

**MSME Incentive Branch**  
**Office of MSME Commissioner,**  
**Gandhinagar**

Check List / Documents

For

Scheme 8

**Assistance to SME for raising Capital through SME Exchange**

Under

**Scheme for assistance to Micro, Small & Medium Enterprises(MSMEs)**

**Government Resolution No SSI-102014-924840-CH Dated: 19-01-2015.**

| <b>Sr. No.</b> | <b>Particulars</b>   | <b>YES/NO</b> | <b>Page no:</b> | <b>Remarks</b> |
|----------------|--|---------------|-----------------|----------------|
| 1              | Constitution of Enterprise (Memorandum & Article of Association)                             | YES/NO        |                 |                |
| 2              | MSME Registration No & date  | YES/NO        |                 |                |
| 3              | Copy of Certificate of permission / Registration with SEBI                                   | YES/NO        |                 |                |
| 4              | Copy of SME Exchange Registration / Permission   | YES/NO        |                 |                |
| 5              | Other Registrations / Licenses / Approval /Permission  | YES/NO        |                 |                |
| 6              | Copy of Form Application prepared by enterprise & approved by SEBI for Equity Capital issue. | YES/NO        |                 |                |
| 7              | Project Report (DPR)   | YES/NO        |                 |                |
| 8              | Copy of public Issue Broucher  | YES/NO        |                 |                |
| 9              | C A Certificate for Equity Capital raised through SME Exchange(As per Format)                | YES/NO        |                 |                |
| 10             | Proof for Commencement of commercial production (First Sale Bill)                            | YES/NO        |                 |                |
| 11             | Cancelled Cheque of the bank of enterprise   | YES/NO        |                 |                |
| 12             | Copy of PAN Card   | YES/NO        |                 |                |
| 13             | All Invoices and Payment Receipts  | YES/NO        |                 |                |
| 14             | Bank Account Statement   | YES/NO        |                 |                |
| 15             | Latest Audited Balance sheet   | YES/NO        |                 |                |

**Signature of Applicant**  
**(Name of Signatory)**  
**(Designation of Signatory)**  
**Rubber Stamp**