



## SME Services

Dear Sir,

### Documents Required for MSME Registration Certificate:

- 1) Cost of Gala
- 2) Cost of Total Machine
- 3) Gumasta License / Shop Establishment License
- 4) Owner Details
- 5) Require MOA if the company is Private Limited OR Partnership Deed if the company is into partnership firm.

### There are two types of MSME Certificate prepared.

- 1) SSI Certificate (I): This is temporary certificate valid for 02 years which cost Rs. 6000/- + ST.
  - 2) SSI Certificate (II): This is permanent certificate which cost Rs. 7500/- + ST (other than Mumbai) and Rs. 10000/- + ST for Mumbai Location.
- Preparing Period: 10 to 15 days.

If any MSME unit required urgently basis SSI Certificate, so we will charge as below mentioned:

SSI Certificate Part I: Original Charges + 1500/- extra + ST

SSI Certificate Part II: Original Charges + 2500/- extra + ST

Preparing Period: 2 to 3 working days.

Apart from the above, if you do not have Gumasta License / Shop Establishment License, the Same can also be prepared for Rs. 5000/- + ST + Employee Charges.

Also, help us with the following information required to fulfill in the form:

- a) Activity of the machine
- b) Productivity
- c) Power used
- d) No. of Workers
- e) Share Capital
- f) Caste

--

Thanks & Regards,

**Krupali Talekar | Admin Head - Mumbai |**

**SME Services |**

Tel.: 022 65270702 | Mob: - 8286009922 |

Email: - [info@smeservices.co.in](mailto:info@smeservices.co.in) | [mumbai@smeservices.co.in](mailto:mumbai@smeservices.co.in) |

Web ID: [www.smeservices.co.in](http://www.smeservices.co.in) |

**Branch:** SME Services, F-10,  
Dreams Mall, Opp. BMC Bldg.,  
Station Road, Bhandup (W), Mumbai- 78  
Phone: 022- 65270702  
Email ID: [mumbai@smeservices.co.in](mailto:mumbai@smeservices.co.in)

**HO:**  
No. 260/9, 'Abhiram Complex', 17th Cross,  
Sampige Road, Bangalore - 560 003  
Phone: 8286009977  
Email ID: [info@smeservices.co.in](mailto:info@smeservices.co.in)