

APPLICATION FOR  
ANDAMAN & NICOBAR ISLANDS CAPITAL INVESTMENT SUBSIDY PROGRAMME FOR  
MICRO & SMALL ENTERPRISES

From

To

The General Manager  
District Industries Center  
Andaman & Nicobar Administration  
Port Blair.

Sub: Application for Andaman & Nicobar Island Capital Investment Subsidy Programme for  
Micro & Small Enterprises- reg.

Sir,

In accordance with the Andaman & Nicobar Island Capital Investment Subsidy Programme under the Infrastructure Subsidy Programme, application is being submitted herewith for grant of subsidy of Rs. .... on investment in fixed for the new unit namely .....

1. The programme for the Unit has been approved by the Following Financial Institution/  
Bank.

a)

b)

c)

2. The cost of the project as approved by the above Institution/ Bank and the details of the fixed assets acquired are as under:

| Details of Fixed assets           | Own Contribution (Rs.) | Loans etc. from Bank/ Financial Institution | Total (Rs.) |
|-----------------------------------|------------------------|---|-------------|
| a) Total fixed capital investment |                        |   |             |
| i) Plant & Machinery              |                        |   |             |
| ii) Other productive assets       |                        |   |             |
| iii) Other Assets                 |                        |   |             |
| Total                             |                        |   |             |

3. Employment Generated :

- a) Managerial :
- b) Supervisory :
- c) Skilled Workers :
- d) Un-skilled Workers :

4. Date of commencement of commercial production/ commercial activity.

5. The following certificates have been appended:

- a) Certificate from Chartered Accountant certifying the extent of share capital subscribed and paid value of fixed assets, if any acquired and paid for as stated above.
- b) Details of the Plant & Machinery as per project report acquired duly certified by the management in the programme.

6. I/We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under this programme, if the amount of Rs. .... (Rupees.....) towards .....% investment subsidy is found to have been disbursed in excess of the amount actually admissible for whatsoever the reason. Further we shall also be liable to pay interest at such rate as prescribed by the Government from time to time on such amount as such other charges/ expenses which may be payable by us.

7. It is hereby further certified that I have neither to apply nor have received any amount by way of .....% grant of subsidy in respect of this unit from Government/ Financial Institution.

8. A copy of latest audited accounts of the unit is also enclosed herewith.

Your's faithfully

Signature of the Applicant

Name of the Authorized Signatory  
For & behalf of

ANNEXURE-II

Name of the Chartered Accountant (s):

We hereby certify  
that..... have acquired  
(Name of the Enterprise)

following fixed assets  
up to.....  
(Address)

for manufacture of ..... by the Enterprise  
(Name of the product)

| Item of fixed assets   | Values |
|--|--------|
| 1. Lease -hold/ Free-hold land   |        |
| 2. Plant & Machinery   |        |
| a) Value paid for items at site  |        |
| b) Advance payment to machinery supplies                                     |        |
| 3. Loading, unloading, transportation, octroi duties, erection expenses etc. |        |
| 4. Pre-operative expenses to be capitalized                                  |        |
| 5. Preliminary expenses to be capitalized                                    |        |
| 6. Other productive Assets   |        |
| 7. Misc. Fixed Assets  |        |
| a.   |        |
| b.   |        |
| Total:   |        |

We have checked the books of accounts of the Enterprises invoices etc. and certify that the aforesaid information verified & certified to be true. We also certify that the aforesaid items have been duly paid for and no credit raised there against in the books of the credit.

Place:

Date:

Chartered Accountant  
Registration No.

ANNEXURE-III

CERTIFICATE FROM THE CONCERNED BANK OR THE FINANCIAL INSTITUTION DULY SIGNED BY A RESPONSIBLE OFFICER

Certified that M/s..... of..... have been disbursed on this date amounts under the loan amounting to Rs..... sanctioned under letter No..... Dated .....as shown below:

|   |   |
|---|---|
| Loan amount previously disbursed                                      | : |
| Upto.....present installment disbursed                                | : |
| On.....   | : |
| Total amount disbursed up-to-date value of fixed Capital Investment:- |   |
| (i) Plant & Machinery (excluding)                                     |   |
| a) Expenses regarding technical know-how                              | : |
| b) Engineering Fees   | : |
| c) Cost of Feasibility study  | : |
| d) Promotional and pre-operative expenses capitalized                 | : |
| (ii) Other productive assets  | : |
| (iii) Other assets: Tools, Jigs, Dies and Moulds and Good Carriers    | : |

Total

Certified that the sanction of financial assistance to M/s..... for the plant at..... has been considered on the basis of the Company's assessed requirement of civil works and buildings as shown below:-

Proposed building for factory : Rs.

The above value is considered as reasonable and needed for the plant.

Date:

Signature of the Agent or Manager

(Name of the Institution)

## Verification Report

## Statement of claims of A &amp; N Island Capital Subsidy for Micro &amp; Small Enterprises

Name and Address of the Enterprise:

| Sl. No. | Particulars of Plant and Machinery | Date of Purchase | From whom purchased | Details of supporting document |      | Money Receipt |      | Amount claimed | Amount Disallowed | Amount eligible | Reason for disallow/remarks |
|---------|------------------------------------|------------------|---------------------|--------------------------------|------|---------------|------|----------------|-------------------|-----------------|-----------------------------|
|         |                                    |                  |                     | Bill No.                       | Date | No.           | Date |                |                   |                 |                             |
|         |                                    |                  |                     |                                |      |               |      |                |                   |                 |                             |
|         |                                    |                  |                     |                                |      |               |      |                |                   |                 |                             |
|         |                                    |                  |                     |                                |      |               |      |                |                   |                 |                             |
|         |                                    |                  |                     |                                |      |               |      |                |                   |                 |                             |

**STATEMENT OF CLAIM FOR REIMBURSEMENT OF  
ANDAMAN & NICOBAR ISLANDS CAPITAL INVESTMENT SUBSIDY PROGRAMME FOR MICRO & SMALL ENTERPRISES**

| Sl. No. | Name of the Unit & Capital Investment of the Enterprise | Complete Address of the Enterprise |               | Status of the Enterprise | Name of the Proprietor/ Partner/ Managing-Director | Memorandum under MSMED Act No. & Date | Date of commencement of Production | Installed Capacity in terms of value |
|---------|---|------------------------------------|---------------|--------------------------|--|---------------------------------------|------------------------------------|--------------------------------------|
|         |   | Office                             | Manufacturing |                          |  |                                       |                                    |                                      |
| 1       | 2   | 3(a)                               | 3(b)          | 4                        | 5  | 6                                     | 7                                  | 8                                    |

**FIXED CAPITAL INVESTMENT**

| Sl. No. | Name of the Enterprise | Total Investment on Plant & Machinery claimed | Total Investment on other fixed assets claimed | Total (9+10) | Total cost of Plant & Machineries actually utilized for the purpose of the activity | Total cost of other fixed assets actually utilized for the purpose of activity | Total (12+13) |
|---------|------------------------|---|--|--------------|---|--|---------------|
| 1       | 2                      | 9   | 10   | 11           | 12  | 13   | 14            |

**SOURCE OF FINANCE**

| Sl. No. | Name of the Enterprise | The Bank/Financial Institution from where the Loan has been taken | Total Loan Availed |                 | Own Contribution | Other Miscellaneous | Total(15+16+17+18) | Total Loan actually utilized for the purpose of activity |
|---------|------------------------|---|--------------------|-----------------|------------------|---------------------|--------------------|--|
|         |                        |   | Term Loan          | Working Capital |                  |                     |                    |  |
| 1       | 2                      | 15  | 16(a)              | 16(b)           | 17               | 18                  | 19                 | 20   |

**EMPLOYMENT GENERATION**

| Sl. No. | Name of the Enterprise | Employment Generation |           |             |              |       |           |
|---------|------------------------|-----------------------|-----------|-------------|--------------|-------|-----------|
|         |                        | Skilled               | Unskilled | Supervisory | Watch & Ward | Local | Non Local |
| 1       | 2                      | 21(a)                 | 21(b)     | 21(c)       | 21(d)        | 21(e) | 21(f)     |

**13. DETAILS OF THE CLAIM**

| Sl. No. | Name of the Enterprise | Particulars of Machinery | Date of Purchase | From Whom Purchases | Details of Supporting Document |        | Money Receipt |        | Amount Claimed | Amount Disallowed | Amount Eligible |
|---------|------------------------|--------------------------|------------------|---------------------|--------------------------------|--------|---------------|--------|----------------|-------------------|-----------------|
|         |                        |                          |                  |                     | Bill No.                       | Date   | No.           | Date   |                |                   |                 |
| 1       | 2                      | 22                       | 23               | 24                  | 25 (a)                         | 25 (b) | 26 (a)        | 26 (b) | 27             | 28                | 29              |

**EMPLOYMENT GENERATION**

| Sl. No. | Name of the Enterprise | Subsidy entitled 25% or 50% of Col. 29 (Rs.) | Date of committee meeting |
|---------|------------------------|--|---------------------------|
| 1       | 2                      | 30   | 31                        |

**RECEIPT**

Received with thanks from General Manager, District Industries Center , Andaman  
and Nicobar Administration a sum of Rs.....  
(Rupees.....only) by Cheque  
No .....dated..... on account of Andaman & Nicobar Islands  
Capital Investment Subsidy Programme as per the terms and conditions laid down in the  
agreement executed by us.

Place:

Dated:

**PROPRIETOR**



ANNEXURE -VI

AGREEMENT TO BE MADE BY THE UNIT OF RS. 10/- STAMPED PAPER

AGREEMENT

THIS INDENTURE MADE ON .....this  
 ..... day of ..... two thousand  
 .....BETWEEN THE President of India acting through the Lieutenant  
 Governor ( Administrator), Andaman & Nicobar Islands, hereinafter will be called as the 'First  
 Party, ( which expression shall unless it be repugnant to the context or meaning thereof deem to  
 include its successors and assigns/ his heirs, executors, administrators and assigns) and Messer's  
 .....having its office at  
 ..... hereinafter called  
 the 'Second Party' (which expression shall unless it be repugnant to the context or meaning thereof  
 deem to include its successors and assigns/ his heirs, executors, administrators and assigns).

WHEREAS:

1. Andaman & Nicobar Administration has framed a programme called the A & N Islands Capital Investment Subsidy for Micro & Small Enterprises for the Industrial Units set up in Andaman & Nicobar Group of Islands (hereinafter referred to as 'the said programme' where under with a view to promoting growth of industries in the Andaman & Nicobar Group of Islands by the A & N Administration by granting a subsidy to the parties who set up Industrial Unit in the Andaman & Nicobar Group of Islands and undertake substantial expansion of existing industries set up in Andaman Nicobar Islands and the said parties satisfy the terms and conditions laid down under the programme.
2. The Island Capital Investment Subsidy hereinafter referred to as the said subsidy sanctioned by the Andaman & Nicobar Administration.
3. The 'First Party' has appointed the General Manager , District Industries Center , Andaman & Nicobar Administration (hereinafter referred as 'General Manager') to act as Agent for the Disbursement of the said subsidy.
4. The 'Second Party' intends to set up an Industry..... and have satisfied other condition of the subsidy programme and have, therefore, becomes eligible for the benefits under the said subsidy programme.
5. Under the said subsidy programme, the 'Second Party' is /are eligible for subsidy to the extent of 25%/50% of his/her/their fixed capital investment to a maximum limit of Rs. 50.00 lakhs (Rupees fifty lakhs) where such investment is made in the Union Territory of Andaman & Nicobar Islands.
6. The 'Second Party'(s) by his/ her/ their application dated the day ..... applied to the Administration for the grant of Andaman & Nicobar Islands Capital Investment Subsidy amounting to Rs..... ( Rupees..... only).

7. After considering the above application and the further representation made by the 'Second Party' from time to time the total fixed capital investment to be made for the purpose of the said expended portion of the unit/new unit at ..... is estimated to the tune of Rs.....(Rupees..... only ). Accordingly the maximum amount 25%/ 50 % admissible comes to Rs.....(Rupees..... only).
8. Relying on the said application and subsequent representation made by the 'Second Party', the 'First Party', has sanctioned the Capital Subsidy of Rs. .... (Rupees ..... only) and the General Manager, District Industries Center , Andaman & Nicobar Administration has agreed to pay the same on behalf of the 'First Party' to the Second Party' on his/her/their executing the necessary documents, as hereinafter appearing and creating the fixed assets to the tune of Rs..... (Rupees ..... only).

**NOW THIS INDENTURE WITNESSES AND** it is hereby agreed by and between the parties here to as under:

In consideration of the 'First Party' agreeing to give the 'Second Party' under the said programme, in such instalments as the Administration in its sole discretion think fit, an aggregate amount of Rs.....(Rupees.....only) as and by way of the subsidy on the 'Second Party' creating the fixed assets of Rs.....(Rupees..... only) for the purpose of the said unit as the 'Second Party' (s) do and each both hereby covenant with the Govt. as under:-

9. The General Manager, District Industries Center , Andaman & Nicobar Administration will be entitled in his sole discretion make disbursement of the subsidy of any part thereof either in one or more instalments to the 'Second Party' on its complying with the terms and conditions of the subsidy and of this Agreement.
10. In the event of the General Manager, District Industries Center , Andaman & Nicobar Administration, ultimately deciding for any reason whatsoever, that, the 'Second Party' is/are entitled to a lesser amount, the excess amount of the Island Capital Investment Subsidy shall be repaid by the 'Second Party' to the 'First Party' or to the General Manager as the Authorized Agent of the 'First Party' or to the Director of Industries as the Authorized Agent of the 'First Party' together with interest accrued thereon at the rate of 12½%(Twelve and a half percent) per annum or such other higher rate as the 'First Party' or the General Manager may decide from time to time from the date of payment of the said sum  
Rs.....(Rupees..... only) or any part thereof paid under this Agreement till the repayment.
11. The 'Second Party' shall not without taking prior approval of the General Manager, District Industries Center, Andaman & Nicobar Administration, change the location of the whole or any part of Industrial Unit or effect any substantial change in the said project.
12. The 'Second Party' shall promptly furnish to the General Manager, District Industries Center , Andaman & Nicobar Administration /'First Party', certified copies of its Audited Balance Sheet and Profit & Loss Account within a period of six months from and by such dates as may be prescribed by the Administration from time to time.
13. The said sum of Rs..... (Rupees..... only) or such part thereof as may have been till then paid by the 'First Party' to the 'Second Party' shall become forthwith repayable by the 'Second Party' to the 'First Party' in each and every of the following events, namely:
  - a. If the 'Second Party' fail to go into production within a reasonable time, or;
  - b. If the 'Second Party' go out of production within five years from the date of commencement of production, or;

- c. If the 'Second Party' change the location of the whole or any part of the Industrial Unit or effect any substantial part of the total fixed capital investment within a period of five years going into production, or;
  - d. If any information furnished by the 'Second Party' in his/her/their application for the subsidy or otherwise howsoever particularly regarding the location, capital investment and production capacity of the said unit prior to sanctioning of the said sum of Rs.....(Rupees.....only) as the subsidy is found to be incorrect or false, or;
  - e. If a distress or execution shall be levied upon any property of the 'Second Party' or any part of the said factory or Receiver thereof be appointed, or;
  - f. If the 'Second Party' commits breach of anyone of the covenants or provisions, or terms and conditions herein contained and on his/her/their part to be observed and performed, or;
  - g. If the 'Second Party' close the said factory for a period exceeding six months at a time for reasons, other than the labour trouble, want of electric power or raw materials, shall cause to discontinue the business for any reason whatsoever, or;
  - h. If the 'Second Party' or any of his/her/their partner file a petition for being adjudicated insolvent or are adjudicated insolvent, or;
  - i. If any petition for winding up the 'Second Party's company is presented to any court or the company of the 'Second Party' passes any resolution for being wound up, or;
  - j. If the 'Second Party' fail or neglect to forthwith execute such further documents as may be required by the 'First Party' or to duly comply with any directions given to it by the 'First Party' or the General Manager. In each one of the aforesaid contingencies the 'Second Party' agree to repay the whole amount mentioned above with interest there on at the rate of 12½ % (Twelve and a half percent) per annum or such other higher rates as the 'First Party' or the General Manager may decide from time to time from the date of disbursement for the subsidy till the repayment.
14. The 'Second Party' shall permit any person or persons authorized by the 'First Party' in that behalf at any time and from time to time during the usual time of the business to inspect and examine any part of the said enterprises and shall render to him/them such assistance as may be required for the purpose aforesaid. The 'Second Party' shall furnish to the 'First Party' or to such person or persons as aforesaid. The 'Second Party' shall furnish to the 'First Party' or to such person or persons as aforesaid all such information relating to the said factory as may be required by such person or persons.
15. The 'Second Party' shall observe and perform, all instructions and directions that may be issued from time to time by the 'First Party' or the Director of Industries in relation to utilization of the said sum of Rs..... (Rupees ..... only ) and shall for five years hereinafter submit to the 'First Party' yearly/ periodical progress report to the General Manager on the working of the said unit at the time in the form prescribed by 'First Party' or the General Manager.
16. The 'Second Party' shall:
- a. Furnish information asked for by the Government of India or by the 'First Party', or by the Member Secretary, Scrutiny Committee from time to time, and;
  - b. Furnish to the General Manager, District Industries Center, Andaman & Nicobar Administration, Port Blair certified copies of the Statement of Accounts including the Balance Sheet as also periodical statements in such form and by such dates as may be prescribed by the 'First Party' or the General Manager from time to time, and;
  - c. Furnish true copies of the documents as may be required by the 'First Party' or the General Manager time to time.

17. In the event of any dispute or differences arising between the 'First Party' & 'Second Party' hereto in respect of or in relation to this Agreement or any provision herein contained either during the subsistence of this Agreement, the same shall be referred to the Sole Arbitrator appointed by the Lt. Governor of Andaman & Nicobar Administration. The provisions of Arbitration & Conciliation Act, 1996 shall be applicable in this regard. The decision of the Sole Arbitrator shall be final and binding on the parties. The proceeding of Arbitration shall be held at Port Blair.
18. In the event of any action arising under any of the Clauses herein above, the 'Second Party', the Legal charges and such other costs as the General Manager may be required to incur in connection with the action contained above of the 'Second Party'.
19. The 'Second Party' hereby agreeing to bear and pay all the costs/charges and the expensed incidental to the preparation and the execution of this Agreement.
20. The 'Second Party' hereby agrees to authorize the General Manager, District Industries Center, Andaman & Nicobar Administration to pay directly to the Financial Institution/Bank out of subsidy amount sanctioned by the 'First Party', for such amount due to be paid to the Financial Institution /Bank, towards loan alongwith interest, granted by the Financial Institution/ Bank for creation of fixed assets, for which the said subsidy is sanctioned.

IN WITNESS WHEREOF the 'First Party' and the 'Second Party' have affixed their common seal to this writing the day and year first herein above written.

THE COMMON SEAL OF

Is here up to affixed pursuant to the resolution of the Board of Directors of the Company passed on the day in the presence of who has/have put his/her/their signature IN TOKEN OF HIS PRESENCE in the presence of

Or

IN THE WITNESS WHEREOF the 'First Party' and the 'Second Party' have put their (respective) hands hereto the day and year herein above written.

SIGNED AND DELIVERED

With name

In the presence of

1.

2.

**ANNEXURE -VII**

**Undertaking on Rs. 5/-Stamped Paper**

We hereby undertake that we shall permit any person authorized by the Director of Industries or by Administration in their behalf any time and from time to time during the usual time of business to inspect and examine the necessary records and book of accounts, in order to check the utilization and use of Andaman & Nicobar Island Capital Investment Subsidy received by us and to ensure that the raw materials and the finalized goods in-respect of which Andaman & Nicobar Islands Capital Investment Subsidy has been given to us were actually used in our units.

We shall furnish to the General Manager, District Industries Center, Andaman & Nicobar Administration all such information as asked for by the Administration of Andaman and Nicobar Islands or by any other officer authorized by the Director of Industries from time to time.

We undertake that the subsidy shall be adjusted towards the loan account in case the Govt./Financial Institutions/Corporation for creating assists the unit fixed assets.

We undertake that if the General Manager, District Industries Center, Andaman & Nicobar Administration ultimately decides for any reason whatsoever that we are not entitled for the reimbursement of Capital Investment Subsidy in full or in part, the amount found to be inadmissible would be refunded to the General Manager, District Industries Center within one month.

**Place:**

**Dated:**

**PROPRIETOR**