

Speed Post/By Registered Post A. D.
H.O. CIRCULAR No - 6/99

No. IT/RGN/POL/(8)/99/B-22975
Directorate of Industries
Mumbai-32.

Date:- 7th May 1999

1. Joint Director of Industries
Mumbai/Nagpur / Aurangabad / Pune / Nasik Region,
Mumbai/Nagpur / Aurangabad / Pune / Nasik.

2. Technical Advisor
Maharashtra Industries Development Corporation,
Mahakali Caves Road, Andheri (E),
Mumbai - 400 093.

3. Convenor,
Udyog Mitra,
'Nirmal', 12th floor,
Nariman point,
Mumbai - 400 021.

4. Supdt. Industries Officer,
Kokan / Amravati Region,
Thane / Amravati

5. General Manager,
District Industries Center(All)

Sub: - Grant of Letter of Intent /Registration to Information Technology (IT) Units for availing of various State incentives.

The State Government have announced and are considering various fiscal and non-fiscal incentives to give an impetus to IT sector in the State, so as to consolidate the State's leading position. The concessions and incentives will be applicable to IT Units registered as Small Scale Industry (SSI) /Small Scale Service/Business Enterprises (SSSBE) /Maharashtra Small Industries (MSI)/Maharashtra Small Scale Service/Business Enterprises (MSSSBE) or holding Industrial Entrepreneurs Memorandum (IEM) on the strength of separate Letter of Intent (LOI) /Registration granted by the designated agencies mentioned below in para 3. The procedure for grant of such LOI /Registration has been finalised under the aegis of the High Powered Committee on Information Technology.

2. Classification of IT Units:

The Information Technology (IT) units are classified into three groups depending upon their activities, namely (a) IT Hardware unit, (b) IT Software unit, (c) IT Service (IT enabled service) unit. In some cases the benefits flowing under IT policy to each of these categories are different.

2.1 IT Hardware Unit:

IT hardware would basically comprise the items indicated in the list of ' Primary Products ' and ' Priority Intermediate Products ' mentioned in the Report of Panel of the National IT Task force on Development, Manufacture and Export of IT Hardware. A list indicating the items to be recognised as IT hardware products is enclosed (Annexure - A and A1). Categorisation as IT Hardware unit also requires that the unit's annual turnover of IT Hardware should exceed 75% of its total annual turnover in value terms.

2.2 IT Software Unit:

IT software includes a wide range of products and it is not possible to draw up a comprehensive list in view of its nature and continuing development in this sector. It has therefore been decided that the software units, whether in small scale or large scale sector, which are certified as such by the following competent agencies would be considered for registration as IT Software units. Categorisation as an IT Software unit also requires that the unit's annual turnover of IT Software should exceed 75% of its total annual turnover in value terms.

1. Development Commissioner, Santacruz Electronics & Export Promotion Zone (SEEPZ), Mumbai.
2. Software Technology Park of India (STPI)

3. Electronic and Computer Software Promotion Council (ESC)
4. National Association of Software & Service Companies (NASSCOM)
5. National Center for Software Technology (NCST)

The procedure for certification by these agencies is set out at para 7 below.

2.3 IT Service Unit:

IT services, including IT enabled services, cover a wide and expanding spectrum. A definitive list cannot, therefore, be drawn up for this sector. Hence, an illustrative list is enclosed at Annexure B. Categorisation as an IT Service unit also requires that the unit's annual turnover of IT Services should exceed 75% of its total annual turnover in value terms.

3. Registration Authority:

As in the case of other Industrial/Service units, the IT units will also be registered as per the normal procedure followed for IEM and SSI/MSI/SSSB/MSSSB. However, the Registering Authorities designated for recognising the IT units for the purpose of incentives offered by the State Govt would also issue a separate Letter of Intent or Registration to IT Hardware / IT Software / IT Service units. The following agencies are designated as Registering Authorities for the purpose of issue of Letter of Intent and Registration to different categories of IT units.

<i>Sr. No</i>	<i>Type of Industries</i>	<i>Registering Authority</i>
1.	Large Scale Units	SICOM Ltd.
2.	Small Scale Units located in MIDC areas of Mumbai Metropolitan Region	Technical Advisor, MIDC
3.	Small Scale Units in areas other than the above	Joint Director of Industries(MMR) And General Manager, DIC (In their respective jurisdictions)

4. Letter of Intent (LOI):

Proposed units / existing units now proposing to produce IT products will be granted Letter of Intent by the registering authority. **The Letter of Intent will be valid for a period of three years.**

4.1 Letter of Intent for IT Hardware Unit:

The proposed IT Hardware units shall apply for Provisional SSI/MSI Registration in the usual SSI/MSI registration form or, if already holding Provisional SSI / MSI registration, furnish a copy of such registration, along with the following documents:

1. Application in the prescribed form for LOI (Annexure-I)
2. Affidavit (Annexure II -A)
3. Locational clearance from DI/MIDC/Local Authority, as the case may be
4. Form regarding employment of local persons (ELP-II Form)

The units holding IEMs shall apply to SICOM Ltd for grant of LOI in the prescribed form (Annexure I) along with affidavit as at Annexure - II-B and copy of IEM and ELP-II form. In case of SSI / MSI units, the Registration Authority will issue provisional SSI/MSI registration to the unit as per normal procedure where necessary, and simultaneously issue Letter of Intent in the format at Annexure III. SICOM Ltd will also issue LOI in the format enclosed at Annexure-III.

4.2 Letter of Intent for IT Software Units:

The proposed IT Software units shall apply for provisional SSI/MSI Registration in the regular registration form or, if already holding Provisional SSI / MSI registration, furnish a copy of such registration, along with the following documents.

1. Application in the prescribed form for LOI (Annexure-IV)
2. Affidavit (Annexure V-A)
3. Certificate from the designated agency (Annexure IX)
4. Locational clearance from DI/MIDC/Local Authority, as the case may be
5. Form regarding employment of local persons (ELP-II Form)

The units holding IEMs shall apply to SICOM Ltd for grant of LOI in the prescribed form (Annexure-IV) along with affidavit as at Annexure V-B and copy of IEM and the certificate issued by the designated agency. In case of SSI/MSI units, the Registration Authority will issue provisional SSI registration as per normal procedure and simultaneously issue LOI in the format at Annexure III. SICOM Ltd will also issue LOI in the format enclosed at Annexure -III.

4.3 Letter of Intent for IT Service/IT Enabled service Unit:

The proposed IT service units and IT enabled service units shall apply for provisional SSSBE/MSSSB registration or in the regular registration form or, if already holding such Provisional registration, furnish a copy along with following documents

1. Application in the prescribed form for LOI (Annexure-IV)
2. Affidavit (Annexure - VI-A)
3. Locational clearance from DI/MIDC/Local Authority, as the case may be
4. Form regarding employment of local persons (ELP - II form)

The units holding IEMs shall apply to SICOM Ltd for grant of LOI in the prescribed form (Annexure-IV) along with affidavit as at Annexure VI-B and copy of IEM. The small scale - registering authority will issue provisional SSSBE/MSSSB registration to the unit as per normal procedure and simultaneously issue LOI in the format at Annexure III. SICOM Ltd will also issue LOI in the format at Annexure -III.

5. Revalidation of LOI :

The LOI will be valid for a period of three years from the date of issue. The unit may apply to the Registration Authority for revalidation of the LOI for a further period of three years indicating the effective steps taken for starting the activities, and why such activities could not be started so far. In the case of proposed IT Software unit, the application should also be accompanied by a revalidated certificate from the designated agency. (Annexure-IX).

6. Registration:

As mentioned in para 4, a Letter of Intent will be granted to proposed unit. After a unit commences its activities, it would apply for Registration as IT Hardware / Software / Service unit, as the case may be.

6.1 Registration as IT Hardware unit :

Provisionally SSI/MSI registered units holding LOIs as IT Hardware units and which have gone into IT Hardware production shall apply for permanent SSI Registration in the regular permanent SSI Registration form or, if already holding permanent SSI registration, furnish a copy of such registration along with the following documents.

1. Application for Registration as IT Hardware unit in the prescribed form (Annexure-I)
2. Affidavit (Annexure VII-A)
3. Locational clearance /NOC from Directorate of Industries / MIDC,etc. as the case may be.
4. C.A's certificate regarding turnover of IT hardware products exceeding 75 % of total turnover (Annexure XI)
5. Form regarding employment of local persons (ELP-I Form)
6. IT Hardware Unit Letter of Intent (if obtained)

The units holding IEMs and which have gone into IT Hardware production shall apply to SICOM Ltd. for grant of Registration as IT Hardware unit in the prescribed form (Annexure-I) along with affidavit as at Annexure-VII-B and copy of IEM, ELP-I form IT LOI and C. A's certificate. The format in which IT Hardware Registration is to be granted to such units is enclosed at Annexure VIII. In respect of small-scale units, Permanent SSI/MSI Registration will be granted simultaneously in the usual manner.

6.2 Registration as IT Software Unit :

Provisionally SSI registered units holding LOI as IT Software unit which have gone into production shall apply for permanent SSI Registration in the regular permanent SSI Registration form or, if already holding permanent SSI registration, furnish a copy of such registration along with the following documents:

1. Application for Registration as IT Software unit in the prescribed form (Annexure-IV)
2. Affidavit (Annexure VII-A)
3. C.A's certificate regarding turnover of IT Software products exceeding 75 % of total turnover (Annexure XI)
4. Certificate from the designated agency (Annexure-X)
5. Locational clearance /NOC from Directorate of Industries / MIDC / Local authority as the case may be
6. IT Software Unit Letter of Intent (if obtained)
7. Form regarding employment of local persons (ELP-I Form)

The units holding IEMs shall apply to SICOM Ltd., for IT Software Registration in the prescribed form (Annexure-IV) along with affidavit (Annexure-VII-B), copy of IEM, and other documents listed above. The Registering Authority will issue Registration as IT Software unit as at Annexure -VIII.

6.3 Registration AS IT Service Unit:

Provisionally SSSBE/MSSSB registered units holding LOI as IT Service units which have started their IT Service activities shall apply for Permanent SSSBE/MSSSB Registration in the regular form or, if already holding Permanent small-scale registration, furnish a copy of such registration along with the following documents:

1. Application for Registration as IT Service unit in the prescribed form (Annexure-IV)

2. Affidavit (Annexure VII-A)
3. C.A's certificate regarding turnover of IT Services exceeding 75% of total turnover (Annexure XI)
4. Locational clearance /NOC from Directorate of Industries / MIDC / Local authority as the case may be
5. IT Service Unit Letter of Intent (if obtained)
6. Form regarding employment of local persons (ELP-I Form)

The units holding IEMs shall apply to SICOM Ltd for grant of registration as IT Service unit in the prescribed form (Annexure-IV) along with affidavit at Annexure-VII-B, copy of IEM and other documents listed above. The Registering Authority will issue Registration as IT Service unit in the format at Annexure VIII.

6.4 IT Registration to existing IT unit :

6.4.1 Units already producing IT products or engaged in IT Service activities may apply for IT Registration alongwith the documents mentioned at paras

6.1 if IT Hardware unit

6.2 if IT Software unit

6.3 if IT Service unit as the case may be

6.4.2 Existing unit producing non-IT products but which propose to produce IT products, may apply as per para 4.1.,4.2 and 4.3 as the case may be with a copy of permanent SSI/SSSB/MSSSB registration certificate or IEM as may be relevant.

5. RENEWAL OF IT REGISTRATION

IT Registration will be valid for a period of three years from the date of issue. Application for revalidation may be made for a further period of three years. Such application should be accompanied by a revalidated certificate from the designated agency in the case of IT Software units.

7. ISSUE OF CERTIFICATE BY DESIGNATED AGENCY:

As mentioned at para 2.2, proposed and existing software units have to obtain a certificate from the designated agencies before applying for IT Software LOI / Registration. The designated agencies will issue a Certificate, after examining the project report submitted by the entrepreneur and taking into consideration the background and technical qualifications of the promoters and proposed personnel where relevant. If required, the agencies may call the representative / entrepreneur for discussion / interview. Separate certificates have been prescribed for proposed (Annexure IX) and existing (Annexure X) units. Applications may be made on plain paper.

Such Certificate will be issued by the following designated agencies

<i>Sr.No.</i>	<i>Name of designated agency</i>	<i>Authorised issuing officer</i>	<i>Area</i>
1.	Software Technology Park of India (STPI)	Director, STPI, Vashi, Navi Mumbai	For units in Mumbai and Navi Mumbai
		Asst. Director (Tech), STPI, Pune	For units in the State excluding Mumbai and Navi Mumbai
2.	National Center for Software Technology (NCST)	Director, NCST, Mumbai	State of Maharashtra
		Associate Director, NCST, Mumbai	State of Maharashtra
3.	Santacruz Electronic and Export Processing Zone (SEEPZ)	Development Commissioner, SEEPZ Joint Development Commissioner, SEEPZ	SEEPZ units / 100% EOUs located in Maharashtra.
4.	Electronic and Computer Software Promotion Council (ESC)	Chairman	State of Maharashtra
		Executive Director	
		Chief Coordinator	
5.	National Association of Software and Service Companies (NASSCOM)	President	State of Maharashtra
		General Manager	

Details (addresses, telephone numbers, etc.) of the designated agencies are enclosed at Annexure XII.

The Certificate issued by the designated agencies will be valid for a period of three years in the first instance.

The designated agencies will forward a copy of Certificates issued by them to the Development Commissioner (Industries), Government of Maharashtra for information.

8. CHARTERED ACCOUNTANT'S CERTIFICATE:

There is a fine line of demarcation between electronic and IT hardware industry since the process of manufacturing and the input raw materials are often the same. This also applies to the software manufacturing units. Such industries usually have a variable product mix.

It has therefore been decided to recognise only those units as IT units which produce IT Hardware/Software/Services, respectively, to the extent of more than 75% of their total turnover. The existing units

will have to produce C.A. certificate to that effect indicating the total turnover of the last three years and its breakup between IT and non-IT products. The average turnover of the three years will be considered for this purpose. The format of the C.A. certificate is at Annexure – XI

9. REGISTERS AND LOI/REGISTRATION NUMBERS:

1. The Registering Agencies should maintain three separate registers for grant of LOI and Registration to (1) IT Hardware Units, (2) IT Software Units and (3) IT Service Units in the formats at Annexure XIII.

2. The Registering Authorities should assign reference number to the IT LOI/Registration Certificate as follows: 'IT/'

followed by

'HW' (for Hardware Units), 'SW' (for Software units) or 'SV' (for Service Units) as the case may be

followed by

'LOI' or 'Registration' as the case may be

followed by

'No.11' (which is the State Code for Maharashtra)

followed by

the name of the issuing authority ('SICOM', 'MIDC', 'JDI', or 'DIC', as the case may be)

followed by

the Serial No. in the relevant Register.

10. SUBMISSION OF REPORTS:

The detailed procedure for submission of reports will be communicated separately.

11. SUPPLY OF FORMS AND CERTIFICATES:

Printed stationery such as application forms registration certificates etc. will not be supplied separately

(S. T. DABHADE)

Joint Director of Industries (IT)

For Development Commissioner (Inds).

Copy submitted for information to:

1. Principal Secretary (IT), General Administration Department, Mantralaya, Mumbai - 400 32.
2. Secretary (Industries), I.E. & L. department, Mantralaya, Mumbai - 400 032.
3. Secretary (Trade & Commerce) department, Mantralaya, Mumbai 400 032.

Copy for information to:

1. Development Commissioner, Office of Development Commissioner, Ministry of Commerce, Santacruz Electronics Export Promotion Zone, Andheri (E), Mumbai - 400 093
2. Managing Director, SICOM Ltd., Nirmal, Nariman Point, Mumbai-21.
3. Chief Executive Officer, MIDC, Mahakali Caves Road, Andheri (E), Mumbai 400 093.
4. Additional Director of Industries, Head Office, Mumbai - 400 032.
5. Dy. Secretary to Govt., I.E. & L. dept., Mantralaya, Mumbai - 400 032.
6. Dy. Secretary to Govt. & Director (IT), GAD, Mantralaya, Mumbai - 400 032.
7. Director and Chief Executive, Software Technology Park of India, Kubera Chambers, 3rd floor, Dr. R.P.Road, Shivaji Nager, Pune - 411 005.
8. Director, National Center for Software Technology, Gulmohar Cross Road No. 9, JVPD Scheme, Juhu, Mumbai - 400 049.
9. Chairman, National Association of Software and Service Companies, Ashok Hotel, Chankyapuri, New Delhi - 21
10. Chairman, Electronics & Computer Software Export Promotion Council, Regional Committee (W), Unit No. 39, SDF-2, SEEPZ, Andheri (E), Mumbai - 400 093.
11. Joint Director of Industries, CSPO / SSIP / IT, Head Office, Mumbai - 400 032
12. Officer on Special Duty, Head Office, Mumbai - 400 032.
13. Supdt. Industries Officer (SUC), Head Office, Mumbai - 400 032.
14. Dy. Director of Industries, SSIP / CSPO / LIC / Chem / DIC Br., Head Office, Mumbai - 400 032.
15. Industries Officer, SSIP/ DIC / Export / NOC / LIC / IE Br., Head Office, Mumbai - 400 32.
16. All Associations.

Annexure - B

The list of activities registerable as IT services and IT enabled services

1. Computer training institutes/centers.
2. Data Processing.
3. Data Entry Operation services.
4. Computer Aided Designing / CAD.
1. Web Designing services.
2. E-mail, data fax and Internet fax services.
3. Cyber parlors.
4. Remote access cyber services.
5. V-SAT / Internet Protocol Advantage services.
6. Desk Top Publishing.
7. Web Service Providers.
8. ISDN service providers.
9. Infonet services.
10. Cyber Libraries.
11. Computer System AMC holders.
12. Remote Diagnostic & Repairs services.
13. Technical Service providers viz. System Integration, out sourcing, etc.
14. E-marketing / e-commerce services.
15. Internet Consultancy Services.
16. Computerised special effect studios.
17. Videographing & Conversion Center.
18. Video Conferencing Centre (Parlours)
19. Digitisation of archives
20. Digital photo studio
21. Computerised Screen Printing Units.
22. Smart Cards Set-up
23. Multi media development units.

The list is illustrative and not exhaustive.

ANNEXURE - I

Form of Application for Letter of Intent / Registration of IT Hardware unit to be made to the Registering Agency.

1. Name of Unit / Applicant : M/s.33

2. a) Address for communication :

Pincode :

b) Telephone No. :

c) Fax No. :

d) E-mail address :

3. Location of the unit

i. Address :

Pincode:

ii. Tel No. :

iii. Fax No. :

iv. E-mail Address :

4. Type of Organisation : Proprietary/Partnership/Pvt.Ltd./
Public Ltd./Others

5. SSI Registration Number : 11/ / / SSI

If granted by District Industries Centre / dated

Joint Director of Industries, Mumbai

Metropolitan Region

(Please enclose copy of SSI Registration
Certificate)

6. IEM/EOU granted by SIA, Ministry of : No.

Industry, Govt. of India : Dated -

(Please enclose copy of IEM/EOU)

7. Products manufactured :

a) Existing Information Technology :

Hardware products

Sr.No. Item Annual Production

Quantity Value (Rs.)

b) Existing Non-IT Products :

Sr.No. Item Annual Production

Quantity Value (Rs.)

8. Products to be manufactured :

Proposed IT Hardware Products :

Sr.No. Item Annual Production / Capacity

Quantity Value (Rs.)

9. Brief details of manufacturing process in respect of items at 7a and 8.

(Enclose separate sheet if necessary)

10. Investment in Plant & Machinery :

a) Existing for IT Hardware : Rs.(Lakhs)

b) Existing for Non-IT products : Rs.(Lakhs)

c) Proposed for IT Hardware : Rs.(Lakhs)

Signature of applicant

Date:

Place

Name of Prop./Partner/Director

Annexure – II-A

**Format of the affidavit to be submitted by an industry for
Obtaining provisional registration as SSI/LOI for**

I. T. Hardware Unit.

AFFIDAVIT

(on Rs. 20 non-judicial stamp paper)

Deponent Shri/Smt./Kum _____ , Aged _____ years
Occupation _____ Resident
of _____.

I, the above named deponent, do hereby take oath and state on solemn affirmation as under:-

(1) That I am proprietor/partner/director of the firm named

M/s. _____

and am authorised to execute this affidavit on behalf of this firm / company.

(2) That I/we propose to start a SSI/MSI unit for manufacture of following products/ add the following products to existing SSI/MSI registration.

(i)

(ii)

iii. (iii)

iv. (3) That the factory location is at / is proposed at (full address) which is in industrial zone/not in industrial zone but does not violate any other locational restrictions for the time being in force.

v. (4) That land/premises for the factory are owned by the firm / by M/s. / Shri / Smt. That M/s /Shri/Smt. has given consent for its industrial use.

vi. (5) That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed industrial activity.

vii. (6) Since location of my/our Unit falls within Zone-I/Zone-II of Mumbai Metropolitan Region, I have obtained NOC/Locational Clearance from Directorate of Industries, Mumbai, under No. dt. Copy of which is enclosed

viii. (7) That the unit does' not require any Industrial License because

*(a) The unit will employ less than **50/100** workers with/without use of power.

*(b) The items proposed to be manufactured are reserved for exclusive production by the small scale industries sector.

*(c) The unit does not propose to manufacture any item which is included in schedule II of notification No.477 (E), dated 25th July 1991 as revised from time to time and is reserved for exclusive manufacture in the SSI sector as included in schedule-III of the above notification.

8. That original purchase value of proposed plant and machinery is below the ceiling prescribed for SSI unit.

9. That I/we undertake that the annual turnover of the Information Technology Hardware products shall exceed 75% of the total annual turnover of the unit.

10. I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to SSI/IT Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Registration is fraudulent.

11. That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.

12. That in case my/our unit is registered as SSI I shall have no claim to any controlled item required in the process of manufacture, from the Directorate of Industries, Mumbai, as per the provisions of the policy in force.

13. That I/we will comply with the laws regarding child labour.

Signature

DEPONENT' NAME

Place:

Date:

VERIFICATION

VERIFIED and signed on this day of 1999

That the contents of this affidavit are true and correct to the best of my knowledge and belief.

Deponent

I know the deponent. Advocate

Note : Strike out whichever is not applicable.

ANNEXURE-III

Format of the Letter of Intent to be issued by Registering Agency.

Government of Maharashtra

Office of the Joint Director of Industries (MMR)/

District Industries Center.../ SICOM Ltd.,.../Maharashtra Industrial Development Corporation.....

IT (SW/HW/SV) LOI. 11/(DIST. Code)/(MIDC/SICOM/JDI/DIC) NO.-----

This is to certify that M/s.

having their

Office Address _____

Telephone No.:

Fax No. :

E-mail :

Business Address _____

Telephone No.:

Fax No. :

E-mail :

Bearing SSI/MSI/IEM/SSSBE/MSSSBE * registration No. _____

dated _____ is given this Letter of Intent for their proposed IT Hardware/ IT Software /I.T.Service Unit* for following items-

1) _____

2) _____

3) _____

4) _____

This Letter of Intent is valid for a period of *three years* from the date of issue.

Seal (Signature)

(Name and Designation of the Registering Authority with official seal)

Place:

Date:

* Strike out whichever is not applicable.

ANNEXURE - IV

Form of Application for Letter of Intent / Registration for IT Software /IT Enabled/IT service units to be made to the Registering Agency.

1. Name of Unit / Applicant : M/s.

2. a) Address for communication :

Pincode :

b) Telephone No. :

c) Fax No. :

d) E-mail address :

3. Location of the unit

i. Address :

Pincode:

ii. Tel No. :

iii. Fax No. :

iv. E-mail Address :

4. Type of Organisation : Proprietary/Partnership/Pvt.Ltd./
Public Ltd./Others

5. SSI Registration Number : 11/// /SSI

If granted by District Industries Centre / dated

Joint Director of Industries, Mumbai

Metropolitan Region

(Please enclose copy of SSI Registration
Certificate)

6. IEM/EOU granted by SIA, Ministry of : No.

Industry, Govt. of India : Dated -

(Please enclose copy of IEM/EOU)

7. Nature and details of services/Software :

8. List and cost of machinery/equipment

for software/ IT services/IT enabled services:

(Please enclose separate sheet if required)

9. Annual production/service capacity : Items Unit Quantity Value

(Rs. in Lakhs)

1.

2.

3.

4.

Signature of applicant

Date:

Place

Name of Prop./Partner/Director

Annexure - V-A

Format of the affidavit to be submitted by an industry for obtaining provisional registration as SSI/ LOI for IT Software Unit.

A F F I D A V I T

(on Rs. 20 non-judicial stamp paper)

Deponent Shri/Smt./Kum-----, Aged ----- years
Occupation-----, Resident of-----

I, the above named deponent, do hereby take oath and state on solemn affirmation as under :-

1. That I am proprietor/partner/director of the firm named M/s. ----- and am authorised to execute this affidavit on behalf of this firm.
- (2) That I/we propose to start a SSI unit for manufacture of following products/add the following products to existing SSI registration.
 - (i) -----
 - (ii) -----
 - iii. (iii) -----
 - iv. (iv) -----
- (3) That the factory location is at/is proposed at (full address) -----which is in industrial zone/residential/commercial Zone and does not violate any other Locational restrictions for the time being in force.
 1. That land/premises for the factory are owned by the firm by M/s. / Shri / Smt. ----- That M/s / Shri / Smt. ----- has given consent for industrial use.
 2. That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed industrial activity.
 3. Since location of my Unit falls within Zone-I / Zone-II of MMR area I have obtained NOC / Location clearance from Directorate of Industries, Mumbai, under No. ----- dated ----- copy of which is enclosed.
 4. that the unit is an Information Technology Software unit and I/we have obtained certification to that effect from -----, the designated agency of the Government of Maharashtra. Attested copy of the certificate is enclosed.
 5. That the unit does' not require any Industrial License because :
 - *(a) The unit will employ less than 50/100workers with/without use of power.
 - *(b) The items proposed to be manufactured are reserved for exclusive production by the small scale industries sector.
 - *(c) The unit does not propose to manufacture any item which is included in schedule II of notification No. 477(E), dated 25th July 1991 as revised from time to time and is reserved for exclusive manufacture in the SSI sector as included in Schedule-III of the above notification.
 6. That I/we undertake that the annual production turnover of the Information Technology software products shall always exceed 75% of the total annual production of the unit.
 7. I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to SSI Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Registration is fraudulent.
 8. That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.
 9. That in case my/our unit is registered as SSI, I shall have no claim to any controlled item required in the process of manufacture, from the Directorate of Industries, Mumbai, as per the provision of the policy in force.
 10. That I/we will comply with the laws regarding child labour.

Signature

DEPONENT'

Place:

Date

VERIFICATION

VERIFIED and signed on this day of -----1999

That the contents of this affidavit are true and correct to the best of my knowledge and belief.

Date :

Place : Deponent

I know the deponent

Advocate

Note : * Strike out whichever in not applicable.

Annexure - VI-A

Format of the affidavit to be submitted by an industry for obtaining provisional registration as SSSBE/MSSSB/LOI for IT Service Unit.

A F F I D A V I T

(on Rs. 20 non-judicial stamp paper)

Deponent Shri/Smt./Kum-----, Aged ----- years
Occupation-----, Resident of-----

I, the above named deponent, do hereby take oath and state on solemn affirmation as under :-

1. That I am proprietor/partner/director of the firm named
M/s.

and am authorised to execute this affidavit on behalf of this firm.

(2) That I/we propose to start a SSSBE/MSSSB unit for service activities of/add following activities to existing SSSBE /MSSSB registration.

(i)

(ii)

iii. (iii)

iv. (iv)

(3) That the factory location is proposed at (full address) -----which is in industrial zone/residential/Commercial Zone and does not violate any other locational restrictions for the time being in force.

1. That land/premises for the factory are owned by the firm by M/s. / Shri / Smt. -----
----- That M/s / Shri / Smt. ----- has given consent for the above use, on rental basis.

2. That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed activity.

Since location of my Unit falls within Zone-I / Zone-II of MMR area I have obtained NOC / Location clearance from Mumbai Municipal Corporation, Mumbai, under No. ----- dated ----- copy of which is enclosed.

(6)That I/we undertake that the annual turnover of the Information Technology Service/service enabled activity shall always exceed 75% of the total annual turnover of the unit.

(7) I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to SSSBE/MSSSB Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Registration is fraudulent.

1. That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.

2. That in case my/our unit is registered as SSSBE/MSSSB, I shall have no claim to any controlled item required in the process of manufacture, from the Directorate of Industries, Mumbai, as per the provision of the policy in force.

(10)That I/we will comply with the laws regarding child labour.

Signature

DEPONENT'

Place:

Date

VERIFICATION

VERIFIED and signed on this day of -----1999

That the contents of this affidavit are true and correct to the best of my knowledge and belief.

Date :

Place : Deponent

I know the deponent

Advocate

Note : Strike out whichever in not applicable.

Annexure - VII-A

Format of the affidavit to be submitted by an industry for Obtaining permanent registration as SSI/Registration as I. T. Hardware/IT Software/IT Service Unit.

AFFIDAVIT

(On Rs. 20/- non-judicial Stamp Paper)

I/We _____ son/daughter/wife/widow* -----of
-----Resident----- of _____

do hereby solemnly affirm and declare as under:-

1. that I/We hereby apply for permanent registration of the unit as SSI/MSI/SSSBE/MSSSBE.
2. that I/We am/are proprietor(s)/partner(s)/Managing Director* of the unit whose details are given below :-

Name:-

Address:-

3. that all particulars furnished in the application form are factual and correct :
4. that the location of the unit does not violate any locational restrictions for the time being in force and that I/We have obtained the necessary locational clearances from the competent authority., Copies of which are enclosed with the application form.
- 5) Since location of my unit falls within Zone-I/Zone-II of MMR area. I have obtained NOC / Locational clearance from Directorate of Industries, Mumbai under No. ----- , dated-----, Attested copy of which is enclosed.
- 6) Since location of my unit falls within ----- Municipal Corporation/Council, I have obtained Permit/Licence/NOC under Development Control Rules under No. ----- , dated ----- . Attested copy of which is enclosed.
- (7) that I/We have obtained all the statutory clearances/No Objection Certificates/ permissions required to carry out the manufacturing activity under the prevalent laws, regulations and rules in force.
8. that I/we have also obtained the necessary registration/licence, wherever required, under the relevant laws rules or orders for the time being in force, for carrying out the said industrial activity.
9. that I/we undertake that annual turnover of IT Hardware products/IT Software products/IT services * shall always exceeds 75% of the total annual turnover of the Unit.
- 10) that the unit does not require an Industrial Licence because
 - *(a) the unit employs less than 50/100 workers with/without use of power.
 - *(b) the items proposed to be manufactured are reserved for exclusive production in the small scale industries sector.
 - *(c) the unit does not manufacture any item which is included in Schedule-II of Notification No. S.O. 477(E), dated 25th July 1991 and is reserved for exclusive manufacture in the SSI sector as included in Schedule-III of the above notification.
- 11) that I/We undertake to refund to the Central or State Government any or all financial incentives or benefits given under various schemes of assistance to SSI/IT Sector along with interest, as may be applicable under the scheme in force and as demanded by the appropriate authority of the Central/State Government in case it is found that the information or particulars submitted to obtain registration were wrong and fraudulent.
- 12) That in case my/our unit is registered as SSI, I shall have no claim to any controlled item required in the process of manufacture, from the Directorate of Industries, Mumbai, as per the provision of the policy in force.
- 13) That I/we will comply with the laws regarding child labour and regulations as may be applicable to me / us from time to time failing which the registration is liable to be cancelled.

Signature

DEPONENT

VERIFICATION:

Verified and signed on this ----- day of ----- 1999.

That the contents of the affidavit are true to the best of my knowledge and belief.

Date:

Place:

DEPONENT

I know the deponent.

Advocate

* Strike out whichever is not applicable.

ANNEXURE-VIII

Format of the Registration to be issued by Registering Agency.

Government of Maharashtra

Office of the Joint Director of Industries (MMR)

District Industries Center.....

SICOM Ltd/Maharashtra Industrial Development Corporation

IT(SW/HW/SV) *Registration 11/(DIST. Code)/(SICOM/MIDC/DIC/JDI) N0.....

This is to certify that M/s.

having their

Office Address _____

Telephone No.:

Fax No. :

E-mail :

Business Address _____

Telephone No.:

Fax No. :

E-mail :

Bearing SSI/IEM/SSSBE/MSSSBE No. _____

dated _____ is granted Registration as IT Hardware/ IT Software /I.T Service* Unit for following products / services.

1) _____

2) _____

3) _____

4)

This Registration Certificate is valid for *three years* from the date of issue.

Seal

(Signature)

(Name and Designation of Registering Authority with official seal)

Place:

Date:

* Strike out whichever is not applicable.

Annexure - IX

Format of the Certificate to be issued by the designated agencies for proposed IT Software units.

(On the letter head of the designated agency)

This is to certify that M/s. having their

Office Address:

.....

Telephone No. :

Fax No.:

E-mail :

Business Address:

.....

Telephone No.:

Fax No.:

E-mail:

Propose to set up Information Technology Software unit. On the basis of their project report, they would be in a position to produce Information Technology Software as the project report provides for appropriate hardware / equipment for the purpose and the unit proposes to employ adequately trained manpower.

This certificate is valid for three years from the date of issue.

For (Name of the designated agency)

(Signature and name of the signatory with official seal of the agency)

Place :

Date :

Annexure - X

Format of the Certificate to be issued by the designated agencies for existing IT Software units.

(On the letter head of the designated agency)

This is to certify that M/s. having their

Office Address:

.....

Telephone No. :

Fax No.:

E-mail Address :

Business Address:

.....

Telephone No.:

Fax No.:

E-mail Address:

are bonafied manufactures of Information Technology Software. This is certified on the basis of availability of hardware and equipment, technical manpower and competence of the unit and on the basis of the past experience of the promoters.

This certificate is valid for *three years* from the date of issue.

For (Name of the designated agency)

(Signature and name of the signatory with official seal of the agency)

Annexure – XI

Format of the C.A. certificate to be submitted by the applicant unit to certify the turnover of IT/ITeS and non-IT products.

(On the letter head of the Chartered Accountant firm)

CERTIFICATE

This is to certify that the books of account of the unit of M/s.----- Located at
Office Address:- -----

Business Address:- -----
of Unit -----

have been examined by us. The annual turnover of the unit from Information Technology / Information Technology enabled Services* for the last three accounting years is as under.

T U R N O V E R (Rs. In Lakhs)

Year	Total Turnover (Rs.)	Turnover for Information Technology /Information Technology enabled Services* (Item wise)	% of Information Technology /Information Technology enabled Services* to Total Turnover
2007-2008			
2008-2009			
2009-2010			

For Name of CA firm.

Place: (Name and Signature of

Date: Proprietor/Partner/ Director with official seal)

*Strike out whichever is not applicable.

ANNEXURE-XII

Address/ telephone number, of Designated Agencies

1. Development Commissioner,
Office of Dev. Commissioner,
Ministry of Commerce,
SEEPZ, Andheri (East)

MUMBAI 400 096.

Tel.No. (022) 836 71 43

Fax No. (022) 837 68 56

2. Director,

National Centre for Software Technology,
Gulmohur, Cross Road No.9,
JVPD Scheme, Juhu,

MUMBAI 400 049.

Tel. No. (022) 620 16 06/(022) 62 05 90

Fax No. (022) 621 01 39

1. Director & Chief Executive,
Software Technology Park of India,
Kubera Chambers, 3rd Floor,
Dr. R. P. Rd., Shivaji Nagar,

PUNE 411005.

Tel No. (020) 329834/(020) 329835/(020) 544172

Fax No. (020) 329833

4. Chairman,

National Association of Software & Service Companies,
Ashok Hotel, Chankyapuri,

NEW DELHI 110011.

Tel. No. (011) 688 54 74

Fax No. (011) 688 54 75

5. Chairman,

Regional Committee (W)
Electronics & Computer Software Export Promotion Council,
Unit No. 39, SDF-2, SEEPZ,
Andheri (East)

MUMBAI 400 096.

Tel. No. (022) 829 22 37/(022) 829 24 75

Fax No. (022) 829 13 68/(022) 829 24 75

Annexure – II-B

**Format of the affidavit to be submitted by an industry for
Obtaining LOI for I. T. Hardware Unit.**

AFFIDAVIT

(on Rs. 20 non-judicial stamp paper)

Deponent Shri/Smt./Kum _____ , Aged _____ years
Occupation _____ Resident
of _____.

I, the above named deponent, do hereby take oath and state on solemn affirmation as under:-

(1) That I am proprietor/partner/director of the firm named

M/s. _____

and am authorised to execute this affidavit on behalf of this firm / company.

(2) That I/we propose to start a SSI/MSI unit for manufacture of following products/ add the following products to existing SSI/MSI registration.

(i)

(ii)

iii. (iii)

iv. (3) That the factory location is at / is proposed at (full address) which is in industrial zone/not in industrial zone but does not violate any other locational restrictions for the time being in force.

v. (4) That land/premises for the factory are owned by the firm / by M/s. / Shri / Smt. That M/s /Shri/Smt. has given consent for its industrial use.

vi. (5) That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed industrial activity.

vii. (6) Since location of my/our Unit falls within Zone-I/Zone-II of Mumbai Metropolitan Region, I have obtained NOC/Locational Clearance from Directorate of Industries, Mumbai, under No. dt. Copy of which is enclosed

(7) That I/we undertake that the annual turnover of the Information Technology Hardware products shall exceed 75% of the total annual turnover of the unit.

(8) I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to SSI/IT Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Registration is fraudulent.

(9) That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.

(10) That I/we will comply with the laws regarding child labour.

Signature

DEPONENT' NAME

Place:

Date:

VERIFICATION

VERIFIED and signed on this day of 1999

That the contents of this affidavit are true and correct to the best of my knowledge and belief.

Deponent

I know the deponent. Advocate

Note : * Strike out whichever is not applicable.

Annexure - V-B

Format of the affidavit to be submitted by an industry for obtaining as SSI/ LOI for IT Software Unit.

A F F I D A V I T

(on Rs. 20 non-judicial stamp paper)

Deponent Shri/Smt./Kum-----, Aged ----- years

Occupation-----, Resident of-----

I, the above named deponent, do hereby take oath and state on solemn affirmation as under :-

1. That I am proprietor/partner/director of the firm named
M/s.

and am authorised to execute this affidavit on behalf of this firm.

(2) That I/we propose to start a unit for manufacture of following products/add the following products to existing activities.

(i)

(ii)

iii. (iii)

iv. (iv)

(3) That the factory location is at/is proposed at (full address) -----which is in industrial zone/residential/commercial Zone and does not violate any other Locational restrictions for the time being in force.

(4) That land/premises for the factory are owned by the firm by M/s. / Shri / Smt. -----
----- That M/s / Shri / Smt. ----- has given consent for industrial use.

5. That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed industrial activity.

(6) Since location of my Unit falls within Zone-I / Zone-II of MMR area I have obtained NOC / Location clearance from Directorate of Industries, Mumbai, under No. ----- dated ----- copy of which is enclosed.

(7) that the unit is an Information Technology Software unit and I/we have obtained certification to that effect from -
-----, the designated agency of the Government of Maharashtra. Attested copy of the certificate is enclosed.

8. That I/we undertake that the annual production turnover of the Information Technology software products shall always exceed 75% of the total annual production of the unit.

9. I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to IT Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Letter of Intent is fraudulent.

(10) That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.

(11) That I/we will comply with the laws regarding child labour.

Signature

DEPONENT'

Place:

Date

VERIFICATION

VERIFIED and signed on this day of -----1999

That the contents of this affidavit are true and correct to the best of my knowledge and belief.

Date :

Place : Deponent

I know the deponent

Advocate

Note : * Strike out whichever in not applicable.

Annexure - VI-B

Format of the affidavit to be submitted by an industry for obtaining LOI for IT Service Unit.

A F F I D A V I T

(on Rs. 20 non-judicial stamp paper)

Deponent Shri/Smt./Kum-----, Aged ----- years
Occupation-----, Resident of-----

I, the above named deponent, do hereby take oath and state on solemn affirmation as under :-

1. That I am proprietor/partner/director of the firm named M/s. and am authorised to execute this affidavit on behalf of this firm.
- (2) That I/we propose to start a unit for service activities of/add following activities to existing activities.
 - (i)
 - (ii)
 - iii. (iii)
 - iv. (iv)

(3) That the factory location is at / is proposed at (full address) ----- which is in industrial zone/residential/Commercial Zone and does not violate any other locational restrictions for the time being in force.

1. That land/premises for the factory are owned by the firm by M/s. / Shri / Smt. ----- That M/s / Shri / Smt. ----- has given consent for the above use.
2. That it will be our responsibility to obtain all the statutory NOCs/permissions required to carry out the proposed activity.

Since location of my Unit falls within Zone-I / Zone-II of MMR area I have obtained NOC / Location clearance from Mumbai Municipal Corporation, Mumbai, under No. ----- dated ----- copy of which is enclosed.

(6) That I/we undertake that the annual turnover of the Information Technology Service/service enabled activity shall always exceed 75% of the total annual turnover of the unit.

(7) I/We undertake to refund to the State/Central Government all financial incentive/benefits under schemes assistance to IT Sector along with interest as may be applicable under the scheme in force and as demanded by the concerned appropriate authority of the State/Central Government, in case it is found that the information submitted for obtaining the Letter of Intent is fraudulent.

1. That all the information/particulars submitted in the application form and in this affidavit are factual and correct and I/we shall be fully responsible for any discrepancy found later.
- (11) That I/we will comply with the laws regarding child labour.

Signature
DEPONENT'

Place:

Date

VERIFICATION

VERIFIED and signed on this day of -----1999

That the contents of this affidavit are true and correct to the best of my knowledge and belief.

Date :

Place : Deponent

I know the deponent

Advocate

Note : Strike out whichever in not applicable.

Annexure - VII-B

Format of the affidavit to be submitted by an industry for Obtaining Registration as I. T. Hardware/IT Software/IT Service Unit.

AFFIDAVIT

(On Rs. 20/- non-judicial Stamp Paper)

I/We _____ son/daughter/wife/widow* -----of
-----Resident----- of _____

do hereby solemnly affirm and declare as under:-

1. that I/We hereby apply for permanent registration of the unit as IT Hardware / IT Software / IT Service unit.
2. that I/We am/are proprietor(s)/partner(s)/Managing Director* of the unit whose details are given below :-

Name:-

Address:-

3. that all particulars furnished in the application form are factual and correct :
4. that the location of the unit does not violate any locational restrictions for the time being in force and that I/We have obtained the necessary locational clearances from the competent authority., Copies of which are enclosed with the application form.
- 5) Since location of my unit falls within Zone-I/Zone-II of MMR area. I have obtained NOC / Locational clearance from Directorate of Industries, Mumbai under No. ----- , dated-----, Attested copy of which is enclosed.
- 6) Since location of my unit falls within ----- Municipal Corporation/Council, I have obtained Permit/Licence/NOC under Development Control Rules under No. ----- , dated ----- . Attested copy of which is enclosed.
- (7) that I/We have obtained all the statutory clearances/No Objection Certificates/ permissions required to carry out the manufacturing activity under the prevalent laws, regulations and rules in force.
- (8) that I/we have also obtained the necessary registration/licence, wherever required, under the relevant laws rules or orders for the time being in force, for carrying out the said industrial activity.
- (9) that I/we undertake that annual turnover of IT Hardware products/IT Software products/IT services * shall always exceeds 75% of the total annual turnover of the Unit.
- (10) that the unit does not require an Industrial Licence because
 - * (a) the unit employs less than 50/100 workers with/without use of power.
 - * (b) the items proposed to be manufactured are reserved for exclusive production in the small scale industries sector.
 - * (c) the unit does not manufacture any item which is included in Schedule-II of Notification No. S.O. 477(E), dated 25th July 1991 and is reserved for exclusive manufacture in the SSI sector as included in Schedule-III of the above notification.
- (11) that I/We undertake to refund to the Central or State Government any or all financial incentives or benefits given under various schemes of assistance to IT Sector along with interest, as may be applicable under the scheme in force and as demanded by the appropriate authority of the Central/State Government in case it is found that the information or particulars submitted to obtain registration were wrong and fraudulent.
- (12) That I/we will comply with the laws regarding child labour and regulations as may be applicable to me / us from time to time failing which the registration is liable to be cancelled.

Signature

DEPONENT

VERIFICATION:

Verified and signed on this ----- day of ----- 1999.

That the contents of the affidavit are true to the best of my knowledge and belief.

Date:

Place:

DEPONENT

I know the deponent.

Advocate

* Strike out whichever is not applicable.

ANNEXURE-XIV

District codes to be used for issue of letter of intent and IT registration to Information Technology units for State of Maharashtra.

State Code-(11)

Sr.No.	Name of the district	District Code No.
1	Ahmednagar	01
2	Akola	02
3	Amravati	03
4	Aurangabad	04
5	Bhandara	05
6	Beed	06
7	Greater Mumbai	07
8	Buldhana	08
9	Chandrapur	09
10	Dhule	10
11	Jalgaon	11
12	Raigad	12
13	Kolhapur	13
14	Nagpur	14
15	Nanded	15
16	Nashik	16
17	Osmanabad	17
18	Parbhani	18
19	Pune	19
20	Ratnagiri	20
21	Sangli	21
22	Satara	22
23	Solapur	23
24	Thane	24
25	Wardha	25
26	Yeotmal	26
27	Jalna	27
28	Sindhudurg	28
29	Gadchiroli	29
30	Latur	30