



Price: ₹ 1

Online ITC Policy Sanction of Incentives Service - Application Form

1. Creation of User ID in MeeSeva Portal:

Desire Login ID*: _____ Password*: _____

Confirm Password*: _____ Secret Question* : _____

Answer *: _____

Contact Information:

E-mail*: _____

Alternate E-mail*: _____ Registered mobile no. *: _____

Incentive Applying Company Details:

Company Name*: _____ Company address *: _____

District*: _____ Mandal*: _____

Village*: _____ Pin Code *: _____

MD/Director Names: * 1. _____

2. _____

3. _____

Constitution of Organization *: _____

Company URL*: _____

2. Company Profile Creation:

Classification of Company:

MSME Women Enter pruner SC ST Rural IT Unit Mega

Date of Incorporation Of firm*: _____ Date of Incorporation Of firm*: _____



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Date of Commencement of Commercial Operations*: _____
Existing Status: _____ Investment on plant and Machinery*: _____
Investment on Land and Buildings* _____
Total Investment*: _____ Electricity Service No *: _____

Last Three years performance Details (In Lakhs Of Rupees)(E.g. Enter 100 for 100 Lakhs):

YEAR *	EXPORT TURNOVER	DOMESTIC TURNOVER*	TOTAL TURNOVER*	TOTAL NO. OF EMPLOYEES*

Note: In case of new company enter Turnover as zero

Address for Communication:

Contact person Name*: _____ State*: _____

Door No*: _____ locality/Landmark*: _____

District*: _____ Mandal*: _____ Village*: _____

Pin Code: _____

Bank Details:

Account No*: _____ Branch Name* _____

Branch IFSC Code* _____ Location * _____

Documents List:

(NOTE: 1.Total size of Upload Document should not exceed 3 MB. 2. All Upload Documents should be in PDF Format Only)

1. MOA, AOA or Audited Statement Mentioning the current share holding pattern and current Directors of the company *
2. Latest Audited balance Sheet& P&L Statement (Giving Investment / Turnover figures*
3. Certificate of Incorporation *

Applying for Sanction of Incentives

3. Incentive Application filing

Incentive Applied For*:

- Power Subsidy Internet Bandwidth Subsidy Market Development Incentive
 Lease Rental Subsidy Recruitment / Training Assistance Performance linked Grant



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- Investment Subsidy Interest Subsidy Quality Certificate Incentive
- Technology Up gradation Cost Reimbursement Subsidy on Cleaner Greener Production
- Exemption for electricity Duty Interest Rebate Capital Subsidy Sales Tax Exemption
- Registration & Stamp Duty Patent Filing Cost Reimbursement VAT/ CST Reimbursement
- Skill Up gradation & Training Rebate on Land Cost Allotment of Government Land
- Technology & Market Support Business Networking and Promotional Events
- Incubation space/built space in IT Towers

Power Subsidy/Industrial Power Category Conversion:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Enclose Letter / Document from concerned DISCOM that the electricity meter/ service connection is in the name of the company*
2. Electricity Bill and Payment / Receipts made*

Internet Bandwidth Subsidy :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____ Band Width *: _____

Internet Service Provider *: _____

Documents List:

1. Internet Bills & Payment / Receipts made*



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Market Development Incentive /Exhibition Subsidy / Technology & Market Support / Business Networking and Promotional Events:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Invoice /Payment made to the organizers of the Exhibitions / Networking / Promotional events participated*

Lease Rental Subsidy :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator

Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Invoice / Payment made to the Lessee pertaining to lease rentals *
2. Lease Agreement*

Recruitment / Training Assistance :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____ No of IT Professionals employed in the last 6 months *: _____

Documents List:

1. List of employees giving name , designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*



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Performance linked Grant :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____ Last year revenue*: _____

Current year revenue*: _____

Documents List:

1. Enclose latest annual report indicating last year revenue and current year revenue duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Investment Subsidy :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____ Fixed asset value of the current Company*: _____

Share Capital / Share Application Money Pending Allotment*: _____

Documents List:

1. Bills/ Invoices on the assets procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Interest Subsidy :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Yearly Working Capital taken for 5 years or starting from Commencement of Operations*: _____

Documents List:



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1. Certificate from the bank on the loan amount taken , no. of installments paid on principal repayment, towards interest payment along with the amounts thereon *

Quality Certificate Incentive:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Quality Certifications Obtained: CMM Level 2 & Above / BS7799 / COPC / ESCM*: _____

Documents List:

1. Certificate Proof of filing / achieving quality certification*
2. Invoice Copies*

Technology Up gradation Cost Reimbursement :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Bills/ Invoices on the assets /machinery procured for technology upgradation along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Subsidy On Cleaner Greener Production :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:



Price: ₹ 1

1. Bills/ Invoices on the assets /machinery procured for clean and greener production along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Exemption for electricity Duty:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Invoice / Bills from SPDCI *

Interest Rebate :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Certificate from the bank on the loan amount taken , no. of installments paid on principal repayment, towards interest payment along with the amounts thereon *

Capital Subsidy :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:



Price: ₹ 1

1. Bills/ Invoices on the assets /machinery procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*

Sales Tax Exemption :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed * : _____

Documents List:

1. Invoice / Receipt towards sales tax paid*

Registration & Stamp Duty :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed * : _____

Documents List:

1. Invoice / Receipts paid towards registration charges, stamp duty and transfer fee to the sub registrar and copy of the Sale / Lease /Mortgage Deed entered *

Patent Filing Cost Reimbursement :

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed * : _____ No of Patents Filed* : _____

No of Provision Patents Obtained* : _____ No of Patents granted* : _____

Documents List:

1. Certificate Proof of filing / achieving patent*
2. Invoice Copies*



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VAT/ CST Reimbursement:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Invoice / Receipt towards VAT /CST paid*

Skill Up gradation & Training:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. Invoice / Receipts on payments made on skill upgradation and training to the agency and list of employees trained*

Rebate on Land Cost:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Amount Claimed *: _____

Documents List:

1. List of employees recruited on the land allotted giving name , designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed *
2. Document authenticating the activity / category of the company*



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Allotment of Government Land:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Employment*: _____ Investment*: _____ Turnover*: _____

Extent of Land Required*: _____ District *: _____

Mandal *: _____ Village *: _____

Documents List:

1. Business Plan*
2. List of existing employees giving name , designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*
3. Certificate of Incorporation*
4. Date of Commencement of Commercial Operations(proof on date of first invoice raised)*
5. Copy of the latest annual balance sheet / P&L account indicating present investment / turnover of the company

Incubation space/built space in IT Towers:

Activity *: IT ITES Electronics Animation Social Media Mobile Communication BPO Call Center Cloud

Category *: Micro Small Medium Mega Start Up Incubator Accelerator Venture Capitalist Angel Investor Infrastructure Provider

Area *: Tirupathi Visakhapatnam Kakinada

Extent of warm shell/built up are requested in IT Tower required *(In SFT) _____

No of employees to be accommodated in built up space sought *: _____

Investment to be made in the built up space requested *: _____

Documents List:

1. Business Plan*
