

SPECS – Claim Process – Instructions to applicants

i) On Log-in by the applicants, the application dashboard will appear as follows:

The screenshot shows the 'Applications Dashboard' for 'PRIVATE LIMITED'. The dashboard includes a 'Create New Application' button and a table of applications. The table has the following data:

Sr No	Application No	Project Cost	Applied Capex	Product	Status	Creation Date	Submission Date	Action	Acknowledgement Letter	Approval Order	List Of Items
1	SPECS/202103/001	13.32	12.57	Single-Sided Printed Circuit Boards	Closed	10/03/2021	20/04/2021				

A blue arrow points to the 'CLAIM DOCUMENTS' option in the left sidebar.

ii) On the left bottom of the above screen, as indicated, 'Claim Documents' option would appear, which may be clicked to view the claim documents. The following screen will appear as below:

The screenshot shows the 'CLAIM DOCUMENTS' screen. The table has the following data:

Sr No	Documents Name	Documents Download
1	Claim Documents and Formats	
2	Claim Form	
3	Excel Format For Claim Data	
4	Documents Required For Certification Of Data in Excel Claim Sheet	

- iii) Download the documents by clicking view button, as shown in the above screen.

The screenshot shows the 'Applications Dashboard' in the 'SPECS Portal'. A table titled 'CLAIM DOCUMENTS AND FORMATS' is displayed, listing various documents required for a claim. The table has four columns: 'S No', 'Documents in r/o Claim of incentive under SPECS', 'Appendix Name', and 'Mandatory(Yes/No)'. Each row includes a document description, a corresponding 'Appendix' button, and a 'Yes' or 'No' status for mandatory documents.

S No	Documents in r/o Claim of incentive under SPECS	Appendix Name	Mandatory(Yes/No)
1	Claim Form(along with excel claim sheet)	Appendix-1	Yes
2	Certificate from Company Secretary	Appendix-2	Yes
3	Chartered Accountant Certificate	Appendix-3	Yes
4	Statutory Auditor Certificate (if claim is for Un-Audited period)	Appendix-4	Yes
5	Management Confirmation (if claim is for Un-Audited period)	Appendix-5	Yes
6	Chartered Engineer Certificate	Appendix-6	Yes
7	Installation certificate	Appendix-7	Yes
8	Undertaking from the Company	Appendix-8	Yes
9	Any other Docs (To be name by the applicant)		No

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- iv) The first document contains the checklist of documents along with formats in the file 'Claim documents and Formats'. Pl. go thro' the same and arrange for the same, specific to your approved project under SPECS.
- v) The second document is the claim form as per the Annexure-8 of the SPECS Guidelines, made available in excel file, for filling the same.
- vi) The 3rd document is excel file for claim data, which enables the applicant to provide the break-up of the each list of items, invoice-wise for claiming incentives. Please follow the instructions given in the last row of the said excel format.
- vii) Further points to remember / Steps / Instructions to follow while filling excel for claim data are:
- i. Claim amount total in excel should match with claim form (Refer Annexure-8 of the SPECS Guidelines) submitted in SPECS portal; Total of claim col. should have a link (sum formula) from the billing section and should not be contain value pasted cells;
 - ii. Insert the approved excel sheets of SPECS in the capex claimed excel file;
 - iii. In the approved list of items in excel sheets, use the formula to match with the eligible capex which results in understanding the components viz. Base cost, freight etc. which are allowed and the basis of the same;
 - iv. First complete the Capex Claimed Sheet;

- v. Use the same components which are approved as per sl. No. (3) above, for filling the Billing Section in the Capex Claimed Sheet;
- vi. Fill the Ref. No./sl. No. of the approved list of items, against each row in excel file (which means that bill/invoice pertaining to that approved list of item, linking the sl. No. of the approved list of item as a reference is to be filled) in the Capex claimed sheet;
- vii. Please use the same format of approved section while filling the Bill/Invoice section, payment section and capitalisation section. Further details like Bill No., Bill date etc. may be retained.
- viii. May include columns (specific to your approved project); but similar such columns to be replicated in all the sections (viz. billed, paid and capitalised).
- ix. In case of payments in more tranches, the columns pertaining to a) bank details, b) Payment reference no., c) Payment amount and d) Amount paid, are to be repeated for each tranche of payment and the aggregate of this should be given in the Payment section (FC, exchange rate, Amount in INR etc.)
- x. Dos & Don'ts while filling the capex claim sheet file for filling.

Sl. No.	Do's	Don'ts
1.	Values may be filled in Billed Section for the components (like Base cost, other charges viz. freight, insurance etc. and under other unapproved charges, if any and also under taxes etc.).	Total in any part of the sections should not be in values. Formula to be given.
2.	Values may be filled, if not one to one invoice payment, in payment details for audit as a separate sheet, with specific mention of component-wise payment for the specific invoice. For audit in respect of payment, separate sheet for tranches payments with payment reference no. bank details, payment	Don't merge any cells in the capex claimed sheet, including Payment Section. Don't enter more than one data in one cell.

Sl. No.	Do's	Don'ts
	amount and payment date may be provided.	
3.	In forex rate, under claimed section, use the rate as per payment. Where there is remittance from FC A/c (EEFC etc.), separate sheet with RBI rate may be inserted and using Vlookup formula on payment date, the rate may be brought under payment section.	
4.	<p>If freight is approved and claimed, the billing and payment details of the same needs to be shown by inserting columns under the relevant sections.</p> <p>Eg. Bill no., bill date, bill amount with base cost and tax component break-up, vendor name etc. and Payment reference no., payment date, payment amount, bank details etc. and the capitalisation of the same with specific mention under capitalisation section.</p>	Don't put any sub-total row in the capex claimed sheet in between the invoices, though coming under similar approved list of items.
5.	Date is to be entered into Date format viz. 03-Aug-15	Col. having Date under various sections (Billed, Paid, Capitalisation, PO, BOE, GRN etc.) is not to be entered into format other than date format as explained.

- xi. The 4th document provides the checklist of the documents to be made available for certification of documents during audit (by the PMA's auditor), which should be kept ready for audit. Post auditing, after documents are stamped, the scanned copies of such documents are to be uploaded in the portal, along with the claim form and claim excel data, for the purpose of verification by PMA.
- xii. In case of Related Party Transactions being claimed, the disclosure of the same in the claim excel file with all the supporting back-up doc. Viz. B/S disclosure extracts, Form 3CEB (Transfer Pricing Certificate), ITR and TP Assessment Order, wherever applicable and IT Assessment order, if any etc. need to be provided by the applicant.
- xiii. Any further information / data / document / certificates would be sought either by the auditor and / or by PMA, depending upon the requirement on such specific approved project under SPECS.
- xiv. Steps involved in the process of claim and disbursement of incentive:
 - a) Understanding of the input data requirements and other supporting documents for claim by applicant;
 - b) Get the claim excel data checked by PMA for preliminary checking viz. threshold, whether the filling is correct or not from presentation point of view etc.
 - c) Get the audit done by the PMA's auditor who will provide certification for correctness of excel data with the original back-up document and put his stamp (seal). Such stamped documents are to be scanned and are to be uploaded along with the final excel claim data and the claim form in the SPECS portal for verification by PMA.
 - d) PMA carries out the claim verification by checking the excel claim data with the scanned documents (so stamped) and other documents / certificates provided by the applicant.
 - e) PMA carries out the assessment of claim for incentives and shares the working with the applicant for its concurrence.

- f) Applicant, while providing concurrence for the eligible capex and the corresponding incentive, can also put-up their point, if any, not agreed by them.
- g) PMA carries on the site visit for physical verification of eligible assets as per the SPECS guidelines.
- h) PMA finalises the claim verification report for further processing.
- i) Approval of claim for incentive is taken from the competent authority.
- j) Sanction letter for disbursement is sent to applicant by PMA.
- k) Pre-disbursement formalities are to be completed by applicant.
- l) Fund remittance to the applicant's bank account (as confirmed by the applicant) would be made.
