

**FORMAT FOR ENLISTMENT OF INDIAN MACHINE MANUFACTURER**

1. Name & Address of the Company:

a) Name :  
(ID proof to be given)

b) Full Address :  
(Address proof to be given)

c) Fax No. :

d) Phone No. :

e) E mail ID :

f) Website Address :

2. Year of Establishment :

3. Status of applicant firm :

a) Date of Incorporation :

b) Date of commencement of business:

c) Constitution firm :

i) Proprietorship / Partnership :  
(Attach a copy of Partnership Deed and  
Form-A or equivalent entry certificate  
From Registrar of Firms duly notarized)

ii) Public Limited / Private Limited :  
Industrial Co-operative (Attach  
Memorandum / Article of Association  
and copy of signed certificate of  
incorporation duly notarized)

d) Names, Addresses and telephone Nos. :  
of Proprietor / Partners / Directors  
having interest in the firm

e) If the firm is a subsidiary of an Indian/  
Foreign Company, give particulars of  
parent / holding Company

AFFIX PASSPORT  
SIZE RECENT  
PHOTOGRAPH  
OF THE  
APPLICANT.

- f) If there are other subsidiary of the same parent Company in India, give full particulars :
- g) Income Tax Circle/ Ward/ District in which the applicant firm is assessed to Income Tax (Please indicate GIR/ PAN No.) :
- h) GST Registration No(s). :
4. Factory License from the State Govt. under the Factories Act (copy) :
5. Trade License and Validity (copy) :
6. Details of the Factory/ Go-down :
- a) Full Address :
- b) Phone No. :
- c) Fax No. :
- d) Attach copy of ownership documents or if on lease, attach copy of lease agreement valid for at-least three years duly notarized :
- e) Description of Factory/ Go-down giving: covered / uncovered area, departments and laboratories etc. :
7. Name & Address of the Chief Executive with Telephone / Fax No. :
8. Particulars of Machinery for which enlistment is sought for :
- ( Enclose catalogue, Price lists, CD containing videography of running machine of the Items covered)

Sl.No.	Name of The Machinery	Sl. No., Category & Sub Category as per CSAPM Machine List	Specifications with Model no.	Price of the Machine (excl. taxes)

9a. (i) Details of Installed Plants & Machinery: (Machine Shop)

Sl.No.	Name of Machinery	Specifications	Type of Process

9a. (ii) Details of Installed Plants & Machinery: Foundry

Sl.No.	Name of Machinery	Specifications	Type of Process

9a. (iii) Details of Installed Plants & Machinery: Foundry Heat Treatment & others

Sl.No.	Name of Machinery	Specifications	Type of Process

9b. Quality Control arrangements for :  
routine and acceptance tests

9c. Details of testing machinery and :  
Facilities

9d. Details of stocks as on date (descriptions)

(i) Raw Materials :

(ii) Finished Goods :

10. Outsourcing of processes and  
components / Spares

(i) Name of Such Processes :

(ii) Machinery required for such :  
processes

(iii) Name & address of the parties by :  
whom the aforesaid job would be  
done

11. Details of main items of machinery manufactured for which registration is sought during last three (3) years ( Figures of each item to be given separately and a list showing names and address of the parties / clients to whom the machinery were supplied to be attached):

Name of the Machine:

(Give separate sheet for each machinery – as per format)

Detailed Specification of Machine	Year of Manufacturing	No. of Machine Manufactured (April-March)	Serial Number of Machine	No. of Clients purchase the machine

12 a. Amount of load/ established :  
(Attached last three month electricity bill)

State Electricity Board/ CESC  
(Applied / Registered Load)

b. Amount of electricity consumed :  
during last one year

13. Employer ESI No. :

14. Employer PF No. :

15. Details of personnel employed

- a) Technical :
- b) Skilled :
- c) Managerial :

16. No. of Non-Supervisory Staff Employed

- a) Technical :
- b) Non- Technical :

17. Annual turnover from machine sales  
during last 3 years (Net Sales Rs. In  
Lakhs)

April – March 2020 – 2021

April – March 2019 – 2020

April – March 2018 – 2019

18. Profit (+)/ Loss (-) during last 3 years  
(Rs in Lakhs)

April – March 2020 – 2021

April – March 2019 – 2020

April – March 2018 – 2019

19. Export turnover from machine sales  
during last 3 years (Rs in Lakhs)



April – March 2020 – 2021

April – March 2019 – 2020

April – March 2018 – 2019

20. Investment in plant & machinery  
as per last audited balance  
sheet of the unit

21. Name & Address of the Banker(s) :  
(Indicate Account No. With each Bank  
and submit Banker's report)

22. Copy of audited Balance sheet for last :  
three years

23. Research and Development activities :  
undertaken by the company, if any

24. Accreditation from DSIR / DST :

25. Tie-up with technical Institutes/ :  
Laboratories

I/ We, hereby declare that the above mentioned statement and information are correct to  
the best of my / our knowledge and belief.

Place: Signature of Authorized Signatory:

Date: Name:

Designation:

Full Office Address:

Full Residential Address:

(Enclosed copy of Power of Attorney where applicable)

Name of the Witness:

Signature:

Residential Address:

P.S- Supporting Documents to be provided in respect of all information/ data furnished above.

FORM NO. 2

**FORMAT FOR ENLISTMENT OF FIRMS AS FOREIGN MANUFACTURER**  
**(To be filled by Foreign Manufacturer)**

1. Name of Applicant Firm :
2. Address/Telephone/Fax/E-mail/Website of :
  - a) Regd. Office :
  - b) Head Office :
  - c) Other Offices :
  - d) Works/Godown :
3. Status of applicant firm :
  - a) Date of Incorporation :
  - b) Constitution of the firm :
    - i) Proprietorship / Partnership :  
(Attach a copy of Partnership Deed and Form-A or equivalent entry certificate from Registrar of Firms duly notarized)
    - ii) Public Limited / Private Limited :  
(Attach Memorandum /Article of Association and copy of signed certificate of incorporation duly notarized)
  - c) Names, Addresses and Telephone :  
Nos. of Proprietor / Partners / Directors having interest in the firm
  - d) If the firm is a subsidiary of an Indian/ Foreign Company, give particulars of parent / holding Company? :
  - e) If there are other subsidiaries of the same parent Company in India, give full particulars :
  - f) If the Directors / Partners / Proprietor have financial interests or are represented on Board(s) of other companies give details :
4. Enclose a write-up about manufacturing works containing the following particulars (a to f) :
  - a) Address of manufacturing works / factory :
  - b) Brief description of works / factory :

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OF THE  
APPLICANT.

c) Details of Plant & Machinery Installed :

d) Machinery Manufactured :

Brief details of Machinery	Capacity / Rating	Installed Capacity	Brief usage

e) Turnover in equivalent US\$ :

(Give year-wise, details for the last three years with supporting Balance sheet / Annual report)

f) Number of Supervising Staff :

5. Availability of After Sales Service facility in India :

a) If provided by manufacturer :

b) If provided by Agents :

(In this case : confirm if manufacturer provides guarantee / warranty of their products indicating the period of such guarantee / warranty)

6. Name & Address of the Bankers :  
with Account nos. (Enclosed a sealed report from the Bankers certifying financial status of the Manufacturer)

7. Machinery for which enlistment is sought for :  
(Enclose Catalogue, Price lists & CD containing videography of running machine of the Items covered)

Sl. No.	Name of the Machinery	Sl. No., Category & Sub Category as per CSAPM Machine List	Specification with model no.	Capacity	Country of Origin

8. Details in respect of Authorized Agents in India (If any of each Agent) :

a) Name / Address / Phone / Fax :  
E-mail nos.



- b) Indicate date of Agreement / Expiry :  
and attach copy of valid Agreement  
between Manufacturer and Agent,  
duly notarized.
- c) Territories and Products covered by :  
Agreements.
- d) Percentage of Agency commission :  
allowed to the Indian Agent / subsidiary.
- e) Approx. value of stocks held :
- 9. Details of past supplies (for last three years) made  
for the items for which registration has  
been sought, including those in India both
  - a) By Manufacturer :
  - b) Through the Indian Agent(s) :
- 10. Certificate from Embassy of :  
Manufacturing Country
- 11. Certification of Standard :  
(ISO or others)
- 12. Name & Designation of the Signatory :  
of this application  
(Enclose a copy of Power of Attorney,  
where applicable)

I/ We, hereby declare that the above mentioned statement and information are correct to the best of my / our knowledge and belief.

Place: Signature of Authorized Signatory(ies):  
(with Seal)

Date: Name:

Designation:

Full Office Address:

Full Residential Address:

(Enclosed copy of Power of Attorney where applicable)



Name of the Witness:

Signature:

Residential Address:

**P.S- 1.** Embassy Certificate to be submitted with application.

**2.** Supporting Documents to be provided in respect of all information/data furnished above.

FORM NO. 3

**FORMAT FOR ENLISTMENT OF INDIAN AGENTS OF INDIAN/FOREIGN  
MANUFACTURER**

(To be filled by Indian Agents)

1. Name of Applicant Firm :

2. Address/Telephone/Fax/E-mail/Website of :

a) Regd. Office :

b) Head Office :

c) Other Offices :

d) Works/Godown :

3. Status of applicant firm :

a) Date of Incorporation :

b) Constitution of the firm :

i) Proprietorship / Partnership :  
(Attach a copy of Partnership Deed and  
Form-A or equivalent entry certificate  
from Registrar of Firms, duly notarized)

ii) Public Limited / Private Limited :  
(Attach Memorandum /Article of  
Association and copy of signed  
certificate of incorporation, duly  
notarized)

c) Names, Addresses and Telephone :  
Nos. of Proprietor / Partners /  
Directors having interest in the firm

d) If the firm is a subsidiary of an Indian / :  
Foreign Company, give particulars of  
parent / holding Company?

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- e) If there are other subsidiaries of the :  
same parent Company in India,  
give full particulars
- f) If the Directors / Partners / Proprietor :  
have financial interests or are represented  
on Board(s) of other companies, give details
- g) Income Tax Circle/ Ward/ District in :  
which the applicant firm s assessed to  
Income Tax (Please indicate GIR/ PAN No.)
- h) GST Registration No(s). :

4. Machinery for which enlistment is sought for :  
(Enclose Brochure, Price lists&CD containing  
videography of running machine of the  
Items covered)

Sl. No.	Name of the Machine	Sl. No., Category & Sub Category as per CSAPM Machine List	Specification with model no.	Capacity	Country of Origin

5. Name and Address of the Indian / Foreign :  
Manufacturer
6. Particulars of Agency agreement with Foreign :  
Manufacturer (Attach copy of the Agency  
agreement, duly notarized)
- a) Date of Agreement :
- b) Agreement valid upto :
- c) Territorial Jurisdiction :

- d) Whether agreement covers all items for which enlistment is sought? :
- e) Percentage of Agency commission :
- f) Whether Agent has authority to commit and sign on behalf of Indian / Foreign Manufacturer :
- g) Whether payment of Agency commission in Indian Rupee is acceptable :
7. Give Names & Addresses of places where after sales service facilities available indicating extent / value of spare parts maintained and staff employed :
8. Details of past supplies (for the last three years) made for the items for which enlistment has been sought :
9. Annual turnover of Applicant for the last three years, duly supported by relevant Balance sheet :
10. Name & Address of the Bankers (Indicate Account No. with each Bank and submit Bankers report in original) :
11. Name & Designation of the Signatory of this application (Enclose a copy of Power of Attorney, where applicable) :

I/ We, hereby declare that the above mentioned statement and information are correct to the best of my / our knowledge and belief.

Place: Signature of Authorized Signatory(ies):  
(with Seal)

Date: Name:



Designation:

Full Office Address:

Full Residential Address:

(Enclosed copy of Power of Attorney where applicable)

Name of the Witness:

Signature:

Residential Address:

**P.S** - Supporting Documents to be provided in respect of all information/data furnished above.