

**Department of Industries & Commerce, Punjab
Composite Application Form**

COMMON INFORMATION SHEET

General Instructions and Guidelines for Filling Common Information Sheet

Enclosure:

1. Site Plan to be enclosed with this sheet

Column-wise Instructions for Applicant:

Column 1: Nature of Project

- a. Nature of project is a mandatory field and you have to select nature of project from the list.
- b. For Example: Industrial Manufacturing, Industrial Park, Multiplex & Hotel

Column 2: Whether unit is existing or new

- a. Whether unit is existing or new is a mandatory field and you have to select Whether unit is existing or new from the list.
- b. For Example: Existing Unit, New Unit

Column 3: Name of the Industrial Unit

- a. In this column you have to type in Name of the Industrial Unit and you cannot skip this column as it is mandatory.
- b. For Example: Akshanta Fertilizers, Ajanta Manufacturers

Site Location with Complete Address:

Column 4: Location

- a. In this column you have to type in location of site location and you cannot skip this column as it is mandatory.
- b. For Example: #1002, Sector 44, Chandigarh

Column 5: District

- a. District is a mandatory field.
- b. For Example: SAS Nagar, Ludhiana, Patiala, Bathinda, Sangrur etc

Column 6: Tehsil

- a. Tehsil is a mandatory field.
- b. For Example: Sunam, Dhuri etc.

Column 7: Town/Village

- a. Town/Village is a mandatory field .
- b. For Example: Dhuri, Kharar, Sunam, Lehra, Khanauri etc.

Column 8: Site Plan

- a. You may attach complete site plan with composite application form.

Correspondence Address:

Column 9: Address Line 1

- a. You have to write the 1st line of your communication address you want to be. Also you cannot skip this column as it is mandatory.

Column 10: Address Line 2

- a. You have to write the 2nd line of your communication address you want to be. Also you cannot skip this column as it is mandatory.

Column 11: Address Line 3

- a. You may type in here the 3rd line of your communication address you want to be, if any.

Column 12: Country

- a. Country is a mandatory field and you have to write Country name.
- b. For Example: Australia, Enland, USA, Canada etc.

Column 13: State

- a. State is a mandatory field, if India is selected as country otherwise it will be left blank.
- b. For Example: Punjab, Haryana, Himachal Pradesh etc.

Column 14: Postal Index Number

- a. In this column you have to type in Postal Index Number (PIN Code) and you cannot skip this column as it is mandatory.
- b. It can be a 6 characters long
- c. It can consist of 0-9 characters only.
- d. For Example: 110001, 160001 etc.

Contact Details:

Column 15: First Name

- a. In this column you have to type in your First Name and you can skip this column as it is mandatory.
- b. For Example: Khushdeepak, Vikas, Vaikunta Subramaniyan Ramanathan

Column 16: Middle Name

- a. In this column, you have to provide your Middle Name.
- b. You may leave this column blank as it is an optional field.
- c. For Example: Singh, Kaur, Kumar

Column 17: Last Name

- a. It is actually your Surname and also a mandatory field, so you have to provide relevant information here.
- b. For Example: Bedi, Verma, Sharma, Jain, Garg, Singla

Column 18: Gender

- a. Gender is a mandatory field and you have to select your sex/gender from the list.
- b. For Example: Male, Female, Others

Column 19: Telephone Number

- a. In this column you have to provide your Telephone Number with area code for the purpose of contacting you, if required.
- b. You may leave this column blank as it is an optional field.
- c. For Example: 0172-2722931, 2715320

Column 20: Mobile Number

- a. In this column you have to provide your Mobile Number for the purpose of contacting or sending you SMS, if required.
- b. You may leave this column blank as it is an optional field.

Column 21: Fax Number

- a. Fax Number, if any, may be provided in this column.

Column 22: Website Address

- a. You may type in here a valid address (Universe Resource Locator) of the website, If your organization has published/hosted its website.

Column 23: Email Address

- a. Email Address is the heart of this form and you must provide a valid Email ID only since your registration confirmation and other login credentials to access this portal shall only be sent on this Email Address.
- b. For Example: ramanand@gmail.com, john@usa.net, kalsi@yahoo.com

Column 24: Industry Type

- a. Industry type is a mandatory field and you have to select your industry type from the list.
- b. For Example: Micro Enterprises, Small Enterprises, Medium Enterprises, Large Enterprises.

Column 25: Registration/IEM/IL No.

- a. In this column you have to type in Registraion/IEM/IL No. and you cannot skip this column as it is mandatory.

Column 26: Constitution of the firm/Company

- a. Constitution of the firm/company is a mandatory field and you have to select your constitution of the firm/company from the list.
- b. For Example: Proprietorship, Partnership, Pvt. Ltd., Public Ltd. etc.

Column 27: Name of the Partners/Directors

- a. Partners/Directors Name
 - i. In this column you have to write in Partners/Directors name along with their designation whether Partner or Director and you cannot skip this column as it is mandatory.
 - ii. For Example: Ajay Kumar , Sunil Arya etc
- b. Designation (Partners/Directors)
 - i. You have to write the designation from Managing Partners/Directors.
 - ii. For Example: Managing Partner, Director.

Column 28: Proposed date of commissioning

- a. In this column, you have to select proposed date of commissioning.
- b. you cannot leave this column blank as it is a mandatory field.

Column 29: Project Cost (Rs in Thousands):

- a. Column a: Land Cost
 - i. In this column you have to type in land cost and you cannot skip this column as it is mandatory.
 - ii. For Example: 500, 1000 etc
- b. Column b: Building Cost
 - i. In this column you have to type in building cost and you cannot skip this column as it is mandatory.
 - ii. For Example: 500, 1000 etc
- c. Column c: Plant & Machinery Cost
 - i. In this column you have to type in plant & machinery cost and you cannot skip this column as it is mandatory.
 - ii. For Example: 500, 1000 etc

Column 30: Areas of Land Proposed to acquire/already acquired

- a. In this column you have to type in land acquired and you cannot skip this column as it is mandatory.
- b. For Example: 100, 500
- c. You must have to mention the measurement.
- d. For Example: Sq Yard, Acre etc.

Column 31: Land is Situated Under:

- a. Column i) : Select Area
 - i. You have to select the area from the list only.
 - ii. For Example: Municipal Jurisdiction, Lal Lakir of Village, Industrial Area
- b. Column ii): Details
 - i. In this column you have to type in detail of land and you cannot skip this column as it is mandatory.

Column 32: Power Load Requirements Power Load

- a. In this column you have to type in power load requirement and you cannot skip this column as it is mandatory.
- b. For Example: 10, 20 etc.
- c. You must have to enter the measurement.
- d. For Example: Kilo Watt, Mega Watt

Column 33: Employment

- a. In this column you have to type in no. of employees and you cannot skip this column as it is mandatory.
- b. For Example: 10, 101

Products/Raw Material Information

Column 34: List of Main Products proposed to be manufactured/produced with designed daily production capacity

- a. Main Product Name
 - i. You have to type in here the main product name and you cannot skip this column as it is mandatory.
- b. Daily Production Capacity
 - i. You have to type in here the daily production capacity of main product and you cannot skip this column as it is mandatory.

Column 35: List of by-products proposed to be produced with daily production capacity

- a. By-Product Name
 - i. You have to type in here the by-product name and you cannot skip this column as it is mandatory.
 - ii. For Example: Locks, Keys etc.
- b. Daily Production Capacity
 - i. You have to type in here the daily production capacity of by-product and you cannot skip this column as it is mandatory.
 - ii. Name and daily production capacity are mandatory information.

Column 36: List all raw-materials with daily consumption at full production capacity

- a. Raw Material Name
 - i. You have to type in here the raw material name and you cannot skip this column as it is mandatory.
 - ii. For Example: Locks, Keys etc.
- b. Full Consumption Capacity
 - i. You have to type in here the full consumption capacity of raw material and you cannot skip this column as it is mandatory.

Clearance Check List

Column 37: Clearances Checklist

- a. Creating a consolidated Clearances Checklist is the last step of Common Information Sheet and this is what you do under this step.
- b. Here you carefully select all those clearances you required and their respective approving authorities.
- c. You do not fill the actual departmental application forms, these forms are filled in the last step of CAF.
- d. Hence, just create a Checklist of Clearances here.