

GOVERNMENT OF TRIPURA  
**DIRECTORATE OF INFORMATION TECHNOLOGY**

ITI Road, Indranagar, Agartala – 799 006

29<sup>th</sup> September, 2023

**MEMORANDUM**

Subject: Operating Guidelines for the IT/ITeS Companies/Enterprises in respect of claiming various subsidies/incentives under Tripura IT/ITeS Policy, 2022.

The Government of Tripura notified the Tripura IT/ITeS Policy 2022 which has become operational with effect from 1<sup>st</sup> April, 2022 and shall remain in force for a period of 5 years ending on 31<sup>st</sup> March, 2027. Now, a general operational guideline has been prepared for claiming various subsidies/incentives under Tripura IT/ITeS Policy, 2022.

2. The general operational guidelines for claiming subsidies/incentives under the Tripura IT/ITeS Policy, 2022 and the frequency for submission of claims for various components of the policy have been enclosed herewith. Besides, a complete set of Proforma prescribed for submitting various applications in respect of various subsidies/incentives has also been enclosed herewith.

The above operational guidelines are being issued for information and strict compliance by all concerned and shall take effect from the date of the policy became operation i.e 1<sup>st</sup> April, 2022.

**Signed by Naresh Babu N**  
**Date: 27-09-2023 16:31:35**

**Reason: Approved**  
(Dr. Naresh Babu N, IFS)

Additional Secretary, IT  
Govt. of Tripura

To

1. All the Chambers of Commerce & Industries in Tripura.
2. The President, The National Association of Software and Service Company (NASSCOM).
3. The Director, STPI, Guwahati.

# TRIPURA IT/ITeS POLICY 2022

## OPERATIONAL GUIDELINES FOR IT/ITeS ENTERPRISES/ENTREPRENEURS

Government of Tripura  
Directorate of Information Technology  
IT Bhavan, ITI Road, Indranagar, Agartala

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## **A. INSTRUCTIONS**

### **1. Introduction**

The Financial incentives announced in the IT Policy 2022 issued vide Tripura Gazette No.F.17 (46)/DIT/ITeS Policy/2022/8713-23 dt. 21<sup>st</sup> September, 2022 is operative from 01-04-2022 and shall remain in force for a period of 5 years ending on 31<sup>st</sup> March, 2027. Financial incentives are applicable to all eligible companies/units/enterprises operating in Tripura and have been set up in the State of Tripura on or after 1<sup>st</sup> April, 2022. In case of any ambiguity in implementing / interpreting this manual, clarifications issued by DIT shall prevail.

### **2. Objective for framing this Standard Operating Procedure (SoP):**

- a. To frame standard guidelines for implementation of IT/ITeS Policy-2022.
- b. Framing of defined process for issuance of Eligibility Certificate.
- c. Framing of defined process for hassle free disbursement of incentives available under the scheme.

### **3. Implementation of the policy**

**3.1 Issuance of Eligibility Certificate:** All IT/ITeS Enterprises, desirous of claiming subsidy under the Scheme shall obtain Incentive Eligibility Certificate from the Directorate of Information Technology (DIT), Govt. of Tripura. Director, Directorate of Information Technology (DIT), Govt. of Tripura shall be the competent authority to issue Eligibility Certificate.

- 3.1.1 All desirous IT/ITeS Enterprises must obtain the required clearance/ license from the notified authorities as and when notified.
- 3.1.2 Once an IT/ITeS Enterprise obtains Eligibility Certificate, it shall be entitled to submit application for availing incentives under individual components of the Scheme.
- 3.1.3 In case of units willing to avail special incentives, which are offered under this Scheme for continuing operation for more than 5 years, shall mandatorily require to obtain a fresh Eligibility Certificate from the Director, Directorate of Information Technology, Govt. of Tripura.

### **3.2 Submission of Claims under the Scheme**

- 3.2.1 The IT/ITeS unit claiming subsidy under the Scheme shall submit its claims in prescribed application form to the Director, Directorate of Information Technology (DIT), Govt. of Tripura along with requisite documents as indicated in the respective application form.
- 3.2.2 The eligible IT/ITeS Enterprises to submit their claims as per the format and procedure within one year from the date of incurring expenditure for operational subsidies.
- 3.2.3 In all cases, where the incentives is linked to certain payments to be made by the unit to various Government Agencies/ Financial Institutions/ Government Undertakings (reimbursement of power charges, for

instance), the incentive shall be sanctioned only after the unit has actually made payment to the concerned Department/ Undertaking. No incentives will be granted to the defaulting units.

3.2.4 It is further subject to the unit being in operation.

3.2.5 Cash Payments shall not be considered for calculation of incentives under this scheme. The payments through Cheques/ Drafts/ Other Banking Mechanism only shall be taken into account.

### **3.3 Disbursement Methodology:**

- a) After obtaining the “Incentive Eligibility Certificate”, the unit can submit claims for in prescribed forms given in SoP for availing incentives under the Tripura IT/ITeS Policy, 2022.
- b) Application will be placed before the Executive Committee for approval and sanction subsidies to the eligible units.
- c) All incentives payable under IT/ITeS Policy 2022 shall be paid through the Financial Institution financing the project or in case of self-financed projects, into bank account. The requisite account and other formal arrangements for which have to be tied up by the entrepreneurs in agreement with the concerned financial institution or bank and intimated to the Directorate of Information Technology, Govt. of Tripura.

### **4. Incentives available under Tripura IT/ITeS Policy 2022**

- a. The capital investment subsidy
- b. Partial reimbursement of floor space rental
- c. Partial Reimbursement of Plug & Play Seat Rental
- d. Procurement preference
- e. Industrial promotion subsidy
- f. Special concessional power charges.
- g. Partial reimbursement of interest on working loans
- h. Re-imburement of standard certification charges
- i. Employment cost subsidy
- j. Exemption of earnest money and security deposit
- k. Subsidy on fees paid for credit guarantee trust fund for micro and small enterprises (CGTMSE)
- l. Reimbursement of stamp duty
- m. Bandwidth cost subsidy
- n. Special incentive to IT enterprise continue to operate for 5 years
  - i. Industrial promotion subsidy
  - ii. Special concessional power charges
  - iii. Employment cost subsidy

**5. Forms to be submitted by companies/units/enterprises to DIT for availing various types of incentives available under Tripura IT/ITeS Policy 2022, GoT.**

- I. Application Form for obtaining Eligibility Certificate, Procurement Preference and Exemption from Earnest Money & Security Deposits for availing incentive under the Tripura IT/ITeS Policy 2022.
- II. Application Form for claiming Capital Investment Subsidy under the Tripura IT/ITeS Policy 2022.
- III. Application form for claiming Industrial Promotion Subsidy under the Tripura IT/ITeS Policy 2022.
- IV. Application Form for claiming special concession on Power Charges/ Bandwidth Cost Subsidy /Space Rental under the Tripura IT/ITeS Policy 2022.
- V. Application Form for claiming Partial Reimbursement of Interest Paid on Working Loan under the Tripura IT/ITeS Policy 2022.
- VI. Application Form for claiming Reimbursement of Standard Certification Charges/ Fees Paid under the Tripura IT/ITeS Policy 2022.
- VII. Application Form for claiming Employment Cost Subsidy under the Tripura IT/ITeS Policy 2022.
- VIII. Application Form for claiming Reimbursement of fees paid for credit guarantee coverage of loan under CGTMSE under the Tripura IT/ITeS Policy 2022.
- IX. Application Form for claiming Reimbursement of Stamp duty for the developers of IT/ ITeS Parks under the Tripura IT/ITeS Policy 2022.

**6. Certificates.**

1. Certificate of Eligibility.
2. Certificate of Procurement Preference.
3. Certificate of Exemption from Earnest Money & Security Deposits.
4. Certificate of Eligibility who continue operation beyond 5 Years.

**B. PRESCRIBED FORMS****Proforma- A I**

Application Form for obtaining Eligibility Certificate, Procurement Preference and Exemption from Earnest Money & Security Deposits under Tripura IT/ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1. 1	Name of the Companies/ Unit	
1. 2	a)Address:	
	b) Corporate Office	
1. 3	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1. 4	Name of the Proprietor/ Contact person with designation	
1. 4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/Electronics product manufacture	
1. 6	Category of the IT Unit (Micro or Small or Medium or Large)	
<b>2.</b>	<b>Eligibility Particulars of the Unit</b>	
2. 1	Whether the Unit has filed Udyog Aadhaar Memorandum and if so please enclosed a copy of the acknowledgement.	
2. 2	Date of Commencement of Operation of the Unit.	
2. 3	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
<b>3.</b>	<b>List of Documents/Certificates required to be submitted:</b> a) Copy of the acknowledgement regarding filing of Udyam Aadhaar	Enclosed/ Not Enclosed.

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Memorandum if available.	
b) 2 Color pass-port size Photographs of the authorized signatory.	Enclosed/ Not Enclosed
c) Memorandum of Incorporation/ Association/ Trade License.	Enclosed/ Not Enclosed
d) Copy of relevant PAN CARD.	Enclosed/ Not Enclosed
e) Copy of Bank Pass Book/ Bank Statement (Only pages containing the A/c No. and Address)	Enclosed/ Not Enclosed
f) Copy of certificate of incorporation.	Enclosed/ Not Enclosed
g) Copy of GST registration	Enclosed/ Not Enclosed
h) Copy of IT return (if available)	Enclosed/ Not Enclosed.

Certified that the above information is true to the best of my knowledge and belief.

**Signature of the Applicant**



**Proforma- A II**

Application Form for claiming Capital Investment Subsidy under the Tripura IT/ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1. 1	Name and Address of the Companies/ Unit	
1. 2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1. 3	Name of the Proprietor/ Contact person with designation	
1. 4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1. 5	Date of Commencement of Operation of the Unit.	
1. 6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT?	
<b>2.</b>	<b>Details for computation of claim for Capital Investment Subsidy:</b>	
2. 1	<b>Subsidy under Other Schemes:</b> Whether the unit is eligible for/ has already availed, subsidy/ capital investment subsidy/ margin money/ grant/ incentive, for the same project/ investment, under any other Scheme of Central/ State Government/ Undertakings. If yes, name of the Scheme and the amount of such subsidy may please be indicated.	
2. 2	<b>Details regarding Fixed Capital Investment:</b> Please mention details regarding investment on Land, Buildings and ICT Equipment Machinery in Annexure-AII(a), taking into account the points mentioned in "Notes" below the Proforma of Annexure-AII(a). Also, please indicate amount of investment as under:	

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	a) IT Equipment b) Land c) Building d) Non IT Equipment (Furniture, Others etc.)	
	<b>Total</b>	
2. 3	<b>Calculation of Amount of subsidy:</b> a) Total Fixed Capital Investment eligible for subsidy. b) Rate of subsidy applicable to the unit. c) Please mention the amount of subsidy received/ claimed under any other Govt. Scheme.	
3.	<b>List of Documents/ Certificates required to be submitted:</b> <b>a)</b> Eligibility certificate <b>b)</b> Details if Fixed Capital Investment in Proforma in Annexure- AII(a) <b>c)</b> Certificate from Chartered Accountant in the Proforma in Annexure- AII(b) <b>d)</b> Certified copies of vouchers/ receipts, GST Input provided, proof of payment/ expenditure, in respect of each item of expenditure.	Enclosed/ Not Enclosed. Enclosed/ Not Applicable. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief.

**Signature of the applicant**

**Annexure- A II (a)**

## Details of Fixed Capital Investment

**IT/ Non IT equipment (furniture, any others equipment):**

<b>Item of IT/ Non IT equipment (with specifications)</b>	<b>Name of Supplier</b>	<b>Date of Receipt</b>	<b>Total Cost</b>
1	2	3	4
<b>Total</b>			

**Note: In case space is inadequate, please enclose additional sheets.**

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Notes:**

- a) In case of **IT/ Non IT equipment (furniture, others etc.)**, please note that:  
Cost of second hand equipment is to be excluded.

**Annexure- A II (b)**

## Certificate from the Chartered Accountant

We, M/s ..... the Chartered Accountant, hereby certify that M/s ..... (Name of the Unit) have set up an IT Unit at ..... (Address of the Unit). The details of expenditure incurred by the unit and the sources of financing, as per our assessment, are as under:

(Rs.in lacs)

**Expenditure incurred:**

- a) IT equipment
- b) Non IT equipment (furniture, other etc.):
- c) Electrical Installations:
- d) Misc. Fixed Assets:
- e) Prelim. & Pre-operative Expenses:
- f) Margin Money for Working Capital:

**Total:****Sources of Financing:**

- a) Term Loan:
- b) Promoter's Contribution:
- c) Other sources:

**Total:**

We have checked the Books of the Accounts of the Unit and certify the above information to be true and correct. It is also certified that all the above items of expenditure have been fully paid for i.e. the expenditure is on cash basis.

Dated:

Place:

**Chartered Accountants Signature with seal**

**Proforma-A III**

Application Form for claiming Industrial Promotion Subsidy under the  
Tripura IT/ITeS Policy 2022

<b>1. Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)
1.3	Name of the Proprietor/ Contact person with designation
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture
1.5	Date of Commencement of Operation of the Unit.
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate
1.7	Whether the unit has obtained necessary GST Registration? If so please mention the Registration No. and also enclose a copy of the Certificate/ proof of Registration.
1.8	Exact amount of GST Reimbursement.
<b>2.</b>	<b>Particulars of GST deposited by the Unit:</b> A certificate from registered Chartered Accountant as per proforma shall have to be submitted.
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of

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	commercial production)	
2. 2	Cumulative Amount of Claim/ Sanction of IT Promotion Subsidy during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
3.	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) GST Registration Certificate c) Certified copies of the Proof of Payment of GST (Challan, Receipt etc).	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma-A IV**

Application Form for claiming Special concession on Power Charges/  
Bandwidth cost subsidy/ Space Rental under the Tripura IT/ITeS Policy 2022

1.	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of commencement of operation of the unit	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.7	<b>Details of Power sanctioned:</b> a) Date of Sanction b) Sanctioned load c) Consumer ID No. (Please enclose a copy of Power <b>Sanction Letter</b> )	
1.9	<b>Details of Internet Connection:</b> a) Date of Extension: b) Connection Type (BB, LL, 4G, others) : c) Consumer ID No. (Please enclose a copy of <b>Bandwidth</b>	

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	<b>Sanction Letter)</b> d. Bandwidth Provision:	
1.1 0	<b>Details of Floor Space Rental for STP Incubation Space</b> (certificate of STPI to be enclosed) a) Location of the STP: b) Area of the Floor Space: c) No. of employees:	
<b>2.</b>	<b>Particulars of the Claim for Re-imbursment of Space Rental, Power Charges and Bandwidth Cost</b>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Power, Bandwidth Charges and Floor rental paid during the Year/ Period. [Certified copy of Bill & Payment Receipt to be submitted. Also, a Certificate in Annexure-AIV(a) from TSECL and Bandwidth Service Provider to be furnished.]	
2.3	Cumulative Amount of Claim/ Sanction during current 12-month period (with reference to date of commercial production): a) Total amount claimed (including present claim) b) Total amount Sanctioned (excluding the present claim)	
2.4	Total rental amount of Floor Space for STP Incubation Space paid for the period and the floor space for which paid	
2.5	Whether part or full reimbursement of the power charges and bandwidth cost has been obtained or is proposed to be obtained from any other source? If so, please give details.	
2.6	Claim for Re-imbursment of Power Charges and Bandwidth Cost, considering the position in Para-2.4	
2.7	Eligible amount of Floor Space Rental for STP Incubation Space reimbursement to be paid	
<b>3.</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate.	Enclosed/ Not Enclosed.



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	b) Copy of Power Sanction Letter from TSECL and Bandwidth Service Provider. c) Copy of Electricity and Bandwidth Bill and Payment Receipt. d) Certificate from TSECL and Bandwidth Service Provider in Proforma in Annexure- AIV(a). e) Copy of incubation space allotment and for which ST f) Copy of the rental amount paid for incubation space g) Bill/invoice, money receipt, transport documents for purchasing Multiple Tariff Meter shall be enclosed	Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed.
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Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma-A V**

Application Form for claiming Partial Reimbursement of Interest on Working Loans under the Tripura IT/ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) e. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
<b>2.</b>	<b>Particulars of the Working Capital Loans availed by the Unit</b>	
2.1	Name of the Bank(s)/ Financial Institution(s), from which Working Capital Loan has been availed.	
2.2	Amount of Working Capital Loan Sanctioned	
2.3	Date of sanction of the Working Capital Loan	
2.4	Amount of Working Capital loan disbursed	
2.5	Rate of Interest charged on Working Capital Loan	
2.	Whether Interest Dues up to the	Yes/ No

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6	date of application have been fully paid	
<b>3.</b>	<b>Particulars of the Claim for Reimbursement</b>	
3.1	Period for which Re-imburement Claimed	
3.2	Total Interest Paid for the period and the rate of interest at which paid	
3.3	Whether part or full reimbursement of the interest has been obtained or is proposed to be obtained from any other source? If so, please give details.	
<b>4.</b>	<b>Calculation of Interest Subsidy:</b>	
4.1	5% of the actual amount of interest paid during the reference period	
4.2	Annual turnover of the unit during the reference period (As per balance sheet).	
4.3	Eligible amount of subsidy (Eligible amount shall be lower value between Col. 4.1 and 4.3)	
<b>5.</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copy of Sanction Letter for Loan c) Certificate from the Bank/ Financial Institution regarding payment of Interest, in Annexure- AV(a). d) Copy of Audited Balance Sheet for last completed Accounting Year.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

I/We declare that the above information/ particulars are true and correct to the best of my/our knowledge.

**Signature of the Applicant**

**Annexure- A V (a)**

## Certificate from Bank/ Financial Institution

Certified that M/s ..... has been sanctioned Working Capital Loan by our Bank/ Financial Institution for setting up of an IT/ITeS unit. Brief particulars of the Unit and their Loan Account are as under:

**(Rs. in lacs)**

1.	Date of Commencement of Operation of the Unit.	
2.	Total Project Cost	
3.	Details of Sanction of Working Capital Loan: a) Date of Sanction b) Amount Sanctioned	
4.	Amount of Working Capital loan disbursed	
5.	Rate of Interest charged on Working Capital Loan	
6.	Year/ Period for which interest paid by the unit	
7.	Amount of Interest paid	
8.	Whether Interest Dues have been fully paid by Unit	Yes/ No
9.	Amount of Claim of the unit for Reimbursement @5% interest rate	

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorized Official of Bank/ Financial Institution**

**Proforma- A VI**

## Application Form for claiming Reimbursement of Standard Certification Charges/ Fees under the Tripura IT/ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Firm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
<b>2.</b>	<b>Particulars of the Claim for Reimbursement</b>	
2.1	Whether the claim is for New certificate/ Renewal	
2.2	Name of the Product(s)/Service, for which Standard Certification obtained	
2.3	Name of the Institution(s), from which the Certification has been obtained	
2.4	No. and Date of the Certificate of standard certification. Please also enclose a copy of the Certificate.	

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2.5	Details of fees/ charges paid/ other expenses incurred for obtaining the Certification. Please also enclose a copy of the documentary evidence for the payment, like Receipts, etc.	
2.6	Whether part or full reimbursement of the fees/ charges has been obtained or is proposed to be obtained from any other source? If so, please give details.	
<b>2.7</b>	<b>Amount claimed for reimbursement under Tripura IT/ITeS Policy 2022.</b>	
<b>3.</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copy of Certificate of Standard Certification. c) Documentary Evidence like Receipts/ Vouchers, GST Input provided in respect of expenses incurred on Fees/ Charges/ other Expenses for obtaining Standard Certification.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- A VII**

Application Form for claiming Employment Cost Subsidy under the Tripura IT/  
ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit is MSME registered? If yes submit the Certificate.	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	Whether the unit has made/ obtained necessary enrollment/ registration with the Regional Provident Fund Commission? If yes, please provide enrollment/ registration No. & date.	
<b>2.</b>	<b>Particulars of ESI and EPF contribution deposited by the Unit:</b>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month	

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	periods with reference to date of commercial production)	
2.2	Details of workers employed month-wise relevant to the claim period:	Month: Semi-Skilled Nos: Skilled Nos: If required, separate sheet may be attached)
2.3	<p><b>Amount of ESI and EPF Contribution paid:</b></p> <p>a) ESI</p> <p>b) EPF (Employer's Contribution)</p> <p><b>Total</b> (Also, please enclose a certificate from concerned EPF Authority regarding payment of contribution in the enclosed Annexure-A VII (A))</p>	<p>a) Month: Worker (No.): Amt. paid:</p> <p>b) Month: Worker (No.): Amt. paid:</p> <p>(If required, a separate sheet may be attached)</p>
2.4	<p>Details of the Employment Cost Subsidy claimed:</p> <p>a) ESI</p> <p>b) EPF</p> <p><b>Total</b></p>	
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Eligibility Certificate</p> <p>b) Enrollment/ Registration Certificate from RPFC</p> <p>c) Certificate from the concerned Regional Provident Fund. Commission in Proforma given in Annexure- AVII(a)</p> <p>d) Certificate copies of Electronic Challan-Cum-Return (ECR). Members details with reference to ECR and Credit Confirmation Report.</p> <p>e) MSME certificate.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**



**Annexure – A VII (a)**

Certificate from the Regional Provident Fund Commissioner, Agartala,  
Tripura

Certified that M/s.....  
.....  
..... (Name & Address of the Unit), who have set up  
a IT/ITeS unit registered/ enrolled to deposit ESI and EPF contribution on  
account of employment people (Skilled and Semi-Skilled workers)

1.	<b>Details of Registration/ Enrollment</b> a) No. of Registration/ Enrollment  b) Date of Registration/ Enrollment	
2.	Year/ Period to which the ESI and EPF contribution payments relate	
3.	Whether payment towards EPF and ESI contribution made by the enterprise for 20 or more persons in every month during the reference period of claim. If not, please mention the month for which payment made for less than 20 persons.	
4.	Amount of ESI and EPF Contribution paid during reference period of claim:	a) ESI payment:  b) EPF payment:  <b>Total :</b>
5.	Amount of ESI and EPF contribution eligible for reimbursement/ subsidy under Tripura IT/ITeS Policy 2022.	a) ESI payment:  b) EPF payment:  <b>Total :</b>
6.	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF contributions.	Yes/ No

Certified that the above information are correct to the best of my knowledge  
and belief.

**Signature with office seal of Authorised Official**

**Proforma- A VIII**

Application Form for claiming Reimbursement of fees paid for Credit Guarantee Trust Fund for Micro & Small Enterprises (CGTMSE) under Tripura IT/ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1. 1	Name and Address of the Companies/ Unit	
1. 2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1. 3	Name of the Proprietor/ Contact Person with designation	
1. 4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1. 5	Date of Commencement of Operation of the Unit.	
1. 6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
<b>2.</b>	<b>Particulars of the Claim for Reimbursement of CGTMSE</b>	
2. 1	Name of the Financing Bank and Branch/ NBFC	
2. 2	Amount of loan sanctioned	
2. 3	Amount of loan disbursed	
2. 4	Period of claim (yearly)	
2. 5	Amount of one-time guarantee fees paid and the rate of payment	

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2.6	Amount of service fees paid and the rate of payment	
2.7	<b>Amount claimed for reimbursement under Tripura IT/ITeS Policy 2022. Please enclose a certificate from Bank/NBFC in Annexure-I</b>	a) Guarantee fee: b) Service fee: Total:
3.	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copy of Loan sanction letter c) Certificate from Bank/ NBFC in Annexure -AVIII(a)	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Annexure- A VIII (a)**

## Certificate from Bank/ Financial Institution

Certified that M/s ..... has been sanctioned Term Loan by our Bank/ Financial Institution for setting up of a IT/ITeS unit Credit guarantee coverage under CGTMSE has been availed on outstanding amount of loan. Brief particulars of the Unit, their Loan Account and the credit guarantee coverage availed are as under:

1	Date of Commencement of Operation of the Unit.	
2	Total Project Cost	
3	Details of Sanction of Term Loan: a) Date of Sanction b) Amount Sanctioned	
4	Amount of Term loan disbursed	
5	One time guarantee fees paid to CGTMSE and the rate of payment	
6	Year/ Period for which monthly service fees paid for coverage under CGTMSE	
7	Amount of service fees paid to CGTMSE and the rate of payment	
8	Amount of total claim (Guarantee fees and Service fees)	

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of Authorized Official of Bank/ Financial Institution**

**Proforma- A IX**

Application Form for claiming Reimbursement of Stamp duty for the developers of IT/ ITeS Parks under the Tripura IT/ITeS Policy 2022

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from the Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate.	
<b>2.</b>	<b>Particulars of the Claim for Reimbursement</b>	
2.1	Name of the IT/ ITeS Parks developed	
2.2	Indicate the location of the IT/ ITeS Parks. Whether IT/ITeS Parks is completed or ongoing. (Please enclose proof of IT/ITeS developed)	
2.3	Total amount paid for Stamp duty. (Please enclosed a copy of invoice/ receipts paid towards stamp duty to the sub registrar)	

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<b>3</b>	<b>Calculation of Subsidy:</b>	
3.1	30% of the actual amount of stamp duty paid (col. 2.3)	
<b>4.</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) Copies of proof of IT/ITeS developed c) Copies of Bills/ invoice and money receipts paid towards stamp duty to the sub registrar.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

## C. Performa of applications for Claiming Special Incentives by IT Enterprises Continue to operate beyond 5 Years

### Proforma- B I

Application Form for obtaining Eligibility Certificate under Tripura IT/ITeS Policy 2022 for units continue to operate beyond 5 years

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1. 1	Name of the Companies/ Unit	
1. 2	a)Address:	
	b) Corporate Office	
1. 3	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1. 3	Name of the Proprietor/ Contact Person with designation	
1. 4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1. 5	Category of the IT Unit i.e. Micro, Small and Medium (MSME) or Large Enterprise	
<b>2.</b>	<b>Eligibility Particulars of the Unit</b>	
2. 1	Whether the Unit has filed Udyam Aadhaar Memorandum and if so please enclose a copy of the acknowledgement.	
2. 2	Date of Commencement of Operation of the Unit.	
2. 3	Whether the unit has been continuing operation since the	

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	date of commencement of commercial production? If yes, the exact duration of continuing operation (in years, months and days).	
2.4	Whether the unit has undergone for substantial expansion by adding fixed capital investment not less than 25% of the original investment for capacity expansion / modernization / diversification? If yes, please indicate the date of starting commercial production after expansion.	
2.5	Whether the unit has availed or proposes to avail subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings? If so, please give details.	
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.</p> <p>b) Copy of the acknowledgement regarding filing of Udyog Aadhaar Memorandum.</p> <p>c) 2 Color pass-port size Photographs of the authorized signatory.</p> <p>d) Memorandum of Incorporation/ Association</p> <p>e) Copy of PAN CARD of the company.</p> <p>f) Copy of Bank Pass Book/ Bank Statement (Only pages containing the A/c No. and Address)</p> <p>g) Copy of certificate of incorporation.</p> <p>h) Copy of GST registration</p> <p>i) Copy of IT return (Only for established companies)</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information are true to the best of my knowledge and belief.



**Signature of the Applicant**

**Proforma- B II**

Application Form for claiming industrial Promotion Subsidy under the  
Tripura IT/ITeS Policy 2022

(Only for the units continued to operate beyond 5 years)

<b>1. Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit
1.2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)
1.3	Name of the Proprietor/ Contact Person with designation
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture
1.5	Date of Commencement of Operation of the Unit.
1.6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate
1.7	Whether the unit has obtained necessary GST Registration? If so please mention the Registration No. and also enclose a copy of the Certificate/ proof of Registration.
1.8	Exact amount of eligible investments made in plant and machinery. Eligible investment shall be as per explanation given in Tripura IT/ITeS Policy 2022. A certificate from registered Chartered Accountant as per proforma shall have to be submitted. (Certificate from Chartered Accountant is

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	needed to be submitted with the first claim only).	
<b>2.</b>	<b>Particulars of GST deposited by the Unit:</b>	
2.1	Year/ Period to which the Claim relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Amount of State Goods and Services Taxes (SGST) deposited [Please enclose certified copy of the Proof of Payment of GST (Challan, Receipt, etc)].	
2.3	Cumulative Amount of reimbursement of SGST sanctioned prior to the present claim (Amount shall include all reimbursement of SGST sanctioned and paid to the unit as subsidy since its establishment).	
2.4	Considering the Col.2.2 above, the amount of subsidy @25% of the tax paid	
2.5	Considering the aggregate upper ceiling of reimbursement which is equal to the actual amount of investment made in plant and machinery, the total amount for which the reimbursement is claimed now.	
<b>3.</b>	<b>List of Documents/ Certificates required to be submitted:</b> a) Eligibility Certificate b) GST Registration Certificate c) Certified copies of the Proof of Payment of Tax (Challan, Receipt etc). d) Copy of Audited Balance Sheet for last Accounting Year.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.  Enclosed/ Not Enclosed.

Certified that the information/ documents is true and correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- B III**

Application Form for Special Concesional Power Charges under the Tripura IT/  
ITeS Policy 2022

(Only for the units continued to operate beyond 5 years)

1.	<b>Brief Particulars of the Companies/ Unit</b>	
1. 1	Name and Address of the Companies/ Unit	
1. 2	Type of Farm/ Unit (Sole Proprietorship/ Firm/ Company/ Cooperative Society, etc.)	
1. 3	Name of the Proprietor/ Contact Person with designation	
1. 4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1. 5	Date of Commencement of Operation of the Unit.	
1. 6	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1. 7	<b>Details of Power sanctioned:</b> a) Date of Sanction b) Sanctioned load c) Consumer ID No. (Please enclose a copy of Power <b>Sanction Letter</b> )	
2.	<b>List of Documents/ Certificates required to be submitted:</b>	

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	d) Eligibility Certificate. e) Copy of Power Sanction Letter from TSECL. f) Copy of Electricity Bill and Payment Receipt. g) Certificate from TSECL in Proforma in Annexure- BIII(a). h) Bill/invoice, money receipt, transport documents for purchasing Multiple Tariff Meter shall be enclosed	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.
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Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**

**Proforma- B IV**

Application Form for claiming Employment Cost Subsidy under the Tripura IT/  
ITeS Policy 2022

(Only for the units continued to operate beyond 5 years)

<b>1.</b>	<b>Brief Particulars of the Companies/ Unit</b>	
1.1	Name and Address of the Companies/ Unit	
1.2	Type of Proprietor/ Unit (Sole Proprietorship / Firm/ Company/ Cooperative Society, etc.)	
1.3	Name of the Proprietor/ Contact Person with designation	
1.4	Type of Operations a. IT Software Development b. IT Services c. IT enabled Services (excluding IT training institutes that provide training to the public at large) d. IT/electronics product manufacture	
1.5	Date of Commencement of Operation of the Unit.	
1.6	Please mention the category of the enterprise in terms of investment in plant and machinery i.e., Micro / Small/ Medium/ Large enterprise	
1.7	Whether the unit has obtained Eligibility Certificate, required under Tripura IT/ITeS Policy 2022, from Directorate of Information Technology, GoT? If yes, please indicate No. & Date of the Certificate. Also, enclose a copy of the Certificate	
1.8	Whether the unit has made/ obtained necessary enrollment/ registration with the Regional Provident Fund Commission? If yes, please provide enrollment/ registration No. & date.	
<b>2.</b>	<b>Particulars of ESI and EPF contribution deposited by the Unit:</b>	
2.1	Year/ Period to which the Claim	

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	relates (Year refers to 12-month periods with reference to date of commercial production)	
2.2	Details of workers employed month-wise relevant to the claim period:	Month: Semi-Skilled Nos: Skilled Nos: If required, separate sheet may be attached)
2.3	<p><b>Amount of ESI and EPF Contribution paid:</b></p> <p>a) ESI</p> <p>b) EPF (Employer's Contribution)</p> <p><b>Total</b> (Also, please enclose a certificate from concerned EPF Authority regarding payment of contribution in the enclosed Annexure-I)</p>	<p>a) Month Worker (No.) Amt. paid</p> <p>b) Month Worker (No.) Amt. paid</p> <p>(If required, a separate sheet may be attached)</p>
2.4	<p>Details of the Employment Cost Subsidy claimed while considering the upper ceiling of 50% of actual contribution paid.</p> <p>a) ESI</p> <p>b) EPF</p> <p><b>Total</b></p>	
3.	<p><b>List of Documents/ Certificates required to be submitted:</b></p> <p>a) Eligibility Certificate</p> <p>b) Enrollment/ Registration Certificate from RPFC</p> <p>c) Certificate from the concerned Regional Provident Fund Commissioner in Proforma given in Annexure-I</p> <p>d) Certificate copies of Electronic Challan-Cum-Return (ECR). Members details with reference to ECR and Credit Confirmation Report.</p> <p>e) Copy of Audited Balance Sheet for last completed Accounting Year.</p>	<p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p> <p>Enclosed/ Not Enclosed.</p>

Certified that the above information are correct to the best of my knowledge and belief.

**Signature of the Applicant**



**Annexure – B IV (a)**

Certificate from the Regional Provident Fund Commissioner, Agartala,  
Tripura

Certified that M/s.....  
.....  
..... (Name & Address of the Unit), who have set up  
an IT/ITeS unit is a unit registered/ enrolled to deposit ESI and EPF  
contribution on account of employment people (Skilled and Semi-Skilled  
workers)

1.	<b>Details of Registration/ Enrollment</b> a) No. of Registration/ Enrollment b) Date of Registration/ Enrollment	
2.	Year/ Period to which the ESI and EPF contribution payments relate	
3.	Whether payment towards EPF and ESI contribution made by the enterprise for 20 or more persons in every month during the reference period of claim. If not, please mention the month for which payment made for less than 20 persons.	
4.	Amount of ESI and EPF Contribution paid during reference period of claim:	a) ESI payment: b) EPF payment: <b>Total :</b>
5.	Whether the unit is defaulting in payment of any dues in respect of ESI and EPF contributions.	Yes/ No

Certified that the above information are correct to the best of my knowledge  
and belief.

**Signed by Naresh Babu N**

**Date: 27-09-2023 16:28:54**

**Reason: Approved**

**Signature with office seal of Authorized Official**