

Application Form for applying re-imburement under FaMeTN's Sponsorship Policy

(On Company Letterhead)

Date: _____

To

The Managing Director
FaMeTN
1st Floor, SIDCO Corporate Office Building
Thiru.Vi.Ka Industrial Estate
Guindy, Chennai – 600032

Sir/Madam,

Sub: Request for Sponsorship Reimbursement under FaMeTN – Participation in Expo – Reg.

We, M/s. _____, an MSME manufacturing unit engaged in the production of _____. We participated and set up a stall in the event _____ (Name of the Expo/Event) held from _____ to _____ at _____.

We kindly request you to consider our application and reimburse the eligible amount under the FaMeTN Sponsorship Scheme.

Company Profile:

Participants Details:

- **Name of the Participant:** _____
- **Designation:** _____

The total expenditure incurred for participating in the above expo is Rs. _____

Sl. No	Details of Expenditure	Amount in Rs.
1.	Stall Charge / Entry Fee	
2.	Train / Air fare	
3.	Accommodation	

All relevant supporting documents as per the prescribed checklist are enclosed (One copy).

We affirm that the information furnished above is true and correct to the best of our knowledge.

Thanking you,

Yours faithfully,

For M/s. _____
Signature

Name:
Designation:
Contact No:

(With Company Seal)

Check- list for reimbursement of the claim for FaMeTN's Sponsorship

NAME OF THE EVENT/FAIR/EXHIBITION:

DATE OF THE EVENT:

The following documents /informations are submitted for reimbursement of the claim for FaMeTN's Sponsorship for their participation in the Event of _____ from the M/S.

Sl. no	Documents	Page No
1	Covering letter in the company's letter pad requesting FaMeTN's Sponsorship Reimbursement for participating in the Expo	
2	UDYAM certificate with Annexure (recently downloaded within 3 months from date of application)	
3	(i) Tax Invoice for stall charge/entry fees	
	(ii) Bank Statement reflecting the Transaction made to the Organiser for Stall Charge/ Entry Fees/ Payment proof (Bank statement) with the stall charge/entry fees)	
4	(i) Airfare Ticket & Boarding pass (economy class) / (ii) Train Ticket - Confirmed Ticket with Participant Member Names	
5	(i) Lodging & Accommodation Bill - Clearly mentioning the Occupancy Count	
6	Copy of Company PAN/ Proprietor PAN	
7	Copy of GST Certificate (all the 3 pages to be furnished)	
8	Current account cancelled cheque leaf.	
9	Photos of stall in the expo (2 to 3 numbers)	
10	Self Declaration letter in company letter pad, stating whether the MSME (including its joint ventures or subsidiaries) have not availed any financial assistance from FaMe TN or participated in any exhibitions/fairs through FaMe TN in the past.	
11	State the benefits: List of customers visited the stall, orders booked and enquiries generated, new Leads created.	
	<p>All the above documents are to be sent to the following address within one month from the completion of the event. Application received after the timeline stands declined.</p> <p>The Managing Director, FaMeTN, 1st Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka Industrial Estate, Guindy, Chennai-32</p>	

SI.No. 10 Format- SELF DECLARATION

(Letter Head)

Date: _____

SELF DECLARATION

We, _____ (Including Its' joint venture or Subsidiaries) has not availed any financial assistance from the FaMeTN for participating in any exhibitions/fairs through FaMe TN in the past. We, hereby declare that whatever has been stated above is true to the best of our knowledge.

Signature (With seal)