**Annexure-IV**

**APPLICATION FORM FOR GRANT OF ELIGIBILITY CERTIFICATE**

**[Category “D” units (Units undertaking modernization) – 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 Proprietorship/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

 Provisional Registration No.

 Permanent Registration No.

 (b) 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 filing Statement-A

 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 implementing agency for modernization?

 (a) If yes, the date of approval.

 (b) If no, reasons for the same.

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

 (a) Name of the Consultant

 (b) Amount paid as Consultancy fees

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

 A. Details of land

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

 (e) 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.

 (f) 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.

 (g) 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, Id 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

 (a) Office building.

 (b) Factory building

 (d) Plant and Machinery

 (e) Accessories

 (f) Installation and electrification

 (g) Other fixed assets

 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 modernization | After modernization | Rermaks |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

11. Power :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Items | Prior to modernization (kwh) | After modernization (kwh) | Rermaks |
| 1 | 2 | 4 | 5 | 6 |
| a.b.c.d. | Sanction of powerDate of sanction with letter No.Date of connection of powerConnected load |  |  |  |

12. Date of commencement of production:

 a. Prior to modernization:

 b. After modernization:

13. a. Details of the production:

 (i) Prior to modernization:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI. No. | Name(s) of the product(s) | Annual Installed capacity | Actual production during the year before undertaking modernization | Percentage of utilization of installed capacity |
| Quantity | Quantity | Value in rupees |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1.2.3. |  |  |  |  |  |

 (ii) After modernization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI. No. | Name(s) of the product(s) | Annual Installed capacity | Actual production during the year before undertaking modernization | 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 agerage total of (i) divided by latter and multiplied by 100

14. Raw materials:

 h. Details of raw materials utilized by the unit:

 (i) Prior to modernization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI. No. | Name(s) of the raw materials | Actual annual requirement | Utilization during the year | remarks |
| Quantity  | Galue in rupees  | Quantity  | Value in rupees |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.2.3. |  |  |  |  |  |  |

(ii) after modernization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI. No. | Name(s) of the raw materials | Actual annual requirement | Utilization 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. |  |  |  |  |  |  |

 i. source(s) of raw materials utilized by the unit:

|  |  |  |  |
| --- | --- | --- | --- |
| SI. 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 Undertakings |
| 1 | 2 | 3 | 4 |
| 1.2.3. |  |  |  |

15. Cost and Sales of finished product(s):

 A. Cost:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SI. No.  | Name(s) of the product(s) | Unit cost of production before modernization | Unit cost of production after modernization | Gross profit margin before modernization | Gross profit margin after modernization | Remarks |
|  |  |  |  |  |  |  |

 B. Sales of finished product(s)

 a. Prior to modernization:

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

|  |  |  |  |
| --- | --- | --- | --- |
| SI. No. | Name(s) of the product(s) | Product(s) sold during the last ordinal year | Remarks |
|  |  | Within the State of Assam | Outside of Assam |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.2.3. |  |  |  |  |  |  |

b. After modernization:

|  |  |  |  |
| --- | --- | --- | --- |
| SI. 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 | Out of State of Assam |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1.2.3. |  |  |  |  |  |  |

16. Employment position in the Unit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SI. 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. OthersTotal: |

17. Eligibility Certificate applied for the incentives.

|  |  |  |
| --- | --- | --- |
| SI. 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: