

- Documents required for Provisional Permission of Plots Situated in Government Industrial Estates.

A) Seller/Lessee

- 1) Request letter with reason to sale/transfer.
- 2) Original 7x12 extract.
- 3) No Due Certificate from Mamlatdar/Patel Talati regarding land revenue.
- 4) No Due Certificate from Electricity department/last light bill paid copy.
- 5) No Due Certificate from Banks/financial institution regarding land revenue.
- 6) Panchayat Tax Receipt / No Due Certificate from Group Gram Panchayat.
- 7) Challan of lease rent from Lessee.
- 8) Occupancy certificate, if there is factory building.
- 9) No Due Certificate from PCC, VAT, CIF&B, Central Excise.
- 10) Valid Authorization to sign on behalf of lessee.

B) Buyer/Seller

- 1) Request letter with details of manufacturing items.
- 2) Details of Project Report.
- 3) Constitution of the Project viz. Memorandum & Article of Association/Partnership Deed.
- 4) Valid Authorization to sign on behalf of Buyer/ Purchaser.

- Final Transfer Permission of Plots situated in Government Industrial Estates.

- 1) 50% Unearned Premium Challan paid receipt.
- 2) Deed of Assignment Registered with Sub-Registrar, Silvassa.
- 3) Original Valuation Report from Govt. Approved Va.
- 4) Valid Authorization to sign on behalf of Buyer/ Purchaser

- Documents required for Subletting Permission of building of Plots situated in Government Industrial Estates.

A) Lessee

- 1) Request letter with reason to sale/transfer.
- 2) Original 7X12 extract.
- 3) No Due Certificate from Mamlatdar/Patel Talati regarding land revenue.
- 4) No Due Certificate from Electricity department/last light bill paid copy.
- 5) No Due Certificate from Banks/financial institution regarding land revenue.
- 6) Panchayat Tax Receipt / No Due Certificate from Group Gram Panchyat.
- 7) Challan of lease rent from Lessee.
- 8) Occupancy certificate, if there is factory building.
- 9) No Due Certificate from PCC, VAT, CIF&B, Central Excise.
- 10) Valid Authorization to sign on behalf of lessee.

B) Sub-Lessee

- 1) Request letter with details of manufacturing items.
- 2) Details of Project Report.
- 3) Constitution of the Project viz. Memorandum & Article of Association/Partnership Deed.
- 4) Valid Authorization to sign on behalf of lessee.

- NOC for Mortgage of Government Industrial Estate lease hold plots.

- 1) Reason for obtaining loan from Bank .
- 2) Request letter from Bank.
- 3) Valid Authorization to sign on behalf of lessee.

- Documents required for Issue of Certificate under Electrical Appliances Act.
 - 1) An application on letter head.
 - 2) Authority letter of applicant.
 - 3) DIC/SIA certificate of Permanent Registration/ EM Part -II/ IEM-Part-B
 - 4) Technical Report from Electricity Department for Reconfirmation.
 - 5) MSME Certificate of Lab testing.
 - 6) MSME Lab-test Report.
 - 7) BIS/ISO certificate.
 - 8) Valid Authorization to sign on behalf of lessee.

- Documents required for Capacity Assessment of Unit.
 - 1) Application in prescribed form along with DD.
 - 2) DIC certificate Permanent Registration/ EM Part -II/ IEM-Part-B
 - 3) PCC consent to operate Unit.
 - 4) Justification for raw material and production capacity.
 - 5) Details of Raw material in table form.
 - 6) Details of Equipment installed in table form.
 - 7) Details of Plant & Machinery installed in table form.
 - 8) Manufacturing process and flow chart of the manufacturing process.
 - 9) Purchase invoices of Equipment and Plant & Machinery.
 - 10) Valid Authorization to sign on behalf of lessee.

- Documents required for Issue of Lubricant License (through committee)
 - 1) Application in prescribed form.
 - 2) Rs. 25 challan.
 - 3) Project Report.
 - 4) List of Laboratory Equipments/ Bills.
 - 5) Ownership of not Registered as PMT SSI Unit.
 - 6) Memorandum & Article of Association/ Partnership Deed if not registered as PMT SSI Unit.
 - 7) Dealer letter from Company i.e. IPCL etc.
 - 8) PCC consent.
 - 9) Storage capacity.
 - 10) Valid Authorization to sign on behalf of lessee

- Documents required for Recommendation of loan application under Prime Minister's Employment Generation Programme Scheme (through committee)
 - 1) Affidavit on Rs.100/- Stamp Paper (Duly attested by the Notary Public).
 - 2) Standard application Form 2 copies.
 - 3) Two Passport size photograph (Self attested).
 - 4) Proof of residence viz. copy of Ration card/Election card etc.
 - 5) Qualification certificate/Experience certificate.
 - 6) Proof of land/building where proposed unit is to be set up.
 - a) If Land/Building is in the name of applicant then Xerox copy of Deed/Registry should be submitted.
 - b) If Land/Building is not in the name of applicant, then Lease Deed for minimum 10 years should be submitted.
 - c) If Land/Building is hired on rent/lease, then copy of the rent agreement/lease minimum for 10 years should be attached along with photocopy of owner's Deed/Registry.
 - 7) Map of the proposed/existing building, lay out plan along with location identification.
 - 8) Consent letter from concerned Bank.
 - 9) In case of registered Society / Trust / Co-operative / Registration certificate and By-laws of society and resolution passed for availing benefits under PMEGP.
 - 10) Quotation of Machinery and raw material required for the proposed project. Project report (fulfill the norms PMEGP).