

**Appendix:7  
CHECK LIST**

for ELIGIBILITY CERTIFICATE in case of a **NEW UNIT**  
( **Small, Medium and Large Scale units**)

Self Certified copies of the documents to be submitted along with the EC application. These are as follows:

1	<p><b>Constitution</b></p> <p>a. In case of a <b>Partnership unit</b></p> <p>i. Registered Deed of Partnership, ii. General Power of Attorney iii. List of partners with PAN.</p> <p>b. In case of <b>Co-operative Society/SHG/NGO</b></p> <p>i. Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms &amp; Societies.</p> <p>ii. Article of Memorandum of Association/By-Laws</p> <p>iii. Resolution of the General Body Meeting for Registration</p> <p>c. In case of a <b>Company</b></p> <p>i. Registration certificate under the concerned Act ii. Memorandum and Articles of Association</p> <p>iii. List of Directors with PAN</p>
2	Copy of Acknowledgement of EM- II /IEM.
3	Project Feasibility Report
4	<p><b>Land</b></p> <p>a. In case of <b>own land</b></p> <p>i. <b>Purchase deed/gift deed</b>/any other document to establish ownership.</p> <p>b. In case of industrial land/shed allotted by any <b>Government Agency</b></p> <p>i. Deed of Agreement ii. Up to date rent receipt</p> <p>c. In case of lease hold from <b>private owner</b></p> <p>i. <b>Notarized Lease deed Agreement</b></p> <p>d. In case of Government land/plot <b>allotted by Government</b></p> <p>i. Allotment letter with up to date premium payment receipt.</p>
5	<p><b>Building</b></p> <p>Civil Estimate and Completion certificate to be countersigned by a Civil Engineer( <b>not below the rank of Assistant Engineer</b>) from <b>any State/Central Government department / Chartered Engineer(recognized by Institute of Engineers)</b> if the investment in Civil Works is <b>above Rs.5.00 Lakhs</b>. In case the investment in civil works is <b>less than 5 lakhs</b> GM DIC will arrive at an admissible amount on the basis of bills/vouchers submitted in respect of the civil works and as per prevalent APWD Schedule. Engineer Certificate shall be submitted as per Annexure:1.A and Statement of cost of Civil works as per Annexure:2.</p>
6	<b>Sanction letter(s)</b> from the Financial Institution / <b>Banks</b> / Government Organisation for Term Loan WC.
7	<b>Certificate on disbursement</b> of Term loan from Bank/Financial institution
8	Statement of Plant & Machinery / Equipment/other assets with all bills / challans / vouchers / money receipts etc. as per Annexure : 8
9	<p><b>Documents on power :</b></p> <p>i. Power Sanction letter(s)</p> <p>ii. Test Report on Electrical Installation , energy meter, CTPT etc. approved by authority concerned.</p> <p>iv. Installation report of DG set from Chief Electrical Inspector cum Adviser, Assam,</p>

	wherever applicable. v. First Electricity Bill and Payment Receipt.
10	<b>Certificate from a Registered Chartered Accountant</b> for fixed capital investment & sources of finance as per Annexure :3.A
11	i.List of Employees (based on the daily Attendance Register of the unit ) as per Annexure: 6 ii. Employment Certificate from the District Employment Officer in case of Small Units and Director of Employment & Craftsmen Training, Assam in case of Medium and Large units.
12	Agreement / MOU executed with the organisation providing Technical Know-how and Quality Certification, if any.
13	MOU for franchise, if any.
14	No Objection Certificate, Trade License from the Local Body / Authority.
15	NOC / Consent from the Pollution Control Authorities.
16	Copy of Registration Certificate under AGST Act/ AVAT Act. & CST Act.
17	PAN of the unit and promoter(s) and latest Income Tax Clearance / Return of the unit duly acknowledged by the Authority concerned,
18	Appraisal Report of Bank / Financial Institution
19	Bank Statements of the Term Loan account/other accounts from where cheques etc have been issued to suppliers of machinery /other assets etc of the unit.
20	Valuation report from CBDT approved valuer on- i. <b>Fabricated Machinery/ Machinery Fabricated at site</b> ii. <b>Civil Works</b> forming an integral part of the machinery installed in the factory.
21	Other Registration / Permission / License / NOC etc. required for establishing and running of the unit e.g. Excise Registration, Service Tax Registration, Factory License, Forest License, Tea Board's Registration, Labour License, etc. as applicable.
22	Capacity Assessment Certificate.