

PROCEDURE FOR FILING ONLINE CLAIM FORM ON PMS (MyMSME) PORTAL

NOTE:- Online Claim form (which is filled online on PMS portal **AFTER** the exhibition is over) is not to be confused with Online Application Form (which is filled online on PMS portal **BEFORE** the exhibition).

Detailed instructions regarding filing of Online Claim Form on PMS (MyMSME) PORTAL are mentioned below-

Step (1) :-

Visit https://my.msme.gov.in/MyMsme/COM_UserLogin.aspx

Step (2):-

Click on the square box named " **PROCUREMENT MARKETING SUPPORT MSME PMS**"

Step (3):-

Click on "**Entrepreneur's View application**" located at the **VERY BOTTOM** center part of the webpage. (**Snapshot given on page no 17**)

NOTE-1: "**Entrepreneur's View application**" will be visible in light blue color in small font. If you are still unable to find it, please zoom the webpage or press "**CONTROL F**" and search for "**Entrepreneur's View application**".

NOTE-2: Web Link for "**ENTREPRENEUR'S VIEW APPLICATION**" is different from the Web Link of "**NEW APPLICATION**". Please DO NOT go to NEW application. Both web links are different and not to be confused. Exhibitions for which online applications have already been applied for in **PAST** are visible under "**ENTREPRENEUR'S VIEW APPLICATION**" while "**NEW APPLICATION**" shows list of **FUTURE** Exhibitions.

Step (4):-

Please provide your Udyam Registration details for login.

Step (5):-

Click on the square box named " **TRADE FAIRS DOMESTIC MSME EXHIBITIONS**"

Step (6):-

Click on "Fill" for submitting online claim form **corresponding to the exhibition**. You are requested to upload the scanned copy of the requisite documents online on the Claim form and click on **SUBMIT**.

NOTE: The online claim form **MUST** be filled **WITHIN 30 DAYS OF COMPLETION OF THE EXHIBITION** failing which the claim will be **REJECTED**.

ELIGIBLE ITEMS	SCALE OF ASSISTANCE
SPACE RENT CHARGES	General Category Units- 80% of the Approved Amount on PMS Portal or Actual, whichever is less; SC/ ST/Women/ NER/ PH /Aspirational District units- 100% of the Approved Amount on PMS Portal or Actual, whichever is less.
CONTINGENCY EXPENDITURE (Includes Travel, Publicity & Freight Only).	100% contingency expenditure for all categories of units subject to Maximum Rs. 25,000/- or Actual, whichever is less . One representative from each participating unit may travel, limited to AC II tier train fair/ Economy Class Air Fare per event.
MAXIMUM BUDGETARY SUPPORT (Including Contingency Expenditure)	METRO & A CLASS CITY: Rs 1,50,000/- (incl. all taxes) max or Actual, whichever is less for a participating enterprise per event. OTHER CITY: Rs. 80,000/- (incl. all taxes) max or Actual, whichever is less for a participating enterprise per event.

PROCEDURE FOR SUBMISSION OF 3 SETs OF DOCUMENTS (hard/offline/physical copies):-

NOTES:-

- 1. Three (03) SETS (hard/offline/physical copies)** are to be submitted strictly as per sequence mentioned in the list of documents **Annexure C-1 (FIRST SET) (Format Enclosed on page No- 9), Annexure C-2 (SECOND SET) (Format Enclosed on page No- 12) and Annexure C-3 (THIRD SET) (Format Enclosed on page No- 13) .**
- Please Go through the list of documents/sequence in EACH set thoroughly as documents/sequence required in EACH set are DIFFERENT.
- Every page is to be signed and stamped by authorised signatory.
- ORIGINAL** implies/means that the concerned document should bear sign in **ORIGINAL** and stamp in **ORIGINAL**. **XEROX/ PHOTOCOPY, coloured print outs, copies, documents downloaded from Emails, photocopies etc will NOT be accepted.**
- Please mention the below details on the Envelope Containing Documents:-

KIND ATTENTION: - PMS SECTION

Name of the MSE Enterprise:-
Name of the Exhibition:-
Date and Venue of the Exhibition:-

- Documents should be submitted at:-

MSME DFO, Mumbai, Government of India, Kurla Andheri Road, Sakinaka, Mumbai- 400072

VERY IMPORTANT INSTRUCTIONS (regarding submission of documents):-

- BOTH** actions are mandatory for reimbursement i.e. (i) Submission of Online Claim Form on PMS Portal within 30 days of the completion of exhibition AND (ii) Submission of hard/physical/offline documents within 30 days of the completion of exhibition as well.
- It will entirely be the responsibility of the MSE to comply with **BOTH THESE** requirements/actions **WITHIN 30 DAYS FROM THE COMPLETION OF THE EXHIBITION failing which the claim will be REJECTED without any intimation by this office.**
- In case of physical submission of documents by the MSE at the MSME DFO Office, the official collecting the documents will check the documents and inform about discrepancies then and there to the person submitting the documents physically, if any, in the documents.
- In case of submission of documents through COURIER by the MSE, there will NOT be any correspondence by this office regarding missing or incomplete documents and claim will be calculated as per submitted documents.**
- The calculation of reimbursement amount will be done strictly as per submitted documents by the units and it will be treated as final submission. **The amount corresponding to incomplete/missing documents will be summarily deducted from the reimbursement amount without any sort of intimation by this office. Hence it will be the responsibility of the MSE to do due diligence in the submission of the documents. No representation, whatsoever, will be entertained at any stage of the reimbursement procedure in this regard.**
- All three documents - Tax Invoices, Receipts and Proof of Payment - are mandatory for reimbursement .** As duly signed and stamped original invoices, original receipts and proofs of payment are mandatory for each expenditure, the amount corresponding to missing invoices, missing receipts, missing proofs of payment etc will be deducted from the claim amount without any intimation by this office. Similarly, wrt invoices and receipts, the amount corresponding to XEROX/ photocopy/copies/colored printouts/downloaded from emails/unsigned by issuer/unstamped by issuer etc will be deducted from the claim amount without any intimation by this office.
- Non-GST Invoices/Receipts without GST Exemption certificate will not be considered.
- Invoices/Receipts corresponding to Hotels, Meals, Stall Fabrication, Electricity, Furniture, Cabs/Taxi, Intercity travel charges should NOT BE SUBMITTED as these are not reimbursed under PMS 5A Scheme. Redundant Documents should not be submitted.**

1) Documents required in FIRST (1st) SET

NOTES:-

1. Please mention Set No 1 on 1st Page of the Set. Every page is to be signed and stamped by authorised signatory.
2. The sequence of following documents must be strictly maintained for smooth processing of the claims.

List of Documents required in 1st Set is as below:-

- 1) **ORIGINAL Checklist Annexure C-1(FIRST SET) (Format Enclosed on page No- 9).**
- 2) Printout of ONLINE CLAIM FORM downloaded from PMS (My MSME) Portal.
- 3) XEROX/ PHOTOCOPY of UDYAM Registration Certificate along **WITH ANNEXURE** (self certified).
- 4) XEROX/ PHOTOCOPY of SC/ST/PH Certificate, if applicable.
- 5) **ORIGINAL Tax Invoices, ORIGINAL Receipts and Proofs of Payment** of **SPACE RENT / STALL CHARGES** as below:-

5(i) **ORIGINAL Tax Invoice(s) of Space Rent / Stall Charges. The Invoice must bear sign (in original) and stamp (in original) of the issuer. XEROX/ PHOTOCOPY, coloured print outs, copies, downloaded from Emails etc will NOT be accepted.**

5(ii) **ORIGINAL RECEIPT(s) of Space Rent / Stall Charges . The Receipts must bear sign (in original) and stamp (in original) of the issuer. XEROX/ PHOTOCOPY, coloured print outs, copies, downloaded from Emails etc will NOT be accepted..** Original Receipt (signed and stamped by the organizer in ORIGINAL) must be submitted without fail **CLEARLY** showing following details such as (but not limited to) :-

1. Name, Address, PAN and GST of the Organiser
2. Bank Name, IFSC, Account Number of the Organiser (**Credit Account details**)
3. Name, Date and Venue of the Exhibition
4. Name, Udyam Number, Stall Number, Stall Size , Address, PAN and GST of the participating MSE Enterprise
5. Bank Name, IFSC, Account Number of the participating MSE Enterprise (**Debit Account details**)
6. Date of Issue of Receipt, Mode of payment , Date of transaction, **UTR/TRANSACTION NUMBER/ REFERENCE NUMBER** , Transaction amount, , Cheque/DD details etc

5(iii) **PROOF OF PAYMENT** (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to **ALL** Invoices and Receipts in form of **BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment** specific to the transactions mentioned in the invoices and receipts.

NOTE- (a) The UTR/transaction number/ reference number mentioned on the bank transaction statement/bank advice/ printout of screenshot of payment should match with the transaction number/ reference number mentioned on receipts.

(b) Information in Tax Invoices, Receipts and Proof of Payment must be consistent. All three documents must be submitted for each transaction. **In case, Proof of Payment provided is LESS THAN the amount mentioned in Invoices/Receipts, the reimbursement will be restricted (as per eligibility) to the amount displayed in proof of payment.**

- 6) **ORIGINAL Tax Invoices, ORIGINAL Receipts and Proofs of Payment** for **CONTINGENCY CHARGES [TRAVEL, PUBLICITY and FREIGHT only]** as below, if applicable:-

6(i) **ORIGINAL Tax Invoice(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only]. The Invoice must bear sign (in original) and stamp (in original) of the issuer. XEROX/ PHOTOCOPY, coloured print outs, copies, downloaded from Emails etc will NOT be accepted.**

6(ii) **ORIGINAL RECEIPT(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only]. The Receipts must bear sign (in original) and stamp (in original) of the issuer. XEROX/ PHOTOCOPY, coloured print outs, copies, downloaded from Emails etc will NOT be accepted..** Original Receipt (signed and stamped by the Issuer in ORIGINAL) should be submitted **CLEARLY** showing Date of Issue of Receipt, Mode of payment , Date of transaction, Description of Expenditure, **UTR/TRANSACTION NUMBER/ REFERENCE NUMBER** , Transaction amount, Cheque/DD details etc

6(iii) **PROOF OF PAYMENT** (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to **ALL** Invoices and Receipts in form of **BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment** specific to the transactions mentioned in the invoices and receipts.

NOTE- (a) The UTR/transaction number/ reference number mentioned on the bank transaction statement/bank advice/ printout of screenshot of payment should match with the transaction number/ reference number mentioned on receipts.

(b) Information in Tax Invoices, Receipts and Proof of Payment must be consistent. All three documents must be submitted for each transaction. **In case, Proof of Payment provided is LESS THAN the amount mentioned in Invoices/Receipts, the reimbursement will be restricted (as per eligibility) to the amount displayed in proof of payment.**

(c) Travel Expenses are reimbursable for one person only (Train AC-II or Flight Economy). **Boarding Pass for one person, if applicable, is to be provided.**

(d) Tax Invoices/Receipts related to **HOTEL/Stay/Accommodation, FOOD, FURNITURE, STALL FABRICATION, INTERCITY TRAVEL, TAXIS, ELECTRICITY/Power, CONSUMABLES** etc should **NOT BE SUBMITTED** as these are not eligible for reimbursement. **Submission of redundant documents should be avoided.**

- 7) **ORIGINAL** Mandate Form (duly verified by the Bank) **(Format Enclosed on page No- 10).**
- 8) **ORIGINAL** Cancelled cheque of the concerned bank
- 9) XEROX/ PHOTOCOPY of GST Registration Certificate. **If the Enterprise has not registered GST, then GST exemption certificate must be provided.** Udyam, PAN and GST should belong to the same enterprise which has applied for PMS Subsidy.
- 10) **ORIGINAL ONE (1)** Pre-Receipt on Company letterhead, **signed and stamped** by authorised signatory, **with 1 Rs Revenue stamp on the pre-receipt.** **Amount in the pre-receipt to be kept blank.** Please mention the name of the exhibition and date on the pre-receipt. **(Format Enclosed on page No- 11).**

2) Documents required in SECOND (2nd) SET

NOTES:-

1. Second set is mostly Xerox/photocopy of documents provided in 1st set except for the documents at S. No 1 and 10 of Set 1 which are required in Original however the list is being reproduced for better understanding.
2. Please mention Set No 2 on 1st Page of the Set. Every page is to be signed and stamped by authorised signatory.
3. The sequence of following documents must be strictly maintained for smooth processing of the claims.

List of Documents required in 2nd Set is as below:-

- 1) **ORIGINAL Checklist Annexure C-2 (SECOND SET) (Format Enclosed on page No-12).**
- 2) Printout of **ONLINE CLAIM FORM** downloaded from PMS (My MSME) Portal.
- 3) **XEROX/ PHOTOCOPY of UDYAM Registration Certificate** along **WITH ANNEXURE** (self certified).
- 4) **XEROX/ PHOTOCOPY of SC/ST/PH Certificate**, if applicable.
- 5) **XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment** for **Space Rent / Stall Charges** as below:-

5(i) XEROX/ PHOTOCOPY of Tax Invoice(s) of Space Rent / Stall Charges i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(i)

5(ii) XEROX/ PHOTOCOPY of Receipt(s) of Space Rent / Stall Charges i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(ii). Receipt must be submitted without fail **CLEARLY** showing following details such as (**but not limited to**) :-

1. Name, Address, PAN and GST of the Organiser
2. Bank Name, IFSC, Account Number of the Organiser (**Credit Account details**)
3. Name, Date and Venue of the Exhibition
4. Name, Udyam Number, Stall Number, Stall Size , Address, PAN and GST of the participating MSE Enterprise
5. Bank Name, IFSC, Account Number of the participating MSE Enterprise (**Debit Account details**)
6. Date of Issue of Receipt, Mode of payment , Date of transaction, **UTR/TRANSACTION NUMBER/ REFERENCE NUMBER** , Transaction amount, , Cheque/DD details etc

5(iii) XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to **ALL** Invoices and Receipts in form of **BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment** specific to the transactions mentioned in the invoices and receipts **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(iii)**

NOTE- (a) The UTR/transaction number/ reference number mentioned on the bank transaction statement/bank advice/ printout of screenshot of payment should match with the transaction number/ reference number mentioned on receipts.

(b) Information in Tax Invoices, Receipts and Proof of Payment must be consistent. All three documents must be submitted for each transaction. **In case, Proof of Payment provided is LESS THAN the amount mentioned in Invoices/Receipts, the reimbursement will be restricted (as per eligibility) to the amount displayed in proof of payment.**

- 6) **XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment** for **Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only]** as below, if applicable:-

6(i) XEROX/ PHOTOCOPY of Tax Invoice(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(i)

6(ii) XEROX/ PHOTOCOPY of RECEIPT(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(ii). Receipt should **CLEARLY** display Date of Issue of Receipt, Mode of payment , Date of transaction, Description of Expenditure, **UTR/TRANSACTION NUMBER/ REFERENCE NUMBER**, Transaction amount, Cheque/DD details etc

6(iii) XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to **ALL** Invoices and Receipts in form of **BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment** specific to the transactions mentioned in the invoices and receipts **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(iii)**.

NOTE- (a) The UTR/transaction number/ reference number mentioned on the bank transaction statement/bank advice/ printout of screenshot of payment should match with the transaction number/ reference number mentioned on receipts.

(b) Information in Tax Invoices, Receipts and Proof of Payment must be consistent. All three documents must be submitted for each transaction. **In case, Proof of Payment provided is LESS THAN the amount mentioned in Invoices/Receipts, the reimbursement will be restricted (as per eligibility) to the amount displayed in proof of payment.**

(c) Travel Expenses are reimbursable for one person only (Train AC-II or Flight Economy). **Boarding Pass for one person, if applicable, is to be provided.**

(d) Tax Invoices/Receipts related to **HOTEL/Stay/Accommodation, FOOD, FURNITURE, STALL FABRICATION, INTERCITY TRAVEL, TAXIS, ELECTRICITY/Power, CONSUMABLES** etc should **NOT BE SUBMITTED** as these are not eligible for reimbursement. **Submission of redundant documents should be avoided.**

- 7) **XEROX/ PHOTOCOPY** of Mandate Form (duly verified by the Bank) **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 7. (Format Enclosed on page No-10).**
- 8) **XEROX/ PHOTOCOPY** of Cancelled cheque of the concerned bank **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 8.**
- 9) **XEROX/ PHOTOCOPY** of GST Registration Certificate **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 9. If the Enterprise has not registered GST, then GST exemption certificate must be provided.** Udyam, PAN and GST should belong to the same enterprise which has applied for PMS Subsidy.
- 10) **ORIGINAL ONE (1)** Pre-Receipt on Company letterhead, **signed and stamped** by authorised signatory, **with 1 Rs Revenue stamp on the pre-receipt. Amount in the pre-receipt to be kept blank.** Please mention the name of the exhibition and date on the pre-receipt. **(Format Enclosed on page No- 11).**

3) Documents required in THIRD (3rd) SET

NOTES:-

1. Please mention Set No 3 on 1st Page of the Set. Every page is to be signed and stamped by authorised signatory.
2. The sequence of following documents must be strictly maintained for smooth processing of the claims.

List of Documents required in 3rd Set is as below:-

- 1) **ORIGINAL** Covering/Forwarding letter on Letter Head of the Enterprise **AND ORIGINAL Annexure C-3 (THIRD SET) (Format Enclosed on page No-13).**
- 2) (i) Print out of Online Application Form : UAM/DTF/_____ downloaded from PMS (My MSME) Portal.
(ii) Printout of **ONLINE CLAIM FORM** downloaded from PMS (My MSME) Portal.
(iii) **ORIGINAL OFFLINE Claim Form (ANNEXURE – D (format on page No- 14) along with DECLARATION (on page No- 15) filled by the unit/ enterprise on the company letterhead. (Format Enclosed on page No- 14 and 15).**
- 3) **XEROX/ PHOTOCOPY of UDYAM Registration Certificate along WITH ANNEXURE (self certified).**
- 4) **XEROX/ PHOTOCOPY of SC/ST/PH Certificate, if applicable.**
- 5) **XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment for Space Rent / Stall Charges as below:-**

5(i) XEROX/ PHOTOCOPY of Tax Invoice(s) of Space Rent / Stall Charges i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(i)

5(ii) XEROX/ PHOTOCOPY of Receipt(s) of Space Rent / Stall Charges i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(ii). Receipt must be submitted without fail **CLEARLY** showing following details such as (but not limited to) :-

1. Name, Address, PAN and GST of the Organiser
2. Bank Name, IFSC, Account Number of the Organiser (**Credit Account details**)
3. Name, Date and Venue of the Exhibition
4. Name, Udyam Number, Stall Number, Stall Size , Address, PAN and GST of the participating MSE Enterprise
5. Bank Name, IFSC, Account Number of the participating MSE Enterprise (**Debit Account details**)
6. Date of Issue of Receipt, Mode of payment , Date of transaction, **UTR/TRANSACTION NUMBER/ REFERENCE NUMBER** , Transaction amount, , Cheque/DD details etc

5(iii) XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to ALL Invoices and Receipts in form of **BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment specific to the transactions mentioned in the invoices and receipts **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(iii)****

NOTE- (a) The UTR/transaction number/ reference number mentioned on the bank transaction statement/bank advice/ printout of screenshot of payment should match with the transaction number/ reference number mentioned on receipts.

(b) Information in Tax Invoices, Receipts and Proof of Payment must be consistent. All three documents must be submitted for each transaction. **In case, Proof of Payment provided is LESS THAN the amount mentioned in Invoices/Receipts, the reimbursement will be restricted (as per eligibility) to the amount displayed in proof of payment.**

- 6) **XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] as below, if applicable:-**

6(i) XEROX/ PHOTOCOPY of Tax Invoice(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(i)

6(ii) XEROX/ PHOTOCOPY of RECEIPT(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(ii). Receipt should **CLEARLY** display Date of Issue of Receipt, Mode of payment , Date of transaction, Description of Expenditure, **UTR/TRANSACTION NUMBER/ REFERENCE NUMBER**, Transaction amount, Cheque/DD details etc

6(iii) XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to ALL Invoices and Receipts in form of **BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment specific to the transactions mentioned in the invoices and receipts **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(iii)**.**

NOTE- (a) The UTR/transaction number/ reference number mentioned on the bank transaction statement/bank advice/printout of screenshot of payment should match with the transaction number/ reference number mentioned on receipts.

(b) Information in Tax Invoices, Receipts and Proof of Payment must be consistent. All three documents must be submitted for each transaction. **In case, Proof of Payment provided is LESS THAN the amount mentioned in Invoices/Receipts, the reimbursement will be restricted (as per eligibility) to the amount displayed in proof of payment.**

(c) Travel Expenses are reimbursable for one person only (Train AC-II or Flight Economy). **Boarding Pass for one person, if applicable, is to be provided.**

(d) Tax Invoices/Receipts related to **HOTEL/Stay/Accommodation, FOOD, FURNITURE, STALL FABRICATION, INTERCITY TRAVEL, TAXIS, ELECTRICITY/Power, CONSUMABLES etc should NOT BE SUBMITTED** as these are not eligible for reimbursement. **Submission of redundant documents should be avoided.**

- 7) **XEROX/ PHOTOCOPY** of Mandate Form (duly verified by the Bank) **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 7. (Format Enclosed on page No-10).**
- 8) **XEROX/ PHOTOCOPY** of Cancelled cheque of the concerned bank **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 8.**
- 9) **XEROX/ PHOTOCOPY** of GST Registration Certificate **i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 9. If the Enterprise has not registered GST, then GST exemption certificate must be provided.** Udyam, PAN and GST should belong to the same enterprise which has applied for PMS Subsidy.
- 10) **ORIGINAL ONE (1)** Pre-Receipt on Company letterhead, **signed and stamped** by authorised signatory, **with 1 Rs Revenue stamp on the pre-receipt. Amount in the pre-receipt to be kept blank.** Please mention the name of the exhibition and date on the pre-receipt. **(Format Enclosed on page No- 11).**
- 11) **ORIGINAL** Participants Feed Back Report along with **ORIGINAL TWO COLORED PHOTOS** of the stall of the enterprise in the exhibition. Apart from other details, the photos should clearly display facia/any other arrangement bearing name of the Enterprise as mentioned in the Udyam certificate. Name of the exhibition should also be visible in the photograph.
- 12) **ORIGINAL** PFMS Agency Creation Form on Company letterhead, **signed and stamped** by authorised signatory; **(Format Enclosed on page No- 16).**
- 13) **XEROX/ PHOTOCOPY** of Aadhaar Card(s) (Director(s)/ Proprietor/ Partners)
- 14) **XEROX/ PHOTOCOPY** of PAN Card used in the Udyam Registration
- 15) **ORIGINAL ONE COLORED PHOTO** of Entrance displaying Board bearing Enterprise/MSE Name & visuals of immediate surrounding locality AND **ORIGINAL ONE COLORED PHOTO** of interiors of Manufacturing/Services floor of the physical location/Premises of the Enterprise/MSE. **(Photos should belong to the location where the MSE Enterprise is actually physically located).**

Annexure C-1 (FIRST SET)**Checklist for Documents required in FIRST (1st) SET**

Name of the MSE Enterprise:-

Name, Date and Venue of the Exhibition:-

S. No	Particulars of Documents	YES/NO
1	<u>ORIGINAL</u> Checklist Annexure C-1(FIRST SET)	
2	Printout of ONLINE CLAIM FORM downloaded from PMS (My MSME) Portal.	
3	XEROX/ PHOTOCOPY of UDYAM Registration Certificate along <u>WITH ANNEXURE</u> (self-certified).	
4	XEROX/ PHOTOCOPY of SC/ST/PH Certificate, if applicable.	
5	<u>ORIGINAL Tax Invoices, ORIGINAL Receipts and Proofs of Payment of SPACE RENT / STALL CHARGES</u>	
5(i)	<u>ORIGINAL</u> Tax Invoice(s) of Space Rent / Stall Charges. The Invoice must bear sign (in original) and stamp (in original) of the issuer.	
5(ii)	<u>ORIGINAL RECEIPT</u> (s) of Space Rent / Stall Charges. The Receipts must bear sign (in original) and stamp (in original) of the issuer.	
5(iii)	<u>PROOF OF PAYMENT</u> (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to <u>ALL</u> Invoices and Receipts in form of <u>BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment</u> specific to the transactions mentioned in the invoices and receipts.	
6	<u>ORIGINAL Tax Invoices, ORIGINAL Receipts and Proofs of Payment for CONTINGENCY CHARGES [TRAVEL, PUBLICITY and FREIGHT only], if applicable</u>	
6(i)	<u>ORIGINAL</u> Tax Invoice(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only]. The Invoice must bear sign (in original) and stamp (in original) of the issuer.	
6(ii)	<u>ORIGINAL RECEIPT</u> (s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only]. The Receipts must bear sign (in original) and stamp (in original) of the issuer.	
6(iii)	<u>PROOF OF PAYMENT</u> (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to <u>ALL</u> Invoices and Receipts in form of <u>BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment</u> specific to the transactions mentioned in the invoices and receipts.	
7	<u>ORIGINAL</u> Mandate Form (duly verified by the Bank)	
8	<u>ORIGINAL</u> Cancelled cheque of the concerned bank	
9	XEROX/ PHOTOCOPY of GST Registration Certificate. <u>If the Enterprise has not registered GST, then GST exemption certificate must be provided.</u> Udyam, PAN and GST should belong to the same enterprise which has applied for PMS Subsidy.	
10	<u>ORIGINAL ONE (1)</u> Pre-Receipt on Company letterhead, <u>signed and stamped</u> by authorised signatory, <u>with 1 Rs Revenue stamp on the pre-receipt.</u> <u>Amount in the pre-receipt to be kept blank.</u> Please mention the name of the exhibition and date on the pre-receipt.	

Name, Sign and Stamp of the authorised person of the MSE Enterprise:-

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/ Real Time Gross Settlement (RTGS)

Facility for receiving payments.

A. Details of Accounts Holders:

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current /Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	
B.S.R CODE	

DATE OF EFFECT:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)
Signature of the Authorized Official of the Bank

Date:

PRE-RECEIPT

(On Company Letterhead)

Received an amount of Rs . _____
{Rs. *(in words)*}. _____ }

from Government of India, Office of Development Commissioner, Micro, Small and Medium Enterprises,
New Delhi towards reimbursement for participation in *(Please mention the name, venue and date of the fair
in which your unit has participated)* _____

**Seal & Sign
With 1 Rs Revenue Stamp**

NOTES :-

1. To be printed on the Letterhead of the MSE Enterprise/Company and signed & stamped by authorised signatory of the MSE Enterprise/Company.
2. **Please do not fill the amount and leave it blank** as it will be filled as per the eligibility by the concerned MSME DFO, Government of India.
3. Three Pre-receipts, **ALL (03) in ORIGINAL, are required, one each in 3 sets.**
4. These notes are not to be printed on the Pre-Receipt.

Annexure C-2 (SECOND SET)**Checklist for Documents required in SECOND (2nd) SET**

Name of the MSE Enterprise:-

Name, Date and Venue of the Exhibition:-

S. No	Particulars of Documents	YES/NO
1	ORIGINAL Checklist Annexure C-2 (SECOND SET)	
2	Printout of ONLINE CLAIM FORM downloaded from PMS (My MSME) Portal.	
3	XEROX/ PHOTOCOPY of UDYAM Registration Certificate along WITH ANNEXURE (self certified).	
4	XEROX/ PHOTOCOPY of SC/ST/PH Certificate, if applicable.	
5	<i>XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment for SPACE RENT / STALL CHARGES</i>	
5(i)	XEROX/ PHOTOCOPY of Tax Invoice(s) of Space Rent / Stall Charges i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(i)	
5(ii)	XEROX/ PHOTOCOPY of Receipt(s) of Space Rent / Stall Charges i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(ii).	
5(iii)	XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to ALL Invoices and Receipts in form of BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment specific to the transactions mentioned in the invoices and receipts i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(iii)	
6	<i>XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment for CONTINGENCY CHARGES [TRAVEL, PUBLICITY and FREIGHT only]</i>	
6(i)	XEROX/ PHOTOCOPY of Tax Invoice(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(i)	
6(ii)	XEROX/ PHOTOCOPY of RECEIPT (s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(ii)	
6(iii)	XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to ALL Invoices and Receipts in form of BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment specific to the transactions mentioned in the invoices and receipts i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(iii).	
7	XEROX/ PHOTOCOPY of Mandate Form (duly verified by the Bank) i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 7.	
8	XEROX/ PHOTOCOPY of Cancelled cheque of the concerned bank i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 8.	
9	XEROX/ PHOTOCOPY of GST Registration Certificate i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 9. If the Enterprise has not registered GST, then GST exemption certificate must be provided. Udyam, PAN and GST should belong to the same enterprise which has applied for PMS Subsidy.	
10	ORIGINAL ONE (1) Pre-Receipt on Company letterhead, signed and stamped by authorised signatory, with 1 Rs Revenue stamp on the pre-receipt. Amount in the pre-receipt to be kept blank. Please mention the name of the exhibition and date on the pre-receipt.	

Name, Sign and Stamp of the authorised person of the MSE Enterprise:-

Annexure C-3 (THIRD SET) Checklist for Documents required in THIRD (3rd) SET

Name of the MSE Enterprise-
Name, Date and Venue of the Exhibition:-

S. No	Particulars of Documents	YES/NO
1(i)	ORIGINAL Annexure C-3 (THIRD SET)	
1(ii)	ORIGINAL Covering/Forwarding letter on Letter Head of the Enterprise	
2(i)	Print out of Online Application Form : UAM/DTF/_____ downloaded from PMS (My MSME) Portal.	
2(ii)	Printout of ONLINE CLAIM FORM downloaded from PMS (My MSME) Portal.	
2(iii)	ORIGINAL Offline Claim Form (Annexure–D along with declaration)filled by enterprise on company letterhead.	
3	XEROX/ PHOTOCOPY of UDYAM Registration Certificate along WITH ANNEXURE (self certified).	
4	XEROX/ PHOTOCOPY of SC/ST/PH Certificate, if applicable.	
5	<i>XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment for SPACE RENT / STALL CHARGES</i>	
5(i)	XEROX/ PHOTOCOPY of Tax Invoice(s) of Space Rent / Stall Charges <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(i)</u>	
5(ii)	XEROX/ PHOTOCOPY of Receipt(s) of Space Rent / Stall Charges <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(ii).</u>	
5(iii)	XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to ALL Invoices and Receipts in form of BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment specific to the transactions mentioned in the invoices and receipts <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 5(iii)</u>	
6	<i>XEROX/ PHOTOCOPY of Tax Invoices, XEROX/ PHOTOCOPY of Receipts and XEROX/ PHOTOCOPY of Proofs of Payment for CONTINGENCY CHARGES [TRAVEL, PUBLICITY and FREIGHT only]</i>	
6(i)	XEROX/ PHOTOCOPY of Tax Invoice(s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(i)</u>	
6(ii)	XEROX/ PHOTOCOPY of RECEIPT (s) for Contingency Charges [TRAVEL, PUBLICITY and FREIGHT only] <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(ii)</u>	
6(iii)	XEROX/ PHOTOCOPY of PROOF OF PAYMENT (signed and stamped by authorised signatory of the MSE Enterprise) corresponding to ALL Invoices and Receipts in form of BANK TRANSACTION STATEMENT/BANK ADVICE/ printout of screenshot of payment specific to the transactions mentioned in the invoices and receipts <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 6(iii).</u>	
7	XEROX/ PHOTOCOPY of Mandate Form (duly verified by the Bank) <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 7.</u>	
8	XEROX/ PHOTOCOPY of Cancelled cheque of the concerned bank <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 8.</u>	
9	XEROX/ PHOTOCOPY of GST Registration Certificate <u>i.e. simply the XEROX/ PHOTOCOPY of documents in FIRST set at Sr. No. 9. If the Enterprise has not registered GST, then GST exemption certificate must be provided.</u> Udyam, PAN and GST should belong to the same enterprise which has applied for PMS Subsidy.	
10	ORIGINAL ONE (1) Pre-Receipt on Company letterhead, signed and stamped by authorised signatory, with 1 Rs Revenue stamp on the pre-receipt. Amount in the pre-receipt to be kept blank. Please mention the name of the exhibition and date on the pre-receipt.	
11	ORIGINAL Participants Feed Back Report along with ORIGINAL TWO COLORED PHOTOS of the stall of the enterprise in the exhibition. Apart from other details, the photos should clearly display facia/any other arrangement bearing name of the Enterprise as mentioned in the Udyam certificate. Name of the exhibition should also be visible in the photograph.	
12	ORIGINAL PFMS Agency Creation Form on Company letterhead, signed and stamped by authorised signatory.	
13	XEROX/ PHOTOCOPY of Aadhaar Card(s) (Director(s)/ Proprietor/ Partners)	
14	XEROX/ PHOTOCOPY of PAN Card used in the Udyam Registration	
15	ORIGINAL ONE COLORED PHOTO of Entrance displaying Board bearing Enterprise/MSE Name & visuals of immediate surrounding locality AND ORIGINAL ONE COLORED PHOTO of interiors of Manufacturing/Services floor of the physical location/Premises of the Enterprise/MSE. (Photos should belong to the location where the MSE Enterprise is actually physically located).	

Name, Sign and Stamp of the authorised person of the MSE Enterprise:-

ANNEXURE – D

CLAIM FORM

(To be filled by the beneficiary unit for claiming reimbursement)

PART - I : Entrepreneurs' Details :			
1.	Name of Implementing agency		
2.	Name of the Applicant Unit		
3.	Complete address, phone, Fax, e-mail including name of the proprietor/partner		
4.	Udyam Registration Number (Pl. enclose copy)		
5.	Category of the entrepreneur (General/Women/ SC/ ST/NER/PH) (Pl. enclose the copy of relevant document, as applicable)		
6.	Type of the unit (Micro or Small) (whichever applicable)		
7.	Category of the Unit (Manufacturing/ Service)		
8.	Products manufactured/ service rendered by applicant unit		
PART II: Event details			
9.	Name of event participated, venue, duration of trade fair / exhibition		
10.	Feedback: [about 200 words] Include details about new business tie-ups achieved through the event, B2B Knowledge on new technology, opportunity for market expansion etc.		
PART -III : Payment Details			
DETAILS OF CLAIM (in Rs.)			
Name of Scheme component	Items	Actual Expenditure (in Rs.)	Amount Admissible as per Scheme guidelines (in Rs.)
Domestic Trade Fairs /Exhibitions	Contingency expenditure including travel, (attach expenditure copy for travel/publicity/ freight charges)		
	Space Rent (stall rent)[Minimum booth/stall size provided by fair organiser] (Attach invoice / bill)		
Total (in Rs.)			

DECLARATION

I hereby declare that:

- (a) Above information is correct and is based on the actual expenditure incurred. In case any of the statement/ information furnished in application / document is later found to be wrong or incorrect or misleading, I do hereby bind myself and my unit to pay to the Government on demand the full amount received as reimbursement in respect within seven days of the demand.

- (b) 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 trade fair/ packaging consultancy.

Signature of the Authorized Signatory

Name:

Date:

Designation:

Place:

FORMAT OF PFMS Agency Creation Form

Sr.No.	Head	Details
1	Udyam Registration Certificate number/ details	
2	Name of the unit/ enterprise {as given in Udyam Registration Certificate}	
3	Complete postal address of unit/ enterprise{as given in Udyam Registration Certificate}	
4	Email {as given in Udyam Registration Certificate}	
5	Mobile Number {as given in Udyam Registration Certificate}	
6	Name of the Director(s)/ Proprietor/ Partner(s)	
7	Date of Birth (dd/mm/yyyy)	
8	Gender (Male/ Female/ Transgender)	
9	Aadhaar Card Details (Director(s)/ Proprietor/ Partners)	
10	GST Number (Enclose a XEROX/ photocopy of certificate issued by an Appropriate Authority)	
11	Bank details (Bank Account Number, Name of Bank, Branch name, IFSC, MICR of Branch).	
12	Aadhaar linked Bank Account Number	

Signature:

Name :

Designation:

Date:

Stamp:

NOTE:- This format is be printed on Company Letterhead, signed and stamped by the authorized signatory.

Snapshot of the webpage for filing Online Claim Form AFTER Exhibition

https://my.msme.gov.in/MyMsme/COM_UserLogin.aspx

The screenshot displays the MyMSME website interface. At the top, the logo for the Ministry of Micro, Small & Medium Enterprises (MSME) is visible, along with the text "MyMSME" and "GOVERNMENT OF INDIA". Below this, the heading "PROCUREMENT AND MARKETING SUPPORT SCHEME" is prominently displayed. The main content area is divided into several sections:

- Navigation Links:** Three colored boxes represent different categories: "TRADE FAIRS DOMESTIC MSME EXHIBITIONS" (purple), "Partner Organisation S(B), (F), (P), (G) MSME PARTNER ORGANISATION" (green), and "BAR CODE MSME BAR CODE" (teal).
- Scheme Guidelines:** A list of links including "Scheme Guideline", "View events", "User Manual for Domestic Trade Fair", and "User Manual for Partner Organisation".
- Schemes List:** A section titled "Schemes" with a list of three items: "1. Domestic Trade Fairs / Exhibitions Click here to apply.", "2. Partner Organisation for Trade Fairs / Exhibition/ Vendor Development apply.", and "3. Bar Code application Click here to apply.".
- Footer:** A dark blue footer contains the text "For More Details" with social media icons, "Copyright © Development Commissioner (MSME)", "Website hosted & managed by National Informatics Centre", and "Ministry of Electronics & IT (MeitY), Government of India".

A red circle highlights the "Entrepreneur's View Application" link in the footer, with a red arrow pointing to it from the "Schemes" section above.