F.No. 5(2)/2017-ITF

Dated: 28.04.2017

The Director,
All concerned MSME-DIs

Subject: Permission to participate in the National Hardware Show, Las Vegas (USA), May 09 – 11, 2017 being organized by India Trade Promotion Organization (ITPO)

Sir/ Madam,

The units with the names of their representatives as mentioned in Annexure -I to this letter are hereby permitted for participation in the above mentioned fair on the basis of information furnished by them in their applications and enclosures subject to depositing of space rent charges to ITPO at the earliest to book the space. The detail for the space rent payment is tabulated below:-

| Coordinating Officer & Contact Details | Shri J Guna Sekaran  
General Manager  
India Trade Promotion Organisation  
Pragati Maidan, Room No. 112  
New Delhi – 110001  
Tel: 011-23371829  
Mobile: 9990309000 |
|--------------------------------------|------------------------------------------------------------------|
| Minimum booth/ stall size provided by ITPO (MSEs will be provided financial assistance of 80% of space rent for General Category units whereas 100% for SC/ST/Women/NER units subject to maximum Rs.1.00 lakh or actual rent paid, whichever is less) | The cost of booking of one side open 100 sq ft booth/stall is Rs. 2.00 lakhs  
No corner booth available as informed by ITPO |
| Mode of payment related details | The details of the bank for RTGS/ NEFT transfers are as under:- |
| Name of the Beneficiary | India Trade Promotion Organisation |
| Name of the Bank | HDFC Bank Limited |
| Branch Address | G-3/4, Surya Kiran Building, 19, Kasturba Gandhi Marg, New Delhi-110001 |
| ITPO's Bank Account No | 00331110005078 |
| Type of Account | Saving |
| IFSC Code | HDFC0000003 |
After payment of space rent by RTGS/ NEFT/ Demand draft/ Cheque, the ITPO will issue confirmation of payment to MSEs day to day basis through SMS/ E-mail, etc.

It is further informed that all the participants need to make their own arrangements for travel, hotel accommodation, visa and passport, medical insurance & local transport etc. Space rent charges & Air fare reimbursement will be admissible to a unit as per Marketing Assistance & Technology Upgradation (MATU) scheme guidelines.

The approved representatives of all the MSEs would stay in the pavilion for the whole duration of the fair, if not so, the units may be debarred from the participation in forthcoming future fairs of Office of DC (MSME). The unit may depute another representation under unavoidable circumstances in place of approved one only after prior permission of Office of DC (MSME) well in advance.

After the participation, the unit can claim the admissible subsidy for space rent and air fare by submitting the claim in prescribed format available with scheme guidelines at the link [http://dcmsme.gov.in/MATU_30616.pdf](http://dcmsme.gov.in/MATU_30616.pdf) at concerned MSME-DI within a period of two months from the closing day of the fair failing which it may be presumed that the unit is not interested in the reimbursement.

Documents to be enclosed with the claim form:-

1. Proof of entrepreneur as Woman/ SC/ ST (to be retained at MSME-DI)
2. Mandate form verified by concerned Bank (to be retained at MSME-DI)
3. Pre-receipt (as per Annexure to scheme guidelines) (to be retained at MSME-DI)
4. EM part-I or Udyog Aadhaar Memorandum Acknowledgement
5. Copy of air ticket and Boarding pass
6. Invoice/ Bills for space rent paid to ITPO

Yours faithfully

(A.K.Tamaria)
Dy. Director

Copy to: (i) ITPO, New Delhi - with request to confirm space rent payment to participating MSEs day to day basis.
(ii) Concerned MSEs
### Permission to participate in the National Hardware Show, Las Vegas (USA), May 09 – 11, 2017

being organized by India Trade Promotion Organization (ITPO)

<table>
<thead>
<tr>
<th>SI no.</th>
<th>Name, Partner &amp; address of the unit</th>
<th>Proprietor/Partner &amp; address of the unit</th>
<th>Product details</th>
<th>Space applied for</th>
<th>Name representative(s) with passport details</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M/s Rajasthan Metal Smelting Co. D-80, Road No. 7, VKI Area, Jaipur – 302013</td>
<td>Mr. Rajkumar Tibrewala</td>
<td>Engineering steel goods</td>
<td>100 sq. ft.</td>
<td>Mr. Rajiv Tibrewala Passport No. J3211909 Date of issue : 31.12.2010 Date of expiry : 30.12.2020 Place of issue: Jaipur</td>
<td>Mobile No. 09928966443 Email: <a href="mailto:info@rmscoindia.com">info@rmscoindia.com</a></td>
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</tbody>
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