

CHECK LIST

Capital Subsidy

SN	Documents Description
1	Permanent Registration certificate with DIC
2	I.E.M. Registration certificate
3	Certificate of Date of Commercial Production
4	Certified copy of Balance Sheet for the relevant year
5	Certified copy of Loan sanction letter
6	Certified copy of Power Supply Agreement
7	Certified copy of Factory License
8	Certified copy of VAT registration
9	Certified Copy of CST registration
10	Certified copy of Central Excise registration
11	Certified copy of Valuation report for investment in land/Building
12	Certified copy of Incorporation/Partnership Deed
13	Certified copy of NOC-Pollution Control Board
14	Certified copy of Project Report, duly approved by Bank/CA
15	Certified copy of suppliers bills
16	Certificate of CA for Fixed capital investment
17	Certified copy of Conveyance/Rent/Lease Deed
18	Power of Attorney-Format 1.3
19	Letter of Oath form no. 1.5 & declaration that machinery are new
20	Copy of Board Resolution Format 1.4
21	Certificate from Bank- Form 1.6

Note:

1. Application form without mentioning date in the application form will be treated as incomplete application and will be rejected.
2. In case of Expansion certified copy of audited Balance sheet immediately preceding commencement (showing gross block), must be submitted along with the balance sheet of the year in which DOP has been issued.
3. Before commencement of expansion production details preceding 3 (three financial years should be submitted.

Interest Subsidy (CHECK LIST)

S.N	Documents
1	Certified copy of audited Balance Sheet for the relevant year of claim
2	Certified copy of date of commercial production
3	Certificate of Registration from DIC or any other approved authorities.
4	Sales Certificate, issued by Commercial Tax department showing the amount of sale within State/Inter-State
5	Certified copy of Project report duly approved by the Financing Bank/approved Financial Institution
6	Bank loan sanction letter
7	Bank certificate for scheduled Repayment of principal amount in prescribed format
8	Bank certificate for Interest payment in prescribed format
9	Certificate of Incorporation
10	Letter of Oath Form no.1.5

Note.

1. In case of Expansion, Sales certificate issued by Commercial Tax department should be showing with break up of sales under existing unit and Expansion separately.
2. Bank certificate for scheduled repayment of principal amount may be submitted in conformity with loan sanction letter in the following format:

Date of installment due as per loan sanction letter	Amount due for repayment	Date of actual payment	Amount actually paid

3. Interest certificate from financing Bank on Each term loan separately

Due date of interest payment	Amount due for payment	Date of actual payment	Amount actually paid

4. Interest on Working Capital

Due date of interest payment	Amount due for payment	Date of actual payment	Amount actually paid	Monthly outstanding balance

5. In case of taken over loan: i) Bank certificate giving full details of the particulars of Taken over loan and Bank certificate in format 2 & 3 for the taken over portion. outstanding amount taken over.
6. In case of CC limit taken over & enhanced, Total amount due and amount paid in format no 4 should be submitted by the Bank taking over loan.

Pollution Control Subsidy (Check list)

S.No	Document Description
1	Permanent Regn. Certificate
2	Certificate of DOP
3	Certificate from JSPCB regarding necessity of pollution control equipment and its satisfactory working
4	Certificate from Seller that he is approved dealer of the equipment
5	Certified copy of bills
6	Certified Copy of Project report
7	CA certificate regarding investment in Pollution control equipment
8	Power of Attorney
9	Letter of Oath

Stamp duty & Registration Subsidy (Check List)

S.No	Document Description
2	Permanent Regn. Certificate
3	Certificate of DOP
4	Certificate from District registration office for rate of Land registration
5	Lease Deed
6	Certified Copy of Project report
7	Certificate of Incorporation/Partnership deed
8	Certificate that the registration charges has not been paid with Capital Subsidy.
9	Power of Attorney
10	Letter of Oath