**FARMER PRODUCER COMPANIES**

**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

**General Instruction:**

The application form contains mandatory and optional fields. The applicant needs to fill all the mandatory fields.

1. **SHEET I - DETAIL INPUT SHEET**

**DETAILS ABOUT THE FARMER PRODUCER COMPANIES**

1. Mention the name of the FPC for which the grant has to be released.
2. Mention the name of the promoting institute/programme.
3. Mention the website URL of the FPC If Applicable
4. Provide the details of Infrastructure/Properties of FPC

Kindly select the check box and enter the necessary details along the respective row.

1. Select the grade of the FPC from the drop down list
2. Enter the details of the Chief Executive/President of the FPC
3. Enter the number of FPC members with respect to gender and social category.
4. Enter the category of farmers in the FPC with belonging the small and big farmers.
5. Enter the details of the Promoting organization for the FPC. Its address, contact person name needs to be entered.
6. Enter the registration/incorporation details of the FPC such as Registration Number, Incorporation Date /Registration Date, Act/s under which registered, Place of Registration, GSTIN Number, PAN Number, Udhyog Aadhar/Udyam No., FSSAI Lic No.
7. Enter the net worth of the FPC such as Share Capital, Reserves (Excluding Depreciation + Revaluation Reserve + Bad Debts), Accumulated Profit/Loss.
8. Enter the bank details of the FPC such as Bank Name, Bank Account Number, IFSC Code

**DETAILS ABOUT THE EXISTING OPERATIONS OF THE FPC**

1. About business, please capture the activity/operation of business.
2. 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.**
3. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
4. Mention quantity and amount of Production and installation capacity
5. Mention the business turnover (in INR) of major products processed in the facility i.e. Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.
6. Mention net profit (in INR) of last 3 years.
7. Mention investment done in manufacturing and other fields in last 3 years and calculate the total.
8. Mention the total number of manpower engaged in food business.
9. Mention details of any existing bank loan, if taken.

**DETAILS ABOUT THE PROPOSED - UPGRADATION PLAN**

1. About proposed business, mention what is the plan to do.
2. 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.
3. 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.**
4. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
5. Mention owned, Leased or rented as ownership of proposed property. If Leased/Rented then enter amount of Leasing/Renting
6. Mention Yes, if the proposed project an upgradation of existing business related to Food Processing or a new project
7. Mention the product to be manufactured in the proposed unit
8. Mention quantity and amount of proposed production and installation capacity
9. Mention of all the proposed value added products to be manufactured with the product description (Product description can include type of Raw material required, processing and packaging activities involved and what value addition is done)
10. Mention Quotation Details for the proposed Machineries / Equipment’s (Upload the photocopy)
11. Mention Proposed Sales/Revenue in a year (In INR)
12. Mention Proposed Total Quantity Sold in a year (In Values)
13. Mention proposed net profit in a year (in INR)
14. Mention FPC contribution i.e. Personal contribution which is greater than or equal to 10 % of project cost. As per the guidelines, The cooperative/FPC should have sufficient internal resources or sanction from the State Government to meet 10% of the project cost and margin money for working capital;