



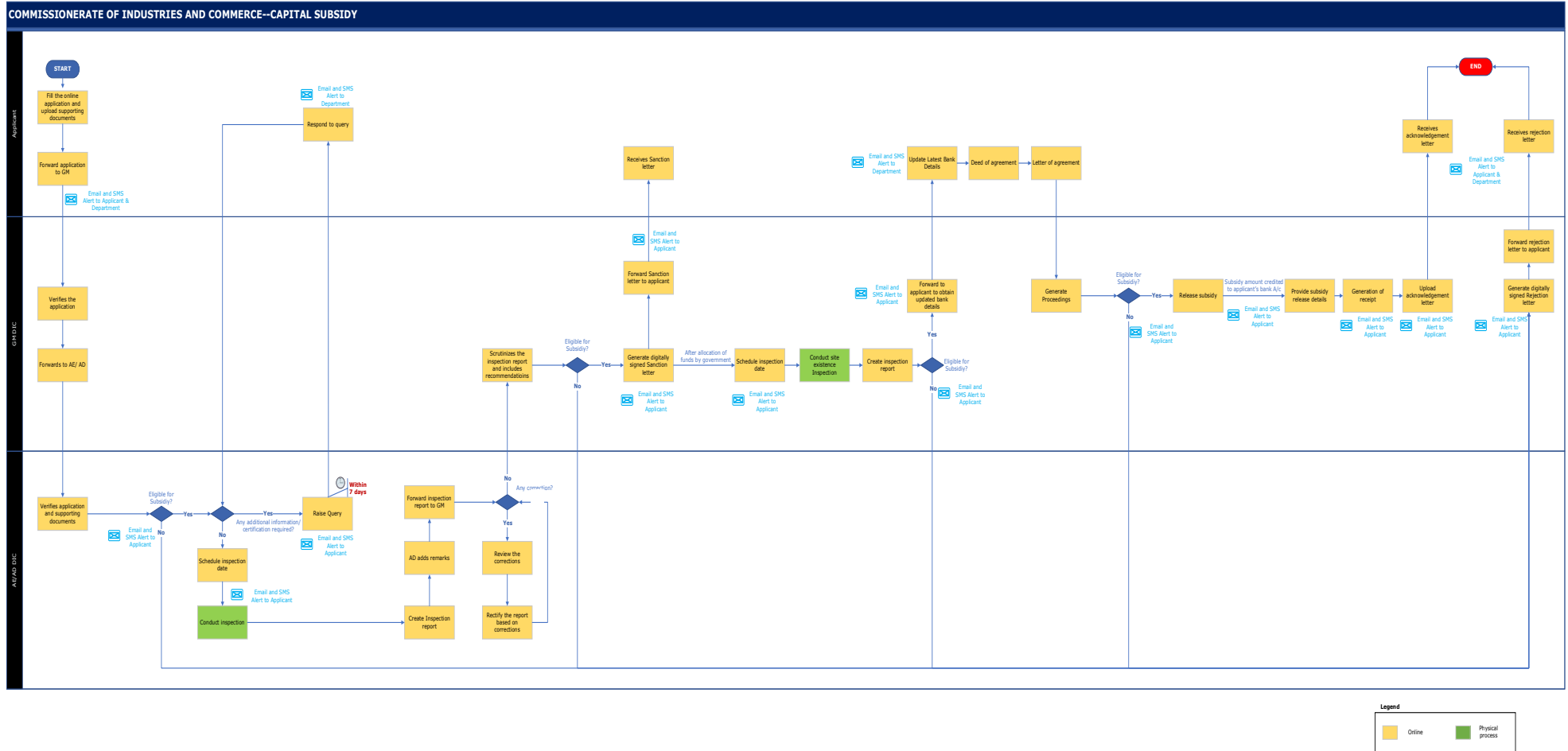
# **Capital Subsidy from Commissionerate of Commerce and Industries (CIC)**

Procedure, List of Supporting Documents and Fees

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# 1. Procedure



## 2. Checklist of Supporting Documents

S. No.	Document
1	Copy of Udyam Registration Certificate
2	Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3	If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4	If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper minimum of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5	Copy of Loan Sanction letter from the Bank / Financial Institution in respect of Bank / Institutional financed Enterprises.
6	Copy of sanction order from TANGEDCO for power supply with copy of Meter card.
7	Copy of the invoices of Plant and Machinery.
8	Cash bills or stamped receipt duly self-attested (in case machinery is bought on loan, Bank Manager attestation is required). In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
9	Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form ( <i>Template shall be given as help for this document</i> )
10	Certificate of commencement of commercial production duly signed by Chartered Accountant.
11	Tax receipt
<b>For self-fabricated Plant and Machinery items</b>	
12	<ul style="list-style-type: none"> <li>Chartered Engineer's Certificate for the value of the plant and machinery.</li> <li>Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished.</li> <li>Copy of the invoices for components bought</li> <li>Cash bills or stamped receipt duly attested (Self attested; in case machinery is bought on loan, Bank Manager attestation is required)</li> <li>Job work bills duly self-attested (in case job is carried out on loan, Bank Manager attestation is required)</li> </ul>
13	Copy of the first sale invoice raised after commencement of Commercial Production or copy of first delivery challan, in case of enterprises manufacturing on job work basis.
<b>Additional Capital Subsidy for Employment Intensive Subsidy:</b>	
14	Self-declaration for having employed more than 25 workers
15	Copy of returns to Labour Department / Inspector of Factories Department etc.
<b>Additional Capital Subsidy for Select Category of Entrepreneurs:</b>	
16	Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped and Transgender: <ul style="list-style-type: none"> <li>SC/ST – Community Certificate from Tahsildar</li> <li>Physically Handicapped – Certificate from District Differently Abled Welfare Office</li> <li>Transgender - Detail to be captured from UAM</li> </ul>
<b>Additional Capital Subsidy for Promotion of Cleaner and Environment Friendly Technologies:</b>	
17	Letter from Tamil Nadu Pollution Control Board regarding promotion of Cleaner and Environment friendly technologies in the unit.
<b>Additional documents in respect of existing enterprises taking up expansion / diversification. Certificate from Chartered Accountant on the following:</b>	

S. No.	Document
18	Date of commencement of commercial production after expansion / diversification
19	Value of fixed assets before Expansion/diversification and after Expansion / diversification % increase of fixed assets due to Expansion / diversification.
20	Production capacity and Turnover (both in terms of units and value in Rs.) before expansion/ diversification (for minimum 3 years), after expansion / diversification (for minimum 3 months) and % increase of production capacity and Turnover due to expansion / diversification

### 3. Fees

Not Applicable for this service