



**Ministry of Industrial Development, SMEs and Cooperatives  
(SMEs Division)**

**PRESCRIBED FORMAT FOR APPLICATION OF THE GRANT SCHEME FOR THE  
POTATO PROCESSING SCHEME FOR SMALL AND MEDIUM ENTERPRISES AND  
COOPERATIVE SOCIETIES**

**SECTION A: GENERAL INFORMATION**

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1. **Name of SME/Cooperative Society:**
  
2. **Date registered:**
  
3. **Business Registration Number:**
  
4. **Is your SME/Cooperative Society registered with the SME Registration Unit of the Ministry of Industrial Development, SMEs and Cooperatives (SMEs Division)**  
  
Yes                      No

**(If yes, please annex a copy of your Registration)**

5. **Address of SME/Cooperative Society:**  
**E-mail address:**  
**Telephone:**
  
6. **Contact Person:**  
**Position held:**  
**Telephone:**  
**E-mail address:**

**SECTION B: DETAILS OF THE SME/COOPERATIVE SOCIETY**

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1. **If you are already in operation, please provide an overview of your existing business. If you intend to create a new business, please provide an overview of the proposed new business.**

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**5. Please provide copies of the following documents:**

- Business Registration Number issued by the Corporate and Business Registration Department;
- SME Registration Certificate issued by the SME Registration Unit (applicable for SMEs/Cooperative Societies registered with the SME Registration Unit);
- Detailed Business Plan;
- Quotations from Suppliers;
- Bank Details of Applicant; and
- Training certificate from a recognised institution to the effect that Applicant has followed course(s) in potato processing (if any).

**SECTION C: DECLARATION & SIGNATURES**

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I, the undersigned, declare that:

- (i) the information provided in this form is true, accurate and complete at the time of application;
- (ii) I am aware that there may be further information required by the Monitoring and Evaluation Committee that has been set up to evaluate proposals received from SMEs/ Cooperative Societies and to follow-up on the implementation of the Scheme and that failure to provide the requested information in a timely manner may lead to rejection of this application;
- (iii) I understand and am agreeable to the terms and conditions of the project as laid out in the Guidelines for SMEs and Cooperative Societies;
- (iv) I understand that the Monitoring and Evaluation Committee will use the information provided to evaluate the eligibility of an SME/Cooperative Society for disbursement of funds to the Applicant; and
- (v) I understand that the evaluation process may include a site visit at the premises of the SME/Cooperative Society.

Name(s) (Representing the SME/Cooperative Society):

Signature:

Date: [Click or tap to enter a date.](#)





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**DISCLAIMER:**

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- i. The Ministry shall treat all information provided in this form as confidential and shall not disclose any part of the information to any other party except to the Members of the Monitoring and Evaluation Committee.
- ii. The Ministry reserves the right NOT to accept any Applications under this Expression of Interest.
- iii. The Ministry reserves the right to revise and amend the terms and conditions laid down in these Guidelines, as and whenever necessary.
- iv. The sole responsibility for executing the project shall rest with the selected SME/Cooperative Society.
- v. The Ministry shall not be liable for any loss/damage incurred by the selected SME/Cooperative Society in executing the project.