

ANNEXURE-B

SPECIAL INSTRUCTIONS TO APPLICANTS

Please note that your application is likely to be rejected if the following information//photocopies of certificates are not forwarded along with application Form.

1) FOR MANUFACTURERS

- a) Photocopy of Certificate of Incorporation and a copy of Memorandum and Articles of Association.
- b) Photocopy of Certificate to show that firm is a Small Scale Industry registered with N.S.I.C.
- c) Photocopy of Certificate, to show that firm is registered under factories Act.
- d) Is the firm registered with GeM? If so, please furnish a photocopy of Registration Certificate.

2) FOR DEALERS/DISTRIBUTORS/STOCKISTS:

- a) Photocopy of Valid Dealer or Distributorship Agreement.
 - b) Shop/Establishment Certificate.
- 3) Photocopy of Partnership Deed and Partnership Registration in case your firm is a Partnership concern.
- 4) Photostat copy of Permanent Account Number.
- 5) Application should be furnished neatly prepared (typed) and signed by the Competent Authority.
- 6) Declaration on page 4 must be signed by all Partners/Competent Authority.
- 7) A list of Government/Semi Government Departments/DAE units with whom you have regular dealings may be furnished together with their full address and reference No. if any. If you are on their Approved/Registered Supplier's list please furnish a photocopy of certificate.
- 8) A copy of Profit and Loss Account, Balance Sheet for the last three years duly certified by a Chartered Accountant is necessary along with the Application. In case the firm is registered under Indian Companies Act of 1913-1956.

IMPORTANT

PLEASE ENSURE THAT THE REGISTRATION FORM IS SUBMITTED ALONG WITH ALL THE INFORMATION REQUIRED ABOVE AND IF THE FORM IS RECEIVED INCOMPLETE OR WITH PIECEMEAL INFORMATION, THE REGISTRATION OF YOUR CONCERN IS LIKELY TO BE DELAYED, NONPRODUCTIVE CORRESPONDENCE WILL BE ENTERTAINED ON THIS ISSUE.