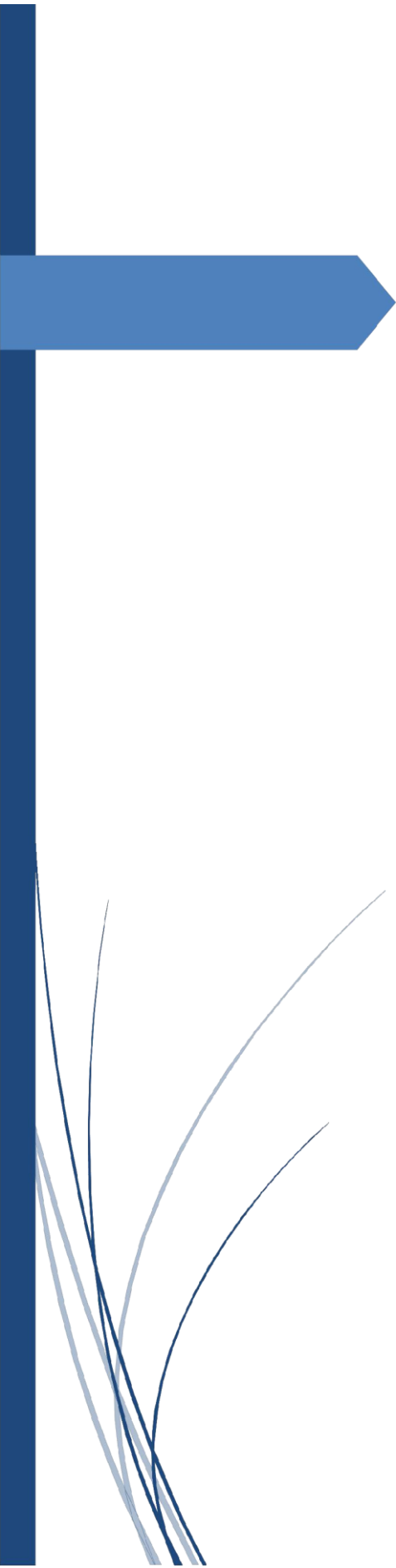




Department for Promotion of Industry and Internal Trade

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

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

MINISTRY of Commerce and Industry

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

TABLE OF CONTENTS

1. INTRODUCTION 3

2. REGISTRATION..... 4

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

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

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

1. Introduction

The Department for Promotion Of Industry And Internal Trade 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.



DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

2. Registration

Open the URL: <https://services.dpiit.gov.in/lms/> in the browser, to access the “DPIIT” application.

Following screen will appear: -



Click on Register to register user

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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

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. Maximum 50 Character

Middle Name
Only alphabets, dot and space allowed. Maximum 50 Character

Last Name
Only alphabets, dot and space allowed. Maximum 50 Character

Email Address*
Please use a valid email address that you frequently access. Email verification code will be sent on this id. Maximum 256 Character

Confirm Email Address*

Phone Number (+91)
Enter Phone Number with STD Code. Do not include +91 or 0. Maximum 10 Numbers

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. Maximum 10 Numbers

Confirm Mobile (+91)*

Fax (+91)
Maximum 10 Numbers

ADDRESS

Address*
Maximum 200 Characters.

Country

State*

District*

Taluka
Maximum 50 Characters

Pin Code*
Maximum 6 Characters

Proceed to Next

Fill Mandatory fields

Click on Proceed to Next

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

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

The screenshot displays the 'Registration' page of the DPIIT application. At the top, there is a breadcrumb trail: 'Home / Register' and 'Home / Register'. Below this, an orange banner reads 'Registration'. A progress bar shows four steps: '1. Personal Details', '2. Choose User Name and Password', '3. Security and Terms', and '4. OTP Verification'. The 'OTP Verification' step is currently active. It features two input fields: 'Mobile OTP*' with a subtext 'OTP sent on mobile' and 'Email OTP*' with a subtext 'OTP sent on email'. A link 'Click to regenerate OTP' is positioned to the right of the email OTP field. At the bottom right, there are two buttons: 'Previous' and 'Submit Otp'.

Enter the Mobile OTP which user has recieved 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.

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

Home / Login

Login or Register to Continue

Login

User Name *

Password *

JXMWSP Captcha Code Submit Forgot Password ?

To login do the following steps:-

Click on Login

Enter User Name

Enter Password

Enter Captcha Code

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

Login or Register to Continue

Login

User Name *

filinguser

Password *

••••••

JXMWSP

JXMWSP

Submit

Forgot Password ?

Click on Submit, Dashboard will display

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

3. IEM - Part A



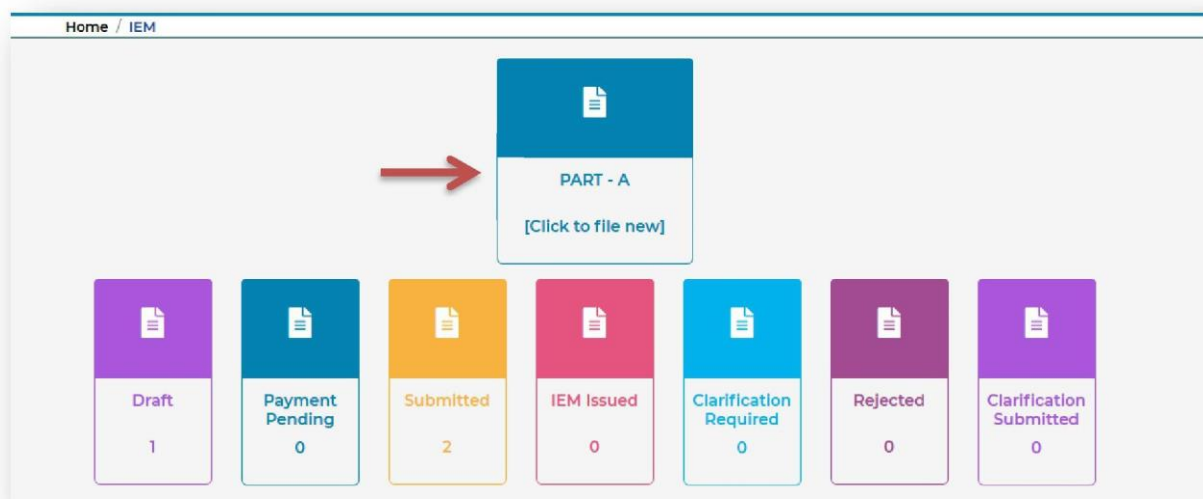
To apply for IEM process, click on “**Industrial Entrepreneur Memorandum(IEM)**”

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



Click on **Part A**

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024



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

Locality* Village / Town / City* State*

District* Pin*

Contact details

Telephone Fax Mobile phone*

Email id*

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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*

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**”.

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

Home / IEM / Part A * fields are Mandatory

***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
						Select 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
						Select 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”

Home / IEM / Part A

* fields are Mandatory

YES

NO

*Schedule I

YES

NO

*Schedule II

YES

NO

*Schedule III

YES

NO

*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.

*6. Investment : (Amount in Rupees)

B) Building*

C) Plant and machinery

(I) Indigenous*

(II) Imported

(A) Crd*

(B) Landed cost*

(III) Total*

(III) Total investment(Existing and Proposed)*

Prev

Save as Draft

Next

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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 (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)	Total
A) Supervisory			
B) Non-Supervisory			

*8. Expected Date of Commencement of Commercial Production

Date

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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 belief.

Name* Designation* Date*

Place*

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.

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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

0000-0000-0000-0000

EXPIRATION

6

15

CVV NUMBER

XXXX

submit

Enter card details
Click on submit, Dashboard will display.

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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

Draft

Payment Pending

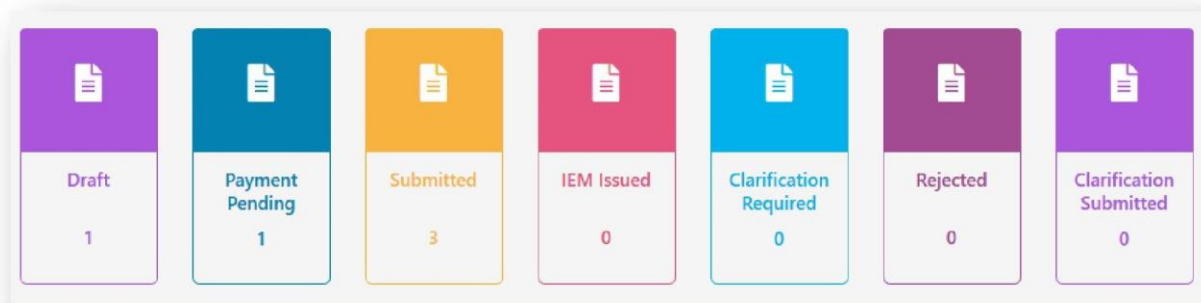
Submitted

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.

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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.

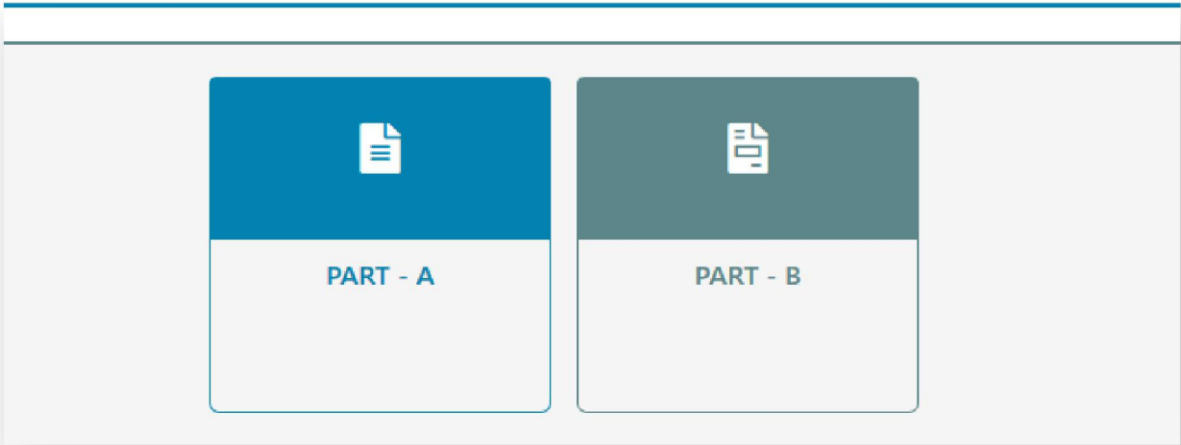
PART A - Submitted Application List (3)			
SR.No	IEM Number	Date	Status
1	IEM/3578/2018		Submitted
2	IEM/3486/2018		Submitted
3	IEM/3248/2018		Submitted

To view the summary, click on IEM number.

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

4. IEM - Part B

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



Click on Part B



DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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 *

IV. Is your industry comes under*
☒ Manufacture
☐ SERVICE

Mobile Number*

Email Id :*

1. Actual Investment : (Amount in Rupees)

Investment	*Actual (Only Positive Numbers(Including zero) are allowed. Negative and Decimals numbers are not allowed)
A) Land*	
B) Building*	
C) Plant and machinery*	
(I) Indigenous*	
(II) Imported*	
(A) Cif value*	
(B) Landed cost*	
(III) Total [Plant and Machinery]	
D) Total investment	

Fill mandatory fields

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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
					Select 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	
B) Non-Supervisory	

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

No file selected.

Name - Designation - Date -

Place -

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

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 :	4888888888888888
(III) TOTAL [PLANT AND MACHINERY] :	4888888888888888

For Part B following modules are available :-

Draft

Submitted

IEM issued

Clarification Required

DPIIT		
Getting Started Guide	Version: 2.0	Create Date: 06-12-2024

Rejected

Clarification Submitted

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