**COMMON INFRASTRUCTURE**

**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

1. **SHEET I - DETAILED INPUT SHEET**

**DETAILS ABOUT THE COMMON INFRASTRUCTURE**

1. Mention the name of the entity.
2. Mention the legal form of the borrower. Such as Govt Agency, SHG, Private Ltd, Partnership, Proprietorship, LLP, FPO/FPC, Cooperative society.
3. Mention the website of the entity, if available.
4. Provide the General/Registration Details of Entity (fill as applicable) such as Registration Number, Incorporation Date /Registration Date, Act/s under which registered, Place of Registration, GSTIN Number, PAN Number, Udhyog Aadhar/ Udyam No.
5. Mention of the details of the key person (CEO/ Executive Director / Director / Chief Financial Officer, Managing Partner and Other Partners, Proprietor, President and Secretary of a Cooperative).
6. Mention the contact details of the 2 key persons (CEO/ Executive Director / Director / Chief Financial Officer/Managing Partner and Other Partners/Proprietor/President and Secretary of a Cooperative)
7. Enter the details of the shareholding pattern of the Applicant / Borrower such as name, % Shareholding in the company/ firm, Total Equity proposed, Total Equity proposed.
8. Mention net worth of the entity such as Share Capital, Reserves, Accumulated Profit/Loss.
9. Mention the bank details of the entity such as bank name, account number, IFSC code.

**DETAILS ABOUT THE EXISTING OPERATIONS OF THE ENTITY**

1. If the business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
2. Mention the existing business background (Including Raw material procurement, market APMC, etc)
3. Classify the existing food business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Others
4. If the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
5. Mention the details of the infrastructure/property of the borrower.
6. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
7. Mention quantity and amount of Production and installation capacity
8. Mention the total business turnover (in INR) of major products processed in the facility in last 3 years.
9. Mention the Net Profit - Last 3 year (In INR).
10. Mention investment done in manufacturing and other fields in last 3 years and calculate the total.
11. Mention the existing bank loan details including limits (cash credit(CC) & Over draft (OD).

**DETAILS ABOUT THE PROPOSED - NEW / UPGRADATION PLAN**

1. Mention the type of Common Infrastructure to be funded under the scheme
2. If the Proposed business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
3. Classify the Proposed business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Other.
4. If the business is planning to engage in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
5. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
6. Mention owned, Leased or rented as ownership of proposed property. If Leased/Rented then enter the amount of Leasing/Renting
7. Mention quantity and amount of proposed production and installation capacity
8. Mention Quotation Details for the proposed Machineries / Equipment’s (Upload the photocopy)
9. Mention Proposed Sales/Revenue in a year (In INR
10. Mention proposed net profit in a year (in INR)
11. Mention Entity contribution i.e. Personal contribution which is greater than or equal to 10 % of project cost. Also, Mention margin money for working capital which you want to contribute (in INR). Considering 20 % as minimum working capital to be invested 2 % has to be provided by the beneficiary itself.
12. Mention the number of workers to be employed for the common infrastructure.
13. Mention in brief a write-up regarding the purpose of the proposed common infrastructure
14. **SHEET II- ADDITIONAL QUESTIONS TO BE FILLED BY FPOS/FPCS, COOPERATIVE SOCIETIES, SHGS.**

**Additional Questions to be answered if the applying entity is an FPO/FPC.**

**1.** Select the grade of the FPO from the drop down list such as class A, class B, class C, class D.

2. Mention the details of the promoting organisation, such as address and the respective contact person name.

3. Mention the number of FPO members in terms of gender, social category.

4. Mention the categorization of farmers such as small farmers, marginal and big farmers.

**Additional Questions to be answered if the applying entity is an Cooperative**

1. Mention the number of cooperative society members with respect to gender, social category.

**Additional Questions to be answered if the applying entity is a Self Help Group (SHG).**

1. Mention the details of SHG members, along with SC & ST members.