

CHEKLIST- PROCESS FOR UDYAM REGISTRATION & MSME CLASSIFICATION

1. DETERMINE MSME CLASSIFICATION

- Before applying for Udyam Registration, determine the applicable MSME category based on **Investment in Plant & Machinery/Equipment AND Annual Turnover**.

Category	Investment	Annual Turnover
Micro	Up to ₹2.50 Crore	Up to ₹10 Crore
Small	Up to ₹25 Crore	Up to ₹100 Crore
Medium	Up to ₹125 Crore	Up to ₹500 Crore

- Check **both investment and turnover** criteria.
- Determine investment in Plant & Machinery/Equipment as per applicable MSME rules.
- Determine turnover based on the applicable MSME provisions.
- Consider the prescribed treatment of **export turnover** while calculating turnover.
- Consider the applicable **PAN/GST-linked enterprise aggregation** provisions.

Important: If either the investment or turnover exceeds the limit applicable to a particular category, the enterprise may move to the next category, subject to the applicable classification rules.

2. CHECK EXISTING UDYAM REGISTRATION

Before making a fresh application:

- Check whether the enterprise already possesses an **Udyam Registration Number**.
- Verify the existing Udyam Certificate.
- Match the following with the statutory records:
 - PAN
 - GSTIN
 - Name of enterprise
 - Constitution/entity type
 - Address
 - Proprietor/partners/directors, as applicable
 - Bank details
 - NIC Code
 - MSME classification

If an existing registration is available, identify whether it needs to be **updated/corrected** instead of making a fresh registration.

3. KEEP INFORMATION/DOCUMENTS READY

- Aadhaar of proprietor / managing partner / Karta / authorised signatory, as applicable.
- PAN of enterprise/person.
- GSTIN, wherever applicable.
- Certificate of Incorporation / Partnership Deed / LLP Agreement / other constitution document.
- Registered/principal business address.
- Bank account number and IFSC.
- Date of incorporation/registration.
- Date of commencement of business.
- Number of employees.
- Details of principal business activity.

- Appropriate **NIC Code(s)**.
- Investment in Plant & Machinery/Equipment.
- Annual turnover.
- Existing Udyam/UAM number, if any.

4. PREPARE MSME CLASSIFICATION WORKING

Before filing the application, prepare an internal working showing:

A. Investment

- ✓ Gross value / relevant value of Plant & Machinery/Equipment
- ✓ Applicable exclusions, if any
- ✓ Depreciation treatment, wherever applicable
- ✓ Final investment considered for MSME classification

B. Turnover

- ✓ Total turnover
- ✓ Less: Export turnover, wherever applicable
- ✓ Turnover considered for MSME classification

C. Enterprise Aggregation

- ✓ PAN-wise assessment
- ✓ GST-linked information
- ✓ Other applicable enterprise-level aggregation requirements

5. UDYAM REGISTRATION PROCESS

Registration should be made through the **official Udyam Registration portal** maintained by the Ministry of MSME.

Step 1 – Aadhaar Verification

The Aadhaar requirement differs according to constitution—for example, proprietor for proprietorship, managing partner for partnership and Karta for HUF; for companies/LLPs and certain other entities, the authorised signatory's Aadhaar is used along with the organisation's PAN/GSTIN as applicable

Step 2 – PAN Verification

Step 3 – Enter Enterprise Details

Step 4 – Enter Business Details

- Principal activity – **Manufacturing / Services / Trading**, as applicable.
- Select appropriate **NIC Code(s)**.

Step 5 – Enter Address & Contact Details

Step 6 – Enter Financial & Employment Details

- Number of persons employed.
- Investment in Plant & Machinery/Equipment.
- Annual turnover.
- Verify the financial information against books, financial statements, GST and other applicable records.

Step 7 – Final Verification & Submission

- Obtain the **Udyam Registration Number**.
- Download the **Udyam Registration Certificate**.

6. VERIFY UDYAM CERTIFICATE AFTER REGISTRATION

After receiving the certificate:

- Verify Udyam Registration Number.
- Verify enterprise name.
- Verify PAN.
- Verify GSTIN, wherever applicable.
- Verify constitution.
- Verify address.
- Verify NIC Code(s).
- Verify date of commencement.
- Verify MSME classification.
- Download and retain the certificate in the company's compliance records.

7. ANNUAL MSME CLASSIFICATION REVIEW

- MSME status should be reviewed every financial year.
- Recalculate **Investment**.
- Recalculate **Turnover**.
- Reconcile turnover with financial statements/GST records, wherever applicable.
- Reconcile investment with the Fixed Asset Register/books.
- Compare figures with the applicable MSME limits.
- Determine whether the classification remains:

Micro / Small / Medium

- Check whether the enterprise has moved from Micro → Small, Small → Medium, or vice versa.
- Update the Udyam information as required under the applicable rules.
- The Udyam system uses government/statutory information such as PAN and GST-linked information for classification, and the official portal provides for updating registration information.

8. EVENTS REQUIRING UDYAM REVIEW/UPDATE

Review the Udyam registration whenever there is:

- Change in PAN/entity constitution.
- Change in enterprise name.
- Change in business address.
- Change in GST details.
- Change/addition of business activities.
- Change in NIC Code.
- Change in investment.
- Change in turnover.
- Change in proprietor/partners/directors/authorised signatory, as applicable.
- Any discrepancy between Udyam, PAN, GST and accounting records.

9. RECORDS TO BE MAINTAINED

Maintain the following in the **MSME/Udyam Compliance File**:

- Udyam Registration Certificate.
- PAN and GST records.
- Incorporation/constitution documents.

- Financial statements.
- Fixed Asset Register.
- Investment calculation.
- Turnover calculation.
- MSME classification working.
- GST/ITR reconciliation, wherever applicable.
- NIC Code/activity assessment.
- Annual MSME status review.
- Evidence of any Udyam amendment/update.

10. MSME BENEFITS – SEPARATE REVIEW

After registration:

- Check eligibility for applicable MSME schemes.
- Check government procurement benefits, if applicable.
- Check applicable credit/guarantee schemes.
- Check state-specific MSME incentives.
- Check eligibility under delayed-payment provisions for Micro and Small Enterprises.

NOTES

- **Government Fee:** Nil; Udyam Registration is free on the official Government portal.
- **Renewal:** Udyam Registration does not require renewal; however, details and MSME classification should be reviewed periodically.
- **Duplicate Registration:** Fresh registration should not be obtained where a valid Udyam Registration already exists.
- **Documents:** Documents are generally not required to be uploaded, but supporting records should be maintained for verification.
- **Classification:** MSME classification should be supported by a proper investment and turnover working.
- **Accuracy:** Udyam, PAN, GST, financial and accounting records should be consistent.
- **Update:** Any change in constitution, PAN, GST, address, activity, NIC Code, investment or turnover should be reviewed for updation.
- **Benefits:** Eligibility for individual MSME schemes and benefits should be checked separately.
- **Official Portal:** Registration should be made only through the official Udyam Registration Portal.