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| ***FORM-I******APPLICATION FORM FOR PARTICIPATION IN FAIR/STUDY TOUR/TRADE DELEGATION***

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| --- | --- |
| 1 | Name of the MSME unit with full address and e-mail ID (if any). |
| 2 | Name & designation of person going for the trip. |
| 3 | MSME registration no. with date and place of issue (copy of registration certificate to be enclosed). |
| 4 | Membership number of FIEO/EPC (enclose proof of membership). |
| 5 | Value of exports during last 3 years at FOB (CA's certificate to be enclosed). |
| 6 | Details of fair/study tour/trade delegation. |
| 7 | Details of visit indicating date of proposed departure date of anticipated arrival and countries to be visited. |
| 8 | If proposal is in respect of a fair, whether participation is in association with MSME-DO. |
| 9 | Whether the MSME unit has been charged/ prosecuted/debarred/blacklisted/under investigation under Exim Policy or any other law relating to export import business. |
| 10 | Whether any MDA assistance has been availed from any source for similar activity in this financial year. |

  Date: SignatureName & DesignationEncl: |
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| ***FORM-II******CLAIM FORM FOR PARTICIPATION IN FAIR/STUDY TOUR/******TRADE DELEGATION***

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| 1 | Name of the MSME unit with full address and e-mail ID (if any). |
| 2 | In principal approval letter number and date. |
| 3 | Name & designation of person who participated. |
| 4 | Details of travel including date of departure from India and arrival in India (copy of passport to be attached) |
| 5 | Name of airline by which journey was made and actual expenditure incurred on return airfare (original air ticket to be enclosed) |
| 6 | Whether the MSME unit has been charged/ prosecuted/debarred/blacklisted/under investigation under Exim Policy or any other law relating to export import business. |
| 7 | Whether any MDA assistance has been availed from any source for similar activity in this financial year. |
| 8 | Amount claimed for reimbursement |

**Declaration:**I declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to me/my unit on the basis of this declaration shall be liable to be refunded to the Government if at any time any information furnished in this application is found to be wrong or incorrect or misleading and I do hereby bind myself and my unit to pay the Government on demand a sum equal to the amount claimed as MSME-MDA in respect of above mentioned activity, within seven days of the demand being made to me in writing.Date: SignatureName & DesignationEcl: |

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***FORM-III******PRE - RECEIPT***Received with thanks a sum of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) from the Development Commissioner (MSME), being the MSME-MDA grant towards (give the name of the activity with date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sanctioned vide letter No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and paid vide Cheque No.\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   SignatureName & DesignationDate: (With Office Seal) **FORM-IV****APPLICATION FORM FOR ASSISTANCE FOR PUBLICITY**

|  |  |
| --- | --- |
| 1 | Name of the MSME unit with full address and e-mail ID (if any). |
| 2 | MSME registration number indicating place of issue (copy of registration certificate is to be enclosed). |
| 3 | Membership number of FIEO/EPC (enclose proof of membership). |
| 4 | Value of exports during last 3 years at FOB (CA's certificate to be enclosed). |
| 5 | Title of publicity material proposed to be published (Dummy copy to be enclosed). |
| 6 | Name and details of the event where publicity material is proposed to be distributed. |
| 7 | Anticipated date of release. |
| 8 | Number of copies of the publicity material to be printed (enclose detailed quotations from printers for production). |
| 9 | Total estimated expenditure |
| 10 | Whether the MSME unit has been charged/ prosecuted/debarred/blacklisted/under investigation under Exim Policy or any other law relating to export import business. |
| 11 | Whether any MDA assistance has been availed from any source for similar activity in this financial year. |

 Date: SignatureName & DesignationEncl: |

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**FORM-V**

**CLAIM FORM FOR FINANCIAL ASSISTANCE FOR PUBLICITY ABROAD**

|  |  |
| --- | --- |
| 1 | Name of the MSME unit with full address and e-mail ID (if any). |
| 2 | In principal approval letter number and date. |
| 3 | Details of the event where publicity material was released, alongwith dates (Actual copy of publicity material to be enclosed). |
| 4 | No. of copies of publicity material prepared. |
| 5 | Total expenditure incurred (Attach copy of payment voucher/receipt) |
| 6 | Total amount claimed. |
| 7 | Whether the MSME unit has been charged/ prosecuted/debarred/blacklisted/under investigation under Exim Policy or any other law relating to export import business. |
| 8 | Whether any MDA assistance has been availed from any source for similar activity in this financial year. |

**Declaration:**

I declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to me/my unit on the basis of this declaration shall be liable to be refunded to the Government if at any time any information furnished in this application is found to be wrong or incorrect or misleading and I do hereby bind myself and my unit to pay the Government on demand a sum equal to the amount claimed as MSME-MDA in respect of above mentioned activity, within seven days of the demand being made to me in writing.

**Date: Signature**

**Name & Designation**

Encl: