PROCEDURE FOR ONLINE FILLING OF APPLICATIONS UNDER NEEDS SCHEME

Applicant willing to avail loan under NEEDS scheme should fill up the online application available in the following link

http://msmeonline.tn.gov.in/needs

In the home page, select “Apply online” tab. In the new window that open, in Applying for the first time tab, select the organization type, Proprietory / Partnership.

A pop up window will ask to confirm organization type. On clicking OK, Application window will open.

- Filling up of the fields marked with * is mandatory.
- Under the details of the entrepreneur 16 fields have to be filled up as below.
- On the right side of the application the applicant has to upload the photo in JPEG format with size not more than 50KB.

1. a) **Name of the Applicant**
   Fill the name of applicant with name first and initial last.
   Ex: KUMAR M.T.

1 b) **Aadhaar Number**
   Furnish the Aadhar Number if you have.

2. **Sex**
   Select and click the relevant box.
3. **Community**

Choose any of the Community SC/ST/BC/MBC/General from the drop down menu as per the Community certificate you possess.

4. **Religion**

Choose the Religion that you profess from the drop down menu.

5. a, b and c have to be compulsorily filled up choosing from drop down menu.

In respect of “yes” response from 5b and 5c, the applicant should be in possession of document proof.

6. **Date of birth** : Enter the Date of birth as found in Transfer certificate/Birth Certificate in (DD/MM/YYYY) format or it may be selected using the calendar tab.
7. a) **Father’s name** is to be filled. If married, fill the name of spouse in 7 b) i.e., Name of wife/ husband appropriately.

<table>
<thead>
<tr>
<th>7. a. Father’s Name*</th>
<th></th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>7. b. Spouse’s Name*</th>
<th></th>
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<td></td>
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8. **Permanent Address / Correspondence Address** Fill up the permanent address as in Ration Card. If Correspondence Address is same as Permanent Address, use the click here option to enter the same address.

<table>
<thead>
<tr>
<th>Door No*</th>
<th>Permanent Address</th>
<th>Correspondence Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2/6SF</td>
<td>2/6SF</td>
</tr>
<tr>
<td>Street Name*</td>
<td>MADC VEBTHI</td>
<td>MADC VEBTHI</td>
</tr>
<tr>
<td>State</td>
<td>Tamil Nadu</td>
<td>Tamil Nadu</td>
</tr>
<tr>
<td>District</td>
<td>Nandyapuram</td>
<td>Nandyapuram</td>
</tr>
<tr>
<td>Taluk*</td>
<td>-Select Taluk-</td>
<td>-Select Taluk-</td>
</tr>
<tr>
<td>Village/Town*</td>
<td>MANIKULAM,PENNAGARAM</td>
<td>MANIKULAM,PENNAGARAM</td>
</tr>
<tr>
<td>Pincode*</td>
<td>605319</td>
<td>605319</td>
</tr>
</tbody>
</table>

Proof of Ration Card or Nativity certificate has to be submitted along with hard copy of the application to the concerned RJD, Chennai / GM, DIC .

- In the 8b column, Fill **Mobile Number**
- In the 8c column, Fill **Email ID**

<table>
<thead>
<tr>
<th>Mobile / E-Mail Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Mobile No*</td>
</tr>
<tr>
<td>c. Email ID*</td>
</tr>
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</table>

9. If the applicant resides continuously for the last three years in the address mentioned in column 8, select option “YES” from the drop down menu. Otherwise select “NO”.

10. Applicant should have completed the **Educational qualification** of Degree/Diploma/ITI/ Vocational Training. Proof of the qualification has to be submitted. In
column 10, select the relevant educational qualification and furnish the required particulars.

11. If the applicant has already undergone EDP training, select option "yes". If not select "No".

12. If the applicant is presently employed, select option “Yes” or otherwise ‘No”

13. If the applicant has already registered with Employment exchange, select option “yes” and furnish the details required.

14. In the column 14, specify Father’s and Spouse’s occupation.

15. If any one in the applicant’s family is self employed, select option “Yes” and if not “No”.

16. In the column 16, furnish previous experience in the line of activity, if any, may be furnished.

Then Proceed tab is to be pressed. Then a pop up window will say “Proceed to enter unit details” Another pop up window will give you a reference number. ON proceeding, a new window will open for furnishing unit details.
1. In column 1, specify the proposed line of activity, i.e., “Manufacturing of Coir Fibre” or “Catering Services”.

2. In column 2, relevant category, Manufacturing / Service should be selected.

3. In column 3, Address/ proposed location of the unit is to be filled.

4. Since EM Part I has become obsolete with the introduction of UAM, Column 4 & 5 may not be filled.

5. In column 6, Project outlay details have to be furnished.
On submission, a pop up window will say “Details fully saved. Application No.............. Use this application number for further reference.” On clicking OK, an acknowledgement cum Application will be generated. The hard copy is to be taken and should be submitted to the concerned RJD, Chennai/ GM, DIC along with the following documents:

1. Proof of Age-Copy of birth certificate or Transfer Certificate from School/ College.
2. Proof of Residence i.e., Copy of Ration Card or Residence Certificate obtained from Tahsildar.
3. Copy of Degree/Diploma/Certificate Course Completion Certificate
4. Community Certificate
5. Certificate in proof Ex-servicemen, Differently-abled, Transgender, where ever applicable.
7. Copy of land document if included in the Project cost
8. Estimate of Building obtained from Chartered Civil Engineer
9. Quotations for machinery or equipments .
10. Sworn affidavit obtained from Notary Public in Rs. 20/- Stamp Paper