

**Application Format for Claiming Reimbursement of Certification Charges of  
Acquiring ISO 18000/ISO 22000/ISO 27000 Certificate  
Under the Marketing Assistance and Technology Upgradation Scheme**

	(a) Name and address of the unit	
	(b) Telephone No. Factory &	
	(c) E-mail & Fax	
	Details of E.M.No. Date of issue; Directorate of Industries/GM, DIC of the State concerned (Enclose an attested copy of all	
	Whether SC/ST	
	Whether Women Entrepreneurship	
	Item(s) of manufacture/processing as indicated in the E.M. Certificate	
	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 MSMEDI/GM,	
	(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/ISO 22000/ISO 27000 Certificate; and as on date	
	Details of ISO 18000/ISO 22000 /ISO 27000 Certificate, Name and Address of Certification agency; The certificate must have address of the site/location certified; Scope	

	Details of expenditure incurred in acquiring ISO 18000/ISO 22000 /ISO 27000 Certificate Furnish a CA	
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	Details of reimbursement/grant/subsidy Certificate (excluding hotel & travel expenses & surveillance charges). Furnish a CA certificate	
	Pre-receipt to be furnished as per Format at	

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 me in writing.

Name and 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

Certificate

This is to certify that M/s.....with their office at.....& 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/ISO 22000/ISO 27000 Certification No.....dated..... and also continues to be functional & is in production as on date.

Date

Director of Industries/ GM (DIC)  
 Name & Rubber Seal

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:

- (i) The Company/Firm/Establishment has been a MSME/SSI Unit as per Govt. of India definition;  
and has been functional & in production at the time of acquiring ISO 18000/ISO 22000/ISO 27000 Certification No..... dt.....
- (ii) The Company/Firm/Establishment continues to be a MSME/SSI Unit; and functional & 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 .....dt.....

VERIFICATION:

DEPONENT

I do solemnly affirm that the contents of the Affidavit are true to the best of my knowledge & belief.

Date:

Place:

DEPONENT

Certificate from Chartered Accountant About Investment in Plant & Machinery  
(on CA Letterhead)

To whom it may Concern

Verified from the Books of Accounts of M/s..... with  
their Regd. Office at ..... & Factory  
located at.....with E.M.  
No.....dt..... of the Company as on  
date\*.....stands as.....  
(Rupees.....  
.....)

Place: Date:

Certificate from Chartered Accountant in Respect of Proof of Expenditure  
Incurred for Acquiring ISO 18000/ISO 22000/ISO 27000  
(on a CA Letterhead)

To whom it may Concern

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

Details of Payments (Name of Certification Agency/Orgn.) 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 and Membership Number)

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.

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.....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 ISO 18000/ISO 22000/ISO 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/ISO 22000/ISO 27000 Certification  
amounting to Rs..... (Rupees.....  
from..... (Name of the Central Govt./State Govt. Deptt./Financial Institution  
vide draft/Cheque No.....dt..... of.....  
(Name of 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  
ISO 18000/ISO 22000/ISO 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/ISO 22000/ISO 27000 Certification.

(c) That after availing reimbursement for ISO 18000/ISO 22000/ISO 27000 Certification from  
office of 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 & 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.

Name of the Industry \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

(A) 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/ISO 22000/  
ISO 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 \_\_\_\_\_

Director  
MSME-DI

\_\_\_\_\_ (Place)

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 DC (MSME) will fill it up after calculating the amount due to you.
4. Please ensure the authorized person of your unit signs at 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 at the place earmarked for his signature.

Application Form for Claiming 75% Reimbursement of Bar Code Registration Fee/  
Annual Fee paid by Micro & Small Enterprise (MSE) to GS1 India

1. (a) Name of MSE : M/s .....
- (b) Address of MSE : .....
- (i) Registered Office : .....
- (ii) Works Office : .....
- (c) Tel. No. ....Fax No. .... E-mail : .....
2. Whether enterprise is Micro or Small?            Micro / Small
3. Name of proprietor/partner of the enterprise ..... Mob. No. ....
4. (a) Amount paid for (i) One-time registration fee Rs. ....
- (ii) Annual Recurring fee Rs. .... for the year .....
- (b) Amount to be reimbursed for (i) One-time registration fee Rs. ....
- (ii) Annual Recurring fee Rs. .... for the year .....
5. Details of Entrepreneur's Memorandum Part-II acknowledgement number from State Directorate of Industries/DICs .....
6. Range of products being manufactured .....
7. The following documents are also enclosed along with Application Form:
  - (i) An attested copy of Cash Receipt for total amount (one-time registration fee &/or annual recurring fee) paid to GS1 India for use of Bar Codes.
  - (ii) An attested copy of license received from GS1 India for use of Bar Code.
  - (iii) Pre-receipted bill (In original) in triplicate for amount to be reimbursed for one-time registration fees (as per Annexure-I) &/or for annual recurring fee for 1st three years (as per Annexure-II).
  - (iv) A copy of Entrepreneur's Memorandum Part-II acknowledgement number from State Directorate of Industries/DICs duly attested by GM, DIC/State DI/Director MSME-DI/Chartered Accountant/any other gazetted officer.
  - (v) A certificate in original from GM, DIC/DI confirming the status of the enterprise as micro or small and its functional status, as on date of application.

OR

An affidavit (in original) from Managing Director\*/Proprietor\*/Partner\* of MSE duly sworn before a Notary Public confirming Micro/Small Enterprise and functional status of the unit



on the date of application (original purchase value) (As per Annexure-IV).

- (vi) An undertaking as per Annexure-V (concerning non-receipt of similar financial assistance from any other organization and/or from Office of the DC (MSME).

DECLARATION

I declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to me/my enterprise 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. I do hereby bind myself and my enterprise to pay the Government on demand a sum equal to the amount claimed as financial assistance in respect of above mentioned activity, within seven days of the demand being made to me in writing.

Date

Signature

Name.....

Encl :

Designation.....

Annexure-I

Pre-Receipt

(For One-Time Registration Fee)





