

Date: / /2017.

**CHECK LIST**

**A. GENERAL**

1. REGISTRATION NO:	
2. CATEGORY:	
3. INDUSTRIAL ESTATE/AREA/PHASE:	
4. PLOT/LAND AREA	
5. DATE OF ALLOTMENT	
6. BUILT UP AREA	
7. OCCUPANCY CERTIFICATE	

**B.DETAILS OF APPLICATION:**

1. DATE OF APPLICATION & INWARD NO:	
2. STATUS OF THE PLOT SOUGHT TO BE TRANSFERRED OR SUB-LEASED	
3. STATUS UNDER WHICH APPLIED	

**C.DETAILS OF THE APPLICANT/ALLOTTEE:**

1. NAME OF THE APPLICANT	
2. STATUS / NAME	
3. DATE OF INCORPORATION:	
4. PRODUCT	

**D.DETAILS OF THE TRANSFEREE/SUB-LESSEE**

1. NAME OF THE TRANSFEREE/SUB-LESSEE	
2. STATUS	
3. DATE OF INCORPORATION	
4. PRODUCT	

**E.DETAILS OF THE AMOUNTS:**

1. PROCESSING FEES:	
2. ANY OTHER AMOUNT:	
<b>TOTAL</b>	
3. DETAILS OF THE D.D. OR PAY ORDER:	

**F.DOCUMENTS:**

DOCUMENTS	SUBMITTED (S)/NOT SUBMITTED(NS)/ NOT APPLICABLE(NA) *(To be filled by the applicant)	VERIFICATION OF THE OFFICIAL	PAGE NO
1 .DETAILED PROJECT REPORT ALONG WITH THE FLOW CHART.			
2. TERM LOAN SANCTION LETTER FROM THE FINANCIAL INSTITUTION OR CA'S CERTIFICATE REGARDING PROMOTER'S FINANCIAL CAPABILITY.			
3. THE ARRANGEMENTS MADE FOR PROCUREMENT OF PLANT AND MACHINERY AND MARKETING THE PRODUCTS (ATTACH RELEVANT DOCUMENTS).			

4. BIO-DATA OF THE PROMOTER/DIRECTORS/SHARE HOLDERS/PARTNERRS/PROPRIETOR			
5. PAN CARDS			
6. IN CASE OF COMPANIES MEMORANDUM & ARTICLES OF ASSOCIATION ALONG WITH INCORPORATION CERTIFICATE FROM THE REGISTRAR OF COMPANIES AND A CERTIFIED COPY OF RESOLUTION PASSED BY THE COMPANY FOR SETTING UP OF PROJECT AND THE PERSON EMPOWERED TO ACT ON BEHALF OF THE COMPANY AND THE SHAREHOLDING PATTERN OF THE COMPANY.			
7. IN CASE OF PARTNERSHIP FIRM REGISTERED COPY OF PARTNERSHIP DEED ALONG WITH THE CERTIFICATE FROM REGISTRAR OF FIRM AND POWER OF ATTORNEY IN CASE SINGLE PARTNER IS SIGNING			
8. EM PART 1 IN CASE OF MICRO/SMALL & MEDIUM UNIT AND APPROVAL OF THE HIGH POWERED CO-ORDINATION COMMITTEE IN CASE OF A LARGE SCALE UNIT.			
9. NOC FROM THE GOA STATE POLLUTION CONTROL BOARD FROM THE POLLUTION POINT OF VIEW IF APPLICABLE.			
10. NOC FROM THE DIRECTORATE OF HEALTH SERVICES, PANAJI-GOA, IF APPLICABLE.			
11. NOC FROM THE CHIEF CONTROLLER OF EXPLOSIVES IF APPLICABLE.			
12. NOC FROM THE INSPECTORATE OF FACTORIES & BOILERS, PANAJI IF APPLICABLE.			
13. NOC FROM THE DIRECTORATE OF FOOD & DRUGS ADMINISTRATION, GOVERNEMENT OF GOA IF APPLICABLE			
14. A COPY OF THE LETTER OF INTENT FROM THE GOVERNMENT OF INDIA, MINISTRY OF INDUSTRIES, NEW DELHI OR SIA ACKNOWLEDGMENT IF APPLICABLE.			
15. ANNUAL REPORT OF THE COMPANY FOR THE LAST THREE YEARS IF APPLICABLE.			
16. LICENSE UNDER FRUIT PRODUCTS ORDER IF APPLICABLE.			
17. A LETTER BY THE ALLOTTEE OR ITS AUTHORIZED PERSONNEL CONFIRMING THE NON APPLICABILITY OF ANY OF THE DOCUMENTS LISTED AT 9 TO 16 ABOVE IN HIS/HER OF ITS CASE.			
18. APPLICATION IN THE PRESCRIBED FORMAT:			
19. WHETHER THE UNIT IS MORTGAGED TO ANY FINANCIAL INSTITUTION AND NOC OF THE SAID INSTITUTION IS OBTAINED.			
20. WHETHER ALL THE DOCUMENTS ARE SELF ATTESTED.			

G. STATUS OF THE APPLICANT AND THE SOUGHT TO BE TRANSFERRED  
(IN CASE OF TRANSFER):-

	SUBMITTED (S)/NOT SUBMITTED(NS)/N OT APPLICABLE(NA) *(To be filled by the applicant)	VERIFICATION OF THE OFFICIAL	PAGE NO
1. DETAILS OF THE CONSTRUCTION.			
2. WHETHER OCCUPANCY CERTIFICATE ENCLOSED			
3. WHETHER CERTIFICATE OF THE CHARTERED ACCOUNTANT CERTIFYING COMMERCIAL PRODUCTION ENCLOSED.			
4. WHETHER FIRST SALE BILL ALONGWITH FIRST ELECTRICITY BILL OF THE ALLOTTEE OR IN CASE A GENERATOR IS FITTED NOC FROM THE ELECTRICITY DEPARTMENT FOR THE GENERATOR ALONGWITH A COPY OF BILL OF PURCHASE OR BILL FOR THE RENTAL OF THE GENERATOR.			
5. WHETHER CERTIFICATE OF A CERTIFIED VALUER CERTIFYING THE VALUE OF THE CONSTRUCTION ENCLOSED.			

H. DETAILS IN CASE OF SUB-LEASE.

	SUBMITTED (S)/NOT SUBMITTED(NS)/ NOT APPLICABLE(NA) *(To be filled by the applicant)	VERIFICATION OF THE OFFICIAL	PAGE NO
1. PERIOD OF COMMERCIAL PRODUCTION & WHETHER CERTIFICATE OF THE CHARTERED ACCOUNTANT CERTIFYING COMMERCIAL PRODUCTION ENCLOSED.			
2. TOTAL PERIOD OF SUB-LEASE DURING THE DURATION OF LEASE.			
3. AREA PROPOSED TO BE SUB-LEASED.			