

COMMON APPLICATION FORM (CAF)

USER MANUAL
GOVERNMENT OF GUJARAT

Step 1: Applicant has to Register and submit the registration as a New Investor at Investor Facilitation Portal (Figure 1 & 2)

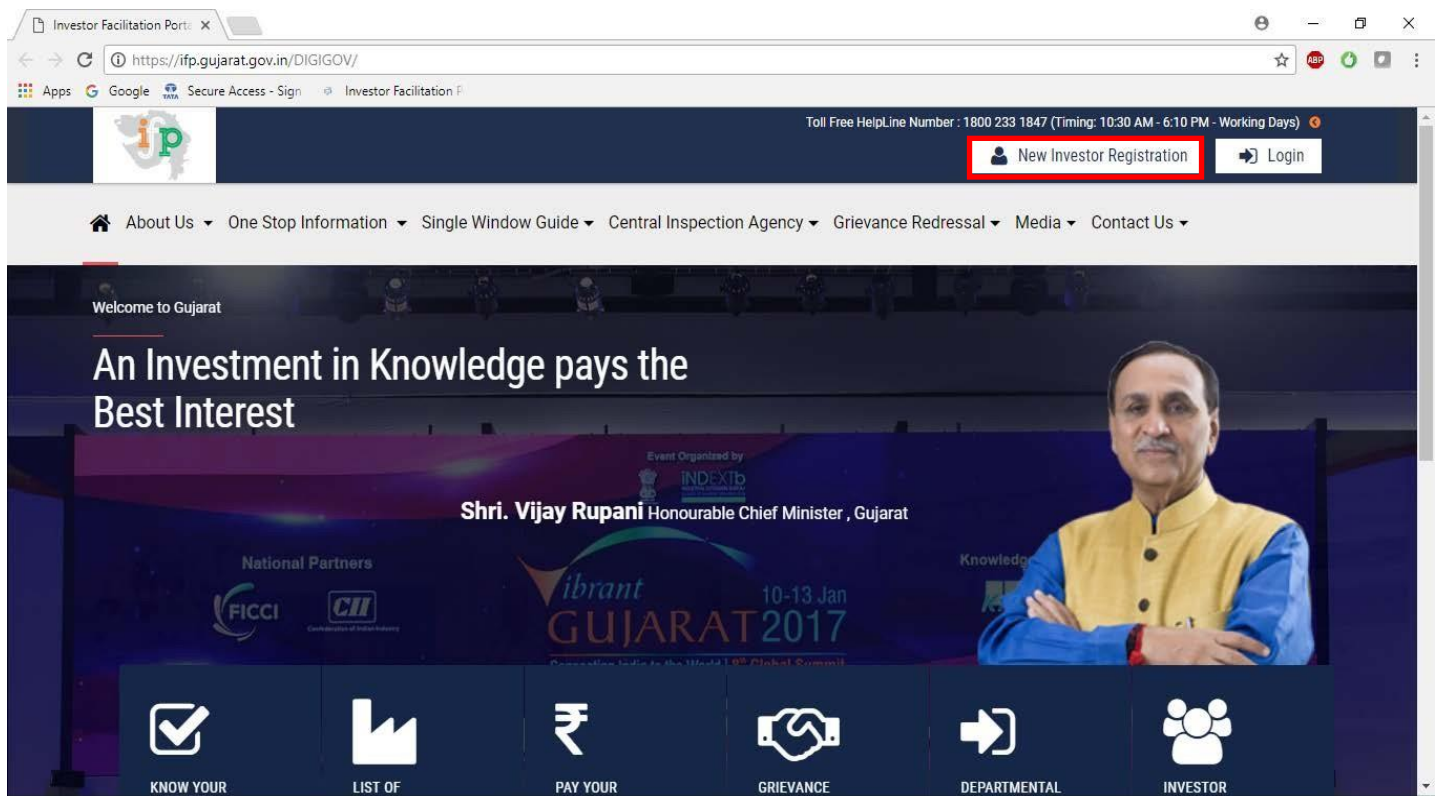


Figure 1

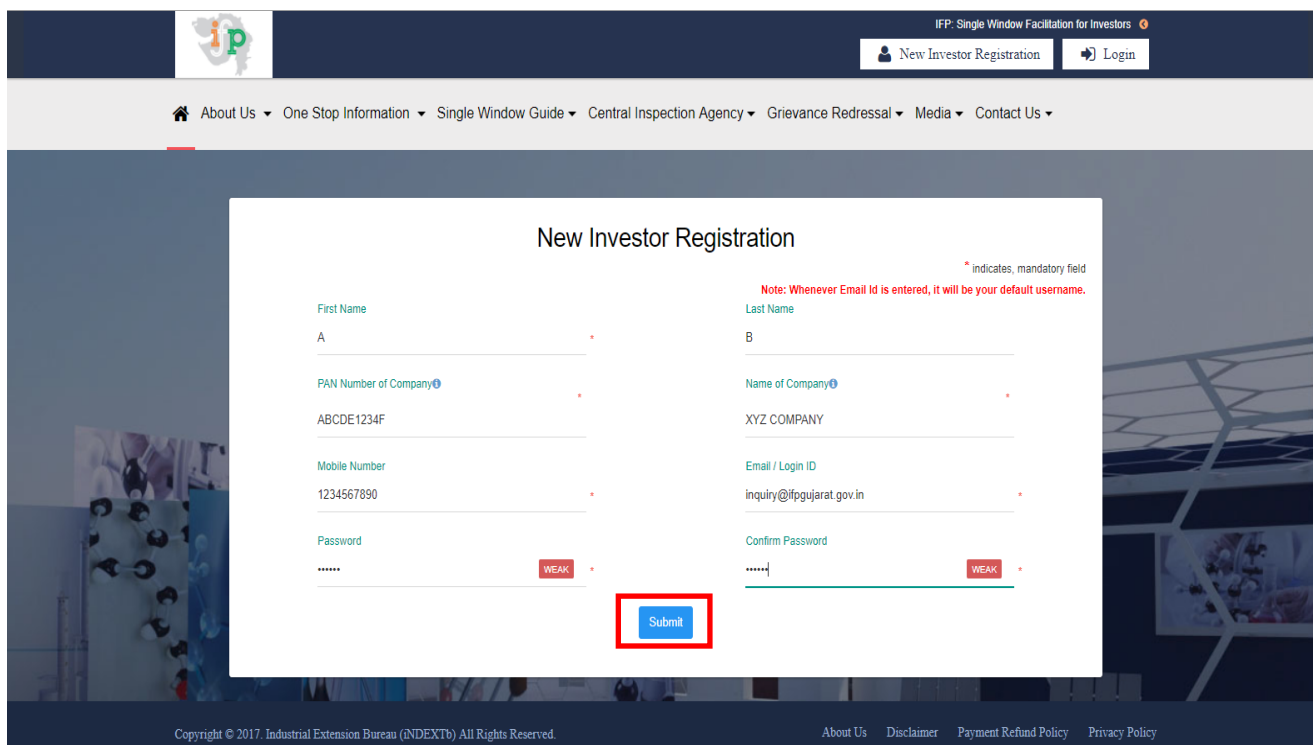


Figure 2



Step 2: Login into Portal

- As shown in Screenshot, Once Applicant registered successfully with portal, below message will be displayed by the portal. (Figure 3)
- Investor have to activate his account by clicking link sent on his registered email id and mob number before first login. (Please refer New Investor Registration manual if required.)
- Now click on **Go to Login** Page using the Username and Password, login in into the portal. (Figure 4)

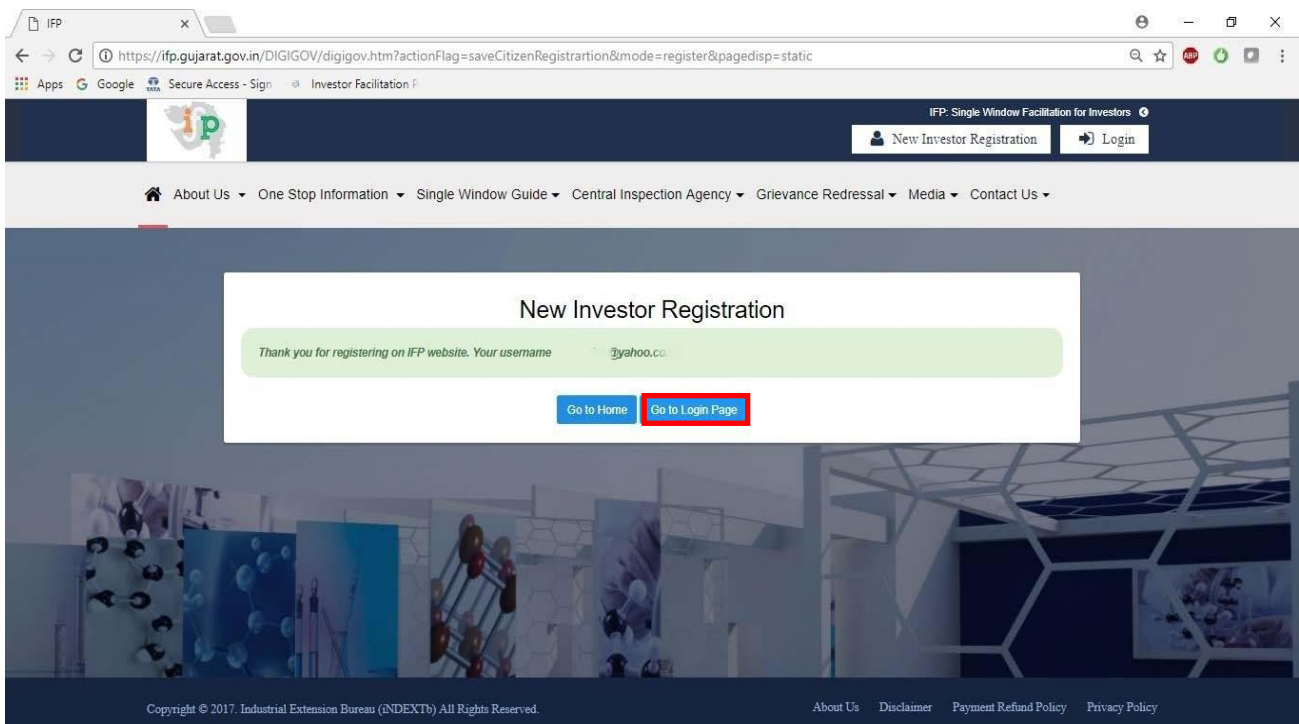


Figure 3

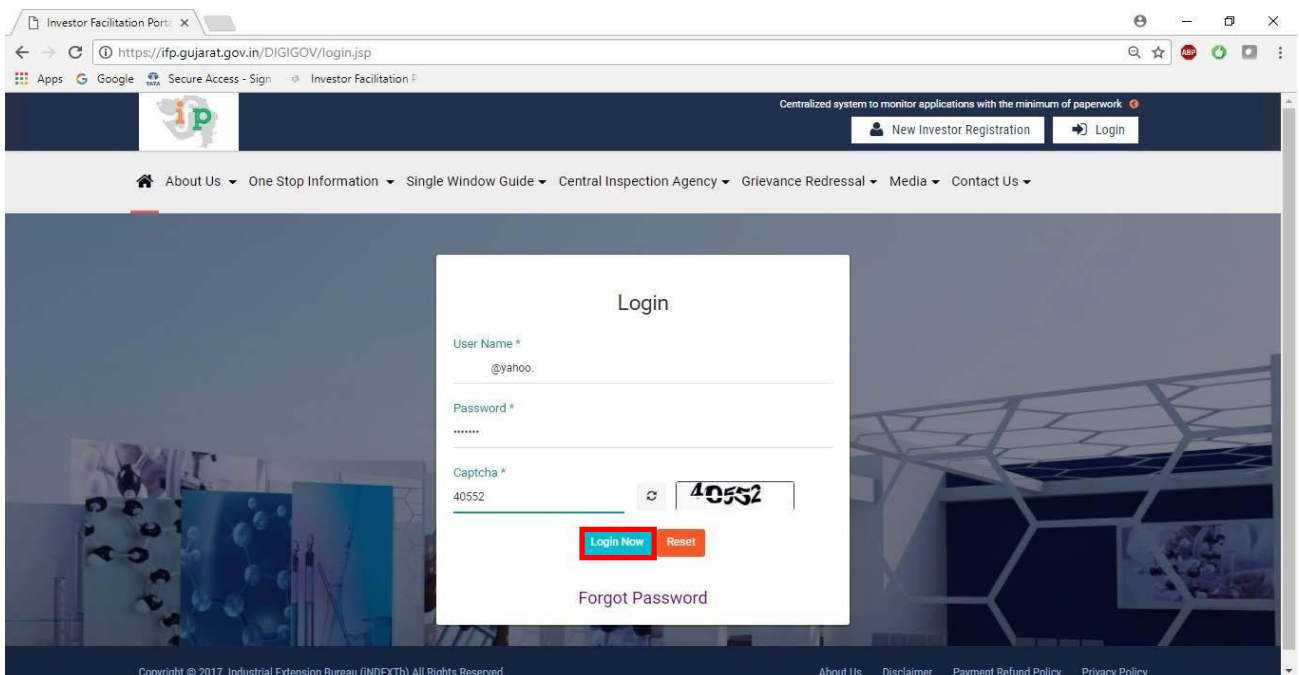


Figure 4



Investor Facilitation Portal

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Step 3: How to Submit Common Application Form

- Go to **Create Project** and click on **Add Project** (Figure 5 & 6)
- Fill up **a. Application Details**, **b. Company Details**, **c. Project Details**, **d. Investment Details** and **e. Other Details**.

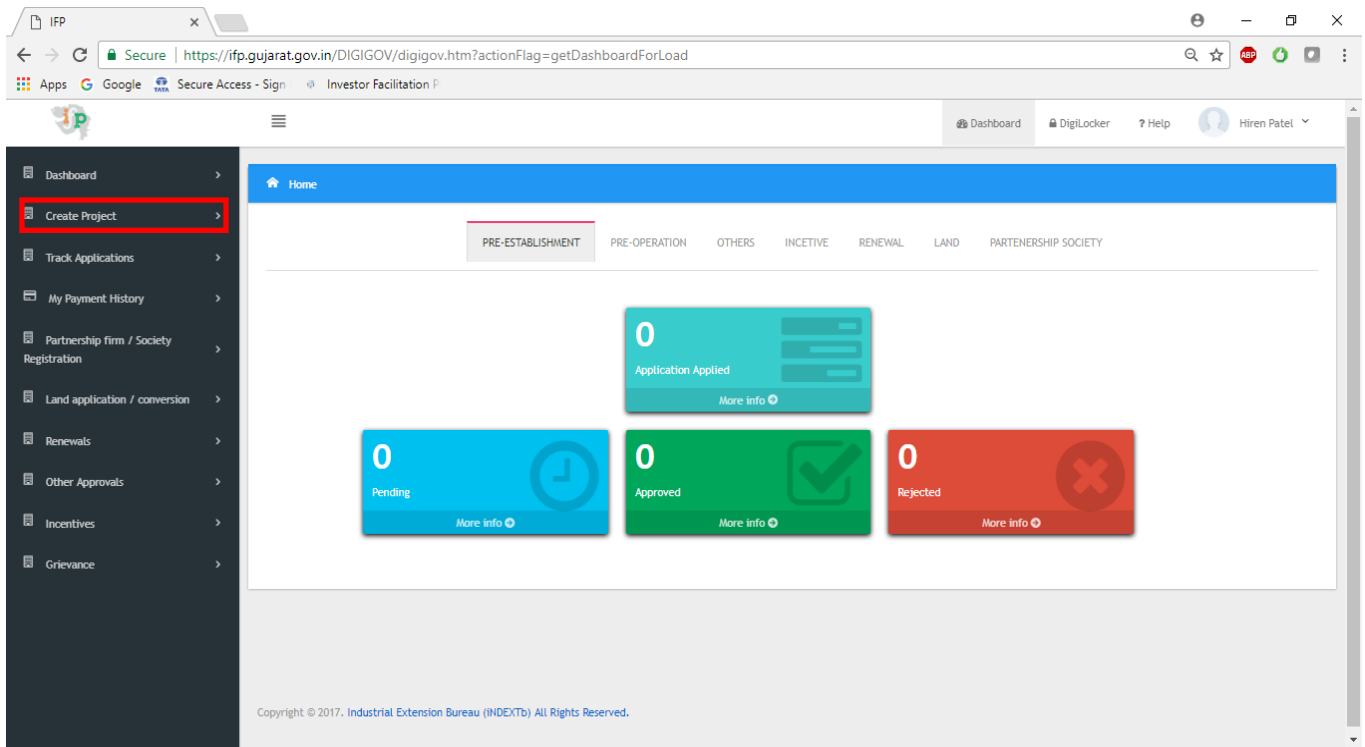


Figure 5

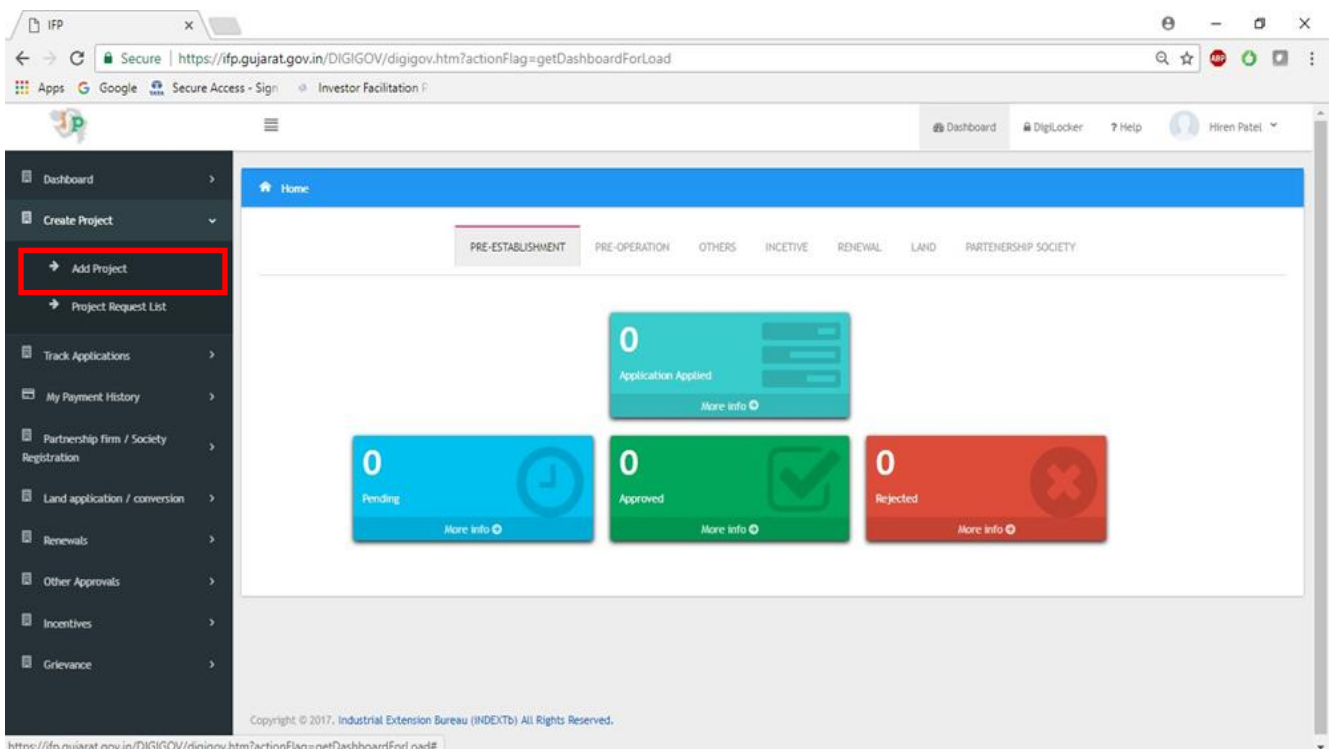


Figure 6



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- **Add Applicant Details like Name, Residential Address, Contact Information.**

IFP
Secure https://ifp.gujarat.gov.in/DIGIGOV/digigov.htm?actionFlag=getCafForLoad&elementId=1000002
Dashboard DigiLocker Help Hiren Patel

Dashboard
Create Project
Add Project
Project Request List
Track Applications
My Payment History
Partnership firm / Society Registration
Land application / conversion
Renewals
Other Approvals
Incentives
Grievance

1 2 3 4 5
Applicant Details Company Details Project Details Investment Details Other Details

Applicant First Name: Hiren
Applicant Last Name: Patel
Applicant Phone Number: 07923240266
Applicant Mobile Number: 9913770165
Applicant Address Line 1: Plot no. 3341, Sector 3

Applicant Middle Name: J
Applicant Designation: MD
Applicant Email ID: nh_nish@yahoo.co.in
Applicant Address Line 2: Near GH 2

Figure 7

IFP
Secure https://ifp.gujarat.gov.in/DIGIGOV/digigov.htm?actionFlag=getCafForLoad&elementId=1000002
Dashboard DigiLocker Help Hiren Patel

Dashboard
Create Project
Add Project
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Grievance

Applicant Address Line 1: Plot no. 3341, Sector 3
Applicant Address Line 2: Near GH 2
Applicant Country: INDIA
Applicant State / UT: Gujarat
Applicant Taluka: Gandhinagar
Applicant Village: Gandhinagar
Applicant District: Gandhinagar
Applicant PIN Code: 382006

Save As Draft Reset Next

Click on Save as Draft to save CAF details at any point

Click on Reset button to re submit the CAF

Click on Next to go to Next Page

Figure 8



Investor Facilitation Portal

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- Add Company Details as shown in Figure 9 and Figure 10

IFP | <https://ifp.gujarat.gov.in/DIGIGOV/digigov.htm?actionFlag=getCafForLoad&elementId=1000002>

Dashboard | DigLocker | Help | Hiren Patel

Dashboard

Create Project

- Add Project
- Project Request List

Track Applications

My Payment History

Partnership firm / Society Registration

Land application / conversion

Renewals

Other Approvals

Incentives

Grievance

1 Add Project 2 3 4 5

Applicant Details Company Details Project Details Investment Details Other Details

Name of Enterprise
Oasis Private Limited ✓ *

Same as Applicant Address

Registered Company Address Line 1
Panchnath Plot ✓ *

Registered Company Address Line 2
Kalawad Road

Registered Company Country
INDIA ✓ *

Registered Company State / UT
Gujarat ✓ *

Registered Company District
Rajkot ✓ *

Figure 9

IFP | <https://ifp.gujarat.gov.in/DIGIGOV/digigov.htm?actionFlag=getCafForLoad&elementId=1000002>

Dashboard | DigLocker | Help | Hiren Patel

Dashboard

Create Project

- Add Project
- Project Request List

Track Applications

My Payment History

Partnership firm / Society Registration

Land application / conversion

Renewals

Other Approvals

Incentives

Grievance

Registered Company State / UT
Gujarat ✓ *

Registered Company District
Rajkot ✓ *

Registered Company Taluka
Rajkot ✓ *

Registered Company Village
Rajkot *

Date of Incorporation
01/10/2015

Registered Company PIN Code
360001 ✓ *

Organization Type
Private Ltd. ✓ *

No. given by the register of Companies in case of private/public limited companies
1280

Company PAN Number
ABCDE1234F ✓ *

PAN number format is 'ABCDE1234F'

Website *

Save As Draft Reset Back Next

Figure 10



Investor Facilitation Portal

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- Add Project Details as it is shown in Figure 11 and 12

The screenshot shows the 'Add Project' form in the IFP. The progress bar indicates steps 1, 2, and 3 are completed, while steps 4 and 5 are pending. The 'Project Details' section is active, showing the following information:

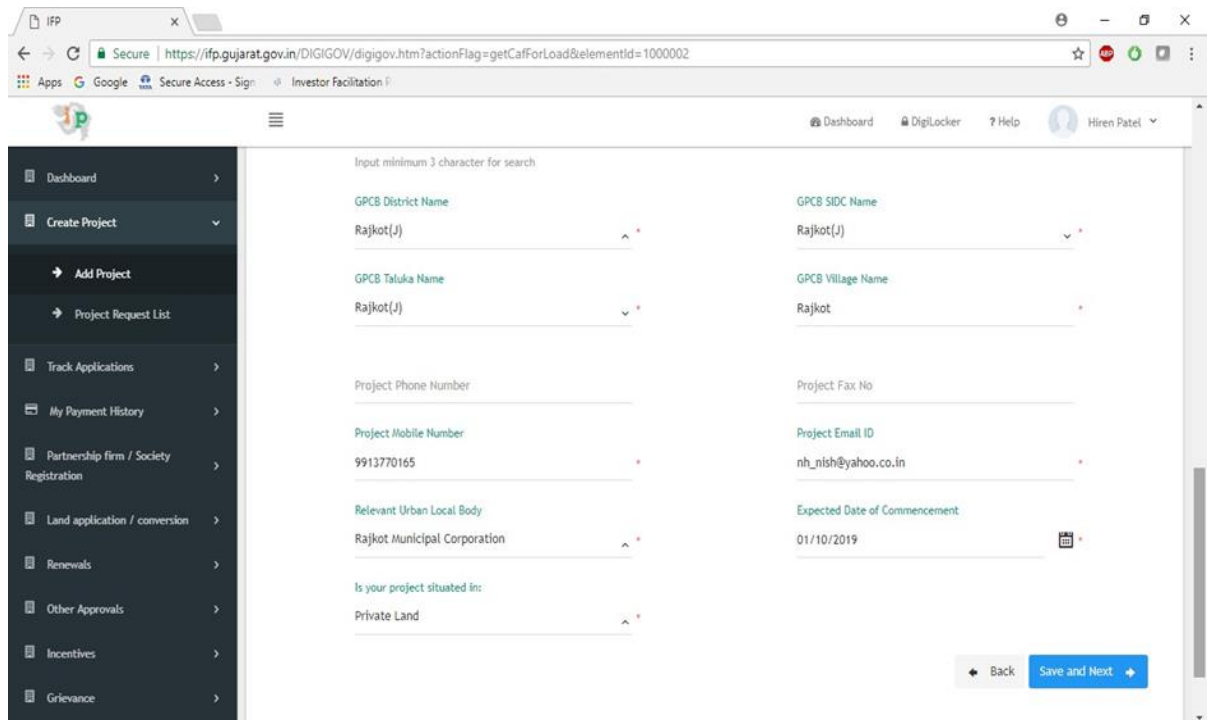
Field	Value
Name of Project	Purple Villa Project
Whether proposed work is for	New
Same as Company Address	<input checked="" type="checkbox"/>
Same as Applicant Address	<input type="checkbox"/>
Panchnath Plot	
Kalawad Road	
Project Country	INDIA
Project State / UT	Gujarat
Project District	Rajkot

Figure 11

The screenshot shows the 'Add Project' form in the IFP, specifically the 'Investment Details' section. The following information is visible:

Field	Value
Project Taluka	Rajkot
Project Village	Rajkot
Project PIN Code	360001
Survey Number	365/P/1
Plot / Sub Plot / Shed No.	
Ward No/Nearest Landmark	
Type of Industry	Manufacturing
NIC Code	410 - Construction of buildings
Does your industry unit fall under the category of white industries exempted from obtaining Consent to Establish under GPCB?	<input checked="" type="checkbox"/> white industries list
Yes/No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Air/Water/Hazardous	<input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Hazardous
GPCB Code	RA4-Building and construction project more than
GPCB District Name	

Figure 12

Input minimum 3 character for search

GPCB District Name: Rajkot(J)

GPCB Taluka Name: Rajkot(J)

GPCB SIDC Name: Rajkot(J)

GPCB Village Name: Rajkot

Project Phone Number: _____

Project Fax No: _____

Project Mobile Number: 9913770165

Project Email ID: nh_nish@yahoo.co.in

Relevant Urban Local Body: Rajkot Municipal Corporation

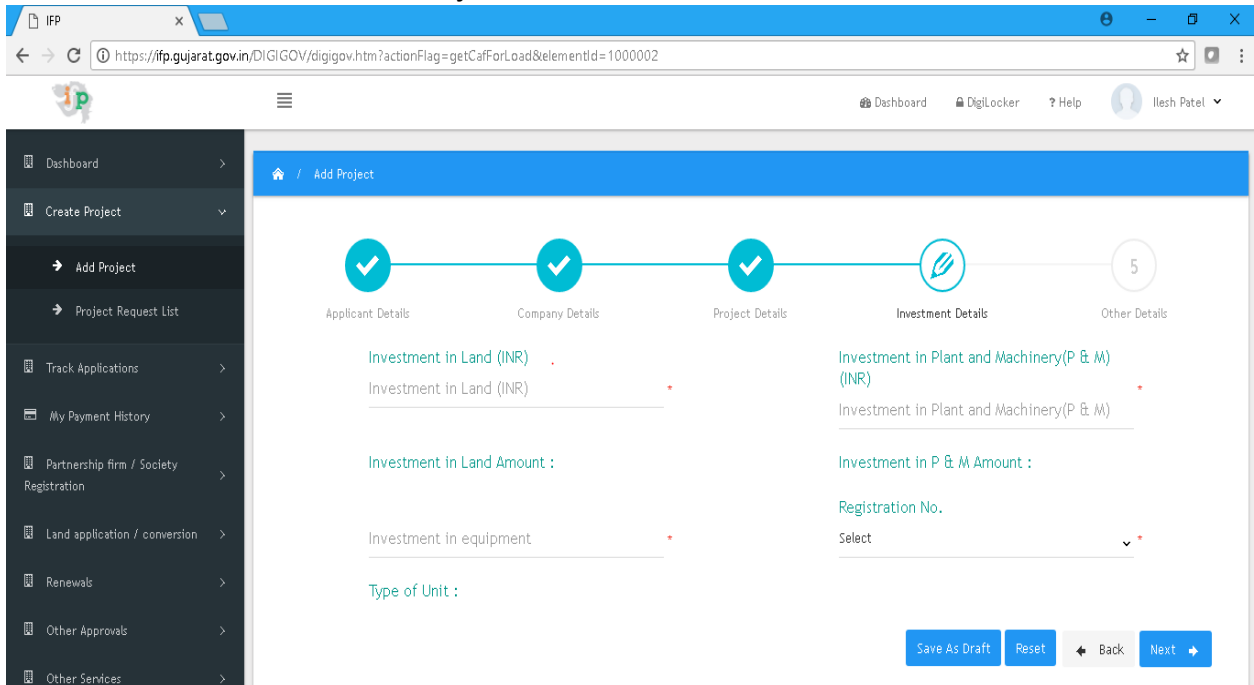
Expected Date of Commencement: 01/10/2019

Is your project situated in: Private Land

Buttons: Back, Save and Next

Figure 13

• **Add Investment Details of the Project.**



Progress Bar: Applicant Details (✓), Company Details (✓), Project Details (✓), Investment Details (✎), Other Details (5)

Investment in Land (INR): _____

Investment in Land (INR): _____

Investment in Land Amount: _____

Investment in Land (INR): _____

Investment in Land Amount: _____

Investment in equipment: _____

Type of Unit: _____

Investment in Plant and Machinery (P & M) (INR): _____

Investment in Plant and Machinery (P & M): _____

Investment in P & M Amount: _____

Registration No. Select: _____

Buttons: Save As Draft, Reset, Back, Next

Figure 14

- **Other Details, select 'YES' in questions as per your project requirement. (Figure 15). Click on Submit to Add Project.**



Investor Facilitation Portal

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The screenshot shows the Investor Facilitation Portal (IFP) interface. The top navigation bar includes 'Dashboard', 'DigiLocker', 'Help', and the user name 'Hiren Patel'. The main content area features a progress bar with five steps: Applicant Details, Company Details, Project Details, Investment Details, and Other Details. The 'Other Details' step is currently active. The form contains several fields and questions:

- Power Required (KVA) Yes No
- Type of power connection required: New HT Connection
- Do you require a water connection? Yes No
- Do you intend / employ 10 or more contract labourers? Yes as a Principal Employer
- Do you need Building Plan Approval? Yes, from ULB
- Correspondence Address As: Applicant Address Company Address Project Address
- Do you need electrical plan approval? Yes No
- Power Category: UGVCL
- water connection category: Water Application (GWSSB/GWIL/SSNNL/Water ...)
- Will your enterprise have steam boilers? Yes No
- Will you be felling trees on your premises? Yes No

A 'Submit' button with a checkmark is highlighted with a red box at the bottom right of the form.

Figure 15

The screenshot shows the same Investor Facilitation Portal interface as Figure 15, but with a confirmation message dialog box overlaid in the center. The dialog box has a blue information icon and the text:

Message
Are you sure want to submit ?

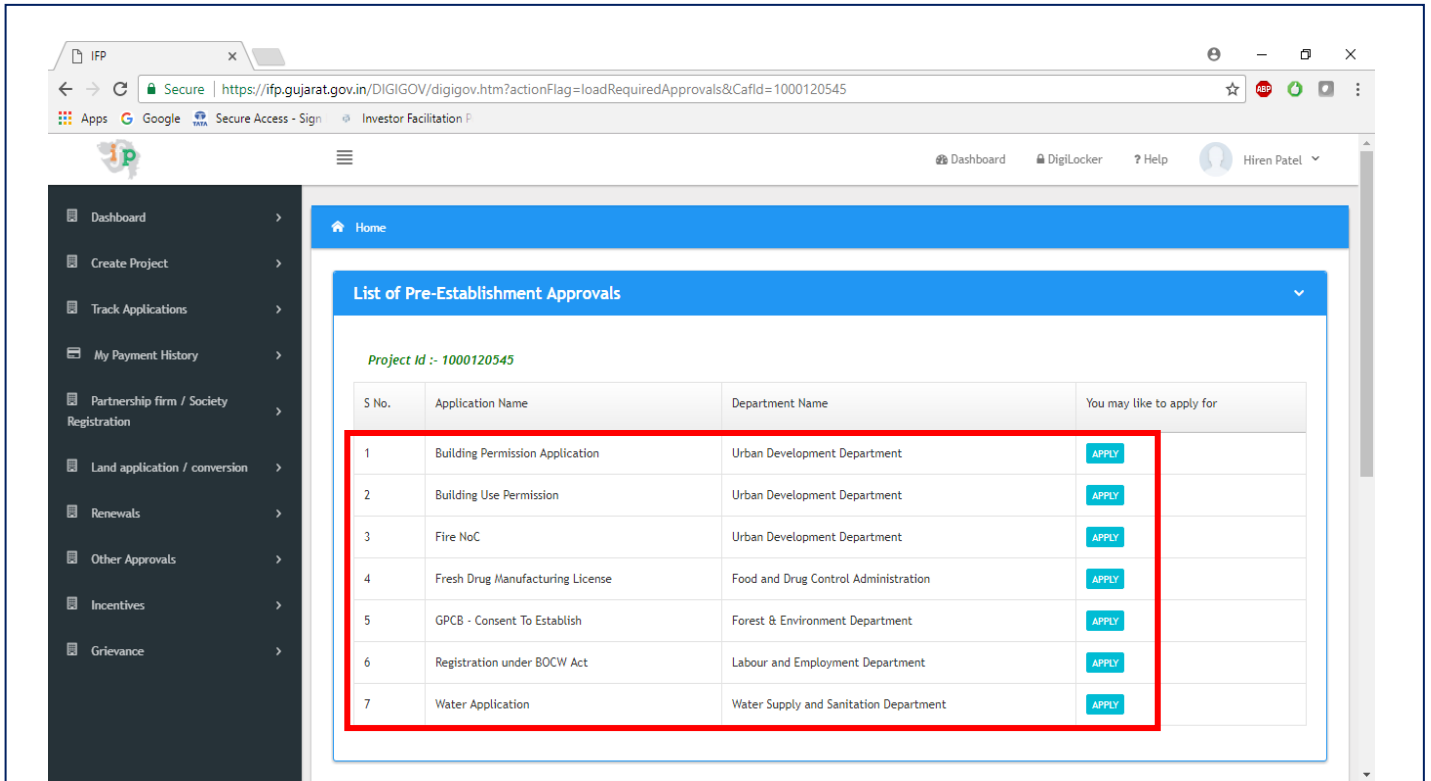
There are two buttons: 'No' and 'Yes!'. The 'Yes!' button is highlighted in green. The background form is dimmed.

Figure 16



Step 4: How to Submit Application through CAF

- Go to Project Request List → click on click here link to see applicable list of approval for project.
- Click on **Apply** button, for required application.



The screenshot shows a web browser window displaying the Investor Facilitation Portal. The page title is "List of Pre-Establishment Approvals" and the project ID is "1000120545". A table lists the following applications:

S No.	Application Name	Department Name	You may like to apply for
1	Building Permission Application	Urban Development Department	APPLY
2	Building Use Permission	Urban Development Department	APPLY
3	Fire NoC	Urban Development Department	APPLY
4	Fresh Drug Manufacturing License	Food and Drug Control Administration	APPLY
5	GPCB - Consent To Establish	Forest & Environment Department	APPLY
6	Registration under BOCW Act	Labour and Employment Department	APPLY
7	Water Application	Water Supply and Sanitation Department	APPLY

Figure 17

Note: After Submitting the application will reflect under track application list option.