

## GOVERNMENT OF ANDHRA PRADESH

### ABSTRACT

ITE&C Department– IT Promotion - Administration of Incentives to the eligible ICT industry/companies – Operational Guidelines - Orders –Issued.

---

INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATIONS (Promotions)  
DEPARTMENT

**G.O.MS.No. 23.**

**Dated: 05.12.2014**

**Read the following:**

1. AP IT Policy 2014-2020, issued vide G.O Ms.No:13, ITE&C Dept, dated: 11.08.2014
2. Electronic Policy 2014-2020, issued vide Go Ms. No: 16, ITE&C Dept, dated: 09.09.2014.
3. Innovation & Startup Policy 2014-2020, issued vide Go Ms.No:17, ITE&C Dept, dated:09.09.2014.
4. G.O.Ms.No.13, ITE&C (Promotions) Department, dated: 31.07.2010.

\*\*\*\*\*

### **ORDER**

In order to achieve the objective of promotion of Information & Communications Technology Sector as a prime growth engine for employment generation and overall socio-economic development of the State of Andhra Pradesh, Government after due consideration, issued orders vide reference first read above, putting in place the Andhra Pradesh Information Technology (IT) Policy 2014-2020.

2. Further to enable Information & Communications (ICT) companies to set up, sustain, function and grow their operations in an investment-friendly, proactive, conducive and hassle free environment in the State, while identifying specific Focus Areas, Government has also pronounced certain incentives and facilitation measures in the said IT Policy.

3. Taking into consideration the feed-back of IT Industry and in continuation of the orders read above, Government hereby issues the following operational guidelines for transparent administration of various incentives to the eligible ICT industry/companies as applicable.

#### **Definitions:**

4. (a) IT: means the Information Technology (IT) and Communications Industry

(b) IT Industry means and includes Information Technology (IT), Information Technology Enabled Services (ITES), IT/ITES units/companies include IT software, IT services and IT Enabled Services / BPO / Medical Transcription/Knowledge Process Outsourcing/Legal Process Outsourcing, SMAC (Social, Mobile, Analytics and Cloud) & Animation, Gaming/Visual Effects/Digital Entertainment and IT Engineering Services Companies.

(c) Communication Technology Industry means IT/ITES and communication companies engaged in the activities of development of communications software and related IT Enabled services.

(d) IT Infrastructure companies means the real estate Infrastructure developer or a builder, registered under Indian Companies Act, 1956, having core competency in constructing IT Office space for sale/lease or for lease-cum-sale to IT Industry for the purpose of IT activities by the IT Industry defined above.

(e) IT/ITES Park, is defined as an exclusively delineated or earmarked site/area managed and developed/to be developed with IT office space and other amenities and made available on lease basis for IT industry, to provide “plug & play” facilities as per the stipulations contained herein.

(f) IT/ITES Campus is defined as IT office space and other amenities developed by an IT Company on its own land and for its own use.

(g) IT/ITES Special Economic Zone (SEZ) is a notified IT/ITES SEZ developed by a developer or co-developer, according to the provisions of SEZ Act, 2005 of Govt of India and amendments thereon.

(h) SC/ST Entrepreneurs are those IT companies, having a stake of more than 51% shareholding of SC/ST entrepreneurs, in the said ICT company/unit/activity.

(i) Women entrepreneurs are those IT units established as sole Proprietress or invariably having 51% share of women entrepreneurs in the said ICT company/unit/activity.

(j) Stakeholders means the representatives of IT industry & Associations.

(k) Date of commencement of commercial operations means the date on which commercial operations of the company has commenced, i.e. the date of the first commercial sale bill/invoice raised by the IT Company.

*The above definitions are generic in nature and CCITI is empowered to add/modify/alter or interpret the definition of any vertical, as is appropriate and needed.*

**Operational/Implementation Guidelines and Procedure for claiming incentives under IT Policy:**

S No	Particulars	Operational Guidelines
1	Applying for Incentives	(i) A Common Application Form for claiming all the applicable incentives that are available as per IT Policy 2014-2020 by the ICT companies, as per their eligibility, has been designed keeping in view the statutory/audit/legal requirements of the Government. (ii) The Application Proforma is available online at <a href="http://ap.meeseva.gov.in">ap.meeseva.gov.in</a> (iii) PI check the eligibility for claiming any specific incentive before filing the Application. (iv) The applicant is welcome to make personal enquiries/clarifications on the eligibility criteria/filing & filing of Application, process of the request, to avoid delays. Email enquiries can also be made to <a href="mailto:secy_its@ap.gov.in">secy_its@ap.gov.in</a> or <a href="mailto:jtdir_prom_its@ap.gov.in">jtdir_prom_its@ap.gov.in</a> and replied at the shortest possible

S No	Particulars	Operational Guidelines
		<p>time.</p> <p>(vi) Best efforts shall be made for processing the requests for eligible and applicable incentives at the least possible time, subject to availability of budget/resources. The sanctioned amount of the financial incentive, if need be, are released on instalment basis.</p> <p>(vii) The ICT companies are required to follow and adhere to certain terms &amp; conditions, as is prescribed in such sanction/release Order of the Government, with respect to the said/respective claim of incentive.</p>
2	Provision of Land	<p>(i) While applying for land, proof on existing employment of 100, to be provided in the PF returns filed with PF commissioner or IT returns (Form 16).</p> <p>(ii) MOU (as per Annexure I) need to extend by allottee with ITE&amp;C Dept on the extent of land allotted and employment to be fulfilled.</p>
3	Claiming of reimbursement Incentives/subsidies such as i) Stamp duty ii) Patent filing cost iii) Quality certification, iv) Investment subsidy v) Interest subsidy vi) Lease rentals subsidy vii) Internet bandwidth subsidy viii) Technology & Market support ix) Business Networking and Promotional events	<p>IT company claimant shall furnish copies of the bills/receipts of relevant payments made.</p>
4	Industrial Power category conversion/rebate in Power tariff/Exemption of Electricity Duty	<p>Rebate in Power tariff shall be paid to the concerned DISCOM, as per the eligibility claim of respective applicant company, which will be in turn reimbursed by the DISCOM to the said applicant.</p>
5	Claiming of rebate on land costs	<p>IT company shall furnish the eligible IT employees employed on the land allotted with PF returns filed for them, duly certified by the Auditor</p>
6	Special Incentives Mega Projects i) Rentals Subsidy/Investment subsidy ii) Special negotiated package	<p>The company shall furnish the detailed project proposal highlighting the following: i) Total investment ii) Year wise number of employees recruited iii) Total area (built up in case of leased premises in sft/ land area in acre) iv) Leased / land</p>
7	MSME	<p>The company shall furnish the details of i) Total investment ii)</p>

S No	Particulars	Operational Guidelines
	a) Subsidy on Lease rentals b) Market Development Support c) Recruitment/ Training Assistance d) Performance Linked Grant e) Subsidy on Bandwidth Connectivity	Total number of employees iii) IT companies claimant shall furnish copies of the bills/receipts of relevant payments made for market development support/subsidy on bandwidth connectivity.
8	SC/ST/Women Entrepreneurs a. Reservation of Built up space b. Investment Subsidy c. Interest Subsidy	The company shall furnish the details of i) Name of the applicant ii) Category of Applicant: SC/ST/Women Entrepreneur *Attach proof/evidence/document of the competent statutory authority on the relevant category / community iii) Total present investment/Assets (movable/Immovable) in the Company by the Applicant iv) Share of investment in the IT company * Attach proof/evidence/document to the effect that the applicant has more than 51% stake in the investment/activity/company v) Total Number of Employees
9	VAT / CST Reimbursement	The company shall furnish the details of i. Auditor's Certificate certifying the actual value of turnover / VAT paid under AP VAT Act, 2005 and the CST paid under CST Act, 1956, pertaining to the finished products manufactured by the Eligible Unit during the claim period. ii. Certified copies of VAT / CST returns for the relevant period. iii. Due authorization by the concerned entity in favour of the signatory for signing the application and executing undertakings / agreements / covenants. iv. Statutory VAT auditors' report
10	Skill Up gradation & Training	The company shall furnish the details of i. Copy of certificate issued for attendance in training/ successful completion of training ii. Receipt of fees from the Institution iii. Undertaking from unit that no Govt./Board/Corporation dues are pending for payment and that they have not filed any court case against Govt. of AP.
11	Quality Certification	The company shall furnish the details of i. Fees charged by certification agency ii. Consulting fees and training charges iii. Cost of testing equipment as suggested by BIS. iv. Calibration charges of equipment

7. Process , release and monitoring of incentives are, if need be, subject to verification of authenticity of information furnished on turnover, investment, employment and continuity in operations of business, from the statutory agencies, such as, STPI, SEZ Commissioner, Commissioner of Industries or any other appropriate/concerned statutory agency etc.

8. In case it is found at any point of time that any particular incentive is claimed by any IT company through misrepresentation of facts/furnishing of false information and in case it is found that the respective company is not eligible for the incentive so sanctioned or claimed, Government can seek the refund of the same from the company and initiate, any other penal action as is deemed fit.

9. The interpretation and decisions of the Government is final with regard to applications made by the IT Industry for any of the incentives available as per IT Policy 2014-2020. Government shall not entertain any correspondence against its decision nor can the matter be subjected for any challenge in any court of law at any point of time.

10. The operational guidelines issued for administration of Incentives available under IT Policy 2014-2020 to the eligible IT industry/companies as mentioned above shall be in force and co-terminus with the validity period of the IT Policy 2014-2020.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**KONA SASIDHAR,  
SECRETARY TO GOVERNMENT**

To

All the Departments of Secretariat  
The Commissioner and I.G., Stamps and Registration, Hyderabad  
The Vice Chairman and Managing Director, APIIC, Hyderabad  
The Commissioner, Industries, Andhra Pradesh  
The Executive Director, APIIC, Andhra Pradesh  
The Commissioner, Information and Public Relations, Andhra Pradesh  
The Member Secretary, A.P. Pollution Control Board, Andhra Pradesh  
The Chairman & MD, AP TRANSCO  
The Managing Director, APEPCPDCL /SPCPDCL  
The Commissioner, Labour, Andhra Pradesh  
The Vice Chairman, VUDA/TUDA/VGTMUDA  
All the District Collectors & Magistrates, AP  
All the Municipal Commissioners, AP,  
The Development Commissioner, VSEZ, Visakhapatnam  
The Director, STPI, Andhra Pradesh  
The President, ITsAP, Andhra Pradesh  
The Regional Director, NASSCOM, Andhra Pradesh,  
The President, VITA, Visakhapatnam,  
The President, RITPA. Visakhapatnam  
The President, GITA, Kakinada

The President, KITA, Vijayawada

Copy to:

The Secretary to GOI, Department of Electronics & Information Technology (DeitY)

The Ministry of Communication & Information Technology, New Delhi

The Chief Minister's Office/Chief PRO to C.M.

The Chief Commissioner, Customs & Central Excise, Hyderabad

The OSD to Minister for Information Technology, Andhra Pradesh

The PS to Minister for Finance, Hyderabad

The PS to Minister for Major Industries, Andhra Pradesh

The PS to Minister for Revenue, Andhra Pradesh

The PS to Minister for MA&UD, Andhra Pradesh

The PS to Minister for Energy, Andhra Pradesh

The PS to Minister for Labour, Andhra Pradesh

The PS to Spl CS Planning, Andhra Pradesh

The PS to PFS, Andhra Pradesh

The PS to Principal Secretary to CM Andhra Pradesh

The PS to Chief Secretary to Govt

**//FORWARDED:: BY ORDER//**

**SECTION OFFICER**

## Annexure

### STANDARD MEMORANDUM OF UNDERSTANDING\*

(\*Subject to changes based on mutual agreement)

This Memorandum of Understanding (“MOU”) is entered into on this, the ..... day of....., at Hyderabad;

#### BY AND BETWEEN

The Governor of Andhra Pradesh represented by the Secretary to the Government, Information Technology, Electronics and Communications Department, Government of Andhra Pradesh (herein after referred to as “GoAP” which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors/representatives) of the First Part;

#### AND

M/s....., a company incorporated under the Companies Act, 1956 having its registered office at ..... represented by Sri. ...., ..... (hereinafter referred to as M/s..... which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and permitted assigns) of the Second Part.

#### RECITALS

WHEREAS, GoAP has announced Information Technology (IT) Policy 2014-2020 through G.O.Ms.No.13, Information Technology & Communications Department, dated 11<sup>th</sup> August, 2014, pursuant to which M/s....., has agreed to set up an IT facility for its own use at ..... in the State of Andhra Pradesh to undertake activities such as IT Software Development/IT Services/ITES/BPO (hereinafter referred to as “Activities”, and which Activities fall within the scope of the IT Policy) and for this purpose wishes to purchase/acquire certain land (more fully described in Schedule attached hereto and herein after referred to as “Plots”) under the terms of the IT Policy 2014-2020 and on the terms and conditions contained herein; and

WHEREAS, GoAP has agreed to facilitate the establishment of the facility by M/s.....and the parties hereto have agreed to set out the broad terms of their understanding as under.

NOW THIS MEMORANDUM OF UNDERSTANDING WITNESSETH AS FOLLOWS:

#### 1. Basic Understanding

In consideration of the lease premium/price per acre as determined, GoAP has agreed to cause..... (allotment agency) to allot on **long lease basis** and M/s..... agrees to take on **long lease basis** from Allotment Agency the Plot subject to the terms and

conditions contained herein. The parties hereto further agree that M/s..... shall use the Plot for the purpose of undertaking of IT/ITES Activities.

## **2. Terms & Conditions**

The completion of the transaction envisaged under this MoU is subject to the fulfilment of the following conditions precedent:

(a) The Government of Andhra Pradesh, in due consideration of this Memorandum of Understanding shall cause Allotment Agency to allocate an area of about .....acres of land situated in ..... at .....to M/s..... @ Lease premium/price per acre towards land cost/development charges (approximately) payable and as determined by Govt/ Allotment Agency as per the terms and conditions prescribed herein. The Development Cost amount mentioned is subject to variance depending on the actual ground conditions.

(b) The undeveloped land/plot is considered for allotment in 'as is where is' condition.

(c) Completion of satisfactory due diligence by M/s..... of the Plot, but not limited to, an environmental due diligence of the Plot, suitability of the Plot, for the purpose of undertaking the activities in the manner satisfactory to M/s.....,availability of adequate utilities and ownership title of the Plot.

(d) Obtaining by M/s..... of the requisite corporate and regulatory approvals,(including approvals from the parent company) including approvals to install and operate the various communication facilities on the Plot, Allotment Agency facilitating such assistance that M/s..... may reasonably require in order to obtain such approvals as may be necessary and required by M/s..... to undertake the Activities;

(e) Employment of 500 is to be guaranteed for every acre of allotment.

(f) M/s..... has to commence the construction within 6 (six) months from the date of handing over possession of land, complete the project within 15 months of taking over and commence operations within 3 months of completion. Otherwise the allotment will be cancelled without any notice.

(g) M/s..... will construct an IT campus for their own purpose within the said land of about five acres of Plot with an estimated investment of approximately Rs..... crores on the five acres Plot and build its IT campus with total built up area of..... sq.ft.

(h) M/s..... have to make their own arrangements to provide all infrastructure like power, water, bandwidth, road connectivity etc., to their allotted plot within the lay out.

(i) M/s..... should lay their own approach road, within the lay out upto their plot, on their own cost within 3 months from the time of signing of the MoU – under the supervision of Allotment Agency.



(j) Allotment Agency shall be the nodal agency for all permissions and shall supervise the optimum utilization of allotted lands.

(k) The Allotment Agency lay out in which the Plot is allotted to M/s..... would be part of an approved IT Special Economic Zone (SEZ). The expenditure incurred for construction of common compound wall for customs bonding facility by Allotment Agency or payment made by Allotment Agency to any consultant for development of the layout as SEZ, over and above the development charges mentioned at (c) above, shall have to be shared by M/s..... proportionately with other allottee IT Companies in the Lay out.

(l) M/s..... shall pay the management cost, maintenance costs, local area administration costs, in the form of property tax, water charges, power charges, etc., to Allotment Agency and any other statutory agencies from time to time as is applicable to other allottees and as per Municipal/ Local/ Civic Administration Rules/Acts/Statues in force.

(m) This allotment of land is subject to compliance of all the Rules, Regulations, Terms & Conditions of allotment of APIIC, ICT Policy 2014-2020 of GoAP and SEZ Rules, 2006 of Govt of India (GOI) imposed from time to time.

(n) M/s..... shall not approach any court of law on the above clauses. Any disputes/differences of opinion will be amicably settled by the IT&C Department/Allotment Agency.

(o) Any other terms and conditions as deemed fit from time to time imposed by the GoAP on the allotment made are binding upon M/s.....

### **3. Consideration**

a) The parties hereby agree that M/s. .... employs ..... eligible employees as stipulated in the IT Policy 2014-2020, on the said Plot within three years from the date of taking over possession of the Plot.

b) Further the parties agree that if by the end of the third year, the total number of eligible employees is less than ....., then in such an event, M/s. .... shall refund the cost of land pro-rata, on the value of the Plot indicated at existing market rates, equivalent to the shortfall along with interest calculated on a daily product basis at 16% per annum with quarterly rests from the date of signing the MOU to the date of payment, without there being any other liability, financial or otherwise, resulting from shortfall in employing ..... Eligible employees by the end of the third year.

### **4. Completion Date**

Under this MoU, the Completion Date shall mean the date on which all the conditions, precedents stated in Clause 2 & 3 above are completed by M/s..... execution of definitive agreements by the parties, registration of the Lease Deed with the appropriate Sub-

Registrar of Assurances and handing over the vacant and peaceful possession of the Plot to M/s.....

**5. IT Policy and SEZ Policy**

The incentives, terms & conditions of the IT Policy of GoAP, SEZ Policy under the SEZ Act shall be applicable to the proposed allotment of the Plot to M/s.....

**6. Miscellaneous**

(a) **Use of Premises:** Alienation of the Premises: M/s..... shall not assign, transfer, or in any manner alienate the Plot to any person other than to an IT/ITES companies as defined in the IT Policy 2014-2020 and SEZ Act 2005, without the prior written approval of ITE&C Dept, Govt. of AP.

(b) **Term:** This MoU shall remain in force for a period of three months from the date of execution, unless such term is extended by the mutual consent of the parties hereto.

(c) **Non-binding:** This Memorandum of Understanding constitutes an expression of interest, and should not be in any manner construed to be a legally binding commitment for either party. Both sides understand that prior to proceeding to execute a definitive agreement, M/s..... and Allotment Agency are required to obtain certain corporate and regulatory approvals, and in the event such approvals are not obtained before expiry of the term, this Memorandum of Understanding would terminate without any liability to either party.

On obtaining the requisite approvals, the parties shall communicate the same to each other. However, M/s..... shall obtain all necessary approvals/ clearances within (90) days from the date of entering into the MoU.

IN WITNESS WHEREOF, the aforementioned parties have affixed their signatures and seal on the date, month and year first above written.

Govt of Andhra Pradesh

M/s.....

Secretary, ITE&C Dept

Witness

1

1

2

2

**Schedule to the Memorandum of Understanding dated: .....**

**DESCRIPTION OF THE PLOT**

All of the freehold land located in ..... at ..... to  
M/s.....,admeasuring about ..... acres.

**SECRETARY TO GOVERNMENT  
ITE&C DEPARTMENT**

**Online ITC Policy Sanction of Incentives Service -  
Application Form**

**1. Creation of User ID in MeeSeva Portal:**

Desire Login ID\*: \_\_\_\_\_

Password\*: \_\_\_\_\_

Confirm Password\*: \_\_\_\_\_ Secret Question\*  
: \_\_\_\_\_

Answer\*: \_\_\_\_\_

**Contact Information:**

E-mail\*: \_\_\_\_\_

Alternate E-mail\*: \_\_\_\_\_ Registered mobile no. \*: \_\_\_\_\_

**Incentive Applying Company Details:**

Company Name\*: \_\_\_\_\_ Company address\*: \_\_\_\_\_

District\*: \_\_\_\_\_ Mandal\*: \_\_\_\_\_

Village\*: \_\_\_\_\_ Pin Code \*: \_\_\_\_\_

MD/Director Names: \* 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Constitution of Organization \*: \_\_\_\_\_

Company URL\*: \_\_\_\_\_

**2. Company Profile Creation:**

**Classification of Company:**

MSME  Women Enter pruner  SC  ST  Rural IT Unit  Mega

Date of Incorporation Of firm\*: \_\_\_\_\_ Date of Incorporation Of firm\*:  
\_\_\_\_\_

Date of Commencement of Commercial Operations\*: \_\_\_\_\_

Existing Status: \_\_\_\_\_ Investment on plant and  
Machinery\*: \_\_\_\_\_ Investment on Land and Buildings\* \_\_\_\_\_

Total Investment\*: \_\_\_\_\_ Electricity Service No  
\*: \_\_\_\_\_

**Last Three years performance Details (In Lakhs Of Rupees)( E.g. Enter 100 for 100 Lakhs):**

YEAR *	EXPORT TURNOVER	DOMESTIC TURNOVER*	TOTAL TURNOVER*	TOTAL NO. OF EMPLOYEES*

**Note: In case of new company enter Turnover as zero**

**Address for Communication:**

Contact person Name\*: \_\_\_\_\_ State\*: \_\_\_\_\_

Door No\*: \_\_\_\_\_ locality/Landmark\*: \_\_\_\_\_

District\*: \_\_\_\_\_ Mandal\*: \_\_\_\_\_ Village\*: \_\_\_\_\_

Pin Code: \_\_\_\_\_

**Bank Details:**

Account No\*: \_\_\_\_\_ Branch  
Name\* \_\_\_\_\_

Branch IFSC Code\* \_\_\_\_\_ Location  
\* \_\_\_\_\_

**Documents List:**

(NOTE: 1.Total size of Upload Document should not exceed 3 MB. 2. All Upload Documents should be in PDF Format Only)

1. MOA, AOA or Audited Statement Mentioning the current share holding pattern and current Directors of the company \*
2. Latest Audited balance Sheet& P&L Statement (Giving Investment / Turnover figures\*
3. Certificate of Incorporation \*

**Applying for Sanction of Incentives**

**3. Incentive Application filing**

Incentive Applied For\*:

- Power Subsidy  Internet Bandwidth Subsidy  Market Development Incentive  
 Lease Rental Subsidy  Recruitment / Training Assistance  Performance linked Grant

- Investment Subsidy  Interest Subsidy  Quality Certificate Incentive
- Technology Up gradation Cost Reimbursement  Subsidy on Cleaner Greener Production
- Exemption for electricity Duty  Interest Rebate  Capital Subsidy  Sales Tax Exemption
- Registration & Stamp Duty  Patent Filing Cost Reimbursement  VAT/ CST Reimbursement
- Skill Up gradation & Training  Rebate on Land Cost  Allotment of Government Land
- Technology & Market Support  Business Networking and Promotional Events
- Incubation space/built space in IT Towers

**Power Subsidy/Industrial Power Category Conversion:**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

**Documents List:**

1. Enclose Letter / Document from concerned DISCOM that the electricity meter/ service connection is in the name of the company\*
2. Electricity Bill and Payment / Receipts made\*

**Internet Bandwidth Subsidy :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_ Band Width \*: \_\_\_\_\_

Internet Service Provider \*: \_\_\_\_\_

**Documents List:**

1. Internet Bills& Payment / Receipts made\*

**Market Development Incentive /Exhibition Subsidy / Technology & Market Support / Business Networking and Promotional Events:**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Invoice /Payment made to the organizers of the Exhibitions / Networking / Promotional events participated\*

**Lease Rental Subsidy :**

**Activity \***:  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \***:  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator

Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Invoice / Payment made to the Lessee pertaining to lease rentals \*
2. Lease Agreement\*

**Recruitment / Training Assistance :**

**Activity \***:  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \***:  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_ No of IT Professionals employed in the last 6 months \*: \_\_\_\_\_

Documents List:

1. List of employees giving name , designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed\*

**Performance linked Grant :**

**Activity \***:  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \***:  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_ Last year revenue\*: \_\_\_\_\_

Current year revenue\*: \_\_\_\_\_

Documents List:

1. Enclose latest annual report indicating last year revenue and current year revenue duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed\*

**Investment Subsidy :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_ Fixed asset value of the current Company\*: \_\_\_\_\_

Share Capital / Share Application Money Pending Allotment\*: \_\_\_\_\_

**Documents List:**

1. Bills/ Invoices on the assets procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed\*

**Interest Subsidy :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Yearly Working Capital taken for 5 years or starting from Commencement of Operations\*: \_\_\_\_\_

**Documents List:**

1. Certificate from the bank on the loan amount taken , no. of installments paid on principal repayment, towards interest payment along with the amounts thereon \*

**Quality Certificate Incentive:**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Quality Certifications Obtained: CMM Level 2 & Above / BS7799 / COPC / ESCM\*: \_\_\_\_\_

**Documents List:**

1. Certificate Proof of filing / achieving quality certification\*
2. Invoice Copies\*



**Technology Up gradation Cost Reimbursement :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

**Documents List:**

1. Bills/ Invoices on the assets /machinery procured for technology up gradation along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed\*

**Subsidy On Cleaner Greener Production :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

**Documents List:**

1. Bills/ Invoices on the assets /machinery procured for clean and greener production along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed\*

**Exemption for electricity Duty:**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

**Documents List:**

1. Invoice / Bills from SPDCI \*

**Interest Rebate :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Certificate from the bank on the loan amount taken , no. of installments paid on principal repayment, towards interest payment along with the amounts thereon \*

**Capital Subsidy :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Bills/ Invoices on the assets /machinery procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed\*

**Sales Tax Exemption :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Invoice / Receipt towards sales tax paid\*

**Registration & Stamp Duty :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Invoice / Receipts paid towards registration charges, stamp duty and transfer fee to the sub registrar and copy of the Sale / Lease /Mortgage Deed entered \*

**Patent Filing Cost Reimbursement :**

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  
 Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_ No of Patents Filed\*: \_\_\_\_\_

No of Provision Patents Obtained\*: \_\_\_\_\_ No of Patents granted\*: \_\_\_\_\_

Documents List:

1. Certificate Proof of filing / achieving patent\*
2. Invoice Copies\*

VAT/ CST Reimbursement:

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile  
Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  
 Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Invoice / Receipt towards VAT /CST paid\*

Skill Up gradation & Training:

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile  
Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  
 Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. Invoice / Receipts on payments made on skill up gradation and training to the agency and list of employees trained\*

Rebate on Land Cost:

**Activity \*:**  IT  ITES  Electronics  Animation  Social Media  Mobile  
Communication  BPO  Call Center  Cloud

**Category \*:**  Micro  Small  Medium  Mega  Start Up  Incubator  
 Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Amount Claimed \*: \_\_\_\_\_

Documents List:

1. List of employees recruited on the land allotted giving name , designation, date of joining and salary drawn duly certified by the authorized signatory of

- the company & the auditor along with invoice for the amount claimed and PF returns filed or Income tax returns (form16) filed \*
2. Document authenticating the activity / category of the company\*

**Allotment of Government Land:**

**Activity \***:  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \***:  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Employment\*: \_\_\_\_\_ Investment\*: \_\_\_\_\_ Turnover\*: \_\_\_\_\_

Extent of Land Required\*: \_\_\_\_\_ District \*: \_\_\_\_\_

Mandal \*: \_\_\_\_\_ Village \*: \_\_\_\_\_

**Documents List:**

1. Business Plan\*
2. List of existing employees giving name, designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the auditor and PF returns filed or Income tax returns (form16) filed
3. Certificate of Incorporation\*
4. Date of Commencement of Commercial Operations(proof on date of first invoice raised)\*
5. Copy of the latest annual balance sheet / P&L account indicating present investment / turnover of the company

**Incubation space/built space in IT Towers:**

**Activity \***:  IT  ITES  Electronics  Animation  Social Media  Mobile Communication  BPO  Call Center  Cloud

**Category \***:  Micro  Small  Medium  Mega  Start Up  Incubator  Accelerator  Venture Capitalist  Angel Investor  Infrastructure Provider

Area \*:  Tirupathi  Visakhapatnam  Kakinada

Extent of warm shell/built up are requested in IT Tower required \*(In SFT) \_\_\_\_\_

No of employees to be accommodated in built up space sought \*: \_\_\_\_\_

Investment to be made in the built up space requested \*: \_\_\_\_\_

**Documents List:**

1. Business Plan\*

\*\*\*\*\*