

# Energy Efficient Building Materials Directory for India

### **Operation Manual for the 'Company Registration'**

Step 1: To Sign Up, click on the "Sign Up" tab, as shown in the below figure.



Figure 1: BMDI Sign Up Page



Step 2: Enter all the requisite details in section A.

GOVERNME MINIS	NT OF INDIA	POWER				BUREAU OF ENERGY EFFICIENCY Government of India, Miniatry of Power
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		Se	ction A	A: Profile [	Details	
<u>Company [</u> Full Name of t	Details he Compar	ıy*				To continue your earlier registration, please click here
Complete Add	ress & cont	act information <sup>*</sup>				
Website of the	Company					
Authorized	<u>Signato</u>	<u>ry Details</u>				
Mobile Numbe	*					
Landline Numb	er					
Whatsapp Nun	ber					
Email ID (OTP 1	or verificat	ion will be sent to t	his ID) <sup>*</sup>			
						Save & Next

Figure 2: BMDI Company Registration-Section A

Step 3: Submit the OTP to verify your e-mail ID. Once verified you will receive a Token ID on the same email ID, to access and continue your form at a later time.

c N	OVERNMENT OF	f india Y OF	POWER				BUREAU OF ENERGY EFFICIENCY Covernmented India, Ministry of Power
Home	About Us	Tool	How to Register?	Updates	Media Gallery	Support	Login 🔊 Sign Up 🕞
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		© 2	2019 All Rights F	Reserved.		

Figure 4: BMDI Token ID Verification

To continue registration at later time, please click on Sign Up and then click on (click here) and enter the Token ID received on the verified e-mail ID and click on submit to continue.





A Token ID has been sent to your verified mobile number/e-mail. Please enter the Token ID to continue your registration process.	×
Submit Cl	ose

Figure 6: Token Verification at later stage



## Step 4: Enter all the requisite details in Section B. Click on Save & Next.

Membership Details         Association Name       Membership Number         identification       Image: State in the state in	Year of Establishment				
Association Name	<u>Membership Details</u>				
Add deter   GST Details   State   Sdert Sate   State on State one document is mandatory)   Certificate of Incorporation of the Company   Certificate Number :   State Sate   State Sate Sate   State Sate Sate   Sta	Association Name		Membership Numi	per	
GST Details         State       GST Identification Number         Sided State       •         Add Motion         Accreditations/Company verification documents         (Upload of at least one document is mandatory)         Certificate of Incorporation of the Company         Certificate Number :         Prove queat why non, dor, dr. grl gg Statement         S0-9001 for Quality Management System (QMS)         Certificate Number :         Prove queat why non, dor, grl gg Statement         MSME/SSI Certificate (if applicable)         Certificate Number :         Prove queat why non, dor, grl gg Statement         Number :         Provequeat why non, dor, grl gg Statement         Number :         Cocuments for verifying authorized Signatory *         Upload Document         Number :       In Upload Document         Prove queat why non, dor, grl gg Statement Statement         Opcontents for verifying authorized Signatory e.g. PAN Card*         D Proof Number:       In Upload Document         Prove queat why non, dor, grl gg Statement Statement         Readeworkload the template for regional offices/branches to fill in the necessary information* Only .xks or .sks.rd for a upload bocument         It be allowed now.       Aupload Document         Rease upload	Add More				
Stee	GST Details				
Sider State	State		GST Identification	Number	
Accreditations/Company verification documents         "Uploading of at least one document is mandatory"         Certificate of Incorporation of the Company         Certificate Number :	Select State				
Certificate Number :  Certificate Number :  Upload Document  Fase gind ady fore, 6c; ptf. pg Mathem 1938  Deroof (bearing signatures) of Authorized Signatory  Authorization Letter of Authorized Signatory  Deroof Name: Deroof N	Accreditations/Compa (Uploading of at least one document is no	ny verification do	cuments		
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Figure 7: BMDI Registration Section B



- In Accreditations/Company verification documents, the manufacturer/permittee has to provide details as mentioned in the above figure and also required to upload at least one supporting document as mentioned below:
  - Certificate of incorporation of the company,
  - ISO-9001 for QMS,
  - MSME/SSI certificate,
  - Any other accreditations (such as the GST certificate).
- In Documents for verifying authorized signatory, the manufacturer/permittee has to upload authorization letter of authorized signatory and ID proof of authorized signatory.

Step 5: Enter all the requisite details in Section C. Click Save and Next.

Section C :	Business Details
Annual Turnover Range <sup>*</sup>	
Rs 10 Lakh to Rs 20 Lakh	~
Percentage share of exports in annual turnover	
Countries/ economies to which products are exported	
In which of the following categories do you want to register you	r products? For definitions of the categories, please click here
Bricks and Blocks	Façade and Fenestration
Façade and Fenestration-Frames/Sash/Profiles	Insulation Products
Paints	Tiles
Back	Save & Next

Figure 8: BMDI Registration Section C-Business Details

Step 6: Preview of the form: Please carefully check all the filled details before final submission of the form. Once submitted your application will be locked and you will not be able to make any changes. To edit your saved form please click on "back" as shown in the below figure on preview page of the form. The manufacturer/permittee can edit section B and Section C of the form.



Home About Us Selection Tool How to Register? Upd	dates Media Ga Preview	llery Support	Login 🕄 Sign Up					
Form F	Preview							
Section A:								
Section A.								
DECTUT A.	Profilo Dotai							
Company Details								
Full Name of the Company : 0_Dummy_Rohit_01		Address : Om vihar Ex	(th					
Authorized S	Signatory Details							
Authorized Signatory Name : Rohit	Signatory Details	Mobile Number : 9650	0200561					
Landline Number : NA		Whatsapp Number : N	A					
Email : rohit.thakur.ee@gmail.com								
Section B: Auth	nentication D	<u>etails</u>						
Establishment Year : NA								
Accreditations/ Compa	any Verification D	ocuments						
Certificate of Incorporation of the Company :								
Certificate Number :dddd	Uploaded File	: click to see						
ISO-9001 for Quality Management System (QMS) :								
Certificate Number : NA	Uploaded File	: click to see						
MSME/ SSI Certificate (if applicable) :								
Certificate Number : NA	Uploaded File	: click to see						
Any other accreditation :								
Certificate Name : NA	Certificate Nu	mber : NA	Uploaded File : NA					
Documents For Verify	ying Authorized \$	Signatory						
ID Proof (hearing signatures) of Authorized Signatory e.g. PAN Car	rd :							
ID Proof Name : ddd ID Proof Number : ddd Uploaded File : click to see								
Regional Offices/ Branches								
Regional Offices/Branches : click to see								
Section C: B	Section C: Business Details							
Annual Turnover Range : Rs 10 Lakh to Rs 20 Lakh Pere	centage share of e	xports in annual turno	ver : NA					
Countries/ economies to which products are exported : NA In w	which of the follow	ing categories do you	want to register your					
Prod Fen	oducts? : nestration - Doorse	t						
<u>+</u>								
Back			Submit					
Non-Disclosure Policy Site	emap Get in Tou	ich Support						
ICES INSTITUTE Sustainable Puture			<b>YIZ</b> <sup>Iur</sup> Inter					







Figure 10: Policy for Non-disclosure of Data

Step 8: A login ID and password will be generated and sent to the registered email ID.

#### Step 9: Log in to BMDI Public Portal



Figure 11: BMDI Login Page



	User Dashboard Login	×
Login ID		
Password		
	Forgot Password?	
	Submit Close	

Figure 12: User Dashboard Login

#### Note:

• After login manufacturer/permittee can check the status of the company registration application. After scrutiny and approval of the company registration application by the Bureau or its designated agency, manufacturer/permittee will be able to register their product on the portal.