



Ministry of Business, Enterprise and Cooperatives
(Business and Enterprise Division)

SME REGISTRATION UNIT

APPLICATION FOR REGISTRATION CERTIFICATE AS SME

(Section 4 of SME Act 2017)

1. **Applicant Details**

Surname/ Company Name:

Other names: Title (Mr/Mrs/ Miss):

2. **Tel:**.....**Mobile:** **E-Mail:**..... **Website:**.....

3. **Address for Correspondence (Home Address/ Registered Office):**

.....

4. **Business Address:**.....

5. **National Identity Card:**

6. **Business Registration No:**.....

7. **Nature of Business** (*as per Business Registration Card*)

.....

.....

8. **Products Details** (*List of products manufactured or services offered*)

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9. **Status of Applicant** : Individual Company Société/ Partnership

10. **Status of Business** : New Existing Operational since Year:

11. **No of persons employed** : Actual: Projected:

12. **Annual Turnover (Rs)** : Actual: Projected:

13. **Project Value** : Rs

14. **Value of Export (if any)** (i) Rs (ii) Countries:.....

15. **Documents to be submitted** (*Photocopies*)

National Identity Card/s Business Registration Card Receipt of Trade fee paid

Particulars of company/ Extract of file Financial Statements (last 2 yrs) for existing companies

(*N.B Additional information and documents may be requested*)

DECLARATION

I, the undersigned, declare (a) the particulars and information given above are, to the best of my knowledge, true and correct; and (b) I have not willfully concealed any material fact.

I am aware that in case I have given any false information or document for the purpose of this application, same may be rejected or the Registration Certificate cancelled, as appropriate.

I also consent that my contact details may be disclosed for business purposes.

Name:..... Designation:.....

Signature of Applicant: Date:.....

For office use only

Application Processed by:

Date Received: