

# SAIP 2020, WEST BENGAL INCENTIVE SCHEME FOR

# APPROVED INDUSTRIAL PARK

Department of MSME & Textiles

Government of West Bengal

OPERATION GUIDELINE & USER MANUAL For Online Application Submission

User Level: Applicant

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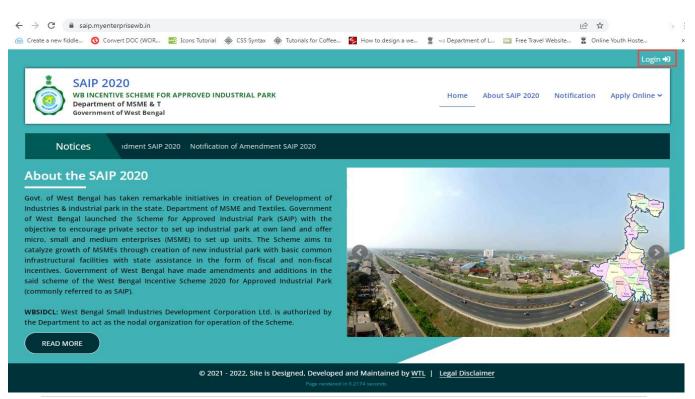
## 1. Home Page

- ✓ Type https://wbmsmet.gov.in/ or https://www.myenterprisewb.in in the address bar of the web browser and hit enter; it will open the home pages of the respective portals.
- ✓ Click the 'SAIP 2020 Online Apply' or 'SAIP, 2020' links respectively, it will redirect to the SAIP 2020 sub portal.



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A IN		English    याश्रा
×	www.myEnterprisewb	
12 -	Welcome to	"Micro, small and medium
	myEnterprisewb	sector enterprises (MSMEs) have the potential to contribute significantly to Bengal's economy. An innovative
1/1	Interested in setting up a micro, small or medium-size business in West Bengal?	and people across all
	A quick and simple way to access all information and requirements of setting up an MSME unit in the state and the incentives provided by government.	cross-sections of society has been taken up. It will leverage the enormous platform provided by
311.2	Some of the major features of the website are : Acts and Rules in simple language with FAQs, government incentives available to MSMEs in West Bengal and location of concerned government offices. The highlights of the	MSMEs in the state for maximum mutual benefit.
	site are the two interactive features - one on statutory compliance required by you and the other on incentives available to you. On line facility for registration and renewal under Factory Act and for <u>MSME (Udyam)</u> registration are also possible through this website.	I invite all of you to actively participate in
-iA	ENTER SYNERGY SILPA SAHAYATA 2021	these initiatives and begin your journey towards a brighter and prosperous future for Bengal."
X. J.		4
	Copyright © Government of West Bengal	

- ✓ Home page of the SAIP portal looks like below.
- ✓ Click the 'Login' tab at the top right corner of page to access the login section.



# 2. How to Register as a User

✓ New users click on the 'Register Here' link below, it will redirect to user registration page.

→ C S https://saip.myenterprisewb.in/	
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	Log
👗 SAIP 2020	
WB INCENTIVE SCHEME FOR APPROVED INDUSTRIAL P	
Department of MSME & T Government of West Bengal	A Username / Email / Mobile no.
-	Password *:
	Password
Notices	Notification of 2nd Amendment SAIP 2020
	<sup>™</sup> H <sup>™</sup> R
About the SAIP 2020	Image Code *:
Govt. of West Bengal has taken remarkable initiatives in creation	of Development of
Industries & industrial park in the state. Department of MSME and T	
of West Bengal launched the Scheme for Approved Industrial P	
objective to encourage private sector to set up industrial park at micro, small and medium enterprises (MSME) to set up units. T	The Scheme aims to
catalyze growth of MSMEs through creation of new industrial park	NOT Registered? Register Here
infrastructural facilities with state assistance in the form of fi	

✓ Provide the information in the respective input spaces -

- Name of Applicant.
- Address of Applicant.
- District of Applicant.
- Corporation/Block/Municipality of the Applicant.
- Post office of Applicant.
- Pincode will be automatically appear on selection of post office name.
- Police Station of the Applicant.
- Gender of applicant.
- Date of Birth of Applicant (DOB).
- Organization name.
- Designation
- Valid email address of Applicant.
- Mobile number of Applicant.
- Select the declaration checkbox.
- ✓ Finally click the '**Register**' button below to register.

<ul> <li>← → C</li></ul>	offee 🙀 How to design a we 💈	<ul> <li></li></ul>	1 Hoste 3
SAIP 2020 WB INCENTIVE SCHEME FOR APPROVED INDUSTRIAL PARK Department of MSME & T Government of West Bengal		Home About SAIP 2020 Notification App	Login ➡) Iy Online ∽
Registration * are required fields Profile Details			
Name*     Test User Sangeet       Address Line 1*     nnm Road       District*     NORTH 24-PARGANAS       Corp./Mun./Block*     Municipality       PANIHATI MUNICIPALITY     North 24-PARGANAS	• Mobile*	Test Organaisation test Designation	
Post Office KAMARHATI S.O  Pin Code  700058 Police Station  Gender*  Male  Female			
* I/we hereby declare that I/we will be responsible for the authenticity of the inform responsible for consequences of misinformation / incorrect information as per the law	ation provided in this application	n and are completely accountable for the liability thereof	. I will be
Note: 1. Fields marked with (*) are mandatory 2. Junk/inappropriate values in profile may lead to deactivation 3. Please use a valid E-mail ID and mobile number in registration 4. Your user id, password will be sent to your registered E-mail id			

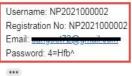
# ✓ An email verification link sent to the email.

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	email has been sent in your mail box. Please check your e enu. Open the mail click on "Not Spam" then click on "Clic		ed further. If you didn't find the mail in you	r INBOX then please look
Profile Details				
Name*	Enter Your Name	Org. Name	Organisation Name	
Address Line 1*	Enter Address	Designation	Designation	
District*	Select 🗸	Email *	yourname@email.com	
Gender*	Male O Female	Mobile*	+91 Enter Mobile No.	
DOB*	ddyyyy	Θ		
×				

# ✓ Click the 'Click here' link in the received email. ✓ It will redirect to the dashboard of the SAIP 2020 portal.

	MyEnterprise WB D Inbox ×			0	Ø
	MyEnterprise WB <support@saip.myenterprisewb.in> to me ▼</support@saip.myenterprisewb.in>	4:04 PM (0 minutes ago)	☆	4	:
	Hello Test User Sangeet				
	This is a system generated confirmation mail. You are viewing this mail because you have registered complete your registration please <u>Click Here</u> If the above link doesn't work please copy the following link, do paste in your browser URL, go and d <u>https://saip.myenterprisewb.in/account/verification/ODEwYTNIMGFkOGEwYTNmMzZjZWY1MzVmZ</u> <u>MjQwNTBiNWNmNDYzZWVIMzEzYjg0NzkyNmQxMjg4MGY3ZWVjMzYyMjk2MzM4MTE3Mjc2ZmY</u> <u>dkYmE4MTQ2ODA2ZGM1YTVYQ2IreEVKYzdHVXdMZnIIOTRtQkhOWVBwbVFEb2VsZ3JEMjZWY</u> <u>dhZkorVEc4ZjEwUnEvVW56ZFJmTnEwU3RFZTFSNHNScz0=</u>	o complete the registration process : <u>WNjY2I5MTI3NjdhY2Q1ZWZIMDgz</u> 4 <u>MmI4YThjZjU3MDFiMT</u>			1HQ0
	This link is valid for two hours from requesting time. You have to validate yourself within this period to	proceed further otherwise this will be treated	cancell	ed.	
	Your Login information: Registration No.: NP2021000002 Username: NP2021000002 Email: <u>sangeet72@gmail.com</u>				
	Regards Support Team MyEnterprise WB				
	n successful registration the login credentia gistered email.	ls will be received i	n t	he	
	MyEnterprise WB D Indox x		0		• 12
*	MyEnterprise WB Hello Test User Sangeet This is a system generated confirmation mail. You are viewing this mail	4:04 PM (2 because you have registered with Online Ap			
	MyEnterprise WB	4:06 PM (0 minutes ago)	☆	4	. :

Thank you for your registration to Online Application Gateway. You can now log in to Online Application Gateway with following credentials--



Hello Test User Sangeet

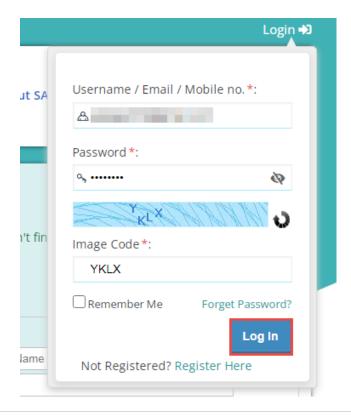
to me 💌

# 3. How to Login

✓ Click the 'Login' tab at the top right corner of page; it will open the login login pop-up.

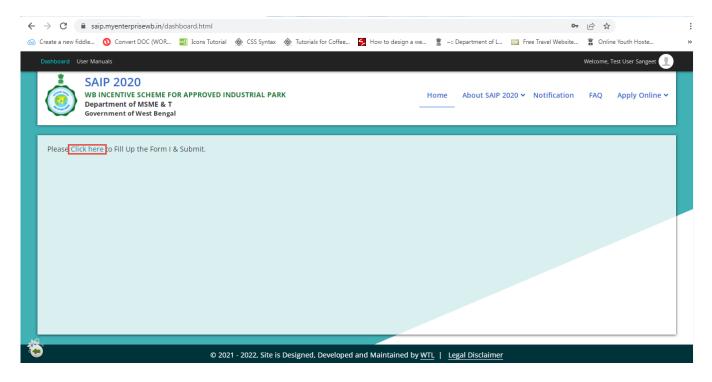
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	Login 🕫
SAIP 2020 WB INCENTIVE SCHEME FOR APPROVED INDUSTRIAL PARK Department of MSME & T Government of West Bengal	Home About SAIP 2020 Notification Apply Online 🛩
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About the SAIP 2020	and the second
Govt. of West Bengal has taken remarkable initiatives in creation of Development of Industries & industrial park in the state. Department of MSME and Textiles, Government of West Bengal launched the Scheme for Approved Industrial Park (SAIP) with the objective to encourage private sector to set up industrial park at own land and offer micro, small and medium enterprises (MSME) to set up units. The Scheme aims to catalyze growth of MSMEs through creation of new industrial park with basic common	

- ✓ Enter email and password along with image code (captcha) displayed within the login box.
- ✓ Click on 'Remember Me' checkbox, the system will fetch the user login credentials in case of every future login, if required.
- ✓ Click "Log In" button.
- ✓ On successful login it will redirect to applicant dashboard page.



# 4. Applicant Dashboard View

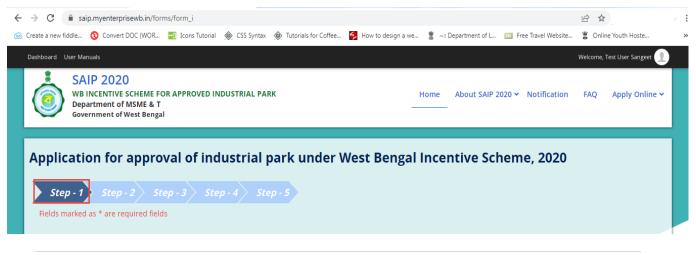
- ✓ On successful login user will redirect to applicant's dashboard.
- ✓ Click on Click Here link, it will redirect to online Form submission section.



### 5. Application Submission Procedure

#### Step 1

- ✓ Enter all the details in required input fields.
- $\checkmark$  The input fields with \* marks are mandatory ones.
- ✓ After successfully entry of the information, click on "Proceed to Step 2" button below, to go to next step.



Industrial Park Name	Test Organisation	
Address	Test Address	
District	NORTH 24-PARGANAS	
Corp. / Mun. / Block	PANIHATI MUNICIPALITY	
Ward No.	6	
Police Station	KHARDAH	
Post Office	KAMARHATI S.O	✓ 700058
1. Name and address of Davis developed	(CD) -	
2. Name and address of Park developed     Test Park developer Name	7SPV :	
Country	India	
State	WEST BENGAL	
Address	Test Developer Address	
District	NORTH 24-PARGANAS	
Corp. / Mun. / Block	KAMARHATTI MUNICIPALITY	
Ward No.	15	
Police Station	BELGHORIA	
Post Office	KAMARHATI S.O	✓ 700058
Tel. no.	0325831169	
e-mail id	test_developer@email.com	
3. Name of contact person :		
Test Contact Person Name		
test Designation		
Address	test Contact person Name	
District	NORTH 24-PARGANAS	
Corp. / Mun. / Block	KAMARHATTI MUNICIPALITY	
Ward No.	12	
Police Station	BELGHORIA	
Post Office	KAMARHATI S.O	✓ 700058
Tel no.	03325831168	
Mob no.	+ <b>91</b> 1234567890	
e-mail id	contact_person@gmail.com	

### <u>Step 2</u>

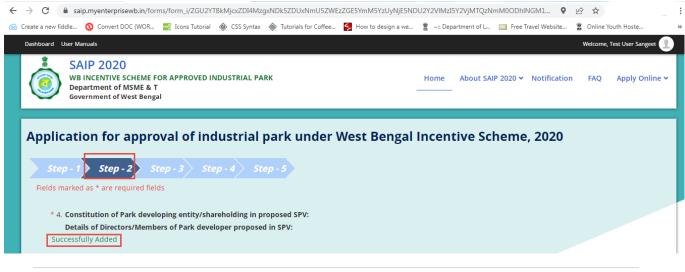
- ✓ Enter all the details in required input fields.
- ✓ After provide the information in sl no 4 click the "ADD" button to save the information.
- ✓ The input fields with \* marks are mandatory ones.



2	Step - 1 Step - 2 Step - 3 5	ndustrial park under West Bengal Incentive Scheme, 2020
H	elds marked as * are required fields * 4. Constitution of Park developing entity/sl Details of Directors/Members of Park dev	
	Name	test Park Director ADD
	Designation	Director
	Gender	● Male ○ Female ○ Other
	Country	India 🗸
	State	WEST BENGAL 🗸
1	Address Line 1	nnm road kolkata
2	District	NORTH 24-PARGANAS
	Corp. / Mun. / Block	PANIHATI MUNICIPALITY 🗸
	Ward No.	6 🗸
	Police Station	KHARDAH 🗸
	Post Office	KAMARHATI S.O 🗸 700058
	Telephone no.	09038846881
	<b>Constitution:</b> Public Ltd. O Co-operative O Partr	rership
		Proceed to Step 3 Clear All

Page rendered in 0.2783 seconds.

- On successful addition of information in sl no 4, the confirmation massage will appear on screen.
- ✓ Click 'Edit' link to edit the saved information.
- ✓ Click 'Delete' link to delete the saved information.
- ✓ After successfully entry of the information, click on "Proceed to Step 3" button below, to go to next step.



	1, test Park Director, Director NNM ROAD KOLKATA, Ward No 6, PANIHATI MUNICIPALIT Tel - 09038846881	Y, P. S KHARDAH, P. O KAMARHATI S.O, NORTH 24-PARGANAS - 700058, West Bengal, India	Edit I Delete
	Name	Name	ADD
	Designation	Designation	
1	Gender	○ Male ○ Female ○ Other	
	Country	Select 🗸	
	Address Line 1	Shareholder Address	
	Telephone no.	Enter Phone No.	
	Constitution: Public Ltd. O Co-operative O Partnership	Proceed to Step 3	
	© 2021 - 2022, Site is De	signed, Developed and Maintained by WTL   Legal Disclaimer	

#### Step 3

- ✓ Enter all the details in required input fields.
- ✓ Click 'Add Another' button to add more information in sl no 5, if required.
- $\checkmark$  The input fields with \* marks are mandatory ones.
- ✓ After successfully entry of the information, click on "Proceed to Step 4" button below, to go to next step.

$\leftarrow$ $\rightarrow$ C ( saip.myenterprisewb.in/forms/form_i/OWFhMmNiYzNjYzRjZDd	x0WE1ZThiOTY1OTY2YzYzNTI3MDQxOTIwODU5ZDVIM2ZmYzRjNThkMTI1ZDU2NDIIY2RjOW 🖻 🖈
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Dashboard User Manuals	Welcome, Test User Sangeet 🕕
SAIP 2020 WB INCENTIVE SCHEME FOR APPROVED INDUSTRIAL PARP Department of MSME & T Government of West Bengal	Home About SAIP 2020 🗸 Notification FAQ Apply Online 🗸
Application for approval of industrial p         Step - 1       Step - 2       Step - 3       Step - 4       Step         Fields marked as * are required fields	ark under West Bengal Incentive Scheme, 2020
5. Whether the park will have the following dominant activit	ies(Nos. and percentage area) :
Industrial/Manufacturing Units	: will present? 🗹 Nos. 24 Area (%) 53
Logistics	: will present? 🗌
Warehouse	: will present? 🗌
Fisheries	: will present? 🗌
Poultry	: will present? 🗌
Cold Storage	: will present? 🗆
Service sector (Retail/wholesale display and sale points)	: will present? 🗆
	Add Another

Total	area of the proposed park : 10	Acre
Area	earmarked for common infrastructure facilities : 5	Acre
Area	earmarked for landscaping / open space : 15	Acre
Area	earmarked for industrial activities : 40	Acre
Salea	ble / Leasable area : 5	Sq. Mtr.
Area	earmarked for hostel / housing facilities for the occupants of the park : 5	Sq. Mtr.
* 7. Wheth	er the entire land has been procured? Please provide details.	
Yes	5 ONo	
* 8. If proc	ured, has the mutation been done?	
	s  No No No	
* 9. Wheth		
* 9. Wheth • Yes *10. Wheth	er the land is free of encumbrances (encroachment/patta/barga etc.) : s ONo er the land is low lying or has any drainage problems :	
* 9. Wheth	er the land is free of encumbrances (encroachment/patta/barga etc.) : s ONo er the land is low lying or has any drainage problems : s • No	
* 9. Wheth	er the land is free of encumbrances (encroachment/patta/barga etc.) : s ONo er the land is low lying or has any drainage problems :	

#### <u>Step 4</u>

- ✓ Enter all the details in required input fields.
- Click 'Add Another' tabs to add more information in the sl no 12 & 13, if required.
- ✓ Select the declaration check box
- ✓ Upload the signature and seal by 'Choose File' tab (file should be in JPG/PNG format with maximum 2 mb of file size).
- ✓ The input fields with \* marks are mandatory ones.
- ✓ After successfully entry of the information, click on "Proceed to Step 5" button below, to go to next step.

→ C asip.myenterprisewb.in/forms/form_i/NTE4NjExOTVmM2VmMDA4MTdjOTcxNGMwZDViYzJiNzBiN2VjMTI1	NWM30GViMDY2NTM30GZjMGFm	IZDc5MGVINjdh 🖻 🖌	T			
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SAIP 2020 WB INCENTIVE SCHEME FOR APPROVED INDUSTRIAL PARK Department of MSME & T Government of West Bengal	Home About SAIP 2020	❤ Notification App	ply Online 👻 FAQ			
Application for approval of industrial park under West Bengal Incentive Scheme, 2020						
Sten_1 Sten_2 Sten_3 Sten_4 Sten_5						
Step - 1       Step - 2       Step - 3       Step - 4       Step - 5         Fields marked as * are required fields						
Fields marked as * are required fields		: 10000				
Fields marked as * are required fields * 12. Estimated Project Cost (Rs. in Lakh):		: 10000 : 10000				
Fields marked as * are required fields * 12. Estimated Project Cost (Rs. in Lakh): Land and Land Development						
Fields marked as * are required fields * 12. Estimated Project Cost (Rs. in Lakh): Land and Land Development Common Infrastructural Facilities		: 10000	Add Another			

		60000	
Park developer contribution		00000	
Term loan from bank / financial institutions		: 5000	_
			Add
*14. Power requirement (in KVA) :			
Proposed estimated initial load		: 2	
Construction power requirement		: 2	
Expected maximum load		: 5	
*15. List of Statutory Clearances to be obtained :			
Test List data			
*16. Schedule of setting up the Park :			
Expected date of start of construction		30 - Apr - 2022	
Expected date of completion of construction Expected date of allotment of 80% land plot / shed / buildings / installations		30 - Sep - 2022	
expected date of anotherit of 80% land plot? shed? buildings? instanations		: 30 - Nov - 2022	
*17. Expected employment generation :			
200			
18. Any other information :			
N.A			
☑ I/We hereby certify that the above statements are true and correct to the best of my/o I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un	Scheme, 2020 as amended for Approved Industri	al Park for MSMEs and all provisions of t	he Schem
I/We also undertake that we have understood all provisions of the West Bengal Incentive	Scheme, 2020 as amended for Approved Industri der the Scheme.		
I/We also undertake that we have understood all provisions of the West Bengal Incentive	Scheme, 2020 as amended for Approved Industri der the Scheme.	al Park for MSMEs and all provisions of t	
I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un Place:	Scheme, 2020 as amended for Approved Industri der the Scheme. Choos Signature of	• File signature.jpg	
I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un	Scheme, 2020 as amended for Approved Industri der the Scheme. Choos Signature of Name &	• File signature jpg	
I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un Place:	Scheme, 2020 as amended for Approved Industri der the Scheme. Choos Signature of Name 4 Test Signatory Na	• File signature jpg	
I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un Place:	Scheme, 2020 as amended for Approved Industri der the Scheme. Choos Signature of Name &	• File signature jpg	
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I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un Place:	Scheme, 2020 as amended for Approved Industri der the Scheme. Choos Signature of Name & Test Signatory Na Test Designation	• File signature jpg	
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I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un Place:	Scheme, 2020 as amended for Approved Industri der the Scheme. Signature of Name I Test Signatory Na Test Designation Choos	e File signature.jpg @ the applicant Park developer / SPV k Designation of the signatory me e File seal.jpg @	
I/We also undertake that we have understood all provisions of the West Bengal Incentive other conditions as prescribed shall be binding on us, if the industrial park is approved un Place: Date:	Scheme, 2020 as amended for Approved Industri der the Scheme. Signature of Name I Test Signatory Na Test Designation Choos	e File signature.jpg @ the applicant Park developer / SPV k Designation of the signatory me e File seal.jpg @	

### Step 5

- Enter the description about the attached document in the respective input fields if required.
- ✓ Upload the supporting documents by Choose File tab (The documents should be in .pdf format with maximum 2 mb of file)
- $\checkmark$  The options with \* marks are mandatory ones.

 Click on 'Add another Document' link below if more documents required to upload other than the available in the list.

🔇 🕘 Departm	2020 NTIVE SCHEME FOR APPROVED I ent of MSME & T ent of West Bengal	INDUSTRIAL PARK		Home About S	SAIP 2020 🖌 Notification	Welcome, Test User Sanger
Application	for approval of in	dustrial par	k under West Ber	ngal Incentive S	cheme, 2020	
	Step - 2 Step - 3 St	rep - 4 Step - 5	2			
Fields marked as * an	e required fields					
Supporting Document	s:					
Supporting Document			Description			
Document Name			Description Enter Description, if any	Choose File No filos	en ⊌	
* Registration cert	e	er / SPV.				
Document Name * Registration cert * Memorandum a * Company crede	<b>e</b> tificate of the applicant Park Develope	er / SPV. veloper / SPV. e Park Developer	Enter Description, if any	Choose File No filos Choose File No filos Choose File No filos	en	
Document Name * Registration cert * Memorandum a * Company crede forming the SPV (E	e tificate of the applicant Park Develope and Articles of Associations of Park De ntials and Financial Statements of the	er / SPV. veloper / SPV. Park Developer ist 3 years.	Enter Description, if any	Choose File No filos	en ⊌	
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 After successfully upload the document, click on "Proceed to next" button below, to go to final step of the application submission

Application for a	Application for approval of industrial park under West Bengal Incentive Scheme, 2020							
Step - 1     Step - 2     Step - 4     Step - 5       Fields marked as * are required fields								
Supporting Documents:	Supporting Documents:							
Document Name		Description						
* Registration certificate of th	ne applicant Park Developer / SPV.	Registration certificate	registration cert0.pdf X					
* Memorandum and Articles	of Associations of Park Developer / SPV.	Memorandum and Articles of Associations of Park	memorandum and ar0.pdf X					
	inancial Statements of the Park Developer et and Profit & Loss) for last 3 years.	Company credentials and Financial Statements	company_credentia0.pdf X					
Copy of Land Deed / Legal Po	ossession of the land for the park. (if available)	Copy of Land Deed	deed saip 2020.pdf X					
Any other documents / pape EOI / RFP / RFQ.	rs required to be submitted in accordance with	EOI	eoi saip 2020.pdf X					
			Add another Docum	nent				
		Proceed to Next						

- ✓ Click 'Print this form' at right corner of the screen to download & print the form.
- ✓ Now click on "Apply Now" button below finally submit the application to office.

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Appli	cation for approval of industrial park under West Bengal Incer	itive Scheme, 2020
_		Print this form
	FORM - I	
	То	
	The Principal Secretary MSME & Textiles Department Government of West Bengal	
	Sub : Application for approval of industrial park under West Bengal Incentive Scheme, 2020 for Approved In contain the following information	dustrial Park for MSMEs shall
1.	Location of the proposed Industrial Park:	
	Test organisation TEST ADDRESS, Ward No 6, PANIHATI MUNICIPALITY, P. S KHARDAH, P. O KAMARHATI S.O NORTH 24-PARGANAS — 700058, West Bengal, India	
2.	Name and address of Park developer/SPV :	
	Test Park developer Name TEST DEVELOPER ADDRESS, Ward No 15, KAMARHATTI MUNICIPALITY, P. S BELGHORIA, P. O KAMARHATI S.O NORTH 24-PARGANAS – 700058, West Bengal, India Tel. no. – 0325831169	
	e-mail id — test_developer@email.com	
3.	Name of contact person : TEST CONTACT PERSON NAME, TEST DESIGNATION	
	TEST CONTACT PERSON NAME, Ward No 12, KAMARHATTI MUNICIPALITY, P. S BELGHORIA, P. O KAMARHATI S.O NORTH 24-PARGANAS — 700058, West Bengal, India Tel no. — 03325831168 Mob no. — + 91 1234567890 e-mail id — contact_person@gmail.com	
4.	Constitution of Park developing entity/shareholding in proposed SPV: Details of Directors/Members of Perk developer proposed in SPV: Public Ltd. / <del>Co-operativ</del> e / <del>Partnership</del>	
	SI. No. Name and address with telephone no.	Designation
	test Park Director     NNM ROAD KOLKATA, Ward No 6, PANIHATI MUNICIPALITY, P. S KHARDAH, P. O KAMARHATI S.O,	Director
	NORTH 24-PARCANAS - 700058, West Bengal, India Tel - 09038846881	
5.	Whether the park will have the following dominant activities (Nos. and percentage area):	
	Industrial/Manufacturing Units Logistics	: 24 Nos. 53%
	Warehouse	:
	Fisheries Poultry	:
	Cold Storage	
	Service sector (Retail/wholesale display and sale points)	:
6.	Proposed area of the park (in acre for plots and in Sq metre for floor space):	
	Total area of the proposed park : Area earmarked for common infrastructure facilities :	10 Acre 5 Acre
	Area earmarked for landscaping / open space :	15 Acre
	Area earmarked for industrial activities : Saleable / Leasable area :	40 Acre 5 Sq. Mtr.
	Area earmarked for hostel / housing facilities for the occupants of the park :	5 Sq. Mtr.
7.	Whether the entire land has been procured? Please provide details. Yes / Ne	
8.	If procured, has the mutation been done?	
	Yes / No Mutation under process	
9.	Whether the land is free of encumbrances (encroachment/patta/barga etc.) : Yes $/ N0$	
10.	Whether the land is low lying or has any drainage problems : Yes $\ / \ \ No$	
11.	Estimated number of MSME units to be set up in the park : 50	
	Estimated Project Cost (Rs. in Lakh) :	
12.	Land and Land Development	: 🗆 10000 Lakh

	Park developer contribution	: 0	60000
	Term loan from bank / financial institutions	: 0	5000
14.	Power requirement (in KVA) :		
	Proposed estimated initial load	:	2
	Construction power requirement Expected maximum load		2
			, in the second s
15.	List of Statutory Clearances to be obtained : Test List data		
16.	Schedule of setting up the Park :		
	Expected date of start of construction	:	30/04/
	Expected date of completion of construction	:	30/09/
	Expected date of allotment of 80% land plot / shed / buildings / installations	:	30/11/
17.	Expected employment generation :		
	200		
18.	Any other information :		
	N.A		
I/We he	Declaration reby certify that the above statements are true and correct to the best of my/our knowledge and belief	f.	
I/We als provision	so undertake that we have understood all provisions of the West Bengal Incentive Scheme, 2020 as a ns of the Scheme and other conditions as prescribed shall be binding on us, if the industrial park is app	amended for Approved Industrial F proved under the Scheme.	Park for MSMEs ar
		Juel Derg	
		Shuel Detgy Test Signatory Name Test Designation	
Place:		Test Designation Signature of the applicant	
Place: Date:		Test Designation	
		Test Designation Signature of the applicant	
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	r	Test Designation Signature of the applicant	
		Test Designation Signature of the applicant	
		Test Designation Signature of the applicant	
Date:	I	Test Designation Signature of the applicant Name & Status of the signatory	
Date: Suppor *1.	<b>rting Documents:</b> Registration certificate of the applicant Park Developer / SPV.	Test Designation Signature of the applicant Name & Status of the signatory	
Date: Suppor *1. *2.	<b>rting Documents:</b> Registration certificate of the applicant Park Developer / SPV. Memorandum and Articles of Associations of Park Developer / SPV.	Test Designation Signature of the applicant Name & Status of the signatory	
Date: Suppor *1. *2.	<b>rting Documents:</b> Registration certificate of the applicant Park Developer / SPV.	Test Designation Signature of the applicant Name & Status of the signatory	
Suppor *1. *2. *3. 4.	rting Documents: Registration certificate of the applicant Park Developer / SPV. Memorandum and Articles of Associations of Park Developer / SPV. Company credentials and Financial Statements of the Park Developer forming the SPV (Balance S Profit & Loss) for last 3 years. Copy of Land Ded / Legal Possession of the land for the park. (if available)	Test Designation Signature of the applicant Name & Status of the signatory	
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- ✓ On successful submission of the form the 'Successfully Submitted' massage with some details will be appearing on the applicant dashboard under '*My Applications*' section with system generated unique application number.
- ✓ The application status as '**SUBMITTED**' will also visible in the dashboard.
- ✓ Here several option will be available as -
  - Application No Click on the application number to download the application.
  - Attachments Click on the link to see the status of the attachments.
  - Acknowledgement Click on the link to view & download the acknowledgement.
  - Details Click on details link to see the status of the application.

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Successfully Submitted		
My Applications		
Test Organisation		
TEST ADDRESS, Ward No 6, PANIHATI MUNICIPALITY, P. S KHARDAH, P. O KAMARHATI S.O NORTH 24-PARGANAS — 700058, WB, IN		

# 6. Acknowledgement View

✓ View of acknowledgement as below -

ACKN	OWLEDGEMENT
Date 11/04/2022 12:53:35	Application ID No. NP20220001
Test Signatory Name, Test Designation	_ (Applicant) has submitted application under 'Application for
approval of industrial park under West Bengal	Incentive Scheme, 2020' at location
No 6, PANIHATI MUNICIPALITY, P. S KI	
NORTH 24-PARGANAS — 700058, WB, IN .	Please keep this acknowledgement receipt for future reference.
	WBSIDCL

N. B.: This Acknowledgement is computer generated . Hence signature not required.

## 7. Application Status view

✓ Application status can be view in the below window -

Application Status						
<u>p</u> p	plication No. : NP20220001					
# -	Status 🔺	Remark ÷	Status Date 🔶	Updated By		
1	SUBMITTED		11/04/2022 12:53 PM	Test User Sangeet, Applicant		
2	REQUESTED FOR UPLOAD ATTACHMENTS		11/04/2022 03:16 PM	Mr. X, Company Secretary, WBSIDCL		
3	ATTACHMENTS UPLOADED / REUPLOADED		11/04/2022 03:25 PM	Test User Sangeet, Applicant		
4	ATTACHMENTS CHECKED OK		11/04/2022 03:27 PM	Mr. X, Company Secretary, WBSIDCL		
5	REQUESTED FOR RECTIFY & RESUBMIT APPLICATION	Please rectify and resubmit the application	11/04/2022 03:32 PM	Mr. X, Company Secretary, WBSIDCL		
6	RESUBMITTED		11/04/2022 03:36 PM	Test User Sangeet, Applicant		
7	MESSAGE RECEIVED	This is a test massage	11/04/2022 04:00 PM	Mr. X, Company Secretary, WBSIDCL		
8	REQUESTED FOR VISIT OFFICE / SCHEDULED	Please visit office at the specified date and Time Sechedule Appointment on Dt. 12/04/2022 01:15 PM	11/04/2022 04:08 PM	Mr. X, Company Secretary, WBSIDCL		
9	FORWARDED TO CONCERN AUTHORITY	Forwarded To — Land Officers, WBSIDCL	11/04/2022 04:30 PM	Mr. X, Company		

### 8. Instruction & Status Related to Attachments

#### 7.1. Status – Request For Upload Attachment

- ✓ When attachment re-upload instruction is given from the official end, user can see the status in Dashboard section as follows.
- ✓ Now click on Attachments link to re-upload the attachments, it will open the list of uploaded attachment window.

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TEST ADDRESS, Ward No 6, PANIHATI MUNICIPALITY, P. S KHARDAH, P. O KAMARHATI S.O	

 Click on Upload link to re-upload the respective document, it will open the upload option of the respective document.

T								
Α	ttachments			B				
<u>A</u> ŗ	<b><u>Application No.</u></b> : NP20220001							
Fo	rm Title : Application for approval of industrial park under V	West Bengal Inc	centive Scheme, 2020		_/			
#	Attachment	View +	Status +	Remarks				
1	Registration certificate of the applicant Park Developer / SPV. More Description: Registration certificate	View   Upload	Upload/Re-Upload	Please Re-upload the attachment				
2	Memorandum and Articles of Associations of Park Developer / SPV. More Description: Memorandum and Articles of Associations of Park	/. View	Satisfactory					
3	Company credentials and Financial Statements of the Park Developer forming the SPV (Balance Sheet and Profit & Loss) for last 3 years. More <b>Description:</b> Company credentials and Financial Statements	View	Satisfactory					
4	Copy of Land Deed / Legal Possession of the land for the park. (if available) More <b>Description:</b> Copy of Land Deed	View	Satisfactory					
5	Any other documents / papers required to be submitted in accordance with EOI / RFP / RFQ. More <b>Description:</b> EOI	View	Satisfactory					

Now click on choose file tab to finally re-upload the respective document.
 Click on Submit button to finally upload the corresponding document.

Applicat	ion Attachments		-×
	<u>o.</u> : NP20220001 <b>lame</b> : Registration certificate of the applicant Pa	rk Developer / SPV.	
Attachment File:	Choose File registratiop_2020.pdf 🔮	Submit Back	

#### 7.2. Status – Attachment Uploaded/Re-uploaded

✓ On successful attachment upload 'ATTACHMENT UPLOADED/REUPLOADED' status will be appear on dashboard.

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Application No.:       NP20220001       Attachments       Acknowledgement       Submit Date:       11/04/2022       12:53         Status Date:       11/04/2022       15:25       Status:       ATTACHMENTS UPLOADED/ REUPLOADED       Details	

- 7.3. Status Attachment Checked Ok
- ✓ When all the attachment are found to be ok from the office end then "ATTACHMENT CHECKED OK" status will be appear on dashboard

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Application No.:       NP20220001       Attachments       Acknowledgement       Submit Date:       11/04/2022 12:53         Status Date:       11/04/2022 15:27       Status:       ATTACHMENTS CHECKED OK       Details			

### 9. Instruction & Status Related to Application

9.1. Status – Request For Rectify & resubmit Application

- ✓ When any error found in the submitted application, then applicant will see the "REQUEST FOR RECTIFY & RESUBMIT THE APPLICATION" status in the dashboard.
- An Edit link will be appearing on the page for rectification and resubmission of the application.
- ✓ Click on Edit link to proceed for rectification and resubmit the application.
- ✓ Edit and update the required information to be corrected.
- ✓ The process of resubmission of the application is same as new form submission which is described in section 5 earlier.

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Application No.:       NP20220001       Attachments       Acknowledgement       Edit       Submit Date:       11/04/2022 12:53         Status Date:       11/04/2022 15:32       Status:       REQUESTED FOR RECTIFY & RESUMMT APPLICATION       Details         Remark :       Please rectify and resubmit the application       Details	
Status Date: 11/04/2022 15:32 Status: REQUESTED FOR RECTIFY & RESUBNIT APPLICATION Details	

- On successful rectification and resubmission of the application 'Successfully Re-Submitted' as well as "Resubmitted" status will be appearing in the dashboard.
- Click on 'Print Acknowledgement' or 'Acknowledgement' link to download the new acknowledgment.



#### 9.2. Status - Massage Received

✓ When any massage send from official end then "MASSAGE RECEIVED" status and the massage will be shown in dashboard.

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Application No.:       NP20220001       Attachments       Acknowledgement       Submit Date:       11/04/2022 12:53         Status Date:       11/04/2022 16:00       Status:       MESSAGE RECEIVED       Details         Remark :       This is a test massage		

#### 9.3. Status - Visit Office

✓ When applicant is requested to visit office from the official end then "REQUESTED FOR VISIT OFFICE/SCHEDULE APPOINTMENT" status along with the appointment date and time will be appearing in the dashboard with the appointment date.

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#### 9.4. Status – Application Forwarded

✓ When application is forwarded, then "FORWAREDED TO CONCERENED AUTHORITY" status will be shown in dashboard.

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Application No.:       NP20220001       Attachments       Acknowledgement       Submit Date:       11/04/2022 12:53         Status Date:       11/04/2022 16:30       Status:       ROWARDED TO CONCERN AUTHORITY       Details         Remark :       Forwarded To — Land Officers, WBSIDCL       Details       Details	

#### 9.5. Status - Application In-Principle Approval

- ✓ On successful in principle approval from official the "IN PRINCIPLE APPROVED" status and 'In principle approval certificate' download link will be appears on dashboard.
- ✓ To view and download the 'In principle approval certificate' click the 'View in Principle approval certificate' link.

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Status Date Remark :	: 11/04/2022 16:41 Status: IN FRINCIPLE APPROVED Details In Principle approved		
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# ✓ In principle approval certificate view as below. No.: SAIP/M/2022-23/002 Dt. 11/04/2022 То M/s SPV Test Organisation TEST ADDRESS, Ward No. - 6, PANIHATI MUNICIPALITY, P. S. -KHARDAH, P. O. - KAMARHATI S.O. NORTH 24-PARGANAS - 700058. West Bengal, India Sub: In principle approval for development of MSME \_\_\_\_\_\_ Test Organisation Ref.: Your application no. NP20220001 dated 11/04/2022 Sir. In connection with your application no. <u>NP20220001</u> submitted on <u>11/04/2022</u> for development of a MSME Industrial park Test Organisation in the district of NORTH 24-PARGANAS on 10 Acre of land under the Scheme for Approved Industrial Park (SAIP), this is to inform that as directed by MSME&T Department, Govt of West Bengal, In Principle Approval is hereby accorded in favour of you for the subject project. Final approval will be given by the State Level Empowered Committee (SLEC) in due course of time after fulfillment of all necessary parameters as prescribed in the Scheme (checklist enclosed herewith). Since the detailed appraisal of your project is under progress, your active cooperation is hereby requisitioned for making all necessary documents available instantly as and when required by this Office and the MSME&T Department. Kindly furnish the name & phone number of your contact person(s) who may be constantly in touch with us during the process above. The contact person of this office is the Company Secretary (Mobile No. ). You may get in touch also with the Department of MSME&T as and when required. Yours faithfully, Executive Director Copy forwarded for information to: 1. Special Secretary, Department of MSME&T, Govt. of West Bengal SilpaSadan (7th Floor), 4, Abanindranath Tagore Sarani (Camac Street), Kolkata - 700016 P.A to the Managing Director, The WBSIDC Ltd. **Executive Director**

#### 9.6. Status - Application Final Approval

✓ On successful final approval from official the "APPROVED" status will be appears on dashboard.

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Application No.:       NP20220001       Attachments       Acknowledgement       Submit Date:       11/04/2022       12:53         Status Date:       11/04/2022       17:07       Status:       APPROVED       Details         Remark :       Finally Approved       Finally Approved       Finally Approved		

#### 9.7. Status - Application Rejection

✓ When application is rejected from official end then "REJECTED" status will be shown in dashboard.

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### **10. Password Recovery Procedure**

✓ To recover password if the same is forgotten click on the 'Forget Password?' link, it will redirect to password reset page.

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About State Approved Industrial Park (SAIP 2020)	Concerning of the second		Image Code *:
Govt. of West Bengal has taken remarkable initiatives in creation of Development of Industries & industrial park in the state. Department of MSME and Textiles, Government of West Bengal launched the Scheme for Approved Industrial Park (SAIP) with the objective to encourage private sector to set up industrial park at own land and offer micro, small and medium enterprises (MSME) to set up units. The Scheme aims to catalyze growth of MSMEs through creation of new industrial park with basic common			Remember Me Forget Password?

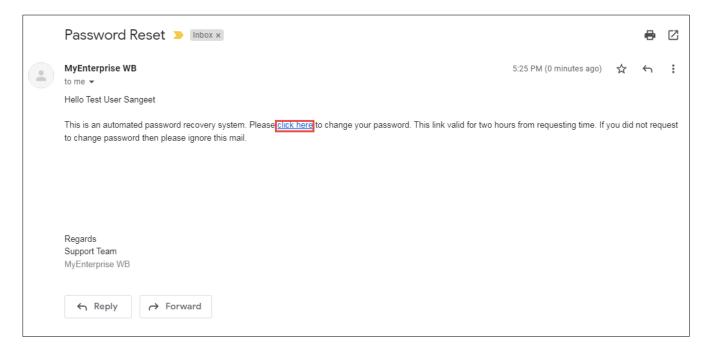
- Provide the information like User Name or registered Email or registered Mobile Number in the respective fields (here for example email is used).
- ✓ Provide the four letter Image code.
- ✓ Click '**Continue**' button below, it will redirect to next section.

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Password Reset		
Username * Username -OR-		
Email*		
Image Code *: QHHK Continue		

- ✓ Select the 'Email me a link to reset my password' phrase in case for recover password through email, it will open the field to provide the email address below.
- ✓ Provide the email address and click on 'Continue' button below; it will receive a password recovery link to the provided email address.

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Password Reset			
Username : NP2021000002 Registration No. : NP2021000002			
How would you like to reset your password? Email me a link to reset my password s <sup>+++++++</sup> 2@gmail.com			
Email*			

 Click the password recovery link received in email, it will redirect to the password reset page of the portal.



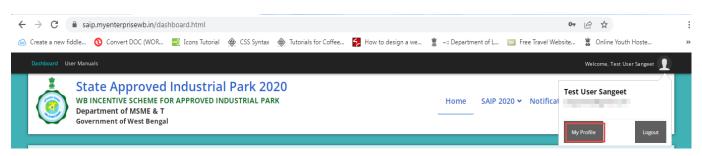
<ul> <li>✓ Enter new password and confirm the same.</li> <li>✓ Finally click on 'Submit' button below.</li> </ul>	
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New Password : Reset	

✓ On successful recovery of the password below screen will be appear with the confirmation massage within the page.

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Password Reset		
Test User Sangeet		
Username : NP2021000002		
Your password reset successfully. Now you can Login with your new password		
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# **11. Applicant Profile Management**

- ✓ At the top right corner click profile image, next to user name.
- ✓ A popup box will appear showing page maker's name and email.
- ✓ Now click on 'My Profile' button to go to user's profile info section.
- ✓ Clicking on 'My Profile' a page will open with three tabs.
  - 1. My Profile
  - 2. My Account
  - 3. Change Password



### 11.1. My Profile

✓ Click on 'Update' link, it will redirect to profile information updating page.

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Name Test User Sangeet		_		
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- ✓ Change the desired information and click on 'Save' button to update the profile info.
- ✓ Click on '**My account**' tab, it will open the user account info change section.

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MY PROFILE MY ACCOUNT CHANGE PASSWORD  Profile Information Name* Test User Sangeet Email* Mobile* WhatsApp No. Same as Above SAVE Cancel	DOB 14-Feb-1985 Gender* Male Female Photo Choose File No file chosen File Not Exist

#### 11.2. My Account

- ✓ Username or email address or all the two information as desired.
- ✓ Click on 'Send Verification Code' link in case email update to get the verification code in the new email.

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MY PROFILE MY ACCOUNT CHANGE PASSWORD	
Username Test Username	
Leave this blank if you don't want to change Log In Username	
Email	
Leave this blank if you don't want to change Email	
Leave this blank if you don't want to change email	
Current Password *	
Submit Reset	

- ✓ Enter the verification code received in email.
- ✓ Finally click on '**Submit'** below to save the changes.
- ✓ Click on 'CHANGE PASSWORD' tab to go to account info update section

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MY PROFILE MY ACCOUNT CHANGE PASSWORD		
Test Username		
Leave this blank if you don't want to change Log In Username		
Email X Not Verified Verification Code Sent Send Verification Code Again		
X Not Verified Verification Code Sent Send Verification Code Again Leave this blank if you don't want to change Email		
1234		
Current Password *		
Submit Reset		

#### 11.3. Change Password

✓ To change password follow the steps below:

- Username and password will be auto fetched from the system.
- New password to change the password.
- Confirm the new password again.
- Enter image code as shown in the Captcha.
- Click on 'Submit' button to change the password.

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