# **USER MANUAL**

for

Amendments

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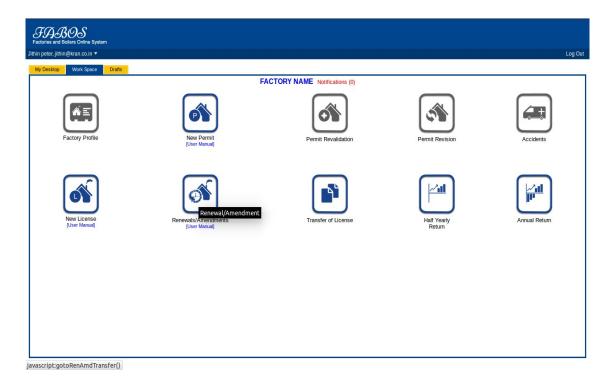
- 1.1 Amendments
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# amendments

# 1. amendments

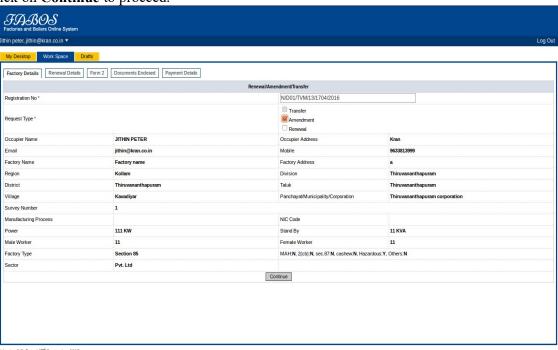
### 1.1 Amendments

For Amendment of license click on Renewal/Amend button.



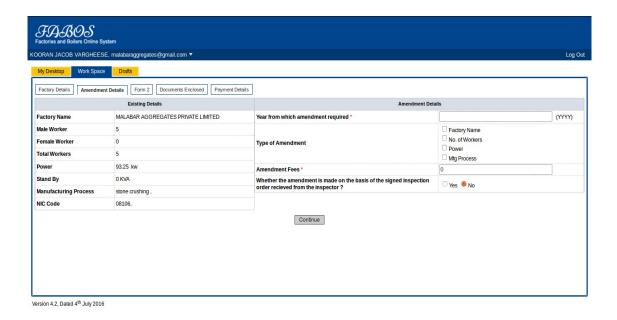
### 1.2 Factory details

On clicking the Renewal/Amend the following page will be displayed. This page facilitates the factory owners to Amendment. Select the checkbox **Amendment**. It automatically take the regstration number, Now click on **Continue** to proceed.



### 1.3 Amendment details

In here select the type of amendment it automatically callcilate the amount Whether the amendment to be done on the basis of inspection conducted or instruction given by the inspector then select yes otherwise select no



## 1.4 Form 2

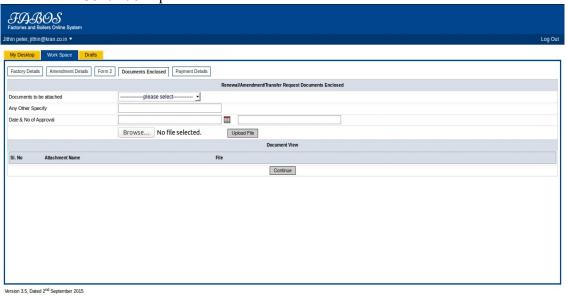
Fill the details in the given form. Mandatory fields are marked using \*. Click on Continue to proceed.

The user can take the print out of the form.

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		FORM-2 (Prescribed under Rule 4 and 12)		
1. Application for		Application for Reneval Amendment/Transfer of Source		
2. (o) Applicant's name		3THIN PETER		
(h) Licence No.		ND03TVM13YZ942006		
3. Full name and posted address of the factory		00 Name : Factory name		
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		(c) Children From Honey Folker Station		
4. Phose indicate following details also -		(b) Distance from Hearts Endowy States		
		(c) Distance from Seared Public Hospital		,
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### 1.5 Documents Enclosed

Here you need to attach the Documents in the given drop down list **Documents to be Attached**. The documents can be browsed and attached by clicking **Upload File** button. Mandatory fields are marked using \* . The attached documents can be viewed in the below **Document View** list. After attaching the documents click on **Continue** to proceed.



## 1.6 Payment Details

In **Payment Details** page you can see that Previous Balance, Amendment Fees, Amendment Additional Fees, Total amount to be paid, and Excess fee. Cick on **Proceed with E-payment** button to pay the fee online.

