

**APPLICATION FORMAT FOR CLAIMING REIMBURSEMENT OF PRODUCT
CERTIFICATION CHARGES BY MSMEs FOR CERTIFICATION OF PRODUCTS
TO
INDIAN & INTERNATIONAL STANDARDS**

(a) Name & address of the unit:
(Office & factory location(s))

(b) Telephone No., Factory & Office:

(c) E-mail & Fax :
Details of E.M.No./DIC Registration
(Enclose on attested copy of all pages of E.M.No.)

Whether SC/ST :

Whether Women Entrepreneurship:

Item(s) of manufacture/processing as indicated in the E.M. Certificate.

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-IVB) accompanied by CA certificate of the total investment in plant & machinery as on date (original purchase value) (as per format at Annexure-IVC)

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 and period of validity (or date of expiry).
(Enclose an attested copy of the certificate)

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-IVD)

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 on Undertaking/Declaration (in original) from the Managing Director/Director/Proprietor/Partner shown before Notary Public) (as per the format at Annexure-IV-E).

Pre-receipt to be furnished as per format at Annexure-IV-F).

DECLARATION

I (Full Name) S/o Managing 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 & Signature of Managing Director/
Director/Proprietor/Partner
(Full Name)

Note :

Copies of Entrepreneurial Memorandum (E.M.)/DIC 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 and in production at the time of acquiring Product Certification No. _____ dtd. _____

- 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 and 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./DIC 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.
LETTER HEAD)**

TO WHOM IT MAY CONCERN

The documents & records of M/s. _____ with their Regd. Office at
at _____ and factory located at _____ and E.M./DIC 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 the 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 No.)

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 No.) 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))/State Govt./Financial Institution etc.

OR

(ii) That the aforesaid Company/Firm/Establishment(s) have claimed and 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 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 dated _____ 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 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 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. _____
dtd. _____ 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 Stamp)
Micro, Small & Medium Enterprises, DI

Place :

Date :

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 the 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 persons on revenue stamp.
6. Please type portion 'B' yourself in the A-4 size paper as indicate 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./DIC Registration No. duly attested by a Chartered Accountant (Name, Signature, Membership No. and seal)
2. An Affidavit (in original) on a non-judicial 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 and their address & signature, 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).