FORM A

User Manual
FORM A (Application for License/Renewal)

User has to fill FORM A to apply for new MDL application or for renewal of the license. DDMG confirms the details and FORM B will be generated with the approved details.

The process for this flow is as follows:

- Click on MDL Application menu from the home screen of mines portal

- Fill the necessary details under Applicant details tab and click on Next button.

- In ‘Type of Application’, if ‘New’ is selected, applicant can continue to fill the application.
if renewal option is selected, applicant will be redirected to citizen login page.

- All the entries in above screen are mandatory.
- After clicking on Next button, User will be able to enter **Place and Nature of Business** tab. Necessary details are to be filled and click on Next button.

- As the applicant selected is individual, only related details should be given in Place and Nature of Business tab.
- Next button is to be clicked to give **Document Details**.
• User can select more than 1 mineral from the list provided.

• If granite mineral is selected, then, if polishing and cutting is required then Electricity connection number is to be entered.

• Once the details are given in document tab, **Next** button is to be clicked to enter Location details.

• In Location Details tab, user has to fill the mining location details and upload necessary attachments. **FORM A** id will be created after clicking on **Submit Application**.
Please Note the Below Mention Form A id (Format like FORMAXXXXXXX)

125.21.85.32 says:

Form A ID Successfully Created : FORMA060500300001
After the Form-A Application is created, user has to go to the link https://www.mines.ap.gov.in/permit/ to pay security deposit and application fee by clicking on MDL Payment from login screen.

- By clicking on MDL Application Payments, user will be directed to below screen.

Payment is to be done by clicking on MDL Application Payments.
- FORMA id is the Application Number. Click on Get Details button to get the payment details.

- Payment details will be displayed as shown below:
- Security deposit of Rs.10000 and Application fee of Rs.5000 are paid through payment gateway after clicking on Confirm Payment button.

- To download FORM-A application filled by applicant, click on ‘Download FORM – A MDL’ as shown in below screen.

- Enter the FORM-A id and click on Submit button as shown in below screen.
- All the details given by applicant are displayed as shown below. Download button is to be clicked to get the file.
DDMG will be able to approve only after applicant pays the security deposit fee and application fee.

Now, concerned DDMG will approve the application.