



Government of Arunachal Pradesh

User Manual

For

“Apply for Registration of Cooperative
Societies”

Cooperative Societies

Year 2021

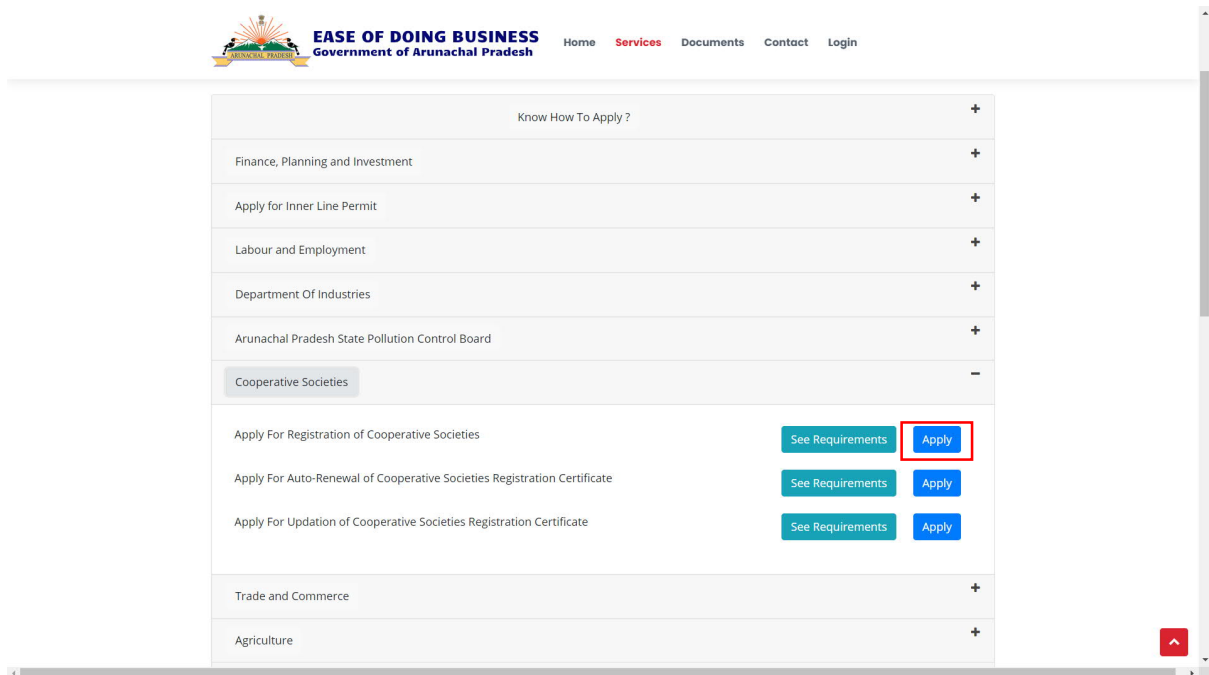


Step 1: Navigate to the EODB Link <https://eodb.arunachal.gov.in/login.do> > Go to "Services" > Click on "How To Apply"> Download PDF and Apply for UBIN as given in the User Manual.

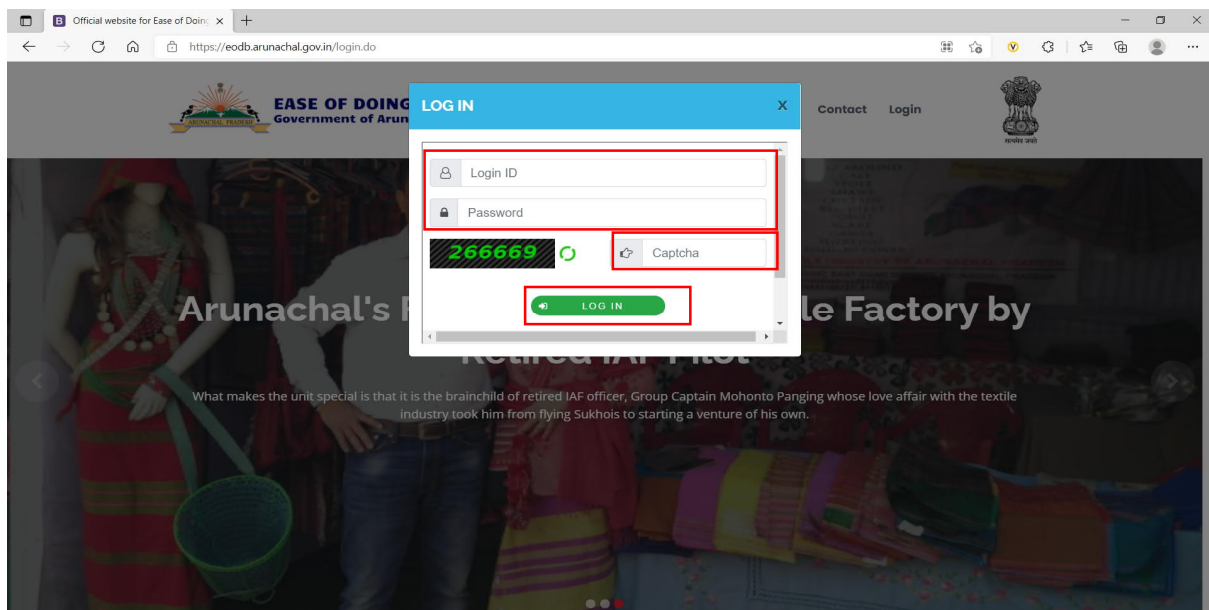
Step 2: Navigate to the EODB Link and Click on "Login"

Link: <https://eodb.arunachal.gov.in/login.do>

Step 3: Go to "Services"> Then Click on "Cooperative Societies" >Click on "Apply" against the service for "Apply for Registration of Cooperative Societies"



Step 4: Put your Login ID, Password and Captcha correctly as shown in the image and Click on "LOGIN"





Step 5: After login Go to “Apply for Services”> View Services>Choose “Arunachal Pradesh”> Type “Cooperative Societies” in Search Box> Click on “Registration of Cooperative Societies”

The screenshot shows the ServicePlus portal interface. The left sidebar contains a menu with 'View all available services' highlighted. The main content area displays 'Apply For Services / View All Available Services' for the state of 'ARUNACHAL PRADESH'. A search box contains the text 'cooperative societies'. Below the search, a table lists available services:

Sl.No.	Service Name	Department Name
1	Renewal of Cooperative Societies Registration Certificate	Cooperative Societies
2	Registration of Cooperative Societies	Cooperative Societies
3	Updation of Cooperative Societies Registration Certificate	Cooperative Societies

The 'Registration of Cooperative Societies' service is highlighted with a red box. The page footer includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, DeITY, and PMINDIA.

Step 6: Put the UBIN number and PAN number and Click on “Get Details”

The screenshot shows the 'Application for Registration of Society' form. The form is titled 'FORM - W' and 'Sec Rule - 4(i)'. The 'UBIN Details' section contains the following fields:

- UBIN Number:
- PAN Number:
- Full Name:
- E-Mail:
- Name of Society:
- Office Address:
- Designation:
- Mobile Number:
- Telephone:

The 'Get Details' button is highlighted with a red box. Below the form, there is an 'Application Form' section with instructions and a dropdown menu for 'Application Processing Location'.



Step 7: Fill other required details in the, Tick on "I Agree", put the captcha correctly as shown in the image and Click "Submit"

test

test

test

18/08/2021

Declaration

I Agree

I have declared that I had read the Legal Metrology Act 2009, and the Arunachal Pradesh Legal Metrology (Enforcement) Rules 2011, carefully and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We also agree to deposit the schedule license fees with the government as soon as required to do so by the License Authority.

All the information provided while filling the application is true to the best of my/our knowledge.

Additional Details

Apply to the Office *

Legal Metrology

Word verification

jw62ka

Please enter the characters shown above

[Draft](#) [Submit](#) [Close](#) [Reset](#)

Step 8: After Submitting the form Click on "Attach Annexure"

Is Packaging Premise Available? If yes, Give Details : fghhhh

Does the business package drinking water? : No

Does the business package food? : No

Does the business import goods? : No

Declaration

That I have declared that I had read the Legal Metrology Act 2009, and the Arunachal Pradesh Legal Metrology (Enforcement) Rules 2011, carefully and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We also agree to deposit the schedule license fees with the government as soon as required to do so by the License Authority.

All the Information provided while filling the application is true to the best of my/our knowledge.

I Agree : Yes

Additional Details

Apply to the Office Legal Metrology

12/8/2021 11:14:06 IST <http://www.serviceonline.gov.in/configure>

[Edit](#) [Attach Annexure](#) [Cancel](#) [Print](#) [Export to PDF](#) [Click here to initiate new application](#)

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PMINDIA

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Step 9: Select the enclosure documents from the dropdown menu and select the required file through by clicking “Choose file” or by “scan” the document. After that click on “Save annexure”

Type of Enclosure	Enclosure Document	File/Reference
PAN Card	PAN Card Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Aadhar Card	Aadhar Card Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Passport size photo	Passport size photo Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Trading Licence	Trading Licence Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
GST Registration Certificate Copy	GST Registration Certificate Copy Document Format	Choose File TEST.pdf Scan Fetch from DigLocker
Experience Certificate from manufacturer/ dealer/ repairer	Experience Certificate from manufacturer/ dealer/ repairer Document Format	Choose File TEST.pdf Scan Fetch from DigLocker

Step 10: After attaching the docs Click on “Submit”

The Items proposed to be manufactured or sold : Within the State
Details of the model Approval received from Government of India : test
When can you provide inspection samples of your product for which license is desired? 18/09/2021

Declaration
That I have declared that I had read the Legal Metrology Act 2009, and the Arunachal Pradesh Legal Metrology (Enforcement) Rules 2011, carefully and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.
I/We also agree to deposit the schedule license fees with the government as soon as required to do so by the License Authority.
All the information provided while filling the application is true to the best of my/our knowledge.
I Agree : Yes

Annexure List

1) PAN Card	PAN Card
2) Aadhar Card	Aadhar Card
3) Passport size photo	Passport size photo
4) Trading Licence	Trading Licence
5) GST Registration Certificate Copy	GST Registration Certificate Copy
6) Experience Certificate from manufacturer/ dealer/ repairer	Experience Certificate from manufacturer/ dealer/ repairer

Additional Details
Apply to the Office : Legal Metrology

Submit Cancel Print Download PDF

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Step 11: Keep the Application Acknowledgement for future reference.

Application Acknowledgment

Date: 13/08/2021

Dear Kakadiya Advinkumar Bhishabhai,
Thank you for using ServicePlus.
Your application for Apply For License as Dealer has been successfully submitted to Legal Metrology, ARUNACHAL PRADESH.

Application Summary

Application Reference Number is AFLD/2021/00019

Your application was received by Online mode on 13/08/2021.

List of Enclosures with Application

Type of document(s)	Document(s) Attached
Trading Licence	Trading Licence
Aadhar Card	Aadhar Card
Pan Card	Pan Card
GST Registration Certificate Copy	GST Registration Certificate Copy
Authorization letter issued by manufacturer to sell weight or measure	Authorization letter issued by manufacturer to sell weight or measure
Model approval certificate issued by the Govt. of India.	Model approval certificate issued by the Govt. of India.

Service Designated Officer:
Name: Department Admin Legal Metrology ds
Address: wvd,,
Email: eod@arunachal@gmail.com
Phone No:

Regards
ServicePlus

Buttons: Print, Export to PDF, Close

Step 12: After getting the approval confirmation through SMS and email, Login <https://eodb.arunachal.gov.in/login.do> > View Status of Application > Track application Status > Click on "Make Payment"

ServicePlus
Metadata based integrated service Delivery Framework

Menu: Manage Profile, Apply for services, View Status of Application, Track application status, View Incomplete Application, Revalidate Payment, Modify Submissions, Messages & Alerts

View Status Of Application | Track Application Status

From Date: 28/04/2021 To Date: 28/04/2021

App Ref No.

Get Data

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Application form for new commercial water connection (sewer connection)	PHE/WC/2021/00005	28/04/2021	NA	Make Payment
2	Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs than those specified in Schedule-X	DHS/2021/00004	28/04/2021	NA	Make Payment

Showing 1 to 2 of 2 entries

Footer: Ministry of Panchayati Raj, Digital India, data.gov.in, mca2011.gov.in, DigiYatra, PMINDIA



Step 13: Click on "click here"

The screenshot shows the ServicePlus application status page. A modal window titled "Status of Application" is open, displaying the following details:

- Application Reference Number: DHS/2021/00004
- Name of the Service: Application for grant of a licence to sell, stock, exhibit or offer for sale, or distribute drugs than those specified in Schedule-X
- Applied By: Kaladya Ashvinkumar Bihabhai
- Application due Date: 29/04/2021

The modal also contains the instruction: "Action to be taken by an applicant: You are required to make payment. Please click here to proceed." A red box highlights the "click here" link. Below this is a table with the following data:

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	APPLICATION SUBMISSION	Completed	NA
2	Payment Receipt	NA	NA	Entered/Not	View

The modal also includes a "Close" button at the bottom right.

Step 14: Click on "Make Payment"

The screenshot shows the ServicePlus application status page with a modal window titled "Status of Application" open. The modal displays the following payment details:

- PAYMENT DETAILS**
- APPLICATION FOR GRANT OF A LICENCE TO SELL, STOCK, EXHIBIT OR OFFER FOR SALE, OR DISTRIBUTE DRUGS THAN THOSE SPECIFIED IN SCHEDULE-X**
- Mode Of Payment: Bill Desk Payment
- Certificate Output charges
- Registration and License Fee
- Total Amount to be paid (in Rs.):

At the bottom of the modal, there are two buttons: "Make Payment" (highlighted with a red box) and "Reset". A "Close" button is also present at the bottom right of the modal.

Step 15: After payment has been done successfully, applicant will get a final approval SMS. He can download the final certificate by login to the EoDB portal.