

**Claim Form for Marketing Development Assistance for Production of  
Publicity Material for Distributing Abroad**

1.	Name of the firm with full address	
2.	Name and designation of the Person who went abroad/attended the fair/exhibition abroad	
3.	Whether prior Approval of the Ministry of Tourism obtained for production of publicity material (Please attach a copy of the approval letter.)	
4.	Certificate regarding approval of the Agency/Firm by Ministry of Tourism/State Tourism Deptt. in the case of Jammu & Kashmir and North Eastern States (please attach a self certified copy of the approval letter)	No. & Date  Valid up to :
5.	Foreign Exchange Earnings / Total Turnover in the case of Jammu & Kashmir and North Eastern States, during last financial year.(Please attach a copy of certificate from the Chartered Accountant)	
6.	Name of the Fair/Exhibition and the countries along with dates where publicity material was distributed.	
7.	No. of copies of publicity material prepared	
8.	Details of Number of proposal(s) already submitted in the same financial year	
9.	Details of the financial assistance availed earlier under the MDA Scheme separately for : a) Sale-cum-Study Tour b) Participation in fair/exhibition c) Production of Publicity Material	(Please furnish details of countries/fairs and exhibitions, name of the persons who went abroad and the amount of financial assistance received in each case)
10.	Name of the three firms where from quotations were invited (Please attach copies of the three quotations) (Please attach original air ticket/jacket used during the journey along with three self certified Photostat copies)	

11.	Name & address of the firm quoting the lowest quotations	
12.	Name & address of the firm, which printed the publicity material.	
13.	Actual expenditure incurred (Please attach original voucher/Bill evidencing payment made; along with three self certified photostat copies.	
14.	Amount being claimed	

Declaration

I solemnly declare that the particulars given in the above statement are correct. I bound myself and the company accountable and responsible for any incorrect information given in the above statement and shall immediately refund amount received on the basis of wrong information provided in the above statement.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Office Seal:  
Place:  
Date: