

**TRIPURA INDUSTRIAL INVESTMENT
PROMOTION INCENTIVE SCHEME, 2017**

**OPERATIONAL GUIDELINES FOR
ENTERPRISES/ ENTREPRENEURS**

**GOVERNMENT OF TRIPURA
DIRECTORATE OF INDUSTRIES AND
COMMERCE, AGARTALA**

**Prescribed Proforma for submission of Applications under
Tripura Industrial Investment Promotion Incentive Scheme, 2017**

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**Application Form for obtaining Eligibility Certificate under
Tripura Industrial Investment Promotion Incentive Scheme, 2017**

(Except in respect of (i) Procurement Preference and (ii) Exemption from Earnest Money and Security Deposits - for which there are separate Proforma)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> a) Factory b) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured, etc.	
1.5	Category of the Industrial Unit (Micro or Small or Medium)	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum and if so please enclose a copy of the acknowledgement.	
2.2	Date/ Month/ Year of Commencement of Commercial Production of the Unit.	
2.3	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	

3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.</p> <p>b) ‘No Objection Certificate’ regarding Pollution Clearance from the competent authority.</p> <p>c) Licence from Factories and Boilers Organisation (where applicable)</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p>
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Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

**Application Form for obtaining Eligibility Certificate under Tripura
Industrial Investment Promotion Incentive Scheme-2017**
(In respect of Procurement Preference only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> c) Factory d) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured, etc.	
1.5	Category of the Industrial Unit (Micro or Small or Medium)	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum. If yes, please mention the number and date.	
2.2	Date/ Month/ Year of Commencement of Commercial Production of the Unit.	
2.3	Year for which the Eligibility Certificate is applied for	
2.4	<u>Analysis of the Cost/ Price Structure of the Unit for calculation of 'Value Addition'</u>	The detailed analysis should be prepared and submitted in the enclosed Proforma in <u>Annex-I</u> , following the instructions given below: a) In case the unit has <u>more than one product</u> , the analysis is to be given, for each product separately, <i>certified by a Chartered Accountant.</i>

		<p>b) The Analysis should be on the basis of data contained in <u>audited accounts of last completed accounting year available</u>. In case the unit has not completed one year, the data for the completed period (<i>certified by a Chartered Accountant</i>) may be taken as basis. In case the unit is manufacturing the product for the first time, the details of cost structure as per DPR for the Project should be furnished. In that case DPR must be appraised by Banks/ TIDCL/ NEDFi.</p> <p>The <u>audited P&L A/c and Balance Sheet</u> of the Unit available for immediately preceding 3(three) accounting years is to be submitted.</p>
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.</p> <p>b) ‘No Objection Certificate’ regarding Pollution Clearance from the competent authority.</p> <p>c) Licence from Factories and Boilers Organisation (where applicable).</p> <p>d) Detailed Analysis of Cost/ Pricing Structure as per <u>Annex-I</u> certified by a Chartered Accountant.</p> <p>e) The audited P&L A/c and Balance Sheet of the unit available for immediately preceding 3 financial years/ Appraised DPR in case of units manufacturing the item first time.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Detailed Analysis of the Cost/ Pricing Structure of the Unit based on the Audited Final Accounts for the Year.....

1. **Name of the Product:**

S. No.	Particulars	Amount (Rs. in Lacs)
A.	<p><u>Total Value of Goods produced:</u></p> <p><u>Total Ex-factory Sales Value</u> (i.e., excluding taxes paid within the state).</p> <p>Add: Closing Stock of Finished Goods/ Work-in-progress</p> <p>Less: Opening Stock of Finished Goods/ Work-in-progress</p>	
	Total Value of Goods produced (A)	
B.	<p><u>Landed Cost of Raw material</u> (including Consumables, Packing materials etc), procured and actually <i>consumed</i> during the year</p> <p><u>Total Purchase Value during the Year</u> (including transport cost, insurance, taxes and other expenses paid)</p> <p>Add: Opening Stock of Raw Materials</p> <p>Less: Closing Stock of Raw Materials</p>	
	Total Cost of Raw material consumed (B)	
C.	<u>Value Addition</u> (within the State) (A-B)	
D.	Value Addition (within the State) (as % of total landed cost of Raw Material procured and consumed during the year) (C/B)%

Signature of the Chartered Accountant with seal

**Application Form for obtaining Eligibility Certificate under
Tripura Industrial Investment Promotion Incentive Scheme, 2017**
(In respect of Exemption from Payment of Earnest Money & Security Deposits)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> a) Factory b) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Category of the Industrial Unit (Micro or Small or Medium)	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum. If yes, please mention the number and date.	
2.2	Date/ Month/ Year of Commencement of Commercial Production of the Unit.	
2.3	Year for which the Eligibility Certificate is applied for	
3.	<u>List of Documents/ Certificates required to be submitted:</u> a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.	Enclosed/ Not Enclosed.

	b) "No Objection Certificate" regarding Pollution Clearance from the competent authority.	Enclosed/ Not Applicable.
	c) License from Factories and Boilers Organisation (where applicable)	Enclosed/ Not Applicable.

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Application Form for claiming Capital Investment Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under Thrust Sector Industries? If yes, please indicate the major raw material used.	
1.6	In case of Thrust Sector Industries, whether the unit is a tea processing factory built up under co-operative approach by Small Tea Growers. Yes or No.	
1.7	Date/Month/Year of starting commercial production	
1.8	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned?	
1.9	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution and type of loan(term loan, WC etc) may be indicated.	
3.	<u>Details for computation of claim for Capital Investment Subsidy:</u>	
3.1	<u>Calculation of Rate of Subsidy:</u>	

	<p>a) In case of Sole proprietorship units, whether the unit is belonging to SC, ST or Women? Similarly, in case of Partnership Firm, whether all partners belong to SC, ST or Women category? [In case of SC/ ST, please enclose a copy of SC/ST Certificate of sole proprietor/ all partners of the firm].</p> <p>Taking into consideration the details mentioned against (a) above, please mention the Rate of Subsidy claimed i.e., 30% or 32.5% / 40% or 42.5% / 50 or 52.5%</p>	Yes/ No
3.2	<p><u>Subsidy under Other Schemes:</u></p> <p>Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under <u>any other Scheme of Central/ State Government/ Undertakings</u>. If yes, name of the Scheme and the amount of such subsidy may please be indicated.</p>	
3.3	<p><u>Details regarding Fixed Capital Investment:</u></p> <p>Please mention details regarding investment on Land, Buildings and Plant & Machinery in <u>Annex-II</u>, taking into account the points mentioned in “Notes” below the Proforma of Annex-II. Also, please indicate <u>summary of investment</u> as under:</p> <p>a) Land b) Building c) Plant & Machinery</p> <p>Total</p>	
3.4	<p><u>Calculation of Amount of subsidy:</u></p> <p>a) Total Fixed Capital Investment</p>	

	<p>eligible for subsidy.</p> <p>b) Rate of Subsidy applicable to the unit.</p> <p>c) Gross amount of subsidy (subject to ceiling of Rs. 60 lakhs/ 70 lakhs/ 100 lakhs in each case)</p> <p>d) Please mention the amount of subsidy received/ claimed under any other Govt. scheme</p> <p>e) Net amount of subsidy payable to the unit under TIIPIS-2017 (c-d)</p>	
4.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Eligibility Certificate</p> <p>b) Certificate from Bank/Financial Institution, in the Proforma in <u>Annex-I</u>, in case the unit has taken loan from a Bank/ Financial Institution.</p> <p>c) Details of Fixed Capital Investment in Proforma in <u>Annex-II</u>.</p> <p>d) Certificate from Chartered Accountant in the Proforma in <u>Annex-III</u>.</p> <p>e) Certificate from Civil Engineer in Proforma in <u>Annex-IV</u> (only in case of units, not financed by TIDC)</p> <p>f) Certified copies of vouchers/ receipts etc., proof of payment/ expenditure, in respect of each item of expenditure.</p> <p>g) In case of claim for civil works, copies of approved plan and estimates for executing work.</p> <p>h) Copy of SC/ST Certificate (If applicable).</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p>

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned financial assistance by our Bank/ Financial Institution for setting up of an unit for manufacture of Brief particulars of the unit are as under:

(Rs. in lacs)

1.	Type of Industry, Products (with installed capacity).	
2.	Total Project Cost	
3.	Date of sanction of loan	
4.	Amount of loan sanctioned	
5.	Amount of loan disbursed so far	
6.	Expenditure incurred (as per assessment of Bank/ Financial Institution): a) Land b) Building c) Plant & Machinery d) Misc. Fixed Assets e) Prel. & Pre-operative Expenses f) Margin Money for Working Capital Total	
7.	Sources of Financing (as per assessment of Bank/ Financial Institution): a) Term Loan b) Promoter's Contribution c) Other sources Total	
8.	Whether the Project has been completed.	Yes/ No
9.	Whether the unit has started commercial production.	Yes/ No

Signature of Authorized Official of Bank/ Financial Institution

3. **Plant and Machinery:**

			Rs. in lacs)
Item of Machinery (with specifications)	Name of Supplier	Date of Receipt	Total Cost
1	2	3	4
Total			

Note: In case space is inadequate, please enclose additional sheets.

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Notes:

- a) In case of **Land**, actual price or premium paid for the Freehold or Lease-hold Land should be mentioned.
- b) In case of **Buildings**, please mention only the expenditure on Factory Sheds, Office Buildings, etc. necessary for operation of the unit. Residential Quarters are to be excluded.
- c) In case of **Plant & Machinery**, please note that:
 - Cost of captive power generation unit, cost of drawl of power lines and installation of transformer, may also be included, if re-imbursement for these items have not been received from any other Government source.
 - Cost of productive equipments like dies, moulds, jigs etc. may also be included.
 - Cost of second hand machinery is to be excluded.

Certificate from the Chartered Accountant

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of The details of expenditure incurred by the unit and the sources of financing, as per our assessment, are as under:

(Rs.in lacs)

Expenditure incurred:

a) Land	:
b) Building	:
c) Plant & Machinery	:
d) Electrical Installations	:
e) Misc. Fixed Assets	:
f) Prelim. & Pre-operative Expenses	:
g) Margin Money for Working Capital	:
Total	:

Sources of Financing:

a) Term Loan	:
b) Promoter's Contribution	:
c) Other sources	:
Total	:

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

Chartered Accountants
Signature with seal

Certificate from Civil Engineer

(To be submitted only in case of units, not assisted by TIDC)

I, Shri/ Smt. (Name and qualifications), hereby certify that M/s (Name of the Unit) has incurred total expenditure of Rs.....lakhs on construction of buildings for its Project for manufacturing(Name of the Product), at(Address of the Unit) as per the following details:

Description of Building (along with nature/ specification of the construction)	Area	Date of completion	Expenditure incurred (Rs. lacs)
1	2	3	4
Total			

Note: In case space is inadequate, please enclose additional sheets.

Signature of the Civil Engineer (with seal)

Application Form for claiming Industrial Promotion Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has obtained necessary GST Registration? If so please mention the Registration No. and also enclose a copy of the Certificate/ proof of Registration.	
1.9	Exact amount of eligible investments made in plant and machinery as on the date of commencing commercial	

	production. Eligible investment shall be as per explanation given in clause 3 (vi) (c) of TIIPIS, 2017. A certificate from registered Chartered Accountant as per proforma shall have to be submitted (Certificate from Chartered Accountant is needed to be submitted with the first claim only)	
2.	<u>Particulars of GST on Sale of Finished Goods, deposited by the Unit:</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	<p><u>Amount of State Goods and Services Taxes (SGST) deposited</u></p> <p>[Please enclose certified copy of the Proof of Payment of Taxes (Challan, Receipt, etc)].</p> <p>[Also, please enclose <u>Certificate</u> from the concerned Tax Authority in the State regarding payment of Tax (SGST) in the enclosed <u>Annex-I</u>.]</p>	
2.3	<p><u>Cumulative Amount of Claim/ Sanction</u> of Industrial Promotion Subsidy during current 12-month period (with reference to date of commercial production):</p> <p>a) Total amount claimed (including present claim)</p> <p>b) Total amount Sanctioned (excluding the present claim)</p>	
2.4	Taking into consideration the information in column 2.3 above and the annual ceiling (Rs. 60 lacs), and the aggregate ceiling (equal to the amount of investment made in plant & machinery) the total amount for which the Re-imburement is claimed now	
3.	<u>List of Documents/ Certificates required to be submitted:</u>	

a) Eligibility Certificate	Enclosed/ Not Enclosed.
b) GST Registration Certificate	Enclosed/ Not Enclosed.
c) Chartered Accountant certificate indicating investment in plant & machinery at the time of commissioning the project in proforma given Annex-I	Enclosed/ Not Enclosed.
d) Certificate from the concerned Tax Authority in the State regarding Payment of SGST in Proforma given in <u>Annex-II</u> .	Enclosed/ Not Enclosed.
e) Certified copies of the Proof of Payment of Tax (Challan, Receipt, etc).	Enclosed/ Not Enclosed.
f) Copy of Audited Balance Sheet for last completed Accounting Year.	Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from the Chartered Accountant

(To be submitted with the first claim only)

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of **The details of expenditure incurred by the unit on plant and machinery as on the date of its commencement of commercial production** as per our assessment, are as under:

(Rs.in lacs)

Expenditure incurred:

- a) Plant & Machinery :
- b) Electrical Installations :
- c) Other productive equipments (jigs, dies, moulds etc) :

(Cost of second-hand plant & machinery shall be excluded)

Total :

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

**Chartered Accountants
Signature with seal**

Certificate from State Tax Authorities

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a registered Goods and Services Tax dealer. The brief particulars of their Account with us are as under:

(Rs. in lacs)

1.	No. and Date of GST Registration	
2.	Year/ Period to which the GST Payment relates	
3.	<u>Amount of Taxes deposited:</u> <u>State Goods and Services Tax</u> (Net of Input Tax)	
4.	Whether the unit is defaulting in respect of payment of any dues in respect of GST payment to Tax Authorities? If so, please give details.	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorised Official of State Tax Authorities

Application Form for claiming Partial re-imbusement of Power Charges under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under TIIPIS, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	<u>Details of Power sanctioned:</u> a) Date of Sanction b) Sanctioned load c) Consumer ID No. (Please enclose a copy of Power Sanction Letter)	

2.	<u>Particulars of the Claim for Re-imbursment of Power Charges</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power Charges Paid during the Year/ Period. [Certified copy of Bill & Payment Receipt to be submitted. Also, a Certificate in <u>Annex-I</u> from TSECL to be furnished.]	
2.3	Amount of Subsidy/ Re-imbursment @ 25% of total power charges paid during the Period, as indicated in Para-2.2 above	
2.4	<u>Cumulative Amount of Claim/ Sanction</u> during current 12-month period (with reference to date of commercial production): c) Total amount claimed (including present claim) d) Total amount Sanctioned (excluding the present claim)	
2.5	Whether part or full reimbursement of the power charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.6	Claim for Re-imbursment of Power Charges , considering the position in Para-2.4 and 2.5 above and the overall ceiling of Rs.12 lakhs per annum	
2.7	In case of claiming reimbursement of expenditures on installation of Multiple Tariff Meter for recording time of power consumption, please provide details (date of purchase, amount paid, amount claimed)	

3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Eligibility Certificate</p> <p>b) Copy of Power Sanction Letter from TSECL</p> <p>c) Copy of Electricity Bill and Payment Receipt.</p> <p>d) Certificate from TSECL in Proforma in <u>Annex-I</u>.</p> <p>e) Copy of Audited Balance Sheet for last completed Accounting Year.</p> <p>f) Bill/ invoice, money receipt, transport documents for purchasing Multiple Tariff Meter shall be enclosed</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the above information are correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from Tripura State Electricity Corporation Ltd. (TSECL)

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, have taken a power connection from TSECL. The brief particulars of their Account with us are as under:

(Rs. in lacs)

1.	<u>Details of Power sanctioned:</u> a) Date of Sanction b) Sanctioned load c) Consumer ID No.	
2.	Year/ Period to which the Electricity Bill(s) relate	
3.	Total Amount of the Bill(s)	
4.	Whether the Bills have been fully paid	Yes/ No
5.	Whether the unit is defaulting in respect of payment of any dues to TSECL	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorised Official of TSECL with seal

**Application Form for claiming Partial Reimbursement of Interest on
Term Loans under the Tripura Industrial Investment Promotion
Incentive Scheme, 2017**

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
2.	<u>Particulars of the Working Capital Loans availed by the Unit</u>	
2.1	Name of the Bank(s)/ Financial Institution(s), from which Working Capital Loan has been availed.	
2.2	Amount of Working Capital Loan Sanctioned	
2.3	Date of sanction of the Working Capital Loan	
2.4	Amount of Working Capital loan disbursed	

2.5	Rate of Interest charged on Working Capital Loan	
2.6	Whether Interest Dues upto the date of application have been fully paid	Yes/ No
3.	<u>Particulars of the Claim for Re-imbursment</u>	
3.1	Period for which Re-imbursment Claimed	
3.2	Total Interest Paid for the period and the rate of interest at which paid	
3.3	Whether part or full reimbursement of the interest has been obtained or is proposed to be obtained from any other source? If so, please give details.	
4	Calculation of Interest Subsidy:	
4.1	4% of the actual amount of interest paid during the reference period	
4.2	Annual turnover of the unit during the reference period (As per balance sheet).	
4.3	4% of the 25% value of turnover	
4.4	Eligible amount of subsidy (Eligible amount shall be lower value between Col. 4.1 and 4.3)	
3.5	<u>List of Documents/ Certificates required to be submitted:</u> a) Eligibility Certificate b) Copy of Sanction Letter for Loan c) Certificate from the Bank/ Financial Institution regarding payment of Interest, in <u>Annex-I</u> . d) Copy of Audited Balance Sheet for last completed Accounting Year.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned Working Capital Loan by our Bank/ Financial Institution for setting up of an unit for manufacture of Brief particulars of the Unit and their Loan Account are as under:

(Rs. in lacs)

1.	Date/ Month/Year of starting commercial production	
2.	Total Project Cost	
3.	<u>Details of Sanction of Working Capital Loan:</u> a) Date of Sanction b) Amount Sanctioned	
4.	Amount of Working Capital loan disbursed	
5.	Rate of Interest charged on Working Capital Loan	
6.	Year/ Period for which interest paid by the unit	
7.	Amount of Interest paid	
8.	Whether Interest Dues have been fully paid by Unit	Yes/ No
9.	Amount of Claim of the unit for Re-imbursment @4% interest rate	

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorized Official of Bank/ Financial Institution

Application Form for claiming Reimbursement of Standard Certification Charges/ Fees under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
2.	<u>Particulars of the Claim for Reimbursement</u>	
2.1	Name of the Product(s), for which Standard Certification obtained	
2.2	Name of the Institution(s), from which	

	the Certification has been obtained	
2.3	No. and Date of the Certificate of standard certification. Please also enclose a copy of the Certificate.	
2.4	Details of fees/ charges paid/ other expenses incurred for obtaining the Certification. Please also enclose a copy of the documentary evidence for the payment, like Receipts, etc.	
2.5	Whether part or full reimbursement of the fees/ charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.6	Amount claimed for reimbursement under TIIPIS, 2017.	
2.7	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Eligibility Certificate</p> <p>b) Copy of Certificate of Standard Certification.</p> <p>c) Documentary Evidence like Receipts/ Vouchers etc. in respect of expenses incurred on Fees/ Charges/ other Expenses for obtaining Standard Certification.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Applicant

Proforma VII**Application Form for claiming Employment Cost Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017**
(Thrust Sector Industries only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under the Thrust Sector, as defined under the Scheme TIIPIS, 2017? If so, please provide the name of major raw material being used.	
1.6	Date/Month/Year of starting commercial production	
1.7	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.8	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.9	In case the Unit has taken loan from	

	any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.										
1.10	Whether the unit has made/ obtained necessary enrollment/ registration with the Regional Provident Fund Commission? If yes, please. provide enrollment/ registration No. & date.										
2.	<u>Particulars of ESI and EPF contribution deposited by the Unit:</u>										
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)										
2.2	Details of workers employed month-wise relevant to the claim period:	<table border="1"> <thead> <tr> <th>Month</th> <th>Semi Skilled (No.)</th> <th>Skilled (No.)</th> </tr> </thead> <tbody> <tr> <td colspan="3">If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Semi Skilled (No.)	Skilled (No.)	If required, separate sheet may be attached)					
Month	Semi Skilled (No.)	Skilled (No.)									
If required, separate sheet may be attached)											
2.3	<u>Amount of ESI and EPF Contribution paid:</u> a) ESI b) EPF (Employer's Contribution) Total (Also, please enclose a certificate from concerned EPF Authority regarding payment of contribution in the enclosed Annex-I)	<table border="1"> <tbody> <tr> <td>a) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td>b) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td colspan="3">(If required, a separate sheet may be attached)</td> </tr> </tbody> </table>	a) Month	Worker (No.)	Amt. paid	b) Month	Worker (No.)	Amt. paid	(If required, a separate sheet may be attached)		
a) Month	Worker (No.)	Amt. paid									
b) Month	Worker (No.)	Amt. paid									
(If required, a separate sheet may be attached)											
2.4	Details of the Employment Cost Subsidy claimed: a) ESI b) EPF Total										

3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Eligibility Certificate</p> <p>b) Enrollment/ Registration Certificate from RPFC</p> <p>c) Certificate from the concerned Regional Provident Fund Commission in Proforma given in Annex-I.</p> <p>d) Certified copies of Electronic Challan-Cum-Return (ECR), Members details with reference to ECR and Credit Confirmation Report.</p> <p>e) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>.</p>
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Annex – I

**Certificate from the Regional Provident Fund Commissioner,
Agartala, Tripura**

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a unit registered/ enrolled to deposit ESI and EPF contribution on account of employment people (Skilled and Semi-Skilled workers)

1.	<u>Details of Registration/ Enrollment</u> a) No. of Registration/ Enrollment b) Date of Registration/ Enrollment	
2.	Year/ Period to which the ESI and EPF contribution payments relate	
3.	Whether payment towards EPF and ESI contribution made by the enterprise for 20 or more persons in every month during the reference period of claim. If not, please mention the month for which payment made for less than 20 persons.	
4.	Amount of ESI and EPF Contribution paid during reference period of claim:	a) ESI payment: b) EPF payment: Total :
5.	Amount of ESI and EPF contribution eligible for reimbursement/ subsidy under TIIPIS, 2017. (Eligible amount may please be worked out by excluding the month(s) for which payments made for less than 20 persons)	a) ESI payment: b) EPF payment: Total :
4.	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF contributions.	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature with office seal of Authorised Official

Proforma-VIII

Application Form for claiming Reimbursement of fees paid for taking credit guarantee coverage of loan under CGTMSE under Tripura Industrial Investment Promotion Incentive Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
2.	<u>Particulars of the Claim for Reimbursement of fees paid to take guarantee cover of loan under CGTMSE</u>	
2.1	Name of the Financing Bank and Branch/ NBFC	
2.2	Amount of loan sanctioned	
2.3	Amount of loan disbursed	

2.4	Period of claim (yearly)	
2.5	Amount of one-time guarantee fees paid and the rate of payment	
2.6	Amount of service fees paid and the rate of payment	
2.7	Amount claimed for reimbursement under TIIPIS, 2017. Please enclose a certificate from Bank/ NBFC in Annex-I	a) Guarantee fee: b) Service fee: Total:
3.	<u>List of Documents/ Certificates required to be submitted:</u> d) Eligibility Certificate e) Copy of Loan sanction letter f) Certificate from Bank/ NBFC in Annex-I	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned Term Loan by our Bank/ Financial Institution for setting up of a unit for manufacture of Credit guarantee coverage under CGTMSE has been availed on outstanding amount of loan. Brief particulars of the Unit, their Loan Account and the credit guarantee coverage availed are as under:

1.	Date/ Month/Year of starting commercial production	
2.	Total Project Cost	
3.	<u>Details of Sanction of Term Loan:</u> c) Date of Sanction d) Amount Sanctioned	
4.	Amount of Term loan disbursed	
5.	One time guarantee fees paid to CGTMSE and the rate of payment	
6.	Year/ Period for which monthly service fees paid for coverage under CGTMSE	
7.	Amount of service fees paid to CGTMSE and the rate of payment	
9.	Amount of total claim (Guarantee fees and Service fees)	

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorized Official of Bank/ Financial Institution

**Application Form for claiming Export Promotion Subsidy under the
Tripura Industrial Investment Promotion Incentive Scheme, 2017
(Thrust Sector Industries only)**

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated	
2.	<u>Particulars of exports to Bangladesh</u>	
2.1	Details of export License (No. & Date). Please enclose a copy of the License	
2.2	Name of the items/ goods exported	
2.3	Name of the Land Custom Station through which goods exported	

3.	<u>Particulars of the Claim for Re-imburement</u>									
3.1	Period for which export promotion subsidy claimed									
3.2	Value of goods exported. A certificate from the concerned Superintendent of Customs has to be submitted in Annex-I. Please also enclose copies of commercial invoice and bills of lading.	<table border="0"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Amount(Rs.)</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td></td> </tr> <tr> <td>2)</td> <td></td> </tr> <tr> <td style="text-align: center;">Total</td> <td></td> </tr> </tbody> </table>	Item	Amount(Rs.)	1)		2)		Total	
Item	Amount(Rs.)									
1)										
2)										
Total										
3.3	10% of the value of goods exported (mentioned in Col. 3.2)									
3.4	Eligible amount of export subsidy considering the annual upper ceiling of Rs. 20 lakhs per enterprise.									
4.	<u>List of Documents/ Certificates required to be submitted:</u>									
	a) Eligibility Certificate	Enclosed/ Not Enclosed.								
	b) Copy of Export license	Enclosed/ Not Enclosed.								
	c) Copies of Commercial Invoice and Bills of Lading	Enclosed/ Not Enclosed.								
	d) Certificate from the Bank/ Financial Institution regarding payment of Interest, in <u>Annex-I</u> .	Enclosed/ Not Enclosed.								

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

Certificate from Central Customs Authorities

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a registered exporter of goods to Bangladesh. The brief particulars of their Account with us are as under:

(Rs. in lacs)

1.	No. and Date of Export Registration/ License	
2.	Year/ period for which export of goods relates	
3.	Name of the Land Customs Station through which goods exported to Bangladesh	
4.	Name of the items/ goods exported to Bangladesh during the period	
5.	Aggregate value of goods exported to Bangladesh during the period	

Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Superintendent of Customs with seal

Application Form for claiming Subsidy for participation in Fares and Exhibitions under the Tripura Industrial Investment Promotion Incentive Scheme, 2017 (Thrust Sector Industries only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
2.	<u>Particulars of Fares and Exhibitions attended</u>	
2.1	Name of the Fares/ Exhibition attended	
2.2	Indicate the location of the Fare/ Exhibition and the duration. Please enclose copy of proofs in regards to participating in Fares/ Exhibitions (Invitation letter for participation in Fares/ Exhibition and stall/ space allotment documents)	
2.3	Whether the Fare/ Exhibition has been	

	attended for the purpose of exhibiting items or exhibition-cum-sale of goods.	
3.	<u>Particulars of the Claim for Re-imbusement</u>	
3.1	Period for which Re-imbusement Claimed	
3.2	Travelling expenses paid for one person in connection with attending the Fares/ Exhibition (railway fares). In case railway connectivity not available then bus fare. Please enclose copies tickets for incurring travelling expenses.	
3.3	Freight charges paid for transporting goods (railway fares). In case railway connectivity not available then freight charges paid for carrying by lorry. Please enclose the bills/ invoice and money receipts for incurring freight charges.	
3.4	Total amount incurred for participation in Fares/ Exhibition	
4	Calculation of Subsidy:	
4.1	50% of the actual amount of expenditure (col. 3.4)	
4.2	Whether subsidy had been claimed earlier for participation in any fares/ exhibition during the reference year of the present claim. If yes, please mention the No. of fares and the amount of claim.	
4.3	Eligible amount of subsidy considering the upper ceiling of Rs. 50000/- per fare limiting to 2 Fares/ exhibition in a year.	
4.4	Whether subsidy for participating in the same fare/exhibition has already been taken through any Schemes of the Governments outside the TIIPIS, 2017	
4.5	Amount of subsidy finally considered eligible (Col. 4.3 minus Col. 4.4)	
5.	<u>List of Documents/ Certificates required to be submitted:</u> a) Eligibility Certificate b) Copies of Invitation letter for	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

	participation in Fares/ Exhibition and stall/ space allotment documents c) Copies of journey tickets. d) Copies of Bills/ invoice and money receipts for incurring freight charges for carrying of goods	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.
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I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

**Proformae of applications for
Claiming Special Incentives by
Industrial Enterprises Continue to
operate for 5 Years**

Proforma-I

**Application Form for obtaining Eligibility Certificate under
Tripura Industrial Investment Promotion Incentive Scheme, 2017 for
units continue to operate for 5 years**

(Except in respect of (i) Procurement Preference and (ii) Exemption from Earnest Money and Security Deposits - for which there are separate Proforma)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> e) Factory f) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured, etc.	
1.5	Category of the Industrial Unit i.e. Micro, Small and Medium (MSME) or Large Enterprise	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum and if so please enclose a copy of the acknowledgement.	
2.2	Date/ Month/ Year of initial starting of Commercial Production of the Unit.	
2.3	Whether the unit has been continuing operation since the date of commencement of commercial	

	production? If yes, the exact duration of continuing operation (in years, months and days).	
2.4	Whether the unit has undergone for substantial expansion by adding fixed capital investment not less than 25% of the original investment for capacity expansion / modernization / diversification? If yes, please indicate the date of starting commercial production after expansion.	
2.5	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>d) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.</p> <p>e) ‘No Objection Certificate’ regarding Pollution Clearance from the competent authority.</p> <p>f) Licence from Factories and Boilers Organisation (where applicable)</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p>

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Application Form for claiming Capital Investment Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

(Only for units which continue to operate for 5 years and gone in for substantial expansion)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under Thrust Sector Industries? Yes or No	
1.7	Date/Month/Year of initial starting of commercial production	
1.8	Date/Month/Year of starting commercial production after expansion	
1.8	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned?	
1.9	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution and type of loan (term loan, WC etc) may be indicated.	
3.	Whether the unit has made additional fixed capital investment not less than 25% of the original investment for	

	capacity expansion/ modernization/ diversification. If yes, please give details of investment in Annex-I	
3.2	<p><u>Subsidy under Other Schemes:</u></p> <p>Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under <u>any other Scheme of Central/ State Government/ Undertakings</u>. If yes, name of the Scheme and the amount of such subsidy may please be indicated.</p>	
3.4	<p><u>Calculation of Amount of subsidy:</u></p> <p>a) Total Fixed Capital Investment eligible for subsidy.</p> <p>b) Rate of Subsidy applicable to the unit.</p> <p>c) Gross amount of subsidy (subject to ceiling of Rs. 30 lakhs/ 25lakhs)</p> <p>d) Please mention the amount of subsidy received/ claimed under any other Govt. scheme</p> <p>e) Net amount of subsidy payable to the unit under TIIPIS-2017 (c-d)</p>	
4.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Eligibility Certificate</p> <p>b) Particulars of fixed capital investment prior and after expansion in Annex-I</p> <p>c) Certificate from Bank/Financial Institution, in the Proforma in <u>Annex-II</u>, in case the unit has taken loan from a Bank/ Financial Institution.</p> <p>d) Details of Fixed Capital Investment in Proforma in <u>Annex-III</u>.</p> <p>e) Certificate from Chartered Accountant in the Proforma in <u>Annex-IV</u>.</p> <p>f) Certificate from Civil Engineer in</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable</p>

	Proforma in <u>Annex-V</u> (only in case of units, not financed by TIDC) g) Certified copies of vouchers/ receipts etc., proof of payment/ expenditure, in respect of each item of expenditure.	Enclosed/ Not Enclosed.
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the applicant

Particulars of fixed capital investment made before and after expansion

				<u>Amt. in Rs.</u>
Sl.No	Particulars	Prior expansion	After expansion	Total after expansion
1	Land			
2	Site Development			
3	Building			
4	Plant & Machinery/ Equipment			
5	Electrical Installation			
6	Preliminary & preoperative expenses			
7	Miscellaneous fixed assets			
	Total			

Signature of the applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned financial assistance by our Bank/ Financial Institution for setting up of an unit for manufacture of Brief particulars of the unit are as under:

(Rs. in lacs)

1.	Type of Industry, Products (with installed capacity).	
2.	Total Project Cost	
3.	Date of sanction of loan	
4.	Amount of loan sanctioned	
5.	Amount of loan disbursed so far	
6.	Expenditure incurred (as per assessment of Bank/ Financial Institution): g) Land h) Building i) Plant & Machinery j) Misc. Fixed Assets k) Prel. & Pre-operative Expenses l) Margin Money for Working Capital Total	
7.	Sources of Financing (as per assessment of Bank/ Financial Institution): d) Term Loan e) Promoter's Contribution f) Other sources Total	
8.	Whether the Project has been completed.	Yes/ No
9.	Whether the unit has started commercial production.	Yes/ No

Signature of Authorized Official of Bank/ Financial Institution

Details of Fixed Capital Investment made after expansion**1. Land:**

- c) Whether the land is freehold or :
leasehold?
- d) Date of purchase of land or taking the :
land on lease.
- e) Actual price or premium paid for the :
land.

2. Buildings:

Description of Building (along with nature/ specification of the construction)	Area	Date of completion	Expenditure incurred (Rs. lacs)
1	2	3	4
Total			

(In case space is inadequate, please enclose additional sheets)

2.1 In case of claiming subsidy on expenditures made in constructing boundary walls, then whether residences are located within the area fenced by the boundary wall? Yes or No. :

3. Plant and Machinery:

			Rs. in lacs)
Item of Machinery (with specifications)	Name of Supplier	Date of Receipt	Total Cost
1	2	3	4
Total			

Note: In case space is inadequate, please enclose additional sheets.

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Notes:

- d) In case of **Land**, actual price or premium paid for the Freehold or Lease-hold Land should be mentioned.
- e) In case of **Buildings**, please mention only the expenditure on Factory Sheds, Office Buildings, etc. necessary for operation of the unit. Residential Quarters are to be excluded.
- f) In case of **Plant & Machinery**, please note that:
 - Cost of captive power generation unit, cost of drawl of power lines and installation of transformer, may also be included, if re-imburement for these items have not been received from any other Government source.
 - Cost of productive equipments like dies, moulds, jigs etc. may also be included.
 - Cost of second hand machinery is to be excluded.

Certificate from the Chartered Accountant

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of The details of expenditure incurred by the unit and the sources of financing, as per our assessment, are as under:

(Rs.in lacs)

<u>Expenditure incurred:</u>	Prior to expansion	After expansion	Total
h) Land	:		
i) Building	:		
j) Plant & Machinery	:		
k) Electrical Installations	:		
l) Misc. Fixed Assets	:		
m) Prel. & Pre-operative Expenses	:		
n) Margin Money for Working Capital	:		
Total	:		

Sources of Financing:

d) Term Loan	:
e) Promoter's Contribution	:
f) Other sources	:
Total	:

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

Chartered Accountants
Signature with seal

Certificate from Civil Engineer

(To be submitted only in case of units undergone expansion, not assisted by TIDC)

I, Shri/ Smt (Name and qualifications), hereby certify that M/s (Name of the Unit) has incurred total expenditure of Rs.....lakhs on construction of buildings for its Project for manufacturing **on expansion**(Name of the Product), at(Address of the Unit) as per the following details:

Description of Building (along with nature/ specification of the construction)	Area	Date of completion	Expenditure incurred (Rs.in lacs)
1	2	3	4
Total			

Note: In case space is inadequate, please enclose additional sheets.

Signature of the Civil Engineer (with seal)

Application Form for claiming Industrial Promotion Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

(only for the units continued to operate for 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has obtained necessary GST registration? If so please mention the Registration No. and also enclose a copy of the Certificate.	
1.9	Exact amount of eligible investments made in plant and machinery. Eligible investment shall be as per explanation	

	given in clause 3 (vi) (c) of TIIPIS, 2017. A certificate from registered Chartered Accountant as per proforma shall have to be submitted (Certificate from Chartered Accountant is needed to be submitted with the first claim only)	
2.	<u>Particulars of Goods and Services Tax on Sale of Finished Goods, deposited by the Unit:</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Amount of State Goods and Services Tax (SGST) deposited [Please enclose certified copy of the Proof of Payment of Tax (Challan, Receipt, etc)]. [Also, please enclose <u>Certificate</u> from the concerned State Tax Authority regarding payment of Tax in the enclosed <u>Annex-I</u> .]	
2.3	Cumulative amount of reimbursement of SGST sanctioned prior to the present claim (Amount shall include all reimbursements of SGST sanctioned and paid to the unit as subsidy since its establishment).	
2.4	Considering the Col. 2.2 above, the amount of subsidy @ 25% of the tax paid	
2.5	Considering the aggregate upper ceiling of reimbursement which is equal to the actual amount of investment made in plant and machinery, the total amount for which the Re-imburement is claimed now.	
3.	<u>List of Documents/ Certificates required to be submitted:</u> g) Eligibility Certificate h) GST Registration Certificate i) Chartered Accountant certificate indicating investment in plant &	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

	<p>machinery in proforma given Annex-I</p> <p>j) Certificate from the concerned State Tax Authority regarding Payment of SGST in Proforma given in <u>Annex-II</u>.</p> <p>k) Certified copies of the Proof of Payment of Tax (Challan, Receipt, etc).</p> <p>l) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from the Chartered Accountant

(To be submitted with the first claim only)

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of **The details of expenditure incurred by the unit on plant and machinery upto the date of its commencement of commercial production as per our assessment, are as under:**

(Rs.in lacs)

Expenditure incurred:

- d) Plant & Machinery :
- e) Electrical Installations :
- f) Other productive equipments (jigs, dies, moulds etc) :

(Cost of second-hand plant & machinery shall be excluded)

Total

:

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

**Chartered Accountants
Signature with seal**

Certificate from State Tax Authorities

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a registered GST dealer. The brief particulars of their Account with us are as under:

(Rs. in lacs)

1.	No. and Date of GST Registration	
2.	Year/ Period to which the State Goods and Services Tax (SGST) Payment relates	
3.	Amount of SGST (Net of Input Tax) deposited:	
4.	Whether the unit is defaulting in respect of payment of any dues in respect of GST to Tax Authorities? If so, please give details.	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorised Official of State Tax Authorities

Application Form for claiming Partial re-imbusement of Power Charges under the Tripura Industrial Investment Promotion Incentive Scheme, 2017

(only for the units continued to operate for 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under TIIPIS, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	No. of persons employed. Please enclose a copy of the statement regarding EPF and ESI contribution made to the office of RPFC.	
1.8	<u>Details of Power sanctioned:</u> d) Date of Sanction e) Sanctioned load f) Consumer ID No. (Please enclose a copy of Power Sanction Letter)	

2.	<u>Particulars of the Claim for Re-imbursment of Power Charges</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power Charges Paid during the Year/ Period. [Certified copy of Bill & Payment Receipt to be submitted. Also, a Certificate in <u>Annex-I</u> from TSECL to be furnished.]	
2.3	Amount of Subsidy/ Re-imbursment @ 15% of total power charges paid during the Period, as indicated in Para-2.2 above	
2.4	<u>Cumulative Amount of Claim/ Sanction</u> during current 12-month period (with reference to date of commercial production): e) Total amount claimed (including present claim) f) Total amount Sanctioned (excluding the present claim)	
2.5	Whether part or full reimbursement of the power charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.6	Claim for Re-imbursment of Power Charges , considering the position in Para-2.4 and 2.5 above and the overall ceiling of Rs. 6 lakhs or Rs. 9 lakhs or Rs.12 lakhs, as the case may be, per annum	
2.7	In case of claiming reimbursement of expenditures on installation of Multiple Tariff Meter for recording time of power consumption, please indicate the date of purchase and the claim amount. Bill/ invoice, money receipt, transport documents shall have to be enclosed.	

3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>g) Eligibility Certificate</p> <p>h) Copy of Power Sanction Letter from TSECL</p> <p>i) Copy of Electricity Bill and Payment Receipt.</p> <p>j) Certificate from TSECL in Proforma in <u>Annex-I</u>.</p> <p>k) Copy of the proof of Statement certified by the RPFC regarding payment of ESI and EPF contributions for 20 or more persons.</p> <p>l) Copies of Bill/ invoice, money receipt, transport documents for purchasing Multiple Tariff Meter</p> <p>m) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from Tripura State Electricity Corporation Ltd. (TSECL)

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, have taken a power connection from TSECL. The brief particulars of their Account with us are as under:

(Rs. in lacs)

1.	<u>Details of Power sanctioned:</u> d) Date of Sanction e) Sanctioned load f) Consumer ID No.	
2.	Year/ Period to which the Electricity Bill(s) relate	
3.	Total Amount of the Bill(s)	
4.	Whether the Bills have been fully paid	Yes/ No
5.	Whether the unit is defaulting in respect of payment of any dues to TSECL	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorised Official of TSECL with seal

Proforma V**Application Form for claiming Employment Cost Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017**

(Only for units which operated for more than 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.9	Whether the unit has made/ obtained necessary enrollment/ registration with the office of the Regional Provident	

	Fund Commissioner? If yes, please provide enrollment/ registration No. & date.										
2.	<u>Particulars of ESI and EPF contribution deposited by the Unit:</u>										
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)										
2.2	Details of workers employed month-wise relevant to the claim period:	<table border="1"> <thead> <tr> <th>Month</th> <th>Semi Skilled (No.)</th> <th>Skilled (No.)</th> </tr> </thead> <tbody> <tr> <td colspan="3">If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Semi Skilled (No.)	Skilled (No.)	If required, separate sheet may be attached)					
Month	Semi Skilled (No.)	Skilled (No.)									
If required, separate sheet may be attached)											
2.3	<u>Amount of ESI and EPF Contribution paid:</u> c) ESI d) EPF (Employer's Contribution) Total (Also, please enclose a certificate from concerned EPF Authority regarding payment of contribution in the enclosed proforma as Annex-I)	<table border="1"> <tbody> <tr> <td>c) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td>d) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td colspan="3">(If required, a separate sheet may be attached)</td> </tr> </tbody> </table>	c) Month	Worker (No.)	Amt. paid	d) Month	Worker (No.)	Amt. paid	(If required, a separate sheet may be attached)		
c) Month	Worker (No.)	Amt. paid									
d) Month	Worker (No.)	Amt. paid									
(If required, a separate sheet may be attached)											
2.4	Details of the Employment Cost Subsidy claimed while considering the upper ceiling of 50% of actual contribution paid: c) ESI d) EPF Total										

3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>f) Eligibility Certificate</p> <p>g) Enrollment/ Registration Certificate from RPFC</p> <p>h) Certificate from the concerned Regional Provident Fund Commissioner in Proforma given in Annex-I.</p> <p>i) Certified copies of Electronic Challan-Cum-Return (ECR), Members details with reference to ECR and Credit Confirmation Report.</p> <p>j) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>.</p>
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Annex - I**Certificate from the Regional Provident Fund Commissioner,
Agartala, Tripura**

Certified that M/s.....

 (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a unit registered/ enrolled to deposit ESI and EPF contribution on account of employment people (Skilled and Semi-Skilled workers)

1.	<u>Details of Registration/ Enrollment</u> c) No. of Registration/ Enrollment d) Date of Registration/ Enrollment	
2.	Year/ Period to which the ESI and EPF contribution payments relate	
3.	Whether payment towards EPF and ESI contribution made by the enterprise for 20 or more persons in every month during the reference period of claim. If not, please mention the month for which payment made for less than 20 persons.	
4.	Amount of ESI and EPF Contribution paid during reference period of claim:	c) ESI payment: d) EPF payment: Total :
5.	Amount of ESI and EPF contribution eligible for reimbursement/ subsidy under TIIPIS, 2017. (Eligible amount may please be worked out by excluding the month(s) for which payments made for less than 20 persons and limiting the amount to 50% of the contribution)	c) ESI payment: d) EPF payment: Total :
4.	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF contributions.	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature with office seal of Authorised Official

Proforma VI**Application Form for claiming Wages Subsidy under the Tripura Industrial Investment Promotion Incentive Scheme, 2017**

(Only for units which operated for more than 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.9	Whether the unit has made/ obtained necessary enrollment/ registration with the office of the Regional Provident Fund Commissioner? If yes, please.	

	provide enrollment/ registration No. & date.							
1.10	No. of persons employed as per the statement of ESI and EPF contribution paid to the Regional Provident Fund Commissioner.							
2.	<u>Particulars of Wages paid by the Unit:</u>							
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)							
2.2	Please mention the details of wages paid month-wise relevant to the claim period. (A copy of the wages statement submitted in connection with payment of EPF and ESI contribution to Provident Fund Commissioner may be enclosed).	<table border="1"> <thead> <tr> <th>Month</th> <th>Persons employed (No.)</th> <th>Wages Paid (Rs.)</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">(If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Persons employed (No.)	Wages Paid (Rs.)	(If required, separate sheet may be attached)		
Month	Persons employed (No.)	Wages Paid (Rs.)						
(If required, separate sheet may be attached)								
2.3	Amount of wages subsidy claimed @ 20% of the actual wages paid and considering the upper ceiling of Rs. 2.50 lakhs per annum.							
3	<u>List of Documents/ Certificates required to be submitted:</u>							
	a) Eligibility Certificate	Enclosed/ Not Enclosed.						
	b) Enrollment/ Registration Certificate from RPF	Enclosed/ Not Enclosed.						
	c) Wages statement submitted in connection with payment of EPF and ESI contribution to Provident Fund Commissioner	Enclosed/ Not Enclosed.						
	d) Copy of Audited Balance Sheet for last completed Accounting Year.	Enclosed/ Not Enclosed						

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

