**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

1. **SHEET I - DETAILED INPUT SHEET**

**DETAILS ABOUT THE COOPERATIVE SOCIETY**

1. Mention the name of the cooperative society for which the grant has to be released.
2. If applicable, mention a website link of the cooperative society.
3. Tick mark the type of infrastructure available and mention the complete address. Mention Self owned or Leased/rented in the Legal status of ownership column against each infrastructure mentioned. If Leased/Rented then entre period for which it is Leased/Rented and amount of Leasing/Renting
4. Mention the type of Cooperative from the type mentioned i. e. Multi State Level, State Level, District Level, Primary Grass Root Level
5. Mention the sub category of Cooperative from the type mentioned i. e. Consumer Co-Op Society, Producer Co-Op Society, Co-Op Marketing Society, Co-Op Credit Society, Co-Op Farming Society, Housing Co-Op
6. Mention the grade of cooperative society from the type mentioned i. e. Class A, Class B, Class C, Class D
7. Mention the personal details of all the Chief Executive/President/Director of Board operating the cooperative
8. Mention the number of members of cooperative society as per their gender and category, also calculate total members as per category. Mention the number of members who are actively involved in cooperative society in the Approx. Number of active members out of total shareholders column against each row i.e. male, female and transgender. Calculate and mention total number of active member.
9. Mention all the general/registration details of the cooperative society such as date, number and registration zone, GSTIN number and PAN number.
10. Mention Authorized share capital in (INR) i.e. maximum share capital limit that a company can contribute
11. Mention the capital already paid up till today’s date to Individual, Societies, State government and Others. Also calculate and mention total paid up amount
12. Mention Net worth of cooperative society in terms of Share capital, Reserves and accumulated Profit and Loss. Also calculate and mention Total Net worth.
13. Mention the bank details of the Cooperative society i.e. Bank name, Account number, IFSC code and Cash at bank

**DETAILS ABOUT THE EXISTING OPERATIONS OF THE COOPERATIVE SOCIETY**

1. If the business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
2. Classify the existing food business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Others
3. If the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
4. If you are actively engaged in processing of ODOP produce identified by the state then mention the relevant category of you scope of work Agriculture produce, food product, Others and if you belong to ST category then tick mark Minor Forest Produce). Tick mark the category and if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention the name. If No, then mention the name from the list. If the name is not in the list mention the product’s name **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
5. If you are part of any industrial cluster then mention Yes or No. If Yes, mention number of similar types of enterprises present in the same locality. Mention name of the enterprise and distance from the cluster
6. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
7. Mention total available area in sq. ft. of Production Facility/Trading unit of Existing Business Operation
8. Mention product brand name, if applicable
9. Mention all the product quality certifications taken by the enterprise for their produce i.e. Product Quality Certification (Please enter a value: FSSAI, HACCP, BIS, AGMARK, ISO, HALAL, OTHERS) - Attach photocopies of each mentioned
10. Mention of all the value added products being manufactured with the product description (Product description can include type of Raw material required, processing and packaging activities involved and what value addition is done)
11. Mention all the list of activities involved in processing of the product. List of activities can involve Preparation: Sorting, grading, cleaning, chopping, dicing, blanching, grinding etc ; Processing: Cooking, baking, blending, fermentation, canning, bottling, drying, brineing, retorting, freezing addition of additives, smoking, pasteurization etc ; Packaging and labeling: primary, secondary and tertiary packaging, modified atmospheric packaging, intelligent packaging etc.
12. Mention quantity and amount of Production and installation capacity
13. **(1**) Mention the business turnover (in INR) of major products processed in the facility i.e. Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.   
    (2) Mention total production (in units) of Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.   
    (3) Mention total sales generated (in amount) from production of Food products, farm produce, firm inputs and other business of last 3 years and calculate the total.
14. Mention net profit (in INR) of last 3 years.
15. Mention investment done in manufacturing and other fields in last 3 years and calculate the total.
16. Mention monthly Electricity/Power Consumption - In Units (KWH)
17. Mention number of workers in terms of skill level (Skilled and Unskilled) and term of engagement (Seasonal, Temporary, Permanent). Also, calculate total in terms of type of engagement.
18. Mention details of any existing bank loan, if taken.

**DETAILS ABOUT THE PROPOSED - NEW / UPGRADATION PLAN**

1. If the Proposed business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
2. Classify the Proposed business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Other.
3. If the business is planning to engage in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
4. If you are planning to engage in processing of ODOP produce identified by the state then mention the relevant category of you scope of work Agriculture produce, food product, Others and if you belong to ST category then tick mark Minor Forest Produce). Tick mark the category and if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention the name. If No, then mention the name from the list. If the name is not in the list mention the product’s name **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
5. If you are part of any industrial cluster then mention Yes or No. If Yes, mention number of similar types of enterprises present in the same locality. Mention name of the enterprise and distance from the cluster
6. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
7. Mention owned, Leased or rented as ownership of proposed property. If Leased/Rented then enter period for which it is Leased/Rented and amount of Leasing/Renting
8. Mention Yes, if the proposed project an upgradation of existing business related to Food Processing or a new project
9. Mention quantity and amount of proposed production and installation capacity
10. Mention proposed number of workers in terms of skill level (Skilled and Unskilled) and term of engagement (Seasonal, Temporary, Permanent). Also, calculate total in terms of type of engagement.
11. Mention proposed product brand name, if applicable.
12. Mention of all the proposed value added products to be manufactured with the product description (Product description can include type of Raw material required, processing and packaging activities involved and what value addition is done)
13. Mention Quotation Details for the proposed Machineries / Equipments (Upload the photocopy)
14. Mention business turnover proposed in INR
15. Mention proposed total quantity of production in number
16. Mention proposed Total sales to be generated in amount
17. Mention proposed net profit in a year (in INR)
18. Mention Electricity / Power to be consumed in units (KWH) proposed monthly
19. Mention cooperative contribution i.e. Personal contribution which is greater than or equal to 10 % of project cost. Also, Mention margin money for working capital which you want to contribute (in INR). Considering 20 % as minimum working capital to be invested 2 % has to be provided by the beneficiary itself
20. **SHEET II – FINANCIAL INPUT SHEET**

**FORMULAS FOR HISTORICAL FINANCIAL SHEET**

**PROFIT & LOSS ACCOUNT**

1. **Total cost of goods sold** = Opening stock of Raw material + Purchase of raw material + Direct expenses - Closing stock of raw material
2. **Gross profit =** Gross Sales/Receipts/Total Operating Income - Total cost of goods sold
3. **Total Indirect Expenses**= Selling, General & Admin Expenses + Miscellaneous / Deferred Revenue Expenses written off + Salary to Partners + Interest paid on Partner's Capital
4. **OPBDIT (Operating Profit Before Depreciation, Interest & Taxation)** = Gross Sales/Receipts/Total Operating Income - Total Cost of Goods Sold - Total Indirect Expenses
5. **OPBIT** = Operating Profit Before Depreciation, Interest & Taxation - Depreciation
6. **Total Finance cost** = Interest on loans from Bank's and FI's + Int.& Fin.Cost on loans from Pvt Parties & other Bank Chgs + Total Finance cost where break up is not available
7. **OPBT** = OPBIT - Total Finance cost
8. **Net profit before tax** = OPBT
9. **PAT (Net Profit)** = Net Profit Before Tax - (Less Tax Paid + interest u/s 234 a b c)
10. **Cash Profits** = PAT (Net Profit) + Salary to Partners + Interest paid on Partner's Capital + Depreciation
11. **Retained Profit** = PAT (Net Profit) - Salary to Partners - Interest paid on Partner's Capital

**BALANCE SHEET (EQUITY & LIABILITIES)**

1. **Net worth** = Promoters Capital + Reserves and Surplus
2. **Total Promoters Fund** = Net worth - Loan given to Partner + Loan taken from Partners
3. **Total Long Term Debt** = Loans from Banks & Financial Institutions + Loans from Friends and Relatives
4. **Total Current Liabilities** = Working Capital Loan + Current Liabilities + Sundry Creditors + Provisions
5. **Total Liabilities to Outsiders** = Total Long Term Debt + Total Current Liabilities
6. **Balance Sheet Total (Equity and Liability)** = Net worth + Loan taken from Partners + Total Liabilities to Outsiders

**BALANCE SHEET (ASSETS)**

1. **Net Block of Fixed Assets** = Gross Fixed Assets - Less: Depreciation
2. **Current Assets** = Inventories + Other Current Assets + Receivables / Debtors + Cash and Bank + Loans & Advances
3. **Other Current Assets** = Other current Asset 1 + Other current Asset 2
4. **Receivables / Debtors** = Debtors (> 6 months) + Debtors (< 6 months)
5. **Balance Sheet Total (Asset)** = Loan given to Partner + Net Block of Fixed Assets + Investments + Current Assets