

**Guidelines for Re-imbusement of Airfare to Participants in Foreign Events**  
**- Only for EEPC India member**  
**(Subject to receiving of Govt. approval for such re-imbusement of Airfare)**

1. Eligibility: Member of EEPC India with a minimum F.O.B value of exports of Rs. 50 Lakh but below Rs. 50 Crore in the preceding financial year.
2. These Guidelines do not cover Members of EEPC India with 'Zero (0) exports' in preceding financial year/start ups/new exporters/SC/ST/Woman exporters as for them a different guideline would be applicable.
3. Member to have completed 12 months of membership and is regularly filing export returns with the EEPC India.
4. Permissible only to the regular Director/Partner/Proprietor or a regular officer of the company on senior managerial position of the EEPC India member organizations.
5. Assistance would be permissible on travel expenses by air in economy class. This would, however, be subject to an upper ceiling of Rs. 90,000/- (Rs. 1,50,000/- for Africa and American continents).
6. The Organisation shall not be under investigation/charged/prosecuted/debarred/black listed under the Foreign Trade Policy of India or any other law relating to export and import business.
7. A maximum of three participations (irrespective of the organising agency) in a particular trade fair/exhibition would be eligible for assistance and exporting companies after availing assistance three times including past cases for a particular fair/exhibition, have to participate in that fair, if any, on self-financing basis.
8. Similarly the support would be limited to participation in three MAI events in a year by a particular member.

**Note:**

- A. The above rules and guidelines are in terms of the provisions of the MAI Scheme in this regard.
- B. Reimbursement of Airfare to EEPC member participant will only be done if the guidelines as stated above and the amendments made from time to time are all abided by. Non-compliance of any of the above conditions may lead to rejection of the claim in full.
- C. Payment will be made only after receiving of the specified fund from the Ministry.

**Documents required:**

1. Claim Form
2. CA Certificate for F.O.B. value of exports in preceding financial year
3. Application form
4. Passport with Immigration Pages (stamped)
5. Tour report
6. RCMC copy
7. CA Certificate for F.O.B. value of Export for the last 3 years
8. Original Boarding Passes
9. Ticket
10. Bill of Supply for participation charges paid to EEPC India
11. ECA clearance & DEL status
12. Copy of IEC certificate
13. Cancelled Cheque for Payment
14. Details of contact person – Name, Designation, Mob. no., e-mail

**Note:** All documents must be sent to the regional/sub-regional offices of EEPC India within 45 days after completion of the event.