



Government of  
Madhya Pradesh

# DOING BUSINESS GUIDE

**INFORMATION  
TECHNOLOGY**



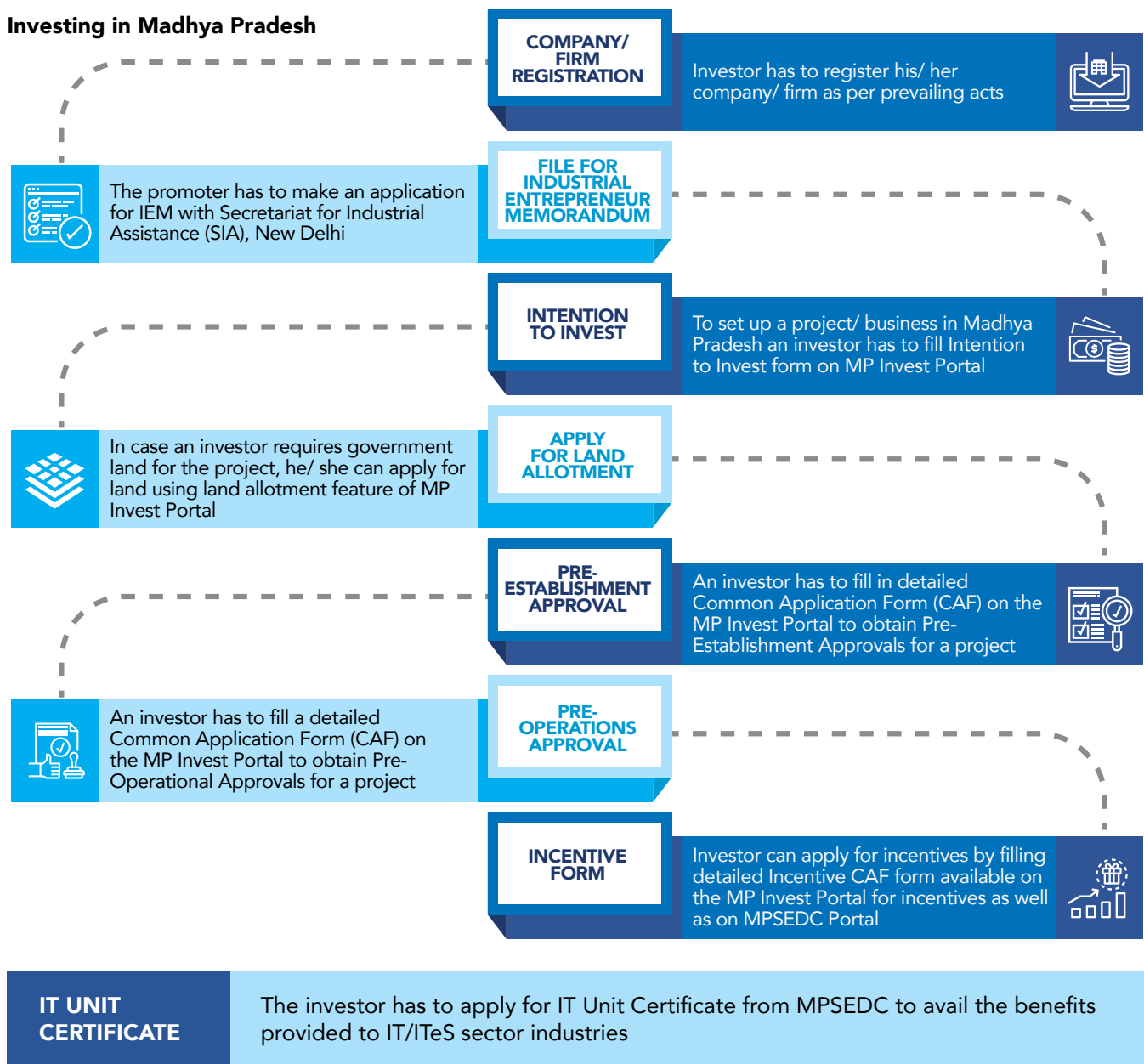
**MAGNIFICENT**  
**MP**  
THE  
POWER  
OF TRUST



# DOING BUSINESS AND INVESTING IN MP GUIDE – INFORMATION TECHNOLOGY

This guide is to help investors understand requirements for business establishment and operation in IT 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"> <li>• Central DISCOM</li> <li>• East DISCOM</li> <li>• West DISCOM</li> </ul> | 7 days  |
| 2     | Building Construction Permission  |  |   |
| a.    | Building Construction Permission in Urban Area                            | Urban Development and Housing (T&CP)   | 30 days   |
| b.    | Building Construction Permission in Rural Area                            | Panchayat & Rural Development  | 45 days   |
| 3     | 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   |
| 4     | License under the Factories Act, 1948                                     | Labour Department  | 30 days   |
| 5     | Approval of Factory Plan/Layout   | Labour Department  | 30 days   |
| 6     | Fire NOC  | Urban Development and Housing (ULBs)   | 60 days for new application and 30 days for renewal |
| 7     | Tree Cutting and Tree Transit NOC   | Urban Development and Housing (ULBs)   | 30 days   |

## PRE-OPERATION APPROVALS

List of Pre-Operations approvals required

| S. No | Pre-Operations Approval and Clearances Required   | Responsible Department   | Time Limit   |
|-------|---|--|--|
| 1     | Registration under the Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979              | Labour Department  | 30 days  |
| 2     | Registration of Principal Employer under Contract Labour (Regulation & Abolition) Act 1970                                  | Labour Department  | 30 days  |
| 3     | Registration under the Building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 | Labour Department  | 30 days  |
| 4     | Trade License   | Urban Development and Housing  | 30 days  |
| 5     | Professional Tax Registration   | Department of Commercial Tax   | 1 day  |
| 6     | GST Registration  | Department of Commercial Tax   | 1 day  |
| 7     | Charging permission for electrical installation of 132 KV (or above), if required   | Energy Department <ul style="list-style-type: none"> <li>• Central DISCOM</li> <li>• East DISCOM</li> <li>• West DISCOM</li> </ul> | 7 days (for SLD approval) 7 days (for Installation Approval) |

## INCENTIVES FORM

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

Investor can apply for incentives by filing on online portal of M.P. State Electronics Development Corporation Ltd.

## DETAILED STEPS FOR SETTING UP NEW UNIT OF IT 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 (Indian) 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:

#### 1.1 Information required 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)

## 1.2 Information required registration of Firms & Societies

Investors can do Society 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. IT UNIT CERTIFICATION

To set up IT industry in the state and avail its benefits the investor has to apply for IT certificate from M.P. State Electronics Development Corporation Ltd.

Mandatory documents required for application of IT Unit Certificate are:

- Name and Address of the Organisation
- Details of the Organisation
- Capital Structure
- Requirements of Capital Good
- Staff proposed to be employed
- Details of Board of Directors/Partners/Individual Proprietor
- Components of Project Report
- Enclosures
  - Components of the Project Report
  - Audited balance sheet
  - Certificate of incorporation / registration of establishment/ Memorandum of articles of association

For information visit to

<http://www.mpsedc.com/itparkscontent.aspx?page=Application%20Forms%20&number=139>

### 4. FILL INTENTION TO INVEST ON MP SINGLE WINDOW PORTAL

To setup an IT project/business in Madhya Pradesh an investor have to first fill Intention to Invest form on MP Invest portal for approval from **Department of Science and Technology**.

#### 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



## 5. APPLY FOR LAND ALLOTMENT

### Time Limit: 60 days

Land allotment for industries for IT Sector are available from multiple sources:

- a. Land Allotment by MPIDC – [www.invest.mp.gov.in](http://www.invest.mp.gov.in)
- b. Land Allotment by MPSEDC - <http://www.mpsedc.com/Default.aspx>

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 25% of Land Rate online and after verification by the concerned regional office, he/she will be issued a Lol.

Requirement for application for land allotment is detailed below:

### 5.1 Information required for Land Allotment from MPIDC

|                             |   |
|-----------------------------|---|
| <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> |

**Enclosures**

- 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

**5.2 Information required for Land Allotment from MPSEDC**

**Contact Details**

- Applicant details such as name, unit name, etc.
- Proposed location details
- Address of the applicant
- Name and details of the authorized Signatory

**Capital Structure**

- Pattern of Equity Share Holding
- Equity
- Pattern of Shareholding in the Paid-up Capital
- Project Turnover 5 years

**Requirement of Capital Good**

- CIF Value of capital Goods to be imported. Import of CG on Direct, Purchase, loan, lease or free of cost basis
- Total Value of Capital Goods to be purchased indigenously

**Components of Project Report**

- Aim of the project
- Development Area
- Details & means of Finance
- tentative plan of the area

|            |  |
|------------|--|
| Enclosures | <ul style="list-style-type: none"> <li>• Components of the project report</li> <li>• Certification from MPSEDC</li> <li>• Balance sheet</li> <li>• Certificate of Incorporation/ registration of establishment/ Memorandum of articles of association</li> </ul> |
|------------|--|

**5A) 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.

**6. 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"> <li>• Central DISCOM</li> <li>• East DISCOM</li> <li>• West DISCOM</li> </ul> | 7 days     |
| 2     | Building Construction Permission                   |  |            |
| a.    | Building Construction Permission in Urban Area     | Urban Development and Housing (T&CP)   | 30 days    |

|    |  |  |   |
|----|--|--|---|
| b. | Building Construction Permission in Rural Area | Panchayat & Rural Development                          | 45 days   |
| 3  | 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   |
| 4  | License under the Factories Act, 1948          | Labour Department                                      | 30 days   |
| 5  | Approval of Factory Plan/Layout                | Labour Department                                      | 30 days   |
| 6  | Fire NOC                                       | Urban Development and Housing (ULBs)                   | 60 days for new application and 30 days for renewal |
| 7  | Tree Cutting and Tree Transit NOC              | Urban Development and Housing (ULBs)                   | 30 days   |

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

### 6.1 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)

## 6.2 Information required for Building Construction Permission

Building Construction permission in Urban area can be obtained from Urban Development and Housing department through Common Application Form through MP Invest portal.

Mandatory documents required for application are:

- Site Photographs
- Ownership registry (if necessary registry link)
- Property Tax receipt of current year
- Undertaking / Affidavit by consultant
- Undertaking / Affidavit by Owner
- Owner ID Endorsed with Mobile Number

*\* Building Construction Permission in Rural area can be obtained from the respective Gram Panchayat by filing an application.*

Source: <http://www.mpurban.gov.in/automatedbuilding.asp>

## 6.3 Information required for Water Connection

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

- a. Water connection by MPIDC – [www.invest.mp.gov.in](http://www.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.

### 6.3.1 Information required for Water Connection from MPIDC

- Address Details of the industry
- Water Connection and Usage details
- Enclosure
  - Possession Letter of the site

### 6.3.2 Information required for Water Connection from Municipal Corporation/ Urban Local Bodies (ULBs)

- 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

### 6.3.3 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 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 m<sup>3</sup> / day
  - Index Map showing location of source

#### 6.4 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

#### 6.5 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:

- 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.

## 6.6 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

## 6.7 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(meter<sup>3</sup>))



# PRE-OPERATIONS

## PRE-OPERATIONS APPROVAL ON INVEST PORTAL

The investor can apply for Pre-Operations Approvals through MP Invest 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 Common Application Form (CAF) form available on the MP Invest portal. Once an investor fills CAF form 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 are:

| S. No | Pre-Operations Approval and Clearances Required   | Responsible Department        | Time Limit |
|-------|---|-------------------------------|------------|
| 1     | Registration under the Interstate Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979              | Labour Department             | 30 days    |
| 2     | Registration of Principal Employer under Contract Labour (Regulation & Abolition) Act 1970                                  | Labour Department             | 30 days    |
| 3     | Registration under the Building and other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 | Labour Department             | 30 days    |
| 4     | Trade License   | Urban Development and Housing | 30 days    |
| 5     | Professional Tax Registration   | Department of Commercial Tax  | 1 day      |

|   |   |  |  |
|---|---|--|--|
| 6 | GST Registration  | Department of Commercial Tax   | 1 day  |
| 7 | Charging permission for electrical installation of 132 KV (or above), if required | Energy Department <ul style="list-style-type: none"> <li>• Central DISCOM</li> <li>• East DISCOM</li> <li>• West DISCOM</li> </ul> | 7 days (for SLD approval) 7 days (for Installation Approval) |

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

### 1. Information required for Registration under the Interstate Migrant Workmen 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:

- 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

### 2. Information required for Registration of Principal Employer under Contract Labour (Regulation and 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

### 3. Information required for Registration of Establishment under the Building and Other Construction Workers (Regulation of Employment and 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

#### 4. 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

#### 5. 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>

## 6. 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

## 7. 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

# INCENTIVES FORM

## 1. 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 IT Industry/ Projects will be disbursed by **Department of Science and Technology**.

## 2. INCENTIVES ON MPSEDC PORTAL

Investors can apply for incentives available on M.P. State Electronics Development Corporation Ltd. Portal as well to avail additional benefits provided by the department.

*Note: Investor has to only fill CAF form to get approvals and permissions from the departments. The list of departments has been provided to give information of responsible departments to the investors.*

# IMPORTANT DEPARTMENTS

| Name of Department  | Website   |
|---|---|
| Ministry of Corporate Affairs,<br>Gol   | <a href="http://www.mca.gov.in">www.mca.gov.in</a>                                  |
| Department for Promotion of<br>Industry and Internal Trade<br>(Ministry of Commerce &<br>Industry, Gol) | <a href="http://www.dipp.gov.in">www.dipp.gov.in</a>                                |
| Ministry of Micro, Small &<br>Medium Enterprises, Gol   | <a href="http://www.msme.gov.in">www.msme.gov.in</a>                                |
| M.P. State Electronics<br>Development Corporation<br>Ltd.   | <a href="http://www.mpsedc.com/Default.aspx">http://www.mpsedc.com/Default.aspx</a> |
| INVEST Portal (Madhya<br>Pradesh Industrial<br>Development Corporation)                                 | <a href="http://www.invest.mp.gov.in">www.invest.mp.gov.in</a>                      |
| Department of Science and<br>Technology MP  | <a href="http://www.dit.mp.gov.in/">http://www.dit.mp.gov.in/</a>                   |
| Department of Industrial<br>Policy and Investment<br>Promotion (DIPIP)                                  | <a href="http://www.mpindustry.gov.in/">http://www.mpindustry.gov.in/</a>           |
| Department of Labour  | <a href="http://www.labour.mp.gov.in/">http://www.labour.mp.gov.in/</a>             |
| Department of Commercial<br>Tax   | <a href="https://mptax.mp.gov.in/mpvatweb/">https://mptax.mp.gov.in/mpvatweb/</a>   |

|   |   |
|---|---|
| Urban Development and Housing Department      | <a href="http://www.mpurban.gov.in">www.mpurban.gov.in</a><br><br><a href="https://www.mpenagarpalika.gov.in/irj/portal/anonymous">https://www.mpenagarpalika.gov.in/irj/portal/anonymous</a>   |
| MP Pollution Control Board                    | <a href="http://www.mppcb.nic.in/">http://www.mppcb.nic.in/</a>   |
| Energy Department                             | <a href="http://www.mpenergy.nic.in">www.mpenergy.nic.in</a><br><br>Central DISCOM<br><a href="http://sankalp.mpcz.in/">http://sankalp.mpcz.in/</a><br><br>East DISCOM<br><a href="http://www.smartbijlee.mpez.co.in/">http://www.smartbijlee.mpez.co.in/</a><br><br>West DISCOM<br><a href="https://mpwzservices.mpwin.co.in/mpeb_english/">https://mpwzservices.mpwin.co.in/mpeb_english/</a> |
| MP Panchayat and Rural Development Department | <a href="http://mppanchayatdarpan.gov.in/">http://mppanchayatdarpan.gov.in/</a>   |
| MP Water Resources Department                 | <a href="http://www.mpwrd.gov.in/">http://www.mpwrd.gov.in/</a>   |



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