

महाराष्ट्र शासन

शासन निर्णय, क्र. जीसीसी-२०२५/प्र.क्र.३२०/उद्योग-२

उद्योग, गुंतवणूक, सेवा व खनिकर्म विभाग,

मादाम कामा रोड, हुतात्मा राजगुरु चौक,

मंत्रालय, मुंबई ४०० ०३२

दिनांक : १९ ऑगस्ट, २०२६.

- वाचा :-**
- १) शासन निर्णय, उद्योग, ऊर्जा, कामगार व खनिकर्म विभाग, क्र. जीसीसी-२०२५/प्र.क्र.११४/उद्योग-२, दिनांक ०३.११.२०२५.
 - २) उद्योग संचालनालय, मुंबई या कार्यालयाचे पत्र क्र.उस/जीसीसी/धोरण/२०२५/निकष-कार्यप्रणाली/२०२५/ अ-१२९०, दि.१८.१२.२०२५.
 - ३) उद्योग संचालनालय, मुंबई या कार्यालयाचे पत्र क्र.उस/जी.सी.सी. धोरण/Modalities/२०२६/अ-९६०, दि.०५.०६.२०२६.

प्रस्तावना :-

महाराष्ट्र जागतिक क्षमता केंद्र (Global Capability Center) धोरण-२०२५ हे दि.०३.११.२०२५ रोजीच्या शासन निर्णयान्वये जाहीर करण्यात आले आहे. महाराष्ट्र जागतिक क्षमता केंद्र धोरण-२०२५ अंतर्गत येणाऱ्या पात्र जीसीसी घटकांना धोरणांतर्गत वित्तीय तसेच बिगर वित्तीय प्रोत्साहने देय करण्यात आलेली आहेत.

सदर प्रोत्साहनांच्या अनुषंगाने महाराष्ट्र जागतिक क्षमता केंद्र धोरण-२०२५ अंतर्गत कार्यपद्धती/मार्गदर्शक तत्त्वे निश्चित करण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

महाराष्ट्र जागतिक क्षमता केंद्र धोरण-२०२५ अंतर्गत येणाऱ्या पात्र जीसीसी घटकांना धोरणांतर्गत वित्तीय तसेच बिगर वित्तीय प्रोत्साहने देय करण्यात आलेली आहेत. त्यासंदर्भाची कार्यपद्धती/मार्गदर्शक तत्त्वे यासोबत जोडलेल्या परिशिष्टानुसार निश्चित करण्यात येत आहेत. सदर कार्यपद्धती/मार्गदर्शक तत्त्वे यास याद्वारे शासनाची मान्यता प्रदान करण्यात येत आहे.

२. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करून देण्यात आला असून, त्याचा संकेतांक २०२६०८१९१७४५२८२५५२ असा आहे. हा शासन निर्णय डिजीटल स्वाक्षरीने सांक्षातिक करून निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सोबत: परिशिष्ट.

(डॉ. पी. अन्बलगन)

प्रधान सचिव (उद्योग, गुंतवणूक व सेवा),

महाराष्ट्र शासन

प्रति,

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२. मा.सभापती, विधानपरिषद यांचे खाजगी सचिव, महाराष्ट्र विधानमंडळ सचिवालय, विधानभवन, मुंबई.
३. मा. अध्यक्ष, विधानसभा यांचे खाजगी सचिव, महाराष्ट्र विधानमंडळ सचिवालय, विधानभवन, मुंबई.
४. मा. उपसभापती, विधान परिषद यांचे खाजगी सचिव, महाराष्ट्र विधानमंडळ सचिवालय, मुंबई.

५. मा. उपाध्यक्ष, विधानसभा यांचे खाजगी सचिव, महाराष्ट्र विधानमंडळ सचिवालय, विधानभवन, मुंबई.
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७. मा. विरोधी पक्षनेता, महाराष्ट्र विधानसभा यांचे खाजगी सचिव, महाराष्ट्र विधानमंडळ सचिवालय, विधानभवन, मुंबई.
८. मा. मुख्यमंत्री यांचे अपर मुख्य सचिव, मुख्यमंत्री सचिवालय, मंत्रालय, मुंबई.
९. मा. उप मुख्यमंत्री तथा मंत्री (नगर विकास) यांचे प्रधान सचिव, मंत्रालय, मुंबई.
१०. मा. उप मुख्यमंत्री तथा मंत्री (राज्य उत्पादन शुल्क, क्रीडा व युवक कल्याण) यांचे सचिव, मंत्रालय, मुंबई.
११. मा. मंत्री (उद्योग) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
१२. मा. राज्य मंत्री (उद्योग) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
१३. मा. मंत्री (सर्व) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
१४. मा. राज्य मंत्री (सर्व) यांचे खाजगी सचिव, मंत्रालय, मुंबई.
१५. अपर मुख्य सचिव, नियोजन विभाग, मंत्रालय, मुंबई.
१६. अपर मुख्य सचिव (वित्त), वित्त विभाग, मंत्रालय, मुंबई.
१७. अपर मुख्य सचिव (मुद्रांक व नोंदणी), महसूल व वन विभाग, मंत्रालय, मुंबई.
१८. अपर मुख्य सचिव (नवि-१), नगर विकास विभाग, मंत्रालय, मुंबई.
१९. अपर मुख्य सचिव, ऊर्जा विभाग, मंत्रालय, मुंबई.
२०. अपर मुख्य सचिव, कौशल्य विकास, उद्योजकता व नाविन्यता विभाग, मंत्रालय, मुंबई.
२१. अपर मुख्य सचिव, कामगार विभाग, मंत्रालय, मुंबई.
२२. अपर मुख्य सचिव, उच्च व तंत्र शिक्षण विभाग, मंत्रालय, मुंबई.
२३. अपर मुख्य सचिव (नवि-२), नगर विकास विभाग, मंत्रालय, मुंबई.
२४. सर्व अपर मुख्य सचिव/प्रधान सचिव/ सचिव, सर्व मंत्रालयीन विभाग.
२५. मुख्य कार्यकारी अधिकारी, महाराष्ट्र औद्योगिक विकास महामंडळ, अंधेरी (पूर्व), मुंबई.
२६. आयुक्त (उद्योग), उद्योग आयुक्तालय, मुंबई.
२७. आयुक्त (सेवा), सेवा आयुक्तालय, मुंबई.
२८. आयुक्त (सूक्ष्म, लघु व मध्यम उपक्रम), सूक्ष्म, लघु व मध्यम उपक्रम आयुक्तालय, मुंबई.
२९. विभागीय आयुक्त, कोकण/पुणे / नाशिक / नागपूर/ छत्रपती संभाजीनगर/ अमरावती.
३०. सर्व महानगरपालिका आयुक्त.
३१. सर्व जिल्हाधिकारी.
३२. व्यवस्थापकीय संचालक, महाराष्ट्र राज्य वीज वितरण कंपनी लिमिटेड, मुंबई.
३३. व्यवस्थापकीय संचालक, सिडको, मुंबई.
३४. नोंदणी महानिरीक्षक व मुद्रांक नियंत्रक, महाराष्ट्र राज्य, पुणे.
३५. सर्व सह सचिव/अवर सचिव/ कक्ष अधिकारी (उद्योग), उद्योग, गुंतवणूक, सेवा व खनिकर्म विभाग, मंत्रालय, मुंबई.
३६. उप सचिव (उद्योग-२) यांचे स्वीय सहायक, उद्योग, गुंतवणूक, सेवा व खनिकर्म विभाग, मंत्रालय, मुंबई.
३७. निवड नस्ती (उद्योग-२).

शासन निर्णय, उद्योग, गुंतवणूक, सेवा व खनिकर्म विभाग, क्र.जीसीसी-२०२५/प्र.क्र.३२०/उद्योग-२, दि. १९ ऑगस्ट, २०२६
सोबतचे परिशिष्ट

Operational Guidelines for Maharashtra Global Capability Centre (GCC) Policy 2025

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List of Abbreviations

Abbreviation	Full Form
FCI	Fixed Capital Investment
FSI	Floor Space Index
GCC	Global Capability Centre
IGBC	Indian Green Building Council
IT	Information Technology
LEED	Leadership in Energy and Environmental Design
MNC	Multinational Corporation
MMR	Mumbai Metropolitan Region
PMR	Pune Metropolitan Region
LOI	Letter of Intent
RC	Registration Certificate
GoM	Government of Maharashtra
GoI	Government of India
R&D	Research & Development
EPF	Employees Provident Fund
SLEC	State-Level Empowered Committee approval
BUA	Built Up Area
PMU	Policy Monitoring Unit
CA	Chartered Accountant
NOC	No Objection Certificate
SEZ	Special Economic Zone
GRIHA	Green Rating for Integrated Habitat Assessment

1. Preface

The Government of Maharashtra (GoM) has notified the **Maharashtra Global Capability Centre (GCC) Policy 2025** *vide Government Resolution No. GCC-2025/C.R.114/ Industries-2, dated 3rd November, 2025*. The Policy aims to attract significant investments in GCC sector and generate high skilled jobs across the state.

These Operational Guidelines are issued to prescribe the procedures and institutional framework for eligibility determination, issuance of Letter of Intent (LOI) and Registration Certificate (RC), sanction and disbursement of incentives, monitoring, recovery, and grievance redressal, for effective implementation of the Policy.

These Operational Guidelines shall be read in conjunction with the Maharashtra Global Capability Centre (GCC) Policy, 2025, and the Government Resolutions and notifications issued thereunder.

2. Definitions

2.1 GCC (Global Capability Centre)

Global Capability Centres (GCCs) are fully owned and integrated captive hubs established by Multinational Corporations (MNCs) or Indian Global Companies. These centres are wholly owned and operated by the parent company and provide specialized services exclusively for the parent company and its group entities, including overseas subsidiaries. This shall also include cases where an Indian Parent entity or its GCC unit provides captive services to its overseas subsidiary/ies or group entities.

Such services include areas such as information technology, research & development (R&D), finance, design, centres of excellence, human resources, and other strategic or business support functions, provided that such centres shall not render services to any third party, shall not undertake commercial service delivery for external clients, and shall not generate revenue from entities other than the parent company or its group entities.

Global Capability Centre (GCC) related activities

- Accounting & Reporting
- Advanced Analytics
- Centres of Excellence (CoE)
- Compliance & Risk Management
- Employee Relations
- Financial Management
- Financial Planning & Analysis
- Global Supply chain Management
- Human Resources (HR) Analytics
- Internal Audit & Controls
- Research & Development
- Strategic Planning
- Talent Management
- Treasury Management
- Product design and development

Exclusion:

The list of activities excluded from the definition of GCCs is specified below:

- Business Process Outsourcing (BPO) units,
- Call centres serving self or third-party clients, and
- Pure-play sales entities engaged in marketing, distribution, or sale of products, customized software, or tools in India or neighbouring regions such as SAARC (South Asian Association for Regional Co-operation) countries.

Note: The above list is indicative and not exhaustive. The Government reserves the right to modify, add, or remove activities as may be deemed necessary from time to time.

2.2 Fixed Capital Investment (FCI)

As per clause 3.2.3 of the policy, FCI means costs borne by the Eligible GCC Unit which would be considered admissible for ascertaining their category for availing incentives under this policy. This shall include expenses made on Building / Premises including fit-outs, Plant and

Machinery (including computers, R&D equipment, networking hardware, software and related fixed assets directly related to operations of the eligible unit) and infrastructure utilities. This does not include employee cost. Further, 50% of the expenses incurred by units for retrofitting existing fixtures shall also be included.

2.3 Eligible Unit

As per clause 1.3 of the Policy, an eligible unit means any industrial enterprise/business, constituted as a company - including private, co-operation, public, trust, LLP, or joint undertaking - setting up a Global Capability Centre (GCC), Global In-house Centre, or Offshoring Unit. This unit must operate in Maharashtra and engaged in servicing its parent organisation or global affiliates.

2.4 Eligible Investment Period

Eligible Investment Period means the investment commencing on or after 01st April, 2025. Only Fixed Capital Investment made on or after the said date shall be eligible for incentives under the Policy. Any investment initiated or assets acquired prior to the said date shall not be considered eligible for incentives.

The permissible Investment Period for Small, Medium, Large, Mega, and Ultra Mega units is prescribed in **Clause 7 “LOI as per Unit Category”** in the operational guidelines, unless specifically extended by the competent authority.

2.5 Existing GCC unit

Existing GCC Unit means a GCC unit that has commenced commercial operations prior to 1st April, 2025. Such unit shall be eligible to avail incentives under the Policy only if it satisfies the eligibility criteria prescribed for an Expansion GCC Unit under the Policy and these Operational Guidelines, as specified in Clause 2.7 of the Operational Guidelines.

2.6 New GCC Unit

The term **New GCC Unit** shall include:

- a. A GCC unit that undertakes investment in Maharashtra on or after 1st April, 2025.
- b. A GCC unit where project-related investment has commenced or been completed prior to 1st April 2025, but commercial operations had not commenced as of 1st April, 2025.

For the purposes of determining eligibility, classification, and grant of incentives under this Policy, Fixed Capital Investment incurred or direct employment generated on or after 1st April, 2025 shall be considered.

Conditions for New GCC Units:

1. For the purpose of as a New GCC Unit, the proposed GCC unit shall be
 - a. Shall be located in a building / premises other than existing unit.
 - b. Shall not be formed by shifting, relocation, transfer, redeployment, rebadging, splitting up or continuation of existing operations or employees from any existing unit, office, establishment or project of the applicant company, parent entity, group entity or affiliate.
2. Mere addition of area, floor, wing, seating capacity, fit-out, employees, functions or operations in the same building / same premises shall not be treated as a New GCC Unit. Such cases shall be treated as Expansion GCC Unit, subject to fulfilment of the

eligibility criteria prescribed for Expansion GCC unit under the Policy and these Operational Guidelines.

3. Mere shifting, transfer, redeployment, rebadging or relocation of existing employees from any existing office, unit, establishment, project or premises of the applicant company, parent entity, group entity or affiliate shall not be treated as direct employment generated after 1st April, 2025 for the purpose of eligibility, classification or incentive computation.

2.7 Expansion GCC Unit

Expansion GCC Unit means an Existing GCC Unit or a New GCC Unit that undertakes expansion in GCC-related activities after 1st April, 2025 resulting in at least:

1. A 25% increase in the unit's existing Gross Fixed Capital Investment and
2. Generation of minimum 25% additional employment in the non-supervisory category.

An Expansion GCC Unit must fall within the thresholds prescribed in Table 1 of the Policy to qualify for incentives under the Policy.

Any additional area, additional floor, additional wing, additional seating capacity, additional fit-out, additional employees, additional functions or additional operations undertaken by an Existing GCC Unit or New GCC Unit in the same building / same premises shall be treated as Expansion GCC Unit and not as a separate New GCC Unit.

For Expansion GCC Units, only incremental eligible Fixed Capital Investment made, and incremental eligible direct employment generated after 1st April, 2025 shall be considered for determining eligibility, classification and incentives under the Policy.

Employees merely shifted, transferred, redeployed, relocated or rebadged from any existing unit, office, establishment, project or premises of the applicant company, parent entity, group entity or affiliate shall not be counted as additional employment for expansion.

2.8 Employee

Employee shall mean a person directly employed by a GCC unit on its payroll, duly registered/covered under EPFO wherever applicable. The term shall exclude contractual employees, apprentices, interns, members of the Board of Directors of the Company, and all Key Managerial Personnel (KMPs) at the highest level as defined in the Companies Act, 2013.

2.9 Non-Supervisory category

Employees engaged in GCC operations who primarily perform execution oriented, operational, technical or support functions shall be classified under non-supervisory category of employment.

2.10 Date of Commencement

The date of commencement of commercial operations means the date on which the GCC unit starts its commercial operations at the registered location.

2.11 Implementing Agency

For this policy, the **Commissionerate of Services, Government of Maharashtra** shall act as the **implementing agency**.

2.12 Operative Period

Units availing incentives under the policy shall remain under an operative period of ten (10) **years** from the issuance of the first Registration Certificate to the unit. During the operative period, annual reporting is mandatory as per [Annexure X](#)

2.13 Research & Development (R&D)

As per clause 3.2.8 of the policy, the list of activities qualifying as Research & Development (R&D) activities are specified below:

- High Performance Computing (HPC)
- Green IT or IT Sustainability
- Mobile Computing, Networking and Applications
- IT Based innovations in Sustainability of Water Resource
- IT in Emerging Areas of including Digital Preservation, Green Computing, Bioinformatics, Perception Engineering, Free and Open-Source software (FOSS)
- Any other R&D activities defined by Centre for Development of Advanced Computing (C-DAC), Pune.

The activities under R&D are subject to revision as per the discretion of Commissioner (Services), after the approval of Industries, Investment & Services Department.

2.14 Classification of Zones

As per clause 3.1 of the Policy,

- **Zone I** comprises the Mumbai Metropolitan Region (MMR) and the Pune Metropolitan Region (PMR).
- **Zone II** covers all areas of the State excluding those falling under Zone I.

3. Eligibility

As per clause 3.3 of the Policy, enterprises shall be eligible for incentives under the policy on a first-come, first-served (eligible first) basis, subject to the fulfilment of criteria outlined in the Table - 1 below.

The incentives under the policy will be provided on Fixed Capital Investment (FCI), subject to the eligibility conditions specified in the policy. However, the aggregate fiscal incentives provided by various departments or agencies of the State Government shall not exceed the Industrial Promotion Subsidy (IPS) cap of 100% (as a percentage of Fixed Capital Investment (FCI)) as defined by the State Government.

For GCC units operating entirely on a rental/lease model with no Fixed Capital Investment (FCI), the total fiscal incentives under the policy shall be limited to the amount equal to two times the annual rent paid in the first year of the lease agreement for the premises, subject to the condition that the unit remains operational for the entire operative period specified in clause 2.12 of the Operational Guidelines. Failing this, the unit shall be liable to pay a penalty equivalent to the total incentives disbursed, along with an additional penalty at the rate of 10% of such incentives for each unexpired year or part thereof of the operative period. If a GCC unit transitions from rental to ownership, the cumulative incentive cap shall be recalculated based on actual FCI, and the rental/lease model cap shall cease to apply from the date of such transition.

GCC units meeting the minimum threshold limits of Fixed Capital Investment (FCI) **OR** Direct Employment prescribed in the Table 1 below shall be eligible.

Table 1- Eligibility Criteria for availing incentives

GCC Classification	Investment Criteria	No. of Employees Recruited
Small	₹50 crore and above but less than ₹100 crore	100 and above but less than 250
Medium	₹100 crore and above but less than ₹250 crore	250 and above but less than 500
Large	₹250 crore and above but less than ₹500 crore	500 and above but less than 750
Mega	₹500 crore and above but less than ₹750 crore	750 and above but less than 1,000
Ultra-Mega	₹750 crore and above	1,000 and above

Provided that

- Projects based on employment criteria shall be required to maintain the qualifying direct employment (on the roll and in premises of the eligible Unit) throughout the year. If the employment criteria is not maintained in any month of the year for which incentive is claimed, then incentive shall not be admissible for such year.
- Minimum Direct Employment prescribed in the Table 1 above should be created within a period of two years from the date of commencement of commercial operations.
- In the case of an expansion or diversification project, the total investment in Plant & Machinery or Equipment, in the proposed expansion/diversification project, should fall within the limits specified above to qualify for incentives under the policy clause 3.4.4 'Incentives for Incremental Investment'.

4. General Conditions

4.1 Incentive Eligibility

All fiscal incentives under the Policy (except stamp duty exemption) shall be admissible only after the issuance of the Registration Certificate along with which 'Incentive Eligibility Letter' (IEL) will be attached, subject to fulfilment of all applicable conditions stipulated under the Policy and these Operational Guidelines.

4.2 General Compliance

Beneficiary units shall comply with all applicable laws, rules, and regulations governing their operations, including environmental norms, labour laws (including provisions applicable to 24×7 operations), and fire and safety regulations, as applicable.

Grant of incentives under the Policy shall not be construed as an exemption from any statutory requirement. In the event that a GCC unit is closed or operations are suspended due to regulatory non-compliance, the incentives granted may be withdrawn and recovered, as such non-compliance is deemed to defeat the objectives of the policy.

4.3 Breaches & Recovery

Incentives disbursed under the policy shall be liable for recovery along with applicable penalties, if it is established that the beneficiary has furnished false, incorrect, misleading, or misrepresented information, or has suppressed any material facts. Recovery shall also be initiated where a GCC unit remains non-operational for reasons not attributable to a Force Majeure event. The competent authority shall also reserve the right to cancel the Letter of Intent (LOI) and Registration Certificate (RC) issued to the unit, in accordance with applicable procedures.

4.4 Appeal Mechanism

Any order of recovery or adverse decision issued under these provisions may be appealed before the Principal Secretary (Industries, Investment and Services) /Secretary (Industries, Investment and Services), within a period of forty-five (45) days from the date of communication of such order or decision.

4.5 Amendment/Clarification

In the event of any ambiguity in the interpretation of these provisions, or where any matter is not expressly provided for herein, the same shall be referred to the Industries, Investment & Services Department for clarification. The decision of the department, issued with the approval of the competent authority, shall be final and binding for the purposes of implementation of the Policy.

5. Monitoring

The Commissionerate of Services will act as the Monitoring Authority for the effective implementation of the policy. If any unit is found to have furnished false or misleading information, appropriate action may be taken in accordance with the decision of the Monitoring Authority.

6. Competent Authorities

Table 2 – Approval Authorities for Certifications/Incentive Sanction & Disbursement

#	Certifications/incentive sanction & disbursement	Competent Authority		
		Small units	Medium/ Large units	Mega / Ultra Mega units
1	Issuance / Renewal of Letter of Intent (LOI)*	Concerned Regional Joint Commissioner (Industries & Services)	Commissioner (Services)	Commissioner (Services)
2	Issuance / Renewal of Registration Certificate (RC)			
3	Incentive Claim Sanction			
4	Disbursement order	Government issue Disbursement order as per sanction		
5	Disbursement Authority	Commissioner (Services)		

***Offer Letter Issuance to Mega & Ultra Mega Units**

In case of Mega & Ultra Mega GCC units, the units will apply to the Industries, Investment & Services Department for issuance of Offer Letter. The Offer Letter will be issued by the Department in accordance with the Policy. Accordingly, a LOI (Letter of Intent), Registration Certificate (RC) & Claim Sanction will be issued to the applicant by Commissioner (Services) at various stages after fulfilment of terms & conditions specified in the Operational Guidelines. Ultra-Mega GCC units may be considered for Customised Package of Incentives with prior approval of State Level Empowered Committee (SLEC).

7. Letter of Intent (LOI)

Validity of LOI as per unit category:

- Small, Medium & Large GCC unit - 3 years
- Mega & Ultra Mega GCC unit - 5 years

Application Process for Letter of Intent (LOI)

- The applicant shall submit an application for issuance of the Letter of Intent (LOI)/Renewal of LOI in the prescribed format in [Annexure I](#) to the Competent Authority, along with all required enclosures. In the case of Mega and Ultra Mega GCC Units, the applicant shall first submit an application for issuance of an Offer Letter to the Industries, Investment and Services Department and obtain the same before submitting an application for issuance of the Letter of Intent (LOI) to the Competent Authority.
- The Competent Authority shall scrutinise the application and verify compliance with the eligibility criteria and other requirements prescribed under the Policy and these Operational Guidelines.
- Upon satisfaction that all applicable conditions have been fulfilled, the Competent Authority shall issue the Letter of Intent (LOI) to the applicant.

Note: Issuance of a Letter of Intent (LOI) shall not, by itself, confer any right to claim incentives under the Policy.

8. Registration Certificate (RC)

Eligibility

A GCC unit shall be eligible for RC, provided that it holds a valid Letter of Intent (LOI) within its prescribed validity period and has commenced operations at the location specified in the LOI.

Existing GCC Units shall not be required to furnish a Letter of Intent (LOI) for applying for Registration Certificate; however, such units shall be eligible for incentives only if they satisfy the eligibility criteria for Expansion GCC Unit.

Validity of Registration Certificate for Units:

Eligible GCC units shall be issued a Registration Certificate (RC) with a validity of 3 years from the date of issuance. Thereafter, the GCC unit shall be required to renew the RC every 3 years.

Application Process for Registration Certificate (RC)

- a) The applicant shall submit an application for issuance of the Registration Certificate (RC) in the prescribed format in [Annexure II](#) to the Competent Authority, along with all required enclosures.
- b) The Competent Authority shall scrutinise the application and verify compliance with the eligibility criteria and other requirements prescribed under the Policy and these Operational Guidelines.
- c) Upon satisfaction that all applicable conditions have been fulfilled, the Competent Authority shall issue the Registration Certificate (RC) to the unit. Eligible GCC units qualifying for incentives under the policy shall also be issued an 'Incentive Eligibility Letter' (IEL) along with the Registration Certificate (RC).
- d) For renewal of Registration Certificate, applicant shall be required to submit an application as prescribed in [Annexure IX](#)

9. Fiscal Incentives

9.1 Incentive Claim Process

1. A unit holding a valid Registration Certificate (RC) and an Incentive Eligibility Letter (IEL) shall submit a complete application for availing incentives in the prescribed format as per [Annexure IV](#), along with all requisite supporting documents.
2. A valid incentive claim shall be filed within eleven (11) months from the close of the relevant financial year. The first such claim shall be filed within eleven (11) months from the close of the financial year, in which the Registration Certificate (RC) along with Incentive Eligibility Letter (IEL) was issued.
3. Any delay in submission of a valid claim beyond the stipulated period above shall attract a penalty in the form of a deduction of ten percent (10%) of the admissible incentive amount for the first 6 months, an additional 10% for the subsequent 6 months, and thereafter the claim shall lapse, and no incentive shall be payable.
4. After due scrutiny, the Competent Authority shall issue the sanction order for the admissible incentive.
5. The sanctioned claim shall thereafter be forwarded to the State Government for issuance of the Disbursement Order.

6. Upon receipt of Government funds and completion of all prescribed pre-disbursement formalities, the Commissioner (Services), acting as the Disbursing Authority, shall release the sanctioned fiscal incentive directly to the unit's bank account through electronic bank transfer.

9.2 Capital Subsidy

Under the Clause 3.4.1.1 of the Policy, eligible GCC units shall avail Capital Subsidy.

Particulars	Details
Eligibility	- GCC units (small, medium, large, mega & ultra-mega units as per the policy) shall be eligible for capital subsidy on Fixed Capital Investment (FCI) comprising Plant & Machinery only which is made after 1st April, 2025. - GCC units who have availed capital subsidy shall be ineligible to avail rental assistance.
Quantum of Incentive	Small GCC - Subsidy up to 20% or Rs 10 crore, whichever is less. Medium GCC - Subsidy up to 20% or Rs 20 crore, whichever is less. Large GCC - Subsidy up to 20% or Rs 50 crore, whichever is less. Mega GCC - Subsidy up to 20% or up to Rs 100 crore, whichever is less, subject to SLEC approval. Ultra-Mega GCC shall be provided with customized incentives, depending on their strategic importance, subject to SLEC approval.
Reference to Annexure	Annexure IV
Mode of Fund Transfer	Reimbursement
Approving Authority	As specified in Table 2
Disbursement	5 equal annual installments, subject to verification of continued and intended GCC operations for each subsequent instalment.

9.3 Rental Assistance

Under the Clause 3.4.1.2 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail Rental Assistance.

Particulars	Details
Eligibility	- Only new GCC units (small, medium, large, mega, & ultra-mega units as per the policy) shall be eligible. - Eligible component for the incentive shall be the annual rent paid on or after 1st April, 2025 or the Ready Reckoner rate applicable for the year 2025, whichever is lower. - GCC units who have availed rental assistance shall be ineligible to avail capital subsidy.
Quantum of Incentive	For Zone I – 10% of Actual Rent/Ready Reckoner Rate, whichever is lower. For Zone II – 20% of Actual Rent/Ready Reckoner Rate, whichever is lower. - Small GCC - Up to Rs 1 Crore - Medium GCC - Up to Rs 2 Crore - Large GCC - Up to Rs 3 Crore

	• Mega & Ultra Mega GCC - Up to Rs 4 Crore The incentive cap is annual.
Reference to Annexure	Annexure IV
Approving Authority	As specified in Table 2
Disbursement	Annually for up to 5 years, subject to verification of intended GCC operations in each subsequent installment.
Mode of Fund Transfer	Reimbursement

9.4 Payroll Subsidy

Under the Clause 3.4.2 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail Payroll Subsidy.

Particulars	Details
Eligibility	• New and expansion GCC units shall be eligible. • The eligible salary component shall be limited to Basic Salary and House Rent Allowance (HRA) only. • A GCC unit shall be required to retain the total number of eligible Indian on-roll employee strength for a continuous period of three years at the unit. • Compliance shall be determined based on the total eligible employee strength, irrespective of individual employee changes.
Quantum of Incentive	• Zone I – 40% of salary component above Rs 1 Lakh, for a period of 3 years for maximum of 100 employees, per GCC unit each year. This subsidy shall be up to Rs 50,000 per employee. • Zone II – 50% of salary component above Rs 1 Lakh, for a period of 3 years (up to Rs 50,000 per employee) for maximum of 100 employees, per GCC each year. This subsidy shall be up to Rs 50,000 per employee. • Additional 10% support (Up to Rs 55,000 per employee) for GCC units employing at least 50% diversity hiring, including women and persons with disability in their workforce. • Cap – Rs 5 Cr annually per GCC unit
Reference to Annexure	Annexure IV
Approving Authority	As specified in Table 2
Disbursement	• The payroll subsidy shall be computed annually on the basis of the actual eligible salary component paid during the relevant claim period, subject to the rates, ceilings and maximum number of eligible employees prescribed under the Policy. • For the purpose of this incentive, the applicant shall declare the committed number of eligible Indian on-roll employees for whom payroll subsidy is proposed to be claimed, subject to the maximum limit prescribed under the Policy. The unit shall be required to maintain such committed eligible employee count for a continuous period of three (3) years. • The admissible payroll subsidy shall be calculated separately for each claim year on the basis of actual eligible salary component of that year.

	• After scrutiny and sanction of the first claim year, 30% of the admissible payroll subsidy for the first claim year shall be released, and the balance 70% of the first claim year shall be carried forward. • After scrutiny and sanction of the second claim year, the following amount shall be released: ➤ 30% of the admissible payroll subsidy for the first claim year, and ➤ 30% of the admissible payroll subsidy for the second claim year. ➤ The balance 40% of the first claim year and 70% of the second claim year shall be carried forward. • After completion of the third claim year, and upon verification that the committed eligible employee count has been maintained for the prescribed three-year period, the final instalment shall be released, comprising: a) Remaining 40% of the admissible payroll subsidy for the first claim year b) Remaining 70% of the admissible payroll subsidy for the second claim year, and c) 100% of the admissible payroll subsidy for the third claim year. • In case the committed eligible employee count is not maintained during any claim year, the admissible payroll subsidy for that year shall be calculated on the basis of actual eligible employee count and actual eligible salary component. Further, an additional adjustment may be made from the outstanding / final instalment at the rate of 1% of the admissible payroll subsidy of the relevant year for every 1% shortfall in committed eligible employee count. Such amount shall be deducted / adjusted / reduced from the amount payable at the time of release of the outstanding / final instalment.
Mode of Fund Transfer	Reimbursement

9.5 Interest Subsidy

As per Clause 3.4.3 of the policy, eligible GCC units shall avail Interest Subsidy.

Particulars	Details
Eligibility	• GCC units (small, medium, large, mega, & ultra-mega units as per the policy) only in Zone II shall be eligible. • Interest Subsidy shall be admissible on interest actually paid on term loans availed from Scheduled Commercial Banks, RBI-registered Non-Banking Financial Companies (as notified by the Government), and All India Financial Institutions excluding unsecured loans, private borrowings availed for acquisition of new fixed assets required for the project as accepted by the Implementing Agency.
Quantum of Incentive	• Up to 5% on eligible term loans, subject to the enterprise contributing minimum 5% of the payable interest rate per annum.

	The subsidy shall not exceed 10% of the FCI, with an annual cap of Rs. 5 Cr of the payable interest rate per annum with maximum cap of Rs. 25 Cr per GCC unit.
Reference to Annexure	Annexure IV
Approving Authority	As specified in Table 2
Disbursement	Annual basis for a period of 5 years
Mode of Fund Transfer	Reimbursement

9.6 Power Tariff Subsidy

Under the Clause 3.4.5 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail Power Tariff Subsidy.

Particulars	Details
Eligibility	GCC units (small, medium, large, mega, & ultra-mega units as per the policy) with a valid Registration Certificate shall be eligible.
Quantum of Incentive	Zone I – Subsidy of Rs 1 per unit for 5 years, with a cap of Rs. 20 lakh per GCC unit per annum. Zone II – Subsidy of Rs 2 per unit for 5 years, with a cap of Rs. 20 lakh per GCC unit per annum.
Reference to Annexure	Annexure IV & Annexure V
Approving Authority	As specified in Table 2
Disbursement	Annual basis
Mode of Fund transfer	Reimbursement

9.7 Electricity Duty Exemption

Under the Clause 3.4.6 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail Electricity Duty Exemption.

Particulars	Details
Eligibility	GCC units (small, medium, large, mega, & ultra-mega units as per the policy) with valid Registration Certificate shall be eligible.
Reference to Annexure	Annexure VI & Annexure VI (A)
Quantum of Incentive	Units are exempted from paying Electricity duty for a period of 10 years from date of issue of the electricity duty exemption certificate.
Approving Authority	Subject to a separate notification issued by the Energy Department under the provisions of the Electricity Duty Act, 1958
Mode of transfer	Exemption

9.8 Patent Filing Assistance

Under the Clause 3.4.7 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail assistance for Patent Filing.

Particulars	Details
Eligibility	- GCC units (small, medium, large, mega, & ultra-mega units as per the policy), which are Indian companies, owned by Indian nationals, filing patents in Maharashtra, shall be eligible. - Patents awarded for eligible GCC activities shall be considered under this assistance.

Quantum of Incentive	- Filing Domestic patents – 50% reimbursement, up to Rs. 5 lakhs - Filing International patents – 50% reimbursement, up to Rs. 10 lakhs - Eligible GCC unit can claim maximum benefit up to Rs. 50 lakhs
Reference to Annexure	Annexure IV
Approving Authority	As specified in Table 2
Disbursement	One time
Mode of Fund transfer	Reimbursement

9.9 Green Certification Support & Recognition

Under the Clause 3.4.8 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail Support for Green Certification & Recognition.

Particulars	Details
Eligibility	GCC units (small, medium, large, mega, & ultra-mega units as per the policy), obtaining a GRIHA/IGBC/LEED certification, shall be eligible.
Quantum of incentive	30% reimbursement of actual certification-related expenses up to Rs. 50,000 shall be provided for eligible GCC units.
Reference to Annexure	Annexure IV
Approving Authority	As specified in Table 2
Disbursement	One time
Mode of Fund Transfer	Reimbursement

9.10 Research & Development (R&D) Grants

Under the Clause 3.4.9 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail grants for Research & Development.

Particulars	Details
Eligibility	GCC units (small, medium, large, mega, & ultra-mega units as per the policy), engaged in eligible R&D activities, with a minimum 2% of FCI in Plant & Machinery, allocated to R&D, carried out in the state of Maharashtra, shall be eligible.
Quantum of incentive	25% reimbursement of costs up to Rs. 50 lakhs per GCC Company per year for 4 years capped at Rs. 2 crore per GCC units, shall be provided. - Additional 10% subsidy for companies who are collaborating with Maharashtra-based Universities for joint research projects.
Reference to Annexure	Annexure IV
Approving Authority	As specified in Table 2
Disbursement	Annually
Mode of Fund Transfer	Reimbursement

9.11 Stamp Duty Exemption

As per clause 3.5.1 of the Maharashtra GCC Policy 2025, eligible GCC units shall avail Stamp Duty Exemption (As per IT & ITeS Policy 2023)

Particulars	Details
Eligibility	Only new GCC units with valid LOI shall be eligible to avail stamp duty exemption for articles hypothecation, pawn, pledge, deposit of title deeds, conveyance, charge on mortgage property, lease, mortgage deed, security bond on mortgage deed and public assignment of lease.
Quantum of incentive	1. 100% exemption - New GCC units & expansions of existing GCC units in Public or Private IT Parks in Zone II of the state. 2. 75% exemption - New GCC units & expansion of existing GCC units in Public IT Parks in Zone I of the state. 3. 50% exemption - New GCC units & expansion of existing GCC units in Private IT parks in Zone I. 4. 100% exemption – New GCC units & expansion of existing GCC units in IT Parks in Special Economic Zone (SEZ), Software Technology Park of India (STPI) registered units. 5. 75% exemption - On merger, demerger and reconstruction of register GCC units throughout the state 6. 100% exemption – For purchasing land/premises required for setting up a new GCC unit and for its expansion throughout the state.
Reference to Annexure	Annexure VIII & Annexure VIII (A)
Approving Authority	As specified in Table 2
Mode of transfer	Exemption

9.12 Incentives under the Maharashtra IT & ITeS Policy 2023

Incentives under Clause 3.5 of the Policy such as Additional FSI, Open Access, Property Tax, Right of Way, Critical Infrastructure Fund and Zoning Relaxation shall be admissible under the Maharashtra IT & ITeS Policy 2023.

10. Institutional Framework

10.1 Maharashtra GCC Growth Council

As per clause 4.1 of the Policy, Maharashtra GCC Growth Council, under the Chairmanship of Principal Secretary, (Industries, Investment & Services Department), will serve as a combined think tank and advisory group, ensuring the policy remains aligned with regional economic priorities, global business trends, and industry-specific workforce requirements.

10.2 Policy Monitoring Unit (PMU)

As per clause 4.2 of the Policy, a Policy Monitoring Unit (PMU) shall be constituted under the chairmanship of Commissioner (Services), to supervise and monitor the progress of implementation, of the GCC policy. The PMU shall also assist the Monitoring and Review committee headed by Principal Secretary (Industries, Investment and Services), Government of Maharashtra, on related issues.

To ensure effective execution of the Policy, 1% of the overall policy budget or ₹10 crore per year, whichever is lower, shall be earmarked for policy promotion, capacity building, stakeholder outreach and impact monitoring.

Activities under this provision may be undertaken either directly by the Government / Commissionerate of Services / PMU / MAITRI or in partnership with eligible partner organisations, subject to approval of the competent authority and availability of funds.

10.2.1 Eligible Activities

The following activities may be considered eligible under this provision:

Sr. No.	Category	Eligible Activities
1	Policy Promotion, PR and Communication	GCC Policy promotion programs; preparation of policy material, brochures, reports, presentations and digital content; branding, outreach and communication; policy promotion material and publications.
2	Events, Conferences and Investor Outreach	National / international / State-level / regional GCC conferences, seminars, summits, investor outreach programs, roadshows, industry roundtables, stakeholder consultations and thematic sessions on GCC ecosystem, AI, technology, talent, R&D and investment.
3	Capacity Building and Knowledge Support	Capacity building workshops for Government officers / implementing agencies; knowledge sessions on GCC ecosystem, innovation, AI and investment; awareness and capacity building programs; preparation of knowledge material, reports and presentations.
4	Studies, Surveys and Impact Monitoring	Studies, surveys, benchmarking reports, ecosystem assessment reports, impact assessment reports and policy implementation review studies related to GCC Policy.

5	Stakeholder and Ecosystem Engagement	Engagement with existing and prospective GCCs, multinational corporations, industry leaders, academic institutions, research organizations, ecosystem stakeholders and knowledge partners.
6	Implementation Support	Engagement of professional agencies, consultants, technical agencies, knowledge partners or service providers for policy promotion, outreach, capacity building, ecosystem development, implementation support and impact monitoring.

10.2.2 Eligible Cost Components

The following cost components may be considered for approved eligible activities, as applicable:

1. Venue arrangements;
2. Event execution and coordination;
3. Technical support and audio-visual arrangements;
4. Branding, outreach and communication;
5. Policy promotion material and publications;
6. Knowledge material, reports and presentations;
7. Professional / knowledge partner services;
8. Studies, surveys, benchmarking reports, ecosystem assessment reports and impact assessment reports;
9. Administrative and operational expenses directly connected with approved activities, including staffing, services, accommodation, food and logistics of officials / staff involved in organisation of the activity, applicable only for activities undertaken directly by Government / Commissionerate of Services / PMU / MAITRI.

10.2.3 Non-Admissible Cost Components

In case of activities undertaken in partnership with eligible partner organisations, the following cost components shall not be admissible:

1. Travel, accommodation and local transport of participants / organisers;
2. Food, beverages and hospitality expenses;
3. Gifts, mementos, entertainment or cultural programmes;
4. Any personal expenses of participants, organisers or partner organisations;
5. Any expenditure not directly linked to the approved GCC Policy promotion/ outreach / capacity building / impact monitoring activity.

10.2.4 Eligible Partner Organisations

Activities may be undertaken in partnership with the following organisations, subject to the condition that such partner organisation has completed a minimum of five (5) years of existence as on the date of submission of the proposal:

1. Recognised industry associations, chambers of commerce and sectoral bodies operating at State, national or international level;
2. National and international trade, investment or business councils having relevance to GCCs.
3. Reputed academic institutions, universities, research organisations, centres of excellence and knowledge institutions having relevant expertise in technology, management, innovation, talent development or policy research;

10.2.5 Financial Assistance / Expenditure Limits

a) Activities undertaken in partnership with eligible partner organisations:

Government support shall be limited to 25% of the eligible project cost or ₹20 lakh, whichever is lower, subject to approval of the competent authority and availability of funds.

b) Activities undertaken directly by Government / Commissionerate of Services / PMU / MAITRI:

For activities undertaken directly by Government / Commissionerate of Services / PMU / MAITRI, the quantum of expenditure shall be decided on a case-to-case basis and approved by the Maharashtra GCC Growth Council constituted under Clause 4.1 of the Maharashtra GCC Policy, 2025, subject to availability of funds within the earmarked budgetary provision and compliance with applicable financial rules.

10.2.6 Proposal Submission Requirements

Every proposal under this provision shall include the following:

1. Objective and scope of the activity;
2. Alignment with the objectives of the Maharashtra GCC Policy, 2025;
3. Mode of implementation - direct Government mode or partnership mode;
4. Details of date, venue and format of the activity;
5. Target participants and stakeholders;
6. Expected outcomes and deliverables;
7. Detailed cost estimate with component-wise break-up;
8. Details of partner organisation, wherever applicable;
9. Quantum of Government support / expenditure proposed;
10. Any other information required by the competent authority.

10.2.7 Approval Process

1. Initial scrutiny and recommendation of the proposal shall be undertaken by the Commissioner (Services).
2. In case of activities undertaken in partnership with eligible partner organisations, final approval shall be accorded by the Principal Secretary (Industries, Investment and Services).
3. In case of activities undertaken directly by Government / Commissionerate of Services/ PMU / MAITRI, final approval shall be accorded by the Maharashtra GCC Growth Council constituted under Clause 4.1 of the Maharashtra GCC Policy, 2025, on a case-to-case basis.
4. All approvals shall be subject to availability of funds, approved scope of activity, applicable Government financial rules and instructions issued from time to time.

11. Annexures

Annexure I Application for Letter of Intent (LOI) / Renewal of LOI

Sr. No	Particulars	Details
1	Name of the GCC unit	
2	Registered address & contact details of the GCC unit • Address • Telephone • Email ID	
3	Name, Address & Country of Incorporation of the Parent Entity/Global Parent/Group Entity	
4	Address of the Parent GCC	
5	Type of Unit	1. New 2. Expansion
6	In case of, whether investment was commenced prior to 01.04.2025, but commercial operations had not commenced as on 01.04.2025: Yes / No. If yes, provide details and amount.	
7	Type of Application	1. New LOI 2. Renewal of LOI
8	Constitution of Organization (as per para 1.3 of the Policy)	
9	CIN	
10	Details of directors & shareholding pattern	
11	GSTIN	
12	PAN No.	
13	Aadhaar No. of the authorized signatory	
14	Proposed Nature of GCC operations	
15	Proposed location details of the GCC unit	1. Survey No. 2. Village/town/city 3. Taluka & District 4. Total Plot area 5. Total area under lease 6. Total area under ownership Please enclose copies of conveyance/title deed/7/12 extract/ property card/lease deed/etc
16	Proposed location details of the GCC unit w.r.t IT/GCC park /SEZ	1. Inside Park 2. Outside Park 3. SEZ (Specify name of the park/SEZ if applicable)
17	Details of Zone	1. Zone I 2. Zone II

		<i>(Attach confirmation certificate issued by the competent authority from the municipal council/Town Planning Dept/Other concerned local authority)</i>
18	Status of land premises	1. Owned 2. Purchased 3. Leased
19	Details of layout plan/building plan approval /commencement certificate (as applicable)	
20	Investment Period i.e. investment proposed to be made / made on or after 01.04.2025 (Permissible as per category of GCC unit)	
21	Details of Proposed Project Investment (Including Building / Premises, Plant and Machinery, infrastructure utilities and expenses incurred on retrofitting existing fixtures, if any)	
22	Details of Proposed Employment	1. Direct 2. Indirect
23	Whether unit is claiming eligibility based on FCI/direct employment or both?	
24	Details of arrangements in respect to internet connectivity	
25	Details of Power Supply with source & requirement at peak capacity	
26	Details of Water Supply with source & requirement at peak capacity	
27	Proposed date for commencement of Commercial Operations	
28	Means of Finance (In Rs Lakh)	1. Own resource 2. Borrowing/loan 3. Any other form of finance (specify) 4. Total
29	Bank Details	

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We also confirm that the proposed GCC activities are primarily captive in nature and linked to the parent entity / group entities / global affiliates.

I understand that any false statement, misrepresentation, suppression of material facts or breach of policy conditions shall render LOI liable for cancellation and may lead to any other statutory action that may be taken by the Govt.

The information provided is true and accurate to the best of knowledge.

Signature of the Authorized Signatory

Name & Designation (with contact details)

Seal of the applicant

Date

Place

I/We are submitting the application along with the following required enclosures:

1. Constitution Document (Company Incorporation Certificate/Partnership Deed/etc.)
2. Copy of the Memorandum of Association (MOA) in case of company
3. Firm Registration Certificate in case of Partnership.
4. Land documents as applicable, along with declaration that the land is of clear title and without any encumbrance.
 - a. Property Card/ 7/12 Extract of land
 - b. Letter regarding acquisition of land/draft sale deed.
 - c. Purchase agreement for purchase/lease of building property
 - d. Draft Lease Deed of minimum 10 years (Note: If the lease period is less than 10 years, there should be a provision of automatic extension of agreement for further period equivalent to sum of incentive period and operative period of GCC unit)
5. Where premises are leased or proposed to be leased: owner consent / NOC, lessor title proof, draft or registered lease deed and evidence that tenure / renewal provision covers the incentive and operative period requirement as prescribed.
6. Original copy of challan of Rs 5,000 paid through Reserve Bank of India/District Treasuries.
7. PAN of the GCC unit
8. Aadhaar Card of the authorised signatory
9. Building plan approval, IOD (Intimation of Disapproval), Commencement Certificate, Occupancy Certificate or other building permission, as applicable to the project stage.
10. Certificate from the registered architect indicating Built up Area (BUA) to be used for GCC operations
11. Service Agreement/MoU/term sheet with the Parent Company outlining nature of GCC services to be rendered
12. Affidavit in prescribed format as per [Annexure I \(A\)](#)
13. Undertaking in prescribed format as per [Annexure I \(B\)](#)
14. Self-attested Detailed Project Report (DPR) in the format prescribed in [Annexure III](#)
15. Date-wise CA / self-certified statement of investment already made, clearly separating investment made up to 31.03.2025 and investment proposed / made on or after 01.04.2025.(As applicable)
16. GST Registration Certificate
17. Board Resolution regarding the Authorised person
18. ELP- I / ELP- II (applicable as per stage of the establishment)
19. Any other documents, in addition to the above, as may be required by the concerned authority.

Annexure I (A)

Format of the Affidavit (on Rs. 500 non-judicial stamp paper with Notarized) to be submitted by an industry for obtaining Letter of Intent (LOI)/ Renewal for GCC unit

I, Shri/Smt./Kum-----, Aged -----
- years occupation-----, resident of-----
-----, do hereby solemn affirm and state
as under:-

- (1) That I am the (Director / Partner / Proprietor / Authorised Signatory) of the firm named M/s-----having its registered office at -----, and I am duly authorised to swear and execute this affidavit on behalf of the Applicant pursuant to Board Resolution / Authorisation dated _____.
- (2) That the Applicant is constituted as a _____ and proposes to set up /has set up / seeks renewal for a Global Capability Centre (GCC) unit in Maharashtra at ----- (“Project Site”).
- (3) That the Applicant is part of / is owned by / is affiliated with the parent entity namely _____, having its address / registered office at----- ---, and the proposed GCC activities are captive in nature and linked to such parent entity / group entities / global affiliates.
- (4) That the Applicant proposes to undertake the following GCC activities: (List of activities)
- (5) That the annual turnover / revenue of the said GCC Unit shall arise solely from services rendered to its parent organisation / group entities / global affiliates, as permissible under the applicable Maharashtra GCC Policy and guidelines, and not from unrelated third-party clients.
- (6) That the Applicant shall NOT undertake at the said unit any of the following excluded activities:
 - a. BPO operations,
 - b. call centre operations,
 - c. third-party service delivery,
 - d. Pure sales, marketing or distribution activity, except to the extent specifically permissible under applicable law / policy.
- (7) That the proposed project investment is as under

Sr. No	Particulars	Rs. in Lakhs
1	Land	
2	Building/Premises	
3	Plant & Machinery (including computers, R&D equipment, networking hardware, software and related fixed assets directly related to operations of the eligible unit)	
4	Infrastructure utilities	
5	Expenses incurred on retrofitting existing fixtures, if any	
6	Total Investment (including land)	
7	Total Eligible Investment (2+3+4+5)	

- (8) That, where any investment / asset acquisition / lease / fit-out / project expenditure has commenced prior to 01.04.2025 but commercial operations had not commenced as on 01.04.2025, the Applicant undertakes that only Fixed Capital Investment made and / or

direct employment generated on or after 01.04.2025 shall be considered for determining eligibility, classification and incentives under the Maharashtra GCC Policy, 2025.

- (9) That no investment / asset / expenditure made prior to 01.04.2025 shall be claimed as eligible investment for incentive computation under the Policy.
- (10) That the Project Site is situated at the following address----- and the same falls in -----Zone (industrial / commercial / IT Park /GCC Park / SEZ / other permissible category) and does not violate any applicable locational restrictions, to the best of my knowledge and belief.
- (11) That the land / premises / unit proposed for the GCC is owned by the Applicant / taken on lease from -----
- (12) That, where applicable, the land / premises offered for the GCC use has clear and lawful title, is free from encumbrances / adverse claims / litigation affecting the proposed GCC use, to the best of my knowledge, and the relevant title / possession / lease documents are enclosed.
- (13) That where the premises are on lease, the lease period is from _____ to _____, being _____ years _____ months, and the lease terms provide for a minimum eligible period / automatic extension as may be required under the applicable GCC policy / guidelines.
- (14) That the said premises have been validly permitted / consented to be used for the proposed GCC operations, and the Applicant has lawful right to occupy and use the same for the project.
- (15) That it shall be the responsibility of the Applicant to obtain and maintain all statutory approvals, registrations, permissions, NOCs and compliances required for establishment and operation of the GCC unit.
- (16) That the built-up area proposed to be used for GCC operations is as certified by the registered architect, and the relevant certificate / plans / approvals are enclosed.
- (17) That the Applicant has enclosed / shall furnish all relevant documents including constitutional documents, PAN, GST registration, Aadhaar of authorised signatory, land / lease documents, building approvals, architect certificate, service agreement / MoU / term sheet with parent company, DPR, Board Resolution, challan and such other documents as may be required by the competent authority.
- (18) That all the information, statements, particulars and documents submitted in the application form, annexures and this affidavit are true, correct and complete to the best of my knowledge and belief, and nothing material has been concealed therefrom.
- (19) That the Applicant undertakes to comply with all applicable laws, rules, regulations, policy conditions, Government directions and any conditions contained in the LOI / renewal approval.
- (20) That the Applicant undertakes to maintain proper books, records and supporting documents in respect of the project and to produce the same before the competent authority whenever called upon to do so.

- (21) That the Applicant shall promptly intimate the competent authority of any material change in shareholding, authorised signatory, project location, nature of activities, lease / title position, parent linkage, investment or employment details.
- (22) That in case any information or declaration is found false, misleading or in breach of the applicable policy / approval conditions, the Applicant shall be liable for withdrawal of benefits, recovery of incentives and such other action as may be permissible under law.

I, _____, the above-named deponent, do hereby verify that the contents of paragraphs 1 to 22 above are true and correct to my knowledge and belief and nothing material has been concealed therefrom.

Verified at _____ on this ____ day of _____, 20__.

Signature DEPONENT'

Place:

Date

Date:

Place:

DEPONENT

I know the deponent.

Advocate

Annexure I (B)

Declaration regarding New/ Expansion GCC Unit status and non-shifting of operations / employees

(To be submitted by New/Expansion GCC Units claiming eligibility under the Maharashtra GCC Policy, 2025)

I / We, M/s. _____, having registered office at _____, through its authorised signatory Shri / Smt. _____, do hereby declare and undertake as follows:

1. That the proposed / registered GCC unit at _____ is a New GCC Unit / Expansion GCC unit under the Maharashtra GCC Policy, 2025 and the Operational Guidelines issued thereunder.
2. That the said GCC unit is not formed by mere shifting, transfer, relocation, splitting up, reconstruction, re-establishment, change in constitution, change in ownership or revival of any existing unit / office / establishment / project of the applicant company, parent entity, group entity or affiliate.
3. That the said GCC unit is located at a separate building / separate premises / separate registered operational location and is not merely an additional floor, additional area, additional wing, additional seating arrangement, additional fit-out or continuation of existing operations in the same building / same premises / contiguous premises of any existing unit / office / establishment of the applicant company, parent entity, group entity or affiliate.
4. I / We understand that if the proposed unit is in the same building / same premises / contiguous premises of an existing unit / office / establishment, the same shall be treated as Expansion GCC Unit and not as New GCC Unit, subject to fulfilment of applicable expansion criteria under the Policy and Operational Guidelines.
5. That the operations proposed / undertaken at the said GCC unit are genuine GCC operations, captive in nature, and linked to the parent entity / group entities / global affiliates, and are not a device for claiming benefits by merely shifting existing operations from any other location.
6. That the direct employment proposed / claimed under the Policy represents genuine eligible direct employment generated on or after 1st April, 2025 at the registered GCC location.
7. That the employees proposed / claimed for eligibility, classification or incentive computation are not merely shifted, transferred, redeployed, relocated or rebadged from any existing office, unit, establishment, project or premises of the applicant company, parent entity, group entity or affiliate.
8. That where any internal transfer / redeployment / relocation of employees has taken place or is proposed, the same has been separately disclosed to the Competent Authority along with employee-wise details and justification, and such employees shall not be counted as eligible new direct employment unless specifically permitted by the Competent Authority, as applicable.
9. That the applicant shall submit baseline employee strength of the Applicant Company, parent entity, group entities and affiliates in Maharashtra as on 31st March, 2025 and as on the date of application, location-wise and unit-wise, along with employee-wise details of employment proposed / claimed under the Policy.

10. That the applicant undertakes to submit EPFO / UAN-wise records, payroll register, appointment letters, transfer orders, salary payment proof, HRMS location records, attendance / access records and such other documents as may be required by the Competent Authority for verification of eligible employment.
11. That the applicant shall not claim any Fixed Capital Investment made prior to 1st April, 2025 or any shifted / transferred / redeployed / rebadged employee as eligible for determining New GCC Unit eligibility, classification or incentive computation.
12. That if any information furnished in this declaration or in the application is found to be false, incorrect, misleading or suppressed, the LOI / Registration Certificate / Incentive Eligibility Letter (IEL) shall be liable for cancellation and any incentive / benefit already granted shall be liable for recovery with applicable penalty, without prejudice to any other action permissible under law.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Company Seal: _____

Date: _____

Place: _____

Annexure II
Application Form for Registration Certificate (RC)

Basic Information		
1	Name of the Authorized Signatory Designation Mobile No. Email ID	
Details of the GCC Unit		
1	Name of the GCC unit	
2	Registered address of the GCC unit • Address • Telephone/Mobile • Email ID	
3	Type of Unit	1. Existing 2. New 3. Expansion
4	Constitution of Organization	1. Proprietary 2. Partnership 3. Pvt Ltd/LLP with CIN 4. Others
5	Category of Unit as per FCI/Direct Employment/Both	1. Small 2. Medium 3. Large 4. Mega 5. Ultra-Mega
6	Location of the Unit as per GCC policy	1. Zone I 2. Zone II
7	Location of the unit w.r.t IT/GCC park	1. Inside Park 2. Outside Park
8	Operational Built-up area (in sq. ft.)	
9	Nature of GCC activity (specify)	
10	Whether any investment was made prior to 01.04.2025: Yes / No. If yes, amount and details	
11	Whether commercial operations had commenced prior to 01.04.2025: Yes / No	
12	Eligible FCI made on or after 01.04.2025	
13	Direct employment generated on or after 01.04.2025	
	For Expansion Unit: baseline FCI and baseline employment before expansion, and incremental FCI / employment after 01.04.2025	

Parent Entity Information		
1	Name of the Parent Entity	
2	Registered details of the Parent Entity • Address (HQ) • Telephone/Mobile • Email ID	
3	Details of the global presence of the Parent Entity	
4	Nature of relationship with the GCC unit (wholly owned subsidiary/ group company/joint Venture/etc.) Specify along with the percentage of ownership/control	
5	URL of the Organization	
6	Sector (s) of operation of parent organization (Select multiple, if applicable)	1. BFSI 2. Engineering 3. Healthcare 4. Technology 5. Others (specify)
Statutory Compliance Details for a GCC unit		
1	GST IN	
2	EPF Registration Number	
3	Any other applicable statutory registration details	
4	Date and details of Letter of Intent (LOI), mandatory for New and Expansion GCC Units; not applicable only in case of Existing GCC Units whose commercial operations commenced prior to 01.04.2025.	
5	Area (in sq.m) as per LOI	
6	Project Investment details as per LOI issued (in Rs Lakh) (Including Building / Premises, Plant and Machinery, infrastructure utilities and expenses incurred on retrofitting existing fixtures, if any)	
7	Employment as per LOI issued	
8	Date of Commencement of Operations	
9	CA certified investment details (in Rs Lakh) (Including Building / Premises, Plant and Machinery, infrastructure utilities and expenses incurred on retrofitting existing fixtures, if any)	
10	Total No. of Employees as on date (specify with supervisory/ non-supervisory, payroll/ non-payroll, etc.)	
11	Whether the unit qualifies as an expansion under GCC Policy. If applicable, specify details.	
12	Details of fiscal incentives availed under any other State/Central Government scheme	
13	Bank Details	

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We also confirm that the GCC activities are primarily captive in nature and linked to the global parent entity. I/we will comply with all applicable statutory laws, rules, regulations and Governmental directives as mandated for the GCC unit.

I understand that if any contravention as mandated under the policy shall render withdrawal and recovery of benefits availed in addition to any other statutory action that may be taken by the Govt.

Signature of the Authorized Signatory

Name & Designation (with contact details)

Seal of the applicant

Date

Place

I/We are submitting the application along with the following required documents:

1. A valid Letter of Intent (LOI) issued by the Competent Authority (as applicable)
2. Constitution Document (Company Incorporation Certificate/Partnership Deed/etc.)
3. Copy of the Memorandum of Association (MOA) in case of company
4. Firm Registration Certificate in case of Partnership.
5. Copy of the Building Completion and Occupancy Certificate by competent Planning Authority
6. Power bills of last three months
7. Proof of Commencement of Operations (such as invoice etc.)
8. Property Card / Sale deed/Registered Lease Deed of minimum 10 years along with declaration that the land is of clear title and without any encumbrance.
(Note: If the lease period is less than 10 years, there should be a provision of automatic extension of agreement for further period equivalent to sum of incentive period and operative period of GCC unit)
9. Original copy of challan of Rs. 5,000 paid through Reserve Bank of India/District Treasuries.
10. Affidavit in the prescribed format as per [Annexure II \(A\)](#)
11. Detailed Project Report as per [Annexure III](#)
12. Service Agreement with Parent Company
13. CA certificate regarding project investment, clearly certifying total project investment, investment made up to 31.03.2025, eligible investment made on or after 01.04.2025, and the basis for unit classification under FCI / direct employment / both.
14. Board Resolution authorising the designated representative.
15. PAN card of the authorised representative of the applicant.
16. Cancelled Cheque of the applicant entity
17. GST Registration Certificate
18. Proof of Commencement of Commercial Operations
19. ELP- I
20. Any other document, in addition to the above, as may be required by the concerned authority.

Annexure II (A)
Format of the affidavit to be submitted by an industry for obtaining
Registration Certificate (RC) for GCC Unit

AFFIDAVIT

(On Rs. 500/- non-judicial Stamp Paper)
(Notarised)

(1) That I am the _____ (Proprietor / Partner / Director / Managing Director / Authorised Signatory) of M/s _____, having its registered office at _____, and I am duly authorised to swear and execute this affidavit on behalf of the Applicant for the purpose of obtaining Registration Certificate (RC) for the GCC Unit.

(2) That the Applicant has established and commenced operations of a Global Capability Centre (GCC) Unit in Maharashtra at the following address: _____ (“Unit / GCC Unit / Project Site”)

(3) That the GCC Unit has commenced commercial / operational activities with effect from _____, and the relevant proof of commencement / invoices / supporting documents are enclosed with the application.

(4) That the Applicant is a GCC Unit as per the applicable Maharashtra GCC Policy and Operational Guidelines, and the GCC activities carried out by the Unit are captive in nature.

(5) That the Applicant is part of / owned by / affiliated with the parent entity namely _____, having its registered / principal office at _____, and the GCC Unit is engaged in rendering services only to its parent organisation / group entities / global affiliates, as permissible under the applicable policy.

(6) That the GCC Unit is undertaking the following GCC activities:

- (i) _____
- (ii) _____
- (iii) _____

(7) That the annual turnover / revenue of the said GCC Unit arises solely from services rendered to its parent organisation / group entities / global affiliates and not from unrelated third-party clients.

(8) That the GCC Unit is not engaged in:

- a. BPO operations,
- b. call centre operations,
- c. third-party service delivery,
- d. pure sales, marketing or distribution activity,

except to the extent specifically permissible under the applicable law / policy.

(9) That a valid Letter of Intent (LOI) dated _____ was issued in respect of the GCC Unit / project, and the details of area, investment and employment as submitted in the RC application are based on such LOI and the actual status of implementation.

(10) That the location of the Unit does not violate any applicable locational restrictions and that the Unit is situated in a legally permissible zone / area for the said GCC operations.

(11) That the Applicant has obtained all necessary approvals, clearances, licences, permissions, registrations and No Objection Certificates required for establishment and operation of the Unit, including those under applicable building, municipal, labour, tax and other laws, wherever required.

(12) That the Applicant is in lawful possession / occupation of the premises from which the GCC Unit is operating, and the relevant title documents / property documents / registered lease deed are enclosed.

(13) That, to the best of my knowledge and belief, the land / premises used by the GCC Unit are of clear and lawful title and free from encumbrances / adverse claims affecting the operation of the GCC Unit. Where the premises are leased, the lease terms satisfy the applicable minimum tenure requirement and / or provide for automatic extension, as applicable.

(14) That the Building Completion Certificate / Occupancy Certificate, as applicable, issued by the competent authority has been obtained and enclosed with the application, and the premises are approved / fit for the present use.

(15) That the project investment details submitted with the RC application are true and correct and are supported by the enclosed Chartered Accountant's certificate.

(16) That in case the Applicant is treated as a New GCC Unit despite commencement of investment prior to 01.04.2025, the Applicant declares that commercial operations had not commenced as on 01.04.2025, and only Fixed Capital Investment made and / or direct employment generated on or after 01.04.2025 has been considered for eligibility, classification and incentive claim.

(17) That the employment details submitted with the RC application, including the total number of employees as on date and the relevant classification thereof, are true and correct.

(18) That the details furnished regarding GST registration, EPF registration, other statutory registrations, bank details, and fiscal incentives availed under any other State / Central Government scheme, if any, are true, complete and correctly disclosed.

(19) That the Applicant shall maintain proper books, records, accounts and supporting documents in relation to the GCC Unit and shall produce the same before the competent authority or any authorised officer as and when called upon to do so.

(20) That the Applicant shall comply with all applicable statutory laws, rules, regulations, Government directions, policy conditions and terms applicable to the GCC Unit from time to time, failing which the Registration Certificate and / or benefits availed may be liable to cancellation / withdrawal / recovery in accordance with law.

(21) That the Applicant shall promptly intimate the competent authority regarding any material change in the constitution of the applicant, shareholding, authorised signatory, parent linkage, location, nature of activities, investment, employment or premises / lease arrangements.

(22) That all the information, statements, declarations and documents submitted along with the RC application and in this affidavit are true, correct and complete to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Signature

DEPONENT

VERIFICATION:

I, _____, the above-named deponent, do hereby verify that the contents of paragraphs 1 to 22 above are true and correct to the best of my knowledge and belief and that nothing material has been concealed therefrom.

Verified at _____ on this _____ day of _____, 20__.

Date:

Place:

DEPONENT

I know the deponent.

Advocate

Annexure III

Reference Format for Detailed Project Report (DPR)

To establish eligibility as a Global Capability Centre (GCC) and to apply for incentives under the policy, the unit shall submit a Detailed Project Report (DPR), self-attested by the authorised signatory containing following details:

- Profile of Applicant GCC unit
 - Legal Constitution
 - Location Details
 - Organisational Structure
 - Registered office / Maharashtra unit details (as applicable)
- Parent Entity/Global Parent Profile
 - Legal Constitution
 - Country of Incorporation
 - Global Presence
 - Major business verticals
 - Relationship with applicant entity
- Nature of relationship with parent entity regarding ownership/control
- Scope of Services of the GCC unit (nature of services, functions supported, group entities served, service delivery model)
- Justification that the unit qualifies as a GCC under the Policy and is not engaged in excluded BPO, excluded call-centre, third-party service delivery or pure sales/marketing / distribution activity.
- Justification that revenue of the GCC unit arises from parent / group entities / global affiliates only, and no unrelated third-party revenue is generated.
- Detailed Business Plan which primarily includes:
 - Project investment plan / actual investment, including land, building / premises, Plant & Machinery, infrastructure utilities and retrofitting / fitouts, with dates of investment.
 - Date-wise statement of investment, separately showing investment made up to 31.03.2025 and eligible investment made / proposed on or after 01.04.2025.
 - For units claiming New Unit status despite commencement of investment before 01.04.2025, proof / declaration that commercial operations had not commenced as on 01.04.2025.
 - Eligibility category proposed / claimed, with calculation under FCI criteria, employment criteria or both.
 - Project implementation schedule and milestones, including construction / fit-out / equipment procurement / hiring / service commencement stages (as applicable)
 - Premises details, including ownership / lease, built-up area, location zone, building approvals, utility readiness and statutory compliances.
 - Annual financial statements for last 1 year of operation (applicable for existing & expansion GCCs)
 - Annual report for last 1 year (applicable for existing & expansion GCCs)
 - Financial projections (as applicable)
- Incentives proposed to be claimed and compliance plan for each incentive.
- Workforce Details
 - Existing Workforce Summary (as applicable)
 - Workforce Hiring Plan (applicable for new GCC)

Annexure IV

Specimen Application for Annual Claim of Incentives for GCC units

Capital Subsidy/Rental Assistance/Payroll Subsidy/Interest Subsidy/ Power Tariff Subsidy/
Patent Filing Assistance/Green Certification Support/R&D Grant

Sr. No	Particulars	Details
1	Name of the Authorized Signatory Designation Email ID Mobile No	
2	Constitution of the applicant (Certificate of incorporation, Articles of Association, Memorandum of Association etc.)	
3	Name & address of the GCC Unit	
4	Category of GCC unit as per Policy	Small / Medium / Large / Mega / Ultra-Mega
5	Location	i) Survey No./ Plot No. ii) Village/Town/City iii) Taluka/District
6	Details of Letter of Intent (LOI)	
7	Details of Registration Certificate (RC)	
8	Type of Unit as per RC:	Existing / New / Expansion
9	Eligibility basis:	FCI / Direct Employment / Both
10	Details of Incentive Eligibility Letter (IEL)	
11	Date of Commencement of Commercial Operations	
12	List of incentives claimed with this application	
13	Claim Period (as applicable)	
14	Previous claims sanctioned/disbursed (as applicable)	
15	Bank details for subsidy disbursement	1. Name of the bank 2. Branch 3. Name of the account holder 4. Account No. 5. IFSC code

In addition to the common application form, the following documents are required for availing incentives

1. Undertaking as per [Annexure IV \(A\)](#)
2. Copy of the valid Registration Certificate (RC) and Incentive Eligibility Letter (IEL)
3. Detailed Project Report as per [Annexure III](#)
4. Board Resolution regarding authorized person
5. ELP-II
6. Copy of MOA
7. PAN card of the authorised representative of the applicant.
8. Cancelled Cheque of the applicant entity
9. GST Registration Certificate
10. Copy of Annual Report as per [Annexure X](#) (as applicable)

11. Any other document, in addition to the above, as may be required by the concerned authority.

Signature of the Authorized Signatory
Name & Designation (with contact details)
Seal of the applicant

Date
Place

A. Specimen Application for availing Capital Subsidy

Sr. No	Particulars	Details	
1	Financial Year for the claim		
2	Registration Certificate (RC) No.		
3	Incentive Eligibility Letter (IEL) No.		
4	Eligible Fixed Capital Investment made on or after 01.04.2025, excluding Land and excluding investment / assets made or acquired prior to 01.04.2025 (Rs. In Lakhs)	Components of FCI	
		Building/Premises	
		Plant & Machinery (including computers, R&D equipment, networking hardware, software and related fixed assets directly related to operations of the eligible unit)	
		Infrastructure utilities	
		Expenses incurred on retrofitting existing fixtures, if any	
		Total	
5	Eligible FCI for Capital Subsidy i.e. Investment in Plant & Machinery only (Rs. In Lakhs)		
6	Number of Indian on roll employees		
7	Capital Subsidy Claimed		

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing Capital Subsidy.

1. CA Certificate with detailed head wise breakup list for Fixed Capital Investment (Details should highlight list of items, invoice number, date and its capitalised costs)
2. Architect Certificate for building / premises and infrastructure cost, wherever claimed as part of project investment / classification
3. Copies of invoices, delivery challans / installation certificates and payment proofs for eligible Plant & Machinery.
4. Declaration that eligible assets are new / eligible, installed at the registered GCC premises and used for eligible GCC operations.
5. EPF registration certificate and PF ECR / employee proof, where employment criteria is relevant.
6. Declaration regarding non availing of Rental Assistance
7. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

B. Specimen Application for availing Rental Assistance

Sr. No	Particulars	Details
1	Financial Year for the claim (specify)	
2	Address of the Premises of the Unit	
3	Details of Lessor	
4	Built up area under lease/rent and area used for GCC operations (sq.ft)	
5	Lease Deed Registration No. & date	
6	Monthly rent (in Rs) as mentioned in the Lease deed	
7	Ready Reckoner Rate* applicable (Rs per sq.ft) (*Specify FY of the Ready Reckoner Rate)	
8	Total rent paid during the claim period	
9	Rental Assistance claimed	
10	Financial year for which claim is made	
11	Zone for Eligible Rental Assistance Rate (tick applicable)	Zone I Zone II

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing Rental Assistance.

1. Proof of payment (NEFT/RTGS/DD/Cheque) for rental payment.
2. Copy of Registered Rental Agreement/lease deed with details of total space leased/rented for valid claim period.
3. Copy of invoices/receipts of payment made towards the lease/rental for the period the reimbursement is being claimed.
4. Proof of rent payment through bank transfer / NEFT / RTGS / cheque and relevant bank statement extracts.
5. Ready Reckoner rate document / valuation basis applicable to the leased premises.
6. CA certificate of expenditure incurred for rent.
7. Document verifying the prevailing ready reckoner rate at leased premises
8. Declaration regarding non availing of Capital Subsidy
9. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

C. Specimen Application for availing Payroll Subsidy

Sr. No	Particulars	Details		
1	Financial Year for the claim (specify)			
2	Total no. of Indian on roll employees			
3	Number & Percentage of women & Person with Disabilities Employees w.r.t total employees			
4	Total no. of Indian on roll employees with monthly salary above Rs 1 lakh			
5	Total no. of employees for which payroll subsidy is being availed	Year 1	Year 2	Year 3
6	Total eligible salary component for total number of eligible employees (The sum of 40/50% as per zone, of the component of basic + HRA above Rs 1 Lakh, limited to Rs 50,000 per employee per month, for number of beneficiary employees)			
If availing additional 10% for diversity hiring				
7	Total eligible salary component for total number of eligible employees (The sum of 50/60% as per zone, of the component of basic + HRA above Rs 1 Lakh, limited to Rs 55,000 per employee per month, for number of beneficiary employees)	Year 1	Year 2	Year 3
8	Zone for Eligible Payroll Subsidy (tick applicable)	Zone I Zone II		
9	Applicable Payroll Subsidy Rate (tick applicable)	40% 50%		
10	Claim Year – (1 st / 2 nd / 3 rd)			

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing Payroll Subsidy.

1. EPF Registration Certificate
2. Employee-wise statement with employee ID, designation, date of joining, location, Indian on-roll status, UAN / EPF number, basic salary, HRA and gross salary. (For employees counted towards eligibility/payroll subsidy, the statement shall clearly indicate employees generated on or after 01.04.2025. For Expansion Units, only incremental eligible employment shall be considered.)
3. Payroll register and salary bank transfer statement / bank advice for eligible employees.
4. HR certificate confirming on-roll Indian employees working at/for the registered GCC unit.
5. CR (Electronic Challan cum Return) of relevant claim period
6. Challan payment receipt for the relevant period.
7. CA Certificate for eligible payroll expenditure
8. Self-declaration that employees counted are not contractual employees, apprentices, interns, Board members or excluded KMPs.
9. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

D. Specimen Application for availing Interest Subsidy

Sr. No	Particulars	Details				
1	Name & address of the eligible unit	Address Mobile No. Email ID				
2	Zone confirmation	Confirm that the unit is located in Zone II				
3	Registered Office Address	Address Mobile No. Email ID				
4	Details of Registration Certificate (RC) and Incentive Eligibility Letter (IEL)					
5	Details of loan sanctioned for acquiring Fixed Capital Assets	Bank/PFI	Loan A/c No.	Loan sanction No. and Date	Sanctioned Amount	Loan Balance
6	Loan balance during claim period					
6	Period of Claim					
7	Details of Interest charged to and paid by the unit on loan for Fixed Capital Assets					

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing Interest Subsidy.

1. Loan sanction letter and loan agreement.
2. Loan account statement for the claim period.
3. Bank / financial institution certificate specifying interest charged, interest actually paid, loan purpose and outstanding balance.
4. CA certificate regarding eligible interest repayment amount and computation of claim.
5. Repayment schedule.
6. End-use certificate / declaration that loan was used for acquisition of eligible fixed assets of the GCC project.
7. Declaration that penal interest, compound interest, charges and unsecured / private borrowings are excluded.
8. No-default / NPA status certificate from lender, where required by competent authority.
9. Any other document as may be required by the competent authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

E. Specimen Application for availing Power Tariff Subsidy

Sr. No	Particulars	Details				
1	Financial Year for the claim (specify)					
2	Details of Registration Certificate (RC)					
3	Eligible period of Power Tariff Subsidy as per RC					
4	Period of Claim					
5	Amount of Subsidy Claim					
6	Is total annual subsidy claim amount exceeding Rs. 20 lakh?	Yes / No				
7	Details of electricity connections, meter wise (if multiple meters)	Power Supply company/Agency	Consumer Number	Date of power connection	Electricity Tariff (Rate per unit)	
8	Period of Claim					
9	Details of electricity charges paid by the unit	Consumer Number	Meter Number	No. of Units consumed	Electricity charges billed	Electricity charges paid
10	Details of Power Tariff Subsidy sanctioned for the previous period					

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing Power Tariff Subsidy.

1. Auditors Certificate for Power Tariff Subsidy as per [Annexure V](#)
2. Copy of the Power Sanction letter / connection approval.
3. Power bills of the claim period
4. Meter-wise consumption statement, especially where multiple meters or shared premises exist.
5. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

F. Specimen Application for availing Assistance for Patent Filing

Sr. No	Particulars	Details
1	Type of patent	1. Domestic 2. International
2	Patent filing details	
3	Relation of patent to eligible GCC activity	
4	Expenditure incurred for Patent filing	
5	Number of times this benefit has been availed earlier by the unit	

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing assistance for Patent Filing.

1. Copy of Patent Certificate received.
2. Invoices and payment proofs for patent filing fees, professional / attorney / agent fees and official charges.
3. CA Certificate for Expenditure incurred on Patent Filing as per [Annexure VII](#)
4. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

G. Specimen Application for availing Assistance for Green Certification Support

Sr. No	Particulars	Details
1	Type of green certification obtained	GRIHA IGBC LEED
2	Level/Rating of certification	
3	Name of certifying authority	
4	Certificate no and Date of Issuance	
5	Validity period of certification	
6	Expenditure incurred for certification	

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing assistance for Green Certification Support.

1. Copy of GRIHA/IGBC/LEED certificate.
2. CA Certificate for Expenditure incurred on Green Certification as per [Annexure VII](#).
3. Declaration that certification relates to the registered GCC premises / building / operational area.
4. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

H. Specimen Application for availing Assistance for R&D Grant

Sr. No	Particulars	Details
1	Brief of R&D Project (Objective and outcome)	
2	Total Gross FCI in Plant & Machinery (in Rs.)	
3	Actual R&D expenditure incurred in Rs.	
4	R&D Expenditure Details (with break-up)	
5	Details of Plant & Machinery assets dedicated to R&D activity	
6	Collaboration with Maharashtra based university	
7	R&D grant claimed (Specify FY)	
8	Is this incentive already availed (Y/N)	
9	Details of above incentive availed earlier under this Policy (year wise)	

In addition to the common application form and the common documents submitted by the unit, following documents are required for availing assistance for R&D Grant

1. Detailed Project Report (DPR) for R&D project
2. Internal project approval / management approval for R&D project
3. Photo Proof of prototype/product received with timestamp and geotagging.
5. Technical proof of R&D output, such as prototype, software module, test report, process improvement documentation, design documentation, research report, patent filing, product improvement evidence or other evidence as applicable
6. Collaboration MoU / agreement and confirmation from Maharashtra-based University, where additional 10% subsidy is claimed.
7. CA certificate certifying eligible R&D expenditure as per [Annexure VII](#).
8. Declaration that the R&D activity is carried out in the State of Maharashtra and relates to eligible GCC activities.
9. Any other document, in addition to the above, as may be required by the concerned authority.

The information provided is true and accurate to the best of my knowledge.

Signature & Seal of Applicant

Date

Place

Annexure IV (A)

Format of the undertaking to be submitted by unit to avail benefit of Capital Subsidy/Rental Assistance/Payroll Subsidy/Power Tariff Subsidy/ Patent Filing Assistance/Green Certification Support/ R&D Grant under the Maharashtra GCC Policy 2025

I/We, Shri/Smt./Kum. _____, authorised signatory of M/s _____, hereby undertake that the applicant is a GCC unit as per the Maharashtra GCC Policy, 2025 and these Operational Guidelines.

- (1) The unit is located at _____ and the said location is in a permissible zone / premises for eligible GCC operations.
- (2) The land / premises / office / unit is owned / leased / lawfully occupied by the applicant and all necessary consents / permissions for the GCC use have been obtained, wherever applicable.
- (3) The unit is eligible for the incentive claimed and all information / particulars submitted in the application are true and correct. If any information is found false, misleading or fraudulent, the sanction order / claim approval shall be liable to be cancelled ab initio or withdrawn.
- (4) The incentive shall be used only for the purpose for which it is granted. If the unit violates any terms and conditions of the Policy / Operational Guidelines / sanction order, the unit shall be liable to repay the benefit availed along with applicable interest / penalty as determined by the competent authority.
- (5) The expenditure / employment / utility consumption / activity for which incentive is claimed has not been claimed in duplication under any other State or Central Government policy or scheme, unless specifically permitted.
- (6) The unit shall comply with applicable labour laws, employment-related laws, statutory compliances, safety norms and all other applicable laws.
- (7) The unit shall maintain records for verification and shall submit annual reports / compliance documents during the operative period as prescribed.

Signature with seal

Name & Designation of the Applicant

Place:

Date:

Annexure V

Auditor's Certificate for Power Tariff Subsidy under the Maharashtra GCC Policy 2025

I/We hereby certify that, upon examination of the books of account, electricity bills, payment records and other relevant records of M/s _____, located at _____, holding RC No. _____ dated _____, the unit has paid electricity charges of Rs. _____ for _____ units consumed during the period from _____ to _____.

I/We further certify that the above figures exclude penalty, surcharge, delayed payment charges, taxes or any other non-eligible charges and relate only to electricity consumed for eligible GCC operations at the registered premises, to the extent verifiable from the records produced before me/us.

Designation and Seal

Registration No.

Date:

Place:

Annexure VI

Application Format for Electricity Duty Exemption to GCC Units under the Maharashtra GCC Policy 2025

1	Name of the Unit	
2	Office Address of the Unit, Telephone No, E-Mail	
3	Name of the Authorized Person, Address, Telephone/Mobile No. and E-Mail	
4	Address of the Unit, Telephone/Mobile No., E-Mail	
5	Constitution of the Unit (specify type)	
6	Details of Registration Certificate	
7	Date of Commencement of activity/operations of registered units	
8	Sanction letter for Electricity meter & date	
9	Consumer No. & Meter No.	
10	Does existing GCC unit have availed ED Exemption under any other policy/scheme? If yes, specify details	
11	Requirement of Sanction Load (KW/MW)	
12	Bank Details	

I/We certify that all the above information is true and that I/we have been authorized by the applicant industrial entity to sign the application as per partnership deed/company/board resolution/trust deed/co-operative society bye-laws/registered power of attorney.

(Name & Designation)
Proprietor/Partner/Director/Trustee
(Rubber Stamp & Seal)

List of documents to be attached along with the Application Form

1. Affidavit in prescribed format – [Annexure VI \(A\)](#).
2. Copy of valid Registration Certificate (RC).
3. Detailed Project Report of proposed project.
4. Power sanction letter.
5. Electricity bills for last 3 months.

Annexure VI (A)

**Format for Electricity Duty Exemption Certificate
(On Rs. 500/- non-judicial stamp paper, duly notarised / as applicable)**

A F F I D A V I T

We ----- M/s. ----- having
our unit located at -----
-- through the undersigned Proprietor/Partner/Director, hereby undertake that the Electricity
Duty Exemption Certificates sought for Consumer No. _____ shall be used only for GCC
related activities. Certificate as New Industry / Expansion of Industry shall be used only for
operationalization of such approved activities.

The Electricity Duty Exemption Certificate shall be used exclusively for electricity consumed
for eligible GCC operations at the registered premises. In the event of any misrepresentation,
change in usage, discontinuation of eligible activities, or violation of policy provisions, the unit
shall be liable to repay the exempted electricity duty along with applicable interest and/or
penalty, as determined by the competent authority.

It is further affirmed that any breach of the terms and conditions prescribed under the
Maharashtra GCC Policy, 2025, or applicable provisions governing the GCC services industry,
during the period for which the exemption has been availed, shall render the exemption void
ab initio. In such cases, the unit shall be liable to pay the applicable electricity duty from the
date of availing such exemption, along with penalties as may be imposed by the competent
authority.

**(Name & Designation)
Proprietor/Partner/Director/Trustee
(Rubber Stamp & Seal)**

Annexure VII
CA Certificate for Expenditure incurred on Patent Filing/Green Certification
Support/R&D Grant

This is to certify that M/s _____ (Name of the GCC Unit), having its registered office at _____, and holding a valid Registration Certificate (RC) issued under the Maharashtra GCC Policy 2025, has incurred expenditure towards Patent Filing Assistance / Green Certification Support / Research & Development (R&D) activities, as eligible under the Maharashtra GCC Policy 2025

Details of the Activity undertaken (fill the table below as applicable)

1. Patent Filing
2. Green Certification
3. Research & Development (R&D)

A. Patent Filing Expenditure

Sr. No	Eligible Expenditure Head	Invoice/receipt details	Amount Paid (Rs.)	Payment details
1	Official patent office / filing fees			
2	Patent attorney / agent / professional fees			
3	Search / drafting / documentation / translation charges directly related to filing			
4	Other eligible filing-related charges, if any			
5	Total			

B. Green Certification Expenditure

Sr. No	Eligible Expenditure Head	Invoice/receipt details	Amount Paid (Rs.)	Payment details
1	Certification/registration/ assessment fees			
2	Audit / assessment / verification charges paid to certifying authority or authorized agency			
3	Documentation charges directly related to certification			
4	Other eligible certification-related charges, if any			
5	Total			

C. R&D Grant Expenditure

Sr. No	Eligible Expenditure Head	Invoice/receipt details	Amount Paid (Rs)	Payment details
1	R&D equipment / instruments / software / tools directly used for eligible R&D			
2	Consumables / testing / prototyping / cloud or computing resources directly used for eligible R&D			
3	External technical / research / testing/ certification services directly related to R&D project			
4	University collaboration expenditure, if additional subsidy is claimed			
5	Other eligible R&D expenditure, if any			
6	Total eligible R&D expenditure			

We have checked the books of account of the company the invoices etc. and certify that the aforesaid information is verified and found to be true. We also certify that all the aforesaid items have been duly paid for, and no credit is raised there against in the books of the company except as stated here in above.

Seal & Signature of C.A

Date:

Place:

Annexure VIII

Application Format for Stamp Duty Exemption to New GCC Units as per Stamp Duty Act 1958 (Mumbai 1956 & 60) under the Maharashtra GCC Policy 2025

Sr. No	Particulars	Details
1	Name of the Unit	
2	Registered Office Address of the Unit with Telephone/Mobile No. & E-Mail	
3	Address of the GCC Unit/proposed premises with Telephone/Mobile No. & E-Mail	
4	Zone as per GCC Policy	Zone I Zone II
5	Constitution of the Unit	(a) Proprietary / Partnership / Pvt. Ltd. / Public Pvt. Ltd. / Charitable Trust /Co-operative Society / Other (b) Registration No. and date
6	Details of Parent/group entity details & ownership relationship	
7	Information of Registration & No. and Date (IEM or IL from Central Government IEM/Foreign Direct Investment, Letter of Intent from STPI GCC Units)	
8	Registered Products/Service	
9	Estimated date of commencement of activity/operations	
10	Name of the Concerned Person with Address, with Telephone/Mobile No. & E-Mail	
11	Has unit gone in operations before 01.04.2025?	Yes/No
12	Details of Letter of Intent (LOI) issued	
13	Does the unit have availed Stamp duty Exemption under any other policy/scheme? If yes, specify details	
14	Information about purchase of Land for New Unit (Gut No., Village, Taluka, District and Total Area purchase of Land (Sq. Mtrs.)	
15	(a) Total Land Area Purchase for Unit (Sq. Mtrs/Sq.ft)	
	(b) Total Area for Construction for unit out of Total Land Area (Sq. Mtrs/Sq.ft)	
	(c) Total Area of Vacant Land for unit out of Total Land Area (Sq. Mtrs/Sq.ft)	
16	Information for Purchase/lease of Building Property for Unit (Gut No./Survey No./Gala No. etc.)	

17	(a) Total Area for purchase/lease of BUA (Sq. Mtrs/Sq.ft)	
	(b) Actual BUA for Unit (Sq. Mtrs/Sq.ft)	
	(c) BUA for Other purpose (i.e. Godown, Office Lab etc.)	
18	If the Land purchase for Unit is outside MIDC Area please mentioned the information about NA permission for Industrial Area as per Regional Town Planning Department Plan	
19	(a) New Project Investment (Rs. in Lakhs)	
	(b) Building/Premises	
	(c) Fitouts	
	(d) Plant & Machinery (including computers, R&D equipment, networking hardware, software and related fixed assets directly related to operations of the eligible unit)	
	(e) Infrastructure utilities	
	(f) Expenses incurred on retrofitting existing fixtures, if any	
	Total	
20	Name of the Financial Institute from which Financial Assistance has been taken for Unit (Name, Address, E-Mail etc.)	
21	Unit to use Stamp Duty Exemption Certificate for which Registration (✓) mentioning the first instrument of execution	
	Hypothecation	
	Pawn	
	Pledge	
	Deposit of Title Deeds	
	Conveyance	
	Further charge on mortgaged property	
	Lease	
	Mortgaged Deed	
	Security bond on mortgage deed.	
	Public assignment of lease	

I/We certify that all the above information is true and that I/We have been authorised by the applicant unit to sign the application as per partnership deed/company/board resolution/trust deed/co-operative society bye-laws/registered power of attorney.

I/We certify that for this applicant entity, apart from the registration mentioned in the application, no registration of any kind has ever been done with the Commissionerate of Services, Mumbai or Maharashtra or the Central Government system or any stamp duty exemption has been availed on that basis. Exemption/waiver of stamp duty/registration fee is for starting a new business. It is my/our responsibility to return the exemption/waiver along with the penalty as per rules if the industry is not started or if it is found that the exemption has been obtained by misrepresentation and I have informed the Commissionerate of Services, Mumbai and concerned Stamp Duty Officer accordingly.

I/We certify that I/we have ensured that the place to be purchased by us can be set up as per the prevailing norms of the Government relating to the place for setting up of industry.

sd/-

(Full Name & Designation)

Proprietor/Partner/Director/Trustee

(Rubber Seal of Unit)

List of documents need to be submitted along with the Application format

1. Affidavit in prescribed format in [Annexure VIII \(A\)](#)
2. Constitution Document (Company Incorporation Certificate/Partnership Deed/etc.)
3. Copy of valid Letter of Intent (LOI) from competent authority
4. PAN, GST registration and authorised signatory proof.
5. Copy of the Memorandum of Association (MOA) in case of company
6. Firm Registration Certificate in case of Partnership.
7. Land documents as applicable -
 - a. Property Card/ 7/12 Extract of land
 - b. Letter regarding acquisition of land/draft sale deed.
 - c. Purchase agreement for purchase/lease of building property
 - d. Draft Lease Deed
8. Draft instrument for which exemption is sought, such as lease deed, conveyance, mortgage deed, hypothecation, deposit of title deeds, pledge, security bond or public assignment of lease.
9. Property / title / lease / possession documents relevant to the instrument, including title clearance / encumbrance declaration, as applicable.
10. Lender sanction / security documents, where exemption relates to loan, mortgage, hypothecation, charge or security instrument.
11. Map of Land to be purchased for unit
12. Self-attested DPR as per [Annexure III](#)
13. Prescribed filled format of ELP I
14. Authorization for signing application and affidavit (Board Resolution)
15. Any other document, in addition to the above, as may be required by the authority.

Annexure VIII (A)
Format for Affidavit of Stamp Duty Exemption Certificate for New Unit
As per Stamp Duty Act 1958 (Mumbai 1956 & 60)
(On Rs. 500/- non-judicial stamp paper, duly notarised / as applicable)

AFFIDAVIT

I/We, _____, authorised signatory of M/s. _____, having registered office at _____ and proposed / registered GCC unit at _____, hereby undertake that the Stamp Duty Exemption Certificate sought for the instrument relating to _____ shall be used only for setting up / operationalising the eligible GCC unit under the Maharashtra GCC Policy, 2025.

I/We state that the property / premises / security / instrument for which exemption is sought is connected with the eligible GCC project and, to the best of my/our knowledge, the property / premises has clear and lawful title / lawful possession and is free from encumbrances or disputes affecting the proposed GCC use, except as disclosed.

I/We undertake that if the unit does not commence eligible GCC operations within the prescribed period, or if the exemption is obtained by misrepresentation, suppression of facts, change of use, or violation of policy conditions, the unit shall be liable to pay the stamp duty exempted along with applicable penalty / interest as per law.

I/We undertake that the instrument for which Stamp Duty Exemption Certificate is sought has not been executed, registered or admitted for registration prior to issuance of such certificate.

Name, designation, signature and seal: _____

Date: _____

Place: _____

Proprietor/Partner/Director/Trustee
Full Name & Designation

Annexure IX
Application for Renewal of Registration Certificate

Sr. No	Particulars	Details
1	Name of the Parent Entity/Global Parent/Group Entity	
2	Name of the GCC unit	
3	Address and contact details (incl. email ID) of the GCC unit	
4	Previous Registration Certification (RC) No.	
5	RC issuing authority	
6	GSTIN on which unit/company's commercial activity is registered	
7	PAN Card No.	
8	CIN/Partnership firm Registration No.	
9	Type of Unit as per previously issued RC (Based on Incorporation)	1. Existing 2. New 3. Expansion
10	Category of Unit as per previously issued RC	1. Small 2. Medium 3. Large 4. Mega 5. Ultra-Mega
11	Current Investment details of the GCC	
12	Current employment details of the GCC	
13	Date of Commencement of Operations	
14	Current nature of GCC activities	
15	Bank Details	

Following documents are required along with the application for Renewal of RC

- Last issued Registration Certificate (RC)
- Affidavit in prescribed format as per [Annexure IX \(A\)](#)
- CA certificate confirming that revenue / turnover of the registered GCC unit during the relevant period arose solely from services rendered to parent organisation / group entities / global affiliates and that no unrelated third-party revenue was generated from the registered GCC unit.
- Annual compliance reports filed as per [Annexure X](#) for previous RC period (as applicable)
- Cancelled Cheque
- Board Resolution regarding the Authorised person
- GST Registration Certificate of the applicant
- Revised Lease deed if applicable
- CA Certificate of Project Investment and related assets
- PF ECR/ EPF ECR (Electronic Challan cum Return) of preceding year
- Power bills (1/year of preceding RC period and latest 3 bills at the time of application)
- ELP-2 in prescribed format

Annexure IX (A)

**Format of the affidavit to be submitted by an industry for obtaining Renewal of
Registration Certificate (RC) for GCC Unit
AFFIDAVIT**

**(On Rs. 500/- non-judicial Stamp Paper)
(Notarised)**

(1) That I/We, _____, authorised signatory of M/s. _____, hereby apply for renewal of registration of the unit as a GCC unit under the Maharashtra GCC Policy, 2025.

(2) That I/We am/are Proprietor / Partner / Managing Director / Director / Authorised Signatory of the unit having its registered office at _____ and GCC unit at _____.

(3) That the unit commenced GCC operations on _____ and is carrying out the following GCC activities: _____.

(4) That the unit continues to qualify as a GCC as per the definition prescribed under the Maharashtra GCC Policy, 2025 and these Operational Guidelines.

(5) That the location of the unit does not violate any applicable locational restrictions and necessary clearances / permissions required to carry out the GCC activity have been obtained and maintained.

(6) That the unit has obtained and maintained all statutory clearances / NOCs / permissions / registrations required under applicable laws, regulations and rules.

(7) That the annual turnover / revenue generated by the registered GCC unit during the relevant period arose solely from services rendered to its parent organisation / group entities / global affiliates and not from unrelated third-party clients.

(8) That the unit has complied with all conditions of the RC, Incentive Eligibility Letter (IEL), sanction orders, disbursement orders and applicable policy provisions during the previous RC period, except matters disclosed separately in the renewal application.

(9) That there has been no material change in parent linkage, shareholding, location, activities, investment, employment, lease / title position or incentive compliance except as disclosed in the renewal application.

(10) That I/We shall continue to comply with all applicable statutory laws, rules, regulations and Government directives, failing which the RC and benefits may be liable to cancellation / withdrawal / recovery.

Signature

DEPONENT

VERIFICATION:

Verified and signed on this ----- day of -----.

That the contents of the affidavit are true to the best of my knowledge and belief.

Date:

Place:

DEPONENT

I know the deponent.

Advocate

Annexure X
Annual Report (Units availing Fiscal Incentives)

This template shall be used by Units that have availed fiscal incentives post -registration under the Maharashtra GCC Policy 2025. It captures operational and compliance data for the prescribed operative period.

Section A – General Information

1. Name of the Unit & Address (RC No. & Date)
2. Contact Details
3. Incentives Availed (Capital Subsidy/Rental Assistance/Payroll Subsidy/Power Tariff Subsidy/ Interest Subsidy/Patent Filing Assistance/Green Certification Support/ R&D Grant/ Stamp Duty Exemption / Electricity Duty Exemption)
4. Date (s) of Incentive Disbursement (all tranches, last incentive date)
5. Reporting Year (YYYY-YYYY)

Section B – Operations

1. Activity / Operations (Brief)
2. Occupancy / Production Status (units, capacity, area)
3. Major Infrastructure / Operation Changes (If any)

Section C- Investment & Assets

1. Total Investment (in INR with break-up: land, building, plant/machinery, infra, expenses on retrofitting)
2. Additional Investment During Reporting Year (INR)

Section D- Employment

1. Direct Employment (nos., categories)
2. Indirect Employment (nos., categories)
3. Women Employment (If applicable)
4. Skill Development / Training (If any)

Section E – Utilities & Compliance

1. Power (kWh, peak load, source)
2. Water (kL, source)
3. Effluent / Sewage Treatment – status
4. Fire Safety / Security / CCTV – status.
5. CA-certified summary of annual electricity & water use + 2 sample bills (first/last month)

Section F- Policy and Affidavit Compliance

1. Compliance with Policy Conditions (Y/N)
2. Inspection conducted (if any)
3. Non-compliance / Breach (if any)
4. Corrective Actions

Section G – Mandatory Attachments

1. Self-Certified fixed capital statement
2. Electricity Bills (1st month, 6th month and 12th month of the year)
3. Geo-tagged photographs of operations / infrastructure
4. GST Returns
5. Employment Proof (Salary Sheet / EPF data)
6. Inspection / Compliance Report (if any)

Section H – Declaration

We certify that the above information is true and correct and in compliance with the Maharashtra GCC Policy 2025. Misrepresentation shall invite recovery with interest and penalty.

Authorised Signatory: _____

Name & Designation: _____

Date & Seal: _____