

**Annexure –1:**

**Application for Expression of Interest for Availing Assistance**  
**under Scheme of Assistance for IT/ITeS Industry**

(to be filled in by person / entity applying)

**1. Basic Information**

1.	Name of the Person Applying	
2.	Contact Address Telephone: Mobile: Email:	
3.	Identity Proof PAN/ Passport/ Bank Statement with picture/ Aadhaar Card (Any one)	

**2. Nature of Entity (Please provide as much information as you can)**

1.	Type of the Entity that will seek assistance under the Scheme (Please attach certified copy of the memorandum and articles of association or equivalent registration documents if already done)	Proprietorship/ Partnership/ Company/ Association
2.	Office Address: Office: Factory: Tele No. : Fax No. : Email:	
3.	Registration Details (Enclose Memorandum and Articles of Association)	
	Certificate of Incorporation (please provide certified copy)	
	PAN Number (please provide certified copy)	
	Service Tax & Central Excise Certificate (please provide certified copy)	

4.	Name, address & contact details of the Directors/ Promotors along with the PAN Numbers (Please provide the CA Certificate showing the shareholding pattern)	
	a)	
	b)	
	c)	
5.	Name, designation & contact details of the Authorized Person	

**3. Assistance will be sought for** (Please tick mark the relevant column)

1.	IT/ITeS Unit	
2.	IT/ITeS Park	
3.	R&D Institution	
4.	Finishing School	
5.	IT/ITeS Industry Association	
6.	Contract / Sponsored Research Work	

**4. Information for unit Type:**

<b>IT/ITeS Unit (New or Expansion/Diversification)</b>		
1.	Location	
2.	Tentative area (Land in acres/Office Space in sqft)	
3.	Tentative Investment	
4.	Tentative Employment	
<b>IT/ITeS Park</b>		
1.	Location	
2.	Park Type (Horizontal / Vertical)	

2.	Tentative area of the land where IT/ITeS Park will be set up in acres	
3.	Total built up area in Sq. ft.	
3.	Tentative Project Cost (in Rupees), excluding cost of land	
4.	Brief Description of the activities undertaken so far by the applicant for setting up the IT/ITeS Park and Market Analysis carried out	
<b>Research &amp; Development Institution</b>		
1.	Location	
2.	Tentative area of the land where R&D Institute will be set up in acres	
3.	Tentative Project Cost (in Rupees)	
4.	Brief Description of the activities undertaken so far by the applicant for setting up R&D Institute	
<b>Finishing School</b>		
1.	Location	
2.	Tentative area of the land where Finishing School will be set up in acres/sqft	
3.	Tentative Project Cost (in Rupees)	
4.	Brief Description of the activities undertaken so far by the applicant for setting up the Finishing School and Market Analysis carried out	
<b>IT/ITeS Industry Association</b>		
1.	Exhibition / Trade Fair Name	

2.	Date for the Exhibition / Trade Fair	
3.	Expenditure planned by Association	
4.	Did you avail this assistance under the current scheme previously, if yes, then date and amount	
<b>Contract / Sponsored Research Work Details</b>		
1.	Research Topic	
2.	Research Assigning Organization	
3.	Total Duration of Research	
4.	Total Cost for undertaking Research	
5.	Assistance for the same project from any other organization	

#### 5. Assistance Sought under the scheme

Sr. No	Assistance Type	Unit Type Entitled to	Claimed Entitlement (Yes / No)	Approximate Amount of Assistance Sought
1.	Capital Subsidy	IT/ITeS Units / Park		
2.	Reimbursement of Stamp Duty/ Registration Fee	IT/ITeS Units / Park		
3.	Lease Rental Subsidy	IT/ITeS Units		
4.	Interest Subsidy	IT/ITeS MSMEs		
5.	Power Tariff and Electricity Duty	IT/ITeS Units / Park		

6.	VAT/CST/GST Incentive	IT/ITeS Units		
7.	Employment Generation Grant on EPF	IT/ITeS Units		
8.	Quality Certification	IT/ITeS MSMEs		
9.	Patent Assistance	IT/ITeS Units / Institutions		
10.	Market Development	IT/ITeS MSMEs		
11.	Assistance for R&D Institute / Finishing School	IT/ITeS Units / Institutions		
12.	Contract/Sponsored research work from IT/ITeS Units /Industry Association	IT/ITeS Units / Industry Association		
13.	Viability Gap funding for exhibitions/ seminars in Gujarat	IT/ITeS Industry Associations		
14.	Skill Enhancement	IT/ITeS MSMEs		

Signature of person making  
application / Authorised Signatory of applicant

**Annexure – 2a: Format for Letter of In-principle Approval for Assistance to IT/ITeS Unit under the Scheme of Assistance for IT/ITeS Industry**

Date:

To

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Ref: 1. Your Expression of Interest dated \_\_\_\_\_

Sub: In-principle approval for Assistance under Scheme of Assistance for IT/ITeS Industry

Sir/ Madam,

1. We are pleased to acknowledge your application dated \_\_\_\_\_ seeking assistance under the scheme for IT/ITeS Industry with registration no.\_\_\_\_\_. In future correspondences please quote the registration number allotted to you.
2. On behalf of the Government of Gujarat, I convey the “in-principle” approval/ refusal with reference to your application dated \_\_\_\_\_ for assistance under the Scheme of assistance for IT/ITeS Industry for your unit/proposed unit at <<location>> with an estimated Investment of Rs. << >>.
3. Subject to the adherence to conditions as laid out in para 4 of this letter and subject to approval by the Empowered Committee, the assistance that you can avail under the scheme will be as under:

Sr. No	Assistance Type	Indicative eligible amount of assistance	Remarks
1	Capital Subsidy		
2	Reimbursement of Stamp Duty/ Registration Fee		
3	Lease Rental Subsidy		
4	Interest Subsidy		
5	Power Tariff and Electricity Duty		
6	VAT/CST/GST Incentive		

7	Employment Generation Grant on EPF		
8	Quality Certification		
9	Patent Assistance		
10	Market Development		
11	Assistance for R&D Institute / Finishing School		
12	Contract/Sponsored research work from IT/ITeS Unit/Industry Association		
13	Viability Gap funding for exhibitions/ seminars in Gujarat		
14	Skill Enhancement		

4. This in-principle approval is valid for a period of one (1) year from the date of issuance of this letter subject to fulfillment of the following conditions:-
- Procurement and having final possession of the land / office space.
  - Financial Closure of the Project – for computing financial closure, the applicant will be allowed to incorporate eligible assistance from Gol, GoG, under respective schemes for assistance to IT/ITeS unit, along with own equity and debt that the applicant will take.
  - Preparation and submission of Detailed Project Report (DPR)
  - Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - Submission of application as per para 5.6 of the scheme within 1 year.
5. In case, the above conditions are not met by the end of the validity period of this in-principle approval, the validity will be extended for an additional period of maximum one (1) year subject to the fulfillment of the following mandatory conditions, with a satisfactory justification for the delay of the other conditions mentioned in para 4 above.
- Procurement and having final possession of the land / office space
  - Financial Closure of the Project
6. Application for extending validity of in-principle approval shall be made before expiry of one year from grant of in-principle approval. In case, the validity period is extended, a detailed timelines for fulfilling the following conditions should be intimated to the Competent Authority.

- (a) Preparation and submission of DPR
  - (b) Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - (c) Submission of formal application as per para 5.6 of the Scheme
7. In an instance where the criteria is not met within the validity period, with or without extension, the in-principle approval shall lapse and the applicant would not have any claim for any incentive / benefit against the Government. However, you can submit a new Expression of Interest which would not be linked to the application referenced herein and will be treated as a new application.
8. You are informed that till the filing of formal application as in Annexure – 3, you can change the applicant. You are further informed that in relation to the indicative assistance indicated in para 3 of the letter, the numbers are indicative only. Actual eligible amount will depend on scrutiny of formal application and supporting documents by the Competent Authority and approval by the Empowered Committee.

Yours Sincerely,



**Annexure – 2b:**

**Format for Letter of In-principle Approval for Assistance to IT/ITeS Park / R&D Institute /  
Finishing School / Contract / Sponsored Research Work under the Scheme of Assistance for  
IT/ITeS Industry**

Date:

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ref: 1. Your Expression of Interest dated \_\_\_\_\_

Sub: In-principle approval for Assistance under Scheme of Assistance for IT Industry

Sir/ Madam,

1. We are pleased to acknowledge your application dated \_\_\_\_\_ seeking assistance under the scheme for IT/ITeS Industry with registration no.\_\_\_\_\_. In future correspondences please quote the registration number allotted to you.
2. On behalf of the Government of Gujarat, I convey the “in-principle” approval/ refusal with reference to your application dated \_\_\_\_\_ for assistance under the Scheme of assistance for IT/ITeS Industry for your proposed IT/ITeS Park / R&D Institute / Contract / Sponsored Research Work / Finishing School at <<location>> with an estimated Investment of Rs. << >>.
3. Subject to the adherence to conditions as laid out in para 4 of this letter and subject to approval by the Empowered Committee, the assistance, as applicable, that you can avail under the scheme will be as under:

Sr. No	Assistance Type	Indicative eligible amount of assistance	Remarks
1	Capital Subsidy / assistance		
2	Reimbursement of Stamp Duty/Registration Fee		

3	Reimbursement of Conversion Fee		
4	Reimbursement of Power tariff subsidy and Electricity Duty		
5	Assistance for Contract / Sponsored research work		

4. This in-principle approval is valid for a period of one (1) year from the date of issuance of this letter subject to fulfillment of the following conditions:-
- Procurement and having final possession of the land / Office Space
  - Financial Closure of the Project – for computing financial closure, the applicant will be allowed to incorporate eligible assistance from Gol, GoG, under respective schemes for assistance to IT/ITeS unit, along with own equity and debt that the applicant will take.
  - Preparation and submission of Detailed Project Report (DPR)
  - Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - Submission of application as per para 5.6 of the scheme within 1 year.
5. In case, the above conditions are not met by the end of the validity period of this in-principle approval, the validity will be extended for an additional period of maximum one (1) year subject to the fulfillment of the following mandatory conditions, with a satisfactory justification for the delay of the other conditions mentioned in para 4 above.
- Procurement and having final possession of the land / Office Space
  - Financial Closure of the Project
6. Application for extending validity of in-principle approval shall be made before expiry of one year from grant of in-principle approval. In case, the validity period is extended, a detailed timeline for fulfilling the following conditions should be intimated to the Competent Authority.
- Preparation and submission of DPR
  - Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - Submission of formal application as per para 5.6 of the Scheme
7. In an instance where the criteria is not met within the validity period, with or without extension, the in-principle approval shall lapse and the applicant would not have any claim for any incentive / benefit

against the Government. However, you can submit a new Expression of Interest which would not be linked to the application referenced herein and will be treated as a new application.

8. You are informed that till the filing of formal application as in Annexure – 3, you can change the applicant. You are further informed that in relation to the indicative assistance indicated in para 3 of the letter, the numbers are indicative only. Actual eligible amount will depend on scrutiny of formal application and supporting documents by the Competent Authority and approval by the Empowered Committee.

Yours Sincerely,

**Annexure –3a:**

**Application Form for Availing Assistance for IT/ITeS Unit**  
**under the Scheme of Assistance for IT/ITeS Industry**

(to be filled in by the applicant)

**Application Registration No.**

**1. Basic Information**

1	Name of the Unit				
2	Contact Address Telephone: Mobile: Email:				
3	Type of the Entity (Please attach certified copy of the memorandum and articles of association or equivalent registration document or Partnership Deed)			Proprietorship/ Partnership/ Company	
4	Registration Details (Enclose Memorandum and Articles of Association)				
	Certificate of Incorporation (please provide certified copy)				
	PAN Number (please provide certified copy)				
	Service Tax & VAT Registration No. (please provide certified copy)				
5	TIN No.				
	Name, address & contact details of the Directors/ Promoters along with the PAN/DIN Numbers (Please provide the CA Certificate showing the shareholding pattern)				
	Name	DIN /PAN	Address	Contact No.	Email
6	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)				

## 2. Details of Eligible IT/ITeS Unit

1	New Unit or Expansion/Diversification							
2	Location Address							
3	Area of the land / office space							
4	Proof of land/office space possession							
5	Brief Description of the Project							
6	Please enclose Detailed Project Report (DPR)							
7	Business Development & Recruitment Schedule (Projections)							
	Turnover	Year1	Year2	Year3	Year4	Year5	Year6	
	Domestic							
	Exports							
	Employees							

## 3. For Existing Units, undertaking Expansion/Diversification

1	Number of employees in existing unit			
2	Estimated Annual EPF contribution for current employees			
3	Average of last one year's electricity consumption in units			
4	Current area under usage (in sqft)			
5	Annual turnover of last three years			
	Year (-2)	Year (-1)	Year 0 (current year)	
6	VAT/CST/GST paid to Government of Gujarat over last three years			
	Year (-2)	Year (-1)	Year 0 (current year)	

#### 4. Financial Projections of the Project

S No	Component	Year1	Year2	Year3	Year4	Year5	Year6
1.	Revenue Forecast						
2.	Expenditure Forecast						
3.	Net Profit Forecast						
4.	Cash Flows from business operations						

#### 5. Means of Financing the Project

Total Project Cost  <input type="text"/>	Promoters Contribution	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	
	Debt/Borrowing (Please include Loan Sanction Letter)	
	<b>Total (Rs.)</b>	

#### 6. Assistance Sought under the scheme

Sr. No	Assistance Type	Eligible Expenditure/ Projected Expenditure	Claimed Assistance	Remarks
1	Capital Subsidy			
2	Reimbursement of Stamp Duty/			

	Registration Fee			
3	Lease Rental Subsidy			
4	Interest Subsidy			
5	Power Tariff and Electricity Duty			
6	VAT/CST/GST Incentive			
7	Employment Generation Grant on EPF			
8	Quality Certification			
9	Patent Assistance			
10	Market Development			
11	Assistance for R&D Institute / Finishing School			
12	Contract/Sponsored research work from IT/ ITeS Unit/Industry Association			
13	Viability Gap funding for exhibitions/ seminars in Gujarat			
14	Skill Enhancement			

## 7. Bank Account Details

1.	Name and address of Bank where account exists	
2.	Bank Account Number	
3.	IFSC Code	
4.	RTGS Details	

8. Tentative date of beginning of commercial operations:

## 9. Declaration:

I, on behalf of my organisation, hereby declare the following:

- (a) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.
- (b) We are not availing any assistance under any other scheme/policy of Government of Gujarat departments or its subordinate offices.
- (c) I am duly authorized to sign an application and details and documents submitted in this application.
- (d) I undertake that we will ensure that specified goods / services sold to Gujarat dealers would be further resold to customers within Gujarat as local sale only and interstate sale of such goods / services will not be allowed. I further undertake that against reimbursement of VAT/GST availed or claimed by this unit, if for the same sale, a Gujarat based dealer adjusts tax credit by selling such goods/services to customers outside Gujarat, the amount of such tax credit shall be reduced from the amount of reimbursement to be allowed to this unit.
- (e) **We will hire one intern for every twenty employees on our payroll during the period we avail benefits under the scheme.**

Authorised Signatory

### Note:

1. Any financial transactions / expenditure statements forecast submitted by the unit must be signed by the authorized signatory of the unit and be certified by the auditor/ chartered accountant.



2. The DPR should have detailed sections covering at least the following:
- (a) Location details
  - (b) Company profile
  - (c) Promoters list
  - (d) Shareholding pattern
  - (e) Product detail
  - (f) Market survey / competitive landscape
  - (g) Project cost components
  - (h) Revenue / expenditure projections
  - (i) Cash flows from business operations
  - (j) Business development projections
  - (k) Financial closure (Dependencies; Technological and Financial)
  - (l) Risks and Assumptions
  - (m) List of employees currently working at the unit, along with EPF contribution schedule of last one year (for existing units)

**Annexure–3b:**

**Application Form for Availing Assistance for IT/ITeS Park/ R&D Institute / Finishing School /  
Contract / Sponsored Research Work  
under the Scheme of Assistance for IT/ITeS Industry**

(to be filled in by the applicant)

**Application Registration No.**

**1. Basic Information**

1	Name of the Unit				
2	Contact Address Telephone: Mobile: Email:				
3	Type of the Entity (Please attach certified copy of the memorandum and articles of association or equivalent registration document or Partnership Deed)			Proprietorship/ Partnership/ Company	
4	Registration Details (Enclose Memorandum and Articles of Association)				
	Certificate of Incorporation (please provide certified copy)				
	PAN Number (please provide certified copy)				
	Service Tax & VAT Registration No. (please provide certified copy)				
	TIN No.				
5	Name, address & contact details of the Directors/ Promoters along with the PAN / DIN Numbers (Please provide the CA Certificate showing the shareholding pattern)				
	Name	DIN /PAN	Address	Contact No.	Email
6	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)				


## 2. Details of Proposed IT/ITeS Park / R&D Institute / Finishing School

1	Location Address	
2	Finalised area of the land / Office Space where IT/ITeS Park / R&D Institute / Finishing School will be set up	
3	Proof of Land / Office Space Possession (Please enclose map and relevant revenue record)	
4	Brief Description of the activities undertaken so far by the applicant since the in-principle approval for setting up the T/ITeS Park / R&D Institute / Finishing School	
5	Please enclose detailed project report of the Proposed Project	

## 3. Project Cost

S No	Project Component	Cost
1.		
2.		
3.		

## 4. Means of Financing the Project

Total Project Cost  	Promoters Contribution	
	Contribution from Enterprises occupying Park	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	

	Debt/Borrowing (Please include Loan Sanction Letter)	
	<b>Total (Rs.)</b>	

**5. Assistance Sought under the scheme**

Sr. No	Assistance Type	Indicative maximum eligible amount of assistance	Remarks
1	Capital Subsidy / assistance		
2	Reimbursement of Stamp Duty/Registration Fee		
3	Reimbursement of Conversion Fee		
4	Reimbursement of Power tariff subsidy and Electricity Duty		
5	Assistance for Contract / Sponsored research work		

**6. Bank Account Details**

1.	Name and address of Bank where account is kept	
2.	Bank Account Number	
3.	IFSC Code	
4.	RTGS Details	

**7. Declaration:**

I on behalf of my organisation hereby declare the following:

- (a) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.

- (b) We are not availing similar assistance from Government of Gujarat Departments or any of its Organization.
- (c) I am duly authorized to sign an application and details and documents submitted in this application.

### Authorised Signatory

#### **Note:**

1. Any financial transactions / expenditure statements forecast submitted by the unit must be signed by the authorized signatory of the unit and be certified by the auditor/ chartered accountant.
2. The DPR should have detailed sections covering at least the following:
  - (a) Location details
  - (b) Company profile
  - (c) Promoters list
  - (d) Shareholding pattern
  - (e) Project cost components
  - (f) Revenue / expenditure projections
  - (g) Cash flows from business operations
  - (h) Business development projections
  - (i) Financial closure (Dependencies; Technological and Financial)
  - (j) Risks and Assumptions

**Annexure – 4:**

**Format for Recording Minutes of Empowered Committee**

<b>Name of Applicant</b>			
<b>Assistance Sought</b>			
<b>Sr. No</b>	<b>Type of Assistance</b>	<b>Approximate Amount of Assistance</b>	<b>Remarks</b>
<b>Descriptive Background (As proposed by Competent Authority for meeting)</b>			
<b>Discussion Part of Minutes, by Empowered Committee</b>			



**Annexure 5a:****Final Approval Letter Format**

Date:

To

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Ref: 1. **Application Registration No** 

Sub: Approval for Assistance under Scheme of Assistance for IT/ITeS Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for IT/ITeS Industry for your unit/proposed unit at <<location>> with an estimated Investment of Rs. << >>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 3.

Sr. No	Assistance Type	Maximum Eligible Assistance Amount	Disbursement Schedule	Remarks
1.	Capital Subsidy		On commencement of commercial operations	Reimbursement as per approval
2.	Reimbursement of Stamp Duty/ Registration Fee		On Submission of Proof of Stamp Duty/Registration fee payment	Reimbursement on actuals
3.	Lease Rental Subsidy		Quarterly on submission of proof of payment	Reimbursement subject to ceiling
4.	Interest Subsidy		Quarterly basis on bank certificate for realization of due installments of	Reimbursement subject to ceiling



			previous quarter	
5.	Power Tariff and Electricity Duty		Quarterly on Submission of Proof of payment	Reimbursement subject to ceiling
6.	VAT/CST/GST Incentive		Quarterly on Submission of Proof	Reimbursement subject to ceiling
7.	Employment Generation Grant on EPF		Quarterly on submission of Proof	Reimbursement on actuals subject to ceiling
8.	Quality Certification		On submission of proof	Reimbursement subject to ceiling
9.	Patent Assistance		On filing of Patent	Reimbursement subject to ceiling
10.	Market Development		On submission of claim by IT/ITeS unit or Association	Reimbursement subject to ceiling
11.	Assistance for R&D Institute / Finishing School		Three Tranches: <ul style="list-style-type: none"> <li>• 25% on acquisition of land, approval of building plan</li> <li>• 50% after expenditure of 60% of the project cost</li> <li>• 25% on commissioning</li> </ul>	Subject to ceiling
12.	Contract/Sponsored research work from IT/ITeS		Two Tranches: <ul style="list-style-type: none"> <li>• 50% on expenditure of 50% of project cost</li> </ul>	Subject to ceiling

	Unit/Industry Association		<ul style="list-style-type: none"> <li>50% on submission of proof of completion</li> </ul>	
13.	Viability Gap funding for exhibitions/ seminars in Gujarat		On submission of proof of expenditure by an recognized association	Subject to ceiling
14.	Skill Enhancement		On submission of proof of obtaining certification	Subject to ceiling

3. Conditions:-

- 3.1 Stamp Duty/ Registration Fee shall be reimbursed subject to submission of proof, on actual basis.
- 3.2 Lease Rental Subsidy/EPF Contribution / Power Tariff Subsidy & Electricity Duty shall be reimbursed quarterly on submission of proof, subject to ceiling.
- 3.3 Interest Subsidy shall be reimbursed on quarterly basis subject to submission of proof, subject to maximum limit specified in the scheme.
- 3.4 Assistance for finishing school / quality certification / skill enhancement / patent registration / market development shall be given subject to incurring such expenditure, on production of vouchers/audited statement of account, subject to limits set in the scheme.
- 3.5 All assistance is subject to condition that the unit will begin its commercial operations during the operative period of the policy. Failing which, all assistance, including reimbursements, subsidy, etc., shall be recovered along with 12% interest per annum.
- 3.6 In accordance with the clause no. 3.12(b) of the scheme, you will hire interns at the rate of minimum one intern for every 20 employees on your payroll.

4. I wish you best of luck with the Project. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at \_\_\_\_\_.

Yours Sincerely

**Annexure 5b:****Final Approval Letter Format**

Date:

To

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Ref: 1. **Application Registration No**


Sub: Approval of Assistance for IT/ITeS Technology Park / R&D Institute / Finishing School / Contract / Sponsored Research Work under Scheme of Assistance for IT Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for IT / ITES Industry for your proposed IT/ITeS Technology Park / R&D Institute at <<location>> / Contract / Sponsored Research Work with an estimated Investment of Rs. << >>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 3.

Sr. No	Assistance Type	Maximum Eligible Assistance	Disbursement Schedule	Remarks
1.	Capital Subsidy/ assistance for IT/ITeS Park/ R& D Institute / Finishing School		Three Tranches: <ul style="list-style-type: none"> <li>• 25% on acquisition of land, approval of building plan</li> <li>• 50% after expenditure of 60% of the project cost</li> <li>• 25% on commissioning of the park</li> </ul>	
2.	Reimbursement of Stamp Duty/Registration Fee		On Submission of Proof of Stamp Duty/Registration fee payment	Reimbursement on actuals
3.	Reimbursement of		On submission of proof of conversion	Reimbursement

	Conversion Fee		fee payment	on actuals
4.	Reimbursement of Power Tariff Subsidy and Electricity Duty		Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
5.	Assistance for Contract / Sponsored research work		Two Tranches: <ul style="list-style-type: none"> <li>• 50% on expenditure of 50% of project cost</li> <li>• 50% on submission of proof of completion</li> </ul>	Reimbursement on actuals subject to ceiling

3. All assistance is subject to condition that the unit will begin its commercial operations during the operative period of the policy. Failing which, all assistance, including reimbursements, subsidy, etc., shall be recovered along with 12% interest.
4. I wish you best of luck with the Project. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at \_\_\_\_\_.

Yours Sincerely