

## Schedule I

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 8 OF THE MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (MSMED) ACT, 2006.
2. FOUR 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 DETAILS WITHIN THREE MONTHS TO DISTRICT INDUSTRIES CENTRE.
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 District Industries Centre under whose jurisdiction the enterprise is proposed to be located.

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(i) TELEPHONE NUMBER 

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(ii) FAX NUMBER 

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

(iii) CELL PHONE NUMBER 

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

(iv) E-MAIL 


(v) WEB-SITE 


(b) PERMANENT RESIDENTIAL ADDRESS (MAIN APPLICANT)

																		PIN	

(i) TELEPHONE NUMBER 

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

(ii) FAX NUMBER 

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

(iii) CELL PHONE NUMBER 

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

(iv) E-MAIL 


(v) WEB-SITE 


3. NAME OF PROPOSED ENTERPRISE (If decided)


4. PROPOSED LOCATION OF ENTERPRISE

(i) VILLAGE / TOWN 


CODE 

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







(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, UNDER GRADUATE-5,  
ANY OTHER LOWER-6]

(iv) EQUITY PARTICIPATION (in Rupees) 

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

(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 PERSON]

NAME OF THE PROPRIETOR/PARTNER/ MANAGING DIRECTOR

- (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.

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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 /AUTHORISED PERSON]

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**Department of Industries  
Government of Kerala**

Form No.....

**ACKNOWLEDGEMENT**

M/s .....HAS FILED MEMORANDUM EXPRESSING  
ITS INTENT TO SET UP  
AN.....(MANUFACTURING/SERVICE)  
ENTERPRISE AT THE ADDRESS.....

.....  
.....PIN.....

.....STATED IN FORM NO.....AND ALLOCATED  
ENTREPRENEURS' MEMORANDUM NO. AS BELOW

DATE OF ISSUE 

D	D	M	M	Y	Y	Y	Y

CATEGORY OF THE UNIT

(MANUFACTURING-I, SERVICES-2)

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

ENTREPRENEUR'S MEMORANDUM NUMBER 

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

(First two boxes are for State/Union Territory code, next three boxes are for District code, sixth and seventh boxes are for category of enterprise (sixth box for indicating manufacturing or service and seventh box for indicating micro or small or medium) and last five boxes are for Entrepreneurs' Memorandum number)

DATE:

PLACE:

SIGNATURE  
WITH OFFICE SEAL



## **Schedule II**

### **Pocedure 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 can be obtained from the Directorate dealing with Micro, Small and Medium Enterprises of the State Governments or the Union Territories or the hard copies of the same can be obtained from the District Industries Centres. This form can also be downloaded from the Small Industries Development Organisation website i.e. [www.laghu-udyog.com](http://www.laghu-udyog.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 area.
3. The District Industries Centre shall fill all the codes in the form of the Memorandum and issue an acknowledgement after allotting an Entrepreneur Memorandum number, date of issue and category of the unit within five days of the receipt of the form1 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 Entrepreneur Memorandum number allotted to the Small Industries Service Institutes of their State or their Jurisdiction.
6. The District Industries Centre shall maintain record of all the Entrepreneurs Memorandum so filed in respect of medium enterprises engaged in production or manufacturing of products and forward one copy each of the Entrepreneurs Memorandum with Entrepreneur Memorandum number allotted to Small Industries Service Institutes of their State or their Jurisdiction and to Joint Development Commissioner (Micro, Small and Medium Enterprise Policy) in the Office of the Development Commissioner (Small Scale Industries).

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 shall 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 which have already filed Entrepreneurs Memmorandum shall inform the District Industries Centre of the same in writing within three months of the change.
  12. The District Industries Centre shall, in addition of keeping a record, in writing, shall also maintain records electronically on computer.
-

Ref. No. ....

Vol : .....

**ENTREPRENEURS' MEMORANDUM**

**FOR SETTING UP**

**MICRO, SMALL OR MEDIUM ENTERPRISE**

**Part : I**

**District Industries Centre:** \_\_\_\_\_

**Taluk / Code:** \_\_\_\_\_

## CONTACT ADDRESSES

### **Director of Industries & Commerce**

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Tel: 91-471-2311882, Fax: 2311883, Email: [bureau@vsnl.com](mailto:bureau@vsnl.com), Website: [Keralaindustry.org](http://Keralaindustry.org)





NATURE OF ACTIVITY [Tick Appropriate Box(s)]

(i) MANUFACTURE

(ii) SERVICE

(iii) OTHERS

In case of others, please specify:

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 -----  
 -----

7. NATURE OF OPERATION

(Perennial-1, Seasonal-2, Casual-3)

8. WHETHER THE UNIT IS AN ANCILLARY

( Yes-1, No-2)

9. MONTH OF INSTALLATION OF PLANT AND MACHINERY

M	M	Y	Y	Y	Y

10. WHETHER THE UNIT IS REGISTERED UNDER FACTORY ACT

( Under Section 2m(i)/2m(ii)-I, 85(I)/85(ii)-2, not registered -3)

11. TYPE OF ORGANIZATION

[PROPRIETARY-1, HINDU UNDIVIDED FAMILY -2, PARTNERSHIP-3, COOPERATIVE -4, PRIVATE LIMITED COMPANY -5, PUBLIC LIMITED COMPANY-6, SELF HELP GROUP-7, OTHERS-8]

12. (a) MAIN MANUFACTURING/SERVICE ACTIVITY

NAME

CODE (NIC 98\*)

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

(i) NAME

CODE (ASICC2000\*)

(ii) NAME

CODE (ASICC2000\*)

(iii)	NAME	<input type="text"/>
	CODE (ASICCC2000*)	<input type="text"/>
(iv)	NAME	<input type="text"/>
	CODE (ASICCC2000*)	<input type="text"/>
(v)	NAME	<input type="text"/>
	CODE (ASICCC2000*)	<input type="text"/>

(\* 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 by 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 [Rupees in lakh]

(i)	LAND (OWNED-01/RENTED-02/ LEASED-03)	<input type="text"/>
	VALUE*	<input type="text"/>
(ii)	BUILDING (OWNED-01/RENTED-02/ LEASED-03)	<input type="text"/>
	VALUE *	<input type="text"/>
(iii)	PLANT AND MACHINERY (In case of servicing unit)	<input type="text"/>
(iv)	EQUIPMENTS (In case of servicing unit)	<input type="text"/>
(v)	FOREIGN EQUITY, IF ANY	<input type="text"/>
	VALUE*	<input type="text"/>

[\* The value in the boxes should be filled in from the right side, e.g., if the value is Rupees 1 0 lakhs it should be written as   1 0 . This will also apply to all other items (rows) where quantity, number, etc., to be given.]

14. INSTALLED CAPACITY PER ANNUM

	QTY UNIT	<input type="text"/>
		<input type="text"/>

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]

--	--	--	--

(NO POWER NEEDED -1, COAL-2, OIL-3, LIQUID PETROLEUM GAS-4, ELECTRICITY FROM GRID-5, ELECTRICITY FROM GENERATOR-6, NON-CONVENTIONAL ENERGY -7,

TRADITIONAL ENERGY /FIREWOOD-8)

(ii) If no power required, specify reasons;

(b) INDICATE ANNUAL REQUIREMENT  
SOURCE OF ENERGY

QTY				UNITS		

.....

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

.....

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

.....

MALE FEMALE  
(Nos.) (Nos.)

17. EMPLOYMENT

(i) MANAGEMENT AND OFFICE STAFF

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

(ii) SUPERVISORY

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

(iii) WORKERS

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

18. TOTAL ANNUAL TURNOVER (in Rupees)  
(If less than one year of operation, then  
expected turnover)

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

19. EXPORT (if any) (in Rupees)

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

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, UNDER GRADUATE-5,  
ANY OTHER LOWER -6]

--

(iv) EQUITY PARTICIPATION (in Rupees)

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

(in percentage of total equity)

--	--

(v) STAKE IN OTHER MANUFACTURING ENTERPRISES  
(Yes-1, No-2)

--

[ADD ADDITIONAL SHEET, IF NEEDED]

21. DATE OF COMMENCEMENT OF PRODUCTION / ACTIVITY

D	D	M	M	Y	Y	Y	Y

DATE:

PLACE:

[SIGNATURE OF THE APPLICANT/ AUTHORISED PERSON]

NAME OF THE PROPRIETOR/PARTNER/ MANAGING DIRECTOR

- (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 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 /AUTHORISED PERSON]



**Department of Industries  
Government of Kerala**

Form No.....

**ACKNOWLEDGEMENT**

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

DATE OF ISSUE

D	D	M	M	Y	Y	Y	Y

CATEGORY OF THE UNIT

(MANUFACTURING-1, SERVICES-2)

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

ENTREPRENEURS MEMORANDUM NUMBER

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

(First two boxes are for State/Union Territory code, next three boxes are for District code, sixth and seventh boxes are for category of enterprise (sixth box for indicating manufacturing or service and seventh box for indicating micro or small or medium) and last five boxes are for Entrepreneurs' Memorandum number)

DATE:

PLACE:

SIGNATURE  
WITH OFFICE SEAL

## **Schedule II**

### **Pocedure 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 can be obtained from the Directorate dealing with Micro, Small and Medium Enterprises of the State Governments or the Union Territories or the hard copies of the same can be obtained from the District Industries Centres. This form can also be downloaded from the Small Industries Development Organisation website i.e. [www.laghu-udyog.com](http://www.laghu-udyog.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 area.
3. The District Industries Centre shall fill all the codes in the form of the Memorandum and issue an acknowledgement after allotting an Entrepreneur Memorandum number, date of issue and category of the unit within five days of the receipt of the form<sup>1</sup> 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 Entrepreneur Memorandum number allotted to the Small Industries Service Institutes of their State or their Jurisdiction.
6. The District Industries Centre shall maintain record of all the Entrepreneurs Memorandum so filed in respect of medium enterprises engaged in production or manufacturing of products and forward one copy each of the Entrepreneurs Memorandum with Entrepreneur Memorandum number allotted to Small Industries Service Institutes of their State or their Jurisdiction and to Joint Development Commissioner (Micro, Small and Medium Enterprise Policy) in the Office of the Development Commissioner (Small Scale Industries).

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 shall 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 which have already filed Entrepreneurs Memmorandum shall inform the District Industries Centre of the same in writing within three months of the change.
  12. The District Industries Centre shall, in addition of keeping a record, in writing, shall also maintain records electronically on computer.
-

Ref. No. ....

Vol : .....

**ENTREPRENEURS' MEMORANDUM**

**FOR SETTING UP**

**MICRO, SMALL OR MEDIUM ENTERPRISE**

**Part : II**

**District Industries Centre:** \_\_\_\_\_

**Taluk / Code:** \_\_\_\_\_

## CONTACT ADDRESSES

### **Director of Industries & Commerce**

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### **Addresses of General Managers, District Industries Centres**

#### **Thiruvananthapuram**

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