

**FOOD PROCESSING FUND (FPF)**  
**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE LOAN  
APPLICATION**

**ESTABLISHING PROCESSING UNIT IN A DESIGNATED FOOD PARK**

**Please furnish a copy of the following documents along with the Tem Loan application**

1. Detailed Project Report in respect of the proposed project
2. Registration Certificate, Memorandum and Articles of Association, Registered Partnership Deed, Trust Deed, etc., as applicable as per the nature of constitution of the Borrower
3. Brief profile of all the Promoters/ Partners / Proprietor of the Applicant and the Directors (in case of the Company) as per *Annexure-1*
4. Brief profile of all the Associate / Subsidiary concerns with which the Applicant Company / Promoters/ Partners / Directors / Proprietor of the Applicant are associated with to be provided as per *Annexure-2*
5. Latest Net Worth certificate issued by a Chartered Accountant (as per the proforma indicated in Appendix-1) for all the individual shareholders / Partners in the Company / LLP / Partnership / Proprietor, etc. The Certificate shall not be older than 3 months.
6. Audited financial account statements for the past 3 financial years (2014-15; 2013-14 and 2012-13) in respect of the Applicant concern as well as all the Subsidiary / Associate concerns of the Applicant.
7. KYC details of the Applicant Enterprise (in addition to Registration Certificate, Memorandum and Articles of Association, Shop Act License in case of a Proprietary Firm), such as PAN, TAN, Sales Tax, Service Tax Registration Nos., etc. of the Applicant (as applicable) issued by the competent authorities, certified by the Authorised signatory (Refer to *Appendix-1* of the Application Format).
8. KYC details of all the shareholders / promoters / partners / Directors, etc., of the Applicant viz. self-attested copies of Proof of Address (Telephone Bill, latest statement of bank account, etc.), Proof of Identity (Aadhar Card, Driving License, Passport, etc.) and PAN card (Refer to *Appendix-1* of the Application Format).
9. Copies of complete set of Sanction Letter(s) issued by bank(s) in respect of various credit facilities (term loans, working capital loans, non-fund based facilities, etc.) availed by the Applicant concern and where the said loan is outstanding as on the date of application.
10. MoU / Agreement entered into between the promoter of the Designated Food Park (DFP) and the Applicant unit.
11. Registered Sale Deed / Lease Deed in respect of the plot acquired in the DFP
12. Implementation schedule & planning timelines in the form of a PERT chart
13. Various statutory approvals/NOCs received/applied for the project
14. MOUs / Agreements with the Private Equity Holders in the Applicant concern, if any

15. Latest Income Tax Returns/Assessment Order, Sales Tax Assessment Order, Service Tax Returns/assessment in respect of the Applicant concern.
16. State Policy on Food / Agro-processing promotion by the State Government concerned
17. In-Principle / Final approval for the grant-in-aid / subsidy, etc., of the State Government issued by the Nodal Department of the State Government.
18. Approvals received / applications made for various utilities required for the Project from the respective competent authorities
19. Credit-rating Certificate with complete Report issued by the external credit rating agency in respect of the Applicant concern or in respect of the Subsidiary / Associate concerns of the Applicant
20. Layout plan of the entire unit, structural drawings in respect of individual components and cost estimates with rate analysis / bill of quantities (BOQs) for all the civil works proposed in the Project
21. Detailed quotations with specifications for all the plant and machinery items proposed in the Project
22. Sale agreement(s) entered into with prospective buyers / importers of the products produced by the proposed processing unit (where applicable)
23. Agreement entered into with the technology collaborator (where applicable)
24. Copy of Importer-Exporter Code (IEC) No. of the Applicant enterprise issued by the Director General of Foreign Trade (DGFT) (where applicable)
25. Certificate of Registration with APEDA, MPEDA, etc. (where applicable)

