



**APPLICATION FORM FOR REFUND UNDER
DIGITAL TRANSFORMATION INITIATIVES SCHEME**

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

SECTION 1 : ENTERPRISE DETAILS

1.0 Company or Sole Trader details :

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

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

1.2 Quote your Application Reference Number (G15)

SECTION 2 : DIGITAL TRANSFORMATION

The undermentioned Digital Transformation(s) has/have been made:

SN	Details	Cost(Rs)
1.		
2.		
3.		
4.		
5.		



SECTION 3: DOCUMENTS TO BE SUBMITTED

Documents enclosed (Please tick as appropriate)		Tick
1.	Copy of Invoice and Receipt. Bank advice if payment has been effected in foreign currency for the investment(s) made	
2.	Copy of duly signed Good Received Note for investment made or other evidence (commissioning report) certifying that the digital transformation has been completed to satisfaction of the applicant	
3.	Copy of upper part of bank statement of enterprise bank account	

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

SECTION 4: BANK DETAILS OF THE ENTERPRISE

- 6.1 Name of Bank:
- 6.2 Branch:
- 6.3 Account Name:
- 6.4 Account Number:

SECTION 5: DECLARATIONS

We confirm that the above Digital Transformation(s) has/ have been made to the best of our knowledge, installation and commissioning have been done satisfactorily.

We hereby request the HRDC to refund the cost of the Digital Transformation made under Digital Transformation Initiatives Scheme.

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

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

Authorized Signature	Date:	
Name & Designation	Enterprise Seal	

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



HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC)

FORM G16

For Office Use only

Checklist	For office use (✓)
1. All sections of the application form have been filled	
2. Copy of Invoice and Receipt for Digital Transformation effected / bank advice (Certified true copy of original)	
3. Copy of duly signed Good Received Note or other evidence (commissioning report) certifying that the digital transformation has been completed to the satisfaction of the applicant (certified copy of the original)	
4. Copy of upper part of bank statement of enterprise bank account. (certified copy of original)	

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

.....

.....

.....

.....

Application processed by :

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



For Office Use only

PAYMENT DETAILS

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