**PART-A : COMMON APPLICATION FORM**

**FOR INVESTMENT PROMOTION SCHEME-2015 FOR MSME**

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Enterprise |  |
| 2. | Office Address with Pin Code No. |  |
| Factory Address with Pin Code No. |  |
| Contact Nos. | Office :  Factory :  Fax :  Cell Phone :  E-mail ID : |
| 3. | Constitution of the Enterprise | Proprietorship / Partnership / Company / Society / Others |
| 4. | Name, Designation & Contact Details of the Promoter |  |
| 4. | Social Status of the Entrepreneur | Women SC/ST Physically Disabled  Transgender Others  *(Please attached the proof from competent authority)* |
| 5. | If Women / SC, ST / Physically Disabled / Transgender, please indicate % share of the Proprietor / partner(s) / Director(s) in the equity. | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Sr. No. | Name | Sex | Comm-unity | P.H. | Share | Value | % | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |   *(Please attached extra sheet if required)* |
| 6. | Name, Designation & Contact Details of the Authorized Person |  |
| 7. | Type of the Unit | Micro / Small / Medium |

|  |  |  |
| --- | --- | --- |
| 8. | Category of the Enterprise | New / Expansion |
| 9-. | **E.M. No. & Date**  Acknowledgement No. of EM Part-I & II | Part-I : E.M. No.:  Date:  Part-II : E.M. No.:  Date: |
| Manufacturing Item |  |
| Annual Production Capacity |  |
| 10. | PCC approval for NOC / Consent | Approval/Consent No.  Date: / /20  Valid upto date / /20 |
| 11. | Details of Factory License / Establishment Registration | Registration No.  Date: / /20  Valid upto date / /20 |
| 12. | Date of Commencement of commercial Production (DD/MM/YYYY) |  |
| 13. | Annual Turnover  (Actual / Estimated) | 2015 :  2016 :  2017 :  2018 :  2019 : |
| 14. | Whether any financial assistance granted by Govt. of India / Others ? (YES/NO)  (If Yes, please attach details thereof in separate sheet) | |
| 15. | Whether any Government dues are outstanding OR Court case against Govt. ? (YES/NO)  (If Yes, please attach details thereof in separate sheet) | |
| 16. | **Bank Details for Assistance** | |
| Name of Bank |  |
| Bank Account No. |  |
| IFSC Code No. |  |
| Branch Code No. |  |
| PAN Card No. of the Unit |  |

**NAME OF THE SCHEME : (A) CAPITAL INVESTMENT / INTEREST SUBSIDY**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Enterprise |  |
| 2. | Category of the Enterprise | New / Expansion / Diversification / Modernization |
| 3. | **For New Project**  Investment made in Plant & Machinery (`)  *(As per Annexure-I)* |  |
| 4 | **For Unit going under Expansion/Diversification/ Modernization** (` in Lakhs) | |
| Investment already made in Plant & Machinery in Existing Unit |  |
| New Investment in Plant & Machinery (`)  *(As per Annexure-I)* |  |
| Increase in Investment (%) |  |
| 5. | **Means of Finance \*** (` in Lakhs) | |
| Promoters Contribution |  |
| Term Loan |  |
| Unsecured Loan |  |
| Internal Accruals / Others |  |
| Total |  |
| 6. | **Details of Financial Institution \***   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Sr.  No. | Financial Institution | | | Loan | | | | | Name & Address | IFSC  Code  No. | Branch  Code No. | Type of Loan | Sanction Amount  (`) | Date | Rate of Interest  % | | 1. |  |  |  |  |  |  |  | | 2. |  |  |  |  |  |  |  | | 3. |  |  |  |  |  |  |  | | 4. |  |  |  |  |  |  |  | | 5. |  |  |  |  |  |  |  | |  | |  |  |  |  |  |  |   (Use separate sheet for if required) | |
| 7. | Date of First Disbursement of Term Loan |  |

|  |  |  |
| --- | --- | --- |
| 8. | Term Loan Account No. |  |
| 9. | Total Amount Claim for Assistance   |  |  |  | | --- | --- | --- | | Sr. No. | Type of Assistance | Amount (`) | | 1. | Capital Investment Subsidy |  | | 2. | Interest Subsidy @ 5% per annum  (max. 30 Lakhs per annum) |  | | TOTAL | |  | | |
| 10. | I/We opt for date of eligibility of Interest subsidy from the  Date of commencement of commercial Production [ ] Dt. \_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY  **OR**  Date of first disbursement of Loan [ ] Dt. \_\_\_\_\_\_\_\_\_\_\_\_ DD/MM/YYYY | |

\* Any Financial transection / expenditure statements submitted by the applicant must be signed by the authorized signatory with company seal and stamp and certified by the company’s statutory auditor/chartered accountant.

**NAME OF THE SCHEME : (B) ASSISTANCE FOR QUALITY CERTIFICATION**

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| --- | --- | --- |
| 1. | **For Enterprise Resource Planning ERP System** | |
| Name & Address of ERP System supplier |  |
| Features of the ERP System  *(Use separate sheet if required)* |  |
| 2. | **For ISO Certification** | |
| Name and Address of Certifying Agency  *(Certification Bodies must be accredited to NABCB as available at* [*www.qcin.org*](http://www.qcin.org)*)* |  |
| Certificate No. & Date |  |
| Details of Product of which the certificate has been issued |  |
| 3. | **For ISI/WHO/GMP/Hallmark Certification and other National/International certification** | |
| Name and Address of Certificate Agency |  |
| Certificate No. & Date |  |
| Details of Product of which the certificate has been issued |  |
| 4. | Total Expenditure on Quality Certification \* (`)  *(As per Annexure-II)* |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. | Total Amount Claim for Assistance (`) | |  |  |  | | --- | --- | --- | | Sr.  No. | Type of Claim | Cost (`) | | 1. | 50% of Capital Cost for installing ERP System *(maximum ` 50,000)* |  | | 2. | 50% of all charges including Consultancy Fees  *(maximum ` 50,000)* |  | | 3. | 50% of all charges for obtaining each certification  *(maximum ` 5 Lakhs)* |  | | 4. | 50 % of cost of testing equipments required for certification  *(maximum ` 5 Lakhs)* |  | | Total | |  |   \* Any Financial transection / expenditure statements submitted by the applicant must be signed by the authorized signatory with company seal and stamp and certified by the company’s statutory auditor/chartered accountant. |

**NAME OF THE SCHEME : (C) ASSISTANCE FOR PATENT REGISTRATION**

|  |  |  |
| --- | --- | --- |
| 1. | Patent Registration No. |  |
| 2. | Date of Registration |  |
| 3. | Name and address of Office from where Patent registration was obtained |  |
| 4. | Name of Product / Activity for which Patent registration is obtained |  |
| 5. | Total Expenditure made on Patent registration with details \* (`)  *(As per Annexure-II)* |  |
| 6. | Total Amount Claim for Assistance (`)  *(50% subsidy claimed on Patent registration)* |  |

\* Any Financial transection / expenditure statements submitted by the applicant must be signed by the authorized signatory with company seal and stamp and certified by the company’s statutory auditor/chartered accountant.

**NAME OF THE SCHEME:**

**(D) ASSISTANCE FOR SAVING IN CONSUMPTION OF ENERGY AND WATER**

|  |  |  |
| --- | --- | --- |
| 1. | Name and address of auditing Institution / consultant for Energy / Water |  |
| 2. | Brief of suggestions / recommendation of the Audit study  *(Please submit copy of Audit report/relevant part of Audit report)* |  |
| 3. | Result / Benefits after implementation of energy / water saving equipments  *i.e. decrease in conservation of water / electricity in Nos. / Units / Liters/etc.* |  |
| 4. | Name of equipments used for Energy/Water conservation and cost for each equipment | |  |  |  | | --- | --- | --- | | Sr.  No. | Name of Equipments | Cost (`) | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  | | Total | |  |   *(Use separate sheet if required)* |
| 5. | Total Expenditure made on Energy/Water Conservation \* (`)  *(As per Annexure-II)* |  |
| 6. | Total Amount Claim for Assistance (`) | |  |  |  | | --- | --- | --- | | Sr.  No. | Type of Claim | Cost (`) | | 1. | 75% on cost of Audit Fees *(maximum ` 50,000)* |  | | 2. | 25% on cost of Equipments recommended by institution  *(maximum ` 20 Lakhs)* |  | | Total | |  | |

**NAME OF THE SCHEME : (E) INCENTIVES FOR LOCAL EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| 1. | Total Number of Local Employment Newly recruited |  |
| 2. | Total Expenditure made on Local Employment (`)  *(As per Annexure-III)* |  |
| 3. | Total Amount Claim for Assistance (`)  *(3 Lakhs per 20 local people. Maximum 15 Lakhs)* |  |

**D E C L A R A T I O N**

I/We hereby declare that all the information given above and the statements and other documents enclosed are to the best of my/our knowledge and belief, true and correct.

I / We hereby agree that, I / We shall forthwith repay the Capital Subsidy / Special Capital Subsidy for Thrust sector enterprises / Employment Intensive Subsidy / Additional Capital Subsidy for select category of entrepreneurs / Additional Capital Subsidy for promotion of Cleaner and Environment friendly technologies disbursed to the unit, if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatever reason. Further I/We also shall be liable to pay interest at such rate as prescribed by the Government from time to time on such amounts and such other changes / expenses which may be repayable by us.

It is further certified that I / We have not hitherto applied for or have received any amount by way of grant / subsidy in respect of this Enterprise from Government / Financial institution.

Place : Authorized Signatory

Date : Designation with Seal

**LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION**

1. Copy of Entrepreneur Memorandum (Part I) and (Part II).
2. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3. If the Enterprise is functioning in a leased land/ building, copy of Lease agreement deed executed in stamp paper of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
4. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Enterprises.
5. Copy of Power Release Order.
6. Copy of the invoices, cash bills and stamped receipt duly attested. In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
7. Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-IV)
8. Certificate of commencement of commercial production duly signed by Chartered Accountant .
9. For self fabricated Plant and Machinery items
10. Chartered Engineer’s Certificate for the value of the plant and machinery.
11. Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished.
12. Copy of the invoices, cash bills , job work bills and stamped receipt duly attested.
13. Copy of the first sale invoice raised after commencement of Commercial Production or copy of first delivery challan ,in case of enterprises manufacturing on job work basis.
14. Additional documents for to be submitted in respect of enterprises applying for Employment Intensive.
15. Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped / Transgender etc.
16. Copy of Consent to Operate from PCC, Daman
17. Additional documents in respect of existing enterprises taking up expansion / diversification.

*Certificate from Chartered Accountant on the following :*

1. Date of commencement of commercial production after expansion / diversification
2. Annual production turnover for the last 3 years before the date of commencement of commercial production under expansion/ diversification.
3. Value of fixed assets before Expansion / diversification , on Expansion / diversification and after Expansion / diversification % increase of fixed assets due to Expansion / diversification.
4. Production capacity / Turnover (both in terms of units and value in Rs.) before expansion / diversification, after expansion / diversification and % increase of production capacity / Turnover due to expansion / diversification.
5. Copy of Patent Registration Certificate with details of payment made receipts.
6. Copy of Certificate for saving in consumption of energy and water issued by the auditing agency.
7. Copy of Quality Certification (ie. ISO/ISI/WHO/GMP/Hallmark Certification and other National/International certification) issued by the certifying agency.
8. Copy of Domicile/Resident Certificate of local employees of UT’s since last 10 years issued by the competent authority, if applied for incentive for local employment.

Note : All Original documents should be produced for verification and return at the time of inspection. If the originals are in the bank, the copies should be duly attested by the Branch Manager of the bank which financed the project.