

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

Sl. No		
1.	(a) Name & 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) 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)	

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 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.)

**Annexure-1A**

**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

**Annexure – 1B**

**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.

**Annexure – 1C**

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.....dtd.....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

**UNDERTAKING/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.....(Rupees.....)  
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.

(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 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. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
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.