

INDUSTRIAL DEVELOPMENT BOARD
BUILDING A CREATIVE R&D CULTURE IN SRI LANKA
- PILOT PROJECT FOR FOOD BASED INDUSTRIAL SECTOR -

PROMOTING AND FACILITATING ESTABLISHMENT OF *IN-HOUSE R & D UNITS*
IN FOOD PROCESSING INDUSTRIES

APPLICATION FOR RECOGNITION OF IN-HOUSE R&D UNIT(S)

PART-A

GENERAL INFORMATION

1. Name of the company:
2. Brief history of the company:
3. Address:
 - i. Head office
 - ii. Factory/factories
 - iii. R&D laboratory
4. Scale of the Industry: Large / Medium / Small Scale
5. Ownership of the Company: Sole Proprietary/Partnership/Company
6. Technical Collaboration, if any:

	Product(s)	Name & Address of the Technical Collaborator
Foreign		
Local		



7. Annual turnover for the last 3 years (Rupees in Mn):

Year	Local (Rupees in Mn)	Export (Rupees in Mn)	Total (Rupees in Mn)

8. Main products manufactured:

#	Product(s)	Installed Capacity	Yearly Production for the last 3 Years		
			2021	2022	2023

9. Total manpower employed by the firm including those of R&D:

Category		No.
Technical	Executives	
	Non Executives	
Non- Technical	Executives	
	Non Executives	
Others		
Total		



10. Total R&D expenditure of the company

Past three years (Actuals) Rs. Mn			Current year 2023(Budg eted) Rs. Mn.	Next three years (Estimated) Rs. Mn		
2020	2021	2022		2024	2025	2026

PART-B :**RESEARCH & DEVELOPMENT**

11. Location/ Address of the R&D unit:

12. Date of commencement of R&D work:

13. Main objectives of the R&D program

14. Whether R&D establishment is housed in a separate building inside/outside the factory premises?

15. Kindly provide the following documents.

(a) Layout plan of the R&D unit

(b) Approx. floor area of the R&D Unit.

(c) Photographs of the major R&D facilities

16. Are separate accounts maintained for R&D expenditure? (Yes/No)

17. Are the R&D activities separate from production and quality control? (Yes/No)



18. List of major R&D equipment procured:

- a) Value of R&D equipment, as on date (Provide a list of equipment)
- b) Gross cumulative value of all quality control and testing facilities/equipment (**other than R&D facilities**), as on date.

19. Do you have a full time R&D Director/Head? if so,

- a) Name & Designation
- b) Qualifications and Experience
- c) Date of appointment to the post
- d) Contact Nos (Telephone, Mobile, Fax and Email)

20. Details of R&D achievements made during the past 3 years: Please attach a separate sheets giving details as Annexures.

- a) New products developed
- b) New processes developed
- c) Improvement in existing production process(s)
- d) Energy conservation
- e) Pollution control
- f) Import substitution (indicate items developed and foreign exchange earned).
- g) Seminars/symposia attended by R&D staff (Give details)
- h) Number of papers published (attach a copy if available)
- i) Number of R&D personnel who attended R&D training (Give details)



21. Patents obtained in Sri Lanka or abroad during the last 3 years:

#	Products/Process	Names of the Country	Year	Patent No.

22. Whether any of the new technologies developed by the industry have been

a) Commercialized by the company

#	Technology	Year of Commercialized

b) Exported

#	Technology	Year of exported	Country

c) Sold to other Companies

#	Technology	Year of sold	Country



23. Details of grants-in-aid / funds / loan / equity received for R&D programmes/ commercialization of technologies from any Govt. institute(s) during the last three years

24. Educational status of the manpower engaged in R&D:

Qualification Level	Full-time employees (Number)	Part-time employees (Number)	Proposed Recruitment of R&D manpower in next three years		
			2024	2025	2026
PhD					
Master Degrees/Post graduate Diplomas					
Graduates/ Engineers					
Higher National Diplomas					
Others					
Total					

I hereby certify that all the particulars furnished above are correct and complete to the best of my knowledge and belief. I agree to comply with the terms and conditions of the scheme of recognition as laid down by the Industrial Development Board and I know that providing false information will result in the application being rejected.

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Signature

(M.D./Chief Executive or Head of the organization)

Name:

Designation:

Address:

Contact Details:

Tel./ Mobile Nos. :

Fax No. :

Email Address:

Date:



INDUSTRIAL DEVELOPMENT BOARD
Ministry of Industries

