

**BASIC INFORMATION SHEET**  
**FOR CLAIMING INTEREST SUBSIDY FROM M.S.M.E.**

Name of the enterprise :- \_\_\_\_\_

Constitution :- Proprietor / Partnership / Company / Society/ Other

Date of Incorporation :- \_\_\_\_\_

Registered with M.S.M.E :- Yes / No

Obtain interest subsidy before :- Yes / No

Category of enterprises :- New unit / expansion / modernisation / diversification

Registered office address :- \_\_\_\_\_  
\_\_\_\_\_  
Phone No:- \_\_\_\_\_; Fax No:- \_\_\_\_\_

Factory address :- \_\_\_\_\_  
\_\_\_\_\_  
Phone No:- \_\_\_\_\_; Fax No:- \_\_\_\_\_

Manufacturing / Trading  
Items / products (Write all  
the items) :- \_\_\_\_\_

Banker's detail

❖ Name :- \_\_\_\_\_

❖ Address :- \_\_\_\_\_

❖ Term loan A/c number :- \_\_\_\_\_

❖ Current A/c number :- \_\_\_\_\_

Loan Sanction date :- \_\_\_\_\_

Term loan amount ₹. :- \_\_\_\_\_

Date of first disbursement :- \_\_\_\_\_

Gross fixed assets investment:-

Particulars	Gross fixed capital investment of existing unit amount ₹.	Fixed capital investment of expansion / diversification/ modernization amount ₹.
Land		
Building		
Plant and machinery		
Equipments		
Others (if any)		

Status of machinery purchase :- New/ Second hand/ Imported Second hand

Detail of employee:-

Level / type	Existing		Proposed	
	Local	Outside	Local	Outside
Workers				
Supervisor				
Manager				
<b>Total</b>				

Entrepreneur's profile

(Proprietor/ all partners – in case of partnership firm / all directors – in case of company)

- ❖ Name: :- \_\_\_\_\_
- ❖ Age :- \_\_\_\_\_
- ❖ Address :- \_\_\_\_\_  
\_\_\_\_\_
- ❖ Contact number :- \_\_\_\_\_

If you want to authorise any partner / director provide following details:-

- ❖ Name :- \_\_\_\_\_
- ❖ Address :- \_\_\_\_\_  
\_\_\_\_\_
- ❖ Designation :- \_\_\_\_\_

Date of commercial production :- \_\_\_\_\_

DOCUMENTS REQUIRED:-

1. PAN Card copy of enterprise;
2. M.S.M.E. certificate and Part II copy;
3. First sales invoice copy and last electricity bill;
4. Machinery purchase invoice;
5. Certificate from Gujarat pollution control board, if applicable;
6. In case of partnership firm three copies of partnership deed, In case of Company three copies of memorandum of association and article of association including company registration certificate from ROC;
7. Copy of factory's last purchase deed and last property tax payment receipt;
8. 2 Stamp papers of ₹. 50;
9. Copy of project report in case of term loan is of more than ₹. 1 core;
10. Term loan sanction letter copy;
11. Certificate from bank about 1<sup>st</sup> installment disbursement in given format; and
12. Five copies of enterprise's letter pad.

JNJ & ASSOCIATES