

## Annexure 'VII'

Check List of documents to be annexed along with the Application for claiming reimbursement of expenses of ISO- 9000/14001 certification.

1. Copy of Permanent SSI Registration duly attested (**each page of the Registration Certificate** duly attested) by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, Small Industries Service Institute (SISI) or Chartered Accountant (Name, Signature, Membership number; and Seal)
2. Letter (**in original**) from General Manager, District Industries Centre, (DIC) or Director of Industries confirming SSI status and functional status of the unit at the time of acquiring ISO-9000/14001 as per Format at Annexure I.

Or

An Affidavit( **In original**) on a non judicial stamp paper of Rs. 10 (Min.) in Delhi/Amount as applicable in the respective State) duly sworn before a Notary Public as per Annexure 'II'( with Notary Seal, Notarial Stamp & Noatry Registration no. ; and Chartered Accountant's

Certificate of investment in Plant and machinery as per Annexure 'III'.

4. Copy of ISO-9000/ ISO- 14001 Certificate **duly attested** by General Manager, District Industries Centre (DIC) or State Director of Industries or Director, Small Industries Service Institute (SISI) or Chartered Accountant (Name, Signature, Membership number and Seal.)

The Certificate must have address of site/location certified, scope of certification, Certificate No., date of issue, & period of validity (or date of expiry), Name & Logo & Number of the Accreditation Body/Board.

5. Chartered Accountant's certificate of the details of the Expenses incurred by the unit in acquiring ISO-9000/ISO-14001 Certificate in Annexure 'IV'. The payments made to the Certification agency **must be supported by copies of Receipts duly attested** ( The payments Directly made to the Certification Agency shall only be eligible for reimbursement )
6. Undertaking/Declaration of the Incentive/grant/subsidy already received, if any, in Annexure 'V' on a Non-Judicial stamp paper of Rs.50/-,(Min) in Delhi/Amount as applicable in the respective State. with witnesses name & their addresses &signatures, Notary Seal, Notarial Stamp & Notary Registration nos.)

7. Pre-receipt in Triplicate on **Company's Letter head with company's Rubber Stamp** and affixed with Revenue Stamp in Annexure 'VI'

Any other documents annexed to be mentioned.

