

## **Instructions to Apply for Registration of Drilling Agency**

### **Note the following before applying:**

- Use valid Email ID (currently active).
- Use valid Mobile Number (currently active) and keep it with you during registration process for receiving OTP.
- Keep Registration No., PAN No. and GST No. of the agency with you while applying for the registration.
- Keep scanned copy of PAN Card and GST Certificate of the agency ready with you in **PDF/JPG/JPEG format** for uploading whose size should not exceed **500 KB** each.
- Fields marked with \* in form are mandatory.

### **A. Process to Create OTP Based New User & Login**

#### **Step 1: Create New User**

- Select Drilling Agency Type and submit details related to the Agency i.e. Person/Firm/Agency/Company Name, Applicant's Name, Registration No., GST No., PAN No., Mobile Number and Email ID. Thereafter entered Mobile No. will be verified through One Time Password (OTP). After Mobile No. verification, User will be created successfully.

#### **Step 2: Login**

- After user creation, User's Login Credentials (Login ID & Password) will be sent on his/her registered Mobile No. through which he/she can login.

*Note: On first Login, User will have to change his/her auto-generated password for security reasons. Further, User will have to login through his/her new password.*

### **B. Apply for Registration of Drilling Agency**

To apply for Registration of Drilling Agency user will have to follow below steps:

#### **Step 1: Submit User's Details**

- User will have to submit details like Name of the Owner, Father's/Spouse's Name, Date of Birth, Gender, Nationality, PAN No. of Agency, GST No. of Agency and Address Details.

### **Step 2: Submit Drilling Machine and District related details**

- Submit details related to the District in which Agency is Willing to Carry Out Drilling, Purpose of Drilling and Details of Drilling Machine.

### **Step 3: Preview & Final Submission of Application Form**

- After submission of Step 2 details of Application Form, User will be redirected to Step 3 for preview of details filled by him/her and final submission of application. User can edit the filled details at this step. After making changes, if any, do the final submission of application. No changes will be allowed after final submission.

### **C. Submit Application Fee Online**

- After Final Submission of application, User will be redirected to submit the fee online as specified by the department through Net Banking/Debit Card/Credit Card. User can download the receipt after payment.
- Once the payment is done, application for registration will be forwarded to department for further proceedings. Thereafter, department will Approve/Reject the application. Accordingly, User will be able to download **Certificate of Registration** or **Letter of Rejection**.

### **D. Instructions to Recover Password in case you have forgotten your Password**

- If you have forgotten your password, then click on **Forgot Password?** link given on the Login page and submit your registered Mobile Number in the respective field. Thereafter, registered Mobile No. will be verified through an OTP.
- After Mobile No. verification, new password will be sent on registered Mobile No.