

Government of Tripura
Department of Industries and Commerce
Agartala-799006, Tripura

Dated, the 7th January, 2019

MEMORANDUM

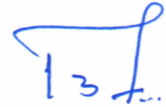
Subject: Revised Operational Guidelines for the industrial enterprises in respect of claiming various incentives under Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017

The Government of Tripura has modified the Tripura Industrial Investment Promotion Incentives Scheme, 2017 w.e.f. 14th June, 2019 and the revised Scheme is now called "Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017" (here-in-after referred to as 'Amended Scheme, 2017'). To operate the modified provisions of the Amended Scheme, 2017, a revision of the existing operational guidelines has been done. Furthermore, in order to ease the process of submission of incentive claims by the enterprises, the existing set of proforma of applications has been simplified and rationalized which shall ensure submission of only the minimum essential information/ documents by the enterprises at the time of preferring each claim. Under the revised guidelines of Amended Scheme, 2017, the claimant-enterprise shall need to furnish relatively less information and reduced number of documents along with each claim. Industrial enterprises shall require to strictly follow the revised operational guidelines in claiming subsidies/ incentives under the Amended Scheme, 2017.

2. The revised general operation guidelines for claiming subsidies/ incentives under Amended Scheme, 2017 and the frequency for submission of claims for various components of the Amended Scheme, 2017 along with the modified set of proforma prescribed for submission of claim applications have been enclosed herewith.

3. The revised operational guidelines is being issued for information and strict compliance by all concerned and shall take effect from the date of giving effect of the Amended Scheme, 2017 i.e., 14th June, 2019. Applications for claims under Amended Scheme, 2017 shall be submitted by the industrial units only in the prescribed proforma.

Encl: As stated.



**(Kiran Gitte, IAS)
Secretary (I&C)**

To

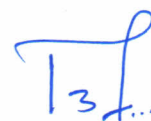
1. All the Chambers of Commerce and Industries in Tripura.
2. The GM, DICs (All Districts).
3. The SIO, NIC, Tripura – for placing the Memorandum (with Enclosures) on the Tripura Government website.

General Operational Guidelines for obtaining Eligibility Certificates of Industrial Units and procedures for claiming of Subsidy/ Incentives under Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017

All industrial enterprises/ entrepreneurs shall follow the following operational procedures in submission of subsidy/ incentive claims under Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017 (here-in-under referred to as 'Amended Scheme, 2017'):

- 1) In terms of Clause 3(i) of the Amended Scheme, 2017, the General Manager, DICs of the Districts concerned shall function as 'Authorised Agent' of the State Government on behalf of the Directorate of Industries & Commerce. Accordingly, all applications for benefits under the Scheme should be submitted to the General Manager, DIC of the District concerned, who will take further necessary steps to process such applications.
- 2) The provisions regarding applicability/ non-applicability of the Scheme and the eligibility conditions for availing incentives under the Scheme are given in Clause 4, 5 & 6 respectively, of the Amended Scheme, 2017. For availing any incentives under the Scheme, the concerned enterprise/ entrepreneur shall have to obtain an Eligibility Certificate, for which application form will have to be submitted, in the prescribed proforma.
- 3) In case of units willing to avail special incentives, which are offered under the Amended Scheme, 2017 for continuing operation by industrial units for 5 years, shall mandatorily require to obtain a fresh Eligibility Certificate from the General Manager, DIC of the District concerned.
- 4) Once an Enterprise/ Entrepreneur obtain Eligibility Certificate, it shall be entitled to submit application for availing incentives under individual components of the Scheme.
- 5) The applications for availing such incentives will have to be submitted in prescribed proforma and in complete form which means that application shall include all information as per prescribed proforma along with all documents, as indicated in the respective application form. DIC shall not entertain incomplete claim application from enterprises. DIC shall provide proper receipt only on submission of complete claim proposal by the enterprises. The GM, DIC concerned may ask for additional documents, as may be considered appropriate.
- 6) An enterprise shall be eligible for incentives under Amended Scheme, 2017 only after it has started commercial production and only as long as it continues to remain in operation [Clause-6].

- 7) The incentive claims are required to be submitted within one year from the period to which the claim relates [Clause-6.5].
- 8) In case of State Transport Subsidy, claim for incentive shall have to be submitted on quarterly basis and within six months from the end of the concerned quarter. Once the Transport Incentive under North East Industrial Development Scheme, 2017 is sanctioned by the Department for Promotion of Industry and Internal Trade, Government of India, the proportionate amount as per the Amended Scheme, 2017 shall be automatically sanctioned as State Transport Subsidy. An enterprise only needs to apply in prescribed proforma for State Transport subsidy. No document is required to be enclosed with the application.
- 9) The incentive/ benefit to be sanctioned under Amended Scheme, 2017 shall be reduced by the amount of benefit already availed by a unit under any other Govt. Scheme [Clause-6.4].
- 10) All incentives payable under the Amended Scheme, 2017 shall be disbursed through the financing banks/ financial institutions. In case of self-financed units, incentives shall be disbursed through a bank account [Clause-6.3].
- 11) Cash Payments shall not be considered for calculation of incentives under Amended Scheme-2017. The payments through Cheques/ Drafts/ Other Banking Mechanism only shall be taken into account.
- 12) In all cases where the incentive is linked to certain payments to be made by the unit to various Government Agencies/ Financial Institutions/ Government Undertakings (reimbursement of power charges, for instance), the incentive shall be sanctioned only after the unit has actually made payment to the concerned Department/ Undertaking. No incentives will be granted to the defaulting units.
- 13) No industrial unit shall be issued Eligibility Certificates for availing benefit under the Scheme if the activity of the unit is covered under the Negative List, as provided in Annexure of the Amended Scheme, 2017.
- 14) The operational guidelines of the Amended Scheme, 2017 shall be applicable for enterprises which existed prior to the date of amendment of the Scheme i.e., 14th June, 2019 and for the unit which has/ shall come into operation on or after the date of amendment of the Scheme as well. This is subject to the provision of applicability of the Amended Scheme, 2017 [Clause-4.1].




(Kiran Gitte, IAS)
Secretary (I&C)

**Frequency for submission of claims for various components of
the Tripura Industrial Investment Promotion Incentive
(Amendment) Scheme, 2017**

Component/ Benefit-wise frequency for submission of subsidy claims under Scheme, 2017 shall be as follows:

Sl. No	Particulars of Subsidy/ Incentive	Frequency
1.	Capital Investment Subsidy	One Time
2.	Industrial Promotion Subsidy	Quarterly
3.	Re-imbusement of Power Charges	Quarterly
4.	Partial Re-imbusement of Working Capital Loan	Annual
5.	Re-imbusement of Standard Certification Charges	One-Time
6.	Employment Cost subsidy	Quarterly
7.	Subsidy on fees paid for Credit Guarantee Trust Fund for Micro and Small Enterprise	Annual
8.	Export Promotion Subsidy	Quarterly
9.	Subsidy for participation in Fares and Exhibitions	One-Time for single participation
10.	State Transport Subsidy	Quarterly
11.	Wages Subsidy	Quarterly


(Kiran Gitte, IAS)
Secretary (I&C)

Prescribed Proforma for submission of Applications under
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017

Proforma No.	Particulars	Page No.
IA	Application Form for obtaining Eligibility Certificate for availing incentive (<u>except Procurement Preference and Exemption from Earnest Money and Security Deposits</u>)	3-4
IB	Application Form for obtaining Eligibility Certificate for availing <u>Procurement Preference</u> benefit.	5-8
IC	Application Form for obtaining Eligibility Certificate in respect of <u>Exemption from Earnest Money and Security Deposits</u> .	9-10
II	Application Form for claiming <u>Capital Investment Subsidy</u>	11-17
III	Application Form for claiming <u>Industrial Promotion Subsidy</u>	18-22
IV	Application Form for claiming <u>Partial Re-imbursment of Power Charges</u>	23-25
V	Application Form for claiming <u>Partial Re-imbursment of Interest on Working Capital Loan</u>	26-33
VI	Application Form for claiming <u>Re-imbursment of Standard Certification Charges/ Fees</u>	33-35
VII	Application Form for claiming <u>Employment Cost Subsidy</u>	36-38
VIII	Application Form for claiming on fees paid for credit guarantee coverage of loan under CGTMSE	39-41
IX	Application Form for claiming Export Promotion Subsidy	42-43
X	Application Form for claiming subsidy for participation in fares and exhibitions	44-46
XI	Application for claiming State Transport Subsidy	47-48

<u>Proforma of Application Forms for claiming of Special Incentives by Industrial Enterprises Which continued operation for 5 years</u>		
I	Application Form for obtaining Eligibility Certificate	50-51
II	Application Form for claiming Capital investment subsidy	52-59
III	Application Form for claiming Industrial Promotion Subsidy	60-54
IV	Application Form for claiming Re-imbusement of Power Charges	65-67
V	Application Form for claiming Employment Cost Subsidy	68-70
VI	Application Form for claiming Wages Subsidy	71-73

Proforma-IA

Application Form for obtaining Eligibility Certificate under
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017

(Except in respect of (i) Procurement Preference and (ii) Exemption from Earnest Money and Security Deposits - for which there are separate Proforma)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	Address: a) Factory b) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured, etc.	
1.5	Category of the Industrial Unit (Micro/ Small/ Medium/ Large)	
1.6	Whether the unit comes under the thrust sector industries (Yes or No). If yes, please indicate the major raw materials being used.	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum/ IEM Part-II and if so, please enclose a copy of the acknowledgement.	
2.2	Date/ Month/ Year of Commencement of Commercial Production of the Unit.	
2.3	Whether the unit has availed or	

	proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum/ IEM Part-II.</p> <p>b) 'No Objection Certificate' regarding Pollution Clearance from the competent authority.</p> <p>c) Licence from Factories and Boilers Organisation (where applicable)</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p>

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Proforma-IB

Application Form for obtaining Eligibility Certificate under Tripura
Industrial Investment Promotion Incentive (Amendment) Scheme,

2017

(In respect of Procurement Preference only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> c) Factory d) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured, etc.	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum/ IEM Part-II. If yes, please mention the number and date. Please also enclose a copy of the acknowledgement.	
2.2	Date/ Month/ Year of Commencement of Commercial Production of the Unit.	
2.3	Year for which the Eligibility Certificate is applied for	
2.4	<u>Analysis of the Cost/ Price Structure of the Unit for calculation of 'Value Addition'</u>	The detailed analysis should be prepared and submitted in the enclosed Proforma in <u>Annex- I(A)/ Annex-I(B)</u> , following the instructions given below: a) In case the unit has <u>more than one product</u> , the analysis is to be given, for each product separately, <i>certified by a Chartered Accountant.</i>

		<p>b) The Analysis should be on the basis of data contained in <u>audited accounts of last completed accounting year available</u>. In case the unit has not completed one year, the data for the completed period (<i>certified by a Chartered Accountant</i>) may be taken as basis. In case the unit is manufacturing the product for the first time, the details of cost structure as per DPR for the Project should be furnished. In that case DPR must be appraised by Banks/ TIDCL/ NEDFi.</p> <p>The <u>audited P&L A/c and Balance Sheet</u> of the Unit available for immediately preceding 3(three) accounting years is to be submitted.</p>
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum/ IEM Part-II.</p> <p>b) ‘No Objection Certificate’ regarding Pollution Clearance from the competent authority.</p> <p>c) Licence from Factories and Boilers Organisation (where applicable).</p> <p>d) Detailed Analysis of Cost/ Pricing Structure as per <u>Annex-I</u> certified by a Chartered Accountant.</p> <p>e) The audited P&L A/c and Balance Sheet of the unit available for immediately preceding 3 financial years/ Appraised DPR in case of units manufacturing the item first time.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Annex-I(A)

Detailed Analysis of the Cost/ Pricing Structure of the Unit based on the Audited Final Accounts for the Year..... (for Manufacturing Enterprises)

1. **Name of the Product:**

S. No.	Particulars	Amount (Rs. in Lacs)
A.	<u>Total Value of Goods produced:</u> Total Ex-factory Sales Value (i.e., excluding taxes paid within the state). Add: Closing Stock of Finished Goods/ Work-in-progress Less: Opening Stock of Finished Goods/ Work-in-progress	
	Total Value of Goods produced (A)	
B.	<u>Landed Cost of Raw material</u> (including Consumables, Packing materials etc), procured and actually <i>consumed</i> during the year Total Purchase Value during the Year (including transport cost, insurance, taxes and other expenses paid) Add: Opening Stock of Raw Materials Less: Closing Stock of Raw Materials	
	Total Cost of Raw material consumed (B)	
C.	<u>Value Addition</u> (within the State) (A-B)	
D.	Value Addition (within the State) (as % of total landed cost of Raw Material procured and consumed during the year) (C/B)%

Signature of the Chartered Accountant with seal

Annex-I(B)

Detailed Analysis of the Cost/ Pricing Structure of the Unit based on the Audited Final Accounts for the Year..... (for Service Enterprises)

1. **Name of the Service:**

S. No.	Particulars	Amount (Rs. in Lacs)
A.	<u>Total Value of Revenue:</u> <u>Total Realisation of Service Charges</u> (excluding taxes paid within the State).	
	Total Value of Goods produced (A)	
B.	<u>Landed Cost of Consumables</u> procured and actually <i>consumed</i> during the year <u>Total Purchase Value during the Year</u> (including transport cost, insurance, taxes and other expenses paid) Add: Opening Stock of consumables Less: Closing Stock of consumables	
	Total Cost of consumables consumed (B)	
C.	<u>Value Addition</u> (within the State) (A-B)	
D.	Value Addition (within the State) (as % of total landed cost of consumables consumed during the year) (C/B)%

Signature of the Chartered Accountant with seal

Proforma-IC

Application Form for obtaining Eligibility Certificate under
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017
(In respect of Exemption from Payment of Earnest Money & Security Deposits)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> a) Factory b) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum/ IEM Part-II. If yes, please mention the number and date. Please also enclose a copy of the acknowledgement.	
2.2	Date/ Month/ Year of Commencement of Commercial Production of the Unit.	
2.3	Year for which the Eligibility Certificate is applied for	
3.	<u>List of Documents/ Certificates required to be submitted:</u> a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum/ IEM	Enclosed/ Not Enclosed.

	<p>Part-II.</p> <p>b) "No Objection Certificate" regarding Pollution Clearance from the competent authority.</p> <p>c) License from Factories and Boilers Organisation (where applicable)</p>	<p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p>
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Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Proforma-II

**Application Form for claiming Capital Investment Subsidy under the
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017**

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under Thrust Sector Industries? If yes, please indicate the major raw material used.	
1.6	In case of Thrust Sector Industries, whether the unit is a tea processing factory built up under co-operative approach by Small Tea Growers. Yes or No.	
1.7	Date/Month/Year of starting commercial production	
1.8	Whether the unit has obtained Eligibility Certificate, required under Tripura Industrial Investment Promotion Incentive Scheme, 2017, from the DIC concerned? If yes, No. and date of Eligibility Certificate may be given.	
1.9	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution and type of loan (Term Loan, WC etc) may be indicated.	

2.	<u>Details for computation of claim for Capital Investment Subsidy:</u>	
2.1	<p><u>Calculation of Rate of Subsidy:</u></p> <p>a) In case of Sole proprietorship units, whether the unit is belonging to SC, ST or Women? Similarly, in case of Partnership Firm, whether all partners belong to SC, ST or Women category? [In case of SC/ ST, please enclose a copy of SC/ST Certificate of sole proprietor/ all partners of the firm].</p> <p>Taking into consideration the details mentioned against (a) above, please mention the Rate of Subsidy claimed i.e., 30% or 32.5% / 40% or 42.5% / 50 or 52.5%</p>	Yes/ No
2.2	<p><u>Subsidy under Other Schemes:</u></p> <p>Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under <u>any other Scheme of Central/ State Government/ Undertakings</u>. If yes, name of the Scheme and the amount of such subsidy may please be indicated.</p>	
2.3	<p><u>Details regarding Fixed Capital Investment:</u></p> <p>Please mention details regarding investment on Land, Buildings and Plant & Machinery in <u>Annex-II</u>, taking into account the points mentioned in “Notes” below the Proforma of Annex-II. Also, please indicate <u>summary of investment</u> as under:</p> <p>a) Land b) Building c) Plant & Machinery</p> <p>Total</p>	

2.4	<p><u>Calculation of Amount of subsidy:</u></p> <p>a) Total Fixed Capital Investment eligible for subsidy.</p> <p>b) Rate of Subsidy applicable to the unit.</p> <p>c) Gross amount of subsidy (subject to ceiling of Rs. 60 lakhs/ 70 lakhs/ 100 lakhs in each case)</p> <p>d) Please mention the amount of subsidy received/ claimed under any other Govt. scheme</p> <p>e) Net amount of subsidy payable to the unit under TIIPIS-2017 (c-d)</p>	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copy of Eligibility Certificate</p> <p>b) Details of Fixed Capital Investment in Proforma in <u>Annex-I</u>.</p> <p>c) Certificate from Chartered Accountant in the Proforma in <u>Annex-II</u>.</p> <p>d) Registered Land Sale Deed/ Lease Deed (in case of claiming subsidy on land)</p> <p>e) Certified copies of Bills/ Invoice, Money Receipts, Proof of Payment/ Expenditure, in respect of each item of expenditure (Land/ civil works/ machineries).</p> <p>f) In case of claim for civil works, copies of approved plan and estimates for executing work.</p> <p>g) Valid NOC from Pollution Control Board.</p> <p>h) Copy of SC/ST Certificate (If applicable).</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable</p>

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the applicant

3. Plant and Machinery:

(Amount in Rs.)

Item of Machinery (with specifications)	Name and address of Supplier	Bill/ Invoice No. and Date	Bill/ Invoice Amount (Rs)	Money Receipt Date and Amount	Bill/ Invoice No. and Date for transportation
1	2	3	4	5	6
Total					

Transportation cost as per bill/ Invoice	Money Receipt Date and Amount	Total Cost (Col. 4 +7)	Total Amount of Money Receipt Issued (Col. 5+8)	Remarks
7	8	9	10	11

Note: In case space is inadequate, please enclose additional sheets.

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Notes:

- a) In case of **Land**, actual price or premium paid for the Freehold or Lease-hold Land should be mentioned.
- b) In case of **Buildings**, please mention only the expenditure on Factory Sheds, Office Buildings, etc. necessary for operation of the unit. Residential Quarters are to be excluded.
- c) In case of **Plant & Machinery**, please note that:
 - Cost of captive power generation unit, cost of drawl of power lines and installation of transformer, may also be included, if re-imburement for these items have not been received from any other Government source.
 - Cost of productive equipments like dies, moulds, jigs etc. may also be included.
 - Cost of second hand machinery is to be excluded.

Certificate from the Chartered Accountant

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of The details of expenditure incurred by the unit and the sources of financing, as per our assessment, are as under:

(Rs.in lacs)

Expenditure incurred:

a) Land	:
b) Building	:
c) Plant & Machinery	:
d) Electrical Installations	:
e) Misc. Fixed Assets	:
f) Prelim. & Pre-operative Expenses	:
g) Margin Money for Working Capital	:
Total	:

Sources of Financing:

a) Term Loan	:
b) Promoter's Contribution	:
c) Other sources	:
Total	:

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

Chartered Accountants
Signature with seal

Proforma-III

Application Form for claiming Industrial Promotion Subsidy under
the Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the industry comes under thrust sector category (Yes or No). If yes, please indicate the major raw material used.	
1.6	Date/Month/Year of starting commercial production	
1.7	Whether the unit has obtained Eligibility Certificate, required under the Scheme, from the DIC concerned? If yes, please indicate No. & Date of the Certificate.	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.9	Whether the unit has obtained necessary GST Registration? If so please mention the Registration No. Please enclose a copy of the Certificate/ proof of Registration (with first claim only).	

1.10	Exact amount of eligible investments made in plant and machinery as on the date of commencing commercial production. Eligible investment shall be as per explanation given in clause 3 (vi) (c) of the Scheme. A certificate from registered Chartered Accountant as per proforma shall have to be submitted (with the first claim only)	
2.	<u>Particulars of GST on Sale of Finished Goods, deposited by the Unit:</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Amount of State Goods and Services Taxes (SGST) deposited [Also, please enclose <u>Certificate</u> from the concerned Tax Authority in the State regarding payment of Tax (SGST) in the enclosed <u>Annex-II.</u>]	
2.3	<u>Cumulative Amount of Claim/ Sanction</u> of Industrial Promotion Subsidy during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
2.4	Whether part or full reimbursement of the power charges has been obtained or is proposed to be obtained from any other source? If so, please give details	
2.4	Taking into consideration the information in column 2.3 and 2.4 above and the annual ceiling (Rs. 60 lakhs or 100 lakhs), and the aggregate ceiling (equal to the amount of investment made in plant & machinery) the total amount for which	

	the Re-imburement is claimed now.	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) GST Registration Certificate (To be submitted with the first claim only)</p> <p>b) Chartered Accountant certificate indicating investment in plant & machinery at the time of commissioning the project in proforma given Annex-I (To be submitted with the first claim only)</p> <p>c) Certified copies of the Tax Return in the form of GSTR-3B, Electronic GST payment receipt and Electronic Cash Ledger for concerned period of claim</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from the Chartered Accountant
(To be submitted with the first claim only)

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of **The details of expenditure incurred by the unit on plant and machinery as on the date of its commencement of commercial production as per our assessment, are as under:**

(Rs.in lacs)

Expenditure incurred:

- a) Plant & Machinery :
- b) Electrical Installations :
- c) Other productive equipments (jigs, dies, moulds etc) :

(Cost of second-hand plant & machinery shall be excluded)

Total :

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

Chartered Accountants
Signature with seal

Certificate from State Tax Authorities

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a registered Goods and Services Tax dealer. The brief particulars of SGST payment on selling of goods manufactured/ service provided by the unit:

(Rs. in lacs)

1.	No. and Date of GST Registration	
2.	Year/ Period to which the GST Payment relates	
3.	<u>Amount of Taxes deposited on selling of goods manufactured/ service provided:</u> State Goods and Services Tax (Net of Input Tax)	
4.	Whether the unit is defaulting in respect of payment of any dues in respect of GST payment to Tax Authorities? If so, please give details.	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorised Official of State Tax Authorities

Proforma-IV

Application Form for claiming Partial re-imbursement of Power Charges under the Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the industry comes under thrust sector category (Yes or No). If yes, please indicate the major raw material being used.	
1.6	Date/ Month/ Year of starting commercial production	
1.7	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme, from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.9	<u>Details of Power sanctioned:</u> a) Date of Sanction b) Sanctioned load c) Consumer ID No.	

2.	<u>Particulars of the Claim for Re- imbursement of Power Charges</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power Charges Paid during the Year/ Period.	
2.3	Whether the unit is defaulting in payment of any dues in respect of power charges to concerned Authorities? If so, please give details.	
2.4	Amount of Subsidy/ Re-imburement @ 25% of total power charges paid during the Period, as indicated in Para-2.2 above	
2.5	<u>Cumulative Amount of Claim/ Sanction</u> during current 12-month period (with reference to date of commercial production): c) Total amount claimed (including present claim) d) Total amount Sanctioned (excluding the present claim)	
2.6	Whether part or full reimbursement of the power charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.7	Claim for Re-imburement of Power Charges , considering the position in Para-2.4, 2.5 and 2.6 above and the overall ceiling of Rs.12 lakhs/ 20 lakhs per annum	
3.	<u>List of Documents/ Certificates required to be submitted:</u> a) Copy of Power Sanction Letter from TSECL (To be submitted with the first claim only).	Enclosed/ Not Enclosed.

	b) Copy of Electricity Bills and Payment Receipts.	Enclosed/ Not Enclosed.
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Certified that the above information are correct to the best of my knowledge and belief.

Signature of the Applicant

Proforma-V (A)

Application Form for claiming Partial Reimbursement of Interest on Working Capital Loans under the Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme, from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
2.	<u>Particulars of the Working Capital availed by the Unit</u>	
2.1	Name of the Bank(s)/ Financial Institution(s), from which Working Capital Loan has been availed.	
2.2	Amount of Working Capital Loan Sanctioned (Sanction Limit).	
2.3	Date of sanction of the Working Capital Loan	
2.4	Average amount of Working Capital Loan availed during the year.	
2.5	Rate of Interest charged on Working Capital Loan	

2.6	Whether interest dues upto the date of application have been fully paid (Yes or No).	
3.	<u>Particulars of the Claim for Reimbursement</u>	
3.1	Period for which Re-imbursement Claimed	
3.2	Total Interest Paid for the period and the rate of interest at which paid	
3.3	Whether part or full reimbursement of the interest has been obtained or is proposed to be obtained from any other source? If so, please give details.	
4.	Calculation of Interest Subsidy:	
4.1	4% of the actual amount of loan availed during the reference period ($\frac{\text{Amount of interest paid} \times 4\%}{\text{Rate of interest}}$)	
4.2	Annual turnover of the unit during the reference period (as per balance sheet).	
4.3	4% of the 25% value of turnover	
4.4	Eligible amount of subsidy (Eligible amount shall be lower value between Col. 4.1 and 4.3)	
4.5	Whether part or full reimbursement of the interest paid has been obtained or is proposed to be obtained from any other source? If so, please give details	
4.6	Net amount claimed (Col. 4.4 minus Col. 4.5)	
5.	<u>List of Documents/ Certificates required to be submitted:</u>	
	a) Copy of Sanction Letter for Loan (To be submitted with first claim only)	Enclosed/ Not Enclosed.
	b) Certificate from the Bank/ Financial Institution regarding payment of Interest, in <u>Annex-I</u> .	Enclosed/ Not Enclosed.
	c) Copy of Audited Balance Sheet for	Enclosed/ Not Enclosed.

	the Accounting Year related to the claim.	
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I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned Working Capital Loan by our Bank/ Financial Institution for setting up of an unit for manufacture of Brief particulars of the Unit and their Loan Account are as under:

(Rs. in lacs)

1.	Date/ Month/Year of starting commercial production	
2.	Total Project Cost	
3.	<u>Details of Sanction of Working Capital Loan:</u> a) Date of Sanction b) Amount Sanctioned	
4.	Amount of Working Capital loan disbursed	
5.	Rate of Interest charged on Working Capital Loan	
6.	Year/ Period for which interest paid by the unit	
7.	Amount of Interest paid	
8.	Whether Interest Dues have been fully paid by Unit	Yes/ No
9.	Amount of Claim of the unit for Re-imbursment @4% interest rate	

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorized Official of Bank/ Financial Institution

Proforma-V (B)

Application Form for claiming Partial Reimbursement of Interest on
Term Loan under the Tripura Industrial Investment Promotion
Incentive (Amendment) Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit belongs to thrust sector category (Yes or No). If yes, please indicate the major raw material used.	
1.6	Date/ Month/Year of starting commercial production	
1.7	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme, from the DIC concerned (Yes or No If yes, please indicate No. & Date of the Certificate.	
2.	<u>Particulars of the Term Loan availed by the Unit</u>	
2.1	Name of the Bank(s)/ Financial Institution(s), from which Term Loan has been availed.	
2.2	Amount of Term Loan Sanctioned	
2.3	Date of sanction of the Term Loan	
2.4	Amount of Term Loan disbursed	

2.5	Rate of Interest charged on Term Loan	
2.6	Whether Interest Dues upto the date of application have been fully paid (Yes or No).	
3.	<u>Particulars of the Claim for Re-imbursment</u>	
3.1	Period for which Re-imbursment Claimed	
3.2	Total Interest Paid for the period and the rate of interest at which paid	
3.3	Whether part or full reimbursement of the interest has been obtained or is proposed to be obtained from any other Scheme of Government? If so, please indicate the name of Scheme and the amount.	
4.	Amount Recommended for Re-imbursment of Interest Subsidy	
4.1	4% of the actual amount of loan availed during the reference period considering the overall ceiling of Rs. 3.00 lakhs per annum. ($\frac{\text{Amount of interest paid} \times 4\%}{\text{Rate of interest}}$)	
4.2	5% of the actual amount of loan availed during the reference period considering the overall ceiling of Rs. 10.00 lakhs per annum (For thrust sector industries only). ($\frac{\text{Amount of interest paid} \times 5\%}{\text{Rate of interest}}$)	
4.3	Net amount of Interest Subsidy claimed (Col. 4.1 or 4.2 minus Col. 3.3)	
5.	<u>List of Documents/ Certificates required to be submitted:</u> a) Copy of Sanction Letter for Loan (To be submitted with first claim only)	Enclosed/ Not Enclosed.

	b) Certificate from the Bank/ Financial Institution regarding payment of Interest, in <u>Annex-I</u>	Enclosed/ Not Enclosed.
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I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned Term Loan by our Bank/ Financial Institution for setting up of an unit for manufacture of Brief particulars of the Unit and their Loan Account are as under:

(Rs. in lacs)

1.	Date/ Month/Year of starting commercial production	
2.	Total Project Cost	
3.	<u>Details of Sanction of Term Loan:</u> c) Date of Sanction d) Amount Sanctioned	
4.	Amount of term loan disbursed	
5.	Rate of Interest charged on Term Loan	
6.	Year/ Period for which interest paid by the unit	
7.	Amount of Interest paid	
8.	Whether Interest Dues have been fully paid by Unit	Yes/ No
9.	Amount of Claim of the unit for Re-imbursment @ 4 % or @ 5 % interest rate	

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorized Official of Bank/ Financial Institution

Proforma-VI

Application Form for claiming Reimbursement of Standard Certification Charges/ Fees under the Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme, from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
2.	<u>Particulars of the Claim for Reimbursement</u>	
2.1	Name of the Product(s)/ process, for which Standard Certification obtained	
2.2	Name of the Institution(s), from which the Certification has been obtained	
2.3	No. and Date of the Standard Certificate obtained. Please also	

	enclose a copy of the Certificate.	
2.4	Details of fees/ charges paid/ other expenses incurred for obtaining the Certification. Please also enclose a copy of the documentary evidence for the payment, like Receipts, etc.	
2.5	Whether part or full reimbursement for the payment of certification charges has been obtained or is proposed to be obtained from any other Scheme of Government? If so, please indicate the name of Scheme and the amount.	
2.6	Amount claimed for reimbursement (Col. 2.4 minus Col. 2.5).	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copy of Certificate of Standard Certification.</p> <p>b) Documentary Evidence like Bills/ Invoice, Payment Receipt etc. in respect of expenses incurred on Fees/ Charges/ other Expenses for obtaining Standard Certification.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Applicant

Application Form for claiming Employment Cost Subsidy under the
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017 (Thrust Sector Industries only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Please mention whether the industry comes under thrust sector category (Yes or No)	
1.6	Whether the unit comes under the Thrust Sector, as defined under the Scheme? If so, please provide the name of major raw material being used.	
1.7	Date/Month/Year of starting commercial production	
1.8	Whether the unit has obtained Eligibility Certificate, required under the Scheme, from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
1.9	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.10	Whether the unit has made/ obtained	

	necessary enrollment/ registration with the Regional Provident Fund Commission? If yes, please. Provide enrollment/ registration No. & date.										
2.	<u>Particulars of ESI and EPF contribution deposited by the Unit:</u>										
2.1	Year/ Period to which the Claim relates (Year/ Period refers to 12-month/ 6 month periods with reference to date of commercial production)										
2.2	Details of workers employed month-wise relevant to the claim period:	<table border="1"> <thead> <tr> <th>Month</th> <th>Semi Skilled (No.)</th> <th>Skilled (No.)</th> </tr> </thead> <tbody> <tr> <td colspan="3">If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Semi Skilled (No.)	Skilled (No.)	If required, separate sheet may be attached)					
Month	Semi Skilled (No.)	Skilled (No.)									
If required, separate sheet may be attached)											
2.3	<u>Amount of ESI and EPF Contribution paid:</u> a) ESI b) EPF (Employer's Contribution) Total	<table border="1"> <tbody> <tr> <td>a) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td>b) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td colspan="3">(If required, a separate sheet may be attached)</td> </tr> </tbody> </table>	a) Month	Worker (No.)	Amt. paid	b) Month	Worker (No.)	Amt. paid	(If required, a separate sheet may be attached)		
a) Month	Worker (No.)	Amt. paid									
b) Month	Worker (No.)	Amt. paid									
(If required, a separate sheet may be attached)											
2.4	Details of the Employment Cost eligible for reimbursement: a) ESI b) EPF Total										
2.5	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF payment to concerned Authorities? If so, please give details.										
2.6	Whether part or full reimbursement of ESI and EPF payment has been obtained or is proposed to be obtained from any other Scheme of Government? If so, please indicate the name of Scheme and the amount. .										

2.7	Amount claimed for reimbursement (Col. 2.4 minus Col. 2.6).	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Enrollment/ Registration Certificate from RPFC (To be submitted with first claim only)</p> <p>b) Certified copies of Electronic Challan-Cum-Return (ECR), Members details with reference to ECR and Credit Confirmation Report.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Proforma-VIII

Application Form for claiming Reimbursement of fees paid for taking credit guarantee coverage of loan under CGTMSE under Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme, from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
2.	<u>Particulars of the Claim for Reimbursement of fees paid to take guarantee cover of loan under CGTMSE</u>	
2.1	Name of the Financing Bank and Branch/ NBFC	
2.2	Amount of loan sanctioned	
2.3	Amount of loan disbursed	
2.4	Period of claim (yearly)	
2.5	Amount of one-time guarantee fees paid and the rate of payment	

2.6	Amount of service fees paid and the rate of payment	
2.7	Amount eligible for reimbursement under the Scheme. Please enclose a certificate from Bank/ NBFC in Annex-I	a) Guarantee fee: b) Service fee: Total:
2.8	Whether part or full reimbursement of guarantee fees and service fees payment has been obtained or is proposed to be obtained from any other Scheme of the Government? If so, please indicate the name of the Scheme and the amount.	c)
2.9	Amount claimed for reimbursement (Col. 2.7 minus Col. 2.8).	d)
3.	<u>List of Documents/ Certificates required to be submitted:</u> a) Copy of loan sanction letter (To be submitted with first claim only) b) Certificate from Bank/ NBFC in Annex-I	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from Bank/ Financial Institution

Certified that M/s has been sanctioned Term Loan by our Bank/ Financial Institution for setting up of a unit for manufacture of Credit guarantee coverage under CGTMSE has been availed on outstanding amount of loan. Brief particulars of the Unit, their Loan Account and the credit guarantee coverage availed are as under:

1.	Date/ Month/Year of starting commercial production	
2.	Total Project Cost	
3.	<u>Details of Sanction of Term Loan:</u> e) Date of Sanction f) Amount Sanctioned	
4.	Amount of Term loan disbursed	
5.	One time guarantee fees paid to CGTMSE and the rate of payment	
6.	Year/ Period for which monthly service fees paid for coverage under CGTMSE	
7.	Amount of service fees paid to CGTMSE and the rate of payment	
9.	Amount of total claim (Guarantee fees and Service fees)	

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorized Official of Bank/ Financial Institution

Proforma-IX

Application Form for claiming Export Promotion Subsidy under the
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017 (Thrust Sector Industries only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under the Thrust Sector, as defined under the Scheme ? If so, please provide the name of major raw material being used.	
1.6	Date/ Month/Year of starting commercial production	
1.7	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
2.	<u>Particulars of exports to Bangladesh</u>	
2.1	Details of export License (No. & Date). Please enclose a copy of the License (with the first claim only).	
2.2	Name of the items/ goods exported	

2.3	Name of the Land Custom Station through which goods exported.									
3.	<u>Particulars of the Claim for Re-imbursment</u>									
3.1	Period for which export promotion subsidy claimed									
3.2	Value of goods exported. Please enclose copies of commercial invoice and bills of lading.	<table border="1"> <thead> <tr> <th>Item</th> <th>Amount(Rs.)</th> </tr> </thead> <tbody> <tr> <td>1)</td> <td></td> </tr> <tr> <td>2)</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>	Item	Amount(Rs.)	1)		2)		Total	
Item	Amount(Rs.)									
1)										
2)										
Total										
3.3	10% of the value of goods exported (mentioned in Col. 3.2)									
3.4	Whether subsidy has been obtained or is proposed to be obtained from any other Scheme of the Government in regards to export of goods during the reference period? If so, please indicate the name of the Scheme and amount.									
3.5	Eligible amount of export subsidy considering the annual upper ceiling of Rs. 20 lakhs per enterprise (Col. 3.3 minus Col. 3.4).									
4.	<u>List of Documents/ Certificates required to be submitted:</u>									
	a) Copy of Export license (To be submitted with the first claim only)	Enclosed/ Not Enclosed.								
	b) Copies of Commercial Invoice and Bills of Lading	Enclosed/ Not Enclosed.								

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

Proforma-X

Application Form for claiming Subsidy for participation in Fares and Exhibitions under the Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017 (Thrust Sector Industries only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under the Thrust Sector, as defined under the Scheme? If so, please provide the name of major raw material being used.	
1.6	Date/ Month/Year of starting commercial production	
1.7	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
2.	<u>Particulars of Fares and Exhibitions attended</u>	
2.1	Name of the Fares/ Exhibition attended	
2.2	Indicate the location of the Fare/ Exhibition and the duration. Please enclose copy of proofs in regards to participating in Fares/ Exhibitions (Invitation letter for participation in Fares/ Exhibition and stall/ space allotment documents)	

3.	<u>Particulars of the Claim for Re-imbursment</u>	
3.1	Period for which Re-imbursment Claimed	
3.2	Travelling expenses paid for one person in connection with attending Fares/ Exhibition by rail. In case the railway connectivity is not available then indicate the bus fare. Please enclose copies tickets for incurring travelling expenses.	
3.3	Freight charges paid for transporting goods (railway fares). In case railway connectivity not available then freight charges paid for carrying by lorry. Please enclose the bills/ invoice and money receipts for incurring freight charges.	
3.4	Total amount incurred for participation in Fares/ Exhibition.	
4.	Calculation of Subsidy:	
4.1	50% of the actual amount of expenditure (Col. 3.4)	
4.2	Whether subsidy had been claimed earlier for participation in any fares/ exhibition during the reference year of the present claim. If yes, please mention the No. of fares attended and the amount of claim.	
4.3	Eligible amount of subsidy considering the upper ceiling of Rs. 50000/- per fare limiting to 2 Fares/ exhibition in a year.	
4.4	Whether subsidy for participating in the same fare/exhibition has already been taken through any other Schemes of the Government. If so, please indicate the name of the Scheme and the amount.	

4.5	Amount of subsidy finally considered eligible (Col. 4.3 minus Col. 4.4)	
5.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>a) Copies of Invitation letter for participation in Fares/ Exhibition and stall/ space allotment documents</p> <p>b) Copies of journey tickets.</p> <p>c) Copies of Bills/ invoice and money receipts for incurring freight charges for carrying of goods</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

Proforma-XI

Application Form for claiming Subsidy on transportation cost spent
for moving finished goods outside the State under the Tripura
Industrial Investment Promotion Incentive (Amendment) Scheme,
2017 (Thrust Sector Industries only)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Whether the unit comes under the Thrust Sector, as defined under the Scheme? If so, please provide the name of major raw material being used.	
1.6	Date/ Month/Year of starting commercial production	
1.7	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme from the DIC concerned (Yes or No). If yes, please indicate No. & Date of the Certificate.	
2.	<u>Particulars for Transportation of Finished Goods</u>	
2.1	Period of transportation (Please mention the quarterly period)	
2.2	Name of the finished goods transported	
2.3	Please indicate the place of origin and destination for movement of finished	

	goods.	
2.4	Whether claim for subsidy for transporting finished goods under NEIDS, 2017 has been submitted (Yes or No) .	
3.	<u>Particulars of the Claim for Re-imbursment</u>	
3.1	Period for which subsidy claimed. Please mention the quarterly period.	
3.2	Whether the claim has been submitted within a period of 6 months from the end of the concerned quarter.	
3.3	Total amount of freight charges paid for movement of finished goods .	
3.4	Amount of freight charges claimed for re-imbursment under NEIDS, 2017	
4	Calculation of Subsidy:	
4.1	10% of the actual amount of freight charges paid for movement of finished goods (in reference to the figure indicated in Col. 3.3)	
4.2	Whether subsidy had been claimed earlier on the amount indicated in Col. 4.1 above under any Central or State Government Scheme? If yes, please indicate the name of the Scheme and the amount.	
4.3	Eligible amount of transport subsidy (Col. 4.1 minus Col. 4.2)	

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

Signature of the Applicant

PROFORMAE OF APPLICATIONS FOR
CLAIMING SPECIAL INCENTIVES BY
INDUSTRIAL ENTERPRISES CONTINUE
TO OPERATE FOR FIVE YEARS

Proforma-I

Application Form for obtaining Eligibility Certificate under
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017 for units continue to operate for 5 years

(Except in respect of (i) Procurement Preference and (ii) Exemption from Earnest Money and Security Deposits - for which there are separate Proforma)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name of the Unit	
1.2	<u>Address:</u> e) Factory f) Office	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured, etc.	
2.	<u>Eligibility Particulars of the Unit</u>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum/ IEM Part-II and if so, please enclose a copy of the acknowledgement.	
2.2	Date/ Month/ Year of initial starting of Commercial Production of the Unit.	
2.3	Whether the unit has been under continuous operation since the date of initial commencement of commercial production? If yes, the exact duration of continuing operation (in years, months and days).	
2.4	Whether the unit has undergone for substantial expansion by adding fixed	

	capital investment not less than 25% of the original investment for capacity expansion / modernization / diversification. If yes, please indicate the date of starting commercial production after expansion.	
2.5	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>d) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum/ IEM Part-II</p> <p>e) ‘No Objection Certificate’ regarding Pollution Clearance from the competent authority.</p> <p>f) Licence from Factories and Boilers Organisation (where applicable)</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable.</p>

Certified that the above information is true to the best of my knowledge and belief.

Signature of the Applicant

Proforma-II

Application Form for claiming Capital Investment Subsidy under the
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017

(Only for units which continue to operate for 5 years and gone in for substantial expansion)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of initial starting of commercial production	
1.6	Date/ Month/ Year of starting commercial production after expansion.	
1.7	Whether the unit comes under the Thrust Sector industry, as defined under the Scheme? If so, please provide the name of major raw material being used.	
1.8	Whether the unit has obtained Eligibility Certificate, required for availing special incentives under the Scheme from the DIC concerned?	
1.9	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution and type of loan (term loan, WC etc) may be indicated.	

1.10	Whether the unit has made additional fixed capital investment not less than 25% of the original investment for capacity expansion/ modernization/ diversification. If yes, please give details of investment in Annex-I	
1.11	Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under <u>any other Scheme of Central/ State Government/ Undertakings</u> . If yes, name of the Scheme and the amount of such subsidy may please be indicated.	
2.	<p><u>Calculation of Amount of subsidy:</u></p> <p>a) Total Fixed Capital Investment eligible for subsidy.</p> <p>b) Rate of Subsidy applicable to the unit.</p> <p>c) Gross amount of subsidy (subject to ceiling of Rs. 25 lakhs/ 30lakhs)</p> <p>d) Please mention the amount of subsidy received/ claimed under any other Govt. scheme</p> <p>e) Net amount of subsidy payable to the unit under TIIPIS-2017 (c-d)</p>	
3.	<p><u>List of Documents/ Certificates required to be submitted</u></p> <p>a) Particulars of fixed capital investment prior and after expansion in Annex-I</p> <p>b) Details of Fixed Capital Investment in Proforma in <u>Annex-II</u>.</p> <p>c) Certificate from Chartered Accountant in the Proforma in <u>Annex-III</u>.</p> <p>d) Certified copies of Bills/ Invoice, Money Receipts, Proof of Payment/ Expenditure, in respect of each item of expenditure.</p> <p>e) In case of claim for civil works, copies of approved plan and</p>	<p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Applicable</p>

	estimates for executing work.	
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the applicant

Annex-I

Particulars of fixed capital investment made before and after expansion

				<u>Amt. in Rs.</u>
Sl.No	Particulars	Prior expansion	After expansion	Total after expansion
1	Land			
2	Site Development			
3	Building			
4	Plant & Machinery/ Equipment			
5	Electrical Installation			
6	Preliminary & preoperative expenses			
7	Miscellaneous fixed assets			
	Total			

Signature of the applicant

Details of Fixed Capital Investment**1. Land:**

c) Date of purchase of land or taking the :
land on lease.

d) Actual price or premium paid for the :
land.

:

2. Buildings:

Description of Building (along with nature/ specification of the construction)	Area	Date of completion	Expenditure incurred (Rs. lacs)
1	2	3	4
Total			

(In case space is inadequate, please enclose additional sheets)

2.1 In case of claiming subsidy on expenditures made in constructing boundary wall, whether residences are located within the area fenced by the boundary wall? (Yes or No). :

3. Plant and Machinery:

(Amount in Rs.)

Item of Machinery (with specifications)	Name and address of Supplier	Bill/ Invoice No. and Date	Bill/ Invoice Amount (Rs)	Money Receipt Date and Amount	Bill/ Invoice No. and Date for transportation
1	2	3	4	5	6
Total					

Transportation cost as per bill/ Invoice	Money Receipt Date and Amount	Total Cost (Col. 4 +7)	Total Amount of Money Receipt Issued (Col. 5+8)	Remarks
7	8	9	10	11

Note: In case space is inadequate, please enclose additional sheets.

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Notes:

- d) In case of **Land**, actual price or premium paid for the Freehold or Lease-hold Land should be mentioned.
- e) In case of **Buildings**, please mention only the expenditure on Factory Sheds, Office Buildings, etc. necessary for operation of the unit. Residential Quarters are to be excluded.
- f) In case of **Plant & Machinery**, please note that:
 - Cost of captive power generation unit, cost of drawl of power lines and installation of transformer, may also be included, if re-imburement for these items have not been received from any other Government source.
 - Cost of productive equipments like dies, moulds, jigs etc. may also be included.
 - Cost of second hand machinery is to be excluded.

Certificate from the Chartered Accountant

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of The details of expenditure incurred by the unit and the sources of financing, as per our assessment, are as under:

(Rs.in lacs)

<u>Expenditure incurred:</u>	Prior to expansion	After expansion	Total
h) Land	:		
i) Building	:		
j) Plant & Machinery	:		
k) Electrical Installations	:		
l) Misc. Fixed Assets	:		
m) Prel. & Pre-operative Expenses	:		
n) Margin Money for Working Capital	:		
Total	:		

Sources of Financing:

d) Term Loan	:
e) Promoter's Contribution	:
f) Other sources	:
Total	:

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

Chartered Accountants
Signature with seal

Proforma-III

Application Form for claiming Industrial Promotion Subsidy under
the Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017

(only for the units continued to operate for 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Whether the unit has obtained Eligibility Certificate, required under the Scheme from the DIC concerned? If yes, please indicate No. & Date of the Certificate.	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has obtained necessary GST registration? If so please mention the Registration No. and also enclose a copy of the Certificate (with first claim only).	
1.9	Exact amount of eligible investments made in plant and machinery. Eligible investment shall be as per explanation given in clause 3 (vi) (c) of the Scheme. A certificate from registered	

	Chartered Accountant as per proforma Annex-I shall have to be submitted (Certificate from Chartered Accountant is needed to be submitted with the first claim only)	
2.	<u>Particulars of Goods and Services Tax on Sale of Finished Goods, deposited by the Unit:</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Amount of State Goods and Services Tax (SGST) deposited [Please enclose certified copies of the Tax Return in the form of GSTR-3B, Electronic GST payment receipt and Electronic Cash Ledger for concerned period of claim].	
2.3	Cumulative amount of reimbursement of SGST sanctioned prior to the present claim (Amount shall include all reimbursements of SGST sanctioned and paid to the unit as subsidy since its commencement date of commercial production).	
2.4	Considering the Col. 2.2 above, the amount of subsidy @ 25% of the tax paid	
2.5	Considering the aggregate upper ceiling of reimbursement which is equal to the actual amount of investment made in plant and machinery, the total amount for which the Re-imburement is claimed now.	
3.	<u>List of Documents/ Certificates required to be submitted:</u>	
	a) GST Registration Certificate (To be submitted with the first claim only)	Enclosed/ Not Enclosed.

	<p>b) Chartered Accountant certificate indicating investment in plant & machinery at the time of commissioning the project in proforma given Annex-I (To be submitted with the first claim only)</p> <p>c) Certified copies of the Tax Return in the form of GSTR-3B, Electronic GST payment receipt and Electronic Cash Ledger for concerned period of claim</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Certificate from the Chartered Accountant
(To be submitted with the first claim only)

We, M/s the Chartered Accountant, hereby certify that M/s (Name of the Unit) have set up an Industrial Unit at (Address of the Unit), for manufacture of **The details of expenditure incurred by the unit on plant and machinery upto the date of its commencement of commercial production as per our assessment, are as under:**

(Rs.in lacs)

Expenditure incurred:

- d) Plant & Machinery :
- e) Electrical Installations :
- f) Other productive equipments (jigs, dies, moulds etc) :

(Cost of second-hand plant & machinery shall be excluded)

Total

:

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:
Place:

Chartered Accountants
Signature with seal

Certificate from State Tax Authorities

Certified that M/s.....
.....
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of, is a registered Goods and Services Tax dealer. The brief particulars of SGST payment on selling of goods manufactured/ service provided by the unit:

(Rs. in lacs)

1.	No. and Date of GST Registration	
2.	Year/ Period to which the GST Payment relates	
3.	<u>Amount of Taxes deposited on selling of goods manufactured/ service provided:</u> State Goods and Services Tax (Net of Input Tax)	
4.	Whether the unit is defaulting in respect of payment of any dues in respect of GST payment to Tax Authorities? If so, please give details.	Yes/ No

Certified that the above information is correct to the best of my knowledge and belief.

Signature of Authorised Official of State Tax Authorities

Proforma-IV

Application Form for claiming Partial re-imbursement of Power Charges under the Tripura Industrial Investment Promotion Incentive (Amendment) Scheme, 2017
(Only for the units continued to operate for 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/ Month/Year of starting commercial production	
1.6	Whether the unit has obtained <u>Eligibility Certificate</u> , required under the Scheme from the DIC concerned? If yes, please indicate No. & Date of the Certificate.	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	No. of persons employed. Please enclose a copy of the statement regarding EPF and ESI contribution made to the office of RPFC.	
1.9	<u>Details of Power sanctioned:</u> a) Date of Sanction b) Sanctioned load c) Consumer ID No. (Please enclose a copy of Power Sanction Letter – with the first claim	

	only)	
2.	<u>Particulars of the Claim for Re-imbursalment of Power Charges</u>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power Charges Paid during the Year/ Period. [Certified copy of Bill & Payment Receipt to be submitted]	
2.3	Whether the unit is defaulting in payment of any dues in respect of power charges to concerned Authorities? If so, please give details.	
2.4	Amount of Subsidy/ Re-imbursalment @ 15% of total power charges paid during the Period, as indicated in Para-2.2 above	
2.5	<u>Cumulative Amount of Claim/ Sanction</u> during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
2.6	Whether part or full reimbursement of the power charges has been obtained or is proposed to be obtained from any other Scheme of the Government? If so, please indicate the name of the Scheme and the amount.	
2.7	Claim for Re-imbursalment of Power Charges , considering the position in Para-2.4, 2.5 and 2.6 above and the overall ceiling of Rs. 6 lakhs or Rs. 9 lakhs or Rs.12 lakhs, as the case may be, per annum	
3.	<u>List of Documents/ Certificates</u>	

	<p><u>required to be submitted</u></p> <p>a) Copy of Power Sanction Letter from TSECL (to be submitted with first claim only)</p> <p>b) Copy of Electricity Bill and Payment Receipt.</p> <p>a) Certified copies of Electronic Challan-Cum-Return (ECR) with respect to payment of EPF and ESI.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the above information is correct to the best of my knowledge and belief.

Signature of the Applicant

Application Form for claiming Employment Cost Subsidy under the
Tripura Industrial Investment Promotion Incentive (Amendment)
Scheme, 2017 (Only for units which operated for more than 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Whether the unit has obtained Eligibility Certificate, required under the Scheme from the DIC concerned? If yes, please indicate No. & Date of the Certificate.	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has made/ obtained necessary enrollment/ registration with the office of the Regional Provident Fund Commissioner? If yes, please provide enrollment/ registration No. & date.	
2.	<u>Particulars of ESI and EPF</u>	

	<u>contribution deposited by the Unit:</u>										
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)										
2.2	Details of workers employed month-wise relevant to the claim period:	<table border="1"> <thead> <tr> <th>Month</th> <th>Semi Skilled (No.)</th> <th>Skilled (No.)</th> </tr> </thead> <tbody> <tr> <td colspan="3">(If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Semi Skilled (No.)	Skilled (No.)	(If required, separate sheet may be attached)					
Month	Semi Skilled (No.)	Skilled (No.)									
(If required, separate sheet may be attached)											
2.3	<u>Amount of ESI and EPF Contribution paid:</u> a) ESI b) EPF (Employer's Contribution) <p style="text-align: center;">Total</p>	<table border="1"> <tbody> <tr> <td>1. Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td>2. Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td colspan="3">(If required, a separate sheet may be attached)</td> </tr> </tbody> </table>	1. Month	Worker (No.)	Amt. paid	2. Month	Worker (No.)	Amt. paid	(If required, a separate sheet may be attached)		
1. Month	Worker (No.)	Amt. paid									
2. Month	Worker (No.)	Amt. paid									
(If required, a separate sheet may be attached)											
2.4	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF to concerned Authorities? If so, please give details.										
2.5	Details of the Employment Cost Subsidy eligible while considering the upper ceiling of 50% of actual contribution paid: a) ESI b) EPF <p style="text-align: center;">Total</p>										
2.6	Whether part or full reimbursement of the payment towards ESI and EPF has been obtained or is proposed to be obtained from any other Scheme of the Government? If so, please indicate the name of the Scheme and the amount.										
2.7	Amount of claim for reimbursement of payment of ESI and EPF (Col. 2.5 minus Col. 2.6)										

3.	<p><u>List of Documents/ Certificates required to be submitted:</u></p> <p>b) Enrollment/ Registration Certificate from RPFC (To be submitted with the first claim only).</p> <p>c) Certified copies of Electronic Challan-Cum-Return (ECR), Members details with reference to ECR and Credit Confirmation Report.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant

Application Form for claiming Wages Subsidy under the Tripura
Industrial Investment Promotion Incentive (Amendment) Scheme,

2017

(Only for units which operated for more than 5 years)

1.	<u>Brief Particulars of the Unit</u>	
1.1	Name and Address of the Unit	
1.2	Constitution of the Unit (Sole Proprietorship/ Firm/ Company/ Co-operative Society, etc.)	
1.3	Name of the Promoter(s)	
1.4	Type of Industry, Product Manufactured etc.	
1.5	Date/Month/Year of starting commercial production	
1.6	Whether the unit has obtained Eligibility Certificate, required under the Scheme from the DIC concerned? If yes, please indicate No. & Date of the Certificate.	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has made/ obtained necessary enrollment/ registration with the office of the Regional Provident Fund Commissioner? If yes, please. Provide enrollment/ registration No. & date.	

1.9	No. of persons employed as per the statement of ESI and EPF contribution paid to the Regional Provident Fund Commissioner.							
2.	<u>Particulars of Wages paid by the Unit:</u>							
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)							
2.2	Please mention the details of wages paid month-wise relevant to the claim period. (Please enclose certified copies of Electronic Challan-Cum-Return (ECR) with respect to payment of EPF and ESI).	<table border="1"> <thead> <tr> <th>Month</th> <th>Persons employed (No.)</th> <th>Wages Paid (Rs.)</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">(If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Persons employed (No.)	Wages Paid (Rs.)	(If required, separate sheet may be attached)		
Month	Persons employed (No.)	Wages Paid (Rs.)						
(If required, separate sheet may be attached)								
2.3	Whether part or full reimbursement of the wages payment has been obtained or is proposed to be obtained from any other Scheme of the Government? If so, please indicate the name of the Scheme and the amount.							
2.4	Amount of wages subsidy @ 20% of the actual wages paid and considering the upper ceiling of Rs. 2.50 lakhs per annum.							
2.5	Amount of wages subsidy claimed (Col. 2.3 minus Col. 2.4)							
3.	<u>List of Documents/ Certificates required to be submitted:</u> a) Enrollment/ Registration Certificate from RPFC (To be submitted with the first claim only). b) Certified copies of Electronic Challan-Cum-Return (ECR) with respect to payment of EPF and ESI.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.						

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Certified that the information/ documents are true and correct to the best of my knowledge and belief.

Signature of the Applicant