

Annexure -A

A. Eligibility Criteria for grant of awards:

I) The eligibility criteria for the awards criteria in section 3 from i to vi

- a) Total FOB value of export in terms of foreign exchange earned. Total minimum FOB Value of exports Rs 2 Cr for Micro & Small and Medium Enterprise will be eligible.
- b) Ratio of exports to production.
- c) Trend in exports, whether increasing or decreasing.
- d) Development of market for a product which had not been previously exported.
- e) Introduction of New Products in Export Market.
- f) Successful break-through in a foreign market where conditions are especially difficult.
- g) Adoption of Green Initiative – Promoting environmentally responsible practices, including renewable energy use and waste reduction.

II) The eligibility criteria for the Institutional Awards (Section 3, vii) shall be as follows:

i) Top Achiever District Award

- a) Number of IEC (Importer-Exporter Code) registrations in the district over the last three years.
- b) Total FOB (Free on Board) export value of district in terms of foreign exchange earned.
- c) Number of new export promotion initiatives undertaken in the district.
- d) Number of export promotion events conducted, along with the number of participants.

ii) Best District Export Action Plan (DEAP)

- a) Number of DEPC (District Export Promotion Committee) meetings held in the award period.
- b) Inclusion of classification of export promotion strategy in DEAP based on Short-Term, Medium-Term, and Long-Term objectives.
- c) Inclusion of a detailed plan for export promotion initiatives in the district within DEAP.
- d) ODOP (One District One Product) initiatives planned for the specified year as outlined in DEAP.

iii) Best Export Promotion Council (EPC)

- a) Growth in the number of registered member exporters over the last three years.
- b) Number of export promotion initiatives conducted, including number of participant attending the event.
- c) Number of events participated in nationally and internationally, along with the delegation size.
- d) Number of Initiatives undertaken for exporter training and capacity building

B. Applications are rejected:

- a) If not applied in the prescribed form, before due date.
- b) If incomplete information is given.
- c) If book value of production and FOB value of exports for last three years (including the year under consideration) is not certified by C.A.
- d) If categories i.e. SMEs/EH/ME/TH/SE etc. is not mentioned clearly.
- e) If application is not accompanied by copy of valid SME/DGTD/RCMC registration / certificate in the case of manufacturer exporters and copy of Certificate of Recognition in case of Export Houses.
- f) No applicant shall be granted more than one award within the same award year.
- g) Applicants who have received the award for **three consecutive years** shall be deemed ineligible. However, in exceptional cases, the **final decision** regarding eligibility shall rest with the **Selection Committee**.

Application for Maharashtra State Export Award

Enclosure "A"			
Details required in Application (Please tick appropriate)			
1	Name of Enterprise/ Units		
2	Name of Managing Director/Proprietor/Partner/Applicant		
3	Address of the Enterprise/ Unit		
	a) Year of establishment		
	b) Location Address of the unit		
	c) Address for communication		
	d) Telephone		
4	Contact Person of the Enterprise		
	a) Name :		
	b) Designation :		
	c) Mobile No:		
	d) Email :		
5	Products/Commodity/Service Exported & HSN code (2 digits)		
6	Importer and Exporter Code(IEC Code No.) (Please enclose a self-certified copy)		
7	GST registration No./Artisan ID No (Please enclose a self-certified copy)		
8	Udyam Registration No. (Please enclose a self-certified copy)		
9	Registration details with the Export Promotion Councils (Please enclose a self-certified copy)		
10.	Type, Category of the Manufacturing Enterprises/Unit, Product/ Service Category of Enterprises (Please tick appropriate)		
10.1.	MSME Manufacturer Exporter		
	a. Micro / Small		
	b. Medium		
10.2	c. Merchant Exporter/Export House/ Trading House		
10.3	d. Service Exporter		
10.4	MSME Award for Social Category (Manufacturer Exporter)		
	a. Women *		
	b. Scheduled Caste *		
	c. Scheduled Tribe *		
10.5	Non-Engineering ODOP & GI Exporter		
10.6	Green initiative in manufacturing unit (if Yes, submit enclosure "D")		
11.	Product Category- Only for MSME Manufacturer Exporter (Please tick the relevant)		
	i. Gems & Jewellery		
	ii. Electronics & Electricals Products		
	iii. Engineering & Automotive		
	iv. Chemicals & Allied Products (Basic Chemicals, glass and ceramics, paints and varnishes, paper and paper products, wood and wood products, rubber and rubber goods, etc)		

	v.	Pharmaceuticals & Cosmetics products								
	vi.	Plastic & Plastic Products								
	vii.	Iron & Steel								
	viii.	Textiles & apparels including leather products								
	ix.	Agro Processing, Fisheries & Marine products (Including Meat)								
	Service Exporter									
	i.	IT & ITeS								
	ii.	Tourism								
	iii.	Hospitality & Wellness								
	iv.	Educational Sector								
	v.	Infra & Contradiction								
	vi.	Fintech & BFSI								
	vii.	Media & Entertainment								
12.	Actual Production (Total Turnover) : (Submit in separate copy on the letterhead of CA)									
No	Item	<u>II year prior to year of award</u>		<u>I year prior to year of award</u>		<i>Year of award</i>				
		Quantity	Value (Rs.)	Quantity	Value (Rs.)	Quantity	Value (Rs.)			
(i)										

Note : The production figures should be supported with a Chartered Accountant's Certificate

Please Note That the CA Certificate unique Documents Identification No. (UDIN) & firm registration number (FRN) along with signature & seal of CA. any such CA Certificate without UDIN & FRN will be liable to be rejected. CA certificate will certify both export performance for the relevant year and total turnover of the organization for the same year (3 Years)

13.	Export Performance					
Items Exported	<u>II year prior to year of award</u>		<u>I year prior to year of award</u>		Year of award	
	Quantity	F.O.B (Rs. in Cr.)	Quantity	F.O.B (Rs. in Cr.)	Quantity	F.O.B (Rs. in Cr.)

Note : (i)

The figures should relate to the financial year (April-March) ending on 31st March.

- (ii) The export figures should be supported with Bank Certificate. If Bank Certificate is not available, certificate from Chartered Accountant and the concerned Export Promotion Council should be attached.
- (iii) Manufacturer Exporters should give separate figures for direct exports in their name only and indirect exports through Export Houses/Merchant Exporters.
- (iv) The exporter shall submit the Bank Foreign Invert Remittance Certificate.

14. **Country wise break up of Exports during 3 years.**
(Please attach separate sheet for different commodities)

Country	F.O.B. value of items exported (in Rs.)		
	II year prior to year of award	I year prior to year of award	Year of award

15. **Ratio of Exports to production (Percentage)** (To be filled in by manufacturer exporters).

Year		Value of production (Book Value) (A) Rs. in Cr.	Exports (F.O.B. Value) (B) Rs. in Cr.	Percentage (ratio) $=B/A \times 100$
(1)	II year prior to year of award			
(2)	I year prior to year of award			
(3)	Year of award			

16.	In case of Merchant Exporters/Export House, please give State wise lists of associate units whose products are exported (Attach separate sheets).
17.	In case of indirect exports by Manufacturer Exporters, Please give the list of Merchant Exporters/Export Houses in India through whom the products are exported.
18.	Details of Export Promotional efforts with reference to the following:- (a) Development of market abroad for a product which had not been previously exported. (b) Successful break-through in new foreign markets for existing export products. Market surveys which led to significant increase in export trade.
19.	Whether the exporting firm ever had any occasions to resort to arbitration proceedings in respect of disputes with foreign importers for any other reasons? If yes, the details thereof may be given. If not, a certificate from the concerned Export Promotion Council may be enclosed.

- A. To substantiate classification as Micro, Small & Medium Enterprises, the applicants are mandatorily required to submit one or more relevant pages of balance sheet with details of investment & plant & machinery as on 31st March (Award Year) duly certified by CA with UDIN & FRN registration number (FRN) along with signature & seal of CA, for this unit has to submit investment in plant & machinery (Gross Block) for the year (Award Year)

- B. In the event of any award offered to any exporter is found to be inappropriate, Award Committee will decide for corrective action. In the reverse case that is if award application found to be incorrect after the award is offered, award committee will request for withdrawal of award.

DECLARATION

We hereby certify that the information furnished in this form is authentic and correct and we shall abide by the decision of the Directorate of Industries.

Signature

Name

Designation

Name of the firm (With rubber stamps)

N.B. :- Information should be completed in all respects and should be accompanied by all relevant documents, as per enclosure 'A'

Incomplete forms in any respect , may not be considered.

Enclosure 'A'

LIST OF ACCOMPANIMENTS OF APPLICATION

1. Attested copy of valid Micro, Small, Medium Entrepreneur Memorandum.
 2. Value of production (Book Value) and Value of Export (FOB Value) for last three financial years of the year of award ending on (31st March) duly certified by the Chartered Accountant/Cost Accountant with unique Documents Identification No. (UDIN) & firm registration number (FRN) along with signature & seal. Any such CA Certificate without UDIN & FRN will be liable to be rejected. CA certificate will certify both export performance for the relevant year and total turnover of the organization for the same year (3 Years), GSTR-1, GSTR-9
 3. Certification by the concerned Export Promotion Council for validity of Registration cum Membership Certificate issued to the exporter.
 4. Copy of valid recognition certificate as Export House/Trading House/ Merchant Exporters certified by FIEO.
 5. Copy of Valid Import- Export Code (IEC) certificate.
 6. Copy of Valid SC-ST validity certificate. (for SC-ST unit)
 7. Declaration on letterhead of the company duly signed by authorised signatory regarding "Working Status" of unit. (as per enclosure "B".)
 8. Certificate of concerned Export Promotion Council for non receipt of any complaint/ disputes of overseas buyer regarding supply of goods by the exporter. (as per Annexure-C)
 9. Declaration of Green Initiative, (As per enclosure "D")
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Enclosure 'B'

DECLARATION

(To be furnished on the letterhead of the applicant unit)

We hereby declare that our unit is not closed due to sickness/strike/lock out etc. and stopped production / export during the current year. We further declare that our registration certificate as Micro, Small, Medium, Enterprises/SIA is valid till date and was neither cancelled nor with held in past.

Place:-

Signature of applicant

Date:-

Name & Designation

Enclosure 'C

(Certificate from concerned EPC on the
letterhead) To whomsoever it may concern

1. This is to certify that M/s.----- are registered member of the council as -
----- for export of -----. Their RCMC No. is ----- and is valid upto

2. It is further certified that the Industrial unit/Export House has developed
following new product/market for the export in the year -----

1. New Product -----

2. New Market -----

3. We find from our records that the industrial unit/export house never had any
occasion to report to Arbitration proceeding in respect of the dispute with their
overseas buyers.

This certificate is issued based on the records available with us.

Place:-

Date:-

Authorized Signatory

Export Promotion Council

Enclosure 'D'

(Green initiative certificate from MSEB & MPCB on their letterhead.)

This is to certified that M/s..... has taken green initiative in the manufacturing process.

Place:-

Authorized Signatory

Date:-

MSEB/MPCB
