

MSME/Udyam Registration

PDF of how to apply udyam/MSME

Step To Apply New Udyam



Step 1: Visit the Udyam registration portal.

- [Click here to go official Udyam/MSME Registration Website](#)



1

Step 2: On the homepage, click the option 'For new entrepreneurs who are not registered yet as MSME or those with EM-II.

2

Step 3: Enter the 'Aadhaar Number' and the 'Name of Entrepreneur,' then click the 'Validate & Generate OTP' button.

The screenshot shows the 'Aadhaar Verification With OTP' section of the UDYAM Registration Form. The header includes the Ministry of Micro, Small Medium Enterprises logo and navigation links: Home, Important, Officer's Login, Reports, Print, and Contact. The main heading is 'UDYAM REGISTRATION FORM - For New Entrepreneurs who are not Registered yet as MSME'. The form contains two input fields: '1. Aadhaar Number/ आधार संख्या' with a placeholder 'Your Aadhaar No' and '2. Name of Entrepreneur / उद्यमी का नाम' with a placeholder 'Name as per Aadhaar'. Below the fields is a list of bullet points regarding Aadhaar requirements and a consent checkbox. The 'Validate & Generate OTP' button is at the bottom.

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Ministry of Micro, Small Medium Enterprises

Home Important Officer's Login Reports Print Contact

UDYAM REGISTRATION FORM - For New Entrepreneurs who are not Registered yet as MSME

Aadhaar Verification With OTP

1. Aadhaar Number/ आधार संख्या

Your Aadhaar No

2. Name of Entrepreneur / उद्यमी का नाम

Name as per Aadhaar

- Aadhaar number shall be required for Udyam Registration.
- The Aadhaar number shall be of the proprietor in the case of a proprietorship firm, of the managing partner in the case of a partnership firm and of a karta in the case of a Hindu Undivided Family (HUF).
- In case of a Company or a Limited Liability Partnership or a Cooperative Society or a Society or a Trust, the organisation or its authorised signatory shall provide its GSTIN and PAN along with its Aadhaar number.

I, the holder of Aadhaar, hereby give my consent to Ministry of MSME, Government of India for using my Aadhaar number with UIDAI for Udyam Registration. NIC / Ministry of MSME, Government of India have informed me that my aadhaar data will not be stored/shared. / मैं, आधार धारक, इस प्रकार उद्यम पंजीकरण के लिए यूआईडीएआई के साथ अपने आधार संख्या का उपयोग करने के लिए सू०ल०म०उ० मंत्रालय, भारत सरकार को अपनी सहमति देता हूँ। एनआईसी / सू०ल०म०उ० मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।

Validate & Generate OTP

Demo Screenshot Step - 3

3

Step 4: An OTP will be sent to the mobile number linked with the Aadhaar card. Enter the OTP and click on the 'Validate' button.

4

Step 5: Once the Aadhaar is validated, proceed to the PAN verification page. Enter the 'Type of Organisation' 'PAN' number, and click the 'Validate' button. Also, indicate whether you have filed the previous year's ITR and if you have a GSTIN.

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PAN Verification

3. Type of Organisation / संगठन के प्रकार
1. Proprietary / एकल स्वामित्व

4. Do you have PAN?
 Yes No

4.1 PAN/ पैन
ACNPY1566A

I, the holder of the above PAN, hereby give my consent to Ministry of MSME, Government of India, for using my data/ information available in the Income Tax Returns filed by me, and also the same available in the GST Returns and also from other Government organizations, for MSME classification and other official purposes, in pursuance of the MSMED Act, 2006.

Your PAN has been successfully verified. Some fields of the form will be disabled. Disabled fields will be automatically filled after verification from PAN data. GSTIN is mandatory for Udyam Registration from 01.04.2021. You are advised to apply for GSTIN immediately and update on this website by 31.03.2021, so as to avoid suspension of Udyam Registration.

The enterprises having exports and wanting to avail of the benefits accruing to the MSME sector must provide their PAN. Having PAN would be made mandatory even otherwise for all, with effect from 01.04.2021.

Have you filed the ITR for Previous Year(PY) (2018-19) ITR ?
 Yes No

4.2.1 ITR Type
 ITR - 3, 5, 6 ITR - 4

4.3 Do you have GSTIN ?
 Yes No

Note: If ITR has not been filed for PY (2018-19) for some reason or it has been filed in ITR-4 form all the data below will have to be filled in on self-declaration basis.
In case of option (NO) in respect of GSTIN, same would be verified from GSTIN.

PAN Verification

3. Type of Organisation / संगठन के प्रकार
1. Proprietary / एकल स्वामित्व

4. Do you have PAN?
 Yes No

4.1 PAN/ पैन
AZKPK0054F

I, the holder of the above PAN, hereby give my consent to Ministry of MSME, Government of India, for using my data/ information available in the Income Tax Returns filed by me, and also the same available in the GST Returns and also from other Government organizations, for MSME classification and other official purposes, in pursuance of the MSMED Act, 2006.

Validate PAN

Udyam Registration has already done through this PAN.

The enterprises having exports and wanting to avail of the benefits accruing to the MSME sector must provide their PAN. Having PAN would be made mandatory even otherwise for all, with effect from 01.04.2021.

5

Step 6: The Udyam registration application form will appear. Fill in all required details, including the name of the entrepreneur, mobile number, name of the enterprise, location of the plant/unit, address of the enterprise, status of enterprise, bank details, activity of the unit, NIC code, and number of persons employed.

सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय Ministry of Micro, Small Medium Enterprises aspect of GSTIN, same would be verified from GSTIN.

Home Important Officer's Login Reports Print Contact

Udyam Registration

5. Name of Entrepreneur as per PAN/Aadhaar (if enterprise does not have PAN)

SHRI MANOJ KUMAR YADAV

6. Mobile Number / मोबाइल नंबर +91- **7. Email / ईमेल**

9911313998

Categorization of ownership of the MSMEs on the basis of %age Share/Member/Contribution of amount

Sl. No.	Hindu Undivided Family (HUF)	Partnership (By Share)	Co-Operative (By Member)	Private Limited Company (By Share)	Public Limited Company (By Share)	Self Help Group (By Contribution)	Society (By Member)	Trust (By Contribution)
OBC	As per the category	51%	51%	51%	51%	51%	51%	51%
SC	As per the category	51%	51%	51%	51%	51%	51%	51%
ST	As per the category	51%	51%	51%	51%	51%	51%	51%
Women	if she is Karta	51%	51%	51%	51%	51%	51%	51%

In Case of proprietorship enterprise, the category of the unit would be the social category of the owner.

8. Social Category / सामाजिक वर्ग

General / सामान्य SC / अनुसूचित जाति ST / अनुसूचित जनजाति OBC / अन्य पिछड़ा वर्ग

9. Gender / लिंग

Male / पुरुष Female / स्त्री Others / अन्य

10. Specially Abled(DIVYANG) / दिव्यांग

Yes / हाँ No / नहीं

Point No. 11 The name of the Enterprise/Entrepreneur would be same as that mentioned in the PAN.

11. Name of Enterprise / उद्यम का नाम

ABC Pvt. Ltd.

Point No.12 may be filled in on self-declaration basis, if there is no GSTIN; otherwise the information would be auto-filled from the GSTIN.

Plant/Unit Name / इकाई का नाम

Unit Name

SN	Unit Name	Delete
1	ABC Chemical	<input checked="" type="checkbox"/>
2	ABC Petro	<input checked="" type="checkbox"/>

12. Location of Plant(s)/Unit(s)

Unit Name / इकाई का नाम

Flat/Door/Block No./फ्लैट / द्वार / ब्लॉक सं

Name of Premises/ Building / परिसर/ भवन का नाम

Village/Town / ग्राम/नगर

Block / खंड

Road/ Street/ Lane/सड़क/ मार्ग / गली

City/शहर

Pin/पिन

State/राज्य

District/जिला

[Add More](#)

SN	USN	Unit Name	Flat	Building	Village/Town	Block	Road	City	Pin	State	District	Delete
1	1	ABC Chemical	15/A	XYZ Apartment	-	-	Laxmi Nagar	Delhi	110092	10.DELHI / दिल्ली	2.EAST / पूर्वी	✖
2	2	ABC Petro	20/B	CDE Apartment	-	-	Inderpuri	Delhi	110012	10.DELHI / दिल्ली	1.CENTRAL / सेंट्रल	✖

13. Official Address of Enterprise / कार्यालय का पता

Flat/ Door/ Block No. / फ्लैट / द्वार / ब्लॉक सं

Name of Premises/ Building / परिसर/ भवन का नाम

Village/Town / ग्राम/नगर

Block / खंड

Road/ Street/ Lane/सड़क/ मार्ग / गली

City/शहर

Pin/पिन

State / राज्य

District / जिला

14. Previous EM-II/UAM Registration Number, If Any / पिछले EM-II/UAM पंजीकरण संख्या, यदि कोई है

 N/A EM-II Previous UAM

15. Status of Enterprise

a. Date of Incorporation/registration

b. Whether production/business commenced

 Yes No

Date of commencement

16. Bank Details / बैंक विवरण

Bank Name / बैंक विवरण

IFS Code / आईएफएस कोड

Bank Account Number / बैंक खाता संख्या

17. Major Activity of Unit / इकाई की प्रमुख गतिविधि

 Manufacturing / विनिर्माण Services / सेवा

18. National Industrial Classification (NIC) Code for Activities(One or more activities can be added)

Search NIC Code in Lesser Steps (To Avoid 3 Step Selection of NIC Activities)

 Manufacturing / विनिर्माण Services / सेवा

NIC 2 Digit Code

NIC 4 Digit Code

NIC 5 Digit Code

[Add More Activities](#)

SN	NIC 2 Digit	NIC 4 Digit	NIC 5 Digit	Activity Type	Delete
1	24-Manufacture of basic metals	2410-Manufacture of basic iron and steel	24103-Manufacture of steel in ingots or other primary forms, and other semi-finished products of steel	Manufacturing	✖

19. Number of persons employed / नियोजित व्यक्तियों की संख्या

Male / पुरुष	Female / स्त्री	Others / अन्य	Total / संपूर्ण
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="5"/>

Point No. 20 & 21 textboxes will be enabled after verification of Udyam Registration from Income Tax.

20. Investment in Plant and Machinery OR Equipment (in Rs.)

Depreciated Cost as on 31st March of the Previous Year (2018-19) (A)	Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices during (2018-19) (To be filled in on self-declaration basis) (B)	Net Investment in Plant and Machinery OR Equipment [(A) - (B)]
<input type="text" value="Example:- 200000.00"/>	<input type="text" value="25640"/> <small>Twenty Five Thousand Six Hundred Forty</small>	<input type="text" value="0"/>

21. Turnover (in Rs.)	Total Turnover (A)	Export Turnover (B)	Net Turnover [(A) - (B)]
	<input type="text" value="Example:- 200000.00"/>	<input type="text" value="Example:- 200000.00"/>	<input type="text" value="Example:- 200000.00"/>

Since you have PAN, your total turnover would be auto-filled from your ITR; if the same has been filed for the relevant Previous Year; if it has not been filed in that particular previous year, then these boxes may be filled in on self-declaration basis. If you have GSTIN, you may avail of exports benefits if you have exports declared on the GSTN and it would be auto-filled. For example, it is mandatory to fill in the (2018-19) Previous Year (PY) data for new registration, now since 2019-20 PY ITRs are yet to be filed but, for continuation, change for classification as per Udyam Registration beyond 31.03.2021 data from ITR of 2019-20 PY ITR.

22. Are you interested to get registered on Government e-Market (GeM) Portal Yes No

23. Are you interested to get registered on TReDS Portals(one or more) Yes No



- Step 7: Provide the following Details. Click the Submit button and Get the Final OTP. Investment in plant and machinery details and turnover details.
- Select the declaration.

24. District Industries Centre / जिला उद्योग कार्यालय

I hereby declare that information given above are true to the best of my knowledge. For any information, that may be required to be verified, proof/evidence shall be produced immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया जाना अपेक्षित हो, उसे संबंधित प्राधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

Activities (NIC codes) not covered under MSME Act, 2006 for Udyam Registration

UDYAM REGISTRATION Ministry of MSME Udyog bhawan - New Delhi Email: champions@gov.in	Useful Links <ul style="list-style-type: none">> Home> About us> Services> Terms of service> Privacy policy	Our Services <ul style="list-style-type: none">> MSME Champion> MSME Samadhaan> MSME Sambandh> MSME Sampark> Entrepreneurship Skill Development Programme (ESDP)	Join Our Newsletter <p>Makes the MSME registration Process easier for the MSME sector</p> <input type="text"/> <input type="button" value="Subscribe"/>
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- **Step 8: Enter the final OTP received and submit the form. You will receive the Udyam e-registration certificate in your email.**



After Successful Registration “Thank You” message will appear with Reference Number. This reference number will active for print after update of Income tax data and export data from GSTN (If Exporter).

By following these steps, MSMEs can efficiently complete the Udyam Registration process and access the benefits and support provided to registered enterprises under the MSME category.

- **Renewal of Udyam Registration**

Unlike other registrations, the Udyam Registration Number is permanent and does not require renewal. Once obtained, MSMEs do not need to go through any renewal process for their Udyam Registration. This feature ensures a hassle-free experience for registered enterprises, allowing them to focus on their business growth and development without the burden of periodic renewal

THANK YOU

**For Purchasing Our Premium Udyam/MSME
Registration Process PDF.**

Contact Us

• support@eudyam.info

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