

Final List of Participant MSMEs

Sl. No.	Name of the Office Bearer and Entrepreneurs who participated in the event.	Name of MSME unit with complete Address, e-mail ID	Mobile No. and Landline phone No.	Udyam Registration No.	MSMEs belonging to NER/SC/ST/WOMEN	Whether manufacturer or service provider	Name of products being manufactured/ Services rendered (with 6 digit HS Code)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

(i) It is certified that the above-mentioned units are registered and have Udyam Registration Certificate.

(ii) It is also certified that the above-mentioned delegates actually travelled/attended the event.

Signature of the authorised signatory Name:

Designation:

Stamp of the Applicant Organization:

Date:.....

Place:.....

Score Card for selection of MSMEs for participation in International Exhibition/ Fair (Total Score – 65 Points)

Name of MSME Unit & Udyam No.....

Sl. No.	Subject	Scoring methodology	Point allocation (to be filled up by MSME unit or applicant organization)
1.	Frequency of participation of a Unit in a trade fair during the last 5 financial years.	First time participation – 10 Second time participation – 02 Third time participation – 0	
2.	Proprietor of enterprise	Woman belonging to SC/ST – 10 Men SC/ST – 09 General – 08	
3.	Location of unit	NER region – 05 Other – 04	
4.	Remote location of unit	Located in rural area – 10 Located in city – 08 Located in metropolitan city – 06	
5.	Quality of products manufactured	ISO certified – 05 Non-ISO certified – 03	
6.	Innovative / patented product/technology	Patented – 05 Non-patented – 04	
7.	Category of enterprise	Micro –10 Small –08	
8.	Objective of unit for the participation in a trade fair	B2B engagements/ opportunities/ meetings – 10 Retail sale of products – 05	
	Total:	---	

This is to certify that the score card details given above are correct and nothing has been concealed.

Signature of the authorised signatory Name:

Designation:

Seal of the Applicant Organization:

Date:.....

Place:.....

List of Foreign Speakers/ Experts/ Resource Persons participated in International Conference/ summit/ workshop/ seminar in India

Sl. No	Name of the participating Foreign Speakers/ Experts/ Resource Persons	Name of Organization with complete address of Foreign Speakers/ Experts/ Resource Persons	Mobile No., Telephone No.	Field in which the foreign speaker/ expert/ Resource Person specializes
1				
2				
3				
4				
5				

Signature of the authorised signatory

Name:

Designation:

Seal of the Applicant Organization:

Date:.....

Place:.....

MANDATE FORM

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) facility for receiving payments.

A. Details of Account 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	

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 use 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) Date:

Signature of Customer

1. Please attach a photocopy of cheque along with the verification from the bank.
2. In case you Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, please submit the information in the above proforma to the Department as earliest.

PRE-RECEIPT

(To be submitted in Original on Letter-head of Association/Organization)

Received a sum of Rs.....

(Rupees.....)

as financial assistance on reimbursement basis under International Cooperation (IC) Scheme as approved by

Ministry of MSME vide sanction letter No.....

dated.....

Revenue Stamp
Signature

Name.....

Designation.....

Stamp of the Association/Organization

On the letter head of the Association/Organization in Original

CERTIFICATE

This is to certify that no Grants-in-Aid for the purpose of activities as approved vide sanction letter No..... dated..... of Ministry of MSME has been applied for or obtained from any other Ministry or Department of Government of India or any other State Government or Government Institute/Agency.

Signature of the authorized
signatory
Name.....

Stamp of Association/Organization
