

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

1. Copy of E.M.No. duly attested (each page of the Registration Certificate duly attested) by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, MSME-DIs 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 MSE status and functional status of the unit at the time of acquiring ISO-9000/14001/HACCP as per Format at Annexure I.

Or

3. An Affidavit (In original) on a 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.) duly sworn before a Notary Public as per Annexure 'III' (with Notary Seal, Notarial Stamp & Notary Registration no. ; and of the Incentive/grant/subsidy already received, if any, in Annexure 'III'.
4. Copy of ISO-9000/ ISO- 14001/HACCP Certificate duly attested by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, MSME-DIs 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 investment in Plant and machinery and of the details of the Expenses incurred by the unit in acquiring ISO-9000/ISO-14001/HACCP Certificate in Annexure 'II'. 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) Invoices should be supported to Receipts.
6. Pre-receipt in Triplicate on Company's Letter head with company's Rubber Stamp and affixed with Revenue Stamp in Annexure 'IV'.
7. Electronic Clearing Service Mandate Form duly filled in and verified by your bank (preferably a nationalized bank/private sector bank other than a co-operative bank) along with cancelled cheque. (To download ECS Mandate Form click here....)
8. A Self - attested copy of TIN/& TAN/ & PAN of the MSME.