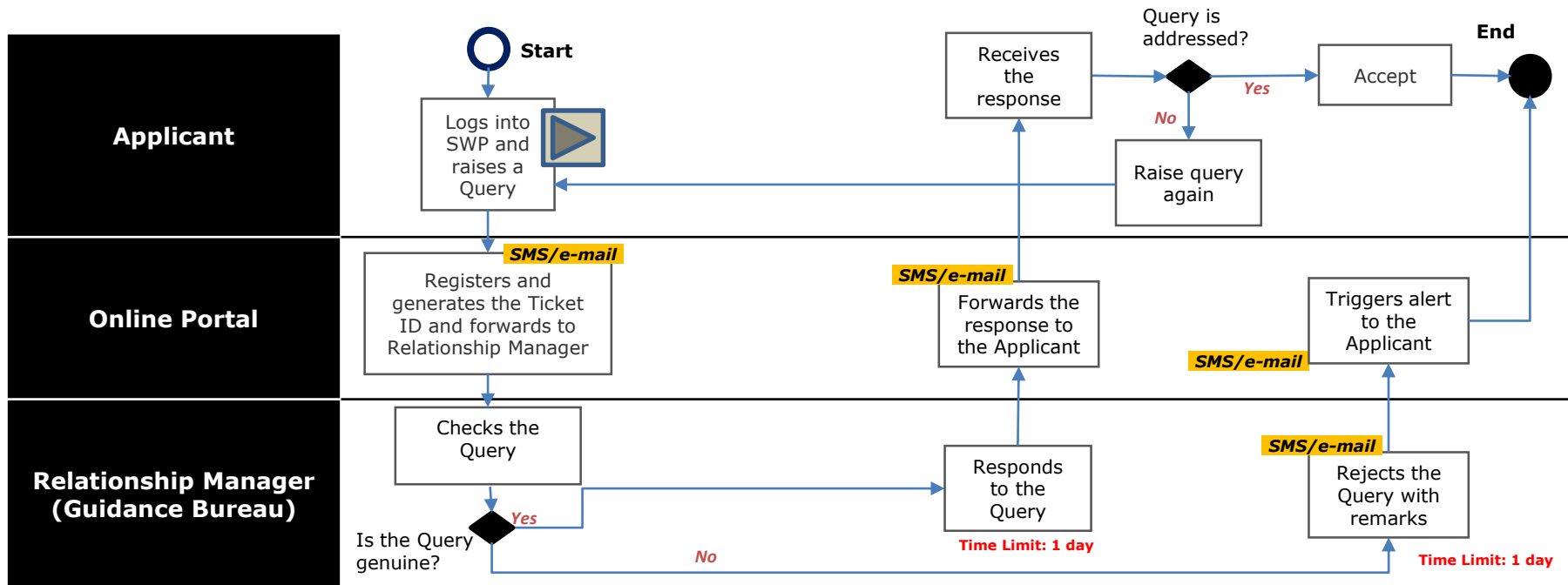




**Investor Facilitation Process  
through Single Window Portal  
Process & Query form**

# Process Map for Investor Queries through Single Window Portal (SWP)



# Annexure 1: Query Form



<b>Application for Query</b>		
1.	Single Window Application Reference #:	<b>Text Entry [If Applicable]</b>
2.	Name of the Enterprise:	<b>Text Entry [If Applicable]</b>
3.	Name of the Applicant*:	<b>Text Entry</b>
4.	Contact Details*:	<b>Text Entry</b> <ul style="list-style-type: none"> <li>• Telephone number with STD code</li> <li>• Fax number with STD code</li> <li>• Mobile number:</li> <li>• e-mail Address:</li> </ul>
5.	Query related to*:	<b>Drop Down Menu</b> <ul style="list-style-type: none"> <li>• Policy/Act/Rule</li> <li>• Land Availability</li> <li>• Clearance – Application process or Payment</li> <li>• Industrial Incentives</li> <li>• Technical Issues with the Single Window Portal</li> <li>• Other</li> </ul>
6.	Query Description*:	<b>Text Entry</b>
7.	Name of the Concerned Department*:	<b>Drop Down Menu (to include list of departments)</b>
8.	Upload supporting documents (if any)	<b>&lt;Provision to upload documents&gt;</b>

Note:

\* All fields are mandatory

# Annexure 2: Query Dash Board for Monitoring

S.No	Ticket #	Enterprise Name	Applicant Name	Mobile No.	E-mail ID	Query related to	Concerned Official	Date on which Query was raised	Status (Resolved /Pending)