

# TRIPURA IT INCENTIVE SCHEME, 2017

## OPERATIONAL GUIDELINES FOR IT/ITeS ENTERPRISES/ ENTREPRENEURS

Government of Tripura  
Directorate of Information Technology  
IT Bhavan, ITI Road, Indranagar, Agartala

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## **A. INSTRUCTIONS**

### **1. Introduction**

The Financial incentives announced in the IT Policy 2017 issued vide Tripura Gazette No.F.17(1)/DIT/Policy/2005/Vol-I/1589-1593 dt. 06-05-2017 is operative from 01-04-2017 and shall remain in force for a period of 5 years. Financial incentives are applicable to all eligible companies/units/enterprises operating in Tripura. In case of any ambiguity in implementing / interpreting this manual, clarifications issued by I&C shall prevail.

### **2. Operation of the Incentive**

- a. Any eligible companies/units/enterprises, to which the IT Incentive Scheme 2017 applies, shall be considered for grant of incentives as per the IT Incentive Scheme 2017 only on securing an “Incentives Eligibility Certificate” in ‘Form C-I’ such format and from Directorate of Industries and Commerce under Department of Industries & Commerce, Government of Tripura (I&C).
- b. Application for ‘Incentives Eligibility Certificate’: Units shall submit the ‘Application for Incentives Eligibility Certificate’ duly filled in along with the required documents to I&C.
- c. Verification& issuance of ‘Incentive Eligibility Certificate’: After thorough verification of the application, I & C will issue ‘Incentive Eligibility Certificate’ to the eligible applicant.
- d. Disbursement Methodology: All incentives payable under IT Incentive Scheme 2017 shall be paid through the Financial Institution financing the project or in case of self-financed projects, into bank account. The requisite account and other formal arrangements for which have to be tied up by the entrepreneurs in agreement with the concerned financial institution or bank and intimated to the I&C.

### **3. Incentives available under Tripura IT Incentive Scheme 2017**

- a. The capital investment subsidy
- b. Partial reimbursement of floor space rental for STP incubation space
- c. Procurement preference
- d. Industrial promotion subsidy
- e. Partial reimbursement of power charges
- f. Partial reimbursement of interest on working loans
- g. Re-imburement of standard certification charges
- h. Employment cost subsidy
- i. Subsidy for participation in fares, exhibition etc
- j. Exemption of earnest money and security deposit
- k. Subsidy on fees paid for credit guarantee trust fund for micro and small enterprises (CGTMSE)
- l. Reimbursement of stamp duty/registration fee/conversion fee
- m. Bandwidth cost subsidy
- n. Incentive for promoting local entrepreneurs in IT services
- o. Special incentive to IT enterprise continue to operate for 5 years
  - i. Industrial promotion subsidy
  - ii. Partial Re-imburement of power charges
  - iii. Employment cost subsidy
  - iv. Wages subsidy

### **4. List of activities to qualify for IT Incentive Scheme 2017**

- a. IT Software Development
- b. IT Services

- c. IT enabled Services (excluding IT training institutes that provide training to the public at large)
- d. IT/Electronics product manufacture.

## **5. Definitions**

- a. IT Software is defined as any representation of instructions, data, sound, image including source code, object code recorded in a machine, readable form and capable of being manipulated or providing interactivity to use by means of automatic data processing machine falling under the head 'IT products'. IT Software includes operating software, application software, middleware and firmware
- b. IT service is defined as any service which results from the use of any IT software over a system of IT products for realizing value addition.
- c. IT enabled service is defined as any product or service that is provided or delivered using the resources of ICT.
- d. IT electronics product manufacture refers to manufacture of IT/ electronic equipment.

## **6. Forms to be submitted by companies/units/enterprises to I&C for availing various types of incentives available under Tripura IT Incentive Scheme 2017, GoT.**

- I. Application Form for obtaining Eligibility Certificate, Procurement Preference and Exemption from Earnest Money & Security Deposits for availing incentive under the IT Incentive Scheme-2017.
- II. Application Form for claiming Capital Investment Subsidy
- III. Application Form for claiming IT Promotion Subsidy
- IV. Application Form for claiming partial imbursement of Power Charges, Bandwidth Cost & Floor rent space.
- V. Application Form for claiming Partial Re-imbusement of Interest on Working Capital Loan
- VI. Application Form for claiming Re-imbusement of Standard Certification Charges/ Fees
- VII. Application Form for claiming Employment Cost Subsidy
- VIII. Application Form for claiming on fees paid for credit guarantee coverage of loan under CGTMSE
- IX. Application Form for claiming subsidy for participation in fares and exhibitions
- X. Application Form for claiming Reimbursement of Stamp duty for the developers of IT/ ITeS Parks
- XI. Application Form for claiming Incentive for promoting local entrepreneurs in IT Services.

## **7. Forms to be submitted by companies/units/enterprises to I&C for availing various types of incentives available under Tripura IT Incentive Scheme 2017, GoT.**

- I. Application Form for obtaining Eligibility Certificate.
- II. Application Form for claiming IT Promotion Subsidy.
- III. Application Form for claiming Re-imbusement of Power Charges.
- IV. Application Form for claiming Employment Cost Subsidy
- V. Application Form for claiming Wages Subsidy.

## **8. Certificates.**

- 1. Certificate of Eligibility.
- 2. Certificate of Procurement Preference.
- 3. Certificate of Exemption from Earnest Money & Security Deposits.
- 4. Certificate of Eligibility who continue operation beyond 5 Years.

**B. PRESCRIBED FORMS****Proforma- A I**

Application Form for obtaining Eligibility Certificate, Procurement Preference and Exemption from Earnest Money & Security Deposits under Tripura IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name of the Companies/ Unit	
1.2	a)Address:	
	b) Corporate Office	
1.3	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.4	Name of the Proprietor/ Contact person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.6	Category of the IT Unit (Micro or Small or Medium or Large)	
<b>2.</b>	<b>Eligibility Particulars of the Unit</b>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum and if so please enclosed a copy of the acknowledgement.	
2.2	Date of Commencement of Operation of the Unit.	
2.3	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
2.4	Year for which the Eligibility Certificate is applied for	
<b>3.</b>	<b>Whether the applicant desires to obtain eligibility certificate for Procurement Preference</b>	Yes / No
3.1	Products/ Service Delivered	1) 2) 3)

4.	<b>Whether the applicant desires to obtain eligibility certificate for Exemption from Earnest Money and Security Deposits.</b>	Yes / No
5.	<b>List of Documents/Certificates required to be submitted:</b> a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum. b) 2 Color pass-port size Photographs of the authorized signatory. c) Memorandum of Incorporation/ Association. d) Copy of PAN CARD of the company. e) Copy of Bank Pass Book/ Bank Statement (Only pages containing the A/c No. and Address) f) Copy of certificate of incorporation. g) Copy of GST registration h) Copy IT return (Only for established companies)	Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed  Enclosed/ Not Enclosed  Enclosed/ Not Enclosed  Enclosed/ Not Enclosed  Enclosed/ Not Enclosed  Enclosed/ Not Enclosed  Enclosed/ Not Enclosed.

Certified that the above information are true to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- A II**

Application Form for claiming Capital Investment Subsidy under the Tripura IT Incentive Scheme,  
2017

1.	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned?	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution, type of loan (term loan, WC etc) and amount of loan may be indicated.	
3.	<b>Details for computation of claim for Capital Investment Subsidy:</b>	
3.1	<b>Subsidy under Other Schemes:</b> Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under any other Scheme of Central/ State Government/ Undertakings. If yes, name of the Scheme and the amount of such subsidy may please be indicated.	



3.2	<p><b>Details regarding Fixed Capital Investment:</b> Please mention details regarding investment on Land, Buildings and Plant &amp; Machinery in Annexure-AII(b), taking into account the points mentioned in “Notes” below the Proforma of Annexure-AII(b). Also, please indicate amount of investment as under:</p> <p>a) IT Equipments</p> <p>b) Land</p> <p>c) Building</p> <p>d) Non IT Equipments (Furniture, Others etc.)</p>	
	<b>Total</b>	
3.3	<p><b>Calculation of Amount of subsidy:</b></p> <p>a) Total Fixed Capital Investment eligible for subsidy.</p> <p>b) Rate of subsidy applicable to the unit.</p> <p>c) Gross amount of subsidy (subject to ceiling of Rs. 60 Lakhs)</p> <p>d) Please mention the amount of subsidy received/claimed under any other Govt. Scheme.</p> <p>e) Net amount of subsidy payable to the unit under Tripura IT Incentive Scheme-2017 (c-d)</p>	
4.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Eligibility certificate</p> <p>b) Certificate from Bank/ Financial Institution, in the Proforma in Annexure-I, in case the unit has taken loan from a Bank/Financial Institution.</p> <p>c) Details of Fixed Capital Investment in Proforma in Annexure- AII(b)</p> <p>d) Certificate from Chartered Accountant in the Proforma in Annexure- AII(c)</p> <p>e) Certificate from Civil Engineer in the Proforma in Annexure- AII(d) (only in case of units, not financed by TIDC)</p> <p>f) Certified copies of vouchers/ receipts etc, proof of payment/ expenditure, in respect of each item of expenditure.</p> <p>g) In case of claim for civil works, copies of approved plan and estimates for executing work.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Applicable.</p>

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the applicant**

**Annexure- A II (a)**

Certificate from Bank/ Financial Institution

Certified that M/s ..... has been sanctioned financial assistance by our Bank/ Financial Institution for setting up of an unit for manufacture of ..... Brief particulars of the unit are as under:

(Rs.in lacs).

1.	Type of Operation	
2.	Total Project Cost	
3.	Date of sanction of loan	
4.	Amount of loan sanctioned	
5.	Amount of loan disbursed so far	
6.	<b>Expenditure incurred</b> (as per assessment of Bank/ Financial Institution): a) IT equipment b) Land c) Building d) Non IT equipment (furniture, others etc.) e) Misc. Fixed Assets f) Prel. & Pre-operative Expenses g) Margin Money for Working Capital  <b>Total</b>	
7.	<b>Sources of Financing</b> (as per assessment of Bank/ Financial Institution): a) Term Loan b) Promoter's Contribution c) Other sources  <b>Total</b>	
8.	Whether the Project has been completed.	Yes/ No
9.	Whether the unit has started commercial production.	Yes/ No

**Signature of Authorized Official of Bank/ Financial Institution**

**Annexure- A II (b)**

Details of Fixed Capital Investment

**1. Land:**

a) Date of purchase of land or taking the land on lease:

b) Actual price or premium paid for the land:

**2. Buildings:**

Description of Building (along with nature/ specification of the construction)	Area	Date of completion	Expenditure incurred (Rs. lacs)
1	2	3	4
<b>Total</b>			

(In case space is inadequate, please enclose additional sheets)

**2.1** In case of claiming subsidy on expenditures made in constructing boundary wall, whether residences are located within the area fenced by the boundary wall? **(Yes or No). :**

**3. IT/ Non IT equipment (furniture, any others equipment):**

<b>Item of IT/ Non IT equipment (with specifications)</b>	<b>Name of Supplier</b>	<b>Date of Receipt</b>	<b>Total Cost</b>
1	2	3	4
<b>Total</b>			

**Note: In case space is inadequate, please enclose additional sheets.**

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Notes:**

- a) In case of Land, actual price or premium paid for the Freehold or Lease-hold Land should be mentioned.
- b) In case of **Buildings**, please mention only the expenditure on Office Buildings etc. necessary for operation of the unit. Residential Quarters are to be excluded.
- c) In case of **IT/ Non IT equipments (furniture, others etc.)**, please note that:  
Cost of second hand equipments is to be excluded.

**Annexure- A II (c)**

Certificate from the Chartered Accountant

We, M/s ..... the Chartered Accountant, hereby certify that M/s ..... (Name of the Unit) have set up an IT Unit at ..... (Address of the Unit), for manufacture of ..... The details of expenditure incurred by the unit and the sources of financing, as per our assessment, are as under:

(Rs.in lacs)

**Expenditure incurred:**

- a) IT equipment
- b) Land:
- c) Building:
- d) Non IT equipment (furniture, other etc.):
- e) Electrical Installations:
- f) Misc. Fixed Assets:
- g) Prelim. & Pre-operative Expenses:
- h) Margin Money for Working Capital:

**Total:**

**Sources of Financing:**

- a) Term Loan:
- b) Promoter's Contribution:
- c) Other sources:

**Total:**

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:

Place:

**Chartered Accountants Signature with seal**

**Annexure- A II (d)**

Certificate from Civil Engineer

(To be submitted only in case of units, not assisted by TIDC)

I, Shri/ Smt. .... (Name and qualifications), hereby certify that M/s ..... (Name of the Unit) has incurred total expenditure of Rs.....lakhs on construction of buildings for its Project for manufacturing .....(Name of the Product), at ..... (Address of the Unit) as per the following details:

<b>Description of Building (along with nature/ specification of the construction)</b>	<b>Area</b>	<b>Date of completion</b>	<b>Expenditure incurred (Rs. lacs)</b>
1	2	3	4
<b>Total</b>			

Note: In case space is inadequate, please enclose additional sheets.

**Signature of the Civil Engineer (with seal)**

**Proforma-A III**

Application Form for claiming IT Promotion Subsidy under the Tripura IT Incentive Scheme,  
2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services e. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has obtained necessary GST Registration? If so please mention the Registration No. and also enclose a copy of the Certificate/ proof of Registration.	
1.9	Exact amount of eligible investments made in plant and machinery as on the date of commencing commercial production. A certificate from registered Chartered Accountant as per proforma shall have to be submitted.	
<b>2.</b>	<b>Particulars of GST on Sale of Finished Goods, deposited by the Unit:</b>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	

2.2	Amount of State Goods and Services Taxes (SGST) deposited [Please enclose certified copy of the Proof of Payment of Taxes (Challan, Receipt, etc)]. [Also, please enclose Certificate from the concerned Tax Authority in the State regarding payment of Tax (SGST) in the enclosed Annexure-I].]	
2.3	Cumulative Amount of Claim/ Sanction of IT Promotion Subsidy during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
2.4	Taking into consideration the information in column 2.3 above and the annual ceiling (Rs. 60 lacs), and the aggregate ceiling (equal to the amount of investment made in plant & machinery) the total amount for which the Re-imbursment is claimed now	
3.	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) GST Registration Certificate c) Certificate from the concerned Tax Authority in the State regarding Payment of SGST in Proforma given in Annexure- AIII(a). d) Certified copies of the Proof of Payment of Tax (Challan, Receipt etc). e) Copy of Audited Balance Sheet for last Accounting Year.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed.

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**



**Annexure – A III (a)**

Certificate from State Tax Authorities

Certified that M/s.....

.....  
..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of ....., is a registered Goods and Services Tax dealer. The brief particulars of their Account with us are as under:

**(Rs. in lacs)**

1.	No. and Date of GST Registration	
2.	Year/ Period to which the GST Payment relates	
3.	<b>Amount of Taxes deposited:</b> State Goods and Services Tax (Net of Input Tax)	
4.	Whether the unit is defaulting in respect of payment of any dues in respect of GST payment to Tax Authorities? If so, please give details.	Yes/ No

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorised Official of State Tax Authorities**

**Proforma-A IV**

Application Form for claiming Partial Re-imbusement of Power Charges, Bandwidth Cost and Floor Space Rental for STP Incubation Space under the Tripura IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of commencement of operation of the unit	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	<b>Details of Power sanctioned:</b> a) Date of Sanction b) Sanctioned load c) Consumer ID No. (Please enclose a copy of Power <b>Sanction Letter</b> )	
1.9	<b>Details of Internet Connection:</b> a) Date of Extension: b) Connection Type (BB, LL, 4G, others) : c) Consumer ID No. (Please enclose a copy of <b>Bandwidth Sanction Letter</b> ) d. Bandwidth Provision:	

1.10	<b>Details of Floor Space Rental for STP Incubation Space</b> (certificate of STPI to be enclosed) a) Location of the STP: b) Area of the Floor Space: c) No. of employees:	
<b>2.</b>	<b>Particulars of the Claim for Re-imbursalment of Space Rental, Power Charges and Bandwidth Cost</b>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power, Bandwidth Charges and Floor rental paid during the Year/ Period. [Certified copy of Bill & Payment Receipt to be submitted. Also, a Certificate in Annexure- AIV(a) from TSECL and Bandwidth Service Provider to be furnished.]	
2.3	Amount of Subsidy/ Re-imbursalment @ 25% of total power charges and @ 30% of total bandwidth cost paid during the Period, as indicated in Para-2.2 above	
2.4	Cumulative Amount of Claim/ Sanction during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
2.5	Total rental amount of Floor Space for STP Incubation Space paid for the period and the floor space for which paid	
2.6	Whether part or full reimbursement of the power charges and bandwidth cost has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.7	Claim for Re-imbursalment of Power Charges and Bandwidth Cost, considering the position in Para-2.4 and 2.5 above.	
2.8	Eligible amount of Floor Space Rental for STP Incubation Space reimbursement to be paid	

3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Eligibility Certificate.</p> <p>b) Copy of Power Sanction Letter from TSECL and Bandwidth Service Provider.</p> <p>c) Copy of Electricity and Bandwidth Bill and Payment Receipt.</p> <p>d) Certificate from TSECL and Bandwidth Service Provider in Proforma in Annexure- AIV(a).</p> <p>e) Copy of Audited Balance Sheet for last completed Accounting Year.</p> <p>f) Copy of incubation space allotment and for which ST</p> <p>g) Copy of the rental amount paid for incubation space</p> <p>h) Bill/invoice, money receipt, transport documents for purchasing Multiple Tariff Meter shall be enclosed</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>
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Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure - A IV (a)**

Certificate from Tripura State Electricity Corporation Ltd. (TSECL)/ Bandwidth Service Provider

Certified that M/s.....

..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of ....., have taken a power connection from TSECL/ ..... The brief particulars of their Account with us are as under:

**(Rs. in lacs)**

1.	<b>Details of Power/ Bandwidth sanctioned:</b> a) Date of Sanction b) Sanctioned load c) Consumer ID No.	
2.	Year/ Period to which the Electricity Bill(s)/ Bandwidth relate	
3.	Total Amount of the Bill(s)	
4.	Whether the Bills have been fully paid	Yes/ No
5.	Whether the unit is defaulting in respect of payment of any dues to TSECL/ Bandwidth Service Provider	Yes/ No

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorised Official of TSECL/  
Bandwidth Service Provider with seal**

**Proforma-A V**

Application Form for claiming Partial Reimbursement of Interest on Working Loans under the Tripura  
IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) e. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
<b>2.</b>	<b>Particulars of the Working Capital Loans availed by the Unit</b>	
2.1	Name of the Bank(s)/ Financial Institution(s), from which Working Capital Loan has been availed.	
2.2	Amount of Working Capital Loan Sanctioned	
2.3	Date of sanction of the Working Capital Loan	
2.4	Amount of Working Capital loan disbursed	
2.5	Rate of Interest charged on Working Capital Loan	
2.6	Whether Interest Dues upto the date of application have been fully paid	Yes/ No

<b>3.</b>	<b>Particulars of the Claim for Reimbursement</b>	
3.1	Period for which Re-imburement Claimed	
3.2	Total Interest Paid for the period and the rate of interest at which paid	
3.3	Whether part or full reimbursement of the interest has been obtained or is proposed to be obtained from any other source? If so, please give details.	
<b>4.</b>	<b>Calculation of Interest Subsidy:</b>	
4.1	4% of the actual amount of interest paid during the reference period	
4.2	Annual turnover of the unit during the reference period (As per balance sheet).	
4.3	4% of the 25% value of turnover	
4.4	Eligible amount of subsidy (Eligible amount shall be lower value between Col. 4.1 and 4.3)	
<b>5.</b>	<b>List of Documents/ Certificates required to be submitted:</b>	
	a) Eligibility Certificate	Enclosed/ Not Enclosed.
	b) Copy of Sanction Letter for Loan	Enclosed/ Not Enclosed.
	c) Certificate from the Bank/ Financial Institution regarding payment of Interest, in Annexure- AV(a).	Enclosed/ Not Enclosed.
	d) Copy of Audited Balance Sheet for last completed Accounting Year.	Enclosed/ Not Enclosed.

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

**Signature of the Applicant**

**Annexure- A V (a)**

Certificate from Bank/ Financial Institution

Certified that M/s ..... has been sanctioned Working Capital Loan by our Bank/ Financial Institution for setting up of an unit for manufacture of ..... Brief particulars of the Unit and their Loan Account are as under:

**(Rs. in lacs)**

1.	Date of Commencement of Operation of the Unit.	
2.	Total Project Cost	
3.	Details of Sanction of Working Capital Loan: a) Date of Sanction b) Amount Sanctioned	
4.	Amount of Working Capital loan disbursed	
5.	Rate of Interest charged on Working Capital Loan	
6.	Year/ Period for which interest paid by the unit	
7.	Amount of Interest paid	
8.	Whether Interest Dues have been fully paid by Unit	Yes/ No
9.	Amount of Claim of the unit for Reimbursement @4% interest rate	

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorized Official of Bank/ Financial Institution**



**Proforma- A VI**

Application Form for claiming Reimbursement of Standard Certification Charges/ Fees under the  
Tripura IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
<b>2.</b>	<b>Particulars of the Claim for Reimbursement</b>	
2.1	Name of the Product(s), for which Standard Certification obtained	
2.2	Name of the Institution(s), from which the Certification has been obtained	
2.3	No. and Date of the Certificate of standard certification. Please also enclose a copy of the Certificate.	
2.4	Details of fees/ charges paid/ other expenses incurred for obtaining the Certification. Please also enclose a copy of the documentary evidence for the payment, like Receipts, etc.	

2.5	Whether part or full reimbursement of the fees/ charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.6	<b>Amount claimed for reimbursement under Tripura IT Incentive Sscheme, 2017.</b>	
3.	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copy of Certificate of Standard Certification. c) Documentary Evidence like Receipts/ Vouchers etc. in respect of expenses incurred on Fees/ Charges/ other Expenses for obtaining Standard Certification.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- A VII**

Application Form for claiming Employment Cost Subsidy under the Tripura IT Incentive Scheme,  
2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.9	Whether the unit has made/ obtained necessary enrollment/ registration with the Regional Provident Fund Commission? If yes, please provide enrollment/ registration No. & date.	
<b>2.</b>	<b>Particulars of ESI and EPF contribution deposited by the Unit:</b>	

2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)										
2.2	Details of workers employed month-wise relevant to the claim period:	<table border="1"> <thead> <tr> <th>Month</th> <th>Semi Skilled (No.)</th> <th>Skilled (No.)</th> </tr> </thead> <tbody> <tr> <td colspan="3">If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Semi Skilled (No.)	Skilled (No.)	If required, separate sheet may be attached)					
Month	Semi Skilled (No.)	Skilled (No.)									
If required, separate sheet may be attached)											
2.3	<p><b>Amount of ESI and EPF Contribution paid:</b></p> <p>a) ESI</p> <p>b) EPF (Employer's Contribution)</p> <p><b>Total</b> (Also, please enclose a certificate from concerned EPF Authority regarding payment of contribution in the enclosed Annexure-I)</p>	<table border="1"> <tbody> <tr> <td>a) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td>b) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td colspan="3">(If required, a separate sheet may be attached)</td> </tr> </tbody> </table>	a) Month	Worker (No.)	Amt. paid	b) Month	Worker (No.)	Amt. paid	(If required, a separate sheet may be attached)		
a) Month	Worker (No.)	Amt. paid									
b) Month	Worker (No.)	Amt. paid									
(If required, a separate sheet may be attached)											
2.4	<p>Details of the Employment Cost Subsidy claimed:</p> <p>a) ESI</p> <p>b) EPF</p> <p><b>Total</b></p>										
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Eligibility Certificate</p> <p>b) Enrollment/ Registration Certificate from RPFC</p> <p>c) Certificate from the concerned Regional Provident Fund. Commission in Proforma given in Annexure- AVII(a)</p> <p>d) Certificate copies of Electronic Challan-Cum-Return (ECR). Members details with reference to ECR and Credit Confirmation Report.</p> <p>e) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>									

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure – A VII (a)**

Certificate from the Regional Provident Fund Commissioner, Agartala, Tripura

Certified that M/s.....

..... (Name & Address of the Unit), who have set up a unit for production/  
manufacture of ....., is a unit registered/ enrolled to deposit ESI and EPF  
contribution on account of employment people (Skilled and Semi-Skilled workers)

1.	<b>Details of Registration/ Enrollment</b> a) No. of Registration/ Enrollment  b) Date of Registration/ Enrollment	
2.	Year/ Period to which the ESI and EPF contribution payments relate	
3.	Whether payment towards EPF and ESI contribution made by the enterprise for 20 or more persons in every month during the reference period of claim. If not, please mention the month for which payment made for less than 20 persons.	
4.	Amount of ESI and EPF Contribution paid during reference period of claim:	a) ESI payment:  b) EPF payment:  <b>Total :</b>
5.	Amount of ESI and EPF contribution eligible for reimbursement/ subsidy under TITIS, 2017.	a) ESI payment:  b) EPF payment:  <b>Total :</b>
4.	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF contributions.	Yes/ No

Certified that the above information are correct to the best of my knowledge and belief.

**Signature with office seal of Authorised Official**

**Proforma- A VIII**

Application Form for claiming Reimbursement of fees paid for Credit Guarantee Trust Fund for Micro & Small Enterprises (CGTMSE) under Tripura IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) e. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
<b>2.</b>	<b>Particulars of the Claim for Reimbursement of CGTMSE</b>	
2.1	Name of the Financing Bank and Branch/ NBFC	
2.2	Amount of loan sanctioned	
2.3	Amount of loan disbursed	
2.4	Period of claim (yearly)	
2.5	Amount of one-time guarantee fees paid and the rate of payment	
2.6	Amount of service fees paid and the rate of payment	

2.7	<b>Amount claimed for reimbursement under Tripura IT Incentive Scheme, 2017. Please enclose a certificate from Bank/ NBFC in Annexure-I</b>	a) Guarantee fee: b) Service fee:  Total:
3.	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copy of Loan sanction letter c) Certificate from Bank/ NBFC in Annexure-AVIII(a)	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure- A VIII (a)**

Certificate from Bank/ Financial Institution

Certified that M/s ..... has been sanctioned Term Loan by our Bank/ Financial Institution for setting up of a unit for manufacture of ..... Credit guarantee coverage under CGTMSE has been availed on outstanding amount of loan. Brief particulars of the Unit, their Loan Account and the credit guarantee coverage availed are as under:

1.	Date of Commencement of Operation of the Unit.	
2.	Total Project Cost	
3.	Details of Sanction of Term Loan: a) Date of Sanction b) Amount Sanctioned	
4.	Amount of Term loan disbursed	
5.	One time guarantee fees paid to CGTMSE and the rate of payment	
6.	Year/ Period for which monthly service fees paid for coverage under CGTMSE	
7.	Amount of service fees paid to CGTMSE and the rate of payment	
9.	Amount of total claim (Guarantee fees and Service fees)	

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorized Official of Bank/ Financial Institution**



**Proforma- A IX**

Application Form for claiming Subsidy for participation in Fares and Exhibitions under the Tripura IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate.	
<b>2.</b>	<b>Particulars of Fares and Exhibitions attended</b>	
2.1	Name of the Fares/ Exhibition attended	
2.2	Indicate the location of the Fare/ Exhibition and the duration. Please enclose copy of proofs in regards to participating in Fares/ Exhibitions (Invitation letter for participation in Fares/ Exhibition and stall/ space allotment documents)	
2.3	Whether the Fare/ Exhibition has been attended for the purpose of exhibiting items or exhibition -cum-sale of goods.	
<b>3.</b>	<b>Particulars of the Claim for Reimbursement</b>	
3.1	Period for which Re-imburement Claimed	

3.2	Travelling expenses paid for one person in connection with attending the Fares/ Exhibition railway fares). In case railway connectivity not available then bus fare. Please enclose copies tickets for incurring travelling expenses.	
3.3	Freight charges paid for transporting goods (railway fares). In case railway connectivity not available then freight charges paid for carrying by lorry. Please enclose the bills/ invoice and money receipts for incurring freight charges.	
3.4	Total amount incurred for participation in Fares/ Exhibition	
4	<b>Calculation of Subsidy:</b>	
4.1	50% of the actual amount of expenditure (col. 3.4)	
4.2	Whether subsidy had been claimed earlier for participation in any fares/ exhibition during the reference year of the present claim. If yes, please mention the No. of fares and the amount of claim.	
4.3	Eligible amount of subsidy considering the upper ceiling of Rs. 50000/-per fare limiting to 2 Fares/ exhibition in a year.	
4.4	Whether subsidy for participating in the same fare/exhibition has already been taken through any Schemes of the Governments outside the TTIS, 2017	
4.5	Amount of subsidy finally considered eligible ( Col. 4.3 minus Col. 4.4)	
5.	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copies of Invitation letter for participation in Fares/ Exhibition and stall/ space allotment documents. c) Copies of journey tickets. d) Copies of Bills/ invoice and money receipts for incurring freight charges for carrying of goods.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

I/ We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

**Signature of the Applicant**

## Proforma- A X

Application Form for claiming Reimbursement of Stamp duty for the developers of IT/ ITeS Parks  
under the Tripura IT Incentive Scheme, 2017

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) e. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate.	
<b>2.</b>	<b>Particulars of the Claim for Reimbursement</b>	
2.1	Name of the IT/ ITeS Parks developed	
2.2	Indicate the location of the IT/ ITeS Parks. Whether IT/ITeS Parks is completed or ongoing. (Please enclose proof of IT/ITeS developed)	
2.3	Total amount paid for Stamp duty. (Please enclosed a copy of invoice/ receipts paid towards stamp duty to the sub registrar)	
<b>3</b>	<b>Calculation of Subsidy:</b>	
3.1	50% of the actual amount of stamp duty paid	

	(col. 2.3)	
<b>4.</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copies of proof of IT/ITeS developed c) Copies of Bills/ invoice and money receipts paid towards stamp duty to the sub registrar.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- A XI**

Application Form for claiming Incentive for Promoting Local Entrepreneurs in IT Services under the Tripura IT Incentive Scheme, 2017

1.	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please enclose a copy of eligibility certificate.	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution and type of loan (term loan, WC etc) may be indicated.	
3.	<b>Details of claim for Promoting Local Entrepreneurs in IT Services</b>	
3.1	<b>Subsidy under Other Schemes:</b> Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under any other Scheme of Central/ State Government/ Undertakings. If yes, name of the Scheme and the amount of such subsidy may please be indicated.	

3.2	<b>Details regarding Local Entrepreneurs in IT Services:</b> Please mention details regarding investment on BPO / ITeS in consortium with local entrepreneurs.	
3.3	Total amount invested in setting up BPO/ITeS	
3.4	Total Incentive claimed @ 5% of Col 3.3	
4.	<b>List of Documents/ Certificates required to be submitted:</b> <ol style="list-style-type: none"> <li>a) Eligibility certificate</li> <li>b) Certificate from Bank/ Financial Institution, in the Proforma in Annexure-AXI(a), in case the unit has taken loan from a Bank/Financial Institution.</li> <li>c) Details of Capital Investment for setting up BPO/ ITeS.</li> <li>d) Copy of the agreement signed with local partner.</li> </ol>	Enclosed/ Not Enclosed. Enclosed/ Not Applicable.  Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the applicant**

**Annexure- A XI (a)**

Certificate from Bank/ Financial Institution

Certified that M/s ..... has been sanctioned financial assistance by our Bank/ Financial Institution for setting up of BPO/ITES unit of ..... Brief particulars of the unit are as under:

(Rs. in lacs).

1.	Type of Industry, Products (with installed capacity).	
2.	Total Project Cost	
3.	Date of sanction of loan	
4.	Amount of loan sanctioned	
5.	Amount of loan disbursed so far	
6.	<b>Expenditure incurred</b> (as per assessment of Bank/ Financial Institution): a) IT equipment b) Land v) Building d) Non IT equipments (furniture, others etc.) e) Misc. Fixed Assets f) Prel. & Pre-operative Expenses g) Margin Money for Working Capital  <b>Total</b>	
7.	<b>Sources of Financing</b> (as per assessment of Bank/ Financial Institution): a) Term Loan b) Promoter's Contribution c) Other sources  <b>Total</b>	
8.	Whether the Project has been completed.	Yes/ No
9.	Whether the unit has started commercial production.	Yes/ No

**Signature of Authorized Official of Bank/ Financial Institution**

**Performa of applications for Claiming Special Incentives by IT Enterprises  
Continue to operate beyond 5 Years**

**Proforma- B I**

Application Form for obtaining Eligibility Certificate under Tripura IT Incentive Scheme, 2017 for  
units continue to operate beyond 5 years

**(Except in respect of (i) Procurement Preference and (ii) Exemption from Earnest Money and  
Security Deposits –for which there are separate Proforma)**

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name of the Companies/ Unit	
1.2	a)Address:	
	b) Corporate Office	
1.3	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Category of the IT Unit i.e. Micro, Small and Medium (MSME) or Large Enterprise	
<b>2.</b>	<b>Eligibility Particulars of the Unit</b>	
2.1	Whether the Unit has filed Udyog Aadhaar Memorandum and if so please enclose a copy of the acknowledgement.	
2.2	Date of Commencement of Operation of the Unit.	



2.3	Whether the unit has been continuing operation since the date of commencement of commercial production? If yes, the exact duration of continuing operation (in years, months and days).	
2.4	Whether the unit has undergone for substantial expansion by adding fixed capital investment not less than 25% of the original investment for capacity expansion / modernization / diversification? If yes, please indicate the date of starting commercial production after expansion.	
2.5	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.</p> <p>c) 2 Color pass-port size Photographs of the authorized signatory.</p> <p>d) Memorandum of Incorporation/ Association</p> <p>e) Copy of PAN CARD of the company.</p> <p>f) Copy of Bank Pass Book/ Bank Statement (Only pages containing the A/c No. and Address)</p> <p>g) Copy of certificate of incorporation.</p> <p>h) Copy of GST registration</p> <p>i) Copy of IT return (Only for established companies)</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information are true to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- B II**

Application Form for claiming IT Promotion Subsidy under the Tripura IT Incentive Scheme, 2017  
(Only for the units continued to operate beyond 5 years)

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	Whether the unit has obtained necessary GST Registration? If so please mention the Registration No. and also enclose a copy of the Certificate/ proof of Registration.	
1.9	Exact amount of eligible investments made in plant and machinery. Eligible investment shall be as per explanation given in TITIS, 2017. A certificate from registered Chartered Accountant as per proforma shall have to be submitted. (Certificate from Chartered Accountant is needed to be submitted with the first claim only).	
<b>2.</b>	<b>Particulars of GST on Sale of Finished Goods, deposited by the Unit:</b>	

2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Amount of State Goods and Services Taxes (SGST) deposited [Please enclose certified copy of the Proof of Payment of Taxes (Challan, Receipt, etc)]. [Also, please enclose Certificate from the concerned Tax Authority in the State regarding payment of Tax (SGST) in the enclosed Annexure-I.]	
2.3	Cumulative Amount of reimbursement of SGST sanctioned prior to the present claim (Amount shall include all reimbursement of SGST sanctioned and paid to the unit as subsidy since its establishment).	
2.4	Considering the Col.2.2 above, the amount of subsidy @25% of the tax paid	
2.5	Considering the aggregate upper ceiling of reimbursement which is equal to the actual amount of investment made in plant and machinery, the total amount for which the reimbursement is claimed now.	
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>f) Eligibility Certificate</p> <p>g) GST Registration Certificate</p> <p>h) Certificate from the concerned Tax Authority in the State regarding Payment of SGST in Proforma given in Annexure- B II (a).</p> <p>i) Certified copies of the Proof of Payment of Tax (Challan, Receipt etc).</p> <p>j) Copy of Audited Balance Sheet for last Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure – B II (a)**  
Certificate from State Tax Authorities

Certified that M/s.....

..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of ....., is a registered GST dealer. The brief particulars of their Account with us are as under:

**(Rs. in lacs)**

1.	No. and Date of GST Registration	
2.	Year/ Period to which the State Goods and Services Tax (SGST) Payment relates	
3.	Amount of SGST (Net of Input Tax) deposited:	
4.	Whether the unit is defaulting in respect of payment of any dues in respect of GST to Tax Authorities? If so, please give details.	Yes/ No

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorised Official of State Tax Authorities**

**Proforma- B III**

Application Form for claiming Partial Re-imbusement of Power Charges under the Tripura IT  
Incentive Scheme, 2017

(Only for the units continued to operate beyond 5 years)

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.8	No. of persons employed. Please enclose a copy of the statement regarding EPF and ESI contribution made to the office of RPFC.	
1.8	<b>Details of Power sanctioned:</b> a) Date of Sanction b) Sanctioned load c) Consumer ID No.  (Please enclose a copy of Power <b>Sanction Letter</b> )	

<b>2.</b>	<b>Particulars of the Claim for Re-imburement of Power Charges</b>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power Charges Paid during the Year/ Period. [Certified copy of Bill & Payment Receipt to be submitted. Also, a Certificate in Annexure-I from TSECL to be furnished.]	
2.3	Amount of Subsidy/ Re-imburement @ 15% of total power charges paid during the Period, as indicated in Para-2.2 above	
2.4	Cumulative Amount of Claim/ Sanction during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
2.5	Whether part or full reimbursement of the power charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.6	Claim for Re-imburement of Power Charges, considering the position in Para-2.4 and 2.5 above and the overall ceiling of Rs.6 lakhs per annum	
2.7	In case of claiming reimbursement of expenditures on installation of Multiple Tariff Meter for recording time of power consumption, please provide details (date of purchase, amount paid, amount claimed).Bill/ invoice, money receipt, transport documents shall have to be enclosed.	
<b>3.</b>	<b>List of Documents/ Certificates required to be submitted:</b> i) Eligibility Certificate. j) Copy of Power Sanction Letter from TSECL. k) Copy of Electricity Bill and Payment Receipt. l) Certificate from TSECL in Proforma in Annexure- BIII(a). m) Copy of Audited Balance Sheet for last completed Accounting Year. n) Bill/invoice, money receipt, transport documents for purchasing Multiple Tariff Meter shall be enclosed	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure- B III (a)**

Certificate from Tripura State Electricity Corporation Ltd. (TSECL)

Certified that M/s.....

..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of ....., have taken a power connection from TSECL. The brief particulars of their Account with us are as under:

**(Rs. in lacs)**

1.	<b>Details of Power sanctioned:</b> a) Date of Sanction b) Sanctioned load c) Consumer ID No.	
2.	Year/ Period to which the Electricity Bill(s) relate	
3.	Total Amount of the Bill(s)	
4.	Whether the Bills have been fully paid	Yes/ No
5.	Whether the unit is defaulting in respect of payment of any dues to TSECL	Yes/ No

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorised Official of TSECL with seal**

**Proforma- B IV**

Application Form for claiming Employment Cost Subsidy under the Tripura IT Incentive Scheme,  
2017

(Only for the units continued to operate beyond 5 years)

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Proprietor/ Unit (Sole Proprietorship / Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	
1.9	Whether the unit has made/ obtained necessary enrollment/ registration with the Regional Provident Fund Commission? If yes, please provide enrollment/ registration No. & date.	
<b>2.</b>	<b>Particulars of ESI and EPF contribution deposited by the Unit:</b>	



2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)										
2.2	Details of workers employed month-wise relevant to the claim period:	<table border="1"> <thead> <tr> <th>Month</th> <th>Semi Skilled (No.)</th> <th>Skilled (No.)</th> </tr> </thead> <tbody> <tr> <td colspan="3">If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Semi Skilled (No.)	Skilled (No.)	If required, separate sheet may be attached)					
Month	Semi Skilled (No.)	Skilled (No.)									
If required, separate sheet may be attached)											
2.3	<p><b>Amount of ESI and EPF Contribution paid:</b></p> <p>c) ESI</p> <p>d) EPF (Employer's Contribution)</p> <p><b>Total</b> (Also, please enclose a certificate from concerned EPF Authority regarding payment of contribution in the enclosed Annexure-I)</p>	<table border="1"> <tbody> <tr> <td>a) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td>b) Month</td> <td>Worker (No.)</td> <td>Amt. paid</td> </tr> <tr> <td colspan="3">(If required, a separate sheet may be attached)</td> </tr> </tbody> </table>	a) Month	Worker (No.)	Amt. paid	b) Month	Worker (No.)	Amt. paid	(If required, a separate sheet may be attached)		
a) Month	Worker (No.)	Amt. paid									
b) Month	Worker (No.)	Amt. paid									
(If required, a separate sheet may be attached)											
2.4	<p>Details of the Employment Cost Subsidy claimed while considering the upper ceiling of 50% of actual contribution paid.</p> <p>a) ESI</p> <p>b) EPF</p> <p><b>Total</b></p>										
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Eligibility Certificate</p> <p>b) Enrollment/ Registration Certificate from RPFC</p> <p>c) Certificate from the concerned Regional Provident Fund Commissioner in Proforma given in Annexure-I</p> <p>d) Certificate copies of Electronic Challan-Cum-Return (ECR). Members details with reference to ECR and Credit Confirmation Report.</p> <p>e) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>									

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure – B IV (a)**

Certificate from the Regional Provident Fund Commissioner, Agartala, Tripura

Certified that M/s.....

..... (Name & Address of the Unit), who have set up a unit for production/ manufacture of ....., is a unit registered/ enrolled to deposit ESI and EPF contribution on account of employment people (Skilled and Semi-Skilled workers)

1.	<b>Details of Registration/ Enrollment</b> a) No. of Registration/ Enrollment b) Date of Registration/ Enrollment	
2.	Year/ Period to which the ESI and EPF contribution payments relate	
3.	Whether payment towards EPF and ESI contribution made by the enterprise for 20 or more persons in every month during the reference period of claim. If not, please mention the month for which payment made for less than 20 persons.	
4.	Amount of ESI and EPF Contribution paid during reference period of claim:	a) ESI payment: b) EPF payment: <b>Total :</b>
5.	Amount of ESI and EPF contribution eligible for reimbursement/ subsidy under TIIPIS, 2017. (Eligible amount may please be worked out by excluding the month(s) for which payments made for less than 20 persons and limiting the amount to 50% of the contribution)	a) ESI payment: b) EPF payment: <b>Total :</b>
4.	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF contributions.	Yes/ No

Certified that the above information are correct to the best of my knowledge and belief.

**Signature with office seal of Authorized Official**

**Proforma- B V**

Application Form for claiming Wages Subsidy under the Tripura IT Incentive Scheme, 2017  
(Only for units which operated for more than 5 years)

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura IT Incentive Scheme, 2017, from the DIC concerned? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	In case the Unit has taken loan from any Bank or Financial Institution, Name of such Bank/ Financial Institution may be indicated.	

1.9	Whether the unit has made/ obtained necessary enrollment/ registration with the office of the Regional Provident Fund Commissioner? If yes, please provide enrollment/ registration No. & date.							
1.10	No. of persons employed as per the statement of ESI and EPF contribution paid to the Regional Provident Fund Commissioner.							
<b>2.</b>	<b>Particulars of Wages paid by the Unit:</b>							
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)							
2.2	Please mention the details of wages paid month-wise relevant to the claim period. (A copy of the wages statement submitted in connection with payment of EPF and ESI contribution to Provident Fund Commissioner may be enclosed).	<table border="1"> <thead> <tr> <th>Month</th> <th>Persons employed (Nos.)</th> <th>Wages Paid (Rs.)</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">(If required, separate sheet may be attached)</td> </tr> </tbody> </table>	Month	Persons employed (Nos.)	Wages Paid (Rs.)	(If required, separate sheet may be attached)		
Month	Persons employed (Nos.)	Wages Paid (Rs.)						
(If required, separate sheet may be attached)								
2.3	Amount of wages subsidy claimed @ 20% of the actual wages paid and considering the upper ceiling of Rs. 2.50 lakhs per annum.							
<b>3</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Enrollment/ Registration Certificate from RPFC c) Wages statement submitted in connection with payment of EPF and ESI contribution to Provident Fund Commissioner d) Copy of Audited Balance Sheet for last completed Accounting Year.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed						

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

## D. Certificate Formats

### 1. Eligibility Certificate under Tripura IT Incentive Scheme-2017 (Form- C I)



**Department of Industries & Commerce**  
Government of Tripura  
Agartala, Tripura West

Eligibility Certificate under Tripura IT Incentive Scheme-2017  
(Except in respect of Procurement Preference and Exemption from Earnest Money and Security Deposits)

**Eligibility Certificate No..... of .....**

This is to certify that .....is considered as eligible for getting incentives under Tripura IT Incentive Scheme-2017, subject to fulfillment of various terms and conditions laid down under the scheme. The particulars of the Company/ Unit are as under:

1. Location/ Address:
2. Name of Promoters:
3. Date of Commercial Production:
4. Udyog Aadhaar No:

This is a formal Eligibility Certificate for getting incentives under IT Incentive Scheme 2017. Eligible company/ unit will claim for incentives separately as per entitlement and this eligibility certificate cannot be produced to claim the incentive as the matter of right under the scheme.

Signature of issuing authority with seal

e. Procurement preference (Form- C II)



**Department of Industries & Commerce**

Government of Tripura

Agartala, Tripura West

Eligibility Certificate under Tripura IT Incentive Scheme-2017  
(In respect of Procurement Preference only)

**Eligibility Certificate No..... of .....**

This is to certify that ..... is considered as eligible for getting procurement preference under Tripura IT Incentive Scheme-2017, subject to fulfillment of various terms and conditions laid down under the scheme. The particulars of the Company/ Unit are as under:

1. Location/ Address:
2. Name of Promoters:
3. Date of Commercial Production:
4. Udyog Aadhaar No:

This is issued as per the provision of the Tripura IT Incentive Scheme-2017 vide point-9.

Signature of issuing authority with seal



**Department of Industries & Commerce**

Government of Tripura

Agartala, Tripura West

Eligibility Certificate under Tripura IT Incentive Scheme-2017  
(In respect of Exemption from Earnest Money & Security Deposits)

**Eligibility Certificate No..... of .....**

This is to certify that ..... is considered as eligible for getting exemption from Earnest Money Deposit and Security Deposits under Tripura IT Incentive Scheme-2017, subject to fulfillment of various terms and conditions laid down under the scheme. The particulars of the Company/ Unit are as under:

1. Location/ Address:
2. Name of Promoters:
3. Date of Commercial Production:
4. Udyog Aadhaar No:

This is issued as per the provision of the Tripura IT Incentive Scheme-2017 vide point no-16.

Signature of issuing authority with seal

g. Eligibility Certificate beyond 5 years (Form- C V)



**Department of Industries & Commerce**  
Government of Tripura  
Agartala, Tripura West

Eligibility Certificate under Tripura IT Incentive Scheme-2017  
(Only for the units continue to operate beyond 5 years)

**Eligibility Certificate No..... of .....**

This is to certify that ..... is considered as eligible for getting incentives under Tripura IT Incentive Scheme-2017 (beyond 5 years of operation), subject to fulfillment of various terms and conditions laid down under the scheme. The particulars of the Company/ Unit are as under:

1. Location/ Address:
2. Name of Promoters:
3. Date of Completion of 5 years of operation:
4. Udyog Aadhaar No:

This is issued as per the provision of Tripura IT Incentive Scheme-2017 vide Point No.- 21.

Signature of issuing authority with seal