

**GOVERNMENT OF DELHI
OFFICE OF THE COMMISSIONER OF INDUSTRIES
CPO BUILDING, KASHMERE GATE, DELHI - 110 066**

**APPLICATION FORM FOR PERMANENT REGISTRATION AS
SMALL SCALE INDUSTRIES
(TO BE FILLED IN DUPLICATE)**

INSTRUCTIONS

1. Write/type in block (capital) letters.
2. Fill up whichever is applicable
3. Use English alphabets/Arabic numbers while filling up blocks (to help computerisation).
Leave one blank after each word.
4. While filling the form, use the following procedure :

(i) Name of unit e.g. KAMAL ENTERPRISES / G.K. ENTERPRISES

K	A	M	A	L		E	N	T	E	R	P	R	I	S	E	S						
---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

G		K		E	N	T	E	R	P	R	I	S	E	S								
---	--	---	--	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--

(ii) Pin Code : e.g. 110041

1	1	0	0	4	1
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(iii) Date : e.g. 23rd June 1959

2	3	0	6	5	9
---	---	---	---	---	---

(iv) Quantity (kg) e.g. 90 kg.

0	0	0	0	9	0
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(v) Amount (Rs. in thousands) e.g. Rs. 5000/-

0	0	0	0	5
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(v) Fill up appropriate codes in the block wherever applicable.

Example 1 : Yes - 1, No. - 2, NA-3.

3

If NA fill up-3

Example 2 : Category : SSI-1, Anc-2



Tiny-3, SSSBE-4,

EOU-5

If Tiny fill up-3

5. Block/boxes marked (*) are to be filled by office
6. Applicant should sign all copies

Abbreviations used :

SSI : Smal Scale Industries, ANC : Ancillary Industrial undertaking, SSSBE : Small Scale Service and Business Enterprises, TINY : Tiny enterprises, EOU : Export Oriented Unit, NA Not applicable.

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FORM

1. Provisional Registration No.

2. Date of Issue

3. Date of Commencement of Production

4. Name of Unit/Applicant

5. Address of communication.

Tel :

Pin Code :

6. Category of Unit
SS1-1, ANC-2, SSSBE-3, TINY-4, EOU-5

7. Location
Place/ Town
Tehsil/Taluk
District
State

8. Area of Location
Rural - 1, Urban -2, Metropolitan-3

9. Type of organisation :
 Proprietary - 1, Partnership - 2, Pvt. Company - 3, Cooperative - 4
 Others - 5

10. Nature of activity :
 Manufacturing/Assembly (01)
 Processing (02)
 Job work (04)
 Repairing/Servicing (08)

11. Main items of manufacture/activities.
 (details of capacity to be furnished in Appendix 'A')

(i) Name
 Code : *

(ii) Name
 Code : *

(iii) Name
 Code : *

(iv) Name
 Code : *

(v) Name
 Code : *

12. Investment in Fixed assets (Rs. in '000)

(i) Land

(ii) Building

(iii) Plant and Machinery

(iv) Other fixed assets

TOTAL

13. Investment in Plant and Machinery □□□□□
 (original value Rs. in '000)
 (Details to be furnished at Appendix 'B')

14. Raw Material requirement

Name	*Item Code	Imported - 1 Indigenous-2	Annual Consumption value (Rs. in '000)
(i)	□□□□□□□□	□	□□□□□
(ii)	□□□□□□□□	□	□□□□□
(iii)	□□□□□□□□	□	□□□□□
(iv)	□□□□□□□□	□	□□□□□
(v) Other Raw Materials		□	□□□□□
Total (i) to (v)			

15. Source of Power
 Coal - 01, LPG-04, Oil - 02, Electricity-08, Non-conventional energy-16,
 Traditional energy/Firewood-32

16. Power Load □□□
 (1 H.P. = 0.795 K.W.)

17. Employment □□

(i) Management & Office Staff

(ii) Supervisory and Works □□□

18. Whether Registered under Factories Act □
 Yes-1, No.-2

19. Applicant's profile

Male - 1

Female - 2

SC-1

ST-2

Engineering Graduate-1

Other Graduate-2

Others-3

Date :

Signature of Applicant

Name of proprietor/partner/managing director

FOR OFFICE USE ONLY

Application No.

NIC Code

Block Code

District Code

State Code

Whether the items of manufacture/activity require an industrial licence. Yes-1, No.-2

(no industrial licence is required for items listed in Schedule II of the licencing notification dated 25.7.1991 if the unit employs less than 50/100 workers with/without power)

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CERTIFICATE OF REGISTRATION

The unit is permanently registered as a SSI/SSSBE unit of the manufacture of items/activities as stated in the application form and briefly noted below :

Item of manufacturing/activity (S. No. 11 & Appendix-A)

- 1.
- 2.
- 3.
- 4.
- 5.

Investment in Plant and Machinery (S.No. 13 & Appendix - B)

Rs. in '000

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Permanent Registration No. :

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Date of Issue :

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Category of unit (S. No. 6)

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FOR TINY ENTERPRISES

The unit is a tiny enterprises and its status as “tiny enterprise is valid upto.....

Validity is extended upto.....

Validity is extended upto

Signature

Date :

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Name & designation of Registering Authority

1. The endorsed application form is a part of the certificate of registration.
2. The certificate is valid for the items of manufacture/activity noted at S.No. II and Appendix ‘A’ and is also valid for nay other item/activity undertaken by the unit.
3. Conferment of the status as a tiny enterprise is to be validated/renewed every five years as per procedure prescribed.
4. The certificates is subject to any affidavit furnished by the applicant is respect of the application for registration.
5. The certificates is subject to any or all the conditions that may be imposed by the Registering Authority.
6. If at any time it is found that the declaration/affidavit furnished by the applicant is not true or in the event of violation of any of the conditions imposed by the registering authority, or if the investment exceeds the prescribed limit, the registration certificate is liable to be cancelled quashed without any prior notice.

7. This certificate does not confer or accrue any right to the applicant and cannot be treated as proof in respect of any statutory requirement or condition that may exist under any law for the time being in force. The onus of satisfying and fulfilling such requirements or conditions rests squarely on the applicant/unit.
8. Additions/deletions in the list of Plant Machinery and the revised investment value thereof and/or any changes in the constitution or location of the unit should be made in the additional sheets appended to the certificate on the request of the applicant.

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CERTIFICATE OF REGISTRATION

ADDITIONAL SHEET -1

Registration No.

Date of Issue

Addition / deletion in Plant & Machinery

S. No.	Name of Machinery	Added/deleted	Original value Rs. in '000
1.			<input type="text"/>
2.			<input type="text"/>
3.			<input type="text"/>
4.			<input type="text"/>
5.			<input type="text"/>

Revised value of investment in Plant & Machinery (S. No. 13)

(Rs. in '000)

Change in locations (S. no. 17)

Change in constitution/type of organisation (S. No.9)

Date :

Signature

Name & Designation of Registering Authority

APPENDIX 'A'

For any combination and the respective codes

(Value in Rs. '000)

Sl. No.	Product & by-products manufactured/assembled	Product Code*	Unit of Quantiry*	Unit Code*	Annual Capacity Quantity	Value
1	2	3	4	5	6	7
01.	Manufacturing/assembly					
02.						
03.						
04.						
05.	Other prd. & by-prd. (comb.)					
06.	Total (1 to 5)	X	X	X	X	
07.	Processing					
08.						
09.						
10.	Others (Combined)					
11.	Total (7 to 10)	X	X	X	X	
12.	Job work		X	X	X	
13.	Servicing		X	X	X	
14.	Repairing		X	X	X	
15.	Total (12 to 14)	X	X	X	X	
16.	Grand Total (6+11+15)	X	X	X	X	

DETAILS OF PLANT AND MACHINERY

Sl. No.	Name of the Machinery	No.	Imported Indigenous-2	Cost (original value) (Rs. in'000)
1.			<input type="checkbox"/>	<input type="text"/>
2.			<input type="checkbox"/>	<input type="text"/>
3.			<input type="checkbox"/>	<input type="text"/>
4.			<input type="checkbox"/>	<input type="text"/>
5.			<input type="checkbox"/>	<input type="text"/>
6.			<input type="checkbox"/>	<input type="text"/>
7.			<input type="checkbox"/>	<input type="text"/>
8.			<input type="checkbox"/>	<input type="text"/>
9.			<input type="checkbox"/>	<input type="text"/>
10.			<input type="checkbox"/>	<input type="text"/>
11.			<input type="checkbox"/>	<input type="text"/>
12.			<input type="checkbox"/>	<input type="text"/>

The applicant should submit this affidavit in triplicate

AFFIDAVIT FOR PERMANENT REGISTRATION

AS

SMALL SCALE INDUSTRIES

FORMAT

I/Weson/daughter/wife/widow* of resident of do hereby solemnly affirm and declare as under :

1. that I/We have submitted an application dated for permanent registration of the unit as small scale/ancillary. tiny/export oriented unit/Small Scale Service and Business enterprise.*

2. that I/We am/are proprietor(s)/partner(s) Managing Director* of the unit whose name and address is given below :

Name :

Address :

.....

.....

3. that all particulars furnished in the application form are factual and correct.

4. that the location of the unit does not violate any locational restrictions for the time being in force and that I/We have obtained the necessary locational clearances from the competent authority.

5. that I/We have obtained all the statutory clearances/No Objection Certificates/permission required to carry out the manufacture/activity under the prevalent laws, regulations and rules in force.

6. that I/We have also obtained the necessary registration/licence, wherever, required, under the relevant laws, rules or orders, for the time being in force for carrying out the said industrial activity.
7. that the unit does not require an Industrial Licence because :
 - (a) the unit employs less than 50/100 workers with/without use of power.
 - (b) the items proposed to be manufactured are reserved for exclusive production in the small scale industries sector.
 - (c) the unit does not manufacture any item which is included in Schedule-II of Notification No. S.O. 477 (E) dated 25.7.1991 and is not reserved for exclusive manufacture in the SSI sector as included in Schedule-III of the above notification.
8. that the original value of investment in plant and machinery installed at the unit is within the limits prescribed for tiny/SSI/SSSB/E/ancillary/export-oriented units as per existing provisions.
9. that the unit is not owned or controlled or is a subsidiary of any other industrial undertaking in terms of the Notification No. S.O. 2(E) dated 1.1.93
10. that I/We undertake to inform the registering authority within 30 days of the crossing of the investment limits in plant and machinery and submit the registration certificate for cancellation of registration or deletion of relevant endorsements as ancillary/EOU/tiny enterprises/Small Scale Service and Business Enterprise.
11. that I/We understand that if at a future date the said unit does not satisfy any of the conditions laid down in the notification No. S.O. 232(E) dt. 2.4.91, or does not comply with any of the conditions or restrictions for the time being in force, or includes for manufacture items that require an industrial licence, then in such an eventuality. I/We shall be liable and required to surrender our registration as a SSI unit.
12. that I/We undertake to inform the Directorate or Industries/Registering authority immediately in case a situation arises as mentioned at para 11 above.
13. that I/We undertake to inform and to keep informed that Directorate of Industries/Registering Authority on all parameters and changes, if any, as required from time to time.

14. that I/We undertake to refund to the Central or State Government any or all financial incentives or benefits given under various schemes of assistance for small scale industries along with 18% interest, as may be demanded by the appropriate authority of Central/State Govt. in case it is found that the information or particulars submitted to obtain registration were wrong and fraudulent.
15. that I/We fully understand that we have to comply with the above conditions failing which we are liable for action by the Registering authority for cancellation of the registration as well as under other relevant provisions of the laws and rules in force.

Signature

Verification

Deponent

Verified that the contents of the affidavit are true to the best of my knowledge and belief.

Deponent

Date :

Place :

(*Note) Strike out whichever is not applicable.