

Re. ECE/19/1429  
06-9-2019 Regd - 11347  
2/9/19

VC-7479  
3/9/19



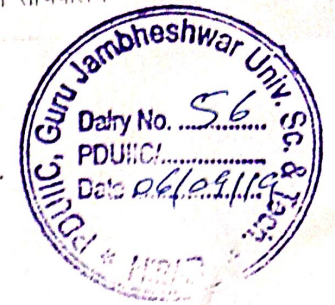
Haryana Government  
Secretariat for Information Technology



हरियाणा सरकार  
सूचना प्रौद्योगिकी सचिवालय

No. Admn/337/ISIT/9527

From  
Principal Secretary to Government Haryana,  
Information Technology, Electronics and Communication Deptt.



- To
1. All the Administrative Secretaries to Government of Haryana.
  2. All the Heads of Departments in Haryana.
  3. All the Divisional Commissioners in Haryana.
  4. Managing Directors/Chief Administrators/Chief Executive Officer of all the Boards, Corporations etc. in Haryana.
  5. All the Deputy Commissioners in Haryana.
  6. Registrars of all the Universities in Haryana.
  7. State Informatics Officer, Haryana State Unit, Chandigarh.
- Chandigarh dated, the 19.08.2019

16  
2.9.19

Subject:- Regarding Standard Operating Procedure Guidelines for Registration of Startups and Incubators under Startup Haryana.

VC  
Remy  
1/9  
3/9/19

Sir/Madam,

I am directed to address you on the subject cited above and to enclose a copy of following :-

- (i) Standard Operating Procedure Guidelines for Registration of Incubators with Startup Haryana under Entrepreneur and Startup Policy 2017.
  - (ii) Standard Operating procedure Guidelines for Registration of Startups with Startup Haryana under Entrepreneur and Startup Policy 2017.
- for information and necessary action.

16  
4.9.19

Ant  
Deepak  
Redha

Sr. Administrative Officer  
for Principal Secretary to Government Haryana,  
Information Technology, Electronics and Communication Deptt.

Send for your information &  
office record pl. DR 05.9.19

Prof. Ashok Chaudhary,  
Dir, PDUIC

Dr. Pujan P.K. Rana  
Comments Am  
10/9/19

9<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

Tel: P.S.(T)2714001, Sr.Ad.O: 2748142, Fax:0172-2777302  
E-mail: g.iptaankur@gov.in, Website:www.haryanait.nic.in



**Government of Haryana**

**Standard Operating Procedure Guidelines**

**for**

**Registration of Startups**

**with**

**Startup Haryana**

**under**

**Entrepreneur and Startup Policy 2017**

**DEPARTMENT OF INFORMATION TECHNOLOGY,  
ELECTRONICS & COMMUNICATION  
HARYANA**

Table of Contents

1. Preamble.....	3
2. Definition for Startups.....	3
3. Eligibility Conditions for Registration of Startups under Startup Haryana: .....	3
4. Exit Conditions for Startups.....	5
5. Procedure for Registration of Startups: .....	5
6. Penal Action .....	6
7. Annexure (s) .....	7
7.1 Annexure 1 Application Form for Registration of Startups.....	7
7.2 Annexure II - Letter of Authorization.....	14
7.3 Annexure III - Undertaking.....	15
7.4 Annexure IV - Self Declaration.....	16
7.5 Annexure- V - Certificate from Incubator.....	17
7.6 Annexure- VI - Certificate of Registration from Startup Haryana.....	18

### 1. Preamble

Haryana has been at forefront in creating an ecosystem to nurture entrepreneurship among local youth. In pursuance to this objective, a specific policy namely Entrepreneur & Startup Policy 2017 has been notified with a focus on creation of a world class 'Start-up Ecosystem' in the State. The overall indent is to create an ecosystem in a participative manner. The core objective of the startup policy is to provide Government support to startups and entrepreneurs at every stage to create a holistic and sustainable ecosystem.

### 2. Definition for Startups

An entity shall be considered as a Startup:

- i) Up to a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India.
- ii) Turnover of the entity for any of the financial years since incorporation/ registration has not exceeded one hundred crores rupees.
- iii) Entity is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.
- iv) Provided that an entity formed by splitting up or reconstruction of an existing business shall not be considered a 'Startup'.

### 3. Eligibility Conditions for Registration of Startups under Startup Haryana:

Startups will be registered under three categories in accordance with the eligibility criteria as follows:

- i) **Category 1 - Startups** as registered in accordance with eligibility criteria as mentioned below:
  - a) The company/entity should be registered under MCA/ROC-Haryana/Any Govt. Recognized Business Registering Authority (Centre/State) and;

- b) Location: Address of both Registered Office and Corporate Office of the Startup entity should be in Haryana and;
- c) The entity should be recognized as Startup from DPIIT.

Startups under Category-1 will be eligible for following benefits:

- a) All type of direct fiscal benefits/ Incentives provisioned under the Entrepreneur and Startup Policy 2017 and any other benefits/ Incentives notified by the State Government Departments for the eligible Startups.
- b) All type of Indirect/ Non-Monetary benefits extended under the Entrepreneur and Startup Policy 2017 or by other Departments like Relaxations in Public Procurement Norms, Participation in Events, Workshops, or any Startup Specific Programs etc.

ii) Category 2 - Startups as registered in accordance with eligibility criteria as mentioned below:

- a) The company/entity should be registered under MCA/ROC-Haryana/Any Govt. Recognized Business Registering Authority (Centre/State) and;
- b) Location: Address of either Registered Office or Corporate Office of the Startup entity should be in Haryana and;
- c) The entity should be recognized as Startup from DPIIT.

Startups under this Category-2 will be eligible for following benefits:

- a) All type of Indirect/ Non-Monetary benefits extended under the Entrepreneur and Startup Policy 2017 or by other Departments like Relaxations in Public Procurement Norms, Participation in Events, Workshops, or any Startup Specific Programs etc.

iii) Category 3 - Startups as registered in accordance with eligibility criteria as mentioned below:

- a) The company/entity should be registered under MCA/ROC-Haryana/Any Govt. Recognized Business Registering Authority (Centre/State) and;

- b) Location: The Startups working through Government Owned Incubators located in the State of Haryana till the time they are working through Government Incubator operational in Haryana and;
- c) The entity should be recognized as Startup from DPIIT.

Startups under Category-3 will be eligible for following benefits:

- a) All type of Indirect/ Non-Monetary benefits extended under the Entrepreneur and Startup Policy 2017 or by other Departments like Relaxations in Public Procurement Norms, Participation in Events, Workshops, or any Startup Specific Programs etc.

#### 4. Exit Conditions for Startups:

- i) If the entity is found guilty on any charges of fraud or if the entity is found to have made any false declarations to claim any benefits from or derived under this policy. Legal action shall be initiated to recover all financial assistance provided to such an entity.
- ii) Once an entity ceases to be recognized as a Startup; the Government or entity through which the Government makes its investment will be eligible to exit its investment in the start-up.
- iii) An entity shall cease to be a Startup post completion of ten years from the date of its incorporation/ registration or if its turnover for year exceeds INR One Hundred Crore.

#### 5. Procedure for Registration of Startups:

- i) The applicant shall apply online on the Startup Haryana portal in the prescribed format (as per Annexure-I) along with the requisite supporting documents as prescribed under this document.
- ii) The application shall be examined and processed by Startup Haryana. The deficiencies, if any, would be communicated to the applicant and the applicant shall rectify the deficiencies.
- iii) In case the deficiencies are not removed by the applicant within the timelines given by Startup Haryana, the application will be deemed

rejected/closed. Thereafter, a fresh application may be submitted by the applicant.

- iv) The Startup Haryana will scrutinize the application and place it before the competent authority for approval of registration.
- v) After the approval of the application, the applicant can download the Registration Certificate (from Startup Haryana Portal as per Annexure-VI) for their Startup in accordance with the Definition and Eligibility conditions as per the categories defined in the Policy.

#### 6. Penal Action

At any time if it is found that the Startup has availed any form of assistance/benefit (Fiscal/Non-Fiscal) from the Government on the basis of any false/ fabricated/ incorrect/ misleading/ manipulated information, the Startup shall refund the entire amount of the assistance granted along with the compound interest @ 12% per annum and shall be liable to face legal action. In addition, the applicant will be debarred for any incentives/ assistance from the State Government in future.

7. Annexure (s)

7.1 Annexure 1 - Application Form for Registration of Startups

Section 1 - Details of entity		
1.	Name of entity	
2.	Type of Incorporation Authority	MCA-ROC <input type="checkbox"/>
		ROC-Haryana <input type="checkbox"/>
		Any Government recognized business registering authority (Centre/State) <input type="checkbox"/>
3.	Type of entity	One Person Company (OPC) <input type="checkbox"/>
		Private Limited Company <input type="checkbox"/>
		Public Limited Company <input type="checkbox"/>
		Proprietor <input type="checkbox"/>
		Registered Partnership <input type="checkbox"/>
		Limited Liability Partnership <input type="checkbox"/>
		Others <input type="checkbox"/>
4.	Corporate Identity Number (CIN) / LLP Identity Number (LLPIN) / Registration number of partnership firm	
5.	Date of Incorporation of entity	
6.	PAN of Entity	
7.	Complete Address of Registered office (Including City/Village)	



7. (a)	State		
7. (b)	District		
7. (c)	Block		
7. (d)	Postal code		
7. (e)	GIS location of the Registered of the Entity	_____ Latitude	_____ Longitude
8.	Complete Address of Corporate office (Including City/Village)		
8. (a)	State		
8. (b)	District		
8. (c)	Block		
8. (d)	Postal code		
8. (e)	GIS location of the Corporate Office of the Entity	_____ Latitude	_____ Longitude
9.	Complete Address of Regional/Operational/ Working office (Including City/Village) (Please indicate as same in case corporate office and operational office have same address)		
9. (a)	State		
9. (b)	District		
9. (c)	Block		

Standard Operating Procedure Registration Guidelines for Start-Ups

9. (d)	Postal code		
9. (e)	GIS location of the Regional/Operational/ Working office of the Entity	_____ Latitude	_____ Longitude
10.	Contact Details of Entity		
10.(a)	Telephone		
10.(b)	E-mail ID		
10.(c)	Fax (optional)		
10.(d)	Website		
11.	Bank details of Startup		
11.(a)	Name of Account Holder		
11.(b)	Name of Bank		
11.(c)	Account Number		
11.(d)	IFSC Code		
11.(e)	Branch Address		
12.	Whether registered as a startup with DIPP?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. (a)	If yes, then DIPP registration number		
12. (b)	Date of registration (dd/mm/yyyy)	__ / __ / ____	
13.	Are you an incubatee in any of the Incubators in the State of Haryana	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.(a)	If yes, Name of the Incubator		

Standard Operating Procedure Registration Guidelines for Start-Ups

13.(b)	If yes, Address of the Incubator	
13.(c)	Name of Incubator Manager	
13.(d)	Contact Details of Incubator Manager	
13.(e)	Start Date of incubation	
13.(f)	End Date of Incubation	
14.	Supporting Documents	<ul style="list-style-type: none"> <li>i) Copy of Incorporation / Registration Certificate of entity</li> <li>ii) Copy of PAN Number of Entity</li> <li>iii) Copy of Balance Sheet of Entity for last 3 years (if applicable)</li> <li>iv) Copy of DPIIT Startup Registration Certificate</li> <li>v) Letter of authorization (As per Annexure- II)</li> <li>vi) Undertaking (As per Annexure- III)</li> <li>vii) Self Declaration (As per Annexure- IV)</li> <li>viii) Certificate from Incubator (As per Annexure-V)</li> </ul>

Section 2 - Details of Directors / Partners in the Entity (All)								
1.	Name of the Director / Designated Partner / Partner							
2.	Designation							
3.	Gender							
4.	Nationality							
5.	DIN of Director / Designated Partner(s) / Partner(s)							
6.	PAN of Director/Partner							
7.	Complete Residential Address (Including City/Village)							
7.	State							
(a)								
7.	District							
(b)								
7.	Postal code							
(c)								
8.	Contact Details	<table border="1"> <tr> <td>Mobile</td> <td>1.</td> </tr> <tr> <td></td> <td>2.</td> </tr> <tr> <td>Landline</td> <td></td> </tr> </table>	Mobile	1.		2.	Landline	
Mobile	1.							
	2.							
Landline								
9.	Email							
10.	Supporting Documents	<ul style="list-style-type: none"> <li>i) Copy of ID Proof of each Director / Designated Partner(s) / Partner(s)</li> <li>ii) Copy of Residential Proof of each Director / Designated Partner(s) / Partner(s)</li> </ul>						

Note: In case of more than one director or partner, kindly provide details of individual director.

Section 3 - Details of Business	
1.	Name of the product/ service
2.	Brief description of the product/ service
3.	Industry of product/ service
4.	Sector/Domain of product / service
5.	Category of Product / Service (Innovative or Proprietary)
6.	Innovativeness in the concept
7.	Target market and users of the product/ service
8.	Usefulness of the product/ service
9.	Features of the product/ service
10.	Compliance to national/ international standards
11.	Product / Service Patent Details
12.	Any similar product(s) available in the market (Yes/No)
13.	Current stage of your startup (Ideation/ Early Traction/ Scalable business)

Standard Operating Procedure Registration Guidelines for Start-Ups

		Male	Female
14.	Number of Employees		
15.	Supporting Documents  Introduction, Innovativeness	i)  ii)	Detailed Project Report w.r.t product(s)/ service(s) covering Description, Scope, Features, Technology & Infrastructure Architecture, IPR, Innovativeness, usefulness, scalability, potential employment,

7.3 Annexure III - Undertaking

UNDERTAKING

To whomsoever it may concern

- i) I / We, < Proprietor/ Director / Designated Partner / Partner / Authorized Signatory name>, solemnly declare, that the information given herein as stated above are correct and true to the best of my knowledge and belief, and nothing relevant to this form has been suppressed.
- ii) I / We, are aware that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that I may be held liable for it. I understand that if found guilty of furnishing false information or any other fraudulent activity, I will be barred from applying for registration under the Entrepreneur and Startup Policy 2017 for this and any other entity that I am a part of and I will further be prohibited from availing incentives/ benefits of this and/or any other scheme under the Entrepreneur and Startup Policy 2017 in the State of Haryana.
- iii) I / We, are aware that mere registration of Startup under the Entrepreneur and Startup Policy 2017 does not confer any right or entitle the entity for suo-motto sanction/ release of incentives/ benefits nor is it obligatory for sanction of such claim/ request/ release of incentive on the part of Startup Haryana.
- iv) I / We, certify that this idea does not infringe upon any intellectual property right of another.
- v) I / We, hereby consent the use of my logo by the Startup Haryana.
- vi) I / We, hereby consent to make myself/ my team available to any research/ activity/ workshop being undertaken, as advised by Startup Haryana.

Dated:

Signature and seal  
of the Proprietor(s)/ Director(s)/  
Partner(s)/ Promoter(s)/  
co-founder(s)

7.4 Annexure IV - Self Declaration

SELF - DECLARATION

To,

SIT/CTO/Sr. ADO, DITECH

---

I / We, Proprietor / Director / Designated Partner / Partner / Authorized Signatory name> hereby declare that <Entity Name >

- i) Has not completed ten years from the date of incorporation of entity and,
- ii) Annual turnover has not exceeded INR 100 crores in any of the preceding financial years; and
- iii) Is registered as Startup with DPIIT.

Dated:

Signature and seal  
of the Proprietor(s)/ Director(s)/  
Partner(s)/ Promoter(s)/  
co-founder(s)



7.5 Annexure- V - Certificate from Incubator

CERTIFICATE FROM INCUBATOR

To,

SIT/CTO/Sr. ADO, DITECH

---

I, <Name> working as <Designation> at <Incubator name> located at <address> having Startup Haryana Incubator Registration Number \_\_\_\_\_, do hereby certify that < Startup Entity Name > is incubated at our incubator from <Start Date> to < End Date>.

The Brief about the Startup Entity (upto 50 words) is as mentioned below:

---

We wish them all the best in their endeavours.

Dated:

Signature and seal  
of the Incubator Authorised Signatory

7.6 Annexure- VI - Certificate of Registration from Startup Haryana



**CERTIFICATE OF REGISTRATION**

NO:.....

This is to certify that <Name of entity> incorporated/registered as a <Type of entity> on <Date>, is recognised as a Startup by Startup Haryana under Category <One/Two/Three> Startup.

Date of Issue: DD-MM-YYYY  
Place of Issue: Chandigarh



- The certificate shall only be valid for the entity:
- Up to ten years from the date of its incorporation/ registration of entity; and
  - If its turnover for any of the financial years has not exceeded INR 100 crores

**Note:**

- Authorities accepting this Certificate may check its validity by scanning the QR code or online through Startup Haryana Portal
- This certificate is not valid for availing Tax benefit.
- This is a system generated certificate and hence does not require physical signature
- If such registration is found to have been obtained on the basis of false/manipulated information, DITECH reserves the right to revoke the registration certificate without any prior notice or reason



**Government of Haryana**

**Standard Operating Procedure Guidelines**

**for**

**Registration of Incubators**

**with**

**Startup Haryana**

**under**

**Entrepreneur and Startup Policy 2017**

**DEPARTMENT OF INFORMATION TECHNOLOGY,  
ELECTRONICS & COMMUNICATION  
HARYANA**

Table of Contents

1. Preamble.....	3
2. Definition for Incubators .....	3
3. Eligibility Conditions for Registration of Incubators under Startup Haryana: .....	3
4. Procedure for Registration of Incubators:.....	4
5. Penal Action.....	4
6. Annexure (s) .....	5
6.1 Annexure 1 - Application Form for Registration of Incubators .....	5
6.2 Annexure II - Letter of Authorization .....	12
6.3 Annexure III - Undertaking .. ..	13
6.4 Annexure- IV - Certificate of Registration from Startup Haryana.....	14

## 1. Preamble

Haryana has been at forefront in creating an ecosystem to nurture entrepreneurship among local youth. In pursuance to this objective, a specific policy namely Entrepreneur & Startup Policy 2017 has been notified with a focus on creation of a world class 'Start-up Ecosystem' in the State. The overall indent is to create an ecosystem in a participative manner. The core objective of the startup policy is to provide Government support to startups and entrepreneurs at every stage to create a holistic and sustainable ecosystem.

## 2. Definition for Incubators

Incubators are entities which are engaged in accelerating the growth of Incubators by providing various support services such as Plug & Play Infrastructure, Mentoring support, Facilitation in Projects/ Products selection, Credit facilitation, Pro-bono support etc.

## 3. Eligibility Conditions for Registration of Incubators under Startup Haryana:

- i) Any organisation registered as an Incubator with Startup Haryana as per the eligibility conditions defined in Entrepreneur and Startup Policy 2017.
- ii) An Incubator may be a Government Host Institute/ funded or registered under any Central or State Government initiative support/ a registered entity falling under any one of the following categories:
  - a) Society (under The Societies Registration Act, 1860);
  - b) Section 8 Company (under The Companies Act, 2013);
  - c) Private Limited Company (under The Companies Act, 2013);
  - d) Public Company (under The Companies Act, 2013);
  - e) Limited Liability Partnership (under The Limited Liability Partnership Act, 2008);
  - f) Public Charitable Trust (under Indian Trusts Act, 1882).

4. Procedure for Registration of Incubators:

- i) The applicant shall apply online on the Startup Haryana portal in the prescribed format (as per Annexure-I) along with the requisite supporting documents as prescribed under this document.
- ii) The application shall be examined and processed by Startup Haryana. The deficiencies, if any, would be communicated to the applicant and the applicant shall rectify the deficiencies.
- iii) In case the deficiencies are not removed by the applicant within the timelines given by Startup Haryana, the application will be deemed rejected/closed. Thereafter, a fresh application may be submitted by the applicant.
- iv) The Startup Haryana will scrutinize the application and place it before the Screening/ Steering Committee, for a decision on approval of registration as Incubator.
- v) After the approval of the application, the applicant can download the Registration Certificate (from Startup Haryana Portal as per Annexure-IV) for their Incubator in accordance with the Definition and Eligibility conditions as defined in the Policy.

5. Penal Action

At any time if it is found that the Incubator has availed any form of assistance/benefit (Fiscal/Non-Fiscal) from the Government on the basis of any false/ fabricated/ incorrect/ misleading/ manipulated information, the Incubator shall refund the entire amount of the assistance granted along with the compound interest @ 12% per annum and shall be liable to face legal action. In addition, the applicant will be debarred for any incentives/assistance from the State Government in future.

7.	Corporate Identity Number (CIN) / LLP Identity Number (LLPIN) / Societies Registration Number / Trust Registration Number	iv) Designation v) Contact Details vi) Date of Incorporation vii) Any other Details		
8.	PAN Number of Incubator (If applicable)			
9.	Complete Address of the Incubator (Including City/Village)			
9(a)	State			
9(b)	District			
9(c)	Block			
9(d)	Postal code			
9(e)	GIS location of the Incubator	<table border="1"> <tr> <td data-bbox="1013 1276 1141 1321">Latitude</td> <td data-bbox="1372 1276 1524 1321">Longitude</td> </tr> </table>	Latitude	Longitude
Latitude	Longitude			
10.	Contact Details of the Incubator			
10(a)	Telephone			
10(b)	E-mail ID			
10(c)	Fax (Optional)			
10(d)	Website			
11.	Bank details of Incubator			
11(a)	Name of Account Holder			
11(b)	Name of Bank			
11(c)	Account Number			

Standard Operating Procedure Registration Guidelines for Incubators

11(d)	IFSC Code	
11(e)	Branch Address	
12.	Supporting Documents	<ul style="list-style-type: none"><li>i) Copy of Incorporation / Registration Certificate of entity</li><li>ii) Copy of PAN Number of Entity</li><li>iii) Letter of authorization (As per Annexure- II)</li><li>iv) Undertaking (As per Annexure- III)</li></ul>



**Section 2 - Details of Directors / Partners in the Entity (All) in case of registered entity / Private Host Institute**

1.	Name of the Director / Designated Partner / Partner							
2.	Designation							
3.	Gender							
4.	Nationality							
5.	DIN of Director / Designated Partner(s) / Partner(s)							
6.	PAN of Director/Partner							
7.	Complete Residential Address (Including City/Village)							
7. (a)	State							
7. (b)	District							
7. (c)	Postal code							
8.	Contact Details	<table border="1"> <tr> <td>Mobile</td> <td>1.</td> </tr> <tr> <td></td> <td>2.</td> </tr> <tr> <td>Landline</td> <td></td> </tr> </table>	Mobile	1.		2.	Landline	
Mobile	1.							
	2.							
Landline								
9.	Email							
10.	Supporting Documents	<ul style="list-style-type: none"> <li>i) Copy of ID Proof of each Director / Designated Partner(s) / Partner(s)</li> <li>ii) Copy of Residential Proof of each Director / Designated Partner(s) / Partner(s)</li> </ul>						

Note: In case of more than one director or partner, kindly provide details of individual director.

**Section 3 - Details of Key Personnel (All) in case of Government Host Institute**

1.	Name	
2.	Designation	
3.	Gender	
4.	Nationality	
5.	Contact Details	Mobile
		Landline
6.	Email	

Note: the Government Host Institute needs to provide details of all Head of Department, Nodal Officer, Incubator Incharge/Manager and other key officers.

Section - Details of Incubator	
1. Incubator's Thematic / Focus Area(s)	
2. Ownership type	Owned <input type="checkbox"/> Leased <input type="checkbox"/>
3. If leased, duration of lease (in years)	Start Date of Lease _____ End Date of Lease _____
4. Operational Status	New <input type="checkbox"/> Existing <input type="checkbox"/>
5. If new, proposed built up space (in sft) (Please Note : The Private Incubators should have at least 10,000 sft of built-up space, ready-to-use for exclusive use of Incubator)	
6. If new, proposed date of commencement of operations	
7. If existing, then built up space (in sft) constructed (The Private Incubators should have at least 10,000 sft of built-up space, ready-to-use for exclusive use of Incubator)	
8. If existing, date of commencement of operations	
9. If new, number of seats proposed	
10. If existing, then total number of seats	
11. If existing, then total number of startups incubated	

12. Supporting Documents  
(In case of New  
Incubators)

- i) Detailed Project Report covering Introduction, Objective, Scope, Infrastructure, scalability, potential Startups, estimated project Cost (CAPEX & OPEX), details of manpower, & other aspects
- ii) Business Model
- iii) Floor Plans
- iv) Proof of ownership (Sale Deed/ Lease Deed/ Rent Agreement etc.)

13. Supporting Documents  
(In case of Existing  
Incubators)

- i) Detailed Project Report covering Introduction, Objective, Scope, Infrastructure, scalability, potential Startups, estimated project Cost (CAPEX & OPEX), details of manpower & other aspects
- ii) Business Model
- iii) Floor Plans
- iv) Proof of ownership (Sale Deed/ Lease Deed/ Rent Agreement etc.)
- v) 05 Photographs (covering the interiors, exteriors, incubation Space etc)
- vi) Employee details along with CV of incubation manager/ faculty in charge

6.2 Annexure II - Letter of Authorization

Letter of Authorization

To,

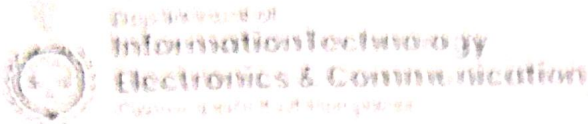
SIT/CTO/Sr. ADO, DITECH

-----  
<Name> ----- <Designation>-----  
is hereby authorized to sign & stamped relevant documents on behalf of the Incubator (Name of entity) for submitting the application for Registration of Incubator under Entrepreneur and Startup Policy 2017, Haryana. He is also authorized to attend meetings and provide clarifications in case of any ambiguity raised by the concerned authority.

Thanking you,

Authorized Signatory (s) of the Incubator (Name of entity)	Signature of the person authorized by the Incubator (Name of the entity)
<Name>	<Name>
<Designation>	<Designation>
<Seal>	<Seal>

6.4 Annexure- IV - Certificate of Registration from Startup Haryana



CERTIFICATE OF REGISTRATION

NO: .....

This is to certify that *<Name of entity>* incorporated/registered/hosted as/at *<Type of entity>* on *<Date>*, is recognised as an incubator by Startup Haryana as *<Government/Private>* incubator.

Date of Issue: DD-MM-YYYY



NOTE

- Authorities accepting this Certificate may check its validity by scanning the QR code or online through Startup Haryana Portal
- This certificate is not valid for availing Tax benefits
- This is a system generated certificate and hence does not require physical signature
- If such registration is found to have been obtained on the basis of false/manipulated information, DITECH reserves the right to revoke the registration certificate without any prior notice or reason