

User Manual - How to avail Common Application Form (CAF):

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

Home / Department Wise / Online Services

Please follow the following procedure to apply for any state Licenses / Approvals.

Step 1 - If new user, get registered in the Eodb Portal. - [click here](#) to Register
 Step 2 - Apply for common application form (CAF) and get the UBIN (Unique Business Identification Number).
 Step 3 - Apply of Licenses / Approvals using the same UBIN Number.

Quick Link - [Apply for Common Application Form](#) - [Apply Now](#)

Following is the comprehensive list of clearances required for setting up a business and starting operations in Assam which is prone to periodic update given the business process reengineering initiatives being undertaken by multiple departments with the objective of improving ease of doing business in the state.

Sector: Industry Type: Risk Category: Size of Firm:

Location: Business location Investor Type: No of Employees:

Department: Stages:

Search:

SL.No.	Stage	Clearance Name	Department Name	Information (Documents/Timeline/Fees)	Action
1	Others	Application for Amendment/Endorsement of Fertilizer Licence – Wholesale	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
2	Others	Application for Amendment in Dealers License Seeds – Retail	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
3	Pre Establishment	Application for NOC for Plant Protection Chemicals – Manufacturing	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
4	Pre Operation	Application for Pest Control Operation License – Anti Termite	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
5	Others	Application for Amendment in Plant Protection Chemicals – Wholesale	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
6	Others	Application for Endorsement in Plant Protection Chemicals – Wholesale	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
7	Pre Operation	Application for Dealers License Seeds – Retail	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
8	Pre Operation	Application for Fertilizer Licence – Manufacturing	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
9	Pre Operation	Application for License of Plant Protection Chemicals – Manufacturing	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>
10	Pre Operation	Application for Fertilizer Licence – Retail	Directorate of Agriculture	View Details	<input type="button" value="Apply"/>

Step 2: A department-wise list of all services can be viewed. For example, if **'Single Window Agency'** is selected from the department drop-down list and the **'Apply'** button is clicked, the services for this department will be displayed.

Home / Department Wise / Online Services

Please follow the following procedure to apply for any state Licenses / Approvals.

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 Step 2 - Apply for **common application form (CAF)** and get the **UBIN (Unique Business Identification Number)**.
 Step 3 - Apply of Licenses / Approvals using the same **UBIN** Number.

Quick Link - [Apply for Common Application Form](#) - [Apply Now](#)

Following is the comprehensive list of clearances required for setting up a business and starting operations in Assam which is prone to periodic update given the business process reengineering initiatives being undertaken by multiple departments with the objective of improving ease of doing business in the state.

Sector: Industry Type: Risk Category: Size of Firm:

Location: Business location Investor Type: No of Employee:

Department: Stages: [Apply](#) [Reset](#)

Search:

SL.No.	Stage	Clearance Name	Department Name	Information (Documents/Timeline/Fees)	Action
1	Others	Common Application form	Single Window Agency	View Details	Apply
2	Others	Add Link of Common Application Form	Single Window Agency	View Details	Apply

Showing 1 to 2 of 2 entries Previous Next

Step 3: Click on “View Details” link.

The screenshot shows the EODB Portal website interface. At the top, there is a header with the Assam state logo and the text 'ASSAM EODB PORTAL'. Below the header, there are navigation links for 'Services', 'Dashboard', 'Resources', 'Information Wizard', 'Central Inspection System', 'Help & Support', 'About', and 'Contact Us'. The main content area displays a list of services. The first service is 'Common Application Form' (CAF) under the 'Single Window Agency' department. The 'View Details' link for this service is highlighted with a red box. Below the list, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Home / Department Wise / Online Services

Please follow the following procedure to apply for any state Licenses / Approvals.

Step 1 - If new user, get registered in the Eodb Portal - [click here](#) to Register
 Step 2 - Apply for **common application form (CAF)** and get the **UBIN (Unique Business Identification Number)**.
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Quick Link - [Apply for Common Application Form](#) - [Apply Now](#)

Following is the comprehensive list of clearances required for setting up a business and starting operations in Assam which is prone to periodic update given the business process reengineering initiatives being undertaken by multiple departments with the objective of improving ease of doing business in the state.

Sector: Industry Type: Risk Category: Size of Firm:

Location: Business location Investor Type: No of Employee:

Department: Stages:

Search:

Sl.No.	Stage	Clearance Name	Department Name	Information (Documents/Timeline/Fees)	Action
1	Others	Common Application form	Single Window Agency	View Details	<input type="button" value="Apply"/>
2	Others	Add List of Common Application Form	Single Window Agency	View Details	<input type="button" value="Apply"/>

Showing 1 to 2 of 2 entries Previous Next

Clicking on “**View Details**” link it displays the **LIST OF DOCUMENTS, TIMELINE, FEES & PAYMENTS** and **PROCEDURE AND STAGE WISE TIMELINE** of the service. If fees required, it can be paid through online mode.

- For Online Fees: The Payment can be made during the online application process through integrated e-GRAS system.

User Manual - How to avail Common Application Form (CAF)

The screenshot displays a web application interface for the Ease of Doing Business (EODB) portal. A modal window titled "Clearance Name: Common Application form" is open, providing details for the CAF service. The modal includes sections for "LIST OF DOCUMENTS", "TIMELINE", "FEES & PAYMENTS", and "PROCEDURE AND STAGE WISE TIMELINE". Below the modal, the main interface shows a search filter for "Single Window Agency" and a table listing the CAF service details.

Clearance Name: Common Application form

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

- Authorization Letter (except Proprietorship)
- PAN of your Business Enterprise
- Applicant's Id Proof
- Applicant's Address Proof

TIMELINE
• INSTANT APPROVAL

FEES & PAYMENTS
• NA

PROCEDURE AND STAGE WISE TIMELINE
Click here to download : [Procedure Details](#)

Department: Single Window Agency Stages: All

Search:

SL No.	Stage	Clearance Name	Department Name	Information (Documents/Timeline/Fees)	Action
1	Others	Common Application form	Single Window Agency	View Details	<input type="button" value="Apply"/>
2	Others	Add Link of Common Application Form	Single Window Agency	View Details	<input type="button" value="Apply"/>

Showing 1 to 2 of 2 entries Previous 1 Next

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

User Manual - How to avail Common Application Form (CAF)

The screenshot shows the EODB Portal website. At the top, there is a header with the Assam logo and the text "ASSAM EODB PORTAL". Below the header, there are navigation links: "Services", "Dashboard", "Resources", "Information Wizard", "Central Inspection System", "Help & Support", "About", and "Contact Us".

The main content area is titled "Home / Department Wise / Online Services". It contains a section with instructions for applying for state Licenses / Approvals:

- Step 1 - If new user, get registered in the Eodb Portal. - [click here](#) to Register
- Step 2 - Apply for **common application form (CAF)** and get the **UBIN (Unique Business Identification Number)**.
- Step 3 - Apply of Licenses / Approvals using the same **UBIN Number**.

Below the instructions, there is a "Quick Link - Apply for Common Application Form - [Apply Now](#)".

Following is the comprehensive list of clearances required for setting up a business and starting operations in Assam which is prone to periodic update given the business process reengineering initiatives being undertaken by multiple departments with the objective of improving ease of doing business in the state.

There are several filter options: Sector, Industry Type, Risk Category, Size of Firm, Location, Business location, Investor Type, No of Employee, Department, and Stages. There are "Apply" and "Reset" buttons.

A search bar is present. Below the filters is a table with the following columns: S.No., Stage, Clearance Name, Department Name, Information (Document's url/size/price), and Action.

S.No.	Stage	Clearance Name	Department Name	Information (Document's url/size/price)	Action
1	Others	Common Application Form	Single Window Agency	View Details	Apply
2	Others	Add Unit of Common Application Form	Single Window Agency	View Details	Apply

Showing 1 to 2 of 2 entries. Navigation: Previous, 1, Next.

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

The screenshot shows the ServicePlus login page. At the top, there is a header with the ServicePlus logo and the text "ServicePlus Metadata-based Integrated Service Delivery Framework".

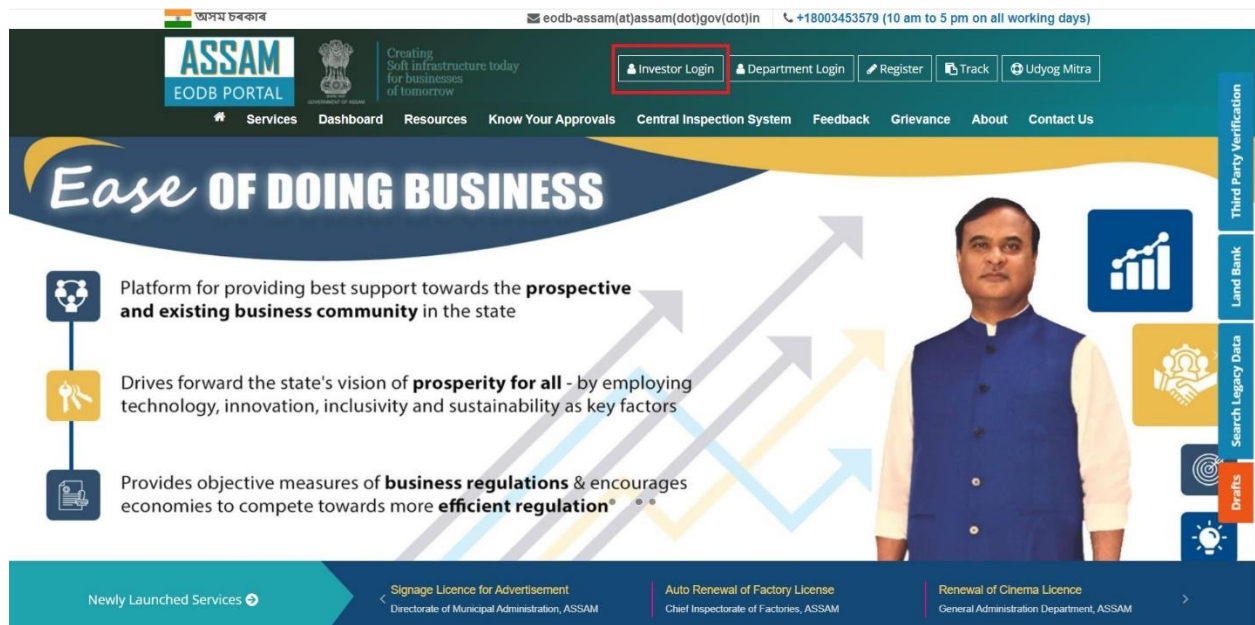
The main content area is titled "LOGIN". It contains a form with the following fields:

- Login ID
- OTP/Password
- Get OTP
- Captcha
- Agree to abide by the Terms of Use outlined by ServicePlus.

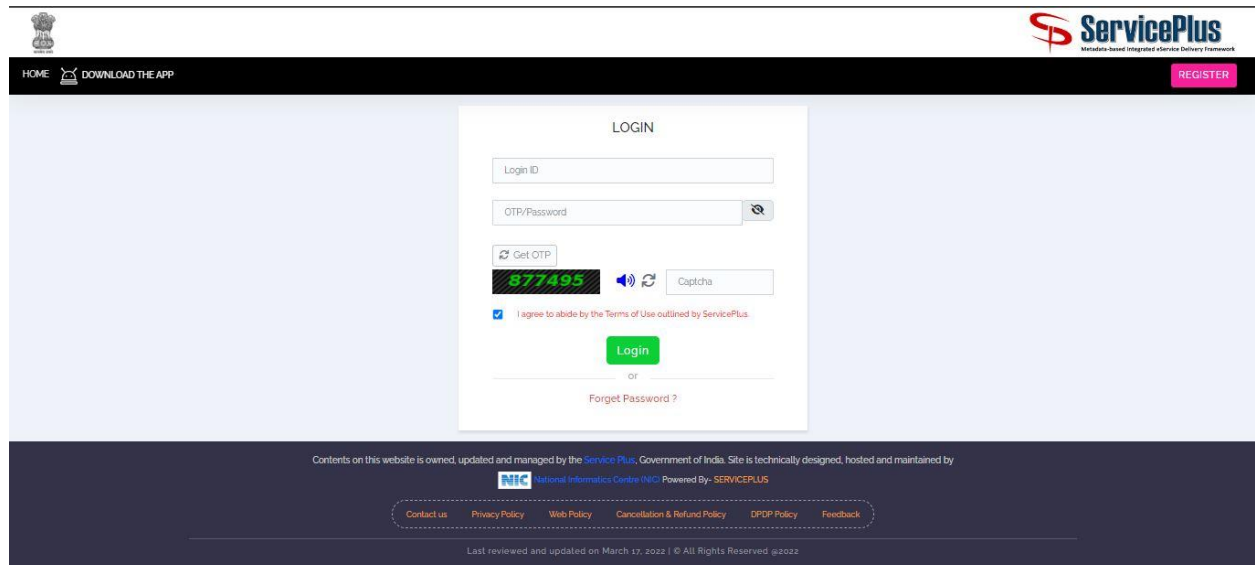
There is a "Login" button and a "Forget Password?" link.

At the bottom, there is a footer with the text: "Contents on this website is owned, updated and managed by the Service Plus, Government of India. Site is technically designed, hosted and maintained by NIC National Informatics Centre (NIC) Powered By: SERVICEPLUS". There are also links for "Contact us", "Privacy Policy", "Web Policy", "Cancellation & Refund Policy", "DDP Policy", and "Feedback".

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.



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.

User Manual - How to avail Common Application Form (CAF)

ASSAM EODB PORTAL Creating Soft infrastructure today for businesses of tomorrow

Menu

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

WELCOME

Please follow the following procedure to apply for any state Licenses / Approvals.

1. If new user, apply for **common application form (CAF)**.
2. Get UBIN (Unique Business Identification No) once the CAF is approved.
3. Apply of Licenses / Approvals using the same UBIN Number.

Online Payment will be done through EGRAS Assam.

In case of Failed Transaction -

- GO TO **View Status of Application** -> **Re-Validate Payment**
- Click on **Application Id** (Application will move to View Incomplete Application)
- GO TO **View Status of Application** -> **View Incomplete Application**
- Re-submit the application and make fresh Payment.

In case of successful Transaction but acknowledgement not generated -

- GO TO **View Status of Application** -> **Re-Validate Payment**
- Click on **Application Id** (It will generate Acknowledgement Receipt)
- message.ekyc.add.mapping=Please add atleast one mapping

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

ASSAM EODB PORTAL Creating Soft infrastructure today for businesses of tomorrow

Menu

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

Apply For Services / View All Available Services

view ASSAM Services

Show 10 entries Search:

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

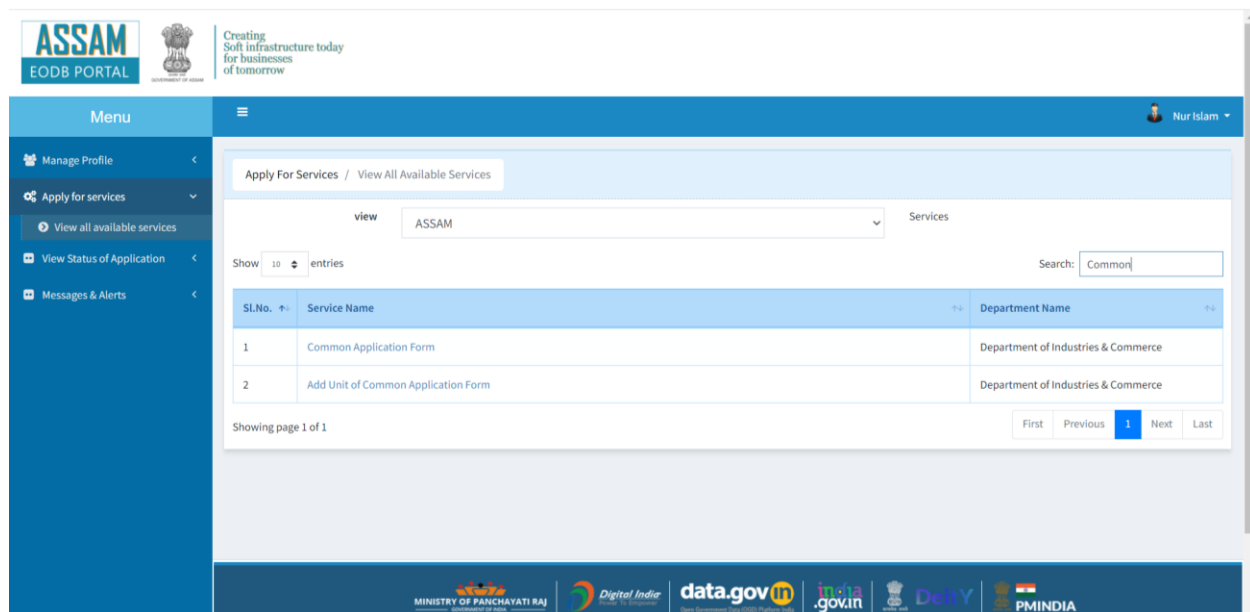
Note: To avail any service, a **Unique Business Identification Number (UBIN)** is mandatory.

- 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.



The screenshot shows the ASSAM EODB Portal interface. The header includes the ASSAM logo, the Government of Assam emblem, and the tagline "Creating Soft infrastructure today for businesses of tomorrow". The user is logged in as "Nur Islam". The main content area is titled "Apply For Services / View All Available Services". It features a search box with "Common" entered, a "view" dropdown set to "ASSAM", and a "Services" section. Below this is a table with the following data:

Sl.No.	Service Name	Department Name
1	Common Application Form	Department of Industries & Commerce
2	Add Unit of Common Application Form	Department of Industries & Commerce

The table indicates "Showing page 1 of 1" and includes navigation buttons: First, Previous, 1, Next, Last.

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

The screenshot displays the 'Single Window Agency Common Application Form' interface. The page features a blue header with a clock showing 29:35 and options for Themes, Language, and EODB Assam. A navigation menu on the left includes 'Manage Profile', 'Apply for services', 'View all available services', 'View Status of Application', and 'Messages & Alerts'. The main content area is titled 'Single Window Agency Common Application Form' and includes a 'Downloadable Template' link. The form is titled 'SINGLE WINDOW REGISTRATION' and 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. 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 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

Please Select

At the bottom right of the form, there are buttons for 'Draft', 'Save & Next', 'Close', and 'Reset'. The footer includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, MHRD, and PMINDIA, along with a note that the site is technically designed, hosted and maintained by the National Informatics Centre.

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.

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 –

User Manual - How to avail Common Application Form (CAF)

The screenshot shows the 'Enterprise Details' section of the CAF application. The top navigation bar includes '29 : 8', 'Themes', 'Language', and 'EODB Assam'. A progress indicator shows step 1 is active. The form contains the following fields:

- 1. Name of the Enterprise: Enter Name of the Enterprise
- 2. (a) Is it a New or Existing Business: Radio buttons for 'New' and 'Existing'.
- (b) Date of Commencement of Business (if existing business) / Expected Date of Commencement of Business (if new business): Select Date of Commencement of Business

Buttons at the bottom include 'Previous', 'Draft', 'Save & Next', 'Close', and 'Reset'. The footer includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, Jio, and PMINDIA.

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

The screenshot shows the 'PAN Details Verification' section of the CAF application. The top navigation bar includes '29 : 46', 'Themes', 'Language', and 'EODB Assam'. A progress indicator shows step 3 is active. The form contains the following fields:

- 3. (a) Income Tax Permanent Account Number (PAN) of the Enterprise: Enter PAN Card Name, e.g. AAAA1234A
- 3. (b) Name as on PAN Card: Enter Name as on PAN Card
- 3. (c) Date of Birth (in case of individual)/Date of Commencement (in case of Organisation): Select date as printed on PAN card
- 3. (d) PAN Type: Please Select
- Verify PAN button
- PAN Verification Status (Please click Verify PAN button to get the status):
- 4. (a) Type of unit for which CAF is being filed: Please Select
- 4. (b) Address of the unit for which CAF is being filed: [Please give building/house no. and street name. Block/Ward no. is mandatory and it can not be left blank otherwise your application will not be approved]. Fields include House No./Building Name, State, Revenue Circle, Block/Ward No., Street/Locality, District, Town/Village, and Pin Code.
- 5. Location of the Enterprise/Registered Office: Fields include House No./Building Name, Address Line 3, State, Postal / Zip Code, Mobile Number, Street/Locality, Country, District, Landline No., and E-Mail.

Buttons at the bottom include 'Previous', 'Draft', 'Save & Next', 'Close', and 'Reset'.

Verify PAN No. and fill the form with requested data and proceed by clicking “**Save & Next**”.

The screenshot shows the 'Single Window Agency Common Application Form' interface. The form is titled 'Single Window Agency Common Application Form' and is part of the 'Applicant Details' section. The form contains the following fields:

- 6. (a) Name of the Applicant/Authorized Person as per documentary evidence: Enter Applicant Name
- 6. (b) Designation of the Applicant: Enter Designation of the Applicant
- 6. (c) Gender: Male, Female, Others
- 6. (d) Address of the Applicant: House No./Building Name, Street/Locality, Address Line 3, Country (India), State (Please Select), District (Please Select), Village/Town, Postal / Zip Code, Landline, Mobile Number, E-Mail (Enter a Valid Email ID, e.g. inc@gmail.com)

The form is displayed on a blue-themed web interface with a sidebar menu and a top navigation bar. A progress indicator at the top shows steps 1, 2, and 3 completed, with step 4 highlighted. The bottom of the form has buttons for '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. At the top, there is a navigation bar with a menu on the left and user information on the right. A progress bar indicates the current step in the application process. The main form area is titled 'Other Details' and contains the following fields:

- 7. Size of Current Investment: Please Select
- 8. (a) Select your Sector of Operation: Please Select
- 8. (b) Select your business type: Please Select
- 9. Category of Enterprise based on pollution: Please Select
- 10. Type of Area:
 - RURAL
 - URBAN
- 11. Status of Land/Building/Premises: Please Select
- 12. (a) Type of Land: Please Select
- 12. (b) Dag No.: Enter Dag No.
- 12. (c) Patta No.: Enter Patta No.
- 12. (c) Patta No.: Enter Patta No.
- 12. (c) Mouza: Enter Mouza
- 13. Estimated number of employees currently being employed: Please Select
- 14. Please select appropriate nature of sales/turnover:
 - Local Sale including Deemed Sale
 - Exports out of the country
 - Inter State Sales
 - Import Goods for Manufacturing, Packaging and not for Sale
 - Sale of Service Within India
 - Export of Service Outside India
 - Others
- 15. Industry Scale: Please Select
- 16. Nix Category: Please Select
- 17. Industry Classification: Please Select
- 18. Industry Type: Please Select

At the bottom of the form, there is a 'Word verification' section showing the characters '414539' and a prompt to enter these characters. Navigation buttons at the bottom right include '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**”.

User Manual - How to avail Common Application Form (CAF)

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.

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: 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

cat_ubin: 618/124298/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/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: 781006

Mobile Number: 8638055106

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/Tenures: 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](#)

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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.

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Manage Profile <

Apply for services <

View Status of Application <

Messages & Alerts <

SINGLE WINDOW REGISTRATION

Application Reference Number : Draft_CAF-SWA/2022/00003

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[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/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 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 : 781008

caf_ubin : 618/124206/AAAAA1234A/2/2022

Dist_code : 618

pan_morsh_yr : A/AAAA123/1/2/2022

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 : 781008

Mobile Number : 8638956106

E-Mail : nurislam.jec6@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

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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 Applicant 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**,

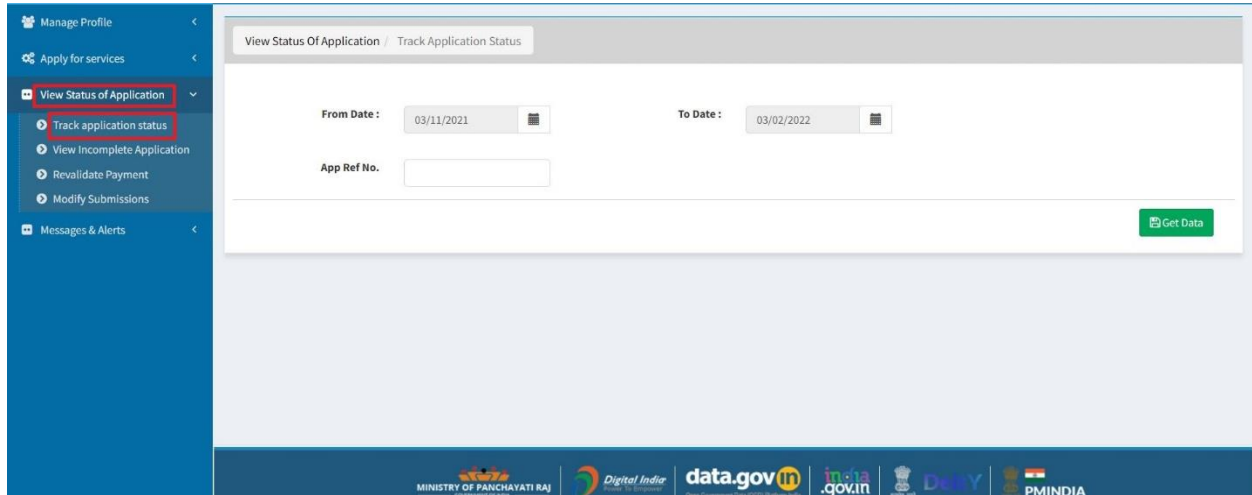
Your Application for **Common Application Form** having Application Ref No **CAF-SWA/2022/00003**, Dtd. **03/02/2022** is approved.

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

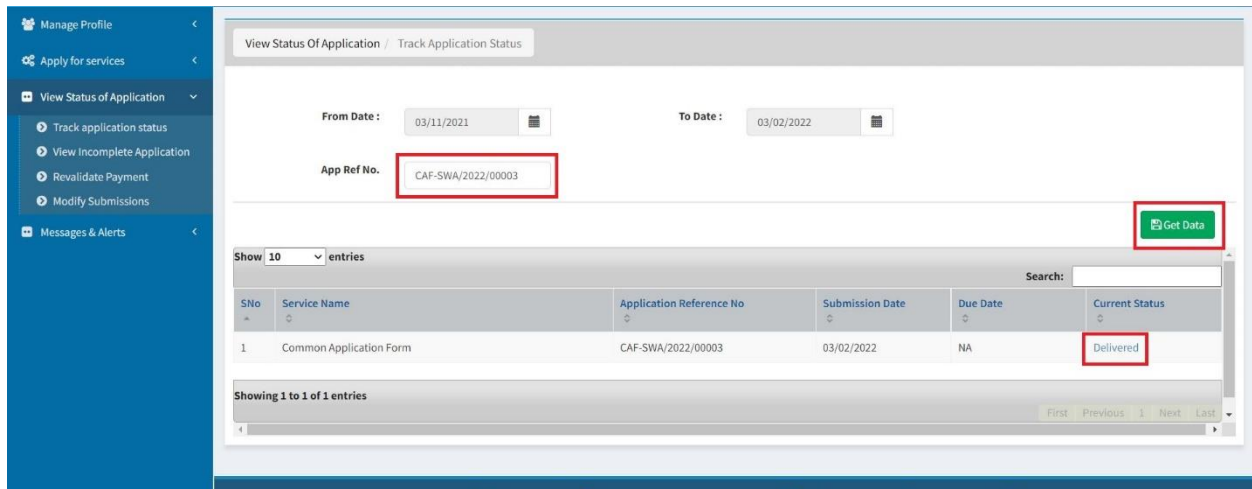
Regards,
 Department of Industries & Commerce
 Govt. Of Assam

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.

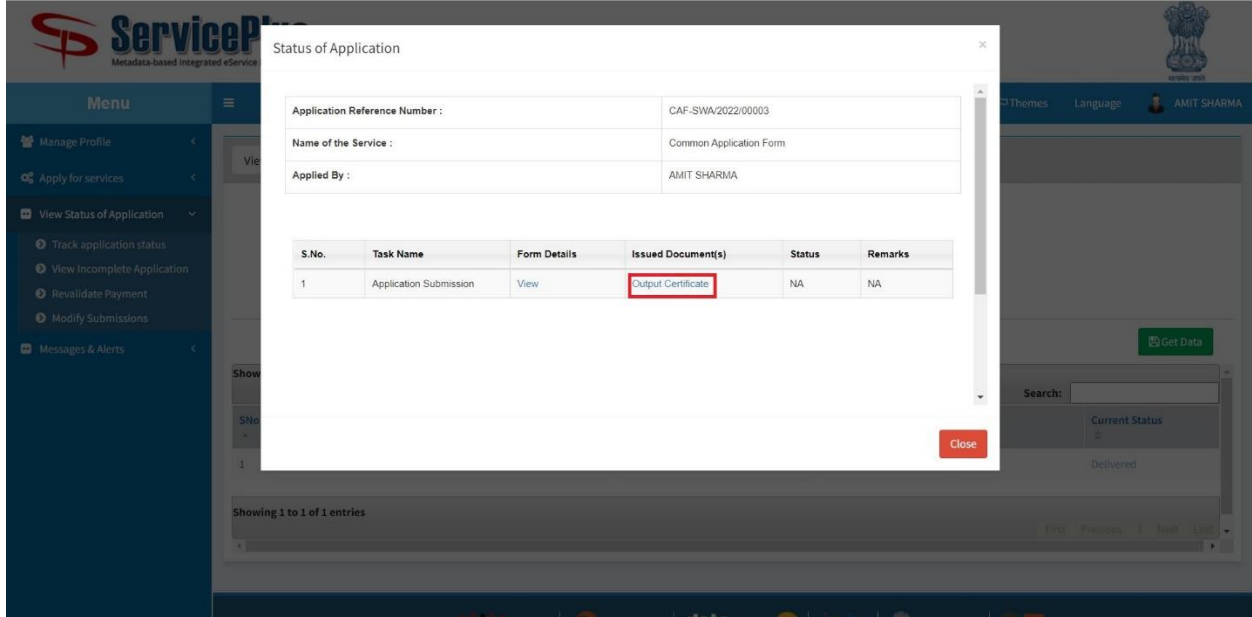


Put Application. Ref. No. and then click on “**Get Data**”.



Now, click on “**Delivered**”.

User Manual - How to avail Common Application Form (CAF)



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**

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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

Reference No: CAF-SWA/2022/00003 To View: <https://eodb.assam.gov.in/les/configure#?c:REEF172> Token No: 8EE6F172
