

Madhya Pradesh State Electronics Development Corporation Ltd.
[Guidelines for Issuance of IT / ITeS / ESDM Unit Certificate]

1. In accordance to the approval granted vide circular no. F 1-2 / 2012 / 56 dated. 07/12/2012 Of Department of Science & Technology, Government of Madhya Pradesh; MP State Electronics development corporation has the mandate to issue **IT / ITeS / ESDM Unit Certificate**.
2. The application for issuance of the certificate have to be submitted in the attached format along with following documents;
 - a. Detailed Project Report
 - i. Brief organizational background & profile
 - ii. Vision
 - iii. Objectives
 - iv. Organization Registration details (Registered Company / Proprietorship / Partnership)
 - v. Purpose for setting up the unit
 - vi. Present Location and Location Proposed
 - vii. Product / service details
 - viii. Investment plan for 5 years
 - ix. Human resource requirement – Tech/non Tech / Others for 5 years
 - x. Cost of project
 - xi. Means of Finance
 - xii. Market strategy
 - b. Chartered Accountant Certificate for net worth & operating as IT / ITeS / ESDM Unit
 - c. 3 years Audited Balance Sheet for Existing Unit (Organization which has been registered 5 years before the date of application – it will be considered as existing unit)
 - d. 3 years ITR for Startup (organization which has been registered within 5 years from the date of application will be considered as startup)
 - e. Organization Registration for Business Operations: Registered company / MSME Registration / Nagar Nigam Registration
 - f. Organizations Business Facilitation MOU / article of association or Partnership deed or Registrar of firms & societies
 - g. Letter for Authorized Signatory
 - h. Purpose / Benefit solicited under Policy
 - i. PAN / AADHAAR details
3. Processing fee for IT Unit Registration will be Rs 20000/-. This is a nonrefundable fee. On rejection of the application it will not be returned back.
4. System generated Unit certificate number is mandatory on all communications and reimbursements admissible under IT / ITeS/ ESDM Policy 2016.
5. Applications may be rejected on following grounds:
 - a. Single / same promotor cannot file application for availing land allotment at same IT park and subsidies if his previous project has not started / seeking advantage on similar project
 - b. Using e commerce model to trade and stock. Providing and using e commerce platform for delivering online services, will be accepted for Unit certification.
 - c. All products / services falling under category of IT / ITeS / ESDM sector are eligible for respective Unit certification but Electrical dominated projects / mechanical dominated projects / Training & skill development.
 - d. The eligibility will be considered on the basis of core activity related to IT / ITeS / ESDM sector
6. Applications if approved will be eligible for land allotment and subsidy reimbursements as per IT / ITeS/ ESDM Policy 2016. Land applications will be processed after depositing the processing fee of Rs 20000/- for projects upto 20 CR; Rs 50000/- for projects upto 50 CR ; Rs 100000/- for projects 100 CR and above.
7. Right for acceptance or rejection remains with the Managing Director and his decision will be full and final.
8. For more details please contact CGM: 07552518601 ; IT ADMIN: 07552518618