

**Claim Form for Marketing Development Assistance For Participation in
Trade fairs/Exhibitions/BSM/Trade Delegation abroad**

Ref. No. _____

Date: _____

01 Name of the firm with full address IEC No. _____

02 Approval letter No. and date

03 F.O.B. values of exports during the last financial year. Rs. in crores

04 Particulars of event

Name: City :

Country

Duration of fair from _____ To _____

05 Date of actual departure from India.

(please attach self certified photocopy of passport duly highlighting date of departure).

06 Date of actual arrival from India.

(please attach self certified photocopy of passport duly highlighting date of arrival).

07 Name & Designation of person who attended the event.

08 No. of proposals already submitted in the same financial year.

09 Details of participations made with MDA assistance in the past in the same event.

10 Whether assistance availed from other Govt.

Bodies/EPCs/Commodity Boards/APEDA/MPEDA/ITPO etc. for the activity under reference? Yes/No. (If yes, please give full details)

11 Expenditure incurred

a) Actual return airfare by economy excursion class Rs _____

b) Actual expenditure incurred on stall, decoration, water & electricity charges. Rs _____

(Please attach original air ticket/jacket used during the journey along with self certified photocopies of receipt, bank advice etc. evidencing payment made)

12 Amount claimed Rs _____

Undertaking and Declaration

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

No other application for claiming assistance for this participation and/or travel cost has been made or will be made in future against purchase covered by the application.

Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the same may be adjusted against any of the subsequent claims to be made by my/our firm or in the event no claim is preferred, the amount overpaid will be refunded by me/us to the extent of the excess amount paid.

Signature

Name in Block Letters:
Designation:
Name of the Applicant:
Firm
Company Seal:

Place:
Date:

VERIFICATION NOTE

To be filled in by CEPC Office

Ref. No. _____ Date _____

1.Name of the firm with full address
(IEC No. _____)

2.Particulars of activity Trade Delegation/Fair/Exhibition Participations

3.Date of receipt of application in the office of FIEO/EPC/Commodity Board/APEDA/MPEDA?

4.Particulars of event Date of Departure from India -Date of Arrival in India Date of receipt of claim

5.A. Whether condition of 14 days advance Clear notice met? Yes/No

B. Whether claim submission conditions met ? Yes/No

6.Name and designation of the person visiting abroad.

7.No. of proposals already Submitted in the same financial year.

8.Details of Fairs/exhibitions/BSM/ trade delegation participated made with MDA assistance in the Past in the same event/country.

9.Whether report on the activity Undertaken submitted ? Yes/No

10Whether assistance availed From other Govt. Bodies/EPCs/ Commodity Boards/ APEDA/ MPEDA/ITPO etc.
For the activity under reference? Yes/No.

(If yes, please give full details)

11 Expenditure incurred

a) On actual return airfare by economy excursion class Rs _____

b) On stall, decoration, water & electricity charges. Rs _____

(Please attach original air ticket/jacket and self certified photocopies of receipt etc. evidencing payment made)

12 Amount recommended on

a) Air travel for Trade Delegation Rs _____

b) Air travel and / or stall charges for participation in fairs and exhibitions Rs _____

Signature

Place:

Date:

**Name & Designation
(with Office Seal)**