



INDIA TRADE PROMOTION ORGANISATION

Application Form

India Sourcing Fair , St. Petersburg, Russia, March, 18-20, 2020

1. Name of the Registered Company:
- Address :
- Phone : Fax (with ISD/STD code) :
- Mobile No. : E.Mail : Website :
- PAN No. : GSTIN No. : CIN No.
2. Name & Designation of Key Executive:
- Mobile No. : E. Mail :
3. Director / Proprietor / Partner detail:..... DIN No.
4. Type of Company (Please tick) : Private Limited Proprietor Partnership
5. Are you belongs to MSME (Please tick) : Yes No.
6. Are you a member of EPC / Commodity Board? Please specify:
7. Import Export Code No. (mandatory for MAI assistance) (attach photocopy) :.....
8. Are you belongs to : SC ST General
9. Number of events participated with MAI support during the current year :
10. Whether participated in the same event previously : Yes
11. Total turnover of Company : (US\$ / Rs.)
12. Export turnover : (US\$ / Rs.)
- 13. Space requirement (in Sq Mtrs.) :**
14. Corner booth (Subject to availability) : Yes
15. PI tick mark the Section for inclusion :
- Additional requirements on payment, if any :
16. Participation charges detail : RTGS / NEFT No :dated Rs..... drawn on
.....in favour of India Trade Promotion Organisation, New Delhi.
17. Products for display with HS Code :.....
.....
18. Brief profile of company (not more than 25 words) :
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19. We have read the rules & regulations of participation and we agree to abide by the same.
- Place : Signature.....
- Date : (Company Seal) Name.....
- Designation.....

Please complete and return this form to :

V. Narayanan
Deputy General Manager
India Trade Promotion Organisation
Raja Annamalai Building (2nd floor),
72 Rukmani Lakshmi pathi Road, Egmore,
Chennai – 600 008.
Mob: 9566046088
E mail: narayanv@itpo.gov.in

N. P. Yadav
Manger (Finance)
India Trade Promotion Organisation
Pragati Bhawan, Pragati Maidan,
New Delhi-110001
Mobile : 9873599821
Email : npyadav@itpo.gov.in

Brief Rules and Regulations for Participation in Fair Abroad

1. **Space Booking:**

Application in prescribed for participation in overseas activities of ITPO to be submitted within the prescribed date for booking of space. Space is offered in an area of 6/ 9/12 sq mtr (and in multiples of 3 thereof) and as per layout plan. Air fare re-imburement is subject to approval from DOC.

2. **Allotment of space to the Participants:**

Submission of application for booking of space does not automatically confer a right for allotment of space. Approval of application for space will rest with ITPO.

3. **Refund of Participation Fee:**

- (i) Refund of Participation fee will be considered in case of non-availability of space, rejection of application or in the event of cancellation of participation due to unforeseen circumstances.
- (ii) In the event of withdrawal 3 months before the start of the event, 50% (per cent) of the total participation fee will be considered for refund, if the space is re-allotted.
- (iii) Non refund will be considered if the withdrawal request is received less than 3 months before the start of the event.

4. **Visa:**

- (i) ITPO, as a Trade Promotion Organisation, will provide necessary assistance to the representative of the participating company by way of issuance of recommendatory letter to the concerned Mission for obtaining visas.
- (ii) ITPO shall not be liable in case the concerned Mission of the host/transit country denies visa to a representative of the participating company for any reason.
- (iii) Since ITPO, on behalf of the participating company, has already committed for certain financial bindings by way of booking of space, construction/decoration of stand, catalogue entry, general publicity support etc., it will not be able to consider any refund on account of denial of visa/delay in receipt of visa.
- (iv) Visa recommendation letter will be issued only in favour of the Chief Executive/Proprietor/Senior Level Officer dealing with exports of the company so that on the spot decision can be taken by them.

5. **General:**

- (i) Only goods of Indian origin will be allowed for display at India Pavilion.
- (ii) In the event of postponement/abandonment/cancellation of the Fair/ Exhibition, or in case of exhibits not being displayed due to any reason beyond the control of the ITPO, it shall not be liable for any loss or liability.
- (iii) The space allotted to the approved participants is to be exclusively used by them for display of their exhibits as approved by ITPO. Subletting of space is not permissible. Violation of this clause may lead to cancellation of space allotted, forfeiting of space rent, security deposit etc., paid to ITPO and debarring the participant from the future participation in ITPO's event.
- (iv) In case of default of any payment due from the participants, ITPO reserves the right to debar them from participation of ITPO's Fairs in India and Abroad.
- (v) Any dispute or differences arising out of these terms and conditions of participation shall be referred to the Chairman and Managing Director of INDIA TRADE PROMOTION ORGANISATION whose decision of award shall be final and binding.
- (vi) The terms and conditions of participation shall be subject to the jurisdiction of courts in the State of Delhi.

Terms & conditions accepted.

(Signature)

Name & Designation

Date



INDIA TRADE PROMOTION ORGANISATION

Subject: India Sourcing Fair, St. Petersburg, Russia, March, 18-20, 2020

- Details to be provided for availing MAI Grant by the Participating Company.

| | |
|---|--|
| Name of the participating Company / Organisation | |
| Type of company (Private/ Partner/ Limited/ Proprietor) | |
| PAN Card Number | |
| CIN Number | |
| IEC Number | |
| GST No. | |
| Name of Director | |
| Designation | |
| DIN Number | |
| HS Code: 6 Digit | |
| HS Code : 6 Digit | |
| HS Code: 6 Digit | |
| HS Code : 6 Digit | |
| Name of participant | |
| Passport No. | |
| Product Items on display | |
| This is to certify:- (Undertaking on company's letter head) | |
| I. That the company is eligible for MAI grant as it has not claimed MAI grant for this event in three financial years. | |
| II. That the company has not claim subsidy of any event for a maximum of two MAI events in the financial year 2019-20. | |
| III. That the company is eligible for MAI grant as per the prevailing guidelines of Ministry of Commerce, Govt. of India. | |

Place : Signature of Authorized Representative of the

Firm

Date :

(Company Seal)

Name.....

Designation.....

DETAILS OF REPRESENTATIVES ATTENDING EXHIBITION

(ON COMPANY LETTER HEAD)

Company Name :

Name of Representative:

Designation:

Passport Details:

Passport No :

Place of Issue :

Date of Issue :

Date of Expiry :

Date of Birth :

Name of Representative:

Designation:

Passport Details:

Passport No :

Place of Issue :

Date of Issue :

Date of Expiry :

Date of Birth :

Signature with stamp