

# 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 and Regulation) Act, 1951 (65 of 1951) in respect of proposals covered by the Notification No. 477(E) dated 25th 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 Bhavan, New Delhi - 110 011 in 6 (six) copies alongwith a crossed demand draft for Rs. 1000/- drawn in favour of the " Pay and Accounts Officer, Department of Industrial Development, Ministry of Industry", payable at the State Bank of India, Nirman Bhavan, New Delhi.
3. Entrepreneurs may go through the 'Note for Guidance for Entrepreneurs' carefully before filling up the details in the IEM. The note contains relevant extracts of licensing provisions, a note on NIC Classification System and guidelines for filling up the Memorandum.

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### For Official Use Only.

Memorandum No.

Date

Date            Month            Year

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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 for Correspondence of the Promoter/Industrial Undertaking in full (BLOCK LETTERS)**

Name of the

Undertaking/

Promoter

Area

Town

Tehsil/Taluk

District

State

Pincode

Telephone

Telex

Fax

Cable

III Registrar of Companies Registration No. (If registered)

**IV Status of Promoter/Industrial Undertaking**

IV(1) Status of the Promoter/Industrial Undertaking  
(Please tick ( ) the appropriate box)

<input type="checkbox"/> Central Government Undertaking	<input type="checkbox"/> Private Sector Undertaking
<input type="checkbox"/> State Government Undertaking	<input type="checkbox"/> Individual Promoter
<input type="checkbox"/> State Industrial Development Corporation	<input type="checkbox"/> Assisted Sector Undertaking

Joint Sector Undertaking

Co-operative undertaking

IV(2) Indicate whether this proposal is for  
(Please tick ( ) the appropriate box)

Establishment of a New Undertaking

Change of location

Effecting Substantial of Expansion

Change of ownership/name  
of Company

Manufacture of New Articles

Graduation to Medium Scale

Others\*

\*Please specify in a separate sheet.

IV(3) Whether the proposal is in lieu of any other IEM already  
acknowledged/letter of intent/Industrial licence 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

Pincode

V(2) Please Indicate whether the proposed location is :

(a) Within 25 Kms from the periphery of a city having population above the million according to 1991 census.

Yes  No

(b) Located in an industrial area/industrial estate designated/set up 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 scale unit graduating to medium scale for the unit located within 25 kms. from 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) Total Capacity after expansion

(f) Unit of Capacity

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

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VI(3) BY-PRODUCT/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

\*NOT TO BE FILLED IF NO MANUFACTURING IS ENVISAGED.

NIC No

Item of Description	<input type="text"/>
Proposed annual capacity	<input type="text"/>
Existing capacity, (if applicable)	<input type="text"/>
Total Capacity after expansion	<input type="text"/>
Unit of capacity	<input type="text"/>

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

ITEM(S)	QUANTITY	UNIT	VALUE
<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"/>

VII Whether the item(s) of manufacture/by-product/co/product is covered in Schedule I (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 25th July 1991/as amended from time to time.

<u>Schedule-I</u>	<u>Schedule-II</u>	<u>Schedule-III</u>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>

VIII	Investment	Existing (Amount in Rupees)	Proposed (Amount in Rupees)
(a)	Land (for rented premises capitalised value of the same to be indicated)	<input type="text"/>	<input type="text"/>
(b)	Building	<input type="text"/>	<input type="text"/>

(c)	Plant & Machinery	<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)	Indigenous	<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"/>
(II)	imported	<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"/>
	(a) CIF Value	<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"/>
	(b) Landed Cost	<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"/>
	(iii) Total {(i)+(ii)(b)}	<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"/>

IX	FINANCING PATTERN	Existing Amount	Proposed Amount
	Total Equity	in Rupees	in Rupees
(I)	Resident Indian	<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"/>
(iii)	Foreign	<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"/>
	Total Borrowings		
(I)	Public Financial Institution	<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"/>
(ii)	Public Borrowing	<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"/>
(iii)	Other Sources	<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"/>
	Promoters' Contribution	<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"/>

IX(1) Whether Foreign Technology agreement is envisaged :  
(Please tick ( ) the appropriate box)

Yes  No

IX(2) Whether Foreign Investment is envisaged :  
(Please tick ( ) the appropriate box)

Yes  No

X. Employment (All figures in number)

Existing Proposed

(a)	Supervisory	<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"/>
(b)	Non-Supervisory	<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"/>
	Total	<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"/>

XI. Expected Date of Commencement of Commercial Production

Date	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Declarations

I/We hereby certify that this memorandum conforms to all the conditions stipulated in the Notification No. 477(E) dated 25th July 1991 and amendments thereof regarding exemption from Industrial Approvals.

I/We hereby further declare that the above statements are true and correct to the best of my/our knowledge and belief.

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Signature of Promoter(s)

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

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(Designation of Promoter)

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

Date	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



SPECIMEN

Supplementary Sheet referred to in Column VI

VI(1) Item(s) of Manufacture

(a) Item Code (NIC No.)	<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"/>
(b) Item Description	<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"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(c) Proposed Annual Capacity	<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"/>
(d) Existing Capacity (If, applicable)	<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"/>
(e) Total Capacity after expansion	<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"/>
(f) Unit of capacity	<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"/>

VI(2) BY-PRODUCT/CO-PRODUCTS;

NIC No.	<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"/>
Item Description	<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"/> <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"/>
Proposed annual capacity	<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"/>
Existing capacity, (if applicable)	<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"/>
Total Capacity after expansion	<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"/>
Unit of capacity	<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"/>

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

VII Whether the item(s) of manufacture/by-product/co/product is covered in Schedule I (Reserved for Public Sector), Schedule II (under compulsory Licensing) or Schedule III (Reserved for manufacture

in Small Scale Sector)  
time.

of Notification No.477(E) dated 25th July 1991/as amended from time to

Schedule-I

Yes

No

Schedule-II

Yes

No

Schedule-III

Yes

No

-----  
Signature of Promoter(s)

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

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(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-110 011 in six (6) copies.

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

II Actual Date of Commencement             

III Actual Investment:

	<u>Existing (Amount in Rupees)</u>	<u>Actual (Amount in Rupees)</u>
(a) Land (for rented premises, Capitalised value of the same to be indicated	<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"/>
(b) Building	<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"/>
(c) Plant & Machinery	<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) Indigenous	<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"/>
(ii) Imported	<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"/>
(a) CIF Value	<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"/>
(b) Landed Cost	<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"/>
(iii) Total (i)+(ii) (b)	<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"/>

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

\*NIC No.                   

\*ITC Code

V. Employment

Proposed

Actual

(a) Supervisory

(b) Non-Supervisory

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

Signature of Promoter(s)

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

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

Date

Month

Year

TO BE FILLED WHEREVER APPLICABLE