

CHECKLIST FOR APPLICANTS WHILE FILING APPLICATION FOR FINANCIAL ASSISTANCE UNDER APEDA SCHEMES

The objective of the checklists is to facilitate the beneficiary in filing his initial application/final claim with APEDA and should, therefore, be carefully understood for availing financial assistance under APEDA schemes.

1. The assistance under Financial Assistance Schemes of APEDA is available to registered exporters and for APEDA Scheduled Products only
2. Application should be filed in the prescribed format only (Annexure-1) and only in respect of products handled by APEDA.
3. Each column in the application form should be filled in with complete information, as required
4. Application should be accompanied by self certified copies of
 - (a) APEDA RCMC along with amendments, if any
 - (b) IEC NO
 - (c) PAN No
 - (d) Quotation/proforma invoice /invoices from suppliers of equipment / packaging boxes/ advertisement /consultants (feasibility study/ISO/HACCP) etc.
 - (e) Separate quotations from accredited consultants and certification bodies for ISO/HACCP/TQM/BRC etc (accreditation status can be checked on the link www.qci.in for HACCP consultants and certification bodies should be selected from APEDA recognized agencies only which is available on APEDA website ; for GlobalGAP quotation from Certification body only is required.
 - (f) Pamphlet depicting equipment details in case of infrastructure/laboratory equipment/any other assets etc
 - (g) For civil work with regard to intermediate storage sheds and effluent treatment plant the estimate from a Chartered Engineer or Civil Architect
5. Export performance for last three years should be mentioned year-wise in quantity (MTs) and value (Rs lakh) terms in the

format given in Annexure-1-application form. Consolidated single figure will be treated as a deficiency

6. Projected exports for next five years should also be mentioned year wise in quantity (MTs) and value (Rs lakh) terms in the format given in Annexure-1-application form. Consolidated single figure only will be treated as a deficiency
7. Properly completed applications only will be considered for grant of In Principle Approval
8. Confirmation of posting of monthly export returns on APEDA website should be sent as the declaration in the Application Form **(Annexure -I)**. Export Returns shall be filled even in the case of NIL exports. APEDA will consider the application only after verification of export returns on the website. Non-compliance on part of the applicant will result in rejection of the application.
9. Financial assistance will be considered in cases where the unit is newly commissioned and/or the registered exporter has approached APEDA for the first time seeking financial assistance under the schemes. However, for subsequent applications for financial assistance, these would be considered if the exporter has executed some exports during the preceding 12 months.
10. The application form, Undertaking, Declaration and Certificates should be duly signed and stamped by the authorized signatory
11. Under the column seeking information on assistance availed earlier, scheme-wise, year-wise and component-wise correct information should be furnished. This information should be furnished only for the XI Plan period (1.4.2007 to 31.03.2012)
12. In Principle Approval is mandatory for availing financial assistance under APEDA schemes except for Packaging material.
13. In-Principal Approval (IPA) issued by APEDA will generally be valid up to 31st March of the financial year. However, in cases where IPA is issued during last quarter of the financial year (i.e. January to March), the validity of such IPA will be up to 31st March of the next financial year.
14. No commercial activity viz. placement of order, award of job to consultants/certification body/contractor/supplier etc, advance payment, opening of LC or purchase order should be commenced

before the date of the In Principle Approval letter. Any such instance noticed while receiving claim papers will make the application liable to disqualification/rejection.

15. Any change in ownership/management/style of the company or any change in supplier/equipment model/consultant/certification body etc should be got approved by sending a written request to APEDA.
16. It is incumbent upon the applicant to apprise APEDA on the progress of the activity and seek written extension of validity of the In Principle Approval Letter, as, when and wherever required, well ahead of expiry of the original validity of such letter.
17. It is also incumbent upon the applicant to , in case of completion of the activity within the original validity of the In Principle Approval letter, to submit the final claim documents complete in all respects ahead of expiry of such validity.
18. The competent authority reserves the right to sanction more than one instance in the plan period. However, the assistance should not exceed the maximum limit under the notified scheme in plan period.
19. For infrastructure items like integrated pack house/poly house where the complete project is being set up as a new entity, project appraisal report from the financial institution/bank should be sent with the application. Such appraisal is not required in case of stand alone components under the scheme.
20. For Common Infrastructure Facilities under the scheme for Infrastructure Development or Quality Development , advance may be released in consonance with the terms of payment to be stipulated under the Memorandum of Understanding (MoU). Subsequent remittances will be against submission of running bills and in consonance with the terms of payment stipulated under the MoU.
21. The assistance for brand publicity through advertisements would be provided to the brands of Indian origin advertised in international print/electronic media.
22. For Brand publicity through advertisement a manuscript of the proposed film or dummy of the proposed advertisement

incorporating APEDA logo as token of acknowledgement of assistance should be enclosed.

23. Financial assistance under the scheme for Infrastructure Development will be admissible once in a plan period. Assistance will be admissible once in a plan period for purchase of Quality Control equipment and up gradation of APEDA recognized laboratories under the scheme for Quality Development. Assistance for Quality Management systems would be admissible once in three years. Assistance on Packaging/advertisement/rand publicity/Survey/Study would be admissible on per annum basis. For financial assistance for packaging, one consolidated application for one financial year will be accepted.
24. For MDA, application in prescribed format **(Annexure-I (A))** should reach APEDA 14 days in advance (date of receipt of application and date of actual departure from India excluded). Assistance would be provided as per MDA guidelines of the Ministry of Commerce & Industry.
25. The applicant should provide the following documents /information for claiming assistance for packaging material:
- Copy of the indent (letter) under which sample of packaging box was sent to the IIP by the beneficiary
 - Original or self certified copy of box size wise IIP certificate
 - A certificate in the prescribed proforma, from a Chartered Accountant certifying the number of cartons purchased and exported with closing balance shall be enclosed.
 - A statement of purchases invoices for packaging material in the following format should also be furnished :

Supplier	Inv No. /dt	No of boxes	Size	Amount-Rs
Xxxxxx	xxxx dt. 19.03.08 (Page-xxx)	Xxx	5kg	
		Xxx	9 Kg	
		Xxx	4.5 Kg	
		Xxx	
Total		Xxx	5kg	
		Xxx	9 Kg	
		Xxx	4.5 Kg	
		Xxx	

- Similarly a statement of export documents in the following format should be submitted :

Sl. No.	Shipping Bill B/L Dated	Inv No./Date	No. Cartons	Size	Amount-
1.	S/B No xxxxxx dt.xxxxxx (Page-xxxx- xxxx) B/L No xxxxx dt. Xxxxxx (page-xxx) Total	Xxxxxxx dt. Xxxxxx (Page-xxx)	Xxxxx Xxxxx Xxxxx Xxxxx	5.0 kg 4.5 Kg 9.0 Kg 5.0 kg 4.5 Kg 9.0 Kg	
	Grand Total		xxxxxxx		

f) A few invoices of purchases for different sizes of boxes manufactured during previous year along with previous year's IIP/CFTRI certificate and CA Certificate should also be furnished in cases where previous year's balance boxes are used during subsequent year for exports

26. The IIP/CFTRI Certificate of conformity with the standards should be sought first; then only packaging material shall be fabricated/manufactured and exported.
27. Under scheme for Quality Development, assistance would be admissible for certification of GAP and BRC (implementation/consultancy is not applicable).
28. Assistance would be admissible for implementation(consultancy) and certification of HACCP, ISO-22000, ISO-9001, and ISO-14001.
29. Assistance for KOSHAR, HALAL or any other religious certification is not eligible.
30. Assistance for supermarket specific and private standards would also not be eligible.
31. Assistance for Organic Certification would also not be provided as NCOF in the Ministry of Agriculture is already assisting this activity.
32. For quality management systems surveillance cost would also be eligible subject to overall ceiling.

33. APEDA has recognized implementation and certification agencies for HACCP. These agencies are equally competent to implement and certify ISO-9001, ISO-14001 and ISO-22000 as well as BRC & GAP. Exporters are advised to avail services of APEDA recognised agencies and submit individual application for each system. It is essential to obtain proforma invoices in the format enclosed at Annexure-II from APEDA recognized HACCP implementation and Certification agencies. Eligible assistance for HACCP and ISO -22000 would be reimbursed to the exporters in three phases (i) 50% on certification (ii) 25% on 3rd Surveillance and (iii) 25% on 5th Surveillance.

These are the general guidelines for filing applications with APEDA. The applicants, however, are also required to fulfill the requirements stipulated for each Financial Assistance Scheme which are appended below-

Check list for consideration of In Principle Approval (IPA)

A. Common points for all components of all schemes

1. Check whether the financial assistance sought is as per the notified scheme.
2. Check whether the self certified photocopy of APEDA Registration Certificate, along with amendments, if any, IEC No., PAN No, Quotation/Proforma Invoice, is attached. (In case of trade associations, Public Institutions, Govt. Organizations etc. copies of their constitution and objectives should be attached).
3. Check whether the Declaration regarding cost estimates along with the proforma invoices / quotations/pamphlets have been provided.
4. Check whether the declaration regarding filing of monthly export return is submitted.
5. Check whether applicant has availed the benefit previously for the same components in the same plan period. If yes, then check whether justification with evidence has been given by the applicant for additional financial assistance (The competent authority reserve the right to sanction more than one instance in the plan period. However the assistance should not exceed the maximum limit under the notified scheme in plan period).
6. If there is a change in constitution/style/ownership/management and/or business plan of the company, during the currency of in principle approval and upto the final reimbursement then applicant has to request in writing to APEDA for incorporation of such changes and seek amendment to this effect in the IPA already granted.
7. In case where the applicant has more than one processing/manufacturing unit at geographically different locations, assistance to each registered unit will be admissible

B. Specific points:

B.1 Scheme for Market Development:

1. Check whether the proposed feasibility study is available in APEDA. In case the report is available with APEDA, check its contemporary validity and inform the applicant accordingly or process the case for IPA.
2. Check whether dummy copy of advertisement carrying APEDA logo is available.
3. Assistance under Components 2, 3, 4 and 5 would be provided to the exporters as per MDA/MAI guidelines which are available at Ministry of Commerce & Industry website: www.commerce.nic.in under the heading '_trade promotion assistance'. The format of application for availing assistance under these components is at Annexure-I (A).
4. Check the Certificate from APEDA designated agency like IIP/ CFTRI certifying that packaging design/standard meets the specifications of APEDA for quality packaging.

B.2 SCHEME FOR INFRASTRUCTURE DEVELOPMENT :

A. COMMON INFRASTRUCTURE FACILITY TO BE SET UP BY CENTRAL AND STATE GOVERNMENT INSTITUTIONS :

1. Only Central and State Government and public sector enterprises are entitled to avail assistance.
2. The proposed facility should be for common benefit of exporters of APEDA scheduled products and directly resulting in adequate increase in export volumes and remunerative returns to farmers.
3. Financial assistance would be provided towards the cost of civil construction, plant, machinery and equipments as per the MOU. Rest of the capital funds including working capital to be brought in by the PSU, beside land for the facility. =
4. State Government will arrange for necessary supporting infrastructure like connecting roads, electricity, water connection etc on priority and communicate in writing for the same in advance along with the proposal.

5. A detailed techno economic feasibility study shall be conducted by Central/State Govt. institutions and submitted along with the proposal. The study shall inter-alia give details on :
 - Production of various crops in the catchments area - Availability of produce for the proposed facility
 - Capacity to be decided on availability of produce - Export turnover for next 5 years
 - User charges
 - Cash flow till the unit stabilized
 - Key financial results like IRR, BEP and DSCR
6. An MoU to be signed by PSU with APEDA.

B.2 INDIVIDUAL EXPORTERS AVAILING ASSISTANCE UNDER THE SCHEME:

1. The service providers would be eligible for assistance if they are deemed exporters within the definition of —Deemed Exporters|| under Foreign Trade Policy.
2. Part-II(B) of the Scheme is applicable to only horticulture and floriculture and their value added products.
3. Except for specialized transport unit component , other components of the scheme do not apply to Livestock sector
4. Financial assistance for setting up of integrated post harvest - handling system (pack house) will be available provided the facility conforms to the standards/conditions of APEDA Pack House Recognition Scheme (details are available on APEDA website).
5. In case of assistance for the purchase of specialized transport units, only reefer trucks / reefer vans are eligible for assistance.

B.3 Scheme for Quality Development :

a) Purchase of Laboratory Testing Equipment :

1. Check whether the financial assistance sought is as per the notified scheme and only for testing equipments. (Civil work, AC, Refrigerator, Computer, Glassware, Chemicals, Consumable, etc. are not eligible for assistance)

b) UPGRADATION AND RECOGNITION OF LABORATORIES

1. In case where the applicant has more than one testing laboratories at geographically different locations and laboratories are different entities and accredited by NABL for residual analysis of food commodities, the same would qualify for assistance.
2. Check whether the laboratory is recognized by APEDA
3. Check whether the projected cost of the equipment along-with the proforma invoice of suppliers have been provided.
4. Laboratory shall furnish a declaration that they will give 5% discount on normal charges for testing to the exporters,

c) IMPLEMENTATION OF GAP:

1. Check whether the certification agency is authorized to issue GAP certificate and is offering an accredited certificate.
2. Check whether the certification agency is accredited for India operations.
3. Check whether list of farmers along with self certified copies of agreements between the exporter and the farmer (only a few for records) is enclosed.

d) IMPLEMENTATION OF HACCP (only for Manufacturer exporters) :

1. Check whether the implementation and certification agencies are approved by APEDA and the certification agency is offering an accredited certificate. (Please refer APEDA website for implementation and certification agencies)
2. Check whether the implementation and certification agencies to be engaged by the exporter are two separate and independent agencies.
3. Check whether the proforma invoices are submitted as per APEDA devised format (Annexure-II).

- 4.. Check whether the Performa invoices are as per the laid-down principles, procedures for HACCP.

**e) IMPLEMENTATION OF BRITISH RETAIL CONSORTIUM (BRC)
(only for Manufacturer exporters) :**

1. Check whether the implementation and certification agencies are recognized by APEDA and the certification agency is offering an accredited certificate.

**f) IMPLEMENTATION OF ISO-22000 /ISO-9001/ISO 14001
(only for Manufacturer exporters) :**

1. Check whether the implementation and certification agencies are approved by APEDA and the certification body is offering an accredited certificate. (Please refer APEDA website for implementation and certification agencies)
2. Check whether the implementation and certification agencies to be engaged by the exporter are two separate and independent agencies.
3. Check whether the proforma invoices are submitted as per APEDA devised format (Annexure-II).
4. Check whether the Performa invoices are as per the laid-down principles, procedures for food safety management system.

**g) UPGRADATION OF TECHNICAL AND MANAGERIAL SKILLS OF
PERSONNEL, SEMINARS, GROUP ACTIVITY, STUDY TOUR
AND FOR INFORMATION LITERATURE)**

1. Government Research Institutions, State and Central Government organizations and apex trade and Industry organizations like CII, FICCI, FIEO, Chambers of Commerce etc. would be eligible for assistance for two seminars (one seminar each for national & international level) in a year.
2. The State Govt. agencies would also be eligible for financial assistance for conducting Integrated Training Programs under component B (i) of the scheme. There shall be minimum five training programs in a year (3 at pre harvest stage and 1 each at

harvesting and post harvesting stage. The State Govt. agencies would be eligible for financial assistance as under :

- a.** A maximum of Rs. 36,000 per training and
- b.** Reimbursement of Consultancy fee to the experts which will be maximum of Rs. 2500 per month in case the expert is in job and Rs. 10,000/- per month for retired expert from Agriculture/Horticulture Institute.
 - 1. In case of trade associations, public institutions. Govt. organizations etc. copies of documentary proof of their constitution and objectives should be attached.
 - 2. Check whether the cost estimates along with proforma invoices of consultants for training or seminar are enclosed. The ceiling of expenditure on literature would be within the overall limit of assistance admissible under the scheme. (for national seminars Rs. 1 lac and for international seminars Rs. 2 lacs. Assistance will be restricted to 50% of the net expenditure as per the above ceiling i.e. expenditure in excess of income from the event.

h) Setting up of ERP Based Traceability system

- 1. Check whether the exporter having manufacturer status for APEDA products.
- 2. Check whether Request For Proposal (RFP) for development of ERP based Traceability system is attached
- 3. Check whether RFP is meeting the requirement of ERP based Traceability system
- 4. Check the tracing of the product starting from the root i.e. from farm and stop at the ultimate user of the food product.
- 5. Check whether the ERP based Traceability system is being developed for traceability of the Agricultural and Processed Food Products.
- 6. Check whether quotations have been submitted for technical and financial evaluation.
- 7. Check whether the quotation has been sought for the activity as described in the RFP.

C. SCHEME FOR RESEARCH AND DEVELOPMENT:

1. Check whether the photocopy of registration certificate is attached. (In case of trade associations, Public Institutions, Govt. Organizations etc. copies of their constitutions and objectives should be attached)
2. Check whether the projected cost have been provided. Detailed summary statement to be attached.

CHECK LIST FOR FINAL APPROVAL AND REIMBURSEMENT OF ASSISTANCE

On production of claim documents by the applicant :

A. Common points for all schemes:

1. Check whether the valid in principle approval letter or extension letter is enclosed.
2. Check whether a copy of the feasibility report , where applicable, is enclosed. An abstract of the report should also be enclosed.
3. Check whether the self certified copies of bills/invoices (in conformity with proforma invoices/bills submitted with application)/commercial invoices/receipts/relevant sheets from the bank statement showing debit entries of payments released by cheque or DD/ receipts for cash payments(not exceeding Rs 20,000/-) /shipping bills/bills of lading or airway bills, statement of export documents, statement of purchase invoices of packaging/ copy of advertisement carrying APEDA logo etc (whichever and wherever applicable under a particular component) is enclosed.
4. In case of packaging, check whether few invoices of various sizes of boxes of previous year/ CA Certificate of previous year and IIP certificates of previous year are enclosed.
5. Check whether the Certificate from Chartered Accountant is in the prescribed format with CA Membership Number is enclosed **(Annexure -V)**. In case of financial assistance for packaging, check whether the certificate from CA is in the format at **Annexure-V (A)**.
6. In case of Central Govt./ State Govt. agencies/PSUs the expenditure and income may be certified by DDO (instead of CA Certificate).
7. Check whether the cost as indicated in bills/invoices matches with the proposal, the amount approved in principle and the C.A. certificate. In case they do not match check whether necessary justification with evidence has been given.

8. Check the certificate from IIP/CFTRI attached certifying that the boxes conform to the standards developed by APEDA.
9. Check whether the surety bond, where applicable, and asked for in IPA letter in prescribed format is enclosed (Annexure VI).
10. Check whether physical verification report in the prescribed format, where applicable, is enclosed (Annexure IV).

B. Specific scheme wise points :

B.1 Market Development :

1. Check whether copy of final ad released carries APEDA logo.

B.2 Infrastructure:

1. Check whether a certificate from Chartered Engineer regarding completion of the project along with list of machinery/equipment is enclosed
2. Check whether copies of TDS Certificate for all payments made for service contracts have been submitted.

B.3 SCHEME FOR QUALITY DEVELOPMENT

Laboratory Equipment:

1. Check whether laboratory equipment are same as mentioned in the in-principle approval

Quality Management systems:

2. Check whether a copy of an accredited certificate for GAP /HACCP/ISO /BRC is enclosed.
3. Check the GAP/HACCP/ISO /BRC Certificate contains details such as number, date of issue, validity, Name address of producer/exporter and scope of certification, accreditation of the certification agency, etc.
4. Check whether a copy of the MOU between the exporter and farmer in case of PMO certifications to GAP is submitted.

5. Check whether copies of ISO/BRC/HACCP/FSMS manual, Standard Operating Procedures (SOPs), Critical Control Points (CCPs) and HACCP certificate are submitted.
6. Check whether the exporter has submitted undertaking for half yearly surveillance for HACCP /Food Safety Management System(Annexure-III).
7. Check whether undertakings for surveillance audits have been submitted.

Setting up of ERP Based Traceability system

1. Check whether Software Requirement Specification (SRS) is enclosed.
2. Check whether Software Design Document (SDD) is enclosed.
3. Check whether Technical Architecture document is enclosed.
4. Check whether User Manual is enclosed
5. Check whether Project completion report is enclosed
6. Check whether the system developed is meeting the requirements mentioned in the RFP.

Training Programs/Seminars:

1. Check whether a report on the training program or seminar etc is enclosed.

B.4 Scheme for Research & Development:

1. Check the proof of Involvement of Govt. R&D Institutions wherever applicable.
2. Check the evaluation report of technical experts.

ANNEXURE I

**APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER
APEDA SCHEMES**

SN	Particulars	Details																
1.	Name of the Organization/Individual																	
2.	Full address with contact details	<p>1. As per APEDA RCMC :</p> <p>Tel (with STD Code) : Fax (with STD Code) Email ID :</p> <p>2. Manufacturing Unit Address:</p> <p>Tel (with STD Code) : Fax (with STD Code) Email ID :</p>																
2.	APEDA Registration-cum-Membership-Certificate (RCMC) NO & Date	<p>RCMC No : Date of Issue Valid Upto :</p>																
3.	Type of Organization	<p>1. Manufacturer/Merchant Exporter, 2. Existing/New Venture 3. Public Sector Undertaking/Co-Operative Society /Public Limited Co/Private Limited co/Partnership Firm/Others (specify)</p>																
4.	Export performance during the last three years (product wise) (Quantity to be mentioned in MTs Value to be mentioned in Rs Lakhs)	<table border="0"> <tr> <td>Product</td> <td>200—0-</td> <td>20---0-</td> <td>20--</td> </tr> <tr> <td></td> <td>-0-</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Qty Val</td> <td>Qty Val</td> <td></td> </tr> <tr> <td>Qty Val</td> <td></td> <td></td> <td></td> </tr> </table>	Product	200—0-	20---0-	20--		-0-				Qty Val	Qty Val		Qty Val			
Product	200—0-	20---0-	20--															
	-0-																	
	Qty Val	Qty Val																
Qty Val																		

5.	Main products exported	
6.	Principle markets to which exported	
7.	Anticipated exports during next five years (in value terms - Rs Lakhs)	201.-1. Rs lakhs 201.-1. Rs lakhs 201.-1. Rs lakhs 201.-1. Rs lakhs 201.-1. Rs lakhs
8.	Assistance already availed from APEDA under all schemes during the current (XI) Five Year Plan period only (1.4.2007-31.3.2012), since registration with APEDA.	Scheme Component Year Amount (Rs)
9.	Assistance now being applied for	Name of Scheme Component Total Cost Rs Assistance Sought Rs
10.	How do you propose to finance the balance requirement of funds (give details including loans applied or availed from National Horticulture Board/Financial Institutions/Banks etc)	
11.	Indicate how this project/activity will support your export efforts?	

herewith for processing the financial assistance claim as per the checklist of the respective scheme.

Authorised Signatory

Place:
Date :

Name (in block letters):
Designation with seal of organization/individual

UNDERTAKING

This is to certify that assistance sought under this scheme for the above stated activity is not also sought under any other separate scheme of APEDA or other central government agencies for the same purpose/unit.||

Place:
Date :

Authorised Signatory
Name (in block letters):
Designation with seal of organization/individual

DECLARATION ABOUT MONTHLY PARTY RETURNS

I/We hereby declare that monthly export returns have been posted on APEDA website up to the month of201.

Authorised Signatory

Place:
Date :

Name (in block letters):
Designation with seal of organization/individual

ANNEXURE I(A)**Application Form for Marketing Development Assistance
For Participation in Trade Fair/Exhibitions/BSM/Trade
delegation Abroad**

Ref. No. _____

Date: _____

01	Name of the firm with full address	IEC No. _____
02	APEDA Registration No.	
03	Product Details	
04	F.O.B. Value exports during the last three financial years	Year Qty in MTs Value (Rs. In crores)
045	Particulars of fair/exhibition/BSM/ Trade delegation	Name of event : Place : Country : From _____ To _____
06	Particulars of visit	Date of departure from India Date of arrival in India
07	Details of proposals already submitted in the same financial year.	
08	Details of earlier participation in the same event with MDA assistance.	
09	Whether national participation organized by ITPO,EPC etc.	Yes/No
10	Whether participating through ITPO/EPC etc.	Yes/No

11	Whether waiver certificate taken From ITPO, EPC etc.	Yes/No/N.A.
12	Name and designation of the person going abroad	

Place :

Date :

Signature

Format of fee structure for HACCP and Food Safety System implementation to be obtained by exporters recognized agencies

Management from APEDA

Cost in Rs.

Establishing and assembling in-house team
Describing product
Identifying intended uses
Establishing flow diagram
Confirming flow diagram
Establishing GMPs, GHPs, and sanitations
Listing potential hazards, conducting hazard analysis and any measures to control
Determining Critical Control Points CCPs
Establishing critical limits for each CCP
Establishing monitoring system for CCPs
Establishing corrective actions
Establishing verification procedures
Establishing documentation and record keeping
Preparation of SOPs

Awareness/Training
Tentative travel & hospitality expenses
(not more than 25% of implementation cost)
Taxes as applicable

TOTAL

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Format of fee structure for HACCP and Food Safety Management System certification to be obtained by exporters from APEDA recognised agencies

Registration
Accredited Certification
Tentative travel and hospitality expenses
(not more than 25% of certification cost)

Cost of five half yearly surveillance for a period of 3 years

Taxes as applicable

--
TOTAL

Annexure - III

FORMAT OF UNDERTAKING FOR SURVEILLANCE
(to be submitted with reimbursement claim)

(Name of the exporter)
(address of the unit)
_____ (products for which certification has been granted) shall undertake half yearly surveillance conforming to certification procedures for the full period of validity of the certificate as mentioned in the certificate or for three years. The periodicity of the surveillance would be as per the scope of the certification programme, but not less than half yearly. We also agree to furnish the surveillance reports, non-conformities and compliances thereof on completion of the surveillance to APEDA. In case the surveillance is not undertaken by us (the exporter) our registration with APEDA may be cancelled alongwith recovering financial assistance provided by APEDA.

Authorized Signatory

Place:
Date :

Name of the exporter

ANNEXURE - IV

**FORMAT FOR THE REPORT ON PHYSICAL VERIFICATION TO BE
CARRIED OUT BY APEDA OFFICIAL**

Name of the Beneficiary :

Address of the Beneficiary :

Date of Inspection :

Inspection carried out by :

Location of the plant :

Background of the company with
Details of IPA :

Inspection Details :

(i) Model No., Serial No. and other details
of the equipments. :

(ii) Dimensions of civil construction and
material used. :

(iii) Whether APEDA logo with
acknowledgement that the asset was
created with APEDA's assistance
is painted. :

(iv) Photographs of the assets created :

(v) Assessment whether actual physical
work has been carried out as per the
bills submitted by the applicant. :

(vi) Check whether the bills pertains to
the activity for which financial
assistance has been provided by APEDA

(vii) Whether the equipment is operational :

(ix) Other details, if any

Recommendation :

Signature of the Inspecting Officer

()

Name of the Inspecting
Officer

Place :

Dated :

ANNEXURE - V

(to be non the letterhead of the Chartered Accountant)

PROFORMA OF CHARTERED ACCOUNTANTS CERTIFICATE

Certified that an expenditure of Rs. _____ (in words _____) has been _____ incurred _____ by _____ M/S _____ during the _____ period _____ from _____ (date of sanction letter) to _____ towards _____ (project)

The following are the payment particulars :

Bill No. and date (claimed by the agency through which the project was executed

Amount _____ (Rupees)

Particulars of payment made by the exporter have been cross checked with bank statement and are duly verified :

Cheque	Date	Name of the party	Payment towards Invoice No.	Date of Clearance of cheque	TDS deducted & Deposited (Rs.)	Net Amount Paid (Rs.)

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Dated:

Signature of Chartered Accountant
alongwith CA number and Seal.

ANNEXURE-V(A)

**PROFORMA OF CHARTERED ACCOUNTANT’S CERTIFICATE FOR
THE SCHEME FOR MARKET DEVELOPMENT FOR
PACKAGING MATERIAL**

This is to certify that M/s.....having their registered office at.....
.....have incurred an expenditure of Rs.....(Rupees.....) towards purchase of(no) of boxes of which(no) boxes have been utilized for export during the financial yearas detailed. It is further certified that as at financial year end on 31st March.....a total of (no).....boxes stood as closing balance.

	1 Kg	3.5 Kg	4.5 Kg	5 Kg	6 Kg	9 Kg
Opening balance as on 1 st April,.....						
Boxes purchased during 1 st April.....to 31 st March.....						
Total boxes						
No of boxes exported during 1 st April.....to 31 st March.....						
Closing balance as on 31 st March.....						

Note : Details of all sizes of boxes should be provided even if it means expanding the table accordingly.

Details of supplies and Payment particulars are given below :

Purchases :

Supplier	Bill NO & Date	Size of Boxes	No. of boxes	Amount (Rs)

Payments during the financial year :

Supplier	Payment towards Invoice NO & Date	Cheque/DD No and Date	Date of clearance of cheque	Amount (Rs)	TDS deducted & deposited (Rs)	Net Amount paid (Rs)

Payments during the subsequent financial year related to the purchases made during the financial year for which application pertains:

Supplier	Payment towards Invoice NO & Date	Cheque/DD No and Date	Date of clearance of cheque	Amount (Rs)	TDS deducted & deposited (Rs)	Net Amount paid (Rs)

Note : If required : details may be furnished in a separate annexure.

Date: Signature of Chartered Accountant

Membership No.....

Seal of Chartered Accountant

ANNEXURE -VI

TO BE SUBMITTED IN CASE OF REIMBURSEMENT AND GENERATION OF ASSETS

BOND made this _____ day of _____, One Thousand Nine Hundred Ninety Eight/Nine in favour of AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY, an Authority established by an Act of Parliament, the Agricultural and Processed Food Products Export Development Authority Act, 1985 having its Office at 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi -16 (hereinafter referred to as –APEDA|| which expression shall, unless repugnant to the context, include its successors and assigns) of the One Part.

- INDIVIDUAL * By _____ son of Shri _____ Resident of _____ (hereinafter called ‘the Beneficiary’, which expression shall, unless repugnant to the context, include his heirs, legal representatives, executors, administrators, successors and assigns)
- SOLE PROPRIETOR * Shri _____ Sole Proprietor of M/S, _____ having _____ place _____ of _____ business _____ at _____, (hereinafter called the Beneficiary, which expression shall, unless repugnant to the context, include his/her, legal representatives, executors, administrators, successors and assigns.
- PARTNERSHIP FIRM * M/S _____, a partnership firm duly registered under the Indian Partnership Act, 1932 having its place of business at _____ through its registered Partner Shri/Smt. _____ (hereinafter called the Beneficiary, which expression shall, unless repugnant to the context. Include all the Partners of the Firm and their heirs, legal representatives, executors, administrators, successors and assigns)

COMPANY

* M/s _____, a Company registered under the companies Act, 1956 having its registered Office at _____ (hereinafter called 'The beneficiary which expression shall, unless repugnant to the context, include its successors and assigns of the Other Part.

WHEREAS APEDA has evolved and announced a Scheme known as _____

(specify name of the scheme) (hereinafter called 'the scheme') on such terms and limitations as contained in the Scheme.

■ Strike off whichever is not applicable

AND WHEREAS the Beneficiary has been registered himself/itself for availing the benefits under the scheme as per the relevant norms, conditions and eligibility criteria therefore.

AND WHEREAS APEDA announced a project to provide financial assistance for _____ (Specify the nature of assistance/activity)

AND WHEREAS the Beneficiary has implemented the project and in the process generated the assets, namely _____ (Specify the assets) (the assets so generated shall hereinafter be called the assets)

AND WHEREAS the Beneficiary has incurred expenditure on the project under the scheme towards procurement of the assets; and further submitted a report on the activities proposed to be undertaken, the aims and objects and the benefits expected to accrue therefrom, with the procurement/generation of the Assets; with proof of incurring of expenditure to the tune of Rs. _____ (Rupees only).

AND WHEREAS in terms of the Scheme, APEDA has agreed to reimburse the expenditure as aforesaid

incurred by the Beneficiary, subject to the Beneficiary executing necessary bond valid for a period of three years assuring and ensuring proper implementation of the Scheme and effective utilisation of the assets.

NOW, THEREFORE, THIS BOND WITNESSETH as follows :

In consideration of reimbursement by APEDA of expenditure incurred under the Scheme and in generating the assets, of Rs. (Rupees Only), the Beneficiary shall and both hereby agree and undertake to be bound by the terms of this bond hereinafter appearing.

- | | | |
|--|---------|--|
| 1.
EFFECTIVE
UTILISATION. | 1.
1 | It is the term of this bond that
The Beneficiary shall make effective utilisation of the assets only for the purpose as visualised, specified and understood under the Scheme. |
| GOOD
WORKING
CONDITION AT
GIVEN
ADDRESS. | 1.
2 | The Beneficiary shall maintain the assets in good working condition at all times at the given address of the Beneficiary; |
| STATEMENT OF
ACCOUNT AND
PERFORMANCE | 1.
3 | The Beneficiary shall furnish to APEDA such Statement of Account and of performance, or any other information called for by APEDA from time to time; |
| ACKNOWLEDG
EMENT OF
ASSISTANCE. | 1.
4 | The Beneficiary shall ensure that every report or asset produced under the Scheme shall acknowledge that the same was produced with the financial assistance of APEDA; |
| COMPLIANCE
OF FURTHER
TERMS. | | The Beneficiary shall comply with any term or condition that may be imposed from time to time, by APEDA to ensure to achieve the objectives of the Scheme; and on such condition, being imposed on the Beneficiary by notice in writing, the same shall be binding on the Beneficiary; |
| NOT TO PUT
TO
COMMERCIAL
USE. | 1.
6 | The Beneficiary shall not put the assets to commercial use or to a purpose other than the one under and for the implementation and promotion of the Scheme. |
| NOT TO SELL
ETC. | 1.
7 | The Beneficiary shall not sell or transfer or alienate or otherwise part with the possession in whole or part of |

NOT TO VIOLATE TERMS. INSPECTION

1. The Beneficiary shall not violate any of the terms of this bond on the Scheme during a period of three years from the date of execution of this bond ; and

1. The Beneficiary shall allow the representative of APEDA to inspect the assets and the place of operation of the Beneficiary from time to time; and the Beneficiary shall allow such inspection without any hinderance whatsoever.

2. In case of breach of any of the terms of this bond, or the terms that may be imposed by APEDA from time to time as aforestated and/or the terms of the Scheme, the decision in this regard of the Chairman of APEDA shall be at liberty to recover the full amount of reimbursement together with interest thereon @ 12% per annum; and shall be at liberty to take any Civil and Penal action as may be advised including cancellation of the Registration-cum-Membership Certificate of the Beneficiary with APEDA, black-listing of the Beneficiary as an exporter by public notice or otherwise, and to informing the same to the Financial Institution, Banks and the Chief Controller of Exports and Imports.

If any dispute or difference arises between APEDA and the Beneficiary in connection with, arising out of or touching the terms of this Bond, and/or the Scheme or in relation to the interpretation of the terms thereof, the same shall be referred to the Sole Arbitration of the Chairman of APEDA: or at his discretion, to an officer appointed by him: and the decision of the Sole Arbitrator shall be final and binding on APEDA and the Beneficiary. The provisions of Arbitration Act, 1940 shall be applicable to such Arbitration; and the venture shall be New Delhi.

Subject to clause 3 above, the jurisdiction to deal with the disputes, claims and heights of the parties, has agreed to be confined to the Courts in Delhi only, and no other Court shall have jurisdiction to entertain the same.

By the above described

M/s.

IN WITNESS WHEREOF the Beneficiary has executed this bond in NEW DELHI on the day, month and year first above written.

Through

SIGNED, SEALED AND EXECUTED.

In the
presence of

WITNESSES

- 1.
- 2.

