

### Check List (IDR)

S. No.	Particulars	Remarks
1.	License Type Fresh/ Expansion	
2.	Items whether under IDR Act/ Arms Act	
3.	Items to be manufacture	
4.	Manufacturing Process of the proposed items	
5.	Address of the Unit (Office address)	
6.	MoA and AoA	
7.	Whether proposed items to be manufactured by the Company mentioned in the Object clause of MoA.	
8.	Certificate of Registration	
9.	Signed Board Resolution	
10.	Aadhaar Card and PAN card of all the directors of the Company	
11.	Identity proof of all the directors	
12.	Signed MHA security clearance proforma along with Self-Declaration	
13.	Whether the name of the directors mentioned in MHA proforma match with the ones mentioned in provided identification proofs.	
14.	FDI	
15.	FDI Declaration	
16.	FDI of the Holding Company, if any.	
17.	All the columns of 6A, 6B, 6C and 7A be duly filled.	
18.	Declaration stating that the company abides by the Press Note No. 3(2020 Series) dated 17.04.2020 issued by DPIIT	
19.	Signed Declaration of Country Concern	
20.	Employment	
21.	Previous Issued Copy of License if the Company has shown Existing Capacity & date of Validity of the Existing License.	
22.	Suggested turnover	
23.	Proposed Investment	
24.	Address of the Factory	
25.	Proof of manufacturing Land Whether own land or on Lease	
26.	Period of Lease (Encumbrances free)	
27.	Whether Industrial Land Commercial Area/ Space of the land	
28.	DoDP Annexure	
29.	Only PDF files are allowed with maximum allowed size of each pdf 2MB. Except for Memorandum of association / articles of association for which 10 MB , Other Relevant Document 20 MB pdf file allowed and only alphanumeric characters are allowed in filename (no space & special character).	

### Check List (ARMS)

S.No.	Particulars	Remarks
1.	Items whether under ARMS or not.	
2.	Memorandum of Association and Articles of Association.	
3.	Whether proposed items to be manufactured by the Company mentioned in the Object clause of MoA.	
4.	Certificate of Registration of Company under the Companies Act, 2013	
5.	Identification Proof of all directors and responsible persons i. Aadhar Card In case the director or the responsible person does not have Aadhar card, a written declaration in the form of an Affidavit in this regard along with an alternative identification card or Permanent Account Number (PAN) card or official Identity Card may be provided	
6.	Residence Proof of all the directors and responsible person. In case the director or responsible person does not have Aadhaar Card or Passport, alternative residence proof, which may include Voter's ID, Electricity Bill or Landline Telephone Bill or Rent Deed or Lease Deed or Property documents or other Document to the satisfaction of the licensing Authority.	
7.	Copy of latest balance sheet of the company and audited copy of Net-worth Certificate duly certified by a Chartered Accountant.	
8.	Estimated project outlay and means of finance for funding the project duly certified by a Chartered Accountant.	
9.	Certified copy of the board resolution for making an application under these rules along with full particulars of the responsible person authorized to sign the same.	
10.	A declaration with proof thereof to the effect that it has acquired the land for setting up the manufacturing plant or for setting up proof-test facility along with details of an access road to the proposed site, installation of electricity and water connection, particulars of land development carried out and any other information deemed necessary by the licensing authority.	
11.	Signed Declaration of Country of Concern also stating that the company abides by the Press Note No. 3(2020 Series) dated 17.04.2020 issued by DPIIT	
12.	FDI Annexure along with FDI details of Parent/Holding Company, if any.	
13.	Declaration of FEMA.	
14.	MHA Security clearance proforma along with self-declaration of criminal cases in respect of all the Directors and responsible person.	
15.	Photographs of all the directors and responsible person.	
16.	Suggested turnover	
17.	Proposed Investment	
18.	Declaration that the item proposed for production have no infringement of patents or copy rights.	
19.	Declaration that the security guidelines as contained in the security manual prepared by the Ministry of Defence, DoDP, for licensed defence industries shall be fully complied with.	
20.	Any other Documents such as previously issued copy of License if the Company has shown Existing Capacity etc.	
21.	Only PDF files are allowed with maximum allowed size of each pdf 2MB. Except for Memorandum and Articles of Association for which 10 MB pdf file allowed and only alphanumeric characters are allowed in filename (no space & special character).	