

Annexure –I

CERTIFICATE

This is to certify that M/s-----
With their office at -----
& factory located at -----
with Permanent SSI registration No----- dated-----
is an SSI/Tiny/SSS BE unit as per Govt. of India definition and has been functional & in
production at the time of acquiring ISO-9000/ISO-14001 Certification No-----
--
dated.....and also continues to be functional & in production as on date.

Dated

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

Annexure 'II'

AFFIDAVIT**

I,-----s/o-----

Managing Director/Director/Proprietor/Partner, * M/s.-----

-----with their Regd. Office at-----

& Factory located at-----

with permanent SSI Registration No.-----dt.-----

do hereby solemnly affirm and declare as under:

- i) The Company/Firm/Establishment has been a SSI/ancillary/Tiny/SSSBE* unit as per the Govt. of India definition; and has been functional & in production at the time of acquiring ISO-9000/ISO-14001* certification No.-----dated.-----
- ii) The Company/Firm/Establishment continues to be a SSI/ancillary/Tiny/SSSBE 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-----

DEPONENT

VERIFICATION:

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

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 Permanent SSI 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:

* Date of Application or 31st March of Preceding financial year.

Annexure 'IV'

Certificate from Chartered Accountant in respect of Proof of Expenditure incurred for acquiring ISO-9000/ISO-14001 (on a C.A Letter Head)

To Whom It May Concern

The documents & records of M/s. _____
with their Regd. office at _____
and factory located at _____ and
Permanent SSI Registration No. _____ dt.
_____)

in respect of the expenditure incurred by them in acquiring ISO-9000/ISO-14001 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 Consultancy etc. (excluding hotel & travel expenses & Surveillance charges) in obtaining ISO-9000 /14001 from the Certification 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 & CA 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 'V'

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 number) 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, ISO 9000/ISO-14001/HACCP Certification under any Scheme operated by Central Govt. (including o/o DC(MSME), M/o MSME)./ State Govt./ Financial Institution etc.

OR

(a) (ii) That the aforesaid Company/Firm/Establishment(s) have claimed & received reimbursement/subsidy/ grant/incentive for acquiring ISO 9000/ISO-14001/HACCP 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- 9000/ISO-14001/HACCP Certification .

OR

(b) (ii) That the aforesaid Company/Firm/Establishment(s) have not applied to any Central Govt./State Govt./ Financial Institution (except o/o DC(MSME), Ministry of MSME), for reimbursement/subsidy/grant/incentive, for acquiring ISO-9000/ISO-14001/HACCP Certification.

(c) That after availing reimbursement for ISO-9000/14001/HACCP 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 & 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:

1. **(Full Name and addresses of the two witnesses also to be indicated along with signatures)**
- 2.

Note: The factual status as on date under the respective paras at (a); (b) & (c) above must be clearly indicated



Annexure 'VI'

PRE- RECEIPT

Received a sum of Rs. _____ (Rupees _____
_____ only) from the Development
Commissioner (Small Scale Industries) towards the reimbursement of expenses incurred
for obtaining International Quality Certification ISO-9000/ISO14001

Revenue Stamp
(Signature)
Proprietor/Partner/Managing Director
(**Rubber Stamp of the SSI Unit**)

(Note; The above to be submitted on **Letter Head** in triplicate. Do not fill amount)

Annexure 'VII'

Check List of documents to be annexed along with the Application for claiming reimbursement of expenses of ISO- 9000/14001 certification.

1. Copy of Permanent SSI Registration duly attested (**each page of the Registration Certificate** duly attested) by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, Small Industries Service Institute (SISI) or Chartered Accountant (Name, Signature, Membership number; and Seal)
2. Letter (**in original**) from General Manager, District Industries Centre, (DIC) or Director of Industries confirming SSI status and functional status of the unit at the time of acquiring ISO-9000/14001 as per Format at Annexure I.

Or

An Affidavit(**In original**) on a non judicial stamp 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 & Noatry Registration no. ; and Chartered Accountant's Certificate of investment in Plant and machinery as per Annexure 'III'.

4. Copy of ISO-9000/ ISO- 14001 Certificate **duly attested** by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, Small Industries Service Institute (SISI) or Chartered Accountant (Name, Signature, Membership number and Seal.)

The Certificate must have address of site/location certified, scope of certification, Certificate No., date of issue, & period of validity (or date of expiry), Name & Logo & Number of the Accreditation Body/Board.

5. Chartered Accountant's certificate of the details of the Expenses incurred by the unit in acquiring ISO-9000/ISO-14001 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)
6. 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 & their addresses &signatures, Notary Seal, Notarial Stamp & Notary Registration nos.)
7. Pre-receipt in Triplicate on **Company's Letter head with company's Rubber Stamp** and affixed with Revenue Stamp in Annexure 'VI'

Any other documents annexed to be mentioned.