



User Manual
for
Electronics Corporation of Tamil Nadu
Limited (ELCOT)



ITPD – New Office Space Application

Role: User

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1. How to Register in ELCOT Portal?

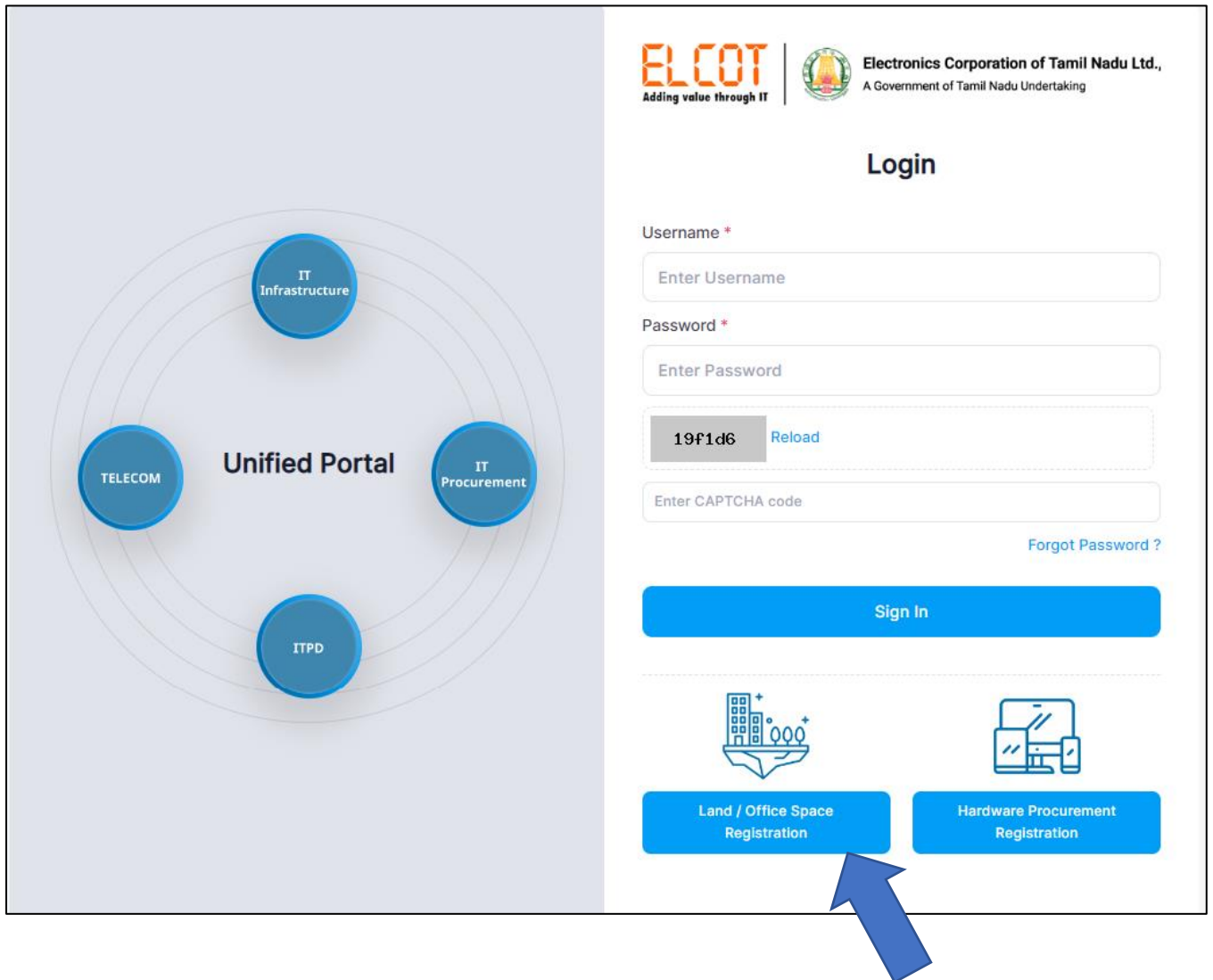
Step 1: Enter <https://elcot.in/> in your browser


Step 2: Click on **Unified Portal**



Step 3: page redirected login page

Step 4: Click on **Land/Office Space Registration**



ELCOT |  **Electronics Corporation of Tamil Nadu Ltd.,**
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Login


Username *


Password *

19f1d6 [Reload](#)

[Forgot Password ?](#)

[Sign In](#)

 [Land / Office Space Registration](#)

 [Hardware Procurement Registration](#)

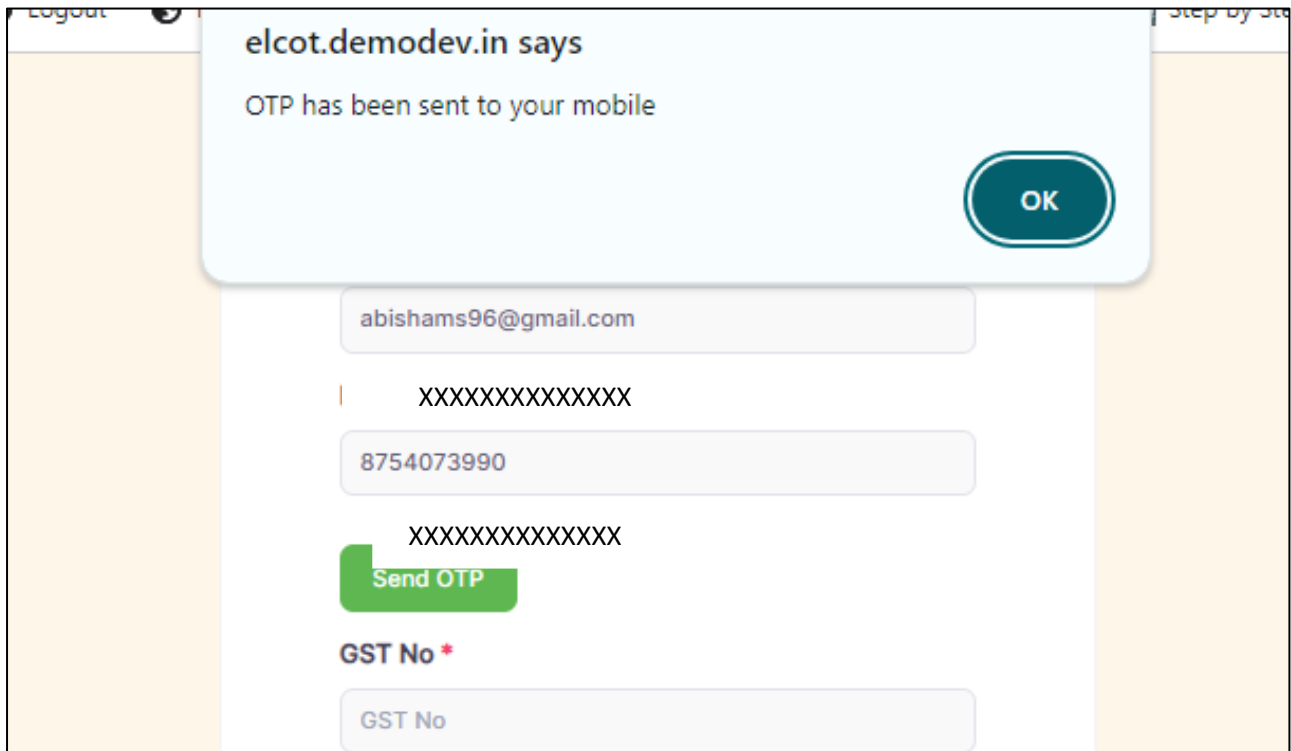
Note: page will be redirected to User Registration page

Step 5: Enter **Company Name, Contact Person Name, Email Address**

Step 6: Enter **Mobile Number** and Click on **Send OTP**

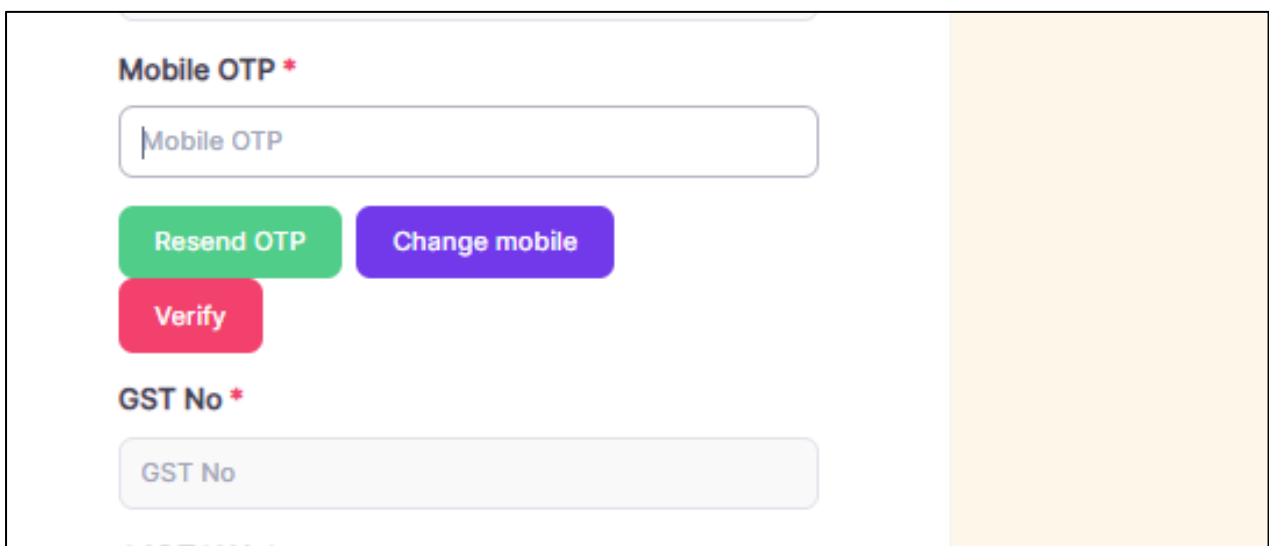
Step 7: Click on **Ok** button

Note: OTP will send to your given Mobile number



The screenshot shows a registration form with a light blue success message overlay. The message says "elcot.demodev.in says" and "OTP has been sent to your mobile", with an "OK" button. Below the message, the form fields are: "abishams96@gmail.com" (Email), "XXXXXXXXXXXXXXX" (Company Name), "8754073990" (Mobile Number), "XXXXXXXXXXXXXXX" (Contact Person Name), a green "Send OTP" button, "GST No *" (GST Number), and a "GST No" input field.

Step 8: Enter **Mobile OTP**, and Click on **Verify** button



The screenshot shows the Mobile OTP verification screen. It has a "Mobile OTP *" label, a "Mobile OTP" input field, a green "Resend OTP" button, a purple "Change mobile" button, a red "Verify" button, a "GST No *" label, and a "GST No" input field.

Note: (i) If you not received OTP, Click on Resend OTP button

(ii) If you want to change Mobile number, Click on Change Mobile button and Enter new Mobile number

Step 9: Enter **GST No.** and **Captcha Code**

Step 10: Click on **Sign Up** button

ELOOT
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User Registration

Company Name *
ITPD

Contact Person Name *
XXXXXXXXXXXXXXXXXX

Email Address *
XXXXXXXXXXXXXXXXXX

Mobile Number *
8754073990

Mobile OTP *
267409

Verified

GST No *
29ABCDE1234F2Z5

CAPTCHA *
aa3cb7

CAPTCHA Code *
aa3cb7

Sign Up

User Registration

Success

Thank you for registering with ELCOT. User Credentials have been sent to your registered E-Mail

[Back to Login](#)

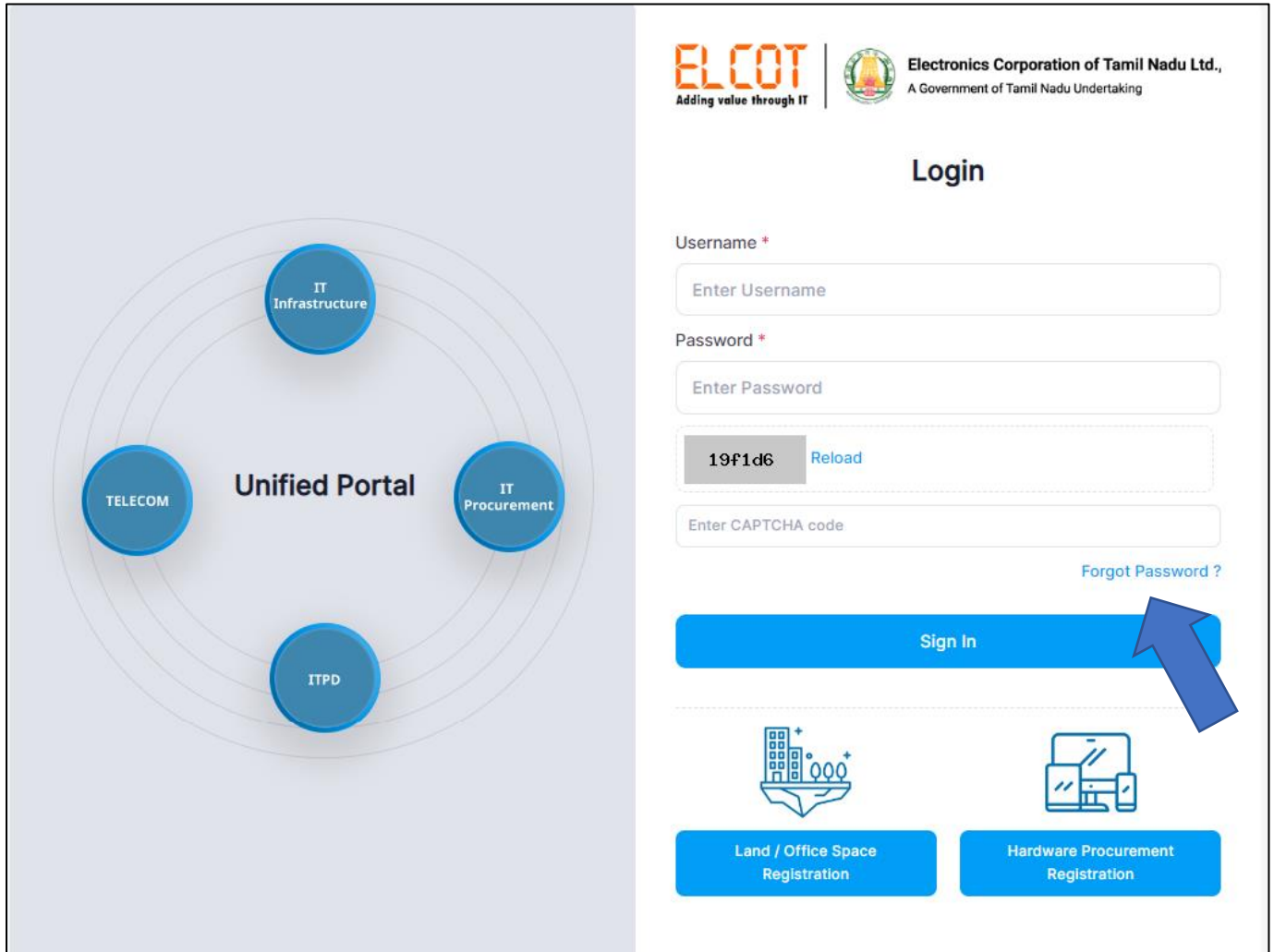
ELCOT
Adding value through IT



Note: User Credentials have been sent to your registered E-Mail

2. How to get Password if forgotten?

Step 1: Click on **Forgot Password**



The screenshot displays the ELCOT (Electronics Corporation of Tamil Nadu Ltd.) login interface. On the left, a 'Unified Portal' graphic contains four circular icons labeled 'IT Infrastructure', 'IT Procurement', 'ITPD', and 'TELECOM'. The right side features the ELCOT logo and the text 'Electronics Corporation of Tamil Nadu Ltd., A Government of Tamil Nadu Undertaking'. Below this is a 'Login' section with the following elements:

- Username ***: A text input field with the placeholder 'Enter Username'.
- Password ***: A text input field with the placeholder 'Enter Password'.
- CAPTCHA**: A field showing the code '19f1d6' and a 'Reload' link.
- Forgot Password ?**: A link located below the CAPTCHA field.
- Sign In**: A large blue button with the text 'Sign In'. A blue arrow points to this button.

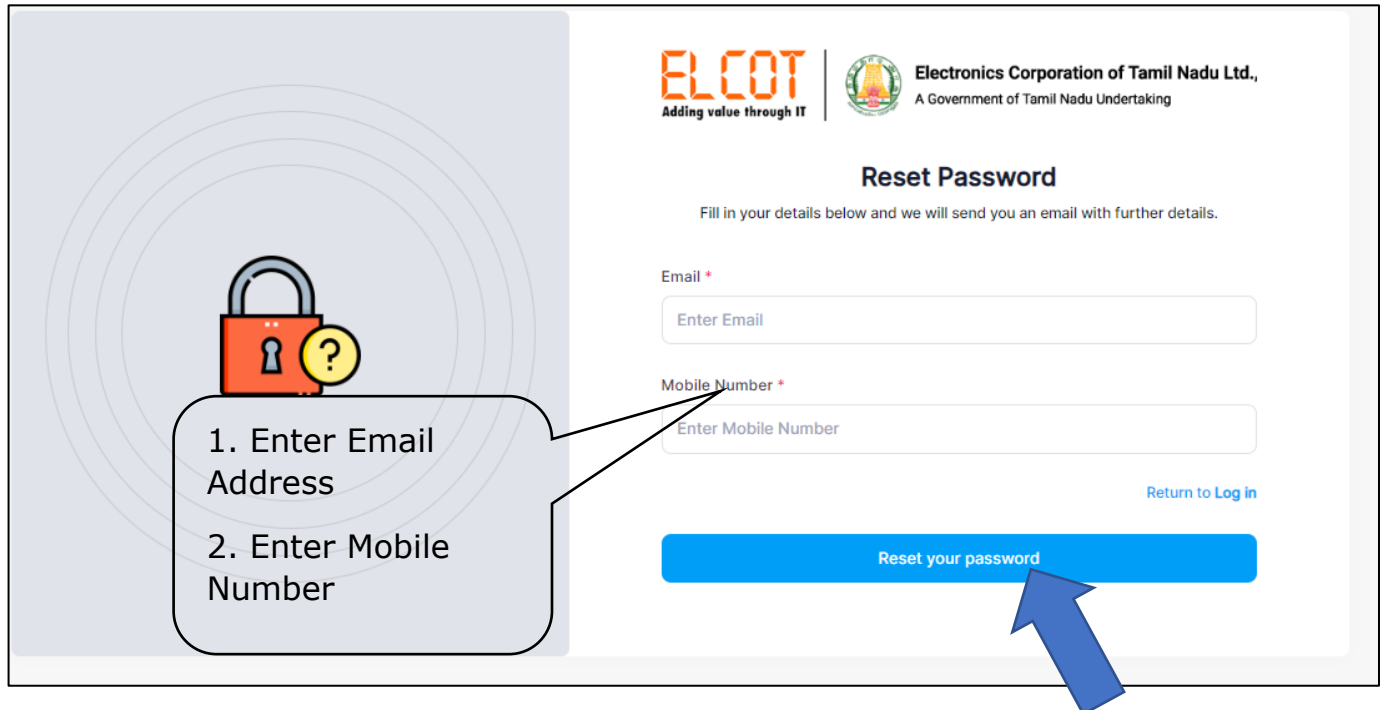
At the bottom of the login section, there are two additional registration options:

- Land / Office Space Registration**: Accompanied by an icon of a building.
- Hardware Procurement Registration**: Accompanied by an icon of a computer monitor and keyboard.

Note: Page redirected to Reset Password page

Step 2: Enter **Email and Mobile Number**

Step 3: Click on **Reset your Password**



The screenshot shows the ELCOT website's 'Reset Password' page. On the left, there is a large grey graphic with a red padlock and a yellow question mark. A callout box points to the 'Email' and 'Mobile Number' input fields with the following instructions:

1. Enter Email Address
2. Enter Mobile Number

The page header includes the ELCOT logo with the tagline 'Adding value through IT' and the Electronics Corporation of Tamil Nadu Ltd. logo with the text 'A Government of Tamil Nadu Undertaking'. The main heading is 'Reset Password', followed by the instruction: 'Fill in your details below and we will send you an email with further details.' The form contains two input fields: 'Email *' with the placeholder 'Enter Email' and 'Mobile Number *' with the placeholder 'Enter Mobile Number'. A blue button labeled 'Reset your password' is at the bottom, with a blue arrow pointing to it. A link 'Return to Log in' is located above the button.

Note: New Password has been sent to mail.

Page also redirected to login page

3. How to Login in your account?

Step 1: Enter **User Name and Password**

Step 2: Enter **Captcha code**

Step 3: Click on **Sign In** button

The image shows a screenshot of the ELCOT Unified Portal login interface. On the left, a light blue sidebar contains a circular diagram with four segments: 'IT Infrastructure' at the top, 'TELECOM' on the left, 'IT Procurement' on the right, and 'ITPD' at the bottom. The center of the circle is labeled 'Unified Portal'. A callout box with a pointer to the 'Enter Username' field contains the following steps:

1. Enter Username
2. Enter Password
3. Enter Captcha

The main content area on the right features the ELCOT logo (with the tagline 'Adding value through IT') and the Electronics Corporation of Tamil Nadu Ltd. logo (with the tagline 'A Government of Tamil Nadu Undertaking'). Below this is the 'Login' section, which includes:

- A 'Username *' field with the placeholder text 'Enter Username'.
- A 'Password *' field with the placeholder text 'Enter Password'.
- A captcha field displaying the code '19f1d6' and a 'Reload' button.
- An 'Enter CAPTCHA code' field.
- A 'Forgot Password ?' link.
- A large blue 'Sign In' button.

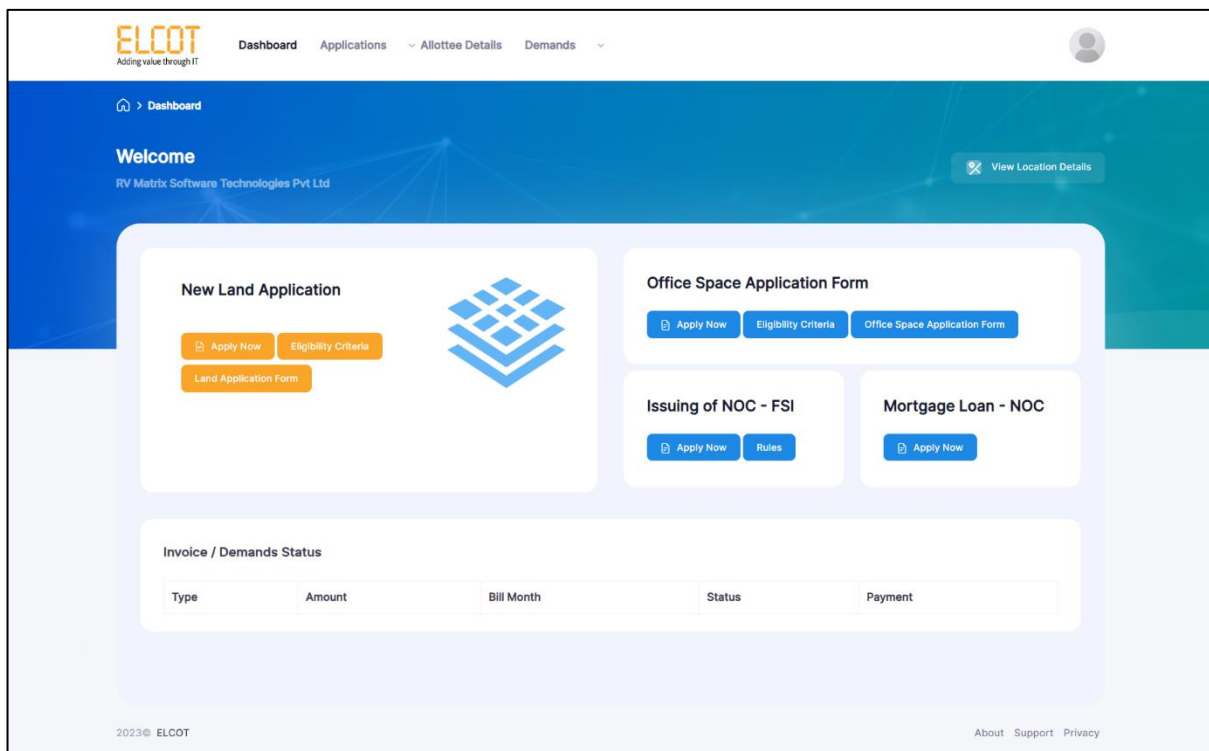
At the bottom of the page, there are two icons: one for 'Land / Office Space Registration' and another for 'Hardware Procurement Registration'. A large blue arrow points from the 'Sign In' button towards the 'Hardware Procurement Registration' icon.

4. How to View Dashboard?

Step 1: Click on Dashboard

Dashboard has been categorized as

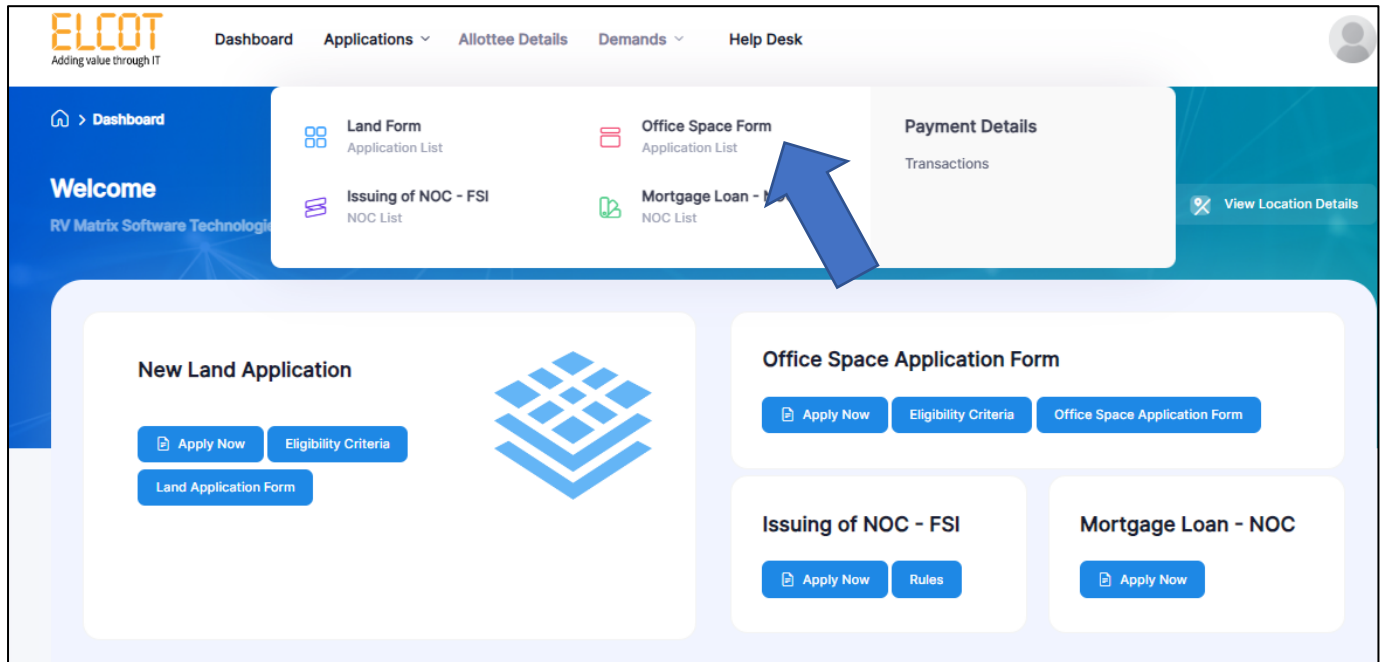
- View Location details
- New Land Application
 - Apply Now (you can Apply by clicking on this button)
 - Eligibility criteria
 - Land Application Form
- Office Space Application Form
 - Apply Now (you can Apply by clicking on this button)
 - Eligibility criteria
 - Office Space Application Form
- Issuing of NOC – FSI
 - Apply Now (you can Apply by clicking on this button)
 - Rules
- Mortgage Loan – NOC
 - Apply Now
- Invoice / Demand Status wise Report



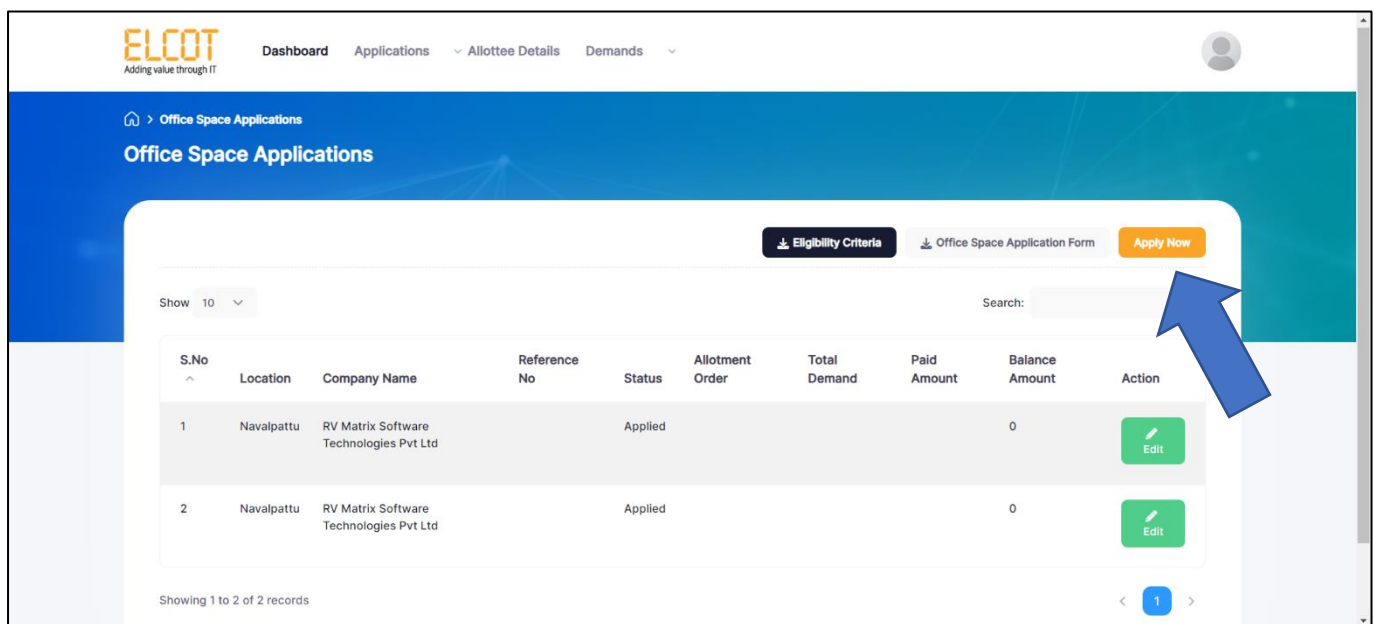
5. How to Apply New Office Space Application?

Step 1: Click on **Application**

Step 2: Click on **Office Space Application**



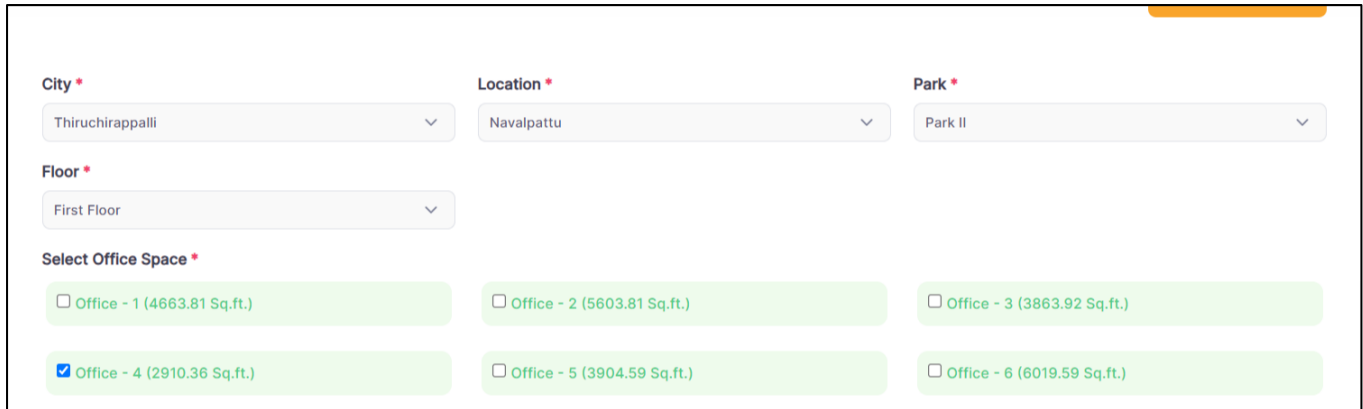
Step 3: Click on **Apply Now** button



Step 4: Select **City, Location, Park, Floor**

Note: plots are automatically comes based on the selected location

Step 5: Select **Plot**



The screenshot displays a web form for Step 5: Select Plot. It includes dropdown menus for City (Thiruchirappalli), Location (Navalpattu), Park (Park II), and Floor (First Floor). Below these, there is a section titled 'Select Office Space' with six options, each in a light green box. The first option, 'Office - 1 (4663.81 Sq.ft.)', is selected with a blue checkmark. The other five options are 'Office - 2 (5603.81 Sq.ft.)', 'Office - 3 (3863.92 Sq.ft.)', 'Office - 4 (2910.36 Sq.ft.)', 'Office - 5 (3904.59 Sq.ft.)', and 'Office - 6 (6019.59 Sq.ft.)', all of which are currently unselected.

City *	Location *	Park *	Floor *
Thiruchirappalli	Navalpattu	Park II	First Floor

Select Office Space *

<input type="checkbox"/> Office - 1 (4663.81 Sq.ft.)	<input type="checkbox"/> Office - 2 (5603.81 Sq.ft.)	<input type="checkbox"/> Office - 3 (3863.92 Sq.ft.)
<input checked="" type="checkbox"/> Office - 4 (2910.36 Sq.ft.)	<input type="checkbox"/> Office - 5 (3904.59 Sq.ft.)	<input type="checkbox"/> Office - 6 (6019.59 Sq.ft.)

Step 6: Enter Company details and Export history and Click on **Save & Continue** button

Note: (i) After selecting plot, Rent per sq.ft and Total Rent Amount are showed

(ii) Name of the Company, Contact Person Name, Contact Person Mobile No., Contact Person Email, Company GST are automatically fetched from the Registration page

Basic Info

Details of Shareholding

Utilities Service Requirement

Upload Document

Declaration

Save & Continue →

City *

Thiruchirappalli

Location *

Navalpattu

Park *

Park II

Floor *

First Floor

Select Office Space *

Office - 1 (4663.81 Sq.ft.)

Office - 2 (5603.81 Sq.ft.)

Office - 3 (3863.92 Sq.ft.)

Office - 4 (2910.36 Sq.ft.)

Office - 5 (3904.59 Sq.ft.)

Office - 6 (6019.59 Sq.ft.)

Selected Plots: Office - 4. Total Extent: 2,910.36 sq.ft. Rent per sq.ft.: 30 sqft. Total Rent Amount: 87311.00.

Company Sector *

IT/ITeS Company

Name of the Company *

RV Matrix Software Technologies Pvt Ltd

Contact Person Name *

Rajesh

Contact Person Designation *

sss

Contact Person Mobile No. *

9524362507

Contact Person Email *

silambu@mstabs.in

Company Landline No.(With STD Code) *

2134333

Company GST *

33AABCV9228P1ZS

Fax No.

Fax No

Website URL *

htt.33.dfd.v

Short term lease 3 years *

No

Company address in India *

dfgd

Existing Activities *

df

Space Requirement in sq.ft (WARM SHELL ONLY) (Minimum Lease Period 3 Years) *

222

Level/Floor Preferred (Minimum Area for allotment : 2000 sq.ft) *

222

Expected date of occupancy *

04-06-2024

Proposed usage / activities (Should be IT/ ITES Export Operations Only) *

2

Actual Turnover of the company from Indian operation - In Lakhs (Preceding 3 financial years)

2021 - 2022

2022 - 2023

2023 - 2024

₹ Actual Turnover

₹ Actual Turnover

₹ Actual Turnover

Global presence *

Select

Number of years of operation *

Current Line of activities (Please give details) *

Current Line of activities

Export history from Indian operations - In Lakhs (Preceding 3 financial years)

2021 - 2022

2022 - 2023

2023 - 2024

₹ Export history from Indian ope

₹ Export history from Indian ope

₹ Export history from Indian ope

Current employment strength within India (In Number) *

Current employment strength within India (in number)

Proposed Exports - In Lakhs (for the next 3 years)

I Proposed Exports in this proje

II Proposed Exports in this proje

III Proposed Exports in this proje

Proposed Investment in this project - In Lakhs (for the next 3 years)

I Proposed Investment in this pi

II Proposed Investment in this pi

III Proposed Investment in this pi

Proposed employment

I Proposed employment - Year *

II Proposed employment - Year ;

III Proposed employment - Year ;

Save & Continue →

Step 7: Enter **Details of Shareholding**

Note: (i) Shareholding (%) is 100%

(ii) If you want to Add Multiple Shareholder details, Click on **Add More** button

Step 8: Select **Are you in possession of any developed plot in any of the ELCOSEZs**

Step 9: If **Yes**, Enter **ELCOSEZs details**

Step 10: Click on **Save & Continue** button

The screenshot shows the ELCOT Office Space Application form, specifically the 'Details of Shareholding' step. The form is titled 'Office Space Application' and has a navigation bar with 'Basic Info', 'Details of Shareholding' (active), 'Utilities Service Requirement', 'Upload Document', and 'Declaration'. The 'Details of Shareholding' section includes a 'Back' button, a 'Save & Continue' button, and a green 'Add More' button. Below the title, there is an instruction: '(Instruction: The total shareholding % should add upto 100%. Minor shareholders to be mentioned in the "Others" category and their total shareholding percentage is to be given in the column provide)'. The form fields are: 'Firstname' (text input), 'Designation' (dropdown menu), 'Shareholding(%)' (text input), 'Are you in possession of any developed plot in any of the ELCOSEZs' (dropdown menu), 'Name of the ELCOSEZs' (dropdown menu), 'Company Name' (dropdown menu), 'Plot No.' (text input), 'Extent in Sqft' (text input), 'Present Status' (dropdown menu), and 'Date of Allotment(In-Principle Allotment Date)' (text input). The 'Company Name' dropdown is open, showing a list of companies: 'ESSKAY Design and structure Private Limited', 'ILINK Multitech Solutions Private Limited', 'V Dart Technologies Private Limited', 'Department of Information Technology', and 'LTP Public-IT Foundation Private Limited'. The 'Plot No.' field is filled with 'Plot - 22', 'Extent in Sqft' is '3', 'Present Status' is 'Running', and 'Date of Allotment' is '1-10-2021'. A blue arrow points to the 'Save & Continue' button at the bottom right of the form.

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Dashboard Applications Allottee Details Demands

Office Space Application

Office Space Application

Basic Info Details of Shareholding Utilities Service Requirement Upload Document Declaration

Back Save & Continue

Details of Shareholding *
(Instruction: The total shareholding % should add upto 100%. Minor shareholders to be mentioned in the "Others" category and their total shareholding percentage is to be given in the column provide)

Firstname * Designation * Shareholding(%) * Add More

Firstname Select Shareholding

Are you in possession of any developed plot in any of the ELCOSEZs *
Yes (if Yes please provide details)

Name of the ELCOSEZs * **Company Name ***

Select

ESSKAY Design and structure Private Limited
ILINK Multitech Solutions Private Limited
V Dart Technologies Private Limited
Department of Information Technology
LTP Public-IT Foundation Private Limited

Plot No. Extent in Sqft Present Status Date of Allotment(In-Principle Allotment Date)

Plot - 22 3 Running 1-10-2021

Back Save & Continue

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Step 11: Enter **Utilities Service Requirement**

Step 12: Click on **Save & Continue** button

The screenshot shows the ELCOT Office Space Application form at Step 11: Utilities Service Requirement. The form is titled "Office Space Application" and has a navigation bar with "Basic Info", "Details of Shareholding", "Utilities Service Requirement" (active), "Upload Document", and "Declaration".

Number of Employment to be generated (Men & Women)

Administrative *	Skilled *	Unskilled *
<input type="text" value="Administrative"/>	<input type="text" value="Skilled"/>	<input type="text" value="Skilled"/>

Other Categories *

Other Categories	Total
<input type="text" value="Other Categories"/>	<input type="text" value="Total"/>

Requirement of Power (In KVA)

Requirement of Power *

Requirement of Power (Remarks)

Proposed Non-Conventional Power *

Proposed Non-Conventional Power (Remarks)

Requirement of Water (In Litres per day)

Domestic Usage *	Industrial Usage *	Total
<input type="text" value="Domestic Usage"/>	<input type="text" value="Industrial Usage"/>	<input type="text" value="Total"/>

Quantity of e-waste generation

Estimated Quantity of e-waste generation *

Utilities Service Requirement

Other Utilities

Telephone lines (No. of Lines) *	ISDN Lines (No. of Lines) *	Leased Lines (No. of Lines) *
<input type="text" value="33"/>	<input type="text" value="33"/>	<input type="text" value="33"/>

Preferred Service Provider *

Have you visited the IT Space? *

Save & Continue button is highlighted with a blue arrow.

Step 13: Upload **document** and **Save & Continue** button

Note: (i) Upload file one by one

(ii) Allowed file formats are jpg / png / pdf and file size is upto 5MB

(iii) After uploading file, you can view file by clicking on View button

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Adding value through IT

Dashboard Applications Allottee Details Demands

Office Space Application

Office Space Application

Basic Info Details of Shareholding Utilities Service Requirement **Upload Document** Declaration

← Back Save & Continue →

All Documents should be in jpg / png / pdf format only (Each file size - upto 5MB)
Upload one by one

1. Incorporation Certificate *

Choose File No file chosen Upload View

2. GST Certificate *

Choose File No file chosen Upload View

3. Company's Annual Report *

Choose File No file chosen Upload View

4. Brochure of Company *

Choose File No file chosen Upload View

5. Aadhaar Card *

Choose File No file chosen Upload View

6. PAN Card *

Choose File No file chosen Upload View

7. Documentary proof *

Choose File No file chosen Upload View

8. Memorandum of Association of the Company *

Choose File No file chosen Upload View

9. Company's brief *

Choose File No file chosen Upload View

Proof
Registration Form showing the particulars of the sole proprietorship / partnership are to be attached

Proof
Latest Company's Annual Report or Audited Accounts of past 2 years

Proof
Brochure of Company, Products and Services, Nature of Business

Proof
Documentary proof towards export of IT/ITES products / Service

Proof
Company's brief and the business plan for the next 3 years

← Back Save & Continue →

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Step 14: Verify your data's in Declaration page

Step 15: Accept **declaration** and click on **Submit & pay** button

Note: (i) If you want to edit Application Click on Back button (left bottom of the page) otherwise click on Tab

(ii) If you want to download Application, Click on **Download Application** on Top right corner of the page

[Download Application](#)

Basic Information

City Thiruchirappalli

Location Navalpattu

Spaces

S.No.	Park	Floor	Office Space No.	Extent (In Sq.ft(s))	Rent Per Sq.ft	Total Rent
1	Park II	First Floor	Office - 4	2910.36	30	87,310.80

Company Details

Company Sector

Name of the Company RV Matrix Software Technologies Pvt Ltd

Contact Person Name Rajesh

Contact Person Designation sss

Contact Person Mobile No. 9524362507

Contact Person Email silambu@mslabs.in

Company Landline No.(With STD Code) 2134333

Fax No.

Website URL htt.33.dfd.v

Short term lease 3 years No

Company address in India dfgd

Existing Activities df

Space Requirement in Sq.ft (WARM SHELL ONLY) (Minimum Lease Period 3 Years) 222

Level/Floor Preferred (Minimum Area for allotment : 2000 Sq.ft) 222

Expected date of occupancy 6/4/24

Proposed usage / activities (Should be IT/ ITES Export Operations Only) 2

Actual Turnover of the company from Indian operation - In Lakhs (Preceding 3 financial years)

2021 - 2022	2022 - 2023	2023 - 2024
2	5	1

Global presence 2

Number of years of operation 2

Current Line of Activities Current Line of activities (Please give details)

Export history from Indian operations - In Lakhs (Preceding 3 financial years)

2021 - 2022	2022 - 2023	2023 - 2024
5	6	5

Proposed Exports - In Lakhs (For the next 3 years)

Year - 1	Year - 2	Year - 3
6	5	4

Proposed Investment in this project - In lakhs (For the next 3 years)

Year - 1	Year - 2	Year - 3
3	9	4

Proposed Investment in this project - In lakhs (For the next 3 years)

Year - 1	Year - 2	Year - 3
6	3	5

S.No	Name	Designation	Shareholding(%)
------	------	-------------	-----------------

Possession of any developed plot in any of the ELCOSEZs

Are you in possession of any developed plot in any of the ELCOSEZs Yes

Name of the ELCOSEZs Vadapalanji

S.No	Plot No	Extent in Acres	Present Status	Date of Allotment
------	---------	-----------------	----------------	-------------------

Number of Employment to be generated (Men & Women)

a) Administrative	5
b) Skilled	4
c) Unskilled	4
d) Other Categories	4
Total	18

Requirement of Power

Requirement of Power (In KVA) 4

Requirement of Power (Remarks)

Proposed Non-Conventional Power (In KVA) 3

Proposed Non-Conventional Power (Remarks)

Requirement of water (In Litres per day)

a. Domestic Usage	5
b. Industrial Usage	3
Total	8

Quantity of e-waste generation

Estimated Quantity of e-waste generation 7

Utilities Service Requirement

Telephone lines (No. of Lines)	33
ISDN Lines (No. of Lines)	33
Leased Lines (No. of Lines)	33
Preferred Service Provider	BSNL
Have you visited the IT Space?	No

Documents

Incorporation Certificate	View
GST Certificate	View
Company's Annual Report	View
Brochure of Company	View
Aadhaar Card	View
PAN Card	View
Documentary proof	View
Memorandum of Association of the Company	View
Company's brief	View

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Dashboard Applications Allottee Details Demands

Company's brief [View](#)

Payment Details

Processing Fee (In Rs.)	10,000
GST (18%) (In Rs.)	1,800
Total (In Rs.)	11,800

☐ I/We have read the terms and conditions of allotment of space in the ELCOSEZ and I/We agree to abide by the same. I/We further state that the particulars given above are true and correct to my/our knowledge and belief.

Note: Application Processing Fee of Rs.10,000 + 18% (GST)/- (Non-refundable) and 6 months rental payment will be collected as Security Deposit. First 2 months from the date of LOA will be considered as Rent Free for Fit out. Rent will be calculated from 3rd month onwards. Operation and Maintenance Charges will be calculated from the date of LOA.

[← Back](#) [Submit & Pay →](#)

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Step 16: Select **Payment Mode** and Click on **Pay Now**

Note: If you want to Cancel Transaction Click on **Cancel Transaction** button

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Dashboard Applications Allottee Details Demands

Home > Payments

Payments

Office Space Application Payment Confirmation

Note:

- NEFT / RTGS: Each transaction has its separate 'chellen' details. Do not use the previous 'chellen' details for another transaction.
- NEFT / RTGS: Do not change or round off the given amount.

Company Name	RV Matrix Software Technologies Pvt Ltd
Location	Navalpattu
Processing Fee	10000.00
GST (18%)	1800.00
Total Amount	11800.00
Payable Amount	11800.00

[Cancel Transaction](#)

Pay via **ICICI Bank**

swirepay (Card, UPI, Internet Banking) [Pay Now →](#)

Pay via **ICICI Bank**

swirepay (NEFT, RTGS, IMPS) [Pay Now →](#)

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Step 17: Select Payment Method and Enter Card details and Click on **Pay** button

PAYMENT CHECKOUT


Payment For


Electronics Corporation Of
Tamilnadu Limited (ELCOT) -
ITPD


Reference Id: c308faeebf92cd

Powered by
swirepay

SELECT PAYMENT METHOD


CARD


UPI


NET BANKING

Choose from Visa, Mastercard, RuPay, and more

Payment session will expire in 03 minutes 10 seconds

PAY WITH CARD

Card Information

Name on Card

Country




Postal Code

Bill Amount:	₹11,800.00
Convenience Fee:	₹ 0
GST:	₹ 0
Total Payable:	₹11,800.00

PAY ₹11,800.00



Step 14: After Payment made, Receipt will be generated

		 <i>Adding Value Through IT</i> ELECTRONICS CORPORATION OF TAMIL NADU LTD. <small>(A Govt. of Tamilnadu Enterprises)</small>
Receipt No : ELCOTSP1 Transaction No. : 99056		Date: 15-07-2023
Rajesh, RV Matrix Software Technologies Pvt Ltd, Space Requirement in sq.ft(.		
We confirm that you have paid a sum of Rs. 8,43,288.16 (Rupees Eight Lacs Forty Three Thousand Two Hundred Eighty Eight And Sixteen Paise only) on 15-07-2023 towards Office Space allotment		
This is a system generated acknowledgement and requires no signature.		

5.1. How to Re upload a Document for Retuned Application by AO?

Step 1: Click on **Pending**

Step 2: Upload document

Document Upload

Document Upload

All Documents should be in jpg / png / pdf format only (Upto 5MB Size only)
Upload Each file one by one

1. Incorporation Certificate

Browse... No file selected. Upload View (Query : Upload again)

2. GST Certificate

Browse... No file selected. Upload View (Query : Upload again)

Step 3: After document uploaded, Status Changed as Clarification Updated

Company's brief View

Payment Details

Processing Fee (In Rs.)	10,000
GST (18%) (In Rs.)	1,800
Total (In Rs.)	11,800

Status Details

S.No	Status	Remarks	Updated Date
1	Return	Re-Upload Document	21-02-2024
2	Clarification updated	Documents updated	21-02-2024

Note:

- (i) After that HO Officer / AO update Note details
- (ii) Then MD approved the Application
- (iii) Then AO Update Signed In-Principle Allotment

5.2. How to update LOA Docs from MEPZ?


Step 1: After Signed Principal allotment updated by AO, Next Step is Update LOA Docs from MEPZ

Step 2: **Upload Document**

Step 3: Enter **Remarks**

Step 4: Click on **Submit** button

Update Application

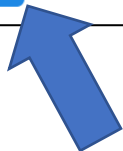
 **Note**
You have 89 day(s) remaining for update LOA from MEPZ

LOA Docs from MEPZ *

Browse... No file selected.

Remarks *

Submit



Step 5: After Updating status is changed as MEPZ LOA updated by Client

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Adding value through IT

[Dashboard](#) [Applications](#) [Allottee Details](#) [Demands](#) [Help Desk](#)

Status Details

S.No	Status	Remarks	Updated Date
1	Return	Re-Upload Document	21-02-2024
2	Clarification updated	Documents updated	21-02-2024
3	Verification of Documents	Documents Verified	21-02-2024
4	Return by ITPD7	Re-Upload Document	21-02-2024
5	ITPD7 Clarification updated	Documents updated	21-02-2024
6	Verification of Documents by ITPD7	Documents Verified	21-02-2024
7	MD Approval	Remarks	21-02-2024
8	Signed In-Principle Allotment Updated	Remarks Signed In-Principle Allotment Order	21-02-2024
9	MEPZ LOA updated by Client	Remarks LOA	21-02-2024

Note:

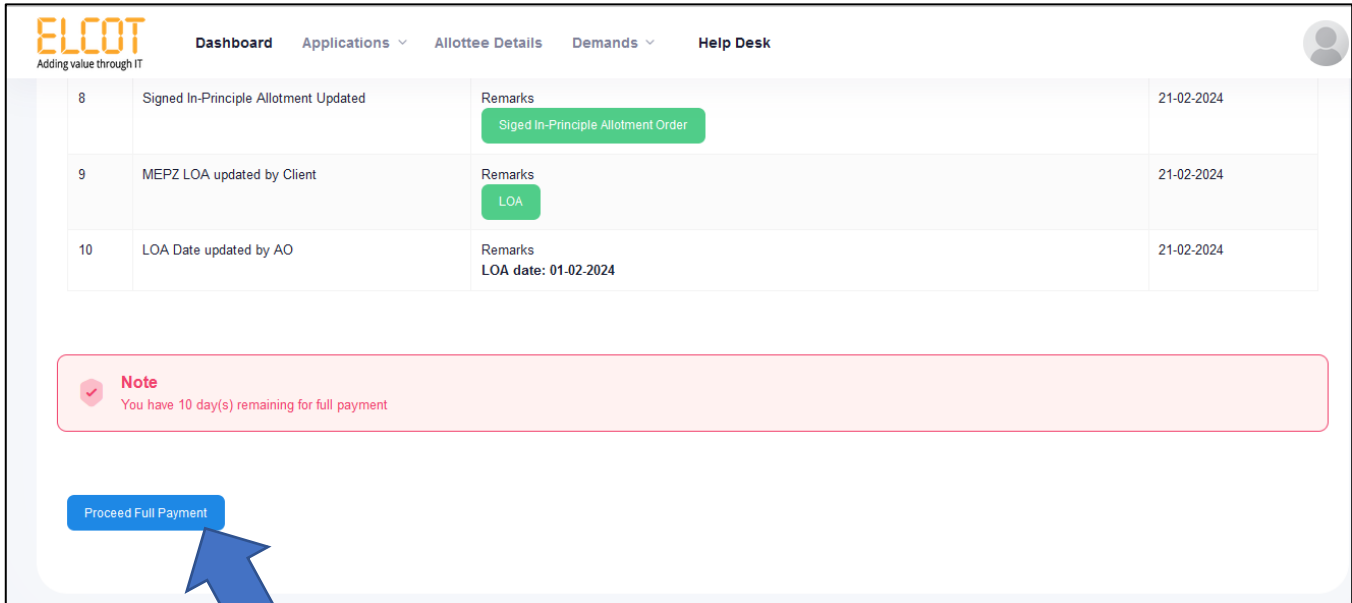
- (i) You can download LOA
- (ii) After that AO Officer Update LOA Date

5.3. How to Paid Balance Payment?

Step 1: After LOA Date updated by AO, Next Step is Proceed Full Payment

Step 2: At the bottom of the View page, have **Proceed to Full Payment**

Step 3: Click on **Proceed to Full Payment**



The screenshot displays the ELCOT application interface. At the top, there is a navigation bar with the ELCOT logo and the tagline 'Adding value through IT'. The navigation menu includes 'Dashboard', 'Applications', 'Allottee Details', 'Demands', and 'Help Desk'. A user profile icon is visible in the top right corner. Below the navigation bar, there is a table with three rows of transaction data. The first row shows a 'Signed In-Principle Allotment Updated' with a green button labeled 'Signed In-Principle Allotment Order'. The second row shows 'MEPZ LOA updated by Client' with a green button labeled 'LOA'. The third row shows 'LOA Date updated by AO' with a green button labeled 'LOA date: 01-02-2024'. Below the table, there is a pink note box with a checkmark icon and the text 'Note: You have 10 day(s) remaining for full payment'. At the bottom left, there is a blue button labeled 'Proceed Full Payment' with a large blue arrow pointing to it.

ID	Description	Remarks	Date
8	Signed In-Principle Allotment Updated	Signed In-Principle Allotment Order	21-02-2024
9	MEPZ LOA updated by Client	LOA	21-02-2024
10	LOA Date updated by AO	LOA date: 01-02-2024	21-02-2024

Note
You have 10 day(s) remaining for full payment

Proceed Full Payment

Step 4: Select Payment Mode and Click on **Pay Now**

Note: If you want to Cancel Transaction Click on **Cancel Transaction** button

Step 5: Enter Card details and Click on **Pay Now** button

ELCOT
Adding value through IT

Dashboard Applications Allottee Details Demands

Payments

Office Space Application Payment Confirmation

Note:

- NEFT / RTGS: Each transaction has its separate 'chellen' details. Do not use the previous 'chellen' details for another transaction.
- NEFT / RTGS: Do not change or round off the given amount.

Company Name	RV Matrix Software Technologies Pvt Ltd
Location	Navalpattu
Processing Fee	10000.00
GST (18%)	1800.00
Total Amount	11800.00
Payable Amount	11800.00

Cancel Transaction

Pay via **ICICI Bank**

swirepay (Card, UPI, Internet Banking)

Pay Now →

Pay via **ICICI Bank**

swirepay (NEFT, RTGS, IMPS)

Pay Now →

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Step 6: Select Payment Method and Enter Card details and Click on **Pay** button

PAYMENT CHECKOUT

Payment For

Electronics Corporation Of
Tamilnadu Limited (ELCOT) -
ITPD

Reference Id: c308faeefb92cd

Powered by swirepay

SELECT PAYMENT METHOD

CARD UPI NET BANKING

Choose from Visa, Mastercard, RuPay, and more

Payment session will expire in 03 minutes 10 seconds

PAY WITH CARD

Card Information

Enter your card number

MM / YYYY CVC

Name on Card

Enter cardholder name

Country

India

Postal Code

600017

Bill Amount:	₹11,800.00
Convenience Fee:	₹ 0
GST:	₹ 0
Total Payable:	₹11,800.00

PAY ₹11,800.00

Step 6: After Payment maid, Draft Deed Document is generated and Application also submitted

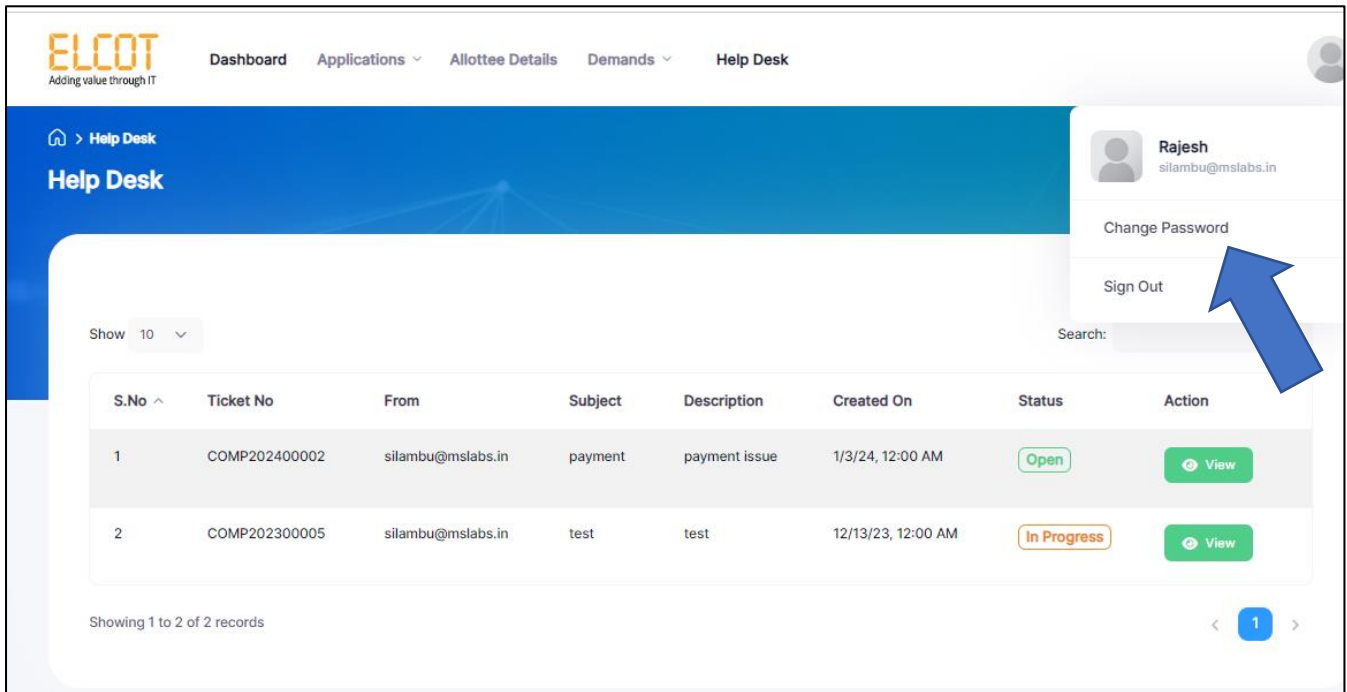
ELCOT
Adding value through IT

[Dashboard](#) [Applications](#) [Allottee Details](#) [Demands](#) [Help Desk](#)

2	Verification of Documents	Documents Verified	16-08-2023
3	MD Approval	Approved	05-09-2023
4	Signed In-Principle Allotment Updated	Signed In-Principle Allotment Order Signed In-Principle Allotment Order	05-09-2023
5	MEPZ LOA updated by Client	MEPZ Docs updated LOA	05-09-2023
6	LOA Date updated by AO	LOA Updated LOA date: 05-09-2023	05-09-2023
7	Balance Payment Paid	Office Space Payment fully Paid Draft Deed Document	05-09-2023

6. How to Change Password?

Step 1: Click on **Change Password**



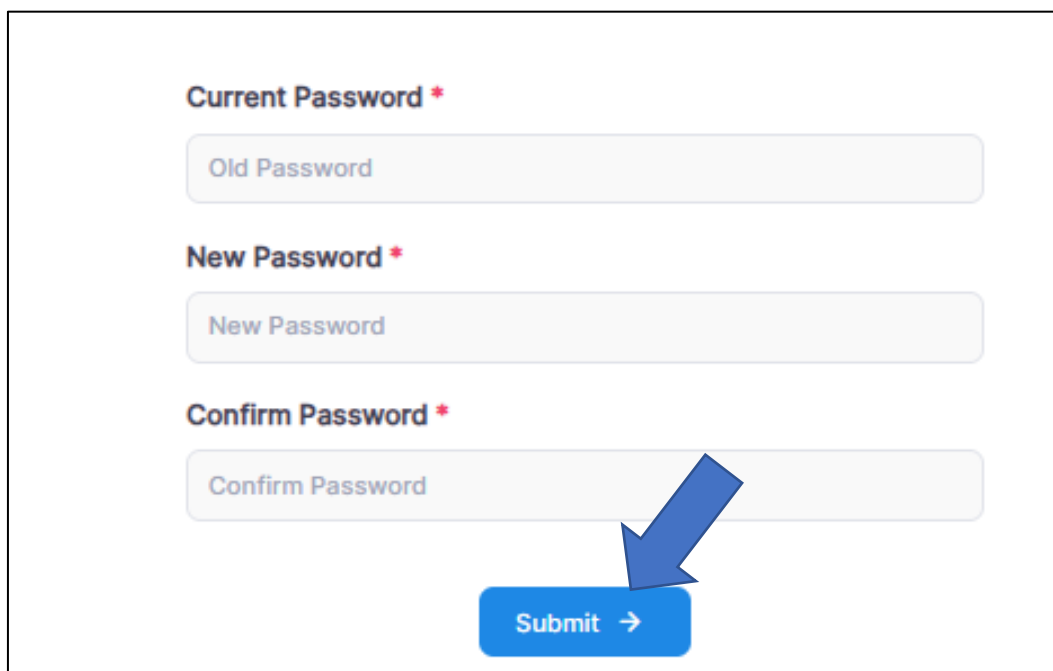
The screenshot shows the ELCOT Help Desk interface. The top navigation bar includes 'Dashboard', 'Applications', 'Allottee Details', 'Demands', and 'Help Desk'. The user profile 'Rajesh silambu@mslabs.in' is visible in the top right. A dropdown menu is open, showing 'Change Password' and 'Sign Out' options, with a blue arrow pointing to 'Change Password'. Below the menu is a table of tickets.

S.No ^	Ticket No	From	Subject	Description	Created On	Status	Action
1	COMP202400002	silambu@mslabs.in	payment	payment issue	1/3/24, 12:00 AM	Open	View
2	COMP202300005	silambu@mslabs.in	test	test	12/13/23, 12:00 AM	In Progress	View

Showing 1 to 2 of 2 records

Step 2: Enter **Current Password, New Password and Confirm Password**

Step 3: Click on **Submit** button



The form contains three input fields and a submit button. A blue arrow points to the 'Submit' button.

Current Password *

New Password *
Confirm Password *