

**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

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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/ building.
10. Copy of valid consent to operate certificate from the WBPCB.
11. Copies regarding SGST

13. Copy of first electricity bill (wherever applicable)
14. Copy of acknowledgement of Udyog Aadhaar Registration
15. Copy of SC / ST certificate wherever applicable.
16. Copy of other statutory licenses/certificates, if necessary.
17. 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 SGST
  - i) A receipted copy of the application submitted to the Commissioner, Commercial Tax , West Bengal on SGST.
7. Subsidy for Environment Compliance
  - i) Copies of relevant bills, money receipts for expenditure incurred towards cost of Pollution Control Devices
  - ii) Details of Pollution Control Device
8. Subsidy for Standard Quality Compliance
  - i) Copies of ISI/BIS/ISO9000/ISO14000/ISO 14001/ISO 18000/ISO 22000/HACCP Certificate.
  - ii) Copies of relevant bills, money receipts for expenditure incurred for obtaining

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9. 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.
- iii) Certificate from the Regional Provident Fund Commission 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.