

Annexure III

Checklist for processing of Application for Financial Assistance under DPI scheme of Coir Board

1. Application form I/ II
(Whether complete in all respect)

Yes	No
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Date of receipt of application (as per the Inward Register)

DD	MM	YY
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2. Whether Coir Board Registration attached (attested copy)

Yes	No
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3. Whether MSMED acknowledgement copy attached (attested copy)

Yes	No
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4. Whether copy of the land document certified by notary attached

Yes	No
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5. If lease land, land document attached

Yes	No
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6. Whether the drawing of the building, estimate, sanction of local authority is in order (this document may be kept with RO/SRO)

Yes	No
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7. Whether Valuation Certificate from Chartered Engineer in respect of building is attached

Yes	No
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8. Whether multiple products/ single product unit (details)

9. Whether the machinery is imported (Details)

10. Whether the receipt for the payment and bill/ invoice enclosed for all machineries and equipments (Attested copy in case of bills\receipts with Bank)

Yes No

11. Whether certificate to the effect that the unit has not availed/ applied for any assistance under any Central Govt. Scheme is enclosed

Yes No

Verified all the documents and found correct/genuine and attached as above.

Date :
Place

Name:
Signature
RO/SRO

(Seal)