Department for Promotion of Industry and Internal Trade

Getting Started for Department for Promotion of Industry and Internal Trade

Department for Promotion of Industry and Internal Trade
MINISTRY of Commerce and Industry
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1. Introduction

The Department of Industrial Policy & Promotion was established in 1995 and has been reconstituted in the year 2000 with the merger of the Department of Industrial Development. Earlier separate Ministries for Small Scale Industries & Agro and Rural Industries (SSI&A&RI) and Heavy Industries and Public Enterprises (HI&PE) were created in October, 1999.

With progressive liberalization of the Indian economy, initiated in July 1991, there has been a consistent shift in the role and functions of this Department. From regulation and administration of the industrial sector, the role of the Department has been transformed into facilitating investment and technology flows and monitoring industrial development in the liberalized environment.
2. Registration

Open the URL: http://services.dipp.gov.in/lms in the browser, to access the “DIPP” application.

Following screen will appear:

Click on Register to register user
To register as a DIPP member, click on continue, registration form will display:

Fill all Mandatory fields
Click on Proceed to Next
Fill Mandatory fields
Click on Proceed to Next

Note: To view the “Personal Details”, click on Previous button
To proceed further, check the Checkbox
Enter Captcha Code
Click on Proceed to Next
Enter the Mobile OTP which user has received on registered mobile no.
Enter Email OTP which user has received on registered email id.
Click on Submit OTP, user will get registered.

**Note**: If user has not received OTP then click on “Click to regenerate OTP”.

After successfully registration, user can login to the application using User Name and Password.
To login do the following steps:-
Click on Login
    Enter User Name
    Enter Password
    Enter Captcha Code
Click on Submit, Dashboard will display
3. **IEM - Part A**

To apply for IEM process, click on “**Industrial Entrepreneur Memorandum(IEM)**”

Two parts that are Part A and Part B will display. First, user has to fill Part A.

Click on **Part A**
Click on **Part A [Click to file new]**
Fill all mandatory fields

**Note:** - Fields marked with asterisk sign (*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on “Save as Draft” or if user wants to move ahead click on “Next”.
Enter “Proposed Item of Manufacture” details
Click on “Add New Item”

To go back, click on “Previous” button
To save the form as a draft, click on “Save as Draft”
To fill the form further, click on “Next”
### Getting Started Guide

**Version:** 1.0  
**Create Date:** 29-Aug-2018

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#### 1. Whether the item(s) of manufacture / by product / co-product is covered in Schedule I (Reserved for Public Sector), Schedule II (Under Compulsory Licencing) or Schedule III (Reserved for manufacture in Small Scale Sector) of Notification No. 477 (1) Dated 22th July, 1991 as amended from time to time.

<table>
<thead>
<tr>
<th>Schedule I</th>
<th>Schedule II</th>
<th>Schedule III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YES</strong></td>
<td><strong>YES</strong></td>
<td><strong>NO</strong></td>
</tr>
<tr>
<td><strong>NO</strong></td>
<td><strong>NO</strong></td>
<td><strong>NO</strong></td>
</tr>
</tbody>
</table>

---

#### 2. Investment (Amount in Rupees)

<table>
<thead>
<tr>
<th>Investment</th>
<th>Existing (Only Positive Numbers including zero) are allowed, Negative and Decimals numbers are not allowed!</th>
<th>Proposed (Only Positive Numbers including zero) are allowed, Negative and Decimals numbers are not allowed!</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Land</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B) Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C) Plant and machinery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D) Indigenous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E) Imported</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

#### B) Building

- C) Plant and machinery
- D) Indigenous
- E) Imported

-  (A) CIF
-  (B) Landed cost
-  (C) Total

- (D) Total investment (Existing and Proposed)
Enter Existing and Proposed investment in Rupees

To go back, click on “Previous” button

To save the form as a draft, click on “Save as Draft”
To fill the form further, click on “Next”
Fill mandatory fields
Upload Documents

To go back, click on “Previous” button
To save the form as a draft, click on “Save as Draft”
To view the filled form, click on “Preview”
To submit the form, click on “Submit Clarification”
After submitting the form, “Payment” option will display.
Click on Pay Now

Enter card details
Click on submit, Dashboard will display.
There are following modules available for “Part A”:-

Draft
  Payment Pending
  Submitted
IEM Issued
  Clarification Required
  Rejected
Clarification Submitted

**Draft:** Click on draft, to view the application forms which are in draft mode. Here user can submit the form.

Click on IEM number, form will appear.
Fill the form and click on Submit.
**Payment Pending:** Application forms whose payment has not done will appear here. Here user can do the payment.

![Payment Pending Application List](image)

Click on IEM number, form will appear.

**Submitted:** Here list of submitted form will appear.

![Submitted Application List](image)

To view the summary, click on IEM number.
4. IEM - Part B

After submitting the part A, user has to fill Part - B

Click on Part B
Click on Part-B [Click to file new]

### Part-B Commencement of Production Return

To be submitted at the time of Commencement of Commercial Production to the
Secretariat for industrial Approvals (SIA), Department of Industrial Policy and Promotion,
Udyog Bhawan, New Delhi-110011

<table>
<thead>
<tr>
<th>I. UIN Number of Part-A</th>
<th>II. IEM Date</th>
<th>III. Actual date of commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pick a date</td>
<td>Pick a date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is your industry comes under?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture</td>
</tr>
<tr>
<td>SERVICE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile Number</th>
<th>Email id</th>
</tr>
</thead>
</table>

### 1. Actual Investment (Amount in Rupees)

<table>
<thead>
<tr>
<th>Investment</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Land</td>
<td></td>
</tr>
<tr>
<td>(B) Building</td>
<td></td>
</tr>
<tr>
<td>(C) Plant and machinery</td>
<td></td>
</tr>
<tr>
<td>(D) Indigenous</td>
<td></td>
</tr>
<tr>
<td>(E) Imported</td>
<td></td>
</tr>
</tbody>
</table>

(A) Of value
(B) Landed cost
(D) Total (Plant and Machinery)
(D) Total Investment

Fill mandatory fields
**Note:** - Fields marked with asterisk sign (*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on "Save as Draft" or if user wants to move ahead click on "Next".
Fill mandatory fields
Upload Documents

To go back, click on “Previous” button
To save the form as a draft, click on “Save & Exit”
To view the filled form, click on “Preview”
To submit the form, click on “Final Submit”
After submitting the form, “Part-B Commencement of Production Return Summary” will display.

For Part B following modules are available:
- Draft
  - Submitted
  - IEM issued
  - Clarification Required
Rejected
Clarification Submitted

Note: Functionality of these modules is same as explained above for Part - A.