

Check list for Society

- 1 Hard copy of the application duly signed and sealed by Applicant (Click on Menu->View submitted Application Form->Action. Take printout by using Ctrl +P)
- 2 Covering letter sealed and signed by Directors/ Board Members in original referring to Application Reference Number
- 3 Self attested copy of Bye-Laws
- 4 Self attested copy of the Registration Certificate from Registrar of Society
- 5 **Annexure I- A** (Self declaration of primary activities)
- 6 Self attested statement of Vision, goals and objectives of the Unit in line with the activities provided in **Annexure I-A**
- 7 **Annexure I-D** (Board resolution to be submitted by Society)
- 8 Self attested copies of bills in support of all assets for which subsidy is being claimed. Enclose these in the same order as given in the application form
- 9 **Annexure II-D** (if Electrification costs exceed 50,000)
- 10 **Annexure II-E** (Certificate of valuation by Chartered Accountant)
- 11 Self attested copies of audited balance sheet with trade, profit & loss statement and details of FCI
- 12 **Annexure II-F** (Certificate By Bank)
- 13 Copy of lease deed executed for the said premise (if applicable)
- 14 Self attested declaration of Any Dues or No Dues to Government or Government bodies
- 15 **KYC**
Self attested copies of PAN ,TAN,GST