



**MINISTRY OF INDUSTRIES
INDUSTRIAL DEVELOPMENT DIVISION**

For Office Use Only

Application No.

Date:

Application form for land utilization for manufacturing business operations in theIndustrial Estate provided by the Regional Industry Services Center under provision no. 19 of the Industrial Promotion Regulations no. 04 of 1991

***Please fill in block letters**

1. INFORMATION OF THE BUSINESS OPERATOR

1.1 Company Name : _____

1.2 a) Address : _____

b) Telephone No: _____ c) Mobile No: _____

d) Fax No : _____ e) E-mail : _____

f) Web (if any) : _____

1.3 a) Industry Type (New/Expansion) : _____

b) Business/Company Registration No: _____

c) Type of Business (please specify using "√" mark in relevant box)

Public Ltd Private Ltd

Partnership Sole Proprietor

Guarantee Ltd Others (Pl. specify)

d) Tax Registration No: _____ e) EPF Registration No: _____

(For relocating and expansion of industries)

2. OWNERSHIP

a) Full Names and Addresses of Directors / Partners / Sole Proprietor

Name	Position	Address
1.		
2.		
3.		

b) Contact Person of the Company

Name : _____

Address : _____

Designation / Position: _____

Tel. No : _____ Mobile No : _____

E-mail : _____

3. DETAILS OF THE PROJECT:

a) Product Information

Products to be manufactured	HS Code	Annual Output	
		Quantity	Financial Value (Rs.)
1.			
2.			
3.			
4.			
5.			

b) Investment Information

Investment % Local

Foreign

c) Investment details

Project Finance (Rs. Mn)		Fixed Capital / Fixed Assets (Rs. Mn)	
Own Capital		Plant & Machinery	
Loan Capital		Building	
Other		Vehicles & Other	
Total		Working Capital	
		Other (Land development)	
		Total	

d) Key indicators of the project

Key indicators of the project		
Cost of the project	Amount in (Rs. Mn)	
Turnover in 1st year		
Profit in 1st year (PBT - Profit Before Tax)		
Employment	(No.)	

e) Name & Address of the Banks:

f) Raw Materials

Item	HS Code	Scale	Source of Supply
1.			
2.			
3.			
4.			
5.			
6.			

- g) i) Sales and Marketing % Export Local
- ii) Method of distribution :
- iii) No. of retail outlets/agents/other :

h) Employment Generation

Employment Category	No. of Employment (New Project)	No. of additional Employment (Expansion / Relocation)
Managerial		
Technical		
Clerical		
Labor - Skilled		
- Unskilled		
Others		
Total		

(Indicate the no. of additional employment to be generated, if the project is only an expansion/relocation)

i) Space of Building/s (in sq.ft.) : _____

j) Main requirements

- Extent of the Land (in perches) :
- Water (m³ per day) :
- Electricity (requirement in kVA) :
- Other Facilities (Pl. Specify) :

4. ENVIRONMENTAL ASPECTS:

a) Discharge of wastes (Solid/Liquid/Emission) please quantify monthly basis

Item	Scale	Method of disposal
1.		
2.		
3.		
4.		

b) Use of Plant & Machinery :

Item	Power consumption	No. of items	Purpose
1.			
2.			
3.			
4.			
5.			

5. Why you intended to apply for this Industrial Estate?

6. Project Implementation

How long it takes from allocation letter obtained
(In months / days)

To commence the building construction

To commence the installation of machinery

To commence the test run

To commence the commercial production

I hereby certify that the above particulars are true and correct and I am aware that the Ministry of Industries has the authority to cancel the project at any stage, if found any fraudulent details or documents.

Name : _____

Signature : _____

Date : _____

Official Stamp : (Director / Partner / Proprietor)

Project Proposal Format

01. Introduction

- Investor Profile
- Executive Summary
- Management Structure
- Organization Chart
- Employment Generation
- Land Utilization Plan and Work Plan

02. Production, Sales and Marketing

- Production Details (Production process with flow chart, Raw material details with sources, Machinery details)
- Sales and Distribution (Local/Export/Direct/Marketing/Dealers/Order based)
- Value Addition

03. Financial Details

- Investment details with sources (Own/Loan)
- Forecasted Profit and Loss Account
- Forecasted Cash Flow Statement

04. Environment Aspects (specify the details along with relevant documents)

- Waste generation (solid, liquid, gas, dust etc.)
- Waste management system (Details of treatment method and treatment plants)
- Machinery details for waste treatment
- Whether Environment Authority recommendation obtained (Yes/No)
- If "Yes", please indicate stipulated regulation/provision number/s
- Name and designation of the authorized officer

05. Certifications and Recommendations (please indicate Yes/No for each below and specify details along with the certificates or documents or each, if you mentioned "Yes")

- ISO certification obtained
- Other international standards achieved

06. Annexure

- Business/Company Registration
- Information of the Directors
- Letters of evidence (Own capital and Loan capital, Recommendation of the Regional Director)
- Financial indices :
 - If new industry - for upcoming 5years
 - If existing industry - for the last 3 years and upcoming 5 years
- EPF - 6 months (existing)
- Income Tax - 1 year (existing)
- EPL and other relevant approvals (existing)
- Relevant bank account details to prove the investment
- Other Certificate/s