

Instructions – How to fill online form:-

1. Please select the appropriate WSC location where your application will be processed
2. After filling your name, select the appropriate category of applicant's institution from the drop down option
3. Fill registration no & date of registration of applicant's institution.
4. Fill contact details like village, post office, Ph no, email etc
5. The password is not necessarily required to be matched from your email ID's password. This password will be applicable during your first time login into the system.
6. Fill the production details of textile products in which you dealt with.
7. Fill the Production Centre's details, system will allow you to enter multiple production centre's details by clicking on the (+) option.
8. Select the product category (ies) & sub category (ies) from the given options.
9. System will automatically calculate the registration amount (Rs 500 per product and max Rs 5000 + applicable Service Tax) based on the no of options you have selected.
10. Select the payment mode and fill the relevant payment details.
11. Select the declaration check box and then submit
12. Please note down the Acknowledge no which will be further used as a user id to track your application status.