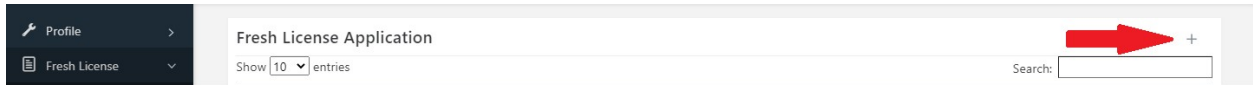


How to apply fresh application?

- 1) Find the Fresh license menu on the left side. Then click on new application.
- 2) Click on + icon for new application.



- 3) Then fill up the form and select the form number what you want to apply and then click add.

The screenshot shows the 'Application Information' form. The fields are filled as follows: Form No* is 24D, Application Type is OWN, License Code is 25D, Remarks is 'Add remarks here', Applicant* Name is 'krunal', Applicant* Designation is 'Owner', and Site * Inspection is 'Ready for inspection'. There are 'Add' and 'Cancel' buttons at the bottom.

- 4) Click on product button for adds the product. Fill the detail and click on add button to add the product.

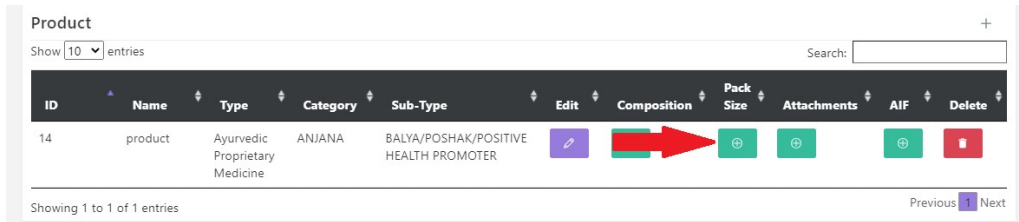
The screenshot shows the 'Add Product' form. The fields are filled as follows: Name* is 'product A', Type* is 'Ayurvedic Proprietary Medicine', Category* is 'ANJANA', Sub * Type is 'BALYA', Permission* Purpose is 'Permission Reason 1', Remarks is 'Add remarks here', and Country* Applicable is 'All'. There are 'Add' and 'Cancel' buttons at the bottom.

- 5) Click on the composition button for adds the composition of products.

The screenshot shows the 'Product' list table. A red arrow points to the 'Composition' button in the 'Edit' column for the first product entry.

ID	Name	Type	Category	Sub-Type	Edit	Composition	Pack Size	Attachments	AIF	Delete
14	product	Ayurvedic Proprietary Medicine	ANJANA	BALYA/POSHAK/POSITIVE HEALTH PROMOTER						

6) Click on the pack size button for adds the pack size detail.



Product

Show 10 entries Search:

ID	Name	Type	Category	Sub-Type	Edit	Composition	Pack Size	Attachments	AIF	Delete
14	product	Ayurvedic Proprietary Medicine	ANJANA	BALYA/POSHAK/POSITIVE HEALTH PROMOTER						

Showing 1 to 1 of 1 entries Previous 1 Next

7) Fill up the attachments and same as the AIF which mention in the list.

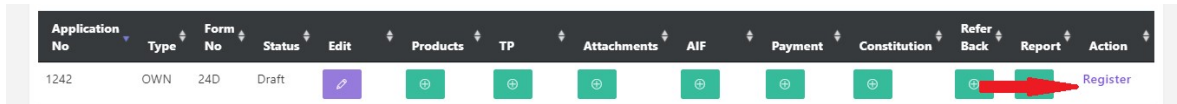
8) Click on TP button in main list of application to enter the detail for technical person.

9) Fill up the attachments and same as the AIF in the main form.

10) Click on payment button for adds payment of your challan.

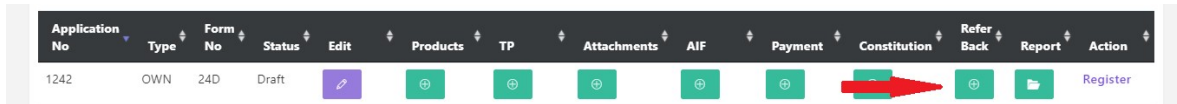
11) Add the constitution of your firm by clicking on constitution button.

12) When all details are added then click on register button for send your application to Administration side. Once you send the application you are not able to edit the detail of the application so check properly and then click on the register button.



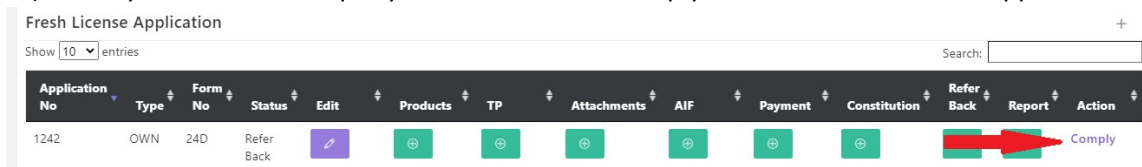
Application No	Type	Form No	Status	Edit	Products	TP	Attachments	AIF	Payment	Constitution	Refer Back	Report	Action
1242	OWN	24D	Draft										Register

13) If your application has any queries then Administration send back the application to you. You can see the reason by clicking on the Refer back button.



Application No	Type	Form No	Status	Edit	Products	TP	Attachments	AIF	Payment	Constitution	Refer Back	Report	Action
1242	OWN	24D	Draft										Register

14) When you resolved the query and then click on comply button to resubmit the application.

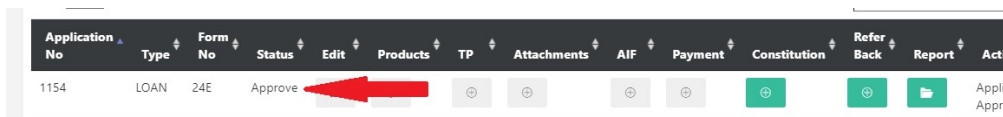


Fresh License Application

Show 10 entries Search:

Application No	Type	Form No	Status	Edit	Products	TP	Attachments	AIF	Payment	Constitution	Refer Back	Report	Action
1242	OWN	24D	Refer Back										Comply

15) You can track your application status under status label.



Application No	Type	Form No	Status	Edit	Products	TP	Attachments	AIF	Payment	Constitution	Refer Back	Report	Action
1154	LOAN	24E	Approve										Apply Appr

16) Once application will grant your application's status change to Approved. You can download your approved document in Download License submenu.

New Application							
Legacy Records							
Download License							
Application No	License no	Issue date	Valid from date	Valid upto date	Application License	Product License	TP License
1179	GA/1158	09-09-2020	10-09-2020	09-09-2025	Download	Download	Download