ANNEXURE 3 (As per EMC Guidelines)

Instructions for filling the Preliminary Application Form

1. The application shall be duly signed by the authorized signatory of legal entity making the application duly authorized by the Board of Directors or equivalent body.

2. Applicants are advised to follow the format provided in this template for submitting their applications. Applicants are requested to provide information and enclose all supporting documents as detailed.

3. The application should be submitted to Nodal officer (EMC), Department of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110003, India, in 2 copies (both hard and soft formats) along with a Non-refundable, crossed Demand Draft for INR <xxx>- (INR <xxx>only) in favour of Pay and Accounts Officer, Department of Electronics & Information Technology payable at New Delhi from a commercial bank as application fee.

4. Applicants should go through the EMC Guidelines carefully before filling up the details in the application.

5. Application has been divided into the following sections and sub-sections:
   a. Applicant details
   b. Electronics Manufacturing Cluster Details
   c. SPV details
   d. Project details
   e. Means of Finance
   f. Initial Application Fee Details

6. If any document which is required to be submitted along with the application is available on a government website, the website link where this document can be viewed may be provided. The responsibility of the correctness/veracity of contents rest with the applicant.

7. The details of the documents required to be submitted along with the preliminary application have been provided in the handbooks for Greenfield and Brownfield EMCs.
Electronics Manufacturing Cluster (EMC) scheme Preliminary Application Form

1. Applicant details-
   a. Name of the applicant  
   b. Legal Status of the applicant  
     (individual, registered company or society, industry associations, financial institutions, R & D institutions, State or Local governments or their agencies, Others)
   c. Status of the applicant – Chief Promoter/ SPV
   d. Shareholding Pattern of the applicant
   e. Audited financial statements of the applicant(s) for the last two financial years
   f. Contact details of the applicant (name, designation, address, phone, email)
   g. Nature of current business

2. Electronics Manufacturing Cluster details:
   a. Location of the cluster (Including site coordinates)
   b. Area of the EMC
   c. Land requirements for the project and ownership/ acquisition details
   d. Current Land use (if not industrial then timelines for conversion)
   e. For Brownfield clusters, please provide the following:
     i. Brief description of the nature of activity and type of manufactured ESDM product(s)/ service(s)/ shared manufacturing process/ service or shared manufacturing inputs in the EMC/ targeted ESDM verticals.
     ii. Please mention the additionalities the proposed EMC will bring to the existing facilities and new manufacturing. Also mention if the services proposed to be provided by the CFC are already available in the Cluster.
     iii. Details of existing units as per the table below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Unit</th>
<th>Product(s) Manufactured</th>
<th>Manufacturing Capacity</th>
<th>Contact Details (Registered name, address, email, phone, contact person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>Total Capacity</td>
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</tbody>
</table>
3. SPV Details:
   SPV formed – Yes/ No, if SPV not formed then provide timelines for formation of SPV.

4. Project details:
   a. Details of utilization of available area:
      i. Area for processing activities
      ii. Area for non-processing activities
   b. Estimated project cost
   c. Grant in aid sought
   d. Estimated project implementation timelines
   e. Expected Employment Generation in the EMC:
      i. Direct
      ii. Indirect

5. Proposed Means of Finance
   i. 
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Source</th>
<th>Amount Rs. in Crores</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grant in aid sought from DeitY</td>
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<tr>
<td>2</td>
<td>Contribution from Constituents Units</td>
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<tr>
<td>3</td>
<td>Term Loan/ Equity funding</td>
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<tr>
<td>4</td>
<td>Funding by State/ Local Government</td>
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<td>5</td>
<td>Internal Accruals</td>
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<tr>
<td>6</td>
<td>Others (if any)</td>
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<tr>
<td>Total</td>
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</tbody>
</table>
   iii. Investments proposed by individual units in their respective projects proposed to be set up in the EMC.

6. Initial Application Fee Details:
   Details of Demand Draft - DD No., date, Bank Name and Branch.
GENERIC STRUCTURE OF PRELIMINARY PROJECT REPORT (PPR):

(i) Context/background: This section should provide a brief description of the sector/ sub-sector, the national priority, strategy and policy framework as well as a brief description of the existing situation.

(ii) Project Objectives: This section should indicate the Development Objectives proposed to be achieved. This section should also provide a general description of the project.

(iii) Details of relevant expertise/ experience to set up the EMC/ Industrial Parks.

(iv) Target beneficiaries: There should be clear identification of target beneficiaries.

(v) Project components: This section should present a description of project components like activities under basic development like boundary wall, essential services like water treatment plant etc.

(vi) Management arrangements: Responsibilities of different agencies for project management and implementation should be elaborated.

(vii) Means of Finance and Project Budget: This section should focus on means of finance, evaluation of options, project budget, cost estimates and phasing of expenditure.

(viii) Time frame: This section should indicate the proposed ‘Zero’ date for commencement of project and also provide a PERT/CPM chart, wherever relevant.

(ix) Risk analysis: This section should briefly highlight project risks and how these are proposed to be mitigated.