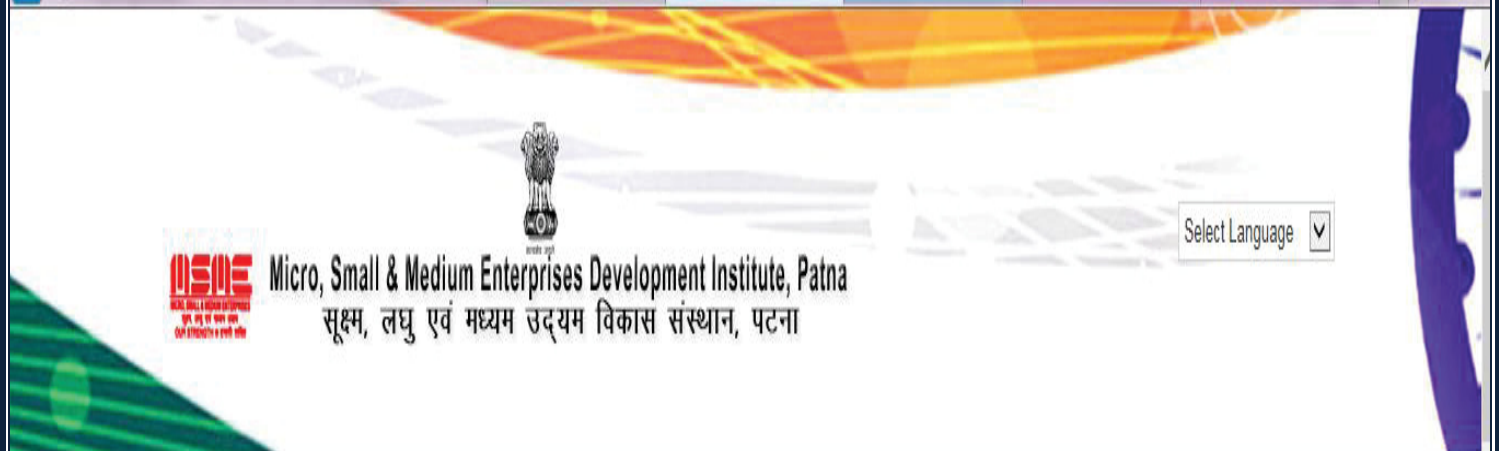


Compliance Report on Business Reform Action Plan 2016: Bihar

**Recommendation No.-41-Design and implement an online system for filing of EM Part I and Part II under The Micro, Small and Medium Enterprises Development Act, 2006**

(Ref: <http://msmedipatna.gov.in>)



Welcome to MSME DI, Patna

News & Events

## Welcome to MSME DI, Patna



Formerly known as Small Industries Service Institute, Patna is a field Institute of Office of Development Commissioner (MSME), under Ministry of Micro Small & Medium Enterprises (MSME), Government of India. MSME Development Institute, Patna established in 1957. Since this Institute is providing assistance for the promotion and development of Micro, Small & Medium Enterprises in the state of Bihar through implementing policy guideline of Ministry of MSME, Government of India. The main aim of this Institute is economic upgradation and employment

generation through Industrial development.

The Jurisdictional area of MSME-DI, Patna consist of seventeen districts of Bihar namely Patna, Arwal, Aurangabad, Banka, Bhabhua (Kaimur), Bhagalpur, Bhojpur (Ara), Buxar, Gaya, Jamui, Jehanabad, Lakhisarai, Munger, Nalanda (Bihar Sharif), Nawada, Rohtas(Sasaram) and Shiekhpora.

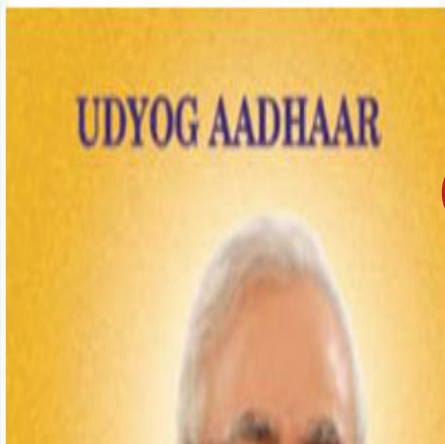
## News & Events

[Tender call Notice for supply of IT Equipments](#) **NEW**


[Registration form for stall booking](#) **NEW**

[Tender call notice for execution of work national level vendor development programme cum industrial exhibition -2016](#) **NEW**

## E-Book



## ONLINE SERVICES

 [PMEGP Online Application](#)

 [Udyog Aadhar Memorandum \(UAM\)](#)

 [Application for MSME Cluster Development](#)

## Facebook Updates



**324291**Udyog Aadhaar  
(From Sept 2015)[More info](#) (Reports/StateBasedReport\_R3.aspx)**1563974**Small Scale Industries  
(upto 2006)[More info](#) (Reports/SSI\_Report.aspx)

1. Aadhaar Number/ आधार संख्या

Your Aadhaar No

2. Name of Entrepreneur / उद्यमी का नाम

Name as per Aadhaar

3. Social Category / सामाजिक वर्ग

 General / सामान्य  SC / अनुसूचित जाति  ST / अनुसूचित जनजाति  OBC / अन्य पिछड़ा वर्ग

4. Name of Enterprise / उद्यम का नाम

Name of Enterprise

5. Type of Organisation / संगठन के प्रकार

Type of Organisation / संगठन के प्रकार 

6. Postal Address / डाक का पता

Address

Address of Communication

State / राज्य

Choose State/UT 

District / जिला

Choose District 

Pin

111111

Mobile Number / मोबाइल नंबर +91-

Example:- 9999999999

Email / ईमेल

info@mail.com

7. Date of commencement / उद्यम के प्रारंभ की तिथि(DD/MM/YYYY)

**2196902**Entrepreneur Memorandum  
(2007-2015)[More info](#) (Reports/EMII\_Report.aspx)**4085167**MSME Enterprise-  
Registered[More info](#)

Guidelines for Filing the Online Udyog Aadhaar Form :-

Note:

**A. EM-I has been abolished. Need not file through Udyog Aadhaar.****B. Udyog Aadhaar (UA) is for running units. No need to apply for upcoming units.****1. Aadhaar Number** - 12 digit Aadhaar number issued to the applicant should be filled in the appropriate field.**2. Name of Owner**- The applicant should fill his/her name strictly as mentioned on the Aadhaar Card issued by UIDAI. E.g. if Raj Pal Singh has his name as Raj P. Singh, the same should accordingly be entered if the name does not match with the Aadhaar Number, the applicant will not be able to fill the form further.

To Validate Aadhaar:-

**1. Validate Aadhaar**- The applicant must click on Validate Aadhaar button for verification of Aadhaar, after that only user can fill the form further.**2. Reset**- The applicant can click on reset button to clear the field of Aadhaar No and Name of the owner for different Aadhaar.**3. Social Category**- The Applicant may select the Social Category (General, Scheduled Caste, Scheduled Tribe or Other Backward Castes (OBC). The proof of belonging to SC, ST or OBC may be asked by appropriate authority, if and when required.**4. Name of Enterprise**- The Applicant must fill the name by which his/her Enterprise is known to the customers/public and is a legal entity to conduct business. One applicant can have more than one enterprises doing business and each one can be registered for a separate Udyog Aadhaar and with the same Aadhaar Number as Enterprise 1 and Enterprise 2 etc.**5. Type of Organization**- The Applicant may select from the given list the appropriate type of the organisation for his/her enterprise. The Applicant must ensure that he/she is authorised by the legal entity (i.e. enterprise being registered for Udyog Aadhaar) to fill this online form. Only one Udyog Aadhaar number shall be issued for each enterprise.**6. Postal Address**- The Applicant should fill in the appropriate field the complete postal address of the Enterprise including State, District, Pin code, Mobile No and Email.**7. Date of Commencement**- The date in the past on which the business entity commenced its operations may be filled in the appropriate field.**8. Previous Registration Details(if any)**- If the Applicant's enterprise, for which the Udyog Aadhaar is being applied, is already issued a valid EM-I/II by the concerned GM (DIC) as per the MSMED Act 2006 or the SSI registration prevailing prior to the said Act, such number may be mentioned in the appropriate place.**9. Bank Details**- The Applicant must provide his/her bank account number used for running the Enterprise in the appropriate place. The Applicant must also provide the IFS Code of the bank's branch where his/her mentioned account exists. The IFS code is now a days printed on the Cheque Books issued by the bank. Alternatively, if the Applicant knows the name of the Bank and the branch where his/her account is there, the IFSC code can be found from website of the respective Bank.**10. Major Activity**- The major activity i.e. either "Manufacturing" or "Service" may be chosen by the enterprise for Udyog Aadhaar.**11. NIC Code**- The Applicant may choose as appropriate National Industrial Classification-2008 (NIC) Code for the selected "Major Activity". The NIC codes are prepared by the Central Statistical Organisation (CSO) under the Ministry of Statistics and Program implementation, Government of India..

8. Previous EM1/EM2/SSI Registration Number, If Any / पिछले EM1 / EM2 / लघु उद्योग पंजीकरण संख्या, यदि कोई है

EM 1  EM 2  SSI

9. Bank Details / बैंक विवरण

IFS Code / आईएफएस कोड

SBIN001624

Bank Account Number / बैंक खाता संख्या

3047845896

10. Major Activity / प्रमुख गतिविधि

Manufacturing/निर्माण  Services/सेवा

11. National Industry Classification Code

NIC 2 Digit Code

Choose 2 Digit NIC Code



NIC 4 Digit Code

Choose 4 Digit NIC Code



NIC 5 Digit Code

Choose 5 Digit NIC Code



12. Persons Employed / व्यक्ति नियोजित

20

13. Investment / निवेश

(Plant & Machinery / Equipment's) / (संयंत्र और मशीनरी / उपकरण)

25

(Rs. In Lakhs / (रु। लाखों में))

14. District Industry Centre / जिला उद्योग कार्यालय

Choose DIC



I hereby declare that information given above is true to the best of my knowledge. Any information, that may be required to be verified, shall be provided immediately before the concerned authority. / मैं एतद्वारा घोषणा करता हूँ कि उपर्युक्त सूचना मेरी जानकारी में सही है। कोई सूचना जिसको सत्यापित किया जाना अपेक्षित हो, उसे संबंधित प्राधिकारी के समक्ष तत्काल उपलब्ध कराया जाएगा।

Application No. / आवेदन संख्या

\*Verification Code / सत्यापन कोड :



[Code is not case sensitive]

12. Person employed- The total number of people who are directly been paid salary/ wages by the enterprise may be mentioned in the appropriate field.

13. Investment in Plant & Machinery / Equipment- While computing the total investment, the original investment (purchase value of items) is to be taken into account excluding the cost of pollution control, research and development, industrial safety devices, and such other items as may be specified, by notification of RBI. If an enterprise started with a set of plant and machinery purchased in 2008 worth Rs. 70.00 lakh has procured additional plant and machinery in the year 2013 worth Rs. 65.00 lakh, then the total investment in Plant & Machinery may be treated as Rs. 135.00 lakh.

14. DIC- The Applicant, based on the location of the Enterprise, has to fill in location of DIC. This Column will be active and show option only when there are more than one DIC in the district. In fact if there is only one DIC in the district system will automatically register you in the same DIC.

15. Submit- The Applicant must click on Submit button to generate acknowledgment number.

[MSME \(http://msme.gov.in/\)](http://msme.gov.in/) | [Home \(UdyogAadhar-New.aspx\)](#) | [Officer's Login \(UA\\_Login.aspx\)](#) | [Reports](#) | [Print](#) | [Notification \(../Web/doc/GazetteNotification2576.pdf\)](#) | [IEC](#) | [Useful Documents](#) | [Download Forms](#) | [NIC Code \(Document/nic\\_2008\\_17apr09.pdf\)](#) | [FAQ \(FAQ.aspx\)](#) | [Verify UAM \(http://udyogaadhaar.gov.in/UA/UA\\_VerifyUAM.aspx\)](#)

For More Details [https://twitter.com/minmsme?original\\_referer=http%3A%2F%2Fmsme.gov.in%2FWeb%2FPortal%2FSocialMedia.aspx&profile\\_id=2595957175&tw\\_=\\_=539287566780874752&tw\\_p=embeddettimeline&tw\\_w=483558219873144833](https://twitter.com/minmsme?original_referer=http%3A%2F%2Fmsme.gov.in%2FWeb%2FPortal%2FSocialMedia.aspx&profile_id=2595957175&tw_=_=539287566780874752&tw_p=embeddettimeline&tw_w=483558219873144833) <https://www.facebook.com/minmsme>

Udymi-Helpline 1800-180-6763

Website hosted & managed by National Informatics Centre (<http://home.nic.in/>), Department of Electronics & Information Technology (<http://deity.gov.in/>), Ministry of Communications and IT (<http://deity.gov.in/>), Government of India (<http://india.gov.in/>)

Select Language | ▼



(भारत सरकार)  
सूक्ष्म , लघु और मध्यम उद्यम  
मंत्रालय  
Ministry of Micro, Small &  
Medium Enterprises

Helpline  
0674-  
2390420

## ENTREPRENEUR REGISTRATION

SL	STATES	LINK
1	ANDAMAN AND NICOBAR ISLANDS**	Click Here ▶▶
2	BIHAR**	Click Here ▶▶
3	CHANDIGARH**	Click Here ▶▶
4	DADAR AND NAGAR HAVELI**	Click Here ▶▶
5	DELHI **	Click Here ▶▶
6	GOA**	Click Here ▶▶
7	HIMACHAL PRADESH**	Click Here ▶▶
8	JAMMU AND KASHMIR**	Click Here ▶▶
9	JHARKHAND**	Click Here ▶▶
10	LAKSHADEEP**	Click Here ▶▶
11	PUNJAB**	Click Here ▶▶
12	RAJASTHAN**	Click Here ▶▶
13	SIKKIM**	Click Here ▶▶

States Under National Portal \*\*



(भारत सरकार)  
सूक्ष्म , लघु और मध्यम उद्यम  
मंत्रालय  
**Ministry of Micro, Small &  
Medium Enterprises**

Helpline  
0674-  
2390420

Welcome to Online Filing of Entrepreneur Memorandum

Format for the Entrepreneurs' Memorandum under the MSMED Act 2006 notified vide notification No. S.O.1643 (E) dated 29.9.2006 along with inclusion of the amendments vide notification No. S.O.941 (E) dated 07.6.2007 and notification No. S.O.200 (E) dated 16.1.2009.

Procedure of Filing of Entrepreneurs Memorandum and other matters, incidental thereto

[SCHEDULE I](#) [Schedule II](#)

**Schedule I**  
**Entrepreneurs Memorandum**  
**For**  
**Setting Up Micro,Small or Medium Enterprise**

1. Memorandum is to be filed with the Regional Industries Centre / District Industries Centre by a Micro,Small or Medium Enterprise as the case may be under subsection(1) of section 8 of the Micro,Small & Medium Enterprises Development(MSMED) Act,2006.
2. There is no fee for processing the memorandum.
3. Existing units should fill up only Part II of the memorandum.
4. In case of any change in the information,at any point of time,please inform the details within three month to RIC/ DIC.
5. Fill up whichever is applicable.
6. All codes other than pin code shall be filled by the RIC/DIC.
7. Form number will be system generated .
8. Enclose a self-certified copy of **Power of Attorney/Board Resolution/Society Resolution**,wherever applicable,while signing as Partner/Managing Director or Authorised person, etc.
9. Enclose a certified/notarized copy of the Partnership Deed, Memorandum of Association and Articles of Association certificate.
10. For registration purpose the entrepreneur must be ready with the following:
  - a) Scanned copy of Identity Proof: Any one of **Voter Id / Pancard /Adhar Card / Bank Passbook(first page with photo) / Driving Licence** .
  - b)Scanned Copy of full signature of the entrepreneur filing this Memorandum.
  - c) Valid E-mail Id and Mobile number.

**N.B :**

RIC: Regional Industries Centre  
DIC: District Industries Centre

[Go To Registration](#)

**(BEST VIEWED IN MOZILLA FIREFOX)**



(भारत सरकार)  
सूक्ष्म , लघु और मध्यम उद्यम  
मंत्रालय  
**Ministry of Micro, Small &  
Medium Enterprises**

Helpline  
0674-  
2390420

Welcome to Online Filing of Entrepreneur Memorandum

**Format for the Entrepreneurs' Memorandum under the MSMED Act 2006 notified vide notification No. S.O.1643 (E) dated 29.9.2006 along with inclusion of the amendments vide notification No. S.O.941 (E) dated 07.6.2007 and notification No. S.O.200 (E) dated 16.1.2009.**

**Procedure of Filing of Entrepreneurs Memorandum and other matters, incidental thereto**

[Schedule I](#)    [SCHEDULE II](#)

**Schedule II  
Entrepreneurs Memorandum  
For  
Setting Up Micro,Small or Medium Enterprise**

[Save as PDF](#)

1. Any person who intends to establish a micro or small enterprise, at his discretion or a medium enterprise engaged in providing or rendering of services may, at his discretion or a medium enterprise engaged in the manufacture or production of goods shall file the Memorandum of Micro, Small or as the case may be, of Medium Enterprise with RIC/DIC of its area.
2. The RIC/DIC shall fill all the codes in the form of the Memorandum and issue an acknowledgement after allotting an Entrepreneur Memorandum number, date of issue and category of the unit.
3. Before issuing the acknowledgement, the RIC/DIC shall make sure that the form is complete in all respect and particularly the form is signed and is accompanied with an undertaking, which is a part of the form of Entrepreneurs Memorandum.
4. The RIC/DIC shall maintain record of all the Entrepreneurs Memorandum so filed in respect of micro, small and medium enterprises engaged in providing and rendering services. RIC/DIC shall forward a copy of the Entrepreneurs Memorandum so filed with Entrepreneur Memorandum number allotted to the Small Industries Service Institutes of their State or their Jurisdiction
5. The RIC/DIC shall maintain record of all the Entrepreneurs Memorandum so filed in respect of medium enterprises engaged in production or manufacturing of products and forward one copy each of the Entrepreneurs Memorandum with Entrepreneur Memorandum number allotted to Small Industries Service Institutes of their State or their Jurisdiction and to Joint Development Commissioner (Micro,Small and Medium Enterprise Policy) in the Office of the Development Commissioner (Micro, Small and Medium Enterprises).
6. The form of Memorandum is in two parts. Any person who intends to establish a micro, small or medium enterprise engaged in providing or rendering of services may file or those who want to establish medium enterprise engaged in the production or manufacture of products shall file Part 1 of the Entrepreneurs Memorandum to RIC/DIC.
7. Once the above enterprises start production or start providing or rendering services, they shall file Part II of the Entrepreneurs Memorandum to RIC/DIC.
8. In case of non-filing of Part II of the Entrepreneurs Memorandum within two years of the filing of Part I, the Memorandum (Part I) filed by the entrepreneur will become invalid.
- 9.

In case of change in the investment in plant and machinery or in equipment, the enterprises who have already filed Entrepreneurs Memorandum should inform the RIC/DIC of the same in writing within three months of the change in investment.

10. In case of change of products and that of services or addition in products or services, the enterprises which have already filed Entrepreneurs Memorandum shall inform the RIC/DIC of the same in writing within three months of the change.
11. The RIC/DIC shall, in addition of keeping a record, in writing, shall also maintain records electronically on computer.
12. The Acknowledged Entrepreneurs' Memorandum shall be liable to be cancelled in case the unit is found closed for more than 6 months or furnished wrong information in the Entrepreneurs' Memorandum filed or did not follow the instructions at serial number 10 of this Schedule (to be initiated based on any complaint in writing followed by an enquiry under an official not below the authority notified for accepting the Entrepreneurs' Memorandum under the provisions of sub-sections (3) and (4) of section 8 of the said Act.
13. The enterprise has to file the Entrepreneurs' Memorandum Part II again, in case, the status of the enterprise changes from micro to small or small to medium or vice versa, as a result of enhancement/decrease in the investment in plant and machinery/equipments. In such cases, the acknowledgement issued earlier need to be cancelled and the letter of cancellation along with the copy of the cancelled acknowledgement (certified) should be provided to the industrialist so that it may take benefit, if any, for that period of functioning.
14. Out of the three copies of the Entrepreneurs' Memorandum filed by the Micro and Small enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, and third should be forwarded to Micro, Small and Medium Enterprises Development Institute concerned.
15. Out of the four copies of the Entrepreneurs' Memorandum filed by the medium enterprises (both manufacturing and service), first should be retained by the District Industries Centre, second returned to the Enterprise with Entrepreneurs' Memorandum No. allotted, third forwarded to Micro, Small and Medium Enterprises Development Institute concerned and fourth copy should be forwarded to the Micro, Small and Medium Enterprises Policy Division of the Development Commissioner (Micro, Small and Medium Enterprises), 7 th floor, A Wing, Nirman Bhavan, New Delhi.
16. In case of companies as defined in Companies Act, 1956, (1 of 1956) cooperative/partnership firms and trusts, the change of name of the enterprise, if any, should be informed to General Manager, District Industries Centre or the authority notified for filing of Entrepreneurs' Memorandum in the State/UT within three months of change. In case of ownership firms, the same should be communicated within three months of effecting the change in name along with an affidavit.

List the all documents list which may require during online filing for EM-II

- (a) Scanned photo identity proof
- (b) Supporting document for organization
- (c) First sale bill
- (d) Electricity bill/Self certification document(if unit runs without electricity)
- (e) Main raw material purchase bill
- (f) Scanned copy of full signature of the entrepreneur.

**N.B :**

RIC: Regional Industries Centre  
DIC: District Industries Centre

[Go To Registration](#)

**(BEST VIEWED IN MOZILLA FIREFOX)**

[Schemes](#) | [Home](#) | [eOffice Manual](#) | [Calendar](#) | [Cluster](#) | [National Portal](#) | [Vacancies](#) | [Tender](#) | [Archives](#) | [Contact Us](#) | [Disclaimer](#) | [Sitemap](#)