**Jute Products Development And Export Promotion Council (JPDEPC), Kolkata.**

**Guidelines for Reimbursement of Airfare to Participants in MAI Approved Events Abroad**

**(- only for JPDEPC member)**

1. Eligibility: Member of JPDEPC with an FOB value exports ***below Rs.*** 50.00 Crore In the preceding financial year.
2. Member to have 12 months of membership and is regularly filing export returns with the Council.
3. Permissible only to the regular Director/Partner/Proprietor or a regular officer of the Company on Senior Managerial position of the JPDEPC member organizations.
4. Assistance would be permissible on travel expenses by air in economy excursion class fare. This would, however, be subject to an upper ceiling of Rs. 75,000/- (Rs. 1,25,000/- for Africa and American continents).
5. The claimant organization shall not be under investigation/charged/prosecuted/debarred/blacklisted under the Foreign Trade Policy of Govt of India or any other law relating to export and import business.
6. A maximum of three (3) participations in a particular trade fair/exhibition would be eligible for assistance and exporting companies after availing assistance three times including past cases for a particular fair/exhibition, have to participate in that fair, if any, on self financing basis.

**Note:**

1. The above rules and guidelines are in terms of the provisions of the MAI Scheme in this regard.
2. Reimbursement of airfare to JPDEPC member participant will only be done if the guidelines as stated above are all abided by Non-compliance of any of the above conditions may lead to rejection of the claim.
3. Payment will be made only after receiving of the specified fund from Ministry.

**Documents required:**

1. Claim Form.

2. CA Certificate for FOB value of exports in preceding financial year.

3. Copy of Passport with Immigration Pages (stamped).

4. Tour Report.

5. Valid RCMC copy.

6. Certificate on company letterhead certifying FOB value of export for the last 3 years.

7. Original Boarding Passes.

8. Ticket.

9. Participaption charges Invoice issued by JPDEPC.

10. ECA clearance and DEL status.

11. Copy of IEC Certificate.

12. Cancelled Cheque for payment.

 13. Details of contact person – Name, Mobile No. , E-mail.

 14. Covering letter.

**Note:**

 All documents must be sent to the Head Office of JPDEPC in Kolkata within 45 days after completion of the event.

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