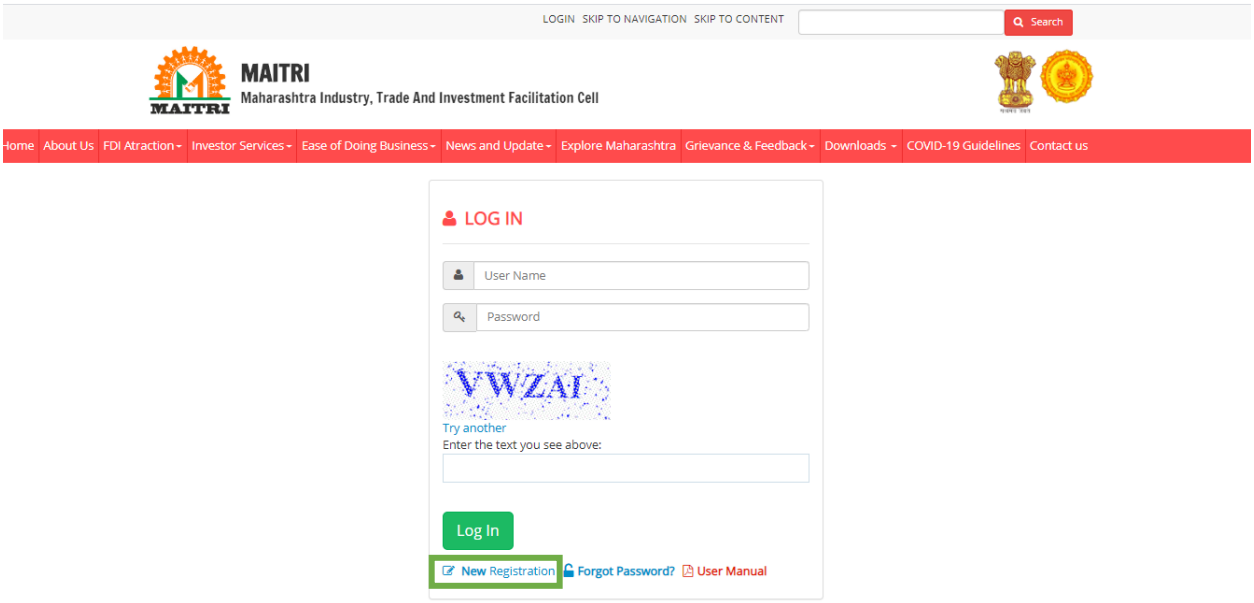
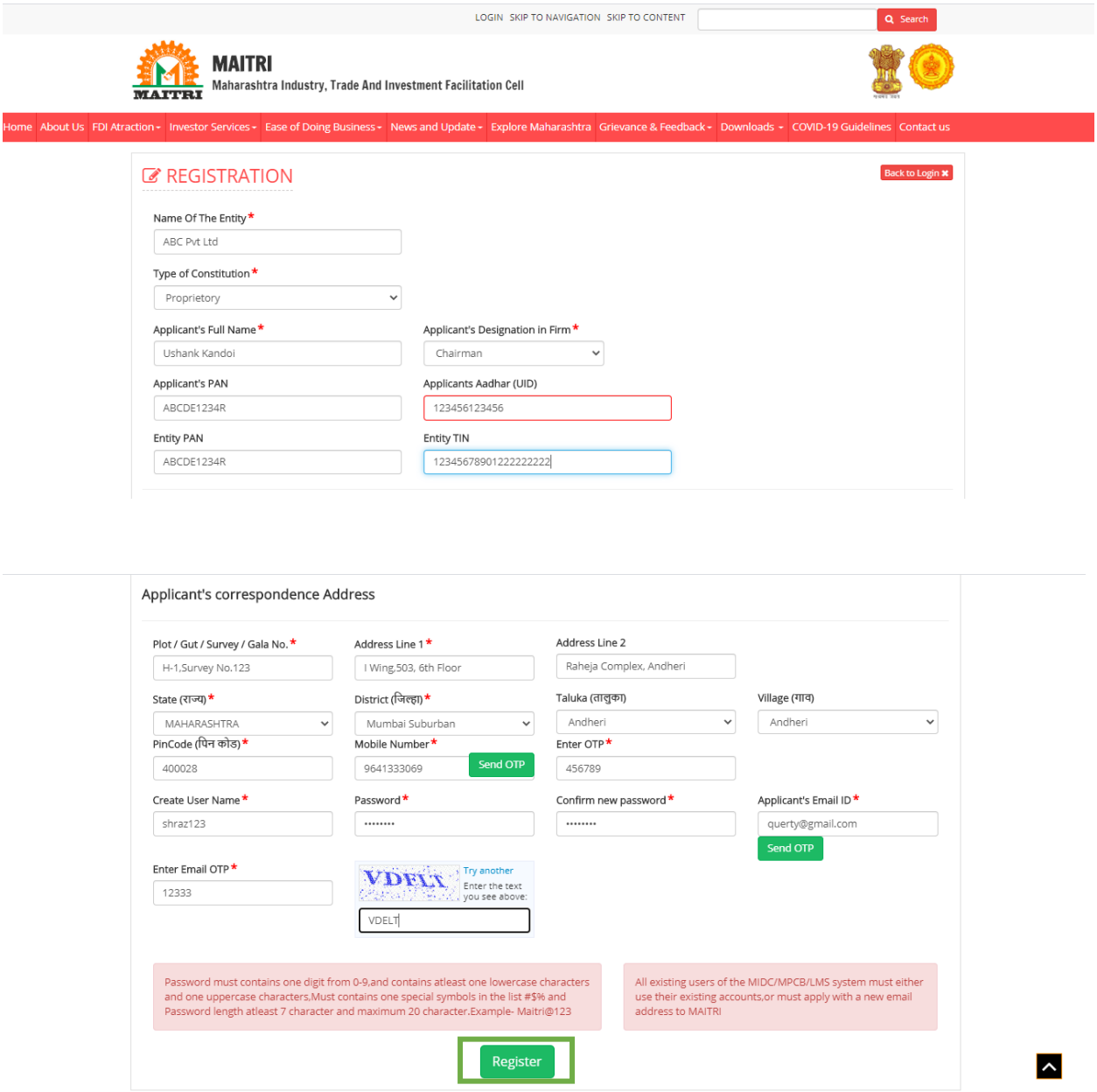
User Manual for MAITRI

URL: https://maitri.mahaonline.gov.in/Login/Login

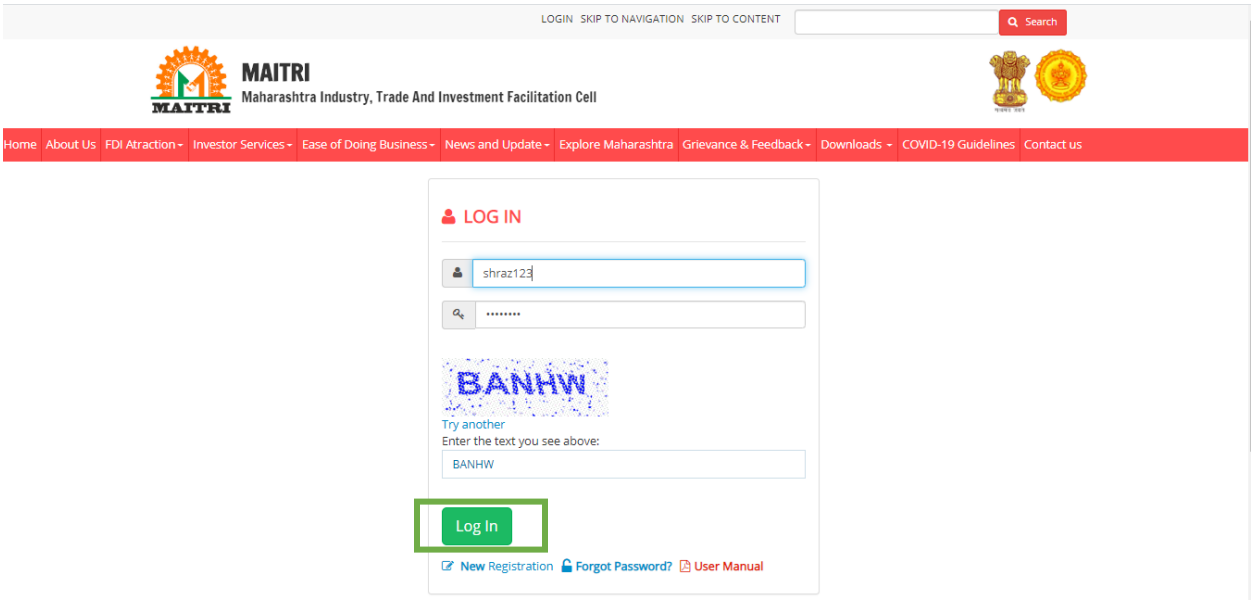
Step 1: The user needs to log in to the MAITRI – Single Window Portal (https://maitri.mahaonline.gov.in/Login/Login) to apply for required services and approvals.

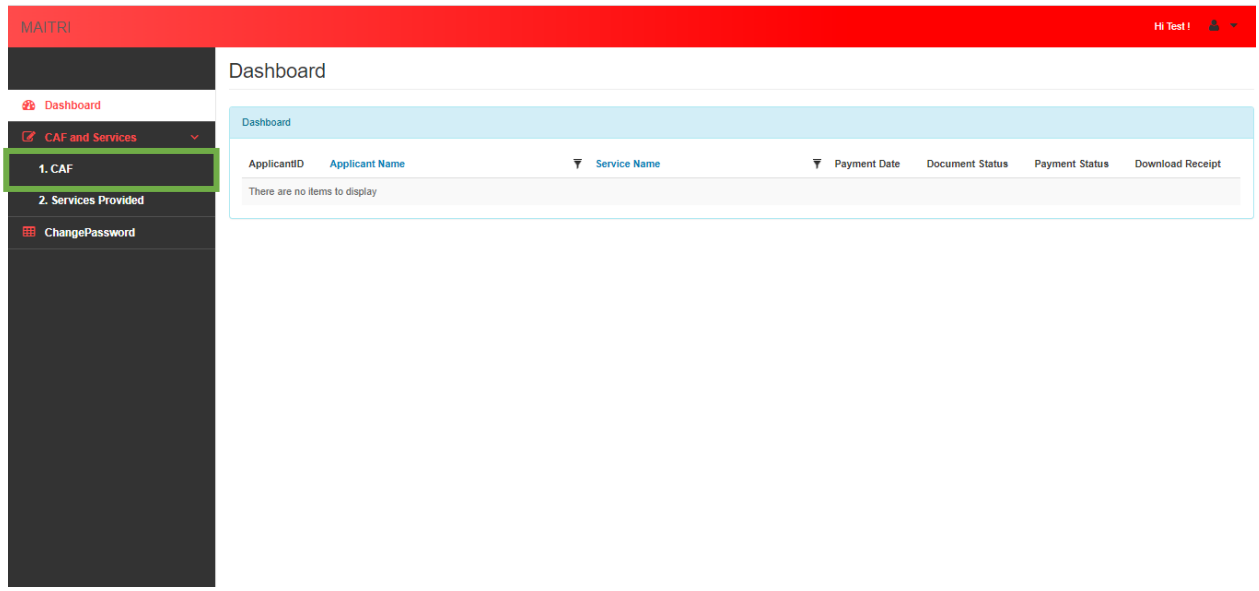


Step 2: After clicking on “New Registration” the user applying through MAITRI – Single Window Portal will have to register on the MAITRI portal. This can be done by accessing https://maitri.mahaonline.gov.in/Registrationnew/Registration. After filling in all the relevant details, the applicant will create a User Log-In and an auto-generate OTP using his mobile phone and the click on “Register”.

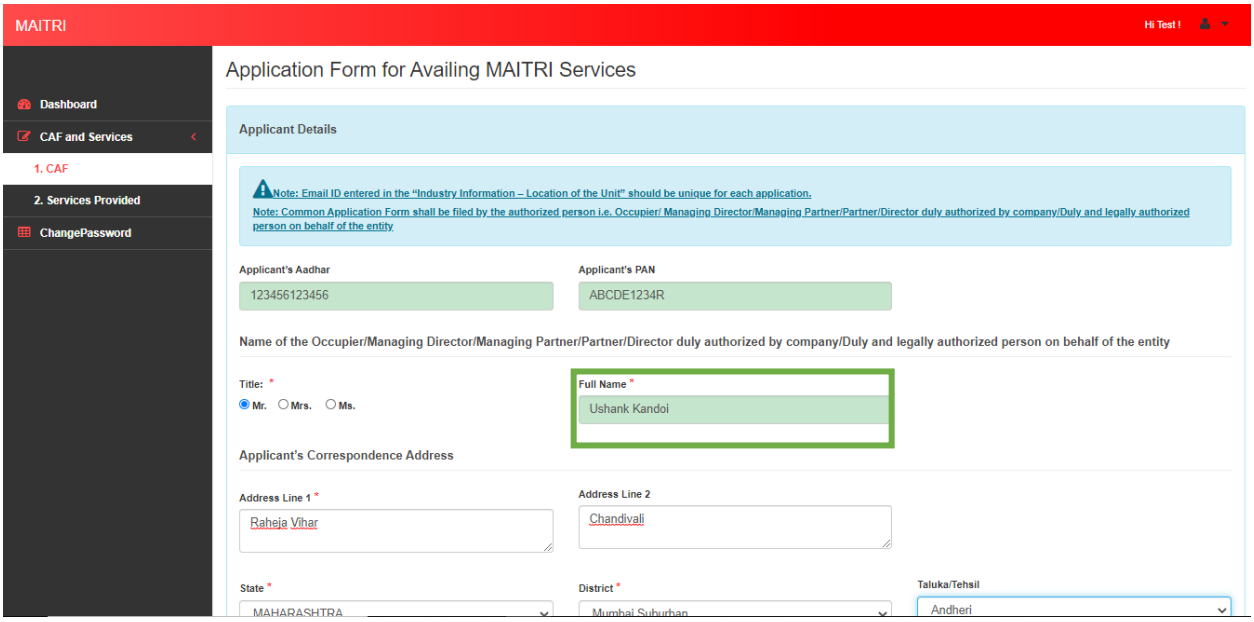


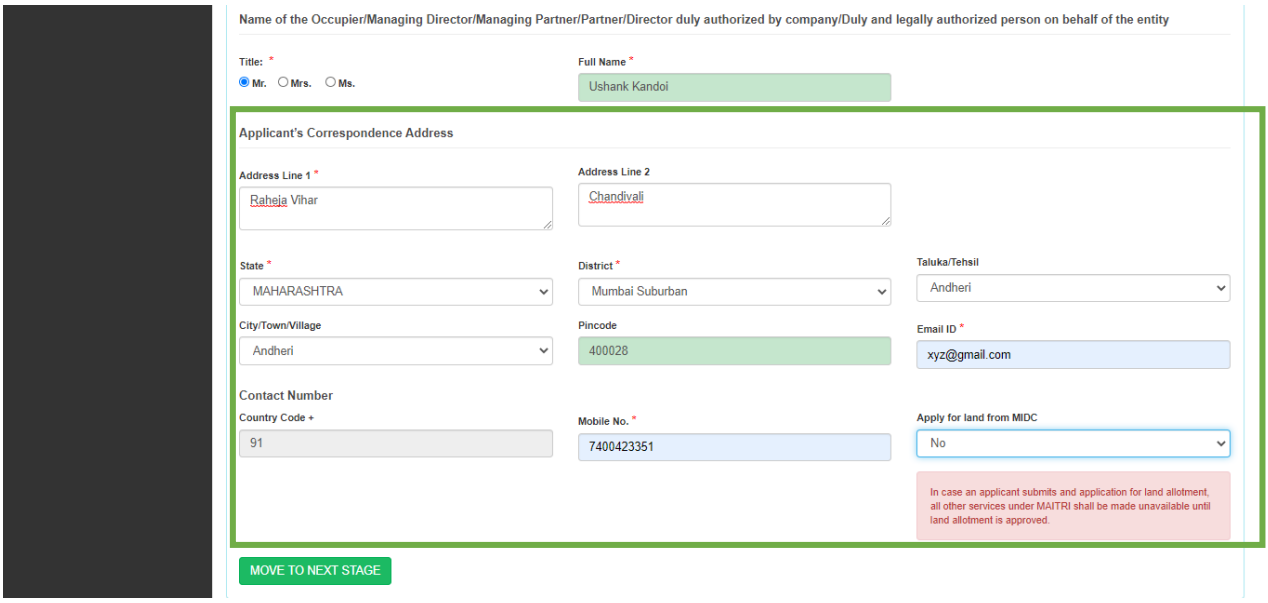
Step 3: The username and password created on Registration form can be used for logging in on MAITRI and clicking on “CAF” as shown below.

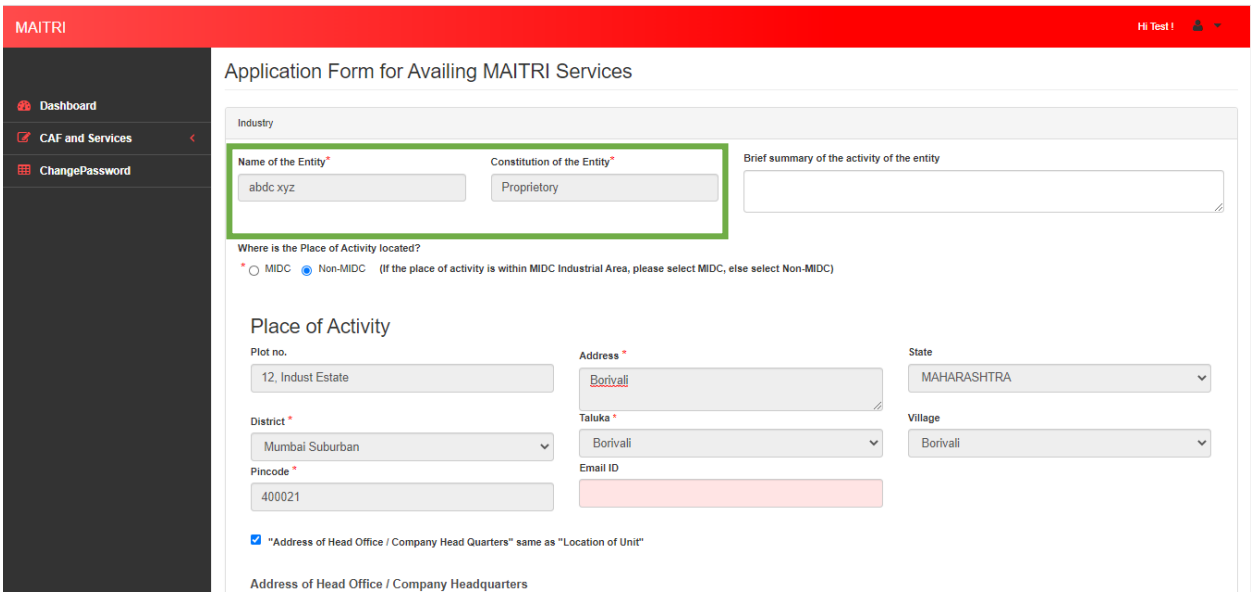


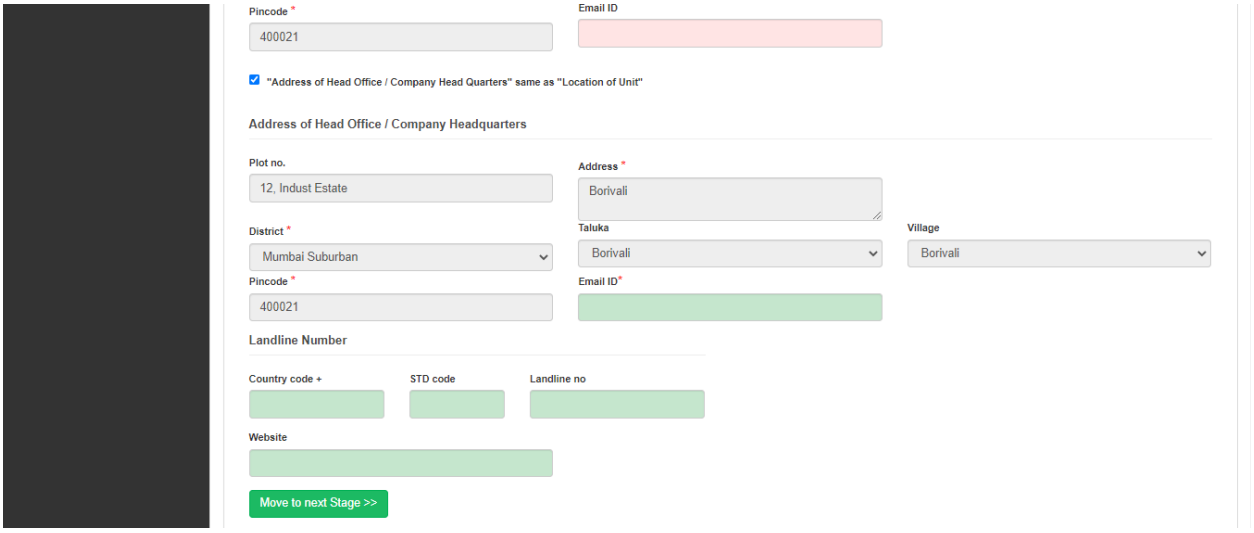


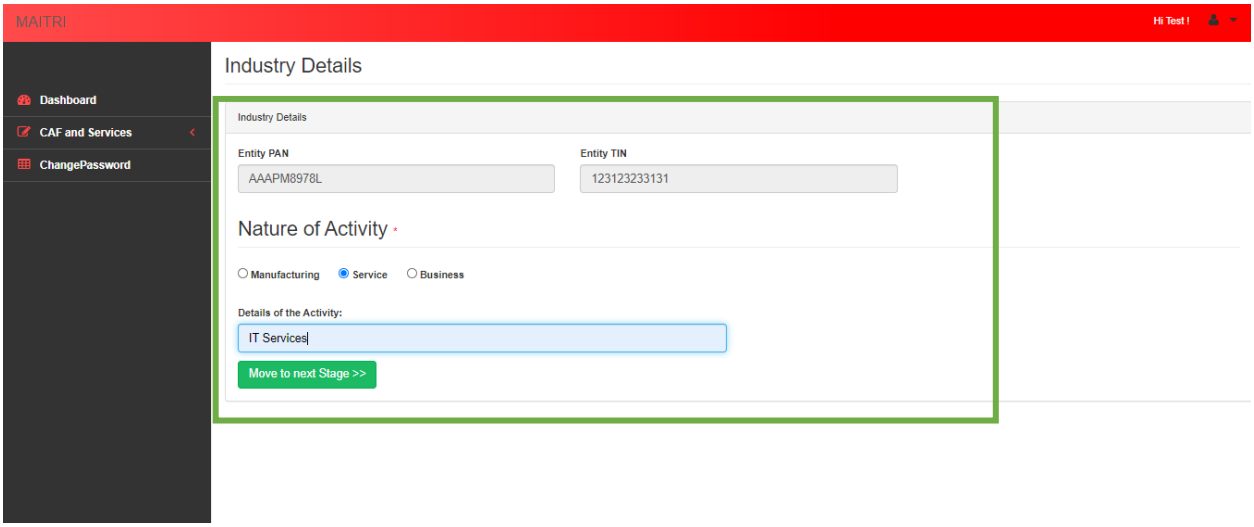
Step 4: After clicking on CAF, the user will have to fill the following fields as given in the attached screenshots. Upon entering the Aadhar number in the CAF, the fields under Applicant details are auto populated from the Registration Page.

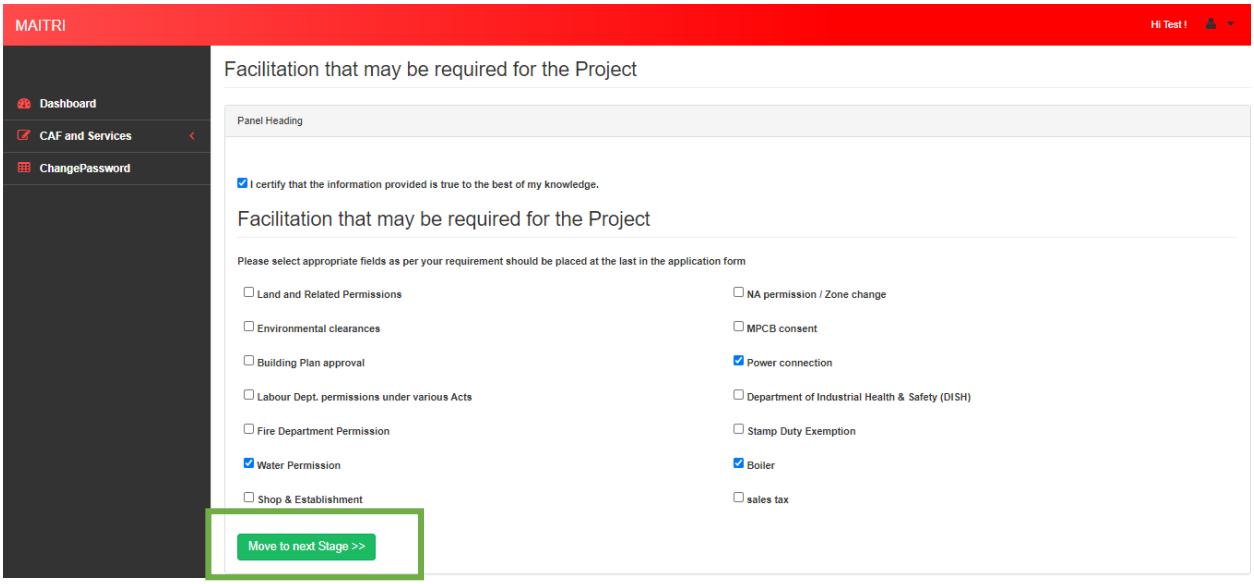




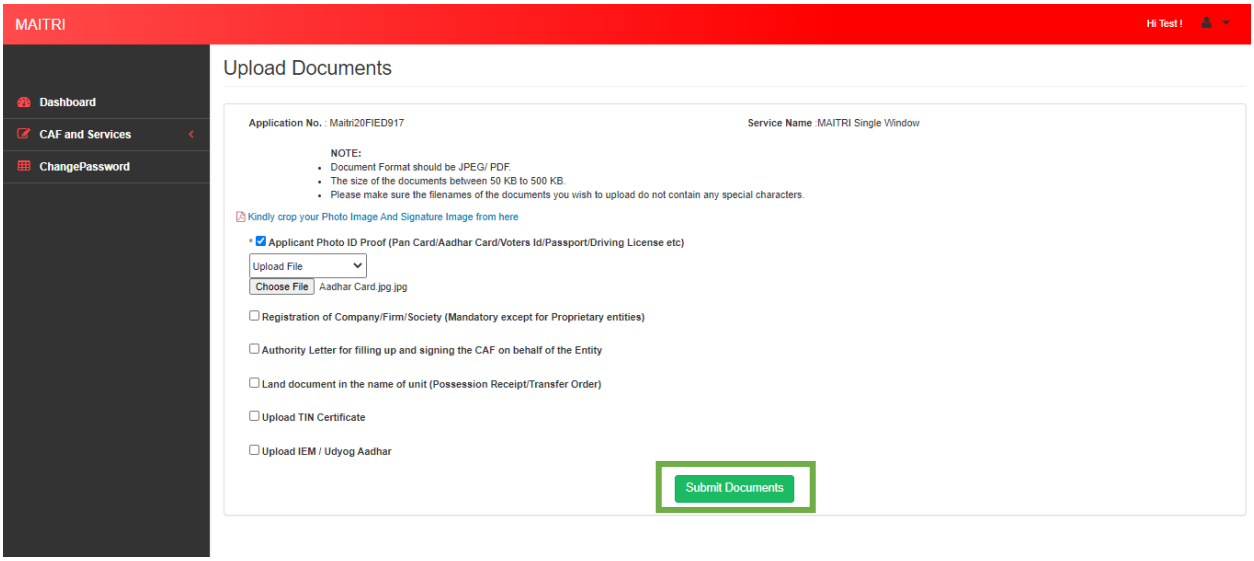

MAITRI
Hi Test !
Dashboard
CAF and Services
ChangePassword
Application Form for Availing MAITRI Services
Industry
Name of the Entity*
abdc xyz
Constitution of the Entity*
Proprietory
Brief summary of the activity of the entity
Where is the Place of Activity located?
MIDC
Non-MIDC
(If the place of activity is within MIDC Industrial Area, please select MIDC, else select Non-MIDC)
Place of Activity
Plot no.
12, Indust Estate
Address *
Borivali
State
MAHARASHTRA
District *
Mumbai Suburban
Taluka *
Borivali
Village
Borivali
Pincode *
400021
Email ID
"Address of Head Office / Company Head Quarters" same as "Location of Unit"
Address of Head Office / Company Headquarters

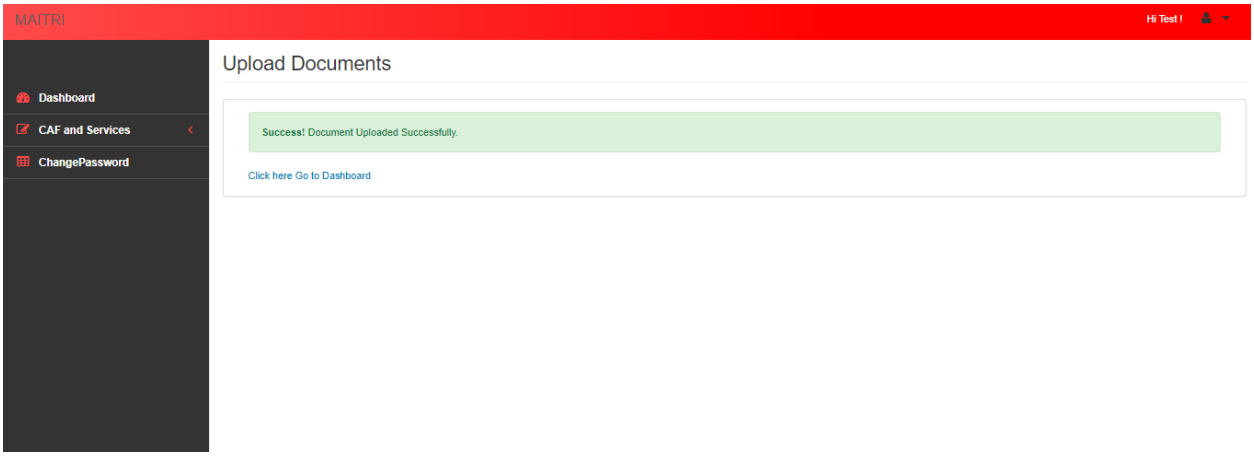

Pincode *
400021
Email ID
"Address of Head Office / Company Head Quarters" same as "Location of Unit"
Address of Head Office / Company Headquarters
Plot no.
12, Indust Estate
Address *
Borivali
District *
Mumbai Suburban
Taluka
Borivali
Village
Borivali
Pincode *
400021
Email ID*
Landline Number
Country code +
STD code
Landline no
Website
Move to next Stage >>


MAITRI
Hi Test !
Dashboard
CAF and Services
ChangePassword
Industry Details
Industry Details
Entity PAN
AAAPM8978L
Entity TIN
123123233131
Nature of Activity *
Manufacturing
Service
Business
Details of the Activity:
IT Services
Move to next Stage >>

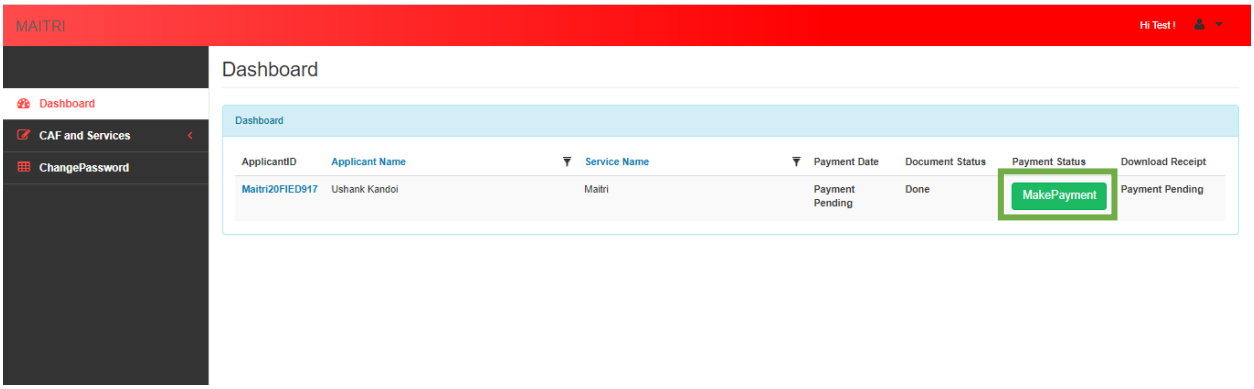


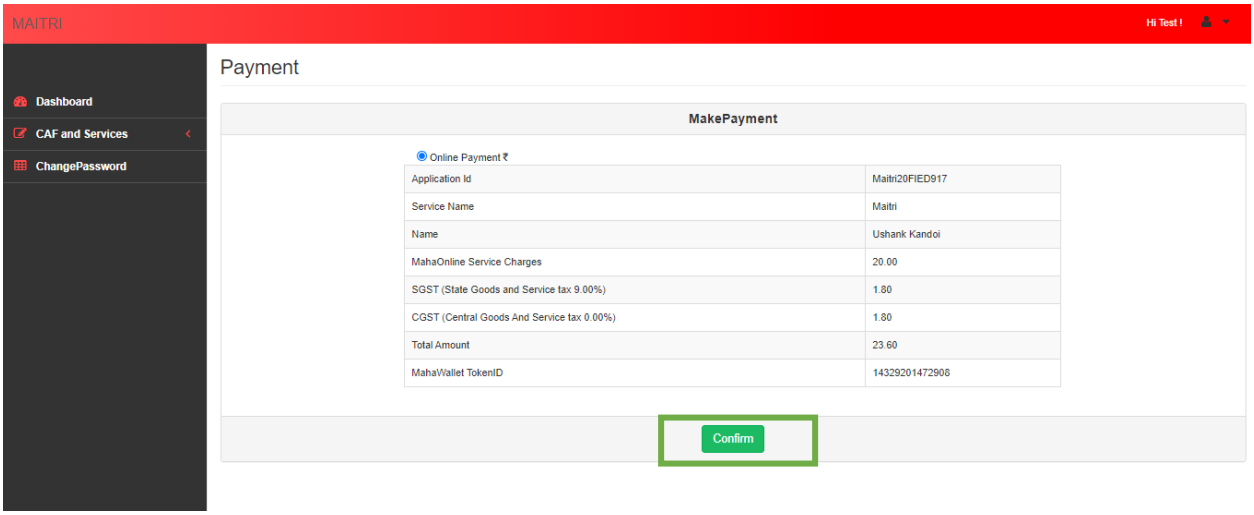
Step 5: After certifying, we reach the document submission page where we have to upload the relevant documents and click on “Submit Documents”.



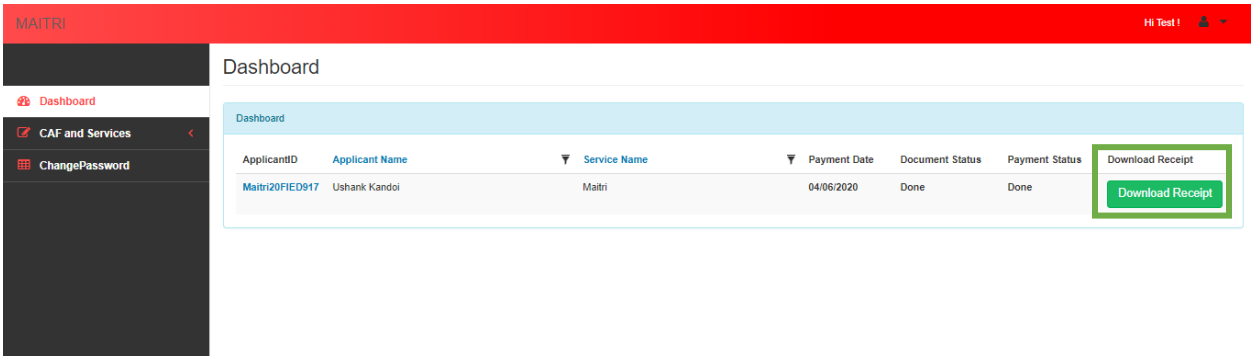


Step 6: After submission of documents, the user will then have to make necessary payments for applying services on MAITRI.

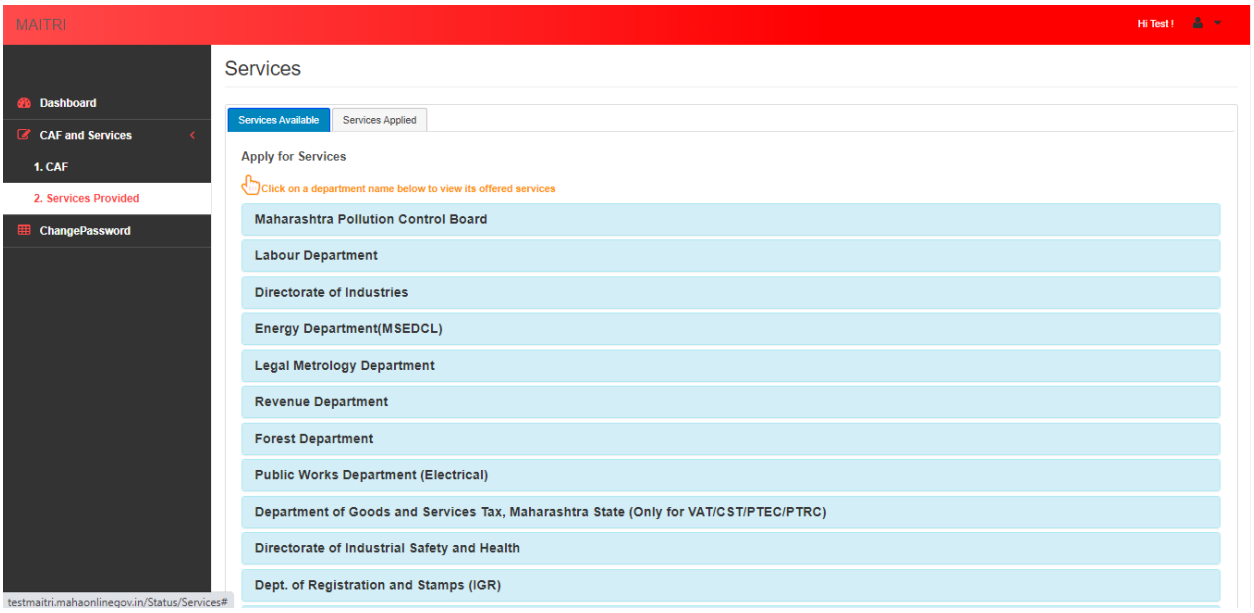


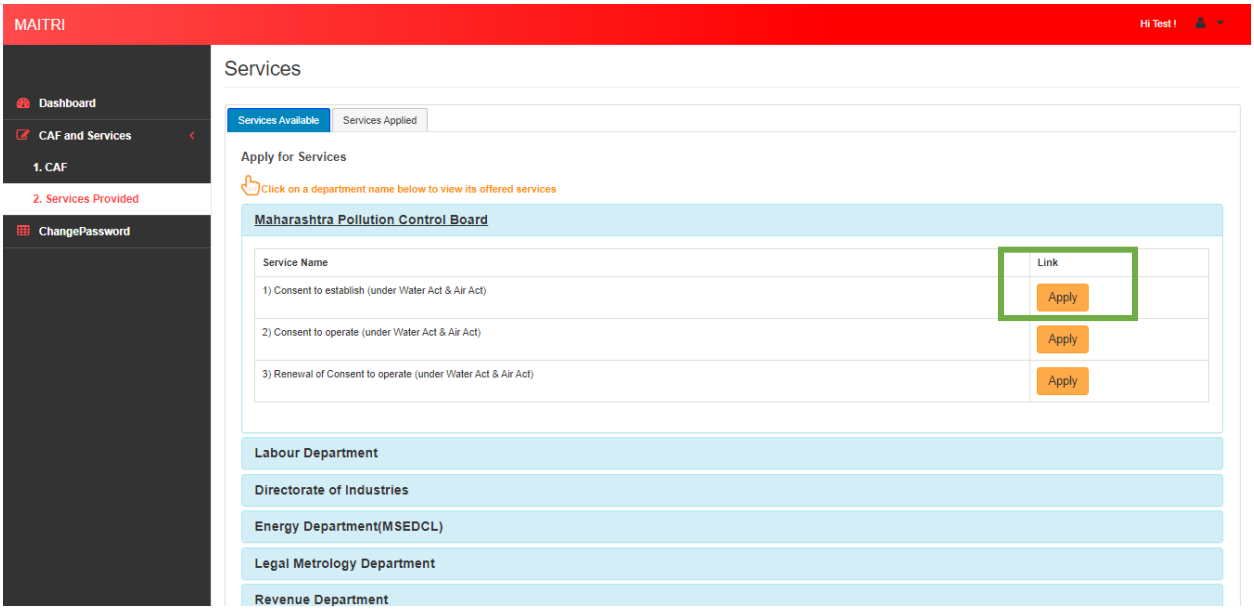


Step 8: After making the payment, the user will be able to download the receipt as shown below.



Step 9: Once the payment is done, we can find an exhaustive list of approvals on MAITRI as given below in the screenshot.





On clicking the “Services Provided” tab on the left hand dashboard, the applicant is transferred to a page with the list of services which he can apply via MAITRI of various departments. The applicant on selecting the respective service he/she wish to apply gets automatically transferred to the URL. The applicant doesn’t need to register or log in again here; he automatically lands on the page of the respective service form. The user has to fill in the form. The common details for the applicant are auto-populated on the form using the fields he/she has filled in CAF.

THANKS!!!