

Instructions for Online Application:

- Navigation to Login page: tiic.org → Login → Guest
- For the first time users, the user has to register themselves with a valid email and mobile number and setting a password. The mobile number will be validated using OTP.
- After registration, the user will be redirected to login page. The user has to login using mobile number/ email id and password to navigate to the application homepage.
- In the application homepage, the user shall click on “Flood Relief” link after clicking on “Apply Loan” button on the top left. This will navigate to the 1st step of filing application.
- The applicants are requested to ensure their eligibility before proceeding for filing online application.
- The applicants are requested to have the following documents in soft copies before proceeding with the filing of the application:

Document	Format	Acceptable size
PAN card of all promoter	pdf	File size between 10KB - 1MB
Aadhaar card of all promoter	pdf	File size between 10KB - 1MB
* If unit is exempted from GST, CA certificate on turnover from 01.04.2023 to 30.09.2023 with UDIN, if applicable	pdf	File size between 10KB - 1MB
*Networth statement of all promoters	pdf	File size between 10KB - 1MB
Photo of all promoters	jpeg, jpg, png	File size between 10KB - 100 KB

** Format for Networth statement and CA Certificate is given at the last section of this document*

- Proceed with the application. Sample formats given for CA and networth shall be used.
- The applications which are duly filled and submitted will be considered as complete.
- Incomplete application, at any stage of filing, will not be considered as submitted.

- In case any of the details submitted is found to be incorrect, the Corporation reserves full right to reject your application.
- After submitting the application, a pdf of the application will be sent to the registered email of the applicant.
- One applicant unit shall submit only one application. In case of multiple applications received for an applicant unit, the first complete submitted application would be considered as received.
- The applicant has to submit the physical copy of the application duly signed by all the promoters along with the following documents at the corresponding TIIC Branch Office:
 - Photo of all the promoters
 - Copy of self attested PAN, Aadhaar Card of all promoters.
 - Copy of PAN Card of the unit (for partnership concern/ limited companies)
 - Copy of UDYAM Registration Certificate duly attested
 - Copy of GST Registration Certificate duly attested
 - Original GST Turnover (GSTR3B/ GSTR4) returns from 01.04.2023 to 30.09.2023 or if the unit is exempted from GST, Turnover certificate from CA with UDIN
 - In case of partnership concern, copy of partnership deed, Form C & Form A
 - In case of Limited Company, copy of Incorporation Certificate, Memorandum & Articles of Association of the company.
 - Bio data & Networth of the promoters.
 - Copy of EB Bills (for September 2023 and last EB Bill)
- **Only duly signed physical copy of the application along with all the particulars listed above will be considered as received.**

NETWORTH STATEMENT OF PROPRIETOR/PARTNER/DIRECTOR

Name of the Proprietor/Partner/Director:

a. Immovable Properties:

S.No	Description of the property with address (Doc.No./S.No./Door no./Street Name/Village/Taluk/District	Full Name of the Property Owner and address	Extent of share in the property	Purchase price	Market Value

b. Movable Properties:

S.No	Description	Purchase Price/Face Value	Market Value

c. Grand Total of all the assets (a+b) :

Less :

d. Personal Liabilities:

S.No	Description	Amount

e. Networth (c-d) :

f. Declaration:

I declare that the above particulars are true and correct to the best of my knowledge and belief and I undertake to furnish such other information as TIIC may require.

Place : _____

Signature : _____

Date : _____

Name : _____

Format for CA Certificate:

Certificate

This is to certify that M/s. (Unit Name), located at _____, was functioning as on 30.09.2023.

Further, the concern is exempted from GST filing and had a turnover of Rs.____ for the period from 01.04.2023 to 30.09.2023

This certificate is issued for availing the loan of Rs. ___ lakhs from Tamilnadu Industrial Investment Corporation under “Flood Relief Scheme - Loan for MSMEs”

Date:

Place:

(Name of the Chartered Accountant)

Chartered Accountant

Membership No.

UDIN: