

(TO BE SUBMITTED ON THE COMPANY LETTER HEAD)
MDA CLAIM FORWARDING LETTER

To,
The Executive Director
Export Promotion Council For Handicrafts
EPCH HOUSE Plot No. 1, Pocket 6 & 7,
Sector – C, L.S.C, Vasant Kunj
New Delhi – 110 070.

SUB: MDA GRANT FOR PARTICIPATION IN FAIR / EXHIBITION ABROAD.

SUBMITTED IN SUPPORT OF CLAIM FILED FOR FAIR/EXHIBITIONS/BSM ABROAD as per given details given below:

CHECK LIST OF DOCUMENTS SUBMITTED:

1. CLAIM FORM DULY FILLED STAMPED & SIGNED (ANNEXURE VII) ()
2. BILL FOR PAYMENT & PRE-RECEIPT DULY STAMPED & SIGNED WITH RS.
1 REVENUE STAMP ()
3. SELF CERTIFIED COPY OF EXPORT PERFORMANCE OF LAST 3 FINANCIAL YEAR ()
4. LEGIBLE PHOTOCOPY OF PASSPORT HIGHLIGHTING THE ENTRIES ABOUT DEPARTURE FROM AND ARRIVAL IN INDIA AND ALSO THE COUNTRIES VISITED ()
5. IN CASE PASSPORT DOES NOT HAVE ARRIVAL AND DEPARTURE DATES REGARDING VISITS TO VARIOUS COUNTRIES, SOME DOCUMENTARY EVIDENCE SUCH AS HOTEL BILLS, BOARDING PASS, AND LODGING PASS ETC. ()
6. ORIGINAL AIR TICKET / JACKET USED DURING THE JOURNEY ()
7. IF AIR TICKET / JACKET IS LOST, A LEGIBLE PHOTOCOPY OF THE SAME ALONGWITH A CERTIFICATE FROM THE AIRLINE INDICATING FOLLOWING MAY BE SENT:
 - a) NAME OF THE TRAVELER
 - b) TICKET NUMBER
 - c) FLIGHT NO.
 - d) DATE OF DEPARTURE FROM INDIA
 - e) SECTORS / COUNTRIES VISITED
 - f) CLASS IN, WHICH TRAVELED
 - g) FARE IN ECONOMY EXCURSION CLASS FOR SECTORS / COUNTRIES VISITED
8. DETAILS OF PAST ACTIVITIES FOR SAME EVENT WITH MDA ASSISTANCE ()
9. BRIEF REPORT ON THE ACTIVITY UNDER TAKEN AND ACIEVEMENTS ()
10. COPY OF THE STAND ALLOTMENT LETTER & RECEIPT/BANK ADVICE REGARDING PAYMENT OF SPACECHARGES, DECORATION & ELECTRICITY CHARGES. ()
11. It is mandatory that a copy of the annual audit return of the export performance on FOB basis for the Financial year 2007 – 2008. Duly filed either with DGFT or Income tax Dept. may be submitted to the council. . ()

(TO BE PREPARED ON THE COMPANY LETTER HEAD)

Annexure-VII

Claim Form for Marketing Development Assistance For Participation in Trade fairs/Exhibitions/BSM abroad

Ref. No. _____

Date: _____

01	Name of the firm with full address.	IEC NO.
02	Approval letter no. & Date	
03	FOB value of exports during the last Financial year (Rs.in crores)	
04	Particulars of Event	Name of the event Place Country From to
05	Particulars of visit (Please attach self-certified photocopy of passport duly highlighting date of departure & arrival).	Date of actual departure from India Date of actual arrival in India
06	Name & Designation of person who attended the event.	
07	No. Of proposal(s) already Submitted in the same financial year.	
08	Details of participations made with MDA assistance in the past in the same event.	
09	Whether assistance availed from other Govt. Bodies / EPCs /Commodity Boards/ APEDA/ MPEDA /ITPO etc. for the activity under reference?	Yes/No. (If yes, please give full details)

10	<p>Expenditure incurred</p> <p>a) Actual return airfare by economy Excursion class</p> <p>b) Actual expenditure incurred on stall, decoration, water & electricity charges (Please attach original air ticket/jacket used during the journey along with self certified photocopies of receipt, bank advice etc. evidencing payment made)</p>	<p>Rs, _____</p> <p>Rs, _____</p>
11.	Amount claimed	Rs, _____

Undertaking and Declaration

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

No other application for claiming assistance for this participation and/or travel cost has been made or will be made in future against purchase covered by the application.

Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the same may be adjusted against any of the subsequent claims to be made by my/our firm or in the event no claim is preferred, the amount overpaid will be refunded by me/us to the extent of the excess amount paid.

Name in Block Letters :
 Designation :
 Name of the Applicant :
 Firm :

Signature
 Company Seal

Place :
 Date :

ANNEXURE VIII

CHARTERED ACCOUNTANT CERTIFICATE (to be given on the CA's letter head)

I/We hereby confirm that I/We have examined the claim papers, books of account and the prescribed documents in respect of the claim of M/s..... and hereby certify that:

- (i) The participant Shri/Smt..... is regular employee/director/ partner/proprietor of the company
- (ii) Participation is as per the maximum permissible participations under the MDA Scheme.
- (iii) Minimum of 14 days clear advance notice had been given to the concerned EPC/Trade Body.
- (iv) The participant company / firm / concern is not under investigation / charged / prosecuted / debarred/black listed under Foreign Trade (Development & Regulation) Act, 1992 , FEMA, Customs Act 1962
- (v) The total number of participations in this particular trade fair/exhibition is not exceeding three.
- (vi) The date of return to India is within 45/90 days of the date of making this application.
- (vii) The f.o.b. value export figures during the last financial year is less than Rs. 15 Crores.
- (viii) It has been ensured that the information furnished is true and correct in all respects, no part is false or misleading and no relevant information has been concealed or withheld.

Neither I/We nor any of our partners is a partner/Director or an employee of the above named entity or its associated concerns.

I fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory_____

Name_____

Membership No._____

Full address_____

Name and address of the Institution where registered.

Date:

Place:

(TO BE PREPARED ON THE COMPANY LETTER HEAD)

Bill for Payment

Name Of The Firm
Address

Approval Letter No.

Date:

Event (Please Tick Which Ever Relevant):

1. Participation In Trade
Fair / BSM abroad

Event Particulars:

Item (S) Of Expenditures

Amount In Rupees

1. Air Fare

:

2. Space Rent

:

3. Electricity/Water Charges

:

4. Decoration

:

5. Publication

:

TOTAL (Rs.)

Rupees In Words

PRE-RECEIPT

Received With Thanks A Sum Of Rs. * _____

Rupees _____)

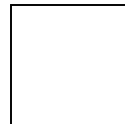
Being The MDA Grant Towards (Give The Name Of The Event With Date)

Vide Cheque No. _____

Dated _____.

AFFIX RUPEEE ONE
REVENUE STAMP

HERE



SIGNATURE
NAME &

DESIGNATION

WITH OFFICE SEAL

NOTE: PLEASE CALCUTE THE AMOUNT OF CLAIM STRICTLY AS PER GUIDELINES.

***(Cheque no. and amount will be filled by EPCH at the time of issuance of Cheque).**

FORMAT OF TOUR REPORT
(On your company letter head)

Following points should invariably be covered in the Tour Report:

- A) Number of Foreign buyers visited.
- B) Value of orders booked (FOB values in Rs.)
- C) Number of Enquiries received
- D) Number of orders with FOB Value executed from (A) above
- E) Brief about reaction of visitors about Handicraft products.
- F) Suggestions, if any

(TO BE PREPARED ON THE COMPANY LETTER HEAD)

DECLARATION / UNDERTAKING

1. I / WE HEREBY DECLARE THAT THE PERSON TRAVELLING UNDER THE (MDA) ASSISTANCE IS A REGULAR EMPLOYEE OF THE FIRM SINCE _____ / DIRECTOR / PARTNER / PROPRIETOR OF THE COMPANY.
2. I / WE DECLARE THAT THE COMPANY IS NOT UNDER INVESTIGATION / CHARGED / PROSECUTED / DEBARRED / BLACKLISTED UNDER EXIM POLICY OF INDIA OR ANY OTHER LAW RELATING TO EXPORT & IMPORT BUSINESS.
3. I / WE DECLARE THAT THE COMPANY HAS NOT AVAILED ANY FINANCIAL ASSISTANCE IN WHOLE OR PART FROM ANY GOVT. BODY / EPCs / FIEO / COMMODITY BOARDS / EXPORT DEVELOPMENT AUTHORITIES / ITPO FOR THE ABOVE ACTIVITY AND IS AVAILING THE MDA ASSISTANCE FROM THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS. I/WE FURTHER DECLARE THAT THE COMPANY IS ONLY AVAILING MDA GRANT THROUGH THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS AND NOT THROUGH ANY OTHER COUNCIL OR GRANTEE ORGANIZATION.
4. I / WE DECLARE THAT OUR CLAIM FOR THIS JOURNEY IS RESTRICTED TO TRAVEL IN ECONOMY EXCURSION CLASS BY _____ (NAME OF THE AIRLINES) AND THE UTILISED TICKETS AND BOARDING PASSES ARE ENCLOSED IN ORIGINAL.
5. (ENCLOSED A CERTIFICATE FROM THE AIRLINES/ TRAVEL AGENT CERTIFYING THE AIR FARE OF ECONOMY EXCURSION CLASS-REQUIRED IF TRAVELLED BY HIGHER CLASS)

(IN CASE, ORIGINAL TICKET IS LOST, THEN THE DECLARATION GIVEN BELOW IS TO BE SUBMITTED)

6. I / WE DECLARE THAT THE UTILISED ORIGINAL AIR TICKET / JACKET IS LOST. A LEGIBLE PHOTOCOPY OF THE AIR TICKET IS ENCLOSED ALONG WITH A CERTIFICATE FROM THE AIR LINES / TRAVEL AGENT GIVING THE FOLLOWING DETAILS:
 - a) NAME OF THE TRAVELER
 - b) TICKET NUMBER
 - c) FLIGHT NUMBER
 - d) DATE OF DEPARTURE FROM INDIA
 - e) DATE OF ARRIVAL IN INDIA
 - f) SECTORS / COUNTRIES VISITED
 - g) CLASS IN WHICH TRAVELED
 - h) FARE IN ECONOMY EXCURSION CLASS FOR SECTORS / COUNTRIES VISITED

I / WE SOLEMNLY DECLARE THAT THE PARTICULARS SUBMITTED WITH ABOVE CLAIM ARE CORRECT. I / WE HEREBY UNDERTAKE THAT MY SELF AND THE COMPANY ARE ACCOUNTABLE AND RESPONSIBLE FOR ANY INCORRECT INFORMATION GIVEN IN THE ABOVE CLAIM.

IN THE EVENT OF ANY WRONG INFORMATION BEING OBSERVED BY THE COUNCIL OR THE MDA COMMITTEE OR ANY OTHER GRANTEE ORGANISATION I THE ABOVE CLAIM, I / WE SHALL BE LIABLE TO REFUND THE MDA GRANT RELEASED TO US AGAINST THE ABOVE CLAIM.

I / WE AGREE TO PROVIDE ANY ADDITIONAL DOCUMENT (S) / INFORMATION TO THE COUNCIL PERTAINING TO OUR ABOVE CLAIM AS AND WHEN SOUGHT BY THE COUNCIL.

*Signature with Name & Designation
Affix Rubber Stamp*

CHECK LIST-FAIR/EXHIBITION ABROAD

COMPANY NAME _____

STATION _____

FAIR NAME _____

- | | |
|--|----------------|
| 1. WHETHER CONDITION OF ADVANCE PERIOD MET | YES [] NO [] |
| 2. WHETHER CLAIM FILED WITHIN 3 MONTHS OF RETURN | YES [] NO [] |
| 3. WHETHER 12 MONTHS MEMBERSHIP CONDITION MET | YES [] NO [] |
| 4. SSI CERTIFICATE HOLDER MANUFACTURE EXPORTER | YES [] NO [] |
| 5. NO OBJECTION CERTIFICATE/WAIVER CERTIFICATE FROM ITPO / EPCH, IF APPLICABLE | YES [] NO [] |
| 6. ORIGINAL AIR TICKET / EURO RAIL PASS ENCLOSED | YES [] NO [] |
| 7. TRAVELED BY ECONOMY EXCURSION CLASS | YES [] NO [] |
| 8. CERTIFICATE FROM AIRLINES / TRAVEL AGENT IF TICKET IS LOST / NOT ENCLOSED | YES [] NO [] |
| 9. PHOTOCOPY OF PASSPORT- ENCLOSED | YES [] NO [] |
| 10 STAMPING OF DEPARTURE & ARRIVAL | YES [] NO [] |
| 11 VISA STAMPINGS OF COUNTRIES VISITED | YES [] NO [] |
| 12 DETAILS OF PERVIOUS TOUR (S) TO SAME COUNTRY/ COUNTIRES WITH MDA ASSISTANCE (IF APPLICABLE) | |
| 13 TOUR REPORT ENCLOSED | YES [] NO [] |
| 14 SELF CERTIFIED EXPORT PERFORMANCE ENCLOSED | YES [] NO [] |
| 15 EVIDENCE OF PAYMENT MADE TOWARDS STALL CHARGES | YES [] NO [] |
| 16 DECLARATION / UNDERTAKING ENCLOSE | YES [] NO [] |
| 17 CLAIM FORM DULY FILLED, SIGNED & STAMPED ENCLOSED | YES [] NO [] |
| 18 BILL FOR PAYMENT & PRE-RECEIPT ENCLOSED | YES [] NO [] |
| 19 CA CERTIFICATE ENCLOSED | YES [] NO [] |