AMENDED FORMAT FOR THE ENTREPRENEURS' MEMORANDUM UNDER THE MSMED ACT 2006 AFTER INCLUSION OF THE AMENDMENTS VIDE NOTIFICATION NO. S.O.941(E) DATED 07.6.2007 AND NOTIFICATION NO. S.O.200(E) DATED 16.1.2009.

Schedule I

Form No. ------------

Entrepreneurs Memorandum
For
Setting Up Micro, Small or Medium Enterprise

GENERAL INSTRUCTIONS

1.   MEMORANDUM IS TO BE FILED WITH THE DISTRICT INDUSTRIES CENTRE*, BY A MICRO, SMALL OR MEDIUM ENTERPRISE, AS THE CASE MAY BE, UNDER SUB-SECTION (1) OF SECTION 8 OF THE MICRO, SMALL & MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT, 2006.

2.   THREE COPIES OF MEMORANDUM FOR MICRO AND SMALL ENTERPRISES AND FOUR COPIES FOR MEDIUM ENTERPRISES SHOULD BE FILED.

3.   THERE IS NO FEE FOR PROCESSING THE MEMORANDUM.

4.   EXISTING UNITS SHOULD FILL UP ONLY PART II OF THE MEMORANDUM.

5.   IN CASE OF ANY CHANGE IN THE INFORMATION, AT ANY POINT OF TIME, PLEASE INFORM THE DETAILS WITHIN THREE MONTH TO DIC.

6.   WRITE / TYPE IN BLOCK (CAPITAL) LETTERS

7.   LEAVE ONE BLANK BOX AFTER EACH WORD.

8.   FILL UP WHICHEVER IS APPLICABLE.

9.   ALL CODES OTHER THAN PIN CODE SHALL BE FILLED BY THE OFFICE.

10.   FORM WILL BE MACHINE NUMBERED BY THE DISTRICT INDUSTRIES CENTRE.

   * To be filed at the DIC under whose jurisdiction the enterprise is proposed to be located.

Form No. ------------

FOR OFFICE USE ONLY

	D	D	M	M	Y	Y	Y	Y

DATE OF ISSUE

NATURE OF ACTIVITY
(MANUFACTURING-1, SERVICE-2) ☐

CATEGORY OF ENTERPRISE
(MICRO-1, SMALL –2, MEDIUM – 3) ☐

ENTREPRENEURS MEMORANDUM NUMBER ☐☐ ☐☐☐☐ ☐☐ ☐☐☐☐☐

(To be filled up and submitted to District Industries Centre after commencement of production/activity)
[THE ROWS WHICH HAVE BEEN REPEATED NEED TO BE FILLED ONLY TO THE EXTENT THAT THE ACTUAL DETAILS ON COMMENCEMENT VARY FROM THOSE IN PART-I]

I. EM NUMBER (Part I)

II. DATE OF ISSUE

D D M M Y Y Y Y

III. MONTH OF COMMENCEMENT OF PRODUCTION / ACTIVITY

M M Y Y Y Y

1. NAME OF APPLICANT

2. (a) ADDRESS OF COMMUNICATION

PIN

(i) TELEPHONE NUMBER

(ii) FAX NUMBER

(iii) CELL PHONE NUMBER

(iv) E-MAIL

(v) WEB-SITE

(b) PERMANENT RESIDENTIAL ADDRESS (MAIN APPLICANT)

PIN

(i) TELEPHONE NUMBER

(ii) FAX NUMBER

(iii) CELL PHONE NUMBER

(iv) E-MAIL

(iv)   WEB-SITE
$$\begin{array}{|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|}\hline & & & & & & & & & & & & & & & & & \\\hline & & & & & & & & & & & & & & & & & \\\hline\end{array}$$

3.   NAME OF ENTERPRISE

$$\begin{array}{|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|}\hline & & & & & & & & & & & & & & & & & & & & \\\hline & & & & & & & & & & & & & & & & & & & & \\\hline\end{array}$$

4.   LOCATION OF ENTERPRISE
(i) VILLAGE / TOWN

CODE

(ii)TEHSIL / TALUK /
MANDAL

CODE

(iii) DISTRICT

CODE

(iv) STATE

CODE

(v) PIN CODE

(vi) AREA ; (RURAL -1 , URBAN –2)

5. CATEGORY OF ENTERPRISE
   (MICRO-1, SMALL –2, MEDIUM – 3)

6.   NATURE OF ACTIVITY [Tick Appropriate Box(s)]

        (i)   MANUFACTURE

        (ii)   SERVICE

7.   NATURE OF OPERATION
      (Perennial-1, Seasonal-2, Casual-3)

8. WHETHER THE UNIT IS AN ANCILLARY
     (Yes-1, No-2)

                                                    M M Y Y Y Y
9. MONTH OF INSTALLATION OF PLANT & MACHINERY

10. WHETHER THE UNIT IS REGISTERED UNDER FACTORY ACT

3

(Under Section 2m(i)/2m(ii)-1, 85)I)/85(ii)-2, not registered –3)

11. TYPE OF ORGANIZATION
    [PROPRIETORY-1, HUF –2, PARTNERSHIP-3, CO-OPERATIVE –4,
     PVT. LTD. COMPANY -5, PUBLIC LIMITED COMPANY-6, SELF-HELP GROUP-7,
     OTHERS-8] ☐

12. (a) MAIN MANUFACTURING/SERVICE ACTIVITY

    NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

         CODE (NIC 98*) ☐☐☐☐☐

    (b) PRODUCTS TO BE MANUFACTURED/SERVICE TO BE PROVIDED

    (i) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

         CODE (ASICC2000*) ☐☐☐☐☐

    (ii) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

         CODE (ASICC2000*) ☐☐☐☐☐

    (iii) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

         CODE (ASICC2000*) ☐☐☐☐☐

    (iv) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

         CODE (ASICC2000*) ☐☐☐☐☐

    (v) NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

         CODE (ASICC2000*) ☐☐☐☐☐

(*) Codes for activities and products/services as per classification specified from time to time by the office of the Development Commissioner (Small Scale Industries), to be filled in by District Industries Centre or the office where the Entrepreneurs' Memorandum is to be submitted.
    (ADD ADDITIONAL SHEET FOR MORE PRODUCTS)

13. (a) INVESTMENT IN FIXED ASSETS [In Rupees lakh]

    (i)   LAND   (OWNED-01/RENTED-02/ LEASED-03) ☐☐

                                          VALUE* ☐☐☐☐

    (ii)   BUILDING (OWNED-01/RENTED-02/ LEASED-03) ☐☐

                                          VALUE* ☐☐☐☐

    (iii)   PLANT & MACHINERY   VALUE* ☐☐☐☐

4

(In case of manufacturing unit)

(iv)   EQUIPMENTS   VALUE*   ☐☐☐☐
        (In case of servicing unit)

(v)   FOREIGN EQUITY , IF ANY   VALUE*   ☐☐☐☐

[* The value in the boxes should be filled from right side e.g. if the value is Rs.10 lakh it should be written as ☐ ☐ 1 0 ☐ . This will also apply to all other items (rows) where quantity, number, etc., to be given]

14.   INSTALLED CAPACITY PER ANNUM

	QTY	UNIT
(iii) PLANT A		
PRODUCT………………………………….	☐☐☐☐	☐
PRODUCT………………………………….	☐☐☐☐	☐
PRODUCT………………………………….	☐☐☐☐	☐
PRODUCT………………………………….	☐☐☐☐	☐
(iv)PLANT B	QTY	UNIT
PRODUCT………………………………….	☐☐☐☐	☐
PRODUCT………………………………….	☐☐☐☐	☐☐☐
PRODUCT………………………………….	☐☐☐☐	☐
PRODUCT………………………………….	☐☐☐☐	☐

15.   POWER LOAD   H.P / K.W.

16 .   (a) (i) OTHER SOURCE OF ENERGY/POWER   ☐ ☐ ☐ ☐
        [IF REQUIRED]
        (NO POWER NEEDED –1, COAL-2, OIL-3, LPG-4, ELECTRICITY FROM GRID-5, ELECTRICITY FROM GENERATOR- 6, NON-CONVENTIONAL ENERGY –7, TRADITIONAL ENERGY/FIREWOOD-8)
        (ii) If no power required, specify reasons;

        (b) INDICATE ANNUAL REQUIREMENT

SOURCE OF ENERGY	QTY	UNITS
…..	☐☐☐☐	☐☐☐
…..	☐☐☐☐	☐☐☐
…..	☐☐☐☐	☐☐☐

17.   EMPLOYMENT

	MALE (Nos.)	FEMALE (Nos.)
(i) MANAGEMENT & OFFICE STAFF	☐☐☐	☐☐☐
(ii) SUPERVISORY	☐☐☐	☐☐☐
(iii) WORKERS	☐☐☐	☐☐☐

18. TOTAL ANNUAL TURNOVER (in Rupee.)
      (If less than one year of operation, then
        expected turnover)   ☐☐☐☐☐☐☐☐☐☐

19.   EXPORT (if any) (in Rupee)   ☐☐☐☐☐☐☐☐☐☐

20.   ENTREPRENEURS' PROFILE (OF ALL PARTNERS/DIRECTORS OF THE
       ORGANISATION- USE SEPARATE SHEETS, IF NEEDED)

       (a) NAME   ☐☐☐☐☐☐☐☐☐☐☐☐☐
                     ☐☐☐☐☐☐☐☐☐☐☐☐☐

       (i) MALE (M) / FEMALE (F)   ☐

       (ii) SC (1) / ST (2) / OBC (3) / OTHERS (4)   ☐
            PHYSICALLY CHALLENGED (5)

       (iii) KNOWLEDGE LEVEL   ☐
             [TECHNICAL GRADUATE- 1, MANAGEMENT GRADUATE-2,
             POST GRADUATE-3, OTHER GRADUATE-4, UNDERGRADUATE-5,
             ANY OTHER LOWER -6]

       (iv) EQUITY PARTICIPATION (in Rs.)   ☐☐☐☐☐☐☐

            (in % of total equity)   ☐☐

       (v) STAKE IN OTHER MANUFACTURING ENTERPRISES   ☐
          (Yes-1, No-2)

       [ADD ADITIONAL SHEET, IF NEEDED]

21.   DATE OF COMMENCEMENT OF PRODUCTION / ACTIVITY

                                          D   D   M   M   Y   Y   Y   Y
                                          ☐☐☐☐☐☐☐☐

 DATE:
PLACE:

                        [SIGNATURE OF THE APPLICANT /AUTHORISED PERSON]
                    NAME OF THE PROPRIETOR/PARTNER/ MANAGING DIRECTOR

(a) Enclose a self-certified copy of Power of Attorney/Board Resolution/Society Resolution, wherever applicable, while signing as Partner/Managing Director or Authorised Person.
(b) Enclose a certified/notarized copy of the Partnership Deed/Memorandum of association/Articles of Association in case of Medium Enterprises.

Undertaking

This is to certify that the information furnished in the Memorandum in Form No. …………is true and correct to the best of my knowledge and belief. I/we have obtained approval/consent/license/permit from theconcerned Ministry/Department of Central Government/State Government/UT Administration as per statutory requirements.

DATE:
PLACE:
                              [SIGNATURE OF THE APPLICANT /AUTHORISED PERSON]

Details Sl. No. 13(a) iii / iv / v as per format below:

DETAILS OF PLANT AND MACHINERY AS PER DATE-WISE INVESTMENT

Sl. No.	Investment in Plant and Machinery/ Equipments	Amount (Rs.)	Date of Investment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
Total Rs. -			

(Add additional sheet if required)

ACKNOWLEDGEMENT

PART-II

1.   M/S. ……………………………………………… HAS FILED MEMORANDUM FOR A …………………….……… (MANUFACTURING/SERVICE) ENTERPRISE AT THE ADDRESS ……………………………………………………….. PIN …………………. FOR THE   ITEM/ITEMS INDICATED   BELOW   AS   PER   THE FACTS   STATED IN   FORM   NO ……………. AND ALLOCATED ENTREPRENEURS' MEMORANDUM NO. AS BELOW:

2.   DETAILS OF ITEM/ITMES TO BE MANUFACTURED/ SERVICE TO BE PROVIDED.

Sl. No.	Items of Manufacture/type of service to be rendered	Capacity in case of manufacture	Initial date of production/ commencement of service
1.			
2.			
3.			
4.			
5.			

(Add additional sheet if required)

3.   DETAILS OF PLANT AND MACHINERY AS PER DATE-WISE INVESTMENT

Sl. No.	Investment in Plant and Machinery/Equipments	Date of Investment
1.		
2.		
3.		

(add additional sheet if required)

4. **NOTE:**   THE ISSUE OF THIS ACKNOWLEDGEMENT DOES NOT BESTOW ANY LEGAL RIGHT. THE ENTERPRISE IS REQUIRED TO SEEK REQUISITE CLEARANCE/ LICENCE/ PERMIT REQUIRED UNDER   STATUTORY OBLIGATION STIPULATED UNDER THE LAWS OF CENTRAL GOVERNMENT / STATE GOVERNMENT/ UT ADMINISTRATION / COURT ORDERS.';

5. DATE OF CHANGE OF CATEGORY FROM
    MICRO/SMALL TO SMALL/MEDIUM OR
    VICE VERSA.

    D D M M Y Y Y Y

6. DATE OF ISSUE

    D D M M Y Y Y Y

7. NATURE OF ACTIVITY
    (MANUFACTURING-1, SERVICES-2)

8. CATEGORY OF ENTERPRISE
    (MICRO-1, SMALL –2, MEDIUM – 3)

9. ENTREPRENEURS MEMORANDUM
    NUMBER

    PART - II

9

[First two boxes are for State/UT code, next three boxes are for District code, sixth and seventh boxes are for category of enterprise (sixth box for indicating manufacturing or service and seventh box for indicating micro or small or medium) and last five boxes are for EM number]

DATE:
PLACE: SIGNATURE
                                                                WITH OFFICE SEAL