

Check List for submission of Incentive Claim

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.

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.
 - iii) Certificate from the Regional Provident Fund Commissioner 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.