Government of Rajasthan
Department of Industries & Commerce

Operational Guidelines for
Rajasthan Export Promotion Policy 2024

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Government of Rajasthan
Industries and Commerce (Group-1) Department

No. **Jaipur, Date:**

Rajasthan Export Promotion Policy 2024
Operational Guidelines

State Government is pleased to issue the Operational Guidelines for effective implementation of the Rajasthan Export Promotion Policy 2024 in the state.

This policy underscores the Government's commitment to boost exports and foster an environment where enterprises from the State can access global markets and ensuring inclusive economic growth across Rajasthan.

The Rajasthan Export Promotion Policy 2024 has been notified vide no. F.No. 30(1)Industries/I/2024 dated 08.12.2024.

As per the provisions of the notified Rajasthan Export Promotion Policy 2024, the following scheme guidelines are attached herewith. This bears approval of the Competent Authority.

(Mahipal Kumar)
Deputy Secretary to Government

File no.F31()/CI/IE/export promotion policy Guideline/2024-25-00632-6692788 Jaipur Dat:

Copy to:

1. Additional Chief Secretary, Hon'ble Chief Minister, Rajasthan, Jaipur.
2. Special Assistant, Hon'ble Industries & Commerce Minister, Rajasthan, Jaipur.
3. Personal Secretary to Chief Secretary, Rajasthan, Jaipur.
4. Additional Chief Secretary, Finance Department, Rajasthan, Jaipur.
5. Principal Secretary, Industries & Commerce Department, Rajasthan, Jaipur.
6. Principal Secretary, Planning Department, Rajasthan, Jaipur.
7. Chairman, Rajasthan Export Promotion Council (REPC), Rajasthan, Jaipur.
8. Commissioner, Industries & Commerce Department, Rajasthan, Jaipur.
9. Commissioner, Information & Public Relations Department, Rajasthan, Jaipur.
10. Divisional Commissioners (All) Rajasthan.
11. District Collectors (All) Rajasthan.
12. CEO, Rajasthan Export Promotion Council (REPC), Rajasthan, Jaipur.
13. Financial Advisor, Industries & Commerce Department.
14. General Manager, District Industries & Commerce Centres, All, Rajasthan.
15. Guard File

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Rajasthan Export Promotion Policy 2024
Operational Guidelines

1. Introduction:

To boost exports and foster an environment where enterprises from the State can access global markets, the Govt. of Rajasthan has introduced the Rajasthan Export Promotion Policy 2024.

2. Operative Period & Interpretation:

The Rajasthan Export Promotion Policy 2024 shall come into effect from the date of notification and shall remain in force up to 31, March 2029. In case of any doubt regarding interpretation of any provision of these guidelines, the decision of the SLTFC shall be deemed final.

3. **Applicability of the Schemes**: The Schemes shall be applicable to the following categories of exporters, unless mentioned otherwise in the guidelines:
    a. Manufacturer Exporter
    b. Service Oriented Exporter
    c. Merchant Exporter

4. **Eligibility for Application under the Schemes**: Following eligibility criteria shall be met, to avail benefits under this Policy:
    a. Applicant shall be a member of Rajasthan Export Promotion Council (REPC) before the time of application.
    b. Applicant Unit must be Operating in Rajasthan.
    c. Exporter should possess IEC code (Importer-Exporter Code) and RCMC with concerned Export Promotion Council (EPC)/Board/Authority.

5. Implementing Agency:

The Rajasthan Export Promotion Council (REPC) shall be the implementing agency for Rajasthan Export Promotion Policy 2024. The Office of Commissioner, Industries & Commerce, Jaipur shall also implement some components through District Industries & Commerce Centres (DICCs) as mentioned in these guidelines. The Competent Authority for Office of Commissioner, Industries & Commerce, Jaipur shall be Commissioner, Industries & Commerce, for DICCs shall be General Manager, DICC and in case of REPC, the Competent Authority shall be Chief Executive Officer of REPC.

6. Benefits to Exporting Enterprises:

6.1 Capacity Building: To be implemented by Office of Commissioner, Industries & Commerce.

a. **"Mukhyamantri Niryat Vridhi Abhiyan"** – An export promotion campaign "Mukhyamantri Niryat Vridhi Abhiyan" will be launched throughout the State. This

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campaign will be carried out through engaging competent agencies/ DICCs etc. The one-day programme under this campaign shall be organized @ Rs. 75000/- per Seminar/Workshop, decided as per availability of the budget.

b. **Export Procedures and Documentation Trainings:** At least 25 such training programs with a batch size of at least 25 participants will be conducted each year. This two-day training programme shall be organized within the budget of Rs. 2500/- per participant/day. The training programmes shall be conducted through engaging competent agencies/ DICCs etc. Collaboration with Indian Institute of Foreign Trade (IIFT)/ Director General of Foreign Trade (DGFT) or other relevant institutions will be sought.

c. **Trainings Programme on Quality, Standards and Certifications in Exports:** At least 25 such training programs with a batch size of at least 25 will be conducted each year. This two-day training programme shall be organized @ Rs. 2500/- per participant/day. Collaboration with national testing and quality certification agencies such as BIS/ FSSAI/ ISO/ Indian Institute of Packaging / Council of Scientific & Industrial Research (CSIR)/ IIT or other agencies will be sought.

d. **Design Repository for Handicraft Exporters**: To build a repository of readily available tailor-made designs for handicraft industry, collaboration with national level institutions such as NIFT/FDDI Jodhpur, Indian Institute of Crafts & Design at Jaipur, or other agencies shall be done. The Handicraft industry will be supported in creation of export quality designs. A competent agency shall be engaged to implement this provision as per availability of budget.

6.2 Reimbursement on Export Documentation, Quality & Management Certification, Quality Testing, and Internation Trade Regulation Compliance Cost: To be implemented by Office of Commissioner, Industries & Commerce through respective DICCs.

a. Subsidy of 50% of Expense, subject to Maximum of INR 5 Lakh /Unit/Annum, to cover the cost associated with export documentation, including quality and management system certifications, quality testing, and compliance with international trade regulations, will be provided.

b. The financial assistance shall include any charges/fees paid while obtaining any certificate/license/document/membership/registration etc. by any department, agency, institute, organization of the Centre/State Government or any agency (national/international) as deemed fit by the Competent Authority.

a. The applicant should submit application in the prescribed format **(Annexure- B)** to the Competent Authority.

b. The Competent Authority shall scrutinize and examine the application and if approved, disburse the reimbursement.

6.3 Product testing reimbursement: To be implemented by Office of Commissioner, Industries & Commerce through respective DICCs.

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a. Product testing reimbursement of 75%, with ceiling of INR 20,000/- per component/unit in a shipment with a ceiling of INR 3.00 Lakhs for a given FY.
b. This includes cost incurred to send samples for new orders/market for prospective buyers/importers.
c. The applicant should submit application in the prescribed format **(Annexure- C)** to Competent Authority.
d. On receipt of the application, the competent authority, shall examine the application and pass an order accordingly.

6.4 Promotion of E-Commerce Exports: To be implemented by Office of Commissioner, Industries & Commerce through respective DICCs and shall be applicable to MSME exporters only.

a. Engagement with leading e-commerce companies to improve supply chain and improve logistics for exports will be explored to improve exports from the state.
b. To assist MSME exporters in utilizing the e-commerce for exports, a reimbursement of 75% of the total fees (including registration fees, referral fees, closing fees, shipping fees, Subscription's fees and other expenditures etc.) charged by e-commerce platforms engaged in exports, up to a maximum limit of INR 2.00 lakhs per unit/exporter will be provided for a maximum of 2 years through e-commerce.
c. The applicant should submit application in the prescribed format **(Annexure- E)** to Competent Authority.
d. The Competent Authority shall scrutinize and examine the application and if approved, disburse the reimbursement.

6.5 Export Credit Insurance Support: To be implemented by Office of Commissioner, Industries & Commerce through respective DICCs and shall be applicable to MSME exporters only.

a. To ensure the Export credit insurance to the exporters of state the Government will make a reimbursement of up to 50% of the premium paid to the Export Credit Guarantee Corporation of India (ECGC) by the MSME exporters subject to a maximum of INR 2.0 lakh per annum per exporter.
b. Efforts will be made to engage with ECGC to broad base the coverage provided to include more products and markets. The reach of the policy of ECGC will also be enhanced through awareness campaigns and publicity of the scheme during various events, trainings and expo being conducted for export promotion to ensure a broad-based coverage under the scheme.
c. Assistance under other schemes such as RAMP (Raising and Accelerating MSME Performance) will be leveraged for implementing this support. The maximum amount of financial assistance under RAMP shall be provided as complementing part contribution to the remaining part which will be borne by the State Government under this component of the policy.

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d. The applicant should submit application in the prescribed format **(Annexure- F)** to Competent Authority.

e. The Competent Authority shall scrutinize and examine the application and if approved, disburse the reimbursement.

6.6 Freight Subsidy/ Logistic Subsidy: To be implemented as per RIPS Clause 4.2- Export Promotion Sub Clause 4.2.1-

Add-On Freight Incentives: Eligible Enterprises shall be eligible to avail the following Freight Incentive for a duration equal to the duration of Capital Subsidy under manufacturing standard incentive package under this policy:

Manufacturing, Sunrise -

a. Eligible Manufacturing Enterprises shall be eligible for reimbursement of 25% of the total expenses on freight charges for sending goods for exports through State ICDs and/or air cargo complex subject to a maximum limit of INR 25 lacs per exporting unit per annum (only exporting units registered within Rajasthan shall be eligible). Existing Manufacturing Enterprises in Rajasthan, not currently availing benefits under any previous RIPS shall be eligible to avail Freight Subsidy, provided the Enterprise is a "first-time exporter" post the launch of this Policy.

b. MSMEs - MSME Enterprises (First time MSME exporters, including existing units which are first time exporters) shall be eligible for reimbursement of 25% of the total expenses on freight charges for sending goods for exports through State ICDs and/or air cargo complex subject to a maximum limit of INR 25 lacs per exporting unit per annum (only exporting units registered within Rajasthan shall be eligible).

(The ceilings mentioned with respect to a specific Asset Creation Incentive for a given Focus Category are inclusive of additional benefits received from Freight Incentive.)

6.7 State Awards for Exporters: To be implemented by Office of Commissioner, Industries & Commerce.

a. State Export Award function will be organized on annual basis where the following categories of awards shall be given:

i. Award for highest foreign exchange earner for the State.

ii. Award for recording highest YoY growth of exports – One award each shall be given for 1. Agro Based, Food Processing and Organic Food Products 2. Gems & Jewellery 3. Handicrafts 4. Textiles 5. Electronics & Computer Hardware 6. Engineering 7. Chemical, Pharmaceuticals & Allied Products 8. Women Entrepreneur (Exporter) 9. Services, Sectors. Total 9 Awards for highest Year on Year growth shall be given.

iii. Award for the best exporter in various sectors including the service sector - One award each shall be given for 1. Agro Based, Food Processing and Organic Food Products 2. Gems & Jewellery 3. Handicrafts 4. Textiles 5. Electronics & Computer Hardware 6. Engineering 7. Chemical,

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Pharmaceuticals & Allied Products 8. Women Entrepreneur (Exporter) 9. Services, Sectors. Total 9 Awards for Best Exporter shall be given.

iv. Award to exporter of new value-added product in the focus sectors – 1 Award Shall be given across the sectors.

v. Award to exporter to a virgin market - 1 Award Shall be given across the sectors.

vi. Award to women entrepreneurs in the field of exports – Shall be given in the YoY Growth and Best Exporter Categories.

vii. Award to startups in the field of exports - 1 Award Shall be given across the sectors.

viii. Award to exporting units in additional categories - One Award each shall be given in promoting innovation, best global presence, and adopting best practices (clean manufacturing, adoption of new-age packaging techniques etc.) Category. Total 3 Awards for these additional Categories.

ix. Award to any other category as decided by SLTFC with consultation of trade/ export association/ industrial bodies.

b. The applicant should submit application in the prescribed format **(Annexure- G)** to the Competent Authority.

c. The applicants which have been awarded with Udyog Ratna Award by the State Government shall not be eligible to apply under this award.

d. The applicants which have been awarded with State Export Award by the Government of Rajasthan in the previous 5 Financial Years shall not be eligible to apply under this award.

e. In case of any query, the Competent Authority may seek recommendation of concerned GM DICC.

f. The Award year shall the financial year as decided by the competent authority.

g. The complete applications shall be given scores as per below mentioned methodology:

Sr. No.	Award Sub-Category	Scoring Methodology
1.	Highest Export Turnover (for best exporter in various sectors including the service sector)	The unit which booked highest amount of export turnover in the award year, shall be selected.
2.	Highest Year on Year	The unit which booked highest growth in export turnover in the award year from previous year and

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<table>
<tr>
<td></td>
<td>Growth (for recording highest YoY growth of exports)</td>
<td>highest growth in export turnover in the previous year to award year from year previous to that, shall be selected. The scoring pattern shall be as following:
<table>
<tr><th>Sr. No.</th><th>Criteria</th><th>Total Marks</th><th>Distribution</th><th>Maximum Marks</th></tr>
<tr><td rowspan="5">1</td><td rowspan="5">Highest growth in export turnover in the award year from previous year</td><td rowspan="5">50</td><td>upto 25% Growth</td><td>10</td></tr>
<tr><td>Growth between 25% to 50%</td><td>20</td></tr>
<tr><td>Growth between 50% to 75%</td><td>30</td></tr>
<tr><td>Growth between 75% to 100%</td><td>40</td></tr>
<tr><td>Growth more than 100%</td><td>50</td></tr>
<tr><td rowspan="5">2</td><td rowspan="5">Highest growth in export turnover in the previous year to award year</td><td rowspan="5">50</td><td>upto 25% Growth</td><td>10</td></tr>
<tr><td>Growth between 25% to 50%</td><td>20</td></tr>
<tr><td>Growth between 50% to 75%</td><td>30</td></tr>
<tr><td>Growth between 75% to 100%</td><td>40</td></tr>
<tr><td>Growth more than 100%</td><td>50</td></tr>
<tr><td></td><td>Total</td><td>100</td><td></td><td></td></tr>
</table>
</td>
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h. The final selection of awardees shall be made by the Export Award Selection Committee under chairpersonship of Additional Chief Secretary/Principal Secretary/Secretary, Industries & Commerce Department. The constitution of the committee shall be as under:

1.	Additional Chief Secretary/Principal Secretary/Secretary, Industries & Commerce Department	Chairperson
2.	Commissioner, Industries & Commerce Department	Member
3.	Managing Director, RIICO	Member

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4.	Managing Director, RAJSICO	Member
5.	Joint DGFT, Jaipur	Member
6.	CEO, REPC	Member
7.	Representative of GJEPC	Member
8.	Representative of EPCH	Member
9.	Representative of CII	Member
10.	Representative of FICCI	Member
11.	Additional/Joint Commissioner (Export)	Member Secretary

i. The selected exporters will be facilitated with an Export Award Trophy/Memento and a Certificate etc. in a State Level event.

6.8 Marketing Assistance: To be implemented by REPC.

a. The Exporter shall be provided subsidy, by way of reimbursement of 75% with a ceiling of INR 3 lakh per year to exporters for participating in approved international trade fairs, exhibitions, and buyer-seller meets being organized in India or abroad to promote their products and services.
b. The financial assistance shall include Stall rent/participation fee/ground rent, Visa Fees, Freight Charges and economy class air fare for overseas flights etc. for one person.
c. The exporter will be allowed to participate under this assistance once in two years.
d. The list of eligible international trade fairs, exhibitions, expo and buyer-seller meets etc. being organized in India or abroad shall be approved by the Competent Authority in the REPC from time to time. Marketing events organized/Co-organized/Co-sponsored by Industries & Commerce Department/ REPC/ Udhyam Protsahan Sansthan shall also be eligible for assistance under this component of the Policy.
e. The applicant should submit application in the prescribed format **(Annexure- A)** to CEO, REPC within 90 days of participation. Where the application has been filed beyond 90 days, the competent authority having been satisfied with the genuineness of cause of delay may condone the delay in filing of the application from the prescribed date of application.
f. The Competent Authority shall scrutinize and examine the application and if approved, disburse the reimbursement.

6.9 Reimbursement on Acquiring Technology: To be implemented by REPC.

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a. A total reimbursement of 75% of cost or upto max. of Rs. 50.00 Lakh. for acquiring technology/Machinery from
   - Premier National/International Institutes Patented,
   - Domestic/Foreign Companies

b. **Eligible Items:**
   i. Acquiring technology/machinery would mean technology/machinery involved in improving production, and/or improvement in quality of products and/or improved environmental conditions including work environment for the unit.
   ii. It includes installation of improved packaging techniques as well as anti-pollution measures and energy conservation machinery. Further, units in need of introducing facilities for in-house testing and online quality control would also qualify for assistance.
   iii. It includes purchase of drawing and design and technology development through engaging Premier National/International Institutes.

c. Ineligible Items:
   i. Fuel, consumables, spares and stores.
   ii. Computers, AC with ducting and allied office furniture.
   iii. Transport Vehicles.
   iv. Second hand/old machines/refurbished machinery.
   v. All types of service charges, Taxes, Levies, duties, carriage and freight charges, pre-operative expenses.
   vi. Expenditure on painting of machinery
   vii. Stationary Items.
   viii. Solar panels.
   ix. Consultancy Fee.
   x. Any other item as decided ineligible by the SLTFC.

d. Applicability: This component of the Policy shall be applicable to new units and Existing Units making investment for expansion by creation of additional capacity for production of goods in the same line of production or through a new production line.

e. Procedure:
   i. The unit acquiring technology under the policy, for availing financial assistance, shall submit a duly completed application within 180 days of acquiring/procuring technology/machinery, in **Annexure-D** appended to the guidelines, along with the documents required under the said Form, to the Member Secretary of the State Level Task Force Committee (SLTFC).
   ii. Composition of the SLTFC is given at Annexure-H. Minimum 3 members of the SLTFC shall constitute the quorum in its meetings.

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iii. Where the application has been filed beyond 180 days, the SLTFC having been satisfied with the genuineness of cause of delay may condone the delay in filing of the application from the prescribed date of application.
iv. The applicant may be called upon to present its project report.
v. The Member Secretary shall place the application before the SLTFC.
vi. In case the Committee approves the financial assistance on acquisition of technology/machinery, the Member Secretary shall issue approval letter.

f. Pattern of Assistance:

i. The reimbursement amount shall be disbursed by the Competent Authority in two equal annual instalments.
ii. The first instalment shall be disbursed after the installation of technology/machinery and commencement of commercial production and second instalment shall be disbursed after completion of one year of disbursement of 1st instalment and continuous running of such unit.
iii. The applicant unit shall submit application form provided under Annexure-D(i) along with relevant documents for reimbursement claims.
iv. The Competent Authority shall duly examine the application.
v. If deemed fit, the Competent Authority shall approve the claim and disburse the approved amount to the bank account of the applicant.

6.10 International Expo: To be implemented by REPC.

a. An International expo shall be organised to promote the State's export potential by showcasing local industries, attract global buyers, and foster business relationships.
b. The expo shall be organized on annual basis. The estimated expenditure on such an annual event shall be around INR 4 cr.
c. Targeted marketing campaigns through digital media, trade publications, and international business networks in collaboration with trade associations, business chambers, and media to attract global participants and promote the state's export capabilities will be launched.
d. Exporters of Rajasthan will be provided with an opportunity to showcase their products/services to international buyers, visitors and foreign delegations.
e. The REPC shall engage competent agencies for event management and advertisement etc.

6.11 Buyer Seller Meets: To be implemented by REPC.

a. To enhance the state's export competitiveness and creating opportunities for local businesses to connect with international buyers, at least 4 (four) such meets will be organised annually. The estimated expenditure on such an event shall be around INR 50.00 Lac.
b. Such meets shall be both physical and virtual meets to accommodate various preferences and global participants.

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c. For physical meets, key cities or industrial hubs within the state with adequate facilities will be identified while as for virtual meets, a robust online platform that supports seamless interaction will be ensured.
d. Potential international buyers will be identified and invited through trade associations, business networks, and industry contacts. Local businesses will be encouraged to register as sellers and shall be provided and support for effective participation.
e. Use of technology or manual systems, as deemed fit, to match buyers and sellers based on interests, sector relevance, and business needs will be explored.
f. Exporters of Rajasthan will be provided with an opportunity to showcase their products/services to international buyers, visitors and foreign delegations.
g. The REPC shall engage competent agencies for event management and advertisement etc.

6.12 Reverse Buyer Seller Meets: To be implemented by REPC.

a. The REPC will conduct Reverse Buyer- Seller Meets, (where international buyers will be visiting the state to explore local products and establish direct business connections with exporters of Rajasthan).
b. At least one such RBSM will be organised annually. The estimated expenditure on such an event shall be around INR 1.00 cr.
c. Local businesses will be enrolled to showcase their products and services, ensuring they are prepared to engage with international buyers effectively. Pre-arranged meetings and one-on-one sessions between buyers and sellers based on mutual interests and sector relevance will be facilitated.
d. Financial Assistance under other schemes such as RAMP will be leveraged for successful organisation of such meets as per guidelines of such Scheme.
e. Exporters of Rajasthan will be provided with an opportunity to showcase their products/services to international buyers, visitors and foreign delegations.
f. The REPC shall engage competent agencies for event management and advertisement etc.

6.13 Government/Business delegation participation in international level events: The Proposals for Government/Business delegation participation shall be decided by Competent Authority in the RE PC and budget provisions shall be made under Export Development Fund.

7. Dovetailing with other Policies & Schemes: Various other policies and schemes of the State Government such as Industrial Policy, ODOP Policy, MSME Policy, RIPS etc. will be leveraged and dovetailed with export promotion policy to promote and support exports from the State. Addendums for the same may be issued as and when required.

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8. **Jurisdiction of Court:** Any dispute, including selection of proposals or release of financial assistance, arising out of implementation of the Guidelines issued for Rajasthan Export Promotion Policy-2024, will be subject to courts/tribunals having jurisdiction over Jaipur.

9. **Terms & Conditions:**
   a. The enterprise availing benefits under the policy shall comply with all statutory laws and regulations of the State of Rajasthan applicable to the enterprise. Non-compliance may entail cancellation/ withdrawal of the benefits under the Policy.
   b. All the applications for benefits under this policy shall be taken through online portal. The time till the online portal gets developed, offline applications will be accepted.
   c. The enterprise availing benefits under the Scheme shall be subject to the conditions, procedures, instructions, clarifications or amendments issued from time to time under these guidelines and Rajasthan Export Promotion Policy 2024.
   d. In case any similar subsidy/grant/benefit/interest subvention approved/received for same project under any scheme of Government of Rajasthan/Government of India, shall not be eligible for financial assistance/ subsidy/grant/benefit under this policy.
   e. Where for any reasons, it is found that the enterprise has wrongly availed the benefits or has availed excess benefits under this policy, the benefits under the policy shall not be allowed to the enterprise and any other unit/ branch of the enterprise, unless it has deposited such wrongly availed or excess benefits along with compounded interest rate of 18% per annum.
   f. Where on scrutiny or inspection by the officers of Industries & Commerce Department/REPC, it is found that the enterprise/unit, which has availed the benefits under this policy is not eligible for such benefits, a reference shall be made to the Competent Authority. The Competent Authority shall provide an opportunity of being heard to the enterprise. On being satisfied that the enterprise is not entitled to such benefits, the Competent Authority may, withdraw the benefits. In case of withdrawal of benefits, the Competent Authority may direct for recovery of the benefits already availed with a compounded interest rate of 18% per annum.
   g. The enterprise availing the benefit of subsidy may, from the date of issuance of notification by the State Government, maintain the record of sale, purchase and inventory of goods on the electronic media in digital form (on line in computer) or in the manner as may be specified by an order by the State Government and shall provide on line access of such record to the Concerned Government Authority.
   h. All the applications for financial assistance/subsidy/grant/benefit shall only be eligible, if the expenditure (for which the reimbursement is sought) is made on or after the date of notification of Rajasthan Export Promotion Policy 2024.

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Annexure-A

Application form for reimbursement of Participation cost in Export Promotion Event under Rajasthan Export Promotion Policy-2024

To,
Chief Executive Officer,
Rajasthan Export Promotion Council (REPC)
3rd Floor, Udyog Bhawan, Jaipur-302005.

1. Exporter Details:

S. No.	Particular	Details
1	Name of the Firm/Company	
2	IEC Code	
3	REPC Membership No.	
4	Registered Address:	
5	Authorized Signatory (Name, ID No.)	
6	Mobile No.	
7	Email ID	

2. Eligibility Declaration (Self-Declaration by Exporter):

☐ I confirm that my unit/export business has no pending dues or defaults with any government agency.

☐ I have not availed similar benefits for the same event under any other state or central government scheme.

☐ I understand that assistance is limited to one participation per exporter in two years.

3. Event Details:

S. No.	Particular	Details
1	Name of the Event	
2	Venue & Country	
3	Organizer	
4	Start Date	
	End Date	

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5	Event Category	☐ Exhibition ☐ Fair ☐ RBSM ☐ BSM ☐ Expo ☐ Other (Specify)
6	Brief Description of Event & Objectives	
7	Reasons for delay in submission of this application (if applicable)	

4. Reimbursement Claim Details (Eligible Expenses):

Expense Head	**Claimed Amount (INR)**	**Maximum Reimbursement Allowed (INR)**	**Supporting Documents Provided**
Stall Rental Charges		Up to ₹2,00,000 (75% of actual)	☐ Invoice ☐ Payment Receipt
Travel Expenses (Economy Class Airfare for One Representative including visa cost) or Cost of travel via other travel medium		Up to ₹50,000 (75% of actual)	☐ Ticket ☐ Boarding Pass
Freight Charges (Product Sample Transportation)		Up to ₹50,000 (75% of actual)	☐ Invoice ☐ Payment Receipt
Total Claimed Amount		**Max ₹3,00,000 per two year**	

5. Supporting Documents Submitted:

☐ Proof of Participation [all three - Event Registration Receipt, Travel Proof (Travel Ticket and Boarding Pass), Event Photographs (At least 3 photos)]

☐ Copy of Board Resolution or Authorization Letter for Authorized signatory

☐ Original Invoices and Receipts for Claimed Expenses

☐ Copy of REPC Registration Certificate

☐ Copy of IEC and GST Certificate

☐ Copy of latest shipping bill as a proof Export

☐ Cancelled cheque of the bank account of the firm

☐ Undertaking/ Declaration on non-judicial stamp paper {Annexure-A(i)}

☐ Other Documents

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

6. Declaration:

I/We hereby declare that the details and documents submitted are true and in compliance with guidelines. We confirm that no duplicate claims have been made under any other state or central government scheme for the same event.

Authorized Signatory

(Signature & Stamp)

Date: _____

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-A(i)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture/ trading/ providing service of _____. I have been authorized to file the claim for reimbursement for Participation in Export Promotion Event under Rajasthan Export Promotion Policy-2024.

2. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.

3. I hereby declare that the unit has not received any similar subsidy/grant/benefit under any scheme of Government of Rajasthan/Government of India for participation in_____ (Event Name, Address and Dates).

4. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.

5. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____(Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant

(With seal)

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-B

Application form for reimbursement of Export Documentation, Quality & Management Certification, Quality Testing, and Internation Trade Regulation Compliance Cost under Rajasthan Export Promotion Policy-2024

To,
The General Manager,
District Industries & Commerce Centre,
_____(Address of the DICC)

1. Exporter Details:

S. No.	Particular	Details
1	Name of the Firm/Company	
2	IEC Code	
3	REPC Membership No.	
4	Registered Address:	
5	Authorized Signatory (Name, ID No.)	
6	Mobile No.	
7	Email ID	

2. Eligibility Declaration (Self-Declaration by Exporter):

☐ I hereby confirm that my export business/unit has no outstanding dues or defaults with any government agency.

☐ I confirm that I have not received similar benefits for the same Documentation, Certification, Quality Testing & Compliance Costs under any other state or central government scheme.

☐ I acknowledge that eligibility of types of Documentation, Certification, Quality Testing & Compliance etc. for reimbursement are subject to approval of Competent Authority.

3. Type of Claim (Tick as Applicable):

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

☐ **Documentation Costs** (Export Registration, Legal & Trade Documentation)

☐ **Certification Costs** (Quality, Safety, Environmental, Food, Pharma & Compliance)

☐ **Other Related Costs**

4. Claim Details (Mention eligible expenses in the following format):

Type of Documentation (Registration/Licence/Certification/Compliance/Quality Testing/any other)	**Specifics of the Documentation (Registration/Licence/Certification/Compliance/Quality Testing any other)**	**Claimed Amount (INR)**	**Supporting Documents Provided**
			☐ Invoice ☐ Payment Receipt
Total Claimed Amount		**Subject to 50 % of Expenses or Rs. 5.00 Lakh/Unit/Annum**	

5. Supporting Documents Submitted:

☐ Proof of Payment (Original Invoices, Receipts)

☐ Copy of Board Resolution or Authorization Letter for Authorized signatory

☐ Certification or Registration Proof (if applicable)

☐ Legal Documentation (if applicable)

☐ Copy of REPC Registration Certificate

☐ Copy of IEC and GST Certificate

☐ Copy of latest shipping bill as a proof Export

☐ Cancelled cheque of the bank account of the firm

☐ Undertaking/ Declaration on non-judicial stamp paper **{Annexure- B(i)}**

☐ Other Documents

5. Declaration:

I/We hereby declare that the details and documents submitted are true and in compliance with guidelines. We confirm that no duplicate claims have been made under any other state or central government scheme for the same expenses.

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Authorized Signatory

(Signature & Stamp)

Date: _____

Annexure-B(i)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture/ trading/ providing service of _____. I have been authorized to file the claim for Reimbursement for Documentation, Certification & Compliance Costs under Rajasthan Export Promotion Policy-2024.

2. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.

3. I hereby declare that the unit has not received any similar subsidy/grant/benefit under any scheme of Government of Rajasthan/Government of India for the Documentation, Certification, Quality Testing & Compliance Costs claimed in the application form.

4. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.

5. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____(Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Dated:

Signature of the applicant

(With seal)

Annexure-C

Application form for reimbursement of Product testing cost under Rajasthan Export Promotion Policy-2024

To,
The General Manager,
District Industries & Commerce Centre,
_____(Address of the DICC)

1. Exporter Information

S. No.	Particular	Details
1	Name of the Firm/Company	
2	IEC Code	
3	REPC Membership No.	
4	Registered Address:	
5	Authorized Signatory (Name, ID No.)	
6	Mobile No.	
7	Email ID	

2. Claim Details

S. No.	Particular	Detail
1	Financial Year	
2	Shipment Reference	

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

3	Total Eligible Testing Costs	
4	Claim Amount (75% of Eligible Costs):	

3. Eligibility Declaration (Self-Declaration by Exporter):

☐ I hereby confirm that my export business/unit has no outstanding dues or defaults with any government agency.

☐ I confirm that I have not received similar benefits for the same Product/Sample Testing/Sending cost under any other state or central government scheme.

☐ I acknowledge that that eligibility of types of Product/Sample Testing/Sending for reimbursement are subject to approval of Competent Authority.

4. Details of Product Testing Conducted (Mention eligible expenses in the following format):

Product/Sample Testing/Sending	**Description with Specifics**	**Claimed Amount (INR)**	**Supporting Documents Provided**
			☐ Invoice ☐Payment Receipt ☐Shipment Detail
Total Claimed Amount		**Subject to Maximum Assistance Limit of Rs. 3.00 Lakhs per FY**	

5. Supporting Documents Submitted:

☐ Proof of Payment (Original Invoices, Receipts)

☐ copy of Board Resolution or Authorization Letter for Authorized signatory

☐ Certification or Registration Proof (if applicable)

☐ Legal Documentation (if applicable)

☐ Copy of REPC Registration Certificate

☐ Copy of latest shipping bill as a proof Export

☐ Copy of IEC and GST Certificate

☐ Cancelled cheque of the bank account of the firm

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

☐ Undertaking/ Declaration on non-judicial stamp paper **{Annexure- C(i)}**

☐ Other documents

6. Declaration

I certify the information provided is accurate and the costs submitted are for export-related product testing. I/We hereby declare that the details and documents submitted are true and in compliance with REPC guidelines. We confirm that no duplicate claims have been made under any other state or central government scheme for the same expenses.

Authorized Signatory

(Signature & Stamp)

Date: _____

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-C (i)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture trading/ providing service of _____. I have been authorized to file the claim for reimbursement for Product Testing Cost under Rajasthan Export Promotion Policy-2024.

2. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.

3. I hereby declare that the unit has not received any similar subsidy/grant/benefit under any scheme of Government of Rajasthan/Government of India for same Product/Sample Testing/Sending.

4. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.

5. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____(Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant

(With seal)

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-D

Application form for Reimbursement of Technology Acquisition cost under Rajasthan Export Promotion Policy-2024

To,
The Chief Executive Officer,
Rajasthan Export Promotion Council (REPC)
3rd Floor, Udyog Bhawan, Jaipur-302005.

1. Exporter Information

S. No.	Particular	Details
1	Name of the Firm/Company	
2	Udyam Registration No.	
3	IEC Code	
4	REPC Membership No.	
5	Registered Address:	
6	Authorized Signatory (Name, ID No.)	
7	Mobile No.	
8	Email ID	

2. Technology Acquisition Details:

<table>
<tr><th>S. No.</th><th colspan="3">Particular</th><th>Details</th></tr>
<tr><td>1.</td><td colspan="3">Name & Address of the unit with telephone No. and E-mail</td><td></td></tr>
<tr><td rowspan="2">2.</td><td rowspan="2">Category of Manufacturing Enterprise</td><td>Micro/Small/Medium</td><td></td></tr>
<tr><td>New/Existing</td><td></td></tr>
<tr><td>3.</td><td colspan="3">Name of the products manufactured</td><td></td></tr>
<tr><td>4.</td><td colspan="3">Whether the enterprise is Women/SC/ST/Person with disability (PwD)</td><td>Yes/No (if yes, pls. specify)</td></tr>
<tr><td>5.</td><td colspan="3">Constitution of the Unit [Proprietary, Partnership, Pvt. Ltd., Public Ltd., LLP (Limited Liability Partnership) and Cooperative Society]</td><td></td></tr>
<tr><td rowspan="4">6.</td><td colspan="3">Status of Rajasthan State Pollution Control Board’s Approval</td><td></td></tr>
<tr><td></td><td>Approval No.</td><td colspan="2">Approval Date</td></tr>
<tr><td>Consent to Establish</td><td></td><td colspan="2"></td></tr>
<tr><td>Consent to Operate</td><td></td><td colspan="2"></td></tr>
<tr><td>7.</td><td colspan="3">Name & Address of the entity from which Technology/Machinery is acquired/Procured, along with other relevant documents for proof of technology acquisition/Procurement.</td><td></td></tr>
</table>

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

8.	Number of Workers	
9.	Total investment as per Project Report	
10.	**Details of cost of Technology Acquisition**	**Rs. Lakhs**
	Cost of Purchase of design & Drawings	
	Technology Development Fees to Experts/ R & D Institutions	
	Cost of Machinery	
	Others:	
	Total	
11.	**Means of Finance**	**Rs. Lakhs**
	Promoter's Contribution	
	Term Loan (Name of Financial Institutions)	
	Others	
	Total	
12.	Amount of subsidy claimed @75% of the total cost of Technology acquisition (Maximum Rs.50.00 lakh)	
13.	Whether any Government dues are outstanding or not? If Yes, Give details thereof	
14.	Whether any court case? If Yes, Give details thereof	
15.	Whether any subsidy/grant/benefit/interest subvention approved/ received for this project under any scheme of Government of Rajasthan/Government of India? If Yes, Give details thereof	
16.	Reasons for delay in submission of this application (if applicable)	

I have read the terms and conditions of the Scheme and undertake to abide by them. I also certify that all the above facts are true and correct to the best of my knowledge and belief. I also declare that I am duly authorized to sign this application and details and documents submitted in this application.

Place:

Date:

Signature of Applicant for
on behalf of the Applicant

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Self-Attested Copies of latest documents to be attached with the application:

i. Copy of Udyam Registration.
ii. IEC Certificate.
iii. GST Registration.
iv. Certificate of Incorporation/ Partnership Registration / Co-operative Society Registration.
v. Board Resolution/ Power of Attorney to be signed by majority of the Directors / Partners for authorised signatory.
vi. Bank Statement for previous year highlighting transactions made for purchase of Technology/machinery.
vii. Copy of the shipping bill as a proof Export.
viii. Undertaking/ Declaration on non-judicial stamp paper **{Annexure- D(ii)}**
ix. CA certificate for details of expenditure incurred (in INR) in acquisition of technology/machinery-in original. **{Annexure- D(iii)}**
x. Certificate from Chartered Engineer (Mechanical) **{Annexure- D(iv)}**
xi. Geo-tagged photographs of the project from various angles and locations.
xii. Project Report duly signed by the applicant and Chartered Accountant (must include Brief of Technology/Machinery, with manufacturing process & details thereof and Purpose of Technology Acquisition and financial details)
xiii. Copies of the purchase invoices of technology/machinery, on which reimbursement has been claimed and proof of payment made to the supplier (Bills of Entry/Bankers' Certificate mentioning Exchange Rate and supplier's details in case of payments to foreign suppliers.)
xiv. Any other document as desired by the Competent Authority.

Annexure-D (i)

Claim form for Reimbursement of Technology Acquisition cost under Rajasthan Export Promotion Policy-2024

To,
Chief Executive Officer,
Rajasthan Export Promotion Council (REPC)
3rd Floor, Udyog Bhawan, Jaipur-302005.

1. Exporter Information

S. No.	Particular	Details
1	Name of the Firm/Company	
2	Udyam Registration No.	
3	IEC Code	
4	REPC Membership No.	
5	Registered Address:	
6	Authorized Signatory (Name, ID No.)	
7	Mobile No.	
8	Email ID	

2. Technology Acquisition Details:

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

S. No.	Particular		Details
1.	Name & Address of the unit with telephone No. and E-mail		
2.	Category of Manufacturing Enterprise	Micro/Small/Medium	
		New/Existing	
3.	Item of manufacture/processing		
4.	No. and date of Approval Letter under Rajasthan Export Promotion Policy-2024 for Reimbursement on Acquiring Technology/Machinery		
5.	Date of commencement of commercial production, after installation of acquired technology/machinery		
6.	Approved amount of reimbursement		
7.	Eligible amount of reimbursement (1st installment/2nd installment)		
8.	**Details of Bank**		
	a. Name of Bank in which disbursement of reimbursement is sought		
	b. Name of Branch		
	c. Account Type		**Rs. Lakhs**
	d. Account Number		
	e. IFSC Code of the Branch		
	f. MICR of the Branch		

I have read the terms and conditions of the Scheme and undertake to abide by them. I also certify that all the above facts are true and correct to the best of my knowledge and belief. I also declare that I am duly authorized to sign this application and details and documents submitted in this application.

Place:

Date:

Signature of Applicant for and
on behalf of the Applicant Enterprise

For 1st Installment- Self-Attested Copies of latest documents to be attached with the application:

i. Copy of the bill of supply/ invoice/ tax invoice for proof of commencement of commercial production after installation.

ii. Board Resolution/ Power of Attorney to be signed by majority of the Directors / Partners for authorised signatory.

iii. Copy of the shipping bill after acquisition of technology as a proof of Export.

iv. Certificate from Chartered Engineer (Mechanical) **{Annexure- D(iv)}**.

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

v. Undertaking/ Declaration on non-judicial stamp paper **{Annexure- D(ii)}**
vi. Geo-tagged photographs of the project from various angles and locations.
vii. Any other document as desired by the Competent Authority.

For 2nd Installment- Self-Attested Copies of latest documents to be attached with the application:

i. Board Resolution/ Power of Attorney to be signed by majority of the Directors / Partners for authorised signatory.
ii. Bank Statement for previous year.
iii. Approval letter for the project issued by competent authority.
iv. Proof of continuous running and production of the unit for past one year (electricity bill, GST Return, Bills of Supply etc.).
v. Copy of the shipping bill as a proof Export.
vi. Certificate from Chartered Engineer (Mechanical) **{Annexure- D(iv)}**
vii. Undertaking/ Declaration on non-judicial stamp paper **{Annexure- D(ii)}**
viii. Geo-tagged photographs of the project from various angles and locations.
ix. Any other document as desired by the Competent Authority.

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-D (ii)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture trading/ providing service of _____. I have been authorized to file the claim for reimbursement of Technology Acquisition Cost under Rajasthan Export Promotion Policy-2024.

2. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.

3. I hereby declare that the unit has not received any similar subsidy/grant/benefit or interest subvention under any scheme of Government of Rajasthan/Government of India for same Technology Acquisition Project.

6. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.

4. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____(Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant

(With seal)

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-D (iii)

Certificate from Chartered Accountant (on CA letter head)

To Whom It May Concern

The document & records of M/s_____ with their regd. Office at _____ and unit located at_____ in respect of the expenditure incurred for acquisition of technology/machinery have been verified, and it is certified that the said industrial unit has incurred a total expenditure of Rs. _____ (Rupees _____) towards acquisition of technology/machinery from the institutes/agency as per the following details:

Project Cost

Sr. No.	Details Technology/ Machinery	Date of Purchase Invoice	Name of Vendor/ Institution/Agency	Amount (in INR) excluding Taxes, Duties, Freight Charges, insurance etc.
1.				
2.				
3.				
			Total	

Verification

I/ We have checked the books of accounts of the Enterprise, the invoices, cash bills and cash receipts and certify that the aforesaid information is true and correct. I/ We also certify that the aforesaid items have been duly paid for and no credit is raised against them in the books of the enterprise.

Date:

Name & signature of the Chartered Accountant
With Stamp & CA Membership Number
UDIN No_____

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-D (iv)

Chartered Engineer (Mechanical) Certificate for Plant and Technology/Machinery
(Letter Head of the Chartered Engineer along with membership/ registration number)

Date:
Name of Project:
Location with address:

I_____(name of CE), visited the site on_____ (Date of site Visit) and verified the Specifications of the Technology/ machinery acquired for the project with the details in the invoices for respective components. Based on this I certify that the Technology/machinery brought to the site are new and does match the specifications mentioned in the invoices/bills and the machinery established in the unit are in running conditions.

Project Progress: The total expenditure incurred on the project towards plant & machinery and details/list thereof is enclosed hereby.

S.No.	Name of Component	Actual Quantity	Actual Cost		Supplier / Manufacturer	Status of installation and Commissioning (Yes/No)	Comments on quality, specification
			Basic Cost	Taxes, Freight, Insurance			
	Total						

It is also certified that all installed plant & machinery and equipment are new and with unique machine number and month/year of manufacture.

Name & signature of the Chartered Engineer
With Stamp & Membership Number

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-E

Application Form for reimbursement of E-Commerce Platform Fees under Rajasthan Export Promotion Policy-2024

To,
The General Manager,
District Industries & Commerce Centre,
_____(Address of the DICC)

1: Applicant Information

S. No.	Particular	Details
1	Name of the Firm/Company	
2	Udyam Registration No.	
3	IEC Code	
4	REPC Membership No.	
5	Registered Address:	
6	Authorized Signatory (Name, ID No.)	
7	Mobile No.	
8	Email ID	

2. Eligibility Declaration (Self-Declaration by Exporter):

☐ I hereby confirm that my export business/unit has no outstanding dues or defaults with any government agency.

☐ I confirm that I have not received similar benefits for E-Commerce Platform Fees for the same shipment under any other state or central government scheme.

☐ I acknowledge that eligibility of types of E-Commerce Platform Fees are subject to approval of Competent Authority.

3: E-Commerce Platform Details

S. No.	Particular	Details
1	Name(s) of Recognized E-Commerce Platform(s) Used	
2	Date of Registration on Platform	

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

3	Platform Seller ID	

4: Expense Details (Attach copies of invoices/receipts for all claimed expenses)

Expense Type	**Amount (INR)**	**Amount Claimed**	
Registration Fees			☐ Invoice ☐Payment Receipt
Referral Fees			☐ Invoice ☐Payment Receipt
Closing Fees			☐ Invoice ☐Payment Receipt
Shipping Fees			☐ Invoice ☐Payment Receipt
Subscription Fees			☐ Invoice ☐Payment Receipt
Advertising and Marketing Fees			☐ Invoice ☐Payment Receipt
Fulfillment Service Charges			☐ Invoice ☐Payment Receipt
Platform-Specific Service Fees			☐ Invoice ☐Payment Receipt
Cross-Border Fees			☐ Invoice ☐Payment Receipt
Payment Gateway Charges			☐ Invoice ☐Payment Receipt
Return Management Costs			☐ Invoice ☐Payment Receipt
Other Charges (Specify)			☐ Invoice

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

			☐Payment Receipt
Total Claimed Amount		**Subject to Maximum Assistance Limit of 75% of the total fees paid or 2.00 Lakh per exporter for 2 years**	

5: Bank Details for Reimbursement (attach cancelled cheque of unit/firm)

6. Supporting Documents Submitted:

- ☐ Proof of Payment (Original Invoices, Receipts)
- ☐ copy of Board Resolution or Authorization Letter for Authorized signatory
- ☐ Certification or Registration Proof (if applicable)
- ☐ Legal Documentation (if applicable)
- ☐ Copy of latest shipping bill as a proof Export
- ☐ Copy of REPC Registration Certificate
- ☐ Copy of IEC and GST Certificate
- ☐ Cancelled cheque of the bank account of the firm
- ☐ Undertaking/ Declaration on non-judicial stamp paper **{Annexure- E(i)}**
- ☐ Other documents

6. Declaration

I certify the information provided is accurate and the costs submitted are for export-related e-commerce platform fee. I/We hereby declare that the details and documents submitted are true and in compliance with guidelines. We confirm that no duplicate claims have been made under any other state or central government scheme for the same expenses.

Authorized Signatory

(Signature & Stamp)

Date: _____

Annexure-E (i)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture trading/ providing service of _____. I have been authorized to file the claim for reimbursement for E-Commerce Platform Fees under Rajasthan Export Promotion Policy 2024.

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

2. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.

3. I hereby declare that the unit has not received any similar subsidy/grant/benefit under any scheme of Government of Rajasthan/Government of India for E-Commerce Platform Fees for the same shipment.

4. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.

5. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____(Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant

(With seal)

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure -F

Application Form for reimbursement of ECGC Premium under Rajasthan Export Promotion Policy-2024

To,
The General Manager,
District Industries & Commerce Centre,
_____(Address of the DICC)

1: Applicant Information

S. No.	Particular	Details
1	Name of the Firm/Company	
2	Udyam Registration No.	
3	IEC Code	
4	REPC Membership No.	
5	Registered Address:	
6	Authorized Signatory (Name, ID No.)	
7	Mobile No.	
8	Email ID	

2. Eligibility Declaration (Self-Declaration by Exporter):

☐ I hereby confirm that my export business/unit has no outstanding dues or defaults with any government agency.

☐ I confirm that I have not received similar benefits for the same event under any other state or central government scheme.

☐ I acknowledge that this is restricted to international markets.

3: Export Credit Insurance Details

S. No.	Particular	Detail
1	Name of Insurance Provider	Export Credit Guarantee Corporation of India (ECGC)
2	Policy Number	
3	Date of Policy Issuance	
4	Premium Amount Paid (INR)	
5	Coverage Details	

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4: Export Activity Details (Attach copies of export documentation for the relevant financial year)

S. No.	Particular	Detail
1	Description of Exported Products/Services	
2	Countries Exported To	
3	Export Invoice Numbers	
4	Total Export Turnover (INR):	

5: Expense Details (Attach copies of insurance premium payment receipts)

Expense Type	**Amount (INR)**
Export Credit Insurance Premium	_____
Total Amount Claimed (Up to 50%)	_____

6: Supporting Documents Submitted:

☐ Proof of Payment (Original Invoices, Receipts)

☐ copy of Board Resolution or Authorization Letter for Authorized signatory

☐ Certification or Registration Proof (if applicable)

☐ Legal Documentation (if applicable)

☐ Copy of REPC Registration Certificate

☐ Copy of latest shipping bill as a proof Export

☐ Copy of IEC and GST Certificate

☐ Cancelled cheque of the bank account of the firm

☐ Undertaking/ Declaration on non-judicial stamp paper **{Annexure- F(i)}**

☐ Other documents

7. Declaration

I certify the information provided is accurate and the costs submitted are for export-related e-commerce platform fee. I/We hereby declare that the details and documents submitted herein and in compliance with guidelines. We confirm that no duplicate claims have been made under

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RajKaj Ref No.: 13737473

any other state or central government scheme for the same expenses.

Authorized Signatory

(Signature & Stamp)

Date: _____

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
Date: 2025.02.21 19:04:26 IST
Reason: Approved

RajKaj Ref No.: 13737473

Annexure-F (i)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture trading/ providing service of _____. I have been authorized to file the claim for reimbursement for ECGC Premium under Rajasthan Export Promotion Policy-2024.

2. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.

3. I hereby declare that the unit has not received any similar subsidy/grant/benefit under any scheme of Government of Rajasthan/Government of India for the same ECGC Policy.

4. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.

5. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____ (Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant

(With seal)

Signature valid

Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
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Reason: Approved

RajKaj Ref No.: 13737473

Annexure -G

Application Form for Rajasthan State Export Award under Rajasthan Export Promotion Policy - 2024

To,
The General Manager,
District Industries & Commerce Centre,
_____(Address of the DICC)

1. Award Category
(One Applicant can apply for one category only, through one application form)

Applicant Unit's Category	
◉ Best Exporter in various sectors including the service sector.	Yes/No, if yes, then select any one category from below. If Exporter in the Multiple Sectors, then submit separate Application for each Sector. Sector of Applicant (Tick Mark on the left side) ● Agro Based, Food Processing and Organic Food Products ● Gems & Jewellery ● Handicrafts ● Textiles ● Electronics & Computer Hardware ● Engineering ● Chemical, Pharmaceuticals & Allied Products ● Women Entrepreneur (Exporter) ● Services .
◉ Highest YoY growth of exports	Yes/No, if yes, then select any one category from below. If Exporter in the Multiple Sectors, then submit separate Application for each Sector. Sector of Applicant (Tick Mark on the left side) ● Agro Based, Food Processing and Organic Food Products ● Gems & Jewellery ● Handicrafts ● Textiles ● Electronics & Computer Hardware ● Engineering ● Chemical, Pharmaceuticals & Allied Products ● Women Entrepreneur (Exporter)

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RajKaj Ref No.: 13737473

	● Services .
◉ Highest foreign exchange earner for the State	Yes/No
◉ Exporter of new value-added product in the focus sectors	Yes/No
◉ Exporter to a virgin market	Yes/No
◉ Women entrepreneurs in the field of exports	Yes/No
◉ Startups in the field of exports	Yes/No
◉ Exporting units in **additional categories** such as a. promoting innovation, b. best global presence, c. adopting best practices (clean manufacturing, adoption of new age packaging techniques etc.)	Yes/No

2. <u>Applicant Details</u>

S.No.	Particulars	Entries (to be filled by Applicant)	
A.	**Applicant Detail**		
1.	Name of Applicant/Authorised Signatory (In English)		
2.	Address		
3.	Mobile Number		
4.	Email ID		
5.	Designation in Applicant Firm		
B.	**Applicant Unit**		
1.	Name of the Applicant Unit		
2.	Factory/Unit	Address	
		Phone with STD Code	
		Mobile Number	
		Email ID	
3.	Registered Office	Address	

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RajKaj Ref No.: 13737473

		Phone with STD Code	
		Mobile Number	
		Email ID	
C.	**Applicant Unit Registration**		
1.	Udyam Registration (In case MSME)		
2.	IE Code No.		
3.	RCMC No. (In case unit is registered with more than one EPC give RCMC No. of all)		
D.	**Other Information**		
1.	Export Turnover (In crore Rs.) (FoB)		
	2nd year previous to last FY		
	1st year previous to last FY		
	Last FY		
2.	Main item exported during Last FY		
3.	Country to which items exported in Last FY		
4.	Production (in Crore Rs.)		
	2nd year previous to last FY		
	1st year previous to last FY		
	Last FY		
5.	Quality Certification (If have, give details)		
E.	**Enclosures**		
1.	CA Certificate for FoB value of Exports (in Crore Rs.) during last 3 FYs {at Annexure-G(ii)}		

Signature valid
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RajKaj Ref No.: 13737473

2.	CA Certificate for Highest foreign exchange earner for the State Category (in USD)	
3.	CA Certificate for production during last 3 FYs (in Crore Rs.) {at Annexure-G(ii)}	
4.	Udyam Registration (in case MSME)	
5.	IE Code Certificate	
6.	Registration-cum-Membership Certificate (RCMC)	
7.	Copy of latest shipping bill as a proof Export	
8.	CA Certificate for Women's Equity (if the firm is applying in Women category) {at Annexure-G(ii)}	
9.	Start- Up recognition certificate (issued by Start-up India/ State Start-up Facilitator)	
10.	Proof of Innovation/ best practise/ best global presence (Issued by any Government agency/ recognised Incubators/ reputed innovation centres / any other equivalent institution) (if the firm is applying in exporting units in additional category)	
11.	Declaration on Rs. 100/- Stamp Paper {at Annexure-G(i)}	
12.	Submit a detailed justification note with supporting documents attached to it, if you are applying for the category below: 1. Award to exporter of new value-added product in the focus sectors 2. Award to exporter to a virgin market 3. Award to startups in the field of exports 4. Award to exporting units in additional categories such as promoting innovation, best global presence, and adopting best practices	

Signature valid

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Annexure-G (i)

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 100/- (Minimum) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number or First-Class Magistrate)

I do hereby solemnly state that I _____ am Proprietor/ partner/ director _____of M/s _____located At_____ which is engaged in the manufacture/ trading/ providing service of _____. I have been authorized to file the claim for State Export Award under Rajasthan Export Promotion Policy-2024.

a. The unit will be liable to refund excess subsidy/assistance, if any released due to omission or as pointed out by the Authorities of the State Government or Rajasthan Export Promotion Council.
b. I hereby declare that the unit has not received Udyog Ratna Award the State Government.
c. I hereby declare that the unit has not received State Export Award from the State Government in previous 5 Financial Years.
d. I hereby affirm that I have read the terms & conditions provided in the operational guidelines of the Policy and the application form/documents/information is being submitted in accordance with the same.
e. I hereby affirm that I have read the terms & conditions and provisions provided in the operational guidelines of the Policy & and Rajasthan Export Promotion Policy 2024 and the application form/documents/information is being submitted in accordance with the same.
f. That as on today, no criminal cases/proceedings are pending against our firm/company (_____name of the establishment) or any of its proprietors/ partners/directors.

g. I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of Rs._____(Rupees_____) granted to me at the compound rate of interest @18% per annum, besides facing legal action in case facts contained in this application are proved to be wrong at the time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant

(With seal)

Signature valid

Digitally signed by Mahipal Kumar
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Annexure-G (ii)

Certificate from Chartered Accountant (on CA letter head)

To Whom It May Concern

The document & records of M/s_____ with their regd. Office at _____ and factory/unit located at_____ in respect of the FOB value of Exports and Total Production Value have been verified, and it is certified that the said Exporting unit has exported _____(Items*), the FOB value of Exports and Value of Production for the years {Year-1, Year-2 and Year-3 (last 3 FYs)} is as under: -

Amount in INR

Particular	**Year-1**	**Year-2**	**Year-3**
FOB value in Exports			
Production Value			

* If a unit exported multiple items, then FOB Value and Production Value shall be given in Separate tables.

Date:

Name & signature of the Chartered Accountant
With Stamp & CA Membership Number
UDIN No_____

Signature valid
Digitally signed by Mahipal Kumar
Designation : Deputy Secretary To Government
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Reason: Approved

RajKaj Ref No.: 13737473

Annexure-H

State Level Task Force Committee (SLTFC) under Rajasthan Export Promotion Policy-2024

Commissioner, Industries & Commerce	**Chairman**
Representative of Managing Director, RIICO	Member
Representative of Managing Director, Rajasthan Finance Corporation (RFC)	Member
Representative of State Level Bankers Committee (SLBC)	Member
Additional Chief Executive Officer, Rajasthan Export Promotion Council (REPC)	Member
Chief Executive Officer, Rajasthan Export Promotion Council (REPC)	Member Secretary

Signature valid
Digitally signed by Mahipal Kumar
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