

## How to apply for Renewal License?

- 1) Login to the system and find Renewal Application submenu under the License Renewal menu.
- 2) Click on + icon which you find on top right for new renewal application.
- 3) Then select the license number which you want to renewal license.

Application Information

License No\*  Application Type

Remarks  Applicant\* Name

License Code  Applicant\* Designation

- 4) Click on product button and select the product for renewal.

Application No	License No	Type	Status	Edit	Products	TP	Attachments	Payment	Refer Back	Report	Action	
1160	GA/1154	RENEWAL - LOAN	Draft									Register

- 5) Click on TP button and select the TP for renewal.

Application No	License No	Type	Status	Edit	Products	TP	Attachments	Payment	Refer Back	Report	Action	
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- 6) Then upload attachment and add payment detail. When you fill all details for application then send the application to Administration by Register
- 7) If any query occurred then application refer back to you and you will see details in the refer back section.
- 8) Once your Renewal application grant documents will downloaded in Download License action.