

Checklist for availing various services in the Industries and Commerce Department:-

I. Provisional Registration

A. On Private land

1. E.M-I Form (duly filled)
2. Project profile/Project Report.
3. Copy of Permanent Resident Certificate.

B. In Government Industrial Estate

1. Project profile/Project Report.
2. Composite application form/EM-I.
3. Partnership deed/ certificate of incorporation by ROC.
4. Resolution by Board of Directors.

II. Entrepreneur Memorandum-II (Formal Registration (PMT))

1. EM-II form (dully filled)
2. Copy of bills or Vouchers or GRs of machinery installed.
3. Land documents-ownership deed or rent deed or lease deed.
4. Power connection slip by AEE/Executive Engineer.
5. CA Certificate for fixed capital investment.
6. Consent to operate from J&K SPCB.
7. An undertaking (attested by Judicial Magistrate) stating that the entrepreneur shall obtain all the clearances/licenses from the other departments and shall be responsible for any irregularity.

III. Change of constitution (Only in case of registered units)

1. Partnership Deed/Dissolution Deed duly registered in the Court of Law/Form-14 in case of companies.
2. Public Notice in leading dailies inviting objections for change of constitution.
3. NOC/NDC from the concerned Bank/Financial Institution/ Sales Tax/ PDD/ SIDCO/ SICOP wherever required.
4. An undertaking (attested by Judicial Magistrate) stating liability, if any arising due to change of location shall be borne by the Proprietor/Partners/Company duly.

IV. Change of location.

1. Land documents for new location.
2. Power availability certificate/ NOC for DG sets from PDD (exempted in case the unit is shifted in the same Industrial Estate).
3. An undertaking (attested by Judicial Magistrate) stating liability, if any arising due to change of location shall be borne by the Proprietor/Partners/Company.
4. Public Notice in leading dailies inviting objections for change of constitution.
5. NOC/NDC from the concerned Bank/Financial Institution/ Sales Tax/ PDD/SIDCO/SICOP wherever required.

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6. Resolution of Board of Directors for change of location of the unit in case of companies.
 7. An undertaking (attested by Judicial Magistrate) stating that the entrepreneur shall obtain NOC from Municipality/Panchayat shall be responsible for any irregularity.
- V. **Documents required for permission for Additional line of Activity**
- A. Prior Permission**
1. Detail project report from approved consultant.
- B. Issuance of date of commencement of production of additional line of activity.**
1. Copies of Bills/GRs/TTRs of Additional Machinery Installed.
 2. Fitness of Power/D.G Set fitness from Power Development Department.
 3. Consent to operate from J&K State Pollution Control Board for additional line of activity.
 4. CA Certificate regarding Fixed Capital Investment.(for additional activity)
- VI. **Documents required for permission of Additional Product with existing machinery**
- A. Prior Permission**
1. List of additional items to be manufactured.
 2. An undertaking(attested by Judicial Magistrate) by the promoter that the existing machinery is sufficient to undertake additional line of activity/additional product
- B. Issuance of Date of Production for additional Product.**
1. Consent to operate from J&K SPCB for additional Product.
- VII. **Purchase and Installation of Additional Machinery (for existing line of activity)**
- A. Prior Permission**
1. Performa Invoices machinery from supplier
- B. Issuance of date of Installation of Additional Machinery and commencement of production**
1. Fresh certificate of Fitness of Power in case of DG Sets, Certificate of fitness of DG Sets from PDD.
 2. Copies of Bills /GRs/TTRs of additional Machinery installed.
 3. Land documents (if additional land required).
 4. Self declaration that no CIS shall be claimed on additional machinery.
 5. Consent to Operate from J&K SPCB for additional machinery if required
(In case of green category the unit holder shall furnish proof of having applied to SPCB atleast one month back).
- VIII. **Substantial Expansion: Documents required for permission under Substantial Expansion Programme**

1. A copy of Project Profile/detailed Project report.
2. Substantial Expansion (S.E) form-A (shows existing labour and proposed labour).
3. Land documents (if additional land required).
4. CA certificate of capital investment as per devised format.
5. Resolution of Board of Directors for undertaking substantial expansion in case of companies.
6. Acknowledgment of Industrial Entrepreneur Memorandum from Secretarial of Industrial Assistance Ministry of Commerce & Industry, Government of India in case of proposed expansion involves investment of more than 10 Crores.

IX. Substantial Expansion: Documents required for issue of date of installation of machinery and date of commencement of production

1. Permission granted by General Manager DIC/ Director, Industries and Commerce as the case may be.
2. Additional Power Sanction /Power fitness in respect of additional machinery installed. In case of DG sets fitness of DG set from PDD.
3. Copies of Bills, (GRs, TTRs in case machinery purchased from outside the State).
4. Substantial Expansion Form-B (shows existing labour and fresh labour engaged applicable for central excise exemption only).
5. CA certificate regarding new investments made in machinery under substantial expansion.
6. Consent to Operate (CTO) on enhanced capacity from J&K SPCB (in case of green category the unit holder shall furnish proof of having applied to SPCB).

X. Documents required for Rehabilitation of the Sick Units

1. Application form in the prescribed format.
2. Copy of acknowledgment of EM Part-II .
3. Copy of Partnership deed/Memorandum of Articles of Association/ROC.
4. General Managers recommendation regarding whether the unit confirms with the criteria laid down by sick unit duly accompanied with the copies of last three years audited balance sheet.
5. Copy of the rehabilitation/revival plan from the approved consultant/ Financial Institution.
6. Whether Financial Institution/ bank has approved the proposal with details.
7. Present status of the unit outlining details of production, Sales & Networth.

XI. De-Registration of Units

1. Application.
2. Notice in two leading dailies.
3. An affidavit (attested by Judicial Magistrate) from the unit holder regarding owning of liabilities arising post registration.

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4. An affidavit (attested by Judicial Magistrate) for compliances with regard to other departments including Surrender/Transfer of Power Connection.
5. NOC from SIDCO/SICOP.
6. NOC from licensing authority.
7. Copy of ADHAAR and PAN Card.

XII. Testing Equipment (Incentive)

1. Quotation of Testing Equipment.
2. List of Testing Equipment to be purchased.
3. Form to be filled by the unit holder.
4. CA certificate for fixed assets.
5. Sanction and disbursement
 - a. Copy of permission by General Manager, DIC, Industries and Commerce.
 - b. Bills/Vouchers of equipment purchased.
 - c. Mode of payment certificate from bank.
 - d. Satisfactory commissioning certificate from SICOP/DIC/ any other authorized agency.

XIII. Check list for DG set permission

1. Quotations of DG set to be purchased, minimum from two suppliers.
2. List of plant and machinery installed with power load.
3. Self declaration from the entrepreneur regarding not having installed the DG. set and not having availed subsidies earlier.
4. NOC from PDD regarding installation of DG. Set of the desired load.

XIV. Sanction/Disbursement of subsidy for DG set

1. Permission from GM DIC, Industries and Commerce.
2. Bills/Vouchers of DG set purchased.
3. CA certificate regarding investments made on purchase of DG set.
4. Satisfactory commissioning certificate/sanctioned power load and fitness certificate from PDD.
5. Mode of payment certificate from bank, if any.

XV. Capital Investment Subsidy (CIS)

1. CIS Application Form.
2. Copy of Project Report.
3. Copy of acknowledgment of EM-II/Permission for SE.
4. Copy of Lease Deed/Rent Deed/Ownership Deed.
5. Bills/ Vouchers / GR's /Toll Receipts of the Plant and Machinery Installed.
6. C.A Certificate regarding investment made on the project as per the prescribed proforma.
7. Valuation of Civil Works of the Factory Building as per the prescribed proforma/ work done estimates, site plan by the approved valuer.

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8. Bank Loan Certificate/ Means of Finance/Source of investment.
9. Power connection sanction copy/ power fitness certificate, Power fitness of DG sets and CTO from PCB for DG sets.
10. Mode of payment certificate of Plant and Machinery and Civil Works from CA.
11. An undertaking (attested by Judicial Magistrate) stating that the entrepreneur has valid licenses from concerned departments and shall be responsible for any irregularity.
12. Affidavit/Undertaking & Indemnity Bond (attested by Judicial Magistrate) as per proforma available in the respective DIC's.
13. Balance Sheet.
14. Photographs of the Plant and Machinery Installed in the unit.
15. Affidavit(attested by Judicial Magistrate) from the promoter (s) if he has obtained unsecured loans.
16. Partnership Deed / Memorandum and Articles of Association/ROC.
17. NOC/Consent from PCB.
18. PAN Card.

XVI. Documents required for 3% Interest Subsidy Claim on Working Capital

1. Bank application form duly filled in by Banker.
2. Date of sanction of working capital loan with amount sanctioned/Bank Sanction letter with date of sanction/disbursement.
3. Date of encashment in case of enhancement in working capital/enhancement sanction letter.
4. Production certificate/Balance sheet & profit and Loss Account.
5. Annual sales turnover by CA and annual sales tax return.
6. An undertaking (attested by Judicial Magistrate) stating that the entrepreneur has valid licenses from concerned departments and shall be responsible for any irregularity.

XVII. Pollution Control Equipments

1. Application Form.
2. Copy of Project Report.
3. Copy of acknowledgment of EM-II.
4. Copy of Lease Deed/Rent Deed/Ownership Deed.
5. Bills/ Vouchers / GR's /Toll Receipts of the Plant and Machinery Installed.
6. C.A Certificate regarding investment made on the project as per the prescribed proforma.
7. Bank Loan Certificate/ Means of Finance/Source of investment.
8. Power connection sanction copy/ power fitness certificate, NOC from PDD in case of unit operated on DG set, Bills of DG set, Fitness from PDD, NOC from PCB for DG Set.
9. Mode of payment certificate of Plant and Machinery and Civil Works from CA.

10. Affidavit/Undertaking & Indemnity Bond (attested by Judicial Magistrate) as per proforma available in the respective DIC's.
11. Balance Sheet.
12. Photographs of the plant and machinery installed by the promoter,(s), if he has obtained unsecured loans.
13. Affidavit (attested by Judicial Magistrate) of the promoter,(s) if got unsecured loan.
14. Partnership Deed / Memorandum and Articles of Association/ROC.
15. NOC/Consent from PCB.
16. PAN Card.

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