

**APPLICATION FOR SANCTION OF CAPITAL SUBSIDY FOR  
MICRO, SMALL AND MEDIUM (MANUFACTURING) ENTERPRISES**

Specify the name of the subsidy applied for (Pl.  mark)

- i. Capital Subsidy
- ii. Special Capital Subsidy for Thrust Sector Enterprises
- iii. Employment Intensive Subsidy
- iv. Additional Capital Subsidy for Select Category of Entrepreneurs
- v. Additional Capital Subsidy for Promotion of Cleaner and Environment Friendly Technologies

**1.0. Details of Enterprise:**

1.1 Name of the Enterprises:


1.2 Name of the Proprietor /Managing Partner /Managing Director


**2.0. Address of the Unit:**

2.1 Office:

																					P I N

2.2 Factory:

																					P I N

### 3.0. Location of the Enterprise

3.1. Name of Village/Town

3.2. If located in Industrial Estate

i. Name of the Industrial Estate

ii. Whether Govt./SIDCO/SIPCOT  
Co-Op/Others

3.3 Name of Block

3.4.Name of Taluk

3.5 Name of District

### 4.0. Contact Nos

Telephone  Office

Factory

Cell Phone

### 5.0 Status of the Enterprise: (Pl. mark)

#### 5.1. Constitution

Proprietary  Partnership  Pvt. Ltd.  Limited  Coop.  Others

5.2 Enterprise Status  Micro  Small  Medium

#### 5.3 Whether New/ Expansion/ Diversification

New  Expansion  Diversification

#### 5.3. Social Status of the Entrepreneur

Women  SC/ST  Physically disabled  Transgender  Others

5.4 If Women/ SC, ST /Physically disabled / Transgender please indicate % Share of the Partner(s) / Director(s) in the equity:

Name of Partners /Directors												Sex	Comm unity	P.H.	Share	Value	%
1																	
2																	
3																	
4																	
5																	
												Total					

**6.0 Details of Entrepreneurs Memorandum (Part II)**

6.1. E.M. (Part II) No:

Date:

6.2 Activity as specified in the Entrepreneurs Memorandum (Part II)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**7.0. Project Details:**

**7.1. Line of Activity.**

Status	Items Manufactured	Installed capacity / Turnover	
		in units	Value in Rs.
New /Existing Unit			
Expansion/ Diversification Project			
% of capacity increase proposed under Expansion / Diversification Project			

**7.2 Fixed Capital Investment(in Rs.)**

Nature of Assets	Existing Unit	Expansion/ Diversification Project	Total	% of increase under Expansion/ Diversification Project
Land				
Building				
Plant & Machinery				
Others				
Total				

**7.3. Means of finance (in Rs.)**

i. Equity from Promoters/Partners/Shareholders	<input type="text"/>
ii. Term loan	<input type="text"/>
iii. Hire purchase	<input type="text"/>
iv. Leasing	<input type="text"/>
v. Public issue	<input type="text"/>
vi. Preferential issue	<input type="text"/>
vii. Others	<input type="text"/>
Total	<input type="text"/>

**7.4 Details of Term loan sanctioned and availed :**

- a. Name of the Bank/Financial Institution :
- b. Type of Loan :
- c. loan Sanction No. and date :
- d. Term loan Sanctioned in Rs. :
- e. Term loan released in Rs. :
- f. Rate of Interest % :

**8. Details of Power Supply**

8.1. Service connection No. & Date : 


8.2. Load Details :

	Sanctioned Load	Connected Load						
Power Load H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
Lighting Load H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
Total H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			

**9. Employment created / likely to be created**

	Men	Women	Total									
i) Managerial :	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
ii) Supervisory / Technical	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
iii) Workers	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
a) Skilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
b) Semi-skilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
c) Unskilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
Total	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			

**10. Details of Registration with Commercial Tax Department with Date**

- i. TIN Number and Date :
- ii. CST Registration Number and Date :

**11. Date of commencement of commercial production**

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**12. Date of first sale invoice raised or date of first delivery Challan (in case of enterprises manufacturing on job work basis) Give Invoice/ delivery Challan Number & Date**

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**13. Details of subsidy claimed in Rs. :**

a. Plant and Machinery value

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b. Capital Subsidy / Special Capital subsidy @ 15% of Plant and Machinery (Maximum Rs. 30 lakhs)

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c. Employment Intensive Subsidy @ 5% of Plant and Machinery value (Maximum Rs. 5 lakhs)

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d. Additional Capital Subsidy for Select Category of Entrepreneurs 5% (Maximum Rs. 2 lakhs)

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e. Additional Capital Subsidy on @ 25% on the vale of Plant and Machinery installed to promote cleaner and environment friendly technologies (Maximum Rs. 3 lakhs)

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Total subsidy claimed \* Rs.

(\* This should not exceed Rs.40.00 Lakh per Enterprise)

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### **Declaration**

I / We hereby declare that all the information given above and the statements and other documents enclosed are to the best of our knowledge and belief, true and correct.

I / We hereby agree that, I / We shall forthwith repay the Capital Subsidy / Special Capital Subsidy for Thrust sector enterprises / Employment Intensive Subsidy / Additional Capital Subsidy for select category of entrepreneurs / Additional Capital Subsidy for promotion of Cleaner and Environment friendly technologies disbursed to the unit, if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatever reason. Further we also shall be liable to pay interest at such rate as prescribed by the Government from time to time on such amounts and such other changes / expenses which may be repayable by us.

It is further certified that I / we have not hitherto applied for or have received any amount by way of grant / subsidy in respect of this Enterprise from Government / Financial institution.

Place :

Authorized signatory

Date :

Designation with seal

## **List of Documents to be submitted along with subsidy application**

### **I. General**

1. Copy of Entrepreneur Memorandum (Part I) and (Part II).
2. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3. If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4. If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5. Certificate from Block Development Officer regarding the block/ area in which the enterprise is located.
6. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Enterprises.
7. Copy of sanction order from T.N.E.B for power supply with copy of Meter card.
8. Copy of the invoices, cash bills and stamped receipt duly attested. In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
9. Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-A)
10. Certificate of commencement of commercial production duly signed by Chartered Accountant .
11. For self fabricated Plant and Machinery items
  - i. Chartered Engineer's Certificate for the value of the plant and machinery.
  - ii. Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished.
  - iii. Copy of the invoices, cash bills , job work bills and stamped receipt duly attested
12. Copy of the first sale invoice raised after commencement of Commercial Production or copy of first delivery challan ,in case of enterprises manufacturing on job work basis.

### **II. Additional documents for to be submitted in respect of enterprises applying for Employment Intensive Subsidy/Additional Capital Subsidy for Select Category of Entrepreneurs & for Promotion of Cleaner and Environment Friendly Technologies**

13. Self declaration for having employed more than 25 workers with copy of returns to Labour Department / Inspector of Factories Department etc.,

14. Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped / Transgender etc,
15. Letter from Tamil Nadu Pollution Control Board regarding promotion of Cleaner and Environment friendly technologies in the unit.

**III. Additional documents in respect of existing enterprises taking up expansion / diversification.**

*Certificate from Chartered Accountant on the following*

16. Date of commencement of commercial production after expansion / diversification
17. Annual production turnover for the last 3 years before the date of commencement commercial production under expansion/ diversification
18. a. Value of fixed assets before Expansion/diversification , on Expansion / diversification and after Expansion / diversification % increase of fixed assets due to Expansion / diversification.
- b. Production capacity / Turnover (both in terms of units and value in Rs. ) before expansion/ diversification, after expansion / diversification and % increase of production capacity / Turnover due to expansion / diversification.

Note : All Original documents should be produced for verification and return at the time of inspection. If the originals are in the bank, the copies should be duly attested by the Branch Manager of the bank which financed the project.

**ANNEXURE-A**

**CHARTERED ACCOUNTANT CERTIFICATE**

This to certify that M/s. ....have made the following fixed capital investment for their new enterprise / expansion / Diversification Project of their existing enterprise and commenced of commercial production of their new enterprise / expansion/ Diversification Project of their existing enterprise on

Nature of Assets	Existing Unit (or) New Unit	Expansion/ Diversification Project	Total
	in Rs.		
1. Land			
2. Building			
3. Plant & Machinery*			
4. Others			
Total			

\* Details to be enclosed separately in the Annexure to this certificate.

I/We hereby confirm that I/We have examined the prescribed registers, books of account and the bank statement in respect of the above unit.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory\_\_\_\_\_

Name\_\_\_\_\_

Membership No.\_\_\_\_\_

Full address\_\_\_\_\_

Name and address of the Institution where registered.

Date:

Place:

Signature of Applicant

Signature of Chartered Accountant



**ANNEXURE-B**

**LIST PLANT AND MACHINERY INCLUDING INSTALLATIONS DETAILS  
AS ON THE DATE OF COMMENCEMENT OF COMMERCIAL PRODUCTION**

S.No.	Name of the machinery and machine No.	supplier's name	Bill No. & Date	Total cost inclusive of tax	Transport erection etc. (5 & 6)	Total cost of machinery as erected	mode of payment stamped receipt No. & etc.	Date of erection commission of the machinery
1	2	3	4	5	6	7	8	9

Signature of Applicant

Signature of Chartered Accountant