

**FREE OF COST**  
**(TO BE SUBMITTED IN DUPLICATE)**

**The National Small Industries Corporation Ltd.**  
**(A Government of India Enterprise)**

Website: [www.nsic.co.in](http://www.nsic.co.in)/[www.nsicsonline.com](http://www.nsicsonline.com)/[www.msmemart.com](http://www.msmemart.com)/[www.mseshopping.com](http://www.mseshopping.com)  
Facebook: <https://www.facebook.com/NSIC LTD> CIN: U74140DL1955GO1002481

**NAME OF ISSUING BRANCH WITH TELEPHONE NO. & EMAIL ADDRESS:**

**APPLICATION FOR ENLISTMENT UNDER SINGLE POINT REGISTRATION SCHEME**  
**FOR PARTICIPATION IN GOVERNMENT PURCHASE PROGRAMME**

**Enter GST Number of Applicant :**

1. Name of Applicant firm: M/s. \_\_\_\_\_

	Address	Telephone No. (with city code)	Fax No. (with city code)	Email address
Head Office				
Factory				
Branches				

2. (a) Declaration of having made the entry in MSME Data Bank

(b) Please submit self-attested copy of PAN NUMBER of the unit: \_\_\_\_\_

3. (a) Please attach self-attested copy of EM Part-II (optional): \_\_\_\_\_

(b) Please attach self-attested copy of Udyog Adhaar Memorandum (UAM) No.: \_\_\_\_\_

4. **Status of applicant firm:**

(a) Date of Incorporation:

(b) Date of commencement production/business:

(c) Constitution of the firm: Proprietorship/Partnership/ Public Limited/Pvt. Limited/LLP/Industrial Cooperative/ Hindu Undivided Family/Self-Help groups/Society/other (please specify)  
(Please attach a self-attested relevant documents)

(d) Details of Proprietor/ Partners/Directors/Karta having interest in the firm:

S. No.	Name(s) & Address(es)	Mobile No.	Email	Landline No. with city code	Length of Experience	Adhaar No. (Optional)

- (e) Whether your unit belongs to category i.e. SC/ST/OBC/NE/Backward/Women entrepreneur/Ex-serviceman/person with disability/minority/General, or any other category, if yes please mention the shareholding and proof thereof:
- (f) If the firm is a subsidiary/Associate of an Indian/foreign/large scale company, give particulars of parent/holding company:
- (g) Sales Tax Registration No. (S) / VAT No.
- (h) Service Tax Registration No (s)
- (i) Did you applied for registration with NSIC before for this firm or any other firm? If so, please give details.
- (j) Are you already availing or have availed any assistance / facilitation from NSIC under this or through some other firm? If so, please give details.
- (k) Whether your firm was blacklisted &/or any of its Directors/Partners were prosecuted at any time for any offence under any Court for Civil/Criminal/Revenue or Economic Office? If so, give particulars of offence and penalty.
- (l) Whether you are registered with DGS&D or any other Govt. Department? If so, give registration No. and date, attach a copy of registration certificate and specify the item for which registered.
- (m) Have you supplied any stores/products or rendered any services to the Government through DGS&D, Direct to the Government Department or through any other Supplier? If so, give details of the contract if any, during the last Three years in **Annexure-'F'**
- (n) Whether your firm or any of its Directors/Partners were defaulter of statutory dues

**5. Details for which registration is sought:**

- (a) For products / stores / items, please provide the information in Sheet 1 of Application Form
- (b) For services, please provide the information in Sheet 2 of Application Form
- (c) For Both Manufacturing & Service, please provide the information in Sheet 3 of Application Form.

**6. Details of Factory /Godown/works:-**

Details	Address	Tel. No.	Electricity Horse Power - Allotted	Electricity Horse Power - Installed	Remarks
Factory					
Godown					
Laboratory					
Uncovered Area, if any/or others					

**7. Detail of capital structure:-**

- (a) Fixed Capital (original value without depreciation)
- (i) Land & Building
- (ii) Plant & Machinery (for manufacturing units)
- (iii) Equipment/Tools (for service entrepreneurs)
- (b) Current Assets (this should include stock of Raw material. Consumable stores, semi-finished/finished products, cash in hand, bank balance etc.)

Total of (a) / & (b)

**8. Technical facilities:**

- (a) Details of plant and machinery installed/equipment as per **Annexure 'B'**.
  - (b) Specify stores/products under manufacture or rendering of services.
  - (c) Full information of the technical know-how of products with flow chart.
  - (d) Quality control arrangement for routine and acceptance test.
  - (e) Details of testing machinery & facilities.
- 9.** State if the products have been fully tested, including type tests where required in specifications. If so, attach copy of test reports:
- 10.** If the products require after sales service, give Names & Addresses of places where such facilities are available. Indicate if your products are directly marketed by you in whole of India. If not, indicate names of firms with whom marketing arrangements have been made product-wise/area-wise:
- 11.** Statement indicating the Result of Operations and Financial Position of the MSE Unit for the last three years (year-wise) duly supported by relevant Audited Balance Sheets (Annexure-C).
- 12.** Name and addresses of Bankers with A/c. No. **The case can be processed on production of Bank's sanction letter but certificate will be issued only after receipt of original banker's report as per Annx. 'E'**.
- 13. Additional/Optional information:**
- (a) State if the products are BIS Marked. If so, attach a copy of valid BIS License.
  - (b) State if the firm has ISO Certification. If yes, attach copy of the same.
  - (c) State name, address & email of the Industrial Association holding membership, if any:
- 14. Name and designation of the signatory of this application (Enclose a copy of Power of Attorney where applicable)**

(Authorized Signatory(ies))  
with seal

Place  
Date

I/We .....  
(here indicate the name of the Proprietor/Partner/Director/Karta etc.) do hereby declare that the entries made in this application from are true to the best of my/our knowledge.

We note that as registered firm we are expected to abide by General Terms and Conditions of contracts of various Purchasing Agencies/Bodies specially the terms and conditions as contained in DGS&D Form No. 68 (Revised) as amended from time to time. Failure on our part to abide by these Terms and Conditions may result in the CANCELLATION of the registration.

Date:

Place: (Signature of the Proprietor/Partner/Director/Karta/General Attorney)  
with Stamp

**GENERAL POWER OF ATTORNEY**

(For Partnership concerns)  
(To be executed on a Non-Judicial Stamp Paper and  
to be attested by a Notary Public / 1st Class Magistrate)

Be it known to all to whom it may concern that we:

1. Name and address of all the partners excepting one(s) who is/are nominated as Attorney(s)  
(i)  
(ii)

2. All the partners of Messrs.....hereby appoint Shri  
.....S/oShri.....Resident  
of.....and also partner of Messrs.  
..... to register our partnership firm with National Small  
Industries Corporation Ltd., (address of branch office) under its Single Point Registration  
Scheme and also to take all action in this regard including sign the application form and execute  
all documents/ agreements required for registration of our said partnership concern.

In short he is duly authorized to do all as our Attorney to act in our name and on behalf of the  
said partnership firm, to do all, each and everything requisite for the above purpose concerning  
M/s.....(Name of the firm)

And we hereby agree to confirm and ratify his all and every act or dealing or any documents  
executed by our said Attorney within the scope of the authority hereby conferred on him  
including references to arbitration and the same shall be binding on us and our firm as if the  
same were executed by us individually or jointly.

Witnesses

- 1.
- 2.

Signature of the other Partners

- 1.
- 2.
- 3.

Accepted  
Signature of Attorney

**BOARD RESOLUTION**

(To be submitted on the letter Head of the unit)

**(For Private Limited/Limited Company's)**

**Extract of the Minutes of Meeting of the Board of Directors of Company held on .....at the Registered Office of the Company at (Address)..... Resolved to authorize Shri .....Managing Director/Director of the Company, to register the Company with the National Small Industries Corporation Limited..... (Address) of Branch Office under the Single Point Registration Scheme. Further resolved that Shri .....Managing Director/Director of the company is authorised and empowered to take all necessary steps and actions on behalf of the company in this connection and to sign Application Form and other documents.**

**For & on Behalf of  
Name & Address of the Company  
Name, Signatures of the Director  
with seal of the Company**

**(TO BE SUBMITTED ON THE LETTER HEAD OF UNIT DULY SIGNED BY AUTHORIZED PERSON)**

I/We.....S/o.....  
 Proprietor/Partner/Director of Messrs..... resident  
 of.....do hereby solemnly  
 affirm and declare as under:-

That the above named unit normally manufactures/renderers services the following items:

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

That the details of the machines & / OR equipment that are exclusively owned by us and presently installed in my/our factory situated.....are given below:-

Sl. No. (1)	Name of Machine / Equipment %(2)	Date/Year of Purchase (3)	Original Value of Machines of accessories (4)
1.			
2.			
3.			
4.			

That in view of the total value of plant & machinery/equipment & tools as detailed above, we are well within the ceiling limit prescribed for a MSE Unit. That the stocks held in the factory premises are exclusively owned and used by Messrs..... and details of the stocks are as under:

Sl. No. (1)	Name of Stock (2)	Date/Year of Purchase (3)	Value (4)
1.			
2.			
3.			
4.			

That to inform the Registration Branch of NSIC immediately after we are informed but in any case not later than 15 days, if any firm in which proprietor/partner/director are proprietor/partners/directors of such a firm which is Banned/Suspended in future either before the registration is granted or thereafter.

Name & Signature of the Proprietor or Authorized person  
 in case of Pvt. Ltd./Ltd. Company  
 with the seal of Company

**Annexure-‘C’**

(To be submitted on the letter Head of the unit)

A statement showing the Results of Operation and Financial Position of firm during preceding three years in the format given below:-

**(I) (For manufacturing enterprises)**

	<b>Particulars</b>	<b>Last Year</b>	<b>Last but one year</b>	<b>Last but two years</b>
1.	Gross Sales			
	Less: Trading Sales			
	Less: Scrap Sales			
	Less: Job Work			
	Less: Sales Tax			
2.	Net Sales			
3.	Net Profit before tax			

**(II) (For service enterprises)**

	<b>Particulars</b>	<b>Last Year</b>	<b>Last but one year</b>	<b>Last but two years</b>
1.	Gross Income/Revenue/Receipts			
	Less: Trading Sales			
	Less: Scrap Sales			
	Less: Sales Tax/Service Tax			
2.	Net Income / Receipts			
3.	Net Profit before tax			

**(Authorized Signatory)  
Stamp of Company**

**(Chartered Accountant Signatures with Seal )**

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## Annexure-‘D’

(To be submitted on the letter Head of the unit)

### DECLARATION REGARDING CONDITIONS OF REGISTRATION

1. It is obligatory on the part of the registered firms to furnish Performance Statement in format prescribed in Annexure-F every two years indicating all orders placed on them.
2. Registered firms are required to keep Registering Authority informed about the changes in their products specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change of discontinuation.
3. Registered firms are required to furnish all the documents having specific validity periods like BIS license, Lease agreement, Agreement with the principal/manufacturers to registering authority as and when they become due. Separate application shall be made for each such unit, where a firm has more than one manufacturing units. Requests for change in the name of a firm and/or their office address should be addressed to the Registration Office/Branch/NTSC of NSIC who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the necessary amendments in the registration certificate has to be done as per the rules of NSIC. Intimation of such changes must be sent to NSIC Registration Office/Branch within 15 days from such changes.
4. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
5. Registration Certificate is subject to renewal after expiry of two years from the date of issue/renewal.
6. The registration on the approved list does not guarantee award of any contract.
7. In all future correspondence with the Registration Branch/Registering Authority of NSIC, Registered MSE units are always required to quote the Registration No. given at the top of the registration letter.
8. Whenever registered firms are required to produce copy of their Registration Certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made thereafter shall be produced.
9. The Government/NSIC has right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
10. I/We fully understand that it is incumbent on my/our part to comply with the provisions of the all existing laws/ acts/statues as applicable to our line of manufacture and other provisions like Income-Tax/licensing and registration under IDR Act/Insecticide License/Municipal Corporation License/Drug License/Boiler License/ BIS License/Factory Act Registration and any other applicable Acts/Law/statutory requirements including the requirements of environmental clearance etc. We have submitted an application for registration with NSIC after having complied with these/all other statutory requirements and onus for corrections and fulfilment of the same would be on us.

Place:

Authorized Signatory(ies)  
with seal

Date:



**PROFORMA FOR BANKER’S REPORT**

(To be submitted on the Bankers’ Letterhead)

**NSIC Limited (name and address of the registering branch of NSIC)**

**Subject:       Financial       credibility       report       in       respect       of       M/s**  
..... (Name of the  
firm with address) for the purpose of registration with National Small Industries  
Corporation Limited.....

Sir,

This is to certify that M/s.....  
(Name of the firm with address) are maintaining Current/Saving Account No.....with this  
bank branch for the last.....years. The firm has been provided with a credit limit of Rs.....

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully,

**Chief Manager  
Bank/Branch with seal**



**PERFORMANCE STATEMENT**

Sl. No.	Order No. & Date & the Authority placing the contracts	Date of Receipt of order	Description of Stores/Product/Service	Quantity	Value	Name of Consignee	Due Date of Delivery	Date of Material Delivery	Despatching particulars	Remarks
							Signature			
							Seal of unit			

**FOR MANUFACTURING UNITS ONLY**

(To be submitted on Company's letter head)

Please provide the details of the stores/products/items for which registration is required:-

<b>S.No.</b>	<b>Name of Stores/products/items</b>	<b>Specifications</b>	<b>Qualitative Capacity</b>	<b>Quantitative Capacity p.m./p.a.</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Authorized Signatory)  
With stamp of company

**FOR SERVICE UNITS ONLY**

**(To be submitted on Company's letter head)**

Please provide the details of the services for which registration is required:-

<b>S.No.</b>	<b>Name of the Services/Activities</b>	<b>Definition of the activity/service</b>	<b>Quantitative Capacity/services p.m./p.a.</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(Authorized Signatory)  
With stamp of company

**FOR COMBINATION OF MANUFACTURING & SERVICE UNITS**

(To be submitted on Company's letter head)

Please provide the details of the stores/product/items & services (both) for which registration is required:-

**FOR MANUFACTURING & SERVICE UNITS**

<b>A. FOR MANUFACTURING UNITS</b>				
<b>S.No</b>	<b>Name of the stores/product/items</b>	<b>Specifications</b>	<b>Qualitative Capacity</b>	<b>Quantitative Capacity p.m./p.a.</b>
1.				
2.				
3.				
4.				
5.				

<b>B. FOR SERVICE INDUSTRY</b>			
<b>S.No</b>	<b>Name of Service/Activity</b>	<b>Definition of the activity/service</b>	<b>Quantitative Capacity/services p.m.</b>
1.			
2.			
3.			
4.			
5.			

(Authorized Signatory)  
With stamp of company

**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED  
APPLICATION FOR ENLISTMENT FOR PARTICIPATION IN THE GOVERNMENT  
PURCHASE PROGRAMME**

**GUIDELINES**

**1. Eligibility**

Micro & Small Enterprises (MSEs) having Udyog Adhaar Memorandum and made entry in MSME Data Bank (EM Part-II optional), who own workshop of their own or on lease basis and have the commercial and technical competence to produce stores/provide services for supply to the Govt. departments such as DGS&D. Railways, Defence, P&T. Central/State Govt. Departments and Central/State Govt. Public Sector Undertakings etc. conforming to BIS or such standards as required by the Government buying agencies are eligible for registration under the Single Point Registration Scheme (SPRS).

**2. Application Form and Registration:**

Micro & Small Enterprises shall have to apply on the prescribed application form in Duplicate which are available Free of Cost from all Zonal/Branch/NTSC offices of the NSIC. The application forms duly filled in (in duplicate) with all the documents are to be submitted to the concerned Zonal/Branch/NTSC Office of NSIC located nearest to the Unit, addresses of NSIC Zonal/Branch/NTSC offices and application form are available on our website [www.nsic.co.in](http://www.nsic.co.in). MSE may also apply for registration under SPRS online at [www.nsicsonline.com](http://www.nsicsonline.com).

**3. Registration Fee**

**The registration Fee is based on the Turnover as per latest audited Balance Sheet of the Micro & Small Enterprise for the Registration, Renewal and any other amendment etc. The Fee structure is indicated in the table as below:**

S. No.	Category	Fee
I	Fee for Fresh Registration of Micro & Small Enterprises:  (a) Turnover up-to Rs. 100 lakh  (b) Turnover exceeding Rs. 100 lakh	a) Turnover up-to Rs. 100 lakh: 1) <u>For Micro Enterprises:</u> Rs. 3000/- 2) <u>For Small Enterprises :</u> Rs. 5000/-  b) Turnover exceeding Rs. 100 lakh 1) <u>For Micro Enterprises:</u> Rs. 3000/- plus Rs. 1500/- for every additional turnover of Rs. 100 Lakh 2) <u>For Small Enterprises :</u> Rs. 5000/- plus Rs. 2000/- for every additional turnover of Rs. 100 Lakh  With cap of Rs. 1 lac for all categories.
II	a) Fee for issuance of amendments in stores (Qualitative & Quantity); Fee for issuance of change in monetary limit or any other amendment in the certificate, and  b) Fee for issuance of Renewal of G.P. Registration (Every Two Years)	50% of the charges proposed at I above for Micro and Small Enterprises respectively with a cap of Rs. 50,000/-
III	Concessions a) Micro & Small Enterprises owned by the SC/ST (Definition of SC/ST MSE and eligibility for benefits under NSSH has been explained in Circular No.	a) As per approved scheme of National SC/ST Hub (Circular no. SIC/HO/NSSH/Schemes/2016-17 dated 09.09.2016) in NSIC, the SC/ST units shall be eligible for upfront 100% subsidy on the fee of NSIC

S. No.	Category	Fee
	SIC/HO/NSSH/Scheme/2016-17 dated 09.09.2016)	for fresh registration / renewal / amendments / competency certificate and also the inspection fees of the empanelled Inspection Agencies/NSIC including Service Tax applicable. The SSPRS shall be run as a pilot project <u>charging nominal fee of Rs. 100 per unit during this F.Y. 2016-17</u> and further continuation of the same shall be subject to review.
	b) MSEs other than SC/ST located in the entire North Eastern Region	b) <u>The units located in North Eastern Region other than SC/ST will be given 20% concession</u> in fee (no change in the fee being collected by BOs for Technical Inspections of MSEs)
The Registration Fee as mentioned in the table above is <u>exclusive</u> of the Inspection charges as levied by the inspecting agency. Such charges as decided by the Inspecting Agency are borne by the unit. Till such time the Inspecting Agency makes any amendments in their charges, the present Inspection fee of Inspecting Agencies is as under :-		
<b>A. Inspection Fees for MSME-DI</b>		
S.No.	Class of Enterprise	Inspection Fees for MSME-DI
1.	Micro Enterprises	Rs. 2000/-
2.	Small Enterprises	Rs. 3000/-
<b>B. The Professional fee payable by MSEs to M/s RITES Ltd., and M/s Consultancy Development Centre for undertaking physical inspection will be as under:-</b>		
By RITES & CDC		Rs. 6000/- for Micro Enterprises, and Rs. 8000/- for Small Enterprises. (SERVICE TAX AS APPLICABLE EXTRA)

**NOTES:**

- (i) Replies to all the columns of the application should be specified and unambiguous. The use of word not applicable (NA) should be avoided.
- (ii) Wherever space is less please give information in a separate sheet in the form of annexure duly signed by the authorized person under this seal.
- (iii) Copies of documents should be self-attested and affidavits are required to be certified by 1st class Magistrate or Notary Public except documents referred to in Check List for which certification from Authorized Directors Proprietor/Partner/Director/Karta is acceptable.
- (iv) In case of difficulty for filling the application form please consult any office of the NSIC/NTSC/MSME-DI or visit our website [www.nsic.co.in](http://www.nsic.co.in) OR [www.nsicsonline.com](http://www.nsicsonline.com).
- (v) NSIC reserves the right to cancel the Registration without notice for failure to perform contract satisfactory and in accordance with contractual obligation.
- (vi) Complete details about the precise specifications of individual items for which registration had been sought must be indicated. If BIS or any other standards are available for any items the same should be indicated. For other items, unit should indicate the Drawing/Specifications of the Govt. Departments to which they have supplied or intend to supply. If the items manufactured conform to their own specifications/brand/model etc. same should be clearly stipulated. Copies of supply orders received from Govt. Department be attached. Firms should ensure that they have necessary Testing Facilities at their premises for:
  - a. Routine tests and preferably for acceptance tests too &
  - b. To maintain quality control they are periodically getting the type tests from any Govt. approved test house/laboratory. Copies of such test reports should be attached. They should thus indicate clearly the followings:-
  - c. The facilities available with them for routine tests.
  - d. The facilities available with them for acceptance tests and if such facilities are not available at their premises, the arrangement made & being utilized by them for such tests.
  - e. Whether they have got their products tested for type tests from any Govt. approved laboratory/ test house. If so, to attach copies of such test report.

- f. Whether they have obtained and executed orders from DGS&D or any other Govt. departments and if so, to give details thereof.

4. **Signing of Application form:**

- |   |  |
|---|--|
| (a) Proprietorship concern              | Proprietor to Sign   |
| (b) Partnership firm                    | To be signed by all the partners or by any one of the partners who hold a General Power of Attorney for signing the application form for registration with NSIC under Single Point Registration Scheme and for binding the firm for all contractual obligations including references of cases to arbitration |
| (c) Limited Liability Partnership (LLP) | General Power of Attorney in favour of one of the designated partner.  |
| (d) Limited companies                   | To be signed by Managing Director of company or any one of the Directors who has been authorized by the board for signing the application form for registration scheme and for binding the company for all contractual obligation including references of cases to arbitration                               |



## **CORRECTED CHECK LIST**

**(A) Applicants should ensure enclosing the following documents in duplicate (duly self-attested)**

- (i). Declaration of having made entry in MSME Data Bank
- (ii). Self-attested copy of PAN, Udyog Adhaar Memorandum (UAM) No. {Entrepreneur's Memorandum (EM) Part-II (optional)}
- (iii). Proof of ownership of Plant & Machinery/Equipment & Tools and Raw Material showing date/year of purchase & Original Purchase value (NOT DEPRECIATED) of individual machinery (Annexure 'B').
- (iv). Performance Statement as per Performa Annexure-F of the application.
- (v). Self-attested copy of ownership documents of the premises or copy of lease deed.
- (vi). Certificate from the Proprietor/Partner/Directors whether or not they have any link with large scale Unit(s).

**(B) Following documents/statements duly signed by the authorized person may be furnished:-**

- (i). List of technical personnel employed in production and services.
- (ii). Item for which registration is required with detailed specification.
- (iii). Write-up on quality control measurement adopted by the firm for ensuring quality of raw material brought out item for assembly and sub-assembly and in process and finished products quality control.
- (iv). List of quality control equipment and testing facility available in factory.
- (v). Copy of type test report from Independent lab, where applicable as mentioned in relevant standard.
- (vi). Latest Electricity Bill Copy.
- (vii). Audited Balance Sheet, Trading Account and Profit & Loss Account for the last 3 years duly signed by the authorized person under his seal.
- (viii). Statement showing the Results of Operation for the last 3 years duly signed by authorized person under his seal (Annexure 'C').
- (ix). Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').
- (x). Copy of Permanent Account No. (PAN No.)

**(C) DOCUMENTARY PROOF OF THE STATUS OF THE FIRM:**

**1. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF PARTNERSHIP CONCERN.**

- (i). General Power of Attorney in favor of one of the Partners.
- (ii). Partnership Deed.
- (iii). Form 'A' from Registrar of Firms showing the names of the partners.

**2. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF LIMITED LIABILITY PARTNERSHIP (LLP)**

- (i). Copy of incorporation document - LLP Agreement (Form-3):-  
This is the main and most significant administrative and managerial documents of an LLP and corresponds to the MOA and AOA of any incorporated corporation. This vital document contains rules, provisions, and regulations for running and managing efficiently the concerned LLP by the designated partners.
- (ii). Copy of Form 4:-  
Names of partners and changes, if any, made therein – Form-4 (it contains information about the appointments of the designated partners and their consents)
- (iii). Copy of Form 2:-  
It shows the location of the main or registered offices of the LLP, details of all the partners, statements etc.

- (iv). Copy of Form 8:-  
Statement of Account and Solvency – The Statement of Account & Solvency is in Form – 8 signed by the designated partners.
- (v). Copies of Form 11:-  
Annual Return – Form 11 which is filed with the Registrar annually.
- (vi). General Power of Attorney in favour of one of the designated partners.

**3. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF LIMITED COMPANIES.**

- (i). Certificate of Incorporation duly authenticated.
- (ii). Memorandum and Articles of Association duly authenticated.
- (iii). Names of sitting Directors, their addresses and share & holdings.
- (iv). Board Resolution in favour of the Signatory of the application and documents.

**4. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF COOPERATIVE SOCIETIES.**

- (i) Certificate of Registration of Societies.
- (ii) Society's Bye-Laws/Regulations etc.
- (iii) Names of Members, their addresses and share-holding.
- (iv) Current Certificate from Registrar of Societies that the Society is still functioning and its working is satisfactory.
- (v) Details of authorized share capital and subscribed share capital.
- (vi) Details of movable as well as immovable property owned by the Society.
- (vii) Resolution of Society for seeking registration under Government Purchase Program.
- (viii) Resolution in favour of Signatory of the application & documents.

**(D) ADDITIONAL DOCUMENTS FOR PAINTS & VARNISH SUPPLIES TO RAILWAYS**

The firm manufacturing Paints shall approach to the General Manager, Integral Coach Factory, Perambur, Chennai for paints for Coaching Stock and the Director General, Research Design & Standards Organization, Alam Bagh, Lucknow for Paints for Wagon/bridges and other applications for registration as approved suppliers for supply of Paints to Railways, after the units have been registered with NSIC for general supplies.

**(E) OTHER INFORMATION**

- (i). Two copies of declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D.
- (ii). List of raw materials and finished goods in stock.
- (iii). Copy of BIS license, if applicable.
- (iv). Copy of ISO 9000 (Optional).
- (v). Copy of Registration Certificate if registered with DGS&D or other Govt. Organizations.
- (vi). List of places where after sales service facilities (if applicable) are available.

**Note:-** At the time of renewal after two years only the documents at Sr. No. **(A)** (i), (ii), (iii) & (iv) **(B)** (vii), (viii) & (x) and complete list of Plant and Machinery are required.

## INSPECTION OFFICER'S REPORT OF TECHNICAL INSPECTING AGENCY

### **Declaration of Entry in MSME Data Bank**

**Detail of UAM No.:** \_\_\_\_\_

**Detail of EM Part-II (Optional) :** \_\_\_\_\_

Detailed report on Inspection of premises and work of Messrs. \_\_\_\_\_

Date of Inspector's visit to firm: \_\_\_\_\_

1. Location of Mfg. Works/services
2. Brief description of the factory e.g. area covered, accommodation, departments into which it is divided, laboratory etc.
3. Foreign Collaboration, if any.
4. Details of stores under manufacture or service rendered at the time of Inspection.
5. Details of plant and machinery /equipment & tools installed in each department.
6. Details and stocks of raw materials held at the time of Inspection also whether imported or indigenous.
7. Standard of workmanship and quality.
8. The details of DGS&D/State Govt./Quasi-Govt. bodies orders handled by the firm so far.
9. Capacity and out turn with the existing plant and machinery of various items manufactured by the firm.
10. Number of Supervisory Staff/Technical Staff and Skilled labour at present employed.
11. a) Arrangement for Quality Control and Testing Facilities available with  
b) Details of common Testing Facilities and Quality Control provided in common at Industrial Estate, or in a laboratory etc. to which the manufacturing unit has access.  
c) Agreement with any nearby large scale or small scale unit about the utilization of their Testing Facilities together with the details of such facilities enjoyed.
12. Facilities for after sales service.
13. Whether the Proprietor/Partners/Directors have any link with large scale industries, if so, details thereof.
  - a) Is the firm a Subsidiary or Associate of a large scale unit or not.
  - b) Whether sizeable portion of the capital is held by any large unit?
  - c) Is there any Inter-locking of capital and loan funds, with one or two large scale units under the same management?
  - d) Has any loan or advance been under-written by one or more large scale units or persons possessing large means?

**RECOMMENDATIONS:-**

a) Remarks when not recommended

b) **RECOMMENDED FOR REGISTRATION AS MICRO & SMALL ENTERPRISE AS MANUFACTURERS OF FOLLOWING:**

S.No.	Name of Stores/products/items	Specification	Qualitative Capacity	Quantitative Capacity p.m./p.a.
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

OR

**RECOMMENDED FOR REGISTRATION AS MICRO & SMALL ENTERPRISE SERVICES FOR THE FOLLOWING:**

S.No.	Name of the Services/Activities	Definition of Activity/ Service	Quantitative Capacity/services p.m./p.a.
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

OR

**FOR MANUFACTURING & SERVICE UNITS**

<b>B. FOR MANUFACTURING UNITS</b>				
<b>S.No</b>	<b>Name of the stores/product/items</b>	<b>Specifications</b>	<b>Qualitative Capacity</b>	<b>Quantitative Capacity p.m./p.a.</b>
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

<b>B. FOR SERVICE INDUSTRY</b>			
<b>S.No</b>	<b>Name of Service/Activity</b>	<b>Definition of the activity/service</b>	<b>Quantitative Capacity/services p.m.</b>
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Countersigned:  
Divisional Head:  
Director:  
+Ref. No.:  
Station:  
Date:

Signature Inspecting Office  
(with Seal)

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