

 **INVEST**  
MADHYA PRADESH  
GLOBAL INVESTORS SUMMIT



Government of  
Madhya Pradesh



**DOING BUSINESS  
AND INVESTING IN  
MADHYA PRADESH GUIDE-  
MANUFACTURING**



# CONTENTS

---

i	Investing in Madhya Pradesh	02
ii	Detailed steps for setting up new unit of manufacturing industry	05
	1. Pre-Establishment	05
	2. Pre-Operations	14
	3. Incentives Form	21
iii	Highlights of Industrial Promotion Policy 2014 Amendment 2017	22
iv	Important Departments	24

# INVESTING IN MADHYA PRADESH

This guide is to help investors understand requirements for business establishment and operation in manufacturing sector in Madhya Pradesh.

## COMPANY/FIRM REGISTRATION

Investor has to register his company/ Firm as per prevailing acts.



## FILE FOR INDUSTRIAL ENTREPRENEUR MEMORANDUM

The promoter has to make an application for IEM with Secretariat for Industrial Assistance (SIA), New Delhi



## INTENTION TO INVEST

To setup an project/business in Madhya Pradesh an investor has to fill Intention to Invest form on MP Invest portal



## APPLY FOR LAND ALLOTMENT

In case an investor requires government land for the project, he can apply for land using land allotment feature of MP Invest portal



## PRE-ESTABLISHMENT APPROVAL

An investor has to fill in detailed Combined Application Form (CAF) on the MP Invest portal to obtain Pre-establishment approvals for a project



## PRE-OPERATIONS APPROVAL

An investor has to fill in detailed Combined Application Form (CAF) on the MP Invest portal to obtain Pre-operation approvals for a project



## INCENTIVES FORM

Investors can apply for incentives by filling detailed CAF form available on the MP Invest portal for incentives

## PRE-ESTABLISHMENT APPROVALS

List of Pre-Establishment approvals required are as follows:

S. No	Pre-Establishment Approval and Clearances Required	Responsible Department	Time Limit
1	Approval for new electricity connection LT/HT	Energy Department	7 days
2	Water Connection		
a.	Water Connection by AKVN	Department of Industrial Policy & Investment Promotion	15 days
b.	Water Connection through Municipal Corporation	Urban Development and Housing (ULBs)	30 days
c.	Water from Natural resources	Water Resource Department	60 days
3	Consent to Establish (Under Water & Air Act)	Madhya Pradesh Pollution Control Board	45 days
4	Approval of Factory Plan/Layout	Labour Department	30 days
5	Fire NOC	Urban Development and Housing (ULBs)	60 days for new application and 30 days for renewal
6	Tree Cutting and Tree Transit NOC	Urban Development and Housing (ULBs)	30 days

## PRE-OPERATION APPROVALS

List of Pre-Operational approvals required are as follows:

S. No	Pre-Operations Approval and Clearances Required	Responsible Department	Time Limit
1	Consent to Operate Under Water act 1974 and Section 21 of Air act 1981 and Authorization for Hazardous and other waste (Management and Transboundary Movement) Rules, 2016	Madhya Pradesh Pollution Control Board	45 days
2	Registration under the Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979	Labour Department	30 days
3	Registration of Principal Employer under Contract Labour (Regulation & Abolition) Act 1970	Labour Department	30 days
4	Registration under the Building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996	Labour Department	30 days
5	Trade License	Urban Development and Housing	1 day
6	License under the Factories Act, 1948	Labour Department	30 days
7	Professional Tax Registration	Department of Commercial Tax	1 day
8	GST Registration	Department of Commercial Tax	1 day
9	Charging permission for electrical installation of 132 KV (or above), if required	Energy Department	7 days (for SLD approval) 7 days (for Installation Approval)
10	Registration of Boiler	Industrial Policy and Investment Promotion - Directorate of Boiler	30 days

## INCENTIVES FORM

Investors can apply for incentives by filling detailed CAF form available on the **MP Invest** portal for incentives.

# DETAILED STEPS FOR SETTING UP NEW UNIT OF MANUFACTURING INDUSTRY

## PRE-ESTABLISHMENT

### 1. Register your company as per prevailing acts.

The primary pre-requisite for setting up a business in the state is that investor has to register his company as per prevailing acts.

- In case an investor wants to register a company, he can do so by filing Simplified Performa for Incorporating Company electronically, with eMoA at Ministry of Corporate Affairs. Forms for registration can be downloaded at (<http://www.mca.gov.in/MinistryV2/companyformsdownload.html>)

- In case an investor wants to register a society or a partnership, he can do so by filing an application form with Registrar, Firms and Societies GoMP through **MP Online**.

Information and documents required to register company and society are highlighted below:

#### INFORMATION REQUIRED: REGISTRATION OF COMPANY

Investors can do Company Incorporation through **Ministry of Corporate Affairs** portal.

**Mandatory documents required for application are:**

- |  |   |
|--|---|
| <b>1</b> Company Details (E.g. Name, Class, Category, IFSC details, etc.)  | <b>5</b> Particulars of payment of stamp duty                         |
| <b>2</b> Main division of industrial activity                              | <b>6</b> Enclosures   |
| <b>3</b> Correspondence address  | I. Memorandum of Association  |
| <b>4</b> Number of first subscriber(s) to MOA and directors of the company | II. Article of Association  |
|  | III. Affidavit and declaration by first subscriber(s) and director(s) |

### **INFORMATION REQUIRED: REGISTRATION OF SOCIETY**

Investors can do Society registration through **MP Online** portal. Detailed guidelines for registration are provided on the portal.

**Mandatory documents required for application are:**

- 1 Passport size photograph of Applicant
- 2 ID proof
- 3 Address Proof
- 4 Niyamwali
- 5 Details of members of committee

## **2. File for IEM to set up a new industrial undertaking**

The promoter must make an application to Govt. of India in prescribed format along with Demand Draft of Rs. 1000/- in the name of Secretariat for Industrial Assistance (SIA), New Delhi with six copies. The prescribed format is available on Directorate of Industries website: [http://www.ebiz.gov.in/content/services/filing\\_of\\_industrial\\_entrepreneurs\\_memorandum](http://www.ebiz.gov.in/content/services/filing_of_industrial_entrepreneurs_memorandum)

After filling IEM to Govt. of India. Govt. of India gives acknowledgment receipt to the applicant and informs the Directorate of Industries. After receipt of acknowledgment, applicant can take further initiatives step to set up the unit.

## **3. Fill Intention to Invest on MP single window portal**

To setup an industry in Madhya Pradesh an investor must 1st fill Intention to Invest form on **MP Invest** portal.

### **INFORMATION REQUIRED TO FILE INTENTION TO INVEST**

- 1 Company Information (E.g. Name, Registration No., PAN No., etc.)
- 2 Contact Details of Proprietor/Partners/Promoters/Directors
- 3 Project Name and Basic Details
- 4 Proposed Project Site



## 4. Apply for Land Allotment

### TIME LIMIT: 59 DAYS

In case an investor requires government land for the project (IT Park), he can apply for land using **MP Industry Land Bank** portal. The feature offers investors an option to view empty plot in a developed/undeveloped industrial area and apply for its allotment. After plot selection, investor needs to pay 10% of Land Rate online and after verification by the concerned regional office, he/she will be issued a Lol.

**INFORMATION REQUIRED TO FILE FOR LAND ALLOTMENT**

<b>CONTACT DETAILS</b>	<ul style="list-style-type: none"><li>Applicant details such as name, unit name, etc.</li><li>Proposed location details</li><li>Address of the applicant</li><li>Name and details of the authorized Signatory</li></ul>
<b>PRODUCTS</b>	<ul style="list-style-type: none"><li>Details of products and services to be manufactured/ delivered</li><li>Self-declaration for MSME / Industrial License / IEM</li></ul>
<b>INVESTMENTS</b>	<ul style="list-style-type: none"><li>Details of proposed employment</li><li>Details of proposed investment</li><li>Source of finance for the project (E.g. Own fund, Institutional Fund, Loan, etc.)</li></ul>
<b>PROJECT REQUIREMENTS</b>	<ul style="list-style-type: none"><li>Details and area of land required / envisaged for the project</li><li>Approximate time for implementation of the project</li><li>Power Requirement</li><li>Water Requirement</li></ul>
<b>ENCLOSURES</b>	<ul style="list-style-type: none"><li>Copy of Board Resolution for Authorized Signatory or Power of Attorney</li><li>Copy of Board Resolution for Establishing the project</li><li>Self-declaration For MSME or IEM or Industry License</li><li>Copy of RTGS/NEFT (Original RTGS Receipt/NEFT to be submitted at Concerned AKVN)</li><li>Memorandum and Articles of Association of the Company</li><li>Project Profile/ Executive Report</li><li>Layout Plan</li></ul>

#### 4a) Procedure for Land Use Change from Agriculture to Non-Agriculture

The primary pre-requisite for setting up a business in the state is that investor has to register his company as per prevailing acts.

- For villages with total population of less than 2000, no permission is required for land use change. In case a land owner applies for land use change and is awaiting permit from Sub-Divisional Officer, it is deemed approved.
- For land falling under planned investment region, a land owner does not require permission for land use change from agriculture to industrial use. Land owner is only required to give a letter of land use change to Sub-Divisional Officer.
- For land not included in the Master Plan, henceforth, only giving information to Sub Divisional Officer for setting up industry on the land, be sufficient. On getting the information, the SDM would levy premium on the land and after changing land use, would collect it from the investor.

#### 5. Fill the CAF form (Pre-Establishment) on Invest Portal

To obtain Pre-establishment approvals for a project, an investor has to fill in detailed Combined Application Form (CAF) available on the **MP Invest** portal. Once an investor fills CAF for Pre-establishment approvals, automated application forms will be sent to respective departments for approvals.

List of Pre-Establishment approvals required are as follows:

S. No	Pre-Establishment Approval and Clearances Required	Responsible Department	Time Limit
1	Approval for new electricity connection LT/HT	Energy Department	7 days
2	Water Connection		
a.	Water Connection by AKVN	Department of Industrial Policy & Investment Promotion	15 days

b.	Water Connection through Municipal Corporation	<b>Urban Development and Housing (ULBs)</b>	30 days
c.	Water from Natural resources	<b>Water Resource Department</b>	60 days
3	Consent to Establish (Under Water & Air Act)	<b>Madhya Pradesh Pollution Control Board</b>	45 days
4	Approval of Factory Plan/Layout	<b>Labour Department</b>	30 days
5	Fire NOC	<b>Urban Development and Housing (ULBs)</b>	60 days for new application and 30 days for renewal
6	Tree Cutting and Tree Transit NOC	<b>Urban Development and Housing (ULBs)</b>	30 days

Information and documents required to attain the approvals are highlighted below:

#### **A. INFORMATION REQUIRED TO FILE FOR ELECTRICITY CONNECTION**

Investors can apply for approval for new service connection (LT/HT) through Common Application Form on **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Type of connection, Application, etc.
- 2** Start and End date for temporary connection
- 3** Category and objective of electric connection
- 4** Address of establishment for which connection is required
- 5** Bank Account details
- 6** Load requirement
- 7** Contract demand required and phasing if any (in case of HT/EHT consumers)

## **B. INFORMATION REQUIRED FOR WATER CONNECTION**

Water connection for industries is available from multiple sources such as:

- a]. Water connection by AKVN
- b]. Water Connection through Municipal Corporation - <http://www.mpenagarpalika.gov.in/>
- c]. Water from Natural Resources - <http://www.mpwrdd.gov.in/>

### **Information required for Water Connection from AKVN**

- 1** Address Details of the industry
- 2** Water Connection and Usage details
- 3** Enclosure -
  - I. Possession Letter of the site

### **Information required for Water Connection from Municipal Corporation**

- 1** Address Details of the industry
- 2** Water Connection and Usage details
- 3** Enclosure -
  - I. ID proof (voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement/Partnership)
  - II. Property proof of affidavit

### **Information required for Water Connection from Natural Resources**

For water connection from Natural Resources, an Investor has to file an application to **Water Resources Department**

- 1** Details and Address of the industry
- 2** Water Connection and Usage details
- 3** Details of storage capacity for 30 days of water requirement
- 3** Enclosure -
  - I. Letter of approval for industry from Department of Industries
  - II. Documents supporting water requirement
  - III. Approved quantity in m<sup>3</sup> / day

### **C. INFORMATION REQUIRED FOR CONSENT TO ESTABLISH (UNDER WATER & AIR ACT)**

Investors can apply for Consent to Establish from Madhya Pradesh Pollution Control Board through **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Applicant's Details
- 2** Site Location Address with Survey/Plot/T.C No/Khasra No / Pin
- 3** Registered Office Address
- 4** Investment in plant and machinery
- 5** Plant Commissioning /Production Date
- 6** Premises Area in Sq. meters
- 7** Environmental Clearance
- 8** Application under Air Act/Water Act/ Hazardous Waste Rules
- 9** Waste Water Generation KL/Day
- 10** Disposal Mode
- 11** Discharge Point
- 12** Emission Type
- 13** Air Pollution Control Measures
- 14** Other Details (E.g. CETP / CSTP Membership, Tube wells/Boilers, Bore wells/D.G Sets, ETP Chamber, etc.)
- 15** Solid Waste Details

### **D. INFORMATION REQUIRED FOR APPROVAL OF FACTORY PLAN/LAYOUT**

Approval for Building/Factory Layout can be obtained from Labour Department through Common Application Form through **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Applicant details (E.g. Name, address, contact details, etc.)
- 2** Manufacturing Process details
- 3** Worker details
- 4** Details of Machines (E.g. lifts, hoists, lifting machines, etc.)

- 5** Job description
- 6** Escape of dangerous fumes / gases / fire or explosions details
- 7** Materials used for production and construction
- 8** Enclosures
  - I. Brief description of process along with List of Raw material with quantity to be used in manufacturing process
  - II. Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant & machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software). Details of materials used for building construction and roofing.

#### **E. INFORMATION REQUIRED FOR FIRE NOC**

**Investors can apply for Fire NOC from Fire Department through MP Invest portal.**

**Mandatory documents required for application are:**

- 1** Applicant details
- 2** Address of Applicant
- 3** Address of Property
- 4** Details of property such as Building Height, Plot Area, etc.
- 5** Enclosures
  - I. Copy of Ownership Document (Lease Deed / Registry (Summarized copy) / Khasra)
  - II. Building Fire Plans (each floor), Elevation Plan of Building, Section Plan of Building
  - III. Copy of Certificate of Fire Consultant Qualification (If not listed in Department Website)
  - IV. Checklist (53 Points) certified by the fire consultant, owner or authorized person as per rules
  - V. Copy of Approval letter and Approved Building plan (each floor) by competent Authority (Scanned in original size)
  - VI. Copy of Approval letter and Approved layout plan (each floor) by competent Authority (Scanned in original size) Either 5 or 6

## **F. INFORMATION REQUIRED FOR TREE CUTTING/ TRANSIT NOC**

**Investors can apply for Tree Cutting NOC from Urban Development and Housing department through Common Application Form on MP Invest portal.**

**Mandatory documents required for application are:**

- 1** Details of land where the tree is standing (Khasra No., Plot No., Ward No. Etc. Along with location map)
- 2** Proof of ownership of land or lease documents or any other document which can prove that the applicant has got ownership rights in the land in question
- 3** Details of tree (species), height, girth as basal area, condition of tree (sound, sick, dead, dead, damaged wind fallen, girdled or any other peculiarity)
- 4** Undertaking for compensatory plantation

**Investors can apply for Tree Transit Permission from Urban Development and Housing department through Common Application Form on MP Invest portal.**

**Mandatory documents required for application are:**

- 1** Tree Cutting Permission Certificate
- 2** Excel sheet capturing the data (species name, type of timber, Length (meter),Girth as Centre(meter)
- 3** Excel sheet capturing the data (Type of produce fuel, volume(meter<sup>3</sup>)

## PRE-OPERATIONS

### 1. Detailed CAF form (Pre-Operations) on Invest Portal

To obtain Pre-operation approvals for a project an investor has to fill in detailed Combined Application Form (CAF) form available on the **MP Invest** portal. Once an investor fills CAF form for Pre-operation approvals, automated application forms will be sent to respective departments for approvals.

List of Pre-Establishment approvals required

S. No	Pre-Operations Approval and Clearances Required	Responsible Department	Time Limit
1	Consent to Operate Under Water act 1974 and Section 21 of Air act 1981 and Authorization for Hazardous and other waste (Management and Transboundary Movement) Rules, 2016	Madhya Pradesh Pollution Control Board	45 days
2	Registration under the Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979	Labour Department	30 days
3	Registration of Principal Employer under Contract Labour (Regulation & Abolition) Act 1970	Labour Department	30 days
4	Registration under the Building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996	Labour Department	30 days
5	Trade License	Urban Development and Housing	1 day
6	License under the Factories Act, 1948	Labour Department	30 days
7	Professional Tax Registration	Department of Commercial Tax	1 day
8	GST Registration	Department of Commercial Tax	1 day
9	Charging permission for electrical installation of 132 KV (or above), if required	Energy Department	7 days (for SLD approval) 7 days (for Installation Approval)
10	Registration of Boiler	Industrial Policy and Investment Promotion - Directorate of Boiler	30 days



Information and documents required to attain the approvals are highlighted below:

#### **A. CONSENT TO OPERATE UNDER WATER ACT 1974 AND SECTION 21 OF AIR ACT 1981 AND AUTHORIZATION FOR HAZARDOUS AND OTHER WASTE**

Investors can apply for Consent to Operate from Madhya Pradesh Pollution Control Board through **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Applicant's Details
- 2** Site Location Address with Survey/Plot/T.C No/Khasra No / Pin
- 3** Registered Office Address
- 4** Investment in plant and machinery
- 5** Plant Commissioning /Production Date
- 6** Premises Area in Sq. meters
- 7** Environmental Clearance
- 8** Application under Air Act/Water Act/ Hazardous Waste Rules
- 9** Waste Water Generation KL/Day
- 10** Disposal Mode
- 11** Discharge Point
- 12** Emission Type
- 13** Air Pollution Control Measures
- 14** Other Details (E.g. CETP / CSTP Membership, Tube wells/Boilers, Bore wells/D.G Sets, ETP Chamber, etc.)
- 15** Solid Waste Details
- 16** Enclosures
  - I. Site plan & topo sheet.
  - II. Lay out and statement of (total area of the plant/ constructed area/ open area/ area reserved for plantation.
  - III. Name of Local Body / Panchayat.
  - IV. NOC from GOI/State Govt./Local Body/ Panchayat / etc.
  - V. List of Industries, villages, rivers & lakes other important feature and distances from site, within a radius of 5/10 km. in case of medium / large industry.
  - VI. A copy of Project Report.
  - VII. Flow sheet of process and chemical involved.
  - VIII. In case of medium/large industry list of industries, villages rivers & lakes & other Salient feature and distances from site, within a radius of 5/10 Km.

## **B. INFORMATION REQUIRED FOR REGISTRATION UNDER THE INTERSTATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT & CONDITIONS OF SERVICE) ACT, 1979**

Investors can register under the Interstate Migrant Workmen Act of 1979 through Common Application Form on **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Establishment details (E.g. Name and address, nature of work, etc.)
- 2** Applicant details (E.g. Name, address, contact details, etc.)
- 3** Principal employer details
- 4** Manager details
- 5** Particulars of all contractors and ISM workers employed
- 6** Enclosures
  - I. Passport size photographs
  - II. Photo identity Proof of applicant – (Voter ID, Aadhar, Driving License, Passport, PAN Card (any one))
  - III. Copy of any one for address / place proof of Principal Employer / Contractor Establishment (Rent agreement/ Electricity Bill/ Telephone Bill/ Ownership deed/ Partnership deed/ Memorandum of Association
  - IV. Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company

## **C. INFORMATION REQUIRED FOR REGISTRATION OF PRINCIPAL EMPLOYER UNDER CONTRACT LABOUR (REGULATION & ABOLITION) ACT 1970**

Investors can register under the Interstate Migrant Workmen Act of 1979 through Common Application Form on **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Establishment details (E.g. Name and address, nature of work, etc.)
- 2** Applicant details (E.g. Name, address, contact details, etc.)
- 3** Principal employer details
- 4** Manager details
- 5** Particulars of all contractors and ISM workers employed

- 6** Enclosures
  - I. Passport size photographs
  - II. Photo identity Proof of applicant – (Voter ID, Aadhar, Driving License, Passport, PAN Card (any one))
  - III. Copy of any one for address / place proof of Principal Employer / Contractor Establishment (Rent agreement/ Electricity Bill/ Telephone Bill/ Ownership deed/ Partnership deed/ Memorandum of Association
  - IV. Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company

#### **D. INFORMATION REQUIRED FOR REGISTRATION UNDER THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT & CONDITIONS OF SERVICE) ACT, 1996**

**Registration of Establishment under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 can be filed through Common Application Form on MP Invest portal.**

**Mandatory documents required for application are:**

- 1** Establishment details (E.g. Name and address, nature of work, etc.)
- 2** Applicant details (E.g. Name, address, contact details, etc.)
- 3** Manager details
- 4** Work details (E.g. Date of commencement of work, Date of Completion of work, Number of workers to be employed, etc.)
- 5** Enclosures
  - I. Passport size photographs
  - II. Photo identity Proof of applicant – (Voter ID, Aadhar, Driving License, Passport, PAN Card (any one))
  - III. Copy of any one for address / place proof of Principal Employer / Contractor Establishment (Rent agreement/ Electricity Bill/ Telephone Bill/ Ownership deed/ Partnership deed/ Memorandum of Association
  - IV. Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company

## **E. INFORMATION REQUIRED FOR TRADE LICENSE**

Investors can apply for Trade License from respective Urban Local Bodies through MP Invest portal.

Mandatory documents required for application are:

- 1 Applicant's details (E.g. Name, contact details, address)
- 2 Industry details
- 3 Government ID proof (voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement/Partnership)
- 4 Owned premises- Property tax receipt/Property registration details
- 5 For Rented premises- Self Attested Rent Agreement photo copy/ photo copy of Property tax receipt

## **F. INFORMATION REQUIRED TO FILE LICENSE UNDER THE FACTORIES ACT, 1948**

Investors can apply for License under the Factories Act, 1948 through Common Application Form on MP Invest portal.

Mandatory documents required for application are:

- 1 Applicant details (E.g. Name, address, contact details, etc.)
- 2 Manufacturing Process details
- 3 Worker details
- 4 Details of Machines (E.g. lifts, hoists, lifting machines, etc.)
- 5 Job description
- 6 Escape of dangerous fumes / gases / fire or explosions details
- 7 Materials used for production and construction
- 8 Enclosures
  - I. Brief description of process along with List of Raw material with quantity to be used in manufacturing process
  - II. Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant & machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software.). Details of materials used for building construction and roofing.

## **G. INFORMATION REQUIRED FOR PROFESSIONAL TAX REGISTRATION**

Investors can register for Professional Tax (Employer) from Department of Commercial Tax through Common Application form on **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** Applicant details (E.g. Address, Contact details, DDO number and details, etc.)
- 2** Employer Name
- 3** Pan Card Details
- 4** Registration certificate number if registered under MP luxury Tax act, 1988
- 5** Name and address details of place of work

Source: <https://mptax.mp.gov.in/mpvatweb/ERegistrationAction.do?formType=PTEMP>

## **H. INFORMATION REQUIRED FOR GST REGISTRATION**

Investors can apply for GST registration from Department of Commercial Tax through Common Application form on **MP Invest** portal.

**Mandatory documents required for application are:**

- 1** PAN Card of the Business or Applicant
- 2** Identity and Address Proof along with Photographs
- 3** Proof of business registration
- 4** Proof of address, Bank details, etc.
- 5** Enclosures
  - I. PAN, passport, driving license, Aadhaar card or voter's identity card, etc.
  - II. Bank statement or scanned copy of a cancelled cheque

## **I. INFORMATION REQUIRED FOR CHARGING PERMISSION FOR ELECTRICAL INSTALLATION OF 132 KV (OR ABOVE), IF REQUIRED**

Investors can apply for License under the Factories Act, 1948 through Common Application Form on MP Invest portal.

Mandatory documents required for application are:

- 1** Applicant details (E.g. Name, address, contact details, etc.)
- 2** Manufacturing Process details
- 3** Worker details
- 4** Details of Machines (E.g. lifts, hoists, lifting machines, etc.)
- 5** Job description
- 6** Escape of dangerous fumes / gases / fire or explosions details
- 7** Materials used for production and construction
- 8** Enclosures
  - I. Brief description of process along with List of Raw material with quantity to be used in manufacturing process
  - II. Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant & machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software.). Details of materials used for building construction and roofing.

## **J. INFORMATION REQUIRED FOR REGISTRATION OF BOILER**

Investors can apply for Boiler registration under Boiler Act 1923 from Department of Industrial Policy and Investment Promotion through Common Application Form on **MP Invest** portal.

Mandatory documents required for application are:

- 1** Boiler
  - I. Form 2D
  - II. IBR Certificate form: II (1) or II (2)
  - III. Form III
  - IV. Form III C
  - V. Form IVA
- 2** Small Industrial Boiler
  - I. Form 2D
  - II. Form XVII
- 3** Economizer
  - I. Form 2D
  - II. Form VII
  - III. Form VIII

## **INCENTIVES FORM**

### **1. Detailed CAF form (Incentives) on Invest Portal**

Investors can apply for incentives by filling detailed CAF form available on the **MP Invest** portal for incentives. Incentive for IT Industry/ Projects will be disbursed by Department of Industrial Policy and Investment Promotion.

# HIGHLIGHTS OF INDUSTRIAL PROMOTION POLICY 2014 AMENDMENT 2017

<p><b>LAND INCENTIVES</b></p>	<ul style="list-style-type: none"> <li>• Developed industrial land available at competitive price to the investors.</li> <li>• 50% assistance subject to a maximum of INR 1 crore each shall be provided to medium, large and mega scale industrial units for developing power, water &amp; road infrastructure, if the investor acquires private land or gets undeveloped government land for setting up of project</li> <li>• CCIP may consider concession on the prescribed premium rate, if the investor intends to set up a project on raw (undeveloped) government land.</li> </ul>
<p><b>SKILL DEVELOPMENT</b></p>	<ul style="list-style-type: none"> <li>• Establishment of government ITIs and polytechnic colleges</li> <li>• Establishment of Mega ITI in major industrial hubs</li> <li>• Formulation of skill development policy detailing industry friendly incentive to promote private sector participation in realm of skill development resulting in increase in number of private ITIs and polytechnic</li> <li>• In order to harness the social capital in rural areas, block level training centers have been established</li> <li>• Establishment of Rural Self Employment training Institutes (RSETIs) in all the districts in collaboration with district lead bank</li> <li>• Targeted skill development programs towards meeting the industry needs</li> </ul>
<p><b>FISCAL INCENTIVES</b></p>	<ul style="list-style-type: none"> <li>• Tax delinked investment assistance ranging from Rs. 4 crore to Rs. 270 crores based on the amount of investment in plant and machinery, with 1.5 times incentive for food processing industry</li> <li>• Impetus on Export, Employment generation and priority block</li> <li>• Mandi Fee Exemption for food processing industry</li> <li>• Interest Subsidy for Textile Industry – 5% to 7%</li> </ul>



<b>INFRASTRUCTURE DEVELOPMENT ASSISTANCE</b>	<ul style="list-style-type: none"> <li>50% assistance or INR 1 Crore subject to a maximum of INR 3 crore for developing power, water &amp; road infrastructure, on private land or gets undeveloped government land</li> </ul>
<b>EXPANSION/ DIVERSIFICATION/ TECHNICAL UPGRADATION</b>	<ul style="list-style-type: none"> <li>Established large and medium industrial units, which invest 30 percent of existing investment in plant &amp; machinery or INR 50 crore (whichever is less) on expansion/diversification/technical up-gradation, will be eligible for assistance/facilities at par with new industrial units.</li> <li>Established small scale industrial units, which invest minimum 50 percent of its existing investment in plant &amp; machinery (not being less than INR 25 lakh), shall be eligible for assistance/facilities at par with new industrial units.</li> </ul>
<b>POWER CONSUMPTION SUPPORT</b>	<ul style="list-style-type: none"> <li>As per the prevailing electric tariff, new customers of high tension connection will get a subsidy of Rs. 1 per unit or 20 per cent, whichever is less. This rebate shall be payable for a period of 5 years from the date of production / business operation for food processing units.</li> </ul>
<b>ELECTRICITY DUTY EXEMPTION</b>	<ul style="list-style-type: none"> <li>All eligible units having 'High Tension (HT)' connection by any DISCOM in the state by 3rd March 2019 shall be exempted from electricity duty for 5 to 10 years</li> </ul>

# IMPORTANT DEPARTMENTS

NAME OF DEPARTMENT	WEBSITE
MINISTRY OF CORPORATE AFFAIRS	<a href="http://www.mca.gov.in">www.mca.gov.in</a>
DEPARTMENT OF INDUSTRIAL POLICY & PROMOTION	<a href="http://www.dipp.nic.in">www.dipp.nic.in</a>
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES	<a href="http://www.msme.gov.in">www.msme.gov.in</a>
DEPARTMENT OF INDUSTRIAL POLICY AND INVESTMENT PROMOTION (DIPIP)	<a href="http://www.mpindustry.gov.in">www.mpindustry.gov.in</a>
DEPARTMENT OF LABOR	<a href="http://www.labour.mp.gov.in">www.labour.mp.gov.in</a>
DEPARTMENT OF COMMERCIAL TAX	<a href="http://www.mptax.mp.gov.in/mpvatweb">www.mptax.mp.gov.in/mpvatweb</a>
URBAN DEVELOPMENT AND HOUSING DEPARTMENT	<a href="http://www.mpurban.gov.in">www.mpurban.gov.in</a>
MP POLLUTION CONTROL BOARD	<a href="http://www.mppcb.nic.in">www.mppcb.nic.in</a>
ENERGY DEPARTMENT	<a href="http://www.mpenergy.nic.in">www.mpenergy.nic.in</a>
MP PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT	<a href="http://www.mppanchayatdarpan.gov.in">www.mppanchayatdarpan.gov.in</a>
MP WATER RESOURCES DEPARTMENT	<a href="http://www.mpwrd.gov.in">www.mpwrd.gov.in</a>
MP DEPARTMENT OF MICRO, SMALL & MEDIUM ENTERPRISES	<a href="http://www.mpmsme.gov.in">www.mpmsme.gov.in</a>



ORGANISED BY



NATIONAL PARTNER



Confederation of Indian Industry

KNOWLEDGE PARTNER

