

**APPLICATION FORM FOR CLAIMING REIMBURSEMENT OF BANK LOAN
PROCESSING CHARGES FOR LOAN OBTAINED BY SC-ST MICRO AND SMALL
ENTERPRISES (MSEs)**

For internal use by NSSHO
Application number.....
Date of application received by NSSHO.....

The following details are to be filled by the applicant

1. Enterprise Details

Enterprise Details			
Unit Name			
Date of Incorporation			
UAM Number			
GST Number			
Office Address			
District			
Pin Code			
Telephone Number			
Email ID			
Category (Micro/ Small)			
Name of Promoter (s)			
Social Category of Promoter (SC/ST)			
Gender (Male/ Female/ Other)			
PAN Card No.			
Cost of Investment in Plant & Machinery or equipment's (In Rs.)			
Annual turnover in previous three financial years (In Rs)			
Range of Products manufactured or serviced	<ul style="list-style-type: none"> • • • 		

2. Bank Loan Details

Particulars	Details
Loan Number	
Loan amount (In Rs)	
Loan Duration (Months)	
Total Loan Processing Fee including taxes	
Loan Processing Fees excluding taxes	
Bank Loan issued in favour of (MSE/ Unit Name)	
Beneficiary Address	
Bank Name	
Bank Address	
Loan Amount Sanction Date	
Loan Disbursement Date	

3. In case, the applicant has availed reimbursement under this scheme before, please mention the following details:

Details of reimbursements availed previously under this Scheme							
Application ID No.....							
Name of Bank sanctioned the loan	Contact details of the Bank i.e. Location, Address & Ph. No.			Date (loan sanctioned by the Bank)	Total amount of loan availed (In Rs)	Total processing charges paid to the bank against the loan (In Rs)	Amount reimbursed under the scheme (In Rs)
	Location	Address	Ph. No.				
1.....							
...							

****Please attach the proof of amount transferred as reimbursement by NSSHO/ NSIC through PFMS under the scheme***

4. List of documents to be enclosed with the application form

#	List of Documents	Page No.
1	Self-certified copy of UAM& GST	
2	Self-certified copy of PAN Card - In case of proprietorship, PAN card of SC/ST proprietor ought to be submitted	
3	Copy of Caste Certificate of proprietor/ all partners/ directors	
4	Details of shareholding in case of partnership / Pvt. Ltd / LLP firm. In case of partnership concerns, shareholding of	

	the enterprise would be required to ascertain status of the MSE as SC/ST MSE (shareholding of SC/ST entrepreneur to be > 51%). Copy of Partnership Deed for Partnership Firm / Memorandum and Article of Association in case of LLP/Private Limited Company are required	
5	Bank attested (signature with stamp) debit statement with Bank Loan Processing Fee charges mentioning Loan number and applicant MSE's name/valid payment receipt/ original receipt of bank loan processing fee paid by the applicant/ system generated GST Invoice, etc.	
6	Business loan availment certificate/ disbursement certificate/bank statement substantiating the fact that business loans have been availed.	
7	Bank attested (signature with stamp) copy of loan sanction letter	
8	Cancelled Cheque of the current account of the enterprise from which Bank loan processing charges have been debited	
9	Proof of transferred amount as reimbursement by NSSHO/ NSIC through PFMS under the scheme, where any such assistance is availed earlier within the same financial year.	

I, declare that all details given by me are true and correct. I confirm that I have not availed any reimbursement/subsidy or financial assistance of any kind, in the current financial year, w.r.t. the Bank loan processing fee for the sanctioned loan amount. I further undertake that I am not listed as defaulter by any of the Government Dept./ Private agencies. I also agree that I will refund the claimed amount in total, in case any discrepancies/ any of the above information/data provided by me found to be false/incorrect/ misleading.

Date

Signature of Applicant
(Proprietor/ partners/ directors only)

Place

Name of Applicant

**FEEDBACK FORM
REIMBURSEMENT SCHEME FOR BANK LOAN PROCESSING FEE
(TO BE FILLED BY APPLICANT)**

A. Did you find the reimbursement scheme useful?

Yes/ No

B. Please rate the scheme process mechanism

- Excellent
- Good
- Average
- Poor
- Very Poor

C. Would you recommend this reimbursement scheme to others?

Yes / No

D. Was the application process easy?

Yes/ No

E. Was your interaction with NSSHO satisfactory?

Yes/ No

F. Did you face any challenges in the application process?

Yes/ No

G. If yes, please mention the challenges.....

H. What further support do you need from National SC ST Hub?.....

1.....

2.....

3.....

4.....

I. Were you informed of other initiatives under the National SC ST Hub during your interaction with NSSH Officials? Yes/ No

Date

Signature of Applicant
(Proprietor/ partners/ directors only)

Place

Name of Applicant