OFFICIAL GOVERNMENT PORTAL

Skills, Employment, Entrepreneurship and Innovation Department
Government of Maharashtra

Registration User Manual

Placement Agency Regulation Portal (MPPA Portal)

Step-by-step guide to registering a private placement agency under the Maharashtra Private Placement Agencies (Regulation) Act, 2025 (Mah. XXIV of 2025)

Helpline: 1800-XXX-XXXX

support@placementportal.gov.in

YOUR JOURNEY AT A GLANCE

1. Create account
2. Part A — Agency
3. Part B — Key persons
4. Part C — Operations
5. Part F — Certificates
6. Enclosures
7. Declaration
8. Preview & Payment

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1. Before You Begin

Keep these ready before starting

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DOCUMENTS (SCANNED FILES)

- **PAN card** of the agency (PDF, JPG or PNG, max 2 MB)
- **Aadhaar card** of every key person and the authorised signatory
- **Agency letterhead** with the authorised signatory’s signature (max 5 MB at sign-up)
- **TAN / GSTIN** certificates, if applicable
- **Incorporation / Registration** certificate, address proof and office photograph
- **Licences** Contract Labour, Emigration, Security Agency, LIN — if you hold them

ALSO REQUIRED

- **Active email & mobile** both are verified by OTP before you can finish
- **Official agency email** must differ from every key person’s personal email
- **Maharashtra office** at least one office in Maharashtra is mandatory
- **Signing facility** declaration forms are printed, signed on letterhead, scanned and uploaded
- **Payment method** the registration fee is paid online at the end

> Uploads at the Enclosures and Declaration stages must be PDF, maximum 2 MB per file.

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2. Registration Flow

You can save each step and continue later

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1. **Create account** — Credentials, OTP, PAN
2. **Part A** — Agency basic details
3. **Part B** — Key persons
4. **Part C** — Operations
5. **Part F** — Certificates & signature
6. **Enclosures** — Upload PDFs
7. **Declaration** — FORM-I(A) & I(B)
8. **Preview & Pay** — Review, fee, submit

Already started? Log in with the same username and password to continue where you stopped. You have 7 days from registration to complete all steps and pay — saved details are kept until then.

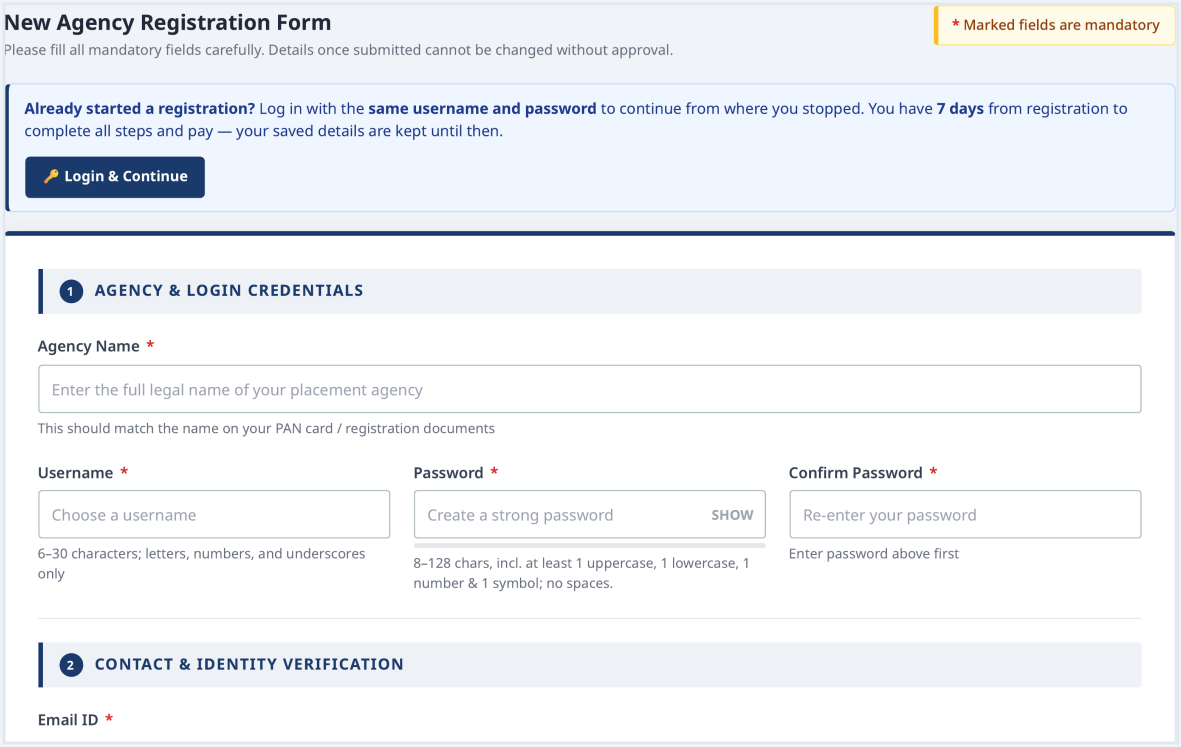
Steps unlock in order: you cannot open a later step until the previous one is saved. Your progress is shown at the top of every form.

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3. Create Your Account

New Agency Registration Form

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Open the portal, choose “New Agency Registration”, read and accept the User Manual, then fill this form.

WHAT YOU ENTER

- **Agency name** as on PAN / registration documents
- **Username** 6–30 characters: letters, numbers, underscore
- **Password** 8–128 chars with upper, lower, number and symbol; no spaces
- **Email + OTP** official email, verified with “Send OTP”
- **Mobile** 10 digits starting 6, 7, 8 or 9
- **Alternate phone** landline or secondary number
- **PAN & District** PAN format ABCDE1234F

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3. Create Your Account (continued)

Documents, captcha and declaration

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DOCUMENT UPLOAD

- **Company PAN card** PDF, JPG or PNG — max 2 MB
- **Letterhead** authorised signatory on agency letterhead, signed — max 5 MB

CAPTCHA

- **Type** the characters shown in the image
- **Refresh** use Refresh if the image is unclear

DECLARATION

- **Read** the six-point self-declaration and undertaking
- **Accept** tick the box, then Submit Registration

After submission your login is created. Use “Login & Continue” on the registration page at any time within 7 days to resume.

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4. General Form Rules

Applies to every step

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DATES

Enter as DD/MM/YYYY unless auto-filled. Future dates are not allowed.

MANDATORY FIELDS

Fields marked with a red * must be completed.

PINCODES

Only valid Maharashtra pincodes are accepted: 400000 – 445999.

LOCATION HELP

Use “Detect Location” to fill an address from your device GPS, or type and pick from the address search suggestions. Always verify the result.

SAVE & EDIT

Once a step is saved it becomes read-only. Click “Edit this section” to change it, then save again.

SAVE & CONTINUE

Saving moves you to the next step. Steps must be completed in order.

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5. Part A — Agency Basic Details

Step 1 of the application

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AGENCY CONSTITUTION

- **Agency type** Proprietorship, Partnership, Private / Public Ltd, LLP, Trust, Society, Section 8 or Other
- **Date of establishment** pick from the calendar button — cannot be a future date

TAX & SIGNATORY

- **TAN** optional — e.g. MUMR12345A
- **GSTIN** optional — 15 characters, e.g. 27ABCDE1234F1Z5
- **Signatory** name and designation are required
- **Aadhaar** optional — 12 digits

REGISTERED ADDRESS

- **Address line 1** required
- **City, Taluka, Pincode** all required
- **Address line 2** optional locality or landmark
- **State** fixed to Maharashtra

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5. Part A — Offices & Branches

Maharashtra presence is mandatory

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OFFICE IN MAHARASHTRA?

- **Yes** the registered address above is the Maharashtra office
- **No** enter a primary Maharashtra office: address, Mandal / Taluka, city and pincode

> Registration is mandatory for agencies operating within Maharashtra, so at least one Maharashtra office is always required.

BRANCH OFFICES

- **Add every branch** in Maharashtra using “Add Branch Office”. Each branch needs:
- Address
- Mandal / Taluka
- City
- Pincode (Maharashtra range)
- Office premise type — Owned, Rented, Co-working, Home, Virtual, Government or Other (specify)

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6. Part B — Key Persons

Step 2 of the application

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The category is set automatically from the agency type chosen in Part A — it cannot be changed here.

Agency type (Part A)	Key person category
Proprietorship	Proprietor
Partnership Firm	Partner
Private / Public Limited Co.	Director
Limited Liability Partnership	Designated Partner
Section 8 Company	Director
Trust	Trustee
Society	Managing Committee Member
Other	Authorised Person

FOR EACH PERSON

- **Name** letters only, min. 3 characters
- **Aadhaar** 12 digits, cannot start with 0 or 1
- **Mobile** 10 digits starting 6–9
- **Address** minimum 10 characters
- **Email** optional; must differ from agency email
- **DIN & PAN** required for companies and LLP
- **Passport** required for foreign nationals

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7. Part C — Operations & Infrastructure

Step 3 of the application

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PLACEMENT SERVICES

- Type: Domestic, International or Both
- Service mode: Online, Offline or Both
- Sectors — use Select All; for “Other”, specify

DIGITAL PLATFORM

- Does the agency use an online platform?
- If yes: website URL, app name, social handles and a short description

TRAINING CENTRE

- Training provided? Yes / No
- If yes: mode, annual capacity, sectors
- Address, or tick “same as registered office”

MOBILIZATION CENTRE

- Do you have one? Yes / No
- If yes, enter its address or tick “same as registered office”

OTHER SERVICES

- Optional — resume writing, interview coaching, skill assessment, etc.

REMEMBER

At least one sector must be selected. Choosing “Other” makes the specify box mandatory.

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8. Part F — Certificates & Signature

Step 4 of the application

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Certificate / licence	Number	Date of issue	Upload
Contract Labour (R&A) Act Certificate	If held	DD/MM/YYYY	PDF / JPG / PNG
Emigration Clearance Certificate	If held	DD/MM/YYYY	PDF / JPG / PNG
Security Agency Licence	If held	DD/MM/YYYY	PDF / JPG / PNG
LIN (Labour Identification Number)	If held	DD/MM/YYYY	PDF / JPG / PNG

If you enter a certificate number, the Date of Issue and the document upload both become mandatory. Max 2 MB each.

SPECIMEN SIGNATURE

- **Format** JPG or PNG only — PDF is not accepted
- **Size** maximum 2 MB

APPLICATION DETAILS

- **Date of Application** auto-filled with today; edit if needed
- **Place** city / district — required

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9. Enclosures — Upload Documents

Step 5 · PDF only · max 2 MB per file

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MANDATORY (7)

- PAN Card of the Agency
- Certificate of Incorporation / Registration
- Office Address Proof
- Office / Premises Photograph
- Signatory — Signature & PAN in Letterhead
- Address Proof of Key Persons
- Specimen Signature of Signatory

OPTIONAL (4)

- GSTIN Certificate
- TAN Allotment Letter
- Training / Affiliation Certificate
- Any Other Relevant Documents

The step completes once all 7 mandatory documents are uploaded.

Tip: convert photos to PDF via “Print → Save as PDF”; shrink large scans with a PDF compressor.

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10. Declaration & Authorisation

Step 6 · two signed forms required

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1 Download
Pre-filled FORM-I(A) and FORM-I(B)

2 Print
On the agency’s official letterhead

3 Sign & stamp
By the authorised signatory

4 Scan & upload
As PDF, max 2 MB each

FORM-I(A) — SELF-DECLARATION

- Rule 3(3). Confirms the information is true, that no criminal case is pending against the signatory or agency, and gives an undertaking to comply with the Act and rules.

FORM-I(B) — LETTER OF AUTHORIZATION

- Rule 3(1). Authorises a named representative (with Aadhaar) to submit the application and declarations on behalf of the entity.

Both signed PDFs must be uploaded before Preview opens.

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11. Preview, Fee & Payment

Final review before submission

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Review every section in the Preview. The fee is calculated automatically from the agency type chosen in Part A.

Agency type	Fee (Rs.)
Proprietorship	2,000
Partnership Firm	5,000
Private / Public Limited Company	10,000
Limited Liability Partnership	10,000
Section 8 Company	5,000
Trust · Society · Other	5,000

PAYMENT & SUBMISSION

- **Preview** check all details; go back to edit if needed
- **Pay** online through the payment gateway
- **Commit** on success the application is submitted and a Registration ID is generated
- **Verify** an unverified payment does not submit the application

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12. After Submission

What happens next

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YOU RECEIVE

- **Registration ID** quote it in all correspondence; non-transferable
- **Receipt** print it from the success page
- **Dashboard** manage your application and account

APPLICATION STATUS

- **Submitted** under review; no changes allowed
- **Approved** certificate available to download
- **Rejected** read admin remarks and file an appeal
- **Suspended** contact the helpdesk or file an appeal

The Registering Authority may inspect premises and records at any time. Certificate validity is 5 years; renewal notice period is 45 days.

Anyone can verify an agency on the portal home page using its Registration ID or Certificate Number.

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Need Help?

Skills, Employment, Entrepreneurship and Innovation Department, Government of Maharashtra

HELPLINE

1800-XXX-XXXX (Toll Free)

EMAIL

support@placementportal.gov.in

HOURS

Mon–Fri, 9:00 AM – 6:00 PM

Maharashtra Private Placement Agencies (Regulation) Act, 2025 (Mah. XXIV of 2025)