

CHECK LIST

for ELIGIBILITY CERTIFICATE for unit undergoing Substantial **EXPANSION/** **MODERNISATION / DIVERSIFICATION**

(in case of the **Small, Medium and Large Scale units**)

Self Certified copies of the documents to be submitted along with the EC application. These are as follows:

| | |
|---|--|
| 1 | <p>Constitution</p> <p>a. In case of a Partnership unit</p> <p style="padding-left: 40px;">i. Registered Deed of Partnership, ii. General Power of Attorney, iii. List of partners with PAN.</p> <p>b. In case of Co-operative Society/SHG/NGO</p> <p style="padding-left: 40px;">i. Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies.</p> <p style="padding-left: 40px;">ii. Article of Memorandum of Association/By-Laws</p> <p style="padding-left: 40px;">iii. Resolution of the General Body Meeting for Registration</p> <p>c. In case of a Company</p> <p style="padding-left: 40px;">i. Registration certificate under the concerned Act</p> <p style="padding-left: 40px;">ii. Memorandum and Articles of Association</p> <p style="padding-left: 40px;">iii. List of Directors with PAN</p> |
| 2 | EM II/IEM etc with up-to-date amendments recording additional investment, additional item of production/service, date of commencement of production/service after substantial Expansion / Modernisation / Diversification. |
| 3 | Project Feasibility Report for substantial Expansion/ Modernisation / Diversification undertaken. Letter of intimation to General Manager DICC/ MD, AIDC indicating that the unit is going to take up expansion/modernization/diversification programme. The date of receipt of the letter shall be the cutoff date for investment in the unit. Such an authenticate copy shall be submitted along with the application in case of the unit taken effective steps for expansion / modernisation/diversification. |
| 4 | <p>Land</p> <p>a. In case of own land</p> <p style="padding-left: 40px;">i. Purchase deed/gift deed/any other document to establish ownership.</p> <p>b. In case of industrial land/shed allotted by any Government Agency</p> <p style="padding-left: 40px;">i. Deed of Agreement ii. Up to date rent receipt</p> |

| | |
|----|---|
| | <p>c. In case of lease hold from private owner</p> <p>i. Notarized Lease deed Agreement</p> <p>d. In case of Government land/plot allotted by Government</p> <p>i. Allotment letter with up to date premium payment receipt.</p> |
| 5 | Sanction letter(s) from the Financial Institution / Banks /Government Organisation for Term Loan for expansion/modernization/diversification. |
| 6 | Certificate on disbursement of additional Term loan from Bank/Financial institution |
| 7 | Certificate from CA on Fixed Capital Investment and Source of Finance as per Annexure:3.B |
| 8 | Plan / Design, Estimate and Engineer's Certificate for of Civil Construction as per Annexure 1.B and actual cost on civil works as per Annexure : 2. |
| 9 | <p>Documents on power:</p> <p>i. Initial Power Sanction letter(s)</p> <p>ii. Additional Power Sanction letter(s)</p> <p>iii Installation report of power generating set from Chief Electrical Inspector cum Adviser, Assam, wherever applicable, pertaining to expansion programme.</p> <p>v. Last Electricity Bill and Payment Receipt prior to substantial Expansion /Modernisation / Diversification.</p> <p>vi. First Electricity Bill and Payment Receipt after substantial Expansion / Modernisation / Diversification.</p> |
| 10 | <p>List of:</p> <p>(a) Plant & Machinery / Equipment prior expansion/modernization/diversification</p> <p>(b) After substantial expansion/ modernization/diversification with all bills / challans / vouchers /money receipts etc. for substantial expansion claimed as per Annexure:8</p> |
| 11 | Appraisal Report of Bank/Financial Institution/s. |
| 12 | Bank Statements of the Term Loan account/other accounts from where cheques etc have been issued to suppliers of machinery /other assets etc of the unit |
| 13 | Certificate from a registered chartered accountant on production /sales and raw-material consumption of the unit since the day of commercial production/rendering of services till the day of submission of application for EC by the unit as per Annexure:9 |
| 14 | <p>Valuation report from CBDT approved valuer on-</p> <p>i. Fabricated Machinery/ Machinery Fabricated at site</p> <p>ii. Technical Civil Works forming an integral part of the machinery installed in the factory</p> |
| 15 | Capacity Assessment Certificate before and after Expansion / Modernisation / Diversification |

| | |
|----|--|
| 16 | <p>i. List of employees before and after substantial Expansion / Modernisation / Diversification (based on the daily Attendance Register of the unit) as per Annexure: 6</p> <p>ii. Local Employment Certificate from the District Employment Officer (in case of Small Units) / Director of Employment & Craftsmen Training, Assam (in case of Medium and Large units) prior to and after substantial Expansion / Modernisation / Diversification.</p> |
| 17 | Complete Balance Sheets for the accounting years preceding the year of completion of substantial Expansion / Modernisation / Diversification and after the year of Expansion / Modernisation / Diversification. |
| 18 | Agreement / MOU executed with the organisation providing Technical Know-how and Quality Certification, if any. |
| 19 | Eligibility Certificate issued, if any, before Expansion / Modernisation / Diversification. |
| 20 | MOU for franchise for / after the Expansion / Modernisation / Diversification. |
| 21 | No Objection Certificate, Trade License from the Local Body / Authority |
| 22 | NOC / Consent from the Pollution Control Authorities. |
| 23 | Copy of the Certificate under AGST Act / AVAT Act. & CST Act. |
| 24 | Copy of Central Excise Registration and Copy of Central Excise Returns and Challans. |
| 25 | Copy of Service Tax and Entry Tax payment Challans |
| 26 | PAN of the unit and promoter(s) and Income Tax Clearance / Return of the unit duly acknowledged by the Authority concerned, |
| 27 | Other Registration / Permission / License / NOC etc. required for establishing and running of the unit e.g. Service Tax Registration, Factory License, Forest License, Tea Board's Registration, Labour License, etc. as applicable. |

(For all **Annexure** please refer the Operational Guidelines 2014)