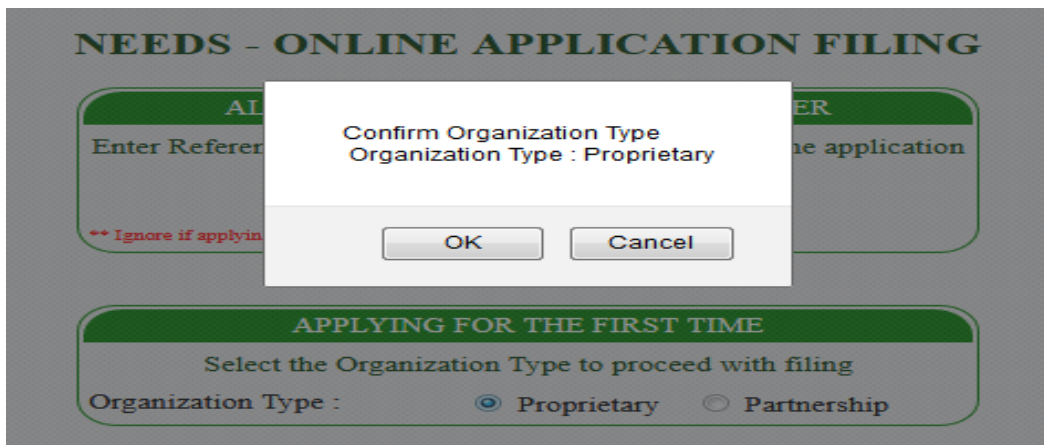**PROCEDURE FOR ONLINE FILLING OF APPLICATIONS UNDER NEEDS SCHEME**

Applicant willing to avail loan under NEEDS scheme should fill up the online application available in the following link

http://msmeonline.tn.gov.in/needs

In the home page, select, "Apply online" tab. In the new window that open, in Applying for the first time tab, select the organization type, Proprietory / Partnership.

A pop up window will ask to confirm organization type. On clicking OK, Application window will open.

- Filling up of the fields marked with * is mandatory.
- Under the details of the entrepreneur 16 fields have to be filled up as below.
- On the right side of the application the applicant has to upload the photo in JPEG format with size not more than 50KB.

1. a) **Name of the Applicant**

Fill the name of applicant with name first and initial last.

Ex: KUMAR M.T.

1. a) Name of the Applicant *	Kumar.M.T.	ⓘ

1 b) **Aadhaar Number**

Furnish the Aadhar Number if you have.

b) Aadhaar Number	012345678901

2. **Sex**

Select and click the relevant box.

2. Sex *	⦿ Male ○ Female ○ Transgender

3. Community

Choose any of the Community SC/ST/BC/MBC/General from the drop down menu as per the Community certificate you possess.

4. Religion

Choose the Religion that you profess from the drop down menu.

5. a , b and c have to be compulsorily filled up choosing from drop down menu.

In respect of "yes" response from 5b and 5c, the applicant should be in possession of document proof .

6. **Date of birth** : Enter the Date of birth as found in Transfer certificate/ Birth Certificate in (DD/MM/YYYY) format or it may be selected using the calendar tab

6. Date of Birth *	08/02/1996 Age : 21 Years							Browse...
7. a. Father's Name*								

8. Communication Details

a. Address

Prev **Feb** ▼ **1996** ▼ Next

	Su	Mo	Tu	We	Th	Fr	Sa				Correspondence Address Click Here - If same as permanent address
					1	2	3				
Door No *	4	5	6	7	8	9	10				
Street Name *	11	12	13	14	15	16	17				
State	Tamil Nadu							Tamil Nadu			
District *	--Select District-- ▼	18	19	20	21	22	23	24	--Select District-- ▼		
Taluk *	--Select Taluk-- ▼	25	26	27	28	29			--Select Taluk-- ▼		
Village/Town *											
Pincode *	6							6			

7. a) **Father's name** is to be filled. If married, fill the name of spouse in 7 b) i.e., Name of wife/ husband appropriately.

7. a. Father's Name*	
b. Spouse's Name *	

8. **Permanent Address / Correspondence Address** Fill up the permanent address as in Ration Card. If Correspondence Address is same as Permanent Address, use the click here option to enter the same address.

8. Communication Details

a. Address

	Permanent Address		Correspondence Address Click Here - If same as permanent address
Door No *	2/65F		2/65F
Street Name *	NADU VEETHI		NADU VEETHI
State	Tamil Nadu		Tamil Nadu
District *	Dharmapuri ▼		Dharmapuri ▼
Taluk *	Pennagaram ▼		Pennagaram ▼
Village/Town *	MANKULAM,PENNAGARAM		MANKULAM,PENNAGARAM
Pincode *	6 25489		6 25489

Proof of Ration Card or Nativity certificate has to be submitted along with hard copy of the application to the concerned RJD, Chennai / GM, DIC .

- In the 8b column, Fill **Mobile Number**
- In the 8c column, Fill **Email ID**

Mobile / E-Mail Details			
b. Mobile No *	+91 1234567890	c. Email ID *	kumar1985@gmail.com

9. If the applicant resides continuously for the last three years in the address mentioned in column 8, select option "YES" from the drop down menu. Otherwise select "NO".

9. Residing continuously for the last three years in the area from where loan is applied. *	YES ▼			
10. Qualification * (Atleast one Qualification has to be furnished!)	--Select--			
Educational Qualification	YES	**Course Details**	**Institution**	**Year of Passing**
☐ Certificate obtained from ITI/ Vocational Training from recognized Institutions.	NO			

10. Applicant should have completed the **Educational qualification** of Degree/Diploma/ITI/ Vocational Training. Proof of the qualification has to be submitted. In

column 10, select the relevant educational qualification and furnish the required particulars.

9. Residing continuously for the last three years in the area from where loan is applied. *	--Select--			2012	
10. Qualification * (Atleast one Qualification has to be furnished!)				2013	
Educational Qualification	**Course Details**	**Institution**		2014	assing
☐ Certificate obtained from ITI/ Vocational Training from recognized Institutions.				2015	
☑ Diploma	MECHANICAL	GTTC	2016	2016	
☐ Graduate/Post Graduate Degree					

11.   If the applicant has already undergone EDP training, select option "yes" . If not select "No".

11. EDI Training Undergone *	○ Yes ● No

12.   If the applicant is presently employed, select option "Yes" or otherwise 'No"

12. Whether the applicant is presently employed? *	○ Yes ● No

13.   If the applicant has already registered with Employment exchange, select option "yes" and furnish the details required.

13. Registered with Employment Exchange *	● Yes ○ No
a. Employment Registration No *	
b. Employment Registration Date *	

14. In the colum 14, specify Father's and Spouse's occupation.

14. a. Father's Occupation*	FARMER
b. Spouse's Occupation*	HOUSE WIFE

15.   If any one in the applicant's family is self employed, select option "Yes" and if ot "No".

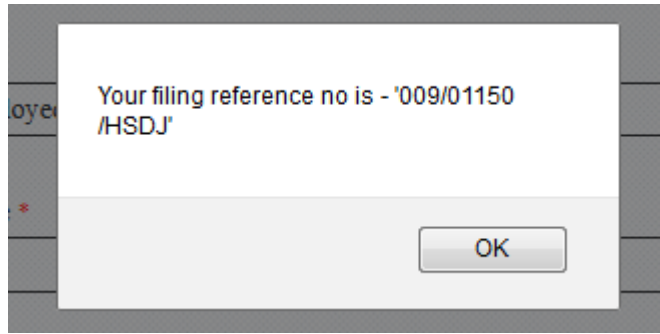| 15. Whether any one in your family is self employed? *	● Yes ○ No
a. How self employed person related to applicant*	

16. In the column 16, furnish previous experience in the line of activity, if any, may be furnished.

16. Previous experience in the line of activity, if any	

Then **Proceed** tab is to be pressed. Then a pop up window will say " Proceed to enter unit details" Another pop up window will give you a reference number. ON proceeding, a new window will open for furnishing unit details.

Proceed

Your filing reference no is - '009/01150 /HSDJ'

OK

Then, Unit details page will open.

NEEDS - ONLINE APPLICATION FORM

Mr/Mrs.Kumar.M.T.

Unit Details

UNIT DETAILS

PROJECT DETAILS

1. In column 1, specify the proposed line of activity, i.e., "Manufacturing of Coir Fibre" or "Catering Services".

1. Line of Activity * (seperate each activity by comma ',')	MANUFACTURING OF COIR FIBRE

2. In column 2, relevant category, Manufacturing / Service should be selected.

2. Category of the Venture *	⦿ Manufacturing ○ Service

3. In column 3, Address/ proposed location of the unit is to be filled.

3. Address where the activity is proposed to be started	
Area *	⦿ Rural ○ Urban
Door No *	4-33E
Street Name *	ANBHU NAGAR NORTH
State	Tamil Nadu
District *	Dharmapuri
Taluk *	Pennagaram
Block / Corporation *	Pennagaram
Village/Town *	PENNAGARAM
Pincode *	6 23548

4. Since EM Part I has become obsolete with the introduction of UAM, Column 4 & 5 may not be filled.

5. In column 6, Project outlay details have to be furnished.

6. Project Outlay (in Rs)	
Land *	400000
Building *	700000
Machinery & Equipment Cost *	1200000
Margin Money for Working Capital *	50000
Preliminary & Pre-Operative Expenses *	10000
Other expenses(Tehnical know-how extra) *	2000
Total Project Cost	2362000

On submission, a pop up window will say "Details fully saved. Application No………….. Use this application number for further reference." On clicking OK, an acknowledgement cum Application will be generated. The hard copy is to be taken and should be submitted to the concerned RJD, Chennai/ GM, DIC along with the following documents:

1. Proof of Age-Copy of birth certificate or Transfer Certificate from School/ College.

2. Proof of Residence i.e., Copy of Ration Card or Residence Certificate obtained from Tahsildar.

3. Copy of Degree/Diploma/Certificate Course Completion Certificate

4. Community Certificate

5. Certificate in proof Ex-servicemen, Differently-abled, Transgender, where ever applicable.

6. Project Report.

7. Copy of land document if included in the Project cost

8. Estimate of Building obtained from Chartered Civil Engineer

9. Quotations for machinery or equipments .

10. Sworn affidavit obtained from Notary Public in Rs. 20/- Stamp Paper