



## **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Foreign Liquor Composite Shop License***

***(CL FL Composite) Renew***

***(Excise Department)***

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## 1. Overview

As part of Chhattisgarh's overarching promise of "Business Made Easy," OneClick is the state's new single-window portal that brings speed, simplicity, and transparency to the business environment. From approvals and clearances to bill payments, land allotment, and compliance — everything an entrepreneur or investor needs is now just one click away.

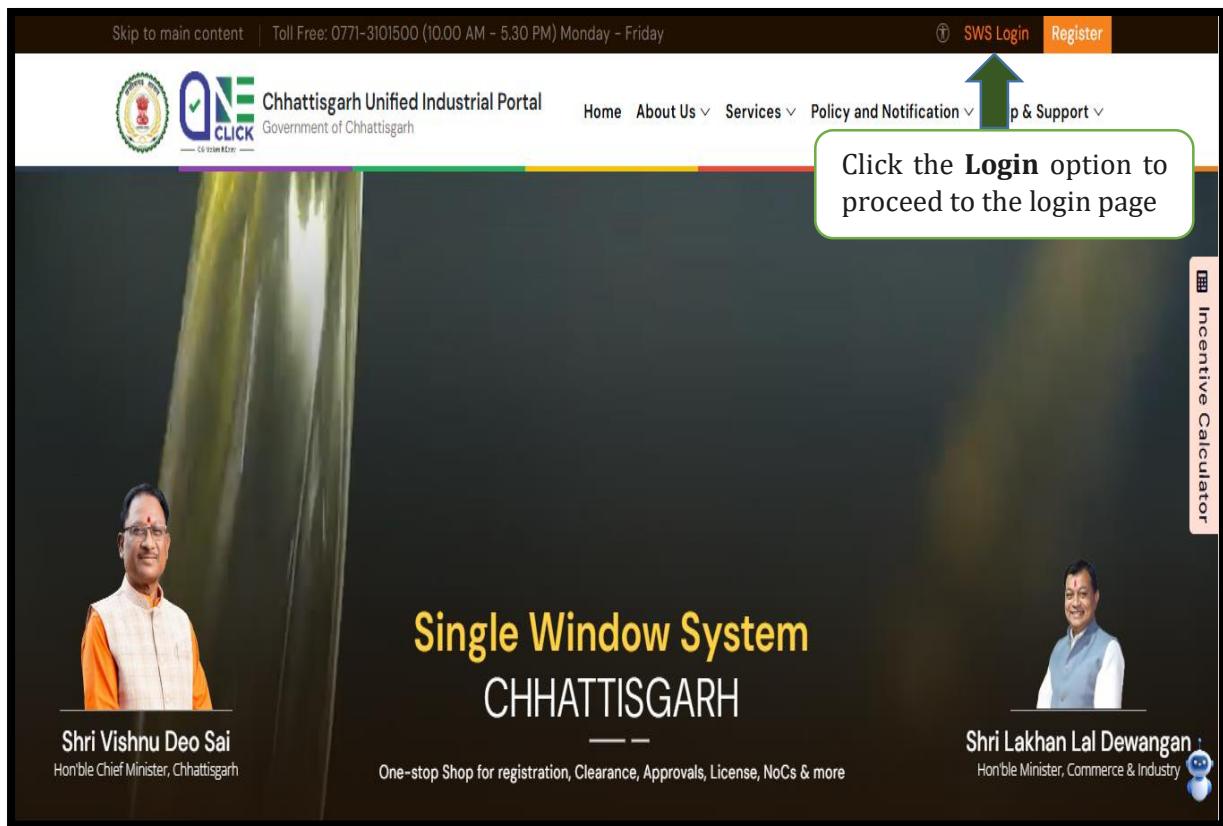
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Foreign Liquor Composite Shop License (CL FL Composite) Renew** service through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

## 2. How to Get Started

Enter the application URL (<https://oneclick.cgstate.gov.in>) in the browser and the page navigates to the Home page of the SWS application.

## 3. How to login

The user to login with the credentials into the application in the home and login page as a **Figure 3.1 & 3.2.**



*Figure 3.1: Homepage Screen*



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**Figure 3.2: Login Screen (A)**

The Login page (as shown in **Fig. 3.3**) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.



**Figure 3.3: Login Screen (B)**



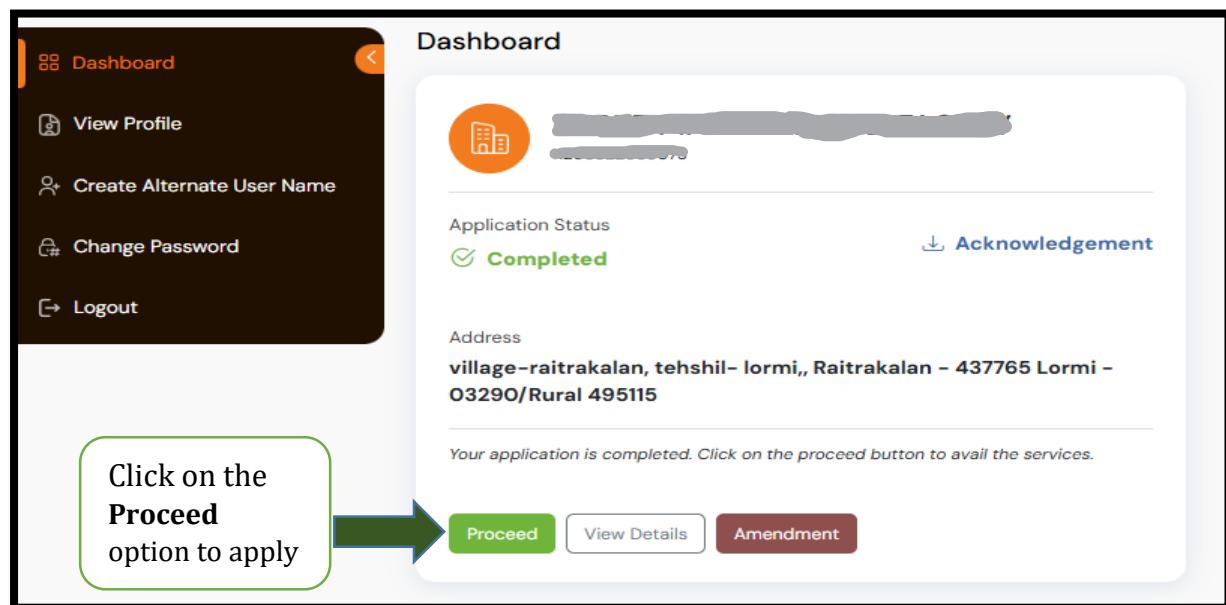
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## 4. Dashboard

After a successful login, the page navigates to the Investor Dashboard (refer to Fig. 4.1), which displays all your units and includes an option to add new unit details at the end.

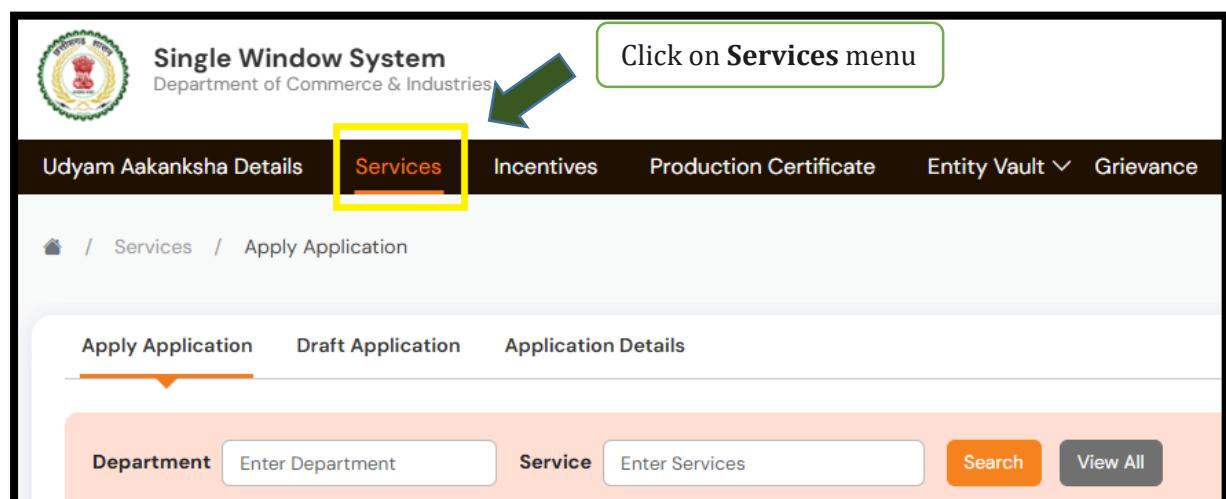
Now, click on the **Proceed** option to apply for **services**.



*Figure 4.1: Dashboard*

## 5. Apply for Services

Now, click on the **Services** menu at the top of the page (see Fig. 5.1). You will see a list of all available services.



*Figure 5.1: Services Page*

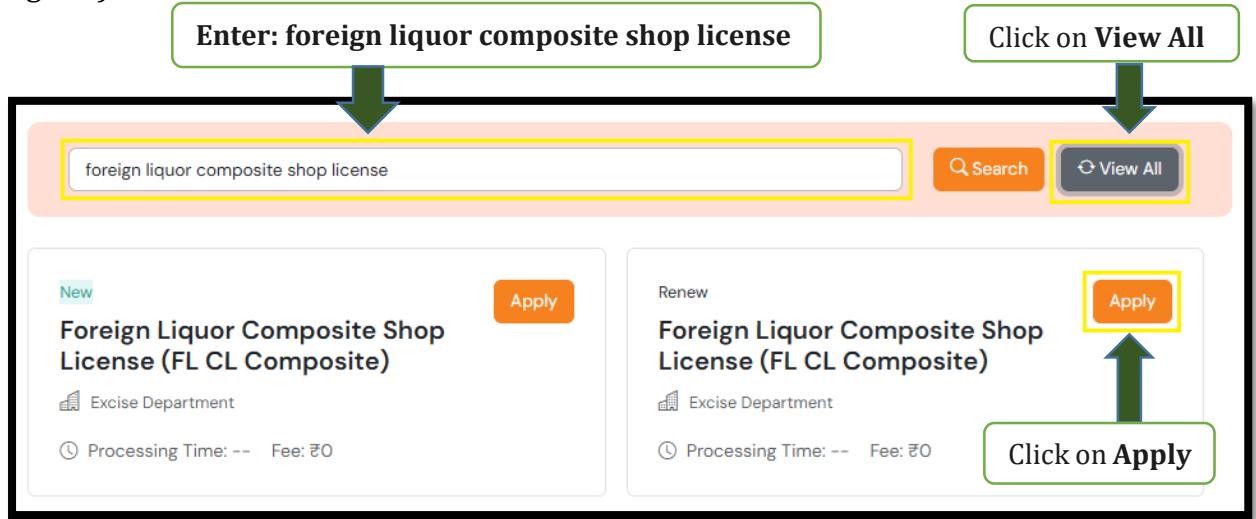


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## 5.1. Search for Services – Foreign Liquor Composite Shop License Renew

In the Search field, enter **foreign liquor composite shop license** and click the **View All** button. A filtered list of services will appear—click **Apply** next to the relevant service (see Fig. 5.2).



**Figure 5.2: Filtered list of Services – Foreign Liquor Composite Shop License Renew**

You will now be redirected to the official website of the **EXCISE DEPARTMENT, GOVT. OF CHHATTISGARH**, where you can apply for the **Foreign Liquor Composite Shop License Renew**.

## 5.2. Apply for Licence

Please fill the required details, accept the terms and conditions and click on **Submit**.

The screenshot shows the 'Apply for License' form. At the top, there is a logo for 'EXCISE DEPARTMENT' and a 'Log Out' button. The form fields include: 'Select Licence Type' (C.S. 2-O), 'Licence Financial Year' (2020-2021), 'Shop Name' (input field), 'Authorized person's Mobile No.' (input field), 'Email' (input field), 'Enter Udyam Aakanksha No.' (input field), 'Licence Mode' (radio buttons for 'New' and 'Renewal', with 'Renewal' selected), and a checkbox for 'I have read all the documents and accept the terms and conditions'. At the bottom, there are 'SUBMIT' and 'Close' buttons. A disclaimer at the very bottom states: 'DISCLAIMER : Content on this website is published and managed by Excise Department. Copyright ©2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.



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After form submission, dashboard will open. Now, click on **Application Registration**.

## 1. License Applicant Master



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## 2. Fill Directors Details:

Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

**Owner Personal Detail**

OwnerName*	MR.	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
MaritalStatus*	Single <input checked="" type="radio"/> Married	Father / Husband Name*	
Date Of Birth* (mm/dd/yyyy)	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)
Designation*	Individual	PAN Number*	

**Present Contact Detail**

Street Address*	ASHWANI NAGAR	House Number*	44	Land mark*	TEMPLE
District*	RAIPUR	Tehsil Name*	Raipur	Police Station Name*	shanti nagar
Rural/Urban Area*	Urban <input checked="" type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	66	City WardName*	Shanti Nagar
Pincode*	492001	Telephone Number		Mobile Number*	
E-MailID*	[REDACTED]@gmail.com				

Check here if Permanent Contact Detail is Same as Present

Street Address	ASHWANI NAGAR	House Number	44	Land mark	TEMPLE
District	RAIPUR	Tehsil Name*	Raipur	Police Station Name*	shanti nagar
Rural/Urban Area*	Urban <input checked="" type="radio"/> Rural	Village/City Name *	Raipur	Parishad *	Nagar Nigam
Parishad Name *		City WardNo*	66	City WardName*	Shanti Nagar
Pincode*	492001	Telephone Number		Mobile Number*	
E-MailID*	[REDACTED]@gmail.com				

**Add**

## 3. Fill Authorized Person Detail:



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Applicant Details Directors Details Authorized Personal Detail Signatory Detail Upload Documents

**Authorized Personal Detail**

Check here if Last Owner Details are same as Authorized Person Details

Authorized Person Name*	MR.	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality	<input checked="" type="radio"/> Indian <input type="radio"/> Non-Indian	Father / Husband Name*	
Date Of Birth* [mm/dd/yyyy]	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)
Designation*	Individual	PAN Number*	APUPA9977D

**Contact Detail**

Street Address*	ASHWANI NAGAR	Land mark*	TEMPLE	District*	RAIPUR
Tehsil Name*	Raipur	Pincode*	492001	Police Station Name*	shanti nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	Raipur	Parishad*	Nagar Nigam
Parishad Name *		City WardNo*	44	City WardName*	Shanti Nagar
E-MailID*	████████@gmail.com	Mobile Number*	██████████		

**Save & Proceed**

#### 4. Fill Signatory Details:

Applicant Details Directors Details Authorized Personal Detail **Signatory Detail** Upload Documents

**Signatory Personal Detail**

Check here if Authorized Person Details are same as Signatory Details

Signatory Name*	MR.	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality	<input checked="" type="radio"/> Indian <input type="radio"/> Non-Indian	Father / Husband Name*	
Date Of Birth* [mm/dd/yyyy]	05/02/1993	Age	27 (Years) 1 (Month) 14 (Days)
Designation*	Individual	PAN Number*	████████D

**Contact Detail**

Street Address*	ASHWANI NAGAR	Land mark*	TEMPLE	District*	RAIPUR
Tehsil Name*	Raipur	Pincode*	492001	Police Station Name*	Shanti Nagar
Rural/Urban Area*	<input checked="" type="radio"/> Urban <input type="radio"/> Rural	Village/City Name*	Raipur	Parishad*	Nagar Nigam
Parishad Name *		City WardNo*	44	City WardName*	Shanti Nagar
E-MailID*	████████@gmail.com	Mobile Number*	██████████		

**Save & Proceed**

**Note:** Please wait for department verification process by officers. After successful department verification process the **Generate challan panel** will open for applicants.

Click on, **Generate New Challan** Button and then fill challan form:



Single Window System (<https://oneclick.cgstate.gov.in>)



### 5.3. Pay Licence Fees

Upload required documents with specific size and type than click on upload & make payment button

After Successful Payment of Application Fees, Click on **Final Submission**



Single Window System (<https://oneclick.cgstate.gov.in>)

