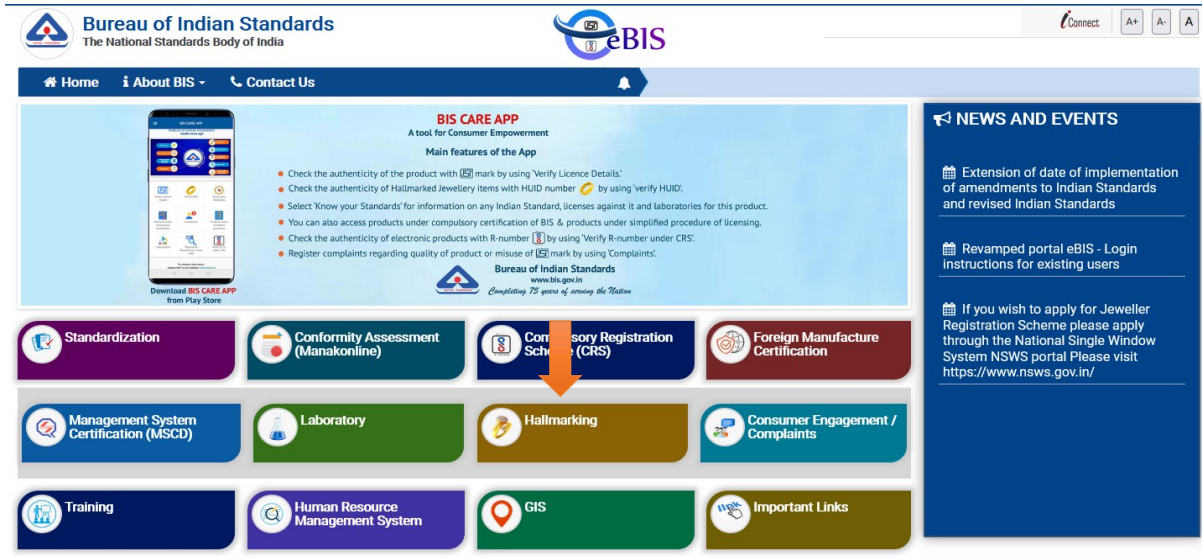


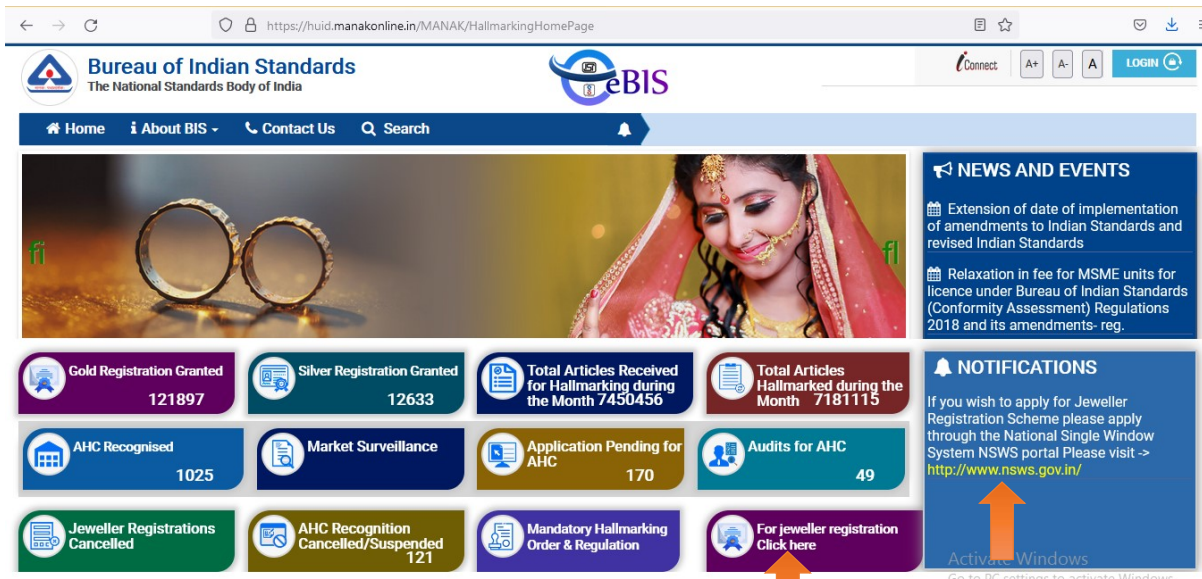
Procedure to apply for Jeweller Registration Scheme

Step 1: Enter the URL <https://www.manakonline.in/MANAK/login> in Mozilla Firefox web browser and click on the “Hallmarking” tab as shown in fig.1.



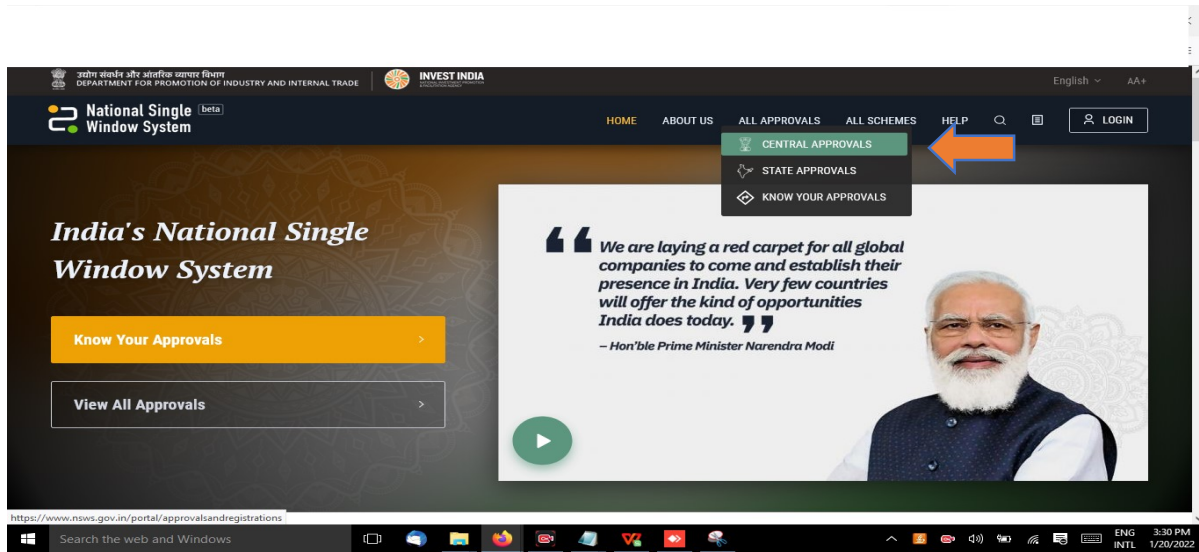
(Fig.1)

Step 2: Then click on link at the Manak Portal under “Notification” section or click on the “For jeweller registration” tab as shown in fig.2.



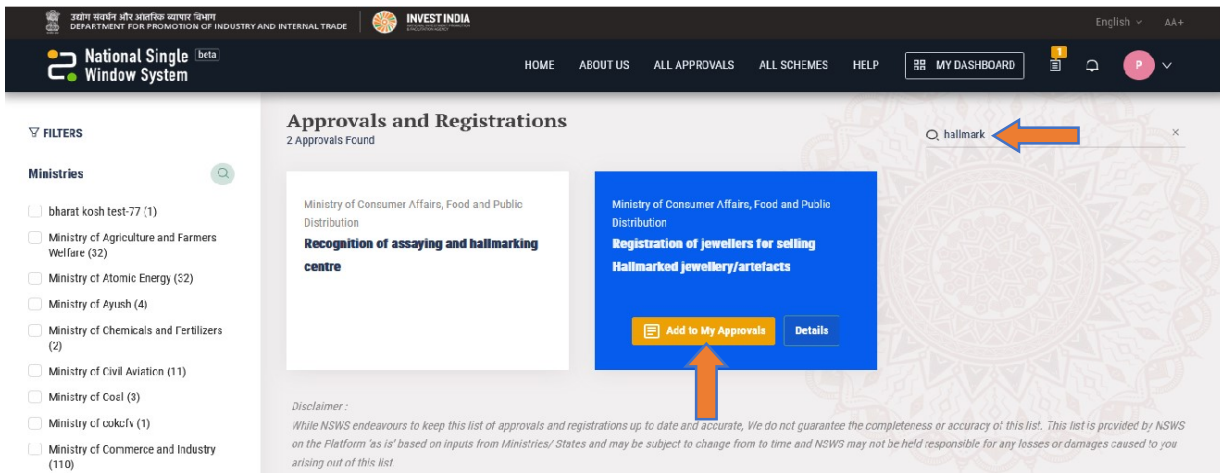
(Fig.2)

Step 3: Then user will be redirected to the NSWS page where user will click on “All Approvals” then on “Central Approvals” in the dropdown as show in fig.3.



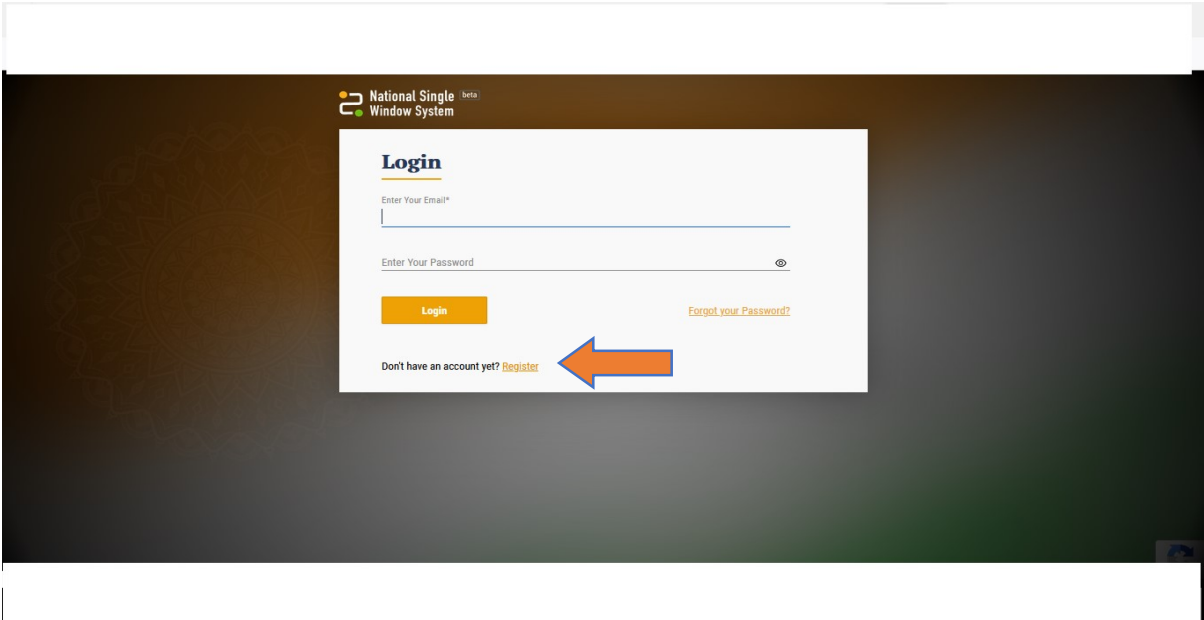
(Fig.3)

Step 4: On the “Approval and Registrations” page user can search for the keyword “Hallmark” in the search field provided at the top right hand corner. Then go to “Registration of jewellers for selling Hallmarked jeweller/artefacts” box and click on “Add To My Approvals” as shown in fig.4.



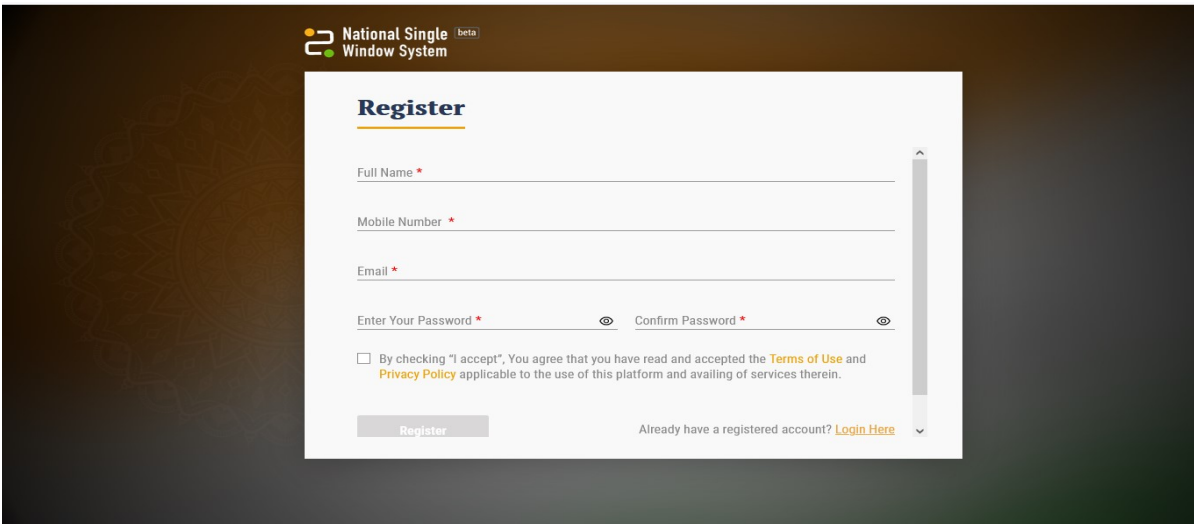
(Fig.4)

Step 5: Then a Login page will appear where you can login using your credentials if you have already registered yourself on the portal otherwise register yourself by clicking on the “Register” link as shown in fig.5.



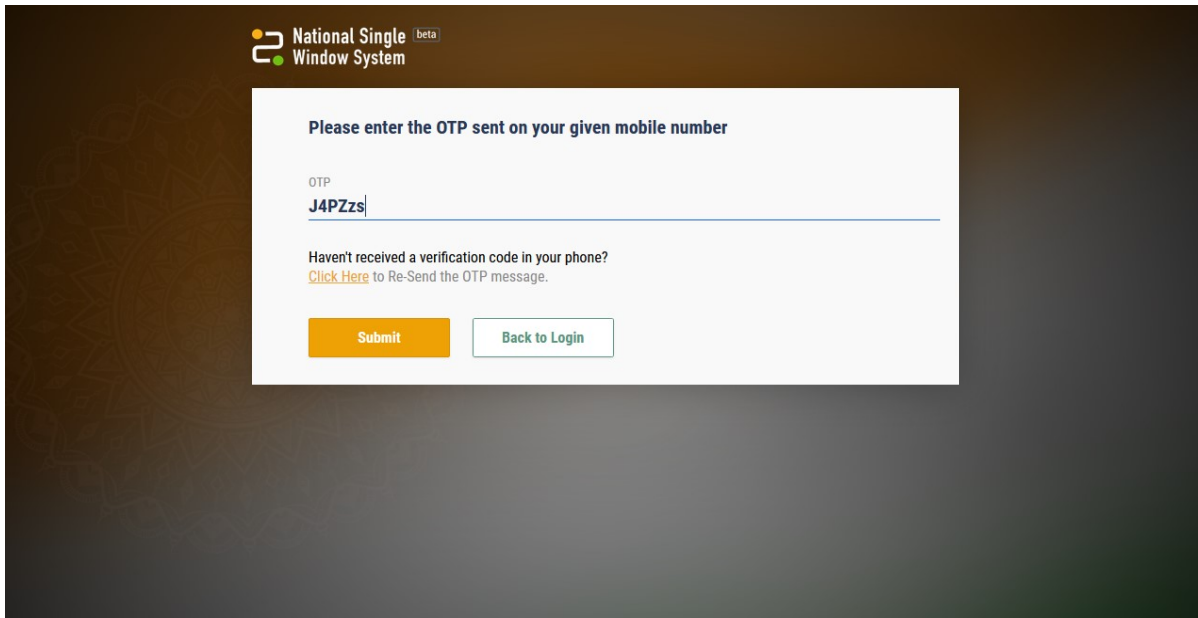
(Fig. 5)

Step 6: Then fill the Registration form as shown in fig.6.



(Fig. 6)

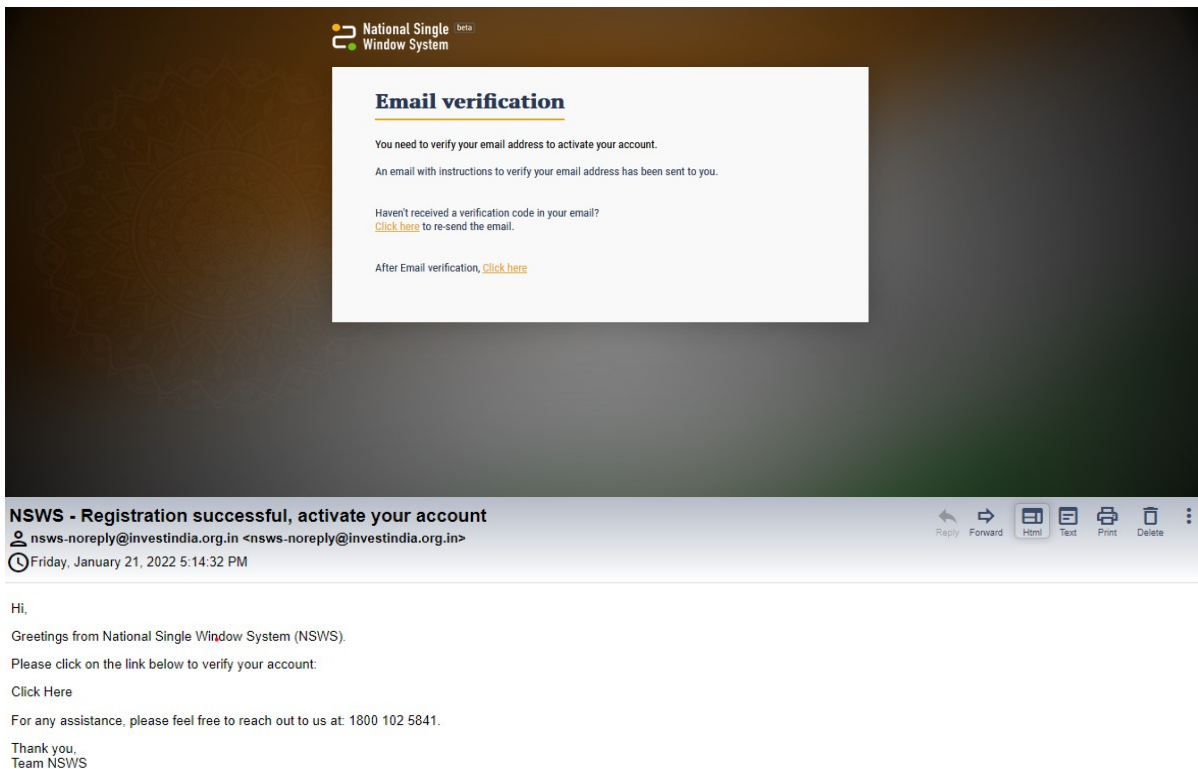
Step 7: Then an OTP will be send to user's mobile no. as shown in fig.7.



The screenshot shows the National Single Window System (NSWS) interface. At the top left is the logo with the text "National Single Window System" and a "beta" tag. The main heading is "Please enter the OTP sent on your given mobile number". Below this is a text input field labeled "OTP" containing the code "J4PZzs". A link "Click Here" is provided for users who haven't received a verification code. At the bottom are two buttons: "Submit" (orange) and "Back to Login" (white with a green border).

(Fig.7)

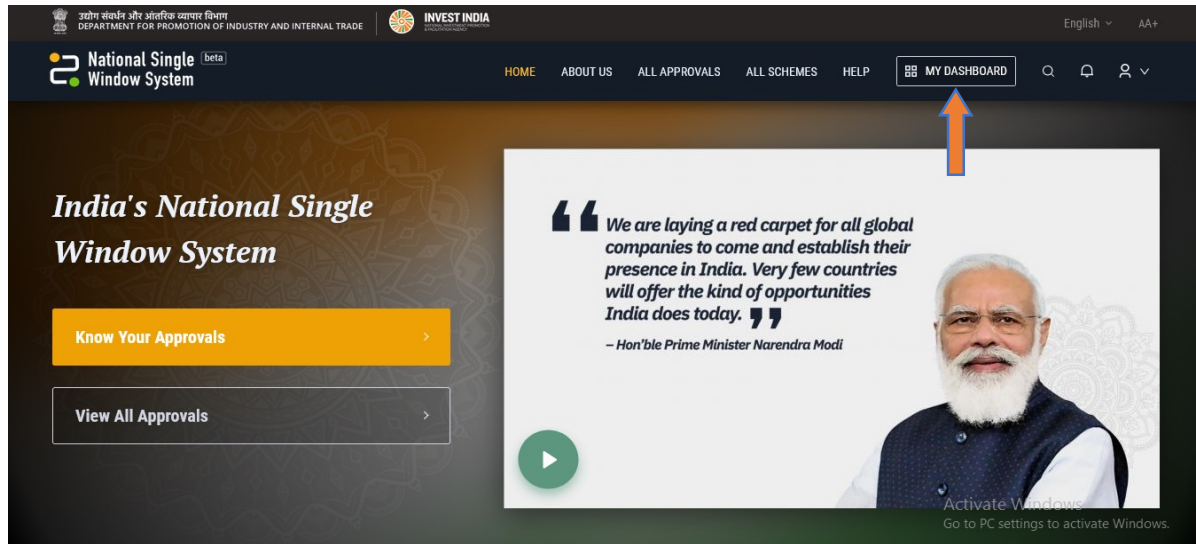
Step 8: Then a verification link will be sent to user's registered email id as shown in fig.8.



The screenshot shows an email verification page from the National Single Window System (NSWS). The header includes the NSWS logo and the text "NSWS - Registration successful, activate your account". The email is from "nsws-noreply@investindia.org.in". The main heading is "Email verification". The text states: "You need to verify your email address to activate your account. An email with instructions to verify your email address has been sent to you." It also includes a link "Click here" for users who haven't received a verification code. At the bottom, it says "After Email verification, Click here". The email footer includes the text "Hi, Greetings from National Single Window System (NSWS). Please click on the link below to verify your account: Click Here. For any assistance, please feel free to reach out to us at: 1800 102 5841. Thank you, Team NSWS".

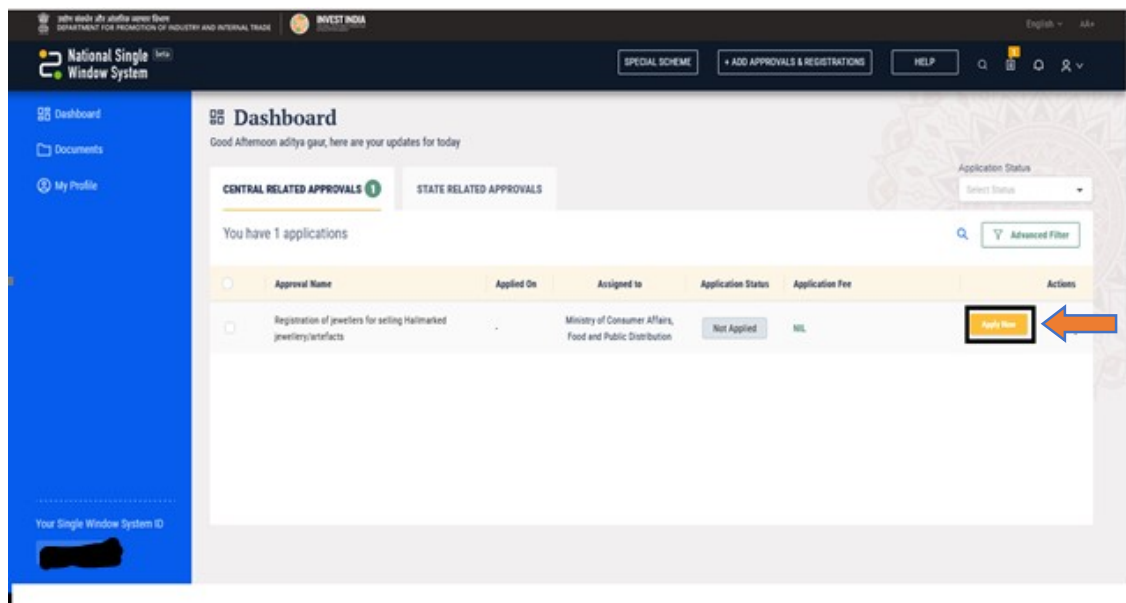
(Fig.8)

Step 9: After user's account has been verified kindly login with the credentials. Then click on My Dashboard link at the top right corner as show in fig.9.



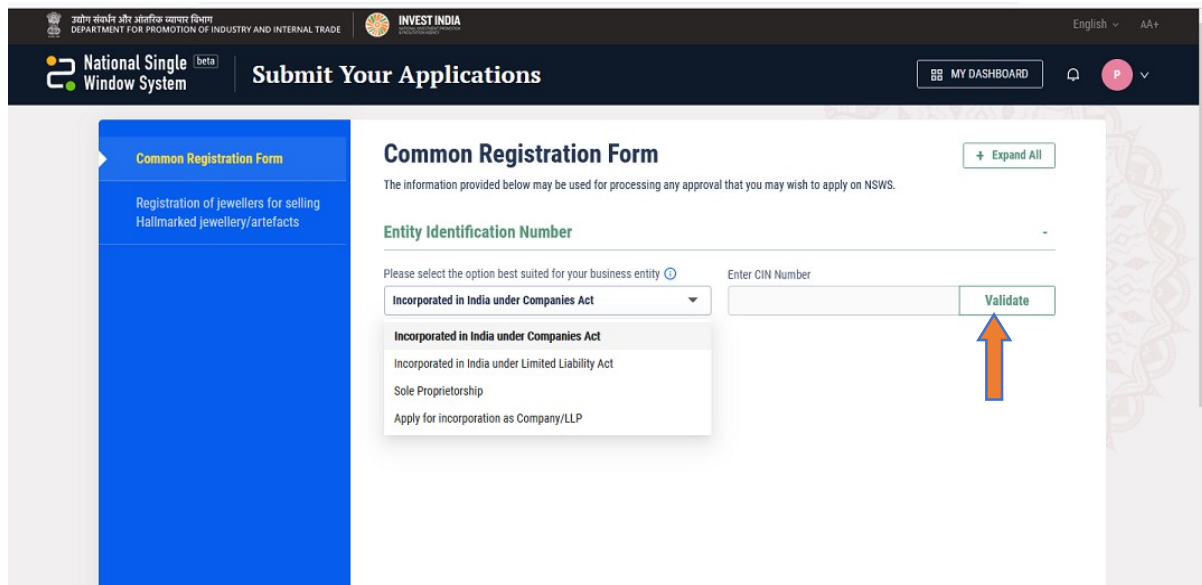
(Fig.9)

Step 10: Then click on “Apply Now” link as shown in fig.10.



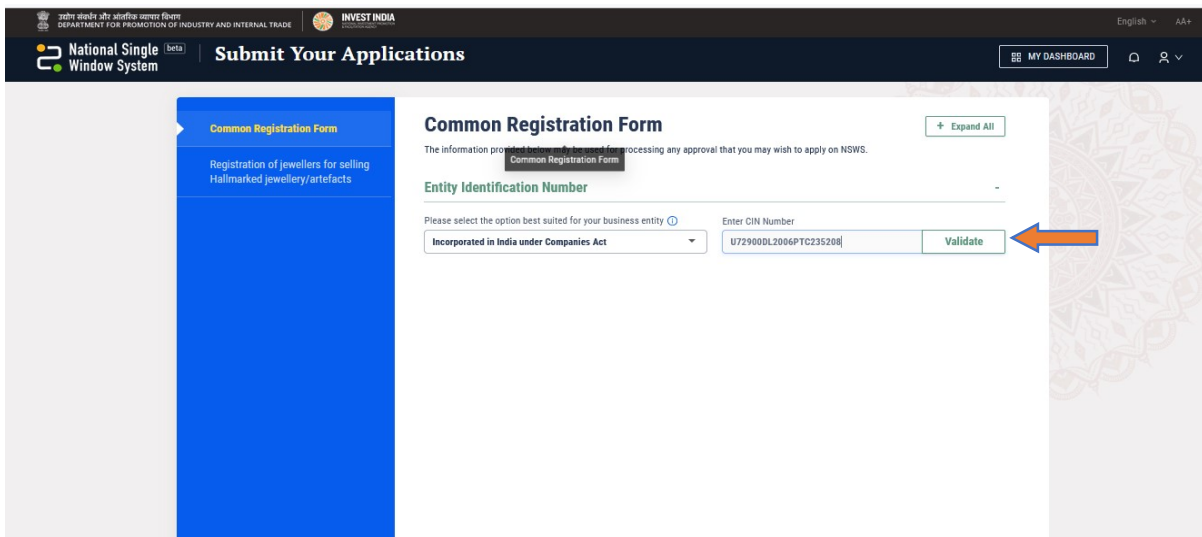
(Fig.10)

Step 11: Enter CIN/LLPIN based on your selection if your business entity is already incorporated. If user is a “Sole Proprietorship” then click on validate button and proceed to the next step as shown in fig.11 & 12.



The screenshot shows the 'Common Registration Form' interface. On the left, there is a blue sidebar with the text 'Common Registration Form' and 'Registration of jewellers for selling Hallmarked jewellery/artefacts'. The main content area has a header 'Common Registration Form' with an 'Expand All' button. Below this, there is a section 'Entity Identification Number'. A prompt says 'Please select the option best suited for your business entity'. A dropdown menu is open, showing options: 'Incorporated in India under Companies Act', 'Incorporated in India under Limited Liability Act', 'Sole Proprietorship', and 'Apply for incorporation as Company/LLP'. To the right of the dropdown is a text input field labeled 'Enter CIN Number' and a 'Validate' button. An orange arrow points to the 'Validate' button.

(Fig.11)



This screenshot is similar to Fig.11, but the 'Entity Identification Number' section now shows a specific CIN number entered in the input field: 'U72900DL2006PTC235208'. The dropdown menu is still open, showing the same options. An orange arrow points to the 'Validate' button.

(Fig.12)

Step 12: Expand Company Registration Details section by clicking on the “+” sign and fill the required details as shown in fig.13.

Common Registration Form

Registration of jewellers for selling Hallmarked jewellery/artefacts

Company Registration Details

Company Incorporation Number (CIN)/Limited Liability Partnership Identification Number (LLPIN) ⓘ

U72900DL2006PTC235208

Business Entity Name *

TO THE NEW PRIVATE LIMITED

Company Status *

Active

Organisation Email Address *

cosec@tothenew.com

Incorporation Date *

14/07/2006

RoC Code

RoC-Delhi

Permanent Account Number (PAN) of Company ⓘ

AFZPK7190K

GSTIN ⓘ

02AAATB0431G1Z1

IE-Code ⓘ

0100000029

Udyam Registration Number ⓘ

UDYAM-XX-00-000010

Primary Business Activity *

Manufacturing

Service

(Fig.13)

Step 13: Then Enter Postal Address Details as shown in fig.14.

Common Registration Form

Registration of jewellers for selling Hallmarked jewellery/artefacts

Postal Address Details

Registered Address

Address 1 *

Laxmi Nagar

Address 2

Metro pillar number 37

Country *

India

State *

Delhi

District *

East Delhi

Pin Code *

110092

Correspondence Address

Same as Registered Address

Address 1 *

Laxmi Nagar

Address 2

Metro pillar number 37

Country *

India

State *

Delhi

District *

East Delhi

Pin Code *

110092

(Fig.14)

Step 14: Then expand Factory/Site Location and fill it as shown in fig.15.

Factory / Site Location

Address of Site/Workshop/Factory/Facility

☒ Same as Registered Address

Address 1 *
Laxmi Nagar

Address 2
Pillar number 37

Country *
India

State *
Delhi

District *
Delhi

Pin Code *
110092

Site is Currently Used For (Land Use) *
Selling jewelry

(Fig.15)

Step 15: Similarly fill all the other sections and save the application as draft by clicking on 'Save as Draft' or submit the application by clicking on 'Review & Submit' as shown in fig.16.

Product / Services Offered

Item Description *
Jeweller Ornament ring earring

HSN Code
866546

NIC Code
87667

Investment details +

Financial Turnover +

Review & Submit **Save as Draft**

(Fig.16)

STEP 16: Then user can submit the application after previewing it as shown in fig.17.

Review your application
Carefully review the application as once submitted, it cannot be edited.

Common Registration Form Application Fee **NIL**

Form 1

Form 1 - Common Registration Form

COMPANY REGISTRATION DETAILS

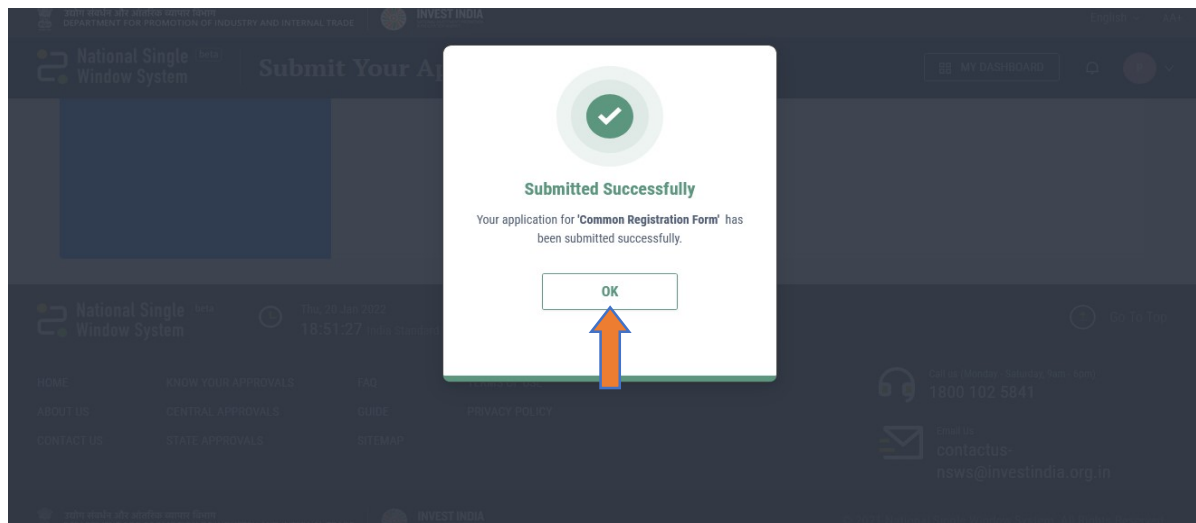
Company Incorporation Number (CIN)/Limited Liability Partnership Identification Number (LLPIN)	U72900DL2006PTC235208
Business Entity Name	TO THE NEW PRIVATE LIMITED
Company Status	Active
Organisation Email Address	cosec@tothenew.com
Incorporation Date	14/07/2006

☒ I have reviewed all the information provided by me and confirm that it is correct to the best of my knowledge.

Submit Application **Go back to edit details**

(Fig.17)

STEP 17: After successful submission, a message of submitted successfully will be displayed. Click on the “OK” button to close that Pop-up as shown in fig.18.



(Fig.18)

Step 18: Then go to “Registration of jewellers for selling Hallmarked jewellery/artefacts” section in the left menu and fill the “User Details” as shown in fig.19.

Registration of jewellers for selling Hallmarked jewellery/artefacts

Form - Registration of jeweller selling articles of gold/ Grant of Licence to use the Hallmark

User Details

First name * Middle name

Last name *

DOB

Email *

Mobile Number *

Registration Details

(Fig.19)

Step 19: Similarly fill the “Registration Details” as shown in fig.20.

Registration Details

Application For Outlet * ☒ Apply for new Outlet

Licence Required For No. of Outlets * ☒ Single Outlet ☐ More than or Equal to 5 Outlet (Corporate License)

Application For * ☒ Gold and Gold Alloys, Jewellery/Artefacts - Fineness and Marking ☐ Silver and Silver Alloys, Jewellery/Artefacts - Fineness and Marking - Specification

Sector *

Firm Details

Management Details

Contact Details

Other Details (If Any)

Documents Required

Declaration

Add Outlet Detail

(Fig.20)

Step 20: Similarly fill all the other sections and save the application as draft by clicking on ‘Save as Draft’ or submit the application by clicking on ‘Review & Submit’ as shown in fig.21.

National Single Window System | **Submit Your Applications**

Licence Required For No. of Outlets *

☒ Single Outlet
☐ More than or Equal to 5 Outlet (Corporate License)

Sector *
 Private

Firm Details +

Management Details -

Name *
 abc

Designation(Proprietor/Partner/Director/CEO) *
 CEO

Authorized Signatory *
 abc

+ Add Section

Contact Details +

Other Details (If Any) +

Documents Required +

Declarations +

Add Outlet Detail +

Review & Submit | **Save as Draft**

(Fig.21)

Step 21: After successful submission the application status will reflect as “Approved” in the “My Dashboard” section as shown in fig.22.

National Single Window System | **Dashboard**

Good Morning Argento Aurum Private Limited, here are your updates for today

CENTRAL RELATED APPROVALS 1 | **STATE RELATED APPROVALS**

You have 1 applications

Approval Name	Applied On	Assigned to	Application Status	Application Fee	Actions
Registration of jewellers for selling Hallmarked jewellery/artefacts	21/01/2022	Ministry of Consumer Affairs, Food and Public Distribution	Applied	NIL	View Details

Your Single Window System ID: [Redacted]

(Fig.22)