



GRANT APPLICATION FORM

**‘PHASE-1: ESTABLISHMENT OF 150 INDUSTRIAL STITCHING UNITS ACROSS THE COUNTRY’
 A PSDP PROJECT TITLED “1000 INDUSTRIAL STITCHING UNITS (ISUs)”
 Project of Small and Medium Enterprises Development Authority (SMEDA)
 Ministry of Industries & Production
 Government of Pakistan**

Date of Submission: _____ (To be filled by PMU/Regional Offices, SMEDA)

Registration No: _____ (To be filled by PMU/Regional Offices, SMEDA)

IMPORTANT INFORMATION & INSTRUCTIONS FOR APPLICANTS:

1. This form is free of cost.
2. Form is available at PMU/ SMEDA’s Regional Offices or download online from SMEDA website (www.smeda.org)
3. For assistance in filling of the form please visit PMU/ SMEDA’s Regional Offices.
4. Please go through the eligibility criteria (given below) before applying for grant.
5. Please keep the receipt provided at the time of submission for further reference.
6. Submission of application does not make the project liable to process the case or award a grant.
7. Provide required information in all relevant sections.
8. The project awards matching grants against the cost of Machinery only (40% to be borne by the applicant and 60% by the project).
9. Applicant must bring original documents at the time of submission of application for initial verification.
10. Approval or rejection of the application for grant is at the sole discretion of the Project and that Project is under no obligation to disclose the reason(s) for unsuccessful applications.

ELIGIBILITY CRITERIA:

1. Applicant is a citizen of Pakistan including AJ K, GB & Merged Districts of Khyber Pakhtunkhwa.
2. Applicant is not a bank defaulter/black listed.
3. The applicant shall have minimum of matriculation level of education with a verifiable experience in the field of garments/textile manufacturing, not less than 03 years.

OR

Formal education in field of garments/textiles i.e Diploma (01 Year)/Diploma (02 years)/DAE (03 years)/ Bachelors (04 years) in textile from any recognized institute.

PERSONAL INFORMATION:

1	Applicant’s Name										Photo	
2	Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Others	<input type="checkbox"/>					
3	Applicant’s CNIC											
4	Date of Birth											
5	Father’s/Husband’s Name											
6	Father’s/Husband’s CNIC											
7	Marital Status											

BUSINESS INFORMATION				
1	SME/Business Nature: New Startup <input type="checkbox"/> Existing Setup <input type="checkbox"/>			
2	Business Name (Proposed Name in case of Startup)			
3	Business Registration: Registered <input type="checkbox"/> Unregistered <input type="checkbox"/>			
4	Business Nature: Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/>			
5	Available/Proposed Space for Stitching Unit			
	Owned	Family	Rented	Others
6	Business Address: (For Existing Setup)			
	City:		Province:	
	Landline No with Area Code		Mobile	
	E-mail Address			
7	Mailing address of Applicant: (please provide address for official correspondence)			
	City:		Province:	
	Landline No with Area Code		Mobile:	
	E-mail Address			
8	*Education: (Please tick the relevant education on which basis you are applying for the grant as per the Eligibility Criteria) *Note: Only from recognized institution	Matric <input type="checkbox"/>	Division <input type="checkbox"/>	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>
		OR		
		Formal Education in Textile field:		
		01 Year Diploma <input type="checkbox"/>	02 Year Diploma <input type="checkbox"/>	
		03 Year /DAE <input type="checkbox"/>	Bachelors (04 Year) <input type="checkbox"/>	
		Division <input type="checkbox"/>	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	
	Current occupational status			
	Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Unemployed <input type="checkbox"/>	
9	Job Experience in Textile Sector (For Startup Applicant)			
	Organization Name	Designation	No of Year	Period

10	Business Experience in Textile Sector (For Existing Setup Applicant)			
	Business Name	Business Description	Designation	Year of establishment

A-LIST of MACHINERY AVAILABLE UNDER ISUs GRANT:

S. No	Description	Maximum Quantity (Nos.)	Quantity Demanded by the Applicant
1	Single Needle Lock Stitch Machine	09	
2	4-Thread Over Lock Machine	02	
3	5-Thread Over Lock Machine	01	
4	Flat Lock Machine	02	
5	Button Hole Machine	01	
6	Button Attach Machine	01	
7	Hand Cutter	01	
8	Bottle Press	01	
Total		18	

Note: Applicant can demand less number of machinery as mentioned above according to their requirement. Quantity & types of machines cannot be changed from above list.

B-LIST OF EXISTING MACHINERY (for Existing Setup Applicant)

S. No	Description/Types of Machinery	Quantity (Nos)

B-1 Profile of Business (for Existing Setup Applicant)

S. No	Particulars	Amount/Nos.
1	Number of Employees	
2	Annual Turnover Local (Rs.)	
3	Annual Turnover Export (Rs.)	

C – REFERENCE DETAILS – (Please provide two personal references)

1st REFERENCE INFORMATION

Name:		Address:			
Organization/Business					
Designation		E-mail:			
Residence		Office		Mobile:	

2nd REFERENCE INFORMATION

Name:		Address:			
Organization/Business					
Designation		E-mail:			
Residence		Office		Mobile:	

D - GRANT VALUE

APPLICANT AND GRANT SHARE		
APPLICANT SHARE	PROJECT SHARE	APPLICANT SHARE + PROJECT SHARE
40%	60%	100%

1000 INDUSTRIAL STITCHING UNIT

Name of the Applicant: _____ Signature: _____

Brief on Business Plan

1. Why do you want to avail this grant?

2. In which location do you want to establish this business city/Province?

3. What type of products you will manufacture from this business?

S.no	Details of Products

4. How many jobs will be created from this business?

S.no	Details of Employees/Workers	Nos

5. How will you arrange working capital for this business?

6. Which market you would target from this business (Local/Export)?

7. Annual Sales (Rs.) target from this business?

Year 01	Year 02	Year 03

Annex B

Supporting documents to be attached with the grant application form (Document Check list)

For Startup Applicant:	
1.	Attested copies of educational Certificate Matric /Diploma/DAE/Bachelor in textiles (Whichever is Applicable).
2.	Attested copies of Experience Certificate (Textile Sector)
3.	Three attested photocopies of the CNIC
4.	Financial Health Certificate (Bank Statement etc.) At least 06 months
5.	Brief on Business Plan. (as per attached template)
6.	Any other document that the applicant may submit in support of this application.
For Existing Setup Applicant	
1.	Attested copies of educational Certificate Matric /Diploma/DAE/Bachelor in textiles (Whichever is Applicable).
2.	Proof of Business; Registration Certificate with Chamber/Cluster's Association (registered with Government) and/or SECP/ NTN, Registrar of Firms etc
3.	No Objection Certificate (NOC) in case of AOP, Partnership & Pvt Business (From business partners)
4.	Three attested photocopies of the CNIC
5.	List of existing employees (Permanent, Contractual, Daily wages) on business letter head
6.	List of existing machinery on business letter head
7.	Financial Health Certificate (Bank Statement etc.) At least 06 months
8.	Brief on Business Plan. (as per attached template)
9.	Any other document that the applicant may submit in support of this application.

SUBMISSION OF APPLICATION FORM: Application can be submitted in person or through registered mail/courier at the addresses given below. Please submit the Grant application in your respective region/Office by addressing 1000-ISUs Project.

1-Applicants from AJK should submit applications at 1000 ISUs Project Management Unit (PMU)

2-Applicants from GB should submit applications at 1000 ISUs Project Khyber Pakhtunkhwa Office.

Project Director -1000 ISUs

<p><u>1000 ISUs Project Management Unit (PMU)</u> <u>Punjab</u> SMEDA Head Office, 3rd Building 5th Floor, Aiwan-e-Iqbal Complex, Egerton Road, Lahore Tel: 042-111-111-456</p>	<p><u>1000 ISUs Project Khyber Pakhtunkhwa Office</u> SMEDA Regional Office, Ground Floor, State Life Building, the Mall, Peshawar Tel: 091-111-111-456</p>
<p><u>1000 ISUs Project Sindh Office</u> SMEDA Regional Office 5th Floor, Bahria Complex II, M.T.Khan Road, Karachi. Tel: 021-111-111-456</p>	<p><u>1000 ISUs Project Balochistan Office</u> SMEDA Regional Office Bungalow No.15-A Chaman Housing Scheme, Airport Road, Quetta. Tel: 081-2831623</p>

Note: Application received without supporting documents/incomplete form & after deadline will not be entertained.

Annex C

Terms & Conditions for ISUs Grant Applicants

1. The project awards matching grants against the cost of Machinery only (**40%** to be borne by applicant and **60%** by the project).
2. Ineligible applicant /incomplete form will stand disqualified by the project.
3. Only relevant education & experience is admissible.
4. Applicant will present on demand, the Original Educational documents on which basis applicant has applied for the grant at the time of submission of application to the Project Management Unit (PMU) /Regional offices.
5. In case of non verification of any supporting documents attached with grant form, your application will stand disqualified at any stage by the project.
6. Machines for establishing Industrial Stitching Unit will be given according to types and quantity listed in the application form. No demand of machine other than the specified list shall be entertained.
7. Applicant can demand less number of machinery as specified. Quantity & types of machines cannot be changed from the list of machinery available under ISUs Grant.
8. After selection the applicant shall submit a Bank cheque of Rupees two hundred thousand (02 Lac) in favor of 1000 ISUs as security/guarantee
9. Contribution of 40 % of the amount for establishing Industrial Stitching Unit will be deposited by the successful applicant in advance to the Project. If applicant cannot make the payment of 40 % the grant would stand terminated.
10. Upon payment of 40 % share, successful applicants will undergo a mandatory training program conducted by National Textile University Faisalabad.
11. The applicant shall be responsible to arrange and make ready the appropriate Site including but not limited to space requirement, electricity connection, lighting, necessary fabric material etc required for the installation and commissioning of industrial stitching machinery.
12. The presence of applicant is mandatory on-site address provided above at the time of supply, installation and commissioning of industrial stitching machines.
13. The applicant will provide an affidavit after taking delivery of machinery on stamp paper of Rs. 100 issued against the CNIC of the Applicant.

I hereby give my consent that I have fully read, understood and agree to the Terms and Conditions narrated above. I understand that in case of non-compliance to the above Terms & Conditions, my case shall stand terminated.

Name of the Applicant: _____

CNIC No: _____

Signature: _____

Annex D

Acknowledgement and Declaration

I Mr./Ms. _____ agree to the following terms and conditions:

1. I hereby declare that the information given in this application and the accompanying document(s) are true, correct and genuine to the best of my knowledge and that I have not withheld or distorted any facts presented.
2. I agree that it is the right of the project to accept or reject the application.
3. I admit that I shall bear the cost of any loss incurred as a result of failure of business.
4. I shall bear the cost of repair & maintenance of the machines.
5. I understand that the approval or rejection of the ISUs grant is at the sole discretion of **1000 ISU Project.**

Signature: _____



1000 INDUSTRIAL STITCHING UNIT

Disclaimer

In order to ensure transparency in the Grant Application and Evaluation process SMEDA 1000—ISUs Project independently evaluates eligibility of your Grant Application which includes checking against eligibility criteria, sufficiency of provided documents, interviews & field verifications through its own staff. **For the said evaluation process, SMEDA 1000 ISU Project has neither appointed nor allowed/involved any THIRD PARTY OR CONSULTANTS to communicate or contact the applicant(s).** Any such incident(s) of misrepresentation, offering any unauthorized & illegitimate support to facilitate the process must be reported at the earliest to:

Project Director
1000-ISUs Project
Tel: 042 111 111 456
Cell: 0333 8608778
Email: fouzan@smeda.org.pk

