

**2/1/2004-E&MDA(Part)**  
**Government of India**  
**Ministry of Commerce & Industry**  
**Dept. of Commerce**

**MARKETING DEVELOPMENT ASSISTANCE SCHEME**  
**(REVISED GUIDELINES W.E.F. 01.04.2006)**

Export promotion continues to be a major thrust area for the Government. In view of the prevailing macro economic situation with emphasis on exports and to facilitate various measures being undertaken to stimulate and diversify the country's export trade, Marketing Development Assistance (MDA) Scheme is under operation through the Department of Commerce to support the under mentioned activities:

- (i) Assist exporters for export promotion activities abroad
- (ii) Assist Export Promotion Councils (EPCs) to undertake export promotion activities for their product(s) and commodities
- (iii) Assist approved organizations/trade bodies in undertaking exclusive nonrecurring innovative activities connected with export promotion efforts for their members
- (iv) Assist Focus export promotion programmes in specific regions abroad like FOCUS (LAC), Focus (Africa), Focus (CIS) and Focus (ASEAN + 2) programmes.
- (v) Residual essential activities connected with marketing promotion efforts abroad.

**2. Administration of the Scheme**

- (i) The utilization of scheme is administered by the E&MDA Division in the Department of Commerce, Government of India, Udyog Bhavan, New Delhi – 110 011. Recognized EPCs on product grouping basis, Commodity Boards and Export Development Authorities are eligible for MDA assistance for development and promotional activities to promote exports of their products and commodities from India.
- (ii) MDA budget allocation to recognized EPCs and other export promotion organizations for export promotion activities including specific special development and promotional projects are finalized in annual meetings with the respective EPCs, which are chaired, by the Additional Secretary and Financial Advisor (AS&FA), Department of Commerce. Proposals for adhoc grants for exclusive innovative export promotional activities, which are considered helpful to promote exports of Indian products and commodities are examined by the E&MDA Division and decided with the approval of the AS&FA.
- (iii) Proposals of individual exporters for eligible MDA supported activities like participation in EPC led Trade Delegations/BSMs/Trade Fairs/Exhibitions for reimbursement of MDA assistance will be considered and approved by the Chief Executive Officer of the Export Promotion Councils/FIEO etc.

The approved claims shall be then disbursed by the concerned organization out of the funds allocated to them for this purpose. A monthly utilization report in the format at Annexure- IX , duly signed by the Chief executive Officer of the concerned organization shall be sent to the E&MDA Division in Department of Commerce. A copy of the report shall also be sent electronically at [moc\\_mda@nic.in](mailto:moc_mda@nic.in) by the 7<sup>th</sup> day of every month. The names of beneficiaries giving details viz. Name of the participant, Name of the company represented, fair attended, amount disbursed etc. shall also be hosted on the respective website by the concerned organisation,

The MDA Committee in the Dept. of Commerce shall test check 10% of the cases approved by the EPCs etc. through a random selection method, based on the monthly progress reports to be send by the EPCs.

3. Assistance to individual exporters for export promotion activities abroad – Participation in EPC etc. led Trade Delegations/BSMs/Trade Fairs/ Exhibitions:

- (i) Exporting companies with an f.o.b. value of exports of upto **Rs. 15 crore** in the preceding year will be eligible for MDA assistance for participation in trade delegations/BSMs/fairs/exhibitions abroad to explore new markets for export of their specific product(s) and commodities from India in the initial phase. This will be subject to the condition that the exporter is having complete 12 months membership with concerned EPC etc. and filing of returns with concerned EPC/organisation regularly. **However, this condition would not apply in case of a new EPC for a period of 5 years from the date of its creation.**
- (ii) Assistance would be permissible on travel expenses by air, in economy excursion class fair and/or charges of the built up furnished stall. This would, however, be subject to an upper ceiling mentioned below in the table per tour.

<b>S No. (1)</b>	<b>Area/Sector (2)</b>	<b>No. of visits (3)</b>	<b>Maximum Financial ceiling per event (4)</b>
1.	<b>Focus LAC</b>	1	<b>Rs. 1,80,000</b>
2.	<b>FOCUS AFRICA ( including WANA Countries)</b>	1	<b>Rs. 1,50,000</b>
3.	<b>FOCUS CIS</b>	1	<b>Rs. 1,50,000</b>
4.	<b>FOCUS ASEAN+2</b>	1	<b>Rs. 1,50,000</b>
5.	<b>General Areas</b>	1	<b>Rs. 80,000*</b>
	<b>TOTAL</b>	<b>5</b>	<b>General Areas</b>

**The participation of individual companies in the above activities shall be subject to the following conditions:**

- (1) For EPC etc. led Trade Delegations/BSMs only air-fare by Economy Excursion class upto a maximum of **Rs. 70,000 (Rs. 1,00,000 in case of Focus LAC)** shall be permissible. For participation in Trade Fairs/Exhibitions reimbursement shall be permissible subject to ceilings mentioned in the column 4 in the above table.
- (2) Maximum number of permissible participations shall be five in a financial year as indicated in above table (No travel grant is permissible for visit to General Areas).

**However, for priority sectors, having large employment generation potential, viz. Agriculture including food items, Handicrafts, Handlooms, Carpets, Leather & Minor Forest Produce including LAC, 2 (two) participations in General Areas would be admissible with the assistance of Rs. 1,50,000 for each participation. The exporters availing of assistance under this provision would, however, be in addition to these participations, eligible for only any 2 Focus Area participations.**

- (3) Assistance shall be permissible to one regular employee/director/ partner/proprietor of the company. Assistance would not be available to exporter of foreign nationality or holding foreign passport.
- (4) Intimation application must be received in the concerned EPC etc. with a minimum of 14 days clear advance notice excluding the date of receipt of application in the office of the concerned organization and the date of departure from the country.
- (5) The company shall not be under investigation/charged/prosecuted/ debarred/black listed under the Foreign Trade Policy of India or any other law relating to export and import business.
- (6) Member exporters of EPCs etc. would also be eligible for MDA assistance for participation in events organized by ITPO abroad. Their applications / claims would be routed/reimbursed through concerned EPC etc.**
- (7) Maximum MDA assistance shall be inclusive of MDA assistance received from all Govt. bodies/FIEO/EPCs/Commodity Boards/Export Development Authorities/ITPO etc.,
- (8) A Maximum of three participations in a particular trade fair/exhibition would be eligible for MDA assistance and exporting companies after availing assistance three times including past cases for a particular fair/exhibition, have to participate in that fair, if any, on self-financing basis.

#### **4. Assistance to Export promotion Councils:**

- (i) Export Promotion Councils (EPCs) are autonomous in administrative matters and no financial assistance is provided to them from MDA for administrative expenditure (non-code). List of recognized EPCs is given in Annexure-I. The EPCs can, however, be considered for one time assistance for computerization for data collection, analysis, dissemination under MDA. Maintenance and updating of systems shall be the responsibility of the EPCs.

(ii) **EPCs will be allocated a budget, both for code activities and reimbursement of Individual Exporter's claims, on annual basis. The budget for code activities and the funds for assistance to Individual Exporters will be released in two installments.**

(iii) The EPCs are required to send their detailed annual action plan **and estimated funds required for reimbursement to individual exporters** to E&MDA Division three months in advance. The activities approved in the annual meetings with each EPC well before the start of the financial year shall only be financed from MDA funds. EPCs shall have to utilize the MDA funds in a financial year for purposes for which these are sanctioned. **50% of the MDA budget approved for both the Code activities as well as for reimbursement to individual exporters shall be released to the EPCs in the beginning of the financial year. The EPCs shall indicate their further requirement of funds latest by 30<sup>th</sup> November of the year. Funds for reimbursement to individual exporters shall be released only when 90% of the first installment has been utilized and a utilisation certificate to this effect has been submitted by the concerned organisation.** Earmarked grant for the financial year but not claimed within the year or wherein complete information has not been provided to facilitate its release, would lapse and shall not be carried over to the next financial year.

(iv) EPCs shall furnish activity-wise detailed accounts for each approved code activity certified by a Chartered Accountant and the utilization certificate for the funds released in a financial year **duly signed by the Chief Executive Officer of the concerned organisation** by 30<sup>th</sup> September of the succeeding financial year.. The EPCs shall qualify for release for second installment of funds of the year only after **their accounts including activity wise financial accounts for the preceding year have been audited by the Chartered Accountant and accepted by the Department of Commerce.**

(v) The EPCs shall plan development and export promotion activities in overseas markets for export promotion of particular products, based on the findings of the desktop studies/findings of the strategy papers on potential of exports and data available with institutes like NCTI etc., to penetrate into new potential markets and to consolidate in the already explored export markets. Eligible activities shall be trade delegations to potential markets, organizing participation in the important trade fairs/exhibitions in the focus markets associated with BSMs, focused publicity for the event etc.

(vi) While formulating the annual action plan, the EPCs shall identify and **plan participation in at least two established trade fairs/exhibitions for their product group. Participation in these fairs shall be done irrespective of the number of exporters participating. One EPC official will be eligible for assistance under the scheme for such participation with the prior approval of the Joint Secretary of the concerned commodity/territorial division. The EPCs shall carry product samples for display in these fairs/exhibitions on behalf of their members.**

(vii) Role of the EPCs shall also be to diversify the export promotion activities to new emerging potential markets wherein the participation by the Indian companies is yet to be established.

(viii) Based on the recommendations of the concerned Commodity Division(s) of the Department of Commerce/Ministry of Textiles, Export Promotion Councils, with the prior approval of the E&MDA Division, may undertake promotional & export development activities abroad and within India with assistance from MDA to stimulate and diversify the exports of Indian products and commodities as follows:

**FOR ACTIVITIES IN NON-FOCUS AREAS:**

<b>S No.</b>	<b>Permissible Items of expenditure under MDA</b>	Percentage of funding under MDA
<b>(I)</b>	<b>Participation in Fairs/Exhibitions abroad by EPCs etc.</b>	
<b>1.</b>	Central Stall of Council <b>(i)</b> Rent of Council's area <b>(ii)</b> Other organizing expenditure	60% of (i)+(ii) (subject to a ceiling of Rs.15 lakh per event)* <b>However, if the event is conducted in more than one country during the same tour, additional expenses @ 60% of the rent and organizing expenses not exceeding Rs. 15 lakhs per country shall be allowed.</b>
<b>2.</b>	Air fare for official of EPC in economy excursion class(visa charges to be met by the Council)	<b>100%</b>
<b>3.</b>	D.A. for official of EPC etc.: As per notified MEA rates for Govt. officials of equivalent status.	<b>100%</b>
<b>4.</b>	Hotel stay for official of EPC : On scales applicable to equivalent Govt. officials on duty abroad and subject to furnishing of original bills (with upper ceiling of US\$150 per night stay)	<b>100%</b>

5.	Entertainment: (i) For EPC sponsored activity led by Chairman. (ii) For EPC sponsored activity led by Vice- Chairman/E.D/ Addl. E.D. (On production of bills)	US \$ 500 US \$ 250
(II)	<b><i>EPC sponsored Buyer Seller Meets/Trade Delegations abroad:</i></b>	
1.	(i) Venue Cost (ii) All other organizing expenditure	60% of (i)+(ii) (subject to a ceiling of Rs. 15 lakh per event) <b>However, if the event is conducted in more than one country during the same tour, additional expenses @ 60% of the rent and organizing expenses not exceeding Rs. 15 lakhs per country shall be allowed.</b>
2.	Air fare, DA, Hotel stay, for one official of EPC	As applicable in the case of participation in fairs/exhibitions
3.	Entertainment	As applicable in the case of participation in fairs/exhibitions

<b>(III)</b>	<b>Promotional Activities within India by EPCs etc.:</b>	
1.	Organizing seminars, workshops etc., on quality upgradation, awareness creation etc., with focus on export promotion. (i) Venue cost <b>(ii)</b> All other organizing expenditure	60% subject to maximum ceiling of Rs.1,00,000/-per event.
2.	Organisation of important international fairs/ exhibition in India.(support from MDA only for three years) (i) Venue cost <b>(ii)</b> All other organizing	60% of (i) + (ii) (subject to a ceiling of Rs.15 lakh per event)
	expenditure	
3.	Buyer Seller Meets in India (i) Venue Cost (ii) All other organizing expenditure	60% of (i) +(ii) (subject to a ceiling of Rs.15 lakh per event)
<b>(IV)</b>	<b>PUBLICITY:</b>	
	(i) Publication/publicity with focus on export promotion and brought out for circulation/use of overseas buyers/organizations (ii) Advertisement abroad (iii) Publication for circulation to the members and publicity within the country etc.	60% of net approved expenditure after accounting for the revenue generated through the sales, advertisement. etc.) Not an eligible item.

**Note:**

- (1) Expenses relating to stay, per diem allowance, local travel etc. of Council's official etc. for activities within India are to be met by the EPCs etc.**
- (2) MDA grant required for exporters accompanying the EPCs etc. led delegation/Trade fair/Exhibition is required to be shown along with Budget of each Activity in the Annual Action Plan.**
- (3) In case where the activities are planned as a part of the "Made in India" Trade Promotion initiative of the Department of Commerce, Government of India, the scale of assistance may be increased upto 90% of the venue cost and organizing expenditure.**

**5. Focus Area Programmes:**

At present 4 Focus Area programmes viz. Focus (LAC), Focus (Africa), Focus (CIS) and Focus (ASEAN+2) are under operation in the Department. In addition to activities in non focus areas, special provision has been made under Reverse Trade Visits for visit of prominent delegates and buyers (one person from each organization) from these Focus Area Regions for participation in buyer cum seller meets, exhibitions etc. in India. The foreign delegates/buyers/journalists would be assisted in meeting their return air travel expenses in economy excursion class upto the entry point in India. This would, however, be subject to financing only the well planned participations wherein the potential of the incoming delegate(s)/buyer(s)/journalist(s) have been screened by the concerned EPC and Territorial Division. The following activities are eligible to be undertaken under Focus Area Programmes:

**FOR ACTIVITIES UNDER THE FOCUS-AREA PROGRAMMES 6. Participation/organisation of export promotional activities shall be subject to the following conditions:**

<b>S.N o.</b>	<b>Permissible Items of expenditure under MDA</b>	<b>Percentage of funding under MDA</b>
<b>1.</b>	(i) Participation in International Fairs/exhibitions organised by EPCs etc. (ii) Sponsoring BSMs/Trade delegations abroad by EPCs etc.	As applic able in non-focus area with ceiling of Rs. 15 lakh
<b>2.</b>	Reverse Trade visits of prominent foreign buyer/delegates/journalists to India for participation in BSMs/ exhibitions etc.: (i) Return air-fare travel expenses in economy excursion class upto the entry point in India <b>and hotel charges etc.</b> (ii) Venue charges (iii) All other organizing expenditure. <b>All other expenses relating to stay, per diem allowance, local travel etc. of delegates invited from abroad are to be met by the EPC or by sharing between the organizers and delegates.</b>	(i)100% (subject to a ceiling of Rs.1,00,000/-for LAC and Rs.70,000/- for other Focus areas) (ii)&(iii) As applicable in non-focus area with ceiling of Rs. 15 lakh



3.	Translation facilities in foreign languages and vice versa	60%
4.	<b>Product catalogue in CD ROM</b>	60%

**6. Participation/organization of export promotional activities shall be subject to the following condition:**

- (i) The exporters participating in EPC sponsored trade delegations and fairs/exhibitions/buyer cum seller meets etc. abroad shall receive the MDA assistance on reimbursement basis on scales.
- (ii) One official of the EPC (subject to an upper ceiling of two visits in one financial year by individual official) can accompany EPC sponsored trade delegation/organized participation in trade fair/exhibition followed by BSM. This would, however, be subject to the condition that a **minimum of five exporters participates in such events except in case of established trade fairs where this condition shall not apply for two such fairs in a financial year with the prior approval of the Joint Secretary of the concerned commodity/territorial division** . In rare circumstances, the Joint Secretary of the concerned commodity/territorial division can **also** relax the condition of a maximum of two visits by an individual official in a financial year. **However, in case the number of participants for a particular event goes beyond 20 (Twenty), MDA assistance for one additional official of the EPC for every block of 20 participants shall be permitted.**
- (iii) Per diem allowance, hotel charges etc. would not be permissible from MDA funds to exporters/elected office bearers of the EPCs etc. traveling abroad.
- (iv) MDA assistance shall be limited to 60% of the total approved cost ( **upto 90% in case of 'Made in India' shows**) and the remaining has to be met by the EPCs from the contributions from participants, members, trade etc.
- (v) For 'Reverse Trade Visits' the air-fare by economy excursion class for invited delegates would be subject to the upper ceilings of Rs.100,000/-for LAC region and Rs.70,000/- for CIS, Africa and ASEAN+2 regions.

**7. Approved organisation(s)/trade bodies**

- (a) Approved organization/trade body means an organization, institution or association engaged in development and promotion of exports and approved by the E&MDA Division in the Department of commerce for this purpose. These Organizations can organize programme/activity for specific purpose of development and promotion of exports of Indian products and commodities with the prior approval of the Government (E&MDA Division in the Department of Commerce) for its members.

These are of following two types:

**(i) Approved organizations who can sponsor MDA proposals of its member exporters:-**

List of the approved organizations is given in Annexure-II. No MDA grant on annual basis would be given to these organizations for their export promotion activities. However, organizations can sponsor requests of their member exporters for participation in fairs/exhibitions/BSMs/Trade delegations led by these organizations for MDA assistance.

**(ii) Other approved trade bodies** List of organizations approved under this heading is at Annexure-III.

These organizations cannot sponsor proposals of their member exporters for MDA assistance. However, with the prior approval of the E&MDA Division of the Department of Commerce, their proposals for organizing non-recurring specific promotional activity for export growth of Indian Products and Commodities abroad can be considered for MDA assistance.

Any other organization, institution or association desirous of getting itself registered as an approved organization, may apply to the Department of Commerce (E&MDA Division) with full particulars in the prescribed proforma (Annexure-IV).

**8. Pattern of assistance to Grantee/ Approved organizations other than EPCs**

**(i) FIEO**

MDA assistance to FIEO will be on the lines as applicable to EPCs, with the condition that export promotion activities by them should be for multi-products/sectors or products/services **not** covered by any other EPCs or to a country where EPC is not in a position to participate. However, the total MDA grant to FIEO would not be more than Rs. 100 lakhs in a financial year .

FIEO can, in addition, also sponsor requests of its member exporters for participation in fairs/exhibitions/BSMs/Trade delegations led by FIEO for MDA assistance **provided these members are not members of any Export Promotion Council..**

**(ii) ITPO**

Allocation for ITPO from MDA would be kept to the minimum and confined to the special fairs to meet deficit as approved by the Exhibition Advisory Committee in the Department of Commerce.

Member exporters of EPCs etc. would also be eligible for MDA assistance for participation in events organized by ITPO abroad. Their applications/claims would be routed/reimbursed through concerned EPC etc.

**(iii) IIFT, IIP, IDI and ICA**

MDA assistance to IIFT, IIP, IDI and ICA for various activities on an annual basis would not be provided. However, specific development activities directed towards export growth of Indian products and Commodities would be considered by the Govt. (E&MDA Division in the Department of Commerce) for part financing.

**(iv) To other approved trade bodies**

On receipt of specific development and export promotion project(s) from the approved trade bodies such as ASSOCHAM, CII, FICCI etc. (other than FIEO, IIFT,

IIP,IDI, ICA and ITPO) , E&MDA Division may consider financing one or two special specific non-recurring activities with 60% financial assistance of the net expenditure on approved items from MDA subject to maximum MDA assistance of Rs. 15 lakh for each focus area programme + Rs. 15 lakhs for general areas.

As such the total MDA grant to such approved trade bodies would not be more than Rs. 75 lakhs in a financial year to a particular approved trade body.

**9. Adhoc Grant-In-Aid** Residual essential activities or proposals connected with the export effort, which qualify for the grant-in-aid but not covered by this Code will also be considered on merits for assisting from the Marketing Development Assistance scheme.

**DOCUMENTATION FOR REIMBURSEMENT OF ASSISTANCE TO EXPORTERS:**

- (i) Intimation application in Annexure V duly completed and signed shall be submitted by the exporter to the concerned EPC etc. giving clear 14 days advance notice. Intimation and the application must be sent electronically by email also.
- (ii) **Concerned Organization (FIEO, EPC etc.) on receipt of intimation shall immediately issue acknowledge receipt.** Thereafter they will examine and issue approval letter to the exporter preferable within 5 working days of the receipt of the intimation, in the prescribed format (Annexure-VI).
- (iii) Claim along with the declaration duly completed **and the Certificate (as per Annexure VIII) duly signed by a Chartered Accountant** shall be submitted by the exporter to the concerned Organization (FIEO), EPC etc.) in the prescribed format (Annexure-VII) along with under mentioned papers immediately on return to India after completion of the activity but positively within 45 days of their return to India:
  - Details of activity undertaken earlier with MDA assistance to the same country/countries.
  - Legible photocopy of passport highlighting the entries about departure from and arrival into India and also the countries visited. In case, passport does not have arrival/departure dates regarding visits to various countries, some documentary evidence such as Hotel Bills, Boarding pass, lodging pass etc. be submitted.
  - Original air ticket/jacket used during the journey. If Original air ticket/jacket is lost, a legible photocopy of the same along with a certificate from the concerned airline indicating following may be sent:
    - a) Name of the traveler
    - b) Ticket number
    - c) Flight No.
    - d) Date of departure from India
    - e) Sectors/countries visited
    - f) Class in which traveled
    - g) Economy excursion class fare for sectors/countries visited.

Self certified f.o.b. value export figures during the last three financial years, year wise.

- Brief report about the activity participated and achievements made.

**(iv) Claim forms duly filled in and complete in all respects must be submitted to the concerned EPC, FIEO etc., within 90 days of return to India would. However, claims submitted within 30 days from the expiry of the 90 days period may be entertained by or wherein the deficiencies in the claim as intimated by the concerned EPC, FIEO etc., with 10% deduction. The claims which are submitted after 120 days of return to India shall not be entertained under any circumstances. Any deficiencies in the claim as intimated by the concerned EPC, FIEO etc., must be completed within 30 days of the date of directions given in this regard failing which the claim shall stand rejected without any further intimation or reminder in this regard by the concerned EPC, FIEO etc. .**

## ANNEXURE-I

### **LIST OF GRANTEE ORGANISATIONS (EXPORT PROMOTION COUNCILS ) UNDER THE MDA CODE.**

1. Apparel EPC, NBCC Tower, 15, Bhikaji Cama Place, New Delhi-110066.(Phone No.26183351, 26169394 Fax No.011-26188584, 26188300)

***2. Basic Chemicals, Pharmaceuticals & Cosmetics Export Promotion Council, Jhansi Castle(4<sup>th</sup> floor), 7-cooperage Road, Mumbai-400039.(Phone No.22021288, 2021330 Fax No.022-2026684)***

3. Carpet EPC, 110-A/1, Krishna Nagar, Street No.5,Safdarjung Enclave, New Delhi-110029.(Phone No. 26102742, 6101024 Fax No.011-6165299).

4. Cashew EPC, P.B.No.1709, Chittor Road, Ernakulam South, Cochin-682016 (Phone No. 361459, 369080 Fax No.0484-370973)

5. CAPEXIL, World Trade Centre, 14/1-B, Ezra Street, 2<sup>nd</sup> Floor, Calcutta 700001 (Phone No. 2215652, 2357079 Fax No.033-2215657)

6. The Cotton Textiles EPC, Engineering Centre, 5<sup>th</sup> Floor,9, Mathew Road, Mumbai-400004. (Phone No.3632910-13, 3634206 Fax No.022-3632914, 3640162)

7. Council for Leather Exports, Leather Centre, 3<sup>rd</sup> and 4<sup>th</sup> Floor,53, Raja Muthiah Road, Chennai-600003. (Phone No. 5389098, 5382041 Fax No.044-5387083, 5388713)

8. Engineering EPC, World Trade Centre, 3<sup>rd</sup> Floor,14/1-B, Ezra Street, Calcutta-700001 (Phone No. 2350442-44, 2353796 Fax No.033-2215657)

9. Electronics & Computer Software EPC, PHD House, 3<sup>rd</sup> Floor, Opp. Asiad Village, Hauz Khas, New Delhi-110016. (Phone No. 6510632, 6964463 Fax No.011-6853412)

10. EPC for Handicrafts, 6, Community Centre, 2<sup>nd</sup> floor, Basant Lok,Vasant Vihar, New Delhi-110057 (Phone No.6145355, 6147615 Fax No.011-6143772, 6146144)

11. Export Promotion Council for EOUs & SEZ Units, 705, Bhikaji Cama Bhawan, Bhikaji Cama Place, New Delhi-110066 (Phone No. 26166185/26165805/26166953 Fax No. 011-26165538)

12. Gem & Jewellery EPC, Diamond Plaza, 5<sup>th</sup> Floor, 91-A,Dr. D.B.Marg, Mumbai-400004. (Phone No. 3821801, 3821806 Fax No.022-3808752, 3804958)

13. Handloom EPC, 18-Cathedral Garden Road,Numgambakkam,Chennai 600034. (Phone No.8278879, 8276043 Fax No.044-8271761)

14. The Indian Silk EPC, 62, Mittal Chambers, Nariman Point, Mumbai-400021 (Phone No. 2025866, 2027662 Fax No.022-2874606)
15. Overseas Construction Council of India Ltd., H-118, Himalaya House, 11<sup>th</sup> Floor, 23, K.G. Marg, New Delhi-110001. (Phone No. 3722425, 3350367 Fax No.011-3312936)
16. The Plastic EPC, Crystal Tower, Ground floor, Crystal Co-operative Housing Society Ltd., Gundowli Road No.3, Off Sir M.V. Road, Andheri East, Mumbai- 400069. (Phone No. 8313951-52 Fax No.022-8327860)
17. Powerloom Development & EPC, 16, 1st Floor, Mittal Chambers, Nariman Point, Mumbai-400021(Phone No. 2846518-19 Fax No.022-2846517)
18. Sports Goods EPC, 1-E/6, Swami Ram Tirth Nagar,Jhandewalan Extn., New Delhi-110055. (Phone No. 3525695 Fax No.011-3632147)
19. Shellac Export Promotion Council,World Trade Centre, 14/1.B,Ezra Street, Calcutta-700001. (Phone No. 2354556 Fax No.033-2353134)
20. The Synthetic & Rayon Textiles EPC, Resham Bhavan, 78, Veer Nariman Road, Mumbai-400020 (Phone No. 2048797, 2048690 Fax No.022-2048358)
21. Wool &Woolens EPC, 612/714, Ashoka Estate, 24,Barakhamba Road, New Delhi-110001. (Phone No. 3315512, 3315205 Fax No.011-3314626)
22. Wool Industry Export Promotion Organisation, Churchgate Chambers, 7<sup>th</sup> Floor, 5 New Marine Lines, Mumbai-400020. (Phone No.022-22624372 Fax No. 022-22624675)

## **ANNEXURE-II**

### **LIST OF APPROVED ORGANISATIONS WHO CAN SPONSOR PROPOSALS FROM THEIR MEMBERS.**

1. Tea Board,

**14, BTM Sarani, Brabourne Road, P.B.No.2172, Calcutta-700001.  
(Phone No.2351411 Fax No. 033-2215715)**

2. Coffee Board,

**1, Dr. B.R. Ambekder Veedhi, Bangalore-560001,  
(Phone No.2250250, 2252917 Fax No. 080- 2255557)**

3. Spices Board, Sugandha Bhavan, Cochin Bypass, Cochin-682025.

**(Phone No.333610-616 Fax No. 0484-331429, 334429)**

4. Rubber Board, Sub Jail Road, P.B. No.1122, Kottayam-686002.

**(Phone No.571231, 232) Fax No. 0481-571380)**

5. Tobacco Board, P.B.No.322, G.T. Road, Guntur-522004.

**(Phone No. 358399 Fax No. 0863-354232)**

6. Coir Board, M.G.Road, Ernakulam, Cochin-682016.

**(Phone No.351807, 351788 Fax No. 0484-370034)**

7. Central Silk Board

**CSB Complex, Hosur Road, BTM Layout, Madiwala, Bangalore-560068. (Phone  
No.6688831, 6680841 Fax No. 080-6681511, 6680387)**

8. Marine Products Export Development Authority (MPEDA)

**MPEDA House, Panapilly Avenue, M.G. Road, Cochin-682016.**

**(Phone No.311901, 314468 Fax No.0484-313361)**

9. Agricultural and Processed Food Products

**Export Development Authority (APEDA),**

**3<sup>rd</sup> floor, NCUI Building, 3 Siri Institutional Area,**

**August Kranti Marg (Opp. Asiad Village) New Delhi-110016.**

**(Phone No.6513204, 6514572 Fax No.11-6513167)**

10. Federation of Indian Export Organisations, **PHD House, 3<sup>rd</sup> floor, Opp. Asian Games Village, Hauz Khas, New Delhi 110016.**

**(Phone No.6851310,12,14,15 Fax No.6863087, 6967859) ANNEXURE-III**

#### **LIST OF OTHER APPROVED TRADE BODIES**

1. Export Inspection Council,

**14/1.B, Ezra Street, 3<sup>rd</sup> floor, Calcutta-700001,**

2. Federation of Indian Chamber of Commerce & Industry,

***Federation House, Tansen Marg, New Delhi-110001.***

3. Associated Chambers of Commerce & Industry of India,  
**Royal Exchange, Calcutta-700001.**

4. Confederation of Indian Industries,

**23-26, Institutional Area, Lodhi Road, New Delhi.**

5. India Woollen Mills Federation in India,

***G-4, Advent Building, Ferozshah Road, Mumbai-400001.***

6. Federation of Association of Small Industries of India,  
**Laghudhyog Kuttee, 23-B/2, Rohtak Road, New Delhi-110019.**

7. Indian Machine Tool Manufacturers Association,  
**12-Rampart Road, Mumbai.**

8. Indian Electrical & Electronics Manufacturers' Association,  
**5501, Kakad Chambers, 132, Dr. Annie besant Road, Worli, Mumbai – 400018.**

9. Jute Manufacturers Development Council,  
**25-Camac Street, 6<sup>th</sup> floor, Flat No.6(A), Calcutta-600016.**

10. Textile Machinery Manufacturers' Association (India)  
**53-Mittal Chamber, Nariman Point, Mumbai.**

11. The Solvent Extracters' Association of India,

**142, Jolly Maker Chambers No.2,**

**14<sup>th</sup> Floor, 225, Nariman Point,**

**Mumbai-400021. (India)**

**Tel: (91-22) 22021475, 22822979**

**Fax: (91-22) 22021692**

**E-mail: [solvent@mtnl.net.in](mailto:solvent@mtnl.net.in)**

**Website: [www.seaofindia.com](http://www.seaofindia.com)**

12. The Groundnut Extractions Export Development Association,  
**Tanna House, 11(A), Nathalai D. Parikh Marg, Mumbai-400039.**

13. Indian Oil & Produce Exporters' Association,

**78-79-Bajaj Bhavan, Backbay Reclamation, Nariman Point, Mumbai-400021.**



## **ANNEXURE-IV**

### **PROFORMA FOR APPLICATION FOR RECOGNITION AS AN APPROVED ORGANISATION/TRADE BODY**

- 1 Name of the Organisation.
  - 2 Address
  - 3 Year of Establishment
  - 4 Whether registered under companies/societies Act.
  - 5 Main objectives/activities.
  - 6 Range of production, giving value of production by member concerns, product wise.
  - 7 Internal turnover and exports during the last three years by member concerns.
  - 8 Countries to which exports have been made and value(f.o.b.) for last three years.
9. Previous efforts made in foreign markets indicating nature of efforts and expenditure **thereon during the last three years.**
10. Nature of effort now proposed indicating :-  
(a) Countries;  
(b) Type of effort; and  
(c) Details of expenditure.
11. List of members of Association, mentioning membership of any Export Promotion **Council, if any.**
12. The advantages that the applicant expects to secure or obtain from the effort (an **indication should be given of the estimated increase in exports over and above the level of existing exports of the members of the Association/Institution).**
13. Report of the State Government.
14. A copy of the Articles and Memorandum of the Association.
15. Audited Income & Expenditure statement for the last 3 years.

**Annexure-V**

**Application Form For Marketing Development Assistance For participation in Trade Fair/Exhibition/BSM/Trade delegation abroad**

**Ref.No.**\_\_\_\_\_ **Date:**\_\_\_\_\_

01.Name of the firm with full address.

**IEC No.**\_\_\_\_\_

02.EH/TH Certificate No. & Date \_\_\_\_\_

**Valid upto**\_\_\_\_\_

03. FOB value of exports during the last **Financial year (Rs.in crores)**

04.Particulars of fair/exhibition/BSM/  
**Trade Delegation**

**Name of event:**

**Place:**

**Country:**

**From.....To.....**

05.Particulars of visit Date of departure from India

***Date of arrival in India***

06.Details of proposal(s) already  
**Submitted in the same financial year.**

07.Details of earlier participations in the same event with MDA assistance.

08.Name and designation of the person  
**going abroad**

**Place:**

Date: Signature:

## **ANNEXURE-VI**

### **SAMPLE APPROVAL LETTER (To be issued by FIEO/EPC/Commodity Board/APEDA/MPEDA)**

No.

Dated:

Dear Sir(s),

Sub: MDA Assistance Ref: Your application No. Dated:

We are glad to inform you that your above mentioned application received on has been registered and the approval is hereby accorded subject to fulfilling relevant conditions mentioned in MDA Code (February, 2004) and also subject to the approval from the MDA Committee of the Department of Commerce, Government of India, New Delhi at the final stage after submission of claim by your company.

2. You can proceed with the planned activity subject to fulfilling the applicable conditions mentioned in the MDA Code (February, 2004). As per the MDA guidelines, you are required to submit claim within three months of return back to India after completion of the activity. However, we advise you to file your claim immediately on your return from the tour with the following documents:
  - Prescribed claim form duly completed and properly authenticated.
  - Self-certified copy of Export/Trading House Certificate, if applicable.
  - Self-certified copy of SSI registration certificate issued by the concerned

*Director of Industries, if applicable.*

- Legible photocopy of passport highlighting the entries about departure from and arrival in India and also the countries visited. In case passport does not have arrival/departure dates regarding visits to various countries, some documentary evidence such as Hotel Bills, Boarding pass, Lodging pass etc.
- Original air ticket/jacket used during the journey. If Air Ticket/Jacket is lost, a legible photocopy of the same

alongwith a certificate from the airline indicating following may be sent:

- a) Name of Traveller
- b) Ticket Number
- c) Flight No.
- d) Date of Departure from India
  
- e) Sectors/Countries Visited
- f) Class in which travelled
- g) Fare in economy excursion class for Sectors/ Countries visited.

- Self certified FOB value export figures during the last three financial years, year wise.
- Self certified copies of receipt, bank advice etc. evidencing payment made towards stall charges, water & electricity(for fair/exhibitions only)
- Waiver Certificate from ITPO, EPC etc. if participated in a fair/exhibition wherein national participation was organised by ITPO , EPC etc. (for fair/exhibition only)
- Details of past activities for same event.
- Brief report on the activity undertaken and achievements.

3. On receipt of your claim, the case will be considered and grant will be reimbursed as per MDA guidelines.

*Thanking you,*

*Yours faithfully,*

**Annexure-VII**

**Claim Form for Marketing Development Assistance For Participation in Trade fairs/Exhibitions/BSM/Trade Delegation abroad**

**Ref. No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

**01 Name of the firm with full address**

**IEC No.** \_\_\_\_\_

**02 Approval letter No. and date**

**03 F.O.B. value of exports during the last financial year.**

**Rs. in crores**

**04 Particulars of event Name:**

**City :**

**Country**

**Duration of fair from \_\_\_\_\_ To \_\_\_\_\_**

**05 Date of actual departure from India.**

(please attach self certified photocopy of passport duly highlighting date of departure).

**06 Date of actual arrival from**

**India.**

(please attach self certified photocopy of passport duly highlighting date of arrival).

**07 Name & Designation of person**

**who attended the event.**

**Contd...**

**08 No. of proposals already submitted in the same financial year.**

**09 Details of participations made with MDA assistance in the past in the same event.**

**10 Whether assistance availed from other Govt. Bodies/EPCs/Commodity Boards/APEDA/MPEDA/ITPO etc. for the activity under reference?**

**Yes/No.**

**(If yes, please give full details)**

**11 Expenditure incurred**

**a) Actual return airfare by economy excursion class**

**b) Actual expenditure incurred on stall, decoration, water & electricity charges.**

Rs\_\_\_\_\_ Rs\_\_\_\_\_ (Please attach original air ticket/jacket used during the journey along with self certified photocopies of receipt, bank advice etc. evidencing payment made)

**12 Amount claimed Rs\_\_\_\_\_**

**Undertaking and Declaration**

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

No other application for claiming assistance for this participation and/or travel cost has been made or will be made in future against purchase covered by the application.

Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the same may be adjusted against any of the subsequent claims to be made by my/our firm or in the event no claim is preferred, the amount overpaid will be refunded by me/us to the extent of the excess amount paid.

Signature :  
Name in Block Letters Designation : : :  
Name of the Applicant Firm Company  
Seal

Place: Date:

**VERIFICATION NOTE**

**To be filled in by FIEO/EPC/Commodity Board/APEDA/MPEDA)**

**Ref. No. \_\_\_\_\_ Date \_\_\_\_\_**

**01 Name of the firm with full address**

**IEC No. \_\_\_\_\_**

**02 Particulars of activity Trade Delegation/Fair/Exhibition**

**Participations**

**03 Date of receipt of application in the office of FIEO/EPC/Commodity**

**Board/APEDA/MPEDA?**

**04 Particulars of event Date of Departure from India -Date of Arrival in India**

**Date of receipt of claim -**

**05 A. Whether condition of 14 days advance Clear notice met?**

**B. Whether claim submission conditions met ?**

**Yes/No**

**Yes/No**

**06 Name and designation of the person visiting abroad.**

**07 No. of proposals already Submitted in the same financial year.**

**08 Details of Fairs/exhibitions/BSM/ trade delegation participated made with**

**MDA assistance in the Past in the same event/country.**

**09 Whether report on the activity Undertaken submitted ?**

**Yes/No**

**10 Whether assistance availed From other Govt. Bodies/EPCs/ Commodity Boards/ APEDA/ MPEDA/ITPO etc.**

**For the activity under reference?**

**Yes/No.**

**(If yes, please give full details)**

## 11 Expenditure incurred

a) On actual return airfare by

**economy excursion class**

b) On stall, decoration, water & electricity charges.

Rs \_\_\_\_\_

Rs \_\_\_\_\_

(Please attach original air ticket/jacket and self certified photocopies of receipt etc. evidencing payment made)

## 12 Amount recommended on

a) Air travel for Trade

### ***Delegation***

b) Air travel and/or stall charges for participation in fairs and exhibitions.

Rs \_\_\_\_\_

Rs \_\_\_\_\_

Place: Signature

Date :      Name & Designation

(with Office Seal)



# ANNEXURE VIII

## CHARTERED ACCOUNTANT CERTIFICATE

I/We hereby confirm that I/We have examined the claim papers,, books of account and the prescribed documents in respect of the claim of M/s. and hereby certify that:

- (i) The participant is regular employee/director/ partner/proprietor of the company
- (ii) Participation is as per the maximum permissible participations under the MDA Scheme.
- (iii) Minimum of 14 days clear advance notice had been given to the concerned EPC/Trade Body .
- (iv) The participant company/firm/concern is not under investigation/charged/prosecuted/ debarred/black listed under Foreign Trade (Development & Regulation) Act, 1992 , FEMA, Customs Act 1962
- (v) The total number of participations in this particular trade fair/exhibition is not exceeding three.
- (vi) The date of return to India is within 45/90 days of the date of making this application.
- (vii) The f.o.b. value export figures during the last financial year is less than Rs. 15 Crores.
- (viii) It has been ensured that the information furnished is true and correct in all respects, no part is false or misleading and no relevant information has been concealed or withheld.

Neither I/We nor any of our partners is a partner/Director or an employee of the above named entity or its associated concerns.

I fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory\_\_\_\_\_

Name\_\_\_\_\_

Membership No.\_\_\_\_\_

Full address\_\_\_\_\_

Name and address of the Institution where registered.

Date:

Place:

## **ANNEXURE IX**

### **MONTHLY UTILIZATION REPORT REGARDING FUNDS FOR REIMBURSEMENT TO INDIVIDUAL EXPORTERS**

Name of the organization:

Report for the Month \_\_\_\_\_ Year \_\_\_\_\_

(In Rupees)

Opening Balance for the Month	Fresh Receipts	Details of amounts allowed for utilisation by way of adjustment	Total amount available during the month (1+2+3)	Amount disbursed to Individual Exporters (statement enclosed in prescribed form)	Closing Balance at the end of the month

1 This report should be sent electronically to [moc\\_mda@nic.in](mailto:moc_mda@nic.in) as well as in hard copies to the Under Secretary E&MDA Division, Department of Commerce, Udyog Bhawan, New Delhi 110 011 by the 7<sup>th</sup> Day of every month.

2 Details of individual beneficiaries shall also be hosted by all the organizations on their respective websites and updated every month.