



# National Single Window System

User Guide:

How to operate Know Your Approvals (KYA)  
feature on NSWS

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## 1

Click on 'Know Your Approvals' on the NSW homepage

Click here to  
take the Central  
KYA journey



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



## 2

Central KYA is divided into four sections. User may open any of the preferred sections

Answer the questions relevant to your business requirements. The section tab turns green to show progress

Click the '?' icon to view 'Additional Information' related to the question



## 3

Once all question within a section have been answered, a full green check mark will display

**'My Approvals'** tab shows the number of approvals added/identified based on users' answers. Click this tab to view the list of added approvals (**shown below**)

## My Approvals

### CENTRAL RELATED APPROVAL

Business Activity Details

- ◆ Authorization for sale of fertilisers by a manufacturer, an importer, a pool handling agency, wholesaler or a retail dealer
- ◆ Registration for manufacturing any mixture of fertilisers
- ◆ Application for Issue of Phytosanitary Certificate for Re-export of agriculture commodity



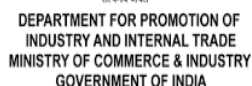
DEPARTMENT FOR PROMOTION OF  
INDUSTRY AND INTERNAL TRADE  
MINISTRY OF COMMERCE & INDUSTRY  
GOVERNMENT OF INDIA

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



## 4

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# How to submit the KYA and approval list based on user responses

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**Know Your Approvals - Central**

STEP 1 Business Registration ✓ STEP 2 Business Activity Details STEP 3 Foreign Investment Details STEP 4 Project Land Details

**Submit to Know Your Approvals**

**Save as Draft** **Reset Form**

**Additional Information**

Please select all applicable products/services for your business

**Based on the Information provided by you in the previous step, below is the list of approvals identified. This list of approvals is for guidance purposes only and does not constitute legal and/or official advice.**

**Edit KYA**

**Click on 'Edit KYA' to go back and edit responses**

**To add the list of approvals on the Dashboard, log into NSWS**

**Add In Dashboard**

**Know State Approvals**

**Save PDF**

**Click on 'Know State Approvals' to take the State KYA journey. Save the existing list of approvals in pdf format using 'Save PDF'**

**CENTRAL APPROVALS (9)**

- Registration as a Taxpayer**  
For Business Registration • Issued by Department of Revenue • Ministry of Finance
- Permanent Account Number (PAN)**  
For Business Registration • Issued by Department of Revenue • Ministry of Finance
- Tax Deduction and Collection Account Number (TAN)**  
For Business Registration • Issued by Department of Revenue • Ministry of Finance
- Incorporation of a Company** ⓘ  
For Business Registration • Ministry of Corporate Affairs








# How to select the preferred State

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National Single Window System

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Select State

Please select the state(s) applicable to your business/project\*

☒ Andaman and Nicobar Islands

☒ Andhra Pradesh

☐ Arunachal Pradesh

☐ Assam

☐ Bihar


☐ Chhattisgarh

☐ Dadra and Nagar Haveli and Daman and Diu


Continue with States (2)


Back to Homepage


Tick the checkbox of the preferred states and click on 'Continue with States'





National Single Window System

CENTRAL APPROVALS  
Issued by Ministries of Govt. of India

STATE APPROVALS  
Issued by States of Govt. of India

GOVERNMENT SCHEMES  
Avail the benefits by Govt. of India



LOGIN

Know Your Approvals - State

Andaman and Nicobar Islands

Andhra Pradesh

Add / Edit State

STEP 1  
Land And Utility

STEP 2  
Business Related

STEP 3  
Sector Specific

1.3

If Selected 'Building related'  
Are you planning to construct a new building for your unit?

☐ Yes

☐ No

Business Related

Sector Specific

Submit to Know Your Approvals

Save as Draft

Reset Form

Additional Information

Land, Building related, Water and Power

Users may open any of the preferred sections and answer the KYA questions



# How to add/ remove states during the KYA journey

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The screenshot shows the 'Know Your Approvals - State' page. The top navigation bar includes 'National Single Window System', 'CENTRAL APPROVALS', 'STATE APPROVALS', and 'GOVERNMENT SCHEMES'. The main header has 'Andaman and Nicobar Islands', 'Andhra Pradesh', and 'Add / Edit State' (highlighted with a red dashed box). A callout box points to the 'Add / Edit State' link, stating: 'User can click on 'Add / Edit State' to add or remove any states'. The main content area shows 'STEP 1 Land And Utility' with a form for selecting utility requirements. A callout box points to the 'Yes' radio button for 'Do you require a new commercial water connection?', stating: 'KYA has single or multiple choices answers. User may choose multiple options or 'None of the above''. The right sidebar shows 'Additional Information' with a question: 'Do you require a new commercial water connection?'.

The screenshot shows the 'Know Your Approvals - State' page. The top navigation bar includes 'National Single Window System', 'CENTRAL APPROVALS', 'STATE APPROVALS', and 'GOVERNMENT SCHEMES'. The main header has 'Andaman and Nicobar Islands', 'Andhra Pradesh', and 'Add / Edit State' (highlighted with a red dashed box). A callout box points to the 'Add / Edit State' link, stating: 'User can click on 'Add / Edit State' to add or remove any states'. The main content area shows 'STEP 1 Land And Utility' with a form for selecting utility requirements. A callout box points to the 'Yes' radio button for 'Do you require a new commercial water connection?', stating: 'KYA has single or multiple choices answers. User may choose multiple options or 'None of the above''. The right sidebar shows 'Additional Information' with a question: 'Do you require a new commercial water connection?'. The bottom of the page shows a 'Proceed to next State Approval' button (highlighted with a red dashed box) and a 'Reset Form' button. A callout box points to the 'Proceed to next State Approval' button, stating: 'User can start with the next state KYA at any time by clicking the 'Proceed with Next State Approval' Button or state tab above'.



# How to submit State KYA

Know Your Approvals - State

MY APPROVALS 5

My Approvals

STATE APPROVAL - Andaman and Nicobar Islands

Land and Utility

Property Registration

Diversion of forest land (upto 1 Ha.)

Diversion of Land

STATE APPROVAL - Bihar

Land and Utility

Conversion of Land from Agriculture to Non-Agriculture under The Bihar Land Conversion Act, 2010

Andaman and Nicobar Islands

Bihar

Add / Edit State

STEP 1

Land And Utility

STEP 2

Business Related

Click on 'My Approvals' to view the approvals added from all the State KYAs

Additional Information

STEP 2

Business Related

Andaman and Nicobar Islands

Andhra Pradesh

Add / Edit State

STEP 1

Land And Utility

STEP 2

Business Related

STEP 3

Sector Specific

1.3

If Selected 'Building related'

Are you planning to construct a new building for your unit?

Yes

No

Additional Information

Land, Building related, Water and Power

STEP 2

Business Related

STEP 3

Sector Specific

Submit the KYA answers and view the consolidated list of approvals

Submit to Know Your Approvals

Save as Draft

Reset Form

National Single Window System

CENTRAL APPROVALS

Issued by Ministries of Govt. of India

STATE APPROVALS

Issued by States of Govt. of India

GOVERNMENT SCHEMES

Avail the benefits by Govt. of India

LOGIN

Based on the Information provided by you In the previous step, below is the list of approvals Identified. This list of approvals is for guidance purposes only and does not constitute legal and/or official advice.

Edit KYA

STATE APPROVALS (3)

1

Property Registration

For Land and Utility

Andaman and Nicobar Islands

2

Diversion of Land

For Land and Utility

Andaman and Nicobar Islands

To add the list of approvals on the Dashboard, log into NSWS

Add In Dashboard

Know Central Approvals

Save PDF



## 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

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### Have any further questions?

Please submit your queries and feedback on:

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

Email: [contactus-nsws@investindia.org.in](mailto:contactus-nsws@investindia.org.in)

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)

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