

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COTTAGE & SMALL SCALE INDUSTRIES

APPLICATION FROM FOR PERMANENT REGISTRATION AS SMALL SCALE INDUSTRIES

(To be Filled in Duplicate)

INSTRUCTIONS

1. Write / Type in block (capital) letter.
2. Fill up whichever is applicable.
3. Use English alphabets / Arabic numbers while filling up blocks (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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ii) PIN Code : e. g. 110041

--	--	--	--	--	--

iii) Date e.g. 23rd June 1959

--	--	--	--	--	--

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

--	--	--	--	--	--

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

--	--	--	--	--

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

Example 1 Yes 1, No. 2. NA-3
If OA fill up-3

--

Example 2 Category : SSI-1, Anc-2, Tinp-3,
SSSBE-4, EUO-5
If Tiny fill up-3

--

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

Abbreviation used:

- SSI : Small Scale Industries.
ANC : Ancillary Industrial undertaking.
SSSBE : Small Scale Service and business enterprises.
TINY : Tiny Enterprise.
EOU : Export Oriented Unit.
NA : Not applicable.

(2)
F O R M

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 : Street/Road/Lane
Premises No.
Block / Town
P.S.
PIN :
District :
State :
8. Area of location : Rural-1, Urban-2, Metropolitan-3
9. Type of Organisation : Proprietary-1, Partnership-2, Pvt./Public Ltd.
Company-3, Co-operative-4, Other-5
10. Nature of activity : Manufacturing Assembling (01)
Processing (02)
Job Work (04)
Repairing / Servicing (08)

11. Main item of manufacture / activities :
(Details of capacity to be furnished in Appendix 'A')

i)	Name :	<input type="text"/>
	Code *	<input type="text"/>
ii)	Name :	<input type="text"/>
	Code *	<input type="text"/>
iii)	Name :	<input type="text"/>
	Code *	<input type="text"/>
iv)	Name :	<input type="text"/>
	Code *	<input type="text"/>
v)	Name :	<input type="text"/>
	Code *	<input type="text"/>

12. Investment in Fixed Assets (Rs. In '000')

i)	Land	<input type="text"/>
ii)	Building	<input type="text"/>
iii)	Plant and Machinery	<input type="text"/>
iv)	Other fixed assets	<input type="text"/>
	TOTAL :	<input type="text"/>

13. Investment in Plant & Machinery
(Original value Rs. In '000')
(Details to be furnished at Appendix 'B')

14. Raw Material requirement :

	<u>Name</u>	<u>Item Code*</u>	<u>Imported-1</u> <u>Indigenous-2</u>	<u>Annual</u> <u>consumption</u> <u>Value (Rs. '000')</u>
i]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
ii]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
iii]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
iv]	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
v]	Other Raw Materials	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	TOTAL (i) to (v) :			<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. HP
(1 H.P.= 0.725 K W) KW
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 | <input type="checkbox"/> |
| SC-1 | ST-2 | <input type="checkbox"/> |
| Engineering Graduate-1 | Other Graduate-2, Other-3 | <input type="checkbox"/> |

Details of Plant and Machinery

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

Appendix—A
(Value in Rs. '000')

Sl. No.	Product & by products manufactured/assembled & services sold	Product Code*	Unit of Quantity*	Unit Code*	Annual Capacity	
					Quantity	Value
1	2	3	4	5	6	7
01	Manufacturing/assembly					
02						
03						
04						
05	Other prod. & by-prd. (comb.)					
06	Total (1 to 5)					
07	Processing					
08						
09						
10	Others (combined)					
11	Total (7 to 10)					
12	Job Work					
13	Servicing					
14	Repairing					
15	Total (12 to 14)					
16	Grand Total (6 + 11 + 15)					