

EXPORT DEVELOPMENT AND PROMOTION OF SPICES

The programmes under the scheme 'Export Development and Promotion' aims to support exporters to adopt high tech processing technologies or to upgrade existing level of technologies for high end value addition and to develop capabilities to meet the changing food safety standards in the importing countries. While encouraging the scientific processing facility /process upgradation, the Board focus on quality and food safety in the whole supply chain of spice trade. The major thrust areas are Infrastructure development, Research on new applications of spices & new product development, Promotion of Indian Spice Brand abroad, setting up of Infrastructure for common cleaning, grading, processing, packing, storing facilities (Spices Park) in major spice growing/marketing centers, promotion of organic spices, special programmes for North East entrepreneurs etc. The Board is also participating in international trade fairs and exhibitions to show case our strengths and capabilities in spice processing and value addition.

General Guidelines / Procedures

The applicant should submit application to avail Export Development Schemes of the Board in the prescribed application form in duplicate (available on website: www.indianspices.com) with all necessary enclosures as specified in corresponding annexure given in the individual scheme details to the nearest designated regional office of the Spices Board.

The applicant is wholly responsible for providing all the information and documents sought as per guidelines of the schemes. Incomplete applications will be rejected and returned to the applicant if the documents required are not enclosed. On receipt of the application and enclosures, the Board / Regional Office (RO) will acknowledge receipt of the application.

All the applications received shall be scrutinized by Regional/ Head office. Once the application scrutinized and found to be complete in all respects, a letter of acceptance shall be issued to the applicant.

The acknowledgment or letter of acceptance does not mean the approval of application, unless it is found to be feasible in all respects during the time of final scrutiny and technical evaluation.

If ineligibility of an applicant is found during scrutiny of the application at the acceptance stage, it will be informed to the applicant and 15 days' time is given to correct the deficiency / submit required documents, failing which the entire application and enclosures will be returned to the applicant to facilitate re-submission of completed application. Unsigned and undated application will be rejected forthwith.

The Board reserves the right to sanction more than one instance during the XII Plan period but the total assistance availed should not exceed the maximum limit under the notified scheme in Plan period.

Claims for Payment have to be submitted in the same plan period / year

depending on the scheme and any pending claims for want of clarification and document from the exporter will not be carried beyond the plan period.

1. INFRASTRUCTURE DEVELOPMENT SCHEME (IDS)

1.A.1. There are four components under the scheme viz.

- (1) ***Adoption of Hi-Tech in Spice Processing.***
- (2) ***Technology and Process Upgradation.***
- (3) ***Setting-up/up-gradation of in-house quality control laboratory.***
- (4) (a) ***Quality certification such as ISO 22000, SQF 2000, GMP, Traceability, FDA Registration***
(b) ***Validation of check samples and training of laboratory personnel.***

1.A.2. All the registered exporters with the Board having a minimum investment of Rs. 50 Lakh and who have Spice House Certificate (SHC) are eligible for the assistance under IDS. This includes investment already made for the current proposed project for which application is submitted. However, the applications of existing manufacturing exporters, who have applied for assistance but do not have SHC, will be considered for assistance with the condition that they will complete all the required formalities and procedures of SHC and get the SHC for the unit (in which they are installing the proposed machinery) within one year from the date of their application or from the date of approval / notification of the SHC by the Government, whichever is later. The final inspection of their units for considering assistance will be conducted only after the SHC procedures are completed. In case of new units for which the applications have been submitted for assistance, the unit should get SHC from the Board within one year of date of completion of their project. The maximum amount of subsidy under the above IDS programmes is limited to 33% of the cost of machinery and equipment subject to a maximum of Rs.1.00 crore per exporter in general areas and 50% of the cost subject to a maximum of Rs.2.00 crore in special areas in a plan period.

1.A.3. The application for Infrastructure Development Scheme (IDS) along with enclosures in two sets shall be submitted to the nearest Regional Office at least 45 days before the commencement of the Project for which the application is submitted.

1.A.4. Detailed Project Report (in duplicate) with Chartered Engineer evaluation/appraised by Financial Institution and other documents including quotations have to be submitted in original along with original application. For other documents, only self-attested copies are to be submitted.

1.A.5. Components / equipments shown in the Project Report are not allowed to be changed once in-principle approval is accorded by the Board. *Even minor changes in the component / equipments need to be informed to the Board in writing with justification and prior permission has to be obtained.*

1.A.6. If any major changes in the components/equipments are proposed that are going to affect economic and technical feasibility of the Project Proposal which had already been submitted to the Board and in-principle approval accorded, the earlier proposal may be withdrawn and fresh Project Proposal needs to be submitted and this would be treated as a new application from the date of its

submission and all formalities observed earlier has to be gone through including evaluation of the Project. In such a case, the cost of evaluation of the Project incurred is to be completely borne by the applicant.

1.A.7. Components/machinery/equipments once installed in a particular Unit or location to which grant-in-aid is obtained will not be allowed to be shifted to any other location/Unit and request for such shift will not be entertained till export obligation is completed.

1.A.8. In case of existing exporters, export performance for the last three years (spices and spice products) should be mentioned in quantity (MT) and value (Rs. lakh) terms in the relevant column. The projected exports for next five years by year-wise should also be mentioned in the appropriate column by all exporters.

1.A.9. Monthly export returns shall be filed to the Board even in the case of NIL exports. The Board will consider the release of grant-in-aid or Bank Guarantee only after verification of export returns and the performance achieved thereupon by the beneficiary. Non-compliance on the part of the applicant will result in not releasing the grant-in-aid or Bank Guarantee on time.

1.A.10. The application duly filled in with Undertaking, Declaration and Certificate should be signed and stamped by the authorized signatory. Any change in ownership/management/status of the company should be got approved by sending a written request to Spices Board with supporting documents.

1.A.11. In principle approval is valid for one year from the date of its issue. The officials of the Board will also undertake periodical onsite inspection to assess the progress of the work undertaken once the in-principle approval is accorded. It is binding upon the applicant to appraise Spices Board on the progress of the activity and seek written extension of validity of the in-Principle approval letter with proper justification if necessitated.

1.A.12. All payments shall be done only through banks. Payment effected through banks and reflected in the Bank Statement alone will be considered for calculating the eligible grant-in-aid. Payment by cash for petty expenditure connected with the project shall be considered up to Rs.25,000/- only. The cost of land and building is not considered under the IDS scheme.

1.A.13. On completion of the Project, the applicant may submit to the Board Project Completion Report along with copies of bills/vouchers/receipts (self-attested), expenditure statement duly certified by the Chartered Accountant, Bank statement detailing payments released for qualified activities/components of the project or copies of demand drafts relating to the payment effected for the project to conduct the inspection of the Unit along with a declaration that no deviation has been made from the approved Project.

Affidavit is to be submitted to the effect that no grant-in-aid has been applied or received from any other source for the same Project and components/machinery. (Annexure-B)

1.A.14. In case of component 4(b) the applicant has to submit copy of airway bill, invoice for the analytical charges of the samples dispatched abroad for validation/standardization and copy of the analytical report received from the

laboratory in which the sample was tested, receipt from the courier agent along with POD status report for having received the payment.

1.A.15. During inspection, the applicant should submit / show originals of all bills to the inspecting officials. Option is also given to submit all bills in original at the time of submitting Completion/Installation Certificate. Part submission of bills is not considered.

1.A.16. Only payment effected after the date of acceptance of completed application submitted to Head office / Regional office, duly acknowledged by seal, will be accounted while calculating the grant-in-aid. Payment will be released against a Bank guarantee for a value of 110% of the eligible claim and an export obligation within a stipulated period.

1.A.17. Any document/bills/quotations/certificate found to have furnished with false and / or concealed information by the applicant; the Board has the liberty to issue notice to the applicant and invoke the Bank Guarantee.

1.A.18. The Board will finance only those machinery / equipments which are directly intended to processing of spice and spice products. Second hand machinery or the proposed machinery for which grant/assistance already availed from other sources, is not eligible for assistance.

1.A.19. The maximum tenure allowed for completion of a Hi-tech Project / Technology Upgradation would normally be 2 years. Any extension beyond 2 years will be considered on case to case basis based on proper justification.

1.A.20. Second grant for expansion & upgradation / modernization of the same Unit for which grant has already been availed for setting up in the same location or activity will be considered subject to maximum eligible limit and also availability of funds and number of fresh applicants.

1.A.21. All expenses related to plant and machinery and essential / auxiliary equipments that are related to the process and production related activities of the approved Project only considered for assistance. Only those expenses incurred for erection and installation of the machinery/equipment for functional purposes that are approved by the Board will be considered for calculating grant- in-aid. Anticipated expenditure towards erection of such equipments may be indicated at the time of submission of the application.

1.A.22. Prices quoted by the suppliers should indicate separately for transportation, insurance, freight, taxes etc. in the final bill.

1.A.23. The applicant found to be eligible for release of grant-in-aid is required to enter into an Agreement with the Board that he would undertake to export spices and spice products worth ten times of the grant-in-aid within a period of 5 years, over and above the export performance achieved in the previous three years (average). The beneficiary has to offer a Bank guarantee equivalent to 110% of the amount to be released as grant-in aid with a minimum validity of five years. For discharging the export obligation, the export effected directly by the beneficiary, if any, as well as the supplies made by the beneficiary to other exporters for export (deemed export)

will be considered.

1.A.24. The Bank Guarantee would be released as soon as the applicant achieves the required export obligation and submit a statement duly certified by the bank and Chartered Accountant. If the exporter fails to fulfill Export Obligation, the Bank Guarantee will be invoked proportionate to the export obligation unfulfilled along with interest. No extension will be given to an exporter beyond 5 years to fulfill export obligation.

1.A.25. For clearance of plant/machinery/equipments where EPCG and CENVAT payments are involved, exporters will have to submit an affidavit and proof with regard to availing of the credit.

1.A.26. Under setting up/Upgradation of in-house Quality laboratory, cost of laboratory equipments/instruments, glassware, laboratory furniture and other accessories including electrical installations and consultancy charges will be supported.

1.A.27. Under Quality Certification programme, cost of accreditation/certification of processing units (including renewal) cost of analytical charges for validation/standardization in laboratories abroad and charges/expenses for upgrading technical knowledge of laboratory personnel of the exporters in reputed international laboratories preferably approved by ISFDA, ED etc. are included.

2. TRADE PROMOTION

A. Sending Business Samples Abroad

2.A.1 All registered exporters who are having Spice House Certificate/Brand Registration with the Board/Organic Certification are eligible for availing assistance under the scheme. For reimbursement of courier charges, prior approval is not required.

2.A.2. Reimbursement of courier charges, claims will be entertained only on a quarterly basis and bills relating to the last quarter of the financial year should reach latest by 31 March.

2.A.3 The exporters have to submit original of the courier waybill, POD and proof of payment for courier sent along with the application. The assistance is limited to Rs.50,000/- per exporter per year for sending business samples abroad.

B Printing Promotional Literature/Brochures.

2.B.1. All registered exporters who are having Spice House / Logo, Brand Registration with the Board/Organic Certification are eligible for availing assistance under the scheme. Prior approval is essential for availing the benefit under this scheme.

2.B.2. The applicant has to submit application in the prescribed form along with documents such as copy of Spice House/Logo, Organic Certification, Brand Registration; details of the promotional activity along with draft literature/brochure and quotation for consultancy, design, printing paper (with sample).

2.B.3. Assistance is limited to print brochure on spices and spice products. Application for re-printing of the brochure for which assistance is availed earlier will not be considered during the same plan period. The assistance is limited to 50% of the cost subject to a maximum of Rs.2.00 lakh per brochure twice per exporter during the plan period.

2.B.3. Based on the above documents and on any other additional documents required in support of application, the Board shall accord in principle approval to proceed with the work.

2.B.4. On completion of the activity, the applicant shall submit the final version of the printed literature/brochure/CD/video film/(two copies), Copies of bills, vouchers and receipts (self-attested), Proof of payment of printing/consultancy charges and the consolidate expenditure statement duly certified by the Chartered Accountant.

2.B.5. Printed brochures should have details regarding no. of copies printed, year of printing and the name of the printer.

C. Packaging Development and Bar Coding Registration

2.C.1. All registered exporters who are having Spice House / Logo, Brand Registration with Trade Marks Registry or Spices Board/Organic Certification/Indian Spices Logo are eligible to avail the assistance @50% of the cost to develop or modify their export packages and bar coding registration subject to a ceiling of Rs. 1.00 lakh per exporter per year. Those exporters who have only registered their brand with Trade Mark Registry, should submit their brand registration application also with the scheme application.

2.C.2. The exporter has to submit dummy print of the design along with contents and quotations for consultancy, cost of design, photography, art work, cylinders and details of bar coding registration/traceability along with the application based on which an approval will be given. The developed and/or modified packages are to be sent to the Indian Institute of Packaging for approval and cleared report shall be submitted with the claim. The application for brand registration will be considered only based on the IIP report.

2.C.3 The exporter has to submit the bills and vouchers for all the components for which approval was given and all proof of payment including receipts for payment for bar coding registration, traceability standards (if any incurred) to be submitted along with the original certificate issued by the Indian Institute of Packaging.

2.C.4. The branded package approved by IIP will be registered by the Board at this point. The developed packages should adhere to the labeling requirements viz., the details of ingredients, nutritional facts, declaration regarding veg. & non- veg., food additives, net quantity, date of manufacturing, packaged /manufactured by, best before use (date) etc.

2.C.5. No export obligation is prescribed for availing assistance for the above activities / components.

3. INTERNATIONAL TRADE FAIRS AND MEETINGS

3.A.1 There are two components under the programme viz.,

- 1) ***Participation in International fairs/exhibitions***
- 2) ***Participation in International meetings /seminars is assisted for market expansion.***

3.A.2. Regarding participation in international trade fairs/exhibitions, all registered exporters\holding Spice House Certificate / logo/having brand registration with the Board are eligible to avail the grant-in-aid on a reimbursement basis against production of required documents. For participation in international meetings/seminars to address common issues of the spice industry, representatives of exporters' association or forum nominated by the Association are eligible to avail the assistance.

3.A.3. Assistance to exporters is reimbursement of 50% of the airfare (economy excursion class) subject to a maximum of Rs.60,000/- for Indian Spices Logo/Spice House Certificate Holders and Rs.40,000/- for holders of registered brand and organic certificate, per exporter per year. For hiring of independent stall, the assistance is 50% of the cost per exporter per year subject to ceiling of Rs. 1.00 lakh.

3.A.4 . Application indicating the proposed activity in the prescribed form should be submitted to the Spices Board at least 15 days prior to the commencement of the programme. Based on the application and also on any other additional documents/details in support of the documentation, the Board may accord in principle approval to proceed with the activity.

3.A.5.Immediately after completion of the activity but positively within 90 days of his/her return to India, the beneficiary shall submit their claim to the Board with Brief report about the activity participated and achievement made, legible photocopy of passport highlighting the entries about departure from and arrival in India and also countries visited or documentary evidence such as hotel bills, boarding pass etc., copy of air ticket/jacket used during the journey, Proof of payment for airfare (bills/receipts), Self-certified copies of receipt, bank advice etc., evidencing payment made towards stall charges and electricity (as applicable), stamped advance cash receipt for the eligible amount for payment from the Board.

3.A.6. Registered exporters who wish to avail assistance under the Market Development Scheme (MDA) for export promotion activities abroad such as participation in EPC lead trade Delegations, Buyer-Seller Meets, Trade Fairs, and Exhibitions, Participation in International fairs can apply through the Board. For details please see details under sl.no.7.

3.A.7. On receipt of the claim, the case will be considered and grant will be reimbursed as per the Spices Board/MDA guidelines. No export obligation is prescribed for availing assistance for the above activities/components.

4. Promotion of Indian Spice Brands Abroad

4.A.1 All registered exporters of spices who have registered their brands with the Board and holding Spice House Certificate (SHC) / Indian Spices Logo/ Organic Certification are eligible to avail the benefits. In case of units which do not have SHC, the

exporters have to obtain SHC within one year from the date of approval of the proposal and/or as per the revised notification of SHC by Govt. whichever is later, after which only the subsequent installments of assistance will be released.

4.A.2. The assistance will cover spices in all forms exported in institutional packs up to 25kgs and consumer packs of spices in all form including curry powders and mixed ground spices up to 5 kgs.

4.A.3. Interest free loan is paid to meet expenses of 100% for slotting/listing fee and promotional measures and 50% of the cost of product development subject to maximum Rs.1.00 crore per brand. An exporter can avail the assistance for promoting the given brand in a maximum of five countries in the Plan period.

4.A.4. There are two components under the programme, viz., (a) Product and Packaging Development & Bar Coding and (b) Brand Promotion.

4.A.5. Assistance includes developing appropriate product, packaging and compliance of statutory requirements in force in the target markets including traceability/labelling & Bar Coding requirements while promoting brands in these markets. Advertisement programme through print/electronic media alone will not be considered under the scheme.

4.A.7. Exports of spices in all forms in institutional packs up to 25 kg and consumer packs of spices in all forms including curry powders and mixed ground spices up to five kg will qualify for availing the assistance.

4.A.8. The fund is provided to the exporters for meeting their estimated annual expenditure for the brand promotion as per the programmes approved. Foreign exchange requirement, if any, has to be met by the exporter.

4.A.9. The exporter has to submit an application in the prescribed format along with copies of detailed company profile and proposal covering details of market promotion activities to be undertaken with cost break up in each segment separately.

4.A.10. The exporter shall present the proposal in front of the expert committee constituted by the Spices Board for this purpose who will evaluate the proposal and recommend for approval.

4.A.11 Total approved loan amount for the programme will be released in three equal installments preferably at the beginning of financial year and based on achievement of pre-determined milestones. Before the release of the loan, the exporter has to provide Bank Guarantee including interest in the prescribed format for 110% of the loan sanctioned on stamp paper worth Rs.100/-. The guarantee is to be renewed well before the date of expiry. The guarantee is to be enhanced as and when further installments of loan are sanctioned /released and an amendment on stamp paper should also be executed to the Board.

4.A.12. The repayment of the loan shall be in equal annual installments commencing from the fourth year and end in the eight year from the date of receipt of the first instalment of fund by the exporter.

4.A.13. By the end of every six months the exporter has to give a detailed report of the activities undertaken along with a progress report.

4.A.14 An expenditure statement that the loan has been fully utilized for the sanctioned purpose should be submitted at the end of each year with supporting documentary evidence for the anticipated expenditure for the next phase. Further instalments will be released on satisfactory completion and presentation of the case in each phase.

4.A.15. The export obligation for availing the scheme is five times of the loan amount availed within a period of eight years from the release of the first installment of the loan amount.

4.A.16. Payment shall be in Indian currency only and shall be based on a bank guarantee. In the event of default in repayment, the Board reserves the right to invoke the Bank guarantee executed by the exporter and recover the entire loan amount.

4.A.17. In the absence of proper documentary evidence and satisfactory periodical performance report, Board shall reduce the payment installments or discontinue the assistance.

4. A.18. The loan once repaid on account of failure on the part of the company to comply with export obligation will not be released again. The brand shall not be transferred for a period of eight years until completion of loan repayment and till the export obligation is met.

5. Spice Processing in NE region:

5.A.1. Under this programme, assistance is provided to all types of primary processing facilities, which do not require very high investments, to ensure dispersed and relatively low level value addition of locally grown spices. Beneficiaries are required to fulfill export obligation by exporting spices and spice products worth five times of the grant-in-aid within five years from the date of completion of the processing facilities. For discharging the export obligation, the export effected directly by the beneficiary, as well as supplies made by the beneficiary to other exporters for export (deemed export) will be considered.

5.A.2. The claims on expenses on setting up the processing facilities/equipments after the date of application for grant-in-aid only will qualify to work out the cost the project for the purpose of payment of grant-in-aid. 33% of the cost of all types of processing facilities subject to a maximum of Rs.50.00 lakh per beneficiary during the Plan period. In respect of farmers' groups, the assistance will be up to 50% of the cost of all type of processing facilities subject to a maximum of Rs.50.00 lakh.

5.A.3. Working Procedure and submission of application under the scheme is similar to Infrastructure Development Scheme.

6. Product Development& Research

6.A.1. Under this programme, Board is providing financial assistance to the exporters/research institutions to undertake product research & development. Major areas for assistance are:

- *Utilization of the services of national or international research institutes for developing new spice products/applications or for establishing traditional and non-traditional values.*
- *In-house research programmes by entities with sufficient infrastructure facilities.*
- *Clinical trials to establish and validate therapeutic properties of spices through reputed third parties.*
- *Patenting and product registration in consuming countries.*

6.A.2. All registered exporters and recognized research institutions having the required lab infrastructure are eligible for availing the assistance.

6.A.3. Grant in aid @ 50% of the cost subject to a maximum of Rs. 25.00 lakh per beneficiary during the plan period is provided to meet the cost of product research & development

6.A.4. No export obligation is prescribed for availing assistance for product research and development.

6.A.5. The applicant may submit the following to the Board in triplicate:

1. Application in the prescribed form.
2. Project report appraised by research institutions/in-house lab scientists
3. Brief about the scientists involved in the project

6.A.6. After examination of the application and the proposal is found to be feasible, 'in-principle' approval to the proposal on merit to proceed with project shall be issued.

6.A.7. The beneficiary shall produce all necessary documents that may be called for by the Board specific to the project in addition to the following documents:

- a) Final report of the product research & development
- b) Original of bills and proof of payments made in the course of completion of the project.
- c) Expenditure statement duly certified by Chartered Accountant.
- d) Samples of products manufactured (as applicable)
- e) Copies of documents to establish the claimed properties of the products (as applicable)
- f) Documentary evidence for patenting the product (as applicable)

6.A.8. Based on the completion report and on verification of the documents, the Board may release the eligible grant to the beneficiary or to the nominated agency/institution.

7. MARKET DEVELOPMENT ASSISTANCE (MDA)

Market Development Assistance is being implemented as per the guidelines issued by the Govt. of India from time to time. Assistance is available to all registered exporters for export promotion activities abroad such as participation in EPC lead trade Delegations, Buyer-Seller Meets, Trade Fairs, and Exhibitions.

Member exporters would also be eligible for MDA assistance for participation in relevant events organized by ITPO abroad.

7.A.1. All Registered exporters having FoB export value up to Rs.30.00 crore in the preceding year and completed 12 months membership and filing of export returns regularly with the Board are eligible to avail assistance on travel expenses by air, in Economy excursion class or charges of the built up furnished stall with an upper ceiling under the scheme. Intimation application must be received by the Board with a minimum of 14 days clear advance notice excluding the date of receipt of application in the office and the date of departure from the country

7.A.2. Assistance permissible on travel expenses by air, in Economy excursion class or charges of the built up furnished stall with an upper ceiling as follows:

Sl. No. (1)	Area/Sector (2)	No. of visits (3)	Maximum Financial ceiling per event (4)
1.	Focus LAC	1	Rs. 2,50,000
2.	FOCUS AFRICA (including WANA Countries)	1	Rs. 2,00,000
3.	FOCUS CIS	1	Rs. 2,00,000
4.	FOCUS ASEAN+2	1	Rs. 2,00,000
5.	General Areas	1	Rs. 1,50,000
	TOTAL	5	

7.A.3. The participation of individual companies in the above activities shall be subject to the following conditions:

- a) For EPC etc. led BSMs only air-fare by Economy Excursion class up to a maximum of Rs. 70,000 (Rs. 1,00,000 in case of Focus LAC) shall be permissible. For participation in 3 Trade Fairs/ Exhibitions reimbursement shall be permissible subject to ceilings mentioned in column 4 in the above table.
- (b) Maximum number of permissible participation shall be five in a financial year as indicated in the above table. However, for priority sectors, having large employment generation potential, viz. Agriculture including food items, Handicrafts, Handlooms, Carpets, Leather & Minor Forest Produce including LAC, 2 (two) participation in General Areas would be admissible with the assistance of Rs. 1,50,000 for each participation. The exporters availing assistance under this provision would, however, be in addition to these participations, eligible for only any 2 Focus Area participations.
- (c) Assistance shall be permissible to one regular employee/director/ partner/proprietor of the company. Assistance would not be available to exporter of foreign nationality or holding foreign passport.
- (d) The company shall not be under investigation/charged/prosecuted/ debarred/black listed under the Foreign Trade Policy of India or any other law relating to export and import business.
- (e) Maximum MDA assistance shall be inclusive of MDA assistance received from all Govt. bodies/FIEO/EPCs/Commodity Boards/Export Development Authorities/ITPO etc.,
- (h) A Maximum of three participations in a particular trade fair/exhibition would be eligible for MDA assistance and exporting companies after availing assistance three

times including past cases for a particular fair/exhibition, have to participate in that fair, if any, on self-financing basis.

7.A.4. Concerned Organization/EPC on receipt of application shall issue approval letter to the exporter preferable within 5 working days of the receipt of the intimation.

7.A.5. Claim along with the declaration duly completed and the Certificate duly signed by a Chartered Accountant shall be submitted by the exporter to the concerned EPC along with under mentioned papers immediately on return to India after completion of the activity but positively within 45 days of their return to India:

- Details of activity undertaken earlier with MDA assistance to the same country/countries.
- Legible photocopy of passport highlighting the entries about departure from and arrival into India and also the countries visited. In case, passport does not have arrival/departure dates regarding visits to various countries, some documentary evidence such as Hotel Bills, Boarding pass, lodging pass etc.
- Name of the traveler
- Ticket number
- Flight No.
- Date of departure from India
- Sectors/countries visited
- Class in which traveled
- Economy excursion class fare for sectors/countries visited.
- Original air ticket/jacket used during the journey. If Original air ticket/jacket is lost, a legible photocopy of the same along with a certificate from the concerned airline indicating following may be sent:
- Self-certified fob value export figures during the last three financial years, year wise.
- Brief report about the activity participated and achievements made.

7.A.6. Claim forms duly filled in and complete in all respects must be submitted to the concerned EPC, FIEO etc., within 90 days of return to India would. However, claims submitted within 30 days from the expiry of the 90 days period may be entertained by or wherein the deficiencies in the claim as intimated by the concerned EPC, FIEO etc., with 10% deduction. The claims which are submitted after 120 days of return to India shall not be entertained under any circumstances. Any deficiencies in the claim as intimated by the concerned EPC, FIEO etc., must be completed within 30 days of the date of directions given in this regard failing which the claim shall stand rejected without any further intimation or reminder in this regard by the concerned EPC, FIEO etc.

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Annexure– A

Checklist for Applicants under Infrastructure Development

(Please tick mark in the relevant boxes against the items which are enclosed along with the application for.....)

1. Duly filled-in application form in duplicate. It is important to write your name and full mailing address clearly and legibly in capital letters and within the space provided including phone numbers, facsimile, Email, and Mobile numbers if any of the applicant/authorized signatory.
2. A copy of certificate of Spice House certification
3. All documents accompanying the application should be attested by the Managing Director/Director / authorized signatory of the Company for which the grant-in-aid is requested for.
4. Detailed Project Report (DPR) and a project evaluation certificate signed by Chartered Engineer or Financial Institution (Bank) if the applicant is availing financial assistance from the financial institution.
5. Attested copy of Possession Certificate to establish that the land belongs to the applicant.
6. Attested copy of Land Deed/Lease Deed for not less than 10 years if land is a leased land.
7. Notarized English version of land document is to be submitted in case it is in any of the regional languages. Documents submitted in regional languages may accompany translated version in English.
8. Attested copy of Tax Receipt in respect of Land/Building in the name of the applicant
9. Self-certified copies of CRES issued by the Board.
10. Two copies of Detailed Project Report duly signed along with certified detailed sketch plan of Plant & Machineries design and engineering, process) flow diagram along with estimated cost (component-wise) The project report shall be evaluated and duly certified by Chartered Engineer or Financial Institution (Bank) if the applicant is availing financial assistance from the financial institution. Pamphlet depicting equipment details may also be attached if possible.
- 11.

12. List of equipment/machineries for which grant-in-aid was obtained from the Board during the XI Plan period.
13. Attested copy of the certificate issued by District Industries Centre/SSI Certificate to prove that the applicant is a manufacturer of spice products.
14. Attested copy of Registration (if any) issued by the Food Safety Standards Authority of India as Food Business Operator (FBO).
15. Attested copy of certificates if any of relevance like HACCP/ISO 22000/ ISO 14000/ GMP/GHP/SQF.
16. If term loan is availed, a copy of term loan sanction letter from Bank/financial institution.
17. Attested copy of Certificate of incorporation/registration of the organization, Memorandum and Articles of Association, partnership deed etc.
18. Annual Reports and Audited Statement of Accounts of last two years.
19. Quotations in original from the suppliers (Minimum two quotations) of plant and machinery and equipments etc (including generator, control panel, cable trenching) required for the project with validity of the quotation clearly mentioned (Minimum of 90 days). Quotation shall have validity of minimum of 60 days on the day of acceptance of the application.
20. To obviate duplication of grants, beneficiaries need to file an Affidavit duly executed on non-judicial stamp paper worth Rs. 100/- duly notarized by Notary Public that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Government/Government of India organization/agencies and State Government for the same purpose/activity/same components partly or in whole of the Project for which he has sought financial assistance from the Board. The format is given in Annexure-B.

Procedure for release of Grant-in-aid

1. The applicant is required to submit a copy of the in-principle approval letter and/or extension letter issued by the Board if the time limit of completing the project exceeds the validity period of two years.
2. Self-certified list of equipments purchased along with original copies of invoices and bills.
3. Installation certificate from the supplier/completion certificate of the Project by the Chartered Engineer as per the DPR.

4. Latest CA certificate of actual expenditure incurred for the project.
5. Original Bank statement reflecting the payment to the supplier signed by the authorized signatory of the Bank.
6. After sanction of the grant-in-aid, the applicant will execute an Agreement in favour of Spices Board which will inter-alia stipulate the terms and conditions of the scheme and also the guidelines under which the financial assistance is provided to the beneficiary applicant and also will provide a Bank Guarantee for an amount equal to 110% of the Grant-in-aid to cover the interest portion as well for a period till the beneficiary fulfills the stipulated export obligation. Immediately after furnishing the proof of export equal to export obligation, the bank guarantee will be released.

(Non-Judicial Stamp Paper worth Rs.100/-)

AFFIDAVIT

I.....S/o.....resident
of.....Director/Proprietor of M/s.....do hereby
solemnly affirms and state as follows.

That I am the deponent herein and I am fully acquainted with the information given below.

- 1) That the Unit/Organization has not obtained or applied for grant-in-aid/subsidy for the same purpose or activity from any other Ministry or Department of Government of India or State Government or its agencies, for which financial assistance is sought from Spices Board.
- 2) That all the papers documents submitted to Spices Board are true and correct and nothing is concealed or misrepresented.

DEPONENT

All the above information 1 and 2 are true and correct.

DEPONENT

Solemnly affirmed and signed before me on this day.....

(NOTARY)