



REGISTRATION FEES REIMBURSEMENT

Check List of Documents for EU REACH to be submitted along with the Application form, all of which should be self-certified with Company Seal

Sr. No	Name of the Document
1	Print out of Duly filled Online Claim Form with signature and stamp of the firm
2	Print out of Online Annexure 1 - Details of fees paid for registration with stamp and signature of the firm.
3	Declaration to be submitted on Company letterhead as per format
4	ECHA Invoice with ECHA Logo. Please match this amount with ECHA Fees mentioned on OR Invoice. If any difference is observed, then submit credit note / justification as the case may be.
5	Agreement Copy between Company & OR (Only Representative)
6	ECHA DECISION LETTER mentioning Registration number and registration date
7	REACH IT Report of Substance mentioning CAS & EC No
8	CERTIFICATE OF REGISTRATION issued by OR (Compliance Certificate)
9	OR Invoice / Consultant invoice mentioning ECHA Fees, LOA Cost, Consultancy charges.
10	Lead Registrant Invoice mentioning LOA Cost. Please match this amount with LOA Cost mentioned on OR Invoice. If any difference is observed, then submit credit note / justification as the case may be.
11	<p>Payment Outward remittance advice indicating exchange rate, remitter and beneficiary details, Swift copies & Bank Statement. In case the payment has been made through EEFC account (Euro to Euro / Euro to USD etc) then submit the letter from bank confirming payment with exchange rate</p> <p>If any payment is made in Indian Rupees, then submit the bank statement for showing the payment done. If TDS deducted, submit necessary calculations.</p> <p>All the bank related documents mentioned in Point no.11 should be properly certified by the Bank.</p> <p>BANK TRANSFER REPORT OF PAYMENT DONE TO ECHA & (LR) Lead Registrant BY (OR) ONLY REPRESENTATIVE</p>
12	Receipt issued by the foreign Govt authority/ ECHA/ OR/ Agent / Labs confirming receipt of payment.

13	Copy of Manufacturing license for the substance issued by the Licensing Authority (in India). Please highlight the product name in the license for which reimbursement is being claimed. SSI – Udyam Registration LSM – IEM / SIA certificate
14	State Pollution Control Board license / consent (SPCB). Please highlight the product name in the license for which reimbursement is being claimed.
15	Declaration on your Company Letterhead informing if product name not mentioned in Udyam Registration, IEM / SIA certificate, SPCB.
16	Original CA certificate certifying the FOB Value of exports for the last 3 financial years
17	Original CA Certificate certifying the expenses made towards registration. Amount certified should be exactly same to the amount claimed.
18	Declaration on your Company Letterhead for NIL Exports
19	CHEMEXCIL's Annual Membership Fees for the current financial year should be paid and RCMC should be valid.
20	Company should not be in DGFT IEC Denied Entity List (DEL) You can check your status from https://www.dgft.gov.in/CP/?opt=view-any-ice
21	Notarized Affidavit (as per format) on non-judicial stamp-paper of Rs.500/- to be signed by Chairman/Managing Director/Managing Partner of the firm.

Please note that the below mentioned charges are not admissible for Claiming 50% of reimbursement under MAI.

1. Additional LOA Charges
2. Annual Maintenance Charges
3. Continuous Data Maintenance Charges
4. Bank Charges / Transaction fees
5. GST
6. Any other taxes

Note: - If any of the documents is in foreign language then submit translated copies on your company letterhead.