

Guidelines for Issuance of IT / ITeS / ESDM Unit Certificate

Madhya Pradesh State Electronics Development Corporation Ltd.

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. In this regard the applicant units would be required to apply online to MPSEDC by accessing the website www.mpsedc.com by filling and submitting the online form along with the required documents.
3. The online application for issuance of the certificate shall be accompanied 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
 - a. List of products/services to be developed, designed & manufactured
 - b. Brief process of the entire activity being developed, designed & manufactured
 - 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 that are registered 5 years before the date of application, will be considered as existing unit)
 - d. 3 years ITR for Start-up (organization which has been registered within 5 years from the date of application will be considered as start-up)

- 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
4. Following amount shall be payable online along with the application towards the Processing fee (non-refundable) for IT/ITeS/ESDM Unit Registration (This is applicable from 25th September 2018 from the date of implementation of IT Scheme 2016). Any difference in amount paid after this date shall be recovered from the company in due course.
- a. Rs.20,000/- for Project Cost up to Rs.20 Cr;
 - b. Rs. 50,000/- for project Cost above Rs.20 Cr up to Rs.50 Cr
 - c. Rs.1,00,000/- for Project Cost above Rs.50 Cr.

As this is a non-refundable fee, in case application is rejected this will not be refunded back.

5. MPSEDC may ask for further clarifications/ documents if required for processing the application, which shall be furnished by the units within the mentioned timelines.
6. After the scrutiny of the application by MPSEDC, if is found suitable in all aspects, the unit will be certified as IT Unit and a system generated unit certificate number will be issued to the unit. This unique number is mandatory on all communications and reimbursements admissible under IT / ITeS / ESDM Policy 2016.
7. The eligibility will be considered on the basis of core activity related to IT / ITeS / ESDM sector. Applications may be rejected on following grounds:
- a. If the application is filled by the Single / same promotor for availing land allotment at same IT park and subsidies, and their previous project has not started / seeking advantage on similar project.
 - b. If purpose is to use the e-commerce model to trade and stock. However, if the usage is for providing and using e-commerce platform for delivering online services, it 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 will not be considered.

8. 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 25% of the amount of land premium. (This is applicable on the cases being considered under IT / ITeS/ ESDM Policy 2016). Any difference in amount paid shall be recovered from the company in due course.
9. In the case of Rental / Built-Up Space, rates will be applicable as per approved guidelines including three months advance rent as provision.
10. Process: Query will be made for improvising the condition as submitted in application and 15 days' time will be given to correct the discrepancy. Further extension of another 15 days' time will be given if not submitted in the previously allotted time. After the completion of a month (30 days) from the date of submission of the application, MPSEDC reserves the right to cancel/reject the application. Decision of MD, MPSEDC will be considered final in this regard.
11. The entire process is governed under IT Policy/Scheme 2016 vide circular no. F 1-3/2016/41-2 dated 25th September 2018.
12. For more details please visit our website or contact CGM: 0755-2518601; IT ADMIN: 0755-2518618