

(To be submitted in duplicate)

Date :
The _____

To
The General Manager,
District Industries Centre,
_____ District,
_____.

Sub : (a) Installed Capacity Expansion
(b) Products diversification

Ref : PMT/Final Registration Certificate No.
Date

Sir,

With reference to the subject and S.S.I. Registration Certificate, under reference, I would like to inform you that my / our Unit i.e.

M/S : _____

- (a) Proposes to increase / has already increased its installed capacity for the items / nature of Industrial activities for which it has already been registered
- (b) Proposes to diversity / has already diversified its items of products / nature of Industrial activities.

With the following additional and production

Sl. No.	Items / Factor of Production	Already Registered		Addl. Investment to be registered		Total		Remarks
		Qty.	Value	Qty.	Value	Qty.	Value	
1	2	3	4	5	6	7	8	9
I.	1. Land 2. Building 3. (a) Plant & Machineries (b) Others							
	Total							
II	Employment (a) Skilled (b) Semi Skilled (c) Others							
	Total							

III	Raw Materials (a) Indigenous Raw Materials (1) (2) (3) (4)					
	Total					
IV.	Scare Raw Materials (1) (2) (3) (4)					
	Total					
V.	Installed Capacity (1) (2) (3) (4)					
	Total					

I would, therefore, request you that necessary technical inspection may please be carried out for endorsement of the said items of products / nature of Industrial activities of my / our unit, as applied for.

Yours faithfully,

M/S _____
(Proprietor / Partner)

Copy for information, necessary action to :

The Director of Industries, Meghalaya, Shillong.

For M/S _____
(Proprietor / Partner)