



**Department for  
Promotion of Industry  
and Internal Trade**



**Getting Started for Department for Promotion of  
Industry and Internal Trade**

**Department for Promotion of Industry and Internal  
Trade**

**MINISTRY of Commerce and  
Industry**

|                       |                     |                                 |
|-----------------------|---------------------|---------------------------------|
| <b>DIPP</b>           |                     |                                 |
| Getting Started Guide | <b>Version: 1.0</b> | <b>Create Date: 29-Aug-2018</b> |

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## DIPP

Getting Started Guide

Version: 1.0

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### 1. Introduction

The Department of Industrial Policy & Promotion was established in 1995 and has been reconstituted in the year 2000 with the merger of the Department of Industrial Development. Earlier separate Ministries for Small Scale Industries & Agro and Rural Industries (SSI&A&RI) and Heavy Industries and Public Enterprises (HI&PE) were created in October, 1999.

With progressive liberalization of the Indian economy, initiated in July 1991, there has been a consistent shift in the role and functions of this Department. From regulation and administration of the industrial sector, the role of the Department has been transformed into facilitating investment and technology flows and monitoring industrial development in the liberalized environment.



|                       |              |                          |
|-----------------------|--------------|--------------------------|
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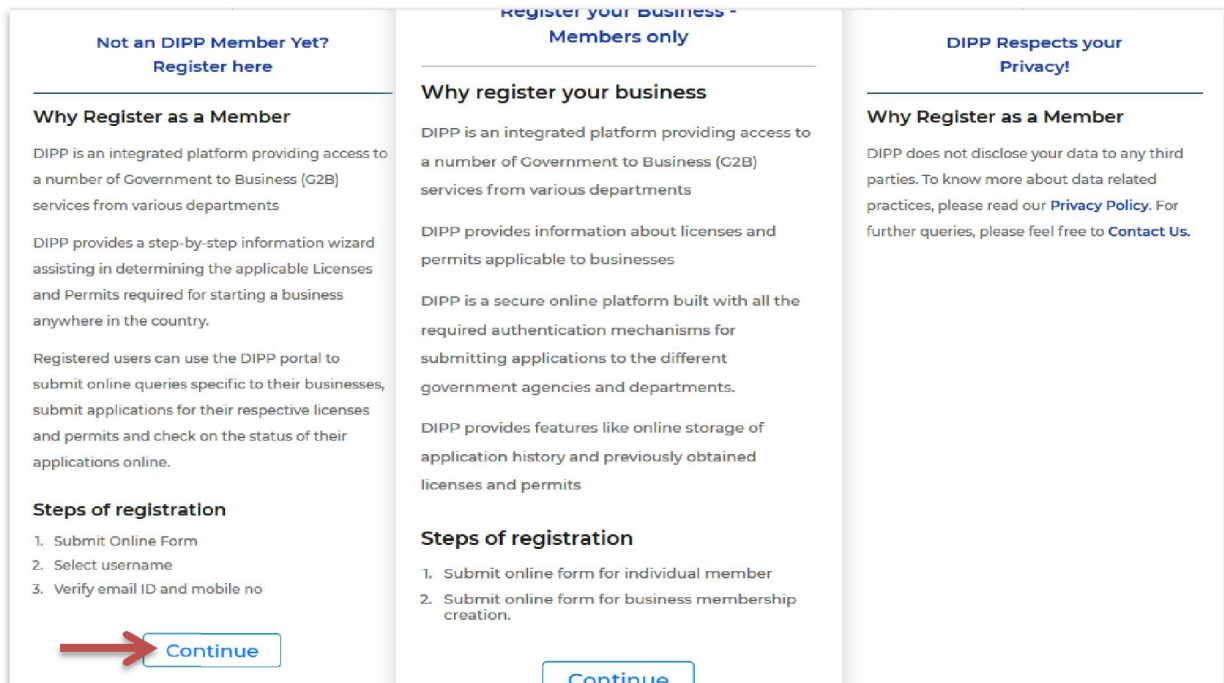
## 2. Registration

Open the URL: <http://services.dipp.gov.in/lms> in the browser, to access the “DIPP” application.

Following screen will appear: -



Click on Register to register user



|                       |              |                          |
|-----------------------|--------------|--------------------------|
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To register as a DIPP member, click on continue, registration form will display:-

Home / Register

**Registration**

1. Personal Details
2. Choose User Name and Password
3. Security and Terms
4. OTP Verification

### 1. PERSONAL DETAILS

**First Name\***

Only alphabets, dot and space allowed

**Middle Name**

Only alphabets, dot and space allowed

**Last Name\***

Only alphabets, dot and space allowed

**Email Address\***

Please use a valid email address that you frequently access. Email verification code will be sent on this id.

**Confirm Email Address\***

**Phone Number (+91)**

Enter Phone Number with STD Code. Do not include +91 or 0.

**Mobile (+91)\***

Please use a valid mobile number that can be used to send the SMS code for user verification. Do not include +91 or 0.

**Confirm Mobile (+91)\***

**Fax (+91)**

### ADDRESS

**Address\***

Address can have a maximum of 400 characters.

**Country**

**State\***

**District\***

**Taluka**

**Pin Code\***

→

Proceed to Next

Fill all Mandatory fields  
Click on Proceed to Next

|                       |              |                          |
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Home / Register

Registration

1. Personal Details

2. Choose Username and Password

3. Security and Terms

4. OTP Verification

### 2. CHOOSE USERNAME AND PASSWORD

**Create your Username\***

Use characters and numeric

**Create Your Password\***

Please note that the password should be between 8 and 14 characters and should contain at least one alphabet, one number, one Capital letter, one Small letter and a special character (@,#,\$,%,&,'?+,;)

**Re-enter Your Password\***

**Select Security Question\***

--Select Question--

Please use a valid email address that you frequently access. Email verification code will be sent for user verification.

**Answer\***

If you forget your password, we'll verify your identity with your secret question.

Prev

Proceed to Next

Fill Mandatory fields

Click on Proceed to Next

**Note:-** To view the “Personal Details”, click on Previous button

|                       |              |                          |
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1. Personal Details
2. Choose User Name and Password
3. Security and Terms
4. OTP Verification

### Security & Terms

Welcome to DIPP, India's G2B Portal. This website is managed by Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry, Government of India and these terms and conditions refer to the interactions of this site with business users (citizens and business entities) and government departments. By entering or using this site, you accept the following terms and conditions.

- Modifications and additions**  
This section is subject to changes at any point in time either by DIPP. The changes will be posted in this section and shall be effective immediately. It is recommended for the users to visit this section and keep themselves updated with respect to terms and conditions of usage.
- About DIPP**  
Department of Industrial Policy and Promotion (DIPP), Government of India has envisioned DIPP Project to create a one-stop-shop of convenient and efficient

I have read the terms and conditions and accept them for registration

### Verification

AOE2UI

Previous
Proceed to Next

To proceed further, check the Checkbox  
 Enter Captcha Code  
 Click on Proceed to Next

[Home / Register](#)  
[Home / Register](#)

Registration

1. Personal Details
2. Choose User Name and Password
3. Security and Terms
4. OTP Verification

### OTP Verification

**Mobile OTP\***

OTP sent on mobile

**Email OTP\***

OTP sent on email

[Click to regenerate OTP](#)

Previous
Submit Otp



|                       |                     |                                 |
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Enter the Mobile OTP which user has received on registered mobile no.  
 Enter Email OTP which user has received on registered email id.  
 Click on Submit OTP, user will get registered.

**Note:-** If user has not received OTP then click on "Click to regenerate OTP".

After successfully registration, user can login to the application using User Name and Password.

The screenshot shows a web interface for user login. At the top, there is a navigation bar with 'Home / Login'. Below it is a large orange banner with the text 'Login or Register to Continue'. Underneath the banner is a blue header for the 'Login' form. The form contains two input fields: 'User Name \*' and 'Password \*'. Below the password field is a 'Captcha Code' input field. At the bottom of the form, there are four elements: an orange button labeled 'JXMWSP', a white button labeled 'Captcha Code', a blue button labeled 'Submit', and a text link labeled 'Forgot Password?'.

To login do the following steps:-

Click on Login

Enter User Name

Enter Password

Enter Captcha Code

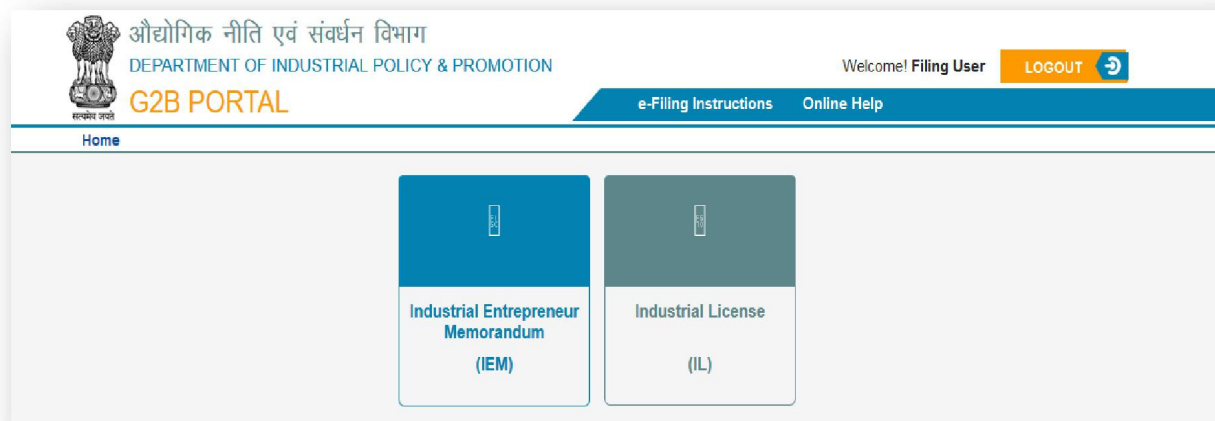
|                       |              |                          |
|-----------------------|--------------|--------------------------|
| <b>DIPP</b>           |              |                          |
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The screenshot shows a web interface for logging in. At the top, there is an orange banner with the text "Login or Register to Continue". Below this is a white box with a blue header labeled "Login". Inside the box, there are two input fields: "User Name \*" containing the text "filinguser" and "Password \*" containing a series of dots. Below the fields are three buttons: an orange "JXMWSP" button, a white "JXMWSP" button with a red arrow pointing to a blue "Submit" button, and a "Forgot Password ?" link.

Click on Submit, Dashboard will display

|                       |              |                          |
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### 3. Industrial License

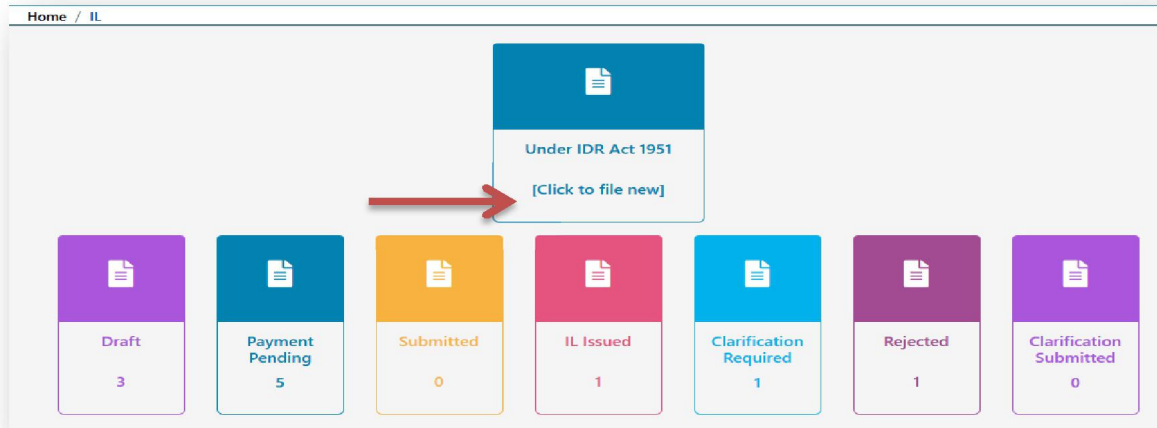


To apply for IL license, click on “**Industrial License(IL)**”

Two parts that are Under IDR Act 1951 and Under Arms Act 1959 will display.

#### 3.1 Industrial License - Under IDR Act 1951

|                       |              |                          |
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Click on “Under IDR Act 1951”

Home / IL Service / Under IDR Act 1951 \* fields are Mandatory

---

**Under IDR Act 1951** Draft IL Number :

Chemical    Explosives    Defence

**1. Name and Address of Industrial Undertaking (Indian/Foregin) in full for Correspondence**

Industrial Undertaking\*

**Postal Address**

|                      |                        |                      |
|----------------------|------------------------|----------------------|
| Number / Building*   | Street                 | Landmark             |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |
| Locality*            | Village / Town / City* | State*               |
| <input type="text"/> | <input type="text"/>   | --Select State--     |
| District*            | Pin*                   |                      |
| --Select District--  | <input type="text"/>   |                      |

**Contact Details**

|  |  |                      |
|--|--|----------------------|
| Telephone <small>(Include STD Codes)</small> | Fax <small>(Include STD Codes)</small>                   | Mobile Phone*        |
| <input type="text"/>                         | <input type="text"/>                                     | <input type="text"/> |
| Email Id*                                    | Website of the Undertaking <small>(If Available)</small> | Police Station*      |
| <input type="text"/>                         | <input type="text"/>                                     | <input type="text"/> |

**2. Details of Industrial Undertaking\***

(A.)  If Registered (Under Companies Act)  If not Registered (Under Companies Act)

| Registration Number  | Certificate of Incorporation | MOA & AOA Details    |
|----------------------|------------------------------|----------------------|
| <input type="text"/> | <input type="text"/>         | <input type="text"/> |

(B.) PAN Number of the Undertaking\*

**3(A). Location of the Factory or Undertaking for proposed activities**

|                      |                        |                      |
|----------------------|------------------------|----------------------|
| Number / Building*   | Street                 | Landmark             |
| <input type="text"/> | <input type="text"/>   | <input type="text"/> |
| Locality*            | Village / Town / City* | State*               |
| <input type="text"/> | <input type="text"/>   | --Select State--     |
| District*            | Pin*                   |                      |
| --Select District--  | <input type="text"/>   |                      |

**3(B). Contact Details**

|  |  |                      |
|--|--|----------------------|
| Telephone <small>(Include STD Codes)</small> | Fax <small>(Include STD Codes)</small> | Mobile No. *         |
| <input type="text"/>                         | <input type="text"/>                   | <input type="text"/> |
| Email Id*                                    | Police Station*                        |                      |
| <input type="text"/>                         | <input type="text"/>                   |                      |

**3(C). Whether factory is located in SEZ Area or an EOU Unit**

YES  NO

Save as Draft
Next

Fill mandatory fields

Internal ©

Ministry of Commerce and Industry

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**Note:-** Fields marked with asterisk sign (\*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on “**Save as Draft**” or if user wants to move ahead click on “**Next**”.

Under IDR Act 1951
Draft IL Number : IL/IDR/3642/2018

**4. Existing Activities of the Company \***

**4(A). Existing Activities of the Company (Y/N)**

YES    NO

| NIC Code             | Item Description     | Description          | IL/IEM   | IL/IEM No.           | Date                                     |
|----------------------|----------------------|----------------------|--|----------------------|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="radio"/> IEM <input type="radio"/> IL | <input type="text"/> | <input type="text" value="Pick a date"/> |

+ Add More

**4(B). Proposed items to be manufactured by the company**

| Item Code (NIC. 2008) * | Item Description     | Description *        | Proposed Annual Capacity * | Existing Annual Capacity (if applicable) | Total Capacity After Expansion | Unit of Capacity                                |
|-------------------------|----------------------|----------------------|----------------------------|--|--------------------------------|---|
| <input type="text"/>    | <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>                     | <input type="text"/>           | Select <span style="font-size: 0.8em;">▼</span> |

+ Add More

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Description of activities to be undertaken

Industrial Use  Defence use  Both

4(C). Briefly indicate process involved in manufactures of the item(s)(Attach separate sheet if required on the attachment page)

4(D). Attach list of Industrial License / Registration / IEM acknowledge already issued in favour of the applicant so far

Registration  IEM  IL

Number

Date

[+ Add More](#)

5. Information regarding foreign investment involved

YES  NO

5(A). Whether the proposed activity / investment qualify for automatic route?

YES  NO

|  |                      |                      |
|--|----------------------|----------------------|
| (B). Foreign Institutional Investment (FII)                                      | <input type="text"/> | <input type="text"/> |
| (C). Foreign Portfolio Investment (FPI)  | <input type="text"/> | <input type="text"/> |
| (D). Investment by Qualified Foreign Investor (QFI)                              | <input type="text"/> | <input type="text"/> |
| (E) Investment by Foreign Venture Capital Investors (FVCI)                       | <input type="text"/> | <input type="text"/> |
| (F) Non Resident Indian Individual Investments on Repatriable Basis              | <input type="text"/> | <input type="text"/> |
| (G) Total Foreign Investment (A+B+C+D+E+F)                                       | <input type="text"/> | <input type="text"/> |
| <b>2. Total Resident Investment</b>  |                      |                      |
| (H) Non Resident Investment (NRI) Individual investment on non-repatriable basis | <input type="text"/> | <input type="text"/> |
| (I) Other Resident Investment  | <input type="text"/> | <input type="text"/> |
| (J) Total Resident Investment (H+I)  | <input type="text"/> | <input type="text"/> |
| (K) Total Investment (G+J)   | <input type="text"/> | <input type="text"/> |

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|                       |              |                          |
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Fill mandatory fields

To go back, click on “Previous” button

To save the form as a draft, click on “Save as Draft”

To fill the form further, click on “Next”

Under IDR Act 1951
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6. Details in Respect of Companies / Firm (Indian / Foreign)\*

6(A). Details in Respect of Companies / Firm (Indian / Foreign)

| Full name of the company and its foreign collaborator, if any | Registration Number  | Registration Date | Address of head office, regional offices and registered offices | Previous name of the company, if any | Details of earlier approvals, if any (ref no. and date) | Location             | State&District                     | Product to be manufactured |
|---|----------------------|-------------------|---|--------------------------------------|---|----------------------|------------------------------------|----------------------------|
| <input type="text"/>  | <input type="text"/> | Pick a date       | <input type="text"/>  | <input type="text"/>                 | <input type="text"/>                                    | <input type="text"/> | --Select--<br><input type="text"/> | <input type="text"/>       |

[+ Add More](#)

6(B). Details in respect to all the Directors of the company

| Full name of board of directors | Present position held | Date (Since When) | Director Identification Number(DIN) | Date of birth | Parentage (Name of Mother or Name of Father) | Present address      | Permanent address    | Nationality          | Passport number and issue date, if any |
|---------------------------------|-----------------------|-------------------|-------------------------------------|---------------|--|----------------------|----------------------|----------------------|--|
| <input type="text"/>            | <input type="text"/>  | Pick a date       | <input type="text"/>                | Pick a date   | Mr. <input type="text"/>                     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |

[+ Add More](#)



7 A. Investment\*

| Investment                             | *Existing<br><small>(Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)</small> | *Proposed<br><small>(Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)</small> |
|--|--|--|
| (A) Land                               | 0 <input style="width: 80%;" type="text"/>   | 0 <input style="width: 80%;" type="text"/>   |
| (B) Building                           | 0 <input style="width: 80%;" type="text"/>   | 0 <input style="width: 80%;" type="text"/>   |
| <b>(C) Plant and Machinery</b>         |  |  |
| (I) Indigneous                         | 0 <input style="width: 80%;" type="text"/>   | 0 <input style="width: 80%;" type="text"/>   |
| (II) Imported                          |  |  |
| (A) Landed Cost                        | 0 <input style="width: 80%;" type="text"/>   | 0 <input style="width: 80%;" type="text"/>   |
| (II) TOTAL<br>[ (I) + (II) (A) ]       | 0 <input style="width: 80%;" type="text"/>   | 0 <input style="width: 80%;" type="text"/>   |
| (III) TOTAL<br>[ PLANT AND MACHINERY ] | 0 <input style="width: 80%;" type="text"/>   | 0 <input style="width: 80%;" type="text"/>   |

[Previous](#)
[Save as Draft](#)
[Next](#)

Fill mandatory fields

To go back, click on “Previous” button

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Under IDR Act 1951

Draft IL Number : IL/IDR/3662/2018

\*7(B), Employment (Refer to Section 3 (C) (i) & (ii) of (D&R) Act 1951)

|                 | Existing (If applicable) | Proposed             | Total                |
|-----------------|--------------------------|----------------------|----------------------|
| Supervisory     | <input type="text"/>     | <input type="text"/> | <input type="text"/> |
| Non-Supervisory | <input type="text"/>     | <input type="text"/> | <input type="text"/> |
| Grand Total     |                          |                      | <input type="text"/> |

\*8. Expected date of commencement of commercial production

Pick a date  

\*9. Attachments

| Document Type  | Upload File  |
|--|--|
| Ownership Proofs*  | <input type="button" value="Browse..."/> No file selected. |
| Certification of Incorporation                                   | <input type="button" value="Browse..."/> No file selected. |
| Memorandum of association / articles of association              | <input type="button" value="Browse..."/> No file selected. |
| Board resolution certificate*                                    | <input type="button" value="Browse..."/> No file selected. |
| Undertaking of Country of Concern* <a href="#">Download</a>      | <input type="button" value="Browse..."/> No file selected. |
| FDI  | <input type="button" value="Browse..."/> No file selected. |
| Other Relevant Document  | <input type="button" value="Browse..."/> No file selected. |
| Briefly indicate process involved in manufactures of the item(s) | <input type="button" value="Browse..."/> No file selected. |

|                              |                     |                                 |
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Details of criminal cases if any against the company / Director (S)\* [Sample](#)

Browse... No file selected.

Government approval for automatic route

Browse... No file selected.

Attach list of Industrial License / Registration / IEM acknowledge already issued in favour of the applicant so far

| S.No. | Application Type | Previous Number | Date       | Upload File                 |
|-------|------------------|-----------------|------------|-----------------------------|
| 1     | IL               | il67            | 29-08-2018 | Browse... No file selected. |

Self-Declaration

I / WE HEREBY FURTHER DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY / OUR KNOWLEDGE AND BELIEF.

Name\*

Designation\*

Date\*

Place\*

Previous
Save&Exit
Preview
Final Submit

Fill mandatory fields

Upload Documents

To go back, click on “Previous” button

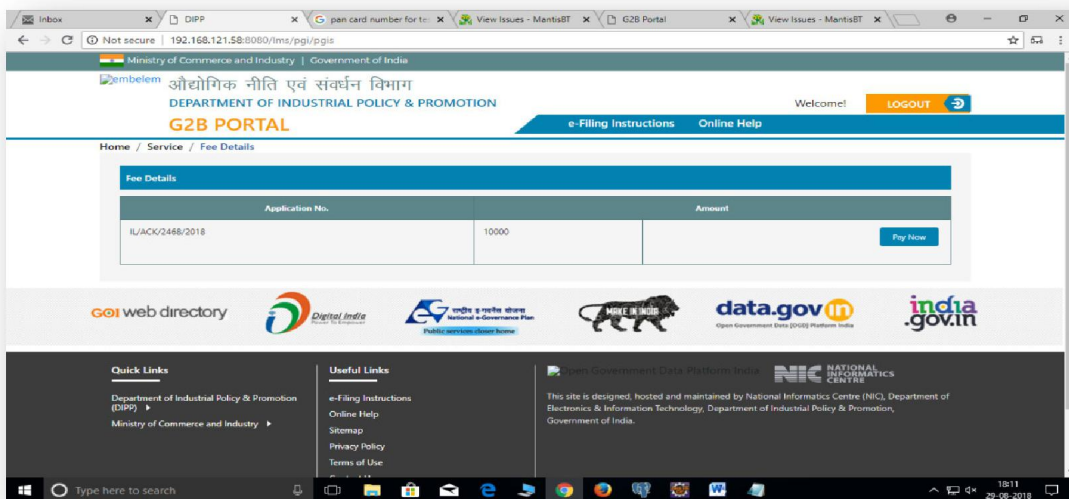
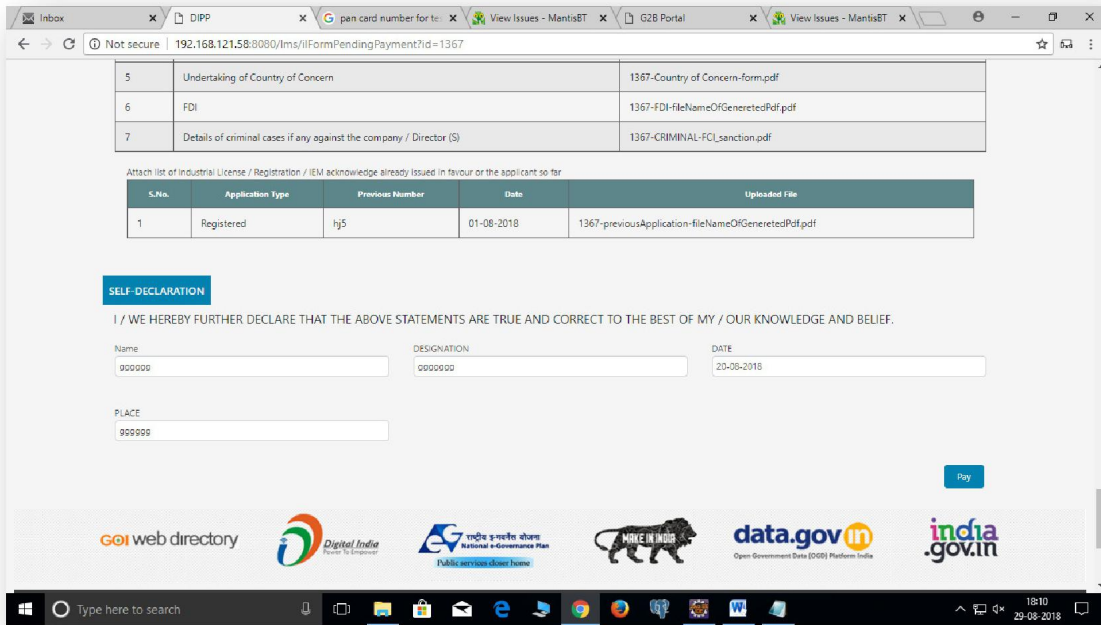
To save the form as a draft, click on “Save & Exit”

To view the filled form, click on “Preview”

To submit the form, click on “Final Submit”

|                       |              |                          |
|-----------------------|--------------|--------------------------|
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After Final Submit we will process to Pay  
Click on pay button



|                       |              |                          |
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Click on pay now Button

The screenshot shows a web interface for payment. At the top, there is a blue header with the word "Payment". Below this, there are two main sections. The first section is titled "Select Payment Method" and contains a single option: "Credit Card", represented by a credit card icon. The second section is titled "Credit Card Info" and contains several input fields: "NAME ON CARD" (a text box), "CARD NUMBER" (a text box with a placeholder "0000-0000-0000-0000"), "EXPIRATION" (two dropdown menus for month and year, with "6" and "1" selected), and "CVV NUMBER" (a text box with a placeholder "XXXX"). At the bottom of the "Credit Card Info" section is a blue "submit" button.

Enter card details

Click on submit, Dashboard will display.

There are following modules available for "Under IDR Act 1951":-

Draft

Payment Pending

Submitted

IL Issued

Clarification Required

Rejected

Clarification Submitted

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**Draft** :- Click on draft, to view the application forms which are in draft mode. Here user can final submit the form .

| Under IDR Act 1951 - Draft Application List (1) |                                  |                         |        |
|---|----------------------------------|-------------------------|--------|
| SR.No   | IL Number                        | Date                    | Status |
| 1   | <a href="#">IL/IDR/3835/2018</a> | 2018-08-30 17:13:02.055 | Draft  |

Click on IL number, form will appear.  
Fill the form and click on Submit.

**Payment Pending**:- Application forms whose payment has not done will appear here. Here user can do the payment.

| Under IDR Act 1951 - Payment Pending Application List (5) |                                  |      |                 |
|---|----------------------------------|------|-----------------|
| SR.No   | IL Number                        | Date | Status          |
| 1   | <a href="#">IL/IDR/3815/2018</a> |      | Payment Pending |
| 2   | <a href="#">IL/IDR/3742/2018</a> |      | Payment Pending |

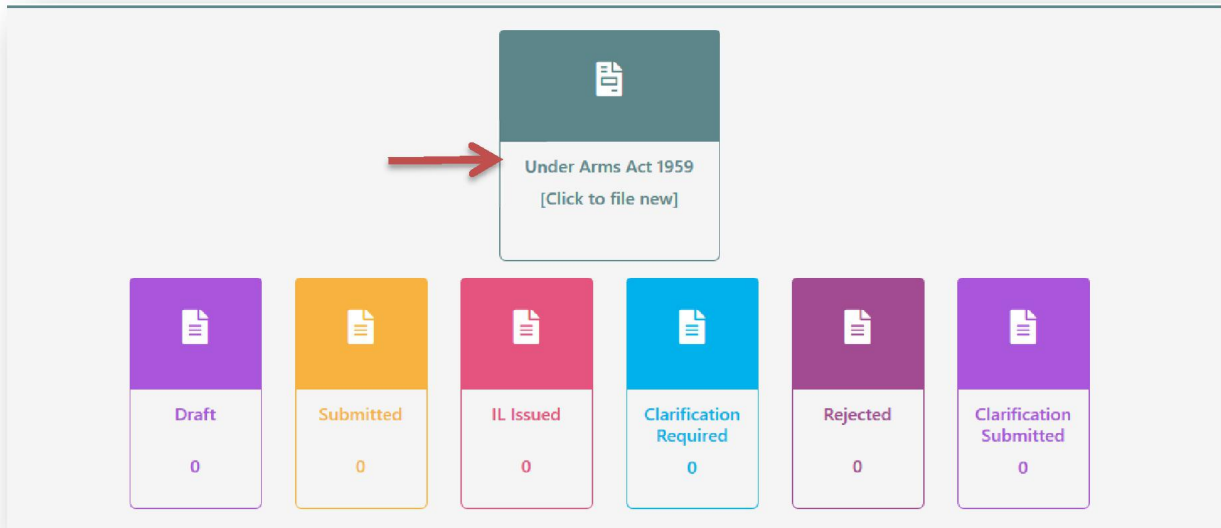
Click on IL number, form will appear.  
To pay the payment, click on "Pay Now".

**Submitted**:- Here list of submitted form will appear.

To view the summary, click on IL number.

|                       |              |                          |
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### 3.2 Industrial License - Under Arms Act 1959



Click on "Under Arms Act 1959"

**For Companies**  
**Form of application for "Arms Licence" in Form VII for manufacture and proof test**  
 ( See Rule - 51 )

|  |                                       |  |
|--|---------------------------------------|--|
| Name Of The Applicant*                                     | Constitution Of The Applicant Company | Company Identification No. (CIN)       |
| Registered Office Address                                  | Telephone                             | Mobile No. *                           |
| Email Id *   |                                       |  |
| Responsible Person Name*                                   | Designation                           | Address Of Manufacture & Proof Testing |
| Telephone  | Email Id *                            |  |
| Description Of Fire Arms To Be Manufactured / Proof Tested | Category                              | Proposed Annual Capacity (Number)      |

[Add More](#)

|                       |              |                          |
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Fill mandatory fields

Click on “Upload Attachments” to upload documents

**Note:-** Fields marked with asterisk (\*) are mandatory.

To upload documents, click on “Required Documents”

To save the form as a draft, click on “Save & Exit”

To view the filled form, click on “Preview”

To submit the form, click on “Final Submit”

There are following modules available for “Under Arms Act 1959”:-

Draft

Submitted

IL Issued

Clarification Required

Rejected

Clarification Submitted



|                       |                     |                                 |
|-----------------------|---------------------|---------------------------------|
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**Draft** :- Click on draft, to view the application forms which are in draft mode. Here user can final submit the form .

| Under IDR Act 1951 - Draft Application List (1) |                                  |                         |        |
|---|----------------------------------|-------------------------|--------|
| SR.No   | IL Number                        | Date                    | Status |
| 1   | <a href="#">IL/IDR/3835/2018</a> | 2018-08-30 17:13:02.055 | Draft  |

Click on IL number, form will appear.  
Fill the form and click on Submit.

**Submitted**:- Here list of submitted form will appear.

To view the summary, click on IL number.