



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:.....