

Annexure 9 - Instructions (Common Application Form)



Requirement for Filling Common Application Form

1. **Please scan following Attachment as PDF file. The size of each file must be less than 4 MB. You can use software like [Free PDF Compressor](#) for compression of pdf file.**
 - Memorandum of Undertaking (1.2)
 - Directors/Partners/MDs/CEO List Attachment (4.4.2)
 - * Enclosed list of directors with DIN numbers
 - PAN Card Attachment (4.5.2)
 - Tin / Vat Number Certificate (4.6.2)
 - CST Number Attachment (4.7.2)
 - MoA/Partnership Deed Attachment (4.8)
 - Certificate of Incorporation/Registration Attachment (4.9)
 - Khasra Number Attachment (5.8)
 - * Enclosed list of table of masteel, khasra numbers & respective area in K-M for which CLU is required
 - [Khasra Number Specimen](#)
 - Revenue/Shajra Plan Attachment (5.10)
 - * Revenue plan Superimposed by the area in possession for which CLU is required
 - Jamabandi Attachment (5.11)
 - * Should not be older than 15 days from Date of Application
 - Non Encumbrance Certificate Attachment (5.12)
 - Certified Copy of Ownership Attachment (5.15.2)
 - Certified Copy of Lease Document Attachment (5.16.2)
 - * Lease should not be less than the eligibility period
 - Certified Copy of Land Agreement Attachment (5.17.2)
 - Site/Layout Plan Attachment (5.18)
 - * Map showing dimensions & directions of project site with entry/exit
 - Location Plan Attachment (5.19)
 - * Map showing all major natural features & establishments in surroundings of 500mtr of site & connecting road
 - Linear Strip Plan Attachment (5.20)
 - * Map showing the width of entry / exit gate and its distance from the connecting NH/SH/SR/Other road
 - [Linear strip Specimen](#)
 - Detailed Project Report (6.6)
 - * Should also contain applicable manufacturing/service process flow chart list of machineries; list of products/services; list of raw materials
 - Regulatory Approval Granted Attachment (6.7.2)
 - * Such as CLU, CTE, CTO, Building Plan etc
 - Fiscal Incentive Availed Attachment (6.8.2)
 - Details of EDC / SIF / CLU / Fee Paid Attachment (6.9.2)
 - Manufacturing Process Flow Attachment (11.2)
 - Waste Water Treatment Attachment (12.2)
 - * Enclosed annexure for details
 - Existing Electricity Bill (13.2)
 - * Enclose electricity bill copy in case of existing connection
2. **Please scan following photos as .JPG file. The size of each file must be less than 4 MB**
 - Applicant Photo
 - Applicant Signature
3. **FCI (sum of Building Cost and Plant & Machinery Cost) must be greater than Rs. 1 Crore**
4. **An application by a Partnership firm, Company or a Trust/Society shall be accompanied by following documents:**
 - a. An attested copy of the partnership deed signed by all the partners or by a partner authorized to sign by other partners through a Special Power of Attorney duly notarized.
 - b. A private or a public limited company, shall while submitting an application furnish certified copies (by the Chartered Accountant of the Company) of its Memorandum of Association / Articles of Association, incorporation certificate and the resolution of the Board of Directors in favour of the person authorized to sign the A&A form for PSPCL and other documents. The signatures of the authorized signatory shall also bear the common seal of the company. The names of members of the Board of Directors and their residential addresses shall also be furnished. The consumer shall intimate every change in the Board of Directors within one month.
 - c. An application by a Trust or a Society shall be accompanied by a certified copy of its constitution, its bye laws along with resolution in favour of the authorized signatory for signing the A&A form for PSPCL and other documents. The names of the managing body of the Trust or Society and their residential addresses shall also be furnished. The consumer shall intimate every change in the managing body of the Trust or Society within one month.

[Start Filling Common Application Form](#)

Annexure 9–Part I (Common Application Form)

One Stop Clearance System

[Projects](#)
[Land Bank](#)
[Queries \(0\)](#)
[Welcome investor ▾](#)

Common Application Form - Part I
Mandatory Fields (*)
Max. Attachment Size: 4 MB

1.1 Application For *
*Only "Fiscal Incentives" to existing projects as per the FIIP 2013
Regulatory Approvals Only ▾

1.2 Have you signed MOU with the Punjab Government *
☐ Applicable ☒ Not Applicable

1.3 Policy Chapter *
Select Any One ▾
Fiscal Incentive for Industrial Promotion 2013

2.1 Applicant Photo *
+ ATTACHMENT

2.2 Name *
Investor Middle Name Punjab

3. Correspondence Address

3.1 Country * India ▾

3.2 State * Punjab ▾

3.3 City * Mohali

3.4 Pin Code / Zip Code * 160071

3.5 Address Line 1 * C-123

3.6 Address Line 2 * Phase-28

3.7 Address Line 3 Industrial Area

3.8 Phone Number
STD Code Phone No.

3.9 Mobile Number * 91 9876543210

3.10 Fax Number

3.11.1 Email Address * investor@gmail.com
[Add another email](#)

4. Firm Details

4.1.1 Promoter / MD / Director * Investor Punjab

4.1.2 Designation * MD

4.2 Business Entity (M/s) * TEAM ASSOCIATES

4.3 Business Entity Type * Private Limited ▾

4.4.1 Number of Directors/Promoters /MDs/CEO * 2

4.4.2 Directors/Promoters /MDs/CEO List Attachment *
*Enclosed list of directors with DIN numbers
+ ATTACHMENT
[View Director List Attachment](#)

4.5.1 PAN Number * AAAAAAR123

4.5.2 PAN Card *
+ ATTACHMENT
[View PAN Number Attachment](#)

4.6.1 TIN / VAT Number

4.6.2 TIN/VAT Number Cert. + ATTACHMENT

4.7.1 CST Number

4.7.2 CST Number Attachment + ATTACHMENT

4.8 MoA/Partnership Deed Attachment *
+ ATTACHMENT
[View MoA Partnership Deed Attachment](#)

4.9 Cert. Incorporation / Registration Attachment *
+ ATTACHMENT
[View Certificate of Incorporation / Registration Attachment](#)

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Annexure 9 – Part II (Common Application Form)

One Stop Clearance System

Projects
Land Bank
Queries (0)
Welcome investor

Common Application Form - Part II
Mandatory Fields (*)
Max. Attachment Size: 4 MB

5. Proposed Site Detail

5.1
Site Address *

Plot No. C-35, Phase 2B,
SAS Nagar

5.2
Zone *
*As per FIIP 2013

Zone Not Required

5.3
District *

Ajitgarh

5.4
City/Town/Village *

Mohali

5.5/5.6
Tehsil/Sub-Tehsil *

Sahibzada Ajit Singh N

Multiple Villages involved
☐ Applicable
☒ Not Applicable

5.7
Hadbast Number *

123

5.8
Khasra Number *
*Enclosed list of table of masteel, khasra numbers & respective area in K-M for which CLU is required
Khasra Number Specimen
If Not applicable, please mention distance from MC limit

+ ATTACHMENT
View Khasra No Attachment

6
KM

5.9
Does Site lies under MC limit?
☐ Applicable
☒ Not Applicable

5.10
Revenue/Shajra Plan Attachment *
*Revenue plan Superimposed by the area in possession for which CLU is required

+ ATTACHMENT
View Revenue/Shajra Plan Attachment

5.11
Jamabandi of the site area *
*Should not be older than 15 days from Date of Application

+ ATTACHMENT
View Jamabandi Attachment

5.12
Non Encumbrance Certificate of the site *

+ ATTACHMENT
View NonEncumbrance Certificate Attachment

5.13
Total Proposed Project Area *

1
Acre(s)

5.14
Total Built-up Area *

6000
m²

[Conversion Table](#)

5.15.1
Certified Copy of Ownership
☒ Applicable
☐ Not Applicable

5.15.2
Certified Copy of Ownership Attachment

+ ATTACHMENT
View Ownership Attachment

5.16.1
Certified Copy of Lease Document
☐ Applicable
☒ Not Applicable

5.16.2
Certified Copy of Lease Document Attachment
*Lease should not be less than the eligibility period

+ ATTACHMENT

5.17.1
Certified Copy of Land Agreement
☐ Applicable
☒ Not Applicable

5.17.2
Certified Copy of Land Agreement Attachment

+ ATTACHMENT

5.18
Site/Layout Plan Attachment *
*Map showing dimensions & directions of project site with entry/exit

+ ATTACHMENT
View Site Plan Agreement Attachment

5.19
Location Plan Attachment *
*Map showing all major natural features & establishments in surroundings of 500mtr of site & connecting road

+ ATTACHMENT
View Location Plan Attachment

5.20
Linear Strip Plan Attachment *
*Map showing the width of entry / exit gate and its distance from the connecting NH/SH/SR/Other road
Linear strip Specimen

+ ATTACHMENT
View Linear Strip Plan Attachment

5.21
Connecting Road *

Schedule Road

5.22.1
Existing Building
☐ Applicable
☒ Not Applicable

5.22.2
Building Plan Application *


+ ATTACHMENT

5.23.1
Confirmity of Landuse
☐ Applicable
☒ Not Applicable

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Annexure 9 – Part III (common Application Form)

**One Stop Clearance System**

ProjectsLand BankQueries (0)Welcome investor ▾

Common Application Form - Part IIIMandatory Fields (*)
Max. Attachment Size: 4 MB

6. Project Details


6.1	Sector *	Electronics Hardware, ▾	6.2	Project Purpose *	Testing OSCS Web Portal
6.3	Size of Industry *	Medium ▾ Industry Size Detail	6.4	Project Type *	New Project (New Site ▾)
6.5	NIC Code *	1000 NIC Code Detail	6.6	Detailed Project Report *	+ ATTACHMENT View DPR Attachment <small>*Should also contain applicable manufacturing/service process flow chart list of machineries; list of products/services; list of raw materials</small>
6.7.1	Any Existing Regulatory Approval Granted	<input type="radio"/> Applicable <input checked="" type="radio"/> Not Applicable			
6.8.1	Any Fiscal Incentive Approved / Availed Earlier	<input type="radio"/> Applicable <input checked="" type="radio"/> Not Applicable			
6.8.2	Fiscal Incentive Availed Attachment	+ ATTACHMENT			
6.9.1	Detail of EDC / SIF / CLU / License-Fee Paid	<input type="radio"/> Applicable <input checked="" type="radio"/> Not Applicable			
6.9.2	Details of EDC / SIF / CLU / Fee Paid Attachment	+ ATTACHMENT			

NOTE: The percentage of apportionment of Fiscal Incentives under various heads given below shall be such that the sum total of apportionment shall not be more than 100% of FCI (Fixed Capital Investment). In case of Incentives for Agro Industrial & Food Processing Sector and international border district project as under FIIP 2013, the sum total of Fiscal Incentive can go upto 125% of FCI.

6.10	Provisional Apportionment of Fiscal Incentive	Total Apportionment:0 %			
	VAT(%) *	0		CST(%) *	0
	Stamp Duty(%) *	0		Electricity Duty(%) *	0
	Property Tax(%) *	0		Mandi Fees(%) *	0

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Annexure 9 – Part IV (Common Application Form)


One Stop Clearance System

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Common Application Form - Part IV

Mandatory Fields (*)

7. Proposed Fixed Capital Investment (In Crore)

7.1	Land Cost *	<input type="text" value="5.10"/>	7.2	Building Cost *	<input type="text" value="10"/>
7.3	Plant & Machinery Cost *	<input type="text" value="3.00"/>	7.4	FCI* <small>*As per FIIP 2013</small>	<input type="text" value="13.00"/>
7.5	Other Cost *	<input type="text" value="2.00"/>	7.6	Total Project Cost *	<input type="text" value="20.10"/>



8. Means of Finance (In Crore)


8.1	Bank/Institutional Finance *	<input type="text" value="5"/>	8.2	Equity Contribution*	<input type="text" value="6"/>
8.3	FDI *	<input type="text" value="0"/>	8.4	Govt. of India Subsidy Grant (Rs. In Crore) *	<input type="text" value="0"/>
8.5	Other Means *	<input type="text" value="6"/>			

9. Proposed Employment

9.1.1	Direct Male *	<input type="text" value="400"/>	9.1.2	Direct Female*	<input type="text" value="250"/>
9.2.1	Indirect Male *	<input type="text" value="50"/>	9.2.2	Indirect Female*	<input type="text" value="30"/>
9.3.1	Total Male *	<input type="text" value="450"/>	9.3.2	Total Female *	<input type="text" value="280"/>

10. Project Schedule

10.1	Start of Project Construction*	<input type="text" value="20/May/2016"/> 	10.2	Start of Commercial Activity *	<input type="text" value="31/May/2016"/> 
10.3	Phase-wise Implementation / FCI Details				

Phase *	Product Category *	FCI *	Date of Implementation *
<input type="text" value="Click here to enter text"/>	<input type="text" value="Click here to enter text"/>	<input type="text" value="0"/>	<input type="text" value=""/> 
Add			

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Annexure 9 – Part V (Common Application Form)

Projects
Land Bank
Queries (0)
Welcome Investor

Common Application Form - Part V
Mandatory Fields (*)
Max. Attachment Size: 4 MB

11. Manufacturing Data

11.1 Manufacturing Details

Please add all major Raw Material, Products/By-Products

Raw Material
Quantity
Units
Add

Main Product
Quantity
Units
Add

Raw Material	Quantity	Units	Action
DAMAGED GRAIN FEE STOCK	560.00	TPD (Tons / day)	Delete

Main Product	Quantity	Units	Action
ETHANOL	500.00	KLD (Kilo Litre / day)	Delete

11.2 Manufacturing Process Flow

Upload Manufacturing Process? ☒

Manufacturing Process Flow Attachment [+ ATTACHMENT](#)
View Manufacturing Process Flow

Step 1
Step 3
Step 5
Step 7

Step 2
Step 4
Step 6
Step 8

12. Environment Impact Data

12.1 Raw Water & Effluent Details

Source of Water Supply: Other Other Source of Water Supply: BOREWELL, CANAL WATER

Particulars	Process	Cooling	Domestic	Other
Water Usage (in m ³ per day)**	4417	4375	32	3766
Recycling Detail (in m ³ per day)**	1690	2934	0	3728
Waste Water Generation (in m ³ per day)**	2695	237	26	60
Waste Water Treatment**	Effluent Treatment Plant	Recirculation	Sewage Treatment Plant	ZLD

[+ ATTACHMENT](#)

12.3 Mode of disposal for Discharge

Other Mode of Disposal Other

12.5 Emission Data (Please add atleast one item from each BOILER, FURNANCE, PROCESS EMISSION, DG SET)

Particulars	Capacity (Ton Per Hour / KVA or Mega Watt)	Type of Fuel	Quantity of Fuel (In KJ, Per Day or Ton Per day)	Stack Height (In Meters) (AGL: Above Ground Level)	Stack Height (In Meters) (ARL: Above Roof Level)	Air Pollution Control Device	Boiler Rating (Heating Surface Area) in m ²	Steam Pressure (max) in kg/cm ²	Capacity in Ltrs
Select Any Click here	Select Any One Click here	Click here	Click here	Click here	Click here	Select A Click here	Click here	Click here	Click here
RICE HASK, PET OIL									
Add									

Emission Type	Capacity	Type Of Fuel	Quantity Of Fuel	Stack Height AGL	Stack Height ARL	Pollution Control Device	Boiler Rating	Steam Pressure	Capacity in Ltrs	Action
DG Set	3000.00	HSD	5000.00	9.00	7.00	Cyclone Separator	NA	NA	0.00	Delete
Boiler	80.00	Other - RICE HASK, PET COKE, COAL, BIOMASS, NATURAL GAS ETC.	500.00	63.00	51.00	ESP(ElectroStatic Precipitator)	1000.00	100.00	162000.00	Delete

12.6 Solid Waste Generation Details

Source of Generation	Nature/Type	Quantity (Tons per Day)	Mode of Disposal
Click here to enter text	Select Any One Click here	Click here to enter text	Select Any One Click here
Add			

Source Of Generation	Nature / Type	Quantity	Mode Of Disposal	Action
BOILER FURNANCE	Non-Hazardous	100.00	On To Land for filling	Delete
DG SET	Hazardous	3.00	Sold to Registered Recycler	Delete

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Annexure 9 – Part VI (Common Application Form)

One Stop Clearance System

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Common Application Form - Part VI
Mandatory Fields (*)
Max. Attachment Size: 4 MB

13. Electric Power Requirement

13.1 Temporary Connection
* During Construction
* Enclose bill copy in case of existing connection
[+ ATTACHMENT](#)

Load Required* No
Existing Connection ☐ Yes ☒ No
Account Number [Click here](#)
Existing Load Demand (KW) * [Click here](#)
Existing Load Demand (KVA) * [Click here](#)
New Load Demand (KW) * 50
New Load Demand (KVA) * 54
Demand Date* 20/May/2016

13.2 Regular Connection
* During Commercial Activity
* Enclose bill copy in case of existing connection
[+ ATTACHMENT](#)

Load Required* Yes
Existing Connection ☐ Yes ☒ No
PSPCL Customer Type* NRS
Account Number [Click here](#)
Existing Load If Any (In KW) * [Click here](#)
Existing Load If Any(In KVA) * [Click here](#)
New Load Demand (In KW) * 399
New Load Demand (In KVA) * 431
Demand Date* 10/Jun/2016

TERMS AND CONDITIONS

I/We **Investor Punjab**, Proprietor/Partner/Director/Vice President/Auth. Signatory of M/s.**TEAM ASSOCIATES**, do hereby undertake as under:

- I hereby certify that all the facts and figures are true to my knowledge. There has been no default in Equity Participation/Term Loan availed from PSIDC/PPC/PAIC/Other Financial Institution by this company or any sister concern of the company. And I hereby agree to contribute a sum equal to 0.25% of the verified Fixed Capital Investment (FCI), as per FIP 2013 before the issuance of Eligibility Certificate, in equal proportion to the Punjab State Cancer & Drug Addiction Treatment Infrastructure Fund Act, 2013 and to the Punjab Ancient, Historical Monuments, Archeological Sites and Cultural Heritage Maintenance Board Fund, constituted under Section 5(2)(v) of the Punjab Ancient, Historical Monuments, Archeological Sites and Cultural Heritage Maintenance Board, 2013.
- That I/We have filed an application with the Punjab Bureau of Investment Promotion seeking Regulatory Approvals and so also Fiscal Incentives under FIP 2013 and all the information contained in the prescribed application are true and correct to the best of my/our knowledge and belief and nothing has been concealed thereupon.
- That I/We have read carefully all the Clauses of Fiscal Incentive for Industrial Promotion 2013 (FIP 2013) issued vide Notification No. CC/FIP/2013/5343 dated 5.12.2013.
- That in the event of any information found to be false / incorrect or concealed thereupon at any point of time, the beneficiary concern/company shall be liable to refund the incentives so availed from the date of availment of such incentives as per Clause 5.1.13 under FIP 2013.
- That further in the event of non-commencement of production / operations or non fulfillment of any of the conditions as laid down in FIP 2013, the beneficiary concern/company shall be liable to refund the incentives so availed as per Clause 5.1.14 under FIP 2013.
- That I/We further undertake to abide by the Clauses laid down in FIP 2013.
- That I/We have not filed CAF previously to this office for the same purpose with same set of details.
- That I/We have declared information to this office, in the case of any statutory/regulatory approval declined/rejected/objection raised by other Authority/es.

☒ I Accept Terms and Conditions

Application Date 16-May-2016
Place * CHANDIGARH

Applicant Name INVESTOR PUNJAB
Signature * [+ ATTACHMENT](#)

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[Save Application](#)
[Submit and Lock Application](#)