

**REVISED GUIDELINES TO REGIONAL OFFICERS OF THE SPICES BOARD FOR  
RECEIPT AND PROCESSING OF APPLICATIONS OF EXPORT  
DEVELOPMENT AND PROMOTION SCHEMES:**

The guidelines will come in to force w.e.f 15<sup>th</sup> October 2012.

**General Procedures**

1. The applicant should submit application to avail Export Development Schemes of the Board in the prescribed application form in duplicate (available on website: <http://indianspices.com>) with all necessary enclosures as specified in corresponding annexure given in the individual schemes details to the nearest designated office of the Spices Board. **(Annexure – A & A1)**

2. On receipt of the application and enclosures the Board / Regional Office (RO) will acknowledge receipt of the application. The applicant is wholly responsible for providing all the information and documents sought as per guidelines of the schemes. Incomplete applications will be rejected and returned to the applicant if the documents required are not enclosed and no further correspondence will be entertained in this regard.

5. All the applications received shall be scrutinized in 8 days time. Once the application scrutinized and found to be in complete in all respects, a letter of acceptance shall be issued to the applicant.

*Please note that receipt & acknowledgement does not necessarily mean that the acceptance of application, unless it is found to be complete in all respects during the time of scrutiny. Complete application only is accepted.*

5. If ineligibility of an applicant is found during scrutiny of the application at the acceptance stage, it will be informed to the applicant and 15 days time is given to correct the deficiency / submit required documents, failing which the entire application and enclosures will be returned to the applicant to facilitate submission of complete application. Unsigned and undated application will be rejected forthwith.

6. The Board reserves the right to sanction more than one instance during the XII Plan period but the total assistance availed should not exceed the maximum limit under the notified scheme in XII Plan period.

7. Claims for Payment have to be submitted in the same financial year and any pending claims for want of clarification and document from the exporter will not be carried beyond the plan period.

**1. INFRASTRUCTURE DEVELOPMENT SCHEME (IDS)**

(1) Adoption of Hi-Tech in Spice Processing.

(2) Technology and Process Upgradation.

(3) Setting-up/up-gradation of in-house quality control laboratory.

(4a) Quality certification such as ISO 22000, SQF 2000, GMP traceability, FDA Registration

(4b) Validation of check samples and training of laboratory personnel.

**1.A.1** All the registered exporters with the Board having a minimum investment of Rs. 50 Lakhs and who have Spice House Certificate are eligible for the assistance under IDS. This includes investment already made for the current proposed project for which application is submitted. **However, the applications of existing manufacturing exporters, who have applied for assistance but do not have SHC, will be considered for assistance with the condition that they will compete all the requirements formalities and procedures of SHC and get the SHC for the unit (in which they are installing the proposed machinery) with in one year from the date of their application. The final inspection of their units for considering assistance will be conducted only after the SHC procedures are completed. In case of new units for which the applications have been submitted for assistance, the unit should get SHC from the Board with in one year of date of completion of their project.**

**1.A.2** The application for Infrastructure Development Scheme (IDS) along with enclosures shall be submitted as stated in the **Annexure-B** at least 45 days before the commencement of the Project for which the application is submitted.

**1.A.3** Detailed Project Report (in duplicate) & **CE evaluation** and other documents have to be submitted in original. Only self-attested copies are to be submitted along with the application form.

**1.A.4.** Components / equipments shown in the Project Report are not allowed to be changed once in-principle approval is accorded by the Board. ***Even minor changes in the component / equipments need to be informed to the Board in writing with justification and prior permission has to be obtained.***

**1.A.5.** Components/machineries/equipments once installed in a particular Unit or location to which grant-in-aid is obtained will not be allowed to be shifted to any other location/Unit and *request for such shift will not be entertained till export obligation is completed.*

**1.A.6** If any major changes in the components/equipments are proposed that are going to affect economic and technical feasibility of the Project Proposal which had already been submitted to the Board and in-principle approval accorded, the earlier proposal may be withdrawn and fresh Project Proposal needs to be submitted and this would be treated as a new application from the date of its submission and all formalities observed earlier has to be gone through including evaluation of the Project. In such a case, the cost of evaluation of the Project incurred is to be completely borne by the applicant.

**1.A.7.** In case of existing exporters, export performance for the last three years (spices and spice products) should be mentioned in quantity (MT) and value (Rs/lakh) terms in the relevant column. The projected exports for next five years by year-wise should also be mentioned in the appropriate column by all exporters.

**1.A.8** Monthly export returns shall be filed to the Board even in the case of NIL exports. The Board will consider the release of grant-in-aid or Bank Guarantee only after verification of export returns and the performance achieved thereupon by the beneficiary. Non-compliance on the part of the applicant will result in not releasing the grant-in-aid or Bank Guarantee on time.

**1.A.9** The application, Undertaking, Declaration and Certificate should be duly signed and stamped by the authorized signatory. Any change in ownership/management/style of the company should be got approved by sending a written request to Spices Board with supporting documents.

**1.A.10** In principle approval is valid for one year from the date of its issue. It is binding upon the applicant to appraise Spices Board on the progress of the activity and seek written extension of validity of the in-Principle approval letter as, when and whenever required, well

ahead of the expiry of the original validity of such letter. The officials of the Board will also undertake periodical on site inspection to assess the progress of the work undertaken once the in-principle approval is accorded.

**1.A.11** All payments shall be done only through banks. Payment effected through banks and as reflected in the Bank Statement alone will be considered for calculating the eligible grant-in-aid. Payment by cash to petty expenditure connected with the project shall be considered upto Rs.25,000/- only.

**1.A.12** On completion of the Project, the applicant may submit to the Board Project Completion Report along with copies of bills/vouchers/receipts (self attested), expenditure statement duly certified by the Chartered Accountant, Bank statement detailing payments released for qualified activities/components of the project or copies of demand drafts relating to the payment effected for the project to conduct the inspection of the Unit along with a declaration that no deviation has been made from the approved Project. Affidavit is to be submitted to the effect that no grant-in-aid has been applied or received from any other source for the same Project and components/machineries. (Annexure - C)

In case of component 4b, the applicant has to submit copy of airway bill, invoice for the analytical charges of the samples dispatched abroad for validation/standardization and copy of the analytical report received from the laboratory in which the sample was tested, receipt from the courier agent along with POD status report for having received the payment

**1.A.13** During inspection, the applicant should submit / show Originals of all bills to the inspecting officials. Option is also given to submit all bills in original at the time of submitting Completion/Installation Certificate. Part submission of bills is not considered.

**1.A.14.** Only payment effected **after date of** acceptance of complete application submitted to head office / regional office, duly acknowledge by seal, will be accounted while calculating the grant-in-aid.

**1.A.15** Any document/bills/quotations/certificate found to have furnished false information or concealed any material information by the applicant; the Board has the liberty to issue notice to the applicant and invoke the Bank Guarantee.

**1.A.16** The Board will finance only those machinery / equipments which are directly related to processing of spice and spice products.

**1.A.17** The maximum tenure allowed for completion of a Hi-tech Project / Technology Upgradation would normally be 2 years.

**1.A.18** Second grant for expansion& upgradation / modernization of the same Unit for which grant has already been availed for setting up in the same location or activity will be considered subject to maximum eligible limit.

**1.A.19** All expenses related to plant and machinery and essential / auxiliary equipments that are related to the process and production related activities of the approved Project only considered for assistance. Only those expenses incurred for erection and installation of the machinery/equipment for functional purposes that are approved by the Board will be considered for calculating grant-in-aid. Anticipated expenditure towards erection of such equipments may be indicated at the time of submission of the application.

**1.A.20** Prices quoted by the suppliers should indicate separately for transportation, insurance, freight, taxes etc in the final bill.

**1.A.21** The applicant found to be eligible for release of grant-in-aid is required to enter into an Agreement with the Board that he would undertake to export spices worth ten times the grant-in-aid over in 5 years and above the export performance achieved in the previous three years (average) and offer a Bank guarantee equivalent to the amount to be released with a minimum validity of five years. For discharging the export obligation, the export effected directly by the beneficiary, if any, as well as the supplies made by the beneficiary to other exporters for export (deemed export) will be considered. At present, Bank Guarantee is obtained only for principal portion and no cushion is available for interest in case of non-attainment of export target and consequent invoking of Bank guarantee for recovery of subsidy. Hence, the Board is now insisting for Bank guarantee of **110 %** to recover the subsidy together with interest at bank rate. The Bank Guarantee would be released as soon as the applicant achieves the required export obligation. If the exporter fails to fulfill Export Obligation, the Bank Guarantee will be invoked proportionate to the export obligation unfulfilled along with interest. No exemption will be given for fulfilling export obligation.

**1.A.22.** For clearance of plant/machinery/equipments where EPCG and CENVAT payments are involved, exporters will have to submit an affidavit with regard to availing of the credit.

**1.A.23** Under setting up/Upgradation of in-house Quality laboratory, cost of laboratory equipments/instruments, glassware, laboratory furniture and other accessories including electrical installations and consultancy charges will be supported. In the XII Plan proposals, it is suggested to include Merchant Exporters also under this programme.

**1.A.24** Under Quality Certification programme, cost of accreditation/certification of processing units (including renewal) cost of analytical charges for validation/ standardization in laboratories abroad and charges/expenses for upgrading technical knowledge of laboratory personnel of the exporters in reputed international laboratories preferably approved by ISFDA, ED etc. are included.

## **2. Trade Promotion**

### **A. Sending Business Samples Abroad**

**2.A.1** All registered exporters who are holding Spice House Certificate( SHC)/ having Brand Registration with the Board/Organic Certification are eligible for availing assistance under the scheme. For reimbursement of courier charges, prior approval is not required. **In case of units which do not have SHC, the exporters have to take SHC with in one year from the date of applications only after which the assistance will be released.**

**2.A.2.** Reimbursement of courier charges, claims will be entertained only on a quarterly basis and bills relating to the last quarter of the financial year should reach latest by 31<sup>st</sup> March.

**2.A.3** The exporters have to submit original of the courier waybill, POD and proof of payment for courier sent, while submitting the application.

### **B Printing Promotional Literatures/Brochures.**

**2.B.1** All registered exporters who are holding Spice House Certificate/having Brand Registration with the Board/Organic Certification are eligible for availing assistance under the scheme. Prior approval is essential for availing the benefit under this scheme. **In case of units which do not have SHC, the exporters have to take SHC with in one year from the date of applications only after which the assistance will be released.**

**2.B.2** The applicant has to submit documents such as copy of Spice House Certificate (SHC), Organic Certification, Brand Registration; details of the promotional activity along with draft literature/brochure and quotation for consultancy, design, printing paper (with sample).

**2.B.3** Based on the above documents and also on any other additional documents required in support of application, if any, may be called for, the Board shall accord in principle approval to proceed with the work.

**2.B.4** On completion of the activity, the applicant may submit the final version of the printed literature/brochure/CD/video film/packages developed etc. (two copies), Copies of bills, vouchers and receipts (self attested), Proof of payment of the expenditure, Expenditure statement duly certified by the Chartered Accountant.

**2.B.5** Printed brochures should have details regarding no. of copies printed, year of printing and the name of the printer.

### **C. Packaging Development and Bar Coding Registration**

**2.C.1** All registered exporters are eligible to avail the assistance under this component. However, the exporters who do not have SHC have to complete SHC procedures within one year failing which their application for future assistance will not be considered.

**2.C.2.** The exporter has to submit dummy print of the design along with contents and quotations for cost of design, photography, art work, cylinders and cost of bar coding.

**2.C.3** On receipt of go-ahead the exporter has to submit the bills for all the components for which go-ahead was given and details such as packing material, bar coding registration, traceability standards and test certificate of packing from IIP are to be submitted.

**2.C.4** No export obligation is prescribed for availing assistance for the above activities/components.

### **D. For Brand registration and Bar Coding Registration.**

**2.D.1** The application has to be submitted along with test report for the packing material. The developed packages should adhere to the labeling requirements viz., the details of ingredients, nutritional facts, declaration regarding veg. & non-veg., food additives, net quantity, date of manufacturing, packaged/manufactured by, best before use (date) etc.

**2.D.2.** Application for Brand Promotion programme shall be accompanied with detailed proposal to position the brands in identified markets based on a preliminary market study conducted by the exporter/by the Board. Promotion activities like media advertisement, participation in international fairs and connected promotional trips supported with justification/ report and original bills and proof for payment should be produced.

### **3. International Trade Fairs/Meetings**

**3.A.1** There are two components under the programme viz.,

- (1) Participation in International fairs/exhibitions
- (2) Participation in International meetings /seminars is assisted for market expansion.

**3.A.2** Regarding participation in international trade fairs/exhibitions, all registered exporters holding Spice House Certificate / having brand registration with the Board are eligible to avail the grant-in-aid on a reimbursement basis against production of required documents. For participation in international meetings/seminars to address common issues of the spice industry, representatives of exporters' association or forum nominated by the Association are eligible to avail the assistance.

**3.A.3** Application indicating the proposed activity in the prescribed form should be submitted to the Spices Board at least 15 days prior to the commencement of the programme. Based on the application and also on any other additional documents/details in support of the documentation, if any, the Board may accord in principle approval to proceed with the activity.

**3.A.4** Immediately after completion of the activity but positively within 90 days of his/her return to India, the beneficiary shall submit their claim to the Board with Brief report about the activity participated and achievement made, Legible photocopy of passport highlighting the entries about departure from and arrival in India and also countries visited or documentary evidence such as hotel bills, boarding pass etc., copy of air ticket/jacket used during the journey, Proof of payment for airfare (bills/receipts), Self certified copies of receipt, bank advise etc., evidencing payment made towards stall charges and electricity (as applicable), Stamped advance cash receipt to the eligible amount for payment from the Board,.

**3.A.5** On receipt of the claim, the case will be considered and grant will be reimbursed as per the Spices Board/MDA guidelines. No export obligation is prescribed for availing assistance for the above activities/components

#### **4. Promotion of Indian Spice Brands Abroad:**

**4.A.1** There are two components under the programme, viz., (a) Product and Packaging Development & Bar Coding and (b) Brand Promotion. All registered exporters of spices who have registered their brands with the Board, Spice House Certificates holders and holders of Organic Certification are eligible to avail the benefits. **In case of units which do not have SHC, the exporters have to take SHC with in one year from the date of applications only after which the subsequent installments of assistance will be released.**

**4.A.2** Assistance will be given for developing appropriate product, packaging and compliance of statutory requirements in force in the target markets including traceability details & Bar Coding.

**4.A.3** Exports of spices in all forms in institutional packs upto 25 kg and consumer packs of spices in all form including curry powders and mixed ground spices upto five kg will qualify for availing the assistance.

**4.A.4** Foreign exchange requirement, if any, has to be met by the exporter. The repayment of the loan shall be in equal annual installments commencing from the fourth year and end in the eight year from the date of receipt of the fund by the exporter. An exporter can avail the assistance for promoting the given brand in a maximum of five countries in the Plan period.

**4.A.5** The exporter has to submit an application in the prescribed format along with copies of detailed proposal covering details of the market promotion to be undertaken with cost break up in each segment separately.

**4.A.6** Total approved amount for the programme will be released in three equal installments at the beginning of each year. Before the release of the loan, the exporter has to provide **Bank Guarantee including interest in the prescribed format for 110% of the loan sanctioned** on stamped paper worth Rs.100/-. The guarantee is to be renewed well before the date of expiry. The guarantee is to be enhanced as and when further installments of loan are sanctioned /released and an amendment on stamp paper should also be executed to the Board.

**4.A.7** By the end of every six months the exporter has to give a detailed report of the activities undertaken along with a progress report. An expenditure statement that the loan has been fully utilized for the sanctioned purpose should be submitted at the end of each year.

**4.A.8** Supporting documentary evidence for the expenditure incurred/committed has to be produced.

**4.A.9** An export obligation of five times of the amount availed within a period of eight years from the drawal of the first installment of the loan.

**4.A.10** In the event of default in repayment, the Board reserves the right to invoke the Bank guarantee executed by the exporter and recover the entire loan amount.

**4.A.11** Release of the loan shall be after review and approval by the committee constituted for this purpose. Payment shall be in Indian currency only and shall be based on a bank guarantee which is to be renewed/enhanced as and when required.

**4.A.12** In the absence of proper documentary evidence and satisfactory report, Board shall reduce the payment installments or discontinue the assistance.

**4.A.13** Interim report on every six months and annual report along with export statistics for the specified brands will be assessed annually.

**4.A.14** **In case the exporters fail to submit complete report along with all the documents for the first installment or submit the report with documents but does not avail the subsequent installments with in one year, the BG of the exporter will be invoked.**

## **5 Spice Processing in NE Region:**

**5.A.1** Under this programme, all types of primary processing facilities, which do not require very high investments, are envisaged to ensure dispersed and relatively low level value addition of locally grown spices will be supported. Beneficiaries are required to fulfill export obligation by exporting spices and spice products worth five times of the grant-in-aid within five years from the date of completion of the processing facilities. For discharging the export obligation, the export effected directly by the beneficiary, as well as supplies made by the beneficiary to other exporters for export (deemed export) will be considered.

**5.A.2** The claims on expenses on setting up the processing facilities/equipments after the date of application for grant-in-aid only will qualify to work out the cost the project for the purpose of payment of grant-in-aid.

## 6 MARKET DEVELOPMENT ASSISTANCE (MDA)

### Guidelines:

Market Development Assistance is being implemented as per the guidelines issued by the Govt. of India from time to time. Assistance is available to all registered exporters for export promotion activities abroad such as participation in EPC lead trade Delegations, Buyer-Seller Meets, Trade Fairs, and Exhibitions.

### Eligibility:

- a. Exporting companies with FOB value of exports upto Rs.15 crore in the preceding year.
- b. The exporter is having complete 12 months membership and filing of export returns regularly with EPCs concerned.
- c. Assistance would be permissible on travel expenses by air, in Economy excursion class or charges of the built up furnished stall with an upper ceiling as follows:

FOCUS LAC *	-	Rs.1,80,000
FOCUS AFRICA * (including WANA region)	-	Rs.1,50,000
FOCUS CIS *	-	Rs.1,50,000
FOCUS ASEAN + 2*	-	Rs.1,50,000
General Areas*	-	Rs. 80,000

(\* Details are in Annex-D)

**The participation of individual companies in the above activities shall be subject to the following conditions:**

(1) For EPC etc. led Trade Delegations/BSMs only air-fare by Economy Excursion class upto a maximum of Rs. 70,000/- (Rs. 1,00,000/- in the case of Focus LAC) shall be permissible. For participation in Trade Fairs/Exhibitions reimbursement shall be permissible subject to ceilings mentioned in the above table.

(2) Maximum number of permissible participations shall be five in a financial year as indicated in above table (No travel grant is permissible for visit to General Areas).

However, for priority sectors, having large employment generation potential, viz. Agriculture including food items, Handicrafts, Handlooms, Carpets, Leather & Minor Forest Produce including LAC, 2 (two) participations in General Areas would be admissible with the assistance of Rs. 1,50,000 for each participation. The exporters availing of assistance under this provision would, however, be in addition to these participations, eligible for only any 2 Focus Area participations.

(3) Assistance shall be permissible to one regular employee/Director/ partner/proprietor of the company. Assistance would not be available to exporter of foreign nationality or holding foreign passport.

(4) Intimation application must be received in the concerned EPC etc. with a minimum of 14 days clear advance notice excluding the date of receipt of application in the office of the concerned organization and the date of departure from the country.

(5) The company shall not be under investigation/charged/prosecuted/ debarred/black listed under the Foreign Trade Policy of India or any other law relating to export and import business.

(6) Member exporters of EPCs etc. would also be eligible for MDA assistance for participation in events organized by ITPO abroad. Their applications / claims would be routed/reimbursed through concerned EPC etc.

(7) Maximum MDA assistance shall be inclusive of MDA assistance received from all Govt. bodies/FIEO/EPCs/Commodity Boards/Export Development Authorities/ITPO etc.,

(8) A Maximum of three participations in a particular trade fair/exhibition would be eligible for MDA assistance and exporting companies after availing assistance three times including past cases for a particular fair/exhibition, have to participate in that fair, if any, on self-financing basis.

**Documentation for reimbursement of assistance to exporters:**

(i) Intimation application duly completed and signed shall be submitted by the exporter to the concerned EPC etc. giving clear 14 days advance notice. Intimation and the application must be sent electronically by email also.

(ii) Concerned Organization on receipt of intimation shall issue approval letter to the exporter preferable within 5 working days of the receipt of the intimation.

(iii) Claim along with the declaration duly completed and the Certificate duly signed by a Chartered Accountant shall be submitted by the exporter to the concerned EPC along with under mentioned papers immediately on return to India after completion of the activity but positively within 45 days of their return to India:

- Details of activity undertaken earlier with MDA assistance to the same country/countries.
- Legible photocopy of passport highlighting the entries about departure from and arrival into 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. be submitted.

•Original air ticket/jacket used during the journey. If Original air ticket/jacket is lost, a legible photocopy of the same along with a certificate from the concerned airline indicating following may be sent:

- a) Name of the traveler
- b) Ticket number
- c) Flight No.
- d) Date of departure from India
- e) Sectors/countries visited
- f) Class in which traveled
- g) Economy excursion class fare for sectors/countries visited.

Self certified fob value export figures during the last three financial years, year wise.

• Brief report about the activity participated and achievements made.

(iv) Claim forms duly filled in and complete in all respects must be submitted to the concerned EPC, FIEO etc., within 90 days of return to India would. However, claims submitted within 30 days from the expiry of the 90 days period may be entertained by or wherein the deficiencies in the claim as intimated by the concerned EPC, FIEO etc., with 10% deduction. The claims which are submitted after 120 days of return to India shall not be entertained under any circumstances. Any deficiencies in the claim as intimated by the concerned EPC, FIEO etc., must be completed within 30 days of the date of directions given in this regard failing which the claim shall stand rejected without any further intimation or reminder in this regard by the concerned EPC, FIEO etc.

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## **Annexure – A**

- 1) Maharashtra - Spices Board, Mumbai
- 2) Gujarat & Rajasthan – Spices Board, Ahmedabad.
- 3) Tamil Nadu – Spices Board, Chennai/Tuticorin - Application from all the southern districts will be accepted by Tuticorin office and all the applications from Northern districts will be accepted by Chennai office.
- 4) Haryana, Punjab, Himachal Pradesh, Uttarakhand U.P & J & K – Spices Board, New Delhi.
- 5) Andhra Pradesh – Spices Board, Guntur.
- 6) West Bengal, Bihar, Orissa, & Jharkhand – Spices Board, Kolkata.
- 7) Karnataka – Spices Board, Bengaluru.
- 8) Kerala – Spices Board, Kochi.
- 9) North Eastern states except Sikkim – Spices Board, Guwahati.
- 10) Sikkim – Spices Board, Gangtok
- 11) Madhya Pradesh and Chattisgarh – Spices Board, Guna.
- 12) Any regions other than above mentioned – HO Cochin

Presently two technical institutions viz., NIST, Thiruvananthapuram and IIT, Mumbai are evaluating / apprising the project. All applications from southern states of Kerala , Tamil NADu, Karnataka and AP are sent to NIST, Thiruvananthapuram, for appraisal. All applications from other states are sent to IIT Mumbai for appraisal till suitable institutions are identified in other regions.

**Annexure – A - 1**  
**Marketing Department Regional Offices**

<p>Shri Roy Joseph Deputy. Director(mktg.) Spices Board, Plot No.R-11 SIPCOT Industrial Complex Gumidipoondi, Thiruvallur <b>Tamil Nadu – 601 201</b> Ph: 044 - 27921342 mail: sbrochn@vsnl.com <b>Mob:09447818533</b> <b>Shri. T.C.Vijayabhaskar</b></p>	<p>Shri.B.N.Jha, Deputy Director(Mktg.), Spices Board Unit No.1, Plot No.9 &amp; 10 Banking Complex Building - II Near Commodity Exchange, Sector 19-A, Vashi - <b><u>Navi Mumbai 400 703</u></b> Tel: 022 27843093, Fax: 022 27841116 Email: sbddmum@mtnl.net.in sbromumbai@gmail.com <b>Mr. P.P.Kanel,</b> <b>Mr. P..Gopalakrishnan</b></p>	<p>Shr. T.P.Prathyush Assistant Director(Mktg.), Spices Board Namagarh Path - Post Assam Sachivalaya, Dispur <b><u>Guwahati 781 006</u></b> Tel: 0361-2229778, Fax:0361-2229779 Email: <a href="mailto:sbroghy_mkg@yahoo.com">sbroghy_mkg@yahoo.com</a> sbroghy_dev@yahoo.com</p>	<p>Mrs. P.M Sobha, Asst. Director(Accounts) Spices Board, J-54,Lajapath Nagar-III <b>New Delhi – 110 024</b> Tel: 011 - 29845040, Fax: 011 – 29845041 Mob: 0918339566 <b>Email: s.newdelhi@gmail.com</b></p>
<p>Shri.D.KSarkar Assistant Director, Spices Board 195-A Park Street <b><u>Calcutta 700 017</u></b> Tel: 033 22804304, TeleFax: 2287 9736 Email: <a href="mailto:sbrocal@giascl01.vsnl.net.in">sbrocal@giascl01.vsnl.net.in</a> Mobile:0-93390002429</p>	<p>Shri.S.Nallakannu Deputy Director, Spices Board 6, Ground Floor Chidambaram Nagar, 5<sup>th</sup> Street <b><u>Tuticorin 628 008</u></b> Tel: 0461-2391485, Fax: 0461- 2391485 Email : <a href="mailto:miosbtcn@sancharnet.com">miosbtcn@sancharnet.com</a> Mobile: 09952401485 S.Ranganathan</p>	<p>Shri. Gourav Diwivedi. Assistant Director(Mktg.), Spices Board Chuttugunta Center G.T.Road, <b>Guntur</b> Andhra Pradesh-522004 Tel:0863 - 2338570, Fax:0863-2338570, Email: sbzo@sify.com Mob: 0893574420</p>	<p>Shri. C.S.Ghatani Assistant Director, Spices Board P.B.No.85, Diesel Power House Road <b><u>Gangtok 737 101</u></b> Tel: 03592 202904, Fax: 03592-201418, Email: sbmkt@sify.com Email: slg_sbrogtk@sify.com</p>
<p>Mr. Veeresh Editor Spices Board No2976,17<sup>th</sup> Cross, K.R Road Banashakari, II nd Stage <b><u>Bangalore 560 070</u></b> Tel: 080-26767335, Fax: 26767335 Email: <a href="mailto:sb_blr@bsnl.in">sb_blr@bsnl.in</a>, <a href="mailto:spicesboard.blr@gmail.com">spicesboard.blr@gmail.com</a></p>	<p>Shri Mohanan Unni Asst. Director(Mktg.). Spices Board Kurangani Road <b><u>Bodinayakanur 625 513</u></b> Tel: 04546 - 281397 Tel/Fax: 04546-20317/ 281397Email: sbadbodi@sancharnet.in</p>	<p>Shri.Bibek Jyothi Roy Deputy Director(mktg.) Spices Board Opp. Surya Bhavan Cant Road, <b>Guna- 473 001</b> Madhya Pradesh Ph: 0754 2252041, Mob: 09425131140 mail: spicesboardguna@gmail.com</p>	<p>Shri. E. Mohan Rao Assistant Director, Spices Board No.4, Sabandh Twins B/S. Gurudwara, Govind ,Dham Thaltej. P.O.,Ahmedabad <b>Gujarat- 382481</b> Ph:079 - 26858006, 26858007 Email: spicesahmedabad@gmail.com Mob: 09426326393</p>
<p>For Kerala region and for regions other than those mentioned in annexure – A, exporters may submit their scheme applications to</p> <p style="text-align: center;">Dr.G.K.Vidyashankar, Deputy Director (Marketing) Spices Board, N.H. By Pass Palarivattom P.O Cochin – 682025 Ph: 0484-2333610 Fax: 0484 – 2331429, 2334429 e-mail: ddmgkvsb@gmail.com</p>			

## **Annexure– B**

### **Checklist for Applicants under Infrastructure Development**

(Please tick mark in the relevant boxes against the items which are enclosed along with the application for.....)

1. Duly filled-in application form. It is important to write your name and full mailing address clearly and legibly in capital letters and within the space provided including phone numbers, facsimile, Email, and Mobile numbers if any of the applicant/authorized signatory.
3. A copy of certificate of Spice House Certification
2. All documents accompanying the application should be attested by the Managing Director/Director / authorized signatory of the Company for which the grant-in-aid is requested for.
3. Detailed Project Report (DPR) and a project evaluation certificate signed by Chartered Engineer. In case exporter has availed loan appraisal from Industrial/Technical Division of a financial institution (Banks).
4. Attested copy of Possession Certificate to establish that the land belongs to the applicant.
5. Attested copy of Land Deed/Lease Deed for not less than 10 years if land is a leased land.
6. Notarized English version of land document is to be submitted in case it is in any of the regional languages. Documents submitted in regional languages may accompany translated version in English.
7. Attested copy of Tax Receipt in respect of Land/Building in the name of the applicant.
8. Self certified copies of CRES issued by the Board.
9. Two copies of Detailed Project Report duly signed along with certified detailed sketch plan of Plant & Machineries design and engineering, process flow diagram along with estimated cost (component-wise) The project report shall be evaluated and duly certified by Chartered Engineer or Financial Institution (Bank) if the applicant is availing financial assistance from the financial institution. Pamphlet depicting equipment details may also be attached if possible.
10. List of equipment/machineries for which grant-in-aid was obtained from the Board during the XI Plan period.
11. Attested copy of the certificate issued by District Industries Centre / SSI Certificate to prove that the applicant is a manufacturer of spice products.
12. Attested copy of Registration (if any) issued by the Food Safety Standards Authority of India as Food Business Operator (FBO).
13. Attested copy of certificates if any of relevance like HACCP/ISO 22000/ ISO 14000/ GMP/GHP/SQF.
14. If term loan is availed, a copy of term loan sanction letter from Bank/financial institution.

15. Attested copy of Certificate of incorporation/registration of the organization, Memorandum and Articles of Association, partnership deed etc.

16. Annual Reports and Audited Statement of Accounts of last two years.

17. Quotations from the suppliers (Minimum two quotations) of plant and machinery and equipments etc (including generator, control panel, cable trenching) required for the project with validity of the quotation clearly mentioned (Minimum of 90 days). Quotation shall have validity of minimum of 60 days on the day of acceptance of the application.

18. To obviate duplication of grants, beneficiaries need to file an Affidavit duly executed on non-judicial stamp paper worth Rs. 100/- duly notarized by Notary Public that the organization has not obtained/applied for **or will not obtain** any grant/subsidy from any Ministry/Department of Central Government/Government of India organization/agencies and State Government for the same purpose/activity/same components partly or in whole of the Project for which he has sought financial assistance from the Board. The format is given in Annexure-C.

#### **Procedure for release of Grant-in-aid**

1. The applicant is required to submit a copy of the in-principle approval letter and/or extension letter issued by the Board if the time limit of completing the project exceeds the validity period of two years.

2. Self-certified list of equipments purchased along with original copies of invoices and bills.

3. Installation certificate from the supplier/completion certificate of the Project by the Chartered Engineer as per the DPR.

4. Latest CA certificate of actual expenditure incurred for the project.

5. Original Bank statement reflecting the payment to the supplier signed by the authorized signatory of the Bank.

5. After sanction of the grant-in-aid, the applicant will execute an Agreement in favour of Spices Board which will inter-alia stipulate the terms and conditions under which the financial assistance is provided to the beneficiary applicant and also provide a Bank Guarantee for an amount equal to 110% of the Grant-in-aid to cover the interest portion also for a period till the beneficiary fulfills the stipulated export obligation. Immediately after furnishing the proof of export equal to export obligation, the bank guarantee will be released.

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FOR ANY OTHER FURTHER CLARIFICATION PLEASE CONTACT  
DIRECTOR (MKTG)  
SPICES BOARD COCHIN

**Annexure-C**

(Non-Judicial Stamp Paper worth Rs.100/-)

**AFFIDAVIT**

I.....S/o.....resident of.....Director/Proprietor of  
M/s.....do hereby solemnly affirms and state as follows.

That I am the deponent herein and I am fully acquainted with the information given below.

- (1) That the Unit/Organization has not obtained or applied for grant-in-aid/subsidy for the same purpose or activity from any other Ministry or Department of Government of India or State Government or its agencies, for which financial assistance is sought from Spices Board.
- (2) That all the papers documents submitted to Spices Board are true and correct and nothing is concealed or misrepresented.

DEPONENT

All the above information 1 and 2 are true and correct.

DEPONENT

Solemnly affirmed and signed before me on this day.....

(NOTARY)