

IT & Electronics Policy Incentives **Application Form**

Creation of User ID in Online Portal:

Login ID: _____

Password: _____

Contact Information:

1.2.a E-mail*: _____

Alternative Email*: _____

Registered Mobile No *: _____

Incentive Applying Company Details:

Company Name*: _____

Company address*: _____

District*: _____

Mandal*: _____

Village*: _____

Pin Code*: _____

MD/Director Names: * 1. _____

2. _____

3. _____

Constitution of Organization *: _____

Company URL*: _____

2 Company Profile Creation

Date of Incorporation Of firm*: _____

Date of Commencement of Commercial Operations*: _____

Investment on plant and Machinery: _____

Investment on Land and Buildings: _____

Total Investment*: _____

Electricity Service No: _____

Last Three years performance Details (In Lakhs):

Year*	Export Turnover*	Domestic Turnover*	Total Turnover*	Total No. of Employees*

Note: In case of new company enter Turnover as zero

Billing: _

AP*: Yes No

Total value of Billing Done from AP (Rs.) Last FY: _____

Classification of Company:

Category*:

- i. MSME
- ii. SME
- iii. Women Entrepreneur
- iv. SC/ST
- v. Start Up
- vi. Incubator
- vii. DTP Developer
- viii. Rural IT/Electronic Unit
- ix. Mega
- x. Training Institution

Activity*:

- i. IT
- ii. ITES
- iii. Electronics
- iv. Animation
- v. Social Media
- vi. Mobile Communication
- vii. BPO
- viii. Call Center
- ix. Cloud
- x. Data Centre
- xi. Others

Address for Communication:

Contact person Name*: _____

Door No*: _____

Locality/Landmark*: _____

District*: _____

Mandal*: _____

Village*: _____

State*: _____

Pin Code*: _____

Bank Details:

Account No*: _____

Branch Name*: _____

Branch IFSC Code*: _____

Location*: _____

Documents to be attached:

MOA, AOA, Audited Statement Mentioning the current share holding pattern and current Directors of the company *

Latest Audited balance Sheet, P&L Statement (Giving Investment / Turnover figures)*

Certificate of Incorporation *

3 Applying for Sanction of Incentives

Incentives Requested under:

3.1.a AP IT Policy 2014-2020, G.O.Ms. No. 13, Date: 11.08.2014

3.1.b AP IT Policy (Amended) 2014-2020, G.O.Ms. No. 21, Date: 21.09.2016

3.1.c AP Electronic Policy 2014-2020, G.O.Ms. No. 20, Date: 22.09.2016

3.1.d AP DTP Policy 2017-2020, G.O.Ms. No. 10, Date: 25.07.2017

Others

SIPB - G.O.No: _____

4 Incentive Application filing

Incentive Applied under AP IT Policy 2014-2020:

Power Subsidy/Exemption of Electricity Duty and Applicability of Industrial Tariff

Internet Bandwidth Subsidy

Market Development Incentive

Lease Rental Subsidy

Recruitment / Training Assistance

Performance linked Grant

Patent Filing Cost Reimbursement

Skill Enhancement by MSME

Rebate on Land Cost

Registration & Stamp Duty

Quality Certificate Incentive

Investment Subsidy

Interest Rebate

Power Subsidy/Industrial Power Category Conversion:

Period*: _____ to _____

Total Amount*: _____

Amount Claimed*: _____

Documents to be attached:

Enclose Letter / Document from concerned DISCOM that the electricity meter/ service connection is in the name of the company*

Electricity Bill and Payment / Receipts made*

Internet Bandwidth Subsidy:

Period*: _____ to _____

Total Amount*: _____

Amount Claimed*: _____

Band Width Details *: _____

Internet Service Provider *: _____

Documents to be attached:

Internet Bills & Payment / Receipts made*

Market Development Incentive:

Name of the Event Attended*: _____

Date of Event*: _____

Size of Stall (Sq. Mts)*: _____

Amount Claimed *: _____

Documents to be attached:

Quotation Received from Exhibitor

Invoice, Payment made to the organizers of the Exhibitions/ Networking/ Promotional events participated*

Lease Rental Subsidy:

Address/ Locations in A.P*: 1. _____

2. _____

3. _____

Period*: _____ to _____

Total Amount*: _____

Amount Claimed*: _____

Documents to be attached:

Invoice / Payment made to the Lessee pertaining to lease rentals*

Lease Agreement*

Recruitment / Training Assistance:

Amount Claimed *: _____

No of IT Professionals employed in first two years of operations *: _____

Documents to be attached:

List of employees giving name, designation, date of joining and salary drawn duly Certified by the authorized signatory of the company& the certified CA along with invoice for the amount claimed*

Performance linked Grant:

Last year revenue*: _____

Current year revenue*: _____

% growth in revenue*: _____

Amount Claimed*: _____

Documents to be attached :

Enclose latest annual report indicating last year revenue and current year revenue duly certified by the authorized signatory of the company & the certified CA along with invoice for the amount claimed*

Patent Filing Cost Reimbursement:

Amount Claimed *: _____

No of Patents Filed*: _____

No of Provision Patents Obtained*: _____

No of Patents granted*: _____

Documents to be attached:

Certificate Proof of filing / achieving patent*

Invoice Copies*

Payment Proof*

Skill Enhancement & Training:

No. of Employees Trained*: _____

Amount claimed *: _____

Documents to be attached:

List of employees giving name, designation, date of joining and salary drawn duly Certified by the authorized signatory of the company & the certified CA along with Invoice for the amount claimed*

Rebate on Land Cost:

Land Allotted Date*: _____

Construction Completion Date*: _____

Committed Employment *: _____

Fulfillment Date of Employment Commitment*: _____

Date of Completion of Employment Committed*: _____

Amount Claimed*: _____

Documents to be attached:

List of employees recruited on the land allotted giving name , designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the certified CA along with invoice for the amount claimed and PF returns filed or Income tax returns (form16) filed*

Document authenticating the activity / category of the company

Registration & Stamp Duty:

Address/Location	Details of Land Purchased	Amount Paid towards Stamp Duty	Document No.

Amount claimed *: _____

Documents to be attached:

Invoice, Receipts paid towards registration charges, stamp duty and transfer fee to the sub registrar and copy of the Sale/Lease/Mortgage Deed entered*

Quality Certificate Incentive:

Amount claimed *: _____

Quality Certifications Obtained: CMM Level 2 & Above / BS7799 / COPC / ESCM*: _____

Documents to be attached:

Certificate Proof of filing, achieving quality certification*

Invoice Copies and Payment Proof*

Investment Subsidy:

Cost of land procured (in Rs.)*: _____

Cost of Plant/buildings (in Rs.)*: _____

Cost of Machinery (in Rs.) *: _____

Total Project Cost (in Rs.) *: _____

Amount Claimed (in Rs.)*: _____

Documents to be attached:

Bills/ Invoices on the assets procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company, the certified auditor and chartered engineer along with invoice for the amount claimed*.

Interest Subsidy:

Name of the Financial Institution*: _____

Total Working Capital taken for 5 years or starting from Commencement of Operations*: _____

Amount claimed*: _____

Documents to be attached:

Certificate from the bank on the loan amount taken, no. of installments paid on principal repayment, towards interest payment along with the amounts thereon*

5 Incentive Applied under AP IT Policy (Amended) 2014-2020

- Allotment of Government Land
- Rebate on Land Cost
- Employment Incentive
- Investment Subsidy for Training Companies

Allotment of Government Land:

Proposed Employment*: _____
Proposed Investment* (In Cr.): _____
Extent of Land Required* (In Acre): _____
City*: _____
District*: _____

Documents to be attached:

Business Plan*

List of existing employees giving name, designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the certified CA and PF returns filed or Income tax returns (form 16) filed*

Certificate of Incorporation*

Date of Commencement of Commercial Operations (proof on date of first invoice raised) *

Copy of the latest annual balance sheet / P&L account indicating present investment / turnover of the company*

Rebate on Land Cost:

Land Allotted Date*: _____
Construction Completion Date*: _____
Committed Employment*: _____
Fulfillment Date of Employment Commitment*: _____
Date of Completion of Employment Committed*: _____
Amount Claimed*: _____

Documents to be attached:

List of employees recruited on the land allotted giving name, designation, date of joining and salary drawn duly certified by the authorized signatory of the company & the certified CA along with invoice for the amount claimed and PF returns filed or Income tax returns (form 16) filed*

Document authenticating the activity / category of the company

Employment Incentive:

Total Amount Paid towards Employee Salaries*: _____
Amount Claimed*: _____
No of IT Professionals employed from 22.09.2016*: _____

Documents to be attached:

List of employees recruited after 22.09.2016 with name , designation, date of joining, EPF details and salary drawn duly certified by the authorized signatory of the company & the certified CA along with invoice for the amount claimed and PF returns filed, ECR*

Investment Subsidy for Training Companies:

Total Investment Made*: _____
Subsidy Amount Claimed *: _____
Location*: _____
Training Courses*: _____
No. of students Trained*: _____

Documents to be attached:

Bills/ Invoices on the assets procured duly certified by the authorized signatory of the company & the auditor along with invoice for the amount claimed*
Proof of Training Courses delivered*

6 Incentive Applied under AP Electronic Policy 2014-2020

- Power Subsidy/Exemption of Electricity Duty
- VAT/CST/SGST Reimbursement
- Business Networking Events
- Investment Subsidy
- Investment Subsidy for Training Companies
- Skill Enhancement by MSME

Power Subsidy/Exemption of Electricity Duty:

Period*: _____ to _____
Total Amount*: _____
Amount claimed*: _____

Documents to be attached:

Enclose Letter / Document from concerned DISCOM that the electricity meter/ service connection is in the name of the company*
Electricity Bill and Payment, Receipts made*

VAT/ CST Reimbursement:

Period*: _____ to _____
Amount claimed *: _____

Documents to be attached:

Invoice, Receipt towards VAT/CST paid*

Business Networking Events:

Name of the Event Attended*: _____

Date of Event*: _____

Size of Stall (Sq. Mts)*: _____

Amount Claimed*: _____

Documents to be attached:

Quotation Received from Exhibitor

Invoice, Payment made to the organizers of the Exhibitions/ Networking/ Promotional events participated*

Investment Subsidy:

Cost of land procured (in Rs.)*: _____

Cost of Plant/buildings (in Rs.)*: _____

Cost of Machinery (in Rs.)*: _____

Total Project Cost (in Rs.)*: _____

Amount Claimed (in Rs.)*: _____

Documents to be attached:

Bills, Invoices on the assets procured along with latest annual report where a mention has been made about acquiring new investments duly certified by the authorized signatory of the company & the certified CA, chartered engineer along with invoice for the amount claimed*

Investment Subsidy for Training Companies:

Total Investment Made*: _____

Subsidy Amount Claimed*: _____

Location*: _____

Training Courses*: _____

No. of students Trained*: _____

Documents to be attached:

Bills/ Invoices on the assets procured duly certified by the authorized signatory of the company & the certified CA along with invoice for the amount claimed*

Proof of Training Courses delivered*

Skill Enhancement:

No. of Employees Trained*: _____

Amount claimed*: _____

Documents to be attached:

List of employees giving name, designation, date of joining and salary drawn duly Certified by the authorized signatory of the company & the certified CA along with Invoice for the amount claimed*

7 Incentive Applied under AP DTP Policy 2017-2020

- Allotment of IT/ITES Office Space
- Applying for DTP
- Rental Subsidy
- Rental Guarantee

Allotment of IT/ITES Office space in IT Towers:

Area*: Amaravathi Visakhapatnam Tirupati

Extent of warm shell/plug-play space requested in IT Tower required*(In SFT): _____

No of employees to be accommodated in built up space sought*: _____

Investment to be made in the built up space requested*: _____

Documents to be attached:

Business Plan*

Applying for Designated Technology Park (DTP):

Area*: Amaravathi Visakhapatnam Tirupati

Extent of warm shell/plug-play space proposed to build in IT Tower* (In SFT): _____

No of employees to be accommodated in built up space *: _____

Investment to be made in the proposed built up space*: _____

Documents to be attached:

Business Plan*

Building Plan Approval*

Fire & safety Approval*

Lease Rental Subsidy:

Building Name*: _____

Location*: _____

Subsidy start date*: _____

Subsidy end date*: _____

Seats/Space allocated (No/Sft) *: _____

Employment generated*: _____

Period*: _____ to _____

Total Amount Paid*: _____

Amount claimed*: _____

Documents to be attached:

Invoice, Payment made to the Lessee pertaining to lease rentals*

Lease Agreement*

Rental Guarantee:

Building Name*: _____

Location*: _____

Subsidy start date*: _____

Subsidy end date*: _____

Total Built-up IT Space (SFT)*: _____

70% of Total Built-up IT Space (SFT)*: _____

Occupied Built-up Space (SFT)*: _____

Unoccupied IT Space in 70% of Total Built-up IT Space (SFT)*: _____

Rent per SFT*: _____

Period of Claim*: _____ to _____

Amount claimed*: _____

Documents List:

Occupancy Certificate*
