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Government of India  
Ministry of Small Scale Industries

New Delhi, the 30 September, 2006

### NOTIFICATION

S.O. 1643 (E)- 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) herein referred to as the said Act, the Central Government, after obtaining the recommendations of the Advisory Committee in this behalf, hereby provides for the format of memorandum and procedure of its filing and other matters incidental thereto for the purpose of the said Act, namely:-

### 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 / 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.
10. \* To be filed at the District Industries Centre 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CATEGORY OF ENTERPRISE  
(MANUFACTURING-1, SERVICE-2)

(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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(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)

Form No. -----

**PART I**

(To be filled in as expression of intent)

1. NAME OF APPLICANT

<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"/>
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2.  
(a) ADDRESS OF COMMUNICATION

<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"/>
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PIN





11. (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\*)

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

(ADD ADDITIONAL SHEET FOR MORE PRODUCTS)

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

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

APPROXIMATE VALUE\*

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

APPROXIMATE VALUE\*

(iii) PLANT AND 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 in from the right side, e.g., if the value is Rupees 10 lakhs it should be written as 10. 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, LIQUID PETROLIUM GAS-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 AND 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, UNDER-GRADUATE-5,  
ANY OTHER LOWER-6]

(iv) EQUITY PARTICIPATION (in Rupees) 

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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.

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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.

DATE:  
PLACE:

[SIGNATURE OF THE APPLICANT /AUTHORISED PERSON]

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**ACKNOWLEDGEMENT**

M/s.....HAS FILED MEMORANDUM  
EXPRESSING ITS INTENT TO SET UP  
AN..... (MANUFACTURING/SERVICE)  
ENTERPRISE AT THE ADDRESS.....  
.....PIN.....  
..... STATED IN FORM NO..... AND ALLOCATED ENTREPRENEURS'  
MEMORANDUM 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