**SUPPORTING DOCUMENTS REQUIRED BY A COOPERATIVE SOCIETY**

1. **Documents Required Regarding Existing Operations**

**Compulsory Documents**

1. Certificate of Cooperative Society Registration
2. Ownership proof of the business premise (if owned by Cooperative Society)
3. Rent/Lease Agreement of the business premise, if applicable
4. Memorandum and Articles of Association
5. Copy of bye-laws along with its amendments, if any (Hindi/ English translation of byelaws required)
6. Aadhar & PAN Card copy of Chairman/Board Member/Chief Executive/President
7. Proof of Address (Utility bills such as electricity, water and landline telephone bills in the name of the concern)
8. Audited Financial Statements along with all schedules for last 3 years with audit reports and ITR. If current year's Audited Statements not available, then attestation can be done from concerned authority before submitting
9. If board is nominated/superseded/administered, please specify reason
10. Resolution of Board of Directors for availing financial assistance from MOFPI
11. Sanction letter and repayment statement(SOA) of active loans

**Voluntary Supporting Documents**(Can be attached for strengthening the application)

1. Brief bio-data of board of directors
2. Annual reports for last 3 years, Last AGM held, Board Meeting
3. GST Registration Certificate and GST Return, if applicable
4. Shareholder Registers, Stock Registers (if maintained)
5. Agreements made with buyers (Input and output, subsidy schemes)
6. Copies of Compliances/Licenses / permission granted by local authority (along with dates of validity)
   1. Fertiliser license
   2. Pesticide/insecticide
   3. Seeds license
   4. Mandi
   5. Import export license
   6. Direct Marketing License
   7. FSSAI
   8. Pollution certificate
   9. Any other

Contd…..

1. **Supporting Documents to be enclosed as part of DPR for Proposed Business Project**

* Source of funds for commencement of new project,
* Suitability & adequacy of the land for proposed project and its accessibility to transport; Copy of land documents such as purchase deed/lease deed/tripartite agreement, approval of site layout, latest 7/12 extracts etc., if land is proposed to mortgage
* Existing list of all machinery & equipment including accessories and testing equipment (make, model, year, capacity, quantity, technical specification, date of commissioning), if applicable;
* Estimates and Quotations of all capital machinery & equipment;
* Source of member’s contribution for the proposed project cost;

**Voluntary Supporting Documents**(Can be attached for strengthening the application)

* Fiscal and other incentives from State Govt., if any; State Govt. sanction letter providing financial assistance in respect of the proposed project including the concurrence of the Finance Department of State Govt.