

**APPLICATION FORM FOR CLAIMING REIMBURSEMENT OF ANNUAL MEMBERSHIP FEE OF
EPC PAID BY SC-ST OWNED MICRO AND SMALL ENTERPRISE (MSEs)**

For internal use by NSSHO
Application number.....
Date of application received by NSSHO.....

The following details are to be filled by the applicant

1. Enterprise Details

Enterprise Details			
Unit Name			
Date of Incorporation			
UAM Number			
Office Address			
District			
Pin Code			
Telephone Number			
Email ID			
Category (Micro/ Small)			
Name of Promoter (s)			
Gender (Male/ Female/ Other)			
Social Category of Promoter (SC/ST)			
GST Number			
PAN Card No.			
Cost of Investment in Plant & Machinery or equipment's (In Rs.)			
Annual turnover in previous three financial years (In Rs)			
Range of Products manufactured or serviced	<ul style="list-style-type: none"> • • • 		
Import – Export Code (IEC) Number			

2. Export Promotion Council (EPC) and Membership Fee details

For new memberships							
Name of Council(s) from where the memberships have been availed	Contact details of Export Promotion Councils (EPCs)			Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs)	Total Amount Paid before GST (In Rs)	Total Amount Paid after GST (In Rs)
	Location	Address	Ph. No.				
1.....							
2.....							
3.....							

For renewal of memberships								
Name of Council(s) for which membership has been renewed	Registration Cum Membership Certificate Number (RCMC) issued previously	Contact details of Export Promotion Councils (EPCs)			Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs), in case charged	Total Amount Paid before GST (In Rs)	Total Amount Paid after GST (In Rs)
		Location	Address	Ph. No.				
1.....								
2.....								
3.....								

3. In case, the applicant has availed reimbursement under this scheme before, please mention the following details:

New Memberships <u>availed previously</u> under this Scheme						
Application ID No.....						
Name of Council(s) for which membership have been availed	Registration Cum Membership Certificate Number (RCMC) issued previously	Date of availment	Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs)	Total Amount Paid before GST (In Rs)	Total Amount Reimbursed under the Scheme(In Rs)
1.....						
2.....						
3.....						

****Please attach the proof of amount transferred as reimbursement by NSSHO/ NSIC through PFMS under the scheme***

Memberships <u>renewed previously</u> under this Scheme						
Application ID No.....						
Name of Council(s) for which membership have been availed	Registration Cum Membership Certificate Number (RCMC) issued previously	Date of availment	Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs), if any	Total Amount Paid before GST (In Rs)	Total Amount Reimbursed under the Scheme (In Rs)
1.....						
2.....						
3.....						
4.....						

****Please attach the proof of amount transferred as reimbursement by NSSHO/ NSIC through PFMS under the scheme***

4. List of documents to be enclosed with the application form

#	List of Documents	Page No.
1	Self-certified copy of UAM	
2	Self-certified copy GST Number	
3	Self-certified copy PAN card - In case of proprietorship, PAN card of SC/ST proprietor ought to be submitted	
4	Self-certified copy of Caste certificate of proprietor/ all partners/ directors	
5	Details of shareholding in case of partnership / Pvt. Ltd / LLP firm. In case of partnership concerns, shareholding of the enterprise would be required to ascertain status of the MSE as SC/ST MSE (shareholding of SC/ST entrepreneur to be > 51%). Attested copy of Partnership Deed for Partnership Firm / Memorandum and Article of Association in case of LLP/Private Limited Company are required	
6	Attested copy of Certificate of valid Import & Export Code (IEC) allotted by the concerned office of the Joint/ Dy. Director General of Foreign Trade (DGFT)	
7	Attested copy of valid Registration Cum Membership Certificate (RCMC) issued by the respective Export Promotion Council (EPC) post registration	
8	Original/ Attested copy of Registration Cum Membership Certificate (RCMC) issued earlier by the respective EPC, <u>in case of existing members renewing their memberships</u>	
9	Proof of transferred amount as reimbursement by NSSHO/ NSIC through PFMS under the scheme, where any such assistance is availed earlier with in the same financial year	
10	Attested (signature with stamp) or original copy of membership fee payment receipt and system generated GST invoice (<u>with breakup of fees paid</u> (entrance fee, annual membership/subscription fee)) for total amount paid to respective Export Promotion Councils (EPCs)	
11	Cancelled Cheque of the current account of the enterprise from which the EPC membership fee has been debited	

I, declare that all details given by me are true and correct. I confirm that I have not availed any reimbursement/subsidy or financial assistance of any kind, in the current financial year, w.r.t reimbursement of membership of Export Promotion Council. I further undertake that I am not listed as defaulter by any of the Government Dept./ Private agencies. I also agree that I will refund the claimed amount in total, in case any discrepancies/ any of the above information/data provided by me found to be false/incorrect/ misleading.

Date

Signature of Applicant
(Proprietor/ Partners/ Directors only)

Place

Name of Applicant

FEEDBACK FORM
SCHEME FOR REIMBURSEMENT OF MEMEBERSHIP FEE OF EXPORT PROMOTION
COUNCILS (EPCs)
(TO BE FILLED BY APPLICANT)

A. Did you find the reimbursement scheme useful?

Yes/ No

B. Please rate the scheme process mechanism

- Excellent
- Good
- Average
- Poor
- Very Poor

C. Would you recommend this reimbursement scheme to others?

Yes / No

D. Was the application process easy?

Yes/ No

E. Was your interaction with NSSHO satisfactory?

Yes/ No

F. Did you face any challenges in the application process?

Yes/ No

G. If yes, please mention the challenges.....

H. What further support do you need from National SC ST Hub?.....

1.....

2.....

3.....

4.....

I. Were you informed of other initiatives under the National SC ST Hub during your interaction with NSSH Officials? Yes/ No

Date

Signature of Applicant
(Proprietor/ Partners/ Directors only)

Place

Name of Applicant