

CHECK LIST FOR LOANS UP TO Rs.10.00 lakhs

Sl.No.	Particulars to be submitted at the time of filing loan application
1.	Copy of acknowledgement of MSME Registration Certificate obtained from Industries Department.
2.	Copy of lease deed for the work premises in 10.00 Rupees stamp paper.
3.	Copy of sale deed for the work premises in case the premises is owned by the applicant.
4.	Quotation from selected supplier for all machinery & equipments proposed with detailed specification and Catalogue (original to be produced)
5.	Two comparative quotations from standard supplier's for all machinery & equipments proposed (original to be produced)
6.	Selected machinery supplier's client list with detailed postal address.
7.	Proof for sale price of end product and quotations for main raw-materials to be used.
8.	Tie-up letters for marketing the product.
9.	Copy of partnership deed and acknowledgement of Registrar of Firm in the case of partnership concern.
10.	Copies of Pan card, Voters Identity, Ration card, Aadhar card and Bank pass book.
11.	Profitability statement detailing monthly sales / income and expenditure details.
12.	Consent letter to offer collateral security to the extent required by PIPDIC.
13.	Investigation fee @ 0.50% on the loan amount applied plus applicable service tax–For SC/ST entrepreneurs- 50% has to be paid.

Sl.No.	Particulars to be submitted either during processing time or after sanction of loan.
1.	Applicable licence copies – Inspector of factories approval, Municipal / Panchayat permission, Pollution clearance etc.,
2.	Original title deed, Antecedent title deeds, Encumbrance certificate for 30 years, valuation certificate, FMB copy, Patta copy and Legal opinion report for collateral security property.

CHECK LIST FOR LOANS ABOVE Rs.10.00 LAKHS & UP TO Rs.25.00 LAKHS

Sl.No.	Particulars to be submitted at the time of filing loan application
1.	Copy of acknowledgement of MSME Registration Certificate obtained from Industries Department.
2.	Copy of lease deed for the work premises in 10.00 Rupees stamp paper.
3.	Copy of sale deed for the work premises in case the premises is owned by the applicant.
4.	Site and factory building plan with machinery layout & civil estimate (2 copies).
5.	Quotation from selected supplier for all machinery & equipments proposed with detailed specification and catalogue (original to be produced).
6.	Two comparative quotations from standard suppliers for all machinery & equipments proposed (original to be produced).
7.	Comparative statement for machinery with justification for choosing the supplier.
8.	Selected machinery supplier's client list with detailed postal address and copy of proof for having registered as an approved supplier with other financial institutions / banks.
9.	Proof for sale price of end product from the existing manufacture / dealer.
10.	Quotation / bill copies for each item of raw materials to be used with arrangements for regular supply.
11.	Manufacturing process details with flow chart.
12.	Statistics for demand & supply position of product with proof, existing competitions, major consumers details and tie-up letters for marketing the product.
13.	Copy of partnership deed and acknowledgement of Registrar of firms in the case of partnership firm or Memorandum & Articles of Association in the case of private Limited company.
14.	Bio-Data of all the promoters (Duly filled in all respect as per the format enclosed)
15.	Copies of Pan card, Voters Identity, Ration card, Aadhar card and Bank pass book.
16.	To prepare appraisal report the details asked for in the application at page Nos.12,13,14 & 15 are to be furnished compulsorily.
17.	Consent letter from bank for sanction of working capital loan.
18.	Consent letter to offer collateral security to the extent required by PIPDIC.
19.	Balance sheet & profit & loss account for last 3 years and bankers details for interested concerns/existing unit.
20.	Investigation fee @ 0.50% on the loan amount applied plus applicable service tax – For SC/ST entrepreneur 50% has to be paid.

Sl.No.	Particulars to be submitted either during processing time or after sanction of loan.
1.	Applicable licence copies, PPA approval – Inspector of factories approval, Municipal / Panchayat permission, Pollution clearance etc.,
2.	Original title deed, Antecedent title deeds, Encumbrance certificate for 30 years, valuation certificate, FMB copy, Patta copy and Legal opinion report for factory sit & collateral security property.

CHECK LIST FOR LOANS ABOVE Rs.25.00 LAKHS

Sl.No.	Particulars to be submitted at the time of filing loan application
1.	Copy of acknowledgement of MSME Registration Certificate obtained from Industries Department.
2.	Copy of Registered lease deed for the work premises for the period not less than 8 years or consent letter to produce registered lease deed for the work premises.
3.	Copy of sale deed for the work premises in case the premises is owned by the applicant.
4.	Site and factory building plan with machinery layout & civil estimate (2 copies).
5.	Quotation from selected supplier for all machinery & equipments proposed with detailed specification and catalogue (original to be produced).
6.	Two comparative quotations from standard suppliers for all machinery & equipments proposed (original to be produced).
7.	Comparative statement for machinery with justification for choosing the supplier.
8.	Selected machinery supplier's client list with detailed postal address and copy of proof for having registered as an approved supplier with other financial institutions / banks.
9.	Proof for sale price of end product from the existing manufacture / dealer.
10.	Quotation / bill copies for each item of raw materials to be used with arrangements for regular supply.
11.	Manufacturing process details with flow chart.
12.	Statistics for demand & supply position of product with proof, existing competitions, major consumers details and tie-up letters for marketing the product.
13.	Copy of partnership deed and acknowledgement of Registrar of firms in the case of partnership firm or Memorandum & Articles of Association in the case of private Limited company.
14.	Bio-Data of all the promoters (Duly filled in all respect as per the format enclosed)
15.	Copies of Pan card, Voters Identity, Ration card, Aadhar card and Bank pass book.
16.	Detailed project report on the project.
17.	To prepare appraisal report the details asked for in the application at page Nos.12,13,14 & 15 are to be furnished compulsorily.
18.	Consent letter from bank for sanction of working capital loan.
19.	Consent letter to offer collateral security to the extent required by PIPDIC.
20.	Balance sheet & profit & loss account for last 3 years and bankers details for interested concerns/existing unit.
21.	Track record, name & address of concerns and type of consultancy service rendered by the consultant, if any.
22.	Details of effluent and arrangement proposed for treatment & disposal of effluent if any during process.
23.	Investigation fee @ 0.75% on the loan amount applied plus applicable service tax – For SC/ST entrepreneur 50% has to be paid.

Sl.No.	Particulars to be submitted either during processing time or after sanction of loan.
1.	Applicable licence copies, PPA approval – Inspector of factories approval, Municipal / Panchayat permission, Pollution clearance etc.,
2.	Original title deed, Antecedent title deeds, Encumbrance certificate for 30 years, valuation certificate, FMB copy, Patta copy and Legal opinion report for factory site & collateral security property.

**CONSTRUCTION OF HOTELS / KALYANAMANDAPAM / COMMUNITY HALL /
COMMERCIAL COMPLEX / COMMERCIAL GODOWN**

Sl.No.	Particulars to be submitted at the time of filing loan application
1.	Copy of the sale deed for the work site.
2.	Copy of site & building plan approved by PPA (2 copies)
3.	Estimate for building & other civil works from the approved panel valuers.
4.	Quotation from selected supplier for all the equipments, viz lift, Generator set, Air Conditioners, Kitchen equipments, Furnitures, EPABX system, Television, Refrigerators, Heaters etc., proposed with detailed specifications and catalogues (original quotations to be produced).
5.	Two comparative quotations from standard suppliers for all the above equipments proposed. (original quotations to be produced).
6.	Comparative statement for equipments with justification for choosing the supplier.
7.	List of equipments proposed to be purchased for Hotel/Kalayanamandabam/Community Hall / Commercial Complex / Commercial Godown.
8.	Selected supplier client list with detailed postal address and copy of proof for having registered as an approved supplier with other financial institutions / banks.
9.	Detailed project report on the project.
10.	Copy of partnership deed and acknowledgement of Registrar of firms in the case of partnership firm or Memorandum & Articles of Association in the case of Private Limited company.
11.	Bio-Data of all the promoters (Duly filled in all respect as per the format enclosed).
12.	Copies of Pan Card, Voters identity, Ration card, Aadhar card & Bank pass book for all the promoters.
13.	Brief write up on the scope of the project.
14.	Consent letter to offer collateral security to the extent required by PIPDIC.
15.	Balance sheet & profit & loss account for last 3 years and bankers details for interested concerns / existing unit.
16.	Investigation fee to be paid as detailed below: For loans upto Rs.25.00 lakhs - 0.50% on the loan amount applied plus applicable service tax For loans above Rs.25.00 lakhs - 0.75% on the loan amount applied plus applicable service tax For SC / ST entrepreneurs - 50% has to be paid.

Sl.No.	Particulars to be submitted either during processing time or after sanction of loan.
1.	Applicable licence copies – Municipal / Panchayat permission, Food licence etc.,
2.	Original Title deed, Antecedent title deeds, Encumbrance certificate for 30 years, valuation certificate, FMB copy, Patta copy and Legal opinion report for the site & collateral security property.