GUIDEBOOK ON APPLICATION PROCESS & SEED FUNDING SUPPORT FOR START-UPS AS PER BIHAR START-UP POLICY, 2017



PUBLISHED BY: DEPARTMENT OF INDUSTRIES, GOVT. OF BIHAR

A. SEED FUNDING: OVERIEW

| # | PARTICULARS | DETAIL |
|---|--|---|
| 1 | Seed Funding Definition | Seed Funding is a financial assistance provided to start-ups to develop a prototype product and generate sufficient investor interest for subsequent rounds of funding. |
| 2 | Seed Funding Support as per Bihar Start-up Policy, 2017 | A Seed Grant upto Rs 10 Lakhs per start-up as interest free loan for 10 years shall be provided to start-ups. This financial assistance shall be released on achieving milestones/phases and performance parameters defined by Incubation Centre and the trust. The financial assistance shall be provided to start-ups for validation of idea, prototype development, assistance towards travelling costs and carrying out field/ market research/ skill training/ marketing and initial activities to setup a start-up etc. The actual amount of funding shall be based on the assessment made jointly by the incubation centre and the Expert Committee. The loan shall be returned after 10 years. An amount equal to 5% of the seed grant shall also be contributed by the Incubatee into the start-up. |

B. Application, Certification And Funding of start-ups

I. INTRODUCTION

| Authority/Department | Department Of Industries |
|---|---|
| Regulatory Framework | Bihar Start-Up Policy,2017 |
| Service Condition (i.e. Who requires this service?) | Certified Start-ups in Bihar as per Bihar Start-up Policy,2017 |
| Application Method | Online Only |
| Application Processing Fee (if any) and Mode of Payment | NA |
| Key Approving Authority | Certification of Start-up: Trust on the advice of the SIAC(Startup Investment Advisory Committee) |

| Guidebook On Application Process & Seed Funding Support For Start-Ups As Per Bihar Start-Up Policy, 2017 | |
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| SEED FUNDING: APPLICATION & APPROVAL PROCESS | |
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¹ Please refer Annexure 1 illustrating step by step detail of the online system/procedure of application of registration and subsequent application for certification and seed funding by the start-ups. The step wise details of the processing of application by the relevant department and committees are also mentioned there.

PROCESS WITHIN DEPARTMENT

- 1. All applications of potential startups received through the online portal undergo a preliminary scrutiny by a committee called Preliminary Scrutiny Committee (PSC).
- 2. The PSC is headed by the Principal Secretary, Department of Industries.
- 3. After preliminary examination a list of shortlisted applications are tagged to the concerned subject related incubators (Like IIT, NIT, CIMP, NIFT, and BIA etc.)
- 4. The List of all such tagging (applicants with incubators) will be approved by the Trust.
- 5. The Incubators after the incubation process shall prepare a proposal on the following issues:
 - The amount of funding assistance required at various stages
 - Any requirement of common infrastructure or other infrastructure created under this policy.
 - Any assistance as envisaged under this policy.
 - Business Plan.
- 6. The list of such recommendations/proposals of the incubators is placed before the Expert Committee/SIAC.
- 7. The Expert Committee/SIAC will examine these recommendations and recommend for certification of startups.
- 8. The Trust on the recommendation of the Expert Committee/SIAC certifies Startups.
- 9. It is only after this certification that the startups shall be eligible for financial incentives under this policy.

Funding under Bihar Start-up Policy, 2017

Funding to the Start-ups approved by Bihar Star-up Fund Trust is done in three instalment which are as follows:

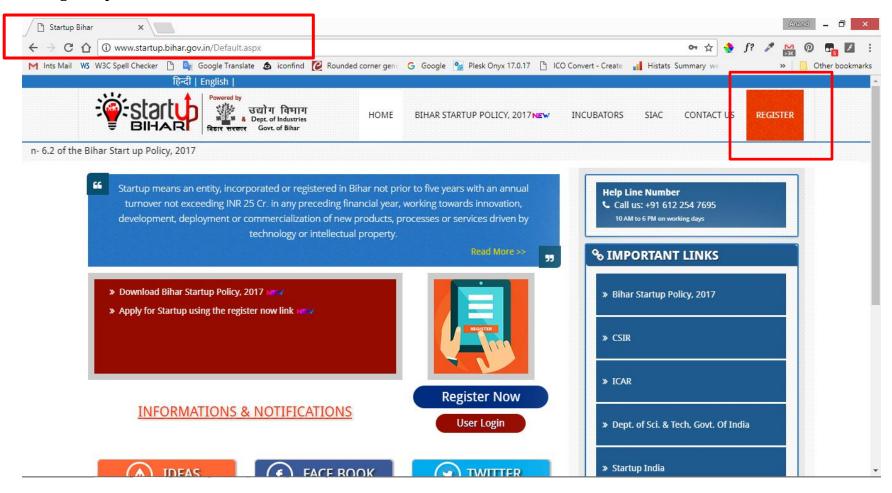
- **First Installment**:25% of the total eligible amount as soon as approval is done
- **Second Installment**: 50% of the total eligible amount. Upon utilization of first instalment entrepreneur will submit the expenditure detail along with supporting documents/ invoice /bill to the concerned incubator. The concerned incubator will recommend the Trust for release of second Instalment of grant.
- **Third/Last Installment**: 25% of the total remaining amount. Upon utilization of second instalment amount, entrepreneur will submit the expenditure detail along with supporting documents/invoice/bill to the concerned incubator. The concerned incubator will recommend the Trust for release of Final Instalment.

² List of Incubators and SIAC member is available on portal: http://www.startup.bihar.gov.in/SIAC Members.aspx

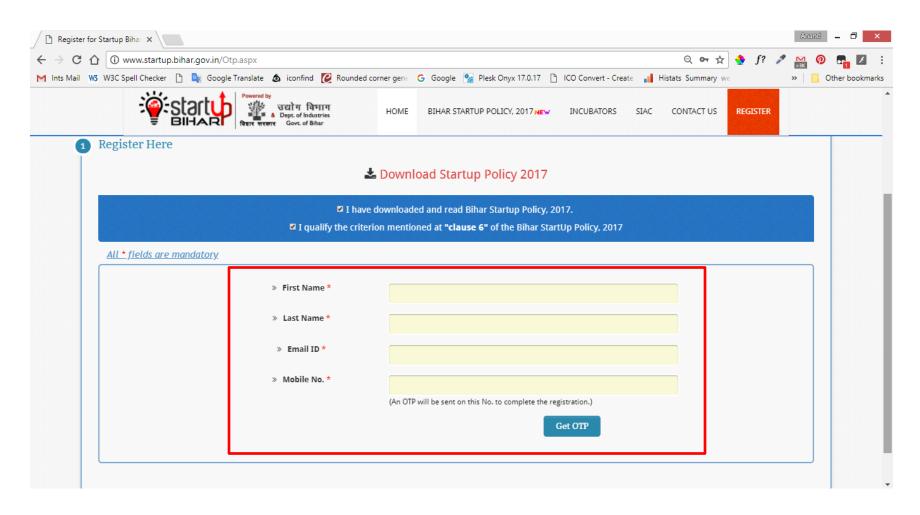
ANNEXURE-I

Start-up Bihar Online System: Step wise application procedure(s) along with functionality of applying online/online approvals/online status tracking for availing seed funding.

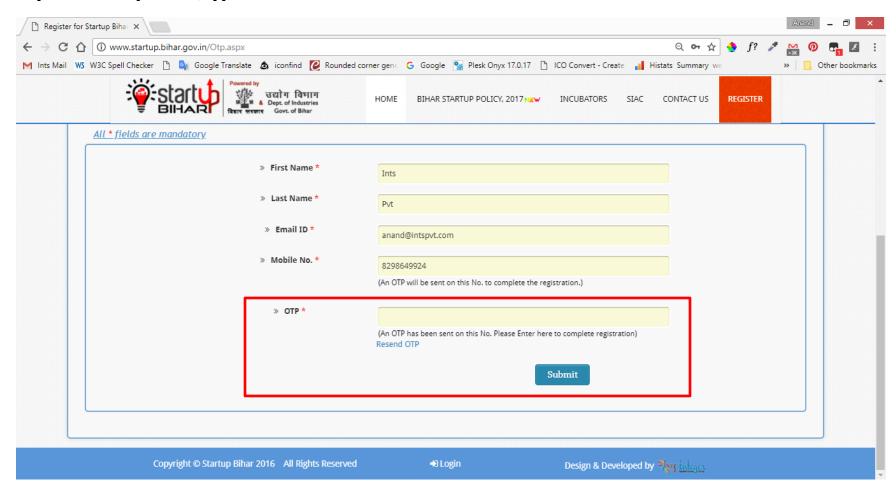
Step 1: Entrepreneur to visit homepage of the start-up Bihar Portal (http://www.startup.bihar.gov.in) and register themselves through the portal.



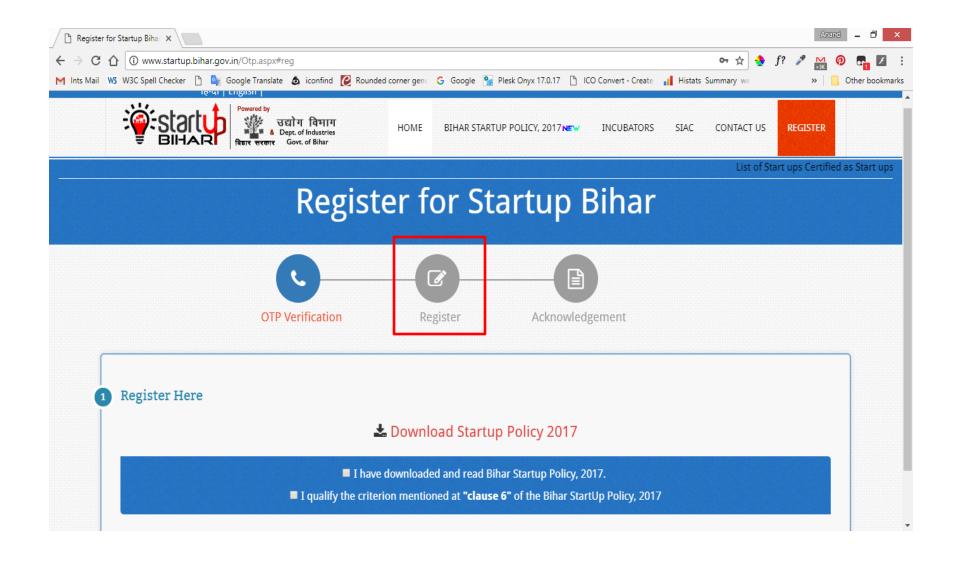
Step 2: Following page will appear on clicking Registration Tab. Applicant will have to fill in requisite detail in order to obtain OTP for Registration- OTP verification



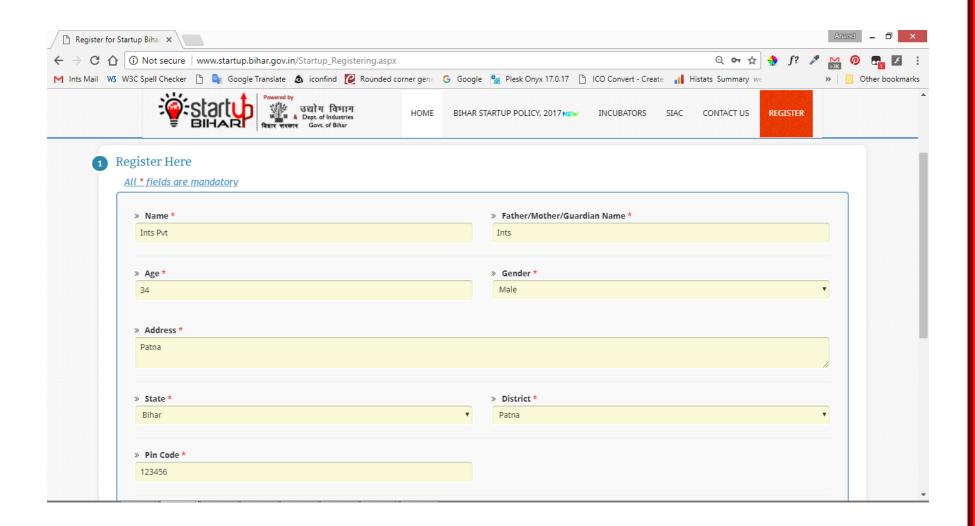
Step 3: After receipt of OTP, applicant will enter OTP and click on submit button to Proceed further as shown below:

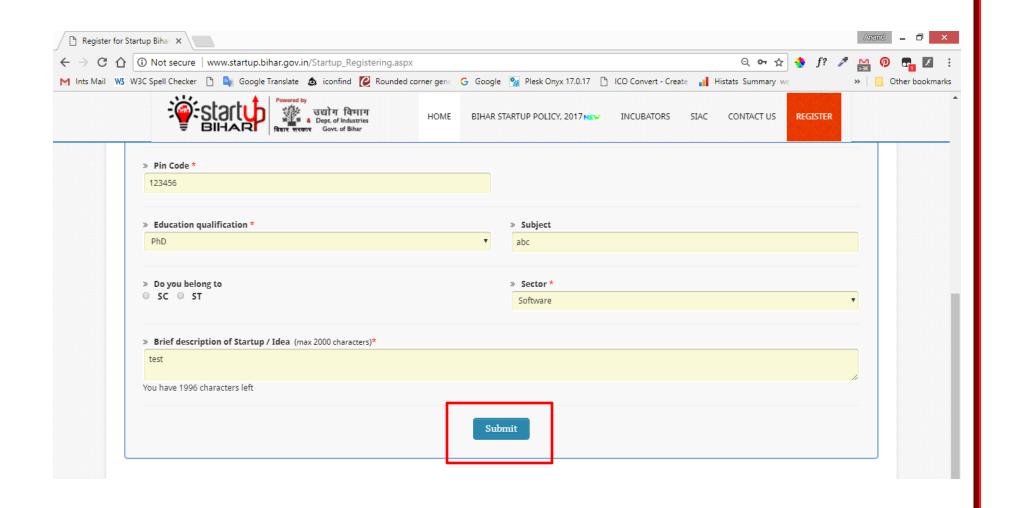


Step4: After OTP verification, applicant will be prompted to Register

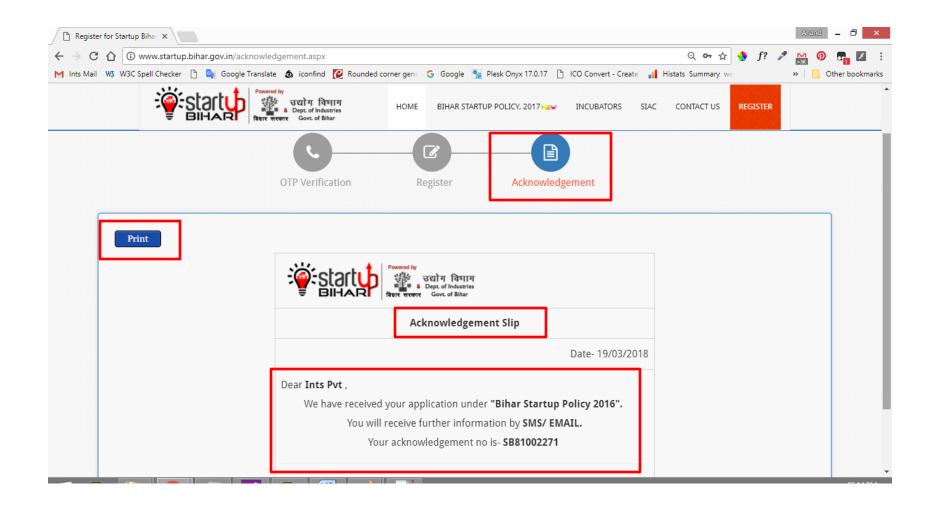


Step 5: Registration-Form will get opened and applicant can fill in requisite detail and click on submit tab as shown below:



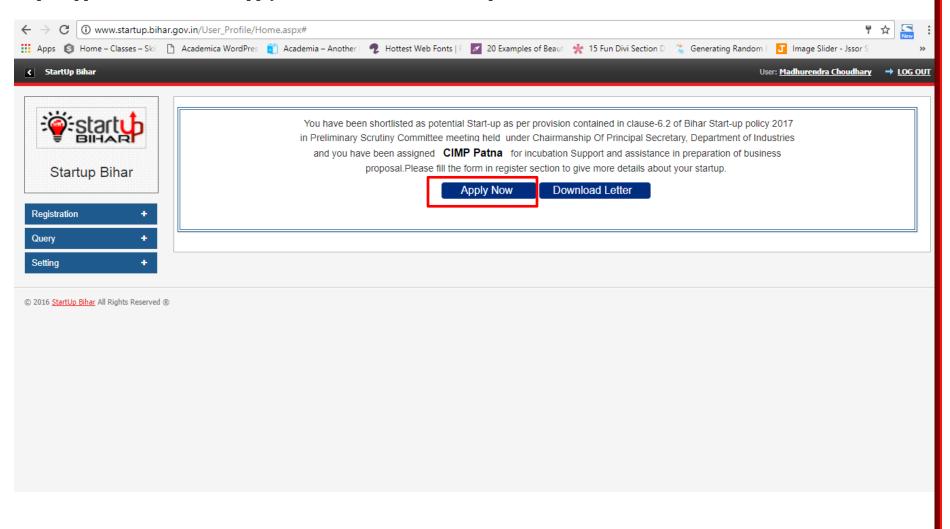


Step 6: On submission of registration form, applicant will receive Acknowledgement slip as shown below

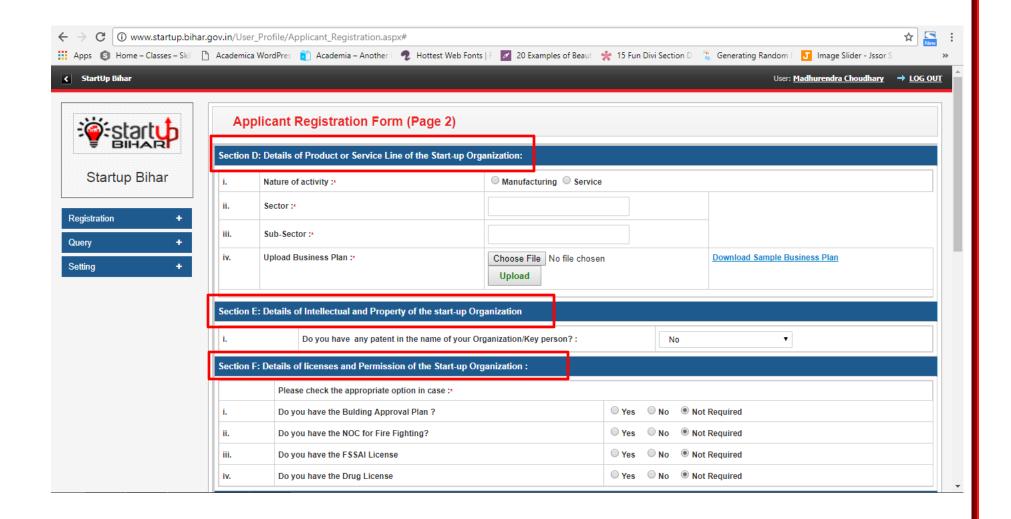


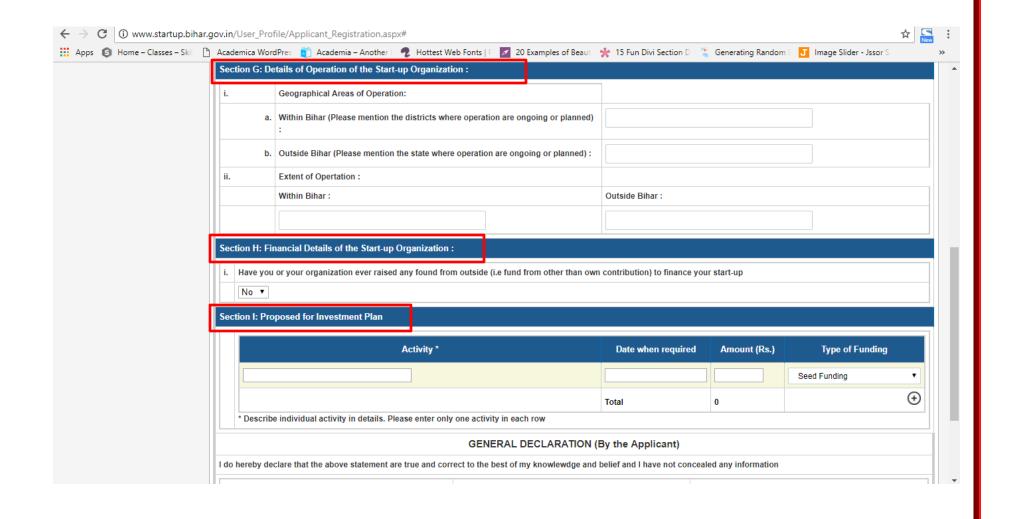
On completion of registration process, following message will appear on the dashboard of the applicant shortlisted and tagged with concerned incubator as per decision taken in PSC (Preliminary Scrutiny Committee) meeting under the chairmanship of Principal Secretary, Department of Industries.

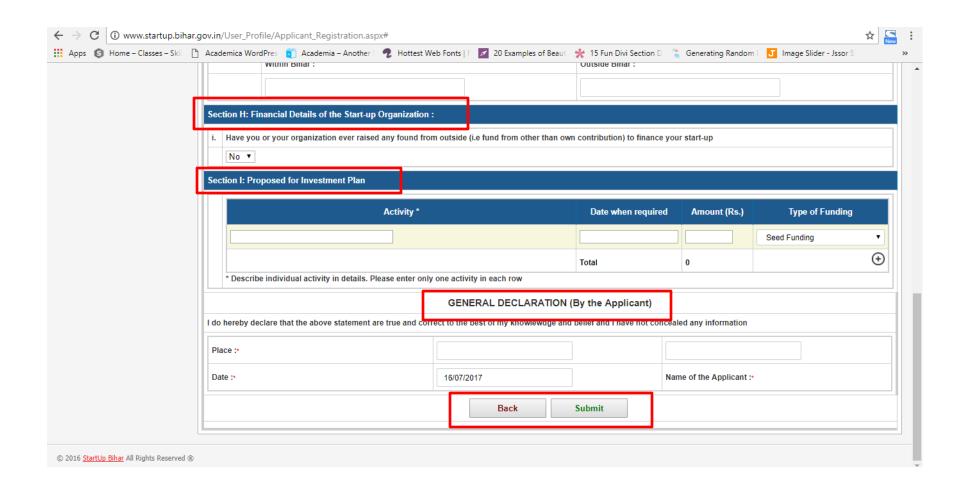
Step1: Applicant will click on "Apply Now "tab for furtherance as per instruction.



Step 2: Registration form will get opened and applicant will have to fill in requisite detail as shown below www.startup.bihar.gov.in/User_Profile/Applicant_Registration.aspx# 🟢 Apps 🔞 Home – Classes – Skil 🕒 Academica WordPres 👸 Academia – Another l 💀 Hottest Web Fonts | F 🗾 20 Examples of Beaut 🌟 15 Fun Divi Section D 🛬 Generating Random 🗵 🚺 Image Slider - Jssor S ← StartUp Bihar User: Madhurendra Choudhary → LOG OUT **Applicant Registration Form (Page 1)** Section A: Details of Applicant(Registration) (* is required field) Startup Bihar Name :* Madhurendra Choudhary Gender:* Male Registration Age:* 32 Setting Father/Mother/Guardian Name :* Ram Ranjan Choudhary ii. If you belongs to SC/ST category, please mention the N/A category:* iii. Are you differently abled person? :* No ÷ Near Vidyapati High School, Wheelargunj, B.K.Road, iv. Address Line 1 :* Laheriasarai, iv. Address Line 2 Bihar State:* District :* Darbhanga Pin No:* 846001 7547042204 Email Id + info@m?sinfotosh.com



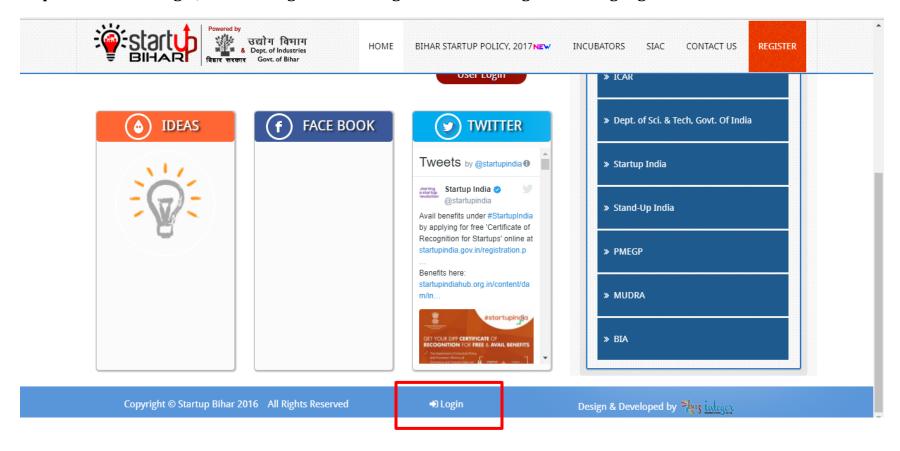




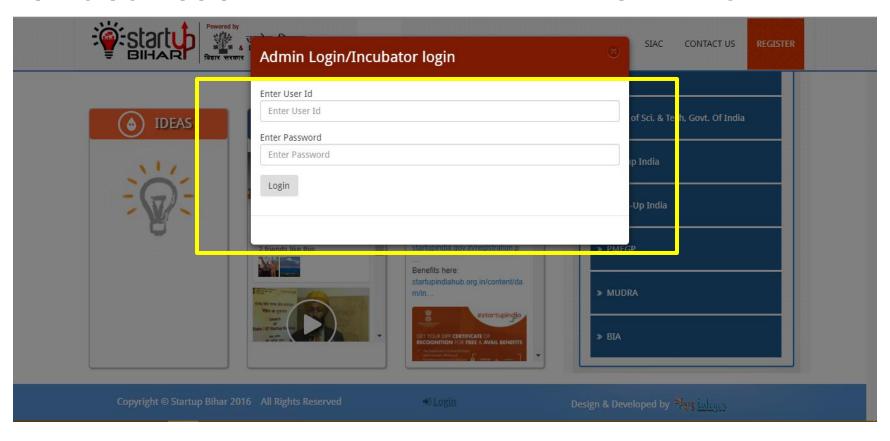
Note: Applicant can click on Back button to review the filled information and can submit the form afterwards

Admin Dashboard and related process:

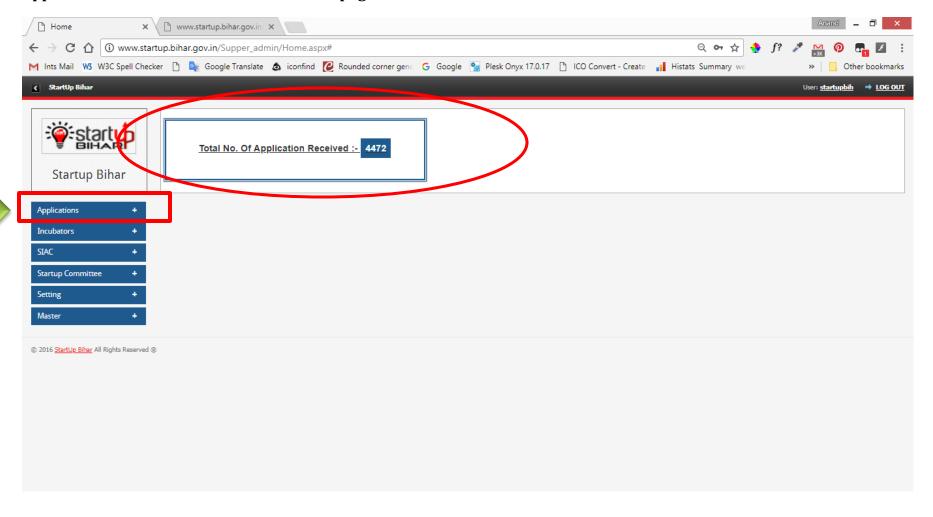
Step 1: In order to Login, Admin will go to Home Page and click on Login tab as highlighted below:



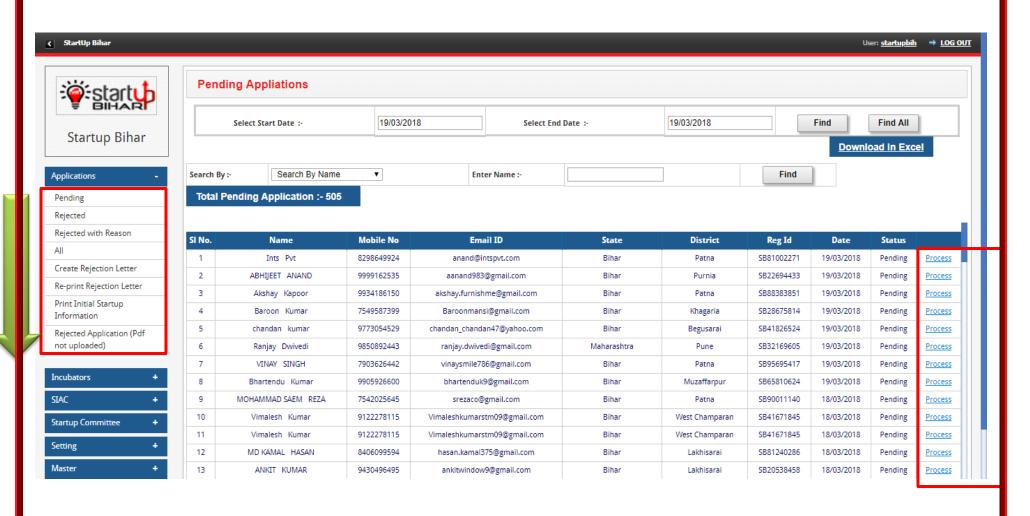
Step 2: Login page will pop up and the concerned admin can enter the email id and password to login



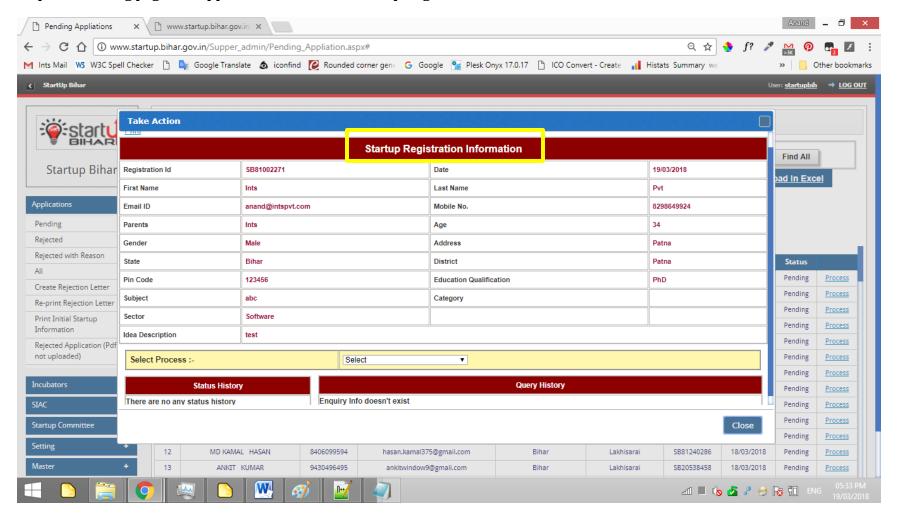
Step 3: Upon login into the system, admin can view actual application status on their dashboard thereby clicking on Application menu tab at the left side of the page as shown:



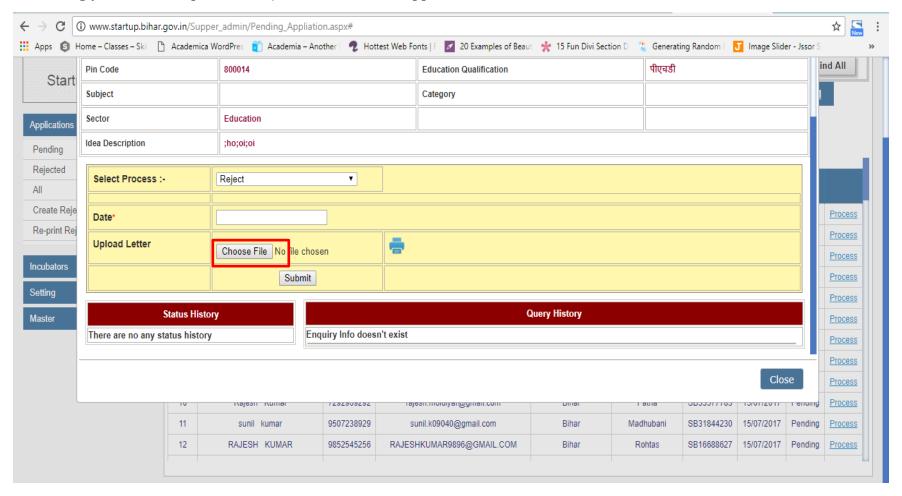
Step 4: <u>Status Tracking & Processing of pending applications</u>: Admin can view application actual status as shown below. They will process the application pending with them, thereby clicking "Process" link available at the last column (Right side of the Page)



Step 5: Following page will appear with detail on Start-up Registration Information as shown:



Step 6: Admin will review the requisite information about start-up and put up the application in Preliminary Scrutiny Committee meeting and application if found not up to the mark to be certified as start-up will be rejected along with reason of rejection .Accordingly, Admin will upload the rejection letter to the applicant as shown below:



Sample Rejection Letter:

Government of Bihar

Department Of Industries (Tech. Dev.)

Letter No. 0046/stratupweb / Patna, dated

From,

Director.

Technical Development,

Bihar, Patna

To.

Sri Raushan singh

west of tirhut academy.dr. nishant ke gali me,sonbarsha chowk

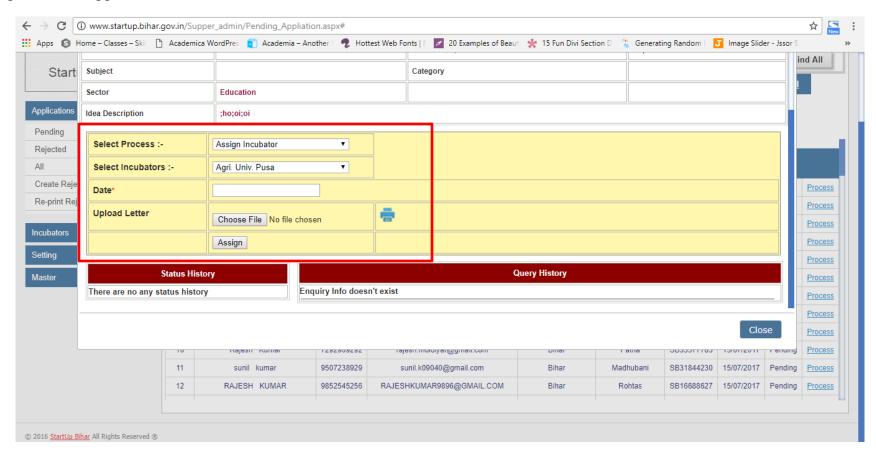
Sub: Your application no. SB46768802 under Bihar start-up policy 2017.

Sir/Madam.

We are delighted to know that you have shown interest to become an Entrepreneur and applied under Bihar start-up policy -2016/2017. Your application was placed before the preliminary Scrutiny Committee meeting held on 02/04/2018 under chairmanship of principal secretary, Department of Industries, preliminary Scrutiny committee appreciated your efforts and felt that it some more details need to be furnished for consideration under Bihar start-up policy -2017. We would like you to make a fresh application on start up portal www.startup.bihar.gov.in with details.

Yours faithfully,

Director Technical Development Bihar, Patna Step 7: Admin will review the requisite information about start-up and put up the application in Preliminary Scrutiny Committee meeting and application if found up to the mark will be selected and assigned to the concerned incubators .Admin will upload the provisional approval letter as shown below:



Sample letter:

Government of Bihar

Department Of Industries (Tech. Dev.)

Letter No. 0045/stratupweb / Patna, dated

From.

Director,

Technical Development,

Bihar, Patna

To.

Sri Raushan Raushan

MIG 278, NEAR SHIVAJE PARK, KANKARBAGH, PATNA-20

Sub: Shortlisting as Potential Start-up under Bihar Start-up Policy, 2017

Ref: Your application no. \$B56690055 Dated 27/10/2016

Sir/Madam.

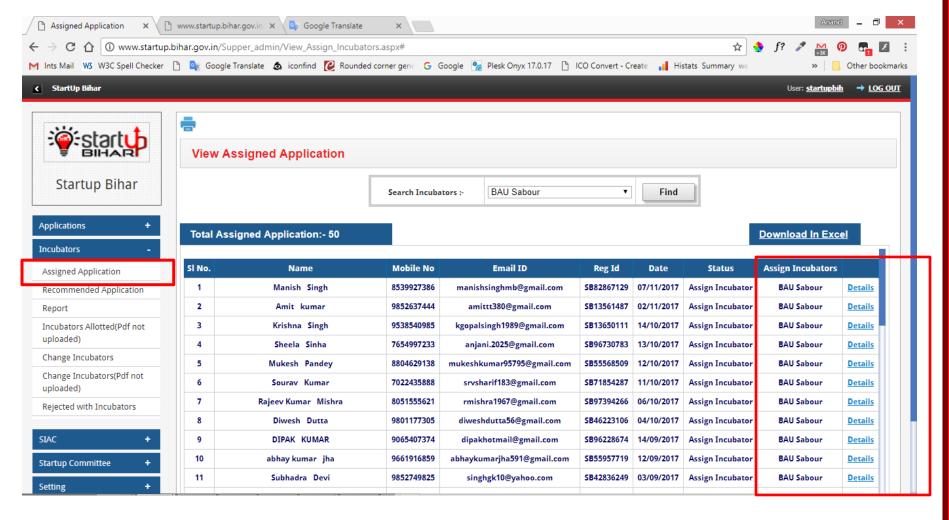
You have been shortlisted as potential Start-up as per provision contained in clause-6.2 of Bihar Start-up policy 2017 in Preliminary Scrutiny Committee meeting held on 02/04/2018 under Chairmanship of Principal Secretary, Department of Industries and you have been assigned Bea Bihar for incubation Support and assistance in preparation of business proposal.

You are advised to contact assigned host institution for further support and to complete formalities for certification as Start-up under Bihar Start-up Policy-2017. All financial incentives applicable shall be released after certification as per clause-6.2 of Bihar Start-up Policy 2017. You may log on to www.startup.bihar.gov.in for further details.

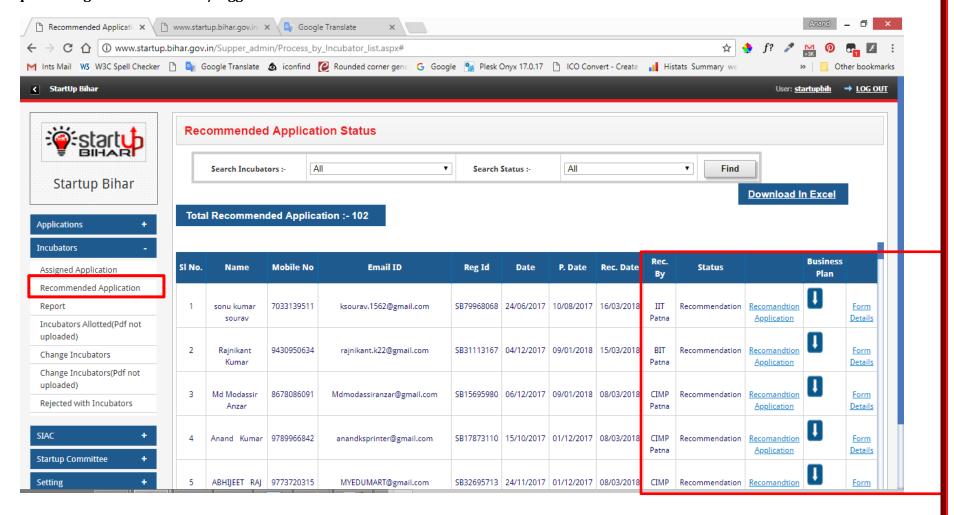
Yours faithfully,

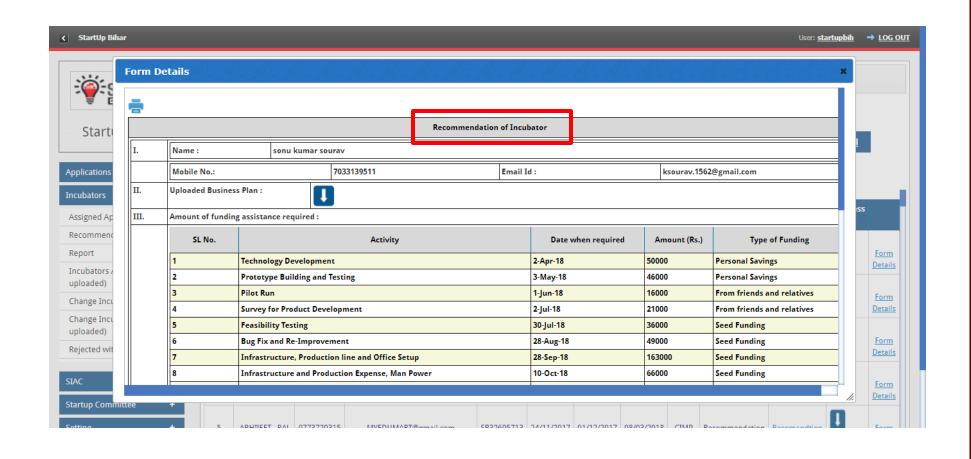
Director Technical Development Bihar, Patna

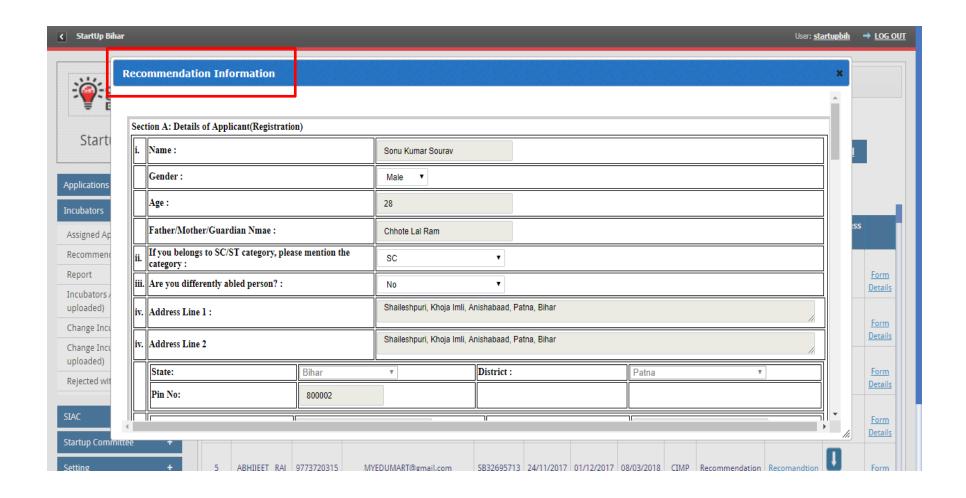
Step 8: Admin can view Status of application assigned to the incubators as shown below:



Step 9: Recommended Application Status: Admin can view the recommendation/business plan uploaded by incubators pertaining to the concerned/tagged incubatee.

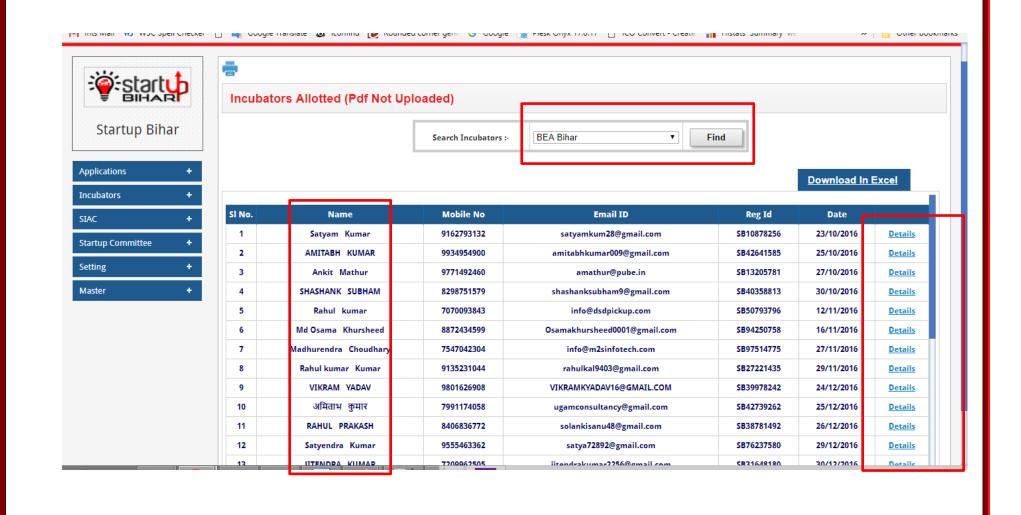


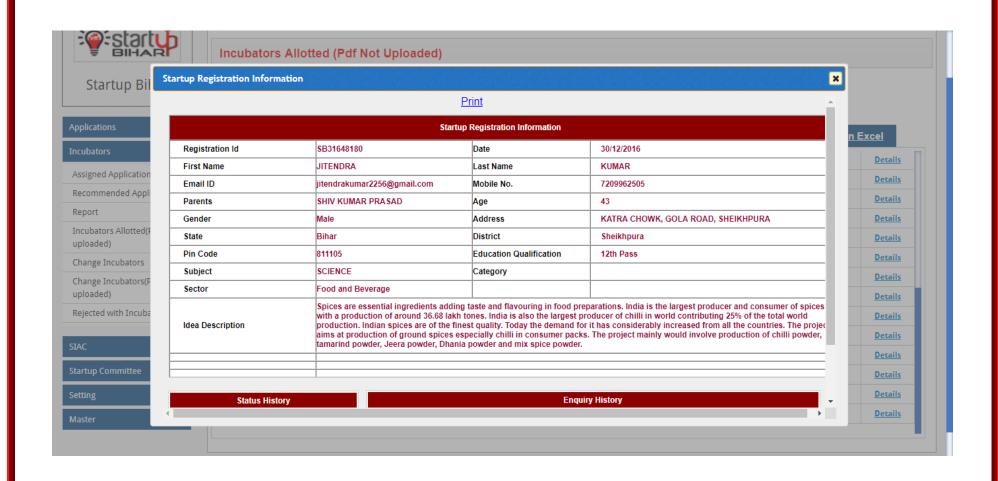




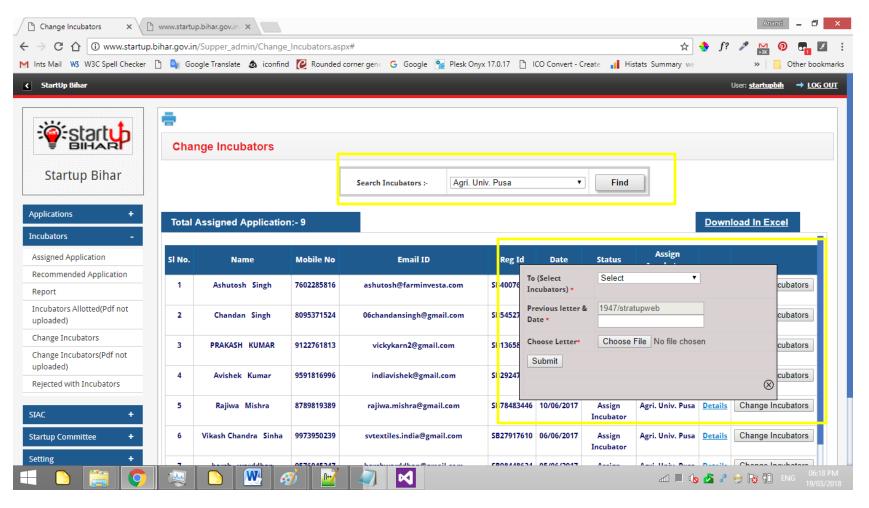
Step 10: Status Tracking –Incubators Application Report will appear on dashboard as shown below: Admin after allotting incubators can view the detail as shown below:

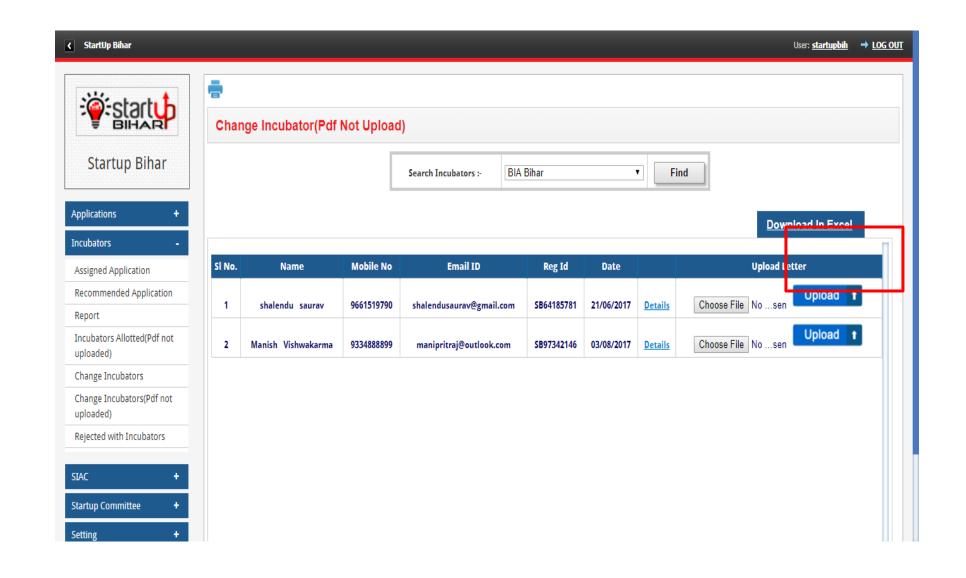






Step 11: Change of Incubators: In few cases upon request of incubatee, admin may take decision to change the incubators. The requisite change can be done as shown below:





Government of Bihar

Department Of Industries (Tech. Dev.)

Letter No. 0047/stratupweb / Patna, dated

From.

Director,

Technical Development,

Bihar, Patna

To.

Sri Nemi Kumar

Shanti Bhawan , Nariyal Bazar , Madhubani - 847211

Sub: Shortlisting as Potential Start-up under Bihar Start-up Policy, 2017

Ref: Your application no. \$B30485038 Dated 16/04/2017

Sir/Madam.

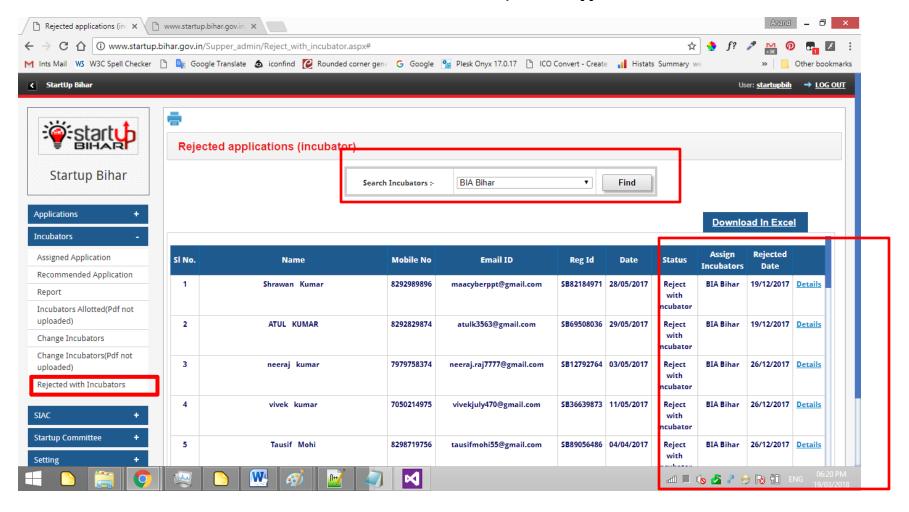
I am directed to inform you that, You have been shortlisted as potential Start-up as per provision contained in clause-6.2 of Bihar Start-up policy 2017 in Preliminary Scrutiny Committee meeting held on 04/01/2018 under Chairmanship of Principal Secretary, Department of Industries and you have been assigned IIT Delhi for incubation Support and assistance in preparation of business proposal. The same was communicated via Letter No :-0017/stratupweb Dated :-02/04/2018. Further to this, it is informed that, on your request incubator has been changed and assigned incubator is :- Bea Bihar

You are advised to contact assigned host institution for further support and to complete formalities for certification as Start-up under Bihar Start-up Policy-2017. All financial incentives applicable shall be released after certification as per clause-6.2 of Bihar Start-up Policy 2017. You may log on to www.startup.bihar.gov.in for further details.

Yours faithfully,

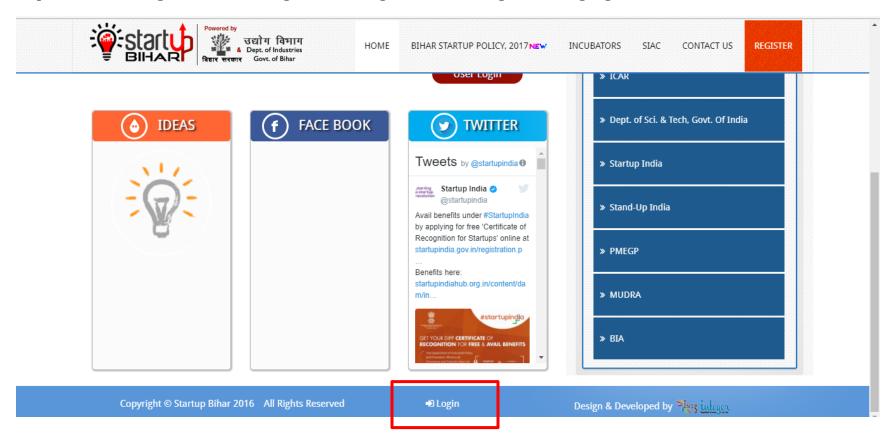
Director Technical Development Bihar, Patna

Admin can view status: In case where incubator has recommended for rejection of application

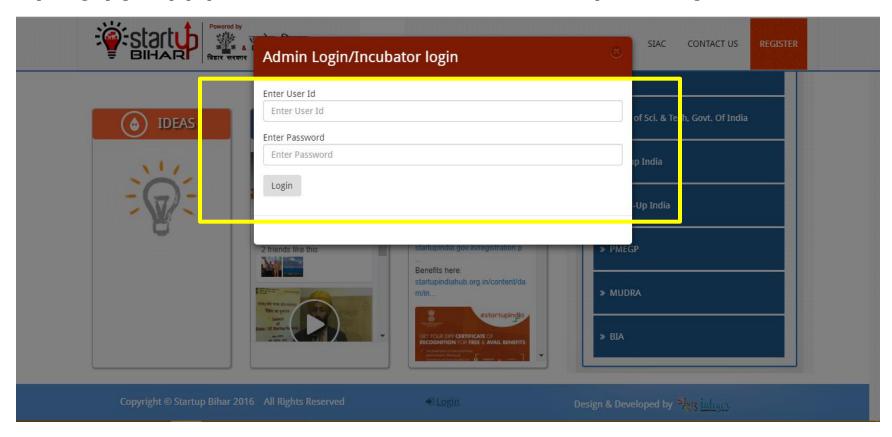


Incubator Dashboard

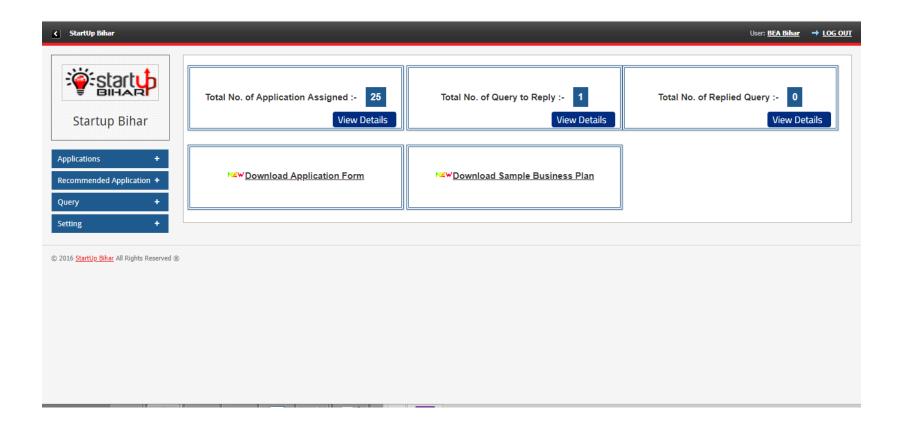
Step 1: In order to Login, Incubator will go to Home Page and click on Login tab as highlighted below:



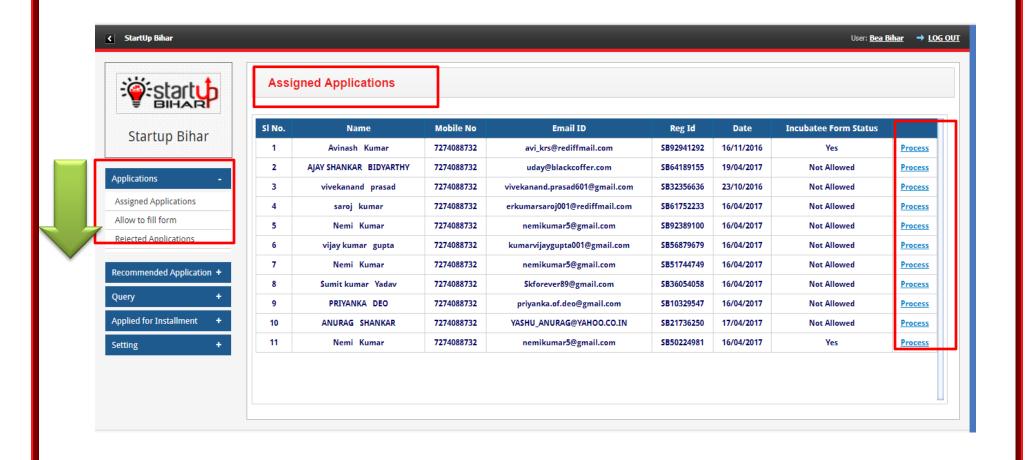
Step 2: Login page will pop up and the concerned Incubator can enter the email id and password to login



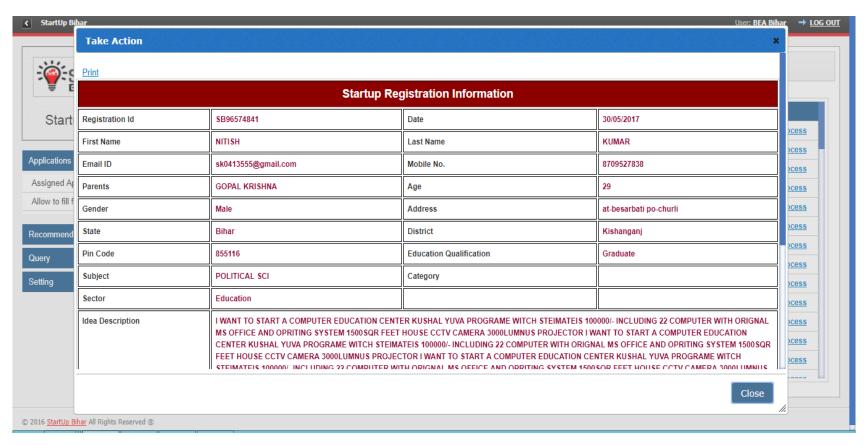
Step 3: Incubator dashboard will have following info tab



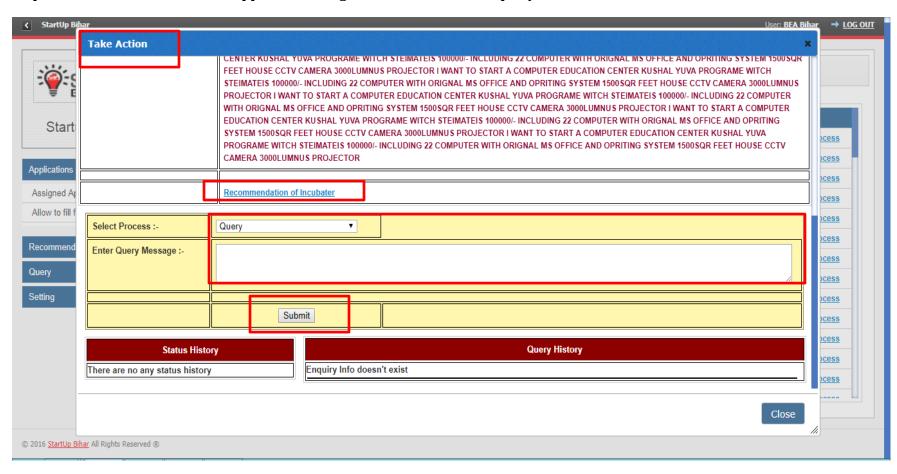
Step 4:The concerned incubator can view the Incubatees assigned to them and click on "Process" link to furtherance as shown below:



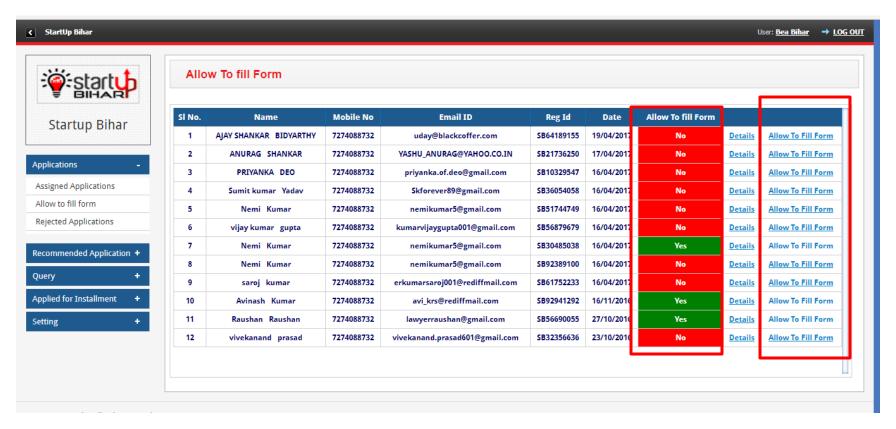
Step 5: Following page will appear with requisite information about start -up



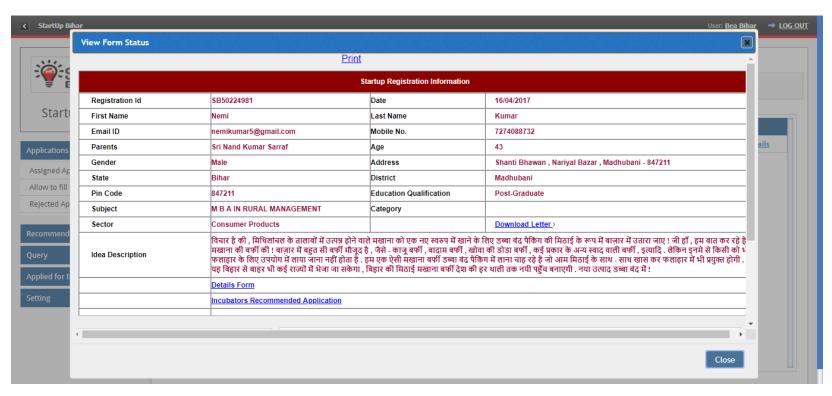
Step 6: Incubator will review the application assigned to them and raise query as shown below:

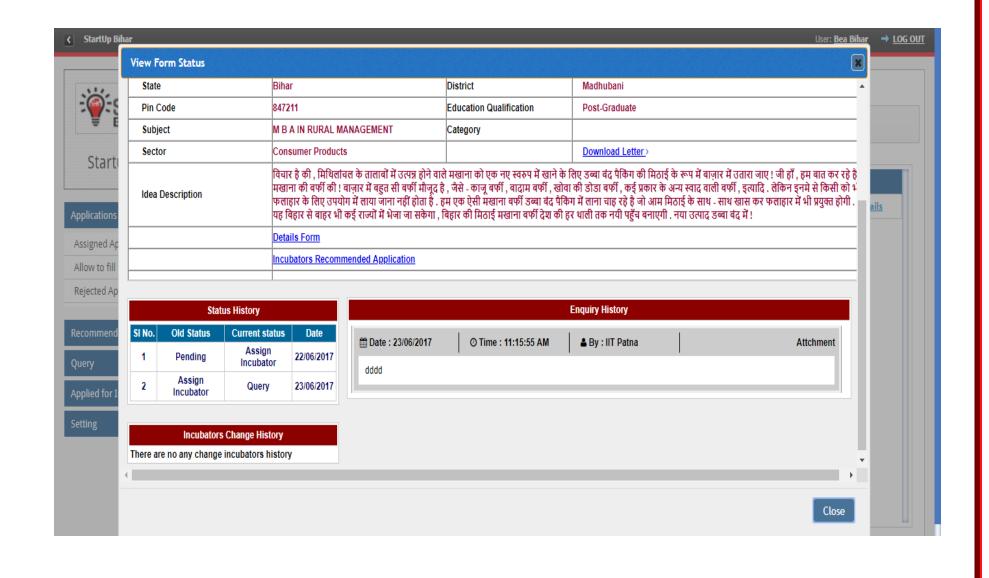


Step 7: Incubator upon receipt of response to query from Incubatee will mark "YES" option and accordingly link to fill the form will get activated as show below:

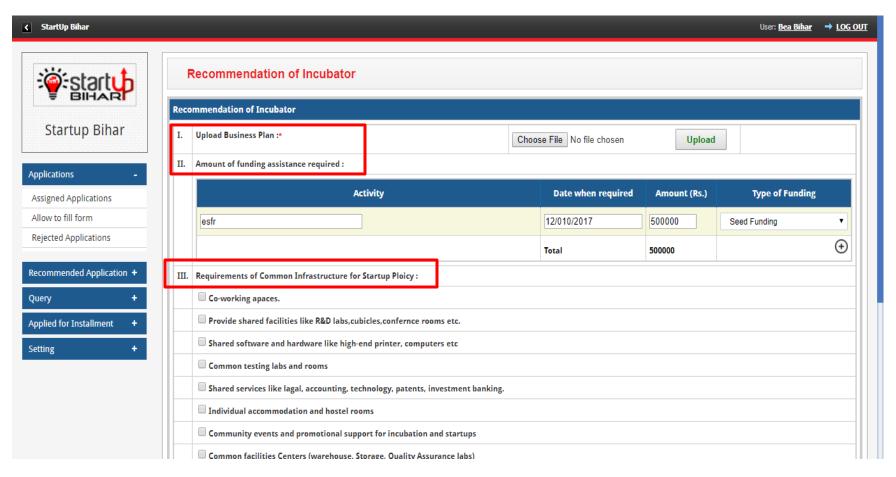


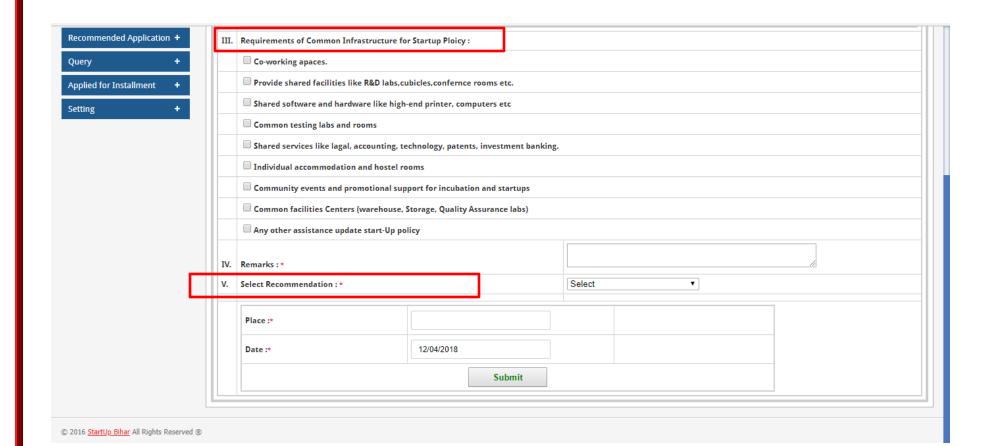
Step 8: Rejection of application by Incubator: Incubator rejects the application when applicant do not revert to the query raised by incubator for the first time after the concerned application is tagged to them after a particular time period (30 days in present case)

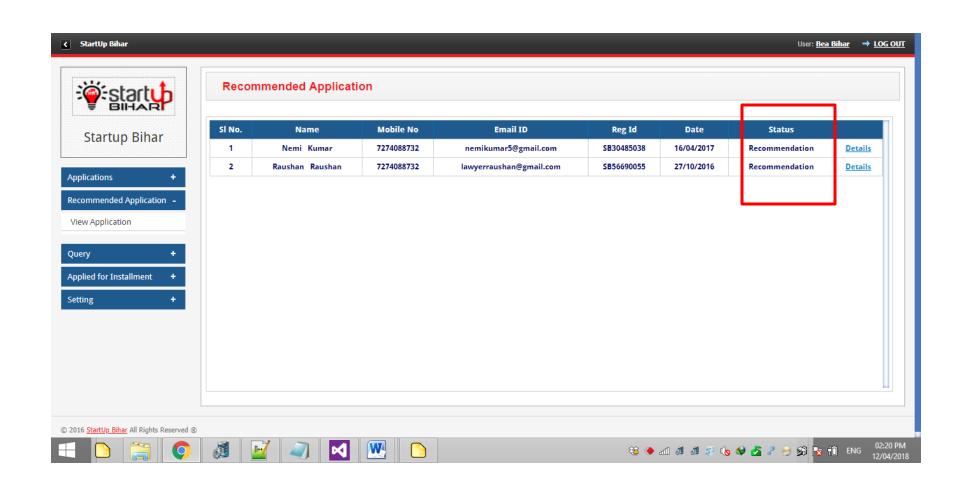


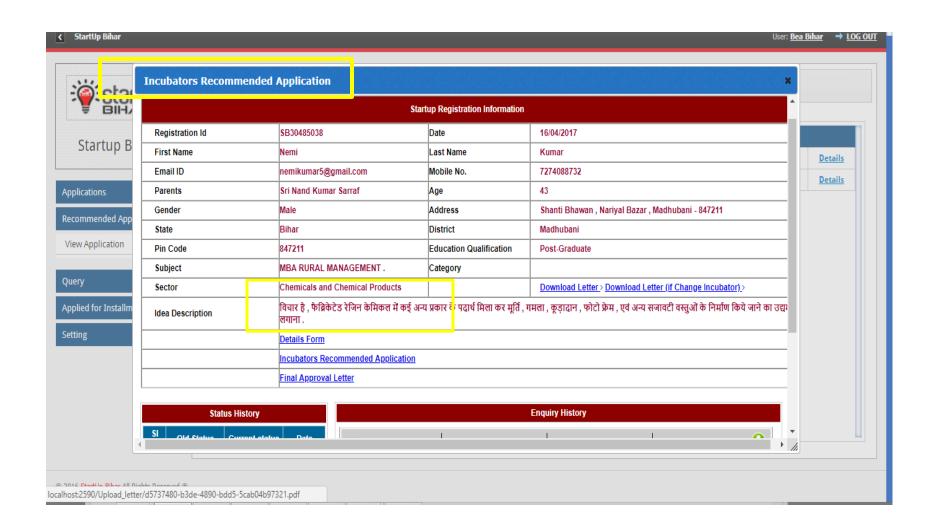


Step 9: Recommendation by Incubator: Incubator will recommend the concerned /tagged application for startups thereby uploading their business plan and all relevant project detail as shown in screen below.

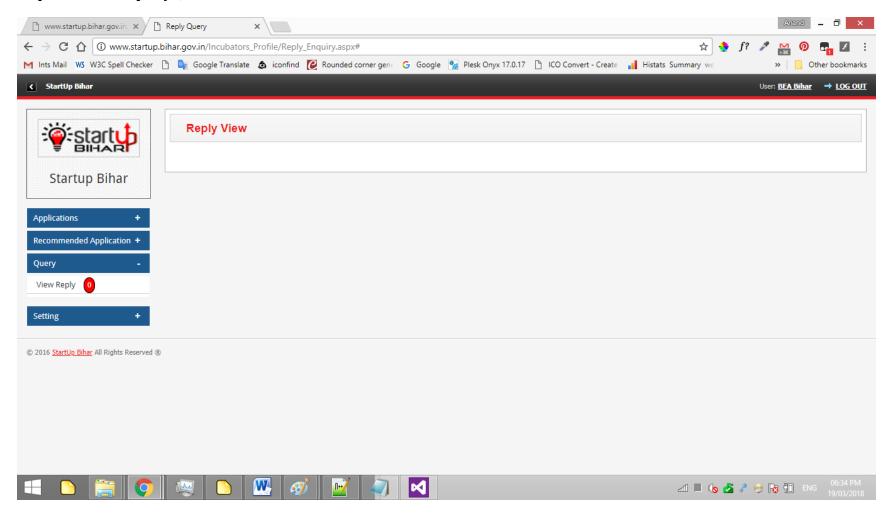








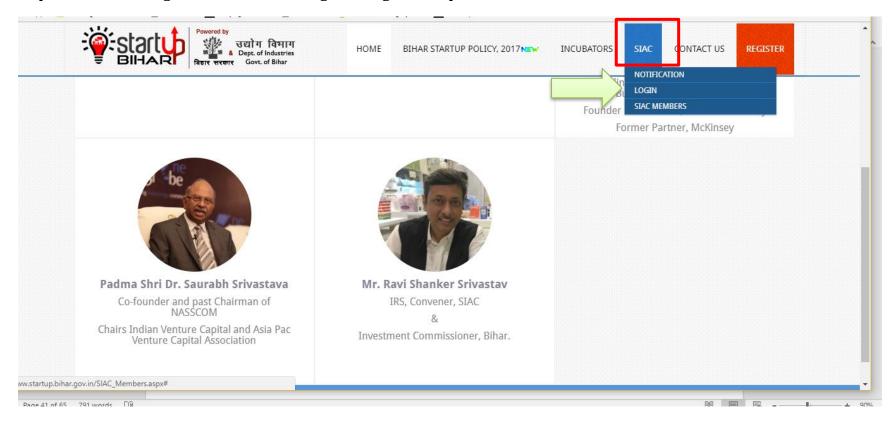
Step 9: In case of query¹, incubator can view the status on their dashboard



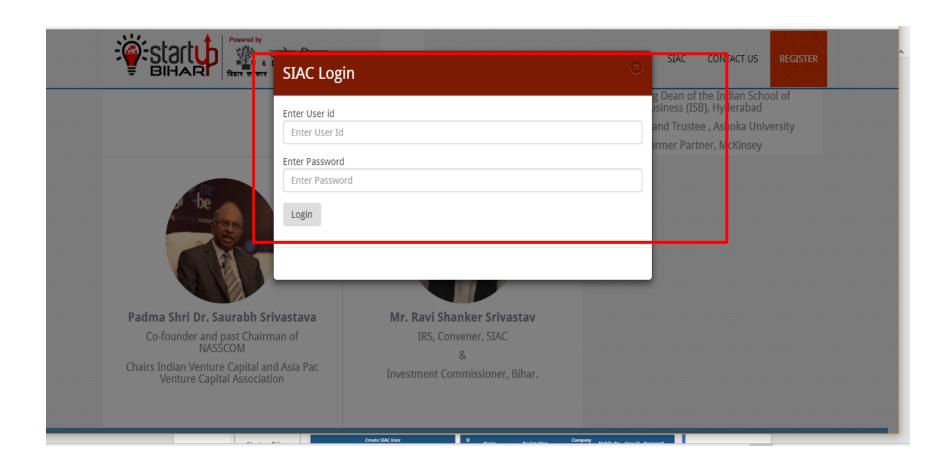
 $^{^{1}}$ Applicant must respond to the query raised by incubators within 30 days else application will be rejected and applicant will have to re-apply.

SIAC (Startup Investment Advisory Committee) Approval:

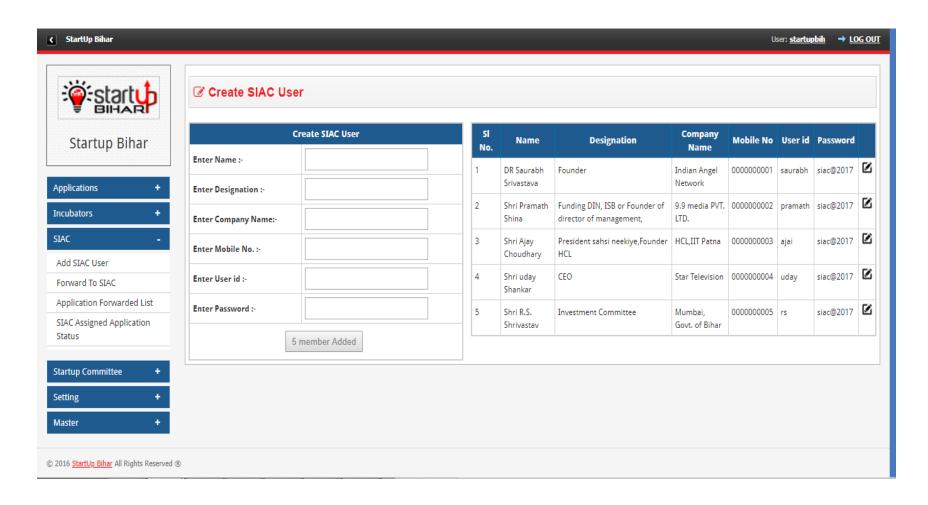
Step 1: SIAC LOGIN Page: SIAC member can login through Start-up Bihar Portal as shown below



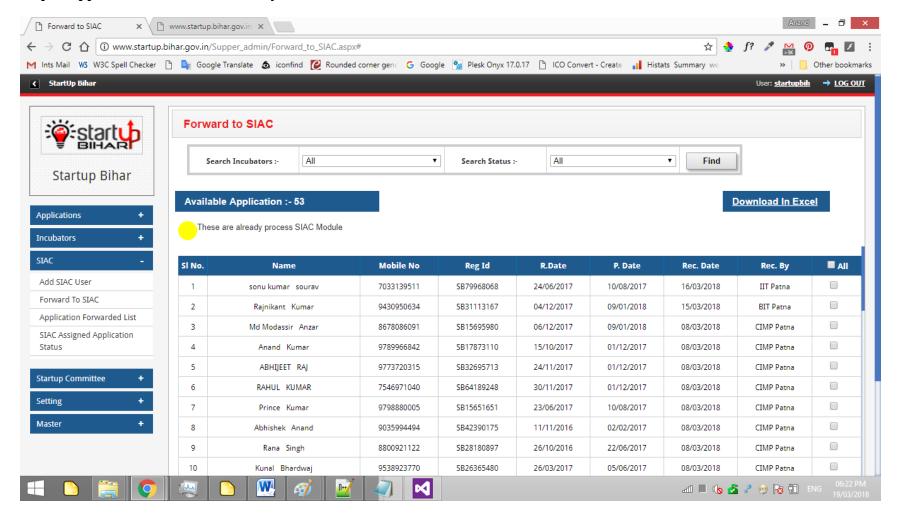
Step 2: SIAC user can fill in the required detail as shown below:



Step 3: In case any new SIAC member is to be added, admin can add as shown below"



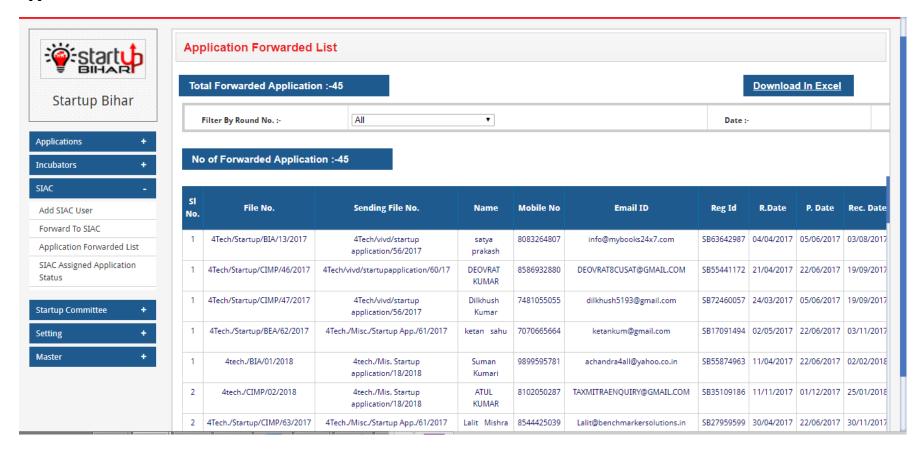
Step 4: Application Forward to SIAC by Admin



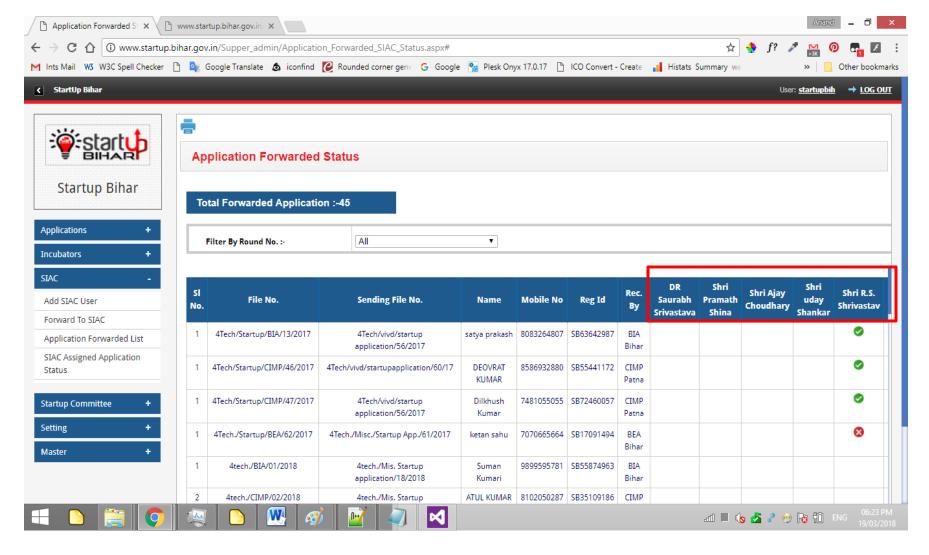


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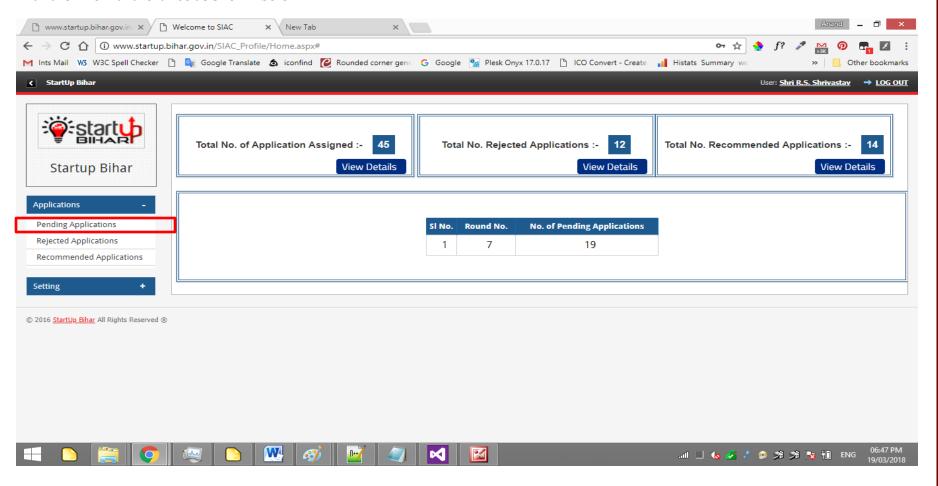
Application Forwarded List



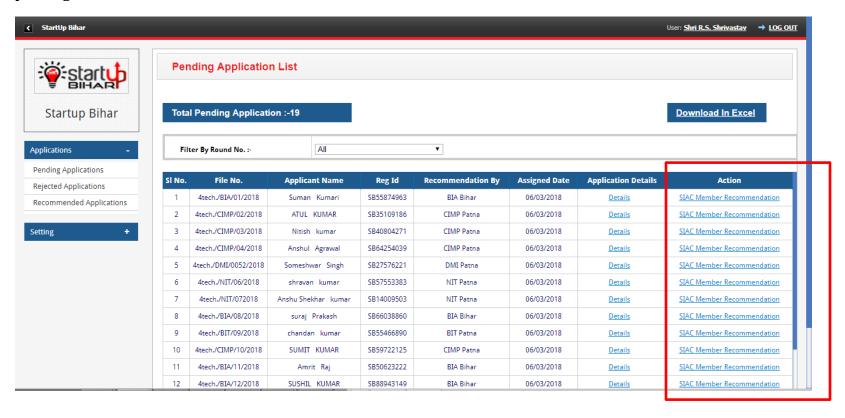
Application Forwarded Status to all SIAC Members

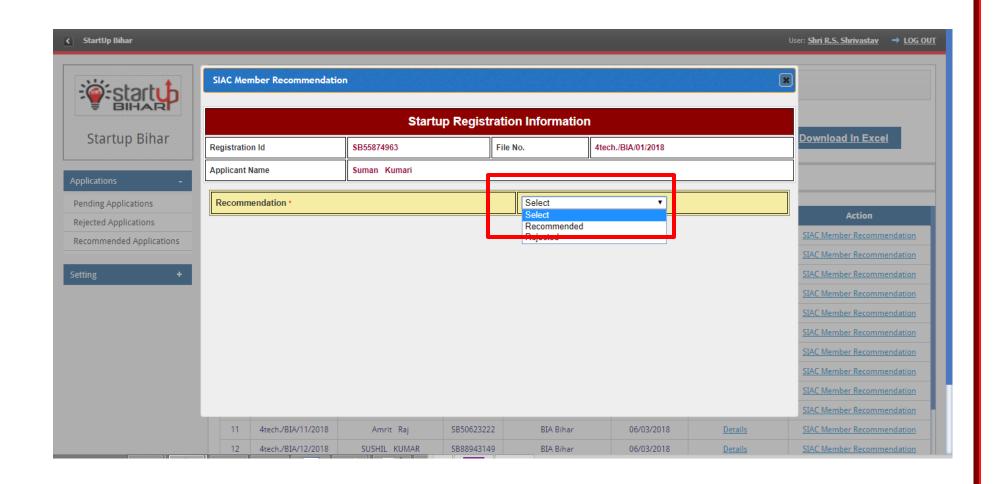


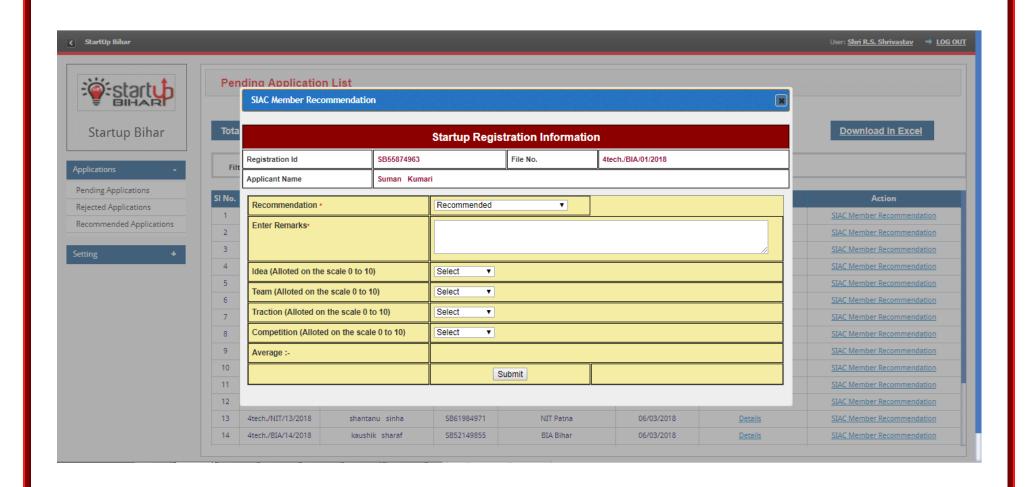
Step 5: SIAC USER Dashboard: SIAC user upon login can view status on their dashboard and will click on application pending with them for furtherance as shown below:

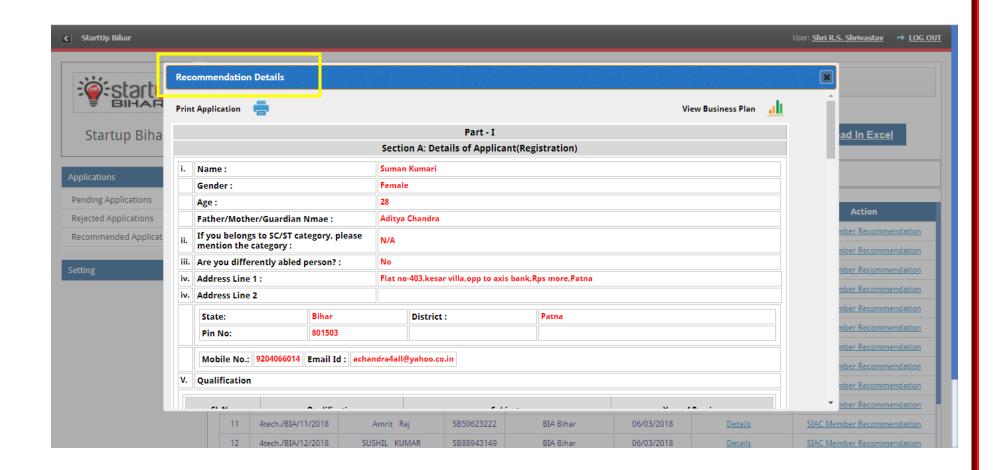


Step 6: Pending Application List will appear on dashboard. SIAC user can perform the required action for the application pending with them as shown below:

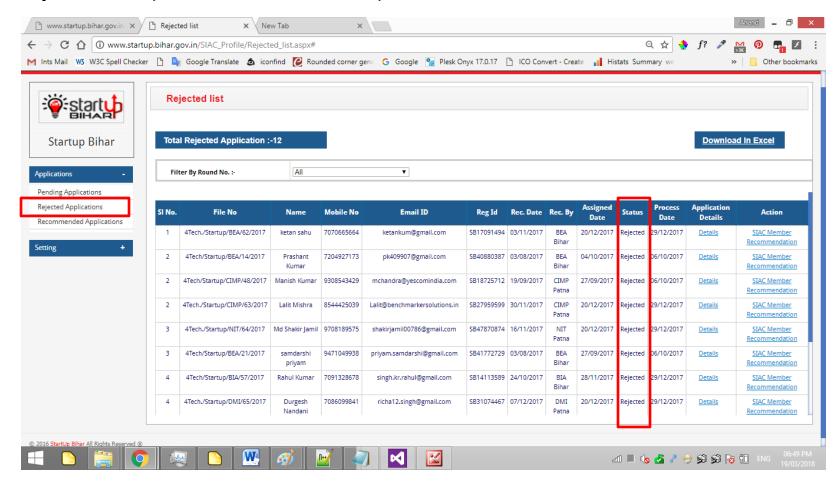


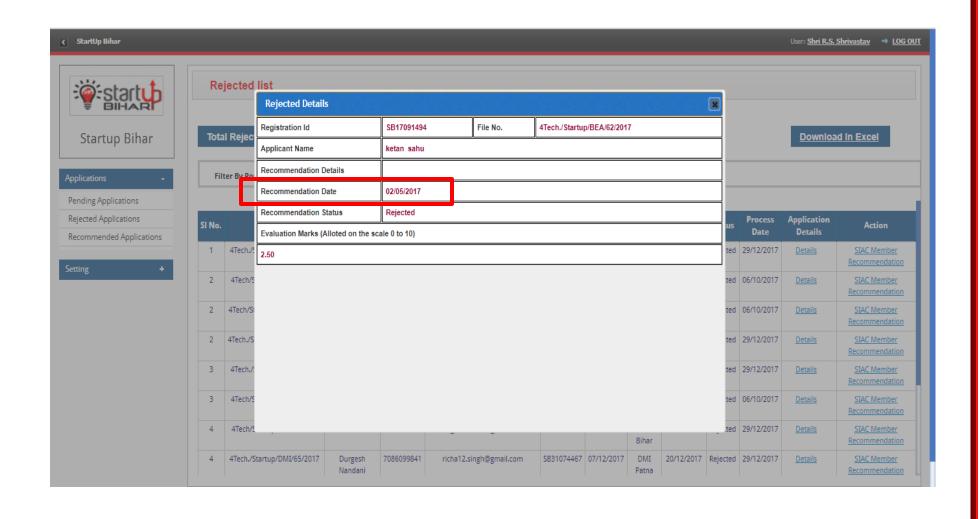




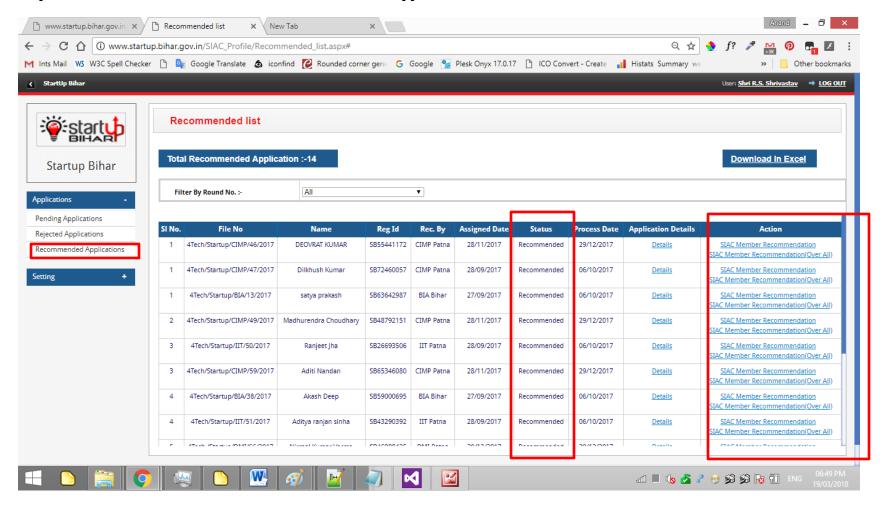


Step 7: In case of Rejection: SIAC user can view the Rejected List as shown below:

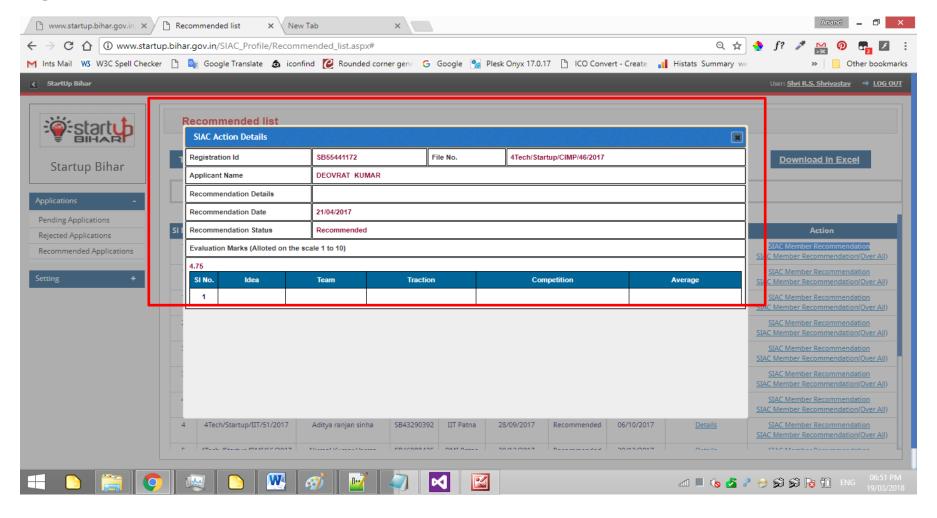


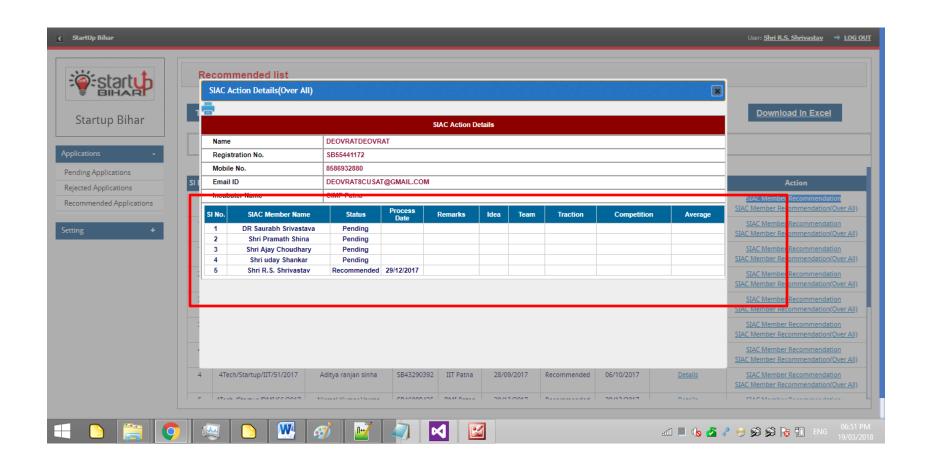


Step 8: SIAC user can also view the list of recommended applications as shown below:



Step 9: SIAC Member Recommendation:

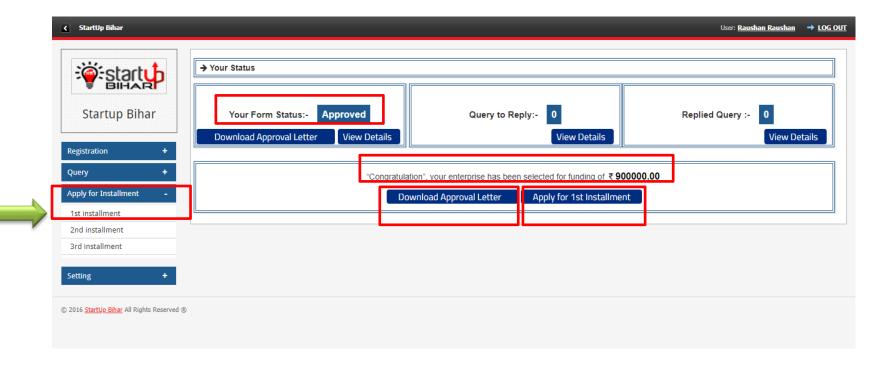




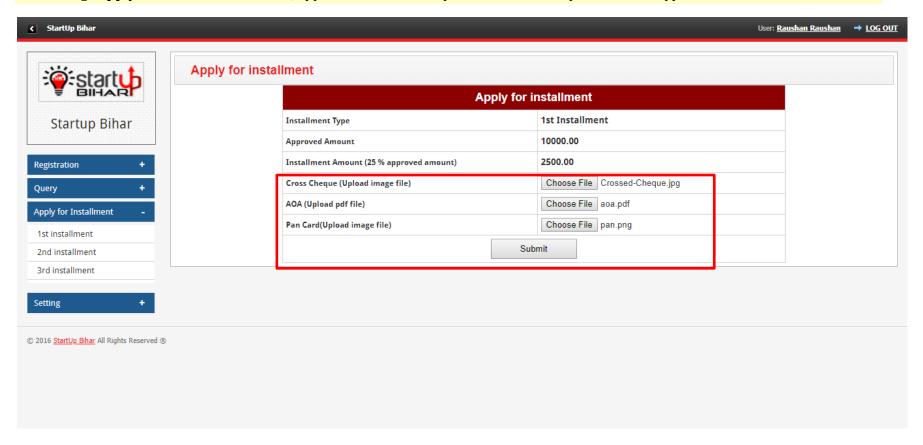
FUND RELEASE PROCESS AFTER FINAL APPROVAL:

1st Installment Process:

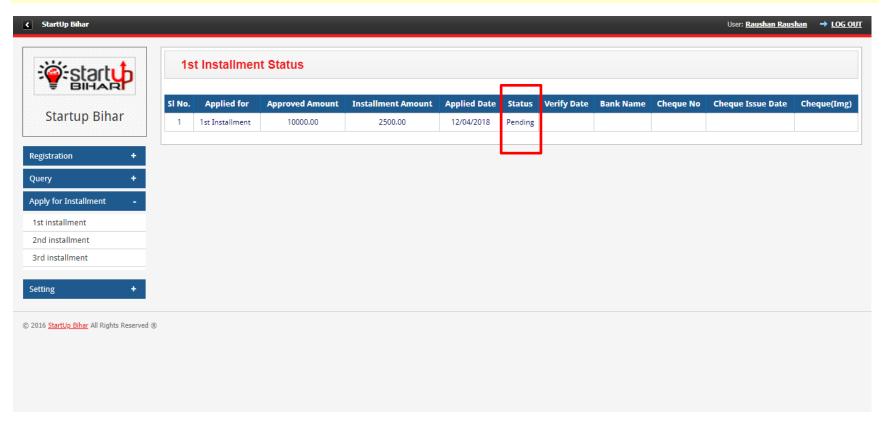
a.User's Dashboard: Once application is approved by SIAC, user can download the concerned approval letter and apply for first installment as shown in screenshot below:



On Clicking "Apply for 1st Instalment Tab", applicant will have to upload the Cross cheque, AoA and copy of Pan Card as shown below:

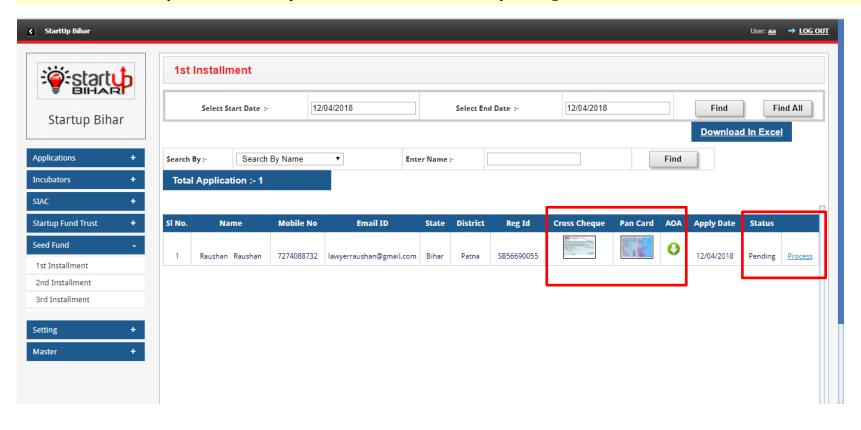


Next after applying for the first installment, applicant can view the status on their dashboard as shown below:

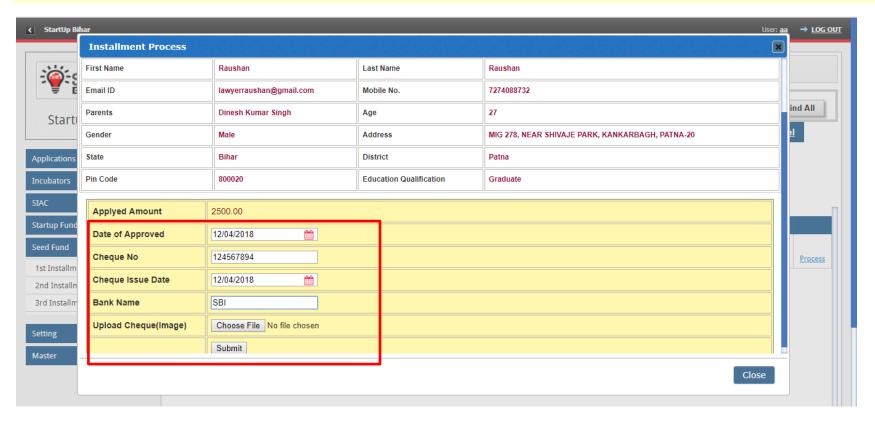


B. Admin Dashboard:

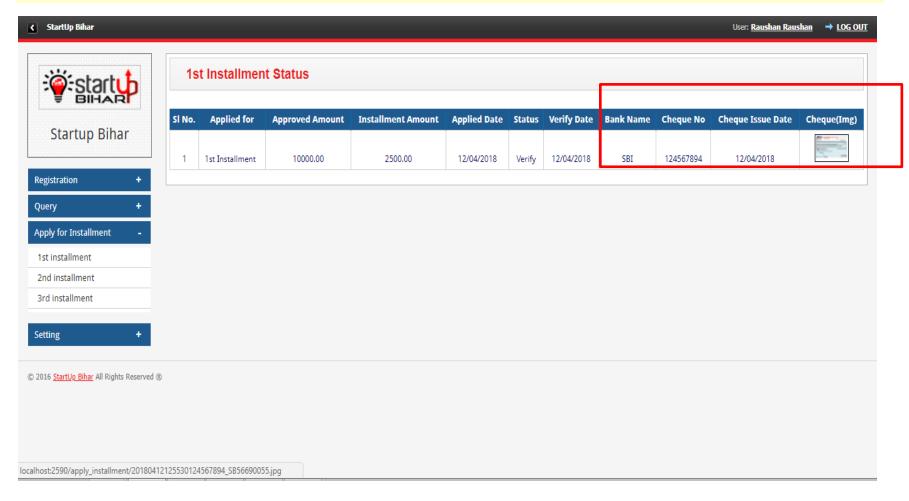
Admin will check for requisite doc and verify the same for furtherance thereby clicking "Process "tab



Next Admin will upload cheque along with detail as shown below:

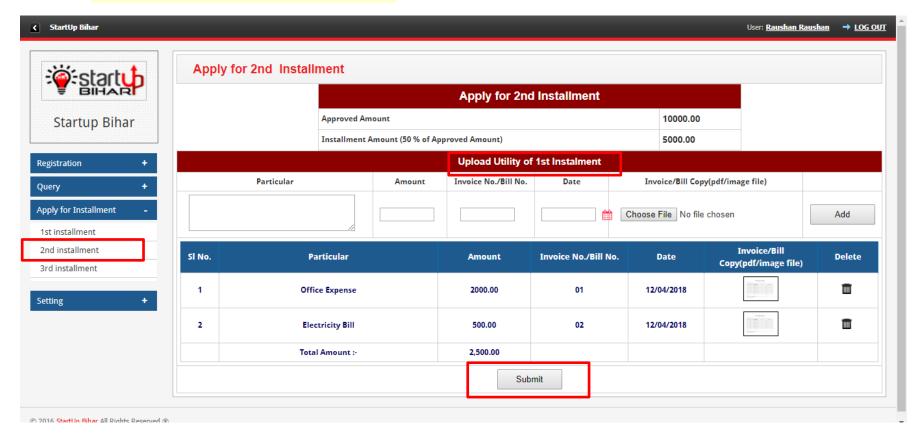


Next User can Login to view the current status and can view the cheque detail as shown below:

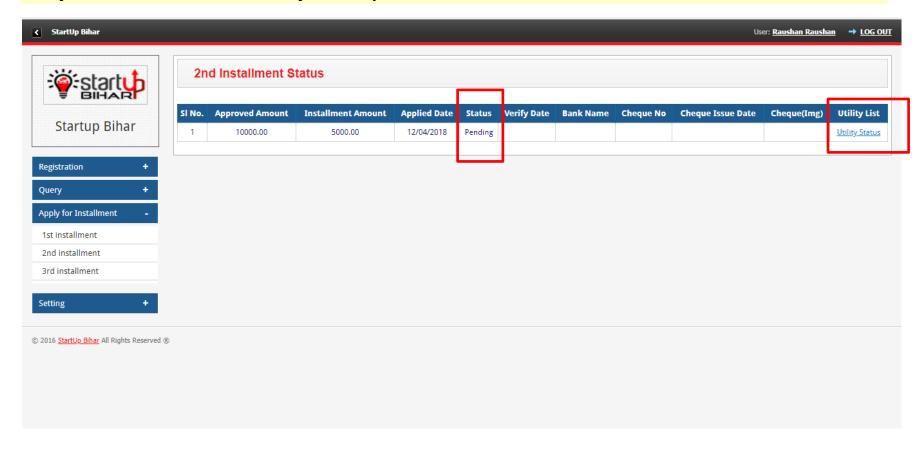


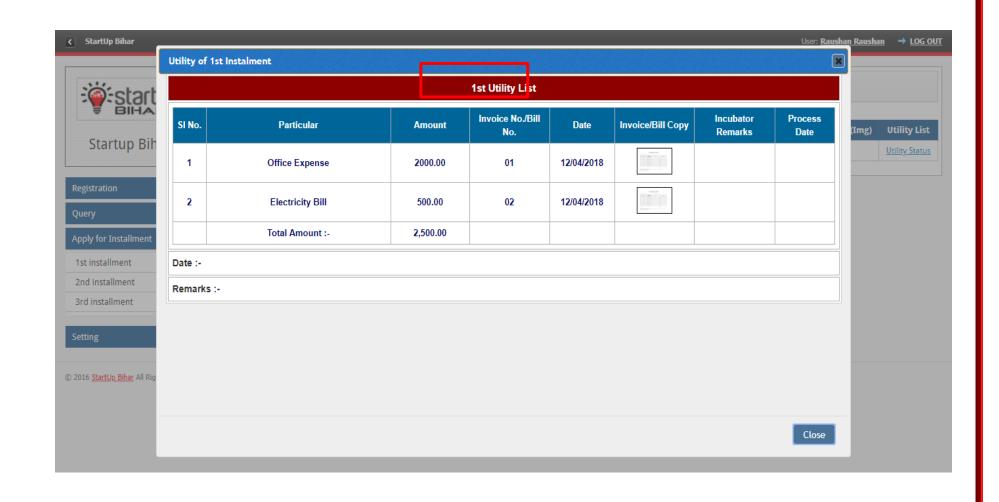
2nd Installment Process:

a. **User Dashboard**: Entrepreneur can apply for second instalment thereby uploading utility documents against first instalment released to them as shown in screenshots below:

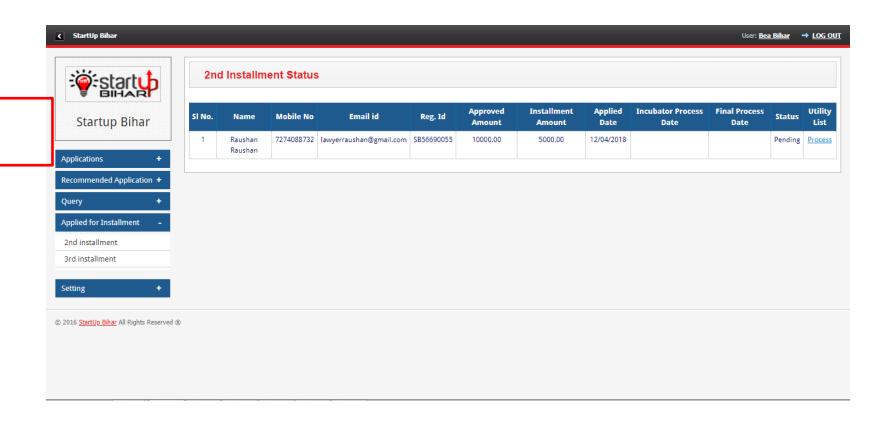


Entrepreneur can view their status and update utility list on their dashboard as shown below:

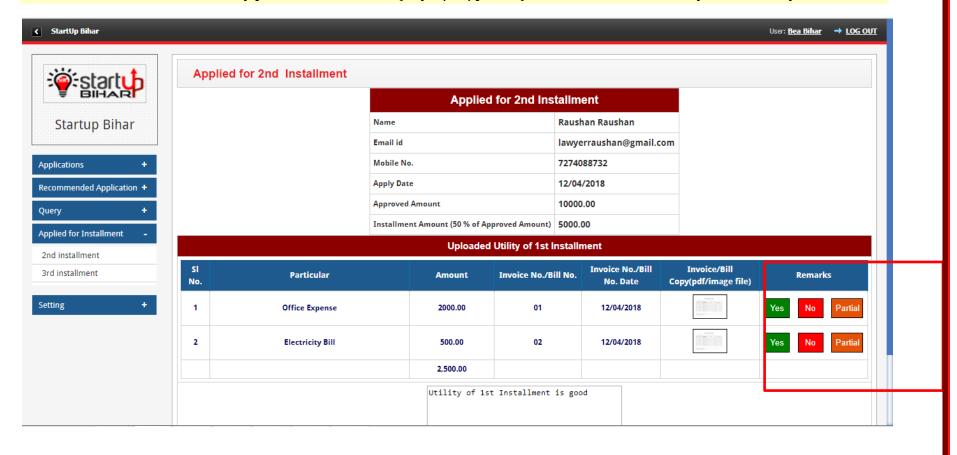




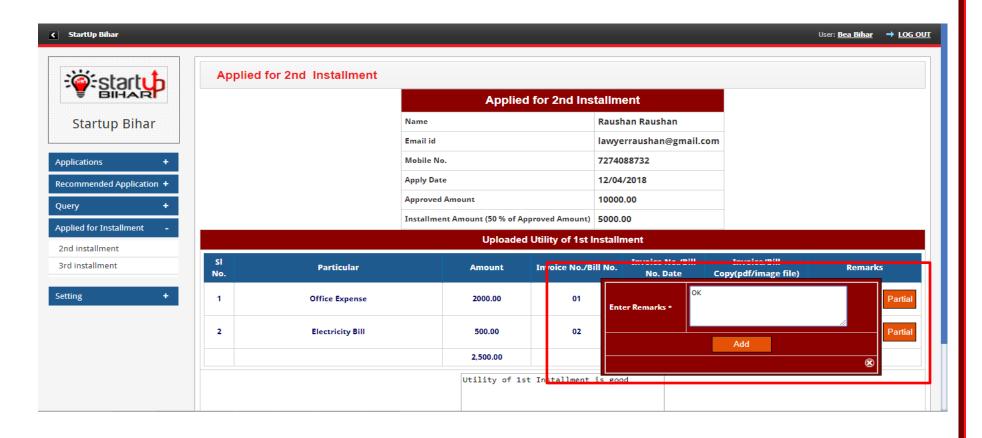
Incubator dashboard: The concerned incubator will process the request thereby verifying the utility list uploaded by given incubate as shown in screenshots below:

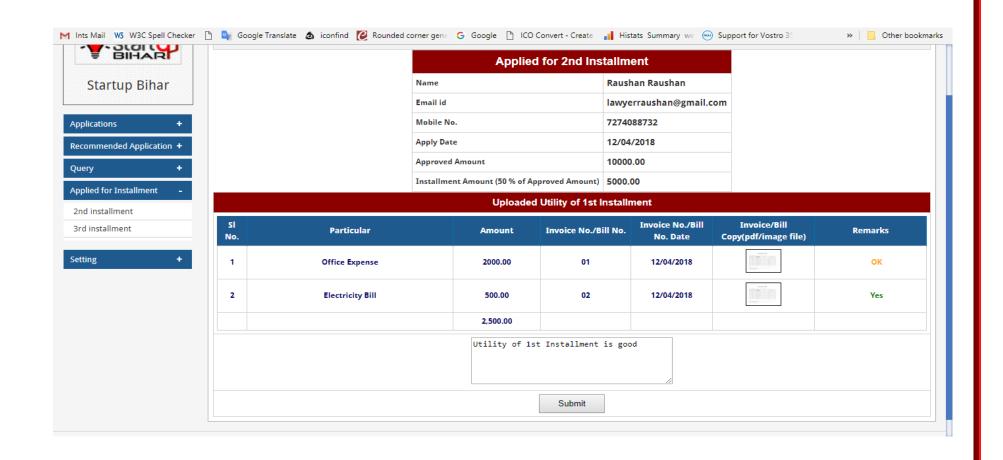


The concerned incubator will may provide the remarks (as yes/no/partial) after verification of utility submitted by incubatee

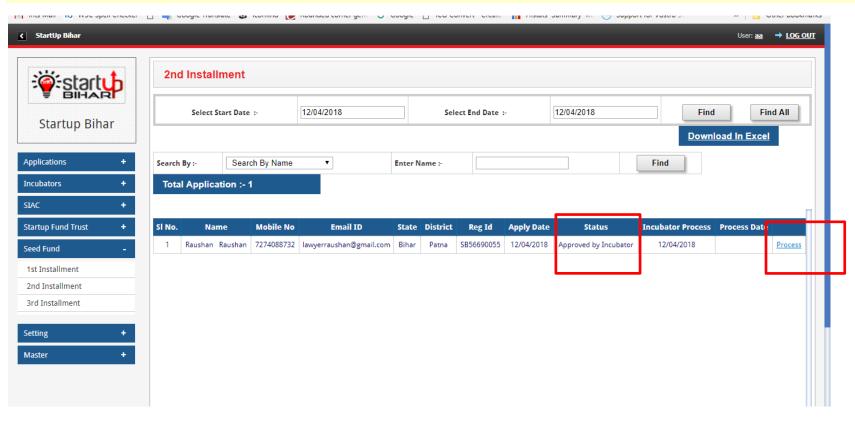


In case utility submitted is partial, incubators will put specific remarks thereby clicking on "Partial Tab" as shown below:

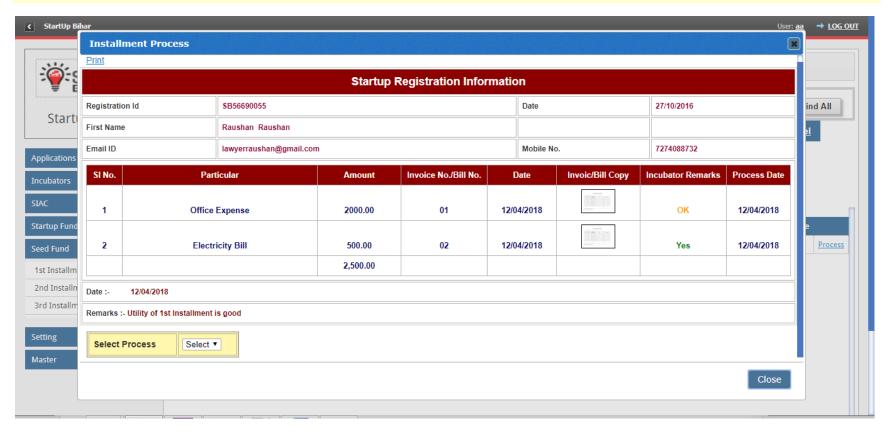




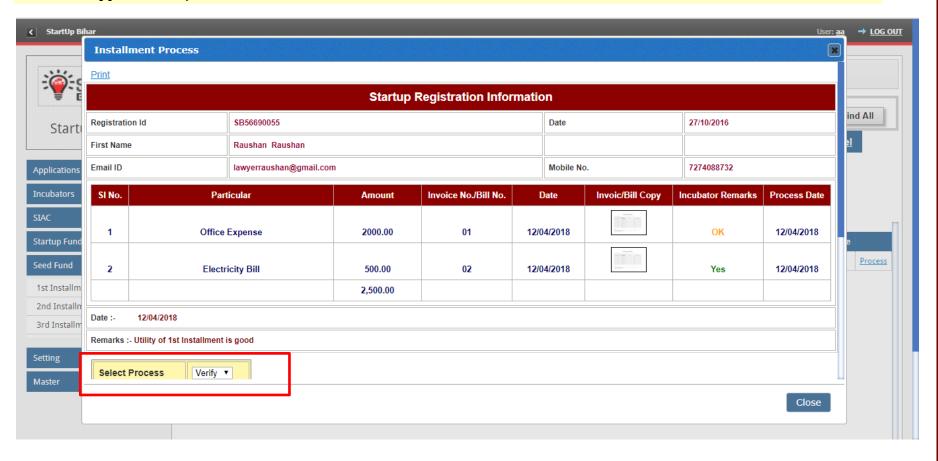
Admin Dashboard: After utility of first instalment is verified by the concerned incubator, admin dashboard will show following status and admin may click on "Process tab" for furtherance.



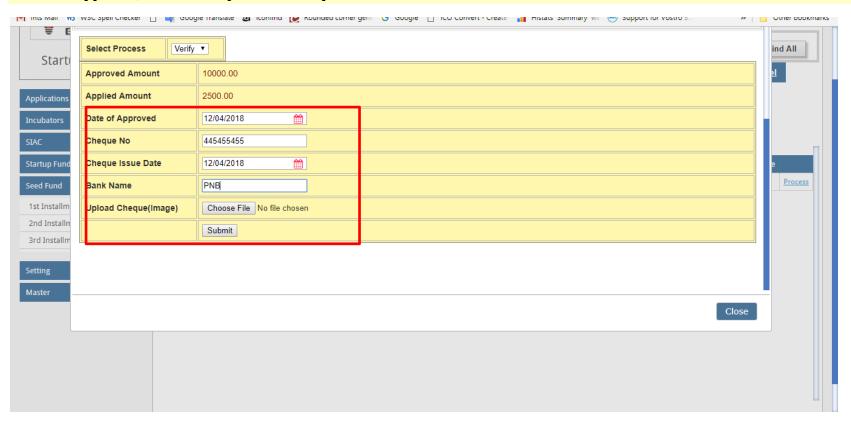
Following page will appear on clicking Process Tab:



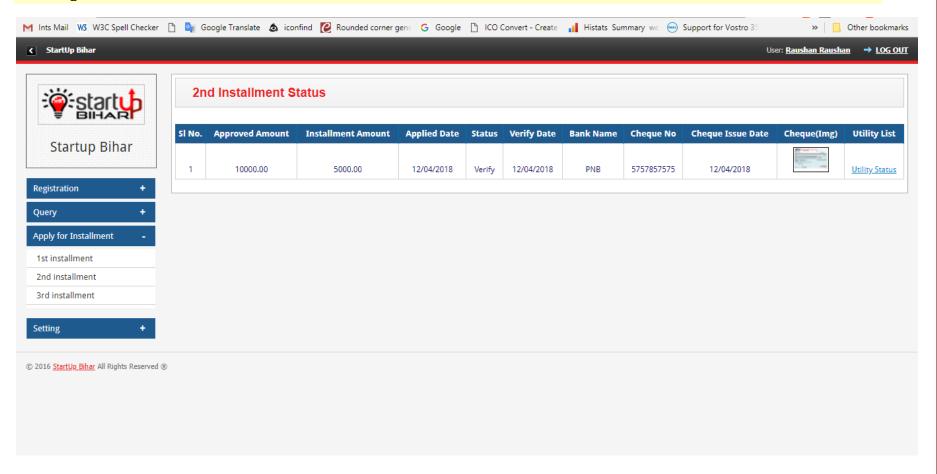
Admin can approve or Reject basis incubator recommendation as shown below:



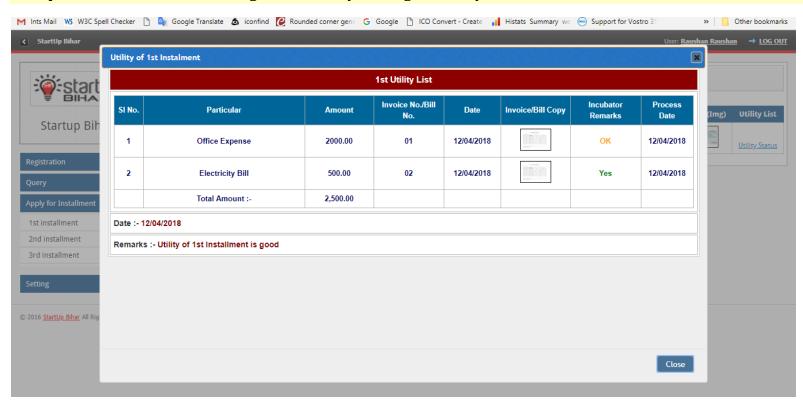
In case of approval, admin will upload the cheque detail as shown below:



After Login User check status on their dashboard as shown below:

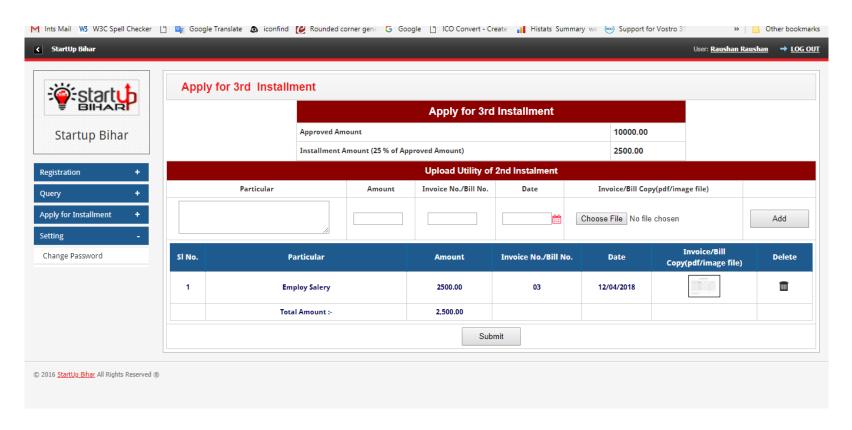


Entrepreneur can view the following detail thereby clicking on "Utility status tab" as shown here:

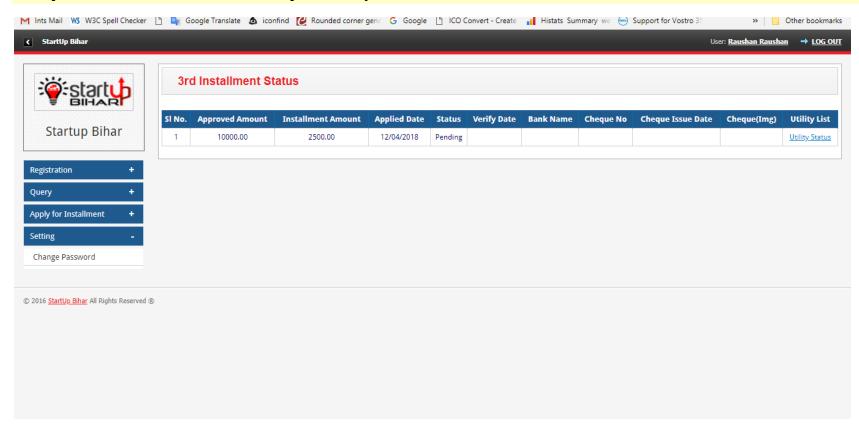


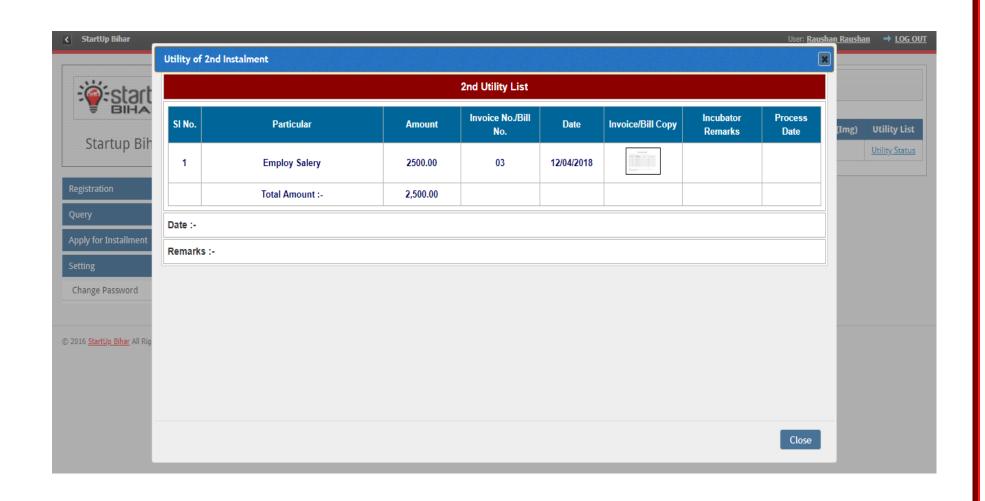
3rd installment: Process for 3^{rd} installment is same as that of 2^{nd} Installment as shown above. Below screenshots shows rejection process and relevant screenshots

User Dashboard: Entrepreneur can apply for third instalment thereby uploading utility documents against second instalment released to them as shown in screenshots below

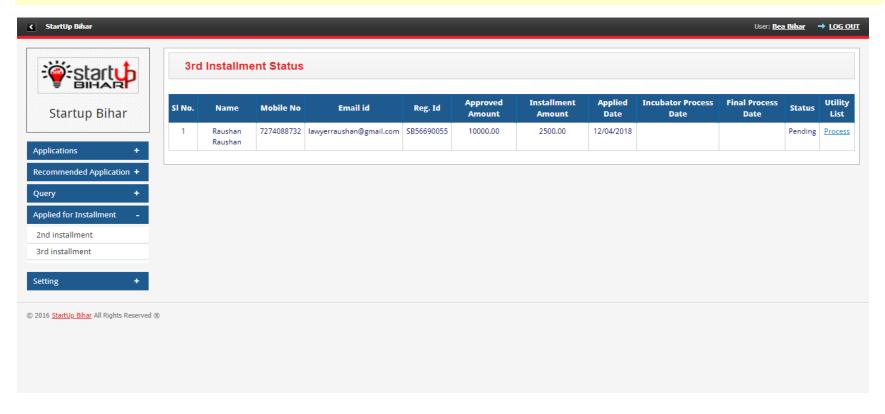


Entrepreneur can view their status and update utility list on their dashboard as shown below:

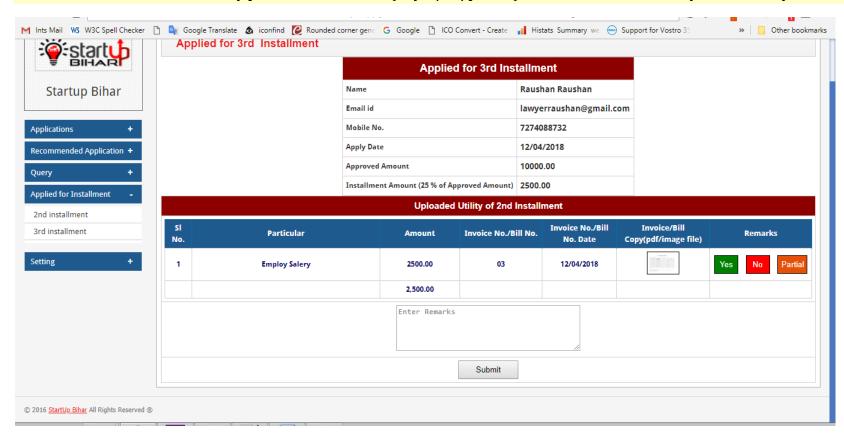




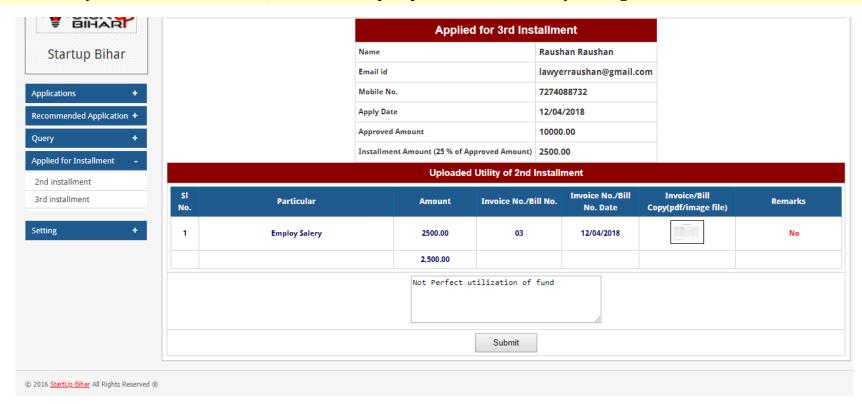
Incubator dashboard: The concerned incubator will process the request thereby verifying the utility list uploaded by given incubate as shown in screenshots below:



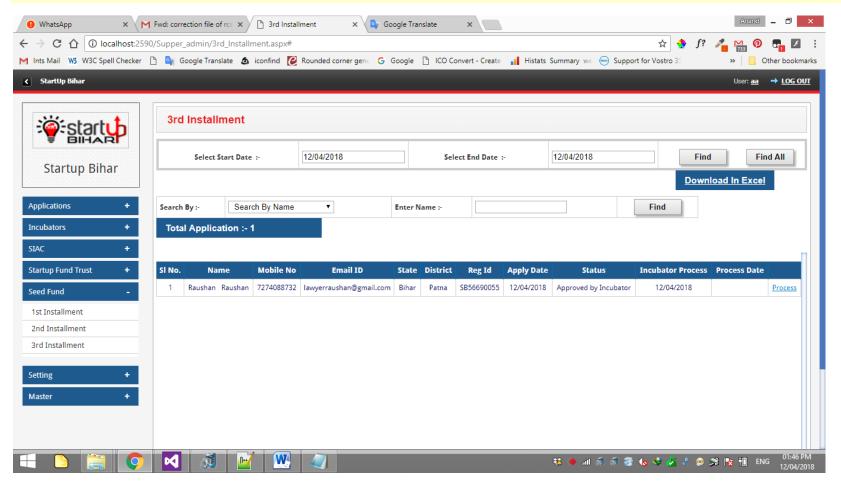
The concerned incubator will may provide the remarks (as yes/no/partial) after verification of utility submitted by incubatee



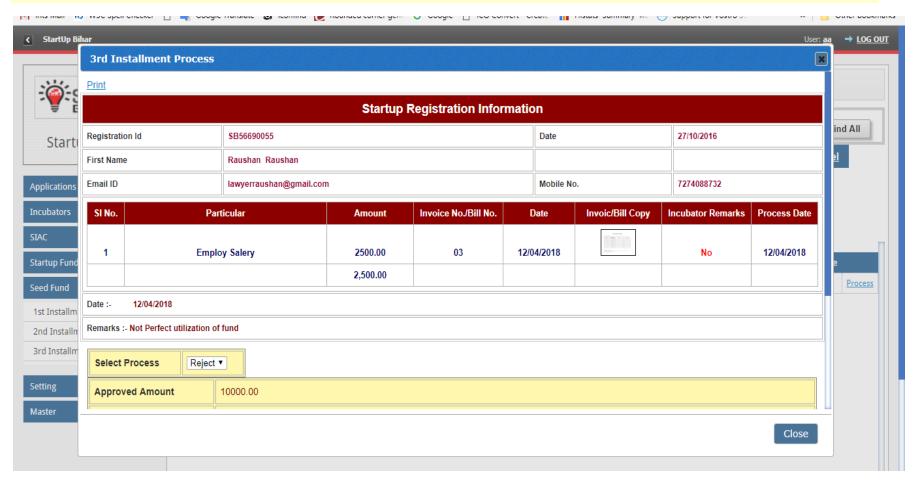
In case utility submitted is not relevant, incubators will put specific remarks thereby clicking on "No Tab" as shown below:

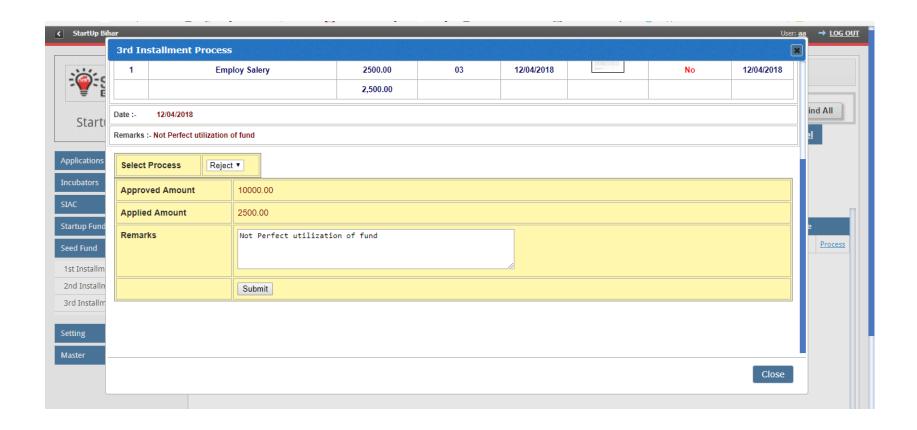


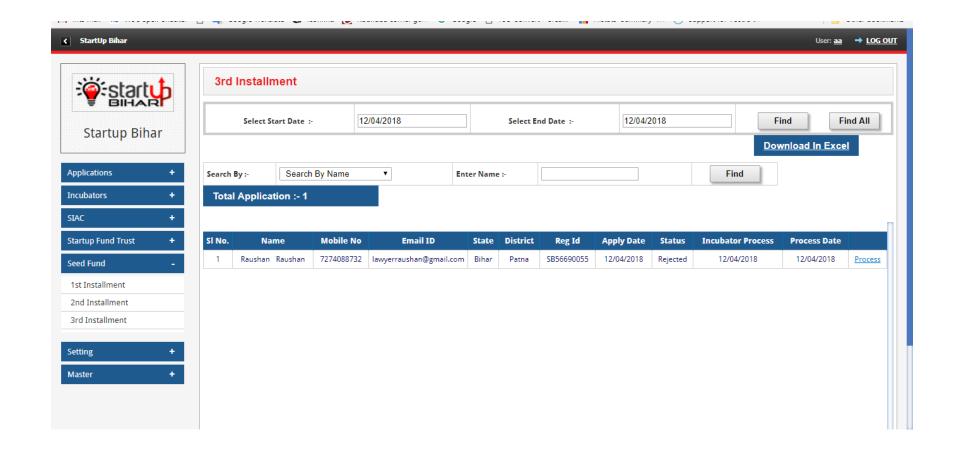
Admin Dashboard: After utility list for second instalment is verified by the concerned incubator, admin dashboard will show following status and admin may click on "Process tab" for furtherance.



Admin can reject basis incubator recommendation as shown below:







User Dashboard: After Login User check status on their dashboard as shown below

