

Step: 1

a) Submit the following documents in hard copies

Sr.No	Document	Remark
1	Duly Filled Application Form(ANNEXURE 1)	Mandatory
2	PAN Card	Mandatory
3	Sales Tax/VAT Registration Certificate	Mandatory except for temporary brick manufacturing Units
4	Entrepreneurs Memorandum / DIC Registration Certificate	Mandatory
5	Capacity assessment report from MSME/RITES/VNIT (Annexure III)	Mandatory except for brick manufacturing units
6	NOC(Consent to Operate) from Maharashtra Pollution Control Board (MPCB)	Mandatory
7	NOC from local authorities like Gram panchayats ,Municipality	Mandatory
8	Notarized "Sworn in affidavit" (Annexure II)on Rs. 100.00 stamp paper–In Original	Mandatory
9	Audited balance sheet and P/L account for last 3 years	Mandatory except for Temporary brick manufacturing units
10	Previous coal allocation certificate (if available)	Optional
11	List of installed plant machineries certified by chartered engineer	Mandatory except for brick manufacturing units
12	Photo ID proof of Proprietor/ Director or Partner	Mandatory
13	Electricity Bill for Last 3 months	Mandatory except for brick manufacturing units
14	Proof of ownership of land/lease hold for the unit from the concerned authority. (in case of private land purchased from the owner directly, copy of registered sale deed and copy of 7/12 document, in case of other copy of transfer deed / lease deed agreement	Mandatory
15	Non Agricultural (NA) permit for commercial use of land.	Mandatory
16	Royalty permit/transport permit for minor minerals. For permanent brick manufacturing unit's copy of agreement or interim order issued by mining department has to be attached.	Mandatory for brick manufacturing units only