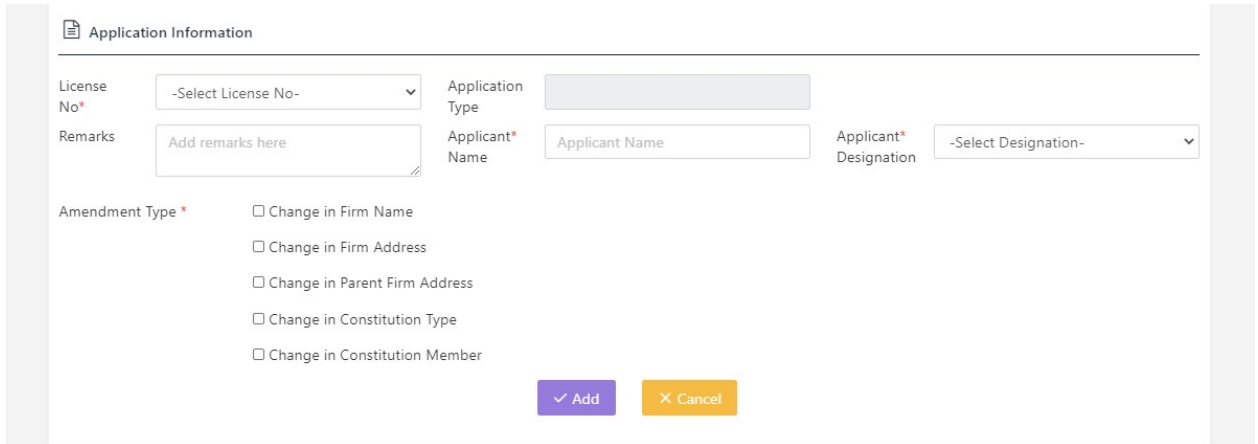


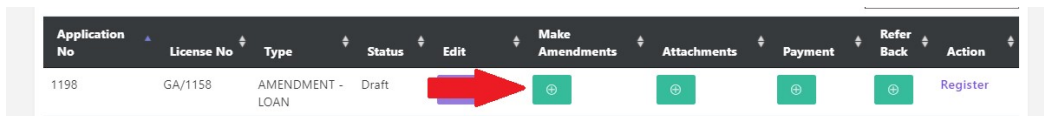
How to apply for Amendment in License?

- 1) Find License Amendment sub menu under License Amendment menu and click on it.
- 2) Click on “+” button for add new application which is on top right side.
- 3) Select the license and check the list what you want to change in License.



The screenshot shows a web form titled "Application Information". It contains several input fields and checkboxes. The "License No*" field is a dropdown menu with the text "-Select License No-". The "Remarks" field is a text area with the placeholder "Add remarks here". The "Application Type" field is a text input. The "Applicant* Name" field is a text input with the placeholder "Applicant Name". The "Applicant* Designation" field is a dropdown menu with the text "-Select Designation-". Below these fields, there is a section for "Amendment Type *" with five checkboxes: "Change in Firm Name", "Change in Firm Address", "Change in Parent Firm Address", "Change in Constitution Type", and "Change in Constitution Member". At the bottom right of the form, there are two buttons: a purple "Add" button and a yellow "Cancel" button.

- 4) Click the Make Amendment button for fill up the form for amendment.



The screenshot shows a table with the following columns: Application No, License No, Type, Status, Edit, Make Amendments, Attachments, Payment, Refer Back, and Action. The first row of data has the following values: 1198, GA/1158, AMENDMENT - LOAN, Draft. A red arrow points to the "Edit" column for this row. Below the "Edit" column, there are four green buttons with a plus sign, corresponding to the "Make Amendments", "Attachments", "Payment", and "Refer Back" columns. The "Action" column contains a "Register" button.

Application No	License No	Type	Status	Edit	Make Amendments	Attachments	Payment	Refer Back	Action
1198	GA/1158	AMENDMENT - LOAN	Draft						Register

- 5) Then complete the attachment form and payment detail.
- 6) Send the application to administrative side by clicking the Register button and application is freeze.
- 7) If you will have any query form administrative they will send back to you and you will see and edit the application and you can comply the application again.
- 8) Once your application will grant you can down load the approved document in Download License submenu under License amendment menu.