**Annexure-III**

**APPLICATION FORM FOR GRANT OF ELIGIBILTY CERTIFICTE**

**[Category “C” units (Units undertaking diversification) – Para-4(2)]**

1. (a) Name of the Unit

(d) Office address with telephone. (if any)

(e) 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.

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

(f) Address of Registration Officer of the company.

3. Details of Registration of the Unit

(c) Micro/SSI Registration

Provisional Registration No.

Permanent Registration No.

(d) Large & Medium :

No. 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 filling Statement-A with the

tax authority:

(c) If yes, whether quarterly statements 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 prior approval has been given by the implanting agency for diversification?

(a) If yes, the date of approval.

(b) If no, reasons for the same.

6. Whether the Project Report has been prepared and if so.

(c) Name of the Consultant.

(d) Amount paid as Consultancy fees.

7. Details of the land and building of the unit :

A. Details of land

I. Please specify, whether the land is own/lease 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.

8. Additional 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 expanses

Total :

9. Sources of additional investment:

(a) Promoter’s contribution :

(b) Other sources :

(c) Financial assistance from the Financial Institutions/Banks :

Total :

10. Details of financial assistance received by the unit from the Bank/Financial Institution/Government Organization :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Financial Institution/Bank/Government Organisation | Nature of assistance like Term Loan/CC limit/Margin Money/Equity | Prior to diversification | After diversification | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

11. Power :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Items | Prior to diversification (kwh) | After diversification (kwh) | Remarks |
| 1 | 2 | 3 | 4 | 5 |
| a.  b.  c.  d. | Sanction of power  Date of sanction with letter No.  Date of connection of power  Connected load |  |  |  |

12. Date of commencement of production :

(a) Prior to diversification :

(b) After diversification :

13. a. Details of the production :

(i) Prior to diversification :

(Please furnish information for last 3 ordinal years of commencement of production)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the product(s) | Annual installed capacity | Actual production during the year before undertaking diversification | | Percentage of utilization of installed capacity |
| Quantity | Quantity | Value in rupees |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1.  2.  3. |  |  |  |  |  |

(ii) After diversification :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the product(s) | Annual installed capacity | Actual production during the last ordinal year of commencement of production | | Percentage of utilization of installed capacity |
| Quantity | Quantity | Value in rupees |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1.  2.  3. |  |  |  |  |  |

(b) Total increase in production expressed in percentage viz. total of (ii) minus yearly average total of (i) divided by latter and multiplied by 100.

14. Raw materials :

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

(i) Prior to diversification :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the raw materials | Actual annual requirement | | Utilisation during the year | | Remarks |
| Quantity | Value in rupees | Quantity | Value in rupees |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.  2.  3. |  |  |  |  |  |  |

(ii) After diversification :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the raw materials | Actual annual requirement | | Utilisation during the last ordinal year of commencement of production 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(s) of the raw material(s) | Whether the source of supply is within Assam/outside Assam | Name and address of the suppliers of raw materials, private/Government organization/ public sector undertaking |
| 1 | 2 | 3 | 4 |
| 1.  2.  3 |  | | |

15. Sales of finished product(s) :

(a) Prior to diversification :

(Please furnish information for last 3 ordinal years of commencement of production)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name(s) of the product(s) | Product(s) sold during the last ordinal year | | | | Remarks |
| Within the State of Assam | | Outside the State of Assam | |
|  |  | Quantity | Value in rupees | Quantity | Value in rupees |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.  2.  3. |  | | | | | |

(b) After diversification :

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

16. 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. Managerial  2. Supervisory  3. Skilled  4. Semi skilled  5. Others  Total : | | | | | |

17. Eligibility Certificate applied for the incentives.

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

18. 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 :