

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED / SUBMITTED ALONG WITH THE
LOAN APPLICATION**

AGRO PROCESSING CLUSTER PROJECTS

Please furnish a copy of the following documents along with the Term Loan application. Please mark as "Yes" if enclosed, "No" if not enclosed or "NA" if not applicable, in the Remarks column. Please arrange all the documents in the serial order and indicate the page numbers.

Sl. No.	Name of the Document	Remarks Yes / No/ NA	Page Nos.
1	Detailed Project Report		
2	KYC documents (proof of identity and address) of the PEA and <u>all the individual promoters / partners/ shareholders of the PEA</u> (as indicated at para 2(e) and 6 of the application form)		
3	Share subscription agreement entered into between the shareholders of the PEA		
4	Latest Net Worth certificates issued by a Chartered Accountant for <u>all the individual promoters / partners/ shareholders of the PEA</u> as per the format (as per Annexure-3 of the Application Form)		
5	Audited financial statements for the past <u>3 financial years</u> in respect of <u>the PEA</u> (if the audited financials for the year 2017-18 are not available, furnish provisional financial statements).		
6	Registered Sale Deed / Lease Deed in respect of the land acquired for the APC		
7	Implementation schedule & time lines in the form of a PERT chart		
8	Copies of various statutory approvals/NOCs received/ applied for the project (as indicated in Annexure-2 to the Loan Application)		
9	MOUs / Agreements with the Private Equity Holders		
10	Approval of the APC project for capital grant accorded by MOFPI		
11	Copy of detailed Sanction Letter for the Term Loan issued by the earlier bank for the proposed APC Project		
12	Copy of Techno-Financial Appraisal report submitted by the earlier bank for the proposed APC Project to MoFPI		
13	Agreement/MOU entered into between the PEA & MoFPI		

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14	TRA Agreement entered into between TRA Agent & the PEA		
15	Latest status of project implementation		
16	Copies of agreements, letters of exchange, mails, etc., if any, with regard to the enquiries made by any prospective food processing units in the proposed APC		
17	Latest Income Tax Returns/Assessment Order, Goods and Services Tax Assessment Order, Service Tax Returns/assessment of the PEA (if the PEA is already established and is in operation) (OR) Latest Income Tax Return/Assessment Order, Property Tax documents of all the individual promoters / partners/ shareholders of the proposed PEA (if the PEA is newly established for the APC project)		
18	Copy of the State Policy on promoting Food / Agro-processing sector as applicable for the project (applicable if any subsidy / capital grant for the project is proposed to be availed for the project, as per the Approval accorded by MoFPI)		
19	Copy of the In-Principle / Final approval for the grant-in-aid / subsidy, etc., of the concerned State Government issued by the Nodal Department		
20	Credit-rating Certificate of the PEA by any of the approved Credit Rating Agency (as indicated at Item No. 12 of the Application)		
21	Detailed design drawings and rate analysis with cost estimates for all the civil works proposed in the Project.		
22	Detailed quotations with specifications for individual components for all the plant and machinery items proposed in the Project		
23	Latest data on Area and Production of various Agricultural and Horticultural Crops, other agri-products (milk, poultry, eggs, meat, fish, etc.) which have been identified as the major potential raw material having potential for processing in the agro processing cluster, published by the respective Government Departments.		
24	Latest statement of No. of registered agro / food processing units with the Industries Department / District Industries Centre in the district where the proposed APC is being established.		
25	Copies of agreements, correspondence, letters of exchange, mails, etc., if any, with regard to the enquiries made by prospective food processing units in the proposed agro processing cluster (in respect of minimum of 5 food processing units to be established simultaneous to the establishment of the Agro Processing Cluster), including the units proposed to be set up by the PEA / promoters in PEA / associates of PEA.		

