



Department of Industries

User Manual – SDP



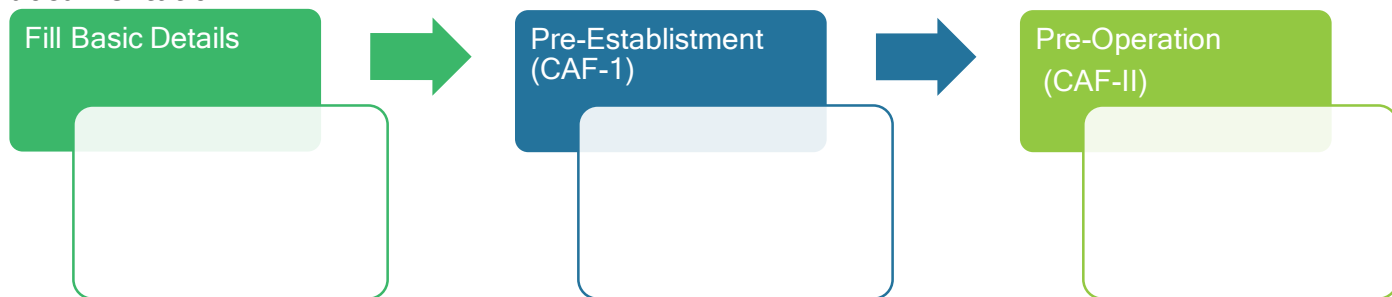
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1.1 Introduction

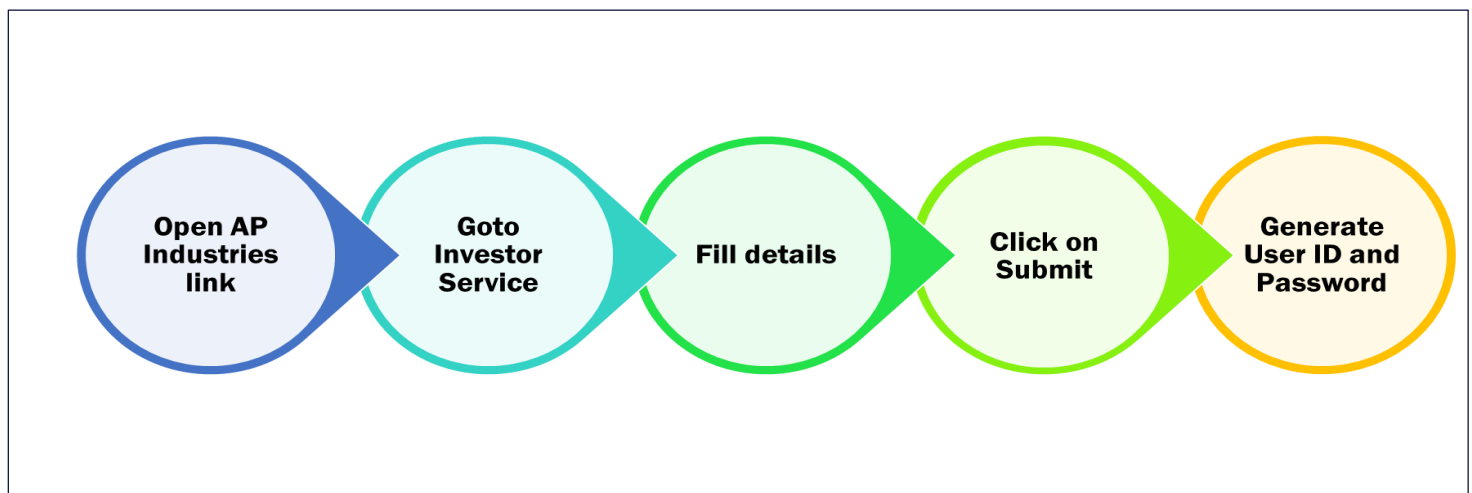
Single Desk Portal is a comprehensive One-Stop-Shop for all investment & business related information and services, providing unified access to multiple regulatory authorities and facilitating electronic payments for all clearances. The main features of the Single Desk Portal are as below

- ✚ 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.

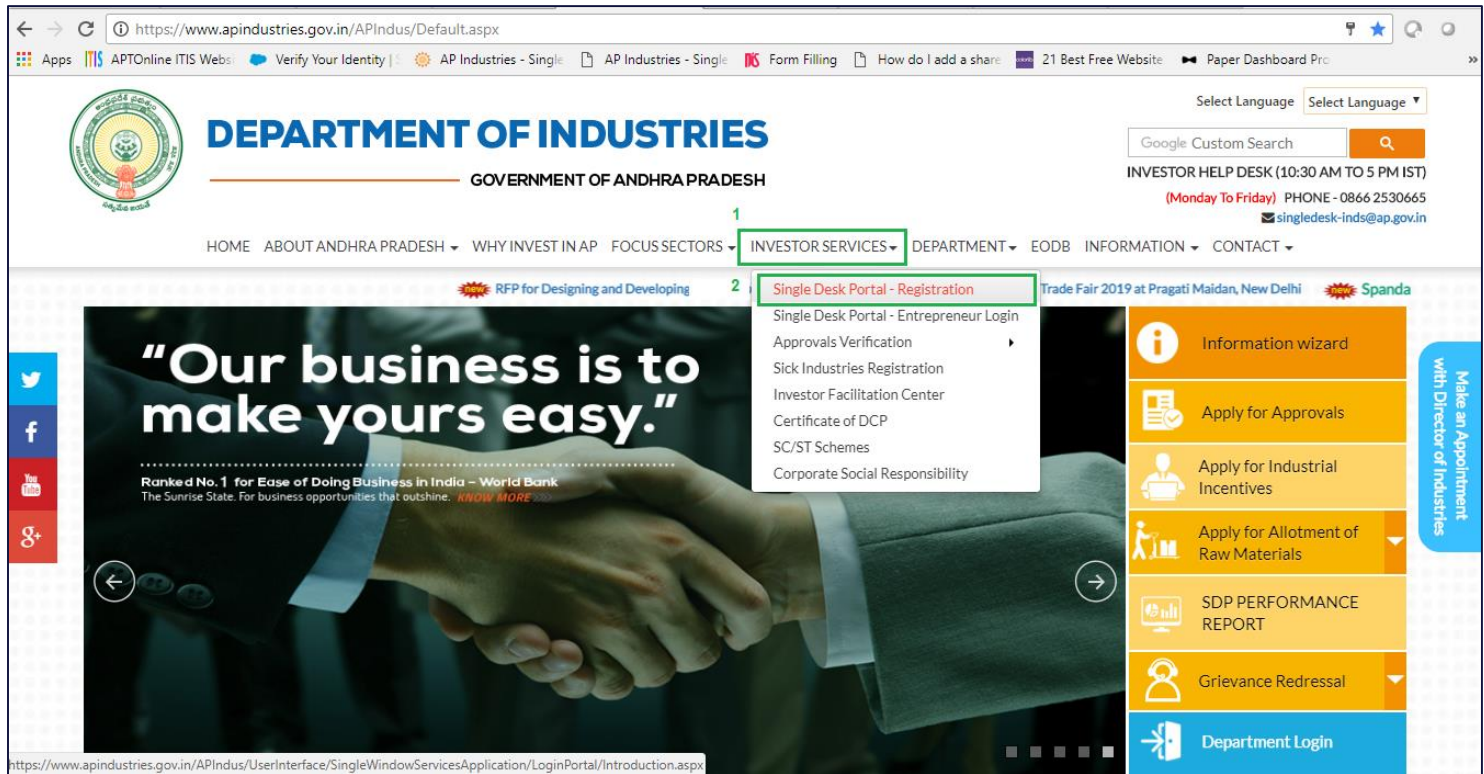


1.2.1 Navigate to Registration Link

Link : <https://www.apindustries.gov.in/APIIndus/Default.aspx>

Compatible browser : Google Chrome, IE9 & IE 10

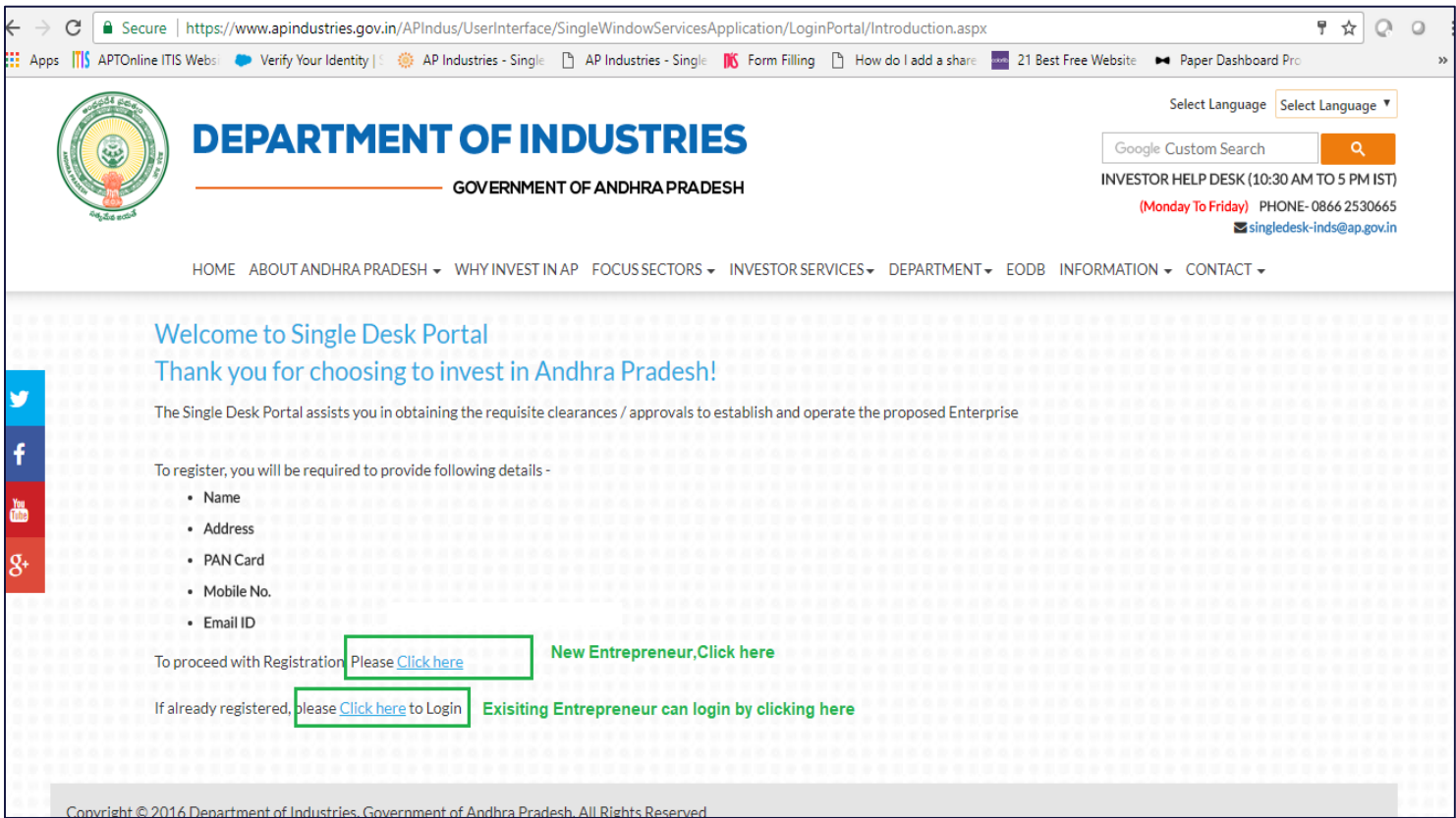
Navigation Path : Home Page → Investor Services → Single desk Portal -Registration (as shown in Pic -1)



Pic – 1

1.2.2 New Entrepreneur Registration

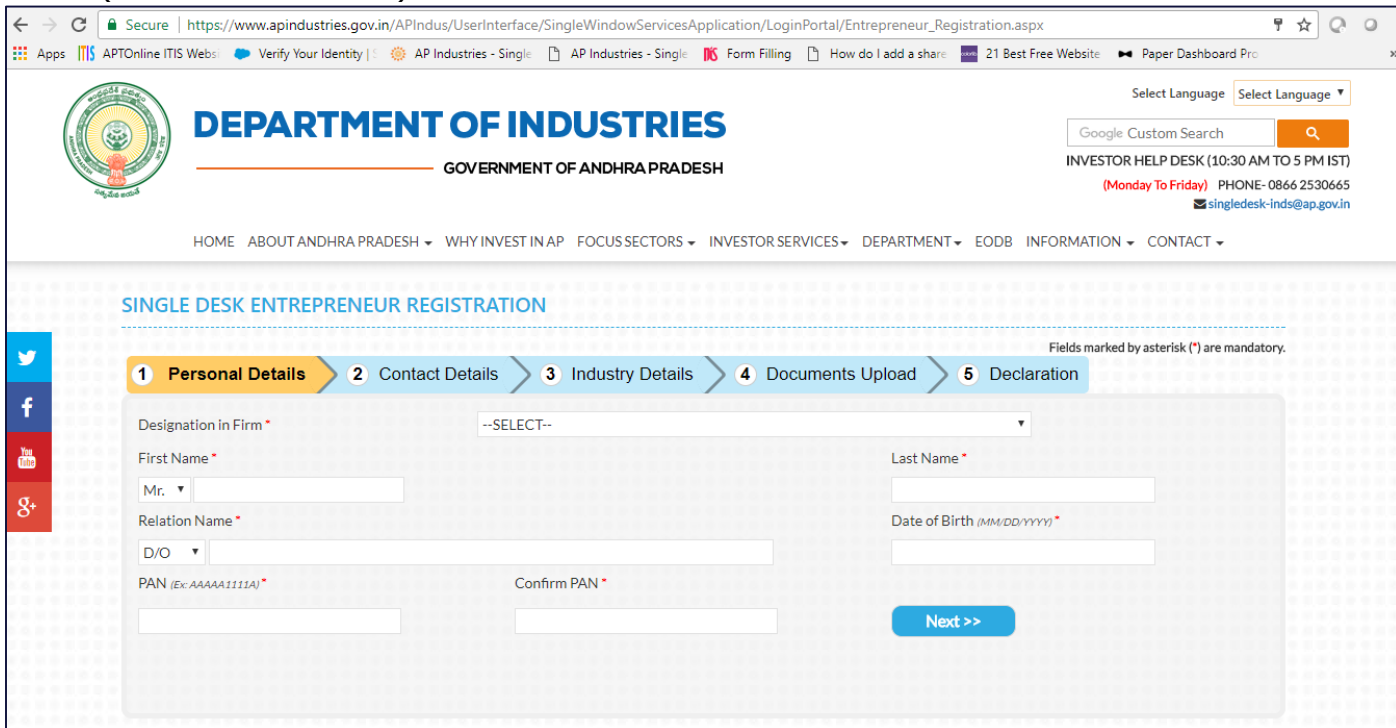
1. User is navigated to registration link.(as shown in Pic -2)
 - If New Entrepreneur, click on 1st highlighted link
 - If Existing entrepreneur, click on 2rd highlighted link
2. New Entrepreneur require industry details as below
 - Entrepreneur Ownership Name
 - Proposed Industry Name
 - Industry Address
 - Contact numbers
 - Copy of Pan card
 - Entrepreneur Photo
 - Authorization Letter



Pic – 2

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)



Pic – 3

- 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.

The screenshot shows the 'Contact Details' step of the registration process. The page header includes the Department of Industries logo and name, along with contact information for the Investor Help Desk. The navigation bar shows the current step as '2 Contact Details' among five steps: Personal Details, Contact Details, Industry Details, Documents Upload, and Declaration. The form fields include: Country (dropdown), District (dropdown), House No. (text), Email ID (text), Pin/Zip code (text), City / Area (dropdown), Mobile No. (text), Confirm Email ID (text), State (dropdown), Street Name (text), and Confirm Mobile No. (text). A note indicates that fields marked with an asterisk (*) are mandatory. Navigation buttons for '<< Previous' and 'Next >>' are visible at the bottom.

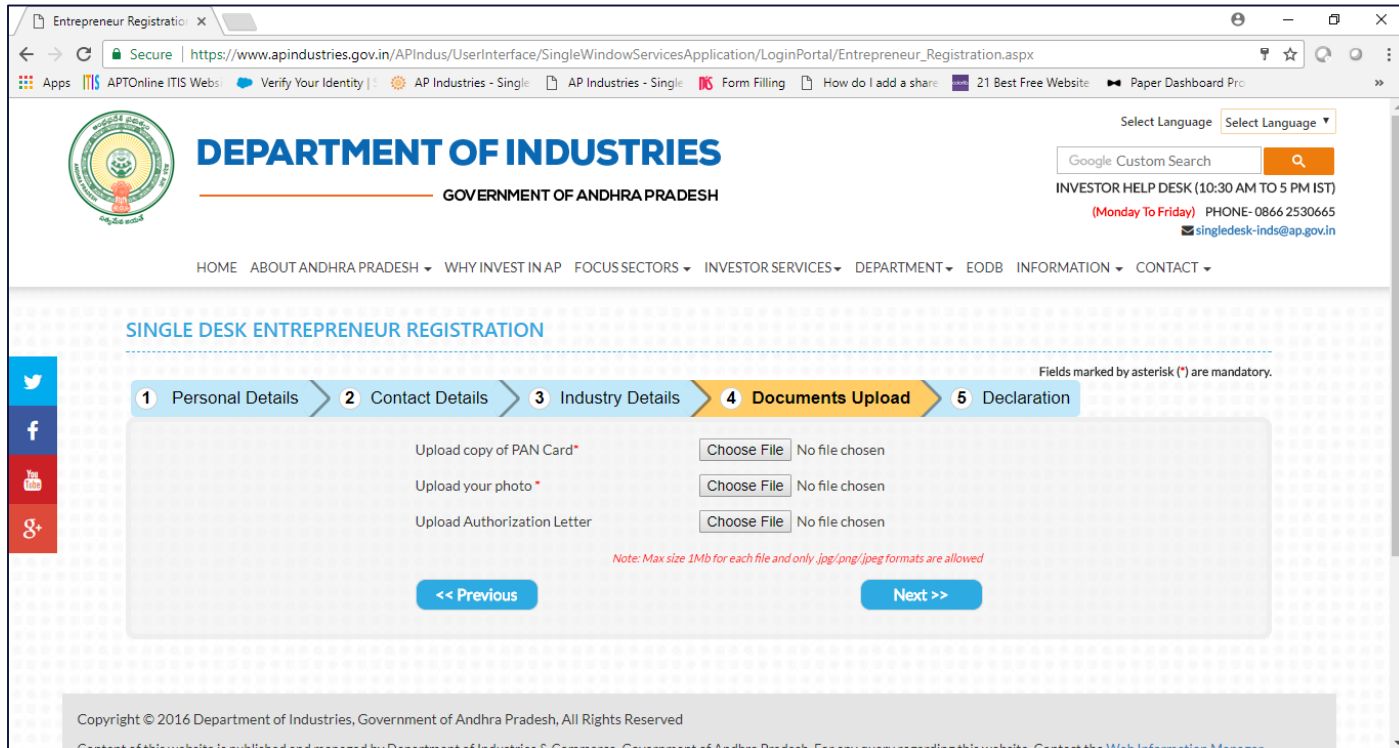
Pic – 4

- Fill the **Industry details** such as Proposed Industry Name in Andhra Pradesh, Address of the industry(as shown in Pic – 5)

The screenshot shows the 'Industry Details' step of the registration process. The page header and navigation bar are consistent with the previous step. The current step is '3 Industry Details'. The form fields include: Proposed Industry Name (text), Country (dropdown), Mandal (dropdown), State (dropdown), City / Area (text), District (dropdown), and Pincode (text). A note indicates that fields marked with an asterisk (*) are mandatory. Navigation buttons for '<< Previous' and 'Next >>' are visible at the bottom.

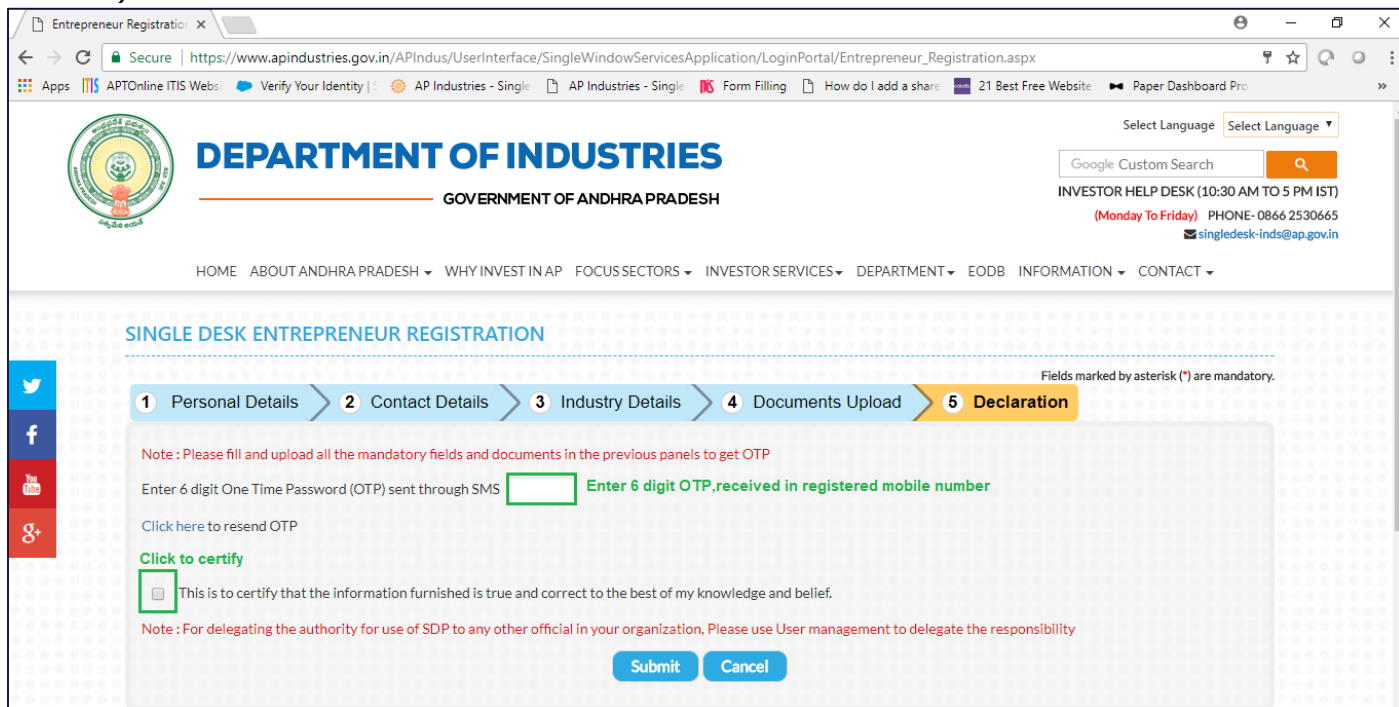
Pic – 5

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.

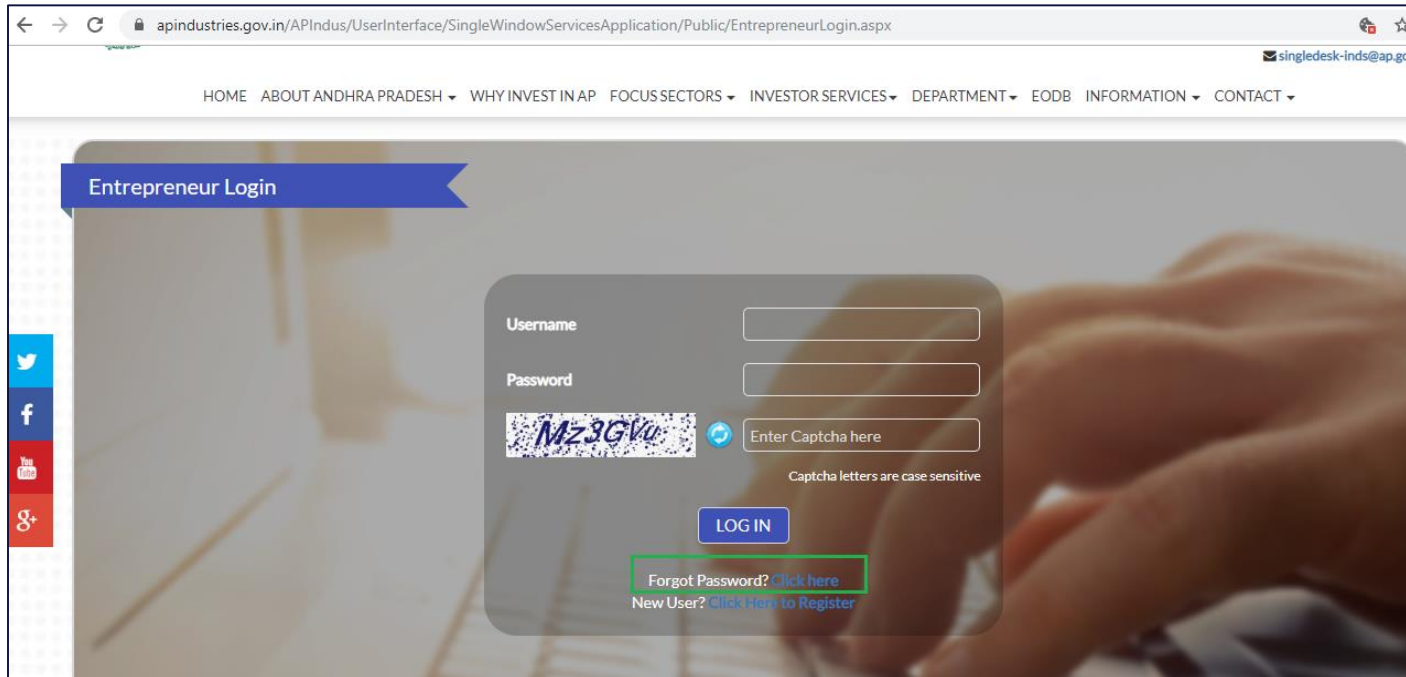


Pic – 7

1.2.4 Forget Password

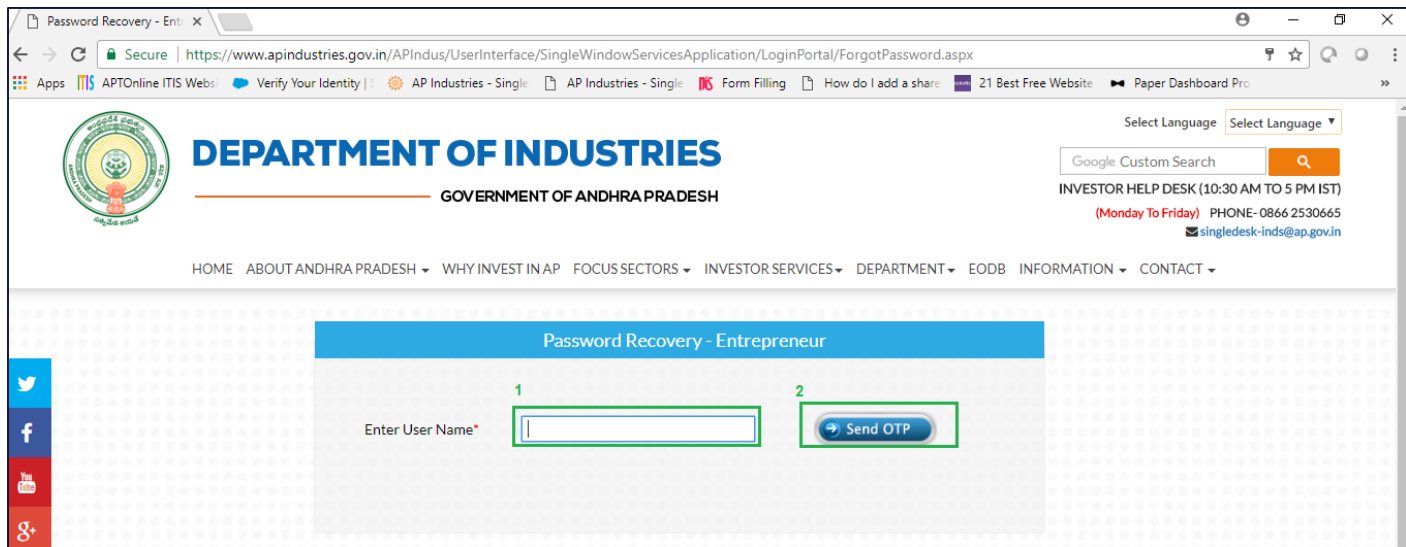
Link : <https://www.apindustries.gov.in/APIndus/Default.aspx>

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



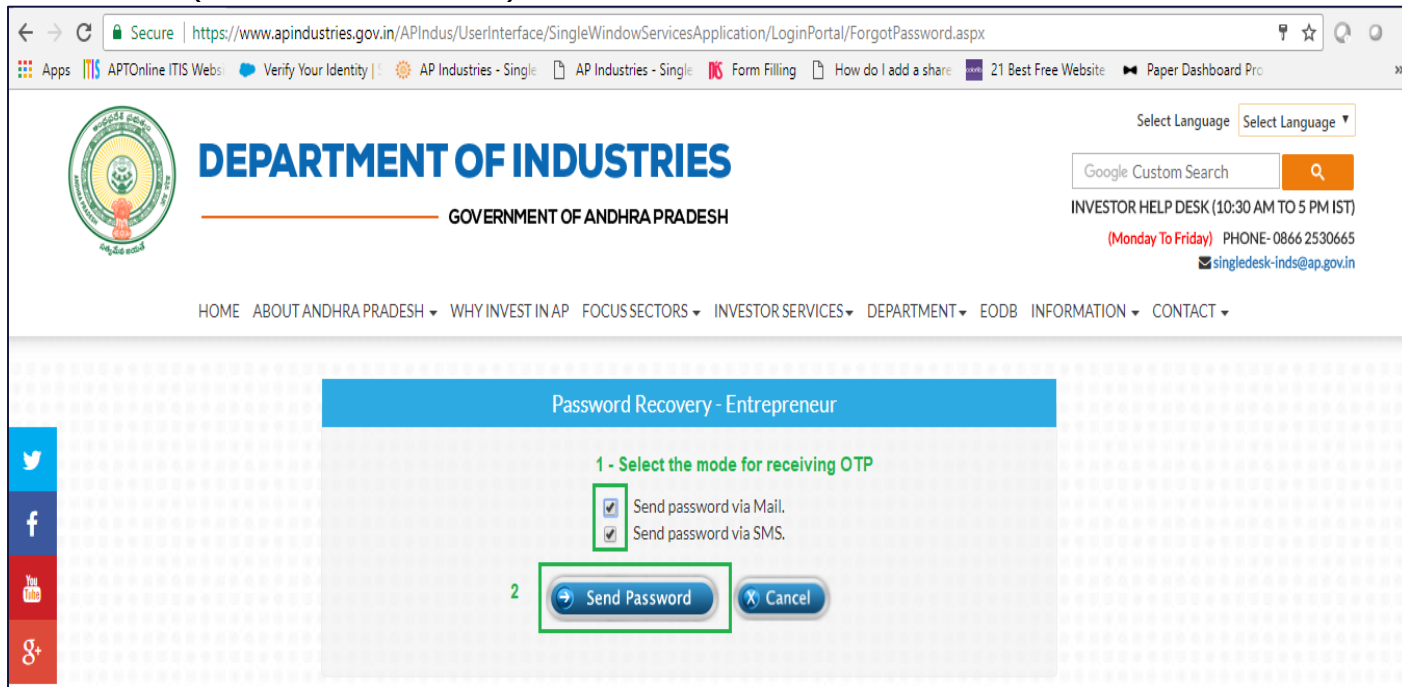
Pic – 8

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



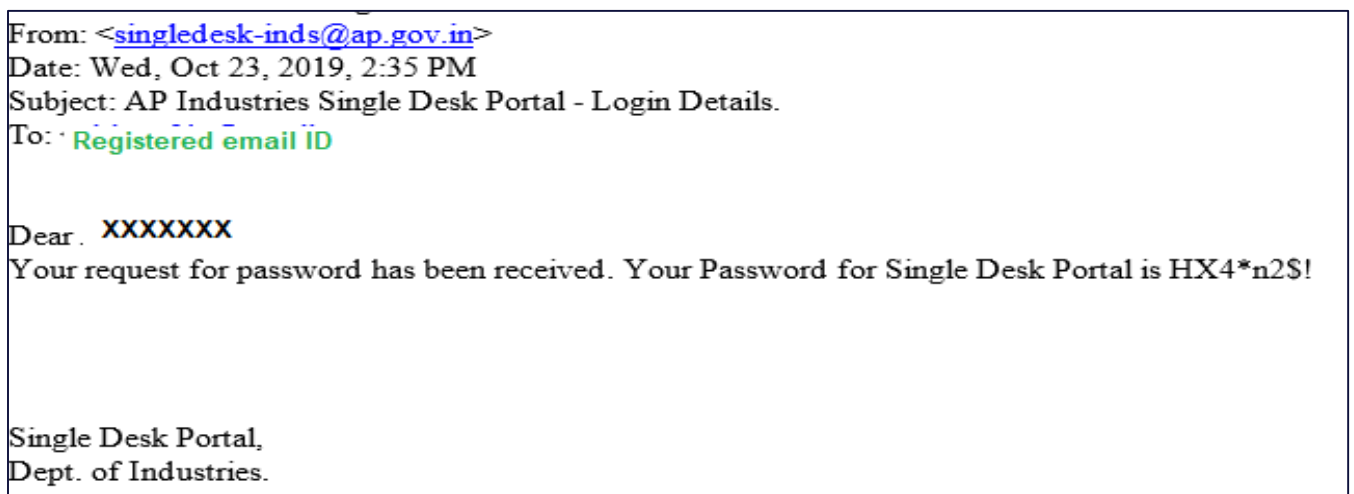
Pic – 9

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



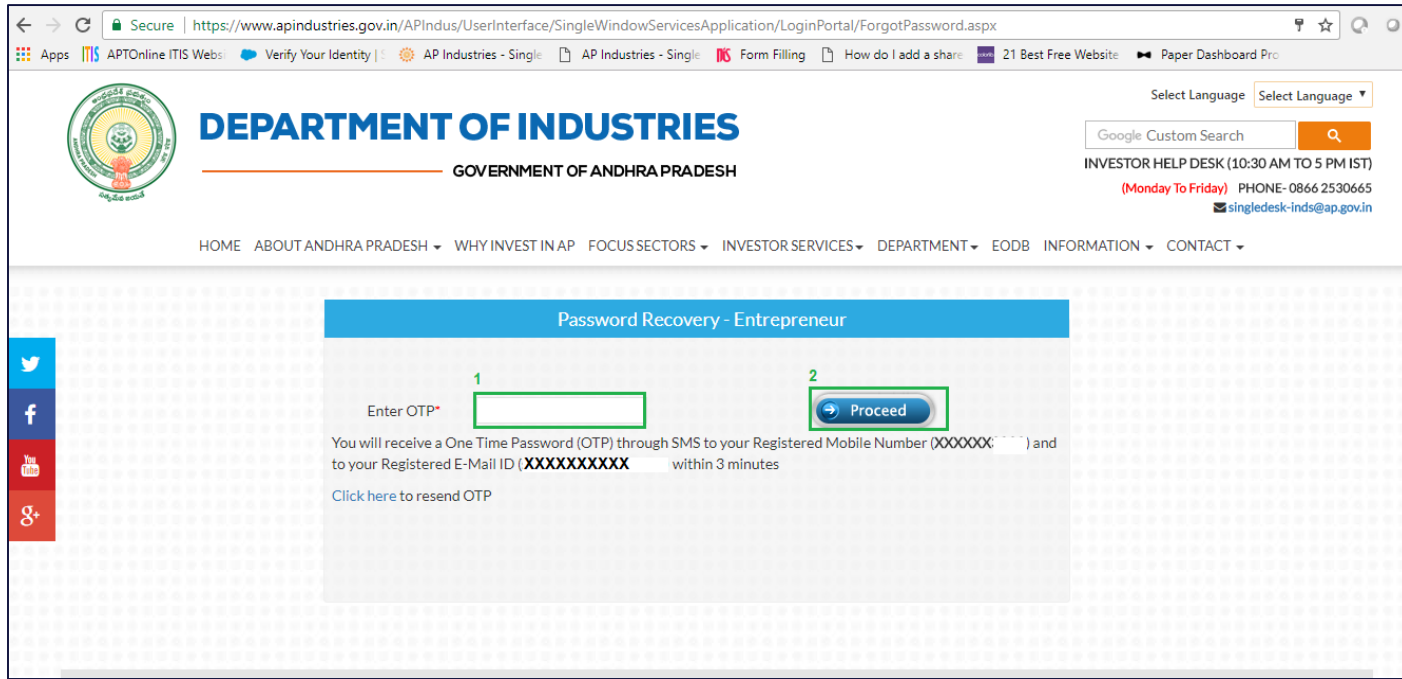
Pic – 10

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



Pic – 11

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



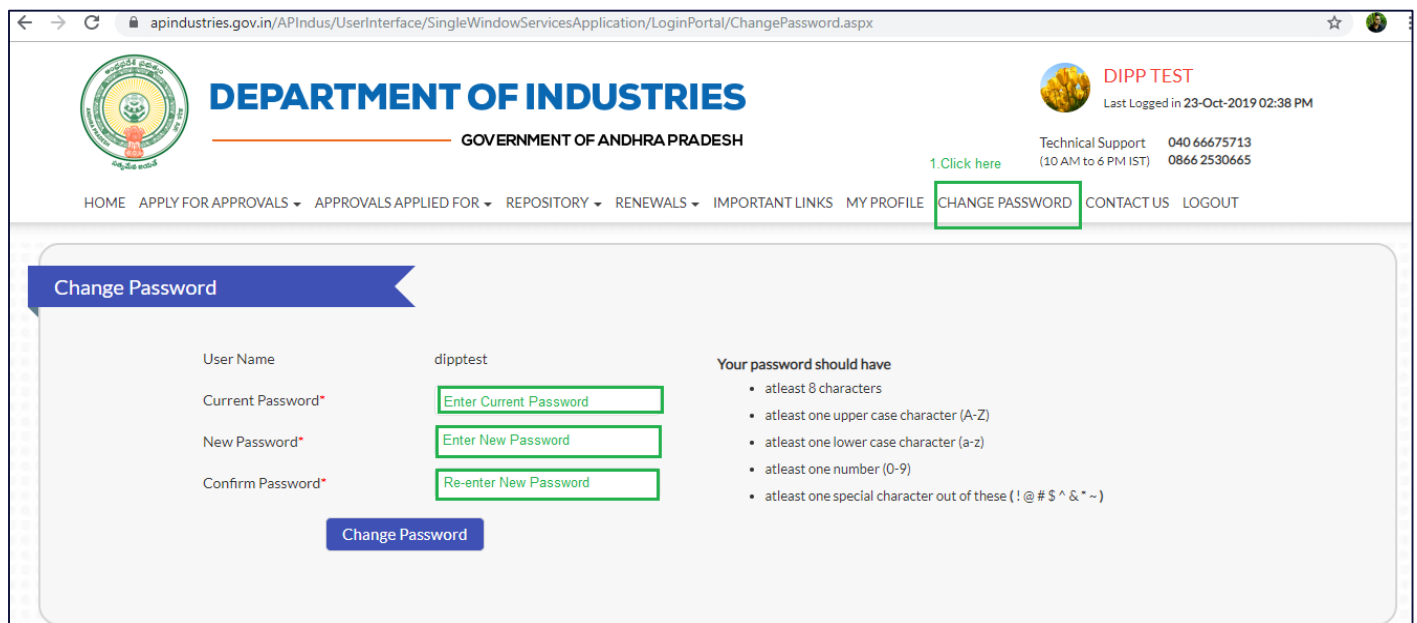
Pic – 12

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)



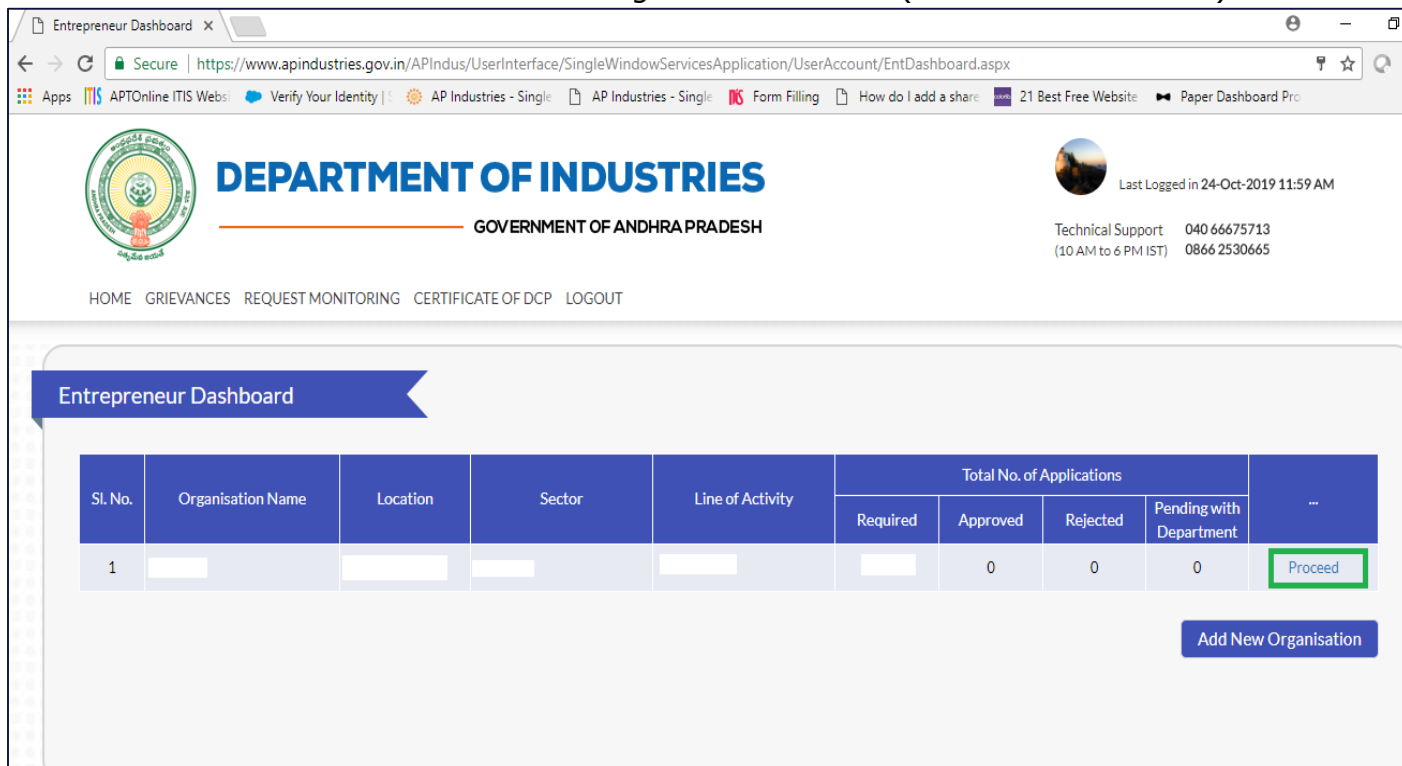
Pic – 13

1.3 Fill Basic details (Firm details)

User needs to fill the [Basic Details/Firm Details](#)



1. Open Andhra Pradesh Department of Industries website.
<https://www.apindustries.gov.in/APIndus/Default.aspx>
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)



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)

The screenshot shows a web browser window with the URL <https://www.apindustries.gov.in/APIndus/UserInterface/SingleWindowServicesApplication/UserAccount/BasicDetails.aspx>. The page header includes the Department of Industries logo and name, the Government of Andhra Pradesh, and user information for Leela Praveen. A navigation menu is visible below the header. The main content area is titled 'Firm Enrollment' and features a progress bar with five steps: Sector & Enterprise Details (active), Investment Details, Land Details, Other Details, and Terms & Conditions. Below the progress bar, the 'Sector & Enterprise Details' section contains four dropdown menus: 'Please select the Sector', 'Please select the Line of Activity', 'Please select district where unit is going to be set up', and 'Please select Enterprise Ownership'. At the bottom of this section are 'Save & Continue' and 'Reset' buttons.

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)

The screenshot shows the 'Investment Details' step of the 'Firm Enrollment' process. The progress bar at the top indicates that 'Sector & Enterprise Details' is completed, while 'Investment Details', 'Land Details', 'Other Details', and 'Terms & Conditions' are pending. The form contains the following fields:

- Please select Type of Enterprise ***: Radio buttons for Manufacture and Service.
- Please select status of Enterprise ***: Radio buttons for New, Already Existing, and Expansion.
- Please enter Name of the Enterprise ***: A text input field.
- Please Provide Investment in Plant & Machinery***: A text input field with '(Amount in Lakhs)' label.
- Please Provide Land Cost ***: A text input field with '(Amount in Lakhs)' label.
- Please Provide Building Cost ***: A text input field with '(Amount in Lakhs)' label.
- Do you have IEM (Industrial Entrepreneur Memorandum) or IL (Industrial License) ? ***: Radio buttons for Yes and No.

Buttons for 'Save & Continue' and 'Reset' are located at the bottom right.

Pic – 16

6. Fill **Land Details**

- Availability of land?
- Type of land
- Ownership
- Land administered by IALA (as shown in Pic – 17)

The screenshot shows the 'Land Details' step of the 'Firm Enrollment' process. The progress bar at the top indicates that 'Sector & Enterprise Details' and 'Investment Details' are completed, while 'Land Details', 'Other Details', and 'Terms & Conditions' are pending. The form contains the following fields:

- Do you have Land for setting up the enterprise?**: Radio buttons for Yes and No.
- [Click here to know change of Land use clearance required or not](#)
- Please select Type of Land ***: A dropdown menu with options: APIC Land, ---Select---, APIC Land, Govt./Assigned, and Private Land.
- Lease / Own***: A text input field.
- Is the land administered by IALA?**: A text input field.

Buttons for 'Save & Continue' and 'Reset' are located at the bottom right.

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)

The screenshot shows the 'Basic Details' form in the AP Industries portal. The 'Other Details' section is active, and the 'Show Clearances' button is highlighted. The form includes the following fields:

- Industry Type (AP-PCB Category): ---Select Industry Type---
- Do you require Bulk Drugs clearance?: Yes No
- Does the Line of Activity fall under Hazardous Category?: Yes No
- Select Water Source:
 - Ground Water
 - Municipal Corporation
 - Water from River / Tank etc & Irrigation
 - APIIC
 - Gram Panchayat
 - None
 - Municipality
 - Urban Water Supply
- Does any of your installations exceeds 33KV (or) Have buildings with height more than 15 meters?: Yes No
- Contracted Load in KVA:

Note: It is mandatory to click on Show Clearances button to know your clearances list before clicking on Save and Continue

Buttons: Show Clearances, Save & Continue, Reset

Pic – 18

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

The screenshot shows the 'Required Clearances for Pre-Establishment' modal. The modal contains the following information:

Dear leela praveen,
You have proposed to invest Rs 10 Lakhs for setting up of unit with line of activity: Aluminium Utensils. Your industry is categorized as Micro Enterprise Category.

Click here [\[PDF icon\]](#) to download the Common Application Form (CAF-I), which is required for all Pre-establishment clearances.

List of Pre-establishment clearances requiring only Common Application Form (CAF-I):

Sl. No.	Clearance Name
1	Sanction of Estimate/Issuance of Service Connection for Power Supply for 11KV or 33KV
2	Factory Plan Approval
3	Water Connection and Approval for water supply sanction from Municipal Corporations
4	Permission to dig new wells

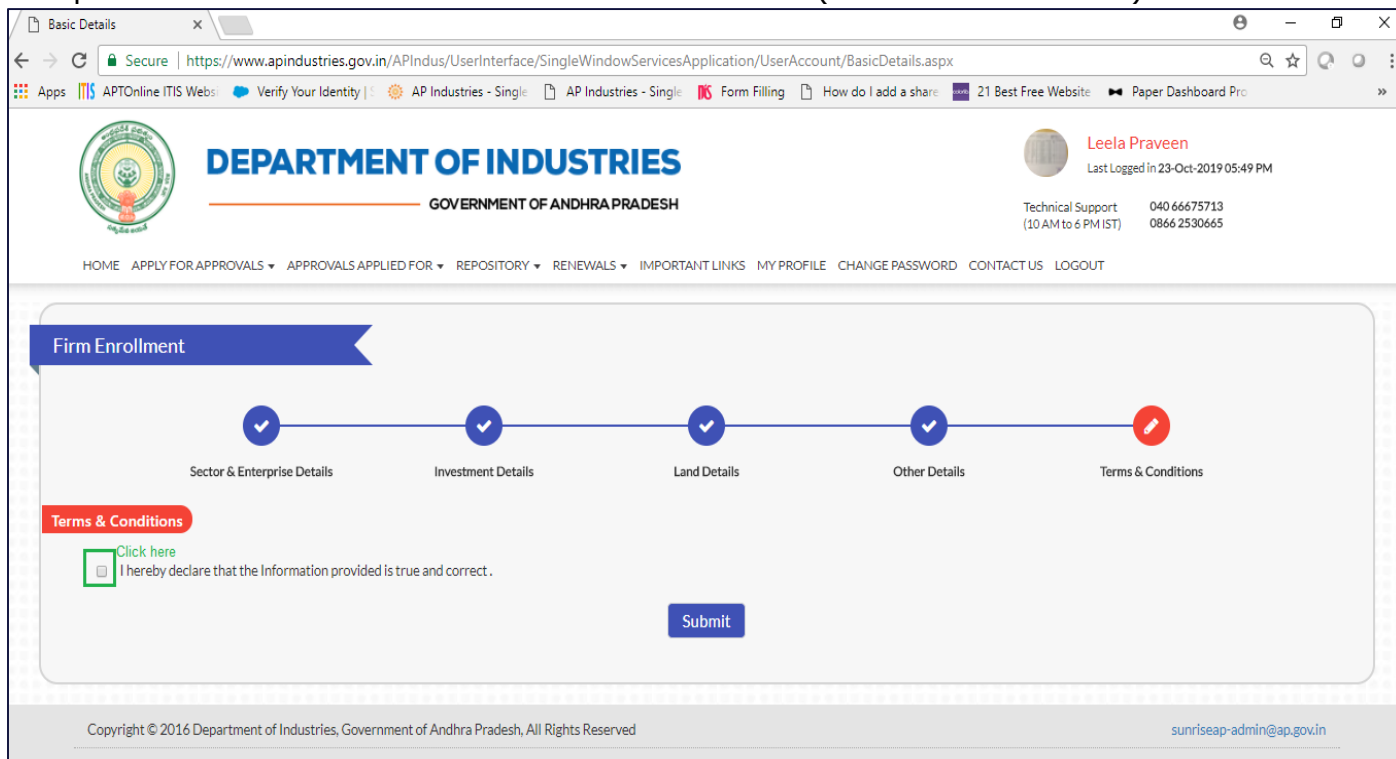
List of Pre-establishment clearances requiring Department specific application along with Common Application Form (CAF-I):
(Click on the pdf image to download the department specific application form)

Sl. No.	Clearance Name
1	Sanction of Estimate/Issuance of Service Connection for Power Supply for 11KV or 33KV
2	Factory Plan Approval
3	Water Connection and Approval for water supply sanction from Municipal Corporations
4	Permission to dig new wells

Buttons: Save & Continue, Reset

Pic – 19

8. Accept the [terms and Conditions](#) and **SUBMIT** the form(as shown in Pic – 20)



Pic – 20

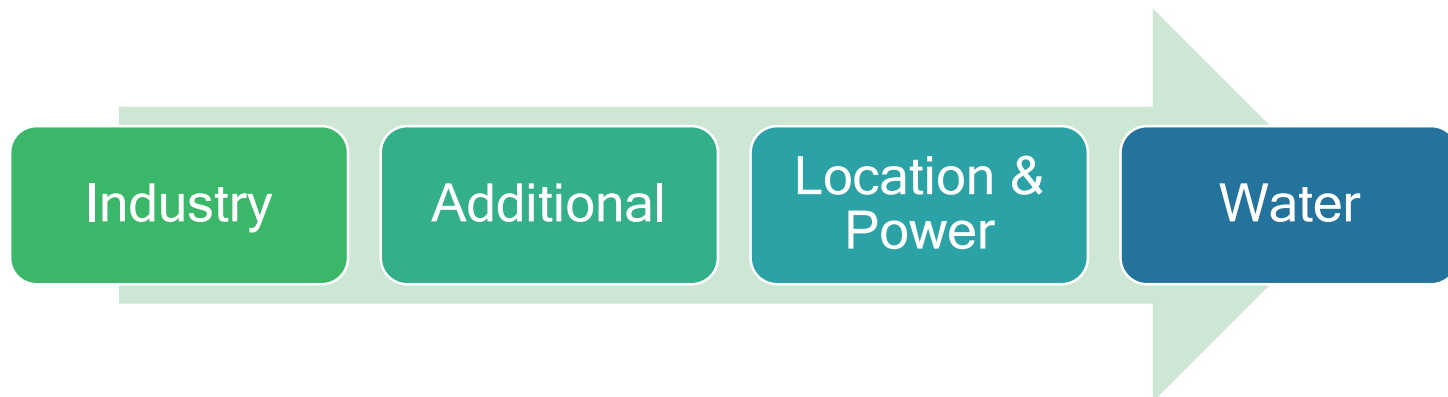
Once the Basic details of the Industry has been filled successfully, User can view the list of clearance required for the establishment/operations of the desired industry.

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

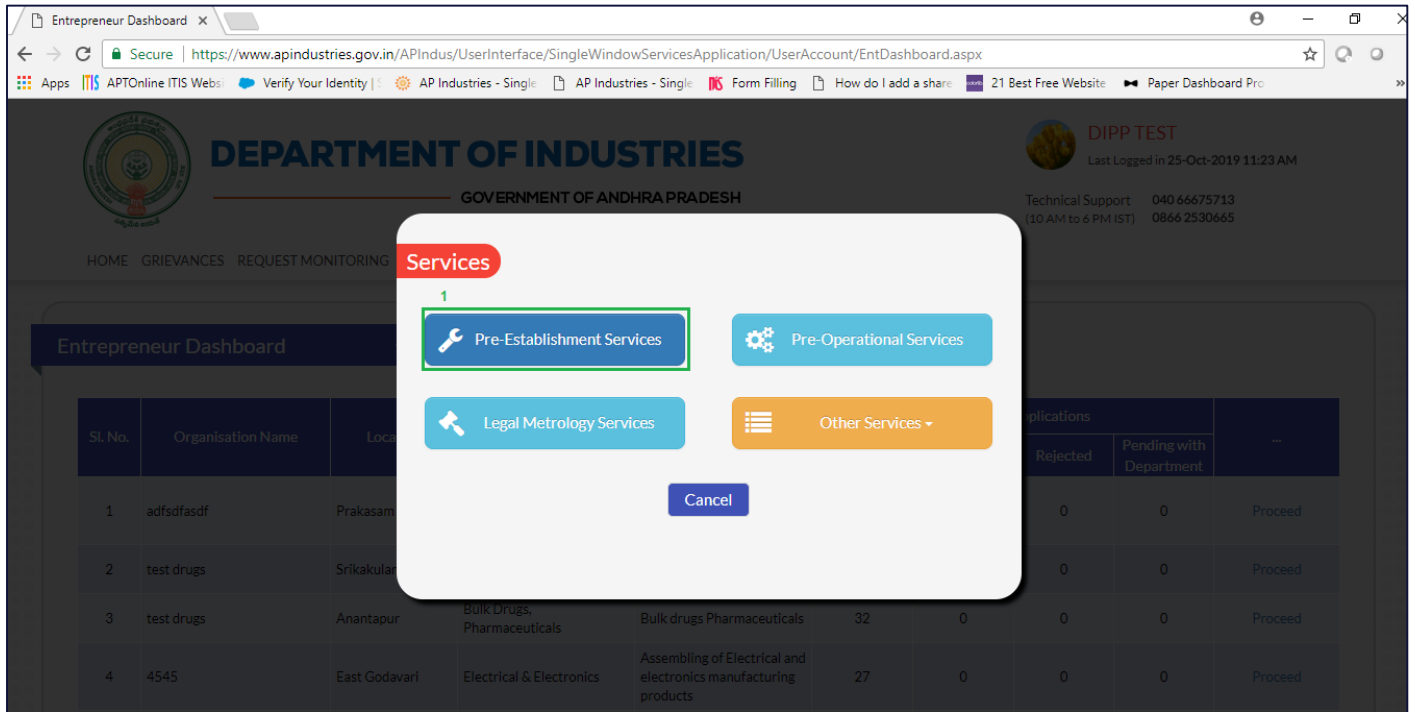
Pre-Operation Services → Clearance required to be obtained before initiating the operations in an industry

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.

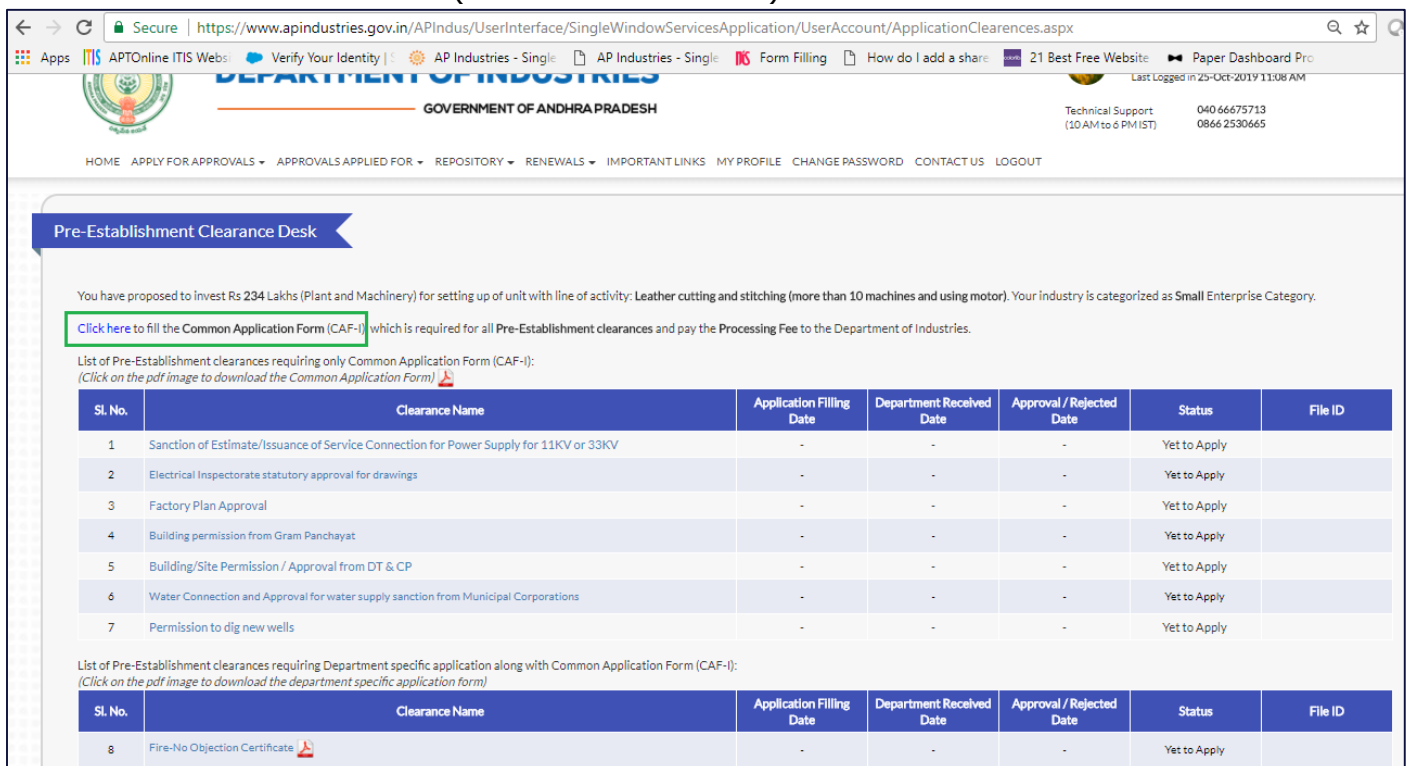


- User can fill CAF-I, immediately after submitting basic details/Firm details. (OR)
- User can fill CAF-I, after sometime by clicking on **PROCEED** against the desired industry and then select Pre-establishment (as shown in Pic – 21)



Pic – 21

2. Click here – to fill CAF-I(as shown in Pic – 22)



Pic – 22

- 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

Pic – 23

- Fill **additional details** such as line of manufacturing, list of raw materials used, total project cost, employment details (as shown in Pic – 24)

Pic – 24

- Fill **location and Power details**, address of industry which will be set-up, estimated power required(as shown in Pic – 25)

Form1A

Secure | https://www.apindustries.gov.in/APIndus/UserInterface/SingleWindowServicesApplication/ApprovalProcess/PARTA/Form1A.aspx

Industry Details Additional Details Location & Power Details Water Details

8.0 DETAILS OF EXISTING APPROVALS OF FACTORIES DEPT GRAM PANCHAVAT / MUNICIPALITY / ELECTRICITY / WATER IF ANY

Reference No. Date Clearance

9.0 PROPOSED LOCATION OF THE FACTORY

Proposed factory Type:*

Industrial Estate Industrial Development Area Special Economic Zone Private Estate Others

9.1 Location/Name of IE/DA/EZ/PE:*

Factory Location:

Survey No* Extent (In Sq.Mts)* Street Name*

District* Mandal* Village/Town*

Pincode* Mobile No Nearest Telephone No

10.0 POWER REQUIRED FOR THE UNIT

10.1 Contracted Load Maximum Demand in HP*

Pic – 25

- Fill Water Details such as water, sewer connection details, and permission to draw water (as shown in Pic – 26).
- Preview the CAF-I form

Form1A

Secure | https://www.apindustries.gov.in/APIndus/UserInterface/SingleWindowServicesApplication/ApprovalProcess/PARTA/Form1A.aspx

Industry Details Additional Details Location & Power Details Water Details

11.0 WATER AND SEWER CONNECTION DETAILS

11.1 Water Requirement:

Water Supply from* 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(1½") 50mm(2") Others

Size of sewer connection applied for*

15mm(1/2") 25mm(1") 40mm(1½") 50mm(2") Others

12.0 PERMISSION TO DRAW WATER

Agency*

Ground Water Irrigation Other Sources

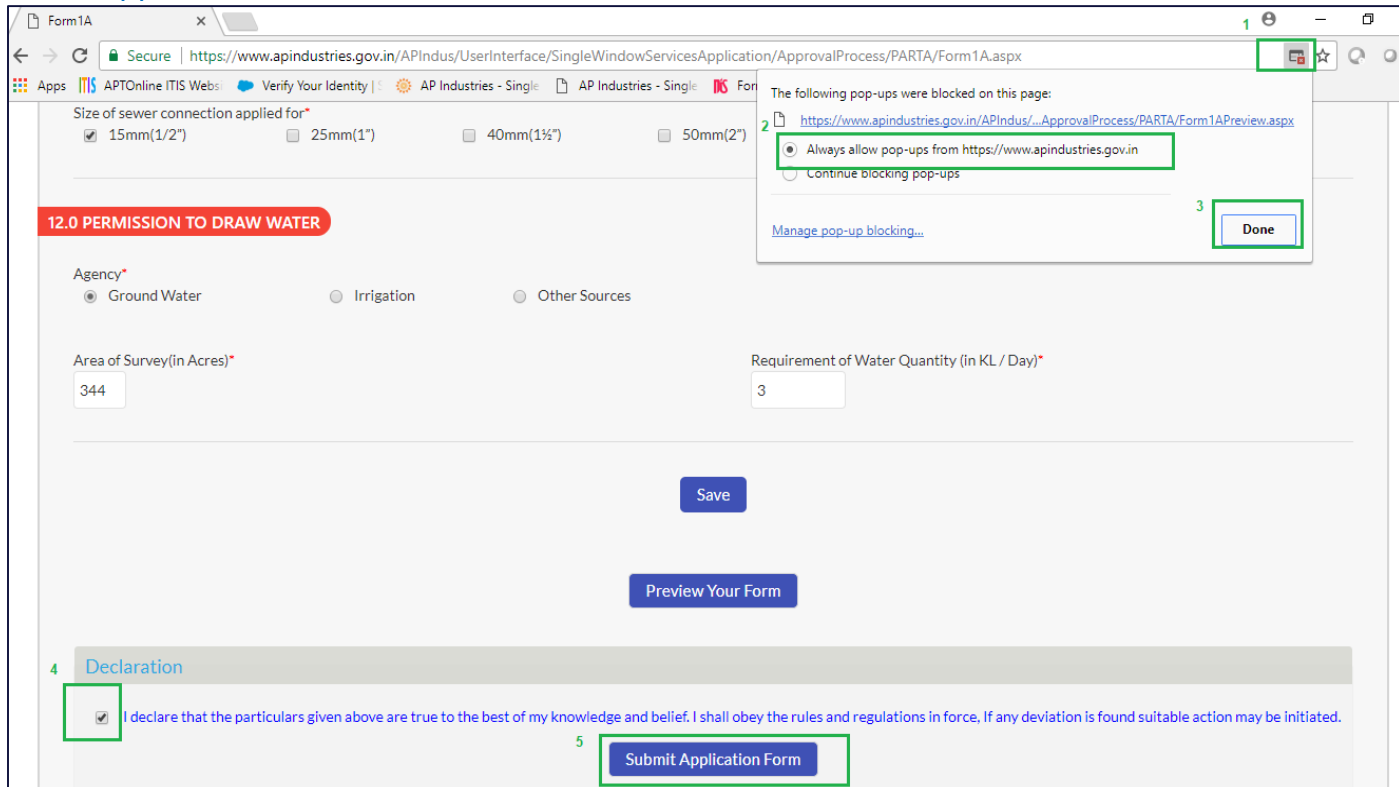
Area of Survey(In Acres)* Requirement of Water Quantity (In KL / Day)*

Save

Pic – 26

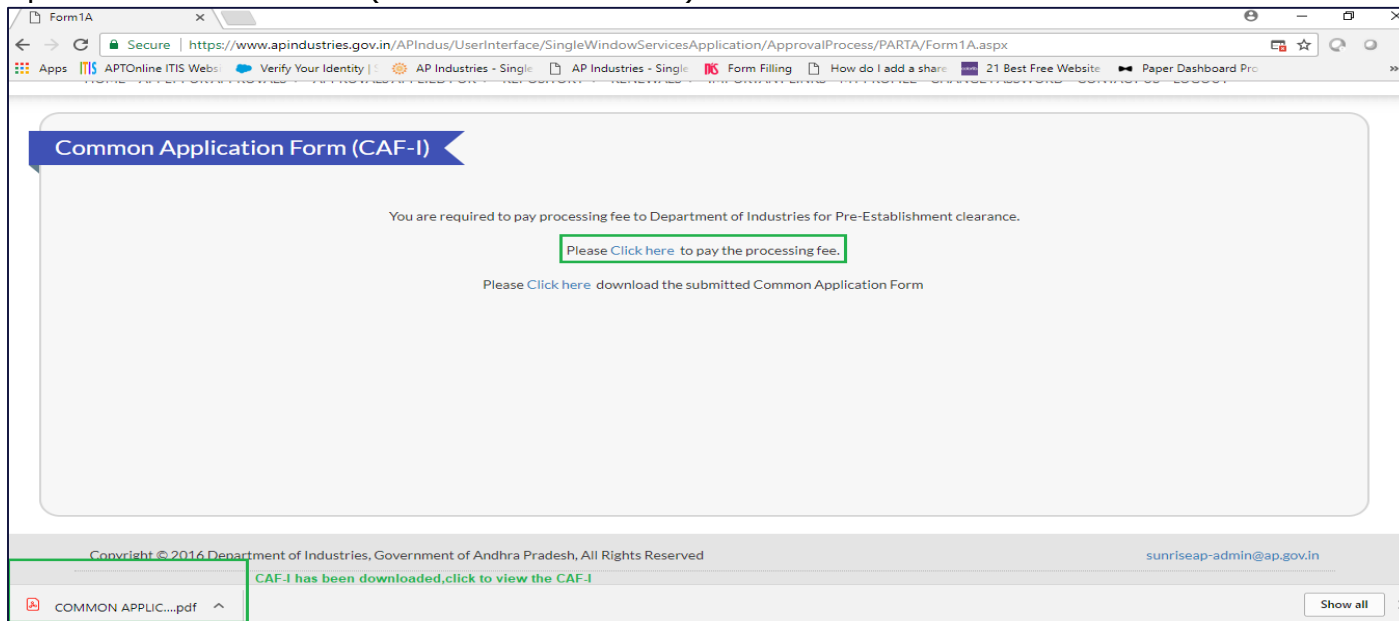
8. Preview the CAF-I form (as shown in Pic – 27)

- 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](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](#)



Pic – 27

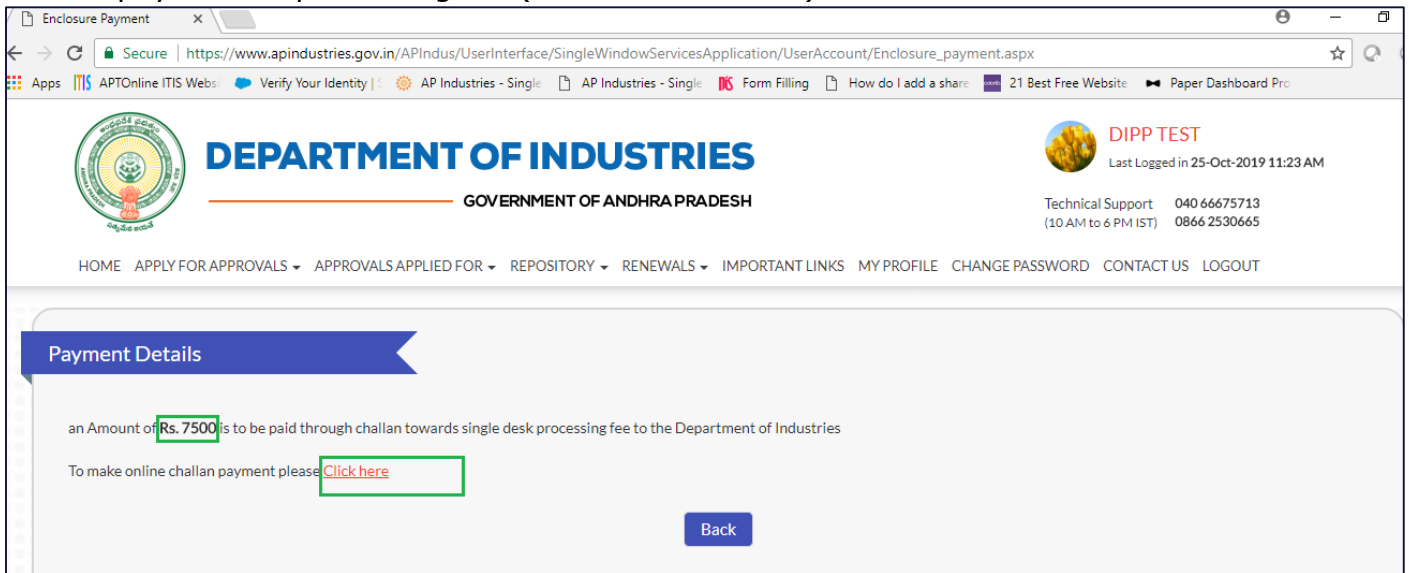
9. Upon successful SUBMIT(as shown in Pic – 28)



Pic – 28

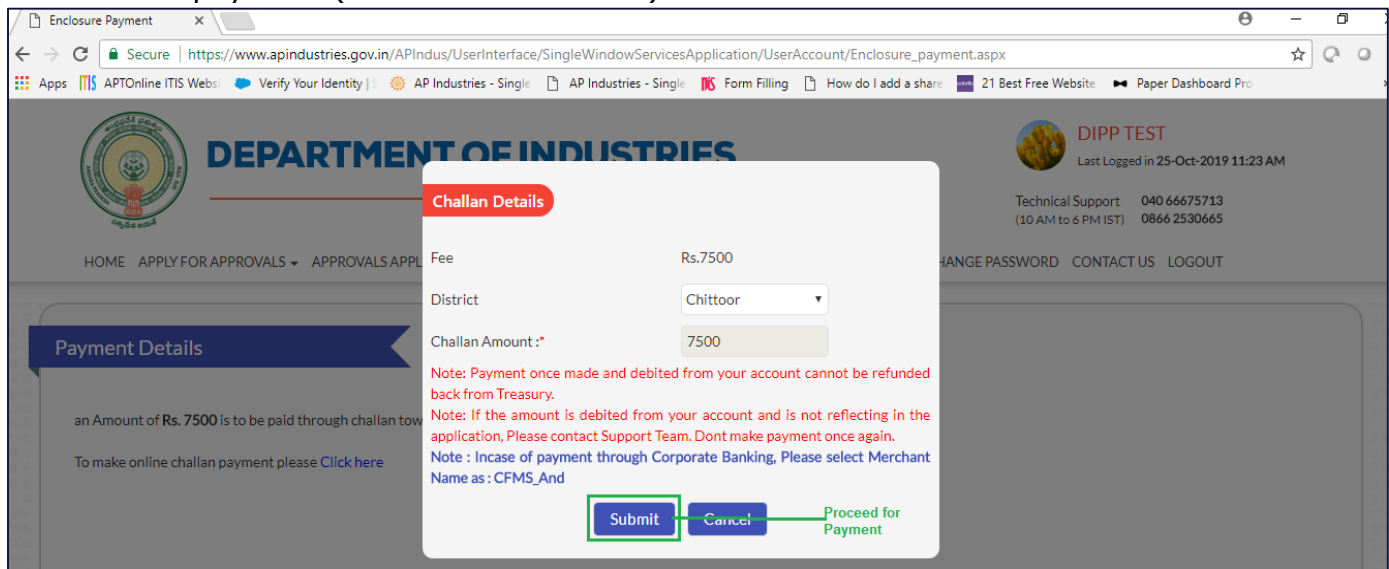
- a. User will be able to View CAF-I.
- b. User is requested to pay the processing fee

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



Pic – 29

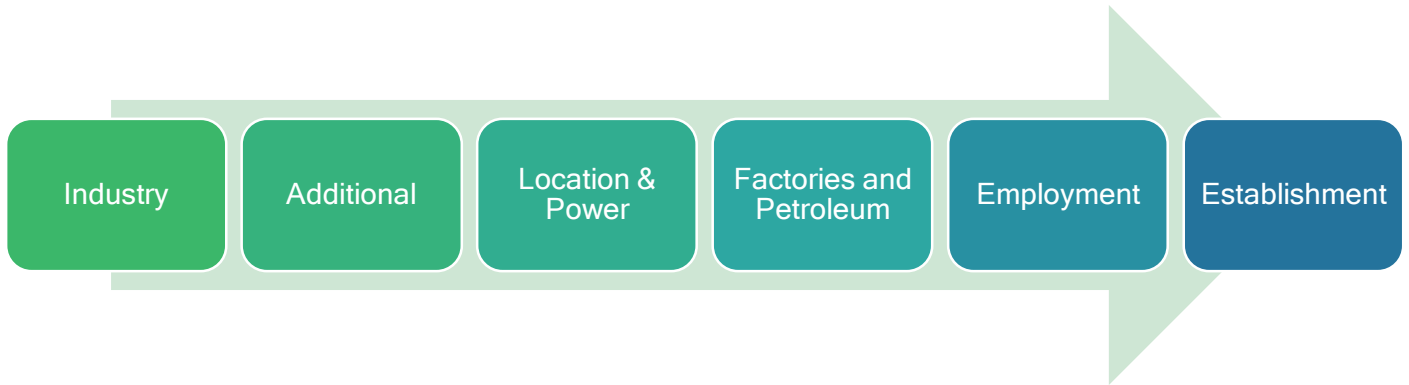
11. Proceed for payment (as shown in Pic – 30)



Pic – 30

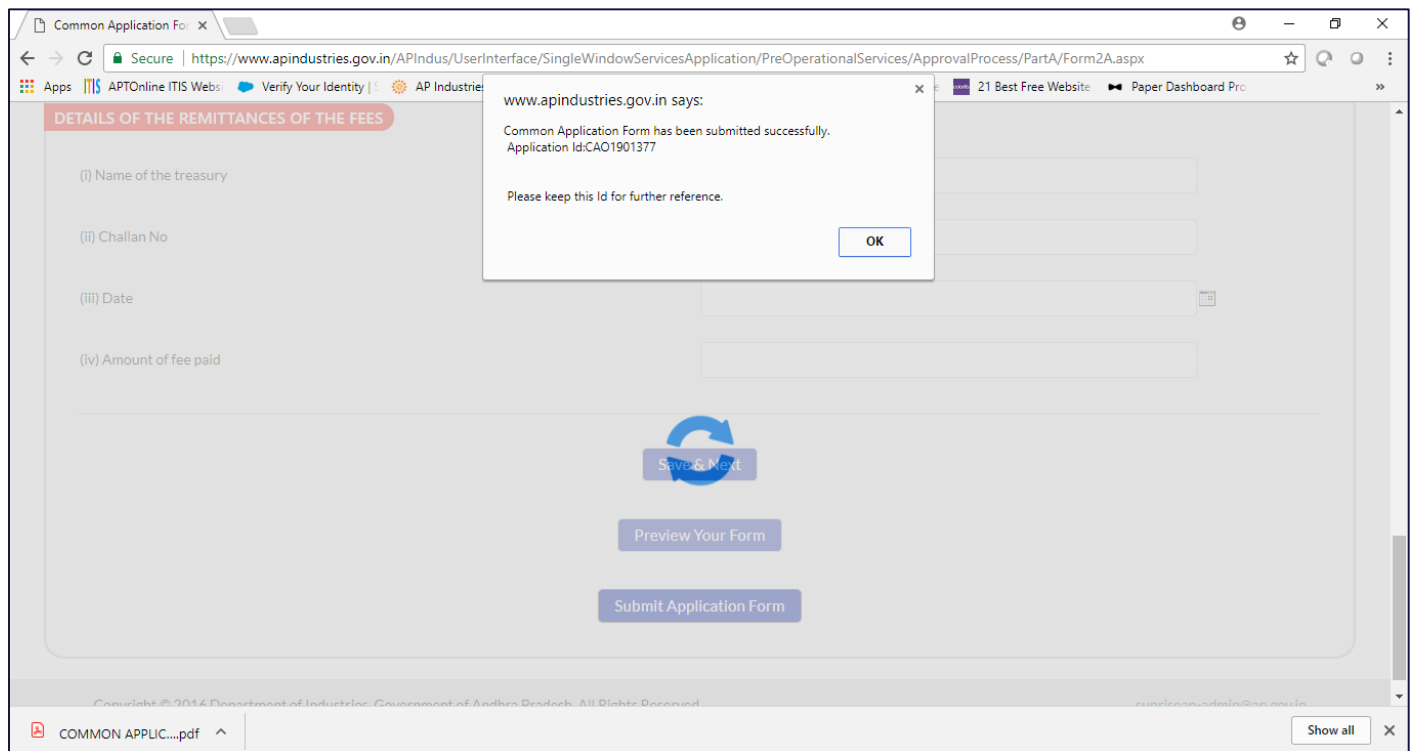
1.5 Fill CAF-II (Pre-Operational Services)

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



Pic – 31

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)



Pic – 32