**Work Flow of Letter of Intent Module**

Applicant first click on “**Apply for Letter of Intent**” button in e-Abgari Portal

Next Click on **“Prepare LOI Application”** Link

Enter Mobile No and click on “Request one time Password”

Enter the OTP and click on “Submit”

Click on the check box and click on “Proceed”

Enter Basic Information and Click On “Save & Proceed”

Next enter All the Applicant details and Attach all the documents

Next enter all the Authorized Representative details and Attach Necessary documents

Now enter all the site details and attach necessary documents

Now click on the self-certification check box and Clikc on “Submit Application” button.

Your Application is Submitted now and you can download your Application from

**View/Print Submitted Application** Button

Login as **DCFL** in e-Abgari

Click on “LOI Act on Application” menu

Click on “Forward Application” link in the grid against a particular application

Enter Remarks and click on “Forward Application” button

Login as **SSEFL** in e-Abgari

Click on “LOI Act on Application” menu

Click on “Submit Scrutiny Report” link in the grid against a particular application

Enter all the enquiry details, attach necessary documents and click on “Save Draft” button.

Once enquiry is completed click on “Submit” button in the Scrutiny Report page

Login as **DCFL** in e-Abgari

Click on “LOI Act on Application” menu

Click on “Give Specific Opinion” link in the grid against a particular application

Enter Remarks, attach necessary documents and click on “Save Remarks” button

Click on “Forward Application” link in the grid against the application

Enter Remarks and click on “Forward Application” button

Login as **EXCOM** in e-Abgari

Click on “LOI Act on Application” menu

Click on “Communicate Govt. Decision” link in the grid against a particular application

Select approval status, enter remarks, attach necessary files and enter LOI Validity period

Click on “Save and Forward” button.

Login as **DCFL** in e-Abgari

Click on “LOI Act on Application” menu

Click on “Send Back Application” link in the grid against a particular application

Select “Applicant” from dropdown and Enter Remarks and click on “Submit” button

Applicant now click on “**Apply for Letter of Intent**” button in e-Abgari Portal

Next Click on **“Enter Payment (After Approval)”** Link

Enter Mobile No and click on “Request one time Password”

Enter the OTP and click on “Submit”

Enter your Application ID No and Click on “Submit Application ID No” button

Click on “Enter Payment Details for Excise” link in the grid against the particular application

Enter GRN NO, Transaction Amount and GRN date and Click on “Add” button

Login as **DCFL** in e-Abgari

Click on “LOI Act on Application” menu

Click on “Generate LOI” link in the grid against a particular application

Click on “Print Letter of Intent” in order to print the LOI

Applicant now click on “**Apply for Letter of Intent**” button in e-Abgari Portal

Next Click on **“View Status/Re-Submit Application”** Link

Enter Mobile No and click on “Request one time Password”

Enter the OTP and click on “Submit”

Click on “Print LOI” link in the grid to take print of the Generated LOI.