

## Check list for Proprietorship

- 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 Proprietor in original referring to Application Reference Number
- 3 Approval certificates from Local Self Government/ Udyog Aadhar/ MSME registration/ SSI registration/ Startup (DIPP) registration
- 4 **Annexure I- A** (Self declaration of primary activities)
- 5 Self attested statement of Vision, goals and objectives of the Unit in line with the activities provided in **Annexure I-A**
- 6 **Annexure I-B** (Certificate to be submitted by Proprietorship/ Partnership firm)
- 7 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
- 8 **Annexure II-D** (if Electrification costs exceed 50,000)
- 9 **Annexure II-E** (Certificate of valuation by Chartered Accountant)
- 10 Self attested copies of audited balance sheet with trade, profit & loss statement and details of FCI
- 11 **Annexure II-F** (Certificate By Bank)
- 12 Copy of lease deed executed for the said premise (if applicable)
- 13 Self attested declaration of Any Dues or No Dues to Government or Government bodies
- 14 **KYC**  
Self attested copies of PAN(individual or Business) ,TAN and GST (optional)