

APPLICATION FOR FINANCIAL ASSISTANCE FROM KSIDC
- CHECKLIST OF DETAILS TO BE FURNISHED BY PROMOTERS

1. Entrepreneur Data Sheet in the prescribed Format (Annexure-1), from all promoters who hold 5% or more in the share capital of the company.
2. Filled up Application Booklet (to be bought from KSIDC Office for Rs. 500/-) in the prescribed format, duly signed by the chief promoter.
3. Detailed Project Report- clearing establishing the techno economic feasibility of the project, and including all items mentioned in the Application.
4. Affidavits from all the promoters in Rs.200/- Stamp Paper, as per prescribed format (Annexure-2), and certified by Notary Public.
5. Copy of Certificate of Incorporation, Memorandum and Articles of Association of the Company.
6. Proposed share holding pattern of the Company and the amount and percentage holding by each promoter.
7. Audited Annual Report of the Company for the past 3 years (If the applicant is an existing company)
8. Write up/Details/Performance of all the firms/companies (in which promoters are interested) along with copies of Audited Annual Reports (for the last 3 years)
9. Investment made by the promoter, his close relatives (Spouse, Children, Father, Mother, Brothers, Sisters) in interested units as given in item 8.
10. Name and address of Banks, with Account numbers, in which the promoters/ company /associate concerns have accounts.
11. Postal Address, Registered office and Administrative office of the company with Phone & Fax numbers, Email & website address
12. Survey Numbers of plot of land, place, Village, Taluk and district where the manufacturing facility is proposed to be located; and postal address of the factory site.
13. Copy of land documents:- Land tax receipt, Location and encumbrance certificate, Sale Deed, Prior title deeds, Possession & non-attachment certificate from revenue authorities, Plan/Sketch by Village Officer.

14. Copy of quotations/estimates, for all items of plant and machinery, utility and miscellaneous fixed assets along with a list of those items covering cost of each item with basic price, duties & taxes and transportation cost.
15. Copy of the approved Building Plan and Estimate of civil works from Civil Engineer/Architect.
16. Estimate from Electrical Engineer for cost of electrification.
17. Copy of agreement for marketing/management tie-up, if any.
18. Copy of agreements regarding technical know-how, detailed Engineering, Erection & Commissioning, if any.
19. Copy of Power allocation letter/ Power feasibility report from KSEB.
20. Copy of NOC from Kerala State Pollution Control Board.
21. Copy of approval from Panchayat/other local bodies
22. NOC from Factories & Boilers Department
23. Chartered Accountant's certificate regarding details of amount already spent to date, if any.
24. Fees to be paid:
 - Processing Fee: Rs 1,00,000/ plus GST, to be paid prior to loan sanction.
 - Upfront Fee: 0.75% of the sanctioned loan amount plus GST, subject to a maximum of Rs. 7.5 Lakhs + GST (to be paid only after the project is approved by the Board/EC of KSIDC)
