<u>Check-list for reimbursement of claims under Component 5(A): PMS Scheme</u>

Name of the Fair/ Exhibition:____

The following documents/ information have been received for reimbursement under PMS Scheme from **M/S_____**.

(Two additional copies submitted: Yes / No)

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S. No. Particulars (Put or 'x' in box)Remarks

- 1. Covering letter on Letter Head of unit/ enterprise
- 2. **Online claim Form** /(Annexure D) filled by the unit/ enterprise
- 3. Print out of **Online Application Form** No.: UAM/ DTF/Online Claim Form.
- 4. Copy of UDYAM Regn. Certificate (self-certified)
- 5. Original Invoice(s) / Bill(s)
- 6. Original Receipt Voucher(s)
- 7. Participants Feed Back Report with photos (02)
- 8. Original Mandate Form (duly verified by the Bank)
- 9. Cancelled cheque of the concerned bank (original)

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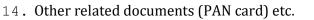
- 10. Original Pre-Receipt (signed & stamped) (in triplicate)
- 11. Details of Agency creation for PFMS
 - (i) Name of the unit/ enterprise, complete postal address of unit/ enterprise with email & mobile number [as given in Udyam Regn. Certificate].
 - (ii) Name of the Director(s)/ Proprietor/ Partner(s)
 - (iii) Date of Birth (dd/mm/yyyy)
 - (iv) Gender (Male/Female/Transgender)
 - (v) Aadhaar Card Details (Director(s)/ Proprietor/ Partners)
 - (vi) Udyam Registration Certificate details.
 - (vii) GST Number (enclose a copy of certificate issued by an Appropriate Authority)

(viii) Bank details (Bank Account Number, Name of Bank, Branch name, IFSC, MICR of Branch).

(ix) Aadhaar linked Bank Account Number

12. Copy of Aadhaar Card(s) (Director(s)/ Proprietor/ Partners)

13. Copy of GST Registration Certificate/Non-GST selfdeclaration certificate.



15. Contigency Bill Receipt [(a).Travel/(b).Publicity/(c).Freight]

16. Additional Copies (Attached with Self-certification along with Yes/No enterprise seal)

