

How to register as MSME

Step by Step Guide

Types of Enterprises under MSME

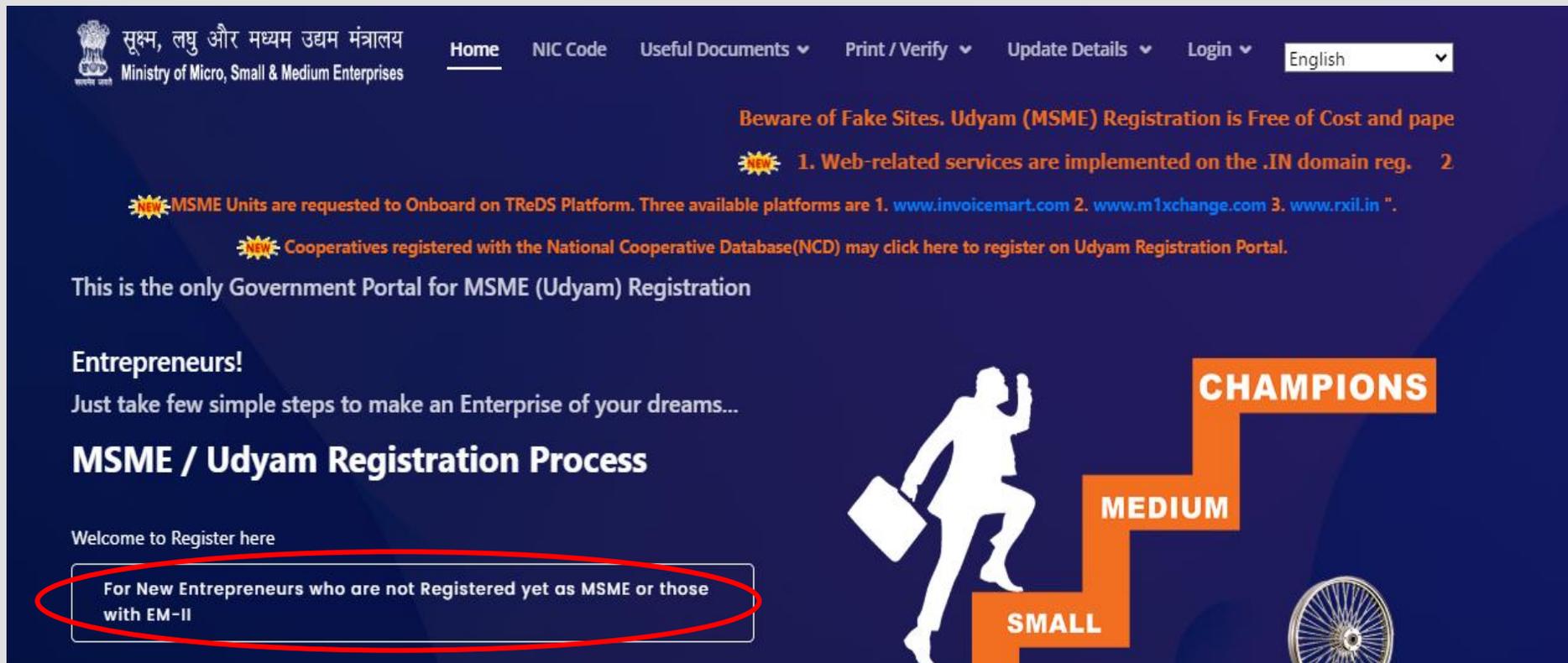
- **Micro Enterprises:** Micro enterprises are those whose investment in machinery, plant, or equipment is not more than Rs. 1 crore, and their annual turnover is not more than Rs. 5 crore.
- **Small Enterprises:** Small enterprises are those whose investment in machinery, plant, or equipment is not more than Rs. 10 crore, and their annual turnover is not more than Rs—50 crore.
- **Medium Enterprises:** Medium enterprises are those whose machinery, plant, or equipment investment is not more than Rs. 50 crore and their annual turnover is not more than Rs. 250 crore.

Who can apply for MSME Registration:

1. Proprietary concerns (individuals)	2. Hindu Undivided Family
3. Partnership Firms	4. Private Limited Companies
5. Public Limited Companies	6. Self Help Groups
7. Limited Liability Partnerships (LLPs)	8. Trusts
9. Co-operative Societies	10. Others

Step 1

On the Home Page of the official Udyam Registration Portal <https://udyamregistration.gov.in/Government-India/Ministry-MSME-registration.htm> click 'For new entrepreneurs who are not registered yet as MSME or those with EM-II.'



The screenshot shows the official Udyam Registration Portal. At the top left is the logo of the Ministry of Micro, Small & Medium Enterprises. The navigation menu includes 'Home', 'NIC Code', 'Useful Documents', 'Print / Verify', 'Update Details', and 'Login'. A language dropdown menu is set to 'English'. A warning banner states: 'Beware of Fake Sites. Udyam (MSME) Registration is Free of Cost and pape'. Below this, there are two 'NEW' announcements: '1. Web-related services are implemented on the .IN domain reg.' and '2. MSME Units are requested to Onboard on TReDS Platform. Three available platforms are 1. www.invoicemart.com 2. www.m1xchange.com 3. www.rxil.in'. Another announcement states: 'Cooperatives registered with the National Cooperative Database(NCD) may click here to register on Udyam Registration Portal.' The main heading reads: 'This is the only Government Portal for MSME (Udyam) Registration'. Below this, it says 'Entrepreneurs! Just take few simple steps to make an Enterprise of your dreams...'. The main section is titled 'MSME / Udyam Registration Process'. Underneath, it says 'Welcome to Register here' and a red circle highlights the text: 'For New Entrepreneurs who are not Registered yet as MSME or those with EM-II'. On the right side, there is a graphic of a person climbing a staircase with steps labeled 'SMALL', 'MEDIUM', and 'CHAMPIONS', and a bicycle wheel at the bottom.

Step 2

Enter the 'Aadhaar Number' and the 'Name of Entrepreneur,' then click the 'Validate & Generate OTP' button. Validate using the OTP which will be sent to the mobile number linked with Aadhaar.


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Ministry of Micro, Small & Medium Enterprises

[Home](#)
[NIC Code](#)
[Useful Documents](#)
[Print / Verify](#)
[Update Details](#)
[Login](#)
English

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

Aadhaar Verification With OTP

1. Aadhaar Number/ आधार संख्या

Your Aadhaar No

- 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(As per applicablity of CGST Act 2017 and as notified by the ministry of MSME [vide S.O. 1055\(E\) dated 05th March 2021](#)) and PAN along with its Aadhaar number.

I, the holder of the above Aadhaar, hereby give my consent to Ministry of MSME, Government of India, for using my Aadhaar number as allotted by 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 सू0ल0म0उ0 मंत्रालय, भारत सरकार को अपनी सहमति देता हूँ। एनआईसी / सू0ल0म0उ0 मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।

Validate & Generate OTP

2. Name of Entrepreneur / उद्यमी का नाम

Name as per Aadhaar

Step 3

Once the Aadhaar is validated, proceed to the PAN verification page. Enter the 'Type of Organisation' 'PAN' and click the 'Validate' button.

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Ministry of Micro, Small & Medium Enterprises

आधार धारक, इस प्रकार उद्यम पंजीकरण के लिए यू.आई.डी.ए.आई के साथ अपने आधार संख्या का उपयोग करने के लिए सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार को अपनी सहमति देता हूँ। एनआईसी / सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार ने मुझे सूचित किया है कि मेरा आधार डेटा संग्रहीत / साझा नहीं किया जाएगा।

Your Aadhaar has been successfully verified. You can continue Udyam Registration process.

PAN Verification

3. Type of Organisation / संगठन के प्रकार
Type of Organisation / संगठन के प्रकार

4.1 PAN/ पैन
ENTER PAN NUMBER

4.1.1 Name of PAN Holder / पैन धारक का नाम
Name as per PAN

4.1.2 DOB or DOI as per PAN / पैन के अनुसार जन्म तिथि या निगमन तिथि
DD/MM/YYYY

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.

PAN Validate

Step 4

Indicate whether you have filed the previous year's ITR and if you have a GSTIN.

Ministry of Micro, Small & Medium Enterprises

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 (As per applicability of CGST Act 2017 and as notified by the ministry of MSME vide S.O. 1055(E) dated 05th March 2021) is required for Udyam Registration w.e.f. 01.04.2021. You are advised to apply for GSTIN suitably to avoid any inconvenience.

Have you filed the ITR for Previous Year(PY) (2022-23) ITR ?
 Yes No

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

4.3 Do you have GSTIN ?
 Yes No Exempted / छूट प्राप्त

Note: If ITR has not been filed for PY (2022-23) 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 GSTN.

Step 5

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.

Udyam Registration

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

Upma

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

Example:- 9999999999 Example:- info@gmail.com

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 Membe
OBC	As per the category	51%	51%	51%	51%	51%	51%
SC	As per the category	51%	51%	51%	51%	51%	51%
ST	As per the category	51%	51%	51%	51%	51%	51%
Women	if she is Karta	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

Details required to be filled in form under Step 5:

Particulars	
1. Name of Entrepreneur as per PAN / Aadhar	2. Mobile Number
3. Email	4. Social Category (OBC, ST, SC, Women)
5. Gender	6. Whether Specially Abled
7. Plant / Unit Name	8. Location of Plant(s) / Unit(s)
9. Official address of Enterprise	10. Status of Enterprise (Date of incorporation/registration, Whether commenced business/production, Date of commencement)
11. Bank Details (Bank Name, IFS Code, Bank Account number)	12. Major activity of Unit (Manufacturing / Service)
13. NIC Codes for activities	14. Number of Persons Employed
15. Investment in Plant, Machinery & Equipment (WDV)	16. Turnover (Total turnover, Export Turnover)
17. District Industries Centre.	

Details required to be filled in form under Step 5:

Since you have PAN, your Written Down Value (WDV) & Total Turnover would be auto-filled from your ITR (for ITRs file in ITR-3, 5 & 6 forms) 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. In case the ITR filed in ITR-4 form, your Total Turnover would be auto-filled but Written Down Value (WDV) would have to 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. It is mandatory to fill in the 2022-23 Previous Year (PY) data for new registration, now since 2023-24 PY ITRs are yet to be filed but, for continuation change and/or classification as per Udyam Registration beyond 31.03.2025 would be effected on the basis of data from ITR of 2023-24 PY ITR.

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

Ref. OM dated 06/08/2020

Written Down Value (WDV) as on 31st March of the Previous Year 2022-23 (A)

0

Exclusion of cost of Pollution Control, Research & Development and Industrial Safety Devices during 2022-23 (To be filled in on self-declaration basis) (B)

Example:- 200000.00

Net Investment in Plant and Machinery OR Equipment [(A)-(B)]

Example:- 200000.0

21. Turnover (in Rs.)

Ref. OM dated 06/08/2020

Total Turnover (A) during 2022-23

0

Export Turnover (B) during 2022-23

0

Net Turnover [(A)-(B)]

0

Step 6

After filling the details click the Submit button and Get the Final OTP. Enter the final OTP received and submit the form. You will receive the Udyam e-registration certificate in your email

The image shows two screenshots from the Udyam Registration Portal. The top screenshot is the OTP verification page. It has a title '*Enter One Time Password(OTP) Code'. Below it is an empty input field. Underneath is the label '*Verification Code / सत्यापन कोड :'. Below that is another empty input field. A blue box displays the OTP 'G2JL2J' with a refresh icon. Below the box is the text '[Code is case sensitive]'. There are two buttons: 'Final Submit' and 'Resend OTP'. A green message states 'One Time Password (OTP) code has been sent to your mobile'. At the bottom, there is a link: 'Activities (NIC codes) not covered under MSME Act, 2006 for Udyam Registration'. The bottom screenshot is the confirmation page. It has three buttons at the top: 'Print', 'Home', and 'Print Certificate'. The main heading is 'Thank you for visiting Udyam Registration Portal'. Below it is a green checkmark icon. The text reads: 'Thank you for visiting Udyam Registration Portal of Ministry of MSME. Your Udyam Registration Number is :'. Below this text are two empty input fields.

Vatsaraj & Co.

CHARTERED
ACCOUNTANTS

CONTACT

FORT

1st Floor, Fort Chambers, C-Block,
65, Tamarind Lane,
Fort, Mumbai 400 023

PHONE

(+91) 022 69783900
(+91) 9653144981

ANDHERI EAST

204/205, Inizio Business Centre,
Cardinal Gracious Road, Chakala,
Andheri (E), Mumbai, 400 099

WEBSITE & EMAIL

www.vatsarajco.com
admin@vatsarajco.com