

**Request Letter for Declaration of Registration under Micro, Small and Medium Enterprises Development Act 2006 (MSME Act) from Vendor/Suppliers**

To,

Date:

**Subject: Declaration of Registration under Micro, Small and Medium Enterprises Development Act 2006 (MSME Act).**

Dear Sir/Madam

We, , would like to ensure compliance with the rules as laid down under Micro, Small and Medium Enterprises Development Act 2006 (MSME Act), and as a part of our periodic due diligence, we require all our vendors/suppliers to declare status of their registration under MSME Act.

In this regard, we request you to kindly provide us a declaration regarding whether your business is registered under MSME Act or not. If your business is registered, please provide the below details along with copy of Udyam Registration Certificate:-

Name of the Business Entity	
Nature of Business Entity (Proprietorship/Firm/HUF/Company)	
PAN Number	
Udyam Registration Number	
Category (Micro/Small/Medium)	
Manufacturer/Service Provider	

If your business is not registered under MSME Act, kindly provide us the declaration that your business is not registered under MSME Act.

As above information is crucial for our records and compliance, your prompt response in this regard will be highly appreciated. Please note that if we do not receive a response from you within days from the date of this letter, it will be assumed that your company is not registered under the MSME Act.

Thanking you

Yours Sincerely