Guidelines to File Online Investment Intent at Invest UP

A. File Investment Intent

Step 1 – Register

- To Register online at Invest UP as an Investor, fill Full Name, Designation, Company/Industry/Organization Name, Email ID & Mobile No. in the respective fields and click on **Register** button.
- Thereafter, entered Email ID & Mobile No. will be verified through One Time Passwords (OTPs). After verification, your registration will be completed and an auto-generated password will be sent on the registered Email ID & Mobile No.

Step 2- Login

- Login by filling your Registered Email ID, Password & Captcha.
  -OR-
- To login through OTP verification, enter your registered Email ID and click on respective link. Thereafter, OTPs will be sent on the registered Email ID & Mobile No. for verification. After verification, you will be logged in.

Step 3 – Create Company Profile

Once the user is Logged In, he/she will have to create Company Profile by submitting following details:
- Basic Information
  - Company Type
  - Company Registration No.
  - Company Website (if any)
  - Phone Number
  - Alternate Phone Number (if any)
  - Alternate Email ID (if any)
- Company Address
  - Country
  - State
  - District
  - Address for Correspondence
  - Pin Code/Postcode
- Identity Proof
  - Type of ID Proof
  - ID Proof Number
  - Upload Selected ID Proof (File Format: PDF Max File Size: 1 MB)

After submission of above details, no changes will be allowed in company profile details. Hence investors are advised to verify the filled details before submission.

Investor will not be allowed to File Intent/Raise Query unless he/she creates Company Profile.

Step 4 – File Investment Intent

After submission of Company Profile details, investor can file investment intent by clicking on **File Investment Intent** side menu. The form is divided in two sections viz. **Project Information** & **Facilitation Details**. Investor will have to submit following details in particular section:

- o **Project Information**
    - ▪ Type of Project Proposal (New/Extension/Diversification)
    - ▪ Project Name
    - ▪ Project Details (Maximum 150 characters)
    - ▪ Sector of Investment
    - ▪ Investment Proposed (in Crore INR)
    - ▪ Proposed Strength of Employees
    - ▪ District for Project Implementation (3 preferences)
    - ▪ Proposed Month for Project Commencement
    - ▪ Proposed Month for Starting Commercial Operations
    - ▪ Name, Mobile No. and Designation of Witness
    - ▪ Upload Project Summary (File Format: PDF │Max File Size: 2 MB)
    - ▪ Upload Signature of Investor & Witness (File Format: JPEG/JPG │Max File Size: 2 MB each)
- o **Facilitation Details**
    - ▪ Does your project require land? If yes, then fill
        - • Area of Land Required (in Square Meter)
        - • Have you Identified the Land? If yes, then fill
            - o Type of Land Identified i.e., '**Government**' or '**Private**'
                - ▪ If Government Land Identified, then fill
                    - • Industrial Development Authority
                    - • District
                - ▪ If Private Land Identified, then fill
                    - • Address of Land
                    - • District
                    - • Pin Code
        - • If didn't identified the Land then only select Type of Land required i.e., '**Government**' or '**Private**'
    - ▪ If No, then investor doesn't have to fill any of the above required detail.
    - ▪ Thereafter, select Existing Policy, under which investor wants to apply for incentive (if any)
    - ▪ Special assistance required (if any)
    - ▪ Select whether Investor wants Letter of Comfort or not?
    - ▪ Are other facilities required? If yes, then fill:
        - • Power Load Required (in KW)
        - • Water Required (KL/Day)
        - • Any other requirement from State Government?

After filling above details in respective fields, investor will have to do final submission of application. No changes will be allowed in the application after final submission. Hence investors are advised to verify the filled details before final submission.

After final submission, application will be forwarded to Invest UP. If Invest UP raises any query against the application then it has to be resolved by Investor within stipulated time. Thereafter, Invest UP will scrutiny the application and forward it to the concerned department. If concerned department raises any query then investor will have to resolve it. Thereafter, scrutiny of application will be done by the concerned department and application will be Accepted/Rejected. In case of Acceptance, MoU will get signed between concerned department and Investor.

Once the MoU is signed, investor can download the MoU from his/her login.