

**NOTIFICATION**

The 10<sup>th</sup> June, 2016

No. 49/43/2015-4IB1 In pursuance to the provision under chapter 12 of Enterprises Promotion Policy-2015 notified No. 49/43/2015-4IB1 dated 14<sup>th</sup> August, 2015, the Governor of Haryana is pleased to notify the “Freight Assistance Scheme” for the exporting MSMEs located anywhere in the State. The scheme will consist of the following provisions:

**1. Objective**

MSMEs exporting units located in the state have to incur additional transportation cost due to large distances from sea ports which make their products uncompetitive in comparison to the exporting units located in the coastal area. In order to enhance competitiveness of exporting units, this scheme will defray the transportation cost.

**2. Quantum of Assistance**

The freight assistance to the extent of 1% of Free on Board (FOB) value or actual freight excluding government fee and taxes on transportation of goods from place of manufacture to the sea port from where they are shipped, whichever is less and maximum upto Rs. 20 lakh per annum will be provided for export of goods, manufactured by the exporting MSME set-up anywhere in the State.

**3. Definition**

- 3.1 “Director” means the Director of Industries & Commerce, Haryana
- 3.2 “Joint Director” means the Joint Director/ Deputy Director, District Industries Centre of concerned district.
- 3.3 “Exporting unit” means a unit which has filed Entrepreneur Memorandum (EM) Part-II/ UAM/ SSI Registration as Micro, Small and Medium Enterprises (MSME) with concerned District Industries Centre in accordance with provisions of MSME Development Act, 2006.
- 3.4 Same Management: The units having common share holding/ partnership morethan 51% in case of companies/ partnership firms. The units under the same management will be treated as one unit.
- 3.5 “Financial Year” means the year beginning from 1<sup>st</sup> April to 31<sup>st</sup> March.

**4. Commencement and Applicability**

The scheme shall commence with effect from 15<sup>th</sup> August 2015 and shall remain in operation for a period of 05 years or till the time Government decides otherwise. The freight assistance shall be admissible on goods shipped (i.e. bill of lading) on or after 15<sup>th</sup> August 2015 and before 14<sup>th</sup> August, 2020.

**5. Grant of Assistance**

**5.1 Eligibility**

5.1.1. The amount of assistance shall be calculated on FOB value of the export consignment as certified by the office of Custom & Central Excise indicated in the shipping bill.

5.1.2. All MSMEs existing anywhere in the State under the same management/ constitution shall be clubbed together and the maximum ceiling of the eligible amount of freight subsidy put together shall not exceed Rs. 20 lakh in a financial year.

5.1.3 The assistance will be admissible only in case of direct export of the goods manufactured by the exporting unit. No amount will be given for the export by air.

5.1.4 The unit should have filed EM Part-II/UAM/obtained SSI Registration with/from concerned District Industries Centre before submitting its claim.

5.1.5 The unit should have obtained registration-cum- membership certificate from Export Promotion Council.

5.1.6 The unit should have obtained Importer-Exporter code from DGFT.

**5.2 Procedure**

i. Application in Form F(a) for the grant of freight assistance on export undertaken alongwith document mentioned therein will be submitted on the web portal of the department within a period of 3 months from the date of closing of the financial year in which, the products were shipped for exports .

ii. The application will be processed and examined. The deficiencies, if any, will be communicated to the applicant in writing within a period of 20 working days.

iii. In case the deficiencies are not removed even after lapse of eight weeks, the claim will be filed by the Competent Authority i.e. Additional Director,

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under intimation to the unit through an e-mail. The Exporting unit shall not be required to submit any additional document other than specified at sr. no. 14 of the Form F (a) without approval of competent Authority.

- iv. The claim application so filed may be reopened with the orders of Director of Industries & Commerce provided request for the same is received within a period of 30 days from the date of filing the claim by the designated Competent Authority. For period exceeding 30 days, the case will be reopened with the orders of Administrative Secretary Industries and Commerce, if the request for the same is received within a period of 2 months from the date of filling the claim by the Additional Director.

**5.3 Competent Authority for Sanction**

Director, Industries & Commerce shall be competent authority for sanction of freight subsidy above Rs. 10 lakh to Rs. 20 lakh whereas Additional Director Industries shall be competent to sanction upto Rs. 10 lakh within 30 days from the date of completion of the claim.

**5.4 Time Limit to apply**

An enterprise shall forfeit its entitlement for the Freight assistance, if it does not submit its claim, complete in all respects within three months from the date of closing of the Financial Year in which the products were shipped for exports.

**5.5 Interpretation**

Administrative Secretary Industries and Commerce, Haryana shall be competent to make interpretation of provisions of this scheme.

**5.6 Appeals**

- a. Appeal against orders passed by the Competent Authority shall lie with the Director of Industries & Commerce, Haryana.
- b. Appeal against orders passed by the Director of Industries & Commerce, Haryana shall lie with the Administrative Secretary Industries & Commerce, Haryana and orders passed by the Administrative Secretary Industries and Commerce in appeal shall be final.
- c. Appeals mention in 5.6 (a) 5.6 (b) shall be admissible within a period of 30 days from the date of communication of orders appealed against.

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**6. Penal Action**

In case, it is found at any stage that the applicant has claimed freight assistance on the basis of wrong facts, the applicant shall besides refunding assistance with compound rate of interest @12% per annum and facing legal action, will be debarred from grant of any incentive/assistance from the State Government.

DEVENDER SINGH  
Principal Secretary to Government of Haryana,  
Industries and Commerce Department.

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**FORM F (a)**  
**[Clause 5.2 (i)]**

**Form of Application for the grant of Freight Assistance**

1. Name of the applicant (Authorized person):
2. Adhaar Number:
3. Name of the applicant unit:
4. Address of the unit with telephone number and e-mail:
5. Items of exports:
6. Manufacturer/Merchant Exporter\*:
7. Value of original Plant & Machinery as per CA certificate (In Rs. )\*:
8. Constitution of the exporting unit:  
(Proprietary, Partnership, Pvt. Ltd., Public Ltd., LLP (Limited Liability Partnership) etc.)
9. EM Part-II/UAM No. & Date:
10. Import-Export Code Number:
11. Name of the concerned Bank through which export transaction undertaken:
12. Amount of Freight Assistance received during previous financial year\*:
13. Details of export & amount of freight assistance claimed:

Year	Total FOB value certified by custom & central excise as per Annexure - 1	1% of total FOB value	Total amount of freight paid from place of manufacture to the port as per CA certificate	Amount of freight subsidy claimed (1% FOB or freight paid, whichever is less)

14. Self attested copies of documents to be attached with the claim : -
  - (i) Acknowledgement of EM Part-II/ UAM.
  - (ii) Certificate in Form "A" and Form "C" issued by Registrar/District Registrar of Firms & Societies, alongwith a copy of Partnership Deed/Certificate of the Incorporation of the Company in case of limited companies.

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- (iii) Special Power of Attorney (duly attested by Notary Public)/ Resolution of Board of Directors of the Company in Form (b)/F(c) in original in case of limited companies.
- (iv) Registration-cum-membership issued by relevant Export Promotion Council.
- (v) Certificate of Importer Exporter Code (IEC) issued by DGFT.
- (vi) Shipping Bills (EP Copy).
- (vii) Bank Realization Certificate of concerned shipping bill.
- (viii) Land proof- Sale deed/allotment letter/rent deed/lease deed.
- (ix) Change of Land use (CLU)/NOC from competent authority, if applicable.
- (x) Chartered Accountant Certificate in respect of total FOB Value in the prescribed form F (d) and total eligible amount of Freight paid from place of manufacture to the sea port in the prescribed form F (e)
- (xi) Chartered Accountant Certificate in respect of investment in Plant and Machinery in prescribed form F(f).
- (xii) Details of exports in Annexure-1.

Signature of Applicant  
(with seal)

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Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 50/- (Min) 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 \_\_\_\_\_ which is engaged in the manufacture of \_\_\_\_\_ and export of goods manufactured in Haryana and I have been authorized to file this freight assistance claim with the Department of Industries and Commerce, Haryana.

2. I do hereby affirm that the goods on which freight assistance has been claimed, have been manufactured/ assembled/ processed in my above said unit.

3. I do hereby undertake to refund the entire amount of assistance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) granted to me at the compound rate of interest @12% 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 complete address.  
(with seal)

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Annexure -1

**DETAILS OF EXPORTS:**

Sr. no.	Shipping Bill No. & date	FOB value certified by custom	1% of FOB value	Bill of lading No. & date
	<b>Total</b>		---	---

**Note :** Attach copies of shipping bills (EP Copy).

Signature of Applicant  
(with seal)



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**FORM F (b)**

**SPECIAL POWER OF ATTORNEY**  
**(Duly attested by Notary Public)**

Know all men by whom these present that we

(i) \_\_\_\_\_ son/wife/daughter of Mr. \_\_\_\_\_  
(ii) \_\_\_\_\_ son/wife/daughter \_\_\_\_\_ of \_\_\_\_\_ Mr.  
\_\_\_\_\_ partners of M/s \_\_\_\_\_ are much  
engaged in and pre-occupied in our business. We therefore, jointly and severally  
do hereby assign, constitute, nominate and appoint one of the partners Mr./  
Ms./Mrs./ \_\_\_\_\_ son/wife/daughter of Mr. \_\_\_\_\_ to act for  
and on our behalf jointly as well as severally as our lawful special attorney.

2. We fully authorize our above mentioned special attorney to file all essential relevant documents required for the receipt of Freight Assistance admissible under the Enterprises Promotion Policy-2015 in the office of Director of Industries & Commerce, Haryana, Chandigarh for and on our behalf jointly and severally to conduct enquiry, make application(s) and affidavit(s) to execute enquiry, any or all documents required for the receipt of above said assistance. He/she is further authorized to receive the assistance amount from the Department of Industries and Commerce and to issue actual payees receipt at the time of disbursement of assistance amount. And to do all acts, deeds and things whatsoever out above and special attorney deems fit, proper and advisable.

3. All the acts, deeds and things done by our said Special attorney shall be binding on each of us both jointly and severally and it will be construed that we have done the said personally.

4 In witness thereof we set our hand on this date \_\_\_\_\_ at \_\_\_\_\_.

Executants(s)

Witnesses

No. 1 \_\_\_\_\_

Address \_\_\_\_\_

No. 2 \_\_\_\_\_

Address \_\_\_\_\_

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**Form F (c)**

**COPY OF THE RESOLUTION PASSED IN THE BOARD OF DIRECTORS  
MEETING HELD ON ----- AT THE REGISTERED OFFICE OF THE COMPANY.**

Resolved unanimously that Mr/ Ms/ Mrs. \_\_\_\_\_.  
Director / \_\_\_\_\_ of the Company, be and is hereby  
authorized to file any document/affidavit or give any undertaking for filing the  
claim and receiving the money from the Government with respect to Freight  
Assistance applicable to us as per Enterprises Promotion Policy-2015 in the office  
of Director of Industries & Commerce, Haryana, Chandigarh for and on behalf of  
the company to conduct enquiry, make application(s) to the above office for the  
development of the industrial unit. He/she is further authorized to receive the  
Freight Assistance amount from the Department of Industries and to issue actual  
payees receipt at the time of disbursement of assistance amount. And to do all  
acts, deeds and things whatsoever out above and special attorney deems fit,  
proper and advisable.

2. He/she will be the authorized signatory of the company with regard to all  
matters pertaining to or arising out of the availment of Assistance. All the acts,  
deeds and things done by him shall be binding on the Company.

Specimen signature (attested)

Chairman/Managing Director

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Form F (d) and F(e)

**Chartered Accountant's Certificate**

1. Certified that the shipping bills (whose lading date is during FY 2016-17) duly certified by Custom and Central Excise, bank realization certificates and related accounts produced by the Exporting units namely M/s. \_\_\_\_\_ have been verified and the total FOB value of the goods exported (excluding the FOB value of shipping bills other than state of origin Haryana and goods exported by Air) comes to Rs. \_\_\_\_\_ during the financial year 2016-17, which is eligible for consideration of Freight Assistance.
2. It is further certified that the transportation bills pertaining to goods exported in respect of above eligible shipping bills from place of manufacture to the sea port and related accounts have been verified and the actual freight charges of Rs. \_\_\_\_\_ have been paid by the exporting unit against the goods exported after excluding the charges on account of fees and taxes during the financial year 2016-17 and the same is eligible for consideration of Freight Assistance.

Name of the Signatory  
(Chartered Accountant)

Seal of the Company and Registration No.

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Form F(f)

Certificate from Chartered Accountant regarding investment in plant & machinery (on a CA letter head)

To whom it may concern

The records of M/s ..... with their regd. office at ..... and factory located at ..... in respect of investment in plant & machinery (original purchase value) of the industrial unit has been verified. It is certified that the investment in plant & machinery (original purchase value) as on date..... stands as Rs.....

Name & signature of the Chartered Accountant  
with stamps & CA membership number

Dated .....