**Annexure-I**

**APPLICATION FORM FOR GRANT OF ELIGIBILITY CERTIFICATE**

**[Category “A” units (New units) – Para-4(2)]**

1. (a) Name of the Unit

 (b) Office address with telephone No. (if any)

 (c) Factory address with telephone No. (if any)

2. (a) Constitution of the unit (please specify whether Proprietorial/Partnership/Private

 Limited Company/Public Limited Company/Co-operative Society)

 (b) Name (s), permanent address(es) and present address(es) of the Proprietor/Partners/Directors of the Board of Directors/Secretary and President of the Co-operative Society/Trustee with the mention of their permanent Account Number (PAN), if any, given by the income tax authority.

 (c) Date of Registration under the Companies Act/or the concerned Act (The Act should be clearly stated)

 (d) Address of Registration Office of the company.

3. Details of Registration of the Unit

 (a) Micro/SSI Registration

 I. Provisional Registration No.

 II. Permanent Registration No.

 (b) Large & Medium.

 Number and date of Industrial License/Letter of Intent/Industrial Entrepreneurs

 Memorandum.

4. (a) Whether prior information to the

 Jurisdictional tax authority in the format

 Statement-A was provided :

 (b) If yes, the date of filing Statement-A with the

 Tax authority.

 (c) If yes, whether quarterly statement of

 Expenditure in the format Statement-B have

 Been filed with the tax authority.

 (d) If yes, the total amount of incurred

 Expenditure reported to the jurisdictional tax

 authority upto the date of commencement of

 commercial production.

 (e) If not, reasons for default(s).

5. Whether the Project Report has been prepared and if so,

 (a) Name of the Consultant.

 (b) Amount paid as Consultancy fess.

6. Details of the Land and Building of the unit :

 A. Details of land.

 I. Please specify, whether the land is own/leased hold/allotted by the Government Agencies.

 II. If own land :

 (a) Specify the mode of owning such as by way of inheritance, gift or purchase etc.

 (b) Total area.

 (c) Location.

 (d) Dag Number & Patta Number, Revenue Village and Mauza :

 (e) Date of purchase of the land with value and the date of taking possession of the land.

 III. If held under lease :

 (a) Name and address of the owner of the land.

 (b) Total area of the land.

 (c) Dag Number & Patta Number, Revenue Village and Mauza :

 (d) Date of agreement of lease.

 (e) Date of registration of the lease and amount paid for the lease agreement.

 (f) Lease Deed of the agreement period as per the registered deed of the agreement.

 IV. If the land allotted by the Government/Government agencies :

 (a) Name of the agency.

 (b) Date of agreement.

 (c) Annual rent/premium payable.

 (d) Total area allotted and its location.

 B. Details of building :

 I. Whether the factory building has been constructed, if so :

 (a) Date of starting and completion of the civil works.

 (b) Total area under construction.

 II. If factory shed has been allotted by the Government agencies :

 (a) Name of the agency.

 (b) Total covered area and open area allotted.

 (c) Annual rent fixed for the premises including the shed and the open space.

 (d) Date of agreement.

 (e) Total floor area.

 III. If the premises have been rented from private parties :

 (a) Name and address of the owner of the premises.

 (b) Total floor area with the location of the premises.

 (c) Date of the agreement in respect of rent.

 (d) Annual rent for the premises.

7. Fixed Capital Investment.

 (a) Land

 (b) Site development

 (c) Building :

 (i) Office building

 (ii) Factory building

 (d) Plant and Machinery

 (e) Accessories

 (f) Installation and electrification

 (g) Other fixed assets

 (h) Preliminary & preoperative expenses

 Total

8. Means of finance :

 (a) Equity Capital :

 (b) Margin Monet :

 (c) Share Capital from the Government :

 (d) Any other source :

 (e) Borrowing :

 Total :

9. Financial Assistants received :

 (a) Name (s) of the financial institution(s) :

 (b) Amount Sanctioned :

 I. Term Loan

 i. Date of Sanction :

 ii. Amount Sanctioned :

 iii. Amount disbursed till date :

 iv. Name of the Institution (s) :

10. Power etc.

 (a) Actual Power requirement :

 (b) Date of sanction of power and quantum :

 (c) Date of approval of Test report :

 (d) Connected load and Date of connection :

 (e) Meter allotted and its number :

 (f) First bill and money receipt No. and date :

 (g) Average power requirement (in Kwh) :

11. Date of commencement of production.

12. Details of the production of the unit :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the product(s) | Annual Installed capacity | Actual Production during the last year or from the date of going into commercial production to the date of submission of the application | Remarks |
|  |  | Quantity | Value in rupees | Quantity | Value in rupees |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.2.3. |  |  |  |  |  |  |

13. Raw Materials :

(a) Details of Raw materials utilized by the unit :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the raw materials | Annual requirement | Utilisation during the last year or from the date of going into commercial production to the date of submission of the application | Remarks |
|  |  | Quantity | Value in rupees | Quantity | Value in rupees |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.2.3. |  |  |  |  |  |  |

(b) Source(s) of Raw materials utilized by the unit :

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the raw material(s) | Whether the source of supply is within Assam/outside Assam | Name and address of the supplier of raw materials, private/Government organization/Public Sector Undertaking |
| 1 | 2 | 3 | 4 |
|  |  |  |  |

14. Sales of finished product(s)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name(s) of the product(s) | Product(s) sold during the last year or from the date of going into commercial production to the date of submission of the application | Remarks |
|  |  | Within the State of Assam | Out of State of Assam |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.2.3. |  |  |  |  |  |  |

15. Employment position in the Unit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Category | No. of employees, who are | Total | Remarks |
| People of Assam | People not belonging to Assam |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. Managerial2. Supervisory3. Skilled4. Semi skilled5. Others |
| Total : |

16. Eligibility Certificate applied for the incentives.

|  |  |  |
| --- | --- | --- |
| Sl. No. | Name of the incentive(s) applied for | Period of applicability |
| 1 | 2 | 3 |
| 1.2.3. |

17. Declaration.

 I/We hereby solemnly declare that the information furnished in this application for the grant of Eligibility Certificate claiming the various incentives are correct and true to the best of my/our knowledge and belief.

Signature of the applicant(s)

Status in relation to the unit seal

Place

Date :