



Doing Business in Maharashtra

July 2013

Magnetic Maharashtra

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Preface

This book has been compiled by Ernst & Young India LLP, the Knowledge Partner to Maharashtra Industrial Development Corporation to assist in identification of investors, prepare the investment promotion strategy and action plan, as well as provide hand holding assistance to investors.

The intention is to provide executives a quick overview of the investment climate, taxation, forms of business organizations, and business and accounting practices in India. The book provides a detailed insight into the ease of doing business in Maharashtra.

The complex decision-making process involved in undertaking foreign operations requires an intimate knowledge of a country's commercial climate as well as recognition of the fact that this climate is continuously evolving. Companies doing business in India, or planning to do so, would be well-advised to obtain current and detailed information from experienced professionals. The information presented in this book has been validated w.e.f December, 2012.

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Introduction

Maharashtra is the premier state in India because of its investor-friendly environment. It has consistently been ranked the best among major Indian states in various Investment Climate Assessment surveys, especially in terms of having better infrastructure, less corruption and a relatively deregulated business environment. In order to facilitate the investors further, the 'Doing Business in Maharashtra-2012' has been prepared.

The intention is to provide executives a quick overview of the investment climate, taxation, forms of business organizations, and business and accounting practices in India. The book provides a detailed insight into the ease of doing business in Maharashtra.

The major feature of the book contains the mapping of the bureaucratic and legal approval processes required for an entrepreneur, in order to incorporate and register a new firm in the state, along with their associated time and set-up costs. The book specifically deals with the various approvals required in starting a new enterprise in the state.

As per the study, the business approvals are divided into seven categories. They are given as below:

1. Company Registration
2. Unit Registration
3. Tax Related Approvals
4. Environmental Clearances
5. Industry Setup-I
6. Industry Setup-II
7. Project Pre-Commencement

Please note:

The study has made two inherent assumptions for setting up manufacturing unit in Maharashtra. They are:

1. The company is incorporated as an Indian manufacturing company.
2. The land acquired is in the MIDC area.

1 Company Setting

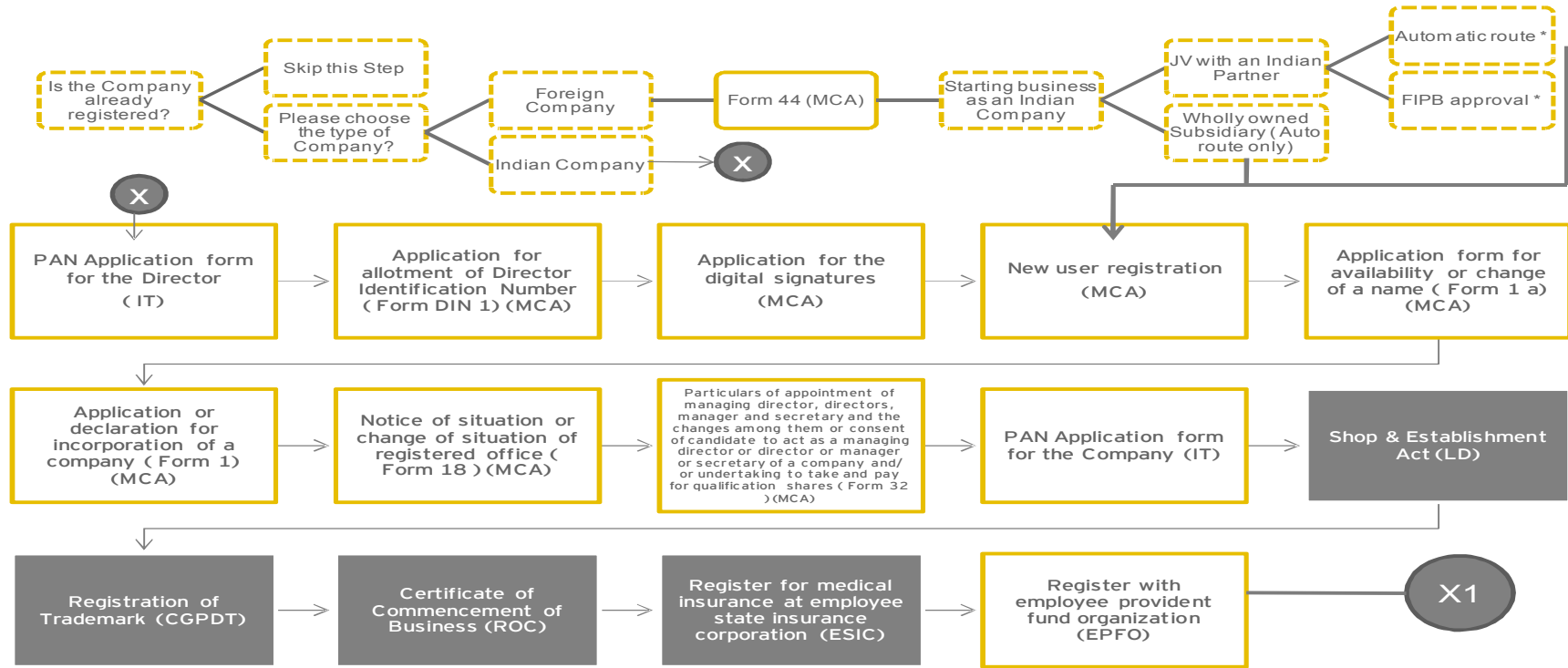


Figure 1 Approval Process for Setting up a company

- State Level Approvals
- Centre Level Approvals
- Decision Points

1.1 Algorithm for the Company Setting

The algorithm involved in company setting, is explained as below:

1. Obtain the PAN for the director of the company. It can be applied online through the NSDL or UTI website. Also, offline application can be made by filling up Form 49A. After filling the form, attach supporting documents and submit the documents in Income tax office for allotment of PAN.
2. Obtain the Director Identification number through DIN form 1. It is the first step in company incorporation. The user should refer to the Ministry of Corporate Affairs (MCA) website for this application. On approval of DIN, intimate your DIN to all the company (ies) (within a period of 30 days from the date of approval) in which you are a Director, in form DIN-2. After the Director has intimated the DIN allotted to the company(ies). The Company(ies) is/are then required to intimate the DINs of its directors to the ROC in Form DIN-3 within a period of seven days of receiving form DIN-2.
3. Obtain digital signatures through the eight certification agencies authorized by the CCA to issue the Digital Signature Certificates (DSCs).
4. Register on the MCA website, if you are new user.
5. Company name approval must be done electronically. Apply for the name of the company to be registered by filing **Form1A** for the same.
6. Pay the stamp duties for the company documents, Articles of Association, Memorandum of Association: INR 200 and Form-1 (declaration of compliance)
7. Fill form 1, Form 18 and Form 32, to receive the certificate of incorporation.
8. Obtain the PAN for the company. Refer to the step 1.
9. Register the company through the Bombay Shops & Establishment Act, 1949, by filling form A.
10. Register the trademark for the company through the Controller General of Patents Designs and Trademarks.
11. Get certificate of commencement of business from the Registrar of Companies.
12. Register online for the Employee state insurance corporation
13. The employer is required to provide necessary information to the concerned regional Provident Fund Organization (EPFO) in the prescribed manner for allotment of Establishment Code Number. No separate registration is required for the employees. Nevertheless all eligible employees are required to become members of the Fund and an individual account number is allotted by the employer in the prescribed manner.

1.2 Obtain a Permanent Account Number (PAN) for the director

Time: 15 Days

Cost:

Domestic: INR 96(Rs. 85 + 12.36% service tax)

International: INR 962[(Application fee 85.00 + Dispatch Charges 771.00) + 12.36% service tax].

Issuing Authority: Income Tax department

Documents to be attached:-

1. Proof of identity (POI): School Leaving Certificate, Matriculation Certificate, Degree of recognised educational institution, Depository Account Statement, Bank Account Statement / Passbook, Credit Card, Water Bill, Ration Card, Property Tax Assessment Order, Passport, Voter Identity Card, Driving License, Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.
2. Proof of address (POA): Electricity Bill, Telephone Bill, Employer Certificate, Depository Account Statement, Bank Account Statement / Passbook, Credit Card Statement, Rent Receipt, Ration Card, Property Tax Assessment Order, Passport, Voter Identity Card, Driving License, Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

Note: In case of an Indian citizen residing outside India, copy of passport is required as proof of identity.

The documents for POI and POA depend on the citizenship and the status of the applicant

For further information, please refer to the following:-

Through NSDL:- <https://tin.tin.nsdl.com/pan/form49A.html>

Through UTI:- <http://www.utitsl.co.in/utitsl/uti/newapp/newpanapplication.jsp>

1.3 Obtain Director Identification Number (DIN)

1.3.1 Director Identification Number 1(DIN1)

Time: 1/2 day(s)

Cost: INR 100

Issuing Authority: Ministry of Corporate Affairs

Documents to be attached:

1. DIN Form-I (with provisional DIN generated) along with a high resolution photograph of the applicant and his signatures appended at the appropriate place;
2. Proof of identity;
3. Proof of residence;
4. Certification of the photograph and the photocopies of proofs by an approved authority;
5. The particulars of the certifying authority along with his seal must be clearly indicated.

For further information, please refer to the following:-

<http://www.mca.gov.in/MCA21/RegisterNewComp.html>

Form Link

http://www.mca.gov.in/MCA21/dca/downloadforms/eformTemplates/1098-FormDIN1_help.zip

1.3.2 Director Identification Number 2(DIN2)

Time: 1/2 day(s)

Cost: INR 100

Issuing Authority: Ministry of Corporate Affairs

Documents to be attached:

Approval of Form DIN 1

For further information, please refer to the following:-

<http://www.mca.gov.in/MCA21/RegisterNewComp.html>

Form Link:

http://www.mca.gov.in/MCA21/dca/din/DIN_2.pdf

1.3.3 Director Identification Number 3(DIN3)

Time: 1/2 day(s)

Cost: INR 100

Issuing Authority: Ministry of Corporate Affairs

Documents to be attached:

Approval of Form DIN 2

For further information, please refer to the following:-

<http://www.mca.gov.in/MCA21/RegisterNewComp.html>

Form Link:

http://www.mca.gov.in/MCA21/dca/downloadforms/eformTemplates/1087-FormDIN3_help.zip

1.4 Obtain Digital Signature Certificate

Time: 1-6 days

Cost: Each agency has its own fee structure, ranging from INR 400 to INR 2650.

For further information, please refer to the following:-

1. Mahanagar Telephone Nigam Limited (MTNL) - <http://www.mtnltrustline.com>
2. Tata Consultancy Services (TCS) - <http://www.tcs-ca.tcs.co.in/>

3. Institute for Development in Research in Banking Technology (IDRBT) - <http://idrbtca.org.in/>
4. SafeScript - <http://mcacert.safescrypt.com/>
5. nCODE Solutions - <https://www.ncodesolutions.com/>
6. NIC - <http://nicca.nic.in/>
7. Central Excise & Customs - <http://www.cbec.gov.in/cae1-english.htm>
8. e-Mudhra (3i Infotech Consumer Services Limited) - <http://www.e-mudhra.com/>

1.5 New user Registration

To file an eForm or to avail any paid service on MCA portal, it is required for a company to register itself as a user in the relevant user category, such as registered and business user.

Issuing Authority: Ministry of Corporate Affairs

Form Link:

<http://www.mca.gov.in/DCAPortalWeb/dca/MyMCALogin.do?method=setDefaultProperty&mode=24>

1.6 Reserve the company name

Time: 2-3 days

Cost: INR 500

Issuing Authority: Registrar of Companies

Documents to be attached:

1. Copy of Board resolution of the existing company or foreign holding company as a proof of no objection
2. Copy of approval from Central Government as a proof of no objection
3. Trademark or authorisation to use trade mark, if the name of the company is based on trade mark or application for deed of assignment
4. In case of change of name of an existing company, a copy of Board resolution
5. If change is due to a direction received from the Central Government, then a copy of such direction

Note: The Registrar of Companies (ROC) in Mumbai has staff members working full time on name reservations (approximately 3, but more if the demand increases). A maximum of 6 suggested names may be submitted. They are then checked by ROC staff for any similarities with all other names in India.

For further information, please refer to the following:

Company name approval must be done electronically. Apply for the name of the company to be registered by filing **Form1A** for the same.

Form Link:

<http://www.mca.gov.in/MCA21/dca/downloadforms/eformTemplates/1030-Form1A.zip>

Address for Manual Submission

Registrar of Companies, Mumbai Office

100, Everest, Marine Drive, Mumbai- 400002

Phone: 022-22812639 Fax: 022-22811977 Email - roc.mumbai@mca.gov.in

1.7 Stamp the Company Documents

Time: 1 day in Mumbai, elsewhere in India it takes 3-7 days

Cost: INR 1,300 (INR 200 for MOA + INR 1,000 for AOA for every INR 500,000 of share capital or part thereof + INR 100 for stamp paper for declaration Form 1) in Mumbai, elsewhere in India it costs INR 18,789

The rate of stamp duty varies from state to state. In Maharashtra, according to Article 10 and Article 39 of the Indian Stamp Act (1899), the stamp duty payable on the Memorandum and Articles of Association for company incorporation in Mumbai, Maharashtra, is as follows:

- a. Articles of Association: INR 1000/- for every INR 500,000/- of share capital (or part thereof), subject to a maximum of INR 50,000,000;
- b. Memorandum of Association: INR 200;
- c. Form-1 (declaration of compliance): INR 100.

For further Information, please refer to the following:

http://www.mca.gov.in/MCA21/dca/eStamp/e_stamp.html

Address for Manual Submission:

Superintendent of Stamps

General Stamp Office, Ground Floor, Town Hall Building,

Shahid Bhagat Singh Road, Fort, Mumbai 400 023

Ph: +91 22 2664589, 2664585

1.8 Get Certificate of Incorporation

Time: 5 days

Cost:

The registration fees paid to the Registrar are scaled according to the company's authorized capital (as stated in its memorandum):

- a. INR 100,000 or less: INR 4,000. If the nominal share capital is over INR 100,000, additional fees based the amount of nominal capital apply to the base registration fee of INR 4000;
- b. For every INR 10,000 of nominal share capital or part of INR 10,000 after the first INR 1,00,000, up to INR 500,000: INR 300;
- c. For every INR 10,000 of nominal share capital or part of INR 10,000 after the first INR 500,000, up to INR 5,000,000: INR 200;
- d. For every INR 10,000 of nominal share capital or part of INR 10,000 after the first INR 5,000,000, up to INR 110,000,000: INR 100;

e. For every INR 10,000 of nominal share capital or part of INR 10,000 after the first INR 10,000,000: INR 50.

Schedule of Registrar filing fees for the articles and for the other forms (1, 18, and 32)

A. INR 200 for a company with authorized share capital of more than INR 100,000 but less than INR 500,000

B. INR 300 for a company with nominal share capital of INR 500,000 or more but less than INR 2,500,000

C. INR 500 for a company with nominal share capital of INR 2,500,000 or more

For further information, please refer to the following:

<http://www.mca.gov.in/MCA21/RegisterNewComp.html>

1.8.1 Form - I:

Issuing Authority: Ministry of Corporate Affairs

Documents to be attached:

1. Memorandum of association
2. Articles of association
3. Annexure containing details of subscribers
4. No objection certificate in case there is change in promoters

Form Link:

<http://www.mca.gov.in/MCA21/dca/downloadforms/eformTemplates/1022-Form1.zip>

1.8.2 Form - 18:

Documents Required: NA

Issuing Authority: Ministry of Corporate Affairs

Form Link:

<http://www.mca.gov.in/MCA21/dca/downloadforms/eformTemplates/1023-Form18.zip>

1.8.3 Form - 32:

Issuing Authority: Ministry of Corporate Affairs

Documents Required:

1. Evidence of payment of stamp duty where qualification shares is involved (This will be mandatory only)
2. If the director giving consent agrees to pay for at least one share)
3. Consent(s) of the appointee Managing Director, director(s)

4. Declaration regarding qualification shares
5. Evidence of cessation

Form Link:

<http://www.mca.gov.in/MCA21/dca/downloadforms/eformTemplates/1026-Form32.zip>

Address for Manual Submission

100, Everest, Marine Drive, Mumbai-400002

Phone: 022-22812639 Fax: 022-22811977

Email - roc.mumbai@mca.gov.in

1.9 PAN application for the company

Time: 15 Days

Issuing Authority: Income tax Department

Cost:

Domestic: INR 96(Rs. 85 + 12.36%service tax)

International: Rs. 962[(Application fee 85.00 + Dispatch Charges 771.00) + 12.36% service tax].

Documents to be attached:-

1. Proof of identity (POI): School Leaving Certificate, Matriculation Certificate, Degree of recognised educational institution, Depository Account Statement, Bank Account Statement / Passbook, Credit Card, Water Bill, Ration Card, Property Tax Assessment Order, Passport, Voter Identity Card, Driving License, Certificate of identity signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.
2. Proof of address (POA): Electricity Bill, Telephone Bill, Employer Certificate, Depository Account Statement, Bank Account Statement / Passbook, Credit Card Statement, Rent Receipt, Ration Card, Property Tax Assessment Order, Passport, Voter Identity Card, Driving License, Certificate of address signed by Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

Note: In case of an Indian citizen residing outside India, copy of passport is required as proof of identity.

For further information, please refer to the following:-

Through NSDL:- <https://tin.tin.nsdl.com/pan/form49A.html>

Though UTI:- <http://www.utitsl.co.in/utitsl/uti/newapp/newpanapplication.jsp>

1.10 Registration under the Bombay Shop & Establishment act

Cost: Fees for Registration & Renewal of Registration Certificate

Shops & Establishment having employees	Registration Fees (INR/Yr)	Renewal of Registration Certificate Fee (INR/Yr)	Trade Refuse Charges (INR/Yr)
Nil	INR 120/-	INR 120/-	INR 360/-
1-5	INR 360/-	INR 360/-	INR 1080/-
6-10	INR 720/-	INR 720/-	INR 2160/-
11-20	INR 1200/-	INR 1200/-	INR 3600/-
21-50	INR 2400/-	INR 2400/-	INR 7200/-
51- 100	INR 4200/-	INR 4200/-	INR 12600/-
101 & above	INR 5400/-	INR 5400/-	INR 16200/-

Fees for Notice in Change, to be submitted along with Form E

Category of Establishments	Fees (INR)
Commercial Establishment	INR 120/-
Shops having Employee	INR 120/-
Shop having No Employee	INR 120/-
Residential Hotel	INR 120/-
Restaurants & Eating Houses	INR 120/-
Theaters & Other Places of Public	INR 120/-
Amusements or Entertainment	INR 120/-

Note: Cheque to be drawn in favor of "Municipal Corporation of Greater Mumbai"

Issuing Authority: Labour Department

Documents to be attached:

1. Memorandum of Articles of Association/Trust deed.
2. Premises purchase Agreement.
3. List of Directors/Managers.
4. 1st Bank Account opening proof/Bank Account No. details.
5. First Income Tax Assessment order/PAN

6. MUNICIPAL CORPORATION declaration
7. Date of commencement of business

For further information, please refer to the following:

http://www.mahashramm.gov.in/dol/acts_download/the_bombay_shops_establishment_s_act.pdf

Form Link:

<http://www.midcindia.org/Lists/Approval%20Forms/Attachments/155/Shop%20Act%20-%20Form%20A.pdf>

Note: These forms can also be acquired from district municipal offices

Address for Manual Submission:

Chief Inspector (Shops & Establishment), Bhimabai Rane Municipal School
4th Floor, Raja Rammohan Roy Marg, Girgaum, Mumbai-400004

1.11 Registration of Trademark

Cost: INR 250

Issuing Authority: Controller General of Patents Designs and Trademarks

Documents Required:

1. The name of the owner of the trademark, which can be an individual, Partnership Corporation, or other legal entity.
2. The address and name where you wish all correspondence to go.
3. An exact and clear drawing of the mark you wish to register.
4. The list of services or goods for which the trademark will be used.
5. The basis for filing -" This area should include whether you wish to use the trademark for goods or for services in commerce use for the trademark.
6. Finally, signature of the person who is properly authorized to sign for the applicant.

For further information, please refer to the following:

http://ipindia.nic.in/tmr_new/tmr_act_rules/tmr_rules_2002.pdf

Form Link:

http://ipindia.nic.in/tmr_new/first_schedule_forms/TM-1.pdf

1.12 Certificate of commencement of Business

Issuing Authority: Registrar of Companies

Please refer to the following:

<http://www.mca.gov.in/Ministry/steps.html>

Form Link:

eForm19: http://www.mca.gov.in/MCA21/dca/help/instructionkit/1031-Form19_help.PDF

eForm20: http://www.mca.gov.in/MCA21/dca/help/instructionkit/1024-Form20_help.PDF

1.13 Register for Medical Insurance at Employees State Insurance Corporation

Time: 9 days

Cost: Nil

Issuing Authority: Employee State Insurance Corporation

Documents to be attached:

1. Registration Certificate/License issued under Shops and Establishment Act or Factories Act.
2. Latest Rent Bill of the premises you are occupying indicating the capacity in which the premises is occupied, if applicable.
3. Latest building Tax/Property Tax receipt (Xerox)
4. Memorandum and Articles of Association/ Partnership Deed/Trust Deed
5. Xerox Copy of certificate of commencement of production and /or Registration No. of CST/ST

Note: As per the Employees' State Insurance (General), The Units are required to register through ESI Portal www.esic.in. The registration will be done on Real-time basis.

The employees employed by such Units covered under ESI Act also need to be registered online by the Employer before taking them on employment using ESIC Portal.

For further information, please refer to the following:

Website: www.esic.in

http://esicmaharashtra.gov.in/forms/esic_new_form01.pdf

Address for Manual Submission

ESI Corporation, Panchdeep Bhawan
108, NM Joshi Marg, Lower Parel, Mumbai - 400013

<http://esicmaharashtra.gov.in>

Phone: +91-022-24933329, 24933330, Fax - 24925352 Email id: rd-maharashtra@esic.nic.in

1.14 Register with Employees Provident Fund Organization

Time: 12 days, the code number is to be allotted within 3 days of submission, if the application is complete in all respects. However, in many cases applicants have received the intimation letter with the code number in 12 to 15 days.

Issuing Authority: Employees Provident Fund organization

Cost: Zero

Documents to be attached:

1. A copy of Memorandum and Articles of Association and the certificate of incorporation issued by the Registrar of Companies, in the case of Public and

Private Ltd. Companies

2. A copy of partnership deed in the case of partnerships
3. A copy of Registration certificate issued by the Registrar of Co-operative societies
4. A copy of Registration certificate issued by Registrar in the case of societies registered under Societies Registration Act along with a copy of the objects and Rules of the Society
5. Partition deeds creating HUF
6. Any agreement or other legal documents in the case of Association of persons as defined in the Income Tax Act
7. Any of the documents listed can be submitted to establish date of setup of firm
8. Copy of 1st partnership deed / memoranda and article of association
9. Extracts from 1st Year ledger / cashbooks for: 1st purchase of raw material, 1st salary / wages paid, 1st salary / wages paid, 1st sale, 1st rent paid
10. Copy of 1st Sales tax assessment order
11. Copy of 1st Income Tax assessment order
12. Copy of 1st years' balance sheet
13. Salary/wages register, vouchers, books and balance sheets from date of start till date of provisional coverage done earlier
14. C.S.T & B.S.T. Certificate
15. Books of accounts (Ledger, cash books etc.) since beginning
16. Balance sheet / P&L account (in case of Limited company Annual Report since beginning.)
17. Shops & Establishment Registration Certificate/Factory License
18. Partnership deed in case partnership firm) and Memorandum of Association & Articles (In case of Limited Co)
19. Salary/Wage register and Attendance Register since beginning
20. Month wise strength of numbers of employees since beginning
21. List of Directors/Partners/ owners along with their residential addresses
22. Name of the Bankers, Address of the Bank and name of the person responsible for financial affairs

For further information, please refer to the following:

<http://www.epfindia.com/forms/registration.pdf>

Address for Manual Submission

Regional Provident Fund Commissioner

341, Bhavishya Nidhi Bhawan, Bandra (East), Mumbai

Mumbai - 400 051, E-mail: ro.bandra@epfindia.gov.in

Phone: +91-22-26470707 Fax - 26474747

2 Unit Registration

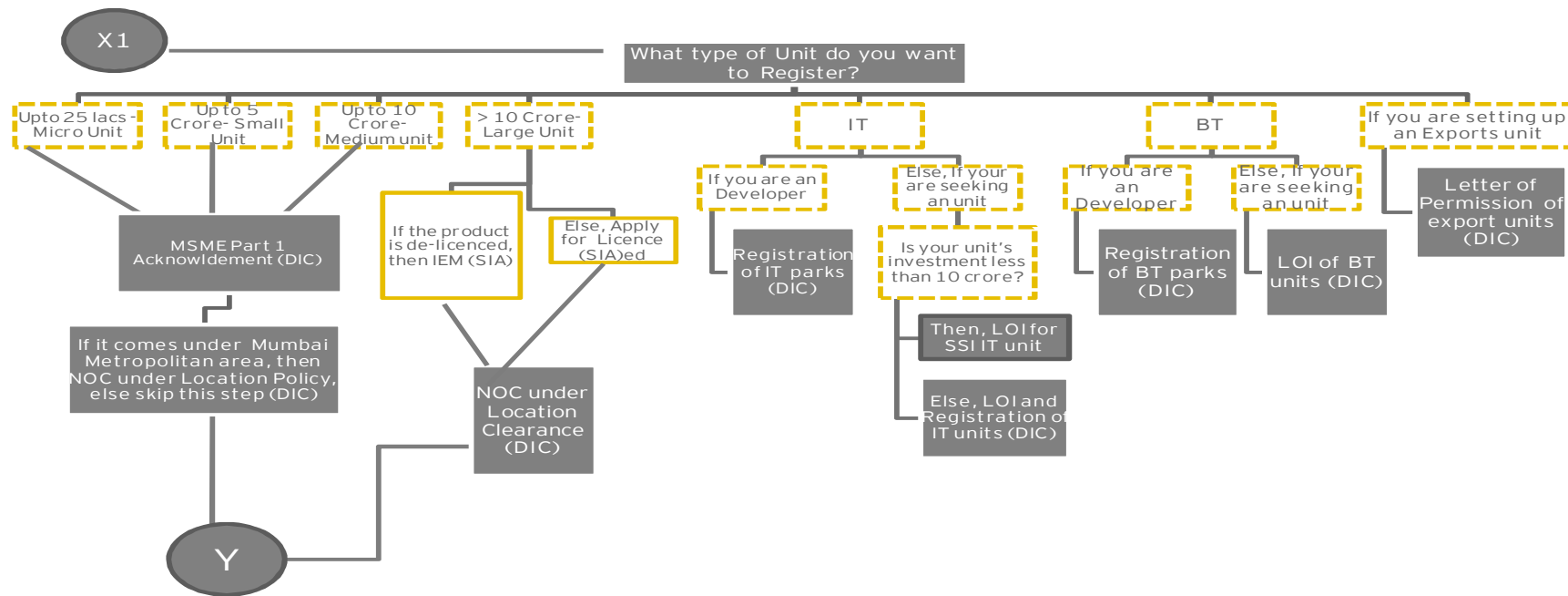


Figure 2 Approval process for unit registration



2.1 Algorithm for Unit Registration

1. Decide on the type of unit you want to setup in the state.
2. On the basis of the amount of capital invested, the following type of classification is done.
 - a. Upto 25 lacs, falls under the category of Micro industries
 - b. Between 25 lacs to 5 crores, falls under the category of Small industries
 - c. Between 5 crores to 10 crores, falls under the category of Medium industries
 - d. Above 10 crores, falls under the category of Large industries
3. For micro, small and medium industries, MSME Part 1 acknowledgment is required for the commencement of business. Once you get this approval, you are required to get an NOC under the locational policy from the DIC office (only if it falls under the Mumbai Metropolitan Area).
4. For setting up a large industry, if the product is de-licensed then you are required to fill Industrial Entrepreneur's Memorandum (IEM) else apply for license from Secretariat for Industrial Assistance (SIA). Post getting these documents, one is supposed to get an NOC under location clearance from the DIC office
5. For registration of IT units, if your investment is less than 10 crores then you need a Letter of Intent for SSI unit, or else Letter of Unit and registration of IT unit from the DIC office
6. For registration of BT units, one is required to seek a Letter of Unit from the DIC office.
7. For setting up a export oriented unit, one is required to seek a Letter of Permission from the DIC office.

2.2 Registration of Large Industries

Cost: INR 2500 (for Industrial License) & INR 1000 (for IEM)

Issuing Authority: Secretariat of Industrial Assistance

Registration of Large Industries varies depending on following condition

Product Category	Within Designated Industrial Area	Within 25 Km of City Limits with >1 Mn Population as per 1991 census	Area outside the industrial area designated prior to 25th July 1991
De-licensed Items	IEM	License	License
Allowed but need a license from Gol	License	License	License
Reserved for MSME sector	License	License	License
Reserved only for Public Sector Companies	Not Allowed	Not Allowed	Not Allowed

Note: Govt. of India liberalized the Industrial Policy vide notification dated 25th July 1991. A large number of industries were de-licensed from time to time. According to the existing policy, four industries are reserved for public sector undertakings and only six industries are reserved for private sector for which Industrial License is compulsory.

The permissions / licenses to Large Scale Industries are granted under the provisions of the Industrial Development (Regulation) Act, 1951 of Govt. of India. For setting up an industrial undertaking for the products, license is required from the Secretariat for Industrial Assistance, Ministry of Industry and Commerce, Department of Industrial Policy & Promotion, Govt. of India, New Delhi.

Documents to be attached:

1. For industrial License, demand draft of INR 2500 in favor of Secretariat of Industrial Approval.
2. Recommendation from the respective DIC office, where the project falls
3. For IEM, demand draft of INR 1000 in favor of for Industrial Approval in six copies.
4. The Secretariat for Industrial Approval gives the acknowledgement and informs Directorate of Industries.

Note: Those industrial promoters who have obtained IEM and gone into commercial production or implemented the project have to submit PART B with Govt. of India or Directorate of Industries in seven copies.

For further information, please refer to the following:

<http://dipp.gov.in/English/Archive/statannual/2009-10/chapter1.2.pdf>

Form Link:

https://finmin.nic.in/the_ministry/dept_eco_affairs/fipb/il-form.doc

Form link to the IEM

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=505>.

Address for Manual Submission:

Joint Secretary

Room No 227 AI

Udyog Bhawan, New Delhi - 110011

Phone: 23063838/3051

2.3 Registration for IT Park

Cost: INR 1000 (RBI Challan) + INR 100 (Affidavit)

Issuing authority: Directorate of Industries

Documents to be attached:

1. Application form duly filled up in prescribed format
2. Original copy of challan of INR 1000/- paid through RBI
3. Partnership constitution deed with firm Registration Certificate or certified copy of Certificate of Incorporation Memorandum & Article of Association
4. Documents regarding Land
 - a. 7/12 Extract
 - b. Property card
 - c. Sale deed/Conveyance deed
 - d. Copy of the Registered Lease Agreement with owner in case where applicant is not an owner of the land. (Mentioned in the Title Certificate), Power of Attorney
 - e. Zone confirmation certificate from concerned Asst. Director, Town Planning
 - f. Approved Building plan from the competent authority for IT user
 - g. Intimation of Disapproval (IOD) (from Mumbai Municipal Corporation)
 - h. Permission for commencement of building construction issued by the competent authority
 - i. Certificate from registered Architect indicating distribution of BUA to be used/utilized for I.T./ITES, support service sector with name of the developer and location of IT Park with Architect registration no. & seal
 - j. Exemption certificate under ULC Act from the competent authority where applicable
 - k. Supporting documents like letters from concerned agencies for supply of electric power, dedicated feeder line, last mile internet connectivity, stand-by power by DG set, etc.
 - l. Affidavit as per prescribed format duly notaries on INR 100/- stamp paper
 - m. Other relevant documents for support of above, if any

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=507>

Address for Manual Submission

Head office: Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

2.4 Registration of Bio-Tech Park

Cost: INR 5000 (RBI Challan) + INR 100 (Affidavit)

Issuing authority: Directorate of Industries

Documents to be attached:

1. Developer company constitution documents.

For Private Limited Company

1. Certificate of incorporation with memorandum & Article of Association.
2. Board resolution for development of BT Park
3. Letter of Authority for application (Authorized signatory)

For Public Ltd. Company

1. Certificate of incorporation with memorandum & Article of Association.
2. Board resolution for development of BT Park
3. Letter of Authority for application.

For Partnership Firm

1. Copy of partnership deed
2. Copy of firm registration
3. Letter of authority for application

Cooperative Society

1. Registration under Society Act.
2. Letter of authority for application

Charitable Trust.

1. Registration under Public Charitable Trust Act.
2. Letter of authority for application

2. Land documents

A. For own Land

1. Copies of 7/12 abstract of Land
2. Copy of index
3. Copy of Property Card
4. ULC /BTAL Permission if applicable

B. For lease/Development Agreement land

1. Copy of Agreement executed with the Landlord
2. Power of authority to leases
3. Copy of Land possession letter
4. ULC Permission if applicable

3. Copy of Challan of fee deposited in Govt. treasury for Rs. 5000/

4. Copy of Zone confirmation certificate issued by appropriate authority

5. Building Plan approval copy with letter of approval

Copy of Building construction commencement certificate issued by appropriate authority

6. MPCB consent for establishment of BT Park

Permission for CETP

Solid Hazardous waste disposal agreement approval

7. Copy of receipt of application submitted to (Whichever is applicable)

1. Ministry of Environment and Forests (MoEF)
2. Genetic Engineering Approval Committee (GEAC).
3. Indian Council of Medical Research (ICMR)
4. Maharashtra Pollution Control Board (MPCB)
5. Drugs and Cosmetics Act, Ministry of Health and Family Welfare
6. Atomic Energy Regulatory Board (AERB)] Govt. of India
7. CPCSEA (Committee on Prevention of Cruelty and Supervision of Experiments on Animals)

8. Water supply arrangement made

1. Proof of Water supply arrangement for BT Park
2. Provision of common supply for distilled water / chilling plant requirement of laboratories likely to be established in BT Park.

9. Motive Power

1. Agreement made for dedicated substation for required motive power
2. Separate feeder for dedicated substation
3. Standby arrangement for not less than 30% of total power requirement.

10. Affidavit in prescribed form provided with application form.

11. Agreement made for utilities

1. Chilling plant
2. Steam generation
3. Storage facility (Raw material and finished product)

12. Building plan approval from Dep't. of Industrial Safety and Health.

Address for Manual Submission:

It can be acquired from District Industrial Centers (DIC) across all districts

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

2.5 Registration of Bio-Tech Unit

Issuing authority: Directorate of Industries

Documents Required:

For Letter of Intent (LOI)

1. The proposed BT Units shall apply for Letter of Intent along with the following documents:
2. Application in the prescribed form
3. Affidavit
4. Certificate from designated Certifying Agency
5. Location clearance from DI/JDI,MMR/MIDC/Local Authority, as the case may be;

For Registration

1. Application for Registration in the prescribed form
2. Affidavit
3. Location clearance from Directorate of Industries / MIDC Local Authority as the case may be
4. C.A' certificate regarding turnover of Bio-Tech products / activities exceeding 75 % of total turnover
5. BT Letter of Intent (if obtained)
6. Certificate from designated Certifying Agency (for existing BT unit)

For further information, please refer to the following:

<http://wardha.nic.in/htmldocs/DIC/BT-Registration.pdf>

Form Link:

http://industry.maharashtra.gov.in/FinalWebSite/images/acts_and_policies/application_for_bt_park.pdf

Address for Manual Submission

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

2.6 Letter of Intent & Registration of IT Units

Issuing authority: Directorate of Industries

As in the case of other Industrial/Service units, the IT units are registered as per the normal procedure followed for IEM and SSI/MSI/SSSB/E/MSSSB/E. However, the Registering Authorities designated for recognizing the IT units for the purpose of incentives offered by the State Government 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.

Type of Industry	Registering Authority
Large Scale Units	SICOM Ltd.
Small Scale Units located in MIDC areas of Mumbai Metropolitan Region	Technical Advisor, MIDC
Small Scale Units in areas other than the above	Joint Director of Industries(MMR) & General Manager, DIC (In their respective jurisdiction)

Proposed units / existing units now proposing to produce IT products are granted Letter of Intent by the registering authority. The Letter of Intent is valid for a period of three years. These units letter needs to be registered as permanent SSI/MSI/SSSB/E/MSSSB/E by the same authorities as mentioned above.

Documents to be attached for LOI

The proposed unit 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
2. Affidavit
3. Certificate from the designated agency (For IT software units only)
4. Location clearance from DI/MIDC/Local Authority, as the case may be
5. Form regarding employment of local persons

Documents to be attached for Registration of IT Units

1. Provisionally SSI/MSI registered units holding LOIs as IT units and which have gone into IT operation 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:
 2. Application for Registration as IT unit in the prescribed form
 3. Affidavit
 4. Certificate from the designated agency (For IT software units only)
 5. Location clearance /NOC from Directorate of Industries / MIDC as the case may be

6. C.A's certificate regarding turnover of IT unit exceeding 75 % of total turnover
7. Form regarding employment of local persons
8. Letter of Intent

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=506>

Address for Manual Submission:

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

2.7 Registration of Mega/Non Mega Projects under Packaged Scheme of Incentives (PSI)

Time: 30 Days

Issuing authority: Directorate of Industries

Note: Both Mega Projects & Non Mega Projects are eligible for the incentives under packaged scheme of incentives 2006. However quantum of incentive varies depending on location of project, amount invested and people employed (for details see Packaged Scheme of Incentive in Section O.4)

An eligible Mega Project shall file a valid claim on an annual basis. The 1st valid claim shall pertain to the period commencing from the date of start of commencement of commercial production as established by the Implementing Agency or from such other date as may be approved by the State Government. A valid claim shall comprise of application in the prescribed format along with the necessary documents as may be stipulated

Documents to be attached:

1. Auditor's Certificate about VAT paid during the claim period in Annexure B
2. Maharashtra Value Added Tax (MVAT) and CST returns filed for the claim period
3. Resolution on the letterhead of the unit authorizing signatory to sign on the application and undertaking
4. Certificate about gross fixed assets in Annexure C
5. Statutory sales-tax VAT auditor's report [Form No.74]
6. Details of employment for the project in Annexure
7. Details of Captive Process Vendors (CPVs) in Annexure F

Form Link:

The form for Mega Project can be downloaded from:

<http://maharashtra.gov.in/english/FinalWebSite/images/mega%20forms%20and%20applications.pdf>

The form for Non-Mega Project can be downloaded from

<http://maharashtra.gov.in/english/FinalWebSite/images/non%20mega%20forms%20and%20application.pdf>

Address for Manual Submission:

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

2.8 Entrepreneurs Memorandums (EM) for setting up Micro, Small & Medium Enterprises (MSME)

Cost: Zero

Issuing authority: Directorate of Industries

Documents to be attached:

1. Enclose a self-certified copy of Power of Attorney/Board Resolution/Society Resolution, wherever applicable, while signing as Partner/Managing Director or Authorized Person.
2. Enclose a certified/notarized copy of the Partnership Deed/Memorandum of Association/Articles of Association in case of Medium Enterprises.

For further information, please refer to the following:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=501>

Form Link:

The form can be downloaded from

http://maharashtra.gov.in/english/FinalWebSite/images/acts_and_policies/msmed_act_2006.pdf

Or <https://services.midcindia.org/services/FillFormAnon.aspx?AMId=501>

Address for Manual Submission:

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

2.9 NOC under Locational Clearance- (IEM/SIA)

Prerequisites:

SIA/ IEM obtainance

Issuing Authority

Directorate of Industries,
New Administrative Building,
2nd floor Opp. Mantralaya, Mumbai - 400032
022 22028616/22023584/22026826
didci@maharashtra.gov.in

2.10 NOC under location Policy- (Small industries)**Prerequisites:**

MSME Part 1 acknowledgment

Issuing Authority

Directorate of Industries,
New Administrative Building
2nd floor Opp. Mantralaya, Mumbai - 400032
022 22028616/22023584/22026826
didci@maharashtra.gov.in

2.11 Letter of Permission for Export Units

Cost: INR 5000/-

Issuing authority: Directorate of Industries

Documents to be attached:

1. Project Report
2. Income Tax Returns of the promoters
3. Identity proof of the promoters
4. Also, the application is need to be signed by owner in case of an independent firm or by the partners in case of partnership firm.
5. Copy of the memorandum and Articles of Association has to be filed with the application.

For Further information, please refer to the following:

www.eouindia.gov.in/App-14.pdf

Also, you may refer to the following link as well:

http://www.eximguru.com/exim/eou/ch_2_application_procedure.aspx

Form Link:

http://www.eouindia.gov.in/downloadable_forms.htm

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

3 Tax Related Approvals



Figure 3 Tax Related Approvals



3.1 Algorithm for getting tax approvals

1. Apply for TAN online at the NSDL-TIN website. Afterwards, you need to take a printout of submitted form and mail it to income tax office along with supporting documents and photographs. The income tax office after scrutiny and approval, allots a TAN number and mail the TAN card at the address provided by you in application form. Also, you can apply offline by filling up Form 49B: Application for Allotment of TAN.
2. Apply for profession tax. The application (Form-I i.e. EMPLOYERS REGISTRATION FORM) may be obtained from the sales tax office or can be photocopied, printed or can be download from the website of the department (www.vat.maharashtra.gov.in). The application for registration should be submitted within 30 days of the employer becoming liable to pay tax.
3. Apply for VAT. For MVAT, registration can be done online. After filling the application and submitting the form acknowledgment containing date and time for attending before Registering Authority along with code/designation and address of Registering Authority is generated. If the application is correct and complete in all respect along with relevant documents then Registering Authority will generate TIN after verification. Registration certificates shall be printed and issued to the dealer on the appointed day.
4. Apply for sales tax. The form can be downloaded from website and the filled form along with supporting documents can be submitted in respective office. After verification the registration certificate is mailed on the address mentioned in the form.
5. Apply for Central Excise Certificate. Under rule 9 of the Central Excise (No.2) Rules, 2001, the Board has prescribed new Form for Application (FORM A-1) as well as Registration Certificate (FORM RC). The filled form along with supporting documents can be submitted in respective office and after verification the registration certificate is mailed on the address mentioned. Moreover, an online registration module of central excise is also introduced. To transact business all users have to first register with ACES (Automation of Central Excise and Service Tax) application. This registration is not a statutory registration as envisaged in Central Excise Act but only a registration with the system.
6. Apply for service tax. The form can be downloaded from website and the filled form along with supporting documents can be submitted in respective office. After verification the registration certificate is mailed on the address mentioned in the form.
Moreover, there is also an online registration module of Service Tax that brings the Service Providers, Service Receivers and Input Service Distributors, under the electronic purview of the Service Tax.

3.2 Obtain a Tax Account Number (TAN)

Time: 15 Days

Issuing authority: Income Tax Authority

Cost: INR 62.00 (Rs. 55.00 application charge + 12.36% Service Tax) for the both new TAN and change request

Documents to be attached:

No documents are required. However, where the application is being made online, the signed acknowledgment which is generated after filling up the form should be forwarded to NSDL. With a Proof of identity (POI) and Proof of address (POA)

The documents for POI and POA depend on the citizenship and the status of the applicant

For further information, please refer to the following:

<https://tin.tin.nsdl.com/tan/index.html>

Form Link:

Offline Application: The application can be submitted to any TIN facilitation centre across India. The complete list of TIN Facilitation Centers can be found on <http://www.tin-nsdl.com/TINFaciliCenter.asp>

Online Application: NSDL Website:

<http://law.incometaxindia.gov.in/DITTaxmann/IncomeTaxRules/pdf/49B.PDF>

3.3 Register for Profession Tax

Time: 2 Days

Issuing authority: Department of Sales Tax

Cost: Zero

Documents to be attached:

1. Copies of the document must be attested and the originals submitted for verification include
2. Proof of constitution of business/ work (as applicable)
3. Proof of permanent residential address (Please provide at least document containing the name and present address.)
4. Proof of status of place of business/ work
5. Copy of PAN card

For further information, please refer to the following:

<http://mahavat.gov.in/Mahavat/index.jsp>

Form Link:

http://www.mahavat.gov.in/Mahavat/MyFold/DOWNLOADS/FORMS/DOWNLOAD_FOR_MS_PTA/Downloads-PTA.001.pdf

Address for Manual Submission:

The application can be submitted to district sales tax offices of respective districts.

Vikrikar Bhawan, Mazgaon Mumbai-10 or District sales office of respective districts

3.4 Register for Value-added Tax (VAT)

Time: 10-15 days

Cost: INR 5,100 (registration fee INR 5000 + stamp duty INR 100)

Issuing Authority: Department of Sales Tax

Documents to be attached:

1. Proof of constitution of business (as applicable)
 - a. In case of proprietary firm: No proof required
 - b. In case of partnership firm: Copy of Partnership Deed (Registered or unregistered)
 - a. In case of company: Copy of Memorandum of Association (and Articles of Association)
 - b. In case of other constitution: Copy of relevant documents
2. Proof of permanent residential address
 - c. Copy of passport
 - d. Copy of driving license
 - e. Copy of election photo identity card
 - f. Copy of property card or latest receipt of property tax of Municipal corporation/Council/Gram panchayat as the case may be.
 - g. Copy of latest paid electricity bill in the name of the applicant.
 - h. Copy of ration card.
3. Proof of place of business
 - i. In case of owner :
 - a. Proof of ownership of premises viz. copy of property card or ownership deed or agreement with the builder or any other relevant documents
 - j. In case of tenant :
 - a. Proof of tenancy/sub-tenancy like copy of tenancy Sub-tenant agreement or rent receipt or leave and license or consent letter, etc. supported by Documents showing ownership of licensor or person giving consent.
4. One latest passport size photograph of the applicant
5. Copy of Income Tax Assessment Order having PAN or copy of PAN card.
6. Chalan in Form No. 210

For further information, please refer to the following:

<http://mahavat.gov.in/Mahavat/index.jsp>

Form Link:

http://125.21.254.72/Mahavat/MyFold/DOWNLOADS/FORMS/DOWNLOAD_FORMS_NEWMANUAL/DOWNLOAD.pdf

Or

<http://125.21.254.72/ERegistration/>

The application can be submitted to district sales tax offices of respective districts.

Vikrikar Bhawan, Mazgaon Mumbai-10 or District sales office of respective districts

3.5 Register for Sales Tax - under Section 7(1)/7(2) of the Central Sales Tax Act

Time: 7 Days

Cost: Nil

Issuing Authority: Department of Sales Tax

Documents to be attached:

1. Proof of constitution of business/ work (as applicable)
2. Proof of permanent residential address (Please provide at least document containing the name and present address.)
3. Proof of status of place of business/ work

For further information, please refer to the following link:

<http://mahavat.gov.in/Mahavat/index.jsp>

Form Link:

http://125.21.254.72/Mahavat/MyFold/DOWNLOADS/FORMS/DOWNLOAD_FORMS_NEWMANUAL/DOWNLOAD_FORMS.pdf

Or

<http://mahavat.gov.in/ERegistration/>

The application can be submitted to district sales tax offices of respective districts.

Vikrikar Bhawan, Mazgaon Mumbai-10 or District sales office of respective districts

3.6 Central Excise Registration

Time: 7 Days

Cost: Zero

Issuing Authority: Central Board of Excise and Customs

Note: An online registration module of central excise is also introduced. To transact business all users have to first register with ACES (Automation of Central Excise and Service Tax) application. This registration is not a statutory registration as envisaged in Central Excise Act but only a registration with the system.

The registration with ACES is a simple process and is done by giving user credentials like Username, E-Mail ID, Unit Name, Designation and Phone Number. At the time of submission of these details the password will be emailed to the user on the respective e-Mail ID, which along with the username will be used for login into the system.

After applicant fills the statutory registrations forms i.e. A1, A2, A3 or Declaration Form, functionalities like filing Returns, claiming Refunds, accessing the proceedings of Disputes, viewing documents like Provisional Assessment Requests and Show Cause Notices are available.

Apply to the nearest Central Excise Division Office in Form A.1 along with a self attested copy of the PAN issued by the Income Tax Department.

After post verification, a regular Registration certificate in form RC is normally issued immediately, as far as possible.

Form Link:

<http://www.cbec.gov.in/excise/cx-act/notfns-2k2/cent30-2k2.htm>

For further information, please refer to the following:

<http://www.cbec.gov.in/>

For online registration, please visit:

<http://www.aces.gov.in/REGASE/ui/jsp/common/registerWithACES.do>

3.7 Register for Service Tax

Time: 7 Days

Cost: Nil

Issuing Authority: Central Board of Excise and Customs

For further information, please refer to the following:

<http://www.cbec.gov.in/forms-idx.htm>

Form Link:

<http://www.servicetax.gov.in/forms/st1.pdf>

Directly Access the link for the form. After submitting the application form duly filled, the service tax registration certificate is mailed/ hand delivered/ emailed according to the preference indicated on the form.

This form needs to be submitted to any of the help centers established by the department. The complete list of help centers can be found on

<http://www.servicetax.gov.in/help-ctrs.xls>

To complete the registration process online please visit:

<http://www.aces.gov.in/STASE/ui/jsp/common/registerWithACES.do>

4 Environmental Clearances

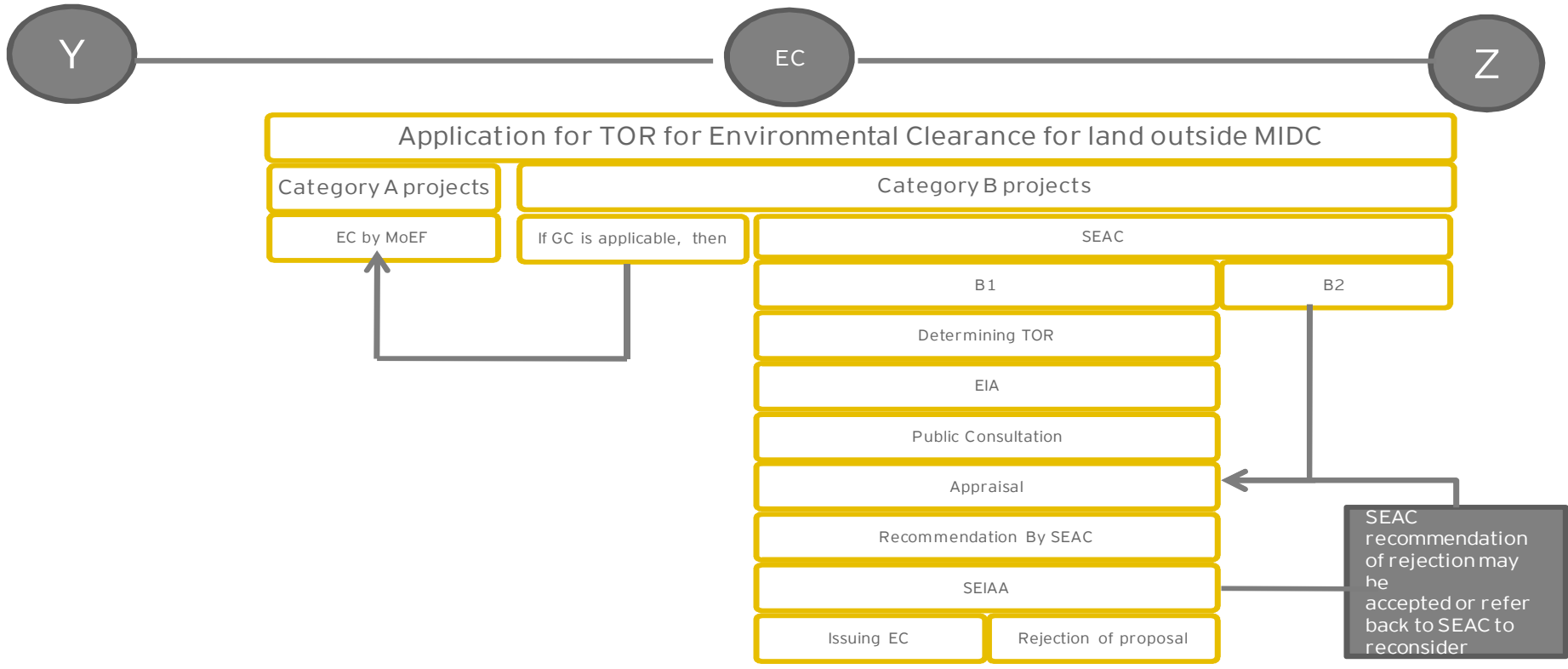


Figure 4 Approval Process for getting environmental clearances

State Level Approvals

Centre Level Approvals

4.1 Algorithm for environmental Clearance

There are two types of categories under which environmental clearance is sought, viz. Category A and Category B. For Category A projects, the environmental clearance is only given by the Ministry of Environment and Forests. Appraisal will be done by the Central Level Expert Appraisal Committee (EAC) and Clearance will be given by MoEF, Govt. EIA is mandatory.

For other projects, the clearance is only sought from the State Level Expert Appraisal Committee (SEAC).

The Environmental Clearance (EC) process consists of the following stages -

Application for EC - to be made by the Project Proponent (PP) to the concerned authority with FORM 1 (and FORM 1A with conceptual plan for construction projects only), Pre-feasibility Report (PFR) and Terms of Reference (optional) for conducting EIA Study.

Screening - This is to be done by SEAC for Category B projects only, to further classify as Category B1 and B2. EIA will be necessary if classified as Category B1.

Scoping - Determination of Terms of Reference (ToR) for EIA study for Category A and Category B1 projects. To be done by EAC (for Category A) or SEAC (for Category B1).

EIA Study - Based on the ToR, the project proponent (PP) will prepare draft EIA & EMP.

Public Consultation - With Draft EIA and EMP public consultation will be organised. Issues raised will be addressed in final EIA & EMP report.

Appraisal - EIA & EMP will be appraised by EAC (for Category A) and SEAC (for Category B1). For Category B2, EIA is not required, appraisal will be done by SEAC on the basis of FORM 1 and PFR only.

Decision - On the basis of recommendations by EAC / SEAC clearance will be finally granted or rejected by the MoEF (for Category A) / SEIAA (for Category B).

4.2 Clearance under Forest Conservation Act

Time: 60 Days

Issuing Authority: Ministry of Environment and Forest

Environmental Clearance

Environment Clearances can be obtained from the Ministry of Environment & Forests in the following steps:

4.2.1 Application for Terms of Reference (TOR) for Environmental clearance for land outside MIDC area

The common format or generic structure essentially comprises of 11 sections which ultimately become 11 chapters in the Manual.

1. Objectives,
2. General Information,
3. Introduction,
4. Project Description,
5. Analysis of Alternatives,
6. Description of Environment [Land Air, Water, Noise],
7. Anticipated Environmental Impacts and Mitigation Measures,
8. Environmental Monitoring Program,
9. Additional Studies,
10. Project Benefits,
11. Environmental Management Plan,
12. Summary and Conclusions, and
13. Disclosure of consultants.

Terms of Reference specific to this eight sectors viz;

- ▶ Ports and harbors
- ▶ Airports
- ▶ Highways
- ▶ Building construction
- ▶ Townships and area development
- ▶ Mining of minerals
- ▶ Mineral beneficiation
- ▶ Coal washeries
- ▶ Asbestos

Can be found at:

<http://www.indiaenvironmentportal.org.in/files/EIA%20TORs%20Aug09.pdf>

For further information, please refer to the following:

Forest clearance of projects along with stipulated conditions is displayed on the Ministry's website at URL: <http://envfor.nic.in>

4.2.2 Application Form for Environmental Impact Assessment (EIA)

The Application Form for Environmental Impact Assessment (EIA) can be found at <http://envfor.nic.in/divisions/iass/quest/application1.pdf>

The link for the questionnaire depending on the type of the project:

<http://envfor.nic.in/divisions/iass/quest/question.htm>

Note: Duly filled questionnaire is to be submitted along with the application for EIA.

Documents to be attached:

4. Detailed feasibility report
5. Duly filled questionnaire
6. Environmental Impact Assessment
7. Risk Assessment Report and Disaster Management Plan
8. Environment Management Plan

Environment Clearance Status:

Environment Clearance Status can be checked online using the Environment Clearance Status Query Form from the link:

<http://environmentclearance.nic.in/>

For filling the questionnaire:

<http://moef.nic.in/divisions/iass/quest/application1.pdf>

For further information, please refer to the following:

<http://moef.nic.in/divisions/iass/notif/eia.htm>

<http://moef.nic.in/downloads/public-information/Citizen-charter-form1.pdf>

4.3 Coastal Regulation Zone Clearance

Form Link:

The form for Approval within MCGM jurisdiction can be downloaded from http://envis.maharashtra.gov.in/envis_data/files/CRZ_MCGM1.pdf

The form for Approval within Other municipal corporation jurisdiction can be downloaded from http://envis.maharashtra.gov.in/envis_data/files/CRZ_OTHERMC.pdf

The form for Approval not within any municipal zone can be downloaded from http://envis.maharashtra.gov.in/envis_data/files/CRZ_NonMC.pdf

For further details, please refer to the following:

<http://moef.nic.in/divisions/iass/notif/crz.htm>

5 Industry Setup-I

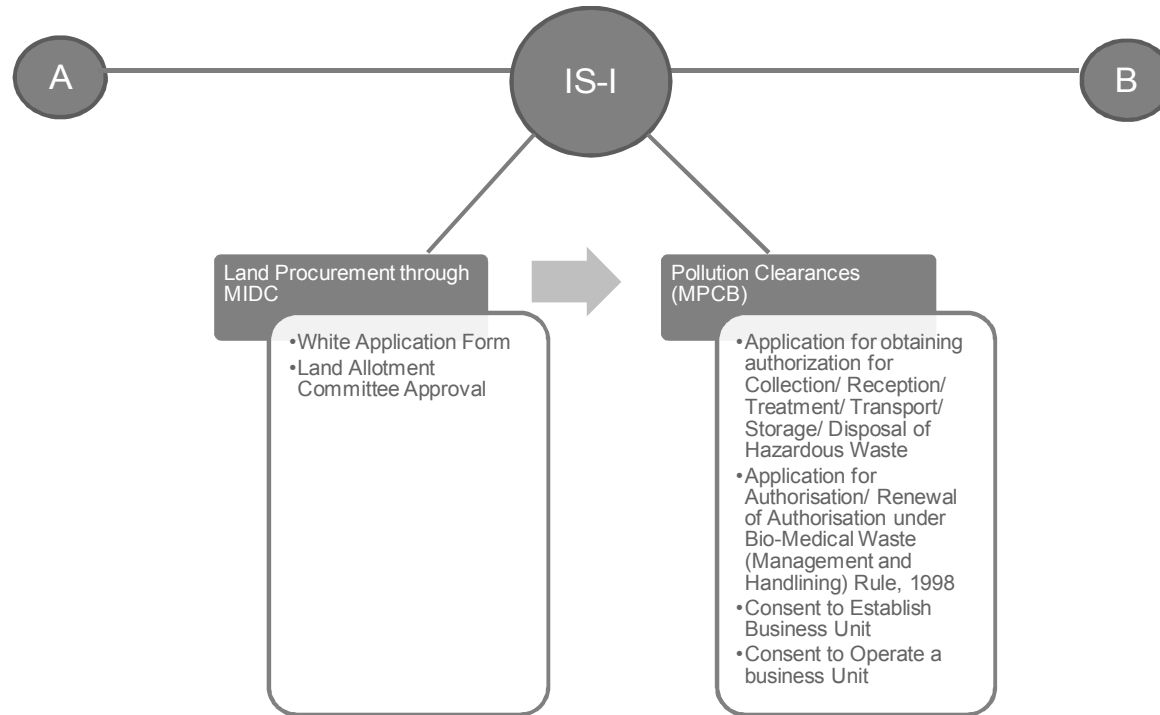


Figure 5 Approval Process for Industry Setup-I

State Level Approvals

5.1 Industry Setup- I

1. Apply for land procurement through MIDC by filling up a white application form. The form is then sent to the Land allotment committee for approval. If you get the approval from the committee proceed further.
2. Get pollution clearance from the Maharashtra Pollution Control Board. These approvals include the consent to establish and consent to operate a business unit.
3. If you require treatment of bio-medical waste, then apply for the same.
4. If you require collection/reception/ treatment/transport/storage/ disposal of hazardous waste, then apply for the same through MPCB.

5.2 Land Application-MIDC Estates

Cost:

Sr. No	Area Requirement in Sq. Meters	Process Fee Charges in INR
1	upto 1000	300
2	1000-5000	550
3	5000-10000	1050
4	10001-20000	2050
5	20001-40000	3050
6	40001 and above	5050

Note: This process fee includes the price of adhesive stamps costing Rs. 20/-, which is to be affixed on blue application form. This process fee is non refundable.

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

1. A Copy of Project Report.
2. A Copy of Block Plan of the proposed factory bldg.
3. A Copy of partnership deed with its registration if it is a partnership firm.
4. A copy of registration certificate with copy of bye laws if it is co-operative society.
5. A Copy of Memorandum and Articles of Association with its registration, if it is a Pvt. Ltd./Public Ltd. Co.

For further information, please refer to the following:

<http://www.midcindia.org/Pages/HelpDesk.aspx>

Form Link:

White Application Form	Land Department-MIDC	http://www.midcindia.org/Pages/FormsDocuments.aspx
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Note: Please note that even you can apply as

Promoter of proposed partnership firm (The allotment order will be issued only after submission of registered partnership deed).

Promoter of proposed Pvt. Ltd. Co./Public Ltd. Co. (The company should be formed within three years from the date of Agreement to lease/lease).

Promoter of Proposed Co-Operative Society.

After approval of application by land allotment committee, for allotment of plot/shed/gala, the offer letter will be issued on the same day or maximum on next day. Also, once the application is filled, it is sent to land approving committee. The committee then will access the application.

The link to all other related services is as follows:
<https://services.midcindia.org/Services/AllServicesAnon.aspx>

5.3 Pollution Control Board Clearance

5.3.1 Consolidated Consent & Approval

Time:

No	Details	Time to complete the work
1.	Applications for consent under Water, Air & Hazardous Waste will be available on INR50/- in Sub-Regional Offices	Office Working Days 11:00 A.M. to 1:00 P.M. & 2:00 P.M. to 4:00 P.M.
2.	Acceptance of application & Receipt	Same Day
3.	Time to Communicate the discrepancies to applicant	Three days
4.	Time for Verification of site & other Technical details after Completion of discrepancies	Fifteen days
5.	Time for Grant of Consent after verification (Based on Capital Investment)	
A	Simplified Consent(Pollution free SSI)	Three days (After completion of Discrepancies & Verification Report)
B	Green Consent- Investment	
	INR3 Crore	Six days
	INR 3 Crore to 10 Crore	One & Half Month
	INR 10 Crore to 500 Crore	Two Months
	Above INR 500 Crore	
C	Orange Consent-Investment	
	Upto INR 5 Crore	One & Half Month
	INR 5 Crore to 100 Crore	Two Months
	Above INR 100 Crore	One Month After receipt of minutes

		of Consent Appraisal Committee
D	Red Consent-Investment	
	Upto INR 15 Crore	Two Months
	Above INR 15 Crore	

Cost:

	Capital Investment of industry (including land, building, machinery without depreciation)	Consent to Establish	Consent to Operate
1	More than INR 100 Crore	0.01% of Capital Investment	0.01% of Capital Investment
2	Between INR 50 Cr. to 100 Cr	INR 75,000	INR 75,000
3	Between INR 10 Cr. to 50 Cr.	INR 50,000	INR 50,000
4	Between INR 5 Cr. to 10 Cr.	INR 20,000	INR 20,000
5	Between INR 1 Cr. to 5 Cr.	INR 10,000	INR 10,000
6	Between INR 60 Lacs. to 1 Cr.	INR 3,000	INR 3,000
7	Between INR 10 Lacs. to 60 Lacs.	INR 1,500	INR 1,500
8	Below INR 10 Lacs.	INR 500	INR 500

Note: Under the provisions of these Acts, an entrepreneur running or establishing any industry or process, and discharging effluent/emitting pollutants into any water resources or on land/air and polluting thereby the environmental water/air is required to obtain consent, which needs to be obtained in two phases:

Issuing Authority: Maharashtra Pollution Control Board

Consent to Establish: This consent is to be obtained prior to establishing any industry or process.

Consent to Operate: Once the industry or process plant is established along the required pollution control systems, the entrepreneur is required to obtain consent to operate the unit. This consent is given for a particular period, which needs to be renewed regularly.

For further information, please refer to the following:

<http://mpcb.gov.in/>

For Consent to establish:

Cost:

Capital investment	Consent fee
More than INR 100 Cr	- 0.02% of Capital Investment
More than 75Cr to 100 Cr	- INR.1,25,000/-
More than 50 Cr to 75 Cr	- INR.1,00,000/-
More than 25 Cr to 50 Cr	- INR 75,000/-
More than 10 Cr to 25 Cr	- INR 50,000/-
More than 5 Cr to 10 Cr	- INR 25,000/-
More than 1 Cr to 5 Cr	- INR15,000/-
More than 60 Lakhs to 1Cr	- INR 5,000/-
More than 10 Lakhs to 60 Lakhs	- INR 1,500/-
Below Rs.10 Lakhs	- INR 500/-

► The mining projects will pay INR 0.40 per tonnes of Mineral per annum in addition to the payment as per capital cost of the mining project as Consent fee

(Form fee of INR 100 is also there in case of downloaded form)

► Urban local bodies (under water act)

Municipal corporation - INR 1,00,000/-

Municipal council class- A - INR 50,000/-

Municipal council class- B - INR 5000/-

Municipal council class- C - INR 2000/-

Documents to be attached:

1. Index/site plan showing surrounding such as village, town , river , seashore, transport routes.
2. Detailed layout plan of the factory premises showing structures, including drawings, tables etc.
3. manufacturing process of each product with flow diagram and material balance
4. Latest joint vigilance analysis report
5. Details of air pollution control devices provided or proposed to be provided.
6. Ambient air quality report (if available)
7. SSI certificate/ NOC from DOI, govt. of Maharashtra/ DGTD license
8. Xerox copy of consent granted under air and water act
9. TLV of raw materials
10. Gross block investment certificate from C.A/ audited balance sheet.
11. Process flow sheet
12. Chemical reactions involved in each process
13. NOC from local body
14. Water budget calculations

For further information, please refer to the following:

<http://mpcb.gov.in/>

Form Link:

http://mpcb.gov.in/login/frmlogin.php?pg=images/Combi-ed-consent-form-New_1.pdf
or it can be collected from MPCB head quarters and regional offices.

The list of office of MPCB can be obtained from <http://mpcb.gov.in/aboutus/offices.php>

Address for Manual Submission:

Maharashtra Pollution Control Board
Kalpataru Point, 3rd and 4th floor

Opposite Cine Planet, Sion Circle

Mumbai-400 022

Telephone - 022-24020781/24014701/24010437

Fax - 022-24024068

5.3.2 Authorization under Bio-Medical Waste Rule

Time: 5-7 Days

Cost:

Fee Schedule		
(a)	Hospital with Bed Capacity	Fees (Per Annum)
i)	Between 01-05	Zero
ii)	Between 06-25	INR 1,250/-
iii)	Between 26-50	INR 2,500/-
iv)	Between 50-200	INR 5,000/-
v)	Between 201-500	INR 10,000/-
vi)	Above 501	INR 15,000/-
(b)	Treatment Facility provider for bio-medical waste	INR 10,000/- (Per Annum)
(c)	Transporter of Bio-Medical Wastes	INR 7,500/- (Per Annum)
(d)	All other bio-medical waste generating and handling agencies. (Except a, b, c above)	INR 2,500/- (Per Annum)

These fees are payable in the form of Demand Draft on any Nationalized Bank at the respective Sub-Regional or Regional office or at Head Quarter along with the completely filled prescribed application forms.

Issuing Authority: Maharashtra Pollution Control Board

For further information, please refer to the following:

<http://mpcb.gov.in/>

Form Link:

http://mpcb.gov.in/login/frmlogin.php?pg=images/Combi-ed-consent-form-New_1.pdf

The list of office of MPCB can be obtained from <http://mpcb.gov.in/aboutus/offices.php>

Address for Manual Submission:

Maharashtra Pollution Control Board

Kalpataru Point, 3rd and 4th floor

Opposite Cine Planet, Sion Circle

Mumbai-400 022

Telephone - 022-24020781/24014701/24010437

Fax - 022-24024068

5.3.3 Authorization for Collection/ Reception/ Treatment/ Transport/ Storage/ Disposal of Hazardous Waste

Time: 120 Days

Issuing Authority: Maharashtra pollution Control Board

Documents to be attached:

1. Consent to establish granted by state pollution control board.
2. Certificate of registration issued by district industries centre or any other government agency authorized in this regard.
3. Proof of installed capacity of plant and machinery issued by district industries centre or any other government agency authorized in this behalf

For further information, please refer to the following:

<http://mpcb.gov.in/>

Form Link:

http://mpcb.gov.in/images/hzwastes_auth.PDF or it can be collected from MPCB head quarters and regional offices

The list of office of MPCB can be obtained from <http://mpcb.gov.in/aboutus/offices.php>

Address for Manual Submission:

Maharashtra Pollution Control Board

Kalpataru Point, 3rd and 4th floor

Opposite Cine Planet, Sion Circle

Mumbai-400 022

Telephone - 022-24020781/24014701/24010437

Fax - 022-24024068

6 Industry Setup-II

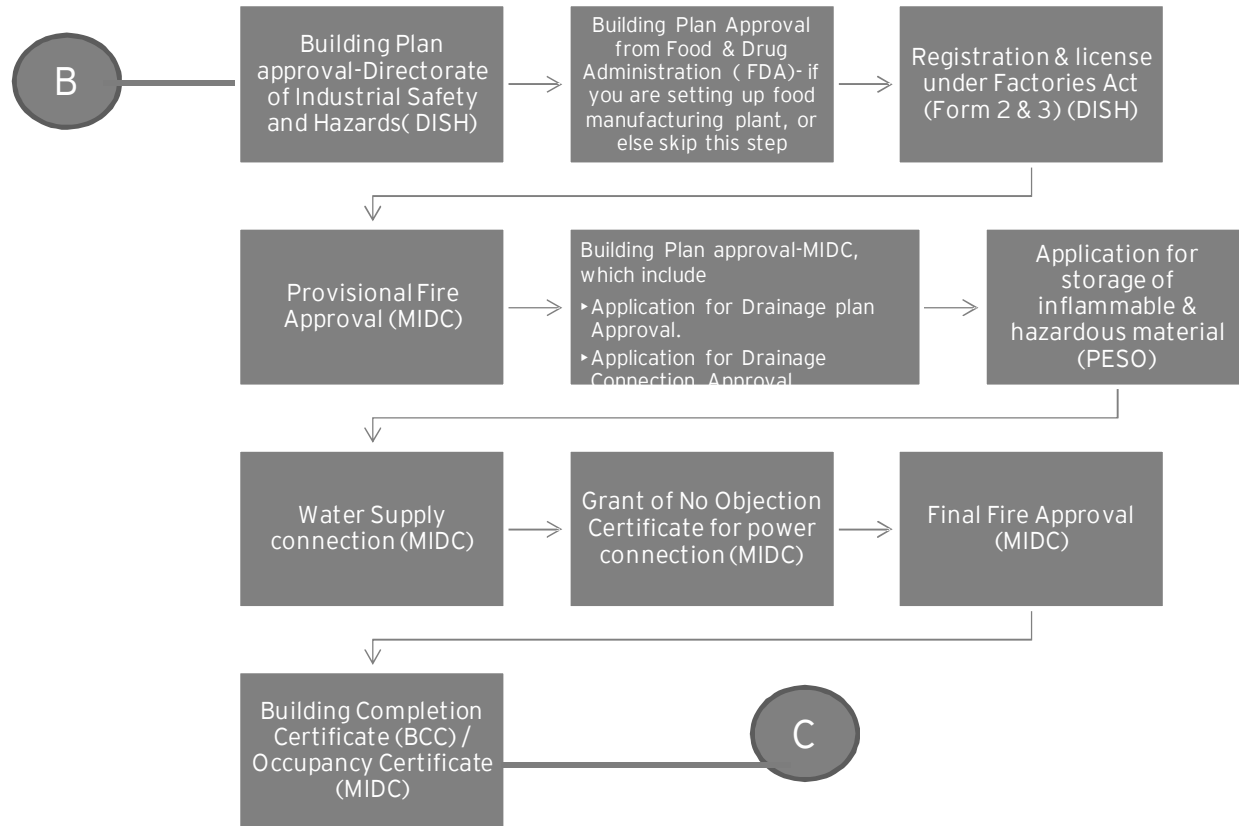


Figure 6 Approval Process for Industry Setup-II

State Level Approvals

6.1 Algorithm for Industry Setup-II

- 1. Apply for building approval plan from the Directorate of Industrial Safety and Hazards.**
- 2. If you are setting up a food manufacturing plant, then you need an approval from the Food and Drug Administration, else skip this step**
- 3. Apply for registration of license under the factories act from the Directorate of Industrial Safety and Hazards.**
- 4. Apply for a provisional fire approval from the MIDC**
- 5. Apply for a building plan approval from the MIDC- These include drainage plan approval, drainage connection approval and approval of drainage completion plan.**
- 6. Apply for water supply connection from the MIDC**
- 7. Seek an NOC from the MIDC on power connection.**
- 8. Seek a final fire approval from the MIDC**
- 9. Seek Building completion Certificate/ Occupancy Certificate from the MIDC**

6.2 Construction Approvals

6.2.1 Building Plan Approval-Directorate of Industrial Safety & Health

Cost: Stamp of INR 10

Issuing Authority: Directorate of Industrial Safety & Health

Documents to be attached:

1. Form 1 with Questionnaire - Affix Court Fee Stamp of: INR 10
2. Plans (Site, Building layout, machinery layout and cross sectional elevation of building)(two copies each)
3. Site Plan drawn to scale 1:500 showing the site of factory and immediate surroundings including adjacent buildings and structure, roads, drains etc.
4. Building Plan, elevation, cross sectional elevation to scale 1:100 including all relevant details like natural lighting, ventilation, means of escape in case of fire etc.
5. Machinery layout to scale 1:100 shall clearly indicate position of machines/equipments, passages.
6. List of Raw Material (including solvents/fuels/chemicals used if any) with maximum storage capacity and mode of storage, handling
7. List of Finished products, Intermediate products including emission of toxic gases and by-products along with maximum quantities, method of handling, loading & transport.
8. Process flow chart
9. Description of Manufacturing Process
10. Details of likely hazards involved and methods to control them.
11. Material Safety Data Sheets in respect of hazardous chemicals.
12. Process & Instrumentation Diagram.
13. Details of Chemical reactions carried out if any.
14. Details of fire fighting arrangements proposed to make.
15. Allotment letter from MIDC/ NOC from Local authority Upon Scrutiny by Area In Charge Authorities Approval, you will be issued Building Plan Approval.

Note:

Notification to applicant will be sent on his Email or SMS. Hence request to provide email address and mobile number.

For further information, please refer to the following:

http://www.mahashramm.gov.in/dish/index_dish.html#

Form Link:

An application has been made through

http://www.mahashramm.gov.in/dish/download_form/form1.html

Address for Manual Submission:

Kamgar Bhavan,
5th floor, C-20, E Block,
Opp. Reserve Bank, BKC,
Bandra (E), Mumbai-51.

6.3 Building plan approvals from FDA (pharmaceuticals, food & drugs)

Issuing Authority: Food and Drug Administration

Documents to be attached:

3 Blueprint copies of plan to the concerned Licensing Authority(in case of Licenses for Blood Products and Vaccines Sera 4 Blue print copies of plan to be submitted)

For further information, please refer to the following:

<http://www.fda-mah.com/>

Form Link:

<http://www.fda-mah.com/guidelinesown.aspx>

Address for Manual Submission:

Office of the Commissioner,
Food and Drug Administration, M.S.,
Survey No. 341, Bandra-Kurla Complex,
2nd floor, Bandra (East),
MUMBAI-400051

6.4 Registration & License under Factories Act (Form 2 & 3)

Cost: Court Fee Stamp of Rs.10/-+ Fees as applicable for application via Form-2

Issuing Authority: Directorate of Industrial Safety & Health

Documents to be attached:

Latest copy of partnership deed / copy of article of memorandum with list of Directors / proof of occupier ship shall be enclosed.

Form Link:

http://www.mahashramm.gov.in/dish/download_form/form2.html

For further information, please refer to the following:

http://www.mahashramm.gov.in/dish/index_dish.html#

Address for Manual Submission:

Kamgar Bhavan,
5th floor, C-20, E Block,
Opp. Reserve Bank, BKC,
Bandra (E), Mumbai-51.

6.5 Provisional Fire Approval

Cost: Protection Fund Fees and Additional Fire Protection Fund fee(if applicable)

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

1. Two sets of all drawings in metric system which should include Block Plan. Typical Floor Plan, Elevation Plan etc. An AutoCAD drawings CD should be submitted along with

drawings. If the drawings are prepared in Pre DCR utility then also CD should be submitted to this office.

The Architect shall certify the plans, that they abide with D.C. Rules of MIDC and provisions of NBC wherever necessary. Total Plot area and Total floor wise Built-up Area including free of FSI are on Architect's letter head.

2. Payment of Fire Protection Fund Fees and Additional Fire Protection Fund fees for High Rise Buildings [taller than 15 mtrs]. A separate demand letter will be issued by Fire Dep't. On the basis of total built up area and height of building.

3. Brief Note on Activity of Plant with Process Flow Chart along with list of raw material and finish goods with their quantity, their storage place in the plan should be marked on block plan.

4. Brief Note on the existing Fire Prevention and Protection measures available with the company. [For Expansions]

5. Copies of approval taken from Govt. agencies like Chief Controller of Explosives (CCE), Excise Dep't., MPCB.[if Applicable]

6. If the company is in production, copy of BCC or Part BCC and DCC issued by MIDC should be enclosed. [For Expansions]

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=24>

For Further information, please refer to the following:

<http://www.midcfire-noc.com/application.htm>

Address for Manual Submission:

Chief Fire Officer & Fire Advisor
MIDC Andheri,
Mumbai-93.

6.6 Building Plan approval-MIDC

Cost: Form No. 1 to be printed on INR 100 Stamp

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

1. MPCB Consent for Air & Water or acknowledgement of submission of application to MPCB.
2. Provisional NOC from C.F.O. & F.A., MIDC, for high rise building (Definition of high rise building is mentioned in D.C.Rules of MIDC) and hazardous industry having fire hazards/fire risk, the list of such industries is enclosed at Annexure C Annexure I . The application be submitted to S.P.A., MIDC who will submit it to C.F.O. & F.A., MIDC.
3. Appointment letter of Architect, Structural Engineer, from allottee and Acceptance letter from Architect & Structural Engineer, along with valid licence.
4. Supervision memo from Architect & Structural Engineer.
5. Detail drawings of proposed factory building (4 sets for building and 3 sets for drainage connection)
6. Approval from Explosive Department/Food Drug Department if applicable.
7. Approval from Department of Industrial Safety & Health (D.I.S.H.) if applicable.
8. Extension of Time Limit/Waiver of marginal space if required. The following documents will be called internally from concerned Offices of MIDC by SPA.
9. Allotment order, Possession receipt along with measurement plan of plot from

R.O./Area Manager.

10. N.O.C. from Technical Adviser, MIDC (in MMR area).
11. Guidelines for Plan Approval in MIDC Area
12. All drawings should be in metric system.
13. Four sets of drawing for building plan and three sets of drawing of drainage plans be submitted.
14. All drawings shall be as per MIDC's D.C. Rules.
15. Drawing is to be ink signed by Architect & allotted with rubber stamp on each drawing.
16. Submit the detail section of the fencing/compound wall (Scale 1:25 cm).
17. Detailed section through culvert at cross drain (Scale 1:25 cm.) providing minimum 900 mm opening for coastal areas and minimum 600 mm opening in other areas.
18. Drawings shall include all floor plans with two elevations, two sections of building (one section passing through stair case & Toilet block) - 1:100, Septic tank with cross section (1:50),
19. Gate should be opened inside the plot & if the plot is facing in two or more sides of the road, then the gate shall be located at least 15.00 Mt. away from the junction of the road.
20. You should provide water storage tank having minimum capacity of your one-day's requirement (minimum provision of 24 hours water).
21. Provisions of Effluent Treatment plant should be made if applicable.
22. You have to pay Development charges & scrutiny fees as Annexure J
23. Structures allowed in marginal space with Free F.S.I.
24. Watchman cabin/Time office of 8.00 m² carpet area with one linear dimension not exceeding 3.00 R.M.
25. Electric Meter room/Electric Sub Station with or without open transformer yard upto 10.00 m² carpet area with one linear dimension not exceeding 3.00 R.M.
26. Pump room with 5.00 m² carpet area.
27. Cycle/Scooter Stand with projection or roof upto 1.50 mtr. & total length shall not exceed half the perimeter of plot subject to maximum 200 RM.

For further information, please refer to the following:

<http://www.midcindia.org/Pages/FAQs.aspx#13>

Form Link:

<http://services.midcindia.org/Services/FillFormAnon.aspx?AMId=34>

6.7 Drainage Plan Approval

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

1. Amendment Plan in Metric System, if the changes are made during construction as per D. C. Rules.
2. Consent / NOC from MPCB for air and water.
3. Copy of letter from Regional Officer / Area Manager, if Extension of time limit is given.
4. True copy of Approval of Factory Inspector / Undertaking of the Allottee to that effect.
5. True copy of valid License of Architect.
6. Certificate of Licensed Architect about satisfactory completion of work.

6. Certificate of Structural Engineer stating the quality, soundness and certifying that structure is constructed as per approved design.
7. Copy of Drainage Approval Plan along with the licensed plumber certificate.
8. Certificate of the Owner stating that the provision of 24 hour water storage is made.
9. Plantation of minimum No. of trees Certificate (as per D. C. Rules).
10. Copy of Final NOC from Fire Department, MIDC.
11. Copy of Locational NOC from Technical Advisor, MI if applicable
12. Copy of Approval of Explosive Department, if applicable.
13. Copy of Approval of Civil Aviation Department, if applicable.
14. Rain Water Harvesting Completion Declaration.

Form Links:

Application for Drainage plan Approval.	Engineering- Drainage Dept of MIDC	https://services.midcindia.org/services/FillFormAnon.aspx?AMid=49
Application for Drainage Connection Approval		https://services.midcindia.org/services/FillFormAnon.aspx?AMid=50
Application for Completion of drainage Plan		https://services.midcindia.org/services/FillFormAnon.aspx?AMid=51

Address for Manual Submission:

Udyog Sarathi,
Mahakali Caves Road,
Andheri(E), Mumbai-400 093.

6.8 Water Supply Connection

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

Documents to be enclosed in case the Building plan are not approved:

- ▶ Copy of Possession receipt of the plot.
- ▶ Copy of the Agreement to lease.
- ▶ MPCB's consent to establish the industry. (if applicable)
- ▶ Block Plan showing existing water supply line, plot and the location of proposed water supply connection.

Documents to be enclosed in case the Building plan are approved:

- ▶ Block Plan showing existing water supply line, plot and the location of proposed water supply connection.
- ▶ Copy of the letter of plan approved

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=18>

Address for Manual Submission:

Udyog Sarathi,
Mahakali Caves Road,
Andheri(E), Mumbai-400 093.

6.9 Grant of no objection certificate for Power connection

Issuing Authority: Maharashtra Industrial Development Corporation

Document to be attached:

1. Allotment Letter
2. Possession Receipt

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=35>

Address for Manual Submission:

Udyog Sarathi,
Mahakali Caves Road,
Andheri(E), Mumbai-400 093.

6.10 Fire Approval

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

1. Receipt of the payment of Fire Protection Fund Fees and Additional Fire Protection Fund Fees paid to MIDC.
2. Built area statement from Architect with floor wise area and indicating total cover area on each floor.
3. Compliance of the Provisional Fire Approval. The certificate should be submitted by Licence Agency appointed by company that the systems are installed as per provisions of relevant Indian Standards (Site Inspection will be carried out by the Representatives of the Fire Deptt. to assess the compliance of the Provisional Fire Approval)

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=25>

Address for Manual Submission:

Chief Fire Officer & Fire Advisor
MIDC, Andheri,
Mumbai-93.

6.11 Building Completion Certificate

Issuing Authority: Maharashtra Industrial Development Corporation

Documents to be attached:

1. Form for completion certificate by the Architect: Refer MIDC D.C.Rules : APPENDIX IX: Form No.8
2. Form for Indemnity for Grant of Occupancy Certificate for part of Building : Refer MIDC D.C.Rules : APPENDIX IX: Form No. 10
3. Final Fire NOC.
4. Certificate of Stability of Structure Refer MIDC D.C.Rules : APPENDIX IX: Form No. 14
5. Certificate from Owner stating that the provision of 24 hour water storage is made.
6. No Dues Certificate by MIDC E.E.
7. Approval for Extension of Time limit from MIDC Regional Office [if applicable]
8. Set of approved plans
9. True copy of Approval for Factory Inspector [if applicable]
10. Copy of NOC by Food and Drugs Department [if applicable]
11. Copy of Approval of Explosive Department [if applicable]
12. MPCB Consent to operate [if applicable]

Form Link:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=19>

Address for Manual Submission:

Udyog Sarathi,
Mahakali Caves Road,
Andheri(E), Mumbai-400 093.

7 Project Pre-commencement

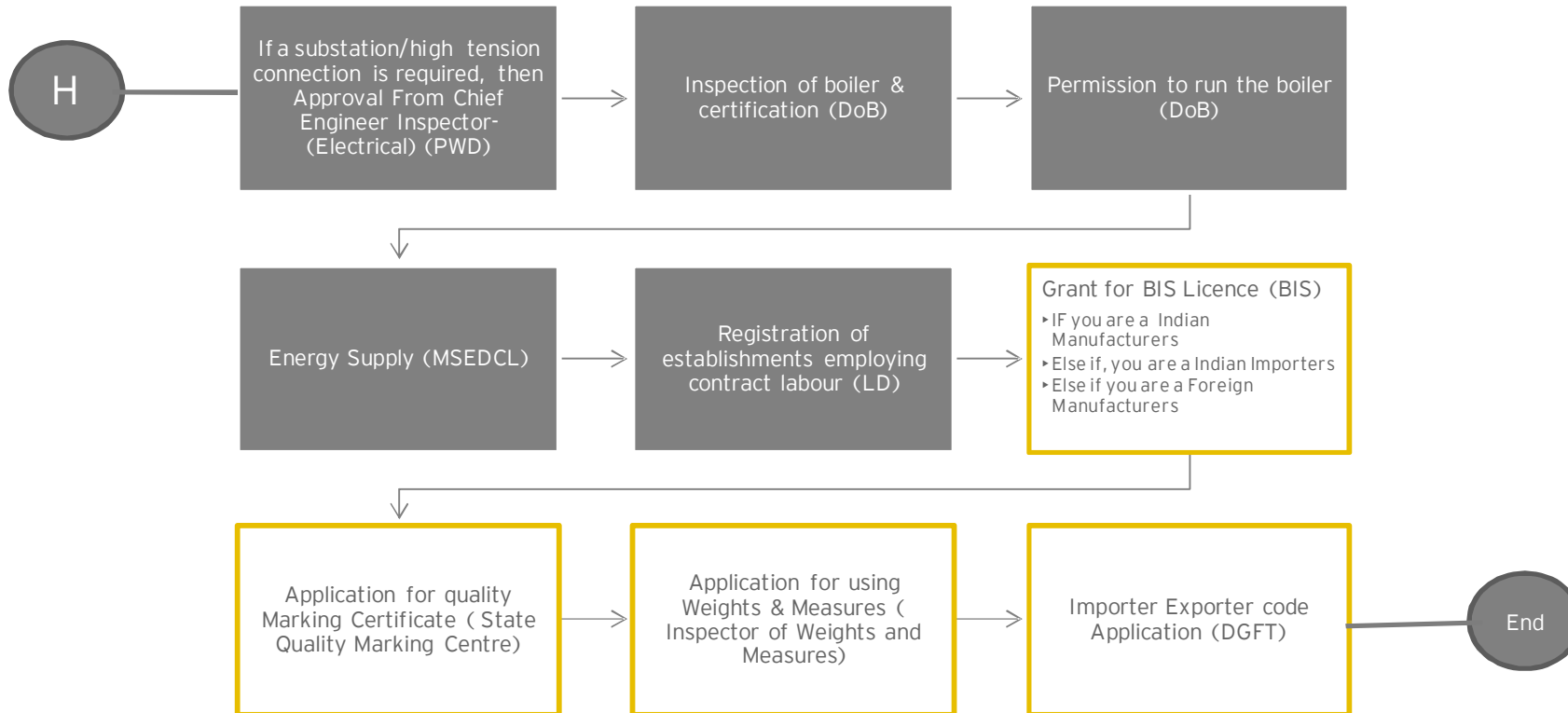


Figure 7 Approval Process for the Project Pre-Commencement Step

- State Level Approvals
- Centre Level Approvals

7.1 Algorithm for Project Pre-commencement

1. If a substation or high tension electric connection is required, then approval from the Chief electrical Engineer of the Public Works Department (PWD)
2. If you require to setup a boiler than apply for inspection of boilers from the Directorate of Boilers
3. Seek for the Permission of running of the boilers from the Directorate of boilers
4. Apply for energy supply from the Maharashtra state electricity board.
5. Register for contract labour from the labour department
6. Seek a grant for the Bureau of Indian Standards licence. It can be sought in three ways depending on whether you are an Indian manufacturer, an Indian importer or if you are foreign manufacturer
7. Apply for the quality marking certificate for the products from the various state centres.
8. For using weights and measures, apply for using the same from the inspector of weights and measures.
9. Apply for importer-exporter code for the Directorate general of foreign trade

7.2 Approval from Chief Electrical Engineer

Time: 7 Days (plan approval) + 14 days (Inspection) + 7 days (issue of NOC)

Issuing Authority: Public Works Department

Documents to be attached:

A detail plan is submitted by owner, which is then approved by Electrical Inspector, on receipt of the payment of prescribed fees.

The intimation of approval or objection is to be done within one week. The reworked plan is then submitted for reconsideration which is to be approved or rejected within 3 days.

For further details, please refer to the following:

http://www.mahapwd.com/organisationstructure/result.asp?Region_code=08&Region_name=Electrical#front

Address for Manual Submission:

3rd floor, Administrative Bldg,

PWD compound

R.C.Marg Chembur Mumbai - 400 071

7.3 Power Connection

Cost: Refer to table below for new connection fee

	Connection Type	Rural (Rs)	Urban (Rs)
1	Three Phase Connection	100	100
2	LT (Agriculture Use)	50	50
3	HT Supply (Up to 33 KV)	1000	2000
4	EHV Supply	5000	25000

Issuing Authority: Maharashtra State Electricity Distribution Company Limited

Documents to be attached:

1. A-1 form
2. Clearance from MIDC or local authority
3. NOC from MPCB
4. Power of attorney by way of resolution passed by board of directors.
5. proof of ownership
6. X,Y,Z &W filled form along with affidavit of Z & W form on Rs. 100 stamp paper.
7. Manufacturer test certificate of equipment
8. test report of electrical contractor
9. permission of electrical inspector
10. authorization of signing document on behalf of company
11. any other documents as directed by chief engineer
12. Clearance/ NOC from concerned authority (saw mill- forest dept, stone crusher- Non agriculture dept etc.
13. If belong to SC/ST category , certificate of authority for the same.

Form Link:

http://www.midcindia.org/Lists/Approval%20Forms/Attachments/127/Form%20A-1_Industrial%20Connections.pdf

For further details, please refer to the following link:

http://www.mahadiscom.com/m16/Comm_CircularNo.43.pdf

Address for Manual Submission:

- ▶ LT-single phase: section/sub-division office or consumer facility centre.
- ▶ LT-three phase: above 20 KW - Division office
- ▶ HT application: circle office/consumer facility centre.

7.4 Boiler inspection

Cost:

- (a) (i) for approval of firm for pipe fabrication .. Rs.1500
- (ii) for renewal of approval as pipe fabrication firm.. Rs.750
- (b) (i) for approval of firm as Boiler Repairer/erector.. Rs.1500
- (ii) for renewal of approval as Boilers repairing firm Rs.750
- (c) (i) for approval of firms for manufacture of boilers economizers Pipes, tubes, pressure vessels and heat exchangers. Rs..7500
- (ii) for renewal of firms for manufacture of boilers economizers Pipes, tubes, pressure vessels and heat exchangers. Rs.3750
- (d) (i)for approval of firms for manufacture of castings, forgings, Forged-flanges and such other fittings. Rs.4500
- (ii) for renewal of firms for manufacture of castings, forgings, Forged-flanges and such other fittings. Rs.2250
- (e) (i)for approval of firms for manufacture of plate flanges Rs.3000
- (ii)for renewal of approval of firms for manufacture of plate flanges Rs.1500
- (f) (i) for approval of testing laboratory .. Rs.3000
- (ii) for renewal of approval of testing laboratory .. Rs.1500
- (g) (i) for approval of electrode manufacturer .. (Initial qualification) Rs.1500
- (ii) for renewal of approval of electrode manufacturer .. Rs.750

Issuing Authority: Directorate of Boilers

For further information, please refer to the link given below:-

http://www.mahashramm.gov.in/boiler/download_pdf/maharashtra_boiler_rules_1962.pdf

7.5 Weights and Measures

Every person using any weight and measures in any transaction or for protection shall present such weight or measure for verification or re-verification, at the office of the

legal metrology officer or at such place as the Legal Metrology officer (Inspector of weights and measures) may specify in his behalf on or before the date on which the verification falls due:

Provided that, where any weight or measure is such that it cannot, or should not be moved from its location, the person using such weight or measure shall report to the legal metrology officer at least thirty days in advance of the date on which the verification falls.

Issuing Authority: Legal Metrology Department

For further details, please refer to the following link:

<http://legalmetrology.maharashtra.gov.in/files/Part-IVext17%20LM2011%20Rules.pdf>

Address for Manual Submission:

Joint Controller of Weights and Measures
Government of Maharashtra
METROLOGY ENTERPRISES
'Parijat" A-33 Bandra Reclamation,
Bandra West, Mumbai - 400 050.

7.6 Labor Related Approvals

7.6.1 Registration of Establishments Employing Contract Labor

Cost: The fee shall be deposited in As Registration fees- "087-Labour and Employment- Fees under Contract Labor (Regulations and Abolition) Central Rules, 1971

Every contractor shall make an application to the Licensing Officer for renewal of license in along with prescribed fee stated above 30 days before its date of expiry.

Table 1: Fee for Principal Employer

No of Contract Employees	Fee (INR)	Security Amount
20 or less	60	The amount of security shall be calculated at the rate of INR - 90for each of the workmen to be employed as contract labor. If the contractor is a Co-op society, the amount deposited as security shall be @ of Rs15 for each of the workmen.
20 - 50	150	
50 - 100	300	
100 - 200	600	
200 - 400	1200	
Exceeds 400	1500	

Issuing Authority: Labour Department

Documents to be attached:

1. The address proof of establishment attached.
2. Father's name filled in case of employer is an individual.
3. ID proof of principal employer attached.
4. Details of person responsible for supervision and
5. Estimated date of Commencement of Each Contract work under each Contractor Specified
6. Particulars of Contractors and Contract Labor Specified
7. The Establishments Type of Work Specified
8. The License of Contractor is Attached
9. The Declaration of Principal Employer Attached
10. The details of the directors/partners (in case of companies/firms) mentioned
11. The contractors details mentioned.
12. The work order agreement with contractor attached.
13. Particulars of Treasury Receipt Enclosed.
14. The Affidavit/declaration on stamp paper of Rs. 100 attached.
15. The Challan/fee receipt attached.
16. The amount paid as per fees applicable.
17. Attached Challan/fee receipt valid.

For Further information, please refer to the following link:

http://www.mahashramm.gov.in/lc/services_form/Contract_Worker_Registration.html

The forms can also be acquired from District Industrial Centers (DIC) across all districts

Head office:

Directorate of Industries, New Administrative Building

2nd floor Opp. Mantralaya, Mumbai - 400032

022 22028616/22023584/22026826

didci@maharashtra.gov.in

7.7 Grant of BIS License

7.7.1 Grant of BIS License for Indian Manufacturers

Cost:

- ▶ Application fee of INR 1000 (to be submitted with the application form)
- ▶ Charges for preliminary inspection visit @ INR 4000/- per man day for first visit and INR 3000/- for subsequent visits.
- ▶ Advance annual minimum marking fee (different for different products) (details available on BIS website) to be deposited at the time of grant of license (Annual license fee of Rs.1000/- is also to be paid at the time of grant of license).
- ▶ The testing charges of the sample(s) drawn during Preliminary Inspection visit shall be paid by the applicant.

Issuing Authority: State office of BIS

Documents to be attached:

1. Location map of factory and factory layout
2. Documentation authenticating the premises of manufacture
3. Lists of Manufacturing machinery and testing equipments available
4. Scheme of testing and inspection in use, or any proposed to be used, together with an undertaking to follow the Scheme approved by BIS after grant of license.
5. An undertaking to pay the prescribed marking fee from the date of grant of license
6. An undertaking to follow all terms and condition of grant of license and to suspend marking with immediate effect in the event of suspension or cancellation of license
7. A flow chart describing the process of production and inspection stages
8. Details of technical personnel available
9. Any statutory license required for manufacturing, if applicable

Form Link:

<http://www.bis.org.in/forms/pcfmr.pdf>

Address for Manual Submission:

Branch office under whose jurisdiction the manufacturer is located is obtained at <http://www.bis.org.in/cert/JurisdictionofBOs.htm>

Head Office:

Bureau of Indian standards

Manak Bhavan, 9 Bahadur Shah Zafar Marg

New Delhi 110 002, India

Tel: +91 11 23230131, 23233375, 23239402 (10 lines)

Email: info@bis.org.in

Regional Offices: <http://www.bis.org.in/dir/pgoros.htm>

7.7.2 Grant of BIS License for Indian Importers

Cost:

- ▶ Application fee of INR 1000 (to be submitted with the application form)
- ▶ charges for preliminary inspection visit @ INR 4000/- per man day for first visit and INR 3000/- for subsequent visits.
- ▶ Advance annual minimum marking fee (different for different products) (details available on BIS website) to be deposited at the time of grant of license (Annual license fee of Rs.1000/- is also to be paid at the time of grant of license).
- ▶ The testing charges of the sample(s) drawn during Preliminary Inspection visit shall be paid by the applicant.

Issuing Authority: State office of BIS

Documents to be attached:

1. Location map of factory and factory layout
2. Documentation authenticating the premises of manufacture
3. Lists of Manufacturing machinery and testing equipments available

4. Scheme of testing and inspection in use, or any proposed to be used, together with an undertaking to follow the Scheme approved by BIS after grant of license\
5. An undertaking to pay the prescribed marking fee from the date of grant of license
6. An undertaking to follow all terms and condition of grant of license and to suspend marking with immediate effect in the event of suspension or cancellation of license
7. A flow chart describing the process of production and inspection stages
8. Details of technical personnel available
9. Any statutory license required for manufacturing, if applicable

Form Link:

<http://www.bis.org.in/forms/pcfmr.pdf>

Address for Manual Submission: Branch office under whose jurisdiction the manufacturer is located is obtained at

<http://www.bis.org.in/cert/JurisdictionofBOs.htm>

Head Office:

Manak Bhavan, 9 Bahadur Shah Zafar Marg

New Delhi 110 002, India

Tel: +91 11 23230131, 23233375, 23239402 (10 lines)

Email: info@bis.org.in

Regional Offices: <http://www.bis.org.in/dir/pgoros.htm>

7.7.3 Grant of BIS License for Foreign Manufacturers

Cost:

- ▶ Application fee of INR 1000 (to be submitted with the application form)
- ▶ charges for preliminary inspection visit @ INR 4000/- per man day for first visit and INR 3000/- for subsequent visits.
- ▶ Advance annual minimum marking fee (different for different products) (details available on BIS website) to be deposited at the time of grant of license (Annual license fee of Rs.1000/- is also to be paid at the time of grant of license).
- ▶ The testing charges of the sample(s) drawn during Preliminary Inspection visit shall be paid by the applicant. (In case of payment in INR service tax currently @12.36% shall be applicable)

Issuing Authority: State office of BIS

Documents to be attached:

1. Nomination form in support of representative located in India or Documents for authentication of Indian Liaison/Branch office of foreign manufacturer, if existing which should include the permission from Reserve Bank of India.
2. Location map of factory and factory layout
3. Documentation authenticating the premises of manufacture
4. Lists of Manufacturing machinery and testing equipments available
5. Scheme of testing and inspection in use, or any proposed to be used, together with an undertaking to follow the Scheme approved by BIS after grant of license.
6. An undertaking to pay the prescribed marking fee from the date of grant of

license

7. An undertaking to follow all terms and condition of grant of license and to suspend marking with immediate effect in the event of suspension or cancellation of license
8. A flow chart describing the process of production and inspection stages
9. Details of technical personnel available
 - ▶ Any statutory license required for manufacturing, if applicable

Form Link:

<http://www.bis.org.in/forms/pcfmr.pdf>

Address for Manual Submission: Branch office under whose jurisdiction the manufacturer is located is obtained at

<http://www.bis.org.in/cert/JurisdictionofBOs.htm>

Head Office:

Manak Bhavan, 9 Bahadur Shah Zafar Marg

New Delhi 110 002, India

Tel: +91 11 23230131, 23233375, 23239402 (10 lines)

Email: info@bis.org.in

Regional Offices: <http://www.bis.org.in/dir/pgoros.htm>

Branch Offices: <http://www.bis.org.in/dir/pgobos.htm>

7.8 Quality Marking Certificates

Issuing Authority: State Quality Marking Centres.

7.9 Importer-Exporter Code

Cost :INR 250

Issuing Authority: Directorate General of Foreign Trade

Please refer to the following link:

<http://dgft.gov.in/exim/2000/IECONLINEHelp.pdf>

Address for Manual Submission: Joint director general of foreign trade office of respective region.

Where: <http://dgft.gov.in/>

8 Annexure

8.1 List of Frequently used Abbreviations

ADR	American Depository Receipt
BCTT	Banking Cash Transaction Tax
BPO	Business Process Outsourcing
BTP	Biotechnology Park
CAGR	Compounded Annual Growth Rate
CBDT	Central Board of Direct Taxes
CCI	Competition Commission of India
CLSA	Credit Lyonnais Securities Asia
CMIE	Centre for Monitoring Indian Economy
CRZ	Coastal Regulation Zone
DDT	Dividend Distribution Tax
DIC	District Industrial Centre
DMIC	Delhi Mumbai Industrial Corridor
DoI	Department of Industries
EHTP	Electronic Hardware Technology Park
EPZ	Export Processing Zone
FBT	Fringe Benefit Tax
FCCB	Foreign Currency Convertible Bond
FDA	Food & Drug Administrator
FDI	Foreign Direct Investment
FDI	Foreign Direct Investment
FEMA	Foreign Exchange Management Act, 1999
FEMA	Foreign Exchange Management Act
FII	Foreign Institutional Investor
FIPB	Foreign Investment Promotion Board
FTP	Foreign Trade Policy
FTZ	Free Trade Zone
FY F	Financial Year
GATT	General Agreement on Tariffs and Trade
GDP	Gross Domestic Product
GDR	Global Depository Receipt

Gol	Government of India
HDI	Human Development Index
HTP	Hardware Technology Park
INR	Indian Rupee
IRDA	Insurance Regulatory and Development Authority
MCA	Ministry of Corporate Affairs
MIDC	Maharashtra Industrial Development Corporation
MOEF	Ministry of Environment & Forests
MSME	Micro Small and Medium Enterprises
PESO	Petroleum and Explosive Safety Organization
PSI	Package Scheme of Incentives
RO	Regional Officer
ROC	Registrar of Companies
SSI	Small Scale Industries
SWC	Single Window Clearance
TA	Technical Advisor
USD	American Dollar

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