

**GOVERNMENT OF ANDHRA PRADESH
DIRECTORATE OF HANDLOOMS AND TEXTILES**

**APPLICATION FORM FOR PERMANENT REGISTRATION
AS SMALL SCALE INDUSTRIES**

(TO BE FILLED IN DUPLICATE)

INSTRUCTIONS:

1. Write / Type in block (capital) letters.
2. Fill up whichever is applicable
3. Use English alphabets / Arabic numbers while filling up block (to help computerisation). Leave one blank after each word.
4. While filling the form, use the following procedure.
 - i. Name of unit e.g. KAML Enterprises / G.K.Enterprises
 - ii. PIN CODE: e.g. 110041
 - iii. Date e.g.23rd June, 1959
 - iv. Quantity (Kg) e.g.90 kg.
 - v. Amount (Rs.in thousands) e.g. Rs.5000/-
 - vi. Fill up appropriate codes in the blocks wherever applicable
Example 1: Yes - 1, NA-3
If NA fill-up-3
Example 2: Category: SSI-I Anc.2,
Tiny -3 SSSBE-4
EOU-5
If Tiny fill up-3
5. Block/Boxes marked (.) are to be filled by office
6. Applicant should sign all copies.
Abbreviations used:
SSI : Small Scale Industries
ANC : Ancillary Industrial undertaking
SSSBE: Small Scale Service and
Business Enterprise
TINY : Tiny Enterprise
EOU : Export Oriented Unit
NA : Not applicable

9. Type of Organisation:
Proprietary-1, Partnership-2, Private Company-3
Cooperaative-4 Others-5

10. Nature of activity

Manufacturing / Assembly

Processing

Job work

Repairing / Servicing

Note: For any combination of activities, add the respective codes to get the required code.

11. Main items of Manufacture / activities.

- i) Name
Code
- ii) Name
Code
- iii) Name
Code
- iv) Name
Code
- v) Name
Code

12. Investment in Fixed Assets (Rs. in `000)

- I) Land
- II) Building
- III) Plant and Machinery
- IV) Other fixed assets
- V) Total

13. Investment in plant & Machinery
(Original Value Rs. In `000)
(Details to be furnished at Appendix – B)

14. Raw-material requirement
- | Name | Item Code | Imported-I
Indeigenous-2 | Annual consumption
Value (Rs. in `000) |
|------|---------------------|-----------------------------|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | Other Raw-materials | | |
| | Total 1 to 5 | | |
15. Source of Power:
- | | | | |
|----------------------------------|--------|--------|----------------|
| Coal-01 | Oil-02 | LPG-04 | Electricity-08 |
| Traditional energy / Firewood-32 | | | |
16. Power Load
(1 H.P. = 0795 K.W.) K.W.
17. Employment
- i) Management & Office Staff
 - ii) Supervisory and Workers
18. Whether Registered under Factories Act
- | | |
|--------|------|
| Yes -1 | No-2 |
|--------|------|
19. Applicant's profile
- | | |
|------------------------|------------------|
| Male-1 | Female-2 |
| SC-1 | SC-2 |
| Engineering Graduate-1 | Other Graduate-2 |

Signature of Applicant

(Authorised Person)

Name of Proprietor / Partner /
Managing Director

Date:

FOR OFFICE USE ONLY

Application No.

NIC Code

Block Code

District Code

State Code

Location of Unit (Confirming-1, Non-Confirming-2)

Whether the items of manufacture / activity require an industrial license.

Yes-1

No-2

(No industrial licence is required for items listed in Schedule – ii of the licencing notification dated 25-7-1991 if the unit employs less than 50/100 workers with / without power)

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF HANDLOOMS AND TEXTILES**

PERMANENT REGISTRATION CERTIFICATE

The unit is permanently registered as a SSI/SSSBE unit for the manufacture of items/ activities as started in the application form and briefly noted below:

Name & Address of the Unit

Factor Location:

Item of manufacture/activity (S.No.11 & Appendix-A)

- 1.
- 2.
- 3.
- 4.

Investment in Plant and Machinery (S.No. 13 & Appendix-B)
Rs. in `000

Permanent Registration No.

Date of issue

Category of unit (S.No. 6)

Date of Commencement of Production:

FOR TINY ENTERPRISES

The unit is a tiny enterprises and its' status as "tiny enterprises" is valid upto

Validity is a tiny extended upto _____

Validity is extended upto _____

Date:

NAME & DESIGNATION OF
REGISTERING AUTHORITY

1. The enclosed application form is a part of the certificate of registration.
2. The certificate is valid for the items of manufacture/ activity noted at S.No.11 and Appendix A and also Valid for any other item/ activity undertaken by the unit.
3. Conferment of the status as a tiny enterprise to be validated / renewed every five years as per procedure prescribed.
4. The Certificate is subject to the affidavit furnished by the applicant in respect of the application for registration.
5. The Certificate is subject to any or all the conditions that may be imposed by the Registering Authority.
6. If at any time it is found that the declaration / affidavit furnished by the applicant is not true or in the event of violation of any of the conditions imposed by the registering authority or if the investment exceeds the prescribed limit, the registration certificate is liable to be cancelled / quashed without any prior notice.
7. This certificate does not confer or accrue any right to the applicant and cannot be treated as proof in respect of any statutory requirement or condition that may exist under any law for the time being in force. The one of satisfying and fulfilling such requirements or conditions rests squarely on the applicant / unit.
8. Additions / deletions in the list of plant land Machinery and the revised investment value thereof and / or any changes in the constitution or location of the unit should be made in the additional sheets appended to the certificate on the request of the applicant.

CERTIFICATE OF REGISTRATION

ADDITIONAL SHEET – 1

Registration No.

Date of Issue

Addition/ deletion in Plant & Machinery

S.No.	Name of Machinery	Added / declated	Original Value (Rs.in ‘ 000)
1.			
2.			
3.			
4.			
5.			

Revised value of investment
In Plant & Machinery (S.No.14) (Rs.in ‘000)

Change in location (S.No.7)

Change in constitution / type of Organisation (S.No.9)

Signature

Date:

Name & Designation of
Registering Authority

APPENDIX – A
VALUE in Rs. ‘ 000

For ant Combination add the respective codes

Sl. No.	Production & by -products manufactured / assembled & services sold	Product code	Unit of quality	Unit Code	Annual capacity	
					Quantity	Value
1	2	3	4	5	6	7
01	Manufacturing assembly					
1						
2						
3						
4						
5	Other prd. & by Prd.(comb)					
6	Total (1 to 5)					
7	Processing					
8						
9						
10	Other (Combined)					
11	Total (7 to 10)					
12	Job Work					
13	Servicing					
14	Repairing					
15	Total (12 to 15)					
16	Grand Total (6+11+15)					

APPENDIX- B

Details of Plant M & Machinery

Sl. No.	Name of the Machinery	No.	Imported – 1 Indigenous – 2	Cost (Original Value) Rs.in '000
1.				
2.				
3.				
4.				
5.				
6.				
7.				