

## **COMPREHENSIVE LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED ONLINE FOR LAND ALLOTMENT**

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1) Detailed Project Report (DPR) including the following items.

- Brief description of proposed project.
- Detailed breakup of land, building, Plant & Machinery, miscellaneous fixed assets, pre-operative expenses and contingencies.
- Raw materials, manpower and utilities (power, fuel & water).
- Detailed breakup of sources of funds/Mean of Finance including working capital requirement (if any).

2) Audited Annual Accounts along with Audit Report, Directors report and MGT-9 etc. of the company and the group companies (if any) for last 3 years.

3) Certified Personal Net worth statement.

4) KYC documents of the applicant and promoter/directors/proprietor/partner as detailed under Annexure-II of Notification No. I/149799/2021-ICE-14011(99)/22/2020-IPI SECTION, Dated-10.09.2021.

### **Annexure – II**

(Annexure of the Notification No. I/149799/2021-ICE-14011(99)/22/2020-IPI SECTION, dated 10.09.2021)

**Comprehensive checklist for Detailed Project Report (DPR) along with list of documents, to be submitted online by the applicant for evaluation by WBIDC.**

**In the DPR, the following is required to be provided by the applicants :-**

1. **Details of the proposed Project :** Introduction, details of promoters/ directors, constitution of the company, key executives, registration details, details of group company, brief description of the proposed project, details of products with installed capacity, location, employability, requirement of raw materials, manpower and utilities (power, fuel & water), market and its analysis etc.
2. **A separate chapter to be included in the DPR on requirement and justification of land,** along with land use plan, methodology and lay out of the proposed plant of the project. Land held for similar type of projects with established capacity, methodology and location in West Bengal or any other part of the country may also be stated to the extent feasible.
3. **Project Feasibility Report.**
  - i. Detailed breakup of :- land / (modules), land development, Building (cost of construction, build up area, rate, block layout plan of all facilities required), Plant & machinery (including specifications), Electrifications ( List of items, supplier, service line charges etc. ) Technical Know-How (imported, indigenous, nature, supplier, cost etc. ), Miscellaneous fixed assets, pre-operative expenses and contingencies.
  - ii. Detailed breakup of sources of funds
    - a. Means of Finance : Equity, Secured Long Term Borrowings, Unsecured Loans, FDI, ECB etc.
    - b. Source of working capital requirement (if any),
  - iii. Foreign collaborations (if any)
  - iv. Implementation schedule with time chart.
4. Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years,
5. Personal Net worth statement, and

**6. Others details as follows –**

6.a. Details of Constitution of the applicant ( Public/Pvt. Ltd./OPC/LLP/Partnership/Proprietor Concern etc.) and Date of Incorporation.

- i. For Company : Certificate of incorporation, INC-20A along with paid challan copy if applicable, GST Certificate, Trade License, Copy of MOA & AOA, Copy of PAN, Udyam registration certificate/UAM if any, IT Return and Certified copy of Resolution passed by the Board of Directors in support of application for allotment of land (to be annexed as part of DPR).
- ii. For Partnership Firm : Partnership Deed, Certificate of Registration if any, Copy of PAN, GST Certificate, Trade License, IEC if any, Udyam registration certificate/UAM if any and IT Return ( to be annexed as part of DPR).
- iii. For Proprietorship : Copy of PAN, GST Certificate, Trade License, IEC if any Udyam registration certificate/UAM if any and IT Return. (to be annexed as part of DPR).
- iv. Identify Proof (e.g. PAN) and Address proof (e.g. Voter Id/ Adhaar/Passport/Driving License/Electricity Bill etc.) of promoters/directors/partners/proprietor etc. (to be annexed in DPR).
- v. A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.

(Note – List of contents with corresponding page nos. to be kindly given at the beginning of DPR.)