

**Documents required under PSI-2007
Mega or Regular (New/Expansion) Unit**

A) Effective Steps –

1) Effective possession of land :-

- i) MIDC possession receipt with agreement OR
- ii) Registered land purchase documents with 7/12 extracts / Index II
- iii) Registered lease deed for land / premises (at least of 15 years)
- iv) For land outside MIDC area NOC from Grampanchayat or in case the unit is located within an area covered under a draft or final Regional Development Plant approved by Govt., zone confirming letter from competent authority.

2) Constitution :-

Proprietary/Partnership/Private or Public Limited Company/Co-operative Society /Trust

- i) Registration in respect of firm / Company / Society and Co-operative Society (with the copy of Bye-Laws) / Trust (depending on constitution)
- ii) In case of Partnership firm evidence of execution of partnership deed and filing the requisite application with payment receipt of necessary registration fees with the Registrar of Firm.

3) Registration :-

- i) Photocopy of IEM alongwith a copy of acknowledgement.

B) Other documents required –

1. Conversion of Letter of Intent (LOI) to an Industrial License wherever required.
2. FERA / FEMA / MRTP Clearance, Capital Goods Clearance, Import License /FIPB approval / RBI permission for foreign equity with or without repatriation, wherever necessary.
3. Other clearances, from Central / State Government and / or other authorities required for implementing the project such as
 - i) Mining Permission / Textile Registration / MSEB for captive power / Environment / RBI (Collaboration) / State Excise / Cold Storage / NOC from Local Authority etc. (These type of clearance / permission will depend upon the type of Industries & Location), if applicable.
 - ii) Power sanction letter / Captive Power Generation permission/agreement.
 - iii) MPCB Consent to establish.
 - iv) Environment clearance from Ministry of Environment, GOI, if applicable.
 - v) Water Connection sanctioned.
 - vi) Certified Building Plan Approval from competent authority alongwith copies of approved building plan.
4. Tying up of the means of finance for the project to the satisfaction of concerned Implementing Agency.

5. After the unit goes into commercial production they should furnish following documents :

a) By all units :

- i) Two copies of Original Agreement on Rs.100/- stamp paper duly notarized and one additional certified xerox copy (in prescribed format)
- ii) Affidavit for Employment Based Mega Projects.(in prescribed format)
- iii) Board Resolution passed authorizing execution of Agreements / Affidavit.
- iv) Declaration of commencement of production.
- v) First three purchases and sales bills.
- vi) First three electric bills.
- vii) Copy of excise registration.
- viii) Copy of first page of Excise Register.

(All legal documents must bare a embossed seal of the company)

C) General Terms & Conditions –

- i) Project Appraisal Report will be required from SICOM / MSFC / Any Nationalized Bank, even if the project (new or expansion) is being implemented through self-finance / internal accruals. Inform name & address of term lending institute to call the appraisal report.
- ii) C.A. Certificate regarding assets acquired on site and paid for it will have to be submitted up to the date of production / cut off date of 100% investment of the accepted project cost in prescribed format.
- iii) Detail list of Preoperative Expenses, capitalized up to the date of production, duly certified by C.A.
- iv) List of Plant & Machinery in the prescribed format, duly certified by C.A.
- v) Architect Certificate regarding civil work i.e. Building / Foundation / Land development (like internal Road, Land Leveling Fencing etc.) in detail.
- vi) Technical Know-how Agreement alongwith receipts of cost of drawings and fees, if applicable.

D) Only for expansion units :

- I) a. Declaration about date of acquisition of 1st Fixed Assets for expansion project. (this will be considered as Expansion Year)
- b. Gross Block of the fixed assets for the previous year of Expansion Year, alongwith the balance sheet. (The fixed capital investment to be made in the expansion project needs to 25% or more than the gross block of the previous financial year).
- II) Details of existing installed capacity & capacity after expansion.
- III)a. No. of employees in non-supervisory category.
- b. No. of employees to be employed in non-supervisory category for expansion project.
- c. Details of local persons from total employment, of non-supervisory category (Details of workers with proof i.e. domicile certificate, PF & ESI details.)