

Pin Code

Fax

Telephone

E-Mail

(2) Please indicate whether the location is
(please √ the appropriate box)

a. Within 25 kms from the periphery of a city having population above one million according to 1991 census

Yes No

b. If Yes, then whether it is located in an Industrial area / Industrial Estate set up prior to 25.7.1991

Yes No

IV. Items of manufacture (including by-product/co-product)/
(supplementary sheets may be used if necessary).

(a) Item code (NATIONAL INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITY (NIC), 1998)

(b) Item Description

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(c) Annual Capacity

(d) Unit of capacity
 MT/KL/NUMBERS/
 Rs.Lakh/others(to be specified)

(e) Indicate SSI Registration No.(if applicable)
 (please attach an attested copy)

V. Capital structure

1. Authorised capital

A.

Equity Rs.....Divided into shares
 of Rs. each

Preference Rs.....Divided into shares
 of Rs. each

2. Paid-up Capital

B.

Equity Rs.....Divided into shares
 of Rs. each

Preference Rs.....Divided into shares
 of Rs. each

C. Pattern of Shareholding

C .

	Equity				Preference			
	No. of Share	Face Value	Amount	%	No. of Share	Face Value	Amount	%
i) Foreign (give name and address, including name of Country, Telephone/Fax Nos. and E-mail)								
ii. Non-resident Indian (NRI) Individual/OCB (give name and address, telephone No./fax No. and E-mail.								
(a) With repatriation benefits								
(b) without repatriation benefits								
iii. Resident Indian Individual /others (give name and address including name of country, telephone No./fax No. and E-mail.								
Grand Total								

VI. Please indicate the 'effective date' i.e date on which it become necessary to make application for COB licence.

D	D		M	M		Y	Y	Y	Y

VII. Value of fixed assets (based on original cost of acquisition) i.e. investment in land, building, plant and machinery as on 'effective date'.

(1)	(i) Land										
	(ii) Building										
	(iii) Plant and Machinery										
	(a) Imported										
	(b) Indigenous										
	Total (a+b)										

(2) Indicate the value of fixed assets in plant and machinery for the past three years.

(a)	Ist Year										
	(b) IInd Year										
	(c) IIIrd Year										

VIII. Past production, including by-product during the last three calendar years (with reference to the effective date).

Name of the principal product or by-product	Quantity/Value

IX. Staff and labour employed:

	Head Office	Factory	Total
(a) Managerial:			
(b) Supervisory: Technical Non-technical			
(c) Clerical:			
(d) Labour: Skilled Semi-skilled Unskilled			
(e) Other categories if any:			

X. Payment Details (Rs. 2500* is payable)

Draft No. _____

Amount (Rs.)

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Draft Date

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Drawn on _____ Payable at _____
(Name of the Bank)

*** Demand draft should be made in favour of Pay & Accounts Officer, Deptt. of Industrial Development, to be payable at State Bank of India, Nirman Bhawan, New Delhi**

Declaration

I/We hereby certify that the above statements are true and correct to the best of my/our knowledge and belief.

(Signature of Applicant) :

(Name in block letters) :

(Designation of the signatory) :

Place :

Date

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Note for Guidance of Entrepreneurs submitting applications for grant of Carry-on-Business Licence

(This part contains information for the guidance of entrepreneurs and may be retained by them, it need not accompany the application)

1. This form is to be used for making application for the grant of Carry-On-Business (COB) Licence under the provisions of Sections 13(a), 13(b), 13(c) and 29B(2) of the Industries (Development & Regulation) Act, 1951.
2. Application is to be submitted to Secretariat for Industrial Assistance, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi with 5 spare copies of the application.
3. Application shall be necessarily accompanied by a Demand Draft for Rs. 2500/- (Rupees Two thousand and five hundred only) drawn in favour of "Pay and Accounts Officer, Department of Industrial Development" payable at State Bank of India, Nirman Bhawan Branch, New Delhi.
4. The application should be complete in all respects. Incomplete applications will not be entertained. The application format should be duly signed and the designation/authority of the person signing the application should be clearly shown.
5. On receipt of application SIA will issue an Acknowledgement with a distinctive reference number. The applicant has to quote the distinctive reference number in all future correspondence.
6. The applicant shall furnish details of investment and production duly certified by a Chartered Accountant.
7. In case unit is registered with technical authorities and/or State Director of Industries, a notarised copy of the registration certificate is to be attached.
8. Balance sheet for the last three years should be attached with three copies of the application.
9. Applicant shall furnish a list of names and addresses of proprietors, partners, owners or Board of Directors.
10. In calculating the value of Plant & Machinery, the original price thereof irrespective of whether the Plant & Machinery are new or second hand, shall be taken into account.

11. In calculating the value of plant and machinery, the following shall be excluded, namely:-
- (i) the cost of equipments such as tools, jigs, dies, moulds and spare parts for maintenance and the cost of consumable stores;
 - (ii) the cost of installation of plant and machinery;
 - (iii) the cost of Research and Development (R&D) equipment and pollution control equipment;
 - (iv) the cost of generation sets, extra transformer, etc. installed by the undertaking as per the regulations of the State Electricity Board;
 - (v) the Bank charges and service charges paid to the National Small Industries Corporation or the State Small Industries Corporation;
 - (vi) the cost involved in procurement or installation of cables, wiring, bus bars, electrical control panels (not those mounted on individual machines), Oil Circuit Breakers/Miniature Circuit Breakers, etc. which are necessarily to be used for providing electrical power to the plant and machinery/safety measures;
 - (vii) the cost of gas producer plant;
 - (viii) transportation charges (excluding of taxes e.g. Sales-tax, Excise etc.) For indigenous machinery from the place of manufacturing to the site of the factory;
 - (ix) charges paid for technical know-how for erection of plant and machinery;
 - (x) cost of such storage tanks which store raw material finished products only and are not linked with the manufacturing process; and
 - (xi) cost of fire fighting equipments
12. In the case of imported machinery, the following shall be included in calculating the value, namely:-
- (i) Import duty (excluding miscellaneous expenses as transportation from the port to the site of the factory, demurrage paid at the port).
 - (ii) the shipping charges
 - (iii) Customs clearance charges, and Sales tax