



ISO 9001:2015

No. HUDCO/HRMA/Circular/2020/

4<sup>th</sup> February, 2020

## Circular

**Sub: Verification of Udyog Aadhar Memorandum (UAM) certificate and MSME Status of MSME enterprises under the provisions of the MSMED Act, 2006 while awarding contract to the MSEs - regarding**

With regard to the above, kindly find attached Office Memorandum dated 10<sup>th</sup> January, 2020 containing 08 pages which is self explanatory, received from Government of India, Ministry of Micro, Small and Medium Enterprises, Office of Development Commissioner ( Micro, Small and Medium Enterprises), MSME Policy & Governance Division, for information and further necessary action.

डॉ. डी. रविशंकर

महाप्रबंधक (प्रशासन)

स्लंगन : उपरोक्तानुसार

ES to CMD  
SM (Sectt) to DCP  
SM (Sectt) to DF  
Manager (Sectt) to CVO  
All Procurement Departments at Heads Office  
ED (HSMI)  
All Regional Heads  
Company Secretary  
Manager (IT) – for Intranet

F.No. 5/1(1)/2019-P&G/Policy(I+J)  
GOVERNMENT OF INDIA  
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES  
OFFICE OF THE DEVELOPMENT COMMISSIONER  
(MICRO, SMALL AND MEDIUM ENTERPRISES)  
(MSME Policy & Governance Division)

Nirman Bhavan, New Delhi  
Dated: 10<sup>th</sup> January, 2020

**OFFICE MEMORANDUM**

**Subject: Verification of Udyog Aadhar Memorandum (UAM) certificate and MSME status of MSME enterprises under the provisions of the MSMED Act 2006 - regarding**

Ministry of MSME have been receiving complaints regarding false, or incorrect, information mentioned by some of the enterprises while obtaining UAM online and applying/ availing of the benefits of various schemes of the Ministry, in general and under the Public Procurement Policy (PPP) in particular.

2. At present, MSME enterprises are categorised as such on the basis of guidelines contained in the provisions of the MSMED Act, 2006 and notification No. S.O. 1722(E) dated 5.10.2006. Copy of the same is enclosed.

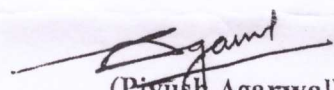
3. It is hereby clarified that while awarding contract to the MSEs under the Public Procurement Policy (PPP), the Government Departments/ CPSEs/ other organizations shall satisfy themselves about the MSE status of the concerned enterprises. In case of any doubt/ lack of evidence in respect of the MSE status of any enterprise, they may go through due verification process with the help of supporting documents such as CA Certificate, details available from the website of Ministry of Corporate Affairs etc.

4. The General Managers of the District Industries Centre of the concerned district are authorised to undertake enquiry and verify the credentials of the memorandum submitted by the enterprise as mentioned in clause 13 of the Notification No. S.O. 2052(I) dated 30.6.2017. Copy of the same is enclosed.

Encl : as stated

To

1. All the CPSEs
2. Directorate of Industries and Commerce in all state/UTs.
3. APS to Hon'ble Minister (MSME)
4. APS to Hon'ble Minister of State (MSME)
5. JDC(MA), O/o DC(MSME)
6. Director (SENET) for placing on the website

  
(Piyush Agarwal)  
Deputy Director (MSME Policy)



605/GM(CA) 1  
03/01/2020

GM (MA)  
P.S. - wpy.

3/2

Discussed with  
Circular is pending  
before issue



# भारत का राजपत्र The Gazette of India

असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)  
PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 1192]  
No. 1192]

नई दिल्ली, शुक्रवार, अक्टूबर 6, 2006/अश्विन 14, 1928  
NEW DELHI, FRIDAY, OCTOBER 6, 2006/ASVINA 14, 1928

लघु उद्योग मंत्रालय

अधिसूचना

नई दिल्ली, 5 अक्टूबर, 2006

का.आ. 1722(अ).—केन्द्रीय सरकार, सूक्ष्म, लघु और मध्यम उद्यम विकास अधिनियम, 2006 (2006 का 27), जिसे इसमें उक्त अधिनियम कहा गया है, की धारा 7 की उपधारा (1) के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए निम्नलिखित मदों को विनिर्दिष्ट करती है जिनकी लागत को उक्त अधिनियम के खण्ड 7 (1) (a) में वर्णित उद्यमों की दशा में संयंत्र एवं मशीनरी में विनिधान की गणना करते समय अपवर्जित किया जायेगा:

- (i) उपस्कर जैसे औजार, जिग्स, डाईयां, मोल्डस और रखरखाव के फालतू पुर्जे और उपभोज्य सामान की लागत;
- (ii) संयंत्र और मशीनरी का प्रतिष्ठापन;
- (iii) अनुसन्धान और विकास उपस्कर और प्रदूषण नियंत्रण उपस्कर;
- (iv) राज्य बिजली बोर्ड के विनियम के अनुसार उद्यमों द्वारा प्रतिष्ठापित विद्युत उत्पादन सेट और अतिरिक्त ट्रांसफार्मर;
- (v) राष्ट्रीय लघु उद्योग निगम या राज्य लघु उद्योग निगम को संदत्त बैंक प्रभार और सेवा प्रभार;
- (vi) केबलों का प्रतिष्ठापन या उपापन, वायरिंग, बस बारों, विद्युत नियंत्रण पेनल (जो किसी मशीन पर चढ़ी न हों) आइल सर्किट ब्रेकर्स या सूक्ष्म सर्किट ब्रेकर्स जो संयंत्र और मशीनरी को विद्युत शक्ति देने के लिए या सुरक्षात्मक उपाय के लिए आवश्यक रूप से प्रयोग किया जाना है;
- (vii) गैस उत्पादक संयंत्र;
- (viii) परिवहन प्रभार (बिक्रय कर या मूल्य वर्धित कर और उत्पादन शुल्क को अपवर्जित करते हुए) स्वदेशी मशीन के लिए उनके उत्पादन के स्थान से उद्यम के स्थान तक;
- (ix) संयंत्र और मशीनरी के परिनिर्माण करने में तकनीकी ज्ञान के लिए प्रदत्त प्रभार;

(1)

- (x) ऐसी भंडारण टंकी जो कच्चा माल और तैयार उत्पाद का भंडारण करते हों और जो उत्पादन प्रक्रिया से संबंधित न हों; और
- (xi) अग्निशमन उपस्कर ।

पैरा 1 के अनुसार संयंत्र और मशीनरी में विनिधान की गणना करते समय उसके वार्षिक मूल्य को इस बात पर ध्यान दिये बिना कि चाहे मशीनरी नई है या पुरानी गणना में लिया जाएगा परन्तु तब जब कि मशीनरी आयातित है तो निम्नलिखित को, मूल्य की गणना करते समय सम्मिलित किया जायेगा, अर्थात्:

- (i) आयात शुल्क (विभिन्न खर्चों जैसे पत्तन से कारखाने के स्थल तक का परिवहन खर्च, पत्तन पर संदत्त डेमरेज प्रभार, को अपवर्जित करते हुए);
- (ii) नौबहन प्रभार;
- (iii) सीमा शुल्क निकासी प्रभार; और
- (iv) विक्रय कर या मूल्यवर्धित कर।

[फा. सं. 4(1)/2006-एमएसएमई-नीति]

जवाहर सरकार, अपर सचिव

## MINISTRY OF SMALL SCALE INDUSTRIES

### NOTIFICATION

New Delhi, the 5th October, 2006

S.O. 1722(E).—In exercise of the powers conferred by sub-section (1) of section 7 of the Micro, Small and Medium Enterprises Development Act, 2006(27 of 2006) herein referred to as the said Act, the Central Government hereby specifies the following items, the cost of which shall be excluded while calculating the investment in plant and machinery in the case of the enterprises mentioned in section 7(1)(a) of the said Act, namely:-

- (i) equipment such as tools, jigs, dies, moulds and spare parts for maintenance and the cost of consumable stores;
- (ii) installation of plant and machinery;
- (iii) research and development equipment and pollution control equipment;
- (iv) power generation set and extra transformer installed by the enterprise as per the regulations of the State Electricity Board;
- (v) bank charges and service charges paid to the National Small Industries Corporation or the State Small Industries Corporation;
- (vi) procurement or installation of cables, wiring, bus bars, electrical control panels (not mounted on individual machines), oil circuit

breakers or miniature circuit breakers which are necessarily to be used for providing electrical power to the plant and machinery or for safety measures;

- (vii) gas producer plants;
- (viii) transportation charges (excluding sales-tax or value added tax and excise duty ) for indigenous machinery from the place of their manufacture to the site of the enterprise;
- (ix) charges paid for technical know-how for erection of plant and machinery;
- (x) such storage tanks which store raw materials and finished products only and are not linked with the manufacturing process; and
- (xi) fire fighting equipment.

2. While calculating the investment in plant and machinery referred to in paragraph 1, the original price thereof, irrespective of whether the plant and machinery are new or second hand, shall be taken into account provided that in the case of imported machinery, the following shall be included in calculating the value, namely:

- (i) Import duty (excluding miscellaneous expenses such as transportation from the port to the site of the factory, demurrage paid at the port);
- (ii) Shipping charges;
- (iii) Customs clearance charges; and
- (iv) Sales tax or value added tax.

[F.No.4(1)/2006-MSME-Policy]  
JAWHAR SIRCAR, Addl. Secy.



भारत सरकार  
Govt. of India  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

**MSME**  
सूक्ष्म, लघु और मध्यम उद्यम  
MICRO, SMALL & MEDIUM ENTERPRISES

उद्योग आधार



Udyog Aadhaar

| उद्यम का प्रकार | सूक्ष्म | लघु | मध्यम |
|-----------------|---------|-----|-------|
| विनिर्माण       | क       | ख   | ग     |
| सेवा            | घ       | ङ   | च     |

## उद्योग आधार पंजीकरण प्रमाण पत्र

|                                      |                       |  |  |  |  |  |  |  |  |  |
|--------------------------------------|-----------------------|--|--|--|--|--|--|--|--|--|
| उद्योग आधार संख्या                   |                       |  |  |  |  |  |  |  |  |  |
| उद्यम का नाम                         |                       |  |  |  |  |  |  |  |  |  |
| संयंत्र/उद्यम का पता                 | फ्लैट/होर/ब्लॉक सं.   |  |  |  |  |  |  |  |  |  |
|                                      | परिसर/भवन/गाँव का नाम |  |  |  |  |  |  |  |  |  |
|                                      | रोड/टोल/ले            |  |  |  |  |  |  |  |  |  |
|                                      | शहर                   |  |  |  |  |  |  |  |  |  |
|                                      | राज्य                 |  |  |  |  |  |  |  |  |  |
| कार्यालय का पता                      |                       |  |  |  |  |  |  |  |  |  |
|                                      | जिला                  |  |  |  |  |  |  |  |  |  |
|                                      | राज्य                 |  |  |  |  |  |  |  |  |  |
|                                      | पिन                   |  |  |  |  |  |  |  |  |  |
|                                      | मोबाइल. न.            |  |  |  |  |  |  |  |  |  |
|                                      | ईमेल:                 |  |  |  |  |  |  |  |  |  |
| आरम्भ करने की तारीख                  |                       |  |  |  |  |  |  |  |  |  |
| मुख्य गतिविधि                        | विनिर्माण             |  |  |  |  |  |  |  |  |  |
|                                      | सेवा                  |  |  |  |  |  |  |  |  |  |
| उद्यम का प्रकार                      | सूक्ष्म               |  |  |  |  |  |  |  |  |  |
|                                      | लघु                   |  |  |  |  |  |  |  |  |  |
|                                      | मध्यम                 |  |  |  |  |  |  |  |  |  |
| राष्ट्रीय उद्योग वर्गीकरण कोड        |                       |  |  |  |  |  |  |  |  |  |
| पूर्व पंजीकरण का ब्योरा - यदि कोई हो | एसएसआई                |  |  |  |  |  |  |  |  |  |
|                                      | ईएम-1                 |  |  |  |  |  |  |  |  |  |
|                                      | ईएम-2                 |  |  |  |  |  |  |  |  |  |
| रसीद                                 | फाइल करने की तारीख    |  |  |  |  |  |  |  |  |  |
|                                      | मुद्रण की तारीख       |  |  |  |  |  |  |  |  |  |

डिस्कलेमर: यह कम्प्यूटर सृजित विवरण है, हस्ताक्षर की आवश्यकता नहीं है।

udyogaadhaar.gov.in से मुद्रित किया गया

MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

NOTIFICATION

New Delhi, the 30th June, 2017

S.O. 2052(E).—In exercise of the powers conferred by sub-section (2) of the section 8 of the Micro, Small and Medium Enterprises Development Act, 2006 (27 of 2006), hereinafter referred to as the said Act, and in supersession of the notification of the Government of India in the Ministry of Micro, Small and Medium Enterprises number S.O. 85(E), dated the 10<sup>th</sup> January, 2017, published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii), dated the 10<sup>th</sup> January, 2017 except as respects things done or omitted to be done before such supersession, the Central Government, after obtaining the recommendations of the Advisory Committee in this behalf,

hereby specifies that any micro, small and medium enterprise shall file Udyog Aadhaar Memorandum (hereafter, referred to as the memorandum) in Form-I appended to this notification, in accordance with the following procedure, namely:—

- (1) The memorandum shall be filed online on the website of the Ministry of Micro, Small and Medium Enterprises, Government of India at <http://udyogaadhaar.gov.in>;
- (2) Every micro, small and medium enterprise engaged in the manufacturing of goods or rendering of services with total investment in plant and machinery within the limit specified in section 7 of the said Act, shall file the memorandum;
- (3) Any number of activities including manufacturing or service or both may be specified in the memorandum;
- (4) The proprietor in the case of a proprietorship firm, managing partner in the case of a partnership firm and a karta in the case of a Hindu Undivided Family (HUF), shall provide his Aadhaar Number in the memorandum;
- (5) In case of a company or a limited liability partnership or a cooperative society or a society or a trust, Permanent Account Number (PAN) of the organisation along with Aadhaar number of the authorised signatory shall be specified in the memorandum;
- (6) A one time password (OTP) for verification of the fresh memorandum as well as amending of the existing memorandum shall be sent on mobile phone linked to the Aadhaar number of the applicant and the applicant shall enter the OTP in the form before submitting the memorandum;
- (7) The memorandum shall be filed on self certification basis and no additional document is required to be uploaded at the time of such filing;

Provided that the Central Government or the State Government or such person as may be authorised in this behalf may seek documentary proof of the information provided in the memorandum, wherever necessary;

(8) Udyog Aadhaar Registration Certificate Form-I shall be generated and mailed to the email address provided in the memorandum;

(9) There shall be no fee for filing the Udyog Aadhaar Memorandum;

(10) In case an applicant or the authorised signatory does not have Aadhaar number or in cases where online filing is not possible for any reason, a hard copy of the duly filled Form I, shall be submitted to the concerned District Industries Center (DIC) or to the Office of the Micro, Small and Medium Enterprise-Development Institute (MSME-DI) under the Development Commissioner, MSME alongwith the following documents as alternative and viable means of identification:

- (a) (i) Aadhaar enrolment ID slip; or
- (ii) a copy of the request made for Aadhaar enrolment; or
- (b) any of the following documents of the applicant or the authorised signatory, namely:—
  - (i) Bank photo passbook; or
  - (ii) voter ID Card; or
  - (iii) passport; or
  - (iv) driving license; or
  - (v) PAN card; or
  - (vi) employee photo identity card issued by the Government.

(11) No enterprise shall file more than one memorandum;

(12) In case of change in address or addition or deletion of activities by the enterprises or for other changes, the proprietor or the managing partner or an authorised person may apply for amendment of the existing memorandum in accordance with the guidelines for filing the online Udyog Aadhaar Memorandum provided in the website of the Ministry of Micro, Small and Medium Enterprises, at <http://udyogaadhaar.gov.in>;

(13) The General Manager of the District Industries Center of the concerned district shall undertake enquiry and verification of the memorandum submitted by the enterprise and in case of any discrepancy, issue a notice to the enterprise, giving it an opportunity to present its case and based on the findings, he may amend the memorandum or cancel the Registration Certificate if already issued.

[F. No. A-54(1)2014-CDN(pt.)]

B. H. ANIL KUMAR, Jt. Secy.

Note:

- (i) Enterprises that have filed EM-II or SSI registration, shall not be required to file UAM but may file it, if they so desire.
- (ii) EM-I has been stopped and after establishing a unit, an enterprise has to file UAM which replace SSI registration and EM-II. Regulatory authorities, banks, utility etc. should not insist on EM-I.



भारत सरकार  
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MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

**MSME**  
मुख्य, लघु और मध्यम उद्यम  
MICRO, SMALL & MEDIUM ENTERPRISES

FORM-I

उद्योग आधार



Udyog Aadhaar

| Type of Enterprise | Micro | Small | Medium |
|--------------------|-------|-------|--------|
| Manufacturing      | A     | B     | C      |
| Service            | D     | E     | F      |

## Udyog Aadhaar Memorandum

|    |                                                   |                                                                                                                                          |        |     |
|----|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|
| 1  | Aadhaar Number                                    |                                                                                                                                          |        |     |
| 2  | PAN Number*                                       |                                                                                                                                          |        |     |
| 3  | Name of Entrepreneur                              |                                                                                                                                          |        |     |
| 4  | Social Category                                   | SC                                                                                                                                       | ST     | OBC |
| 5  | Gender                                            | Male                                                                                                                                     | Female |     |
| 6  | Physically Handicapped                            | Yes                                                                                                                                      | No     |     |
| 7  | Name of Enterprise                                |                                                                                                                                          |        |     |
| 8  | Type of Organisation **                           |                                                                                                                                          |        |     |
| 9  | Location of Plant(s)/Enterprise(s)                | Flat/Door/Block No.<br>Name of Premises/Building/ Village<br>Road/Street/ Lane<br>City<br>State<br>Area/Locality<br>Pin Code<br>District |        |     |
| 10 | Official Address of Enterprise                    | District<br>State<br>Pin<br>Please enter mobile number as in<br>aadhaar for which OTP to be sent<br>Mobile No:<br>Email:                 |        |     |
| 11 | Date of commencement                              |                                                                                                                                          |        |     |
| 12 | Previous Registration Number-if any               | SSI<br>EM-1<br>EM-2                                                                                                                      |        |     |
| 13 | Bank Details                                      | IFS Code:<br>Bank Account:                                                                                                               |        |     |
| 14 | Major Activity                                    | Manufacturing<br>Service                                                                                                                 |        |     |
| 15 | National Industry Classification Code             |                                                                                                                                          |        |     |
| 16 | Persons employed                                  |                                                                                                                                          |        |     |
| 17 | Investment<br>(Plant and Machinery / Equipment's) |                                                                                                                                          |        |     |
| 18 | District Industries Centre                        |                                                                                                                                          |        |     |

## Declaration

I hereby declare that information given above is true to the best of my knowledge. Any information, that may be required to be verified, shall be provided immediately before the concerned authority.

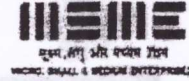
Submit

\* In case of a company or a limited liability partnership or a cooperative society or a society or a trust.

\*\* (1) Proprietary, (2) Hindu Undivided Family (HUF), (3) Partnership, (4) Co-Operative, (5) Private Limited Company, (6) Public Limited Company, (7) Self Help Group, (8) Others



भारत सरकार  
Govt. of India  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय  
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES



उद्योग आधार



Udyog Aadhaar

| Type of Enterprise | Micro | Small | Medium |
|--------------------|-------|-------|--------|
| Manufacturing      | A     | B     | C      |
| Service            | D     | E     | F      |

## Udyog Aadhaar Registration Certificate

|                                          |                                                                                                    |                  |         |
|------------------------------------------|----------------------------------------------------------------------------------------------------|------------------|---------|
| Udyog Aadhaar Number                     |                                                                                                    |                  |         |
| Name of Enterprise                       |                                                                                                    |                  |         |
| Location of Plant(s)/Enterprise(s)       | Flat/Door/Block No.<br>Name of Premises/Building/<br>Village<br>Road/Street/ Lane<br>City<br>State |                  |         |
|                                          | Area/Locality<br>PIN Code<br>District                                                              |                  |         |
| Official Address of Enterprise           | District<br>State<br>PIN<br>Mobile No:<br>Email:                                                   |                  |         |
| Date of Commencement                     |                                                                                                    |                  |         |
| Major Activity                           | Manufacturing                                                                                      |                  | Service |
| Enterprise Type                          | Micro                                                                                              | Small            | Medium  |
| National Industry Classification Code(s) |                                                                                                    |                  |         |
| Previous Registration Number-if any      | SSI<br>EM-1<br>EM-2                                                                                |                  |         |
| Acknowledgement                          | Date of Filing                                                                                     | Date of Printing |         |

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