

Checklist for Registration under Purchase Preference Policy, 2014 for Micro and Small Units

1. Application Form in the prescribed format
2. Annexure A – Undertaking
3. Annexure B – Affidavit (executed on NJS of Rs. 20 and attested by Notary Public or 1st Class Magistrate)
4. Annexure C – Statement showing the results of operation and financial position of firm during preceding three years in the prescribed format
5. Annexure D – Declaration to be signed by Micro & Small Enterprises
6. Firm related documents (as applicable)
 - a. Partnership Deed
 - b. Signed Certificate of Incorporation duly notarised
 - c. Registration under Companies Act
 - d. MoA and AoA
7. Certified Copy of Authorisation Letter (by Partners / Company Board, as applicable)
8. Permanent Registration for SSI / Khadi Gramudyog Board
9. Certified Copy of EM Part 2
10. Certified Copy of Registration under the Factories Act, Shop & Establishment Act, Drugs Act or any other Act, as applicable
11. Certificate from Chartered Engineer on the Annual Production Capacity
12. Source of Finance for the Factory / Industry
13. Quality Authentication Certificate
14. Copy of Entrepreneurship Economic Profile
15. Copy of Land / Building ownership document / lease deed / Revenue Certificate
16. Copy of Agreement Letter with Pollution Board
17. Registration Copy with DGS&D (if applicable)
18. Test Reports for products if they have been fully tested (if applicable)
19. Copy of Valid BIS / ISI License (if applicable)
20. Copy of ISO 9000 Certification (if applicable)
21. Power of Attorney (if applicable)
22. Any other documents, as necessary