

(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	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>I.</b>	1. Land 2. Building 3. (a) Plant & Machineries (b) Others							
	<b>Total</b>							
<b>II.</b>	Employment (a) Skilled (b) Semi Skilled (c) Others							
	<b>Total</b>							

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

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)