

**GOVERNMENT OF HIMACHAL PRADESH  
DIRECTORATE OF INDUSTRIES**

**APPLICATION FORM FOR PERMANENT REGISTRATION AS  
SMALL SCALE INDUSTRIES**

*(To be filled in Triplicate)*

**Instructions:**

1. Write/type in block (capital) letters.
2. Fill up whichever is applicable.
3. Use English alphabets/Arabic numbers while filling up block (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			
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G		K		E	N	T	E	R	P	R	I	S	E	S					
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(ii) PIN Code e.g. 110041

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(iii) Date e.g. 23rd June 1959

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

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

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(vi) Fill up appropriate codes in the blocks wherever applicable.

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

3
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If NA fill up-3

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

Tiny-3, SSSBE-4,

EOU-5,

3
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If Tiny fill up-3

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

6. Applicant should sign all copies.

**Abbreviations used**

SSI	=	Small Scale Industries.
ANC	=	Ancillary Industrial undertaking.
SSSBE	=	Small Scale Service and business enterprises
TINY	=	Tiny enterprises.
EOU	=	Export Oriented unit.
NA	=	Not applicable.



8. Area of Location. Rural-1, Urban-2, Metropolitan-3
9. Type of organisation. Proprietory-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. '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-I Indigenous-2	Annual Consumption value (Rs. in '000)
(i)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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(iii)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(v)	Other Raw Materials	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total (i) to (v)			<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

16. Power Load  
(T.H.P.0.795 K.W.)

H.P.  
K.W.


17. Employment:

(i) Managerial & Office Staff

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(ii) Supervisory and Workers

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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

*Signature of Applicant:*

Date:

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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) "

**CERTIFICATE OF REGISTRATION**

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

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

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

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

Rs. in '000

Permanent Registration No.

Date of issue

Category of unit (S. No.6) .....

FOR TINY ENTERPRISES:

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

Validity is extended upto .....

Validity is extended upto.....

Date: 

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*Signature.*

*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 3. No. 11 and Appendix A and is also valid for any 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 certificate is subject to the affidavit furnished by the applicant in respect of the application for registration.
5. The certificate 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 application 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 inforce. The onus of satisfying and fulfilling such requirements or conditions rests squarely on the applicant/unit.
8. Additions/deletions in the list of Plant of 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.
9. "That I/We undertake an export obligation as contained in Notification No. S.D. 232 (E) dated 2-4-1991 and that this obligation is in perpetuity; and that I/We undertake to submit to the Director of Industries/Registering Authority all such returns and documents periodically as may be required and asked for in proof of fulfilling the said export obligation.

**CERTIFICATE OF  
REGISTRATION**  
ADDITIONAL SHEET-1

Registration No.

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Date of issue

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**Addition/deletion in Plant & Machinery**

Sl. No.	Name of Machinery	Added/deleted	Original value Rs. in 'ODD					
1.			<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>					
2.			<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>					
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4.			<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>					
5.			<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>					
	Revised value of investment in Plant & Machinery (S. No. 14)		<table border="1" style="width: 100%; height: 15px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> (Rs. in '000) .					

Change in location:  
(S. No.7)

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

Date:

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*Signature.*

*Name & designation  
of Registering Authority.*



**Appendix-A**

combination add the respective codes

(Value in Rs.'000')

Product & by-products manufactured/ assembled & services sold	Product Code*	Unit of Quantity*	Unit Code*	Annual Capacity	
				Quantity	Value
2	3	4	5	6	7
Manufacturing/assembly					
Other prd. & by –prd. (comb.)					
Total (1 to 5)	x	x	x	x	x
Processing					
Others (Combined)					
Total (7 to 10)	x	x	x	x	x
Job Work		x	x	x	
Servicing		x	x	x	
Repairing		x	x	x	
Total (12 to 14)	x	x	x	x	
Grand Total (6 + 11 + 15)	x	x	x	x	

## Appendix-B

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

**AFFIDAVIT FOR PERMANENT REGISTRATION  
AS  
SMALL SCALE INDUSTRIES**

**FORMAT**

I/We.....son/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 Scheduled-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/SSSBE/ancillary/export oriented unit\* as per existing provisions.

9. that the unit is not owned or controlled or is a subsidiary of any other industrial under taking 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 enterprise/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 o( 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 the 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 alongwith 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*  
DEPONENT.

VERIFICATION:

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.