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MSME SAARTHI

NSIC BUSINESS PROMOTION ASSOCIATES (NBPA) SCHEME

DECEMBER 23, 2025

**THE NATIONAL SMALL INDUSTRIES
CORPORATION LIMITED**

**NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE, NEW DELHI-
110020**

**MSME SAARTHI (NSIC BUSINESS PROMOTION ASSOCIATES SCHEME
(NBPA SCHEME)**

1) Scheme Outlines:-

Background

The National Small Industries Corporation Limited (hereinafter referred to as "NSIC") has been opening new offices in selected locations having business potential to address the issue of 'reach' of the NSIC. In addition, the NSIC has conducted various campaigns/ business meets, wherein it interacts with the MSMEs, for expanding the business. However, these measures enable NSIC only in partially resolving the issue of '**reach**' through its network of offices spanning the entire country. Hence, the overall reach of the NSIC needs to be expanded in a big way to tap the latent potential.

Over the last few years, the business of the NSIC has been steadily growing. While the overall business has grown, driven by an outstanding product line-up, there are still vast uncovered areas in each State which hold tremendous business potential in terms of the MSMEs waiting to be served by the NSIC. Though the field offices are making efforts and working hard to reach the untapped MSMEs, the available limited resources in terms of manpower has also been felt as an impediment for reaching out to the Micro, Small & Medium Enterprises at large and in achieving the desired levels of growth of business. There is immense need to reach untapped regions through a simple & cost effective model, so that NSIC schemes are available for entrepreneurs in uncovered areas of the country.

- i. **TITLE OF THE SCHEME:-** MSME SAARTHI (NSIC Business Promotion Associates Scheme) hereinafter referred to as MSME SAARTHI (NBPA Scheme). SAARTHI stands for Assistance Acceleration by Reach THrough Independent Associates).
- ii. **SCHEME OWNERSHIP:** - Scheme is owned by The National Small Industries Corporation Ltd.
- iii. **TOTAL COST OF THE PROPOSED SCHEME:** No direct/ indirect cost involved of NSIC Ltd in MSME SAARTHI (NBPA scheme) except for set up of IT structure i.e. Software & Hardware for generating NBPA Code & integration of HO and Zonal office//NSIC Branch/ NTSC.
- iv. **PROPOSED DURATION OF THE PROPOSAL/ SCHEME:** Initially the scheme will be valid for 3 years from the date of issuing approved guidelines. The scheme will be reviewed after 3 years of implementation for extending the scheme for further period.

- v. **NATURE OF SCHEME:-** Business Lead Generation and Revenue Oriented.
- vi. **WHETHER A NEW OR A CONTINUING SCHEME:** New Scheme.
- vii. **WHICH EXISTING SCHEMES/ SUB-SCHEMES ARE BEING DROPPED, MERGED OR RATIONALIZED:** - The Existing DSA scheme is being dropped.

2) **AIMS, OBJECTIVES AND SCOPE OF THE SCHEME:** - To expand business activities all over India to serve more and more MSMEs, the MSME SAARTHI (NBPA Scheme) will not only serve the units in the untapped areas but also benefit the NSIC by not incurring fixed expenses in opening of new offices. It has been observed that during Corona pandemic most of the service organizations worked on the franchising model since it makes more economic sense and offer the opportunities to keep exploring new avenues and areas of business opportunities, without much involvement of on-role staff members in untapped areas. The NBPA will be key partners and play a pivotal role in the new market penetration and growth strategy.

To enable NSIC reach out and extend services to larger section of untapped Micro, Small & Medium Enterprises in a cost effective manner, NBPAs will work as business lead provider/ extended arms of NSIC educating NSIC's Scheme to MSME Customers for sourcing new business. The number of NBPA appointed can be more than one in a Region/Office.

3) **TARGET BENEFICIARIES:-**

There are approx. 68 million MSMEs in India which significantly contribute approx. 27% in India GDP, 38% in manufacturing output and 45% in exports. Till now NSIC is dealing with a very small numbers of beneficiaries.

To expand NSIC's reach, we may focus on India's MSME sector through the NBPA channel, aligning with our broader objectives of enhancing branding, promoting and driving revenue growth within this crucial segment.

Any specific interventions directed in favour of social groups, namely SC, ST, differently abled, minorities and other vulnerable groups shall be adhered to.

4) BENEFITS OF MSME SAARTHI (NBPA SCHEME):-

- a. **Rapid expansion:** MSME SAARTHI (NBPA scheme) expected to allow the business to grow quickly without significant capital investment.
- b. **Revenue streams:** NSIC will earn revenue through NBPA while selling products or services to MSMEs.
- c. **Brand expansion:** This scheme enables the brand to penetrate new markets and reach customers that the NSIC may not have been able to access otherwise.
- d. **Risk sharing:** NBPA shall invest their own capital into opening and operating its locations, reducing the financial risk for NSIC.
- e. **Overcome manpower shortage:** As NSIC has issues of low manpower across all offices of NSIC especially for business generations, this scheme will help NSIC by providing extended arms for business.
- f. **Scalability:** The MSME SAARTHI (NBPA scheme) may allow NSIC business operations to expand rapidly without the need to directly hire and manage a large number of employees.
- g. **Diverse Skill Sets:** MSME SAARTHI (NBPA scheme) will bring diverse skill sets and experiences to the table, enriching the overall talent pool within the business network. This diversity can foster innovation and creativity in problem-solving.

5) SCHEMES OF NSIC TO BE COVERED UNDER MSME SAARTHI (NBPA SCHEME):

The NBPA selected under the scheme would be required to mobilize proposals under the following schemes of NSIC. All the schemes and their respective Application Forms are available on our website www.nsic.co.in.

- a) Single Point Registration Scheme.
- b) Digital Service Facilitation.
- c) Exhibitions organized by NSIC.
- d) Selective Training Courses conducted from NTSCs.
- e) Common Facility Services provided at NTSCs.
- f) Raw Material Assistance against Bank Guarantee.(RMA).
- g) Bill Discounting (BD).
- h) Assistance to Wholesalers and Retail Traders Scheme (AWRT).

Any scheme introduced in future may also be applicable to NBPA as per the approval of the competent authority on case to case basis.

Field Offices are to ensure that business generated through NBPA shall be processed strictly according to the applicable guidelines of the respective scheme.

6) ELIGIBILITY TO BECOME NBPA:

This scheme will be applicable only for **Public Sector Undertakings/ Practicing Chartered Accountant, Practicing CMA, Practicing CS & Firms/ National or State or District Level registered Industries Associations/ National & Regional Chambers of Commerce and any other National/ State Government agencies** dealing with MSME sector at large. **SNP approved by ONDC will be eligible only for SPRS & B2B.** The scheme will commence upon the issuance of the approved guidelines. Only Indian citizens are eligible to apply.

Those willing to work as NBPA of NSIC for mobilizing business proposals would submit the application as per Annexure-“1” along with Application fee of Rs. 5000/-+GST (exempted for PSU/ Government organizations/entities) and documents as per Annexure- “2”

a) Selection Criteria:

- i. In case of CA/ CMA/ CS they or their firm should have at least Rs.15 Lakh turnover in its latest audited balance sheet.
- ii. The NBPA should have a functional office setup and relevant infrastructure to manage operations and client interactions
- iii. NBPA having experience in financial services/ loan processing/ sales work shall be preferred.
- iv. All NBPAs including Industries Association must have three years of existence.

Note: - It is proposed that for Government entities, such as Public Sector Undertakings and National or State-level Government agencies and National or State or District Level registered Industries Associations/ National & Regional Chambers of Commerce a MoU/ Letter of Association will be signed to formalize the arrangement. However, Agreement/Letter of Association to be executed with all other entities as per scheme.

b) If NSIC enters into MoU/Agreement/Letter of Association with any National/State level entity then their jurisdiction will be National /State level, as the case may be.

c) **Who will NOT be eligible to become NBPA?**

NSIC's present and past employees & their immediate family members are **NOT** eligible to be enrolled in this scheme as NBPA. In addition to above, Directors, their relatives and entities, in which they are having substantially interested in, are **NOT** eligible to become NBPA. Any violation to the above guidelines may attract disciplinary action as per prevailing NSIC CDA rule. Any agency is otherwise eligible except person with criminal background and/or Blacklisted by Any Institution or RBI are not eligible to become NBPA.

7) **How to apply:-**

- (i) The intended NBPA will be required to apply on prescribed application format to NSIC Offices. The application format can also be downloaded from NSIC's website: www.nsic.co.in
Application Form is placed at Annexure-“1”.
- (ii) The applicant shall remit a security deposit of ₹25,000/- (Exempted for Government entities) which shall be non-interest bearing and not subject to any interest payment by NSIC. This Security Deposit will be refundable at the time of completion/termination of this Agreement subject to minimum 10 new clientele in any of the Scheme(s) of NSIC.
- (iii) Self-attested copies of documents along with a duly filled-in application form as mentioned at (i) above
- (iv) If the applicant has more than one office in India, details of all such offices shall be provided along with the application.

8) **PROCESS FOR SELECTION OF NBPA:**

The process of selection would be carried out by the following method:-

- I. The MSME SAARTHI (NBPA scheme) is to be publicized and an advertisement for the engagement of NBPA will be initiated at Head Office on NSIC website.
- II. Details of advertisement and application form to be posted either and/ or over Digital & Print Media, NSIC website and social media handles, if required as decided by Competent Authority.

- III. The prospective NBPA will submit the application along with all requisite document & applicable fee online or Offline. The application and documents will be checked by respective Branch/NTSC and recommend the application to Zonal Head/HoD(Tech). Subsequently, Zonal Head/HoD(Tech) after being satisfied with the credentials of NBPA will recommend application to Head Office for approval at Head Office by the designated HoD. All this process will be done online and automated approval will be generated along with code of NBPA. User ID and password generated by the software will be shared with the Zonal Office/NSIC Branch/ NTSC. Till the IT infra is in place for the above, the offline process will be followed.
- IV. The MoU/Agreement/Letter of Association to be executed with selected NBPA shall be e-signed. All the original documents shall be kept in safe custody at the branch level and the scanned copies of the same will be shared with Zonal Office and Head Office. Till the IT infra is in place for the above, the offline process will be followed
- V. The details of the NBPA (including the NBPA code no.) shall be put on NSIC's website for creating awareness about the engagement within and outside NSIC.
- VI. The selected NBPA(s) will be issued a Letter of Association by NSIC, which can be submitted or shown as part of collaboration. The validity of the MoU/Agreement will be for two years from the date of issue. After this period, the NBPA must apply for renewal.
- VII. NSIC reserves the right to enter into an MoU/ Agreement/Letter of Association with other stakeholders for increasing the reach, for which the NBPA will not hold any reservation.
- VIII. NSIC offices will continue to do their regular business in the respective states as usual.
- IX. NSIC reserves the right to open new offices wherever deemed fit.
- X. No sub-contracting or sub delegation is allowed.
- XI. NBPA shall submit a declaration that no conflict of interest is involved and if found otherwise, NSIC reserves the right to initiate appropriate action/legal action as may be necessary.
- XII. The concerned Zonal/ NTSC/ Branch Office of NSIC and the related NBPA shall appoint each Nodal Officers to coordinate to address/ resolve the issues.

9) ROLE OF NSIC:-

The NSIC officers are involved in multi-task work to market our various schemes. Therefore, training for the staff of NBPA to sell our schemes to MSMEs would be provided as under:-

- (a) NBPA or its staff will be offered 2 days of initial training (Offline/ Online) programs/ briefing on various schemes, policies, documentation and procedures, preferably at the respective NSIC branch/ Zonal Office/ NTSC.
- (b) Mode of training may be decided with mutual consent between NSIC and NBPA.
- (c) Whenever physical training is conducted, the NBPA shall bear all travelling, lodging, compensation and other expenses incurred by them for themselves or for their employees. Following may also be noted w.r.t. to training :-
 - i. If NBPA or their staff does not successfully complete the training program or fails to demonstrate an aptitude, spirit or ability to comprehend and carry out the course of study to the reasonable satisfaction of NSIC, then NSIC shall have the right to terminate the contract with the NBPA.
 - ii. The NSIC training mechanism may involve a question-and-answer session in the form of an exam based on the training.
- (d) Only Training and resource materials will be provided by NSIC.
- (e) Zonal Heads/NTSC Head/Branch Head must ensure that NSIC's existing business or business sourced by branch officials should not be transferred to NBPA.

10) ROLE OF NBPA:

- a) NBPA must be aligned with goals and objectives, to foster a collaborative and productive partnership.
- b) NBPA will always have a channel of communication with concerned NSIC Branch Office/ Zonal Office/ NTSC.

- c) NBPA would be required to use their local area contacts/ expertise, coupled with marketing acumen and networking skills, to expand the customer base.
- d) NBPA will be required to reach out to MSMEs and develop an MSME database for generating/ mobilizing the business proposals under the above schemes.
- e) The NBPA will undertake all services such as identification of potential MSME customer, collection of required documents of the proposal (completely filled and signed application form with supporting documents and full application fee), including creating awareness about NSIC's products/ services and submission of applications to the designated NSIC Branch/ Zonal Office/ NTSC etc. or inform by their registered e-mail.
- f) The proposals, mobilized by an NBPA, will be forwarded for consideration to the concerned NSIC Branch/ Zonal Office/ NTSCs. Every proposal shall be forwarded by NBPA to NSIC Branch/ Zonal Office/ NTSC should have a forwarding letter & NBPA will affix their stamp containing their code on the application form.
- g) NBPA will manage their customers and nurture them for repeat business.
- h) NBPA shall not change the location of the NBPA OFFICE (s)/ place of operations, without the prior written consent of the concerned NSIC Branch/ Zonal Office/ NTSC.
- i) NBPA shall not engage in any conduct detrimental to the interest of NSIC.
- j) NBPA shall not receive any payment of any nature directly in its name from the applicant units.
- k) NBPA should not commit any employment opportunities in NSIC, to any person in the name of NSIC.
- l) The NBPA cannot further subcontract its Service Agreement/Letter of Association.
- m) The NBPA shall ensure that, the products / Services under any scheme of the NSIC should be the same and NBPA shall not be entitled to change any feature / price of the product / services at their discretion.
- n) NBPA shall diligently promote and conduct the business with the highest degree of probity and business competence.

- o) The NBPA, its employees shall conduct the business in a lawful manner and shall not engage in any unfair or restrictive or misleading practices or resort to any forcible, oppressive, vindictive, unfair, illegal or criminal means or methods of business. The NBPA shall ensure total compliance to the Fair Practices Code of NSIC, particularly aspects such as soliciting customers, hours of calling, privacy of customer information and conveying the correct terms and conditions of the products on offer, etc.
- p) Any intellectual property that results from work performed during business mobilization shall be the property of NSIC, and the NBPA would agree to assign/ transfer perpetual and entire right, title and interest in all intellectual property, including all rights to obtain, register and enforce patents, copyrights and other intellectual property protection under any laws and conventions.
- q) All proprietary information/ material of NSIC, that is made known to NBPA during the term of their work assignment, shall be received in confidence, and the NBPA shall not disclose or accept in performing the services, use any such proprietary information/ material and maintain the confidentiality even after termination of the Agreement/Letter of Association. All information, correspondence/ documents, materials or items provided to NBPA by NSIC shall be provided in trust and on expiry/ termination of the Agreement/Letter of Association, NBPA shall promptly return all such materials to NSIC.
- r) NBPA would be required to defend, indemnify NSIC harmless from any and all claims, damages, liability, attorneys, fees and expenses on account of their failure or for misconduct, violation of any law or creation of any legal liability for business dealings generated by NBPA.
- s) NBPA shall follow the established protocols to safeguard sensitive information and ensure confidentiality in all interactions. NBPA shall execute Non-Disclosure Agreement in favour of NSIC in the format of NSIC to protect confidential information shared for the business relationships.

- t) NBPA will not be having any Financial & Operational authority/ power to sanction/ dismiss/ commitment to clients. The decision to sanction/ dismiss etc. will be of the designated branch head only.
- u) The NBPA shall be solely responsible and shall indemnify any third party for all losses, damages, liabilities, claims or expenses arising out of any act, omission, misrepresentation, or non compliance by the NBPA in the course of performing its duties. The conduct of NBPA will be reviewed periodically.

11) PROPOSED MODUS OPERANDI

- The NBPA will submit their application Online or Offline in the nearest NSIC Office for empanelment.
- NSIC Branch/ NTSC will scrutinize the documents as per the list of documents as mentioned above at Point no 6 and Application Form.
- Branch will complete the necessary documentation and forward the same to the Zonal Head for recommending it to HO for its approval.
- Refundable Security Deposit of Rs. 25,000 will be deposited by NBPA (Interest Free)
- After allotment of code by HO, NBPA start collecting applications. NBPA can download the form from NSIC's website. The NBPA shall affix the stamp bearing the NBPA code no. on all such application forms.
- The applications submitted through the online system shall be submitted to the NSIC respective Branch/ Zone/ NTSC Office along with the NBPA code.
- The NBPA will educate and promote the schemes/ services of NSIC for business mobilization within the country.
- The NBPA shall mobilize business by adding new clientele in accordance with the terms and conditions laid down in the schemes of NSIC as amended from time to time and guidelines issued thereon.
- Till the IT infra is in place for the above, the offline process will be followed

12) REPORTING:

- NBPA shall submit a monthly statement in the first week of the subsequent month to NSIC's concerned Branch Office/ Zonal Office/ NTSC, with regard to the business generated under the various schemes during and up to the previous month.
- The selected NBPA would coordinate with the Branch Head/ NTSC Head under whose jurisdiction they would function.

13) TENURE OF CONTRACT:-

- After selection of NBPA, NBPA should send their unconditional acceptance immediately, otherwise selection stand cancelled. The same shall be offered to other NBPA as per qualifications.
- The selected NBPA would be initially engaged for a period of 02 years.
- The tenure of the contract can be renewed subsequently.

14) PAYMENT OF SECURITY DEPOSIT TO NSIC (NON-INTEREST BEARING):

For PSU/ Government organizations security deposit is exempted.

However, for other entities Security Deposit of Rs.25,000/- (interest free) is applicable.

NSIC will have discretion to change the above with the approval of Competent Authority.

15) FACILITATION CHARGES PAYABLE TO NBPA:-

The Facilitation Charges payable for mobilizing business proposals under each scheme is attached as **Annexure – A** (exclusive of GST).

- a.** The Facilitation Charges as per the chart **other than renewal of old cases** will be payable only on mobilizing new business proposals under specified scheme and shall be paid only on receipt of funds by NSIC from the client or Government, as applicable.
- b.** For Facilitation Charges, the NBPA must submit a claim along with the relevant documents, such as application details and client fee payment information etc., to the branch under the unique code assigned to the NBPA.
- c.** Submission of the Invoice shall be done on a monthly basis. However, the payment will be released to the NBPA only after it is realized in the NSIC account for the respective NSIC scheme from the concerned MSME units.
- d.** The Facilitation Charges to the NBPA shall be released by the branch through branch financial concurrence and with the approval of respective ZGMs.
- e.** The processing fees (0.25% quarterly to NSIC) in case of RMA/BD/AWRT will be shared, only if the BG's received within 1 year of the sanction of the RMA/BD/AWRT case to MSME. Further, the processing fees as outlined in Annexure A, shall be shared with NBPA in proportion to the Bank Guarantee (BG) submitted to NSIC, against the sanctioned limit as a facilitation charges.
- f.** If an NBPA sources business from an MSME under one scheme, and that MSME is not already associated with NSIC under that specific scheme, the NBPA will be eligible for Facilitation Charges. For instance, if an NBPA brings a client for the SPRS scheme and that MSME is already associated with us under the RMA/BD/AWRT scheme, the NBPA will still be eligible for Facilitation Charges according to the SPRS slabs.

- g. If an MSME discontinues its services with NSIC and later seeks to re-engage through the NBPA after a period of one year (after due approval by the Competent Authority), it will be treated as a new client, and the corresponding Facilitation Charges to the NBPA will be applicable.
- h. The business mobilized by the NBPA shall be submitted to the designated NSIC's Branch /Zone/ NTSC only as decided by NSIC.
- i. The enhancement of assistance to MSME in case of RMA, Bill Discounting and AWRT Schemes will not be considered for Facilitation Charges to NBPA.

16) PUBLICITY OF THE SCHEME:-

Any new initiative will have a higher chance of failure in case the same will not be publicized adequately. As this scheme would be new to the NSIC and will not form part of any other existing scheme, hence we need to publicize the scheme for better results both through online and offline modes.

17) KEY FACTORS FOR SCHEME IMPLEMENTATION:-

Since this scheme is new to NSIC and we currently do not have any active initiatives in place, we must carefully consider the following aspects during the implementation process:-

- i. **Integrations with IT:** Efforts will be made to make scheme fully online in due course of time, however till the preparation of IT infra for online boarding of NBPA, the scheme will be operative offline. The scheme with technological interventions would increase accessibility, greater flexibility in operating the aforesaid scheme.
- ii. **Timely Facilitation Charges to NBPA's:-** Facilitation Charges payable to NBPA will be paid on monthly basis.

18) NOTICE FOR TERMINATION

This Agreement/Letter of Association may be terminated by either Party, by giving one month prior written notice to the other. However, NSIC reserves its absolute right to terminate the Agreement/Letter of Association without specifying any reason. The Agreement/Letter of Association is also liable to be terminated if the appointed NBPA is found to be engaged in any unethical practices.

Unequivocal Acceptance:- The Service Agreement/Letter of Association with NBPA (to be executed on stamp paper) must have unequivocal acceptance of NBPA and any changes made by NSIC during the course of implementation of the scheme, the same shall be applicable on NBPA on unequivocal terms and the decision of NSIC will be final in this regard.

19) TERMINATION OF NBPA

i. Termination for other reasons, including un-ethical practice(s) :-

This Agreement/Letter of Association may be terminated and the Security Deposit of Rs. 25,000/- will be forfeited, by NSIC on occurrence of any of the following events:-

- a) If the NBPA fails to comply with any major terms of the Agreement/Letter of Association which affects NSIC financial/reputation matter which will be decided on case to case basis.
- b) In case of re-assignment of this Agreement/Letter of Association by the NBPA to any other person/ firm.
- c) If a receiver is appointed in respect of the whole or any part of NBPA assets.
- d) The Charter of the NBPA to do business is suspended in accordance with the applicable laws or there is change in the ownership of the NBPA.

- e) Falsification of documents i.e. documents pertaining to NBPA itself and/or documents pertaining to the MSMEs as per NSIC schemes and any other information submitted to NSIC office.
- f) Unauthorized use of NSIC stationary, Logo etc. in any manner. NSIC reserves the right for Legal Action if required.
- g) In case such NBPA who are engaged in any activities including malafide practice which is against the interest of the Corporation.
- h) If, the NBPA is found guilty for taking any kind of bribe for himself/ herself or for offering bribe in NSIC officials.

20) Dispute resolution

In the event of any dispute or difference between NSIC and NBPA, both the parties shall make an effort to mutually discuss and resolve the same amicably. If such dispute or difference are not resolved within a 30 days then the matter may be referred to a mediator to be appointed by CMD of NSIC. Decision of mediator on the said dispute will be binding on both the parties.

(This below mentioned clause will be applicable only in case of inter-se disputes between NSIC and Govt./CPSEs/PSEs etc.)

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Letter of Association/MOU/Contracts/Agreement (as the case may be)* between NSIC and CPSEs/Government Departments/Organizations, such disputes or difference shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. DPE-02/0001/2023-AMRCD-FTS-13578 dated 08.12.2025 and the decision of AMRCD on the said dispute will be binding on both the parties.

21) Jurisdiction

The court at _____ (place where Zonal/Branch/NTSC Centre etc. is located) alone shall have exclusive jurisdiction in respect of any dispute arising between the parties.

**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: _____

Annexure-“2”

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