

Annexure-IV-A

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 Annexure-IV-B**) accompanied by CA certificate of the total investment in plant & machinery as on date (original purchase value) (As per Format **at Annexure – 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 Annexure-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 **at Annexure-IV E**).
10. Pre-receipt to be furnished as per Format **at Annexure-IV-F**.

DECLARATION

I (Full name), S/o ofManaging Director/
Director/Proprietor/Partner of M/s. (complete Postal 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.)

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. LETTERHEAD)

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: _____

Annexure IV-D

CERTIFICATE FROM CHARTERED ACCOUNTANT IN RESPECT OF PROOF OF EXPENDITURE INCURRED FOR ACQUIRING PRODUCT CERTIFICATION (ON C.A. LETTERHEAD)

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 1st 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, C.A. 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.

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

(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

(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:

(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.

Annexure-IV-F

Name of the Industry : _____

Address : _____

Phone Number : _____

PRE-RECEIPT (in Triplicate)

Received a sum of Rs. _____ (Rupees _____ Stamp)

FOR OFFICE USE ONLY

Passed for the payment of

Rs. _____ (Rupees _____)

Vide Sanction No. _____ dated _____ . from the Development Commissioner (Micro, Small & Medium Enterprises) towards the reimbursement of expenses incurred for obtaining Product Certification

Director

Rubber Stamp of the Unit
Signature of the Authorized Person (on Revenue
Micro, Small & Medium Enterprises, DI)

Place _____

Dated _____

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 signatures.

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 a 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 & Notary 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 Letterhead 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).