

National Single Window System

User Guide:

How to apply for SIP Approval
on NSWS

National Single Window System (<https://www.nsws.gov.in/>)

Table of Contents

Table of Contents.....	2
How to register, sign in, create business profile on NSW.....	3
How to view, identify or apply central approvals.....	3
How to add Digital Signature Certificate on NSW.....	3
How to Verify PAN using Digital Signature Certificate on NSW (New User).....	3
How to register a query on NSW	3
Generate Query/View Query	3
How to View the Permit	4
Raise and View Corrigendum	6
What are the technical Requirements for NSW	6
Have any further questions?.....	7
Please submit your queries and feedback on:.....	7

Below are the links which you can directly access the pdf

[How to register, sign in, create business profile on NSWS](#)

[How to view, identify or apply central approvals](#)

[How to add Digital Signature Certificate on NSWS](#)

[How to Verify PAN using Digital Signature Certificate on NSWS \(New User\)](#)

[How to register a query on NSWS](#)

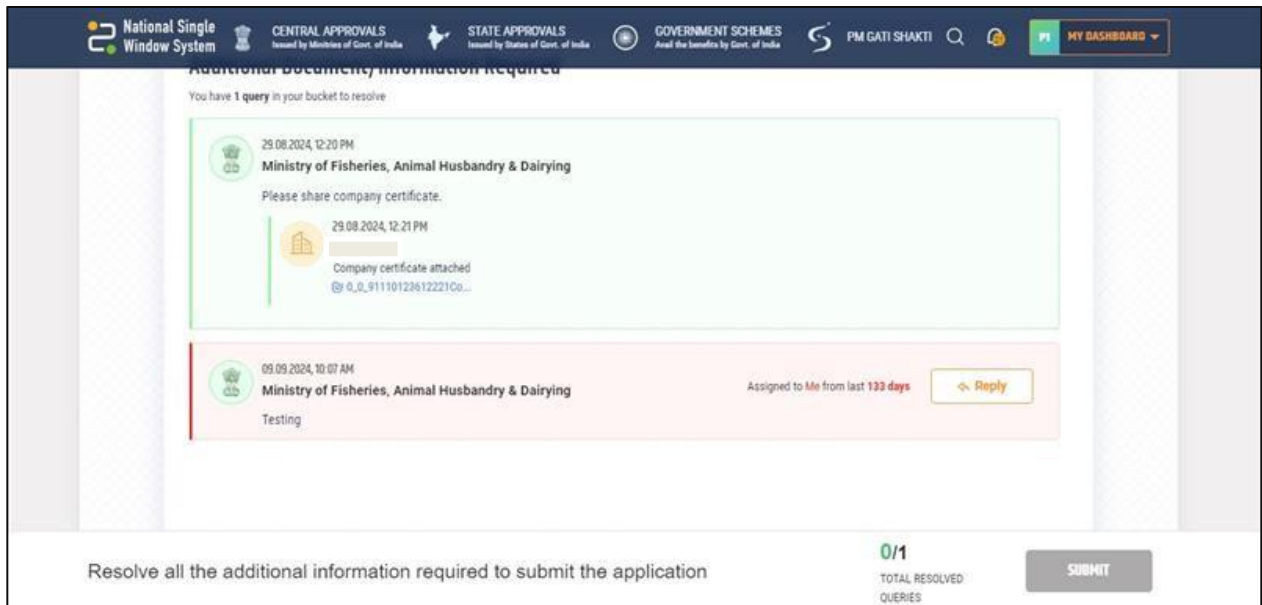
Generate Query/View Query

1) When the application is submitted by the Investor then Ministry users can raise query on this. So, Investor will see the status as Query raised and by clicking on 'Resolve Now' the application form will open

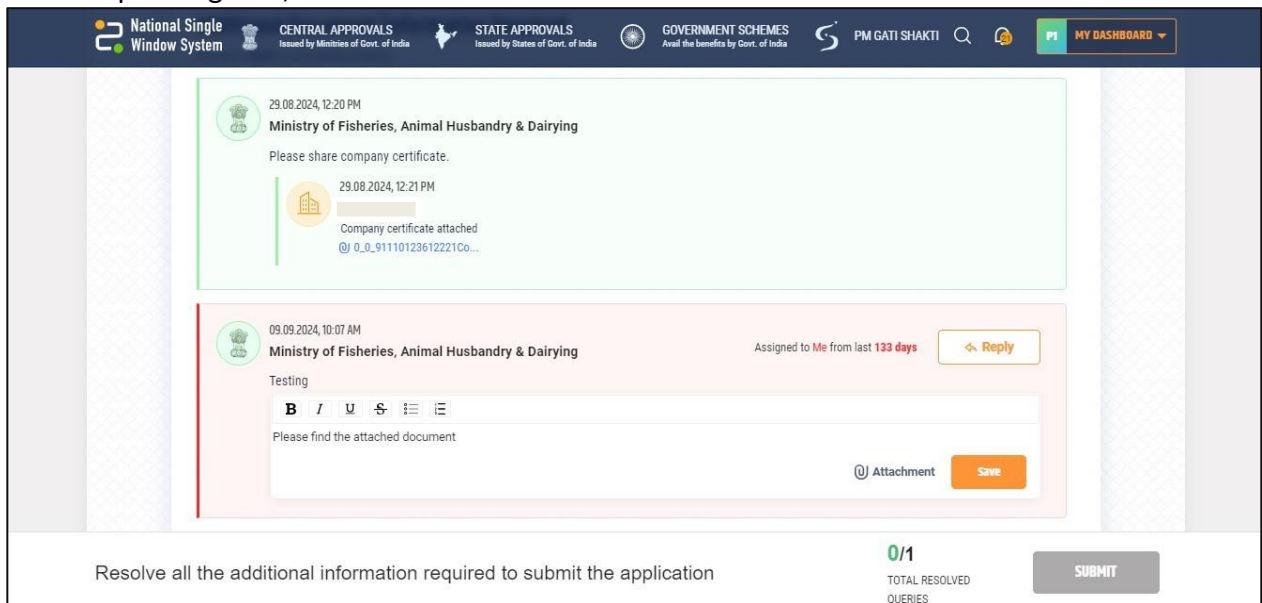
The screenshot displays the National Single Window System dashboard. The header includes the system name, navigation tabs for Central Approvals, State Approvals, and Government Schemes, and a user profile section for 'P1 MY DASHBOARD'. The main content area shows a table of applications. The first application is 'Sanitary Import Permit - Personal Consumption_15' with ID SW9183248079-M017_D002_A001-1724909657531, dated 29/08/2024, and a status of 'Query Raised'. The second application is 'Sanitary Import Permit - Personal Consumption_17' with ID SW9183248079-M017_D002_A001-1725446716106, dated 04/09/2024, and a status of 'Submitted'. Both applications are for 'Ministry of Fisheries, Animal Husbandry & Dairy' and have a value of ₹ 300. A 'Resolve Now' button is visible next to the 'Query Raised' application. The bottom of the dashboard features a pagination control with 'PREV', 'NEXT', and page numbers 1 through 6, and a '10 / page' dropdown.

Application ID	Date	Status	Ministry	Value	Action
SW9183248079-M017_D002_A001-1724909657531	29/08/2024	Query Raised	Ministry of Fisheries, Animal Husbandry & Dairy	₹ 300	Resolve Now
SW9183248079-M017_D002_A001-1725446716106	04/09/2024	Submitted	Ministry of Fisheries, Animal Husbandry & Dairy	₹ 300	

On the screenshot below, you can see that Ministry user has requested to share company Certificate. The investor needs to click on reply.

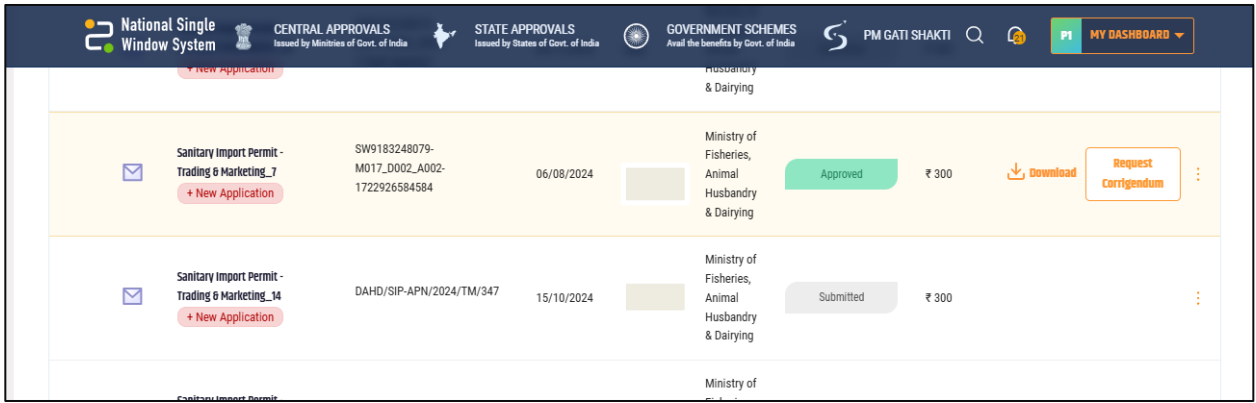


Once the investor user clicks on reply, text box will open with options and attachment. After responding to it, Investor needs to click on Save and then on Submit.

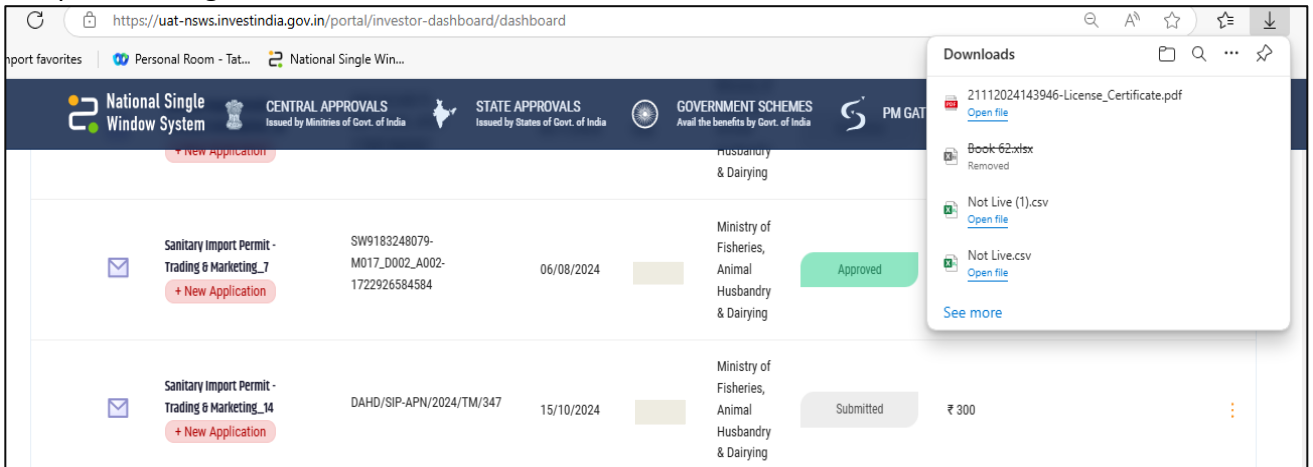


How to View the Permit

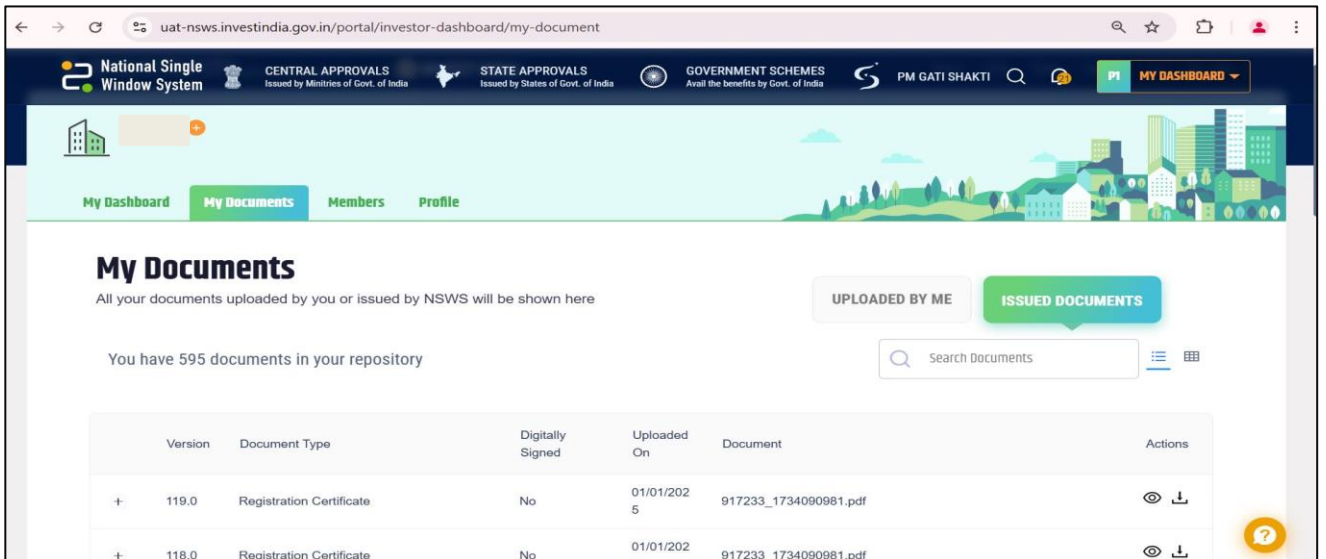
Once the application is approved by Ministry Users then it will show as Approved Status. If the investor wants to download and view the permit, they just need to click on the download button as shown in the screenshot below.



The permit will get downloaded as shown in the screenshot below -

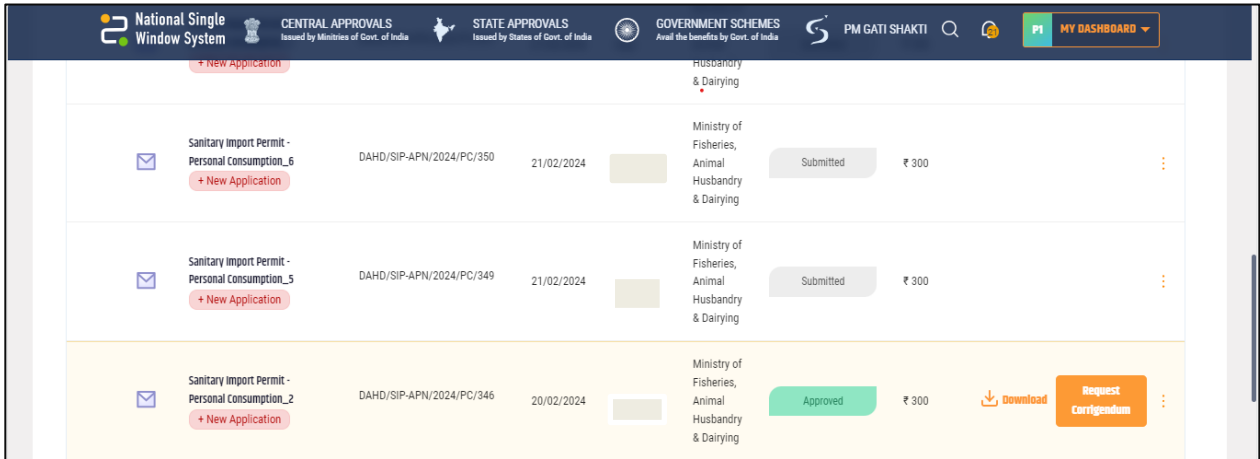


Another way to view the permit is to click on My documents. Here you will see the list of all certificates you received from the departments and ministries. You can click under actions to view or download the certificate.

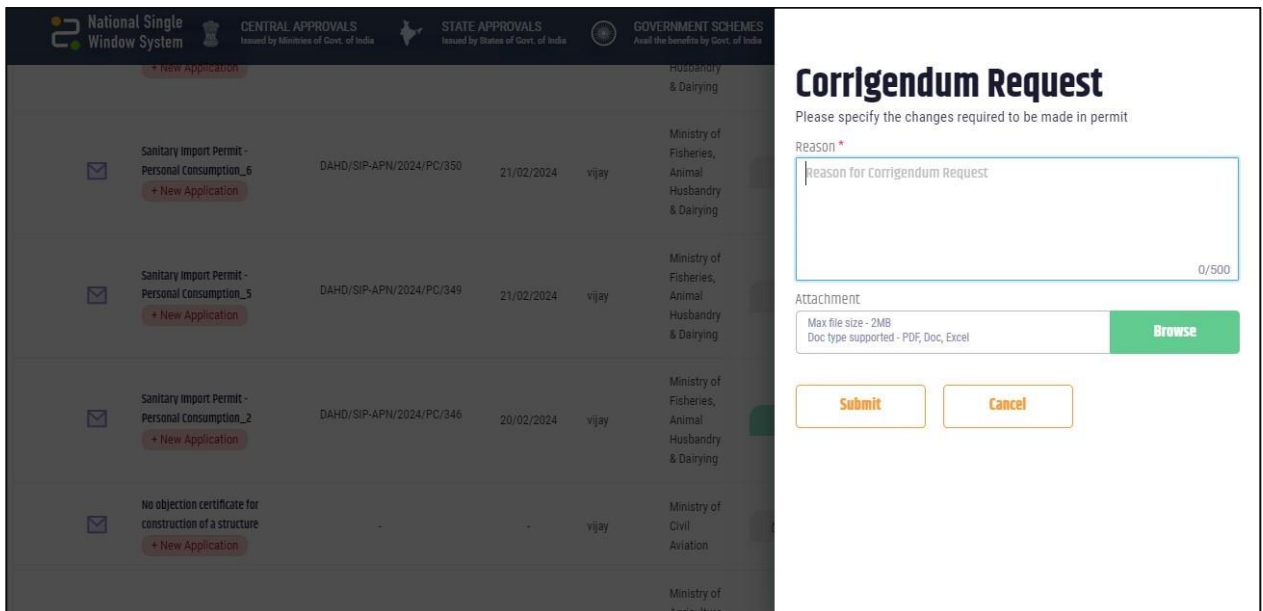


Raise and View Corrigendum

If the requestor wants to have some changes in permit, then they can request Corrigendum. Users need to click on the Request Corrigendum.



The user will fill in the details as shown in the below screenshot along with the required attachments and submit it.



Once the Corrigendum is requested then this will grey out.

What are the technical Requirements for NSWS

System Requirements for National Single Window Portal

- Windows OS (XP or higher)
- MAC OS (X 10.9 or higher with latest updates)
- **View/ Download Pdf:** Download the pdf reader to view and download the pdf files from the link: <https://get.adobe.com/reader/>)

- Platform requires a minimum screen size of 976px wide, but using 1024px or higher is recommended
- **Digital Signature Certificate (DSC):** Latest version of emBridge software need to be installed in the system which acts a connecting link/driver between the NSWS and DSC

Web browsers best suited for National Single Window System

- Google Chrome
- Mozilla Firefox
- Apple Safari

Have any further questions?

Please submit your queries and feedback on:

<https://www.nsws.gov.in/contact-us>

Email: contactus-nsws@investindia.org.in

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)