UDYOG AADHAAR DOCUMENT CHECKLIST

FUND — 3

SETUP — 4

START — 2

MARKET — 5
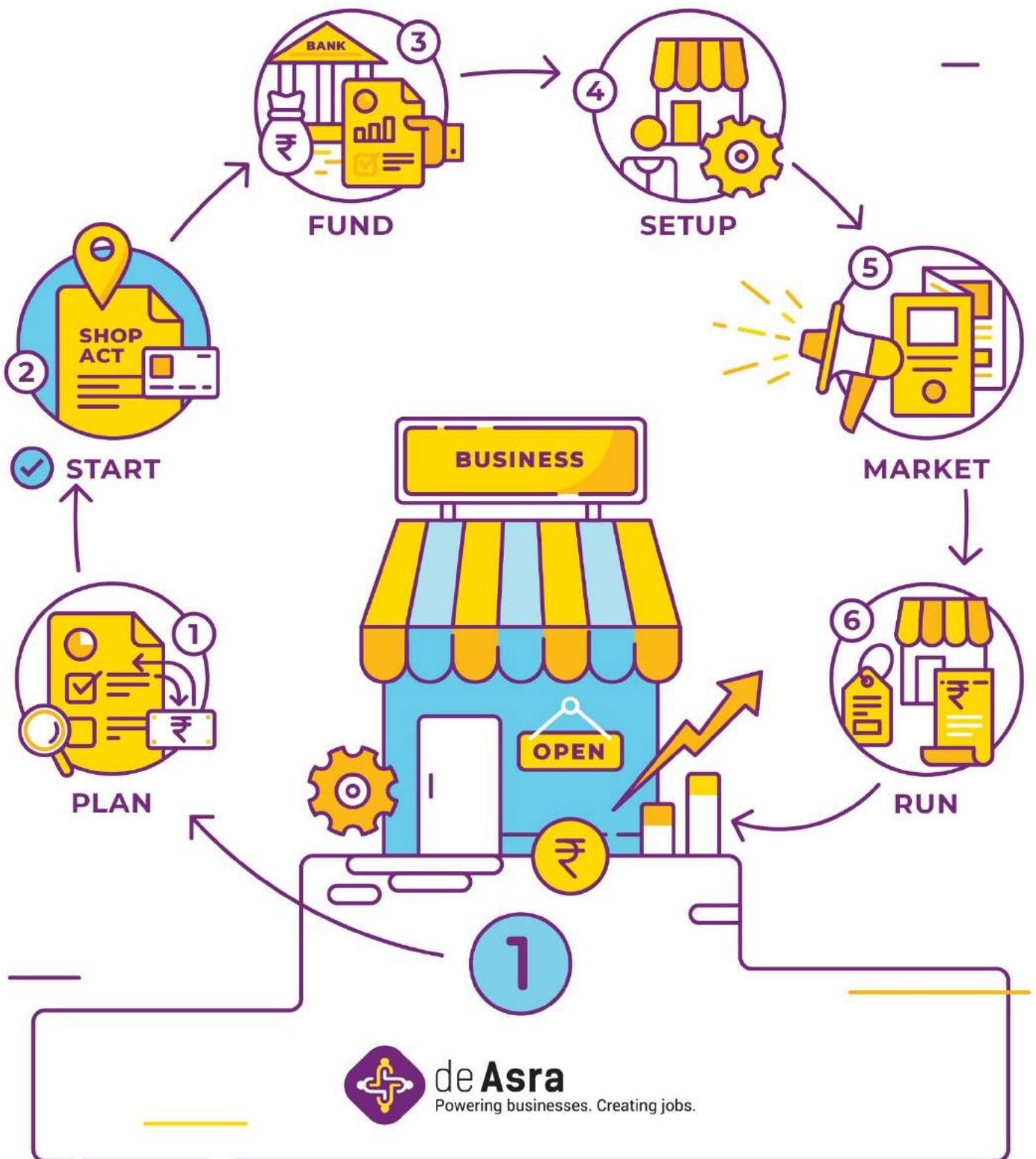
PLAN — 1

BUSINESS

OPEN

RUN — 6

SHOP ACT

BANK

1

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Powering businesses. Creating jobs.

UDYOG AADHAR

Udyog Aadhar is an identity card for Micro, small and medium enterprises. It is only a registration which can be used as an identity proof for your business for opening a bank account, getting VAT or service tax registration, others.

A) Key features of Udyog Aadhaar:

1) Udyog Aadhaar (UA) is for existing businesses.

2) The information sought is on self-certification basis and no supporting documents are required at the time of online registration

3) The process of obtaining Udyog Aadhaar Number is free-of cost, paper-less and results in instant registration.

B) Who is the applicant?

1) Partnership firm, LLP – Any one partner authorized by the firm,

2) Proprietary concern – the sole proprietor,

3) Company – Representative of the company as authorized by the Board of Directors of the Company

C) How to apply for Udyog Aadhaar?

1) Open Udyogaadhaar website **(https://udyogaadhaar.gov.in/UA/UAM_Registration.aspx)**

2) Validate Aadhaar Number as per Step 1 mentioned below

3) Further you will be redirected to the application page

(*The form should be completely filled before submitting)

Step 1 - Enter Aadhaar Number:

The 12 digit Aadhaar number issued to the applicant should be filled in the appropriate field.

**Application filling starts from Step 2

Step 2 – Personal Details:

The applicant will have to provide following personal details:

1) The applicant should fill his/her name strictly as mentioned on the Aadhaar Card issued by Unique Identification Authority of India (UIDAI). The same name as appearing on the Aadhar card should be entered, if the name does not match with the Aadhar Number, the applicant will not be able to fill the form further.

2) The Applicant should select the caste category (General, Scheduled Caste, Scheduled Tribe or Other Backward Caste (OBC). The proof of belonging to SC, ST or OBC may be asked by appropriate authority, if and when required.

3) Gender of the applicant.

4) Whether the applicant is handicapped.

Step 3 - Validate Aadhaar:

1) Validate Aadhaar- The applicant must click on Validate Aadhaar button for verification of Aadhaar, after that only user can fill the form further.

2) OTP will be sent to your mobile number registered with UIDAI. If your mobile number is not registered with UIDAI, please follow instructions given on Pop up window. The same is to be entered for further filing of form.

Step 4 – Details of the enterprise:

The applicant will have to provide following details of his/her enterprise:

1) The name by which his/her enterprise is known to the customers/public and is a legal entity to conduct business. (One applicant can have more than one enterprises doing business and each one can be registered for a separate Udyog Aadhaar and with the same Aadhaar Number as Enterprise 1 and Enterprise 2 etc).

2) Select from the given list the appropriate type of the organisation for his/her enterprise.

The Applicant must ensure that he/she is authorised by the legal entity to fill this online form. (Only one Udyog Aadhaar number shall be issued for each enterprise).

1) The PAN of the enterprise.

2) Location of the plant of the enterprise.

3) Complete postal address of the enterprise including State, District, Pin code, Mobile No and Email.

4) The date on which the business entity commenced its operations.

5) Select the major activity of the enterprise i.e. either & "Manufacturing" or "Service" should be chosen. If the enterprise involves in both type of activities and if major work involves in manufacturing and small portion of activity involves in service sector then select major activity type as "manufacturing" and if major work involves in services and small portion of activity involves in manufacturing then select your major activity type "services".

6) Applicant should enter the National Industrial Classification-2008 (NIC) Code applicable to their activity. The applicant can choose multiple NIC codes if his enterprise is engaged in more than one category of business i.e. manufacturing and service by clicking "Add More" button.

7) Number of persons employed by the applicant for his/her enterprise i.e. the total number of people who are directly been paid salary/ wages by the enterprise.

Step 5 – Bank details

The Applicant must provide his/her bank account number used for running the enterprise.
The Applicant must also provide the IFS Code of the bank's branch where his/her mentioned account exists.

Step 6 – Investment in Plant and Machinery/ Equipment:

The applicant should enter the total amount invested in plant and Machinery, equipment.

Step 7 – Location of District Industries Centre (DIC)

The applicant, based on the location of the enterprise, has to fill in location of DIC. This Column will be active only when there are more than one DIC in the district. If there is only one DIC in the district system will automatically register you in the same DIC.

Step 8 - Submit the form:

1) The applicant must click on Submit button to generate OTP which will be sent to email id mentioned for registration.
2) Then enter the received OTP and then click the "Final Submit button".

Step 9 – Udyog Aadhaar:

On filing of form Udyog Aadhaar is automatically generated and is available for downloading.

List of documents / Information to be kept ready before filing the Udyog Aadhaar form:

1) Aadhaar card/ number of the applicant,

2) The proof of belonging to SC, ST or OBC may be asked by appropriate authority, if and when required,

3) PAN of the enterprise,

4) Registered address with full postal details, contact details of the enterprise,

5) Date of commencement of business of the enterprise,

6) Bank account number, branch name, IFSC code of the enterprise,

7) Number of people employed in the business who are directly been paid salary/ wages by the enterprise.

8) Amount of money invested in terms of machinery and equipment by the business.

Turn Around Time (TAT):

Udyog Aadhar gets generated immediately on filing of the form.

Handbook:

Udyog Aadhar Memorandum.

Good Luck
For Your Business.