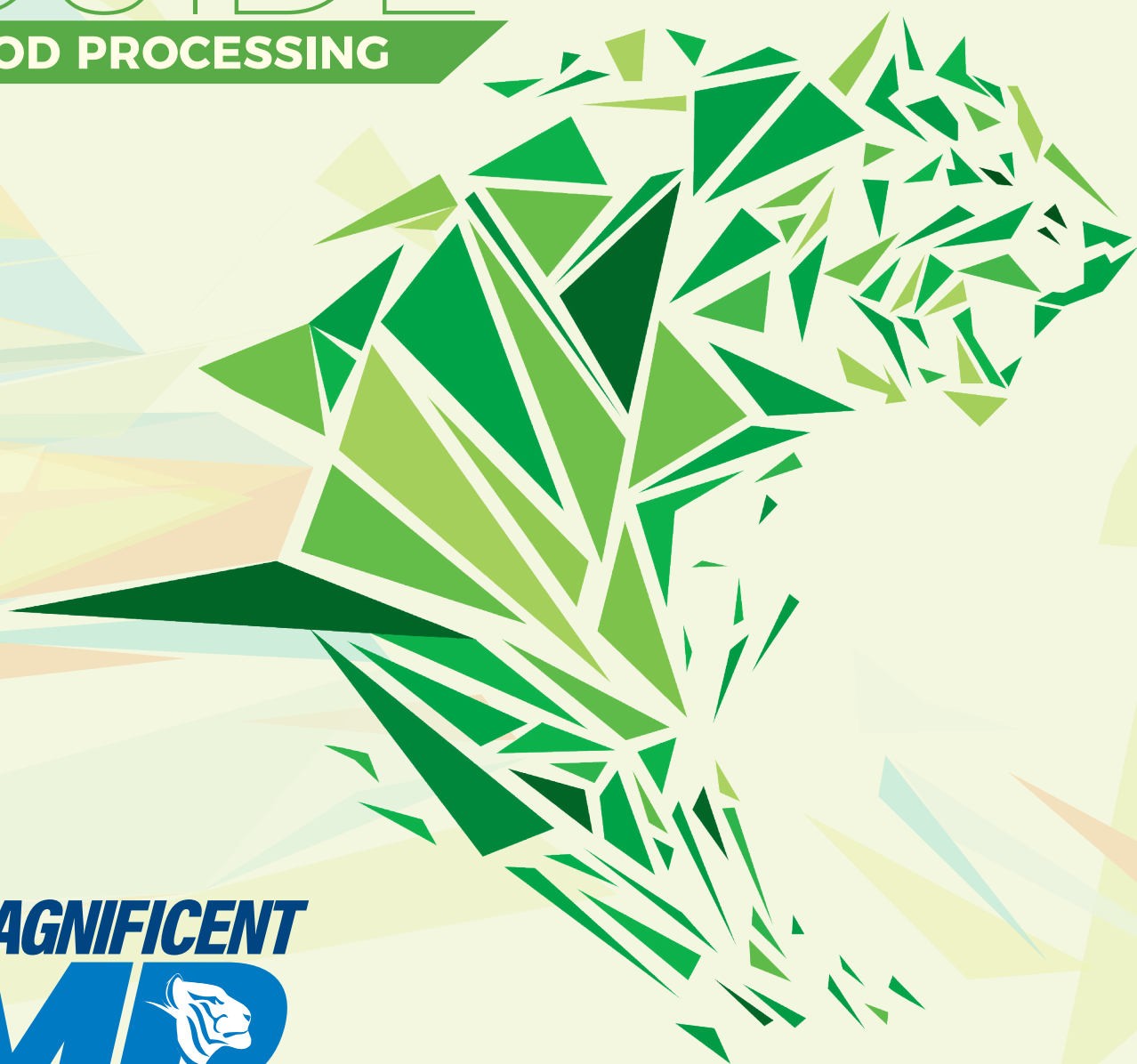




Government of
Madhya Pradesh

DOING BUSINESS GUIDE

FOOD PROCESSING

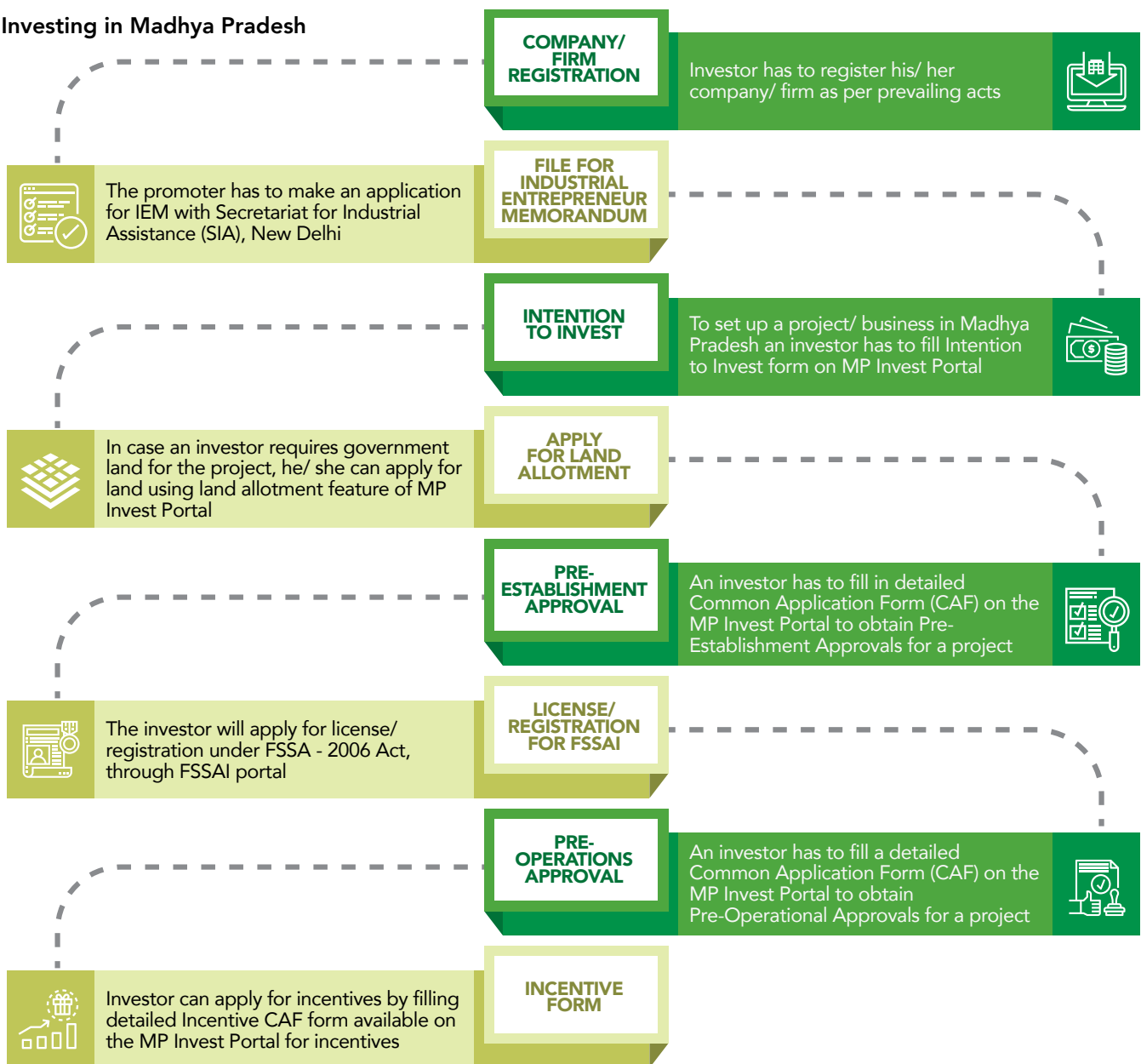


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DOING BUSINESS AND INVESTING IN MP GUIDE – FOOD PROCESSING

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

Investing in Madhya Pradesh



Note: The Common Application Form (CAF) needs to be filled only once, while applying for the first services through the INVEST Portal, after which the investor can directly fill the service specific application form for Pre-establishment as well as for Pre-operational Services.

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 <ul style="list-style-type: none"> • Central DISCOM • East DISCOM • West DISCOM 	7 days
2	Water Connection		
a.	Water Connection by MPIDC	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-Establishment approvals required

S. NO	PRE-OPERATIONS APPROVAL AND CLEARANCES REQUIRED	RESPONSIBLE DEPARTMENT	TIME LIMIT
1	Consent to operate under Water Act 1974 and 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 (ULBs)	30 days
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 <ul style="list-style-type: none"> • Central DISCOM • East DISCOM • West DISCOM 	7 days (for SLD approval) 7 days (for Installation Approval)

10	Registration of Boiler	Industrial Policy and Investment Promotion - Directorate of Boiler	30 days
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INCENTIVES FORM:

MSME units: Apply for Online Registration in Food Processing – Investor can apply for incentives by filing on online portal of Food Processing Department on mpfstts.mp.gov.in

Large Units: Investors can apply for incentives by filling detailed Incentive 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/her company as per prevailing Acts.

- In case an investor wants to register a company, he/she 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 Company (Foreign), he/she can establish his/her place of business by filing eForm FC – 1 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/she 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:

1. Information required for registration of Company

Investors can do Company incorporation through Ministry of Corporate Affairs portal.

Mandatory information required for application are:

- Company Details (e.g. Name, Class, Category, IFSC details, etc.)
- Main division of industrial activity
- Correspondence address
- Number of first subscriber(s) to MOA and Directors of the company
- Particulars of payment of stamp duty
- Enclosures
 - Memorandum of Association
 - Article of Association
 - Affidavit and declaration by first Subscriber(s) and Director(s)

2. Information required for registration of Firms & Societies

Investors can do Firms & Societies registration through MP Online portal. Detailed guidelines for registration are provided on the portal.

Mandatory documents required for application of Registration under Societies Act are:

- Passport size photograph of Applicant
- ID proof
- Address Proof
- Niyamwali
- Details of members of committee

Mandatory documents required for application for Firm Registration are:

- Partnership Deed
- Photo of Head
- ID Proof
- Address Proof

2. FILE FOR IEM TO SET UP A NEW INDUSTRIAL UNDERTAKING

The promoter has to make an application to Govt. of India in prescribed format alongwith 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 Department for Promotion of Industry and Internal Trade website: <https://dipp.gov.in/for-investors/forms>

After filling IEM to G2B portal Govt. of India, which gives acknowledgment receipt to the applicant and informs the Directorate of Industries of the respective states. After receipt of acknowledgment, applicant can take further initiatives to set up the unit.

For more information visit to <https://services.dipp.gov.in/lms/iemServices>

3. FILL INTENTION TO INVEST ON MP SINGLE WINDOW PORTAL

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

Information required to file Intention to Invest

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

4. APPLY FOR LAND ALLOTMENT

Time Limit: 60 days

In case an investor requires government land for the project (IT Park), he/she 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 25% of Land Rate online and after verification by the concerned regional office, he/she will be issued a Lol on First Come First Serve basis.

Information required to file for Land Allotment

Contact Details	<ul style="list-style-type: none"> • Applicant details such as name, unit name, etc. • Proposed location details • Address of the applicant • Name and details of the authorized Signatory
Products	<ul style="list-style-type: none"> • Details of products and services to be manufactured/ delivered • Self-declaration for MSME / Industrial License / IEM
Investments	<ul style="list-style-type: none"> • Details of proposed employment • Details of proposed investment • Source of finance for the project (e.g. Own fund, Institutional Fund, Loan, etc.)
Project Requirements	<ul style="list-style-type: none"> • Details and area of land required / envisaged for the project • Approximate time for implementation of the project • Power requirement • Water requirement
Enclosures	<ul style="list-style-type: none"> • Scanned Applicant Signature & Photo • Scanned copy of PAN Card • Copy of Board Resolution for Authorized Signatory or Power of Attorney • Copy of Board Resolution for Establishing the project • Self-declaration For MSME or IEM or Industry License • Copy of RTGS/NEFT (Original RTGS Receipt/NEFT to be submitted at Concerned MPIDC) • Memorandum and Articles of Association of the Company • Project Profile/ Executive Report • Layout Plan

4A) PROCEDURE FOR CHANGE OF LAND USE FROM AGRICULTURE TO NON-AGRICULTURE

- 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. PRE-ESTABLISHMENT APPROVALS ON INVEST PORTAL

The investor can apply for Pre-Establishment Approvals through MP Invest portal. The investor can choose the desired services through Investor Wizard or by selecting the services manually.

To obtain Pre-establishment approvals for a project, an investor has to fill in detailed Common Application Form (CAF) available on the MP Invest portal. Once an investor fills CAF along with the service specific fields 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 <ul style="list-style-type: none"> • Central DISCOM • East DISCOM • West DISCOM 	7 days
2	Water Connection		
a.	Water Connection by MPIDC	Department of Industrial Policy & Investment Promotion	15 days
b.	Water Connection through Municipal Corporation/ Urban Local Bodies (ULBs)	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

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

1. 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 information required for application are:

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

Enclosures

- Proof of identity of the user
- Proof of ownership/occupancy (in case of owned/leased premise)
- Authorization document (in case of firm or company)

2. Information required for Water Connection

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

- a. Water connection by MPIDC – <https://invest.mp.gov.in>
- b. Water connection through Municipal Corporation - <http://www.mpenagarpalika.gov.in/>
- c. Water from Natural Resources – <https://invest.mp.gov.in>

Requirement for application of water connection is detailed out below.

2.1 Information required for Water connection from MPIDC

- Address Details of the industry
- Water connection and usage details
- Enclosure
 - Possession Letter of the site

2.2 Information required for Water Connection from Municipal Corporation/ Urban Local Bodies

- Address Details of the industry
- Water connection and usage details
- Enclosure
 - ID proof (voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement/ Partnership)
 - Property proof of affidavit

2.3 Information required for Water Connection from Natural Resources

For water connection from Natural Resources, an Investor has to file an application to through MP Invest Portal.

- Details and Address of the industry
- Water connection and usage details
- Details of storage capacity for 30 days of water requirement
- Enclosures
 - Letter of approval for industry from Department of Industries
 - Documents supporting water requirement
 - Approved quantity in m³ / day
 - Index Map showing location of source

3. 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:

- Applicant's Details
- Site Location Address with Survey/Plot/T.C No/Khasra No / Pin
- Registered Office Address
- Investment in plant and machinery
- Plant Commissioning /Production Date
- Premises Area in Sq. meters
- Environmental clearance
- Application under Air Act/Water Act/ Hazardous Waste Rules
- Waste Water Generation KL/Day
- Disposal Mode
- Discharge Point
- Emission Type
- Air Pollution Control Measures
- Other Details (e.g. CETP / CSTP Membership, Tube Wells/Boilers, Bore Wells/D.G. Sets, ETP Chamber, etc.)
- Solid Waste Details
- Enclosures
 - DIC / SIA / DGTD / Mining lease / Conceptual Plan (In case of Building / Infrastructure project) etc.
 - Land allotment letter/ Land allotment LOI
 - Satellite imagery of project / industry site
 - Layout plan of the project/industry
 - Project report including complete details of manufacturing process with material balance/ raw material
 - Investment proof CA/CS certificate/annual report / Self Certificate
 - NOC of Gramsabha / local body
 - Compliance of Environment clearance conditions (If applicable)

Documents for Water Consent:

- Effluent/Sewage Treatment Plant
- Technical Report on ETP/STP
- Drawing of ETP/STP
- Permission of CGWA (If applicable)
- Water cess returns (if applicable)

Documents for Air Consent:

- Technical Specification of Air Pollution Control Arrangements
- Schematic Diagram of Monitoring Facility (Port Hole & Plate form with Spiral ladder)

Documents for Authorization for hazardous waste:

- Details of SLF/Incinerator (If applicable)
- List of hazardous waste generated
- Form – 4 & 13

4. 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 information required for application are:

- Applicant details (E.g. Name, address, contact details, etc.)
- Manufacturing Process details
- Worker details
- Details of Machines (e.g. lifts, hoists, lifting machines, etc.)
- Job description
- Escape of dangerous fumes / gases / fire or explosions details
- Materials used for production and construction
- Enclosures
 - Brief description of process along with list of raw material with quantity to be used in manufacturing process
 - 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.

5. Information required for Fire NOC

Investors can apply for Fire NOC from Fire Department through MP Invest portal. Mandatory information required for application are:

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

6. 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 information required for application are:

- Details of land where the tree is standing (Khasra No., Plot No., Ward No. Etc. Along with location map)
- 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
- Details of tree (species), height, girth as basal area, condition of tree (sound, sick, dead, dead, damaged wind fallen, girdled or any other peculiarity)
- 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 information required for application are:

- Tree Cutting Permission Certificate
- Excel sheet capturing the data (species name, type of timber, Length (meter), Girth as Centre(meter)
- Excel sheet capturing the data (Type of produce fuel, volume(meter³))

FSSAI LICENSE/ REGISTRATION UNDER FSSA 2006

INFORMATION ON LICENSE/ REGISTRATION FROM FSSAI

Time Limit: 60 days

Business engaged in food activities are required to apply for food license of different types based on turnover, scale of business and the type of activity from FSSAI Portal. Such businesses must apply for either of the licenses (central or state) or simple registration. The criteria specified in rules are as follows:

- **Basic Registration**

This is required for small businesses or start-ups which have annual turnover below Rs. 12 lakhs. Basic registration can be upgraded to State license as the sales graph of the industry increases

- **FSSAI State License**

State license is applicable for the mid-sized industries/companies who have annual turnover between Rs. 12-20 Cr.

- **FSSAI Central License**

Central license is applicable for the industries whose annual turnover is above Rs. 20 Cr. It is also required in cases when the supply is at government offices or for import/ export of food products

Note: License/Certificate can be applied for a maximum period of 5 years

Information and documents required to apply for license /registration are highlighted below:

Investor can register and apply for Food License from FSSAI Portal.

Mandatory information required for the application are:

- Location of the Company
- Type of Company (Manufacturer, Importers, etc.)
- Branches in one or more states
- Applying for Head Office/ Registered Office
- Enclosures
 - Form – B
 - Blueprint/layout plan of the Processing Unit
 - List of Directors/Partners/Proprietor/Executive Members of Society/ Trust with full address and contact details
 - Name and list of equipment's and machinery along with the number, installed capacity and horse power used
 - Photo I.D. and address proof issued by Government authority of Proprietor/ Partner/ Director(s)/ Authorized Signatory
 - List of food category desired to be manufactured
 - Authority Letter with the name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch
 - Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognised/ public health laboratory to confirm the portability
 - Proof of possession of premises
 - Partnership Deed/Affidavit of Proprietorship/ Memorandum & Articles of association towards the constitution of the firm
 - Copy of certificate obtained under Coop Act 1981/ Multi State Coop Act – 2002 in case of Cooperatives
 - NOC & Copy of license from manufacturer
 - Food Safety Management System plan or Certificate
 - Source of raw material
 - Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory
 - NOCs from Municipality or local body
 - Form IX: Nomination of Persons by a Company along with the Board Resolution

For more information please visit: <https://foodlicensing.fssai.gov.in/index.aspx>

PRE-OPERATIONS

PRE-OPERATIONS APPROVAL ON INVEST PORTAL

The investor can apply for Pre-Establishment Approvals through MPInvest portal. The investor can choose the desired services through Investor Wizard or by selecting the services manually.

To obtain Pre-operation 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 along with the for service specific fields 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 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 (ULBs)	30 days

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 <ul style="list-style-type: none"> • Central DISCOM • East DISCOM • West DISCOM 	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 information required to attain the approvals are highlighted below:

1. Consent to Operate Under Water Act 1974 and 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 information required for application are:

- Applicant's Details
- Site Location Address with Survey/Plot/T.C No/Khasra No / Pin
- Registered Office Address
- Investment in plant and machinery
- Plant Commissioning /Production Date
- Premises Area in Sq. meters
- Environmental Clearance
- Application under Air Act/Water Act/ Hazardous Waste Rules
- Waste Water Generation KL/Day
- Disposal Mode
- Discharge Point
- Emission Type
- Air Pollution Control Measures
- Other Details (E.g. CETP / CSTP Membership, Tube wells/Boilers, Bore wells/D. G Sets, ETP Chamber, etc.)
- Solid Waste Details
- Enclosures
 - DIC / SIA / DGTD / Mining lease / Conceptual Plan (In case of Building / Infrastructure project) etc.
 - Land Allotment Letter/ Land Allotment LOI
 - Satellite imagery of project / industry site
 - Layout plan of the project/industry
 - Project report including complete details of manufacturing process with material balance/ Raw material
 - Investment proof CA/CS certificate/annual report / Self Certificate
 - NOC of Gramsabha / local body
 - Compliance of Environment Clearance Conditions (If applicable)

Documents for Water Consent:

- Effluent/Sewage Treatment Plant
- Technical Report on ETP/STP
- Drawing of ETP/STP
- Permission of CGWA (If applicable)
- Water Cess returns (if applicable)

Documents for Air Consent:

- Technical Specification of Air Pollution Control Arrangements
- Schematic Diagram of Monitoring Facility (Port Hole & Plate form with Spiral ladder)

Documents for Authorization for hazardous waste:

- Details of SLF/Incinerator (If applicable)
- List of hazardous waste generated
- Form – 4 & 13

2. 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 information required for application are:

- Establishment details (e.g. Name and address, nature of work, etc.)
- Applicant details (e.g. Name, address, contact details, etc.)
- Principal employer details
- Manager details
- Particulars of all contractors and ISM workers employed
- Enclosures
 - Passport size photographs
 - Photo Identity Proof of applicant – (Voter ID, Aadhar, Driving License, Passport, PAN Card (any one))
 - 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)
 - Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company

3. Information required for Registration of Principal Employer under Contract Labour (Regulation & Abolition) Act 1970

Investors can do registration of principal employer under contract labour (Regulation and Abolition) Act, 1970 through Common Application Form on MP Invest portal.

Mandatory information required for application are:

- Establishment details (e.g. Name and address, nature of work, etc.)
- Applicant details (e.g. Name, address, contact details, etc.)
- Principal employer details
- Manager details
- Particulars of all contractors and ISM workers employed
- Enclosures
 - Passport size photographs
 - Photo identity Proof of applicant – (Voter ID, Aadhar, Driving License, Passport, PAN Card (any one))
 - 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)
 - Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company

4. 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 information required for application are:

- Establishment details (e.g. Name and address, nature of work, etc.)
- Applicant details (e.g. Name, address, contact details, etc.)
- Manager details
- Work details (e.g. Date of commencement of Work, Date of Completion of Work, Number of workers to be employed, etc.)
- Enclosures
 - Passport size photographs
 - Photo identity Proof of applicant – (Voter ID, Aadhar, Driving License, Passport, PAN Card (any one))
 - 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)
 - Copy of Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company

5. Information required for Trade License

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

Mandatory information required for application are:

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

6. 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 information required for application are:

- Applicant details (e.g. Name, address, contact details, etc.)
- Manufacturing Process details
- Worker details
- Details of Machines (E.g. lifts, hoists, lifting machines, etc.)
- Job description
- Escape of dangerous fumes / gases / fire or explosions details
- Materials used for production and construction
- Enclosures
 - Brief description of process along with List of Raw material with quantity to be used in manufacturing process
 - 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 doors, 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.

7. 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 information required for application are:

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

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

8. Information required for GST Registration

Investors can apply for GST registration from Department of Commercial Tax through Department of Commercial Tax Portal

Mandatory information required for application are:

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

9. Information required for charging permission for electrical installation of 132 KV (or above), if required

Investors can apply for charging permission for electrical installation of 132 KV (or above) through Common Application Form on MP Invest portal.

Mandatory information required for application are:

- Organization Details (Name, Address etc.)
- Load Connection Details
- Information of Distribution Center
- Electricity dues outstanding information
- Enclosures
 - Ownership/ Occupancy (Owned/ Leased premise) Document
 - Authorization Document
 - Identity Proof of Applicant

10. 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:

- Boiler
 - Form 2D
 - IBR Certificate form: II (1) or II (2)
 - Form III
 - Form III C
 - Form IVA
- Small Industrial Boiler
 - Form 2D
 - Form XVII
- Economizer
 - Form 2D
 - Form VII
 - Form VIII

INCENTIVE FORMS

INCENTIVES ON INVEST PORTAL

Investors can apply for incentives by filling detailed Incentive CAF form available on the MP Invest portal for incentives. Incentive for industrial projects (Large industries) will be disbursed by Department of Industrial Policy and Investment Promotion.

IMPORTANT DEPARTMENTS

NAME OF DEPARTMENT	WEBSITE
Ministry of Corporate Affairs, Gol	www.mca.gov.in
Department for Promotion of Industry and Internal Trade (Ministry of Commerce & Industry, Gol)	www.dipp.gov.in
Ministry of Micro, Small & Medium Enterprises, Gol	www.msme.gov.in
Food Safety and Safety Standards Authority of India (FSSAI)	https://foodlicensing.fssai.gov.in/index.aspx
Department of Horticulture & Food Processing Department	www.mphorticulture.gov.in
Department of Industrial Policy and Investment Promotion (DIPIP)	www.mpindustry.gov.in
INVEST Portal (Madhya Pradesh Industrial Development Corporation)	https://invest.mp.gov.in/
Directorate of Boiler	http://db.mp.gov.in/
Firms and Societies	
Department of Labour	www.labour.mp.gov.in
Department of Commercial Tax	www.mptax.mp.gov.in/mpvatweb

Urban Development and Housing Department	www.mpurban.gov.in https://www.mpenagarpalika.gov.in/irj/portal/anonymous
MP Pollution Control Board	www.mppcb.nic.in
Energy Department	www.mpenergy.nic.in Central DISCOM http://sankalp.mpcz.in/ East DISCOM http://www.smartbijlee.mpez.co.in/ West DISCOM https://mpwzservices.mpwin.co.in/mpeb_english/
MP Panchayat and Rural Development Department	www.mppanchayatdarpan.gov.in
MP Water Resources Department	www.mpwrd.gov.in
MP Department of Micro, Small & Medium Enterprises	www.mpmsme.gov.in

www.invest.mp.gov.in

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