

**BASIC INFORMATION SHEET FOR REGISTRATION WITH M.S.M.E.**  
**(FORMALLY KNOWN AS SSI CERTIFICATE)**

For manufacturing / service

Name of the enterprise :- \_\_\_\_\_

Constitution :- Proprietor / Partnership /Company / Society/ Other

Date of Incorporation :- \_\_\_\_\_

Registered office address :- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone No:- \_\_\_\_\_

Factory address :- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone No:- \_\_\_\_\_

Expected value of machinery to be installed :- \_\_\_\_\_

Expected date of production to be started :- \_\_\_\_\_

Proposed Investment in Fixed Asset:-

Particulars	Cost of particulars amount ₹. in lakhs
Land (owned/rented/leased)	
Building (owned/rented/leased)	
Plant and machinery	
Equipments (for servicing units)	
Foreign equity (if any)	

Main manufacturing / servicing activity: :- \_\_\_\_\_

Products to be manufactured / service to be render :- \_\_\_\_\_

Requirement of power load (HP / KW) :- \_\_\_\_\_

Expected staff:-

Particulars	No. of persons	
	Male	Female
Management and office staff		
Supervisory		
Workers		

Entrepreneur's profile

(Proprietor/ all partners – in case of partnership firm / all directors – in case of company)

❖ Name: :- \_\_\_\_\_

❖ Address :- \_\_\_\_\_

❖ Contact number :- \_\_\_\_\_

❖ Education qualification :- \_\_\_\_\_

❖ Equity Participation (in ₹.) :- \_\_\_\_\_

❖ Stake in other Manufacturing Enterprise :- \_\_\_\_\_

DOCUMENTS REQUIRED:-

1. PAN Card copy of enterprise;
2. In case of partnership firm three copies of Partnership Deed, In case of Company three copies of Memorandum of Association and Article of Association including Company registration certificate from ROC; and
3. Five copies of enterprise's letter pad.