



USER MANUAL FOR GOLD CERTIFICATION

General Instructions

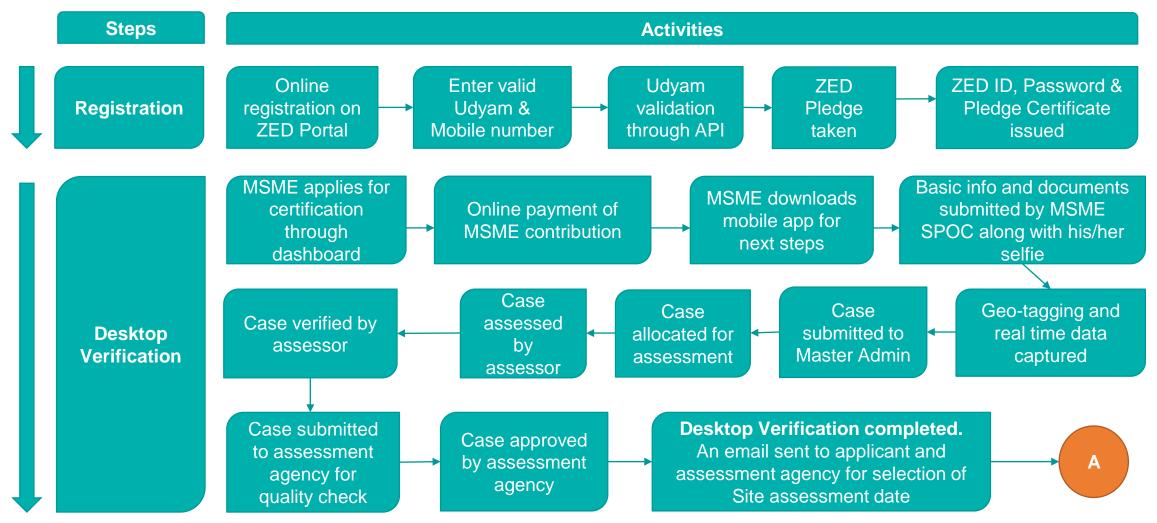


- Official website of ZED is https://zed.msme.gov.in/
- After registration, login with ZED ID and password sent on the Email ID provided.
- Apply for Gold certification by paying the certification fee (and/or applying Joining Reward if available) and download ZED MSME Mobile app from google play store to submit Basic information & Documents.
- Assessor (Desktop) will verify the information and documents submitted by the applicant.
- After successful completion of desktop verification, onsite assessment will be conducted by assessor(s). A certificate and report will be provided to applicant subsequent to successful completion of onsite assessment.
- MSMEs will be eligible for the following incentives:
 - ✓ Joining reward of Rs. 10,000/- for ZED Certification (In case the joining reward has been availed for any other certification level, the joining reward will not be applicable here).
 - ✓ Subsidy as per the following structure, on the cost of certification:
 - i. Micro Enterprises: 80%
 - ii. Small Enterprises: 60%
 - iii. Medium Enterprises: 50%
 - There will be an additional subsidy of 10% for the MSMEs owned by Women/SC/ST Entrepreneurs OR MSMEs in NER/Himalayan/LWE/Island territories/aspirational districts.
 - ✓ In addition to above, there will be an additional subsidy of 5% for MSMEs which are also a part of the SFURTI OR Micro & Small Enterprises Cluster Development Programme (MSE-CDP) of the Ministry.



Gold Certification Process Flow: Desktop Verification

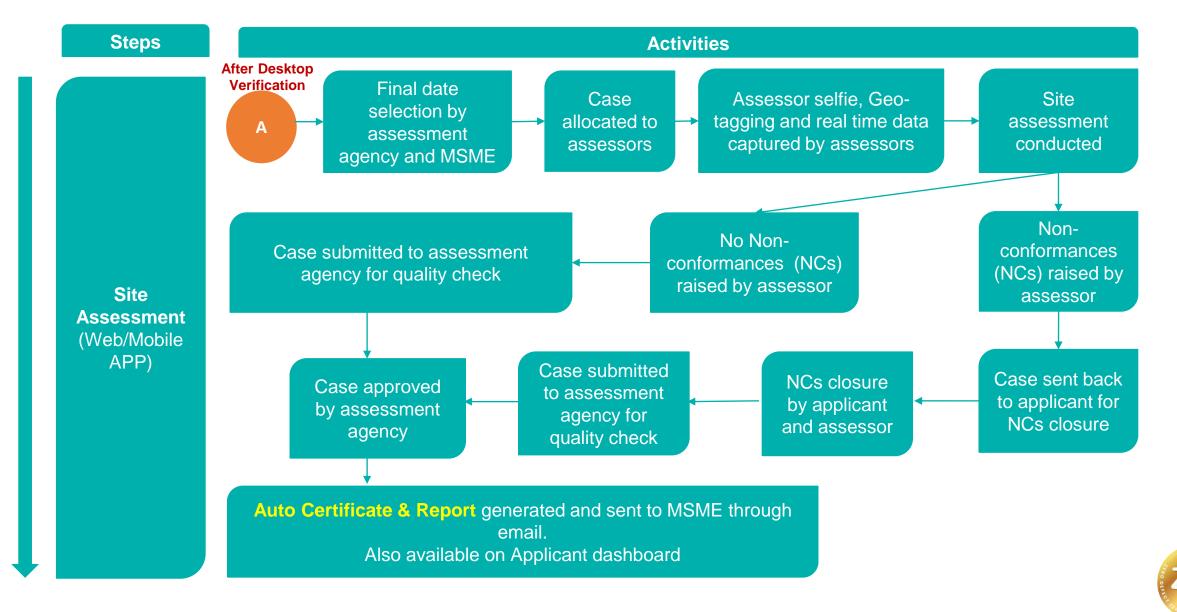






Gold Certification Process Flow: Site Assessment





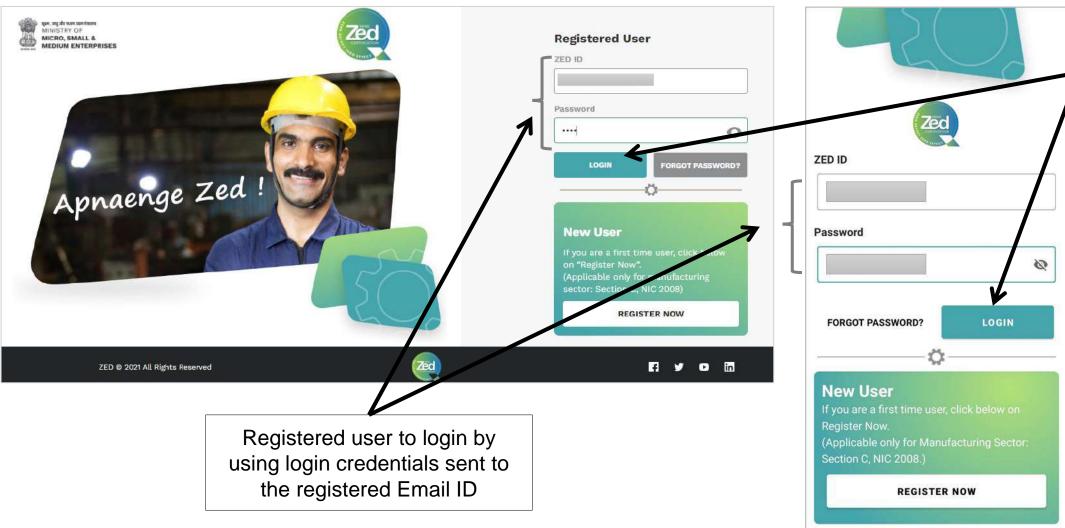


Apply for Gold Certification





0



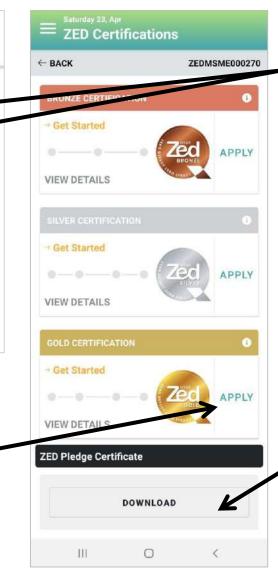






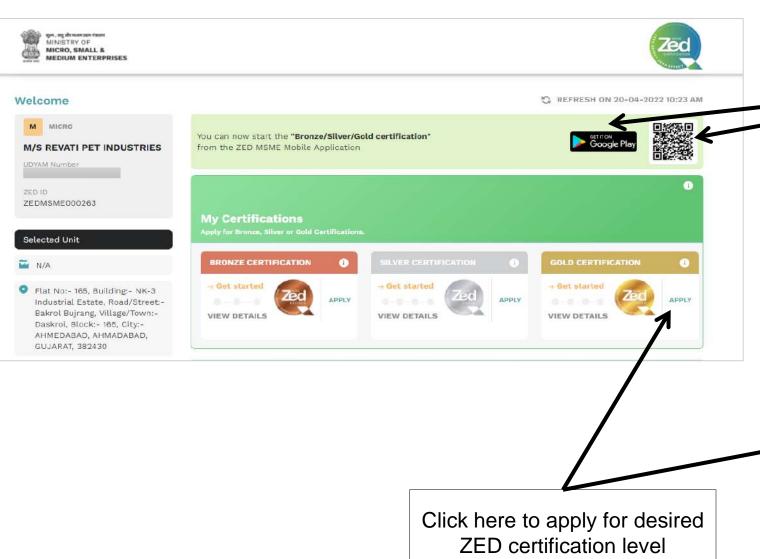


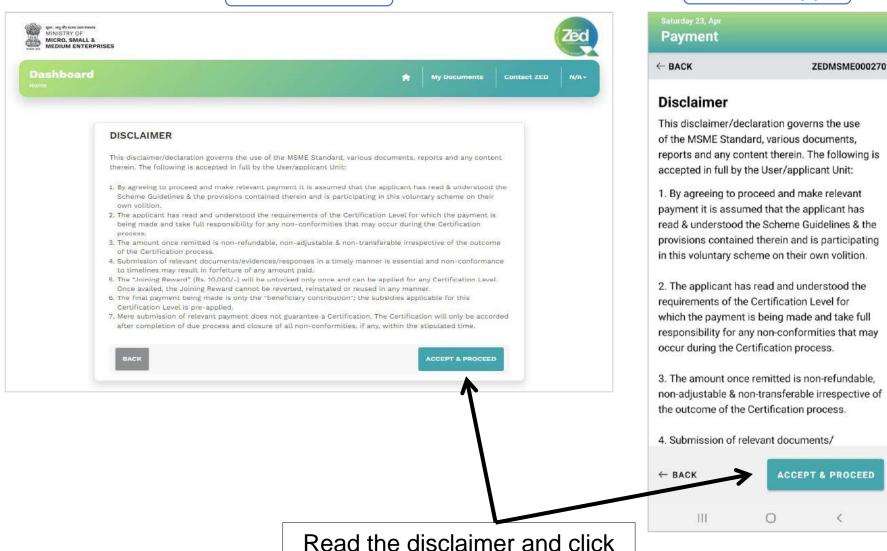
Click here to download mobile application from Play Store



Click here to download ZED Pledge Certificate





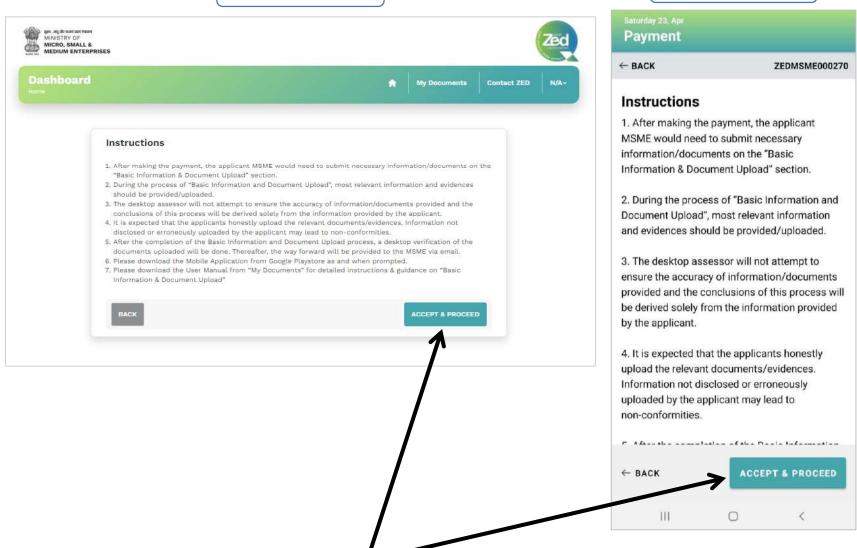


here to Accept and Proceed



Mobile App



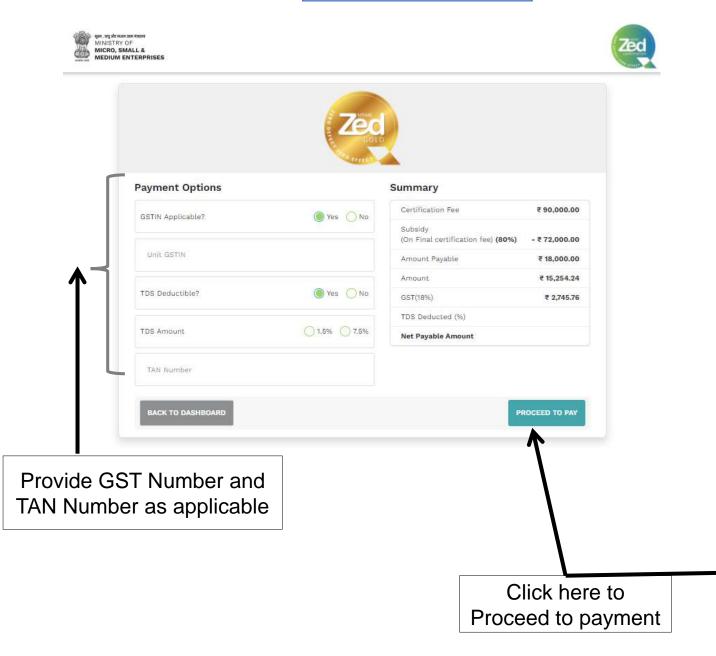




Mobile App







Mobile App

ZEDMSME000270

APPLY

REWARD

₹ 90000.00

₹-72000.00

₹ 18000.00

₹ 15254.24

₹ 2745.76

₹ 18000.00

PROCEED TO PAY ₹ 18000.00

0

Payment

TAN Number

Joining Reward*

*Applicable only on one

(On Final certification fee)

certification (either Bronze or

₹ 10000.00

Silver or Gold)

Certification Fee

Amount Payable

Net Payable Amount

Amount

← BACK

III

GST(18%)

Subsidy (60%)

Summary

← BACK



Payment Options

GSTIN Applicable?

O Yes O No

Enter Unit GSTIN (required)

TDS Deductible?

O Yes O No

O 1.5%

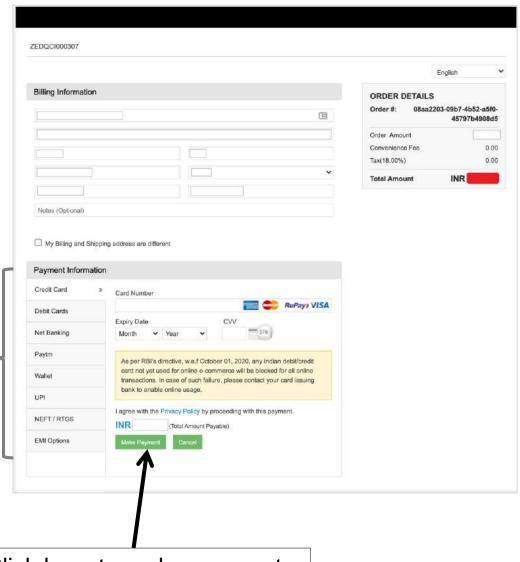
O 7.5%

Click here to avail joining reward of Rs. 10,000/- (if available, this amount will be deducted from the total cost of certification)

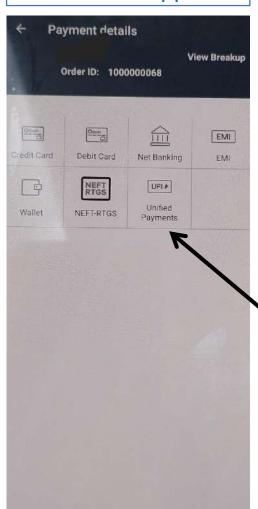




Payment Gateway (Web Module)



Mobile App



Select payment option from the list



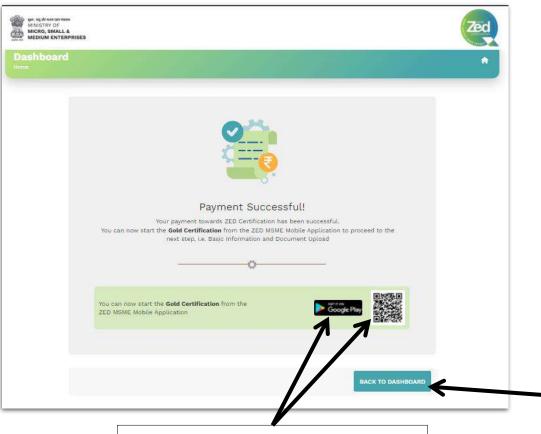
Click here to make payment

Select payment

option from the list

Mobile App





Payment ← BACK ZEDMSME00025 Payment Successful! Your payment towards ZED Certification is successful. You can now start "Gold Certification" from your Dashboard START CERTIFICATION PROCESS BACK TO DASHBOARD 0

Click here to start certification process

Click here to go back to dashboard

Click here to download mobile application from Play Store

To start the certification process, download ZED MSME mobile application from the Play Store OR

Mobile Application can be downloaded from the

Link: https://play.google.com/store/apps/details?id=com.qci.zed.msme



Dear Madam/Sir,

Greetings of the day!

We have received your payment for Gold Certification.

Your ZED ID:

Payment Date: April 25, 2022

Certification Fee	₹ 90000.00
Final Certification Fee	₹ 90000.00
Subsidy (80%)	- ₹ 72000
Amount Payable	₹ 18000.00
Amount	₹ 15254.24
GST(18%)	₹ 2745.76
Net Payable Amount	₹ 18000.00

Please download the ZED MSME Mobile Application to proceed to the next step, i.e.

Basic Information and Document Upload (the same can also be downloaded directly from Google Play Store):

Download ZED MSME Mobile Application

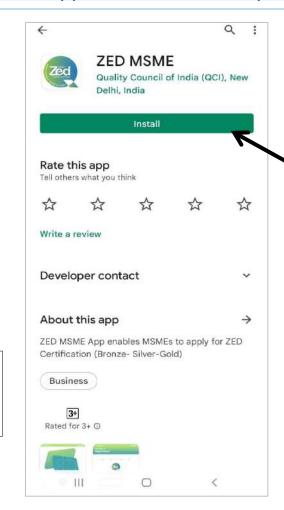
In case of any query, please mail us at: zed@gcin.org. Please mention your ZED ID in all your future correspondence.

Thanks and Regards,

Email after successful payment



Play Store link to download Mobile Application : https://play.google.com/store/apps/details?id=com.qci.zed.msme



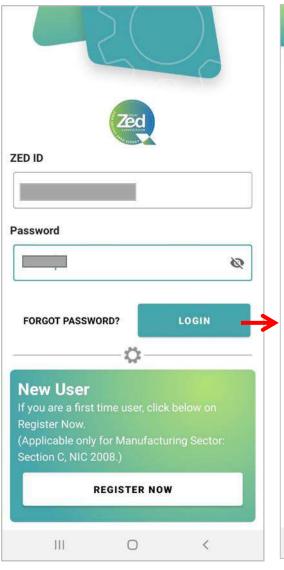
Click here to install Mobile Application

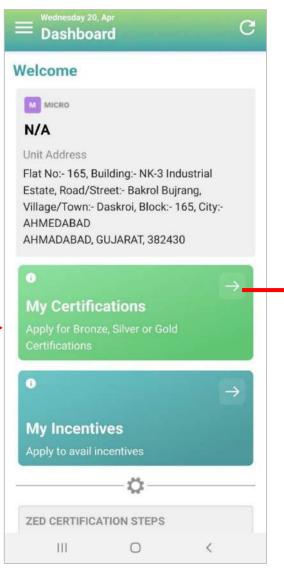
Click here to download Mobile Application from Play Store

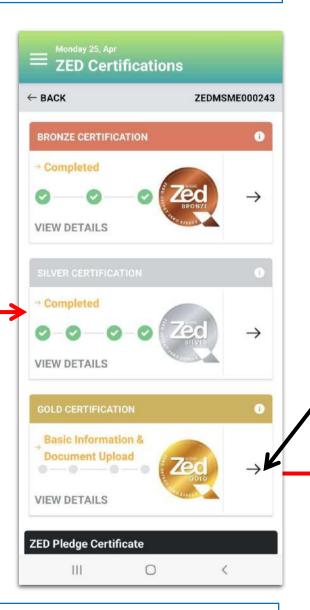


Document / Information Upload Process through Mobile Application









Proceed

Basic Information

Click here to

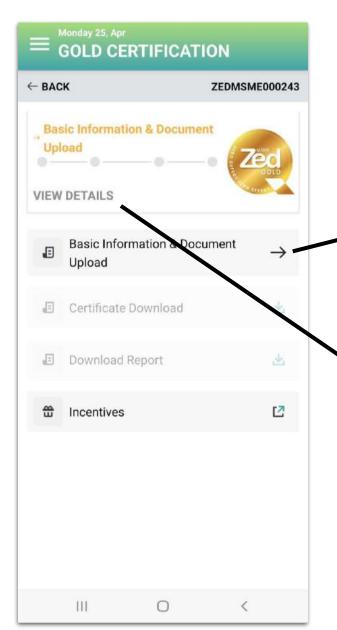
next

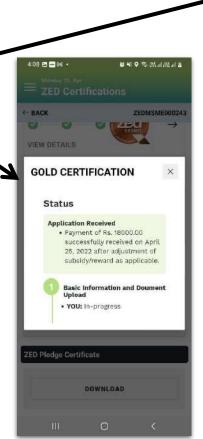
and Document
Upload

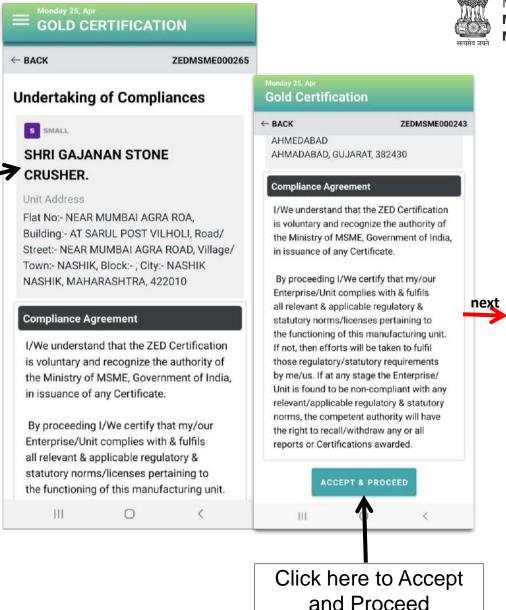
App Login

User Dashboard







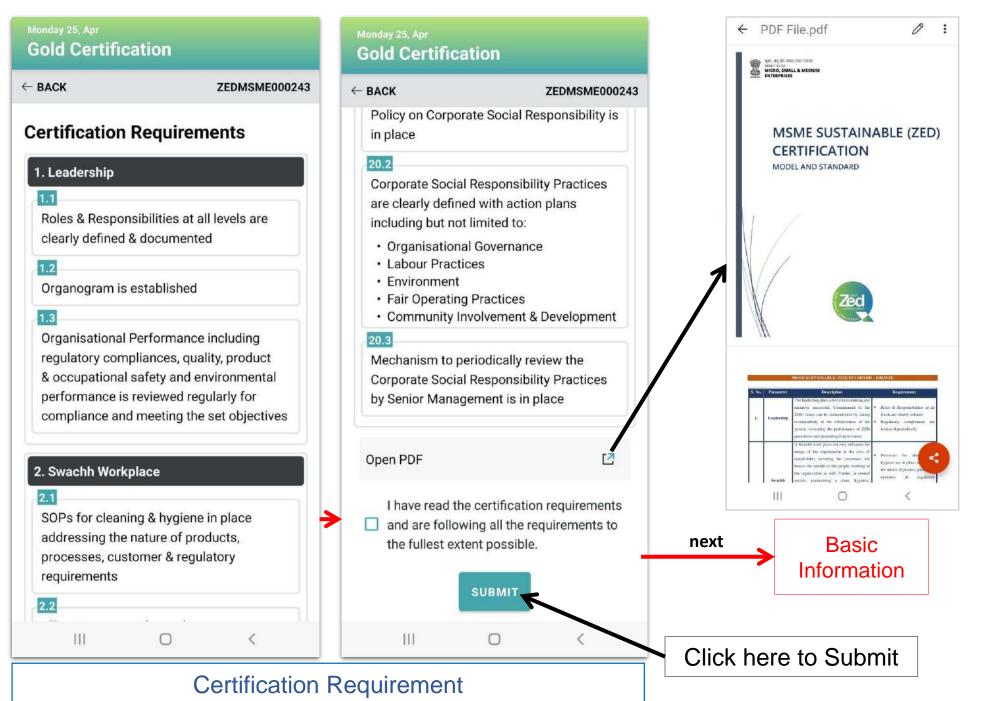




Certification

Requirements

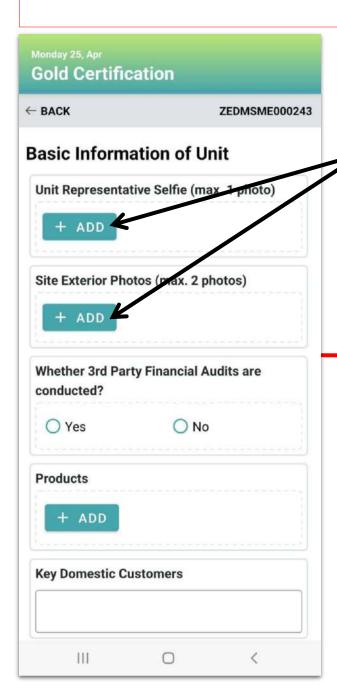






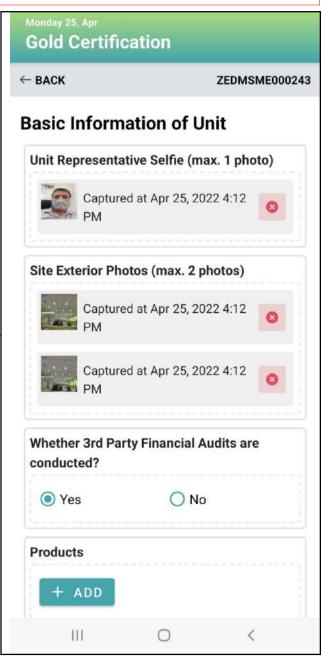


Basic Information



Capture MSME Representative Selfie and Site Exterior Photographs

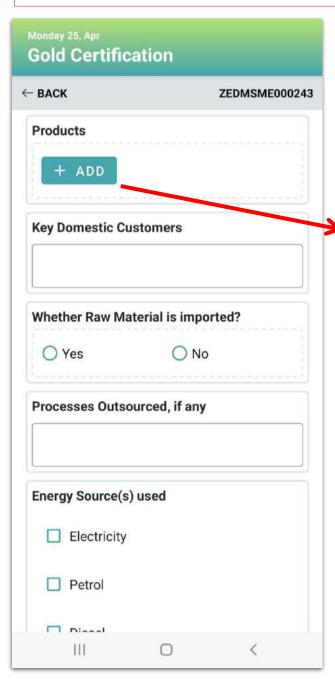
After Capturing Photographs

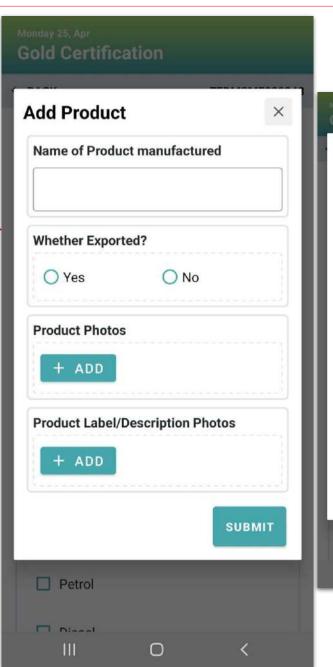






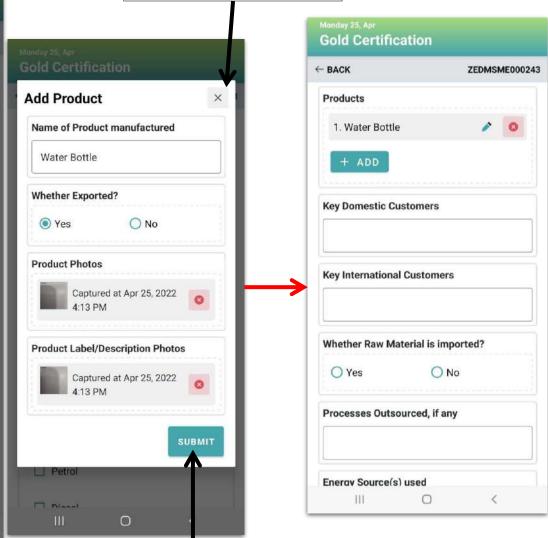
Basic Information





Click here to close the window





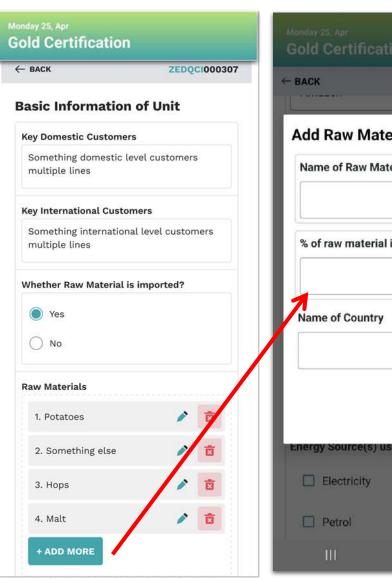
Click here to submit

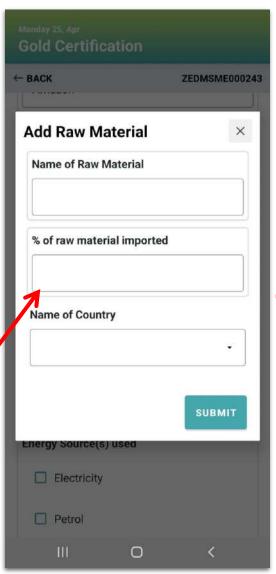


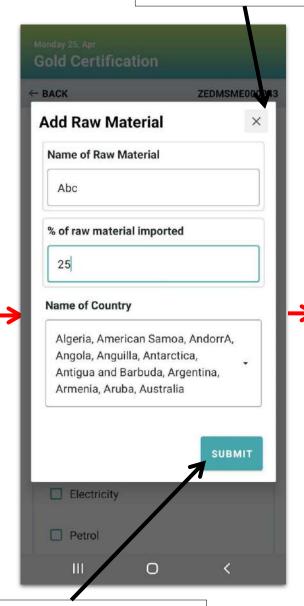
Basic Information

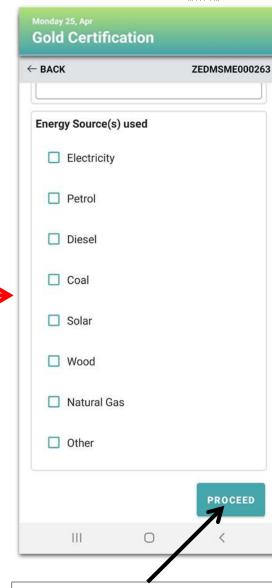
Click here to close the window











next

Document

Upload

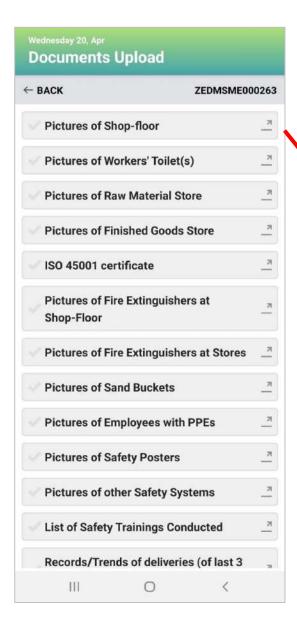
Click here Proceed

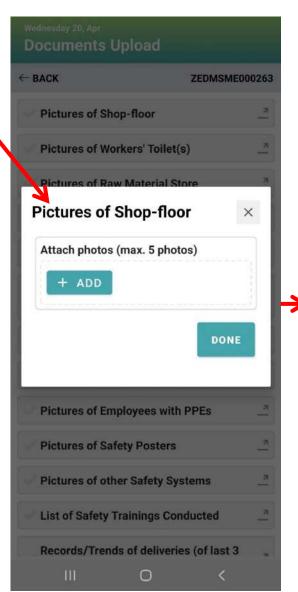
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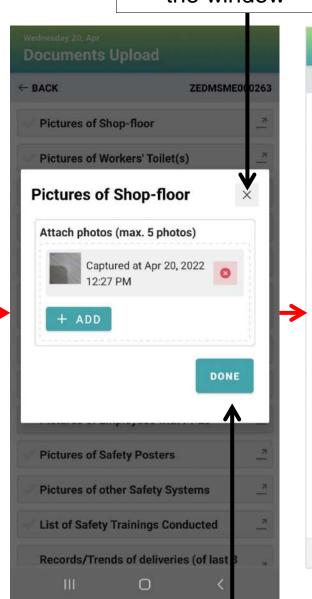
Document Upload

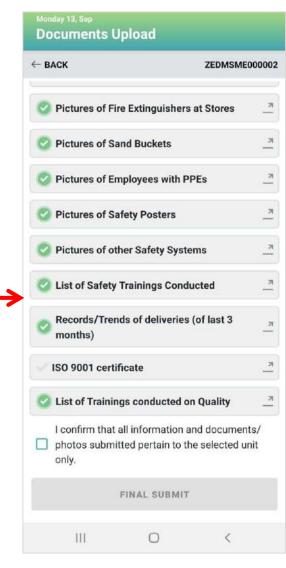
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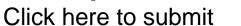








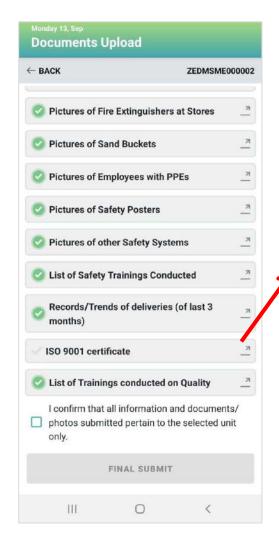


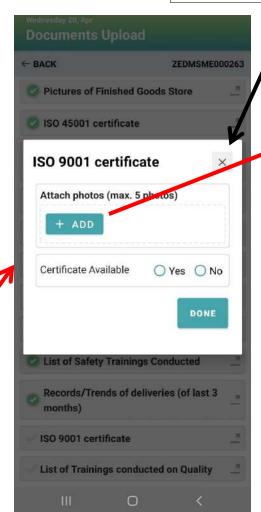


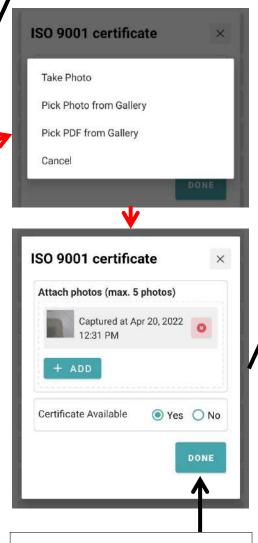
Document Upload

Click here to close the window

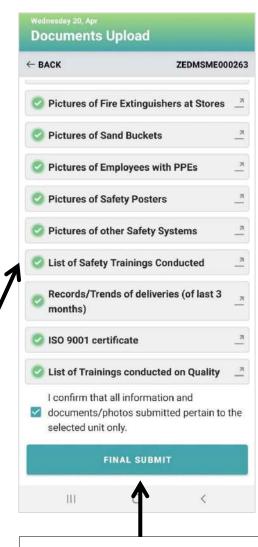






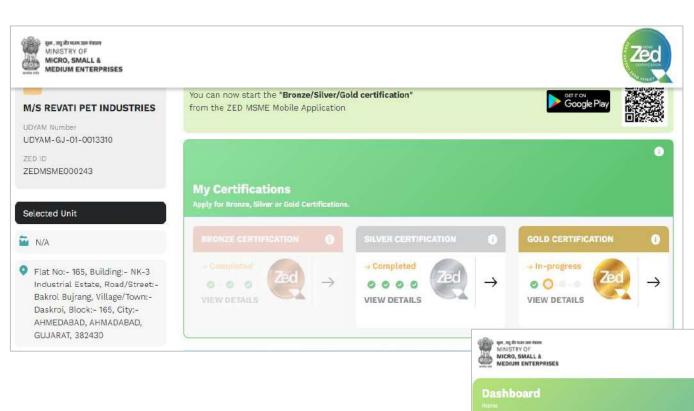


Click here to submit



Click here to submit all documents

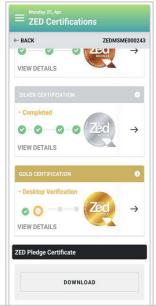




After submission of Basic Information

and Documents, case is allocated to

assessor for verification





Screens after submission of Basic Information and Documents

GOLD CERTIFICATION

Payment of Rs. 18000.00
 successfully received on April

25, 2022 after adjustment of

subsidy/reward as applicable.

Basic Information and Doument

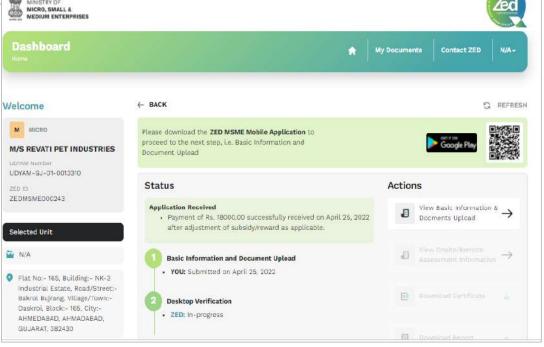
. YOU: Submitted on April 25,

Desktop Verification

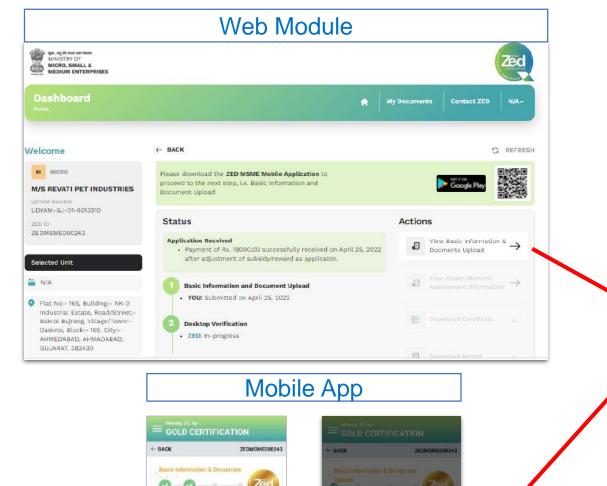
DOWNLOSD.

• ZED: In-progress

Status







To view Basic Information & Documents

uploaded, please login through the web

VIEW DETAILS

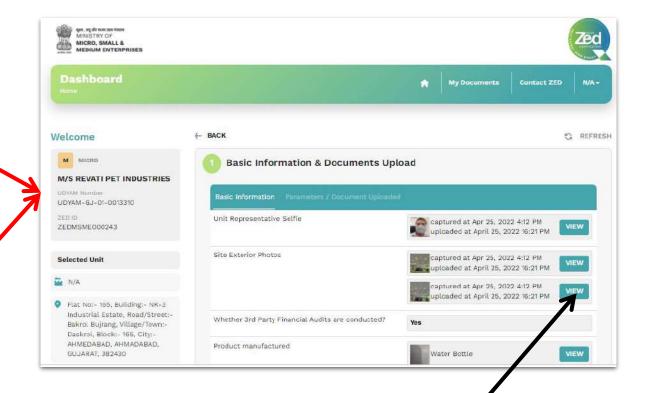
Basic Information & Document
Upload

2 Certificate Download

Download Report

Incentives





Dashboard after submission of Basic Information and Documents

Click here to view document uploaded





Dear Madam/Sir,

Greetings of the day!

Thank you for submitting the Basic information and documents.

You shall soon be notified on the way forward.

In case of any query, please mail us at: zed@qcin.org. Please mention your ZED ID in all your future correspondence.

Thanks and Regards,

ZED Team

Email after submission of Basic Information and Documents





After completion of Desktop Assessment, Assessment Agency's SPOC will connect with MSME and finalize the Onsite Assessment Date and Time

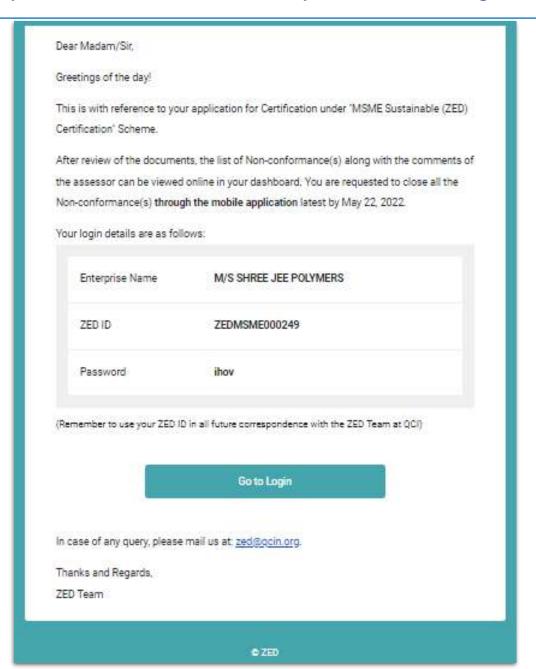


reetings of the day!	
The Date of On-site assessment	t is finalized. The details of the Agency allocated to your
Unit are as follows:	
Registered Assessment Agency	Alok Agency
Agency SPOC Name	Alok
Agency SPOC Email ID	
Agency SPOC Mobile No	
Final Assessment Date	April 23, 2022
Mode of Assessment	On-site Assessment
he details of the Assessor alloc	rated to you are as follows:
Assessor Name	
Assessor Email ID	
Assessor Mobile No	



Email, if there is any non-conformance found by assessor during Onsite verification



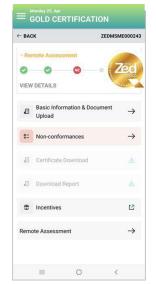




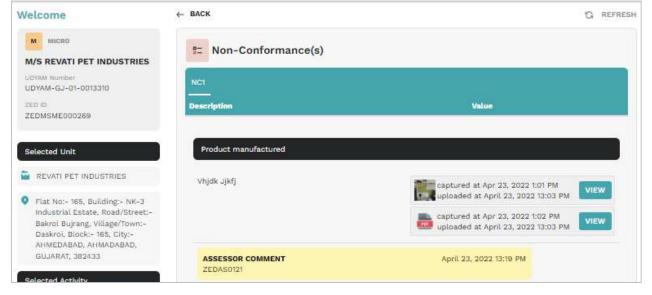
Non-Conformance raised can be viewed in web and mobile app

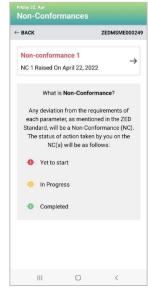






Use ZED MSME mobile app to close all non-conformances within 60 days from the date of issue

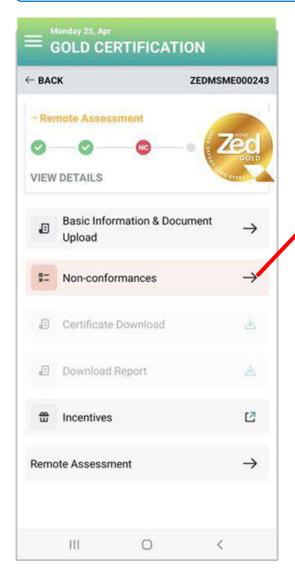


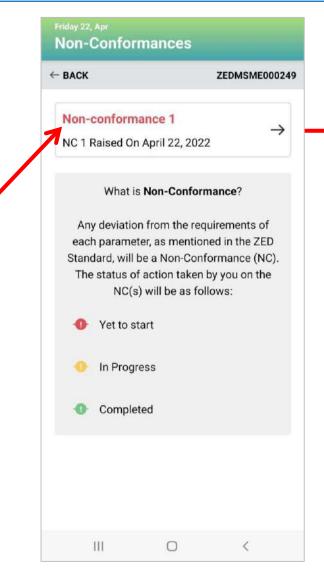


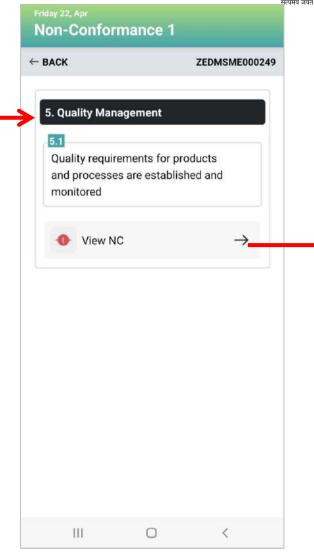


Process to close Non-Conformance (NC) Raised









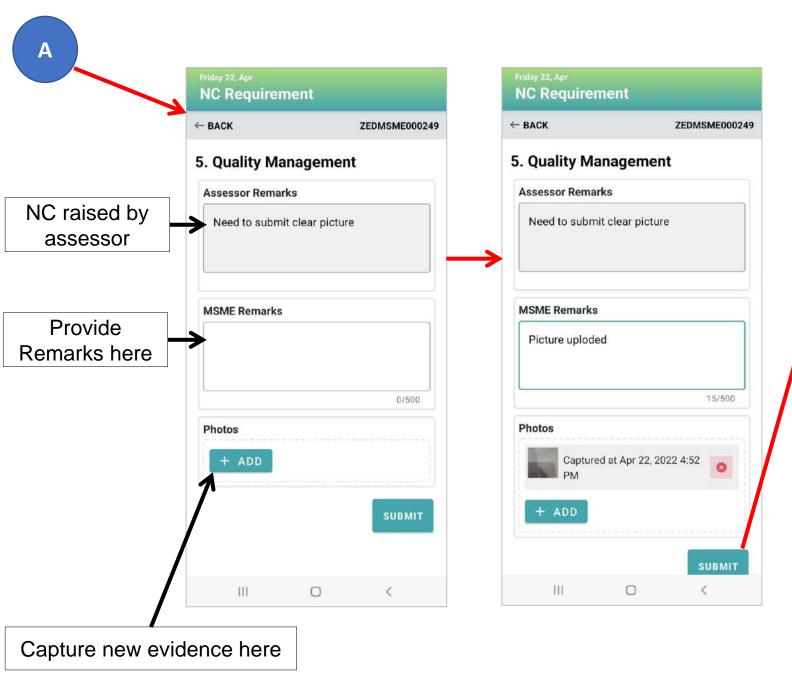


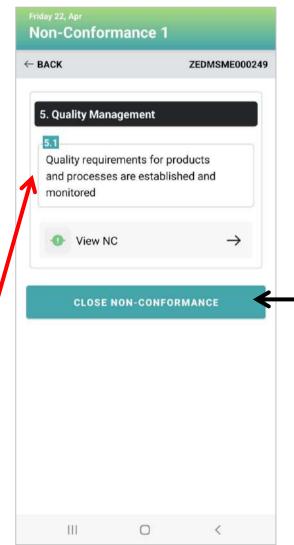


Click here to

Close Non-

Conformance





Zed GOLD

Email for the submission of response to non-conformance(s) raised



Submission of response to Non-conformance(s) raised under "MSME Sustainable (ZED) Certification" Scheme - ZEDMSME000269 D Inbox ×

zed@msmeadmin.in

Sun, Apr 24, 11:16 AM (18 hours ago)



Dear Madam/Sir,

Greetings of the day!

Thank you for submitting the response/evidence(s) against the Non-conformance(s) raised under "MSME Sustainable (ZED) Certification" Scheme.

You shall be informed of the outcome after verification by the assessor in due course of time.

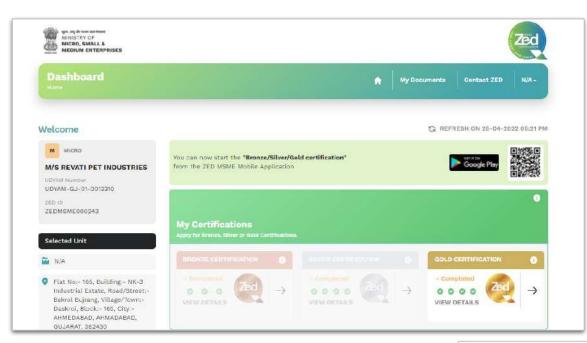
In case of any query, please mail us at: zed@qcin.org. Please mention your ZED ID in all your future correspondence.

Thanks and Regards,

ZED Team

Response submitted will be verified by assessor and after successful verification Gold certificate and Assessment Report will be issued

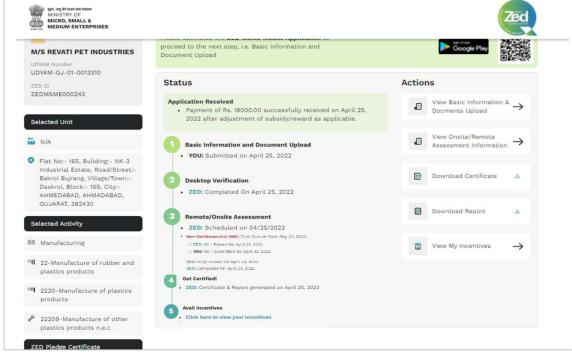






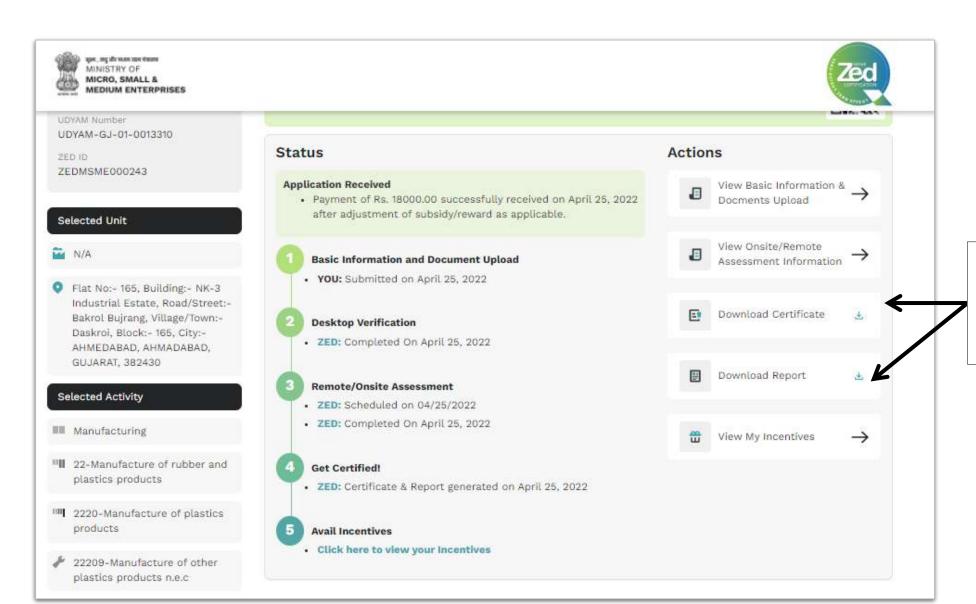


Web and Mobile Screens after successful completion of **Gold Certification**











Click here to download Gold Certificate & Assessment Report



Email after achieving Gold Certification

Dear Madam/Sir,

Greetings of the day!

At the outset, we thank you for being a part of the "MSME Sustainable (ZED) Certification" Scheme of Ministry of MSME, Government of India.

Please find attached the Certificate and Assessment Report based on the assessment of your unit. The same can also be downloaded from your dashboard.

We encourage you to adopt measures as suggested in the ZED Standard and we are confident that you will understand and prioritize your business needs by helping identify any deficiencies or shortcomings that need to be overcome, thereby performing better on the ZED parameters.

In case of any query, please mail us at: zed@qcin.org. Please mention your ZED ID in all your correspondence.

Please acknowledge the receipt of the Certificate and Assessment Report.

Wish you all the best in your journey of ZED!

Thanks and Regards,

ZED Team









Assessment Report





Certificate

Issuance Date

Validity of

Certificate



Unit Name

Assessed Unit Address

NIC Sector Code (2 Digit)

Udyam Registration Number

QR Code

Certificate Number

