

DOCUMENTATION FOR REIMBURSEMENT OF ASSISTANCE TO EXPORTERS:

(i) Claim along with the declaration duly completed **and the Certificate (as per annexure VIII) duly signed by a Chartered Accountant** shall be submitted by the exporter to the concerned Organization in the prescribed format (Annexure-VII) 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 f.o.b. value export figures during the last three financial years, year wise.

- Brief report about the activity participated and achievements made.