

USER MANUAL FOR  
LAND ALLOTMENT  
PROCESS

**DEPARTMENT OF INDUSTRIES**

GOVERNMENT OF ANDHRA PRADESH

1) Click on “Proceed” from Entrepreneur Dashboard and fill the basic details.



Entrepreneur Dashboard

Sl. No.	Organisation Name	Location	Sector	Line of Activity	Total No. of Applications				...
					Required	Approved	Rejected	Pending with Department	
1	adfsdfasdf	Prakasam	Auto Components	Automobiles Manufacturing (Integrated facilities)	18	1	0	0	Proceed
2	test drugs	Srikakulam	Auto Components	AUTOMOBILE COMPONENTS	28	0	0	0	Proceed
3	test drugs	Anantapur	Bulk Drugs, Pharmaceuticals	Bulk drugs Pharmaceuticals	32	0	0	0	Proceed
4	4545	East Godavari	Electrical & Electronics	Assembling of Electrical and electronics manufacturing products	27	0	0	0	Proceed
5	applic lala test application	S.PS Nellore	Rubber, Plastics, Petroleum & Coal Tar Products	FUEL OIL FROM WASTE RUBBER	30	0	0	1	Proceed
6	TexSpin	Chittoor	Textiles and Textile Related Industries	Cotton spinning & weaving (small scale)	27	0	0	0	Proceed
7	adfsdfasdf	Anantapur	Chemical & Petro Chemicals	Barytes Pulverisation	26	0	0	0	Proceed
8	asdasd	Chittoor	Leather	Leather cutting and stitching (more than 10	10	0	0	0	Proceed

2) While filling Land details as a part of basic details, Select “NO” - If you don’t have land for setting up enterprise, select Type of Land as “APIIC/SEZ Land”. Link will appear (Click here to file application with APIIC for land allotment ) and clicking on that will redirect to APIIC application.

Not secure | 125.17.121.166:8080/APindus/UserInterface/SingleWindowServicesApplication/UserAccount/BasicDetailsPreEst.aspx

Please Provide Land Cost (Rs. in Lakhs) \*

Please Provide Building Cost (Rs. in Lakhs) \*

Please Provide expected Employment \*

Enterprise Registration Details:

Please enter Name of the Organization \*

[Proceed](#) [Reset](#)

Land Details

Do you have Land for setting up the enterprise?  Yes  No

[Click here to know change of Land use clearance required or not](#)

Please select Type of Land

Lease / Own \*  Lease  Own

[Click here to file the application with APIIC for land allotment.](#)

### 3) Click on “New Application” and fill the application form of Land allotment - APIIC.

Instructions to the applicant :

- Fields marked by asterisk (\*) are mandatory
- In case of any problem while filling the details in the online application or any suggestions, please drop an email to [onlineappl.apic@nic.in](mailto:onlineappl.apic@nic.in)
- You can also download the application in PDF format from the [APIIC website](#) at Downloads → Forms for Land and Allotments in IPS → Application form.

### 4) Application form consists of 7 stages, and applicant must fill the necessary fields below. STEP - 1: -

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAILS 6 UPLOAD DOCUMENTS 7 PAYMENT

Select Verify and Confirm

Select Plot

1. District\*: -----please select----- 2. Allotment Type\*: -----please select-----

3. Industrial Park\*: -----please select-----

Select Plot\* : -----please select-----

Area (in Sq. Mtrs) : 0.00

Rs. Per Sq. Mtr : 0.00

Plot Cost (Rs) : 0.00

50% Of The Plot Cost (CFC) (Rs) : 0.00

Frontage Cost (Rs) : 0.00

Total Plot Cost (Rs) : 0.00

Land Required\*: 0.0

Add to My Selected Plots Reset

Selected Plot(s)								
District	Industrial Park	Plot No.	Area (in Sq. Mtrs)	Required Area (in Sq. Mtrs)	Price (in Rs.)*	EMD (in Rs.)**	Pending Applications***	
Visakhapatnam	ITSEZ - HILLS	PLOT NO-7	8,094.00	1000.0	78,79,000.00	7,87,900.00	<a href="#">View</a>	
Plot Cost (Rs)	78,79,000.00	50% Of The Plot Cost (CFC) (Rs)	0.00	Frontage Cost (Rs)	0.00			
Total Area, Required Area, Price, EMD			8,094.00	1000.0	78,79,000.00	7,87,900.00		
Process Fee (in Rs.)							7,879.00	
GST : CGST@9%							709.11	
SGST@9%							709.11	
Amount Payable							7,97,197.00	
Whether CC IT Clearance Certificate Obtained Yes or NO* <input type="radio"/>								
If applied plot is not available , are you willing to take alternative plot(yes/no)* <input type="radio"/>								

If your requirement is for portion of a plot and not complete plot, please explain the requirement

**Confirm Selected Plot(s)**

**STEP - 2 :-**

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAILS 6 UPLOAD DOCUMENTS 7 PAYMENT

**Firm Registration Details**

Name of the Firm / Applicant\* :   
Contact Person\* :

**Address of the Registered Office**

Door No.\* :  Telephone No.\* :    
Street1\* :  Fax No. :   
Street2 :  Category\* :   
Village/Town\* :    
Mandal\* :  Type of Organization\* :   
District\* :  If type of Organization is Govt. Dept. :   
State\* :  PAN NO / Acknowledgment No\* :   
Pin Code\* :   
Whether Register Under GST :   
GST Number\* :

Is registered address same as communication address?

**Communication Address**

Door No.\* :  State\* :   
Street1\* :  Country\* :   
Street2 :  Pin Code\* :   
Village/Town\* :  Telephone No.\* :

**STEP - 3 :-**

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAILS 6 UPLOAD DOCUMENTS 7 PAYMENT

Your request for editing the firm details was completed successfully.

**Key Promoter** Additional Promoter(s)

**Contact Information**

Surname\* :  District\* :   
First Name\* :  State\* :   
Door No.\* :  Pin Code\* :   
Street1\* :  Mobile No.\* :   
Street2 :  Telephone No.\* :   
Village / Town\* :  Fax No. :   
Mandal\* :  Email ID\* :

**Financial Information**

Functional Responsibilities in proposed project\* :  Details of Immovable Assets, Land and Building etc. :   
Assets (Rs. in Lakhs)\* :  Any other Information :   
Liabilities (Rs. in Lakhs)\* :   
Other Assets (Rs. in Lakhs)\* :

**Verify & Continue** **Save & Exit** **Cancel**

## STEP - 4: -

103.210.73.30:9090/ApicWebSDP/appl/viewProjectGeneral.action

Andhra Pradesh Industrial Infrastructure Corporation Ltd. sunil kumar

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAILS 6 UPLOAD DOCUMENTS 7 PAYMENT

Your request for editing additional promoter details was completed successfully.

General Financial Employment Material and Manufacturing Process Plant and Machinery

**General Information**

Type of Venture\* :  Manufacturing  Service  
Project Status\* :  New Project  Expansion  Diversification  
Project Category\* :    
Project Name/Description\* :

**Proposed Product**

Product	Product Code ITC (HS) / NIC (HS)	Unit of Measurement	Installed Capacity	
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>

Are Byproducts Possible

## STEP - 5: -

103.210.73.30:9090/ApicWebSDP/appl/viewWater.action

Andhra Pradesh Industrial Infrastructure Corporation Ltd. sunil kumar

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAILS 6 UPLOAD DOCUMENTS 7 PAYMENT

Your request for editing the electricity details was completed successfully.

Land Electricity Water Effluents

**Peak Water Requirement (K. L. per day)**

	Phase1*
<b>Temporary (during construction)</b>	
Domestic	<input type="text" value="10.0"/>
Industrial	<input type="text" value="20.0"/>
<b>Permanent (commercial production phase)</b>	
Domestic	<input type="text" value="20.0"/>
Industrial	<input type="text" value="10.0"/>

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## STEP - 6: -

103.210.73.30:9090/ApicWebSDP/appl/ViewFinish.action

Andhra Pradesh Industrial Infrastructure Corporation Ltd. sunil kumar

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAIL 6 UPLOAD DOCUMENTS 7 PAYMENT

Your request for editing effluents was completed successfully.

**Upload the Documents**

Document Name	Choose File	No file chosen	Allowed File Types
Detailed project report with process flow chart and justification of land requirements*	Choose File	No file chosen	pdf
Detailed financial status report showing the financial worthiness of the Promoter duly specifying the financial Promoters (Bank Statement / Balance Sheet for last 3 years / IncomeTax Returns / CA Network Certificate) -	Choose File	No file chosen	pdf
Entrepreneurs Memorandum part I / part II (SSI Registration) / GST Number (for new proprietorships GST Registration acknowledgement would suffice) or DTD Certification or applicable certification -	Choose File	No file chosen	pdf
Copy of partnership deed / Articles of memorandum & Association of the company / Society registration (as applicable)	Choose File	No file chosen	pdf/gif/jpeg/jpg/png
Plant / Machinery layout with details of greenery / lawn to be maintained as per the APPCB norms, if any*	Choose File	No file chosen	pdf
Certificate copy of community / Caste certificate, if any	Choose File	No file chosen	pdf/gif/jpeg/jpg/png
Certificate copy of address proof	Choose File	No file chosen	pdf/gif/jpeg/jpg/png
Copy of PAN card*	Choose File	No file chosen	pdf/gif/jpeg/jpg/png
Photograph of the applicant(s)*	Choose File	No file chosen	pdf/gif/jpeg/jpg/png
IT Clearance Certificate relevant documents	Choose File	No file chosen	pdf/gif/jpeg/jpg/png
Any other relevant documents	Choose File	No file chosen	pdf/gif/jpeg/jpg/png

Save & Exit Verify & Continue

## STEP - 7: -

103.210.73.30:9090/ApicWebSDP/appl/viewPaymentDetails.action?selectedAppId=36777&statusId=1

Andhra Pradesh Industrial Infrastructure Corporation Ltd. sunil kumar

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAIL 6 UPLOAD DOCUMENTS 7 PAYMENT

**Payment Details**

Payment\_modes

Continue

Instructions to the applicant:

- Fields marked by asterisk (\*) are mandatory
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- You can also download the application in PDF format from the [APIC website](#) at Downloads → Forms for Land and Allotments in IPS → Application form.

103.210.73.30:9090/ApicWebSDP/appl/prepareRTGSDetails.action

Andhra Pradesh Industrial Infrastructure Corporation Ltd. sunil kumar

Application ID : 36777

1 PLOT DETAILS 2 VERIFY FIRM DETAILS 3 VERIFY PROMOTER DETAILS 4 ENTER PROJECT DETAILS 5 ENTER LAND DETAIL 6 UPLOAD DOCUMENTS 7 PAYMENT

**Payment Details**

**Online Payment Gateways:**

Select PaymentGateway: -----please select-----

Click Here

(OR)

**RTGS Payment:**

Select Bank Name And Click On Download RTGS Challan: -----please select-----

I CERTIFY AND UNDERTAKE THAT THE DETAILS FURNISHED IN THE APPLICATION FORM AND THE DOCUMENTS SUBMITTED INCLUDING THE PAYMENT DETAILS ARE COMPLETE, TRUE AND CORRECT. THE ORIGINAL INSTRUMENT (Demand Draft/Purchase Order) SHALL BE SUBMITTED TO THE CONCERNED APIC OFFICE WITHIN NEXT (3) WORKING DAYS. IF ANY INFORMATION / DOCUMENTS FURNISHED ABOVE ARE FOUND TO BE INCORRECT OR IF ANY MIS REPRESENTATION / SUPPRESSION IS DETECTED AT ANY STAGE, I HEREBY AGREE AND IRRECOVERABLE AUTHORISE APIC TO TAKE ANY ACTION INCLUDING CANCELLATION OF PLOT / ALLOTMENT AND APIC SHALL ALSO BE ENTITLED TO FORFEIT THE EMD AMOUNT PAID IN ADDITION TO TAKING CIVIL OR CRIMINAL ACTION AS PER LAW. IT IS AGREED AND ACCEPTED THAT IN CASE OF ANY DISPUTE THE DECISION OF APIC SHALL BE FINAL AND BINDING.

Download RTGS Challan Submit

After payment is completed, Status can be checked in the Application dashboard in SDP as well.