

CLAIM FORM (AFTER THE EVENT) FOR REIMBURSEMENT UNDER MATU SCHEME
(Use separate form for claims for each component)

Name of the MATU component (please tick the appropriate box):					
1. Domestic Trade Fairs/Exhibitions		<input type="checkbox"/>			
2. International Trade Fairs/Exhibitions		<input type="checkbox"/>			
3. Bar Code		<input type="checkbox"/>			
DETAILS OF PARTICIPANT UNIT					
1.	Name of the Applicant Unit				
2.	Complete address, phone, FAX, E-mail including name of the proprietor/partner				
3.	EM part-II / Udyog Aadhaar Memorandum Number				
4.	Category of the entrepreneur (General/Women/SC/ST/NER/PH)				
5.	Type of the unit (micro/small)				
6.	Category of the Unit (Manufacturing / service)				
7.	Products manufactured/ Service rendered				
8.	Name of event participated, venue, duration (in case of domestic/international trade fairs)				
9.	Feedback about the event attended [about 200 words on unit's letterhead along with photographs] (in case of domestic/international trade fairs/exhibitions)				
DETAILS OF CLAIMS (Rs.)					
	Name of scheme	Items	No of persons/stall size/ (whichever applicable)	Actual expenditure	Amount admissible as per scheme guidelines
1.	Domestic Trade Fairs/ Exhibitions	Contingency expenditure (including travel, publicity & freight)			
		Space Rent (stall rent) [Maximum booth/stall size of 6 sq. mtr. or minimum booth/stall size by fair organiser]			
2.	Intl Trade Fairs/ Exhibitions	Air fare			
		Space Rent (stall rent) [Maximum booth/stall size of 6 sq. mtr. or minimum booth/stall size by fair organiser]			
3.	Bar Code	One Time Registration Fee			
		Annual Recurring Fee from to			
		Total :			

DECLARATION

I hereby certify that the above information is correct and is based on the actual expenditure incurred.

- (i) It is also certified that the unit has not claimed/applied for financial assistance from any other Ministry/ Department of the Government of India or any other State Government or any Government Institute/Agency for the above mentioned component of MATU.
- (ii) It is also certified that the air ticket was purchased at the cheapest available economy rates (in case of International Trade Fairs/Exhibitions).

Signature of the Authorised Signatory
Name :
Designation :
(Seal of the Applicant Organisation)

Date :
Place :

Documents to be enclosed with the claim form :

(A) Domestic Fairs / Exhibitions

- (i) Proof of entrepreneur as women/SC/ST / PH (to be retained at MSME-DI)
- (ii) Mandate Form verified by concerned Bank (to be retained at MSME-DI)
- (iii) Pre-receipt (as per Annexure) (to be retained at MSME-DI)
- (iv) EM part-II or Udyog Aadhaar Memorandum Acknowledgement
- (v) Copy of expenditure on travel/publicity/freight charges
- (vi) Invoice / Bills for space rent

(B) International Trade Fairs / Exhibitions

- (i) Proof of entrepreneur as Women/SC/ST (to be retained at MSME-DI)
- (ii) Mandate Form verified by concerned Bank (to be retained at MSME-DI)
- (iii) Pre-receipt (as per Annexure) (to be retained at MSME-DI)
- (iv) EM part-II or Udyog Aadhaar Memorandum Acknowledgement
- (v) Copy of air ticket and Boarding Pass
- (vi) Invoice / Bills for space rent

(c) Bar Code

The claim form to be submitted at MSME – DIs after getting Bar Code Licence with following documents

- (i) Mandate Form verified by the concerned Bank
- (ii) Pre-receipt (as per Annexure)
- (iii) EM part-II or Udyog Aadhaar Memorandum Acknowledgement
- (iv) Copy of cash receipt paid to GS1 India
- (v) Copy of Licence received from GS1 India for use of Bar Code.

PRE-RECEIPT

(TO BE SUBMITTED ON LETTER HEAD OF UNIT)

Received a sum of Rs. _____ (Rupees _____
_____ Only) from Office of Development Commission (MSME),
Ministry of MSME on account of financial assistance under component "International / Domestic Trade
Fairs or Bar Code (whichever applicable) under Marketing Assistance & Technology Up-gradation (MATU)
scheme of Office of Development Commissioner (MSME).

Revenue stamp

Signature of authorised signatory

(Name & designation)

(stamp of the unit)

(Note : To be submitted in triplicate)