

APPLICATION TO WBIDC FOR FINANCIAL ASSISTANCE

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APPLICATION FOR FINANCIAL ASSISTANCE

1. GENERAL

Date of application: _____

1.01 NAME OF THE INDUSTRIAL CONCERN
(IN BLOCK LETTERS)

1.02 CONSTITUTION

PUBLIC/PRIVATE LIMITED CO.

CO-OP. SOCIETY/PARTNERSHIP/

PROPRIETARY CONCERN

ENCLOSE: COPY OF MEMORANDUM AND ARTICLES OF ASSOCIATION/BYE-AWS/PARTNERSHIP DEED.

1.03 DATE OF INCORPORATION/REGISTRATION

1.04 DATE OF COMMENCEMENT OF BUSINESS

1.05 NAME OF THE BUSINESS HOUSE/GROUP TO WHICH THE CONCERN BELONGS AND THE LIST OF OTHER COMPANIES IN THE SAME GROUP

1.06 IS THE MRTP ACT APPLICABLE TO THE COMPANY? IF SO, HAVE YOU OBTAINED THE NECESSARY CLEARNACE FROM THE GOVERNMENT ?

1.07 LOCATION: INDICATE VILLAGE, TEHSIL, DISTRICT AND STATE

A. REGISTERED OFFICE:

B. CONTROLLING (HEAD) OFFICE:

C. PROJECT FOR WHICH ASSISTANCE IS SOUGHT

D. IS IT A BACKWARD AREA ELIGIBLE FOR CONCESSIONAL FINANCE FROM INSTITUTIONS/CENTRAL SUBSIDY/STATE INCENTIVES?

1.08 GIVE BRIEF PARTICULARS OF THE PROJECT. ALSO STATE WHETHER IT IS A NEW/EXPANSION/MODERNISATION/DIVERSIFICATION PROJECT

1.09 NATURE OF INDUSTRY AND PRODUCT

Industry	Product	Capacity	Capacity installed	
			Existing	Proposed

1.10 FINANCIAL ASSISTANCE REQUIRED FROM WBIDC

(In lakh of rupees)

A. TERM LOAN

B. UNDERWRITING

(i). EQUITY CAPITAL

(ii). PREFERENCE CAPITAL

(iii). DEBENTURES

C. ANY OTHER ASSISTANCE

1.11 INCENTIVES APPLIED FOR UNDER THE WEST BENGAL INCENTIVE SCHEME (SPECIFY)

2. PROMOTERS

2.01 IN CASE THE PROJECT IS PROMOTED BY INDIVIDUAL(S), GIVE PARTICULARS OF MAIN PROMOTER(S) INCLUDING INFORMATION ON NAME, ADDRESS, AGE, EDUCATIONAL QUALIFICATIONS, PAST INDUSTRIAL/ BUSINESS EXPERIENCE, EXPERIENCE IN THE PROPOSED INDUSTRY ETC., AS SET OUT IN FORM I. ALSO GIVE BRIEF WRITE UP ON OTHER COMPANIES. IF ANY, PROMOTED BY HIM OR WITH WHICH HE IS ASSOCIATED, TOGETHER WITH A COPY OF THE LATEST BALANCE SHEET (TO BE FURNISHED SEPARATELY IN RESPECT OF EACH OF THE MAIN PROMOTERS).

2.02 IN CASE THE PROJECT IS PROMOTED BY A LIMITED COMPANY, FURNISH A BRIEF WRITE-UP ON THE ACTIVITIES AND PAST PERFORMANCE OF THE COMPANY AND ANY OTHER EXPANSION PROGRAMME(S) CONTEMPLATED.

ENCLOSE:

(I) CERTIFIED COPIES OF MEMORANDUM AND ARTICLES OF ASSOCIATION OF THE PROMOTER COMPANY.

(II) AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNTS FOR THE PAST FIVE YEARS OF THE PROMOTER COMPANY(S)

(III) COPY OF AGREEMENT(S), IN ANY, ENTERED INTO AMONG THE PROMOTERS.

2.03 PROVIDE A LIST OF DIRECTORS ALONG WITH A COMPLETE LIST OF CONCERNS WITH WHICH THEY ARE CONNECTED AS DIRECTOR, PARTNER, PROPRIETOR, ETC. ALSO FURNISH BRIEF WRITE-UPS ON THE ABOVE CONCERNS INCLUDING INFORMATION ON THE NATURE OF BUSINESS AND SIZE OF TURNOVER ETC.

2.04 GIVE NAMES OF BANKERS WITH WHOM ENQUIRIES MAY BE MADE REGARDING THE APPLICANT CONCERN AND ITS PROMOTERS, TOGETHER WITH COPIES OF LETTERS ADDRESSED TO BANKERS IN FORM II.

3. PARTICULARS OF THE INDUSTRIAL CONCERN

(MANY OF THE QUESTIONS IN THIS SECTION ARE APPLICABLE TO EXISTING CONCERNS ONLY)

3.01 GIVE A BRIEF HISTORY OF THE CONCERN INCLUDING ANY CHANGES IN NAMES, BUSINESS MANAGEMENT ETC. ALSO INDICATE ANY MERGERS, REORGANISATION, ETC, WHICH TOOK PLACE IN THE PAST

3.02 PROVIDE A LIST OF SUBSIDIARIES, SHOWING PERCENTAGE OF HOLDING IN EACH AND NATURE OF THEIR BUSINESS

3.03 GIVE PARTICULARS OF HOLDING COMPANY (IN THE PROFORMA GIVEN BELOW) TOGETHER WITH A SELF EXPLANATORY NOTE ON THE EXISTING ACTIVITIES AND ITS SUBSIDIARIES.

ENCLOSE: COPIES OF AUDITED BALANCE SHEETS AND PROFIT & LOSS ACCOUNTS FOR PAST FIVE YEARS OF THE HOLDING COMPANY.

Name of the holding company	Name of Subsidiary companies	Paid-up capital of subsidiary companies as on		% held by holding company	
		Equity	Pref.	Equity	Pref.

3.04 GIVE NAMES, AGES AND ADDRESSES OF DIRECTORS, INCLUDING WHOLETIME DIRECTORS, THEIR QUALIFICATIONS, PAST EXPERIENCE AND BUSINESS AND INDUSTRIAL BACKGROUND AND EXISTING AND PROPOSED SHAREHOLDINGS IN THE COMPANY ETC., AS SET OUT IN FORM III.

ENCLOSE: CERTIFIED COPIES OF

(I) RESOLUTIONS OF AGREEMENT WITH THE MANAGING DIRECTOR/ WHOLE TIME DIRECTORS

(II) APPROVAL OF THE CENTRAL GOVERNMENT FOR THE APPOINTMENTS.

3.05 ENCLOSE CERTIFIED COPIES OF AUDITED BALANCE SHEETS AND PROFIT AND LOSS ACCOUNTS FOR THE LAST FIVE YEARS TOGETHER WITH PRO-FORMA BALANCE SHEET AND PROFIT AND LOSS ACCOUNT OF AS RECENT DATE AS POSSIBLE.

3.06 IN CASE THE ASSETS HAVE BEEN REVALUED OR WRITTEN OFF AT ANY TIME DURING THE EXISTENCE OF THE COMPANY, FURNISH FULL DETAILS OF SUCH REVALUATION, TOGETHER WITH REASONS THEREFOR.

3.07 PROVIDE A LIST OF EXISTING KEY TECHNICAL AND EXECUTIVE STAFF GIVING THEIR NAMES, AGE, QUALIFICATION, SALARIES LENGTH OF SERVICE WITH THE COMPANY AND PREVIOUS EXPERIENCE. FURNISH NUMBER OF SUPERVISORY, SKILLED, SEMI-SKILLED AND UNSKILLED PERSONNEL EMPLOYED IN EACH OF THE EXISTING PLANTS.

ENCLOSE: ORGANISATION CHART SHOWING THE LINES OF AUTHORITY

3.08 GIVE PARTICULARS OF EXISTING LONG-TERM AND SHORT-TERM BORROWINGS AS SET OUT IN FORMS IV AND V

- 3.09 GIVE PARTICULARS OF ASSISTANCE, IF ANY, OBTAINED EARLIER FROM WBIDC, IDBI AND OTHER INSTITUTIONS.
- 3.10 INDICATE THE NUMBER OF EQUITY AND PREFERENCE SHAREHOLDERS. PROVIDE A LIST OF SHAREHOLDERS OWNING OR CONTROLLINGS 5% OR MORE OF EQUITY SHARES, INDICATING THE AMOUNT OWNED AND BUSINESS RELATIONSHIP, IF ANY, WITH THE COMPANY. IN CASE OF PREFERENCE SHAREHOLDERS, GIVE A LIST OF THE TEN LARGEST SHAREHOLDERS. INDICATE IF DIVIDENDS WERE PAID IN THE PAST THREE YEARS ON EQUITY AND PREFERENCE SHARES (THE RATE OF DIVIDENDS SHOULD ALSO BE MENTIONED) FURNISH DISTRIBUTION OF SHAREHOLDINGS AND IN FORM VI.
- 3.11 GIVE A NOTE ON THE COMPANY'S TAX STATUS, VIZ. THE YEAR UPTO WHICH THE COMPANY HAS BEEN ASSESSED FOR INCOME TAX, THE ESTIMATED UNASSESSED LIABILITY, THE CONCESSIONS AVAILABLE AND THE BASIS ON WHICH PROVISION FOR TAX HAS BEEN MADE. PROVIDE DETAILS OF UNCLAIMED TAX BENEFITS, IF ANY.
- 3.12 DESCRIBE MANUFACTURING FACILITIES SEPARATELY AT EACH PLANT INCLUDING :-
- A. DATE(S) OF INSTALLATION AND MAJOR REMODELING :
 - B. ESTIMATED ANNUAL CAPACITY OF MAJOR PLANT SECTIONS AND MAJOR ITEMS OF EQUIPMENTS (DESIGN CAPACITY AND NORMAL CAPACITY WITH BASIS FOR THESE ESTIMATES);
 - C. SPECIFICATIONS OF PRODUCTS MANUFACTURED
- 3.13 FURNISH FIGURES OF LICENSED CAPACITY, INSTALLED CAPACITY, PRODUCTION AND SALES (QUANTITIES AND VALUE) OF EACH MAJOR PRODUCT/PRODUCT GROUP DURING THE LAST FIVE YEARS. GIVE REASONS FOR UNDER UTILISATION OF CAPACITY AND SIGNIFICANT VARIATIONS IN PRODUCTIONS AND SALES IF ANY.
- 3.14 DESCRIBE THE LOCATIONAL ADVANTAGE OF THE EXISTING PLANT WITH RESPECT TO SUPPLY OF RAW MATERIALS, POWER, WATER, FUEL AND LABOUR AS ALSO WITH RESPECT TO FACILITIES FOR TRANSPORTATION, EFFLUENT DISPOSAL AND MARKET.
- 3.15 INDICATE THE EXISTING REQUIREMENT OF VARIOUS UTILITIES AND SERVICES AND THE ARRANGEMENTS FOR THEIR SUPPLY.
- 3.16 GIVE DESTINATION, PHYSICAL VOLUME AND PROCEEDS OF EXPORT SALES BY MAIN PRODUCT LINES IN EACH OF THE LAST FIVE YEARS. ALSO DETAIL THE EXPORT INCENTIVES AVAILABLE TO THE CONCERN.
- 3.17 GIVE DETAILS OF INSURANCE CARRIED OUT ON FIXED ASSETS, INVENTORIES ETC. SHOWING BASIS OF INSURANCE, NAMES OF INSURERS AND TYPES OR RISKS COVERED.
- 3.18 GIVE DETAILS OF ANY PENDING LITIGATION EITHER BY OR AGAINST THE COMPANY.
- 3.19 FURNISH A DETAILED NOTE ON THE R & D ACTIVITIES OF THE COMPANY INCLUDING INFORMATION ON THE NATURE OF R & D ACTIVITIES, TOTAL AMOUNT OF CAPITAL EXPENDITURE INCURRED, ANNUAL BUDGET, NUMBER OF SCIENTISTS/TECHNICAL

PERSONNEL EMPLOYED, LIST OF NEW PRODUCTS/PROCESSES DEVELOPED AND THE EXTENT OF THEIR COMMERCIAL EXPLOITATION

4. PARTICULARS OF THE PROJECT

4.01 DESCRIBE IN DETAIL THE PROJECT FOR WHICH FINANCIAL ASSISTANCE IS REQUIRED, INDICATING WHETHER IT RELATES TO EXPANSION, MODERNISATION OR SETTING UP OF A NEW PLANT.

ENCLOSE: COPY OF PROJECT REPORT/ FEASIBILITY REPORT

A. CAPACITY

4.02 FURNISH DETAILS OF INSTALLED CAPACITY AND PRODUCTION BELOW:
(CAPACITY IS ARRIVED AT ON THE BASIS OF DAYS WORKING
ON SHIFT BASIS)

	PRODUCT	PRESENT INSTALLED CAPACITY	PROPOSED INSTALLED CAPACITY	MAXIMUM PRODUCTION ENVISAGED
I)				
II)				
III)				
IV)				

4.03 INDICATE THE SECTION-WISE CAPACITIES FOR THE MAJOR SECTIONS OF THE PLANT, ALONG WITH DETAILED CALCULATIONS. EXPLAIN THE REASONS FOR EXCESS/INADEQUATE CAPACITY. IF ANY, IN ANY OF THE SECTION

4.04 GIVE SPECIFICATIONS OF MAJOR PRODUCTS AND BY-PRODUCTS, INCLUDING SIZE AND WEIGHT AND, WHERE APPROPRIATE, CHEMICAL AND PHYSICAL PROPERTIES AS ALSO THEIR INDUSTRIAL USES.

B. PROCESS

4.05 EXPLAIN BRIEFLY, THE TECHNICAL PROCESS PROPOSED TO BE EMPLOYED, INDICATE REASONS FOR ADOPTING/CHOOSING THE PARTICULAR PROCESS.

ENCLOSE: COPY OF PROCESS FLOW CHART WITH MATERIAL BALANCE, UTILITIES AND PROCESS PARAMETERS.

4.06 HAS THE PROPOSED PROCESS EVER BEEN TRIED IN THE COUNTRY ? IF DO, WITH WHAT RESULTS.

C. TECHNICAL ARRANGEMENTS

4.07 EXPLAIN THE TECHNICAL ARRANGEMENTS MADE/PROPOSED FOR THE IMPLEMENTATION OF THE PROJECT.

4.08 IN CASE ANY COLLABORATION IS INVOLVED, FURNISH A BRIEF WRITE-UP ON THE COLLABORATOR COMPANY INDICATING ITS ACTIVITIES, SIZE AND TURNOVER, PARTICULARS OF EXISTING PLANTS, OTHER PROJECTS IN INDIA AND ABROAD SET UP WITH SAME COLLABORATION ETC.

ENCLOSE:

- I) COPIES OF PUBLISHED BROCHURES HIGHLIGHTING THE ACTIVITIES OF THE COLLABORATOR AND BALANCE SHEETS FOR LAST THREE YEARS,

- II) COPY OF COLLABORATION AGREEMENT,
- III) COPY OF GOVERNMENT APPROVAL FOR THE COLLABORATION,
- IV) COPY OF GOVERNMENT APPROVAL FOR AVAILING OF THE SERVICES OF FOREIGN TECHNICIANS

4.09 FURNISH THE PARTICULARS OF CONSULTANTS, AS BELOW :

A. NAME OF THE CONSULTANTS (INDICATE WHETHER INDIAN OR FOREIGN)

B. SCOPE OF WORK ASSIGNED TO THEM :

C. FEES PAYABLE AND THE MANNER IN WHICH PAYABLE :

D. BRIEF PARTICULARS OF THE CONSULTANTS INCLUDING THE ORGANISATIONAL SET UP, BIO - DATA OF SENIOR PERSONNEL, NAMES OF DIRECTORS/PARTNERS, PARTICULARS OF WORK DONE IN THE PAST AND WORK ON HAND.

ENCLOSE:

- V) COPIES OF PUBLISHED MATERIAL ON CONSULTANTS,
- VI) COPY OF AGREEMENT WITH CONSULTANTS
- VII) COPY OF GOVERNMENT APPROVAL IN CASE OF FOREIGN CONSULTANTS

D. MANAGEMENT

4.10 DESCRIBE PROPOSED ARRANGEMENTS FOR EXECUTIVE MANAGEMENT OF THE CONCERN BOTH DURING THE CONSTRUCTION PERIOD AND FOR REGULAR OPERATIONS THEREAFTER.

4.11 GIVE PARTICULARS OF PROPOSED KEY TECHNICAL, ADMINISTRATIVE AND ACCOUNTING PERSONNEL

ENCLOSE: PROPOSED ORGANISATION CHART INDICATION THE LINES OF AUTHORITY

E. LOCATION AND LAND

4.12 INDICATE LOCATION OF PLANT, REQUIREMENTS OF LAND FOR THE PROJECT AND THE ARRANGEMENTS MADE THEREFOR ENUMERATE THE LOCATIONAL ADVANTAGES.

4.13 GIVE THE FOLLOWING PARTICULARS IN RESPECT OF THE LAND ACQUIRED/PROPOSED TO BE ACQUIRED FOR THE PROJECT -

A. AREA AND COST:

B. BASIS OF VALUATION:

C. MODE OF PAYMENT:

D. FREEHOLD OR LEASEHOLD ? INDICATE THE PERIOD OF LEASE, IF IT IS LEASEHOLD

E. WHEN PURCHASED/TAKEN ON LEASE

F. PREVIOUS OWNERS AND THEIR RELATIONSHIP, IF ANY, TO THE PROMOTERS/DIRECTORS

G. IS IT INDUSTRIAL LAND? IF NOT, HAS IT BEEN CONVERTED FOR INDUSTRIAL USE?

H. TYPE OF SOIL AND LOAD BEARING CAPACITY.

I. WATER TABLE

ENCLOSE:

- I) COPY OF SALE/ LEASE DEED
- II) COPY OF SOIL TEST REPORT
- III) COPY OF GOVERNMENT ORDER CONVERTING THE LAND INTO INDUSTRIAL LAND, IF APPLICABLE
- IV) LOCATION MAP
- V) SITE PLAN SHOWING THE CONTOUR LINES, THE INTERNAL ROADS POWER RECEIVING STATION, RAILWAY SIDING, TUBE WELLS ETC.

F. BUILDINGS

4.14. EXPLAIN THE ARRANGEMENTS MADE/PROPOSED FOR CONSTRUCTING THE BUILDINGS. FURNISH PARTICULARS OF BUILDING AS PER FORM VII.

4.15 GIVE THE FOLLOWING PARTICULARS OF ARCHITECTS :

A. NAME OF ARCHITECT/FIRM

B. SCOPE OF WORK:

C. FEES PAYABLE AND MANNER IN WHICH PAYABLE:

D. PAST EXPERIENCE OF THE ARCHITECTS:

E. BIO-DATA OF SENIOR PERSONNEL IN ARCHITECT'S FIRM:

ENCLOSE:

- I) COPY OF AGREEMENT WITH ARCHITECTS
- II) COPY OF PUBLISHED WRITE-UP/BROCHURE ON ARCHITECTS

G. PLANT & MACHINERY

4.16. EXPLAIN THE BASIS OF SELECTION OF EQUIPMENT FOR THE PROJECT. FURNISH LIST OF IMPORTED AND INDIGENOUS PLANT AND MACHINERY ACQUIRED/ TO BE ACQUIRED FOR THE PROJECT, ALONG WITH DETAILED SPECIFICATIONS ETC. AS PER FORMS VII AND IX.

4.17 INDICATE ARRANGEMENTS FOR PERFORMANCE GUARANTEE.

H. RAW MATERIALS

4.18. PROVIDE INFORMATION AS PER FORM X INDICATING THE REQUIREMENT OF THE RAW MATERIALS, COMPONENTS, CHEMICALS ETC.

4.19 INDICATE THE ARRANGEMENTS MADE/PROPOSED FOR OBTAINING THE RAW MATERIALS/CHEMICALS WHICH ARE IN SHORT SUPPLY OR TO BE IMPORTED.

4.20. ARE THERE ANY PRICE OR DISTRIBUTION CONTROLS ON ANY OF THE ITEMS LISTED ABOVE ? IF SO, GIVE DETAILS.

4.21. IN CASE OF MINING LEASE, PROVIDE

A. LOCATION AND AREA OF THE MINERAL BEARING LANDS :

B. PARTICULARS OF MINERALS :

C. PRINCIPLE TERMS OF THE MINING LEASE :

D. ESTIMATED FUTURE RESERVES AND QUALITY OF RESERVES FOR EACH OF THE MINERALS AND BASIS THEREOF:

E. MEANS OF TRANSPORT FROM THE MINES TO THE FACTORY :

ENCLOSE:

- I) COPY OF AGREEMENT FOR MINING LEASE
- II) EXPERT'S REPORT REGARDING THE RESERVES.

I. UTILITIES

4.22. POWER : FURNISH THE FOLLOWING DETAILS -

A. SOURCE OF POWER AND SUPPLY VOLTAGE

_____ PURCHASED
_____ OWN GENERATION
_____ STAND-BY ARRANGEMENTS

B. MAXIMUM DEMAND

C. CONNECTED LOAD

D. PEAK HOUR REQUIREMENTS

E. CONTRACTED LOAD

F. POWER TARIFF

G. COST OF POWER PER ANNUM AT MAXIMUM CAPACITY UTILISATION (GIVE CALCULATIONS)

ENCLOSE:

- I) COPY OF LATTER OF SANCTION FOR POWER
- II) COPY OF AGREEMENT WITH ELECTRICITY BOARD
- III) COPY OF ELECTRICAL LAY-OUT OF THE PLANT.

4.23 WATER : GIVE DETAILS ON :-

A. REQUIREMENT OF WATER SEPARATELY FOR -

_____ CIRCULATING
_____ MAKE-UP
_____ PROCESS
_____ BOILER FEED
_____ DRINKING
_____ COOLING

B. SOURCE OF WATER ARRANGEMENTS PROPOSED AND WATER CHARGES PAYABLE

C. CAPACITIES OF THE TANKS, RESERVOIRS

D. DESCRIBE WATER TREATMENT ARRANGEMENTS PROPOSED

ENCLOSE:

- I) LAYOUT FOR THE WATER SYSTEM
- II) COPY OF LETTER OF SANCTION OF WATER BY MUNICIPAL /LOCAL AUTHORITIES, WHERE APPLICABLE
- III) COPY OF WATER ANALYSIS REPORT

4.24 STEAM : DETAIL THE FOLLOWING --

A. STEAM REQUIREMENTS AND THE STEAM BALANCE :

B. CAPACITY AND TYPE OF THE BOILER WITH DETAILED SPECIFICATIONS.

ENCLOSE: LAYOUT OF THE STEAM SYSTEM

4.25 COMPRESSED AIR, FUEL ETC. PROVIDE INFORMATION ON -

A. REQUIREMENT

B. SOURCES

C. ARRANGEMENTS PROPOSED

D. COST AT SITE WITH DETAILED CALCULATIONS.

ENCLOSE:

I) LAYOUT PLAN OF COMPRESSED AIR, FUEL, ETC

II) COPIES OF LETTER OF ALLOTMENT OF COAL/ FURNACE OIL FROM THE CONCERNED AUTHORITIES.

4.26 TRANSPORT : FURNISH INFORMATION ON -

ARRANGEMENTS PROPOSED FOR CARRYING RAW MATERIALS AND FINISHED GOODS, PROVISION FOR OWN TRUCKS, RAILWAY SIDING ETC, AND ARRANGEMENTS WITH PRIVATE TRUCK OPERATORS.

J. EFFLUENT :

4.27 FURNISH DETAILS OF THE NATURE OF ATMOSPHERIC, SOIL AND WATER AND POLLUTION LIKELY TO BE CREATED BY THE PROJECT AND ALL THE MEASURES PROPOSED FOR CONTROL OF POLLUTION. INDICATE WHETHER NECESSARY PERMISSIONS FOR THE DISPOSAL OF EFFLUENTS HAS BEEN OBTAINED FROM CONCERNED AUTHORITIES.

ENCLOSE: COPY OF APPROVAL FROM CONCERNED AUTHORITIES FOR THE PROPOSED ARRANGEMENTS.

K. LABOUR :

4.28 GIVE ESTIMATES OF TOTAL REQUIREMENTS AND AVAILABILITY OF SKILLED AND UNSKILLED LABOUR AND PLANS FOR TRAINING OF PERSONNEL. BRIEFLY DESCRIBE THE MANPOWER DEVELOPMENT PROGRAMME.

L. QUARTERS AND LABOUR HOUSING :

4.29 FURNISH EXISTING AND PROPOSED ARRANGEMENTS FOR HOUSING THE STAFF AND WORKERS IN THE FOLLOWING FORM :

Particulars	No. of Quaters		Floor Area		Unit Cost	Total Cost			Amount Proposed to be met out of Industrial Housing Scheme (Sq. M.)
	Existing	Proposed	Existing	Proposed	Proposed	Existing	Proposed		
Senior Executives									
Other Executives									
Supervisors									
Labour									
Total									

M. SCHEDULE OF IMPLEMENTATION :

4.30 DESCRIBE HOW THE DESIGN ENGINEERING, ERECTION INSTALLATION AND COMMISSIONING OF THE PROJECT WILL BE CARRIED OUT. ALSO INDICATE THE PROGRESS MADE SO FAR IN THE IMPLEMENTATION OF THE PROJECT AND FURNISH THE SCHEDULE OF IMPLEMENTATION AS FOLLOWING FORM ;

	COMMENCEMENT (MONTH AND YEAR)	COMPLETION (MONTH AND YEAR)
ACQUISITION OF LAND		
DEVELOPMENT OF LAND		
CIVIL WORKS- FACTORY BUILDING MACHINERY FOUNDATION AUXILIARY BUILDING ADMINISTRATIVE BUILDING MISCELLANEOUS BUILDING		
PLANT AND MACHINERY IMPORTED- PLACEMENT OF ORDER DELIVERY AT SITE INDIGENOUS- PLACEMENT OF ORDER DELIVERY AT SITE		
ARRANGEMENTS FOR POWER		
ARRANGEMENTS FOR WATER		
ERECTION OF EQUIPMENT		
COMMISSIONING		
PROCUREMENT OF RAW MATERIAL AND CHEMICALS		
TRAINING OF PERSONNEL		
TRIAL RUNS		
COMMERCIAL PRODUCTION		

ENCLOSE: BAR/PERT CHAART.

N. OTHER PROJECTS OF THE CONCERN:

4.31 GIVE DETAILS OF ANY OTHER NEW/EXPANSION PROJECTS WHICH ARE UNDER IMPLEMENTATION OR WHICH THE COMPANY/PROMOTERS PROPOSE TO IMPLEMENT, GIVING THE ESTIMATED COST, MEANS OF FINANCING AND THE PRESENT STATUS.

5. COST OF THE PROJECT

5.01 FURNISH ESTIMATE OF COST OF PROJECT UNDER FOLLOWING HEADS (DETAILS MAY BE FURNISHED AS PER FORM XI). ALSO PROVIDE THE BASIS OF COST ESTIMATE (SUCH AS QUOTATION, ORDERS PLACED ETC.). BRINGING OUT THE BUILT-IN PROVISION FOR COST ESCALATION, IF ANY.

	Rupee Cost	Rupee equivalent of foreign exchange cost	Rs lakh Total COST
1. Land and site development			
2. Buildings			
3. Plant and Machinery Imported Indigenous Stores & Spares Foundation & Installation			
4. Technical know-how fees			-
5. Expenses on foreign technicians and training of Indian technicians abroad			-
6. Miscellaneous fixed assets			
7. Pre-operative expenses			
8. Provision for contingencies			
9. Security Deposit			
10. Margin money for working Capital & Bank Guarantee			
TOTAL			

6. MEANS OF FINANCING

6.01 MEANS OF FINANCING ENVISAGED

	Rs. Lakh
SHARE CAPITAL	
EQUITY	
PREFERENCE	
DEBENTURES	
RUPEE TERM LOANS	
FOREIGN CURRENCY LOANS	
UNSECURED LOANS	
DEFERRED PAYMENTS	
INTERNAL CASH ACCRUALS	
OTHER (SPECIFY)	
TOTAL	

(GIVE DETAILS OF MEANS OF FINANCING ENVISAGED AND THE PROPOSALS FOR RAISING SHARE CAPITAL AND LOANS IN FORMS XII AND XII-A RESPECTIVELY)

6.02 IN CASE INTERNAL ACCRUALS ARE TAKEN AS A SOURCE OF FINANCE, EXPLAIN THE BASIS OF ESTIMATION OF INTERNAL ACCRUALS BY MEANS OF A SUITABLE STATEMENT.

- 6.03 BRIEFLY DESCRIBE THE ARRANGEMENTS SO FAR MADE FOR RAISING THE FINANCE AND THE PROPOSED ARRANGEMENTS.

ENCLOSE: COPIES OF LETTERS SANCTIONING ASSISTANCE

- 6.04 INDICATE SOURCE OF FOREIGN EXCHANGE AND ARRANGEMENTS. IF ANY, MADE FOR OBTAINING FOREIGN EXCHANGE.
- 6.05 INDICATE SOURCES FROM WHICH EXPENDITURE ALREADY INCURRED HAS BEEN FINANCED, IN FORM XIII.
- 6.06 PROMOTER'S CONTRIBUTION TO PROJECT COST
- 6.07 LIST OF PERSONS/FIRMS WHO WOULD BE CONTRIBUTING TO THE PROMOTER'S SHARE OF THE CAPITAL AND THE RESPECTIVE AMOUNTS.
- 6.08 GIVE DETAILS OF SECURITY PROPOSED TO BE OFFERED FOR LOAN AND /OR GUARANTEE FOR DEFERRED PAYMENTS ON PLANT AND MACHINERY OR GUARANTEE FOR FOREIGN CURRENCY LOANS.
- 6.09 IN CASE YOU PROPOSE TO OFFER A BANK GUARANTEE INSTEAD OF MORTGAGE OF FIXED ASSETS, SPECIFY THE NAME OF THE BANK AND ENCLOSE COPY OF LETTER FROM THE BANK INDICATING ITS WILLINGNESS TO PROVIDE THE GUARANTEE.

7. MARKET AND SELLING ARRANGEMENTS

(ENCLOSE : COPY OF MARKET SURVEY REPORT, IF ANY, CONDUCTED BY THE COMPANY OR INDEPENDENT CONSULTANTS.)

- 7.01 GIVE BRIEF NOTES ON THE PRODUCTS, THEIR MAJOR USES, SCOPE OF THE MARKET, POSSIBLE COMPETITION FROM SUBSTITUTE PRODUCTS ETC. INDICATE THE SPECIAL FEATURES (REGARDING QUALITY, PRICE ETC.) OF YOUR PRODUCTS WHICH WOULD RESULT IN CONSUMER PREFERENCE FOR YOUR PRODUCTS IN RELATION TO COMPETITIVE PRODUCTS.
- 7.02 FURNISH ESTIMATES OF THE EXISTING AND FUTURE DEMAND AND SUPPLY OF THE PRODUCTS PROPOSED TO BE MANUFACTURED, FURNISH (I) PRESENT INSTALLED CAPACITY IN THE COUNTRY (MENTION NAMES OF EXISTING UNITS & THEIR CAPACITIES), (II) PRESENT DOMESTIC OUTPUT, (III) IMPORTS, IF ANY, (IV) EXPORTS, IN NAY, (V) TOTAL PRESENT DEMAND, (VI) TOTAL LICENSED CAPACITY, (VII) LIKELY DOMESTIC OUTPUT AND (VIII) LIKELY FUTURE DEMAND. (INDICATE THE SOURCE/ BASIS OF THE DATA)
- 7.03 GIVE AN ASSESSMENT OF LIKELY COMPETITION IN THE FUTURE AND INDICATE ANY SPECIAL FEATURES OF THE PROJECT WHICH MAY ENABLE IT TO MEET THE COMPETITION.
- 7.04 PROVIDE INFORMATION REGARDING EXPORT POSSIBILITIES AND THE NATURE OF COMPETITION TO BE FACED IN FOREIGN COUNTRIES : ALSO GIVE COMPARATIVE DATA ON THE MANUFACTURING COST AND PRICES (DOMESTIC AS WELL AS EXPORT) PREVAILING IN SELECTED COMPETING COUNTRIES. ALSO INDICATE COUNTRIES TO WHICH THE PRODUCTS HAVE BEEN EXPORTED WITH CORRESPONDING QUANTITY AND VALUE OF EXPORTS.
- 7.05 IF THERE ARE ANY EXPORT COMMITMENTS ASSUMED BY THE COMPANY AS PART OF THE GOVERNMENT REQUIREMENTS, INDICATE THE ARRANGEMENTS PROPOSAL FOR MEETING THE SAME AND THE EXPORT INCENTIVES AVAILABLE.

- 7.06 GIVE THE INTERNATIONAL CIF, FOB PROCESS AND LANDED COST OF THE PROPOSED PRODUCTS.
- 7.07 LIST OF PRINCIPAL CUSTOMERS AND PARTICULARS OF ANY FIRM ARRANGEMENTS ENTERED INTO WITH THEM.
- 7.08 PARTICULARS OF GOVERNMENTS CONTROLS, RESTRICTIONS ETC., IF ANY, ON THE SALE PRICE, DISTRIBUTION, IMPORT, EXPORT, ETC., IN RESPECT OF THE PRODUCTS PROPOSED TO BE MANUFACTURED.
- 7.09 INDICATE WHETHER SALES ARE TO BE MADE DIRECTLY BY THE COMPANY OR THROUGH DISTRIBUTORS OR SELLING AGENTS. IF SALES ARE PROPOSED TO BE MADE DIRECTLY, PROVIDE INFORMATION ON THE NATURE OF THE PROPOSED SELLING ORGANISATION. GIVE PARTICULARS OF PROPOSED SELLING ARRANGEMENTS BOTH IN INDIA AND ABROAD AND COMMISSION PROPOSED TO BE PAID. GIVE A BRIEF NOTE ON THE SELLING AGENT'S ORGANISATION.

ENCLOSE: COPY OF THE AGREEMENT WITH SELLING AGENT

- 7.10 IN CASE THE COMPANY PROPOSE TO HAVE ANY SOLE SELLING AGENCY FOR ANY OF ITS PRODUCTS, FURNISH THE FOLLOWING PARTICULARS :-
- A. NAME OF THE SELLING AGENT
 - B. REMUNERATION
 - C. SPECIAL ADVANTAGES/REASONS FOR THE APPOINTMENT OF SOLE SELLING AGENTS
 - D. RELATIONSHIP OF THE DIRECTORS OF THE COMPANY WITH THE DIRECTORS/ PARTNERS OF THE SOLE SELLING AGENTS
 - E. PAST EXPERIENCE IN HANDLING THE SAME/SIMILAR PRODUCTS AND FINANCIAL POSITION OF THE SOLE SELLING AGENTS
 - F. STORAGE FACILITIES AVAILABLE WITH THE SOLE SELLING AGENTS AND THE ADEQUACY OF THE FACILITIES
- 7.11 GIVE DETAILS REGARDING THE TREND IN PRICES DURING THE LAST FIVE YEARS. IF THE PRICES ARE CONTROLLED BY THE GOVERNMENT OR ANY ONE ON A VOLUNTARY BASIS, INDICATING THE BASIS ON WHICH THE PRICES ARE FIXED.
- 7.12 IN CASE OF AGRO-BASED/AGRICULTURE INPUT INDUSTRIES, INDICATE IN DETAIL THE COMPANY'S SCHEME FOR EDUCATING THE FARMERS TO USE THE PRODUCT/ TO GROW THE PRODUCE REQUIRED.

8. PROFITABILITY AND CASH FLOW

- 8.01 GIVE ESTIMATES OF COST OF PRODUCTION AND WORKING RESULTS FOR THE FIRST FIVE YEARS OF OPERATION AS PER FORMS XI AND XII RESPECTIVELY. BASIS FOR ALL THE CALCULATIONS SHOULD BE SHOWN SEPARATELY.

NOTE: IN CASE OF EXPANSION/ DIVERSIFICATION OF EXISTING COMPANIES TWO SETS OF PROFITABILITY STATEMENTS MAY BE PREPARED- (1) FOR THE PROJECT AND (2) FOR THE EXISTING OPERATIONS ONLY

- 8.02 BASED ON THE ESTIMATES OF WORKING RESULTS IN FORM XIV. PROVIDE A CASH FLOW STATEMENT FOR THE COMPANY AS A WHOLE, FOR FIVE OPERATING YEARS OF THE PROJECT IN FORM XIV.

- 8.03 FROM THE FOREGOING STATEMENTS, PROVIDE A PROJECTED BALANCE SHEET FOR TEN OPERATING YEARS FOR THE COMPANY AS A WHOLE IN FORM XVI.
- 8.04 AT WHAT CAPACITY WILL THE PLANT BREAK-EVEN. GIVE DETAILED CALCULATIONS IN FORM XVIII, BASED ON ESTIMATES OF COST OF PRODUCTION AND WORKING RESULTS AS PER FORMS XIII & XIV.

9. ECONOMIC CONSIDERATIONS

- 9.01 GIVE PRICES OF COMPETING IMPORT/EXPORT PRODUCTS GIVING A BREAK-UP AS FOB, CIF, LANDED COST (INCLUDING IMPORT DUTY) AND SELLING PRICE.
- 9.02 PROVIDE DETAILED EXPLANATION FOR DIFFERENCES IN SELLING PRICES OF THE PRODUCTS AND THOSE OF IMPORTED GOODS WITH QUANTITATIVE DATA ON DIFFERENCES IN COST OF PRODUCTION (SUCH AS SCALE OF OPERATION, DIFFERENCES IN COSTS OF INPUTS AND VARIOUS LOCAL DUTIES AND TAXES).
- 9.03 GIVE THE INTERNATIONAL/CIF/FOB PRICES OF ALL INPUTS WHICH CAN EITHER BE IMPORTED/EXPORTED.
- 9.04 EXPLAIN IN DETAIL THE VARIOUS DUTIES, TAXES AND INCENTIVES.

A. EXCISE DUTY	
B. EXPORT DUTY	
C. EXPORT ASSISTANCE	
I. REPLENISHMENT LICENSE	
II. DUTY DRAW BACK	
III. CASH SUBSIDY	
IV. ANY OTHER (SPECIFY)	

- 9.05 GIVE BRIEF WRITE-UP ON THE ECONOMIC BENEFITS TO THE COUNTRY IN GENERAL AND THE REGION IN PARTICULAR, ON ACCOUNT OF THE PROPOSED PROJECT.
- 9.06 HOW FAR DOES THE UNIT CONTRIBUTE TO THE ESTABLISHMENT OF ANCILLARY INDUSTRIES IN THE REGION.

10. GOVERNMENT CONSENTS

- 10.01 INDICATE WHETHER THE VARIOUS LICENSES/CONSENTS REQUIRED FOR THE PROJECT, HAVE BEEN OBTAINED FROM THE RESPECTIVE AUTHORITIES. GIVE DETAILS AS FOLLOWS :

	PAARICULARS	DATE OF ISSUE	PRESENT STATUS IF NOT ALREADY ISSUED
A.	LETTER OF INTENT / IEM		
B.	INDUSTRIAL LICENCE/ REGISTRATION FOR CENTRAL GOVERNMENT AUTHORITY		
C.	CAPITAL GOODS CLEARANCE		
D.	IMPORT LICENCE		
E.	APPROVAL OF TECHNICAL/ FINANCIAL COLLABORATION		
F.	CLEARANCE UNDER MRTP ACT		
G.	CONSENT OF THE CONTROLLER OF CAPITAL ISSUES		

H.	REGISTRATION CERTIFICATE FOR INCENTIVES FOR DIRECTOR OF INDUSTRIES, WEST BENGAL		
I.	ANY OTHER (SPECIFY)		

ENCLOSE: COPY OF LICENCES/ CONSENTS ETC RECEIVED

10.02 SPECIFY ANY SPECIAL CONDITIONS ATTACHED TO THE LICENSES/CONSENTS AND THE UNDERTAKINGS GIVEN BY THE COMPANY IN CONNECTION WITH THEM.

11. DECLARATION

WE HEREBY DECLARE THAT THE INFORMATION GIVEN HEREIN BEFORE AND THE STATEMENTS AND OTHER PAPERS ENCLOSED ARE, TO THE BEST OF OUR KNOWLEDGE AND BELIEF, TRUE AND CORRECT IN ALL PARTICULARS.

(SIGNATURE)
NAME AND DESIGNATION

NAME OF THE CONCERN

STATION:
DATE: