

Application Format for Claiming Reimbursement of Certification Charges of acquiring ISO-9000/ISO-14001/HACCP Certificate under the Incentive Scheme of O/o Development Commissioner (MSME), M/o MSME, Nirman Bhawan, New Delhi-110108.

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 MSE 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 MSE 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 MSE unit duly sworn before a Notary Public confirming MSE status and functional status of the unit at the time of acquiring ISO-9000/ISO-14001/HACCP certificate; and as on date **(Annexure III)** accompanied by CA certificate of the total investment in plant & machinery as on date (original purchase value) (As per Format **Annexure II**)

7. Details of ISO-9000/ISO-14001/HACCP 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 & Number of the Accreditation Body/Board.**
(Enclose an attested copy of the Certificate)

8. 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 II**).
9. 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 Certificate (Furnish, an Affidavit (in original) from the Managing Director/Director/ Proprietor/ Partner of the MSE units duly sworn before Notary Public (as per the Format **Annexure III**)
10. Pre-receipt to be furnished as per Format at **Annexure IV**.

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 of MSE unit.
(Full Name)

Note: The copy of E.M.No., 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.)

Annexure '1'

CERTIFICATE

This is to certify that M/s _____ with their office at _____ & factory located at _____ with E.M.No. _____ dated _____ is an Micro / Small (Industry/Service) 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'

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for acquiring ISO-9000/ISO-14001/HACCP and about investment in Plant & Machinery (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.No. _____ dt. _____)

in respect of the expenditure incurred by them in acquiring ISO-9000/ISO-14001/HACCP 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 Consultancy etc. (excluding hotel & travel expenses & Surveillance charges) in obtaining ISO-9000 /14001/HACCP 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 _____

AND

Verified from the Books of Accounts of above firm the total investment in plant and machinery (original purchase value) of the company as on date# _____ stands as Rs. _____ (Rupees _____)

(Name and Signature of the Chartered Accountant with Stamp & CA 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.

Date of application or 31st March of preceding financial year

Annexure 'III'

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

AFFIDAVIT

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) The Company/Firm/Establishment has been a Micro / Small & Industry/Service unit as per the Govt. of India definition; and has been functional & in production at the time of acquiring ISO-9000/ISO-14001/HACCP* certification No. _____ dated _____

(b) The Company/Firm/Establishment continues to be a Micro / Small (Industry/Service) unit; and functional & in production as on date.

(c) 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)

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

OR

(c) (ii) That the aforesaid Company/Firm/Establishment(s) have claimed & received reimbursement/subsidy/ grant/incentive for acquiring ISO 9000/ISO-14001/HACCP 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)}.

(d) (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/HACCP Certification .

OR

(d) (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 ISO-9000/ISO-14001/HACCP Certification.

(e) That after availing reimbursement for ISO-9000/14001/HACCP 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.

(f) I hereby solemnly affirm that the contents of this affidavit are true to best of my knowledge and belief. 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.

Signed on this day of _____ dt.

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

Annexure 'IV'

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 – 9001 / ISO – 14001/HACCP/HACCP.

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

Micro, Small & Medium Enterprises, DI

_____ (Place)

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

INSTRUCTIONS

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

1. Please ensure you prepare the Annexure 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 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 Director MSME-DIs will fill up the amount and the sanction no. in the spaces provided for the same.

Annexure 'V'

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

1. Copy of E.M.No. duly attested (each page of the Registration Certificate duly attested) by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, MSME-DIs or Chartered Accountant (Name, Signature, Membership number, and Seal)
2. Letter (in original) from General Manager, District Industries Centre, (DIC) or Director of Industries confirming MSE status and functional status of the unit at the time of acquiring ISO-9000/14001/HACCP as per Format at Annexure I. Or
3. An Affidavit(In original) on a 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.)duly sworn before a Notary Public as per Annexure 'III'(with Notary Seal, Notarial Stamp & Notary Registration no. ; and of the Incentive/grant/subsidy already received, if any, in Annexure 'III'.
4. Copy of ISO-9000/ ISO- 14001/HACCP Certificate duly attested by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, MSME-DIs or Chartered Accountant (Name, Signature, Membership number and Seal.) The Certificate must have address of site/location certified, scope of certification, Certificate No., date of issue, & period of validity (or date of expiry), Name & Logo & Number of the Accreditation Body/Board.
5. Chartered Accountant's certificate of investment in Plant and machinery and of the details of the Expenses incurred by the unit in acquiring ISO-9000/ISO-14001/HACCP Certificate in Annexure 'II'. 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.
6. Pre-receipt in Triplicate on Company's Letter head with company's Rubber Stamp and affixed with Revenue Stamp in Annexure 'IV'.
7. Certificate to be attached by belonging SC/ST category.

Any other documents annexed to be mentioned.

Other document-

TIN/TAN no. of the Unit may be furnished.

