

No: 2(3)/1/2008 MSME POL.
Government of India
Ministry of Micro, Small and Medium Enterprises
OFFICE OF THE DEVELOPMENT COMMISSIONER
(Micro, Small and Medium Enterprises)

Nirman Bhavan, New Delhi-110108

Dated 05 February, 2009

OFFICE MEMORANDUM

Subject:- **Action under Micro, Small and Medium Enterprises Development (MSMED) Act, 2006-forwarding of notifications.**

Amendments have been made in the notifications No. S.O.1642(E) dated 29 September 2006 which contains the definition/classification of micro, small and medium enterprises (MSMEs) and No.S.O.1643(E) dated 29 September 2006 wherein the format of Entrepreneurs' Memorandum (EM) had been notified. Copies of the Notifications No. S.O.199(E) dated 16 January 2009 and No.S.O.200(E) dated 16 January 2009 containing the amendments are forwarded herewith for information as Annex-I.

2. The amended status of definition/classification of MSMEs and the format of EM have been enclosed at Annex-II & III respectively.
3. This may please be accorded wide publicity.



(P.K. Sinha)

Dy. Director (MSME Pol.)

Phone 23061544

Encl.: As Above.

To

1. Principal Secretaries/ Secretaries, I/c of matters of MSMEs, All States/UTs
2. Chairman, NABARD, Mumbai,
3. Chairman & Managing Director, SIDBI, Lucknow,
4. Chairman, Indian Bank Association, Mumbai,
5. Dy. Governor, RBI, Mumbai,
6. Chairman & Managing Directors, Commercial Banks and Financial Institutions including State Financial Corporations as per mailing list,
7. Chairman & Managing Director, NSIC, New Delhi,
8. Commissioner/Director of Industries/ I/c of matters of MSMEs, All States/UTs,
9. Director/Dy. Director, I/c MSME DIs/ Br. MSME DIs, All States/UTs,
10. President, Associations of MSMEs, as per mailing list.

MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

NOTIFICATION

New Delhi, the 16th January, 2009

S.O. 199(E).—In exercise of the powers conferred by sub-section (1) of section 7 of the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), the Central Government, after obtaining the recommendation of the Advisory Committee under sub-section (4) of section 7 of the Act, hereby makes the following amendment in the notification of the Government of India in the Ministry of Micro, Small and Medium Enterprises, number S.O. 1642 (E), dated the 29th September, 2006, namely:-

In the said notification, for the portion beginning with the brackets, letter and words “(i) in the case of the enterprises” and ending with words, brackets and figures “the Industries (Development and Regulation) Act, 1951, as--” the following shall be substituted, namely,-

“(i) in case of the enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule of the Industries (Development and Regulation) Act, 1951 or employing plant and machinery in the process of value addition to the final product having a distinct name or character or use, as ”

[F. No. 2(10)/2006-MSME Policy]

MADHAV LAL, Addl. Secy.

FootNote:- The Principal notification was published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), vide number S.O. 1642 (E), dated the 29th September, 2006.

NOTIFICATION

New Delhi, the 16th January, 2009

S.O. 200(F).—In exercise of the powers conferred by sub-section (2) of section 8 of the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), the Central Government, after obtaining the recommendations of the Advisory Committee in this behalf, hereby makes the following amendments in the notification of the Government of India in the Ministry of Micro, Small and Medium Enterprises vide number, S.O. 1643 (E), dated the 29th September, 2006, namely:-

In the said notification,-

(A) In Schedule I,-

(i) for the serial number 2 and entries relating thereto, the following serial number and entries shall be substituted, namely,--

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

(ii) in PART I,-

(a) for serial number 13 and entries relating thereto, the following serial number and entries shall be substituted, namely,--

"13. INSTALLED CAPACITY (proposed) PER ANNUM

(i) PLANT A

	QTY	UNIT
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>

(ii) PLANT B

	QTY	UNIT
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>

(Add additional sheet, if needed)";

- (iii) in the ACKNOWLEDGEMENT, for the portion beginning with the bracket and words "(First two boxes" and ending with the words and bracket " last five boxes are for Entrepreneurs' Memorandum number)", the following shall be substituted, namely,—

"[First two boxes are for State/Union Territory 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 Entrepreneurs' Memorandum number]

This acknowledgement is valid for a period of two years from the date of issue. ";

- (iv) in PART II,—
 (a) for the serial number 14 and entries relating thereto, the following serial number and entries shall be substituted, namely,—

"14. INSTALLED CAPACITY PER ANNUM

(i) PLANT A

	QTY	UNIT
PRODUCT	<input type="text"/>	<input type="text"/>
PRODUCT	<input type="text"/>	<input type="text"/>

PRODUCT						
PRODUCT						
(ii) PLANT B	QTY			UNIT		
PRODUCT						
PRODUCT						
PRODUCT						
PRODUCT						

(Add additional sheet if needed)";

- (v) for the ACKNOWLEDGEMENT, the following Acknowledgement shall be substituted, namely:-

"Form No. -----

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/ITEMS 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)

256 48/09-13

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

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PART-II

[First two boxes are for State/Union Territory 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 Entrepreneurs' Memorandum number]

DATE:

PLACE:

SIGNATURE
WITH OFFICE SEAL”;

(B) In Schedule II, after the serial number 12 and entries relating thereto, the following serial numbers and entries shall be inserted, namely,—

“ 13. The Acknowledged Entrepreneurs' Memorandum shall be liable to be cancelled in case the unit is found closed for more than 6 months or furnished wrong information in the Entrepreneurs' Memorandum filed or did not follow the instructions at serial number 10 of this Schedule (to be initiated based on any complaint in writing followed by an enquiry under an official not below the authority notified for accepting the Entrepreneurs' Memorandum under the provisions of sub-sections (3) and (4) of section 8 of the said Act.

14. The enterprise has to file the Entrepreneurs' Memorandum Part II again, in case, the status of the enterprise changes from micro to small or small to medium or vice versa, as a result of enhancement/decrease in the investment in plant and machinery/equipments. In such cases, the acknowledgement issued earlier need to be cancelled and the letter of cancellation along with the copy of the cancelled acknowledgement (certified) should be provided to the industrialist so that it may take benefit, if any, for that period of functioning.

15. Out of the three copies of the Entrepreneurs' Memorandum filed by the Micro and Small enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, and third should be forwarded to Micro, Small and Medium Enterprises Development Institute concerned.
16. Out of the four copies of the Entrepreneurs' Memorandum filed by the medium enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, third forwarded to Micro, Small and Medium Enterprises Development Institute concerned and fourth copy should be forwarded to the Micro, Small and Medium Enterprises Policy Division of the Development Commissioner (Micro, Small and Medium Enterprises), 7th floor, A Wing, Nirman Bhavan, New Delhi.
17. In case of companies as defined in Companies Act, 1956, (1 of 1956) cooperative/partnership firms and trusts, the change of name of the enterprise, if any, should be informed to General Manager, District Industries Centre or the authority notified for filing of Entrepreneurs' Memorandum in the State/UT within three months of change. In case of ownership firms, the same should be communicated within three months of effecting the change in name along with an affidavit."

[F. No. 2(10)2006-MSME Policy]

MADHAV LAL, Addl. Secy.

Foot Note: The Principal notification was published in the Gazette of India, Extraordinary, Part II, Section 3, sub-section (ii), vide S.O. 1643 (E), dated the 29th September, 2006 and further amended vide notification S.O. 941 (E), dated the 7th June, 2007.

AFTER AMENDMENT THE CLASSIFICATION OF MICRO, SMALL AND MEDIUM ENTERPRISES UNDER THE MSMED ACT 2006 SHALL BE AS UNDER.

The following enterprises, whether proprietorship, Hindu undivided family, association of persons, co-operative society, partnership or undertaking or any other legal entity, by whatever name called:-

- (i) in the case of the enterprises engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act, 1951, **or employing plant and machinery in the process of value addition to the final product having a distinct name or character or use**, as –
- (a) a micro enterprise, where the investment in plant and machinery does not exceed twenty five lakh rupees;
 - (b) a small enterprise, where the investment in plant and machinery is more than twenty five lakh rupees but does not exceed five crore rupees;
 - (c) or a medium enterprise, where the investment in plant and machinery is more than five crore rupees but does not exceed ten crore rupees;
- (ii) in the case of the enterprises engaged in providing or rendering of services, as –
- (a) a micro enterprise, where the investment in equipment does not exceed ten lakh rupees;
 - (b) a small enterprise, where the investment in equipment is more than ten lakh rupees but does not exceed two crore rupees; or
 - (c) a medium enterprise, where the investment in equipment is more than two crore rupees but does not exceed five crore rupees.

11. (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)

12. (a) PROPOSED INVESTMENT IN FIXED ASSETS [Rupees lakh]

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

APPROXIMATE VALUE*

(ii) BUILDING (OWNED-01/RENTED-02/

LEASED-03)

APPROXIMATE VALUE*

(iii) PLANT & MACHINERY VALUE*

(In case of manufacturing enterprise)

(iv) EQUIPMENT VALUE*

(In case of service enterprise)

(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]

(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 Rupee.)
(Percentage of total equity)

(v) STAKE IN OTHER MANUFACTURING ENTERPRISES
(Yes-1, No-2)
[ADD ADDITIONAL SHEET, IF NEEDED]

18. EXPECTED SCHEDULE OF COMMENCEMENT OF PRODUCTION / ACTIVITY
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.

DATE:
PLACE:

[SIGNATURE OF THE APPLICANT /AUTHORISED PERSON]

ACKNOWLEDGEMENT

“ PART-I ”

M/S. HAS FILED MEMORANDUM EXPRESSING ITS INTENT TO SET UP A (MANUFACTURING/SERVICE) ENTERPRISE AT THE ADDRESS PIN FOR THE ITEM/ITEMS INDICATED BELOW AND THE ACTIVITY IS PROPOSED TO COMMENCE FROM THE (DATE) AS STATED IN FORM NO. AND ALLOCATED ENTREPRENEURS' MEMORANDUM NO. AS BELOW:

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
1.....
2.....
3.....
4.....
5.....
6.....

(ADD ADDITIONAL SHEET IF REQUIRED)

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

DATE OF ISSUE

D	D	M	M	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NATURE OF ACTIVITY

(MANUFACTURING-1, SERVICES-2)

CATEGORY OF ENTERPRISE

(MICRO-1, SMALL -2, MEDIUM - 3)

ENTREPRENEURS MEMORANDUM NUMBER

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PART-I

[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]

This acknowledgement is valid for a period of two years from the date of issue.

DATE:

PLACE:

SIGNATURE
WITH OFFICE SEAL

11. TYPE OF ORGANIZATION

[PROPRIETARY-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 (ASICCC2000*)

(ii) NAME

CODE (ASICCC2000*)

(iii) NAME

CODE (ASICCC2000*)

(iv) NAME

CODE (ASICCC2000*)

(v) NAME

CODE (ASICCC2000*)

(* 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 (In case of manufacturing unit) VALUE*

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

(v) FOREIGN EQUITY, IF ANY VALUE*

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[* 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

(iii) PLANT A

QTY

UNIT

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

.....

--	--	--	--	--	--	--	--

.....

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.....

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17. EMPLOYMENT

	MALE (Nos.)	FEMALE (Nos.)
(i) MANAGEMENT & OFFICE STAFF	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
(ii) SUPERVISORY	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
(iii) WORKERS	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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19. EXPORT (if any) (in Rupee)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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20. ENTREPRENEURS' PROFILE (OF ALL PARTNERS/DIRECTORS OF THE ORGANISATION- USE SEPARATE SHEETS, IF NEEDED)

(a) NAME

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(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.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(in % of total equity)

<input type="text"/>	<input type="text"/>
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(v) STAKE IN OTHER MANUFACTURING ENTERPRISES
(Yes-1, No-2)

[ADD ADDITIONAL SHEET, IF NEEDED]

21. DATE OF COMMENCEMENT OF PRODUCTION / ACTIVITY

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 the concerned Ministry/Department of Central Government/State Government/UT Administration as per statutory requirements.

DATE:

PLACE:

[SIGNATURE OF THE APPLICANT /AUTHORISED PERSON]

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/TIMES 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

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PART-II

[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.

Schedule II

Procedure of Filing of Entrepreneurs Memorandum and other matters, incidental thereto :

1. Form of the Entrepreneurs Memorandum can be downloaded from the internet, the address of which from Directorate dealing with Micro, Small & Medium Enterprises of the State Governments can be obtained / UTs. or the hard copies of the same can be obtained from the District Industries Centres. This form can also be downloaded from the Small Industries Development Organisation website i.e. www.laghu-udyog.com or www.smallindustryindia.com
2. Any person who intends to establish a micro or small enterprise, at his discretion; or a medium enterprise engaged in providing or rendering of services may, at his discretion or a medium enterprise engaged in the manufacture or production of goods shall file the Memorandum of Micro, Small or as the case may be, of Medium Enterprise with District Industries Centre of its area.
3. The District Industries Centre shall fill all the codes in the form of the Memorandum and issue an acknowledgement after allotting an EM number, date of issue and category of the unit within five days of the receipt of the form of Memorandum by post or same day, if the form of Memorandum is submitted in person as well as online.
4. Before issuing the acknowledgement, the District Industries Centres shall make sure that the form is complete in all respect and particularly the form is signed and is accompanied with an undertaking, which is a part of the form of Entrepreneurs Memorandum.
5. The District Industries Centre shall maintain record of all the Entrepreneurs Memorandum so filed in respect of micro, small and medium enterprises engaged in providing and rendering services. District Industries Centres shall forward a copy of the Entrepreneurs Memorandum so filed with EM number allotted to the Small Industries Service Institutes of their State/Jurisdiction.
6. The District Industries Centre shall maintain record of all the Entrepreneurs Memorandum so filed in respect of medium enterprises engaged in production/manufacturing of products and forward one copy each of the Entrepreneurs Memorandum with EM number allotted to Small Industries Service Institutes of their State/Jurisdiction and to Joint Development Commissioner (MSME Pol.) in the Office of the Development Commissioner (Small Scale Industries).
7. The form of Memorandum is in two parts. Any person who intends to establish a micro, small or medium enterprise engaged in providing or rendering of services may file or those who want to establish medium enterprise engaged in the production or manufacture of products shall file Part I of the Entrepreneurs Memorandum to District Industries Centre.
8. Once the above enterprises start production or start providing or rendering services, they should file Part II of the Entrepreneurs Memorandum to District Industries Centre.

- 129 In case of non-filing of Part II of the Entrepreneurs Memorandum within two years of the filing of Part I, the Memorandum (Part I) filed by the entrepreneur will become invalid.
10. In case of change in the investment in plant and machinery or in equipment, the enterprises who have already filed Entrepreneurs Memorandum should inform the District Industries Centre of the same in writing within three month of the change in investment.
 11. In case of change of products and that of services or addition in products or services, the enterprises who have already filed Entrepreneurs Memorandum should inform the District Industries Centre of the same in writing within three month of the change.
 12. The District Industries Centre shall, in addition of keeping a record, in writing, shall also maintain records electronically on computer.
 13. The Acknowledged Entrepreneurs' Memorandum shall be liable to be cancelled in case the unit is found closed for more than 6 months or furnished wrong information in the Entrepreneurs' Memorandum filed or did not follow the instructions at serial number 10 of this Schedule (to be initiated based on any complaint in writing followed by an enquiry under an official not below the authority notified for accepting the Entrepreneurs' Memorandum under the provisions of sub-sections (3) and (4) of section 8 of the said Act.
 14. The enterprise has to file the Entrepreneurs' Memorandum Part II again, in case, the status of the enterprise changes from micro to small or small to medium or vice versa, as a result of enhancement/decrease in the investment in plant and machinery/equipments. In such cases, the acknowledgement issued earlier need to be cancelled and the letter of cancellation along with the copy of the cancelled acknowledgement (certified) should be provided to the industrialist so that it may take benefit, if any, for that period of functioning.
 15. Out of the three copies of the Entrepreneurs' Memorandum filed by the Micro and Small enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, and third should be forwarded to Micro, Small and Medium Enterprises Development Institute concerned.
 16. Out of the four copies of the Entrepreneurs' Memorandum filed by the medium enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, third forwarded to Micro, Small and Medium Enterprises Development Institute concerned and fourth copy should be forwarded to the Micro, Small and Medium Enterprises Policy Division of the Development Commissioner (Micro, Small and Medium Enterprises), 7th floor, A Wing, Nirman Bhavan, New Delhi.
 17. In case of companies as defined in Companies Act, 1956, (1 of 1956) cooperative/partnership firms and trusts, the change of name of the enterprise, if any, should be informed to General Manager, District Industries Centre or the authority notified for filing of Entrepreneurs' Memorandum in the State/UT within three months of change. In case of ownership firms, the same should be communicated within three months of effecting the change in name along with an affidavit.