Annexure 1A: Industry Connect Module

1. Details of the Company/ Organization/ Institute

1. Name of the Entity
2. Type of Legal/ Corporate Entity
3. Website URL

2. Registered Address (As per Certificate of Incorporation)

3. Details of Promoter Representative

1. Name
2. Designation
3. Mobile /Telephone number
4. Tenure (From date)
5. ID Proof (Aadhaar Card Number)
6. Official Email

4. Details of Authorized Representative

1. Name
2. Designation
3. Mobile /Telephone number
4. Duration (From Date, To Date)
5. ID Proof (Aadhaar Card Number)
6. Official Email

5. Other details

1 Turnover (in Cr.) _____

2 Direct Employment Details

6. Project Details

Provide Broad classification of Biotech services or manufacturing activities that the Enterprise is undertaking.

Note: Note: All the blanks must be filled in the portal form, wherever applicable.

👉 **Disclaimer**: Information given herein for KYC are true and correct in all respects.

Annexure 1B: Request for In-principle Approval

1. Details of The Company / Organization / Institute

1. Name of Entity
2. Type of Legal / Corporate Entity
3. Website URL
4. Incorporation Number

Upload Documents

- Incorporation Certificate/ LLP Agreement (Deed)
- Memorandum of Association (MOA)
- CA certified list of Board of Directors/ Promoters & Share Holding Pattern as on date

Address

- Are you relocating from outside India? Yes/ No
- Do you have an existing facility in India? Yes/ No

If Yes, Provide Current Registered Factory Address and Current Registered Office Address

If No, provide details about:

- Where do you plan to set up a manufacturing facility in Gujarat?
- A tentative timeline (**Only if it is a future date)** of when land acquisition and construction will be initiated at the site _____

2. Details of Promoter Representative

1. Name
2. Designation
3. Mobile /Telephone number
4. ID Proof (Aadhaar Card Number)
5. Official Email
6. Tenure (From date)

Upload Documents

- Letter of Authorization
- Board Resolution
- Any other document, if deemed appropriate

3. Details of Authorized Representative

1. Name
2. Designation
3. Mobile /Telephone number
4. Duration (From date)
5. ID Proof (Aadhaar Card Number)
6. Official email ID

7. Duration Date

Upload Documents

- Power of Attorney (POA)
- Any other document, if deemed appropriate

4. Broad Classification

Select classification of biotech services or manufacturing activities that the enterprise is undertaking, whichever is applicable from the dropdown menu.

5. Details of Entity Applying for Assistance

Select from Drop down menu.

Project Type

• New

• Expansion

• Diversification

If Selected 'New':

1. Project Type
2. Date of Commercialization
3. Project Category – Biotechnology Unit/ Special Project/ Ecosystem Strengthening
4. Project Category (Select the applicable category from the dropdown based on the selection made in the project category)
5. Mega Project: Yes/ No

Note: Mega Project: GFCI > 200 Crores Projects & Employment > 500

Upload Documents

- Copy of First Sale Bill/Commercial Invoice

If Selected 'Expansion':

1. Project Type
2. Date of Commercialization After Expansion
3. Date of Commercialization of Existing Facility before Expansion
4. Installed Capacity After Expansion
5. Existing Installed Capacity Before Expansion

6. Project Category – Biotechnology Unit/ Special Project/ Ecosystem Strengthening Project
7. Category (Select the applicable category from the dropdown based on the selection made in the project category)
8. Mega Project: Yes/ No

Note: Mega Project: GFCI > 200 Crores Projects & Employment > 500

Upload Documents

- Copy of First Sale Bill after Expansion
- Copy of First Sale Bill of Existing Facility Before Expansion

If Selected 'Diversification':

1. Project Type
2. Date of Commercial Production of Existing Facility Before Diversification
3. Date of Commercial Production After Diversification
4. Detail of Products Manufactured Before Diversification
5. Detail of Products Manufactured After Diversification
6. Project Category – Biotechnology Unit/ Special Project/ Ecosystem Strengthening Project
7. Category (Select the applicable category from the dropdown based on the selection made in the project category)
8. Mega Project: Yes/ No
   Note: Mega Project: GFCI > 200 Crores Projects & Employment > 500

Upload Documents

- Copy of First Sale Bill Before Diversification
- Copy of First Sale Bill After Diversification

6. Expenditure Incurred towards GFCI/ Estimated Capital Claim (in Rs.)

1 Registration and Stamp Duty (₹)
2 Plant and Machinery (₹)
3 Building (₹)
4 Technology Upgradation & Acquisition (₹)
5 Utilities (₹)

Total GFCI _____ (₹)

7. Documents (Upload documents for the following)

1. Detailed Project Report (DPR): Detailed Project Report (DPR) in brief on company letter head duly stamped and signed by authority. The template for the same is available on the portal as **Key Components of DPR**.

   Note: DPR shall include the following details: Company Basic Details, Land Details, Establishment, Technical Process (including Flowchart List of Products/ Services), Commercialization Details, Business Plan and Growth, Financial and Revenue Details, Current Status of Facility and Pictures of Facility, Timeline, Employee Generation etc.

2. Certificate from Chartered Accountant

   Note: Applicant would mention that they would maintain the **'Separate Book of Accounts'** for the proposed project under consideration **from the date of declaration of Expansion and / or Diversification** (from the date of board approval).

3. Certificate from Chartered Engineer (Mechanical)

   Note: Certificate from Chartered Engineer (Mechanical) providing details about the **existing installed/ production capacity of the company along with its capacity utilization in last three financial years from the date of declaration of Expansion** (from the date of board approval)

4. Certificate from Chartered Accountant (Existing Plant & Machinery)

   Note: Certifying the detailed list of **existing Plant & Machinery before undertaking Expansion/ Diversification** (from the date of board approval) for the proposed project under consideration along with the item wise cost.

5. Applicant's PAN Card
6. Promoter's PAN Card
7. Promoter's Aadhaar Card

8. Declaration

I/We hereby confirm that the details furnished above are true to the best of my/our knowledge. I/We am/are responsible for any information found incorrect or misrepresented subsequently and liable for auto rejection of in-principle approval.

Annexure 2A – Request for availing Assistance under BT Policy 2022-27

1. Details of The Company/ Organization/ Institution

1 Entity Name (As per Certificate of Incorporation or other relevant proof)
2 Type of Legal / Corporate Entity
3 Website URL
4 Date of Incorporation
5 Incorporation Number
6 Date of Setting up of commercial operation in Gujarat
7 Actual date of start of commercial operation in Gujarat

Upload Documents

- Incorporation Certificate
- Memorandum of Association (MOA)/ LLP Agreement (Deed)
- CA certified list of Board of Directors/ Promoters and Share Holding Pattern as on date
- Proof of setting up commercial operation in Gujarat (Copy of First Sale Bill)
- GSTR and GSTR3B Return
- Detailed Project Report (DPR): Detailed Project Report (DPR) in brief on company letter head duly stamped and signed by authority. The template for the same is available on the portal as Key Components of DPR.

Note: DPR shall include the following details: Company Basic Details, Land Details, Establishment, Technical Process (including Flowchart List of Products/ Services), Commercialization Details, Business Plan and Growth, Financial and Revenue Details, Current Status of Facility and Pictures of Facility, Timeline, Employee Generation etc.

- Certificate from Chartered Accountant

Note: Applicant would mention that they have maintained the 'Separate Book of Accounts' for the proposed project under consideration from the date of declaration of Expansion and / or Diversification (from the date of board approval).

- Certificate from Chartered Engineer (Mechanical)

Note: Certificate from Chartered Engineer (Mechanical) providing details about the existing installed/ production capacity of the company along with its capacity utilization in last three financial years from the date of declaration of Expansion (from the date of board approval)

- Certificate from Chartered Accountant (Existing and Newly Installed Plant & Machinery)

Note: Certifying the detailed list of existing Plant & Machinery before undertaking Expansion/ Diversification (from the date of board approval) for the proposed project under consideration along with the item wise list of the newly installed/ procured Plant & Machinery after undertaking Expansion/ Diversification (from the date of board approval) along with the item wise cost in both the cases.

2. Registered Office Address (As per the Certificate of Incorporation)

Upload Documents

- Proof of Office Purchased (Upload Sale Deed & Index2 copy for owned office and Lease Agreement for rented office).

Registered Factory Address

Upload Documents

- Proof of Factory Purchased in Gujarat (Upload Sale Deed & Index2 copy for owned facility and Lease Agreement for rented facility).

3. Details of Promoter Representative

1 Prefix
2 Name
3 Designation
4 Mobile/ Telephone
5 Tenure (From Date)
6 ID Proof (Aadhaar Card Number)
7 Office Email

Upload Documents

- Letter of Authorization
- Board Resolution
- Any other documents if deemed appropriate, please specify

4. Details of Authorized Representative

1. Prefix
2. Name
3. Designation
4. Mobile/ Telephone
5. Duration (From Date)
6. ID Proof (Aadhaar Card Number)
7. Office Email

Upload Documents

- Power of Attorney (POA)
- Any other documents if deemed appropriate, please specify

5. Other Details of Applicant

A. Registration with Central/ State Government

- Udyam/ IEM Part B (Provide Enrolment Number & Date of Enrolment)
- Industry/ Factory License (Provide Enrolment Number & Date of Enrolment)

Upload Documents

- Copy of Udyam Registration Certificate/ Udyog Aadhaar Memorandum / IEM Part B
- Industrial/ Factory License

B. Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance, GoI

1. Goods and Services Tax Identification Number (GSTIN)
2. Permanent Account Number (PAN)
3. Tax Deduction and Collection Account Number (TAN)
4. Taxpayer Identification Number (TIN)

Upload Documents

- Copy of GST Registration Certificate with Goods and Services Tax Identification Number (GSTIN)
- Permanent Account Number (PAN) Card
- Tax Deduction and Collection Account Number (TAN)
- Taxpayer Identification Number (TIN)

6. Employee's Provident Fund Organization

1. Establishment ID
2. Universal Account Number (UAN)
3. Company Website/ URL

7. Bank Account Details (For Disbursement)

1. Name of Bank
2. Address of Bank
3. IFSC Code of Bank
4. Bank Account Number

Upload Documents

- Copy of cancelled cheque

NIC Classification

Provide NIC Classification code _____

8. Details of Entity Applying for Assistance

Select from Drop down menu

A. Project Type

- New
- Expansion
- Diversification

If Selected 'New':

1. Project Type
2. Date of Commercialization
3. Project Category – Biotechnology Unit/ Special Project/ Ecosystem Strengthening Project
4. Category (Select the applicable category from the dropdown based on the selection made in the project category)
5. Relocating: Yes/ No
6. Mega Project: Yes/ No

Note: Mega Project: GFCI > 200 Crores Projects & Employment > 500

7. Investment Range (Less than or Greater than INR 200 Cr.)
8. Employment Range (Less than or Greater than 500)

Upload Documents

- Copy of First Sale Bill/Commercial Invoice

If Selected 'Expansion'

1. Project Type
2. Date of Commercialization After Expansion
3. Date of Commercialization Before Expansion
4. Existing Installed Capacity Before Expansion
5. Installed Capacity After Expansion
6. Project Category - Biotechnology Unit/ Special Project/ Ecosystem Strengthening Project
7. Category
8. Relocating: Yes/ No
9. Mega Project: Yes/ No

Note: Mega Project: GFCI > 200 Crores Projects & Employment > 500

10. Investment Range (Less than or Greater than INR 200 Cr.)
11. Employment Range (Less than or Greater than 500)

Upload Documents

- Copy of First Sale Bill/ Commercial Invoice before expansion
- Copy of First Sale Bill/ Commercial Invoice after expansion

If Selected 'Diversification'

1. Project Type
2. Date of Commercialization After Diversification
3. List of Products Manufacturing Earlier
4. List of Products Manufacturing After Diversification
5. Project Category - Biotechnology Unit/ Special Project/ Ecosystem Strengthening Project
6. Category
7. Relocating: Yes/ No
8. Mega Project: Yes/ No

Note: Mega Project: GFCI > 200 Crores Projects & Employment > 500

9. Investment Range (Less than or Greater than INR 200 Cr.)
10. Employment Range (Less than or Greater than 500)

Upload Documents

- Copy of First Sale Bill/Commercial invoice before diversification
- Copy of First Sale Bill/Commercial invoice after diversification

9. Other Details of Company

1. Company PAN Number
2. GST Registration No.
3. GST Registration Date

Upload Documents

- Industrial Safety and Health Certificate
- Building Construction Approval Certificate
- CCA/CTO (Consent to Operate) from Gujarat Pollution Control Board (GPCB)

10. Means of Finance for Proposed Project

1. Promoter's Contribution (₹)
2. Capital (₹)
3. Surplus (₹)
4. Unsecured Loans (₹)
5. Term Loan (₹)
6. Cash Credit Loan (₹)

7. Specify, if any other means

11. Photographs of the Company (Minimum 10 photos are required to be uploaded)

Company Location

1 QA
2 QC
3 R&D Area
4 Warehouse
5 Packaging
6 Quarantine
7 Reception Area
8 Meeting Room / Conference Room
9 Employee Working Area
10 Admin Block
11 ETP (Effluent Treatment Plant)
12 HVAC (Heating Ventilation and air conditioning)
13 ZLD (Zero liquid discharge)
14 Captive Solar Power Plant
15 Other facility photos, if any (Mention Location in this case)

Upload Documents

- Upload Photographs of each one of these locations mentioned above, as applicable (minimum 10 Photos are required to be uploaded)

12. The Activity of Enterprise (Manufacturing / Service)

1. Name of Product/ Service
2. Installed Capacity

Note: Add all the activities that the company is undertaking and fill out the necessary details in each case.

13. Projection of Business Development & Recruitment Schedule

A. **Turnover (Domestic) –** Provide Projections for 5 Years (from the year of making an application)
B. **Turnover (Exports) –** Provide Projections for 5 Years (from the year of making an application)
C. **Employee Count –** Provide Projections for 5 Years (from the year of making an application)

14. Broad Classification:

Select the Broad classification related to the activity of the enterprise from the dropdown menu.

15. Quality Certification

A. Statutory Approval Obtained

1. Name of Certification
2. Description
3. Date of Issue
4. Valid Up to date
5. Cost (₹)

Upload Documents

- Statutory Approval Certificate

B. Non-Statutory Approval Obtained

1. Name of Certification
2. Description
3. Date of Issue
4. Valid Up to date
5. Cost (₹)

Upload Documents

- Non-Statutory Approval Certificate
- Invoice
- Proof of Payment

16. Project Details

A. Production/ Service Capacity of the Entity

Note: Add all the activities that the company is undertaking and fill out the necessary details in each case.

1. Name of Production/ Service
2. Description of Production/ Service
3. NIC 2008 Code
4. Installed Capacity per annum
5. Units
6. Date of Commercialization of Product/ Service

17. Employee Details as on Date

1. Skilled Workers
2. Semi-Skilled Workers
3. Unskilled Workers
4. Payroll
5. Contractual

6. Outsourced
7. State Domicile
8. Indian/ Other states
9. NRI
10. Full Time Employee/ Main Workers
11. Part Time Employee/ Marginal Workers

Total Employees_____

18. Other Documents

- Any other documents if deemed appropriate, please specify and upload the relevant document.

19. Declaration

I/ We hereby declare that I/ We have read the Government Resolutions BTP/022022/446/BT dated 15/02/2022 & BTP/072022/446/BT dated 10/08/2022 as amended from time to time before submission of this application for incentive. I/ We undertake to comply all the conditions stipulated therein to avail incentives mentioned in the resolution. I/ We hereby declare that the details given above are true and correct, if any of the information is found to be incorrect and not fulfilling the provisions laid down in the Government Resolution, incentives are liable to be cancelled.

Continue to the Application Annexure 2B …….

Annexure 2B: Capital Assistance, Projected Operational and Projected Supplementary Claim Application

Part-A: Capital Assistance Application

Note: Duly signed and sealed 'Bank Account Statement' by the bank for all CAPEX Claim

1. Details of the Company/ Organization/ Institute

1 Entity Name
2 Project Type
3 Project Category
4 Project Details
5 Mega Project (Yes/No)
6 Relocating (Yes/No)

Upload Documents

- Ledger of Company

Note: Include expenses towards P&M, Civil, Utilities as well as technology upgradation & acquisition for a period of 2 years prior to the date of commercialization

Undertaking for New Unit:

I/ We have checked all the above mentioned invoices and its payment from date _____ to date _____ falling within the eligible period under BT Policy 2022-27.

Undertaking for Expansion Unit:

I/We have checked all the above mentioned invoices and its payment from dated ___(expansion date) to till date____

2. Select the Head under Capex Claim (Checklist)

Note:

1. **Please arrange all bills / invoices according to serial number (column 1) of the excel sheet. Also mark on bills/ invoices accordingly.**
2. **Provide separate sheet for Plant & Machinery, Technology Acquisition/ Upgradation/ Utilities/ Electrification/ Civil Works/ Furniture & Fixtures/ Laboratory Equipment etc.**
3. **Please do not modify / alter this sheet.**
4. **Please do not apply any formula in this sheet.**
5. **Please do not re-arrange any column of this sheet.**
6. **Please highlight payment entries in bank statement which correspond to invoices listed in this sheet.**
7. **Please mentioned total at the end of the summary.**

Select Capex heads under which claim needs to be made

1 Registration and Stamp Duty Expenditure
2 Plant and Machinery
3 Building
4 Technology Upgradation & Acquisition
5 Utilities

A. Registration and Stamp Duty Expenditure

a. **Upload Registration and Stamp Duty Expenditure Row data in EXCEL format**
b. **Upload CA Certified scanned copy of EXCEL registration and stamp duty expenditure**

1 Description of the Asset/ Property
2 Use of the Asset/ Property
3 Possession Type: Outright Purchase/ Lease
4 Total Area (sq. mt.)
5 Duration of Lease (in Years)
6 Cost/ Lease Rental (per annum) of Asset/ Property (₹)
7 Registration Cost (₹)
8 Stamp Duty Cost (₹)

Upload Documents

- Copy of Order/Sale Deed/ Lease Agreement
- NA order mentioning non-agriculture
- Bill Payment Receipt
- Proof of Payment

Total Registration Cost (₹) _____

Total Stamp Duty Cost (₹) _____

B. Plant and Machinery

a. **Upload Plant and Machinery Row data in EXCEL format**
b. **Upload CA Certified scanned copy of EXCEL Plant and Machinery**

Invoice

Invoice Basic Details (Add the invoices as needed)

1 Invoice type
2 Bill No.
3 Bill Date
4 Supplier GST no.
5 Supplier Name/Address
6 Total Basic Value (₹)
7 Total SGST (₹)
8 Total CGST (₹)
9 Total IGST (₹)
10 Total Bill Amount (₹)

Upload Documents

- Upload copy of Invoice /E-way Bill for plant and Machinery
- Ledger of Supplier / Vendor

Invoice Item Details (Add all the items associated with a particular invoice)

1. Item Description
2. Quantity
3. Basic Value
4. SGST (₹)
5. CGST (₹)
6. IGST (₹)
7. Total (₹)
8. Installation Date
9. Operation Date
10. Machinery type (New, Old, Imported New, S/H Imported)

Upload Documents

- Installation Certificate/ Report of Asset

Payment Details

1. Payment Mode
2. Bank Name
3. Transaction / Bank Ref. No.
4. Payment Date
5. Amount (₹)

Upload Documents

- Proof of Payment

Note: Duly signed and sealed 'Bank Account Statement' by the bank for all CAPEX claim

C. Building

Note: Provide Invoice/ Payment Details towards Civil Works, Structural, Interiors, Finishing, Conveyance lifts, HVAC, Fire protection, Electrical, Plumbing Cost (including taxes, duty, etc.)

a. Upload CA Certified scanned copy of EXCEL Civil Works / Building
b. Upload Civil Works / Building Row data in EXCEL format

Invoice

Invoice Basic Details (Add the invoices as needed)

1. Invoice type
2. Bill No.
3. Bill Date
4. Party GST no.
5. Party Name/ Address
6. Total Basic Value (₹)
7. Total SGST (₹)

8 Total CGST (₹)
9 Total IGST (₹)
10 Total Bill Amount (₹)

Upload Documents

- Copy of Invoice / E-way Bill for Building
- Ledger of Party/ Supplier /Vendor

Invoice Item Details (Add all the items associated with a particular invoice)

1 Item Description
2 Category
3 Basic Value
4 SGST (₹)
5 CGST (₹)
6 IGST (₹)
7 Total (₹)

Payment Details

1 Payment mode
2 Bank name
3 Transaction / Bank Ref. No.
4 Payment Date
5 Amount in (₹)

Upload Documents

- Proof of Payment

Note: Duly signed and sealed 'Bank Account Statement' by the bank for all CAPEX claim

Civil Documents

Upload Documents

- Copy of Statutory Approval (along with Building Layout)
- BU (Building Utilization) Permission
- Factory License
- CCA/ CTO from GPCB
- Fire Safety Certificate/ Fire NOC
- Building Plan by Architect
- CA Certificate for GFCI including Project initiation and completion dates (CA Certified CAPEX expenditure 'Summary Sheet' for all CAPEX claims)
- Chartered Engineer (Mechanical) Certificate for P&M along with Installed Capacity (Provide Item Wise and Cost Wise Details of Plant & Machinery including their Residual Shelf Life)

- Chartered Engineer (Civil) Certificate for Civil Construction as per Schedule of Rates (SOR) of Road & Building (R&B) Department
- Architect Certificate certifying the construction as per approved layout and also along with a detailed annexure of the type, grade, quality and quantity of the materials used in Civil Works

D. Technology Upgradation (Up Gradation) & Acquisition

- **Upload Technology Up Gradation & Acquisition Row data in EXCEL format**
- **Upload CA Certified scanned copy of EXCEL Technology Up Gradation & Acquisition**

Invoice

Invoice Basic Details (Add the invoices as needed)

1. Invoice type
2. Bill No.
3. Bill Date
4. Supplier GST no.
5. Supplier Name/Address
6. Total Basic Value
7. Total SGST (₹)
8. Total CGST (₹)
9. Total IGST (₹)
10. Total Bill Amount (₹)

Upload Documents

- Upload Copy of Invoice /E-way Bill
- Ledger of Supplier / Vendor

Invoice Item Details

1. Technology Type
2. Name of the Technology
3. Technology Description
4. Availability in Gujarat (Yes/ No)
5. Quantity
6. Basic Value (₹)
7. SGST (₹)
8. CGST (₹)
9. IGST (₹)
11. Cost Excluding Taxes (₹)
12. Total (₹)

Upload Documents

- Patent Right / Technology Transfer Agreement

Payment

Payment Details

1 Payment Mode
2 Bank Name
3 Transaction / Bank Ref No.
4 Payment Date
5 Amount in (₹)

Upload Documents

- Proof of Payment

Note: Duly signed and sealed 'Bank Account Statement' by the bank for all CAPEX claim

E. Utilities

Note: Provide Invoice/ Payment Details towards Solid Waste Management Facility, Gas Connection and related infrastructure, Substation, Solar Unit, any other Captive Power Generation unit, Effluent Treatment Plant, Zero Liquid Discharge, Chillers, Cooling Towers, Steam Boilers, Chimneys, DG Sets etc.

- **Upload Utilities Row data in EXCEL format**
- **Upload CA Certified scanned copy of EXCEL Utilities**

Invoice

Invoice Basic Details

1. Invoice type
2. Bill No.
3. Bill Date
4. Supplier GST no.
5. Supplier Name/Address
6. Total Basic Value (₹)
7. Total SGST (₹)
8. Total CGST (₹)
9. Total IGST (₹)
13. Total Bill Amount (₹)

Upload Documents

- Upload Copy of Invoice /E-way Bill
- Ledger of Supplier / Vendor

Invoice Item Details

1 Item Description
2 Quantity
3 Basic Value (₹)
4 SGST (₹)

5 CGST (₹)
6 IGST (₹)
7 Total (₹)
8 Installation Date
9 Operation Date
10 Machinery Type (New, Old, Imported New, S/H Imported)

Upload Documents

- Installation Certificate/ Report of Asset

Payment

Payment Details

1. Payment Mode
2. Bank Name
3. Transaction / Bank Ref No.
4. Payment Date
5. Amount in (₹)

Upload Documents

- Proof of Payment

Note: Duly signed and sealed 'Bank Account Statement' by the bank for all CAPEX claim

3. Summary of The Expenditure Incurred Towards GFCI

1. Registration and Stamp Duty (₹)
2. Plant and Machinery (excluding tax) (₹)
3. Building (including tax) (₹)
4. Technology Upgradation & Acquisition (₹)
5. Utilities (excluding tax) (₹)
6. Total (₹)

Part-B: Projected Operational Assistance Claim Application

Projected Operational Assistance Period (Provide 5 Yrs. Projections from the date of making an application)

1. Power tariff
2. Patent Assistance
3. Market Development
4. Lease Rental
5. Bandwidth Leasing
6. Quality Certification (Non-Statutory Approvals)
7. Employment Generation Incentive (EGI)
8. Employees Provident Fund (EPF)
9. Interest Subsidy on Term Loan
14. Electricity Duty

Part C: Projected Supplementary Assistance Claim Application

Will you be interested to submit a Supplementary Assistance Claim application? Yes/ No

In case of Yes, please mention the projected expenditure under the Supplementary Assistance Claim as per the following:

Select the Head Under Supplementary Capex Claim (Checklist)

Select Supplementary Capex Heads for which claim needs to be made

1 Registration and Stamp Duty Expenditure
2 Plant and Machinery
3 Building
4 Technology Upgradation & Acquisition
5 Utilities

Note: Depending upon the selection from the above mentioned checklist for Supplementary Capex Heads, provide list of items proposed to be purchased under each head along with the tentative cost of the item.

Total Supplementary Capex Cost (₹) _____

Do you want to submit Operational Assistance Claim along with Capital Assistance? Yes/ No

In case of Yes, **Continue to the Application Annexure 2C …….**

4. Declaration

I / We hereby confirm that to the best of our knowledge and belief, information given herein and other documents enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for. I/We hereby agree that I/We shall forthwith repay the amount released to me/us under scheme, if the amount of Reimbursement of tax are found to be disbursed in excess of the amount actually admissible whatsoever the reason. I / We hereby declare that we have read the Government Resolutions BTP/022022/446/BT dated 15/02/2022 & BTP/072022/446/BT dated 10/08/2022. I / We undertake to comply all the conditions stipulated therein to avail incentives mentioned in the resolutions. I / We hereby declare that the details given above are true & correct, if any of the information is found to be incorrect and not fulfilling the provisions laid down in the above resolutions, the Incentives are liable to be recovered.

Annexure 2C: Operational Assistance Claim Application

Note: Provide Financial Quarter wise CA Certificate of the 'Total Annual Operating Expenditure' of the company.

1. Details of Entity Applying for Assistance

1. Entity Name
2. Project Type
3. Project Category
4. Project Details
5. Mega Project: Yes/ No
6. Relocating: Yes/ No

Turnover (in Cr.) _____

2. Select The Head Under Opex Claim (Checklist)

Note:

1. **Please arrange all bills / invoices according to serial number (column 1) of the excel sheet. Also mark on bills/ invoices accordingly.**
2. **Please do not modify / alter this sheet.**
3. **Please do not apply any formula in this sheet.**
4. **Please do not re-arrange any column of this sheet.**
5. **Please highlight payment entries in bank statement which correspond to invoices listed in this sheet.**
6. **Please mentioned total at the end of the summary.**

Select Opex heads under which claim needs to be made

1. Power Tariff
2. Patent Assistance
3. Market Development
4. Lease Rental
5. Bandwidth Leasing
6. Quality Certifications (Non-Statutory Approvals)
7. Employment Generation
8. Employee Provident Fund
9. Interest Subsidy on Term Loan
10. Electricity Duty

Operational Assistance Period (As Per Committee Approval)

From Date _____ to Date _____

Operational Assistance Claim Cycle: Quarterly/ Half-yearly/ Annually

Note: Decision once made can't be reversed/ changed in the entire claim cycle.

If Selected Quarterly: (20 Claim Cycles)

If Selected Half-yearly: (10 Claim Cycles)

If Selected Annually: (5 Claim Cycles)

A. Power Tariff

1. Office or Factory Registered Address (For which claim is being made)
2. Month
3. Bill Amount
4. Bill Number (Optional)
5. Consumer Number / Service Number
6. Meter/ Connection Identification Number
7. Service provider type
    - UGVCL
    - MGVCL
    - PGVCL
    - DGVCL
    - TORRENT
    - Gift Power Company Limited
8. Duration/ Time Period
9. Total Units Consumed
10. Total Government Electricity Duty
11. Actual Amount Paid (₹)
12. Payment Date

Upload Documents

- Electricity Bill
- Proof of Payment

B. Patent Assistance

1. Name of Patent
2. Country of the Authority issuing the Patent
3. Description of Patent
4. Title of the Patent
5. Patent type (Domestic or International)
6. Date of Issue
7. Patent Validity Till
8. Actual amount paid (₹)
9. Total GST Amount (₹)
10. Total invoice amount (₹)
11. Payment Date
12. Fees paid to patent attorney and patent service center (₹)
13. Legal Charges (₹)

Upload Documents

- Patent Attorney and Patent Service Centre Fee Receipt
- Legal Charges

- Patent Application Fee Receipt
- Patent Registration Grant Certificate
- Issued Patent Document
- Proof of Payment

C. Market Development

1. Name of the Event
2. Event Type (National or International)
3. Name of the Organizer
4. Date of the Event
5. Amount paid towards rent/ charges for stall space to the organizer (₹)
6. Cost incurred for Product Literature/ Catalogue (₹)
7. Cost incurred for Display Material (₹)

Upload Documents

- Invoices for expenses claimed
- Proof of Payment

D. Lease Rental

1. Office or Factory Registered Address (For which claim is being made)
2. Month
3. Duration of Lease (in months)
4. Lease Amount (₹)
5. Description of the Asset/ Property
6. Use of the Asset/ Property
7. Total area (sq. mt.)
8. Duration of lease (in years)
9. Lease rental (per annum) of Asset/ Property (₹)
10. Payment Date

Upload Documents

- Lease Rental Agreement
- Proof of Payment

E. Bandwidth Leasing

Billing Period

From Date _____ **To Date** _____

1. Office or Factory Registered Address (For which claim is being made)
2. Month
3. ISP (Internet Service Provider) Name
4. GSTIN of ISP

5. Consumer Number / Service Number
6. Invoice Number
7. Invoice Date
8. Total Bill Amount (₹)
9. Actual Amount Paid (₹)
10. Payment Date

Upload Documents

- Invoice for expenses claimed
- Proof of Payment

F. Quality Certifications (Non-Statutory Approvals)

1. Certificate Issuing Authority
2. Type of Certification (National or International)
3. Date of Issue of Certificate
4. Validity Till
5. Certification Fees (₹)

Upload Documents

- Type of Certification Obtained
- Invoice for expenses claimed
- Proof of Payment

G. Employment Generation Incentive (EGI)

a. Employment Details (Only for Expansion and Diversification)

1. Month & Year Wise (Details of Employment for preceding 12 months from the date of declaration of expansion/ diversification)
2. Employees on payroll in Gujarat (As per Form - 5 of PT)

Upload Documents

- Form-5 of Professional Tax
- Professional Tax Receipt
- Duly signed and sealed 'Salary Register' in PDF
- Month-wise 'Salary Register' in EXCEL format combined in a single file separately, according to claim.

b. Employment Generation Detail (For New/ Expansion/ Diversification)

1. Employee Name
2. Gender
3. Date of Birth
4. Graduation / Post Graduation Year

5. PAN No. of Employee
3. Joining Date
4. CTC Per Annum (₹)
5. Current Company of Employee
    - Employee Id
    - Job Type
    - Total Salary (₹)
    - Basic Salary (₹)
    - Other Allowances
    - PF Number
    - Current Company Name
    - Current Company City
    - Is this your first job?
6. Previous Company of Employee
    - Previous Company Name
    - Previous Company City
    - Does employee have first job in Gujarat?
    - Does employee have previous job in Gujarat?
7. Eligible Incentive (₹)

Upload Documents

- Aadhaar Card
- Domicile Certificate
- PAN Card
- Salary Slip (last 12 months)
- Appointment Letter (mentioning CTC)
- Last 3 years IT Return

H. Employee Provident Fund

Basic Details of EPF

1. Which of the following schemes did you take benefits in this month?
    a. Aatmanirbhar Bharat Rojgar Yojana (ABRY)
    b. Pradhan Mantri Rojgar Protsahan Yojana (PMRPY)
    c. Pradhan Mantri Garib Kalyan Yojana (PMGKY)
    d. No benefits taken in this month
    e. If Other, please mention name in input
2. Employee on payroll count in Gujarat as per Form-5 of Professional Tax
3. Total number of employees under EPF as per Combined Challan of EPFO (pan INDIA)
4. Total employer's share according to Combined Challan of EPFO (pan INDIA) (₹)
5. Total employee's share according to Combined Challan of EPFO (pan INDIA) (₹)

6. Total number of Male employee under EPF in Gujarat
7. Total number of Female employee under EPF in Gujarat
8. Total number of employees under EPF (in Gujarat)
9. Total employer's share (of Gujarat) (₹)
10. Total employee's share (of Gujarat) (₹)
11. Salary of eligible Male employees considered for EPF
12. Salary of eligible Female employees considered for EPF

Upload Documents

- Electronic Challan cum Return (ECR)
- Combined Challan of EPFO
- Proof of Payment/ 'Payment Confirmation Receipt'
- Duly signed and sealed 'Salary Register' in PDF
- Month-wise 'Salary Register' in EXCEL format combined in a single file separately, according to claim
- Form-5 of Professional Tax
- Professional Tax Receipt

Details of Employee

1. Employee Name
2. Gender
3. UAN No.
4. Duration in Month
5. Employer's Contribution towards EPF (₹)
6. Eligible Amount (₹)

Upload Documents

- Employee Salary Slip

I. Interest Subsidy On Term Loan

1. Name of the Bank/ Financial Institution
2. Branch Name
3. Total Loan Amount Sanction (₹)
4. Moratorium Period
5. Loan Account Number
6. Loan Sanctioned Date
7. Loan ROI at the time of Loan Sanctioned
8. Duration of Loan (In Months)
9. First Installment Disbursement Amount (₹)
10. First Installment Disbursement Date

Details of Disbursement

Date _____ **Amount (₹)** _____ (Add Rows as needed)

Upload Documents

- Interest Certificate by the Financial Institution/ Bank
- Term Loan Account Statement
- Term Loan Sanction Letter
- Loan Repayment Schedule
- Interest Report for the Term Loan Sanctioned

Calculation of Interest

Start Date _____ **End Date** _____

Principal Amount / Outstanding Balance (₹)
Interest Charged (By the Financial Institution/ Bank) (₹)
Rate of Interest (%)
Eligible Interest Subsidy (%)
Eligible Amount (₹)

J. Electricity Duty

1. Meter/ Connection Identification Number

Duration/ Time Period

From Date _____ **To Date** _____

2. Bill Number
3. Total Units Consumed
4. Electricity Duty (₹)
5. Transaction / Bank Ref No.

Upload Documents

- Electricity Bill
- Proof of Payment

3. Declaration

I/We hereby declare that I/ We have read the Government Resolutions BTP/022022/446/BT dated 15/02/2022 & BTP/072022/446/BT dated 10/08/2022 as amended from time to time before submission of this application for incentive. I/ We undertake to comply all the conditions stipulated therein to avail incentives mentioned in the resolution. I/We hereby declare that the details given above are true and correct, if any of the information is found to be incorrect and not fulfilling the provisions laid down in the Government Resolution, incentives are liable to be cancelled.