

**COMBINED CHECK LIST OF DOCUMENTS REQUIRED BEFORE SANCTION AND BEFORE DISBURSEMENT  
[To be handed over to the proponent along with the Scheme Form]**

<b>PRE – SANCTION REQUIREMENT OF DOCUMENTS</b>			
<b>A. PAPERS/ INFORMATION TO BE SUBMITTED ALONG WITH SCHEME FORM</b>			
<b>Sl. No.</b>	<b>Requirement</b>	<b>Submitted [Y] or not [N]</b>	<b>Reasons for non-submission / Probable date of submission</b>
1	Self attested photocopy [SAP] of Aadhaar card, IT PAN card of the proprietor/partners/directors of the applicant unit [AU].		
2	SAP of Memorandum and Articles of Association / Partnership deed of AU.		
3	SAP of latest income tax return of each promoter, guarantor along with their individual Balance Sheet, Profit & Loss A/c & Computation of Income Tax.		
4	SAP of title deeds of factory land/ primary security along with ROR (Record of Rights), mutation & conversion certificate, if available. Or SAP of rent / lease agreement relating to the factory site of the AU.		
5	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.		
6	SAP of IT PAN card of the AU & of associated concerns/ companies of the promoters.		
7	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.		
8	SAP of audited balance sheet and profit & loss a/c, together with the corresponding income tax returns, of the AU for the last three FYs ended 31 March of the last FY, if applicable.		
9	SAP of audited balance sheet and profit & loss account (if applicable), together with the corresponding income 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.		
10	Detailed project report [DPR].		
11	Sanction Advice, Repayment Schedule and the Statement of loan accounts for the last six months of the existing loans of the AU as well as the associated units of the promoters of the AU.		
12	Detailed civil estimates 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.		
13	Current quotations in the name of AU 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.		

<b>PRE – SANCTION REQUIREMENT OF DOCUMENTS</b>			
<b>B. <u>PAPERS/ INFORMATION TO BE SUBMITTED SUBSEQUENTLY DURING APPRAISAL OF THE LOAN PROPOSAL</u></b>			
<b>Sl. No.</b>	<b>Requirement</b>	<b>Submitted [Y] or not[N]</b>	<b>Reasons for non-submission / Probable date of submission</b>
1	Last electricity bill of the existing factory of the AU.		
2	Consent to operate of WBPCB for the existing factory of the AU.		
3	SAP of Udyam Registration Certificate, GST Registration Certificate, Trade License of the existing/ factory of the AU.		
4	SAP of sanction letters of facilities being enjoyed with the existing bankers/financial institutions along with the detailed terms of such accommodation.		

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<b>B. PAPERS/ INFORMATION TO BE SUBMITTED SUBSEQUENTLY DURING APPRAISAL OF THE LOAN PROPOSAL</b>			
<b>Sl. No.</b>	<b>Requirement</b>	<b>Submitted [Y] or not[N]</b>	<b>Reasons for non-submission / Probable date of submission</b>
5	In principle consent letter from the bank branch from where working capital loan has been proposed to be availed of by the AU.		
6	SAP of approved site plan and building plan of AU, if available.		
7	SAP of application for the required power connection.		
8	Names with complete mailing addresses & e-mail Id of a few reputed users of the plant & equipment supplied by the proposed suppliers.		
9	Computation showing the total requirement of connected load to the factory of AU.		
10	SAP of the provisional balance sheet and profit & loss a/c of the AU for the current FY up to a recent date, if applicable.		
11	Details of existing civil and other construction and the existing connected load of the existing factory of the AU.		
12	Complete list of extant plant & machinery, for extant AU.		
13	Complete list of shareholders of the AU showing percentage of holding – existing and proposed.		
14	SAP of the title deeds of the properties being offered as collateral security along with ROR, mutation & conversion certificate, if available.		
15	Current quotations of each raw material, at site.		
16	Names with addresses of a few reputed existing manufacturers of the proposed products and price comparison.		
17	Detailed market survey report of the proposed products.		

<b>PRE – DISBURSEMENT REQUIREMENT OF DOCUMENTS</b>			
<b>Sl. No.</b>	<b>Requirement</b>	<b>Submitted [Y] or not[N]</b>	<b>Reasons for non-submission / Probable date of submission</b>
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 Udyam Registration Certificate & Trade License (both for office & factory (if not provided during sanction).		
11	Copy of valid Pollution Clearance [Consent to establish / Consent to operate] for the unit.		
12	Approved factory building plan from the local authority.		

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13	Approved factory licence.		
14	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.		
15	Credentials in respect of some of the machine suppliers as stipulated in sanction advice.		
16	Report(s) from the banker(s) in respect of promoters and their associate company (ies) which were pending while sanctioning the loan proposal.		
17	Working capital sanction letter from bank.		
18	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.		
19	CA certificate regarding authorized capital, paid up capital, share holding pattern, list of lenders of unsecured loan, book value of share etc.		
20	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.		
21	Proforma Invoice & delivery schedule from machinery suppliers for the items for which advance/ full & final payments is to be made by WBFC.		
22	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.		
23	Documents relating to import of machinery.		
24	Banker's confirmation regarding opening Letter of Credit and amount to be deposited with bank with basis thereof.		
25	Proforma invoice from the overseas supplier or its authorized agent, if any.		
26	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.		
27	Detailed status report on progress of construction, acquisition of machinery, installation of machinery, getting electricity, installation of ETP etc.		
28	Submission of papers relating to other conditions as stipulated in sanction advice.		