

PART-II

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 AND MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT, 2006.
2. FOUR COPIES OF THE MEMORANDUM 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 MONTHS TO DISTRICT INDUSTRIES CENTRE.
6. WRITE/TYPER 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.
10. *To be filed at the District Industries Centre under whose jurisdiction the enterprise is proposed to be located.

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 can be obtained from the Directorate dealing with Micro, Small and Medium Enterprises of the State Governments or the Union Territories 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 Entrepreneur Memorandum 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 Entrepreneur 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 Entrepreneur Memorandum number allotted to the Small Industries Service Institutes of their State or their Jurisdiction.
6. The District Industries Centre shall maintain record of all the Entrepreneur Memorandum so filed in respect of medium enterprises engaged in production or manufacturing of products and forward one copy each of the Entrepreneur Memorandum with Entrepreneur Memorandum number allotted to Small Industries Service Institutes of their State or their Jurisdiction and to Joint Development Commissioner (Micro, Small and Medium Enterprise Policy) 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 shall file Part-II of the Entrepreneurs Memorandum to District Industries Centre.
9. 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 months of the change in investment.
11. In case of change of products and that of services or addition in products or services, the enterprises which have already filed Entrepreneurs Memorandum shall inform the District Industries Centre of the same in writing within three months of the change.
12. The District Industries Centre shall, in addition of keeping a record, in writing, shall also maintain records electronically on computer.

19. EXPORT (if any) (in Rupees)

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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, UNDER-GRADUATE-5,
ANY OTHER LOWER -6]

(iv) EQUITY PARTICIPATION (in Rupees)

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(in percentage of total equity)

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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

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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]

Form No. _____

ACKNOWLEDGEMENT

M/s _____ HAS FILED
 MEMORANDUM FOR A _____ (MANUFACTURING/SERVICE)
 ENTERPRISE WHICH HAS BEEN SET UP AT THE ADDRESS _____

 _____ PIN _____
 STATED IN FORM NO _____ AND ALLOCATED EM NO. AS BELOW:

DATE OF ISSUE

D	D	M	M	Y	Y	Y	Y

CATEGORY OF THE UNIT

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

ENTREPRENEURS MEMORANDUM NUMBER

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[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
