

ANNEXURE – IV

Application for Registration is made to the Registering Authority for existing Software / IT Enabled Service unit.

1. Name of Unit / Applicant :
2. a) Address for communication :
- b) Telephone No. :
- c) Fax No. :
- d) E-mail address :
3. (i) Location of the unit :
Address :
- (ii) Telephone No. :
- (iii) Fax No. :
- (iv) E-mail address :
4. Type of Organisation :
Proprietary/Partnership/Pvt. Ltd./
Public Ltd./Others
5. Udyog Aadhar Registration Number.
If granted by Govt. of India
dated (Please enclose copy of :
Udyog Aadhar Registration :
Certificate)
6. IEM/EOU granted by SIA, Ministry of :
Industry, Govt. of India (Please :
enclose copy of IEM/EOU)
7. Nature and details of Activities :
8. List and cost of equipment for :
Hardware/software/IT enabled :
services (Please enclose separate :
sheet if required)
9. Annual Service capacity :

Signature and Seal of applicant

Date:

Place:

Annexure - VII-A AFFIDAVIT (On Rs. 100/- 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 registration of the unit as Software/ IT Enabled Service

- i)
- ii)
- iii)

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/IT Park approval from the competent authority., Copies of which are enclosed with the application form.

5 Since location of my unit fall within Zone-I/Zone-II of MMR area. I have obtained NOC / Locational clearance/IT Park Registration 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/ IT Park Registration from Directorate of Industries, Mumbai 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 Software/IT Enabled products 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 Udyog Aadhar/IEM 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 Udyog Aadhar/IEM. I shall have no claim to any controlled item required in the process of manufacture/Service, 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 ----- 20.

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 - XI

Format of the C.A. certificate to be submitted by the applicant unit to certify the turnover of IT 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. -----

Unit located at -----

have been examined by us. The annual turnover of the unit from Information Technology 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 Software / IT-Enabled Services (ITES)	% of Software / IT-Enabled Services to Total Turnover
20 -20			
20 -20			
20 -20			

Place:

Date:

For Name of CA firm.

(Name and Signature of Proprietor/Partner/
Director with official seal)

ELP-I
Directorate of Industries,
Govt. of Maharashtra

*Form of declaration regarding employment of Local persons
(*To be executed by existing Industrial Undertaking)

Name of the Industrial Undertaking:	<input type="text"/>
(1) Office Address:	<input type="text"/>
(2) Unit Address:	<input type="text"/>
(3) Products manufactured/Services: Code ***	<input type="text"/>
(4) Year of Establishment:	<input type="text"/>
(5) Constitution of the Enterprise: (i) Central Government Undertaking (ii) State Government Undertaking (iii) Co-Op. Society (iv) Public Limited (v) Private Limited (vi) Proprietary (vii) Partnership (viii) Other	<input type="text"/>
(6) The Head of the Human Resources / Recruitment is a Person with Knowledge of Marathi / no Knowledge of Marathi.	<input type="text" value="Yes Or No"/>
(7) Whether registered under Factories Act?	<input type="text" value="Yes Or No"/>
(8) Whether registered as one of the following ? (A) Mega Industrial enterprise (B) Large Industrial enterprise (C) Medium Industrial enterprise (D) Small Industrial enterprise (E) Micro Industrial enterprise	<input type="text"/>

* "Local Persons" is defined as one who has at least fifteen years domiciled in the State of Maharashtra.

** This declaration should be signed only by a person duly authorized to do so by the Industrial Enterprises

*** The codes in the rectangle will be filled in by concerned District Industries Centers / Joint Director of Industries, MMR.

The Employment Status as on ----- my / our Industrial enterprise mentioned above is as under:

Sr. No.	Item	Other than Management		
		Supervisory	Other	Total
1.	Current Status			
	(a) Total Employment			
	(b) Local Persons			
	(c) % of Local Persons			
2.	Status as on (Last Financial Year)			
	(a) Total Employment			
	(b) Local Persons			
	(c) % of Local Persons			

10. I / We understand that, while recruiting of Local Persons, I / We will verify the documents such as Domicile Certificate / Caste Certificate / School Leaving Certificates / Property Tax / any such document / Certificate for establishing a residence of minimum 15 years in the State of Maharashtra issued by relevant Competent Authority.

*11 (A) I / We know that the percentage of local persons in Supervisory category Shall not be less than 50% , while in other categories including Supervisory Category shall not be less than 80%. However, I / We declare that the Employment of Local Persons in following categories will try to maintained prescribed percentage.

- (i) Supervisory -----%
- (ii) Other than Supervisory -----%
- (iii) Total -----%

(B) The reasons for not maintaining the prescribed percentage of Local Persons are as follows (if necessary, the reasons may be submitted on Separate page.)

(C) The Action Plan for employment of Local Persons and the details of actions initiated by me / us are as follows (if necessary, the same may be submitted on Separate page.)

(D) For fulfilling the prescribed percentage of Local Persons, the assistance / action expected from State Govt. may be mentioned.

*12. I / We will appoint a Local Marathi Person in place of existing Personnel Officer / Recruitment Officer who is responsible for appointment of employees (Supervisory / Non- Supervisory).

Place:

Date:

Signature of the Director/
Managing Director / General
Manager / Proprietor / Partner

*11. To be filled only if Percentage of Local Persons in Supervisory Category & other category is less than minimum 50% and 80% respectively.

*12. If the existing Personnel Officer / Recruitment Officer is Local Marathi Person , then this will not be applicable.

Submit alongwith following documents

- 1) MOA sets
- 2) C.A. certificate
- 3) Copy of agreement with developer
- 4) Copy of IT Park Regn.
- 5) Board Resolution
- 6) Udyog Aadhar/IEM