

**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. 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 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**

DATE OF ISSUE

D	D	M	M	Y	Y	Y	Y

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

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

ENTREPRENEURS MEMORANDUM NUMBER

(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)

Form No. -----

**PART I**

(To be filled in as expression of intent)

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 

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(iv) E-MAIL 


(v) WEB-SITE 


3. NAME OF PROPOSED ENTERPRISE (if decided)


4. PROPOSED LOCATION OF ENTERPRISE

(i) VILLAGE / TOWN 


CODE 

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(ii) TEHSIL / TALUK / MANDAL 


CODE 

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(iii) DISTRICT 

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CODE 

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(iv) STATE 

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CODE 

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(v) PIN CODE 

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(vi) AREA ; ( RURAL -1 , URBAN -2)

5. CATEGORY OF ENTERPRISE

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

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

(i) MANUFACTURE

(ii) SERVICE

7. NATURE OF OPERATION   
 (Perennial-1, Seasonal-2, Casual-3)
8. WHETHER THE UNIT WILL BE AN ANCILLARY   
 ( Yes-1, No-2)
9. PROPOSED SCHEDULE OF INSTALLATION OF PLANT & MACHINERY  
 M M Y Y Y Y
10. 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)
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 □□□□□□□□□□ . This will also apply to all other items(rows) where quantity, number, etc., to be given ]

13. INSTALLED CAPACITY (proposed) PER ANNUM	QTY	UNIT
	□□□□	□□□□

14. POWER LOAD (ANTICIPATED) H.P / K.W.

15. (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	UNIT
.....	□□□□	□□□□
.....	□□□□	□□□□
.....	□□□□	□□□□

16. EXPECTED EMPLOYMENT	(Nos.)
(i) MANAGEMENT & OFFICE STAFF	□□□□
(ii) SUPERVISORY	□□□□
(iii) WORKERS	□□□□

17. 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 Rupee.) 

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(Percentage of total equity ) 

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(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  

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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:

**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/LICENCE/ 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	Y
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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"/>	<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 indicting 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

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(iv) E-MAIL 


(iv) WEB-SITE 


3. NAME OF ENTERPRISE


4. LOCATION OF ENTERPRISE

(i) VILLAGE / TOWN 


CODE 

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(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)

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

10. WHETHER THE UNIT IS REGISTERED UNDER FACTORY ACT   
 ( Under Section 2m(i)/2m(ii)-1, 85I)/85(ii)-2, not registered –3)

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 (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)		<table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td> </td></tr> </table>				
	VALUE*		<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				
(ii)	BUILDING (OWNED-01/RENTED-02/ LEASED-03)		<table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td> </td></tr> </table>				
	VALUE*		<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				
(iii)	PLANT & MACHINERY (In case of manufacturing unit)	VALUE*	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				
(iv)	EQUIPMENTS (In case of servicing unit)	VALUE*	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				
(v)	FOREIGN EQUITY , IF ANY	VALUE*	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				

[ \* 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
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 . This will also apply to all other items(rows) where quantity, number, etc., to be given ]

14.	INSTALLED CAPACITY PER ANNUM	QTY	UNIT								
		<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>					<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				

15.	POWER LOAD            H.P / K.W.	<table border="1" style="display: inline-table; width: 60px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>						

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)	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td></tr> </table> <table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td> </td></tr> </table> <table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td> </td></tr> </table> <table border="1" style="display: inline-table; width: 20px; height: 20px;"> <tr><td> </td></tr> </table>				
	(ii) If no power required, specify reasons;					

(b)	INDICATE ANNUAL REQUIREMENT SOURCE OF ENERGY	QTY	UNITS								
	.....	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>					<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>				
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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)

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

□	□	□	□	□	□	□	□	□	□
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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, 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 ADDITIONAL 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.

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**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]

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**ACKNOWLEDGEMENT**

**PART-II**

M/S. .... HAS FILED MEMORANDUM FOR A ..... (MANUFACTURING/SERVICE) ENTERPRISE AT THE ADDRESS ..... PIN ..... FOR THE ITEM/ITEMS INDICATED BELOW AND THE ACTIVITY HAS COMMENCED 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/ LICENCE/ PERMIT REQUIRED UNDER STATUTORY OBLIGATION STIPULATED UNDER THE LAWS OF CENTRAL GOVERNMENT / STATE GOVERNMENT/UT ADMINISTRATION /COURT ORDERS.';

DATE OF ISSUE 

D	D	M	M	Y	Y	Y	Y

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

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

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 indicting 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](http://www.laghu-udyog.com) or [www.smallindustryindia.com](http://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 1 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.



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 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.
-