

**Scheme of assistance for Biotechnology (BT) Industry  
Under Gujarat State Biotechnology Policy (2016-21)**

**Government of Gujarat**

**Science and Technology Department**

**Government Resolution No: BTP/102016/391(1)/BT**

**Sachivalaya, Gandhinagar**

**Date: 26<sup>th</sup> December, 2016**

**RESOLUTION**

**Read: GR of DST dated 17<sup>th</sup> April, 2007, No: BOT/102006/76410/BT-Part-I**

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***Preamble***

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Biotechnology has immense potential to contribute to the society and economy at large. The benefits of technology reach the society in the form of various products and services across many fields. Gujarat is providing support at various levels to encourage the technology development in the sector.

Biotechnology industries are capital intensive, power intensive, research driven and have multi-sectoral linkages. Biotechnology have interface with multiple sectors, namely, agriculture, healthcare, environment, marine, animal husbandry, etc.

The Biotechnology sector in India is one of the fastest growing knowledge-based sectors and is expected to play a key role in shaping India's rapidly developing economy. India with its pool of competitive advantages in terms of research and development (R&D) facilities, knowledge, skills, and cost effectiveness, has immense potential to emerge as a key global player. Some of the major growth drivers for Biotechnology sector include continued and strong impetus on R&D, increased government support and significant advances in product technology.

The state identified the potential of Biotechnology as a force multiplier in creating growth opportunities for different sectors of economic activity such as agriculture, education, healthcare, energy, industry, environment, etc. and accordingly, with an objective of ensuring

equitable and inclusive growth and development, came out with the State Biotechnology Policy 2007-12 in year 2007. The Policy, through its operative mechanism, was successful in increasing number of BT units in Gujarat from 79 to 154, getting investment in excess of Rs 2500 Crores and creating employment opportunities in excess of 50,000 personnel.

Gujarat, one of the most industrial friendly states in India has built on its leadership position in manufacturing industries such as Pharmaceuticals, Chemicals, Petrochemicals, Cement, Power sector, etc. To ensure that Gujarat replicates its success as in manufacturing sector in the Biotechnology sector as well, and benefits from the latest opportunities becoming available in Biotechnology space, it is necessary to come out with a new Policy aligned with present growth and development opportunities. Accordingly, the Government of Gujarat has announced the 'Gujarat State Biotechnology Policy' (2016-21).

To provide BT companies / units an investment-friendly, proactive, conducive and hassle free environment in Gujarat, the State Government has listed out its role in creating an enabling environment and has pronounced incentives that BT units/companies/institutions in Gujarat are entitled to under the new Policy. Basic objective of formulating this scheme is to list out procedure as well as approval mechanism to operationalize the new Policy in relation to providing assistance to Biotechnology Industry. In consideration thereof, the Government of Gujarat resolves as under:

### ***Resolution***

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In view of the vision, objectives, specified incentives under 'Gujarat State Biotechnology Policy (2016-21)' (referred herein under as the "Biotechnology Policy"), the Government of Gujarat is pleased to introduce a "Scheme of assistance for Biotechnology Industry" which will come into force from the date of issuance of this Government Resolution (GR) and will remain in operation till the operative period of the Biotechnology Policy.

#### **1. Definitions**

All the definitions as specified under the BT Policy shall have the meaning as specified therein.

##### **1.1. Biotechnology**

"The application of Science & Technology to living organisms as well as parts, products and models thereof, to alter living or non-living materials for the production of knowledge, goods and services"

##### **1.2. A Biotechnology Product**

'Biotechnology (BT) Product' would include a product, which uses or is derived by using (a)

living systems, (b) enzymes, (c) Proteins (d) Bio-catalysts (e) Bio-molecules and any of the following processes:

- (a) Genetic Engineering;
- (b) Bio process engineering, Protein engineering or Tissue engineering;
- (c) Modern Biotechnology braches like Genomics, Proteomics, Bioinformatics, Synthetic Biology, Pharmacogenomics, Metabolomics, Nano-Biotechnology based products and processes;
- (d) Bio-Transformation;
- (e) Molecular breeding;
- (f) Molecular and Genetic Diagnostics (Providing Business to Business services);
- (g) Bio Chips;
- (h) Vaccines including recombinant vaccines for use in humans or animals;
- (i) Recombinant gene therapy products including nucleic acids, proteins and combinations thereof, viruses, or genetically engineered micro-organisms;
- (j) Stem cell and Cell Culture based products;
- (k) RNA interference (RNAi) based products;
- (l) Products of synthetic Biology;
- (m) Probiotics and other Biotechnology based nutraceuticals;
- (n) Bio-fertilizer, Bio-pesticides and similar products;
- (o) Tissue Culture;
- (p) Contract Research by CROs using Biotechnology process or products

### **1.3. A Biotechnology Unit**

'Biotechnology (BT) Unit' means a unit or undertaking engaged or engaging in manufacturing of Biotechnology products or in delivery of Biotechnology related services to any industrial unit.

### **1.4. Expansion/ Diversification**

An expansion and/or diversification implies investment carried out by a Biotechnology unit with an objective of increasing production or service capability for Biotechnology products or services with or without forward/backward integration, in Gujarat, with an investment of more than 50% of its existing gross fixed capital investment on the date of initiating

expansion/diversification, and commencing production from said expansion/ diversification either during the operative period of the Policy, or in case expansion/ diversification was undertaken during last one year of the operative period of the Policy, within one year from the date of coming to an end of this Policy. For computing 50% additional investment requirement of GFCI, the GFCI investment at the site of existing production facility where expansion/diversification is carried out will be considered, provided that relocation of the plants from anywhere within Gujarat will not be allowed.

### **1.5. An Existing Biotechnology Unit**

An existing Biotechnology unit would mean a Biotechnology unit that existed as a legal entity existing as a legal entity, was engaged in manufacturing of products or delivering of services before the date of announcement of this Policy anywhere in Gujarat.

### **1.6. Horizontal Biotechnology Parks**

Horizontal Biotechnology Park means a site which is developed during the operative period of this Policy in minimum area of 10 Acres of which 70% of total saleable/leasable area is allotted to at least five Biotechnology units and minimum 60% of such area assigned for BT units is actually occupied with operational BT units within one year from coming to an end of this Policy.

### **1.7. Vertical Biotechnology Parks**

Vertical Biotechnology Park means new development undertaken during the operative period of Policy in the nature of either a vertical development in the shape of a tower or a group of towers with minimum 1,00,000 sq. ft. of saleable/leasable area out of which 70% of saleable/leasable area is allotted or to be allotted to at least three Biotechnology or IT units; or a vertical development in the shape of a tower or a group of towers with minimum 3000 seat capacity built by any Biotechnology unit/IT unit of which 60% capacity is actually occupied within one year from coming to an end of this Policy.

### **1.8. Eligible Units**

A Biotechnology unit undertaking investment to begin manufacture or service of Biotechnology products or an existing unit undertaking expansion or diversification will be eligible for incentives under this Policy. An existing unit, making a separate investment in a new geographical location (At least 5 kms away from any of its existing assets), without causing any relocation of its plants or other assets will also be eligible as a new eligible unit. New eligible units will also get benefit for one-time expansion or diversification during the operative period of this Policy, if they so undertake.

### **1.9. Micro, Small and Medium Enterprises (MSME)**

MSME in Biotechnology Industry shall be construed as per the definition under the MSME Act 2006 (as amended from time to time) of the Government of India.

### **1.10. Gross Fixed Capital Investment (GFCI)**

Gross Fixed Capital Investment (GFCI) for applicant units, means the investment made in building, plant and machinery and other related fixed assets including common infrastructure such as effluent treatment plant, testing facilities, shared data centre, excluding land and buildings, required to manufacture end products or provide services by eligible unit for setting up new unit or for undergoing expansion/diversification up to within one year from the date of production or till one year from coming to an end of this Policy, whichever is earlier. For deciding incentives, in case of Units, eligible GFCI made in building will be capped at 20% of total GFCI. The GFCI for parks will include investment in all facilities listed for the unit, except the building for any of the units if that is not a shared facility. For all units as well as parks and other category of applicants, the cost of land will not be included in computation of GFCI.

### **1.11. Built-up Area**

Built up area means the area covered by a building on all floors.

### **1.12. Eligible Start-up**

An entity shall be considered a start-up if it meets the definition of start-up as decided by the Government of India from time to time. To begin with, an entity shall be considered as a 'Start-up' –

- (i) Up to five years from the date of its incorporation/registration,
- (ii) If its turnover for any of the financial years has not exceeded Rs. 25 crores, and
- (iii) It is working towards innovation, development, deployment or commercialization of new products, processes or services driven by technology or intellectual property; Provided that any such entity formed by splitting up or reconstruction of a business already in existence shall not be considered a 'start-up'; Provided further that in order to obtain tax benefits a start-up so identified under the above definition shall be required to obtain a certificate of an eligible business from the Inter-Ministerial Board of Certification consisting of:
  - a) Joint Secretary, Department of Industrial Policy and Promotion,
  - b) Representative of Department of Science and Technology, and
  - c) Representative of Department of Biotechnology.

- (iv) Entity means a private limited company (as defined in the Companies Act, 2013), or a registered partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2002).
- (v) An entity shall cease to be a start-up on completion of five years from the date of its incorporation/registration or if its turnover for any previous year exceeds Rs. 25 crores.
- (vi) Turnover is as defined under the Companies Act, 2013. 4.
- (vii) An entity is considered to be working towards innovation, development, deployment or commercialization of new products, processes or services driven by technology or intellectual property if it aims to develop and commercialize:
  - a) A new product or service or process, or
  - b) A significantly improved existing product or service or process that will create or add value for customers or workflow.

Provided that the mere act of developing any of following:

- a. products or services or processes which do not have potential for commercialization, or
- b. undifferentiated products or services or processes, or
- c. products or services or processes with no or limited incremental value for customers or workflow would not be covered under this definition.

would not be covered under this definition.

### **1.13. Eligible Biotechnology Incubator**

Eligible Incubator for the purposes of this Policy means an organization registered as an incubator, engaged in accelerating the growth of start-ups through host of support services and resources such as space, funding support, mentoring, market linkages and business management services, which incubates minimum 10 incubatees at a time and out of which minimum 60% are from Biotechnology sector. For new incubators being setup under this Policy, the incubator should get 06 incubatees within 2 years from the date of application out of which minimum 60% will be from Biotechnology sector to be eligible for this assistance.

### **1.14. Industrial Association**

Reference to word 'Industrial Association in the policy shall imply registered industrial association under appropriate act or approved by Government of Gujarat.

### **1.15. Institution**

Reference to word 'institution' in the Policy shall include R&D institutions setup by state or central Government; or colleges, universities, institutions approved by UGC/AICTE/ by an act of central or state Government.

### **1.16. Eligible Project Cost**

The total cost of implementation of the project for which the financial assistance is sought. For the purpose of calculating eligible project cost for a BT Park, the cost of land and of buildings of individual units shall not be considered. For computing eligible project cost for Finishing School or R&D Institution, the cost of land and of buildings will not be considered.

## **2. Incentives for Biotechnology Park**

Assistance under the Policy shall be available for eligible Greenfield Biotechnology Parks, as herein under:

### **2.1. Capital Subsidy**

- I. Horizontal Biotechnology Parks will be provided capital subsidy @ 25% of gross fixed capital investment in buildings and infrastructure facilities, excluding the cost of land, subject to a ceiling of Rs. 25 crores.
- II. Vertical Biotechnology Parks will be provided capital subsidy of Rs. 300 per sq. ft. for built -up area subject to a ceiling of Rs. 25 crores.

### **2.2. Registration/Stamp Duty Concession**

The developer of Biotechnology Park will be eligible for 100% reimbursement of Stamp Duty, Registration Fee and Fee for conversion to Non- Agriculture, excluding the premium paid to government for Non-Agriculture use, paid on sale/lease/transfer of land for developing Biotechnology Park.

### **2.3. Incentive on Power Tariff and Electricity Duty**

- I. Biotechnology Park will be given power tariff subsidy at the rate of Re. 1 per unit in the billed amount of the utility as promotional incentive on reimbursement basis for a period of five years with effect from the date, beginning any time during the operative period of Policy, as selected by the developer.

- II. Biotechnology Park will be given 100 % reimbursement for electricity duty paid for a period of five years on coterminous basis with power tariff subsidy.
- III. Above assistance will be available to Biotechnology Park on power purchased from the State electricity distribution companies or power distribution licensees. Biotechnology Park either generating power from its captive power plant or getting electricity through open access will not be eligible for the incentive.

### **3. Incentives to Biotechnology Units**

Eligible Biotechnology units will be entitled to following incentives in addition to any incentives that it might be getting under any of Government of India schemes:

**3.1. Capital Subsidy:** Eligible Biotechnology units shall be entitled to the following capital subsidy on reimbursement basis

- I. Units with GFCI up to Rs.50 crores shall be eligible for a capital subsidy of up to 10% of the GFCI, with a ceiling of Rs. 5 crores.
- II. Units with GFCI above Rs.50 crores shall be eligible for a capital subsidy of Rs. 5 crores per unit and additional 5% of the incremental GFCI over and above Rs. 50 crores subject to an overall ceiling of Rs. 50 crores.

### **3.2. Interest Subsidy**

Eligible Biotechnology units shall be entitled to avail Interest subsidy at the rates and norms defined below:

- I. Interest subsidy assistance shall be eligible for a maximum duration of five years.
- II. Eligible Biotechnology units will be entitled to interest subsidy assistance from the date of making application or when actual interest repayment to the lending financial institutions, after moratorium if any, begins based on the choice of the unit. However, the unit will be entitled for interest assistance only if the interest repayment has begun during the operative period of the current Policy.
- III. BT units with borrowings up to Rs. 50 crores shall be entitled to an interest subsidy at the rate of 5% with a ceiling of Rs. 2.5 crores per annum.
- IV. BT units with borrowings above Rs. 50 crores shall be entitled to an interest subsidy of Rs. 2.5 crores plus 2% of borrowings in excess of Rs. 50 crores, subject to an



overall ceiling of Rs. 10 crores per annum.

- V. Interest subsidy as mentioned above shall be given only if the borrowing is from a bank or financial institution based in India and is in Indian Rupee denomination. The amount of assistance so given as interest subsidy shall not exceed interest liability of eligible unit.

### **3.3. Lease Rental Subsidy**

Eligible BT units taking developed office space on lease for their operations will be provided lease rental subsidy, at the scale of 50 sq. ft. per employee, for five years on reimbursement basis at the following rates:

- I. Rs. 8/ sq. ft./ month for units up to 20 employees
- II. Rs. 5/ sq. ft./ month for units with >20 but up to 100 employees
- III. Rs. 3/ sq. ft./ month for units with > 100 employees

Provided, that the lease rental subsidy shall not be more than the actual lease rental

### **3.4. VAT/CST/GST Incentive**

In light of proposed migration to GST based system from VAT based system, the State Government will examine issuance of separate policy for providing GST linked incentives.

### **3.5. Incentive on Power Tariff and Electricity Duty**

- I. Eligible BT units will be given power tariff subsidy at the rate of Rs. 1 per unit in the billed amount of the utility as promotional incentive on reimbursement basis for a period of five years.
- II. Eligible BT units will be given 100 % reimbursement for electricity duty paid for a period of five years on coterminous basis with the power tariff subsidy.
- III. Existing units undertaking expansion/diversification will be entitled for power tariff subsidy and electricity duty reimbursement only for additional power consumed, attributable to such expansion/diversification.
- IV. Above assistance will be available to eligible BT units on power purchased from the State electricity distribution companies or power distribution licensees. The eligible BT units either generating power from its captive power plant or getting electricity through open access will not be eligible for the incentive.

- V. BT units will be provided uninterrupted power supply subject to feasibility.

### **3.6. Employment Generation Incentive through EPF Contribution**

Eligible Biotechnology units will be given the benefit of reimbursement of the EPF contribution made for their incremental employees operating out of their facilities in Gujarat for a period of five years. This reimbursement would be made subject to the following criteria:

- I. 100% of EPF amount paid in case of female employees
- II. 75% of EPF amount paid in case of male employees
- III. The ceiling of EPF amount per employee will be 12% of Employee's basic salary plus applicable DA and retaining allowance.
- IV. For existing units the assistance will be available for incremental employee count beyond the count that existed immediately before undertaking expansion or diversification, occurring during the Policy period, for a period of five years for each such incremental count, counted on yearly basis. For this purpose, average employee count of previous one year before commencement of operations from new setup/ expansion/ diversification shall be treated as base employee count and incremental count, which will be computed over such base count, happening every year during the Policy period will be entitled to such benefit for duration of five years.
- V. For this benefit, reference to word 'operating out of their offices in Gujarat' would mean that the employee is physically operating out of that office and staying in Gujarat.

### **3.7. Patent Assistance**

- I. Assistance at the rate of 50%, subject to a ceiling of Rs.2 lakhs per patent for domestic patents and Rs. 5 lakhs per patent for international patents, for meeting with the expenditure for obtaining patents will be available to any eligible MSME BT units/institutions and universities.
- II. Total quantum of assistance for obtaining such patents shall be limited to Rs. 25 lakh for international and Rs. 10 lakhs for domestic patents per unit/institution.
- III. Fees paid to patent attorney and patent service centre will be eligible expenditure towards cost for assistance.

- IV. The assistance will be in the nature of reimbursement.

### **3.8. Skill Enhancement**

- I. **Finishing School:** Capital assistance of up to 50% of the eligible project cost, subject to ceiling of Rs. 1 Crore will be given to units/ institute setting up an exclusive Biotechnology finishing school. Additional assistance of 50% of operating expenses subject to a ceiling of Rs. 10 Lakhs / module, with each module having duration of at least 4-6 months, having batch strength of at least 20 students will be given. Finishing schools will have to run modules as approved by the Gujarat State Biotechnology Mission. If a finishing school is availing assistance from any other Government organization than quantum of assistance will be so limited to ensure that total assistance from all Government organizations does not exceed 90% of the eligible project cost.
- II. To promote capacity building for Biotechnology units in MSME sector, the State shall provide assistance to personnel on payroll in new Biotechnology unit and new personnel on payroll in Biotechnology units undertaking expansion in MSME sector by reimbursement of up to 75% of course fees subject to a ceiling limit of Rs. 5000 per person for training period of 1 week or more duration at institutes recognized by UGC/ State Government/ AICTE/ DSIR.
- III. Any eligible Biotechnology unit getting assistance under this Policy will be required to take interns at a rate of minimum one intern for every twenty employees on its payroll during the period it gets assistance. Such interns(s) will be paid an honorarium/stipend at rates better than that under Minimum Wages Act. This mechanism of hiring interns will be different from and in addition to the Scheme of Apprenticeship by Government of India, if applicable. This will help building a skilled resource base within the country.

### **3.9. Support to R&D Institutions / Units / Associations**

In order to give impetus to the Research and Development, support will be provided to R&D institutes / Units / Associations.

- I. New R&D Institutes or facility being set up for biotechnology sector, including shared industrial testing facilities, will be provided assistance up to 60% of the eligible project cost, excluding land, subject to a maximum ceiling of Rs 50 lakhs.

- II. Assistance for Contract/Sponsored research work for Biotechnology projects from any industrial unit / industry association to recognized R&D Institution / University/ Colleges in Gujarat approved by UGC/Government/AICTE will be considered at 50% of the eligible project cost, excluding cost of land and building, subject to a maximum of Rs25lakhs. Total ceiling of assistance for contract/sponsored research work to any individual unit/industry association, during the Policy period shall be limited to a total of Rs. 25 lakhs. The contract/ sponsored research work shall be screened by GSBTM before approval and before the research work is undertaken. Pre-existing and ongoing research projects at the time of issuance of this policy shall not be eligible for this incentive. The assistance will be given directly to R&D Institution / University/ Colleges upon completion of projects.

### **3.10. Market Development Support**

- I. Assistance to eligible Biotechnology MSME units or Biotechnology start-ups for participation in International Trade Fairs outside India at the rate of 50% of expenditure towards (i) total rent of stall or rent of space and amount paid to organizer towards creation of stall and on rented space (ii) product literature/ catalogue and (iii) display material subject to maximum Rs. 50,000 will be provided. Eligible Biotechnology MSME units/Start-up will be entitled to avail of this assistance maximum two times during the operative period of this Policy. The assistance would be in the nature of reimbursement. Biotechnology MSME units/Start-up shall have to apply within three months from the date of participation for the assistance.
- II. Assistance to Industry Associations for participation in International Trade Fair as Gujarat Pavilion outside India @ 50% of total rent subject to a ceiling of Rs. 10 lakhs will be provided. Minimum five industrial unit's participation will be necessary as part of group to get this assistance. Assistance shall be in the form of reimbursement and the association shall have to apply within three months from the date of such participation.
- III. Industries Associations organizing Seminars / Exhibitions / Workshops outside Gujarat but within India will be provided support @ 50% of total rent subject to a ceiling of Rs. 2 lakhs. Minimum five industrial unit's participation will be necessary as part of group to get this assistance. Assistance shall be in the form of reimbursement and the association shall have to apply within three months from the date of such participation.

- IV. Market development support assistance will be eligible maximum two times for any applicant unit/association/organization during the operative period of this policy.

### **3.11. Assistance for Quality Certification**

A Biotechnology MSME unit will be entitled to avail the benefits & assistance for Quality Certification as part of 'Financial Assistance for Quality Certification' under 'Scheme for Assistance to Micro, Small and Medium Enterprises (MSMEs)', framed under Gujarat Industrial Policy, 2015 vide Government Resolution No. SSI/102014/924840/CH, dated 19-01-2015, as amended from time to time.

### **3.12. Registration/Stamp Duty Concession**

Eligible BT unit will be entitled to 100% reimbursement of Stamp Duty, Registration Fee and Fee for conversion to Non- Agriculture, excluding the premium paid to government for Non-Agriculture use, paid on sale/lease/transfer of land and office space for the first transaction.

## **4. Incentives to Biotechnology Incubators**

An eligible Biotechnology Incubator will be entitled to following incentives in addition to any incentives that it might be getting under any scheme of the Government of India:

- a. **Capital Assistance:** Eligible Incubators will be provided one time capital assistance at the rate of 50% of Gross Fixed Capital Investment (GFCI), excluding cost of land and building, for setting up an incubator, subject to a ceiling of Rs. 1 Crore. Promoter's contribution should not be less than the support obtained from Government of Gujarat.
- b. **Mentoring Assistance:** Eligible Incubators will be entitled to a mentoring assistance of Rs. 5 lakhs per annum.
- c. **Operating Assistance:** Eligible Incubators will be entitled to a matching grant of 25% of funds mobilized by them from non - governmental sources, subject to a ceiling of Rs. One Crore per annum for meeting their operational expenses.
- d. **Assistance for Procurement of Software:** Government will support the procurement of key software required for development and testing purpose at the incubator attached with an educational institution or a university as recognized by UGC or AICTE at the rate of 50% of software cost subject to a ceiling of Rs. 50 Lakhs.

- e. **Stamp Duty & Registration Fee Reimbursement:** Eligible Incubators will be entitled to 100% reimbursement of Stamp Duty, Registration Fee and Fee for conversion to Non- Agriculture, excluding the premium paid to government for Non-Agriculture use, paid on sale/lease/transfer of land and Office Space for the first transaction.
- f. **Incentive on Power Tariff and Electricity Duty:**
  - I. Eligible Incubators will be given power tariff subsidy at the rate of Re. 1 per unit in the billed amount of the utility as promotional incentive on reimbursement basis for a period of five years with effect from the date, beginning any time during the operative period of Policy, as selected by the Incubator.
  - II. Eligible Incubators will be given 100 % reimbursement for electricity duty paid for a period of five years on coterminous basis with power tariff subsidy.
  - III. Above assistance will be available to Eligible Incubators on power purchased from the State electricity distribution companies or power distribution licensees. Eligible Incubators either generating power from its captive power plant or getting electricity through open access will not be eligible for the incentive.

## **5. Incentives to Biotechnology Start-ups**

- a. The Start-ups require enhanced level of support during early stages. Once they have a product, start acquiring customers, they get the needed visibility and marketing linkages etc. to scale up. However, it is equally true that a majority of start-ups fail for many reasons, including due to lack of entrepreneurial skills, lack of objective assessment of market, ambiguity on product, competition, lack of ability to mobilize funding support or scaling up, etc. Nonetheless, to ensure entrepreneurial spirit is nurtured, mentored and supported, enhanced incentives are prescribed during early stages in the life of a business/venture. Accordingly, it is proposed that for a period of first two years the venture/business will be provided with enhanced support, with expectations that either the business model will prove itself and scale up to avail benefits as Biotechnology unit or will realize the lack of potential in the business plan to move on to alternative options.
- b. The Eligible Start-ups will have the option of availing assistance either under the start-up Policy of Industries and Mines Department or under the current Policy of the State Government. In addition to any incentives under any scheme of the Government of India, the eligible start-ups will be entitled to following incentives:

- I. **Stamp Duty & Registration Fee Reimbursement:** Eligible start-ups will be entitled to 100% reimbursement of Stamp Duty, Registration Fee and Fee for conversion to Non- Agriculture, excluding the premium paid to government for Non-Agriculture use, paid on sale/lease/transfer of land and Office Space for the first transaction.
- II. **Marketing & Product Development Assistance:** An assistance of Rs. 1 lakh will be provided to eligible start-ups for getting product prototype developed through outsourcing and an assistance of Rs. 1 lakh will be provided for marketing support.
- III. **Lease Rental Subsidy:** Eligible start-ups taking space on lease for their operations will be provided lease rental subsidy, at the scale of 50 sq. ft. per employee, for two years on reimbursement basis at the rate of Rs.15 per sq. ft. per month.
- IV. **Capital Assistance:** Eligible start-up will be provided capital assistance at the rate of 50% of capital expenditure excluding land, for setting up a pilot production facility subject to a ceiling of Rs. 10 lakhs, within 2 years of making its application under this Policy.
- V. **Interest Subsidy:** Eligible start-ups will be provided interest subsidy at the rate of 9% per annum subject to ceiling of Rs. 2 lakhs per year. Such interest subsidy shall be eligible for a maximum duration of two years. Eligible start-ups will be entitled to interest subsidy assistance from the date of making application or when actual interest repayment to the lending financial institutions, after moratorium, if any, begins based on their choice. However, the start-up will be entitled for interest assistance only if the interest repayment has begun during the operative period of the current Policy.
- VI. **Patent Assistance:**
  - Eligible start-ups will be provided assistance at the rate of 75% of cost of obtaining patent subject to ceiling of Rs. 2 lakhs per patent for domestic patent and Rs. 5 lakhs per patent for international patent.
  - Total quantum of assistance for obtaining such patents shall be limited to Rs. 10 lakh for international and Rs. 4 lakhs for domestic patents per start-up.
  - Fees paid to patent attorney and patent service centre will also be considered eligible expenditure towards cost for computing assistance.

- The assistance will be in the nature of reimbursement.
- VII. **Skill Certification Grant:** Eligible start-ups will be provided skill certification grant at the rate of Rs.5000 per skill certification per person subject to overall ceiling of Rs. 20,000 per month per start - up. This assistance will be eligible for a maximum duration of 2 years.
- VIII. **Progression to other Policies:** Eligible Start-ups will be entitled to benefits under this Policy for a period of two years or till they cross any of the following milestones, whichever is earlier:
- Number of employees – direct or indirect crosses 20
  - Turnover exceeds Rs. 25 crores per annum

An eligible start-up, on completion of its entitlement for benefits under this Policy as in para 5 above shall be entitled to avail benefits under the Biotechnology Policy as a new unit, notwithstanding its continuing operations at the end of two years. Investment made during the benefit period as start-up and scale up investment made within a period of 18 months, once the benefits under this Policy cease, will be taken as 'New Investment' for computing Gross Fixed Capital Investment (GFCI) under Biotechnology Policy of the State Government. The unit will be entitled to benefits under Biotechnology Policy as a new unit for full period and full amount of eligibility. Period of assistance as well as amount of assistance as start- up will be ignored while computing assistance and period of assistance under Biotechnology Policy. Any start-up choosing to scale up before completion of milestones mentioned above, will still be entitled to incentives as a new BT unit, however incentives availed as a start-up will be deducted from the incentives as new BT unit.

## **6. Special provision for Mega Projects or Centre of Excellence by Global Players**

- a. To attract large investment from global or large players in Biotechnology, the incentives applicable to the Mega project under "Scheme of assistance to Mega/Innovative Projects" vide IMD Government Resolution No. MGP/102009/58782/I dated 29/12/2009 as amended time to time, shall be applicable to the Mega projects in Biotechnology sector. For this purpose, any Biotechnology Unit making cumulative GFCI investment of more than Rs. 1000 crores within five years from the date of making application under this Policy will be treated as Mega project.



- b. In order to create excellence in human resource and encourage strong public private partnership within state, GSBTM will facilitate development of Centre of Excellence/ Institute by interested company with revenue of more than Rs. 10,000 crores on case to case basis. Incentives to be given to such company will be worked out through mutual negotiations and SLAC setup for Mega projects scheme of Industries Department will be the recommending authority to the government for incentives to be awarded to the applicant unit.
- c. For incentives under para 6 the terms and conditions as well as procedure listed under the “Scheme of assistance to Mega/Innovative Projects” vide IMD Government Resolution No. MGP/102009/58782/I **dated 29/12/2009 as amended time to time shall apply.**

## **7. Procedure for Making Application and Approval of Incentives**

The following procedure will regulate the expression of interest, making the application by an applicant and process of approval, communication of approval by the Competent Authority for approving assistance under this Scheme:

- 7.1 **Expression of Interest for availing assistance:** A person, company, legal entity or eligible unit, institution, organization intending to avail of assistance under this scheme shall intimate the Competent Authority in Government by an Expression of Interest as per Annexure-1 to this scheme. A start-up will apply directly as per Annexure 3d and Industry Association will apply directly as per Annexure 3e.
- 7.2 **Letter of In-principle Approval:** The competent authority, on receipt of the Expression of Interest for availing assistance, shall convey to the applicant its decision granting in-principle approval along with the indicative list of eligible assistance or alternatively convey the rejection and causes in brief thereof, the conditions, time lines that the applicant has to comply for availing assistance, the obligations of the applicant as well as of the competent authority in relation to disbursement of the assistance and the likely disbursement schedule. The in-principle approval by the competent authority shall be conveyed in a format as per Annexure-2a or 2b or 2c, within one month from the receipt of Expression of Interest as in para 7.1.

7.3 Communication of in-principle approval doesn't confer any entitlement to the applicant. Entitlement and actual disbursement of the assistance will be an outcome pursuant to formal application in format as in para 7.5, and in accordance with decision of the empowered committee subject to fulfillment of conditions specified therein.

7.4 **Validity of In-principle Approval:** The in-principle approval, conveyed as above in para 7.2, shall be valid for a period of one year. However, subject to fulfillment of conditions (a) and (b) as indicated in para 5 of Annexure-2a / Annexure-2b / Annexure 2c to this scheme and subject to satisfactory reasons for non-fulfillment of conditions (c), (d) and (e) as indicated in para 4 of Annexure-2a / Annexure-2b / Annexure 2c to this scheme within one year. In-principle approval can be extended by the competent authority for a period of, at the most one year. After the said period of validity, in-principle approval shall lapse and eligible applicant will have no claim for any incentive or benefit against the Government. However, the intending applicant will be free to reinitiate process by filing a fresh Expression of Interest for availing assistance under the scheme, which will then be treated as a separate and a new application.

7.5 **Filing of Formal Application:** The applicant shall apply to the Competent Authority in the application form specified as per Annexure-3a / Annexure-3b / Annexure-3c/ Annexure-3d / Annexure-3e. The start-ups will apply directly at this stage as per Annexure-3d and BT Industry Association will apply as per Annexure-3e. The entitlement of the applicant for evaluation of his claim for the assistance under the scheme will arise only after filing of this application form along with the prescribed Annexures. The assistance will be eligible only if the formal application, as under this para, is made during the operative period of the Biotechnology Policy (2016-21).

- a. The Competent Authority will scrutinize the proposal and place it before the Empowered Committee for a decision on total assistance eligible to the applicant.
- b. The Empowered Committee may call the applicant for a presentation or any clarification in relation to either eligible activity or the cost marked against the Eligible activity, or any of its components.
- c. The Empowered Committee will record its decision as to approval of assistance in a Format as placed at Annexure –4.

**7.6 Methodology for Disbursement:** Based on the decision of Empowered Committee, the Competent Authority will convey the final decision on the eligibility of the applicant for the assistance under the Scheme, the schedule of disbursement and the contingent progress milestones as in format as per Annexure – 5a / Annexure-5b / Annexure-5c/ Annexure-5d / Annexure-5e.

**7.7 Schedule of Disbursement:**

**a. Schedule of Disbursement for Biotechnology Parks**

- I. The disbursement of Capital Subsidy will be in three tranches as per following schedule:
  - Release of first tranche of 25% of eligible assistance by the Competent Authority subject to availability of whole area of Biotechnology Park, approval of site layout plan/building plan and incurring 25% of eligible project cost.
  - Second tranche of 50% of eligible assistance will be disbursed after the applicant has already incurred expenditure of 100% of the eligible project cost in eligible activities.
  - The third and final tranche of the assistance amounting to 25% of eligible assistance will be paid when 50% of the BT park has been occupied by the BT units.
- II. Reimbursement of Fee for conversion to Non- Agriculture, excluding the premium paid to government for Non-Agriculture use, Stamp Duty and Registration Fee will be made to an applicant along with advance release in para (i) above.
- III. Reimbursement of Electricity duty and benefit under power tariff subsidy will be made quarterly on production of proof of payment of the same.

**b. Schedule of Disbursement for Biotechnology Units, BT Industrial Associations, R&D Institutions, Universities and Finishing Schools: The disbursement of incentives will be as under:**

Sr.	Assistance Type	Disbursement Schedule	Remarks
1.	Capital Subsidy	On commencement of commercial operations	Reimbursement as per approval

2.	Interest Subsidy	Quarterly basis on bank certificate for realization of due installments of previous quarter	Reimbursement on actuals subject to ceiling
3.	Lease Rental Subsidy	Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
4.	Power Tariff and Electricity Duty	Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
5.	Employment Generation Incentive on EPF	Quarterly on submission of Proof	Reimbursement on actuals subject to ceiling
6.	Patent Assistance	<p>Two Tranches:</p> <ul style="list-style-type: none"> <li>• 25% of eligible assistance at the time of filing of patent application</li> <li>• 75% of eligible assistance at the time of publication of patent application in official journal</li> </ul> <p>Provided that application for assistance should be made within 6 months from the date of filing patent application</p>	Reimbursement subject to ceiling
7.	Capacity Building under Skill Enhancement	On submission of proof of obtaining certification	Reimbursement subject to ceiling
8.	Stamp Duty, Registration Fee, NA Conversion Fee	On Submission of Proof of Stamp Duty/Registration fee/NA Conversion Fee Payment	Reimbursement on actuals

9	Assistance for R&D Institute / Shared Industrial Testing Facilities / Finishing School	<p>Three Tranches:</p> <ul style="list-style-type: none"> <li>• 25%on acquisition of land, approval of building plan</li> <li>• 50% after expenditure of 60% of the eligible project cost</li> <li>• 25% on commissioning of R&amp;D Institute/Finishing School</li> </ul>	Subject to ceiling
10	Contract/Sponsored research work from Biotechnology Unit/Industry Association to R&D Institution/ University/	100% on submission of report of completion	Reimbursement subject to ceiling
11	Market Development	On submission of claim by BT MSMEs	Reimbursement subject to ceiling
12	Organizing exhibitions/seminars outside Gujarat but within India	On submission of proof of expenditure by a recognized association	Reimbursement subject to ceiling
13	Participation in International Trade Fair as Gujarat Pavilion to Industry Association	On submission of proof of expenditure by a recognized association	Reimbursement subject to ceiling
14	Assistance for Quality Certification	On submission of proof	GSBTM will facilitate with office of Industries Commissionerate (IC).

c. **Schedule of Disbursement for Biotechnology Incubators: The disbursement of incentives will be as under:**

Sr.	Assistance Type	Disbursement Schedule	Remarks
1.	Capital Assistance	<p>Three Tranches:</p> <ul style="list-style-type: none"> <li>• Release of 25% of eligible assistance subject to availability of whole area of Incubator and approval of site layout plan/building plan and incurring 25% expenditure of eligible project cost.</li> <li>• 25% after expenditure of 100% of the eligible project cost</li> <li>• 50% on occupancy of minimum 5 start ups</li> </ul>	Reimbursement as per approval subject to a ceiling
2.	Mentoring Assistance	Middle of the year subject to submission of half year accounts and audited accounts of previous year.	Reimbursement on actuals subject to ceiling
3.	Operating Assistance	A matching grant of 25% of funds mobilized by them from non-government sources, subject to a ceiling of Rs. One crore per annum for meeting their operational expenses to run incubation, acceleration and other programmes including general expense, salaries and other administrative expenses. This will be disbursed on submission of audited accounts by the incubators.	Reimbursement on actuals subject to ceiling
4.	Procurement of Software	On submission of proof of procurement of software	Reimbursement on actuals subject to ceiling

5.	Stamp Duty, Registration Fee, NA Conversion Fee	On Submission of Proof of Stamp Duty/Registration fee/NA Conversion Fee Payment	Reimbursement on actuals
6.	Power Tariff and Electricity Duty	Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling

d. **Schedule of Disbursement for Biotechnology Start-ups: The disbursement of incentives will be as under:**

Sr.	Assistance Type	Disbursement Schedule	Remarks
1.	Stamp Duty, Registration Fee, NA Conversion Fee	On Submission of Proof of Stamp Duty/Registration fee/NA Conversion Fee Payment	Reimbursement on actuals
2.	Marketing Assistance	On submission of claim by Start-up	Reimbursement subject to ceiling
3.	Product Development	On submission of claim by Start-up	Reimbursement subject to ceiling
4.	Lease Rental	Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
5.	Capital Assistance	Two Tranches: <ul style="list-style-type: none"> <li>• 50% advance on approval</li> <li>• 50% on commencement of operations</li> </ul>	Reimbursement as per approval subject to a ceiling
6.	Interest Subsidy	Quarterly basis on bank certificate for realization of due installments of previous quarter	Reimbursement on actuals subject to ceiling
7.	Patent Assistance	Two Tranches: <ul style="list-style-type: none"> <li>• 25% of eligible assistance at the time of filing of patent application</li> <li>• 75% of eligible assistance</li> </ul>	Reimbursement subject to ceiling

		at the time of publication of patent application in official journal Provided that application for assistance should be made within 6 months from the date of filing patent application	
8.	Skill Certification	On submission of proof of obtaining certification	Subject to ceiling
9.	Market Development Support through Trade Fair	On submission of claim	Reimbursement subject to ceiling

## 8. State Level Empowered Committee

8.1 For approval of the assistance to Biotechnology units with GFCI up to Rs. 50 crores, BT Incubators, R&D Institutes, Finishing School and Start-ups, the State Level Empowered Committee (Empowered Committee as referred in the scheme) shall comprise of the following members:

- (a) ACS/PS/Secretary, Department of Science & Technology (DST) - Chairman
- (b) Joint Industries Commissioner – Member
- (c) FA to DST– Member
- (d) AS/JS/DS (BT), Science & Technology Department–Member
- (e) Director, Directorate of Technical Education (DTE) –Member
- (f) Mission Director - Gujarat State Biotechnology Mission (GSBTM) – Member Secretary

8.2 For approval of the assistance to Biotechnology units with GFCI above Rs. 50 crores and BT Parks the State Level Empowered Committee (Empowered Committee as referred in the scheme) shall comprise of the following members:

- (a) ACS/PS/Secretary, Department of Science & Technology (DST)
- (b) ACS/PS/Secretary, Industries & Mines Department
- (c) Industries Commissioner
- (d) Secretary (Expenditure), Finance Department
- (e) AS/JS/DS (BT), Science & Technology Department



- (f) Mission Director - Gujarat State Biotechnology Mission (GSBTM) –  
Member Secretary

## **9. Competent Authority**

For undertaking process for grant of approval and disbursement of assistance, the Mission Director, GSBTM will be competent authority and will act as single window clearance mechanism for the benefits under this scheme:

Gujarat State Biotechnology Mission will act as a Nodal Agency for hand holding and providing effective liaison with various Government Departments / agencies / bodies.

## **10. Conditions**

- a. Any eligible BT unit or BT Park will have the option of availing incentives either under this Biotechnology Policy or the Industrial Policy of Government of Gujarat. However, eligible units or the BT Park will be entitled to incentive under only one Policy of the government and not out of both policies for individual items.
- b. Incentives under this Policy will be in addition to any incentives that the unit/institutes might avail from any agency outside the Government of Gujarat. Provided, that total incentives for every item head cannot be more than 90% of actual expenditure undertaken by that unit under that item head from all Government sources.
- c. The incentives for expansion/diversification will be computed for the actual investment newly made for the expansion/diversification and historical investment prior to undertaking expansion/diversification will not be considered.
- d. Any BT Unit, Park, Incubator, Start Up, Finishing School, R&D Facility etc., availing incentives under the policy, will not be allowed to carry out change of use at the facility and will have to continue running operations for the purpose for which Government Assistance under this policy have been availed. If the incentive availing unit or entity carries out any change in use, then it will have to return to the Government all assistance it has availed under this policy with 8 percent per annum interest. Change of product/ operation within Biotechnology Sectors will not be considered change of use. If the unit or entity brings about change of use then the recoverable amount for the Government under this clause shall have priority over all other dues of the unit/entity.

## 11. Interpretation

Any interpretation or clarification under the scheme will be decided by the Department of Science and Technology and decision thereof would be final and binding to all.

## 12. Budgetary Provision

The expenditure on this account shall be made from the grants under the following budget head: "Major head:3425-Sub Major Head:60-Minor Head:004-Sub Head:01-Item No(8) Biotechnology Policy Incentive".

These orders are issued with the concurrence of Industries & Mines Department and Finance Department vide its note dated 30/11/2016 and 5/12/2016 respectively on this department's file of even number.

By order and in the name of the Governor of Gujarat,

(Dhananjay Dwivedi)  
Secretary to the Government of Gujarat,  
Department of Science and Technology

Enclosure: Annexure – 1 to 5

To,

1. Principal Secretary to Hon'ble Governor Shri, Raj Bhavan, Gandhinagar.
2. Chief Principal Secretary to Hon'ble Chief Minister
3. Principal Secretary to Hon'ble Chief Minister.
4. Secretary to Hon'ble Chief Minister.
5. Personal Secretary to Hon'ble Deputy Chief Minister
6. Secretary to Hon'ble Ministers, Government of Gujarat.
7. \*Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar
8. \*Personal Assistant to all Hon'ble Parliamentary Secretaries
9. \*Deputy Secretary to Chief Secretary, Government of Gujarat.
10. \*Registrar, Hon'ble Gujarat High Court, Ahmedabad.

11. \*Secretary, Gujarat Vigilance Commission, Gandhinagar.
  12. \*Secretary, Gujarat Public Service Commission, Ahmedabad.
  13. \*Secretary, Gujarat Legislature Secretariat, Gandhinagar.
  14. \*Secretary, Gujarat Civil Service Tribunal, Gandhinagar.
  15. All Administrative Departments
  16. VC and MD, GIDC, Udyog Bhavan
  17. Industries Commissioner, Government of Gujarat
  18. All Heads of the Departments
  19. All Collectors
  20. Mission Director, GSBTM
  21. Pay & Account Offices, Ahmedabad/Gandhinagar
  22. Account General (A&E) Gujarat, Post Box No. 2201, Rajkot.
  23. Account General (A&E) Gujarat, Ahmedabad Branch, Ahmedabad.
  24. Account General (Audit-1) Gujarat, MS Building, Ahmedabad.
  25. Director, Account & Treasuries, Gujarat State, Gandhinagar
  26. All District Treasury Offices
  27. Resident Audit Officer, Ahmedabad/Gandhinagar
  28. Select File
- \*By Letter

**Annexure –1:**

**Application for Expression of Interest for Availing Assistance**  
**under Scheme of Assistance for Biotechnology Industry**

(to be filled in by person / entity applying)

**1. Basic Information**

1.	Name of the Person Applying	
2.	Contact Address Telephone: Mobile: Email:	
3.	Identity Proof PAN/ Passport/ Bank Statement with picture/ Aadhaar Card (Any one)	

**2. Nature of Entity** (Please provide as much information as you can)

1.	Type of the Entity that will seek assistance under the Scheme (Please attach certified copy of the memorandum and articles of association or equivalent registration documents, if already done)	Proprietorship/ Partnership/ Company/ Association
2.	Office Address: Office: Factory: Tele No. : Fax No. : Email:	
3.	Registration Details (Enclose Memorandum and Articles of Association)	
	Certificate of Incorporation (please provide certified copy)	
	PAN Number (please provide certified copy)	

	Service Tax & Central Excise Certificate (please provide certified copy)	
4.	Name, address & contact details of the Directors/ Promoters along with the PAN Numbers (Please provide the CA Certificate showing the shareholding pattern)	
	a)	
	b)	
	c)	
5.	Name, designation & contact details of the Authorized Person	

**3. Assistance will be sought for** (Please tick mark the relevant column)

1.	Biotechnology Unit	
2.	Biotechnology Park	
3.	R&D Institution	
4.	Finishing School	
5.	Biotechnology Incubator	

**4. Information for unit Type:**

<b>Biotechnology Unit (New or Expansion/Diversification)</b>		
1.	Location	
2.	Tentative area (Land/Office Space)	
3.	Tentative Investment (in Rupees)	
4.	Tentative Employment	
<b>Biotechnology Park</b>		
1.	Location	
2.	Tentative area of the land where Biotechnology Park will be set up	
3.	Total built up area in Sq. ft.	

3.	Tentative Project Cost (in Rupees), excluding cost of land	
4.	Brief Description of the activities undertaken so far by the applicant for setting up the Biotechnology Park and Market Analysis carried out	
<b>Research &amp; Development Institution</b>		
1.	Location	
2.	Tentative area of the land where R&D Institute will be set up	
3.	Tentative Project Cost (in Rupees)	
4.	Brief Description of the activities undertaken so far by the applicant for setting up R&D Institute	
<b>Finishing School</b>		
1.	Location	
2.	Tentative area of the land where Finishing School will be set up	
3.	Tentative Project Cost (in Rupees)	
4.	Brief Description of the activities undertaken so far by the applicant for setting up the Finishing School	
<b>Biotechnology Incubator</b>		
1.	Location	
2.	Tentative area (Land in sq.mtr./Office Space in sq. ft.)	
3.	Tentative Investment (in Rupees)	
4.	Association with any Academic Institution	

5.	Existing Incubator will have minimum 10 incubatees	Yes/No
6.	New Incubator will get minimum 6 incubatees within 2 years from date of application	Yes/No
7.	Minimum 60% of Incubatees will be of Biotechnology Sector	Yes/No

#### 5. Assistance Sought under the scheme

Sr. No	Assistance Type	Unit Type Entitled to	Claimed Entitlement (Yes / No)	Approximate Amount of Assistance Sought
1.	Capital Subsidy	BT Units / Park / Incubators		
2.	Reimbursement of Stamp Duty/ Registration Fee/NA Conversion Fee	BT Units / Park / Incubators		
3.	Lease Rental Subsidy	BT Units		
4.	Interest Subsidy	BT Units		
5.	Power Tariff and Electricity Duty	BT Units / Park / Incubators		
6.	Employment Generation Grant on EPF	BT Units		
7.	Patent Assistance	BT MSMEs/ Institutions		
8.	Market Development Support	BT MSMEs		
9.	Assistance for setting up Finishing School	BT Units / Institutions		

10.	Assistance for Capacity Building under Skill Enhancement	BT MSMEs		
11.	Assistance for setting up R&D Institute/ Shared Industrial Testing Facility	BT Units / Institutions		
12.	Contract/Sponsored Research Work to R&D Institution/ University/ Colleges	BT Units		
13.	Mentoring Assistance	Incubators		
14.	Operating Assistance	Incubators		
15.	Software Procurement	Incubators		

I submit that I have gone through the provision of the State BT Policy and Scheme. I submit that the information submitted herein is true to my knowledge & belief.

Signature of person making  
application / Authorised Signatory of applicant



**Annexure – 2a:**

**Format for Letter of In-principle Approval for Assistance to BT Unit under the Scheme of Assistance for BT Industry**

Date:

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ref: 1. Your Expression of Interest dated \_\_\_\_\_

Sub: In-principle approval for Assistance to BT Unit under Scheme of Assistance for BT Industry

Sir/ Madam,

1. We are pleased to acknowledge your application dated \_\_\_\_\_ seeking assistance under the scheme for BT Industry with registration no. \_\_\_\_\_. In future correspondences, please quote the registration number allotted to you.
2. On behalf of the Government of Gujarat, I convey the “in-principle” approval/ refusal with reference to your application dated \_\_\_\_\_ for assistance under the scheme of assistance for BT Industry for your unit/proposed unit at <<location>> with an estimated Investment of Rs. <<>>.
3. Subject to the adherence to conditions as laid out in para 4 of this letter and subject to approval by the Empowered Committee, the assistance that you can avail under the scheme will be as under:

Sr. No	Assistance Type	Indicative eligible amount of assistance	Remarks
1	Capital Subsidy		
2	Interest Subsidy		
3	Lease Rental Subsidy		
4	Power Tariff and Electricity Duty		

5	Employment Generation Grant on EPF		
6	Patent Assistance		
7	Assistance for Capacity Building under Skill Enhancement		
8	Stamp Duty/ Registration Fee/NA Conversion Fee		
9	Market Development Support to MSMEs		
10	Contract/Sponsored Research Work to R&D Institution/ University/ Colleges		

4. This in-principle approval is valid for a period of one (1) year from the date of issuance of this letter subject to fulfillment of the following conditions:-
- Procurement and having final possession of the land / office space.
  - Financial Closure of the Project – for computing financial closure, the applicant will be allowed to incorporate eligible assistance from GoI, GoG, under respective schemes for assistance to BT unit, along with own equity and debt that the applicant will take.
  - Preparation and submission of Detailed Project Report (DPR)
  - Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - Submission of application as per para 7.5 of the scheme within one (1) year.
5. In case, the above conditions are not met by the end of the validity period of this in-principle approval, the validity will be extended for an additional period of maximum one (1) year subject to the fulfillment of the following mandatory conditions, with a satisfactory justification for the delay of the other conditions mentioned in para 4 above.
- Procurement and having final possession of the land / office space
  - Financial Closure of the Project
6. Application for extending validity of in-principle approval shall be made before expiry of one (1) year from grant of in-principle approval. In case, the validity period is extended, a detailed timelines for fulfilling the following conditions should be intimated to the Competent Authority.

- (a) Preparation and submission of DPR
  - (b) Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - (c) Submission of formal application as per para 7.5 of the Scheme
7. In an instance where the criteria is not met within the validity period, with or without extension, the in-principle approval shall lapse and you would not have any claim for any incentive / benefit against the Government. However, you can submit a new Expression of Interest which would not be linked to the application referenced herein and will be treated as a new application.
8. You are informed that till the filing of formal application as in Annexure – 3, you can change the applicant. You are further informed that in relation to the indicative assistance indicated in para 3 of the letter, the numbers are indicative only. Actual eligible amount will depend on scrutiny of formal application and supporting documents by the Competent Authority and approval by the Empowered Committee.
9. The assistance for Contract/Sponsored Research Work to R&D Institution/ University/ Colleges will be given directly to R&D Institution/ University/ Colleges upon completion of project.

Yours Sincerely,

**Annexure – 2b:**

**Format for Letter of In-principle Approval for Assistance to BT Park / R&D Institute /  
Finishing School under the Scheme of Assistance for BT Industry**

Date:

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ref: 1. Your Expression of Interest dated \_\_\_\_\_

Sub: In-principle approval for Assistance to BT Park / R&D Institute / Finishing School under Scheme of Assistance for BT Industry

Sir/ Madam,

1. We are pleased to acknowledge your application dated \_\_\_\_\_ seeking assistance under the scheme for BT Industry with registration no.\_\_\_\_\_. In future correspondences please quote the registration number allotted to you.
2. On behalf of the Government of Gujarat, I convey the “in-principle” approval/ refusal with reference to your application dated \_\_\_\_\_ for assistance under the Scheme of assistance for BT Industry for your proposed BT Park / R&D Institute / Finishing School at <<location>> with an estimated Investment of Rs. <<>>.
3. Subject to the adherence to conditions as laid out in para 4 of this letter and subject to approval by the Empowered Committee, the assistance, as applicable, that you can avail under the scheme will be as under:

Sr. No	Assistance Type	Indicative eligible amount of assistance	Remarks
1	Capital Subsidy / Assistance		
2	Reimbursement of Stamp Duty/Registration Fee/ NA Conversion Fee		

3	Reimbursement of Power tariff subsidy and Electricity Duty		
4	Patent Assistance		
5	Assistance for setting up Finishing School		
6	Assistance for setting up R&D Institute/ Shared Industrial Testing Facility		

4. This in-principle approval is valid for a period of one (1) year from the date of issuance of this letter subject to fulfillment of the following conditions:-
- (a) Procurement and having final possession of the land / Office Space
  - (b) Financial Closure of the Project – for computing financial closure, the applicant will be allowed to incorporate eligible assistance from Gol, GoG, under respective schemes for assistance to BT Park / R&D Institute / Finishing School, along with own equity and debt that the applicant will take.
  - (c) Preparation and submission of Detailed Project Report (DPR)
  - (d) Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - (e) Submission of application as per para 7.5 of the scheme within one (1) year.
5. In case, the above conditions are not met by the end of the validity period of this in-principle approval, the validity will be extended for an additional period of maximum one (1) year subject to the fulfillment of the following mandatory conditions, with a satisfactory justification for the delay of the other conditions mentioned in para 4 above.
- (a) Procurement and having final possession of the land / Office Space
  - (b) Financial Closure of the Project
6. Application for extending validity of in-principle approval shall be made before expiry of one (1) year from grant of in-principle approval. In case, the validity period is extended, a detailed timeline for fulfilling the following conditions should be intimated to the Competent Authority.
- (a) Preparation and submission of DPR
  - (b) Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - (c) Submission of formal application as per para 7.5 of the Scheme

7. In an instance where the criteria is not met within the validity period, with or without extension, the in-principle approval shall lapse and you would not have any claim for any incentive / benefit against the Government. However, you can submit a new Expression of Interest which would not be linked to the application referenced herein and will be treated as a new application.
8. You are informed that till the filing of formal application as in Annexure – 3, you can change the applicant. You are further informed that in relation to the indicative assistance indicated in para 3 of the letter, the numbers are indicative only. Actual eligible amount will depend on scrutiny of formal application and supporting documents by the Competent Authority and approval by the Empowered Committee.

Yours Sincerely,

**Annexure – 2c**

**Format for Letter of In-principle Approval for Assistance to Incubator under the Scheme of Assistance for BT Industry**

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref: 1. Your Expression of Interest dated \_\_\_\_\_

Sub: In-principle approval for Assistance to Incubator under the Scheme of Assistance for BT Industry

Sir/ Madam,

1. We are pleased to acknowledge your application dated \_\_\_\_\_ seeking assistance under the Scheme of assistance for BT Industry with registration no.\_\_\_\_\_. In future correspondences please quote the registration number allotted to you.
2. On behalf of the Government of Gujarat, I convey the “in-principle” approval/ refusal with reference to your application dated \_\_\_\_\_ for assistance under the Scheme of assistance for BT Industry for your incubation centre at <<location>> with an estimated Investment of Rs. <<>>.
3. Subject to the adherence to conditions as laid out in para 4 of this letter and subject to approval by the Empowered Committee, the assistance that you can avail under the scheme will be as under:

Sr. No	Assistance Type	Indicative eligible amount of assistance	Remarks
1	Capital Assistance		
2	Mentoring Assistance		
3	Operating Assistance		

4	Assistance for Procurement of Software		
5	Stamp Duty/ Registration Fee/ NA Conversion Fee		
6	Incentive on Power Tariff and Electricity Duty		

4. This in-principle approval is valid for a period of one (1) year from the date of issuance of this letter subject to fulfillment of the following conditions:-
  - (a) Procurement and having final possession of the land / office space.
  - (b) Financial Closure of the Project – for computing financial closure, the applicant will be allowed to incorporate eligible assistance from GoI, GoG, under respective schemes for assistance to Incubator, fees from incubatees, funds to be raised from market along with own equity and debt that the applicant will take.
  - (c) Preparation and submission of Detailed Project Report (DPR)
  - (d) Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - (e) Submission of application as per para7.5 of the scheme within one (1) year.
5. In case, the above conditions are not met by the end of the validity period of this in-principle approval, the validity will be extended for an additional period of maximum one year subject to the fulfillment of the following mandatory conditions, with a satisfactory justification for the delay of the other conditions mentioned in para 4 above.
  - (a) Procurement and having final possession of the land / office space
  - (b) Financial Closure of the Project
6. Application for extending validity of in-principle approval shall be made before expiry of one (1) year from grant of in-principle approval. In case, the validity period is extended, a detailed timelines for fulfilling the following conditions should be intimated to the Competent Authority.
  - (a) Preparation and submission of DPR
  - (b) Component/ activity wise implementation schedule specifying the timelines and corresponding milestones
  - (c) Submission of formal application as per para7.5 of the Scheme
7. In an instance where the criteria is not met within the validity period, with or without extension, the in-principle approval shall lapse and you would not have any claim for any incentive / benefit against the Government. However, you can submit a new



Expression of Interest which would not be linked to the application referenced herein and will be treated as a new application.

8. You are informed that till the filing of formal application as in Annexure – 3, you can change the applicant. You are informed that benefits as eligible incubator will be available to you only if the incubator incubates minimum 10 incubatees at a time and out of which minimum 60% are from Biotechnology sector and for new incubators the incubator should get 06 incubatees within 2 years from the date of application out of which minimum 60% should be from Biotechnology Sector. Further, please note that if you avail Capital Assistance, you will have to run incubation facility for a minimum period of five years.
9. You are further informed that in relation to the indicative assistance indicated in para 3 of the letter, the numbers are indicative only. Actual eligible amount will depend on scrutiny of formal application and supporting documents by the Competent Authority and approval by the Empowered Committee.

Yours Sincerely,

**Annexure –3a:**

**Application Form for Availing Assistance for BT Unit**  
**under the Scheme of Assistance for BT Industry**

(to be filled in by the applicant)

**Application Registration No.**

**1. Basic Information**

1	Name of the Unit				
2	Contact Address Telephone: Mobile: Email:				
3	Type of the Entity (Please attach certified copy of the memorandum and articles of association or equivalent registration document or Partnership Deed)	Proprietorship/ Partnership/ Company			
4	Registration Details (Enclose Memorandum and Articles of Association)				
	Certificate of Incorporation (please provide certified copy)				
	PAN Number (please provide certified copy)				
	Service Tax & VAT Registration No. (please provide certified copy)				
	TIN No.				
5	Unit/Agency/Institution registered with Department of Scientific and Industrial Research (DSIR) / Council of Scientific and Industrial Research (CSIR)	Yes/No			
	If Yes, please provide registration no.				
6	Name, address & contact details of the Directors/ Promoters along with the PAN/DIN Numbers (Please provide the CA Certificate showing the shareholding pattern)				
	Name	DIN /PAN	Address	Contact No.	Email

7	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)					

## 2. Details of Eligible BT Unit

1	New Unit or Expansion/Diversification						
2	Location Address						
3	Area of the land / office space						
4	Proof of land/office space possession (Please enclose copy of village record and map)						
5	Brief Description of the Project						
6	No Objection Certificate (NOC) from GPCB (Please enclose a copy)						
7	Please enclose detailed project report						
8	Business Development & Recruitment Schedule (Projections)						
		Year1	Year2	Year3	Year4	Year5	Total
	Investment (in Rs.)						
	Turnover (in Rs.)						
	Domestic (in Rs.)						
	Exports (in Rs.)						
	Employees (in Nos)						


**3. For Existing Units, undertaking Expansion/Diversification**

1	Number of employees in existing unit		
2	Estimated Annual EPF contribution for current employees (Give schedule of EPF & number of current employees)		
3	Average of last one year's electricity consumption in units		
4	Current area under usage (in sq. ft.)		
5	Annual turnover of last three years		
	Year (-2)	Year (-1)	Year 0 (current year)
6	VAT/CST/GST paid to Government of Gujarat over last three years		
	Year (-2)	Year (-1)	Year 0 (current year)

**4. Financial Projections of the Project (in Rs.)**

S No	Component	Year1	Year2	Year3	Year4	Year5	Total
1.	Investment in production facility						
2.	Revenue Forecast						
3.	Expenditure Forecast						
4.	Net Profit Forecast						
5.	Cash Flows from business operations						

**5. Means of Financing the Project (in Rs.)**

Total Project Cost  	Promoters Contribution	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	

	Debt/Borrowing (Please include Loan Sanction Letter)	
	<b>Total (Rs.)</b>	

**6. Assistance Sought under the scheme**

Sr. No	Assistance Type	Eligible Expenditure/ Projected Expenditure (in Rs.)	Claimed Assistance (in Rs.)	Remarks
1	Capital Subsidy			
2	Interest Subsidy			
3	Lease Rental Subsidy			
4	Power Tariff and Electricity Duty			
5	Employment Generation Grant on EPF			
6	Stamp Duty/ Registration Fee/ NA Conversion Fee			
7	Patent Assistance			
8	Assistance for Capacity Building under Skill Enhancement			
9	Market Development Support to MSMEs			
10	Contract/Sponsored Research Work to R&D Institution/ University/ Colleges			
11	Quality Certification			

## 7. Bank Account Details

1.	Name and address of Bank where account exists	
2.	Bank Account Number	
3.	IFSC Code	
4.	RTGS Details	

8. Tentative date of beginning of commercial operations:

## 9. Declaration:

I, on behalf of my organisation, hereby declare the following:

- (a) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.
- (b) We are not availing similar assistance from Government of Gujarat, other Departments or any of their Subordinate Offices.
- (c) I am duly authorized to sign this application and details and documents submitted in this application.
- (d) **We will hire one intern for every twenty employees on our payroll during the period we avail benefits under the scheme.**
- (e) I undertake that assistance obtained will be utilized only for business operations as brought out by the DPR. If the unit fails to come into production, then the assistance obtained will be refunded to the Government along with interest.

Authorised Signatory

## Note:

1. Any financial transactions / expenditure statements forecast submitted by the unit must be signed by the authorized signatory of the unit and be certified by the auditor/ chartered accountant.
2. The DPR should have detailed sections covering at least the following:

- (a) Location details
- (b) Company profile
- (c) Promoters list
- (d) Shareholding pattern
- (e) Product detail
- (f) Market survey / competitive landscape
- (g) Effluent Discharge
- (h) Environment Management Plan
- (i) Project cost components
- (j) Revenue / expenditure projections
- (k) Cash flows from business operations
- (l) Business development projections
- (m) Implementation / Road Map
- (n) Financial closure (Dependencies; Technological and Financial)
- (o) Risks and Assumptions
- (p) Completed Details of Contract/Sponsored Research Work

**Annexure-3b:**

**Application Form for Availing Assistance for BT Park/ R&D Institute / Finishing School**  
**under the Scheme of Assistance for BT Industry**

(to be filled in by the applicant)

**Application Registration No.**

**1. Basic Information**

1	Name of the Unit	
2	Contact Address Telephone: Mobile: Email:	
3	Type of the Entity (Please attach certified copy of the memorandum and articles of association or equivalent registration document or Partnership Deed)	Proprietorship/ Partnership/ Company
4	Registration Details (Enclose Memorandum and Articles of Association)	
	Certificate of Incorporation (please provide certified copy)	
	PAN Number (please provide certified copy)	
	Service Tax & VAT Registration No. (please provide certified copy)	
	TIN No.	
5	Unit/Agency/Institution registered with Department of Scientific and Industrial Research (DSIR) / Council of Scientific and Industrial Research (CSIR)	Yes/No
	If Yes, please provide registration no.	
6	Name, address & contact details of the Directors/ Promoters along with the PAN / DIN Numbers (Please provide the CA Certificate showing the shareholding pattern)	



	Name	DIN /PAN	Address	Contact No.	Email
7	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)				

## 2. Details of Proposed BT Park / R&D Institute / Finishing School

1	Location Address	
2	Finalised area of the land / Office Space where BT Park / R&D Institute / Finishing School will be set up	
3	Proof of Land / Office Space Possession (Please enclose map and relevant revenue record)	
4	Brief Description of the activities undertaken so far by the applicant since the in-principle approval for setting up the BT Park / R&D Institute / Finishing School	
5	Please enclose detailed project report of the Proposed Project	
6	No Objection Certificate (NOC) from GPCB (for BT Park other than for Bio-informatics) (Please enclose a copy)	

## 3. Project Cost

S No	Project Component	Cost (in Rs.)
1.		
2.		

3.		
----	--	--

**4. Means of Financing the Project (in Rs.)**

Total Project Cost  <input type="text"/>	Promoters Contribution	
	Contribution from Enterprises occupying Park	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	
	Debt/Borrowing (Please include Loan Sanction Letter)	
	<b>Total (Rs.)</b>	

**5. Assistance Sought under the scheme**

Sr. No	Assistance Type	Indicative maximum eligible amount of assistance (in Rs.)	Remarks
1	Capital Subsidy / Assistance		
2	Reimbursement of Stamp Duty/Registration Fee/NA Conversion Fee		
3	Reimbursement of Power tariff subsidy and Electricity Duty		
4	Patent Assistance		
5	Assistance for setting up Finishing School		
6	Assistance for setting up R&D Institute/ Shared Industrial Testing Facility		

## 6. Bank Account Details

1	Name and address of Bank where account is kept	
2	Bank Account Number	
3	IFSC Code	
4	RTGS Details	

## 7. Declaration:

I, on behalf of my organisation, hereby declare the following:

- (a) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.
- (b) We are not availing similar assistance from Government of Gujarat Departments or any of its Subordinate Offices.
- (c) I am duly authorized to sign an application and details and documents submitted in this application.
- (d) I undertake that assistance obtained will be utilized only for business operations as brought out by the DPR. If the unit fails to come into production then the assistance obtained will be refunded to the Government along with interest.

Authorised Signatory

### Note:

1. Any financial transactions / expenditure statements forecast submitted by the unit must be signed by the authorized signatory of the unit and be certified by the auditor/ chartered accountant.
2. The DPR should have detailed sections covering at least the following:
  - (a) Location details
  - (b) Company profile
  - (c) Promoters list
  - (d) Shareholding pattern
  - (e) Product detail

- (f) Market survey / competitive landscape
- (g) Target Research Area and No. of MSME Beneficiary Units (For R&D Institute)
- (h) Course/ Module Details (For Finishing School)
- (i) Effluent Discharge
- (j) Environment Management Plan
- (k) Project cost components
- (l) Revenue / expenditure projections
- (m) Cash flows from business operations
- (n) Business development projections
- (o) Implementation Chart/ Road Map
- (p) Financial closure (Dependencies; Technological and Financial)
- (q) Risks and Assumptions

Annexure –3c:

**Application Form for Availing Assistance for Incubators**

**under the Scheme of Assistance for BT Industry**

(to be filled in by the applicant)

Application Registration No.

**1. Basic Information**

1	Name of the Unit	
2	Contact Address Telephone: Mobile: Email:	
3	Type of the Entity (Please attach certified copy of the memorandum and articles of association or equivalent registration document or Partnership Deed)	Proprietorship/ Partnership/ Company
4	Registration Details (Enclose Memorandum and Articles of Association)	
	Certificate of Incorporation (please provide certified copy)	
	PAN Number (please provide certified copy)	
	Service Tax & VAT Registration No. (please provide certified copy)	
	TIN No.	
5	Unit/Agency/Institution registered with Department of Scientific and Industrial Research (DSIR) / Council of Scientific and Industrial Research (CSIR)	Yes/No
	If Yes, please provide registration no.	
6	Name, address & contact details of the Directors/ Promotors along with the PAN/DIN Numbers (Please provide the CA Certificate showing the shareholding pattern)	

	Name	DIN /PAN	Address	Contact No.	Email	
7	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)					

## 2. Details of Eligible Incubator

1	Location Address						
2	Area of the land / office space						
3	Proof of land/office space possession						
4	Brief Description of the Project						
5	Please enclose Detailed Project Report						
6	No Objection Certificate (NOC) from GPCB (Please enclose a copy)						
7	Business Incubation and Development Schedule (Projections)						
		Year1	Year2	Year3	Year4	Year5	Total
	No. of new start-ups to be admitted for incubation						
	No. of start-ups to be graduated from the incubator						
	No. of training / Incubation / Acceleration programmes to be conducted						

	No. of Incubatee resources to be trained						
	No. of Conferences / Seminars / workshops to be organised						

### 3. Financial Projections of the Project (in Rs.)

S No	Component	Year1	Year2	Year3	Year4	Year5	Total
<b>Non-Recurring Expenses</b>							
1	Capital Expenditure						
<b>Recurring Expenses</b>							
1	Manpower Expenses						
2	Travel Expenses						
3	Utility and Maintenance						
4	Marketing, Promotion and Publicity						
5	Networking and Training Programmes						
6	Miscellaneous and Contingencies						
<b>Total Recurring Expenses</b>							

### 4. Means of Financing the Project (in Rs.)

Total Project Cost  <input type="text"/>	Promoters Contribution	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	

	Debt/Borrowing (Please include Loan Sanction Letter)	
	Mentoring fee from incubates	
	<b>Total (Rs.)</b>	

**5. Assistance Sought under the scheme**

Sr. No	Assistance Type	Projected Expenditure (in Rs.)	Eligible Expenditure (in Rs.)	Claimed Assistance (in Rs.)	Remarks
1	Capital Assistance				
2	Mentoring Assistance				
3	Operating Assistance				
4	Assistance for Procurement of Software				
5	Stamp Duty/ Registration Fee/ NA Conversion Fee				
6	Incentive on Power Tariff and Electricity Duty				

**6. Bank Account Details**

1.	Name and address of Bank where account exists	
2.	Bank Account Number	
3.	IFSC Code	
4.	RTGS Details	

7. Name of educational Institution with whom associated (if applicable)

8. Tentative date of beginning of commercial operations:

9. List of Start-ups who may have shown interest in getting incubated, if available:



## 10. Declaration:

I, on behalf of my organisation, hereby declare the following:

- (a) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.
- (b) We are not availing similar assistance under any other scheme/Policy of Government of Gujarat departments or its subordinate offices.
- (c) I am duly authorized to sign an application and details and documents submitted in this application.
- (d) I undertake that we will have minimum 10 incubatees at all times, out of which minimum 60% will be from Biotechnology sector.
- (e) I undertake that within 2 years of the approval for setting up a new Incubator, we will get 6 full time incubatees of which 4 incubatees will be from Biotechnology sector, at the minimum.
- (f) I undertake that assistance obtained will be utilized only for business operations as brought out by the DPR. If the incubator fails in its objectives or in meeting its obligation then the assistance obtained will be refunded to the Government along with interest.

Authorised Signatory

### Note:

1. Any financial transactions / expenditure statements forecast submitted by the Incubator must be signed by the authorized signatory and be certified by the auditor/ chartered accountant.
2. The DPR should have detailed sections covering at least the following:
  - (a) Location details
  - (b) Company profile
  - (c) Promoters list
  - (d) Shareholding pattern
  - (e) Incubatees Detail
  - (f) Training/Incubation Programmes
  - (g) Training/Programme Schedule

- (h) Market survey / competitive landscape
- (i) Effluent Discharge
- (j) Environment Management Plan
- (k) Project cost components
- (l) Revenue / expenditure projections
- (m) Cash flows from business operations
- (n) Implementation Plan and Road Map
- (o) Financial closure (Dependencies; Technological and Financial)
- (p) Risks and Assumptions

**Annexure –3d:**

**Application Form for Availing Assistance for Start-ups**  
**under the Scheme of Assistance for BT Industry**

(to be filled in by the applicant)

**Application Registration No.**

**1. Basic Information**

1	Name of the Unit	
2	Contact Address	
	Telephone:	
	Mobile:	
	Email:	
3	Type of the Entity (Please attach certified copy of the memorandum and articles of association or equivalent registration document or Partnership Deed)	Proprietorship/ Partnership/ Company
4	Registration Details (Enclose Memorandum and Articles of Association)	
	Certificate of Incorporation (please provide certified copy)	
	PAN Number (please provide certified copy)	
	Service Tax & VAT Registration No. (please provide certified copy if available)	
	TIN No. (if available)	
5	Unit/Agency/Institution registered with Department of Scientific and Industrial Research (DSIR) / Council of Scientific and Industrial Research (CSIR)	Yes/No
	If Yes, please provide registration no.	
6	Name, address & contact details of the Directors/ Promotors along with the PAN/DIN Numbers (Please provide the CA Certificate showing the shareholding pattern)	

	Name	DIN /PAN	Address	Contact No.	Email	
7	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)					

**2. Brief description of Start-up in terms of following:** Please provide a short project plan comprising of the following:

- a. Business Idea
- b. Product / Service
- c. Technology
- d. Management Approach for Effluent Discharge
- e. Mentors name, if available
- f. Incubator name and address, if applicable

**3. Projected Investment need over next 3 years (in Rs.)**

S No	Project Component	Cost (in Rs.)
1.		
2.		
3.		

**4. Means of Financing the Start-up for next 3 year horizon (in Rs.)**

Total Project Cost  <input type="text"/>	Own Contribution	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	
	Debt/Borrowing	
	Expected Investment from Angel / VC funds	
	<b>Total (Rs.)</b>	

## 5. Assistance Sought under the scheme

Sr. No	Assistance Type	Projected Expenditure (in Rs.)	Eligible Assistance (in Rs.)	Claimed Assistance (in Rs.)	Remarks
1	Stamp Duty/Registration Fee/NA Conversion Fee				
2	Marketing Assistance				
3	Product Development Assistance				
4	Lease Rental Subsidy				
5	Capital Assistance				
6	Interest Subsidy				
7	Patent Assistance				
8	Skill Certification				
9	Market Development Support through Trade Fair Participation				

## 6. Bank Account Details

1	Name and address of Bank where account exists	
2	Bank Account Number	
3	IFSC Code	
4	RTGS Details	

## 7. Declaration:

I, on behalf of my organisation, hereby declare the following:

- (a) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.
- (b) We are not availing similar assistance under any other scheme/Policy of Government of Gujarat departments or its subordinate offices.

- (c) I am duly authorized to sign an application and details and documents submitted in this application.

Authorised Signatory

**Annexure –3e:**

**Application Form for Availing Assistance for BT Industry Associations**  
**under the Scheme of Assistance for BT Industry**

(to be filled in by the applicant)

**Application Registration No.**

**1. Basic Information**

1	Name of the Association					
2	Contact Address					
	Telephone:					
	Mobile:					
	Email:					
4	Registration Details (please enclose proof)					
	Certificate of Incorporation (please provide certified copy)					
	PAN Number (please provide certified copy)					
	Service Tax & VAT Registration No. (please provide certified copy if available)					
	TIN No. (if available)					
5	Name, address & contact details of the Directors/ Board Members along with the PAN/DIN Numbers					
	Name	DIN /PAN	Address	Contact No.	Email	
6	Name, designation & contact details of the Authorized Person (please enclose copy of authorisation letter)					

**2. Brief description of Industry Association in terms of following:** Please provide a activity details comprising of the following:

- a. Roles & Responsibility
- b. Functions
- c. Activities Undertaken
- d. Member Details
- e. Management
- f. Management Approach

**3. Means of Financing the Association (in Rs.)**

Total Capital Cost <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	Own Contribution	
	Expected GoG Assistance	
	Expected Assistance from other Government Organisations	
	Debt/Borrowing	
	<b>Total (Rs.)</b>	

**4. Assistance Sought under the scheme**

Sr. No	Assistance Type	Projected Expenditure (in Rs.)	Eligible Assistance (in Rs.)	Claimed Assistance (in Rs.)	Remarks
1	Contract/Sponsored Research Work to R&D Institution/ University/ Colleges				
2	Participation in International Trade Fair as Gujarat Pavilion				
3	Organizing exhibitions/ seminars/ workshops outside Gujarat but within India				

**5. Bank Account Details**

1	Name and address of Bank where account exists	
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2	Bank Account Number	
3	IFSC Code	
4	RTGS Details	

**6. Declaration:**

I, on behalf of my organisation, hereby declare the following:

- (d) Information, statements & other papers given herein are to the best of my knowledge & belief, true and correct in all particulars.
- (e) We are not availing similar assistance under any other scheme/Policy of Government of Gujarat departments or its subordinate offices.
- (f) I am duly authorized to sign an application and details and documents submitted in this application.

Authorised Signatory

**Note:**

1. Details of the exhibition/ trade fair
2. Proof of participation
3. Proof of expenditure incurred
4. Completed Details of Contract/Sponsored Research Work

Annexure – 4:

**Format for Recording Minutes of Empowered Committee**

<b>Name of Applicant</b>			
<b>Assistance Sought</b>			
<b>Sr. No</b>	<b>Type of Assistance</b>	<b>Approximate Amount of Assistance</b>	<b>Remarks</b>
<b>Descriptive Background (As proposed by Competent Authority for meeting)</b>			
<b>Discussion Part of Minutes, by Empowered Committee</b>			

**Approval Granted by Empowered Committee**

<b>Sr. No</b>	<b>Type of Assistance</b>	<b>Maximum Eligible Amount of Assistance</b>	<b>Remarks</b>

**Conditions for Disbursement (Assistance Type-wise)**

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**Signatures of Members of Empowered Committee**

( ) ( ) ( )

( ) ( ) ( )

( ) ( )

**Annexure 5a:**

**Final Approval Letter Format for BT Unit**

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref: 1. **Application Registration No.**

Sub: Approval for Assistance for BT Unit under Scheme of Assistance for BT Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for BT Industry for your unit/proposed unit at <<location>> with an estimated Investment of Rs. <<>>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 3.

Sr. No	Assistance Type	Maximum Eligible Assistance Amount	Disbursement Schedule	Remarks
1	Capital Subsidy		On commencement of commercial operations	Reimbursement as per approval
2	Interest Subsidy		Quarterly basis on bank certificate for realization of due instalments of previous quarter	Reimbursement on actuals subject to ceiling
3	Lease Rental Subsidy		Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
4	Power Tariff and Electricity Duty		Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling

5	Employment Generation Incentive on EPF		Quarterly on submission of Proof	Reimbursement on actuals subject to ceiling
6	Stamp Duty, Registration Fee, NA Conversion Fee		On Submission of Proof of Stamp Duty/Registration fee/NA Conversion Fee Payment	Reimbursement on actuals
7	Patent Assistance		<p>Two Tranches:</p> <ul style="list-style-type: none"> <li>• 25% of eligible assistance at the time of filing of patent application</li> <li>• 75% of eligible assistance at the time of publication of patent application in official journal</li> </ul> <p>Provided that application for assistance should be made within 6 months from the date of filing patent application</p>	Reimbursement subject to ceiling
8	Assistance for Capacity Building under Skill Enhancement		On submission of proof of obtaining certification	Subject to ceiling
9	Market Development Support to MSMEs		On submission of claim by BT MSMEs	Reimbursement subject to ceiling
10	Contract/Sponsored Research Work		100% on submission of report of completion	Subject to ceiling

	to R&D Institution/ University/ Colleges			
11	Assistance for Quality Certification		On submission of proof	GSBTM will facilitate with office of Industries Commissionerate (IC).

3. Conditions:-

- 3.1 Lease Rental Subsidy/EPF Contribution / Power Tariff Subsidy & Electricity Duty/ shall be reimbursed quarterly on submission of proof, subject to ceiling.
  - 3.2 Interest Subsidy shall be reimbursed on quarterly basis subject to submission of proof, subject to maximum limit specified in the scheme.
  - 3.3 Assistance for finishing school / quality certification / skill enhancement / patent registration / market development shall be given subject to incurring such expenditure, on production of vouchers/audited statement of account, subject to limits set in the scheme.
  - 3.4 All assistance is subject to condition that the unit will begin its commercial operations during the operative period of the Policy. Failing which, all assistance, including reimbursements, subsidy, etc., shall be recovered along with 12% interest.
  - 3.5 The contract/ sponsored research work shall be screened by GSBTM before approval and before the research work is undertaken. Pre-existing and ongoing research projects at the time of issuance of this policy shall not be eligible for this incentive.
  - 3.6 The assistance for contract/ sponsored Research Work to R&D Institution/ University/ Colleges will be given directly to R&D Institution/ University/ Colleges upon completion of project.
4. Any BT Unit availing incentives under the policy, will not be allowed to carry out change of use at the facility and will have to continue running operations for the purpose for which Government Assistance under this policy have been availed. If the incentive availing unit or entity carries out any change in use, then it will have to return to the Government all assistance it has availed under this policy with 8 percent per annum interest. Change of product/ operation within Biotechnology Sectors will not be considered change of use. If the unit or entity brings about change of use then the

recoverable amount for the Government under this clause shall have priority over all other dues of the unit/entity.

5. I wish you best of luck with the Project. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at (Telephone/Mobile No/ Email ID)\_\_\_\_\_.

Yours Sincerely

**Annexure 5b:**

**Final Approval Letter Format for BT Park / R&D Institute / Finishing School**

Date:

To

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Ref: 1. **Application Registration No.**

Sub: Approval of Assistance for BT Park / R&D Institute / Finishing School under Scheme of Assistance for BT Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for BT Industry for your proposed BT Park / R&D Institute/ Finishing School at <<location>> with an estimated Investment of Rs. <<>>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 3.

Sr. No	Assistance Type	Maximum Eligible Assistance	Disbursement Schedule	Remarks
1.	Capital Subsidy/ assistance for BT Park		Three Tranches: <ul style="list-style-type: none"><li>• Release of first tranche of 25% of eligible assistance by the Competent Authority subject to availability of whole area of Biotechnology Park, approval of site layout plan/building plan and incurring 25% of eligible project cost.</li><li>• Second tranche of 50% of eligible assistance will be disbursed after the applicant has already incurred</li></ul>	Reimbursement as per approval



			<p>expenditure of 100% of the eligible project cost.</p> <ul style="list-style-type: none"> <li>The third and final tranche of the assistance amounting to 25% of eligible assistance will be paid when 50% of the BT park has been occupied by the BT units.</li> </ul>	
2.	Reimbursement of Stamp Duty/Registration Fee/ NA Conversion Fee		On Submission of Proof of Stamp Duty/Registration fee/ NA Conversion Fee payment	Reimbursement on actuals
3.	Reimbursement of Power Tariff Subsidy and Electricity Duty		Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
4.	Patent Assistance		<p>Two Tranches:</p> <ul style="list-style-type: none"> <li>25% of eligible assistance at the time of filing of patent application</li> <li>75% of eligible assistance at the time of publication of patent application in official journal</li> </ul> <p>Provided that application for assistance should be made within 6 months from the date of filing patent application</p>	Reimbursement subject to ceiling
5.	Assistance for setting up Finishing School		<p>Three Tranches:</p> <ul style="list-style-type: none"> <li>25% on acquisition of land, approval of building plan</li> <li>50% after expenditure of 60% of the eligible project cost</li> <li>25% on commissioning of Finishing School</li> </ul>	Subject to ceiling

6.	Assistance for setting up R&D Institute/ Shared Industrial Testing Facility		<p>Three Tranches:</p> <ul style="list-style-type: none"> <li>• 25% on acquisition of land, approval of building plan</li> <li>• 50% after expenditure of 60% of the eligible project cost</li> <li>• 25% on commissioning of R&amp;D Institute/ Shared Industrial Testing Facility</li> </ul>	Subject to ceiling
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3. All assistance is subject to condition that the BT Park / R&D Institute / Finishing School will begin its commercial operations during the operative period of the Policy. Failing which, all assistance, including reimbursements, subsidy, etc., shall be recovered along with 12% interest.
4. Any BT Park, Finishing School, R&D Facility etc., availing incentives under the policy, will not be allowed to carry out change of use at the facility and will have to continue running operations for the purpose for which Government Assistance under this policy have been availed. If the incentive availing unit or entity carries out any change in use, then it will have to return to the Government all assistance it has availed under this policy with 8 percent per annum interest. Change of product/ operation within Biotechnology Sectors will not be considered change of use. If the unit or entity brings about change of use then the recoverable amount for the Government under this clause shall have priority over all other dues of the unit/entity.
5. I wish you best of luck with the Project. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at (Telephone/Mobile No/ Email ID)\_\_\_\_\_.

Yours Sincerely

**Annexure 5c:**

**Final Approval Letter Format for Incubator**

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref: 1. **Application Registration No.**

Sub: Approval of Assistance to Incubator under Scheme of Assistance for BT Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for BT Industry for your proposed Incubator at <<location>> with an estimated Investment of Rs. <<>>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 3.

Sr. No	Assistance Type	Maximum Eligible Assistance	Disbursement Schedule	Remarks
1.	Capital Subsidy/ Assistance		<p>Three Tranches:</p> <ul style="list-style-type: none"><li>• Release of 25% of eligible assistance subject to availability of whole area of Incubator and approval of site layout plan/building plan and incurring 25% expenditure of eligible project cost.</li><li>• 25% after expenditure of 100% of the eligible project cost</li><li>• 50% on occupancy of minimum 5 start ups</li></ul>	Reimbursement as per approval, subject to ceiling

2.	Reimbursement of Stamp Duty/Registration Fee/ NA Conversion Fee		On Submission of Proof of Stamp Duty/Registration fee/ NA conversion Fee payment	Reimbursement on actuals
3.	Reimbursement of Power Tariff and Electricity Duty		Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
4.	Mentoring Assistance		Middle of the year subject to submission of half year accounts and audited accounts of previous year.	Reimbursement on actuals subject to ceiling
5.	Operating Assistance		A matching grant of 25% of funds mobilized by them from non-government sources, subject to a ceiling of Rs. One crore per annum for meeting their operational expenses to run incubation, acceleration and other programmes including general expense, salaries and other administrative expenses. This will be disbursed on submission of audited accounts by the incubators.	Reimbursement subject to ceiling
6.	Assistance for Procurement of Software		On submission of proof of expenditure	Reimbursement on actuals subject to ceiling

3. All assistance is subject to condition:

- I. If you are availing Capital Assistance, then you will run the Incubator centre for minimum 5 years.
- II. You will not avail any similar assistance from any other Government of Gujarat Organisation/Department.
- III. You will intimate assistance obtained from any other Government organisation, including quantum of assistance within 30 days of obtaining such assistance.

- IV. For the performance of Incubation Centre and progress of incubatees, you will submit a report to the undersigned once every half year.
4. Any BT Incubator availing incentives under the policy, will not be allowed to carry out change of use at the facility and will have to continue running operations for the purpose for which Government Assistance under this policy have been availed. If the incentive availing unit or entity carries out any change in use, then it will have to return to the Government all assistance it has availed under this policy with 8 percent per annum interest. Change of product/ operation within Biotechnology Sectors will not be considered change of use. If the unit or entity brings about change of use then the recoverable amount for the Government under this clause shall have priority over all other dues of the unit/entity.
5. I wish you best of luck with the Project. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at (Telephone/Mobile No/ Email ID)\_\_\_\_\_.

Yours Sincerely

**Annexure 5d:**

**Final Approval Letter Format for Start-Ups**

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref: 1. **Application Registration No.**

Sub: Approval of Assistance for Start-ups under Scheme of Assistance for BT Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for BT Industry for your proposed Start-up at <<location>> with an estimated Investment of Rs. <<>>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 4.

Sr. No	Assistance Type	Maximum Eligible Assistance	Disbursement Schedule	Remarks
1.	Capital Assistance		Two Tranches: <ul style="list-style-type: none"><li>• 50% advance on approval</li><li>• 50% on commencement of operations</li></ul>	Reimbursement as per approval subject to a ceiling
2.	Reimbursement of Stamp Duty/Registration Fee/ NA Conversion Fee		On Submission of Proof of Stamp Duty/Registration fee/ NA Conversion Fee payment	Reimbursement on actuals
3.	Marketing Assistance		On submission of claim	Reimbursement subject to ceiling
4.	Product Development		On submission of claim	Reimbursement subject to ceiling

5.	Lease Rental		Quarterly on submission of proof of payment	Reimbursement on actuals subject to ceiling
6.	Interest Subsidy		Quarterly basis on bank certificate for realization of due instalments of previous quarter	Reimbursement on actuals subject to ceiling
7.	Patent Assistance		Two Tranches: <ul style="list-style-type: none"> <li>• 25% of eligible assistance at the time of filing of patent application</li> <li>• 75% of eligible assistance at the time of publication of patent application in official journal</li> </ul> Provided that application for assistance should be made within 6 months from the date of filing patent application	Reimbursement subject to ceiling
8.	Skill Certification		On submission of proof of obtaining certification	Subject to ceiling
9.	Market Development Support through Trade Fair Participation		On submission of claim	Reimbursement subject to ceiling

3. The promoter / partner will submit a progress report of business, indicating sales, business leads, funds raised from other sources, employee strength, etc. once every six months.
4. The assistance to the start-up, under this authorization will cease upon achieving anyone of the following milestones:
  - (a) Number of employees – direct or indirect crosses 20
  - (b) Turnover exceeds Rs. 25 crores per annum
5. If you achieve anyone of the above milestone, you will be eligible to obtain assistance under the BT Policy of the day, if so exist, as a new unit, notwithstanding your

continuing operations at the end of two years. Investment made during the benefit period under this Policy and scale up investment made within a period of 18 months, once the benefits under this Policy cease will be taken as 'New Investment' for computing Gross Fixed Capital Investment (GFCI) under the then applicable, if so, BT Policy of the State Government. You will be entitled to benefits under BT Policy as a new unit for full period of eligibility. Period of assistance as well as amount of assistance under this scheme will be ignored while computing assistance and period of assistance under BT Policy.

6. Any Start Up availing incentives under the policy, will not be allowed to carry out change of use at the facility and will have to continue running operations for the purpose for which Government Assistance under this policy have been availed. If the incentive availing unit or entity carries out any change in use, then it will have to return to the Government all assistance it has availed under this policy with 8 percent per annum interest. Change of product/ operation within Biotechnology Sectors will not be considered change of use. If the unit or entity brings about change of use then the recoverable amount for the Government under this clause shall have priority over all other dues of the unit/entity.
7. I wish you best of luck with the Project. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at (Telephone/Mobile No/ Email ID)\_\_\_\_\_.

Yours Sincerely



**Annexure 5e:**

**Final Approval Letter Format for BT Industry Association**

Date:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref: 1. **Application Registration No.**

Sub: Approval of Assistance for BT Industry Associations under Scheme of Assistance for BT Industry.

Sir/ Madam,

1. This is to convey the approval/ refusal of assistance under the Scheme of assistance for BT Industry for your proposed Start-up at <<location>> with an estimated Investment of Rs. <<>>.
2. You are conveyed approval of financial assistance as per the table below, subject to fulfillment of conditions in para 4.

Sr. No	Assistance Type	Maximum Eligible Assistance	Disbursement Schedule	Remarks
1.	Contract/Sponsored Research Work to R&D Institution/ University/ Colleges		100% on submission of report of completion	Reimbursement subject to ceiling
2.	Participation in International Trade Fair as Gujarat Pavilion		On submission of proof of expenditure by a recognized association	Reimbursement subject to ceiling

3.	Organizing exhibitions/ seminars/ workshops outside Gujarat but within India		On submission of proof of expenditure by a recognized association	Reimbursement subject to ceiling
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3. Assistance for market development shall be given subject to incurring such expenditure, on production of vouchers/audited statement of account within three months from the date of participation, subject to limits set in the scheme.
4. Minimum five industrial unit's participation will be necessary as part of group to get this assistance.
5. The contract/ sponsored research work shall be screened by GSBTM before approval and before the research work is undertaken. Pre-existing and ongoing research projects at the time of issuance of this policy shall not be eligible for this incentive.
6. The assistance for contract/sponsored research Work to R&D Institution/ University/ Colleges will be given directly to R&D Institution/ University/ Colleges upon completion of project.
7. I wish you best of luck with future course of activities. Should you have any difficulty or have queries Mr. \_\_\_\_\_ will be your personal contact. He can be reached at (Telephone/Mobile No/ Email ID)\_\_\_\_\_.

Yours Sincerely