# Table of Contents

Table of Contents .......................................................................................................................... 2

1.1 Introduction ............................................................................................................................. 3

1.2 New Entrepreneur Registration-Workflow ................................................................................. 3

1.2.1 Navigate to Registration Link ............................................................................................. 4

1.2.2 New Entrepreneur Registration ......................................................................................... 4

1.2.3 Fill Registration details ........................................................................................................ 5

1.2.4 Forget Password ................................................................................................................... 8

1.2.5 Change Password ................................................................................................................. 10

1.3 Fill Basic details (Firm details) ............................................................................................... 11

1.4 Fill CAF-I (Pre-Establishment Services) .................................................................................. 15

1.5 Fill CAF-II (Pre-Operational Services) .................................................................................... 21
1.1 Introduction

Single Desk Portal is a comprehensive One-Stop-Shop for all investment & business related information and services, providing unified access to multiple regulatory authorities and facilitating electronic payments for all clearances. The main features of the Single Desk Portal are as below:

- Dashboard view of clearances in pipeline.
- Mandating time-bound delivery of services.
- Comprehensive checklist of for all requisite approvals.
- Incentives under Industrial Policy 2015-20 to be facilitated.
- Single front-end portal interface across multiple departments.
- Common Application Form (CAF) across multiple departments.
- Transparent, unified, one-stop solution for investors with SLAs.
- Integration of requisite pre-establishment and pre-operation stage clearances.
- Investor onboarding without need for physical interaction with various departments.
- Institutional arrangements for Single window clearances through State & District Bureau.
- Channel for routing queries and interacting with departments for additional documentation.

1.2 New Entrepreneur Registration—Workflow

“New Entrepreneur” needs to fill in registration form, which in-turn will generate user id and password for further processing in Single desk Portal.
1.2.1 Navigate to Registration Link

Link: https://www.apindustries.gov.in/APIndus/Default.aspx

Compatible browser: Google Chrome, IE9 & IE 10

Navigation Path: Home Page → Investor Services → Single desk Portal - Registration (as shown in Pic -1)

Pic – 1

1.2.2 New Entrepreneur Registration

1. User is navigated to registration link.(as shown in Pic -2)
   - If New Entrepreneur, click on 1st highlighted link
   - If Existing entrepreneur, click on 2nd highlighted link

2. New Entrepreneur require industry details as below
   - Entrepreneur Ownership Name
   - Proposed Industry Name
   - Industry Address
   - Contact numbers
   - Copy of Pan card
   - Entrepreneur Photo
   - Authorization Letter
1.2.3 Fill Registration details

1. Fill the **Personal details** such as Designation of user, User name, date of birth, PAN card details (as shown in Pic – 3)
2. Fill the **Contact details** such as Entrepreneur address, Entrepreneur mobile number, mail ID (as shown in Pic – 4)

   **Note** – For Non Resident Entrepreneur (other than India), mention Home-country address and Current residing Indian address.

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3. Fill the **Industry details** such as Proposed Industry Name in Andhra Pradesh, Address of the industry (as shown in Pic – 5)
4. Upload the scanned copy of PAN card of entrepreneur, Entrepreneur Photo, Authorization Letter on Company letterhead under Documents Upload tab (as shown in Pic – 6)

![Pic – 6]

5. Self-Declaration (as shown in Pic – 7)
   a) Verify the entrepreneur details in earlier steps.
   b) Enter the 6 digit OTP, received in registered mobile number
   c) Click on SUBMIT.
1.2.4 Forget Password

**Link:** [https://www.apindustries.gov.in/APIndus/Default.aspx](https://www.apindustries.gov.in/APIndus/Default.aspx)

**Navigation Path:** Home Page → Investor Services → Single desk Portal – Entrepreneur Login (as shown in Pic -8)

![Picture](Pic -8)

1. Enter the User-Name and then click on SEND OTP (as shown in Pic – 9)

![Picture](Pic -9)
2. Select the mode of communication (registered mobile number or email ID or both) to receive OTP (as shown in Pic – 10)

![Image of the Department of Industries, Government of Andhra Pradesh]

**Pic – 10**

3. Temporary OTP sent to registered mobile number or email ID or both (as shown in Pic – 11) from Single desk portal, AP industries.

```
From: < singledesk_ind@ap.gov.in >  
Date: Wed, Oct 23, 2019, 2:35 PM  
Subject: AP Industries Single Desk Portal - Login Details.  
To:   Registered email ID

Dear  X X X X X X X X X

Your request for password has been received. Your Password for Single Desk Portal is HX4*n2S!

Single Desk Portal,  
Dept. of Industries.
```

**Pic – 11**
4. Enter the OTP received in registered mobile number or email ID (as shown in Pic – 12)

5. User will be routed to Home Page.

1.2.5  Change Password

Link: https://www.apindustries.gov.in/APIndus/Default.aspx

Navigation Path: Home Page → Investor Services → Single desk Portal – Entrepreneur Login → Enter User ID and Password (as shown in Pic – 13)
1.3 Fill Basic details (Firm details)

User needs to fill the Basic Details/Firm Details


2. Login SDP
   a. Click on the 'Investor Services’ tab and select ‘Single Desk Portal - Entrepreneur Login’, if the user is already registered on Single Desk Portal. If not registered, select the first option, 'Single Desk Portal – Registration’ to register on the system and then login.

3. Dashboard → Click on PROCEED to add Organization details.(as shown in Pic – 14)
4. Fill **Sector and Enterprise Details** such as Industry sector, line of activity, district in which industry will be set-up, Industry ownership type (as shown in Pic – 15)

![Image of Firm Enrollment process](image)

**Pic – 15**

5. Fill **Investment Details** such as
   - Type of enterprise (industry)
   - Name of enterprise (industry)
   - Investment amount
   - Land cost
   - Building cost – Amounts to be enter ONLY in Lakhs

   *Note – Based on the answer selected, other fields will be populated based (as shown in Pic – 16)*
6. Fill Land Details
   - Availability of land?
   - Type of land
   - Ownership
   - Land administered by IALA (as shown in Pic – 17)
7. Fill Other Details
   a. Note – Based on the answer selected, other fields will be populated.
      - Type of Industry
      - Bulk drugs details
      - Water resource
      - Power details (as shown in Pic – 18)

   ![Pic – 18](image)

   b. Upon filling the details, click on “Show Clearances”. (as shown in Pic – 19)

   ![Pic – 19](image)
8. Accept the terms and Conditions and SUBMIT the form(as shown in Pic – 20)

Pic – 20

Once the Basic details of the Industry has been filled successfully, User can view the list of clearance required for the establishment/operations of the desired industry.

Pre-Establishment Services → Clearance required to be obtained before setting-up an industry

Pre-Operation Services → Clearance required to be obtained before initiating the operations in an industry

1.4 Fill CAF-I (Pre-Establishment Services)

1. User is required to fill Common application form – I(CAF-I) to apply for the clearance in pre-establishment stage.
- User can fill CAF-I, immediately after submitting basic details/Firm details. (OR)
- User can fill CAF-I, after sometime by clicking on **PROCEED** against the desired industry and then select Pre-establishment (as shown in Pic – 21)

**Pic – 21**

2. **Click here** – to fill CAF-I (as shown in Pic – 22)
3. Fill **industry details** such as name and address of the industry, nature of organization (type of ownership) (as shown in Pic – 23)

   **Note** – Few fields will be automatically populated from Basic details/Firm details

4. Fill **additional details** such as line of manufacturing, list of raw materials used, total project cost, employment details (as shown in Pic – 24)
5. Fill location and Power details, address of industry which will be set-up, estimated power required (as shown in Pic – 25)

6. Fill Water Details such as water, sewer connection details, and permission to draw water (as shown in Pic – 26).

7. Preview the CAF-I form
8. Preview the CAF-I form (as shown in Pic – 27)
   - Click on "Preview your form", to verify the details which has been filled.
   - Click on “1”(to allow pop-up in browser) → Select Always allow pop-ups from https://www.apindustries.gov.in → Click on Done
   - User will be able to view the CAF-I form
   - Upon verification of the details, check the declaration and click on Submit application form

   ![Image of CAF-I form]

   **Pic – 27**

9. Upon successful SUBMIT(as shown in Pic – 28)

   ![Image of success message]

   **Pic – 28**
a. User will be able to View CAF-I.
b. User is requested to pay the processing fee

10. Online payment of processing fee (as shown in Pic 29)

Pic – 29

11. Proceed for payment (as shown in Pic – 30)

Pic – 30
1.5 Fill CAF-II (Pre-Operational Services)

1. User is required to fill Common application form – II (CAF-II) to apply for the clearance in pre-Operational stage.

2. User can fill CAF-II, by clicking on PROCEED against the desired industry and then select Pre-establishment.

3. CAF-II filling is same as CAF-I (refer 1.9 Fill CAF-I (Pre-Establishment Services)).

4. Upon submitting the CAF-II details, make an online payment for processing fee.

5. Application ID will be generated, for tracking purpose (as shown in Pic – 32)