

## REGISTRATION FEES REIMBURSEMENT DOCUMENTS LIST

**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 <b>Online Claim Form</b> with signature and stamp of the firm
2.	Print out of <b>Online Annexure 1</b> - 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.	<b>Colored copy of Invoices for registration, Data Generation, consultancy from local agent / Govt Authorities / Labs / consultant etc. If Invoices are in foreign language then submit translated copies</b>
5.	Agreement / Contract with Agent / Lab (whose invoices are submitted) etc with Company. If it is in foreign language then submit translated copies.
6.	Colored copy of Registration certificate issued by Government Authorities.
7.	If Registration certificate is in foreign language then submit the translated copy on your company letterhead.
8.	<ul style="list-style-type: none"><li>➤ Payment Outward remittance advice indicating exchange rate, remitter and beneficiary details,</li><li>➤ Swift copies</li><li>➤ Bank Statement.</li><li>➤ 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</li><li>➤ If any payment is made in Indian Rupees, then submit the bank statement for showing the payment done.</li><li>➤ If TDS deducted, submit necessary calculations.</li><li>➤ Bank Transfer Report Of Payment Done To Registration Authority / Lab etc of Foreign Govt By <b>Agent</b></li><li>➤ Translated Bank Transfer Report Of Payment Done To Registration Authority / Lab etc of Foreign Govt By <b>Agent</b> on your company letterhead ; if it is in foreign language</li><li>➤ <b>All the bank related documents mentioned in Point no. 8 should be properly certified by the Bank.</b></li></ul>
9.	Receipt issued by the foreign Govt authority/ Agent / Labs confirming receipt of payment.

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10.	Central Insecticides Board License
11.	Copy of <b>Manufacturing license</b> 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
12.	State Pollution Control Board license / consent (SPCB). Please highlight the product name in the license for which reimbursement is being claimed.
13.	Declaration on your Company Letterhead informing if product name not mentioned in Udyam Registration, IEM / SIA certificate, SPCB, CIB.
14.	Original CA certificate certifying the FOB Value of exports for the last 3 financial years
15.	Original CA Certificate certifying the expenses made towards registration. Amount certified should be exactly same to the amount claimed.
16.	Declaration on your Company Letterhead for NIL Exports or Exports made prior to Registration stating reason for the same
17.	Declaration on company letterhead stating for not claiming Registration / data generation / testing charges / consultancy fees with reason for the same
18.	CHEMEXCIL's Annual Membership Fees for the current financial year should be paid and RCMC should be valid.
19.	<b>Company should not be in DGFT IEC Denied Entity List (DEL)</b> You can check your status from <a href="https://www.dgft.gov.in/CP/?opt=view-any-ice">https://www.dgft.gov.in/CP/?opt=view-any-ice</a>
20.	<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.

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

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

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