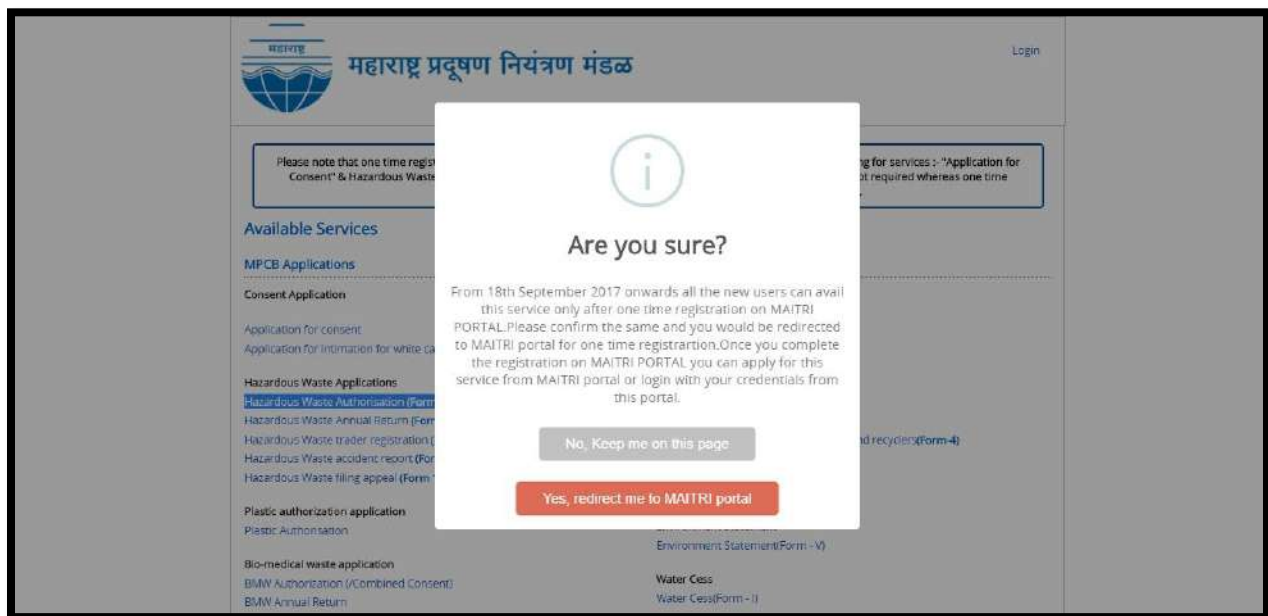


## User Manual for new users to register on MPCB portal

Please note that from 7<sup>th</sup> November 2017 One Time Registration on **MAITRI** portal has been made compulsory before applying any service under MPCB.

Please find below steps which you need to follow before applying for any service under MPCB for which registration on MAITRI portal is required.

**Step 1:** Please click on any of MPCB services and a confirmation box will appear before you. Please click on the option **“Yes redirect me to MAITRI portal”** and you would be redirected to MAITRI portal for one time registration.



**Step 2:** After clicking on **“Yes redirect me to MAITRI portal”** Single Window Portal will appear before you which you have to fill to register on the MAITRI portal. This can be done by accessing After filling in all the relevant details, the applicant will create a User Log-In and an auto-generate OTP using his mobile phone and the click on **“Register”**.



**REGISTRATION**

Name Of The Entity\*

Type of Constitution\*

Applicant's Full Name\*

Applicant's Designation in Firm\*

Applicant's PAN

Applicant's Aadhar Number

Company PAN

Company TIN

**Applicant's correspondence Address**

Plot / Gut / Survey / Gala No.\*

Address 1\*

Address 2

State (राज्य)\*

District (जिल्हा)\*

Taluka (तालुका)

Village (गाव)

PinCode (पिन कोड)\*

Mobile Number\*

Enter OTP\*

Create User Name\*

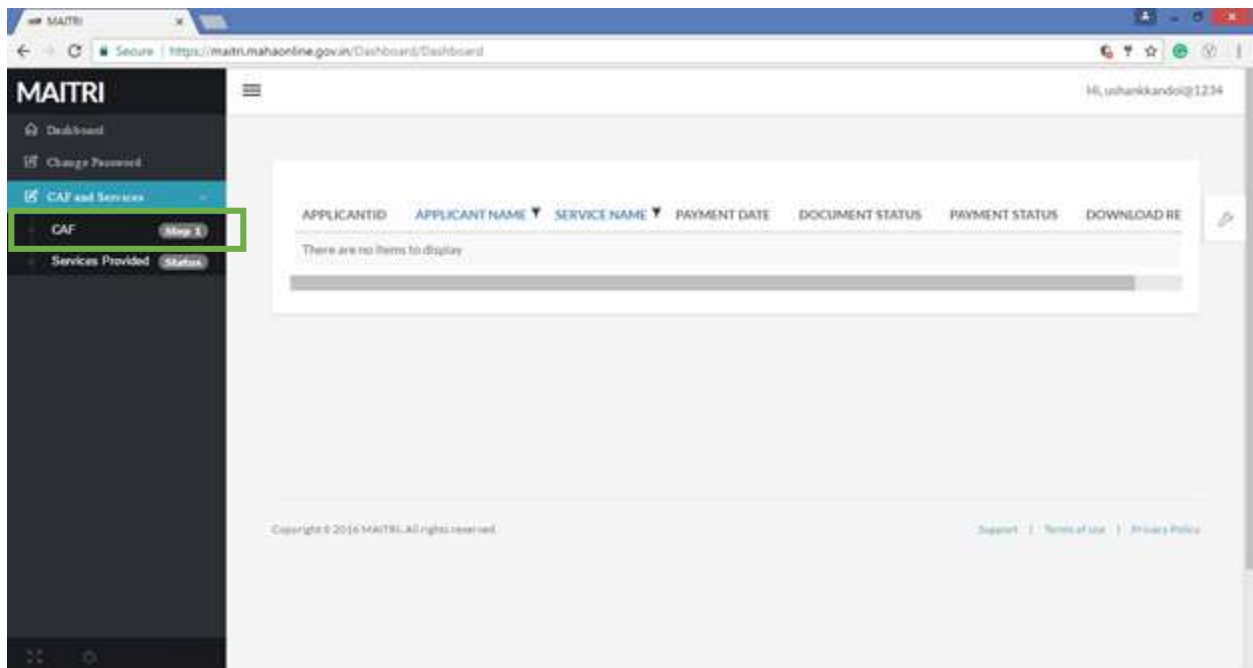
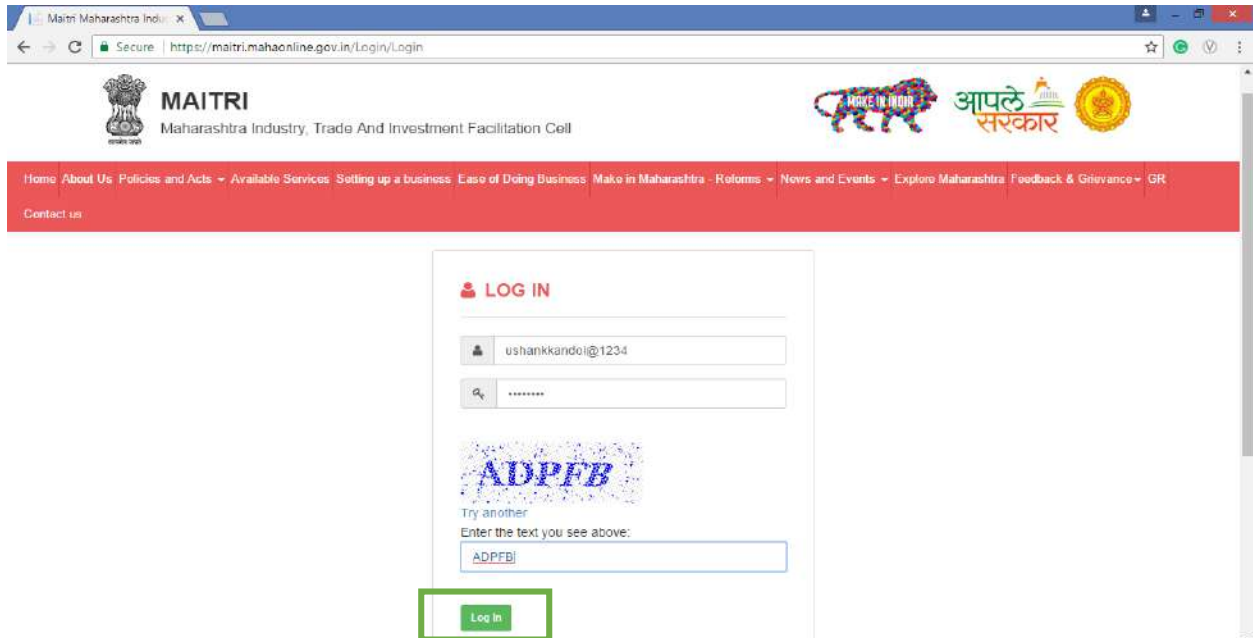
Password\*

Confirm new password\*

Applicant's Email ID\*

**ITNP**  
 Try another:  
 Enter the text you see above:

**Step 3:** The username and password created on Registration form will have to be used for logging in on MAITRI. Once you have logged in Common Application form needs to be filled by clicking on “CAF” as shown below. This is a onetime process.



**Step 4:** After clicking on CAF, the user will have to fill the following fields as given in the attached screenshots. Upon entering the Aadhar number in the CAF, the fields under Applicant details are auto populated from the Registration Page

MAITRI

Secure | https://maitri.mahaonline.gov.in/Application/ApplicationNew

Hi, ushankkandol@1234

### Application Form for Availing MAITRI Services

Note: Email ID entered in the "Industry Information - Location of the Unit" should be unique for each application.

Note: Common Application Form shall be filed by the authorized person i.e. Managing Director / Director Duly Authorized by the Company / Managing Partner / Partner / Proprietor / Chairman.

#### APPLICANT DETAILS

Applicant's Aadhar: 123456123456

Applicant's PAN: ABCDE1234R

**NAME OF THE MANAGING DIRECTOR / DIRECTOR DULY AUTHORIZED BY THE COMPANY / MANAGING PARTNER / PARTNER / PROPRIETOR / CHAIRMAN**

Title: \*  
 Mr.  Mrs.  Ms.

Full Name \*  
 Ushank Kendol

MAITRI

Secure | https://maitri.mahaonline.gov.in/Application/ApplicationNew

Hi, ushankkandol@1234

#### APPLICANT'S CORRESPONDENCE ADDRESS

Address 1 \*  
 Raheja Vihar

Address 2  
 Chandivalli

State \*  
 MAHARASHTRA

District \*  
 Mumbai Suburban

Taluka/Tehsil  
 Andheri

City/Town/Village  
 Andheri

Pincode  
 400028

Email ID \*  
 ushankkandol1991@gmail.com

#### CONTACT NUMBER

Country Code +  
 91

Mobile No. \*  
 9641330069

MOVE TO NEXT STAGE

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3:59 PM 9/22/2017

MAITRI | Hi, ushankkandel@1234

Secure | https://maitri.mahaonline.gov.in/Industry/IndustryInfo1

MAITRI

- Dashboard
- Change Password
- CAF and Services
  - CAF **Step 1**
  - Services Provided **Status**

Name of the Industry\*

Constitution of the Company\*

Brief Summary of the Company  
It is a fruit processing company. 1

Proposed Location:  MIDC  Non-MIDC

### LOCATION DETAILS

Land / Premises Requirement (In sq. meters)\*

Whether land / premises is in possession\*  Yes  No

Location of the Unit Details

Plot no.

Address\*

District\*

Taluka\*

Village

Pincode\*

MAITRI | Hi, ushankkandel@1234

Secure | https://maitri.mahaonline.gov.in/Industry/IndustryInfo1

MAITRI

- Dashboard
- Change Password
- CAF and Services
  - CAF **Step 1**
  - Services Provided **Status**

"Address of Head Office / Company Head Quarters" same as "Location of Unit"

### ADDRESS OF HEAD OFFICE / COMPANY HEADQUARTERS

Plot no.

Address\*

District\*

Taluka\*

Village\*

Pincode\*

Email ID

### LANDLINE NUMBER

Country code +

STD code

Landline no

Website

MAITRI | <https://maitri.mahaonline.gov.in/Industry/IndustryInfo2> | Hi, ushankkandol@1234

**MAITRI**

- Dashboard
- Change Password
- CAF and Services
  - CAF **Step 1**
  - Services Provided **Status**

**INDUSTRY DETAILS**

Company PAN: ABCDE1234R | Company TIN: 12345678901234567778

**NATURE OF ACTIVITY**

Manufacturing  Service  Business

**EXPECTED TOTAL PROJECT COST**

Total Project Cost (in INR): 100600.00

Expected Fixed Capital Investment Details

Investment in Plant & Machinery (in INR)	Investment in Land (in INR)	Investment in Building (in INR)
100	200	300
Investment in Other Assets (in INR): 100000		

MAITRI | <https://maitri.mahaonline.gov.in/Industry/IndustryInfo2> | Hi, ushankkandol@1234

**MAITRI**

- Dashboard
- Change Password
- CAF and Services
  - CAF **Step 1**
  - Services Provided **Status**

**PROPOSED MEANS OF FINANCING**

Proposed Finances Total (in INR): 1000.00

Capital/ Equity / Internal Accrual (in INR)	Term loans from Financial Institutions (in INR)	Unsecured loan (in INR)
100	200	300
Other sources (in INR): 400		

[Move to next Stage >>](#)

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MAITRI | Hi, ushankkandol@1234

MAITRI

- Dashboard
- Change Password
- CAF and Services
  - CAF **Step 1**
  - Services Provided **Status**

### DETAILS OF PRODUCTION / ACTIVITY

Product Name	Major raw materials	Estimated installed production capacity (no./ton/litre)
Mangoes, Oranges	Fruit processing	15000.58

+Add Row

Activity Sector \*  
Leather and Leather products

### EXPECTED EMPLOYMENT DETAILS

Supervisory (in %)	Other than supervisory (in %)	Total employment (in %)
15	85	100

Estimated annual power requirement in KW \*  
150.58

Estimated annual water requirement in m3 \*  
150.58

### FACILITATION THAT MAY BE REQUIRED FOR THE PROJECT

Please select appropriate fields as per your requirement.

MAITRI | Hi, ushankkandol@1234

MAITRI

- Dashboard
- Change Password
- CAF and Services
  - CAF **Step 1**
  - Services Provided **Status**

150.58 150.58

### FACILITATION THAT MAY BE REQUIRED FOR THE PROJECT

Please select appropriate fields as per your requirement.

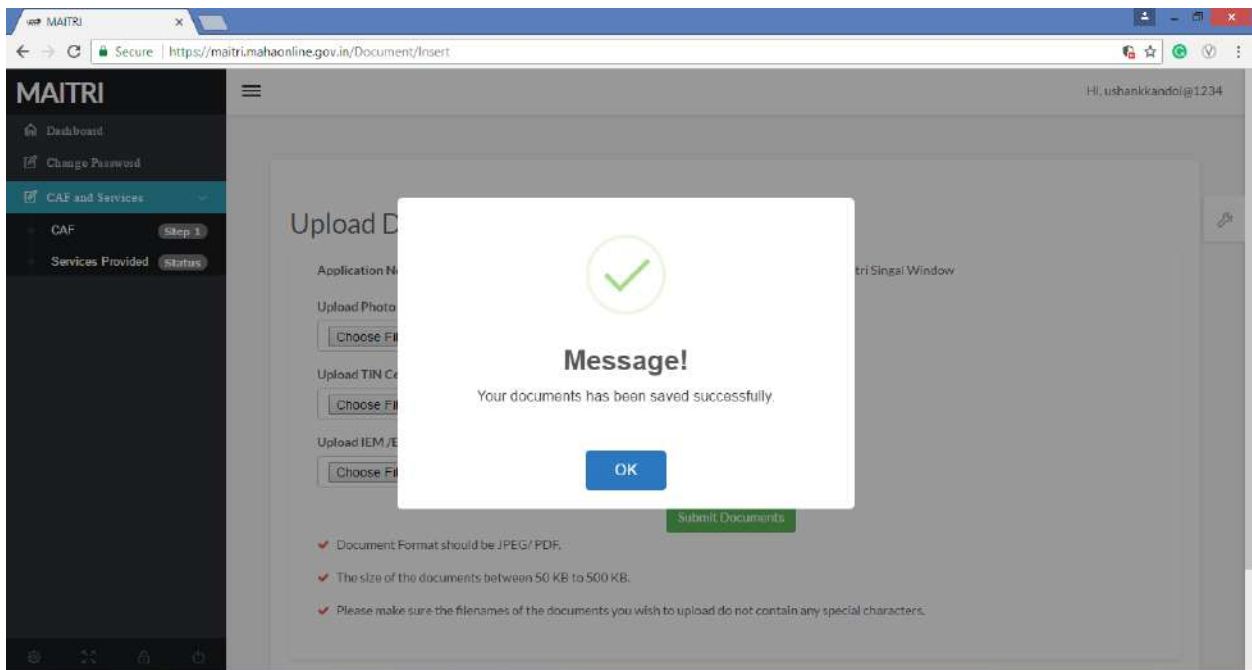
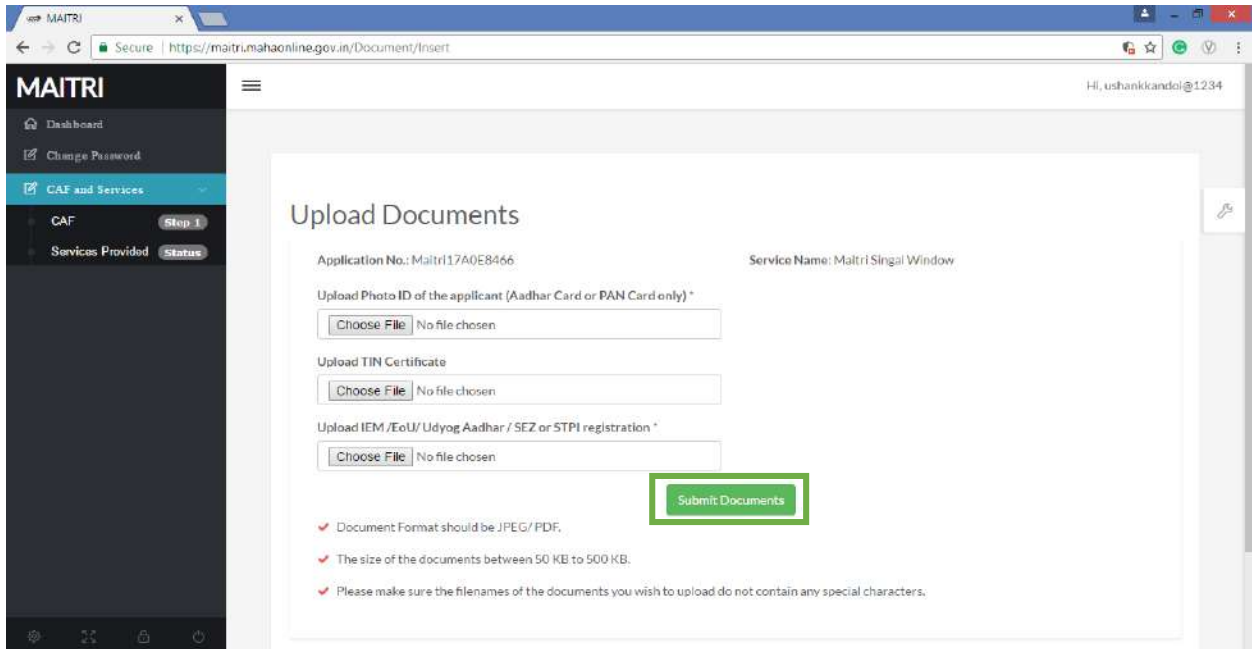
- Land and Related Permissions
- Environmental clearances
- Building Plan approval
- Labour Dept. permissions under various Acts
- Fire Department Permission
- Water Permission
- NA permission / Zone change
- MPCB consent
- Power connection
- Department of Industrial Health & Safety (DISH)
- Stamp Duty Exemption

I certify that the information provided is true to the best of my knowledge.

[Move to next Stage >>](#)

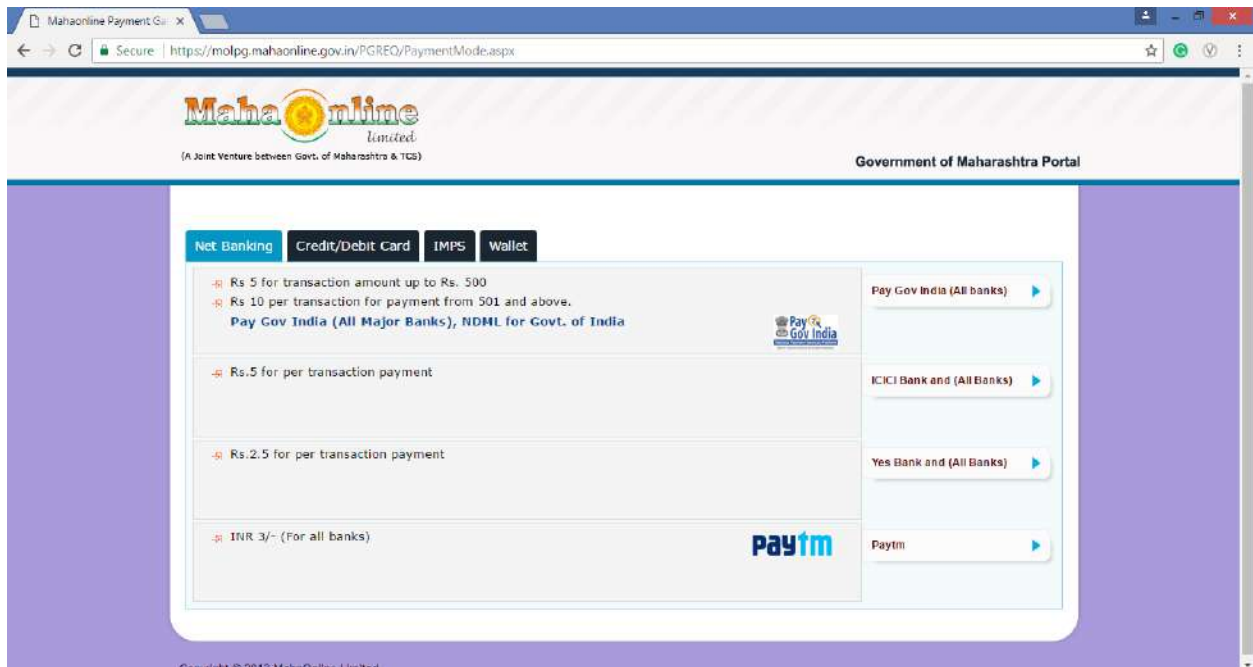
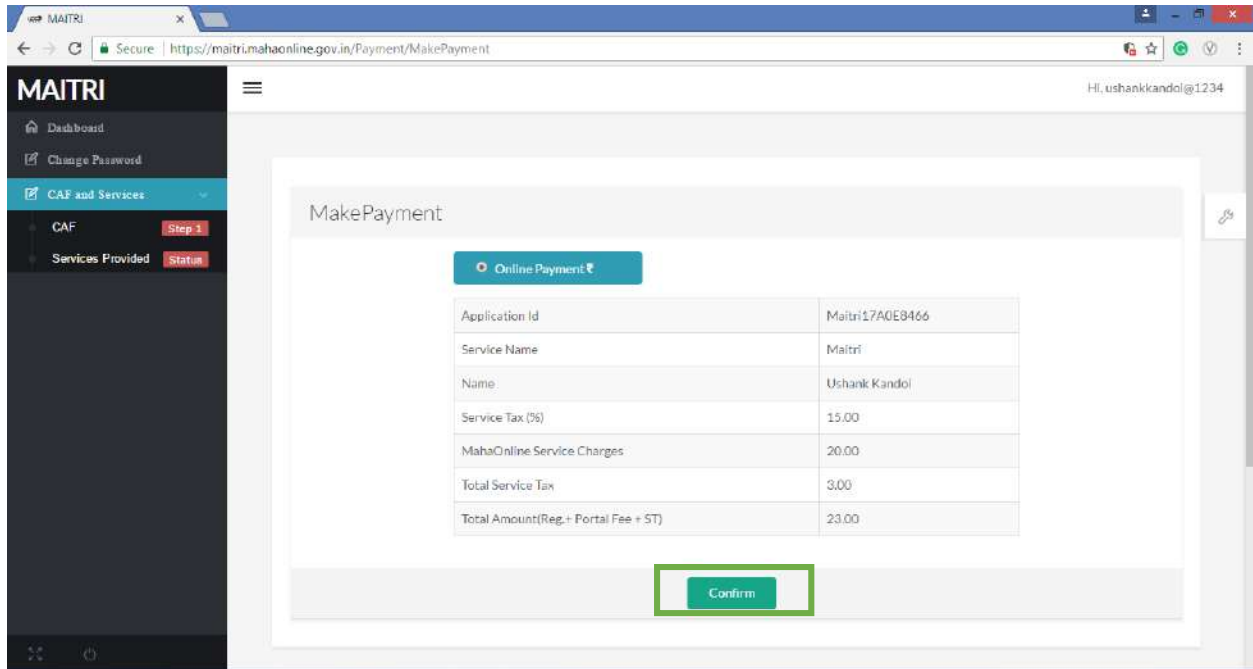
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**Step 5:** After certifying, we reach the document submission page where we have to upload or fetch from DG-Locker the relevant documents and click on “Submit Documents”





**Step 6:** After submission of documents, the user will then have make to nominal registration payment of Rs. 20 for applying services on MAITRI.



Mahaonline Payment Gateway

Secure | https://molpg.mahaonline.gov.in/PGREQ/Request.aspx

**Mahaonline**  
limited  
(A Joint Venture Between Govt. of Maharashtra & TCS)

Government of Maharashtra Portal

**Payment Details**

Name :	Ushank
Selected Service :	Maitri Singal Window
Application Number :	Maitri17A0E8466
Charges (in Rs.) :	23.00
Portal Fees (in Rs.) :	0.00
Total Amount (in Rs.) :	23.00
Payment Mode :	ICICI Bank and (All Banks)

[Proceed for Payment](#)

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POWERED BY TECHPRO

TechProcess Payment Services Limited [IN] | https://www.tpsl-india.in/PaymentGateway/TransactionRequest.jsp

<b>Pay By</b>	<b>Welcome!</b>
---------------	-----------------

Net Banking

Credit Card

Debit Card

Mobile Wallet

**Please choose your preferred mode of payment from the options listed on left**

**Net Banking :**  
Conveniently pay using the online access to your banking account.

**Debit Cards :**  
Pay using debit card linked to your bank account. Protected with 3D secure password and receive instant transaction status confirmation.

**Credit Cards :**  
Pay using your VISA/MasterCard credit card and enjoy extended payback period as per the terms and conditions of your bank. Protected with 3D secure password and receive instant transaction status confirmation.

[Cancel](#)

Please Select Your UPI Bank

[Continue to Payment](#)   [Cancel](#)

One Click Payment

BUY WITH

Learn More

\* Banks which are not available for payment option are on account of maintenance activity being carried out. Regret the inconvenience

Old to New

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This site is best viewed with Internet Explorer 8.0 or higher, or Firefox 2.0 or higher, at a screen resolution of 1024x768.

Pay By	Debit Card
Net Banking	Please Select Your Debit Card
Credit Card	<input type="radio"/> VISA / <input type="radio"/> MASTR / <input type="radio"/> MASTRO
<b>Debit Card</b>	<input type="button" value="Continue to Payment"/> <input type="button" value="Cancel"/>
Mobile Wallet	

**TECHPRO** ONLINE PAYMENT SOLUTION  
INSTANT pay

One Click Payment BUY WITH **MasterPass** Learn More

\* Banks which are not available for payment option are on account of maintenance activity being carried out. Regret the inconvenience



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This site is best viewed with Internet Explorer 6.0 or higher, or Firefox 2.0 or higher, at a screen resolution of 1024x768.

Confirmation	
Amount (in Rs.)	25.00
Transaction Fee (in Rs.)	0.25
Service Tax (in Rs.)	0.04
<b>Total Amount to be Paid</b>	<b>25.30</b>



This webpage is maintained by TechProcess Payment Services Limited. Visit us at [www.techprocess.co.in](http://www.techprocess.co.in)  
This site is best viewed with Internet Explorer 6.0 or higher, or Firefox 2.0 or higher, at a screen resolution of 1024x768.



**Step 7:** The user will have to fill in the requisite details for making necessary payments and click on “Pay Now” to make the payments.

Merchant Name : **Mahaonline Ltd** Amount : **23.30**

Pay By Using

Enter your debit card details to complete the transaction:  
(For Maestro cards, please enter Expiry Date and CVV2/CVC2 no. If available or else ignore and proceed.)

Card Number \* :

Name as per card \* :

Expiry Date :

CVV2 No./CVC2 No. :

Enter 3 digit no. printed on back of your card

Note: Fields marked as (\*) are mandatory.

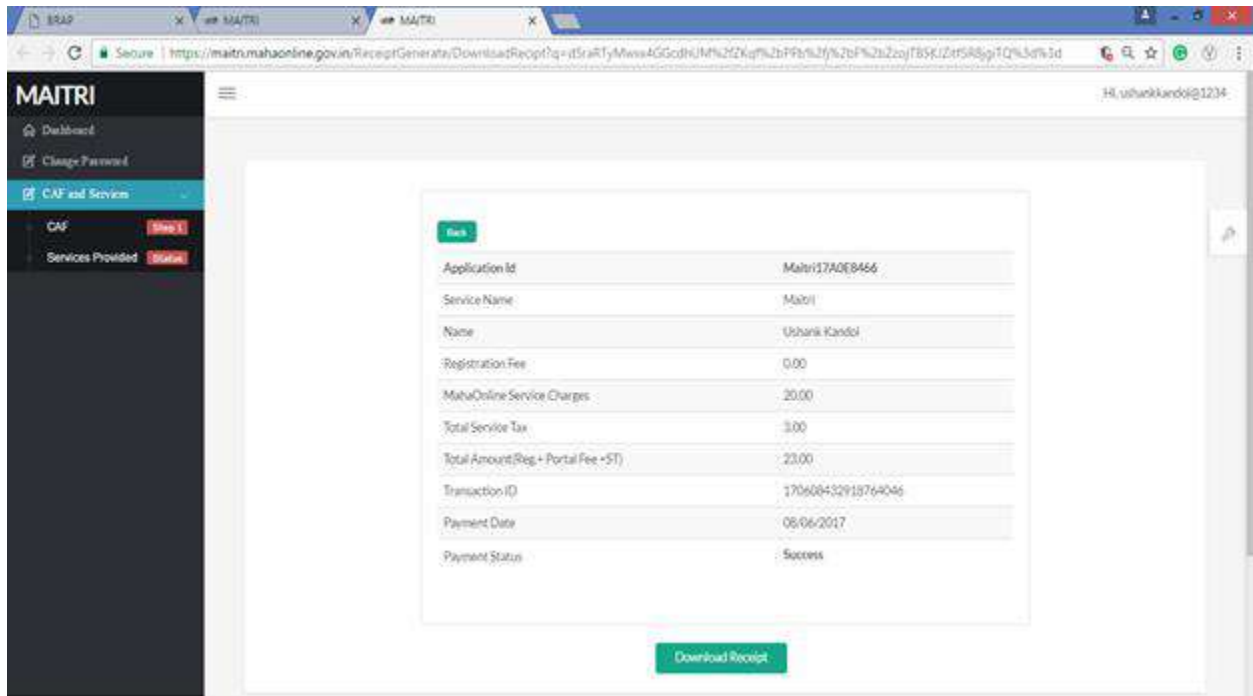
**Step 8:** After making the payment, the user will be able to download the receipt as shown below

MAITRI

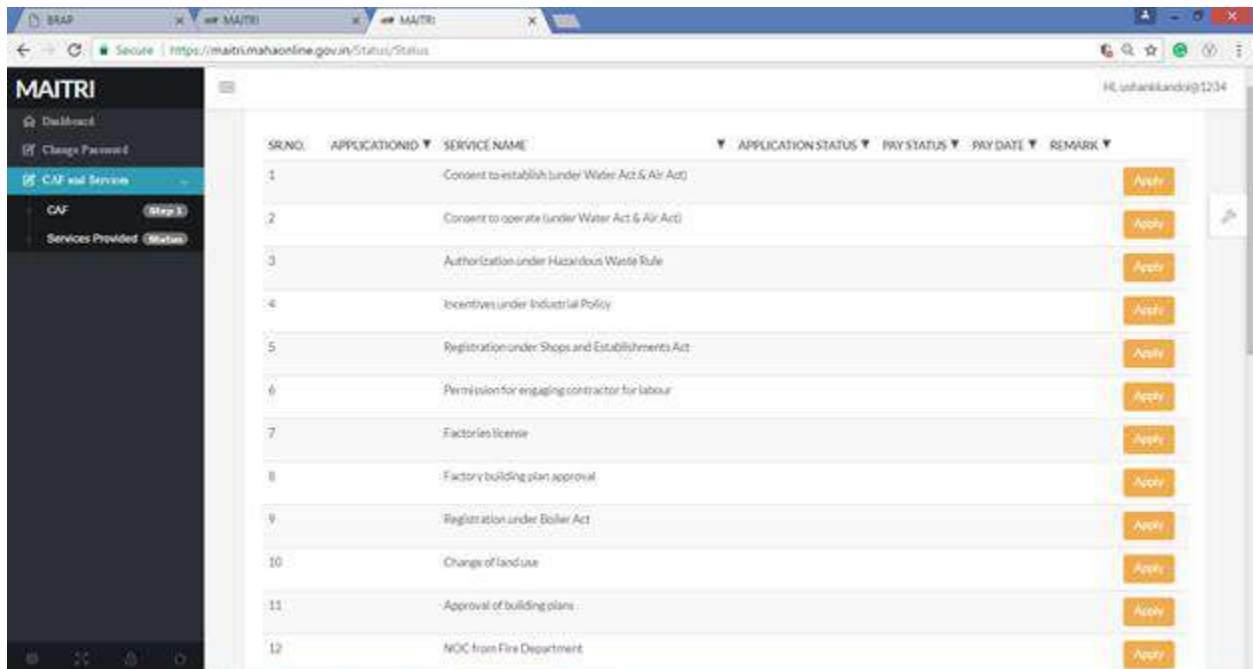
Hi, ushankandoi@1234

APPPLICANTID	APPPLICANT NAME	SERVICE NAME	PAYMENT DATE	DOCUMENT STATUS	PAYMENT STATUS	DOWNLOAD RECEIPT
Maitri17A0E8466	Ushank Kandoi	Maitri	08/06/2017	Done	Done	<input type="button" value="Download Receipt"/>

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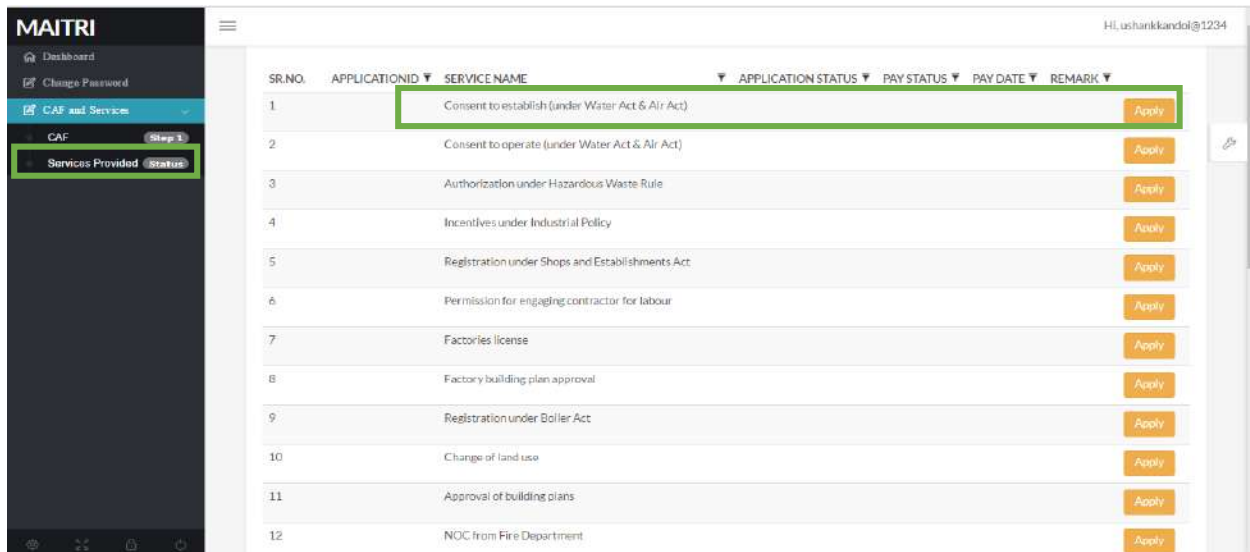
**Step 9:** After making the payment, please go to services provided to get the list of Services available on MAITRI portal. We can find an exhaustive list of approvals on MAITRI as given below in the screenshot



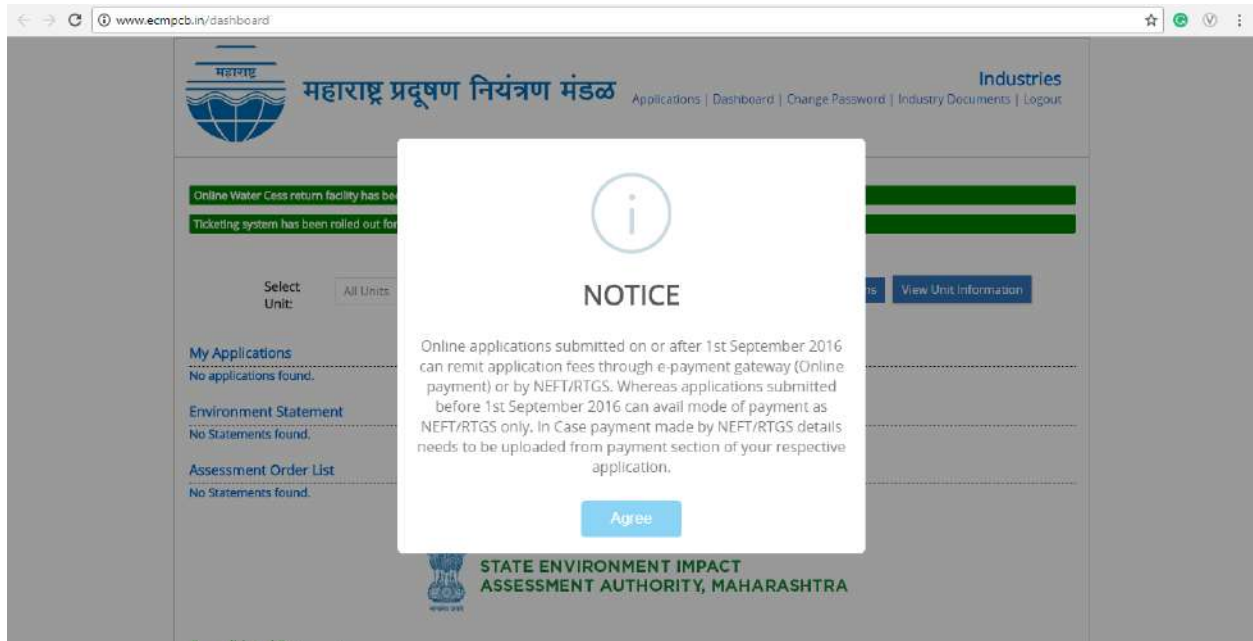
**Step 10:** Total 4 services of MPCB are provided in the above list:

- Consent to establish (under Water Act & Air Act)
- Consent to operate (under Water Act & Air Act)
- Authorization under Hazardous Waste Rule
- Renewal of Consent to operate (under Water Act & Air Act)

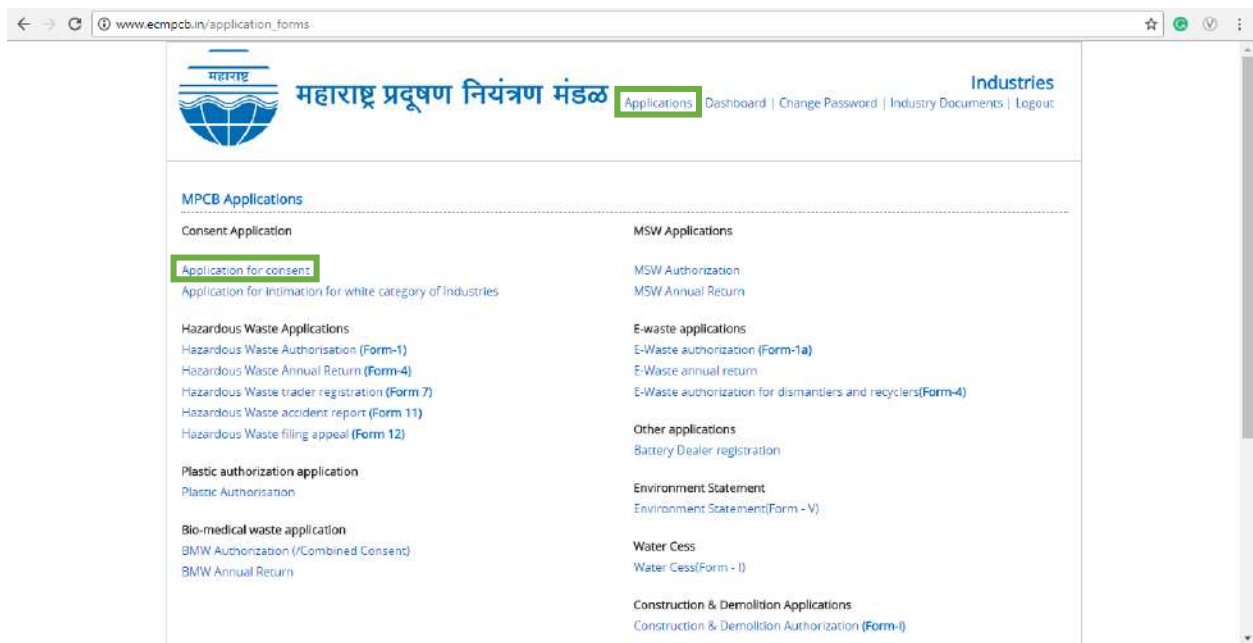
On clicking on any of the above Services, (Provided tab on the left hand dashboard), the applicant gets automatically transferred to the MPCB registration portal where all the fields get auto populated. Applicant has to fill the remaining fields if any and then complete the registration on MPCB portal also. Note: In cases where all the mandatory fields are received from MAITRI The applicant doesn't need to register, **System automatically registers him on MPCB portal and notification mail & SMS is send regarding login credentials of MPCB portal,& automatically logs in to his account.** Then he has to complete one time mobile verification and one time document verification, once done he then has to go to the application section and apply for any services from here on.



SR.NO.	APPLICATIONID	SERVICE NAME	APPLICATION STATUS	PAY STATUS	PAY DATE	REMARK
1		Consent to establish (under Water Act & Air Act)				Apply
2		Consent to operate (under Water Act & Air Act)				Apply
3		Authorization under Hazardous Waste Rule				Apply
4		Incentives under Industrial Policy				Apply
5		Registration under Shops and Establishments Act				Apply
6		Permission for engaging contractor for labour				Apply
7		Factories license				Apply
8		Factory building plan approval				Apply
9		Registration under Boiler Act				Apply
10		Change of land use				Apply
11		Approval of building plans				Apply
12		NOC from Fire Department				Apply



**Step 11:** The user will have to then to click on 'Applications' -> 'Applications for Consent' as given below.





www.ecmpcb.in/consent/application

महाराष्ट्र महाराष्ट्र प्रदूषण नियंत्रण मंडळ Industries Applications | Dashboard | Change Password | Industry Documents | Logout

Download soft copy of Application of Consent | Guidelines for form fill

### Application for Consent/ Authorisation

Sir,  
I/We hereby apply for\*

- Consent to Establish/Operate/Renewal of consent under section 25 and 26 of the Water (Prevention & Control of Pollution) Act, 1974 as amended.
- Consent to Establish/Operate/Renewal of consent under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981, as amended.
- Authorization/renewal of authorization under rule 5 of the Hazardous Wastes (Management and Handling) Rules, 1989, as amended. In January,2000, in connection with my/our/existing/proposed/altere/ additional manufacturing/processing activity from the premises as per the details given below.

Note - Please fill 'NA' in the required fields if not applicable.  
Note : If you are applying for consent to establish kindly submit the information applicable for Consent to Establish only.

**Industry Unit & Plant Details**

Select Unit  
No previous Unit present

**Industry Information**

Consent to :  Establish  Operate  Renewal

Establish Type :

As mentioned above, the below fields have been auto populated from the MAITRI application form as shown below highlighted in the green box.

www.ecmpcb.in/consent/application

Consent to :  Establish  Operate  Renewal

Establish Type  
 Expansion  New

APPLICABLE FOR PRODUCT MIX

\* Type of Institution  \* Industry Type  \* Category  \* Scale

EC Req'd  EC Obtained

\* Whether construction-builtup area is more than 20,000 sq.mtr.(Existing Expansion Unit)  
 No  Yes

**Part A: General**

1. Name, designation, office address with : Telephone/Fax numbers, e-mail of the Applicant Occupier/Industry/Institution / Local Body.

Applicant Name (M/s.) XYZ Company	Address I Wing 508, Chandivali, Sakinaka, Andheri, Mumbai Suburban
Designation Manager	Taluka Andheri
Area	District



www.ecmpcb.in/consent/application

Area	District
Prabhadevi	Mumbai city
Telephone	Fax
9641330069	02225431234
Email	PAN number
ushankandoi@gmail.com	ABCDE1234R

2. (a) Name and location of the industrial unit/premises for which the application is made (Give revenue Survey Number/Plot number name of Taluka and District, also telephone and fax number)

\* Industry name

ABCD

\* Location of Unit

XYZ

\* Survey number/Plot Number

123

Taluka

XYZ

\* District

Mumbai city

\* Telephone

22402240789

Fax

(b) Details of the planning permission obtained from the local body/Town and Country Planning authority/Metropolitan Development authority designated Authority

\* Planning permission

Save Draft

**Thanks!!!**