



Department for Promotion of Industry and Internal Trade

**Getting Started for Department for Promotion of
Industry and Internal Trade**

**Department for Promotion of Industry and Internal
Trade**

**MINISTRY of Commerce and
Industry**

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

TABLE Of CONTENTS

1. INTRODUCTION.....3

2. REGISTRATION.....4

3. IEM - PART A.....11

4. IEM - PART B.....21

DIPP

Getting Started Guide

Version: 1.0

Create Date: 29-Aug-2018

1. Introduction

The Department of Industrial Policy & Promotion was established in 1995 and has been reconstituted in the year 2000 with the merger of the Department of Industrial Development. Earlier separate Ministries for Small Scale Industries & Agro and Rural Industries (SSI&A&RI) and Heavy Industries and Public Enterprises (HI&PE) were created in October, 1999.

With progressive liberalization of the Indian economy, initiated in July 1991, there has been a consistent shift in the role and functions of this Department. From regulation and administration of the industrial sector, the role of the Department has been transformed into facilitating investment and technology flows and monitoring industrial development in the liberalized environment.



DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018


2. Registration

Open the URL: <http://services.dipp.gov.in/lms> in the browser, to access the “DIPP” application.

Following screen will appear: -



Click on Register to register user

<p>Not an DIPP Member Yet? Register here</p> <hr/> <p>Why Register as a Member</p> <p>DIPP is an integrated platform providing access to a number of Government to Business (G2B) services from various departments</p> <p>DIPP provides a step-by-step information wizard assisting in determining the applicable Licenses and Permits required for starting a business anywhere in the country.</p> <p>Registered users can use the DIPP portal to submit online queries specific to their businesses, submit applications for their respective licenses and permits and check on the status of their applications online.</p> <p>Steps of registration</p> <ol style="list-style-type: none"> 1. Submit Online Form 2. Select username 3. Verify email ID and mobile no <p style="text-align: center;"> Continue</p>	<p>Register your Business - Members only</p> <hr/> <p>Why register your business</p> <p>DIPP is an integrated platform providing access to a number of Government to Business (G2B) services from various departments</p> <p>DIPP provides information about licenses and permits applicable to businesses</p> <p>DIPP is a secure online platform built with all the required authentication mechanisms for submitting applications to the different government agencies and departments.</p> <p>DIPP provides features like online storage of application history and previously obtained licenses and permits</p> <p>Steps of registration</p> <ol style="list-style-type: none"> 1. Submit online form for individual member 2. Submit online form for business membership creation. <p style="text-align: center;">Continue</p>	<p>DIPP Respects your Privacy!</p> <hr/> <p>Why Register as a Member</p> <p>DIPP does not disclose your data to any third parties. To know more about data related practices, please read our Privacy Policy. For further queries, please feel free to Contact Us.</p>
--	--	--

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

To register as a DIPP member, click on continue, registration form will display:-

Home / Register

Registration

1. Personal Details 2. Choose User Name and Password 3. Security and Terms 4. OTP Verification

1. PERSONAL DETAILS

First Name*
Only alphabets, dot and space allowed

Middle Name
Only alphabets, dot and space allowed

Last Name*
Only alphabets, dot and space allowed

Email Address*
Please use a valid email address that you frequently access. Email verification code will be sent on this id.

Confirm Email Address*

Phone Number (+91)
Enter Phone Number with STD Code. Do not include +91 or 0.

Mobile (+91)*
Please use a valid mobile number that can be used to send the SMS code for user verification. Do not include +91 or 0.

Confirm Mobile (+91)*


Fax (+91)

ADDRESS

Address*
Address can have a maximum of 400 characters.

Country **State*** **District***

Taluka **Pin Code***

 [Proceed to Next](#)

Fill all Mandatory fields
Click on Proceed to Next

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Home / Register

Registration

1. Personal Details

2. Choose Username and Password

3. Security and Terms

4. OTP Verification

2. CHOOSE USERNAME AND PASSWORD

Create your Username*

Use characters and numeric

Create Your Password*

Please note that the password should be between 8 and 14 characters and should contain at least one alphabet, one number, one Capital letter, one Small letter and a special character (@,#,\$,%,&,'?+,;)

Re-enter Your Password*

Select Security Question*

--Select Question--

Please use a valid email address that you frequently access. Email verification code will be sent for user verification.

Answer*

If you forget your password, we'll verify your identity with your secret question.

Prev

Proceed to Next

Fill Mandatory fields

Click on Proceed to Next

Note:- To view the “Personal Details”, click on Previous button

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

1. Personal Details
2. Choose User Name and Password
3. Security and Terms
4. OTP Verification

Security & Terms

Welcome to DIPP, India's G2B Portal. This website is managed by Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry, Government of India and these terms and conditions refer to the interactions of this site with business users (citizens and business entities) and government departments. By entering or using this site, you accept the following terms and conditions.

- 1. Modifications and additions**
This section is subject to changes at any point in time either by DIPP. The changes will be posted in this section and shall be effective immediately. It is recommended for the users to visit this section and keep themselves updated with respect to terms and conditions of usage.
- 2. About DIPP**
Department of Industrial Policy and Promotion (DIPP), Government of India has envisioned DIPP Project to create a one-stop-shop of convenient and efficient

I have read the terms and conditions and accept them for registration

Verification

AOE2UI

Previous
Proceed to Next

To proceed further, check the Checkbox
 Enter Captcha Code
 Click on Proceed to Next

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Home / Register
Home / Register

Registration

1. Personal Details → 2. Choose User Name and Password → 3. Security and Terms → 4. OTP Verification

OTP Verification

Mobile OTP* OTP sent on mobile

Email OTP* OTP sent on email [Click to regenerate OTP](#)

[Previous](#) [Submit Otp](#)

Enter the Mobile OTP which user has received on registered mobile no.

Enter Email OTP which user has received on registered email id.

Click on Submit OTP, user will get registered.

Note:- If user has not received OTP then click on “Click to regenerate OTP”.

After successfully registration, user can login to the application using User Name and Password.

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Home / Login

Login or Register to Continue

Login

User Name *

Password *

JXMWSP Submit [Forgot Password ?](#)

To login do the following steps:-

Click on Login

Enter User Name

Enter Password

Enter Captcha Code

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

The screenshot shows a web interface for logging in. At the top, there is an orange banner with the text "Login or Register to Continue". Below this is a white box with a blue header labeled "Login". Inside the box, there are two input fields: "User Name *" containing the text "filinguser" and "Password *" containing a series of dots. Below the fields are three buttons: an orange "JXMWSP" button, a white "JXMWSP" button with a red arrow pointing to a blue "Submit" button, and a "Forgot Password ?" link.

Click on Submit, Dashboard will display

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

3. IEM - Part A



To apply for IEM process, click on **“Industrial Entrepreneur Memorandum(IEM)”**


Two parts that are Part A and Part B will display. First , user has to fill Part A.











Click on **Part A**

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Home / IEM




PART - A
 [Click to file new]

 Draft 1	 Payment Pending 0	 Submitted 2	 IEM Issued 0	 Clarification Required 0	 Rejected 0	 Clarification Submitted 0
--	--	--	---	--	---	--

Click on **Part A [Click to file new]**

Home / IEM / Part A * fields are Mandatory

1. Name and Address for as per registered documents of the Promoter / Industrial Undertaking (in full)

Name of the undertaking*

Address

Number / Building*	Street	Landmark
<input type="text"/>	<input type="text"/>	<input type="text"/>
Locality*	Village / Town / City*	State*
<input type="text"/>	<input type="text"/>	--Select State-- <input type="text"/>
District*	Pin*	
<input type="text"/>	<input type="text"/>	

Contact details

Telephone	Fax	Mobile phone*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email id*	<input type="text"/>	

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

2. Status of the Promoter / Industrial Undertaking

1. Status of the promoter / industrial undertaking*

--Select--

Please select the appropriate option

2. Indicate whether this proposal is for*

--Select--

Please select the appropriate option

3(A). Registrar of companies registration no.

If registered

3(B) Whether the proposal is in lieu of any other IEM already acknowledged / industrial licence held

Yes No

3(C). Is your industry comes under Manufacturing or Service Industries:*

Manufacturing Service

3. Location

Location of proposed undertaking

Number / Building*

Street

Landmark

Locality*

Village / Town / City*

State*

--Select State--

District*

Pin*

Save as Draft

Next

Fill all mandatory fields

Note: - Fields marked with asterisk sign (*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on **“Save as Draft”** or if user wants to move ahead click on **“Next”**.

* fields are Mandatory

Home / IEM / Part A

*4. Proposed Item(s) of manufacture

1.

National industrial classification of all economic activity (NIC).2008 NIC NO.	Item description	Description	Proposed annual capacity	Existing annual capacity (If applicable)	Total annual capacity after expansion	Unit of capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>

[+ Add New Item](#)

2. By-Products / Co-Products

National industrial classification of all economic activity (NIC).2008 NIC NO.	Item description	Description	Proposed annual capacity	Existing annual capacity (If applicable)	Total annual capacity after expansion	Unit of capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>

[+ Add New Item](#)

[Prev](#)
[Save as Draft](#)
[Next](#)

Enter "Proposed Item of Manufacture" details
 Click on "Add New Item"

To go back, click on "Previous" button

To save the form as a draft, click on "Save as Draft"

To fill the form further, click on "Next"

DIPP

Getting Started Guide

Version: 1.0

Create Date: 29-Aug-2018

Home / IEM / Part A

* fields are Mandatory

*5. Whether the Item (s) of Manufacture / by-product / co-product is covered in Schedule I (Reserved for Public Sector), Schedule II (Under Compulsory Licensing) or Schedule III (Reserved for manufacture in Small Scale Sector) of Notification No . 477 (E) Dated 25th July, 1991 as amended from time to time.

*Schedule I	*Schedule II	*Schedule III
<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO

*6. Investment : (Amount in Rupees)

Investment	*Existing (Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)	*Proposed (Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)
A) Land*	<input type="text"/>	<input type="text"/>
B) Building*	<input type="text"/>	<input type="text"/>
C) Plant and machinery		
(I) Indigenous*	<input type="text"/>	<input type="text"/>
(II) Imported		

B) Building*	<input type="text"/>	<input type="text"/>
C) Plant and machinery		
(I) Indigenous*	<input type="text"/>	<input type="text"/>
(II) Imported		
(A) Crf*	<input type="text"/>	<input type="text"/>
(B) Landed cost*	<input type="text"/>	<input type="text"/>
(III) Total*	<input type="text"/>	<input type="text"/>
(III) Total investment(Existing and Proposed)*	<input type="text"/>	

Prev

Save as Draft

Next

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Enter Existing and Proposed investment in Rupees

To go back, click on “Previous” button

To save the form as a draft, click on “Save as Draft”

To fill the form further, click on “Next”

Home / IEM / Part A * fields are Mandatory

*7. Employment

Employment	Existing <small>(Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)</small>	Proposed <small>(Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)</small>	Total
A) Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) Non-Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>

*8. Expected Date of Commencement of Commercial Production

Date

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

*9. Documents

Document Type	Upload File
Memorandum of Association*	Browse... No file selected.
Article of Association*	Browse... No file selected.
Certification of Incorporation*	Browse... No file selected.

Declaration

1. I / we hereby certify that this memorandum conforms to all the conditions stipulated in the notification No . 477 (E) dated 25th july, 1991 regarding exemption from industrial approvals.

2. I / we hereby further declare that the above statements are true and correct to the best of my / our knowledge and beflife.

Name* Designation* Date*

Place*

Previous
Save and Exit
Preview
Submit Clarification

Fill mandatory fields
Upload Documents

To go back, click on "Previous" button

To save the form as a draft, click on "Save as Draft"

To view the filled form, click on "Preview"

To submit the form, click on "Submit Clarification"

After submitting the form, "Payment" option will display.

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Home / IEM / Fee Details

Fee Details


Total Items	Amount	
1	1000	

[Pay Now](#)

Click on Pay Now

Payment

Select Payment Method


Credit Card

Credit Card Info

NAME ON CARD

CARD NUMBER

EXPIRATION CVV NUMBER

[submit](#)

Enter card details

Click on submit, Dashboard will display.

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

There are following modules available for “Part A”:-

Draft

Payment Pending

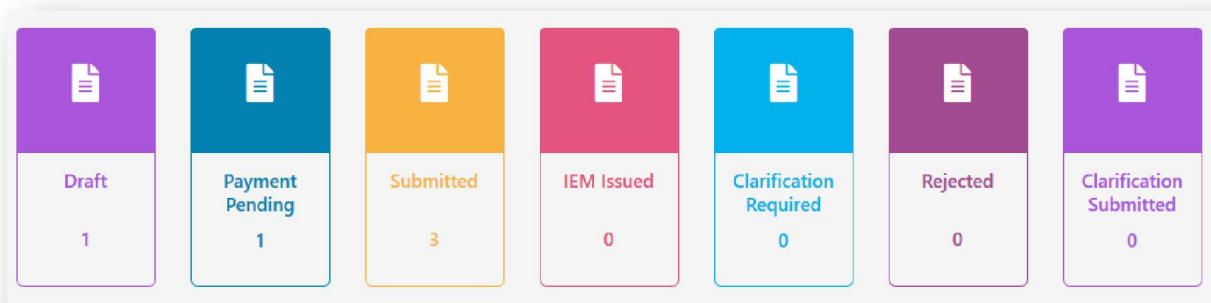
Submitted

IEM Issued

Clarification Required

Rejected

Clarification Submitted



Draft :- Click on draft, to view the application forms which are in draft mode. Here user can submit the form .

PART A - Draft Application List (1)			
SR.No	IEM Number	Date	Status
1	IEM/3494/2018	2018-08-28 15:32:28.92	Draft

Click on IEM number, form will appear.
Fill the form and click on Submit.

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Payment Pending:- Application forms whose payment has not done will appear here. Here user can do the payment.

PART A - Payment Pending Application List (1)			
SR.No	IEM Number	Date	Status
1	IEM/3602/2018		Payment Pending

Click on IEM number, form will appear.

Submitted:- Here list of submitted form will appear.

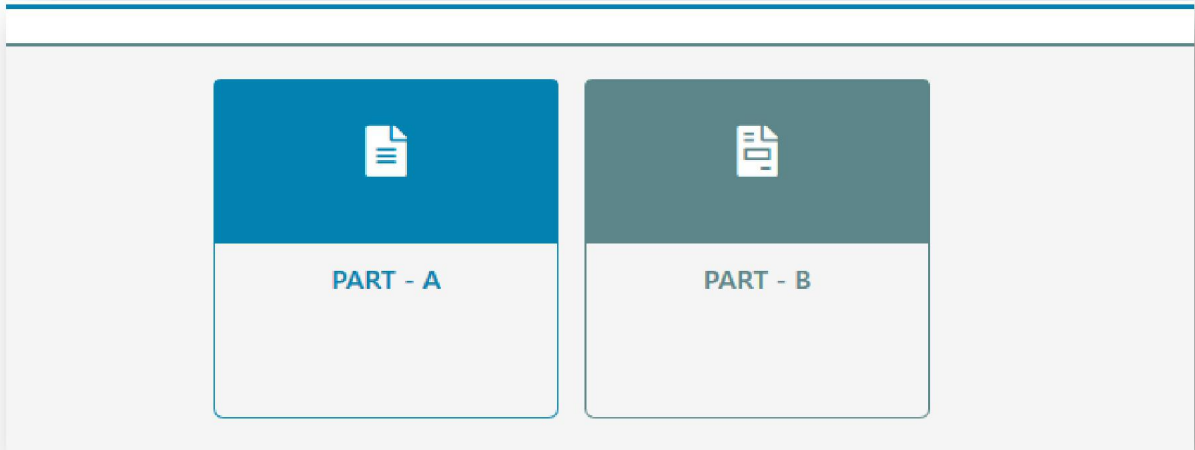
PART A - Submitted Application List (3)			
SR.No	IEM Number	Date	Status
1	IEM/3578/2018		Submitted
2	IEM/3486/2018		Submitted
3	IEM/3243/2018		Submitted

To view the summary, click on IEM number.

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

4. IEM - Part B

After submitting the part A, user has to fill Part - B



Click on Part B



DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Click on **Part-B [Click to file new]**

Part-B Commencement of Production Return

To be submitted at the time of Commencement of Commercial Production to the Secretariat for industrial Approvals (SIA), Department of industrial Policy and Promotion, Udyog Bhavan, New Delhi-110011

I. IEM Number of Part A*	II. IEM Date :*	III. Actual date of commencement *
<input type="text"/>	<input type="text" value="Pick a date"/>	<input type="text" value="Pick a date"/>
IV. Is your industry comes under*	Mobile Number*	Email Id :*
<input checked="" type="radio"/> Manufacture <input type="radio"/> SERVICE	<input type="text"/>	<input type="text"/>

1. Actual Investment : (Amount in Rupees)

Investment	*Actual (Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)
A) Land*	<input type="text"/>
B) Building*	<input type="text"/>
C) Plant and machinery*	
(I) Indigenous*	<input type="text"/>
(II) Imported*	
(A) Cif value*	<input type="text"/>
(B) Landed cost*	<input type="text"/>
(III) Total [Plant and Machinery]	<input type="text"/>
D) Total investment	<input type="text"/>

Fill mandatory fields

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Note: - Fields marked with asterisk sign (*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on **“Save as Draft”** or if user wants to move ahead click on **“Next”**.

Home / IEM / IEM Part B * fields are Mandatory

Part-B Commencement of Production Return
To be submitted at the time of Commencement of Commercial Production to the
Secretariat for industrial Approvals (SIA), Department of industrial Policy and Promotion,
Udyog Bhavan, New Delhi-110011

***4. Proposed Item(s) of manufacture**

National industrial classification of all economic activity (NIC),2008 NIC NO.	Item description	Proposed annual capacity	Existing annual capacity (if applicable)	Total annual capacity after expansion	Unit of capacity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>

SR No	National industrial classification of all economic activity (NIC),2008 NIC NO.	Item description	Proposed annual capacity	Existing annual capacity (if applicable)	Total annual capacity after expansion	Unit of capacity	Action
-------	--	------------------	--------------------------	--	---------------------------------------	------------------	--------

***5. Employment**

	Actual (Only Positive Numbers(including zero) are allowed. Negative and Decimals numbers are not allowed)
A) Supervisory	<input type="text"/>
B) Non-Supervisory	<input type="text"/>

***6. Attachments (Copy of latest IEM Acknowledgement Number)**

No file selected.

Name - Designation - Date -

Place -

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Fill mandatory fields
Upload Documents

To go back, click on "Previous" button

To save the form as a draft, click on "Save & Exit"

To view the filled form, click on "Preview"

To submit the form, click on "Final Submit"

After submitting the form, "Part-B Commencement of Production Return Summary" will display.

Part-B Commencement of Production Return Summary

I. IEM Number of Part A: **IEM/3578/2018**

III. Actual date of commencement: 28/08/2018

IV. Is your industry comes under: Service

Manufacture:

Mobile: 2222222222

Email: a@gmail.com

1. Actual Investment : (Amount in Rupees)

A) LAND :	22222222
B) BUILDING :	4435
C) PLANT AND MACHINERY :	
(I) INDIGENOUS :	8000000000
(II) IMPORTED :	
(A) CIF VALUE :	8000000000
(B) LANDED COST :	488888888888888888
(III) TOTAL [PLANT AND MACHINERY] :	488888888888888888

For Part B following modules are available :-

Draft

Submitted

IEM issued

Clarification Required

DIPP		
Getting Started Guide	Version: 1.0	Create Date: 29-Aug-2018

Rejected

Clarification Submitted

Note:- Functionality of these modules is same as explained above for Part - A.