



CHECKLIST WHILE SUBMITTING FINAL APPLICATION FORM

(Tick Mark)

1	<i>Final Application Form duly filled and signed. Any documents not submitted at PCC Stage are to be submitted now.</i>	<input type="checkbox"/>
2	<i>Balance Processing fees: 1% (plus GST) of the loan amount less paid earlier.</i>	<input type="checkbox"/>
3	<i>Last three years Income Tax/Wealth Tax returns. (incl. computation)</i>	<input type="checkbox"/>
4	<i>Net worth certificate of the promoter/partners issued by an C.A</i>	<input type="checkbox"/>
5	<i>Location/Layout plan of the unit. Kindly furnish with reference to important Landmarks.</i>	<input type="checkbox"/>
6	<p><i>Land ownership documents of Principal & Collateral (separately):</i></p> <ul style="list-style-type: none"> <i>• Sale Deed/Lease Deed, Conversion Sanad, Form 1 & XIV, Nil Encumbrance Certificate, Site plan, Survey plan (with dimensions) and other relevant title documents.</i> <i>• In case of Goa - GIDC plots the earmarking letter or allotment order along with the Lease Deed to be submitted. Subsequently, NOC from GIDC for creation of mortgage charge of EDC will have to be furnished.</i> <i>• In case of leased/sub-leased premises the borrower shall have to furnish a NOC/lease/sub-lease agreement from the lessor for a minimum period of 10 years.</i> <p><i>Note : Agricultural property to be excluded .</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	<i>Estimates of building and all other civil works. Built-up area statement/FAR, etc. Also furnish details of the cost of acquisition of the premises.</i>	<input type="checkbox"/>
8	<i>Quotation of Plant & machinery with competitive quotations (2 nos.) along with credentials of suppliers (for high value) and turnkey agreements (if any)</i>	<input type="checkbox"/>
10	<i>Details of the personal assets of the promoters with documentary evidence of ownership/relevant title documents regarding the immovable and moveable properties owned by them.</i>	<input type="checkbox"/>
11	<p><i>List of Consents and Approvals (pt.21) Required & Obtained</i></p> <ul style="list-style-type: none"> <i>• NOC from Panchayat/Municipality,</i> <i>• GSPCB/ Health and other related approvals as applicable.</i> <i>• Approved Building plan/ Construction license/Occupancy Certificate.</i> <i>• Earmarking/Allotment letter from Goa-IDC</i> <i>• Registration under Shops & Establishments</i> <i>• Any other approvals/NOC as applicable.</i> <i>• Copy of sanction letters of existing term loans/ W.C facilities, presently outstanding (if any) of the borrower.</i> 	<input type="checkbox"/>
12	<i>Details of contracted/connected load to the premises of the unit. Power availability/sanction letter from Electricity Dept. for requisite electric load.</i>	<input type="checkbox"/> <input type="checkbox"/>
13	<i>Assumptions made in the calculation of projection of profitability estimates, cash flow statements and projected balance sheet.</i>	<input type="checkbox"/>
14	<i>Income Tax Clearance under section 281 (1) (ii) of the Income Tax Act,1961.</i>	<input type="checkbox"/>
15	<p><i>In case of companies -</i></p> <ul style="list-style-type: none"> <i>• Resolutions of the Board/General Body to borrow and appropriate authorization as per the provisions of the Companies Act 1956.</i> <i>• Consent letters from Directors to furnish their Personal Guarantee with copies of their property documents at the time of signing of the legal documents for mortgage of loans.</i> 	<input type="checkbox"/> <input type="checkbox"/>
16	<p><i>Others :</i></p> <ul style="list-style-type: none"> <i>• Technical Feasibility Report and Economic Feasibility Report in case of project that are of technical nature and high project cost.</i> <i>• Income Tax/Wealth Tax and Sales Tax/VAT Assessment Orders for last 3 years in case of high value projects.</i> <i>• In case of collaboration- brief note on the collaboration, agreement, government approvals, fees/royalty, etc.</i> <i>• Any other information as required on case to case basis shall need to be furnished.</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

17	<i>Project Report should contain the following information:</i> <ul style="list-style-type: none">- Brief history of unit & management background including educational qualifications.- Project details inclusive of land, civil works and machinery.- Manufacturing process inclusive of raw materials supply and consumption.- Installed capacity, proposed capacity & utilised capacity (Rs. & units per annum).- Marketing - demand & supply (units per annum), major competitors, marketing arrangements & export potential.- Preliminary & Pre-operative expenses to be incurred.	
<i>Note: a. All photocopies of documents submitted may be self attested. b. Soft copies of submissions made (if available) may be submitted.</i>		