth step (a blue circle) being the current step. The main header area contains the text 'Single Window Agency Common Application Form' and a 'Downloadable Template' link. The form is organized into two main sections: 'Other Details' and 'Additional Details'. The 'Other Details' section includes the following fields: '7. Size of Current Investment' (dropdown), '8. (a) Select Your Sector of Operation' (dropdown), '8. (b) Select your business type' (dropdown), '9. Category of Enterprise based on pollution' (dropdown), '10. Type of Area' (radio buttons for RURAL and URBAN), '11. Status of Land/Building/Premises' (dropdown), '12. (a) Type of Land' (dropdown), '12. (b) Dag No.' (text input), '12. (c) Mouza' (text input), '13. Estimated number of employees currently being employed' (dropdown), and '14. Please select appropriate nature of sales/turnover' (checkboxes for Local Sale, Exports, Inter State Sales, Import Goods, Sale of Service, Export of Service, and Others). The 'Additional Details' section has a field for 'Apply to the Office' with the text 'Commissionerate of Industries and Commerce(Commissionerate of Industries and Commerce- Commissionerate of Industries and Commerce Assam)'. Below this is a 'Word verification' section with a CAPTCHA image showing 'jw62ka' and a text input field with the instruction 'Please enter the characters shown above'. At the bottom right, there are five navigation buttons: 'Previous', 'Draft', 'Submit', 'Close', and 'Reset'.

Fill the form with requested data and proceed by clicking “**Submit**”.

Step 12: View complete application form. If any modification required, click on “**Edit**”, else click on “**Attach Annexure**”.

Manage Profile <
Apply for services <
View Status of Application <
Messages & Alerts <

SINGLE WINDOW REGISTRATION

Application Reference Number : **Draft_CAF-SWA/2022/00003**

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. 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.

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 : Nur Islam

Enterprise Details

1. Name of the Enterprise : ABC Enterprise
 2. (a) Is it a New or Existing Business : New
 (b) Date of Commencement of Business (if existing business) / Expected Date of Commencement of Business (if new business) : 03/02/2022

Section

Do you have either Permanent Account Number or General Index Registration Number? Yes

3. (b) Income Tax Permanent Account Number (PAN) of the Enterprise : AAAAA1234A

4. (a) Type of unit for which CAF is being filled : Head Office

House No./Building Name : 1
 Street/Locality : Last Gate
 State : ASSAM
 District : KAMRUP METRO
 Revenue Circle : Dispur
 Town/Village : Dispur
 Block/Ward No. : 6
 Pin Code : 781006
 caf_ubin : 618/124296/AAAAA1234A/2/2022
 Dist_code : 618
 pan_month_yr : AAAAA1234A/2/2022
 House No./Building : 1
 Street/Locality : Last Gate
 Country : India
 Mobile Number : 9999999999

Applicant Details

6. (a) Name of the Applicant/Authorized Person as per documentary evidence : Nur Islam
 6. (b) Designation of the Applicant : MD
 House No./Building Name : 1
 Street/Locality : Last Gate
 Country : India
 State : ASSAM
 District : KAMRUP METRO
 Village/Town : Dispur
 Postal / Zip Code : 781006
 Mobile Number : 8638955106
 E-Mail : nuslim.jec0@gmail.com

Other Details

7. Size of Current Investment : Below INR 10 LAKH
 8. (a) Select Your Sector of Operation : AGRICULTURE, FORESTRY AND FISHING
 8. (b) Select your business type : Crop and animal production and related service activities
 9. Category of Enterprise based on pollution : OTHERS
 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

Additional Details

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

03/2/2022 04:56:51 IST http://eodb.assam.gov.in/esconfigure

Edit Attach Annexure Cancel Print Export to PDF Click here to initiate new application

Site is technically designed, hosted and maintained by National Informatics Centre
 Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj
 POW-RRID BY SERVICE PLUS

Step 13: Upload the requested document and click “**Save Annexure**” to proceed to next step.

Type of Enclosure	Enclosure Document	File/Reference
Authorization Letter	Select	Browse... No file selected. Scan Fetch from DigLocker
PAN CARD of the Enterprise	Select	Browse... No file selected. Scan Fetch from DigLocker
Identity Proof	Select	Browse... No file selected. Scan Fetch from DigLocker
Present Address Proof of Bride/Wife	Select	Browse... No file selected. Scan Fetch from DigLocker

Save Annexure Cancel Back

Step 14: Verify the complete form and click on “**Submit**” for final submission. Before final submission user can print the application form using “**Print**” button or can download in pdf format using “**Download PDF**” button.

Manage Profile <
Apply for services <
View Status of Application <
Messages & Alerts <

SINGLE WINDOW REGISTRATION

Application Reference Number: **Draft_CAF-SWA/2022/00003**

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. 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 then 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.

IWe 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: Nur Islam

Enterprise Details

1. Name of the Enterprise: ABC Enterprise
 2. (a) Is it a New or Existing Business: New
 (b) Date of Commencement of Business (if existing business) / Expected Date of Commencement of Business (if new business): 03/02/2022

Section

Do you have either Permanent Account Number or General Index Registration Number? Yes

3. (b) Income Tax Permanent Account Number (PAN) of the Enterprise: AAAAA1234A

4. (a) Type of unit for which CAF is being filled: Head Office
 House No./Building Name: 1
 Street/Locality: Last Gate
 State: ASSAM
 District: KAMRUP METRO
 Revenue Circle: Dispur
 Town/Village: Dispur
 Block/Ward No.: 6
 Pin Code: 781005
 caf_subm: 618/12429/AAAAA1234A/2/2022
 Dist_code: 618
 pan_month_yr: AAAA-12/31/2/2022
 House No./Building: 1
 Street/Locality: Last Gate
 Country: India
 Mobile Number: 9999999999

Applicant Details

6. (a) Name of the Applicant/Authorised Person as per documentary evidence: Nur Islam
 6. (b) Designation of the Applicant: MD
 House No./Building Name: 1
 Street/Locality: Last Gate
 Country: India
 State: ASSAM
 District: KAMRUP METRO
 Village/Town: Dispur
 Postal / Zip Code: 781005
 Mobile Number: 8638956106
 E-Mail: nurislam.jec@gmail.com

Other Details

7. Size of Current Investment: Below INR 10 LAKH
 8. (a) Select Your Sector of Operation: AGRICULTURE, FORESTRY AND FISHING
 8. (b) Select your business type: Crop and animal production and related service activities
 9. Category of Enterprise based on pollution: OTHERS
 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


Annexure List

1) PAN CARD of the Enterprise: PAN CARD of the Enterprise
 2) Identity Proof: Driving Licence
 3) Scan copy of Address proof: Lease Deed

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



Site is technically designed, hosted and maintained by National Informatics Centre
 Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj
 POWERED BY SERVICEPLUS

Step 15: The “Common Application Form” has been successfully submitted and UBIN certificate is generated.

ACKNOWLEDGEMENT

SINGLE WINDOW AGENCY
DEPARTMENT OF INDUSTRIES AND COMMERCE
Ease Of Doing Business

No. CAF-SWA/2022/00003
Date: 03/02/2022

TO,
Dear Nur Islam

Your Application (Application Reference No. CAF-SWA/2022/00003), submitted as **Common Application Form** to avail the **EODB Services** has been **Approved**. Now you can apply for any EODB Service by entering the **UNIQUE BUSINESS IDENTIFICATION NUMBER**.

(Please log on to the <http://eodb.assam.gov.in/> and go to Track your application for more information.)

Application Reference Number:	CAF-SWA/2022/00003
Application Submission Date:	03/02/2022
Unique Business Identification Number (UBIN):	618/124296/AAAAA1234A/2/2022

Regards,
Department of Industries and Commerce
Guwahati, Assam.

[Print](#) [Export to PDF](#) [Close](#)

The UBIN certificate will be sent to the registered email address also.

Deliver Email Inbox x

noreply.serviceonline@gov.in via gov.in
to me

17:07 (11 minutes ago)

COMMISSIONERATE OF INDUSTRIES AND COMMERCE, ASSAM

SINGLE WINDOW AGENCY

Dear Nur Islam,

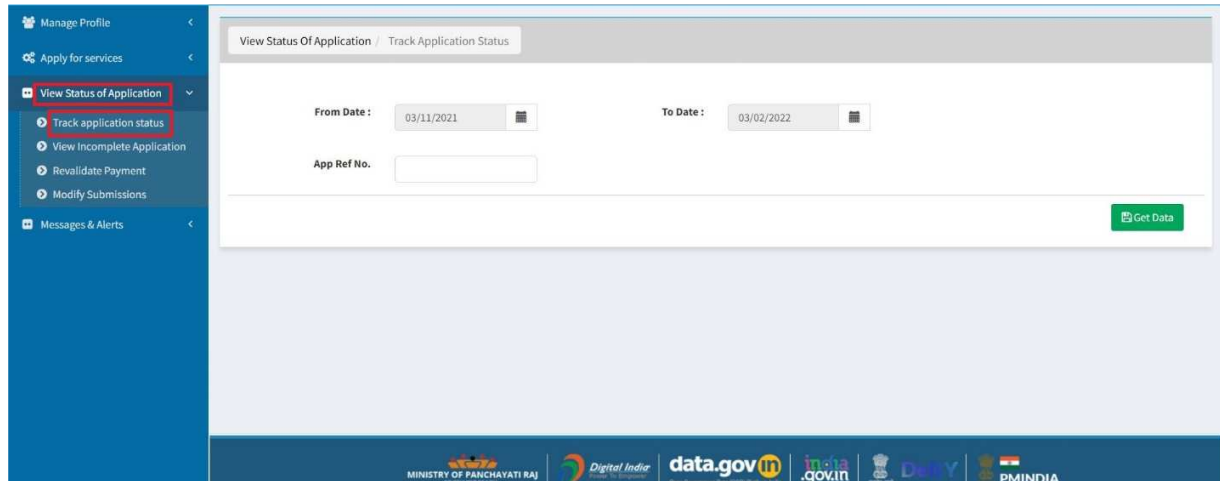
Your Application for **Common Application Form** having Application Ref No **CAF-SWA/2022/00003**, Dtd. **03/02/2022** is approved.

(Please log on to the <https://eodb.assam.gov.in/> and go to Track your application for more information.)

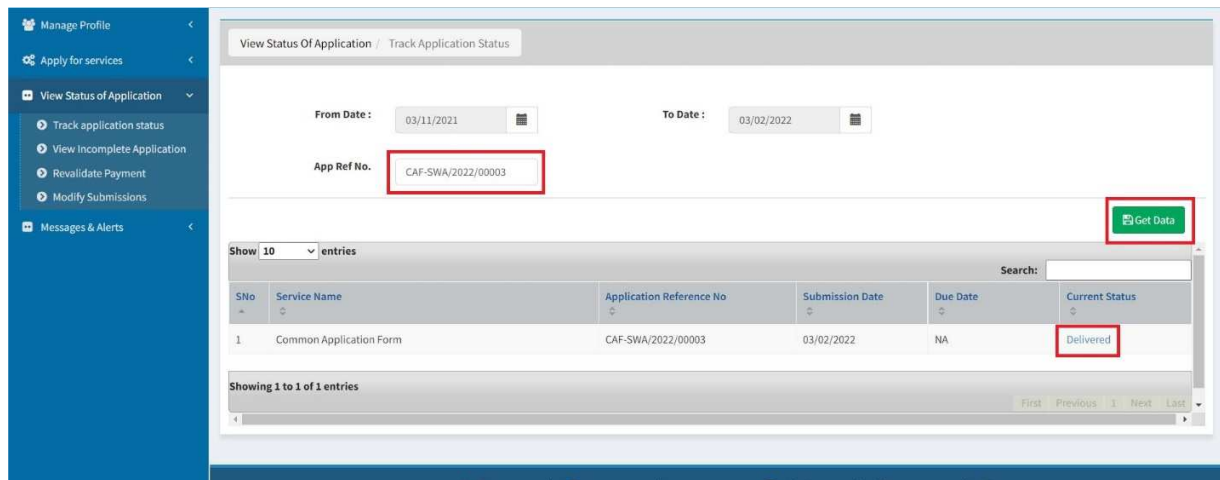
Regards,
Department of Industries & Commerce
Govt. Of Assam

Output Certificate....

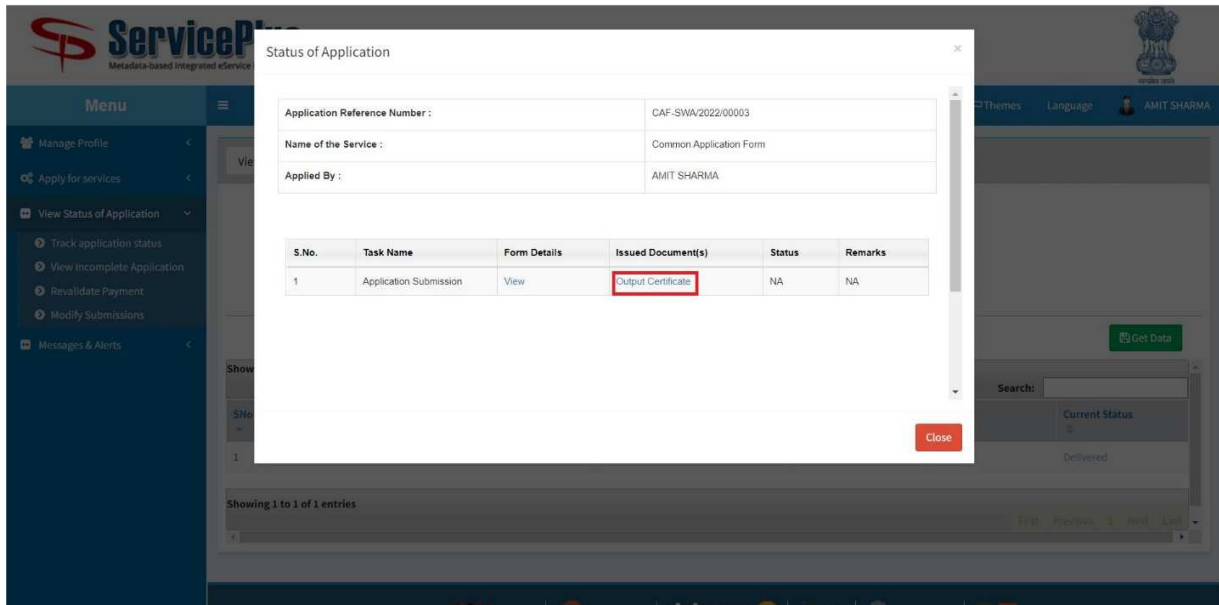
Step 16: To download UBIN certificate click on “**View Status of Application**” and then on “**Track application status**” after login registered user account.



Put Application. Ref. No. and then click on “**Get Data**”.



Now, click on “**Delivered**”.



Click on “Output Certificate” to download UBIN certificate.



SINGLE WINDOW AGENCY
DEPARTMENT OF INDUSTRIES AND COMMERCE
 Ease Of Doing Business

No. CAF-SWA/2022/00003
 Date: 03/02/2022

TO,
 Dear Nur Islam

Your Application (Application Reference No. CAF-SWA/2022/00003), submitted as Common Application Form to avail the EODB Services has been approved. Now you can apply for any EODB Service by entering the **UNIQUE BUSINESS IDENTIFICATION NUMBER**.

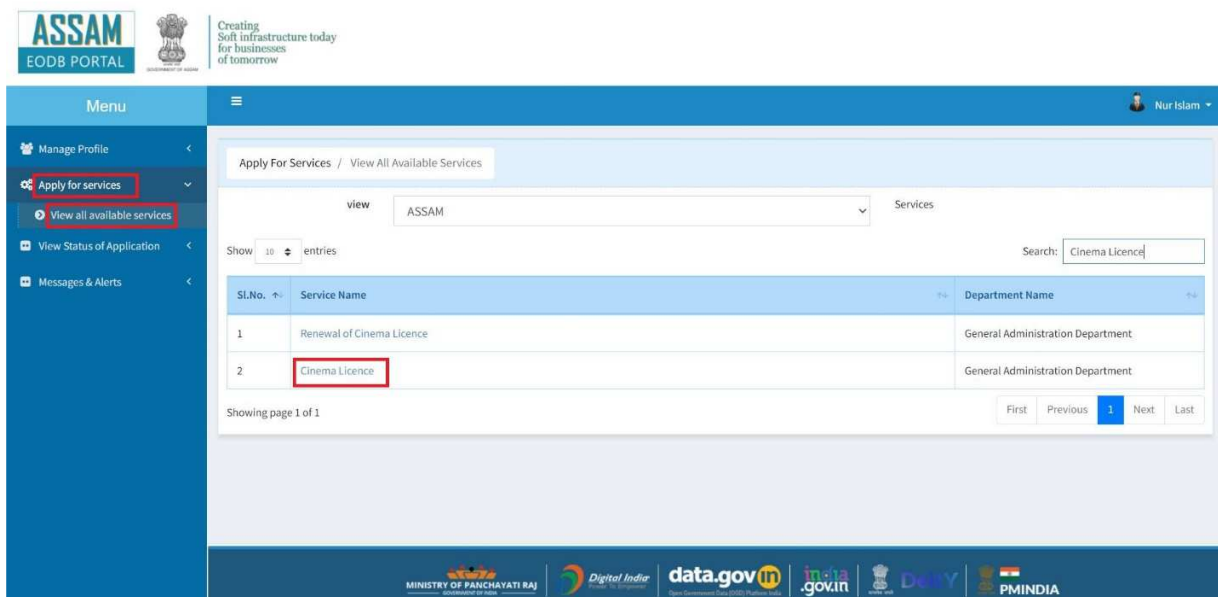
(Please log on to the <http://eodb.assam.gov.in/> and go to Track your application for more information.)

Application Reference Number:	CAF-SWA/2022/00003
Application Submission Date:	03/02/2022
Unique Business Identification Number (UBIN):	618/124296/AAAAA1234A/2/2022

Regards,
 Department of Industries and Commerce
 Guwahati, Assam

From **Step 17** to **Step 27** guides and elaborates on how to avail EODB services under various departments after obtaining the UBIN number.

Step 17: Click on **“Apply for services”** then on **“View all available services”** to apply for the service. The **“Cinema Licence”** can be found in the following list of services or it can also be searched using the provided search box in the application.



On clicking the displayed **“Cinema Licence”** in the services list, displays the following page.

Apply for services

- View all available services
- View Status of Application
- Messages & Alerts

Application for Cinema Licence

Details

UBIN * <input type="text" value="280/841242/NOPAN/12/2021"/>	CAF Application Ref. No. or UAIN * <input type="text" value="CAF-SWA/2021/00038"/>
<input type="button" value="Fetch Details"/>	

Select office where to apply *

1. Nature of Licence : * <input type="text" value="Cinema"/>	2. Name of Applicant : * <input type="text" value="Nur Islam"/>
3. Title of Cinema Licence : * <input type="text" value="ABC Cinema"/>	
4. Address :	
Address Line 1 : * <input type="text" value="Last Gate"/>	Address Line 2 : <input type="text" value="Dispur"/>
Location : * <input type="text" value="Dispur"/>	Country : * <input type="text" value="India"/>
State : * <input type="text" value="ASSAM"/>	District <input type="text" value="KAMRUP METRO"/>
Postal / Zip Code : * <input type="text" value="345354"/>	
5. E-Mail * <input type="text" value="nurislam_jec6@gmail.com"/>	6. Mobile Number * <input type="text" value="8638955106"/>
7. Period for which Licence is required : * <input type="text" value="One Year"/>	

Fee Details

Cinema Licence Category *

- Application for Licence for permanent cinema
- Application for Licence for permanent mini cinema
- Application for Licence for permanent multiplex cinema
- Application for Licence for temporary indoor cinema
- Application for Licence for open air cinema
- Application for Licence for touring cinema

Total fees *

Mode of Application fee payment *

Word verification

Please enter the characters shown above

Step 18: Put your **UBIN** and **CAF Application Ref. No. or UAIN** and then click on **“Fetch Details”** button. It will fetch all relevant data to the application. Put remaining details in the form and then click on **“Submit”** button.

Step 19: Click on **“Attach Annexure”** in the next page and then upload the requested documents and click **“Save Annexure”** to proceed to next step.

Type of Enclosure	Enclosure Document	File/Reference
UBIN Certificate	Copy of UBIN (Unique Business Identification Number)	Preview
Building Safety Certificate	Building Safety Certificate	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
A sketch map showing the location of the cinema place and list of all shops school etc within 200 mtrs to be shown on the map	A sketch map showing the location of the cinema place	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
No Objection Certificate from concerned local body	No Objection Certificate from concerned local body	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
Before sending any recommendation the Deputy Commissioner shall cause an enquiry through an officer not below the rank of Sub Divisional Magistrate	Before sending any recommendation the Deputy Commis	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
Tax clearance certificate from the Superintendent of Tax	Tax clearance certificate from the Superintendent of Tax	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
Electrical connection Safety Certificate from Electrical Department of Govt	Electrical connection Safety Certificate from Electrical D	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
Recommendation of Licensing Authority	Recommendation of Licensing Authority	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
A copy of document of Parking lot	A copy of document of Parking lot	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker
Regarding ownership of the property all legal document shall be submitted and Deputy Commissioner shall obtain the views of Govt	Regarding ownership of the property all legal document	Browse... 16830003_3_0.pdf Scan Fetch from DigiLocker

Step 20: Click on **“Make Payment”** in the next page.

Payment Details / Cinema Licence

Mode Of Payment: EGRAS Assam

Total Amount to be paid (in Rs.): 1000.0

Make Payment | Reset | Cancel

Step 21: Click on “Make Payment”.

Helpline: 1800-212-11-88-66 (From 10:00 AM to 6:00 PM on all working days) Help Desk Skip to main content Server : 56

GRAS Government Receipt Accounting System
 GOVERNMENT OF ASSAM Directorate of Accounts & Treasuries, Government of Assam, India

Payment For : **General Administration Department (REV-SP|https://eodb.assam.gov.in/egrasASResponse.do)**

Scheme	0220-01-102-0000-000
Tin No. / Tax ID	
Dealer Name	Nur Islam
Department ID	GADEP12873
Challan Amount	₹ 1000
Receipt Financial Year	2021-2022
Payment Period	From 01/04/2021 To 31/03/2022
Payment Mode	<input checked="" type="radio"/> e-Payment <input type="radio"/> Payment Across Bank Counter (Cash/Cheque) <input type="radio"/> Payment Gateway
Select Bank *	STATE BANK OF INDIA

All the information entered is found correct in the above draft.
Note* Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.
 Refund of challan will be processed by respective Department

Agree Disagree

Available Banks in GRAS

Modes of Payment e-Payment Payment Across Bank Counter

Step 22: Select Payment Mode and Bank. Then click on Agree option and click on “Proceed for Payment”.

assamegras.gov.in says

Your GRN Number Is
 AS001036742202122E
 Note Down Your GRN Number For Future Reference

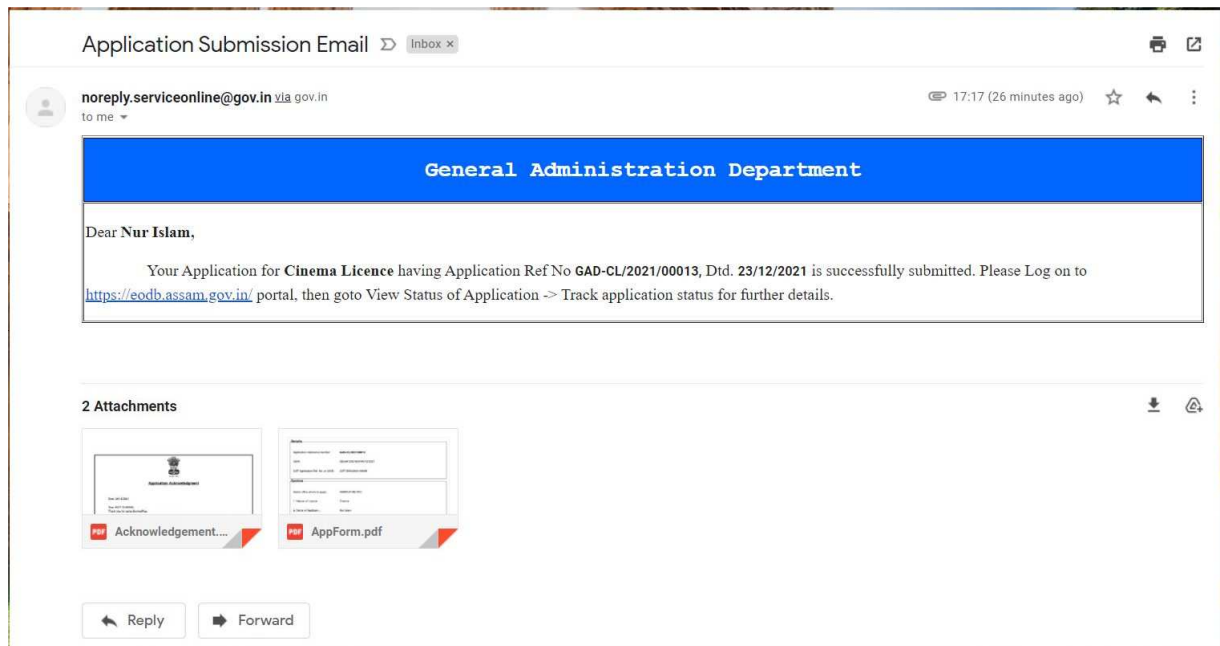
Click “OK” button.

Step 23: Select Payment option as per your convenience. Then click on **“Submit”**. It will redirect you to the bank site and you can directly pay from that. After successful payment, the **“Cinema Licence”** application form has been successfully submitted and acknowledgment slip is generated. A copy of the acknowledgment slip should be kept along for future references.

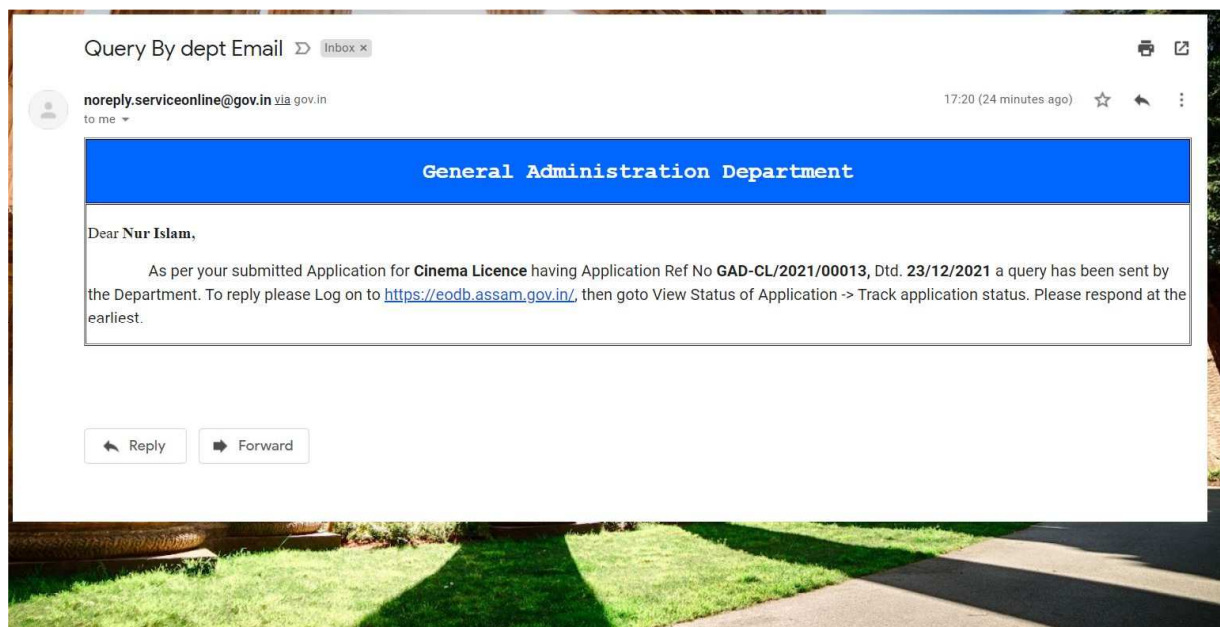
Type of document(s)	Document(s) Attached
UEN Certificate	Copy of UEN (Unique Business Identification Number) Certificate
Treasury Chalan	Treasury Chalan
Building Safety Certificate	Building Safety Certificate
A sketch map showing the location of the cinema place and list of all shops school etc within 200 mtrs to be shown on the map.	A sketch map showing the location of the cinema place and list of all shops school etc within 200 mtrs to be shown on the map.
Before sending any recommendation the Deputy Commissioner shall cause an enquiry through an officer not below the rank of Sub Divisional Magistrate	Before sending any recommendation the Deputy Commissioner shall cause an enquiry through an officer not below the rank of Sub Divisional Magistrate
Tax clearance certificate from the Superintendent of Tax	Tax clearance certificate from the Superintendent of Tax
Electrical connection Safety Certificate from Electrical Department of Govt	Electrical connection Safety Certificate from Electrical Department of Govt
Recommendation of Licensing Authority	Recommendation of Licensing Authority
Regarding ownership of the property all legal documents shall be submitted and Deputy Commissioner shall obtain the views of Govt.	Regarding ownership of the property all legal document shall be submitted and Deputy Commissioner shall obtain the views of Govt.
A copy of document of Parking lot	A copy of document of Parking lot
No Objection Certificate from concerned local body	No Objection Certificate from concerned local body

Service Designated Officer:
 Name: SD and DA
 Address: Dipur,
 Email: sameerkhaz35090@yahoo.com
 Phone No.:
 Regards
 ServicePlus

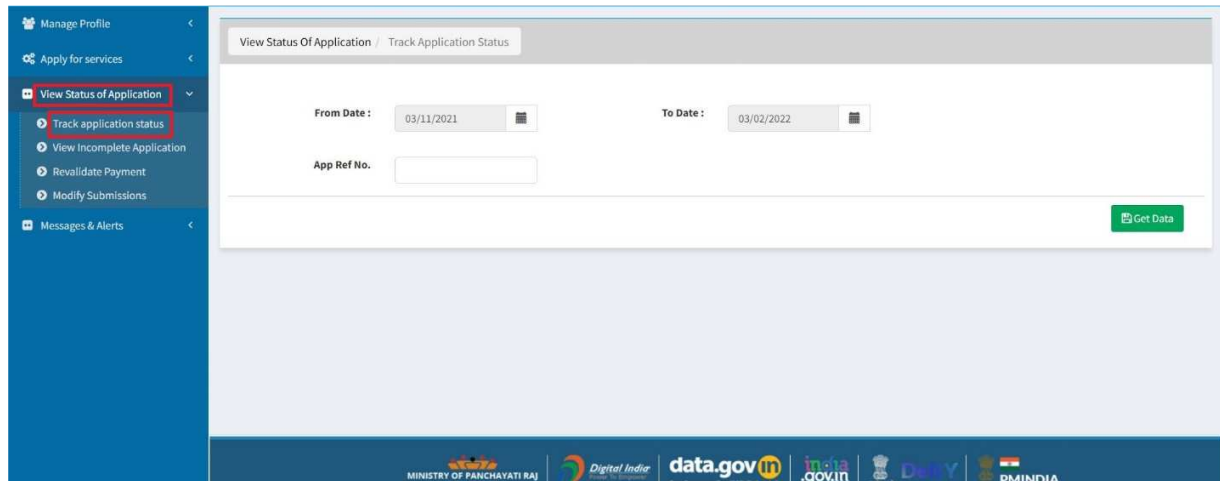
The submitted application form and acknowledgment slip will be sent to the registered email address also.



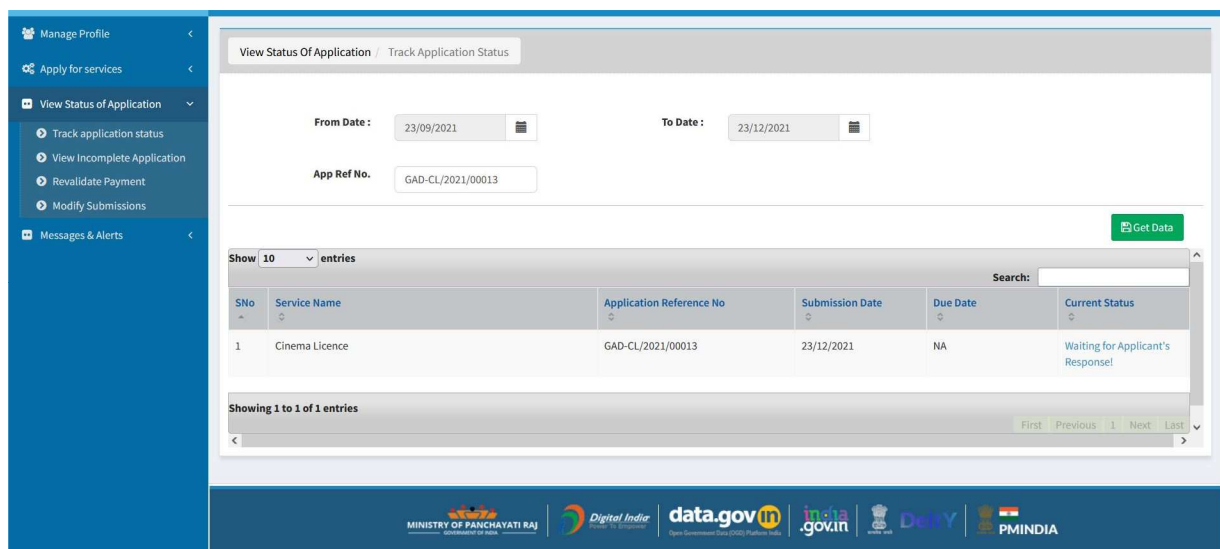
Step 24: If department raised any query, the applicant will receive an email as well as one SMS.



Step 25: For query reply, log on to EODB account. Then click on “**View Status of Application**” and then on “**Track application status**”.



Put Application. Ref. No. and then click on “**Get Data**”.



Now click on “**Waiting for Applicant’s Response!**”.

Step 25: Click on “click here” on the pop-up window as marked by red color box.

Status of Application
✕

Application Reference Number :	GAD-CL/2021/00013
Name of the Service :	Cinema Licence
Applied By :	AMIT SHARMA
Application due Date :	23/12/2021

***Action to be taken by an applicant**
 You are required to provide enclosure(s). Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	APPLICATION SUBMISSION	Completed	NA
2	Official Task	NA	Nil	Forwarded	NA

Close

It will redirect to the form where applicant can upload required documents.

Status of Application
✕

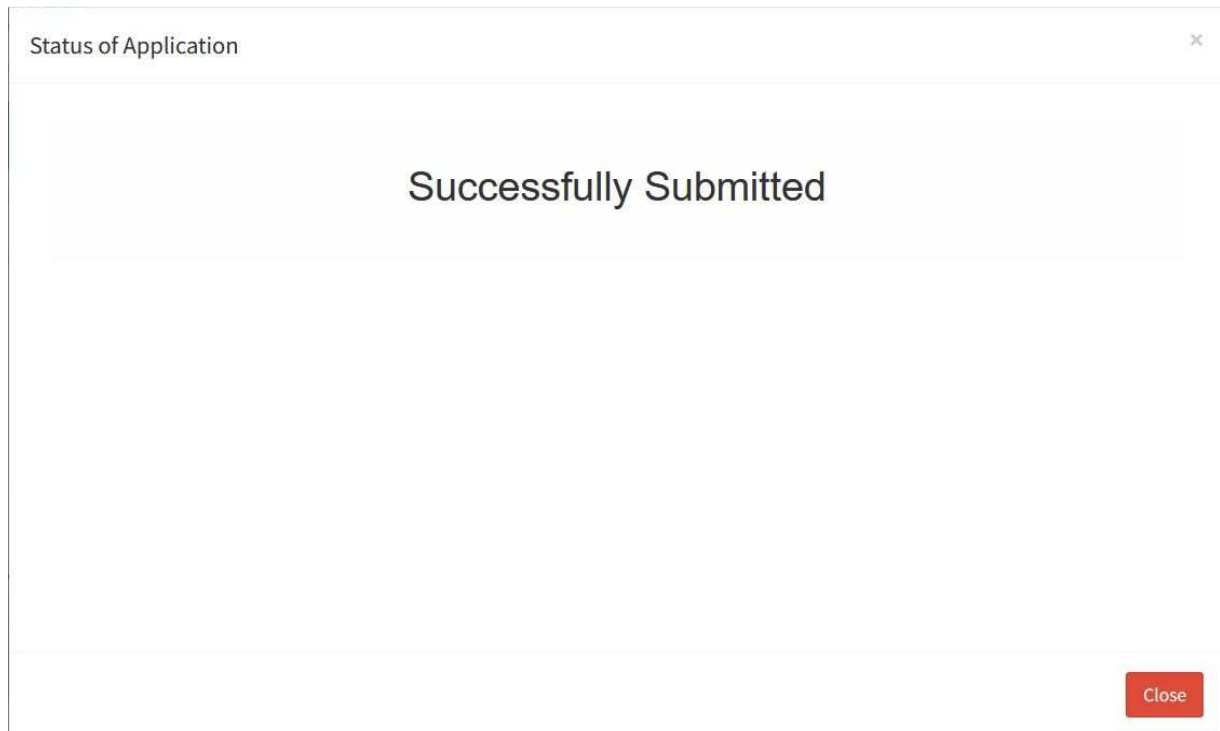
Attach Enclosure(s)

Type of Enclosure	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
Building Safety Certificate *	Building Safety Ce ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/> 16830003

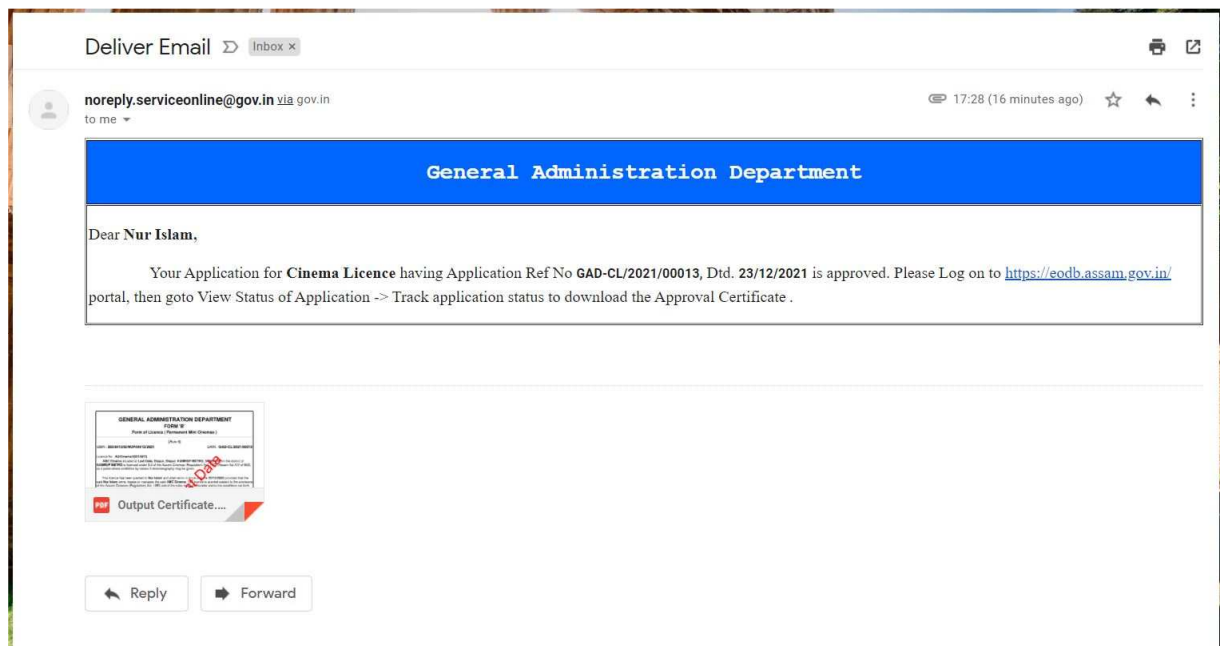
Submit
Cancel

Close

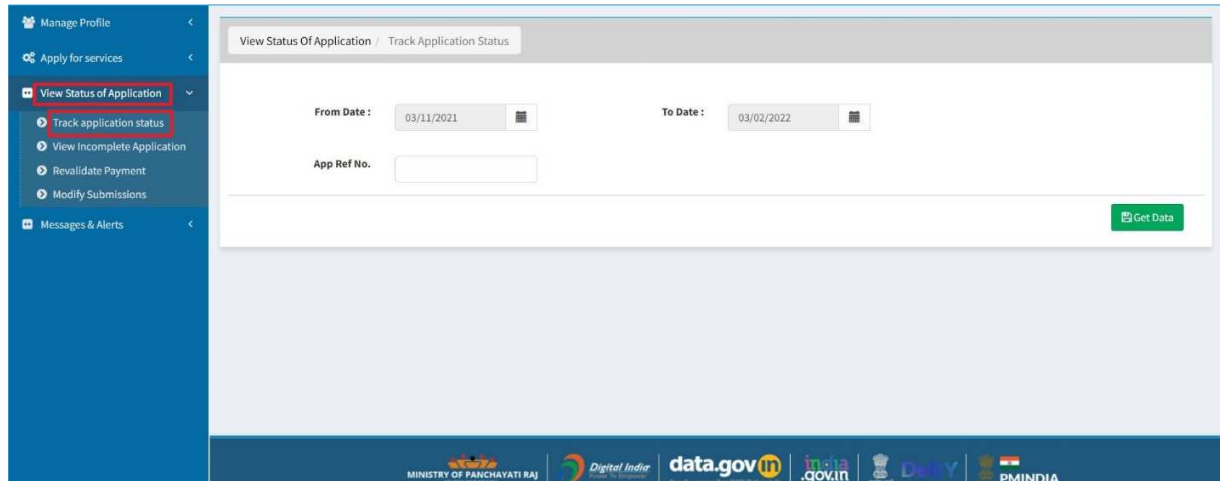
Upload the documents using “**Browse**” option and then click on “**Submit**”.



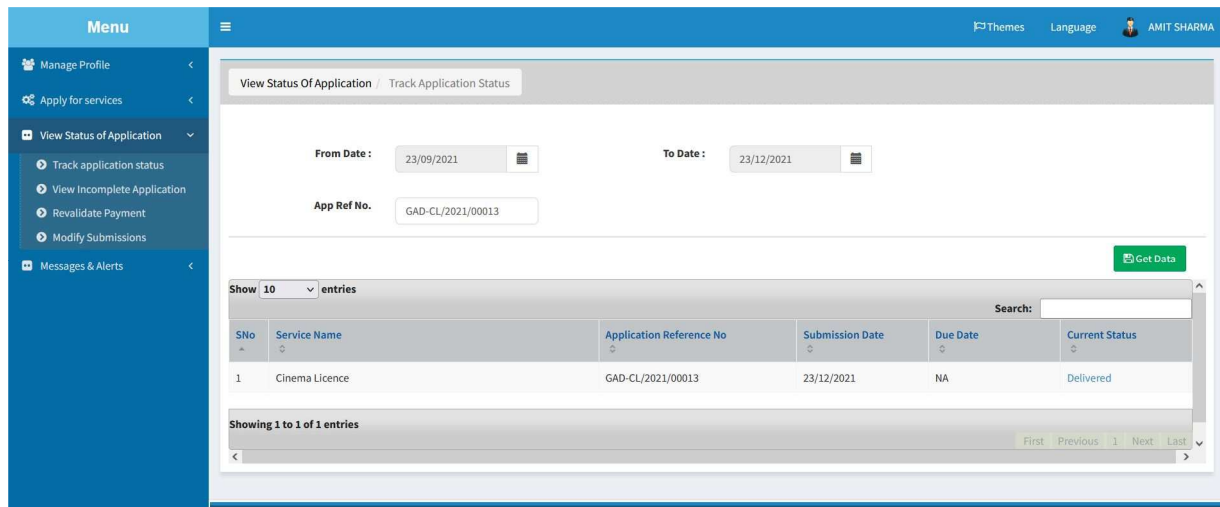
Step 26: Once approving authority issue licence, applicant will receive email and SMS notifications. The “**Cinema Licence**” will be sent to the applicant email address also.



Step 27: To download **“Cinema Licence”** click on **“View Status of Application”** and then on **“Track application status”** after login registered user account.



Put Application. Ref. No. and then click on **“Get Data”**.



Now, click on **“Delivered”**.

Status of Application

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	APPLICATION SUBMISSION	Completed	NA
2	Official Task	NA	Nil	Forwarded	NA
3	Query by Official	View	Nil	Completed	NA
4	Official Task	NA	Nil	Forwarded	NA
5	Approval to the proposal of issuing licence.	NA	Nil	Forwarded	NA
6	Approving Authority	NA	Output Certificate	Delivered	NA

Close

Click on “**Output Certificate**” to download “**Cinema Licence**”.

GENERAL ADMINISTRATION DEPARTMENT FORM 'B' Form of Licence (Permanent Mini Cinemas)	
[Rule 6]	
UBIN : 280/841242/NOPAN/12/2021	UAIN : GAD-CL/2021/00013
Licence No : AS/Cinema/2021/0013	
<p>ABC Cinema situated at Last Gate, Dispur, Dispur, KAMRUP METRO, 345354 Within the district of KAMRUP METRO is licenced under S.5 of the Assam Cinemas (Regulation) Act, 1953 (Assam Act XIV of 953), as a palce where exhibition by means if cinematography may be given.</p> <p>This licence has been granted to Nur Islam and shall remin in force until the 22/12/2022 provided that the said Nur Islam owns, leases or manages the said ABC Cinema. This licence is granted subject to the provisions of the Assam Cinemas (Regulation) Act, 1953 and of the rules made thereunder and to the conditions set forth in the attached Schedule.</p>	
The 23/12/2021	Deputy Commissioner KAMRUP METRO
