

Cheek-list for Disposal of Applications for REGISTRATION CERTIFICATE (PART-I) under WBSSIS-2013

	POINTS OF CHECKING DOCUMENTS	REQUIRED PARTICULARS/ INFORMATION FOUND					
1	Date of receiving application						
2	Online Application Acknowledge No.						
3	Name of the applicant co.						
4	Full office address with phone no., fax no. and email address						
5	Memorandum of Articles of Association: no. and date of registration/issue and authority						
6	ROC Certificate: <i>Issuing Authority, no. and date of issue</i>						
7	Acknowledgement/ Approval of Govt. of India / Govt. of West Bengal for IEM / EM (Part-I/II): no. & date of issue						
8	Location of the manufacturing unit (mention Zone also):						
(a)	As per Application						
(b)	As per IEM / EM (Part-I/Part-II)						
(c)	As per NOC (Consent to Establish) from WBPCB						
8	Application Fee: Amount, mode and date of deposit						
9	Particulars of Land [<i>as submitted with application for RC-I</i>)]						
(a)	Plot No.s, Mouja (s), JL No., P. S. and District OR Plot no.s and name of PSU Industrial Estate/Park						
(b)	Right/Title as per mutated ROR or Possession Certificate: <i>name of authority, date of issue and whether in the name of the Co. as raiyat / lessee / assignee</i>						
(c)	Classification of Land as per Conversion Certificate: <i>name of authority, date of issue, whether in the name of the Co. and plot no.s matching with ROR</i>						
10	Product and Code as per NIC Code of 2008	Item	Code	Item	Code	Item	Code
(a)	As per Acknowledgement of IEM /EM						
(b)	As per application for RC-I						
(c)	As per DPR						
11	Certificate of prescribed authority in lieu of NIC						

	Code where applicable: no. & date of issue, authority				
12	Special Category Product/Service in terms of Clause 9, 10 or 11 or Annexure-II of WBSSIS-2013 [Mention]				
13	Status of the manufacturing unit:				
(a)	whether a new unit or expansion of capacity of the existing unit				
(b)	whether expansion of capacity of the same product or of a new product				
(c)	whether expansion at a new location or at the same location as the pre-expansion unit				
14	In case of expansion, particulars of production prior to the present expansion [ref. to Clause 3.12.2 (c) read with list of documents below Form No.1] Items of Existing Product (s) / Services (s)	<i>annual installed capacity as per application</i>	annual approved production capacity as per RC/RC-II/ State /Central Govt. record *	annual production during last 3 years of the unit prior to this expansion [certified by CA/ CE]:	
(a)					
(b)					
(c)					
(d)					
	<i>*Mention name of document, issuing authority, date of issue and capacity certified/ recorded</i>				
15	Project Cost: (Rs. Lakh)	DPR	Application	IEM/EM	Consent to Establish
(a)	Fixed Capital Investment				
(b)	Others				
(c)	Total				
16	Production capacity as recorded in →	DPR	Application	IEM/EM	Consent to Establish
	Capacity per Annum →				
17	Declared Employment (Direct)				
18	List of Plant & Machinery with date of purchase and value - whether submitted or not				
19	Scale of Investment (as per Scheme)				
20	Source of Finance [name and address of bank branch, no. date of issue of assurance/sanction, unless self-financed]				
21	Category as per pollution control norms of WBPCB: RED/ORANGE/GREEN/ EXEMPTED				

22	Particulars of NOC (Consent to Establish) of WBPCB				
(a)	Memo. No. and Date of Issue of NOC				
(b)	Name of Co. mentioned in NOC				
(c)	Location of the unit mentioned in NOC				
(d)	Products/Service Items mentioned in NOC				
(e)	Product/Service Item-wise Capacity mentioned in NOC				
23	Expected Date of CCP as given in Application				
24	Trade Licence: no., date of issue, validity period, issuing authority and name of the trade				
25	Permission for Construct a Factory [Approval of Lay-out Plan of Factory]: no. and date of issue, validity, item of production				
26	Permission for Use of Water: no., date of issue, validity, issuing authority, volume of water use, source				
27	Fire Safety Certificate: no., date of issue, validity period, activity and location mentioned in FSC				
28	POWER CONNECTION Agreement: no., date of issue, issuing authority, quantity mentioned				

Signature

Signature

Signature

Date

Date

Date

(Name)

(Name)

(Name)

Designation

Designation

Designation