Submission of Application form for filing **Entrepreneurs Memorandum Part-I ( EM-I)**

Glossary of terms

MSMED Act Micro , Small Medium Enterprises Development Act

EM Entrepreneurs Memorandum

Entrepreneurs Memorandum, Part-I (EM-I)

To facilitating the promotion and development and also enhancing the competitiveness of micro, small and medium enterprises the Micro, Small medium Enterprises Act, 2006 was enacted .According to the Act any person intended to set up Manufacturing or Service enterprises may file Memorandum at is discretion. Definition of enterprises under the Act is as follows:

(i) Micro Enterprise Manufacturing : Where the investment in Plant & machinery does not exceed Rs.25 lakh

 Service : Where the investment in Plant & machinery does not exceed Rs.10 lakh

(ii) Small Enterprise Manufacturing : Where the investment in Plant & machinery is more than Rs.25 lakh but does not exceed Rs.500 lakh.

 Service : Where the investment in Plant & machinery is more than Rs.10 lakh but does not exceed Rs.200 lakh.

(iii)Medium Enterprise Manufacturing : Where the investment in Plant & machinery is more than Rs.500 lakh but does not exceed Rs.1000 lakh.

 Service : Where the investment in Plant & machinery is more than Rs.200 lakh but does not exceed Rs.500 lakh.

There are two types of Entrepreneurs Memorandum, viz (i) EM part-I ( EM-I) and EM part-II (EM-II). There is no fee for processing or issuing EM-I or EM-II and the General Manager ,District Industries & Commerce Centres (DICC) are the competent authority to issue Acknowledgment of EM-I/EM-II.

The EM-I will help the investor to apply for land/shed allotment, power sanction, application for loan, factory license, NOC from Pollution Control Board, etc. However , EM-I is valid for only two years from the date of receipt of Acknowledgment.

The EM-II should be file within 6 months from the date of going into commercial production. EM-II enable the entrepreneurs to avail the benefit of various incentives under the Central/State policies.

 In Assam, prior permission for submission of EM-I/EM-II is required from the State Government if the activity related to Coal and Bought Tea Leave Factory.

**Checklist**

 There is no specific check list to follow , while submitting EM-I . However , the activities should be under the purview of MSMED Act.

 Ensure that right application forms are filled up.

**2. Overall process flow for the Service :**

 (a) Diagrammatic Form : Annexure-A

 (b) Description of the sequence of steps depicted in above diagram.

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| --- | --- |
| 1 | Application to be submitted online at **www.easeofdoingbusinessinassam.in** and filled up all the columns in application form. |
| 2 |  After completion of filling up the columns, as applicable, the applicant will get the Acknowledgement of EM-I in pdf format. |
| 3 | The applicant may forward a hard copy of the EM-I to the concerned DICC by post within 14 days. |
|  |  |

**5. Guidelines for Filing up the form:**

|  |  |
| --- | --- |
| 1 | Applicant should log in to www.easeofdoingbusinessinassam.in for online submission of application. |
| 2 | While filing the application form the column for NIC/ ASICC/ Village/ Town/ Tehsil/ District/State Codes shall be avoided.  |
| 3 | Avoid to use ".00" ( dot Zero zero) while putting up any figure in the Fixed investment column. The numerical figure should be from right to left only. |

**6. Eligibility Criteria :**

 The activity should be falls within the purview of Manufacturing or Service sector . However , activities of on Coal and setting up of Bought Tea Leave factory , prior permission from the State Government may be obtained.

**7. Fee including the payment mode :**

 There is no fee for applying Central Capital Investment Subsidy under NEIIPP, 2007.

**8. Accompanying documents required including .**

 **(a) Certificates**

 No need to submit any certificate while filing EM-I.

 **(b) Photo Id, size, quality, signature etc.**

 No Photo ID is required for filing application. Applicant may put their digital signature if so desired.

**9. Important Timeline :**

 (a) Due date of submission:

 As desired by the applicant to file EM-I.

 (b) Time for processing:

 There is no time line for processing , the applicant will get the Acknowledgement EM-1 in pdf format.

**10. How to apply :**

 **a. Steps for applying :**

 i. Make sure that the unit is eligible to apply and follow the steps.

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| --- | --- |
| 1 | The unit should be eligible for filing EM-1 . |
| 2 | The unit should log in to www.easeofdoingbusinessinassam.in and submit the application and get Acknowledgement of EM-I in pdf format instantly. |

 ii. Complete the form to be filled

 1. Link to the form to be filled : www. www.easeofdoingbusinessinassam.in

 2. Link to the guidelines for filling forms : w www.easeofdoingbusinessinassam.in ww.diccassam.com

 iii. Ensure that you attach the relevant documents as per check list.

 iv. Pay the required fee : There is no fee for applying for the Subsidy form.

**11. Whom to contact for any queries:**

 For any quarries, the applicant may contact General Manager, DICCs in their telephone no, OR may send mail Or may call to helpline No:9613191022. Addresses of General Managers with e-mail, phone no is as follows:

**Addresses of District Industries & Commerce Centres (DICC), Assam**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl no** | **Name of DICC** | **Address of DICC with e-mail** | **Name of General Manager** | **Contact no of General Manager** |
| 1 | Baska | The General ManagerDICC, Baska, Mussalpur e-mail: baska@diccassam.com | D Das | 9864115695 |
| 2 | Barpeta | The General ManagerDICC, Barpetae-mail: barpeta@diccassam.com | D K Baruah | 943514004203665-252137/236634 |
| 3 | Bongaigaon | The General ManagerDICC, Bongaigaon, Industrial Estate, Bongaigaone-mail: bongaigaon@diccassam.com | Lila Bora | 943531481403664-222314 |
| 4 | Cachar | The General ManagerDICC, Cachar, Sonai Road, Silchare-mail: cachar@diccassam.com | Gautom Das | 943519261203842-225569 |
| 5 | Chirang | The General ManagerDICC, Chirang, Kajalgaone-mail: chirang@diccassam.com | Kishore Das | 9435020604 |
| 6 | Darrang | The General ManagerDICC, Darrang, Mangoldoie-mail: darrang@diccassam.com | P K Goswami | 9954252341037113-230899/ 230290 |
| 7 | Dhemaji | The General ManagerDICC, Dhemajie-mail: dhemaji@diccassam.com | B K Hazarika | 943503219303532-225819 |
| 8 | Dhubri | The General ManagerDICC, Dhubri, Gauripure-mail: dhubri@diccassam.com | P K Sharma | 943504944503662-281447 |
| 9 | Dibrugarh | The General ManagerDICC, Dibrugarh, CR Buildinge-mail: dibrugarh@diccassam.com |  R Lagashu | 9435035207,0373-2319412/2311238 |
| 10 | Dima Hasao | The General ManagerDICC, Dima Hasao, Haflonge-mail: nchills@diccassam.com | S R Pegu | 9864078533, 03673-236826 |
| 11 | Goalpara | The General ManagerDICC, Goalparae-mail: goalpara@diccassam.com | Biswajit Das |  9435100143,03663-240070 |
| 12 | Golaghat | The General ManagerDICC, Golaghate-mail: golaghat@diccassam.com | L J Bora | 943501321003774-280445 |
| 13 | Hailakandi | The General ManagerDICC, Hailakandie-mail: hailakandi@diccassam.com |  | 03844-223133 |
| 14 | Jorhat | The General ManagerDICC, Jorhat, I/E Cinammora Jorhat-8e-mail: jorhat@diccassam.com | H R Deori  | 98640426940376-2360353 |
| 15 | Kamrup (Metro) | The General ManagerDICC, Kamrup, Guwahati-21e-mail: kamrup@diccassam.com | P K Bora | 94353358470361-2551952 |
| 16 | Karbi Anglong | Additional Director of Industries & CommerceDICC, Karbi-Anglong, Diphue-mail: karbianglong@diccassam.com | H K Sharma (II) | 943506429403671-273356 |
| 17 | Karimganj | The General ManagerDICC, Karimganje-mail: karimganj@diccassam.com |  | 03843-273130/274210 |
| 18 | Kokrajhar | The General ManagerDICC, Kokrajhare-mail: kokrajhar@diccassam.com | P Hazarika | 9864050149,03661-270262/ 270966 |
| 19 | Lakhimpur | The General ManagerDICC, Lakhimpure-mail: lakhimpur@diccassam.com | I B Konowar | 03752-222405 |
| 20 | Morigaon | The General ManagerDICC, Morigaone-mail: morigaon@diccassam.com | H K Borkotoki | 9435061712,03678-240324 |
| 21 | Nagaon | The General ManagerDICC, Nagaone-mail: nagaon@diccassam.com | A K Nath | 943516466803672-233173 |
| 22 | Nalbari | The General ManagerDICC, Nalbari, e-mail: nalbari@diccassam.com | T Ahmed | 9435385253,03624-220310/221271 |
| 23 | Sivasagar | The General ManagerDICC, Sivasagare-mail: sivasagar@diccassam.com | Hitesh Deori | 9435350938,03772-223653 |
| 24 | Sonitpur | The General ManagerDICC, Sonitpur, Tezpure-mail: sonitpur@diccassam.com | M C Deka | 9954030201, 03712-220290 |
| 25 | Tinsukia | The General ManagerDICC, Tinsukia, Borgurie-mail: tinsukia@diccassam.com | A K Baruah | 9864255814,0374-2331960 |
| 26 | Udalguri | The General ManagerDICC, Udalgurie-mail: udalguri@diccassam.com | J Rangpi | 9435067048,03711-225520 |
| 27 | Kamrup (Rural) | The General ManagerDICC, Kamrup (Rural)Mirza, Dakshin Kamrup College Road, Mirzae-mail : kamrup\_r@diccassam.com | Hemangadip Das i/c | 9435014772 |

**12. Whether the service is Offline or Online**

 (a) For Offline :

 (b) For online : www.easeofdoingbusinessinassam.in

**13. Service outcome:**

 With EM-1, the unit may apply for allotment of land /shed, power sanction, loan from the Bank/FI, NOC from Pollution Control Board, etc as applicable.

**2(a) Diagrammatic form: Annexure-A**

 **Flow Chart of Issuance of EM-I**

 Log on to www.easeofdoingbusinessinassam.in

 File EM-1 application and submit

 Get a copy of EM-I instantly