

Scheme for Assistance to Micro, Small and Medium Enterprise (MSME)
(REVISED with enhanced assistance)

Check List

1. Printed Copy of the Application along with declaration and Undertaking in the Application Form signed by Authorised Person describing his designation and name with the stamp of the enterprise
2. Copy of Acknowledgement of Udhog Aadhar/EM-II
3. Copy of Term Loan sanction letter and all Annexures
4. Copy of Bank Account statement / Bank Certificate of First Term Loan disbursed
5. Relevant Pages of Copy of the constitution of the enterprise showing your Constitution (In Case of Partnership firm Enterprise has to submit Registration of firm (ROF))
6. Copy of Project Report for Small & Medium Enterprise in case of project cost is more than Rs. 1 crore (Mandatory for enterprise above 1cr, Non Mandatory for enterprise below 1cr)
7. Copy of Birth Certificate/School Leave Certificate (in case of Entrepreneurs having age below 35 years as on the date of Bank loan sanctioned)
8. Copy of Certificate for Physically Challenged from Competent Authority (if applicable)
9. Copy of GPCB approved Consent to Establish (if applicable)
10. (Any two) Self-certified / Certified copy of documents by concern Bank while considering the Term Loan, regarding land and building, such as 7/12 Utara, Namuna 6, NA Permission, Sale deed, Copy of Index, etc.
11. Copy of Notarized rent deed /lease deed(Agreement) with owners proof for ownership of land / property (if applicable)
12. Copy of the Property Tax bill issued by tax collecting Authority
13. If authorized signatory is not proprietor/partner or director of the industrial unit then and then only the unit shall have to authorize 'XYZ' person & copy of the Power of Attorney or Board Resolution in name of 'XYZ' person is to be submitted
14. "Balance sheet showing the gross fix capital investment before initiating Expansion/Diversification (in Case of expansion/Diversification/ Modernization) *(Not applicable to service enterprise)"
15. Balance sheet showing the gross fix capital investment before initiating Modernization (Not applicable to service enterprise and New Enterprises)
16. C.A. Certificate showing the gross fix capital investment before initiating Expansion/Diversification (Not applicable to service enterprise and New Enterprise)
17. C.A. Certificate showing the gross fix capital investment before initiating Modernization(Not applicable to service enterprise and New Enterprise)
18. Shop & Establishment Certificate (If Enterprise is engaged with Service sector in Municipal Corporation / Nagarpalika areas)
19. Copy of CGPAN
20. Certificate from Bank/ Financial Institution indication CGPAN & amount of CGTMSE Service fees paid annually

21. Copy of PAN card of company
22. Justification of Modernization with details of Adopted new technology & benefits there of
23. Existing list of Machineries with purchase Value in prescribe format (Form to give)
24. Aadhar card of Any one designated /Whole time Director - Capture Aadhar card Number in Metadata
25. Copy of Bank appraisal in case of project cost is more than Rs. 5 Cr. (If Applicable) - this document will be uploaded from office side in clerk login
26. Balance sheet of all parent units
27. Is Authority Letter given to the Authorized Person by Enterprise (When Authorized Person is not Promoter)