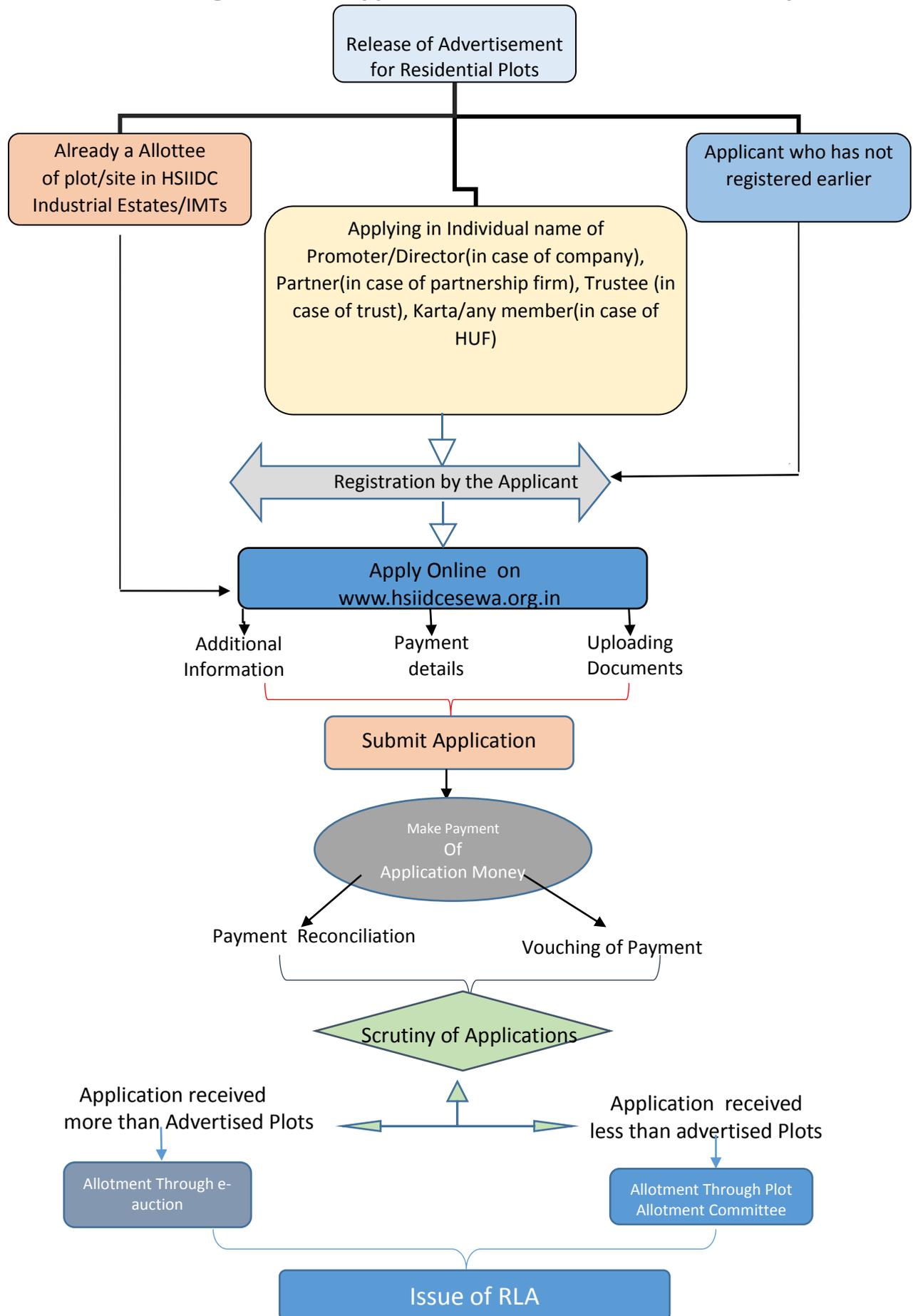


Procedure for filling the online application for allotment of Residential plot



***All the Services mentioned above are being offered through online mode.**

1. **Registration process :-**

a. An applicant

who has not registered earlier

OR

Applying in Individual name of Promoter/Director(in case of company), Partner(in case of partnership firm), Trustee (in case of trust), Karta/any member(in case of HUF)

has to register through online link provided on the website of the Corporation (www.hsiidc.org.in) or directly through the link: www.hsiidcesewa.org.in. The 'Register to apply' link is available in the Advertisement view section of Applicant/Allottee menu/Main menu.

- b. **Registration verification process:-** Once registered successfully, an E-mail will be sent to the registered E-mail ID provided during the Step 1, for verifying the login credentials. In case the E-mail is not available in the Inbox, kindly check the same in the Spam/Junk E-mail box. Verify the login credentials by clicking the link provided in this E-mail. The user can now login to the user dashboard with assigned User ID and password through the Login section.

2. In case the applicant is already a Allottee of plot/site in HSIIDC Industrial Estates/IMTs OR has been registered earlier can now login to the user dashboard with assigned User ID and password through the Login section.

3. **Application submission process:-**

- a. The user can open the home page through the link:www.hsiidcesewa.org.in.
- b. Press the 'login' link provided on the upper right corner of the home page.
- c. The user can now login alongwith the credentials provided to him/her at the time of registration process.
- d. After successful login the user will be redirected to the user dashboard where the user can see the menu on the left hand side.
The brief description of the menu is as under:-
 - i. **User information** - User can edit/change his/her profile, E-mail and password.
 - ii. **Advertisement details** - The user can apply for a Residential Plot through this section by clicking the Residential plot. User is required to select the appropriate Estate, Plot size combination.
 - iii. **Applied/Allotted plots** - The user can view the details of plots already applied by him/her. Actions such as editing the application form (if not submitted), tracking the current status of the application, uploading the documents that are required/deficient.
 - iv. **Download the application documents** - Authorization to apply for residential plot in the individual name of Promoter/Director(in case of company), Partner(in case of partnership firm), Trustee (in case of trust), Karta/any member(in case of HUF) (*separate document for Allottee category OR other than Allottee category*) (jpg/pdf format,Max. size 2 MB) can be downloaded through this section. The document will be required for uploading in the section-3 of the online-application form. The user should also be ready with scanned copy of other relevant documents viz. PAN card of applicant (jpg/pdf format, Max. size 200 KB), photograph of the person submitting the application form (jpg format, Max. size 200 KB), Authorization to apply for residential plot (jpg/pdf format, Max. size 2 MB), Copy of Regular Letter of Allotment (RLA) of Industrial Plot Allotted by the Corporation of the Estate in which you are applying for Residential Plot (RLA pages upto signature of issuing authority) etc. as per the prescribed format/size in advance, for uploading, to avoid any inconvenience.

- v. The application money including processing fee(non-refundable) is required to be deposited through payment gateway/ system generated challan. Payment through any other mode shall not be accepted. Deposit of Lesser amount than the required amount will result in non acceptance/rejection of the application. Please refer to the procedure for making payment for further details.
- vi. The **application** submission process consists of 3 sections:
 1. **Section 1** -Additional information: Information about applicant/ proposal. After completing this section, applicant can either proceed to next section by clicking 'Proceed to bank details' or can exit for completing the other sections later on by clicking 'Save & Exit'.
 2. **Section 2**- Bank Details: Details of Bank Account for refund of Earnest money in case the applicant is un-successful in allotment of plot. After filling in the details the applicant shall require to accept the [terms and conditions](#) for allotment of plot. After completing this section, applicant can either proceed to next section by clicking 'Save & Continue' or can exit for completing the other sections later on by clicking 'Save & Exit'.
 3. **Section 3** - Authorisation Certificate(if applicable) prepared through the download link alongwith other relevant documents can be uploaded through this section. The documents can be uploaded in one go or in piecemeal. After uploading all the required documents and completing this section, use 'Save & proceed to payment' button. In case, complete documents have not been uploaded in one go or application is not intended to be submitted at this stage, use 'Save & Exit' button for completing this section later on by uploading the rest of the documents.
- vii. After successful submission of the application, the applicant shall be taken to the make payment link. The applicant can make either on-line payment through payment gateway or can generate prefilled challan through the system for making payment in offline mode (NEFT/RTGS). The applicant can also use the make payment link available in Applicant/Allottee dashboard. The applicant shall be required to download the acknowledgement through applicant dashboard. The applicant shall be required to send a signed copy of the acknowledgement to HSIIDC within prescribed period as per instructions given in the acknowledgement. The application shall be processed by HSIIDC only after receipt of signed copy of the printed acknowledgement.
- viii. Once the application has been submitted successfully, the applicant will not be allowed to modify/update the data/information. However, provision for re-uploading of documents is allowed in case the same not found in order at the time of scrutiny of application by HSIIDC. Also, the user will be allowed to update some information w.r.t. change of address, E-mail ID, password, bank account details for refund using the Applicant dashboard.