

Annexure-I

(to G.O.Ms.No:2, ITE&C Dept, dated:16.03.2017)

Read with:

(G.O.Ms.No:03, ITE&C Dept., dated:12.04.2016, ICT Policy 2016)

Common Application Form for grant of Incentives to ICT Industries listed in the ICT Policy 2016

Note:

1. Fulfillment of eligibility for any request/claim/incentive mentioned hereunder, does not confer any right on the said claim, or entitle the applicant for su-motto sanction/release of the same nor is it obligatory for sanction of such claim/request/release of incentive on the part of the Sanctioning Authority. The sanction/release of any incentive is based on justification, merits of each case and subject of availability of budget/resources with the Government. No correspondence, whatsoever, in this regard, will be entertained.
2. Please fill all the relevant columns and enclose the relevant documentation to avoid rejection.
3. Please apply only for eligible & entitled benefit/incentive to avoid rejection.
4. The veracity of information/figures furnished in the application by the ICT industry, on investment/employment/turnover is subject to scrutiny and verification by the competent statutory authority, i.e., Director, STPI/Development Commissioner, VSEZ, Hyd/EPF/ two member committee as framed from time to time on need basis either during the CCITI meeting or prior to meeting.
5. If any information/figures furnished in the application are found to be false at any point of time either during the process of the application or during the applicability of the respective incentive/benefit, or if the applicant obtained such incentive/benefit by misrepresentation of facts, the said incentive/benefit so sanctioned/released is subject to withdrawal and will attract penal clauses as is deemed appropriate/levied by the Government.
6. The filled Application Form should be mailed to cciti@telangana.gov.in along with all the relevant documents.

APPLICATION FOR GRANT OF INCENTIVES TO IT COMPANIES

To
The Prl.Secretary to Government
Information Technology, Electronics & Communications Department
Government of Telangana
D Block, 2nd Floor,
Telangana Secretariat
Hyderabad-500022

I. Details of the Company:

1. Name of the Company:	
2. Name of the Managing Director:	
3. Name(s) of the Director(s):	

II. Address of Applicant:

Name and Address:			
Contact Person:		Email:	
Mobile:		Telephone:	

III. Nature and activities:

a. Constitution of the Organisation (Pl. tick mark one or more as is applicable:

Proprietary ☐ Partnership ☐ Pvt. Ltd. ☐ Ltd. Co. ☐

b.1. Line of Activity/Core competency/nature/type of the Organisation (Pl. mark):

- ☐ IT/ITES
- ☐ IT Infrastructure Developer
- ☐ IT Park/IT SEZ/Incubation Center
- ☐ Start up
- ☐ SMEs
- ☐ Product/R&D Companies
- ☐ Engineering services

b.2. In case your organization is engaged in multiple activities, please indicate your core competency & line of activity from which maximum revenues are generated:

b.3. In case your core competency is in IT Product/R&D activity, please give details on Patents/Copy Right/Trade Mark obtained/registered/applied for on the date of application:

c. Date of incorporation of the Company/Firm:

d. Investment Made:

i) Plant & Machinery (Rs.):

ii) Land & Buildings (Rs.):

iii) Total (Rs.):

e. Date of commencement of commercial operations:

(Date on which the first invoice is raised)

f. Performance: last three years (In lakhs of Rupees):

Year	Export turnover	Domestic turnover	Total turnover*

g. Total number of Employees at present:

III. Categories under which incentives are applied for:

Regular

Women Entrepreneur

Mega Project

Engineering Services

IT Product/R&D Company

SME & Mid-Scale Company

Tier II Location

SC/ST Entrepreneur

V. Incentive applied for:

1.	Allotment of Government Land	☐	2.	Power	☐
3.	Stamp Duty, Transfer Duty and Registration Fee	☐	4.	Patent Filing Costs / Copyright / Trade Mark	☐
5.	Quality Certification	☐	6.	Recruitment Assistance	☐
7.	Exhibition Rental Refund	☐	8.	Subsidy on Investments in Solar Power	☐
9.	R&D Grants	☐	10.	Reimbursement of Municipal Tax	☐
11.	Promotion of IT Events	☐	12.	Subsidy on Capital Investments	☐
13.	Subsidy to Anchor Units	☐	14.	Reimbursement of Telephone and Internet Charges	☐
15.	Training Subsidy	☐	16.	Reimbursement of SD and Cost of Tender Document	☐
17.	Exemption from Payment of EMD	☐	18.	Subsidy on Lease Rentals	☐
19.	Interest Rate Subsidy	☐	20.	Rebate on Land Cost (Women Entrepreneur)	☐
21	Declaration of IT Park Status	☐			

[1] Allotment of land:

a. Place/Location of Land required

b. Proposed Activities

c. Proposed Number of Employees on the land, if allotted:	
d. Total land required (in acres/sq.yards):	
e. Proposed Investment:	
f. Proposed Built up area (in sq. ft.):	
g. Proposed Start Date of Construction:	
h. Proposed Completion Date of construction:	
i. Source of funding:	

Attach *Audited Financial Statement for the last three (3) years
*** Certificate from Provident Fund/Bank/Profession Tax/Income Tax/any other competent authority office confirming the no.of the employees currently along with a justification letter answering why the land is required and how it enhances the business.**

[2] Power

i. Conversion to Industrial Power Tariff:

a. Service connection(s) No(s):	
b. Name as mentioned on the Bill	
c. Date of obtaining connection	
d. Load:	

***Enclose copy of the Bill**

ii. Reimbursement of retrofitting cost

a. Expenditure incurred (in Lakh Rupees):	
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***Enclose detailed audited statement of expenses towards the retrofitting study and implementation with copies of invoices**

iii. Energy Under Open Access System

The technology firm may place a special representation with a project proposal justifying the total power requirement and sources of renewable energy, to avail this incentive under the aforesaid incentive scheme. The CCITI will sanction the insourcing of renewable energy from other sources.

[3]Reimbursement of Stamp duty, Transfer duty & Registration fee:

a. Name and Location of the company:	
b. Extent of built up space (sq. ft.):	
c. Extent of Land in (acres):	
d. Nature of transaction	
(i) Mention Sale/Purchase/Lease:	
(ii) In case it is 2 nd transaction: details of 1 st transaction with date, location & amount of reimbursement availed	

e. Date of registration:	
f. Total value of the transaction:	
g. Amount of Registration Fee, Stamp duty and Transfer of property duty paid:	
h. Amount claimed as reimbursement:	

***Enclose Copy of the Sale/Lease/Purchase Deed, Receipts/Challan paid on the amount of Registration Fee, Stamp Duty & Transfer of Property Duty to the Sub-Registrar, Registration Dept., Any other supporting documents, and Bank Guarantee, as per proforma (Annexure - XXI) for an equal amount of the claim for a period of 3 years**

[4] Patent/Copyright/Trademark Costs

a. Name of the Patent:	
b. Name of the Product for which Patent Obtained:	
c. Date & No of Patent obtained (as per competent authority records):	
d. Name & Address of the Patent Approval Authority:	
e. Amount of expenditure incurred on obtaining the Patent:	
f. Amount claimed:	

***Enclose copy of the Approved Patent from Competent Authority, Detailed statement of expenditure incurred certified by your audit firm and copies of all invoices/receipts for the expenditure.**

[5] Reimbursement of Quality Certification Expenditure

a. Name/Level of Quality Certification achieved:	
b. Date of the Quality Certificate:	
c. Name of the Certifying Authority, with address:	
d. Total expenditure incurred for obtaining the Quality Certification:	
e. Total amount requested as reimbursement:	

*** Enclose copy of the Quality Certificate/Industry Specific Certificate from Competent Authority, Statement of expenditure incurred certified by your audit firm, Copies of all invoices/receipts for the expenditure.**

[6] Reimbursement of Recruitment Assistance:

- a. Date of commencement of operations:
- b. Number of employees recruited within 1 year
- c. Number of employees recruited in the 2nd year
(Mention NA if assistance is applying for the first year only)
- d. Has assistance already been availed for the first year? (Mention Yes or No)
- e. Amount Requested as Reimbursement:

***Enclose Certificate from Provident Fund/Bank/Profession Tax/Income Tax/any other competent authority office confirming the no. of the employees and Proof of graduating from colleges in Telangana from Competent Authority for all the employees for which this incentive is being applied**

[7] Reimbursement of Exhibition Stall Rental:

- a. Name of the Exhibition/Conference including location
- b. Stall Area (in sq. mts.):
- c. Cost of Stall Rental:
- d. Date of Event:
- e. Total Amount Requested as Reimbursement:

***Enclose copy of invoice/receipt from the organizer clearly stating the name of the participating company and the event and the area of the stall along with the total amount paid by the company**

[8] Green Energy Incentives

i. Subsidy on Investment in Solar Power:

- a. Total Capital Investment made towards installing Solar Power Generation Unit (after April2016):
- b. Capacity of the plant (in kW):
- c. Amount of Capital Subsidy applied for:

***Enclose detailed audited statement of expenses towards capital investment for installation of solar power generation unit with copies of invoices**

ii. License to operate captive power generation unit

The technology firm may place a special representation with a project proposal justifying the need to operate a captive power generation unit to avail this incentive under the aforesaid incentive scheme

[9] R&D Grants

- a. Annual R&D Expenditure:
- b. Annual turnover of Telangana operations:
- c. Amount claimed:

***Enclose detailed audited statement of expenses incurred towards R&D activities for the financial year applied for along with copies of invoices, and a summary of the R&D Activity carried out by the firm clearly showcasing technology aspect of the work done**

[10] Reimbursement of Municipal Tax:

- a. Date of commencement of operations:
- b. Amount paid as Municipal Tax:
- c. Total Amount Requested as Reimbursement:

*** Enclose copy of invoice/receipt of the Municipal Tax paid from the competent authority**

[11] Promotion of IT Events:

- a. Name and Location of the IT Event:
- b. Total Cost of Conducting the Event:
- c. Date of Event:
- d. Amount Requested as Reimbursement/Sponsorship:

*** Enclose a proposal including number of delegates, confirmed speakers and any other information supporting your case, and a statement of expected expenses for the event**

[12] Subsidy on Capital Investment:

- a. Total Capital Investment made (after April2016):
- b. Amount of Capital Subsidy applied for:

*** Enclose Detailed Statement on Capital Investment made along with invoices, and a Bank Guarantee, as per proforma (Annexure - XXI) for an equal amount of the claim for a period of 3 years from the date of commencement of operations**

[13] Subsidy to Anchor Units

- a. Date of commencement of operations:
- b. Number of employees recruited within 1 year:
- c. Amount Requested as Reimbursement:

***Enclose certificate from Provident Fund/Bank/Profession Tax/Income Tax/any other competent authority office confirming the no. of the employees.**

[14] Reimbursement of Internet and Telephone Charges

- | | |
|--|----------------------|
| a. Date of commencement of operations: | <input type="text"/> |
| b. Number of Months (mention dates): | <input type="text"/> |
| c. Amount paid for Internet Services: | <input type="text"/> |
| d. Amount paid for Telephone Services: | <input type="text"/> |
| e. If reimbursement has been availed for the preceding period, please mention dates and total amount subsidized: | <input type="text"/> |
| f. Total Amount Requested as Reimbursement: | <input type="text"/> |

***Enclose copy of receipts/invoices from the service providers for the period applied for**

[15] Training Subsidy for employees:

- | | |
|--|----------------------|
| a. Number of employees trained: | <input type="text"/> |
| b. Course Name and Duration (mention dates): | <input type="text"/> |
| c. Total Amount Requested as Reimbursement: | <input type="text"/> |

***Enclose Certificate from Provident Fund/Bank/Profession Tax/Income Tax/any other competent authority office confirming the names and no. of the employees, and a certificate from TASK confirming the number of people, quality, and nature of training**

[16]. Reimbursement of SD and Cost of Tender Document:

- | | |
|---|----------------------|
| a. Date of Registration: | <input type="text"/> |
| b. Amount of Stamp duty: | <input type="text"/> |
| c. Cost of Tender Document: | <input type="text"/> |
| d. Total Amount Requested as Reimbursement: | <input type="text"/> |

*** Enclose copies of the payment challans**

[17]Exemption from Payment of EMD:

Please submit the filled application form along with a cover letter requesting for exemption from payment of EMD. Once approved, a signed letter will be given which can be used to avail the exemption for any Government Tender.

[18] Subsidy on Lease Rentals

- a. Name and location of leased premises/Rented premises:
- b. Extent of built up space taken (sft):
- c. Total lease rentals per annum:
- d. If subsidy has been availed for the preceding period, please mention dates and total amount subsidized:
- e. Amount Requested as Subsidy:

***Enclose copy of receipts/invoices of payment made to the Landlord**

[19] Interest Subsidy

- a. Category of Loan Taken:
(Term Loan/Working Capital Loan)
- b. Principle:
- c. Interest Rate:
- d. Interest Rate Subsidy Applicable:
(8.5%/5%)

***Enclose letter from one recognized financial institution clearly specifying the loan amount, interest per annum and per annum payment to be made**

[20] Rebate on Land Cost

- a. Extent of Land (in acres):
- b. Date of registration:
- c. Total value of the transaction:
- d. Amount claimed as reimbursement:

***Enclose proof of being allotted land by the Government issued by a competent authority**

[21] Declaration of IT Park Status

- a. Extent of land in acres
- b. Location (Survey No. / address)

c. Names/No.of owners	
d. Proposed built up area (in sq.ft)	
e. Project size (Investment) (in Rs.)	
f. Expected date of completion	
e. Land taken by the Developer is own land or on Joint Development Basis	

***For the documents to be furnished along with Application, please refer to the G.O. on Declaration of IT Park Status.**

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DECLARATION

We hereby declare that the particulars as given in the application are correct to the best of our knowledge and belief and agree to the terms & conditions of Sanction of our request/incentive claimed /applied through this application.

Place:		Signature:	
Date:		Name of the authorized signatory:	
		Designation:	

Mandatory Documents for all applications:

- PAN Number and self-attested copy of PAN Card / TAN Number
- ROC Copy/Partnership Deed/Trade License Copy
- Audited Financial Statements for the last 3 years or since incorporation of company
- Memorandum of Association and Articles of Association documents