

Progress Report

To be submitted
by --- Month 202X



IGDTUW Anveshan Foundation

IGDTUW Campus, Kashmere Gate, Delhi - 110006

Submission Period of the Progress Report: From Month Date Year till Month Date Year

Startup's Name:-

Date of receiving confirmation letter as 'Incubatee':-

Incubation Period:- (15 Months/ 24 Months/ Extended) :-

Progress Report Submitted by (Directors' Name):-

Contact No.:- Email ID:-

1. Product Line at the time of Incubation (attach separate sheet, if required)

Sr. No.	Product/ Service Name	Product/ Service (Brief Description)	Continuity of Product/ Service (Yes/ No)
1			
2			
3			

2. If product/ Service is discontinued, please specify the reason(s)

Sr. No.	Product/ Service Discontinued	Reasons of discontinuity
1		
2		

3. Products added during Incubation Period (if any)

Sr. No.	Product/ Service Name	Product/ Service (Brief Description)
1		
2		

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4. Intellectual Property Generated and Filled during Incubation Period

4.1 Trade Mark Registered

Sr. No.	Financial Year	Logo	Details
			(Insert extra page, if required)

4.2 Patent/ Design/Others

Sr. No.	Financial Year	Title of Patent/ Design	Patent Application Number	Type of Patent Application Filed	Current Status	Amount spent towards patent filling (INR)
1						
2						

5. Revenue* in INR

Time Period		Revenue (INR)	Cumulative Revenue (INR)
Before starting incubation with Anveshan			
During Incubation Period with Anveshan	First Financial Year		
	Second Financial Year		
	Third Financial Year		
	Fourth Financial Year		

**please attach – Banks statements since account opening till date*

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6. Utilization of Fund* in INR (Till date)

Promoter's Equity	Seed Money Received	Other Investment	Loan Received

Sr. No.	Major Head	Amount Utilized till date in INR
1	Incorporation	
2	Infrastructure & Facilities	
3	Product/ Service Expense	
4	Salary to Staff/ Interns	
5	External Expertise & Services	
6	Publicity & Promotion	
7	Misc. Office Expenditure	
8	Other (specify)	
Total		

**please attach – Audited P & L A/c Statements & Balance Sheets of Last Financial Year.*

7. Funding Received till date

	Source of Funding	Date of Funding (or Last Tranche of Funding)	Total Fund Received (in INR Lakhs)
a.	Self (of self-arranged) Finance		
b.	Private Loan		
c.	Bank Loan		
d.	Seed Fund from Anveshan Foundation		
e.	Angel Investors		
f.	Private Equity/ Venture capital		
g.	Foreign investment/ collaboration		
h.	Capital Market		
i.	Any other source (specify)		
	Total		

8. Status of Seed-fund received from IGDTUW Anveshan Foundation

Seed Money Received from IGDTUW Anveshan Foundation till date	Seed Money Spend till date	Seed Money remaining with the Company	
		In Bank	Cash

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9. Details of Non-Consumable Assets* purchased from Seed Fund

Sr. No.	Item	Specification	Final Price

**please attach – Invoice Copy*

10. Important Metrics

Sr. No.	Metrics	Pre-incubation	During Incubation
1	Employment Generation (in number)		
2	Market Growth/ Share) (in percentage)		
3	CAC (in INR)		
4	Technology Transfer (in value)		
5	Franchises Generation (in number)		

11. Any Change in Board of Directors* during Incubation Period

Sr. No.	Name	Date of Resignation/ Appointment

**please attach – Copy of Board Resolution*

12. ESOP during Incubation Period

Sr. No.	Name	Date of Appointment	Designation	Equity

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13. Any Recognition/ Award Received (if any, attach separate sheet; if required)

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14. Future Plan of the Company including prospective customers and revenue (attach separate sheet; if required)

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I/ We, , Director(s) of the Company,
..... Private Limited Certify that the information given above
is true and correct and based on the books of account, document and other maintained records.

Documents Enclosed (Self Attested, stamped):

- a) Banks statements since first account opening till Date (as per point no. 5)**
- b) Audited Profit and Loss Account Statements of all the Financial Years (as per point no. 6)**
- c) Balance Sheets of all the Financial Years (as per point no. 6)**
- d) Invoice Copies (as per point no.9) Purchases made by Incubatee Company.**
- e) Copy of Board Resolution (as per point no. 11)**
- f) Plan of activities for next year (in Gantt Chart, as point no. 14)**
- g) Other Documents, please specify**
.....
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Date:-	Signature(s) with stamp
Place:-	

[Drafted by Dr. V K Arora]
www.vkarora.com