

**Government of West Bengal  
Commerce & Industries Department  
Administration Branch**

**Vide Notification No. 112-CI/O/ADN/GEN-MIS/01/15(Pt-I) Dated, Kolkata, the 1<sup>st</sup> June, 2015** the following forms for Registration in West Bengal State Support for Industries Scheme, 2013, are **amended** for the purpose of ensuring faster access to incentives, offered by the State Government for the large scale manufacturing enterprises; a **Corrigendum** Notification has been published vide No. 140-CI/O/ADN/GEN-MIS/01/15(Pt-I) Dated, Kolkata, the **6<sup>th</sup> July, 2015**.

The finalised forms for issue of Registration Certificate in Part-I and Part-II and application for Registration Certificate in Part - I and Part - II are given below:

- 1. *The amended format of Annexure – IV entitled ‘REGISTRATION CERTIFICATE (PART-I) under WBSSIS-2013’***
- 2. *The amended format of In annexure – IV entitled ‘REGISTRATION CERTIFICATE (PART-II) under WBSSIS-2013’***
- 3. *The amended format of Form No. I entitled ‘Application for preliminary Registration Certificate, RC in Part-I under the West Bengal State Support for Industries Scheme, 2013’***
- 4. *The amended format of Form no. IA entitled ‘Application for final Registration Certificate, RC in Part-II certifying the first date of Commencement of Commercial Production under the west Bengal State Support for Industries Scheme’***

1. *The amended format of Annexure –IV entitled ‘REGISTRATION CERTIFICATE (PART-I) under WBSSIS-2013’*

**ANNEXURE-IV**  
**[See Para 3.15]**  
**GOVERNMENT OF WEST BENGAL**  
**DIRECTORATE OF INDUSTRIES**

(address).....

**REGISTRATION CERTIFICATE (PART-I) under WBSSIS-2013**

*vide Clause No. 3.15 [as amended]*

DI-Govt. of WB	Registration (Part –I) No.	Date:	
<b>Online Application</b>	<b>Acknowledgement No.</b>	<b>Date:</b>	
Govt. of India/WB	IEM (A)/EM (I) Ack. No.	Date:	
ROC-Gol/Other	CIN/ Regn. /Licence No.:	Date:	

1	Name of the Company/Firm	
2	Office Address with e-mail, phone/fax	
3	Area of Land Procured (in acres)	
4	<b>Approved Location</b> ( <i>as per Para 3.3</i> )	
(a)	P.O.	
(b)	P.S. / Block / Municipality	
(c)	Mouza & JL No.	
(d)	Plot Nos.	
(e)	District	
5	<b>Registered Item (s) of Production</b>	<b>Approved Annual Capacity</b>
(a)		
(b)		
6	Estimated Fixed Capital Investment	
7	Estimated Direct Employment	
8	Expansion or New ( <i>as per Clause 3.12</i> )	
9	Category as per WBPCB norms	
10	Classification of Area of Location	
11	Scale of Investment ( <i>as per Clause 3.6</i> )	
12	Expected Date of Commencement of Commercial Production	
13	Validity period of this RC (Part-I)	<i>As per Para 4.4 of WBSSIS-2013 as amended.</i>

**This Registration Certificate is being issued subject to the conditions mentioned overleaf.**

( )  
**Director of Industries,**  
**West Bengal.**

**STATEMENT OF CLEARANCES/APPROVALS OBTAINED FROM COMPETENT AUTHORITY**

<b>SL.</b>	<b>DESCRIPTION</b>	<b>ISSUING AUTHORITY</b>	<b>No. &amp; DATE</b>	<b>REMARKS</b>
1	Consent to Establish (NOC from WBPCB)			
2	Mutated ROR or Lease Deed from State Govt. or Possession Certificate from PSU, as the case may be			
3	Others, if any (please specify)			

**CONDITIONS OF REGISTRATION CERTIFICATE (PART – I)**

1. This certificate is being issued on the basis of information submitted by the applicant company in the prescribed form under WBSSIS-2013 (as amended), without any verification. If any of the information submitted by the Co. is found to be incorrect/false, this RC shall be revoked.
2. This certificate does not communicate any commitment on the part of the State Government, or this Directorate, for sanction and disbursement of incentive in any time bound manner and the same should not be construed as a matter of right by the Co. receiving this certificate.
3. The company must submit quarterly progress report for the project/unit regularly in the proforma and in the manner prescribed separately by this Directorate from time to time, till issuance of Registration Certificate (Part-II).
4. The company, **before commencement of commercial production of the unit registered hereby**, must seek necessary amendment of this certificate if there is any change in the project parameters (name of the co., location, employment, investment, product, capacity, NOC of WBPCB etc.), with necessary supporting documents and fees, failing which this certificate will stand as revoked on the ground of its inapplicability to the changed project parameters.
5. If it is detected subsequently that this certificate was issued without compliance with any of the provisions of this Scheme, it may be revoked.
6. Non-compliance or violation of any of the aforesaid conditions will make this certificate liable to be revoked.

( )  
**Director of Industries,  
West Bengal."**

2. The amended format of In annexure – IV entitled ‘REGISTRATION CERTIFICATE (PART-II) under WBSSIS-2013’

GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF INDUSTRIES

(address).....

**REGISTRATION CERTIFICATE (PART-II) under WBSSIS-2013**

vide Clause No. 3.15 [as amended]

DI-Govt. of WB	Registration (Part – II) No.	Date:	
DI-Govt. of WB	Registration (Part – I) No.	Date:	
<b>Online Application</b>	<b>Acknowledgement No.</b>	<b>Date:</b>	
Govt. of India/WB	IEM (B)/EM (II) Ack. No.	Date:	
ROC-Gol/Other	CIN/ Regn. /Licence No.:	Date:	

1	Name of the Company	
2	Office Address with e-mail id, phone no.	
3	Area of Land Procured (in acres)	
4	<b>Approved Location</b> (as per Para 3.3)	
(a)	P.O.	
(b)	P.S. /Block/Municipality	
(c)	Mouza & JL No.	
(d)	Plot Nos.	
(e)	District	
5	<b>Registered Item(s) of Production</b>	<b>Approved Annual Capacity</b>
(a)		
(b)		
6	<b>Actual</b> Fixed Capital Investment	
7	<b>Actual</b> Direct Employment	
8	Expansion or New (as per para 3.12)	
9	Category as per WBPCB norms	
10	Classification of Area of Location	
11	Scale of Investment (as per para 3.6)	
12	Power Source, Consumer No.	
13	<b>Date of Commencement of Commercial Production</b>	

This Registration Certificate is being issued subject to the conditions mentioned overleaf.

( )  
Director of Industries,  
West Bengal.

**STATEMENT OF CLEARANCES/APPROVALS OBTAINED FROM COMPETENT AUTHORITY**

<b>SL.</b>	<b>DESCRIPTION</b>	<b>ISSUING AUTHORITY</b>	<b>No. &amp; DATE</b>	<b>REMARKS</b>
1	Consent to Operate (NOC from WBPCB)			
2	Certificate of Conversion of Classification of Land in Land Records			
3	Certificate of Power Intensive Unit <i>(if applicable)</i>			
4	Certificate for claiming special or additional benefit in terms of Para 9 and Para 10 of this Scheme <i>(if applicable)</i>			
5	Others, if any (please specify)			

**CONDITIONS OF REGISTRATION CERTIFICATE (PART – II)**

1. This certificate is being issued on the basis of information submitted by the applicant company in the prescribed form under WBSSIS-2013. If any of the information submitted by the Co. is found to be incorrect/false, this RC shall be revoked.
2. This certificate does not communicate any commitment on the part of the State Government, or this Directorate, for sanction and disbursement of incentive in any time bound manner and the same should not be construed as a matter of right by the Co. receiving this certificate.
3. The company must submit quarterly status report in Annexure –III vide sub-para 12.11 of the Scheme, in the manner as may be prescribed by WBIDC from time to time.
4. The company must also submit monthly production return for the unit regularly in the proforma and in the manner prescribed separately by this Directorate from time to time.
5. If it is detected subsequently that this certificate was issued without compliance with any of the provisions of this Scheme, it may be revoked.
6. Non-compliance or violation of any of the aforesaid conditions will make this certificate liable to be revoked.

( )  
**Director of Industries  
West Bengal”**

3. *The amended format of Form No. I entitled 'Application for preliminary Registration Certificate, RC in Part-I under the West Bengal State Support for Industries Scheme, 2013' :*

**FORM NO. - I**

[See Para 5.2]

**Application for Preliminary Registration Certificate, RC in Part-I under the West Bengal State Support for Industries Scheme, 2013 (as amended).**

(To be submitted in duplicate)

1. (a) Name of the Applicant Unit :  
(b) Name of the Group of Companies :  
(c) Local or Site Office Address :  
    Telephone No. :  
    Fax No. :  
    e-mail Address :  
(d) Address of the Registered Office :  
    Telephone No. :  
    Fax No. :  
    e-mail Address :  
(e) Name and Designation of a contact person  
(not below the rank of General Manager of the company)  
    Telephone and Mobile No. :  
    Fax No. :  
    e-mail Address :  
(f) Details of Application Fee deposited  
    Through RTGS / NEFT  
(RTGS / NEFT acknowledgement/ transaction no. and date to be attached)

2. Whether the Project [for which registration is being applied]-

(please tick if applicable)

- (a) Establishment of a new unit :
- (b) Expansion of the existing unit at the same location -
- i) with existing item :
- ii) with new item :
- (c) Expansion at a new location -
- i) with existing item :
- ii) with new item :

(d) If Expansion project, details of existing unit:

Location	Incentive Scheme	DI Registration No. & Date	EC / RC Part-II No. & Date	Products/ Item	Production Capacity*

\* If the exiting/pre-expansion unit is unregistered, state capacity on the basis of other documents as per Para 3.12.2 (c) of the Scheme.

3. (a) Constitution of the Applicant :

[Private/Public Ltd/Co-operative/ Partnership/Others]

(b) Date of establishment/incorporation/ Registration of the Company/Co-operative:

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4. **Location the unit**

**(A) Location of the Project for which Registration is being sought:**

Village/Town (with locality) :

Post Office :

Police Station :

Municipality/Block :

District :

Telephone No. :

Fax No . :

**(B) Details of other units (if any) in West Bengal**

	Address	Products	Capacity

5. **Project cost** :

5.1. For **New Scheme/Expansion scheme** (tick, whichever is applicable)

(Rs. In lakhs)

Items	As approved by the Financial Institutions/Banks*
Land	
Building	
Plant & machinery	
Misc. fixed assets	
Engineering fees	
Preliminary and preoperative expenses	
Margin money for working capital	
<b>Total</b>	

\*In Case of projects with arrangement of finance from own source, items with cost should be as per DPR.

5.1.1. **Means of finance:**

(Rs. in lakh)

	Items	Approved Amount
1	Promoters' Contribution	
2	Term Loans	
(a)	Name of Financial Institutions or Banks	
(b)	Unsecured Loans	
3.	Others (if any)	
	<b>Total</b>	

1. Name of the Proposed **Items of Manufacture** and Capacity (for which Registration is sought)

6.1. In case of expansion by manufacturing new article(s) :

Item (s) of manufacture	Annual capacity



6.2. In case of expansion by manufacturing an existing item :

	Items of manufacture	Existing capacity	Additional capacity	Total capacity after expansion

6.3. Likely date of Commencement of Commercial Production against Items of manufacture noted in No. 6 above :

7. Whether any of the items of manufacture is reserved for SSI (If, yes, mention names) :

2. Whether the applicant Co./Body is/was registered as S.S.I or have filed Entrepreneur's Memorandum, or not:  
**(If yes, cancellation certificate from GM/DIC shall be submitted)**  
 SSI Certificate No. / EM Acknowledgement No. and Date:  
 Issue No. & Date of Competent Authority for Cancellation:

8. Reference No. and Date of Govt. of India of  
 a) Acknowledgement of Industrial Entrepreneur's Memorandum filed :  
 b) Letter of Intent :  
 c) Industrial License (if applicable) :  
 d) Other Govt. of India approval, if any:

10. Power Requirement :

Source	Requirement

11. Direct Employment potential of the project/unit :

12. **Clearance from WBPCB**

(a) NOC (Consent to Establish) No. & Date :  
 (Attach self-attested copy)

(b) Pollution Category of the Project/Unit (please tick) :

Green	Orange	Red	Special Red
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## DECLARATION

**CERTIFIED that the statements made above in this application are true to the best of my knowledge and belief.**

I/We also undertake that the provisions of any law or rules or regulations or statutes of the State Government or Central Government will not be violated by implementation of the project for which registration is being sought for.

I / We further undertake to obtain permission or licence or clearance, in whatever nomenclature, as may be required under any law or rules or regulations or statutes of the State Government or Central Government, at the appropriate stage of implementation of the aforesaid project.

**Signature of the applicant**

\_\_\_\_\_

**Name and Status of the Signatory**

\_\_\_\_\_

Place :

Date :

Seal of the Industrial Unit

**Documents (Self Attested Copies) to be enclosed:**

1. Certificate of Incorporation from Registrar of Companies or Certificate of Registration of Partnership Firm or of Co-operative Societies, from the competent authority.
2. A statement of the names and addresses of the Directors/Partners/Owners of the company.
3. A copy of the Reference No. and Date of Acknowledgement of IEM (Part –A) / EM (Part-I) or Letter of Intent /Industrial License/Other Government approval.
4. A Detailed Project Report including reports on Pollution Control measure.
5. Existing manufacturing activities in West Bengal stating items, annual approved capacity, annual installed capacity, annual production during last three years (in quantity & value in Rs. Lakh).
6. Record of Right (Parcha) mutated in the name of the applicant co./firm, or Lease Deed from the State Government, or Possession Certificate from Public Sector Undertaking (in case of PSU land)
7. No Objection Certificate (Consent to Establish) from WBPCB valid up to date.

**For Office Use:**

File No.	District	Date of Receipt	Date of Approval	Date of Issue

## CHECK LIST

[For Office Use]

### FORM NO. - I

1. Acknowledgement no. on On-line submission :
2. Documents submitted :

	<b>Documents to be enclosed with Form</b>	<b>Put (v) tick mark</b>
1.	Certificate of Incorporation from Registrar of Companies or Certificate of Registration of Partnership Firm or of Co-operative Societies, from the competent authority.	
2.	A statement of the names and addresses of the Directors/Partners/Owners of the company.	
3.	A copy of the Reference No. and Date of Acknowledgement of IEM (Part –A) / EM (Part-I) or Letter of Intent /Industrial License/Other Government approval.	
4.	A Detailed Project Report including reports on Pollution Control measure.	
5.	Existing manufacturing activities in West Bengal stating items, annual approved capacity, annual installed capacity, annual production during last three years (in quantity & value in Rs. Lakh).	
6.	Record of Right (Parcha) mutated in the name of the applicant co./firm, or Lease Deed from the State Government, or Possession Certificate from Public Sector Undertaking (in case of PSU land)	
7.	8. No Objection Certificate (Consent to Establish) from WBPCB valid up to date.	

**Signature of the officer**

**Name and Designation of the officer**

**Date :**

**Time:**

4. *The amended format of Form no. IA entitled 'Application for final Registration Certificate, RC in Part-II certifying the first date of Commencement of Commercial Production under the west Bengal State Support for Industries Scheme':*

**FORM NO. - IA**

[See Para 5.2]

**Application for Final Registration Certificate (Part-II),  
Certifying the Date of Commencement of Commercial Production under the  
West Bengal State Support for Industries Scheme, 2013 (as amended).**

(To be submitted in duplicate)

1. (a) Name of the Applicant Unit :
- (b) Village/Town (with locality) :
- Post Office :
- Police Station :
- Municipality/Block :
- District :
- Telephone No. :
- Fax No . :
- (c) No. and date of preliminary  
Registration Certificate (Part-I) :
- (d) Acknowledgement No. of On-Line application :
- (e) Whether eligible to avail of benefits as a  
Power Intensive Unit under para 9.4 of the Scheme: Yes / No  
*(If yes, attach necessary certificate from Power Supply Company)*

2. **Project cost** :

(Rs. In lakhs)

As per Appraisal Memo of FI/Bank Or, As per DPR for self finance Project	Approved cost	ACTUAL COST INCURRED
		From..... (not before 01.04.2011) Upto.....
Total fixed capital investment as per terms of the scheme in Plant & machinery including Pollution Control equipment		



## DECLARATION

**CERTIFIED that the statements made above in this application are true to the best of my knowledge and belief.**

I/We also undertake that the provisions of any law or rules or regulations or statutes of the State Government or Central Government will not be violated by implementation of the project for which registration is being sought for.

I / We further undertake to obtain permission or licence or clearance, in whatever nomenclature, as may be required under any law or rules or regulations or statutes of the State Government or Central Government, at the appropriate stage of implementation of the aforesaid project.

**Signature of the applicant**

\_\_\_\_\_

**Name and Status of the Signatory**

\_\_\_\_\_

Place :

Date :

Seal of the Industrial Unit

### **Documents to be enclosed:**

1. Audit Report, Director's Report, Balance Sheet, Profit & Loss A/c for three years (in case of expansion only)
2. Acknowledgement of IEM (Part-B) / EM (Part-II)
3. List of Plant & Machinery with date of purchase and value as certified by CA ( Annexure)
4. Certificate of Conversion of Classification of land of the unit in land records.
5. NOC ( Consent to Operate) from WBPCB
6. Production Quantities and Corresponding Electricity Consumption (in kilowatt hour) of the month of commencement of commercial production and also for three months preceding the date of CCP.
7. Excise Challan / 1<sup>st</sup> invoice
8. Certificate for claiming special or additional benefit in terms of Para 9 and Para 10 of WBSSIS-2013

### **For Office Use:**

<b>File No.</b>	<b>District</b>	<b>Date of Receipt</b>	<b>Date of Approval</b>	<b>Date of Issue</b>

## CHECK LIST

### FORM NO. - IA

1. Acknowledgement no. on On-line submission :
2. Documents submission :

	<b>Documents to be enclosed with Form</b>	<b>Put (√) tick mark</b>
1.	Audit Report	
2.	Director's Report	
3.	Balance Sheet, Profit & Loss A/c for three years ( in case of expansion only)	
4.	Acknowledgement of IEM (Part-B) / EM (Part-II)	
5.	List of Plant & Machinery with date of purchase and value as certified by CA ( Annexure)	
6.	Certificate of Conversion of Classification of land of the unit in land records.	
7.	NOC ( Consent to Operate) from WBPCB	
8.	Production Quantities and Corresponding Electricity Consumption (in kilowatt hour) of the month of commencement of commercial production and also for three months preceding the date of CCP.	
9.	Excise Challan / 1 <sup>st</sup> invoice	
10.	Certificate for claiming special or additional benefit in terms of Para 9 of WBSSIS-2013	
11.	Certificate for claiming special or additional benefit in terms of Para 10 of WBSSIS-2013	

**Signature of the officer**

**Name and Designation of the officer**

**Date :**

**Time:**



**Certificate to be issued by a Chartered Accountant**

Schedule of P & M ( including Pollution Control Derives) created as on ..... by  
M/s..... in respect of its  
..... project at .....  
.....West Bengal.

**Break-up of Costs Included in the Value of Assets**

S1 No.	Description of the P&M  (Item wise break up as per Appraisal memo of FI/Bank Or, DPR for Self-financed project)	Qty	Date of Order	Name of contract or/ supplier with address	State whether the assets has been transferred to the new project/ Substantial expansion from any other unit of the company	Date of creation / erection	Bill No. & Date	Paid up value of the assets created/ erected	Bill Value of the assets/ created (A) to (0)
1	2	3	4	5	6	7	8	9	10

**Break-up of Costs Included in the Value of Assets (contd.)**

Basis (CIF / FOB)Value	Customs/ Excise Duty charges			Freight, Insurance and Handling	Sales Tax		Service Tax	Education Cess	Others, if any (Specify)
	Custom Duty	CVD	ED		CST	VAT			
11	12	13	14	15	16	17	18	19	20

Certified that the assets enlisted in the schedule of fixed assets are erected in position at site as on.....

1) We hereby certify that we have checked the above statement of fixed assets with the books of accounts, the invoices and other records maintained by M/s. .... and found the same to be true and in accordance therewith.

2) We also certify that M/s. .... have acquired and installed the above mentioned assets during the period from ..... to ..... in respect of the ..... project at .....

3) We further certify that the value of aforesaid items of fixed assets has been taken, to the extent paid for, upto..... From ..... to ..... and no certificate is raised there against in the books of the company.

Signature of the Chartered Accountant

Name of the Firm:

Registration No. :

Date:

Place:

(Seal of the Chartered Accountant)

- - - E N D - - - -