

**Ministry of Micro, Small and Medium  
Enterprises, Govt. of India**

**Scheme guidelines**

**Reimbursement of membership fee  
charged by various Export Promotion  
Councils (EPCs) for SC/ST MSEs**

**under**

**National SC-ST Hub**

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## 1. Introduction

The Micro, Small and Medium Enterprises (MSME) sector occupies a position of strategic importance in Indian economy. Currently, there are over 6.3 crore MSMEs across various industries that employs more than 111 million persons and produces more than 8,000 products. Comprehending the significance of the sector vis – a – vis lending numbers to the job market, contribution to GDP etc., the development of the sector is significant.

Over the years, the Govt. has taken several initiatives in the form of various policies and programmes to promote the sector. However, to further augment these initiatives and encourage MSMEs to participate in public procurement process, **focus needs to be given on enriching the marketing capabilities and competitiveness of these enterprises.**

MSEs in India have not been able to realize their potential when it comes to integrating in the global value chains. One of the reasons for this is their lack of exposure to international best practices. This issue aggravates even more for **Scheduled Caste (SC) or Scheduled Tribe (ST) MSEs** vis-à-vis MSEs, considering they have access to relatively fewer financial resources and relevant knowhow,

Therefore, this scheme for reimbursement of membership fee charged by various **Export Promotion Councils (EPC)** has been introduced exclusively for SC/ST entrepreneurs, as these councils play a big role in giving necessary exposure Indian MSMEs in terms of current market trends, innovative products, requirement of large buyers etc. through range of promotional activities conducted at national as well as international level.

## 2. National SC-ST Hub (NSSH)

The **National SC-ST Hub (NSSH)**, set up under the aegis of Ministry of Micro, Small and Medium Enterprises, seeks to offer financial assistance against the membership fee charged by various Export Promotion Councils (EPCs), exclusively for SC-ST micro and small enterprises (MSEs).

While, the overall objective for offering this assistance is to achieve the procurement target of 4% set aside for SC-ST MSEs under the public procurement policy, some of the basic objectives are to:

- i) Enhance marketing capabilities and competitiveness of SC-ST MSEs
- ii) Update these enterprises about the prevalent global market scenario
- iii) Showcase their competencies
- iv) Provide a platform for interaction with large institutional buyers

The National Small Industries Corporation Ltd. (NSIC) is the nodal agency for implementation of the scheme.

## 3. Reimbursement of annual membership fee

The assistance under this scheme will be released from NSSH funds and would be limited to **50% or Rs. 20,000 (excluding GST and all other applicable taxes), whichever is less, per financial year to an SC/ST MSE**, on annual membership subscription fee **(excluding entrance fee)** charged by various Export Promotion Councils (EPC), only after

submission of attested copy of **valid Registration Cum Membership Certificate (RCMC)** issued by the respective Export Promotion Council (EPC) post registration and other documents as listed in the guideline.

Membership of multiple EPCs is allowed within the overall capped amount of Rs. 20,000/- per enterprise in a financial year.

The scheme can be availed multiple times in a financial year by SC/ST MSEs but the financial assistance shall be restricted to the ceiling mentioned.

Please note that the reimbursement shall be allowed subject to production of valid documents as mentioned in **Annexure- 1**.

**The reimbursements shall only be made for membership subscription fee paid post 14<sup>th</sup> November, 2018, provided all other criteria are met.**

#### **4. Eligibility Criteria/ beneficiaries**

**Availing membership:** All eligible SC-ST MSEs can avail/ renew membership (new as well as existing) of any Export Promotion Council (EPC) under the scheme upon submission of relevant documents identified below.

The following definition is applicable for recognizing the SC or ST MSEs:

- In case of proprietorship firm, the proprietor should be from SC or ST category
- In case of partnership firm, the SC or ST partners should be holding at least 51% shares in the unit
- In case of private limited companies, at least 51% shares should be held by SC/ST promoters

Only **SC/ST MSEs** having **Udyog Aadhaar Memorandum (UAM)**, registration under **Goods and Services Tax (GST)**, **PAN** number and **valid Import-Export Code (IEC)** are eligible to avail the scheme, provided they meet all conditions and qualifications as laid by respective council for becoming a member. It is apt to mention that where unit has not provided GST number, self-declaration for the same with reasons thereof shall be provided by the unit.

#### **5. Export Promotion Council (EPC) Criteria**

Export Promotion Councils (EPCs) which are under the administrative control of Department of Commerce, Ministry of Commerce & Industries, Government of India(<http://commerce.gov.in> ) are covered in the scheme.

#### **6. Process Flow**

The scheme is envisioned to be implemented through a workflow enabled online portal. Till the time the online portal is operational, the scheme will be implemented offline as per the following process.

- a) **Submission of claims:** On receipt of **Registration cum Membership Certificate (RCMC)** issued by the respective Export Promotion Council (EPC), the applicant can approach local/nearest NSSH office for claiming their reimbursement(s) with duly filled prescribed application form along with all documents. Full set of application forms along with the list of supporting documents required can be collected from the nearest NSSH Office (NSSHO) or [www.scsthub.in](http://www.scsthub.in).
- b) **Due Diligence by NSSHO:** In-depth evaluation of the application in terms of documentation would be conducted by respective officer at NSSHO. In case of any discrepancy (fake or incomplete documents), clarification would be sought from applicant/EPCs appropriately. Applications with incomplete documents shall not be accepted at all.
- c) **Submission of documents to NSSH Cell at NSIC head office:** Post evaluation by NSSHO, proposals of all applicants in prescriber format (Annexure) duly signed by the NSSHO and Accounts Head, will be submitted to NSSH Cell at NSIC head office for approval.
- d) **Final approval on reimbursement:** Based on the evaluation conducted by NSSHO, the consolidated proposal shall be put up by NSSH Cell at NSIC head office, to the **Screening Committee** headed by Director (P&M)-NSIC and having officials from Ministry of MSME, NSSH Cell and Finance Division of NSIC as members, for consideration. The screening committee will consider the proposals received in line with the eligibility and other criteria laid down in the guidelines. The Committee shall also review the overall progress of the scheme and its implementation on monthly basis and may suggest amendments in the guidelines and any other aspects of the Scheme for better implementation. The proposals duly recommended by the Screening Committee, shall be put up to the CMD-NSIC, for approval.
- e) **Mode of Payment:** The reimbursement amount would be transferred to the applicant's bank account, where the fees charged/ debited by the EPCs, directly through **Public Financial Management System (PFMS)** by the respective NSSHO/ NSSH Cell.
- f) **Timeline for submission of claims:** Applicant can submit their claims within **45 days** from the receipt of **Registration cum Membership Certificate (RCMC)** issued by the respective Export Promotion Council (EPC). Once, the claim is submitted, the NSSH Office will conduct due diligence and accordingly, reimbursements will be made to each applicant by NSSH Office **within 45 days from the receipt of application form subject to submission of all required documents.**
- g) Clubbing this scheme with any other scheme is not permitted. Any SC-ST MSE availing reimbursement under this scheme can not avail reimbursement for membership of EPCs, from any other scheme of government or private agencies.

- h) Mere submission of the application form and documents does not guarantee the reimbursement under this scheme as the claim is subject to scrutiny, approval and availability of funds.
- i) In case, of any further queries or information regarding the procedural aspect, SC/ST MSEs may contact **NSSH cell** at NSIC Bhawan, Head Office, Okhla Industrial Estate, New Delhi, India at +91-011-26926275, 26926370 or may drop an email at [nsshsupport@nsic.co.in](mailto:nsshsupport@nsic.co.in)

## **7. Duration of Scheme**

The scheme is valid till the existence of National SC/ST Hub (NSSH) Scheme or until further orders/guidelines of Ministry of MSME, whichever is applicable. Further, these guidelines are subject to revisions and amendments issued from time to time.

## **8. Formats**

**Annexure 1: Application form**

**Annexure 2: Feedback Form**

**Annexure 3: For internal purpose only**

*a. Guidelines for evaluation to be used by NSSHO*

*b. NSSH Head Office Summary Form*

*c. Application Summary Form*

*d. Monitoring Mechanism and Reporting Matrix*

**APPLICATION FORM FOR CLAIMING REIMBURSEMENT OF ANNUAL MEMBERSHIP FEE OF  
EPC PAID BY SC-ST OWNED MICRO AND SMALL ENTERPRISE (MSEs)**

<b>For internal use by NSSHO</b>
Application number.....
Date of application received by NSSHO.....

**The following details are to be filled by the applicant**

**1. Enterprise Details**

Enterprise Details			
Unit Name			
Date of Incorporation			
UAM Number			
Office Address			
District			
Pin Code			
Telephone Number			
Email ID			
Category (Micro/ Small)			
Name of Promoter (s)			
Gender (Male/ Female/ Other)			
Social Category of Promoter (SC/ST)			
GST Number			
PAN Card No.			
Cost of Investment in Plant & Machinery or equipment's (In Rs.)			
Annual turnover in previous three financial years (In Rs)			
Range of Products manufactured or serviced	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Import – Export Code (IEC) Number			

## 2. Export Promotion Council (EPC) and Membership Fee details

For new memberships							
Name of Council(s) from where the memberships have been availed	Contact details of Export Promotion Councils (EPCs)			Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs)	Total Amount Paid before GST (In Rs)	Total Amount Paid after GST (In Rs)
	Location	Address	Ph. No.				
1.....							
2.....							
3.....							

For renewal of memberships								
Name of Council(s) for which membership has been renewed	Registration Cum Membership Certificate Number (RCMC) issued previously	Contact details of Export Promotion Councils (EPCs)			Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs), in case charged	Total Amount Paid before GST (In Rs)	Total Amount Paid after GST (In Rs)
		Location	Address	Ph. No.				
1.....								
2.....								
3.....								



3. In case, the applicant has availed reimbursement under this scheme before, please mention the following details:

New Memberships <u>availed previously</u> under this Scheme						
Application ID No.....						
Name of Council(s) for which membership have been availed	Registration Cum Membership Certificate Number (RCMC) issued previously	Date of availment	Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs)	Total Amount Paid before GST (In Rs)	Total Amount Reimbursed under the Scheme(In Rs)
1.....						
2.....						
3.....						

***\*Please attach the proof of amount transferred as reimbursement by NSSHO/ NSIC through PFMS under the scheme***

Memberships <u>renewed previously</u> under this Scheme						
Application ID No.....						
Name of Council(s) for which membership have been availed	Registration Cum Membership Certificate Number (RCMC) issued previously	Date of availment	Annual Subscription Fee Paid (In Rs)	Entrance Fee Paid (In Rs), if any	Total Amount Paid before GST (In Rs)	Total Amount Reimbursed under the Scheme (In Rs)
1.....						
2.....						
3.....						
4.....						

***\*Please attach the proof of amount transferred as reimbursement by NSSHO/ NSIC through PFMS under the scheme***

**4. List of documents to be enclosed with the application form**

#	List of Documents	Page No.
1	Self-certified copy of UAM	
2	Self-certified copy GST Number	
3	Self-certified copy PAN card - In case of proprietorship, PAN card of SC/ST proprietor ought to be submitted	
4	Self-certified copy of Caste certificate of proprietor/ all partners/ directors	
5	Details of shareholding in case of partnership / Pvt. Ltd / LLP firm. In case of partnership concerns, shareholding of the enterprise would be required to ascertain status of the MSE as SC/ST MSE (shareholding of SC/ST entrepreneur to be > 51%). Attested copy of Partnership Deed for Partnership Firm / Memorandum and Article of Association in case of LLP/Private Limited Company are required	
6	Attested copy of <b>Certificate of valid Import &amp; Export Code (IEC)</b> allotted by the concerned office of the Joint/ Dy. Director General of Foreign Trade (DGFT)	
7	Attested copy of <b>valid Registration Cum Membership Certificate (RCMC)</b> issued by the respective Export Promotion Council (EPC) post registration	
8	Original/ Attested copy of <b>Registration Cum Membership Certificate (RCMC)</b> issued earlier by the respective EPC, <u>in case of existing members renewing their memberships</u>	
9	Proof of transferred amount as reimbursement by NSSHO/ NSIC through PFMS under the scheme, where any such assistance is availed earlier with in the same financial year	
10	Attested (signature with stamp) or original copy of <b>membership fee payment receipt and system generated GST invoice</b> ( <u>with breakup of fees paid</u> (entrance fee, annual membership/subscription fee)) for total amount paid to respective Export Promotion Councils (EPCs)	
11	Cancelled Cheque of the current account of the enterprise from which the EPC membership fee has been debited	

I ....., declare that all details given by me are true and correct. I confirm that I have not availed any reimbursement/subsidy or financial assistance of any kind, in the current financial year, w.r.t reimbursement of membership of Export Promotion Council. I further undertake that I am not listed as defaulter by any of the Government Dept./ Private agencies. I also agree that I will refund the claimed amount in total, in case any discrepancies/ any of the above information/data provided by me found to be false/incorrect/ misleading.

Date

Signature of Applicant  
(Proprietor/ Partners/ Directors only)

Place

Name of Applicant

**FEEDBACK FORM**  
**SCHEME FOR REIMBURSEMENT OF MEMEBERSHIP FEE OF EXPORT PROMOTION**  
**COUNCILS (EPCs)**  
**(TO BE FILLED BY APPLICANT)**

**A.** Did you find the reimbursement scheme useful?

Yes/ No

**B.** Please rate the scheme process mechanism

- Excellent
- Good
- Average
- Poor
- Very Poor

**C.** Would you recommend this reimbursement scheme to others?

Yes / No

**D.** Was the application process easy?

Yes/ No

**E.** Was your interaction with NSSHO satisfactory?

Yes/ No

**F.** Did you face any challenges in the application process?

Yes/ No

**G.** If yes, please mention the challenges.....

**H.** What further support do you need from National SC ST Hub?.....

1.....

2.....

3.....

4.....

**I.** Were you informed of other initiatives under the National SC ST Hub during your interaction with NSSH Officials? Yes/ No

Date

Signature of Applicant  
**(Proprietor/ Partners/ Directors only)**

Place

Name of Applicant