**Instructions**

1. Click on the following link - <https://cifer.singlewindow.cn>

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| 1. Click on “Create Account”
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| 1. Select a username of your choice
2. Enter a strong password
3. Confirm Password
4. Note down your username and Password for your record purpose
5. Located Country – Select “IND”
6. Located Country (Region) Register Number – Enter RCMC No. issued by the Council.
7. Workplace – Enter the Enterprise name which should be as per RCMC.

Please make sure that no mistakes are made as the Chinese Officials are very particular. 1. Work Department – The department in which the authorised person from the processing unit is submitting application.
2. Job title – The designation of the authorised person
3. Contacts – the Contact number of authorised person
4. Contact Mobile – Mobile no. of authorised person
5. Contact Address – Address of the processing unit.
6. Email – Email id of the authorised person
7. Click on “Register Now”
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1. You will receive a message in Chinese which translates to “Dear user, congratulations on your successful registration! Next, you can log in to the system to complete the information”
2. Please send email to IOPEPC “Requesting for Authentication” quoting the username (item 3 above) and RCMC No. (item (7) above to nutan@iopepc.org and ashwini@iopepc.org (both the email ids)
3. The Council will send email confirming authentication.
4. Please log into the system. After logging in, the following will be shown:



1. Click on Application for Register. The following will be shown:



Under “BASIC INFORMATION”

1. Name of competent authority of the country (region) : Select INDOPEPC as shown below:



1. Fill up relevant details under the tabs namely Basic information, Production-related information, Check list and statement and Attachment Information.
2. Review the application and submit.