

[Letter Head of the Applicant]

To,

**Vice Chairman & Managing Director**

APIIC Limited, 59A-20/3/2A, 1st Floor, Sri Siva Complex,

Funtimes Club road, Teachers Colony,

Vijayawada-520008

Sir,

**Sub:** Project details for the allotment of ..... sqmt of land at ..... (*Specify location*)

We, ..... (*Name of the MSME*) intend to apply for ..... sqmt of land at ..... (*Specify location*). In this regard, we hereby submit following information on our enterprise and the proposed project.

| 1 Details of the Promoter   |  |
|---|--|
| a) Name   |  |
| b) Designation  |  |
| c) Address  |  |
| d) Contact Details ( <i>Email Address, Mobile Number and Fax Number</i> )   |  |
| e) Education qualifications   |  |
| f) Work Experience Details  |  |
| g) Category General / SC/ ST/ BC ( <i>Enclose Caste certificate, if applicable</i> )  |  |
| h) PAN Number ( <i>Enclose a Copy</i> )   |  |
| i) ADHAR Number ( <i>Enclose a Copy</i> )   |  |
|   |  |
| 2 Details of Applicant Entity   |  |
| a) Registered Name of the Entity<br><i>[Enclose a Copy of applicable documents as mentioned below:</i> <ul style="list-style-type: none"><li><i>Certificate of incorporation, Memorandum and Articles of Association (in case the applicant entity is incorporated under Companies Act)</i></li><li><i>Registered partnership deed (in case the applicant entity is a partnership firm)</i></li><li><i>Certificate / registration document issued by Sales Tax / Service Tax / Professional Tax Authorities (in case the applicant entity is a proprietary firm)]</i></li></ul> |  |
| b) Date of incorporation  |  |

|   |  |  |
|---|--|--|
|   | c) Year of commencement of business  |  |
|   | d) Registered Address with phone number  |  |
|   | e) Corporate Address   |  |
|   | f) PAN Number <i>(Enclose a Copy)</i>  |  |
|   | g) TAN Number <i>(Enclose a Copy)</i>  |  |
|   | h) GST Details <ul style="list-style-type: none"> <li>• Whether GST registered or not</li> <li>• Registered addresses as per GST Registration</li> <li>• Provisional GST ID</li> <li>• Provisional GST Acknowledgment Receipt Number (ARN)</li> </ul> <i>(Enclose GST Registration Certificate)</i>  |  |
|   | i) CIBIL MSME Rank (If available)<br><i>(Enclose available documentary evidence)</i>   |  |
|   | j) Details of Existing Unit/Projects (if any) <ul style="list-style-type: none"> <li>• Name and location of the existing Units/Projects (Enclose latest photographs)</li> <li>• Brief description of the Unit/Project for e.g. product manufactured, etc.</li> <li>• Date of Establishment (dd/mm/yyyy)</li> <li>• Commercial Operations Start Date (dd/mm/yyyy)</li> <li>• Land Area (in sqm)</li> <li>• No. of persons employed</li> <li>• Capital Cost incurred on the unit/project (excluding land) (in Rs. Lakh)</li> <li>• Cost incurred on land (in Rs. Lakh)</li> <li>• Provide Details on Total turnover, Tax Paid and Profit After Tax for the last three financial years (2015-16, 2016-17, 2017-18)</li> </ul> |  |
|   | k) Financial Information <i>(Enclose a copy of CA certified / Audited Annual Reports for past 3 financial years reflecting information on P&amp;L, Balance Sheet and Net worth)</i>  |  |
| <b>3 Information on the Proposed Unit/Project</b> |  |  |
|   | a) Typology of Project<br><i>(Specify whether it is a relocation of an existing unit / expansion of an existing unit / setting up of a new unit)</i>   |  |
|   | b) Details of the Proposed Unit/Project <ul style="list-style-type: none"> <li>• Type of Venture - Manufacturing/ Engineering/ Trading or any other activity</li> </ul>  |  |

|  |   |                             |
|--|---|-----------------------------|
|  | <ul style="list-style-type: none"> <li>• Details of the Product Manufactured</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Technology Involved Own or Outsourced (Tie-up)</li> </ul>  |                             |
|  | <ul style="list-style-type: none"> <li>• Plant &amp; Machinery (Enclose a List along with estimated cost)</li> </ul>  |                             |
|  | <ul style="list-style-type: none"> <li>• Raw materials required</li> </ul>  |                             |
|  | <ul style="list-style-type: none"> <li>• PFD (Process Flow Diagrams) to illustrate the flow of the materials / work / activities and various steps involved in manufacturing / production / activity</li> </ul> |                             |
|  | <ul style="list-style-type: none"> <li>• Expected Production/ Output per annum</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Key Target Customers / Clients</li> </ul>  |                             |
|  |   |                             |
|  | c) Proposed Project Timelines   | Tentative Date<br>(mm/yyyy) |
|  | <ul style="list-style-type: none"> <li>• Date for Commencement of Construction</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Date for commencement of trial Production</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Date for commencement of commercial operation</li> </ul>   |                             |
|  |   |                             |
|  | d) Estimated Cost of proposed unit/project  | Amount<br>(in Rs Lakh)      |
|  | <ul style="list-style-type: none"> <li>• Land</li> </ul>  |                             |
|  | <ul style="list-style-type: none"> <li>• Building and Civil Work</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Plant &amp; Machinery</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Preliminary and Preoperative expenses</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Contingencies</li> </ul>   |                             |
|  | <ul style="list-style-type: none"> <li>• Working Capital requirements</li> </ul>  |                             |
|  | Total Project Cost  |                             |
|  |   |                             |
|  | e) Source of Funds/Mean of finance  | Amount<br>(in Rs Lakh)      |
|  | <ul style="list-style-type: none"> <li>• Own funds / Equity</li> </ul>  |                             |
|  | <ul style="list-style-type: none"> <li>• Debt</li> </ul>  |                             |
|  | <ul style="list-style-type: none"> <li>• Any other (Mention source)</li> </ul>  |                             |
|  | Total Project Cost  |                             |
|  |   |                             |
|  | f) Proposed Employment Generation   | No. of Persons              |
|  | <ul style="list-style-type: none"> <li>• Direct Employment</li> </ul>   |                             |

|          |  |  |
|----------|--|--|
|          | • Indirect Employment  |  |
|          | Total Employment (Direct + Indirect)   |  |
|          |  |  |
|          | g) Water Requirement (in Kilo Litres / Day)  |  |
|          |  |  |
|          | h) Power Requirement (in Units / Day)  |  |
|          |  |  |
|          | i) Provide a brief description of type of effluent to be generated (solid / liquid / gas), treatment proposed and disposal system. Also specify the effluent quantity to be generated per month. |  |
|          |  |  |
| <b>4</b> | <b>Justification for Land Requested</b> ( <i>Enclose the proposed area programme / layout Plan indicating setbacks, open spaces, built-up areas, etc.</i> )                                      |  |
|          |  |  |
| <b>5</b> | <b>Any other relevant information along with relevant documentary evidence may be furnished</b>  |  |

I/We undertake and confirm that the information furnished above is true to best of my/our knowledge & belief and I/We confirm that the funds for implementing the project are available and proof submitted is genuine.

Place:

Date:

Name & Signature of the applicant