

Checklist for Claim of the Capital Subsidy under Hill Policy

1. Constitution of the Firm
 - a. Private Ltd. Company / Public Ltd. Company
 - i. Certificate of Incorporation
 - ii. MoA and AoA
 - iii. Name, Address and Pan Numbers of all the Directors
 - b. Partnership Firm
 - i. Partnership Deed
 - ii. Name, Address and Pan Numbers of all the Partners
 - iii. General Power of Attorney
 - c. Cooperative Society
 - i. Incorporation Certificate
 - ii. MoA and AoA
 - iii. Board Resolution supporting the registration
2. Registration Numbers
 - i. For Proposed New Units
 1. EM Part I and Part II / IEM / LOI / IL (if any)
 - ii. For existing units, undergoing substantial expansion
 1. PMT Registration / Part II / IEM / LOI / IL (if any)
3. Land and Building
 - a.
 - i. Sale Deed / Gift Deed / Any other document to prove ownership
 - ii. Current Non-Incumbent Certificate
 - iii. Copy of Jamabandi and Trace Map
 - b. Land allotted from any Govt. Agency
 - i. Rent Agreement
 - ii. Current Rent Receipts
 - c. Shed allotted from any Govt. Agency
 - i. Rent Agreement
 - ii. Current Rent Receipts
 - d. Shed allotted from any Govt. Agency
 - i. Patta Deed Agreement

- e. Any land allotted by Govt. or is owned by Govt.
 - i. Allotment Letter
 - ii. Premium Payment Receipt
- 4. Form No. 1C(A) – Details of Plant and Machinery
- 5. Detailed description of all the plant and machines with bills and vouchers
- 6. Form No. 1C(B) – Chartered Accountant Certificate
- 7. Form No. 1C(D) – Certificate of Disbursement from Bank / Financial Institution
- 8. Sanction Letter for Term Loan / Working Capital from Bank / Financial Institution
- 9. Form No. 1C(F) – Source of Finance Certificate signed by CA
- 10. Form No. 1C (G) – Certificate of Registered Architect on Civil Construction
- 11. Project Report
- 12. Sanction Letter and First Bill from concerned authority for Electricity
- 13. NOC from Local Bodies / Authorities / Boards
- 14. NOC from Pollution Board
- 15. Raw Material Purchase First Bill and Invoice
- 16. First Sales receipt of finished goods
- 17. Form No. 1C(C) – Affidavit
- 18. List of employees along with name, designation and address
- 19. Balance Sheet of last three year for existing units
- 20. Tea Board Registration for Tea Factories
- 21. DIC Registration Certificate for MSME Policy 2015
- 22. Pan Card copies of all directors / partners / owners
- 23. Copies of registration under CST / Sales Tax / VAT
- 24. For Service Sector Units, letter certifying the production status of the unit clearly mentioning the date of production from related departments
- 25. Source of Finance for Self-financed units in details
- 26. Any other documents as required by State Government / Directorate of Industries