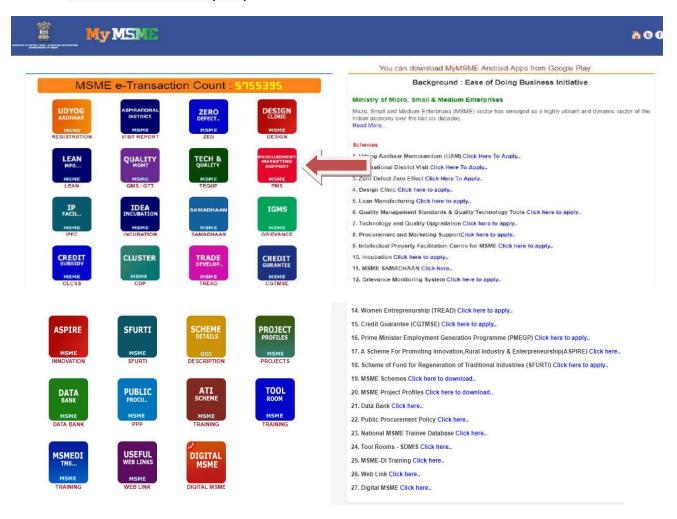
## **DOMESTIC TRADE FAIRS / EXHIBITIONS - USER MANUAL**

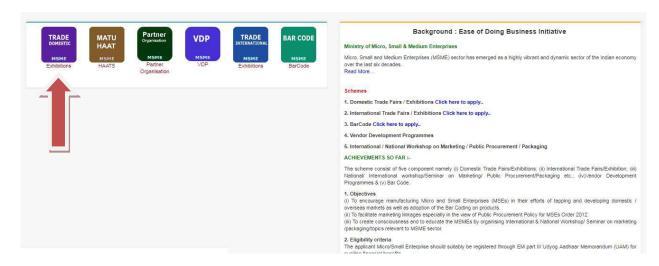
Web Address: https://my.msme.gov.in

Major Functions which a user can perform through this portal are:

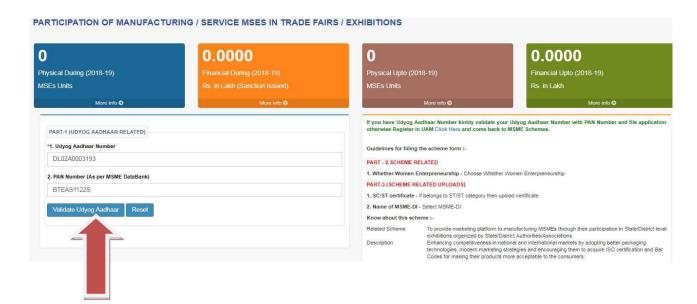
1. After opening the website (<a href="https://my.msme.gov.in">https://my.msme.gov.in</a>), click on PROCUREMENT AND MARKETING SUPPORT (PMS) button shown in the screen below.



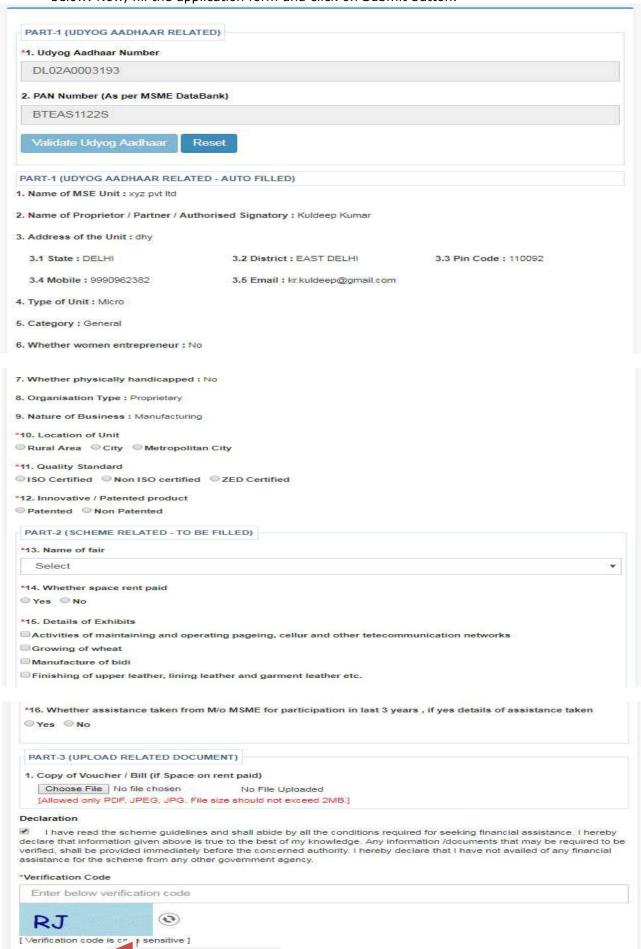
2. After clicking on PROCUREMENT AND MARKETING SUPPORT (PMS) link the page will be open as shown in the screen below. Click on Trade Domestic icon.



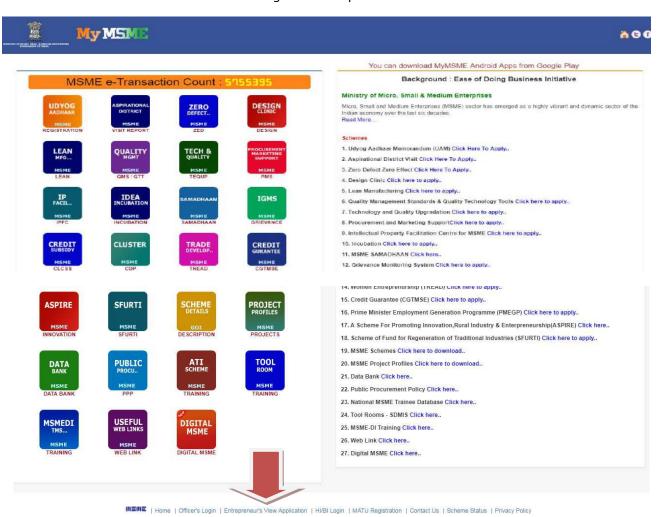
3. After clicking on Trade Domestic link the page will be open as shown in the screen below. Fill all the detail and click on Validate Udyog Aadhaar button as shown in screen below.



4. After successfull Udyog Aadhaar validation, the page will be open as shown in the screen below. Now, fill the application form and click on Submit button.



5. After opening the website (<a href="https://my.msme.gov.in">https://my.msme.gov.in</a>), click on Entrepreneur's view application link shown in the screen below. For login as entrepreneur.



6. After clicking on Entrepreneur's view application the page will be open as shown in the screen below. Fill all the detail and click on Verify Me button as shown in screen below.



7. After successfully login the dashboard will be open as shown in the screen below. Click on Trade Domestic icon.



8. After click on Trade Domestic the dashboard will be open as shown in the screen below. Now click on Detail as shown in screen below.

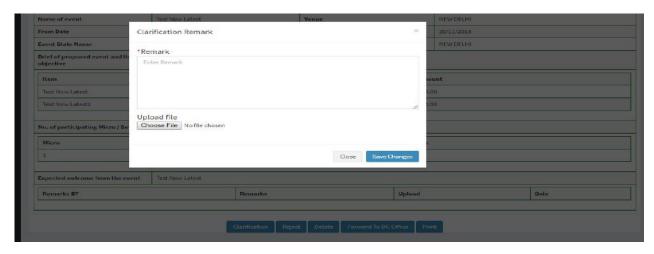


9. After click on Detail the page will be open as shown in the screen below. Now click on one of the button (Clarification, Print) shown in screen below.

Participation of Manufacturing / Service MSEs in Trade Fairs / Exhibitions Application ID No.: UAM/DTF/1 PART-1 (UDYOG AADHAAR RELATED) 1. Name of MSE Unit xyz pvt ltd 2. Name of Proprietor / Partner / Authorised Kuldeep Kumar 3. Address of the Unit dhy, EAST DELHI, DELHI, 110092 Mobile: +91-9990962382 E-Mail: kr[dot]kuldeep[at]gmail[dot]com 4. Type of Unit Micro 5. Category General 6. Whether women entrepreneur No 7. Whether physically handicapped No 8. Whether NER No 9. Organisation Type Proprietary 10. Nature of Business Manufacturing 11. Location of Unit Rural Area 12. Quality Standard ISO Certified 13. Innovative / Patented product Patented PART-2 (SCHEME RELATED DETAILS) 13. Name of fair Agra Fair 02/07/2017 - 21/07/2017 Duration of fair Venue of fair agra location, NORTH EAST DELHI, DELHI 1.00 Cost (in Rs.) Area of Stall / Booth booked in Sqm Rate per Sqm 6.00 Name of Implemening Agency Agra (MSME-DI) Apply for 5A- Participation of individual MSEs in domestic trade fairs/ exhibitions 14. Whether space rent paid 14.1. To whom space rent paid FIEO 15. Details of Exhibits 1 - Growing of wheat 2 - Manufacture of bidi 16. Whether assistance taken from M/o MSME for participation in last 3 years , if yes details of assistance taken 16.1. Details of assistance taken PART-3 (SCHEME RELATED UPLOAD) 1. Copy of Voucher/Bill (if Space on rent paid) View/Download Declaration: I have read the scheme guidelines and shall abide by all the conditions required for seeking financial assistance. I hereby declare that information given above is true to the best of my knowledge. Any information /documents that may be required to be verified, shall be provided immediately before the concerned authority. I hereby declare that I have not availed of any financial assistance for the scheme from any other government agency.



10. After click on Clarification button the page will be open as shown in the screen below. Now Enter the remarks (Upload file is optional) and click on the Save Changes button shown in screen



11. Click on Print button for print.