

**CLAIM APPLICATION FOR ASSISTANCE UNDER INTERNATIONAL
COOPERATION SCHEME, MINISTRY OF MSME, 2021 FOR PARTICIPATION IN
INTERNATIONAL EXHIBITIONS TRADE FAIRS AND BUYER SELLER MEET IN
FOREIGN COUNTRIES**

1	Name of the Applicant Organization (Copy of Udyam Registration Certificate and PAN Card to be enclosed)		
2	Complete address, Phone, Fax, Email		
3	Ref. Number and date of Coir Board's approval letter		
4	Name of event participated along with duration, date and venue		
5.	Name of the person attended the event		
6.	Whether belong to the categories of Women/SC/ST/or from North Eastern Region		
7.	No. of proposals already submitted in same financial year		
	Event	Place of Visit	Period
a			
b			
8	Feedback report about the event attended in the format appended (Appendix I)		

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9. Claim details (Statement of Account):

Sl.No.	Items	No. of persons/stalls	Actual Expenditure (in Rs.)	Amount Claimed (in Rs.)
1	Airfare in economy class in shortest route (Attach online ticket showing airfare and payment proof) Date of actual departure from India (Please attach original Boarding passes of all sectors of journey)			
2	Duty Allowance (for Office Bearer only)			
3	Space rent paid (Stall rent) Invoice/bills along with Receipt of payment for claiming stall charges) (for Entrepreneurs only)			
4	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) (for participation only)			
	Total :			

- (i) I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event.
- (ii) It is also certified that the air-tickets for the delegates were purchased at the cheapest available economy rates.
- (iii) It is also certified that the delegates travelled through the shortest route.

Signature of the authorised signatory:

Name :

Designation:

Stamp of the Applicant Organization:

Date.....

Place.....

CERTIFICATE OF CHARTERED ACCOUNTANT

I have verified the above information from the books of accounts, bills, vouchers etc. and certify it to be correct.

Signature of Chartered Accountant

Membership No.

Stamp

Date.....

Documents to be enclosed with the claim form:

- (i) Copy of Udyam Registration Certificate
- (ii) Copy of E-ticket complete in all respect with fare information on e-ticket itself for airtravel
- (iii) Original Boarding Passes [In case of multiple Boarding passes, provision of Original Boarding pass of destination city (host city of the event under consideration) is must.
- (iv) Original Invoice/Bills along with Receipt of Payment for claiming stall charges, freight charges, entry/registration fee
- (v) Unique ID of Organization as registered in NGO Darpan portal of Niti Aayog (for NGOs only)
- (vi) Copy of PAN Card of the Association.
- (vii) Copy of TAN Number, if any
- (viii) Original Invoice/Bills along with receipt of payment for claiming advertisement & publicity charges (applicable for organisations leading the delegation)

MANDATE FORM

Electronic Clearing Service (Credit Clearing) Real Time Gross Settlement (RTGS)
Facility for receiving payments

A. Details of Accounts Holders:-

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

B. Bank Account Details:

Bank Name	
Branch Name with Complete Address Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No.(Latest)	
MICR Code of Bank	

Date of effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date:

Signature of Customer

1. Please attach a photocopy of cheque alongwith the verification from the bank
2. In case you Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, please submit the information in the above proforma to the Department as earliest.

On the letter head of the Association/Organization

CERTIFICATE

This is to certify that no Grants-in-Aid for the purpose of activities as approved vide sanction letter No.....dated.....of Coir Board has been applied for or obtained from any other Ministry or Department of Government of India or any other State Government or Government Institute/Agency.

Signature of the authorized signatory

Name

Stamp of Association/Organization

PRE-RECEIPT

(To be submitted on Letter –head of Association/Organization)

Received _____ a _____ sum _____ of
Rs.....(Rupees.....)
as financial assistance on reimbursement basis under International Co-operation (IC) Scheme as
approved by Coir Board vide sanction letter
No.....dated.....

Revenue Stamp
Signature

Name

Designation.....

Stamp of the Association/Organization

COIR BOARD**FORMAT OF FEEDBACK REPORT FOR INTERNATIONAL EXHIBITIONS/FAIRS**

Event name :

Place :

Period :

NAME OF THE PARTICIPANT:

Sl. No.	Items	Description		
1.	Number of visitors			
2.	Number of export inquiries generated			
3.	Value of export inquiries generated			
4.	Number of firm business orders canvassed with quantity and value	No.	Qty.	Value
5.	Other achievements, such as joint ventures, technology transfer agreements, etc. (give details)			
6.	Whether you are satisfied with the facilities provided by Coir Board			
7.	Shortfalls, if any, on the part of Coir Board			
8.	Suggestions to improve participation of coir sector.			
9.	Any other comments/observations			

Signature :

Name :