

No.4(38)/2015-IC
Government of India
Ministry of Micro, Small and Medium Enterprises
(IC Section)

Udyog Bhawan, New Delhi-110011
Dated: 16th December, 2016

OFFICE MEMORANDUM

Sub: Revised Guidelines of International Cooperation (IC) Scheme.

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It is notified for information of all concerned that with a view to expanding activities for international cooperation, the existing guidelines of International Cooperation (IC) Scheme issued on 1st June, 2016 have been revised with the approval of Hon'ble Minister for MSME after concurrence of Internal Financial Wing (IFW) of the Ministry of MSME.

2. The revised guidelines are circulated herewith for information of all concerned. These guidelines are also available on this Ministry's website www.msme.gov.in under International Cooperation link.

3. The revised guidelines will be effective with immediate effect.

4. Hindi version will follow.

Encl. as above.


(Dr. P.G.S. Rao)
Director (SME)

Tel. 23063198, Fax: 23061756

To

1. AS&DC/ AS&FA/ JS (SME)/ JS (ARI)/ Eco. Adv./ US(Fin.1) – Ministry of MSME, New Delhi.
2. Chairman-cum-Managing Director, NSIC, New Delhi.
3. Chief Executive Officer, KVIC, Mumbai.
4. Secretary, Coir Board, Cochin, Kerala.
5. Director General, NI-MSME, Hyderabad.
6. Technical Director (NIC), Office of DC (MSME), Nirman Bhawan, New Delhi with the request to kindly upload these revised guidelines on the website of this Ministry under International Cooperation link and also to develop the requisite software for receiving the proposal applications online.

Copy for information to:

1. PS to Minister (MSME)
2. PS to MoS (GS)
3. PS to MoS (HC)
4. PPS to Secretary (MSME)

Revised Guidelines of International Cooperation (IC) Scheme

1. INTRODUCTION

Technology infusion and/or upgradation of Indian micro, small and medium enterprises (MSMEs), their modernization and promotion of their exports are the principal objectives of assistance under the International Cooperation Scheme. The Scheme would cover the following activities:

- (i) Visit of MSME business delegations to other countries for exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, to visit international exhibitions/trade fairs, etc.
- (ii) Visit & participation by Indian MSMEs in international exhibitions, trade fairs and buyer-seller meets in foreign countries.
- (iii) Participation in International exhibitions/ trade fairs held in India in which there is international participation.
- (iv) Holding international conferences and seminars on topics and themes of interest to the Indian MSMEs.
- (v) Holding/organising International conferences/seminars/ workshops in India by Ministry of MSME or organizations under it.

2. ELIGIBLE ORGANISATIONS

Besides the Ministry of MSME, events under the Scheme can be organised by:

- (a) State/Central Government Organisations;
- (b) Registered Industry/Enterprise Associations; and
- (c) Societies/Trusts and Organisations associated with promotion and development of MSME Sector.

3. ELIGIBILITY CONDITIONS

The eligibility conditions for seeking financial assistance under the Scheme are:

- a) The applicant organization should be suitably registered (i.e. companies under the Companies Act, Societies under the Societies Act, etc.) with the primary objective of promotion and development of MSME.
- b) The applicant organisation must be engaged in such activities for at least last 3 years and have a good track record.
- c) The applicant organization should have regular audited accounts for the past 3 years.
- d) Events, for which financial support under the Scheme is sought, must have significant international participation.

4. OTHER CONDITIONS

- a) Financial assistance to one organisation would normally be restricted to two events in a financial year. The Screening Committee may, however, recommend relaxation of this condition for reasons to be recorded.
- b) The quantum of assistance shall only be supplemental in nature to the contribution of organiser.
- c) Wherever appropriate, the Ministry may nominate its representative(s) from Ministry or any of its organisations, as its nominee(s) to accompany the delegation.
- d) Selection of the participating units shall be the sole responsibility of the applicant organization.



While selecting entrepreneurs/participants, the applicant organization should ensure that the selection is done in a fair and transparent manner, taking into consideration factors like track record, growth potential, export potential, etc.

e) In order to make representation in such events more inclusive and equitable, following guidelines must be followed:

- (i) Adequate representation would be given to SC/ST/Minority/Women entrepreneurs in such events, subject to condition that the best products would be showcased.
- (ii) 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.

5. ASSISTANCE UNDER THE SCHEME

5.1 Budget Estimate of the event

The applicant organisation will submit an application for assistance in the proforma as prescribed by the Ministry, along with the relevant documents and the budget estimate of the expenditure on the proposed event in the proforma as prescribed by the Ministry, giving full details of all sources/items of funding and 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 5.2.

5.2 Scale of Assistance and Eligible Items of Expenditure

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

5.2.1 Visit of MSME Business Delegations to foreign countries

Assistance would be provided under the scheme to the eligible applicant organisations for visit of MSME delegations to foreign countries, with the objectives of exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, etc. The eligible items for visit of MSME delegations and the scale of assistance would be as under:

| Sl. No. | Eligible Items of expenditure | Scale of Assistance |
|---------|-------------------------------|--|
| (a) | Air Fare | <p>For Micro, Small and Medium entrepreneurs:</p> <p>100% of the economy class airfare subject to a maximum of Rs.1.50 lakhs or actual fare paid, whichever is lower (for one representative from each participating enterprise).</p> <p>For office bearer(s) of the applicant organisation:</p> <p>100% of the economy class airfare subject to a maximum of Rs.1.50 lakhs or actual fare paid, whichever is lower.</p> |
| (b) | Duty allowance | Office Bearer to get US Dollar 150 per day towards duty allowance. It may be noted that no other items of expenditure towards hotel accommodation, fooding, local transport etc. are reimbursable separately to Office Bearer. |

[Signature]

| | | |
|---|--|---|
| (c) | Air fare, hotel accommodation, local transport and daily allowance for Government Official | In case any Government official participates in the delegation, his/her expenses (air fare, hotel accommodation, local transport and daily allowance) as per his/her entitlement will be in addition to the above sanctioned amount on actual basis. This amount may be reimbursed to the applicant organization. |
| <p>Note:</p> <p>i. A delegation under the scheme would normally comprise of a minimum of 05 entrepreneurs and 01 Office Bearer.</p> <p>ii. Government Official is entitled for air fare, DA and hotel accommodation and local transport as per his/her entitlement prescribed by the Government. The applicant organization shall bear the expenditure and claim the same in their reimbursement claim bills.</p> | | |

5.2.2 Visit & Participation of MSME delegation in International Exhibitions/Trade Fairs/Buyer-Seller Meets held in foreign countries.

Assistance would be provided under the scheme to the eligible applicant organisations for visit & participation in International Exhibitions/ Trade Fairs/ Buyer-Seller Meets held in foreign countries in order to showcase Indian technologies, expose Indian MSMEs to the latest foreign technologies, access international buyers and sellers and forge business alliances etc.

The eligible items for such participation of MSMEs and the scale of assistance would be as under:

| Sl. No. | Eligible Items of expenditure | Scale of Assistance |
|---------|-------------------------------|--|
| (a) | Space Rent (Stall Charges) | <p>For Micro, Small and Medium entrepreneurs:</p> <p>100% of the space rent subject to a maximum of Rs.1.00 lakh or actual rent paid, whichever is lower (for one representative from each participating enterprise).</p> <p>Note: Office Bearer is not eligible for Space Rent.</p> |
| (b) | Air Fare | <p>For Micro, Small and Medium entrepreneurs:</p> <p>100% of the economy class airfare subject to a maximum of Rs.1.50 lakhs or actual fare paid, whichever is lower (for one representative from each participating enterprise).</p> <p>For office bearer(s) of the applicant organisation:</p> <p>100% of the economy class airfare subject to a maximum of Rs.1.50 lakhs or actual fare paid, whichever is lower.</p> |
| (c) | Duty allowance | Office Bearer to get US Dollar 150 per day towards duty allowance. It may be noted that no other items of expenditure towards hotel accommodation, fooding, local transport, etc. are reimbursable separately to Office Bearer. |



| | | |
|---|---|---|
| (d) | Air fare, hotel accommodation, local transport and daily allowance for Government Official. | In case any Government official participates in the delegation, his/her expenses (air fare, hotel accommodation, local transport and daily allowance) as per his/her entitlement will be in addition to the above sanctioned amount on actual basis. This amount may be reimbursed to the applicant organization. |
| <p>Note:</p> <p>i. A delegation for participation in an event under the scheme would normally comprise of a minimum of 05 Entrepreneurs and 01 Office Bearer.</p> <p>ii. Government Official is entitled for air fare, DA and hotel accommodation and local transport as per his/her entitlement prescribed by the Government. The applicant organization shall bear the expenditure and claim the same in their reimbursement claim bills.</p> | | |

5.2.3 Participation in International exhibitions/ trade fairs held in India

Assistance may be provided under the scheme for participation of Indian MSMEs in events like India International Trade Fair (IITF) organised by India Trade Promotion Organisation (ITPO) or such other reputed international exhibitions/ trade fairs held in India as may be approved by the Ministry under the scheme. Items of expenditure for which assistance may be considered are specified below:

| 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 Rs.1.00 lakh or actual rent paid, whichever is lower (for one representative from each enterprise). |
| Note: The maximum assistance would be limited to Rs.5.00 lakh per event per applicant organisation. | | |

5.2.4 Organisation of International Conferences/ Seminars in India

Assistance may be provided under the scheme for organisation of International Conferences/ Seminars in India wherein the foreign participants/foreign speakers are 50% or more of the total participants/speakers. Items of expenditure for which assistance may be considered are specified below:

| Sl. No. | Eligible Items of expenditure | Scale of Assistance |
|---|--|--|
| (a) | Air Fare for Foreign Resource Persons. | The amount of assistance for Airfare by economy class is subject to a maximum of Rs.1.50 lakh for foreign resource persons. The number of foreign resource persons to be supported per event would be three or 50% of the total resource persons of the event, whichever is lower. |
| Note: The maximum assistance would be limited to Rs.4.50 lakh per event per applicant organisation. | | |

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5.2.5 Holding/organising International conferences/seminars/ workshops in India by Ministry of MSME or organizations under it.

Ministry of MSME or organizations under it organize international conference/ events/meets/trade fairs in India with participation by foreign countries/delegations/MSMEs. Expenditure may be incurred for organizing such conferences/parties/meets/trade fairs in India from IC Scheme. Expenditure could be incurred for the air fares for delegates, local hospitality including accommodation and transport, payment of per diem allowance, venue of the event, food, holding of an exhibition along with conference/meet/holding of buyer seller meeting etc. Approval of Minister for MSME should be taken for organizing these events as well as incurring of expenditure under this head. For each event, Ministry of MSME would seek approval for the Budget from Minister for MSME after consulting IFW.

5.2.6 Quantum of Assistance

5.2.7 The quantum of financial assistance to the applicant organizations will be decided on the basis of the budget estimate (paragraph 5.1 above) & the eligible items of expenditure (as mentioned above), subject to the following limits:

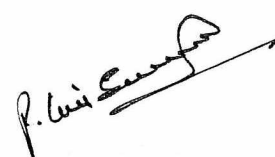
| | | |
|-------|--|---|
| (i) | International Events held in foreign countries: | Rs. 25.00 lakh per event |
| (ii) | International Events held in India: | Rs. 5.00 lakh per event for participation in International exhibitions/trade fairs and Rs.4.50 lakh for organization of International Conferences/Seminars. |
| (iii) | Holding/organising International conferences/seminars/ workshops in India by Ministry of MSME or organizations under it. | For each event, Administrative Wing of the Ministry of MSME would seek the approval for the budget from Minister of MSME after consulting IFW. |

6. APPLICATION PROCEDURE

6.1 Application complete in all respect for seeking financial assistance, in the proforma prescribed by the Ministry, may be submitted to the Director (International Cooperation), Ministry of MSME, Udyog Bhavan, New Delhi, through online. Applications for the proposed event must be accompanied with the budget estimate and other relevant documents, as prescribed by the Ministry.

6.2 Once application is received in online form with all the documents, within one week, feedback should be provided that complete set of documents for the application form have been received. If there is a deficiency in the application form it should be informed to the applicant organization and returned.

6.3 Application complete in all respect should reach the Ministry well in advance i.e. two to three months before commencement of the event.



7. SCREENING COMMITTEE

7.1 Applications under the Scheme shall be placed for consideration before a Screening Committee comprising:

- | | |
|---|--------------------|
| (i) Joint Secretary in the Ministry of MSME | - Chairman |
| (ii) Joint Development Commissioner from Office of DC (MSME) | - Member |
| (iii) Representative of Integrated Finance Wing, Ministry of MSME | - Member |
| (iv) Director, National Small Industries Corporation Ltd. | - Member |
| (v) Director (International Cooperation), Ministry of MSME | - Member Secretary |

7.2 In case of any amount exceeding the limits of the Scheme, the approval of Secretary (MSME) is required.

8. RELEASE OF GRANT

Grants under the Scheme will be released on re-imbursement basis, after the event is over, on submission of the re-imbursement claim in the proforma prescribed by the Ministry. Claim must be accompanied with the documents, as prescribed by the Ministry.

f. his signature

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 | Registration number and date of registration and Act (Companies Act, Societies Act, etc.) under which the Organization is registered. |
| 4 | Number of registered members of the applicant organization (membership). |
| 5 | Brief about the applicant organization and what it does for MSME sector (About 200 words). |
| 6 | Name of International Events participated in the last 3 years. |



| | |
|---|---|
| 7 | Name of the proposed event, duration, dates & venue. |
| 8 | Brief description of the proposed event and objective to attend the event (About 200 words). |
| 9 | Brief about what benefits the member MSMEs of the Organization had drawn by participating in the previous event under International Cooperation Scheme (200 words). |

Documents to be enclosed:

- (i) Names of the delegates proposed to participate in the event as per Annexure-A.
- (ii) Budget estimate as per Annexure-B.
- (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.

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

Signature of the Authorised Signatory
 Name:
 Designation:
 Seal of the Applicant Organization:

Date:.....

Place:.....



Tentative List of Participants / Resource Persons

Only those 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 Participant Office Bearer and Entrepreneurs | Name of Unit | Registration No. as indicated in SSI Certificate/EM Part-II/UAM. | Whether Manufacturer or Service Provider | Name of Products being manufactured/ Services rendered. | How the products are related with the proposed event. | How the products will be benefited after attending the event. |
|---------|---|--------------|--|--|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |

It is certified that the above mentioned units are registered under SSI/Entrepreneur Memorandum-II/ Udyog Aadhaar Memorandum.

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/ No. of Stalls (Booths) to be put up. | Estimated expenditure per Person/Stall | Total Estimated expenditure (in Rs.) | Assistance sought under the IC Scheme (in Rs.) |
|---------|--|---|--|--------------------------------------|--|
| 1 | Air fare | | | | |
| 2 | Duty Allowance (for Office Bearer only) | | | | |
| 3 | Space Rent (Stall Rent) (for Entrepreneurs only) | | | | |
| | Total: | | | | |

Signature of the Authorised Signatory

Name:

Designation:

Seal of the Applicant Organization:

Date:.....

Place:.....



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 | Feedback about the event attended (About 200 words). |

6. 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) | | | |
| 2 | Space Rent (Stall Rent) (for Entrepreneurs only) | | | |
| | Total: | | | |

- (i) I hereby certify that the above information is correct and is based on the actual expenditure incurred in organising the event.

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- (ii) It is also certified that the Organization has not claimed/applied for financial assistance from any other Ministry/Department of the Government of India or any other State Government or any Government Institute/Agency for the participants attended in the above event.
- (iii) It is also certified that the air-tickets for the delegates were purchased at the cheapest available economy rates.

Signature of the Authorised Signatory
Name:
Designation:
Seal 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). List of participants as per Annexure-C.
- (ii). Mandate Form duly filled up by Applicant Organization and verified by the concerned Bank as per Annexure-D.
- (iii). Pre-receipt as per Annexure-E.
- (iv). SSI Certificate or EM Part-II or Udyog Aadhar Memorandum Acknowledgement.
- (v). Copy of e-ticket complete in all respect with fare information on e-ticket for air travel.
- (vi). Boarding Pass.
- (vii). Invoice/Bills for space rent (in case the stalls were put up in the event).



Final List of Participants

| Sl. No. | Name of the Participant Office Bearer and Entrepreneurs | Name of Unit with complete Address, Phone, e-mail ID and Registration No. as indicated in SSI Certificate/ EM Part-II/ UAM. | Expenditure incurred (in Rs.) | Category (Whether NER/SC/ST) |
|---------|---|---|-------------------------------|------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |

(i) It is certified that the above mentioned units are registered under SSI/Entrepreneur Memorandum-II/ Udyog Aadhaar Memorandum.

(ii) It is also certified that the above mentioned delegates actually travelled/attended the event.

Signature of the Authorised Signatory

Name:

Designation:

Seal 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 Accounts 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.



PRE-RECEIPT

(To be submitted on Letter Head of Association/Organization)

Received a sum of Rs..... (Rupees

..... Only) from the Ministry of MSME on account of

assistance under International Cooperation (IC) Scheme sanctioned by Ministry of MSME.

Revenue Stamp

Signature of Authorised Signatory

(Name & Designation)

(Stamp of the Association/ Organization)

P. Anil Kumar