



GRANT APPLICATION FORM

**‘PHASE-1: ESTABLISHMENT OF 150 INDUSTRIAL STITCHING UNITS ACROSS THE COUNTRY’
OF
A PSDP PROJECT TITLED “1000 INDUSTRIAL STITCHING UNITS”
Jointly Implemented by Ministry of Commerce & Textile (Textile Division) &
Small and Medium Enterprises Development Authority (SMEDA)
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. For assistance in filling of the form please visit PMU/ SMEDA’s Regional Offices.
3. Please go through the eligibility criteria (given below) & the project brief before applying for grant.
4. Please keep the receipt provided at the time of submission for further reference.
5. Submission of application does not make the project liable to process the case or award a grant.
6. Provide required information in all sections. All sections are mandatory.
7. All completed and submitted applications shall be processed within short time
8. For assistance in preparation of Business Plan, visit www.smeda.org.pk
9. The project only awards matching grants that require a minimum share of **40%** by the applicant(s) and **60%** by the project.

EXISTING SME/START UP ELIGIBILITY CRITERIA:

1. Applicant(s) is a citizen of Pakistan including AJ & K, GB & Merged Districts of Khyber Pakhtunkhwa.
2. Applicant(s) is not a bank defaulter/black listed.
3. The applicant(s) shall have minimum of matriculation level of education with a verifiable experience in the field of textiles, not less than 03 years, in a registered company or formal education in field of textiles i.e. One Year Diploma/DAE (03 years)/ Bachelors (04 years) from any recognized institute.

PERSONAL INFORMATION:

1	Applicant’s Name										Photo	
2	Gender	Male			Female			Others				
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	Business Name							
2	Business Nature: Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/>							
3	SME Nature: New Startup <input type="checkbox"/> Already Existed <input type="checkbox"/>							
4	Available Space for Stitching Unit							
	Owned		Family		Rented		if rented, Attach rent agreement	
5	Office Address:							
	Tehsil		District		Town/City			
	Phone No. with Area Code					Mobile		
	Mobile SIM registered in applicant's own name							
	e-mail Address (if any)							
6	Permanent address if present address is different from address in CNIC							
	Tehsil		District		Town/City			
7	Experience/Skills/Education (if any)							
8	Current occupational status							
	Employed		Self employed		Unemployed			
9	Business Plan							
10	Provincial/Regional quota (Please specify)							
	special quota (Please specify)							

A-LIST of MACHINERY TO BE PROCURED:

S. No	Description	Quantity (Nos.)	Cost in PKR
1	Single Needle Lock Stitch Machine		
2	Double Needle Lock Stitch Machine		
3	4-Thread Over Lock Machine		
4	5-Thraed Over Lock Machine		
5	Flat Lock Machine		
6	Button Hole Machine		
7	Button Attach Machine		
8	Cover Stitch Machine		
9	Hand Cutter		
10	Bottle Press		
11	Fusing Machine		

B-LIST OF EXISTING MACHINERY (for Existing SMEs)

S. No	Description	Price

C – OWNER BASIC FACT SHEET – FOR INDIVIDUALS**FIRST REFERENCE INFORMATION**

Name:				Address:											
Phone:				E-mail:											
Residence		Office		Mobile:											
Computerized CNIC Number															

D - GRANT VALUE

APPLICANT AND GRANT SHARE		
APPLICANT SHARE (40%)	PROJECT SHARE (60%)	APPLICANT SHARE + PROJECT SHARE

E – SECURITY/GUARANTEE

The applicant(s) shall submit a Security/Guarantee (after scrutiny) equal to **2% (TWO PERCENT)** of the anticipated grant amount in from of **Bank Draft** or **Pay Order/ Deposit at Call** or **Bank Guarantee** from a Scheduled Bank of Pakistan in favor of **Project Director, Phase-1: Establishment of 150 Industrial Stitching Units.**

D-IMPORTANT TERMS & CONDITIONS (Document Check list)

1. Attested copies of educational Certificate/Diploma/DAE/Bachelor in textiles (minimum Matric with 3 years' experience in textile sector).	
2. Experience Certificate	
3. Three attested photocopies of the CNIC	
4. List of existing employees & existing machinery on firm letter head (if applicable)	
5. Three quotations of required machinery with a procurement plan mentioning tentative date and price.	
6. Existing SMEs Registration Certificate with Chamber/Cluster's Association (registered with Government) and/or SECP (whichever applicable)	
7. Financial Health Certificate (Bank Statement etc.)	
8. Business Plan.	
9. Any other document that the applicant may submit in support of this application.	

Declaration by the Applicant on a Stamp paper of Rs. 100/-

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

1. I am ensuring that the documents/information provided is correct /genuine.
2. I agree that it is the right of the executing agency to accept or reject the applications.
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/ up-gradation/maintenance of machines.
5. I will submit Business Plan as per SMEDA format.
6. I shall regularly submit the profit and loss statement of the business on annual basis to the SMEDA/Textile Division.

Date: _____

Signature/Thumb impression

1000 INDUSTRIAL STITCHING UNIT

RECEIPT OF APPLICATION SUBMISSION

(For Office Use Only)

Received an application from Mr. /Ms. (Name, Address & Phone): _____

For grant/assistance under '**Phase-1 of 150 Industrial Stitching Units**' of a PSDP Project titled "1000 ISUs".

Amount: Rs. _____

Amount in words Rupee:

Reference Number: _____ Submission Date:

____/____/____

Signature & Stamp

PMU/SMEDA Regional Office

1000 INDUSTRIAL STITCHING UNIT