

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

	POINTS OF CHECKING DOCUMENTS	REQUIRED PARTICULARS/ INFORMATION FOUND					
		Item	Code	Item	Co de	Item	Code
1	Date of receiving application						
2	Online Application Acknowledge No.						
3	Name of the applicant co.						
4	Full office address with phone no. and email address						
5	Acknowledgement/ Approval of Govt. of India / Govt. of West Bengal for IEM (Part-B)/ EM(Part-II): no. and date of issue						
6	Location of the manufacturing unit (mention Zone also):						
(a)	As per IEM (Part-B)/ EM (Part – II)						
(b)	As per NOC (Consent to Operate) from WBPCB						
7	Product and Code as per NIC Code of 2008						
(a)	As per Acknowledgement of IEM (B)/EM(II)						
(b)	As per application for RC-I						
(c)	As per application for RC-II						
(d)	As per TEFR						
8	Special Category Product/Service in terms of Clause 9, 10 or 11 or Annexure-II of WBSSIS-2013 [Mention]						
9	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 new product						
(c)	whether at a new location or at the same location as the pre-expansion unit						
10	Actual Project Cost: (Rs. Lakh)	DPR	Application	IEM (II)/ EM (B)	Certificate of CA		
(a)	Fixed Capital Investment						
(b)	Others						
(c)	Total						
11	Production capacity as recorded in	DPR	Application	IEM (II)/ EM (B)	Certificate of CA		
	Capacity per Annum						
12	Declared Employment (Direct)						

13	Scale of Investment (as per Scheme)				
14	Source of Finance [name and address of bank branch, no. and date of issue of sanction, unless self-financed]				
15	Category as per pollution control norms of WBPCB: RED/ORANGE/GREEN/EXEMPTED				
16	Particulars of NOC (Consent to Operate) 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				
17.	Commencement of Commercial Production (CCP):	Certificate of CA	Electricity Consumption	IEM (B)/EM (II)	Other document
	Date and Month of CCP				
18	Trade Licence: no., date of issue, validity period, issuing authority and name of the trade				
19	Factory Registration and Licence: no. and date of issue, validity,				
20	Fire Safety Licence: no., date of issue, validity period, articles and quantity mentioned				
21	VAT Registration: no., date of issue, validity period, Product (s) and capacity mentioned				
22	POWER CONNECTION CERTIFICATE: no., date of issue, issuing authority, quantity mentioned, consumer no.				
23	CERTIFICATE OF POWER INTENSIVE UNIT: no., date of issue, issuing authority, quantity mentioned therein				
24	IMPORTER/EXPORTER CODE [IEC]: [if applicable] no., date of issue, issuing authority, validity period, articles and quantity mentioned				

 Signature

 Signature

 Signature

 Date

 Date

 Date

 (Name)

 (Name)

 (Name)

 Designation

 Designation

 Designation