

**FORM-A****Application for incentives under the Banglashree for Micro, Small & Medium Enterprises****(To be submitted in duplicate)**

To

The General Manager/Officer-In-Charge Sub-DIC, Siliguri

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  
**Banglashree** for MSMEs

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. : .....

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 an expansion unit : ☐

3. (a) Constitution : Proprietorship/ Private Ltd./Public Ltd.  
(tick whichever is applicable) 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) Udyog Aadhaar Registration 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 :

## 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 01.04.2018
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
<b>Share Capital:</b> Promoters/Financial Institutions/Public		
<b>Term Loan:</b> Financial Institutions/Banks		
Unsecured Loans		
<b>Other (if any)</b>		

## 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 :

10. Whether the location conforms to

WBPCB norms :

11. Category under which the :

GREEN	ORANGE	RED	SPECIAL RED
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project falls (please tick)

12. Estimated daily requirement of water

and source of supply :

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

Under the **Banglashree** for MSMEs (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) Subsidy for Environment Compliance : ( Fill in column 15.VI)

(vii) Subsidy for Standard Quality Compliance :  (Fill in column 15.VII)

(viii) Work Force Welfare Assistance :  ( Fill in column 15.VIII)

(ix) Subsidy for Patent Registration :  ( Fill in column 15.IX)

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  
under any of the State Incentive  
Schemes (please tick)

☐ 2004

☐ 2007

☐ 2013

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- (a) Date of filing EM (Part : II) :
- (b) EM (Part-II) number & date :
- (c) Registration Certificate Number & Date :
- (d) UAM NO. and Date :
- (e) 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/ FI :
- (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

## 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) Municipal Corporation/Municipality/Block :
- iii) Post Office :
- iv) District :

(b) Registration Office

- i) Name :
- ii) Address :
- iv) Telephone no :
- v) 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.

## 15. VI. Refund of SGST:

- (a) Name of the goods manufactured as per approved project and item wise production during the financial year.
- (b) Amount of Net SGST paid during the preceding year ending on 31st March in respect of good manufactured and sold in WB , as per approved project (after deducting input credit):
- (c) Registration certificate no. of the under GST act 2017:

## 15. VII. Subsidy for Water conservation / Environment Compliance

- a. Details of expenditure incurred and subsidy claimed

<u>Expenditure incurred</u>	<u>Subsidy claimed</u>
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- |     |  |     |     |
|-----|--|-----|-----|
| i)  | Cost of Pollution Control Devices      | Rs. | Rs. |
| ii) | Cost of effluent water treatment plant | Rs. | Rs. |

## 15. .VIII Subsidy for Standard Quality Compliance

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

<u>Expenditure incurred</u>	<u>Subsidy claimed</u>
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- |       |                                     |     |     |
|-------|-------------------------------------|-----|-----|
| (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. |
| (vi)  | For obtaining ISO 22000 Certificate | Rs. | Rs. |
| (vii) | For obtaining HACCP Certificate     | Rs. | Rs. |

## 15. .IX. Work Force Welfare Assistance

- (a) Employment generated in the project

Category	General	Women	SC	ST
Managerial				
Factory Workers				
Other Workers				



(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		
<b>Total</b>		

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

15. X. Subsidy for Patent Registration :

(a) Patent Registration No : \_\_\_\_\_

(b) Expenditure incurred and subsidy claimed

- i) Item : \_\_\_\_\_
- ii) Expenditure incurred : \_\_\_\_\_

**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/ 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.