

Format for Reference on delayed payment to WBMSEFC.  
(Reference: U/s 18 of the Micro, Small & Medium Enterprises Development Act, .2006)

To  
The Chairperson  
West Bengal Micro Small Enterprises Facilitation Council  
New Secretariat Buildings (9th Floor), Block-A,  
1, K.S Roy Road,  
Kolkata -700001

I am authorized representative of M/s.....

This firm is a micro ( )/small ( ) ( Put  ) unit as per provisions of MSMED Act, 2006. This unit has supplied the goods to M/s.....but it has not been paid as per provisions of Section 15 of the MSMED Act, 2006. I therefore, aggrieved with this unit, wish to file a reference. The information pertaining to the case is as under:

1. Udyog Aadhaar Memorandum No. :
- 2.1. Entrepreneur's Memorandum (Part-II) () : ( ) Yes ( ) No
- 2.2 Entrepreneur's Memorandum (Part-II) No. :  
(if any)
3. Date of Filing Application (DD/MM/YYYY) :
- 4. Details of aggrieved MSE Unit**
- 4.1 Name of Authorized representative :  
(Authorization to be attached)
- 4.2 Name of the Unit :
- 4.3 Address (including Pin code) :
- 4.4 State :
- 4.5 District :
- 4.6 Mobile Number :
- 4.7 Email :
- 4.8. Type of aggrieved MSE () : ( ) Micro ( ) Small

5. Name of Respondent (Buyer) :

5.1 Address (including Pin code) :

5.2 State :

5.3 District :

5.4 Mobile Number :

5.5 Email :

5.6. Category of Respondent (Buyer) (Put ) : [Central Govt./State Govt./CPSU/ State PSU/  
Pvt. Ltd./Proprietorship/Co-op/ Others]

6.1. Principal Amount Payable (In figure) :

6.2 Principal Amount Payable (In words) :

7. Interest claimed as per MSMED Act :  
as on

8. Documents enclosed in support of claim in respect of supply of goods supply or services rendered as referred above:

(a) Copy of the Udyog Aadhaar Memorandum No. () : ( ) Yes ( ) No

(a) Copy of the EM-II acknowledgement () : ( ) Yes ( ) No

(b) Copy (ies) of the purchase order(s) / Contract(s) () : ( ) Yes ( ) No

(c) Copy (ies) of the receipted challans : ( ) Yes ( ) No

(d) Details of pending bill : ( ) Yes ( ) No

(e) Copy of the correspondences (if any) made with the buyer regarding this matter () : ( ) Yes ( ) No

(e) In case the raw materials have been supplied by the buyer or if the job is a work-contract then the final reconciliation statement indicating the material account (): ( ) Yes ( ) No

(g) Copy of the order, if any, extending the delivery date of purchase order (): ( ) Yes ( ) No

(h) Copy of agreement/order etc, if any, relating to the delivery schedule or other matters connected therewith (): ( ) Yes ( ) No

I hereby declare that information given above is true to the best of my knowledge. Any information that may be further required, shall be provided immediately before the concerned authority. I further declare that I have not filed / preferred any appeal before any court on the same dispute. The above documents are submitted in 3( three) sets favour for taking necessary action.

Date:

Signature  
(Name in Block Letter)  
(Authorized Signatory on behalf of aggrieved MSE)