Information for filling up the Common Application Form.

01. Please enter the name of the applicant in the appropriate box. Please give the applicant's residential address.

02. Please tick in the appropriate box.

03. Please enter the name of father or husband of the applicant.

04. Please enter the name under which the business trades. If the business trades under own name, enter the same.

05. Please enter the address of the principal place of business , which is the registered office, in the appropriate box beginning with Room/Flat Number followed by Premises Number and Street, City/Town, District, Postal Index Number and name and details of the Municipal / Local body under the jurisdiction of which the Principal place of business is located. Please give Telephone Number & Fax Number (with STD code) and email address of the business.

06. Fill in the boxes with the appropriate code (given below) that identifies the occupancy status:

Owned - 01	Rented - 02	Leased - 03	Rent-free- 04	Others - 05

07. Please enter the two digit code that identifies the status of the business from the selection below:

Proprietary - 01	Unregistered Partnership -02	Registered Partnership -03	Hindu Undivided Family - 04
Private Limited Company -05	Public Limited Company -06	Public Sector Undertaking - 07	Government Company -08
Statutory Body -09	Co-operative Society- 10	Government – 11	Others -12

08. Please write names and status of one contact persons.

09. Please enter the address and telephone number of the factory in West Bengal.

10. Please enter the address of the branch office in the appropriate boxes. If there are more than one branches, please use a separate sheet.

11. Please enter the two-digit code in box (a) from the following list, which describes your business.

EOU - 01	Domestic – 02	Partly Domestic & Partly Export - 03

12. Please write the name of Item of Manufacture and NIC Code and proposed Annual capacity in the appropriate boxes.

13. to 15. Please enter the number in the appropriate box.

16. Please fill up the columns in square meters.

17. Please fill up the columns in Rs. Lakhs.

18. Please fill up the columns in Rs. Lakhs

19. Please fill up the columns in Rs. Lakhs

20. Please write the name of the Bank/FI and Branch which has approved the project for financing.

21. Please give the number of employees proposed to be employed under different categories.

22. Please state the requirements of power and water.

23. Please give the expected date of commencement of construction.

24. Please give the expected date of commencement of production.

<u>To fill-up Appendix A:</u>

Please download and consult

Instruction Sheet for application for Trade License
Instruction Sheet for application for power connection from WBSEDCL
Instruction Sheet for application for Factory License
Instruction Sheet for application for Shops & Establishment Registration

<u>To fill-up Appendix B :</u>

Please download and consult Instruction Sheet for application for Consent to Establish.