

## **International Cooperation Scheme (IC)**

### **About:**

The **International Cooperation (IC) Scheme** is designed to enhance the global competitiveness of Micro, Small, and Medium Enterprises (MSMEs) by enabling their participation in international trade activities. It helps MSMEs engage with the export market through support for attending international exhibitions, fairs, conferences, and buyer-seller meets. The scheme also provides access to market intelligence and reimburses various export-related expenses.

The Scheme would cover the following sub-components:

- Sub-Component-I: Market Development Assistance of MSMEs (MDA).
- Sub-Component-II: Capacity Building of First Time MSE Exporters (CBFTE).
- Sub-Component-III: Framework for International Market Intelligence Dissemination (IMID).

As on date, Sub-Component-I and Sub-Component-II are in operation. Sub-Component-III will be in operation soon.

### • **Scheme Benefits:**

The scheme offers financial support for MSMEs to attend international trade events, and buyer-seller meets in foreign countries:

#### **Key benefits include:**

- **Space Rent (Stall Charges):**
  - Up to ₹3.00 lakh per MSME for participation in exhibitions or fairs.
- **Air Fare:**
  - Reimbursement of up to ₹1.50 lakh per MSME.
- **Daily Allowance:**
  - Office bearers receive a daily allowance of USD 150.
- **Freight Charges:**
  - Up to ₹50,000 per MSME unit for freight costs.
  - ₹75,000 for participation in events in Latin American countries.
- **Advertisement and Publicity Charges:**
  - Up to ₹5.00 lakh to cover promotional expenses.
- **Registration Fee:**
  - Up to ₹5,000 for event registration fees.

- **Eligibility:**

- The applicant organization should be suitably registered under the relevant Act (i.e., companies under the Companies Act, Societies under the Societies Act, etc.) with the primary objective of promotion and development of MSMEs.
- The applicant organization should have regular audited accounts for the past 3 years.
- Events, for which financial support under the Scheme is sought, must be from the list of approved exhibitions/ events/ buyer-seller meets finalized by the Ministry of MSME in each financial year.
- Financial assistance to one applicant organization would normally be restricted to three events in a financial year. The Screening Committee may, however, recommend a relaxation of this condition for reasons to be recorded and allot more than 3 events.
- The quantum of assistance shall only be supplemental in nature to the contribution of the organizer.
- The Industry Associations/organizations are allowed to participate in a particular event continuously for 3 years. After participating in the particular event continuously for 3 years, they will be eligible to participate in the same event after a gap of 2 Years.

- **How to Apply:**

- ◆ **Online**

- **Step 01:** The applicant organization will submit an online application for financial assistance, along with the relevant documents and the budget estimate of the expenditure on the proposed event in the proforma online giving full details of expenditure.
- **Step 02:** To apply under the scheme, the applicant organization needs to visit the official website/portal. ([https://ic.msme.gov.in/IC\\_APP/IC\\_Welcome.aspx](https://ic.msme.gov.in/IC_APP/IC_Welcome.aspx))
- **Step 03:** On the home page, select “Market Development Assistance” to [login](#) who have already registered. If the applicant Organization is a new user, click on “[New User Register Here](#)” to register under the scheme by selecting the type of Organization.
- **Step 04:** After successful registration, the applicant organization can login with valid credentials. After login, the user will be redirected to their Dashboard where multiple action has to be done.

**Note:** The admissible financial assistance would be worked out on the basis of this budget estimate and in accordance with the criteria/scale and further at the discretion of the Screening Committee.

## **Documents Required:**

### **Documents required at the time of submission of application on the IC scheme portal:**

- Budget estimate
- Copy of the Registration Certificate of the applicant organization (one-time requirement)
- Copy of Memorandum and Articles of Association (one-time requirement)
- Copies of Audited Balance Sheet, Profit & Loss Account or Income and expenditure Account of the applicant organization for the last 03 years

**Documents required for the settlement of claims for EPCs under the Foreign Trade Policy (FTP) of the Department of Commerce and organizations under the Ministry of MSME, are to be physically submitted to the IC Section, M/o MSME, and uploaded on the IC Scheme Portal.**

- The second and final installment would be contingent upon the submission of the outcome report (as prescribed under the IC Scheme portal), Utilisation Certificate, and Chartered Accountant (CA) certified audit account statements including inter alia sources of funding) within 60 days from the date of completion of the event/activity
- A Certificate declaring that financial assistance has not been sought from another Ministry/Department is to be submitted.
- Udyam Registration Certificate of all participating MSME units to be submitted.
- The applicant organization must maintain with them all documents. These records as well as other documents connected with the release of the financial assistance from the Ministry must be maintained till a CAG Audit is conducted.
- Any other document(s) as sought by the Ministry of MSME.

**Documents required to be uploaded at the time of submission of claims on IC Scheme Portal for organisations not having EPC status:**

- Claim Form Duly filled and a copy certified by Chartered Accountant to be uploaded.
- List of participants along with score card ([Annexure-A](#)).
- Mandate Form duly filled up by Applicant Organization and verified by the concerned Bank ([Annexure-B](#))
- Pre-receipt ([Annexure-C](#)).
- Certification from the association declaring that they have not sought financial assistance from another Ministry/Department for the claim submitted under the IC scheme. ([Annexure-D](#))
- Udyam Registration Certificate of all participating MSME units
- Copy of the e-ticket complete in all respects with fare information on the e-ticket for air travel (For Physical Events)
- Original Boarding Pass [In case of multiple Boarding Passes, provisions of the Original Boarding pass of the destination city (host city of the event under consideration) is a must. In case of non-availability of original boarding pass for reasons to be conveyed in writing, a certificate from the airlines stating that the journey has been undertaken will be acceptable] (For Physical Event)

- Original Invoice along with receipt of Payment (original) for claiming stall charges, freight charges, advertisement and publicity charges, entry/registration fees, platform charges, Interpretation charges, etc.
- Any other document(s) as sought by the Ministry of MSME
- All documents should be self-attested/certified with a seal by the applicant organization.

(All the above documents are to be submitted in original to the IC Section physically)

Relevant Link-[Guideline Document](#)