

**COMBINED CHECK LIST OF DOCUMENTS REQUIRED BEFORE SANCTION AND BEFORE
DISBURSEMENT**

[To be handed over to the proponent along with the Scheme Form]

PRE – SANCTION REQUIREMENT OF DOCUMENTS			
Sl. No.	Requirement	Submitted [Y] or not[N]	Reasons for non-submission / Probable date of submission
1	Self attested photocopy [SAP] of Voter's ID card/Aadhaar card, IT PAN card and signature verification of the proprietor/partners/directors of the applicant unit [AU] from the present bankers.		
2	SAP of last month's telephone bill and electricity bill of each promoter.		
3	SAP of Memorandum and Articles of Association / Partnership deed of AU.		
4	SAP of latest income tax return of each promoter, guarantor and of each concern with which the promoters are associated.		
5	SAP of pollution clearance certificate and of rent / lease agreement relating to the factory site.		
6	SAP of sanction letters of facilities being enjoyed with the existing bankers/financial institutions along with the detailed terms of such accommodation.		
7	SAP of lease deeds / title deeds of all properties being offered as primary and collateral securities.		
8	Complete postal address with the name of the PS of the office and factory of the AU with PIN code, telephone number, FAX number, and e-mail ID with copies of last electricity and telephone bill.		
9	SAP of EM registration certificate, trade licence, and IT PAN card of the AU.		
10	Bio-data and Asset-Liability statement of each of the present promoters and proposed guarantors of the AU in the enclosed format [Annexure – A] quantifying the net worth of each promoter as on a recent date, certified by a Chartered Accountant.		
11	In principle consent letter from the bank branch from where working capital loan has been proposed to be availed of by the AU.		
12	SAP of audited balance sheet and profit & loss a/c, together with the corresponding tax returns, of the AU for the last three FYs ended 31 March of the last FY.		
13	SAP of the provisional balance sheet and profit & loss a/c of the AU for the current FY up to a recent date.		
14	SAP of audited balance sheet and profit & loss account, together with the corresponding tax returns, of each unit with which the promoters of the AU are associated, for the last three FYs ended 31 March of the last FY.		
15	Detailed project report [DPR] / Techno-economic Viability [TEV] report		
16	Names with complete mailing addresses and email ID of the bankers to the AU as well as the associated units of the promoters of the AU.		
17	Complete flow diagram of the manufacturing process with the computation of installed capacity and the quantitative relationship of inputs and output.		
18	Detailed location map / route chart leading to the office and factory of the AU with reference to well known / important landmarks.		
19	Details of existing civil and other construction and the existing connected load.		
20	Detailed civil estimates from a civil engineer in regard to all civil work including site development, internal roads, boundary wall, culverts, water arrangement, sanitary & plumbing work etc., mentioning the type of construction of each building, its measurements, unit cost of construction etc.		

**COMBINED CHECK LIST OF DOCUMENTS REQUIRED BEFORE SANCTION AND BEFORE
DISBURSEMENT**

[To be handed over to the proponent along with the Scheme Form]

PRE – SANCTION REQUIREMENT OF DOCUMENTS			
Sl. No.	Requirement	Submitted [Y] or not[N]	Reasons for non-submission / Probable date of submission
21	SAP of approved site plan and building plan.		
22	SAP of application for the required power connection.		
23	Current quotations with technical literature of proposed plant & equipment from at least two reputed, independent and unrelated suppliers, mentioning the basic price, all taxes, ED, transit insurance, freight and installation charges.		
24	Names with complete mailing addresses of a few reputed users of the above plant & equipment supplied by the above suppliers.		
25	Computation showing the total requirement of connected load to the factory and quotation from CESC / WBSEDCL for supplying the same.		
26	Quotation for internal electrification.		
27	Detailed market survey report of the proposed products.		
28	Current quotations of each raw material, at site.		
29	Names with addresses of a few reputed existing manufacturers of the proposed products and price comparison.		
30	Complete list of extant plant & machinery, for extant AU.		
31	Complete list of shareholders of the AU showing percentage of holding – existing and proposed.		
32	ADSR valuation report of the factory land and of the immovable property offered as collateral security.		

PRE – DISBURSEMENT REQUIREMENT OF DOCUMENTS			
Sl. No.	Requirement	Submitted [Y] or not[N]	Reasons for non-submission / Probable date of submission
1	Acceptance Letter (as per proforma) along with Legal cum service charges within due date.		
2	Papers/documents relating to documentation part as per Legal Handout enclosed with sanction advice. Brief particulars being as under:		
2.1.	Original deed of conveyance/Leasehold agreement relating to primary security.		
2.2.	Chain deeds relating to the above land.		
2.3.	Mutation and conversion certificate for both factory land and collateral security		
2.4.	Mutation certificate [From Municipality /Corporation/Notified authority] + approved / sanctioned plan.		
3	GP/AGP report relating to the land		
4	Search report – 12 years' court and 30 years' registry office search.		
5	Rental agreement [As per proforma]		
6	Tax receipt		
7	Original title deed relating to collateral security and related papers as at 2.2 to 2.4 above.		
8	Valuation report		
9	Stipulated liquid collateral security [LCS] deposited		
10	Copy of E.M. certificates (Part – I / Part – II) for SSI Unit / DI Registration for MSI unit.		

**COMBINED CHECK LIST OF DOCUMENTS REQUIRED BEFORE SANCTION AND BEFORE
DISBURSEMENT**

[To be handed over to the proponent along with the Scheme Form]

PRE – DISBURSEMENT REQUIREMENT OF DOCUMENTS			
Sl. No.	Requirement	Submitted [Y] or not[N]	Reasons for non-submission / Probable date of submission
11	Trade License (both for office & factory) / Trade Permission from local authority for the current FY.		
12	Copy of valid Pollution Clearance [Consent to establish / Consent to operate] for the unit.		
13	Approved factory building plan from the local authority.		
14	Approved factory licence.		
15	Copy of Quotation/estimate/Agreement relating to new connection of power for adequate load from CESC/WBSEB or documents relating to enhancement of load from the above authority or copy of agreement with landlord/other source for supply of adequate power.		
16	Credentials in respect of some of the machine suppliers as stipulated in sanction advice.		
17	Report(s) from the banker(s) in respect of promoters and their associate company (ies) which were pending while sanctioning the loan proposal.		
18	Working capital sanction letter from bank.		
19	CA certificate strictly as per prescribed format showing assets created vis-à-vis funding pattern with detailed breakup thereof. This must be accompanied by all schedules, duly filled up, and other relating papers like money receipts relating to advances, copies of tax invoices/delivery challans for the machinery items acquired and shown in the certificate and supporting copies of bank statements.		
20	CA certificate regarding authorized capital, paid up capital, share holding pattern, list of lenders of unsecured loan, book value of share etc.		
21	Insurance Cover Note/Policies in joint names with WBFC for the assets created/to be created as per approved project / transit insurance on machinery, if necessary.		
22	Proforma Invoice & delivery schedule from machinery suppliers for the items for which advance/ full & final payments is to be made by WBFC.		
23	Disbursement proposal showing details of payments to be released to the machine suppliers & others, if any, name of the bankers, branch and A/C No. of the concerned parties.		
24	Documents relating to import of machinery.		
25	Banker's confirmation regarding opening Letter of Credit and amount to be deposited with bank with basis thereof.		
26	Proforma invoice from the overseas supplier or its authorized agent, if any.		
27	Certificate from approved Clearing Agent of the Customs Department. regarding: (i) Approx. Customs Duty to be paid submitted. (ii) Approx. cost for Clearing Charges/Forwarding/Port charges etc.		
28	Detailed status report on progress of construction, acquisition of machinery, installation of machinery, getting electricity, installation of ETP etc.		
29	Submission of papers relating to other conditions as stipulated in sanction advice.		