

Guidelines for Implementation of HACCP/ ISO 22000, ISO 14000/GHP/GMP quality/ safety management system

Operational Guidelines for Total Quality Management System

1. Proposals for financial assistance for Total Quality Management System (TQM) have to be submitted to the Ministry of Food Processing Industries directly with a copy to the State Nodal Agency (SNA) during 11th Plan for implementation of ISO14000, ISO22000, Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP) Certification.
2. The grant would be reimbursement of expenditure incurred on acquiring ISO14000, ISO22000, HACCP, GMP and GHP Certification.
3. The reimbursement of expenditure will be released by the Ministry in one instalment after obtaining necessary certification and submission of requisite documents.

4. About the scheme:

(a). Objectives:

- To motivate the food processing industries for adoption of food safety and quality assurance mechanisms such as TQM including ISO 14000, ISO 22000, HACCP, GMP, GHP.
- To prepare them to face global competition in post WTO Regime.
- To enable adherence to stringent quality and hygiene norms.
- To enhance product acceptance by overseas buyers.
- To keep Indian industry technologically abreast of international best practices.

(b). Pattern of Assistance:

All Implementing Agencies i.e. Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of 50% of cost of consultant fee, fee charged by Certification Agency, plant and machinery, technical civil works, and other expenditure towards implementation of Total Quality Management System including ISO14000, ISO22000, HACCP, GMP and GHP in general areas subject to maximum limit of Rs. 15 lakh and 75% in difficult areas subject to a maximum of Rs. 20 lakh.

(c) Eligibility Criteria

- (i) Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of expenditure towards implementation of Total Quality Management.
- (ii) The scheme provides one time reimbursement only against an Industrial Entrepreneur Memoranda (IEM)/ Permanent SSI Registration/ Industrial License.
- (iii) The applicant should not have obtained/applied for grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for purpose of adoption of Total Quality Management System.
- (iv) Application is to be submitted in the prescribed format along with documents required.
- (v) Expenditure incurred on the project after in-principle approval of the proposal by the Ministry for Total Quality Management System will be considered for re-imburement.

5. Documents Required:

- (i) Application in the MFPI prescribed format (Annexure-I). Application Format is also available on MFPI website: www.mofpi.nic.in
- (ii) Detailed project report indicating bio-data/ background of the office bearers/ promoters of the organization along with the activities/ background of the firm, products being manufactured, existing/ future market, list of existing plant and machinery along with process flow chart etc.
- (iii) Income tax returns of the proprietor for previous three years.
- (iv) A copy of permanent SSI Registration or Industrial Entrepreneur Memoranda (IEM) or Industrial Licence, whichever is applicable.
- (v) Bio- Data / experience and Quotations of consultant.
- (vi) Quotation from certification body alongwith complete details of their background, experience and projects undertaken.
- (vii) Confirmation that certification agency is accredited by the Quality Council of India or Central Food Authority of India.

- (viii) Complete details of plant & machinery (item-wise & cost-wise) along with quotations duly certified by approved Chartered Engineer (Mech.) and their relevance to HACCP/ISO22000, ISO14000/GHP/GMP with full justification in support of cost claimed.
- (ix) Complete details of Technical Civil Works indicating item wise/cost wise break up and their relevance to implementation of Total Quality Management System with justification duly certified by approved Chartered Engineer (Civil).
- (x) **An affidavit duly executed on non-judicial stamp paper of Rs.10/- or more duly notarized, affirming**
 - (a) that company has not obtained any financial assistance for implementation of HACCP/ISO12000, ISO14000/GHP/GMP in the past from MFPI.
 - (b) that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components.
- (xi) Detailed implementation schedule for implementation of the HACCP/ISO 14000/ISO 22000/ GMP/ GHP system.
- (xii) Audited Statement of Account for the last three years and detailed profile of the company indicating products being manufactured, their marketing and future demand.
- (xiii) Date of commencement of commercial production.
- (xiv) Expenditure proposed to be incurred on the project indicating consultant fee, fee charged by the certification agency, cost of plant and machinery, cost of technical civil expenses and other expenses related to the proposal along with corresponding sources of finance.

6. **Grant of in-principle approval**

The application received in the Ministry in the prescribed format will be examined and in case of complete proposals with all relevant documents/ information, the

letter for in-principle approval with a validity period of twelve months will be issued with the approval of competent authority to the applicant organisation with a copy to SNA.

7. Procedure for reimbursement of expenditure

7.1 The applicant is required to submit the following documents to the Ministry of Food Processing Industries requesting for reimbursement of expenditure incurred on implementation of Total Quality Management System including ISO14000, ISO22000, HACCP, GMP and GHP:-

- (i) Copy of in-principle approval letter and/or extension letter issued by the Ministry.
- (ii) Surety Bond in the prescribed format (Annexure-II)
- (iii) Self verified list of equipments purchased along with copy of invoices/ bills.
- (iv) Detailed process flow chart.
- (v) Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance, as per following format:

(a) Project cost:

(Rs. in lakhs)

Head of Cost	Proposed	Actual cost
Consultant fee		
Fee charged by Certification agency		
Plant & Machinery		
Technical Civil works		
Other exp.		
Total		

(b) Means of Finance

(Rs.in lakhs)

	Proposed	Actual
Promoters capital		
Bank Term Loan		
Grant from MFPI		
Unsecured loan		
Others		
Total		

: 5 :

- (vi) Copies of invoices of consultant fee, fee charged by Certification Agency, technical civil works and other expenditure.
- (vii) Completion report along with certificates for implementation of ISO14000, ISO22000, HACCP, GMP and GHP and copy of the Manuals.
- (viii) Benefits accrued to the Organisation on implementation of Total Quality Management System.

7.2 The requisite documents/information shall be submitted as duly certified by the State Nodal Agency (SNA) in case of Private Bodies and through the Director or Head of the Institution in case of Government Institutions. After satisfactory scrutiny of the documents/information thereof the MFPI will reimburse the expenses to the implementation agency in terms of the approved scheme through the Designated Bank.

7.3 An evaluation shall be conducted by MFPI at the end of the year by an independent agency on the implementation of the scheme..

(N.M.L. Bhatnagar)
Deputy Secretary to the Govt. of India

**Application form for Implementation of Total Quality Management System(TQM)
including ISO14000, ISO22000, HACCP, GMP and GHP etc.**

S.No.	Particulars	Details
A	Organisation/ Promoter	
1.	Name & Address (Telephone, Fax, E-mail)	
2.	Background/Experience	
3.	Financial Status i) Audited profit and loss account & balance sheet for last three years ii) Turnover during last three years iii) Banker's name and address	
4.	Existing activities	
5.	List of existing Plant & Machinery and Quality Control facilities with cost.	
B	Project Description	
1.	Name of the Project: (Implementation of HACCP, GMP, GHP, ISO14000, ISO22000)	
2.	Location/ Area	
3.	Details of Industrial Entrepreneur Memoranda (IEM)/ SSI Registration / Industrial License (IL) i) IEM/ SSI registration / IL No. : ii) Date of issue : iii) Issuing authority : (Enclose an attested copy)	
4.	Name of the Products/ by-products (specifications & use)	

5.	Process of manufacture (with flow chart)	
6.	Processing technology being used : (indigenous/imported)	
7.	Installed capacity of Plant/ Manufacturing unit (per day/ per year)	
8.	Capacity utilisation in last completed year (figures in %)	
C.	Project cost	(Rs. in Lakh)
a)	Consultant Fees	
b)	Fees charged by certifying body	
c)	Pre-operative expenses	
d)	Technical civil works (if any)	
e)	Plant & Machinery (This include the equipments required for upgradation of Hygiene, Quality Control testing facilities such as in-house Food Testing laboratory etc.)	
f)	Any other expenses as per the requirement of GMP, GHP, ISO14000, ISO22000, HACCP etc.	
D	Means of Finance	(Rs. in Lakh)
a)	Equity (Promoter/Foreign/Other)	
b)	Loan (Term/working Capital)	
c)	Fund requirement from Ministry (MFPI)	
d)	Others	
	Total	
E	Marketing	
a)	Size of existing Market in terms of cost benefit ratio	
b)	Increase in Future Demand (Expected size of market in the first year after implementation of food safety/quality management systems)	
F	Implementation Schedule	
	i) Items of work ii) Date of implementation (Bar charts/Milestone charts may be enclosed)	

G	Details and experience of the consultant, if any			
H	Details and experience of certifying body			
I	Details of Accreditation Body :			
J	Assistance already availed from MFPI (Give name of the scheme) i) ii)	Component/ Activity for which assistance was taken Activity for which assistance was taken	Amount	Year
K	List of Enclosures			

Place:

Date:

Authorized Signatory

Name (block letters)

Designation

(with special seal of organization/individual)

List of documents attached

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that we, M/s _____, a _____ (Type of organization) incorporated / registered under the _____ (Name of the Act) and, having its registered office at _____ (hereinafter called the "Obligors") are held fully and firmly bound to the President of India (hereinafter called the "Government") for the sum of Rs. _____ (Rupees _____ only) well and truly to be paid to the Government on demand and without a demur for which payment we firmly bind ourselves and our successors and assignees by these presents.

SIGNED on the _____ day of _____ in the year Two Thousand _____.

WHEREAS on the Obligors' request, the Government as per Ministry of Food Processing Industries's Sanction Order No. _____ Dated _____ (hereinafter referred to as the "Letter of Sanction") which forms an integral part of these presents, and a copy whereof is annexed hereto and marked as Annexure-I, agreed to make in favour of the Obligors grants-in-aids-in-aid of Rs. _____ (Rupees _____ only) for the purpose of _____ (description of the project) at _____ out of which the sum of Rs. _____ (Rupees _____ only) have been paid to the Obligors (the receipt of which the Obligors do hereby admit and acknowledge) on condition of the Obligors executing a bond in the terms and manner contained hereinafter which the Obligors have agreed to do.

NOW the conditions of the above written obligation is such that if the Obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, the above written Bond or obligation shall be void and of no effect. But otherwise, it shall remain in full force and virtue. The Obligors will abide by the terms & conditions of the grants-in-aid by the target dates, if any specified therein.

THAT the Obligors shall not divert the grants-in-aids and entrust execution of the Scheme or work concerned to another institution(s) or organization(s).

THAT the Obligors shall abide by any other conditions specified in this agreement and in the event of their failing to comply with the conditions or committing breach of the bond, the Obligors individually and jointly will be liable to refund to the President of India, the entire amount of the grants-in-aid with interest of 10% per annum thereon. If a part of the grants-in-aid is left unspent after the expiry of the period within which it is required to be spent, interest @10% per annum shall be charged upto the date of its refund to the Government, unless it is agreed to be carried over.

The Obligors agree and undertake to surrender / pay the Government the monetary value of all such pecuniary or other benefits which it may receive or derive / have received or derived through / upon unauthorized use of (such as letting out the premises on adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grants-in-aid was intended of the property) buildings created / acquired constructed largely from

out of the grants-in-aid sanctioned by the Government of India, Ministry of Food Processing Industries or the administrative Head of the Department concerned. As regards the monetary value aforementioned to be surrendered / paid to the Government, the decision of the Government will be final and binding on the Obligers.

AND THESE PRESENTS ALSO WITNESS THAT the decision of the Secretary to the Government of India in the Ministry of Food Processing Industries on the question whether there has been breach or violation of any of the terms or conditions mentioned in the sanction letter shall be final and binding upon the Obligers and

IN WITNESS WHEREOF these presents have been executed as under on behalf of the Obligers the day herein above written in pursuance of the Resolution No. _____ Dated _____ passed by the governing body of the Obligers, a copy whereof is annexed hereto as Annexure-II and by _____ for and on behalf of the president on the date appearing below:-

Signature of the AUTHORISED SIGNATORY
Signed for and on behalf of
(Name of the Obliger in block letters)
(Seal / Stamp of Organization)

1. Signature of witness
Name & Address

2. Signature of witness
Name & Address

TO BE FILLED UP BY THE MINISTRY OF FOOD PROCESSING INDUSTRIES
(ACCEPTED)

For and on behalf of the President of India

Name: _____

Designation: _____

Dated: _____

Dated : 19.06.2009

OFFICE MEMORANDUM


Sub : Scheme for implementation of HACCP / ISO22000, ISO14000 / GHP / GMP quality / safety management systems.

The undersigned is directed to convey the approval of the competent authority for the amendment of the "Guidelines for the Scheme for implementation of HACCP / ISO22000, ISO14000 / GHP / GMP quality / safety management systems during 11th plan period", of the Ministry of Food Processing Industries issued on 16.07.2008.

The amendments have been carried out in para 1, para 5(viii), para 5(ix), para 7.1(v), para 7.1(vii) of the guidelines. New conditions at para 5(xiv), and para 5(xv) have been added in the guidelines.

The amended guidelines of the scheme are enclosed.

This issues with the concurrence of IFW vide their diary No. 99/IFW/2009 dated 21.05.2009.


(Capt. Sanjay Gahlot)
Director

Tel: 26497635, Fax: 26493228

To,

1. Addl. Secretary & Financial Advisor, Ministry of Food Processing Industries, Krishi Bhavan, New Delhi.
2. Shri Chaman Kumar, AS&FA, Ministry of Food Processing Industries, Krishi Bhavan, New Delhi.
3. Ms Jyotsana Verma Ray, Director (PF-II), department of Expenditure, Ministry of Finance, North Block, New Delhi.
4. Director (Finance), Ministry of Food Processing Industries, Panchsheel Bhavan, New Delhi- 49.
5. All Divisions of Ministry of Food Processing Industries, Panchsheel Bhavan, New Delhi-49

Amendments to the

GUIDELINES

for the Scheme of

IMPLEMENTATION OF HACCP / ISO22000, ISO14000 / GHP / GMP QUALITY/
SAFETY MANAGEMENT SYSTEMS

DURING 11TH PLAN PERIOD

Operational Guidelines for Total Quality Management System

1. Proposals for financial assistance for Total Quality Management System (TQM) have to be submitted directly to the Ministry of Food Processing Industries during 11th Plan for implementation of ISO14000, ISO22000, Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP) Certification.

5. Documents Required:

(viii). Complete details of plant & machinery (item-wise & cost-wise) along with quotations duly certified by approved Chartered Engineer (Mech.) and their relevance to HACCP/ISO22000, ISO14000/GHP/GMP with full justification in support of cost claimed. The certification body and the consultant are also required to certify the requirement and cost of plant and machinery.

(ix). Complete details of Technical Civil Works indicating item wise/cost wise break up and their relevance to implementation of Total Quality Management System with justification duly certified by approved Chartered Engineer (Civil). The certification body and the consultant are also required to certify the cost of civil works.

(xiv). The consultant for implementing ISO 14000 / ISO22000/ HACCP/GMP/GHP should be registered either with National Accreditation Board for Education & Training (NABET) or any other Central Government Body like Bureau of Indian Standards (BIS), Agricultural & Processed Food Products Exports Development Authority (APEDA) etc.

(xv). The applicant organization is required to give an undertaking that the training of their employees on implementation of ISO 14000 / ISO22000/ HACCP/GMP/GHP will be obtained from the consultant.

7. Procedure for Reimbursement of expenditure:

7.1(v). Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance (also countersigned by the Certification body) as per following format:

(a) **Project cost:**

(Rs. in lakhs)

Head of Cost	Proposed	Actual cost
Consultant fee		
Fee charged by Certification agency		
Plant & Machinery		
Technical Civil works		
Other exp.		
Total		

(b) **Means of Finance**

(Rs.in lakhs)

	Proposed	Actual
Promoters capital		
Bank Term Loan		
Grant from MFPI		
Unsecured loan		
Others		
Total		

7.1(vii). Completion report along with certificates for implementation of ISO14000, ISO22000, HACCP, GMP and GHP and copy of the Manuals. The certificate issued by the certification body should bear the logo of NABCB or FSSAI.

Guidelines for Implementation of HACCP/ ISO 22000, ISO 14000/GHP/GMP quality/ safety management system

Operational Guidelines for Total Quality Management System

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4. The reimbursement of expenditure will be released by the Ministry in one instalment after obtaining necessary certification and submission of requisite documents.

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- To motivate the food processing industries for adoption of food safety and quality assurance mechanisms such as TQM including ISO 14000, ISO 22000, HACCP, GMP, GHP.
- To prepare them to face global competition in post WTO Regime.
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(c) Eligibility Criteria

- (i) Central/ State Govt. Organisations, IITs, Universities and Private Sector will be eligible for reimbursement of expenditure towards implementation of Total Quality Management.
- (ii) The scheme provides one time reimbursement only against an Industrial Entrepreneur Memoranda (IEM)/ Permanent SSI Registration/ Industrial License.
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- (iv) Application is to be submitted in the prescribed format along with documents required.
- (v) **Expenditure incurred on the project after in-principle approval of the proposal by the Ministry for Total Quality Management System will be considered for re-imburement.**

5. Documents Required:

- (i) Application in the MFPI prescribed format (Annexure-I). Application Format is also available on MFPI website: www.mofpi.nic.in
- (ii) Detailed project report indicating promoters of the organization along with the activities/ background of the firm, products being manufactured, existing/ future market, list of existing plant and machinery along with process flow chart etc.
- (iii) Income tax returns of the proprietor for previous three years.
- (iv) A copy of permanent SSI Registration or Industrial Entrepreneur Memoranda (IEM) or Industrial Licence, whichever is applicable.
- (v) Bio- Data / experience and Quotations of consultant.
- (vi) Quotation from certification body
- (vii) Confirmation that certification agency is accredited by the Quality Council of India or Food Safety & Standard Authority of India (FSSAI), as applicable.

- (viii) Details of proposed plant & machinery (item-wise & cost-wise) along with quotations duly certified by approved Chartered Engineer (Mech.) and their relevance to HACCP/ISO22000, ISO14000/GHP/GMP with full justification in support of cost claimed. The certification body and the consultant are also required to certify the requirement and cost of plant and machinery.
- (ix) Complete details of Technical Civil Works indicating item wise/cost wise break up and their relevance to implementation of Total Quality Management System with justification duly certified by approved Chartered Engineer (Civil). The certification body and the consultant are also required to certify the cost of civil works.
- (x) **An affidavit duly executed on non-judicial stamp paper of Rs.10/- or more duly notarized, affirming**
 - (a) that company has not obtained any financial assistance for implementation of HACCP/ISO12000, ISO14000/GHP/GMP in the past from MFPI.
 - (b) that the organization has not obtained/applied for or will not obtain any grant/subsidy from any Ministry/Department of Central Govt/GOI organization/agencies and State Govt for the same purpose/activity /same components.
- (xi) Detailed implementation schedule for implementation of the HACCP/ISO 14000/ISO 22000/ GMP/ GHP system.
- (xii) Date of commencement of commercial production.
- (xiii) Expenditure proposed to be incurred on the project indicating consultant fee, fee charged by the certification agency, cost of plant and machinery, cost of technical civil expenses and other expenses related to the proposal along with corresponding sources of finance.
- (xiv) The consultant for implementing ISO 14000 / ISO22000/ HACCP/GMP/GHP should be registered either with National Accreditation Board for Education & Training (NABET) or any other Central Government Body like Bureau of Indian Standards (BIS), Agricultural & Processed Food Products Exports Development Authority (APEDA) etc.

- (xv) The applicant organization is required to give an undertaking that the training of their employees on implementation of ISO 14000 / ISO22000/ HACCP/GMP/GHP will be obtained from the consultant.

6. Grant of in-principle approval

The application received in the Ministry in the prescribed format will be examined and in case of complete proposals with all relevant documents/ information, the letter for in-principle approval with a validity period of twelve months will be issued with the approval of competent authority to the applicant organisation.

7. Procedure for reimbursement of expenditure

7.1 The applicant is required to submit the following documents to the Ministry of Food Processing Industries requesting for reimbursement of expenditure incurred on implementation of Total Quality Management System including ISO14000, ISO22000, HACCP, GMP and GHP:-

- (i) Copy of in-principle approval letter and/or extension letter issued by the Ministry.
- (ii) Surety Bond in the prescribed format (Annexure-II)
- (iii) Self verified list of equipments purchased along with copy of invoices/ bills.
- (iv) Detailed process flow chart.
- (v) Latest CA certificate of actual expenditure incurred on the project with corresponding sources of finance (also countersigned by the Certification body) as per following format:

(a) Project cost:

(Rs. in lakhs)

Head of Cost	Proposed	Actual cost
Consultant fee		
Fee charged by Certification agency		
Plant & Machinery		
Technical Civil works		
Other exp.		
Total		

(b) Means of Finance

(Rs.in lakhs)

	Proposed	Actual
Promoters capital		
Bank Term Loan		
Grant from MFPI		
Unsecured loan		
Others		
Total		

- (vi) Copies of invoices of consultant fee, fee charged by Certification Agency, technical civil works and other expenditure.
- (vii) Completion report along with certificates for implementation of ISO14000, ISO22000, HACCP, GMP and GHP and copy of the Manuals. The certificate issued by the certification body should bear the logo of NABCB or FSSAI.
- (viii) Benefits accrued to the Organisation on implementation of Total Quality Management System.

7.2 The requisite documents/information duly certified by the Promoter/Director/ Partner in case of Private Bodies and through the Director or Head of the Institution in case of Govt. Institutions shall be submitted directly to the Ministry. After satisfactory scrutiny of the documents/information thereof the MFPI will reimburse the expenses to the implementation agency in terms of the approved scheme through the Designated Bank.

7.3 An evaluation shall be conducted by MFPI at the end of the year by an independent agency on the implementation of the scheme.

**Application form for Implementation of Total Quality Management System(TQM)
including ISO14000, ISO22000, HACCP, GMP and GHP etc.**

S.No.	Particulars	Details
A	Organisation/ Promoter	
1.	Name & Address (Telephone, Fax, E-mail)	
2.	Background/Experience	
3.	Financial Status i) Audited profit and loss account & balance sheet for last three years ii) Turnover during last three years iii) Banker's name and address	
4.	Existing activities	
5.	List of existing Plant & Machinery and Quality Control facilities with cost.	
B	Project Description	
1.	Name of the Project: (Implementation of HACCP, GMP, GHP, ISO14000, ISO22000)	
2.	Location/ Area	
3.	Details of Industrial Entrepreneur Memoranda (IEM)/ SSI Registration / Industrial License (IL) i) IEM/ SSI registration / IL No. : ii) Date of issue : iii) Issuing authority : (Enclose an attested copy)	
4.	Name of the Products/ by-products (specifications & use)	

5.	Process of manufacture (with flow chart)	
6.	Processing technology being used : (indigenous/imported)	
7.	Installed capacity of Plant/ Manufacturing unit (per day/ per year)	
8.	Capacity utilisation in last completed year (figures in %)	
C.	Project cost	(Rs. in Lakh)
a)	Consultant Fees	
b)	Fees charged by certifying body	
c)	Pre-operative expenses	
d)	Technical civil works (if any)	
e)	Plant & Machinery (This include the equipments required for upgradation of Hygiene, Quality Control testing facilities such as in-house Food Testing laboratory etc.)	
f)	Any other expenses as per the requirement of GMP, GHP, ISO14000, ISO22000, HACCP etc.	
D	Means of Finance	(Rs. in Lakh)
a)	Equity (Promoter/Foreign/Other)	
b)	Loan (Term/working Capital)	
c)	Fund requirement from Ministry (MFPI)	
d)	Others	
	Total	
E	Marketing	
a)	Size of existing Market in terms of cost benefit ratio	
b)	Increase in Future Demand (Expected size of market in the first year after implementation of food safety/quality management systems)	
F	Implementation Schedule	
	i) Items of work ii) Date of implementation (Bar charts/Milestone charts may be enclosed)	

G	Details and experience of the consultant, if any			
H	Details and experience of certifying body			
I	Details of Accreditation Body :			
J	Assistance already availed from MFPI (Give name of the scheme) i) ii)	Component/ Activity for which assistance was taken Activity for which assistance was taken	Amount	Year
K	List of Enclosures			

Place:

Date:

Authorized Signatory

Name (block letters)

Designation

(with special seal of organization/individual)

List of documents attached