



कयर बोर्ड Coir Board

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

कयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
तार/ Gram : COIR BOARD
दूरभाष/ 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.gov.in

ANNEXURE –II

CLAIM APPLICATION FOR COIR BOARD EXTERNAL MARKET DEVELOPMENT ASSISTANCE FOR PARTICIPATION IN BUYER-SELLER MEET/TRADE DELEGATION/ FAIR/ PRODUCTION PRODUCT BROCHURE FOR USE AT ABROAD

01	Name of the firm with full address	Email: Mob:
02	Coir Board Acknowledgement letter No. and date	
03	Whether Coir Enterprise/ Exporter	
04	Did you furnish the copy of the IE Registration certificate/ Exporter Registration certificate/SSI Registration Certificate while applying for in principle approval?	Yes/ No (If not attach copy)
05	Name of the event	
06	Name of the Person attended the event with designation	
07	Particulars of event (In the case of delegation the name of countries visited)	Name : Place : Organized by: Duration of Event:
08	Space booked and space rent Paid (Attach self certified copy of invoice and receipt/ bank debit advice)	Space booked: Space rent paid:

09	Airfare in economy class (Attach online ticket showing airfare and payment proof)													
10	Particulars of actual freight charges paid for the participation of the event (attach airway bill, invoice & proof of payment from the agency through which international shipment was sent)	Rs. _____												
11	Particulars of participation charges paid for delegation/ BSM (Specify whether the charges include airfare or not)	Rs. _____												
12	Production charges of Product Brochure/ Catalogue	Rs. _____												
13	Date of actual departure from India.	Date _____ (Please attach original Boarding Passes of all sectors of journey).												
14	Date of actual arrival in India after completing the event.	Date _____ (Please attach photocopy of passport duly highlighting date of arrival)												
15	Whether belong to the categories of Women / SC / ST /or from North Eastern Region													
16	No. of proposals already submitted in same financial year.	<table border="0"> <thead> <tr> <th>Event</th> <th>Place of visit</th> <th>Dt.</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> </tr> </tbody> </table>	Event	Place of visit	Dt.	a.			b.			c.		
Event	Place of visit	Dt.												
a.														
b.														
c.														
17	Whether the organization 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												

18	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)
19	<p>Expenditure incurred</p> <p>a) Actual expenditure incurred on space Rent</p> <p>b) Actual airfare paid in economy class</p> <p>c) Actual freight charges paid</p> <p>d) Participation charges in the case of delegation/BSM</p> <p>e) Production charges for bringing out Product Brochure/ Catalogue</p>	<p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p>
20	<p>Amount claimed</p> <p>f) Actual expenditure incurred on space Rent</p> <p>g) Actual airfare paid in economy class</p> <p>h) Actual freight charges paid</p> <p>i) Participation charges in the case of delegation/BSM</p> <p>Production charges for bringing out Product Brochure/ Catalogue</p> <p style="text-align: center;">Total</p>	<p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p> <p>Rs. _____</p>
21	Whether any other financial assistance has been received for the same event, if so details of amount received	

22	Bank details for transfer of assistance	
	a) Jan Dhan Account No.	
	b) Account Holder's name	
	c) Name of the bank	
	d) Address of the bank	
	e) IFSC Code	

NB: Applicant needs to furnish only the data relating to his claim, against other columns or items he/ she may write NA.

Declaration

I solemnly declare that the particulars given in the above statement are correct. I also undertake that any financial assistance granted to this firm on the basis of this declaration shall be liable to be refunded to Government, if at any point of 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 firm to pay amount of assistance to the Coir Board with interest as decided by the Board within 7 days of receipt of the demand in writing from Coir Board who shall be entitled to make the said demand on me/the firm besides facing legal action against me for furnishing of false information/ forged documents.

Signature:

Name

Designation

Place:

Date :

Firm:

(Office Seal)