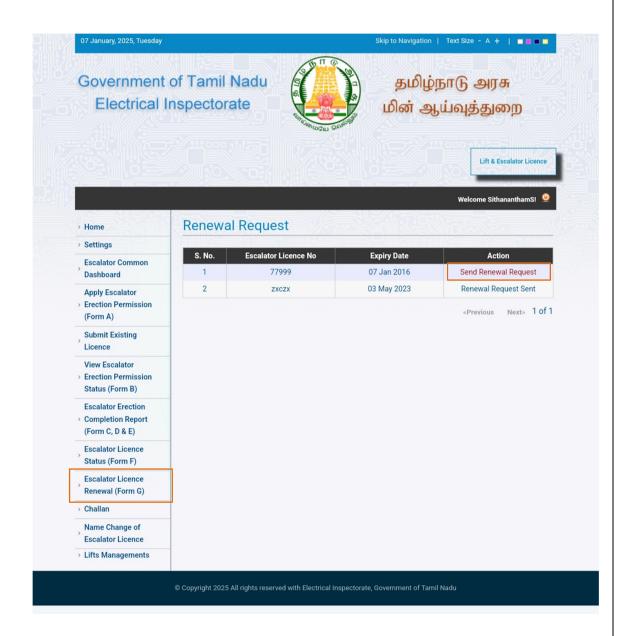


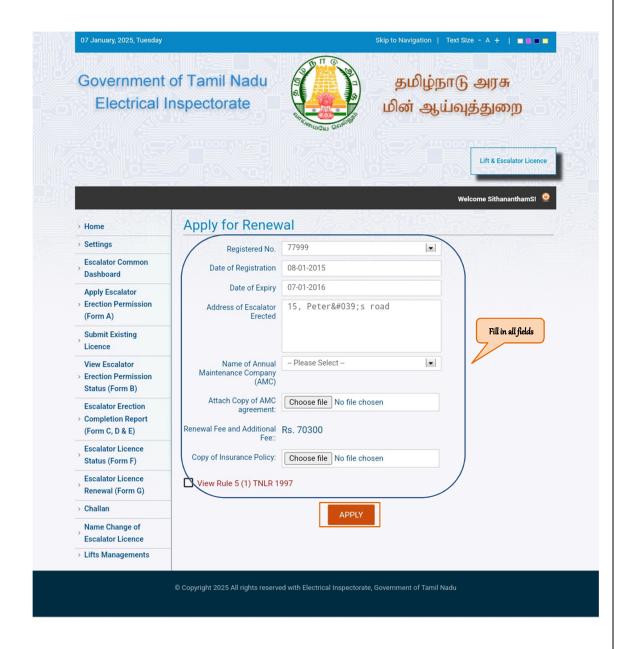
- 1. Go to the website <a href="https://tnei.tn.gov.in/lift/">https://tnei.tn.gov.in/lift/</a>
- 2. To access the portal click 'Login' and enter the Email ID and password in the fields.



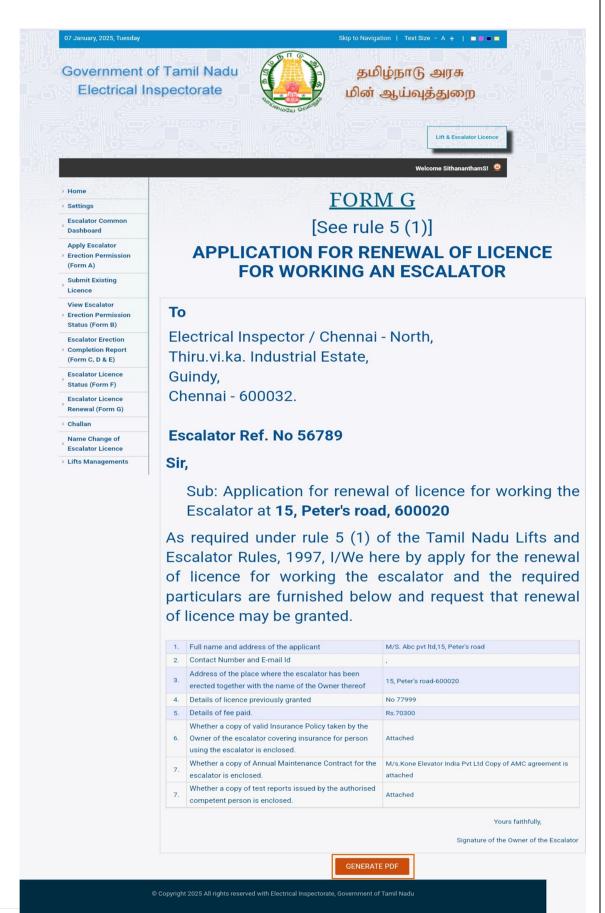
3. After logging in successfully, click on "Apply Form G" tab under the section "Lift Licence Renewal (Form G)" to renew the lift licence. Then click on Send renewal request. Complete all fields of Form G, attach required files, and click "Apply" to make an application.

## Applicant Manual for Renewal of Lift licence to work an Escalator

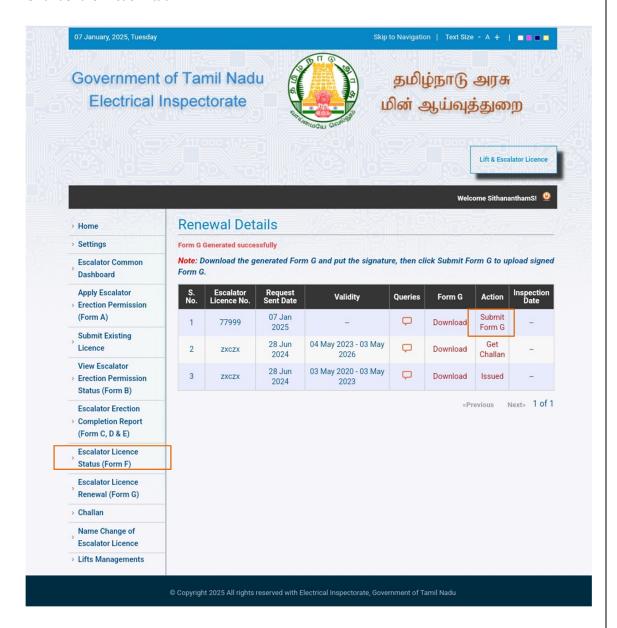




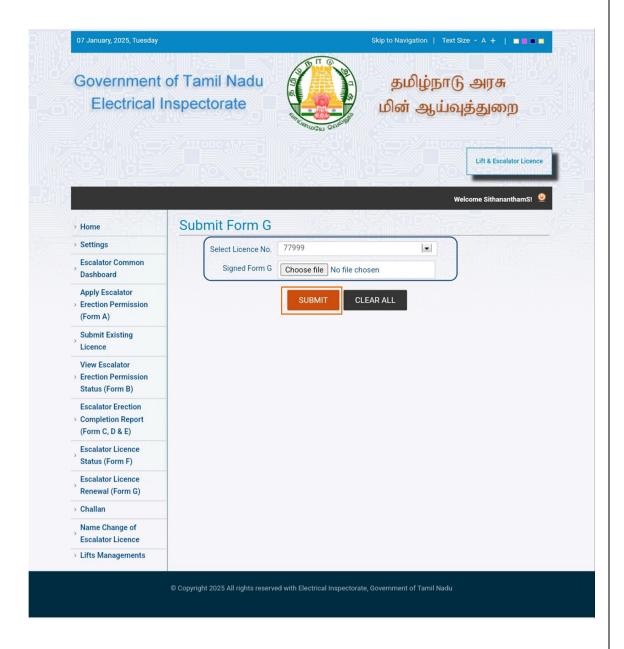
4. After generating Form G by clicking on 'Generate PDF', click on 'View Form G' to download 'Form G'.



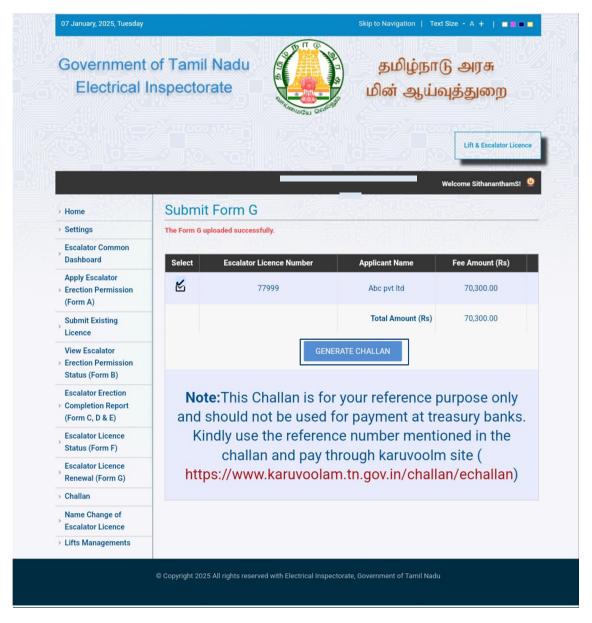
5. After it has been downloaded, sign the Form G. Select the "View Renewals" tab under the "Lift Licence Renewal (Form G)" section. To submit the signed Form G, select "Submit Form G" under the "Action" tab.



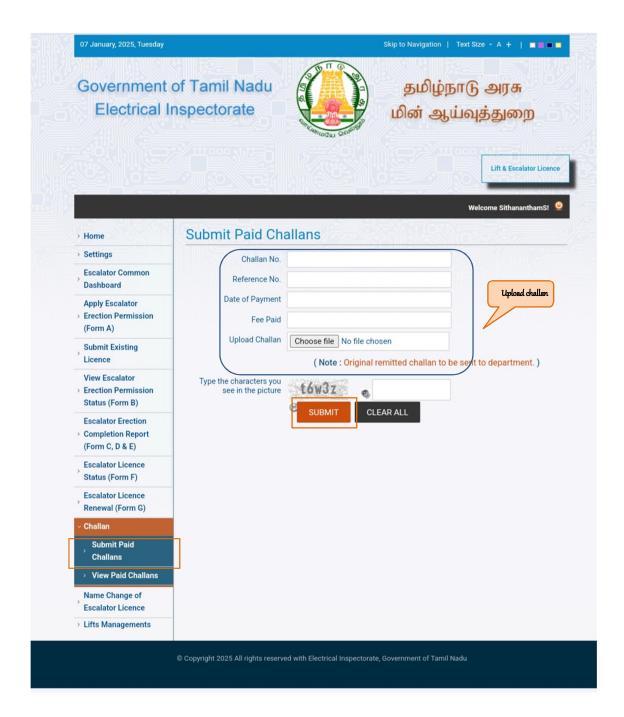
6. Upload the signed Form G and click on 'Submit'.



5. Select the lift for which challan is to be generated and click 'Generate Challan'. The generated challan is for reference purpose only and should not be used for payment at treasury banks. Kindly use the reference number mentioned in the challan and pay through karuvoolam site <a href="https://www.karuvoolam.tn.gov.in/challan/echallan">https://www.karuvoolam.tn.gov.in/challan/echallan</a>



6. After successful payment of fee, upload the paid challan and fill out the details in the 'submit paid challan' tab and then click 'submit'.



7. On receipt of Form G, the Inspector shall make an inspection within fifteen days and on getting himself satisfied that the provisions of the Act and these rules are complied with, the Inspector shall renew the licence in Form "F" within fifteen days from the date of receipt of rectification of defects, if any. To view the status of the form F click on 'View Renewals' and download the issued form F in the 'Action' tab.

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