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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 there to for the purpose of the said Act, namely :-

Schedule I

1938

ENTREPRENEURS MEMORANDUM

Form No.-----

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.
11. * To be filed at the District Industries Centre under whose jurisdiction the enterprise is proposed to be located.

**FOR OFFICE USE ONLY**Form No. **1938**----

DATE OF ISSUE

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CATEGORY OF ENTERPRISE

(MANUFACTURING-1, SERVICE-2)

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

ENTREPRENEURS MEMORANDUM NUMBER

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|---|---|---|---|---|--|--|--|--|--|
| 2 | 7 | 0 | 2 | 1 | | | | | |
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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 indicating manufacturing or service and seventh box indicating micro or small or medium) and last five boxes are for Entrepreneurs'

Memorandum number)