

Ref. No. GJEPC/Members/2014-2015

3rd January, 2014

TO

**ALL MEMBERS OF THE COUNCIL, Mumbai Region****Sub:-MSME Entrepreneur Memorandum form**

Dear All,

We would like to inform your goodself that MSME is coming with few schemes for the small and medium exporters. To avail the benefit of those schemes, the member exporters has to get registered with them on the MSME website. Member exporters will be entitled with the scheme benefit after the successful registration. Hence it is requested to your goodself that please registered on the local MSME website

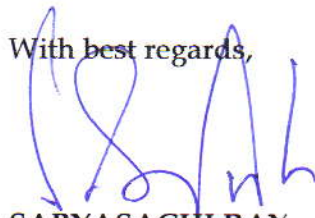
Member exporters can also visit the MSME office which is given below to get their registrations.

**Address: Micro, Small and Medium Enterprises (MSME)**  
**Indl. Chemical Laboratory Bldg.**  
**V.N.Purv.Marg,**  
**Opp. Tatanagar, Chunabhatti, Mumbai-400 022.**

Member exporters may also download the EM-I and EM-II forms from our website  
[www.gjepc.org](http://www.gjepc.org).

Thanking you,

With best regards,



**SABYASACHI RAY**  
**EXECUTIVE DIRECTOR**

Encl: EM-I and EM-II forms

The Gem &amp; Jewellery Export Promotion Council

**रत्न तथा आभूषण निर्यात संवर्धन परिषद**

मुख्य कार्यालय: टॉवर-ए, अडब्ल्यू-1010, जी.ब्लॉक, भारत डायमंड बोर्स, बान्द्रा-कुर्ला कॉम्प्लेक्स, बान्द्रा (पूर्व), मुंबई - 400 051. (भारत)

Head Office: Tower-A, AW-1010, G Block, Bharat Diamond Bourse, Bandra-Kurla Complex, Bandra (East) Mumbai - 400 051. (India)

फोन / Tel.: 91-22-2654 4600 फॅक्स / Fax: 91-22-2652 47 64

ई-मेल / E-mail: [gjepc@vsnl.com](mailto:gjepc@vsnl.com) / [ho@gjepcindia.com](mailto:ho@gjepcindia.com) वेबसाइट / Website: <http://www.gjepc.org>

Government of India  
Ministry of Small Scale Industries

New Delhi, the 30 September, 2006

**NOTIFICATION**

S.O. 1643 (E)- In exercise of the powers conferred by sub-section (2) of section 8 of the Micro, Small and Medium Enterprises Development Act 2006 (27 of 2006) herein referred to as the said Act, the Central Government, after obtaining the recommendations of the Advisory Committee in this behalf, hereby provides for the format of memorandum and procedure of its filing and other matters incidental thereto for the purpose of the said Act, namely:-

**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 SUB-SECTION (1) OF SECTION 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.
10. \* To be filed at the District Industries Centre under whose jurisdiction the enterprise is proposed to be located.

Form No. -----

FOR OFFICE USE ONLY

DATE OF ISSUE

D	D	M	M	Y	Y	Y	Y

CATEGORY OF ENTERPRISE  
(MANUFACTURING-1, SERVICE-2)

☐

(MICRO-1, 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)

Form No. -----

**PART I**

(To be filled in as expression of intent)

1. NAME OF APPLICANT


2.

(a) ADDRESS OF COMMUNICATION


PIN

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

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(ii) TEHSIL / TALUK /  
MANDAL


CODE

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(iii) DISTRICT

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CODE

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(iv) STATE

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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

M	M	Y	Y	Y	Y

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)

--

11. (a) MAIN MANUFACTURING/SERVICE ACTIVITY

NAME

CODE (NIC 98\*)

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

(i) NAME

CODE (ASICCC2000\*)

(ii) NAME

CODE (ASICCC2000\*)

(iii) NAME

CODE (ASICCC2000\*)

(iv) NAME

CODE (ASICCC2000\*)

(v) NAME

CODE (ASICCC2000\*)

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) PROPOSED 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)

(iv) EQUIPMENT VALUE\* 

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(In case of service enterprise)

(v) FOREIGN EQUITY, IF ANY VALUE\* 

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[ \* The value in the boxes should be filled in from the right side, e.g., if the value is Rupees 10 lakhs it should be written as 

		1	0
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 . This will also apply to all other items (rows) where quantity, number, etc., to be given.]

13. INSTALLED CAPACITY (proposed) PER ANNUM QTY UNIT  

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

15. (a) (i) OTHER SOURCE OF ENERGY/POWER 

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[IF REQUIRED]  
(NO POWER NEEDED -1, COAL-2, OIL-3, LIQUID PETROLIUM 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 UNIT  

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16. EXPECTED EMPLOYMENT (Nos.)  
(i) MANAGEMENT AND OFFICE STAFF 

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(ii) SUPERVISORY 

--	--	--

  
(iii) WORKERS 

--	--	--

17. 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) 

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

  
(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]

---



**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-1, SERVICES-2)

☐

(MICRO-1, SMALL -2, MEDIUM - 3 )

☐

ENTREPRENEURS' MEMORANDUM NUMBER

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(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

**PART II**

Form No. -----

(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. ENTREPRENEURS MEMORANDUM  
NUMBER (Part I)

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II. DATE OF ISSUE

D	D	M	M	Y	Y	Y	Y

III. MONTH OF COMMENCEMENT OF PRODUCTION /  
ACTIVITY

M	M	Y	Y	Y	Y

1. NAME OF APPLICANT


2. (a) ADDRESS OF COMMUNICATION


PIN

(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

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(ii) FAX NUMBER 

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

(iii) CELL PHONE NUMBER 

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

(iv) E-MAIL 


(iv) WEB-SITE 


3. NAME OF ENTERPRISE


4. LOCATION OF ENTERPRISE

(i) VILLAGE / TOWN 


CODE 

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(ii) TEHSIL / 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(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

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10. WHETHER THE UNIT IS REGISTERED UNDER FACTORY ACT

( Under Section 2m(i)/2m(ii)-1, 85I)/85(ii)-2, not registered –3)

☐

11. TYPE OF ORGANIZATION

[PROPRIETARY-1, HINDU UNDIVIDED FAMILY –2, PARTNERSHIP-3, CO-OPERATIVE –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

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CODE (ASICC2000\*)

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

(iii) NAME

CODE (ASICCC2000\*)

--	--	--	--	--

(iv) NAME

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

CODE (ASICCC2000\*)

--	--	--	--	--

(v) NAME

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

CODE (ASICCC2000\*)

--	--	--	--	--

(\*) 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)

--	--

VALUE\*

--	--	--	--

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

--	--

VALUE\*

--	--	--	--

(iii) PLANT AND MACHINERY  
(In case of manufacturing unit)

VALUE\*

--	--	--	--

(iv) EQUIPMENTS  
(In case of servicing unit)

VALUE\*

--	--	--	--

(v) FOREIGN EQUITY , IF ANY VALUE\*

--	--	--	--

[ \* The value in the boxes should be filled in from the right side, e.g., if the value is Rupees 10 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

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

15. POWER LOAD H.P / K.W.

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

16. (a) (i) OTHER SOURCE OF ENERGY/POWER ☐ ☐ ☐ ☐  
 [IF REQUIRED]  
 (NO POWER NEEDED -1, COAL-2, OIL-3, LIQUID PETROLIUM 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                |
|-------|----------------------|----------------------|
| ..... | <input type="text"/> | <input type="text"/> |
| ..... | <input type="text"/> | <input type="text"/> |
| ..... | <input type="text"/> | <input type="text"/> |
17. EMPLOYMENT
- |                                 | MALE<br>(Nos.)       | FEMALE<br>(Nos.)     |
|---------------------------------|----------------------|----------------------|
| (i) MANAGEMENT AND OFFICE STAFF | <input type="text"/> | <input type="text"/> |
| (ii) SUPERVISORY                | <input type="text"/> | <input type="text"/> |
| (iii) WORKERS                   | <input type="text"/> | <input type="text"/> |
18. TOTAL ANNUAL TURNOVER (in Rupees)  
 (If less than one year of operation, then expected turnover)
- |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
19. EXPORT (if any) (in Rupees )
- |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
20. ENTREPRENEURS' PROFILE (OF ALL PARTNERS/DIRECTORS OF THE ORGANISATION- USE SEPARATE SHEETS, IF NEEDED)
- (a) NAME
- |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
- (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 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.

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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]

---

**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-1, SMALL -2, MEDIUM - 3 )

☐ENTREPRENEURS MEMORANDUM NUMBER 

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DATE:

PLACE:

SIGNATURE  
WITH OFFICE SEAL