

# MSME REGISTRATION AT UDYAM PORTAL

Step by Step instructions





Fully online system-Aadhaar OTP based



No documents need to be uploaded



No official Fees | No hidden Charges | No Bribe



On Submission, instant registration no.



## Certificate will be issued-

- **In case of applicants who have not filed income tax returns and no registration in GST**

Instant Certificate on submission with self-declaration of investment and turnover. The turnover related figures of such enterprise which do not have PAN will be considered on self-declaration basis for a period up to 31st March, 2021 and thereafter, PAN and GSTIN shall be mandatory.

- **In case of applicants who have filed income tax returns and having registration in GST**

Registration Number will be given on submission and certificate will be issued after verification of Investment details from Income Tax Portal & Turnover details from GST Portal.

Aadhaar Number must  
be linked with Mobile  
No.

- Aadhaar number is must.
- OTP based system
- The Aadhaar number shall be of:-
  - a) Proprietor in the case of a proprietorship firm.
  - b) Managing partner in the case of a partnership firm
  - c) Karta in the case of a Hindu Undivided Family (HUF).
  - d) Authorised Signatory in case of Company or LLP or a Cooperative Society or a Society or a Trust.

**[If your mobile & Aadhaar is not linked  
than first link it by visiting Aadhaar  
portal [www.uidai.gov.in](http://www.uidai.gov.in)]**

**“Use Mozilla Firefox  
internet explorer only,  
on other explorers you  
will face lots of  
errors/Technical  
issues”**

## Step-1

- Visit Udyam website <https://www.udyogaadhaar.gov.in> or [click here](#)
- This window will be opened.
- Fill Aadhaar & name of Proprietor in the case of a proprietorship firm, Aadhar & name of Managing partner in the case of a partnership firm, Aadhar & name of Karta in the case of a Hindu Undivided Family (HUF) or Aadhar & name of Authorised Signatory in case of Company or LLP or a Cooperative Society or a Society or a Trust.
- Click last button “Validate & Generate OTP”

udyogaadhaar.gov.in/UdyamRegistration.aspx

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Ministry of Micro, Small Medium Enterprises

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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.

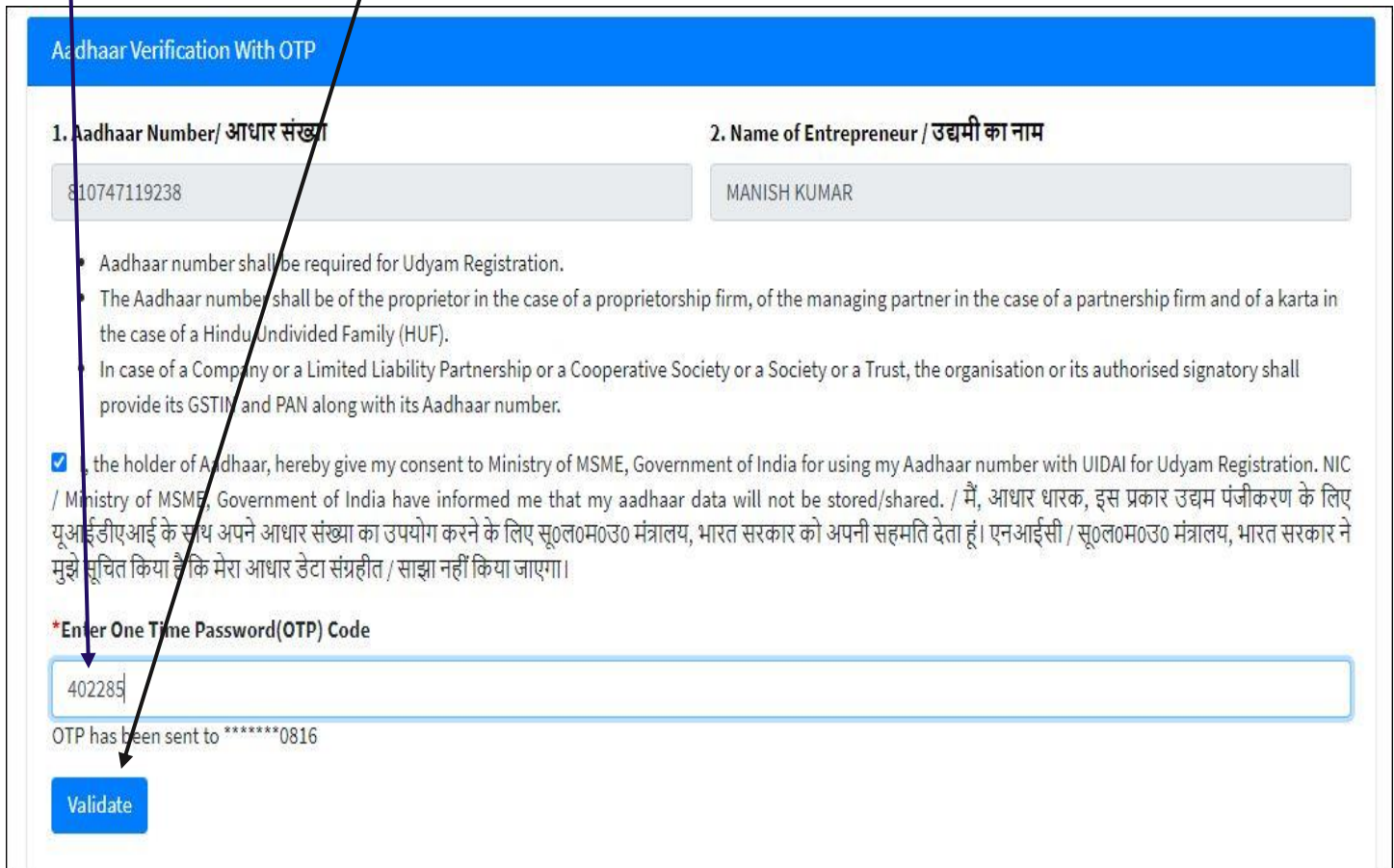
☒ I, the holder of Aadhaar, hereby give my consent to Ministry of MSME, Government of India for using my Aadhaar number with UIDAI for Udyam Registration. NIC / Ministry of MSME, Government of India have informed me that my aadhaar data will not be stored/shared. / मैं, आधार धारक, इस प्रकार उद्यम पंजीकरण 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

## Step-2

On clicking button “Validate & Generate OTP”, you will receive OTP at linked mobile with Aadhaar & below screen will appear-

Fill OTP and click validate



Aadhaar Verification With OTP

1. Aadhaar Number/ आधार संख्या

810747119238

2. Name of Entrepreneur / उद्यमी का नाम

MANISH KUMAR

- 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 यूआईडीआई 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।

\*Enter One Time Password(OTP) Code

402285

OTP has been sent to \*\*\*\*\*0816

Validate

**It will validate OTP instantly**

### Step-3

Once Aadhaar verified, it will show Aadhaar verified successfully and this window will appear-

Your Aadhaar has been validated successfully. You can continue Udyam registration process.

### PAN Verification

**2. Type of Organisation / संगठन के प्रकार**

Type of Organisation / संगठन के प्रकार ▼

- Type of Organisation / संगठन के प्रकार
- 1. Proprietary / एकल स्वामित्व
- 2. Hindu Undivided Family / हिंदू अविभाजित परिवार (एचयूएफ)
- 3. Partnership / पार्टनरशिप
- 4. Co-Operative / सहकारी
- 5. Private Limited Company / प्राइवेट लिमिटेड कंपनी
- 6. Public Limited Company / पब्लिक लिमिटेड कंपनी
- 7. Self Help Group / स्वयं सहायता समूह
- 8. Limited Liability Partnership / सीमित दायित्व भागीदारी
- 9. Society / सोसाईटी
- 10. Trust / ट्रस्ट

### PAN Verification

**2. Type of Organisation / संगठन के प्रकार**

6. Public Limited Company / पब्लिक लिमिटेड कं. ▼

**3. PAN Number / पैन संख्या**

ENTER PAN NUMBER

☒ I, the holder of PAN Card, hereby give my consent to Ministry of MSME, Government of India

**PAN Validate**

Select type of organization and enter “ORGANIZATION” PAN (If have) and click “PAN validate”.

## Step-4

On PAN validation from Income Tax Portal, below window will appear and name of PAN holder will display automatically which will be locked and cannot be changed.

Your Pan has been validated successfully. The fields in the Form, which have been closed, will be filled automatically upon verification of your PAN data. GSTIN Number are mandatory for Udyam Registration from 01.04.2021. You are advised to apply for GSTIN Number immediately and update the same on this website by 31.03.2021, to avoid suspension of Udyam Registration.

|                                                               |                                                                              |                                                               |
|---------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------|
| Have you filled Financial Year (2018-19) ITR ?                | ITR Type                                                                     | Do you have GSTIN Number ?                                    |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input checked="" type="radio"/> ITR - 3, 5, 6 <input type="radio"/> ITR - 4 | <input checked="" type="radio"/> Yes <input type="radio"/> No |

### Udyam Registration

Name of Entrepreneur as per PAN / उद्यमी का नाम

6. Mobile Number / मोबाइल नंबर +91-

Example:- 9999999999

7. Email / ईमेल

Example:- info@gmail.com

**Fill the details and scroll down.**

**Details in point 11 will be verified & picked up by system from GST portal on basis of given PAN No. If you are not having PAN than it will be filled manually by you. These details can not be altered if picked by system from GST portal.**

**Point No. 11 Name of Enterprise & 12 Location of Plant(s)/Enterprise(s) will be enabled after verification from GSTN.**

**11. Name of Enterprise / उद्यम का नाम**

Name of Enterprise

**12. Location of Plant(s)/Enterprise(s)**

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

Choose State/UT

Choose District

Add Plant

In point 13, give your office details, this will be matched as per point 12 or if you have different addresses than it will be remain as it is.

In point 14 & 15, fill basic details as asked

|                                                                                                    |                                                               |                                              |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------|
| 13. Official Address of Enterprise / आधिकारिक पता                                                  |                                                               |                                              |
| Flat/ Door/ Block No. / फ्लैट / द्वार / ब्लॉक सं                                                   | Name of Premises/ Building / परिसर/ भवन का नाम                | Village/Town / ग्राम/नगर                     |
| <input type="text"/>                                                                               | <input type="text"/>                                          | <input type="text"/>                         |
| Block / खंड                                                                                        | Road/ Street/ Lane/सड़क/ मार्ग / गली                          | City/शहर                                     |
| <input type="text"/>                                                                               | <input type="text"/>                                          | <input type="text"/>                         |
| Pin/पिन                                                                                            | State / राज्य                                                 | District / जिला                              |
| <input type="text" value="Example:- 111111"/>                                                      | <input type="text" value="Choose State/UT"/>                  | <input type="text" value="Choose District"/> |
| 14. Previous EM2/UAM Registration Number, If Any / पिछले EM2 / UAM पंजीकरण संख्या, यदि कोई है      |                                                               |                                              |
| <input checked="" type="radio"/> N/A <input type="radio"/> EM 2 <input type="radio"/> Previous UAM |                                                               |                                              |
| 15. Status of Enterprise-                                                                          |                                                               |                                              |
| a. Date of Incorporation/registration                                                              | b. Whether production/business commenced                      | Date of commencement                         |
| <input type="text" value="27/11/2006"/>                                                            | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="text" value="27/11/2006"/>      |

**In Point 16 to 18 fill basic details as asked. In point 18, you can select NIC code as per dropped down list given.**

|                                                                                                     |                                                      |                                                      |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| 16. Bank Details / बैंक विवरण                                                                       |                                                      |                                                      |
| Bank Name                                                                                           | IFS Code / आईएफएस कोड                                | Bank Account Number / बैंक खाता संख्या               |
| <input type="text" value="ENTER BANK NAME"/>                                                        | <input type="text" value="EXAMPLE:- SBIN0001624"/>   | <input type="text" value="Example:- 3047845896"/>    |
| 17. Major Activity of Unit / इकाई का प्रमुख गतिविधि                                                 |                                                      |                                                      |
| <input type="radio"/> Manufacturing/विनिर्माण <input type="radio"/> Services/सेवा                   |                                                      |                                                      |
| 18. National Industry 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)                       |                                                      |                                                      |
| <input type="text" value="Search NIC Code"/>                                                        |                                                      |                                                      |
| <input type="radio"/> Manufacturing/विनिर्माण <input type="radio"/> Services/सेवा                   |                                                      |                                                      |
| NIC 2 Digit Code                                                                                    | NIC 4 Digit Code                                     | NIC 5 Digit Code                                     |
| <input type="text" value="Choose 2 Digit NIC Code"/>                                                | <input type="text" value="Choose 4 Digit NIC Code"/> | <input type="text" value="Choose 5 Digit NIC Code"/> |
| <input type="button" value="Add Activity"/>                                                         |                                                      |                                                      |

Details in point 20 & 21 will be verified and picked up from Income Tax Portal & GST Portal on basis of PAN. These fields are protected and cannot be altered.

Point 22 and 23 can be in YES.

19. Number of persons employed / व्यक्ति नियोजित

Male

Female

Others

Total

Example:- 20

Example:- 20

Example:- 20

Example:- 20

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

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

Depreciated Cost as on 31st March of Previous Year

Exclusion of cost of Pollution Control, Research & Development And Industrial Safety Devices

Net Investment in Plant and Machinery OR Equipment

Example:- 200000.00

Example:- 200000.00

Example:- 200000.00

21. Turnover (in Rs.)

Total Turnover (A)

Export Turnover (B)

Net Turnover

Example:- 200000.00

Example:- 200000.00

Example:- 200000.00

22. Are you interested to get registered on Government e-Market (GeM) Portal

Yes

No

23. Are you interested to get registered on TReDS Portal

Yes

No

24. District Industry Centre / जिला उद्योग कार्यालय

1.GURGAON / गुडगाँव

PRADEEP GOYAL, Chartered Accountant

B. Com | FCA | CPA Australia | CFE with ACFE | Insolvency Professional | Registered Valuer-SFA | CIDA | GST Expert

Contact: pradeep@pgaa.in | +91-9811777103

For Education Purpose Only

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**Once all details filed, below last window will appear ask for Aadhar OTP again sent on your mobile. Fill the OTP and click “Final Submit”**

☒

I hereby declare that information given above is true to the best of my knowledge. Any information, that may be required to be verified, shall be provided 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 अधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

OTP has been sent to \*\*\*\*\*0816

**\*Enter One Time Password(OTP) Code**

289970

**\*Verification Code / सत्यापन कोड :**

1 W W 5

[Code is case sensitive]

Incorrect verification code. Please try again.

**Final Submit** **Resent OTP**

**One Time Password(OTP) Code sent on your Aadhaar linked Mobile no.**

**On final submission, system will generate you Udyam-MSME registration number and below screen will appear-**

REGISTRATION FORM - X

+

https://udyamregistration.gov.in/UdyamRegistration.aspx

...

☆

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Ministry of Micro, Small Medium Enterprises

Home

Important

Print Certificate

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Exclusion of cost of Pollution Control, Research &

Net Investment in Plant and Machinery OR

Year

Development And Industrial Safety Devices

Equipment

Example:- 200000.00

0

0

Total Turnover (A)

Export Turnover (B)

Net Turnover

21. Turnover (in Rs.)

22. Are you interested to get registered?

23. Are you interested to get registered?

24. District Industry Centre / जिला उद्योग कार्यालय

Choose DIC

☒

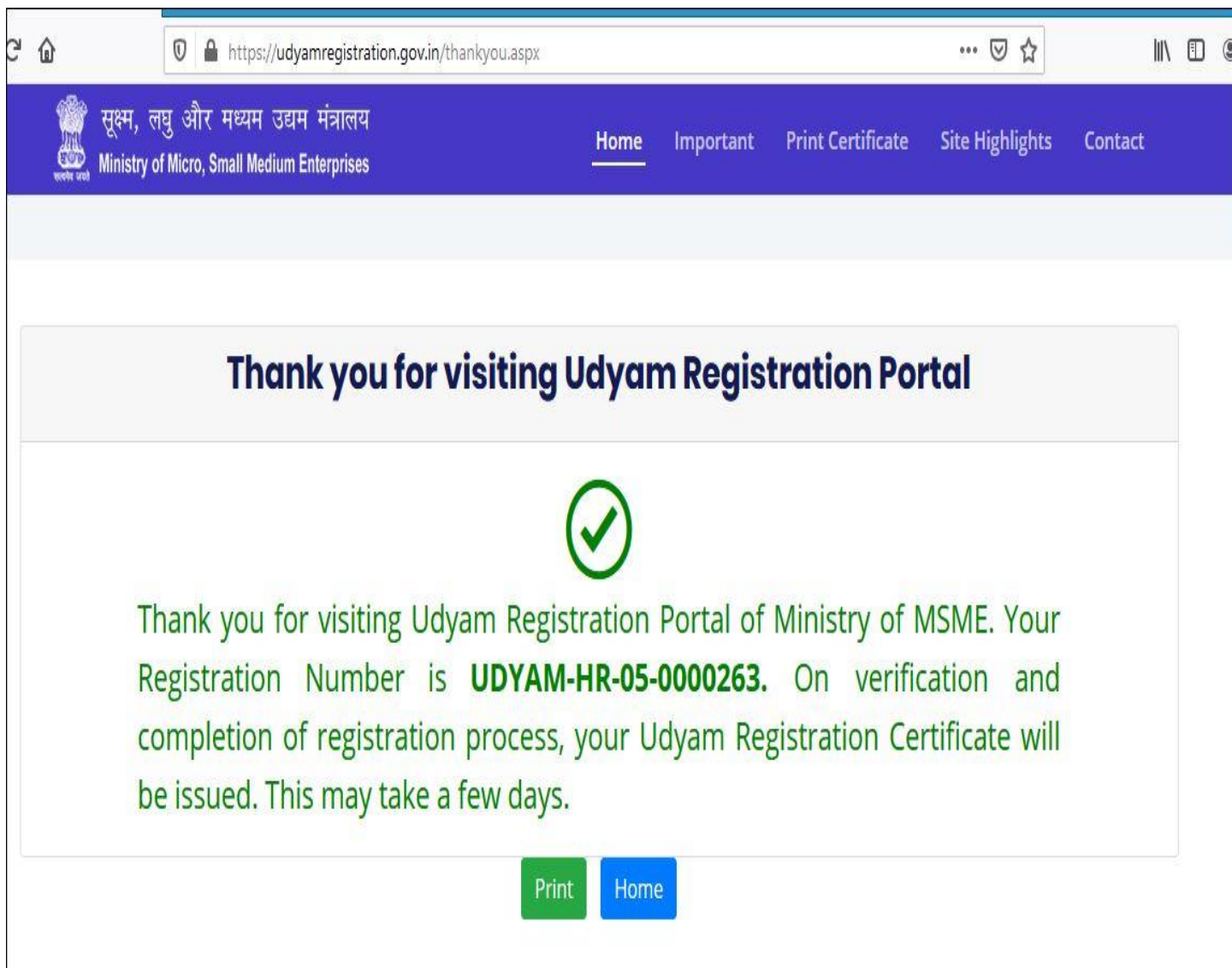
I hereby declare that information given above is true to the best of my knowledge. Any information, that may be required to be verified, shall be provided immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया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

OTP has been sent to \*\*\*\*\*0816

\*Enter One Time Password(OTP) Code

**Click ok**

**This screen will appear at last and you can save it or print it.**



The screenshot shows a web browser window with the URL <https://udyamregistration.gov.in/thankyou.aspx>. The page header is blue and contains the Ministry of Micro, Small Medium Enterprises logo and name in Hindi and English, along with navigation links: Home, Important, Print Certificate, Site Highlights, and Contact. The main content area has a light gray background with a large green checkmark icon. Below the icon, the text reads: "Thank you for visiting Udyam Registration Portal of Ministry of MSME. Your Registration Number is **UDYAM-HR-05-0000263**. On verification and completion of registration process, your Udyam Registration Certificate will be issued. This may take a few days." At the bottom of the content area, there are two buttons: "Print" (green) and "Home" (blue).

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Ministry of Micro, Small Medium Enterprises

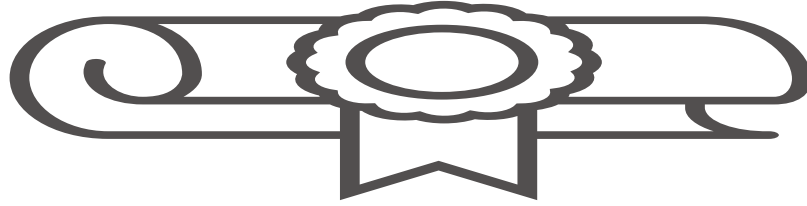
[Home](#) [Important](#) [Print Certificate](#) [Site Highlights](#) [Contact](#)

## Thank you for visiting Udyam Registration Portal



Thank you for visiting Udyam Registration Portal of Ministry of MSME. Your Registration Number is **UDYAM-HR-05-0000263**. On verification and completion of registration process, your Udyam Registration Certificate will be issued. This may take a few days.

[Print](#) [Home](#)



**As mentioned in above, on verification of registration process (Turnover details from GST portal, if registered & Investment details from Income Tax portal if having PAN) , classification of your enterprises into Micro, small or medium will be decided by system and certificate for registration will be generated. Once all done, certificate can be downloaded from portal using registration number. Same will be sent on mail also.**

***For more details, download this document from Ministry of MSME***

**An enterprise shall be classified as a micro, small or medium enterprise based on the following criteria, namely: --**

- a micro enterprise, where the investment in plant and machinery or equipment does not exceed one crore rupees and turnover does not exceed five crore rupees
- a small enterprise, where the investment in plant and machinery or equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees and
- a medium enterprise, where the investment in plant and machinery or equipment does not exceed fifty crore rupees and turnover does not exceed two hundred and fifty crore rupees.