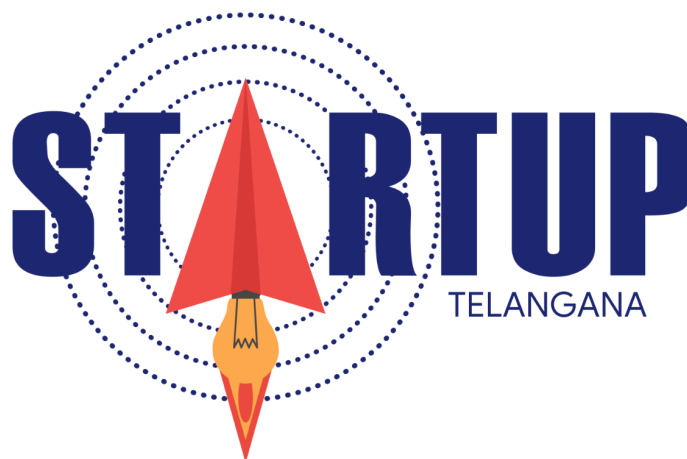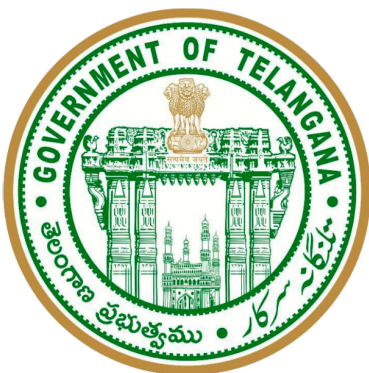# User Manual: For Startup Registration

This document's purpose is to provide a play-by-play to a new Startup Registrant on the usage of Telangana's Startup Portal. The nature of this portal is subject to changes as and when required. Feedback from registrants is welcome. You can write to support-startup@telangana.gov.in.

STEP 1: REGISTRATION/ SIGNING IN

After reaching the login page, enter your account credentials or sign in using your Startup India credentials.

If this is your first time, click on "Register".
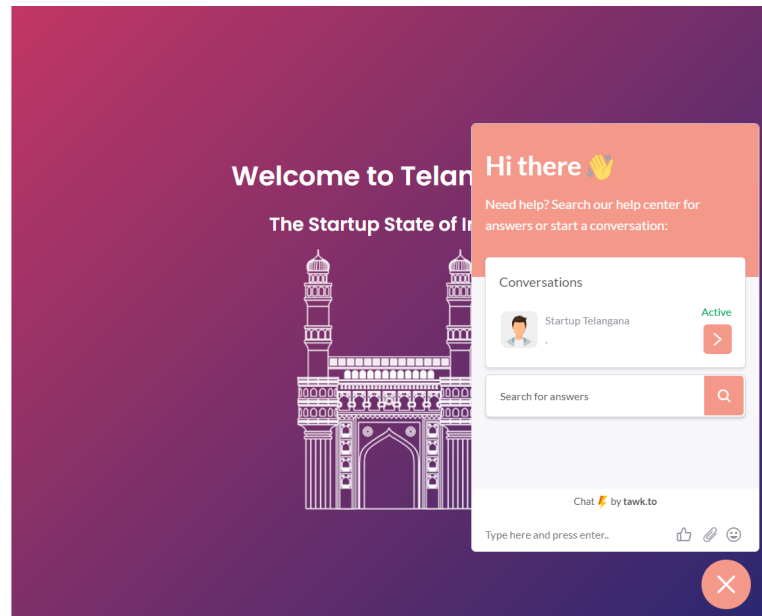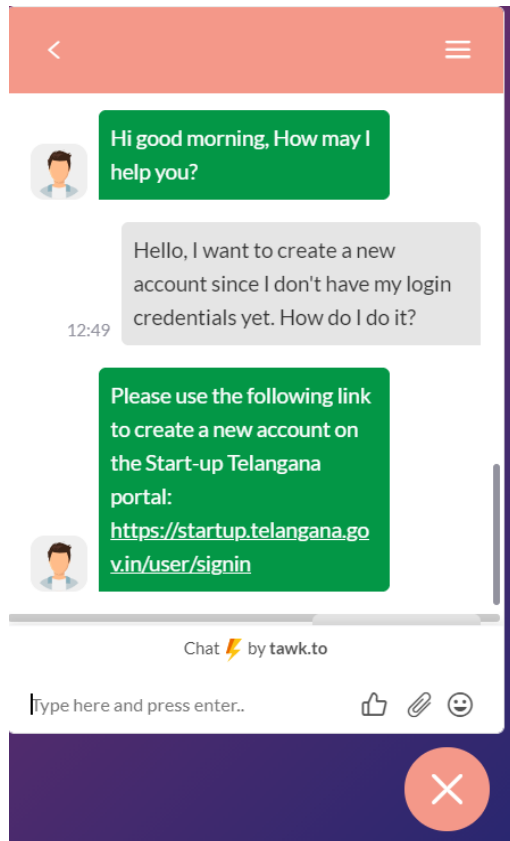
CHAT BOT:

As part of Startup Telangana, we want to be with you every step of the way. If you have any queries, you can always interact with our chat-bot assistant.

To close the chat, press on "X", and continue with your login/registration process.

STEP 2: CREATING AN ACCOUNT/ SIGNING UP

Enter the details that are asked for in the Sign Up sheet. Specifically, your First Name, Last Name, Official Email-id, Functional Phone Number and a Strong Password. Click on "Sign-up", once you've entered the correct details. In case you receive an error message, re-check your details or reach out to support-startup@telangana.gov.in

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After pressing on "Sign Up", ideally, this is the alert that should pop-up on your screen.

Success

Sign Up Successful! Verification Email Sent.

OK
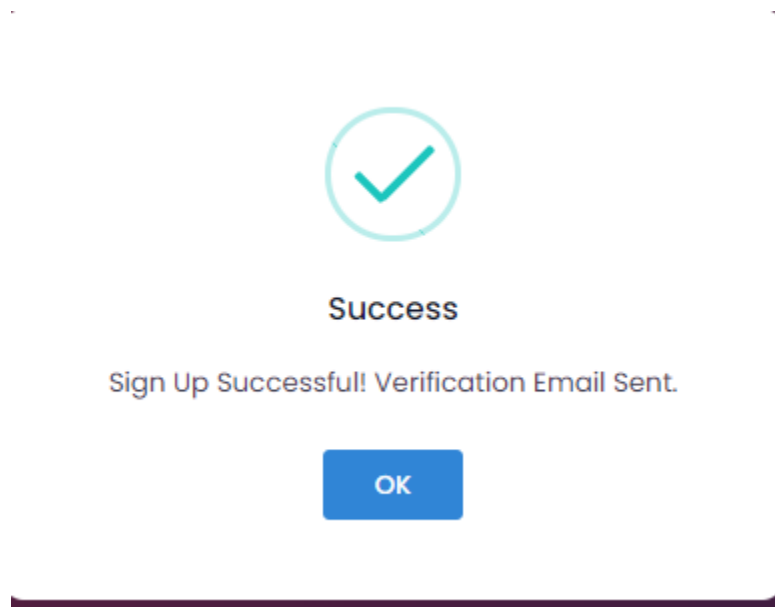
STEP 3: EMAIL VERIFICATION

Once you've got your credentials confirmed, you will receive a confirmation email on your entered email-id; for verification. **Click on "Verify Email".**
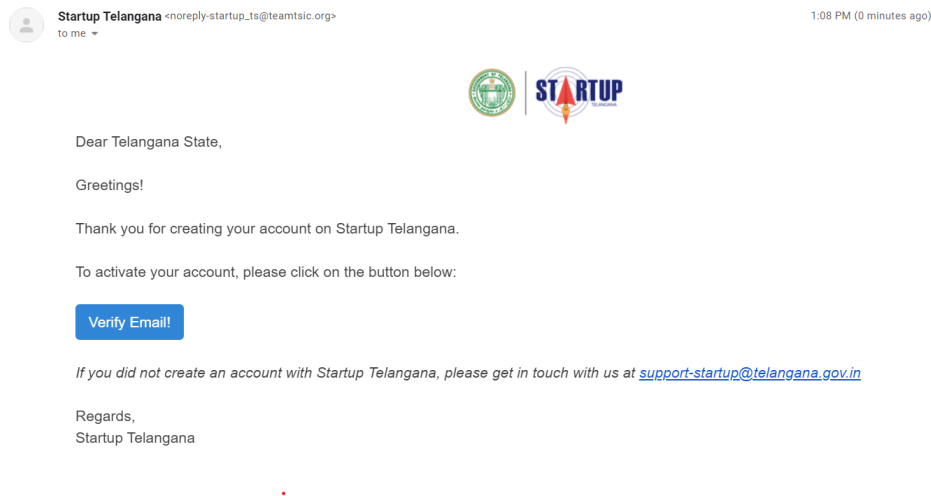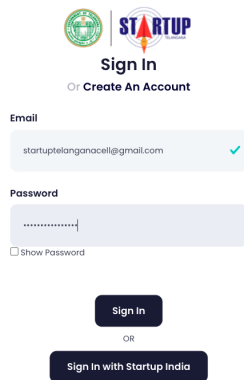

Once that is done, you will be redirected to the portal and will see a confirmation message on your screen.

Press OK, to continue.

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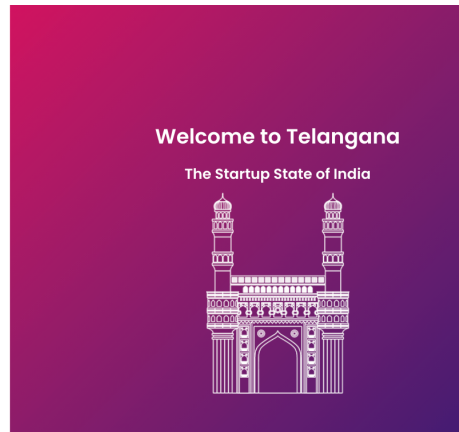**STEP 4: SIGN-IN & UPDATE PERSONAL INFORMATION**

Post the verification, you will need to sign in with your verified email-id and password.

You will then be redirected to a page to fill in basic details to set up your profile. The first page will ask for the applicant's Personal Information.

Basic details to setup your profile

1. Personal Information → 2. Startup Information

Personal Information

* Mandatory Questions

Gender *

Female ⌄

Date of Birth *

06/02/1980 📅

Residential Contact Address *

5th Floor, Burgula Rama Krishna Rao Bhavan, NH44 , Hill Fort, Adarsh Nagar

Postal code *

500063

District *

Hyderabad

State/UT *

Telangana ⌄

Country *

India ⌄

NEXT

STEP 5: UPDATE STARTUP INFORMATION

The second part of the Basic Details will ask details regarding the Name/Nature of the Startup, its area of focus, and its stage of growth. The information here is encouraged to be clear and precise, as the data will be automatically saved and fetched in your startup recognition application, if you choose to fill in the rest of the details at a later time.

☆☆☆ → 🏠🏠🏠🏠

1. Personal Information   2. Startup Information

Startup Information   * Mandatory Questions

Name of the Entity (As mentioned in Incorporation Certificate)*

Telangana State Private Limited

Nature of Entity*

Private Limited Company   ⌄

Industry*

Agriculture   ⌄

Sector*

Agri-Tech   ⌄

Categories*

Government   ⌄

Select the Phase of Business Entity*

MVP (Minimum Viable Product)   ⌄

What is the Problem the entity/startup is solving?*

Indian agriculture is plagued by several problems; some of them are natural and some others

How does your entity/startup tackle this Problem/Solution?*

Expanding the scope of rural and urban farming, by identifying grassroot ideas and innovations
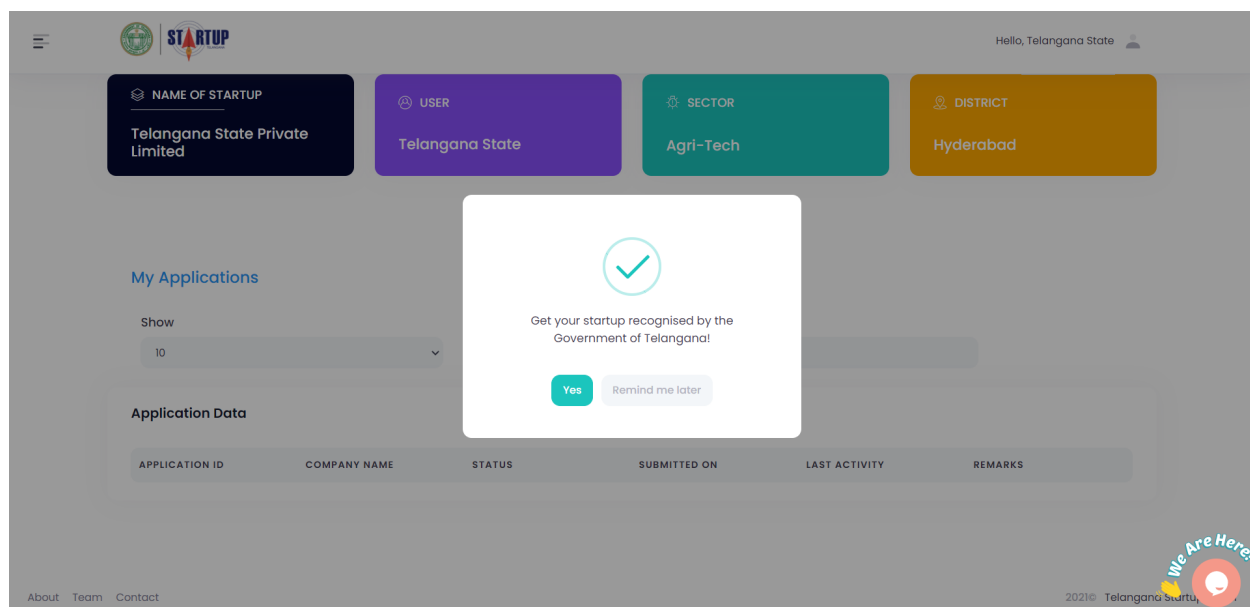
How is your solution unique/novel?*

Our online aggregator platform expands the scope of farming and is the only one of its kind in

[PREVIOUS]   [SUBMIT]

CONGRATULATIONS!

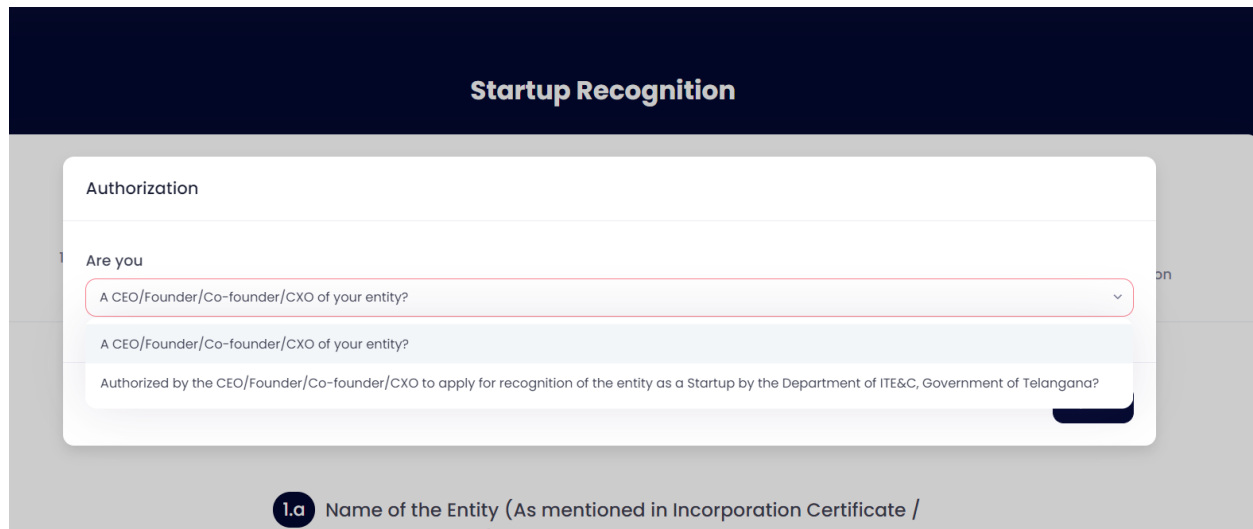Your Basic Profile at this stage is ready, looking something like this:

In order to be recognised by the Government of Telangana State, continue finishing your profile, by clicking "Yes". Startups that are recognised by the Govt. are more likely to avail benefits and claim for incentives from the State. *We highly recommend you to apply for the startup recognition.*

If you want to continue the process later, then press "Remind me later".

STEP 6: STARTUP RECOGNITION DETAILS (i)

6.1: Authorization: Confirm your role at your entity/startup, by choosing the appropriate option. The details filled during setting up of the Basic Profile will be automatically populated in the startup recognition form fields.

6.2: Details of the Entity

Fill in the entity's details as per the Incorporation Certificate and other official documents. The following details of the company needs to be accurate:

-   Company Incorporation Number
-   Date of Incorporation
-   Area of Incorporation
-   Entity's Permanent Account Number (PAN)
-   Entity's Tax Deduction Account Number (TAN)

Press "Next" after filling these details out

Startup Recognition

1. Details of the Entity → 2. Additional Details about Entity → 3. Addresses & Contacts → 4. Upload Documents → 5. Self Declaration

1. Details of the Entity

Mandatory Questions

1.a Name of the Entity (As mentioned in Incorporation Certificate / Registration Certificate)*

Telangana State Private Limited

1.b Nature of Entity*

Private Limited Company ⌄

1.c Corporate Identification Number (CIN) / Registration Number*

U2XYZ123

1.d Date of Incorporation*

06/02/2020

1.e Incorporated by ROC*

ROC Hyderabad ⌄

1.f Entity's PAN*

ASDFG7890Q

1.g Entity's TAN*

ASDF79890Q

NEXT

STEP 7: STARTUP RECOGNITION DETAILS (ii)

The second section asks similar details as in the Basic Profile. An additional website/any online presence is asked for, in this section. Ensure to fill a minimum of 150 characters while filling in details for 2.e, 2.f and 2.g. Press "Next", when done.

2. Additional Details of Entity

* Mandatory Questions

2.a Industry*

Agriculture ⌄

2.b Sector*

Agri-Tech ⌄

2.c Categories*

Government ⌄

2.d Select the Phase of Business Entity*

MVP (Minimum Viable Product) ⌄

2.e What is the Problem the entity/startup is solving?*

Indian agriculture is plagued by several problems; some of them are natural and some others (

2.f How does your entity/startup tackle this Problem/Solution?*

Expanding the scope of rural and urban farming, by identifying grassroot ideas and innovation:

2.g How is your solution unique/novel?*

Our online aggregator platform expands the scope of farming and is the only one of its kind in 1

2.h Please share the link to your digital presence (EX: Website, Facebook, Twitter, Linkedin etc)*

https://startup.telangana.gov.in/

PREVIOUS   NEXT

STEP 8: STARTUP RECOGNITION DETAILS (iii)

The third section asks for the contact details of the applicant, the entity's directo and or PoC. Here, you can nominate a PoC for the startup or, you can nominate yourself.

Contact details will be asked of the PoC and contact + address details of the Director will be asked. Multiple Directors' details also can be given by pressing the "+" symbol.

If you're nominating a PoC:

3. Addresses & Contacts

* Mandatory Questions

3.a Entity Address Line 1 *

5th Floor, Burgula Rama Krishna Rao Bhavan

3.b Entity Address Line 2 *

NH 44, Hill Fort, Adarsh Nagar, Hyderabad, Telangana

Postal code *

500063

Please enter your Postal code.

City*

India

Please enter your City/Village

State/UT*

Telangana

District*

Rangareddy

3.c What part of operations are based out in Telangana?*

100 % of operations are based in Telangana and Company is incorporated in Telangana

3.d Please nominate a primary point of contact for further communication

○ I nominate myself

☑ I nominate a PoC

Name of Authorized Representative*

Startup

Designation of Authorized Representative*

Cell

Email of Authorized Representative*

support-startup@telangana.gov.in

Mobile Number of Authorized Representative*

91 900678543

3.e Director / Partner details: *

Name:*

Telangana State

Email:*

startuptelanganacell@gn

Mobile No:*

91 900678543

Complete Address:*

Complete Address

Gender *

Female

+ Add

PREVIOUS   NEXT

If you nominate yourself:

3. Addresses & Contacts

* Mandatory Questions

3.a Entity Address Line 1 *

5th Floor, Burgula Rama Krishna Rao Bhavan

3.b Entity Address Line 2 *

NH 44, Hill Fort, Adarsh Nagar, Hyderabad, Telangana

Postal code *

500063

Please enter your Postal code.

City *

India

Please enter your City/Village

State/UT *

Telangana

District *

Rangareddy

3.c What part of operations are based out in Telangana? *

100 % of operations are based in Telangana and Company is incorporated in Telangana

3.d Please nominate a primary point of contact for further communication

✔ I nominate myself

◯ I nominate a PoC

3.e Director / Partner details: *

Name: *

Telangana State

Email: *

startuptelanganacell@x

Mobile No: *

91 900678543

Complete Address: *

5th Floor, Burgula Ramc

Gender *

Female

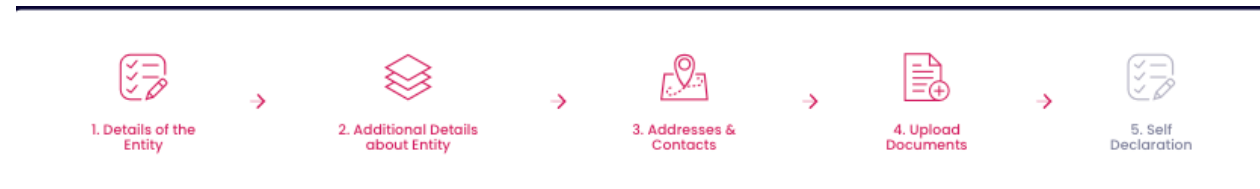+ Add

STEP 9: STARTUP RECOGNITION DETAILS (iv)

The second last step of the Recognition Process, is to submit the required proof/documents. Press "Next" when you're done.

4. Upload Documents

* Mandatory Questions

4.a PAN Card *

| Choose file | Browse |

4.b TAN*

| Choose file | Browse |

4.c Incorporation Certificate/Registration Certificate*

| Choose file | Browse |

4.d DIN of Directors *

| Choose file | Browse |

(Please upload all the DIN's of Directors in a single file)

4.e DPIIT Startup Recognition Certificate

| Choose file | Browse |

(Optional if we can get databases integrated with Startup India Portal)

PREVIOUS   NEXT

STEP 10: STARTUP RECOGNITION DETAILS (v)

The last step is the Declaration Form, where you choose between "Yes" or "No", for the confirmation-related questions. Press "Submit", when you're done.

5. Self Declaration

* Mandatory Questions

5.a Is the startup creating an innovative product / service / process or improving an existing product / service / process *

Yes

5.b Is the startup creating a scalable business model with high potential of employment generation or wealth creation *

Yes

5.c Has your startup received any funding?*

Yes

5.d The entity was neither incorporated/registered as a subsidiary of any Indian or foreign entity nor is a subsidiary of any Indian or foreign entity.*

Yes

5.e I understand that the startup recognition is only valid till ten years from the date of its incorporation/registration and, if the turnover of the entity for any of the financial years since incorporation/ registration doesn't exceed one hundred crore rupees.*

No

5.f All the information provided by me is correct and if any discrepancy is found, the recognition will be cancelled, certificate will be withdrawn, and relevant actions will be taken.*

Yes

PREVIOUS   SUBMIT

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Are you sure?

Once you've submitted details for recognition, you will not be able to change them. The application you provide is the one that will be reviewed. Ensure that you've provided the accurate details. In case you need any assistance, reach out to: support-startup@telangana.gov.in

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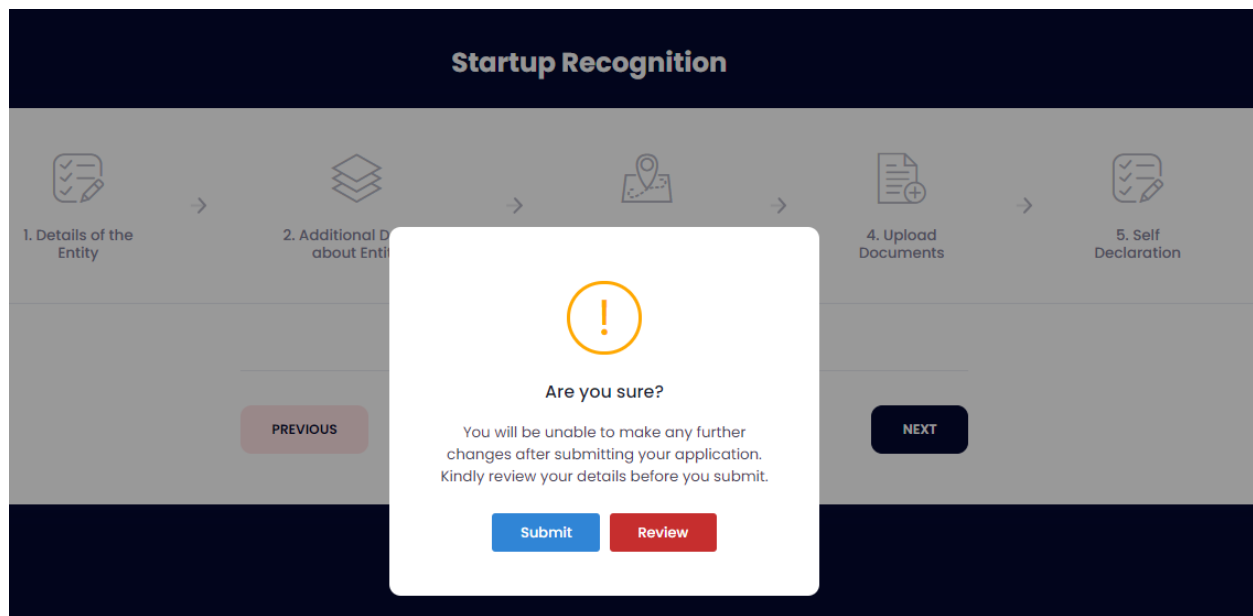
PORTAL DASHBOARD

Once you've filled in your details for Startup Recognition, the request will be processed, the status for which, you can see on your Dashboard.

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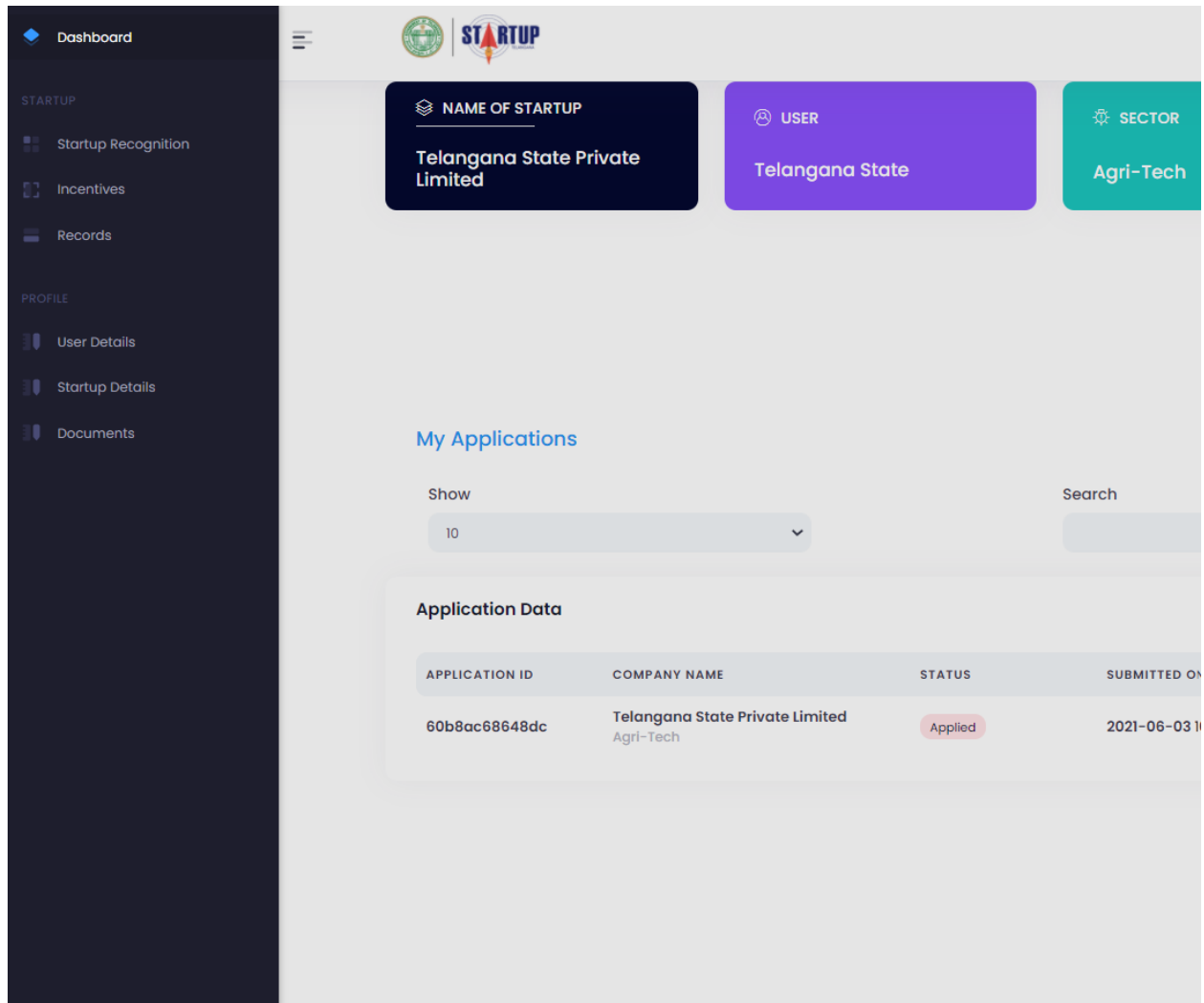
Menu Bar

The top left menu button, will give you access to different aspects of the portal. The Incentives that the State provides, along with details of your eligibility for each. Access to Mentors. Any grievances you want to raise. And, your Profile Details.

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Incentives Page

Application Cycle

Application Opening Cycle

✓ First Quarter: January 20th – February 20th

✓ Second Quarter: April 20th – May 20th

✓ Third Quarter: July 20th – August 20th

✓ Fourth Quarter: October 20th – November 20th

Application Evaluation Period and Sanction Announcement

✓ First Quarter: February 20th – March 31st

✓ Second Quarter: May 20th – June 30th

✓ Third Quarter: August 20th – September 30th

✓ Fourth Quarter: November 20th – December 31st

Incentive	Actions
Reimbursement of SGST	APPLY NOW / ELIGIBILITY
Reimbursement of Recruitment Assistance	APPLY NOW / ELIGIBILITY
Reimbursement of International Marketing Costs through Trade Shows	APPLY NOW / ELIGIBILITY
Performance Related Grant	APPLY NOW / ELIGIBILITY
Reimbursement of the Expenses Incurred for Patent Registration	APPLY NOW / ELIGIBILITY