

APPLICATION FORM
(For participation of Manufacturing MSEs in under Domestic or International Trade Fairs / Exhibitions)

Sl. No.	Items	
1.	Name of fair, duration, venue, whether Domestic or International	
2.	Name of Concerned MSME - DI	
3.	Name of MSE unit	
4.	Name of Proprietor / Partner with contact Number	
5.	Address of the Unit (Telephone No./ Mobile no. of contact person of the unit, e-mail etc.)	
6.	EM Part II / Udyog Aadhaar Number (Attach the copy)	
7.	Type of Unit (Whether Micro / Small)	
8.	Details of Exhibits	
9.	Category of the unit (Women / SC/ST/NER/ PH)	
10.	Area to be booked in sq. mtrs./ Rate	
11.	Whether space rent paid (Yes / No) (If paid, attach copy of voucher))	
12.	To whom space rent paid (ITPO /EEPC India/ FIEO / Others)	
13.	Name of persons representing the unit in the fair with passport details (Maximum two representatives) (Attach Passport copy) Applicable only in case of International Trade fairs	Name: Passport No.: Date of Issue: Date of Expiry: Place of issue: (supported with relevant passport copy)
14.	Whether the representatives are entrepreneurs or permanent employees of the unit*	

*MSEs are permitted for availing the benefit under the scheme for participation in International Trade fairs/exhibitions and reimbursement of their claims only once in a financial year, irrespective of number of units they own. Also, a person cannot represent more than one MSE in a financial year.

Declaration:

I hereby declare that the above information is true and correct in all respects.

(Signature of authorised signatory)

Name & designation

(Stamp of unit)

Recommended for consideration of Office of DC (MSME).

Director, MSME DI

CLAIM FORM (AFTER THE EVENT) FOR REIMBURSEMENT UNDER MATU SCHEME

(Use separate form for claims for each component)

Name of the MATU component (please tick the appropriate box):					
1. Domestic Trade Fairs/Exhibitions		<input type="checkbox"/>			
2. International Trade Fairs/Exhibitions		<input type="checkbox"/>			
3. Bar Code		<input type="checkbox"/>			
DETAILS OF PARTICIPANT UNIT					
1.	Name of the Applicant Unit				
2.	Complete address, phone, FAX, E-mail including name of the proprietor/partner				
3.	EM part-II / Udyog Aadhaar Memorandum Number				
4.	Category of the entrepreneur (General/Women/SC/ST/NER/PH)				
5.	Type of the unit (micro/small)				
6.	Category of the Unit (Manufacturing / service)				
7.	Products manufactured/ Service rendered				
8.	Name of event participated, venue, duration (in case of domestic/international trade fairs)				
9.	Feedback about the event attended [about 200 words on unit's letterhead along with photographs] (in case of domestic/international trade fairs/exhibitions)				
DETAILS OF CLAIMS (Rs.)					
	Name of scheme	Items	No of persons/stall size/ (whichever applicable)	Actual expenditure	Amount admissible as per scheme guidelines
1.	Domestic Trade Fairs/ Exhibitions	Contingency expenditure (including travel, publicity & freight)			
		Space Rent (stall rent) [Maximum booth/stall size of 6 sq. mtr. or minimum booth/stall size by fair organiser]			
2.	Intl Trade Fairs/ Exhibitions	Air fare			
		Space Rent (stall rent) [Maximum booth/stall size of 6 sq. mtr. or minimum booth/stall size by fair organiser]			
3.	Bar Code	One Time Registration Fee			
		Annual Recurring Fee from to			
Total :					

DECLARATION

I hereby certify that the above information is correct and is based on the actual expenditure incurred.

- (i) It is also certified that the unit has not claimed/applied for financial assistance from any other Ministry/ Department of the Government of India or any other State Government or any Government Institute/Agency for the above mentioned component of MATU.
- (ii) It is also certified that the air ticket was purchased at the cheapest available economy rates (in case of International Trade Fairs/Exhibitions).

Date :
Place :

Signature of the Authorised Signatory
Name :
Designation :
(Seal of the Applicant Organisation)

Documents to be enclosed with the claim form :

(A) Domestic Fairs / Exhibitions

- (i) Proof of entrepreneur as women/SC/ST / PH (to be retained at MSME-DI)
- (ii) Mandate Form verified by concerned Bank (to be retained at MSME-DI)
- (iii) Pre-receipt (as per Annexure) (to be retained at MSME-DI)
- (iv) EM part-II or Udyog Aadhaar Memorandum Acknowledgement
- (v) Copy of expenditure on travel/publicity/freight charges
- (vi) Invoice / Bills for space rent

(B) International Trade Fairs / Exhibitions

- (i) Proof of entrepreneur as Women/SC/ST (to be retained at MSME-DI)
- (ii) Mandate Form verified by concerned Bank (to be retained at MSME-DI)
- (iii) Pre-receipt (as per Annexure) (to be retained at MSME-DI)
- (iv) EM part-II or Udyog Aadhaar Memorandum Acknowledgement
- (v) Copy of air ticket and Boarding Pass
- (vi) Invoice / Bills for space rent

(c) Bar Code

The claim form to be submitted at MSME – DIs after getting Bar Code Licence with following documents

- (i) Mandate Form verified by the concerned Bank
- (ii) Pre-receipt (as per Annexure)
- (iii) EM part-II or Udyog Aadhaar Memorandum Acknowledgement
- (iv) Copy of cash receipt paid to GS1 India
- (v) Copy of Licence received from GS1 India for use of Bar Code.

PRE-RECEIPT

(TO BE SUBMITTED ON LETTER HEAD OF UNIT)

Received a sum of Rs. _____ (Rupees _____
_____ Only) from Office of Development Commission (MSME),
Ministry of MSME on account of financial assistance under component "International / Domestic Trade
Fairs or Bar Code (whichever applicable) under Marketing Assistance & Technology Up-gradation (MATU)
scheme of Office of Development Commissioner (MSME).

Revenue stamp

Signature of authorised signatory

(Name & designation)

(stamp of the unit)

(Note : To be submitted in triplicate)