

GENERAL POWER OF ATTORNEY

(For Partnership concerns)
(To be executed on a Non-Judicial Stamp Paper and
to be attested by a Notary Public / 1st Class Magistrate)

Be it known to all to whom it may concern that we:

1. Name and address of all the partners excepting one(s) who is/are nominated as Attorney(s)

- (i)
- (ii)

2. All the partners of Messrs.....hereby appoint ShriS/oShri.....Resident of.....and also partner of Messrs. to register our partnership firm with National Small Industries Corporation Ltd., (address of branch office) under its Single Point Registration Scheme and also to take all action in this regard including sign the application form and execute all documents/ agreements required for registration of our said partnership concern.

In short he is duly authorized to do all as our Attorney to act in our name and on behalf of the said partnership firm, to do all, each and everything requisite for the above purpose concerning M/s.....(Name of the firm)

And we hereby agree to confirm and ratify his all and every act or dealing or any documents executed by our said Attorney within the scope of the authority hereby conferred on him including references to arbitration and the same shall be binding on us and our firm as if the same were executed by us individually or jointly.

Witnesses

- 1.
- 2.

Signature of the other Partners

- 1.
- 2.
- 3.

Accepted
Signature of Attorney

BOARD RESOLUTION

(To be submitted on the letter Head of the unit)

(For Private Limited/Limited Company’s)

Extract of the Minutes of Meeting of the Board of Directors of Company held onat the Registered Office of the Company at (Address)..... Resolved to authorize ShriManaging Director/Director of the Company, to register the Company with the National Small Industries Corporation Limited..... (Address) of Branch Office under the Single Point Registration Scheme. Further resolved that ShriManaging Director/Director of the company is authorised and empowered to take all necessary steps and actions on behalf of the company in this connection and to sign Application Form and other documents.

For & on Behalf of
Name & Address of the Company
Name, Signatures of the Director
with seal of the Company

(TO BE SUBMITTED ON THE LETTER HEAD OF UNIT DULY SIGNED BY AUTHORIZED PERSON)

I/We.....S/o.....
 Proprietor/Partner/Director of Messrs..... resident
 of.....do hereby solemnly
 affirm and declare as under:-

That the above named unit normally manufactures/renderers services the following items:

- 1.
- 2.
- 3.
- 4.

That the details of the machines & / OR equipment that are exclusively owned by us and presently installed in my/our factory situated.....are given below:-

Sl. No. (1)	Name of Machine / Equipment %(2)	Date/Year of Purchase (3)	Original Value of Machines of accessories (4)
1.			
2.			
3.			
4.			

That in view of the total value of plant & machinery/equipment & tools as detailed above, we are well within the ceiling limit prescribed for a MSE Unit. That the stocks held in the factory premises are exclusively owned and used by Messrs..... and details of the stocks are as under:

Sl. No. (1)	Name of Stock (2)	Date/Year of Purchase (3)	Value (4)
1.			
2.			
3.			
4.			

That to inform the Registration Branch of NSIC immediately after we are informed but in any case not later than 15 days, if any firm in which proprietor/partner/director are proprietor/partners/directors of such a firm which is Banned/Suspended in future either before the registration is granted or thereafter.

Name & Signature of the Proprietor or Authorized person
 in case of Pvt. Ltd./Ltd. Company
 with the seal of Company

Annexure-‘C’

(To be submitted on the letter Head of the unit)

A statement showing the Results of Operation and Financial Position of firm during preceding three years in the format given below:-

(I) (For manufacturing enterprises)

	Particulars	Last Year	Last but one year	Last but two years
1.	Gross Sales			
	Less: Trading Sales			
	Less: Scrap Sales			
	Less: Job Work			
	Less: Sales Tax			
2.	Net Sales			
3.	Net Profit before tax			

(II) (For service enterprises)

	Particulars	Last Year	Last but one year	Last but two years
1.	Gross Income/Revenue/Receipts			
	Less: Trading Sales			
	Less: Scrap Sales			
	Less: Sales Tax/Service Tax			
2.	Net Income / Receipts			
3.	Net Profit before tax			

**(Authorized Signatory)
Stamp of Company**

(Chartered Accountant Signatures with Seal)

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Annexure-‘D’

(To be submitted on the letter Head of the unit)

DECLARATION REGARDING CONDITIONS OF REGISTRATION

1. It is obligatory on the part of the registered firms to furnish Performance Statement in format prescribed in Annexure-F every two years indicating all orders placed on them.
2. Registered firms are required to keep Registering Authority informed about the changes in their products specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change of discontinuation.
3. Registered firms are required to furnish all the documents having specific validity periods like BIS license, Lease agreement, Agreement with the principal/manufacturers to registering authority as and when they become due. Separate application shall be made for each such unit, where a firm has more than one manufacturing units. Requests for change in the name of a firm and/or their office address should be addressed to the Registration Office/Branch/NTSC of NSIC who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the necessary amendments in the registration certificate has to be done as per the rules of NSIC. Intimation of such changes must be sent to NSIC Registration Office/Branch within 15 days from such changes.
4. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
5. Registration Certificate is subject to renewal after expiry of two years from the date of issue/renewal.
6. The registration on the approved list does not guarantee award of any contract.
7. In all future correspondence with the Registration Branch/Registering Authority of NSIC, Registered MSE units are always required to quote the Registration No. given at the top of the registration letter.
8. Whenever registered firms are required to produce copy of their Registration Certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made thereafter shall be produced.
9. The Government/NSIC has right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
10. I/We fully understand that it is incumbent on my/our part to comply with the provisions of the all existing laws/ acts/statues as applicable to our line of manufacture and other provisions like Income-Tax/licensing and registration under IDR Act/Insecticide License/Municipal Corporation License/Drug License/Boiler License/ BIS License/Factory Act Registration and any other applicable Acts/Law/statutory requirements including the requirements of environmental clearance etc. We have submitted an application for registration with NSIC after having complied with these/all other statutory requirements and onus for corrections and fulfilment of the same would be on us.

Place:

Authorized Signatory(ies)
with seal

Date:

Annexure-‘E’

PROFORMA FOR BANKER’S REPORT

(To be submitted on the Bankers’ Letterhead)

NSIC Limited (name and address of the registering branch of NSIC)

**Subject: Financial credibility report in respect of M/s
..... (Name of the
firm with address) for the purpose of registration with National Small Industries
Corporation Limited.....**

Sir,

**This is to certify that M/s.....
(Name of the firm with address) are maintaining Current/Saving Account No.....with
this bank branch for the last.....years. The firm has been provided with a credit limit of
Rs.....**

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully,

**Signature of Authorized Signatory
with seal**

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PERFORMANCE STATEMENT

Sl. No.	Order No. & Date & the Authority placing the contracts	Date of Receipt of order	Description of Stores/Product/Service	Quantity	Value	Name of Consignee	Due Date of Delivery	Date of Material Delivery	Despatching particulars	Remarks
							Signature			
							Seal of unit			