



CHECK LIST FOR IEM (INDUSTRIAL ENTREPRENEUR'S MEMORANDUM)

Following are the documents required for IEM approval

Sr. No.	Particulars	Documents required
1	Proof of Address	<p>Detail Address of Registered office , Factories & units be given</p> <ul style="list-style-type: none">▪ Light bill▪ Shop Act license▪ Property Tax bill▪ Index II (in case of self owned)▪ Rent agreement (in case of rented)
2	Fixed assets details	<ul style="list-style-type: none">▪ Details of fixed assets –Existing & proposed
3	Product details	<ul style="list-style-type: none">▪ Details of Raw Material, Consumables & Finished Products, Bye-Products- Existing & Proposed▪ Item Names▪ Annual Installed Capacity▪ Utilised Capacity▪ Proposed Capacity▪ Unit in Capacity▪ Quantity per annum▪ Value
4	Activity details	<ul style="list-style-type: none">▪ Detail procedure of the activity▪ Expected date of commencement of commercial production
5	Finance details	<ul style="list-style-type: none">▪ Details of cost of project & means of finance
6	Employment details	<ul style="list-style-type: none">▪ Existing & proposed Employee details with bifurcation of▪ Supervisory &▪ Non supervisory staff
7	Details of fixed assets	<ul style="list-style-type: none">▪ Fixed assets details of existing & proposed
8	Details of signing person	<ul style="list-style-type: none">▪ Name & designation of signing authority▪ If authorized person is other than director ,then BOD resolution in that regard