

### Process flow for registration of Manufactures for the year 2022-23 :

1. Go to matirkatha.net ( <http://matirkatha.net/>-Click [Translate this page](#))
2. Go through **Guidelines of FMS -2022-23, User Manual** and **Advertise Notice** carefully which are available in the said portal.
3. Click **Mechanization of Agriculture 2022-23**
4. Click **Manufacturer Registration 2022-23**
5. Register> Manufacturer.
6. Previously Registered Manufacturers/Existing Manufacturers should be registered newly /freshly.
7. After Registration, Manufacturer has to log in through mobile number-based OTP
8. Furnish GSTIN validation online.
9. Furnish Manufacturers` details for registration.
10. After successful registration, ID & Default password should be set
11. Now log in with User Id & newly set Password.
12. Company details as furnished during registration will appear after log in which cannot be edited (if required) excepting email, contact person, contact no., Product Identification and Availability of Products .
13. In the left side of menu bar, there will be a provision for inclusion of products & dealers .
14. First Add your products by furnishing details of products
15. Upload documents of ISI mark or Test Report issued by Government recognized testing institutes & a notarized declaration on price , testing report , after sale service etc as per Guidelines. For test report, only the 1<sup>st</sup> page and last signed page should be uploaded in PDF (200kb)(B&W) as there is limitation of space for uploading. (Submit all pages as hard copy of test report to the office by speed post or in drop box only as instructed inn advertisement ).
16. Then add all the authorized dealers of the State (Dealers should be distributed through out the state).
17. Dealers log in id & password will be sent through SMS in their registered mobile no after completion of dealers `registration .
18. Approved product Price will be valid for next one year in this regard .
19. All requisite documents in hard copy must be submitted in time under a covering letter to the Director of Agriculture & Ex Officio Secretary, Attn. DDA(HQ), Jessop Building, 1st Floor, 63 Netaji Subhash Road, Kolkata-700001 ( All pages documents need to be signed by authorized signatory with stamp).