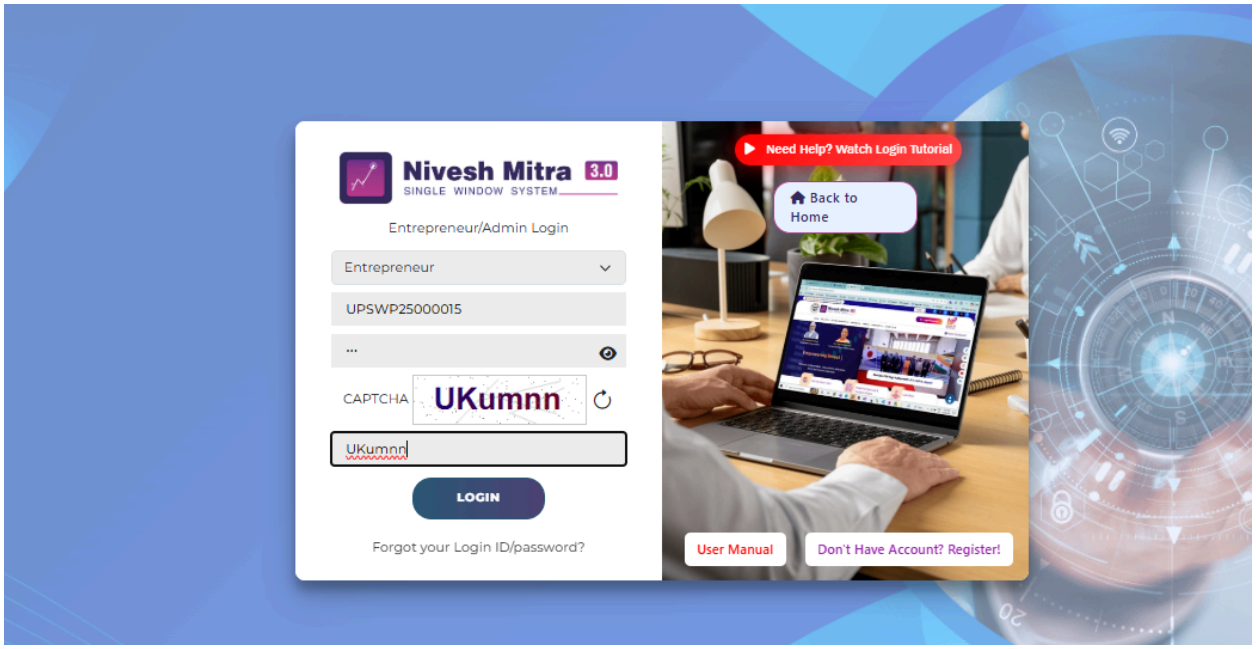
Applying for Pre-Operation Services on the Portal

This guide walks you through the steps to log in, complete the consent questionnaire, review the approvals, apply for each service, submit the application, and pay the fees where applicable.

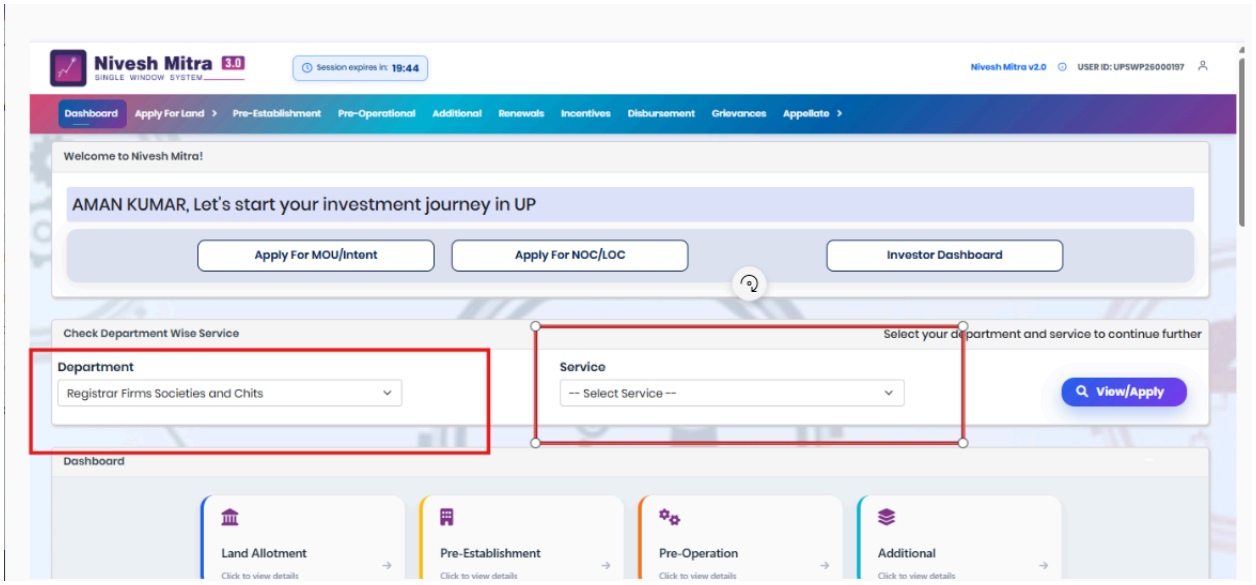
Step 1: Log in to the portal

Log in to the portal using your credentials.



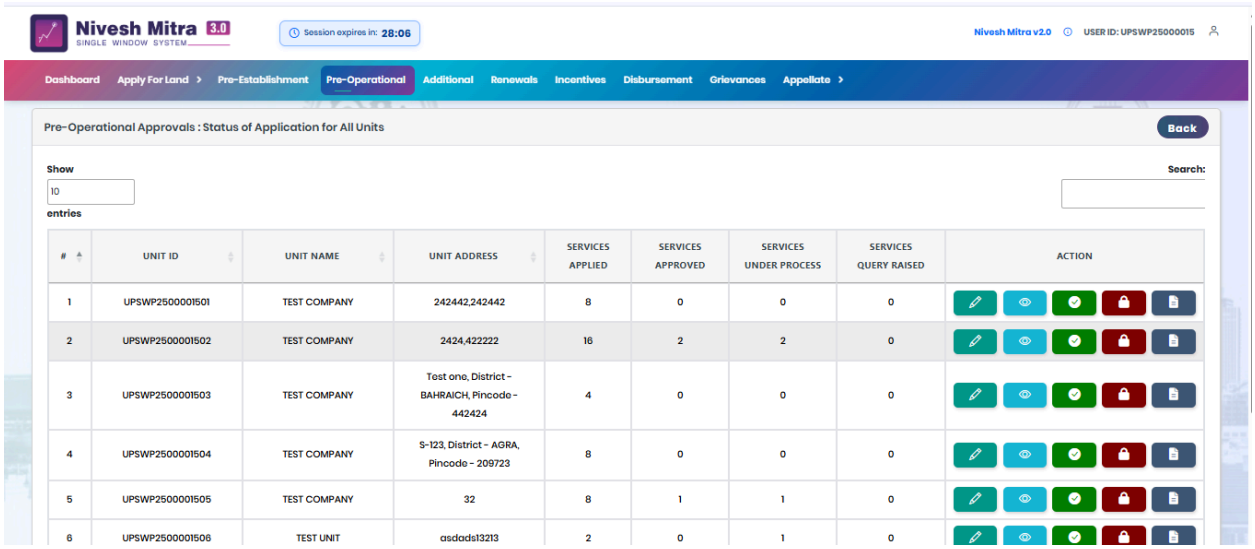
Step 2: Open the department service list

From the dashboard, navigate to the relevant department, select the service, and click View.



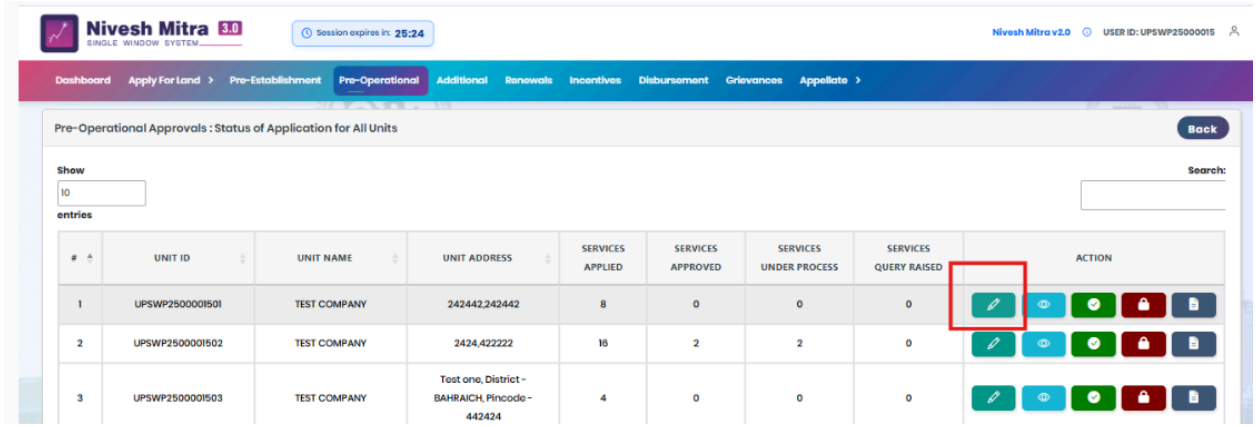
Step 3: Open the unit list

The list of units is displayed.



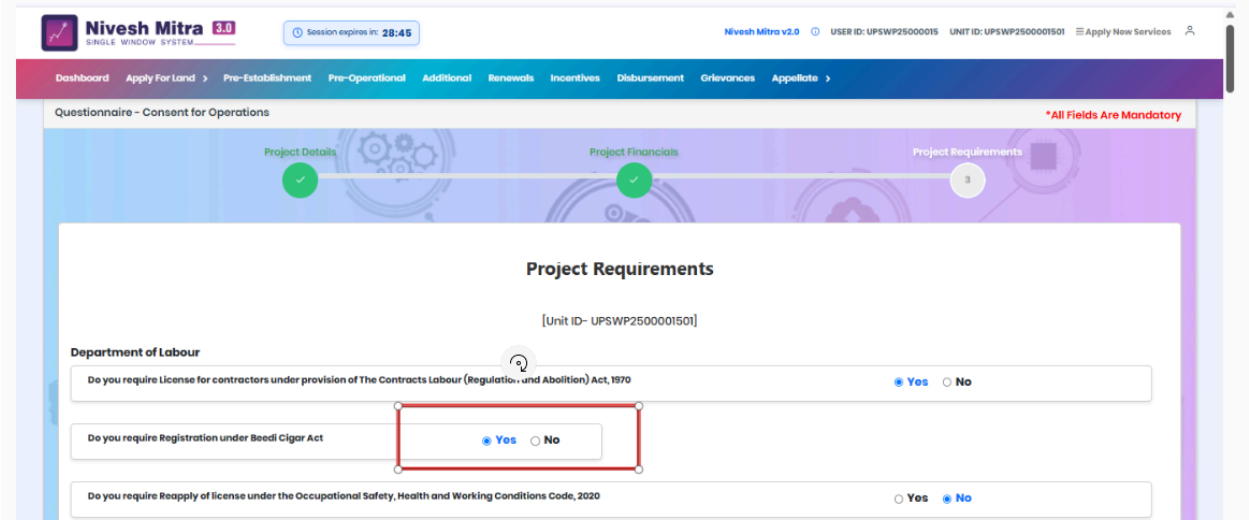
Step 4: Select the unit and click Edit

Find the unit for which the investor wants to apply and click the Edit button in its Action column.



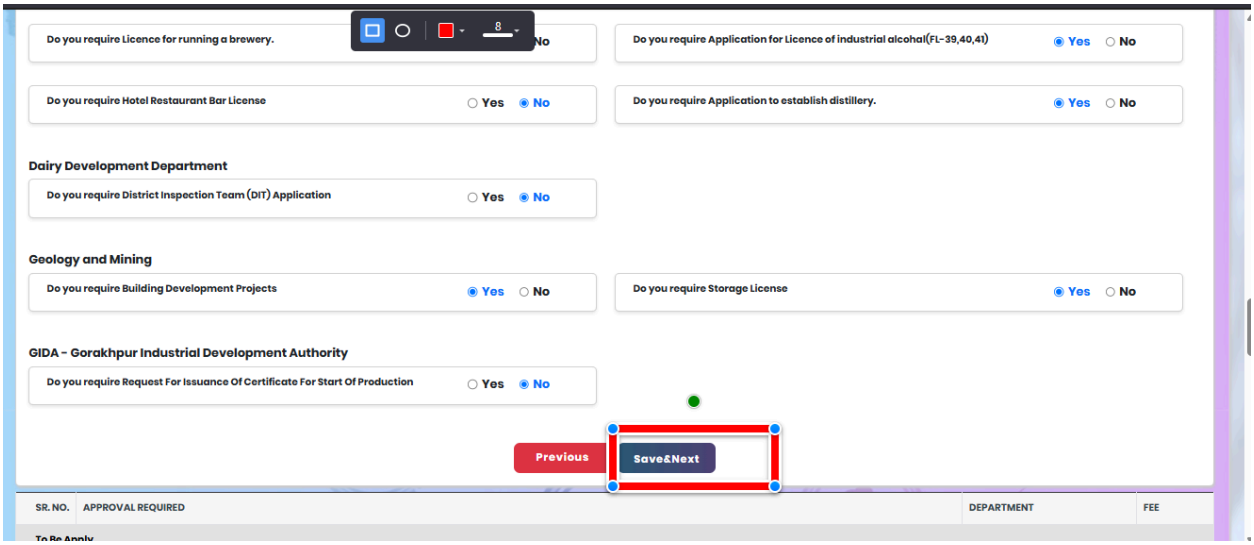
Step 5: Answer the consent questionnaire

The Questionnaire - Consent for Operations is displayed. For each pre-operation service you need, select Yes.



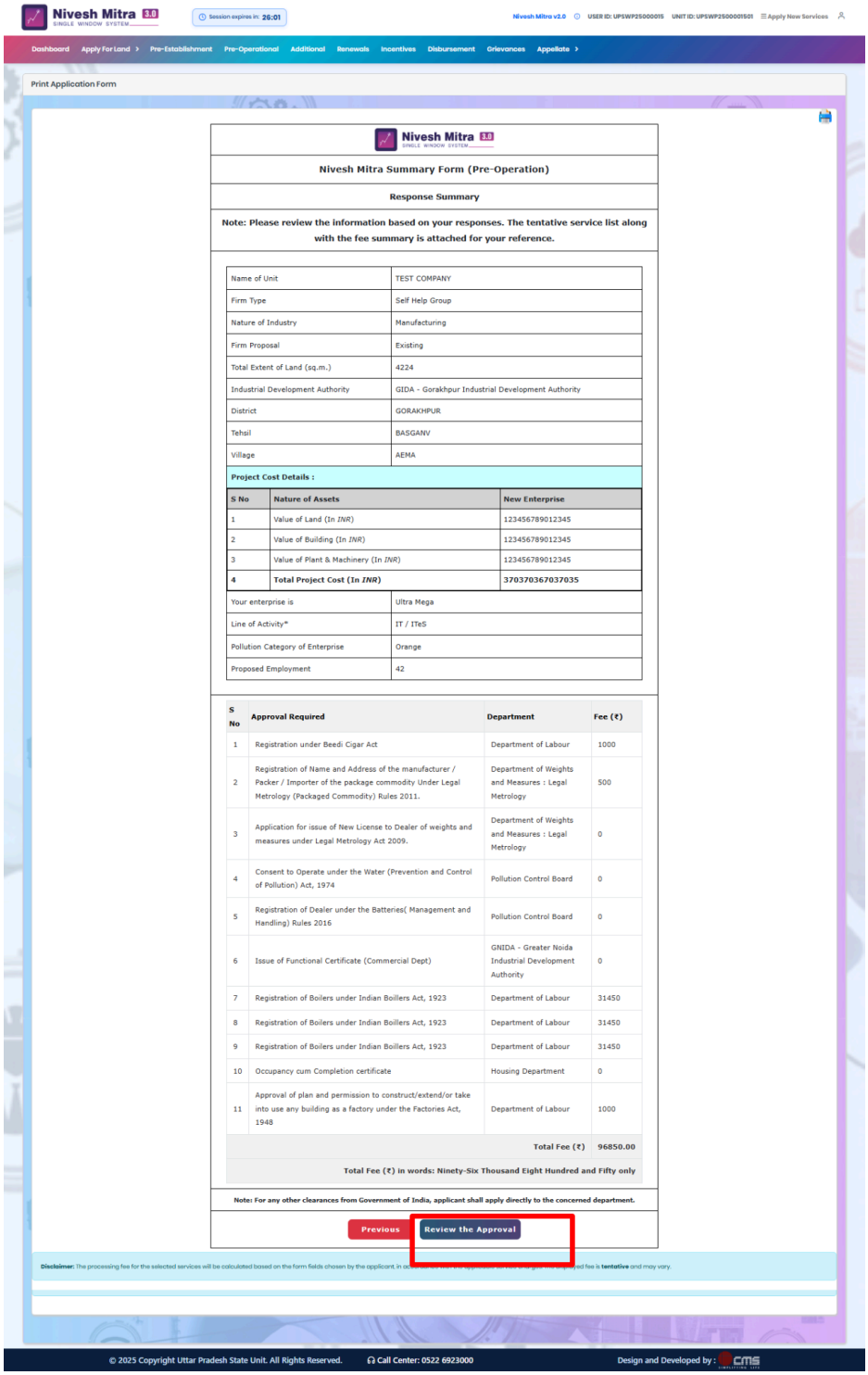
Step 6: Click Save & Next

After selecting Yes for the relevant services, scroll down and click Save&Next on the consent page.



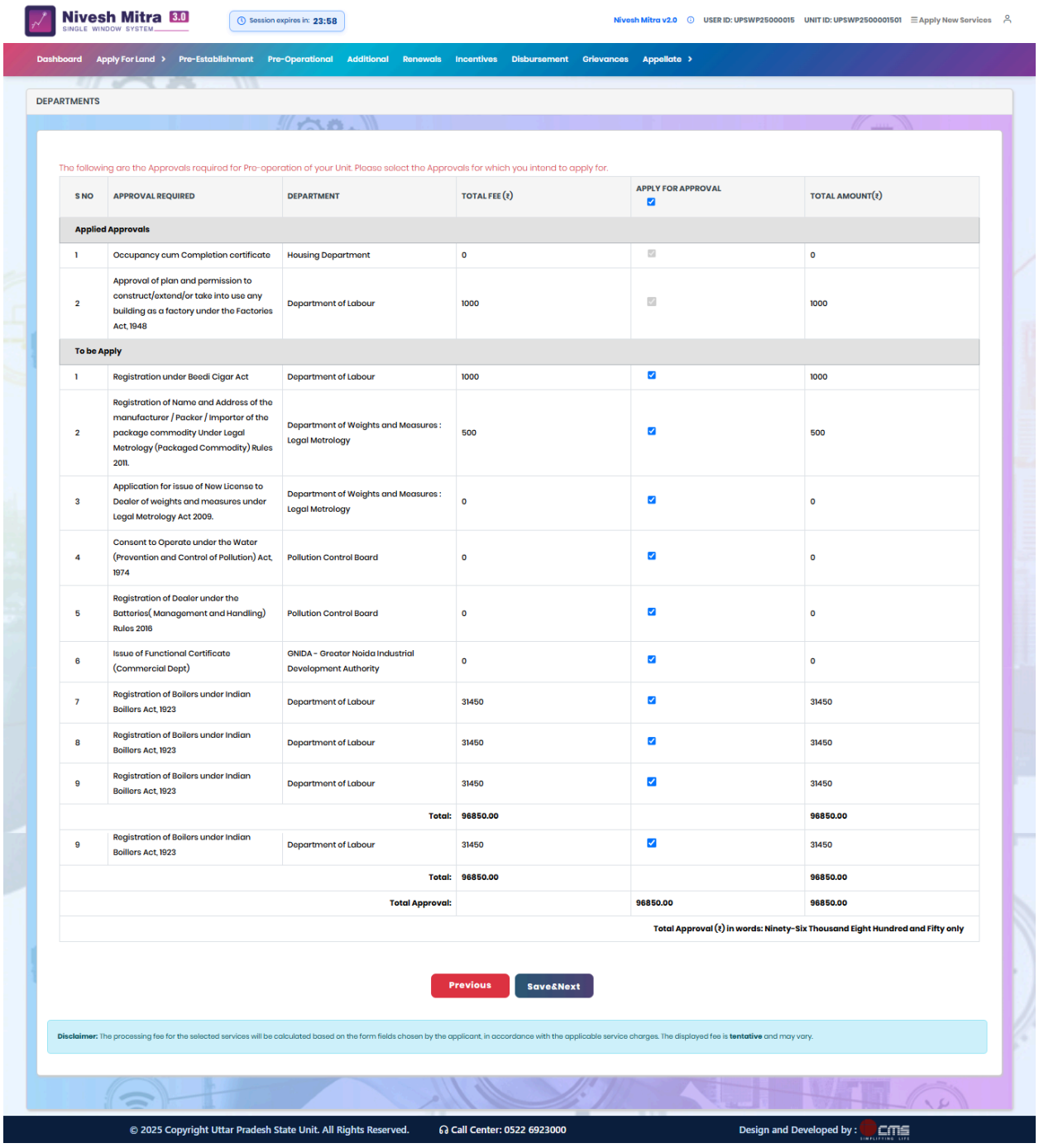
Step 7: Review the summary and click Review the Approval

A summary form (Pre-Operation) is displayed with your responses and the tentative list of approvals and fees. Review it and click Review the Approval at the bottom.



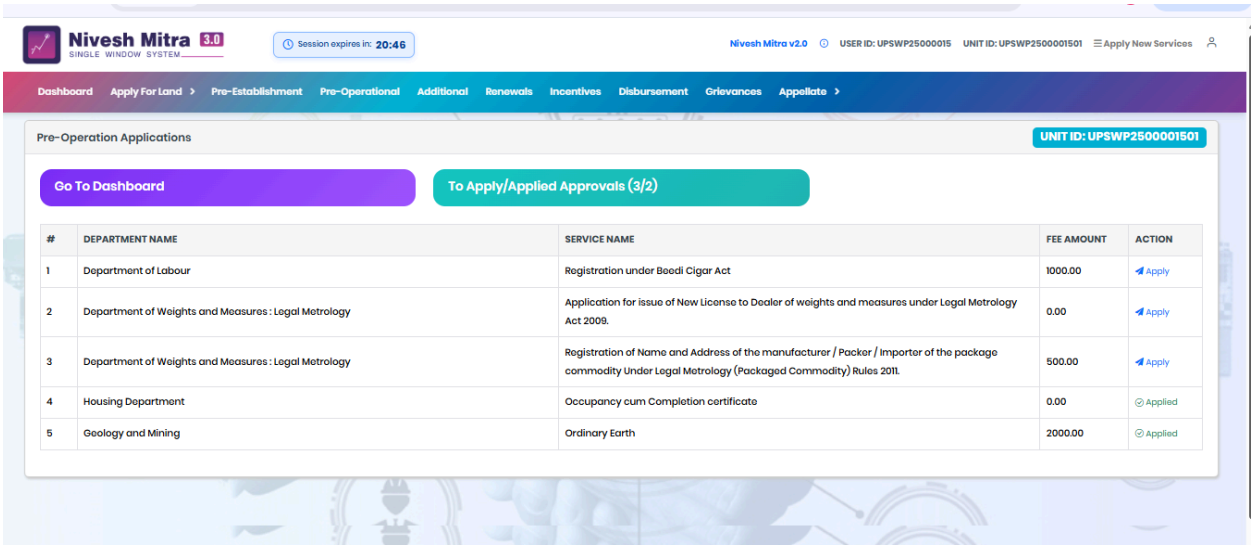
Step 8: Select the approvals to apply for

The list of approvals required, with fees, is displayed with the Apply for Approval boxes ticked. Confirm your selection and click Save&Next.



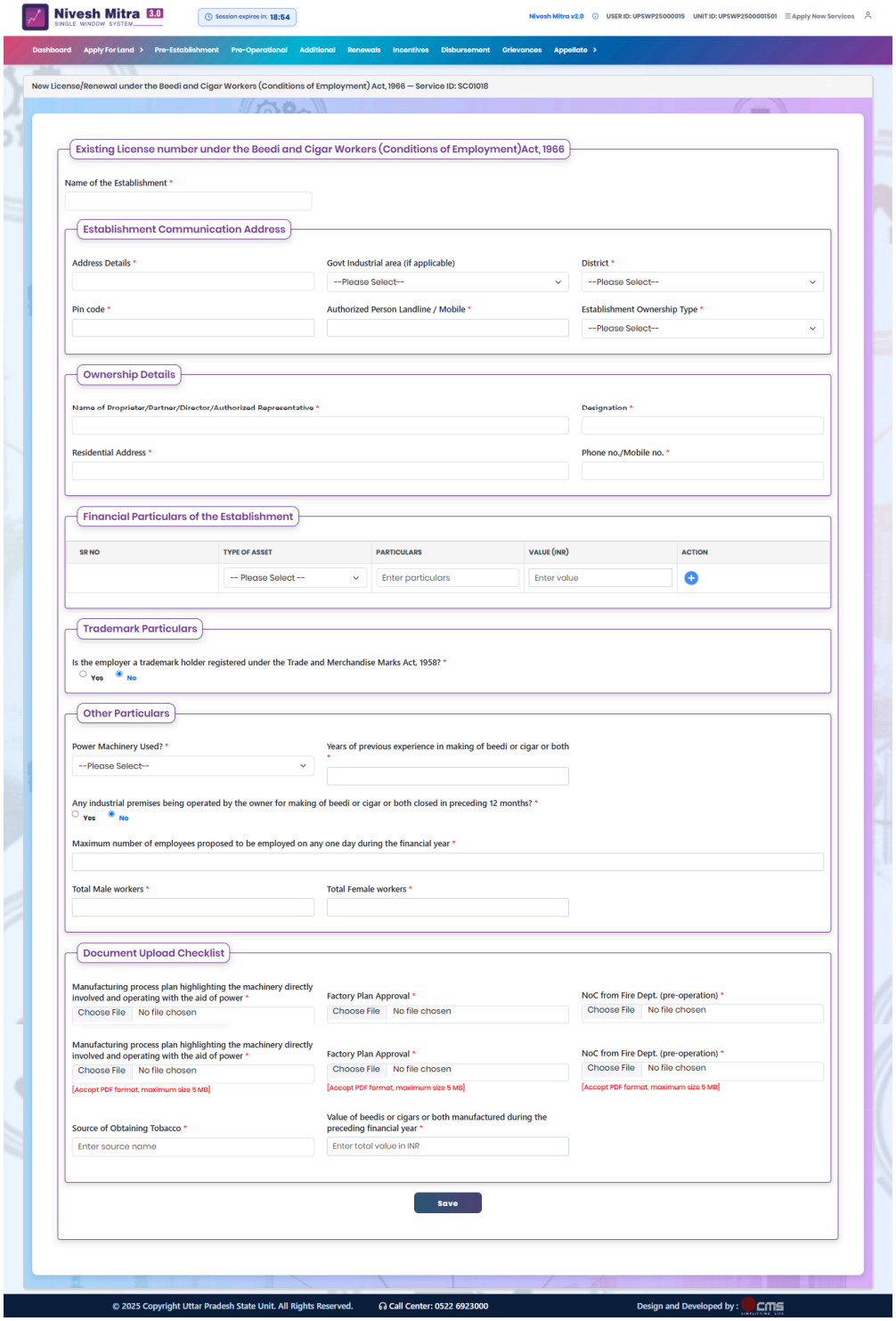
Step 9: Click Apply for a service

The list of services is displayed. Click Apply against the service you want to apply for. Services already applied for show Applied.



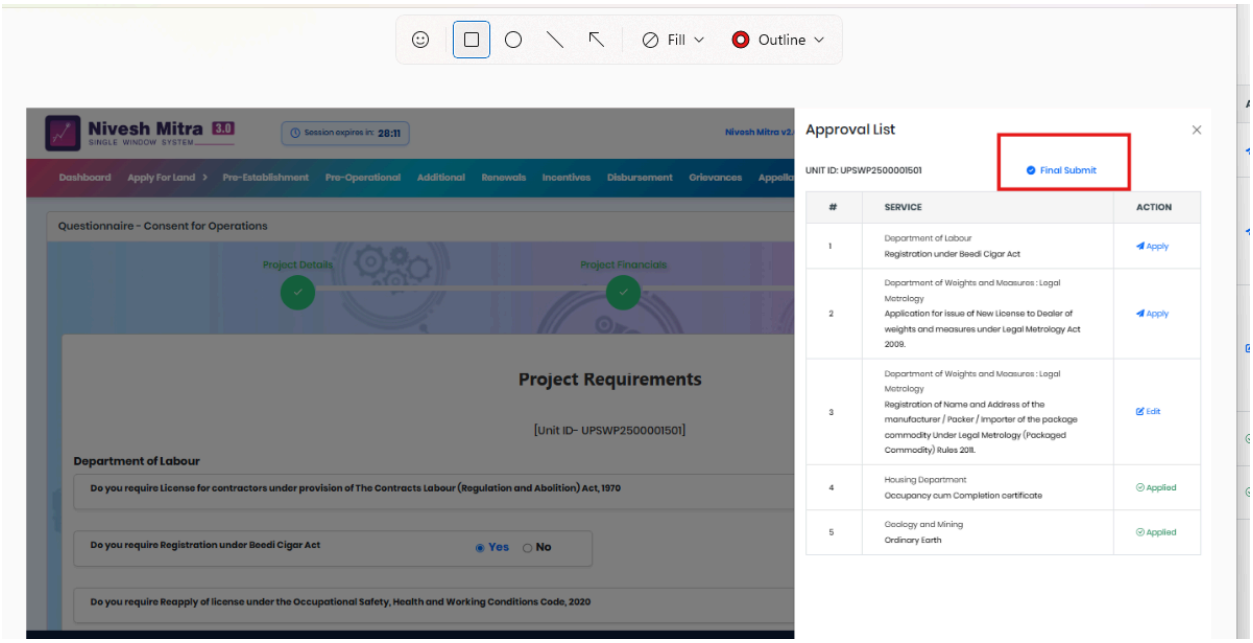
Step 10: Fill in and save the form

The relevant form opens. Fill in the details, upload the required documents, and click Save.



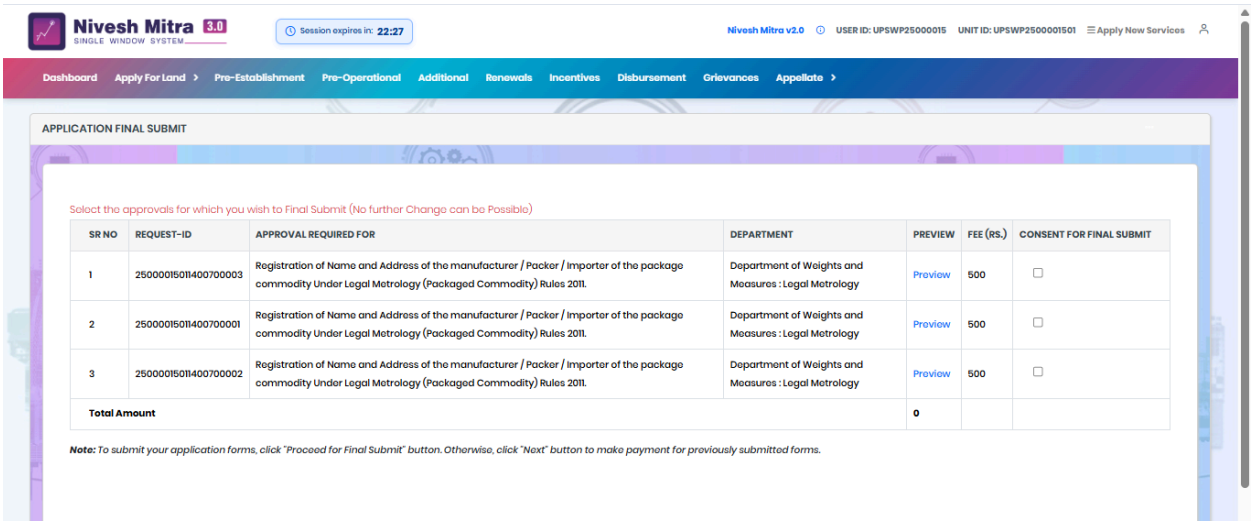
Step 11: Open the approval list and click Final Submit

After all forms are saved, go to Dashboard > Pre-Operational and open the Approval List. Click Final Submit.



Step 12: Select the services and proceed

On the Application Final Submit page, tick the Consent for Final Submit box against the service(s) you want to submit, then click Proceed for Final Submit.

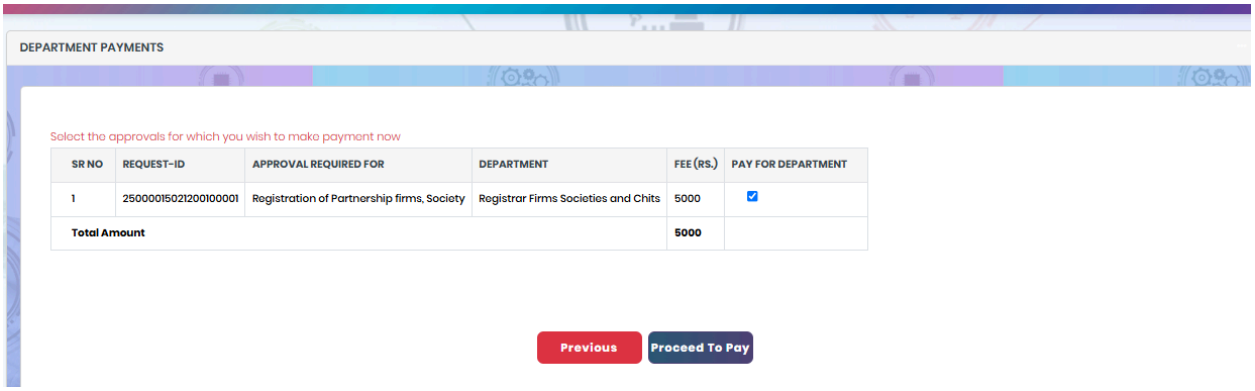


Step 13: Complete the submission

What happens next depends on whether a fee applies to the selected service.

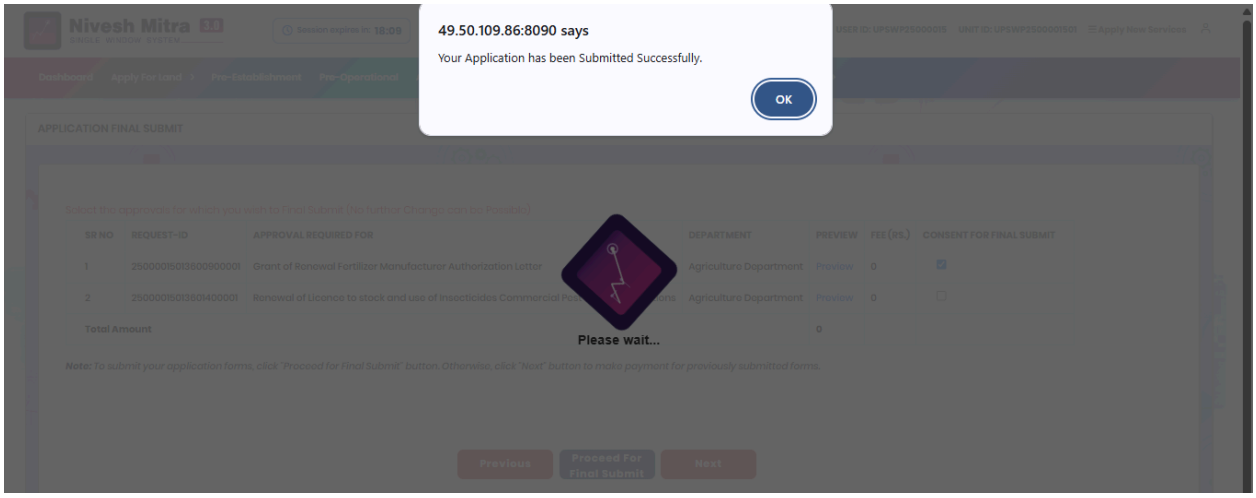
If a fee applies

A confirmation page is displayed.



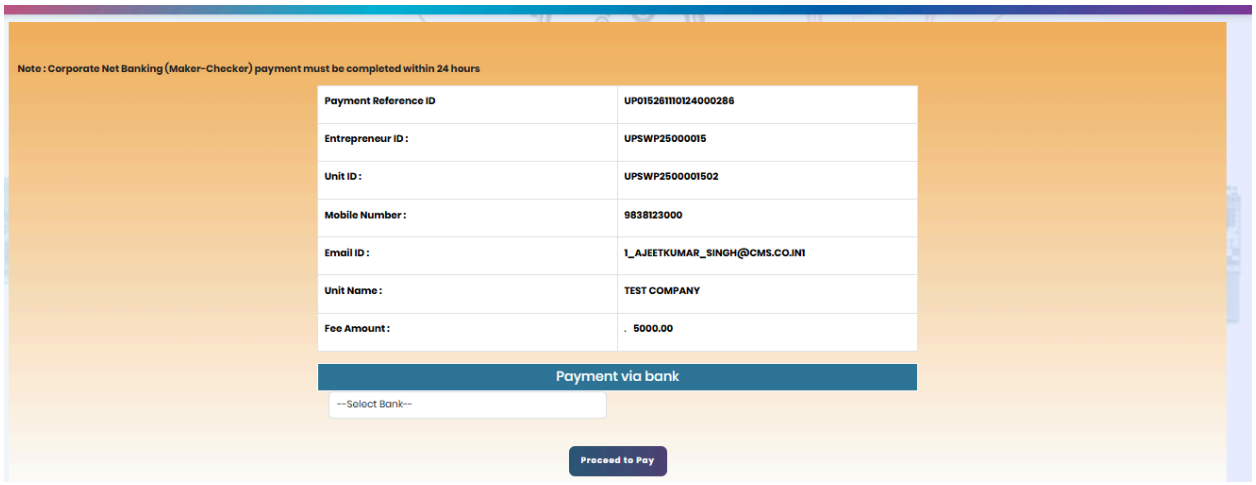
If no fee applies

The message "Your Application has been Submitted Successfully" is displayed. Click OK. No payment is required, and the process ends here.



Step 14: Proceed to payment (only if a fee applies)

Click Proceed to Pay. The fee is then paid online.



Step 15: View the acknowledgement (only if a fee applies)

After successful payment, an acknowledgement is displayed. Use the Print button if you need a copy.

