<table>
<thead>
<tr>
<th>User Manual</th>
<th>Goa Investment Promotion &amp; Facilitation Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>Login: New Investment Form</td>
</tr>
</tbody>
</table>

User Manual  
For  
Login: New Investment Form
Visit [www.goajpb.goa.gov.in](http://www.goajpb.goa.gov.in) where you can get the information about the Goa Investment Promotion and Facilitation Board as shown in **Fig 1**

**Fig 1**

- User will then click on **Single Window** option in menu bar or **Goa Single Window System** as shown in **Fig 2**

**Fig 2**
In order to register with the Single window system the click On the Login button as shown in Fig 3.
- Enter username and password.
- Enter the captcha code and click on **Login** as shown in **Fig 4.**
Once the user is logged into the system, the organization of category Indian Individual/Foreign Individual/Foreign Business will require to complete its new investments details as shown below.

**Step 1:** Enter Business Entity name and select Goa State pollution control board classification.

- Enter proposed investment amount and select whether the project/investment requires land.
- Select the applicable parameters to proceed as shown in **Fig 5**
- On click of **Proceed** the new investment details will be saved as shown in **Fig 5**. The applicant can also edit the details if required.

**Fields marked as * are mandatory**
Step 2: Enter the project details as below:

- Enter total estimated project cost and proposed date of commercial operation.
- Enter proposed line of activity, service and production capacity.
- Enter brief description of the proposed project in the textbox provided and click on **proceed** to save the project details as shown in Fig 6.

Applicant can also edit the details if required.

![Fig 6](image)

Step 3: Enter land details such as land preferences and expected construction period. Click on Proceed to save details as shown in Fig 7.

![Fig 7](image)

Fields marked as * are mandatory.
Step 4: Enter the infrastructure Requirements as below.

- Enter expected power requirement.
- Enter quantum of power expected to be consumed per year.
- Enter expected power input.
- Tick if any plans to use alternative source of renewable energy.
- Enter number of telephone lines
- Enter broadband connection speed in mbps.
- Enter quantum of water required by the facility at full capacity per day.
- Enter any plans to use alternative source of water.
- Enter the plan for transportation of raw material with details.
- Enter plan for transportation of finished goods with the details.
- Also enter where the finished goods will be transported.
- Click on Proceed to to save the Infrastructure details and go to the next tab a shown in Fig 8
**Fig 8**

**Step 5:** Enter the Raw material details as mentioned below.
- Enter primary raw materials to be utilized in the facility.
- Enter where the raw materials will be sourced from.
- Tick if you are interested in developing ancillary industries in Goa for the raw materials and enter the specific raw material details.
- Click to proceed to save the raw material details as shown in **Fig 9**.

**Fields marked as * are mandatory**
Step 6: Enter the waste regulation as below:

- Enter the amount of waste water generated at full capacity with the amount of water which will be recycled in the respective textboxes.
- Enter the chemical composition of waste water.
- Enter mode of disposal of waste water with plans for waste water treatment/disposal in the respective textboxes.
- Enter the amount of solid waste generated by facility at full capacity with the nature of solid waste in the respective textboxes.
- Enter the chemical composition of solid waste.
- Enter mode of disposal of solid waste with plans for solid waste treatment/disposal in the respective textboxes.
- Enter amount of air pollutant generated by the facility at full capacity per day with details in respective textboxes.
- Click on Add to add another air pollutant as shown in Fig 10.
- Enter the composition of the emissions which will be released into the atmosphere along details of the emission control plan.
- Provide the noise level generated at the periphery of the facility in peak hour time and in non-peak hour time with details of plans for noise level control.
- Enter if any additional measures of environment conservation.
- Click to Proceed to save the waste regulation details and go to the next tab as shown in Fig 10.

Fields marked as * are mandatory
## Waste Regulation

### Waste Water

<table>
<thead>
<tr>
<th>How much waste water generated at full capacity*</th>
<th>How much waste water will be recycled*</th>
<th>Chemical composition of waste water*</th>
</tr>
</thead>
<tbody>
<tr>
<td>322</td>
<td>7888</td>
<td>68786</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of disposal of waste water*</th>
<th>Plans for waste water treatment / disposal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>water</td>
<td>waste water</td>
</tr>
</tbody>
</table>

### Solid Waste

<table>
<thead>
<tr>
<th>Solid waste generated by facility at full capacity*</th>
<th>Nature of solid waste*</th>
<th>Chemical composition of solid waste*</th>
</tr>
</thead>
<tbody>
<tr>
<td>7764 Tons/month</td>
<td>hazardous</td>
<td>r1r1r1r1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mode of disposal*</th>
<th>Plan for solid waste treatment and disposal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid</td>
<td>Solid waste</td>
</tr>
</tbody>
</table>

### Air Pollutants

<table>
<thead>
<tr>
<th>Air pollutant generated by the facility at full capacity per day*</th>
<th>Air pollutant</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>abcd</td>
<td>1234</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is the composition of the emissions which will be released into the atmosphere*</th>
<th>What is the emission control plan*</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxx</td>
<td>control plan</td>
</tr>
</tbody>
</table>

### Noise Pollution

<table>
<thead>
<tr>
<th>What will be noise levels generated at the periphery of the facility*</th>
<th>Peak hour*</th>
<th>Non-peak hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2000</td>
<td>db</td>
</tr>
<tr>
<td></td>
<td>1000</td>
<td>db</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans for noise level control*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans available</td>
</tr>
</tbody>
</table>

### Additional measures for environment conservation (if any)

<table>
<thead>
<tr>
<th>Enter Details</th>
</tr>
</thead>
</table>

---

**Fig 10**
Step 7: Enter the Employee requirement as below in the respective textboxes.

- Enter number of employees required, expected number of permanent employees and expected number of managerial staff at the facility.
- Enter educational qualifications required, expected minimum salary and expected average salary at the managerial staff level.
- Enter educational/vocational qualifications required, expected minimum salary and expected average salary at the staff below managerial level.
- Click on Proceed to save the employee requirement details and to go to the next tab as shown in Fig 11.

Fields marked as * are mandatory
Step 8: Enter the employee declaration details such as Position, qualification, proposed compensation per annum.

- Mention if prior experience is needed or not.
- Enter the total number of goan permanent, goan contractual, non goan permanent and non goan contractual employees in the grid as shown below.
- You can edit or delete the employee declaration details by clicking on the edit/delete sign as shown in Fig 12.
- Click on Add Employee to add more employee details as shown in Fig 12.
- Once all the employee declaration details are added click on the Proceed to save the details and to go to the next tab as shown in Fig 12.
Step 9: Enter the amount invested in each of the investment category provided and click to proceed to save the Project Financials and Means of Funding Details as shown in Fig 13
**Step 10:** Enter the **Abridged Financials and Financial Projections** for each and every financial type and item type as shown in Fig 14.

- Click on **Add** button to add details of the Abridged financial statements for last 3 years as shown in **Fig 14**.
- After clicking on add button, select the financial type, item type and enter the amount of abridged financials for last 3 years.
- Click on **Add** button to add details of the financial projections for next 5 years as shown in **Fig 14**.
- After clicking on add button, select the financial type, item type and enter the amount of financial projection for next 5 years.
- You can also edit/delete the details by clicking on the edit/delete sign as shown in **Fig 14**.

---

**Fig 14**
Step 11: Select type of document and the document to be uploaded. Click on Upload to upload the document as shown in Fig 15.
Once all the necessary documents are uploaded tick the checkbox provided to accept the declaration as shown in Fig 15.
On click of Save Business profile, all the business profile details will be saved as shown in Fig 15.

![Fig 15](image)

Fields marked as * are mandatory