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HARYANA GOVERNMENT
INDUSTRIES AND COMMERCE DEPARTMENT

Notification

The 23rd July, 2024

No. 25/05/2020-4IB1.— In pursuance to the provision under Section 2 (Sub-Section 2.2 (a)) of the Haryana State Startup Policy 2022 notified vide No. Admn/459/ISIT/17601 dated 07th July 2022, the Governor of Haryana is pleased to notify the **“Lease Rental Subsidy Scheme”** for the Startups registered under the Haryana State Startup Policy 2022. The Scheme related to “Reimbursement for Lease Rental” will be as under:

1. Objective

The Government of Haryana has always followed a proactive approach to facilitate Startup entrepreneurs for ease of doing business in Haryana. In order to achieve the same, State has undertaken precise policy-level interventions to position Haryana as a pre-eminent investment destination and notified the Haryana State Startup Policy 2022 with a focus on the creation of a world-class ‘Startup Ecosystem’ in the State.

Through this scheme, the State Government intends to provide support in the form of “Reimbursement for Lease Rental” to eligible Startups based in Haryana and facilitate the growth of Startups in the State of Haryana.

2. Quantum of Assistance (Lease rental subsidy)

- (i) Reimbursement of 30% of lease rental subsidy for general Startups and 45% for Startups with only women founders, operating from registered Incubators/ Notified IT Parks/ Government or Government approved Industrial Estates/ Special Economic Zones in the state of Haryana shall be eligible for a period of 1-year subject to maximum INR 5 lakh.
- (ii) For claiming lease rental benefits, the Startups should be operating from an incubator which is registered with Startup Haryana, Industries and Commerce Department as per the Haryana State Startup policy 2022.

3. Commencement

- (i) The Scheme shall commence with effect from the date of notification of the Haryana State Startup Policy 2022 i.e., 07.07.2022, and shall remain in operation for a period of 5 years i.e., till 06.07.2027 or till the time Government of Haryana decides to discontinue/ amend/ extend this scheme.
- (ii) Lease rental incurred on and after 07.07.2022 and before 06.07.2027 shall be reimbursed under this scheme.

4. Eligibility Criteria

- (i) The Startup Entity should be a “Category – 1 Startup” registered with Startup Haryana, Industries & Commerce Department as defined in the Haryana State Startup Policy 2022 and as given in 4 (ii) below:
- (ii) Category 1 Startups are defined as Startups as registered with Startup Haryana in accordance with the eligibility criteria as mentioned below:
 - a. The Startup Entity should be registered & recognized as Startup from DPIIT and
 - b. Location: Address of Registered Office of the Startup Entity should be in Haryana.
- (iii) The Startup Entity should have Haryana Udhyaam Memorandum (HUM) for statistical purposes.
- (iv) The products or processes/ services of the Startup Entity should not fall in the restrictive list as notified by the State Government under the Haryana Enterprises & Employment Policy (HEEP) 2020 and as amended from time to time.
- (v) The policy /scheme is sector-agnostic and applicable to all Startup Entities irrespective of their domains(s).
- (vi) Startup Entities availing incentives under this scheme should not have availed similar incentives under any other State / Central Government policy. Further, Startup Entities availing incentives under this scheme will also not be eligible to avail similar incentives under any other State / Central Government policy.
- (vii) For the purpose of claiming rental benefits by the startups operating from the Incubator, the Incubator should be registered with Startup Haryana, Department of Industries and Commerce as per the Haryana State Startup Policy 2022.
- (viii) The Lease/rent agreement should be in the name of the Startup Entity or its Founder / Co-Founder / Director.
- (ix) There should be a valid legal lease/rental agreement for the period for which the lease rental subsidy is claimed by the Startup Entity.
- (x) The rent should be paid by the Startup Entity only through a bank account transfer/ cheque of the Startup Entity. No reimbursement would be made on account of payment through the individual bank account or cash transactions.

5. Procedure for Availing Incentive/Benefit

- (i) The Startup Entity registered shall apply online on the web portal of the Department of Industries & Commerce, Government of Haryana for “**Reimbursement for Lease Rental**” in the prescribed format (as per **Annexure-I**) along with the requisite supporting documents as prescribed under this scheme document.

The application received shall be examined and in case of any deficiencies, the same will be communicated to the Startup Entity/applicant in their user account, and the applicant shall rectify the same within the prescribed timelines as per Section 9 of this scheme document.
- (ii) In case the deficiencies are not removed by the Startup Entity/applicant or fail to submit requisite additional information/ documents within the prescribed timelines, the application shall be deemed rejected/closed. Startup Entity/Applicant would be intimated the status in their user account.
- (iii) The Startup Entity, if required and with approval of the competent authority, may be called for a presentation/ clarification in relation to either the benefit eligibility or reimbursement claimed or any other component.
- (iv) The application after examination will be put for final consideration & approval by the Competent authority as defined in Section 7 below.
- (v) Based on the decision taken on the application, an intimation will be sent to the Startup Entity/applicant in their user account. The applicant would also be able to download the decision / sanction letter from the portal in reference to their application.
- (vi) The sanctioned amount will be credited into the Bank Account of the Startup Entity subject to the compliance of the terms of the approval / sanction letter, if any.

6. Time Limit to Apply

Startup Entities that have incurred lease rental expenses on and after 07.07.2022 are required to apply for claiming the incentive within a maximum period of 06 months from the date of completion of the financial year for which the expenses are being claimed or within 3 months of the date of notification of this scheme,

whichever is later. Thereafter, the Startup Entity will no longer be eligible to receive assistance or reimbursement under this scheme except in scenario under Section-8.

7. **Competent Authority for Sanction**

The Director/ Director General, Industries & Commerce Department, Haryana, or as decided/ delegated by the Government of Haryana from time to time, shall be the competent authority for sanction of the fiscal benefit under the scheme.

8. **Power to Condone the Delay in Submission of the Application**

(i) The Director/ Director General, Industries & Commerce Department, Haryana, or as decided/ delegated by the Government of Haryana from time to time, may condone the delay up to a period of 03 months after the prescribed time limit.

(ii) The Administrative Secretary, Industries & Commerce Department, Haryana may condone the delay up to a period of 06 months after the prescribed time limit.

Provided that the competent authority is satisfied with the reasons for the late submission of the application based on the substantial evidence/ documents/ arguments presented by the Startup Entity/applicant.

9. **Timelines for Processing & Decision of Applications**

The following are the timelines for processing and decision of applications:

S. No.	Particulars	Time Limit (in working Days)
1	By the department for processing & decision on the application which is completed in all aspects	30 Days
2	By the applicant for Removal of deficiencies/ submission of additional information/ documents	10 Days

Note: If an applicant/entity is unable to remove deficiencies or fails to submit requisite additional information/ documents within 10 working days of the intimation from the Industries & Commerce Department, the application shall be deemed rejected/ closed.

10. **Interpretation/ Clarification/ Modification**

The Administrative Secretary, Industries & Commerce Department, Haryana will be the final authority for clarifying/ resolution of any doubts relating to the interpretation of any term or any provision arising under this scheme. The decision in this matter shall be final and binding for all stakeholders in such cases.

11. **Appeal**

An applicant may file an appeal to the Administrative Secretary, Industries & Commerce Department, Haryana against an order passed by the Competent Authority within a period of 30 days from the date of communication of the order. The order(s) passed by the Administrative Secretary, Industries & Commerce Department in such appeal shall be final.

12. **Penal Action**

At any time, if it is found that the Startup Entity has claimed/ availed any form of assistance/ benefit (Fiscal/ Non-Fiscal) from the Government based on any false/ fabricated information or involved in any malpractices/ fraudulent activities; the registration of the Startup Entity will be summarily revoked and the Startup entity shall refund the entire amount of the assistance granted/availed along with the compound rate of interest @ 12% per annum. In addition, the Startup Entity/ applicant will also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policy/ scheme of the State Government in the future.

13. **Head of Expenditure**

The expenditure shall be met under the Scheme Head i.e. "P-01-19-2852-07-202-87-51-N-V" of the Industries & Commerce Department, Haryana.

ARUN KUMAR GUPTA,
Additional Chief Secretary to Government Haryana,
Industries and Commerce Department.

Annexure I – Application Form for Reimbursement of Lease Rental

Section 1 – Details of Startup Entity		
1.	Name of the Startup Entity as registered with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled
2.	Registration number with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled
3.	Date of Registration with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled From(DD/MM/YYYY) Valid Till(DD/MM/YYYY)
4.	Complete Address of the Registered office of the Startup Entity	Pre – Filled
5.	Complete Address of Operational/ Working office of Startup Entity	Pre – Filled
6.	GST Number of Startup Entity (If registered under GST)	
7.	PAN of Startup Entity	Pre – Filled
8.	Haryana Udhyam Memorandum (HUM) Number & Date	
9.	Type of Start-up Entity	General Start-up Entity
		Start-up entity with only women founders (Kindly provide details of founders)
10.	Number of Employees (Including Founder and co-founders)	I. On Direct Payroll - II. On Contract - III. Total Employee -
11.	Turnover of the entity for all the previous financial years since incorporation	Year 1: Year 2: Year 3: Year n:
12.	Bank Account Details of the Startup Entity	
11.1	Name of Bank	Pre – Filled
11.2	Account Holder Name	Pre – Filled
11.3	Account Number	Pre – Filled
11.4	Branch Address	Pre – Filled
11.5	IFSC Code	Pre – Filled
13.	Authorized Applicant Details	
13.1.	Name of Applicant Authorized by the Startup Entity	

13.2.	Designation of Authorized Representative		
13.3.	Contact Details of the Authorized Representative	Mobile	1. 2.
		Landline (with STD Code)	
13.4.	PAN Number of Authorized Representative		
13.5.	E-mail ID (s) of Authorized Representative		

Section 2 – Details for claiming of Incentive		
1.	Place where startup has taken lease rental	I. Registered Incubator II. Notified IT Park III. Government or Government approved Industrial Estate IV. Special Economic Zone
2.	Name of the entity where lease rent has been taken	
3.	Address of the entity where lease rent has been taken	
4.	Number of employees working through the entity where lease rent has been taken?	
5.	Date of signing of lease / rent agreement	
6.	Duration of lease rental agreement	Valid from(DD/MM/YYYY) Valid Up to(DD/MM/YYYY)
7.	Total Area for which the lease deed / rental agreement is signed by Startup Entity(in Sq. Ft.)
8.	Period for which lease rental is being claimed	From(DD/MM/YYYY) To(DD/MM/YYYY)
9.	Total lease rental paid in the above year (Excluding All Taxes - in INR)	
10.	Amount of incentive requested out of the total expenditure paid for lease rental (Excluding All Taxes - in INR)	As per Eligibility: 30 % of lease rental _____ OR 45 % of lease rental _____
11.	Supporting Documents	i) Letter of Authorization (As per Annexure- II) ii) PAN Card & Passport size Colored Photograph of the Authorized Representative iii) Undertaking (As per Annexure- III) iv) Copy of Haryana Udhya Memorandum (HUM) v) 3-5 Photographs showing the Space taken on lease/rent by the Startup Entity. vi) Proof of monthly payment towards Lease rental or Bank Account Statement showing remittance of lease rental money vii) Cancelled cheque of the bank account of Startup Entity. viii) Copy of latest audited financial statement. ix) CA certificate for amount of rent paid – Annexure IV

Annexure II - Letter of Authorization
Letter of Authorization for Representative

To,

The Director/ Director General,
 Industries & Commerce Department

<Name> ----- <Designation>----- is hereby **authorized to sign & stamp requisite documents on behalf** of our Startup Entity (**Name of an entity as given on Certificate of Incorporation / Registration**) for applying for “*Reimbursement for Lease Rental Subsidy*” under the Haryana State Startup Policy 2022. He is also authorized to attend meetings and provide additional documents in case any clarifications are required by the concerned authority.

Thanking you,

<p>Signature and seal of the Director(s)/Partner(s)</p> <p><Name></p> <p><Designation></p> <p><Mobile></p> <p><Seal></p>	<p>Signature of the person authorized by the Startup Entity (Name of the entity)</p> <p><Authorized Representative Name></p> <p><Designation></p> <p><Mobile></p> <p><Seal></p>
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Annexure III - Undertaking**UNDERTAKING****TO WHOMSOEVER IT MAY CONCERN**

(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min) duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).

1. I / We, < Director / Designated Partner / Partner >, do hereby solemnly declare, that the information given herein regarding our Startup Entity <**Name of the entity as given on Certificate of Incorporation / Registration**> & as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I / We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the Haryana State Startup Policy 2022 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined under the "Lease Rental Subsidy Scheme".
3. The Startup Entity will be liable to refund excess subsidy/assistance/reimbursement, if any, released due to omission or pointed out by the concerned division at any time or the Audit team of the Principal Accountant General, Haryana.
4. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s) of our Startup Entity:
 - i) Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
 - ii) Have not availed similar incentive under any other State / Central Government policy. Further, we agree that if we avail incentive under this scheme then we shall not claim similar incentive in any other State / Central Government policy.
5. I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Authorised Representative in our Startup Entity have given written consent to provide their DIN/DPIN/PARTNER ID/Aadhaar number and also for use of their Aadhaar Number, Biometric, and/or One Time Pin (OTP) data for Aadhaar based authentication to verify individual identity and to determine eligibility across different Government Schemes. I/We understand that Startup Haryana Cell, Industries & Commerce Department shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

Signature and seal

of the Director(s)/Designated Partner(s)/Partner(s)

<Name and Designation>

Annexure IV – CA Certificate**Certificate from Chartered Accountant in respect of Proof of Expenditure
for Lease Rental Subsidy Reimbursement****TO WHOM IT MAY CONCERN**

This is to certify that M/s with their registered office at..... have incurred the expenditure of Rs..... (Rupees), for the financial year on account of the rental/ lease of office space _____ *<address of the office space>* _____ against the details mentioned in the table below and the same has been verified:

S. No.	Details of Payments	Duration (To & From)	Amount (INR)	Remarks
1.	Rental paid			
2.	Rental paid			
3.	Rental paid			
4.	Rental paid			
	Total Expenditure			

Name & signature of the Chartered Accountant with stamps
& CA membership Number

Date-----

UDIN No.-----

* Payment details in the above table should be supported by copies of receipts of payments made. The payment receipts must indicate the purpose for which the payments have been made to the certification agency.