

ENTREPRENEURE MEMORANDUM PART-1
FOR
SETTING UP MICRO, SMALL OR MEDIUM ENTERPRISE

GENERAL INSTRUCTIONS FOR FILING THE PART-1 OF MEMORANDUM

- 1 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 whereas 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 or with Economic Investigator or Extension Officer (Industries) at Block Level for Micro Enterprises under whose jurisdiction the enterprise is proposed to be located.
- 2 Four Copies of the memorandum should be filed. Form will be numbered by the District Industries Centre.
- 3 Entrepreneurs desirous of setting up small and medium enterprise must submit two copies of project profile/pre investment report/ project report. Micro enterprises, intending to avail financial assistance/term loan from the financial institution/ banks should also submit two copies of project profile/pre investment report/ project report.
- 4 There is no fee for processing the memorandum.
- 5 Existing units need not to file Part 1 of the memorandum and they should fill up only part II of the Memorandum.
- 6 In case of any change in the information, at any point of time, please inform the details within three months to District Industries Centre under whose jurisdiction the enterprise is proposed to be located.
- 7 Write/Type in Block (Capital) Letters
- 8 Leave one Blank Box after each word.
- 9 Fill up whichever is applicable.
- 10 All codes other than Pin Code Shall be filled by the office of Industries Department.

Form No. _____

(v) WEB-SITE

3. NAME OF PROPOSED ENTERPRISE (if decided)

4. PROPOSED LOCATION OF ENTERPRISE

(i) VILLAGE/TOWN

CODE

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

(ii) TEHSIL/TALUK/
MANDAL

CODE

--	--	--	--	--

(iii) DISTRICT

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

CODE

--	--	--	--	--

(iv) STATE

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

CODE

0	2
---	---

(v) PIN CODE

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

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

--

5 CATEGORY OF ENTERPRISE

iii) PLANT & MACHINERY VALUE *

--	--	--	--

(In case of manufacturing unit)

iv) EQUIPMENT VALUE *

--	--	--	--

(In case of service unit)

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

		1	0
	0	.	1

 and if the value is Rupees 10 thousand it should be written as

		.	1
	0		

. 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) 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)

(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 ORGANIZATION-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, OTHER GRADUATE-3, UNDERGRADUATE-4, ANY OTHER LOWER-5]

(iv) EQUITY PARTICIPATION (in Rs.)

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

(in % 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: [SIGNATURE OF THE APPLICANT /AUTHORIZED PERSON]

PLACE: 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.

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: [SIGNATURE OF THE APPLICANT /AUTHORIZED PERSON]

PLACE:

Form No					
---------	--	--	--	--	--

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 ENTREPRENEURE MEMORANDUM PART-1

M/sHAS 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 PRPOSED TO COMMENCE 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 ACKNOWLEDEGEMENT 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 THE ENTERPRISE

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

ENTREPRENEURS' MEMORANDUM NUMBER

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

PART-I

DATE:

PLACE:

SIGNATURE
WITH OFFICE SEAL

BRIEF DETAIL OF PROPOSED ENTERPRISE

ITEM(s) OF MANUFACTURE/ACTIVITY (ies) _____

MAIN MANUFACTURING/SERVICE ACTIVITY

NAME																	
CODE (NIC 98*)																	

PROPOSED CAPITAL INVESTMENT (Rs. in lacs.)	BUILDING & LAND	PLANT & MACHINERY OR EQUIPMENTS	OTHERS	TOTAL

PROPOSED EMPLOYMENT (IN NOS)	MANAGERIAL & OFFICE STAFF	SUPERVISORY & WORKERS	TOTAL

NOTE: This acknowledgment of Entrepreneurs Memorandum Part I is further subject to the following terms & conditions.

Terms & Conditions

1. This acknowledgment of Entrepreneurs Memorandum is valid for 2 years. You are required to commence production and file its EM (Part-II) within 2 years from the date of acknowledgment of EM (Part-I) failing which Ex (Part-I) shall become invalid.
2. This acknowledgment is given to enable the enterprise to obtain all facilities/ clearances etc. required for setting up an enterprise.
3. This acknowledgment does not constitute an authorization under Industrial Development & Regulation Act, 1950 or any other relevant acts or Rules of the Govt. of India and the State Govt. Wherever applicable such statutory permission or clearances as may be required under the provisions of such Acts or Rules should be obtained by the enterprise before taking any effective steps for the implementation of the enterprise
4. This acknowledgment does not imply any commitments whatsoever on the part of the Industries Department, Govt. of Himachal Pradesh to provide finance, raw materials, land etc. or any other assistance as may be applicable under the relevant rules and procedures which will be considered separately on merit on the request of enterprise to be made to the concerned Authorities separately.
5. The enterprise will have to employ at all level at least 70% of the total manpower or as may be prescribed from time to time to be employed in the enterprise whether on regular/ contractual/ sub- contractual/ daily basis / or any other mode from among the bonafide residents of Himachal Pradesh.
6. The enterprise shall establish the registered office of the Company in Himachal Pradesh proposed to be incorporated for undertaking the proposed manufacturing/ servicing activities in the State.
7. In case of Medium Enterprise and Enterprise listed as negative activity by Govt. of India/ State Govt, Forest produce based activity and Power intensive activity requiring more than 1000 KW power also required to obtain in Principal clearance from the State Level Single Window Clearance & Monitoring Authority (SLSWC & MA) by applying on prescribed application form.
8. If the enterprise is proposed to be located within the boundary of any Municipal Area in the building having plinth area of more than 100 Sq. Mtrs or outside the limit of any Municipal Area in buildings having plinth area of more than 1000 Sq. Mtrs. then enterprise shall construct a roof top rain water harvesting structure of the appropriate design and dimension in the building. In case the water is to be drawn from captive tube well the installation of Recharging Structure in the premises of enterprise to supplement ground water resources is mandatory.
9. Any other condition(s) which may be applicable to new/ proposed enterprise at the time of filing of Entrepreneurs Memorandum in accordance with the rules and procedure applicable and as may be amended from time to time.

SIGNATURE

WITH OFFICE SEAL

