

National Single Window System (NSWS)

Overview of Industrial Entrepreneur Memorandum (IEM)

Version History

Version No.	Update Date	Update Description
Version 1.0	12/03/2026	Initial Release

Table Of content

1. About This Manual	3
2. Overview of Industrial Entrepreneur Memorandum (IEM)	4
3. Feedback and Queries.	6

1. About This Manual

The purpose of this manual is to provide guidance to the Investors on submission of Industrial Entrepreneur Memorandum (IEM).

2. Overview of Industrial Entrepreneur Memorandum (IEM)

OVERVIEW- Nature of Industrial Entrepreneur Memorandum (IEM)

- Large scale enterprises (other than MSMEs) intending to operate in sectors that are not subject to compulsory licensing under the industries (Development & Regulation) Act, 1951, can file for IEM Acknowledgement.
- IEM Acknowledgement is issued to large scale industrial units under de-licensed category with investment in plant and machinery exceeding 125 crore or/and; turnover exceeding 500 crore.
- IEM is a self-declaratory filing.
- It is not an approval, license, or clearance.
- Acknowledgement is auto-generated upon submission.
- DPIIT does not undertake prior project appraisal before issuing acknowledgement.

IEM PART-A (INTENT TO ESTABLISH INDUSTRIAL UNIT)

2. When to File- Before commencement of commercial production.

3. Information Required- Entrepreneurs must provide:

- Name of company/LLP/Proprietorship
- PAN and CIN/LLPIN (if applicable)
- Location of proposed industrial unit
- NIC Code and product details
- Proposed annual capacity
- Investment in plant & machinery
- Expected employment
- Expected date of commercial production

4. Filing Procedure on NSWS:

1. Register/Login on NSWS.
2. Create Business Profile.
3. Select IEM Part-A.
4. Fill online form.
5. Upload supporting documents (if required under applicable criteria),
6. Submit self-declaration.
7. Download acknowledgement.

5. Important SOP Clarification: -

- The system generates acknowledgement electronically:
- No manual approval is required prior to issuance (except in case of Sugar, non-hazardous chemicals Sectors).
- Filing does not exempt the entrepreneur from obtaining statutory approvals.

IEM PART-B (COMMENCEMENT OF PRODUCTION)

5. When to File- After commencement of commercial production.

6. Information Required: -

- Actual date of commercial production
- Actual investment incurred
- Installed capacity
- Production details
- Employment generated

7. Filing Procedure:

1. Login to NSWS,
2. Select previously filed IEM Part-A.
3. Choose "File Part-B".
4. Enter actual details. 5. Submit declaration.
6. Download acknowledgement.

7. Filing Procedure:

1. Login to NSWS.
2. Select previously filed IEM Part-A.
3. Choose "File Part-B".
4. Enter actual details.
5. Submit declaration.
6. Download acknowledgement.

AMENDMENT IN IEM PART-A-Amendment may be filed in case of:

- Change/addition in product
- Change/addition in capacity Change/addition in location
- Change in company name, registered address
- Change/addition in investment
- Any modification in originally filed data

8. Process:

1. Login Select IEM Amendment.
2. Edit required fields.
3. Upload supporting documents (if applicable).
4. Submit and download amended acknowledgement.

AMENDMENT IN IEM PART-B-Amendment in IEM Part-B may be permitted in

cases such as:

Revision of actual investment figures:

Correction of typographical errors:

Correction of capacity data;

Change in date of commencement (if incorrectly entered);

Updating production details.

9. Nature of Amendment

- Amendment is limited to correction/updating of factual data.
- It does not constitute approval of revised project parameters.
- It remains self-declaratory.

10. Procedure for Amendment in Part-B: Applicant are required to forward their request for amendment in Part-B on company's letterhead signed by authorized officer, giving specific reasons/justification for changes to be incorporated. Amendment will be made after getting approval of the Joint Secretary (IEM), DPIIT.

Administrative Handling

- Amendment request is examined by IEM Data Section.
- Only corrections consistent with original Part-A intent are permitted.
- Major deviations may require clarification from applicant.

SYSTEM FEATURES-Auto-Generation of Acknowledgement

- IEM filing operates on a self-certification model.
- The NSWS system generates acknowledgement automatically.
- DPIIT does not issue physical certificates.

COMMON ERRORS TO AVOID

Incorrect NIC Code selection;

Mismatch between investment declared in Part-A and Part-B.

Incorrect date of commercial production.

Failure to file Part-B after commencement.

Uploading illegible documents.

3. Feedback and Queries.

Please submit your queries and feedback on: [Click here to Contact Us](#)

Email: contactus-nsws@investindia.org.in

Ph: 1800 102 5841 (Monday - Saturday, 9am - 6pm)

--- END OF GUIDE ---