

GOVERNMENT OF ASSAM
INDUSTRIES AND COMMERCE DEPARTMENT
JANATA BHAWAN, BLOCK-C, 2ND FLOOR
DISPUR ; GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur the 26th November, 2019

No.MI.117/2019/235: In pursuance of the Commissioner, Industries & Commerce, Assam's letter No.CI&C(II)US/95/2019/145/22,001 dated 14.11.2019, the Governor of Assam is pleased to approve the "**Operational Guidelines**" for the "**Industrial and Investment Policy of Assam, 2019**" with immediate effect.

Sd/-(Dr.K.K.Dwivedi, IAS)
Commissioner & Secretary to the Govt. of Assam,
Industries & Commerce Department

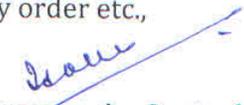
Memo No.MI.117/2019/235-A

Dated Dispur the 26th November, 2019

Copy to:

- 1) The Commissioner, Industries & Commerce, Assam, Udyog Bhawan, Bamunimaidam, Guwahati-21.
- 2) The Managing Director, AIDC Ltd., R.G.Baruah Road, Guwahati-24.
- 3) The Managing Director, AIIDC, Industrial Estate, Bamunimaidam, Guwahati-21.
- 4) The Managing Director, ASIDC, Bamunimaidam, Guwahati-21
- 5) The Director, Assam Govt. Press, Bamunimaidam, Guwahati with a request to publish the notification in the next issue of Assam Gazette.
- 6) P.S. to Minister, Industries & Commerce Department for kind appraisal of the Hon'ble Minister.
- 7) The P.S. to Commissioner & Secretary to the Govt. of Assam, Industries & Commerce Department, Dispur, for information of Commissioner & Secretary.
- 8) Office Copy.

By order etc.,


Additional Secretary to the Govt. of Assam
Industries & Commerce Department.

CONTENT

List of Forms & Annexure etc.

Under the Operational Guidelines of Industrial & Investment Policy of Assam, 2019

| Sl. No. | Item/s | Contents | Page no |
|------------------|---------------|---|---------|
| 1 | Chapter :1 | General | 1-7 |
| 2 | Chapter :2 | Procedure for Eligibility Certificate | 8-10 |
| 3 | Chapter :3 | Submission of various Claims | 11-12 |
| 4 | Chapter:4 | Application Forms, Checklist, etc for Eligibility Certificate as well claiming incentives, etc. | 13 |
| Annexures | | | |
| 5 | Annexure:1.0 | List of Employees | 13 |
| 6 | Annexure: 2.0 | Engineers' Certificate for other than Infrastructure Development | 14 |
| 7 | Annexure:2.1 | Statement for Actual cost of Civil works | 15 |
| 8 | Annexure:3.0 | Certificate from Registered Chartered Accountant for other than Infrastructure Development | 16 |
| 9 | Annexure:3.1 | Certificate from Registered Chartered Accountant for Infrastructure Development | 17-18 |
| 10 | Annexure:4 | Affidavit | 19 |
| 11 | Annexure:5 | Undertaking to be submitted before release of any grant. (applicable to all categories/sector of units) | 20 |
| Forms | | | |
| 12 | Form:1.0 | Investment intention for new unit | 21 |
| 13 | Form:2.0 | Application for grant of Eligibility Certificate | 22-27 |
| 14 | Form :2.1 | Checklist for grant of Eligibility Certificate | 28-29 |
| 15 | Form:2.2 | Statement on investment on Plant and Machinery | 30-31 |
| 16 | Form:2.3 | Enquiry Report for grant of Eligibility Certificate | 32-34 |
| 17 | Form:3.0 | Agenda Note for grant of Eligibility Certificate | 35-37 |
| 18 | Form:3.1 | Format of Eligibility Certificate | 38-39 |
| 19 | Form:4.0 | Application form for claiming Power Subsidy | 40-41 |
| 20 | Form:4.1 | Statement of Power Consumption | 42 |
| 21 | Form:4.2 | Checklist for claiming power subsidy | 42 |
| 22 | Form:5.0 | Application form for claiming subsidy on Generating set | 43 |
| 23 | Form:5.1 | Statement of Expenditure | 44 |
| 24 | Form:5.2 | Checklist for claiming subsidy on Generating set | 44 |
| 25 | Form:6.0 | Application form for claiming Stamp Duty Exemption | 45 |
| 26 | Form:6.1 | Statement of expenditure for stamp duty exemption. | 46 |
| 27 | Form:6.2 | Checklist for claiming Stamp Duty exemption | 46 |
| 28 | Form:7.0 | Application form for claiming subsidy on Technology Transfer , Quality Certification, ZED | 47 |
| 29 | Form:7.2 | Checklist for claiming subsidy on Technology Transfer, etc | 48 |
| 30 | Form:8.0 | Application form for claiming Interest subsidy on working capital | 49 |
| 31 | Form:8.1 | Certificate from Bank/Financial Institution | 50 |
| 32 | Form:8.2 | Checklist for claiming Interest Subsidy on Working Capital | 51 |
| 33 | Form:9.0 | Application form for claiming Financial Assistance to MSME listed in Stock Exchange. | 52 |

| | | | |
|----|-----------|---|----|
| 34 | Form:9.1 | Statement of Expenditure for listing at Stock Exchange | 53 |
| 35 | Form:9.2 | Checklist for claiming listing at Stock Exchange | 54 |
| 36 | Form:10.0 | Application form for claiming Assistance for Environmental Compliances | 55 |
| 37 | Form:10.1 | Statement of Expenditure | 56 |
| 38 | Form:10.2 | Checklist for claiming assistance for Environmental Compliances | 57 |
| 39 | Form:11.0 | Application form for claiming incentive to private sector infrastructure development. | 58 |
| 40 | Form:11.1 | Statement of expenditure for creation of infrastructure development. | 59 |
| 41 | Form:11.2 | Checklist for claiming incentive on Infrastructure development. | 60 |
| 42 | Form:12.0 | Application for Claiming incentive on Employment generation. | 61 |
| 43 | Form:12.1 | Statement of Employee and compensation | 62 |
| 44 | Form:12.2 | Checklist for claiming incentives on Employment generation | 63 |

Operational Guidelines of Industrial and Investment Policy of Assam, 2019

**Chapter:1
GENERAL**

1.1. Introduction :

These guidelines have been framed under the provisions of Clause-20.0 of Industrial & Investment Policy of Assam, 2019 with the objective of specifying the procedures to be observed for getting incentives, sanction and disbursement and also for recovery of incentives if drawn irregularly or fraudulently. The period of validity and effective date of these guidelines shall be effective from 01-09-2019 and shall remain valid till the time Government deemed to be fit and proper

1.2. Definitions : (Ref. Clause 12.0)

1. Manufacturing activity means “an activity which brings about a change in non-living physical object or article or thing (i) resulting in transformation of the object or article or thing into a new and distinct object or article or thing having a different name, character and use; or (ii) bringing into existence of a new and distinct object, article or thing with a different chemical composition or integral structure”.
2. New Industrial unit means a unit, which has commenced commercial production in the state of Assam during the validity period of Industrial & Investment Policy of Assam, 2019.
3. Micro, Small and Medium enterprises mean enterprises as per investment criteria defined under the Micro, Small and Medium Enterprises Development Act, 2006 or as amended.
4. Large unit means where the investment in plant and machinery is more than ₹10 Cr. or as amended.
5. Fixed Capital Investment means and includes investment in plant and machinery and land and building connected directly with manufacturing process and in case of hotels/resorts 3 Star and above category and river cruise, it shall mean and include investment in plant and machinery, land and building directly connected with hotel premises or investment made in river cruise of capital nature.

Explanation :1

The investment in land shall mean the cost of land (used only for factory building) derived from registration value of land or the actual cost of the land, whichever is lower. While the proportionate stamp duty and registration fee shall for the part of the cost of the land, the cost of development of land shall not form the part of the cost of land.

Explanation:2

In case of hotels/resorts 3 Star and above category , the investment in land shall mean the cost of land (used for the hotel/resort building excluding vacant land) derived from the registration value of land or the actual cost the land, whichever is lower. While the proportionate stamp duty and registration fees shall form the part of the cost of land, the cost of development of land shall not form the part of the cost of land.

6. Investment in new and renewable source of energy :
If a unit makes an investment of not less than ₹5 cr. for generation of power through green technology i.e. renewable sources of energy like solar plant which results in substantial reduction of use of fossil fuels and such renewable source of energy results in replacement of conventional source of energy by at least 40% of regular consumption, such unit may make an application to the Finance (Taxation) Department for consideration of the investment for tax reimbursement. The Finance (Taxation) Department, after such examination and enquiry as may be deemed necessary, if it is satisfied that such investment qualifies for tax incentives, it may, by an order, declare the unit eligible for tax reimbursement, subject to the condition that the quantum of monetary ceiling and time limit of tax reimbursement shall not exceed those available for a medium and large scale unit
7. “Plant & Machinery” shall cover the cost of newly purchased Plant & Machinery as erected at site. Relocated/ Recycled/ Refurbished Plant & Machinery will not be eligible

1.3. Overall cap :

Incentives indicated as other incentives in the Policy viz., Power subsidy, Generating set subsidy, Stamp duty reimbursement, Technology Transfer and quality certification, Interest subsidy on working capital loan, Financial Assistance in MSME listed in Stock Exchange, Assistance for Environmental Compliance, Incentive to private sector Infrastructure developers and the aggregate/overall incentives from all these component shall not exceeds 100 % of the fixed capital investment. The overall ceiling does not include subsidy accruing to the unit from the SGST reimbursement

1.4. Eligibility Criteria (ref, Clause 15 of the Policy reproduces below) :

1. Notwithstanding anything contained in this policy, units engaged in manufacture of items as mentioned in Annexure:1 shall not be eligible for any incentive under this policy.
2. Hotels/Resorts 3 Star and above category and river cruise, generation of power through green technology shall be eligible for incentives under the policy.
3. Units will have to employ minimum of 80% people of Assam in the Managerial Cadre and minimum 90% people of Assam in Non Managerial Cadre. The employment Certificate shall be obtain from the competent authority at the same time the unit should follow the existing Labour Laws as regards to the employment and wages in the unit.
4. Eligible units will have to apply online for issuance of Eligibility Certificate within 6 (six) months from the date of Commencement of Commercial Production for availing the incentives under the Policy. The relevant website for online submission for Eligibility Certificate and other incentives shall be notified by the Department.
5. All Incentives/ Subsidies/ Concessions/Financial support under this policy shall be applicable to units registered as company, corporation, Co-operatives, Partnership firm, Proprietorship firm, Trust, FPO/FPC as well as units set up by the State Government. Central Public Sector undertakings shall not be eligible for any incentives under the Policy.

6. Any payments made in cash for any transaction shall be treated as ineligible amount for investment.
7. Subsidy will be disbursed only to the units which are functional at the time of disbursement of the subsidy

1.5. Eligibility Certificate :

1. Eligibility Certificate is a certificate which shall be issued by the General Manager of the District Industries & Commerce Centre for Micro units, Commissioner of Industries & Commerce for other than Micro units. This shall be issued after ensuring that all the criteria for eligibility have been fulfilled to the full satisfaction of the competent authority.
2. No right or claim for any incentives under the policy shall be deemed to have been conferred by the policy, merely by virtue of the fact that the unit has fulfilled on its part the conditions of the policy and the incentives/subsidies cannot be claimed as a matter of right.
3. The incentives under the Policy cannot be claimed unless the Eligibility Certificate has been issued under the policy by the implementing agency concerned and the unit has complied with the stipulation/conditions of Eligibility Certificate to the satisfaction of the competent authority.
4. The decision of the implementing agency, subject to such direction as Government may issue from time to time in this regard shall be final and binding

1.6. Eligible/ non-eligible items of Civil Works and component of Plant & Machinery: (Ref: Annexure-2, reproduces below :

A. Components to be included for computing the value of Plant and Machinery:

(a) Manufacturing sector

- i. Cost of Industrial Plant & Machinery including taxes and duties
- ii. Cost of productive equipment's such as tools, jigs, dyes and moulds including taxes and duties
- iii. Freight charges paid for bringing Plant & Machinery and equipment from suppliers premises to the location of the unit
- iv. Transit insurance premium paid
- v. Erection and installation charges to be restricted to the cost indicated in the Appraisal Note of the Financial Institution which provided loan to the unit.
- vi. Laboratory testing equipments to be restricted to the cost indicated in the Appraisal Note of the Financial Institution which provided loan to the unit.
- vii. Mining equipments to be restricted to the cost indicated in the Appraisal Note of the Financial Institution which provided loan to the unit

(b) Service Sector (*Hotels/ Resorts above 3 star category*) :

- i. Air conditioning plant and air-conditioning unit
- ii. Hot Water plant

- iii. Water treatment plant
- iv. Generator set
- v. Lift/Elevator/Escalator
- vi. Laundry Equipment (other than household type)
- vii. Dish washing plant
- viii. Glass washing plant
- ix. Kitchen equipments excluding crockery, cutlery and utensils
- x. Exhaust system
- xi. Water purification plant
- xii. Sewage treatment plant
- xiii. Firefighting equipment
- xiv. Electric pump & motors
- xv. EPABX system
- xvi. Housekeeping equipment
- xvii. Insect and Pest Killing equipment/machine
- xviii. Health club/Beauty parlor / Barber shop equipment
- xix. Explosive Detection Machine
- xx. Security Alarm System
- xxi. CCTV/Cable TV system with accessories
- xxii. Plant and equipment for Water Sewage and Garbage Management
- xxiii. Any other plant & machinery that is critical and directly connected to hotel industry

B. Components which will not be considered for computing the value of Plant & Machinery in the manufacturing sector :

- i. Loading and unloading charges
- ii. Miscellaneous fixed assets such as DG Sets, handling equipments, electrical components other than Electrical components necessary for plant operation on the plant side from where meter is installed up to the point where finished goods is to be produced/dispatched (i.e. H.T. motors, L.T. motors, Switch boards, Panels, Capacitors, Relay, Circuit Breakers, Panel Boards, Switchgears.
 - i. Commissioning cost
 - ii. Captive Power Plants
 - iii. Storage equipments
 - iv. Weigh bridge
 - v. Second hand/used machinery/equipment

C. Components to be included for computing the value of Factory shed/Institutional Building :

- i. Factory shed/institutional building (in case of Service Sector) {eligible investment to be restricted to prevalent APWD (B) Schedule of rates}.
- ii. Raw material & Finished products godown attached to main factory shed//institutional building { eligible investment to be restricted to prevalent APWD (B) Schedule of rates}.
- iii. Essential civil construction works like machine/equipment foundation {eligible investment to be restricted to prevalent APWD (B) Schedule of rates}

D. Components not to be included for computing the value of Factory shed/Institutional Building :

- i. Boundary wall & gate
- ii. Approach road/internal road
- iii. Land development
- iv. Office building/Space utilized for office
- v. Raw material/finished product godown situated at a different location other than Factory shed/Institutional Building
- vi. Any residential building/rest house/guesthouse
- vii. Canteen
- viii. Labour rest room and quarters for workers
- ix. Security/guard room or enclosure
- x. Construction of weigh bridge
- xi. Consultancy fee, taxes etc.
- xii. Second hand/ used Factory shed/ Institutional Building (with or without renovation)

1.7. Special Dispensation (Ref. clause 14.9) :

1. The State Government may provide special dispensation to the unit where the investment in fixed capital investment is above ₹1000 Cr (One thousand crore) or generating a minimum of 2000 (two thousand) regular employment. (Ref: 14.9)
2. The concerned unit may submit their application directly to the Sr. most Secretary of the Industries & Commerce Department, Government of Assam along with the supporting documents like Project Report, Bank Appraisal , etc.
3. On receipt of the documents, same shall be examined by the department and placed before the High Power Committee for necessary approval.

1.8. Others :

1. Changes in capital investment, product, date of commencement of production, employment etc. should be recorded in the Udyog Adhar/ IEM acknowledgement, etc. of the unit before applying for EC.
2. No condonation of delay in submission of application of Eligibility Certificate or other application for incentive shall be allowed. However, in case of sufficient ground, the condonation of delay in submission may be allowed by the District Level Committee/ State Level Committee.
3. Determination of Fixed Capital Investment: - In case of any differences arises in determination of fixed capital investment, the DLC/SLC constituted for the purpose shall examine and take a decision on it.
4. The assessment of Civil construction shall be computed as per existing “Schedule of Rates” of APWD and should be compared with the Bank Appraisal, CA Certificate and actual expenditure statement of the unit. Any payment made by cash shall be deducted.
5. The cutoff date of investment in Civil Construction as well as in Plant machinery shall be the date of receipt of acknowledgement of UAM/ IEM till the date of commercial production of the unit. The SLC/DLC is the competent authority to determine the cost

of Fixed Capital Investment of the unit for the purpose of granting Eligibility Certificate.

6. For all the incentives, irrespective of Micro/ Small / Medium and Large, the concerned Member Secretary shall take the initiative to hold the meeting in time as prescribed in the Policy. The proposal shall be placed before the committee on the basis of date of receipt of the proposal at the concerned authority.
7. The Commissioner of Industries & Commerce, Assam shall ensure to release the fund against the incentive/s approved by the various committees subject to availability of fund sanction made by the Government. The concerned implementing agency should communicate the requirement of fund along with the list of approved units within 30th April every year so that the sanction proposal/s may be submitted to the Government within the stipulated time.
8. The unit concerned should submit an undertaking with the disbursing agency for releasing the fund. The amount shall be released through the Bank Account of the unit only, no cash shall be released.
9. In the event of any irregularity found in documents or any misrepresentation of facts, the Authority like General Manager, DICC or Commissioner of Industries & Commerce, Assam as the case may be, may issue notice/s, Show cause and withdraw the benefit immediately. The concerned authority may allow the unit to submit their representation/ replies not exceeding 15 (fifteen) days time from the date of issuance of the Show cause. The decision of the concerned committee shall be final and binding.
10. The concerned authority shall ask the unit to refund the cash benefit within a period of 30 (thirty) days. If the unit fails to do so, the authority may go for legal action at the competent court of law for recovery of the amount.
11. In the event of closure of any unit after continuous production of five years from the date of commercial production, the amount of grant/subsidy so approved by the concerned committee shall be released to the unit concerned through their Bank/s or Financial Institution/s.
12. All eligible units shall submit an Affidavit stating that the information submitted along with the application/s is true.
13. In no case, this guideline shall be strictly as per provisions of the Industrial and Investment Policy of Assam, 2019.
14. While implementing the policy, any of the Form/s need modification or alteration which may be addition of new column/row or deletion, the SLC may do so after due discussion in the SLC meeting.

1.9. Monitoring :

For effective monitoring of the Policy and its broad outline, following measures shall be taken:

1. The General Manager, DICC of the concerned district shall convene a monthly review meeting on or before 10th day of each month and submit the minutes of the meeting to the Commissioner of Industries & Commerce, Assam.
2. The Commissioner of Industries & Commerce shall convene a meeting with the

General Manager, DICC at least once in a quarter to review the implementation of the Policy as well as other ongoing schemes of the department.

3. The Commissioner of Industries & Commerce may asked the General Manager , DICC to submit monthly progress report in a prescribed format

1.10. Submission of Investment intension: (Ref16.a) :

Any person who undertakes setting up a new unit shall furnish such information to the jurisdictional General Manager, District Industries & Commerce Centre (DICC) within 30 days in a prescribed format from the date of receipt of Acknowledgement of Industrial Entrepreneurs Memorandum (IEM), Udyog Adhar, etc , as the case may be . Such person shall also submit a quarterly statement of investment expenditure incurred for quarters ending June, September, December and March of each financial year till commencement of commercial production in a prescribed format

CHAPTER : 2 :
PROCEDURE FOR ISSUE OF ELIGIBILITY CERTIFICATE

2.1. Submission of Application :

1. Any person who proposed to set up a new unit and proposed to start its commercial production on or after 1st September, 2019 , shall intimate his/her intention online in the portal as per **Form:1.0**
2. The Application for grant of Eligibility Certificate shall be submitted online to the concerned General Manager , District Industries & Commerce Centre , where the unit is located as per **Form:2.0** and documents as per checklist at **Form: 2.1** within 6 (six) months from the date of going into commercial production/operation. On submission of the application and mandatory documents the acknowledgement will be auto generated.

A. Eligibility Certificate for Micro units :

The manner of submission and prescribed application forms etc are given below :

1. On receipt of the online application, GM, DICC will forward the application to the Functional Manager/ Project Manager/ Assistant Director/ Assistant Manager for scrutiny of the Application & the timeline for the application will start
2. The concerned officer will ascertain eligibility/ ineligibility of the unit and submit his/ her report within the stipulated period.
3. In respect of incomplete / ineligible applications, GM, DICC shall return the applications online to the applicant immediately.
4. In respect of complete and eligible application, GM, DICC will fix a date for physical verification of the unit and forward the application to the concerned FM/ PM/ ADCI/ AM for physical verification.
5. In case, the unit has applied for reimbursement of SGST, GM, DICC will also forward the application online to the concerned Superintendent of Taxes/ Deputy Commissioner Taxes for their views.
6. The concerned FM/ PM/ ADCI/ AM will physically verify the unit on the date fixed & communicated to the unit and submit his/ her physical verification report online in **Form:2.3** to the GM, DICC.
7. In case, the unit has not applied for reimbursement of SGST, the Agenda Note as per **Form:3.0** shall be generated online immediately after the Physical Verification for placing before the District Level Committee (DLC).
8. In case, the unit has applied for reimbursement of SGST, the Agenda Note as per **Form:3.0** shall be generated online immediately after receipt of the views from the concerned Superintendent of Taxes/ Deputy Commissioner taxes, for placing before the District Level Committee (DLC).
9. Agenda Notes generated online will be placed before the District Level

Committee (DLC) meeting for consideration.

10. Decision of the District Level Committee (DLC) will be recorded online
11. As per DLC decision Eligibility Certificate as per **Format 3.1** will be generated online and will be made available in the dashboard of the Unit as well as the concerned Superintendent of Taxes/ Deputy Commissioner taxes.

B. Eligibility Certificate for units other than Micro :

1. On receipt of the online application, GM, DICC will forward the application to the Functional Manager/ Project Manager/ Assistant Director/ Assistant Manager for scrutiny of the Application & the timeline for the application will start.
2. The concerned officer will ascertain eligibility/ ineligibility of the unit and submit his/ her report within the stipulated period.
3. In respect of incomplete / ineligible applications, GM, DICC shall return the applications online to the applicant immediately.
4. In respect of complete and eligible application, GM, DICC will fix a date for physical verification of the unit and forward the application to the concerned FM/ PM/ ADCI/ AM for physical verification.
5. In case, the unit has applied for reimbursement of SGST, GM, DICC will also forward the application online to the concerned Superintendent of Taxes/ Deputy Commissioner Taxes for their views.
6. The concerned FM/ PM/ ADCI/ AM will physically verify the unit on the date fixed & communicated to the unit and submit his/ her physical verification report online in **Form:2.3** to the GM, DICC.
7. On receipt of the physical verification report, GM, DICC will forward the application online to the Commissioner of Industries & Commerce, Assam.
8. On receipt of the EC Application online by the Commissionerate, the same shall be endorsed to the “**Front End Verification Desk**” for scrutiny of documents as per checklist.
 - a. In case of shortfall of required documents/ information, the application will be returned back to the Concerned GM, DICC.
 - b. In respect of the applications found in order the same will be forwarded to the Senior most Officer looking after the branch. If required, re-verification of the unit may be carried out through a Senior Level officer or through a Team of officers duly authorized by the Commissioner of Industries & Commerce, Assam.
9. The concerned Superintend of Taxes/ Deputy Commissioner taxes will forward their views online to the Commissioner of Taxes, Assam and Commissioner of Taxes, Assam will make his/ her views available online in the dashboard of the Commissioner of Industries & Commerce, Assam
10. On receipt of the views of Commissioner of taxes, “Agenda Note” as per **Form:3.0** will be generated online and the proposal will be ready for placing

- before the State Level Committee (SLC).
11. In case, the unit has not applied for reimbursement of SGST, the Agenda Note as per **Form:3.0** shall be generated online immediately after the scrutiny of the application for placing before the State Level Committee (SLC).
 12. Agenda Notes generated online will be placed before the State Level Committee (SLC) meeting for consideration.
 13. Decision of the State Level Committee (SLC) will be recorded online.
 14. As per SLC decision, Eligibility Certificate as per **Format 3.1** will be generated online and will be made available in the dashboard of the Unit as well as the Commissioner of taxes.

Chapter:3

Submission of various Claims

3.1. General Procedure For Claiming Incentives other than SGST reimbursement :

1. For claiming all incentives, the unit will have to obtain Eligibility Certificate under the Industrial and Investment Policy of Assam, 2019.
2. Application for all incentives (other than SGST Reimbursement) is to be separately submitted online as per prescribed format and upload documents as per the checklist.
3. The proposal shall be verified by the General Manager, DICC or his/ her Authorized officer.
 - a) In case of Micro Units, after ascertaining the eligibility of the unit for the subsidy applied for and computation of Eligible Amount of Subsidy, Agenda Note will be Generated Online for placing before the DLC for consideration. After approval by the DLC, Statement of Approved Claims will be generated online and will be made available in the dashboard of Commissioner of Industries & Commerce, Assam for releasing fund as per availability of budget.
 - b) In case of units other than Micro Units, after ascertaining the eligibility of the unit for the subsidy applied for and computation of Eligible Amount of Subsidy, GM, DI&CC will forward the application online to the Commissioner of Industries & Commerce, Assam. Commissioner of Industries & Commerce, Assam will get the proposal examined by the “**Front End Verification Desk**” for scrutiny of documents as per checklist.
 - i) In case of shortfall of required documents/ information, the application will be returned back to the Concerned GM, DICC.
 - ii) In respect of the applications found in order, the same will be forwarded to the Senior most Officer looking after the branch to ascertain the eligible amount of subsidy.
 - c) After approval of the Eligible Amount of Subsidy by the Commissioner of Industries & Commerce, Assam, Agenda Note will be Generated Online for placing before the SLC for consideration.
 - d) After approval by the SLC, Statement of Approved Claims will be generated online and will be available in the dashboard of Commissioner of Industries & Commerce, Assam for releasing fund as per availability of budget
 - e) Subsidy will be released to the bank account indicated by the unit through DBT. Subsidy will be released in the chronological order of the date of SLC/ DLC as per availability of budget.

3.2. Power Subsidy :

1. The relevant Clause of the Power subsidy is given at **Clause:14.1** of the Industrial and Investment Policy of Assam, 2019.
2. The application for claiming Power Subsidy is at **Form:4.0** and Check list is at **Form:4.1**
3. 10% units shall be deducted while calculating the admissible units consumed by the unit.

3.3. Subsidy on Generating set :

1. The relevant Clause of the Subsidy on Generating set is given at Clause:14.2 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming Subsidy on generating set is at **Form:5.0** and Check list is at **Form:5.2**

3.4. Stamp Duty reimbursement :

1. The relevant Clause of the Power subsidy is given at Clause:14.3 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming Stamp Duty reimbursement is at **Form:6.0** and Check list is at **Form:6.1**

3.5. Technology Transfer and Quality Certification, ZED Certification :

1. The relevant Clause of the subsidy on Technology Transfer and quality Certification, ZED certification is given at Clause:14.4 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming Subsidy for **Technology Transfer and Quality Certification, ZED Certification** is at **Form:7.0** and Check list is at **Form:7.1**

3.6. Interest Subsidy on Working Capital Loan :

1. The relevant Clause of the **Interest Subsidy on Working Capital** is given at Clause:14.5 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming **Interest Subsidy on Working Capital** is at **Form:8.0** and Check list is at **Form:8.1**

3.7. Financial assistance to MSMEs listed in Stock Exchange :

1. The relevant Clause of the subsidy on **Financial assistance to MSMEs listed in Stock Exchange** is given at Clause:14.6 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming subsidy on **Financial assistance to MSMEs listed in Stock Exchange** is at **Form:9.0** and Check list is at **Form:9.1**
3. Amount shall be released only after listed in any Stock Exchange only

3.8. Assistance for Environmental Compliance :

1. The relevant Clause of the Assistance for Environmental Compliance is given at Clause:14.7 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming **Assistance for Environmental Compliance** is at **Form:10.0** and Check list is at Form:10.1

3.9. Incentives to Private Sector Infrastructure developer :

1. The relevant Clause of the Incentive to Private Sector infrastructure Developer is given at Clause:14.8 of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming **Incentives to Private Sector Infrastructure developer** is at **Form:11.0** , CA Certificate at **Annexure:3.1** and Check list is at **Form:11.1**

3.10. Incentives for Employment generation, entrepreneurship :

1. The relevant Clause of the Incentives for Employment generation, entrepreneurship is given at Clause:14.10.(a) of the Industrial and Investment Policy of Assam , 2019.
2. The Application for claiming **Incentives for Employment generation, entrepreneurship** is at **Form:12** and Check list is at **Form: 12.1**

CHAPTER: 4

Application Forms, Checklist, etc for applying for Eligibility Certificate as well as claiming incentives, etc.

**Annexure:1
List of Employees**

| Sl. No. | Name of the Employee | Fathers' Name | Home Address | Date of Joining | Monthly Compensation (in ₹) |
|----------------|-----------------------------|----------------------|---------------------|------------------------|------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of the applicant unit

Annexure:2

**ENGINEER'S CERTIFICATE
(for all sectors)**

I / we hereby certify that against an estimated value of ₹ _____ (Rupees) on the Building and other civil construction works of M/s. _____ Located at _____ having Production / operation / Industrial Infrastructure of _____ has completed Civil Construction as shown below :

| Sl No. | Particulars | Date of Starting | Date of completion | Assessed Value (in ₹) | Remarks |
|--------|---|------------------|--------------------|-----------------------|---------|
| 1 | Factory / Institution Building other / Water Supply/ETP/Electrical / civil works /construction works directly connected to manufacturing /Industrial Infrastructure/ service activities of the unit | | | | |
| 2 | Office Building , Labour Quarter and other civil construction works not directly connected to manufacturing / service activities of the unit | | | | |

Date:
Place

Signature of the Engineer :
Name :
Designation :

Seal

N.B.: This certificate is not required if the investment in civil works is below ₹5.00 lakhs.

Annexure:2.1
Statement of Actual Cost of Civil Works
(For all category of units)

(a) Date of Acknowledgement of Udyog Adhar/IEM:

(b) Date of production:

| Sl No. | Item/s | Name of the Supplier/ Contractors | Bill no and Date | Amount of Bill (in ₹) | Amount Paid (in ₹) | Mode of Payment | Remarks |
|--------|--------|-----------------------------------|------------------|-----------------------|--------------------|-----------------|---------|
| 1 | 2 | 3 | 4 | 5 | | 6 | 7 |
| | | | | | | | |
| | | | | | | | |

Signature of the Applicant with Seal

Recommendation :

Amount Claimed : ₹.
Amount Deducted : ₹.
Amount Recommended : ₹.

Signature of the Enquiry Officer with seal

Signature of the General Manager, DICC with seal

Annexure : 3
CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(all categories except Infrastructure incentive)

I/ We hereby certify that M/s. _____ (name and address of the unit), has made the following capital investment in their unit for manufacturing /rendering of services of _____. The unit started commercial production /operation with effect from _____ and the actual cost upto the date of commercial production/ operation on _____ is as follows:

| <i>Sl No.</i> | <i>Particulars</i> | <i>Gross Value of investment (in ₹)</i> |
|---------------|---|---|
| 1 | Land(including registration fees and stamp duty) | |
| 2 | Land Development | |
| 3 | Factory/Hotel Building | |
| | Office Building | |
| 4 | Plant and Machinery/Equipments/ River cruise | |
| | i. Basic Value including taxes, insurance etc | |
| | ii. Transportation /loading/unloading charges | |
| | iii. Installation/erection charges. | |
| 5 | Accessories | |
| 6 | Electrical Installation | |
| | i. Drawal of Powerline | |
| | ii. Internal Electrification | |
| | iii. DG set | |
| 7 | Preliminary & pre-op..expenses capitalized | |
| 8 | Miscellaneous fixed assets | |
| Total | | |

A. Source of Finance (in ₹)

1. Promoter's contribution/Equity capital : _____
2. Term Loan from Bank/financial institution : _____
3. Unsecured Loan : _____
4. Any other sources (to be specified) : _____

Total :

B. Details of Promoter's contribution/Equity capital (pl. attach additional sheet if required)

| Name | PAN | Mode of payment (Cheque /DD etc with No. & date) | Amount (in ₹) |
|------|-----|---|------------------|
| | | | |

C. Details of unsecured loan (pl. attach additional sheet if required):

| Name | PAN | Mode of payment (Cheque /DD etc with No. & date) | Amount (in ₹) |
|------|-----|---|------------------|
| | | | |

I/ We have checked the books of accounts of the unit, the invoices etc. and certify that the aforesaid information is verified and certified to be true. We also certify that aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:

Signature of the Chartered Accountant
Registration No. & Seal

N.B. This certificate is not required if the total fixed capital investment is below ₹5.00 lakhs

Annexure :3.1
CERTIFICATE FROM THE REGISTERED CHARTERED ACCOUNTANT
(Infrastructure incentive)

I/ We hereby certify that M/S.....(name and address of the unit),has made the following capital investment in their Industrial Infrastructure Project and the actual cost upto the date of operation on..... is as follows:

| <i>Sl No.</i> | <i>Particulars</i> | <i>Gross Value of investment (in ₹)</i> |
|---------------|---|---|
| 1 | Land(including registration fees and stamp duty) | |
| 2 | Land Development | |
| 3 | (a) Earth filling | |
| | (b) Boundary Wall | |
| | (c) Internal Drainage | |
| | (d) Common Effluent Treatment Plant | |
| | (e) Internal Road | |
| | (f) Guard rooms | |
| | (g) Office Building | |
| | (h) (any other item/s | |
| 4 | Electrical Installation | |
| | i. Drawal of Powerline | |
| | ii. Internal Electrification | |
| | iii. Cost towards sub-station | |
| | iv. Cost towards installation of DG set | |
| | v. Any other cost toward Electrification | |
| 5 | Cost towards supply of water | |
| | i. Cost towards supply of water by pipe /putting deep tube well | |
| | ii. Overhead water Tank | |
| | iii. Setting up of internal water supply arrangement | |
| 6 | Preliminary & pre-operative expenses to be capitalized | |
| 7 | Other Miscellaneous fixed assets | |
| | Total | |

A. Source of Finance (in ₹)

- | | |
|--|---------|
| 1. Promoter's contribution/ Equity capital | : |
| 2. Term Loan from Bank/financial institution | : |
| 3. Unsecured Loan | : |
| 4. Any other sources (to be specified) | : _____ |

Total :

B. Details of Promoter's Contribution/Equity Capital (pl. attach additional sheet if required)

| Name | PAN | Mode of payment (Cheque /DD etc with No. & date) | Amount (in ₹) |
|------|-----|---|------------------|
| | | | |
| | | | |

C. Details of unsecured loan (pl. attach additional sheet if required):

| Name | PAN | Mode of payment (Cheque /DD etc with No. & date) | Amount (in ₹) |
|------|-----|---|------------------|
| | | | |
| | | | |

I/ We have checked the books of accounts of the unit, the invoices etc. and certify that the aforesaid information is verified and certified to be true We also certify that aforesaid items have been duly paid for and no credit is raised there against in the books of the unit.

Date:

Signature of the Chartered Accountant
Registration No.& Seal

Annexure: 4
AFFIDAVIT
(Non-Judicial Stamp Paper of ₹20/-)

I Shri/ Smti _____ son/daughter/wife of Shri/Smti _____
Aged _____ Year by profession _____ do hereby solemnly declare and affirm as follows:-

1. That I am a citizen of India and permanent resident of Village _____ P.O. _____ Police Station _____ in the district of _____ .
2. That I am proprietor / Managing partner / Managing Director / Director / President of M/S _____ and owners of land/building/plant & machinery of the above unit, the industrial/service activity of which is at _____ .
3. That the particulars furnished in the claim application for subsidy under the Industrial & Investment Policy of Assam 2019 are true to the best of my knowledge. That no subsidy/ grant under Central / State Government/ Organization etc have been availed/ applied by me against the items mentioned in the claim application form.
4. That the particulars furnished in the application form and /or in connection with the application for subsidy are correct and true the be best of my knowledge and that in case of any particulars are found to be false or misrepresentation/suppression of essential facts, I shall be liable to refund the subsidy and also liable to be punished under laws of the land.
5. That I Shri / Smti _____ the deponent of the above, do hereby solemnly declare and affirmed that, statement made above are true to the best of my knowledge and belief .

Identified by me:

Signature
(Advocate)

Signature :
Deponent :

Solemnly affirm before me by Shri/Smti _____ identified by Sri/Smti _____ Advocate on this day _____.

Notary Seal

Annexure: 5

AFFIDAVIT(to be signed by Notary)

(Type on Stamp Paper of ₹50/-)

I/We, Sri/Smti _____ son/daughter / wife of Sri / Late _____ age _____ years, resident of _____ (Full Address) Managing Director / Managing Partner/ Proprietor / Authority holder of M/s. _____ having registered office at _____ factory/ Hotel/ River Cruise located at _____ (Full Address) in the district of _____ having manufacturing / service activities of _____ having received to-day a sum of ₹ _____ (*Rupees* _____) only by cheque / BD receipt of which I/we hereby acknowledge as the _____ (incentive) under the Industrial & Investment Policy of Assam 2019 for my /our unit carrying under the name & style of M/s. _____ herein after referred to as “ Enterprise / Unit” and I/We on behalf of the unit give the following undertaking for the said grant/ subsidy.

1. That, I /we, on behalf of the unit shall maintain detailed statistics/account of production and utilization of raw materials /consumables and finished products disposed of /service rendered and shall keep such statistics/accounts open for inspection on request from the implementing agency.
2. That in case of the grant/ subsidy has been obtained by me /us by misrepresenting of essential facts / furnishing false information or if my/our unit goes out of production /service or effect substantial contraction within two years from the date of receipt of grant / subsidy or within five years from the date of commencement of commercial of production/ service whichever is later, I/we shall refund the grant/subsidy if it is claimed by the implementing agency after I / we be given an opportunity of being heard.
3. That in case , any overpayment is made due to wrong calculation or misinterpretation of the rule or otherwise, the same amount shall be refunded by me /us or shall be adjusted against future grant/subsidy due, as and when demanded by the implementing agency.
4. That I/We shall fulfill the conditions laid down in the Industrial & Investment Policy of Assam 2019.
5. That I/we shall abide by all the rules and regulation as stipulated under the Industrial & Investment Policy of Assam, 2019 and also any modification thereof, in due course.
6. In case, my/ our unit closed or sold out or handed over to any other parties before the expiry of the validity period mentioned in the Undertaking , I / We or my / our successor (s) shall be personally liable to refund the Subsidy

Identified by me:

Signature
(Advocate)

Signature :
Deponent :

Solemnly affirm before me by Shri/Smti _____ identified by Sri/Smti _____ Advocate on this day _____.

Notary Seal

Form:1.0
Investment Intention for new units to be gone into commercial
production after 01-09-2019
(for all sector)
Intention to be submitted Online

1. Name of the unit :
2. Proposed location of the unit :
3. Name and Address of the Applicant/s with contact nos :
4. Constitution of the Unit (please specify whether Proprietorship/ Partnership/ Private Limited Company/ Public Limited Company/ Co-operative Society/others) ::
5. If a company, date of registration under the Companies Act and address of its Registered Office :
6. Date and Acknowledgement of Udyog Adahar/ IEM ;
7. Whether the land has been identified/allotted/purchased ? If yes, total area and value :
8. Proposed Capital Investment (Rs in lakh)
 - (i) Land, Development , Building and other Civil works: :
 - (ii) Plant and Machinery :
 - (iii) Electricals :
 - (iv) Other Misc fixed assets :Total :
9. Expenditure incurred so far , if any :
10. Expected date of commercial production :
11. Incentives proposed to be availed under the Industrial and Investment Policy of Assam, 2019 Pl specify :
12. Any other information :

NB: No document is necessary to submit along with this application.

Signature of the Applicant with date

FORM :2.0
APPLICATION FORM FOR GRANT OF ELIGIBILITY CERTIFICATE
(for all activities and all categories)

A: Part -1: General

1. a. **Name of the Unit** :
- b. Complete Office address :
- c. Complete Factory/Hotel/River Cruise address (mention a Landmark too) :
- d. Registered Head Office :
- e. PAN and GSTIN of the unit :
2. a. **Constitution** Proprietorial / Partnership / Private Limited Company / Public Limited Company / Co-operative Society / Trust / State Government Corporation / any other legal entity: :
- b. Registration Number & Date under any Act :
3. Name(s) , permanent Address(es) / PAN(s)/Adhar card of the Proprietor / Partners/Directors / Managing Director/ Secretary / President / Chairman / CEO / Trustee, etc. :
4. **Acknowledgment of Udyog Adhar / IEM No. and Date** :
5. **Date of Commencement of Commercial Production/operation** :
6. Name of the products manufactured/Services rendered :
7. Category : **Micro/Small / Medium / Large** :
8. **Details of Land**
 - i. **In case of land allotted by Govt./ Govt. agency:**
 - a) Number and date of Allotment Letter issued by Govt. / Govt. Agency for land or shed :
 - b) Name of the allotting Authority :
 - ii. **In case of own land:**
 - a) Number and date of Registration of the Land Purchase Deed :
 - b) Dag Number, Patta Number, Revenue Village & Mauza :
 - iii. **In case of lease hold land:**
 - a) Number and date of Registered Land Lease :
 - b) Deed, duration of Lease and Dag Number, Patta Number,

- Revenue Village & Mauza :
- c) Number and date of
Registered Rent Agreement:

Part:2: Manufacturing:

9. Details of Factory Building

I) Own Building :

- a. Dates of Starting and Completion of the civil construction works :
- b. Total area constructed & utilized :
- c. Cost of construction :

II) Allotted by the Government Agency /

Lease hold or Rented :

- a. Number and date of Allotment Letter issued by Govt./Govt. Agency for land & shed and Name of the allotting Authority. :
- b. Number and date of Registered Lease/ Rent Agreement and period of validity :

Fixed Capital Investment (Gross Value)

Value in ₹

- a Land :
 - b Site Development :
 - c Building :
 - i. Factory Building :
 - ii. Office, Quarter etc. :
 - d Plant and Machinery :
 - i. Basic value including taxes, insurance etc. :
 - ii. Transportation/loading/unloading charges :
 - iii. Installation/erection charges :
 - e Equipment, accessories, components, fittings etc. :
 - f. Electrical installation :
 - i. Drawal of powerline :
 - ii. Internal electrification :
 - iii. DG set :
 - g Miscellaneous fixed assets (in details) :
 - h Preliminary & pre-op. expenses capitalized :
- Total :**

10. Details of Production :

| Item (s) | Annual Installed Capacity | Value (₹ in Lakh) | Actual production from the date of commencement of production till date of submission of application |
|----------|---------------------------|-------------------|--|
| | | | |

11. Details of Raw Material(s)

| Item (s) | Annual Requirement | Value (₹ in Lakh) | Sources of Raw Material (s) |
|----------|--------------------|-------------------|-----------------------------|
| | | | |

12. **Details of sales of Finished Product(s)/Service(s)** :

| Sl. No. | Item(s) | Product(s)/ Service(s) Sold during the last accounting year / since the date of commencement of commercial production/ service to the date of submission of the application | | | | Remarks |
|---------|---------|---|--------------|----------------------|--------------|---------|
| | | Within the State of Assam | | Outside the State of | | |
| | | Quantity | Value (in ₹) | Quantity | Value (in ₹) | |
| | | | | | | |

Part:3: Services sector

13. Particulars

A. Hotel 3 Star & above Category

- (i) Location of the Hotel :
- (ii) Category of Hotel :
(Please attach a certificate)
- (iii) Area in square meters :
- (iv) Total cost of the hotel building (in Rs) :
as per CA Certificate
- (v) Total cost of essential items (list to be attached) (in Rs) :
- (vi) No. of rooms and area of each type of rooms in square mtr. :
- (vii) Facilities/ amenities provided (please attach separate sheets, if required) :

B. River Cruise

- (i) Location of the river Cruise :
- (iii) Size of the Cruise in square meters :
- (iv) Total cost of the cruise (in Rs) as per CA Certificate :
- (v) Total cost of essential items including interior (list to be attached) (in Rs) :
- (vi) No. of rooms and area of each type of rooms in square fts. :
- (vii) Facilities/ amenities provided (please attach separate sheets, if required) :
- (viii) Whether the norms/criteria laid down by the concerned department/agency have been fulfilled :

C. Infrastructure Development

- (i) Total land area of the Park in Sq mtr :
- (ii) Total Cost of the Industrial Park (in Rs) :
as per CA Certificate
- (iii) Facilities created in the Industrial Park :
- (iv) Capacity of the Effluent treatment plant :
- (v) Total no of plots earmarked and size of the plots in sq mtr. :
- (vi) Name of the units operating form the Park, Name/s of the unit , item of production and total areas occupied may be submitted. :

Part:4: Others

Sources of finance (in ₹)

- a. Promoter's / Partners' contribution :
- b. Paid up Capital :
- c. Loan from Bank / Financial Institution :
- d. Unsecured Loan :
- e. Other source (to be specified) : _____

Total :

- a. Name(s) of the Bank / Financial Institution :
- b. Amount Sanctioned and Sanction Letter No. & Date
- (i) Term Loan :
- (ii) Working Capital / Cash Credit / Over Draft :

14. Details of Power connection

- a. Total Load Sanctioned :
- b. From Open Source :
- c. From APDCL :
- d. Sanction letter and date :
- e. Connected Load and Date of Connection :
- f. Meter Nos for open source and power supplied by APDCL :
- g. Consumer No of APDCL :

15. (a) Detailsof Direct Employment :

| Sl No. | Category | Total Employment (Nos.) | People of Assam | | People not belonging to Assam | | Remarks, if any |
|--------|----------------|-------------------------|-----------------|---|-------------------------------|---|-----------------|
| | | | (Nos.) | % | (Nos.) | % | |
| a | Managerial | | | | | | |
| b | Non-managerial | | | | | | |
| Total | | | | | | | |

(b) Details of in-direct Employment (Under the provision of Contract Labour Act, etc) :

| Sl No. | Category | Total Employment (Nos.) | People of Assam | | People not belonging to Assam | |
|--------------|-----------------|-------------------------|-----------------|---|-------------------------------|---|
| | | | (Nos.) | % | (Nos.) | % |
| a | Managerial | | | | | |
| b | Non- managerial | | | | | |
| Total | | | | | | |

16. **Incentives applied under the Industrial & Investment Policy of Assam 2019**

- 1.
- 2.
- 3.
- 4.

17. **Declaration** :

I/ We hereby solemnly declare that the information furnished in this application for grant of Eligibility Certificate claiming various incentives under the Industrial & Investment Policy of Assam 2019 are correct and true to the best of my/our knowledge and belief.

Place:
Date:

Signature of the applicant(s)
Status in relation to the unit

Form: 2.1 CHECK LIST
for ELIGIBILITY CERTIFICATE
(for all category/sector)

Self Certified copies of the following documents to be uploaded along with the EC application:

1. **Constitution** :
 - a. In case of a **Partnership unit**
 - i. Registered Deed of Partnership
 - ii. General Power of Attorney
 - iii. List of partners with PAN.
 - b. In case of **Co-operative Society/SHG/NGO/FPO**
 - i. Registration certificate from the Joint Registrar /Assistant Registrar of Co-Operative Society/Registrar of Firms & Societies.
 - ii. Article of Memorandum of Association/By-Laws
 - iii. Resolution of the General Body Meeting for Registration
 - c. In case of a **Company**
 - i. Registration certificate under the concerned Act
 - ii. Memorandum and Articles of Association
 - iii. List of Directors with PAN
2. Copy of Acknowledgement of Udyog Adhar /IEM, as applicable.
3. **Land**
 - a. In case of **own land**
 - i. **Purchase deed/gift deed**/any other document to establish ownership.
 - b. In case of industrial land/shed allotted by any **Government Agency**
 - i. Deed of Agreement
 - ii. Up to date rent receipt
 - c. In case of lease hold from **private owner**
 - i. **Notarized Lease deed** Agreement
 - d. In case of Government land/plot **allotted by Government**
 - ii. Allotment letter with up to date premium payment receipt.
4. **Building and other Civil works**
 - i. Detailed Cost Estimate
 - ii. Approved Factory Building Plan
 - iii. Engineers Certificate as per **Annexure: 2.0** [Engineers certificate to be signed by a Civil Engineer (**not below the rank of Assistant Engineer**) from **any State/Central Government department / Chartered Engineer (recognized by Institute of Engineers)** if the investment in Civil Works is **above ₹5.00 Lakhs**. In case of the investment in civil works is **less than 5 lakhs** GM DICC 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]
 - iv. Statement of cost of Civil works as per **Annexure:2.1**
5. **Sanction letter(s)** from the Financial Institution / **Banks** for Term Loan & Working Capital (WC).

6. Certificate on disbursement of Term loan from Bank/Financial institution
7. Statement of Plant & Machinery / Internal Electrical Installation as per Form 2.2
8. Bills & Vouchers of Plant & Machinery/ Internal Electrical Installation
9. **Documents on power:**
 - i. Power Sanction letter(s)
 - ii. First Electricity Bill and Payment Receipt
 - iii. Installation report of DG set from Chief Electrical Inspector cum Adviser, Assam, if applicable.
10. Certificate from a Registered Chartered Accountant for fixed capital investment & sources of finance as per **Annexure :3.0** and **Annexure 3.1** , as applicable.
11.
 - i. List of Employees (based on the daily Attendance Register of the unit) as per Annexure:1
 - ii. Employment Certificate shall be submitted from the from the District Employment Officer in case of Micro Units and from the Director of Employment & Craftsmen Training, Assam in case of other than micro units.
12. Agreement/ MOU executed with the organization 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 of operation from the Pollution Control Board of Assam.
16. Copy of Registration Certificate under SGST
17. PAN of the unit
18. 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.
19. Valuation report from CBDT approved valuer on-
 - i. Fabricated Machinery/ Machinery Fabricated at site
 - ii. Civil Works forming an integral part of the machinery installed in the factory.
20. Other Registration / Permission / License / NOC etc. required for establishing and running of the unit/activity e.g. Excise Registration, Factory License, Forest License, Broiler license, Fire clearance, registration in weights and measures, Labour License, etc. as applicable to be submitted.
21. Project Feasibility Report.
22. Copy of credit appraisal note from Bank/ Financial Institution
23. Bank Statement indicating payments made for Factory Building, Plant & Machinery and Internal Electrical Installation.

Form:2.2

**STATEMENT OF INVESTMENT ON PLANT & MACHINERY AND INTERNAL ELECTRICAL
INSTALLATION**

(For EC under Industrial and Investment Policy of Assam ,2019)

1. Name of the Plant &Machinery/other assets :
2. Name and address of the supplier :
3. Mode of transportation :
- a. Particulars of dispatch documents
4. Supplier's bill No. and date :
- a. Basic cost of machinery/other assets with taxes ,insurance etc :
5. Payment Details
- a. Date of payment :
- b. Cheque/DD/RTGS/NEFT No., date etc :
- c. Receipt No.& date :
6. Name and address of the carrier :
- a. Freight for carrying the machinery/other assets :
- b. Payment details(Cheque/DD/RTGS/NEFT No., date etc, money receipt)
7. Name and address of the Insurance Company covering risk in transit
- a. Insurance premium paid
- b. Payment details (Cheque/DD/RTGS/NEFT No., date etc, money receipt)
8. Installation and erection charges towards machinery/other assets
- a. Payment details (Cheque/DD/RTGS/NEFT No., date etc, money receipt)
9. Total amount(Basic cost ,freight , insurance and installation / erection charge)
10. Date of erection of the machinery/other assets at factory site
11. Date of commissioning of the machinery/other assets
12. Any other particulars

Signature on behalf of the unit.

Countersigned by CA.

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified plant and machinery/other assets which have already been erected for functioning in the factory **M/S.....**I also certify that the details with regard to price etc ,as given above ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification. and accordingly make my recommendation as under:.

- A. Fixed Capital Investment **applied for EC** : ₹
- B. **Eligible** Fixed Capital Investment **for EC** : ₹

Signature and Seal

Comments of the General Manager/ Managing Director AIDC:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

- A. Fixed Capital Investment applied for EC** : ₹
B. Eligible Fixed Capital Investment for EC : ₹

Signature and Seal

Form:2.3
Enquiry Report for Grant of Eligibility Certificate
(For all category/sector)

- a** Name of the Enquiry Officer with designation :
- b** **Date of commencement** of commercial :
production/service rendered by the unit
- c** **Date of receipt** of application :
- d** **Date of physical** verification :
- e** Date of submission of the report to GM, DICC :
- 1.** **a.** **Name of the Unit** :
- b.** Office address :
- c.** Factory address :
- d.** Registered Head Office :
- e.** PAN and GSTIN :
- 2.** **Constitution** :
- 3.** Name(s), permanent Address(es) and PAN(s) :
of the Proprietor / Partners/Directors /
Managing Director / Secretary / President /
Chairman / CEO / Trustee etc. :
- 4.** **UAM/IEM No. and Date** :
- 5.** **Date of Commencement** of Commercial :
Production/service rendered
- 6.** Whether Manufacturing or Service :
- 7.** Scale : Micro/ **Small/Medium/Large** :
- 8.** **Details of Land** :
- (i)** Allotted by Govt. Agency / Own /
Leased / Rented :
- (ii)** Date of allotment / Registration :
- 9.** **Details of Factory Building** :
(i) Constructed by :
(ii) Total constructed & utilized Area :

10. Details of Fixed Capital Investment (Gross Value)

| Particulars | Total Amount Invested | Eligible Amount for E.C. | Specific reasons for deductions /deviations if any |
|-----------------------------------|-----------------------|--------------------------|--|
| a. Land : | | | |
| b. Site Development : | | | |
| c. Building | | | |
| i. Factory Building : | | | |
| ii. Office, Quarter etc. : | | | |

| | | | |
|--|--|--|--|
| d. Plant and Machinery : i. | | | |
| Basic Value with taxes, insurance etc | | | |
| ii. Transportation/loading/unloading charges | | | |
| iii. Installation/erection charges | | | |
| e. Equipment, accessories, components, fittings : | | | |
| f. Electrical Installation : | | | |
| i. Drawal of powerline | | | |
| ii. Internal Electrification | | | |
| iii. DG set | | | |
| g. Miscellaneous Fixed Assets (in details) : | | | |
| h. Preliminary & pre-op. expenses to be capitalized : | | | |
| Total : | | | |

| | | | | |
|-----|--|--------|--|--|
| 11. | Sources of finance | (in ₹) | | |
| | a. Promoter's contribution / Equity Capital | | | |
| | b. Term Loan from Bank / Financial Institution | | | |
| | c. Unsecured Loan | | | |
| | d. Other source (to be specified) | | | |
| | Total : | | | |

| | | |
|-----|--|--|
| 12. | a. Name(s) of the Bank/ Financial Institution : | |
| | b. Amount Sanctioned and Sanction Letter No. & Date | |
| | (i) Term Loan | |
| | (ii) Working Capital / Cash Credit / Over Draft | |

| | | |
|-----|--|--|
| 13. | Details of Power connection | |
| | i. Sanctioned Load and Date of Sanction | |
| | ii. Connected Load and Date of Connection : | |

| | | | |
|---------|---|---------------------------|--------------|
| 14. | Details of the Production / Service Rendered | | |
| Sl. No. | Product(s) | Annual Installed Capacity | |
| | | Quantity | Value (in ₹) |
| | | | |

| | | | | | |
|---------|-----------------------------------|---|--------------|----------------------------|----------------------------|
| 15. | Details of Raw Material(s) | | | | |
| Sl. No. | Item(s) | Raw Material required on 100% Annual Installed Capacity | | Sources of Raw Material(s) | |
| | | Quantity | Value (in ₹) | Within the State of Assam | Outside the State Of Assam |
| | | | | | |
| | | | | | |

16. **(a) Details of Employment (Direct)** :

| Sl | Category | Total Employment (Nos.) | People of Assam | | People not belonging to Assam | | Remarks, if any |
|-------|----------------|-------------------------|-----------------|---|-------------------------------|---|-----------------|
| | | | (Nos.) | % | (Nos.) | % | |
| i. | Managerial | | | | | | |
| ii. | Non-managerial | | | | | | |
| Total | | | | | | | |

(b) No of Indirect employment in the unit

17. **Eligible Incentives**

| Sl. No. | Incentives applied for | Incentives recommended in detail | Reasons of non-admissibility of incentive(if any) |
|---------|------------------------|----------------------------------|---|
| | | | |
| | | | |
| | | | |

Comments of the Enquiry Officer

Certified that I have examined each and every particulars furnished by the claimant, M/s.....along with all the Annexure /relevant documents furnished with the claim and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit on..... and found the unit functioning. Also verified Land /building/plant and machinery/ internal electrical installation items belonging to the unit, whose details with regard to price etc. as given below, resemble with the details furnished in the application for **EC under IIPA, 2019**.

A. Gross Value of Fixed Capital Investment **applied for EC** : ₹
 B. Gross Value of Fixed Capital Investment found **eligible for EC** : ₹

Signature and Seal

Comments of the General Manager:

Having gone through the findings of the enquiry officer and after having satisfied myself in respect of correctness, genuineness and admissibility of the items claimed and corresponding expenses incurred, I do here by make my recommendation as under:

A. Gross Value of Fixed Capital Investment **applied for EC** : ₹
 B. Gross Value of Fixed Capital Investment found **eligible for EC** : ₹

Signature with seal

Form:3.0
Agenda Note
(for all category/sector)

For Eligibility Certificate under Industrial and Investment Policy of Assam 2019

1. Name of the Unit :
2. Address of the Unit with Telephone No.
- i) Office :
- ii) Factory :
3. Constitution of the Unit :
4. Details of Proprietor/Partners/Directors, etc :

| Name | Address | PAN |
|------|---------|-----|
| | | |

5. Permanent Account No. (PAN) of the Unit :
6. Udyog Adhar/IEM No. & date :
7. Date of Commercial Production/operation :

8. Details of Raw Material(s)/Consumables :

| Name of the Raw Material (s) | Annual Requirement | Value (₹) | Remarks |
|------------------------------|--------------------|-----------|---------|
| | | | |
| | | | |
| | | | |

9. Details of Finished Product(s)/services rendered :

| Item (s) | Annual installed Production Capacity | Value (₹) | Actual Production from the date of commencement till date of submission of application |
|----------|--------------------------------------|-----------|--|
| | | | |
| | | | |

10. Employment Position :

| Particulars | Managerial | Non Managerial | Total |
|-------------------------------|------------|----------------|-------|
| Number of Employees | | | |
| Percentage of people of Assam | | | |

11. Power :

| Sanctioned Power Load | Connected Power Load | Date of Connection |
|-----------------------|----------------------|--------------------|
| | | |

12. Details of Fixed Capital Investment : (may modify for Hotels/resort/River Cruse/Industrial Infrastructure , as the case may be):

| Sl No | Particulars | Gross value of investment as per GM's recommendation | Amount found eligible for E.C. | Remarks, if any |
|-------|--|--|--------------------------------|-----------------|
| A. | Land(including registration fees and stamp duty) | | | |
| B. | Land Development | | | |
| C. | Factory/Institutional Building | | | |
| | Office Building | | | |
| D. | Plant and Machinery/ Equipments | | | |
| | i. Basic Value including taxes, insurance etc | | | |
| | ii. Transportation /loading /unloading charges | | | |
| | iii. Installation/erection charges. | | | |
| E | Accessories | | | |
| F | Electrical Installation | | | |
| | i. Drawal of Powerline | | | |
| | ii. Internal Electrification | | | |
| | iii. DG set | | | |
| G | Miscellaneous Fixed Assets | | | |
| H | Preliminary & pre-operative expenses | | | |
| Total | | | | |

The unit has been verified by Mr., Manager, DI&CC, and the Eligible Fixed Capital Investment has been found to be ₹ However, after scrutiny, the eligible fixed capital investment has been worked out to be ₹
 (If further verified by Sr Officers/Joint committee , the name of the officers and findings to be annexed)

13. Sources of Finance:

| Particulars | : | Amount (in ₹) |
|--|---|---------------|
| a) Promoter's contribution / Equity Capital | : | |
| b) Term Loan from Bank / Financial Institution | : | |
| c) Unsecured Loan | : | |
| d) Other source (to be specified) | : | |
| Total | : | |

15(a) Details of Promoters contribution / /Equity Capital :

| Name | Amount (₹) | PAN | Mode of transfer |
|------|------------|-----|------------------|
| | | | |

b) Details of Bank Loans:

| Name of Bank / Financial Institution | Term Loan Sanctioned | Scheduled repayment period | Rate of Interest as per sanction. | Working Capital Loan sanctioned |
|--------------------------------------|----------------------|----------------------------|-----------------------------------|---------------------------------|
| | | | | |

(c) Details of Unsecured Loan :

| Name | Amount (₹) | PAN | Mode of transfer |
|------|------------|-----|------------------|
| | | | |
| | | | |

16. GSTIN :

17. Incentives for which the unit is found eligible:

- a.
- b.

Member Secretary

FORM: 3.1
Eligibility Certificate
(for all category/sector)
Industrial and Investment Policy of Assam , 2019

No:.....

Date:.....

Certified that M/Sbearing Udyog Adhar / IEM No.datedis granted Eligibility Certificate for claiming incentives under the Industrial & Investment Policy of Assam 2019 and also claiming SGST reimbursement under the Notification of Taxation Department vide No.- FTX.113/2017/72 dtd 19th January, 2018 (or as Amended).

Particulars of the Unit :

| | | | | |
|----|-----|---|---|--------------------|
| 1. | a. | Name of the Unit | : | |
| | b. | Office address | : | |
| | c. | Factory/operation address | : | |
| | d. | GSTIN | : | |
| 2. | (a) | Constitution of the Unit | : | |
| | (b) | Name and address of the Proprietor / | : | |
| | (c) | Partners/Directors / Managing Director / Secretary / President / Chairman / CEO / Trustee etc. | : | |
| | (d) | Permanent Account No (PAN) issued if any by the Income Tax Authority in respect of the unit | : | |
| 3. | | Date of Commencement of commercial production/operation | : | |
| 4. | | Udyog Adhar / IEM No. and Date | : | |
| 5. | | Category : Micro/Small / Medium / Large | : | |
| 6. | | <u>Eligible fixed Capital Investment</u> | : | <u>in ₹</u> |
| | a. | Land | : | |
| | b. | Site Development | : | |
| | c. | Building | : | |
| | | i. Factory Building | : | |
| | | ii. Office, Quarter etc. | : | |
| | d. | Plant and Machinery | : | |
| | | i. Basic Value with taxes, insurance etc | : | |
| | | ii. Transportation/loading/unloading charges | : | |
| | | iii. Installation/erection charges | : | |
| | e. | Equipment, accessories, components, fittings | : | |
| | f. | Electrical Installation | : | |
| | | i. Drawal of powerline | : | |
| | | ii. Internal Electrification | : | |
| | | iii. DG set | : | |
| | g. | Miscellaneous Fixed Assets (in details) | : | |
| | h. | Preliminary & pre-op. expenses capitalized | : | |
| | | Total | : | |

7. Name of the finish products (in case of manufacturing) :

| Item (s) | Annual Installed Capacity |
|----------|---------------------------|
| | |

8. Name of the raw materials :

| Item (s) | Annual requirement |
|----------|--------------------|
| | |

9. (a) No of employees :

(b) Percentage of people of Assam :

10. Date of Approval of DLC/SLC :

11. Eligibility Certificate issued under the Industrial and :

Investment Policy of Assam , 2019 for :

(i)

(ii)

(iii)

(+)

Signature of the Member Secretary

Form:4.0
Application Form for Claiming Power Subsidy under
Industrial and Investment Policy of Assam, 2019 Claim
 Period : from to

| | | |
|----|---|----------------------------------|
| 1 | Name and address of the unit | |
| 2 | Date of commencement of production/services rendered | |
| 3 | No. and date of Eligibility Certificate under IIPA,2019 | |
| 4 | i. Sanctioned Load of APDCL | |
| | i. Connected Load of APDCL | |
| | ii. Consumer No of APDCL | |
| | iii. Meter No of APDCL | |
| 5 | Admissible Period of Power Subsidy | From to |
| 6 | a. Current Claim for the period | From to |
| b. | i. Total amount in the Bill in the current claim raised by APDCL | |
| | ii. Amount paid to APDCL for current claim | |
| | iii. Total units consumed during the current bill period from the connected load of APDCL | |
| c. | Power Consumption Statement as per Form:4.1 | |
| d. | Total No of previous claims and approximate amount @₹2 per unit | No of claim/s: Amount (in ₹): |
| 7 | Details of Bank Account where subsidy is to be deposited | |
| | a. Name of Bank | |
| | b. Branch | |
| | c. Account Number | |
| | d. IFS Code | |

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place:

Signature of the applicant(s)

Date:

Status in relation to the unit:

Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills of APDCL and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified plant and machinery/other assets installed for the sole purpose of products/services of M/s..... and found the unit functioning. I also certify that the details with regard to bills etc, furnished by the unit in the application, resemble

with those mentioned in the original Bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- | | | |
|--|---|---|
| A. Total unit consumed during the claim period | : | ₹ |
| B. Actual Bill paid to APDCL | : | ₹ |
| C. Quantum of Subsidy recommended | | |
| (i) Units | : | ₹ |
| (ii) Amount | : | ₹ |

Signature and Seal

Form: 4.1
Statement of Power Consumption (Based on APDCL's Bills)
Claim Period : From to

| Sl No. | Period of Bill (From to) | Total Bill Amount | Total unit consumed during the period | Less 10% of total unit consumed (unit) | Balance 90% of unit (4 minus 5) | Admissible subsidy (in ₹) (₹2 multiply by units of col 6) | Remarks |
|--------|--------------------------------------|-------------------|---------------------------------------|--|---------------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total | | | | | | |

Signature of the representative of concerned unit

Form:4.2
Check List
Power Subsidy

Self Certified copies of the following documents to be uploaded along with the application form for claiming Power subsidy :

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019.
2. Power Sanction Letter from APDCL.
3. Statement of power consumed as per **Form:4.1**
4. Bills, money receipts etc for the period of claim
5. Cancelled Cheque

Form:5.0
Application Form for Claiming Subsidy on Generating set under
Industrial and Investment Policy of Assam, 2019

1. Name and address of the unit :
2. Date of commencement of production/services rendered :
3. No. and date of Eligibility certificate under IIPA, 2019 :
4. (i) Total Sanctioned Load (Open Source + APDCL) :
(ii) Total Connected Load :
5. a. Brand Name of the generating set :
b. Capacity of the Gen set to produce power :
c. Total cost of the generating set including :
Taxes, transportation, Installation, etc
- d. Cost Statement as per **Form:5.1** :
6. Details of Bank Account where
 - a. Name of Bank :
 - b. Branch :
 - c. Account Number :
 - d. IFS Code :

I /Wedeclare and affirm that particulars/statement furnished above , are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place: Signature of the applicant(s)

Date: Status in relation to the unit:
Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills of Generating set and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified the Generating Set installed for the sole purpose of products/services of M/s_____ & found the unit Functioning. I also certify that the details with regard to bill amount, prices, etc , furnished by the unit in the application ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. Total cost of the Generating set : ₹
- B. Quantum of Subsidy recommended @50% : ₹

Signature and Seal

Form:5.1
Statement of Expenditure on Generating set

| Sl. No. | Name and address of the Supplier | Make of the Generating Set | Supplier bill No and date | Basic Cost of the DG set (in ₹) | Taxes (in ₹) | Cost of Transportation (in ₹) | Other charges (in ₹) |
|---------|----------------------------------|----------------------------|---------------------------|---------------------------------|--------------|-------------------------------|----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total | | | | | | |

| Total Cost (in ₹) (5+6+7+8) | Mode of transportation | Mode of payment | Date of Installation at site | Rating of the DG set | Date of operation of the DG set | Remark |
|-----------------------------|------------------------|-----------------|------------------------------|----------------------|---------------------------------|--------|
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

Signature of the representative of concerned unit

Form:5.2
Check List

Subsidy on Generating Set

Self Certified copies of the following documents to be uploaded along with the application form for claiming subsidy on Generating set :

1. Eligibility Certificate issued to the unit under Industrial and Investment Policy of Assam, 2019
2. NOC/ Approval from the Electrical Inspector for installation Generating set.
3. Statement of cost as per **Form:5.1**
4. Bills, Money Receipt in respect of the claim
5. Bank Statement indicating payments made for Generating Set
6. Cancelled Cheque

Form:6.0
Application Form for Claiming Stamp Duty Reimbursement under
Industrial and Investment Policy of Assam, 2019

- 1 Name and address of the unit :
2 Date of commencement of :
production/services rendered
3 No. and date of Eligibility Certificate :
under IIPA,2019
4 Total area of non-Agriculture land :
purchased for the project
5 Total Expenditure towards Stamp duty on :
purchase of land.
6 Details cost of Stamp duty as per **Form:6.2** :
7. Details of Bank Account where
a. Name of Bank :
b. Branch :
c. Account Number :
d. IFS Code :

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government. Further declared that the land purchased during the period mention is not classified as Agriculture land.

Place: Signature of the applicant(s)

Date: Status in relation to the unit:
Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original document/s and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified Land in connection with the claim of **M/s.....** & found the unit functioning. I also certify that the details with regard to payment etc, furnished by the unit in the application, resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. Total cost of the Stamp Duty : ₹
B. Quantum of Subsidy recommended : ₹

Signature and Seal

Form:6.1
Statement of Expenditure for Stamp Duty reimbursement

| Sl No. | Area of Land | Dag No/s | Patta no/s | Revenue Village/s | Mauza | District | Date of purchase | Date of Registration | Cost of Stamp duty | Remarks |
|--------|--------------|----------|------------|-------------------|-------|----------|------------------|----------------------|--------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 9 | 9 | 10 | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total | | | | | | | | | | |

Signature of the representative of concerned unit

Form:6.2
CheckList
Stamp duty reimbursement

Self Certified copies of the following documents to be uploaded along with the application form for claiming Stamp Duty Exemption :

1. Eligibility Certificate issued to the unit under Industrial and Investment Policy of Assam, 2019
2. Statement as per **Form 6.1**
3. Copies of land documents , statement , etc.
4. Bank Statement Indicating Payment Made
3. Cancelled Cheque

Form:7.0

Claim application for subsidy on Technology Transfer and quality Certification, ZED Certification under Industrial and Investment Policy of Assam , 2019

1. Name and address of the unit :
2. Date of commencement :
of production/services rendered
3. No. and date of Eligibility Certificate under :
Industrial and Investment Policy of Assam , 2019
4. Name and address of the organization providing :
Quality Certification /Technical Know-How
5. Details of Quality Certification :
/Technical Know-How provided by the
above organization
6. Total expenses incurred for obtaining Quality :
Certification/Technical Know- How/ZED certification , etc
7. Details of Bank Account where subsidy is to be deposited
a. Name of Bank :
b. Branch :
c. Account Number :
d. IFS Code

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place: Signature of the applicant(s)

Date: Status in relation to the unit:
Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on**..... and physically verified the MoU signed for the sole purpose of quality maintenance of products/services and in connection with technical know-how for **M/S**..... and found the unit functioning. I also certify that the details in regard to cost etc ,furnished by the unit in the application ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. Expenses incurred for obtaining Quality Certification/Technical Know-How, etc :₹
- B. Total expenses found admissible : ₹
- C. Quantum of Subsidy recommended : ₹

Signature and Seal

Form:7.1
Check List
Quality Certification/Technical Know-How/ ZED certification, etc

Self Certified copies of the following documents to be uploaded along with the application form for claiming subsidy on Quality Certification/ Technical Know-How/ ZED certification:

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019
2. MoU/Agreement executed with the Organization providing quality certification of products/services, process etc.
3. Bills ,money receipts etc towards expenses incurred for obtaining Quality Certification/ Technical Know-How.
4. Bank Statement indicating payments made for Quality Certification/ Technical Know-How/ ZED certification.
5. Quality Certification received, if any
6. Cancelled Cheque

Form:8.0

Application form for claiming Interest Subsidy on Working capital under Industrial and Investment Policy of Assam , 2019

Period of Claim: From to

| | | |
|---|--|---------|
| 1 | Name of the unit : | |
| 2 | Date of going into commercial production/operation | |
| 3 | Eligibility Certificate No and date | |
| 4 | Admissible period of Interest Subsidy on WC | From To |
| 5 | Present claim period | From To |
| 6 | Details of working capital | |
| | a. Name of the Bank /Financial Institution providing working capital loan | |
| | b. Maximum limit of working capital sanctioned along with rate of interest | |
| | c. Sanction No. & Date | |
| | d. C.C. Account No. of the Unit | |
| | e. Total interest charged by the Bank (enclose detailed bank statement for the period of claim, along with a certificate from Bank/FI) | |
| | f. Total interest subsidy eligible @2% as per Industrial and Investment Policy of Assam, 2019 | |
| 7 | Bank /FI Certificate as per Form:8.1 | |
| 8 | Details of Bank Account where subsidy is to be deposited | |
| | a. Name of Bank | |
| | b. Branch | |
| | c. Account Number | |
| | d. IFS Code | |

I /We hereby declare that information furnished in the application for the grant of interest subsidy under the Industrial and Investment Policy of Assam, 2019 are correct and true to the best of my/our knowledge and belief. If any statement made therein in connection with this claim is found to be false or misrepresentation of facts, the amount of subsidy granted by the Government will be refunded by me/us. Further , it is also affirmed that the Working Capital sanctioned for the period was not diverted/ utilized for any other unit or towards any other activity and has been utilized only for the purpose for which it was sanctioned.

Signature(s) of the applicant(s)
Designation Seal and Date

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bank statement/Sanction/Certificate and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and M/S..... is found functioning. I also certify that the copy of the Certificate from Bank/ FI submitted by the unit resemble with the original certificate produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. Total Interest during the period : ₹
- B. Admissible interest for the period from..... to : ₹
- C. Quantum of Subsidy recommended : ₹

Form:8.1**CERTIFICATE FROM THE BANK / FINANCIAL INSTITUTION**

(Recommendation of the Branch Manager of Bank/FI , at Working Capital assistance to the applicant unit under Industrial and Investment Policy of Assam, 2019)

This is to certify that M/s _____ (herein referred to as Industrial Unit) had been sanctioned an amount of ₹ _____ (Rupees _____) only as Credit Limit towards its working capital requirement by our Bank i.e. _____ for a period of _____ to _____ vide this bank Sanction Letter No. _____ dtd. _____. The **Maximum Actual Drawal** by the Industrial Unit on any particular day during the period from _____ to _____ against the credit limit is ₹ _____ (Rupees _____) only and the average daily drawal for the above mentioned period is ₹ _____ (Rupees _____) only. Total interest charged by the bank on working capital utilization is ₹ _____ (Rupees _____) only which is @ _____% per annum.

Having examined our record and the materials furnished by the Industrial Unit, this is to certify that unused overdraft, fixed deposits, advances for acquisition of fixed assets, loans and advances by the proprietors/ partners, Directors/ Members of HUF, Long term loans including interest thereon and investment, have not formed part of the working Capital Utilization and that all drawal against the Credit Limit have been utilized for the purpose for which they were sanctioned and there has been “**No Diversion of Funds**” and/ or “**Siphoning of Funds**” by the Industrial Unit.

Month wise Calculation of Interest on WC for the period from _____ to _____ is indicated below:

| Sl. No. | Month | Total Interest Charged | Rate of Interest (in %) | 2% Subsidy |
|---------|-------|------------------------|-------------------------|------------|
| | | | | |

It is therefore, recommended that the Industrial Unit is eligible for grant of interest subsidy amounting to ₹ _____ (Rupees _____) @ 2% per Annum under the **Industrial and Investment Policy of Assam , 2019** for the period from _____ to _____

Date:

Signature of the Bank/FI authority
Seal

Form:8.2
CheckList

Interest Subsidy on Working Capital

Self Certified copies of the following documents to be uploaded along with the application form for claiming Interest Subsidy on Working Capital

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019
2. Bank Sanction letter for WC
3. Bank/FI's certificate as per **Form:8.1**
4. Bank Statement Indicating payment made towards Interest on WC
5. Cancelled Cheque

Form :9.0

Claim application for Financial Assistance to MSMEs listed in Stock Exchange under Industrial and Investment Policy of Assam , 2019

- 1 Name and address of the unit :
- 2 Date of commencement of production/services rendered :
- 3 No. and date of Eligibility Certificate under Industrial and Investment Policy of Assam , 2019 :
- 4 Name of the Stock Exchange :
- 5 Paid-up Capital of the company :
- 6 Annual Listing fee paid towards listing of the company :
- 7 Expenditure as per statement at **Form :9.1** :
- 8 Details of Bank Account where subsidy is to be deposited :
- a. Name of Bank :
 - b. Branch :
 - c. Account Number :
 - d. IFS Code :

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place: Signature of the applicant(s)

Date: Status in relation to the unit:
Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and M/S is found functioning. I also certify that the details with regard to cost etc, furnished by the unit in the application ,resemble with those mentioned in the original bills/ vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. Expenses incurred for Listing at Stock Exchange : ₹
- B. Total expenses found admissible : ₹
- C. Quantum of Subsidy recommended : ₹

Signature and Seal

Form :9.1
Statement of Expenditure for Listing at Stock Exchange

| | Item/s | Amount paid (in Rs) | Mode of Payment | Remarks |
|---|---|------------------------|--------------------|---------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Listing Fee | | | |
| 2 | Advertisement and Publicity (Specify) | | | |
| 3 | Any other expenditure 9 Specify) | | | |
| | Total | | | |

Signature of the representative of concerned unit

Form:9.2
CheckList
Financial Assistance to MSME's Listed in Stock Exchange

Self Certified copies of the following documents to be uploaded along with the application form for claiming Financial Assistance to Stock Exchange :

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019
2. Statement of Expenditure as per **Form:9.1**
3. Bills/ Vouchers
4. Bank Statement Indicating Payments made for listing in Stock Exchange
5. Cancelled Cheque

Form:10.0
Claim application of Assistance for Environmental compliances under Industrial and Investment
Policy of Assam , 2019
(This shall be not available for Hotel /resort)

- 1 Name and address of the unit :
- 2 Date of commencement of production :
- 3 No. and date of Eligibility Certificate under Industrial and Investment Policy of Assam , 2019 :
- 4 Any prior approval received from the PCBA for setting up of ETP :
- 5 Capacity of the Effluent Treatment plant (in ltr) :
- 6 Total land area for the Effluent Plant :
- 7 Total cost of the plant
 - a. Civil works :
 - b. Machinery :
 - c. other expenditure (except consumables) :
- 8 Statement of Expenditure as per **Form:10.1** :
- 9 Date of operationalize the ETP :
- 10 Details of Bank Account where subsidy is to be deposited
 - a. Name of Bank :
 - b. Branch :
 - c. Account Number :
 - d. IFS Co :

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place: _____ Signature of the applicant(s)

Date: _____ Status in relation to the unit:
 Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** and physically verified the ETP of M/..... & found functioning. I also certify that the details with regard to price etc ,furnished by the unit in the application ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- | | | |
|-----------------------------------|---|---|
| A. Total cost of the ETP | : | ₹ |
| B. Expenditure found admissible | : | ₹ |
| C. Quantum of Subsidy recommended | : | ₹ |

Signature and Seal

Form:10.1
Statement of Expenditure on Environmental Compliances

| Sl. No. | Item/s | Amount paid (in ₹) | Mode of Payment | Remarks |
|---------|--|--------------------|-----------------|---------|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Cost towards Civil works | | | |
| 2 | Cost towards plant & machinery, equipments, etc | | | |
| 3 | Any other expenditure directly related to effluent treatment plant (Except consumables) | | | |
| | Total | | | |

Signature of the representative of concerned unit

Form:10.2
Check List
Assistance for Environmental Compliances

Self Certified copies of the following documents to be uploaded along with the application form for claiming for Assistance for Environmental Compliances :

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019
2. Approval from Pollution Control Board of Assam (PCB)
3. Statement of Expenditure as per **Form:10.1**
4. Bills/ Vouchers
5. Bank Statement indicating payments made
6. Cancelled Cheque

Form:11.0

Claim application for Incentive to private Sector Infrastructure Developer under Industrial and Investment Policy of Assam , 2019

1. Name and address of the unit :
2. Date of commencement of operation of the park :
3. No. and date of Eligibility Certificate under Industrial and Investment Policy of Assam, 2019 :
4. Total area of the Park (in sq mtr and Bigha) :
5. Estimated cost of the Park :
6. Appraised cost of the Park :
7. Total Expenditure of the Park
 - i. Land & development :
 - ii. Civil works including :
 - iii. Road/drainage/ roads, etc :
 - iv. Effluent Treatment Plant :
 - v. Water supply arrangement :
 - vi. Power supply arrangement :
 - vii. Others :
- Total _____ :
8. No of plots and its sizes :
9. Term loan from the Bank/FI :
10. No. of units functioning in the park :
11. Investment as per **Form:11.1** :
12. Details of Bank Account where subsidy is to be deposited
 - i. Name of Bank :
 - ii. Branch :
 - iii. Account Number :
 - iv. IFS Code :

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place: Signature of the applicant(s)
Date: Status in relation to the unit:
Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the original bills and vouchers and found them to be correct and beyond any reasonable doubt. I have also personally visited the park on and physically verified all the documents produced before me. I also certify that the details with regard to price etc ,furnished by the unit in the application ,resemble with those mentioned in the original bills/vouchers produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. Total cost of the Infrastructure : ₹
- B. Expenditure found admissible : ₹
- C. Quantum of Subsidy recommended : ₹

Signature and Seal

Form:11.1
Statement of Expenditure for creation of Infrastructure Development

| Sl. No. | Item/s* | Amount paid (in ₹) | Mode of Payment |
|---------|---|--------------------|-----------------|
| 1 | 2 | 3 | 4 |
| 1 | Cost of land including Stamp duty | | |
| 2 | Land Development | | |
| 3 | Civil works including Road/drainage/roads, etc, | | |
| 3 | Effluent Treatment Plant | | |
| 4 | Water supply arrangement | | |
| 5 | Power supply arrangement | | |
| 6 | Others | | |
| | Total | | |

* Separate Statement to be submitted for each item.

Signature of the representative of concerned unit

Form:11.2
Check List
Incentives to Private sector Infrastructure Developer

Self Certified copies of the following documents to be uploaded along with the application form for claiming Incentive to Private sector Infrastructure Developer:

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019
2. Statement of Expenditure as per Form :11.1 and CA Certificate as per **Annexure:3.1**
3. Land documents
4. Estimate of the project
5. Bank/ FI 's appraisal
6. Bills/ Vouchers
7. Bank Statement indicating the payments made
8. Canceled Cheque

Form:12.0

Claim application for Incentives for Employment generation under Industrial and Investment Policy of Assam , 2019

- 1 Name and address of the unit :
- 2 Date of commencement of production/services rendered :
- 3 No. and date of Eligibility Certificate under Industrial and Investment Policy of Assam , 2019 :
- 4 No. of persons employed in the establishment
 - a. Direct :
 - b. Indirect :
- 5 No of persons employed as permanent nature **Form 12.1** :
- 6 Total monthly salary of the employees in the establishment :
- 7 Details of Bank Account where subsidy is to be deposited
 - a. Name of Bank :
 - b. Branch :
 - c. Account Number :
 - d. IFS Code :

I /Wedeclare and affirm that particulars/statement furnished above ,are true to the best of my/our knowledge and belief and if any statement made herewith in connection with this claim is found to be false or misrepresentation of facts the amount of subsidy granted will be refunded by me/us to the Government.

Place: Signature of the applicant(s)

Date: Status in relation to the unit:

Seal:

Comments of the Enquiry Officer

Certified that I have personally verified particulars mentioned above with the employee register , etc and found them to be correct and beyond any reasonable doubt. I have also personally visited the unit **on.....** & found the unit functioning. I also certify that the details indicated in Form 12.1 resemble with the documents produced before me during the time of physical verification and accordingly make my recommendation as under:

- A. No of persons claimed as permanent : ₹
- B. Eligible permanent employees in the unit : ₹
- C. Quantum of Subsidy recommended @ ₹10000 per person : ₹

Signature and Seal

Form:12.1
List of Employees and compensation:

| Sl No. | Name of the employee | Date of appointment | Employment Exchange Reg ⁿ No. | EPF No. | Monthly Salary | Contribution towards EPF | Contribution towards Employees State Insurance (if any) | Institute/ Organization in which skill up gradation training imparted | Expenditure incurred for the training (in ₹) | Remarks |
|--------|----------------------|---------------------|--|---------|----------------|--------------------------|---|---|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Declaration:

1. I do hereby declare that the above employees are working in our organization for more than 12 (twelve) months on regular basis & the statutory dues to respective organization have been paid regularly by our organization.
2. The employees at Sl. _____ have successfully completed the skill up gradation training.
3. Subsidy granted, if any will be returned if the employee is removed/ dismissed from the service within 12 (twelve) months from the date of receipt of the subsidy.

Signature of the representative of concerned unit

Form:12.2
Check List
Incentive for Employment Generation

Self Certified copies of the following documents to be uploaded along with the application form for claiming Incentive for employment generation :

1. Eligibility Certificate issued to the Unit under Industrial and Investment Policy of Assam, 2019
2. Statement of employee as per **Form:12.1**.
3. Employment Certificate submitted at the time of applying Eligibility Certificate
4. Challan of EPF, ESI etc.
5. Bank Statement indicating the payment made towards EPF, ESI etc.
6. Cancelled Cheque

----#####----