

## Prerequisites for Using the System

For Applicant & Company Registration (Only Once),

1. Setting of Computer for typing Company Name, Address and City in Hindi using any one of the following options:
  - a. Using Windows Language Support (Link provided on Login Page)
  - b. Downloading GIST-OT Typing Tool (Link provided on Login Page) and Guidelines for its usage are also attached there.
  - c. Using any third tool already available on your computer.
2. You can use Mangal font (which is already available in your computer) in MS-Word to type Inscript Hindi details for Company Name, Address, City, etc which later on you can use for Copy-Paste during your company registration. Before typing Hindi using this font in MS-Word, you are required to configure your computer for Hindi Language (Link provided on Login Page).
3. Copy-paste of Hindi Details in MS-Word (like Kruti DEV 010 font) to Internet Forms doesn't work. If that case, if you still want to use Type Writer Hindi, you can do it with any of following ways to enter Hindi details on our system during Company Registration:
  - a. Use GIST-OT Typing Tool. Follow instructions how to use this tool.
  - b. Use any font (like Kruti DEV 010) to type Hindi in MS-Word. Download Conversion setup available at <http://ildc.gov.in/hindi/hdownloadhindi.htm> - Option 5, install this setup. Convert your document to Unicode File. Your document will get converted into new document with those Hindi Details in Mangal Font. Now you can copy-paste these Hindi Details on our System.
4. Acrobat Reader should be installed for reading guidelines, acknowledgement of Form submitted, Deficiency reported etc and submitting documents in PDF version.
5. Use Internet Explorer 6.0 and above for using this system. Your Internet Explorer's setting for Pop-Blocker is Turned Off.

For Submitting Application,

6. Draft may be prepared so that details can be filled up to complete the application.
7. Application related documents should be available on user's computer that can be uploaded while submitted the application.