



# **Chhattisgarh Unified Industrial Portal**

Government of Chhattisgarh

***User Manual***

***For***

***Stamp Duty Exemption***

## Table of Contents

<b>1. Overview .....</b>	<b>1</b>
<b>2. How to Get Started .....</b>	<b>1</b>
<b>3. How to login .....</b>	<b>1</b>
<b>4. Dashboard .....</b>	<b>2</b>
<b>5. Apply for Incentives .....</b>	<b>3</b>
<b>5.1. Checklist for Application.....</b>	<b>4</b>
<b>5.2. Application for Stamp Duty Exemption.....</b>	<b>5</b>
<b>5.3. Download Certificate for Stamp Duty Exemption .....</b>	<b>8</b>

## 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.

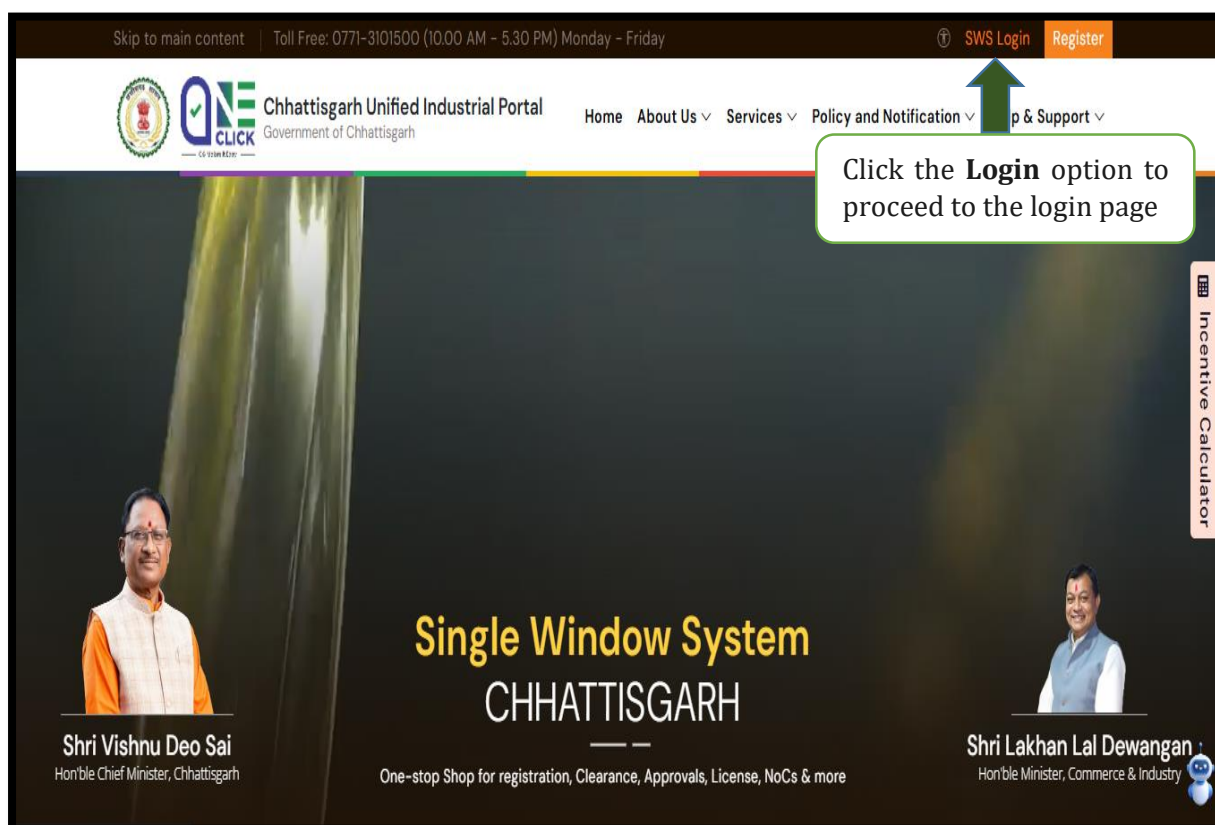
**Purpose:** This document gives easy, step-by-step instructions for industrial users to apply for **Stamp Duty Exemption** incentive through the Department of Commerce and Industries using the **Single Window Portal**. It helps authorized users understand how to use the right links and sections.

## 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**



Department of Commerce & Industries  
Government of Chhattisgarh

Enter the registered User Name

Enter the Captcha, which is shown on the side and click Next option

Login

User Name

Captcha

uh9Ur1

Next

[Forgot User Name?](#) [Register](#) [Back to Home](#)

For technical support please contact us at  
[invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

**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.

Department of Commerce & Industries  
Government of Chhattisgarh

Enter the registered User Name

Enter the Captcha, which is shown on the side and click Next option

Login

User Name

Login with Password

OR

Login with OTP

[Back to Login](#) [Forgot Password?](#)

For technical support please contact us at  
[invest-support@cg.gov.in](mailto:invest-support@cg.gov.in)

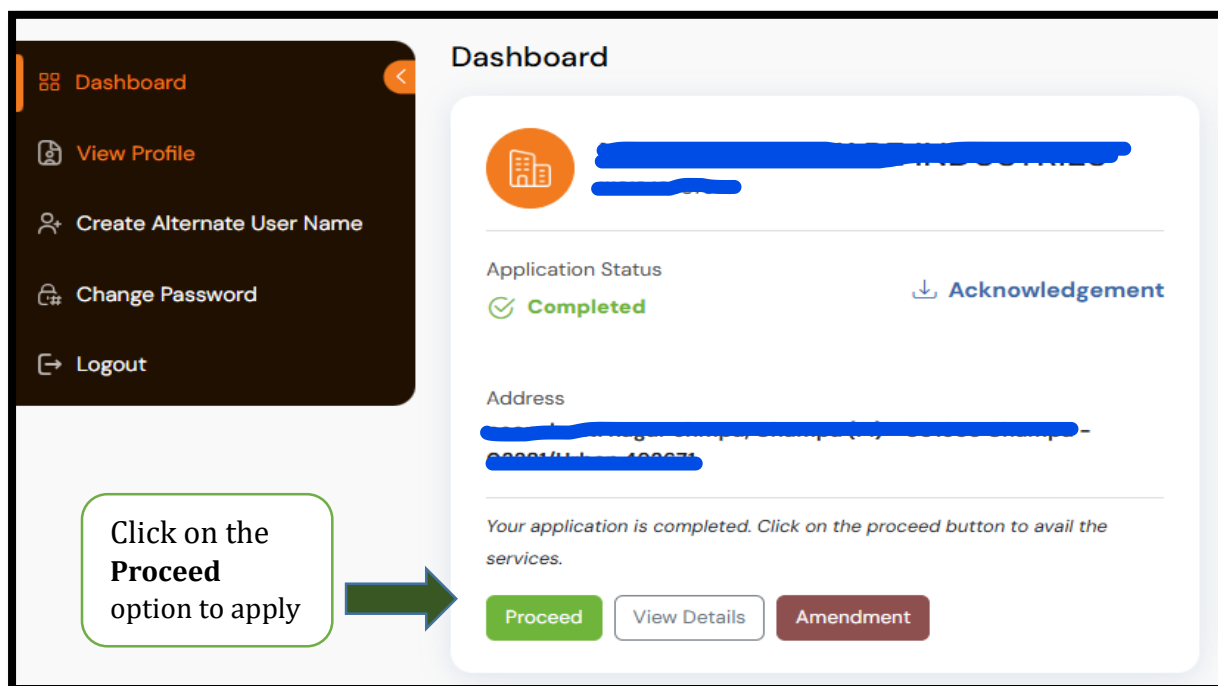
**Figure 3.3: Login Screen (B)**

## 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 incentives.



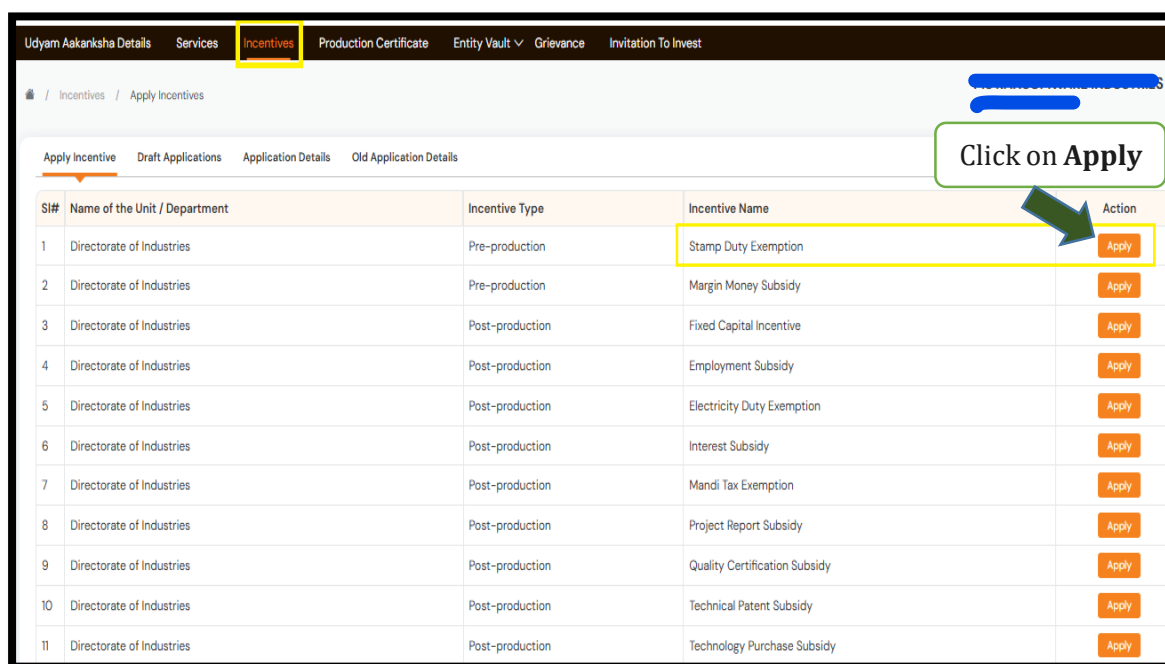


**Figure 4.1: Dashboard**

## 5. Apply for Incentives

Now, you will see a list of Incentives. Click on **Apply** at the right of **Stamp Duty Exemption** option (see Fig. 5.1).

**Note:** If your industry type is 'Existing', you must first get a **Production Certificate** to apply for the **Stamp Duty Exemption**.



**Figure 5.1: Apply Incentives Screen**

## 5.1. Checklist for Application

Before proceed, please update documents in **entity vault** if any document is expired or not uploaded.

### Application Type:

- **Land**
  1. MOU / II (If applicable)
  2. Project Report
  3. Copy of Agreement with B1, P2 and Map (Bhunaksha)
  4. Land Allotment Letter
  5. Proof of Organization (MoA, AoA, Certificate of Incorporation/Partnership Deed with Firm Registration Certificate)
  6. POA/Board Resolution (If applicable)
- **Loan**
  1. MOU / II (If applicable)
  2. Project Report
  3. Loan Sanction Letter
  4. Proof of Organization (MoA, AoA, Certificate of Incorporation/Partnership Deed with Firm Registration Certificate)
  5. POA/Board Resolution (If applicable)

Now, select on **I Agree** and click on **Proceed** button

Application For Stamp Duty  
Checklist for Application


Application Type: ☒ Land ☐ Loan

1. MOU / II (If applicable)
2. Project Report
3. Copy of Agreement with B1, P2 and Map (Bhunaksha)
4. Land Allotment Letter
5. Proof of Organization (MoA, AoA, Certificate of Incorporation/Partnership Deed with Firm Registration Certificate)
6. POA/Board Resolution (If applicable)

**Note:** All data entered during Udyam Aakanksha will be considered for this application. If you want any changes, please amend your Udyam Aakanksha details. Click here to [Amend Udyam Aakanksha](#).

**It is certified that the Khasra mentioned in the application has not been exempted from stamp duty earlier. (In case of purchase / lease of land)**  
The following documents will be auto-fetched from entity vault. Please update documents in entity vault if any document is expired or not uploaded.

☒ I Agree ☐ I Don't Agree

**Proceed**  **Click on Proceed**

**Figure 5.2: Checklist for Application Screen**



## 5.2. Application for Stamp Duty Exemption

Please fill the required fields and click on **Save**.

### 1. Basic Information:

Please select:

- **Stamp Duty Exemptions Required For:**
  - Bank Loan or
  - Purchase of Land/Lease of Land/Shed/Building
- **Land Type:**
  - Industrial Area/ Industrial Park
  - NRDA (New Raipur Development Authority)
  - RDA (Raipur Development Authority)
  - Land in Private Industrial Area
  - Private Land
  - Land Bank
- **Industrial Policy:** 2024-30
- **Proposed Production Date:** 28-Jul-2025
- **Whether Purchase of Existing Unit?** Yes/No
- **Purchase of existing unit:**
  - Sick & Close Unit
  - Purchased through NCLT or SARFAESI Act or IBC
- **Document related to Purchased through NCLT or SARFAESI or IBC:** please select and upload

The screenshot shows the 'Basic Information' section of a web form. It contains several fields and dropdown menus for user input. The fields are organized into three columns. The first column includes 'Udyam Aankasha Number' (11101842607979), 'Category of Enterprise' (Micro), 'Stamp Duty Exemptions Required For' (Purchase of Land/Lease of Land/Shed/Building), 'Proposed Production Date' (28-Jul-2025), and a file upload area for documents related to NCLT or SARFAESI or IBC. The second column includes 'Name of Unit' (MS RANSOMWARE INDUSTRIES), 'Type of Organization' (Society), 'Land Type' (Land Bank), and a radio button selection for 'Whether Purchase of Existing Unit?' (Yes/No). The third column includes 'Industry Type' (New), 'Industrial Policy' (2024-30), and 'Purchase of existing unit' (Purchased through NCLT or SARFAESI Act or IBC). A footer note indicates that the file type allowed is pdf, jpg, png, and the maximum size is 2 MB.

**Figure 5.3: Basic Information section**





## 2. Details of the Land:

Please enter:

- Land area
- Unit:
  - Acre
  - Hectare
  - Square Metre
- District
- Block
- ULB
- Khasra No.
- Land Allotment Order Doc: please select and upload

**Details of the Land**

☐ Rural ☒ Urban

Land Area \*

Unit

District \*

Block \*

ULB

Khasra No.

Land Allotment Order Doc \*

(File type allowed is pdf, jpg, png, Max Size 2 MB)

Click on Save

Back Save Save as Draft

*Figure 5.3: Details of the Land section*

## 3. Stamp Duty Exemption Preview:

Now, you will see an application preview for:

- Basic Information
- Project Information
- Land and Utility Requirement
- Application for Stamp Duty

Please review all your details on preview, if you find any errors, please click on edit and update. Once all details are corrected.

please select on, **I/We, hereby solemnly affirm and declare that:**

and click on **Submit** button (see Figure 5.4)





Application for Stamp Duty Exemption

Basic Information

Project Information

Land and Utility Requirement

Application for Stamp Duty

☒ I/We, hereby solemnly affirm and declare that:

1. The information provided in the application form is complete and accurate to the best of my knowledge, and no facts have been concealed.
2. The application form is being submitted in accordance with the information related to Stamp Duty Exemption mentioned above.
3. That, for a period of 5 years from the date of commencement of commercial production of the unit or till the date of final grant sanction, whichever is later, minimum 100%, 70% and 40% employment in unskilled, skilled and managerial/administrative categories respectively will continue to be given to the native residents of the state while the unit is in production.
4. In the case of micro and small industries or micro and small service enterprises, the Exemption Certificate from Stamp Duty must be issued within 3 years from the date of execution of the sale deed/lease agreement/land allotment/land conversion, whichever is later. • For medium industries/service enterprises – within 4 years • For large industries – within 5 years from the commencement of commercial production or service activities.
5. of final grant sanction, whichever is later, minimum 100%, 70% and 40% employment in unskilled, skilled and managerial/administrative categories respectively will continue to be given to the native residents of the state while the unit is in production.
6. A minimum of 5% of the margin money for the project will be arranged from own sources.
7. It is also solemnly declared that the industrial unit shall provide employment to the domiciles of the state in the industry – 100% in unskilled, 70% in skilled, and 40% in managerial categories – for a period of five years from the date of commencement of minimum production.
8. The land parcel/bank amount obtained through stamp duty exemption shall be used strictly for the same purpose for which the Stamp Duty Exemption Certificate is issued.
9. The b of the Industrial Policy 2024-30 and the rules/guidelines of the Government and local authorities.
10. The exempted amount of stamp duty will be recovered along with interest at the rate of 12.50% per annum, from the date of exemption. This recovery will be carried out by the concerned authority for the industrial/service enterprise.

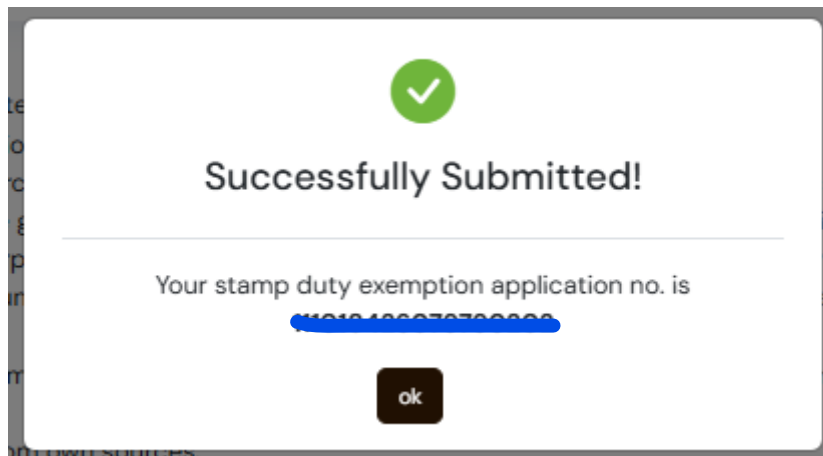
**Click on Submit**

Submit Edit Cancel

**Figure 5.4: Application Preview page**

### 3. Stamp Duty Exemption application no:

After submitting your application, you will see an application no.

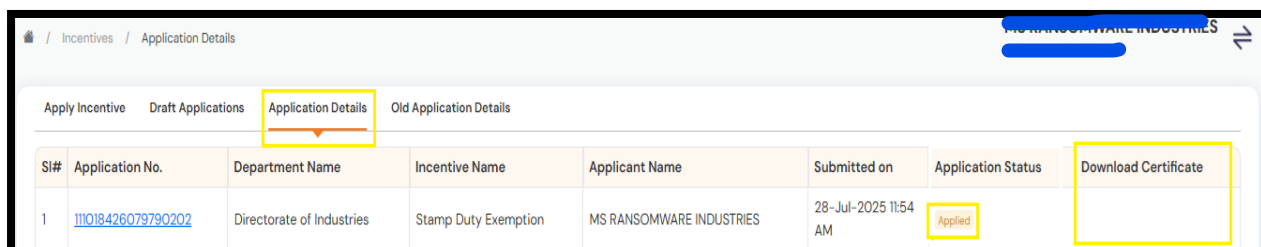


**Figure 5.5: Successfully Submitted! message**



### 5.3. Download Certificate for Stamp Duty Exemption

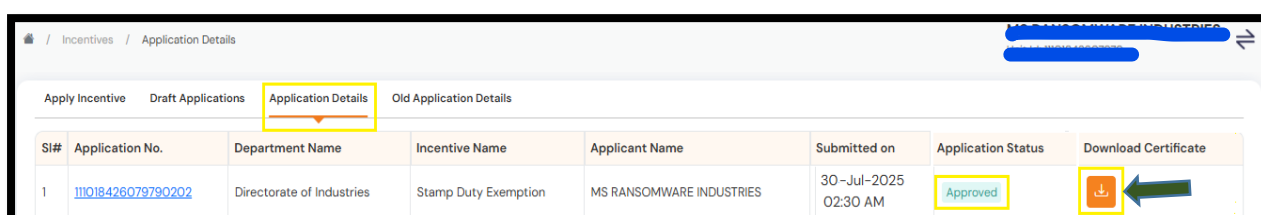
After submitting your application, click on **Application Details**. The application status will initially show as **Applied**. Once your application is **Approved** (within 30 days), you will be able to download the certificate for Stamp Duty Exemption (see Fig. 5.6 & Fig. 5.7).





The screenshot shows the 'Application Details' section of a web portal. The 'Application Details' tab is selected and highlighted with a yellow box. Below the tabs is a table with the following data:

Sl#	Application No.	Department Name	Incentive Name	Applicant Name	Submitted on	Application Status	Download Certificate
1	<a href="#">111018426079790202</a>	Directorate of Industries	Stamp Duty Exemption	MS RANSOMWARE INDUSTRIES	28-Jul-2025 11:54 AM	Applied	

**Figure 5.6: Application Details section**



The screenshot shows the 'Application Details' section of a web portal. The 'Application Details' tab is selected and highlighted with a yellow box. Below the tabs is a table with the following data:

Sl#	Application No.	Department Name	Incentive Name	Applicant Name	Submitted on	Application Status	Download Certificate
1	<a href="#">111018426079790202</a>	Directorate of Industries	Stamp Duty Exemption	MS RANSOMWARE INDUSTRIES	30-Jul-2025 02:30 AM	Approved	 

**Figure 5.7: Download Certificate section**

