



Ministry of Industrial Development, SMEs and Cooperatives (SMEs 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*)

.....

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

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

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

12. **Are you employing persons with disabilities in your business?**

Yes  No

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

14. **Project Value** : Rs .....

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

16. **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. Please Tick ✓ Yes  No

Name:.....

Designation:.....

Signature of Applicant: .....

Date:.....