Amended format for the Entrepreneurs' Memorandum under the MSMED Act 2006 notified vide notification No. S.O.1643(E) dated 29.9.2006 along with inclusion of the amendments vide notification No. S.O.941(E) dated 07.6.2007 and notification No. S.O.200(E) dated 16.1.2009.

Schedule I

-	3 T	
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 SUBSECTION (1) OF SECTION 8 OF THE MICRO, SMALL & MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT, 2006.
- 2. THREE COPIES OF MEMORANDUM FOR MICRO AND SMALL ENTERPRISES AND FOUR COPIES FOR MEDIUM ENTERPRISES 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.

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	FOR OFFICE USE ONI	_Y	
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 MEMORANDU	M 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 indicting manufacturing or service and seventh box for indicating micro or small or medium) and last five boxes are for EM number)

	PART I (To be filled in as expression of intent)																						
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(iv) E-MAIL																				Ì			
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	3. NAME O	F PROP	OSED	EN'	TERP	RIS	E (if	deci	ded)						
2	4. PROPOSI	ED LOC	ATIO	n of	FENT	ERI	PRIS	SE							
	(i) VILLAGE	/ TOW	1												
	CODE	Ξ				<u></u>									
	(ii)TEHSIL / MANDAI		. /												
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	(iii) DISTRIC	CT													
	CODE	Ξ													
	(iv) STATE														
	CODE	Ξ													
	(v) PIN COD	Е													
	(vi) AREA;	(RURA	L-1,	URB	AN –	2)									
5.	CATEGOR' (MICRO-					1 – 3	3)								
6.	NATURE O	F ACTIV	/ITY	Tick	Appr	opri	ate I	Box(e	es)]						
	(i)	MANU	JFAC	ΓUR	E										
	(ii)	SERVI	CE												
7.	NATURE C (Perennia				sual-3)									
8.	WHETHER (Yes-1,		W TIV	/ILL	BE A	N A	NCI	ILLA	RY						
9. 10.	PROPOSEI MACHIN TYPE OF ((PROPRI PVT. LT) OTHERS	ERY ORGANI ETARY D. COM	ZATI -1, HU	ON JF –2	2, PAF	RTN	ERS	SHIP-	3, C	0-0	PER	AT		Y Y	

11. (a) MAIN MANUFACTURING/SERVICE ACTIVITY.
NAME
CODE (NIC 98*)
(b) PRODUCTS TO BE MANUFACTURED/SERVICE TO BE PROVIDED.
(i) NAME
CODE (ASICC2000*)
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 (Micro, Small and Medium Enterprises), 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 1 0. This will also apply to all other items (rows) where quantity, number, etc.
to be given

13.		ED CAPACITY (proposed) PER ANNUM PLANT A	QTY	UNIT
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	PI	RODUCT		
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	PI	RODUCT		
	(ii) PLANT B	QTY	UNIT
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14.	POWER	LOAD (ANTICIPATED) H.P / K.W.		
15.	[IF REQUENCE OF TRADITION OF THE TRADITION OF TRADITION O	ER NEEDED –1, COAL-2, OIL-3, LPG-4, EICITY FROM GENERATOR-6, NON-CONTONAL ENERGY / FIREWOOD-8) COWAL equired, specify reasons;		
	(b) INDIC	ATE ANNUAL REQUIREMENT SOURCE OF ENERGY	QTY	UNIT
	9			
16.	EXPECTED	D EMPLOYMENT		(Nos.)
	(i)	MANAGEMENT & OFFICE STAFF		
	(ii)	SUPERVISORY	.ee	
	(iii)	WORKERS		
17.		ENEURS' PROFILE (OF ALL PARTNERS/I ATION-USE SEPARATE SHEETS, IF NEE		THE .
	(a) NAI	ME		
	(i) MAL	E (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.)	
(Percentage 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:	
PLACE: [SIGNATURE OF THE APPLICANT /AUTHORISED PI	ERSON]
NAME OF THE PROPRIETOR/PARTNER/ MANAGING DIR	ECTOR
 (a) Enclose a self-certified copy of Power of Attorney/Board Resolution/Society Re wherever applicable, while signing as Partner/Managing Director or Authorised Person. (b) Enclose a certified/notarized copy of the Partnership Deed/Memorandum of Association of Association in case of Medium Enterprises. 	
<u>Undertaking</u>	
This is to certify that the information furnished in the memorandum in FOR is true and correct to the best of my knowledge and belief.	M NO.
DATE: PLACE:	
[SIGNATURE OF THE APPLICANT /AUTHORISED PI	ERSON]

	Form No
ACKNOWLEDGEMEN	<u>VT</u>
"PART-I" M/S. HAS FILED ITS INTENT TO SET UP A ENTERPRISE AT THE ADDRESS PIN FOR BELOW AND THE ACTIVITY IS PROPOSED TO COM AS STATED IN FORM NO ENTREPRENEURS' MEMORANDUM NO. AS BELOW:	(MANUFACTURING/SERVICE) THE ITEM/ITEMS INDICATED IMENCE FROM THE (DATE)
DETAILS OF ITEM/ITMES TO BE MANUFACTURED/SERVI	CE TO BE PROVIDED.
Sl. No. Items of Manufacture/type of service to be rendered 1	Capacity in case of manufacture
NOTE: THE ISSUE OF THIS ACKNOWLEDGEMENT DO RIGHT. THE ENTERPRISE IS REQUIRED TO SEEK REQUIRED TO SEEK REQUIRED TO SEEK REQUIRED UNDER STATUTORY OBLIGATION LAWS OF CENTRAL GOVERNMENT/STATE GOVER	JISITE CLEARANCE/LICENCE/ N STIPULATED UNDER THE
DATE OF ISSUE	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	PART-I
[First two boxes are for State/UT code, next three boxes are for boxes are for category of enterprise (sixth box for indicting marbox for indicating micro or small or medium) and last five boxes are	nufacturing or service and seventh
This acknowledgement is valid for a period of two years from the	date of issue.
DATE:	,

SIGNATURE

WITH OFFICE SEAL

PLACE:

Form No.	
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PART II

(To be filled up and submitted to District Industries Centre after commencement of production/activity) [THE ROWS WHICH HAVE BEEN REPEATED NEED TO BE FILLED ONLY TO THE EXTENT THAT THE ACTUAL DETAILS ON COMMENCEMENT VARY FROM THOSE IN PART-I]

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	(iv)	WEB-SITE			-								-		
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	(v) PIN CODI	Е													
	(vi) AREA;	(RURAL -1,	URBA	N –2))										
5.	CATEGORY (MICRO-1,	OF ENTERP SMALL –2, M		M – 3)										
6.	NATURE OF	FACTIVITY	[Tick A	ppro	oriate	Box	(s)]								
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8.	WHETHER T		AN AN	ICILI	LARY							N	M		YYY
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[PROPR	F ORGANIZATION LIETORY-1, HUF –2, PARTNERSI TD. COMPANY -5, PUBLIC LIMI RS-8]						IELP	GRO	 DUP	-7,	
12. (a) MAIN	MANUFACTURING/SERVICE A	ACTIVIT	Y								
NAM	E										
	CODE (NIC 98*)										
(b) PR	ODUCTS TO BE MANUFACTUR	RED/SER	VICE	ТОЕ	E P	ROV	/IDE	D			
(i) NA	ME										
	CODE (ASICC2000*)							I			
(ii) NAN	1E										
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(v) NAM	1E										
	CODE (ASICC2000*)										
office of the I District Indust	activities and products/services as Development Commissioner (Microries Centre or the office where the EDITIONAL SHEET FOR MORE I	, Small a	nd Meurs'	ediun	En	terp	rises),	to b	e fi	lled	in by
13. (a) INVE	STMENT IN FIXED ASSETS [In I	Rupees lal	kh]								
(i)	LAND (OWNED-01/RENTED-0	02/ LEAS	ED-0	3)			^				
		VALU	E*								
(ii)	BUILDING (OWNED-01/RENTE	D-02/ LE	ASEI	D-03)							
		VALU	JE*								
(iii)	PLANT & MACHINERY (In case of manufacturing unit)	VALU	JE*								
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(IV)	(In case of servicing unit)	VALUE*	
(v)	FOREIGN EQUITY, IF ANY	VALUE*	
[* The value written as etc., to be given			ue is Rs.10 lakh it should be ws) where quantity, number,
14. INSTA	ALLED CAPACITY PER ANNUM (iii) PLANT A	QTY	' UNIT
	PRODUCT		
	(iv)PLANT B	QTY	UNIT
	PRODUCT		
15. POWER	R LOAD H.P / K.W.		
[IF R (NO) ELEC TRA	OTHER SOURCE OF ENERGY/POVEQUIRED] POWER NEEDED –1, COAL-2, OIL CTRICITY FROM GENERATOR- 6, I DITIONAL ENERGY/FIREWOOD-8 I no power required, specify reasons;	─ 3, LPG-4, ELECTRIC- NON-CONVENTION	
(b) IN	NDICATE ANNUAL REQUIREMEN SOURCE OF ENERGY		TY UNITS

17.	EMPL	OYMENT				MALE (Nos.				MALE los.)	
	(i)	MANAGEMENT & OFFICE S	STAFI	F							
	(ii)	SUPERVISORY									
	(iii)	WORKERS									
18.	(If les	TOTAL ANNUAL TURNOVER (in Rupee.) (If less than one year of operation, then expected turnover)									
19.	EXPOR	RT (if any) (in Rupee)						Ι			
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)											
	[A	DD ADITIONAL SHEET, IF N	EEDE	ED]							
21.	DATE	OF COMMENCEMENT OF PR	RODU	ICTIO	ON /	_	/ITY D M	M Y	Y Y	Y Y]
DA' PLA		•									e .
	.CL.	[SIGNA NAME OF THE									D PERSON] RECTOR

- (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.

DATE:

PLACE:

[SIGNATURE OF THE APPLICANT /AUTHORISED PERSON]

		,	ACKNOWLEDGEME		No		
		<u> </u>	*				
			PART-II				
TH	IANUFA IE ITE D	S HAS F ACTURING/SERVICE) ENT M/ITEMS INDICATED B AND ALLOCATED EN TAILS OF ITEM/ITMES TO	BELOW AS PER T NTREPRENEURS' ME	DDRESS PIN THE FACTS STATED MORANDUM NO. AS B	IN FORM ELOW:		
	SI.	Items of Manufacture/type	Capacity in case of	Initial date of pr	oduction/		
	No.	of service to be rendered	manufacture	commencement of servi	ice		
	1.			•			
	2.						
	3. 4.						
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		ditional sheet if required)					
3.	DE	ATE-WISE INVESTMEN	IT				
	Sl. No	Investment in Plant and Ma	achinery/Equipments	Date of Investment			
	1.						
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		dditional sheet if required)					
4.	NOTE RIGHT PERMI LAWS	: THE ISSUE OF THIS AG T. THE ENTERPRISE IS RE IT REQUIRED UNDER SO OF CENTRAL GOVERNME RT ORDERS.';	QUIRED TO SEEK R TATUTORY OBLIGA	REQUISITE CLEARANCE ATION STIPULATED	E/ LICENCE/ UNDER THE		
5.	MICR	OF CHANGE OF CATEGOI O/SMALL TO SMALL/MED VERSA.		D D M M Y Y Y	Y		
6.	DATE	OF ISSUE	e [D D M M Y Y Y	Y		
7.		RE OF ACTIVITY UFACTURING-1, SERVICE	S-2)				
8.		GORY OF ENTERPRISE RO-1, SMALL –2, MEDIUM -	- 3)	[
9.		REPRENEURS MEMORAND IBER	DUM		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 Micro, Small and Medium Enterprises Development Organisation website i.e. www.dcmsme.gov.in.
- 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 (Micro, Small and Medium Enterprises).
- 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.
- 13. The Acknowledged Entrepreneurs' Memorandum shall be liable to be cancelled in case the unit is found closed for more than 6 months or furnished wrong information in the Entrepreneurs' Memorandum filed or did not follow the instructions at serial number 10 of this Schedule (to be initiated based on any complaint in writing followed by an enquiry under an official not below the authority notified for accepting the Entrepreneurs' Memorandum under the provisions of subsections (3) and (4) of section 8 of the said Act.
- 14. The enterprise has to file the Entrepreneurs' Memorandum Part II again, in case, the status of the enterprise changes from micro to small or small to medium or vice versa, as a result of enhancement/decrease in the investment in plant and machinery/equipments. In such cases, the acknowledgement issued earlier need to be cancelled and the letter of cancellation along with the copy of the cancelled acknowledgement (certified) should be provided to the industrialist so that it may take benefit, if any, for that period of functioning.
- 15. Out of the three copies of the Entrepreneurs' Memorandum filed by the Micro and Small enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, and third should be forwarded to Micro, Small and Medium Enterprises Development Institute concerned.
- 16. Out of the four copies of the Entrepreneurs' Memorandum filed by the medium enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, third forwarded to Micro, Small and Medium Enterprises Development Institute concerned and fourth copy should be forwarded to the Micro, Small and Medium Enterprises Policy Division of the Development Commissioner (Micro, Small and Medium Enterprises), 7th floor, A Wing, Nirman Bhavan, New Delhi.
- 17. In case of companies as defined in Companies Act, 1956, (1 of 1956) cooperative/partnership firms and trusts, the change of name of the enterprise, if any, should be informed to General Manager, District Industries Centre or the authority notified for filing of Entrepreneurs' Memorandum in the State/UT within three months of change. In case of ownership firms, the same should be communicated within three months of effecting the change in name along with an affidavit.