**TO WHOMSOEVER IT MAY CONCERN**

We thank you for the opportunity to participate at the GITEX GLOBAL 2023   (Name of the event) held at DUBAI WORLD TRADE CENTRE (city / country) during 16 - 20 October 2023 (dates). We would like to submit our application for travel fare reimbursement in respect of Mr Manish Pathak, DESIGNATION CTO holder of passport No. R8679120, who represented our company at the event.

We would like to confirm that an amount of Rs.26,534/- Was spent on travel tickets (economy excursion class) towards return air fare and a copy of the air tickets / boarding passes are attached for consideration and reimbursement under MAI Scheme.

We hereby certify that our export turnover during FY 2022-23 (Previous year)  was Rs. 10 Lakh and our membership is active with the ESC with No dues are pending.

It is further certified that our participation and the above travel claim is in accordance with the MAI Scheme of the Department of Commerce.

SIGNATURE

NAME – Manish Pathak

DESIGNATION - CTO

DATE 26-10-2023

COMPANY SEAL

Encl. :

1.     Ticket Copy with cost of the ticket printed.

2.     Passport Copy ( Page 1, immigration stamp onward, immigration stamp return)

**Eligibility Criteria :**

1. 12 months completed membership with ESC
2. Export turnover less than Rs 50 cr in preceding year. Cannot be NIL export
3. Reimbursement will be made only if the Director, Partner, Proprietor or a regular senior level manager has travelled.
4. Membership should be continued and all dues should be clear at the time of reimbursement.
5. Participants who cancel their membership with ESC or have arrears in payment of membership fee at the time of receipt of grant from the government will not be eligible for reimbursement.

Admin Charges / processing fees Payable to ESC : 5% of the approved amount.