

## **Reimbursement/ Subsidy for Product Certification Licences from National (BIS/BEE) / International Bodies (CE/ UL/ ANSI etc.)**

### **The Salient features of the Scheme:**

- i. The Scheme envisages reimbursement of charges/ subsidy for acquiring Product Certification from National/ International agencies by MSMEs (Manufacturing) to the extent of 75% of the expenditure towards the **FIRST Product** being Licensed. **All the Product Certifications availed on or after 1<sup>st</sup> April 2010 are only eligible for reimbursement.**
- ii. Licensing of **only ONE product** as per the definition of the relevant standards will be subsidized under the Scheme.
- iii. The Maximum GOI Assistance allowed per MSME is Rs. 1.5 Lakh (Average Rs. 0.75 Lakh) for obtaining Product Licensing/ Marking to National Standards and Rs. 2.0 Lakh (Average Rs. 1.50 Lakh) for obtaining product licensing/ Marking to International Standards.
- iv. The MSMEs (Manufacturing) having **EM Part-II Acknowledgement No.** and who are **FIRST TIME** applicant for National/International product Standard Licenses are eligible to avail the subsidy under the Scheme.
- v. The items which are under compulsory product certification will stand **EXCLUDED** from the purview of the Scheme.
- vi. The Scheme is applicable to those MSMEs (Manufacturing) who have already acquired Product Certification from National/ International agencies.
- vii. **One MSME can Apply only ONCE under the Scheme period** ; irrespective of the fact whether the concerned MSME has one or more than one Enterprises(s) within the same premises/ location or outside .
- viii. The applicants are required to submit applications only with the **Director of MSME-DI** in the area where the enterprises are located.
- ix. Applicants are required to enclose the Receipts and Invoice for payments made by them to the certification agencies/body, Product testing charges as required for licensing and other expenses also with other annexures.
- x. The Subsidy will be available generally for the expenditure on Application fee, License Fee/marketing fee, Inspection fee of the Certification Body and Product Testing charges as required for licensing carried out by approved/ recognized testing laboratories.

**Guidelines for filing Application Form, Formats of the Application along with annexure and required documents together with "Check List" are available on the Website- [www.msmediagra.gov.in](http://www.msmediagra.gov.in) OR [www.dcmsme.gov.in](http://www.dcmsme.gov.in). under the link NMCP Scheme names "Technology and Quality Upgradation Support to MSMEs" having major Activity No. 4 in details and the Annexure-IV of the Scheme.**

**Those Micro, Small and Medium (Manufacturing) Enterprises who have Filed EM Part- II and fulfilling above criteria 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](mailto:dcdi-agra@dcmsme.gov.in),

**For more information please visit [www.msmediagra.gov.in](http://www.msmediagra.gov.in) or contact Sh. A. K. Gautam, Asstt. Director and Nodal Officer (ISO), MSME Development Institute, Agra mobile No. 94123-72661.**

**Application Format for Claiming Reimbursement of Product Certification Charges by MSMEs for Certification of Products to Indian and International Standards**

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. / D.I.C. Registration  
(Enclose an attested copy of all pages of E.M. No.)
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 status and functional status of the unit  
as on the date of submission of Application -  
The following document(s) to be submitted**  
  
An Affidavit (in original) from Managing Director/  
Director/Proprietor/Partner of the MSME duly sworn  
before a Notary Public confirming MSME status and functional  
status of the unit at the time of acquiring Product  
certificate; and as on date, (As per Format **at Annex - IV B**)  
accompanied by CA certificate of the total investment in  
plant & machinery as on date (original purchase value)  
(As per Format at Annex – IV C)
7. **Details of Product 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).  
(Enclose an attested copy of the Certificate)
8. Details of expenditure incurred in acquiring Product Certificate

[Furnish a CA certificate of expenditure (in original)  
giving the details (as per the Format at **Annex- IV D**)]

9. Details of reimbursement/grant/subsidy already received, if any, from Govt. of India State Govt./Financial Institution etc. for the product Certification to BIS, BEE or International Standard ( Furnish an Undertaking/declaration (in original) from the Managing Director/Director/ Proprietor/ Partner sworn before Notary Public(as per the Format **Annex -IV E**)

10. Pre-receipt to be furnished as per Format at **Annex – IV F**

Declaration:

I (full name) .....,S/o of ..... Managing 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  
(Full Name)

**Note:**

Copies of Entrepreneurial Memorandum (E M) / D.I.C. Registration, Product  
Certification Certificate must be attested by Chartered Accountant (with name of  
the signatory, CA Stamp, and CA Membership No. )

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Annexure 'IV B'

**AFFIDAVIT\*\***

I,-----s/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:

The Company/Firm/Establishment has been a Micro / Small/ Medium Enterprise as per the Govt. of India definition; and has been functional & in production at the time of acquiring Product Certification No.-----dated-----

- i. The Company/Firm/Establishment continues to be a Micro / Small/ Medium Enterprise and functional & in production as on date.
- ii. 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.

DEPONENT

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

Annexure 'IV C'

**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  
\_\_\_\_\_ and Factory located  
at \_\_\_\_\_ and E.M. / D.I.C. Registration  
No. \_\_\_\_\_ 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:

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Annexure 'IV D'

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for acquiring Product Certification (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 E.M. / D.I.C.

Registration No. \_\_\_\_\_ dt. \_\_\_\_\_) in respect of the expenditure incurred by them in acquiring Product certification have been verified; and it is certified that the said company have incurred a total expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards ; Application fee; / Product Testing Fee to the relevant standards / Inspection Charges / Advance Licence Fee for the 1<sup>st</sup> year 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) Inspection Fee paid to -----
- c) Annual Licence Fee paid to -----
- d) Calibration charges paid to-----Total -----

Place-----

Dated-----

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

Payments above should be supported by copies of receipts of payments made duly attested. The payment receipts must indicate the purpose for which the payments have been made.

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**Annexure 'IV E'**

*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 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, Product 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 Product 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 Product 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), Ministry of MSME), for reimbursement/subsidy/grant/incentive, for acquiring Product Certification.

( c) That after availing reimbursement for Product 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.

Partner/Proprietor/ Managing Director/ Director

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

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**Annexure 'IV F'**

Name of the Industry: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

**(On the Letter Head of The Company)**

**PRE – RECEIPT (in Triplicate)**

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) from the Development Commissioner  
(MSME) towards the reimbursement of expenses incurred for obtaining Product  
Certification.

**\*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/PC)

MSME-Development Institute

Agra- 282 006.

## INSTRUCTIONS

1. Please ensure you prepare the Annexure IV in A-4 size paper only.
2. Please ensure you give Annexure IV in triplicate.
3. Please type the name of your industry, full address and telephone numbers as indicated in the sample format, in the portion marked A.
4. 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.
5. Please ensure the authorized person of your unit signs at the places indicated for signatures of the authorized person on revenue stamp.
6. Please type portion 'B' yourself in the A-4 size paper as indicated in the format.
7. Office of the DC (MSME) will fill up the amount and the sanction no. in the spaces provided for the same.
8. The Assistant Director concerned will sign at the place earmarked for his signature.

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**Annexure 'IV G'**

**Check List** of documents to be annexed along with the Application for claiming reimbursement of expenses of Product Certification.

1. Copy of E.M. / D.I.C. Registration No. duly attested by an Chartered Accountant (Name, Signature, Membership number; and Seal)
2. An Affidavit( In original) on a non judicial stamp paper of Rs. 10 (Min.) in Delhi/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'.
3. Copy of Product Certification Licence duly attested by Chartered Accountant (Name, Signature, Membership number and Seal.)
4. Chartered Accountant's certificate of the details of the Expenses incurred by the unit in acquiring Product Certificate in Annexure 'IV'. The payments made to the Certification agency **must be supported by copies of Receipts duly attested** (The payments directly made to the Certification Agency shall only be eligible for reimbursement) Invoices should be supported to Receipts.
5. 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 witnesses name & their addresses & signatures, Notary Seal, Notarial Stamp & Notary Registration nos.)
6. Pre-receipt in Triplicate on Company's Letter head with company's Rubber Stamp and affixed with Revenue Stamp in Annexure 'VI'
7. Certificate to be attached for SC/ST category.

Any other documents annexed to be mentioned.

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