

**Application Form for Engaging NSIC Business Promotion Associates  
(NBPA)**

*(Attach a separate sheet where ever required)*

1. **Full name of Entity:** \_\_\_\_\_  
  
**Constitution:**     Proprietor  Partnership  Pvt Ltd  Ltd  CA/CMA Practicing/  
 Firm  LLP  Trust  Society  Association  Any Other.....  
 (Please specify)
2. **Is Proprietor/ Partner/ Director/ Member/ Key Managerial Person an ex-employee of NSIC:** (Yes/No) \_\_\_\_\_
3. **Year of Establishment/ Incorporation:** \_\_\_\_\_
4. **Registered Office Address:** \_\_\_\_\_  
     o       Whether Rental or Owned: \_\_\_\_\_  
     o       Office Telephone(s) #: \_\_\_\_\_  
     o       Email ID: \_\_\_\_\_
5. **Correspondence Address:** \_\_\_\_\_
6. **List of Offices and their addresses:** \_\_\_\_\_
7. **Name and Address of Proprietor/Partner/Director/Key Managerial Person/Members:**

S. No.	Name	Designation	Residential Address	Telephone/ Mobile Number

8. **Name of Sister Concerns, if any:** \_\_\_\_\_
9. **Staff details:** Their Qualification and working since **(Attach separate sheet if necessary)**  
**(Not Applicable for Government entities)**
10. **Work Experience:** (Attach separate sheet)
11. **Authorized person(s):**

S. No.	Name	Designation	Mobile No.	e-mail

Contd....2

12. **Number of professionals employed in firm/company:** \_\_\_\_\_

13. **Attach Audited balance Sheet of last three years:**  Attached  Not attached

14. **Competences-Special Area of Expertise:** (Tick all that apply)

- Marketing
- Consultancy
- Taxation
- Finance
- Technology
- Any Other (please specify)

15. **Application Fee Amount :** \_\_\_\_\_

**Details:** Cheque/ DD No./ NEFT/ RTGS (UTR Number): \_\_\_\_\_ dt. \_\_\_\_\_  
**(Exempted for PSU/Govt Organizations/Entities)**

16. Whether **BLACKLISTED** in past by any of the Government entity/ Agency?

YES  NO

*Mention details, in case of "Yes"*

17. **All documents as per check list are attached:**  YES  NO

18. Security deposit of Rs 25,000/- will be paid after acceptance of my application.  
**(Exempted for PSU/ Govt Organizations/ Entities)**

19. **Declaration:** I/ We hereby declare that the information furnished by me/ us in this application form for appointment as a NBPA under MSME SAARTHI is true, correct, and complete to the best of my/ our knowledge and belief. I/ We understand that any false or misleading information may result in rejection of the application or termination of my/our NBPA appointment at any stage.

I/ We further declare that I/ we am/ are not involved in any illegal, fraudulent, or unethical activities and that no criminal case is pending against me/us.

**Signature of Prop./ Partner/ Director/ Authorized person:**

\_\_\_\_\_

**Stamp of Firm/ Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## List of Documents required:

S. N.	Name of the Document	Government Organisation	PSU/ CPSU	Private Organization( Practicing CA/CMA/CS/ SNP/ Registered Industries Association)
1	Application Fee	No	No	Yes
2	Company/ Firm Profile	Yes	Yes	Yes
3	Company/ Firm GST Certificate.	Yes	Yes	Yes, if applicable
4	Company/ Firm PAN card.	Yes	Yes	Yes
5	Company/ Firm registration documents, i.e. MOA/ AOA in case of Pvt Ltd./ Ltd./Association etc. Form A in case of partnership firm. In case of CA/CMA/CS firm. Certificate of Practice of CA/CMA/CS.	Yes	Yes	Yes, if applicable
6	Board resolution in case of Private Limited/ Limited etc., Power of Attorney in case of Partnership firm, Authority letter for others for signing the Letter of Association/ Agreement etc.	No	Yes	Yes
7	Bank cancelled cheque or letter from bank containing complete details of their bank account.	No	No	Yes
8	Copy of 3 years audited balance sheets.	Yes	Yes	Yes
9	In case of CA/ CMA/ CS/Association/SNP etc. firm should be at least 3 years old.	Not Applicable	Not Applicable	Yes
10	In case of CA/ CMA/ CS, firm should have at least 15 lacs turnover in their latest audited balance sheet.	Not Applicable	Not Applicable	Yes if applicable
11	The NBPA should have a functional office setup and relevant infrastructure to manage operations and client interactions.	No	No	Yes
12	Prior experience in financial services, loan processing, or sales is usually preferred. NBPA should have an understanding of MSME financing, credit risk, and banking operations.	No	No	Yes, if available
13	Copy of Aadhar of Proprietor/ All Directors/ Partners/ Authorized person	No	No	Yes
14	ITR of last three years	Yes	Yes	Yes