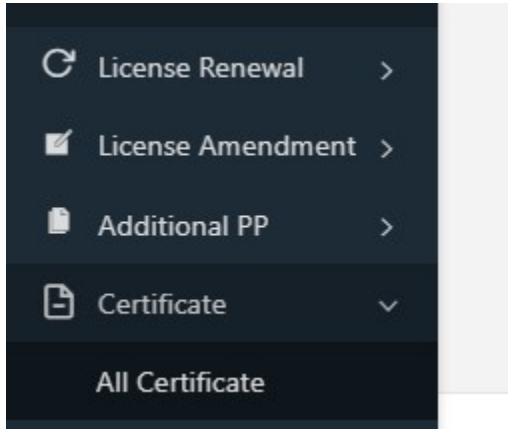


How to apply for certificates?

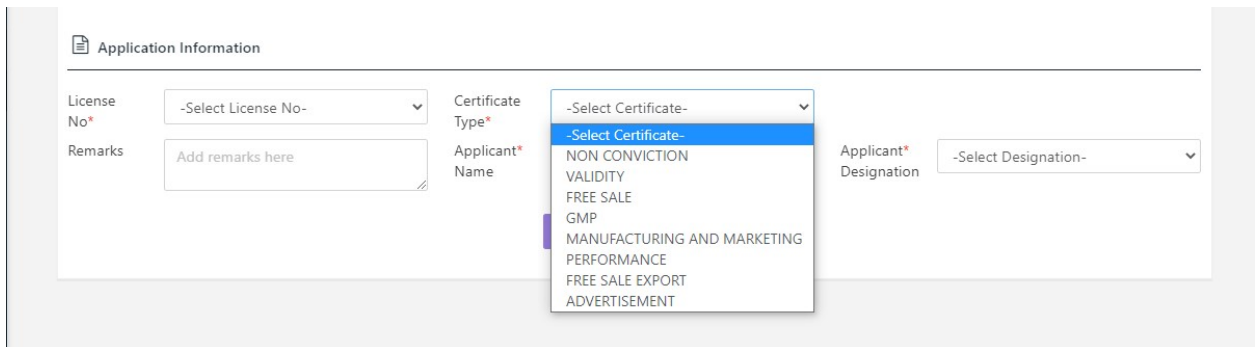
- 1) Login into the application and find the certificate menu and click on all certificate submenu.



- 2) Click on the “+” button for create certificate application.









- 3) Select the license Number for certificate and select the certificate which you want to apply.

A screenshot of the 'Application Information' form. It contains several fields: 'License No*' with a dropdown menu showing '-Select License No-'; 'Remarks' with a text area containing 'Add remarks here'; 'Certificate Type*' with a dropdown menu open, showing options: '-Select Certificate-', '-Select Certificate-', 'NON CONVICTION', 'VALIDITY', 'FREE SALE', 'GMP', 'MANUFACTURING AND MARKETING', 'PERFORMANCE', 'FREE SALE EXPORT', and 'ADVERTISEMENT'; 'Applicant* Name' with a text field; and 'Applicant* Designation' with a dropdown menu showing '-Select Designation-'.

- 4) You can edit your application with Edit button. Select the category/product for your certificate application. You show the selection of category or product by certificate types.

Show 10 entries Search:

Application No	License No	Type	Status	Edit	Category/Product	Attachments	Payment	Refer Back	Action	Download Certificate
1296	GA/1352	GMP	Draft						Register	

- 5) Select the attachment button for upload the attachment and same for the payment click on payment button. Then click on the register button for submit the application to the Administration.
- 6) You can check your status of your application which display in status column. If you got any query, query will show you in Refer back button.
- 7) You can download your certificate by clicking on Download button.