



**APPLICATION FORM FOR REFUND UNDER
BUSINESS ADVISORY SERVICES SCHEME**

(All information supplied shall be treated in strict confidentiality, unless the information is otherwise publicly available)

SECTION 1 : ENTERPRISE DETAILS

1.0 Company or Sole Trader details :

Name of Company Or Sole Trader		
Contact Person:		
ID No.(applicable to Sole Trader)		
Business Registration Number:		
Address:		
Tel No:		Fax No:
Mobile:		E-mail:

1.1 Training Levy Contribution for previous year: Rs
(period 01 July to 30 June)

1.2 Please quote the reference number (SN) of application for refund of training cost submitted to HRDC during present financial year :

1.3 Quote your Application Reference Number (G13)

SECTION 2: BUSINESS ADVISORY SERVICES

2.1 Name of consultancy firm who conducted the consultancy service:

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2.2 Fee : Rs



- 2.3 Have the deliverables been submitted as per agreement? Yes No
- 2.4 Has the objective of the consultancy work been fully met? Yes No
- 2.5 Has the consultancy work been completed within the deadline? Yes No

SECTION 3: DOCUMENTS TO BE SUBMITTED

(All documents must be certified true copy of the original).

Documents enclosed (Please tick as appropriate)		Tick
1	Copy of signed Advisory Report validated by the enterprise	
2.	Copy of Invoice and Receipt from the Consultancy Firm/ Consultant or other proof of payment from Consultancy firm	
3.	Copy of upper part of bank statement of enterprise bank account.	

Please note that if the services of a consultant were hired for the purpose of business review or restructuring of your business model you opted for, should be in line with the recommendations made in the Consultancy report.

SECTION 4: BANK DETAILS OF THE ENTERPRISE

- 4.1 Name of Bank:
- 4.2 Branch:
- 4.3 Account Name:
- 4.4 Account Number:



SECTION 5: DECLARATIONS

We confirm that the Advisory Services have been carried out as per our requirements and to our Satisfaction and we hereby request the HRDC to refund the consultancy fee for the advisory services.

We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distorted any material fact. We understand that if we obtain the grant by false or misleading statements, the HRDC may, at its discretion,

- 1 Withdraw the refund and recover immediately from us any amount of the refund that may have been disbursed
- 2 Take any other action deemed necessary

Signed : Authorized Signature)		Date:	
Name & Designation		Enterprise Seal	

Please note that all sections of the application must be completed and accompanied with the above documents or else application would not be considered.



For Office Use only

Checklist	For office use (✓)
1. All sections of the application form have been filled	
2. Copy of signed Advisory Report validated by the enterprise	
3. Deliverables	
4. Copy of Invoice and Receipt from the Consultancy Firm/ Consultant or other proof of payment from Consultancy firm	
5. Copy of upper part of bank statement of enterprise bank account.	

Remarks (*e.g. any missing or incomplete documents*)

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Application processed by :

Application Ref. No.	FIN / AS/
Officer's Name	
Signature	
Designation	
Date	



For Office Use only

PAYMENT DETAILS

Business Advisory Unit				
1.	Decision by Technical Committee	Date :	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
2.	Processed for payment	Date :	Amount claimed : Rs-----	
Finance Division : (Payment Details)				
1.	Balance of unutilized training levy contribution	Rs		
2.	Amount refunded	Rs		
3.	Payment Voucher Number (PVN)			
4.	Date refunded			
Prepared by :				
Name of Officer -----		Signature	: -----	
-----		Designation	: -----	
Verified by :				
Name of Officer : -----		Signature	: -----	
-----		Designation	: -----	