How to verify & self-declare start-up at USSP?
(Establishment/Establishment Representative)

Introduction

The Unified Shram Suvidha Portal is developed to facilitate reporting of Inspections, and submission of Returns. The Unified Shram Suvidha Portal has been envisaged as a single point of contact between employer, employee and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement agencies, each inspectable unit under any Labour Law has been assigned one Labour Identification Number (LIN).

Government of India has decided to promote the Start-Up ecosystem in the country to incentivize the entrepreneurs in setting up new start-up ventures and thus catalyze the creation of employment opportunities through them.

Start-ups, as defined by DIPP, are advised to self-certify the compliance with the Labour Laws. The guidelines and order issues in this regards can be found at Notification Self Certification
The Labour Laws to be covered under this are:
1. The Building and Other Constructions Workers' (Regulation of Employment and Conditions of Service) Act, 1996
2. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
3. The Payment of Gratuity Act, 1972
4. The Contract Labour (Regulation and Abolition) Act, 1970
5. The Employees' Provident Funds and Miscellaneous Provisions Act, 1952
6. The Employees' State Insurance Act, 1948

This document guides for Start-Up Self-Declaration at Shram Suvidha Portal.

Roles and Activities

User Role	Common Name	Activity
Establishment Representative	Establishment	• Verify start-up • Declare start-up labour acts • Track process

Prerequisites for Start Verification

There are certain required prior conditions need to be fulfilled by the establishment representative before performing start-up information verification activities:

- Employer/ Establishment Representative need to register start-up at DIPP, if not registered then visit http://www.startupindia.gov.in/registration.php
- Employer/ Establishment Representative need to be registered at USSP, if not registered then signup at portal.
- The establishment representative must represent the LIN verified establishments at USSP. The user may search LIN through 'know your LIN' option provided at Portal main page.
  - ◦ If establishments LIN already exists user need to link the LIN with establishment by choosing 'Link Establishment' option at left side menu after login.
  - ◦ If no LIN exists, user must create owned/represented establishments and request LIN from them through 'Establishment' option at left side menu after login.

Getting Started

To get started using the Shram Suvidha Portal right away, just type the following address into your web browser or click on the link below.
https://shramsuvidha.gov.in

1. Select Startup option from Shram Suvidha Home menu.

Figure 1.1

2. Read the startup India objective, DIPP startup definition and steps to follow for self-declaration.
3. If you are new user register at portal
4. If existing user login at portal

Figure 1.2

Login at Portal

Below screen will be displayed once you select login link, here enter login details (user id, password and verification code). Click on the submit button to view the landing page.

Figure 1.3

Start-Up Acts Self Declaration Activity by Establishment

Here you will learn how to perform activities of startup verification and declaration in order to get exemption from inspection for three years under 6 Labour laws.

On Successful authentication of the login details, the user is directed to the following screen, popularly referred as Shram Suvidha landing page work environment (figure 1.4). The link to get started with your start-up verification and self-declaration is provided as indicated below:

Click link "**Is any of your Establishment a Start-Up?**" to view establishment list, for start-up self-declaration process.

Figure 1.4

In the given screen, there are five establishments already existent. Please refer figure 1.5

A. If your start-up is not registered with Shram Suvidha, Choose **Add Establishment** option.
B. Select **Verify** option from below list and get your establishment verified from DIPP as Start-Up.
C. Select **Declare** option to submit self-declaration for six labour acts.
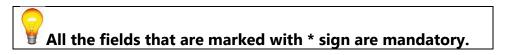D. Select **Submitted** to view and print the acknowledgement of declared acts.

Figure 1.5

Establishment Compliance Self Declaration List for Start-Up

S.No	Establishment	Address	Identifier	Exemption Expiry Date	Start-Up Verification	Self-Declare
1	Hjkljklkljkllk33	Hjkljklkljkllk33 Hjkljklkljkllk33, Palamu, Jharkhand - 123456	LIN 1-6200-0435-3	01-11-2014	Verified	Submitted
2	Return Test	Test Test, Khowai, Tripura - 110092	LIN 1-8233-1175-8 EPFO BRMUZ5555555555 ESIC 7777777777777777	01-11-2014	Verified	Submitted
3	Susantadevelopertest	Susantadevelopertest Susantadevelopertest, Haveri, Karnataka -	LIN 1-1111-1111-1 EPFO AAAAAAAAAAAA ESIC SSS44444444	01-11-2014	Verified	Submitted
4	Susantatest	Susantatest Susantatest, New Delhi, Delhi - 110001	LIN 1-4534-4293-5		Verify	Declare
5	Testbyuspdeveloper	Testbyuspdeveloper Testbyuspdeveloper, East Godavari, Andhra Pradesh - 110001		10-05-2019	Verified	Submitted

Verify Start-up

On clicking of **Verify** from establishment list above, following screen will open to verify start-up details you have from DIPP. Refer Figure 1.6.
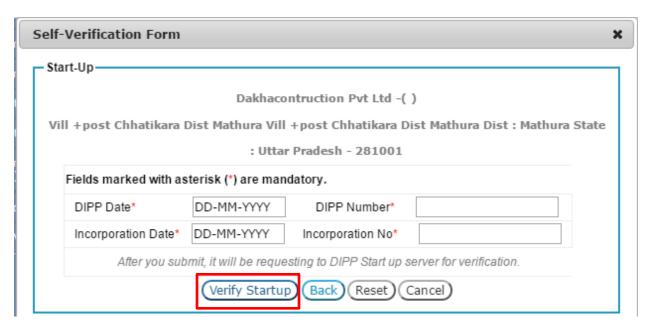
The screen asks for four data, DIPP date, DIPP number, Incorporation date (setup date) and Incorporation number.

> 💡 **All the fields that are marked with * sign are mandatory.**

Once all the details have been entered, choose **verify startup** option.

Figure 1.6

If you don't fill any of the field, form will indicate you in red to provide details.

Figure 1.7

If you enter any invalid value or if your start is not registered with DIPP, screen will indicate this with a message in red as "No startup found".
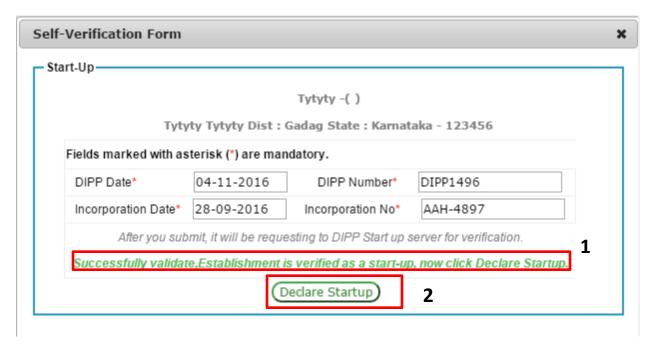
Figure 1.8

Once you fill all the mandatory and valid details and your startup is registered with DIPP, screen will display a success message in green.

And verify startup button will change to "**Declare Startup**" button; choose this button to proceed for self-declaration process.

Figure 1.9

Self-Declaration of Start-up

Once you have verified startup, next step is start-up self-declaration under 6 Labour laws.

Below self-declaration screen appears when you choose **Declare Startup** at above form (figure 1.9) or choose **declare** option from establishment list (figure 1.5)
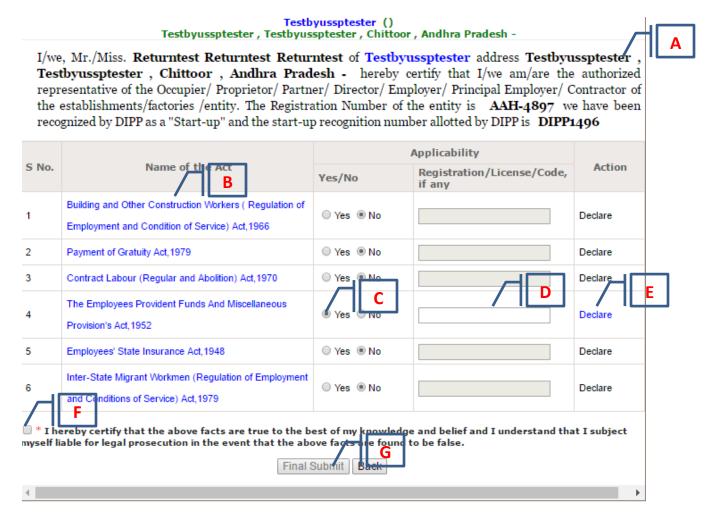
Self-declaration form has:

A. Declaration statement: comprising of details like establishment name, address, incorporation number, DIPP number.
B. Acts list: Click any of the act names to view its details (all the section information).
C. Select '**Yes'** if you found any of the act applicable to your startup.
D. Enter registration, license or code if any.
E. Now select **Declare** option to self-certify for acts by choosing applicable sections.
F. Select self-certification checkbox once you have declared all applicable acts.
G. Select final submit to save the details. After final submit these details cannot be altered.

💡 **The system allows user to choose Final Submit only if acts selected Yes are saved to Declared.**
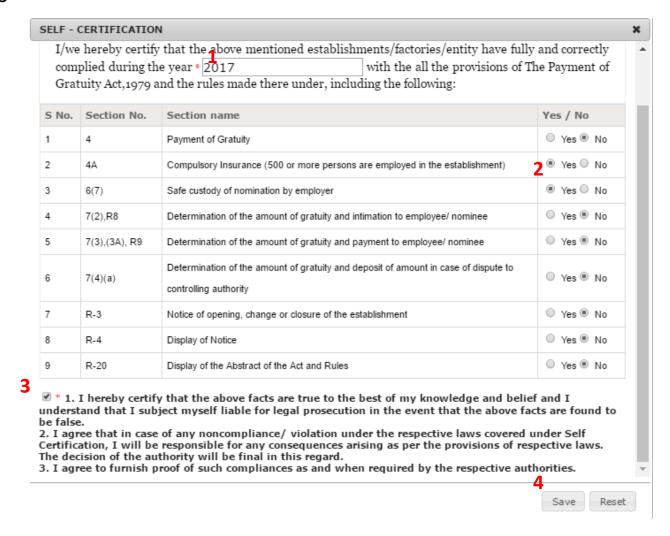
Figure 1.10

Once you select **Declare** action on above screen, selected act self-certification form will appear as below.

1. Enter the act follow year
2. Select yes option if you comply by any section
3. Select self-certification checkbox
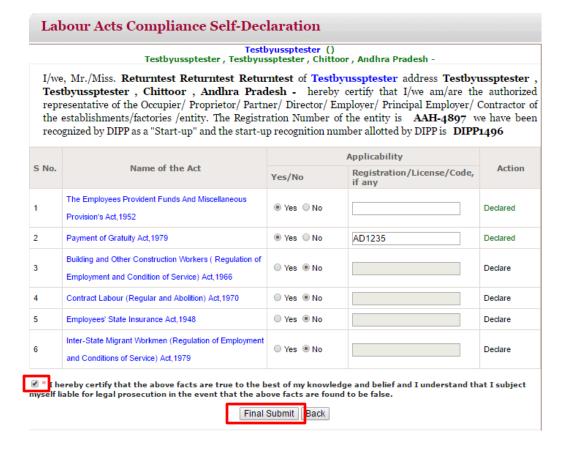4. Select save button.

Figure 1.11

Similarly you declare applicable acts from 6 acts. After you save the acts they appear **declared** at declaration form. You can edit the section details before final submit by choosing **declared** option.

In below screen user has declared two acts.

Select self-certification checkbox, now click **final submit** button.

 The system will not allow any changes once you choose final submit.

Figure 1.12

After successful Final Submit, you will see **acknowledgement receipt** for future reference stating applicable acts. Choose the **print** option to print the receipt.

Select close option to verify and declare other startups at establishment list (Figure 1.5).

Figure 1.13