

## **INSTRUCTIONS / CHECKLIST FOR MEMBER-EXPORTERS / APPLICANTS**

1. Claims for only those substances have to be submitted that have been registered after 7<sup>th</sup> January 2019.
2. The Form along with the documents should be submitted **within 90 days** from the date of registration as mentioned in the certificate.
3. The Consultation Charges/ Data Generation / letter of access cost including study cost, data purchase cost, research on existing data, data evaluation cost, consultancy cost, study monitoring cost, etc. will be reimbursed to the companies whose date of registration is after 7<sup>th</sup> Jan 2019 and the payments have been made on or after 7<sup>th</sup> Jan 2019.
4. The member-exporters concerned has to submit Original Regn. Certificate to the Council to verify it physically by the Council's Officials and put their remark (if any) on the scanned/Xerox copy of the same.
5. All scanned/Xerox copies of the documents should be self-certified by the concerned exporter.
6. In case of any doubt raised by CHEMEXCIL about genuineness of the Certificate submitted by the firm concerned, they have to get it verified by the concerned Embassy in the respective country.
7. In cases where member-exporters express their inability to produce Original Certificate, CHEMEXCIL will insist upon verification of the same by the concerned Embassies and submit the verified copies along with the applications.
8. In case, the registration certificate is not in English, then translated copy of the certificate should be submitted duly attested by the company head on the company letterhead.
9. Payment remittance advice clearly indicating name of the beneficiary, relevant products/Invoices, exchange rate etc. is to be submitted by the party along with the application.
10. If the payment is not made directly by the applicant and made through their agents, the firm concerned has to submit to the Council debit note / invoice raised by the agent concerned and corresponding transfer of amount made to their agent, receipt of payment issued by the concerned Registration authorities, etc. to ensure that the exporter has actually spent the amount, failure of submission of the said document will result into rejection of their applications.
11. In case, the member-exporter is Merchant Exporter, they have to submit to us manufacturing licence/ loan licensing or any agreement with their supporting manufacturer for manufacture of the products for which reimbursement is claimed.
12. The member-exporter should also ensure to submit the following documents.
  - i. Labels of the products for which reimbursement is claimed.

- ii. Export values of those products for which reimbursement is claimed, if the member concerned is claiming re-registration or renewal charges.
- iii. An Affidavit on Non-judicial stamp paper of Rs.500/- duly signed by the Chairman/Managing Director of the Company stating that in case the claim found to be incorrect at any time, the company shall be responsible for refund of the amount and also liable for any action taken by the Council.



### **REIMBURSEMENT OF STATUTORY COMPLIANCES CHARGES**

#### **Check List of Documents to be submitted along with the Application form, all of which should be self-certified**

Sr. No	Name of the Document														
1	Duly filled <b>Claim Form</b> with signature and stamp of the firm														
2	<p><b>List of registered Chemical Substances</b> on the letter head of the company with stamp and signature of the firm as per format.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr No</th> <th style="text-align: center;">Product Name (As per certificate)</th> <th style="text-align: center;">Date of Registration</th> <th style="text-align: center;">Details of charges paid</th> <th style="text-align: center;">Amount paid in foreign currency</th> <th style="text-align: center;">Exchange Rate</th> <th style="text-align: center;">Amount paid in Rs</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr No	Product Name (As per certificate)	Date of Registration	Details of charges paid	Amount paid in foreign currency	Exchange Rate	Amount paid in Rs							
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4	Copy of Invoices for registration from local agent / Govt Authorities / Labs / consultant														
5	Registration certificate issued by Government Authority														
6	Copy of <b>Bank Transaction report</b> indicating exchange rate / Payment remittance advice. In case the payment has been made through EEFC account then submit the RBI Reference rate														
7	Receipt issued by the foreign authority towards receipt of payment														
8	CA certificate certifying the FOB Value of exports for the last 3 financial years														
9	Copy of <b>Chemexcil Membership Certificate</b>														
10	Copy of <b>IEC Code</b> of the firm														
11	Copy of <b>Export House certificate, if applicable</b>														
12	Copy of <b>Manufacturing license</b> for the substance issued by the Licensing Authority (in India) <i>For LSM – SIA certificate / Entrepreneurs Memorandum</i> <i>For SSM / MSM – SSI / MSME Certificate</i>														
13	<b>State Pollution Control Board license (SPCB) / CPCB License</b>														
14	Copy of DGFT IEC DEL status														

<b>15</b>	<b>Notarized Affidavit</b> (as per format) on non-judicial stamp-paper of Rs.500/- to be signed by Chairman/Managing Director/Managing Partner of the firm – <i>To be submitted after the reimbursement amount has been received from the Ministry</i>
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