

**PROFORMA OF APPLICATION FOR APPROVAL/ ANNUAL RETURNS / EXTENSION OF APPROVAL
OF R&D COMPANIES****A. CORPORATE INFORMATION**

1. **Name of the Company**
2. **Addresses with Telephone/telegram/Fax/E-Mail ID**
 - (a) **Registered Office**
 - (b) **Delhi Office, if any**
 - (c) **R&D Laboratory / Pilot Plants / Prototype development facilities**
3. **Nature of business activities of the Company**
(Also attach a certified copy of the Memorandum of Association and Articles of Association incorporating all the amendments duly certified by Company Secretary or Managing Director of the Company)
4. **Company structure:**
 - (a) **Public Ltd./Private Ltd./Proprietary/Partnership concern**
 - (b) **Names of Directors on the Board/Proprietors**
(attach a separate list) also give details of association of proprietors/Directors with other companies).
 - (c) **List of share holders holding 5% equity or more along with percentage of equity held by each such share holder.**
5. **Capital structure:**
 - (a) **Authorised Capital**
 - (b) **Paid-up Capital**
6. **Details of income and expenditure giving the following break-up for last three years starting with latest completed accounting year.**

	R&D Activities	Transfer of Technology including consultancy and training	Other activities	Total
3rd Year (Specify)				
Income				
Expenditure				
2nd Year (Specify)				
Income				
Expenditure				
1st Year (Specify)				
Income				
Expenditure				

Enclosure a copy of last three years audited Annual Report, Balance Sheet and Profit and Loss A/c.

7. **Details of Collaboration(s) including R&D Collaboration(s), if any [enclose a copy of collaboration(s)/agreement(s) entered]**
 - (a) **With Indian Partners**
 - (b) **With Foreign Partners**

B . RESEARCH & DEVELOPMENT (INFRASTRUCTURE)

1. Are you already recognized by DSIR. If so, please give details and enclose copy of last recognition/approval letter.
2. Date of start of R&D Activities
3. Details of R&D Director/Head of R&D
 - (a) Name along with Phone, Fax, Email ID.
 - (b) Qualification
 - (c) Date of appointment to the post
 - (d) Past Experience
4. Floor area of the R&D laboratory/pilot plant (also enclose a copy of layout drawings)
5. Laboratory-wise list of major equipment procured for R&D (provide year, cost and source of purchase) along with
 - (a) Total gross value and book value of indigenous equipment at the end of last financial year.
 - (b) Total gross value and book value of imported equipment as at the end of last financial year.
 - (c) Gross value and book value of all R&D assets (a+b)

(In case of Annual Returns, only give above details of R&D equipment purchased during the relevant accounting year.)
6. Details of R&D manpower employed. Also enclose bio-data of top 10 R&D personnel.

Sl.No	Name, Age and Nature of Employment	Designation/ Nature of Duties	Gross Remunerations for last financial year (In Rs.)	Qualification	Experience	Date of Commencement of Employment	Particulars of last employment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

In case some manpower is employed on part-time or consultancy or advisory basis, the title of R&D programmes with which associated may also be furnished in addition to the above details.

7. Details of library/computer based literature survey facilities available.

C. DETAILS ON R&D PROJECTS/PROGRAMMES

1. Give details of mechanism for selection and review of R&D projects/programmes.
2. Give a write-up on methodology of costing R&D Projects/Programmes for product development and for product improvements.
3. State system of monitoring cost of R&D projects/programmes.
4. Details in Appendix separately for each of the R&D projects/programmes completed during the last three years, ongoing and planned for the future.
5. Patents filed/obtained in India/abroad during the last three years.

Sl.No	Products/Process	Name of the Country(s)	Year

(Attach copies of sealed patents)

6. Details of technology developed and transferred to other parties during each of the last three completed accounting years giving names of parties and details of technology transferred (i.e. amount of royalties / premium / technology / transfer fee received)

PART-D

1. Any other information which the company may like to provide.

I certify that all the particular furnished above are correct and complete and also certify that the company complies fully with the provisions of section 80-IB(8A) read alongwith general provisions of section 80-IB of the IT Act 1961 and provisions of the Rules 18D and 18DA of the IT Rules, 1962.

I also agree to comply with all the provision of DSIR guidelines, relevant provisions of sector 80-IB of IT Act/rules and any terms and conditions that may be prescribed, by the Prescribed Authority.

Signature of the Chief Executive
Name and Designation
Full address

Place :

Date :

Note: 3 sets to be submitted for renewal/recognition, 1 set in case of Annual Returns

Application to be sent to:

Head RDI'
Department of Scientific & Industrial Research Ministry of Science & Technology
Technology Bhawan
New Mehrauli Road
New Delhi - 110 016.

**DETAILS OF PROJECTS/PROGRAMMES COMPLETED DURING THE LAST THREE YEARS,
ONGOING AND PLANNED FOR FUTURE
(Separately for each Project/Programme)**

1. Name of the project :

2. Name of Sponsorer (if any) :

3. Sponsorship fee (if any) :

- As per contract / agreement
- Actual received
- Balance to be received, if any

4. Expenditure incurred on the project / programmes

	Estimated	Actually incurred Till completion of last accounting year
Capital (Direct)		
Revenue (Direct)		
Other allocated expenses		
Total		

5. Names of R&D Staff employed for the project/programme

6. Date of start / expected date of start of the project/programme

7. Date of completion / expected date of completion of the project/programme

8. A brief write up on the project giving objectives, methodology, progress so far, results expected and plans for technology transfer etc.

Signature of the Project Leader

Name :

Designation :

Date :

Countersigned by R&D Head

Encl: Photocopy of the memorandum of understanding relating to the Project/Programme if not submitted earlier

Note : Include details of all the projects sponsored on you during the last 3 years and also R&D projects taken up suo-motto by the company.

THE ELEVENTH SCHEDULE
LIST OF ARTICLES OR THINGS

1. Beer, wine and other alcoholic spirits.
2. Tobacco and tobacco preparations, such as, cigars and cheroots, cigarettes, biris, smoking mixtures for pipes and cigarettes, chewing tobacco and snuff.
3. Cosmetics and toilet preparations.
4. Tooth paste, dental cream, tooth powder and soap.
5. Aerated waters in the manufacture of which blended flavouring concentrates in any form are used.
[Explanation.-“Blended flavouring concentrate’s shall include, and shall be deemed always to have included, synthetic essences in any form.]
6. Confectionery and chocolates.
7. Gramophones, including record-players and gramophone records.
9. Projectors
10. Photographic apparatus and goods.
22. Office machines and apparatus such as typewriters, calculating machines, cash registering machines, cheque writing machines, inter-com machines and teleprinters.
Explanation.-The expression “office machines and apparatus” includes all machines and apparatus used in offices, shops, factories, workshops, educational institutions, railway stations, hotels and restaurants for doing office work “[and for data processing (not being computers within the meaning of section 32AB)].
23. Steel furniture, whether made partly or wholly of steel.
24. Safes, strong boxes, cash and deed boxes and strong room doors.
25. Latex foam sponge and polyurethane foam.
27. Crown corks, or other fittings of cork, rubber, polyethylene or any other material.
28. Pilfer-proof caps for packaging or other fittings of cork, rubber, polyethylene or any other material.

Note : Item No. 8, 11-21, 26 and 29 have been omitted

