

FORM

**[MDA claims as per Go No.CI 36 SPI 2019,
Bengaluru, Dated:24.07.2019]**

**Application for Market Development
Assistance for participation in international
trade fairs and exhibitions to small and micro
manufacturing entrepreneur on completion of
participation**

Recent Passport Size
Photograph of the
Applicant – to be self
attested.

1.	Name of the participant	
2.	Name of the unit	
3.	Proprietor/Partner/ Director	
4.	Address	
5.	Unit e-mail id	
6.	Delegate mobile number	
7.	Aadhar Number of delegate	
8.	MSME registration /Udyog Aadhaar number	
9.	IEC Code	
10.	VTPC Membership Number (Enclose copy)	

11.	Whether belongs to SC/ST	Yes /No								
12.	GST Number									
13.	PAN Number									
14.	Annual Turnover of the previous two years.	<table border="1"> <thead> <tr> <th>Year</th> <th>(Rs. in lakhs)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Year	(Rs. in lakhs)						
Year	(Rs. in lakhs)									
15.	FOB value of exports during last two years, year wise	<table border="1"> <thead> <tr> <th>Year</th> <th>(Rs. in lakhs)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Year	(Rs. in lakhs)						
Year	(Rs. in lakhs)									
16.	Details of Products exported									
17.	To which countries products are exported									
18.	Details of MDA or Travel assistance availed from other Govt. Bodies / EPCs / Commodity Boards / Authorities etc., if any with full details									

19.	Details of MDA availed earlier to this proposal from VTPC	<p>(a) Event Name: Place: Duration of event From To Amount of assistance in Rs.: Date of release:</p> <p>(b) Event Name: Place: Duration of event From To Amount of assistance in Rs.: Date of release:</p> <p>(c) Event Name: Place: Duration of event From To Amount of assistance in Rs.: Date of release:</p>
20.	Approval Ref. No and date from VTPC	
21.	Particulars of fair / exhibition / attended	<p>Event Name: Place: Duration of event From To</p>
22.	Date of actual departure from India	Date
23.	Date of actual Arrival to India after completing the event	Date
24.	<p>Expenditure incurred</p> <p>a. Actual return airfare by economy class</p> <p>b. Actual expenditure incurred on space rent, if any</p> <p>c. Freight charges, if any</p> <p>d. DA</p> <p>Total (a + b + C)</p>	<p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p>
25.	Amount claimed	Rs.
26.	Tour report	

27.	Bank Account Details (Enclose cancelled cheque)	Name of the account holder Name of the Bank & Branch Type of Account: Account No: IFSC Code:
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Declaration

I solemnly declare that the particulars given in the above statement are correct.

Place
Date:

Signature
Name & Designation
(Office Seal)

Self attested copies of the documents to be submitted

Check list as in GO

Self attested copies of the documents to be submitted		
1	Partnership deed/Memorandum of Association/Articles of Association and registration certificate of company, List of Board of Directors.	Enclosed
2	IEC	Enclosed
3	MSME Certificate/Udyog Aadhar	Enclosed
4	VTPC membership certificate	Enclosed
5	Aadhar card of delegate	Enclosed
6	PAN	Enclosed
7	GST	Enclosed
8	Profile of the company	Enclosed
9	Caste Certificate (If SC/ST)	Enclosed
10	Passport, Visa and page containing stamping of immigration authority in India and destination country	Enclosed
11	Air ticket (Economy Class)	Enclosed
12	CA Certificate for Exports done in proceeding two years	
	To be submitted in original	
13	Duly filled application form	Enclosed
14	Boarding Passes	Enclosed
15	Hotel bill	Enclosed
16	CA Certificate for having incurred the claimed expenditure	Enclosed
17	Stall rent receipt	Enclosed
18	Cancelled cheque	Enclosed
19	Tour report on letterhead with signature	Enclosed

Note: All Xerox documents submitted should be self attested.