



COMMON APPLICATION FORM (CAF)

USER MANUAL

Department of Industries,
Government of Andhra Pradesh

COMMON APPLICATION FORM (CAF) 1 USER MANUAL

1. When the user opens Common Application Form – 1, he/she sees Step 1 of 4 of CAF-1 as shown below (Figure 1).

COMMON APPLICATION FORM(CAF-I)

1.1 Name & Address of the Promoter/Industrial Undertaking

Name of the Industrial Undertaking*
Taru Enterprises

Name of the Promoter/ Partner with surname first*
[]

Sex/D/o/Wife*
[]

Age*
[]

Gender*
 Male Female

Occupation*
[]

UID (Aadhaar) No :
[] - [] - []

1.2 Address for Communication :

House No.*
[]

Street Name*
[]

Village/Town*
[]

Mandal*
[]

District*
[]

Pincode*
[]

Email ID*
[]

Fax
[]

Telephone (incl. STD code)*
[]

2. Nature of Organisation

2.0 Nature of Organisation* Proprietary

2.1 Proprietary unit belong to* -Select- *

Save & Continue

Figure 1: Common Application Form (CAF) – Step 1 of 4

2. The user would be required to enter Name and Address of Industrial Undertaking, Address for Communication and Nature of organization details.
3. Please note that if the user is being redirected from some other page, Industrial name and Nature of organization would be automatically populated.
4. After adding details, the user would click on 'Save & Continue' button to proceed to Step 2 of 4 of CAF-1 (Figure 2).
5. On this screen, User can enter the details of
 - Line of manufacture - In case there are multiple lines of manufacturing, user should click on ADD button and enter the details.
 - Raw materials Used in the process - In case there are multiple lines of manufacturing, user should click on ADD button and enter the details.
6. The user can also upload the documents for Machinery Plant details, brief description of manufacturing process and Type and Nature of wastes and effluents their Quantities and the methods of their disposal.

7. The user would be required to enter details of project cost and probable employment potential.
8. After entering all the details, use should click on 'Save & Continue' button to proceed to Step 3 of 4 of CAF-1 (Figure 3).

Figure 2: Common Application Form (CAF) – Step 2 of 4

9. On this screen, the user would be required to provide following details:
 - Reference Number and Date of the existing approvals of Factories department Gram Panchayat/ Municipality/ Electricity/ Water, if any.
 - Proposed factory type and location of factory
 - Details of location of factory - Survey number, extent of land, address etc.
 - Power requirement for the unit
10. After entering all the details, use should click on 'Save & Continue' button to proceed to Step 4 of 4 of CAF-1 (Figure 4).
11. On this screen, the user would be required to provide following details:
 - Water and Sewage Connection details
 - Permission to draw the water

COMMON APPLICATION FORM(CAF)-B

8.0 Details of existing Approvals of Factorles dept Gram Panchayat / Municipality / Electricity / Water, if any

Reference No. Date

9.0 Proposed location of the factory

9.0 Proposed factory Type Industrial Estate Industrial Development Area Special Economic Zone Private Estate Others

9.1 Location (Name of IE/IDA/EZ/PE)

Factory Location

Survey No Extent (In Sq.Mts) Street Name

District Mandal Village/Town

Pincode Telephone No Nearest Telephone No

10.0 Power required for the unit

Does your Contracted Load is <= 200 HP (LT) > 200 HP (HT)

10.1 Contracted Load/Maximum Demand in HP

Contracted Load/Maximum demand in KVA 10.2 Connected load --SELECT--

10.3 Aggregate installed capacity of the transformer in case of HIT (in HP) 10.4 Proposed maximum working hours 10.5 Expected month and year of trial production Select Month Select Year

10.6 Probable date of requirement of power supply (DD/MM/YYYY) 10.7 Total HP of the machinery proposed to be installed

Per Day Per Month

Installation Type Fresh Installations Addition or Alteration

Installation Voltage Above 132 KV

[Save & Continue](#)

Figure 3: Common Application Form (CAF) – Step 3 of 4

COMMON APPLICATION FORM(CAF)-B

11.0 Water and Sewer connection Details

11.1 Water Requirement:

Water Supply from --SELECT-- Drinking Water Quantity (in KL / Day) Water for Processing Quantity (in KL / Day)

Size of Water Supply connection applied for 15mm(1/2) 25mm(1) 40mm(1 1/2) 50mm(2) Others

Size of sewer connection applied for 15mm(1/2) 25mm(1) 40mm(1 1/2) 50mm(2) Others

12 Permission to draw water

Agency Ground Water Irrigation Other Sources

Area of Survey (in Acres) Requirement of Water Quantity (in KL / Day)

[Save](#)

Declaration

I declare that the particulars given above are true to the best of my knowledge and beliefs shall obey the rules and regulations in force. If any deviation is found suitable action may be initiated.

[Submit Application Form](#)

Figure 4: Common Application Form (CAF)/ Declaration

12. When the user clicks on 'Save' button after entering all the details, he/she would be required to check the Declaration first and then submit the application form (Figure 5).
13. The user can download the submitted CAF from the next screen (Figure 5).
14. Once the application is submitted, the user would be required to pay processing fee to the Department of Industries for Pre-Establishment clearances.
15. Please note that without payment of fee the process cannot move forward.
16. Link to pay the fees is available on the screen (highlighted in red in Figure 5).



Figure 5: Link to Payment of Fees