

**APPLICATION FORM FOR CLAIMING REIMBURSEMENT ON MEMBERSHIP IN GOVERNMENT PROMOTED E-COMMERCE PORTALS OBTAINED BY SC-ST MICRO AND SMALL ENTERPRISES FOR PARTICIPATION IN GOVERNMENT TENDERS UNDER NATIONAL SC-ST HUB (NSSH) SCHEME**

**(NOT APPLICABLE FOR MSME MART)**

For internal use by NSSHO

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 ( <i>obtaining benefits under this scheme</i> )	
Date of Incorporation	
Type of the Entity ( <i>Proprietorship/ Partnership/Private Limited</i> )	
UAM/Udyam Registration Number	
GST Number	
Office Address	
District	
Pin Code	
Telephone Number	
Email ID	
Category (Micro/ Small)	
Name of Promoter (s)	
Social Category of Promoter (SC/ST)	
Gender (Male/ Female/ Other)	
PAN Card No.	
Name of the government promoted <b>e-commerce portal</b> for which reimbursement is to be obtained	
Membership/Subscription/Registration/Renewal/ Upgradation certificate number as issued by the said e-commerce portal	
Please specify if Membership/Subscription/ Registration/Renewal/ Upgradation certificate issued are QR code enabled (Yes/No)	
Have you availed reimbursements previously under this Scheme (Yes/No)	
Have you availed caution money under GeM (Govt e-marketplace portal) (Yes/No)	

Please specify if the reimbursement is sought on <b>Membership Fee/Subscription Fee/Renewals/Upgradation</b>			
Annual turnover in previous three financial years (In Rs) (if applicable)			
Range of Products manufactured or serviced	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>		
Do you have unique PFMS ID (Yes/No)			

**2. Information for obtaining the reimbursements under the government promoted e-commerce portals.**  
(Please provide information with respect to all the government promoted e-commerce portals for which reimbursement is requested, in case more than one, in the additional sheets in the same format)

Details required for obtaining reimbursements under this Scheme									
Application ID No.....									
Name of the govt promoted e-commerce portals under which reimbursement is requested	Contact details of such e-commerce portal			Details for which reimbursement is requested: <b>Membership/Subscription/Renewal/Upgradation Fees</b>	Validity of the Membership /Subscription/ Renewal/Upgradation as mentioned on the certificate	The annual membership/ subscription/ renewal/upgradation fees paid (in Rs)	Total Amount Paid before GST (In Rs)	Total Amount Paid after GST (In Rs)	Total amount requested for reimbursement under this scheme (In Rs)
	Location	Address	Tel No.						
1.....									
2.....									
3.....									

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

Details of reimbursements availed previously under this Scheme									
Application ID No.....									
Name of the govt promoted e-commerce portals under which reimbursement has been obtained	Contact details of the said e-commerce portal			Details for which reimbursement is requested: <b>Membership /Subscription /Renewal/ Upgradation Fees</b>	Validity of Membership Fee/Subscription Renewal/ Upgradation as mentioned on the certificate	The membership/subscription/renewal/upgradation fees paid (in Rs)	Total Amount Paid before GST (In Rs)	Total Amount Paid after GST (in Rs)	The total amount reimbursed under this scheme (in Rs)
	Location	Address	Tel No.						
1.....									
2.....									
3.....									

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

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

S. No.	List of Documents	Page No.
1	Self-certified copy of UAM/Udyam Registration & GST	
2	Self-certified copy of PAN card- In case of proprietorship, PAN card of SC/ST proprietor ought to be submitted	
3	Incorporation Certificate	
4	Audited and CA certified annual turnover for the last three financial years (as and where applicable)	
5	Copy of Caste Certificate of all promoters	
6	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%). Copy of Partnership Deed for Partnership Firm / Memorandum and Article of Association in case of LLP/Private Limited Company are required	
7	Attested copy of valid membership/registration certificate issued from e-commerce portal along with the copy of receipt of amount paid for membership	
8	Self-Attested declaration stating the name and type (Proprietorship/ Partnership/Private Limited) of the Enterprise obtaining the benefit of this reimbursement scheme	
9	Cancelled Cheque of the current account of the enterprise from which the EPC membership fee has been debited	
10	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	

I/We ....., declare that all details given by me are true. I confirm that I have not availed any sponsorship/reimbursement/subsidy or financial assistance of any kind, in the current financial year, regarding reimbursement on membership/subscription/renewal/upgradation in the government promoted e-commerce portals from any other Central/State/UT Government scheme. I am seeking reimbursement under this scheme of NSSH. 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 incorrect/ mislead.

Date

Signature of Applicant  
(Proprietor/ partners/ directors only)

Place

Name of Applicant

**FEEDBACK FORM  
REIMBURSEMENT OF MEMBERSHIP IN GOVERNMENT PROMOTED E-  
COMMERCE PORTALS (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