

List of Documents to be submitted along with Capital subsidy application

1. Copy of udyog aadhaar memorandum
2. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3. If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4. If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Enterprises.
6. Copy of sanction order from T.N.E.B for power supply with copy of Meter card.
7. Copy of the invoices, cash bills and stamped receipt duly attested. In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
8. Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-A)
9. Certificate of commencement of commercial production duly signed by Chartered Accountant.
10. For self fabricated Plant and Machinery items
 - a. Chartered Engineer's Certificate for the value of the plant and machinery.
 - b. Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished.
11. Copy of the first sale invoice raised after commencement of Commercial Production.
12. Additional documents in respect of existing enterprises taking up expansion / diversification.
Certificate from Chartered Accountant on the following
13. Date of commencement of commercial production after expansion / diversification.
14. Value of Plant & Machinery items created before Expansion/diversification and on Expansion / diversification and % increase in the value of Plant & Machinery due to the Expansion / diversification.
15. Annual Production capacity / Turnover (both in terms of units and value in Rs.) for the last 3 years before the date of commencement commercial production under expansion / diversification, after expansion / diversification and % increase of production capacity / Turnover due to expansion / diversification.

Note : All Original documents should be produced for verification and return at the time of inspection. If the originals are in the bank, the copies should be duly attested by the Branch Manager of the bank which financed the project.
Files should be in pdf format /max. file size 200 kb.