

**Government of Sikkim
Directorate of Industries**

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

(TO BE FILLED IN DUPLICATE)

1. Provisional Registration No.

2. Date of Issue.

3. Date of Commencement of Production.

4. Name of Unit/ Applicant.

5. Address for communication.

TEL: PIN:

6. Category of Unit: SSI-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, Co-operative - 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 & Machinery.

(Original Value Rs. in '000)

(Details to be furnished at Appendix " B")

14. Raw Material requirement.

Imported -1 Annual Consumption

Name. * Item Code Indigenous-2 value (Rs. in '000)

i. *

ii. *

iii. *

iv. *

v. Other Raw Materials.

Total (i) to (v)

15. Source of Power.

Coal -01, Oil - 02 , LPG - 04, Electricity - 08

Non-Conventional Energy -16, Traditional energy/ Fire wood -32.

16. Power Load. H.P.

(1 H.P = 0.795 KW.) K.W.

17. Employment :

i. Managerial & Office staff

ii. Supervisory and workers

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 licensing 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: 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 S.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 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 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 there of 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.

**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.
- 2.
- 3.
- 4.
- 5.

Revised value of investment in Plant & Machinery (S. No.14)
(Rs. in 000)

Change in location (S.No. 7) :

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

Date: Signature:

Name & Designation of Registering Authority

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**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 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 limit 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 undertaking in terms of the Notification No. S.O.2 (E) dated 1-1-93.

10. that I/We undertake to conform 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 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 and to keep informed the Directorate of 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 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

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.