

Form of Application for Grant of Financial Assistance for Organizing  
Awareness Programmes

Note: Application is to be submitted in duplicate. Incomplete application will not be entertained.

1. Name of the organization with complete postal address with Telephone No., Fax No. and E-mail ID.
2. Whether registered or approved under any Act or Regulation (to be specified) and the date thereof (please enclose a copy of the Registration Certificate).
  - (i) Particulars of the present members of Executive Body/Board of Management, date on which it was constituted and tenure.
  - (ii) Name of the person and his/her designation nominated/authorized to act on behalf of the organization.
  - (iii) Name of the Project Director, his Telephone Number, Fax Number, Mobile Number and E-mail ID.
3. A brief note on work done on IPR issue or for the benefit of MSME sector.
4. Details of the target Group geographical coverage and expected benefits.
5. Budget & item-wise cost break-up, with justification (Attach).
6. Tentative date and Venue for organizing the programme.
7. Is it proposed to receive grant/grants from any other source for the same purpose or activity to which this application pertains? If so, details thereof.
8. Information relating to the grants received/or likely to be received from this office for any other activity. (If any grant had been received in the past, details thereof with file/letter No. of the Commission—Copy).
9. Additional information, if any.
10. List of documents attached:
  - (i) Certified copy of Registration Certificate.
  - (ii) Certified copy of Memorandum & Articles of Association, where applicable.
  - (iii) Certified copy of Audited Statement of Accounts for the last two years.
  - (iv) Annual Report for the last two years.
  - (v) *Details of Expenditure* — Document giving an undertaking to properly conduct the Programme and in case the programme is not organized, to return the cheque/refund the advance given by the Commission.

Signature & Designation  
With seal/stamp

## TERMS AND CONDITIONS

- (i) The financial assistance will only be used for organizing the event/activity approved.
- (ii) The assistance will be released in two instalments. 50% of the sanctioned amount will be released immediately after the proposal is approved on receipt write-up on programme, venue, item-wise budget estimates, likely number of participants and relevant documents.
- (iii) The balance amount will be released after the submission of : (i) Utilization certificates from the Chartered Accountant, (ii) Statement of Accounts, (iii) Original vouchers, (iv) Report of the Resource Persons of the programme, and (v) List of participants to be submitted in a month's time from the date of organising the Awareness Programme.
- (iv) No equipment/asset will be purchased out of the assistance.
- (v) Unspent portion of the assistance will be refunded.
- (vi) In the event of violation of any of the terms and conditions of sanction, the organization will have to refund the entire sanctioned amount on demand or such part thereof along with penal interest as per the Government rates.

## Application Form for Conducting Pilot Studies

1. Name of the Institute/Organization \_\_\_\_\_
2. Full particulars of the Institute/Organization
  - (i) Constitution \_\_\_\_\_
  - (ii) Ownership \_\_\_\_\_
  - (iii) Organizational structure \_\_\_\_\_
3. Main activities of the prospective consultant  
(Including details of full time professionals) \_\_\_\_\_
4. Annual reports or audited accounts (for the last two years) \_\_\_\_\_
5. Names and short CVs of the full time & part time researchers proposed to be involved in the work \_\_\_\_\_  
(The CVs would need to be backed by written commitment of the persons about the availability of his/her service.)
6. Details of major assignments of similar nature undertaken during the last five years \_\_\_\_\_
7. List of documents to be attached:
  - (i) Certified copy of Registration or Equivalent Certificate.
  - (ii) Certified copy of Memorandum Articles of Association or Rules/Regulation, as applicable.
  - (iii) Certified copy of Audited statement of Accounts for the last two years.
  - (iv) Annual Report for the last two years.
  - (v) *Details of Expenditure* — Document giving an undertaking to properly conduct the Programme and in case the programme is not organized, to return the cheque/refund the advance given by the Commission.
8. Other terms and conditions will be same as stated in Annex-I, except Funding Pattern.

Signature & Designation  
With seal/stamp

Form of Application of Grant of Financial Assistance for  
Organizing Seminars/ Symposia/Workshops/Conferences

1. Title of the proposed Seminars/Symposia/Workshops/Conferences.
2. Venue and Proposed date
3. Target group, No. of Participants and Benefits.
4. Name and Address of Organization/Institute Organizing the event.
5. Activity of the Organization/Institute.
6. Name of the chairperson and members of the organizing committee, if any.
7. Category in which the organizing Institution falls:
  - (i) Registered Society or similar body.
  - (ii) Academic Institution.
  - (iii) Government departmental organization.
  - (iv) Others (please specify).
8. Details of Affiliates, if any (Attach statement).
9. Name of Expert & Qualifications or Expert Agency involved.
10. Additional Information i.e. proposed expenditure & grant (Attach).
11. List of Documents Attached:
  - (i) Certified copy of Registration or Equivalent Certificate.
  - (ii) Certified copy of Memorandum Articles of Association or Rules/Regulations, etc., as applicable.
  - (iii) Certified copy of Audited statement of accounts for the last two years.
  - (iv) *Details of Expenditure* — Document giving an Undertaking to properly conduct the Programme and in case the programme is not organized, to return the cheque/refund the advance given by the Commission.
12. Other terms and conditions will be same as stated in Annex-I, except Funding Pattern.

Signature & Designation  
With seal/stamp

Form for Organizations/Institutions Submitting Proposal for Conducting IPRs Short  
Term/Long Term Training Programme for MSMEs Sector

1. Name of Organization/Institution \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone Number  
(i) Fax \_\_\_\_\_ (ii) E-mail \_\_\_\_\_
4. Head of the Organization/Institution \_\_\_\_\_
5. Nodal Person on IPR Related Matters \_\_\_\_\_
6. Brief Profile of the Organization/Institution (Attach)
7. Brief Note on Proposed Training, including summary/abstract of Course & Faculty (Attach)
8. Documentary evidence for conducting same/similar type of training course/programme (if any) (Attach)
9. Whether the institution or organization is recognized by the Government or any statutory body or Board if so, reference number \_\_\_\_\_
10. Whether affiliated to any recognized university or deemed to be university or similar organization, if so, the name \_\_\_\_\_
11. Full justifications with activity-wise details (including cost) will be necessary for the estimates of expenditure (Attach)
12. A statement of training grants received during the last three years from the State Governments/ Central Government or other bodies, indicating in each case:
  - (i) The purpose for which the grant was obtained/how utilized.
  - (ii) Progress made in the Programme for which assistance was given.
  - (iii) Whether all conditions to previous assistance was duly observed.
13. List of documents to be attached.
  - (i) Proof against Sl. No. 6 to 12 above.
  - (ii) The latest available Annual Report, if any.
  - (iii) A copy of the audited accounts of the institution for the previous two financial years together with a copy of the last balance sheet, if any.

Signature & Designation  
With seal/stamp

## TERMS & CONDITIONS FOR GRANT/ASSISTANCE FOR APPLICANTS

- (i) The organization/institution/industry body should be recognized by the Government of India.
- (ii) Educational/technical/research institutes should be a recognized one by a State or Central Government or be a university/institution duly accredited by the Competent Authority.
- (iii) The organization receiving grant shall have to give an undertaking that no grant-in-aid has been received from any other authorities of the Central or State Governments and that a grant-in-aid for the same purpose has not been applied for by the organization to any of those authorities.
- (iv) The organization shall have to give an undertaking that the grant shall be utilized for the purpose, and only for the purpose, for which it is sanctioned. Failure to do so shall render the organization liable to refund to the Government the grant in full with such interest thereon as the Central Government may decide.
- (v) Separate accounts for the grant will be maintained and any information sought by the Government of India will be furnished within the stipulated time.
- (vi) Utilization Certificate certifying that the amount has been utilized for the purpose for which it was sanctioned, and duly supported by a statement of audited accounts, from a Chartered Accountant, shall be furnished within 3 months from the date of completion of the course.
- (vii) Grant under this scheme shall not be given for meeting previous liabilities or debts.
- (viii) Government of India reserves the right to reject any application for grant without assigning any reason at any stage.

The grantee in receipt of the grant under the scheme shall be liable to refund full grant with interest thereon as determined by the government, in case of failure to fulfil any of the terms and conditions of the grant.

## Format of Application for Financial Assistance on "Grant of Patent"

## APPLICATION FORM

## Part-1. Applicant Information

1.1	Type of Applicant Organization	SME		Start-ups		
√ Tick Appropriately						
1.2	Number of patents already filed / granted	National		International		
1.3	Number of Patents filed before under this scheme (if any)					
1.4	Name and Address of Applicant Company					
1.5	Registration Number of the Applicant Company with the concerned Govt. Ministry/Deptt. :					
1.6	Name of the Company as per the registration					
1.7	Website Address, if any					
1.8	Nature of Company's Principle Business Activity					
1.9	Name of contact person					
1.10	Contact Numbers					
1.11	Email address					
1.12	Indian Application Filing Number and Date	Number :	Date of Filing			
1.13	Name and details of Inventor(s)	No.	Name	Qualification	Age	Designation
		1.				
		2.				
		3.				
		4.				
1.14	Is R&D for Invention indigenous i.e. developed in house/Collaborative					
1.15	If Collaborative, give details of the type of Collaboration					

**Part-2. Invention/Patent Information**

2.1 Title of Invention

2.2 Brief Description of Invention

2.3 Technical/other fields of Inventions

2.4 Advantage(s) of Inventions:

2.5 Novel features of Invention as based on prior art search (Kindly attach a comprehensive prior art search also clearly indicating subject matter on which search was conducted, fields or keywords searched, databases used for the said search and the reference of relevant documents considered relevant to the subject matter of your invention):

2.6 Brief description of commercialization plans or commercialization status for the invention. Anticipated revenues from commercializing the invention:

2.7 Potential markets and the basis for the same:



**Part-3. Details of Patent Agent/Attorney**

3.1	Name of Patent Agents/ Attorney Firm :		
3.2	Contact Person and his contact Number:		
3.3	No. of years in handling international patents:		
3.4	Address of the firm:		
3.5	Is the International application already filed?	Yes	No
3.6	Route of Filing	PCT	Conventional
3.7	Countries Filed or Proposed		

**DECLARATION**

Declaration by the Head of the Applicant Company

I/we, the undersigned, hereby declare that:

The particulars (and all the documents attached herewith) in this application are true and correct to the best of my/our knowledge, and I/we have not wilfully suppressed any material /fact, which will render this application invalid. If application is accepted, I/we shall provide the Utilization Certificate (in prescribed format) on biannual basis or before the next release. In case of any dispute/problem, the decision of Secretary (MSME) shall be final and binding on us. Ministry of MSME shall have the right to recover from this organization to entire funds released in the event that I/we have breached any of the above conditions.

Signature and Seal of the  
Executive Head of  
Applicant

Company	Date
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Name (in Block Letters)

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Citizenship

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Form of Application for Grant of Financial Assistance for GI Registration

1. Name and Address of organization/producers.
2. Activity of the organization/Institute.
3. Name of the Chairman and Member of Organizing Committee, if any.
4. Category in which the organizing Institution falls:
  - (i) Registered Society or similar body.
  - (ii) Others (please specify).
5. Name of the Geographical Indicator (& particulars)
6. Number of Producers.
7. The advantages of registration.
8. Designation of the country of origin of GI
9. Details of the registration certificate, issued by the competent authority.
10. Name & address of the patent agent/attorney firm.
11. List of Documents Attached:
  - (i) Certified copy of Registration or equivalent Certificate.
  - (ii) Certified copy of Memorandum Articles of Association or Rules/Regulation etc. (if applicable).
  - (iii) Certified copy of Audited statement of accounts for the last two years, if applicable.
  - (iv) Annual Report for the last two years, if applicable.
  - (v) An affidavit and how to applicant claim to represent the interest of the association of persons/producers.

Signature & Designation  
With seal/stamp

Form of Application for Grant of Financial Assistance for Setting up of  
IP Facilitation Centre for MSME

1. Title of the proposed project.
2. Name and Address of organization/institute.
3. Activity of the organisation/Institute, number and size (also in terms of installed capacity) of units and number of units.
4. Name of the chairperson and members of the organizing committee, if any.
5. Category in which the organizing institution falls:
  - (i) Registered Society or similar body.
  - (ii) Academic Institution.
  - (iii) University College/Technical Institutions.
  - (iv) Quasi-Government or Government aided body.
  - (v) Others (specify).
6. Details of Affiliates, if any (Attach statement).
7. Details of proposed project:
  - (i) Objectives.
  - (ii) Duration.
  - (iii) Target groups (including areas to be covered under the project).
  - (iv) Major activities to be undertaken.
  - (v) Is there any other organization providing similar facilities in the adjoining areas. If so, the details thereof and justification for setting up of similar facility.
  - (vi) Project highlights (a brief project report may be submitted).
  - (vii) Proposed costs and time frame (Activitywise costing/expenditure).
  - (viii) Structure of Implementing Agency (IA)/SPV (users body).
  - (ix) Previous track record of MSME initiatives pursued by IA/SPV (users body) need to be highlighted with support documents.
  - (x) Revenue generation mechanism for sustainability of assets (service/user charges to be levied, any other to be specified).
  - (xi) Project implementation schedule and completion period.

- (xii) Benchmarking impact of proposed interventions with regard to international competition (one section of the proposal should be devoted to highlight the likely impact of the project on beneficiary enterprises vis-à-vis export/global competition, particularly with regard to tradable (any product that may be conventionally exported or imported).
  - (xiii) Mechanism for monitoring the progress of the centre in assisting MSME.
8. Any Additional Information giving justification for the project.
9. List of Documents Attached:
- (i) Certified copy of Registration or equivalent Certificate.
  - (ii) Certified copy of Memorandum Articles of Association or Rules/Regulations etc. (if applicable).
  - (iii) Certified copy of Audited statement of accounts for the last two years, if applicable.
  - (iv) Annual Report for the last two years, if applicable.
  - (v) Document giving an undertaking to properly conduct the programme and in case the programme is not organized, to refund the advance given by Government.

Signature & Designation  
With seal/stamp

#### TERMS AND CONDITIONS

- (i) The financial assistance will only be used for setting up of IP Facilitation Centre.
- (ii) The assistance will be released in instalments depending on the progress of the centre. First instalment will be released after the proposal is approved on receipt of write-up on programme, venue, budget estimates item-wise, etc.
- (iii) The balance amount will be released after the submission of: (i) Utilization certificates from the Chartered Accountant, (ii) Statement of Account, and (iii) Original vouchers and progress made in terms of envisaged deliverables.
- (iv) Unspent portion of the assistance will be refunded to the Office of DC (MSME).
- (v) Separate accounts of the Programme will be maintained and the same will be subjected to test check by the PIC through its representative.
- (vi) In the event of violation of any of the terms and conditions of sanction, the organization will have to refund the entire amount sanctioned, to the Commission on demand or such part thereof along with penal interest as per the government rates.
- (vii) The office of DC (MSME) may lay down any other condition prior to the release of the assistance.

Form for Organization/Institution Submitting Proposal for Activities with the  
International Agencies for MSMEs Sector

1. Name of Organization/Institution \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone Number:  
(i) Fax \_\_\_\_\_ (ii) E-mail \_\_\_\_\_
4. Head of the Organization/ Institution \_\_\_\_\_
5. Nodal Person on IPR Related Matters \_\_\_\_\_
6. Brief Profile of the Organization/Institution, along with its current status \_\_\_\_\_
7. Brief on the work done as IPR related issues or for the benefit of MSME sector \_\_\_\_\_
8. A statement of grants received during the last three years from the State Governments/Central Government or other bodies indicating in each case:
  - (i) The purpose for which the grant was obtained
  - (ii) How it was utilized
  - (iii) Progress made in the Programme for which assistance was given
  - (iv) Whether all conditions to previous assistance were duly observed.
9. Any previous experience of working in collaboration with International agencies in the area of IPR/and/or for the benefit of MSME sector.
10. Activities proposed with the International agencies.
11. Complete details of the international agency.
12. Whether the proposed activities are covered by an agreement/MoU with the international agency. If so, details thereof.
13. Brief details on the advantage in undergoing activities with the international agencies.
14. Whether interacted in the past with the International agencies, details thereof.
15. List of documents to be attached:
  - (i) Full justifications with details for the estimates of expenditure.
  - (ii) An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the institution without prior approval of the sanctioning authority of the grant.
  - (iii) The latest available Annual Report, if any.
  - (iv) A copy of the audited accounts of the institution for the previous two financial years together with a copy of the last balance sheet, if any.

Signature & Designation  
With seal/stamp