

## CHECK LIST

**(A) Applicants should ensure enclosing the following documents in duplicate (duly self-attested)**

- (i). Declaration of having made entry in MSME Data Bank
- (ii). Self-attested copy of PAN, Udyog Adhaar Memorandum (UAM) No. {Entrepreneur's Memorandum (EM) Part-II (optional)}
- (iii). Proof of ownership of Plant & Machinery/Equipment & Tools and Raw Material showing date/year of purchase & Original Purchase value (NOT DEPRECIATED) of individual machinery (Annexure 'B').
- (iv). Performance Statement as per Performa Annexure-F of the application.
- (v). Self-attested copy of ownership documents of the premises or copy of lease deed.
- (vi). Certificate from the Proprietor/Partner/Directors whether or not they have any link with large scale Unit(s).

**(B) Following documents/statements duly signed by the authorized person may be furnished:-**

- (i). List of technical personnel employed in production and services.
- (ii). Write-up on quality control measurement adopted by the firm for ensuring quality of raw material brought out item for assembly and sub-assembly and in process and finished products quality control.
- (iii). List of quality control equipment and testing facility available in factory.
- (iv). Copy of type test report from Independent lab, where applicable as mentioned in relevant standard.
- (v). Latest Electricity Bill Copy.
- (vi). Audited Balance Sheet, Trading Account and Profit & Loss Account for the last 3 years duly signed by the authorized person under his seal.
- (vii). Statement showing the Results of Operation for the last 3 years duly signed by authorized person under his seal (Annexure 'C').
- (viii). Bankers' Report giving details of financial status of the applicant firm as per Performa (Draft at Annexure 'E').
- (ix). Copy of Permanent Account No. (PAN No.)

**(C) DOCUMENTARY PROOF OF THE STATUS OF THE FIRM:**

**1. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF PARTNERSHIP CONCERN.**

- (i). General Power of Attorney in favor of one of the Partners duly notarized as per **Annexure 'A'(1)**.
- (ii). Partnership Deed duly notarized.
- (iii). Form 'A' from Registrar of Firms showing the names of the partners.

**2. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF LIMITED LIABILITY PARTNERSHIP (LLP)**

- (i). Copy of incorporation document - LLP Agreement (Form-3):-  
This is the main and most significant administrative and managerial documents of an LLP and corresponds to the MOA and AOA of any incorporated corporation. This vital document contains rules, provisions, and regulations for running and managing efficiently the concerned LLP by the designated partners.
- (ii). Copy of Form 4:-  
Names of partners and changes, if any, made therein – Form-4 (it contains information about the appointments of the designated partners and their consents)
- (iii). Copy of Form 2:-  
It shows the location of the main or registered offices of the LLP, details of all the partners, statements etc.

- (iv). Copy of Form 8:-  
Statement of Account and Solvency – The Statement of Account & Solvency is in Form – 8 signed by the designated partners.
- (v). Copies of Form 11:-  
Annual Return – Form 11 which is filed with the Registrar annually.
- (vi). General Power of Attorney as per **Annexure A(1)** in favour of one of the designated partners.

**3. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF LIMITED COMPANIES.**

- (i). Certificate of Incorporation duly authenticated.
- (ii). Memorandum and Articles of Association duly authenticated.
- (iii). Names of sitting Directors, their addresses and share & holdings.
- (iv). Board Resolution as per **Annexure A(2)** in favour of the Signatory of the application and documents.

**4. ADDITIONAL DOCUMENTS TO BE SUBMITTED IN CASE OF COOPERATIVE SOCIETIES.**

- (i) Certificate of Registration of Societies.
- (ii) Society's Bye-Laws/Regulations etc.
- (iii) Names of Members, their addresses and share-holding.
- (iv) Current Certificate from Registrar of Societies that the Society is still functioning and its working is satisfactory.
- (v) Details of authorized share capital and subscribed share capital.
- (vi) Details of movable as well as immovable property owned by the Society.
- (vii) Resolution of Society for seeking registration under Government Purchase Program.
- (viii) Resolution in favour of Signatory of the application & documents.

**(D) ADDITIONAL DOCUMENTS FOR PAINTS & VARNISH SUPPLIES TO RAILWAYS**

The firm manufacturing Paints shall approach to the General Manager, Integral Coach Factory, Perambur, Chennai for paints for Coaching Stock and the Director General, Research Design & Standards Organization, Alam Bagh, Lucknow for Paints for Wagon/bridges and other applications for registration as approved suppliers for supply of Paints to Railways, after the units have been registered with NSIC for general supplies.

**(E) OTHER INFORMATION**

- (i). Declaration signed by the applicant MSE Unit accepting conditions of registration as per Annexure D.
- (ii). List of raw materials and finished goods in stock.
- (iii). Copy of BIS license, if applicable.
- (iv). Copy of ISO 9000 (Optional).
- (v). Copy of Registration Certificate if registered with any other Govt. Organizations.
- (vi). List of places where after sales service facilities (if applicable) are available.

**Note:-** At the time of renewal after two years only the documents at Sr. No. (A) (i), (iii), (B) (vi), (vii), (ix) and complete list of Plant and Machinery are required.