

## Checklist for Incentive Application

Sno	Documents
1	First Purchase bill of raw material
2	First Sales Bill
3	Chartered Engineer verified head wise expenditure incurred in Factory Building
4	Copy of Power load sanctioned with sanction details
5	Copy of Board Resolution in Favour of authorised signatory (in case of company)
6	Copy of Cancelled cheque
7	Affidavit under Madhya Pradesh Investment Promotion Scheme 2014 (Annexure-2)
8	GST Registration Certificate
9	Chartered Engineer Certificate for Investment in Plant, Machinery and Building
10	Copy of Certificate of Incorporation /Partnership Deed
11	Chartered Accountant Certificate for Investment in Plant, Machinery & Building
12	Electricity Consumption Bill of Current Month
13	Affidavit regarding total employment (Unit is required to submit employment summary in notarized affidavit C and unit shall have to maintain/preserve employment data in format D )
14	IEM Part -A & Part-B issued by DPIIT, Ministry of Commerce & Industry, Govt. of India
15	Copies of Invoices of Imported Machinery (if applicable)
16	Land related documents
17	Copy of License issued by Food and Drug Controller (for Food processing unit)
18	Project Report
19	Copy of delay condonation letter (if applicable)
20	Chartered Accountant verified list of Plant & Machinery
21	Certificate issued by MP Pollution Control Board /Directorate of Industrial health and Safety regarding waste management systems established in factory
22	Chartered Accountant Certificate for verification of investment in waste management system
23	Chartered Engineer Certificate for verification of investment in waste management system
24	Relevant Documents for Financial Arrangements such as Bank's Loan Sanction Order