



# PRADHAN MANTRI FORMALISATION OF MICRO FOOD PROCESSING ENTERPRISES SCHEME

(under Ministry of Food Processing Industries, Government of India)

DRP Agency: DARWIN SOCIETY under State Nodal Agency: AIDC Ltd.

40 Chinakipath Hillside, Mother Teresa Road, Guwahati-781024. Assam.

Email: pmfmeassam@gmail.com www.darwin.ind.in/pmfme Helpline: 8822-122-122

## Applicant's DocKit for PMFME Scheme

### Applicant's Details (Step - 1)

S. No.	Applicant's Details	
1	Name:	
2	Father/Spouse Name:	
3	Mother Name:	
4	Gender:	
5	Date of Birth: (DD/MM/YYYY)	
6	Residential Address:	
7	State:	
8	District:	
9	City:	
10	Block/Taluka:	
11	Email Address:	
12	PINCODE:	
13	Mobile Number:	
14	Academic Qualification:	
15	Social Category: (SC/ST/OBC/GEN)	
16	PAN:	



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## Proposed Business Unit Details (Step - 2)

S. No.	Proposed Business Unit Details	
1	Name of the Proposed Enterprise:	
2	Address of the Proposed Business Unit:	
3	State:	
4	District:	
5	City:	
6	Block/Taluka:	
7	PINCODE:	
8	Type of Property: (Leased/ Owned/ Parental/ Rented)	
9	Number of New Employment the Proposed Enterprises will Generate:	
10	Nature of Operations to be Carried out in the Proposed Enterprises: (Automatic/ Manual/ Semi Automatic)	
11	Total Available Land for Proposed Project(in Sq ft):	
12	Land Value of the Proposed Unit (In Rs/Sq ft):	
13	Personal Contribution towards the Capital Expenditure (in %):	
14	Do you want to Take Loan for Working Capital? (Yes/ No)	
15	Own Contribution on working capital (in %):	
16	Select the Type of Proposed Product to be Manufactured: (Agriculture Product/ Food Product – Manufacturing/ MFP)	
17	Type of Activities to be Involved while Manufacturing the Product:	
S. No.	Bank Details of the Applicant	
18	IFSC Code:	
19	Bank Name:	
20	Branch Name:	
21	Bank Account Number:	



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## Proposed Financial Details (Step - 3)

S. No.	Particulars			
1	<b>BUILDING DETAILS</b> (Any Concrete Structure is not Allowed.)	Type of Building: 1. Flooring 2. Minor Civil Construction 3. Other 4. RCC/ Asbestos Shed 5. Storage 6. Tin Shed	Area (in Sq.ft): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Rate/Sq.ft (In Rs): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
2	<b>MACHINERY DETAILS</b>	Type of Machinery: 1. _____ 2. _____ 3. _____	Quantity/No. of Units: 1. _____ 2. _____ 3. _____	Rate/Unit (In Rs): 1. _____ 2. _____ 3. _____
3	<b>OTHER FINANCIAL DETAILS</b>	Preliminary & Pre-operative Cost (in Rs): _____	Furniture & Fixtures (in Rs): _____	Contingency/Others/Miscellaneous (in Rs): _____
4	<b>SALES DETAILS</b> (To be Entered Per Annum)	Type of Product: 1. _____ 2. _____ 3. _____	Rate/Unit (In Rs): 1. _____ 2. _____ 3. _____	Quantity/No. of Units: 1. _____ 2. _____ 3. _____
5	<b>RAW MATERIALS</b> (To be Entered Per Annum)	Name of the Raw Materials: 1. _____ 2. _____ 3. _____	Rate/Unit (In Rs): 1. _____ 2. _____ 3. _____	Required Unit: 1. _____ 2. _____ 3. _____
6	<b>WAGES DETAILS</b> (Skilled worker is any worker who has special skill, training or Knowledge (e.g. - Accountant, Supervisor, Salesman, Machine Operator etc.) (Unskilled worker is any worker who does not have special skill, training or Knowledge (e.g. - Labour, helper, cleaning staff etc.))	Type of Worker: 1. Skilled 2. Unskilled	No. of Worker: 1. _____ 2. _____	Wages Per Month Per Person (In Rs): 1. _____ 2. _____
7	<b>CALCULATION OF WORKING CAPITAL REQUIREMENTS FOR THE ENTERPRISE</b>	Stock In Process (In Number of Days): _____	Finished Goods (In Number of Days): _____	Receivable By (In Number of Days): _____
8	<b>MISCELLANEOUS EXPENDITURE</b> ( To be Entered as a Percentage of Sales on a Per Annum Basis)	Repair and Maintenance (In %): _____  Telephone Expenses (In %): _____  Other Miscellaneous Expenditure (In %): _____	Power and Fuel (In %): _____  Stationery & Postage (In %): _____  Building Rent per Month (In Rs.): _____	Other Overhead Expenses (In %): _____  Advertisement & Publicity (In %): _____
9	<b>DEPRECIATION DETAILS</b> (% Depreciation to be Charged Per Annum)	On Building (In %): 10%	On Machinery (In %): 15%	
10	<b>OTHER DETAILS</b>	Loan Repayment Period (in Years):	Project Implementation Period (In Months):	Rate of Interest (In %): 11%



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## Lending Bank Details (Step - 4)

S. No.	Preference Bank (Name)	Preference Bank (Branch & Address)	IFSC Code
1			
2			

## Documents for Uploading (Step - 5)

S. No.	LIST OF MANDATORY DOCUMENTS
1	Aadhaar Copy
2	Photo of all promoters/guarantors
3	Address Proof: I. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or II. Property or Municipal tax paid receipt or III. Ration Card (Individual)
4	PAN Card of concern/ all promoters
5	Photocopy of Bank Statement/ Bank Passbook for the last 6 months

S. No.	LIST OF OPTIONAL DOCUMENTS
1	Any other document (Regulatory Licenses like GST, Udyam, FSSAI etc.)
2	Loan statement of active loan
3	Photocopy of highest academic qualification of promoter/s
4	Sanction letter of active loans