

Coir Udyami Yojana Scheme (CUY)

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 Udayami 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. **Expand the link +Beneficiary Registration by clicking on the + symbol, You will get the link Registration Part-A**
6. **After completing Beneficiary registration (Part-A), the beneficiary will get a beneficiary registration Number.**

Stage-3 Select the Scheme: Coir Udyami Yojana and Submit the Application

1. **Expand the Link +Coir Udyami Yojana by clicking the mouse on the + symbol,**
2. **You will get the Link - Online application**
3. **Fill up the Details and submit the Form.**
4. **Take the Print Out of the Application**
5. **Send the Application to The Regional Office Address Given, Along with all Relevant Documents**
6. **This will complete your Online Application submission**
7. **You can check your Application status at any time by Login to your Home Page and Select the Application Status Link under the + Coir Udyami Yojana Menu Item**

Steps to follow to submit online Application for Coir Udyami Yojana scheme

1. Login to the system with your Username and Password
2. On Successful Login You will get the Home Page of My coir Portal.
3. Select **Registration Part-A** by expanding the **+ Beneficiary Registration** Menu by Clicking on the **+** Symbol
4. Enter your personal and Unit details carefully and Submit the Form
5. You will get a beneficiary registration Number.
6. Select the **Online Application** by Expanding the Menu **+Coir Udayami Yojana** by clicking on the **+** symbol.
7. Enter your Project Details and submit the form.
8. You will receive the CUY application Number
9. Take The Print Out Of The Application .
10. Send The Application Along with All Relevant documents to the Regional office Address .

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

Note : Photograph is the Only mandatory attachment in Online Application . All other documents are not compulsory to scan and submit through online. If You are not submitting the documents through Online, You can send the documents to the Regional Office along with the Print Out of the Application.

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. Aadhar Card Copy

3. MSME Registration Certificate

4. Community Certificate (In case of SC/ST)

5. Company Registration Certificate (If not individual)

Coir Udyami Yojana Scheme (Part-B)

1. Training certificate

2. Project Report

3. Title deed

4. Plan & Estimate

5. Machinery Invoice

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

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. You can also Upload documents which you could not upload while submitting the online application.

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

My Coir Mobile App

Application status can also be viewed in **My Coir** Mobile App.
By Giving Beneficiary Regno and CUY reg no, Application Status can be viewed.

