USER MANUAL
FOR
REGISTRATION OF INCUBATORS

Department of Industries and Commerce
Government of Haryana

Contents

1. Introduction 3
1.1. Overview Of The Web Portal 3
1.2. Scope Of The User Manual 3
1.3. Indented Audience Of The Web Portal 3
1.4. Application Convention 3
2. Web Portal Link 3
3. User Signup 4
4. User Login 6
5. Incubator Application Submission 7
6. Removal Of Discrepancies And Re-submission 16
7. Application Tracking 19
8. Application Approval 19
9. Download Certificate 20
10. Application Rejection 21

1. Introduction

1.1. Overview Of The Web Portal

The Government of Haryana has always followed a proactive approach to facilitate entrepreneurs for ease of doing business in Haryana. To achieve the same, State has carried out precise policy-level interventions to position Haryana as a pre-eminent investment destination and notified the Haryana State Startup Policy 2022 with a focus on the creation of a world-class 'Startup Ecosystem' in the State along with other Sectoral policies viz Haryana State Data Centre Policy 2022 & others. Also, the Industries & Commerce Department is in the process of formulation of new Sector policies viz IT Policy, ESDM Policy, Electronics Toys Manufacturing Policy, Medical Devices Manufacturing Policy, e-Waste Policy, Vehicle Scrappage Policy amongst other sector policies.

The Department of Industries & Commerce is recognizing the need to build up a robust web- based IT Application System in order to bring efficiency, transparency, and accountability to its operations and to put effective delivery of services to its stakeholders across the globe.

1.2. Scope Of The User Manual

This user manual provides step by step guidance on how the users will use the web portal to submit the application for the registration of their Incubators.

1.3. Indented Audience Of The Web Portal

Startups, Incubators, Investors, Mentors, Accelerators, Government Agencies, national & international academia & other partners will be the intended audience for this web portal.

1.4. Application Convention

The application has the following conventions:

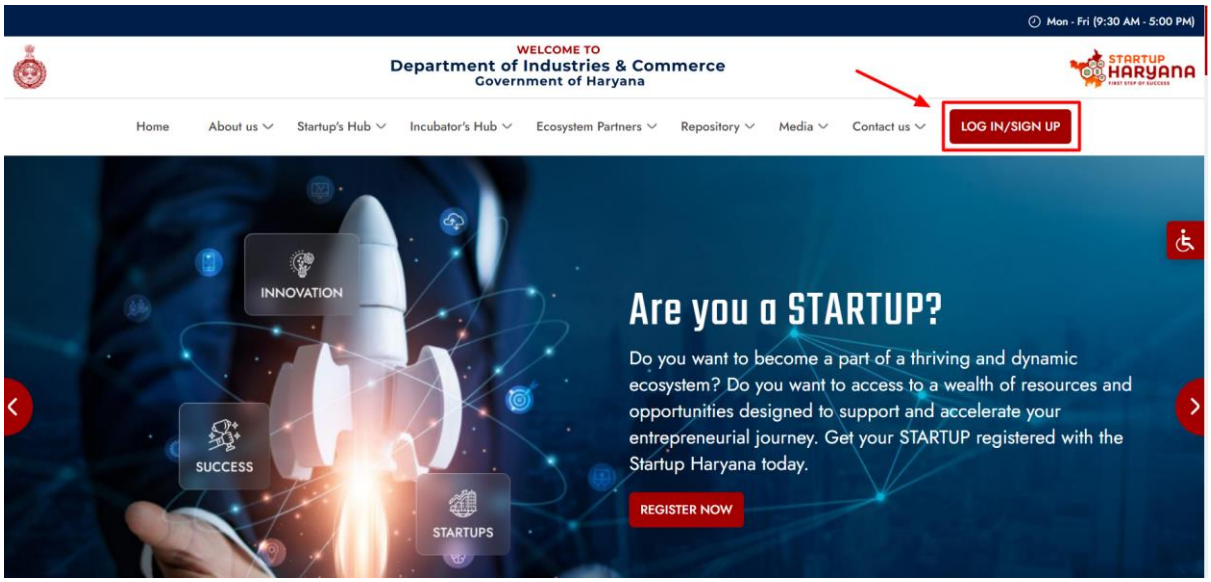
- Fields which have * sign indicate mandatory fields.
- Error messages will be displayed in the pop-up box and below the fields.
- Success messages will be displayed in the pop-up box on the top right corner.
- All the main menu links will be displayed on the top of header and user specific menu for the logged-in user in the side menu.

2. Web Portal Link

- To access the official web portal, user has to open https://startupharyana.gov.in/ URL in any web browser. After which the user will be re-directed to the official web portal of Startup Haryana.

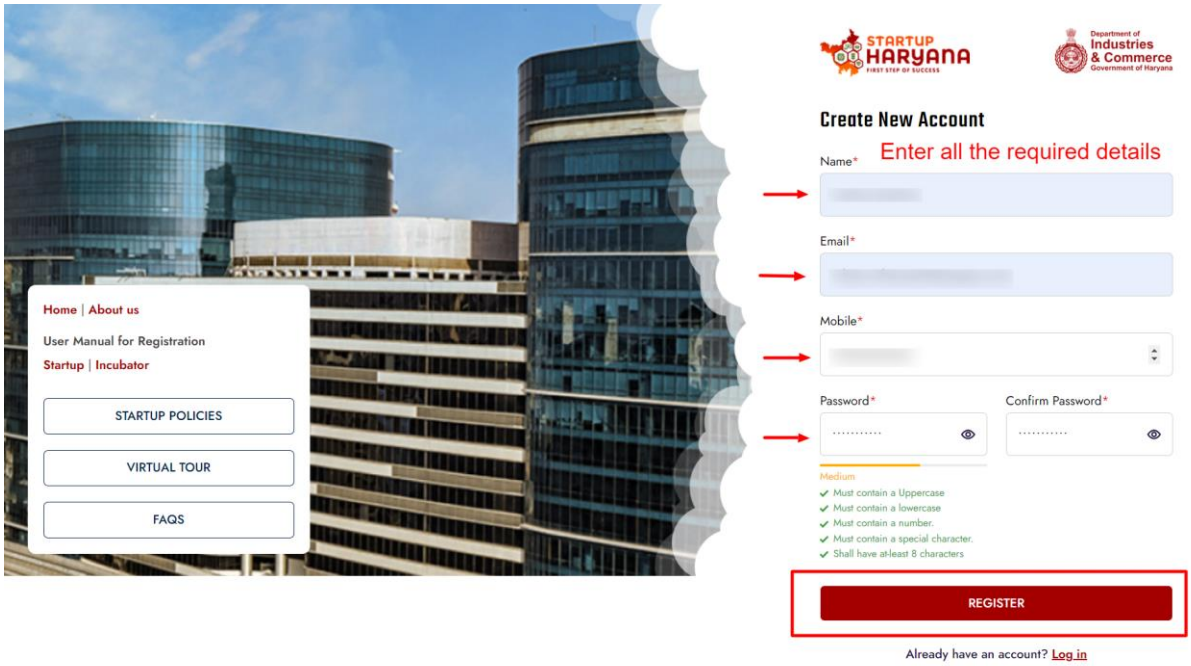
3. User Signup

- Click on **LOG IN/ SIGN UP** button as shown below:



- Click on **REGISTER** link as shown below:

- User will be redirected to the “Registration” page, enter all the required details and click on “Register” button.



- User will be redirected to next page for verification of **Email** and **Mobile number,** user will enter the OTP received on email and mobile number and click on **REGISTER** button as shown below:

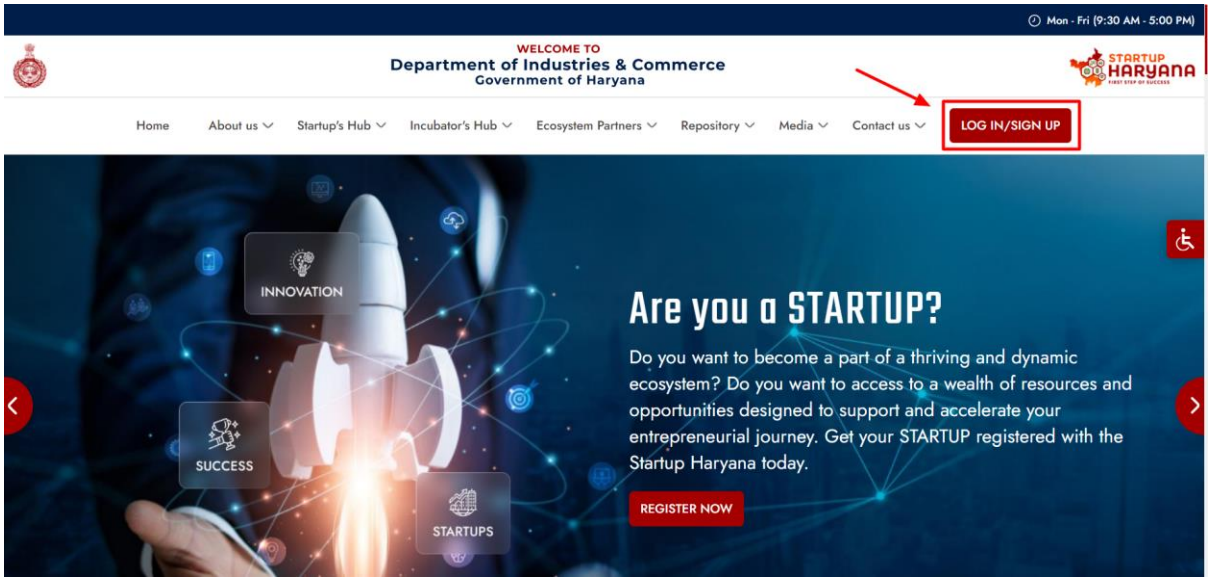
- Once the email and mobile number are verified, user will be redirected to the login page.

4. User Login

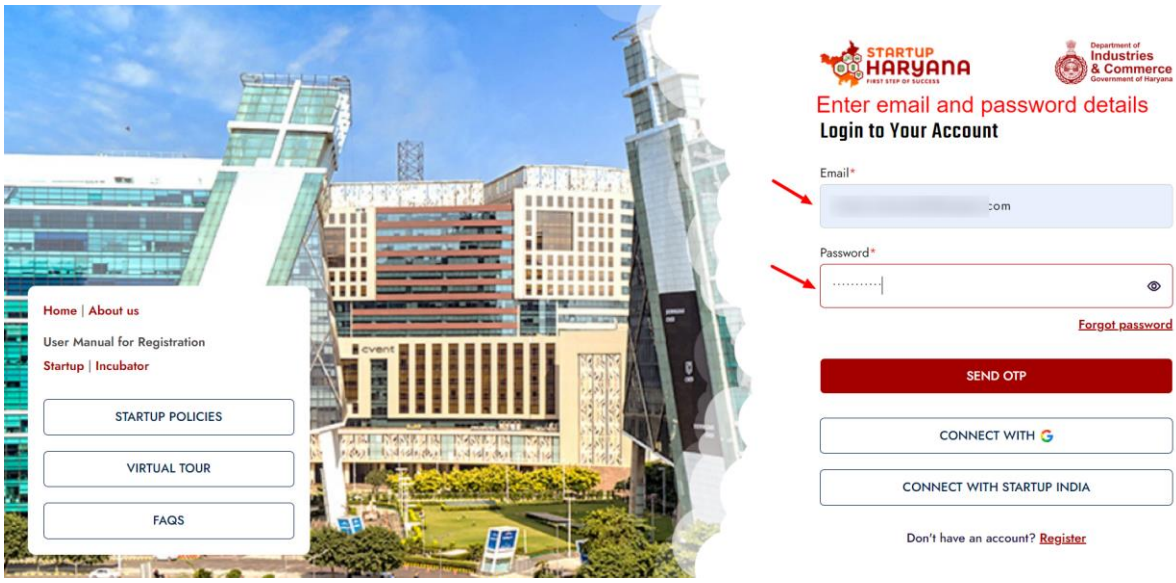
User can login on the portal in three ways

1. Using Email and Password
2. Using Gmail account
3. Using startup India Login details

- If user has already completed the Sign Up process, then user will click on “LOG IN/ SIGN UP” button as shown below:



- Then user will be redirect to the login page to enter the email and password.

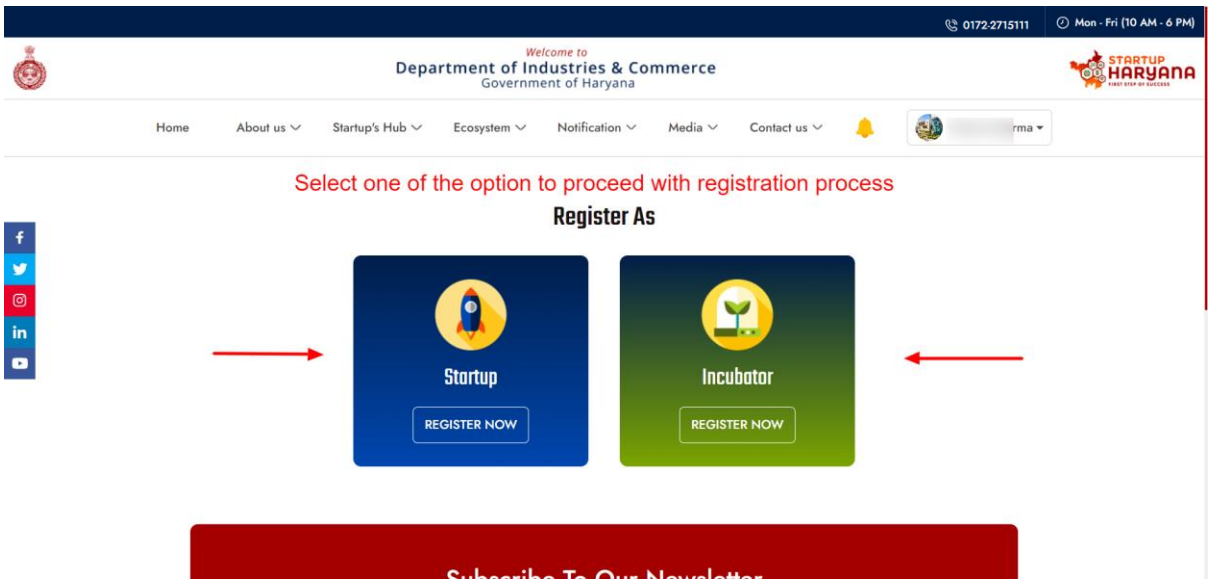


- User will receive an OTP to enter and proceed ahead as shown below:

- Once the OTP is entered, user will be logged in to the account.

5. Incubator Application Submission

- Once user is logged in and will be asked to select the type of registration as shown below:



- If user selects **Incubator,** then application form for the registration as Incubator will open up as shown below:

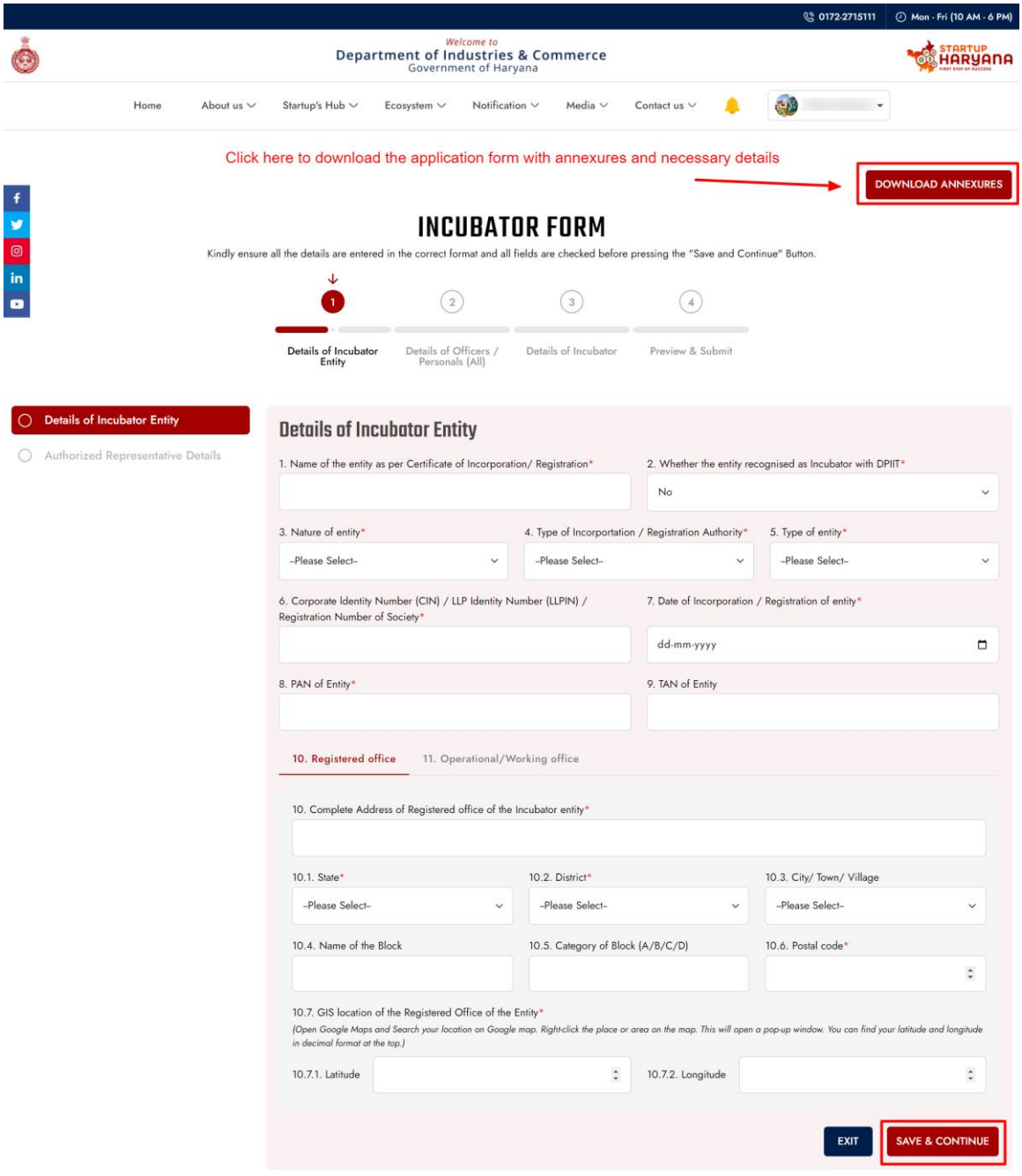
- **The Application form for registration of Incubator consists of 4 steps as below**
  - **Details of Incubator entity**
    - Details of Incubator Entity

- Authorized Representative Details
- **Details of Officers/ Personals (in case of Government Incubator) or Details of Directors/ Designated Partners (in case of Private Incubator)**
- **Details of Incubator**
- **Preview and final submit**

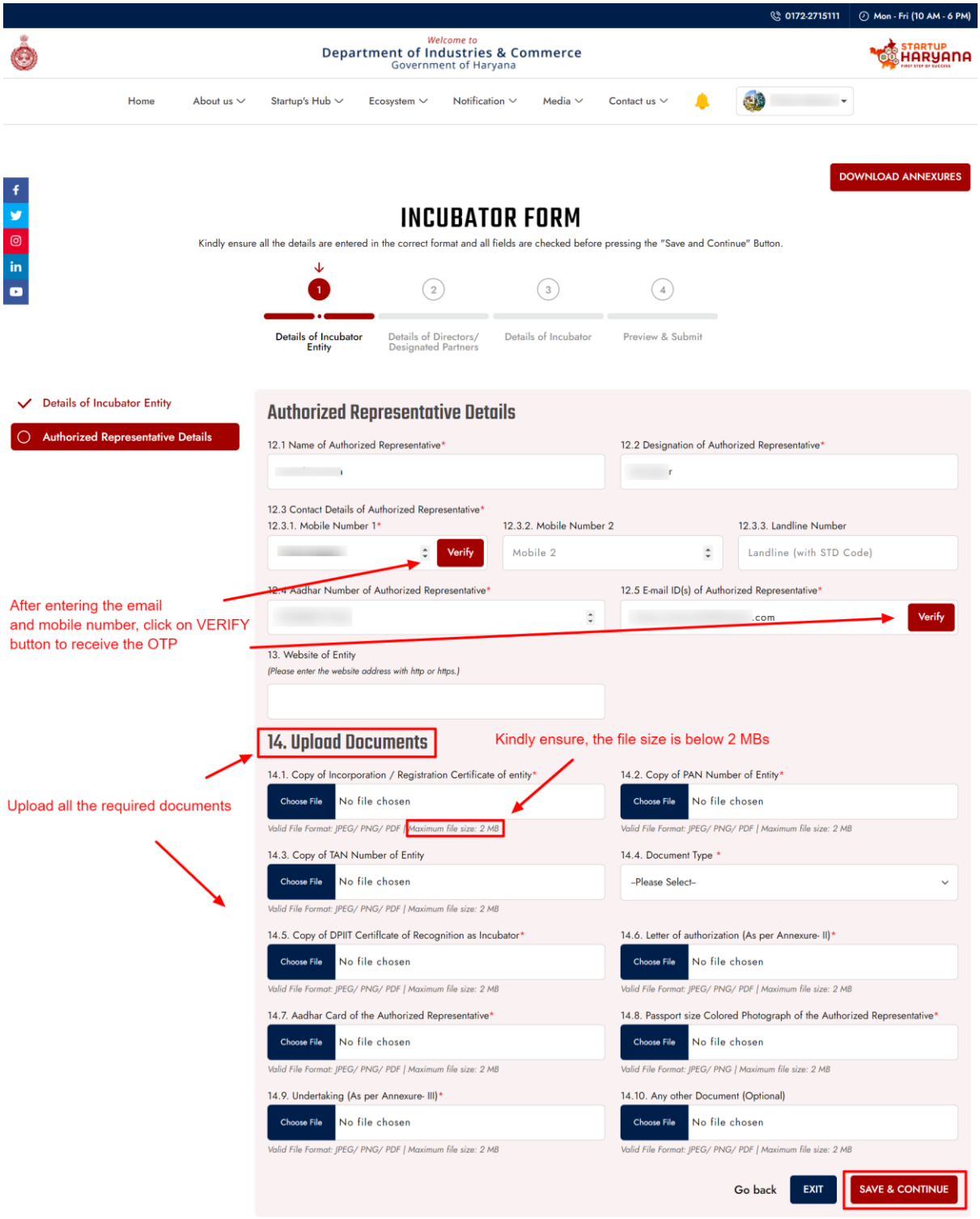
➢ Fill information in all the steps one by one, fill all the mandatory fields, and upload all the relevant documents as per the registration form and complete all the steps one by one.

➢ Kindly ensure, you have entered all the details correctly and have entered details in all the mandatory fields before clicking on "SAVE & CONTINUE" button.

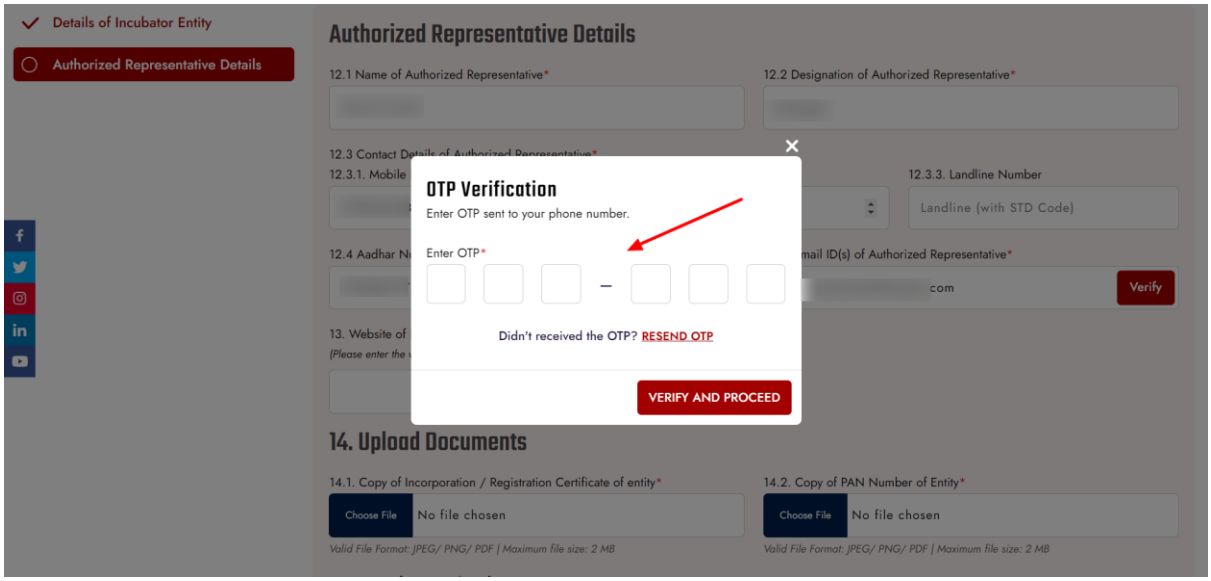
Step 1 (a) - Details of incubator entity



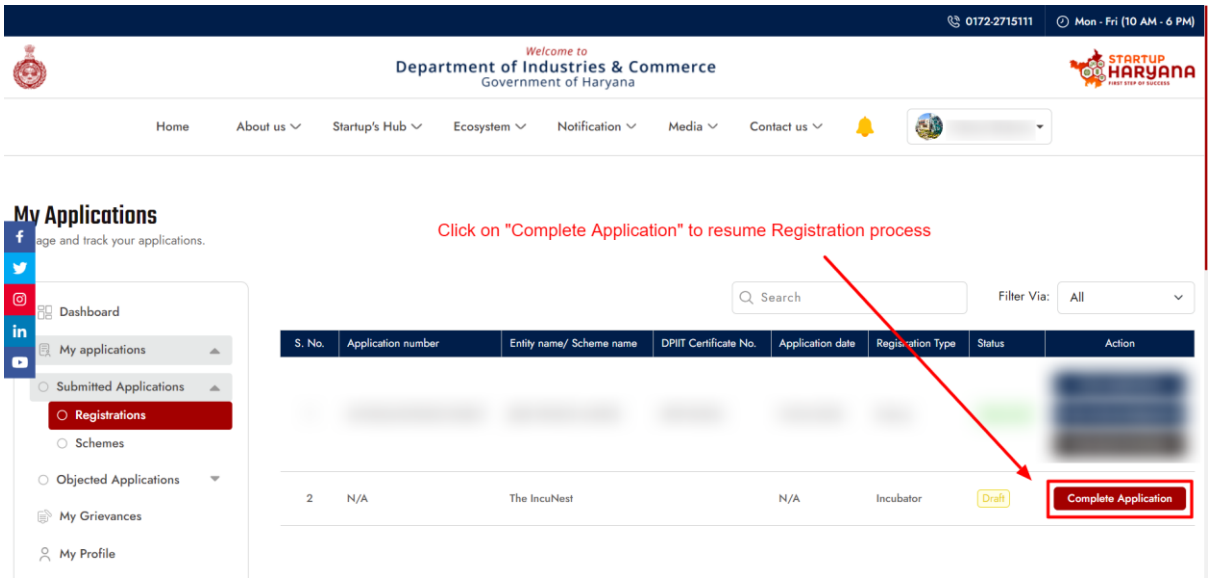
Step 1 (b) - Details of Authorized representative



- On clicking on Verify button, user will receive an OTP, verify email and mobile number one by one as show below:



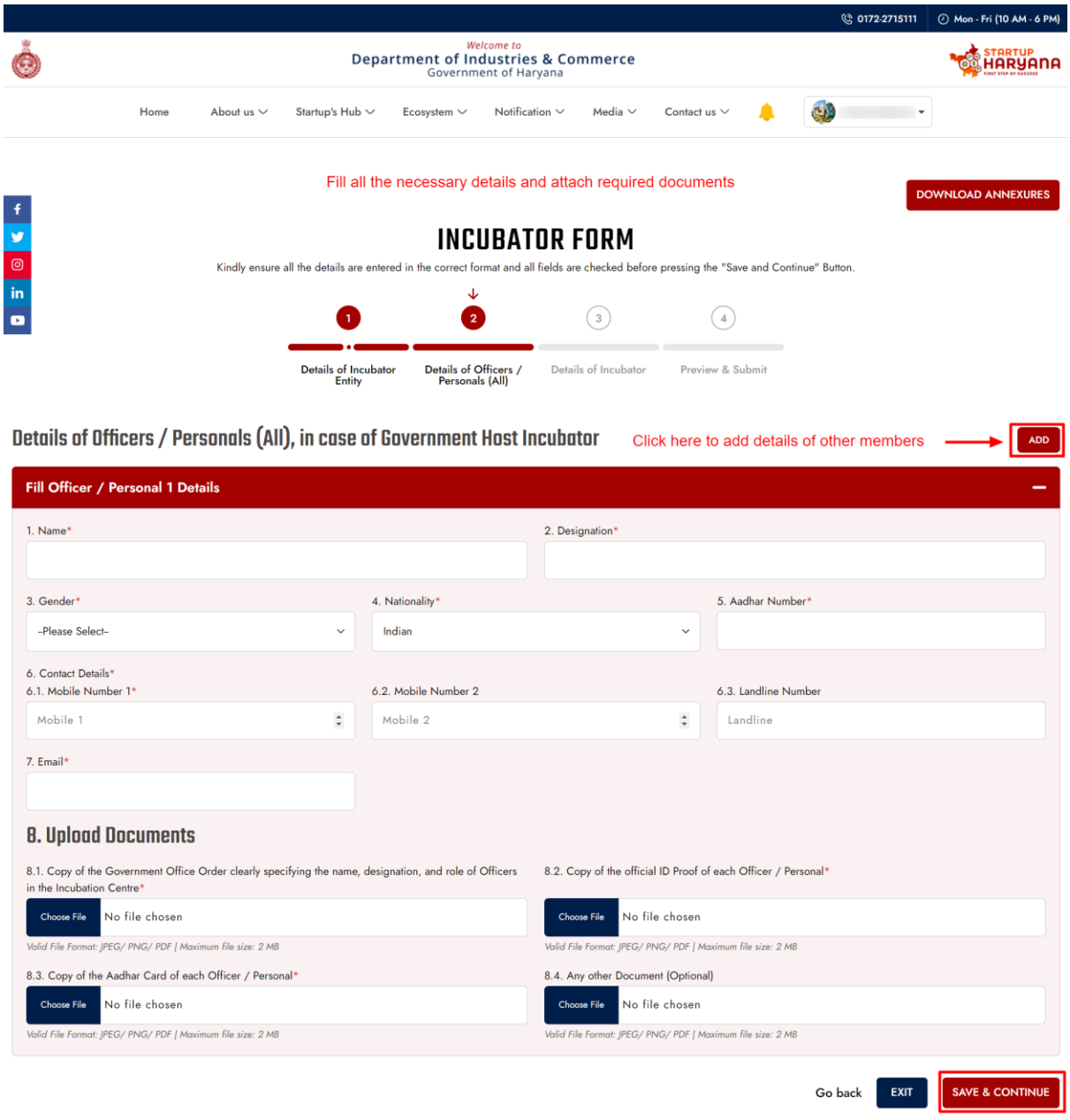
- Once the mobile number and email is verified, a green tick will appear and all the information is filled, all the documents are uploaded, click on "SAVE & CONTINUE" button to proceed ahead.
- In case user wish to complete the registration process later on, click on "Exit" and your application will be save in draft, which user can find in their account under "My Applications" and click on Complete Application" button to resume the registration process. As show below:

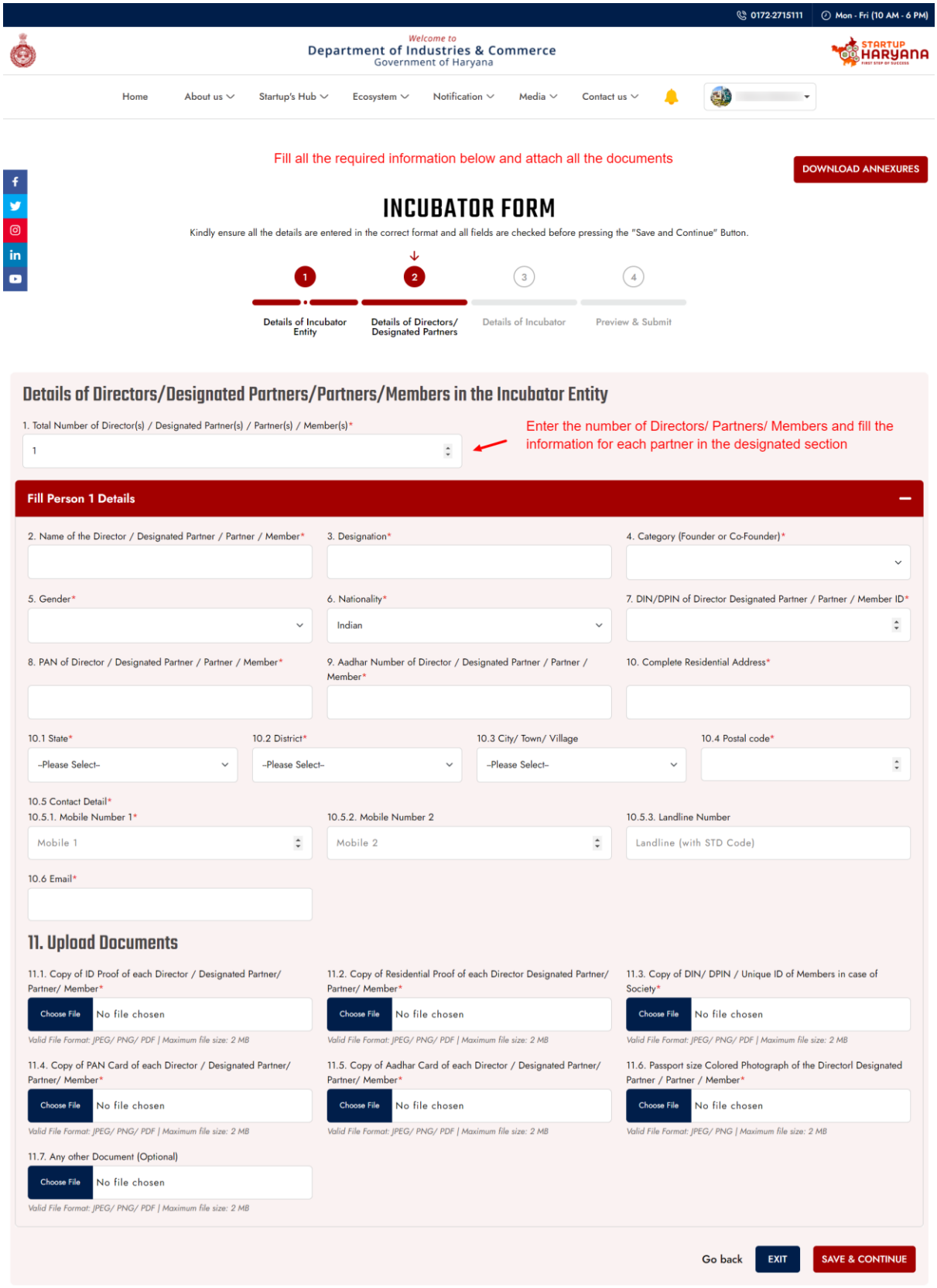


- After clicking on the complete application button, fill all the remaining details and move forward.

Step 2- Details of Officers / Personals (All) (in case of Government Host Incubator) Or Details of Directors/ Designated Partners/ Partners/ Members (In case of Private Incubator)

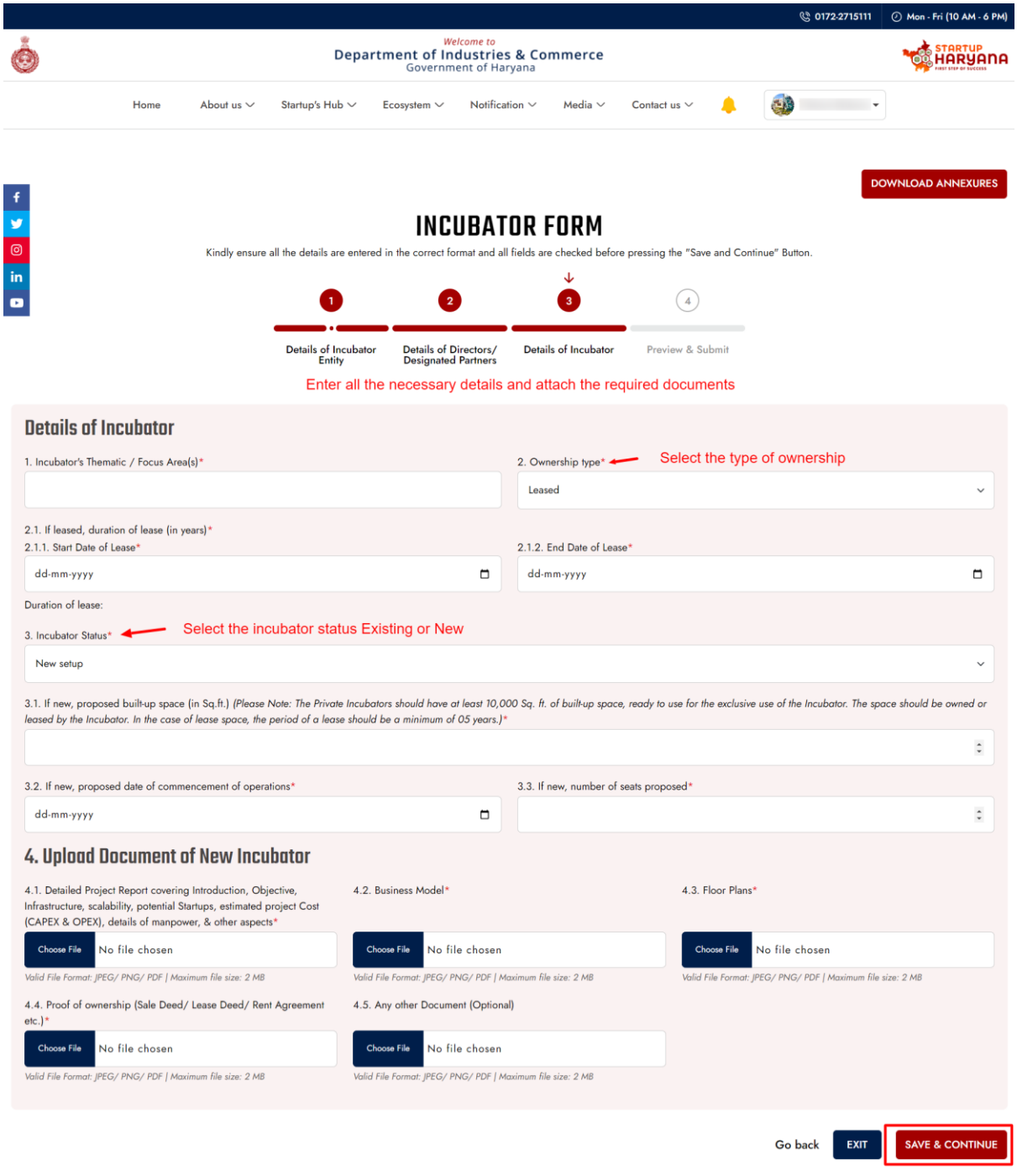
- Once all the details are added and all the required documents are uploaded then click on “SAVE & CONTINUE” button.



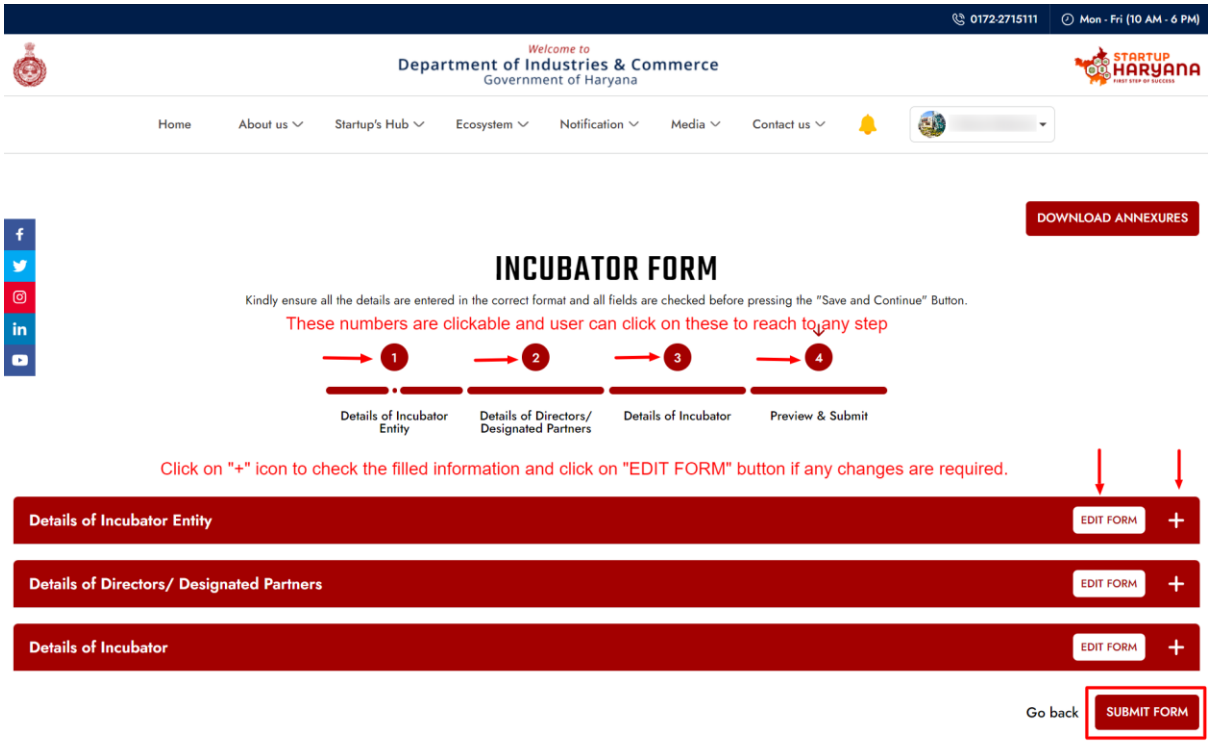

0172-2715111
Mon - Fri (10 AM - 6 PM)
Welcome to
Department of Industries & Commerce
Government of Haryana
STARTUP HARYANA
Home
About us
Startup's Hub
Ecosystem
Notification
Media
Contact us
Fill all the required information below and attach all the documents
DOWNLOAD ANNEXURES
INCUBATOR FORM
Kindly ensure all the details are entered in the correct format and all fields are checked before pressing the "Save and Continue" Button.
1
2
3
4
Details of Incubator Entity
Details of Directors/ Designated Partners
Details of Incubator
Preview & Submit
Details of Directors/Designated Partners/Partners/Members in the Incubator Entity
1. Total Number of Director(s) / Designated Partner(s) / Partner(s) / Member(s)*
1
Enter the number of Directors/ Partners/ Members and fill the information for each partner in the designated section
Fill Person 1 Details
2. Name of the Director / Designated Partner / Partner / Member*
3. Designation*
4. Category (Founder or Co-Founder)*
5. Gender*
6. Nationality*
Indian
7. DIN/DPIN of Director Designated Partner / Partner / Member ID*
8. PAN of Director / Designated Partner / Partner / Member*
9. Aadhar Number of Director / Designated Partner / Partner / Member*
10. Complete Residential Address*
10.1 State*
-Please Select-
10.2 District*
-Please Select-
10.3 City/ Town/ Village
-Please Select-
10.4 Postal code*
10.5 Contact Detail*
10.5.1. Mobile Number 1*
Mobile 1
10.5.2. Mobile Number 2
Mobile 2
10.5.3. Landline Number
Landline (with STD Code)
10.6 Email*
11. Upload Documents
11.1. Copy of ID Proof of each Director / Designated Partner/ Partner/ Member*
11.2. Copy of Residential Proof of each Director Designated Partner/ Partner/ Member*
11.3. Copy of DIN/ DPIN / Unique ID of Members in case of Society*
Choose File
No file chosen
Valid File Format: JPEG/ PNG/ PDF | Maximum file size: 2 MB
11.4. Copy of PAN Card of each Director / Designated Partner/ Partner/ Member*
11.5. Copy of Aadhar Card of each Director / Designated Partner/ Partner/ Member*
11.6. Passport size Colored Photograph of the Directorl Designated Partner / Partner / Member*
Valid File Format: JPEG/ PNG | Maximum file size: 2 MB
11.7. Any other Document (Optional)
Go back
EXIT
SAVE & CONTINUE

Step - 3 - Details of Incubator

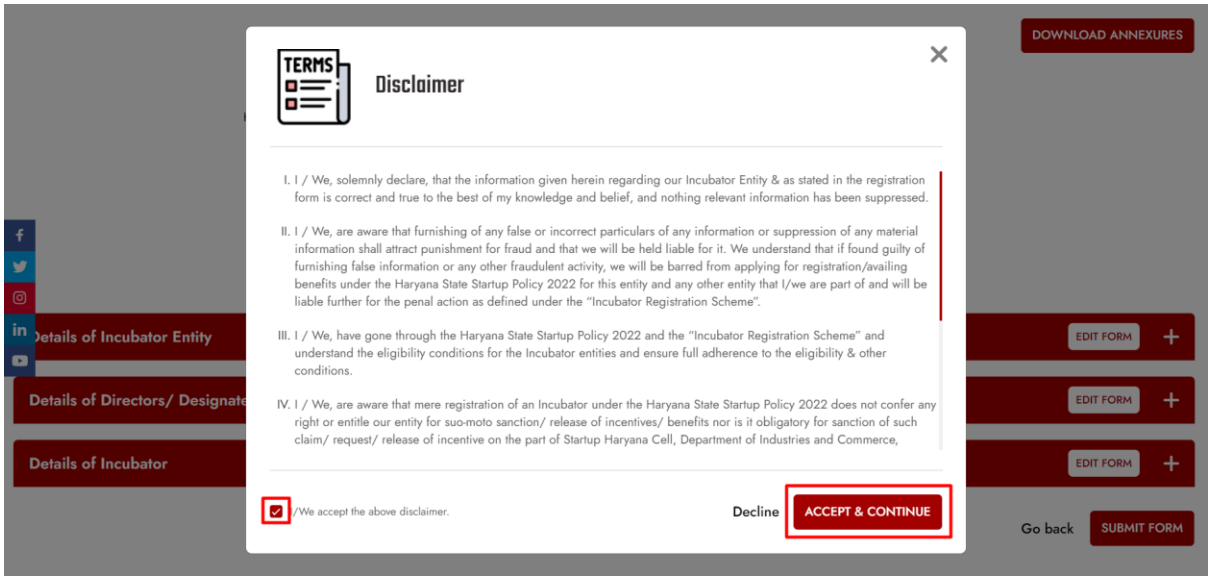
- After that user will fill the details of the Incubator, selects the necessary options as per the incubator.



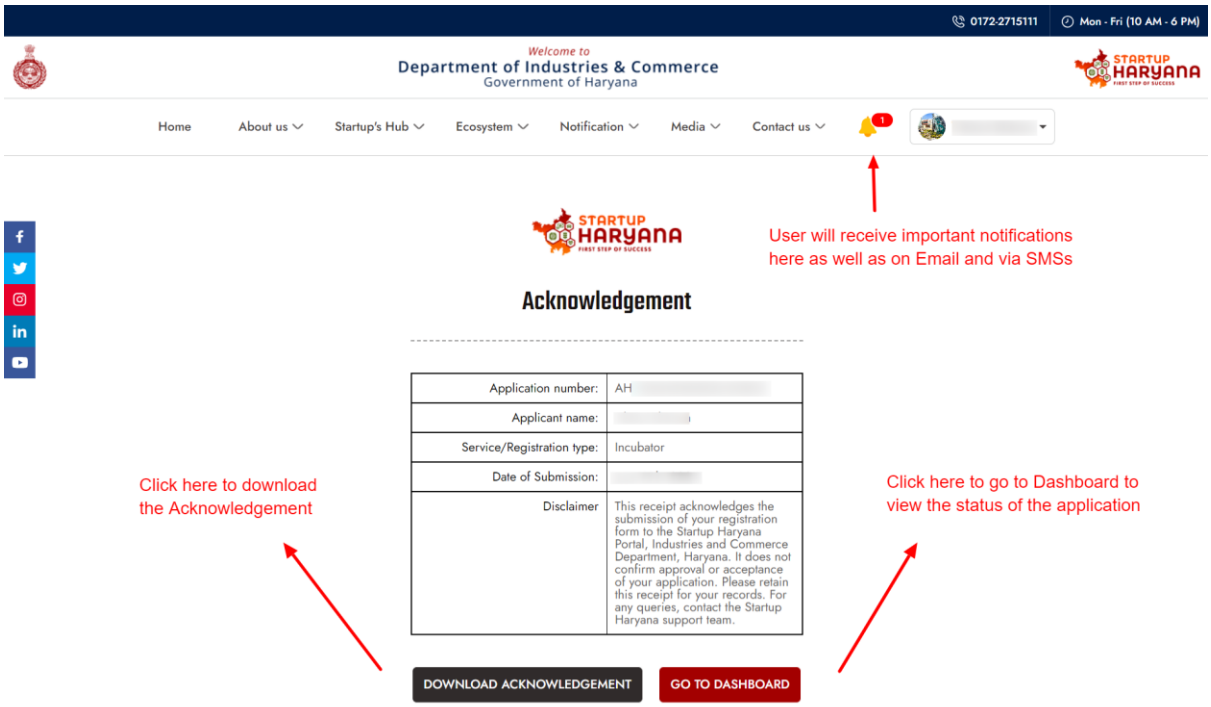
- Once all the information is filled, user will be able to see the preview of all the information entered by the user.
- User can check and edit the information if required by clicking on "+" icon to check the filled information and "EDIT FORM" to make the changes.
- Once the changes are done, user can either click on "SAVE & CONTINUE" button to reach at the preview step/ last step or click on the Step numbers (Highlighted below) to directly reach to the final step/ last step.

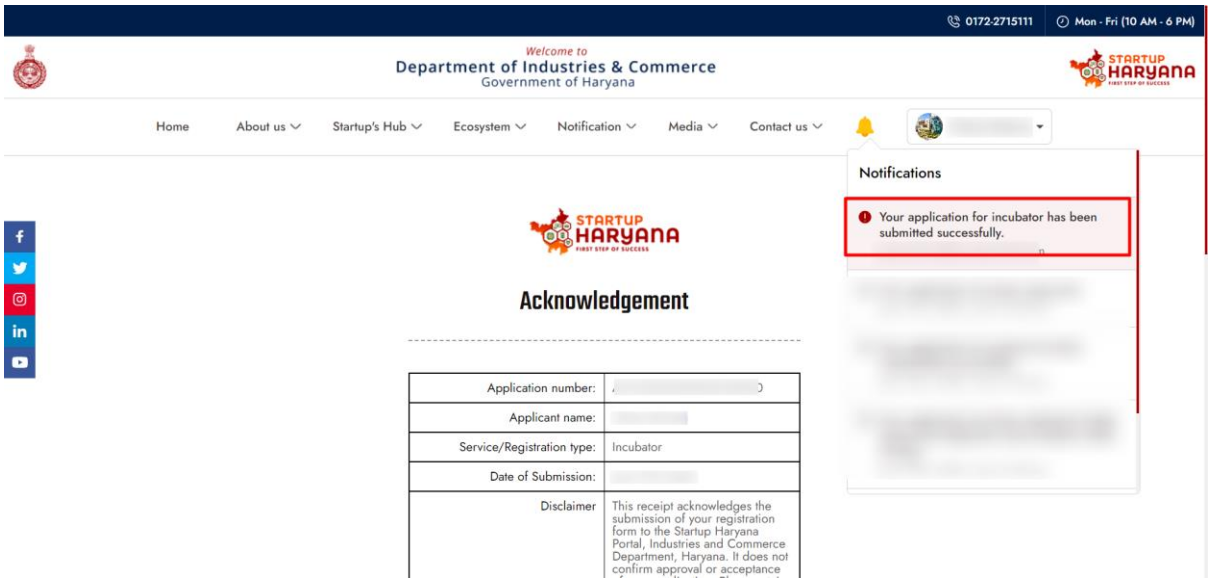


- Finally, when all the information is checked, user will be redirected to accepting the terms and conditions as per the Incubator Registration Scheme to submit the form, failing which application form will not be submitted.



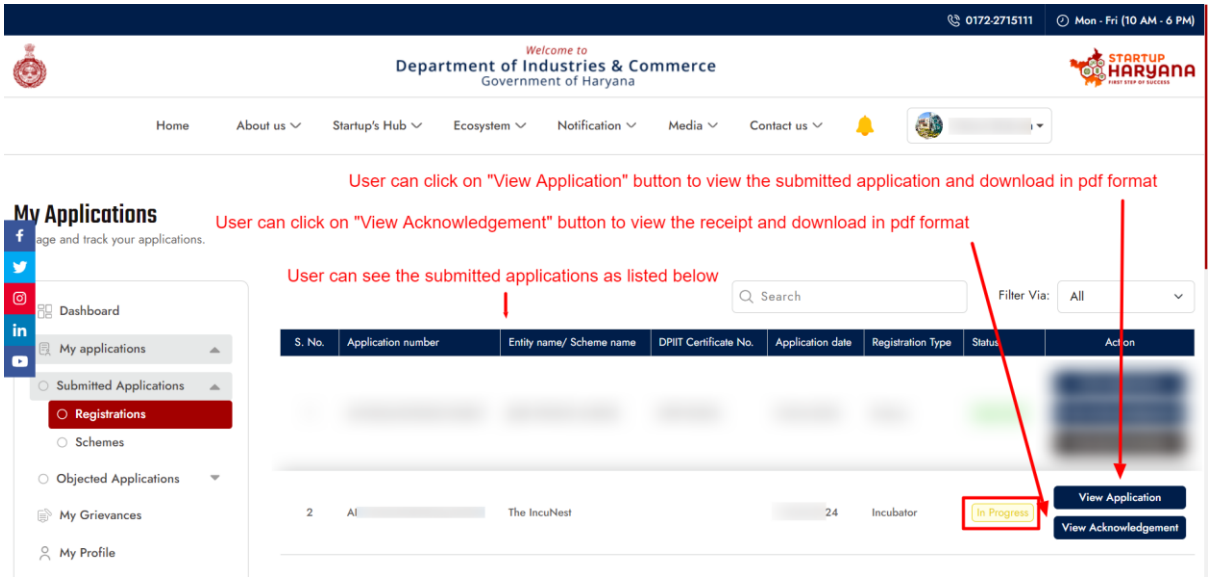
- On clicking on “ACCEPT & CONTINUE”, application form will be submitted, and an **acknowledgement receipt** will be generated with the necessary details i.e. Application number, applicant details etc. as show below:





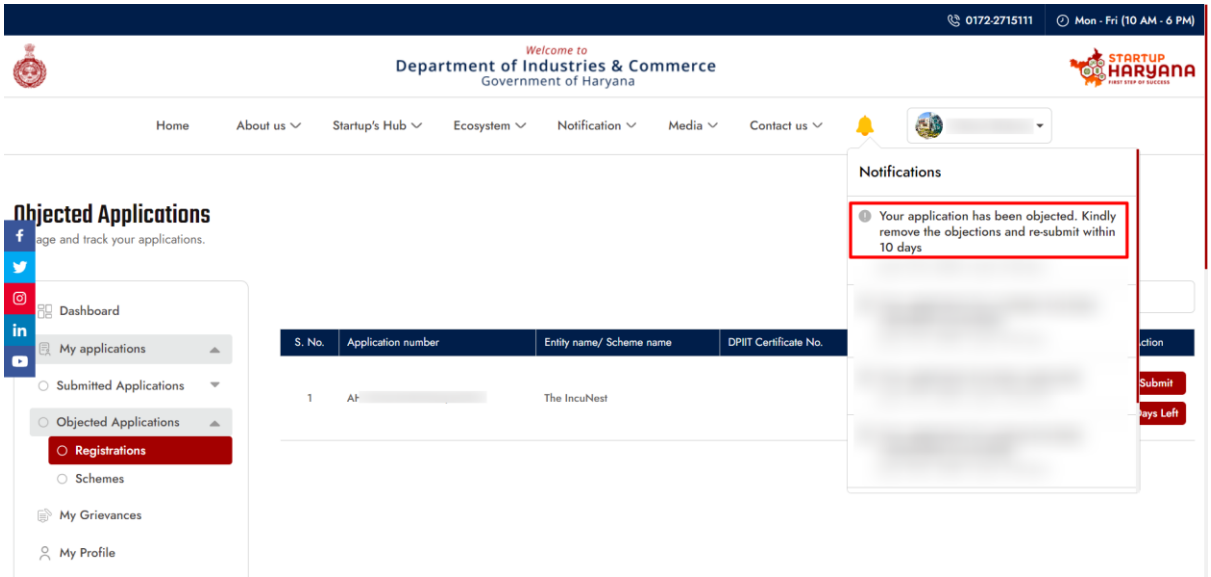
- Once application is submitted, sit back and relax and user will be notified in case of any discrepancies.

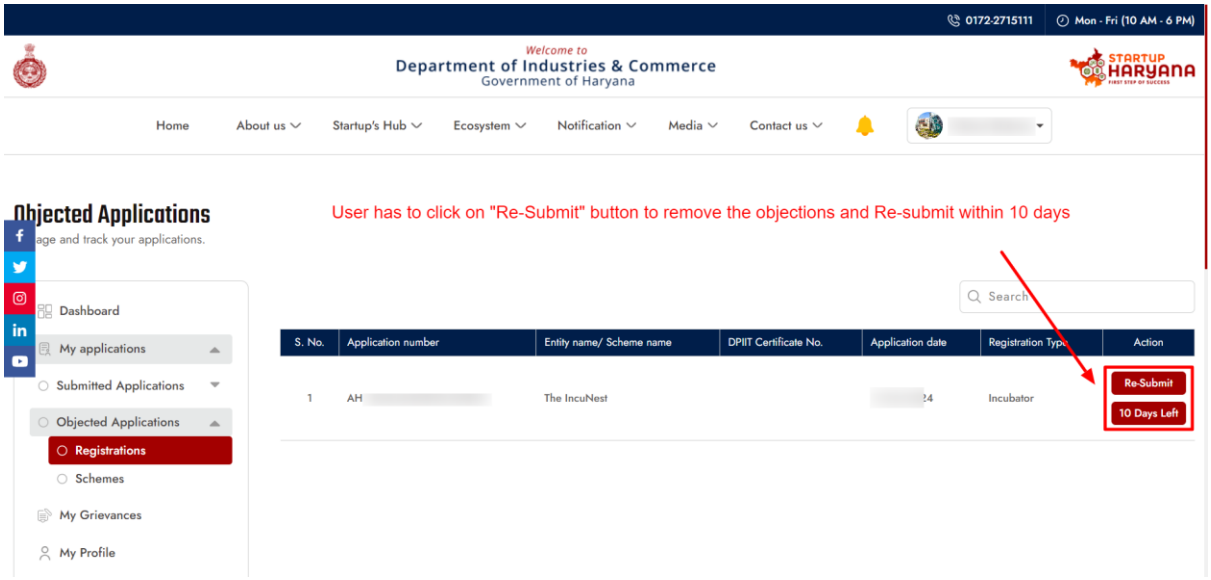
- User can check the application in the account under “My Applications” as shown below:



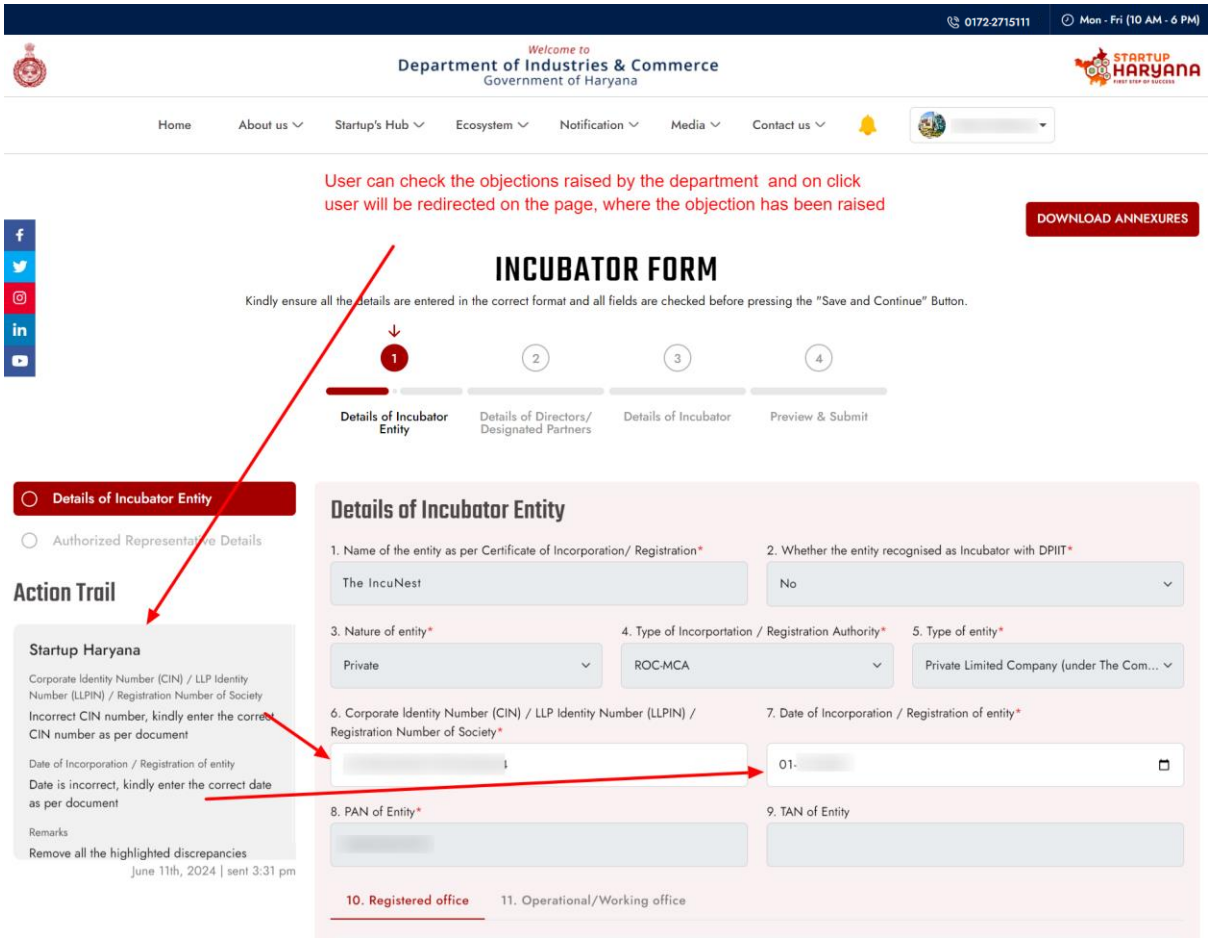
6. Removal Of Discrepancies And Re-submission

- In case of any discrepancies, user will be informed via system notifications as shown above, email and SMS.
- Once objection is raised, user will login into the account and will go to dashboard or go to my applications > Objected applications and the application will be listed with a button “Re-Submit” as shown below:
- User will be given 10 days to remove objections, failing which the application will be rejected automatically.

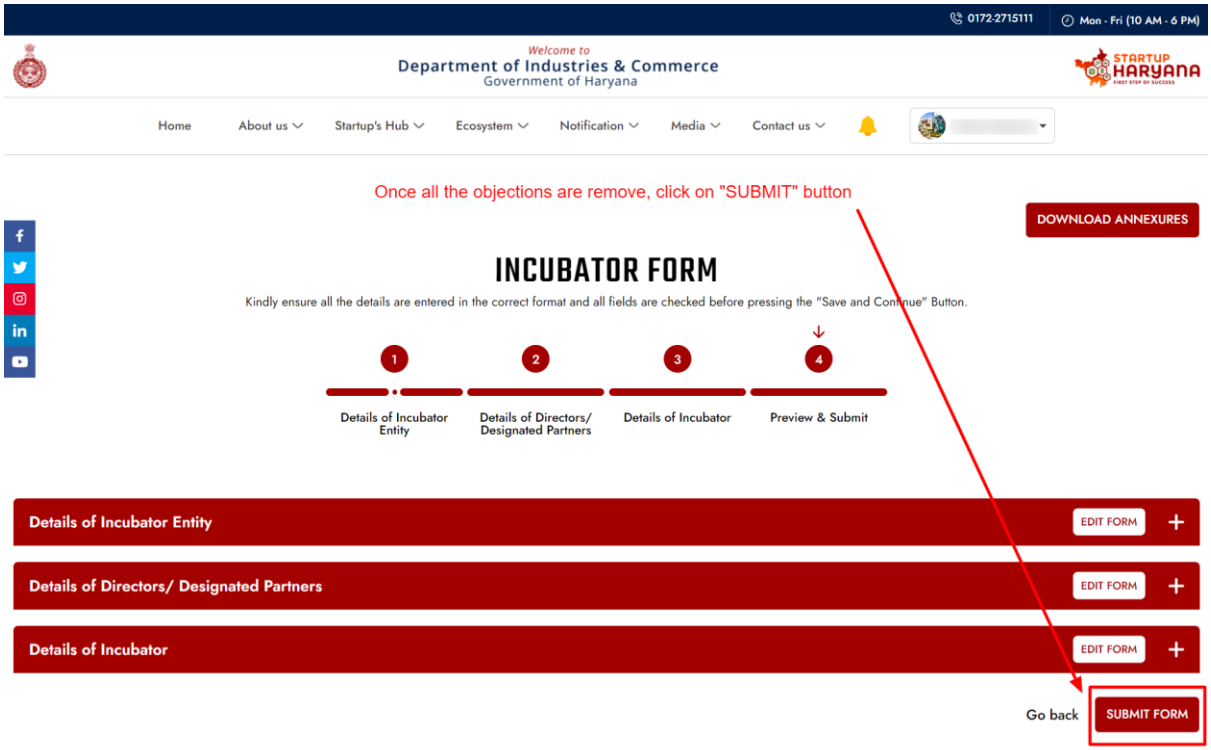




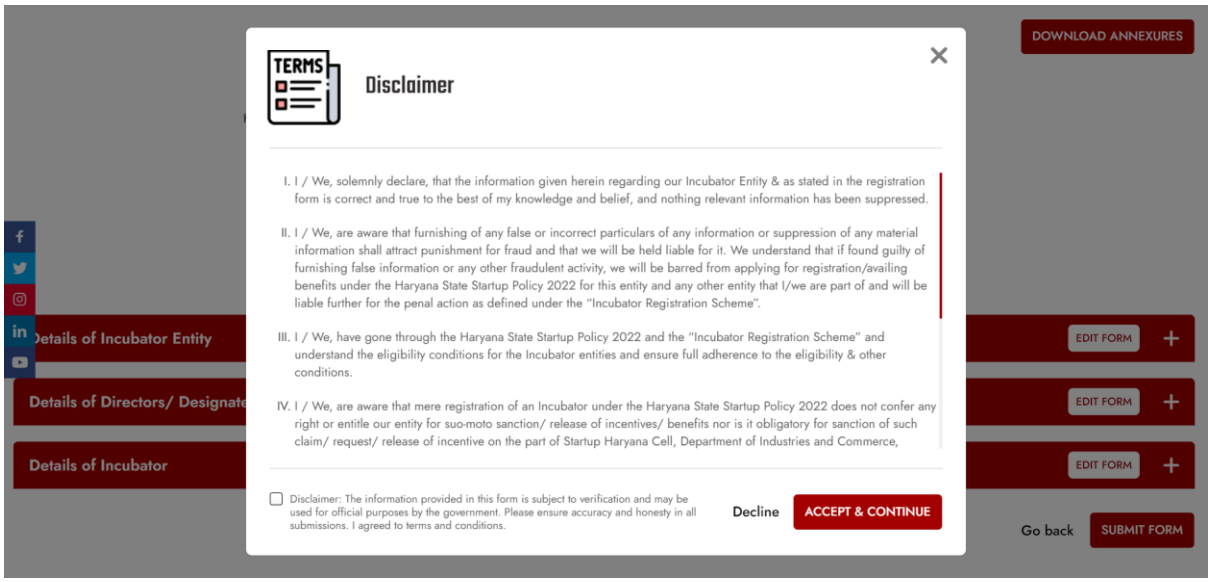
- User will click on Re-submit button and will be re-directed to the application form in editable mode for the objected fields as shown below:



- After removal of all objections, reach to the last step and click on “SUBMIT” button as show below:

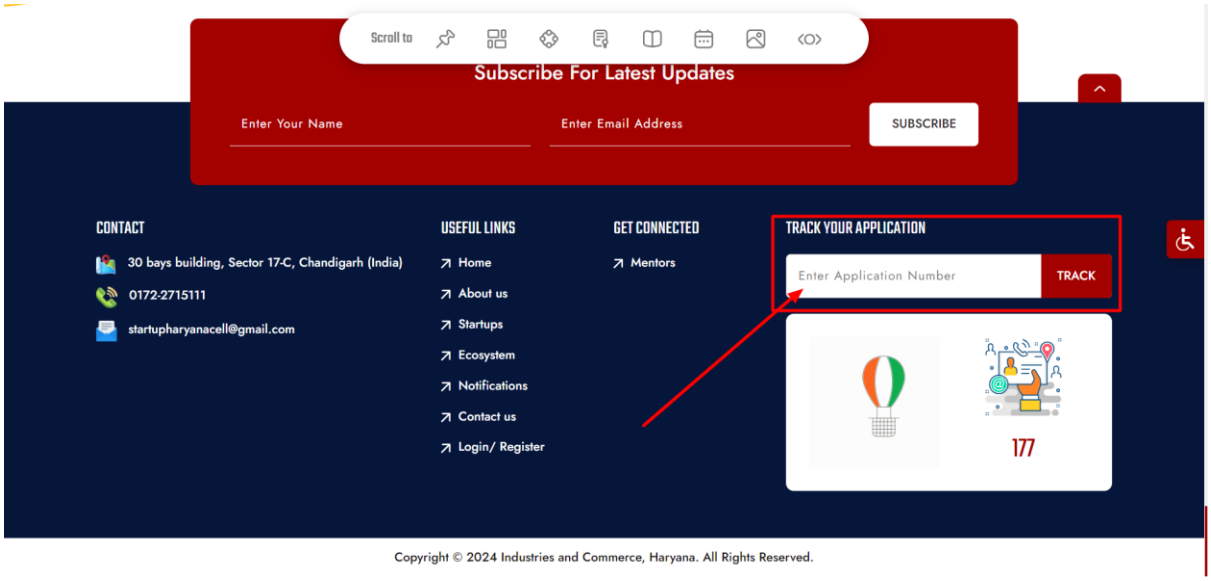


- Accept the disclaimer and click on “ACCEPT AND CONTINUE” button.

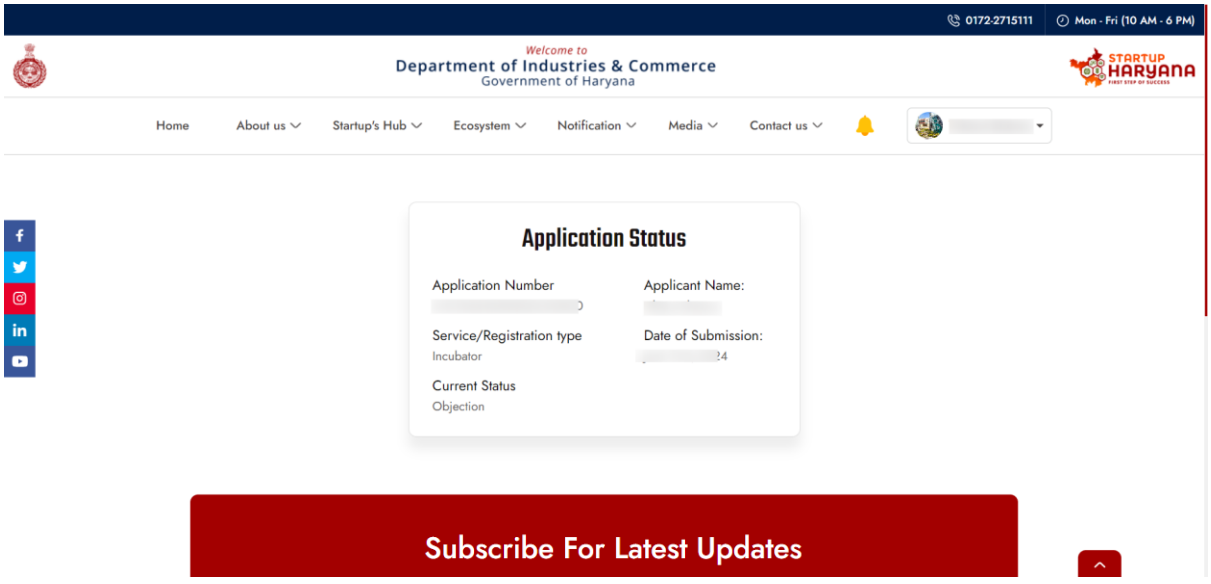


7. Application Tracking

- User can track application from "Track Your Application" available at the footer section by entering the application number as show below:

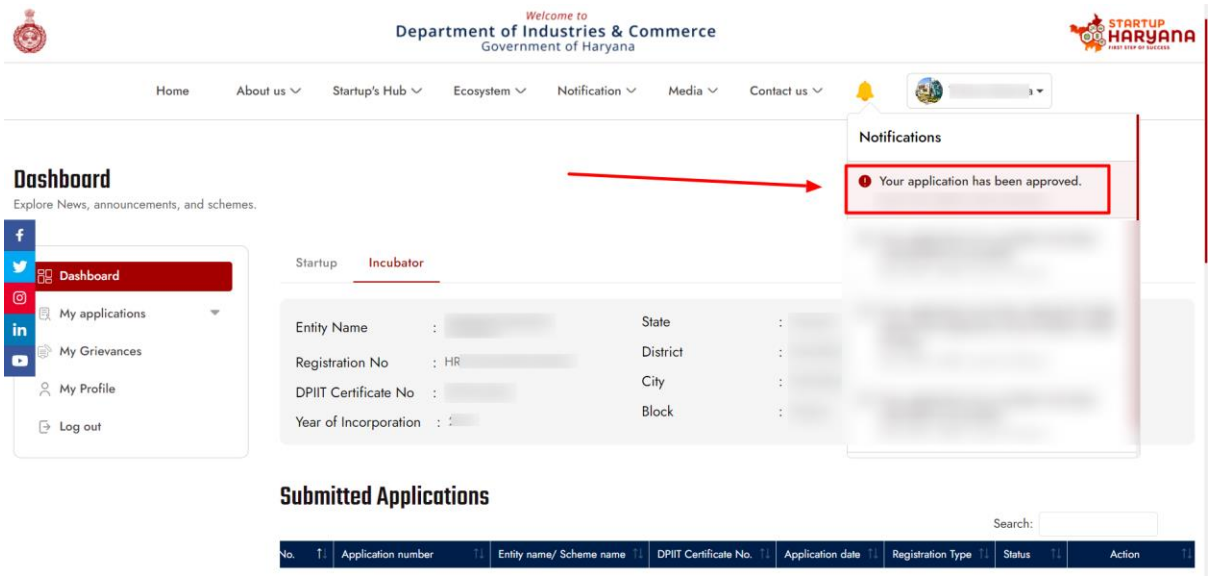


- User will enter the application number as given on the acknowledgement receipt and will click on "TRACK" button to see the current status.



8. Application Approval

- If the application is approved by the approving authority, user will be notified via system notifications, Email and SMS.

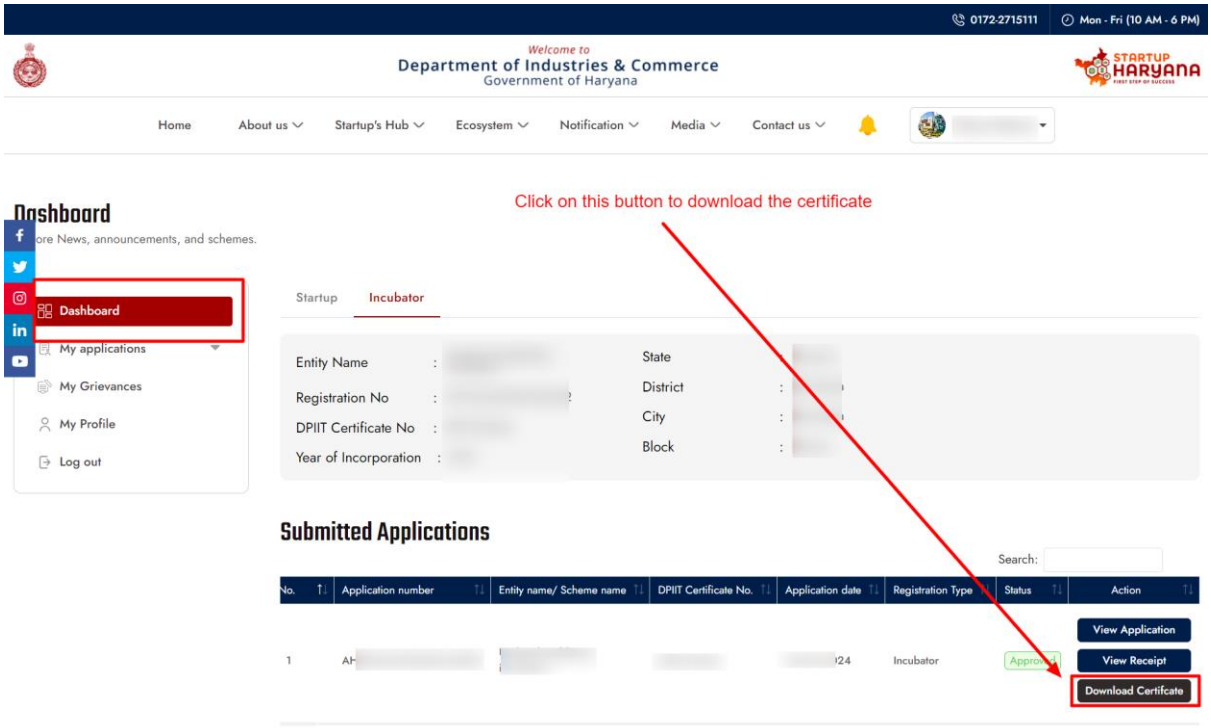


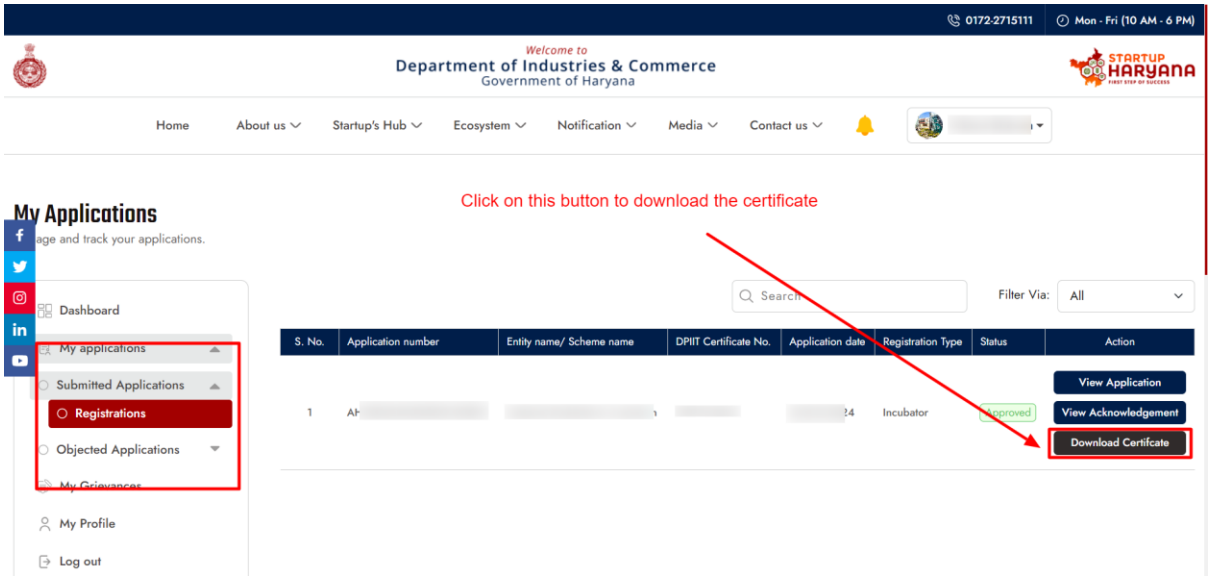
- User can download the REGISTRATION CERTIFICATE from "My Applications" section.

9. Download Certificate

User can download the REGISTRATION CERTIFICATE from

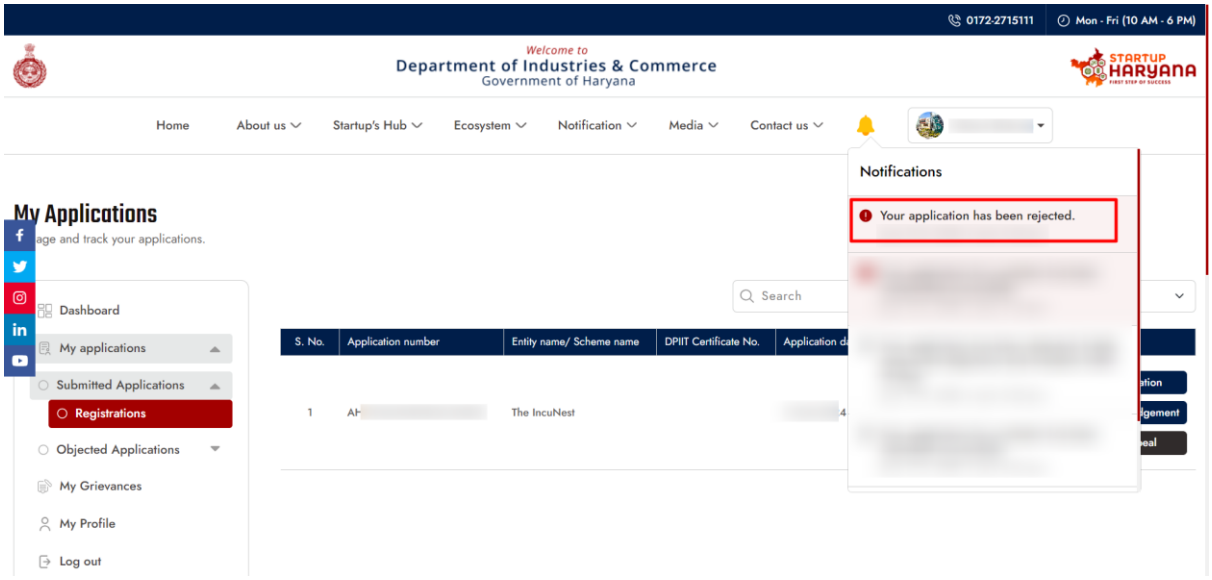
- Dashboard section
- "My Applications" section





10. Application Rejection

- In case of application rejection, user will be notified via system notifications, email and SMS.
- User will have to login into the account using the credentials and check the application status under “my applications”.


0172-2715111
Mon - Fri (10 AM - 6 PM)
Welcome to
Department of Industries & Commerce
Government of Haryana
STARTUP HARYANA
Home
About us
Startup's Hub
Ecosystem
Notification
Media
Contact us
Notifications
Your application has been rejected.
My Applications
Dashboard
My applications
Submitted Applications
Registrations
Objected Applications
My Grievances
My Profile
Log out
Search
S. No.
Application number
Entity name/ Scheme name
DPIIT Certificate No.
1
The IncuNest