



**PART -II**

**Form No.....**

**Industrial Development Department  
Govt. of Uttarakhand  
ENTREPRENEURS MEMORANDUM  
FOR**

**SETTING UP A MICRO, SMALL OR MEDIUM ENTERPRISE**

**GENERAL INSTRUCTION**

1. MEMORANDUM 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 & MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT. 2006,
2. ....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 SAME WITHIN ONE 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.

\*To be filed at the DIC under whose jurisdiction the enterprise is proposed to be located.

Form No.....

**FOR OFFICE USE ONLY**

ENTREPRENEURS MEMORANDUM NUMBER

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DATE OF ISSUE

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**CATEGORY OF ENTERPRISE  
(MICRO-1, SMALL-2, MEDIUM-3)  
(MANUFATURING-1, SERVICE-2)**

<input type="checkbox"/>
<input type="checkbox"/>









(\* ) Codes for activities and products/ services as per classification specified from time to time to be filled by DIC or the office where the EM is to be submitted. (ADD ADDITIONAL SHEET FOR MORE PRODUCTS)

13. (a) INVESTMENT IN FIXED ASSETS [In Rupees Lakh]

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

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APPROXIMATE VALUE

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

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APPROXIMATE VALUE

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(iii) PLANT & MACHINERY

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(In case of manufacturing enterprise)

(iv) EQUIPMENT

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(In case of service enterprise)

(v) FOREIGN EQUITY, IF ANY

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14. POWER LOAD (ANTICIPATED) H.P./K. W.

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15. (a) OTHER SOURCE OF ENERGY/POWER

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(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)

INDICATE ANNUAL REQUIREMENT SOURCE OF ENERGY

QTY

UNIT

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16. EMPLOYMENT

- a. MANAGEMENT & OFFICE STAFF
- b. SUPERVISORY
- c. WORKERS

17. Total Annual Turnover (in Rs.)   
 (if less than one year of operation, then  
 Expected turnover)

18. EXPORT (if any) (in Rs.)

19. 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/ OTHERS (4)   
 PHYSICALLY CHALLENGED (5)

(iii) KNOWLEDGE LEVEL   
 [TECHNICAL GRADUCATE-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]

20. EXPECTED SCHEDULE OF COMMENCEMENT OF PRODUCTION/ACTIVITY

D D 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) Enclosed a copy of Power of Attorney/Board Resolution/Society Resolution, wherever applicable, while signing as Partner/Managing Director or Authorised Persons.
  - (b) Enclosed 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 /AUTHORIZED PERSON]

**ACKNOWLEDGEMENT  
PART II**

M/s.....HAS FILED MEMORANDUM FOR  
A.....(MANUFACTURIN  
G/SERVICE) ENTERPRISE WHICH HAS BEEN SET UP ADDRESS.....  
.....PIN.....  
STATED IN FORM NO.....AND ALLOCATED EM NO. AS BELOW:

EM NUMBER (Part II)

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DATED OF ISSUE

D	D	M	M	Y	Y	Y	Y

NATURE OF ACTIVITY  
(MANUFATURING-1, SERVICE-2)  
CATEGORY OF ENTERPRISES  
(MICRO-1, SMALL-2, MEDIUM-2)


DATE:  
PLACE:

SIGNATURE  
WITH OFFICE SEAL

## **Procedure of Filing of Entrepreneurs Memorandum and other matters, incidental thereto**

Procedure of Filing of Entrepreneurs Memorandum and other matters, incidental thereto is as follows:

1. Form of the Entrepreneurs Memorandum can be downloaded from the internet, the address of which can be obtained from Directorate dealing with Micro, small & Medium Enterprises of the State Governments/UTs. Or the hard copies of the same can be obtained from the District Industries Centres. This form can also be downloaded from the SIDO website i.e. [www.laghuudyog.com](http://www.laghuudyog.com) or [www.smallindustryindia.com](http://www.smallindustryindia.com)
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 areas.
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 of 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 completed in all respects and particularly the form is signed and is accompanied with an undertaking, which is a part of the form of Entrepreneur Memorandum.
5. The District Industries Centre shall maintain record of all the Entrepreneurs Memorandum so filed in respect of micro and small enterprise 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 Services 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 Entrepreneur 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 (Small Scale Industries).
7. The form of Memorandum is in two parts. Any persons who intend to establish a micro, small or medium enterprise engaged in providing or rendering of service may file or those who want to establish medium enterprise engaged in the production or manufacture of products shall file Part I of the Entrepreneurs Memorandum of 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 of 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 one month of the change in investment.
11. In case 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 one 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.

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