

Marketing assistance under Coir Udyami Yojana Scheme

Instructions to Fill up the On-line Application Form

Stage 1 - New Login Registration

1. Click on the link "New Login Registration" in the Login.
2. **Enter Name, PAN Number, e-mail-id and Mobile Phone Number as per the format given on the screen**
3. **PAN number, email-id and Mobile Phone Number once entered cannot be changed later in the application form.**
4. **Now you should select a secret question from the Drop Down menu and then type the answer in the next Column.** Note down the secret question and the answer for future references. They are used for the retrieval of password in case the password is forgotten.
5. **You should now choose your User Name (Please refer to the User Name Policy provided).**
6. **Enter the Given Security PIN displayed on the screen.**
7. **You can now finalize the above details by clicking the CONFIRM Button. Please note that the email-id as well as the Mobile Number provided should be that of your own as all correspondences in future will be through email and SMS**
8. You will receive your **user name and password** by email as well as by SMS.

Stage-2 Submit Beneficiary Registration (Part-A)

1. **In the login section of the login page , type your user name and password received through email/SMS and click "Sign In"**
2. **Immediately you will be asked to change your password. Here you should set a new password as per the password policy of the site and confirm. You will be automatically asked to re-login with new credentials.**
3. **After successful login You will be redirected to your Home Page.**
4. **An Application for Coir Sector Beneficiary Scheme contains two Parts. Part -A consists of common details related to the beneficiary and is called the Beneficiary Registration form. PART-A is common to all Coir Beneficiary schemes.**
5. **Each Beneficiary must complete the Beneficiary Registration by selecting the Menu Item Beneficiary Registration /Registration Part-A(Give the Consortium registration details in Part-A).**
6. **After completing Beneficiary registration (Part-A), the beneficiary will get a beneficiary registration Number.**

Stage-3 select the application from consortium menu item and submit the application

1. **Select the menu item **consortium** from the left side menu and select the appropriate application and submit .**
2. **for Example if you want to apply for Assistance for establishing marketing consortium**

do the following steps

1. **Login to the system with your Username and Password**
2. **On Successful Login You will get the Home Page of Coirservices.**
3. **Select Registration Part-A by expanding the Beneficiary Registration Link from the Left side Menu**
4. **Enter consortium name & address details carefully and Submit the Form**

5. You will get a beneficiary registration Number.

6. Select the item **establishing marketing consortium** by expanding the **Link Consortium** Give details and submit the form

You will receive the application registration Number.

3. As part of submitting Online application You need to scan and upload the following documents along with the application at appropriate places as indicated.

Beneficiary Registration (Part-A)

1. Photograph - Photograph should be 3.5 cm width x 4.5 cm height or 132 pixel width X 170 pixel height with the file size between 4 KB and 100 KB. JPG formats only will be accepted

2. PAN Card Copy

3. MSME Registration Certificate

4. Consortium Registration Certificate

Consortium (Part-B)

Scan and upload all relevant documents and bills as prescribed

Note : Except Photograph all the documents should be scanned in pdf format and size should be between 10KB and 300 KB.

*In order to upload a file first click on the **browse** button and select the file. then click on the **Upload document** button*

Stage - 4 Application status

You can check and verify the status of the application in the web site by login to your Home Page with your username and Password.

Beneficiary / Applicant should visit respective home pages of www.coirservices.gov.in for the latest developments against your application