



कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कोयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
ता. / Gram : COIR BOARD
सू.भा.स. / Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल / E-mail : coir@md2.vsnl.net.in
वेब / Web : www.coirboard.nic.in, www.coirboard.go....



Trade Circular No14 dated 20-09-2010

REVISED SCHEME FOR EXTERNAL MARKET DEVELOPMENT ASSISTANCE

As the trade is already aware, Coir Board with the approval of Ministry of Micro, Small and Medium Enterprises, Government of India is implementing various export promotion programmes during the current Five Year Plan period (2007-08 to 2011-12). One of the schemes is for providing External Market Development Assistance to encourage the micro, small and medium entrepreneurs and small scale exporters to enter global market and to expand the export of Indian coir products. This will be effective from 01.10.2010.

1. ACTIVITIES COVERED FOR ASSISTANCE UNDER THE SCHEME

- (a) To undertake / participate in Buyer Seller Meet/ Trade Delegation abroad;
- (b) For participation in Trade Fairs & Exhibitions abroad; and
- (c) For production of product brochure/catalogue for use at abroad.

2. The assistance under the scheme shall be limited to the funds available for implementation of this scheme under the head Export Market Promotion during the XI Five Year Plan period 2007-08 to 2011-12. The decision regarding admissibility of assistance, quantum of assistance, availability of fund etc. shall be taken by the Chairman, Coir Board, which shall be final.

3. ELIGIBILITY

All micro, small and medium exporters, with FOB turnover of less than Rs.2.00 crore worth coir and coir products in the previous year and micro, small & medium entrepreneurs of coir and coir products, registered with the Coir Board,

would be eligible for assistance under the scheme, provided they have not availed the facility from any other source for the same purpose or participated three times in the same exhibition to the same destination thrice with government assistance.

4. PERMISSIBLE LIMIT

1. Buyer Seller Meet/Trade Delegation
2. Participation in Exhibitions abroad.

Maximum three events in a financial year i.e. Buyer Seller Meet / Trade Delegation and participation in exhibition will be eligible for assistance subject to the condition that participation will not be more than once in (a) USA, (b) European Union Countries and (c) other countries in a year. Further, participation in any particular event shall not exceed three times in all. In addition to the assistance for production of product brochure/catalogue shall be extended once in a financial year.

5. ELIGIBLE ITEMS OF EXPENDITURE AND FUNDING PATTERN

Sl.No.	Item	Norms/Scale of assistance
A. Participation in Exhibitions / Trade Fairs / Buyer-Seller Meets / Market Delegation		
1	Space rent (built up stall of minimum bookable area) * Charges fixed by the organizers and to be verified by Coir Board before making payment.	For General Category Enterprises/Registered Exporters: <ul style="list-style-type: none"> • Micro Enterprises/Exporters : 75% of the actual charges* • Small Enterprises/Exporters : 60% of the actual charges • Medium Enterprises/Exporters: 25% of the actual charges For the Entrepreneurs/Exporters belonging to North Eastern Region/Women/SC/ST category: <ul style="list-style-type: none"> • Micro Enterprises/Exporters : 95% of the actual charges • Small Enterprises/Exporters : 85% of the actual charges • Medium Enterprises/Exporters: 50% of the actual charges

2	Airfare * (for one representative from one enterprise/registered exporter) * (Should be the cheapest fare available to be certified by Coir Board)	<p>For General Category Enterprises/Exporters:</p> <ul style="list-style-type: none"> • Micro Enterprises/Exporters : 85% of the cheapest economy class return fare • Small Enterprises/Exporters : 75% of the cheapest economy class return fare • Medium Enterprises/Exporters: 25% of the cheapest economy class return fare <p>For the Entrepreneurs/Exporters belonging to North Eastern Region/Women /SC/ST category :</p> <ul style="list-style-type: none"> • Micro Enterprises/Exporters : 95% of the cheapest economy class return fare • Small Enterprises/Exporters : 85% of the cheapest economy class return fare • Medium Enterprises/ Exporters: 50% of the cheapest economy class return fare 																								
3	Freight charges	Actual, subject to a maximum of Rs.20,000/- per entrepreneur / exporter																								
4	Maximum amount of assistance towards air fare, space rental and freight charges	<p>General Category enterprises / registered exporters</p> <table border="1" data-bbox="639 1157 1435 1499"> <thead> <tr> <th>Type of Unit</th> <th>Latin American</th> <th>Other Countries</th> </tr> </thead> <tbody> <tr> <td>Micro Enterprises</td> <td>Rs. 1.75 lakh</td> <td>Rs. 1.50 lakh</td> </tr> <tr> <td>Small Enterprises</td> <td>Rs. 1.50 lakh</td> <td>Rs. 1.25 lakh</td> </tr> <tr> <td>Medium Enterprises / Exporters</td> <td>Rs. 1.00 lakh</td> <td>Rs. 0.75 lakh</td> </tr> </tbody> </table> <p>Categories belonging to NER / Women / SC / ST</p> <table border="1" data-bbox="639 1608 1435 1940"> <thead> <tr> <th>Type of Unit</th> <th>Latin American</th> <th>Other Countries</th> </tr> </thead> <tbody> <tr> <td>Micro Enterprises</td> <td>Rs. 2.00 lakh</td> <td>Rs. 1.75 lakh</td> </tr> <tr> <td>Small Enterprises</td> <td>Rs. 1.75 lakh</td> <td>Rs. 1.50 lakh</td> </tr> <tr> <td>Medium Enterprises/ Exporters</td> <td>Rs. 1.25 lakh</td> <td>Rs. 1.00 lakh</td> </tr> </tbody> </table>	Type of Unit	Latin American	Other Countries	Micro Enterprises	Rs. 1.75 lakh	Rs. 1.50 lakh	Small Enterprises	Rs. 1.50 lakh	Rs. 1.25 lakh	Medium Enterprises / Exporters	Rs. 1.00 lakh	Rs. 0.75 lakh	Type of Unit	Latin American	Other Countries	Micro Enterprises	Rs. 2.00 lakh	Rs. 1.75 lakh	Small Enterprises	Rs. 1.75 lakh	Rs. 1.50 lakh	Medium Enterprises/ Exporters	Rs. 1.25 lakh	Rs. 1.00 lakh
Type of Unit	Latin American	Other Countries																								
Micro Enterprises	Rs. 1.75 lakh	Rs. 1.50 lakh																								
Small Enterprises	Rs. 1.50 lakh	Rs. 1.25 lakh																								
Medium Enterprises / Exporters	Rs. 1.00 lakh	Rs. 0.75 lakh																								
Type of Unit	Latin American	Other Countries																								
Micro Enterprises	Rs. 2.00 lakh	Rs. 1.75 lakh																								
Small Enterprises	Rs. 1.75 lakh	Rs. 1.50 lakh																								
Medium Enterprises/ Exporters	Rs. 1.25 lakh	Rs. 1.00 lakh																								

6. GENERAL CONDITIONS

- (i) Assistance would be permissible for one Regular employee/Director/ Partner/Proprietor of a Company for air travel in cheapest Economy Class.
- (ii) The status of Micro/Small/Medium Enterprises shall be decided on the basis of the investment in Plant & Machinery as given below :-
 - a. Micro Enterprises : With investment in plant and machinery does not exceed Rs.25.00 lakhs
 - b. Small Enterprises: With investment in plant and machinery more than Rs.25.00 lakhs but does not exceed Rs.5 crores.
 - c. Medium Enterprises: With investment in plant and machinery more than Rs.5 crore but does not exceed Rs.10 crores.
- (iii) A maximum of three participations in a particular event (including past cases) would only be eligible for assistance under the EMDA Scheme.
- (iv) Depending upon the budget available, Coir Board should take five or more entrepreneurs /exporters to the exhibition. All participants should ensure that the best quality products are displayed in the international exhibitions / fairs.
- (v) Adequate representation shall be given to SC/ST/Minority/Women entrepreneurs/exporters from North Eastern Region in the international fairs and exhibitions, subject to the condition that best products would be showcased.
- (vi) While selecting entrepreneurs /exporters, priority shall be provided to those persons who have not participated in such events earlier.
- (vii) If any other financial assistance has been availed from Coir Board for the same purpose, the assistance already received will be deducted from the eligible EMDA and balance alone shall be paid.
- (viii) The application for assistance under this scheme shall be filed with Coir Board by the beneficiaries at least 14 days before the departure from India to attend the event. Date of receipt of application in Coir Board and date of departure from India will be excluded for the calculation of advance notice period.
- (ix) The entrepreneur/exporter/company shall not have been under investigation/charged/debarred/prosecuted/blacklisted under the Exim Policy of the Government of India or by the Coir Board.

- (x) Claims not satisfying any of the conditions are liable to be rejected summarily.
- (xi) Documentation for buyer seller meet/trade delegation/participation in fairs / exhibitions abroad and claims for seeking assistance to be furnished as prescribed by Coir Board.
- (xii) Assistance shall be available only to the events in which Coir Board organizes participation of Indian Coir sector. However, the events organized by the ITPO and FIEO will also be considered for grant of assistance under this scheme.

7. DOCUMENTATION FOR BUYER SELLER MEET/TRADE DELEGATION/ PARTICIPATION IN FAIRS/EXHIBITIONS ABROAD.

1. Application in the prescribed format (Annexure - I for Buyer Seller Meet/Trade Delegation and Annexure-II for Fairs/Exhibitions) duly signed and sealed with 14 days clear advance notice as mentioned under general conditions is required to be fulfilled.
2. The applicant have to submit along with the application a self declaration showing the list of Exhibitions/ Buyer Seller Meet/ Delegations undertaken by him by availing assistance from Coir Board or any other Government sources during the last 5 years and value of investment on Plant and machineries counter signed by the chartered Accountant. This is applicable for new applicants also. In the case of participation in Buyer Seller Meet /Trade Delegation the details of documentary evidence for the events from the concerned organizer.
3. The claim in the prescribed format (Annexure-III for Buyer Seller Meet/Trade Delegation. Annexure IV for Fairs/Exhibitions) has to be submitted immediately after completion of the activity but in any case within 3 months of return to India along with the following documents.
 - a. Bill for Payment as per Annexure-V.
 - b. Community certificate issued by an Officer not below the rank of Tahasildar in the case of SC/ST beneficiaries.
 - c. Legible colour copy of passport highlighting the entries about departure and arrival into India and also the countries visited. In case passport does not have arrival/departure dates regarding visits to various countries, documentary evidence such as

Boarding passes, Lodging Passes, Hotel Bills etc. need be submitted.

- d. Original E-ticket used during the journey. If original ticket is lost, a certificate from the concerned Airline (as per Annexure-VI).
- e. Original Boarding Passes used during the journey.
- f. Space Rent receipt / proof of payment in Original or Bank Certificate towards remittance of space rent, freight charges.
- g. Report on results achieved.
- h. Pre-Receipt (Annexure-VII)
- i. A certificate from the concerned airlines regarding the actual cheapest air fare.

8. ASSISTANCE FOR PRODUCTION OF PUBLICITY MATERIALS

With a view to encourage the exporters to undertake product promotion through production of product brochures/catalogue for use abroad during the participation in fairs and exhibitions etc., the exporters/entrepreneurs of coir would be assisted under the Coir Board External Market Development Assistance Scheme @ 25% of the total approved cost, subject to an upper ceiling of Rs.15,000/-. This would be subject to meeting the following conditions: -

1. The assistance would be extended only for the production of exclusive catalogues on coir and coir products.
2. Assistance will be provided once in a financial year.
3. The exporter should intimate his intention for producing brochure / catalogue in writing along with a dummy catalogue at least 10 days in advance of undertaking the activity excluding the date of receipt of application and date of release of catalogue / brochure.
4. The production of catalogue should be for release in any of the event abroad in which the applicant participates.
5. Coir Board shall acknowledge and intimate approval or otherwise of the application.
6. The work should be entrusted to the lowest bidder after inviting quotations from reputed printers not less than three.

5. Coir Board shall acknowledge and intimate approval or otherwise of the application.
6. The work should be entrusted to the lowest bidder after inviting quotations from reputed printers not less than three.
7. The exporter or company shall not be under investigation/charged/prosecuted/debarred/blacklisted under the Exim policy or by the Coir Board.
8. Maximum assistance shall be limited to Rs.15,000/- in a financial year.
9. The claim in the prescribed format along with a copy of the brochure/catalogue (self certified), copies of quotations from printers (Minimum three - self certified), self certified copy of the invoice, self certified copy of receipt/bank advise evidencing payment, Stamped pre-receipt, declaration etc. in the prescribed format (Annexure VIII) shall be submitted immediately after completion of the activity.
10. Claim form received after three months of the production of publicity catalogue or deficiencies not fully rectified within 30 days of the date of directions given would not be entertained.
11. The reimbursement of the claim shall be subject to availability of funds allotted by the Government of India for implementation of the Scheme.
12. The Chairman, Coir Board reserves the right to accept or reject any claim.

This issues with the approval of Chairman (vide File No.CB/EM-II/2010-11/7/2)


SECRETARY

To

All Registered Exporters
Coir Exporters' Associations
Co-ordination Committee of Coir Exporters' Associations

ANNEXURE -I
APPLICATION FOR COIR BOARD EXTERNAL MARKET DEVELOPMENT
ASSISTANCEBUYER-SELLER MEET/TRADE DELEGATION ABROAD

01	Name of the firm with full address	
02	Whether belong to the category of enterprise, entrepreneur or exporter	
03	Number and Year of Registration as Exporter with Coir Board	
04	FOB value of exports of coir and coir products in the previous financial year.	(Rs. in Crores)
05	Number and year of Registration as an Enterprise (attach copy of Coir Board's IE registration)	
06	In the case of Enterprises/Exporters (Furnish the total investment in plant and Machinery (Attach a certificate for the investment from a Chartered Accountant)	(Rs. in lakhs) 1. Micro Enterprises/Exporters..... 2. Small Enterprises/Exporters..... 3. Medium Enterprises/Exporters.....
07	Name of event and countries proposed to be visited	<u>Countries</u> <u>Days</u> <u>From</u> <u>To</u>
08	Particulars of Buyer Seller Meet/Trade Delegation	1. Name & address of the organizer: - 2. Details of events: - 3. Proposed date of departure from India: - 4. Proposed date of arrival in India: - 5. Other Details if any
09	No. of proposal(s) already submitted in the same financial year	Participation Place Dt. a. USA : b. European Union Countries : c. Other countries :
10	Whether assistance have been availed for the event from any other source other than Coir Board EMDA	Yes / No. If , Yes, Please give full details:
11	Name and designation of the person going abroad	
12	Whether Women / SC / ST /or from North Eastern Region (attach documentary evidence such as community certificate or nativity certificate)	
13	The details of freight charges to be paid for the participation of the event (attach bills and receipts in original)	

Place:

Date:

Signature

Name & Designation

Seal:

DECLARATION

(To be made in the letter head of the applicant Exporter)

I/We hereby declare that

*1. I/We have not undertaken Buyer seller meet/Trade Delegation abroad for availing MDA from Coir Board/any other Government Agency.

*2. We have undertaken Buyer seller meet/Trade Delegation abroad to the following countries availing External Market Development Assistance from Coir Board/other Govt. agencies as detailed below:

* Strike out whichever is not applicable

Sl. No.	Year	Events participated	From whom Assistance obtained
1.			
2.			
3.			
4.			
5.			

INVESTMENT

(Furnish the details of Investment in Plant and Machinery)

Sl.No	Particulars	Investment In lakhs

Place:

Date:

Signature

Name & Designation with Seal

CERTIFICATION BY CHARTERED ACCOUNTANT

We have verified the above declaration with reference to the books of accounts of M/s. and confirm that the above declaration is correct and also verified the above details of investment and confirm that the amount of Rs.....towards total investment in Plant and Machinery of unit is correct.

(Signature and Stamp Seal of the Signatory/
Chartered Accountant)

Name of the Signatory:

Full address

Membership No. :

Place:

Date:

ANNEXURE –II
APPLICATION FOR COIR BOARD EXTERNAL MARKET DEVELOPMENT ASSISTANCE
FOR PARTICIPATION IN FAIRS/EXHIBITIONS ABROAD

01	Name of the firm with full address	
02	Whether belong to the category of enterprise, entrepreneur or exporter	
03	Number and Year of Registration as Exporter with Coir Board	
04	FOB value of exports of coir and coir products in the previous financial year	(Rs. in Crores)
05	Number and Year of Registration as an Enterprise (attach copy of Coir Board IE registration)	
06	In the case of Enterprises the total Investment in plant and Machinery (Attach certificate for the investment from a Chartered Accountant)	(Rs. in lakh) 1. Micro Enterprises/Exporters..... 2. Small Enterprises/Exporters..... 3. Medium Enterprises/Exporters.....
07	Particulars of fair/exhibition	Name of fair : Place : Country : From.....to.....
08	Particulars of Space rent to be paid	1. Total Space _____Sq.m/Sq.ft. 2. Space rent Rs. _____ 3. Total Cost Rs. _____
09	Particulars of visit	Proposed date of departure from India: - Proposed date of arrival in India: -
10	No. of proposal(s) already submitted in the same financial year	Fair participation Place Dt. a. USA :..... b. European Countries :..... c. Other countries :.....
11	Whether participated through Coir Board/ ITPO/FIEO	
12	If participates through ITPO/FIEO name & full address of the organizers.	
13	Name & designation of the person going abroad.	

14	The details of freight charges incurred for sending the exhibits (Attach bills and receipts in original)	
15	Whether Women / SC / ST /or belongs to North Eastern Region (Attach documentary evidence such as community certificates/Nativity Certificate as the case may be	

Place:

Date:

Signature

Name & Designation

Seal:

DECLARATION

(To be made in the letter head of the applicant Exporter)

I/We hereby declare that -

*1. I/We have not participated in any Fair/exhibition abroad availing MDA from Coir Board/any other Government Agency.

*2. I/We have participated in the following Fair/Exhibitions abroad availing External Market Development Assistance from Coir Board/other Government Agencies as detailed below:

* Strike out whichever is not applicable

Sl. No.	Year	Name of Exhibition	Country	From whom Assistance obtained
1.				
2.				
3.				
4.				
5.				

INVESTMENT

(Furnish the details of Investment in Plant and Machinery (Excluding land and Building))

Sl. No	Particulars	Investment In lakhs

Place:

Date:

Signature

Name & Designation with Seal

CERTIFICATION BY CHARTERED ACCOUNTANT

We have verified the above declaration with reference to the books of accounts of M/s. and confirm that the above declaration is correct and also verified the above details of investment and confirm that the amount of Rs.....towards total investment in Plant and Machinery of unit is correct.

(Signature and Stamp Seal of the Signatory/
Chartered Accountant)

Name of the Signatory:

Full address :

Place:

Date:

Membership No. :

ANNEXURE –III
CLAIM APPLICATION FOR COIR BOARD EXTERNAL MARKET DEVELOPMENT
ASSISTANCE BUYER-SELLER MEET/TRADE DELEGATION ABROAD

01	Name of the firm with full address	
02	Coir Board Acknowledgement Letter No. and date	
03	Number of year of Registration as an Enterprise (attach copy of Coir Board/IE registration)	
04	Whether SSI? Whether the Industrial unit registered with the Coir Board under R&L Rules 1958.	Yes/No Yes/No (if yes, attach a self-certified copy of SSI/Coir Board Registration certificate)
05	F.O.B. value of exports of coir and coir products in the previous financial year	Rs. in Crores
06	In the case of Enterprises/Exporters (Furnish the total investment in Plant and Machinery (attach a certificate for the investment from a Chartered Account)	(Rs. in lakhs) 1. Micro Enterprises/Exporters..... 2. Small Enterprises/Exporters..... 3. Medium Enterprises/Exporters.....
07	Name of the countries visited with duration of stay in each country.	Country Days From To
08	Particulars of Buyer Seller Meet/Trade Delegation	
09	Whether assistance availed from other Govt. Bodies/EPCs/Commodity Boards/Authorities etc. for the activity under reference.	Yes/No _____ (If yes, please give full details)
10	Date of actual departure from India	Date _____ (Please attach photocopy of passport duly highlighting date of departure).
11	Date of actual arrival in India after completing the event.	Date _____ (Please attach photocopy of passport duly highlighting date of arrival)
12	Name & Designation of person gone on tour abroad	
13	Whether Women / SC / ST /or belongs to North Eastern Region	
14	Whether the applicant has been charged/prosecuted/debarred/blacklist ed under investigation under Foreign trade Policy of India or by the Coir Board or any other law framed by the Govt. of India relating to export and import business?	Yes/No

15	Details of Buyer Seller Meet/Trade delegation through other EPC/Commodity Board/Authority etc. undertaken (1) during the year and (2)during the previous year.																	
16	No. of proposals already submitted in the same financial year.	<table border="0"> <thead> <tr> <th></th> <th>Participation</th> <th>Place</th> <th>Dt.</th> </tr> </thead> <tbody> <tr> <td>a. USA</td> <td>:</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>b. European Union Countries</td> <td>:.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>c. Other countries</td> <td>:</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Participation	Place	Dt.	a. USA	:	b. European Union Countries	:.....	c. Other countries	:
	Participation	Place	Dt.															
a. USA	:															
b. European Union Countries	:.....															
c. Other countries	:															
17	Whether traveled by Air India?	Yes/No _____ (If no, indicate the name of Airline by which traveled)																
18	Actual expenditure on airfare (the cheapest airfare)	Rs. _____ (Please attach original air ticket jacket used during the journey)																
19	Actual Freight charge paid (Furnish the proof of expenditures incurred)	Rs. _____																
20	Amount claimed:	1. Space rent Rs. _____ 2. Airfare Rs. _____ 3. Freight Rs. _____																
21	Whether any other financial assistance has been received for the same purpose, if so details of amount received.																	

DECLARATION

I solemnly declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to us/the company on the basis of this declaration shall be liable to be refunded to Government, if at any time, any information furnished in this application/declaration is found to be wrong, or incorrect or misleading and I do hereby bind myself and the company to pay to the Coir Board etc. by demand draft/pay order drawn on a nationalised bank, a sum equal to the amount claimed as MDA in respect of above mentioned activity within 7 days of demand made on me/company in writing by Coir Board who shall be entitled to make the said demand on me/the company.

Signature:
Name _____

Place:

Date :

Designation & Seal _____

14	Whether traveled by Air India?	Yes/No _____ (If no, indicate the name of Airline by which traveled)
15	Whether participate through Coir Board/ITPO/FIEO	Yes/No
16	Whether the organisation has been charged/prosecuted/debarred/blacklisted under investigation under Export and Import Policy of India or by Coir Board or any other law framed by the Govt. of India relating to export and import business?	Yes/No
17	Whether assistance availed from other Govt. bodies EPCs/Commodity Boards/Authorities etc. for the activity under reference?	Yes/No (If yes, please give full details)
18	Expenditure incurred a) Actual airfare by cheapest b) Actual expenditure incurred on space Rent c) Actual freight charges paid	Rs. _____ Rs. _____ Rs. _____ (Please attach original air ticket/jacket used during the journey alongwith self-certified photocopies of receipt, bank advice etc. for payment towards space rent and proof of freight charges)
19	Amount claimed	1. Space rent Rs. _____ 2. Airfare Rs. _____ 3. Freight charges Rs. _____
20	Whether any other financial assistance has been received for the same purpose, if so details of amount received	

Declaration

I solemnly declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to us/the company on the basis of this declaration shall be liable to be refunded to Government, if at any time, any information furnished in this application/declaration is found to be wrong, or incorrect or misleading and I do hereby bind myself and the company to pay to the Coir Board. by demand draft/pay order drawn on a nationalised bank, a sum equal to the amount claimed as MDA in respect of above mentioned activity within 7 days of demand made on me/company in writing by Coir Board who shall be entitled to make the said demand on me/the company.

Signature:

Designation
(Office Seal)

Place:

Date :

ANNEXURE-V

Bill for payment

Name of the firm :

Full Address :

Coir Board Ack. Letter No.

Date:

Event (Please tick whichever relevant) :

Buyer-Seller Meet
Trade Delegation,
Participation in fairs/exhibitions

Event particulars

Item(s) of Expenditure

Amount claimed

1. Air Fare (cheapest) :

Rs.

2. Space rent :

Rs.

3. Freight charges:

Rs.

Total

Rs.

=====

(Rupees in words _____)

Place:

Signature:

Date :

Designation
(Office Seal)

ANNEXURE-VI

CERTIFICATE

(to be produced in the Letter head of the concerned Airline if Air ticket is lost)

The details of journey undertaken by Mr. of M/s.

..... are certified below: -

- 1. Name of Traveller :
- 2. Ticket No. :
- 3. Flight No. :
- 4. Date of Departure from India :
- 5. Sectors/Countries visited :
- 6. Class in which travelled :
- 7. Air Fare
- approved Sectors/Countries :

Place

Signature :

Date:

Name & Designation:

(Seal)

ANNEXURE-VII

Pre-Receipt

(To be prepared in the letterhead of the applicant)

Received with thanks from Coir Board a sum of Rs.* _____
(Rupees) _____
being the MDA grant towards the Buyer Seller Meet/Trade delegation/Participation of
fair/Exhibition vide Cheque No. _____ dated _____.

Signature (on Stamp):

Name & Designation:

(with Office Seal)

Place:

Date :

Note: Please calculate the amount of claim strictly as per guidelines.

* (Cheque No. and amount will be filled in by EPC at the time of issuance of Cheque)

ANNEXURE-VIII

CLAIM APPLICATION FOR COIR BOARD EXTERNAL MARKET DEVELOPMENT
ASSISTANCE FOR PRODUCTION OF BROCHURE/CATALOGUE ON COIR

Ref. No _____

Date: _____

01	Name of the firm with full address	
02	Number and Year of Registration as Exporter with Coir Board	
03	Coir Board Acknowledgement letter No. and date	
04	EH/TH/STH/SSTH Certificate	No. _____ Date _____ Valid from _____ to _____ (Please attach self-certified copy of the certificate issued by DGFT).
05	Whether SSI? Whether the Industrial Unit registered with the Coir Board under R&L Rules 1958?	Yes/No Yes/No (If yes, attach a self-certified copy of SSI/Coir Board Registration Certificate)
06	Categories of Enterprises/Exporters (Furnish the Total Investment in plant and Machinery (excluding land building) and a proof of certificate for the investment may produced)	1) Micro Enterprises/ Exporters Rs----- 2) Small Enterprises/Exporters Rs----- 3) Medium Enterprises/Exporters Rs-----
07	Details of the event where the publicity material was used/proposed to be used	(Please attach a copy of the publication produced duly self certified)
08	No. of copies of publicity material prepared	
09	Payment particulars	Amount paid - Rs. _____ Please attach self certified photocopies of the quotations received and self certified copy of the receipt of payment/Bank advise evidencing payment
10	Whether assistance availed from other Government Bodies/EPCs/Commodity Boards etc. for the activity under reference	Yes/No If Yes, please give details
10	Amount Claimed	Rs. _____

Declaration

I solemnly declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to us/the company on the basis of this declaration shall be liable to be refunded to Government, if at any time, any information furnished in this application/declaration is found to be wrong, or incorrect or misleading and I do hereby bind myself and the company to pay to the Coir Board. by demand draft/pay order drawn on a nationalized bank, a sum equal to the amount claimed as MDA in respect of above mentioned activity within 7 days of demand made on me/company in writing by Coir Board who shall be entitled to make the said demand on me/the company.

Signature: _____

Place: _____

Designation _____

Date : _____

(Office Seal)