

**Annexure- I**

**Application Form for Financial Assistance for Setting up/Expansion/Modernization of Food Processing Industries under West Bengal Food Processing Incentive Scheme (WBFPIIS), 2021**

Sl.No.	Particulars	Details
<b>A. Promoters</b>		
1	Name & Address of the Promoter including telephone, fax, e-mail etc.	
2.	Type of organisation (Company, Individual, SHG, NGO, Co-operative, others etc.)	
<b>B. Project Description</b>		
3.	Name of the Project	
4.	Location/Area of the project ( Village,/Municipality/ Gram Panchayat, Block, District, PIN)	
5	Land details ( Own/ Leased/ Rented) (Area, Dag No. Kh. No. District, Mouza, Period of lease etc)	
6.	Products to be manufactured	
7.	Category of the unit as per MSMED Act ( Micro/ Small/ Medium)	
8	Proposed date of commercial production	
9.	Technology (Indigenous/ imported )	
10.	Capacity of the Plant/Unit	
11.	In case of expansion/modernisation of existing facilities/unit (details of existing capacity and proposed capacity after expansion & alongwith capacity utilisation)	
12	Term Loan sanctioned amount with Bank/ Financial Institution details/ Term loan applied for	
<b>C. Project Cost and Means of Finance</b>		
13.	<ul style="list-style-type: none"> <li>i. Land and Building</li> <li>ii. Plant and Machineries</li> <li>iii. Misc. Fixed Assets</li> <li>iv. Preli. and Pre-Operative Expenses</li> <li>v. Contingencies etc.</li> <li>vi. Working Capital Margin</li> </ul> <p align="center">----- <b>TOTAL</b></p>	Amount ( Rs. In lakh)

	Means of Finance i. Promoters' contribution ii. Term Loan from Bank/ F.I iii. Others ----- <b>TOTAL</b>	
14.	Subsidy claim under WBFPIIS-2021	
15.	Working Capital ( if any)	
16.	Proposed number of Direct and Indirect employment generation mentioning male and female separately.	

**Date:**  
**Place:**

**Signature**  
**Name and Designation**  
**Seal of the organisation**

Encl: List of documents attached.

\* Two sets of hard copies of the application along with the relevant documents are to be submitted to the Member-Convener of the respective district during working days and soft copy of the same ( in PDF format) to be sent to the dedicated mail ID of the district and State at Head Quarter both.

**List of documents to be submitted under scheme of Financial Assistance for Setting up/Expansion/ Modernization of Food Processing Industries under West Bengal Food Processing Incentive Scheme (WBFPI), 2021**

Sl. No.	Document Description	Whether submitted	
		Yes	No
1	Prescribed format application (Annexure-I)		
2	Detailed Project Report (DPR)		
3	Sanction letter of term loan from Bank/Financial Institution		
4	Appraisal Report from Bank/Financial Institution		
5	(i) Certificate of Incorporation/Registration of Organization		
	(ii) a. Memorandum/Articles of Association /Bye laws of Society b. Partnership Deed		
6	Bio-data/Background of officers/promoters		
7	(i) Annual Reports Audited Statements for last three years ( in case of expansion project only)		
8	Land Porcha (ROR)		
9	Blueprint of sanctioned building plan		
10	Land documents/Registered lease deed in case of leased land		
11	Chartered Engineer (Civil) Certificate of item and cost wise details of the Technical Civil Work envisaged		
12	Chartered Engineer (Mechanical)/Certificate from District Engineer, Zilla Parishad Certificate mentioning item and cost wise details of the Plant and Machinerics envisaged/ installed etc.		
13	Quotations of plant and machinerics and equipments etc. required for the project		
14	(i) Marketing Strategy		
	(ii) Process Flow Diagram		
15	Implementation Schedule (dates of acquiring land/ start of construction of building/completion of building/placing order for plant and machinery/installation /erection/trial run/trial production/start of commercial production/running)		
16	An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarized by Notary Public affirming that:		
	The organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt./GOI organization/agencies and State Govt. for the same purpose/activity /same components. If yes, the details thereof		