

FORM-A

Application for incentives under the West Bengal Incentive Scheme-2013 for Micro, Small & Medium Enterprises as modified up to 22.05.2015

(To be submitted in duplicate)

To

The General Manager/Officer-In-Charge/ Dy. Director of MSME(Anc.)

District Industries Centre _____ /Sub-DIC _____

Sir,

I son of
..... Proprietor / Partner / Chairman /
Managing Director / Director / Authorized Signatory, on behalf of the unit / enterprise known
as hereby apply for
grant of Subsidy on the items as indicated in column no. 13 under the existing terms and
conditions of WBIS-2013 for MSMEs as modified up to 22.05.2015

1. (a) Name of the Applicant Unit :
- (b) Local Office Address :
- Telephone No. :
- Fax No. :
- E-mail Address :
- (c) Address of the Registered Office :
- Telephone No. :
- Fax No. :
- E-mail Address :
- (d) Name and Designation :
- of the contact person :
- Telephone No. :
- Fax No. :
- E-mail Address :

2. Whether the Project (for which the Application for incentives is submitted) is for (please tick any)

(a) Establishment of a new unit :

(b) Establishment of a branch as second / :

third unit of the existing uni : 3rd unit

3. (a) Constitution : Proprietorship/ Private Ltd./Public
(tick whichever is applicable) Ltd. Co-operative/ Partnership
SHG / others

(b) Category of the entrepreneurs : Women/SC/ST/Minority Community/

(Please tick) Others

(c) Date of establishment/incorporation/ :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Registration of the Company/Co-operative

(d) Date of commencement of commercial :

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Production

(e) EM (Part-II) No. & Date :

4. Location/address of the unit

(A) Location of the Project for which incentive application is submitted.

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 unit/Branch as second /third unit of the existing unit

| (Rs. in lakh) | | | |
|--|----------------|---|--|
| | Estimated Cost | As approved by Banks / Financial Institutions | Investment made on or after 01.04.2012 |
| Land | | | |
| Building | | | |
| Plant , Machinery etc. | | | |
| Miscellaneous fixed assets | | | |
| Engineering fees | | | |
| Preliminary and pre operative expenses | | | |
| Margin Money for working capital | | | |
| Total | | | |

5.1.1 Means of Finance

| (Rs. in lakh) | | |
|--|----------|----------|
| | Proposed | Approved |
| Share Capital: Promoters/Financial Institutions/Public | | |
| Term Loan: Financial Institutions/Banks | | |
| Unsecured Loans | | |
| Other (if any) | | |
| Total | | |

5.2 Existing unit(s) , if there be any.

| | Investment made |
|--|-----------------|
| Land | |
| Building | |
| Plant , Machinery etc. | |
| Miscellaneous fixed assets | |
| Engineering fees | |
| Preliminary and pre operative expenses | |
| Margin Money for working capital | |
| Total | |

6. For new unit/ branch as second/ third unit of the existing unit
(for which incentive application is submitted)

- (a) Item of manufacture :
(b) Annual capacity :

6.1 For existing unit(s) (if there be any):

- (a) Item of manufacture :
(b) Annual capacity :

7. Factory Registration No :

8. Power requirement (KVA) :

(a) For new unit/branch as second/ third
unit of the existing unit :

(b) For existing unit(s), if there be any :

9. Employment generated in the project :

Managerial :

Factory Workers :

Other Workers :

10. Whether the location conforms to

WBPCB norms :

11. Category under which the project falls (please tick) :

| | | | |
|-------|--------|-----|-------------|
| GREEN | ORANGE | RED | SPECIAL RED |
|-------|--------|-----|-------------|

12. Estimated daily requirement of water and source of supply :

13.I. Specific item(s) for which incentive application is submitted :

Under the West Bengal Incentive Scheme

2013 for MSMEs as modified up to 22.05.2015 (Please tick)

- (i) State Capital Investment Subsidy : (Fill in column 15.I)
- (ii) Interest Subsidy on Term Loan : (Fill in column 15.II)
-
- (iii) Power Subsidy : (Fill in column 15.III)
- (iv) Subsidy for Energy Efficiency : (Fill in column 15.IV)
- (v) Subsidy on Stamp Duty and Registration Fees : (Fill in column 15.V)
- (vi) Refund of Entry Tax : (Fill in column 15.VI)
- (vii) Refund of VAT & CST : (Fill in column 15.VII)
- (viii) Subsidy for Water Conservation/
Environment Compliance : (Fill in column 15.VIII)
- (ix) Subsidy for Standard Quality Compliance : (Fill in column 15.IX)
- (x) Work Force Welfare Assistance : (Fill in column 15.X)

(xi) Subsidy for Patent Registration : (Fill in column 15.XI)

13.II. Whether the enterprise intends to apply :

for Waiver of Electricity Duty

to the Director, Directorate of Electricity Duty(Yes / No)

14.I. Whether the enterprise was accorded Eligibility cum Registration Certificate :

2004 2007 2008 2013

under any of the State Incentive Schemes (please tick)

If so,

(a) Date of filing EM (Part : II) :

(b) EM (Part-II) number & date :

(c) Registration Certificate Number & Date :

(d) Whether any incentive(s) has (have) been obtained under the above Certificates.

14.II. Whether the enterprise has availed of any incentive / subsidy under any Incentive/Subsidy Scheme of Govt. of India/ State Govt. If so item and amount of incentive

15. Type of incentive claimed.

15.I. State Capital Investment Subsidy

(a) Fixed capital investment made on plant & machinery :

(b) Amount of State Capital Investment :

Subsidy claimed @ ___ % of the above investment

(c) Additional subsidy (wherever applicable) claimed :

15.II. Interest Subsidy on Term Loan

(a) Amount of Term Loan . :

(b) Name and Address of the bank/financial institution :

(c) Date and amount sanctioned :

- (d) Date of first disbursement :
- (e) Amount of interest paid on term loan with period :
- (f) Rate of interest charged by Bank/ F l:
- (g) Amount of Subsidy claimed :

15.III. Power Subsidy

- (a) Name of the Agency from which electricity: supply is taken.
- (b) Period for which power subsidy is claimed:
- (c) Electricity consumed in Kwh :
- (d) Power subsidy claimed @ Rs. ___/ Kwh:
- (e) If any part of consumption of electricity energy is made for residential purpose, the details of consumption are to be given.
- (f) If any closure of commercial operation takes place during the period of claim, the details of such closure period shall be given.

15.IV. Subsidy for Energy Efficiency :

- (a) Details of expenditure incurred and subsidy claimed :

| | <u>Expenditure incurred</u> | <u>Subsidy claimed</u> |
|--|-----------------------------|------------------------|
| (i) Cost of Energy Audit | Rs. | Rs. |
| (ii) Cost of installations for energy Conservation | Rs. | Rs. |

- (b) Name of the Certified Agency/Agencies that has/have undertaken Energy Audit and installations for energy conservation :

15.V. Subsidy on Stamp Duty and Registration Fees:

- (a) Location of land and/ or building :

- i) Name of location
- ii) Municipality/Block
- iii) Post Office
- iv) District

(b) Registration Office

i) Name

ii) Address

iii) Telephone no

iv) FAX No.

(c) Schedule of Land :

Area

Mouza

J. L. No.

Dag No.

Khatian No.

(d) Description of building :

(e) Stamp Duty paid :

(f) Registration fee paid :

(g) Percentage of land/ building used for setting up of the unit/enterprise :

(i) Subsidy claimed on :

i) Stamp Duty : Rs.

ii) Registration Fee : Rs.

15.VI. Refund of Entry Tax

(a) Amount of Entry Tax paid for procure- :
ment of plant & machinery for the approved
project during the preceding year ending on
31st March

(b) Details of Plant & Machinery :
Indicated in (a) above.

(c) Amount of Entry Tax paid for procure- :
ment of raw materials for the approved
project during the preceding year ending on
31st March

(d) Details of raw materials :
Indicated in (c) above.

(e) Name of the Bank Branch and
Bank Account No. through which payments were made

- (f) Registration Certificate No. of the Dealer :
 under WBST Act, 1994/WBVAT Act,2003
 / CST Act,1956/W.B. Entry Tax Act, 2012

15.VII. Refund of VAT & CST

- (a) Name of the goods manufactured as per approved project and item-wise Production during the financial year
- (b) Amount of VAT paid during the preceding year ending on 31st March in respect of Goods manufactured as per approved project and sold in West Bengal
- (c) Amount of CST paid during the preceding year ending on 31st March in respect of goods manufactured as per approved project and sold outside West Bengal
- (d) Name of the Bank Branch and Bank Account No. through which payments were made
- (e) Registration Certificate No. of the Dealer :
 under WBST Act, 1994/WBVAT Act,2003
 / CST Act,1956/WB Entry Tax Act, 2012

15. VIII. Subsidy for Water Conservation/ Environment Compliance

| (a) Details of expenditure incurred and subsidy claimed : | | <u>Expenditure incurred</u> | <u>Subsidy claimed</u> |
|---|--|-----------------------------|------------------------|
| (i) | Cost of Captive Effluent Water Treatment Plant | Rs. | Rs. |
| (ii) | Cost of Pollution Control Devices | Rs. | Rs. |

15.IX. Subsidy for Standard Quality Compliance

- (a) Details of expenditure incurred and subsidy claimed :

| | <u>Expenditure incurred</u> | <u>Subsidy claimed</u> |
|---|-----------------------------|------------------------|
| (i) For obtaining ISI/BIS Certificate | Rs. | Rs. |
| (ii) For obtaining ISO 9000 Certificate | Rs. | Rs. |
| (iii) For obtaining ISO 14000 Certificate | Rs. | Rs. |
| (iv) For obtaining ISO 14001 Certificate | Rs. | Rs. |
| (v) For obtaining ISO 18000 Certificate | Rs. | Rs. |

15.X. Work Force Welfare Assistance

(a) Employment generated in the project

| Category | General | Women | SC | ST |
|-----------------|---------|-------|----|----|
| Managerial | | | | |
| Factory Workers | | | | |
| Other Workers | | | | |
| Total | | | | |

(b) Details of Code No allotted to the employer by :

- i) Regional Provident Fund Commissioner
- ii) Director, Employees State Insurance

(c) Contribution made by the employer to :

- i) Employees State Insurance (ESI)
- ii) Employees Provident Fund (EPF)

| Month & Year | ESI | EPF |
|--------------|-----|-----|
| April | | |
| May | | |
| June | | |
| July | | |

| | | |
|--------------|--|--|
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| Total | | |

(d) 'Percentage of employees recruited from amongst the persons registered with Employment Bank of the State.

15.XI. Subsidy for Patent Registration :

(a) Patent Registration No. :

(b) Expenditure incurred and subsidy claimed

i) Item :

ii) Expenditure incurred :

iii) Subsidy Claimed :

Declaration

CERTIFIED that the information given in the application and in the enclosed documents is true to the best of my/our knowledge and belief and nothing has been concealed therein.

I/We also well aware of the fact that if the information given by me/us is proved false / not true at any point of time, I/we will have to face punishment as per any provision of Law in force as well as the benefit availed of by me/us or the benefit accrued to me/us shall be summarily cancelled.

I/We hereby agree that I/we shall forthwith repay the amount disbursed to me/us under the Scheme if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

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

I/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

A. Documents to be enclosed with the Application :

1. A copy of the Memorandum of Association and Articles of Association authenticated by the Registrar of Companies / partnership deed (wherever applicable) .
2. A statement on the name and address of the Directors / Partners / Owners of the enterprise / Members of Cooperative or Self Help Groups, as applicable.
3. Copy of approved project report.
4. A copy of loan sanctions letter and disbursement letter issued by financial institutions / banks.
5. A copy of audited balance sheet for last 2 years wherever applicable.
6. A list of plant and machinery with original value along with copies of the bills, money receipts.
7. Existing manufacturing activities in West Bengal stating items, annual approved capacity, annual production during last three years (in quantity and value in Rs. Lakh), if applicable.
8. Copy of the land deed (wherever applicable). In case of rented /leasehold land / buildings, copy of rent agreement and receipt /lease agreement.
9. Copy of mutation & conversion certificate of land/ buildings, wherever applicable.
10. Copy of valid consent to operate certificate from the WBPCB.
11. Copy of VAT, CST,Entry Tax registration certificate.
12. Copy of trade licence.
13. Copies of other statutory licenses (wherever applicable.)
14. Copy of first electricity bill (wherever applicable)
15. Copy of acknowledgement of EM Part-II.
16. Copy of SC / ST certificate wherever applicable.
17. Any other documents, if necessary.
18. Self –declaration as per para 7.1(vi) of the Scheme.

B. Additional documents to be enclosed:

1. State Capital Investment Subsidy
 - i) Self certification on fixed assets as per Annexure-I
2. Interest Subsidy on Term Loan
 - i) A certificate from Bank/FI as per Annexure-II
3. Power Subsidy
 - i) Copy of documents regarding supply of electricity to the unit/enterprise.
 - ii) Copies of all Electricity Bills and corresponding money receipts for which the claim is made.
4. Subsidy for Energy Efficiency
 - i) Copies of relevant bills, money receipts for expenditure incurred towards cost of Energy Audit and installations for energy conservation
 - ii) Copy of Energy Audit Report/Recommendations of the Certified Agency related to the claim in question.
 - iii) Details of installations for energy conservation.
5. Subsidy on Stamp Duty and Registration Fees
 - i) Scheduled of the land
 - ii) Sketch map of the land/building purchased
 - iii) Documents showing payment of Stamp Duty and Registration Fee.
6. Refund of Entry Tax
 - i) A receipted copy of the application submitted to the Commissioner, Commercial Tax, West Bengal in Form-D
7. Refund of VAT & CST
 - i) A receipted copy of the application submitted to the Commissioner, Commercial Tax, West Bengal in Form-E
8. Subsidy for Water Conservation/ Environment Compliance
 - i) Copies of relevant bills, money receipts for expenditure incurred towards cost of Captive Effluent Water Treatment Plant and Pollution Control Devices
 - ii) Details of Captive Effluent Water Treatment Plant and Pollution Control Devices
9. Subsidy for Standard Quality Compliance
 - i) Copies of ISI/BIS/ISO9000/ISO14000/ISO 14001/ISO 18000 Certificate.
 - ii) Copies of relevant bills, money receipts for expenditure incurred for obtaining ISI/BIS/ISO9000/ISO14000/ISO 14001/ISO 18000 Certificate.
10. Work Force Welfare Assistance
 - i) Copies of documents regarding contributions made to ESI/EPF

- ii) A statement showing the names of workers, their age, date of appointment, nature of appointment and nature of work.
- lii) Certificate from the Regional Provident Fund Commissio as per Annexure – III.
- iv) Certificate from the Director, ESI as per Annexure-III.
- v) Documents showing the recruitment from Employment Bank of the State.

11. Subsidy for Patent Registration

- i) Copy of documents on fees paid for Patent registration.
- ii) Copy of Patent Registration Certificate.