

**Form -I**

**Application of a Micro and Small Unit/ Enterprise for Eligibility Certificate under the West Bengal Incentive Scheme-2007 for Micro & Small Scale Enterprises**

**( To be submitted in Triplicate to the General Manager, District Industries Centre)**

1. (a) Name of the Applicant Unit : .....

.....

(b) Local Office Address .....

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.....

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Telephone No.

Fax No.

E-mail Address

(c) Address of the Registered .....

Office .....

.....

.....

(d) Name and Designation .....

of the contact person .....

.....

.....

Telephone No.

Fax No.

E-mail Address

.....

2. Whether the Project (against which the Application for Incentive Registration and issue of Eligibility Certificate is being made) is for

(please tick any)

(a) Establishment of a new unit

(b) Expansion project in the existing unit

(c) Expansion project in a new location

3. (a) Constitution

Private Ltd./Public Ltd./

(tick whichever is applicable)

Co-operative/Partnership/SHG/others

(b) Date of establishment/incorporation/

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## 4. Location/address of the unit

## (A) Location of the Project against which Registration is sought.

Name of Location .....

.....

Police Station .....

Municipality/Block .....

.....

Post Office .....

District .....

Telephone No. ....

Fax No. ....

## (B) Location of other units (if any) in West Bengal

Location ..... District .....

Location ..... District .....

Location ..... District .....

Location ..... District .....

## 5. Project Cost.

## 5.1. New Scheme

(Rs. in lakh)			
Estimated cost		As approved by Banks / Financial Institutions Plant & Machinery	Investment already made on or after 01.04.2006
Engineering fees			
Preliminary and pre operative expenses			
Margin Money for working capital			
Total			

## 5.1.1. Means of Finance

(Rs. in lakh)		
Share Capital: Promoters/Financial Institutions/Public		
Term Loan: Financial Institutions/Banks		
Unsecured Loans		
Other (if any)		
Total		

## 5.2. Expansion Scheme

(Rs. in lakh)			
	Estimated cost	As approved by Banks/ Financial Institutions	Investment already made on or after 01.04.2006
Plant & Machinery			
Miscellaneous fixed assets			
Engineering fees			
Preliminary and pre operative expenses			
Margin Money for working capital			
Total			

## 5.2.1. Means of Finance

(Rs. in lakh)		
Share Capital: Promoters/Financial Institutions/Banks		
Term Loan: Financial Institutions/Banks		
Unsecured Loans		
Other (if any)		
Total		

6. Name of proposed item : Item of Annual Capacity  
(for which registration manufacture  
is sought)
- 6.1. In case of expansion by : Item of Annual Capacity  
manufacturing an manufacture  
existing item
- 6.2. In case of expansion by : Item of Existing Annual Capacity  
manufacturing an manufacture capacity  
existing item Total capacity –
7. Factory Registration No :
8. Power requirement (KVA)
9. Employment potential in : Managerial Factory Workers Other Workers  
the project
10. Whether the location conforms to WBPCB norms :
11. Category under which the project falls  Green  Orange  
(please tick)  Red  Special
12. Estimated daily requirement of water  
and source of supply

13. Specific incentives claimed for sanction under the West Bengal Incentive Scheme, 2004 (please tick) :

- |   |                          |
|---|--------------------------|
| (i) Capital Investment Subsidy                    | <input type="checkbox"/> |
| (ii) Interest Subsidy                             | <input type="checkbox"/> |
| (iii) Employment Generation Subsidy               | <input type="checkbox"/> |
| (iv) Waiver of Electricity Duty                   | <input type="checkbox"/> |
| (v) Refund of Stamp Duty and<br>Registration Fees | <input type="checkbox"/> |
| (vi) Other (if any)                               | <input type="checkbox"/> |

14. Whether the applicant was accorded Registration Certificate and Eligibility Certificate by the District Industries Centre (please tick) :

1971	<input type="checkbox"/>	/1978	<input type="checkbox"/>	/1983	<input type="checkbox"/>	/1989	<input type="checkbox"/>
/1993	<input type="checkbox"/>	/1999	<input type="checkbox"/>	/2000	<input type="checkbox"/>	/2004	<input type="checkbox"/>

If so,

- |   |   |
|---|---|
| (a) Date of filing EMC (Part : I and/or II)   | : |
| (b) DIC Registration Certificate Number & Date:                                       |   |
| (c) Eligibility Certificate Number & Date   | : |
| (d) Whether any incentive(s) has (have) been<br>obtained under the above Certificates | : |
| (e) Present status of the project(s) mentioned<br>under 16                            | : |

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**Declaration**

CERTIFIED that the statements made by us in the application are true to the best of my knowledge and belief.

We also undertake that the provisions of the Coastal Regulation Zone (CRZ), 1991 shall not be violated by implementation of the project(s) under this application.

Place :

Signature of the applicant

Date :

Name and status of the signatory

Seal of the Enterprise

Documents to be enclosed with the Application :

- (a) A copy of the Memorandum of Association and Articles of Association, authenticated by the Registrar of Companies (wherever applicable)
- (b) A statement on the names and addresses of the Directors/Partners/Owners of the Company /Members of Co-operative or Self-Help Group.
- (c) A Project Report, wherever necessary, including pollution control measures envisaged.
- (d) Photocopy of sanction letter from Financial Institutions/Banks sanctioning loan and other financial assistance, if any.
- (e) Copy of audited balance sheet for last 2 years (in case expansion project).
- (f) A list of plant and machinery required for the project, with value.
- (g) Existing manufacturing sector activities in West Bengal stating items, annual approved capacity, annual installed capacity, annual production during last 3 (three) years (in quality and value in Rs/lakh).

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For office use

File No	District	Date of receipt	Date of Application	Date of Issue

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Sl. No.

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**FORM OF ELIGIBILITY CERTIFICATE**

To

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 .....  
 .....

Having perused and examined your application and other connected papers, received under file no. .... on .....

your unit is found to be eligible to receive the following subsidy under the West Bengal Incentive Scheme 2007 for Micro & Small Scale Enterprises :-

Nature of Subsidy	Amount (Rs. in '000)
Capital Investment Subsidy	
Interest Subsidy	
Employment Generation Subsidy	
Waiver of Electricity Duty	
Refund of Stamp Duty and Registration Fee	
Others (Please specify)	
<b>TOTAL</b>	

Rupees in Words \_\_\_\_\_

Place :

General Manager/Officer In Charge

Date :

District Industries Centre/Sub DIC

Office Seal.

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