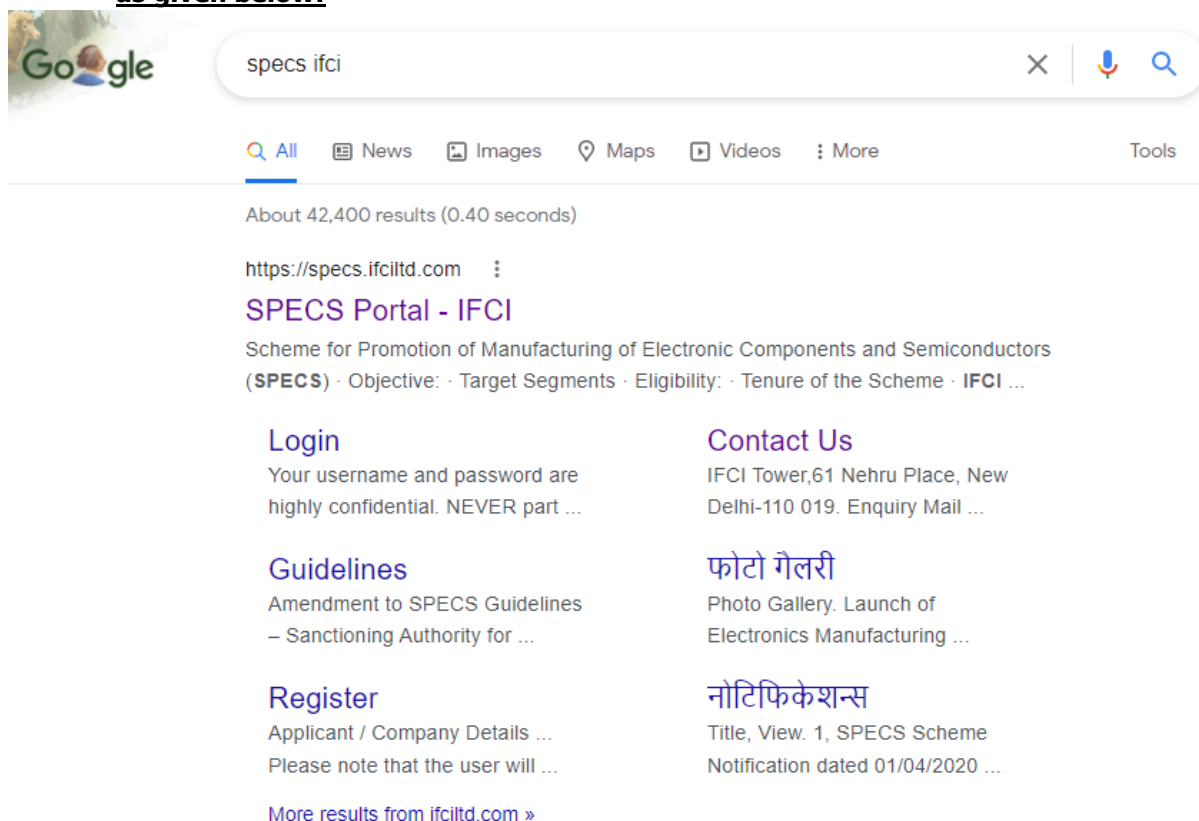
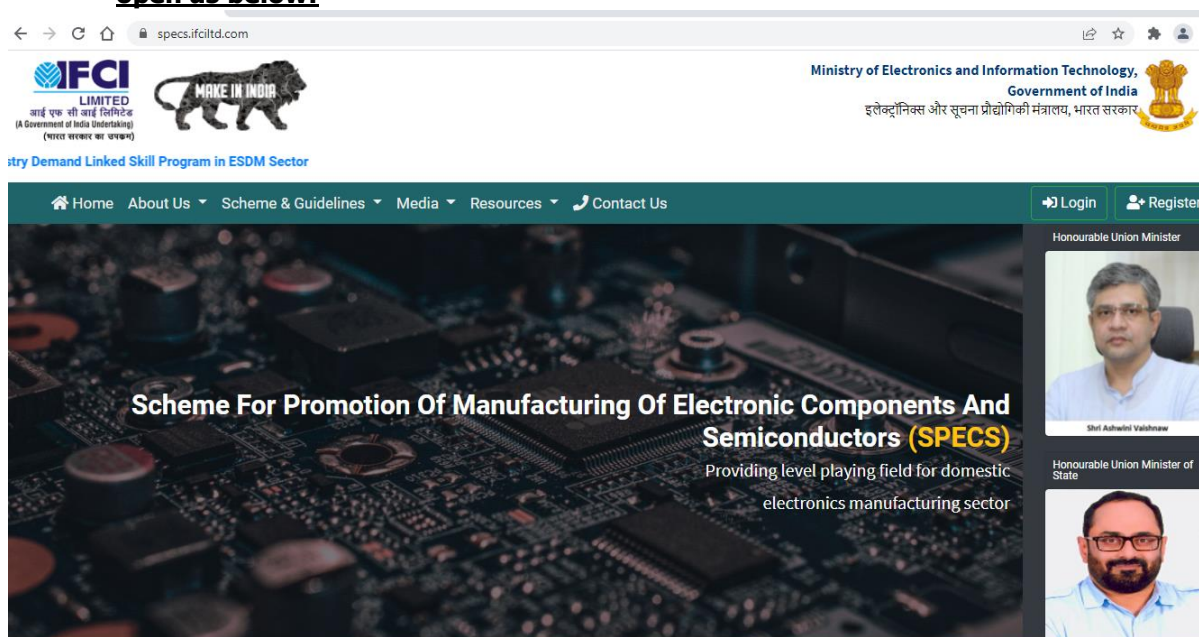


SPECS – Process – Instructions to applicants

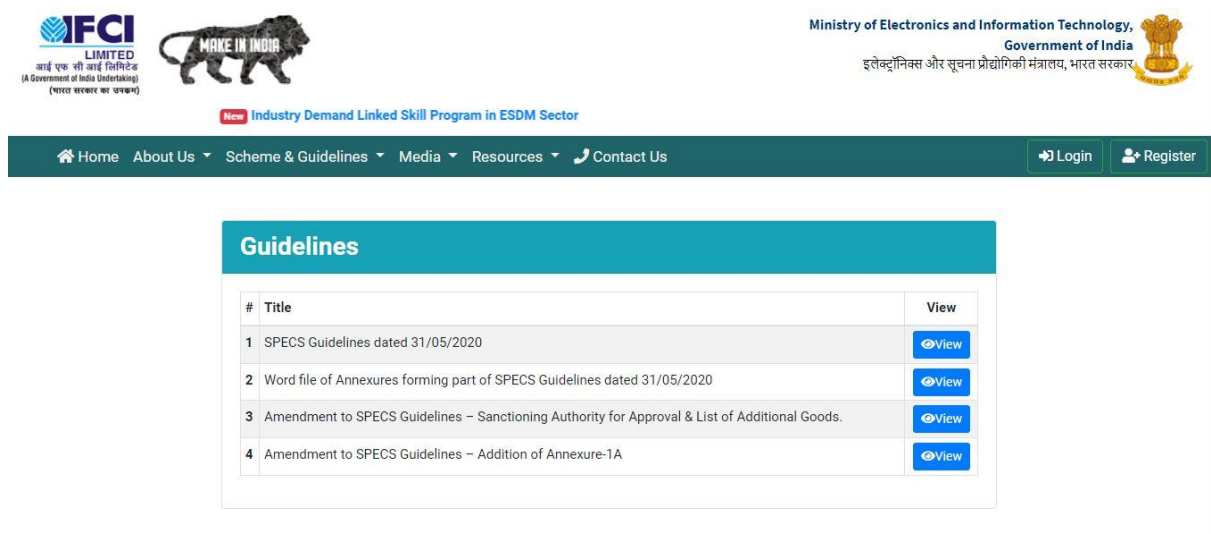
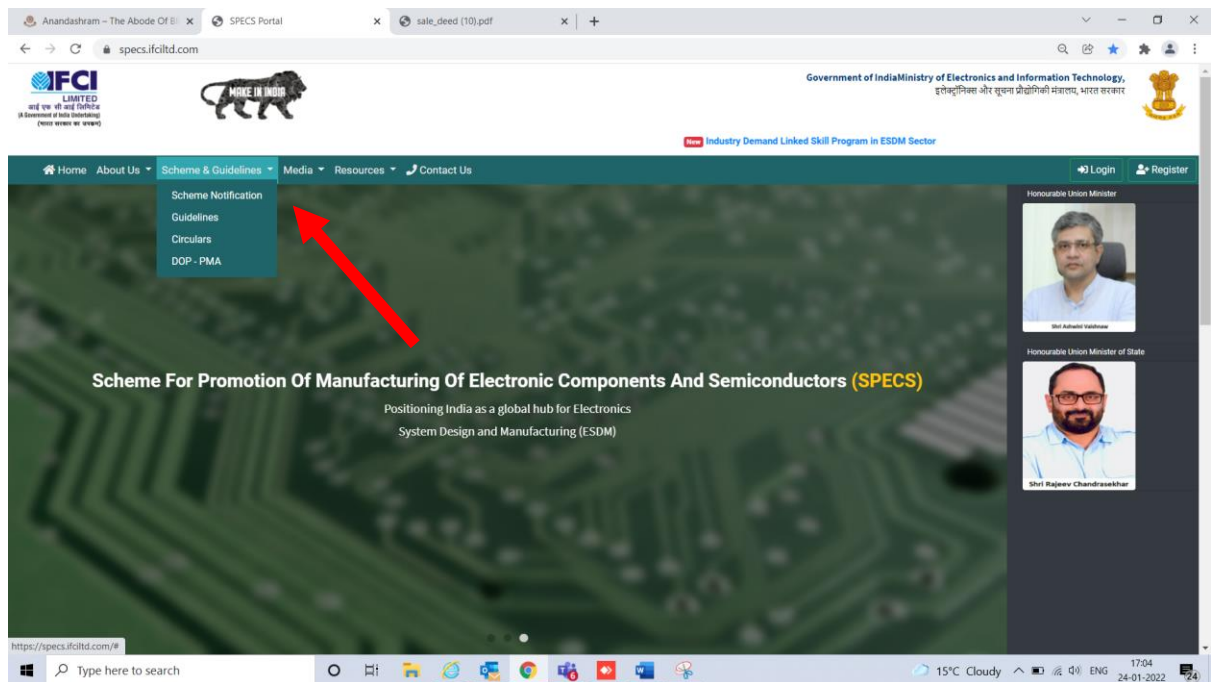
- i. **Applicant may first open any Internet browser such as Google Chrome, Firefox etc. and type SPECS IFCI on Google search tab. Browser will show page result as given below:**



- ii. **Now, Applicant needs to click on <https://specs.ifcilt.com> and SPECS portal will open as below:**

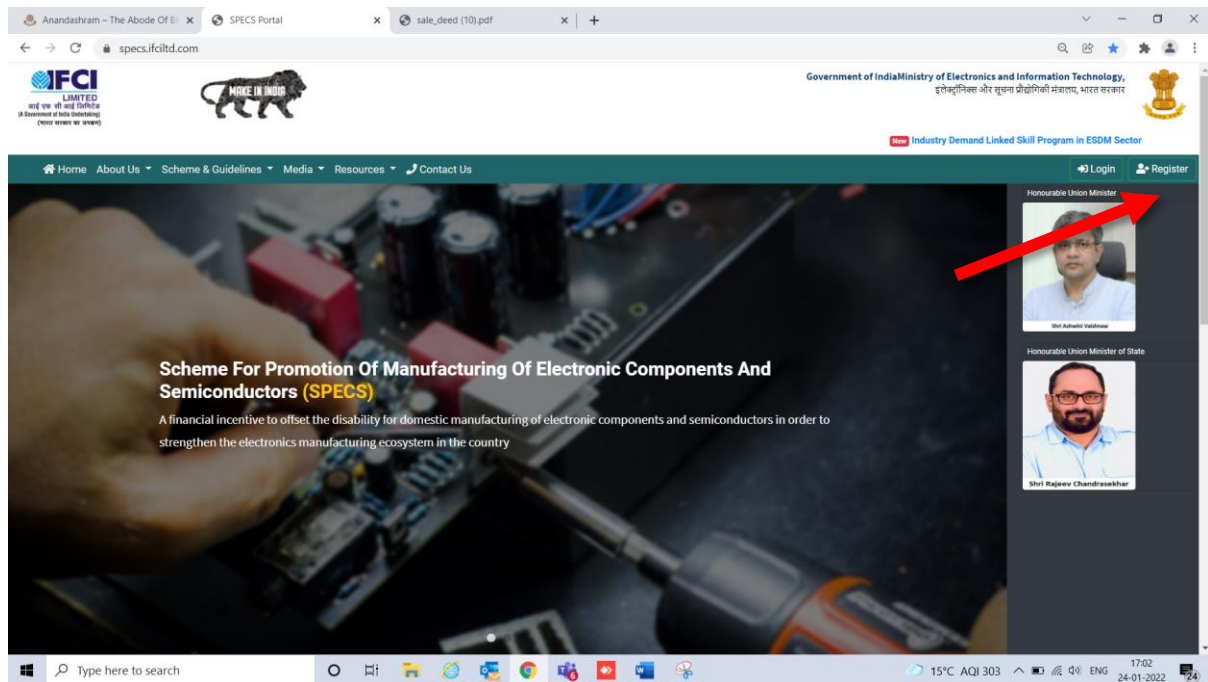


iii. **Please go through the Scheme/Notification and guidelines first, from the SPECS online portal, from the following:**



Please check the eligibility of the proposed product for which you intend to apply under SPECS (refer Annexure-1/Annexure-1A of the SPECS Guidelines and the Amendment to SPECS guidelines) from the above.

- iv. **Applicant has to ensure the eligibility of the proposed product as per SPECS guidelines. Only when the product eligibility is ensured, Applicant needs to click on Register Button for initial registration, as shown below:**



- v. **After clicking on Registration button, Registration Form will open as below:**

Applicant Registration

Applicant / Company Details

Name of the Applicant / Company:

PAN:

CIN:

Type of Legal Entity:

Registered Office Address:

City:

State:

Pincode:

Please note that the user will login with the PAN as username.

Authorized Person Details

Name:

Designation:

Email:

Mobile:

Password:

Confirm Password:

Email will be verified after registration

Mobile will be verified after registration

Password must be minimum 8 characters and contain atleast 1 Uppercase, 1 lowercase, 1 Number and 1 Special Character.

☐ I agree to the [Terms and Conditions](#)

- vi. Applicant needs to enter the above details as asked in Registration form, then, check on button for "I agree to the Terms and Conditions" and then click on Register button
- vii. After clicking on Registration button, Applicant will get Email as below:

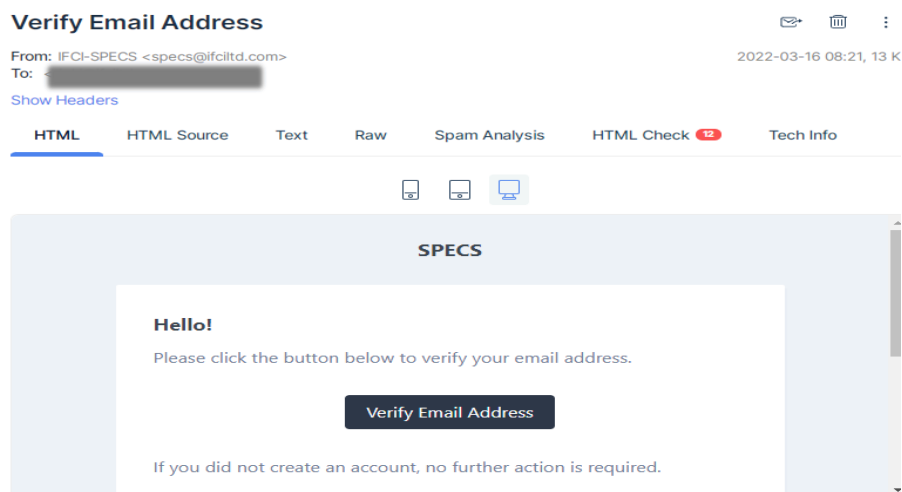


TEST COMPANY

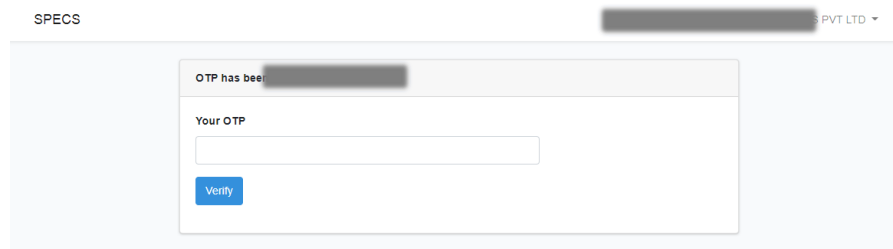
Please read the following information carefully. Following steps are further required from the Applicant to complete the registration :-

- Applicant has to verify E-Mail and Mobile provided during registration
You will receive another E-Mail with a verification link and a One Time Password (OTP) on the registered mobile number.
- Please Submit a copy of PAN card of Applicant and government recognised photo ID of Authorised Person along with documentary proof of his official role in applicant company via email to specs@ifcilttd.com
- Your Login will be activated/enabled post verification of the KYC Documents.

- viii. Applicant now needs to verify email address as received through another email as shown below:

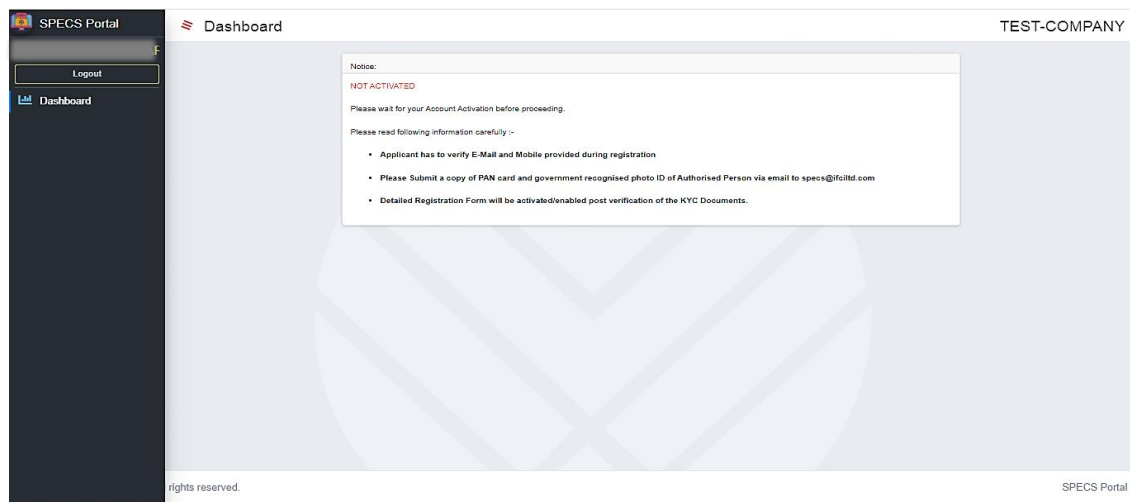


- ix. **Applicant will receive the OTP on Registered Mobile number as well as on Registered Email-id which needs to be entered and then press "Verify" button.**



The screenshot shows the SPECS portal interface. At the top, there is a header with 'SPECS' on the left and a dropdown menu on the right. Below the header, there is a central box containing the text 'OTP has been sent to your registered mobile number and email id'. Below this text is a label 'Your OTP' followed by a text input field. At the bottom of the box is a blue button labeled 'Verify'.

- x. **After OTP is verified by applicant, portal will show the following message:**



- xi. **Also, KYC Documents to be submitted by the applicant by e-mail are as under:**

- Documents pertaining to Applicant, viz. copy of PAN, GST, and Certificate of Incorporation of the applicant (wherever applicable) are required to be sent by email to specs@ifcilttd.com
- Govt. recognized photo ID of Authorized Person along with documentary proof of his official role (viz. Office Identity Card, official e-mail and contact details etc.) in Applicant (company), are to be sent by applicant by email to specs@ifcilttd.com (It may be noted that only the employees / directors / KMPs of Applicant can be the Authorized Person, since all communication/alert messages would be sent only to such Authorized Person).
- Post receipt of Applicant KYC docs by email, IFCI will check the said documents and then activate the login of the applicant.

- xii. **IFCI, after verifying the KYC documents, will activate the log-in ID of the applicant. On activation, applicant may proceed for 'Detailed Registration details' process, as shown below:**

The screenshot shows the SPECS Portal Dashboard for a user named 'TEST-COMPANY'. The left sidebar contains links for 'Logout', 'Dashboard', 'Detailed Registration', and 'Registration Form'. The main content area displays a 'Notice' box with the following text: 'NOT INITIATED. Please click [here](#) to submit your Detailed Registration details. Please read following information carefully :-
• Scheme Application Form will be activated/enabled post verification of the Detailed Registration Data.'

- xiii. **Applicant needs to click on "Click here" to initiate filling of Detailed Registration form. It will appear as below:**

The screenshot shows the 'Applicant Detailed Registration' form in the SPECS Portal. The form is titled 'Applicant / Company Details' and includes the following fields: 'Name of the Applicant / Company' (TEST-COMPANY), 'PAN' (redacted), 'CIN' (redacted), 'Type of Legal Entity' (Partnership), 'Tax Account Number (TAN)' (TAN), 'Website' (https://www.example.com), and 'Date of Incorporation*' (dd-mm-yyyy). Below these fields, there are sections for 'Registered Office Address' (City: EAST DELHI, State: DELHI, Pincode: 110092), 'Corporate Office Address' (State: Please choose., City: Please choose., Pin Code:), 'Existing Works / Plant Address' (Max 1000 Characters), and 'Nature of Current Business' (Max 1000 Characters). At the bottom, there is a section for 'Latest available audited / un-audited / provisional estimates may be provided for financials below (all figures in INR crore):' with a table for 'Standalone Manufacturing Turnover / Revenue of products proposed to be manufactured under'.

- xiv. **After filling the required details and necessary uploads like BoM, Manufacturing Process and Sample Photograph etc. applicant needs to click on button "Save as Draft".**

SPECS Portal

Logout

Dashboard

Detailed Registration

Registration Form

Exact details of proposed project cost would be required at the time of detailed Application. For the time being, for the purpose of registration, Applicant to provide approximate / estimated figures for existing investment and proposed project.

Total Project Cost (INR crore)*	Proposed additional investment in eligible categories only (i.e. plant, machinery, equipment, associated utilities, R&D and Transfer of Technology) (INR crore)*	Estimated time (months) for making proposed investment (max 60 months)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Financial Closure / Fund Tie-Up Available for amount (INR crore)*	Details of Financial Closure (FC) - present status, proportion of debt / equity / unsecured loans, and their tie-up, lead bankers, likely timelines to achieve FC.*	
<input type="text"/>	<input type="text"/> Details <input type="text"/>	
Estimated time (months) to start commercial operations of proposed project*		<input type="text"/>

Document	Upload (PDF, Max 10MB)	Status
Product Overview Document (POD) containing following information about each proposed product under SPECS: <ul style="list-style-type: none"> Bill of Material (BOM) / Raw Materials Manufacturing Process in brief Indicative / sample photograph of proposed product along with indicative photograph / circuit diagram of PCB where such proposed product would be mounted (proposed product mounted on PCB, where applicable, to be marked / highlighted) Whether proposed product(s) can be used for other than electronic applications 	<input type="button" value="Choose File"/> No file chosen	N/A

- xv. **After clicking on button "Save as Draft". A screen will appear as below showing Submit button or edit button for any rechecking / update purpose:**

SPECS Portal

TEST USER

Logout

Dashboard

Detailed Registration

Registration Form

Applications Dashboard

TEST COMPANY

Applications

Show 10 entries

Search:

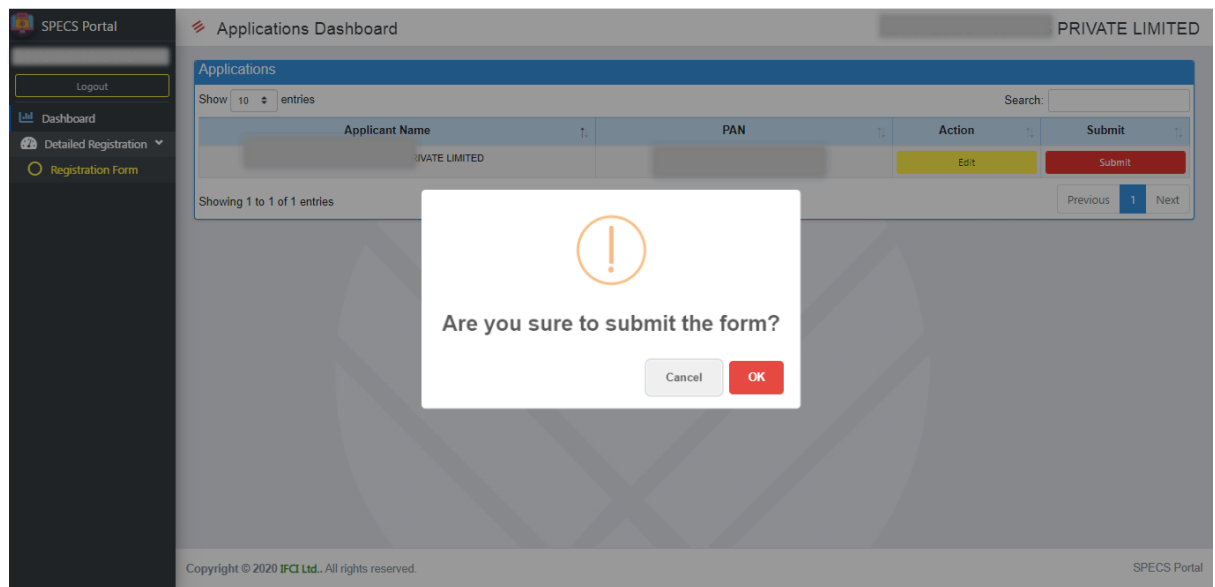
Applicant Name	PAN	Action	Submit
TEST COMPANY	<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Submit"/>

Showing 1 to 1 of 1 entries

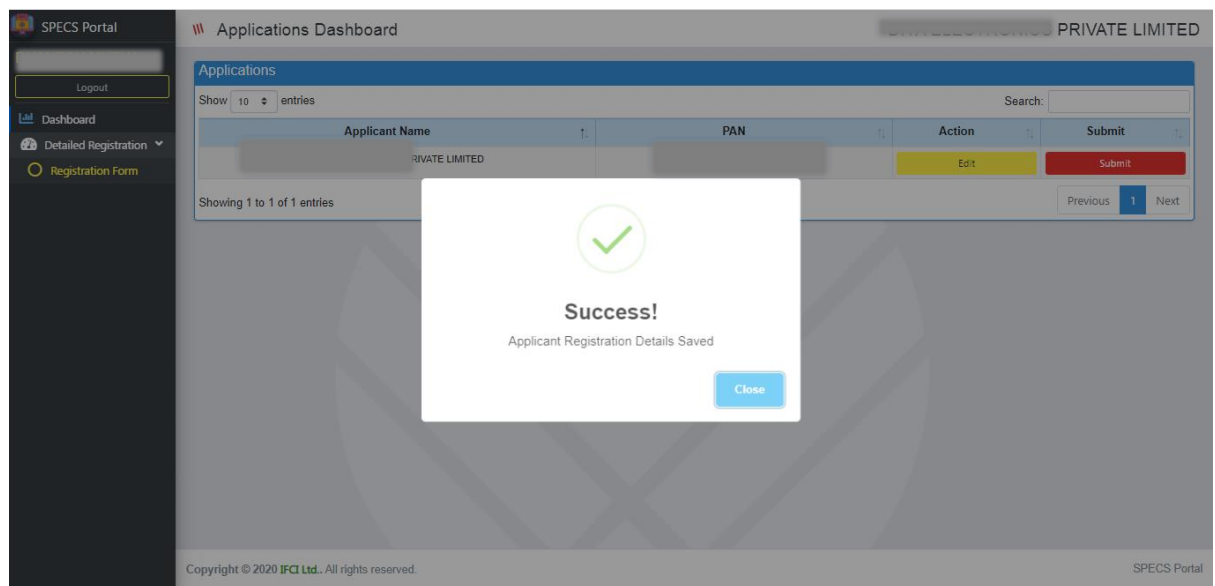
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SPECS Portal

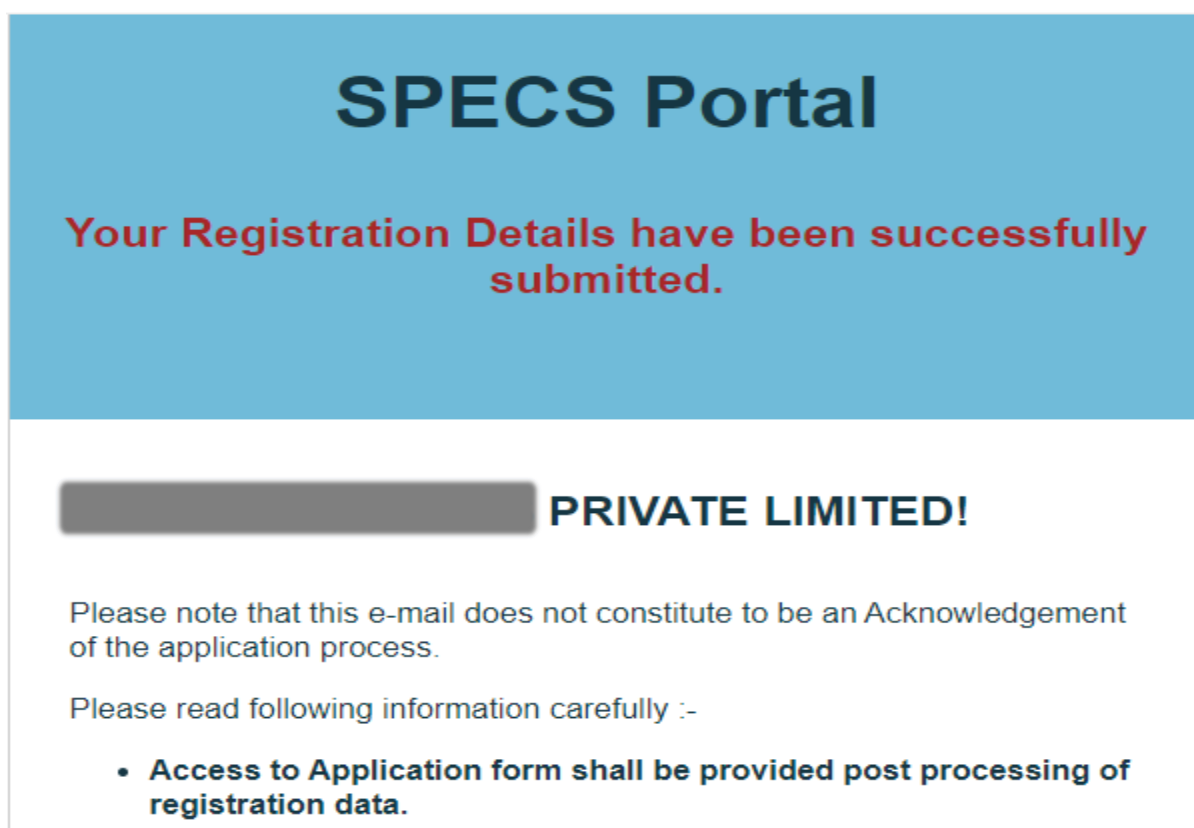
xvi. **After clicking on Submit, portal will show a message as below:**



xvii. **After submitting, Portal will show a Success message as below:**



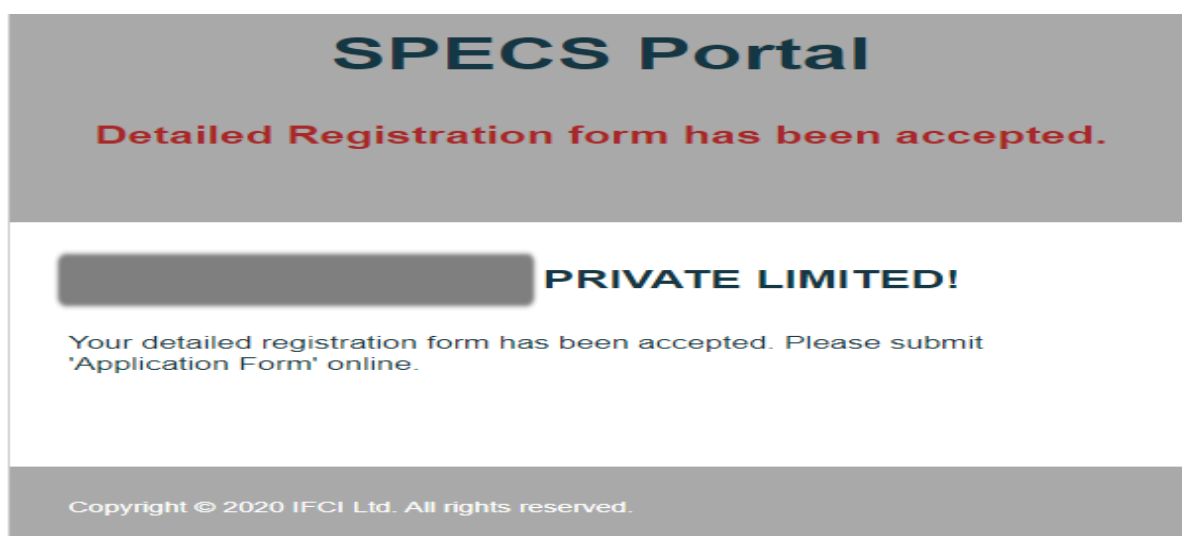
xviii. **Applicant will also receive an email confirming submission of application as below:**



Note:

- i. One **applicant needs to register only once**, irrespective of multiple projects, if any.
- ii. Post-applicant log-in activation, application must be registered.
- iii. One application is to be submitted for one project of the applicant.

xix. **Now Admin needs to activate the Detailed Registration form after verifying all the credentials. After activation from Admin side, Applicant will receive another email as below and will be able to fill application form on portal.**



- xx. **Now, Applicant can click on “Create New Application” to initiate filing of Application form.**

The screenshot shows the 'Applications Dashboard' in the SPECS Portal. On the left is a sidebar with navigation options: Dashboard, Detailed Registration, Registration Form, Applications (with sub-options Overview, Application Status, and Documentation), and Reports. The 'Overview' option under 'Applications' is highlighted with a 'New' tag. The main content area shows a 'Create New Application' button at the top left. Below it is a table titled 'Applications' with columns: Sr No, Application No, Project, Applied Capex, Product, Status, Creation Date, Submission Date, and Action. The table is currently empty, displaying 'Showing 0 to 0 of 0 entries'. A red arrow points from the 'Create New Application' button to the table area.

- xxi. **Application form will appear as below, where applicant needs to enter all the information as required.**

The screenshot shows the 'Section 1 - Applicant / Company Details' form. The form is divided into several sections. The first section, '1.1 Applicant / Company Details', contains fields for: Name of the Applicant / Company* (PRIVATE LIMITED), PAN* (REDACTED), Type of Legal Entity* (Private Limited Company), Date of Incorporation* (REDACTED), CIN (REDACTED), TAN (REDACTED), GSTIN (REDACTED), Import Export Code (IEC) (REDACTED), and Website* (REDACTED). Below this is a section for 'Registered Office Address*' with fields for City* (BANGALORE), State* (KARNATAKA), and Pincode* (REDACTED). Another section for 'Corporate Office Address' has fields for State (KARNATAKA), City (BANGALORE), and Pincode (560100). There is a 'Public Listed*' section with a dropdown menu set to 'No' and checkboxes for 'NSE', 'BSE', and 'Other'. The final section is 'Background / Company Profile / Nature of Current Business / Experience of Applicant / Company*' (Max 1000 Characters), which contains a large text area with a redacted profile. A note at the bottom states: 'Detailed Company Profile / Corporate Presentation to be uploaded in Document Upload section'.

- xxii. **On each page of Application form, there is "Save as Draft" so that no information once filled is missed**

The screenshot displays the 'Registration Form' in the SPECS Portal. The form includes sections for 'Registered Office Address', 'Corporate Office Address', 'Public Listed' status, and a 'Background / Company Profile / Nature of Current Business / Experience of Applicant / Company' section. A 'Save as Draft' button is located at the bottom right of the form. The left sidebar shows navigation options like 'Dashboard', 'Detailed Registration', 'Registration Form', 'Applications', 'Overview', 'Application Status', 'Documentation', 'Reports', and 'QUARTERLY REVIEW REPORT'.

- xxiii. **There are several pages in Application form, which needs to be filled by applicant as below:**

The screenshot shows the 'Applications Dashboard' in the SPECS Portal. A modal titled 'Application Sections Overview' is displayed, showing a progress bar with 17 sections: 1. Company Details, 2. Management Profiles, 3. Ratings, 4. Financials, 5. Group Details, 6. Project Details, 7. Product Details, 8. Operations Analysis, 9. Size of Investment, 10. Sources of Funding, 11. Key Milestones, 12. Regulatory Framework, 13. Forecasted Revenue, 14. Forecasted Returns, 15. Employee Details, 16. Market Research, and 17. Free Details. The modal also includes an 'Edit' button and an 'Okay' button. The dashboard background shows a 'Create New Application' button and a table of applications.

Note: While filling each page of application form, Applicant may please refer SPECS guidelines and ensure all the details entered should be as per asked in guidelines and upload all requisite document as wherever asked in application form. As all pages are designed in such way that it covers each section of SPECS guidelines.

Applicant needs to fill ONLY in white (blank) fields.

xxiv. On final page of Application form, Applicant needs to click on Submit button

17. Application Fee Details

Payment Date	
Unique Reference No	
Bank Name	
Amount (INR)	
Name of Payer	

Submit **Print**

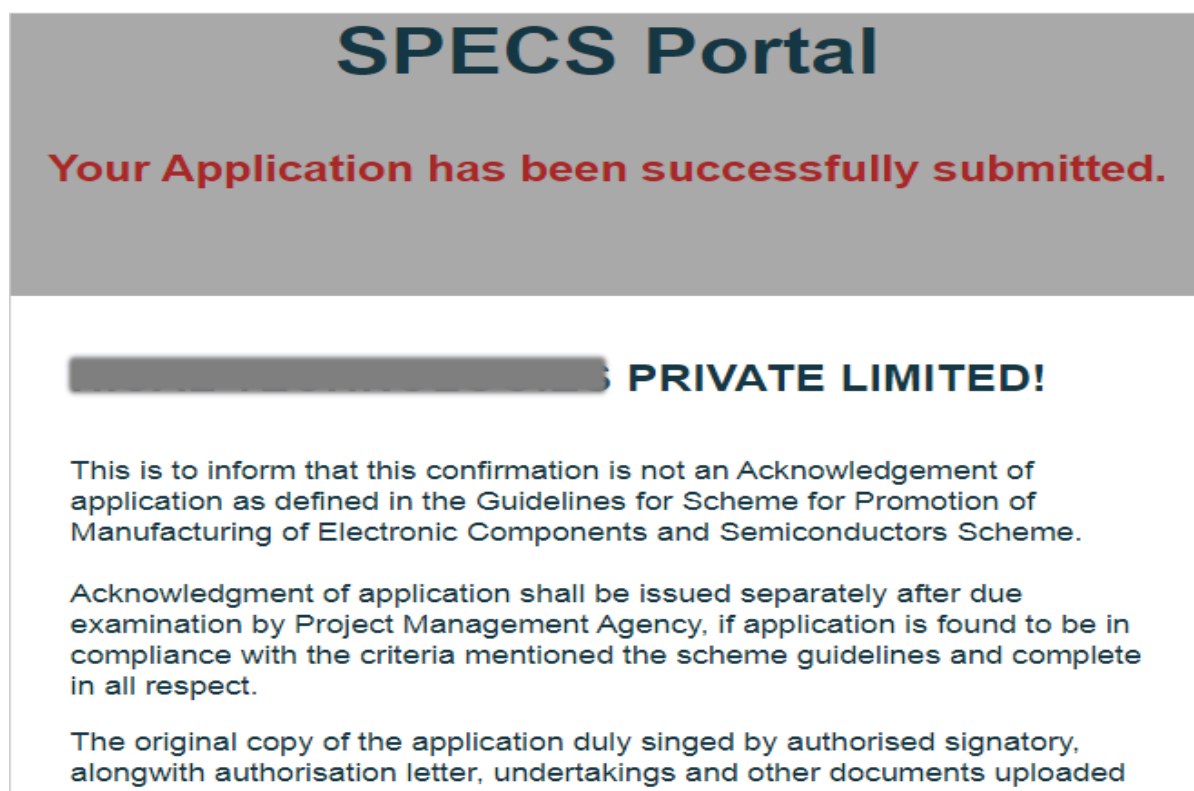
xxv. After clicking on Submit button, Portal will show a "Success" message as below:

Success!
Application submitted successfully!

Close

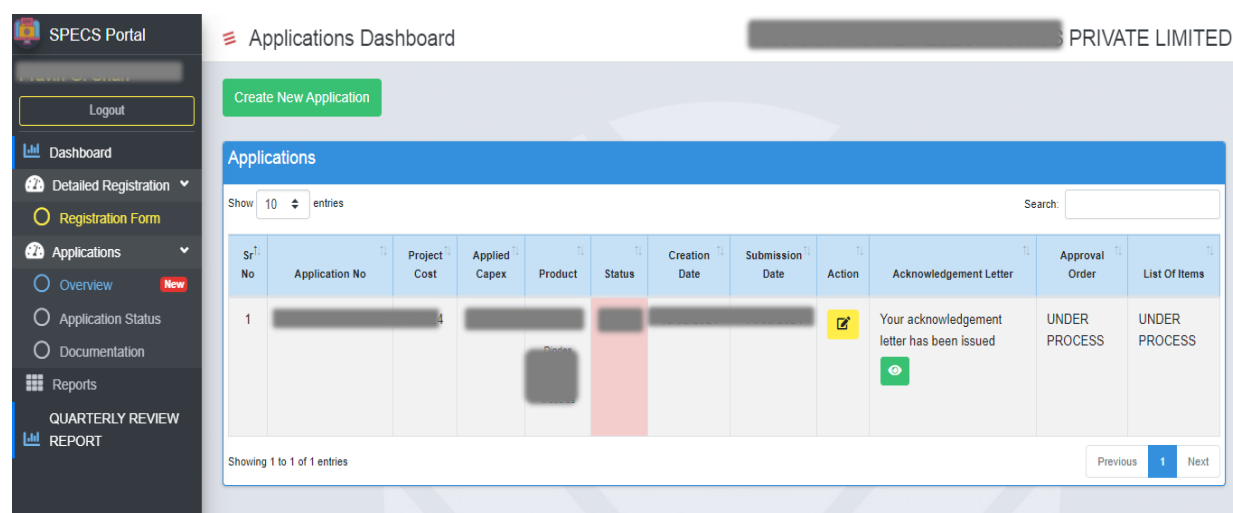
Sr No	Application No	Action	Acknowledgement Letter	Approval Order	List Of Items
1	SPECS/202106/019				
2	SPECS/202108/029			UNDER PROCESS	UNDER PROCESS

- xxvi. Applicant will also receive an email on registered email id for successfully submission of Application form.



- xxvii. After Submission of Application, PMA (IFCI) will verify all the credentials submitted in application form and the documents as required in Annexure-3 of the SPECS guidelines. On meeting the requirements as per Annexure-3 of the SPECS Guidelines, the acknowledgement letter would be made available in the SPECS portal.

- xxviii. After acknowledgement letter is issued, applicant dashboard will be displayed as below:



- xxix. **Applicant is required to ensure submission of all the documents as per Annexure-V of SPECS guidelines, for IFCI to process the application.**
- xxx. **For any gap in the details required for processing of application, the same would be intimated to applicant by email. Applicant to ensure providing the required information / updating in online portal.**
- xxxi. **IFCI, will submit the appraisal report before Executive Committee (EC) for its consideration.**
- xxxii. **On approval of the application by the Competent Authority, the approval letter would be made available in SPECS portal along with approved list of items, which will also be intimated through e-mail, as below:**

Approval Order - [REDACTED] PRIVATE LIMITED



IFCI Portals

To [REDACTED]
Cc [REDACTED]



[REDACTED] under SPECS.pdf
665 KB



LOF.xlsx
299 KB

SPECS Portal

Your Application Has Been Approved. Please Find Attached The Approval Order And List Of Items.

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xxxiii. **After approval letter is made available in the SPECS portal, Applicant dashboard will be displayed as below:**

The screenshot displays the 'Applications Dashboard' in the SPECS Portal. The left sidebar contains navigation links: Dashboard, Detailed Registration, Registration Form, Applications (with sub-links Overview, Application Status, and Documentation), Reports, and a QUARTERLY REVIEW REPORT. The main content area features a 'Create New Application' button and an 'Applications' table. The table has columns for Sr No, Application No, Project Cost, Applied Capex, Product, Status, Creation Date, Submission Date, Action, Acknowledgement Letter, Approval Order, and List Of Items. A single entry is shown with a status of 'Approved' (indicated by a green circle with a checkmark). The 'Acknowledgement Letter' column shows 'Your acknowledgement letter has been issued', and the 'Approval Order' column shows 'Your approval order has been issued'. The 'List Of Items' column shows 'Your List of items has been issued'. The footer includes the copyright notice 'Copyright © 2020 IFCI Ltd.. All rights reserved.' and the text 'SPECS Portal'.

Sr No	Application No	Project Cost	Applied Capex	Product	Status	Creation Date	Submission Date	Action	Acknowledgement Letter	Approval Order	List Of Items
1					Approved				Your acknowledgement letter has been issued	Your approval order has been issued	Your List of items has been issued
