Annexure-I

Application Form For Export Development Assistance

For participation in Trade Fair/Exhibition/BSM/Trade delegation abroad

• Membership Name:	
• Membership No:	
• Communication address:	
• Contact No. & E mail	
Name of competant person and his designation in the firm/company:	
Field of activity: (Please Tick Appropriate)	Mining/Processing/Trading/Manufacturing/ Other (specify)…….
Category of the Firm (Please enclose proof of the same)	Tiny/ Micro/ Small industries etc. (Please Tick Appropriate)
Name of International Stone fair in which participation is proposed with dates:	
Turnover during the preceding financial year (Enclose self attested copy of audited Balance Sheet and P&L A/c)	
Name and designation of the person going to visit fair: His position in the Firm/Company	Promotor/ Owner/ Director/ Employee (Please Tick Appropriate)
Specific purpose of visit:	

Date of proposed departure from India	
Date of proposed arrival in India	
Details of participations under EDA scheme during the current financial year	
Details of total participations so far under EDA scheme (Compulsory to fill up complete information)	Please fill up annex I A (attached)

We will submit claim in the approved profroma along with all the desired documents as per EDA Scheme guidelines.

We know that visit of other places/countries are not allowed.

Place:

Date:

Signature:

Name of Authorized person:

Designation

With company seal

Annexure-I A

Total participations so far under EDA scheme:-

S.No	Name of fair	Name of person attended fair	Dates	Place
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Place:
Date:

Signature:
Name of person:
Designation
With company seal

Annexure-II

Claim Form for Export Development Assistance For Participation in Trade fairs/Exhibitions/BSM/Trade Delegation abroad:

Name of CDOS member with full address.	
CDOS membership No:	
Name of International stone fair/event participated	
Place and country visited	
Name and designation of the person visited	
CDOS approval letter no. and date	
Travel details:	As per annexure - III

Certified that following documents are attached with the claim:

1. **Proof of visit of Exhibition: Entry badge, document/ Photograph showing exhibition name and presence in the exhibition.**
2. **Report of visit showing details of activities undertaken and achievements on letter head.**
3. **E ticket showing fare details.**
4. **Invoice and payment acknowledgments of air travel ticket.**
5. **Boarding passes.**
6. **Legible photocopy of passport and relevant page highlighting the entries about departure from and arrival into India.**

Name & Signature of the Claimant /
Authorized Singnatory

Undertaking and Declaration

I Certify that I/We have not received / claimed assistance from any other Govt. department/ agency for visit of international exhibition at……

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the amount so overpaid will be refunded by me/us to CDOS immediately on notification.

Signature :
Name of Authorized person:
Designation
With company seal

Place:
Date:

Annexure-III

Travel Details:

Dates of fair	
Name of Person Travelled	
Date of Departure from India:	

Departure / Arrival Details:

S. No.	Date	From	To	Name of Airlines	Original Board Pass attached Yes / No

Travel Booking Details:

S. No.	Name of Booking Agency	Invoice No. & Date	Amount
1.			
2.			
3.			
4.			

(Please attach original invoice of booking and payment acknowledgement)

Total Amount paid for purchase of tickets	Rs.
Amount claimed for reimbursement under scheme	Rs.

Signature :
Name of Authorized person:
Designation
With company seal

Place:
Date: