DPIIT
#startupindia

Guide for Change/Update in Recognition Form

(https://www.startupindia.gov.in/)

Step 1: Log In to the Portal

1. Open the Startup India website: https://www.startupindia.gov.in/.
2. Click on the Login button.
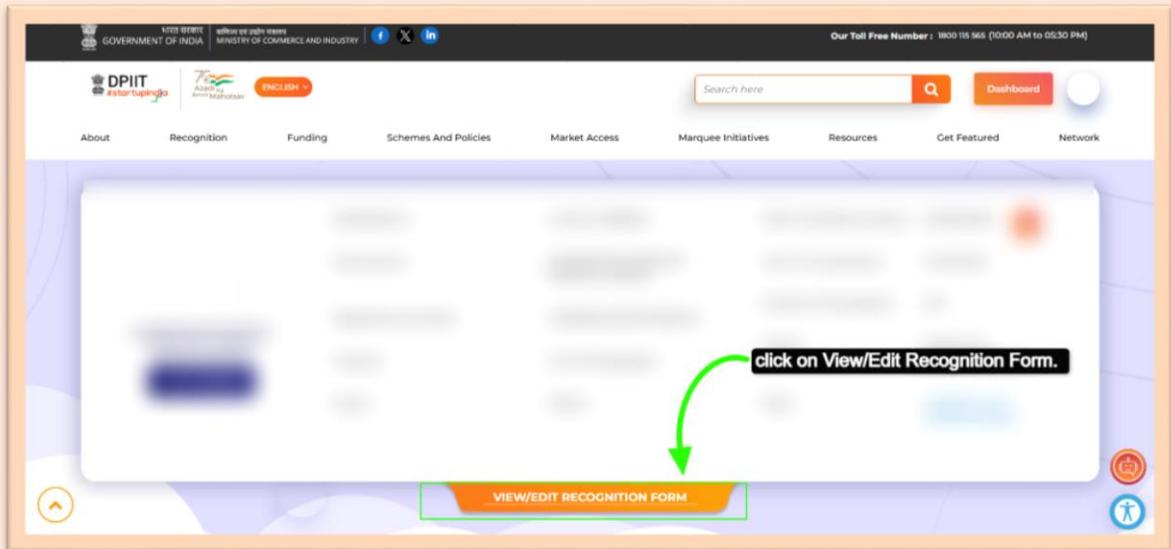3. Enter your credentials (email and password) to access your dashboard.
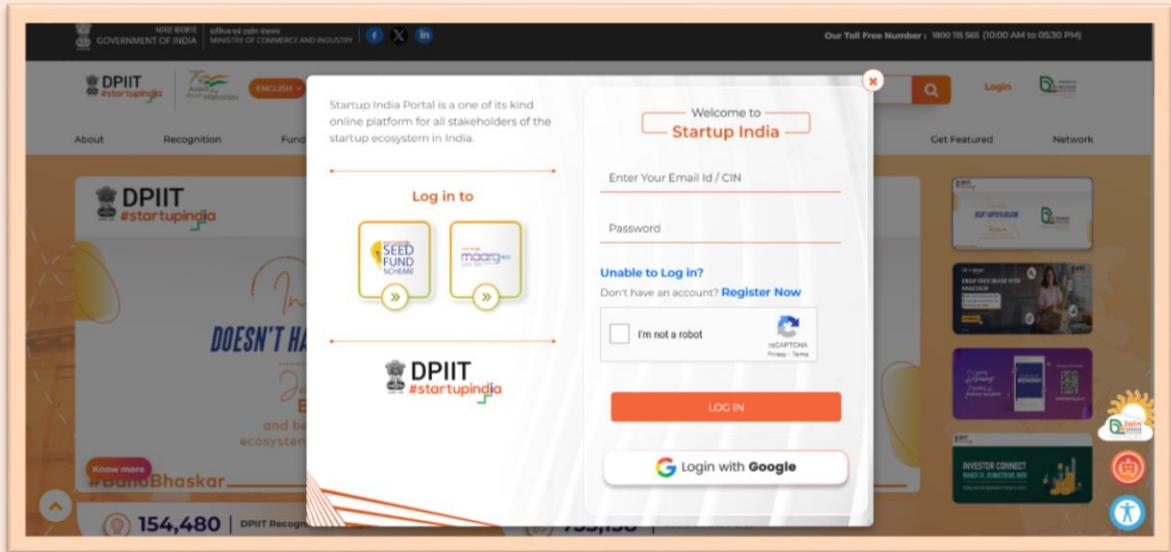
Step 2: Access the Recognition Form
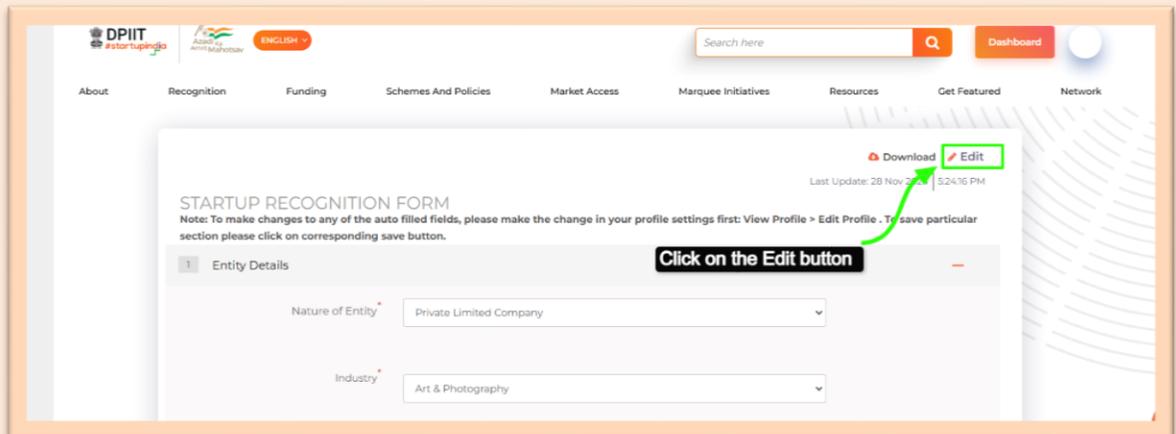
1. Navigate to your Dashboard.
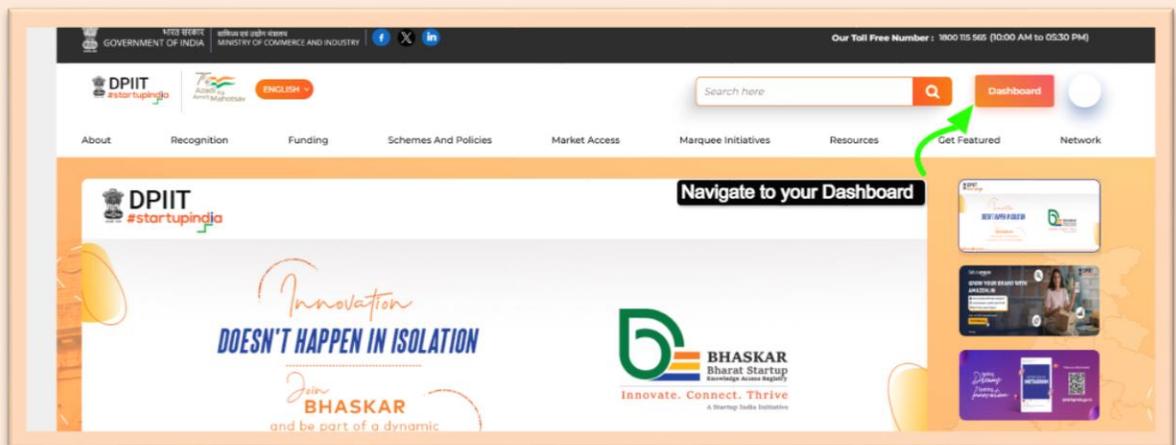
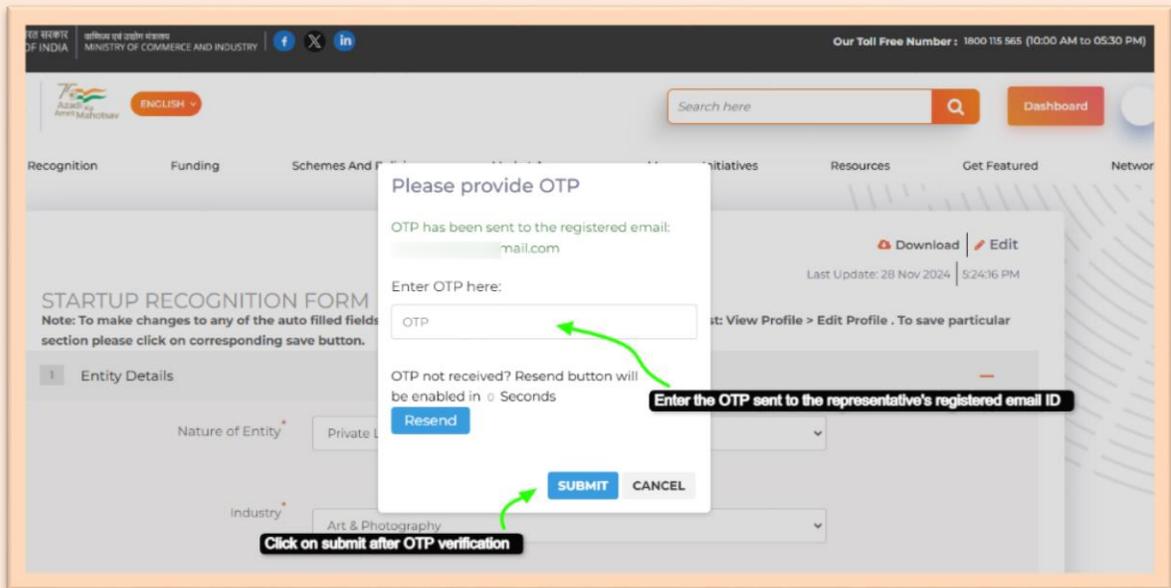2. Locate and click on View/Edit Recognition Form.

Step 3: Initiate the Editing Process
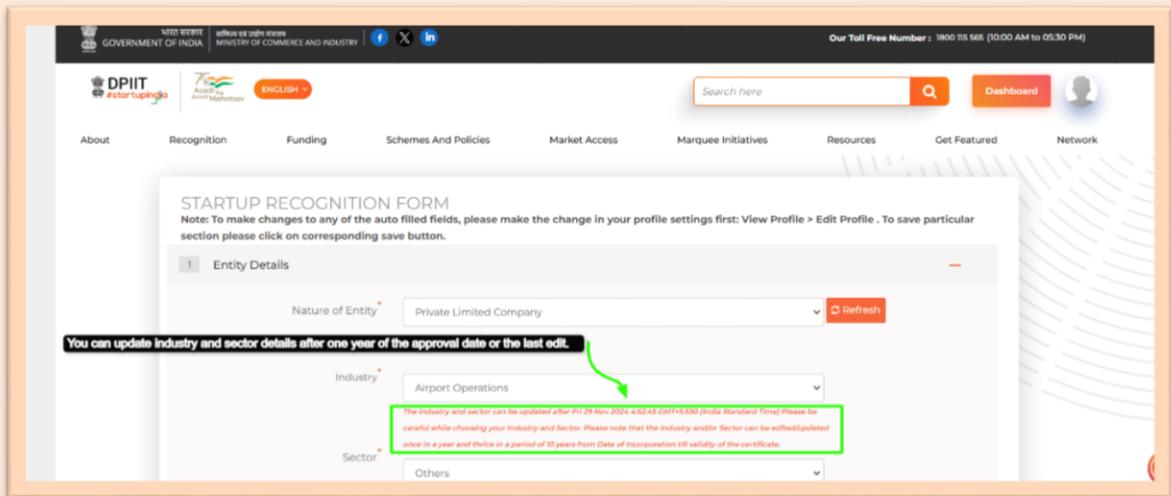
1. Click on the Edit button.

2. Verify your representative profile:
   - Enter the OTP sent to the representative's registered email ID.

Step 4: Edit Industry and Sector Details

You can update industry and sector details after one year of the approval date or the last edit. You can update industry and sector once in year and thrice in 10 year

Check all disclaimer

- ✅ I certify that the startup has not been incorporated for more than 10 years
- ✅ I certify that the turnover of the entity of any of the financial years since incorporation has not exceeded one hundred crore rupees
- ✅ I certify that the startup is working towards innovation, development or improvement of products or processes or services, or is a scalable business model with a high potential of employment generation or wealth creation; and
- ✅ I certify that the startup has not formed the entity by splitting up or reconstruction of a business already in existence;
- ✅ I certify that the entity is not formed due to compromise/ arrangement as provided under the Companies Act, 2013.
- ✅ I certify that the entity is neither incorporated/registered as a subsidiary of any Indian or foreign entity nor it is incorporated/registered as a holding company of any Indian or foreign entity. (Please note that any startup becoming holding/subsidiary of any company after obtaining recognition will be derecognized)
- ✅ I certify that the entity is not formed by Joint Venture. (Please note that any startup entering into any Joint Venture after obtaining recognition will be derecognized)
- ✅ I certify that the entity is not incorporated outside the Indian territory.
- ✅ I certify that the shareholding by Indian promoters in the startup is atleast 51%, as per Companies Act, 2013 and SEBI (ICDR) Regulations, 2018.
- ✅ I certify that the entity has not incorporated additional entities having similar address with same production line/services and at least one common director/ designated partner/partner.
- ✅ I certify that the entity does not operate in domains specifically prohibited by law.
- ✅ I certify that the entity is not a sole proprietorship.
- ✅ I certify that the entity having common director/designated partner/ partner with any other entity fulfils the provisions of the Companies Act, 2013. I further certify that the entity shall not undertake any related party transaction with such common entities except transactions on arm's length basis.

NOTE:
i. An entity shall cease to be a Startup on the completion of ten years from the date of its incorporation/registration or, if the turnover of the entity for any of the financial years since incorporation/ registration exceeds one hundred crore rupees.
ii. Turnover is as defined under the Companies Act, 2013.

REVOCATION:
Subsequently, if such recognition is found to have been obtained without uploading the relevant documents or on the basis of false information, DPIIT reserves the right to revoke the recognition certificate and certificate for tax benefits of an eligible business immediately without any prior notice.
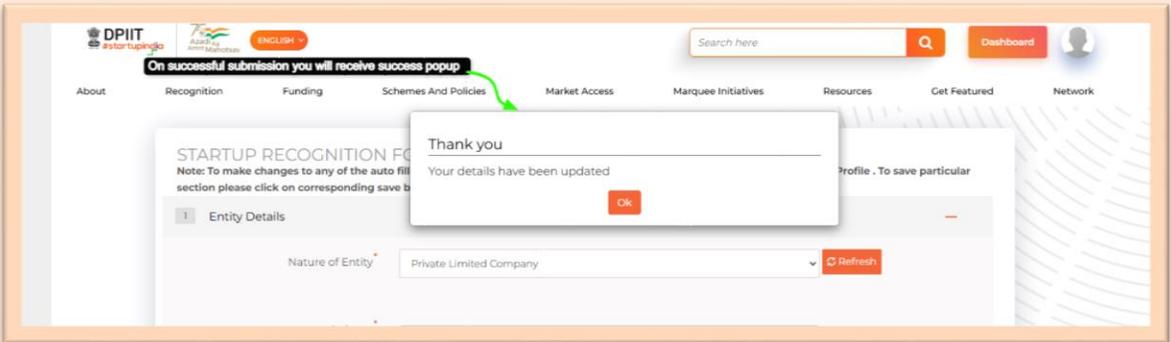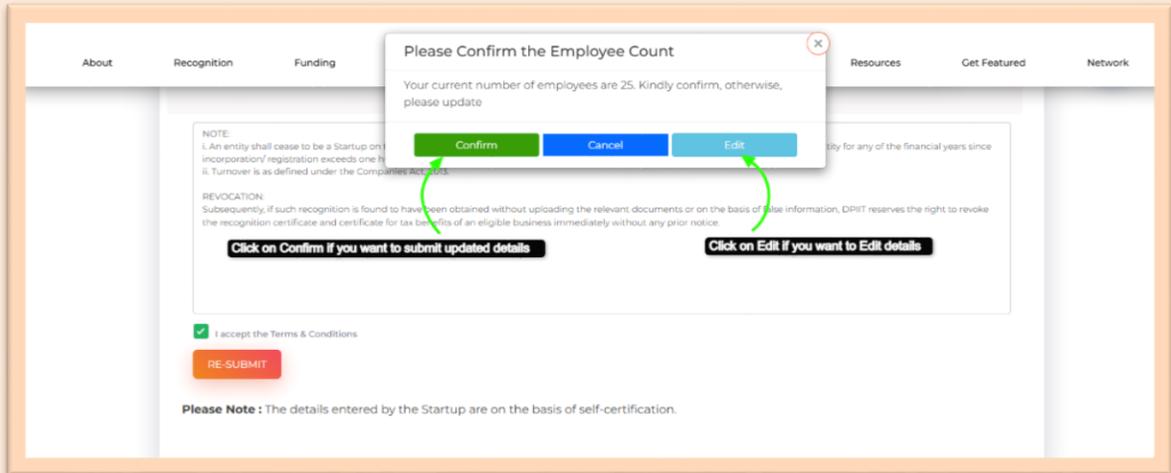
Accept Terms & Conditions and click on Re-Submit

- ✅ I accept the Terms & Conditions

RE-SUBMIT

Please Note : The details entered by the Startup are on the basis of self-certification.

FAQs

Question 1 – How to Update Specific Details from Bucket 1

To edit information such as:
  - Company Incorporation Number (CIN)
  - Name of the Entity
  - Incorporation/Registration Date
  - PAN

Follow these steps:

1. **Visit Startup India Contact Us**:
https://www.startupindia.gov.in/content/sih/en/contact-us.html

2. **Fill in the required fields:**
   - First Name, Last Name
   - Email ID, Contact Number
   - Gender, Profession
   - State, City/District

3. Select the query type as Startup India Recognition Process.

4. In the comment section, specify your request.

5. Upload the following supportive documents:
   - Duly signed request for updating details (on company letterhead).
   - Supporting documents for entity name, CIN, date, or PAN updates.
   - DIPP certificate.

6. Submit and Track Your Request

- Submit the form.

- Monitor your registered email for updates or additional instructions.

Important Notes

• Details should be updated first on MCA portal before raising request for Updating on Recognition for the conversion of CIN, Entity name update / CIN number updating

• Ensure all provided information is accurate and up-to-date.

• Changes to Bucket 1 details require approval and proper documentation.

Question 2 – How to Update Authorized Representative Details

Follow below steps to update Representative **mobile number**

Authorized Representative Details

Field	
Name of Authorized Representative	
Designation of Authorized Representative	QA
Mobile No. of Authorized Representative	341
Email ID of Authorized Representative	com

Enter new mobile number

Click in Get OTP

GET OTP

GET OTP

Authorized Representative Details

Name of Authorized Representative — Kavita

Designation of Authorized Representative

OTP has been sent to the registered Mobile Number: 77

Enter OTP shared on representatives mobile number

Enter OTP Here:

OTP not received?
Resend button will be enabled in 12 Seconds

RESEND

Mobile No. of Authorized Representative — GET OTP

Email ID of Authorized Representative — GET OTP

SUBMIT   CANCEL

Click on submit after successful OTP verification

Authorized Representative Details

Name of Authorized Representative — Kavita

Designation of Authorized Representative

Mobile No. of Authorized Representative — GET OTP

After success submit form

Kindly note that you number will update only on final submission

OTP verified successfully. Your mobile number has been successfully saved.

OK

Email ID of Authorized Representative — GET OTP

Follow below steps to update Representative **Emails**

Question 3 – What details user can update In Recognition form

A. Bucket 1 – Entity Details
- User can update Industry and sector after 1 year of approval or last edit
- To update Entity name CIN conversion user has to make first conversion on MCA portal and then Raise Request to support team for updating details on recognition

B. Bucket 2 – Full Address (Office)
- User can update all address

C. Bucket 3 – Authorized Representative Details
- User can update Name and Designation of Authorized Representative
- User can update Representative email and Mobile by verifying with OTP shared on registered email / mobile

D. Bucket 4 – Director(s) / Partner(s) Details
- User can update All details of director

E. Bucket 5 – Information Required
- User can update All details mentioned under Bucket 5

F. Bucket 6 – Startup Activities
- User can update All details mentioned under Bucket 6

G. Bucket 7 – Self-Certification
- User can update All details mentioned under Bucket 7

After Updating required details, it is mandatory to accept all term and condition mentioned in 7th bucket

For any further clarification, please feel free to reach out to us on our toll-free helpline 1800115565.