Online Registration Flow Chart (At Applicant Level)

STEP 1 — Applicants are requested to go through instruction manuals and guidelines before filling online registration form.

STEP 2 — Pre-verification form will appear to applicants to agree with the given statements, All statements are mandatory to proceed with online registration.

STEP 3 — Applicant will fill his personal details form to be able to receive OTP. Please provide your personal mobile number and Email ID.
Login ID and Password will be send to his/her registered mobile number and Email ID.

STEP 4 — On the next page, Applicant must verify his OTP received on his/her Mobile number and Email ID,

STEP 5 — After successful verification of OTP, Applicant will have to login with the given login ID and password to continue with the online registration.

STEP 6 — Applicant will have to fill up his address details, education details and proceed to upload required documents

STEP 7 — Applicant will upload his Photo and signature in jpg or jpeg format as per mentioned size.
Applicant will also upload necessary documents required for registration in PDF format only as per mentioned size.

STEP 8 — On the Payment details, Applicant will be shown his fees to be paid for the application. Applicant must pay his fees online on SBI Portal. Link given below:
https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=845584

STEP 9 — After successful payment of fees, Applicant must login to enter the payment details to proceed with appointment schedule.
Applicant are advised to take a printout of the Fee receipt for future reference.

STEP 10 — Applicant must select from the available dates and time slot to visit MSPC office for verification of his originals documents.
Note: Applicant must visit on the schedule appointment date otherwise he will not be considered for verification.

STEP 11 — Applicant must confirm his/her application to be able to process for approval.

STEP 12 — Applicant must take a printout of application form and visit on the scheduled appointment day along with one set of photo copy of all the uploaded documents and originals for verification. Originals will be returned back on the same day after verification.

(***The above flow chart and activities mentioned are tentatively designed and for reference purpose. MSPC reserves all rights to make changes as and when necessary without intimation)

Online Registration Flow Chart
(At MSPC Level)

- ❖ Receipt of all online applications

- ❖ Verification of Payment fees from Bank

- ❖ Scrutiny of all online applications and allied documents

- ❖ Approved for Registration to all applications which are complying with the legal provisions on scrutiny

- ❖ Registration Number Generation to all Approved Applications

- ❖ Information to applicants through sms and email regarding Registration Number granted to them

- ❖ Availability of Online Provisional Certificate to the applicants with the help of login ID and password (Validity till Final Registration Certificate is issued)

Note :- The **provisional certificate** would be **valid** as long as the Final Registration Certificate is not issued, and as soon as **Final Registration Certificate** is issued the **provisional certificate** loses its sanctity.