NATIONAL SMALL INDUSTRIES CORPORATION LTD.
FACT SHEET

<table>
<thead>
<tr>
<th>Name of the Exhibition</th>
<th>Autumn Fair 2019 (B2B FAIR)</th>
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<tbody>
<tr>
<td>Duration</td>
<td>01-04 September 2019</td>
</tr>
<tr>
<td>Venue</td>
<td>NEC, Birmingham (United Kingdom)</td>
</tr>
<tr>
<td>Fair Organizer</td>
<td>India Trade Promotion Organisation (ITPO)</td>
</tr>
<tr>
<td></td>
<td>Contact Person: Mr. Krishan Kumar-Senior Manager, ITPO</td>
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<tr>
<td></td>
<td>Ph: 91-11-23371337 Extn 350; E-mail ID: <a href="mailto:kk@itpo.gov.in">kk@itpo.gov.in</a></td>
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</tbody>
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The space can be booked under shell scheme for stall of size 6 Sqm @ Rs. 195000/-.

<table>
<thead>
<tr>
<th>Shell Scheme</th>
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<tbody>
<tr>
<td>Unit Category</td>
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<tr>
<td>---------------</td>
</tr>
<tr>
<td>Gen/Women/NER/PH</td>
</tr>
<tr>
<td>Micro SC/ST</td>
</tr>
<tr>
<td>Small SC/ST</td>
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<tr>
<td>Medium SC/ST</td>
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* Security Deposit is refundable subject to 1. Participation of approved unit in the fair and submission of feedback form and claim documents as per guidelines. 2. If proposal is not approved or NSIC drops its participation in the fair, Security Deposit not charged from Gen/Women/NER/PH & Medium SC-ST units as they are already paying substantial amount as margin money.

<table>
<thead>
<tr>
<th>Inclusions</th>
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<tbody>
<tr>
<td>Partition panels, fascia with company name, one table/counter, two chairs, spot lights and shelves.</td>
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<th>Exhibit Profile</th>
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Note: Before submitting the application, kindly ensure the compliance of the following:

1. "Guidelines for participation in International exhibitions through NSIC" should be carefully read and complied to avoid any miscommunication for participation as per the Revised International Cooperation Scheme/ Special Marketing Assistance Scheme.

2. The enclosed OM dated 26-07-2019 issued by IC Section, Ministry of MSME w.r.t. the said exhibition should be carefully read and complied to avoid any miscommunication.

3. All requisite documents along with participation fee should be submitted along with Application Form at the nearest branch office of NSIC before the cut-off date mentioned below. No application form will be accepted at Head Office level directly.

4. MSMEs belonging to SC/ST category shall be covered under Special Marketing Assistance Scheme of National SC/ST Hub.

5. Last date for submission of application at the nearest NSIC office is 05-08-2019.

6. Selection will be on 'first come first serve basis'.

7. Submission of application for participation does not automatically confer a right for allotment of stall. Approval of application rests with Ministry/NSIC.

8. Visa recommendation letter will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company so that on the spot decision can be taken by them.

9. Participation in the above exhibition through NSIC is subject to the availability of space from the organizer at the time of booking confirmation and the conditions mentioned in OM dated 26-07-2019 issued by IC Section, Ministry of MSME w.r.t. the said exhibition.

10. The Corporation reserves the right to cancel the event in case of insufficient applications.

For any queries you may contact:
Nearest NSIC Office or
Exhibition Division (for any major clarifications only)
NSIC Ltd., NSIC Bhawan, Okhla Industrial Estate, Phase-III
New Delhi-110020
E-mail: exhb@nsic.co.in
No.4(62)/2019-IC
Government of India
Ministry of Micro, Small & Medium Enterprises,
(IC Section)

Udyog Bhawan, New Delhi
Dated: 26th July, 2019

To,

The Chairman-cum-Managing Director,
National Small Industries Corporation Ltd.,
NSIC Bhawan,
Okhla Industrial Estate, Phase-III,
New Delhi-110020.

Sub: Participation of MSME delegation of The National Small Industries Corporation Ltd. (NSIC), New Delhi in Autumn Fair to be held at Birmingham, UK from 01.09.2019 to 04.09.2019 (excluding journey time).

Sir/Madam,

I am directed to refer to your Organization’s complete proposal dated 14.06.2019 regarding participation of MSME delegation in the above mentioned international event and to inform that the above proposal has been considered by the Screening Committee of IC Scheme in its meeting held on 04.06.2019 and the proposal has been approved for in-principle approval, subject to the following conditions:-

(i) 10 Entrepreneurs and 01 Office Bearer are permitted for this event.
(ii) Financial assistance under IC Scheme is restricted to Rs.20.00 lakh (Rupees Twenty lakh only).
(iii) The applicant organization should purchase the air tickets at the cheapest available economy fare.
(iv) Reimbursement of airfare will be done for one representative from one MSME Unit which participated in the event.

2. This approval is for delegation in the above mentioned event only and may not be used for any other purpose/event.

3. The claim for reimbursement with the following documents, complete in all respect must be submitted to the IC Section of the Ministry within a period of 60 days after completion of the event i.e. by 03.11.2019 failing which the claim is liable to be rejected.

(i) Claim Form from the Association/Organization duly filled up and certified by the Chartered Accountant. Claim Form is available in the International Cooperation (IC) Scheme guidelines which are available on the website of this Ministry www.msme.gov.in.


Bhalie
DGM
CMD’S Office
Pratiti/Received: 26-8-19
(ii) Registration certificate and Memorandum of Association of the applicant organization.

(iii) Audited Balance Sheet, Profit & Loss A/c or Income & Expenditure Statement of the Organization for the last three years.

(iv) **Unique ID** of Association/Organization as registered in Public Financial Management System (PFMS). For this, the Association/Organization is required to register itself under "International Cooperation (IC) Scheme (Code 0658) on the website [http://pfms.nic.in](http://pfms.nic.in) of Public Financial Management System (PFMS) of the Ministry of Finance.

(v) **Unique ID** of Association/Organization as registered in the NGO-Darpan portal of Niti Aayog. For this, the Association/Organization is required to register itself in the NGO-Darpan portal. NGO-Darpan ID is not required for the Central/State Government Organization/autonomous/statutory bodies.

(vi) **List of the MSME Units** which were selected by Association/Organization along with the Score Card of each MSME unit as provided in the IC Scheme guidelines.

(vii) The Association/Organization must select only those MSME Units which qualify the minimum eligibility criteria of 60% as per the Score Card prescribed under the IC Scheme guidelines for selection of MSME units. If any discrepancy is found in this regard at the time of scrutiny of claim for reimbursement in r/o any MSME unit, its claim will be disallowed and this will be the sole responsibility of the Associations/Organizations concerned which had selected the MSME units.

(viii) **The Association/Organization must confirm in writing to the Ministry of MSME (IC Section) prior to the commencement of the event about its participation in the said event along with details of participating MSME units.**

(ix) **Mandate Form** duly filled up indicating the bank details of the Association/Organization and verified by the Bank. Mandate Form is available in the IC Scheme guidelines.

(x) **Pre-receipt** on letter head of the Organization as per format given in the IC Scheme guidelines, duly signed by the authorized signatory without indicating any date, any amount anywhere in the pre-receipt. Revenue stamp may be affixed on the pre-receipt and signed across the stamp.

(xi) **Certificate** as per the prescribed format on the letter head of the organization to the effect 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 for the participants attended in the event. The certificate should be duly signed by the authorized signatory without indicating any date about the in-principle approval letter or below the signature. Format is available in the Scheme guidelines.

(xii) The delegates are required to **travel by the shortest route**. The Association/Organization is required to make a submission to the effect that the journey by the delegates was performed by the shortest route.
(xiii) **Reasons for variation in air fare**, if any. Satisfactory justification would have to be furnished by the Association/Organization.

(xiv) **Original boarding passes** of each delegate must be submitted. Photocopy will not be accepted for claim. In case of loss of original boarding pass, a certificate from the airline on its letter head (in original) stating that journey has been undertaken by the delegation may be furnished.

(xv) **Copy of Pan Card** of the Association/Organization.

(xvi) **Copy of TAN Number**, if any, of the Association/Organization.

(xvii) Copy of valid **Udyog Aadhar Registration Certificate (UARC)** of individual Unit/Enterprise. **Udyog Aadhar filed after the date of event will not be accepted for claim.**

(xviii) **Air-tickets** of every delegate (complete in all respect with air fare details on the air-tickets itself). Invoice will not be accepted for claim as it is noticed that invoice normally indicates airfare at the higher side. While actual airfare is much lower. Invoice also does not contain the complete details as is found in the air-ticket.

4. The delegation is strictly advised to take the Direct/Shortest route (whichever is cheaper) for to and fro journey. Further, visit to place other than the approved place is also not allowed and the delegation must attend the event for the whole duration for which approval has been accorded. Non-compliance of the condition will attract forfeiture of the claim for reimbursement.

5. This Ministry reserves the right to ask for any other relevant information/document for settlement of the claim.

6. The Association/Organization has to ensure that a copy of this approval letter is provided to the individual delegates for their knowledge and compliance of instructions by them.

7. Receipt of this communication may kindly be acknowledged immediately on receipt of this letter.

Yours faithfully

(Bhaskar Kalra)
Under Secretary to the Govt. of India
Tel:-23063293

Copy to:- F.No.4(2)/2019-IC