

Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade
(IEM Section)

Udyog Bhawan, New Delhi
 Dated: 2 January, 2024

OFFICE MEMORANDUM

Subject: Standard Operating Procedure (SoP) for the Amendments in Part-B, Cancellation of IEM and Issue of duplicate IEM-reg.

The undersigned is directed to state that this Department is receiving several applications from companies requesting for Amendments in Part-B, Cancellation of Industrial Entrepreneur Memorandum (IEM) and issuance of duplicate IEM.

2. In this regard, the requests have been considered and it is decided that the following Standard Operating Procedure(SOP) will be adopted for the indicated purposes:

Sl. No.	Purpose	Mandatory documents
1.	Amendments in Part B IEM acknowledgements	Request Letter from applicant on company's letter head signed by authorized officer giving specific reasons for changes to be incorporated. Amendments will be done after getting approval of concerned AS/JS.
2.	Cancellation of IEM acknowledgements.	Request letter from applicant on company's letter head signed by authorized officer giving specific reasons for cancellation, along with a copy of original IEM. Cancellation letter will be issued after approval of concerned AS/JS.
3.	Issuance of duplicate copy of IEM Part A and Part B.	Request letter from applicant on company's letter head signed by authorized officer along with an undertaking that if original document is found in future, duplicate copy will be surrendered back to this Department. Duplicate copy will be issued after getting approval of concerned AS/JS.

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3. It is hereby circulated for information and compliance.
4. This issues with the approval of Competent Authority.


(Sushil Kumar)
Under Secretary

Copy to: -

1. NIC -for uploading ^{on} the Department's website immediately.
2. M/s Net Prophets Cyber Works Pvt Ltd -for uploading on the G2B

Portal.

Copy for information to: -

1. PS to SIIT.
2. PS to JS(BD).
3. PS to JD(PJ)