

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

Udyog Bhawan, New Delhi.
Dated: 8th November, 2023.

Office Memorandum

Subject: Standard Operating Procedure (SoP) for application filed for obtaining Industrial Entrepreneur Memorandum (IEM) acknowledgement i.e Part-A, Part-B and Amendment in Part-A -regarding.

The Standard Operating Procedure (SoP) for filing of application for obtaining the Industrial Entrepreneur Memorandum (IEM) Acknowledgement(s) i.e. Part-A, Part-B and Amendment in Part-A is circulated herewith for information.

2. This issues with the approval of the Competent Authority.

3.7
(Brijesh Kumar Sharma) *3/11/23*

Under Secretary to the Government of India.

Copy to: -

1. NIC
-for uploading 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).

Standard Operating Procedure (SoP) for dealing with application filed for obtaining Industrial Entrepreneur Memorandum (IEM) Acknowledgements i.e Part-A, Part-B and Amendments in Part-A.

All Industrial undertakings exempted from the requirements of Industrial Licensing under the Industries (Development and Regulation Act), 1951 and having an investment in plant and machinery of Rs. 50 crore and above or turnover of Rs. 250 crore and above including existing units, new undertakings and new articles may file on-line application for issuance of IEM.

2. For issuance of IEM, unit has to apply online through G2B Portal in prescribed application form for Part-A, Part-B and for the Amendment in IEM along with the mandatory documents as indicated below.

3. **Part A of IEM**

3.1. Mandatory documents required for **Private/Public Sector Undertakings** for filing **Part-A** application:

Sl. No.	Mandatory Document Required	Purpose
1.	Pan Card of company	Proof that company is an existing unit.
2.	Master Data of company available in the website of Ministry of Corporate Affairs (MCA).	Proof of registered address of the company.
3.	Certificate of Incorporation issued by Registrar of Companies, MCA.	Proof that the name of the company is same as given in application.
4.	Memorandum of Articles (MOA) of the company	Proof for the product mentioned in application.
5.	Article of Association (AOA) of the company	Proof for regulations of a company's operations and its purpose.
6.	GST Certificate of the company	Proof for location address mentioned in application.
7.	i. Distance Certificate for setting up of new Sugar unit; ii. No Objection Certificate from Directorate of Sugar, Kirshi Bhawan/Commissioner of Sugar of the concerned State Government (in case of existing unit applies from IL to IEM for Sugar application).	In accordance with Sugar Cane Control Order, 2006 and Office Memorandum dated 04/08/2015 and 26/04/2023 issued by Directorate of Sugar.

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3.2. Mandatory Documents required for Partnership Firms filing Part-A application:

Sl. No.	Mandatory Document	Purpose
1.	Pan Card of company	Proof that the company is an existing unit.
2.	Partnership Deed	Proof that the Company is a registered firm.
3.	GST Certificate	Proof for location address mentioned in application.
4.	i. Distance Certificate for setting up of new proposed Sugar unit; ii No Objection Certificate from Directorate of Sugar, Kirshi Bhawan/Commissioner of Sugar of the concerned State Government (in case of existing unit applied from IL to IEM for Sugar application).	In accordance with Sugar Cane Control Order, 2006 and Office Memorandum dated 04/08/2015 and 26/04/2023 issued by Directorate of Sugar.

3.3. Mandatory Documents required for Cooperative Societies filing Part-A application:

Sl. No.	Mandatory Document	Purpose
1.	Pan Card of company	Proof that the company is an existing unit
2.	By-laws of company.	Proof for the product of manufacture.
3.	Registration Certificate issued by Registrar of Cooperative Societies.	Proof that the name of the company is same as given in application.
4.	GST Certificate	Proof for location address.
5.	i. Distance Certificate for setting up of new proposed Sugar unit; ii No Objection Certificate from Directorate of Sugar, Kirshi Bhawan/Commissioner of Sugar of the concerned State Government (in case of existing unit applied from IL to IEM for Sugar application).	In accordance with Sugar Cane Control Order, 2006 and Office Memorandum dated issued by Directorate of Sugar.

3.4. Time Frame – Part-A IEM acknowledgement is issued within one week (after submission of last clarification raised by the IEM Section).

3.5. Channel of Submission for Part-A IEM

1.	Assistant Section Officer -> Section Officer Or Under Secretary
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3.6. IEM Section has the right to reject the Part-A application on the following grounds:

- a. In case multiple applications received from one company.
- b. If investment of company in Plant and Machinery mentioned in application is less than Rs.50 Crores or turnover less than Rs.250 Crores.
- c. If the clarification is not received within 3 (three) months from the applicant after the last query raised by the **IEM Section, DPIIT**.

4. Part B of IEM

All Industrial undertakings/ units which had filed IEM are **required to report commencement of commercial production online on the G2B portal by way of filing information in the prescribed form in 'Part-B' of the IEM after commencement of commercial production.** A copy of the IEM Part A acknowledgment is required to be attached while filing this information on the portal. DPIIT also issues acknowledgement for Part B in the same way as being issued in case of Part 'A', through its portal.

4.1. Mandatory document for filing of Part-B application:

Sl. No.	Mandatory Document	Purpose
1.	Copy of Part-A IEM acknowledgement.	Proof for Item(s) of manufacture and production capacities are same as indicated in Part A.

4.2. Channel of Submission for Part-B IEM acknowledgement

1.	Assistant Section Officer -> Section Officer or Under Secretary
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4.3. Time frame – Part-B IEM acknowledgement is issued within one week (after submission of last clarification raised by the IEM Section).**4.4. IEM Section has the right to reject the Part-B application on the following grounds:**

- a. In case multiple applications received from one company; and
- b. If clarification is not received within 3 (three) months from the applicant after the last query raised by the **IEM Section, DPIIT**.

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5. Amendment in Part A of IEM

5.1 Mandatory documents required for filing **IEM Part-A Amendment acknowledgement** application:

Sl. No.	Purpose	Mandatory document
1.	Change in name of company	i. Certificate of Incorporation issued by Registrar of companies, MCA or ii. NCLT Order in case of amalgamation of companies.
2.	Change in Registered address of company	Master Data available in the website of Ministry of Corporate Affairs.
3.	Change/addition of item and production capacity	No document is required
4.	Change in Location address/ addition of new locations	GST Certificate
5.	Change in Investment figures	No document is required
6.	Applications received for manufacture of chemicals under de-licensed category.	Applicant has to submit undertaking on the Company's letter head that the chemical(s) item(s) to be manufactured is/are not hazardous and is/are under de-licensed category.
7.	i. Distance Certificate for setting up of new proposed Sugar unit; ii. No Objection Certificate from Directorate of Sugar, Kirshi Bhawan/Commissioner of Sugar of the concerned State Government (in case of change of production capacity, company name for Sugar application).	In accordance with Sugar Cane Control Order, 2006 and Office Memorandum dated 04/08/2015 and 26/04/2023 issued by Directorate of Sugar.

5.2. Channel of Submission for Amendment in Part-A IEM acknowledgement

1.	Assistant Section Officer -> Section Officer	Director/ DS level or Under Secretary in
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		absence of Director/ DS level officer
2.	Section Officer ->	Director/ DS level or Under Secretary in absence of Director/ DS level officer
3.	Assistant Section Officer	Director/ DS level Or Under Secretary in absence of Director/ DS level officer

5.3. Time frame – Amendment in Part-A IEM acknowledgement is issued within 15 days (after the last clarification(s) raised by the IEM Section, DPIIT).

5.4. IEM Section has the right to reject the Amendment application on the following grounds:

- a) If clarification is not received from applicant within 3 (three) months after the last query raised by the IEM Section, DPIIT
