

DOCUMENTS TO BE ENCLOSED ALONG WITH MDA CLAIMS

1. Prescribed claim form duly completed and properly authenticated by the CEO/MD/DIRECTOR of the Company
2. Chartered Accountant Certificate - as per proforma given in Annexure VIII
3. Advance Stamped Receipt for Rs...../- (If the claim is not approved, this receipt will be returned by the council to the member)
4. Self-certified copy of Export/Trading House Certificate, if applicable
5. Self-certified copy of SSI registration certificate issued by the concerned Director of Industries, if applicable.
6. 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 visit to various countries, some documentary evidence such as hotel bills, boarding pass, lodging pass etc.,
7. Original air ticket/jacket used during the journey

If air ticket is lost, a legible photocopy of the same along with a certificate from

the airline indicating following may be sent:

- a. Name of traveler
 - b. Ticket No.
 - c. Flight No.
 - d. Date of departure from India
 - e. Sectors/countries visited
 - f. Class in which traveled
 - g. Fare in economy excursion class for sectors/countries visited
8. Self certified FOB value export figures during the last three financial years, year wise
 9. Details of past activities for the same event
 10. Brief report on the activity undertaken and achievements, preferably giving no. of visitors to your stall, No. of business enquiries, No. of orders received with approximate value etc.
 11. It is mandatory that every member has to submit the Quarterly Reports periodically. If not submitted, Quarterly Report for the last two quarters has to be submitted, as per the proforma enclosed.