

## Industrial Entrepreneurs' Memorandum

1. This format is to be used for submission to the Central Government in the Secretariat for Industrial Assistance, for the purpose of record, a memorandum under the industries (development & regulation) Act, 1951, (65 of 1951) in respect of proposals covered by the Notification No. 477(E) dated 25<sup>th</sup> July 1991 of the Department of Industrial Policy & Promotion, Ministry of Industry, Government of India as amended from time to time.
2. The application should be submitted to the Secretariat for Industrial Assistance (SIA), Department of Industrial Policy & Promotion, Ministry of Industry, Udyog Bhawan, New Delhi-110 011, in 6 (Six) copies alongwith crossed demand draft for Rs.1000/- drawn in favour of the "**Pay and Accounts Officer, Department of Industrial Development, Ministry of Industry**", payable at State Bank of India, Nirman Bhawan, New Delhi.
3. Entrepreneurs may go through the "Note for guidance for entrepreneurs" carefully before filling up the details of IEM. The note contains relevant extracts of licensing provisions, a note of NIC classification system and guidelines for filling up the Memorandum.

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For Official Use Only

Memorandum No. :

Date (dd/mm/yyyy) :

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### 1.Details of Bank Draft.

Amount Rs. \_\_\_\_\_

Draft No. \_\_\_\_\_

Draft Date \_\_\_\_\_

Drawn on \_\_\_\_\_

(Name of the Bank )

Payable at \_\_\_\_\_

### II. Name and Address of the promoter/Industrial Undertaking in Full (BLOCK LETTERS)

Name of the undertaking/  
Promoter. \_\_\_\_\_

Area : \_\_\_\_\_

Town: \_\_\_\_\_

Tehsil/Taluk: \_\_\_\_\_

District \_\_\_\_\_

State: \_\_\_\_\_

Pin Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telex: \_\_\_\_\_

Fax: \_\_\_\_\_

Cable: \_\_\_\_\_

III. Registrar of Companies Registration No.(if registered)

IV. Status of the Promoter/Industrial Undertaking

IV. (1) Status of the promoter/Industrial Undertaking  
(Please tick(v ) the appropriate box)

- |   |                                |
|---|--------------------------------|
| 1. Central Government Undertaking           | 5. Private Sector Undertaking  |
| 2. State Government Undertaking             | 6. Individual Promoter         |
| 3. State Industries Development Corporation | 7. Assisted Sector Undertaking |
| 4. Joint Sector undertaking                 | 8. Cooperative Undertaking     |

IV. (2) Indicate whether this Proposal is for  
(Please tick (v ) the appropriate box)

- |                                       |  |
|---------------------------------------|--|
| 1. Establishment of a New Undertaking | 5. Change of Ownership/Name of company |
| 2. Effecting Substantial Expansion    | 6. Graduation to Medium Scale          |
| 3. Manufacture of New Articles        | 7. Others                              |
| 4. Change of Location                 |  |

IV. (3) Whether the proposal is in lieu of any other IEM already acknowledged/Letter of intend/Industrial License held. Yes / No.

(if Yes indicate the previous reference number and date, attach the previous reference in original)

Reference No. \_\_\_\_\_ Date \_\_\_\_\_

V. Location.

V. (1) Location of the undertaking

Place/Town \_\_\_\_\_

Tehsil/Taluk \_\_\_\_\_

District \_\_\_\_\_

State \_\_\_\_\_

Pin code \_\_\_\_\_

V. (2) Please indicate whether the proposed location is

(a) Within 25 Kms from the periphery of a city having population above one million according to 1991 census : Yes / No.

(b) Located in an industrial area / Industrial estate designated/setup prior to 25.7.1991. Yes / No.

V. (3) (a) Is the IEM being filed for electronics, computer software or printing industry  
Yes / No.

(b) Is the IEM being filed by a small unit graduating to medium scale for the unit located within 25 Kms from the periphery of a city with more than 1 million population.

Yes / No.

(c) Is the IEM being filed by existing unit for new articles without additional investment.

Yes / No.

VI. Item(s) of Manufacture: In case of more than one item supplementary sheets may be used. (Specimen of supplementary sheet is enclosed). In case of proposals for Drugs and pharmaceuticals, applicants should also fill up the Annexure.

VI. (1) Item of manufacture.

(a) (NATIONAL INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITY (NIC), 1987.

NIC NO \_\_\_\_\_

(b) Item Description. \_\_\_\_\_

(c) Proposed Annual Capacity. \_\_\_\_\_

(d) Existing Capacity, (if applicable) \_\_\_\_\_

(e) Unit of Capacity \_\_\_\_\_

VI. (2) Description of Activities to be undertaken (if, no manufacturing envisaged)

\_\_\_\_\_

VI. (3) By products/Co-products

NIC NO \_\_\_\_\_

Item Description. \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

NIC NO \_\_\_\_\_

Item Description. \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

\_\_\_\_\_  
NIC NO \_\_\_\_\_

Item Description. \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

VI. (4) Raw Material (including Components, intermediates and packing materials) per annum.

Item(s)	Quantity	Unit	Value

VII. Whether the Item(s) of manufacture/by-product /co-product is covered in Schedule (Reserved for Public Sector), Schedule II (under compulsory Licensing) or Schedule III (Reserved for manufacture in Small Scale Sector) of Notification No.477(E) dated 25<sup>th</sup> July 1991/as amended from time to time.

	Schedule I Yes / No	Schedule II Yes / No	Schedule III Yes / No
VIII. Investment		Existing (Amount in Rupees)	Proposed (Amount in Rupees)
(a) Land (for rented premises Capitalised value of the same to be indicated		_____	_____
(b) Building		_____	_____
(c) Plant & Machinery			
(i) Indigeneous		_____	_____
(ii) Imported		_____	_____
(a) CIF Value		_____	_____
(b) Landed Cost		_____	_____
(iii) Total [(i) + (ii)(b)]		_____	_____
(ii) Imported		_____	_____

IX	Financing Pattern:		
	Total Equity.	Existing (Amount in Rupees.)	Proposed (Amount in Rupees)
	i) Resident	_____	_____
	ii) Non Resident Indian	_____	_____
	iii) Foreign	_____	_____
	Total Borrowings		
	i) Public Financial Institution	_____	_____
	ii) Public Borrowing	_____	_____
	iii) Other Sources	_____	_____
	Promoter Contribution	_____	_____

IX(1) Whether Foreign Technology agreement is envisaged : Yes / No.  
(Please tick (v) the appropriate box)

IX(2) Whether Foreign Technology agreement is envisaged : Yes / No  
(Please tick(✓) the appropriate box)

X.	Employment	(All figures in number)	(All figures in number)
		Existing	Proposed
a)	Supervisory	_____	_____
b)	Non-Supervisory	_____	_____
c)	Total	_____	_____

XI Expected Date of Commencement of Commercial Production.

Date	Month	Year
_____	_____	_____

## Declarations

1. I/We hereby certify this memorandum conforms to all the conditions stipulated in the Notification 477(E) dated 25<sup>th</sup> July 1991 and amendments thereof regarding exemption from industrial Approvals
2. I/We hereby further declare that the above statements are true and correct to the best of my/our knowledge and belief.

Signature of Promoter(s)

\_\_\_\_\_  
(Name in Block Letters)

\_\_\_\_\_  
(Designation of Promoter)

Place \_\_\_\_\_

Date

Month

Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SPECIMEN

Supplementary Sheet referred to in Column VI

VI. Item(s) of Manufacture :

VI. (1) Item of manufacture.

(a) Item Code (NIC No.) \_\_\_\_\_

(b) Item Description. \_\_\_\_\_

(c) Proposed Annual Capacity. \_\_\_\_\_

(d) Existing Capacity, (if applicable) \_\_\_\_\_

(e) Unit of Capacity \_\_\_\_\_

VI. (2) By products/Co-products

VI. (3) NIC NO \_\_\_\_\_

Item Description. \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

NIC NO \_\_\_\_\_

Item Description. \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

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NIC NO \_\_\_\_\_

Item Description. \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

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VII. Whether the Item(s) of manufacture/by-product/co-product is covered in Schedule (Reserved for Public Sector), Schedule II (under compulsory Licensing) or Schedule III (Reserved for manufacture in Small Scale Sector) of Notification No.477(E) dated 25<sup>th</sup> July 1991/as amended from time to time.

Schedule I  
Yes / No

Schedule II  
Yes / No

Schedule III  
Yes / No

Signature of Promoter(s)

\_\_\_\_\_  
(Name in Block Letters)

\_\_\_\_\_  
(Designation of Promoter)

Place \_\_\_\_\_

Date

Month

Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PART B

To be submitted at the time of commencement of commercial production to the Secretariat for Industrial Assistance (SIA) Department of Industrial Policy & Promotion, Udyog Bhavan, New Delhi – 1100011 in six (6) copies.

I. Reference Number \_\_\_\_\_

II. Actual Date of Commencement \_\_\_\_\_

III. Actual Investment :

	Existing (Amount in Rupees)	Proposed (Amount in Rupees)
(a) Land (for rented premises Capitalised value of the same to be indicated)	_____	_____
(b) Building	_____	_____
(c) Plant & Machinery		
(i) Indigeneous	_____	_____
(ii) Imported	_____	_____
(a) CIF Value	_____	_____
(b) Landed Cost	_____	_____
(iii) Total [(i)+(ii)(b)]	_____	_____

IV. (1) Item of manufacture : In case of more than one item supplementary sheets may be attached.

NIC NO \_\_\_\_\_

ITC Code \_\_\_\_\_

Proposed Annual Capacity. \_\_\_\_\_

Existing Capacity, (if applicable) \_\_\_\_\_

Total Capacity after expansion \_\_\_\_\_

Unit of Capacity \_\_\_\_\_

V. Employment

	Proposed	Actual
a) Supervisory	_____	_____
b) Non-Supervisory	_____	_____

Place : \_\_\_\_\_

Signature of Promoter(s)

\_\_\_\_\_  
(Name in Block Letters)

\_\_\_\_\_  
(Designation of Promoter)

Date  
\_\_\_\_\_

Month  
\_\_\_\_\_

Year  
\_\_\_\_\_

To be filled wherever applicable.