

3.0. Location of the Enterprise

3.1. Name of Village/Town

3.2. If located in Industrial Estate

i. Name of the Industrial Estate

ii. Whether Govt./SIDCO/SIPCOT Co-Op/Others

3.3 Name of Block

3.4. Name of Taluk

3.5 Name of District

4.0. Contact Nos

Telephone Office

Factory

Cell Phone

5.0 Status of the Enterprise: (Pl. mark)

5.1. Constitution

Proprietary Partnership Pvt. Ltd. Limited Coop. Others

5.2 Enterprise Status Micro Small Medium

5.3 Whether New/ Expansion/ Diversification

New Expansion Diversification

5.3. Social Status of the Entrepreneur

Women SC/ST Physically disabled Transgender Others

5.4 If Women/ SC, ST /Physically disabled / Transgender please indicate % Share of the Partner(s) / Director(s) in the equity:

Name of Partners /Directors													Sex	Comm unity	P.H.	Share	Value	%
1																		
2																		
3																		
4																		
5																		
													Total					

6.0 Details of Entrepreneurs Memorandum (Part II)

6.1. E.M. (Part II) No:

Date:

6.2 Activity as specified in the Entrepreneurs Memorandum (Part II)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7.0. Project Details:

7.1. Line of Activity.

Status	Items Manufactured	Installed capacity / Turnover	
		in units	Value in Rs.
New /Existing Unit			
Expansion/ Diversification Project			
% of capacity increase proposed under Expansion / Diversification Project			

7.2 Fixed Capital Investment(in Rs.)

Nature of Assets	Existing Unit	Expansion/ Diversification Project	Total	% of increase under Expansion/ Diversification Project
Land				
Building				
Plant & Machinery				
Others				
Total				

7.3. Means of finance (in Rs.)

i. Equity from Promoters/Partners/Shareholders	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ii. Term loan	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
iii. Hire purchase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
iv. Leasing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
v. Public issue	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
vi. Preferential issue	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
vii. Others	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

7.4 Details of Term loan sanctioned and availed :

- a. Name of the Bank/Financial Institution :
- b. Type of Loan :
- c. loan Sanction No. and date :
- d. Term loan Sanctioned in Rs. :
- e. Term loan released in Rs. :
- f. Rate of Interest % :

8. Details of Power Supply

8.1. Service connection No. & Date :

8.2. Load Details :

	Sanctioned Load	Connected Load						
Power Load H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
Lighting Load H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
Total H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			

9. Employment created / likely to be created

	Men	Women	Total									
i) Managerial :	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
ii) Supervisory / Technical	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
iii) Workers	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
a) Skilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
b) Semi-skilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
c) Unskilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
Total	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			

10. Details of Registration with Commercial Tax Department with Date

- i. TIN Number and Date :
- ii. CST Registration Number and Date :

11. Date of commencement of commercial production

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12. Date of first sale invoice raised or date of first delivery Challan (in case of enterprises manufacturing on job work basis) Give Invoice/ delivery Challan Number & Date

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13. Details of subsidy claimed in Rs. :

a. Plant and Machinery value

b. Capital Subsidy / Special Capital subsidy @ 15% of Plant and Machinery (Maximum Rs. 30 lakhs)

c. Employment Intensive Subsidy @ 5% of Plant and Machinery value (Maximum Rs. 5 lakhs)

d. Additional Capital Subsidy for Select Category of Entrepreneurs 5% (Maximum Rs. 2 lakhs)

e. Additional Capital Subsidy on @ 25% on the vale of Plant and Machinery installed to promote cleaner and environment friendly technologies (Maximum Rs. 3 lakhs)

Total subsidy claimed * Rs.

 (* This should not exceed Rs.40.00 Lakh per Enterprise)

Declaration

I / We hereby declare that all the information given above and the statements and other documents enclosed are to the best of our knowledge and belief, true and correct.

I / We hereby agree that, I / We shall forthwith repay the Capital Subsidy / Special Capital Subsidy for Thrust sector enterprises / Employment Intensive Subsidy / Additional Capital Subsidy for select category of entrepreneurs / Additional Capital Subsidy for promotion of Cleaner and Environment friendly technologies disbursed to the unit, if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatever reason. Further we also shall be liable to pay interest at such rate as prescribed by the Government from time to time on such amounts and such other changes / expenses which may be repayable by us.

It is further certified that I / we have not hitherto applied for or have received any amount by way of grant / subsidy in respect of this Enterprise from Government / Financial institution.

Place : Authorized signatory
 Date : Designation with seal

List of Documents to be submitted along with subsidy application

I. General

1. Copy of Entrepreneur Memorandum (Part I) and (Part II).
2. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3. If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4. If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5. Certificate from Block Development Officer regarding the block/ area in which the enterprise is located.
6. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Enterprises.
7. Copy of sanction order from T.N.E.B for power supply with copy of Meter card.
8. Copy of the invoices, cash bills and stamped receipt duly attested . In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
9. Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-A)
10. Certificate of commencement of commercial production duly signed by Chartered Accountant .
11. For self fabricated Plant and Machinery items
 - i. Chartered Engineer's Certificate for the value of the plant and machinery.
 - ii. Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished.
 - iii. Copy of the invoices, cash bills , job work bills and stamped receipt duly attested
12. Copy of the first sale invoice raised after commencement of Commercial Production or copy of first delivery challan ,in case of enterprises manufacturing on job work basis.

II. Additional documents for to be submitted in respect of enterprises applying for Employment Intensive Subsidy/Additional Capital Subsidy for Select Category of Entrepreneurs & for Promotion of Cleaner and Environment Friendly Technologies

13. Self declaration for having employed more than 25 workers with copy of returns to Labour Department / Inspector of Factories Department etc.,

14. Social/clinical status Certificate from authorities concerned in respect of select category of entrepreneurs like SC/ST / Physically Handicapped / Transgender etc,
15. Letter from Tamil Nadu Pollution Control Board regarding promotion of Cleaner and Environment friendly technologies in the unit.

III. Additional documents in respect of existing enterprises taking up expansion / diversification.

Certificate from Chartered Accountant on the following

16. Date of commencement of commercial production after expansion / diversification
17. Annual production turnover for the last 3 years before the date of commencement commercial production under expansion/ diversification
18. a. Value of fixed assets before Expansion/diversification , on Expansion / diversification and after Expansion / diversification % increase of fixed assets due to Expansion / diversification.
- b. Production capacity / Turnover (both in terms of units and value in Rs.) before expansion/ diversification, after expansion / diversification and % increase of production capacity / Turnover due to expansion / diversification.

Note : All Original documents should be produced for verification and return at the time of inspection. If the originals are in the bank, the copies should be duly attested by the Branch Manager of the bank which financed the project.

ANNEXURE-A

CHARTERED ACCOUNTANT CERTIFICATE

This to certify that M/s.have made the following fixed capital investment for their new enterprise / expansion / Diversification Project of their existing enterprise and commenced of commercial production of their new enterprise / expansion/ Diversification Project of their existing enterprise on

Nature of Assets	Existing Unit (or) New Unit	Expansion/ Diversification Project	Total
			in Rs.
1. Land			
2. Building			
3. Plant & Machinery*			
4. Others			
Total			

* Details to be enclosed separately in the Annexure to this certificate.

I/We hereby confirm that I/We have examined the prescribed registers, books of account and the bank statement in respect of the above unit.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory_____

Name_____

Membership No._____

Full address_____

Name and address of the Institution where registered.

Date:

Place:

Signature of Applicant

Signature of Chartered Accountant

ANNEXURE-B

**LIST PLANT AND MACHINERY INCLUDING INSTALLATIONS DETAILS
AS ON THE DATE OF COMMENCEMENT OF COMMERCIAL PRODUCTION**

S.No.	Name of the machinery and machine No.	supplier's name	Bill No. & Date	Total cost inclusive of tax	Transport erection etc. (5 & 6)	Total cost of machinery as erected	mode of payment stamped receipt No. & etc.	Date of erection commission of the machinery
1	2	3	4	5	6	7	8	9

Signature of Applicant

Signature of Chartered Accountant

4.2 Enterprise Status (Pl. mark) Micro Small Medium

5.0 Details of Entrepreneurs Memorandums

5.1. E.M. (Part I) No. with date

No. :

Date :

Activity :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5.2. E.M. (Part I) No. with date

No. :

Date :

Activity :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Details of Power Supply

6.1. Service connection No. & Date :

6.2. Load Details :

	Sanctioned Load	Connected Load
Power Load H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Lighting Load H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Total H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

7. Date of commencement of commercial production

Declaration

I / We declare that the particulars furnished are correct to the best of my knowledge. I / We agree to refund the subsidy amount, if found inadmissible for any reasons at a later date.

Date :

Authorized signatory
Designation with seal

List of enclosures :

1. Copies of Entrepreneur Memorandum(s).
2. Copy of load sanction order from T.N.E.B. with copy of Meter Card.

**GOVERNMENT OF TAMIL NADU
DEPARTMENT OF INDUSTRIES AND COMMERCE**

**ELIGIBILITY CERTIFICATE FOR LOW TENSION POWER TARIFF SUBSIDY
TO MICRO, SMALL AND MEDIUM MANUFACTURING ENTERPRISES**

Office of the General Manager, District Industries Centre,

Eligibility Certificate No. Dated

This is to certify that M/s.
is a Micro / Small / Medium Manufacturing Enterprise engaged in the activity
of
and is eligible for the grant of subsidy on Low Tension Power Tariff.

1.0 Details of their Entrepreneurs Memorandums

1.1. E.M. (Part I) No. :
Date :

1.2. E.M. (Part I) No. :
Date :

2. Details of Power Supply

2.1. Service connection No. & Date :

2.2. Load Details :

	Sanctioned Load	Connected Load
Power Load H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Lighting Load H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Total H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

3. Date of commencement of commercial production

4. Date of receipt of LTPT Subsidy application with Entrepreneur Memorandum (Part II)
5. Subsidy Eligibility at 20% From
- To

Office Seal with Date

GENERAL MANAGER

(See Terms and Conditions over leaf)

Terms and Conditions

- i. The first claim for Power Subsidy should be submitted in Form 'C' within 30 days (i.e.) from the date of issue of this Eligibility Certificate.
- ii. Subsequent Power Subsidy claims for the period from January to June should be submitted on or before 31st August and that for the period from July to December should be submitted on or before 28th /29th February next year.
- iii. Belated claims would not be accepted.
- iv. The subsidy is restricted to the actual energy charges inclusive of surcharge, tax other charges but exclusive of penalty.
- v. The above Eligibility Certificate is issued subject to the condition of availability of funds and policy change or order issued by the Government / Industries Commissioner and Director of Industries and Commerce from time to time.
- vi. Disbursement of subsidy shall be subject to confirming the existence, functioning of the Enterprises at the time of disbursement and without any change made in the constitution / management of the Enterprise made during the eligibility period.
- vii. The Eligibility Certificate does not confer any right whatsoever and it is subject to the availability of funds allotted for the financial year.

6. Details of Power Supply6.1. L.T. Service connection No. & Date : 6.2. Load Details :

	Sanctioned Load	Connected Load
Power Load H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Lighting Load H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Total H.P.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

7. a) **Period for which the claim pertains to** From : To : b) **Amount claimed in the TNEB Bill (Rs.)** : **8. Break-up for the amount claimed :**

Month	Units Consumed	Amount paid in Rs.					Subsidy claimed in Rs.
		Consumption charges	Fixed charges	Tax	Other charges	Total	
Total							

Declaration

I / We request that the subsidy claimed by us may be reimbursed.

I / We agree to refund the amount, if found inadmissible for any reasons at a later date.

Date :

Place :

Signature of the Applicant

List of enclosures :

1. Attested Copy of EB Meter Card.
2. Attested copies of the bills and copy of receipts.
3. Advance stamped receipt.

6.4 Details of Term loan sanctioned and availed :

- a. Name of the Bank/Financial Institution :
- b. Type of Loan :
- c. loan Sanction No. and date :
- d. Term loan Sanctioned in Rs. :
- e. Term loan released in Rs. :
- f. Rate of Interest % :

7. Details of Power Supply

7.1. Service connection No. & Date :

7.2. Load Details :

	Sanctioned Load	Connected Load						
Power Load H.P.	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
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8. Employment created / likely to be created

	Men	Women	Total									
i) Managerial :	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
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a) Skilled	<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table>			
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9. Details of Registration with Commercial Tax Department with Date

- i. TIN Number and Date :
- ii. CST Registration Number and Date :

10. Date of commencement of commercial production

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**11. Date of first sale invoice raised
Give Invoice Number & Date**

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12. Plant and Machinery value in Rs.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

13. Anticipated sales turnover and quantum of VAT for the first 6 years.

Year	Turnover anticipated	Quantum of assessed VAT	VAT subsidy anticipated
	in Rs.		
1.			
2.			
3.			
4.			
5.			
6.			

Declaration

I / We hereby declare that all the information given above and the statements and other documents enclosed are to the best of our knowledge and belief, true and correct.

Place :

Authorized signatory

Date :

Designation with seal

List of Documents to be submitted along with subsidy application

I. General

1. Copy of Entrepreneur Memorandum (Part I) and (Part II).
2. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
3. If the Enterprise is functioning in its own land, copy of land purchase deed duly signed by the applicant.
4. If the Enterprise is functioning in a leased land/ building, copy of lease agreement deed executed in stamp paper of Rs.10/- , for a minimum period of 5 years from the date of commencement of commercial production .
5. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Enterprises.
6. Copy of sanction order from T.N.E.B for power supply with copy of Meter card.
7. Copy of the invoices, cash bills and stamped receipt duly attested . In case of non-availability of receipts, the bank scroll which shows the payment, with the details of the machinery supplier, should be furnished, in original, with the attestation of the Bank Manager.
8. Certificate of Chartered Accountant for fixed assets created as on date of commencement of commercial production in the prescribed form (Annexure-A)
9. Certificate of commencement of commercial production duly signed by Chartered Accountant .
10. For self fabricated Plant and Machinery items
 - i. Chartered Engineer's Certificate for the value of the plant and machinery.
 - ii. Chartered Accountant Certificate for the expenses incurred for the purchase of Plant and machinery to be furnished.
11. Copy of the first sale invoice raised after commencement of Commercial Production.

II. Additional documents in respect of existing enterprises taking up expansion / diversification.

Certificate from Chartered Accountant on the following

12. Date of commencement of commercial production after expansion / diversification.
13. Value of Plant & Machinery items created before Expansion/diversification and on Expansion / diversification and % increase in the value of Plant & Machinery due to the Expansion / diversification.
14. Annual Production capacity / Turnover (both in terms of units and value in Rs.) for the last 3 years before the date of commencement commercial production under expansion / diversification, after expansion / diversification and % increase of production capacity / Turnover due to expansion / diversification.

Note : All Original documents should be produced for verification and return at the time of inspection. If the originals are in the bank, the copies should be duly attested by the Branch Manager of the bank which financed the project.

ANNEXURE-A

CHARTERED ACCOUNTANT CERTIFICATE

This to certify that M/s.have made the following fixed capital investment for their new enterprise / expansion / Diversification Project of their existing enterprise and commenced of commercial production of their new enterprise / expansion/ Diversification Project of their existing enterprise on

Nature of Assets	Existing Unit (or) New Unit	Expansion/ Diversification Project	Total
			in Rs.
1. Land			
2. Building			
3. Plant & Machinery*			
4. Others			
Total			

* Details to be enclosed separately in the Annexure to this certificate.

I/We hereby confirm that I/We have examined the prescribed registers, books of account and the bank statement in respect of the above unit.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory_____

Name_____

Membership No._____

Full address_____

Name and address of the Institution where registered.

Date:

Place:

Signature of Applicant

Signature of Chartered Accountant

ANNEXURE-B

**LIST PLANT AND MACHINERY INCLUDING INSTALLATIONS DETAILS
AS ON THE DATE OF COMMENCEMENT OF COMMERCIAL PRODUCTION**

S.No.	Name of the machinery and machine No.	supplier's name	Bill No. & Date	Total cost inclusive of tax	Transport erection etc.	Total cost of machinery as erected (5 & 6)	mode of payment stamped receipt No. & etc.	Date of erection commission of the machinery
1	2	3	4	5	6	7	8	9

Signature of Applicant

Signature of Chartered Accountant

**GOVERNMENT OF TAMIL NADU
DEPARTMENT OF INDUSTRIES AND COMMERCE**

**ELIGIBILITY CERTIFICATE FOR REIMBURSEMENT OF VAT TO
MICRO (MANUFACTURING) ENTERPRISES**

Office of the General Manager, District Industries Centre,

Eligibility Certificate No. Dated

This is to certify that M/s.
is a Micro (Manufacturing) Enterprise engaged in the activity of
.....

1.0 Details of their Entrepreneurs Memorandums (Part II)

Date :

2. Their date of commencement commercial production

i. As a New Enterprise

ii. On their Expansion / Diversification Project

3. Date of receipt of application for VAT subsidy with Entrepreneur Memorandum (Part II)

4. Their Plant and Machinery value in Rs.

i. New / Existing Enterprise

ii. Expansion / Diversification

Total

For New Enterprises

The Enterprise will be eligible for reimbursement of VAT on the value of Plant and Machinery items installed in their Enterprise not exceeding Rs. _____ (Rupees _____) for six years from the date in which the Enterprise has commenced its commercial production (i.e) from _____ to _____.

For Expansion/ Diversification projects

The Enterprise will be eligible for reimbursement of VAT on the additional investments made in plant and machinery for their Expansion / Diversification project, not exceeding Rs. _____ (Rupees _____) for six years from the date in which the Enterprise has commenced its commercial production in on their Expansion / Diversification project (i.e) from _____ to _____, subject to the following conditions.

- i. The Enterprise is eligible for reimbursement of VAT payable for the products manufactured by the expanded/diversified project only.
- ii. The reimbursement of VAT is limited to the increased volume of production only. For the purpose of determining the increased volume of production, the base figure should be the highest volume of production of the Enterprise in any one year during the last 3 years. The Enterprise has to go on paying VAT to the level of base volume of production / sales and the additional VAT liability over and above the base volume of production / sales alone will be eligible for reimbursement of VAT.

Office Seal with Date

GENERAL MANAGER

(See Terms and Conditions over leaf)

Terms and Conditions

- viii. Each claim for Value Added Tax reimbursement in the prescribed application form should be submitted to the General Manager, District Industries Centre concerned or the Regional Joint Director of Industries & Commerce in respect of Chennai District along with required documents mentioned in the application, within 6 months after completion of each financial year or within 1 month from the date of issue of Tax assessment Certificate by the Commercial Tax authorities whichever is later.
- ix. Belated claims would not be accepted.
- x. The subsidy claim will be restricted to the actual VAT paid by the Enterprise on its manufacturing activities only and not on the VAT paid on any trading activities done by the Enterprise. Any indulgence in malpractices of trade being disguised as manufactured goods if discovered later, then the Reimbursement of VAT scheme would be foreclosed and the VAT subsidy received by the Enterprise in all the years covered by the scheme would be recovered in one lump sum.
- xi. The above Eligibility Certificate is issued subject to the condition of availability of funds and policy change or order issued by the Government / Industries Commissioner and Director of Industries and Commerce from time to time.
- xii. Disbursement of subsidy shall be subject to confirming the existence, functioning of the Enterprises at the time of disbursement and without any change made in the constitution / management of the Enterprise made during the eligibility period.
- xiii. The Eligibility Certificate does not confer any right whatsoever and it is subject to the availability of funds allotted for the financial year.

**APPLICATION FOR REIMBURSEMENT OF VAT TO MICRO
(MANUFACTURING) ENTERPRISES**

1.0. Details of Enterprise:

1.1 Name of the Enterprises:

1.2 Name of the Proprietor /Managing Partner /Managing Director :

2.0. Address of the Unit:

2.1 Office :

P I N

2.2 Factory Location :

P I N

3.0. Contact Nos.

Telephone	Office	<input type="text"/>
	Factory	<input type="text"/>
	Cell	<input type="text"/>

4.0 Details of VAT subsidy Eligibility Certificate

a. E.C. No. and Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Plant and Machinery value is Rs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. VAT subsidy Eligibility in Rs.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Eligibility period	From	<input type="text"/>	<input type="text"/>	<input type="text"/>
	To	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Details of Subsidy already claimed (Rs.)

Year	Actual Turnover	quantum of VAT	VAT subsidy received

6. Period for which the present claim related :

From

To

7) Amount subsidy claimed at (Rs.) :

Year	Actual Turnover	quantum of VAT	VAT subsidy received

Declaration

I / We request that the subsidy claimed by us may be reimbursed.

I / We agree to refund the amount, if found inadmissible for any reasons at a later date.

Date :

Place :

Signature of the Applicant

List of enclosures :

1. Attested Copy of Eligibility Certificate for reimbursement of VAT.
2. Attested copy of Tax assessment Certificate by the Commercial Tax authorities.
3. Advance stamped receipt.

FORM-IV

**APPLICATION FOR CLAIMING REIMBURSEMENT OF STAMP DUTY /
REGISTRATION CHARGES**

1.0. Details of Enterprise:

1.1 Name of the Enterprises:

1.2 Name of the Proprietor /Managing Partner /Managing Director

2.0. Address of the Unit:

2.1 Registered Office:

P I N

2.2 Factory Location:

P I N

3.0. Location of the Enterprise

3.1. Name of Village/Town

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3.2. If located in Industrial Estate

i. Name of the Industrial Estate

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ii. Whether Govt./SIDCO/SIPCOT

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3.3 Name of Block

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3.4.Name of Taluk

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3.5 Name of District

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4.0. Contact Nos

Telephone	Office	<input type="text"/>
	Factory	<input type="text"/>
	Cell Phone	<input type="text"/>

5.0 Status of the Enterprise:

5.1. Constitution of the Organisation (Pl. mark)
 Proprietary Partnership Pvt. Ltd. Limited Coop. Others
 5.2 Enterprise Status (Pl. mark) Micro Small Medium

6.0 Details of Entrepreneurs Memorandum (Part II) No. with date

6.1. E.M. (Part II) No :
 Date :

6.2 Activity :

7. Fixed Capital Investment(in Rs.)

Nature of Assets	New / Existing Unit	Expansion/ Diversification Project	% of increase under Expansion/ Diversification Project
i. Land			
ii. Building			
iii. Plant & Machinery			
Total			

8. Details of land purchased.

8.1 Land Area (in Sq. Mtrs.)

8.2 Plinth area of the Building constructed (in Sq. Mtrs.) as per approved plan

8.3 Plinth area of the Building constructed actually constructed (in Sq. Mtrs.)

9.0 Details of Registraion

9.1 Document No. :

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9.2 Date of Registration :

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9.3 Name of Sub-Registrar Office where registered :

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10.0 Stamp Duty / Registration Charges

10.1 Stamp Duty Paid Rs. :

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10.2 Registration Charges Rs. :

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10.3 Total Rs. :

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10.4 Any exemption on stamp duty already availed on purchase of land Rs. :

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11.0 Subsidy claimed

11.1 50% subsidy claimed Stamp Duty Rs. :

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11.2 50% subsidy claimed Registration Charges Rs. :

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11.3 Total subsidy claimed Rs. :

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DECLARATION

I / We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for.

I/We hereby agree that I/We shall forthwith repay the amount to me/us under scheme. If the amount of subsidy on Stamp Duty/ Registration Charges are found to be disbursed in excess of the amount actually admissible whatsoever the reason.

Station : Authorized signatory
Date : Designation with seal

List of Documents to be submitted along with subsidy application

- i. Copy of Entrepreneur Memorandum (Part II).
- ii. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
- iii. Copy of Registered Land Sale deed documents with receipt from Registrar regarding the payment of Stamp Duty/Registration Charges.
- iv. If located in Industrial Estate copy of land allotment letter from Industrial Estate Authorities
- v. Copy of plan Approvals from the local body / Industrial Estate Authorities along with site plan.

5.0 Details of Entrepreneurs Memorandum (Part II) No. with date

5.1. E.M. (Part II) No :

Date :

5.2 Activity :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6. Fixed Capital Investment(in Rs.)

Nature of Assets	New / Existing Unit	Expansion/ Diversification Project	Total
i. Land			
ii. Building			
iii. Plant & Machinery			
Total			

7.0 Details of Patent / Trade Mark Registraion

7.1 Patent / Trade Mark Registration No. :

7.2 Date of Registration :

7.3 Name of Office from where patent / Trade Mark Registration was obtained :

7.4 Name of Product / Activity for which Patent / Trade Mark Registration is obtained :

7.5 Expenditure made on Patent / Trade Mark registration with detailed heads (in Rs.) :

8.0 Subsidy claimed

8.1 50% subsidy claimed on Patent / Trade Mark Registration (in Rs.) :

DECLARATION

I / We hereby confirm that to the best of our knowledge and belief, information given herein before and other papers enclosed are true and correct in all respects. We further undertake to substantiate the particulars about promoter(s) and other details with documentary evidence as and when called for.

I/We hereby agree that I/We shall forthwith repay the amount to me/us under scheme. If the amount of subsidy on Stamp Duty/ Registration Charges are found to be disbursed in excess of the amount actually admissible whatsoever the reason.

Station : Authorized signatory
Date : Designation with seal

List of Documents to be submitted along with subsidy application

- vi. Copy of Entrepreneur Memorandum (Part II).
- vii. Copy of Partnership Deed, If Partnership Concern; in case Limited Company copy of Memorandum and Articles of Association duly signed by the Managing Director.
- viii. Copy of Patent / Trade Mark Registration Certificate with details of payments made receipts.

APPLICATION FOR CLAIMING BACK ENDED INTEREST SUBSIDY FOR TECHNOLOGY UP GRADATION AND MODERNISATION

1.0. Details of Enterprise:

1.1 Name of the Enterprises:

1.2 Name of the Proprietor /Managing Partner /Managing Director

2.0. Address of the Unit:

2.1 Office:

2.2 Factory :

3.0. Contact Nos

Telephone

Office

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Factory

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Cell Phone

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4.0 Status of the Enterprise:

4.1. Constitution of the Organisation (Pl. mark)

Proprietary Partnership Pvt. Ltd. Limited Coop. Others

4.2 Enterprise Status (Pl. mark) Micro Small Medium

4.3 Whether New/ Expansion/ Diversification

New Expansion Diversification

6.4 Details of Term loan sanctioned and availed :

- a. Name of the Bank/Financial Institution :
- b. Type of Loan :
- c. loan Sanction No. and date :
- d. Term loan Sanctioned in Rs. :
- e. Term loan released in Rs. :
- f. Repayment period :
- g. Rate of Interest % :

7. Date of commencement of commercial production

- 7.1 Original Project :
- 7.2 On Technology up gradation / Modernisation :

8. Details of subsidy claimed in Rs. :

Period		Rate of Interest in %	Interest accrued in Rs.	Interest paid in Rs.	Principal Dues accrued in Rs.	Principal Dues Paid in Rs.	Amount of Interest subsidy eligible at 3 % in Rs.
From	To						

DECLARATION

I / We hereby declare that all the information given above and the statements and other documents enclosed are to the best of our knowledge and belief, true and correct.

I / We hereby agree that, I / We shall forthwith repay the Interest Subsidy for Technology Up Gradation / Modernisation if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatever reason. Further we also shall be liable to pay interest at such rate as prescribed by the Government from time to time on such amounts and such other changes / expenses which may be repayable by us.

It is further certified that I / we have not hitherto applied for or have received any amount by way of grant / subsidy in respect of this Enterprise from Government / Financial institution.

Place	:	Authorized signatory
Date	:	Designation with seal

List of Documents to be submitted along with subsidy application

- i. Copy of Entrepreneur Memorandum (Part II).
- ii. Copy of Loan Sanction letter from the Bank / Financial Institution in respect Bank / Institutional financed Enterprises.
- iii. Certificate from the Bank for the interest claim for each quarter as per Annexure A.

Annexure A

CERTIFICATE FROM THE BANK

The back ended interest subsidy for Technology Up gradation/
Modernisation claimed by the Enterprise M/s. _____

_____ has been verified and found correct.

I recommend to release a sum of Rs. _____ (Rupees _____
_____ only)

_____ as back ended interest subsidy to the Enterprise for the period from
_____ to _____ under Technology Upgradation/
Modernisation scheme.

Station :

Signature of the Branch Manager

Date :

with seal

FORM-VII

Specimen Format of Deed of Agreement and Letter of Guarantee to be executed by Beneficiary Enterprises for various Subsidy Schemes.

To be executed on Stamp Paper value of Rs.30/-

DEED OF AGREEMENT

THIS DEED OF AGREEMENT MADE AT _____ on this day of _____ between M/s _____ at (Factory address) represented by Thiru / Tmt. _____, S/o / W/o. _____ hereinafter called **BENEFICIARY** which term, shall include wherever the context so admits, their successors and assigns of the **ONE PART** and **THE GOVERNMENT OF TAMIL NADU** represented by the General Manger, District Industries Centre _____ /Regional Joint Director of Industries and Commerce, Chennai - 32/ Regional Manger, TIIC hereinafter called the **GOVERNMENT** which expression shall include wherever the context so admits the successors in interest and their assignees.

WHEREAS the Government of Tamil Nadu have formulated the _____ Subsidy scheme for Micro, Small and Medium Enterprises to be set up in Tamil Nadu.

AND whereas the Government of Tamil Nadu in their G.O.Ms.No. _____ Micro, Small and Medium Enterprises Department dt. _____ have entrusted the implementation of the scheme to the Department of Industries and Commerce /TIIC of Tamil Nadu.

AND WHEREAS the **BENEFICIARY** is one of those who had applied to the Government for the grant of the subsidy under the _____ Subsidy Scheme during _____ in respect of the Micro/Small/Medium Manufacturing Enterprise, (as defined in the said scheme) established by them for the activity of _____ only at (Factory address)

AND WHEREAS the Government considered the application of Beneficiary and decided to sanction a sum, not exceeding Rs. _____ - (Rupees _____ only) as subsidy under the above said scheme in the terms and conditions contained hereunder:

AND WHEREAS the above said Industrial Unit of the beneficiary to be set up with assistance from Bank /TIIC/ with own capital from private resources.

AND WHEREAS it has been agreed between the parties herein that the subsidy sanctioned has to be disbursed to the beneficiary after the unit goes into production.

NOW THIS DEED WITNESSETH AS FOLLOWS :

The Government hereby agreed to grant to the BENEFICIARY an amount not exceeding Rs. _____/- (Rupees _____ only) as _____ subsidy as per the following procedure.

1. The subsidy shall be disbursed only after the verification of the fixed capital investment as defined in the above said scheme of the said industrial unit of the BENEFICIARY and shall be restricted to ___% of investment on the Plant and Machinery actually made.

2. The subsidy shall be disbursed in as many instalment as the financial assistance sanctioned is released to the BENEFICIARY under the said scheme after the unit goes into production and proof of the same is produced by the BENEFICIARY to the Government of Tamil Nadu.

The BENEFICIARY in turn hereby agrees to abide by the following terms and conditions:

(i) The BENEFICIARY shall utilize the said subsidy for the Industrial Unit in accordance with the scheme and shall also furnish to the Government, a certificate of utilization of the subsidy within a period of one month from the date of receipt of the last installment or full amount .

(ii) The BENEFICIARY shall submit annual progress report to the Government about the working of the Industrial Unit for a period of five years from the date on which the Industrial unit goes into production in such manner as they may be prescribed by the Government of Tamil Nadu.

(iii) The BENEFICIARY shall furnish all the information and assistance as may be required by the Government or by any of its officers or representatives in relation to the business of the Industrial Unit or its accounting and shall for that purpose after all facilities to the Government or such officers or representatives for the inspection of both accounts and other documents of the industrial unit at all reasonable times up to the end of 5th year from the date on which the Industrial Unit goes into production.

(iv) The BENEFICIARY after receiving a part or whole of the subsidy shall not without obtaining the prior written permission of the Government, change the location of the whole or any part of the Industrial Unit or effect substantial construction or dispose all or a substantial part of its total fixed capital investment within a period of five years from the date on which the Industrial unit goes into production.

(v) That the BENEFICIARY hereby assures to the Government that the above said Industrial Undertaking, for which subsidy has been applied is for the new unit/expansion of the existing unit.

(vi) The BENEFICIARY shall refund subsidy together with the interest at the rate fixed by Government and other charges if any to the Government, if it is found that the BENEFICIARY has violated any of the terms and conditions mentioned herein or that the subsidy has been obtained by fraud or by false information or the Industrial Unit goes out of production within 5 years from the date of commencement of the production. The BENEFICIARY solemnly assures and undertakes to refund the subsidy with interest as mentioned above.

(viii) The BENEFICIARY should get clearance from all regulatory authorities in connection with the setting up of the Enterprise before disbursement of any or part of subsidy.

IN WITNESS whereof the parties hence signed this agreement on the date of respectively mentioned against their signature.

WITNESS :

1.

2.

BENEFICIARY

PROPRIETOR/PATRNER/MG. DIRECTOR

WITNESS :

1.

2.

SIGNED AND EXECUTED FOR
AND ON BEHALF OF THE
GOVT. OF TAMIL NADU.

(To be executed on Stamp Paper value of Rs.10/-)

LETTER OF GUARANTEE

To

The GM, DIC/

Regional Joint Director of Industries and Commerce,
Chennai / Regional Manger, TIIC.

Dear Sir,

You have agreed to grant subsidy amount of not exceeding Rs. (Rupees only) under the Government of Tamil Nadu State Special Capital Generator Subsidy under the above scheme vide Your Sanction Proceedings No. _____ dt. _____. We have gone through the terms and conditions of the above said sanction proceedings.

I / We (Name of the Proprietor / Partner / Directors)

1. _____ Residing at _____

2. _____ Residing at _____

3. _____ Residing at _____ etc.,

Proprietor/ Partner/ Directors of M/s _____ at(Factory address) have agreed to execute an agreement in favour Government of Tamil Nadu represented by the GM,DIC/Regional Joint Director of Industries and Commerce, Chennai - 600002 embodying the conditions stipulated for the grant of subsidy.

I/We have gone through the draft agreement and understood the same. As per your sanction proceedings and agreement the said firm has agreed to refund the subsidy given to us with interest of the rate fixed by the Government, the GM,DIC /Regional Joint Director of Industries and Commerce, Chennai.32/ Regional Manger, TIIC and other charges if any, if it is found that have violated any of the terms and conditions prescribed in the said sanctioned letter or that the subsidy sanctioned has been obtained by fraud or by misrepresentations as to an essential fact for furnishing of false information or if our industrial unit or firm goes out of production, within five years from the date of commencement of production.

In consideration of our giving the subsidy, as per the said sanction letter we hereby jointly and severally guarantee to you the above sanction proceedings. We also hereby agree that any other indulgence shown by you for the payment of the said refund by the said firm shall not in any way release us out of inability under the guarantee herein before contained.

The guarantee contained in this deed shall be continuing one and liability of the guarantee shall be Joint and Several.

Place :

Yours faithfully,

Date :

Proprietor / Partner / Directors