

**APPLICATION FOR STANDARD INVESTMENT SUBSIDY (SIS)**  
**(Ref : Manual for Fiscal Incentives for IT Units under IT Policy 2007)**

I/ We \_\_\_\_\_ as per resolution No: .....dated  
\_\_\_\_\_ have been authorized to and hereby do apply for Standard  
Investment Subsidy under the IT Policy 2007 for  
M/S \_\_\_\_\_ for an amount of Rs.....  
(Rupees.....)

**I. GENERAL**

- a) Name, address of the Applicant Unit :
- b) Constitution of the Unit : Proprietor/ Partnership/ Private Limited  
Company/Ltd. Company/Society
- c) Location of the Applicant Unit :
- d) In case of branch, Address of  
Head Office / Registered Office  
of the Applicant Unit :
- e)
- i. IPMC No. issued by KSITM :  
(enclose copy of letter)
- ii. Date of IPMC Registration :
- iii. Whether any changes in data have occurred since : YES/No  
IPMC registration of applicant Unit?
- iv. If 'YES', whether supplementary IPMC registration : YES/No  
application is attached?
- f) Primary activity of the Applicant Unit : IT Software/ IT Products/ ITES/ Hardware  
(details of primary activity)
- g) Date of commencement of business activity :
- h) Whether new or existing unit? In case of  
existing unit, state period of existence :

## II. MANAGEMENT

- a) Names and addresses of promoters/  
Board of Directors, whether annexure attached? : YES/ NO
- b) Details of authorization by the Board/promoters for signatory  
to sign/represent the unit for the purpose of this application :

## III. INVESTMENT TO BE CONSIDERED FOR SUBSIDY: (Tick One)

### 1. New Unit

### 2. Unit Expanding/Modernising

- i. Cost of furnishing : Refer (Annexure II-A)
- ii. Electrification : Refer (Annexure II-B)
- iii. Hardware Cost / P&M : Refer (Annexure II-C)
- iv. Other P&M / Electrification : Refer (Annexure II-D)
- v. Others (Please specify) :

▪ *In case of expansion/modernization, the following section may be filled:*

- i. Application number of prior applications :
- ii. Date of completion of expansion / modernization :
- iii. Original FCI prior to expansion / modernization :
- iv. Subsidy already availed (under any scheme)  
Details of any subsidy application pending with :  
Govt. of India /Govt. of Kerala / Govt. agencies
- v. Additional FCI :
- vi. Total FCI claimed for subsidy now :
- vii. Name of Operating Bank :

## DECLARATION

I/We

-----  
have read the rules and conditions of the Standard Investment Subsidy scheme framed under the IT Policy of the Government of Kerala and undertake to abide by them.

I/We -----also clarify that all the above facts are true to the best of my/our knowledge and belief.

Date:

Place:

Signature / Name / seal of company

**Annexure-II-A**

**COST OF FURNISHING**

- 1) Cost of Furnishing/ Interiors :  
(state separately furniture and fittings  
attached to the building - Non-movable)

**Annexure - II-B**

**ELECTRIFICATION**

- 1) Value as by Balance Sheet :
- 2) Valuation by Deputy Electrical Inspector/ AEE, KSEB/ Chartered Engineer if claim exceeds Rs. 50,000/- :

**Annexure - II- C**

**PLANT & MACHINERY**

*Note: The value is to be stated net (after deduction) of any duty draw backs received or Modvat Credit availed on accounts of purchase, and to be inclusive of all taxes and duty paid*

- 1) Value as in Balance Sheet :
- 2) Value of Plant & Machinery imported :
- 1) Whether the plant & machinery is New /  
relocated/ second hand / reassembled :
- 4) List of Plant & Machinery

Sl . No.	Name of Plant & Machinery	Invoice No. & Date	Net Value
1			
2			
3			
		<b>Total</b>	

**Note:** In case of expansion / modernization, to qualify for additional SIS in case of expansion/modernization the expansion should be 25% of the original FCI in plant and machinery.

**Annexure: II-D**

**CERTIFICATE BY ELECTRICAL INSPECTOR**

Certified that I have inspected the electrification work of M/S -----  
-----and that value of electrification work  
for industrial purposes is Rs. -----, and for industrial purposes  
specified, the electrification work is required.

Deputy Electrical Inspector/AE, KSEB/CE

**Annexure : II-E**

**CERTIFICATE OF VALUATION BY CHARTERED ACCOUNTANT**

We have verified the necessary records and books of accounts maintained by M/S -----  
----- and hereby certify that value declared in  
the subsidy application is in conformity with the records maintained at the Head Office.

Details of Fixed Assets acquired / expansion of FCI.

1	Cost of furniture - Non movable	
2	Cost of furniture - Movable	
3	Cost of Hardware component acquired	
4	Cost of other Plant & Machinery	
5	Cost of Electrification	
6	Others (specify)	
	<b>Total</b>	<b>Total</b>

Percentage of Expansion in Plant and Machinery  
(in case of modernization / expansion) :

Place:

Date :

Signature:

C

**Annexure: II-F**

**CERTIFICATE BY BANK**

(To be issued on the letterhead of the bank)

We hereby confirm that the Company / Firm M/s -----

-----having it's Office at -----

is maintaining it's Current / Loan account Number-----

with us since -----(Date of Opening).

Details of assets financed by the Bank:

Place:

Date:

Signature of Bank Manager (With Seal)

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**Secretarial Notes / Mandatory Attachments:**

1. The application has to be forwarded in duplicate to Coordinating Officer.
2. Attested copy of provisional registration number issued by Kerala State IT Mission
3. Copy of the board resolution(s) authorizing application for subsidy and signatory.
4. Certificate from CA in prescribed form.
5. Certificate from Engineer.
6. Copy of sanction letter of subsidy earlier availed, if any
7. Certificate from bank on account maintained.
8. Original Bills/ Invoices for all assets for which subsidy is being claimed.
9. Copy of agreement/registration with STPI/Customs/Techno park/ Infopark or other statutory bodies confirming operations in Kerala

**Note:** In case of any changes in information already furnished as part of original IPMC registration, a fresh IPMC registration application with changes highlighted, with supporting documentation relating to such changes should be attached.

**Annexure: II-G**

**Bank Guarantee No.....**  
(on Rs. 100 stamp paper)

To  
Director  
Kerala State Information Technology Mission  
ICT Campus, Vellayambalam  
Thiruvanthapuram 695 033

.....has applied to the Director, Kerala State IT Mission ICT Campus, Vellayambalam Thiruvanthapuram 695 033 for receiving Standard Investment Subsidy as per the incentives announced under the Kerala Government IT Policy 2007 for its unit situated at.....  
.....  
.....(hereinafter referred to as the company). Kerala State IT Mission vide its letter dt.....  
..... has sanctioned a Standard Investment Subsidy of Rs.....as per the incentives under the Kerala Government IT Policy 2007.

In accordance with clause 3.5 of the Manual for Fiscal Incentives for IT units announced by the Government vide G.O (Ms) No. 31 / 07 / ITD dt. 04-12-07, the company has to furnish a Bank Guarantee for a period of five years from the date of receiving the Standard Investment Subsidy.

In consideration thereof, we.....  
.....  
hereby, at the request of the company, expressly, irrevocably and unconditionally agree, undertake and guarantee to pay on behalf of .....  
..... to the Director, Kerala State IT Mission ICT Campus, Vellayambalam Thiruvanthapuram 695 033 on written demand, without demur and without reference to the company, an amount not exceeding Rs..... against any loss or damage caused to or suffered or would be caused to you by reason of any breach by the said company of any terms and conditions contained in the said Manual for Fiscal Incentives for IT units. Your demand shall be conclusive evidence to us regarding the amount due and payable by the bank under this guarantee.

We, ..... further agree that the Director, Kerala State IT Mission shall be the sole judge whether the company has failed to perform or fulfill or

committed breach of any of the terms and conditions of the IT Policy 2007 and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by the Kerala State IT Mission all the rights and defence to which we as guarantors and / or to the said company.....may be entitled to.

We, ..... further agree that the amount demanded by the Director, Kerala State IT Mission as such shall be final and binding on the Bank as to the Bank's liability to pay the amount demanded and the Bank undertakes to pay to the Director, Kerala State IT Mission, the amount so demanded on first demand and without any demur notwithstanding any dispute raised by.....  
..... or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

We ..... further undertake not to revoke this guarantee during its currency except with the previous consent of the Director, Kerala State IT Mission in writing.

We ..... lastly agree that the Bank's liability under this guarantee shall not be affected by any change in the constitution of...  
.....

Notwithstanding anything contained hereinabove:-

1. Our liability under this bank guarantee shall not exceed Rs.....
2. This bank guarantee shall be valid for a period of five years from the date of issue.
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon a written demand on or before the expiry date of the guarantee on.....

This Guarantee is issued on.....

For Bank

For Company

*(BG has to be signed on all sheets)*

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**Note:** Application and Annexure II A to II F have to be submitted to the concerned Coordinating Officers.  
Annexure II G has to be furnished to Kerala State IT Mission after the SIS has been sanctioned.