

**DRAFT COMMON APPLICATION FOR REIMBURSEMENT OF VARIOUS  
INCENTIVES UNDER ICT POLICY 2014**

**Annexure-I**

*Application received after the due date / incomplete in any respect shall be liable for rejection  
(Strike out whichever is not applicable)*

M/s. \_\_\_\_\_  
At/PO \_\_\_\_\_  
Dist. \_\_\_\_\_

To  
The General Manager, Admin  
OCAC, E&IT Dept. Govt. of Odisha  
OCAC Building , Plot No. N-1/7-D  
Acharya Vihar Square, BBSR  
Odisha - 751013

**Sub: Application for reimbursement of Reimbursement of Various Incentives under ICT Policy 2014.**

Sir,

In accordance with the provisions laid down in ICT 2014 and its operational guidelines, the details of the organization and the claims submitted are as following:

<b>I. Details of IT Company</b>	
1. Name of the ICT Company:	
2. Name of the Managing Director:	
3. Name(s) of the Director(s):	
a.	
b.	
c.	
4. Details of License obtained	
5. Registration Number & Date (Issued by Commercial Tax Authority)	
TIN ( Tax Payer's Identification number)	
6. VAT No.	

<b>II. Address of Applicant</b>	
1. Address of Registered office	
2. Contact Person:	
3. Email:	
4. Mobile:	
5. Telephone:	

<b>III. Nature and activities (Pl. select one or more as is applicable):</b>
<b>A. Constitution of the Organization (Please Tick mark as applicable)</b>
<b><u>Proprietorship</u>   <u>Partnership</u>   <u>Pvt. Ltd.</u>   <u>Ltd.</u>   <u>Co.</u>   <u>LLP</u>   <u>NGO</u>   <u>Others (mention Others)</u></b>

<b>B.1 Line of Activity/Core competency/nature/type of the Organization (Please Select)</b>
<b>IT/ITES/BPO/BPM   Communications/IT Infrastructure Developer/IT Park/IT SEZ   Startups   MSMEs   IT Product/R&amp;D Companies/Innovation   Local Entrepreneurs   Women Entrepreneurs   Visual Effect , Animation, and Gaming &amp; Entertainment   Creation of IT Incubation Facilities at Educational Institutes   Electronic system design and Manufacturing (ESDM)   Mega IT projects</b>

<b>B.2:- In case your organization is engaged in multiple activities, please indicate your core Competency &amp; line of activity from which maximum revenues are generated.</b>
1.
2.
3.

<b>B.3:- In case your core competency is in IT Product/R&amp;D activity, please give details on patents</b>	
Obtained/registered/applied for on the date of application	

<b>C. Existing Status:</b>	(Whether New/operational)
<b>Category</b>	(Domestic/Export oriented/100% EOU/STPI/SEZ/Others)

<b>D.i. Date of incorporation of the Company/Firm/ Others</b>	
<b>D.ii. Date of commencement of Operations</b>	
<b>D.iii. New Company to fill Details here</b>	

(Enclose certificate of incorporation and Memorandum and Articles of Association/document supporting their existence)

<b>E. Investment Made (Rs. in Lakhs)</b>	
<b>Date of first fixed capital investment i.e. land / building / plant &amp; machinery : (Pls specify date here)</b>	
i) Plant & Machinery:	Rs _____
ii) Land & Buildings:	Rs _____
iii) Furniture and Fixers:	Rs _____
iv) Electrical equipment's:	Rs _____
iii) Total:	Rs _____

<b>F. Date of commencement of commercial operations:</b> (Date on which the first invoice is raised by you on your client/customer)	
Date	Attach

<b>G. Performance: last three years (Rs. in Lakhs)</b>	
Year	
Export turnover	
Domestic turnover	
Total turnover*	
*Provide Annual Reports/Audited PL & BS	Attach
Name of the Financial Institution (s) / Bank(s) incase loan availed	Provide list of the Financial Institution (s) / Bank(s) and date when loan was availed

**H. Employment**

Total no's of Employee at present

**I. Incentive Applied for ( Choose the appropriate incentive claiming for)**

**a. Exemption on Electricity duty | b. Exemption of Electrical inspection fees | c. Stamp duty Refund | d. Recruitment Assistance | e. Reimbursement of Expenses for Participating in Exhibition | f. Level II Location Anchor Company Incentive | g. Reimbursement of Patent fees | h. Reimbursement of Quality Certification expenditure | i. Human capital Investment Subsidy | j. Provision for allotment of land | k. Rental incentives on Incubation Space | l. Incentives on lease Rentals | m. Interest Subsidy | Reimbursement | n . Capital Investment Subsidy | o. Reimbursement Sales Tax and VAT | p. Reimbursement of Entry Tax | q. Specific Incentive for Local Enterprises.**

I ,Sri \_\_\_\_\_ s/o \_\_\_\_\_ at present \_\_\_\_\_ (designation) of M/S \_\_\_\_\_ (name of the industrial unit) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

I hereby undertake to abide by the terms and conditions prescribed under the provisions of ICT Policy 2014 and its operational guidelines.

I hereby undertake to repay / surrender the incentives or any part thereof availed with penal interest as decided by the authority-

(i) If the information stated above is found to be false/ incorrect / misleading or misrepresented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

(ii) If the industrial unit goes out of operations for a period exceeding twelve months at a time for any reasons other than labour troubles, want of electric power or for the reason which is beyond the control of entrepreneur / management during the period of incentives.

I hereby certify that this ICT unit has not applied / availed the incentives claimed here under any other scheme of the State Govt. or the Central Govt. or any Financial Institution(s).

I hereby undertake to furnish its audited financial statements and other periodical statements of each financial year to OCAC, Odisha during the period of incentives Copies of relevant documents in support of information / facts furnished above are enclosed herewith.

Signature of the Proprietor / Managing Partner /

Managing Director / Authorized Signatory of

M/s -----

Place-

Date

**Submit & Print**

**Submit to the above mentioned address by signing the acknowledgement copy and declaration below by Director/Partner along with authorization letter and attachments (duly certified) as required for Incentive application.**

Note:

1. Mere fulfillment of eligibility for any request/claim/incentive mentioned hereunder, does not confer any right on the said claim, or entitle the applicant for su-motto sanction/release of the same nor is it obligatory for sanction of such claim/request/release of incentive on the part of the Sanctioning Authority. The sanction/release of any incentive is based on justification, merits of each case and subject of availability of budget/resources with the Government. No correspondence, whatsoever, in this regard, will be entertained.
2. Please fill all the columns and enclose the relevant documentation to avoid rejection.
3. Please apply only for eligible & entitled benefit/incentive to avoid rejection.
4. The veracity on information/figures furnished in the application by the ICT industry, on Investment/employment/turnover is subject to scrutiny and verification by the competent statutory authority, i.e., Director, STPI/Development Commissioner, OCAC, Apex committee, etc.
5. If any information/figures furnished in the application are found to be false at any point of time either during the process of the application or during the applicability of the respective incentive/benefit, or if the applicant obtained such incentive/benefit by mis-representation of facts, the said incentive/benefit so sanctioned/released is subject to withdrawal and will attract penal clauses as is deemed appropriate/levied by the Government.

**Certificates to be provided along with Common Application form  
(Annexure – I)**

**Annexure -II**

<b>Certificates</b>	<b>Provide relevant details along with self-certified documents</b>
1. Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person.	Yes/No/Not Applicable
2. Certificate of registration under Indian Partnership Act1932 / Societies Registration Act- 1860 / Certificate of incorporation (Memorandum of association & Article of Association ) under Company Act-1956	Yes/No/Not Applicable
3. Document in support of date of first investment in fixed capital i.e. land / building / plant & machinery and balancing equipment in respect of Original / Expansion / Modernization / Diversification	Yes/No/Not Applicable
4. Certificate of Registration under Odisha Value Added Taxes Act, 2004	Yes/No/Not Applicable
5. Term loan sanction order of FI/FII / Banks	Yes/No/Not Applicable
6. Documents in support of net VAT Paid , during the period of claim / for differential Benefit	Yes/No/Not Applicable
7. Challans / documents in support of Payment of net VAT against which reimbursement is claimed	Yes/No/Not Applicable
8. Documents in support of Fixed Capital Investment ie Land ,building plant and machinery and balancing equipment	Yes/No/Not Applicable
9. For existing patents  Date of its commercial Operation by the applicant  Details of the existing patent Registration Authority which has accorded Patent Registration.  Patent Regn. No. with date (copy to be submitted)	Yes/No/Not Applicable
10. Any other related documents / required statutory clearances as applicable	Yes/No/Not Applicable

**Documents required for specific claim made by Common application form (Annexure – I)**

**Annexure -III**

**a. Power Incentives**

<b>Electricity Duty</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1. Service connection(s) No(s)/ Customer No.	
2. Name as mentioned on the Bill	
3. Date of obtaining connection	
4. Date of commencement of Operations	
5. Date of power supply for operations	
6. Connected Load (in KVA/MVA)	
7. Whether Electricity Duty exemption has availed earlier ( Yes/ No) If yes, furnish in details	
8. Extent of exemption of electricity duty and the period for which exemption is claimed	
9. Extent of exemption of electricity duty and the period of exemption availed from any scheme of State Govt. other Central Govt. (GoI) or Govt Agencies or any financial institutions ( Furnish details)	
10. Enclose copy of the Bill	

**b. Exemption of Electrical inspection fees**

<b>Exemption of Electrical inspection fees</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1. Service connection(s) No(s):	
2. Name as mentioned on the Bill	
3. Date of obtaining connection	
4. Certificate copy Inspection	
5. Money receipt/Challan copy in support to payment of Electrical inspection	

### c. Stamp Duty Refund

<b>Stamp duty Refund</b>	<b>Provide relevant details along with supporting self-certified documents</b>		
1. Name and Location of the area			
2. Extent of already taken/built up space :(sq. ft.)			
3. Extent of Land in (acres)			
4. Type of Deed executed i.e. Nature of transaction	Sale or Lease		
5. Amount of stamp duty exemption claimed (In Rs)			
6. Amount of stamp duty exemption availed under any scheme of State/ Central Govt. (In Rs)			
7. Amount differential claims to be exempted (In Rs)			
8. Statutory clearance if any			
9. Copy of the sale/Lease deed			
10. Receipt / Challan paid on the amount of stamp duty to the sub-registrar/registration department and any such other document			
11. Memorandum of association and article of associations			
12. Annual Reports			

### d. Recruitment Assistance

<b>Recruitment Assistance</b>	<b>Provide relevant details along with supporting self-certified documents</b>		
1. Date of commencement of operations:			
2. Total Number of Employees ( Last Financial Year)	Men	Women	Disabled
3. Total Employment in current financial year			
4. Skilled Employees			
5. Semi-Skilled Employees			
6. Supervisory Employees			
7. Managerial Employees			
8. Total Amount claimed:			
9. Enclose certificate from your audit firm confirming the Name of the employee, date of Employment and designation supporting the employment of the current year and previous year.			

### **e. Reimbursement of Expense for participating in exhibition**

<b>Exhibition Rental Refund</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Name of the Exhibition & location participated	
2.National / International	
3.Cost of Stall Rental	
4.Stall Area	
5.Dates of Participation	
6.Outcome/Business generated	
7.Amount claimed	
8.Employee Strength of the Company	
9.Copies of the invoice and receipts from Exhibition organizers and related to participation	

### **f. Location Anchor Company Incentive**

<b>Level II Location Anchor Company Incentive</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Applied for II Location and address	
2.Date of commencement of operations	
3.No. of Employees in Last Two years	
4.Type of Unit	
5.Amount claimed	
6.Certificate from your audit firm confirming the Name and detail of the employee	
7.List of Employees and designation	
8.Address proof the Company	

### **g. Reimbursement of Patent filing**

<b>Reimbursement of Patent filing cost</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Name of the Patent:	
2.Name of the Product/service for which Patent Obtained	
3.Date & No of Patent obtained (as per competent authority records)	
4.Name & Address of the Patent Approval Authority	
5.Amount of expenditure incurred on obtaining the Patent	
6.Amount claimed	
7. Patent Certificate from Competent Authority.	
8.Statement of Expenditure incurred duly certified by your audit firm	

### **h. Reimbursement of quality certification expenditure**

<b>Reimbursement of Quality Certification expenditure</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Name/Level of Quality certification achieved	
2.Name & date of the Quality Certificate:	
3.Name of the Certifying Authority, with address:	
4.Amount of expenditure incurred on obtaining the Quality Certification (with proofs/receipts/bills):	
5.Amount claimed	
6.Copy of the Quality Certificate from Competent Authority - ISO/CMM	
7. Statement of expenditure incurred duly certified by your audit firm	

### **i. Human Capital Investment Subsidy**

<b>Human capital Investment Subsidy</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Certification proof of the employee for Project management, six sigma, IT&IL	
2.Money receipt of the payment for certification	
3.Employee detail with attested copy of ID proof	

## **j. Provision of Allotment of Land**

<b>Provision for allotment of Land</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Land Area applying for	
2.Location of the Land applying for	
3.Area of Operation	
4.Proof of Two/Three years' of operational experience. Attach copy of A.IT return B. Employment details C. Bank statement D. Registration E. Form 16 of company F. Project Details	
5.Proof of employment of minimum 50/100/more employees during last Two/three years of operational experience in company Attach copy of A. Employee PF/ESI B. Form 16 C. Proof of payment of salary D. attendance of employee during the tenure etc.	

## **k. Rental incentives on Incubation Space**

<b>Rental incentives on Incubation Space</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Area Occupied ( Sq Ft)	
2.Type ( Govt Owned towers/Designated IT Parks)	
3.Place of Incubation center	
3.Operational from	
4. Rental Subsidy claiming for (%)	
5.Amount of rental subsidy claimed	
6.No of employees employed along with employment details	
7.Proof of Employment during the tenure of application for incentives. Attach copy of A. Employee PF/ESI B. Form 16 C. Proof of payment of salary D. Attendance of employee during the tenure etc	
8.Bank statement of the company	
9.Audited balance sheet	
10.Rent Agreement copy for occupancy of space in Incubation center of Odisha.	
11. Certificate from competent authority regarding the operational existence of the firm in incubation center.	

## l. Incentive on Lease rentals

<b>Incentives on lease Rentals</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Area Occupied (Sq. Ft)	
2.Type ( Govt Owned towers/Designated IT Parks)	
3. Place of Incubation center	
3.Operational from (Date)	
4.Lease Rental Subsidy claiming for (%)	
5.Amount of rental subsidy claimed	
6.No of employees employed along with Employment details	
7.Rent Agreement copy for occupancy of space in designated IT Parks of Odisha.	
8.Proof of Employment during the tenure of application for incentives. Attach copy of A. Employee PF/ESI B. Form 16 C. Proof of payment of salary D. Attendance of employee during the tenure etc	
9.Bank statement	
10.Audited balance sheet	
11. Certificate from competent authority regarding the operational existence of the firm in incubation center.	

## m. Interest Subsidy Reimbursement

<b>Interest Subsidy Reimbursement</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Type of Unit (Micro/Small enterprise)	
2.Date of start of Operation	
3.Details of Capital Investment	
4.Souce of Term Loan ( Bank/Public Financial Institution)	
5.Amount of Term Loan Aailed	
6.Incentive claim	
7.Sanction letter of Term Loan	
8.Bank Statement in support of payment of interest	
9.Bank certificate regarding interest payment of term loan during the year.	

## n. Capital Investment Subsidy

<b>Capital Investment Subsidy</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Type of Unit (IT/ITES/ESDM)	
2.Date of start of Operation	
3.Details of Capital Investment	
4.Souce of Term Loan ( Bank/Public Financial Institution)	
5.Incentive claim on plant and machinery except Land & Building	
6.Sanction letter of Term Loan	
7.Bank Statement in release of Term loan	
8.Bank certificate along with invoice copies, regarding purchase of fixed asset and date of payment release.	
9.Auditor certificate for Investment in plant and machinery except Land and building made by the company.	

## o. Reimbursement Sales Tax and Vat

<b>Reimbursement Sales Tax and VAT</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Date of start of Commercial production	
2.Amount of Fixed capital investment	
3.Amount of Tax payment on net Tax payment (After adjustment of Input Tax credit against Output Tax liability)	
<b>In case of Expansion</b>	
4.Date of Commercial production of additional capacity	
5.Additional Amount of Fixed capital investment	
6.Additional Amount of Tax payment on net capital investment	
7.Total Claim	
8.Certificate from CA regarding Capital Investment and Tax	
9.VAT registration certificate	
10.Proof of Commercial production start date	
11.Payment of sales Tax/Vat	
12.Proof of Sales tax/VAT return	
13.Proof of Payment to the party(Bank statement reflecting the payment )	
14.Money receipt from the Party	
15.Detail Calculation sheet in support of claim	

#### **p. Reimbursement of Entry Tax**

<b>Reimbursement of Entry Tax</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Type of Unit ( Micro/Small)	
2.Date of start of Commercial production	
3.Amount of Fixed capital investment	
4.Amount of entry tax on Purchase of capital asset.	
5.Details of purchase of Raw Material	
6.Total Entry tax paid on Purchase of Raw material	
7.Entry Tax registration certificate	
8.Payment of Entry Tax	
9.Proof of Entry Tax return	
10.Proof of Payment to the party ( Bank statement reflecting the payment )	
11.Money receipt from the Party	

#### **q. Specific Incentive for Local Enterprises**

<b>Specific Incentive for Local Enterprises</b>	<b>Provide relevant details along with supporting self-certified documents</b>
1.Proof of employment for 50% Local/domicile of Odisha for executive cadre.	
2.Employment details of the Employee 1. Executive 2.non executive cadre.	
3.Proof of Employment during the tenure of application for incentives of Executives ( Employee PF/ESI, Form 16, Proof of payment of salary, attendance of employee during the tenure etc.)	
4.Bank statement of the company justifying payment of salary	