



सूक्ष्म, लघु एवं मध्यम उद्यम

Guidelines

**For the Implementation of Scheme for
Marketing Assistance and Technology Up-gradation in MSMEs
Under
National Manufacturing Competitiveness Programme**



सत्यमेव जयते

**Office of the
Development Commissioner,
Micro, Small and Medium Enterprises,
Ministry of Micro, Small and Medium Enterprises,
Government of India**

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Abbreviations

BIS	Bureau of Indian Standards
CII	Confederation of Indian Industries
CPWD	Central Public Works Department
DC (MSME)	Development Commissioner (MSME)
DIC	District Industries Centre
FICCI	Federation of Indian Chambers of Commerce and Industries
FISME	Federation of Small and Medium Enterprises
GOI	Government of India
GDP	Gross Domestic Product
IFW	Integrated Finance Wing
ITPO	International Trade Promotion Organisation
IT	Information Technology
IIT	Indian Institute of Technology
IIM	Indian Institute of Management
LLP	Limited Liability Partnership
MSME	Micro, Small and Medium Enterprises
MSME - DI	MSME-Development Institute
NER	North Eastern Region
NMCC	National Manufacturing Competitiveness Council
NMCP	National Manufacturing Competitiveness Programme
NSIC	National Small Industries Corporation
NGO	Non - Governmental Organisation
SSC	Screening-cum-Steering Committee
SSI	Small Scale Industry
STQC	Standardisation, Testing and Quality Certification
TA/DA	Traveling allowance/Daily allowance

SCHEME FOR MARKETING ASSISTANCE & TECHNOLOGY UPGRADATION IN MSMEs UNDER THE NATIONAL MANUFACTURING COMPETITIVENESS PROGRAMME (NMCP)

1.0 Introduction

- 1.1 The Micro, Small and Medium Enterprises (MSMEs) in India produce a diverse range of products - with the very simple products produced by household enterprises at one end of the spectrum and highly advanced ones at the other end. With globalization and changes in communication technologies, new challenges and opportunities have arisen for MSMEs. The concept and techniques of marketing have also been continuously undergoing a change with the rapid changes in technology and consumer preferences.
- 1.2 Marketing, a strategic tool for business development, is critical for the growth and survival of MSMEs. Due to lack of information, scarcity of resources and unorganized ways of selling / marketing, MSME sector often faces problems in exploring new markets and retaining existing ones. Such asymmetries in information, with not aware of the new market where they may sell their products and buyer also having lack of knowledge about the products manufactured by MSMEs result in severe impediments to the growth and survival of MSMEs in a highly competitive environment. MSMEs do not have sufficient resources at their command and, therefore need institutional support for providing these inputs in the area of marketing.
- 1.3 Marketing Assistance and Technology Upgradation Programme is a strategic initiative for adoption of Modern Marketing techniques by MSMEs consistent with the requirement of global market. It involves eight sub components for which Government of India (GOI) funding assistance will be available.

2.0 Major activities under the Scheme:

- 2.1 The objectives of the scheme will be achieved by performing the following major activities for MSMEs through Government of India financial assistance in the manner laid down in these guidelines.

- i) Technology Upgradation in Packaging.
- ii) Skill Upgradation/ Development for modern marketing techniques.
- iii) Competition studies.
- iv) Special component for North Eastern Region.
- v) New markets through State/District level local exhibitions/Trade fairs.
- vi) Corporate Governance practices.
- vii) Marketing Hubs.
- viii) Reimbursement to ISO 18000/22000/27000 certification.

3.0 Modalities for Implementation, Evaluation and Monitoring

3.1 The overall guidance in implementation and monitoring of the scheme will be provided by a Screening-cum-Steering Committee (SSC) headed by the Additional Secretary & Development commissioner (MSME), Government of India. The members of the SSC will be:

1	Additional Secy. & Development Commissioner (MSME)	Chairman
2	Joint Secretary, Ministry of MSME	Member
3	Joint Secretary & Chief, NMCC	Member
4	Director, Indian Institute of Packaging	Member
5	Representative of STQC and BIS	Member
6	Representative of Industry Associations like CII / FISME / FICCI etc.	Member
7	Joint Dev. Commissioner / Director, office of DC(MSME)	Member Secy.

Representative of Integrated Finance wing, (Ministry of MSME) nominated by the Addl. Secretary & Financial Adviser may also be invited to attend the SSC meeting. The SSC may co-opt additional members and /or permanent/ special invitees.

4.0 Target cluster/product Groups:

A tentative list of MSME clusters/product groups is given below which are proposed to be covered under the scheme. As the list is only indicative, the SSC may add or delete any cluster/product group, as necessary.

S.No.	Name of Cluster/Product group	S.No.	Name of Cluster/Product group
1.	Surveying Instruments	2.	Scientific Instruments
3.	Rice Milling	4.	Auto components
5.	Packaged food	6.	Confectionery
7.	Pharmaceuticals	8.	Leather Goods
9.	Plastic components	10.	Electronic toys
11.	Readymade Garments	12.	Agricultural Implements
13.	Brassware and builders Hardware	14.	SS Utensils
15.	Hand Tools	16.	Ball Bearing
17.	Scissors and Knifes	18.	Electric Mixer and Grinder
19.	Corrugated Box and Packaging	20.	Glass laboratory wares

5.0 Coverage and Eligibility: Assistance under the scheme will be available for the benefits of micro, small and medium enterprises in the manufacturing segments as per the definition of the Micro, Small and Medium Enterprises Development Act, 2006 (MSMED Act).

6.0 Activity – 1:- Technology Upgradation in Packaging

6.1 Objective: The primary objective of this activity is to facilitate and support MSMEs, industry associations and other stake holders in raising awareness on technology upgradation in packaging and to build capacities about the modern packaging techniques. The specific objectives will be:

- (i) To significantly raise the level of awareness and interest/knowledge in respect of modern packaging technology.
- (ii) To conduct gap analysis in respect of packaging for identified clusters/product group having export potential.
- (iii) To promote adoption and use of modern packaging technology.

6.2. Proposed activities and implementation methodology: SSC supported by the office of the DC (MSME) will identify and approve MSME clusters/ units for participation in the activities mentioned below on the basis of the proposals

received from the MSME DIs, Industry Associations, NGOs, state government and Technical Institutions. The sub activities are as under:

Fund sharing pattern

Sl.No.	Sub-Activities	Max. Cost provision	Physical target		
			2009-10	2010-11	2011-12
(a)	Awareness programmes on new packaging concepts & Technologies	Rs. 0.50 lakh per programme (Gol: unit:: 80:20)	nil	50 Nos.	50 Nos.
(b)	Cluster based studies on packaging status & needs for upgradation	Rs. 10 lakh per study (Gol: unit:: 80:20)	nil	10 Nos.	10 Nos.
(c)	Unit based interventions for specific packaging requirements in 20 clusters. (approx. 20 units per cluster)	Rs. 9.0 lakh for a group of 10 units. (Gol: unit:: 80:20)	nil	10 Nos.	10 Nos.

The awareness programmes at (a) above, will normally be of one day duration. The selected agency along with the MSME-Development Institutes and concerned industries associations would conduct the proposed awareness programmes. The admissible cost will cover, as applicable, the expenses towards rent for venue, training materials, audio/video aids, TA/DA/ honorarium to the guest faculty, expenditure on transport for arrangement, stationery items, refreshment and related miscellaneous activities. The norms for these items will be decided by the Screening-cum-Steering Committee.

The activity for providing consultancy studies (b) above, in identified clusters/product groups, will be entrusted to a competent organization / Institute selected by SSC. The study will focus on the gap analysis with reference to the existing packaging procedures vis a vis the modern packaging techniques necessary for the export market. After completion of the cluster/product based studies, the interventions recommended in the studies (under (b) above) will be carried out by competent agencies in MSME units of these clusters. These competent agencies will be finalized by calling open Expression of Interest (EOI) duly observing guidelines issued by Department of Expenditure.

The GOI assistance for item (a) above will be released in 2 installments. Initially, 50% of the sanctioned amount from GOI will be released after approval of the proposal and after receipt of the proportionate contribution from the private units. The balance GOI contribution of 50% amount will be released, on reimbursement basis, after receiving the remaining contribution from the private units and based on the receipt of the audited statement of expenditure along with the report of successful completion of the programme and qualitative target achieved.

The GOI assistance for item (b) above will be released in 3 installments. Initially, 25% of the sanctioned amount from GOI will be released after approval of the proposal and after the receipt of proportionate contribution from the private units. The next installment of 35 % will be released as per an intermediate milestone (after ensuring proportionate private contribution) and the final GOI contribution of 40% amount will be released after receiving the remaining contribution from the private units and based on the acceptance of final report.

The GOI assistance for item (c) above will be released in 4 installments. Initially, 25% of the sanctioned amount from GOI will be released after approval of the proposal and subject to proportionate contribution by the private units. The next two installment of 25 % each, will be released as per the intermediate milestone (after ensuring proportionate private contribution) defined in the EOI document. The final GOI contribution of 25% amount will be released after receiving the remaining contribution from the private units and based on the achievement of

quantitative/qualitative targets prescribed in EOI document. The number of installments may be revised, based on the requirements. However the number of installments and payment terms will be indicated beforehand in the EOI documents.

7.0 **Activity - 2: Skill Upgradation/Development for Modern Marketing Techniques:**

7.1 **Objectives:** The focus of this component will be on imparting training for upgrading the skills of cluster/product group members on modern marketing techniques such as use of internet, e-mail, on-line marketing techniques, use of website for marketing, need for branding etc. This includes designing and conducting specific need based skill development programmes for the employees of potential MSME clusters / product groups in adoption of modern marketing techniques.

7.2 **Proposed activities and implementation methodology:** SSC supported by the office of the DC (MSME) will identify and approve MSME clusters/ product groups for conducting the above activity on the basis of the proposals received from the MSME DIs, Industries Associations, NGOs and Technical Institutions. The training programmes will be designed and organized by the specialized institutes/industry associations by utilizing the services of the competent faculties from the organizations like IITs, IIMs, Management Institutes, already working in this field and having relevant experience.

Fund sharing pattern

Sl. No	Activities	Max. Cost provision	Physical target		
			2009-10	2010-11	2011-12
(a)	Designing and conducting specific need based skill development programmes for clusters for adopting modern marketing techniques.	Rs. 6.0 lakh per cluster. (GoI: unit:: 80:20)	Nil.	10 Nos.	10 Nos.

The competent agencies for taking up the above activity will be selected by calling open Expression of Interest (EOI) duly observing guidelines issued by Department of Expenditure.

It is proposed that for each cluster a minimum of 50 trainee-days will be covered in the programme. The training of at least 20 persons in each cluster will be necessary. The training module will be designed of at least two days duration. The admissible cost will cover, wherever applicable, the expenses towards rent for venue, training materials, audio/video aids, TA/DA & honorarium to the guest faculty and stationery items. The detailed scope of work and payment terms will be indicated in the EOI document.

The GoI assistance will be released in 2 installments. Initially, 50% of the sanctioned amount from GoI will be released after approval of the proposal and after the receipt of proportionate contribution from the private units. The balance GoI contribution of 50% amount will be released after receiving the remaining contribution from the private units and on acceptance of completion report and achievement of targets.

8.0 Activity - 3: Competition Studies:

8.1 Objectives: To identify sectors in which the products are threatened by International competition due to marketing /branding strategies. The studies of product groups will aim at analysing the reasons for threat from outside products affecting local productions and ways and methods to counter these challenges.

Under this component, detailed studies will be conducted by competent agencies, in the perspective of World Trade Organisation (WTO), Free Trade Agreements (FTAs) etc. on threatened products bringing out reasons for invasion by foreign products affecting local productions and will suggest necessary marketing measures leading to better acceptability of local products into global market.

8.2 Proposed activities and implementation methodology: SSC supported by the office of the DC (MSME) will identify and approve MSME clusters / sectors for conducting the above studies on the basis of the proposals received from the MSME DIs, Industries Associations, NGOs and Technical Institutions. The services of the competent organisations such as IIMs, CII, FICCI, Management / technical institutes already working in the similar field would also be utilized for this activity. The agencies for conducting the study will be selected by calling open Expression of Interest (EOI) duly observing guidelines issued by Department of Expenditure.

Fund sharing pattern

Sl. No.	Activities	Max. Cost Provision	Physical target		
			2009-10	2010-11	2011-12
(a)	Detailed studies on threatened product groups/ clusters bringing out reasons for invasion by outside products affecting local productions and ways & methods to counter these.	Rs. 8.0 lakh per study. (GoI: unit:: 80:20)	Nil.	4 Nos.	4 Nos.

The GOI assistance will be released in 3 installments. Initially, 25% of the sanctioned amount from GOI will be released after approval of the proposal and after the receipt of proportionate contribution from the private units. The next installment of 35 % will be released on acceptance of draft report (after ensuring proportionate private contribution). The final GOI contribution of 40% amount will be released after receiving the remaining contribution from the private units and on the acceptance of final report by the competent authority.

9.0 Activity - 4: Special Components for North-Eastern Region (NER)

9.1 Objectives: Exposure to National exhibitions, participation, displaying products & sponsoring entrepreneurs from MSMEs of NER to selected exhibitions. It is

proposed that MSME manufacturing units of NE Region will be motivated and assisted to participate in the exhibitions (outside NE region) being organized by ITPO, NSIC, State Government and other competent organizations in different parts of the country, to enable them to display their products and extend their customer base.

9.2 Proposed activities and implementation methodology: The Office of the DC (MSME) will identify MSME clusters / units of NE region for participation in this Special component for NER on the basis of the requests received through the MSME DIs, Industries Associations and NGOs.

Fund sharing pattern

Sl. No.	Activities	Max. Cost provision	Physical target		
			2009-10	2010-11	2011-12
(a)	Exposure to national exhibitions, participation, displaying products & sponsoring entrepreneurs from MSMEs of NER to selected exhibitions.	Rs. 6.0 lakh per exhibition (Gol:unit:: 80:20)	Nil	12 nos. Exhibitions	13 nos. Exhibitions

The following items will be admissible for reimbursement under this activity:

- (a) Pavilion/stall/space charges up to 6 sq mtr. – 80% cost will be reimbursed by GOI.
- (b) To and fro actual fare by shortest distance/direct train/ air travel (limited to AC II tier class) from the nearest railway station /bus fare to place of exhibition for one person- 80% of fare will be reimbursed by GOI.
- (c) 80% to and fro transport charges for carrying the exhibits/products from the location of manufacturing unit up to the place of exhibition subject to max. amount of Rs.15,000/-.
- (d) The total reimbursement from Gol will be up to Rs.75,000/- per unit towards activities a, b and c.

In addition, an expenditure upto Rs. 25,000/- per exhibition will also be allowed on publicity, advertisement, furniture, audio-visual, TA/DA, etc. to be incurred by the concerned MSME-DI Office. One officer from the concerned MSME-DI will be allowed to accompany the participating entrepreneurs to the place of exhibition in case the number of MSMEs is not less than four. The applicant MSME unit will submit its claim along with required documents to the local MSME DI office for reimbursement in the prescribed format.

10.0 Activity - 5: New Markets through State/ District level local exhibitions/ Trade Fairs:

10.1 Objectives: To provide marketing platform to manufacturing MSMEs through their participation in State / District level exhibitions being organized by State/District Authorities/Associations.

10.2 Proposed activities and implementation methodology: SSC supported by the office of the DC (MSME) will identify and approve manufacturing MSME clusters/ units for participating in State/District level local exhibitions/Trade Fairs on the basis of the responses received through the MSME DIs, Industries Associations, and NGOs.

Fund sharing pattern

Sl. No.	Activities	Max. Cost provision	Physical target		
			2009-10	2010-11	2011-12
(a)	To provide marketing platform to MSMEs through participation in State and District level exhibition being organized by State/District Authorities/Associations.	Rs. 3.0 lakh per Exhibition. (GoI:unit:: 80:20)	nil Nos.	30 Nos.	36 Nos.

The following items will be admissible for reimbursement under this activity:

- (a) Pavilion/stall/space charges upto 6.0 sq mtr. – 50% cost will be reimbursed by GOI.
- (b) To and fro actual fare by shortest distance/direct train (limited to AC II tier class) from the nearest railway station /bus fare to place of exhibition for one person- 50% of fare will be reimbursed by GOI.
- (c) For SC/ST/Women/Physically Handicapped entrepreneurs the assistance will be up to 80% for the items (a) & (b) above.
- (d) The total reimbursement will be max. Rs.30,000/- per unit for the SC/ST/Women/Physically Handicapped entrepreneurs, while for the other units the max. limit will be Rs.20,000/- per unit.

In addition, an expenditure upto Rs. 25,000/- per exhibition will also be allowed on publicity, advertisement, furniture, audio-visual, TA/DA, etc. to be incurred by the MSME-DI concerned.

The applicant MSME unit will submit its claim along with required documents to the local MSME DI office for reimbursement in the prescribed format.

11.0 Activity - 6: Corporate Governance Practices:

11.1 **Objectives:** The primary objective of this activity will be:

- 11.1.1 To encourage MSMEs to adopt good Corporate Governance Practices for improving their competitiveness, reducing operational risk factors, overcoming barriers to trade, successfully meeting the challenges of globalization, accessing lower cost of finance.
- 11.1.2 To create awareness among MSMEs for adoption of good corporate governance practices strengthening of accounts and audit procedures, transformation of company's structure, resource management, training, statutory corporate governance rating etc.
- 11.1.3 To introduce a system of corporate governance to ensure the transparency, integrity and accountability of the management.

11.2 Proposed activities and implementation methodology: Office of the DC (MSME) will identify MSME units for participating in this activity on the basis of request received through the MSME DIs, Industries Associations and NGOs.

Fund sharing pattern

Sl. No.	Activities	Max. Cost provision	Physical target		
			2009-10	2010-11	2011-12
(a)	To encourage MSMEs to adopt good corporate governance practices.	Rs. 0.9 lakh per unit (Gol: unit:: 50:50)	nil	200 units	200 units

This admissible cost may cover, as applicable, the expenses towards the associated consultancy charges, expenditure on legal or statutory fees. The Gol assistance will be in the form of reimbursement up to 50% of the total expenditure subject to max. Rs. 45,000/- per MSME unit, who would acquire company's structure by adopting corporate governance or Limited liability Partnership (LLP) framework. The applicant MSME unit will submit his claim along with required documents to the local MSME DI office for reimbursement in the prescribed format.

12.0 Activity - 7: Marketing Hubs

12.1 Objective: To provide facilities for manufacturing MSMEs for B2B meeting among MSMEs, wholesale and retail marketing of MSME products, exploring the export opportunities for the MSME products and to attract new customers and enhance the marketing reach of the MSMEs.

12.2 Proposed activities and implementation methodology: In the initial phase of the project, it is proposed to setup 8 nos. marketing hubs in the premises of

MSME- DIs, in the designated cities of the country which have substantial presence of prospective MSME clusters. These marketing hubs will preferably be selected out of the 12 cities i.e. Chennai, Bangalore, Mumbai, Indore, Jaipur, Agra, Guwahati, Ahmedabad, Delhi, Ludhiana, Thrissur and Kolkata. For operating these marketing hubs, the services of the available staff of the concerned MSME-DIs would be utilized.

The covered area proposed is about 500 to 600 sq. ft. per hub. The proposed expenditure details will be as under:

- a) For up-gradation/renovation/modification in the existing facilities/space (furnishing, fixtures, modern amenities, air conditioning, false ceiling, floor tiles etc.) to convert it into Marketing hub. - Rs. 30 lakh per hub (Only GOI contribution, no private contribution).
- b) For Furniture, Computers, Internet and Communication equipments. Rs. 5 lakh per hub. (Only GOI contribution, no private contribution).
- c) Recurring operating expenditure. Rs. 15 lakh per hub for two years. (Gol contribution 80% and private units 20 %). The recurring charges will be towards the cost incurred on arranging expo-events/exhibition for the purpose of B2B and B2C interaction. The private contribution will be received through participation fee as registration charges.

For the activity stated at (a) above the renovation/ refurbishment work in the institutes building will be done through CPWD against the allotment of funds made by this office upto a maximum of Rs.30 lakh.

13.0 Activity - 8: Reimbursement to ISO 18000/22000/27000 Certification

- 13.1 Objectives:** To enhance the export and marketing potential, it is proposed for one time reimbursement of the expenditure to those units which acquire ISO Certification on Food & Safety, Health and IT parameters.

13.2 Proposed activities and implementation methodology: Office of the DC (MSME) will encourage MSME units for participating in this activity on reimbursement to ISO 18000/22000/27000 Certification.

The GOI assistance will be by way of one time reimbursement of expenditure to such MSME manufacturing units which acquire ISO 18000/22000/27000 Certification to the extent of 75% of the expenditure subject to a maximum of Rs 1.00 lakh in each case. About 300 units are expected to derive benefits under this component.

The reimbursement of charges will be towards; consultant fee, certification fee, training of MSME employees in ISO adoption if required, etc. The amount of subsidy/financial support if already received from the state govt./financial institution shall be adjusted against the admissible reimbursement under this scheme.

End of Guidelines

Application format for claiming reimbursement of certification charges of acquiring ISO 18000/22000/27000 certificate under the Marketing Assistance and Technology Upgradation Scheme.

Sr. No.		
1	(a) Name and address of the unit Office & factory location (s)	
	(b) Telephone No. Factory & Office	
	(c) E-mail & Fax	
2	Details of E.M.No. Date of issue; Directorate of Industries/ GM, DIC of the State concerned (Enclose an attested copy of all pages of E.M.No. Certificate to be enclosed)	
3	Whether SC/ST	
4	Whether Women Entrepreneurship	
5	Item (s) of manufacture/processing as indicated in the E.M. Certificate.	
6	Proof of MSME/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 MSME- DI/GM,DIC confirming MSME and functional status of the unit at the time of acquiring ISO-18000/ISO-22000/ISO-27000 certificate; as on date as per Format at Annexure-1A OR ii) An Affidavit (in original) from Managing Director/Director/Proprietor /Partner of the MSME unit duly sworn before a Notary Public confirming SSI status and functional status of the unit at the time of acquiring ISO-18000/ISO-22000/ISO27000 certificate; and as on date, (as per Format Annexure- 1B) accompanied by CA certificate of the total investment in plant & machinery as on date (original purchase value) (as per Format Annexure -1C)	
7	Details of ISO-18000/ISO-22000 /ISO27000 Certificate	

	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 (Enclose an attested copy of the Certificate)	
8	Details of expenditure incurred in acquiring ISO-18000/ISO-22000 /ISO27000 Furnish a CA certificate of expenditure (in original) giving the details (as per the Format Annexure-1D).	
9	Details of reimbursement/grant/subsidy Certificate (excluding hotel & travel expenses & surveillance charges). Furnish a CA certificate of expenditure (in original) giving the details (as per the Format Annexure 1E).	
10	Pre-receipt to be furnished as per Format at Annexure-1F .	

Declaration:

I (full name)..... S/oManaging 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.

Name and Signature of Managing Director/
Director/Proprietor/Partner of SSI unit (Full Name)

Note:

The copy of SSI Registration, ISO- Certification must be attested by any one of the following:

(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.....dated.....is a MSME/SSI unit as per Govt. of India definition and has been functional & in production at the time of acquiring ISO-18000/ISO-22000/ISO-27000 Certification No.....dated..... and also continues to be functional & is in production as on date.

Dated

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

AFFIDAVIT*

IS/o..... Managing Director/Director/Proprietor/Partner, * M/s..... with their Regd. Office at & Factory located at.....with E.M. No.....dt.....do hereby solemnly affirm and declare as under:

i. The Company/Firm/Establishment has been a MSME/SSI unit as per Govt. of India definition; and has been functional & in production at the time of acquiring ISO-18000/ISO-22000/ISO27000 Certification No..... dt.....

ii The Company/Firm/Establishment continues to be a MSME/SSI unit; and functional & in production as on date.

iii 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 ofdt.....

DEPONENT

VERIFICATION:

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

DEPONENT

Date:

Place:

(Note)

*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
(on C.A. Letter Head)**

To whom It may Concern

Verified from the Books of Accounts of M/s..... with their
Regd. Office at & Factory located
at.....with E.M. No.....dt.....
of the Company as on date*.....stands
as.....(Rupees.....
.....

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

Place:

Date:

*Date of Application on 31st March of preceding financial year.

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for acquiring ISO-18000/ISO-22000/ISO27000 (on a C.A. Letter Head)

To whom it may Concern

The documents & records of M/s.....with their Regd. Office at & Factory located at.....with E.M. No.....dt.....in respect of expenditure incurred for acquiring ISO-18000/ISO-22000/ISO27000 Certificate (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 Consultants etc.(excluding hotel & travel expenses Surveillance charges) in obtaining ISO-18000/ISO-22000/ISO27000 from the Certificate 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 and Membership number)

Dated:

Payments at (a), (b) & (c) above should be supported by copies of receipts of payments made to the Certification agency 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) 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.

UNDERTAKING/ DECLARATION

IS/o..... Managing Director/Director/Proprietor/Partner, M/s..... with their Regd. Office at & Factory located at.....with E.M. No.....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-18000/ISO-22000/ISO27000 Certification under any Scheme operated by Central Govt. (including O/o DC (MSME), M/O MSME)/ 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-18000/ISO-22000/ISO27000 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-18000/ISO-22000/ISO27000 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 (MSME), M/O MSME)/for reimbursement/subsidy/grant/incentive for acquiring ISO-18000/ISO-22000/ISO27000 Certification.

(c) That after availing reimbursement for ISO-18000/ISO-22000/ISO27000 Certification from office of DC (MSME), M/O 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.

Partner/Proprietor/ Managing Director/Director

In the presence of:

(Full Name and Addresses of the two witnesses also to be indicated along with signatures).

- 1.
- 2.

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

Name of the Industry _____

Address: _____

Phone Number _____

PRE-RECEIPT (in Triplicate)

Received a sum of Rs. _____ (Rupees _____)
From the Development Commissioner (Micro, Small & Medium Enterprises) towards the
reimbursement of expenses incurred for obtaining International Quality Certification
ISO-18000/ISO-22000/ISO27000.

Rubber Stamp of the Unit
*Signature of the Authorized Person (on Revenue Stamp)

(B) FOR OFFICE USE ONLY

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

Director
MSME-DI
_____ (Place)

Note: Please read the instructions while Preparing this **Annexure-1F** i.e. Pre-Receipt.
INSTRUCTIONS

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

1. Please ensure you prepare the Annexure **Annexure-1F** A-4 size paper only.
2. Please ensure you give **Annexure-1F** in triplicate.
3. Please do not fill in the amount in the pre-receipt. Leave the portion blank. The office of DC(MSME) 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. Office of the DC (MSME) will fill up the amount and the sanction no. in the spaces provided for the same.
6. The Assistant Director concerned will sign at the place earmarked for his signature.