User Manual

For

Login: Indian Business
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.

Fig 4

- Once the user is logged into the system, the organization will require to complete its profile and edit/add unit details.
- User can also submit proposal for the new unit as shown in Fig 5.
User has a provision to edit details as shown below.

**Step 1:** Click on **Edit** to edit details of the Business entity profile as shown in **Fig 6.** Once the details are edited, the **Update** button will be displayed on click of which the edited details will be saved.

**Fig 6**

**Step 2:** Enter the registered head office address in India details as shown below.

- Tick the checkbox if the company has the global headquarter.
- Tick if unit name is same as business entity name.
- Enter unit/branch name, line of activity, product/services,
- Select Goa state PCB Classification i.e. Green, White, Red, etc.
- Enter the complete address as shown below with contact details.
- Enter the total facilities/operating units and total number of employees in India.
- Enter the total facilities/operating units and total number of employees in Goa.

On click of **Save & Next** button the details will be saved as shown in **Fig 7**

**Fields marked as * are mandatory**
Step 3: Enter the Stock Exchange/Share Holder details (If any) in the respective tab as shown in below figure. On the click of Add button the details will be added. Once all the details of stock Exchange/Share holder are added, Click on the Next button to go to the next tab as shown in Fig 8 (Please note that this section is optional)

![Fig 8]
Step 4: The Unit/facility/office in Goa with Registration details can be edited by clicking on the Edit button as shown in Fig 9.

Fields marked as * are mandatory
Step 5: Click on the **Add More** button as shown in **Fig 10** in order to enter other office addresses in Goa.

Click on the **Next** button to go to the next tab as shown in **Fig 10**.

[Fig 10]

Enter the Complete Office address of other offices along with contact details.

If the office is located in Industrial Area, then Select industrial area and enter the details such as plot allotment order number and plot allotment date as shown **Fig 11**.

Once all the details of other office addresses in Goa is entered, Click on the **Add Address** to save the other office address details as shown in **Fig 11**.

[Fig 11]
Step 6: Click on the Add More button as shown in Fig 12 in order to enter other Authorized Representative details.

Enter the name, designation and role of the authorized person in the textboxes.

Enter the complete address with state, taluka and the village.

Enter the contact details, Aadhar Number and PAN number of the authorized Representative as shown in Fig 13.

Once all the details of authorized person is entered, Click on the Save person details to save the other office address details as shown in Fig 13.

After entering all the authorized person details click on Proceed to document upload to save all the details and go to the tab wherein all the necessary documents has to be uploaded.

Fields marked as * are mandatory
Fig 13

Fields marked as * are mandatory
Step 7: Select type of document and the document to be uploaded. Click on Upload to upload the document as shown in Fig 14. Once all the necessary documents are uploaded tick the checkbox provided to accept the declaration as shown in Fig 14. On click of Save Business profile, all the business profile details will be saved as shown in Fig 14.

Fields marked as * are mandatory