**Guidelines for Reimbursement of Airfare to Participants in Foreign Events - only for Capexil's member:**

**Subject to receiving of Govt. approval for such -reimbursement of Airfare)**

Assistance would be permissible on travel expenses by air, in economy excursion class fair. This would, however, be subject to an upper ceiling **of Rs.70,000/- (Rs.1,00,000/- for LAC countries)** after fulfilling below rules and guidelines:

* Members of EPC with exports upto F.O.B. value of Rs.30 crores in preceding financial year
* Members to have completed 12 months of Membership and is regularly filing returns with the EPC.
* Permissible only to the regular Director / Partner/ Proprietor of the company. **Not admissible to a foreign national**
* Claim forms duly filled in and complete in all respects must be submitted to the concerned EPC/ FIEO within 90 days of return to India.
* **A maximum of three participations in a particular trade fair / exhibition would be eligible for assistance and exporting companies after availing assistance three times including past cases for a particular fair / exhibition, have to participate in that fair, if any, on self-financing basis.**
* **EPCs/Trade Body must ensure that the MAI funding support is only provided to a member/participant company for a maximum of two MAI events in a year.**
* The Organization shall not be under investigation / charged / prosecuted / debarred / black listed under the Foreign Trade Policy of India or any other law relating to export and import business.

**Note:**

A. The above rules and guidelines are in terms of the provisions of the MAI Scheme in this regard.

B. Reimbursement of Air fare to CAPEXIL member participant will only be done if the guidelines as stated above are all abided by. Non-compliance of any of the above conditions may lead to rejection of the claim in full.

C. Payment will be made only after receiving of the specified fund from the Ministry.

**Documents required:**

1. Claim Form

2. CA Certificate for F.O.B. value of exports in preceding financial year

3. Application form

4. Passport with Immigration Pages (stamped)

5. Tour report

6. RCMC copy

7. F.O.B. value of Export for the last 3 years

8. Original Boarding Passes & Passport copy.

9. Ticket

10. Bill of Supply for participation charges paid to CAPEXIL

11. ECA clearance & DEL status

12. Copy of IEC certificate

13. Cancelled Cheque for Payment

14. Details of contact person – Name, Designation, Mob. no., e-mail

**Note: All documents must be sent to the HO/ regional offices of CAPEXIL within 30 days after completion of the event.**