### Schedule I

Form	Nο	
TOTH	1 1 1 7	 

# ENTREPRENEURS MEMORANDUM FOR SETTING UP MICRO, SMALL OR MEDIUM ENTERPRISE

### GENERAL INSTRUCTIONS.

- 1. MEMORANDUM IS TO BE FILED WITH THE DISTRICT INDUSTRIES CEN TRE\* 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.

							F	OR	OF	FIC	CE U	SE	ON	LY								
															D	D	M	M	Y	Y	Y	Y
DATE OF	ISS	UE																				
CATEGO (MANUF							CE-2	2)														
(MICRO-	I, S	MA	LL-	2, N	IED	IUN	<b>1</b> -3)															
ENTREP:	REN	IEU	RS I	MEI	MO	RAN	JDU	J <b>M</b> I	NUN	MBE	ER											
(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)																						
1. NAM	IE C	oF A	PPI	JC	AN'I		To be	e fill	ed ii		RT		on o	f int	ent)				Form	n No	D	
																						_
2.		I	I	I	1	1	ı	I	ION		I	I	I	I	I	I	I	l	I	1	1	

Form No.....

(i) TELEPHONE NUM	BER													
(ii) FAX NUMBER														
(iii) CELL PHONE NUM	1BER													
(iv) E-MAIL														
(v) WEB-SITE														
PERMANENT RESIDENTIAL ADDRESS (MAIN APPLICANT)														
							PII	N						
(i) TELEPHONE NUM	1BER													
(ii) FAX NUMBER														
(iii) CELL PHONE NUI	MBER													
(iv) E-MAIL														
(v) WEB-SITE														
3. NAME OF PROPOSE	) ENTERP	RISE	(If de	cide	d)									
4. PROPOSED LOCATION	N OF ENTE	ERPRI	ISE	<u> </u>							1			
(i) VILLAGE/TOWN														
CODE														

	(ii) THEHSIL/TALUK/ MANDAL
	CODE
	(iii) DISTRICT
	CODE
	(iv) STATE
	CODE
	(v) PIN CODE
	(vi) AREA (RURAL-1, URBAN-2)
5.	CATEGORY OF ENTERPRISE
	(MICRO-1, SMALL-2, MEDIUM-3)
6.	NATURE OF ACTIVITY [(Tick Appropriate Box(es)]
	(i) MANUFACTURE
	(ii) SERVICE
	(iii) OTHERS
	In case of others, please specify
7.	NATURE OF OPERATION (Perennial-1, Seasonal-2, Casual-3)
8.	WHETHER THE UNIT WILL BE AN ANCILLARY (Yes-1, No-2)
9.	PROPOSED SCHEDULE OF INSTALLATION OF PLANT AND MACHINERY
10.	TYPE OF ORGANIZATION  (PROPRIETARY-1,HINDU UNDIVIDED FAMILY-2, PARTNERSHIP-3,  CO-OPERATIVE-4, PRIVATE LIMITED COMPANY-5, PUBLIC LIMITED  COMPANY-6, SELF-HELF GROUP-7, OTHERS-8)

	NAME												
	CODE (NIC 98*)												
(b)	PRODUCTS TO BE MANUFACTURED/SERVICE TO BE PRO	OVIDED											
(i)	NAME												
	CODE (ASICC2000*)												
(ii)	NAME												
	CODE (ASICC2000*)												
(iii)	NAME												
	CODE (ASICC2000*)												
(iv)	NAME												
	CODE (ASICC2000*)												
(v)	NAME												
	CODE (ASICC2000*)												
Developi Industrie	11. (*) 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)												
12. (a) PROP	POSED INVESTMENT IN FIXED ASSETS [Rupees in lakh]												
(i)	LAND (OWNED-01/RENTED-02/LEASED-03)												
	APPROXIMATE VALUE*												
(ii)	BUILDING (OWNED-01/RENTED-02/ LEASED-03)												
	APPROXIMATE VALUE*												
(iii)	PLANT AND MACHINERY VALUE* (In case of manufacturing enterprise)												

(a) MAIN MANUFACTURING/SERVICE ACTIVITY

	(iv)	EQUIPMENT VALUE* (In case of service enterprise)					L				
	(v)	FOREIGN EQUITY, IF ANY VALUE*									
be v	The value i written as , to be giv	in the boxes should be filled in from the right side, e.g.,  1 0 . This will also apply to all other ren.]									
13.	INSTAL	LED CAPACITY (proposed) PER ANNUM			Q	TY			UN	TIV	
14.	POWER	LOAD (ANTICIPATED) H.P / K.W.				ı	1				
15.	[IF REQ (NO PO FROM C	THER SOURCE OF ENERGY/POWER UIRED] WER NEEDED-1, COAL-2, OIL-3, LIQUID PET GRID-5, ELECTRICITY FROM GENERATOR-6, I DITIONAL ENERGY / FIREWOOD-8)									
	(ii)	If no power required, specify reasons;									
	(b) INDI	CATE ANNUAL REQUIREMENT SOURCE OF ENERGY			QT	ΓΥ		7	UN	VIT	
16.	EXPEC	TED EMPLOYMENT							(No	os.)	
	(i)	MANAGEMENT AND OFFICE STAFF									
	(ii)	SUPERVISORY									
	(iii)	WORKERS									
17.		EPRENEURS' PROFILE (OF ALL PART NISATION-USE SEPARATE SHEETS, IF NEEDEN		RS/I	OIR	EC'	ТОІ	RS	OF	F T	ΉE
	(a)	NAME									
	(i)	MALE (M) / FEMALE (F)	ı	1	1						

	(ii)	SC (1) / ST (2) / OBC (3) / OTHERS (4) PHYSICALLY CHALLENGED (5)
		FHTSICALLI CHALLENGED (3)
	(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. EXI	PECT	TED 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)		ose a self-certified copy of Power of Attorney/Board Resolution/Society Resolution, whereve icable, while signing as Partner/Managing Director or Authorised Person.
(b)	Encl	ose a certified/notarized copy of the Partnership Deed/Memorandum of Association/Articles association in case of Medium Enterprises.
		<u>Undertaking</u>
		to certify that the information furnished in the memorandum in Form Norrect to the best of my knowledge and belief.
DATE: PLACE	:	
		[SIGNATURE OF THE APPLICANT/AUTHORISED PERSON]



### **Department of Industries** Government of Kerala

Form No											
	<u>ACKN</u>	OWLEDGEMI	<u>ENT</u>								
M/s		HAS FIL	ED M	1EM	OR.	ANI	DUM	1 EX	KPR.	ESS:	ING
ITS	INTENT	TO	(1	лла	AT IE	SE'		INC	1/CE	DVI	UP
	SEAT THE ADDRESS		•								
				•••••	•••••	•••••	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	•••••	
	STATED IN FOR ENEURS' MEMORANDU			• • • • •	••••	A	ND	AL	LO	CAT	ED
ENTRE INC			011								
			Γ	D	D	M	M	Y	Y	Y	Y
DATE OF IS	SSUE										
CATEGORY	Y OF THE UNIT										
(MANUFAC	CTURING-I, SERVICES-2	2)									
(MICRO-I,	SMALL -2, MEDIUM - 3	)									
ENTREPRE	ENEUR'S MEMORANDU	M NUMBER									
seventh boxe	exes are for State/Union Termoses are for category of enterptor indicating micro or smm number)	orise (sixth box fo	r indi	catin	g ma	anuf	actur	ring	or se	rvice	and
DATE:											
PLACE:								Ş	SIGN	JATU	JRE

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 or 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**

Vikas Bhavan P.O, Thiruvananthapuram, Kerala 695033 Phone No: +91-471-2302774, Fax No: +91-471-2305493 E-mail: tvm\_dindust@asianetindia..com

### Addresses of General Managers, District Industries Centres

### Thiruvananthapuram

General Manager

District Industries Centre (DIC)

 $Water\ Works\ Compound,\ Vellayambalam$ 

Thiruvananthapuram - 695003

+91-471-2326756 E-mail: dictvm@sancharnet.in

### **Kollam**

General Manager

Dist.Industries Centre, Asramam, Kollam-691002

+91- 474-2748395, Fax: 2747261 E-mail: <u>dic\_klm@sancharnet.in</u>

### Pathanamthitta

General Manager

Dist.Industries Centre

Kozhenchery, Pathanamthitta - 689 564

+91- 468 - 2214639, Fax: 2214639 E-Mail: <u>tvm\_dicpta@sancharnet.in</u>

### Alappuzha

General Manager

Dist. Industries Centre, Vellakinar,

Alappuzha - 688 001

+91-477 - 2251272, Fax: 2253798

E-Mail: dicalp@dataone.in

### Kottayam

General Manager

Dist. Industries Centre,

Dist. Co-operative Bank Buildings, Thirunakkara, Kottayam - 686 001 +91-481 - 2570042, Fax: 2570042

E-mail: dicktm@sancharnet.in

### Idukki

General Manager

Dist. Industries Centre

Cheruthoni , Idukki

+91- 486 - 2235507, Fax: 2235410

 $E\text{-mail:}\,\underline{dicidk@sancharnet.in}$ 

### **Ernakulam**

General Manager

Dist. Industries Centre,

Sidco Buildings, Kadavanthara, Gandhinagar,

Ernakulam

+91-484 - 2206022, Fax: 2206022

E-mail: dicekm@md5.vsnl.net.in

### **Thrissur**

General Manager

Dist. Industries Centre, Ayyanthol,

Trichur - 680 003

+91- 487 - 2360847, Fax: 2360847

E-Mail: dictcr@sancharnet.in

### Palakkad

General Manager

Dist. Industries Centre, Behind Civil Station,

Palakkad - 678 001

+91- 491 - 2527285, Fax: 2527285

E-mail: dicpgt@sancharnet.in

### Malappuram

General Manager

Dist. Industries Centre, Civil Station Compound,

Malappuram - 676121

+91- 483- 2734812, Fax: 2734812

E-Mail: tvm\_dicmlp@sancharnet.in

### Kozhikode

General Manager

Dist. Industries Centre, Vellayil,

Kozhikode - 673 011

+91-495 - 2766035, Fax: 2766035

E-mail: dicclt@sancharnet.in

### Wayanad

General Manager

Dist. Industries Centre, Muttil.P.O., Kalpatta,

Wayanad - 673 122

+91- 4936 - 202485, Fax: 202485

E-Mail: dicwyd@dataone.in

### Kannur

General Manager

Dist. Industries Centre, Civil Station,

Kannur - 670 011

+91- 497 - 2700928, Fax: 2700928

E-Mail: dic knr@sancharnet.in

### Kasargod

General Manager

Dist. Industries Centre,

Vidyanagar, Kasargod - 670 123

+91- 4994 - 255749, Fax: 255749

E-Mail: dickgd@sancharnet.in

### Printed by

Kerala Bureau of Industrial Promotion (K-bip), TC IX / 2197, Kurup's Lane, Sasthamangalam, Thiruvananthapuram – 695010 Tel: 91-471-2311882, Fax: 2311883, Email:bureau@vsnl.com, Website: Keralaindustry.org

### **PART II**

(To be filled up and submitted to the 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]

	I.	EN	ΓER	PR	ENE	EUR	S																		
		ME	MO	RA	ND	UM	NU	ME	BER	(Pa	rt I)						D	D	M	I N	М	Y	Y	Y	Y
	II.	DA	ГЕ (	OF I	SSU	JE																			
	III. MONTH OF COMMENCEMENT OF PROI ACTIVITY												OUC	CTIC	ON/			M	M	1	Y	Y	Y	Y	
1.	NA	AME	OF	AF	PL	ICA	NT																		
2.	(a)	AD	DR	ESS	OF	CO	MM	1UI	NIC	ATI	ON	<u> </u>	<u> </u>	<u> </u>			<u> </u>			<u> </u>		1		1	
		_																PI	N						
				וכוי	EDI	HON	IIZ NI	T IN	/DE	D						[			1						
		(i)	J	EL	EPF	ION	EN	UIV	IDE	K															
		(ii)	) F	FAX	NU	JME	BER																		
		(iii	i) (	CEL	LP.	OH	NE N	IUI	MBl	ER															
		(iv	/) E	E-M	AIL	1																			
			· •	<b>S</b> APT	o ai	TC.							l I				l I							<u> </u>	
		(v	) <b>\</b>	WEI	B-SI	IE																			
	(b)	PEF	RMA	ANE	ENT	RE	SID	EN'	TIA	LA	.DD	RES	S (N	ΙΑΙ	ΝA	PPL	JC/	NT	")				•	•	
																		PI	N						
						103		T 73	(DE	'n	1 1								1				 	<u>'</u>	
		(i)	.]	LL	EPF	HON	ΙŁΝ	UN	IBE	k															

(ii) FAX NUMBER										
(iii) CELL PHONE NUMBER										
(iv) E-MAIL										
(v) WEB-SITE										
(V) WED-SITE										
3. NAME OF ENTERPRISE										
4. LOCATION OF ENTERPRISE				1 1						
(i) VILLAGE/TOWN										
				1 1						
CODE										
(ii) THEHSIL/TALUK/										
MANDAL										
CODE										
CODE							•		•	'
(iii) DISTRICT										
() 22221101		I	ı		<b>I</b>	L		1		
CODE										
					1					
(iv) STATE										
CODE										
CODE										
(v) PINCODE										
(vi) AREA (RURAL-1, URBAN-2	2)									
5. CATEGORY OF ENTERPRISE (MICRO-1, SMALL-2, MEDIUM-3)										

# NATURE OF ACTIVITY [Tick Appropriate Box(s)]

	(i) MANUFACTURE	
	(ii) SERVICE	
	(iii) OTHERS	
	In case of others, please specify:	
 7.	NATURE OF OPERATION	
	(Perennial-I, Seasonal-2, Casual-3)	
8.	WHETHER THE UNIT IS AN ANCILLARY	
	(Yes-l, No-2)  M M Y Y Y  M M Y Y Y	Y
9.	MONTH OF INSTALLATION OF PLANT AND MACHINERY	
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  [PROPRIETORY-I, HINDU UNDIVIDED FAMILY -2, PARTNERSHIP COOPERATIVE -4, PRIVATE LIMITED COMPANY -5, PUBLIC LIMITED COMPANY 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									
	CODE (ASICC2000*)									
(iv)	NAME									
	CODE (ASICC2000*)									
(v)	NAME									
	CODE (ASICC2000*)									
Development Cor Industries Centre (ADD ADDITIO	ivities and products/services as per mmissioner (Small Scale Industries), or the office where the Entrepreneurs NAL SHEET FOR MORE PRODU	, Govern s' Memo JCTS)	nment orandı	of I	ndia	to be	e fille			
13. (a) INVESTN	MENT IN FIXED ASSETS [Rupees	in lakh	l							
(i)	LAND (OWNED-01/RENTED-O	02/LEA	SED-	-03)						
		VALU	Љ*							
(ii)	BUILDING (OWNED-01/RENTE	ED-02/	LEAS	SED	-03	)				
		VALU	ЈЕ*							
(iii)	PLANT AND MACHINERY (In case of servicing unit)	VALU	Љ*							
(iv)	EQUIPMENTS (In case of servicing unit)	VALU	Æ*							
(v)	FOREIGN EQUITY, IF ANY	VALU	Æ*							
[* The value in the should be written number, etc., to be		•	•					-		
14. INSTALLED	CAPACITY PER ANNUM				Q	TYU	UNIT			
15. POWER LOA	AD H.P / K.W.				<u> </u>					

16. (a) (i) OTHER SOURCE OF ENERGY/POWER [IF REQUIRED]			
TRADITIONAL ENERGY /FIREWOOD-8) (ii) If no power required, specify reasons;			
(b) INDICATE ANNUAL REQUIREMENT SOURCE OF ENERGY		QTY UNITS	<b>;</b>
	QUIRED]  VER NEEDED -1, COAL-2, OIL-3, LIQUID PETROLEUM GAS-4, ELECTRICITY RID-5, ELECTRICITY FROM GENERA TOR-6, NON-CONVENTIONAL ENERGY-DITIONAL ENERGY / FIREWOOD-8)  If no power required, specify reasons;  INDICATE ANNUAL REQUIREMENT OTY UNITS SOURCE OF ENERGY  MALE FEMALE (Nos.) (Nos.)  MALE FEMALE (Nos.) (Nos.)  MANAGEMENT AND OFFICE STAFF  SUPERVISORY  WORKERS  NNUAL TURNOVER (in Rupees) than one year of operation, then ed turnover)  (if any) (in Rupees)  PRENEURS' PROFILE (OF ALL PARTNERS/DIRECTORS OF THE SATION- USE SEPARATE SHEETS, IF NEEDED)  NAME  MALE (M) FEMALE (F)  CC (1) ST (2)/OBC(3)/OTHERS (4) PHYSICALLY CHALLENGED (5)  KNOWLEDGE LEVEL  TECHNICAL GRADUATE-1, MANAGEMENT GRADUATE-2, POST GRADUATE-3, OTHER GRADUATE-4, UNDER GRADUATE-5,		
17. EMPLOYMENT			<u> </u>
(i) MANAGEMENT AND OFFICE STAFF	L		_ _
(ii) SUPERVISORY			
(iii) WORKERS			
18. TOTAL ANNUAL TURNOVER (in Rupees) (If less than one year of operation, then expected turnover)	ED -1, COAL-2, OIL-3, LIQUID PETROLEUM GAS-4, ELECTRICITY CTRICITY FROM GENERA TOR-6, NON-CONVENTIONAL ENERGY- ENERGY /FIREWOOD-8) equired, specify reasons;  ANNUAL REQUIREMENT F ENERGY  MALE FEMALE (Nos.) (Nos.)  ENT AND OFFICE STAFF  RY  IRNOVER (in Rupees) ar of operation, then  WERNOVER (in Rupees) BY PROFILE (OF ALL PARTNERS/DIRECTORS OF THE SE SEPARATE SHEETS, IF NEEDED)  EMALE (F)  WOBC(3)/OTHERS (4) LY CHALLENGED (5)  GE LEVEL AL GRADUATE-1, MANAGEMENT GRADUATE-2, DUATE-3, OTHER GRADUATE-4, UNDER GRADUATE-5,		
19. EXPORT (if any) (in Rupees)			
20. ENTREPRENEURS' PROFILE (OF ALL PAR' ORGANISATION- USE SEPARATE SHEETS, IF NEEDI		TORS OF TH	Έ
(a) NAME			
(i) MALE (M) FEMALE (F)			
(ii) SC (1) ST (2)/OBC(3)/OTHERS (4) PHYSICALLY CHALLENGED (5)			
-	ŕ	ATE-5,	

(iv)	EQUITY PARTICIPATION (in Rupees)		
	(in percentage of total equity)		
(v)	STAKE IN OTHER MANUFACTURING ENTER (Yes-1, No-2)	RPRISES	
[ADD A	DITIONAL SHEET, IF NEEDED]		
21. DATE O	F COMMENCEMENT OF PRODUCTION / ACTIV	VITY	
DATE:		D D M M Y Y Y	Y
PLACE:			
	[SIGNATURE OF THE APPLI	CANT/ AUTHORISED PERSO	ON]
	NAME OF THE PROPRIETOR/PAR	TNER/ MANAGING DIRECT	ΌR
appli (b) Encl	ose a self-certified copy of Power of Attorney/Board Resicable, while signing as Partner/Managing Director or Aose a certified/notarized copy of the Partnership Deed/Nessociation in case of Medium Enterprises.	Authorised Person.	
	<u>Undertaking</u>		
	to certify that the information furnished in the memora rrect to the best of my knowledge and belief.	ndum in Forn No	•••••
DATE: PLACE:			
	ISIGNATURE OF THE APPLIE	CANT/AUTHORISED PERSO	ואר



## **Department of Industries** Government of Kerala

	Form No
ACKNOWLEDGE	<u>MENT</u>
M/s(MANUF. WHICH HAS BEEN SET UP AT THE ADDR	ACTURING/SERVICE) ENTERPRISE RESS
	PIN
STATED IN FORM NOBELOW	AND ALLOCATED EM NO. AS
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 seventh boxes are for category of enterprise (sixth box for seventh box for indicating micro or small or medium). Memorandum number)	or indicating manufacturing or service and

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 or 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 : II	
District Industries Centre: ————	
Taluk / Code:	

### **CONTACT ADDRESSES**

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

Vikas Bhavan P.O, Thiruvananthapuram, Kerala 695033 Phone No: +91-471-2302774, Fax No: +91-471-2305493

E-mail: tvm\_dindust@asianetindia..com

### Addresses of General Managers, District Industries Centres

### Thiruvananthapuram

General Manager

District Industries Centre (DIC)

Water Works Compound, Vellayambalam

Thiruvananthapuram - 695003

+91-471-2326756 E-mail: dictvm@sancharnet.in

#### Kollam

General Manager

Dist.Industries Centre, Asramam, Kollam-691002

+91- 474-2748395, Fax: 2747261 E-mail: dic klm@sancharnet.in

### Pathanamthitta

General Manager

Dist.Industries Centre Kozhenchery, Pathanamthitta - 689 564

+91- 468 - 2214639, Fax: 2214639 E-Mail: tvm\_dicpta@sancharnet.in

### Alappuzha

General Manager

Dist. Industries Centre, Vellakinar,

Alappuzha - 688 001

+91-477 - 2251272, Fax: 2253798

E-Mail: dicalp@dataone.in

### Kottayam

General Manager

Dist. Industries Centre,

Dist. Co-operative Bank Buildings, Thirunakkara, Kottayam - 686 001 +91-481 - 2570042, Fax: 2570042 E-mail: dicktm@sancharnet.in

\_\_\_\_\_\_

### Idukki

General Manager

Dist. Industries Centre

Cheruthoni , Idukki

+91- 486 - 2235507, Fax: 2235410 E-mail: dicidk@sancharnet.in

### Ernakulam

General Manager

Dist. Industries Centre,

Sidco Buildings, Kadavanthara, Gandhinagar,

Ernakulam

+91- 484 - 2206022, Fax: 2206022 E-mail: dicekm@md5.vsnl.net.in

### **Thrissur**

General Manager

Dist. Industries Centre, Ayyanthol,

Trichur - 680 003

+91-487 - 2360847, Fax: 2360847

E-Mail: dictcr@sancharnet.in

### Palakkad

General Manager

Dist. Industries Centre, Behind Civil Station,

Palakkad - 678 001

+91-491 - 2527285, Fax: 2527285

E-mail: dicpgt@sancharnet.in

### Malappuram

General Manager

Dist. Industries Centre, Civil Station Compound,

Malappuram - 676121

+91-483-2734812, Fax: 2734812

E-Mail: tvm\_dicmlp@sancharnet.in

### Kozhikode

General Manager

Dist. Industries Centre, Vellayil,

Kozhikode - 673 011

+91-495 - 2766035, Fax: 2766035

E-mail: dicclt@sancharnet.in

### Wayanad

General Manager

Dist. Industries Centre, Muttil.P.O., Kalpatta,

Wayanad - 673 122

+91- 4936 - 202485, Fax: 202485 E-Mail: dicwyd@dataone.in

### Kannur

General Manager

Dist. Industries Centre, Civil Station,

Kannur - 670 011

+91-497 - 2700928, Fax: 2700928

E-Mail: dic\_knr@sancharnet.in

### Kasargod

General Manager

Dist. Industries Centre,

Vidyanagar, Kasargod - 670 123

+91- 4994 - 255749, Fax: 255749

E-Mail: dickgd@sancharnet.in

### Printed by

Kerala Bureau of Industrial Promotion (K-bip), TC IX / 2197, Kurup's Lane, Sasthamangalam, Thiruvananthapuram – 695010 Tel: 91-471-2311882, Fax: 2311883, Email:bureau@vsnl.com, Website: Keralaindustry.org