

# Guidelines of International Cooperation Scheme

## International Cooperation Scheme, Ministry of MSME, 2021

### 1. OBJECTIVE

The scheme aims to **capacity build MSMEs** for entering export market by facilitating their participation in international exhibitions/fairs/conferences/seminar/buyer-seller meets abroad as well as providing them with actionable market-intelligence and reimbursement of various costs involved in export of goods and services. The Scheme provides **opportunities to MSMEs to continuously update themselves to meet the challenges emerging out of changes in technology, changes in demand, emergence of new markets**, etc. Thus, in totality, all components of the scheme aim at various aspects required to advance MSMEs position as emerging export player.

The Scheme would cover the following sub-components:

#### 1.1 Sub-Component I: Market Development Assistance of MSMEs (MDA)

##### Physical Medium

- i. **Participation (as exhibitors) of MSME delegations** of industry associations and government organisations, involved in promotion of MSMEs, in **international exhibitions, trade fairs and buyer-seller meets in foreign countries** for exploring potential markets for exports, seeking joint ventures, awareness about latest technologies, etc.
- ii. **Organising international conferences/summits/workshops/seminars in India** on themes relevant to MSMEs by the Industry Associations and Government organizations.
- iii. **Organising Mega international exhibitions/fairs/buyer-seller meets, conferences/summits/ workshops/ seminars abroad** by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sector.
- iv. **Organising Mega international conferences/ summits/ workshops/ seminars, bilateral/multilateral Government to Government Events in India** by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sector.
- v. **Participation of Ministry led Industrial delegations** to International Exhibitions/Fairs/Conferences in foreign countries.

##### Virtual Medium

- i. **Participation (as exhibitors) of MSME delegations** of industry associations and government organisations, involved in promotion of MSMEs, in **international exhibitions, trade fairs and buyer-seller meets by foreign organisers** for exploring

- potential markets for exports, seeking joint ventures, awareness about latest technologies, etc.
- ii. **Organising international conferences/ summits/ workshops/ seminars** on themes relevant to MSMEs by the Industry Associations and Government organizations.
  - iii. **Organising Mega international exhibitions/fairs/ buyer-seller meets, conferences/ summits/ seminars/ workshops, bilateral/multilateral Government to Government Events** by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sectors.

## 1.2 Sub-Component II: Capacity Building of First Time MSE Exporters (CBFTE)

The key interventions proposed under the scheme are highlighted below:-

Reimbursement of costs incurred by first time MSE exporters on export shipments –

- i. Registration-cum-Membership Certificate (**RCMC**) paid by the first-time exporters for registration with EPCs.
- ii. Export **insurance premium** paid by MSEs.
- iii. Fee paid on **Testing & Quality Certification** acquired by MSEs to export products. This will encourage MSEs to produce and offer products and services of international standards for the export markets.

## 1.3 Sub-Component III: Framework for International Market Intelligence Dissemination (IMID)

Provisioning a **National Resource Database System** – Global Market Intelligence System for MSME units. This system is proposed to act as a central knowledge repository of export related data on foreign markets. It will provide simplified information on trade statistics, market access issues, and export potential indicators. It will further provide information on tenders and procurements globally and export orientation of MSMEs through provision of specially designed Orientation Courses by specialised government institutions actively involved in the area of foreign trade.

**Sub-Component I:  
Market Development Assistance  
(MDA)  
(Detailed Guidelines)**

## 2. ELIGIBILITY CONDITIONS

### 2.1 Eligible Organisations

Events under the scheme can be organised by:

- a) Ministry of MSME and organizations under the Ministry;
- b) State/Central Government Organisations/Institutions; and
- c) Registered Industry/Enterprise Associations

### 2.2 Conditions

- (i) The applicant organization should be suitably registered under the relevant Act (i.e., companies under the Companies Act, Societies under the Societies Act, etc.) with the primary objective of promotion and development of MSMEs.
- (ii) The applicant organization should have regular audited accounts for the past 3 years.
- (iii) Events, for which financial support under the Scheme is sought, must be from the list of approved exhibitions/ events/ buyer-seller meets finalized by the Ministry of MSME in each financial year.
- (iv) Financial assistance to one applicant organisation would normally be restricted to **three events in a financial year**. The Screening Committee may, however, recommend relaxation of this condition for reasons to be recorded and allot more than 3 events.
- (v) The quantum of assistance shall only be supplemental in nature to the contribution of organizer.
- (vi) The Industry Associations/organizations are allowed to participate in a particular event continuously for 3 years. After participating in the particular event continuously for 3 years, they will be eligible to participate in the same event after a gap of 2 Years.
- (vii) Selection of the participating units shall be based on eligibility score card prescribed under the scheme ([Annexure C](#)) and in no case an MSME unit scoring less than 60 percent marks will be eligible for availing the benefits under the scheme. The applicant organisation must satisfy itself in this regard before proposing the name of MSME unit in the delegation and any discrepancy, if noticed later, shall be the sole responsibility of the applicant organization.
- (viii) While selecting entrepreneurs/participants, the applicant organization should ensure that one MSME unit must not participate in more than 2 events in a financial year under the scheme.
- (ix) The applicant organization should also ensure that the selection is done in a fair and transparent manner, taking into consideration factors like track record, growth potential, export potential etc.
- (x) In order to make representation in such events more inclusive and equitable, following guidelines must be followed:
  - Adequate representation would be given to SC/ST/Women/NER entrepreneurs in such events.
  - While selecting entrepreneurs as well as representative(s) of the participating units, priority should be given to persons who have not

participated in such events earlier with Government grant.

### 3. ASSISTANCE UNDER THE SCHEME

#### 3.1 Procedure to avail benefits under Sub-Component I: Market Development Assistance

The applicant organisation will submit an online application for financial assistance, along with the relevant documents and the budget estimate of the expenditure on the proposed event in the proforma online giving full details of expenditure. The admissible financial assistance would be worked out on the basis of this budget estimate and in accordance with the criteria/scale mentioned in paragraph 3.2 and further at the discretion of the Screening Committee.

#### 3.2 Scale of Assistance and Eligible Items of Expenditure

Items of expenditure for which assistance is considered under the scheme are specified below:

##### 3.2.1 Participation of MSME delegations in international exhibitions, trade fairs and buyer- seller meets in foreign countries (PHYSICAL MODE).

The minimum number of the MSME units **must not be less than 10** in a delegation. One Office Bearer of the participating Industry Association/organization/Society/Trust **must** be considered for travel along with the delegation.

The eligible items for participation of MSME units and the scale of assistance would be as under:

Sl. No.	Eligible Items of expenditure	Scale of Assistance
(a)	Space Rent (Stall Charges)	For Micro, Small and Medium entrepreneurs: 100% of the space rent subject to a maximum of <b>Rs.3.00 lakh</b> or actual rent paid, whichever is lower (for one MSME unit).  Office Bearer is not eligible for Space Rent.
(b)	Air Fare	For Micro, Small and Medium entrepreneurs: 100% of the economy class airfare subject to a maximum of <b>Rs.1.50 lakh</b> or actual fare paid, whichever is lower (for one MSME unit) subject to following condition: a) Journey/Stay should be within a span of 30 days including the period of event. For office bearer of the applicant organisation: 100% of the economy class airfare subject to a maximum of Rs.1.50 lakh or actual fare paid, whichever is lower.
(c)	Duty allowance	Office Bearer will get <b>USD 150 per day</b> for the duration of the approved period of the event towards duty allowance.

(d)	Freight charges	Actuals subject to maximum of <b>Rs. 50,000/- per MSME</b> unit and <b>Rs. 75,000/- per MSME</b> for Latin American Countries.
(e)	Advertisement and publicity charges	A maximum of <b>Rs. 2.50 lakh</b> or actual, whichever is less, for a delegation size <b>up to 14 MSME units</b> and <b>Maximum of Rs. 5.00 Lakh</b> or actual, whichever is lower subject to the condition that <b>the minimum MSME Units must be 15 or more</b> subject to production of all bills.
(f)	Registration fee	Maximum of <b>Rs.5,000/-</b> or actual whichever is less per MSME unit.
(g)	Participation of Government Officials in the delegation.	In case any Government official participates in the delegation, his/her expenses (air fare, hotel accommodation, local transport, daily allowance, etc.) as per his/her entitlement will be reimbursed from the Ministry. The amount excludes from the amount sanctioned to Industry Associations/organisations.

The maximum ceiling of financial assistance for participation in one international event to be held abroad is **Rs. 2.00 crore**. For relaxation of the ceiling **Secretary (MSME)** will be the competent authority.

**3.2.2 Organizing International conferences/ summits/ workshops/ seminars on the themes relevant to MSME sector (PHYSICAL MODE) to be organized in India by the Industry Associations/ Government Organizations.**

The quantum of assistance would be asunder:

(i)	Charges for holding/organizing the International conferences/ summits/ workshops/ seminars in India by Industry Associations including charges for venue rent, catering, advertisement & publicity, security arrangement, etc.	A maximum of <b>Rs.10.00 lakh</b> or the actuals, whichever is lower.  Note: The venue for international events should be a non-5-star hotel. In case of any deviance from this norm, special permission at the level of JS (SME) must be sought.
(ii)	Economy class Airfare for foreign speakers/ experts/ resource persons only.	A maximum of <b>Rs. 5.00 lakh</b> or actuals, whichever is lower. A minimum of <b>3 foreign speakers/ experts/ resource person</b> shall attend the event for qualifying the event as an international event.

**3.2.3 Organising Mega international exhibitions/fairs/buyer-seller meets, conferences/summits/workshops/seminars abroad (PHYSICAL MODE) by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSMEs.**

There is no expenditure ceiling for these events to be organized by the Ministry of MSME, its organizations solely or in partnership with industry associations. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW

**3.2.4 Organising Mega international conferences/summits/workshops/seminars, bilateral/multilateral Government to Government Events in India (PHYSICAL MODE) by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSME sector.**

There is no expenditure ceiling for these events to be organized by the Ministry of MSME, its organizations solely or in partnership with industry associations. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW

**3.2.5 Ministry of MSME led industrial delegations to physical International Exhibitions, Fairs, Conferences and Buyer-Seller Meets in foreign countries.**

10% of the Budget allocated for the Scheme shall be spent under this head for sending the delegation of the Ministry to International Exhibitions/Trade fair/Conference consisting the executive members of the industry associations/owners of the MSME units and officials of the Ministry including Hon'ble Minister of MSME. The members of Industry Associations/owners of MSME units will be allowed reimbursement of air-fare and DA @ \$150 per day for the approved period of the event. The Selection of the delegates will be done by a committee headed by Secretary (MSME). JS (SME) and Director (IC) will be the other members of the Committee. The committee has the authority to co-opt any other member on case-to-case basis.

**3.2.6 Participation of MSME delegations in international exhibitions, trade fairs and buyer-seller meet by Foreign Organisers (VIRTUAL MODE).**

The minimum number of the MSME units must not be less than 10 in a delegation.

(i)	Space/Stall Charges including catalogue/digital material charges for Participating in the Virtual International Events organized by foreign countries	A maximum of <b>Rs.1.5 Lakh</b> or actual whichever is lower of the participation package extended by the organizer.
(ii)	Advertisement and Publicity Charges	A maximum of <b>Rs. 2.5 lakh</b> or actual, whichever is less, for a <b>delegation size upto 14 MSME units</b> and Maximum of <b>Rs. 5.00</b>

		<b>Lakh</b> or actual, whichever is lower subject to the condition that the <b>minimum MSME Units must be 15</b> and on production of bills.
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The maximum ceiling of financial assistance for one International event in Virtual Mode is **Rs. 1.00 crore**. For relaxation of the ceiling **Secretary (MSME)** will be the competent authority.

**3.2.7 Organising International conferences/ summits/ workshops/ seminars on the themes relevant to MSME sector (VIRTUAL MODE) to be organized by Industry Associations/ Government Organizations.**

The minimum number of International speakers should be **5** and number of participants joining should be **300** in an event.

Virtual Space/Platform/ License Fee/ Rent for Organising Conferences/ summits/ workshops/ seminars.	A maximum of <b>Rs. 2.00 lakh</b> or actual expenditure whichever is lower
Publicity Cost incurred on promotion / marketing/ publicity of the event	A maximum of <b>Rs. 5.00 lakh</b> or actual expenditure whichever is lower.
Translation and Interpretation charges involved in the virtual event	A maximum of <b>Rs. 1.00 lakh</b> or actual expenditure whichever is lower.

**3.2.8 Organising Mega international exhibitions, conferences/seminars/workshops /summits buyer-seller meets, bilateral/multilateral Government to Government Events in VIRTUAL MODE by Ministry of MSME, its organizations solely or in partnership with industry associations for promotion of MSMEs.**

There is no expenditure ceiling for these events to be organized by the Ministry of MSME, its organizations solely or in partnership with industry associations. The expenditure to be incurred will be decided by the competent authority i.e. Secretary (MSME) in consultation with the IFW.

**3.2.9 Selection of the MSME units participating in the International Fairs/ Exhibitions abroad by Industry Associations/ Government Organisations.**

- (i) There shall be a "Score Card" for selection of the MSME units participating in the International Fairs/ Exhibitions abroad. The Industry Associations/Organizations etc. will furnish the Score Card, duly filled up, along with the application and also give a self-undertaking to the effect that information furnished in the Score Card is correct and nothing has been concealed. The minimum qualifying score/points should be 60% of the Score Card. The applicant organisation must satisfy itself in this regard before proposing the name of MSME unit in the delegation and any discrepancy, if



noticed later, shall be the sole responsibility of the applicant organization.

- (ii) Claim will be accepted only in respect of those MSME Units whose names have been submitted by the Industry Associations/Government Institutions in the list submitted along with the application form.

#### 4. **Other Provisions:**

- i. If the delegation is more than 20 MSME units, there should be an arrangement of a separate Indian pavilion in the event.
- ii. The Ministry may nominate its representative from the Ministry or any of its Organizations as its nominee to accompany the delegation.

#### 5. **Procedure for Approval of Proposals Furnished by Coir Board and KVIC**

Coir Board/KVIC will mobilize the MSME units and submit the consolidated proposal in the prescribed format **on the IC Scheme Portal** of the Ministry for seeking in-principle approval of the Screening Committee. Items of expenditure and scale of assistance will also be followed as per IC Scheme guidelines. **As for claim for reimbursement, Coir Board/KVIC will meet all expenditure from their own budget allocated for this purpose.**

#### 6. **RELEASE OF GRANT**

Grants under the Scheme will be released on basis of the following two categories:

- I. **Category A:** Applicant Organisations having EPC Status and Organisations under the Ministry of MSME
  - a. All organisations having status of Export Promotion Councils (**Annexure-III**) under the Foreign Trade Policy and Government Organisations of Ministry of MSME namely- National Small Industries Corporation (NSIC), National Institute for Micro, Small and Medium Enterprises (NIMSME) and Mahatma Gandhi Institute of Rural Industrialization (MGIRI) are eligible for drawing advance
  - b. **50 percent of the expected expenditure will be released as advances and remaining 50 percent on submission of Utilisation Certificate (UC).**
  - c. Advance grants, if any released, have to be refunded with interest in case of default in meeting the objectives and the conditions with which the funds were released. Repeat defaults in submission of UCs will make EPCs/Organisations ineligible to receive assistance under this Scheme and will be considered for debarring from participating in the Scheme
- II. **Category B:** Applicant Organisations with non-EPC Status
  - a. The total amount will be reimbursed after the event is over.
  - b. All other applicant organisations/associations involved in promotion and development of MSMEs will submit claim documents as detailed in Para 7(III) for reimbursement of claims in the online proforma as uploaded on the IC

## 7. DOCUMENTATION REQUIREMENT

### I. DOCUMENTS REQUIRED AT THE TIME OF SUBMISSION OF APPLICATION

- i. Application Form (Annexure A-D)
- ii. Budget estimate. (Annexure E)
- iii. Copy of Registration Certificate of the applicant organization (one time requirement).
- iv. Copy of Memorandum and Articles of Association (one time requirement).
- v. Copies of Audited Balance Sheet, Profit & Loss Account or Income & Expenditure Account of the applicant organization for the last 03 years

### II. DOCUMENTS REQUIRED FOR SETTLEMENT OF CLAIMS FOR EPCs AND ORGANISATIONS UNDER THE MINISTRY OF MSME

- i. The second and final installment would be contingent upon submission of outcome report (as prescribed under the IC Scheme portal), Utilisation Certificate, and Chartered Accountant (CA) certified audit account statements including inter alia sources of funding) within 60 days from the date of completion of the event/activity
- ii. A Certificate declaring that financial assistance has not been sought from another Ministry/Department is to be submitted.
- iii. Udyam Registration Certificate of all participating MSME units to be submitted
- iv. **The applicant organisation must maintain with them all documents as detailed in para 7(III).** These records as well as other documents connected with release of the financial assistance from the Ministry must be maintained till a CAG Audit is conducted.
- v. Any other document(s) as sought by the Ministry of MSME

### III. DOCUMENTS REQUIRED AT THE TIME OF SUBMISSION OF CLAIMS FOR ORGANISATIONS NOT HAVING EPC STATUS

- i. Claim Form Duly certified by Chartered Accountant (Annexure F)
- ii. List of participants along with score card
- iii. Mandate Form duly filled up by Applicant Organization and verified by the concerned Bank (Annexure-H)
- iv. Pre-receipt (Annexure J)
- v. Certification from association declaring that they have not sought financial assistance from another Ministry/Department for the claim submitted under the IC scheme. (Annexure I)
- vi. Udyam Registration Certificate of all participating MSME units
- vii. Copy of e-ticket complete in all respect with fare information on e-ticket for air travel (**For Physical Event**)
- viii. Original Boarding Pass [In case of multiple Boarding Passes, provision of Original Boarding pass of destination city (host city of the event under consideration) is must. In case of non-availability of original boarding pass for reasons to be conveyed in writing, a certificate from the airlines stating that the journey has been undertaken will be acceptable] (**For Physical Event**)
- ix. Original Invoice along with receipt of Payment (original) for claiming stall charges, freight

charges, advertisement and publicity charges, entry/registration fee, platform charges. Interpretation charges etc.

- x. Any other document(s) as sought by the Ministry of MSME
- xi. All documents should be self-attested/certified with seal by the applicant organisation.

## 7.1 PENALTY CLAUSE

In case an applicant organization fails to mobilize the number of MSME units/entrepreneurs proposed at the time of submitting the application following penalty will be levied at the time of calculation of financial assistance: -

Case 1: Applicant Organisation is able to mobilize only 90% of the total number of MSMEs approved for participation in the event.	NIL
Case 2: Applicant Organisation is able to mobilize only 81 - 89% of the total number of MSMEs approved for participation in the event.	A penalty of 10% of the amount eligible for advertising & publicity <b>and</b> 10% of amount eligible for reimbursement of Office Bearer expenses will be levied on the applicant organisation.
Case 3: Applicant Organisation is able to mobilize only 71 - 80% of the total number of MSMEs approved for participation in the event.	A penalty of 20% of the amount eligible for advertising & publicity <b>and</b> 20% of amount eligible for reimbursement of Office Bearer expenses will be levied on the applicant organisation.
Case 4: Applicant Organisation is able to mobilize only 60 - 70% of the total number of MSMEs approved for participation in the event.	A penalty of 30% of the amount eligible for advertising & publicity <b>and</b> 30% of amount eligible for reimbursement of Office Bearer expenses will be levied on the applicant organisation.
Case 5: Applicant Organisation is able to mobilize less than 60% of the total number of MSMEs approved for participation in the event.	Applicant organization will not be eligible for any advertising & publicity expenses and reimbursement of office Bearer expenses

**Note: To be eligible for financial assistance under the Scheme, in no case, the delegation size participating in the event cannot be less than 10 MSME units.**

## 7.2 Audit

Payment made under the Scheme to the agency shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor General of India and internal audit by the Principal Accounts Office of the Ministry of MSME as also by other means as deemed fit by the Government of India

**Sub-Component II:  
Capacity Building of First Time MSE  
Exporters  
(CBFTE)  
(Detailed Guidelines)**

## 8. ELIGIBILITY CONDITONS

- a) Micro and Small Enterprise with valid Udyam Registration
- b) To claim the benefits under the scheme, the applicant's Importer Exporter Code (IEC) must not be older than 3 years on the date of export shipment.
- c) This sub-component of the scheme is applicable from the date of issuance of scheme guidelines.

## 9. ASSISTANCE UNDER THE SCHEME

### 9.1 Procedure to avail benefits under Sub-Component II: Capacity Building of First Time MSE Exporter

The applicant Organisation will submit an online application for financial assistance, along with the relevant documents in the proforma (prescribed on the IC Scheme portal: <https://ic.msme.gov.in>) giving full details of expenditure. The admissible financial assistance would be worked out in accordance with the criteria/scale mentioned in **paragraph 9.2**

### 9.2 Scale of Assistance and Eligible Items of Expenditure

#### 9.2.1 Reimbursement of costs incurred by first time MSE Exporters on export shipments:

Registration-cum-Membership Certificate (RCMC) charges/fee paid by the first-time exporter to related EPCs	<b>75 percent</b> of the cost paid subject to a <b>maximum of Rs. 20,000/-</b> or actual, whichever is lower subject to quarterly reporting by EPCs as per prescribed format.
Export Insurance Premium paid to Export Credit Guarantee Corporation (ECGC) under the ECGC's Small Exporter Policy	<b>Maximum reimbursement in a financial year of Rs. 10,000/-</b> or actual, whichever is lower subject to quarterly reporting by ECGC as per prescribed format.
Fee paid on Testing & Quality Certification acquired by MSEs to Export Products	<b>75 percent</b> of the testing and quality certification with a ceiling of <b>Rs. 1.00 Lakh</b> or actual, whichever is lower, subject to following conditions: <ul style="list-style-type: none"><li>• Reimbursement allowed for a maximum of 3 certificates per financial year with a <b>ceiling of Rs. 1.00 Lakh</b> per MSE unit.</li><li>• Certificate, for which reimbursement claim is requested, should be attained within the same financial year.</li></ul>

### 9.2.2 Process of Reimbursement under the Scheme:

- i. **RCMC certificate:** Ministry of MSME to sign MoU with EPCs. These EPCs will then be eligible to apply for reimbursement under the IC scheme. They will be required to apply for reimbursement claim on behalf of MSEs along with all prescribed documents on the IC Scheme portal.
- ii. **Export Insurance Premium:** Export Credit Guarantee Corporation (ECGC) provides insurance to Exporters. The Ministry of MSME will sign an MoU with ECGC and claims for reimbursement for the first-time MSE exporters will be released from the IC Scheme to ECGC upon receipt of application on the updated portal of IC Scheme.
- iii. **Testing and Quality Certification:** A collaboration with a quality monitoring authority like Quality Council of India can be initiated and reimbursement on certifications defined under the scheme will be released to the authority/organisation for further dissemination of funds to eligible MSEs.

## 10. RELEASE OF GRANT

Grants under the Scheme will be released on re-imbursalment basis on submission of the re-imbursalment claim in the proforma **(uploaded on the IC Scheme Portal)**. Claim must be accompanied with the documents, as prescribed by the Ministry.

## 11. DOCUMENTS REQUIRED

- i. **Documents required for RCMC** (Claim Form at Annexure K):
  - a) IEC Code not more than 3 years old on the date of export shipment
  - b) RCMC fee receipt
  - c) Proof of export carried out in the same financial year for which RCMC is claimed
- ii. **Documents required for Export Insurance Premium** (Claim Form at Annexure L):
  - a) IEC code not more than 3 years old on the date of export shipment
  - b) Receipt of Insurance Premium
  - c) Proof of export shipment carried out in the same financial year for which insurance is claimed
- iii. **Documents required for Testing and Quality Certification** (Claim Form at Annexure M):
  - a) IEC code not more than 3 years old on the date of export shipment
  - b) Testing and quality certification
  - c) Proof of export shipment of product for which testing and quality certification is claimed.
  - d) Proof of mandatory requirement of Testing and Quality Certification for such export.

**Note: The above documents to be duly attested/certified by the applicant organisation.**

# **Sub-Component III: Framework for International Market Intelligence Dissemination (IMID) (Detailed Guidelines)**

## 12. FEATURES OF THE GMIS PORTAL

### The GMIS portal is envisioned to have following features:

- i. **Trade Info** in the form of tables, graphs and maps –indicators on export performance, international demand, alternative markets and competitive markets, as well as a directory of importing and exporting companies covering 220 countries and territories and 5300 products of the Harmonized System with monthly, quarterly and yearly trade flows from the most aggregated level to the tariff line level.
- ii. **Market Access Info** to identify customs tariffs, tariff rate quotas, trade remedies, regulatory requirements and preferential regimes applicable to a specific product. The exporter will be able to find tariff information and other market-access requirements quickly, easily and free of charge as well as compare customs tariffs imposed on their products across multiple markets using interactive charts and maps. The exporter could also compare customs tariffs faced by their competitors in the destination market and see if they have a tariff advantage relative to them.
- iii. **Export Potential Info** to provide timely and practical information on products, markets, and suppliers with untapped potential, as well as prioritizing new sectors with favourable chances for success in export diversification.
- iv. **Export Potential Indicator** could identify the potential export value for any exporter in a given product and target market based on an economic model that combines the exporter's supply with the target market's demand and market access conditions.
- v. **Tenders & Procurement Info** to provide detailed information on International procurement and public tenders to help MSMEs seek new market opportunities.

## 13. ELIGIBILITY CONDITIONS

Micro, Small and Medium Enterprises with valid Udyam Registration will be able to access the knowledge repository provided by GMIS.

## 14. EXPENDITURE FOR GMIS PORTAL

Tender Bids will be invited for the creation & maintenance of portal based on the ceiling decided by the Screening Committee.

## 15. RELEASE OF FUNDS

Grants under the Scheme will be released in installments, first installment being released on provisioning of BETA version of the portal and final installment on roll-out of the GMIS portal.

Yearly Maintenance fee will be paid regularly on submission of bills.



**SANCTIONING AUTHORITY**  
**AND**  
**OTHER PROVISION**

## 16. Sanctioning authority for financial assistance under the Scheme

A Screening Committee headed by the Joint Secretary (SME) comprising the following as members will approve the proposals:

1	Joint Secretary in the Ministry of MSME	-	Chair
2	One representative from Office of Development Commissioner, MSME	-	Member
3	One representative from ARI Division, Ministry of MSME	-	Member
4	One Representative from KVIC, Ministry of MSME	-	Member
5	One Representative from Coir Board, Ministry of MSME	-	Member
6	One representative from NSIC, Ministry of MSME	-	Member
7	One representative from IFW of Ministry of MSME	-	Member
8	Director (IC), Ministry of MSME	-	Member (Coordinator)
9	Committee may decide to Co-Opt any other member(s)		

## 17. Professional Services

The International Cooperation Section is committed to promote engagement of MSME sector in international markets. It aims to provide support in making the International Markets accessible and profitable to Indian MSMEs. Amongst the primary actionable roles of the section, handling International cooperation Scheme, and Bilateral and Multilateral cooperation with countries and groups across the globe are preeminent.

The Ministry of MSME has signed MoUs with 20 nations across the globe and written to 161 Embassies/Mission of India, for collaboration in MSME sector. And G2G discussions have already initiated with around 25 countries. NSIC also has 37 MoUs with various countries on MSME cooperation. Further, the implementation of IC Scheme shall involve substantial background research. The evaluation report of the scheme also recommended that our Industry associations and MSMEs need to be vetted and a thorough research on sector specific events should be undertaken for more effective implementation of the scheme.

It may also be noted that Departments like DPIIT and DOC have opened Country Desks with dedicated staff, whereas in Ministry of MSME only one section with 2 Assistant Section Officers has to handle the MSME cooperation matters with more than 190 countries.

Thus, keeping the stated points in view as well as the recommendations of the evaluation study, a dedicated team of 5 Research Professionals will be hired to implement the desired objective of the scheme and to promote cooperation with International markets. These specialists will deliver in such areas where in-house expertise is not readily available within the framework of the Ministry. The cost involved will be met as administrative expenditure under the scheme by creation of 'Professional Services' Head.

**APPLICATION FORM**  
(All columns should be filled up)

1.	Name of the Applicant Organization.
2.	Complete address with pin code, phone number, fax number and email ID.
3.	Name, Phone No., Mobile No. of the contact person.
4.	Registration number and date of registration and Act (Companies Act, Societies Act, etc.) under which the Organization is registered.
5.	Number of registered members of the applicant organization (membership).
6.	Name of the eligible component of the IC Scheme:
7.	Mode of the event: Physical / Virtual If Physical: Name of the event from approved list of events (drop down menu)
8.	Country where event to be held: Select country (drop down menu)
9.	Tentative Date of the event: from -----to (Calendar) Duration of the event (No. of days):
10.	Have you availed of financial assistance in the past for this event? Give details. If yes. How many times (if less than 3, then proceed, else stop)
11.	No. of MSME unit for participation:
12.	No. of Office Bearer:
13.	Brief description of the proposed event (About 200 words).
14.	Objective to attend the event (About 200 words).

15.	Number of Indian Exporters and Foreign visitors expected
16	Expected Output from the event
17.	Expected Outcome from the event
18.	International event participated (by the applicant organization) in the last 3 years under any scheme of the Ministry of MSME.
19.	Approximate Business generated (by the MSME units) in the last 3 years under the IC scheme of the Ministry of MSME.

Documents to be enclosed:

- (i) Copy of Registration Certificate of the applicant organization.
- (ii) Copy of Memorandum/ Bye-laws of Association.
- (iii) Copies of Audited Balance Sheet, Profit & Loss Account or Income & Expenditure Account of the applicant organization for the last 03 financial years.

I hereby declare that the above information is true and correct in all respect.

Date.....

.....

Place.....

.....

Signature of the authorised signatory  
Name.....  
Designation.....  
Stamp of the Applicant Organization:

Tentative list of delegation participating as exhibitors in International Exhibition  
abroad in Physical Mode

Only those MSME units may be selected to include in the delegation which have the products manufactured/services rendered matching with the event profile.

Sl. No.	Name of the Participating Office Bearer and Entrepreneur s	Name and address of the MSME Unit	Mobile phone No. and Landline phone No.	Udyam Registration Number	Whether Manufacturer or Service Provider	Name of Products being manufactured / Services rendered (with 6-digit HS Code)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

It is certified that the above-mentioned units are registered and having Udyam Registration certificate.

Signature of the authorised signatory

Name:

Designation:

Seal of the Applicant Organization:

Date:.....

Place:.....

Score Card for selection of MSMEs for participation in International Exhibition/ Fair (Total Score – 65 Points)

Name of MSME Unit & Udyam No.....

Sl. No.	Subject	Scoring methodology	Point allocation (to be filled up by MSME unit or applicant organization)
1.	Frequency of participation of a Unit in a trade fair during the last 5 financial years.	First time participation – 10 Second time participation – 02 Third time participation – 0	
2.	Proprietor of enterprise	Woman belonging to SC/ST – 10 SC/ST – 09 General – 08	
3.	Location of unit	NER region – 05 Other – 04	
4.	Remote location of unit	Located in rural area – 10 Located in city – 08 Located in metropolitan city – 06	
5.	Quality of products manufactured	ISO certified – 05 Non-ISO certified – 03	
6.	Innovative / patented product/technology	Patented – 05 Non-patented – 04	
7.	Category of enterprise	Micro –10 Small –08	
8.	Objective of unit for the participation in a trade fair	B2B engagements/ opportunities/ meetings – 10 Retail sale of products – 05	
	<b>Total:</b>	---	

This is to certify that the score card details given above are correct and nothing has been concealed.

Signature of the authorised signatory  
Name:  
Designation:  
Seal of the Applicant Organization:

Date:.....

Place:.....

1. Name of event proposed to hosted:
2. Area/Field of event proposed to be hosted:
3. Mode of event proposed to be hosted:
  - a. In case of Virtual Event, portal for hosting the event:
4. Tentative list of Foreign Speakers/ Experts/ Resource Persons participating in International Conference/ summit/ workshop/ seminar in India

Sl. No	Name of the participating Foreign Speakers/ Experts/ Resource Persons	Name of Organization with complete address of Foreign Speakers/ Experts/ Resource Persons	Mobile No., Telephone No.	Field in which the foreign speaker/ expert/ Resource Person specializes
1				
2				
3				
4				
5				

Signature of the authorised signatory  
Name:  
Designation:  
Seal of the Applicant Organization:

Date:.....

.....

Place:.....

.....

**Budget Estimate**

Sl No.	Item	No. of Persons (including Office Bearer) proposed to participate in the event and No. of Stalls (Booths) to be put up.	Estimated expenditure per Person and Stall	Total Estimated expenditure (in Rs.)	Assistance sought under the IC Scheme (in Rs.)
1.	Air fare (Strike off in case of Virtual Fair)				
2.	Duty Allowance (for Office Bearer only) (Strike off in case of Virtual Fair)				
3.	Space Rent (Stall Rent) (for Entrepreneurs only)				
4.	Freight charges (for participation only) (Strike off in case of Virtual Fair)				
5.	Advertisement and publicity charges (for participation only)				
6.	Entry/ registration fee (for participation only) (Strike off in case of Virtual Fair)				
	Total:				

Date:.....

.....

Place:.....

.....

Signature of the authorised signatory  
Name:

Designation:

Stamp of the Applicant Organization:



**CLAIM FORM**

1	Name of the Applicant Organization.
2	Complete address, Phone, Fax, E-mail.
3	Ref. number and date of Ministry of MSME's in-principle approval letter.
4	Name of event participated along with duration, date and venue.
5	Mode of Event Participated along with detailed specifications about the event
6	<p style="text-align: center;"><b><u>FEEDBACK FORM</u></b></p> <p style="text-align: center;"><b><u>For Office Bearer</u></b></p> <p><b>i.</b> Total No. of B2B meetings organised during the event for the MSME delegation _____</p> <p><b>ii.</b> Total No. of Business Contracts signed by various participating MSME units _____</p> <p><b>iii.</b> Estimated Business generated by MSME delegation in the event _____</p> <p><b>iv.</b> Whether all stalls of participating MSMEs were in the same hall? Yes / No</p> <p><b>v.</b> Activities undertaken for publicity of Indian MSME delegation (to be supported by picture/videos) _____</p>

vi. Details of efforts made by office bearer to facilitate participation of Indian MSME delegation at the event (Brief overview)

\_\_\_\_\_

vii. Comments on overall branding/ fabrication of Indian Pavilion as compared to pavilions of other countries (in 100 words)

\_\_\_\_\_

viii. Suggestions, if any, for improvements in the implementation of the scheme.

\_\_\_\_\_

### **FEEDBACK FORM**

#### **For Individual MSME Unit**

#### **ABOUT THE EVENT**

i. No. of B2B meetings organised by the facilitator Industry Association for the MSME unit:

\_\_\_\_\_

ii. No. of orders received by MSME unit:

\_\_\_\_\_

iii. Estimated value of orders received:

\_\_\_\_\_

iv. Whether any Joint-Ventures, long-term business agreements signed:  
YES / NO

v. If yes, number of such agreement:

\_\_\_\_\_

vi. Whether MSME Unit would consider participation in the same event in the following year  
YES / NO

**SUPPORT BY INDUSTRY ASSOCIATIONS/ ORGANISATIONS  
FACILITATING THE PARTICIPATION:-**

i. Whether any briefing given by industry association about the event prior to the participation:

YES / NO

ii. Whether, MSME unit was made aware of the quantum of subsidy available under the scheme for participation before the event:

YES / NO

iii. Whether, MSME unit was informed about documents to be submitted for claiming reimbursement before the date of participation:

YES / NO

iv. During the event, whether the office bearer was responsive towards the needs of MSME unit:

YES / NO

v. Whether any new technology/ process advancement techniques adopted by MSME unit after participating in the event (Describe Briefly)

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vi. Overall experience of participation in the event with the financial support received under IC Scheme

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vii. Any other issue MSME unit may like to share. \_

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**7. Claim details (Statement of Account):**

Sl. No.	Items	No. of Persons/Stalls	Actual Expenditure (in Rs.)	Amount Claimed (in Rs.)
1.	Air fare			
2.	Duty Allowance (for Office Bearer only)			
3.	Space Rent (Stall Rent) (for Entrepreneurs only)			
4.	Freight charges (for participation only)			
5.	Advertisement and publicity charges (for participation only)			
6.	Entry/ registration fee (for participation only)			
	Total:			

- (i) I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event.
- (ii) It is also certified that the air-tickets for the delegates were purchased at the cheapest available economy rates.
- (iii) It is also certified that the delegates travelled through the shortest route.

Signature of the authorised signatory  
Name:  
Designation:  
Stamp of the Applicant Organization:

Date:.....

Place:.....

**CERTIFICATE OF CHARTERED ACCOUNTANT**

I have verified the above information from the books of accounts, bills, vouchers, etc. and certify it to be correct.

Signature of Chartered  
Accountant Membership No.  
Stamp

Date.....

.....

Documents to be enclosed with the claim form:

- (i) Copy of Udyam Registration certificate.
- (ii) Copy of e-ticket complete in all respect with fare information on e-ticket itself for air travel.
- (iii) Original Boarding Pass for the destination city
- (iv) Original Invoice/Bills along with Receipt of Payment for claiming stall charges, freight charges, advertisement & publicity charges, entry/registration fee.
- (v) Unique ID of Organization as registered in PFMS.
- (vi) Unique ID of Organization as registered in NGO Darpan portal of Niti Aayog (for NGOs only).
- (vii) Copy of PAN Card of the Association.
- (viii) Copy of TAN Number, if any.

**Annexure -G**

**Final List of Participants for whom the claim is sought**

Sl. No.	Name of the Office Bearer and Entrepreneurs who attended the event.	Name of MSME unit with complete Address, e-mail ID	Mobile phone No. and Landline phone No.	Udyam Registration No.	Category (Whether NER/SC/ST)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- (i) It is certified that the above-mentioned units are registered and have Udyam Registration Certificate.
- (ii) It is also certified that the above-mentioned delegates actually travelled/attended the event.

Signature of the authorised signatory  
Name:  
Designation:  
Stamp of the Applicant Organization:

Date:.....

.....

Place:.....

.....

**MANDATE FORM**

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) facility for receiving payments.

**A. Details of Account Holders:-**

Name of Account Holder	
Complete Contact Address	
Telephone Number/Fax/E-mail	

**B. Bank Account Details:-**

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB/Current/Cash Credit)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Signature of  
Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp) Date:

Signature of  
Customer

1. Please attach a photocopy of cheque along with the verification from the bank.
2. In case you Bank Branch is presently not "RTGS enabled", then upon its upgradation to "RTGS Enabled" branch, please submit the information in the above proforma to the Department as earliest.

**On the letter head of the Association/Organization**

**CERTIFICATE**

This is to certify that no Grants-in-Aid for the purpose of activities as approved vide sanction letter No..... dated..... of Ministry of MSME has been applied for or obtained from any other Ministry or Department of Government of India or any other State Government or Government Institute/Agency.

Signature of the authorized  
signatory  
Name.....  
....

Stamp of Association/Organization



**PRE-RECEIPT**

(To be submitted on Letter-head of Association/Organization)

Received a sum of Rs.....

(Rupees.....)

as financial assistance on reimbursement basis under International  
Cooperation (IC) Scheme as approved by Ministry of MSME vide sanction

letter No.....

dated.....

Revenue  
Stamp  
Signature

Name.....

.....  
Designation.....

.....  
Stamp of the  
Association/Organizati  
on

**Claim Forms for Sub-Component II: Capacity Building for First Time MSE Exporter**

<b>CLAIM FORM - FOR EPCs (For Component II (a))</b>	
<b>Name of EPC (drop-down list)</b>	
<b>Address</b>	
Phone	
E-mail	
Fax	
Website Address	
<b>Fiscal Quarter (Drop Down list)</b>	
<b>Number of RCMCs Issued to MSEs</b>	
<b>Attach RCMC Fee Receipts</b>	
<b>Attach List of Beneficiary MSEs with Form ANF-2C for each MSE unit</b>	
<b>Total Claim Amount</b>	
Attach Supporting Documents/Bifurcation	

**Enterprise Details**

<b>Enterprise Details</b>			
Unit Name			
Date of Incorporation			
UAM Number			
Office Address			
District			
Pin Code			
Telephone Number			
Email ID			
Category (Micro/ Small)			
Name of Promoter (s)			
Gender (Male/ Female/ Other)			
GST Number			
PAN Card No.			
Cost of Investment in Plant & Machinery or equipment's (In Rs.)			
Annual turnover in previous three financial years			

(In Rs)			
Range of Products manufactured or serviced	□		
Import – Export Code (IEC) Number			

**Undertaking:**

The list of MSE for which claim has been sought, has been verified for the following criteria, as set by the Ministry of MSME in International Cooperation Scheme.

- IEC Code less than 3 years old
- Proof of export carried out in the same financial year for which RCMC is claimed

We, \_\_\_\_\_, hereby declare that all information has been verified and is true to the best of our knowledge.

Date:.....  
Place:.....

Signature of the authorised signatory Name:  
Designation:  
Stamp of the Applicant Organization:

<b>CLAIM FORM - FOR ECGC (For Component II (b))</b>	
<b>Fiscal Quarter (drop down list)</b>	
<b>Number of Insurance imparted to MSEs</b>	
<b>Attach list of recipient MSEs with details</b>	
<b>Attach Receipts of Insurance Premium</b>	
<b>Total Claim Amount</b>	
Attach Supporting Documents/Bifurcation	

**Undertaking:**

The list of MSE for which claim has been sought, has been verified for the following criteria, as set by the Ministry of MSME in International Cooperation Scheme.

- IEC Code less than 3 years old
- Proof of export shipment of product for which testing and quality certification is claimed.
- Proof of mandatory requirement of Testing and Quality Certification for such export.

We, \_\_\_\_\_, hereby declare that all information has been verified and is true to the best of our knowledge.

Date:.....

Place:.....

Signature of the authorised signatory Name:

Designation:

Stamp of the Applicant Organization:

<b>CLAIM FORM – To be submitted by Quality Council of India (For Component II (c))</b>	
<b>Name of Applicant MSE</b>	
<b>Address</b>	
Phone	
E-mail	
Fax	
Website Address	
<b>Udyam Registration Number</b>	
<b>Status of the Unit (Proprietorship/Partnership/Private Limited Company)</b>	
<b>Importer Exporter Code (IEC)</b>	
Date of Issuance of IEC	
<b>Name of Testing or Quality Certification</b>	
Issuing Authority	
Proof of export shipment of product for which testing and quality certification is claimed.	
Proof of mandatory requirement of Testing and Quality Certification for such export.	
<b>Claim Amount</b>	
Original Bill/Invoices of the Certification	

**Undertaking:**

The list of MSE for which claim has been sought, has been verified for the following criteria, as set by the Ministry of MSME in International Cooperation Scheme.

- **IEC Code less than 3 years old**  
Proof of export shipment carried out in the same financial year for which insurance is claimed

We, \_\_\_\_\_, hereby declare that all information has been verified and is true to the best of our knowledge.

Date:.....  
Place:.....

Signature of the authorised signatory Name:  
Designation:  
Stamp of the Applicant Organization:

\*\*\*\*\*