**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**

|  |  |  |
| --- | --- | --- |
| 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.

**PART-B : COMMON APPLICATION FORM**

**FOR INVESTMENT PROMOTION SCHEME-2015 FOR TEXTILE SECTOR**

**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 : (F) INTEREST SUBSIDY FOR TEXTILE SECTOR**

|  |  |  |
| --- | --- | --- |
| 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-V)* |  |
| 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-V)* |  |
| Increase in Investment (%) |  |
| 5. | **Means of Finance \*** (` in Lakhs) | |
| Promoters Contribution |  |
| Term Loan |  |
| Deposits |  |
| 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. |  |  |  | Term Loan |  |  |  | | |

\* 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.

|  |  |  |
| --- | --- | --- |
| 7. | Date of First Disbursement of Term Loan |  |
| 8. | Term Loan Account No. |  |
| 9. | Project Report, covering | 1. Project Profile 2. Details of equipments & machineries 3. Fixed Capital Investment |
| 10. | Total Amount Claim for Assistance | Interest Subsidy @ 5% (max. 50 Lakhs) per annum  ` |
| 11. | Any Other Information |  |

**NAME OF THE SCHEME : (G) INTEREST SUBSIDY IN TECHNICAL TEXTILE**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Enterprise |  |
| 2. | Category of the Enterprise | New / Expansion / Diversification / Modernization |
| 3. | Sector of Technical Textile  (from 13 sector as in Scheme) |  |
| 4. | **For New Project**  Investment made in Plant & Machinery (`)  *(As per Annexure-V)* |  |
| 5. | **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-V)* |  |
| Increase in Investment (%) |  |

|  |  |  |
| --- | --- | --- |
| 6. | **Means of Finance \*** (` in Lakhs) | |
| Promoters Contribution |  |
| Term Loan |  |
| Deposits |  |
| Internal Accruals / Others |  |
| Total |  |
| 7. | **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. |  |  |  | Term Loan |  |  |  | | |
| 8. | Date of First Disbursement of Term Loan |  |
| 9. | Term Loan Account No. |  |
| 10. | Project Report, covering | 1. Project Profile 2. Details of equipments & machineries 3. Fixed Capital Investment |
| 10. | Total Amount Claim for Assistance | Interest Subsidy @ 6% (max. 50 Lakhs) per annum  ` |
| 11. | Any Other Information |  |

**NAME OF THE SCHEME : (H) ASSISTANCE FOR TECHNOLOGY UPGRADATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the Enterprise |  |
| 2. | Purpose of Technology Acquisition / Upgradation |  |
| 3. | Whether the enterprise acquiring the technology for the first time in India for specialized application ? If so, please give the details with justification thereof |  |
|  | Brief of New Technology with manufacturing process & details thereof |  |
|  | Name & Address of the entity from which Technology will be acquired along with copy of Arrangement / MoU / other documents for proof of technology acquisition & upgradation. |  |
|  | Date of Commencement of Commercial Production on Technology upgradation.  (DD/MM/YYYY) |  |
|  | **Details of Cost of Acquisition / Upgradation** (` in Lakhs) | |
| Purchase of Design & Drawings |  |
| Technology Development Fees to Experts / R&D Institutions / Technical Consultancy Firm |  |
| Others |  |
| TOTAL |  |
| 6. | **Means of Finance \*** (` in Lakhs) | |
| Promoters Contribution |  |
| Term Loan |  |
| Deposits |  |
| Internal Accruals / Others |  |
| Total |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. | **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. |  |  |  | Term Loan |  |  |  | | |
| 8. | Date of First Disbursement of Term Loan |  |
| 9. | Term Loan Account No. |  |
| 10. | Project Report, covering | 1. Project Profile 2. Details of equipments & machineries 3. Fixed Capital Investment 4. Annual Production, Sales 5. Power Consumption 6. Impact on adoption of new technology on product quality & energy consumption/savings |
| 10. | Total Amount Claim for Assistance  *[25 % (max. 25 Lakhs) once during the operative period]* | ` |
| 11. | Any Other Information |  |

**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 on Technology upgradation duly signed by Chartered Accountant.
9. Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped / Transgender etc.
10. Copy of Consent to Operate from PCC, Daman
11. 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 on technology upgradation.

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.

**APPLICATION FORM FOR ASSISTANCE IN SKILL DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| 1. | Name and address of the Autonomous Institution |  |
| 2. | Contact Nos. | Office :  Fax :  Cell Phone :  E-mail ID : |
| 3. | Type of Entity  *(Whether a Company, Society, Trust, Partnership Firm or any other)* |  |
| 4. | Background of the applicant in terms of specialized sector knowledge of experience in education / training |  |
| 5. | Location where the Specialized Skill Development Center is proposed |  |
| 6. | Land Area & Building Area |  |
| 7. | Nature of Course(s) to be conducted with justification for uniqueness of the course and specialized / advanced technology sector for industries |  |
| 8. | Need for conduction the course(s) |  |
| 9. | Introduction / Preamble / Background of the proposal |  |

|  |  |  |
| --- | --- | --- |
| 10. | **Means of Finance \*** (` in Lakhs) | |
| Applicant’s Contribution |  |
| Term Loan |  |
| Govt. Support |  |
| Others |  |
| Total |  |
| 11. | Project report covering | 1. Proposed facilities & equipments 2. Commitment of the Applicant 3. Govt. Support envisaged 4. Industry linkages 5. Any immovable training course(s) or implementation approach 6. Road map for implementation |
| 12. | Yearly Projection of number of Trainees | |
| 2015-2016 |  |
| 2016-2017 |  |
| 2017-2018 |  |
| 2018-2019 |  |
| 2019-2020 |  |
| 13. | Other Information, if any |  |
| 14. | Project Cost \* (`)   |  |  |  | | --- | --- | --- | | Sr.  No. | Item of Expenditure | Amount  (` in Lakhs) | | 1. | Building |  | | 2. | Machineries & Equipments including installation cost |  | | 3. | Electrification & Furnitures |  | | 4. | Other Miscellaneous Expenses |  | | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 15. | Total Amount Claim for Assistance (`)  *(25% of Total Project Cost as at Col.14, Max. 1 Crore)* | |  |
| 16. | Whether any financial assistance granted by Govt. of India / Others ? (YES/NO)  (If Yes, please attach details thereof in separate sheet) | | | |
| 17. | Whether any Government dues are outstanding OR Court case against Govt. ? (YES/NO)  (If Yes, please attach details thereof in separate sheet) | | | |
| 18. | **Bank Details for Assistance** | | | |
| Name of Bank |  | | |
| Bank Account No. |  | | |
| IFSC Code No. |  | | |
| Branch Code No. |  | | |
| PAN Card No. of the Unit |  | | |

**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 assistance disbursed to the institute/unit, if the amount of assistance 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 Institution 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), if applicable
2. Copy of Registration of Institution / Society / Trust / Company or any other
3. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
4. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Institution.
5. 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.
6. Certificate of Chartered Accountant for fixed capital investment in Building, Equipments and Machineries including installation charges, Electrification & Furnitures and Other Miscellaneous Expenses.

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.

**ANNEXURE – I**

**LIST OF PLANT AND MACHINERY INCLUDING INSTALLATION DETAILS AS ON THE DATE OF COMMENCEMENT OF COMMERCIAL PRODUCTION FOR ASSISTANCE OF CAPITAL INVESTMENT AND INTEREST SUBSIDY**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of  the  Machinery and  Machine  No. | Name of Supplier | Bill No. & Date | Bill Amount | Date of erection commission of the Machinery | Date of first Commercial Production | Amount paid | Mode of Payment Cheque / DD No. & Date | Name of Bank | Unpaid if any |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |
| TOTAL | | | |  |  |  |  |  |  |  |

Signature of Applicant Signature of Chartered Accountant

**ANNEXURE – II**

**STATEMENT OF EXPENDITURE MADE ON QUALITY CERTIFICATION, PATENT REGISTRATION AND SAVINGS IN CONSUMPTION OF ENERGY & WATER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Agency /  Supplier | Bill No. & Date | Bill Amount | Description of Expenses | Amount Paid | Mode of Payment Cheque/DD No. & Date | Name of Bank | Unpaid if any |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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Signature of Applicant Signature of Chartered Accountant

**ANNEXURE – III**

**STATEMENT OF EXPENDITURE MADE ON LOCAL EMPLOYMENT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Employee | P.F.  No. | Date of Employment | Period of Employment (in Months) | 12 Month Salary  (`) | Amount Paid  (`) | Mode of Payment Cheque/DD No. & Date | Name of Bank | Unpaid if any |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |
| 16. |  |  |  |  |  |  |  |  |  |
| 17. |  |  |  |  |  |  |  |  |  |
| 18. |  |  |  |  |  |  |  |  |  |
| 19. |  |  |  |  |  |  |  |  |  |
| 20. |  |  |  |  |  |  |  |  |  |

*(Use separate sheet if required)*

Signature of Applicant Signature of Chartered Accountant

**ANNEXURE – IV**

**CHARTERED ACCOUNTANT CERTIFICATE**

This to certify that M/s. ..........................................................have made the following fixed capital investment for their new enterprise / expansion / Diversification Project of their existing enterprise and commenced of commercial production of their new enterprise / expansion / Diversification Project of their existing enterprise on

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Nature of Assets | New Unit  (or)  Existing Unit | Expansion / Diversification Project | Total |
| In Rs. | | |
| 1. | Plant & Machinery \* |  |  |  |

*\* Details to be enclosed separately in the Annexure-A to this Certificate*

I/We hereby confirm that I/We have examined the prescribed registers, books of account and the bank statement in respect of the above unit.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address of the Institution where registered.

Date:

Place:

Signature of Applicant Signature of Chartered Accountant

**ANNEXURE –V**

**LIST OF PLANT AND MACHINERY FOR INDIGENOUS & IMPORTED MACHINERY**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of  the  Machinery and  Machine  No. | Name of Supplier | Bill No. & Date | Bill Amount | Date of erection commission of the Machinery | Date of first Commercial Production | Amount paid | Mode of Payment Cheque / DD No. & Date | Name of Bank | Unpaid if any |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|  |  |  |  |  |  |  |  |  |  |  |
| TOTAL | | | |  |  |  |  |  |  |  |

Signature of Applicant Signature of Chartered Accountant

**STANDARD OPERATIVE PROCEDURE**

**Subject : Standard Operative Process (SOP) to avail benefits of Scheme of Assistance to MSMEs, Textile Sector & Skill Development Institute**

**INTRODUCTION:-**

UT Administration of DD&DNH has recently launched the new Industrial Policy-2015 to ensure sustained industrial growth through various innovative initiatives so as to further improve the conducive industrial climate in the UTs and to provide global competitive edge to the industries. The primary mission of the Industrial policy includes proactive support for development of MSMEs, Textile Sector, enhancement in local entrepreneurships including Employment of youth, value addition on local primary sources and increasing the share of Manufacturing in GDP. The policy envisages grant of fiscal and non-fiscal incentives to the Industrial units with a view to help the units achieve higher growth and employment generation through greater Investment in industrial sector. In the light of the Industrial Policy-2015, UT Administration of DD&DNH has introduce **"Investment Promotion Scheme-2015 (IPS-2015)"** for MSMEs, Textile & Skill Development Institute to strengthen and make them locally competitive containing details of eligibility criteria, quantum of incentives and monitoring mechanism for administering the incentives.

Whereas, it has been decided to frame Standard Operating Process (SOP) for In-Principal Clearance, Sanction & Disbursement of incentives of Investment Promotion Scheme. Approval for Sanction & Release, the following Standard Operating Process (SOP) are notified.

**STANDARD OPERATING PROCESS (SOP)**

1. Eligible interested persons / enterprises may apply along with supporting documents to DIC to avail assistance under this scheme.
2. The DIC will scrutinize the applications as per the scheme and checklist including physical verification of enterprise for further putting up the same In IPC meeting for in principal clearance.
3. The IPC for the UTs will grant In-principal clearance and direct DIC for further sanction & disbursement after approval of Secretary (Industries).
4. The detailed proposal for sanction and disbursement shall be put up by DIC and the same shall be processed for approval of Secretary (Industries)
5. After approval of Secretary (Industries), the sanction order along with Demand Draft (DD)/RTGS/NEFT in credit of the Term Loan Account of the Applicant.
6. The Interest Subsidy will be credited to the Applicant's Term Loan Account on the interval of every 6 months of the Financial Year (Every 30th September & 31st March) based on the documents as mentioned in the Annexure -1.
7. The enterprise shall have to remain in production for 5 years from the date of commercial production. If it fails to continue production for five years, and found default or closes within 5 years or in case of contingences during the operative period of the scheme, then amount of capital investment subsidy disbursed will be recovered as an arrears of land revenue.
8. The time limit of processing the application complete in all respect should be fifteen days only.

In general & for all the schemes, all the entitled enterprises shall furnish the information as detailed in the Annexure -2 to DIC annually within one month of the completion of each Financial Year and any other information as may be demanded by DIC from time to time.

The Checklist for the Interest Subsidy, Checklist for Annual Monitoring and format for Declaration of Applicant and format for CA Certificate for the Annual Monitoring are appended herewith.

**ANNEXURE-1**

**CHECKLIST FOR THE INTEREST SUBSIDY**

1. Bank Certificate showing total interest calculation of 6 months of the Term Loan Account of the enterprise for which interest subsidy is sought.
2. Bank Statement for the particular period of 6 months duly certified by the Bank & the Applicant.
3. Declaration as per the given format from the Applicant. (Annexure-3)
4. Duly certified Calculation of the Interest Subsidy claimed by the applicant.

**ANNEXURE-2**

**CHECKLIST FOR ANNUAL MONITORING**

1. CA Certificate certifying the Annual Production, Sales Turnover and Power Consumption as on 31st March of every Financial Year. (Annexure-4)
2. Bank Statement duly certified by the Applicant for a Particular Financial Year.

**ANNEXURE-3**

**FORMAT FOR DECLARATION OF APPLICANT**

**(STANDARD OPERATING PROCESS (SOP) FOR IN-PRINCIPAL CLEARANCE, SANCTION & DISBURSEMENT OF INVESTMENT PROMOTION SCHEMES)**

DECLARATION FOR THE INTEREST SUBSIDY

(On the stamp paper of ` 50/-)

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

I/We hereby agree that, I*I*We shall forthwith repay the Interest Subsidy disbursed to the unit till date, 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.

I/We also hereby undertake that we have been reimbursed Interest Subsidy amounting to ` \_\_\_\_\_\_ (In words \_\_\_\_) till date under the, IPS -2015 of UT of Daman & Diu

Date:

Place:

Signature of Applicant

**ANNEXURE-4**

**FORMAT FOR CA CERTIFICATION FOR THE ANNUAL MONITORING**

**(STANDARD OPERATING PROCESS (SOP) FOR IN-PRINCIPAL CLEARANCES, SANCTION & DISBURSEMENT OF INVESTMENT PROMOTION SCHEME)**

**TO WHOM SO EVER IT MAY CONCERN**

I/We hereby confirm that I/We have examined the prescribed registers, books of account in respect of M/s. \_\_\_\_\_ situated at \_\_\_\_\_ and we certify that Production Turnover, Sales Turnover and the Power Consumption details for the Financial Year ending 31st March, \_\_\_\_\_\_\_ are tabled below:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Production Turnover (in units & in value) | Sales Turnover (in units & in value) | Power Consumption (in value) |
|  |  |  |  |
|  |  |  |  |

Signature & Stamped/Seal of the Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address of the Institution where registered.

Date:

Place:

Signature of Applicant Signature of Chartered Accountant