

**Application Format for Claiming Reimbursement of Certification Charges of acquiring ISO-9000/ISO-14001/HACCP Certificate under the Incentive Scheme of O/o Development Commissioner (MSME), M/o MSME, Nirman Bhawan, New Delhi-110108.**

1. (a) Name and address of the unit  
[Office & Factory Location (s).]  
(b) Telephone No. Factory & Office  
(c) E-mail & Fax
2. Details of E.M. No.  
date of issue; Directorate of Industries/  
GM, DIC of the State concerned  
(Enclose an attested copy of all pages  
of E.M.No. Certificate to be enclosed)
3. Whether SC/ST
4. Whether Women Entrepreneurship
5. Item (s) of manufacture/processing  
as indicated in the E.M.Certificate.
6. **Proof of MSE status and functional status of the unit as on the date of submission of Application. The following document(s) to be submitted**
  - i. A certificate (in original) from State DI/GM,DIC confirming MSE and functional status of the unit at the time of acquiring ISO-9000/ ISO-14001 certificate; as on date as per Format at Annexure I.

OR

- ii. An Affidavit (in original) from Managing Director/ Director/Proprietor/Partner of the MSE unit duly sworn before a Notary Public confirming MSE status and functional status of the unit at the time of acquiring ISO-9000/ISO-14001/HACCP certificate; and as on date (**Annexure III**) accompanied by CA certificate of the total investment in plant & machinery as on date (original purchase value) (As per Format **Annexure II**)

**7. Details of ISO-9000/ISO-14001/HACCP Certificate**

Name and address of Certification agency; The Certificate must have address of the site/location certified; Scope of certification, Certificate No , date of issue & period of validity (or date of expiry), **Name & Logo & Number of the Accreditation Body/Board.**

(Enclose an attested copy of the Certificate)

8. Details of expenditure incurred in acquiring ISO-9000/ ISO-14001/HACCP Certificate (excluding hotel & travel expenses & surveillance charges).  
Furnish a CA certificate of expenditure (in original) giving the details (as per the Format **Annexure II**).
9. Details of reimbursement/grant/subsidy **already received**, if any, from Centre Govt (including DC(MSME) /State Govt./Financial Institution etc. for acquiring ISO-9000/ ISO-14001/HACCP Certificate ( Furnish, an Affidavit (in original) from the Managing Director/Director/ Proprietor/ Partner of the MSE units duly sworn before Notary Public (as per the Format **Annexure III**)
- 10.**Pre-receipt to be furnished as per Format at **Annexure IV**.

Declaration:

I (full name) .....,S/o of ..... Managing Director/ Director/Proprietor/Partner of M/s. .... (Complete address) hereby declare that the particulars given in the application are correct. In case any of the statement/information furnished in the application/documents later found to be wrong or incorrect or misleading, I do hereby bind myself and my unit to pay to the Government on demand the full amount received as reimbursement in respect of above mentioned activity, within seven days of the demand being made to me in writing.

Name and Signature of Managing Director/  
Director/Proprietor/Partner of MSE unit.  
(Full Name)

**Note:**

The copy of E.M.No., ISO-Certification must be attested by any one of the followings:

(1)GM (DIC) or (2) Director, MSME-DI of the Region or (3) Chartered Accountant (with name of the signatory, CA Stamp, and CA Membership No. )