



SPICES BOARD
Ministry of Commerce & Industry
Government of India
Sugandha Bhavan
COCHIN 682 025

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Export Development & Promotion of Spices –“Infrastructure Development”

Application for availing financial assistance for the following
(Please tick✓)

- a) Adoption of Hi-tech Processes ☐ b) Technology/Process upgradation ☐
c) Setting up of in-house QC Labs ☐ d) Quality Certification/accreditation/ Validation/training ☐

PART I (GENERAL INFORMATION)

1.	Name of the Exporter	
2.	Full address with contact details	 PIN: Tel (with STD Code) : Fax (with STD Code) Email ID : Contact person:
3.	Location and address of Manufacturing Unit/s	 Tel (with STD Code) : Fax (with STD Code) Email ID :
4	Certificate of Registration as Exporter of spices from Board	No. Date Valid up to:

5	Category of exporter	Manufacturer exporter/Unit in NE region/Unit in hill/difficult area/organic farmer/cooperative society/producer companies/government promoted organization		
6.	Details required for E-transfer of Grant:			
	a) Name of the Bank			
	b) Name of the Branch			
	c) Nature of Account			
	d) Account Number			
	e) IFS Code Number			
7.	Major items of exports			
8	Spices exports during the last 3 years	<u>Year</u>	<u>Quantity(MT)</u>	<u>Value (Rs. Lakhs)</u>
9	Details of Assistance already availed from Spices Board under various schemes during XI plan period, if any.	<u>Scheme</u>	<u>Year</u>	<u>Amount (Rs. lakhs)</u>
10	Details of investments already made	Land : Rs. Building :Rs. Machinery :Rs. Quality testing facilities :Rs Quality Certification :Rs. Others (Specify) : Rs. TOTAL : Rs.		

PART - II (For Adoption of Hi-Tech and Technology/Process Upgradation)

1	Describe the activities proposed to be undertaken and its main functions.	
2	Describe the details of the equipments proposed to be installed and integrated with the existing equipments or function separately (details with flow chart and other documents mentioned in the guidelines, shall be annexed separately).	
3	Whether machinery/technology are to be imported or procured from indigenous source	
4	Project cost (Rs. in lakhs)	Consultancy : Rs. Cost of Machineries :Rs. Land & Building :Rs. Others : Rs TOTAL : Rs.
5	Source of Finance	
6	Annual production capacity of the finished product	Existing unit : MT per day After Completion of the project : MT per day
7	Indicate how this project will support your export efforts (if required additional sheet may be used)	
8	Expected date of completion of the project	
9	Estimated exports during the next five years after completion of the project	<u>Year</u> <u>Quantity(MT)</u> <u>Value (Rs. Lakhs)</u>

PART - III (For setting up/upgradation of QC Lab)

1	Location & address of the laboratory											
2	Justification for setting up lab/nature of up-gradation proposed											
3	In the case of existing lab, please specify whether the proposed expansion will be integrated with the existing lab or would function separately. (Details of tests, analysis may be provided)											
4	Whether lab equipments are to be imported or procured indigenously											
5	Name, Designation & educational qualifications of the laboratory in-charge and his/her date of joining the organization	Name: Qualification: Designation Total period of experience: Date of joining in the firm:										
6	Project cost (Rs. Lakhs)	<table> <tr> <td>Consultancy</td> <td>Rs.</td> </tr> <tr> <td>Cost of equipments/glassware etc.</td> <td>Rs.</td> </tr> <tr> <td>Cost of technical civil works</td> <td>Rs.</td> </tr> <tr> <td>Others</td> <td>Rs.</td> </tr> <tr> <td>Total</td> <td>Rs.</td> </tr> </table>	Consultancy	Rs.	Cost of equipments/glassware etc.	Rs.	Cost of technical civil works	Rs.	Others	Rs.	Total	Rs.
Consultancy	Rs.											
Cost of equipments/glassware etc.	Rs.											
Cost of technical civil works	Rs.											
Others	Rs.											
Total	Rs.											
7	Source of Finance											
8	Anticipated date of completion of the project											

**PART - IV- (FOR QUALITY CERTIFICATION / ACCREDITATION/
VALIDATION OF SAMPLES / TRAINING)**

1	Activity for which assistance is sought for	
2	Justification for the activity for which assistance is sought for	
3	Provide details as applicable: (a) Certifying agency with full address	
	(b) Name & address of the lab to which the sample is sent for validation.	
	(c) Name & address of organization where the lab personnel is sent for training	
4.	Name, Designation & educational qualifications of the laboratory in-charge and his/her date of joining the organization	Name: Qualification: Designation Total period of experience: Date of joining in the firm:
5.	Name and address of consultants, if any.	
6	Cost of the activity (as per Sl.No. 3) with break-up of expenditure.	
7	Source of Finance	
8	Anticipated date of completion of the activity for which assistance is sought for	

DECLARATION

I / We hereby declare that the above details are true and correct to the best of my/ our knowledge and belief. I / We hereby declare that I /We have carefully gone through the scheme **for Grant-in-aid for Adoption of Hi-Tech / Technology & Process Upgradation in Spice Processing / Setting up of In-house QC Labs / Quality Certification /Accreditation/ Training** which ever is applicable and agree to abide by all the terms and conditions contained therein and subsequent changes, if any. I/We hereby agree to complete the project work within the stipulated time after getting the approval from the Board. I/We shall also undertake to fulfill export obligations as required under the scheme and to provide necessary Bank Guarantee for the required amount for a period till we fulfill the export obligation to enable the Board to realize the amount granted under this application in case I/we fail to fulfill the export obligation or violate any of the conditions of the scheme. I/We fully understand that if the information furnished above is found to be false, at any time, the Board reserves the right to take appropriate legal action against us and also debar us from availing any assistance from the Board in future. If found guilty, I/We undertake to repay to the Spices Board the entire amount of assistance received from it in pursuance of this application, with interest at such rate as fixed by the Spices Board upon demand.

Place: Signature :

Date Name & Designation of :
the authorized signatory :

CHECK LIST

(FOR AVAILING ASSISTANCE UNDER ADOPTION OF HI-TECH IN SPICE PROCESSING/TECHNOLOGY UPGRADATION)

While applying for financial assistance under the above two schemes, please ensure that:

- a) The application is filled-in block letters in all columns, and signed by the authorized representative of the firm.
 - b) The application and the project report are given in duplicate.
 - c) The project report covers the details of technology to be adopted, cost involved, consultancy charges, if any, list of machinery indicating cost and supplier details, cost of electrical installation, flow chart of the process taking place in the unit, means of finance, etc.
 - d) The project report should specify the quality standards of the output.
 - e) The project is appraised by a Chartered Engineer /financing institution / other competent technical organization (Except setting up in-house labs and quality certification)
 - f) All quotations for purchase of plant & machinery, electrical installations are furnished. (Except setting up in-house labs and quality certification)
 - g) The lay out of the unit is attached, with supporting documents for the legal occupant of the place. (Except setting up in-house labs and quality certification)
 - h) The list of existing machineries is provided in case of existing unit.
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