



# Guidelines to Raise Request for Establishment of Bio Energy Plant in UP

## Step 1 – Register on Portal

- To Register on UPNEDA Bio Energy Portal as an Investor, fill Organisation/Company/Firm Name, Owner's Name, Legal Status, Firm Registration/GST No., Mobile Number, Email ID and Captcha in the respective fields and click on **Register** button.
- Thereafter, entered Email ID & Mobile No. will be verified through One Time Password (OTP). After verification, your registration will be completed and Login Credentials (User ID & an auto-generated Password) will be sent on the registered Email ID & Mobile No.

## Step 2- Login

- Fill your User ID, Password & Captcha in the respective fields and click on **Login** button.

*On first login, applicant will have to change his/her auto-generated password for security reasons.*

## Step 3 – Create Company Profile

- Once the applicant is Logged In, he/she will have to create Company Profile by submitting following details:
  - PAN Card No.
  - Upload PAN Card (File Format: PDF; Max File Size: 1 MB)
  - Upload GST Registration Certificate (File Format: PDF; Max File Size: 1 MB)
  - Upload Certified copy of bye-laws of Company Memorandum and Articles of Association/Registered Society (File Format: PDF; Max File Size: 1 MB)
  - Upload Certified copy of Partnership Deed (if applicable) (File Format: PDF; Max File Size: 1 MB)
- After filling the above details, click on **Save & Next** button.
- Company Profile will be created and applicant will be redirected to next step to submit Project details.



#### Step 4 – Submit Project Details

- Applicant will have to furnish below details in the form related to Project:
  - Type of Plant
    - Compress Bio Gas (CBG) Plant
    - Bio Coal Plant
    - Bio Diesel Plant
    - Bio Ethanol 2G Plant
  - Upload Copy of Balance Sheet of past three years. In case of Startup, Balance Sheet of Promoter Company/Mother Company (File Format: PDF; Max File Size: 1 MB)
  - Upload Pre-feasibility Report (File Format: PDF; Max File Size: 1 MB)
- After filling the above details, click on **Save & Next** button.
- The details will be successfully submitted and applicant will be redirected to next step to submit the Fee.

#### Step 5 – Submit Registration Fee

- Applicant will have to submit the Registration Fee through offline mode i.e., Demand Draft.
- Thereafter applicant will have to enter DD No., Demand Draft Date, Amount Paid and Upload a copy of DD (File Format: PDF/JPG/JPEG; Max File Size: 2 MB) in respective fields and click on **Save & Next** button.
- Applicant will be redirected to next step to submit Land Allotment related details.

#### Step 6 – Submit Land Allotment Details

- Answer the question “Whether Investor Owns a Land or not?” (Yes/No)
- If applicant answers **Yes** then:
  - Upload Land related Documents (including Khatauni document) (get all documents scanned; arrange scanned copies in one single PDF and then upload the same. File Size should not exceed 10 MB)
  - District where Land is located
  - Tehsil where Land is located
- Thereafter, click on **Save & Next** button.
- If applicant answers **No** then:
  - Select District where Land is required
  - Select Tehsil where Land is required
  - Size of required Land (in Sq. Feet)



## Uttar Pradesh New & Renewable Energy Development Agency

Department of Additional Sources of Energy, Government of Uttar Pradesh

Portal for Bio Energy Plant

- Upload Relevant Document (non-mandatory) (get all documents scanned; arrange scanned copies in one single PDF and then upload the same. File Size should not exceed 10 MB)
- Thereafter, click on **Save & Next** button.
- After submitting the details, applicant will be redirected to preview the filled details.

### Step 7 – Preview and Final Submission of Application

- After filling all the details in the Application Form, applicant will be redirected to Preview the filled details.
- Applicant can edit the filled details at this step. After editing the filled details (if any), click on **Final Submit** button. Application will be forwarded to the concerned Authority of UPNEDA for further processing.

*No changes will be allowed in the Application Form after its Final Submission.*

- Soon after the final submission of the Application, it will be forwarded to the concerned Authority of the UPNEDA for further processing.
- Status of application will be notified to the applicant through SMS & Email and on their login.  
*Applicant will have to answer the query if raised by UPNEDA against the application. Only after the redressal of query, concerned authority will proceed with the application.*

#### A. Change Password

- To change the password, click on User Icon appearing at the top right corner of the screen.
- Thereafter, click on **Change Password** menu and fill Current Password, New Password and Retype New Password in respective fields and click on **Change Password** button.
- Your password will get changed subsequently. Applicant will have to login with the new password.

#### B. Recover Password if forgotten

- If applicant has forgotten the password then click on **Forgot Password?** link available on the Login page.
- Thereafter, fill User ID in respective field for OTP based verification of Mobile No. & Email ID.
- Once the verification is done, applicant will be enabled to create their new password.