

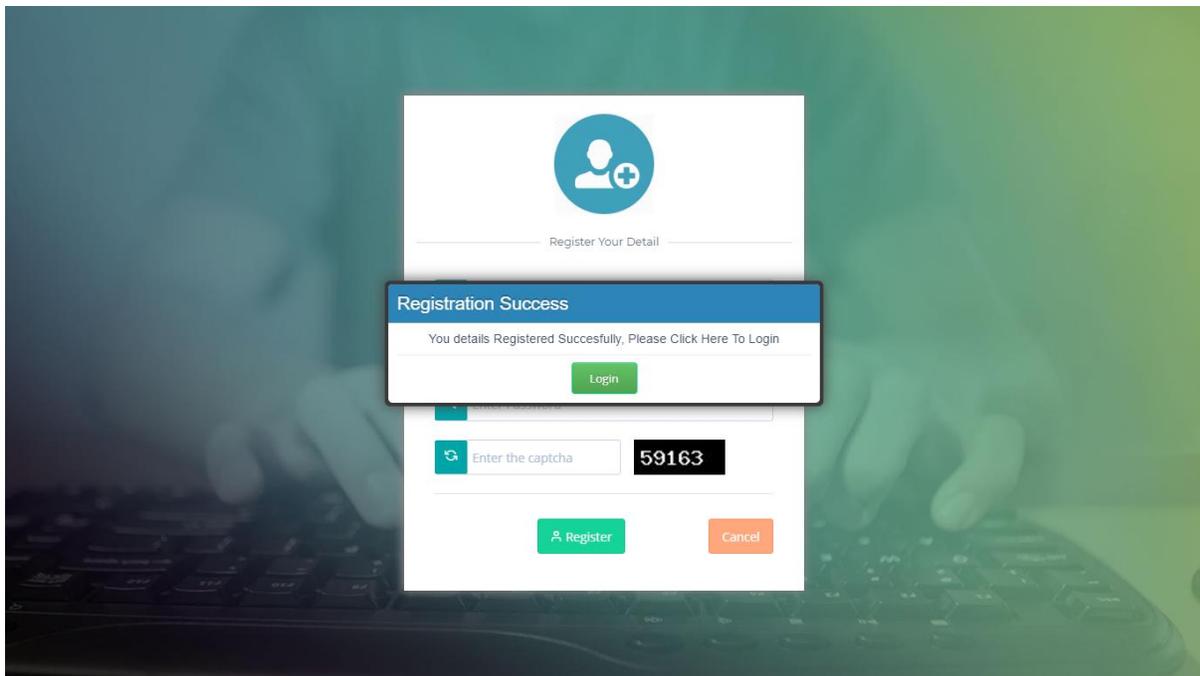
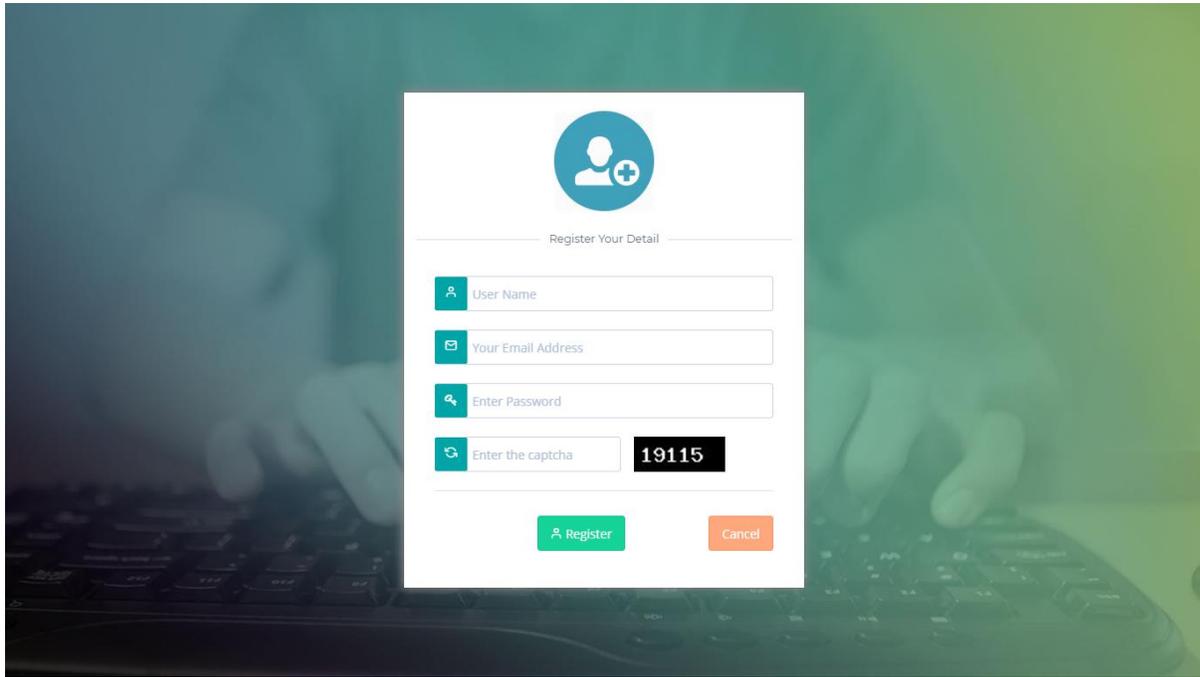
# User Manual for Registration of “Customer” and e-Application filling System for PIPDIC

This step by step guide will help you to navigate the online registration system.

**Step:1.** On Accessing the PIPDIC website URL: <https://pipdic.in/> following screen will appear.

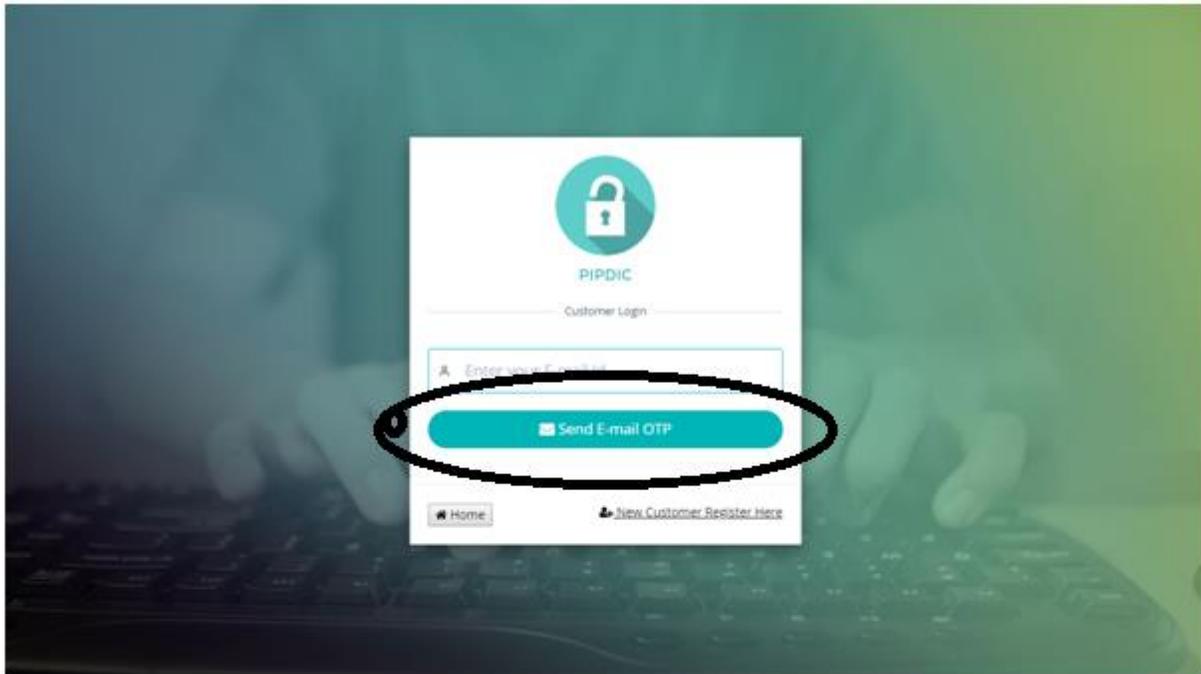


**Step:2** - Click on right side link “LOGIN”. For New customer Registration click the “New customer” link under “Login” menu. Enter the Username, Email-id, password and captcha and register. Then use the email-id to login and enter the OTP in the place given which is sent to the registered e-mail id.



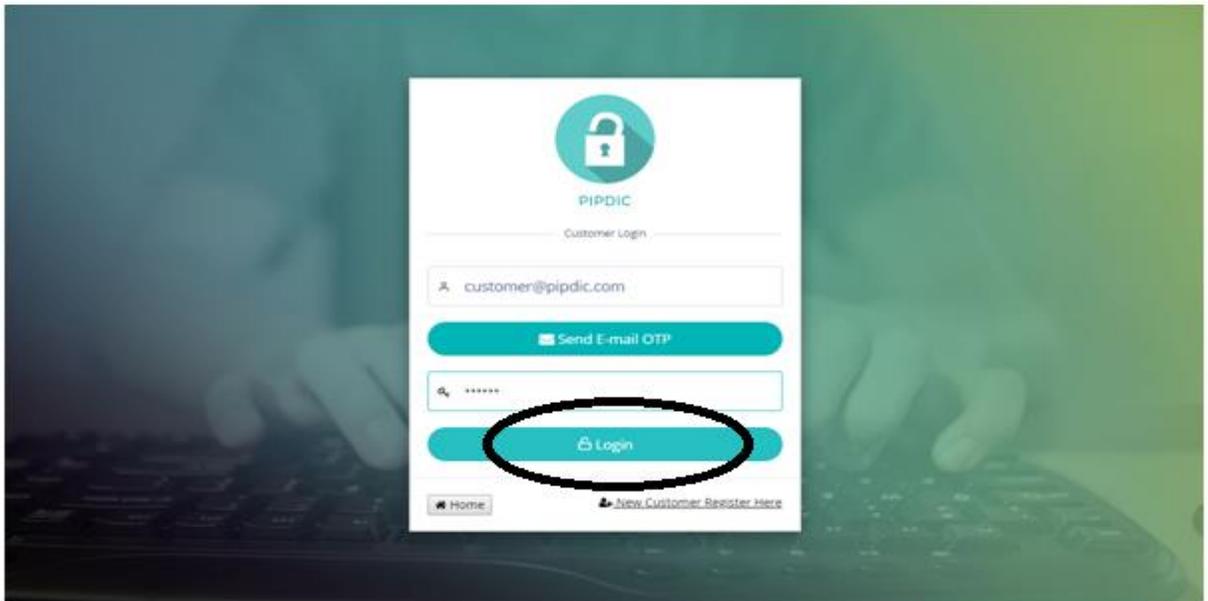
**Step: 2.1** If you have already registered then you can Login with your e-mail id. On clicking “Send E-mail OTP button, OTP is sent to registered e-mail.

Login Screen after registration for New customer & Login screen for existing customer

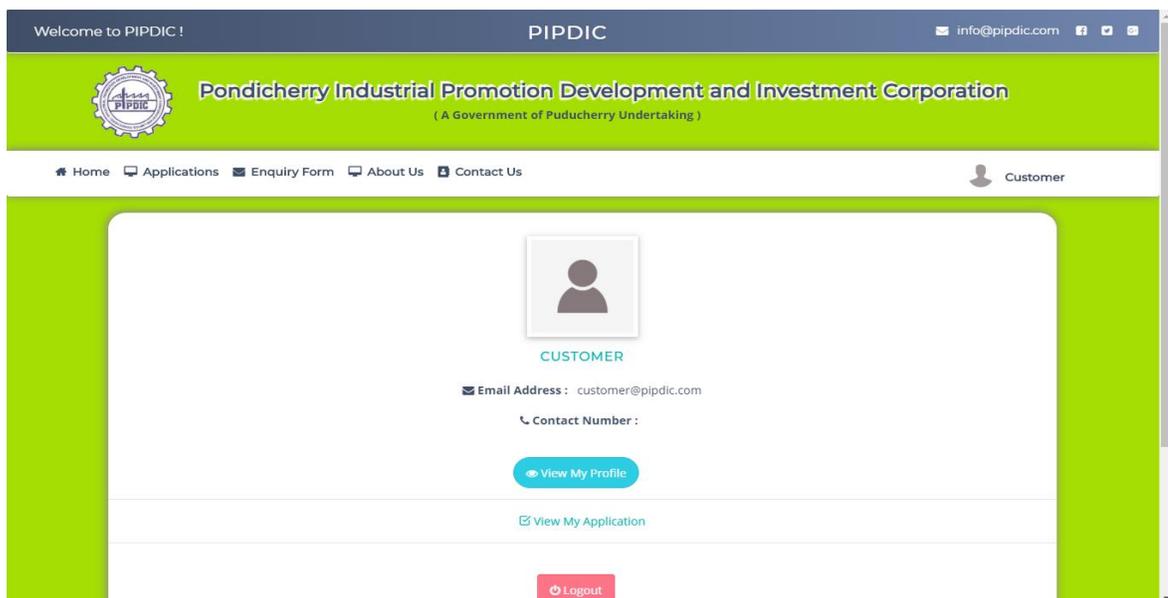


## Step:2.2 Screen for OTP:

Enter the OTP received in the e-mail and then click login button

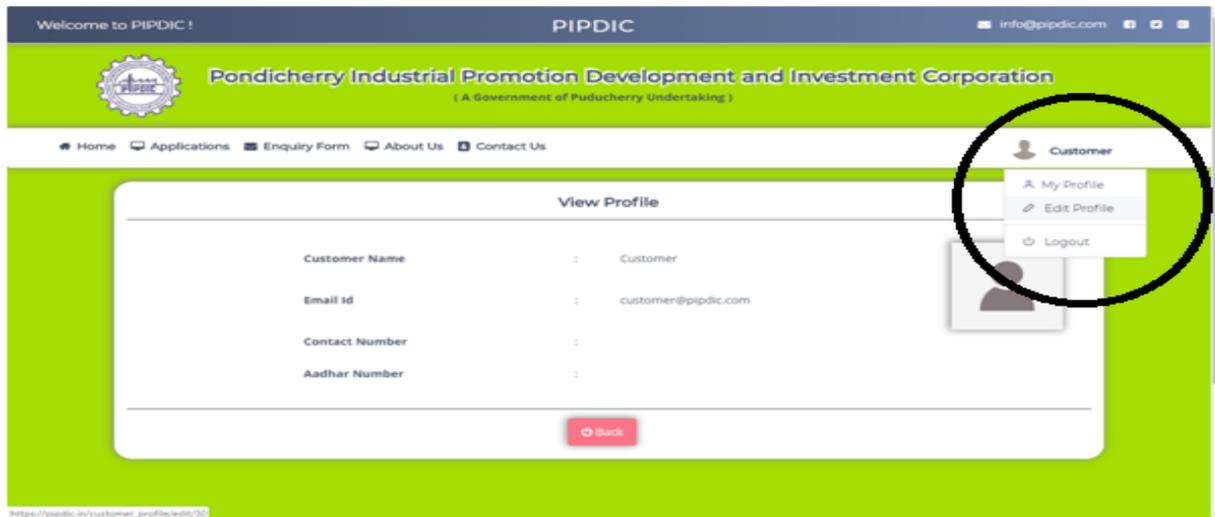


## SUCCESSFUL LOGIN:



### Step:3 VIEW PROFILE before updating

After login, customer have to update the profile. Edit provision is available in the right corner which is encircled in the below picture. After providing the details, click on submit button which is available at bottom of the page.



## UPDATE PROFILE SCREEN WITH DATA:

Welcome to PIPDIC! PIPDIC info@pipdic.com

**Pondicherry Industrial Promotion Development and Investment Corporation**  
( A Government of Puducherry Undertaking )

Home Applications Enquiry Form About Us Contact Us Customer

### Edit Profile

Name : \* Customer

Email : \* customer@pipdic.com

Contact No : \* 6475984754

Aadhar No : \* 425347583475

Choose Photo

Submit Back

## VIEW PROFILE before updating

Welcome to PIPDIC! PIPDIC info@pipdic.com

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Home Applications Enquiry Form About Us Contact Us Customer

CUSTOMER

Email Address : customer@pipdic.com

Contact Number :

View My Profile

View My Application

Logout

## VIEW PROFILE AFTER UPDATE

Welcome to PIPDIC! PIPDIC info@pipdic.com



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Home Applications Enquiry Form About Us Contact Us Customer

### View Profile

Customer Name	:	Customer	
Email Id	:	customer@pipdic.com	
Contact Number	:	6475984754	
Aadhar Number	:	425347583475	

[Back](#)

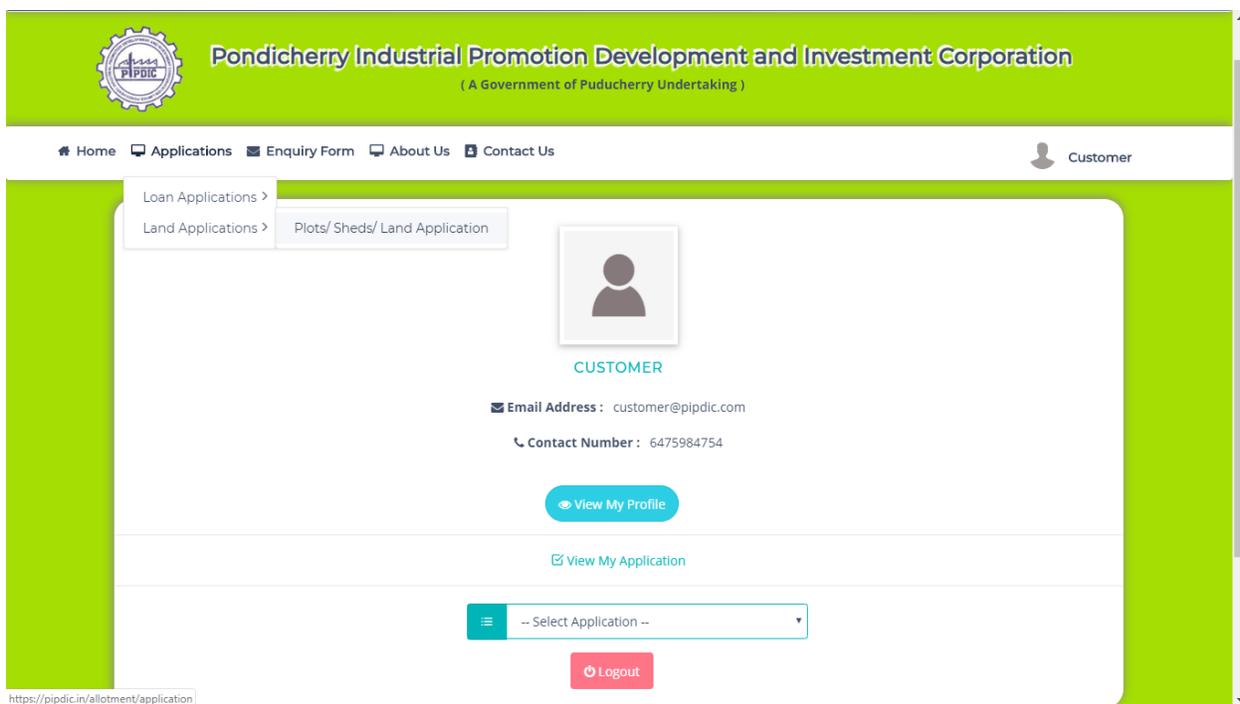
## APPLICATION SUBMISSION PROCESS

On Successful Login, Customer will be allowed to submit Loan or Land applications.

### LAND APPLICATIONS

Under Land application, customer can apply for the allotment of Plot/ Shed/ Land. Below are the series of steps involved in submitting a Land application,

**STEP 1:** Click on Applications tab, then follow the links Application=>Land Applications=>Plots/ sheds/ Land Application



The screenshot displays the user interface of the Pondicherry Industrial Promotion Development and Investment Corporation (PIPDIC) website. The header features the PIPDIC logo and the text "Pondicherry Industrial Promotion Development and Investment Corporation (A Government of Puducherry Undertaking)". The navigation menu includes "Home", "Applications", "Enquiry Form", "About Us", and "Contact Us". A "Customer" profile icon is visible in the top right corner. The main content area shows a dropdown menu for "Land Applications" with the option "Plots/ Sheds/ Land Application" selected. Below this, there is a profile card for a "CUSTOMER" with the email address "customer@pipdic.com" and contact number "6475984754". There are buttons for "View My Profile" and "View My Application". At the bottom, there is a dropdown menu for selecting an application and a "Logout" button. The URL "https://pipdic.in/allotment/application" is visible in the footer.

**STEP 2:** Checklist will appear, read the checklist carefully and make the documents ready that are mentioned in the checklist before applying for Land/ Plot/ Shed. Click on I Agree button, once completed reading the checklist.

Welcome to PIPDIC!

GENERAL TERMS AND CONDITIONS

📄 CHECKLIST DETAILS

PONDICHERRY INDUSTRIAL PROMOTION DEVELOPMENT & INVESTMENT CORPORATION LIMITED  
No.60, Romain Rolland Street, Puducherry - 605 001

TERMS AND CONDITIONS OF ALLOTMENT OF SHED AT MIE/SIE/KIE/TIE

1. The allottee should accept the provisional allotment order/letter within 10 days from the date of issue of the letter, failing which the provisional allotment order/letter will be cancelled automatically.
2. The allottee should execute, register the lease deed and take possession of the shed within 90 days from the date of issue of provisional allotment order/ letter. If they fail to do so, the offer shall stand automatically cancelled and the entire amount of security deposit will be forfeited.
3. They should submit the plan duly approved by chief inspector of factories, NOC for pollution angle from Pondicherry Pollution control committee, power feasibility certificate and the details of financial arrangements made before execution of lease deed.
4. Period of lease shall be 3 years renewable after every 3 years.

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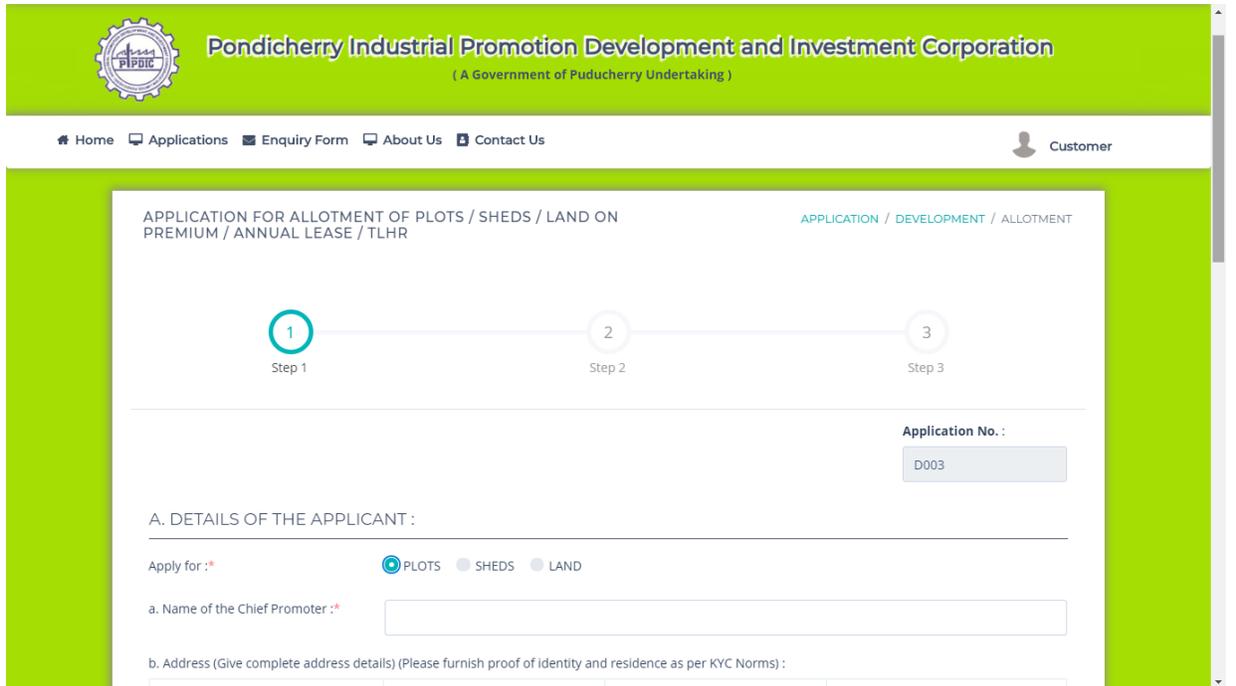
forfeited.

DETAILS OF PARTICULARS / DOCUMENTS TO BE FURNISHED

- 📄 PROJECT REPORT (Process Details, Power, Employment potential & Investment details etc... )
- 📄 BIO-DATA OF PROMOTERS
- 📄 ASSOCIATED CONCERN DETAILS IF ANY
- 📄 AADHAR CARD
- 📄 PAN CARD
- 📄 VOTERID CARD
- 📄 BANKER'S DETAILS OF THE PROMOTER AND FIRM

I Agree Cancel

**STEP 3:** Now start filling the land application with appropriate details and necessary documents which are carried out in three steps. Finally click on submit button.



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Home Applications Enquiry Form About Us Contact Us Customer

APPLICATION FOR ALLOTMENT OF PLOTS / SHEDS / LAND ON PREMIUM / ANNUAL LEASE / TLHR APPLICATION / DEVELOPMENT / ALLOTMENT

1 Step 1 — 2 Step 2 — 3 Step 3

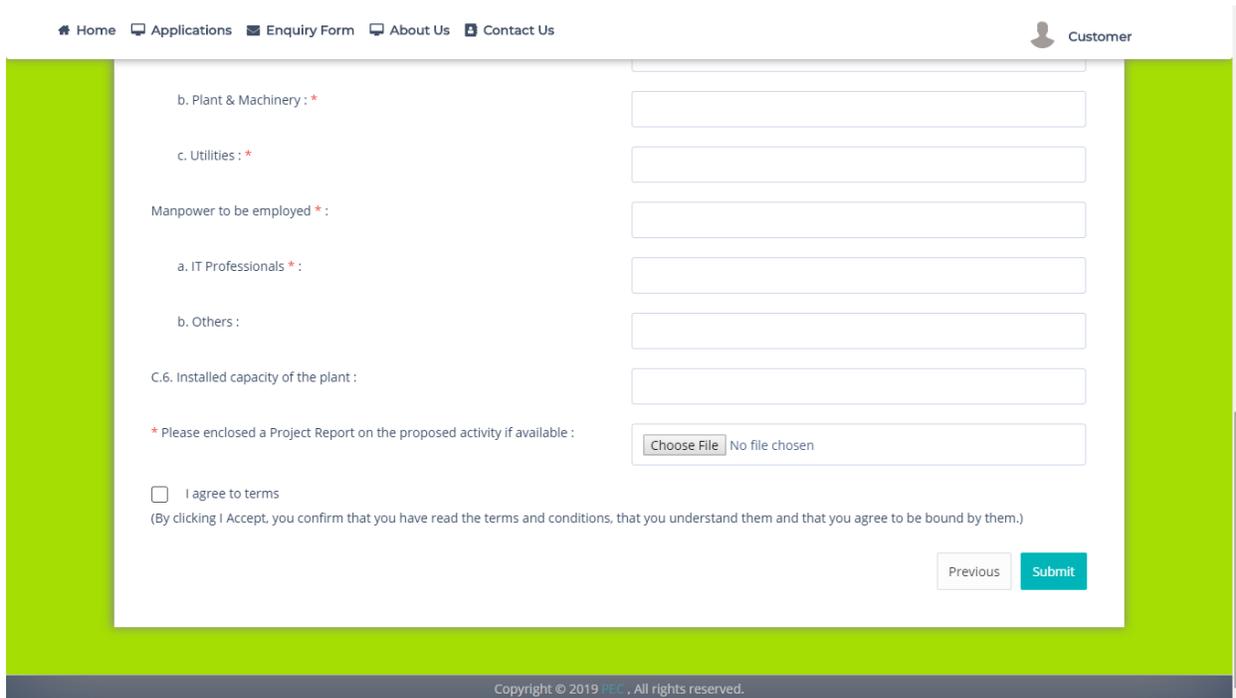
Application No. : D003

A. DETAILS OF THE APPLICANT :

Apply for :\*  PLOTS  SHEDS  LAND

a. Name of the Chief Promoter :\*

b. Address (Give complete address details) (Please furnish proof of Identity and residence as per KYC Norms) :



Home Applications Enquiry Form About Us Contact Us Customer

b. Plant & Machinery :\*

c. Utilities :\*

Manpower to be employed :\*

a. IT Professionals \* :

b. Others :

C.6. Installed capacity of the plant :

\* Please enclosed a Project Report on the proposed activity if available :  No file chosen

I agree to terms  
(By clicking I Accept, you confirm that you have read the terms and conditions, that you understand them and that you agree to be bound by them.)

Previous Submit

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**Step 4:** After submitting the Land application, the system will ask for Bio- Data of the entrepreneur. Fill the required details and finally click on Submit which is a four step process.

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BIO-DATA OF THE ENTREPRENEUR (PROMOTERS / PARTNERS / DIRECTORS)  
APPLICATION / DEVELOPMENT / ALLOTMENT / BIO-DATA

Step 1 Step 2 Step 3 Step 4

1. Name :\*

2.  Son /  Wife /  Daughter of

3. Present Occupation :\*

4. Address (Give complete address details) :\*

Address Residential Permanent Same as Resident  Correspondence Same as Resident

While entering the Bio-Data, The necessary KYC documents need to be updated by following below steps 1. Click on “Choose File” button against the field

Home Applications Enquiry Form About Us Contact Us Bala

14. In case of entrepreneur is not a native of Puducherry, the name & address of the person in Puducherry, if any who can be referred to about him

15. Whether he belongs to Scheduled Caste / Scheduled Tribe / Backward Class if so evidence should be produced.

16. Whether Ex-serviceman / Educated Unemployed / Physically Handicapped.

17. Whether he is holding Green card issued by Government of Puducherry to the acceptors of sterilisation. If so, evidence should be produced.

18. Upload N.B certificate.

19. Upload Residence Proof document.

20. Upload Signature.

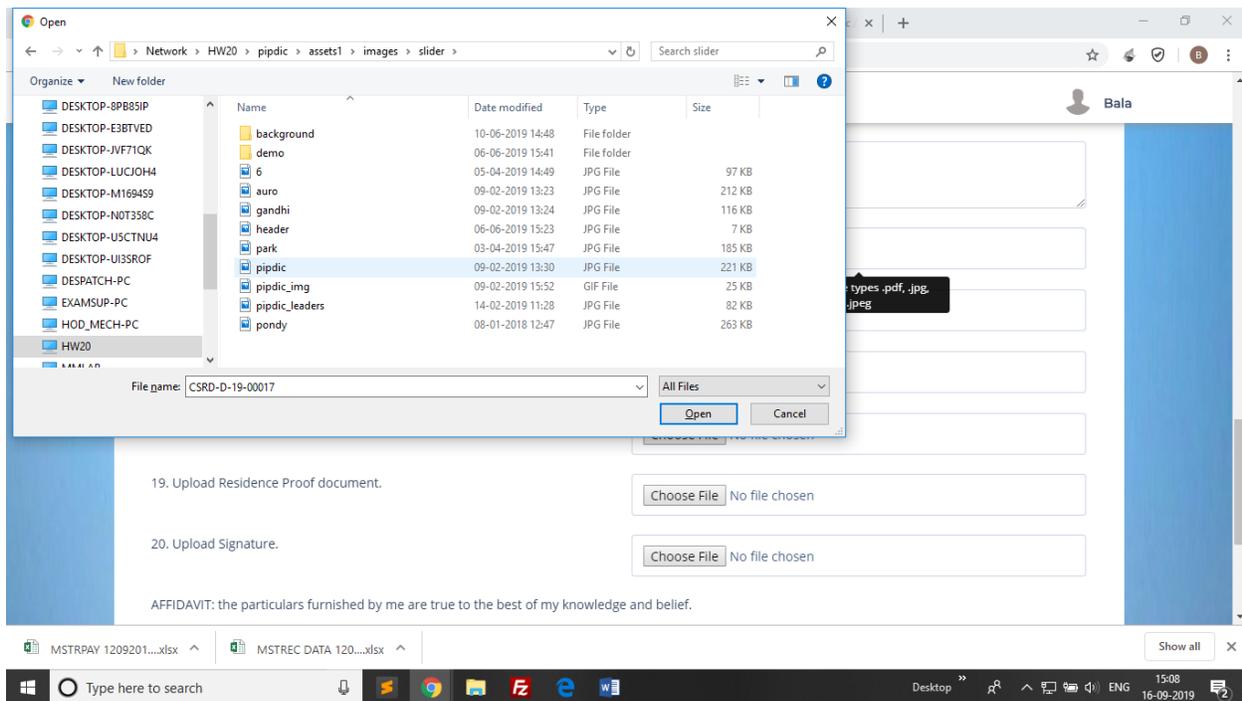
AFFIDAVIT: the particulars furnished by me are true to the best of my knowledge and belief.

Choose File No file chosen

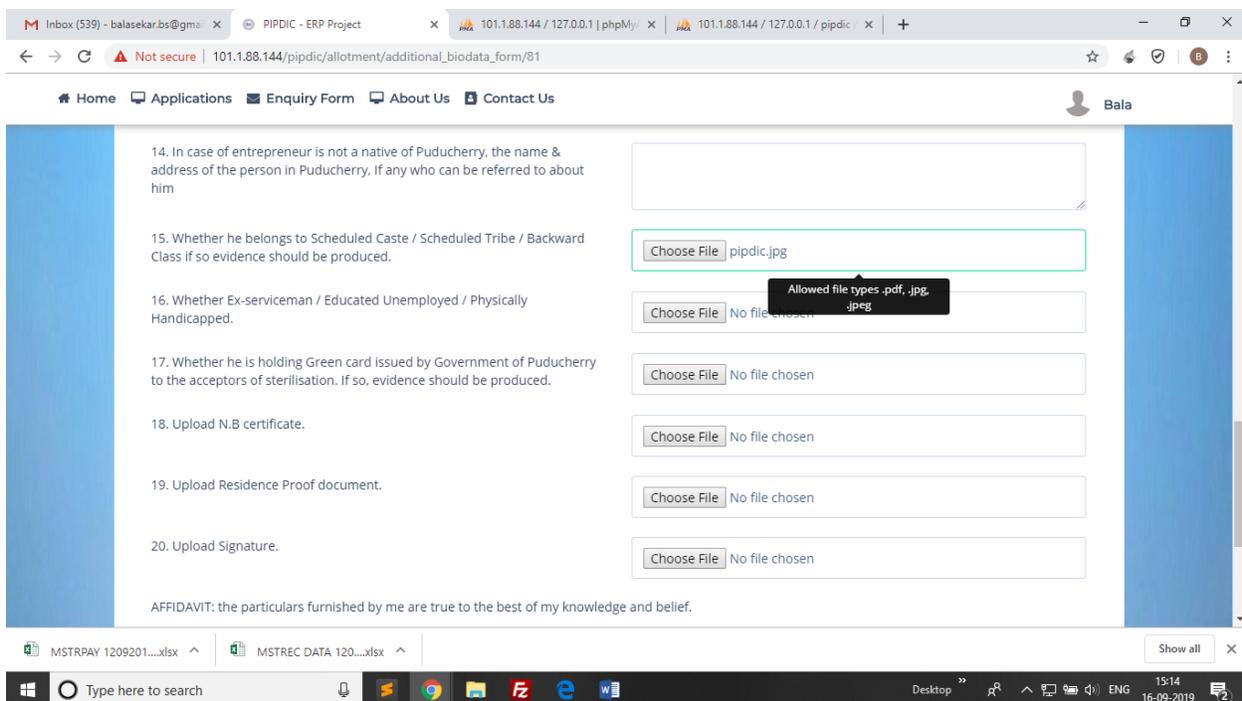
IMSTRPAY 1209201...xlsx MSTREC DATA 120...xlsx Show all

Type here to search Desktop 14:56 16-09-2019

2. It opens the file explorer, customer should select the document to be attached.



Once file is attached, it shows the selected file name next to the respective field.



Similarly all the necessary documents need to be updated by the customer.

## **Step 5:**

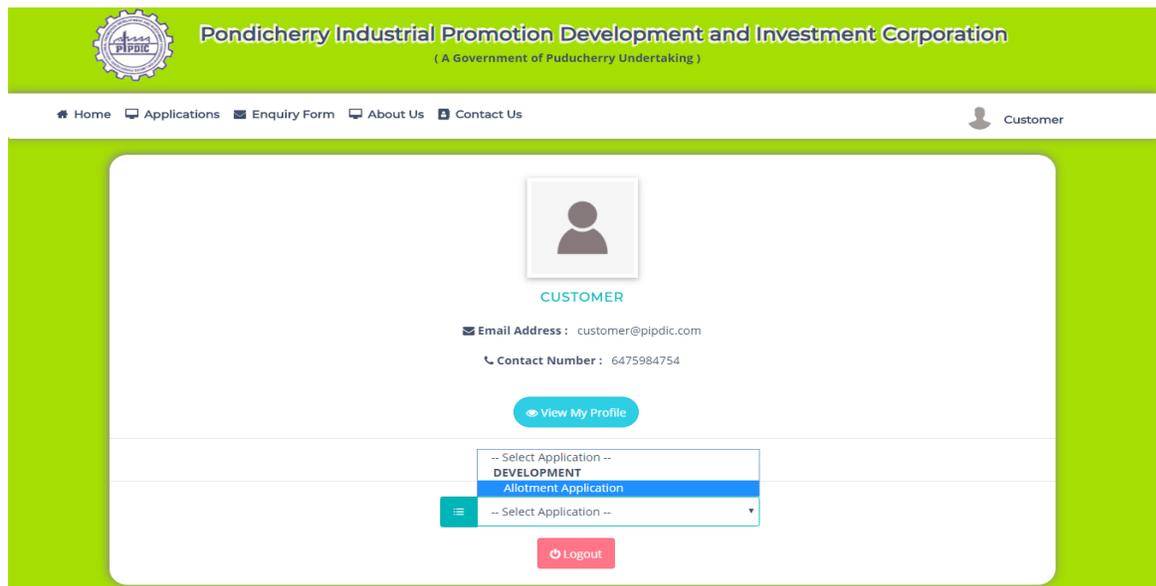
Once application is submitted the customer should pay the application fees. Amount payable to PIPDIC may be paid through **NEFT / RTGS** as indicated below:

Bank's Name : CANARA BANK  
Branch : Muthialpet Branch  
45, Gingee Salai,  
Puducherry 605001  
IFSC : CNRB0000927  
Account Number : 0927201002042

Customer are requested to mention the Party name and purpose of payment while making payment towards NEFT / RTGS

**Step 6:** On successful submission of the Land application, customer can view the status submitted application and preview of full application by clicking on “View My application” Link.

After that select the Land application in the “Select Application” drop down as mentioned below.



**Step 7:** Applications entered by the customer is displayed with current status.

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### Allotment Application Data Sheet

App No.	Chief Promoter Name	Qualification	Field Name	Area of expertise	Status	Details	Action
D003	CUSTOMER		Engineering	ENGINEERING	UNDER REVIEW	Bio Data Gener	
D003	dsd				UNDER REVIEW	Bio Data Gener	
					UNDER REVIEW	Bio Data Gener	
					UNDER	Bio Data -	

**Step 8:** The preview of the Land application entered can be seen by clicking on “eye” icon under Action.

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Home Applications Enquiry Form About Us Contact Us Customer

PONDICHERRY INDUSTRIAL PROMOTION DEVELOPMENT AND INVESTMENT CORPORATION LIMITED  
REGD. OFFICE: NO.60, ROMAIN ROLLAND STREET, PUDUCHERRY 605 001

APPLICATION FORM FOR ALLOTMENT OF PLOTS / SHEDS / LAND ON PREMIUM ANNUAL LEASE /TLHR

Application No. : D003

**A. DETAILS OF THE APPLICANT :**

Apply for: : PLOTS

a. Name of the Chief Promoter : : CUSTOMER

b. Address (Give complete address details) (Please furnish proof of identity and residence as per KYC Norms) :

	Residential Address	Permanent Address	Correspondence Address
Address	dsfsdf		
Pin Code	sdfsdf		

Customer can take printout of the application by clicking on print icon in Right top corner

**Step 9:** Once the Land application is processed on the PIPDIC end and a plot/ shed is allotted for a particular customer, the customer can download the allotment order from the details section. Sample allotment order looks like below,

PONDICHERRY INDUSTRIAL PROMOTION DEVELOPMENT AND INVESTMENT CORPORATION LIMITED

234234324 Date 10-05-2018

To,  
Astute technology

Sir / Madam,

Sub : Allotment of Plot No. 1452 at Mettupalayam Industrial Estate - Order - Issued Reg.  
Ref : Your letter dated

We hereby provisionally allot you one plot bearing No. 1452 at Mettupalayam Industrial Estate, Puducherry on premium lease basis alongwith superstructure available on the plot for a period of 30 Years for setting up of a unit for manufacture of " test product ", subject to the following conditions:-

a) The following particulars have to be furnished within 90 days from the date of issue of allotment for execution of lease deed.  
Details of financial arrangements made / to be made for implementation of the project.  
Approval from Inspector of Factories for machinery layout alongwith plan.  
Clearance Certificate from pollution angle.  
Permission from Oulgaret Municipality  
Udyog Aadhar Memorandum.  
National Savings Certificate for Rs.1,000/-.

b) Effective steps have to be taken to implement the project as per terms and conditions of allotment order enclosed herewith.

c) The premium lease amount of Rs. 15500 already paid by you, has taken into your account for this allotment.

2) You are also informed that in case of availing loan from this Corporation/Bank the lease hold rights of the superstructure constructed on the plot bearing No 1452 at Mettupalayam Industrial Estate, Puducherry has to be mortgaged with Corporation/Bank.

Customer can take print out of the allotment order for their future reference.

The death of any individual allottee, would be communicated to PIPDIC within a reasonable time. The heir or legal representative should give notice of his claim to PIPDIC within 3 months of the event.

If any question of dispute or difference shall arise between the allottee and the lessor or in relation to or in connection with the terms of allotment, such question of dispute or difference shall be referred to the Managing Director, PIPDIC, whose decision shall be final and binding.

Only the courts situated in the Union Territory of Pondicherry shall have jurisdiction to decide upon any dispute or litigation between the allottee and the PIPDIC.

All expenses in drawing the Lease Deed such as the Stamp duty, registration charges, etc. shall be borne by the allottee.

The allottee shall not construct any shop, dwelling house or shed or any construction with Katcha materials on the allotted plot.

Each and every allotment is subject to the restriction, stipulations and easements mentioned in the document which are ment for the benefit of the estate and every part thereof. Every allottee shall observe the said stipulations, restrictions and easements affection his/its plot. Each allottee shall be entitled to enforce the observance on the part of the other and easements contained in the lease deed of the other allottee, as if he was himself/itself a party thereto.

Every allottee has to give their/its Board's Resolution in the case of companies and consent letter in other cases agreeing to the above conditions of allotment of land.

If in the opinion of PIPDIC it is found that the Land allotted to the party is in excess of its requirement, PIPDIC shall have the right to resume the excess land the allottee shall be paid only the proportionate premium that has actually been paid by him/it or the market value of the excess land on date of resumption which ever is less premium excludes the interest and penal interest, if any paid for the land.

PIPDIC reserves the right to impose any further conditions & stipulations necessary at any time to establish the industrial estate, to implement the conditions of lease deed and for the benefit of Industrial Estate as a whole.

Allotment of land/plot by PIPDIC does not guarantee procurement/allotment of machines and raw materials and or sanction of loan or facilities by this Corporation or by any other Governmental Agency.

Allottee shall obtain prior permission from the Forest Dept. before cutting of alive trees if any during construction.

[Print](#) [Back](#)

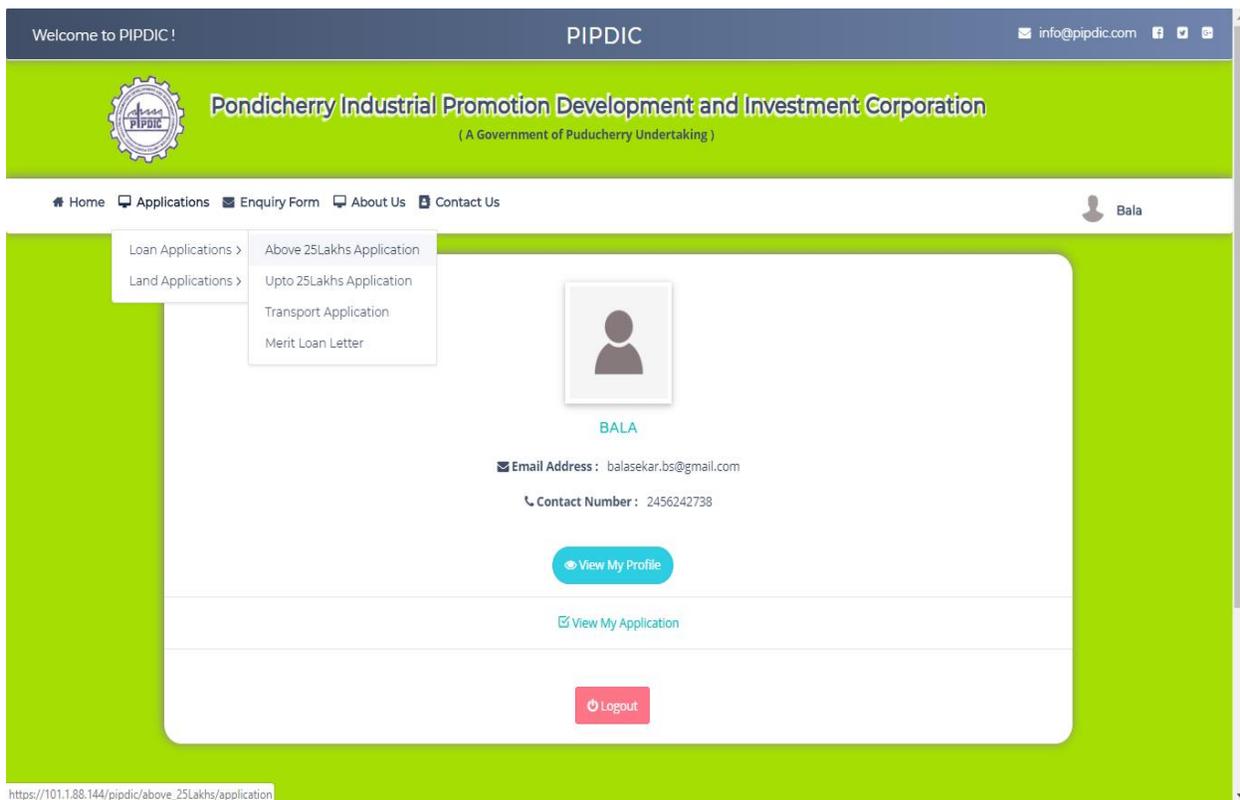
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Under Loan application customer can apply for loan in four categories,

1. Above 25 lakhs
2. Upto 25 lakhs
3. Transport
4. Merit Loan

Below are the series of steps involved in submitting Loan application, specifically Above 25 lakhs category

**STEP 1:** Click on Applications tab, then follow the links Application=>Loan Applications=>Above 25 lakhs Application



The screenshot displays the PIPDIC website interface. At the top, there is a navigation bar with the text "Welcome to PIPDIC!" and "PIPDIC" on the left, and "info@pipdic.com" along with social media icons on the right. Below this is a green header with the PIPDIC logo and the full name "Pondicherry Industrial Promotion Development and Investment Corporation (A Government of Puducherry Undertaking)". A secondary navigation bar contains links for "Home", "Applications", "Enquiry Form", "About Us", and "Contact Us", along with a user profile icon labeled "Bala".

The main content area shows a user profile card for "BALA" with the email address "balasekar.bs@gmail.com" and contact number "2456242738". Below the profile are buttons for "View My Profile", "View My Application", and "Logout". A dropdown menu is open under "Applications", listing "Above 25Lakhs Application", "Upto 25Lakhs Application", "Transport Application", and "Merit Loan Letter".

At the bottom left, the URL "https://101.188.144/pipdic/above\_25Lakhs/application" is visible.

STEP 2: Checklist will appear, read the checklist carefully and make the documents ready that are mentioned in the checklist before applying for Loan. After reading click on I Agree button.

Welcome to PIPDIC!

GENERAL TERMS AND CONDITIONS

CHECKLIST DETAILS

Above Rs.25.00 Lakhs Loan

Hotels / Kalyanamandapam / Community Hall / Commercial Complex / Commercial Godown

Sl.No	Term loans and working capital loans	
A	Upto Rs.25.00 lakhs	11 %
B	Above Rs.25.00 lakhs and upto Rs.50.00 lakhs	12 %
C	Above Rs.50.00 lakhs and Term loan to MSI	13 %

\* Concession rate of interest of 0.5 % less than the normal rate is charged for units promoted by Women /SC/ST/Differently abled persons.

Sl.No	Loan Amount	Investigation Fees
A	For loans upto Rs.25.00 lakhs	0.50 % of the term loan applied plus service tax as applicable
C	For Women / SC / ST and Differently abled Entrepreneurs	50% concession on investigation fee

**COLLATERAL SECURITY NORMS**

**The norms for acceptance of collateral security while considering sanction of term loans:**  
In respect of immovable property situated in the Union Territory of Puducherry, the value of the property to be offered

9 Detailed project report on the project.

10 Copy of partnership deed and acknowledgement of Registrar of firms in the case of partnership firm or Memorandum & Articles of Association in the case of Private Limited company.

11 Bio-Data of all the promoters (Duly filled in all respect as per the format enclosed).

12 Copies of Pan card, Voters identity, Ration card, Aadhar card & Bank pass book for all the promoters.

13 Brief write up on the scope of the project.

14 Consent letter to offer collateral security to the extent required by PIPDIC.

15 Balance sheet & Profit & loss account for last 3 years and bankers details for interested concerns / existing unit

16 Investigation fee to be paid as detailed below:  
For loans upto Rs.25.00 lakhs - 0.50% on the loan amount applied plus applicable service tax  
For loans above Rs.25.00 lakhs - 0.75% on the loan amount applied plus applicable service tax  
For Women/SC/ST/Differently abled entrepreneurs - 50 % has to be paid.

Sl.No	Particulars to be submitted either during processing time or after sanction of loan.
1	Applicable licence copies Municipal / Panchayat permission, Food licence etc.,
2	Original Title deed, Antecedent title deeds, Encumbrance certificate for 30 years, valuation certificate obtained from approved panel valuer of PIPDIC, FMB copy, Patta copy and Legal opinion report for the site & collateral security property.

I Agree Cancel

STEP 3: Now start filling the loan application with appropriate details and necessary documents which are carried out in three steps. Finally click on submit button.

After submitting, it will ask for Bio-data of Promoter/ Partners/ Director. Enter necessary information and click on submit.