**Integrated Development of Leather Sector (IDLS) Scheme**

**CHECK LIST**

**List of Documents required for submitting the Application Form**

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| **Sl.No.** | **Particulars**  |
| 1 | [IDLS Application Form – IDLS-I & Annexure to IDLS-I (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/IDLS-I.pdf) |
| 2 | [Declaration, duly supported by an Affidavit on Rs. 10 stamp paper attested by Notary Public (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/AFFIDAVIT.doc) |
| 3 | Identity proof of the Proprietor/Partners/Directors – PAN card, Voter ID, Driving License (Self attested) |
| 4 | Up to date Balance sheets for the last 2 years duly certified by a registered Chartered Accountant (Self attested) |
| 5 | Entrepreneurs Memorandum for Micro, Small or Medium Enterprises - issued by Department of Industries & Commerce (DIC) - Copy of Acknowledgement Part II |
| 6 | Constitution of the unit in case of Company/partnership unit-List of Board of Directors/Partners and Article & Memorandum of Association/Company Registration Certificate /Partnership deed (self attested)  |
| 7 | Constitution of the unit in case of Cooperative society – registration certificate from the joint registrar of cooperative society/Article & Memorandum of Association/resolution of the General body of Registration of the unit (self attested) |
| 8 | Details of the machinery and equipment (make, technical specifications, capacity, accessories etc) in the form of self-certified copies of - Purchase Order, Delivery Note and Invoice |
| 9 | Statement of Indigenous machinery (As per Format) |
| 10 | [Statement of imported machinery (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/imported-machinery-format.pdf) |
| 11 | Existing facilities (factory addresses, list of existing machinery etc and planned modernisation |
| 12 | [Incremental Benefit from Modernisation - Certificate has to be given by the company's statutory Chartered Accountant in their official stationery (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/Incremental-Benefit-format.pdf) |
| 13 | [Certified IDLS Form II](http://leatherindia.org/wp-content/uploads/2016/11/IDLS-II.pdf) – [for financial appraisal by Bank](http://leatherindia.org/wp-content/uploads/2016/11/Bankability_-Appraisal-Note.pdf) |
| 14 | For new unit - Registration with Industries Dept, certificate from Chartered Engineer that Plant  & Building are ready - Building completion certificate, and NOC from statutory body like Pollution Control Board, Sales Tax / VAT registration certificate. |
| 15 | Copy of Letter of Application for loan to Bank (if applicable) |
| 16 | Copy of Sanction Letter for loan from Bank (if applicable) |
| 17 | Land and Building – In case of own land; Purchase Deed / Gift Deed / any other document to establish the ownership (Self attested) |
| 18 | Land and Building – In case of industrial land allotted by Government/ Government Agency / Deed of Agreement / Allotment Letter/ Premium Payment Receipt |
| 19 | Land and Building – In case of Leasehold Land from Private owner; Lease Deed Agreement (Self attested) |
| 20 | Registered Lease Deed for 5 years (in case of rented premises) |
| 21 | [Check List for Technical Appraisal (Required for all applications of leather products segments, except for tanneries) (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/Technical-appraisal-format.pdf) |
| 22 | [Utilization Certificate for the previous grants sanctioned and received is required while submitting add-on applications (As per Format GFR-A)](http://leatherindia.org/wp-content/uploads/2016/11/UC-Format.pdf) |
| 23 | Certificate from Department of Industries of State Government/State Pollution Control Board regarding compliance of environmentally sound waste water management by the unit - Certificate having current validity issued by State PCB towards consent for the operation of the plant and discharge of sewage and/or trade effluent under Water (Prevention and Control of Pollution) Act and for the operation of the plant and discharge of emissions under Air (Prevention and Control of Pollution) Act  |
| 24 | [Self Certificate in the Letter Head of the company that machinery applied is only for new machines, and second hand/reconditioned machines are not included in the application. (As per Format).](http://leatherindia.org/wp-content/uploads/2016/11/Self-certificate-undertaking-format.pdf) |
| 25 | [Project Completion Report (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/PCR-format.pdf) |
| 26 | State Electricity Board/Power Department - Power sanction letter (self attested) |
| 27 | Power Bills and receipt for a period of last 2 years or the period may be decided by AW |
| 28 | [Detailed Project report (DPR)/Techno Economic Feasibility Report (TEFR) (self attested) (As per Format)](http://leatherindia.org/wp-content/uploads/2016/11/DPR-TEFR-format.pdf) |

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