

## ANNEXURE-IV

**Format for application for issue a Certificate showing the Sales  
Tax/VAT paid by the unit/enterprise during the year**

From ..... (Name of Unit/Enterprise)  
..... (Address)

To : The Commissioner, Commercial Tax, West Bengal  
14, Beliaghata Road, Kolkata-700015.

Sir,

I am to request you to issue a Certificate to the General Manager/Officer In charge, District Industries Centre/ Sub-DIC under the West Bengal Incentives Scheme, 2007 for Micro and Small Scale Enterprises.

1. Name of the Unit and Address : .....
2. Name of the goods manufactured in  
West Bengal in his own unit. : .....
3. Sales Tax/VAT paid or goods at serial  
No.2 under the West Bengal Sales Tax  
Act, 1994/ West Bengal Value Added  
Tax Act for the year.
  - a) Tax paid on sales by it in respect of goods : Rs .....(in figure)  
manufactured by the unit in West Bengal  
for the year Rupees .....  
..... (in words)
  - b) Central Sales Tax paid by it on sales in the course  
of inter State trade or commerce made from : Rs.....(in figure)  
within West Bengal for the year Rupees .....  
..... (in words)
4. Name and Address of the dealer : .....
5. Name of the Bank with its branch name  
and bank account number through which the : .....
6. Registration Certificate Number of the dealer  
under WBST Act, 1994/WBV AT Act /CST : .....
7. Code number of Entrepreneurs Memorandum/  
Registration Certificate No. given by DIC : .....
8. Eligibility Certificate Number of the dealer issued by  
DIC, : .....

I duly verify that all the facts and figures furnished above are correct.

Signature with date and status

(Proprietor/Partner/Karta of /HUF/Managing Director/Director/Principal Officer)

Strike out whichever is not applicable

**Operational Procedures of West Bengal Incentive Scheme, 2007 for Micro and Small Scale Enterprises.**

1. An industrial/ enterprise in micro and small scale sector claiming to be eligible for incentives available under the West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises shall submit an application to the General Manager/Officer in Charge of District Industries Centre/ Sub DIC for registration of the unit/enterprise in Form No. I annexed hereto. Any application submitted for registration under WBIS 2007 for MSEs for registration of any project shall be treated to be valid if submitted within the period of operation of the Scheme.
2. An industrial/enterprise in micro and small scale sectors applying for registration under WBIS 2007 for MSEs must file Entrepreneurs Memorandum (Parts-I and/or II) to be eligible to file such application for registration.
3. On receipt of application for registration of any project the DIC/Sub-DIC shall make, as expeditiously as possible scrutiny of /enquiry into the particulars furnished by the applicant/unit/enterprise and on being satisfied register the applicant unit/enterprise with a number and issue a certificate for registration.
4. The DIC/Sub DIC shall maintain a separate register mentioning the group to which the district belongs and also enter therein all relevant details in respect of the project, necessary to carry out the purposes of the said Scheme.
5. After registering the unit/enterprise, the General manger/Officer In charge of District industries Centre/ Sub DIC will issue Eligibility Certificate in favour of the said unit / enterprise. A copy of the Eligibility Certificate may be tabled, along with the relevant papers on the eligibility of the unit/enterprise under WBIS 2007 for MSEs before the District Level Committee for endorsement
6. A copy of the Eligibility Certificate may also be endorsed to the Director, Cottage and Small Scale Industries, West Bengal.
7. An eligible unit/enterprise, after receipt of the 'Eligibility Certificate' from the DIC/Sub DIC may apply for the incentives for which it may be entitled under the WBIS 2007 for MSEs in the following forms:-
  - (i) In Form II for State Capital Investment Subsidy.
  - (ii) In Form III for Interest Subsidy
  - (iii) In Form IV for Subsidy on Electricity Charges and in Form IVA for Waiver of Electricity Duty
  - (iv) In Form V for Employment Generation Subsidy
  - (v) In Form VI for Refund of Stamp Duty and Registration Fee
  - (vi) In Form VII for Subsidy for sanction for use of Piped gas
  - (vii) In Form VIII for Capital Investment Subsidy for relocating leather units.
  - (viii) In Form IX for Subsidy for Quality Improvement
  - (ix) In Form X for Incentive for Patent Registration
8. All existing Micro and Small Scale Enterprises, which were permanently registered with DIC/Sub-DIC, will be eligible for incentives under this scheme if the unit files Entrepreneurs Memorandum in Part-II.



## 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
- (ii) Interest Subsidy
- (iii) Employment Generation Subsidy
- (iv) Waiver of Electricity Duty
- (v) Refund of Stamp Duty and  
Registration Fees
- (vi) Other (if any)

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

1971  /1978  /1983  /1989

/1993  /1999  /2000  / 2004

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  
obtained under the above Certificates :
- (e) Present status of the project(s) mentioned  
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

.....  
 .....  
 .....

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.

.....

**FORM-II****Application for Grant of State Capital Investment Subsidy under the WBIS 2007 for MSEs.**

To

The General Manager/Officer-In-Charge

District Industries Centre/Sub-DIC

.....

Sir,

I ..... son of .....  
 Proprietor/Partner/Chairman/Managing Director/Director/Authorised Signatory, on behalf of the unit/enterprise known  
 as ..... hereby apply for grant of:-

- (i) State Capital Investment Subsidy of Rs..... under the existing terms and conditions of  
 WBIS 2007 for MSEs.

The necessary particulars are furnished below:-

- 1) No and date of Entrepreneurship Memorandum .....  
 (Parts I / II) filed with DIC/Sub DIC. ....
- 2) No and date of Registration Certificate issued  
 by DIC/Sub DIC under WBIS 2007 for MSEs. ....
- 3) No and date of Eligibility Certificate issued  
 by DIC/SubDIC. ....
- 4) Project Cost (Please attach statement showing the details).

Total Fixed Capital Investment	Approved Cost	Actuals
(i) Plant and Machinery		
(ii) Land.		
(iii) Building.		
TOTAL		

- 5) Means of finance

	Approved Cost	Actuals
(i) Equity Share Capital		
(ii) Preference Share Capital		
(iii) Term loans		
(iv) Unsecured loans		
(v) Internal cash accruals		
(vi) Others, if any		
TOTAL		

- 6) Details of fixed capital investment made under the following items:-

- (a) Plant & Machinery(new/existing)
- (i) Direct purchase
- (ii) On lease.

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- 7) Amount of State Capital Investment  
Subsidy claimed in terms of the provisions  
Of the Scheme.
  - 8) a) Expected date of Commercial production  
of the unit /enterprise
  - b) Date of commercial production/  
operation of the unit/enterprise.
  - c) Expected/actual employment generated.

I./We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under the scheme if the amount of State Capital Investment subsidy are found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

Further, I/we shall also be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses which may be payable by us.

Date-

Signature of the applicant

Place-

Name and Status of the Signature

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Seal of the Unit/Enterprise

Documents to be enclosed:-

- 1) A copy of the Techno-Economic Feasibility Report.
- 2) A copy of loan sanction letter issued by the Financial Institution/Bank.
- 3) Auditor's/ Chartered Accountant's Certificate for utilization of fund.
- 4) A certificate from a Chartered Accountant as per Annexure – A.
- 5) A certificate in respect of fixed assets as per Annexure – B.
- 6) Copies of Entrepreneurs Memorandum (Parts I / II).
- 7) Copies of Registration Certificate under WBIS 2007 for MSEs issued by DIC/ Sub DIC.
- 8) Copies of Eligibility Certificate issued by DIC/Sub DIC.

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**Annexure – A****Certificate to be issued by a Chartered Accountant.**

I/We hereby certify from the examination of the accounts and other relevant records of the applicant M/S. ....that I/We have found the statements made and particulars furnished by the applicant in Form No : II annexed hereto to be correct according to the books and records maintained by the applicant in the ordinary course of business subject to the following remarks.

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date-

Place-

Seal of the Chartered Accountant.

**Annexure – B****Certificate to be given by the Unit/Enterprise**

Schedule of fixed assets created on ..... by M/s. ....  
 ..... in respect of its..... project at  
 ....., West Bengal.

Sl No.	Description of the Fixed Assets (item-wise)	Quantity	Date of Order	Name of Contractor / supplier with address	State whether the assets has been transferred to the new project/ substantial expansion from any other unit of the company	Date of creation / erection	Bill No & Date	Paid up value of the assets created / erected	Bill value of the assets created / erected

Break-up of costs included in the value of assets.

Basis (CIF / FOB) value	Customs / Excise Duty	Freight, Insurance and Handling charges	Sales Tax	Erection Cost	Others, if any (specify)

Certified that the assets enlisted in the schedule of fixed assets are erected in position at site as on .....

Signature (With seal) of Managing Director/Director/Secretary of the Unit/ Enterprise.

1. We hereby certify that we have checked the above statement of fixed assets with the books of accounts, the invoices and other records maintained by M/s. .... as produced towards and the information and explanations given and found the same to be true and in accordance therewith.
2. We also certify that M/s. .... have acquired and installed the abovementioned assets during the period from . .... to . ....in respect of the . .... project at . ....
3. We further certify that the value of aforesaid items of fixed assets has been taken, to the extent paid for, upto . .... /from . .... to . .... and no certificate is raised against in the books of the company.

Signature with Seal of Statutory Auditors.

**FORM – III****Application for Interest Subsidy under West Bengal Incentive Scheme 2007  
for Micro and Small Scale Enterprises**

To

The General Manager/Officer In Charge,  
District Industries Centre/Sub DIC  
....., West Bengal.

Sir,

I, ....., son  
of ....., Proprietor/Partner / Managing Director/  
Chairman/Authorised Signatory on behalf of the unit/enterprise known as .....hereby  
apply for grant of Interest Subsidy of Rs.....(Rupees .....),  
only as admissible in terms of the provisions of the West Bengal Incentive Scheme 2007 for Micro and Small Scale  
Enterprises.

The necessary particulars are furnished below:-

- i) No and date of Registered Certificate under  
WBIS 2007 for MSEs issued by DIC/ Sub DIC
- ii) No and date of Eligibility Certificate issued  
by DIC/Sub DIC.
- iii) Date of commencement of commercial production.
- iv) Loans disbursed by bank(s)/financial institutions.
  - (a) Term Loan : Amount- \_\_\_\_\_ Date- \_\_\_\_\_
- v) Name(s) and Address(es) of the banks/financial  
institution(s)/ sanctioning/disbursing the loan.
- v) Payment of interest made to bank/FI
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_

Amount paid \_\_\_\_\_ on \_\_\_\_\_

I/We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under the scheme, if the amount of Interest Subsidy are found to be disbursed in excess of the amount actually admissible whatsoever the reason.

Further, I/We shall not be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses which may be payable to us.

Date :

Name of the applicant

Place:

Name and status of the signatory

Seal of the applicant unit/enterprise

A certificate from bank/financial institution is to be furnished in the format as per Annexure – A.

**Annexure – A**

**Certificate to be issued by Bank/Financial Institution**

It is certified that M/s.....  
 enjoying manufacture of ..... of capacity  
 ..... located at .....  
 from..... (FI/Bank) is maintaining a  
 satisfactory account and paying interest on due dates. The annual interest paid by  
 M/s.....  
 to..... is as follows :-

Type of Assistance	Period	Amount of Interest Paid
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Term Loan		
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Total		
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Date	Signature
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Seal	Address
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**FORM – IV****Application for Subsidy of Electricity Charges under the West Bengal Incentive Scheme 2007  
for Micro & Small Scale Enterprises**

To

The General Manager/Officer In Charge

District Industries Centre/Sub DIC

....., West Bengal.

Sir,

..... Proprietor/Partner/Managing Director/ Chairman/  
 Authorised Signatory on behalf of the unit enterprise known as .....hereby apply for 'Waiver of electricity  
 .....Duty' in terms of the provision of the West Bengal  
 Incentive Scheme 2007 for Micro and Small Scale Enterprises.

The necessary particulars are given below :

- i) Name of the applicant unit/enterprise
- ii) Office address  
 Tel no:  
 Fax no:  
 e-mail:
- iii) Factory address  
 Tel no:  
 Fax no:  
 e-mail:
- iv) Nos and date of filing of E.M.(Parts :I / II)
- vi) No and date of Registration Certificate  
 issued by DIC/Sub DIC
- vii) Manufacturing/service item of the approved project.
- viii) Commencement of commercial production.
- ix) Name of the Agency from which electrical supply is taken. .
- x) Period for which waiver of Electricity Duty is claimed.
- xi) Present status of the unit.

Signature of the Applicant.  
 Name and status of the signatory

Date -

Place -

Documents to be enclosed:

- i) Copy of Registration Certification under WBIS 2007 for MSEs issued by DIC/Sub DIC.
- ii) Copies of Entrepreneurs Memorandum (Parts I / II)
- iii) Copy of document regarding supply of electricity to the unit/enterprise.
- iv) Copy of last Electricity Bill.

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**Form No. IV A**

**Application for Waiver of Electricity Duty under the West Bengal Incentive Scheme  
2007 for Micro & Small Scale Enterprises**

To  
The Director,  
Directorate of Electricity, West Bengal

Sir,

..... Proprietor/Partner/Managing Director/Director/Chairman/  
Authorised Signatory on behalf of the Industrial Unit known as ..... hereby  
appeal for 'Waiver of Electricity Duty' in terms of the provision of the West Bengal Incentive Scheme 2007 for Micro and  
Small Scale Enterprises.

**The necessary particulars are given below :**

- i) Name of the applicant unit :
- ii) Office address :  
Tel no.  
Fax no.  
e-mail :
- iii) Factory address :  
Tel no.  
Fax no.  
e-mail.
- iv) No. and date of Registration Certificate issued :  
by General Manager, District Industries Centre
- v) No. and date of Eligibility Certificate General :  
Manager, District Industries Centre
- vi) Manufacturing item of the approved project :
- vii) Commencement of commercial production :  
(to be certified by the General Manager,  
District Industries Centre)
- viii) Name of the Agency from which electrical :  
supply is taken
- ix) Period for which Waiver of Electricity Duty :  
is claimed
- x) If the electric meter is maintained in the :  
name of the applicant unit or, if the meter  
is in the name of different consumers
  - a) If so, name and address of the consumers :
  - b) The circumstances as to why it could not :  
be made in the name of the applicant unit

- 
- 
- xi) If any part of consumption of electricity is made for residential purpose. If so, details of such cases during the period for which claim is made. :
- xii) If there was any closure of the unit during the period of claim. If so, details thereof :
- xiii) Present status of the Unit :

The particulars furnished herebefore are according to our books of accounts and records are true to the best of my knowledge and belief.

**Signature of the Applicant**

Date -

Place -

**Name and status of the signatory**

\_\_\_\_\_  
Seal of the applicant unit

**Documents to be enclosed :**

- i) Copy of Registration Certificate issued by General Manager, District Industries Centre :
- ii) Copy of Eligibility Certificate issued by General Manger, District Industries Centre :
- iii) Copy of documents regarding supply of electricity to the unit
- iv) Copy of last Electricity Bill (to be submitted as and when received ) :

**Form No. V****Application for Grant of Employment Generation Subsidy under the West Bengal Incentive Scheme 2007 for Micro & Small Scale Enterprises.**

To

The General Manger/Officer in Charge

District Industries Centre/ Sub DIC

.....,West Bengal

Sir,

I,..... son/daughter/wife of..... Proprietor/Partner/Director/Managing Director/Chairman/Authorized Signatory on behalf of the unit/enterprise known as..... hereby apply for grant of Employment Generation Subsidy of Rs.....(Rupees.....) only as admissible under the provisions of the West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises.

The necessary particulars are furnished below:-

- i) Name of the applicant unit/enterprise
- ii) Nos and dates of filling of E.M. (Parts I / II) with DIC/Sub DIC
- iii) No and date of registration under WBIS 2007 for MSEs
- iv) No and date of eligibility certificate under WBIS 2007 for MSEs
- v) Date of commercial production/operation of the unit/enterprise
- vi) Employment created in the project
 

Category	General	Women	SC	ST
Managerial				
Factory Workers				
Other Workers				
Total				
- vii) Details of Code No allotted to the employer by :-
  - a) Regional Provident Fund Commissioner
  - b) Director, Employees State Insurance
- viii) Contribution made by the employer to :-
  - a) Employees State Insurance (ESI)
  - b) Employees Provident Fund (EPF)

Month	ESI	EPF
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
<b>Total</b>		

- 
- 
- viii) Percentage of employees recruited through  
Employment Exchange of the State

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief. A certificate to this effect from the Regional Provident Fund Commissioner and/or Director, ESI is enclosed.

Signature of the applicant

Date :

Place :

Name and Status of the Signatory

Documents to be enclosed:

1. Copies of documents regarding contributions made to ESI/EPF
2. A statement showing the names of workers, their age, date of appointment, nature of appointment and nature of work, employment exchange card number and attested copies of employment exchange card.
3. Certificate from the Regional Provident Fund Commissioner/Director, ESI as per Annexure-I

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**Annexure-A**

**Certificate to be issued by the Regional Provident Fund Commissioner/Director, ESI (as the case may be)**

Certified that M/s. \_\_\_\_\_ having its Registered/Head Office/  
Local Office at \_\_\_\_\_ have contributed an amount of  
Rs \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ )only on account  
of \_\_\_\_\_

Signature

Seal

Date

Place



**Annexure - A**

**Certificate to be issued by General Manager/Officer in Charge, District Industries Centre/Sub DIC**

This is to certify that M/s.....having their office address.....have been issued a registration certificate under WBIS 2007 for MSEs and eligibility certificate for incentives under the said Scheme by this DIC/Sub DIC. The unit/enterprise has also filed Entrepreneurs Memorandum (Part I and/or II) with this DIC/Sub DIC. The unit/enterprise has taken necessary steps for setting up the project at the aforesaid location and are now found, in terms of paragraph ..... of WBIS 2007 for MSEs to be eligible for.....% refund of Stamp Duty and Registration Fee paid at the time of registration of the documents in respect of the land and building, as described below, for setting up of the approved project.

Description of land

Date

General Manager/Officer in Charge  
District Industries Centre/Sub-DIC

Seal of office



12) Details of previous clam, if any

Period:

From:

To:

Date

Place

Signature of the applicant

Name and status of the signatory

Seal of the unit/enterprise

Documents to be enclosed:

- a) Copies of E.M.
- b) Copy of registration certificate under WBIS 2007 for MSEs c)  
Copy of eligibility certificate issued by DIC/Sub-DIC
- d) Copy of registration certificate with Greater Calcutta Gas Supply Corporation Ltd.
- e) Original documents on proof of expenditure incurred to install gas line and to undertake allied conversion work
- f) Photocopy of gas bills against which the subsidy is claimed
- g) Any other document, if necessary

**Form No.VIII****Application for assistance to leather units/enterprises on relocation to Calcutta Leather Complex with modernization under West Bengal Incentive Scheme 2007 for Micro and Small Scale Enterprises**

To  
 The General Manager/Officer in Charge  
 District Industries Centre/Sub-DIC  
 \_\_\_\_\_, West Bengal

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
 \_\_\_\_\_ Proprietor/Partner/Managing Director/Director/Chairman/Authorised  
 Signatory on behalf of the unit/enterprise known as \_\_\_\_\_ and which  
 has relocated to Calcutta Leather Complex and have started commercial production/operation w.e.f. \_\_\_\_\_,  
 hereby apply for Capital Investment Subsidy as admissible in terms of provisions of the West Bengal Incentive Scheme  
 2007 for Micro and Small Scale Enterprises. The unit/enterprise has invested a sum of Rs. \_\_\_\_\_  
 (Rupees \_\_\_\_\_) only for modernization of the unit on relocation to Calcutta  
 Leather Complex and the details are given hereunder:-

Sl. No.	Name and specification	Quantity	Unit Cost(as per quotation/supply proforma invoice)	Source of supply	Total Cost

The details of modernization scheme with anticipated benefits.

- a)
- b)
- c)
- d)

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief.

Date  
 Place

Signature of the applicant  
 Name and status of the signatory

Seal of the unit/enterprise

Documents to be enclosed:

- (i) Appraisal Memorandum
- (ii) Letter of sanction
- (iii) Papers on the machines procured for modernization

**Form No. IX**  
**Application for subsidy for Quality Improvement**

To  
The General Manager/Officer in Charge  
District Industries Centre/Sub-DIC  
\_\_\_\_\_, West Bengal

Sir,

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Partner/Managing Director/Director/Chairman /Authorized Signatory  
on behalf of the unit/enterprise known as \_\_\_\_\_ hereby apply for  
grant of subsidy for quality improvement as admissible in terms of the provisions of the West Bengal Incentive Scheme  
2007 for Micro and Small Scale Enterprises. The unit/enterprise has invested a sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) for procuring ISI/BSI/ISO 9000/ISO 14001  
Certification

The necessary particulars are given below:

- 1) Name of unit/enterprise
- 2) Address  
Office Telephone  
Factory Telephone
- 3) Name of the proprietor/partner
- 4) Type of unit/enterprise (micro/small)
- 5) Nos. and dates of Entrepreneurs Memorandum (Parts I / II) filed with DIC/Sub-DIC
- 6) No. and date of registration certificate under WBIS 2007  
for MSEs issued by DIC/Sub-DIC
- 7) No. and date of eligibility certificate under WBIS 2007  
for MSEs issued by DIC/Sub-DIC
- 8) Details of claim
  - i) For obtaining ISI Certificate : Rs.
  - ii) For obtaining BSI Certificate : Rs.
  - iii) For obtaining ISO 9000 Certificate : Rs
  - iv) For obtaining ISO14001 Certificate : Rs

Date  
Place

Signature of the applicant  
Name and status of the signatory

Seal of the unit/enterprise

Documents to be attached:

- 1.3 a) Copies of E.M.
- b) Copy of registration certificate under WBIS 2007 for MSEs
- c) Copy of eligibility certificate issued by DIC/Sub-DIC
- d) Copies of ISI/BSI/ISO9000/ISO14001 Certificate
- e) Copy of payment made for obtaining ISI/BSI/ISO9000/ISO14001 Certificate

**FORM NO. : X****Application for Incentive for Patent Registration**

To  
 The General Manager/Officer in Charge  
 District Industries Centre/Sub-DIC  
 \_\_\_\_\_, West Bengal

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_  
 \_\_\_\_\_ Proprietor/Partner /Managing Director /Director/Chairman /Authorized Signatory  
 on behalf of the unit/enterprise known as \_\_\_\_\_ hereby apply for  
 grant of incentive for Patent Registration as admissible in terms of the provisions of WBIS 2007 for MSEs. The unit/  
 enterprise has spent an amount of Rs.....(Rupees \_\_\_\_\_  
 \_\_\_\_\_) only for Patent Registration with the appropriate Authority.

The necessary particulars are given below:-

- 1) Name of unit/enterprise
- 2) Address  
     Office Telephone  
     Factory Telephone
- 3) Name of the proprietor/partner
- 4) Type of unit/enterprise (micro/small)
- 5) Nos. and dates of Entrepreneurs Memorandum (Parts I / II) filed with DIC/Sub-DIC
- 6) No. and date of registration certificate under WBIS 2007  
     for MSEs issued by DIC/Sub-DIC
- 7) No. and date of eligibility certificate under WBIS 2007  
     for MSEs issued by DIC/Sub-DIC
- 8) Patent Registration No.

Date  
 Place

Signature of the applicant  
 Name and status of the signatory

Documents to be attached:

- a) Copies of E.M.
- b) Copy of registration certificate under WBIS 2007 for MSEs c)  
     Copy of eligibility certificate issued by DIC/Sub-DIC
- d) Copy of document on fees paid for patient registration
- e) Copy of Patent Registration Certificate