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.
The various fields in the form is as shown below:

- 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/](http://www.investkarnataka.gov.in/)->e-Udyami-> Apply Online or
- 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](http://www.investkarnataka.gov.in/)
- 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.

It will redirect you to the following page to fetch the user credentials.
• 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.
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.

<table>
<thead>
<tr>
<th>SL No</th>
<th>Tab Name</th>
<th>Status</th>
<th>SL No</th>
<th>Tab Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company Details</td>
<td>✔</td>
<td>11</td>
<td>Land Requirements</td>
<td>✔</td>
</tr>
<tr>
<td>2</td>
<td>Financial &amp; Background Details</td>
<td>✔</td>
<td>12</td>
<td>Power Details</td>
<td>✔</td>
</tr>
<tr>
<td>3</td>
<td>Building Information/Licensing</td>
<td>✔</td>
<td>13</td>
<td>Water Requirement</td>
<td>✔</td>
</tr>
<tr>
<td>4</td>
<td>Activity Details</td>
<td>✔</td>
<td>14</td>
<td>Assistance Details</td>
<td>✔</td>
</tr>
<tr>
<td>5</td>
<td>Environment/Clearance</td>
<td>✔</td>
<td>15</td>
<td>Promoters Background</td>
<td>✔</td>
</tr>
<tr>
<td>6</td>
<td>Investment</td>
<td>✔</td>
<td>16</td>
<td>Authorized Person Details</td>
<td>✔</td>
</tr>
<tr>
<td>7</td>
<td>Project Cost</td>
<td>✔</td>
<td>17</td>
<td>Industrial Permission</td>
<td>✔</td>
</tr>
<tr>
<td>8</td>
<td>Raw Material</td>
<td>✔</td>
<td>18</td>
<td>Pavement</td>
<td>✔</td>
</tr>
<tr>
<td>9</td>
<td>Building &amp; Land Details</td>
<td>✔</td>
<td>19</td>
<td>Upload Digitally Signed Application Form</td>
<td>✔</td>
</tr>
</tbody>
</table>

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

Company Details

- Name of the Company: [Name]
- Address: [Address]
- City: [City]
- State: [State]
- Country: [Country]
- Pin Code: [Pin Code]
- Contact Person: [Name]
- Phone Number: [Phone Number]
- Email ID: [Email ID]

Promoter/Director/Trustee Contact Details

- Role: [Role]
- Name: [Name]
- Phone Number: [Phone Number]
- Mobile Number: [Mobile Number]
- Email ID: [Email ID]
We use to traverse to the next sub tab.

- We can click on 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 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.

![Image showing the Adobe Reader interface with options to sign a document](image1.png)

• 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.

![Image showing a signed PDF document](image2.png)

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

### View/Download Documents

<table>
<thead>
<tr>
<th>Download</th>
<th>Document Type</th>
<th>Page Count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Document</strong></td>
<td>Land Utilization, Water Requirement &amp; DPR</td>
<td>19</td>
</tr>
<tr>
<td><strong>View Document</strong></td>
<td>Revised Land Utilisation</td>
<td>1</td>
</tr>
<tr>
<td><strong>View Document</strong></td>
<td>Detailed Project Report</td>
<td>19</td>
</tr>
<tr>
<td><strong>View Document</strong></td>
<td>Copy of PAN card</td>
<td>1</td>
</tr>
</tbody>
</table>
Proponent can add a new document by clicking on to ‘Add New Document’.

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

**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.

<table>
<thead>
<tr>
<th>Bank Details for NEFT and RTGS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Name</strong> : VIJAYA BANK</td>
</tr>
<tr>
<td><strong>Branch Name</strong> : Race Course Road Branch</td>
</tr>
<tr>
<td><strong>Account Name</strong> : Karnataka Udyog Mitra</td>
</tr>
<tr>
<td><strong>Account Number</strong> : 117801010024178</td>
</tr>
<tr>
<td><strong>IFSC Code</strong> : VIJB0001178</td>
</tr>
</tbody>
</table>

- 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.
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.
- 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 on Submit Application button.

• To check the status of the application after submitting, Go to Submitted Applications Status

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Application Type</th>
<th>Application Number</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUM</td>
<td>New Proposal</td>
<td>2604021007534</td>
<td>Proposal placed in Meeting (SLSWCC/SHLCC) View Application Generate Receipt Proceeding PDF Request for Revision of Application</td>
</tr>
</tbody>
</table>

**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.

- 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 Apply Amendments.

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

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

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 requirement requisition can be applied through this amendment type.

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

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

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

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

If there are any changes of survey numbers of the possessed land happening/required, this change should be updated through this amendment type.
• If the approved project requires any additional land, this can be requested by applying through this amendment type.

• If any change in location required for the approved project, it will be requested through this amendment.

• 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.

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