

SAMPLE APPROVAL LETTER (To be issued by FIEO/EPC/Commodity Board/APEDA/MPEDA)

No.

Dated:

Dear Sir(s),

Sub: MDA Assistance Ref: Your application No. Dated:

We are glad to inform you that your above mentioned application received on has been registered and the approval is hereby accorded subject to fulfilling relevant conditions mentioned in MDA Code (February, 2004) and also subject to the approval from the MDA Committee of the Department of Commerce, Government of India, New Delhi at the final stage after submission of claim by your company.

2. You can proceed with the planned activity subject to fulfilling the applicable conditions mentioned in the MDA Code (February, 2004). As per the MDA guidelines, you are required to submit claim within three months of return back to India after completion of the activity. However, we advise you to file your claim immediately on your return from the tour with the following documents:
- Prescribed claim form duly completed and properly authenticated.
 - Self-certified copy of Export/Trading House Certificate, if applicable.
 - Self-certified copy of SSI registration certificate issued by the concerned

Director of Industries, if applicable.

- Legible photocopy of passport highlighting the entries about departure from and arrival in India and also the countries visited. In case passport does not have arrival/departure dates regarding visits to various countries, some documentary evidence such as Hotel Bills, Boarding pass, Lodging pass etc.
- Original air ticket/jacket used during the journey. If Air Ticket/Jacket is lost, a legible photocopy of the same

alongwith a certificate from the airline indicating following may be sent:

- a) Name of Traveller
- b) Ticket Number
- c) Flight No.
- d) Date of Departure from India
- e) Sectors/Countries Visited
- f) Class in which travelled
- g) Fare in economy excursion class for Sectors/ Countries visited.

- Self certified FOB value export figures during the last three financial years, year wise.
- Self certified copies of receipt, bank advice etc. evidencing payment made towards stall charges, water & electricity(for fair/exhibitions only)
- Waiver Certificate from ITPO, EPC etc. if participated in a fair/exhibition wherein national participation was organised by ITPO , EPC etc. (for fair/exhibition only)
- Details of past activities for same event.
- Brief report on the activity undertaken and achievements.

3. On receipt of your claim, the case will be considered and grant will be reimbursed as per MDA guidelines.

Thanking you,

Yours faithfully,