

**ENTREPRENEURS MEMORANDUM PART-II**  
**FOR**  
**SETTING UP MICRO, SMALL OR MEDIUM ENTERPRISE**

GENERAL INSTRUCTIONS FOR FILING THE PART-II OF MEMORANDUM

:

- 1 Any person who has established 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 Medium Enterprise, under sub-section (1) of section 8 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006 at District Industries Centre for all categories of enterprises or in the office of Member Secretary, Single window Clearance Agency for Micro and Small Enterprises under whose jurisdiction the enterprise is located.
- 2 Form will be numbered by the District Industries Centre.
- 3 Four Copies of the memorandum should be filed.
- 4 There is no fee for processing the memorandum.
- 5 Existing units should fill up only part II of the Memorandum.
- 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 District Industries Centre.
- 10 The following documents for grant of EM Part II should also accompany the Memorandum:-
  - i) Papers in support of arrangement/ ownership of land/ building in which the enterprise has been established.







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

H	I	M	A	C	H	A	L
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P	R	A	D	E	S	H
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CODE

0	2
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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 (s)]

(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 MONTH OF INSTALLATION OF PLANT & MACHINERY

M M Y Y Y Y

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

11 TYPE OF ORGANIZATION

(PROPRIETARY-1 OR HINDU UNDIVIDED FAMILY-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

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CODE (NIC 98\*)

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

(i) NAME

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CODE (ASICCC2000\*)

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(ii) NAME

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CODE (ASICCC2000\*)

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(iii) NAME

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CODE (ASICCC2000\*)

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(iv) NAME

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CODE (ASICCC2000\*)

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(v) NAME

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CODE (ASICCC2000\*)

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(\*) 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 the District Industries Centre or the office where the Entrepreneurs' Memorandum is 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\*

(In case of manufacturing enterprises)

(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

<input type="text"/>	<input type="text"/>	1	0
<input type="text"/>	0	.	1

and if the value is Rupees 10

thousand it should be written as

. This will also apply to all other

items (rows) where quantity, number etc., to be given]

14 INSTALLED CAPACITY(proposed)PER ANNUM

QTY

UNIT

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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15 POWER LOAD

H.P./ K.W.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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16 (a)(i) OTHER SOURCE OF ENERGY/POWER  
(IF REQUIRED)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(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 reason;

(b) INDICATE ANNUAL REQUIREMENT

SOURCE OF ENERGY	QTY	UNIT
.....	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>
.....	<input type="text"/>	<input type="text"/>

17 EMPLOYMENT

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

18 TOTAL ANNUAL TURNOVER (in Rs.)  
(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"/>
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19 EXPORT (if any) (in Rupees)

<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 ORGANIZATION-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)

<input type="text"/>
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(ii) SC(1) / ST(2) / OBC (3) / OTHERS (4)

PHYSICALLY CHALLENGED (5)

(iii) KNOWLEDGE LEVEL

[TECHNICAL GRADUATE -1, MANAGEMENT GRADUATE -2, OTHER GRADUATE-3, UNDERGRADUATE-4, ANY OTHER LOWER-5]

(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 COMMERCIAL PRODUCTION / ACTIVITY

D D M M Y Y Y Y

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DATE:

PLACE:

[SIGNATURE OF THE APPLICANT /AUTHORIZED PERSON]

NAME OF THE PROPRIETOR/PARTNER/MANAGING DIRECTOR

(a) Enclose a 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.
- (c) Enclose necessary documents/certificates/MOU's as per General instructions contained in the Memorandum Part II and required for issuance of E.M. (Part-II)

**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/ Licence/permit from the concerned Ministry/Department of Central Government/State Government/UT Administration as per statutory requirements. I further undertake to inform the District industries centre of the change(s) of products and that of service or addition in products or services, change in plant and machinery or in equipments within three months of such change

DATE:

PLACE:

[SIGNATURE OF THE APPLICANT /AUTHORIZED PERSON]

Form No					
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**Government of Himachal Pradesh**

**Department of Industries**

**Office of the General Manager, District Industries Centre/ Member Secretary, Single Window Clearance Agency/ Economic Investigator/ Extension Officer (Industries) at Block Level**

\_\_\_\_\_ Distt. \_\_\_\_\_, Himachal Pradesh

**ACKNOWLEDGEMENT OF ENTREPRENEUR MEMORANDUM PART-II**

M/s .....HAS FILED MEMORANDUM FOR A .....(MANUFACTURING /SERVICE) ENTERPRISES 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:

**DETAIL OF ITEM/ITEMS TO BE MANUFACTURED/ SERVICE TO BE PROVIDED**

SL. No.	Items of the 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

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**NATURE OF ACTIVITY**

(MANUFACTURING-1, SERVICES-2)

**CATEGORY OF THE ENTERPRISE**

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

**ENTREPRENEURS' MEMORANDUM  
NUMBER**

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**PART-II**

DATE:

PLACE:

SIGNATURE  
WITH OFFICE SEAL

