

### Stage-wise Procedure for [Request for Subletting of Plot]

Step 1: Go to <https://gidasewa.in/>

Step 2: Click on **INVESTOR REGISTRATION/ LOGIN** button on Home Page of GIDA SEWA PORTAL

Step 3: By clicking you will be redirected to <https://niveshmitra.up.nic.in/Login.aspx>

Step 4: Login on NIVESH MITRA Portal using your registered Login ID/ Email ID and Password. Register as a new Entrepreneur if you don't have any previous registered id.

Step 5: Fill all the Details in the Common Application Form to add a new unit.

Step 6: Use Button Apply for **Permission/ NOC's/ License**. to apply for service.

Step 7: Select Unit id and Department as GORAKHPUR INDUSTRIAL DEVELOPMENT AUTHORITY(GIDA) and select service name as **Request for Subletting of Plot**

Step 8: Click on New Application to apply for service.

**Step 9:** You will be redirected to <https://apps.gidasewa.in/> (GIDA SEWA PORTAL)

**Step 10:** Select your property and Fill required fields.

Step 11: Click on Apply to apply for **Request for Subletting of Plot**

**Step 12:** Fill the required fields / Upload the mandatory documents (as per Checklist).

**Step 13:** Pay required fees (if applicable / as mentioned in Applicable fees document) and click on Final Submit after payment.

**Your application will be successfully submitted and forwarded to the GIDA Department.**

**\*\*For any query / help please visit to [https://gidasewa.in/Contact\\_Us.html](https://gidasewa.in/Contact_Us.html) or Contact GIDA Department.**