

Check List of documents to be enclosed with the Application form for claiming reimbursement of expenses of Product certification charges by MSMEs for Certification of products to Indian and International Standards.

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. An Affidavit (in Original) from Managing Director/Director/Proprietor/ Partner of the MSME duly sworn before a Notary Public confirming MSME status and functional status of the unit at the time of acquiring Product certificate; and as on date (As per Format at Annexure-IV-B) accompanied by CA Certificate of the total investment in Plant & Machinery as on date (original purchase value) (As per Form at Annexure – IV-C)
3. Name and address of Certification Agency; The Certificate must have address of the site/location certified; Scope of certification, Certificate No, date of issue & period of validity (or date of expiry) (Enclose an attested copy of the Certificate)
4. Details of expenditure (receipts & invoices) incurred in acquiring Product Certificate {(Furnish a CA Certificate of expenditure (in original) giving the details (as per the Format of Annexure – IV-D)}
5. Details of reimbursement/grant/subsidy already received, if any, from Govt. of India State Govt./Financial Institution etc. for the Product Certification to BIS, BEE or International Standard (Furnish an Undertaking/Declaration (in Original) from the Managing Director/Director/Proprietor/Partner sworn before Notary Public) (as per the Format at Annexure –IV-E)
6. Pre-receipt to be furnished as per Format at Annexure IV-F.
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.
8. A Self - attested copy of TIN/& TAN/ & PAN of the MSME.