

POLICY ON START-UP AND INCUBATION



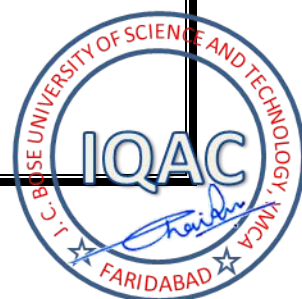
**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,
YMCA, FARIDABAD**

(Formerly YMCA University of Science and Technology)

NAAC 'A' Grade accredited State University

Sector-06, Delhi Mathura Road, Faridabad -121006 (Haryana)

Approved in 37th EC Meeting dated 22/04/2020



VC'S Message



Prof. Dinesh Kumar
Vice-Chancellor

Start-up, Stand-up India is a flagship initiative of the Government of India. Haryana has always taken initiative for fulfilling this mission which cultivates entrepreneurial spirit in local youth to create an ecosystem with the similar mission JCBOSEUST has come up with its dedicated start-up policies. This policy will motivate young graduating students to opt entrepreneurship as a career option rather than looking for job.

JCBOSEUST is always blessed with young talented students who have brilliant start-up ideas and looking to convert these into successful ventures. This start-up policy will not only empower young graduating students but provide motivation to promote start-up ecosystem in Haryana.

JCBOSEUST has always produced entrepreneurs since its inception in 1969 who have not only led organic growth in India but also helped in development of University. Having personally interacted with several young entrepreneurs and innovators, I realized that this is the time to enable and foster a start-up eco-system in Haryana. Through this policy we are committed to provide an entrepreneurial environment in University.



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1. Vision, Mission and Objectives

Vision

“To establish JCBOSEUST as a leader for promoting entrepreneurship by supporting start-ups and incubation centres”.

Mission

- To align Haryana with the ‘start-up India’ flagship initiative of the Government of India.
- To build a sustainable ecosystem of Research & development and Innovation.
- To promote and develop employment opportunities for the youth within the state of Haryana.

Objectives

- Incorporate the passion and spirit among students to pursue entrepreneurship.
- To equip students about entrepreneurship through workshops and trainings.
- Motivate and support students to develop their own start-ups.
- Identifying the brightest ideas and giving them support convert them into successful ventures.



2. Eligibility as per Haryana Government Start-up Policy

Start-up means an entity (Private, Public, Proprietary, Partnership Firm), incorporated in India.

- a. As a private limited company (as defined in the Companies Act, 2013) or registered as a Partnership firm (registered under Section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India; and
- b. Not prior to seven years and in the case of Biotechnology Companies this period shall be up to 10 years; and
- c. With annual turnover not exceeding INR 25 crores in any preceding financial year; and
- d. Working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation 7 Entrepreneur and Start-up Policy 2017
- e. Provided that such entity is not formed by splitting up, or reconstruction, of a business already in existence and should not have been formed by the demerger or reconstitution of a business already in existence;
- f. Provided that such entity is not a holding company and it is not a subsidiary of any firm already in existence or except the subsidiary of any start-up.

2.1 Eligibility Conditions

- a. Location:** The company/entity be registered in Haryana under the Haryana Shops and Commercial Establishment Act, 1958; and
- b. Employment:** The company employs at least 50 (fifty) per cent of its total qualified workforce in Haryana, which shall not include contract employees.

2.2 Exit Conditions

- a. If the company is found guilty on any charges of fraud or if the company is found to have made any false declarations to claim any benefits from or derived under this policy. Legal action shall be initiated to recover all financial assistance provided to such an entity.
- b. Once an entity ceases to be recognized as a start-up; the Government or entity through which the Government makes its investment will be eligible to exit its investment in the start-up and guidelines for exit will be framed for channelizing investments into the start-up.



3. Highlights of Start-up And Incubation Policy

As the public/private sector industries can satisfy only small fraction of required number of jobs, so to satisfy the need of University graduates, it is needed to create approximately 1 million jobs every month for the next 25 years. It can be possible only when Indian Universities will promote Student start-up culture.

Start-up India, stand-up India has been a dream mission of the Government of India, Haryana has been at the forefront of creating an ecosystem with similar mission which nurtures entrepreneurial spirit in local youth. In this context, the Government of Haryana has come out with its dedicated Start-up policy, which was drafted basis extensive stakeholder consultation, to make the policy pragmatic & implementable. This policy has been prepared keeping in view the teething problems faced by the Entrepreneurs. Various initiatives such as formation of Incubation Cells, Fiscal Incentives, Seed Funding, Student Entrepreneurship and Policy relaxation, have been provided in the Start-up Policy. ***Student and faculty may take the benefits of The Haryana Start-up policy as and when applicable.***

The governments are focusing on skill India and if the students become self-motivated by Universities to acquire better skills then it will contribute significantly to the skilled India mission.

- I. The incubation policy will cover incubation facilities for all students and alumni, irrespective of their streams.
- II. For promoting entrepreneurship by Faculty members, JCBOSEUST may extend facilities of students incubation centre to the faculty members only after proper scrutiny of each case.
- III. To minimize the industries and Academia gap University has signed various MOUs wherein students visit the industries to find out real challenges and will solve them using their knowledge of particular branch.
- IV. To promote innovation and mobilize students into entrepreneurship as a career option, JCBOSEUST will organize startup competitions challenges where University will invite various MSME's/SME's for providing assistance to students.
- V. Investment in the entrepreneurial activities should be a part of the institutional financial strategy. Minimum 1% fund of the total annual budget of the institution should be allocated for funding and supporting innovation and start-ups related activities through creation of separate 'Innovation fund'.



- VI. The cost of filing and prosecution of patent application fee will be reimbursed to the incubated start-up companies with a limit of 5 (five) such companies subjected to a limit of Rs. 1 lacs (0.1 million) per Indian patent awarded. The reimbursement will be done in 3 stages, i.e., during filing, prosecution and award. Such payment will be done from the funds of Budget allocated to incubation centre/any other Govt. Grant.
- VII. Students of JCBOSEUST may take a practical problem applicable in real life, and solve it as a part of academic curricula. The students, who have completed the best of such projects and who want to convert their projects into products/services and want to set up start-ups, will be supported through University with a limit of Rs. 1 lacs. Such payment will be done from the funds of Budget allocated to incubation centre/any other Govt. Grant.
- VIII. Student of any discipline of the University interested to take up project has to prepare a Patent Search and Analysis Report (PSAR) with the objective of avoiding repetitive kind of projects. In this, students need to study at least 5 patents related to his/ her project. Patent Drafting Exercise will be introduced for every team of students. All students are taught about provisional patent drafting, filing procedure, steps & fees and other required details through workshops and seminars.
- IX. JCBOSEUST will also permit inter-disciplinary projects and such teams may consist of students from more than one branch of Engineering/Science/Management. For such a project, there will be a faculty Guide from each of the concerned departments and the guides will work together to support the project.
- X. Students may collaborate with External Incubators/Companies, if these entities, have been certified by JCBOSEUST. The mentors from Incubator/ Companies can act as an external project/thesis Guide. The full information about the project must be shared with the university.
- XI. JCBOSEUST permits the concept of Student Entrepreneur in Residence. Interested students are required to work part time or during vacations so that their curriculum remains unaffected.
- XII. A special scheme of faculty up-gradation is introduced. A pilot scheme shall be introduced for University faculty who work along with students at an incubator to move out and pursue entrepreneurship for a specified time and on failure will be allowed to join back.
- XIII. JCBOSEUST will facilitate Start-ups by Alumni (within 3 years of graduation) under its Entrepreneur-in-Residence (EiR). The candidates of EiR and number of EiR will



be selected by the University on the basis of an intensive review of each project. A monthly stipend of INR 10,000/- as a Research Assistant may be given for a period of up to 11 months. The selected candidate will be required to function from a University office/ facility on day to-day basis and may be required to mentor various start-up related programmes for the University. If the performance of an EiR is not found to be satisfactory, the University may terminate the Research Assistantship on any day. Such payment will be done from the Alumni funds/ funds of Budget allocated to incubation centre/any other Govt. Grant.

- XIV. Student Alumni start-ups (within 3 years of graduation), which have made an extraordinary impact and which had an early stage connection with University Incubator will be given suitable recognition/ citation/award for their achievements.
- XV. JCBOSEUST will host regularly start-up related national level dialogues, workshops and conferences to benchmark its own progress and influence national policy makers to shape futuristic policies and action strategies to promote Innovation and Student Start-ups in affiliated colleges also.
- XVI. 'Incubation cum Technology Commercialization Unit' (ITCU) may be a separate entity preferably registered under Section-8 of Company Act 2013 or 'Society' registered under Society Registration Act with independent governance structure.
- XVII. Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models. (Credits will be given after evaluation by evaluation committee. The credits may be considered equivalent to credits obtained from MOOC course). Students entrepreneurs should be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the institute. JCBOSEUST allow their students to take a semester/year break (or even more depending upon the decision of review committee constituted by the University) to work on their start ups and re-join academics to complete the course.
- XVIII. JCBOSEUST allows faculty and staff to take off for a semester / year (or even more depending upon the decision of review committee constituted by the institute) as sabbatical/ unpaid leave/ casual leave/ earned leave for working on startups and come back. Institution should consider allowing use of its resource to faculty/students/staff wishing to establish start up as a fulltime effort. The seniority and other academic benefits during such period may be preserved.



- XIX. JCBOSEUST is now well on its way to assist faculty members wanting to set up companies. If any faculty member is a founder and has a significant equity position in the company and turnover of that Faculty-Associated Start-up (Start-ups) is more than 10 lakhs then faculty member may get benefit in CAS equivalent to consultancy of 10 lakhs or one SCI research paper.
- XX. Participation of faculty in start up related activities needs to be considered as a legitimate activity of faculty in addition to teaching, R&D projects, industrial consultancy and management duties and must be considered while evaluating the annual performance of the faculty. Every faculty may be encouraged to mentor at least one start-up. A performance matrix should be developed and used for evaluation of annual performance.
- XXI. If one or more of the inventors wish to incubate a company and license the product to this company, the royalties would be no more than 4% of sale price, preferably 1 to 2%, unless it is pure software product. If it is shares in the company, shares will again be 1% to 4%. For a pure software product licensing, there may be a revenue sharing to be mutually decided between the institute and the incubated company.
- XXII. University may start annual 'INNOVATION & ENTREPRENEURSHIP AWARD' to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the institute.

4. **Detailed Guidelines of Startup and Incubation Policy**

- All incubatee have to strictly follow the IT policy, Cyber security policy and discipline policy of the University. Any mismanagement with Center's resource or Institute resources would not be accepted.
- A regular check on the performance will be done on all incubated start-ups and accordingly, their term or other support may be extended, if required.
- Startups are incubated in center without any rent, however, they may have to pay a minimal seat rent as and when the formal processes are in place.
- All incubatee will be required to attend the monthly meeting of the incubation center as and when planned.



4.1 .Eligibility for Startup or Incubation

- Any person desirous of availing incubation facilities has to incorporate a private/public private limited company (as defined in the Companies Act, 2013). This condition may be relaxed for recent graduates for initial term; provided they incorporate within 6 months to 1 year of starting at JCBOSEUST. The Incubatee has to sign a declaration(s).
- The companies promoted by Faculty of JCBOSEUST shall be governed by policies for faculty of the JCBOSEUST. The companies promoted by full-time students at JCBOSEUST have to provide a No Objection Certificate and Self declaration about their company interest and JCBOSEUST will not be responsible for any impact on their academic activities.
- Incubation unit charges will be discounted by 50% for the student incubatee and 25% for faculty and alumni, provided they hold 50% or more equity in the company and hold position of Director.
- Other start-ups, not linked with JCBOSEUST, has to be Technology based company and have to establish an association with JCBOSEUST e.g. having a mentor or advisor from JCBOSEUST. Incubation Center will provide all support in facilitating the association. However, Incubation center can incubate and allow time to identify the mentor. Any other exceptions will be decided by the committee.
- A company if promoted by an employee of Govt. / Organization shall be granted incubation only upon submission of 'No Objection Certificate' from the competent authority or employer.
- All applicants are welcome to apply for the program. However, applicants who are alum of JCBOSEUST or have strong participation by faculty of JCBOSEUST may be given preference. Provision for fellowships are also created for alumni.
- 7. Incubation unit charges are to be paid by start-up in advance with appropriate security deposit. Incubation will always try to accommodate all possible requests of start-up company.

4.2 Incubation Admission Procedure

Application is accepted online from the incubation website www.JCBOSEUST.in Two-Stage selection process is followed for granting the Incubation



4.2.1 Stage 1: Submit Executive Summary/ Plan

As a first step in the admission process, the prospective company should submit an Incubation Application containing all the details of start-up venture, team members, stage with a Business plan and other document. The submission will be assessed by an internal review committee for comments on technical and business feasibility of the idea.

Evaluation of the proposal will be based on, among other factors, the following criteria:

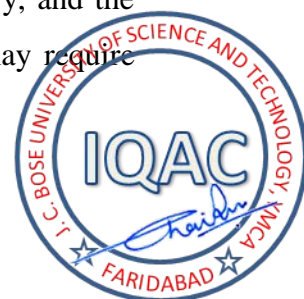
1. Strength of the product idea in terms of its novelty, technology content, innovation, timeliness and market potential.
2. Profile of the core team/ promoters
3. Intellectual Property generated and the potential of the idea for IP creation.
4. Stage of the Product/Start-up and Time to market.
5. Commercial potential, demand and requirement and Break-even period.
6. Scalability
7. Financial/ Commercial Viability and 5 year projections of P&L, Balance Sheet and Cash Flows.
8. Funds requirement and viability of raising finance.
9. Involvement of JCBOSEUST faculty, alumni, students.

4.2.2 Stage 2: Presentation

After the initial submissions, the evaluation committee will have a meeting with the company founders, during which the company will be expected to present a presentation describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by Q&A session. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed of the final decision after the presentation. The presentation through video conferencing is also permitted. Proposals that involve JCBOSEUST faculty, alumni, and students may be given a preference.

4.2.3 Research & Due Diligence

Throughout the application process, on an as-needed basis, JCBOSEUST will perform research and due diligence of the company, the management team, the industry, and the current and future competitive elements facing the business. JCBOSEUST may require



further information from the applicant, and may ask the applicant to revise the executive summary and/or presentation.

4.2.4 Result

The applicant is informed of the final decision of the presentation. If the incubation is sanctioned, the applicant shall enter into the following agreements with the Institute:

- **Incubation Agreement:** Contain rules and other incubation norms, consideration, equity holding, etc. (Applicable to all.)
- **Fellowship Agreement:** Contains terms for Alumni Fellows
- **Seed-Fund Agreement:** Contain rules of disbursement and repayment. (Applicable to incubatee availing seed-fund.)
- **Deferred Payment Agreement:** Contain rules of payment deferring facilities (Applicable to incubatee availing deferred payment facility)
- **Technology Commercialization Agreement:** Applicable to incubatee using technology or IP developed by JCBOSEUST.
- **Infrastructure Usage Agreement:** Applicable to all incubatee utilizing the office space and other facilities within the campus.

4.3 Tenure of Incubation & Exit

The companies are permitted to stay in the incubator for a period of three years, initially for period of eleven months, extended to a period of next eleven months followed by two extensions for seven months respectively at the sole discretion of the Incubation Center. JCBOSEUST may grant such extension based on the requirements of the incubatee & their performance and availability of facility.

Exit: An incubated company will leave the incubator under the following circumstances:

- On completion of period of stay (maximum two years)
- Underperformance or non-viability of business proposition as decided by JCBOSEUST on case to case basis.
- Irresolvable promoters' disputes as decided by JCBOSEUST on a case to case basis.
- Violation of JCBOSEUST policy as listed on www.jcboseust.ac.in



- When the company enters in an acquisition, merger or amalgamation or reorganization deal resulting in a substantial change in the profile of the company, its promoters, directors, shareholders, products or business plan.
- Change in promoters'/ founders' team without concurrence of JCBOSEUST.

4.4 Termination

Incubation Agreement gets terminated automatically after a period of 11 (eleven) months. Three further extensions can be granted for (i) eleven (11) months at first instance and two further instances of 7(months) at the second and third instances, at sole discretion of Incubation Centre.

Agreement may also terminate forthwith on or prior to the term of the Agreement as follows:

4.4.1 By the Incubator

1. In the event that any default in payment of Incubation service charges or any financial fraud is played by the Start-up, by giving an advance notice of 10 (ten) working days;
2. At any time the board of JCBOSEUST Innovation & Incubation Centre decides to end the agreement, by giving an advance notice of one month.
3. Any violation of any Statue, rules and regulations of JCBOSEUST/ Incubator on case to case basis, by giving an advance notice of one month;
4. Any other reason for which Incubator may find it necessary for the Start-up to leave, by giving a notice of one month.

4.4.2 By Both Start-up and Incubation Centre

By mutual written consent of the Start-up and the Incubation Centre

4.4. By the Start-up

By giving an advance notice of One (1) month to the Incubator in writing.

Not with standing anything written elsewhere, the JCBOSEUST's decision in connection with the termination of an incubated company shall be final and shall not be disputed by any company.



5. Intellectual Property

The Promoters should fill an IP declaration worksheet at the time of admission and declare the Intellectual Property developed and owned by the incubated company.

- In case the incubated company is desirous of using the Intellectual Property of JCBOSEUST like patent, software code, copyright, design registration, developed product, etc. then the company shall make such request in writing to JCBOSEUST. All IP created by students or faculty of JCBOSEUST is considered property of JCBOSEUST. The terms and conditions for such IP licensing shall be decided by the Institute as per recommendations of Committee.
- The company shall inform if work of any students or faculty (who are not promoters) will be incorporated in the product(s).
- The incubatee would maintain a register with the details of any IP (patents, licenses, copyrights, etc.) that has been brought into the company prior or during their stay at JCBOSEUST. Also, any IP developed during the stay would be maintained in the register.

6. Performance monitoring by Steering Committee

A steering committee set up by Hon'ble Vice Chancellor JCBOSEUST will evaluate the performance of incubation centre and incubatee every 3 months. The emphasis of evaluation will be on checking if the milestones specified in the business plan are met. For a company which has taken seed fund loan, additional checks will be done on the financial health of the company in terms of its order booking, expenses, profitability, utilization of fellowship and seed money loan for the specified purposes and its ability to repay the loan. Further seed fund disbursement will be dependent on the progress shown in previous appraisal.

Periodic assessment would vary depending on the stage of incubation the company is in. Some representative criteria for evaluation are:

A. Ideation / Innovation stage

- Concept development / Opportunity spotting
- Product Development
- Market assessment / Competition analysis
- First level Business Planning / Business Modelling



- Founding Team
- Intellectual property protection
- Seed Funding

B. Pre-Market Stage

- Proof of Concept/ Prototyping
- Product Development and enhancement
- Financial Assistance Required
- Test marketing
- Full scale business planning including production, sales and sourcing

C. Implementation Stage

- Full scale Business Planning
- Pitching for Venture Funding
- Scaling up operations
- Large scale commercialization
- Mature Team Formation

D. Exit stage

- Going National / Global
- Exit options for JCBOSEUST
- Full scale business Graduation
- Post incubation Survival

The incubatee may be asked to provide more frequent updates to JCBOSEUST.

7. Seed Investment Policy

7.1 Eligibility

Seed Investment is not an automatic right for the incubated company. It is subject to fund availability and qualifying the eligibility criteria as established. For availing the seed investment from the Incubation Centre, the applicant has to qualify the following criteria:

1. The applicant should be a private limited company incorporated under the Indian Companies Act.
2. The Applicant should be an incubated company for a period not less than 3 months as on the date of seed investment application.
3. The Applicant should have a paid-up capital not less than 1 Lakhs.



7.2 Process

The seed investment shall have following stages:

Application: Any incubated company desirous of obtaining seed investment and meeting the eligibility criteria shall make an application to the Incubation Center in an approved format.

Evaluation: The incubation center shall constitute a committee comprising of experts in technology domain, financial experts, business experts or any other person deemed fit to evaluate the seed investment application.

The seed investment application may be evaluated on following criteria:

- Technology innovation
- Business model innovation
- Market addressed
- Customer feedback
- Scalability & potential
- Competitor evaluation & pricing

Sanction: The Steering Committee based on the Evaluation Committee recommendations may approve the seed investment which shall not exceed rupees ten lakhs for any incubated company.

Disbursement: The Committee shall approve the release of investment linked to milestone and conditions deemed fit to ensure the proper utilization.

Periodic Assessment: The incubation Centre shall evaluate the performance of incubatee every quarter. The emphasis of evaluation will be on checking if the milestones specified in the incubation application have been achieved or not. The assessment will be done on the financial health of the company in terms of its order booking, expenses, profitability, and utilization of seed money investment for the specified purposes and its ability to repay the investment. Further seed fund disbursal will be dependent on the progress shown in previous appraisal.

7.3 Terms and Conditions

- The incubated company desirous of availing seed-fund shall submit a seed investment application duly signed by the promoters and directors.



- The incubated company shall compensate for any loss or damage due to any act or omission by the incubated company, its promoters, directors or employees to Incubation Centre or JCBOSEUST.
- Any Intellectual Property that is solely created by the incubated company using investment from the Incubation Centre shall be owned by the incubated company. However, the JCBOSEUST's IP Policy shall apply in case if there is contribution from any faculty/students/staff from JCBOSEUST
- The IP was developed using funds, facilities and laboratory/equipment of JCBOSEUST and the company has not paid the charges for such utilization. Notwithstanding anything contrary contained herein, the statute, rules and regulations of JCBOSEUST shall prevail over this policy.

7.4 Consideration: The incubation centre shall charge cash and non-cash consideration from the incubated companies against the services and facilities.

Cash Consideration:

Facility	Charges
Charges per Incubation Units	Standard Incubation charges
Common Facility charges	As per specified rate list
Any other	As requested at the time of providing service

Non-Cash Consideration:

Institute may take 2% to 9.5% equity/ stake in the start-up/ company, based on brand used, faculty contribution, support provided and use of institute's IPR (a limit of 9.5% is suggested so that institute has no legal liability arising out of start-up.

The entire funding may also be sequenced in sub-steps which are pegged to mutually accepted goals achieved by the firm. These steps could be decided on a case to case basis by the steering committee.



7.5 Evaluation

A mutually accepted valuation of the firm has to be achieved for funding and investment in equity. There are many factors affecting the valuation of the startup, some of which are listed below:

- Team size, number of seats taken, and time of the promoters
- Technology and intellectual property rights owned by the company
- Valuation in past funding, if any
- Investment made by promoters in the business including both tangible and intangible assets
- Market characteristics and traction in market
- Product (or service) characteristics
- Current/ forecasted market size and revenues
- Profits projections
- Risk arising from many factors such as competition and alternate technologies/products

7.6 Exit

- The exit policy for the debt investments/debt component of investment must be designed to protect the investment without causing the failure of startup.
- The exit policy with respect to equity investment or equity component of investment must take into account the following:
 - The Incubation Centre shall have the first right to sell the equity held by it when a third party invests by buying the existing equity of the start-up from the promoters.
 - The Incubation Centre shall have the first right to sell equity in an IPO/FPO which has a component of existing equity on offer.
 - The Incubation Centre shall have the right to sell the equity to a third party through private placement with a prior communication of the sale to the start-up.
 - Any sale of equity amounting to change in control of the company to another management/promoters or company must be communicated to the Incubation Centre in advance. The Incubation Centre must be included as



a party in these negotiations. The valuation of the equity in such transactions must be approved by the Incubation Centre for the deal to go through. These include, but are not limited to, mergers, acquisitions and sale of majority interest in the company.

- Six months before the exit, the incubatee will communicate to the Incubation Centre desire to exit and specify one of the option with respect to the investment in the company of the Incubation Centre:
 - Value the investment as investment plus 1.5% per month from the first date of disbursement of seed fund
 - Continue the investment with the consent of Incubator as it is until a third party invest in the company at which point the Incubation Centre the company will take a decision whether to continue or exit.
 - Get a mutually agreed valuation done by independent party
 - The valuation amount can be paid in one instalment at the time of the exit or agreed number of instalments within twelve months of the exit. Such amount will be charged at interest at the rate equivalent to State bank of India fixed deposit rates for one-year duration.



Disclaimer

JCBOSEUST, does not guarantee success and/or feasibility of the technology transferred from the Institute. JCBOSEUST or any person representing them shall not be liable for any acts or omissions of the incubated company. However, in case of any such event the incubated company shall do all that is required to hold JCBOSEUST or any person representing them harmless from any loss including damage, penalty.



Annexure – 1 – Start up Registration Form

Sr. No.	Fields
1	Entity Name
2	Website URL
3	Focus Area - Product / Service
4	Sector
5	Incorporation Structure - Private Limited - Limited Liability Company - Registered Partnership - One Person Company (OPC)
6	Entity Address
7	Director / Promoter's Name
8	Director / Promoter's Mobile Number
9	Director / Promoter's Email Id
10	Incorporation Number as per MCA21
11	Date of Incorporation
12	If not register in Haryana, share of the local employment
13	Self-Declaration - The applicant's entity revenue is below 25Cr per annum*
14	Self-Declaration - The applicant's entity has not been formed by demerger or reconstitution of an already existing business*
15	Self-Declaration - The applicant's entity is not a subsidiary company, wherein the parent company is not a startup itself
16	Self-Declaration - The applicant is not a merged entity wherein the combined entity is not a startup
17	Self-Declaration - The applicant is not a franchisee of an existing business
18	<p>Innovation Proof</p> <p style="padding-left: 40px;">DIPP Startup India recognition certificate</p> <p style="padding-left: 40px;">Patent filed and published in the Journal by the India Patent Office in areas affiliated with the nature of business being promoted</p> <p style="padding-left: 40px;">Sanction / Assurance Letter of funding / Grant to the entity by Government of India or any State Government as part of any specified scheme to promote innovation</p> <p style="padding-left: 40px;">Letter of funding of not less than 20 percent in equity by any Incubation Fund/ Angel Fund/ Private Equity Fund/ Accelerator/ Angel Network duly registered with Securities and Exchange Board of India that endorses innovative nature of the business.</p> <p style="padding-left: 40px;">None of the above</p>
19	In case of none of the above a note on Innovativeness (not more than 2 MB size to be attached)
20	Are you part of an Incubator? If yes, then select your incubator from the list.



Annexure – 2 – Application for Monetary Benefit

Sr. No.	Fields
1	Entity Name
2	Startup's Registration Number
3	Benefit applied 1) Monthly Allowance Grant 2) Reimbursement of Product Development and Marketing/Publicity Assistance 3) Need Based Assistance for Raw Materials / Components / Other related equipment's
4	Amount Claimed In INR
5	Explanation - Monthly Allowance Grant - Details of Product Development and marketing assistance. - Details of need based assistance for Raw Materials / Components / Other related equipment's.
6	Have you availed the assistance earlier? Yes / No (multiple select option if applying for multiple Benefits)
7	Entity's Email Id
8	Account No of the Entity



Annexure – 3 – Document for Due Diligence - Start up

Sr. No.	Fields
1	Signed Shareholder Agreement and covering letter duly certified by a registered Chartered Accountant/statutory auditor authorizing the funding.
2	Enclose copies of Annual Report, Balance Sheets and Profit and Loss Accounts duly certified by a registered Chartered Accountant/statutory auditor.
3	Workforce Proof: Employee State Insurance (ESI) and Provident Fund (PF) challan for the start-up highlighting the workforce duly certified by a registered Chartered Accountant/statutory auditor. In case of a new start-up (where ESI / PF is not applicable), Enclose a workforce detail in a Letter from the date of incorporation to till date duly certified by a registered CA/ Statutory Auditor.
4	Patent certificate.
5	Sanction / Assurance Letter of funding / grant by Government of India or any State Government.
6	Bank Name
7	Account Name
8	Account Number
9	IFSC Code of the Bank



Annexure – 4 – Product Development and Marketing Plan

#	Media Type	Publisher	Duration / Time Frame	Amount	Objective	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
Total						

#	Exhibition Name	Location	Stall Requirement	Dates	Amount	Objective	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
Total							

#	Name	Designation
1		
2		

- 1) **Media Type:** Digital, Print, TV, Radio, Out of Home, Others.
- 2) **Duration / Time Frame:** e.g. number of days, etc.
- 3) **Amount:** Total amount for that media type.
- 4) **Objective:**
- 5) **Exhibition Name:** Name of the conference / exhibition / seminar.
- 6) **Location:** City & Country
- 7) **Stall requirement:** Yes / No
- 8) **Dates:** Duration of the event
- 9) **Traveller Details**



Annexure – 5 – Need Based Assistance

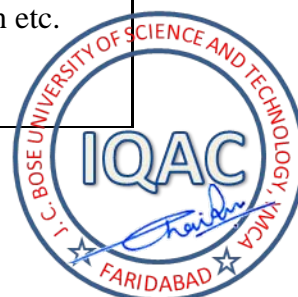
#	Name of Raw Material	Details	Use of Raw Material	Amount	Objective	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
Total						

- 1) **Name of the Raw Material:** Exact name of the product.
- 2) **Details:** Specification and supplier detail.
- 3) **Relevance** for the start-up
- 4) **Amount**
- 5) **Objective**



Annexure – 6– Incubator Application

Sr. No.	Fields																
1	Name of the Incubator																
2	Name of the University/Organization in which Incubator in situated																
2	Website URL																
3	Existing / Aspiring																
4	Sector																
5	Incorporation Structure - Society (under The Societies Registration Act, - Section 8 Company (under The Companies Act, 2013) - Private Limited Company (under The Companies Act, 2013) - Public Company (under The Companies Act, 2013) - Limited Liability Partnership (under The Limited Liability Partnership Act, 2008)																
6	Entity Address																
7	Email ID																
8	Phone Number																
9	Contact Person Name																
10	Designation																
11	Mobile																
12	Email Id																
13	Incorporation Number																
14	Incorporation Date																
15	Floor Area																
16	Laboratory /workshop facilities																
17	Internet (Internet speed, Wi-Fi, etc.)																
18	Total Manpower for O&M																
19	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">Details of the Govt. / Corporate sponsored incubation programs, if any?</th> <th style="width: 20%;">Sponsoring Agency</th> <th style="width: 20%;">Name of the scheme / programs</th> <th style="width: 20%;">Achievements</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Details of the Govt. / Corporate sponsored incubation programs, if any?	Sponsoring Agency	Name of the scheme / programs	Achievements												
Details of the Govt. / Corporate sponsored incubation programs, if any?	Sponsoring Agency	Name of the scheme / programs	Achievements														
20	Incubates Graduated																
21	If aspiring incubator, please attach a concept note covering <ul style="list-style-type: none"> - Names of the Industries or Individuals that would be associated with the incubator along with their letter of intent. - CV/ Resume of Full-time Managing Team (Board, CEO and other officials) - List of key mentors providing the designation, qualification etc. - Sector focus ,Floor plan 																



Annexure – 7 – Incubator Monetary Benefit Application

Sr. No.	Fields
1	Registration Number
2	Nature of benefit - One time capital grant - Reimbursement grant - Performance grant
3	Self-Declaration - Dedicated Space of at least 5,000 square feet. - Physical Incubator



Annexure – 8 – Document for Due Diligence - Incubator

Sr. No.	Fields
1	Proposed Budget Plan
2	Detailed Business Plan
3	Registration Certificate of the applicant
4	Memorandum of Association of the applicant
5	Audited Statement of Accounts for the last three years
6	Annual Reports for the last three years
7	Names of the Industries or Individuals that would be associated with the incubator along with their letter of intent.
8	CV/ Resume of Full-time Managing Team (Board, CEO and other officials)
9	Registration Certificate of the incubator
10	Proof of availability of 5,000 sq. feet built up space along with lease deed in favor of the incubator
11	List of key mentors providing the designation, qualification etc.
12	List of successful start-ups along with supporting documents, if any.
13	Bank Name
14	Account Name
15	Account Number
16	IFSC Code



Annexure – 9– Form for Nodal Institute

Sr. No.	Fields
1	Nodal Institute Name
2	Website URL
3	Sector
4	Incorporation Structure
5	Entity Address
6	Director / Promoter Name
7	Director / Promoter Mobile
8	Director / Promoter Email Id
9	Incorporation Number
10	Incorporation Date
11	Expert Committee Details (Multiple Entries)
12	Name
13	Designation
14	Experience
15	Focus Area
16	Bank Name
17	Account Name
18	Account Number
19	IFSC Code
20	Review – Internal Expert or External Expert
21	Name of the External Expert
22	Mobile Number
23	Email ID
24	Sector Focus of the External Expert

