GUIDELINES FOR REGISTRATION AS A SMALL ENTERPRISE

- SEHDA receives and processes applications from entrepreneurs for registration, hence for a Small Enterprise Certificate. Firms satisfying the following criteria qualify for registration with SEHDA:

  - Firms engaged in any activity excluding activities relating to Information and Communication Technology, Financial Services, cultivation of land, religious or charitable purposes. (An enterprise does not include an office or employment)
  - Workforce less than 10 employees and
  - Annual turnover less than Rs. 10 m

- An Application form has to be filled in.

**Documents to be submitted with application form for Registration as a Small and Handicraft Enterprise:**

**Applicable for Businesses registered at Registrar of Businesses**

  a) Business Registration Card  
  b) Location Plan of Enterprise  
  c) Financial Statements for last two years *(For existing Enterprises)*

**Applicable for Businesses exempt from Registration at Registrar of Businesses (i.e. sole craftsman operating at home)**

  a) Location plan of enterprise  
  b) Photocopy of Identity Card of applicant  
  c) Evidence of Address:  

      Utility Bill (C.E.B., C.W.A., M.T)
CONTACT DETAILS:

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