

## Format of the Recommendation Letter

<<Letter Head of the Incubator recognized by Government of India>>

### Recommendation Letter

I, <1>, s/o / d/o of Mr. /Ms. <2>, in my capacity as <3> of <4>, have examined the request of <5>, <6> of <7> to validate the nature of business and after due examination, I recommend that the business being pursued by the applicant is innovative in nature and may therefore be considered as a business covered under the definition of Startup as per the notification no. G.S.R. 180(E) dated February 17, 2016 (F. No. 5(91)/2015-BE.I).

The detailed reasons for the recommendation are provided in the annexure to this letter.

(Signature of the Recommender)

Name of Recommender: <8>.

Designation of Recommender: <9>.

Date: <10>.

Place: <11>.

**Guidelines:**

1. Details that must be filled in the recommendation letter are as follow:

<1>	Full name of the recommender (without any abbreviations) Format: <i>First Name, Middle Name, Last Name</i>
<2>	Full name of father/ mother (without any abbreviations) Format: <i>First Name, Middle Name, Last Name</i>
<3>	Designation the recommender is presently holding at the incubator recognized by Government of India
<4>	Name of the incubator recognized by Government of India
<5>	Full name of the representative(s) from the Startup Format: <i>First Name, Middle Name, Last Name</i>  In case of multiple names from a Startup, the names have to be separated by commas (,)
<6>	Designation(s) of the representative(s) from the Startup
<7>	Name of the Startup (The name must be same as the one used during Company /LLP /Partnership registration/ incorporation)
<8>	Full name of the recommender (without any abbreviations) Format: <i>First Name, Middle Name, Last Name</i>
<9>	Designation the recommender is presently holding at the incubator recognized by Government of India
<10>	Date on which the recommendation has been made Format: <i>dd/mm/yyyy</i>
<11>	Name of the place where the recommendation has been made Format: <i>City, State</i>

2. The prescribed format of the recommendation letter must not be modified.
3. The recommendation letter must be on the letter head of the incubator recognized by Government of India
4. The letter head must contain the following information about the incubator recognized by Government of India:
- Name of the incubator recognized by Government of India
  - Office address
  - Contact number (mobile number preferred)
  - Email ID

5. The details on the new product/ service/ process must be provided as an annexure to the recommendation letter. The contents of the annexure must not exceed 400 words.
6. The recommendation letter along with the annexure must be uploaded in pdf format with file size not exceeding 2 MB.
7. The recommendation letter must be complete in all respect. In case, it is found to be incomplete in any regard, the letter shall not be considered.