

## Fresh Registration

### Proprietorship Concern

S.No	List of Documents	Mode of Acceptance online
1	Pancard	Self –Attested
2	UAM / Udyam Registration	Self –Attested
3	Details of Plant &Machinery.	Self –Attested <b>Annexure 'B'-1</b>
4	Copy of ownership document of the premises or copy of Lease deed/Rent Deed.	Self –Attested
5	List of quality control equipment and testing facility available in factory.	Self –Attested
6	Latest Electricity Bill Copy.	Self –Attested
7	<ul style="list-style-type: none"> <li>• Face of Audited Balance Sheet,</li> <li>• Profit and Loss A/cs,</li> <li>• Schedule of Fixed Assets</li> <li>• Schedule of Revenue from Operations</li> </ul> (For the last 3 years, duly signed by the authorized person under his seal.)	Self -Attested
8	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self -Attested <b>Annexure 'C'-1</b>
9	Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').	Self –Attested <b>Annexure 'E'-1</b>
10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self –Attested

**Private Limited/Public Limited**

<b>S.No</b>	<b>List of Documents</b>	<b>Mode of Acceptance online</b>
1	Pancard	Self –Attested
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4	Copy of ownership document of the premises or copy of Lease deed/Rent Deed.	Self –Attested
5	List of quality control equipment and testing facility available in factory.	Self –Attested
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8	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self -Attested . <b>Annexure 'C'-1</b>
9	Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').	Self –Attested <b>Annexure 'E'-1</b>
10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self –Attested
11	List of Directors & their Share Holding	Self –Attested
12	Memorandum of Article	Self –Attested
13	Board Resolution	Self –Attested

**Partnership Concern**

S.No	List of Documents	Mode of Acceptance online
1	Pancard	Self Attested
2	UAM/ Udyam Registration	Self Attested
3	Details of Plant & Machinery	Self Attested <b>Annexure 'B'-1</b>
4	Copy of ownership document of the premises or copy of Lease deed/Rent Deed.	Self Attested
5	List of quality control equipment and testing facility available in factory.	Self Attested
6	Latest Electricity Bill Copy.	Self Attested
7	<ul style="list-style-type: none"> <li>• Face of Audited Balance Sheet,</li> <li>• Profit and Loss A/cs,</li> <li>• Schedule of Fixed Assets</li> <li>• Schedule of Revenue from Operations</li> </ul> (For the last 3 years, duly signed by the authorized person under his seal.)	Self -Attested
8	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self -Attested <b>. Annexure 'C'-1</b>
9	Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').	Self Attested <b>Annexure 'E'-1</b>
10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self Attested
11	Partnership Deed	Self Attested
12	General Power of Attorney as per Annexure A(1)	Self Attested

**Industrial Co-operative Societies**

<b>S.No</b>	<b>List of Documents</b>	<b>Mode of Acceptance online</b>
1	Pancard	Self Attested
2	UAM/ Udyam Registration	Self Attested
3	Details of Plant & Machinery	Self Attested <b>Annexure 'B'-1</b>
4	Copy of ownership documents of the premises or copy of Lease deed/Rent Deed.	Self Attested
5	List of quality control equipment and testing facility available in factory.	Self Attested
6	Latest Electricity Bill Copy.	Self Attested
7	<ul style="list-style-type: none"> <li>• Face of Audited Balance Sheet,</li> <li>• Profit and Loss A/cs,</li> <li>• Schedule of Fixed Assets</li> <li>• Schedule of Revenue from Operations</li> </ul> (For the last 3 years, duly signed by the authorized person under his seal.)	Self –Attested
8	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self –Attested <b>Annexure 'C'-1</b>
9	Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').	Self Attested <b>Annexure 'E'-1</b>
10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self Attested
11	List of Members	Self Attested
12	Copy of Registration of Registration of Society	Self Attested
13	Resolution of Authorization	Self Attested
14	Name of Executive Body	Self Attested

**Hindu Undivided Family**

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1	Pancard	Self Attested
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3	Details of Plant & Machinery	Self Attested <b>Annexure 'B'-1</b>
4	Copy of ownership document of the premises or copy of Lease deed/rent Deed.	Self Attested
5	List of quality control equipment and testing facility available in factory.	Self Attested
6	Latest Electricity Bill Copy.	Self Attested
7	<ul style="list-style-type: none"> <li>• Face of Audited Balance Sheet,</li> <li>• Profit and Loss A/cs,</li> <li>• Schedule of Fixed Assets</li> <li>• Schedule of Revenue from Operations</li> </ul> (For the last 3 years, duly signed by the authorized person under his seal.)	Self -Attested
8	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self -Attested <b>Annexure 'C' -1</b>
9	Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').	Self Attested <b>Annexure 'E'-1</b>
10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self Attested
11	Authorization of Karta	Self Attested

**Limited Liability Partnership**

<b>S.No</b>	<b>List of Documents</b>	<b>Mode of Acceptance online</b>
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4	Copy of ownership document of the premises or copy of Lease deed/rent Deed.	Self Attested
5	List of quality control equipment and testing facility available in factory.	Self Attested
6	Latest Electricity Bill Copy.	Self Attested
7	<ul style="list-style-type: none"> <li>• Face of Audited Balance Sheet,</li> <li>• Profit and Loss A/cs,</li> <li>• Schedule of Fixed Assets</li> <li>• Schedule of Revenue from Operations</li> </ul> (For the last 3 years, duly signed by the authorized person under his seal.)	Self -Attested
8	Statement showing the Results of Operation for the last 3 years duly signed by Chartered Accountant by indicating UDIN . (Annexure 'C').	Self -Attested <b>Annexure 'C'-1</b>
9	Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').	Self Attested <b>Annexure 'E'-1</b>
10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self Attested
11	Copy of incorporation document LLP Agreement (Form-3)	Self Attested
12	Copy of Form 4:- Names of partners and changes, if any, made therein	Self Attested
13	Copy of Form 2 (It shows the location of the main or registered offices of the LLP, details of all the partners, statements etc)	Self Attested
14	Copy of Form 8:- Statement of Account and Solvency – The Statement of Account & Solvency is in Form – 8 signed by the designated partners.	Self Attested
15	Copies of Form 11:- Annual Return	Self Attested
16	General Power of Attorney as per Annexure A(1)	Self Attested

Trust

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10	Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D	Self Attested
11	List of Members	Self Attested
12	Copy of Registration of Registration of Society	Self Attested
13	Resolution of Authorization	Self Attested
14	Name of Executive Body	Self Attested

**Annexure-'A'(1)**

**GENERAL POWER OF ATTORNEY**

(For Partnership concerns)

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 concerningM/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



**Annexure-'A'(2)****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

## Annexure-'B'-1

**(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/renders 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.	Name of Machine	Value of Machinery (WDV as per ITR) shall include all tangible assets (other than land and building, furniture and fittings)
1.		
2.		
3.		

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 are as under:

Sl. No.	Name of Stock (Finished Goods)	Date	Value
1.			
2.			
3.			

Percentage of items (Local /Imported Content) used in the final product being made by the Unit.

Sl. No.	Name of Raw Material (Local/Imported Content)		Other Components (Local/Imported Content)	
	Details there of:	Percentage	Details there of:	Percentage
1.				
2.				
3.				

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’-1

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: Export Sales			
	Less: Trading Sales			
	Less: Scrap Sales			
	Less: Job Work			
	Less: Sales Tax/ GST			
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: Export Sales			
	Less: Trading Sales			
	Less: Scrap Sales			
	Less: Sales/ Service Tax/ GST			
2.	Net Income / Receipts			
3.	Net Profit before tax			

(Chartered Accountant Signatures with Seal)

(Authorized Signatory)

Stamp of Company

UDIN

Date:

**Annexure-'D'****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 fulfillment of the same would be onus.

Place:

Authorized Signatory (ies)

Date:

with Seal

## Annexure-'E'1

**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) A credit limit of Rs.....
- b) Limit Sanctioned (Fund Base) of Rs.....
- c) Limit Sanctioned (Non-Fund Base BG/LC) of Rs.....

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

Yours faithfully,

Signature of Authorized Signatory  
 With seal.