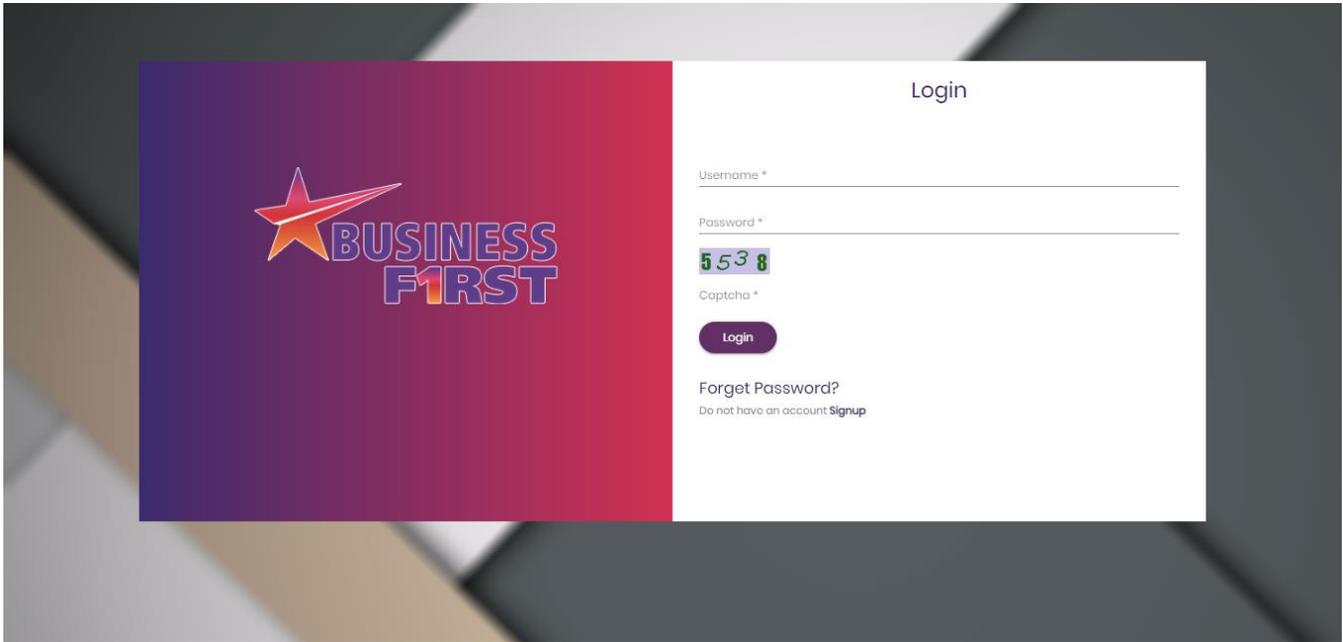
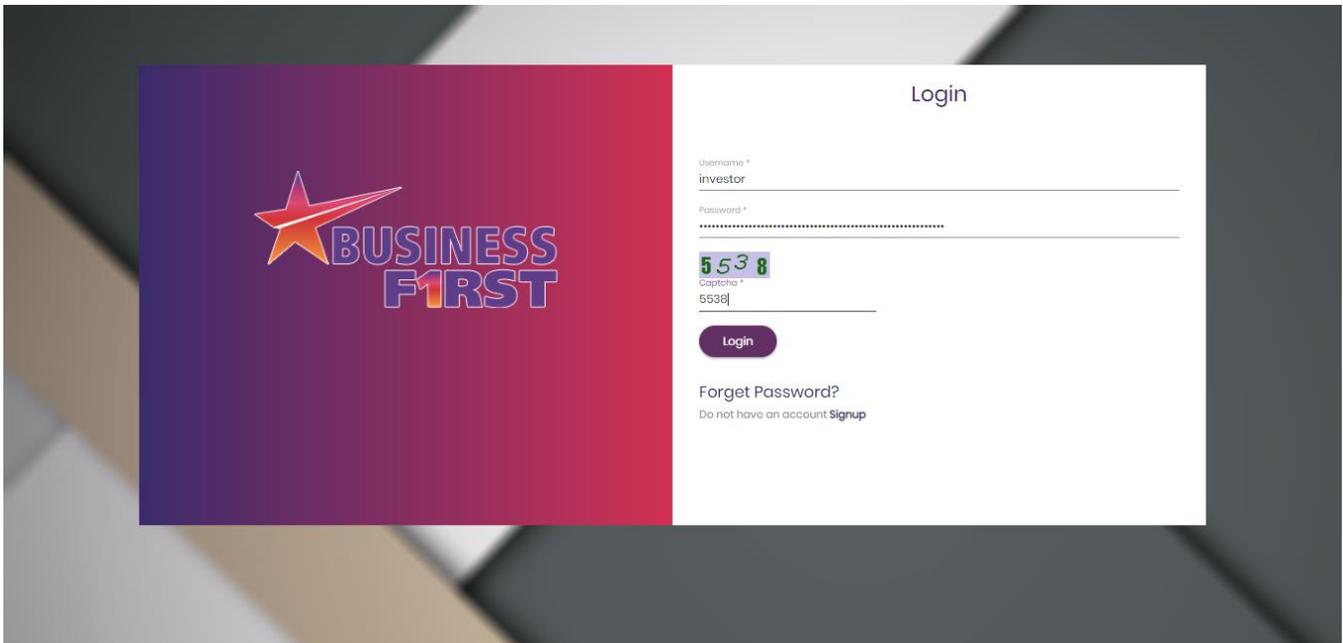


User Manual of Startup

1. Applicant login page



2. Applicant login with user credentials.



3. View all instructions how to fill s-CAF for startup registration.

Notification

Steps to follow:

1. Click Projects tab and add project by clicking **Add New Project with CAF*** button.
2. This will open Common Application Form (CAF) for filing.
3. Enter details in CAF (Common Application Form) and proceed further by clicking Save & Next button.
4. Final Submission of CAF will generate PIN (Project Identification No.)
5. Once PIN generated, user can proceed for getting Clearances/approvals in different categories by clicking respective categories like **Regulatory Clearances**, **Fiscal Incentives** or **Start Up** tabs.
6. In the next screen, first click **Apply New** tab and then click **Apply For New Clearance** button for List of Clearances.
7. At List of Clearances screen, the user can filter Clearances by Department Name or Application Form Name.
8. When user find Clearance of his/her her interest, then click **New/Renewal** button in front of Clearance.
9. This will open Application Form for filing, enter details in application form and submit fee (if required).
10. Once Application Form and Fee submitted at Business First portal, the department process will start and portal will inform user (via SMS or Email) if any action (in case of Objections) required from their end.

OK

4. View applicant dashboard and click on “Add new project with CAF”.

Projects

Projects: 22 | Regulatory Clearances: 5 | Fiscal Incentives: 5 | Startup: 4

Add New Project with CAF

PIN & Date	Project Sector & Applicant Name & Mobile No	Project Name & Address	Project Purpose	Status	Action
19095430 & 10/09/2019	Mr Mohan Lal & 9898989892	Manufacturing under 2017 Policy Mohan Lal & Sons Plot No - 234-35, Industrial Area,SAS Nagar S.A.S Nagar, Punjab	Manufacturing of Hand Tools	CAF Checked	Logs Details Communications Know Your Approvals
19094512 & 05/09/2019	Mr Ashish Puri & 6501230044	project jalandhar, Jalandhar, Punjab	IT work	CAF Checked	Logs Details

5. Start filing s-CAF application form and click on “Save and Next”.

Invest Punjab-Business First Projects **Regulatory** ¹ Incentives ² Startup Communications Query/Grievance Welcome Mr

Common Application Form (CAF)

1 Applicant Details 2 Clearances 3 Project Details 4 Investment Details 5 Proposed Employment Details 6 Others

1 Applicant Details

11 - Title * 12 - First Name * 13 - Middle Name 14 - Last Name

15 - Designation * 16 - Applicant Photo *  17 - Applicant Signature * 

18 - Aadhaar Document No 19 - Upload Aadhaar Document  20 - Upload Pan Card * 

110 - Pan Card No * 111 - Upload Pan Card * 

Applicant Information :

112 - Applicant Phone Number 113 - Applicant Fax No. 114 - Applicant Mobile No. * 115 - Applicant Email ID *

116 - Select Country * 117 - Select State/UT * 118 - Select District * 119 - Select Tehsil

120 - Address Line 1 * 121 - Address Line 2 122 - Pin Code *

Business Entity Information :

123 - Business Entity Name * 124 - Business Entity Type *

Same as Applicant Address

125 - Select Country * 126 - Select State/UT * 127 - Select District * 128 - Select Tehsil

129 - Address Line 1 * 130 - Address Line 2 131 - Name of Village/Town * 132 - Pin Code *

133 - Proposed FCI Cost * 134 - Proposed Male Employees* 135 - Proposed Female Employees*

Project Details :

136 - Project Name * 137 - Project Purpose *

138 - Select Country * 139 - Select State/UT * 140 - Select District * 141 - Select Tehsil *

142 - Address Line 1 * 143 - Address Line 2 144 - City/Town/Village *

145 - Pin Code *

6. Select startup registration application forms from list and click on **“Save and Submit”** as shown below.

The screenshot shows the 'Common Application Form (CAF)' interface. The navigation bar includes 'Projects', 'Regulatory' (1), 'Incentives' (2), 'Startup', 'Communications', 'Query/Grievance', and 'Welcome Mr'. The main content area is titled 'Common Application Form (CAF)' and shows a progress bar with steps: 1. Applicant Details, 2. Clearances, 3. Project Details, 4. Investment Details, 5. Proposed Employment Details, and 6. Others. The 'Clearances' step is active. Below the progress bar, there is a section titled 'Regulatory Clearances or Startup in a Single Project' with three tabs: 'Regulatory Clearances', 'Incentive Clearances', and 'Startups'. The 'Startups' tab is selected. A table lists the following clearances, all with checked boxes:

Regulatory Clearances	Incentive Clearances	Startups
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Buttons at the bottom include 'Cancel', 'Back', 'Save as Draft', and 'Save & Submit'.

7. s-CAF application form submitted successfully and system throw message with PIN (Project Identification Number).

The screenshot shows the 'Common Application Form (CAF)' interface after successful submission. A red banner at the top right states: 'The selected Form is for STARTUP's. If you proceed to, None of other Clearance except Startups can be selected'. A white modal box with a green checkmark icon displays the message: 'Success! Common Application Form (CAF) Locked with PIN: 19095472'. An 'OK' button is visible below the message. The background shows the same 'Clearances' step as in the previous screenshot, but it is dimmed.

8. Click on startup tab to view startup projects and click on **“View Details and Continue Filing”** as shown below.

PIN & Date	Applicant Name & Mobile No	Service Name	Action
19095472 & 14/09/2019	Mr Rohan Bansal & 9988998899	RB Fabrics	View Details & Continue Filing
19091774 & 14/09/2019	Mr Jassi Singh & 8284810401	Milk Industry	View Details & Continue Filing
19074163 & 24/07/2019	Mr Sumit Kumar & 7888920401	Sumit pvt ltd	View Details & Continue Filing

9. Click on **“Apply for New Startup Registration”** as shown below:

1 Startup Details [Back](#)

PIN & Date:	19095472 & 14/09/2019	Startup Name:	RB Fabrics
Applicant Name:	Rohan Bansal	Contact Details:	9988998899 rohankj988@gmail.com

[Apply For New Startup Registration](#) [View CAF](#)

10. As shown below screenshot of list of startup application forms, click on **“Continue Registration”**.

Click **New** button to apply for Service

Select Department Name

Search by Application Form Name

SNo.	Startup	Department Name	Download Form with Instructions	You may like to apply for
1.	Registration of Startups	Department of Industries & Commerce (Start up Registration)		Continue Registration
2.	Startup Rental Lease Subsidy	Department of Industries & Commerce (Start up Registration)		New
3.	SF-Seed Funding	Department of Industries & Commerce (Start up Registration)		New
4.	Startup Incubator	Department of Industries & Commerce (Start up Registration)		New

[Cancel](#)

11. Start filing “**Registration of Startup**” application form and click on “Save application & move to ST-B” as shown below.

Projects ¹ Regulatory ² Incentives ² Startup Communications Query/Grievance Welcome Mr -

Services

Form-ST-A - Registration of Startup

1 Applicant Details

11 - First Name * Rohan	12 - Middle Name	13 - Last Name Bansal
14 - Designation * Director	15 - Mobile Number * 9988998899	16 - Email Id * rohankg1988@gmail.com
17 - Aadhar Number * 667625366623		
18 - Applicant Address Line 1 * Plot No 334-23		19 - Applicant Address Line 2 Industrial Area, Mohali
10 - State * Punjab	18 - District* SAS Nagar	14 - Pincode * 160554
102 - Tehsil* SAS Nagar (Mohali)		

2 Startup Information

21 - Startup Name * RB Fabrics	22 - Business Entity * Partnership Firm
23 - Startup District * SAS Nagar	24 - Startup Tehsil * SAS Nagar (Mohali)
25 - Certificate of Incorporation *(Date) 10/Sept/2019	
26 - PAN (Permanent Account Number) of Startup/Organization * ABCDEI234F	
27 - GST No. (Optional) 28ABCDEI234F2Z5	
28 - Udyog Aadhar Number. (Optional)	
29 - Bank Account Number * 667625366623	

3 Brief Description about Startup/ Innovation

31 - Business Idea *
Testing Content for startup testing

32 - Select Sector *
Aerospace, MRO & Defense

33 - Technology *
Testing Content for startup testing

4 Name of Incubator

41 - Name of Incubator, if associated
RB Fabrics

5 I hereby declare that our Startup/Company:

5.1 Not prior to ten years.

5.2 With annual turnover not exceeding INR 100 crore in any preceding financial year, and

5.3 is not formed by splitting up, or reconstruction, of a business already in existence.

5.4 Working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.

5.41 DIPP Start-up India recognition certificate; OR

5.42 Start-up has a patent filed in the entity name and published in the Journal by the India Patent Office in areas affiliated with the nature of business being promoted; OR

5.43 Sanction Letter of funding / grant to the entity by Government of India or any State Government as part of any specified scheme to promote innovation; OR

5.44 Letter of funding of not less than 20 percent in equity by any incubation Fund/ Angel Fund/ Private Equity Fund/ Accelerator/ Angel Network duly registered with Securities and Exchange Board of India that endorses innovative nature of the business; OR

5.45 If an entity does not possess any of the above mentioned four documents, it may submit a one page write-up / note explaining the innovative nature of its product. The applicant entity is encouraged to share its business plan along with the note on innovation

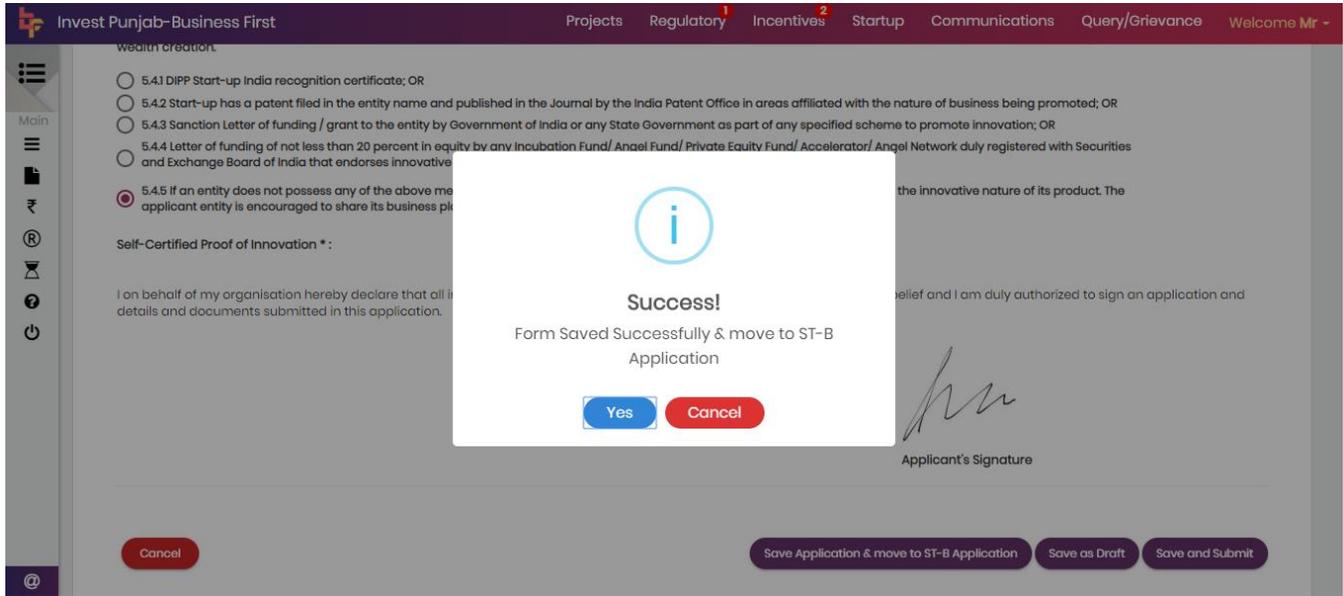
Self-Certified Proof of Innovation * : Attachment

I on behalf of my organisation hereby declare that all information provided hereby are correct to the best of my knowledge & belief and I am duly authorized to sign an application and details and documents submitted in this application.

Applicant's Signature

Cancel
Save Application & move to ST-B Application
Save as Draft
Save and Submit

12. System will show message that Form saved successfully and move to ST-B application form.



13. Start filing ST-B application and click on “Submit Application”.

Invest Punjab-Business First
Projects ¹ Regulatory ² Incentives ² Startup Communications Query/Grievance Welcome Mr

Services

Form-ST-B

1 Name, Address & contact detail of the Directors/ Promoters/ Partners along with the PAN/DIN numbers

1.1 - Name * _____ 1.2 - Address * _____ 1.3 - DIN/PIN _____

1.4 - Contact No. _____ 1.5 - Email * _____ 1.6 - Shareholding _____ Attachment Add

Sr.No.	Name	Address	DIN/PAN	Contact Number	Email	% Shareholder	CA Certificate Shareholder	Action
1	Rohan Bansal	Plot No - 343, Ind Area Phase B	2323332	9898989898	rohankg1988@gmail.com	50		Delete

2 Name, designation & contact details of the Authorized Person

2.1 - Name of Authorized Person * _____ 2.2 - Designation of Authorized Person * _____ 2.3 - Contact Detail of Authorized Person * _____

Rohan Bansal _____ Director _____ 9898989898 _____

2.4 - Please enclose copy of Authorized Person * Attachment

3 Projected investment need over next 3 years

S.no	Project Component	Costs
1.	Project Component Building	Costs 20000
2.	Project Component Plant	Costs 20000
3.	Project Component Machinery	Costs 30000
Total		70000

4 Means of Financing the Project (In Rs.)

S.no	Means of Financing the Project	Cost (In Rs.)
1.	Promoters Contribution	2000 _____
2.	Expected GoP Assistance	200 _____
3.	Expected Assistance from Other	200 _____
4.	Government Organisations	200 _____
5.	Debt/ Borrowing	200 _____
6.	Expected Investment from Angel / VC funds	4538 _____
Total		7338 _____

5 Assistance Sought under the scheme

5.1 Lease Rental Subsidy Yes No 5.2 Interest Subsidy Yes No 5.3 Seed Funding Yes No

6 Declaration

I on behalf of my organisation hereby declare the following

(a) information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.

(b) We are not availing similar assistance from Government of Punjab Departments or any of its Organization.

(c) I am duly authorized to sign an application and details and documents submitted in this application.

Applicant's Signature

Cancel
Submit Application

14. ST-B application form submitted successfully as shown below :

The screenshot displays the 'Services' section of the Invest Punjab-Business First portal. A central modal window shows a green checkmark and the text: "Success! It will lock the form permanently and same cannot be updated." with an "ok" button. The background form is partially visible, showing fields for "Name, Address & contact detail of the Director" and "Name, designation & contact details of the Authorized Person".

Sr.No.	Name	Address
1	Rohan Bansal	Plot No - 343, Ind Area Ph...

15. Show in process applications at applicant dashboard as shown below. Application can view application form and application log.

The screenshot displays the 'Startup' section of the Invest Punjab-Business First portal. It shows "Startup Details" for "RB Fabrics" and a table of "In Process" applications.

Application ID	Submitted On	Current Status	Updated On	Action
1909506303 Registration of Startups	14/09/2019	Form Submitted	14/09/2019 (0.0 days back)	Withdraw

16. Login with dealing hand of startup.

Business First

Login

Username *

Password *

5538

Captcha *

Login

Forgot Password?

Do not have an account? [Signup](#)

17. View startup applications as shown below, click on details button to view details of the startup registration application.

Invest Punjab-Business First		Regulatory	Incentives	Startup ⁸	Communications	Welcome Mr. Kaplash
19091774 & 14/09/2019	Milk Industry	Registration of Startups			Details	
Mr Jassi Singh & 7878787879	Mohali, Amritsar Punjab	Form Submitted			Application Log	
19091774 & 14/09/2019	Milk Industry	Registration of Startups			Details	
Mr Jassi Singh & 7878787879	Mohali, Amritsar Punjab	Form Submitted			Application Log	
19095472 & 14/09/2019	RB Fabrics	Registration of Startups			Details	
Mr Rohan Bansal & 7878787879	Plot No 334-23,Industrial Area, Mohali S.A.S Nagar Punjab	Form Submitted			Application Log	
19091774 & 14/09/2019	Milk Industry	Registration of Startups			Details	
Mr Jassi Singh & 7878787879	Mohali, Amritsar Punjab	Form Submitted			Application Log	
19095472 & 14/09/2019	RB Fabrics	Registration of Startups			Details	
Mr Rohan Bansal &	Plot No 334-23,Industrial Area, Mohali S.A.S Nagar Punjab	Form Submitted			Application Log	

18. A

19. Application form “Claiming Rental Lease Subsidy”.

Invest Punjab-Business First Projects Regulatory Incentives Startup² Communications¹ Query/Grievance Welcome Mr DASS -

StartUp

Main

Application format for claiming Rental lease subsidy by start-ups

1 Details of Application

1.1 - Whether the Startup is under start-up programme of India Govt. of India.

1.2 - Name of the owner of the leased Land/property/building * 0 / 50

1.3 - Address of the owner of the leased Land/property/building * 0 / 200

1.4 - District *

1.5 - City *

1.6 - Actual rent paid during the year certified by the CA(in lakhs) *

2. Quantum of rental subsidy admissible as per scheme applicable for the financial year as per scheme applicable.

2.1 - Financial Year * (eg 2010-11)

2.2 - Financial Year Amount * Add

3 List of Documents to be Uploaded

3.1 - CA certificate regarding rent paid
in .pdf format less than 5MB

3.2 - Copy of lease deed
in .pdf format less than 5MB

3.3 - Copy of title deed of the property
in .pdf format less than 5MB

Back

20. Application form “Seed Funding Part - I”.

Main

Form-SF 1 - Seed Funding of Startups

1 Basic Information 2 Company Information

1 Applicant Details

1.1 - Title

1.2 - First Name *

1.3 - Middle Name

1.4 - Last Name

1.5 - Date of Birth *

1.6 - Aadhaar Number * 6 / 50

1.7 - PAN (Permanent Account Number) * 10 / 10

1.8 - Applicant Aadhaar Card

1.9 - Applicant PAN Card

1.10 - Applicant Photograph

1.11 - Phone number

1.12 - Mobile Number * 10 / 10

1.13 - Email ID * 10 / 50

1.14 - Correspondence Address
(34) - State / UT *

1.14.1 - Address Description 1*

1.14.2 - District Name*

1.14.3 - City/Town/Village Name

1.14.5 - Address Description 2

1.15 - Principal Place of Business(Address)*

1.15.1 - Select State*

1.15.2 - District Name*

1.15.3 - City/Town/Village Name*

1.15.4 - Address Description 1* 8 / 200

1.15.5 - Address Description-2 0 / 200

Cancel

21. Application form “Seed Funding Part - II”.

Invest Punjab-Business First Projects Regulatory Incentives Startup² Communications¹ Query/Grievance Welcome Mr DASS -

Services

Form-SF 1 - Seed Funding of Startups

1 Basic Information 2 Company Information

2 Company Details

Sr.No.	Educational Qualifications	Action	Sr.No.	Experience	Action
	<input type="text"/>	Add		<input type="text"/>	Add

2.2 - Website of the Company 0 / 500 2.3 - Category under which seed funding has been claimed * 2.4 - Project Category *

2.5 - Date of Incorporation * 2.6 - UAM Number * 2.7 - UAM Date*

3 Partners/ Directors Details

Sr.No.	Name	E-Mail	Mobile	Type of Address Proof	Proof Attachment	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Attachment	Add

3.1 - Project Proposal/ Purpose of the Loan * 0 / 50 3.2 - Name of the Services separated by commas(,)* 0 / 50 3.3 - Project Description * 0 / 200

4 Investment

Sr.No.	Particulars	Amount (Rs.)
1	Total Investment	4.1 - Total Investment * <input type="text"/>
2	Already incurred	4.2 - Already Incurred Investment * <input type="text"/>
3	To be incurred	4.3 - To be Incurred Investment * <input type="text"/>

5 Immediate Requirement

Sr.No.	Particulars	Amount (Rs.)	Action
	<input type="text"/>	<input type="text"/>	Add
	Total Amount	0	

6 Sources of Funds to meet the immediate requirement

Sr.No.	Particulars	Amount (Rs.)	Action
			Add
	Total Amount	0	

	Name of the Bank	Nature of Facility	Limit Sanctioned	Balance Outstanding
Existing Credit Facilities of the Company				

7 Documents to be Submitted

7.1 - Project Report and Audited Balance Sheets for the last two Financial Years*
in .pdf format less than 5MB

+ Attachment

7.2 - Copy of Certificate of Incorporation, MOA & AOA or Partnership Deed *
in .pdf format less than 5MB

+ Attachment

7.3 - Shareholding Pattern *
in .pdf format less than 5MB

+ Attachment

7.4 - Details of Investment made in the project so far including Promoter's Contribution *
in .pdf format less than 5MB

+ Attachment

7.5 - Copy of Address Proof of the Company *
in .pdf format less than 5MB

+ Attachment

I do hereby declare that the information furnished above is true to the best of my knowledge.

Date: 07/10/2019



Signature of the applicant

Back

Save as Draft

Save and Submit

22. Incubator for Availing Fiscal Incentives

Invest Punjab-Business First Projects Regulatory Incentives Startup² Communications¹ Query/Grievance Welcome Mr DASS-

Services

Form INI - Application for registration as Incubator for availing Fiscal Incentives (Incubators in Public & Private Sector)

1- Name of incubator * 12 - Address *

13 - Phone No. * 14 - Mobile No. * 15 - Email-id

16 - Entity type * 17 - Registered in Punjab Yes No

18 - Registered as Incubator Yes No 19 - Alternative Address (if any) *

110 - Proposed date for start of incubator operations 111 - Field *

112 - Proposed Area (Land in sq.mtr., Office Space in sq.ft) * 113 - Incubator to be registered as: *

114 - Support Services Provided * 115 - Current number of Incubatees * 116 - Proposed increase in number of so..

117 - Proposed Charges per seat (inclusive of taxes) * 118 - Any proposed rebate on incubation space Yes No

119 - Criteria to determine rebate * 120 - Proposed number of Incubatees 121 - Investment proposed to be made (INR) *

Yes No
 123 - Proposed number of full time em...

122 - Association with any Academic Institution

124 - Name of Authorized Person * 125 - Designation *

 Attach Authority letter
in .pdf format less than 1MB

126 - Contact Details of Authorized Person

231 - Phone No. * 127 - Mobile No. * 128 - Email-id *

Assistance Sought under the scheme
 Approximate Amount of Assistance Sought

Sr. No	Assistance Type	Claimed Entitlement (Yes/No)	Approx. Amount of Assistance Sought
1.	Capital Assistance	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Enter Amount Value"/>
2.	Recurring Expense Reimbursement	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Enter Amount Value *"/>
3.	Mentoring and Training	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Enter Amount Value *"/>
4.	Startup Competition Assistance	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Enter Amount Value *"/>

I hereby declare that the incubator minimum 10 incubatees and out of which minimum 50% will be from Electronics or IT/ITeS sector or from Bio-informatics.

Upload Your Signature
(.jpg, .png format less than 1MB)

23. A