

**APPLICATION FORM**

1.	Name	
2.	Address of the applicant organisation	
3.	Telephone No.	
4.	Fax No.	
5.	E-mail	
6.	Whether Central/ State/Association /Chambers of Commerce / NGOs	
7.	Name & designation of the contact person along with contact details	
8.	Details of the office bearers of the organisation	
9.	Registration no. of the organisation with date of registration	
10.	Membership number of FIEO/EPC, etc., if registered	
11.	Number of members registered with the organisation (i) Individual members (ii) Institutional members	
12.	Past performance (i) Details of events conducted during the last 3 years (attach separate sheet, if necessary) including those for which financial assistance has been availed under this scheme. (ii) Whether all reports in respect of events sponsored by the Ministry under this scheme have been submitted to the Ministry. If not, give reasons	

**Date:****Signature of the office bearer/authorised person  
Name & Designation**

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

- (1) Copy of Registration Certificate of the organisation (for first time applicant only).
- (2) Copy of Membership Certificate of FIEO/EPC or other organisations, if applicable (for first time applicant only) .
- (3) Copies of Audited Balance Sheet, Profit & Loss A/c or Income & Expenditure A/c of the Organisation for the last 3 years (to be submitted only once in a year).
- (4) Documents/correspondence/brochures/invitation letters for the proposed event.
- (5) Brief note on the objective(s) of the event and likely outcomes/benefits arising out of the proposed participation in the event
- (6) Budget Estimate for the proposed event in prescribed proforma [Annexure I-A].
- (7) Details of the proposed visit/event, the proposed itinerary/programme including the name of counterpart/host organisation(s), schedule and agenda of the meetings, details of site visits etc. [Annexure I-B].
- (8) Tentative List of Entrepreneurs participating in the event [Annexure I-C].
- (9) Resolution from the Association/Organisation authorising its officials to apply/ deal with the Ministry of MSME under the scheme, to be furnished in prescribed proforma [Annexure I-D].

**Annexure I-A****BUDGET ESTIMATE**

Expenditure Estimate						
S. NO.	Item	Organisation's contribution (a)	Participant's contribution (b)	Assistance being sought under the scheme (as per para 5.2) (c)	Total Expenditure (a+b+c)	Remarks
1.						
2.						
3.						
<b>Total</b>		*	**	***		

Income Estimate			
S. No.	Source	Amount	Remarks
1.	Applicant Organisation's contribution	*	
2.	Participants' contribution	**	
3.	Assistance sought under IC scheme	***	
4.	Assistance from other Organisations/schemes (if applicable)	1	
		2	
		3	
		4	
5	Income from other sources/ Rent etc.		
<b>Total</b>			

\* Total of Organisation's contribution

\*\* Total of Participants' contribution

\*\*\* Total of Assistance sought under IC scheme



Annexure I-C

TENTATIVE LIST OF ENTREPRENEURS PARTICIPATING IN THE EVENT

Sl.No.	Name of participant entrepreneur/ office bearer	Whether micro, small or medium / post held in the organisation	Products / services rendered	Whether participated in any such events earlier sponsored by this Ministry or its organisations (if yes, please give details)	Whether belongs to special category i.e. SC/ST/ Minority/ Women/ North-Eastern Region.
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

**Annexure I-D**

**SPECIMEN OF RESOLUTION TO BE PASSED BY THE ASSOCIATION/ORGANISATION**

Resolved that the ..... (name of Association/Organisation) would apply to the Ministry of Micro, Small and Medium Enterprises (MSME) under its International Cooperation scheme for seeking assistance for organising / participating in ..... (details of the event) and for that purpose, ..... (name of Association/Organisation) do hereby authorise Mr/Mrs/Ms ..... (Name of the authorised person) working as ..... (Designation of the authorised person) to apply to the Ministry of MSME, on behalf and in the name of the aforesaid Association/Organisation and also to execute, sign such agreement, certificate, statement, undertaking, declaration, receipt, deeds, instruments, and other writings whatsoever on behalf of the aforesaid Association/Organisation, as may be required for availing of the said assistance under the International Cooperation scheme. The agreements, etc. so executed/signed by the aforesaid authorised person shall be binding on ..... (name of Association/Organisation).

**(Authorised Signatory)**

**Name and Designation**

**Seal of the Association/Organisation**

Annexure II-A

FEEDBACK REPORT FOR EXHIBITIONS/FAIRS/BUSINESS DELEGATIONS/ BUYER -  
SELLER MEETS

Event name:  
Place:  
Duration:  
Main Objective(s) of the event:

Details of the event:				
S. No.	Items			
1.	List of participants with address, telephone, fax no., email address (a list or photocopies of the visiting cards of participants may be attached)			
2.	Number of visitors (a list or photocopies of the visiting cards of business visitors may be attached)			
3.	Number of export inquiries generated			
4.	Value of export inquiries generated			
5.	Number of export inquiries translated into business			
6.	Value of export inquiries translated into business			
7.	Other achievements, such as joint ventures, technology transfer agreements, etc. (give details)			
8.	Details of technologies noticed in the event which would be useful for MSMEs in India (copies of the brochures and other relevant literature may be attached):			
	Country	Field/ Sector	Description of Technology	Contact details (phone number/ e-mails etc.) of the company

**Annexure II-B**

**FEEDBACK REPORT FOR CONFERENCES/SEMINARS**

Event name:

Place:

Duration:

Theme of the event:

S. No.	Items	
1.	Brief summary of discussions and recommendations during the event	
2.	List of participants/organisations (name, address, contact details etc.; a list or photocopies of the visiting cards of participants may be attached)	
3.	List of resource persons (name, address, contact details etc.; a list or photocopies of the visiting cards of the resource persons may be attached)	
4.	Soft copy (CD, etc.) and hard copy of the presentations made during the Conference/Seminar	
5.	Summary of conclusions at the end of the Conference/Seminar	
6.	Suggested action points (in bullet form) both at organisation level and Government level	



**Annexure II-C**

**INDIVIDUAL PARTICIPANTS' FEEDBACK REPORT**  
(to be filled in by all individual participants separately)

1.	Name of the participating unit																					
2.	Name and designation of the Participant																					
3.	Address: (i) Office (ii) Residence																					
4.	Phone No. (Off) (Resi.)																					
5.	email																					
6.	Website address																					
7.	Comments of the participant regarding benefits of participation in the event																					
8.	Details of expenditure incurred by the Participant																					
	<table border="1"><thead><tr><th>Sl. No.</th><th>Head of expenditure</th><th>Participant's contribution (a)</th><th>Contribution of sponsoring organisation + Assistance under the scheme (b)</th><th>Total (a+b)</th></tr></thead><tbody><tr><td>1</td><td>Air fare</td><td></td><td></td><td></td></tr><tr><td>2</td><td>Hotel fare</td><td></td><td></td><td></td></tr><tr><td>3</td><td>Traveling and other expenditure</td><td></td><td></td><td></td></tr></tbody></table>	Sl. No.	Head of expenditure	Participant's contribution (a)	Contribution of sponsoring organisation + Assistance under the scheme (b)	Total (a+b)	1	Air fare				2	Hotel fare				3	Traveling and other expenditure				
Sl. No.	Head of expenditure	Participant's contribution (a)	Contribution of sponsoring organisation + Assistance under the scheme (b)	Total (a+b)																		
1	Air fare																					
2	Hotel fare																					
3	Traveling and other expenditure																					

The above said information is correct to the best of my knowledge.

Date:

Signature of Participant

**BILL FOR PAYMENT**

Name of the Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Government's Approval Letter No. \_\_\_\_\_ Date \_\_\_\_\_

Event particulars: Event name \_\_\_\_\_

Place \_\_\_\_\_ Duration \_\_\_\_\_

**Statement of Account**

Expenditure (Rs.)					Income (Rs.)			
S. No.	Items	Amount in the Budget Estimate	Actual Expenditure*	Amount admissible in accordance with para 5.2	S. No.	Source	Amount in the Budget Estimate	Actual Income*
1.					1.			
2.					2.			
3.					3.			
<b>TOTAL</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>TOTAL</b>		<b>D</b>	<b>E</b>

\* In case there is substantial variation ( $\geq 25\%$ ) between estimated expenditure/ income and actual expenditure/income, detailed explanatory note along with relevant documents should be provided.

Grant claimed = C subject to a maximum of (B – E), further limited to ceilings in para 5.2.5

Rupees in words \_\_\_\_\_

**UNDERTAKING OF THE APPLICANT ORGANISATION**

I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event. It is also certified that all the income/revenue collected for the event has been duly and correctly shown above and nothing has been concealed.

Date:

**Authorised Signatory**

**(Name & Designation)**

**Stamp of the Organisation**

**Annexure III-A (contd.)**

**CERTIFICATE OF CHARTERED ACCOUNTANT**

I have verified the above information from the books of accounts, bills, vouchers, etc., and certify it to be correct.

Stamp

Signature of Chartered Accountant

Membership No.

**Annexure III-B**

**PRE-RECEIPT**

Received cheque no. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) from the Ministry of MSME, on account of  
International Cooperation Scheme sanctioned under Ministry of MSME letter no.  
\_\_\_\_\_ dated \_\_\_\_\_.

**Revenue Stamp**

**Authorised Signatory**

**(Name & Designation)**

**(Stamp of the Association/Organisation)**

Place:

Date:

Note: The above to be submitted on Letter Head of Association/Organisation, in triplicate.

FORM GFR 19-A  
UTILISATION CERTIFICATE FORM

Letter No. & Date	Amount (Rs.)	Certified that out of Rs..... of grant-in-aid sanctioned during the year ..... in favour of .....(name of the organisation) under this Ministry/Department letter No. given in the margin and Rs. .... on account of unspent balance of the previous year, a sum of Rs. .... has been utilised for the purpose of ..... for which it was sanctioned and that the balance of Rs. .... remaining un-utilised at the end of the year has been surrendered to the Government (vide no. dated .....)/will be adjusted towards the grant-in-aid payable during the next year .....
Total		

Certified that I have satisfied myself that the conditions on which the grants- in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

Date:

Signature

Name & Designation