

## केंद्रीय मुहर विभाग-2

संदर्भ : कें.मु.वि-2/जी-18

दिनांक 15/12/2021

**विषय:** स्टार्ट-अप्स, माइक्रो-स्केल एंटरप्राइजेज और महिला एंटरप्रेन्योर एंटरप्राइजेज के लिए वार्षिक न्यूनतम अंकन शुल्क में छूट के कार्यान्वयन के लिए दिशानिर्देश

- 1) यह उपरोक्त के संदर्भ में है।
- 2) संलग्न परिपत्र बीओ द्वारा तत्काल अनुपालन के लिए है

(शिवम आहूजा)  
वैज्ञानिक-सी

**प्रमुख, (कें.मु.वि.-2)**  
**उपमहानिदेशक(प्रमाणन)**  
क्षेत्रीय/शाखा कार्यालयों को intranet माध्यम से परिचालित

### CENTRAL MARKS DEPARTMENT-2

Our Ref: CMD-2/G-18

Dated: 15 /12/2021

**Subject: Guidelines for Implementation of Relaxations in Annual Minimum Marking Fee for Start-Ups, Micro-Scale Enterprises and Women Entrepreneur Enterprises**

1. This has reference to the subject mentioned above.
2. BOs may find the enclosed circular for immediate compliance.

(Shivam Ahuja)  
Scientist-C

**Head (CMD 2)**

**DDG (Certification)**

**Circulated to: All ROs/BOs through BIS intranet**

**CENTRAL MARKS DEPARTMENT-2**

Our Ref: CMD-2/G-18

Dated: 15/12/2021

**Subject: Guidelines for Implementation of Relaxations in Annual Minimum Marking Fee for Start-Ups, Micro-Scale Enterprises and Women Entrepreneur Enterprises**

- 1) This has reference to the gazette notification dated 05.08.2021 regarding relaxation in Annual Minimum Marking Fee for Start-Ups, Micro-Scale Enterprises and Woman Entrepreneur Enterprise.
- 2) The workflow regarding these relaxations, for new applicants, has already been incorporated into Manakonline. For existing licences, the workflow for incorporation into Manakonline is under development and would be completed in due course of time.
- 3) However, queries have been received from BOs regarding documentary proof(s) required to be submitted by an enterprise for verification of the concession levied.
- 4) In this regard, the following documents may be considered as acceptable documentary proof for enterprises claiming concessions under the mentioned categories.:-

**a) Start-Up**

***Certificate of Recognition*** issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce recognizing the unit as a 'Start-Up'.

**b) Micro Scale Enterprises**

Document certifying and categorizing the unit as a "Micro Scale" Enterprise such as

***"Udyam Registration Certificate or Udyam Adhaar Memorandum Certificate or EM (Entrepreneur Memorandum)-Part II Certificate (issued by District Industries Centres (DICs)) or any other certificate issued by any authority under Ministry of MSME or State Government"***

**a) Woman Entrepreneur Enterprises**

Document establishing ownership of atleast 51% of the capital by the woman entrepreneur such as

***a) Sole Proprietor - Any document issued by Government of India(such as GST Certificate etc.) or Certificate duly authenticated by Chartered Accountant, establishing the sole proprietorship of the women entrepreneur.***

***b) Registered Partnership - Partnership Deed***

***c) Private Limited Company or LLP - Memorandum of Association and Articles of Association of the Enterprise/Company***

- 5) If any further difficulties are faced by BOs regarding verification/submission of documents by applicants/licensees, the same shall be brought to the notice of CMD-2, please.

(Shivam Ahuja)

Scientist-C

**Head (CMD-2)****DDG(Certification)**