

## Export Promotion Branch Specimen Application Form for Best Export Award.

1.	(a) Category of Exporters to which the exporter belong (State clearly whether Micro, Small, Medium Enterprises /Large Scale Industries/Merchant/Export House/State Government Corporation/Service exporter).	:	
	(b) Commodity group to which the exporter belong. (In case of Large Scale & Small Scale Industries units only)		
2.	<b>Name</b>	:	
3.	<b>Address</b>	:	
	(a) Office		Tel. No.
	(b) Factory		Tel. No.
4.	<b>Registration</b>	:	
	(a) As Micro, Small, Medium Enterprises with State Directorate of Industries	:	
	(i) Number and date	:	
	(ii) Products covered in registration (Please enclose attested copy of Registration Certificate)	:	
	(b) With S.I.A, Ministry of Industry, Government of India, New Delhi	:	
	(i) Number and date	:	
	(ii) Products covered in registration (Please enclose attested copy of Registration Certificate)	:	
	(c) 100% EOU permission		
	(i) Number and date of letter of permission		
	(ii) Products covered in the permission (Please enclose attested copy of Letter of Permission Certificate)		
	(d) With Export Promotion Councils	:	
	(i) Name of the Council	:	
	(ii) Number and date of registration	:	
	(iii) Products covered in registration (Please enclose attested copy of Registration Certificate)	:	
	(e) Certification of the Bureau of Indian Standards	:	
	(i) Number and date	:	
	(ii) Products covered in registration (Please enclose attested copy of Registration Certificate)	:	
	(f) ISO Certificate		
	(i) Number and date		
	(ii) Products covered in registration (Please enclose attested copy of Registration Certificate)		
	(g) As recognized Export House/Merchant Exporter	:	
	(i) Number and date	:	
	(ii) Products covered certificate in recognition (Please enclose attested copy of Registration Certificate)	:	
5.	<b>Production</b> (To be filled in by Manufacturer Exporters only)	:	

**Actual Production :**

	Item	II year prior to year of award		I year prior to year of award		Year of award	
		Quantity	Value (Rs.)	Quantity	Value (Rs.)	Quantity	Value (Rs.)
(i)							
(ii)							
(iii)							
(iv)							

Note : The production figures should be supported with a Chartered Accountant's Certificate

**6. Export Performance**

- (a) Year of entry in the export market  
 (b) Actual Exports (F.O.B.)

Items Exported	II year prior to year of award		I year prior to year of award		Year of award	
	Quantity	F.O.B Value (Rs.)	Quantity	F.O.B Value (Rs.)	Quantity	F.O.B Value (Rs.)

- Note : (i) The figures should relate to the financial year (April-March) ending on 31<sup>st</sup> March  
 (ii) The export figures should be supported with Bank Certificate. If Bank Certificate is not available, certificate from Chartered Accountant and the concerned Export Promotion Council should be attached.  
 (iii) Manufacturer Exporters should give separate figures for direct exports in their name only and indirect exports through Export Houses/Merchant Exporters.

- (a) Country wise break up of Exports during 3 years.  
 (please attach separate sheet for different commodities).

Country	F.O.B. value of items exported (in Rs.)			Remarks
	A	B	C	
	II year prior to year of award	I year prior to year of award	Year of award	
(1)				
(2)				
(3)				
(4)				
(5)				

**7 Ratio of Exports to production (Percentage)**  
 (To be filled in by manufacturer exporters).

Year	Value of production (Book Value) (A) Rs.	Exports (F.O.B. Value) (B) Rs.	Percentage (ratio) =B/A %100
(1) II year prior to year of award			
(2) I year prior to year of award			

(3)	Year of award			
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8.	Percentage of Export sales to total business sales (To be filled in by merchant exporters only).	
9.	Is there any BIS or any other Standard prescribed by purchaser for the goods exported? If so, do the goods exported confirm to the Standards. Please give details.	
10.	Foreign Collaboration, if any, for the goods manufactured/sold, if so- (i) Name of the Collaborator (ii) Brief nature of the Collaboration.	
11.	Branch Offices/Sales, Agencies, abroad if any, (i) Name of the branch office/agent (ii) Place (iii) Commodities and Market area covered	
12.	In case of Merchant Exporters/Export House, please give Statewise lists of associate units whose products are exported (Attach separate sheets).	
13.	In case of indirect exports by Manufacturer Exporters, please give the list of Merchant Exporters/Export Houses in India through whom the products are exported.	
14.	Details of Export Promotional efforts with reference to the following:- (a) Development of market abroad for a product which had not been previously exported. (b) Successful break-through in new foreign markets for existing export products. (c) Substantial increase in export-sales on sustained basis in respect of non-traditional commodities and finished products. (d) Recovery of lost ground in Export Markets (e) Significant improvement in the design and quality of export products. (f) Contribution to successful solution to foreign trade problems. (g) Details of Joint Ventures, if any, started abroad. (h) Market surveys which led to significant increase in export trade.	
15.	Export Promotion activities undertaken during the year of Award (a) Foreign business tours and on spot market study (b) Participation in International Trade Fairs and Exhibitions (i) Name of the fairs (ii) Number and value of the firm export orders received.	
	(c) Export Publicity made abroad (copies of pamphlets, catalogues, advertisement etc. may be enclosed).	

	(d) Details of participation in trade delegations etc. to foreign countries.	
16.	Whether the exporting firm ever had any occasions to resort to arbitration proceedings in respect of disputes with foreign importers for any other reasons? If yes, the details thereof may be given. If not , a certificate from the concerned Export Promotion Council may be enclosed.	

#### DECLARATION

We hereby certify that the information furnished in this form is authentic and correct and we shall abide by the decision of the Trade, Commerce & Mining Department/Directorate of Industries

Signature

Name

Designation

Name of the firm

(With rubber stamps)

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N.B. :- Information should be completed in all respects and should be accompanied by all relevant documents, as per enclosure 'A'  
Incomplete forms in any respect, may not be considered.

## Enclosure 'A

### LIST OF ACCOMPANIMENTS OF APPLICATION

1. Attested copy of valid Micro, Small, Medium Entrepreneur Memorandum / SIA Registration (IEM or LOI) / 100% EOU Permission/ Foreign Collaboration Approval / IT Registration (In case of LSI Units)
  2. Value of production (Book Value) and Value of Export (FOB Value) for last three financial years of the year of award ending on (31<sup>st</sup> March) duly certified by the Chartered Accountant/Cost Accountant.
  3. Certification by the concerned Export Promotion Council for validity of Registration cum Membership Certificate issued to the exporter.
  4. Copy of valid recognition certificate as Export House/Trading House/ Merchant Exporters certified by FIEO.
  5. Certificate of concerned Export Promotion Council for non receipt of any complaint/ disputes of overseas buyer regarding supply of goods by the exporter.
  6. Declaration on letterhead of the company duly signed by authorised signatory regarding "Working Status" of unit as per enclosure "B".
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## Enclosure 'B

### DECLARATION

*(To be furnished on the letterhead of the applicant unit)*

We hereby declare that our unit is not closed due to sickness/strike/lock out etc. and stopped production / export during the current year. We further declare that our registration certificate as Micro, Small, Medium, Enterprises/SIA is valid till date and was neither cancelled nor with held in past.

Place:-

Signature of applicant

Date:-

Name & Designation

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## Enclosure 'C

*(Certificate from concerned EPC on the letterhead)*

### To whomsoever it may concern

1. This is to certify that M/s.---- are registered member of the council as --- for export of ----. Their RCMC No. is ----- and is valid upto -----
2. It is further certified that the Industrial unit/Export House has developed following new product/market for the export in the year ---
  - 1.New Product -----
  - 2.Neww Market -----
3. We find from our records that the industrial unit/export house never had any occasion to report to Arbitration proceeding in respect of the dispute with their overseas buyers.  
This certificate is issued based on the records available with us.

Place:-

Authorized Signatory

Date:-

Export Promotion Council