

# **INVESTOR MANUAL**

Karnataka Udyog Mitra is a single window facilitation mechanism for the investors to invest in Karnataka. Portal facilitates different departments to process the investor's application and know their status online. This is a swift medium for the investors to know the mechanisms of applying to Karnataka Udyog Mitra.

## **Salient Features:**

- Anywhere and anytime access by the stakeholders
- Increased efficiency and transparency in Government departments
- Reduced cost and time

## **Pre-Requisites to register with the portal:**

To install the pre-requisites for the usage of portal refer to the links provided in the home page of the portal.

## **Enquiry Registration:**

- Any enquiry related to Karnataka Udyog Mitra can be submitted by clicking on [Registration of Intension to Investment](#) tab available in the home tab of the portal.

## Enquiry Form

First Name	:	<input type="text"/>	*
Middle Name	:	<input type="text"/>	
Last Name	:	<input type="text"/>	
Company Name	:	<input type="text"/>	*
Phone No	:	<input type="text"/>	*
Mobile No	:	<input type="text"/>	*
Email ID	:	<input type="text"/>	*
State	:	<input type="text"/>	*
Country	:	<input type="text"/>	*
Sector Name	:	<input type="text" value="Select"/>	*
Location Of Interest	:	<input type="text" value="Select"/>	*
Name of the Project	:	<input type="text"/>	*
Brief Description about the Project	:	<input type="text"/>	
Approximate Investment for the Project (In Crores)	:	<input type="text"/>	
Approximate Land Required for the Project (In Acres)	:	<input type="text"/>	
Employment	:	<input type="text"/>	
Product/Activity	:	<input type="text"/>	
Information Source Name	:	<input type="text" value="FromWeb"/>	

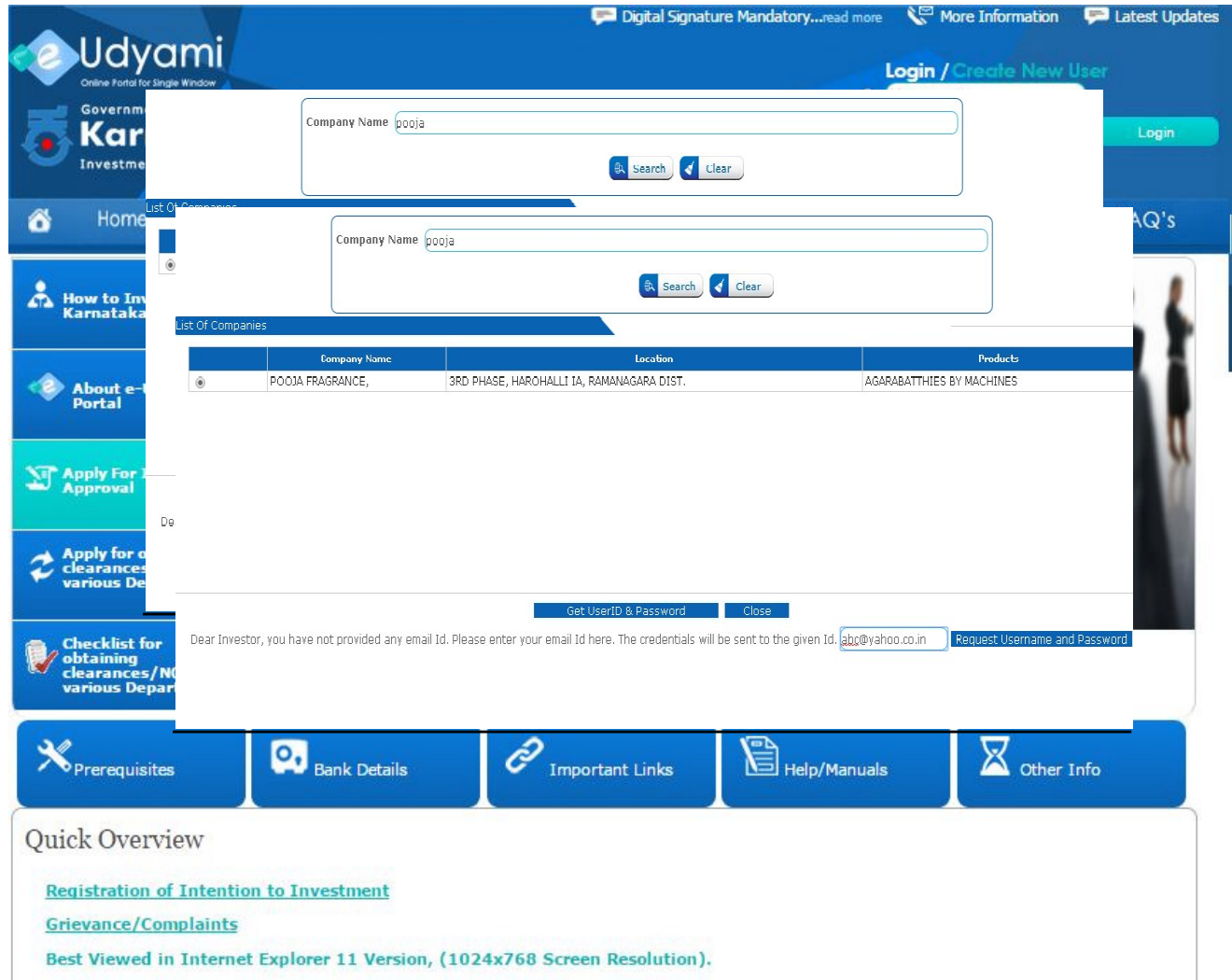
Choose Nodal Officer	<input type="text" value="Random Allocation"/>
(Note:Please select Random Allocation if you dont know any nodal officer)	

[Submit](#)

- Subsequent fields as shown below should be filled in the form and submit the query by clicking on the [Submit](#) tab by the end of the form.
- Once the enquiry has been submitted the concerned officer will be responding through contact medium like phone or email.

## Registering with the portal:

- Visit <http://www.investkarnataka.gov.in/> ->e-Udyami-> Apply Online or
- Visit <http://kum.karnataka.gov.in/> directly
- Sample Application Form can be downloaded from the Homepage under Help/Manuals of our portal by clicking 'Application Form to fill'.
- New User Registration can be done by clicking on to **Login / Create New User**
- User whose projects were approved manually can fetch their user credentials by keying in their Company's name in the link given in Apply for Amendments under Apply for In-Principle Approval.



The screenshot displays the Udyami portal interface. At the top, there are navigation links for 'Digital Signature Mandatory...read more', 'More Information', and 'Latest Updates'. The main header includes the 'Udyami' logo and the text 'Online Portal for Single Window'. Below the header, there are two search boxes for 'Company Name' with the value 'pooja' entered. A 'List Of Companies' table is visible, showing the following data:

Company Name	Location	Products
POOJA FRAGRANCE,	3RD PHASE, HAROHALLI IA, RAMANAGARA DIST.	AGARABATHIES BY MACHINES

Below the table, there is a message: 'Dear Investor, you have not provided any email Id. Please enter your email Id here. The credentials will be sent to the given Id. abc@yahoo.co.in Request Username and Password'. At the bottom, there are navigation buttons for 'Prerequisites', 'Bank Details', 'Important Links', 'Help/Manuals', and 'Other Info'. A 'Quick Overview' section is also present, containing links for 'Registration of Intention to Investment' and 'Grievance/Complaints', along with a note: 'Best Viewed in Internet Explorer 11 Version, (1024x768 Screen Resolution)'.

it will redirect you to the following page to fetch the user credentials.

Company Name

List Of Companies

	Company Name	Location	Products
⊙	POOJA FRAGRANCE,	3RD PHASE, HARGHALLI IA, RAMANAGARA DIST.	AGARABATHIES BY MACHINES

Dear Investor, you have not provided any email Id here. Please enter your email Id here. The credentials will be sent to the given Id.

- The user credentials will be sent to the mail id specified and later will be redirected to the User Registration page.
- An OTP-One Time Password is sent to the mobile and the user activation link will be sent to the mail id provided with which one can activate their account by changing their password.



New Password

Confirm New Password

Mobile Code

## Application filing procedure for New Proposals

- Tabs 1 to 15 are data entry forms
- Data has to be entered and saved in each tab after which the status of tab turns green which ensures completeness of the tab.

Sl.No	Tab Name	Status	Sl.No	Tab Name	Status
1	Company Details		11	Land Requirements	
2	Financial & BackGround Details		12	Power Details	
3	Existing Industries Location		13	Water Requirement	
4	Activity Details		14	Assistance Details	
5	Environment Clearance		15	Promoters Background	
6	Investment		16	Authorized Person Details	
7	Employees Details		17	Upload Documents	
8	Project Cost		18	Payment	
9	Raw Material		19	Upload Digitally Signed Application Form	
10	Building & Land Details				

Completed Incomplete

- Each tab contains various sub tabs. For Example in Company details tab, We have 4 sub tabs like

[Company Details](#) | [Promoter Details](#) | [Authorized Person Details](#) | [Constitution of Company Details](#)

**Company Details**

Name of the Company /Unit/Trustee:  \* ? Multi National Company:  Yes  No \*

Country of Origin:  \* ?

**Correspondence Address**

Street:  \* ?

Area:  ?

City:  \* ?

State:  \* ?

Country:  \* ?

Pin Code:  \* ?

Phone Number:  ?

Mobile Number:  \* ?

Fax Number:  ?

Email Id:  \* ?

**Corporate Office Address**

Street:  \* ?

Area:  ?

City:  \* ?

State:  \* ?

Country:  \* ?

Pin Code:  \* ?

Phone Number:  \* ?

Mobile Number:  \* ?

Fax Number:  ?

Email Id:  \* ?

[Company Details](#) | [Promoter Details](#) | [Authorized Person Details](#) | [Constitution of Company Details](#)

**Promoter/Director/Trustee Contact Details**

Role:  \* ?

Name:  \* ?

Phone Number:  ?

Mobile Number:  \* ?

Email ID:  \* ?

Company Details Promoter Details **Authorized Person Details** Constitution of Company Details

**Authorized Coordinating Person's Contact Details**

Promoter/Director and Authorized Coordinating Person same ?

Name of the Authorized Coordinating Person   \* ?

Phone Number  ?

Mobile Number  \* ?

Email ID  \* ?

[Continue >>](#)

Company Details Promoter Details Authorized Person Details **Constitution of Company Details**

**Constitution of the Company/Unit/Trustee Undertaking**

Constitution of Company / Unit / Trustee  \* ? (Type NA if not applicable) \*

Business Start Date  \* ?

Category of the Entrepreneur  \* ?

Details of registration  \* ?

Registration Date  \* ?

Company TIN No  \* ?

Indicate whether this proposal is  \* ?

Whether the Project Proposal is considered under Global Investors Meet?  Yes  No \*

[Save your company details](#)

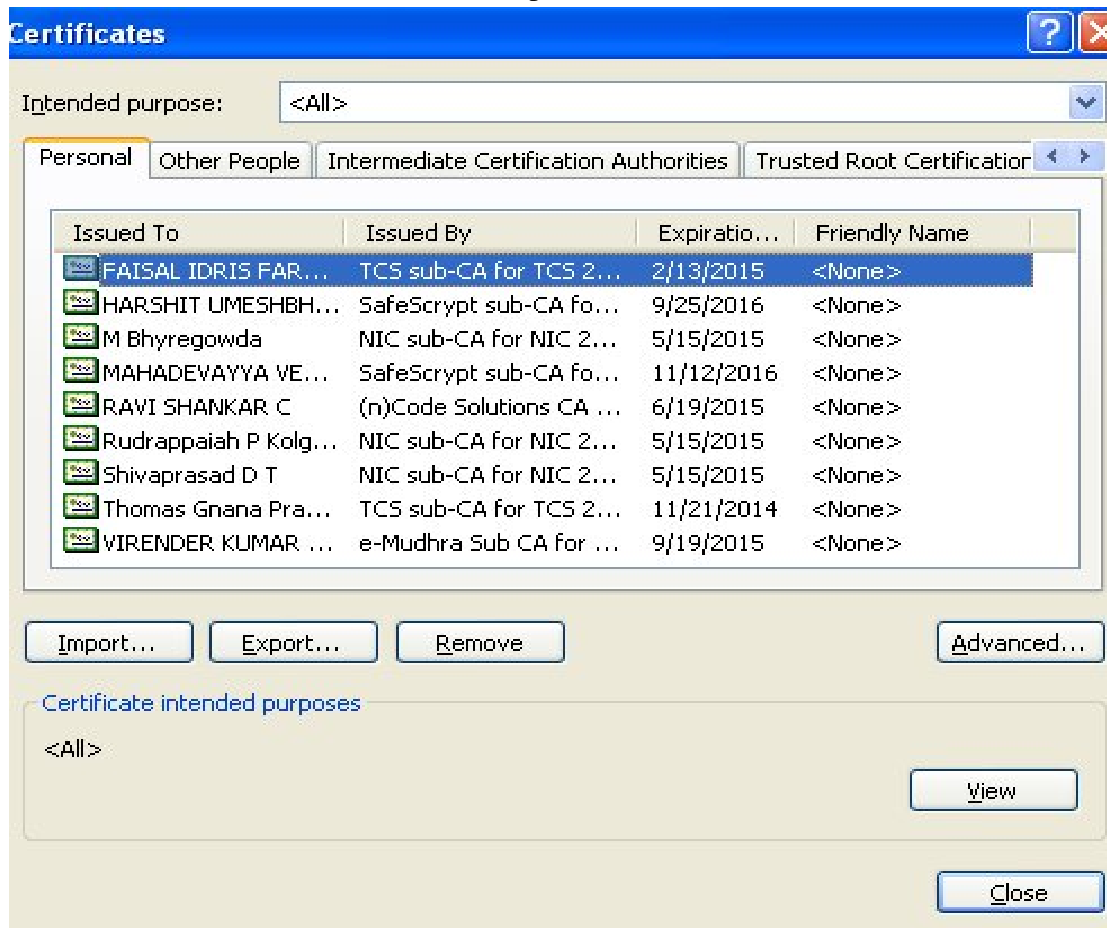
- We use to [Continue >>](#) traverse to the next sub tab.
- We can click on [Save your company details](#) so that the tab information is saved gets auto verified.
- We can follow the same procedure for tabs from 1-15.

### **Authorized Person:**

- Tab 16 is Authorized person Details. A person is authorized to Karnataka Udyog Mitra for all the documents and the application which is submitted to the department.
- Basically his/her Digital Signature is used in this part for the authentication.
- After entering all the details, click on to [Save](#) to save the details of the authorized person.

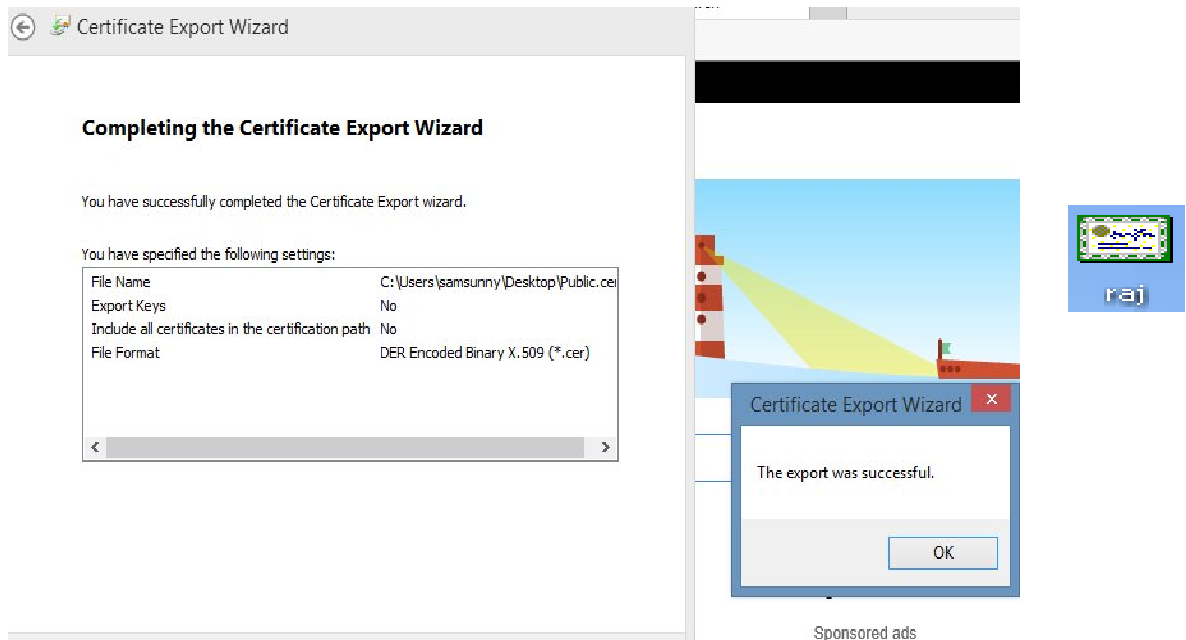
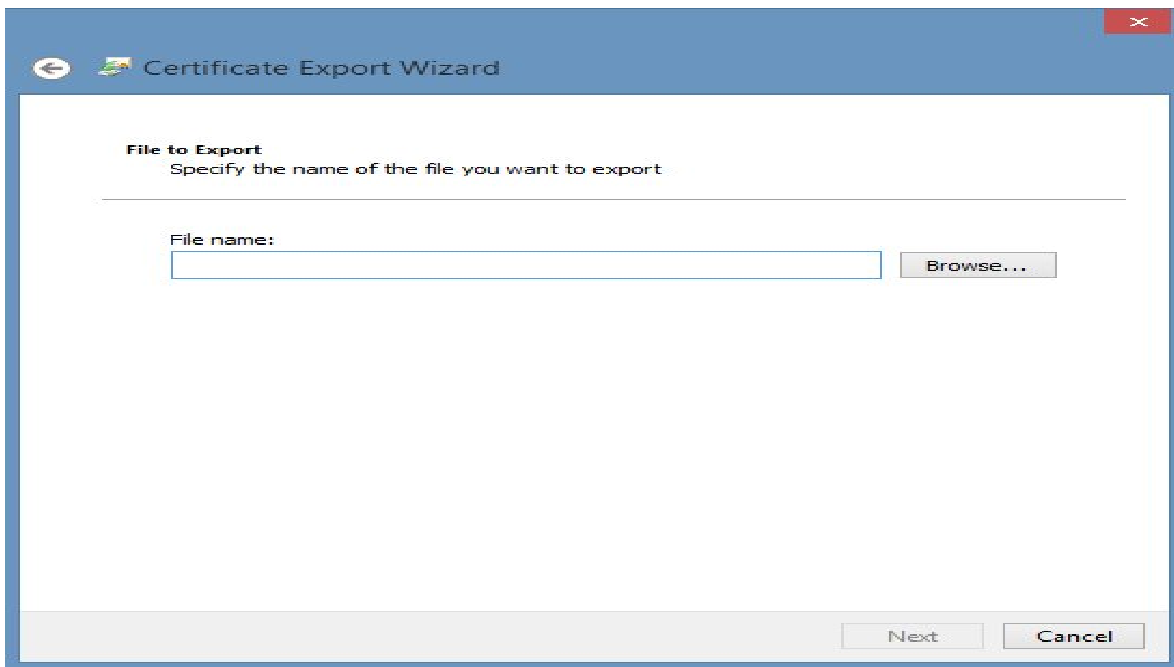
We have to upload certificate in the following way.

- Plug in the TOKEN in prior. Make sure that the device drivers are installed for the token such that the token is ready to use.
- Go to Internet Explorer.
- Click on Tools -> Internet Options -> Contents -> Certificates.
- Click on to the certificate that is to be exported.



And click on to export.

- Click on Next ->Next
- Provide a name for the certificate click on to next and finish to exit the certificate export wizard such that a file with .cer extension will be exported to desktop on default. Such a file needs to be uploaded in the authorized person details.



### **Attach Digital Signature:**

- Digital signature of the authorized person can be managed by using 'AddDSC' tab. By using which authorized person details can be registered/revoked and activate/deactivate, as shown below.



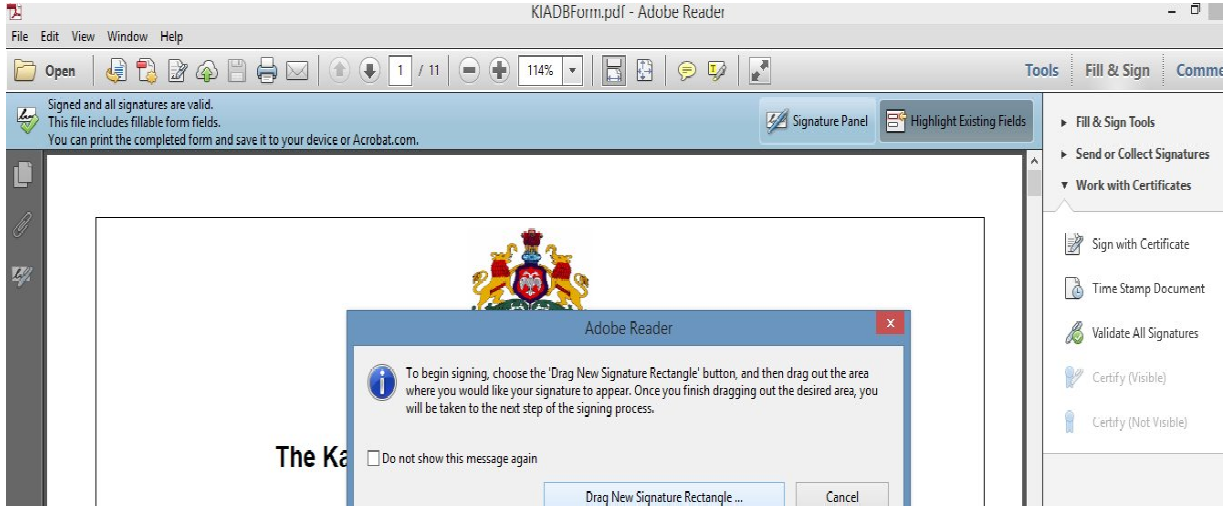
### **Upload Document:**

Once Authorized person details saved successfully, all the mandatory documents need to be uploaded is shown in upload document tab.

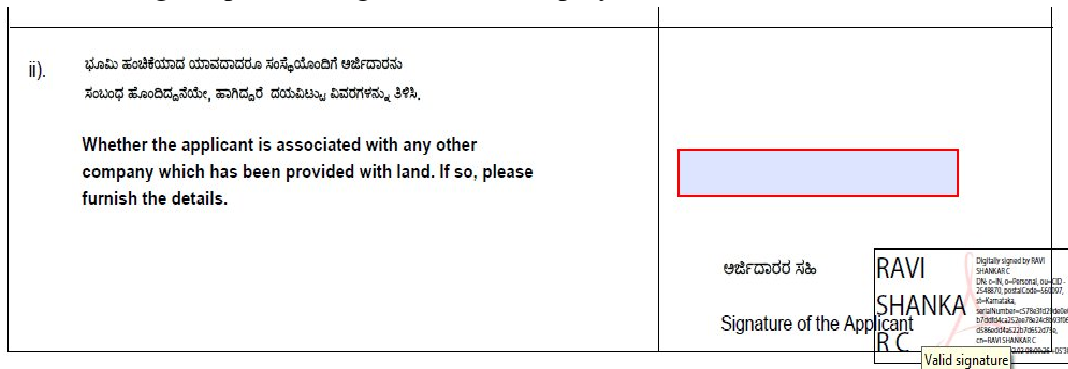
- Prior uploading the document, Digitally sign each individual mandatory document.



- To digitally sign the PDF file, Adobe reader 11 is required, check the Adobe Reader version, and make sure the version 11 of the software is installed. (The Link has been provided in our Homepage.)
- Open the pdf file to be uploaded.
- Click on Fill & sign, Click on work with certificate, click on Sign with certificate, A pop-up is displayed as shown below.



- Click on Drag New Signature rectangle button, Drag the signature button at the end of pdf file.
- Select the certificate.
- Save the signed pdf, Pdf signed will be displayed as shown below.



- Sign all the mandatory document Pdf need to be uploaded.
- Go to Upload documents tab in e- Udyami application as shown below.

Please upload the mandatory documents list as mentioned below

#### Upload Documents

Please Upload \*.PDF files,And File size should be less than 10 MB.

Select	Document Type	Remarks
<input checked="" type="radio"/>	IT return of individual promoter for Mr/Ms kantha mani of 2009-2010	
<input type="radio"/>	IT return of individual promoter for Mr/Ms kantha mani of 2010-2011	
<input type="radio"/>	IT return of individual promoter for Mr/Ms kantha mani of 2011-2012	
<input type="radio"/>	Project layout map	
<input type="radio"/>	Detailed Project Report	

[Add New Document](#)

No file chosen

- Select the Radio button of type of document to be uploaded as shown above.
- Click on Choose file; browse the individual signed Pdf document.
- Click on Upload document button. Document will be uploaded
- Follow the same procedure to upload all documents.
- To upload the document other than listed in upload document, Click on 'Add New Document' and follow the procedure.
- The documents uploaded by proponent will be visible by clicking on to the application number link as shown below.

Application Number	Company Name	Application Type
<a href="#">2604021005210</a>	TMEIC Industrial Systems India Pvt. Ltd.	New Proposal

#### View/Download Documents

Download	Document Type	Page Count
<a href="#">View Document</a>	Land Utilization, Water Requirement & DPR	19
<a href="#">View Document</a>	Revised Land Utilisation	1
<a href="#">View Document</a>	Detailed Project Report	19
<a href="#">View Document</a>	Copy of PAN card	1

Proponent can add a new document by clicking on to 'Add New Document'.

[Add New Document](#)

Choose File No file chosen

Upload Document

- Documents that are uploaded by the proponent can be viewed by clicking on to

Upload Documents

**Note :**

**1. 'Upload Document' link provided separately works only after the application is submitted.**

**Payment:**

- Below specified are the bank details of Karnataka Udyog Mitra which the investor has to use for NEFT/RTGS modes of payment done.

Bank Details for NEFT and RTGS	
Bank Name	: VIJAYA BANK
Branch Name	: Race Course Road Branch
Account Name	: Karnataka Udyog Mitra
Account Number	: 117801010024178
IFSC Code	: VIJB0001178

- Net banking, credit/debit card and NEFT/RTGS are the different modes provided for the payment.
- IF NEFT/RTGS mode of payment is used enter the details in to valid fields. Online verification will be provided within 24 hours.

Processing Charges

Details of Processing Fee Paid	
Project Cost in Rs. Crores	Project above 250 Crores upto 1
Processing Fee(INR)	800000
Transaction Type	--Select--
Amount To Pay :	0

**NOTE:** Kindly ensure valid/correct UTR number is entered in the portal for NEFT/RTGS payment. SC/ ST & Solar/Wind related projects have exemption. Details of which is

available with the link [SC/ST Detail Note..](#) [Solar/Wind Concession Note.](#) provided in the payment tab.

- Acknowledgement for the payment can be viewed by clicking on [Generate Receipt](#) in 'Submitted Application Status'.

**NOTE: The above acknowledgment can be viewed only after submission of application.**

### **Application Submission:**



- Application submission is the final step to complete the online application filing process. This can be done once all the tabs (1-18) are verified.
- Then go to Upload Digitally Signed Application Form, Click on to View and Download Application form.

#### Upload Documents

Download Application Form to Digital Sign : [View And Download Application Form](#)

- A preview of the filled application form will be generated. In case we find any discrepancies, the PDF file can be edited by doing the necessary changes in the data entry forms (1-15).
- Again this document can be downloaded and digitally signed using Adobe Reader 11 in the similar way as explained in the upload documents.
- The Digitally signed document can be uploaded by browsing the file in [Choose File](#) and finally uploading the document in [Upload Digitally Signed Application Form](#).

**Note : Make sure that the DSC token is plugged during uploading the Digitally signed Document**

- Click on  to navigate a step backwards to finish the application filling process by clicking onto  button.

- To check the status of the application after submitting, Go to



Investor Applications							
Department Name	Application Type	Application Number	Status				
KUM	New Proposal	2604021007534	Proposal placed in Meeting (SLSWCC/SHLCC)	<a href="#">View Application</a>	<a href="#">Generate Receipt</a>	<a href="#">Proceeding PDF</a>	<a href="#">Request for Revision of Application</a>


### **Amendment Proposals:**

- Any proposals which are approved by Karnataka Udyog Mitra might require expansions or extension can be applied online by using the option amendment. Based on type of amendment , the investor should upload supporting documents.

### **Type of Amendments which can be applied to Karnataka Udyog Mitra:**

Below specified are the amendments which the investor can apply for.

Application Type	Time Frame	Select
Extension of time		<input type="checkbox"/>

Requisition for extension of time for the initiation of the production of the project can be placed by selecting the ‘select’ tab and clicking on .

Completing the relevant fields of the amendment type, for example:

1. Details required to extent the time line for the start of the project in extension type amendment.
  2. Upload the supporting documents for the submitted request.
- Amendment request can be submitted by clicking on the submit application. Also submitted request can be viewed by clicking on view application.

- |                      |  |                          |
|----------------------|--|--------------------------|
| Change of activities |  | <input type="checkbox"/> |
|----------------------|--|--------------------------|

Any change in the product of the activity can be requested through this type of amendment.

- |                      |  |                          |
|----------------------|--|--------------------------|
| Change of management |  | <input type="checkbox"/> |
|----------------------|--|--------------------------|

Updating of change of management of the company can be done by using this amendment type.

- |                               |  |                          |
|-------------------------------|--|--------------------------|
| Change of mode of acquisition |  | <input type="checkbox"/> |
|-------------------------------|--|--------------------------|

Mode of which land has been allotted to the project can be changed.

For example: If the Investor willing to change the land from Industrial Area acquisition of KIADB to his/her own land which can be used for project purpose.

- |                               |  |                          |
|-------------------------------|--|--------------------------|
| Additional water requirements |  | <input type="checkbox"/> |
|-------------------------------|--|--------------------------|

Additional water requirement requisition can be applied through this amendment type.

- |                               |  |                          |
|-------------------------------|--|--------------------------|
| Additional power requirements |  | <input type="checkbox"/> |
|-------------------------------|--|--------------------------|

Additional Power requirement for the project can be applied through this amendment type.

- |                     |  |                          |
|---------------------|--|--------------------------|
| Change in GO(Order) |  | <input type="checkbox"/> |
|---------------------|--|--------------------------|

If any correction or changes required in the issued government orders, it can be requested from this amendment type.

- |                               |  |                          |
|-------------------------------|--|--------------------------|
| Change in production capacity |  | <input type="checkbox"/> |
|-------------------------------|--|--------------------------|

If there any increase/decrease in the production capacity of the project should be updated through this amendment type.

- |                      |  |                          |
|----------------------|--|--------------------------|
| Transfer of approval |  | <input type="checkbox"/> |
|----------------------|--|--------------------------|

If there is change of the company happening, then request has to Be submitted through this amendment.

- |                              |  |                          |
|------------------------------|--|--------------------------|
| Change in Village/Survey Nos |  | <input type="checkbox"/> |
|------------------------------|--|--------------------------|

If there are any changes of survey numbers of the possessed land happening/required, this change should be updated through this amendment type.

- |                              |                          |
|------------------------------|--------------------------|
| Additional Land Requirements | <input type="checkbox"/> |
|------------------------------|--------------------------|

If the approved project requires any additional land, this can be requested by applying through this amendment type.
- |                          |                          |
|--------------------------|--------------------------|
| Change of place/location | <input type="checkbox"/> |
|--------------------------|--------------------------|

If any change in location required for the approved project, it will be requested through this amendment.
- |                        |                          |
|------------------------|--------------------------|
| Change of Company Name | <input type="checkbox"/> |
|------------------------|--------------------------|

If the name of the project has to be changed, updating of this can be done by this amendment type.
- Proceedings for the requested amendment will be displayed in ‘Submit Application Status’ tab of the portal.

**Notification:**

- Any modification/requisition of information/document to investor will be requested from Karnataka Udyog Mitra will be notified.
- Requested document/information can be uploaded through same link of notification.

Application Number	Authorized Person	Company Name	Insufficient Documents	Information Provided Requires Modification
2604021005227	m.chandrashekar Indumouli Indumouli	Smileegreen INR Projects pvt ltd	<a href="#">Show List of Documents</a>	<a href="#">Show Details for Modification</a>

Data Correction

Serial Number	Tab Name	Remarks
1	Project Cost	Mean of finance and Cost of project are not tallied in the application form.

Show Data Entry

For further information on Notifications, you can download the Notification manual provided in our Homepage.