The Following Documents/ Papers/ Information are required for Processing the EEF ICT Proposal

1) Board Resolution for availing the EEF facility (with the signature of all Directors).

2) Certified Copy of the Memorandum and Articles of Association, Certificate of Incorporation (Certified by Chairman/ Managing Director/ Director of or Secretary to the Company).

3) Certified Copy of Trade Licence of the Company (Certified by Chairman/ Managing Director/ Director of or Secretary to the Company).

4) Bio-Data of the Promoters (Sponsors)/ Directors as in Form-1 (with photograph & attested photocopy all educational certificates).

5) Personal net worth statement as in Form-2.

6) Declaration of particulars of sister/allied concern(s) as in Form-3.

7) A specimen of the letter to be addressed to the applicant's Banker(s) as in Form-4.

8) Project's viability tests as in Form-5.

9) TIN of all the Directors, sister Concern and the Company (if any).

10) Bank Account Number & Bank Certificate of all Directors and the Company.

11) Photostat copies of Nationality Certificate and National ID (NID) Card.

12) CIB Report (Up to date).

13) Audited Financial Statement of immediate last 01 year for existing project.

14) Net Asset Statement (IT 10-B) of all Promoters (Sponsors)/ Directors Submitted in Income Tax Department (Attested by Authorized officer of Income Tax Department).

15) Membership Certificate of the Company (BASIS/ BCS/ ISPAB).

16) House Rent/ Office Rent Agreement of the Company.

17) List of all current employees as in format:

SL#	Name	Designation	Educational Qualification	Experiences	Signature

18) Bio-Data, Photograph, Appointment Letter & all educational, experiences certificate of all current employees.

19) List of all Softwares/ Products developed by the Company or all services given by the Company.

20) Copyright Certificates of all software/ products developed by the Company.

21) List of all clients (with address & contact no.) of the company as in format:

SL#	Softwares/ Products Name	Clients Name (with address & contact no.)

22) Future Business Plan (Why you want to take financial assistance from EEF?) of the Company (with Time Schedule & Gantt Chart).

23) All work order & work completion certificate got from the clients.

24) Project Appraisal from Appraisal/ Lien Bank.

25) Project Visit Report from Appraisal/ Lien Bank.

26) ERC for export softwares/ products in foreign countries.

27) All Information should be supported by relevant attested copies of Certificates/ Papers/ Documents.