Online ITC Policy Sanction of Incentives Service - Application Form

1. Creation of User ID in MeeSeva Portal:
Desire Login ID*: ___________________________ Password*: _____________________________
Confirm Password*: ______________________ Secret Question* : ___________________________
Answer*: _________________________________

Contact Information:
E-mail*: ________________________________
Alternate E-mail*: _____________________ Registered mobile no.*: __________________________

Incentive Applying Company Details:
Company Name*: _______________________ Company address*: ___________________________
District*: _______________________________ Mandal*: ________________________________
Village*: ________________________________ Pin Code*: _______________________________
MD/Director Names:* 1. __________________________________________
                      2. __________________________________________
                      3. __________________________________________
Constitution of Organization*: ________________________________
Company URL*: __________________________

2. Company Profile Creation:

Classification of Company:
☐ MSME ☐ Women Enter pruner ☐ SC ☐ ST ☐ Rural IT Unit ☐ Mega

Date of Incorporation Of firm*: __________ Date of Incorporation Of firm*: __________
**Date of Commencement of Commercial Operations**: ____________

**Existing Status**: ____________  **Investment on plant and Machinery**: ____________

**Investment on Land and Buildings**: ____________

**Total Investment**: ____________  **Electricity Service No**: ____________

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**Last Three years performance Details (In Lakhs Of Rupees)** (E.g. Enter 100 for 100 Lakhs):

<table>
<thead>
<tr>
<th>YEAR*</th>
<th>EXPORT TURNOVER</th>
<th>DOMESTIC TURNOVER*</th>
<th>TOTAL TURNOVER*</th>
<th>TOTAL NO. OF EMPLOYS*</th>
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**Address for Communication**:

**Contact person Name**: ________________  **State**: ________________

**Door No**: ________________  **locality/Landmark**: ________________

**District**: ________________  **Mandal**: ________________  **Village**: ________________

**Pin Code**: ________________

**Bank Details**:

**Account No**: ________________  **Branch Name**: ________________

**Branch IFSC Code**: ________________  **Location**: ________________

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**Documents List**:

1. MOA, AOA or Audited Statement mentioning the current share holding pattern and current Directors of the company*
2. Latest Audited balance Sheet & P&L Statement (Giving Investment / Turnover figures)*
3. Certificate of Incorporation *

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**Applying for Sanction of Incentives**

**3. Incentive Application filing**

**Incentive Applied For**:

- [ ] Power Subsidy
- [ ] Internet Bandwidth Subsidy
- [ ] Market Development Incentive
- [ ] Lease Rental Subsidy
- [ ] Recruitment / Training Assistance
- [ ] Performance linked Grant
Price: ₹ 1

- Investment Subsidy
- Interest Subsidy
- Quality Certificate Incentive

- Technology Upgradation Cost Reimbursement
- Subsidy on Cleaner Greener Production

- Exemption for electricity Duty
- Interest Rebate
- Capital Subsidy
- Sales Tax Exemption

- Registration & Stamp Duty
- Patent Filing Cost Reimbursement
- VAT/ CST Reimbursement

- Skill Upgradation & Training
- Rebate on Land Cost
- Allotment of Government Land

- Technology & Market Support
- Business Networking and Promotional Events

- Incubation space/built space in IT Towers

**Power Subsidy/Industrial Power Category Conversion:**

- **Activity**: ☐ IT ☐ ITES ☐ Electronics ☐ Animation ☐ Social Media ☐ Mobile Communication ☐ BPO ☐ Call Center ☐ Cloud

- **Category**: ☐ Micro ☐ Small ☐ Medium ☐ Mega ☐ Start Up ☐ Incubator ☐ Accelerator ☐ Venture Capitalist ☐ Angel Investor ☐ Infrastructure Provider

- Amount Claimed*: ________________

**Documents List:**

1. Enclose Letter / Document from concerned DISCOM that the electricity meter/ service connection is in the name of the company*
2. Electricity Bill and Payment / Receipts made*

**Internet Bandwidth Subsidy:**

- **Activity**: ☐ IT ☐ ITES ☐ Electronics ☐ Animation ☐ Social Media ☐ Mobile Communication ☐ BPO ☐ Call Center ☐ Cloud

- **Category**: ☐ Micro ☐ Small ☐ Medium ☐ Mega ☐ Start Up ☐ Incubator ☐ Accelerator ☐ Venture Capitalist ☐ Angel Investor ☐ Infrastructure Provider

- Amount Claimed*: ________________  Band Width*: ________________

**Documents List:**

1. Internet Bills& Payment / Receipts made*
Market Development Incentive / Exhibition Subsidy / Technology & Market Support / Business Networking and Promotional Events:

Activity *: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile
Communication □ BPO □ Call Center □ Cloud

Category *: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator
□ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed *: ____________________________

Documents List:

1. Invoice / Payment made to the organizers of the Exhibitions / Networking / Promotional events participated

Lease Rental Subsidy:

Activity *: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile
Communication □ BPO □ Call Center □ Cloud

Category *: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator
□ Accelerator
□ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed *: ____________________________

Documents List:

1. Invoice / Payment made to the Lessee pertaining to lease rentals *
2. Lease Agreement *

Recruitment / Training Assistance:

Activity *: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile
Communication □ BPO □ Call Center □ Cloud

Category *: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator
□ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed *: _______No of IT Professionals employed in the last 6 months *: ______

Documents List:

1. List of employees giving name, designation, date of joining and salary drawn duly
certified by the authorized signatory of the company & the auditor along with invoice
for the amount claimed *
Performance linked Grant:

**Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud

**Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator □ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed*: __________ Last year revenue*: ________________

Current year revenue*: ________________

Documents List:

1. Enclose latest annual report indicating last year revenue and current year revenue duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Investment Subsidy:

**Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud

**Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator □ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed*: __________ Fixed asset value of the current Company*: ________________

Share Capital / Share Application Money Pending Allotment*: ________________

Documents List:

1. Bills/ Invoices on the assets procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Interest Subsidy:

**Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud

**Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator □ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed*: __________

Yearly Working Capital taken for 5 years or starting from Commencement of Operations*: ____

Documents List:
1. Certificate from the bank on the loan amount taken, no. of installments paid on principal repayment, towards interest payment along with the amounts thereon *

**Quality Certificate Incentive:**

**Activity**: [ ] IT [ ] ITES [ ] Electronics [ ] Animation [ ] Social Media [ ] Mobile Communication [ ] BPO [ ] Call Center [ ] Cloud

**Category**: [ ] Micro [ ] Small [ ] Medium [ ] Mega [ ] Start Up [ ] Incubator [ ] Accelerator [ ] Venture Capitalist [ ] Angel Investor [ ] Infrastructure Provider

Amount Claimed *: ________________

Quality Certifications Obtained: CMM Level 2 & Above / BS7799 / COPC / ESCM*: ______

**Documents List:**

1. Certificate Proof of filing / achieving quality certification*

2. Invoice Copies*

**Technology Upgradation Cost Reimbursement:**

**Activity**: [ ] IT [ ] ITES [ ] Electronics [ ] Animation [ ] Social Media [ ] Mobile Communication [ ] BPO [ ] Call Center [ ] Cloud

**Category**: [ ] Micro [ ] Small [ ] Medium [ ] Mega [ ] Start Up [ ] Incubator [ ] Accelerator [ ] Venture Capitalist [ ] Angel Investor [ ] Infrastructure Provider

Amount Claimed *: ________________

**Documents List:**

1. Bills/ Invoices on the assets /machinery procured for technology upgradation along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

**Subsidy On Cleaner Greener Production:**

**Activity**: [ ] IT [ ] ITES [ ] Electronics [ ] Animation [ ] Social Media [ ] Mobile Communication [ ] BPO [ ] Call Center [ ] Cloud

**Category**: [ ] Micro [ ] Small [ ] Medium [ ] Mega [ ] Start Up [ ] Incubator [ ] Accelerator [ ] Venture Capitalist [ ] Angel Investor [ ] Infrastructure Provider

Amount Claimed *: ________________

**Documents List:**
1. Bills/ Invoices on the assets /machinery procured for clean and greener production along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed *

**Exemption for electricity Duty:**

- **Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud
- **Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator □ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed *: ______________________________

Documents List:

1. Invoice / Bills from SPDCI *

**Interest Rebate :**

- **Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud
- **Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator □ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed *: ______________________________

Documents List:

1. Certificate from the bank on the loan amount taken, no. of installments paid on principal repayment, towards interest payment along with the amounts thereon *

**Capital Subsidy :**

- **Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud
- **Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator □ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed *: ______________________________

Documents List:
1. Bills/Invoices on the assets/machinery procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

**Sales Tax Exemption:**

**Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud

□ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

**Category**: □ Micro □ Small □ Medium □ Mega □ Start Up □ Incubator

Amount Claimed*: ____________________________

Documents List:

1. Invoice/Receipt towards sales tax paid*

**Registration & Stamp Duty:**

**Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud

□ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed*: ____________________________

Documents List:

1. Invoice/Receipts paid towards registration charges, stamp duty and transfer fee to the sub registrar and copy of the Sale/Lease/Mortgage Deed entered *

**Patent Filing Cost Reimbursement:**

**Activity**: □ IT □ ITES □ Electronics □ Animation □ Social Media □ Mobile Communication □ BPO □ Call Center □ Cloud

□ Accelerator □ Venture Capitalist □ Angel Investor □ Infrastructure Provider

Amount Claimed*: ___________ No of Patents Filed*: ___________

No of Provision Patents Obtained*: ___________ No of Patents granted*: ___________

Documents List:

1. Certificate Proof of filing/achieving patent*

2. Invoice Copies*
VAT/ CST Reimbursement:

**Activity**: IT ☐ ITES ☐ Electronics ☐ Animation ☐ Social Media ☐ Mobile Communication ☐ BPO ☐ Call Center ☐ Cloud

**Category**: Micro ☐ Small ☐ Medium ☐ Mega ☐ Start Up ☐ Incubator ☐ Accelerator ☐ Venture Capitalist ☐ Angel Investor ☐ Infrastructure Provider

**Amount Claimed**: ____________________________

**Documents List:**

1. Invoice / Receipt towards VAT / CST paid*

Skill Upgradation & Training:

**Activity**: IT ☐ ITES ☐ Electronics ☐ Animation ☐ Social Media ☐ Mobile Communication ☐ BPO ☐ Call Center ☐ Cloud

**Category**: Micro ☐ Small ☐ Medium ☐ Mega ☐ Start Up ☐ Incubator ☐ Accelerator ☐ Venture Capitalist ☐ Angel Investor ☐ Infrastructure Provider

**Amount Claimed**: ____________________________

**Documents List:**

1. Invoice / Receipts on payments made on skill upgradation and training to the agency and list of employees trained*

Rebate on Land Cost:

**Activity**: IT ☐ ITES ☐ Electronics ☐ Animation ☐ Social Media ☐ Mobile Communication ☐ BPO ☐ Call Center ☐ Cloud

**Category**: Micro ☐ Small ☐ Medium ☐ Mega ☐ Start Up ☐ Incubator ☐ Accelerator ☐ Venture Capitalist ☐ Angel Investor ☐ Infrastructure Provider

**Amount Claimed**: ____________________________

**Documents List:**

1. List of employees recruited on the land allotted giving name, designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed *
2. Document authenticating the activity / category of the company*
**Allotment of Government Land:**

- **Activity**: [ ] IT [ ] ITES [ ] Electronics [ ] Animation [ ] Social Media [ ] Mobile Communication [ ] BPO [ ] Call Center [ ] Cloud

- **Category**: [ ] Micro [ ] Small [ ] Medium [ ] Mega [ ] Start Up [ ] Incubator [ ] Accelerator [ ] Venture Capitalist [ ] Angel Investor [ ] Infrastructure Provider

- **Employment**: ____________  **Investment**: ____________  **Turnover**: ____________

- **Extent of Land Required**: ______________________  **District**: ______________________

- **Mandal**: ______________________  **Village**: ______________________

**Documents List:**

1. Business Plan*
2. List of existing employees giving name, designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*
3. Certificate of Incorporation*
4. Date of Commencement of Commercial Operations (proof on date of first invoice raised)*
5. Copy of the latest annual balance sheet / P&L account indicating present investment / turnover of the company

**Incubation space/built space in IT Towers:**

- **Activity**: [ ] IT [ ] ITES [ ] Electronics [ ] Animation [ ] Social Media [ ] Mobile Communication [ ] BPO [ ] Call Center [ ] Cloud

- **Category**: [ ] Micro [ ] Small [ ] Medium [ ] Mega [ ] Start Up [ ] Incubator [ ] Accelerator [ ] Venture Capitalist [ ] Angel Investor [ ] Infrastructure Provider

- **Area**: [ ] Tirupathi [ ] Visakhapatnam [ ] Kakinada

- **Extent of warm shell/built up area required in IT Tower required** *(In SFT)__________________*

- **No of employees to be accommodated in built up space sought** *(In SFT)__________________*

- **Investment to be made in the built up space requested** *(In SFT)__________________*

**Documents List:**

1. Business Plan*

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