

ISO 9001/14001/HACCP Certification Reimbursement Scheme

The Salient features of the Scheme:

- i. The Scheme envisages reimbursement of charges of acquiring ISO-9000/ISO-14001/HACCP certifications to the extent of 75% of the expenditure subject to a maximum of Rs. 75,000/- in each case.
- ii. The Micro & Small Scale enterprises (Manufacturing/ Service) having EM Part-II No. Acknowledgement are eligible to avail the Incentive Scheme – which can be obtained from DIC as per the MSMED Act, 2006. Applications received without EM Number will be rejected and Returned to the applicants.
- iii. The Scheme is applicable to those Micro & Small (Manufacturing/ Service) Enterprises who have already acquired ISO-9000/ISO-14001/ HACCP certification from NABCB registered Certifying Body.
- iv. **The Scheme provides one time reimbursement only to each unit** ; irrespective of the fact whether the concerned Micro & Small Enterprises has one or more than one Enterprises(s) within the same premises/ location or outside .
- v. The applicants are required to submit applications only with the Director of MSME-DI in the area where the units are located.
- vi. Applicants are required to enclose the Receipts and Invoice for payments made by them to the certifying bodies, consultants and other expenses also with other annexures.
- vii. Expenditure for the training will also be reimbursable only if they are by the consultants who are acceptable to this office for consultancy as listed below:
 - i. Consultants or consulting bodies registered with **NRBPT**
 - ii. TQM Division of Textiles Committee
 - iii. National Productivity Council (NPC)
 - iv. Consultancy Development Centre (CDC)
 - v. Small Industries Service Institute (Now MSME-DIs)
 - vi. CII/FICCI/ASSOCHAM

Guidelines for filing Application Form, Formats of the Application, List of Cert. Bodies registered with NABCB & required documents together with "Check List" are available on the Website– www.msmediagra.gov.in OR www.dcmsme.gov.in. Those Micro & Small (Manufacturing/ Service) Enterprises who have Filed EM Part- II are required to submit their Application duly completed (with enclosures) addressed to the Director at the following address:

DIRECTOR
MSME-Development Institute
(Formerly Small Industries Service Institute),
34, Industrial Estate,
Nunhai, Agra - 208006, U. P., India
Phone No. - 0562-2280879
Tele/Fax No. - 0562-2280882
Email : dcdi-agra@dcmsme.gov.in,

For any further guidance/ details, the enquiries may be sent at the above address/ E-mail.

Guidelines and Application Format for Incentive Scheme for Reimbursement of acquiring Quality Management System (QMS) ISO – 9000 /Environment Management System (EMS)ISO-14001 / HACCP Certification .

The Incentive scheme:

The Govt. of India has been operating an Incentive Scheme for reimbursement of expenses of acquiring Quality Management System (QMS) ISO-9000 certification/ EMS-ISO-14001/ HACCP Certification for the Micro & Small Scale Sector to the extent of 75% of the amount limited to Rs. 75,000/- to each enterprises. **The Salient features of the Scheme are as under:**

- i. The Scheme envisages reimbursement of charges of acquiring ISO-9000/ISO-14001 certifications to the extent of 75% of the expenditure subject to a maximum of Rs. 75,000/- in each case.
- ii. The Micro & Small Scale enterprises (Manufacturing/ Service) having EM Part-II No. Acknowledgement are eligible to avail the Incentive Scheme.
- iii. The The Scheme is applicable to those Micro & Small (Manufacturing/ Service) Enterprises who have already acquired ISO-9000/ISO-14001/ HACCP certification from NABCB registered Certifying Body.
- iv. **The Scheme provides one time reimbursement only to each unit** ; irrespective of the fact whether the concerned Micro & Small Enterprises has one or more than one Enterprises(s) within the same premises/ location or outside .
- v. **The Scheme Contemplates norms of reimbursement as under:**

= Full Amount

a. Payments made to Certification Agency (excluding travel & hotel expenses & Surveillance charges)

b. Payments made towards

= Up to Rs. 30, 000/-

- (i) Consultancy;
- (ii) Training; and (iii) Calibration

(Rupees Thirty Thousand only)

The entitlement for reimbursement = 75% ((a) full Amount + (b)up to Rs.30,000/-) up to Rs. 75,000/- .

**Application Format for Claiming Reimbursement of Certification Charges of acquiring
ISO-9000/ISO-14001/ HACCP Certification**

1. (a) Name and address of the unit:-
[Office & Factory Location (s).]
(b) Telephone No. Factory & Office:-
(c) E-mail & Fax
2. Details of EM Part II Acknowledgement No. ;
Date of issue from Concerned DIC:-
3. Item (s) of manufacture/processing
as indicated in the EM No. Part –II A/c.:-
4. **Proof of Micro/ SSI status and functional status of the unit
as on the date of submission of Application**
The following document(s) to be submitted
 - i. A certificate (in original) from State DI/GM,DIC
confirming Micro/SSI and functional status of the unit
at the time of acquiring ISO-9000/ ISO-14001 certificate;
as on date as per Format at Annexure I.
OR
 - ii. An Affidavit (in original) from Managing Director/
Director/Proprietor/Partner of the Micro/SSI unit duly sworn
before a Notary Public confirming Micro/SSI status and functional
status of the unit at the time of acquiring ISO-9000/ISO-14001/HACCP
certificate; and as on date,(As per Format **Annexure II**)
accompanied by CA certificate of the total investment in
plant & machinery as on date (original purchase value)
(As per Format **Annexure III**)
5. **Details of ISO-9000/ISO-14001/HACCP Certification**
Name and address of Certification agency; The Certificate
must have address of the site/location certified; Scope
of certification, Certificate No , date of issue &
period of validity (or date of expiry), **Name & Logo
& Number of the Accreditation Board (NABCB).**
(Enclose an attested copy of the Certificate)
6. Details of expenditure incurred in acquiring ISO-9000/ ISO-14001/HACCP
Certificate (excluding hotel & travel expenses & surveillance charges).
Furnish a CA certificate of expenditure (in original)
giving the details (as per the Format **Annexure IV**).

7. Details of reimbursement/grant/subsidy **already received**, if any, from Centre Govt (including DC(MSME) / State Govt./Financial Institution etc. for acquiring ISO-9000/ ISO-14001/HACCP Certification (Furnish, an Undertaking/declaration (in original) from the Managing Director/Director/ Proprietor/ Partner of the Micro/SSI units duly sworn before Notary Public (as per the Format **Annexure V**)
8. Pre-receipt to be furnished as per Format at **Annexure VI**.
9. CATEGORY of the Claimant/ MD/Proprietor : Genral/SC/ST:-

(If SC/ST then attach the attested copy of the Certificate issued by the competent authority)

Declaration:

I (full name), S/o ofManaging Director/ Director/Proprietor/Partner of M/s. (complete address) hereby declare that the particulars given in the application are correct. In case any of the statement/information furnished in the application/documents later found to be wrong or incorrect or misleading, I do hereby bind myself and my unit to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within seven days of the demand being made to me in writing.

Full Name and Signature of Managing Director/
Director/Proprietor/Partner of Micro/ Small Scale enterprises.
with Stamp of the Unit

Note:

The copy of EM No. Part –II Acknowledgement & ISO-Certification must be attested by any one of the followings:

- (1)GM (DIC) or (2) Director, MSME-DI of the Region or (3) Chartered Accountant (with name of the signatory, CA Stamp, and CA Membership No.)

CERTIFICATE

This is to certify that M/s----- With their office at ----- & factory located at ----- with EM Acknowledgement No. Part-II ----- dated-----is an Micro/SSI/SSS BE unit as per Govt. of India definition and has been functional & in production at the time of acquiring ISO-9000/ISO-14001/ HACCP Certification No-----dated-----and also continues to be functional & in production as on date.

Dated

Director of Industries/
GM (DIC)
Name & Rubber Seal

Annexure 'II'

AFFIDAVIT**

I,-----s/o----- Managing Director/Director/Proprietor/Partner,* M/s.----- with their Regd. Office at ----- & Factory located at----- with EM Acknowledgement No. Part-II -----dt.----- do hereby solemnly affirm and declare as under:

- vi. The Company/Firm/Establishment has been a Micro/SSI/ancillary/SSSBE* unit as per the Govt. of India definition; and has been functional & in production at the time of acquiring ISO-9000/ISO-14001* certification No.-----dated-----
- vii. The Company/Firm/Establishment continues to be a Micro/SSI/ancillary/SSSBE unit; and functional & in production as on date.
- viii. As per books of account, the total investment (original purchase value) in plant and machinery in the Company/Firm/Establishment as on -----is Rs----- (Chartered Accountant Certificate dated-----to this effect is attached).

Signed on this day of-----dt-----

DEPONENT

VERIFICATION:

I do solemnly affirm that the contents of the Affidavit are true to the best of my knowledge & belief.

Date:

Place:

(Note) * Strike out whichever is not applicable.

**On a Stamp paper (of Rs.10/- min) in Delhi /amount as applicable in the respective State duly sworn before a Notary Public(duly affixed with Notarial Stamp; and with Notary Seal; and Notary Registration number) or First Class Magistrate

Certificate from Chartered Accountant about investment in Plant & Machinery

Annexure 'III'

(on C.A. Letter Head)

To Whom It May Concern

Verified from the Books of Accounts of
M/s. _____ with their Regd. Office at
_____ and Factory located at
_____ and EM Acknowledgement No. Part-II
_____ dt. _____ that the total investment in plant and
machinery (original purchase value) of the company as on date* _____ stands
as Rs. _____ (Rupees _____)

Name & Signature of the
Chartered Accountant with stamp
and Membership number.

Place:

Date:

* Date of Application or 31st March of Preceding financial year.

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for acquiring ISO-9000/ISO-14001

Annexure'IV'

(on a C.A Letter Head)

To Whom It May Concern

The documents & records of M/s. _____ with their Regd. office at _____ and factory located at _____ and EM Acknowledgement No. Part-II _____ dt. _____

in respect of the expenditure incurred by them in acquiring ISO-9000/ISO-14001/HACCP Certification (or its equivalent) have been verified; and it is certified that the said company have incurred a total expenditure of Rs. _____ (Rupees _____) towards ; Application fee; Assessment/Audit fee; Annual fee/Licence fee; Training; Calibration; and Technical Consultancy etc. (excluding hotel & travel expenses & Surveillance charges) in obtaining ISO-9000 /14001/ HACCP certification from the Certification Agency namely _____; as per the following details of payments:

Details of Payments (Name of Certification Agency/Orgn.) Amount paid(in Rupees)

- a) Application Fee paid to -----
- b) Assessment/Audit Fee paid to -----
- c) Annual Fee/Licence Fee paid to -----
- d) Calibration charges paid to-----
- e) Technical Consultancy charges paid to-----
- f) Training expenses paid to-----

Total -----

Place-----

(Signature of the Chartered Accountant
with Name CA Stamp & CA
Membership Number)

Dated-----

Above payments should be supported by copies of Invoice and receipts of payments made to the Certification agency/ Consultants etc. duly attested. The payment receipts must indicate the purpose for which the payments have been made to the Certification Agency.

Note: Payments made to the Certification agency directly shall only be eligible for consideration of reimbursement.

To be submitted by the Applicant on a Non-judicial Stamp paper of Rs. 50/-(Min) in Delhi /amount as applicable in the respective State duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration number) or First Class Magistrate

UNDERTAKING/ DECLARATION

I,-----s/o-----Managing Director/Director/Proprietor/Partner,
M/s.-----with Regd. office at----- & factory located at-----
-----and with EM Acknowledgement No. Part-II-----
-----dt.----- do hereby solemnly affirm and declare as under:

(a) (i) That the aforesaid Company/Firm/Establishment(s) have not availed reimbursement/ subsidy/grant/incentive for acquiring, ISO 9000/ISO-14001 Certification under any Scheme operated by Central Govt. (including o/o DCSSI, M/o SSI)/ State Govt./ Financial Institution etc.

OR

(a) (ii) That the aforesaid Company/Firm/Establishment(s) have claimed & received reimbursement /subsidy/ grant/incentive for acquiring ISO 9000/ISO-14001 Certification amounting to Rs _____ (Rupees _____ from _____(Name of the Central Govt./State Govt Deptt./Financial Institution vide draft/cheque No-----dt----- of------(Name of Bank).

(b) (i) That the aforesaid Company/Firm/Establishment(s) have already applied to----- Name of the Central Govt (other than O/o DC(MSME)/ State Govt/ Financial Institution) vide application dated-----for reimbursement/ subsidy/ grant/incentive for acquiring ISO-9000/ISO-14001 Certification .

OR

(b) (ii) That the aforesaid Company/Firm/Establishment(s) have not applied to any Central Govt./State Govt./ Financial Institution (except o/o DC(SSI), Ministry of MSME, for reimbursement/subsidy/grant/incentive, for acquiring ISO-9000/ISO-14000 Certification.

(c) That after availing reimbursement for ISO-9000/14001 Certification from Office of DC(MSME), Ministry of MSME, in respect of the said Company/Firm/Establishment(s), I shall disclose this fact on behalf of the said Company/Firm/Establishment(s) at the time of claiming/ receiving reimbursement/ subsidy/grant/incentive, if any, under any other similar scheme run by Central Govt./State Govt. /Financial Institutions etc..

(d) I hereby solemnly affirm that the information given above is correct. In case above declaration is found wrong or incorrect or misleading, I do hereby bind myself & my unit and undertake to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within seven days of the demand being made to me in writing.

In the presence of:

1. (Full Name and addresses of the two witnesses also to be indicated along with signatures)
- 2.

Note: The factual status as on date under the respective paras at (a); (b) & (c) above must be clearly indicated

Annexure 'VI'

(On the Letter Head of The Company)

Name of the Industry : _____

Address : _____

Phone Number : _____

PRE – RECEIPT (in Triplicate)

Received a sum of Rs. _____ (Rupees _____) from the Development Commissioner (MSME) towards the reimbursement of expenses incurred for obtaining International Quality Certification ISO – 9001 / ISO – 14001/ HACCP. •

*Signature of the Authorized Person

(on Revenue Stamp)

Rubber Stamp of the Unit

(B) FOR OFFICE USE ONLY

Passed for the payment for Rs. _____ (Rupees _____) Vide sanction No. _____ dated _____.

Asstt. Director(ISO)

MSME-Development Institute

Agra- 282 006.

Note: Please read the instructions on next-page carefully before filling this Annexure VI i.e. Pre-Receipt.

INSTRUCTIONS

Note: - Please follow the following instructions while preparing this Annexure VI given in pre- page.

1. Please ensure you prepare the Annexure VI in on letter head of the unit preferably in A-4 size paper only.
2. Please ensure you give Annexure VI in triplicate.
3. Please **do not fill in the amount** in the pre-receipt. Leave the portion blank. The office of Director Concerned will fill it up after calculating the amount due to you.
4. Please ensure the authorized person of your unit signs at the places indicated for signatures of the authorized person on revenue stamp.
5. Please type portion 'B' yourself in the A-4 size paper as indicated in the format.
6. Office of the Director concern will fill up the amount and the sanction no. in the spaces provided for the same.
7. The Assistant Director concerned will sign at the place earmarked for his signature.

Check List of documents to be annexed along with the Application for claiming reimbursement of expenses of ISO- 9000/14001 certification.

- 1) Copy of EM Acknowledgement No. Part-II duly attested by G M, D I C or State Director of Industries or Director, MSME- DI or Chartered Accountant (Name, Signature, Membership number; and Seal)
- 2) Letter (in original) from G M, DIC or Director of Industries confirming Micro/ SSI status and functional status of the unit at the time of acquiring ISO-9000/14001 as per Format at Annexure I.

Or

- 3) An Affidavit(In original) on a non judicial stamp paper of Rs. 10 (Min.) in Delhi/ or Amount as applicable in the respective State duly sworn before a Notary Public as per Annexure 'II' (with Notary Seal, Notarial Stamp & Noatry Registration no. ; and Chartered Accountant's Certificate of investment in Plant and machinery as per Annexure 'III'.
- 4) Copy of ISO-9000/ ISO- 14001/HACCP Certificate duly attested by G M, D I C or State Director of Industries or Director, MSME-DI, or Chartered Accountant (Name, Signature, Membership number and Seal.)

The Certificate must have address of site/ location certified (as same in EM No. A/c), scope of certification, Certificate No., date of issue, & period of validity (or date of expiry), Logo & Number of the Accreditation of NABCB .

- 5) Chartered Accountant's certificate of the details of the Expenses incurred by the unit in acquiring ISO-9000/ISO-14001/HACCP Certification in Annexure 'IV'. The payments made to the Certification Body, Consultant (For Training & Consultancy) & Calibration **must be supported by copies of Receipts with Invoices duly attested** (The payments Directly made to the Certification Body shall only be eligible for reimbursement)
- 6) Undertaking/Declaration of the Incentive/grant/subsidy already received, if any, in Annexure 'V' on a Non-Judicial stamp paper of Rs.50/-(Min) in Delhi/ Amount as applicable in the respective State. with Two witnesses name, their addresses & signatures, Notary Seal, Notarial Stamp & Notary Registration number.
- 7) Pre-receipt in Triplicate on Company's Letter head with company's Rubber Stamp and affixed with Revenue Stamp as per Annexure 'VI'

Any other documents annexed to be mentioned.

List of Certification Bodies accredited to NABCB as on date: 5/6/2008

Details available at :- www.qcin.org

For QMS Certification

S. No.	Name of CB
1	Det Norske Veritas
2	TUV India Pvt.Ltd.
3	BVQI (India) Pvt.Ltd. /Bureau Veritas Quality Certification Pvt.Ltd
4	Integrated Quality Certification Pvt.Ltd. (for. Intel Quality Certification Pvt. Ltd.)
5	American Global Standards India(AGSI Certification Pvt. Ltd.)
6	Indian Register Quality Systems (Dept. of Indian Registrar of Shipping)
7	ICRS Management Systems Pvt.Ltd.
8	BSI Management Systems India Pvt.Ltd.(British Standards Institution)
9	International Certification Services Pvt.Ltd.
10	TUV Rheninland (India) Pvt.Ltd.
11	TUV SUD South Asia Pvt.Ltd.
12	NVT Quality Certification Pvt.Ltd.
13	AQSR India Pvt.Ltd.
14	American Quality Assessors (India) Pvt.Ltd.
15	Bureau of Indian Standards
16	URS Certification Ltd.
17	Moody ICL Certifications Ltd.
18	Transpacific Certifications Ltd.
19	Knowledge Partner QR Pvt.Ltd.
20	QMS Certification Services Pvt.Ltd.
21	Lloyd's Register Quality Assurance Ltd.(India Branch)
22	Vexil Business Process Services Pvt.Ltd.
23	NQA Certifications Pvt.Ltd.
24	QSS, Quality Management Services
25	QSI (India Certifications Pvt.Ltd.)
26	RINA India Pvt.Ltd.
27	SGS India Pvt.Ltd.
28	Global Certifications Services
29	NQAQSR Certification Pvt.Ltd.
30	BSC International Certifications Co.
31	SWISO India Pvt. Ltd.
32	KBS Certification Services Pvt. Ltd.
33	Intertek Testing Services India Pvt. Ltd. Division Intertek Systems Certification
34	STQC Certification Services

B. For Environmental Management Systems Certification

S. No.	Name of CB
1	Det Norske Veritas, Certification Services, India
2	TUV India Pvt.Ltd.
3	International Certification Services (Asia)Pvt.Ltd.
4	BVQI (India) Pvt.Ltd. /Bureau Veritas Certification (India)Pvt.Ltd
5	Indian Register of Shipping (Indian Register Quality Systems)
6	NVT Quality Certification Private Ltd.
7	Lloyd's Register Quality Assurance Ltd.(India Branch)
8	Vexil Business Process Services Pvt.Ltd.
9	TUV South Asia Pvt.Ltd.
10	AQSR India Pvt.Ltd.
11	NQAQSR Certification Pvt.Ltd.
12	Integrated Quality Certification Pvt. Ltd. <i>Formerly known as Intal Quality Certification Pvt. Ltd</i>

C. For Food Safety Management System Certification (HACCP)

S. No.	Name of CB
1	BVQI (India) Pvt.Ltd. /Bureau Veritas Certification (India) Pvt.Ltd