Stage-wise Procedure for **[Request for Change 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 Change 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 Change of Plot**

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

Step 13: Pay applicable fees mentioned above 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 or Contact GIDA Department.**