

## **Checklist for Claim of Central Capital Investment Subsidy for New & Existing Units**

### 1. Constitution of the unit

- a. In case of Private Limited / Public Limited company
  - i. Registration Certificate under Companies Act
  - ii. Memorandum and Article of Association
  - iii. Name & Address of the Director with their PAN no
- b. In case of Partnership unit
  - i. Deed of partnership
  - ii. General Power of Attorney
  - iii. Name & Address of the Partners with their PAN no
- c. In case of Co-operative Society
  - i. Registration Certificate from the Jt. Register of Co-operative Society
  - ii. Article of Memorandum of Association
  - iii. Resolution of the general Body for registration of the unit.

### 2. Registration

- a. In case of proposed/new unit:  
Entrepreneurs Memorandum Part I & Part II/IEM /LOI/IL (as applicable)
- b. In case of existing unit undergoing expansion: PMT  
regn./Entrepreneurs Memorandum Part II/IEM/LOI/IL (as applicable)

### 3. Land & Building

- a. In case of own land
  - i. Purchase deed / gift deed/any other document to establish the ownership
  - ii. Upto date non-incumbent certificate
  - iii. Jamabandi copy and trace map
- b. In case of Industrial land allotted by any Government Agency
  - i. Deed of agreement
  - ii. Up to date rent payment receipt
- c. In case of Industrial shed allotted by any Government Agency
  - i. Deed of agreement

- ii. Up to date rent payment receipt
  - d. In case of leasehold land from a private owner
    - Lease deed agreement
  - e. In case of Government land/plot allotted by Government
    - i. Allotment letter
    - ii. Premium payment receipt
- 4. Statement of Plant and Machinery as per Form :1C(A)
- 5. Certified copies of all bills, vouchers & money receipt of plant and machinery
- 6. Certificate of fixed capital investment from a Chartered Accountant as per Form:1C(B)(i)/Form: 1C(B)(ii)
- 7. Certificate from Financial Institution/Bank, regarding disbursement ,vide Form:1C(D)
- 8. Sanction letter from the financial Institution / Banks for term loan & working capital
- 9. Certificate from a Chartered Accountant regarding Sources of Finance as per Form:1C(F)
- 10. Certificate from Registered Architect on Civil Construction, Form:1C(G)(i)/Form:1C(G)(ii)
- 11. Project Report
- 12. Power sanction letter and first bill from State Electricity Board/ Competent Authority/Competent Department.
- 13. No objection certificate from local body/authority
- 14. NOC/Consent for operation from Pollution Control Board
- 15. First bill(s)/money receipt of purchase of raw material
- 16. Challan against first sale of finished product(s)/service rendered.
- 17. Affidavit as per Form:1C(C )
- 18. List of employees with name, address and designation
- 19. Balance sheets for last three accounting years (in case of existing units undergoing expansion).
- 20. Tea Board registration in case of a Tea Factory
- 21. Registration certificate under Central Package of Industrial Incentives for Himachal Pradesh and Uttarakhand, 2013, issued by DIC
- 22. PAN Card of the Directors/Proprietors/Partners
- 23. Sales tax/VAT, Central excise clearance certificate

24. Certificate of the unit having become functional/operational indicating date of commencement of function/operation from the concerned department as applicable (in case of service sector units)
25. Report of HPSIDC/SIDCUL on the scrutiny of the details of the cost of project (in case of self-financed units).
26. Any other document that may be required as per direction of State Government /Directorate of Industries /HPSIDC/SIDCUL