

Establishment of New Food Processing Units

Documents Required for Filing Application:

- 1) Application in the prescribed format
- 2) Detailed Project Report
- 3) Sanction letter of term loan from Bank/ financial institution, if any
- 4) Appraisal report from Bank/ financial institution
- 5) Certificate of Incorporation/registration of the organization, Memorandum and articles of Association and Bye laws of the society (if applicable) Partnership deed etc.
- 6) Bio-data/ background of the office bearers / promoters of the organization
- 7) Blue Print of the building plan approval
- 8) Land Registered documents / Lease agreement duly notarized
- 9) Item wise and cost wise details of Technical civil works envisaged duly certified by Chartered Engineer (Civil)
- 10) Item wise and cost wise details of Plant & Machinery envisaged duly certified by Chartered Engineer (Mechanical)
- 11) Quotations from the suppliers of Plant & Machinery and equipment's etc., required for the project
- 12) Availability of raw material and letter of intent (LOI) / MoU for procurement of Raw material from suppliers
- 13) Marketing Strategy and Letter of intent (LOI) / MOU for marketing of products produced by the unit
- 14) Process Flow diagram
- 15) Entrepreneur's Memorandum
- 16) Implementation schedule indicating (a) date of acquiring land, (b) date of start of construction of building (c) date of completion of building (d) date for placing order for plant & machinery and date of installation/erection (f) date of trial production/running and (g) date of commercial production/running..
17. An affidavit duly executed on non-judicial stamp paper of Rs.100/- or more duly notarised by Notary Public affirming.
 - a) That the organisation's sister concern(s)/related company/ group company as well as the applicant company itself has not availed any financial assistance for a food processing project in the past from Andhra Pradesh Food Processing Society. If yes, the details thereof.
 - b) That the organisation has not obtained/applied for or will not obtain any grant/subsidy from any Ministry of Central Govt. /GOI organisation/ agencies and State Government for the same purpose/ activity/same components. If yes, the details thereof.

Documents required for Release of 1st Instalment:

The first instalment of grant would be released after the firm has utilized 50% of the term loan as well as 50% of promoter's contribution and on production of the following documents by the firm:

- i. Duly notarised surety Bond:** To be executed by the beneficiary company on Non-judicial stamp paper of not less than Rs.100/- **(Appendix-A)**
- ii. Duly notarized Affidavit:** To be executed by the beneficiary company on Non-Judicial stamp paper of not less than Rs.100/- **(Appendix-B)**
- iii. C.A Certificate:** Actual expenditure incurred on the project showing the means of finances and 50% utilisation of promoters contribution and 50% of Term Loan **(Appendix-C)**
- iv. Bank Certificate:** certifying that they have released 50% of term loan and have no objection on release of 1st instalment of grant being provided by State **(Appendix-D)**
- v. Invoices/receipts from the suppliers/vendors.
- vi. Bank statement highlighting the payment made to suppliers
- vii. Certificate of the Chartered Engineer (Civil) for technical civil works indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- viii. Certificate of the Chartered Engineer (Mech.) for Plant & Machinery indicating item wise progress, cost, quantity, manufacturer/supplier and comment on quality.
- ix. Compliance of conditions imposed in the approval letter of the grant-in-aid, if any.
- x. Site inspection of Consultant / PMA to ascertain the physical progress and assess the eligible project cost to arrive and release of Grant-in-aid.
- xi. Submission of Statutory clearances / approvals
 - a. Consent for Establishment from Pollution control board
 - b. Approval of Building plan
 - c. NOC from Gram panchayat

Documents required for Release of 2nd Instalment:

The 2nd instalment of the grant would be released only after confirming the commencement of commercial production and submission of documents specified below by the firm, utilisation of first instalment of the grant, 100% of Term loan as well as 100% of Promoter's contribution.

- i. Utilisation Certificate:** As per GFR 19A, Duly certified by the C.A. and countersigned by the Bank and promoter of the beneficiary company **(Appendix-E)**.
- ii. Chartered Accountant Certificate :** Actual expenditure incurred on the project showing the means of finances and 100% utilisation of promoters contribution, 100% of Term Loan and 1st instalment of released grant **(Appendix-C)**.
- iii. Bank Certificate:** Certifying that they have released 100% of term loan and 1st instalment of grant released by the State. They have no objection in releasing 2nd instalment of grant being released by State **(Appendix-F)**
- iv. Bank statement highlighting the payment made to suppliers

- v. Certificate of the Chartered Engineer(Civil) for technical civil works indicating item wise progress, cost, quantity ,manufacturer/ supplier and comment on quality.
- vi. Certificate of the Chartered Engineer (Mech.) for Plant &Machinery indicating item wise progress, cost, quantity, manufacturer/ supplier and comment on quality.
- vii. Compliance of conditions imposed at the time of release of 2nd Instalment of grant, if any.
- viii. Site inspection of Consultant / PMA to ascertain the physical progress (start of commercial operations) and assess the eligible project cost to arrive and release of Grant-in-aid.
- ix. Before release of 2nd & final instalment of grant-in-aid, eligible grant-in-aid for the project will be re-calculated based on the proposed/appraised /actual cost, whichever is less, for the already approved items and released accordingly.
- x. Submission of Statutory clearances / approvals
 - a. Consent for Operations from Pollution control board
 - b. Approval from Fire & Safety Department
 - c. License from FSSAI
 - d. Electricity load release certificate