



GOVERNMENT OF KERALA

Abstract

Electronics & Information Technology Department – Kerala State IT Mission – Investment and Promotion Management Cell – Revised Subsidy Manual – Approved - Orders Issued.

ELECTRONICS & INFORMATION TECHNOLOGY (C) DEPARTMENT

G.O (Ms) No. 27/2017/ITD

Dated, Thiruvananthapuram, 15.12.2017

Read:- 1. G.O (Ms) No. 34/2013/ITD dated 05.11.2013
2. D.O Letter No. IPMC/3/2014-KSITM/1213 dated 08.10.2017 from the Director, Kerala state IT Mission Thiruvananthapuram.

ORDER

As per the Government Order read above, Government have issued orders approving Subsidy Manual in par with the IT policy 2012. Consequent to the introduction of the IT policy 2017, the Director, Kerala State IT Mission has submitted a proposal to Government for approval of the new Subsidy Manual.

2. Government have examined the matter and are pleased to approve the new Subsidy Manual appended with this order. The Director, Kerala State IT Mission is permitted to make suitable changes in the Application Form and other Proformas annexed to the manual, in tune with the requirements from time to time.

(By Order of the Governor)

**M SIVASANKAR
SECRETARY**

To:-

The Director, Kerala State IT Mission, Thiruvananthapuram.
The Managing Director, KSIDC, Kawdiar PO, Thiruvananthapuram.
The Managing Director, Kerala Financial Corporation, Vellayambalam, Thiruvananthapuram.
The Chief Executive Officer, Technopark/ Infopark/ Cyberpark.
The Chief Executive Officer, Kerala Startup Mission, Technopark Campus,
Thiruvananthapuram.

The Finance Department.
The Planning & Economic Affairs Department.
The I&PR Department (Web & New Media).
The Principal Accountant General (Audit / A&E) Kerala, Thiruvananthapuram.
Stock File / Office Copy.

Forwarded/By Order

Section Officer

MANUAL FOR FISCAL INCENTIVES FOR IT UNITS

The Fiscal incentives announced in the IT Policy 2017 is operative from 01-12-2016 and shall remain in force for a period of 6 years.

Fiscal incentives are applicable to all eligible companies operating in Kerala other than those located within an SEZ

In case of any ambiguity in implementing / interpreting this Manual, clarifications issued by Department of IT, Government of Kerala shall prevail.

A. STANDARD INVESTMENT SUBSIDY (SIS)

SIS is a scheme of the Government to promote productivity, job opportunity and entrepreneurship in ICT/ITeS sector in Kerala. The Government of Kerala provides subsidy based on Fixed Capital Investment (FCI) of IT unit with the condition that the unit should continue operation for at least a period of 5 years.

1. Scheme Administration - Role Definitions

1.1 IPMC: The Investment Promotion Management Cell in the Kerala State IT Mission, (KSITM), headed by the Director of KSITM, shall administer the SIS for eligible units.

1.2 Administrator: The Director of KSITM shall be the Administrator of the scheme.

1.3 Coordinating Officers: MD-KSIDC, MD-KFC, CEO- Kerala Startup Mission and CEO Kerala IT Parks (Technopark, Infopark and Cyberpark) shall function as the Coordinating Officers (CO). CEO Technopark shall have the jurisdiction over the units located at Thiruvananthapuram, Kollam and Pathanamthitta. CEO Infopark shall have the jurisdiction over the units located at Alappuzha, Kottayam, Idukki, Ernakulam Thrissur and Palakkad. CEO Cyberpark shall have the jurisdiction over the units located at Kozhikode, Wayanad, Malappuram, Kannur and Kasaragod. CEO-Startup Mission will have jurisdiction over the startups registered with Kerala Startup Mission. For all units financed by KSIDC irrespective of their location, the CO shall be MD-KSIDC and for units financed by KFC, the CO shall be MD-KFC.

1.4 Consultant: A Chartered Accountancy firm of repute and with proven experience in the IT sector may be engaged by the CO's on a need basis. The consultant shall primarily ensure the accuracy of data provided and assure integrity of certification. It shall be the discretion of the CO to decide whether the consultant needs to be engaged or not for SIS. The consultant shall also be the authority to certify whether the applicant unit is an IT Service / ITES / software / hardware unit after verifying the nature of operation by scrutinizing the books of accounts and nature of transactions of the applicant unit. The Consultant's service charges for this purpose shall be fixed by the SLC from time to time. The service charge shall be to the account of the applicant unit, and the Administrator shall pay the consultant by deducting it from the incentive amount to be disbursed. The Consultant shall assist KSITM in administering the incentives including maintenance of records centrally. If no consultant is appointed CO shall ensure administrating the SIS and maintenance of records.

2. Operation of the Incentive

2.1 Provisional Registration: All applicants for SIS shall provisionally register online with the IPMC web application on KSITM website. The provisional registration number is issued for the sole purpose of being eligible for applying for incentives available under the State IT Policy. Since the provisional registration number is issued without physical inspection of the unit, receipt of the provisional number does not in any way mean that the applicant unit has been recognized as an IT unit by KSITM.

2.2 Application: Units/Companies shall fill the 'Application for SIS' and submit the form along with the required enclosures to the CO. Applicant units/companies are required to file a self declaration(Annexure I - A) along with application as to whether they are IT Software / IT Hardware / IT Service / ITES or a combination of any of these.

2.3 Verification: CO shall forward the application to the Consultant, if a consultant has been appointed as per clause 1.4. The Consultant / CO shall verify the application based on site visit and perusal of relevant documents. The Consultant's report shall be checked and countersigned by the CO, under whose jurisdiction the unit falls. The verifying and countersigning authorities as defined above shall be answerable to audit.

2.4 Sanction: The Agenda Note in the prescribed format duly signed by the CO, along with the recommendation of the CO, shall be sent to the Administrator. Documents submitted by the applicant unit shall be kept under the safe custody of the CO and should be available for scrutiny of the Administrator, should he desire to do so. A State Level Committee (SLC) consisting of the Secretary - IT, Secretary-Finance (Expenditure), Director-KSITM, MD-KSIDC, MD-KFC, CEO- Kerala Startup Mission and CEO Kerala IT Parks (Technopark, Infopark and Cyberpark) shall review claims that exceed Rs. 10 lakhs under any one single claim. For claims less than Rs. 10 lakhs, the Administrator shall be authorized to process the claim without referring it to the SLC.

2.5 Disbursement: The disbursement will be effected by KSITM directly to the applicant company or through the commercial bank / financial institution as mentioned in (Annexure II-F) that has funded the applicant unit as certified by the CO in the Agenda Note. The role of KSITM in administering SIS will be restricted to that of a disbursing authority alone. The accuracy in the calculation of the FCI / SIS will be the responsibility of the CO.

2.6 Response time: In a particular financial year, the applicants shall apply for SIS only in May- June or November-December. The response time for SIS by the CO's for claims less than Rs. 10 lakhs, shall be attempted to be scrutinized and recommend to Administrator as far as possible within 2 months from the date of receipt of the application by the CO, provided that the application is free from incomplete or inaccurate information. The response time of Administrator shall be attempted to be achieved is one month from the date of receipt of the application from the CO, provided that the application is free from incomplete and inaccurate information and subject availability of fund. It may be noted that, beneficiary shall submit the Bank Guarantee/ BG (if required) to the Administrator as a part of process for sanctioning the SIS. For claims more than Rs. 10 lakhs, the response time will be within 2 weeks of the sanction by SLC.

2.7 **Appeals:** The SLC shall dispose off any appeals received from the applicant units against the decisions of the verifying / countersigning authorities or KSITM. Appeals shall be sent to the Administrator, who shall place the matter before the SLC. The decision of the SLC shall be final and binding upon the applicant.

3. Other Conditions

3.1 The Administrator reserves the right to adjust the amount sanctioned as incentive to an applicant unit against their dues, if any, to the Government / Government agencies.

3.2 The units financed by the Khadi & Village Industries Commission (KVIC) / Khadi & Village Industry Board (KVIB) shall not be eligible for SIS.

3.3 In case of proprietary / partnership units, if the proprietor / partners has / have 60% or more profit share in any other unit in the IT industry that has already claimed / applied for SIS under separate application, then such multiple applications shall not be permitted. A certificate in this regard should be submitted by the applicant unit. (Annexure 1- B)

3.4 In case of companies, if the company has minimum 51% shareholding in any other company or controlling interest in a proprietary / partnership firm in the IT industry that has already claimed / applied for SIS under separate application, then such multiple applications shall not be permitted. A Board resolution in this regard should be submitted by the applicant unit. (Annexure 1- C)

4. Grant of SIS

Eligible SIS amount will be approved by the SLC/ Administrator (depending on the claim amount as per clause 2.4). The Performance Bank Guarantee (PBG) may be released after successful completion of 5 years of continuous commercial operation of the unit from the SIS start date. Every year COs has to verify whether the company is in operation.

The start date of the PBG will be considered operational period "SIS start date" for the purpose of determining continuous commercial operation

4.1 Units that have been in operation for less than 3 years shall offer a PBG of 100% of SIS to KSITM along with a form in (Annexure 11- G) and 100% of SIS shall be given.

OR

In case the unit cannot submit PBG of 100% of SIS, the total SIS amount will be disbursed over a period of 4 years. In this case, a PBG for an amount of 10% of total SIS amount has to be submitted by the unit upfront to the Administrator. Performance Bank Guarantee to be furnished as per the format mentioned in the (Annexure 11- G).

The payout schedule of SIS for eligible unit will be as follows.

- 1) First payout 20% of eligible SIS after the SIS start date
- 2) Second payout 20% of eligible SIS on completion of one year of continuous commercial operation from SIS start date.

- 3) Third payout 20% of eligible SIS on completion of two year of continuous commercial operation from SIS start date.
- 4) Fourth payout 20% of eligible SIS on completion of three year of continuous commercial operation from SIS start date.
- 5) Final payout 20% on completion of 4 years of continuous commercial operation from SIS start date.

4.2 Units which have commenced commercial production and are in operation for 5 years or more need not submit the Bank Guarantee and has to furnish details mentioned in the (Annexure 11- F) and 100% of SIS shall be given

4.3 Units which have commenced commercial production and are in operation for 3 years but less than 5years need not submit the Bank Guarantee but will be eligible only for 60% of the eligible subsidy. The first 20% of the balance subsidy can be availed on completion of the 4th year and the balance 20% on completion of the 5th year.

4.4 Recovery of SIS.

4.4.1 The Administrator shall initiate recovery procedures of SIS if;

- 1) there exists reasonable grounds to believe that the applicant unit has indulged in misrepresentation, forgery or deception
- 2) the Unit ceases commercial operation within a period of 5 years from SIS start date.

4.4.2 On initiation of recovery procedure the unit shall refund 100% of SIS paid + interest @14% computed from date of disbursement of SIS installment

4.4.3 The Administrator shall recover partial SIS from PBG if the unit fails to refund with in a period of one month after issuing show cause notice

4.4.4 All amounts due to the Government shall be recovered as if they are arrears of land revenue under the provisions of the Revenue Recovery Act. Sufficient opportunity to show cause shall, however, is begranted to the defaulting unit before a demand is raised against it.

The COs along with Consultant shall carry out periodic inspection of the units that have received the SIS to verify that the unit is having commercial operation.

5. Admissible FCI

Fixed Capital Investment on the following items shall be admitted for the calculation of the SIS.

- IT Hardware
- IT Software
- Identifiable brand new plant & machinery needed to set up an IT unit.

Furniture, furnishing of interiors (Annexure II-A), Generator sets, testing equipments, air conditioning equipments, UPS, photocopiers, bandwidth tapping equipments, office equipment like EPABX, OHP, digital projector and other specialized electronic equipment related to the operation of an IT unit shall be included in the scope of plant & machinery (Annexure II-C) subject to the condition that these items are purchased brand new. The cost of electrification, erection, installation, wiring etc shall be mentioned separately (Annexure II-B). All claims to qualify for FCI, should be evidenced by original invoices / bills and original cash receipts in the units name and supported by a certificate by the applicant unit's Chartered Accountant with respect to cost of materials and fabrication charges (Annexure II-E). OYEC costs to KSEB, transformer costs and costs of industrial wiring including that for DG set will be eligible for SIS. These costs should be evidenced by invoices, cash receipts and where industrial wiring costs and electrification exceeds Rs. 50,000/- a certificate of valuation from a Chartered Engineer / Asst. Executive Engineer of PWD (Electrical) / Dy. Electrical Inspector / AE KSEB) (Annexure 11-D) has to be furnished to the CO.

Lease hold assets / second hand assets and those assets provided by the Government or its agencies at concessional terms shall not be eligible.

Assets on which SIS are claimed shall not be sold / transferred for a minimum period of 5 years from the date of its purchase.

6. Eligibility for SIS

6.1 IT units engaged in the list of activities mentioned in clause 7 of the Manual.

6.2 The applicable rates for the calculation of SIS are specified in IT Policy 2017 (Sub Policy 2 - Fiscal Incentives clause 3.3.1)

30% of Fixed Capital Investment subject to a limit of Rs. 15 lakhs for companies located in Thiruvananthapuram and Ernakulam districts. For companies located outside the districts of Thiruvananthapuram and Ernakulam, the applicable SIS will be 40% of Fixed Capital Investment subject to a limit of Rs. 25 lakhs. As a special consideration, for companies located in hilly districts of Wayanad and Idukki, applicable SIS will be 50% of FCI subject to a limit of 25 lakhs.

6.3 Units should have the Provisional Registration Number issued by KSITM.

6.4 Units that are in operation (or completed expansion / modernization / diversification) for more than six years on the date of application are not eligible for SIS under this scheme.

6.5 SIS applications that are already pending with the CO's / KSITM as of those units that have commenced commercial operation (or completed expansion / modernization / diversification) before 01-12-2016, will be processed but will be guided by the incentive scheme of the State IT Policy 2012 issued vide GO (P) 19/12/ITD dt.12.10.2012. Applications received after 1.12.2016 will be considered as per the new policy.

6.6 A unit that has availed of SIS and has reached the upper limit as specified in the IT Policy 2017, is not eligible to receive any further SIS.

6.7 A unit that has availed of SIS and has not reached the upper limit specified in the IT Policy 2017 is also not eligible to receive SIS unless the unit has undergone / completed modernization / expansion / diversification after 01-12-2016. However, the increase in FCI has to be 25% over the previous level. Further, the eligible FCI for calculation of SIS shall be arrived at after deducting the higher of written down value or sale value of the scrapped items, if any, arising from modernization / expansion / diversification.

7. List of activities to qualify for SIS

- IT Software Development
- IT Services
- IT enabled Services (excluding IT training institutes that provide training to the public at large)
- Hardware Manufacture

7. Hardware manufacturers falling under the scope of SIS

7.1 Computing devices including desk top, servers, work stations, lap top, CPU, Thin client, Zero client etc.

7.2 Digital storage devices and multimedia kits.

7.3 Input & output devices

7.4 Networking products including, routers, switches, concentrators etc.

7.5 Power supplies to computer systems including UPS.

7.6 Networking/cabling & related accessories (related only to IT units). However those of manufacturers and cable TV providers do not fall in the scope.

In addition,

7.7 IoT Devices, Machine Learning/AI Devices

- a. Telecom Products
- b. Nano Electronic Products
- c. IT Hardware
- d. Consumer Electronics
- e. Health and Medical Electronics
- f. Photonics
- g. LED Technology
- h. Avionics
- i. Industrial Electronic Products
- j. E-waste processing/ Recycling
- k. Automotive Electronics
- l. Agri-Electronics
- m. Energy Conservation Electronics
- n. Opto- electronics
- o. Consumer and Industrial Robotics

- p. Wearable Technology
- q. Smart homes and Smart Cars
- r. Drones
- s. Renewable energy Electronics
- t. Industrial Automation
- u. Print electronics

7.8 Intermediates

- a. Nano Electronic Components
- b. Semi-conductor wafering
- c. Semiconductor Chips including logic, memory and analog
- d. All assembly testing, marking and packaging of ESDM units
- e. Chip components
- f. Discrete Semiconductors
- g. Power semiconductor
- h. Electromechanical Components and Mechanical parts as Multilayer PCBs, Toroidal Transformers, Coils, connectors, switches, ferrites, micro motors, stepper motors etc.
- i. Consumables and Accessories such as mobile phones and IT accessories- batteries, chargers etc.
- j. All fabrication manufacturing facilities :Including Fabrication lab

8. Definitions

8.1 IT unit/company includes those on the following sector: IT hardware, IT Software Development, IT Services and IT enabled Services.

8.2 IT infrastructure refers to the physical infrastructure built by a firm or build up and sold to an IT industry for its own use; or infrastructure built by an IT industry for its own use.

8.3 IT Software is defined as any representation of instructions, data, sound, image including source code, object code recorded in a machine, readable form and capable of being manipulated or providing interactivity to use by means of automatic data processing machine falling under the head 'IT products'. IT Software includes operating software, application software, middleware and firmware.

8.4 IT service is defined as any service which results from the use of any IT software over a system of IT products for realizing value addition.

8.5 IT enabled service is defined as any product or service that is provided or delivered using the resources of ICT.

8.6 IT Products is defined as computer, digital data communication and digital data broadcasting products as notified by the Ministry of Finance, Government of India or Central Board of Excise & Customs.

9. Forms to be submitted by Applicant Company/Units

The applicant company/units shall submit claims for incentive in the prescribed formats. Proforma of the forms are annexed.

Form 1

Application No: _____
(To be filled by CO)

APPLICATION FOR STANDARD INVESTMENT SUBSIDY (SIS)
(Ref : Manual for Fiscal Incentives for IT Units under IT Policy 2017)

I / We <Name of the Applicant> as per resolution No:dated
_____ have been authorized to and hereby do apply for
Standard Investment Subsidy under the IT Policy
2017 of Govt. of Kerala for M/S _____ for an
amount of Rs.....
(Rupees.....only.)

- a) Name, address of the Applicant Unit :
- b) Constitution of the Unit : Proprietor / Partnership / LLP / 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 provisional 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/IT
Service (details of primary activity) (See Annexure 1 -A)
- g) Date of commencement of business activity :
- h) Whether new or existing unit? In case of existing unit, state period of existence :
-) PAN No of : Proprietor/Company & Directors /Partnership firm & Partners/LLP
- J) GST no if available :

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 / Plant & Machinery | : | Refer (Annexure II-C) |
| iv. | 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/diversification :
- iii. Original FCI prior to expansion/ modernization/
diversification :
- 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 2017 of the Government of Kerala and undertake to abide by them.

I / We -----do hereby certify that
all the facts mentioned above are true to the best of my / our knowledge and belief. If
how ever any all of the aforesaid details are subsequently found in correct and /or was willfully
provided for claiming the SIS. I do hereby agree to refund the incentives received together with
interest @14% pa from the date of receipt till the date of refund, failing which such dues shall be
recoverable from me and my properties both movable and immovable under the provisions of
the Revenue Recovery Act from the time being in force as though such sums are arrears of land
revenue for in such other manner as the Government may deem fit.

Date:

Place:

Signature / Name / seal of company

Form 2

Annexure 1 - A

(Self declaration of primary activities ref Par 2.2 of SIS Manual)

I, (Name) do hereby declare that the primary activity of the unit/companies the details of which is given in 1(f) of the application is/areand is covered under sub para.....of para 7/8 of Subsidy Manual.

Place:

Date

Signature

Name:
Proprietor/Partner

Form 3

Annexure 1 - B

(Certificate to be furnished by Proprietary/partnership units referred to in para 3.3 of SIS Manual)

I/we.....names(s), proprietor/partners hereby declare that I/we do not have 60% or more profit share in any other unit in the IT industry that has already claimed/applied for SIS under separate application.

Place:

Signature

Date

Name
Proprietor/Partner

Form 4

Annexure - I-C

(Board Resolution referred to in para 3.4 of SIS manual to be furnished by applicant company)

Resolution No.....

dated.....

The Board of Directors of(Name of the company) which met ondecided to state that the company does not hold a minimum of 51% shareholding in any other company on controlling interest in a proprietor/partnership firm in the IT industry that has already claimed/applied for SIS under separate application. Also resolved for convey the decision by.....(Name of the authorized person)

Signature

Name of Directors

1

2

3

Place:

Date:

Form 5

Annexure- II-A

COST OF FURNISHING

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

Sl . No.	Item	Invoice No	Date	GST IN	Amount
1					
2					
3					
			Total		

Form 6

Annexure - II-B

ELECTRIFICATION

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

Sl . No.	Item	Invoice No	Date	GST IN	Amount
1					
2					
3					
			Total		

Form 7

Annexure - II-C

Hardware Component/ 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 Hardware Component / Plant & Machinery

Sl . No.	Item	Invoice No	Date	GST IN	Amount
1					
2					
3					
			Total		

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

Form 8

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 as specified in annexure II-B is Rs. -----, and for
industrial purposes specified, the electrification work is required.

Deputy Electrical Inspector / AEE, KSEB / Chartered Engineer / AXE PWD (Electrical)

Form 9

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 (Annexure II-A, II-B, II-C) is in conformity with the records maintained
at the Head Office. Details of Fixed Assets acquired / expansion of FCI.

	Cost of furniture - Non	
2	Cost of furniture - Movable	
3	Cost of Hardware / plant and machinery	
4	Cost of Electrification	
5	Others (specify)	
	Total	

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

Place:

Date:

Signature:

(Office seal of the Chartered Accountant)

Form 10

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)

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 / Technopark / 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.

Form 11

Annexure: II-G

Bank Guarantee No.....
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 2017 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 2017.

In accordance with clause 4 of the Manual for Fiscal Incentives for IT units announced
by the Government vide G.O (Ms), 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 2017 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 herein above

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)

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.

AGENDA NOTE

1. Name of applicant & address of unit :
2. Constitution of the unit
(Proprietor/ Partnership/ LLP/ Private Company/ Ltd Company/ Society) :
3. Location of Industrial unit :
4. IPMC Provisional Regn. No.
Issued by KSITM :
5. Date of IPMC Registration :
6. Whether new/ expansion/diversification/
Modernization :
7. Date of commencement of Commercial
Production (original /Expansion) :
8. Date of receipt of application :
9.
 - i. Employment generated :
 - ii. PAN No. :
 - iii. GST No. :
10. In case of New Unit-

Items	Total Investment	Investment claimed by unit	Sanctioned Amount
Land Development			
Building			
Plant & Machinery/ Hardware			
Software			
Furniture/ Interior			
Pre-operative Expenses			
Electrification			
Genset			
PCD			
Others			
Total			

11. In case of expansion / modernization / diversification-

Items	Pre-expansion/ modernization/ diversification investment already considered for subsidy	Investment claimed by unit for expansion/ diversification/ modernisation	Total Investment	Sanctioned Amount
Land Development				
Building				
Plant & Machinery/ Hardware				
Software				
Furniture/ Interior				
Pre-operative Expenses				
Electrification				
Genset				
PCD				
Others				
Total				

12. Total project cost :

- i. Land :
- ii. Building :
- iii. Plant and Machinery/ Hardware :
- iv. Software :
- v. Furniture/ Interior :
- vi. Preliminary & Pre operative expense :
- vii. Electrification :
- viii. Generator/PCD/Testing equipments :
- ix. Working Capital :
- x. Others :

Total :

13. Source of finance (Units financed by KVIC/KVIB are ineligible for subsidy)

- i. Own fund / share capital / subsidy :
 - ii. Term loan from Bank/ KFC/ KSIDC :
 - iii. Margin money loan from DIC/ NEF :
- Total** :

14. Period of expansion/ modernization/
Diversification :

15. Date of completion of expansion
Modernization/diversification :

16. Application Number of prior application :

17. Original FCI prior to expansion/
modernization/ diversification :

18. Subsidy already availed (under any
scheme) details of any subsidy
application pending with
Gol/ GoK/ Govt agencies :

19. Additional FCI :

20. Total FCI Claimed for subsidy now :

21. Name of operating bank :

22. Products/ manufactured/ Developed :

23. Pre-expansion Products/ manufactured/
Developed (Qty. value) :

24. Post-expansion Products/ manufactured/
Developed (Qty. value) :

25. Land

Claimed by unit		Admitted for subsidy	
Extent	Value	Extent	Value

26. Building

Claimed by unit		Admitted for subsidy	
Plinth area	Value	Plinth area	Value

27.

Items	Investment claimed for subsidy by unit	Investment certified by C.A	Investment certified by Deputy Electrical Inspector/ AEE, KSEB/ Chartered Engineer/ AXE/ PWD (Electrical)	Investment admitted for subsidy	Basis of acceptance
Land Development Cost					
Building					
Plant & Machinery/ Hardware					
Software					
Furniture/ Interior					
Electrification					
Generator Sets					
PCD					
Testing equipments					
Other items					
Total					

28. Whether compound wall/office Building and other ineligible civil structures have been excluded :

29. Details of Subsidy already availed :

30.Recommendation by coordinating officer

- i. The unit started commercial production from
- ii. Fixed capital investment recommended for subsidy is
- iii. The applicant unit has no dues to government/ government agencies and has submitted undertaking to this effect.
- iv. Certificate (from proprietary units) / Board resolution (from companies) for multiple applications as detailed in section 3.3 of the subsidy manual has been submitted by the unit.

Recommended to sanction subsidy at the rate of% of investment of
 Rs..... as per G.O Ms. No.
 This amounts to Rs..... (Rupees..... only).

This may be disbursed through (Financing Institution)

All documents related to processing the application for the recommended amount has been received and would be made available to administrator as per requirement.

Recommending Authority

(MD,KSIDC / MD,KFC / CEO, Technopark / CEO, Infopark / CEO, Start-up Mission)