**COOPERATIVES**

**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

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

**DETAILS ABOUT THE COOPERATIVE SOCIETY**

**This section contains fields related to basic information about the Cooperative Society and its members.**

1. Mention the name of the cooperative society for which the grant has to be released.
2. If applicable, mention a website link of the cooperative society.
3. Tick mark the type of infrastructure available and mention the complete address. Mention Self owned or Leased/rented in the Legal status of ownership column against each infrastructure mentioned. Enter the amount of Leasing/Renting amount
4. Mention the personal details of all the Chief Executive/President operating the cooperative
5. Mention the number of members of cooperative society as per their gender and category, also calculate total members as per category. Number of active members out of total shareholders column against each row i.e. male, female and transgender.
6. Mention all the general/registration details of the cooperative society such as date, number and registration zone, GSTIN number, FSSAI License Number and PAN number.
7. Mention the capital already paid up till today’s date to Individual, Societies, State government and Others. Also calculate and mention total paid up amount
8. Mention Net worth of cooperative society in terms of Share capital, Reserves and accumulated Profit and Loss. Also calculate and mention Total Net worth.
9. Mention the bank details of the Cooperative society i.e. Bank name, Account number, IFSC code.

**DETAILS ABOUT THE EXISTING OPERATIONS OF THE COOPERATIVE SOCIETY**

1. Mention whether the product processed/manufactured by the Cooperative is an ODOP product or not. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
2. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
3. Mention quantity and amount of Production and installation capacity
4. Mention total business turnover (Sales and Revenue) from the unit in the last 3 years which includes present year, recent past year and next to recent past year.
5. Mention total quantity sold (in units) of from the unit in the last 3 years which includes present year, recent past year and next to recent past year.
6. Mention net profit (in INR) of last 3 years.
7. Mention investment done in last 3 years.
8. Mention number of workers currently working in the Cooperative.
9. Mention details of any existing bank loan, if taken.

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

1. 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.
2. Mention whether the product to be processed/manufactured by the Cooperative is an ODOP product or not. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district**
3. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
4. Mention owned, Leased or rented as ownership of proposed property. If Leased/ Rented, then enter amount of Leasing/Renting.
5. Mention Yes, if the proposed project an upgradation of existing business related to Food Processing or a new project
6. Mention the product to be manufactured in the proposed unit
7. Mention quantity and amount of proposed production and installation capacity
8. Mention number of workers to be employed in the proposed unit in the Cooperative.
9. Mention Quotation Details for the proposed Machineries / Equipment’s (Upload the photocopy)
10. Mention proposed total quantity of production in number in a year.
11. Mention proposed Total sales to be generated in amount
12. Mention proposed net profit in a year (in INR)
13. Mention cooperative 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.