### APPLICATION FORMAT FOR CLAIMING REIMBURSEMENT OF CERTIFICATION CHARGES OF ACQUIRING ISO-18000/22000/27000 CERTIFICATE UNDER THE MARKETING ASSISTANCE & TECHNOLOGY UPGRADEATION SCHEME

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>(a) Name &amp; address of the unit office &amp; factory location(s)</td>
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<tr>
<td></td>
<td>(b) Telephone No. : Factory &amp; Office</td>
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<tr>
<td></td>
<td>(c) E-mail &amp; Fax</td>
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<tr>
<td>2.</td>
<td>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)</td>
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<tr>
<td>3.</td>
<td>Whether SC/ST</td>
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<tr>
<td>4.</td>
<td>Whether Women Entrepreneurship</td>
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<tr>
<td>5.</td>
<td>Item(s) of manufacture/processing as indicated in the E.M. Certificate</td>
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</table>
| 6.     | Proof of MSME/SSI status and functional status of the unit as on the date of submission of Application. The following document(s) are 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 18000/22000/27000 Certificate; as on the date as per the 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-18000/22000/27000 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-18000/22000/27000 Certificate, Name & 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-18000/22000/27000 Certificate. Furnish a CA certificate of expenditure (in original) giving the details (as per the format Annexure-1D) |
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).

Pre-receipt to be furnished as per the Format at Annexure-1F.

Declaration :

I………………………………………………………..(Full Name), S/o
………………………………………………. 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 be in writing.

Name & 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.)

C E R T I F I C A T E

This is to certify that M/s……………………………………………………………………. with their office of ………………………………& 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-18000/22000/27000 Certificate No………………………… dated ………………… And also continues to be functional and is in production as on date.

Dated :

Director of Industries/GM, DIC
Name & Rubber Seal

AFFIDAVIT*
I……………………………………………………….S/o……………………………………………………….Managing
Director/Director/Proprietor/Partner, *M/s……………………………………………………….with
their
Regd. Office 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 and in production at the time of acquiring ISO-
18000/22000/27000 Certification No……………………………………dtd…………………………

(ii) The Company/Firm/Establishment continues to be a MSME/SSI unit; and functional and
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 of ………………………………………dtd…………………………

VERIFICATION:

I do solemnly affirm that the contents of the Affidavit are true to the best of my knowledge and
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 CA letter head)

To Whom It May Concern

Verrified from the Books of Accounts of M/s……………………………………………………….with their
Regd. Office at ........................................................................................................ and factory located at 
........................................................................................................ with 
E.M.No..................................... Of the company as on date*.......................... stands as 
........................................................................................................ (Rupees 
..................................................................................)

Name & Signature of the Chartered Accountant
With Stamp & Membership No.

Place :

Date :
*Date of application on 31st March of preceding financial year.

Annexure – 1D

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for 
acquiring ISO-18000/22000/27000 (on a CA letter head)

To whom it may concern

The documents & records of M/s.................................................................................with their Regd. 
Office ..................................................& factory located ..................................with 
E.M.No...........................dt.................in respect of expenditure incurred for acquiring ISO-
18000/22000/27000 Certificate (or its equivalent) have been verified; and it is certified that the said 
company have incurred to 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-18000/22000/27000 Certificate from the Certifying Agency, namely 
.........................., as per the following details of payments :

Details of payments (Name of Certification Agency/Organisation) 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 & 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.

Annexure – 1E

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

UNDEARTAKING/DECLARATION

I……………………………………………..S/o…………………………………………..Managing
Director/Director/Proprietor/Partner, M/s………………………………………….........with their Regd.
Office at………………………………..& factory located
at……………………………….with E.M.No.…………………… dtd.………………………….. 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-18000/22000/27000
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 ISO-18000/22000/27000
Certification amounting to
Rs……………………………………………………………………………………………………
from ……………………………..(Name of the Central Govt. State Govt. Deptt./Financial
Institution vide Draft/Cheque
No……………………………….dtd…………………………………………….of…………………………..(Name of the 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 dtd…………….. for
reimbursement/subsidy/grant/incentive for acquiring ISO-18000/22000/27000
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), M/o MSME) for
reimbursement/subsidy/grant/incentive for acquiring ISO-18000/22000/27000
Certification.

(c) That after availing reimbursement for ISO-18000/22000/27000 Certification from O/o
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.
I hereby solemnly affirm that the information given above is correct. In case above declaration is found wrong or incorrect of misleading, I do hereby bind myself and 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 & Addresses of the two witnesses also to be indicated along with signature).

1.
2.

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

Annexure – 1F

Name of the Industry
________________________________________________________________________

Address ________________________________________________________________

____________________________________________ __________________________

Phone Number _________________________________

PRE-RECEIPT (In Triplicate)

Received a sum of Rs.________________(Rupess_________________________) From the Development Commissioner (Micro, Small & Medium Enterprises) towards the Reimbursement of expenses incurred for obtaining International Quality Certification ISO-18000/22000/27000.

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
____________________________________________

______________________________ (Place)

Director
MSME-DI

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 on next page.

1. Please ensure you prepare the Annexure-1F in 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 the DC(MSME) will fill it up after calculating the amount due to you.

4. Please ensure the authorized person of your unit signs of 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 of the place earmarked for his signature.