

## **Industries**

### **We registered with you online, but we did not note down the user id & Password?**

Kindly check your mail entered while registering online. If not found in your mail then forward a mail to us.

### **We forgot our password, how can we retrieve it?**

Kindly retrieve your password using the forgot password option by giving the secret question and answer entered while registering online.

### **Is there any option to change our "User id" and "Password"?**

You cannot change the "User id". You can change your password either by logging into the portal and by navigating to "My Profile" section or by using forgot password option from the Login screen.

### **Where should we enter the Name of Department / Division / Unit?**

You can enter the Name of your Department / Division / Unit followed by your organization name in the column of "Name of the Organization / Establishment"

- Access NATS Home page
- Click of "Register here"
- Select "Establishment" and click on "Register"
- Enter your organization name with your Department / Division / Unit in the field of "Name of Organisation / Establishment"

### **Is one online registration sufficient for main organization & sister concerns?**

Please register separately for sister concerns.

What should we enter in the column of "Training Officer Name" as we do not have a training officer separately in our organization?

Kindly enter the officer name who is in charge for training in your organization.

### **Can we select multiple options for "Nature of Technical Activity"?**

Yes, you can select multiple options for "Nature of Technical Activity" by clicking on one by one.

### **What should we enter in the column of "Head Office / Corporate Office" and "Factory" as we have only one factory office?**

Enter the same address in those two columns.

**Shall we select more than one option for the field of "Where do you draw the faculty from?"**

Yes, you can select more than one option for the field by clicking on one by one.

**Do we (the existing company) also submit the documents asked in the column of "Check list for issuing notification" which were already submitted by us?**

Only new industries requiring notification for apprentices from BOAT/BOPT should submit the documents.

**What details should be given in "Structured Training Module"?**

You should give Technical, Soft skill, Quality and Project related details of apprentices' training in structured training module.

**After our registration with you online, what should we do next?**

If you are an existing company, online registration as per the notification is sufficient. Otherwise you should submit hard copies of all the documents listed in the "Check list".

**Can we edit our details like training officer & accounts officer name and designation after our registration?**

Yes, you can edit your details like your officers' name and designation and address by logging in using your user id and password.

**What is meant by "waiting for signed form submission"?**

You are requested to forward the hard copy of "download Report" available in your login, to us with your signature and office seal for further necessary action.

- Access our NATS home page
- After your successful registration with us online, you will receive user id and password
- You can login using the above user id and password received by you
- Click on "Download form", PDF will open and you can take printout
- Then, you can forward the printout copy with the seal and signature