



PARTH SOMPURA FILMS LLP

(ISO 9001:2015 Certified)



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Startup India & MSME Compliance Policy

1. Purpose

Parth Sompura Films LLP (“the Firm”) is recognized as a Startup under the **Department for Promotion of Industry and Internal Trade (DPIIT)** and registered as a **Micro, Small and Medium Enterprise (MSME)**. This Policy establishes guidelines for the responsible and transparent use of Startup India and MSME benefits in public and private procurement, while ensuring compliance with all applicable regulations.

2. Scope

This Policy applies to:

- All employees and partners involved in tender preparation, bid submissions, and contract management
- Vendors and representatives acting on behalf of the Firm in procurement activities
- Consultants and advisors engaged for compliance-related matters

3. Responsible Use of Statutory Benefits

- The Firm shall avail exemptions, benefits, and relaxations under Startup India and MSME schemes **only where explicitly permitted under tender terms and applicable government notifications**.
- These benefits may include:
 - Turnover eligibility relaxations
 - Earnest Money Deposit (EMD) exemptions
 - Bid security waivers
 - Preferential procurement considerations
- All claims must be supported by **current and valid registration certificates**.

4. Documentation and Record-Keeping

- The following documents shall be maintained and updated regularly:
 - Valid DPIIT Startup Recognition Certificate
 - MSME Udyam Registration Certificate
 - Any other statutory licenses or registrations relevant to tender eligibility

- All bid submissions shall include **self-attested copies of these certificates**, clearly referenced in the documentation index.
- Records of exemptions claimed shall be retained for a **minimum of 5 years**.

5. Compliance and Internal Audits

- An internal compliance review shall be conducted **at least once per year** to:
 - Verify the validity of all certifications
 - Confirm proper documentation in tender submissions
 - Review adherence to eligibility criteria
- Findings shall be documented, and corrective actions implemented where required.

6. Prohibition of Misrepresentation

- Misuse, misrepresentation, or fraudulent use of Startup India or MSME benefits is **strictly prohibited**.
- Employees and representatives must not:
 - Submit expired, invalid, or altered certificates
 - Falsify turnover figures or business status
 - Misstate eligibility in any tender or contractual documentation

7. Ethical Startup and MSME Engagement

- The Firm is committed to **ethical startup growth**, including:
 - Transparent dealings with clients and authorities
 - Advocacy of fair and inclusive procurement policies
 - Mentorship and support to other startups and small businesses in the industry
- Any conflicts of interest or perceived impropriety must be **disclosed immediately** to the Managing Partner or Compliance Officer.

8. Reporting and Accountability

- Any suspected non-compliance or misuse of benefits must be reported without delay to:
 - The Managing Partner, or
 - The designated Compliance Officer
- Reports shall be treated confidentially and investigated promptly.
- Employees making reports in good faith will be protected against retaliation.

9. Disciplinary Action

- Violations of this Policy may result in:
 - Disciplinary measures, including suspension or termination
 - Blacklisting of responsible vendors or consultants
 - Recovery of any benefits wrongfully claimed
 - Legal action or regulatory reporting as applicable

10. Policy Review and Updates

This Policy shall be reviewed annually and updated as required to remain compliant with:

- The **Micro, Small and Medium Enterprises Development Act, 2006**
- **Startup India Action Plan** and DPIIT guidelines
- Relevant procurement rules and tender notifications

11. Acknowledgment

All employees, vendors, and consultants involved in tendering and compliance must sign an acknowledgment confirming that they have read, understood, and agree to adhere to this Policy.

