



# **Handbook of Procedures (Vol. I)**

**(Appendices and Aayat Niryat Forms)**

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Government of India  
Ministry of Commerce and Industry  
Department of Commerce

Website: <http://dgft.gov.in>



**APPENDICES**

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**AAAYAT NIRYAT FORMS**



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# **APPENDICES**



## APPENDIX 1

### LIST OF REGIONAL AUTHORITIES AND THEIR JURISDICTION

S.No. (1)	Name & Address (2)	Telephone No./Fax No./E-mail (3)	Territorial Jurisdiction (4)
<b>HEADQUARTER</b>			
1.	Director General of Foreign Trade H-Wing, Gate No.2, Udyog Bhavan, New Delhi-110011	Tel: 011-23062777 Fax:011-23062225 E-mail: <a href="mailto:dgft@nic.in">dgft@nic.in</a>	Throughout India
<b>Regional Authorities</b>			
<b>Northern Zone</b>			
2.	The Joint Director General of Foreign Trade, Central Licensing Area (CLA), “Y” Shape Building, ‘A’ Wing, I.P. Bhawan, Near I.T.O. New Delhi - 110 002.	Tel: 011-23379115 Fax: 011-23379114 E-mail: <a href="mailto:jdgftcla@hotmail.com">jdgftcla@hotmail.com</a>	-Delhi, -Haryana, districts of (i)Faridabad (ii) Gurgaon -Uttar Pradesh, districts of (i)Meerut, (ii) Ghaziabad (iv)Bulandshahar
3.	Joint Director General of Foreign Trade, 3 <sup>rd</sup> Floor, Udyog Bhawan, Tilak Marg, Jaipur-302005	Tel: 0141-2227604 Fax: 0141-2227604 E-Mail: <a href="mailto:jdgft@raj.nic.in">jdgft@raj.nic.in</a>	Rajasthan.
4.	The Joint Director General of Foreign Trade, C-IV, Green Field, Pakhowal, Ludhiana-141 002	Tel: 0161-2430474, 2401754 Fax: 0161-2421280 E-Mail: <a href="mailto:dgft-ldh@chd.nic.in">dgft-ldh@chd.nic.in</a>	Punjab excluding the districts of Amritsar, Roop Nagar(Ropar) and Sahibzada Ajit Singh Nagar.
5.	The Joint Director General of Foreign Trade, 117/L-444, Kakadeo, Kanpur - 208025	Tel:0512-2500352 Fax: 0512-2501344 E-Mail: <a href="mailto:dgftkan@knp.nic.in">dgftkan@knp.nic.in</a> <a href="mailto:dgftkan@sify.com">dgftkan@sify.com</a>	Uttar Pradesh excluding those areas which are under the jurisdiction of Jt. Director General of Foreign Trade (CLA), New Delhi, Varanasi, Moradabad and Panipat
6.	The Joint Director General of Foreign Trade, B-38/1-A-2, Tulsipur, Mehmoorganj Varanasi (UP)	Tel: 0542-2361907 Fax:0542-2362957 E-mail: <a href="mailto:jdgft@varanasi.up.nic.in">jdgft@varanasi.up.nic.in</a>	Districts of Varanasi, Mirzapur,Ghazipur, Azamgarh, Ballia,Deoria, Gorakhpur, Basti, Jaunpur, Sonebhadra, Mau and Sidharthanagar.
7.	The Joint Director General of Foreign Trade, 110-111, Parvasnath Plaza, Majhola, Delhi road, Moradabad- 244103	Tel: 0591-2488221 Fax:0591-2487447 E-mail: <a href="mailto:jdgftmbd@hotmail.com">jdgftmbd@hotmail.com</a>	Districts of Bijnaur, Moradabad, Rampur, Jyotiba Phuley Nagar, Barielly, Shahjahanpur, Badaun and Pillibhit of UP.
8.	The Joint Director General of Foreign Trade, The Mall, C.B.R. Building, Amritsar - 143 001	Tel: 0183-2506403/2507403 Fax: 0183-2507403 E-Mail: <a href="mailto:rjdgftasr@hotmail.com">rjdgftasr@hotmail.com</a>	Amritsar District.

9. The Joint Director General of Foreign Trade, SCO-288, Sector-35-D, Chandigarh - 160 023  
Tel: 0172-2648661  
Fax: 0172-2602314  
E-Mail: [jdght@chd.nic.in](mailto:jdght@chd.nic.in)  
Himachal Pradesh and Union Territory of Chandigarh as well as district of Roop Nagar (Ropar), Sahibzada Ajit Singh Nagar and Panchkula
10. The Joint Director General of Foreign Trade, L-482, Model Town, Panipat (Haryana)  
Tel: 0180-2650984 /2651427  
Fax:0180-2650710  
E-Mail: [jdghtpnp@sify.com](mailto:jdghtpnp@sify.com)  
Haryana excluding Districts of (i) Faridabad (ii) Gurgaon and (iii) Panchkula  
Districts of Uttar Pradesh. i) Saharanpur ii) Muzaffarnagar
11. The Joint Director General of Foreign Trade, 24-C/C, Gandhi Nagar, Jammu  
Tel: 0191-2435834 / 2438048  
Fax: 0191-2435834  
E-Mail: [dgftjammu@yahoo.com](mailto:dgftjammu@yahoo.com)  
[dgftjammu@hotmail.com](mailto:dgftjammu@hotmail.com)  
Jammu & Kashmir
- 11.A The Deputy Director General of Foreign Trade, Directorate of Industries office Building Industrial Area, Patel Nagar, Dehradun-248001.  
State of Uttarakhand

#### Western Zone

12. The Joint Director General of Foreign Trade, Central Govt. Offices, New Building, S.E.Wing, New Marine Lines, Churchgate, Mumbai - 400 020.  
Tel: 022-22017716/22038094/22033097/22031074  
Fax: 022-22063438  
E-Mail: [zjdgt@dgtmum.bom.nic.in](mailto:zjdgt@dgtmum.bom.nic.in)  
i) Maharashtra excluding the area which are under the jurisdiction of Joint Director General of Foreign Trade, Pune and Deputy Director General of Foreign Trade, Nagpur (ii) Daman, (iii) Dadra and Nagar Haveli.
13. The Joint Director General of Foreign Trade, 'A' Block, 11th Floor, Govt. Multistoreyed Building, Lal Darwaja, Ahmedabad - 380 001.  
Tel:079-5506791  
Fax: 0272-5506791  
E-Mail: [jdghtahd@guj1.guj.nic.in](mailto:jdghtahd@guj1.guj.nic.in)  
Gujarat State excluding the areas which are under the jurisdiction of Jt.DGFT Rajkot, Baroda, Surat and Development Commissioner KFTZ.
14. The Joint Director General of Foreign Trade, 'C' Block, PMT Commercial Complex, Shankarseth Road, Swargate, Pune - 411 037  
Tel:020-4441577/4449598  
Fax:020-4441577  
E-Mail: [jdgt\\_pune@hotmail.com](mailto:jdgt_pune@hotmail.com)  
Districts of Maharashtra (i) Pune, (ii) Ahmed Nagar, (iii) Jalna (iv) Beed (v) Kolhapur, (vi) Latur, (vii) Nanded (viii) Osmanabad, (ix) Prabhani, (x) Ratnagiri, (xi) Sangli, (xii) Satara, (xiii) Solapur, (xiv) Sidhurg (xv) Nashik



- |      |   |  |  |
|------|---|--|--|
| 15.  | The Joint Director General of Foreign Trade,<br>Kuber Bhawan, 9th Floor, E-Block, Room No.901 & 902, Kothi Compound, Vadodara - 390 001                     | TEL: 0265-2429368/ 2428789<br>FAX: 0265-2428789<br>E-Mail: <a href="mailto:jdgtf@satyam.net.in">jdgtf@satyam.net.in</a>  | Districts of Gujarat<br>(ii) Vadodara,<br>(iii) Kheda,<br>(iii) Panchmahal<br>(iv) Broach  |
| 16.  | The Joint Director General of Foreign Trade,<br>3rd Floor, Nirman Sadan, Behind Govt. Press, 52-A, Arera Hills, Bhopal - 462 011                            | Tel: 0755-2553323<br>Fax: 0755-2553303<br>E-Mail: <a href="mailto:dgfbpl@mp.nic.in">dgfbpl@mp.nic.in</a>   | Madhya Pradesh excluding the area which are under the jurisdiction of Deputy Director General of Foreign Trade, Nagpur.  |
| 17.  | The Dy. Director General of Foreign Trade,<br>Ashirwad Building 18th June Road, Santa Inoz, Panjim - 403 001 (GOA)  | Tel / Fax: 0832-2224968<br>E-Mail: <a href="mailto:jdgtfgoa@hotmail.com">jdgtfgoa@hotmail.com</a><br><a href="mailto:dvdgtf@goa.nic.in">dvdgtf@goa.nic.in</a>                          | Goa  |
| 18.  | The Jt. Director General of Foreign Trade<br>Amruta Estate (Jasani Building), 4th Floor, M.G.Road, Rajkot-360001  | Tel: 0281-2458416/2458417<br>Fax: 0281-2458414<br>E-mail: <a href="mailto:jdgtftraj@hotmail.com">jdgtftraj@hotmail.com</a><br><a href="mailto:jdgtf@hotmail.com">jdgtf@hotmail.com</a> | The District of Gujarat<br>(i) Saurashtra (excluding Kutch)(ii) Diu in the Union Territory of Daman and Diu.   |
| 19.  | The Joint Director General of Foreign Trade,<br>634-636 Belgium Tower, Ring Road<br>Surat - 395 003.  | Tel: 0261-2423381<br>Fax: 0261-2452216<br>E-Mail: <a href="mailto:dgftsur@guj.nic.in">dgftsur@guj.nic.in</a>   | Districts of Gujarat<br>(i) Surat,<br>(ii) Valsad and<br>(iii) Dangs   |
| 19 A | The Deputy Director General of Foreign Trade, Chhattisgarh State Industrial Development Corporation Ltd. Office Complex, Raipur -492001 State Chhattisgarh. | 0777102263450  | State of Chhattisgarh  |
| 19B  | The Deputy Director General of Foreign Trade,<br>V I A Premises, 1 <sup>st</sup> Floor, Udyog Bhavan, Civil Lines<br>Nagpur 440001                          | Tel: 0712-2541451/<br>2541256<br>Fax: 0712-2545190   | i) Districts of Maharashtra – Akola, Amravati, Buldhana, Bhandara, Chandrapur, Gadchiroli, Gondiya, Hingoli, Nagpur, Wardha, Washim and Yavatmal.<br><br>ii) Districts of Madhya Pradesh – Balaghat, Betul, Chhindwara and Seoni |

#### Eastern Zone

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| 20. | The Joint Director General of Foreign Trade,<br>4, Esplanade East,<br>Kolkata - 700 069.   | Tel: 033-22481228<br>Tele Fax: 033-22485892<br>E-Mail: <a href="mailto:jdgtfkol@nic.in">jdgtfkol@nic.in</a>      | West Bengal, Sikkim, Tripura and Union Territory of Andaman and Nicobar. |
| 21. | The Joint Director General of Foreign Trade, OSIC Building, 5 <sup>th</sup> Floor, Khapuria Industrial Estate, Cuttack - 753 010 | Tel: 0671-2343034<br>Fax: 0671-2342596<br>E-Mail: <a href="mailto:jdgtfctc@hotmail.com">jdgtfctc@hotmail.com</a> | Orissa.  |
| 22. | The Joint Director General of Foreign Trade,   | Tel: 0361-2202583<br>Fax :0361-2453587   | Assam, Arunachal Pradesh, Nagaland and Manipur.                          |

	R.B. Baruah Road, Gauhati - 781 024	E-Mail: <a href="mailto:jdgtne1@sify.com">jdgtne1@sify.com</a>	
23.	The Joint Director General of Foreign Trade, Biscomaun Bhawan, (Ground Floor), Patna - 800 001	Tel: 0612-212052 Fax : 0612-231326 E-Mail: <a href="mailto:jdgtf@bih.nic.in">jdgtf@bih.nic.in</a> <a href="mailto:Jdgtf_pat@hotmail.com">Jdgtf_pat@hotmail.com</a>	Bihar and Jharkhand
24.	The Dy. Director General of Foreign Trade, Morello Building, Shillong - 793 001	Tel: 0361-223360 Fax: 0361-223360 E-Mail: <a href="mailto:dgftshil@shillong.meg.nic.in">dgftshil@shillong.meg.nic.in</a>	Meghalaya, and Mizoram.
<b>Southern Zone</b>			
25.	The Joint Director General of Foreign Trade, 4 <sup>th</sup> Floor, Shastri Bhavan Annexe, Chennai-600006	Tel:044-28283404/28283408 Fax:044- E-mail: <a href="mailto:zjdgtf@aec-ch.tn.nic.in">zjdgtf@aec-ch.tn.nic.in</a> <a href="mailto:aec@aec-ch.tn.nic.in">aec@aec-ch.tn.nic.in</a>	Tamil Nadu except the areas which are under the jurisdiction of (i) Jt.DGFT Madurai, (ii) Jt.DGFT Coimbatore (iii) Jt.DGFT Pondicherry
26.	The Joint Director General of Foreign Trade, C & E Wing, 6th Floor, Kendriya Sadana, 7th Main, 2 <sup>nd</sup> Block, Koramangala, Bangalore - 560034	Tel: 080-25537213/14/15 Fax:080-25537214 E-Mail <a href="mailto:bnjgdgtf@kar.nic.in">bnjgdgtf@kar.nic.in</a>	Karnataka.
27.	The Joint Director General of Foreign Trade, 5 <sup>th</sup> Floor, A Block, Kendriya Bhawan, Kakkanad, Kochi - 682037	Tel: 0484-2427397, 2426378 Fax: 0484-2427069 E-Mail <a href="mailto:dgftchn@nic.in">dgftchn@nic.in</a>	(i) Kerala except the districts of Trivandrum, Quilon and Pathanamthitta, (ii) Lakshadweep.
28.	The Joint Director General of Foreign Trade, Gokulam Building (Ground Floor), TC-2/1400, Pattom, Trivandrum – 695004	Tel: 0471-2441903 / 2441867 Fax:0471-2441867 E-Mail: <a href="mailto:dgftvm@kerala.nic.in">dgftvm@kerala.nic.in</a> <a href="mailto:jdgtftrivandrum@hotmail.com">jdgtftrivandrum@hotmail.com</a>	Districts of Kerala (i) Thiruvananthapuram (ii) Quilon, (iii) Pathanamthitta
29.	The Joint Director General of Foreign Trade, Kendriya Sadana, 1 <sup>st</sup> Floor, Vth Block, Sultan Bazar, Hyderabad - 500 195	Tel: 040-24651598/24653881/ 24656009/24732980/24653869 Fax: 040-24651598 E-mail: <a href="mailto:jdgtf@ap.nic.in">jdgtf@ap.nic.in</a> <a href="mailto:jdgtfthyd@hotmail.com">jdgtfthyd@hotmail.com</a>	Andhra Pradesh excluding the areas in the jurisdiction of Jt.DGFT Visakhapatnam.
30.	The Joint Director General of Foreign Trade, 1544, India Life Building, (Annex. 1 <sup>st</sup> Floor), Tirchy Road, Coimbatore - 611 018	Tel: 0422-2300947 FAX: 0422-2300846 E-Mail: <a href="mailto:jdgtf@jdqcb.tn.nic.in">jdgtf@jdqcb.tn.nic.in</a>	Districts of Tamil Nadu (i) Coimbatore, (ii) Nilgiris, (iii) Periyar (iv) Salem (v) Karur (vi) NAMAKKAL
31.	The Joint Director General of Foreign Trade, Plot No.117, 1st Main Road, K.K. Nagar, Madurai - 625 020	Tel: 0452-2586485 Fax:0452-2586485 E-Mail: <a href="mailto:jdgtf_mdu@yahoo.com">jdgtf_mdu@yahoo.com</a>	Districts of (i) Madurai, (ii) Theni.Dindigul, (iii) Ramnad (iv) Virudhunagar, (v) Sivaganga,

			(vi) Tirunelveli (vii) Tuticorin (viii) Kanyakumari
32.	The Joint Director General of Foreign Trade, 427, Bharathi Street, Post Box No.14, Pondicherry - 605 001	Tel: 0413-2336311/ 2336216 Fax :0413-2336311 E-Mail: <a href="mailto:jdgtf@pondy.pon.nic.in">jdgtf@pondy.pon.nic.in</a> <a href="mailto:ponjdgtf@jdgtfpon.nic.in">ponjdgtf@jdgtfpon.nic.in</a>	Union Territory of Pondicherry, Karaikal, Mahe, Yanam and Districts of Ramaswamy Padayatchiyar and South Arcot of Tamil Nadu.
33.	The Joint Director General of Foreign Trade, Udyog Bhavan, A Block, Siripuram Junction, Vishakhapatnam-530 016	Tel: 0891-2747146 Fax :0891-2747146 E-Mail: <a href="mailto:jdgtf@dgftvis.ap.nic.in">jdgtf@dgftvis.ap.nic.in</a>	Districts of Andhra Pradesh (i) Srikakulam, (ii) Vizianagaram, (iii) Visakhapatnam, (iv) East Godavari (v) West Godavari
<b>Special Economic Zone</b>			
34	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner, SEEPZ-Special Economic Zone, Andheri (East), Mumbai – 400096, Maharashtra	Fax –022-8291385/ 02228291385 E-mail-dc@seepz.com Ph-022-28290856 Website-www.seepz.com	Units situated in Santa Cruz SEZ and approved EOU/SEZs located in Maharashtra, Goa, Daman and Diu, Dadra and Nagar Haveli
35	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner, Kandla Special Economic Zone, Gandhidham, Kutch-370230, Gujarat.	FAX : 02836-52250/ 02836252250 E-mail : kasez@sancharnet.in, kasez@kandlasez.com Ph.-02836-253300 Website-www.kandla.com	1. Kutch District of Gujarat 2. Units situated in Kandla and Surat SEZs 3. Approved EOU/SEZs located in Gujarat
36.	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner, Madras Special Economic Zone, Administrative Office Building, National Highway 45, Tambaram, Chennai- 600045, Tamil Nadu	FAX :044-2368218/ 04422628218 E-mail : mepz@vsnl.com Mepz@md5-vsnl.net.in Ph.-044-2362820 Website-www.mepz.com	Units situated in Madras Special Economic Zone and approved EOU/SEZs located in Tamil Nadu, Andaman & Nicobar Islands, Union Territory of Pondicherry, excluding Mahe and Yanam
37.	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner, Cochin Special Economic Zone, Kakkanad, Cochin – 682030, Kerala	FAX : 0484-422530/ 04842413074 Email : dcecpz@md2.vsnl.net.in Ph.-0484-422545 Website-www.cepz.com	Units situated in Cochin SEZ and approved EOUs/SEZs located in Kerala, Karnataka, Union Territory of Lakshadweep and Mahe
38.	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner,	Fax : 0891-587352/ 08912749106 e-mail : vepz@ap.nic.in Ph.-0891-2587555 Website-www.vepz.com	Units situated in Visakhapatnam Special Economic Zone and approved EOU/SEZs located in Andhra Pradesh, Chattisgarh and Yanam

Visakhapatnam Special  
Economic Zone, Duvvada  
Visakhapatnam – 530046  
Andhra Pradesh

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|----|---|---|--|
| 39 | Development Commissioner/<br>Joint Development<br>Commissioner/ Deputy<br>Development Commissioner/<br>Assistant Development<br>Commissioner,<br>NSEZ, Noida Dadri Road, Phase<br>II, Noida Distt., Gautam Budh<br>Nagar – 201305 (UP)          | Fax : 951202562314<br>E-mail : dcnepz@nda.vsnl.net.in<br>Ph.-95120-2562315<br>Website-www.nepz.com    | Units situated in Noida Special<br>Economic Zone and EOU/SEZs<br>situated in Delhi, Uttar Pradesh,<br>Uttarakhand, Punjab, Haryana,<br>Himachal Pradesh, Jammu &<br>Kashmir, Rajasthan and<br>Chandigarh             |
| 40 | Development Commissioner/<br>Joint Development<br>Commissioner/ Deputy<br>Development Commissioner/<br>Assistant Development<br>Commissioner,<br>FSEZ, 2nd MSO Building, 4th<br>Floor, Room No.4, Nizam Place,<br>234/4, AJC Bose Road, Kolkata | FAX : 033-22477923<br>Ph.-033-22472263<br>E-mail-fepz@wb.nic.in<br>Website-www.fepz.com               | Units situated in Falta Special<br>Economic Zone and EOU/SEZs<br>situated in West Bengal, Orissa,<br>Bihar, Jharkhand, Assam,<br>Tripura, Manipur, Meghalaya,<br>Nagaland, Mizoram, Sikkim and<br>Arunachal Pradesh. |
| 41 | Development Commissioner/<br>Joint Development<br>Commissioner/ Deputy<br>Development Commissioner/<br>Assistant Development<br>Commissioner,<br>Indore Special Economic Zones,<br>Sector – III, Pithampur,<br>Distt.Dhar                       | Tel: 91-07292-297111 /<br>07292-256532<br>Email: sez_indore@yahoo.co.in<br>Website: www.sezindore.com | Units situated in Indore Special<br>Economic Zones and<br>EOUs/SEZs situated in<br>Madhyapradesh   |

Note1: Units situated in multi product Special Economic Zones other than those mentioned at Sl.No.34-41 above, shall come within the jurisdiction of respective Development Commissioners of the SEZs. In case of units in single product SEZs including IT/ITES SEZ, the work relating to issuance of IEC shall come under the jurisdiction of respective Regional Authorities of DGFT.

## APPENDIX 1 A

### Jurisdiction of Regional Authority and List of Nominated Agencies for the Purpose of Gem and Jewellery Export Promotion Schemes

(Please see paragraph 4A.4 of FTP and 4A.1 of HBP v.1)

#### LIST OF REGIONAL AUTHORITIES AND THEIR JURISDICTION REGIONAL AUTHORITY

<u>REGIONAL AUTHORITY</u>	<u>JURISDICTION</u>
i) Jt. DGFT, Mumbai.	Districts falling under the jurisdiction of Jt.DGFT, Mumbai, Pune, Bhopal, Goa and Dy.DGFT, Raipur as given in Appendix 1
ii) Jt. DGFT, Kolkata.	Districts falling under the jurisdiction of Jt. DGFT, Kolkata, Guwahati, Patna and Shillong as given in Appendix 1
iii) Jt. DGFT, Chennai	Districts falling under the jurisdiction of Jt.DGFT, Chennai, Coimbatore, Madurai and Pondicherry as given in Appendix 1
iv) Jt. DGFT (CLA), Delhi.	Districts falling under the jurisdiction of Jt. DGFT, (CLA) New Delhi, Kanpur, Ludhiana, Moradabad, Varanasi, Amritsar, Chandigarh, Panipat, Jammu and Dy.DGFT, Dehradun as given in Appendix 1
v) Jt. DGFT, Jaipur.	Districts falling under the jurisdiction of Jt.DGFT, Jaipur as given in Appendix 1
vi) Jt. DGFT, Bangalore.	Districts falling under the jurisdiction of Jt. DGFT, Bangalore as given in Appendix 1
vii) Jt. DGFT, Kochi	Districts falling under the jurisdiction of Jt.DGFT, Kochi as given in Appendix 1.
viii) Jt. DGFT, Ahmedabad.	Districts falling under the jurisdiction of Jt. DGFT, Ahmedabad, Baroda, Rajkot, as well as Development Commissioner, KFTZ as given in Appendix 1
ix) Jt. DGFT, Hyderabad	Districts falling under the jurisdiction of Jt.DGFT, Hyderabad, Visakhapatnam as given in Appendix 1
x) Jt.DGFT, Surat	District falling under the jurisdiction of Jt.DGFT, Surat as given in Appendix 1
xi) Jt.DGFT, Cuttack	District falling under the jurisdiction of Jt.DGFT, Cuttack as given in Appendix 1
xii) Jt.DGFT, Thiruvananthapuram	District falling under the jurisdiction of Jt.DGFT, Thiruvananthapuram as given in Appendix 1

## LIST OF NOMINATED AGENCIES

### A. ADDRESSES OF BANKS AUTHORISED BY RESERVE BANK OF INDIA AS NOMINATED AGENCIES FOR IMPORT OF GOLD AND SILVER

1	<b>Allahabad Bank</b> The Chairman & Managing Director Allahabad Bank Head Office Foreign Department, 'White House' 2nd floor, 119, Park Street Kolkata – 700 016	2	<b>Axis Bank</b> The Chairman & Managing Director, Axis Bank Central Office , Maker Towers 'F', 13 <sup>th</sup> Floor, Cuffe Parade, Colaba, Mumbai 400 005
3	<b>Bank of Baroda</b> The Chairman & Managing Director, Bank of Baroda, Baroda Corporate Centre, C26, G Block, Bandra Kurla Complex	4	<b>Bank of India</b> The Chairman & Managing Director Bank of India Head Office Express Towers-14 <sup>th</sup> Floor, Nariman Point, Mumbai 400021
5	<b>Bank of Nova Scotia</b> Chief Executive Officer-INDIA Bank of Nova Scotia Mittal Tower –B Wing, Nariman Point, Mumbai 400 021	6	<b>Canara Bank</b> The Chairman & Managing Director Canara Bank H.O., 112, J.C.Road Bangalore 560 002
7	<b>Corporation Bank</b> The Chairman & Managing Director Corporation Bank Head Office Mangaladevi Temple Road P.B.No.88, Mangalore 575 001	8	<b>Dena Bank</b> The Chairman & Managing Director International Division Dena Bank 17/B, Horniman Circle Fort Mumbai 400 023
9	<b>The Federal Bank Ltd.</b> The Chairman & CEO, Federal Bank Ltd., Head Office, Federal Towers, Aluva -683101, Kerala.	10	<b>The HDFC Bank Ltd</b> The Chairman & Managing Director, HDFC Bank Ltd. Kamala Mills Compound Senapati Bapat Marg Lower Parel, Mumbai 400 013
11	<b>ICICI Bank</b> The Chairman & Managing Director ICICI Bank Ltd. ICICI Bank Towers Bandra–Kurla Complex Mumbai 400 051	12	<b>Indian Bank</b> The Chairman & Managing Director Indian Bank Head Office, 66, Rajaji Salai, Chennai 600101
13	<b>IndusInd Bank</b> The Chairman & Managing Director IndusInd Bank Corporate Office, Solitaire Corporate Park, 167, Guru Hargovindji Marg, Andheri East., Mumbai 400 004	14	<b>Indian Overseas Bank</b> The Chairman & Managing Director Indian Overseas Bank Central Office P.B.No.3765 763, Anna Salai Chennai 600 002
15	<b>Kotak Mahindra Bank</b> The Executive Vice Chairman & Managing Director Kotak Mahindra Bank Ltd., Bakhtawar, 2 <sup>nd</sup> Floor, 229, Nariman Point, Mumbai 400021	16	<b>Oriental Bank of Commerce</b> The Chairman & Managing Director Oriental Bank of Commerce, International Banking Division, F-14, IV <sup>th</sup> Floor, Competent House, Connaught Place, New Delhi 110 001

17	<b>Punjab National Bank</b> The Chairman & Managing Director Punjab National Bank International Banking Division Head Office 7, Bhikaji Kama Place New Delhi 110 066	18	<b>State Bank of India *</b> The Managing Director & Group Executive (Corporate Banking) State Bank of India Credit Management Cell Corporate Banking Group Corporate Centre, 19th Floor, State Bank Bhavan Madame Cama Road Mumbai 400 021
19	<b>Syndicate Bank</b> The Chairman & Managing Director, Syndicate Bank, Head Office, Manipal-576119 Karnataka	20	<b>Union Bank of India</b> The Chairman & Managing Director Union Bank of India International Banking Division Central Office, Union Bank Bhavan 239, Vidhan Bhavan Marg Nariman Point, Mumbai 400 021

**\* LIST OF BRANCHES OF STATE BANK OF INDIA**

SI No	Name of the Branch	SI No	Name of the Branch
(i)	The Dy. General Manager, State Bank of India, Overseas Branch, World Trade Centre, Cuffe Parade, <b>Mumbai</b> 400005.  Tel. No: 022-22155585/22183628.  Fax No: 22155298	(ii)	The Dy. General Manager, State Bank of India, Overseas Branch, 33-A, Jawaharlal Nehru Road, Chatterjee International Centre, <b>Kolkata</b> : 700 071 Tel: 033-22436707/22435604 Fax No: 22436705/22487602
(iii)	The Dy. General Manager, State Bank of India Overseas Branch,39, Rajaji Salai, <b>Chennai</b> - 600 001. Tel: 044-25227765/25224272 Fax : 25267293/25220295	(iv)	The Dy. General Manager, State Bank of India Overseas Branch, Vijaya Building, 17, Barakhamba Road, <b>New Delhi</b> - 110 001. Tel: 011-23310083 / 37//576 Fax : 23711579
(v)	The Asst. General Manager, State Bank of India Jaipur Branch, Sanganiri Gate, <b>Jaipur</b> – 302 001. Tel: 0141-2561163 . Fax 2564597	(vi)	The Dy. General Manager, State Bank of India Overseas Branch, 87, Almas Centre, M. G. Road, <b>Bangalore</b> – 560 001. Tel : 080-25943400/25943434 Fax : 25943408/25943412
(vii)	The Dy. General Manager, State Bank of India, Overseas Branch, Indira Gandhi Road, Willingdon Island, <b>Kochi</b> - 682 003. Tel: 2667047 / 2868638	(viii)	The Dy. General Manager, State Bank of India, Main Branch Lal Darwaja, Bhadra <b>Ahmedabad</b> -380001 Tel : 079 – 25508771/25506712 Fax : 079 – 25506493/25508305
(ix)	The Asst. General Manager, State Bank of India,	(x)	The Asst. General Manager, State Bank of India,

Overseas Branch , 5-9-300 ABIDS, <b>Hyderabad</b> – 500 001 Tel : 040 – 23297895/23242821 Fax : 040 – 23297987/23243543	Seepz Branch, New Bank Building Seepz, Andheri (East), Mumbai Tel : 022-28292966/28292944 Fax No: 28290266/28292860
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**B. LIST OF BRANCHES OF MMTCLtd.**

1	<b>General Manager</b> Jhandewalan Jewellery Complex, F-8-11 Flatted Factory Complex, Rani Jhansi Road, NewDelhi-110055 Tel.:011-23623950, 23623952, FAX-23633175, 23681369 E-mail : <a href="mailto:head_jjc@mmtclimited.com">head_jjc@mmtclimited.com</a>	2	<b>Deputy General Manager</b> B1, SDF, NEPZ, Noida - Dadri Road, Noida - 201305 U.P. TEL : 0120-24567047, 24568462, FAX - 0120-2562009
3	<b>General Manager</b> Arihant Towers-II, Opp. Sanganeri Gate, Telephone Exchange, Agra Road, Jaipur – 302003 Tel.: 0141 - 2601882, 2617754, 2601386, 2619859 FAX - 2618294 E-mail : <a href="mailto:head_jaipur@mmtclimited.com">head_jaipur@mmtclimited.com</a>	4	<b>General Manager,</b>  2, Nagindas Chambers, Usmanpura, Ashram Road, Ahmedabad-4 EPABX : 079-7542348, 7543796, 9540643; Fax : 079-7543739 E-mail : <a href="mailto:head_ahmedabad@mmtclimited.com">head_ahmedabad@mmtclimited.com</a>
5	<b>General Manager</b> MMTC House, Plot No.C-22, Bandra-Kurla Complex, Block-E, Bandra (East), Mumbai – 400051 Tel.: 022-26572437, FAX :022-26572541 E-mail : <a href="mailto:head_mumbai@mmtclimited.com">head_mumbai@mmtclimited.com</a>	6	<b>Deputy General Manager,</b> Colaco Building, Swatantra Path, Vasco-da- Gama,Goa-403802 EPABX –0832-512411, 512521, 5413850, FAX - 513283, 517089 E-mail : <a href="mailto:head_goa@mmtclimited.com">head_goa@mmtclimited.com</a>
7	<b>General Manager</b> Ground Floor, Shikshak Sadan, Kempengowda Road, Bangalore – 560002 Tel. : 080-2290745, 2228015, 2244605 FAX - 2272043 E-mail : <a href="mailto:head_bangalore@mmtclimited.com">head_bangalore@mmtclimited.com</a>	8	<b>General Manager</b> 10-2-1, 1 <sup>st</sup> floor, APFDC Complex, A.C. Guards, Hyderabad – 550028 EPABX - 040-3394924, 3376900, 3394960, FAX - 3394923 E-mail : <a href="mailto:head_hyderabad@mmtclimited.com">head_hyderabad@mmtclimited.com</a>
9	<b>General Manager</b> South Zone Office, 6, Chennai House, Esplanade, Chennai – 600108 Tel. : -044-25340831, FAX-044-25340317, 25340844 E-mail : <a href="mailto:head_chennai@mmtclimited.com">head_chennai@mmtclimited.com</a>	10	<b>General Manager</b> MMTC Bhavan, Port Area, Visakhapatnam – 530035 (Andhra Pradesh) EPABX – 0891 - 2562356 - 2562359, 2562771 FAX - 0891-2561761 E-mail : <a href="mailto:head_vizag@mmtclimited.com">head_vizag@mmtclimited.com</a>



## **C. THE HANDICRAFTS AND HANDLOOMS EXPORT CORPORATION**

<b>REGISTERED OFFICE</b>	<b>CORPORATE OFFICE</b>
The HHEC of India Ltd. Jawahar Vyapar Bhawan Annexe, 1, Tolosty Marg, New Delhi-110001 Phone : 011- 23701086 Fax : 011- 23701051 Cable : INDICACARFT E-mail : <a href="mailto:hhecnd@bol.net.in">hhecnd@bol.net.in</a> Website : <a href="http://www.hhecworld.com">www.hhecworld.com</a>	The HHEC of India Limited Noida Complex A-2, Sector-2, Udyog Marg, Noida- 201301 (U.P.) Phone : 0120-2539155,2539156 Fax : 91-0120-2537003 E-mail : <a href="mailto:hhecnd@hhecworld.com">hhecnd@hhecworld.com</a> Website : <a href="http://www.hhecworld.com">www.hhecworld.com</a>
<b>BRANCHES</b>	
<u>CHENNAI REGIONAL OFFICE</u> The HHEC of India Ltd. 76, Greams Road, Thousandlights, Chennai- 600006 Phone : 044-28295609, 28294618 Fax : 044-28294610 E-mail : <a href="mailto:gmchennai@eth.net">gmchennai@eth.net</a> Website : <a href="http://www.hhecworld.com">www.hhecworld.com</a>	<u>KOLKATA REGIONAL OFFICE</u> The HHEC of India Ltd. 15- N, Nellie Sengupta Sarani Lindsay Street, 6 <sup>th</sup> Floor, New Market Complex, Phase- I Kolkata – 700087 Phone : 033-22521360, 22526863 Fax : 033-22526864 Cable : CRAFT CORPN Email : <a href="mailto:bm-kolkata@hhecworld.com">bm-kolkata@hhecworld.com</a>
<u>MUMBAI REGIONAL OFFICE</u> The HHEC of India Ltd. 11 <sup>th</sup> Floor, Nirmail Building, Nariman Point, Mumbai- 400021 Phone : 022-22020368 022-22882098 Fax : 022-22024312 Cable : Handevcor Email : <a href="mailto:hhecumumbai@mtnl.net.in">hhecumumbai@mtnl.net.in</a> Website : <a href="http://www.hhecworld.com">www.hhecworld.com</a>	<u>AHMEDABAD REGIONAL OFFICE</u> The HHEC of India Ltd. 212, Chitrarath Complex, Opp. Municipal Market, Near President Hotel, C.G. Road, Ahmedabad 380009 ( Gujarat) Telefax : 079-26461649 Email : <a href="mailto:ahmedabad@hhecworld.com">ahmedabad@hhecworld.com</a> Website : <a href="http://www.hhecworld.com">www.hhecworld.com</a>

## **D. PEC LIMITED**

HANSALAYA, 13th Floor, 15-Barakhamba Road, New Delhi - 110 001, India <b>Phone</b> : 011-23322268, 23316372, <b>Fax</b> : 011-23315279, 23314797 <b>Website</b> : <a href="http://www.peclimited.com">http://www.peclimited.com</a> , <b>E-mail</b> : <a href="mailto:pec@peclimited.com">pec@peclimited.com</a>
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## **E. PREMIER TRADING HOUSE**

## **F. STCL Ltd**

## **G. MSTC Ltd**

## **H. DIAMOND INDIA LIMITED (DIL)**

## **I. GEMS & JEWELLERY EXPORT PROMOTION COUNCIL (G&J EPC)**

## **J. STAR TRADING HOUSE (ONLY FOR GEMS & JEWELLERY SECTOR)**

## APPENDIX-2

### LIST OF EXPORT PROMOTION COUNCILS/COMMODITY BOARDS/EXPORT DEVELOPMENT AUTHORITIES

S. No.	Name of Export Promotion Councils/ Commodity Boards	Registered Office/Head Office	Regional Office	Details of products falling with their jurisdiction
<b>EXPORT PROMOTION COUNCILS</b>				
1.	Apparel Export Promotion Council	<p><b><u>Registered Office</u></b> A-223, Okhla Industrial Area Phase-I, Okhla New Delhi-110 020 Tel : 011-26372721 Fax : 011-26814251 E-mail: atdcdcl@eth.net</p> <p><b><u>Head Office</u></b> Apparel House, Institutional Area Sector-44, Gurgaon Haryana-122 003 Tel : 0124-2708000-03 Fax : 0124-2708004-05 E-mail: administrator@aepcindia.com</p>	<p><b><u>Regional Offices:</u></b></p> <p><b><u>Mumbai</u></b> 12<sup>th</sup> Floor, Bajaj Bhavan, Nariman Point, Mumbai-110021 Tel : 022-22043178 E-mail: atdcmumbai@yahoo.co.in</p> <p><b><u>Chennai</u></b> 116B (Old No.70A) Vellalar St. Mogappair West Chennai-600 037 Tel : 044-26254216 Fax : 044-26243543 E-mail: chennaiaepc@yahoo.com</p> <p><b><u>Kolkata</u></b> Plot No.38, Block-LA, Sector-III Salt Lake Kolkata-700 098 Tel : 033-23359820 Fax : 033-23359821 E-mail: atdccaal@rediffmail.com</p> <p><b><u>Jaipur</u></b> SP-191, Malviya Industrial Area Near Calgiri Circle Jaipur-302 017 Tel : 0141-2750706 Fax : 0141-2750064/2752986 E-mail: atdcjaipur@gmail.com</p> <p><b><u>Ludhiana</u></b> B-XX-2597/570, Nobal Enclave 1st Floor, Bhaiwala Chowk</p>	Readymade garments.

			<p>Ferozpur Road Ludhiana Tel : 0161-2404082/2407850 E-mail: <a href="mailto:aepclhd@sify.com">aepclhd@sify.com</a></p> <p><b><u>Tirupur</u></b> No. 1, 3<sup>rd</sup> Street, Indra Nagar, Off: Avinashi Road, Tirupur-641603, Tamil Nadu EPABX-0421-2232631/2232634 Fax : 0421-2249630 E-mail: <a href="mailto:atdctir@dataone.in">atdctir@dataone.in</a>; <a href="mailto:aepc27tir@dataone.in">aepc27tir@dataone.in</a></p> <p><b><u>Bangalore</u></b> No.10, Raheja Chambers 12, Museum Road, Bangalore-560 001 EPABX: 55859752 Fax : 55860172 E-mail: <a href="mailto:atdcbangalore22@rediffmail.com">atdcbangalore22@rediffmail.com</a></p>	
2.	Basic Chemicals, Pharmaceuticals & Cosmetics EPC	Jhansi Castle 4 <sup>th</sup> Floor 7 Cooperage Road Mumbai-400 039 Tel: 022-2021288/2021330 Fax: 022-2026684 Email: <a href="mailto:chemexcil@vsnl.com">chemexcil@vsnl.com</a>	<p>KOLKATA Kankaria Estate 9<sup>th</sup> Floor 6, Little Russell Street Kolkata-700 071 Tel: 91 33 22805791 Fax; 91 11 26169891</p> <p><b><u>Bangalore</u></b> No.19/2, GOKUL, 1st Floor, 6 Main Road, Ghandhinagar, Bangalore-560 009 Tel: 080-22269037 Fax 9180 22260446</p> <p>Delhi 432, Som Dutt, Chambers II, 4<sup>th</sup> Floor Bhikaji Cama Palace, New Delhi-110066. Tel:91-11-26160937 Fax 91-11-26169891 Email: <a href="mailto:chemexclideelhi@vsnlyahoo.com">chemexclideelhi@vsnlyahoo.com</a></p> <p>Ahemdabad: 901, Karma, Nr. Mahalaxmi Cross Road, Paldi, Ahemdabad-380007, Tel 91-79-26640223,</p>	<ul style="list-style-type: none"> <li>- Dyes, Dye-Intermediats, Coal Tar Chemicals and Alcohol</li> <li>- Basic Inorganic and Organic Chemicals including Ago Chemicals, Oil Field Chemicals</li> <li>- Cosmetics and Toiletries, Essential Oils &amp; Perfumery Compounds,</li> <li>- Agarbattis.</li> <li>- Castor Oil &amp; it's derivatives</li> </ul>

			Fax:91 33 22475562 E mail: chemexcilahd@vsnl.net	
3.	Carpet Export Promotion Council	Working Office, Niryat Bhavan, 3 <sup>rd</sup> Floor, Rao Tula Ram Marg Opp. Army R R Hospital New Delhi-110 057 Tel : 26153466/26153467 Fax : 26153465 E-mail: <a href="mailto:cepc@vsnl.com">cepc@vsnl.com</a> ; <a href="mailto:cepc@airtelbroadband.in">cepc@airtelbroadband.in</a>  <b>Registered Office:</b> Shreejee Complex, Shop No. T-3, Sharma Market, Harola, NOIDA (UP).	<b>Regional Office:</b> Kaleen Bhawan, 1 <sup>st</sup> Floor Maryadpatti Bhadohi-221401 Distt. Bhadohi (U.P.) Tel : 05414-25975 Fax : 05414-24903 Email: <a href="mailto:cepc_bhadohi@sify.com">cepc_bhadohi@sify.com</a>	Handmade/ Handknotted Woollen Carpets, Rugs, Druggets, Durries, Handmade tufted Carpets, Handmade Silk Carpets, Handmade Staple/Synthetic Carpets, Kelem, Schumacks, Namdhas and other Floor Coverings.
4.	Cashew Export Promotion Council of India	P B No.1709, Chittoor Road Ernakulam South Cochin-682 016 Kerala Tel : 0484- 2376459/2376080 Fax : 0484-2377973 E-mail: <a href="mailto:cepc@cashewindia.org">cepc@cashewindia.org</a> Website :www.cashewindia.org		- Cashew Kernels - Cashewnut Shell Liquid - Kardanol
5.	CAPEXIL	Vanijya Bhavan International Trade Facilitation Centre 3 <sup>rd</sup> Floor 1/1, Wood Street Kolkata-700016 Tel : 033-22890524/0525 Fax : 033-22891724 E-mail: <a href="mailto:info@capexil.com">info@capexil.com</a> Website : <a href="http://www.capexil.com">www.capexil.com</a>	<b><u>Eastern Region</u></b>  Vanijya Bhavan International Trade Facilitation Centre 3 <sup>rd</sup> Floor 1/1, Wood Street Kolkata Tel : 033-22890524/0525 Fax : 033-22890537/1724 E-mail: <a href="mailto:capexler@vsnl.net">capexler@vsnl.net</a>  <b><u>Northern Region</u></b>  Vandana Building Flat No.4C, 4 <sup>th</sup> Floor 11, Tolstoy Marg New Delhi-110 001 Tel : 011-23356703 Fax : 011-23314486 E-mail: <a href="mailto:capexiln@bol.net.in">capexiln@bol.net.in</a>  <b><u>Southern Region</u></b>  Rasheed Mansion 408, Anna Salai Chennai-600 006 Tel : 044-28292310, 2829- 4713	1. Animal By-products 2. Automobile Tyres & Tube 3. Books, Publishing & Printing 4. Bulk Minerals & Ores 5. Cement, Clinkes & Asbestos Cement products 6. Ceramics & Refractories 7. Glass & Glasswares 8. Granites, Natural Stones & Explosives. 9. Graphite Electrodes & Explosives 10. Misc. Products such as : - Gambier Extracts/

			<p>Fax : 044-28295386 E-mail: capexils@dataone.in</p> <p><b>Western Region</b> Commerce Centre Block No.D-17, Tardeo Road Mumbai-400 034 Tel : 022-23523410 Fax : 022-23516665 E-mail: <a href="mailto:capexilm@vsnl.com">capexilm@vsnl.com</a></p>	<p>Myrobalam Extracts/ Cutch Extracts/ Other dyeing &amp; tanning extracts</p> <ul style="list-style-type: none"> <li>- Fire works</li> <li>- Safety Matches</li> <li>- Activatd Carbon</li> <li>- Cocoanut shell Charcoal</li> <li>- Superphosp- hates Urea</li> <li>- Other Chemical Fertilizers</li> <li>- Hard Aggregates for Floor</li> </ul> <p>11. Ossein, Glue &amp; Gelatine</p> <p>12. Paints &amp; Allied Products</p> <p>13. Paper, Board &amp; Paper Products</p> <p>14. Plywood &amp; Allied Products</p> <p>15. Processed Minerals</p> <p>16. Rubber Manufactured Products</p>
6.	The Cotton Textiles Export Promotion Council	Engineering Centre, 5 <sup>th</sup> Floor 9 Mathew Road, Behind Opera House Mumbai-400 004 Tel : 022-23632910, 11, 12 Fax : 022-23632914 E-mail: <a href="mailto:info@texprocil.org">info@texprocil.org</a> Website : <a href="http://www.texprocil.org">www.texprocil.org</a>	Suit No.46, Mezzanine Floor Indra Palace, H-Block Connaught Circus, New Delhi-110 001 Tel : 011-23316168 Fax : 011-23719104	<ul style="list-style-type: none"> <li>- Cotton Yarn &amp; Sewing Thread</li> <li>- Cotton Fabrics (Grey/ Bleached &amp; Processed Fabrics) including Yarn Dyed Fabrics: Duck/ Canvas, Sheetings, Poplin, Shirting/ Suitings, Denims/ Drills, Twill/ Sateens, Sarees/ Dhotis/Terry Fabrics, Furnishings,</li> </ul>

				<p>Voils/Mulls/ Muslin, Knit Fabrics</p> <p>- <b>Cotton Made-ups</b> – Bed Linens/ Home Furnishings, Terry Towels/ Toweling, Bags/Sacks, Curtains/ Drapes, Blankets, Table/Toilet/ Kitchen, Linens/ Napkins, Handkerchiefs / Dusters, Carpets/ Mats/Tarpauli ns/Tents, Tapes/ Narrow Fabrics, Labels, Shawls/ Scarves, Rope &amp;* Twine, Drop Cloth, Mosquito Netts/ Netting, Embroidered Fabrics/ Sarees, Dress Materials, Chaddar/Odha nis, Khangas, Threads/ Packing Threads, Others</p> <p>- Raw Cotton</p>
7.	Council for Leather Exports	CMDA Tower-II, 3 <sup>rd</sup> Floor Gandhi Irwin Bridge Road Egmore Chennai-600 008 Tel: 044-28594367-71 Fax : 044-28594363-64 E-mail: <a href="mailto:cle@cleindia.com">cle@cleindia.com</a> Website: <a href="http://www.leatherindia.org">www.leatherindia.org</a>	<p><b>Central Regional Office</b> HBTI Campus (Adjacent to Central Bank of India) Nawab Ganj Kanpur-208 002 (U.P.) Tel: 0512-2534198 Fax: 0512-2534197 E-mail : <a href="mailto:knpcle@sancharnet.in">knpcle@sancharnet.in</a></p> <p><b>Eastern Regional Office</b> 1-B, First Floor Duckback House 41, Shakespeare Sarani Kolkata-700 017 Tel : 033-22835479/80 Fax : 033-22877270 E-mail: <a href="mailto:cleer@airtelbroadband.in">cleer@airtelbroadband.in</a></p>	Leather & Leather products

			<p><b>Northern Regional Office</b> Flat No.6 G&amp;F, Gopala Towers Rajendra Place New Delhi-110 008 Tel : 011-25718516, 25715517 Fax : 011-25752760 E-mail: <a href="mailto:clenr@bol.net.in">clenr@bol.net.in</a></p> <p><b>Southern Regional Office</b> CMDA Tower-II, 3<sup>rd</sup> Floor Gandhi Irwin Bridge Road Egmore Chennai-600 008 Tel : 044-28594367-71 Fax : 044-285943263-64 E-mail: <a href="mailto:cle@cleindia.com">cle@cleindia.com</a></p> <p><b>Western Regional Office</b> No.11/4, World Trade Centre-I Cuffe Parade Mumbai-400 005 Tel : 022-22184060/22152790 Fax : 022-66335503 E-mail: <a href="mailto:cleb@mtnl.net.in">cleb@mtnl.net.in</a></p> <p><b>Agra Extension Office</b> S-6, 2<sup>nd</sup> Floor, Friends Tower Block No.41-B, Sanjay Place Agra-282 002 Tel : 0562-2852619 Fax : 0562-2854053 Email: <a href="mailto:cleagra@dataone.in">cleagra@dataone.in</a></p>	
8.	EEPC INDIA (Formerly Engineering Export Promotion Council)	<p><b>Registered and Head Office</b> Vanijya Bhavan(1<sup>st</sup> Floor) International Trade Facilitation Centre 1/1, Wood Street Kolkata-700 016 Tel : 033-22890651/52/53 Fax : 033-22890654 E-mail: <a href="mailto:eepcho@eth.net">eepcho@eth.net</a> Website: <a href="http://www.eepcindia.org">www.eepcindia.org</a></p> <p><b>Territorial Division</b> Vandhna (4<sup>th</sup> Floor), 11, Tolstoy Marg New Delhi-110 001 Tel : 011-23352371, 23711124/25 Fax : 011-23310920 E-mail: <a href="mailto:eepcto@eepc.gov.in">eepcto@eepc.gov.in</a></p>	<p><b>Chennai</b> Greems Dugar (3<sup>rd</sup> Floor) 149, Greems Road Chennai-600 006 Tel : 044-28295501/28295502 Fax : 044-28290495 E-mail: <a href="mailto:eepcchennai@airtelmail.in">eepcchennai@airtelmail.in</a></p> <p><b>Kolkata</b> Vanijya Bhavan (2<sup>nd</sup> Floor) International Trade Facilitation Centre, 1/1, Wood Street Kolkata-700 016 Tel : 033-22890673/74 Fax : 033-22890687 E-mail: <a href="mailto:eepcrokol@vsnl.net">eepcrokol@vsnl.net</a></p> <p><b>Mumbai</b></p>	<ol style="list-style-type: none"> <li>1. Machineries and equipments</li> <li>2. Motor Vehicles</li> <li>3. Automobile Components Bicycles, Bicycle Components and Accessories</li> <li>4. Two Wheelers and Three Wheelers</li> <li>5. Internal Combustion Engines, Compressors and parts thereof</li> </ol>

			<p>Centre 1, 12<sup>th</sup> Floor World Trade Centre, Cuffe Parade Mumbai-400 005 Tel : 022-42125500 Fax : 022-42125556 E-mail: <a href="mailto:eepcmum@mtnl.net.in">eepcmum@mtnl.net.in</a> <a href="mailto:eepcmum@vsnl.com">eepcmum@vsnl.com</a></p> <p><b><u>New Delhi</u></b> Surya Kiran (4<sup>th</sup> Floor) 19, Kasturba Gandhi Marg New Delhi-110 001 Tel : 011-23314171/74 Fax : 011-23317795 E-mail: <a href="mailto:eepc@spectranet.com">eepc@spectranet.com</a></p> <p><a href="mailto:mail@eepcrodel.org">mail@eepcrodel.org</a> <b><u>Sub-Regional Offices</u></b></p> <p><b><u>Bangalore</u></b> Vinayaka Complex (2<sup>nd</sup> Floor) 44/45, Residency Road Cross Bangalore-560 025 Tel : 080- 25581396/25588669 Fax : 080-25586914 E-mail: <a href="mailto:eepcsrob@vsnl.net">eepcsrob@vsnl.net</a></p> <p><b><u>Hyderabad</u></b> Soham Mansion (1<sup>st</sup> Floor) No.5-4-187/3 &amp; 4/4, M G Road Secunderabad-500 003 Tel : 040-27536704 Fax : 040-27536705 E-mail: <a href="mailto:eepchyd@eth.net">eepchyd@eth.net</a></p> <p><b><u>Jalandhar</u></b> Plot Comm. 1, Focal Point Jalandhar-144 004 Tel : 0181-2602264 Fax : 0181-2601124 E-mail: <a href="mailto:eepcjal@vsnl.com">eepcjal@vsnl.com</a>; <a href="mailto:enggcorg_jld@dataone.in">enggcorg_jld@dataone.in</a></p>	<ol style="list-style-type: none"> <li>6. Pumps – all types</li> <li>7. Electric and Home Appliances</li> <li>8. Hand and Machine Tools</li> <li>9. Medical, Surgical and Other Instruments</li> <li>10. Prime Iron &amp; Steel and Products Thereof</li> <li>11. Non-ferrous Metals and Products Thereof</li> <li>12. Railway Rolling Stock and Components</li> <li>13. Builders Hardware</li> <li>14. Project Exports.</li> <li>15. Mica &amp; other Mineral based products.</li> <li>17. Miscellaneous Manufacturers Engineering Products not specified elsewhere.</li> </ol>
9.	Electronics & Computer Software EPC	<p>PHD House, 3<sup>rd</sup> Floor Ramakrishna Dalmia Wing Opp. Asiad Village New Delhi-110 016 Tel: 26510632, 26964463 Fax: 26853412 Email : <a href="mailto:esc@vsnl.com">esc@vsnl.com</a> Website: <a href="http://www.escindia.in">www.escindia.in</a></p>	-	- <ul style="list-style-type: none"> <li>Electronics Hardware: <ul style="list-style-type: none"> <li>• Consumer electronics</li> <li>• Telecom equipments and services</li> <li>• Electronics instruments</li> </ul> </li> </ul>



				(which includes – industrial instruments, office equipments, medical equipments, laboratory equipments, strategic electronic equipments) <ul style="list-style-type: none"> <li>• Electronics components</li> <li>• Computer hardware</li> <li>• Computer software/ services</li> </ul>
10.	Export Promotion Council for Handicrafts	EPCH House, Pocket 6 & 7 Sector-C, LSC, Vasant Kunj New Delhi-110 070 Tel : 011-26134256-57-58 Fax : 011-26135518-19 E-mail: <a href="mailto:epch@vsnl.com">epch@vsnl.com</a> Website: <a href="http://www.epch.com">www.epch.com</a>	<p><b>-Regional Office- Bangalore</b> Export Promotion Council for Handicrafts 302, 3<sup>rd</sup> Floor, CEARS Plaza, No. 138, Residency Road, Bangalore TEL: 91-80-22107367 Tele fax:91-80-22107369</p> <p><b>Regional Office- Chennai.</b> Export Promotion Council for Handicrafts G-1, Ground Floor “SRM Muthu Enclave” No. 13, Harrington Road, 11<sup>th</sup> Avenue, (Opp. Pachaiyappas College Wst), Shennoy Nagar, Chennai-600030 Tel : 91-44-26680717 Fax : 91-44-26680718 E-mail: <a href="mailto:epchsn@satyam.net.in">epchsn@satyam.net.in</a></p> <p><b>Regional Office- Kolkatta</b> Export Promotion Council for Handicrafts Eastern Regional Office A-4, 9<sup>th</sup> Floor, Chatterjee International Cent re, 33-A, Jawahar Lal Nehru Road, Kolkatta-700071.  Tel : 91-33-22181752, 22716301 Fax : 91-33-22180586 CONTACT REGIONAL OFFICER-EPCH.</p>	Handicraft Items made of: <ul style="list-style-type: none"> <li>- Metal Ware</li> <li>- Wood Ware</li> <li>- Handprinted textiles and scarves embroidered and crocheted goods shawls and Art wares</li> <li>- Artistic handmade jewellery/ Imitation jewellery</li> <li>- Lace &amp; Embroidery crafted stones</li> <li>- Jute and Papier machie</li> </ul>

			<p><b>Regional Office- Moradabad</b> Export Promotion Council for Handicrafts Central Regional Office 1B/441, Budh Vihar, Near Honda Showroom, Moradabad-224401 Tel: 91-591-2480075/76 CONTACT REGIONAL OFFICER-EPCH.</p>	
11.	Export Promotion Council for EOUs & SEZ Units	705, Bhikaji Cama Bhavan Bhikaji Cama Place New Delhi-110 066 Tel : 011- 26165805/26167042 Fax : 011-26165538 E-mail: <a href="mailto:epces@vsnl.net">epces@vsnl.net</a>	<p><b>Chennai</b> MEPZ-Special Economic Zone Ground Floor, Administrative Office Building, Tambaram Chennai-600 045 Tel &amp; Fax : 044-22623456 Email: <a href="mailto:epceschen@vsnl.net">epceschen@vsnl.net</a></p> <p><b>Cochin</b> Cochin Special Economic Zone Administrative Building Ground Floor, Kakkanad Kochi-37 Tel: 0484-2413312 Fax: 0484-2357394 Email: <a href="mailto:epces@csez.gov.in">epces@csez.gov.in</a></p> <p><b>Kandla (Gujarat)</b> Kandla Special Economic Zone Administrative Building Gandhidham Kutch-370 230 Tel &amp; Fax : 0261-253250</p> <p><b>Kolkata</b> Falta Special Economic Zone 2<sup>nd</sup> MSO Building, 4<sup>th</sup> Floor Nizam Place Kolkata-700 020 Tel : 033- 22874902/22891214 Fax : 033-22877923 Email: <a href="mailto:epces2003@yahoo.com">epces2003@yahoo.com</a></p> <p><b>Mumbai</b> SEEPZ-Special Economic Zone SDF-6, Ground Floor Andheri(East) Mumbai-400 096 Tel : 022-28291343 Email :</p>	100% Export Oriented Units and Special Economic Zone Units

			<p><a href="mailto:epceswr@yahoo.com">epceswr@yahoo.com</a></p> <p><b>Noida (U.P.)</b> Noida Special Economic Zone 1<sup>st</sup> Floor, Administrative Block Noida-Dadri Road, Phase-II Noida-201 305</p> <p><b>Visakhapatnam</b> Visakhapatnam Special Economic Zone Administrative Building Duvvada Visakhapatnam-530 046 Tel: 0891-2541945 Emal: <a href="mailto:rdvsp.epces@yahoo.com">rdvsp.epces@yahoo.com</a></p>	
12.	Federation of Indian Export Organisations (FIEO)	<p>Niryat Bhawan Rao Tula Ram Marg Opp. Army Hospital Research &amp; Referral New Delhi-110 057 Tel: 011-46042222/26150101-04 Fax: 011-26148194 Email: <a href="mailto:fieo@nda.vsnl.net.in">fieo@nda.vsnl.net.in</a></p>	<p><b><u>Northern Region</u></b> Niryat Bhawan, 3<sup>rd</sup> Floor Rao Tula Ram Marg Opp. Army Hospital Research &amp; Referral, New Delhi-110 057 Tel: 011-46042222/26150101-04 Fax: 011-26148194 Email: <a href="mailto:fieo@nda.vsnl.net.in">fieo@nda.vsnl.net.in</a></p> <p><b><u>Eastern Region</u></b> 6<sup>th</sup> Floor, 42-A, Shakespeare Sarani Kolkata-700 017 Tel: 033-22831563/64/65/2280578 0 Fax: 033-22805781 Email: <a href="mailto:fieoer@vsnl.com">fieoer@vsnl.com</a></p> <p><b><u>Western Region</u></b> Vinmar House, 2<sup>nd</sup> floor, A-41, Road No. 2, MIDC, Marol Industrial Area, Opp. Best Bus Depot, Andheri (East), Mumbai 400093. Tel.No.+9122 40572222 Fax No. +91 22 40020407 Email:<a href="mailto:fieowr@vsnl.com">fieowr@vsnl.com</a>; <a href="mailto:fieowr@fieo.org">fieowr@fieo.org</a>.</p> <p><b><u>Southern Region</u></b> Spencer Plaza, Unit No.706,7<sup>th</sup> Floor, 769, Anna Salai Chennai-600 002 Tel: 044-28497766/7755/3333 Fax: 044-28496666</p>	<ul style="list-style-type: none"> <li>- Status Holders</li> <li>- Services other than Computer Software/ Services, and those specific services as listed in Sl. No. 22 of Appendix 2 of Handbook of Procedures Volume-I.</li> <li>- In respect of exporters having their Head Office/ Registered Office in the State of Orissa, RCMC may be obtained from FIEO office in Bhubaneswar. However, exporters of Minor Forest produce may also obtain RCMC from SHEFEXIL.</li> <li>- Products not covered by any Export Promotion Council.</li> </ul>

			<p>Email:  <a href="mailto:fi eosr@giasmd01.vsnl.net.in">fi eosr@giasmd01.vsnl.net.in</a></p> <p><b><u>CHAPTERS:</u></b></p> <p><b>Kanpur Chapter</b></p> <p>C/o Merchants' Chamber of Uttar Pradesh,  14/76 Civil Lines,  Kanpur - 208 001  Phone: +91-9235401118  Fax: +91-512-2531306  E-mail: <a href="mailto:fi eokanpur@gmail.com">fi eokanpur@gmail.com</a>; <a href="mailto:fi eokanpur@yahoo.co.in">fi eokanpur@yahoo.co.in</a></p> <p><b>Orissa Chapter</b></p> <p>Second Floor, Ashoka Market Market Complex  Station Square  Bhubaneswar-751009,  Orissa  Phone: + 91- 674- 2536 674  Telefax: + 91- 674- 2536 675  Mobile: + 91- 94372 26712  E-mail: <a href="mailto:fi eobbsr@vsnl.net">fi eobbsr@vsnl.net</a></p> <p><b>North East Chapter</b></p> <p>C/o Meghalaya Industrial Development Corporation Ltd.  Kismat (Ground Floor)  Upland Road  Shillong-793003  Telefax : 0364-2504810  Email : <a href="mailto:fi eoner@yahoo.co.in">fi eoner@yahoo.co.in</a></p> <p><b>Ahmedabad Chapter</b></p> <p>105, SAMEDH, Near Associated Petrol Pump,  C G Road,  Ahmedabad  - 380 006  Phone: 09974040606  Fax:  +91-79-40050406  Email : <a href="mailto:fi eoahd@fi eo.org">fi eoahd@fi eo.org</a>  <a href="mailto:fi eoahd@airtelbroadband.in">fi eoahd@airtelbroadband.in</a></p> <p><b>Karnataka Chapter</b></p> <p>1st Floor,  VITC Building,</p>	
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			<p>Kasturba Road Bangalore-560 001 Phone: +91-80-22864854 Fax: +91-80-22864855 Email: <a href="mailto:fiobl@dataone.in">fiobl@dataone.in</a></p> <p><b>Andhra Pradesh Chapter</b></p> <p>"Shakar Bhavan" 5-10-174, Fateh Maidan Road Hyderabad 500 004 Phone: +91-40-23210380</p> <p>Fax: +91-40-23210381 Email: <a href="mailto:fiolandhra@yahoo.com">fiolandhra@yahoo.com</a></p>	
13.	The Gem & Jewellery Export Promotion Council	<p>Diamond Plaza, 5<sup>th</sup> Floor 391-A, Dr Dadasaheb Bhadkamkar Marg Mumbai-400 004 Tel : 022- 23821801/1806/23806916 Fax : 022-23808752 E-mail: <a href="mailto:ho@gjepcindia.com">ho@gjepcindia.com</a> Website: <a href="http://www.gjepc.org">www.gjepc.org</a></p> <p><b>Exhibition Cell</b> G-6, Radhe Vallabh CHS (Modi Chambers) French Bridge Corner, Opp. Opera House Mumbai-400 004 Tel : 022- 23894957/20532896/23802 788 Fax : 022-23804958 E-mail: <a href="mailto:iijs@gjepcindia.com">iijs@gjepcindia.com</a>; <a href="mailto:exhibition@gjepcindia.com">exhibition@gjepcindia.com</a> Website : <a href="http://www.iijs.org">www.iijs.org</a>, <a href="http://www.gjepc.org.intl">www.gjepc.org.intl</a></p>	<p><b>Delhi</b> F-17-18, Flatted Factories Complex, Jhandewalan New Delhi-110 055 Tel : 011- 23614197/23515395 Fax : 011-23675274 E-mail: <a href="mailto:gjepcnr@vsnl.com">gjepcnr@vsnl.com</a>; <a href="mailto:kkduggal@gjepcindia.com">kkduggal@gjepcindia.com</a> ; <a href="mailto:delhi@gjepcindia.com">delhi@gjepcindia.com</a></p> <p><b>Jaipur</b> Rajasthan Chamber Bhavan 3<sup>rd</sup> Floor, Mirza Ismail Road Jaipur-302 003 Tel : 0141- 2568029/2565731 Fax : 0141-2567921 E-mail: <a href="mailto:gjepcjp_jp1@sancharnet.in">gjepcjp_jp1@sancharnet.in</a>; <a href="mailto:jaipur@gjepcindia.com">jaipur@gjepcindia.com</a></p> <p><b>Chennai</b> Ankur Plaza, 3<sup>rd</sup> Floor, 52, G N Chetty Road, T Nagar Chennai-600 017 Tel : 044-28155180 Fax : 044-28154526 E-mail: <a href="mailto:gjepcsr@vsnl.com">gjepcsr@vsnl.com</a>, <a href="mailto:Chennai@gjepcindia.com">Chennai@gjepcindia.com</a></p> <p><b>Kolkata</b> Vanijya Bhavan, 6<sup>th</sup> Floor, Left Wing 1/1, Wood Street Kolkata-700 016</p>	<ul style="list-style-type: none"> <li>- Polished &amp; Processed Pearls (real or culture)</li> <li>- Cut &amp; Polished Diamonds</li> <li>- Cut &amp; Polished Coloured Gemstones</li> <li>- Jewellery containing gold, silver, platinum, or palladium and studded with diamonds, coloured gemstones, real or cultured pearls or synthetic/imitation stones</li> <li>- Cut and Polished Synthetic Stones</li> <li>- Costume/Fashion Jewellery</li> <li>- Silver Filigree Jewellery &amp; Silver Filigree</li> <li>- Rough Diamonds</li> </ul>

			<p>Tel : 03322823630/22823629 Fax : 033-22823629 E-mail: <a href="mailto:gjepcer@vsnl.com">gjepcer@vsnl.com</a>; <a href="mailto:Kolkata@gjepcindia.com">Kolkata@gjepcindia.com</a></p> <p><b>Surat</b> 626-628, Belgium Tower, 6<sup>th</sup> Floor Ring Road Surat-395 003 Tel : 0261- 2435008/2415579 Fax : 0261-7435008 E-mail: <a href="mailto:gjepc_gr@satyam.net.in">gjepc_gr@satyam.net.in</a>; <a href="mailto:surat@gjepcindia.com">surat@gjepcindia.com</a></p>	
14.	Handloom Export Promotion Council	34,Cathedral Garden Road Nungambakkam Chennai Tel: 044-28278879/28276043 Fax: 044-28271761 Email: <a href="mailto:hepccatp@vsnl.com">hepccatp@vsnl.com</a>	1004, 10 <sup>th</sup> Floor, Padma Tower-1 5, Rajendra Place New Delhi-110 008 Tel: 011-5826965 Tel: 25826965 Fax 25826922	All Handloom Products like: Fabrics, Home Furnishings, Carpets, Floor coverings etc.
15.	Indian Oilseeds & Produce Export Promotion Council	78-79, Bajaj Bhavan Nariman Point Mumbai-400 021 Tel:022-22023225/22029295 Fax:022-22029236 Email: <a href="mailto:info@iopea.org">info@iopea.org</a> Website: <a href="http://www.iopea.org">www.iopea.org</a>	-	Oil seeds and oils, other than de-oiled cake, rice bran oil, soya oil, soya de-oiled cake and the products other than those dealt by Shellac & Forest Product Export Promotion Council.
16.	The Indian Silk Export Promotion Council	62, Mittal Chambers Nariman Point Mumbai-200 021 Tel : 022-22049113/22025866/22027662 Fax : 022-22874606 E-mail: <a href="mailto:isepc@bom2.vsnl.net.in">isepc@bom2.vsnl.net.in</a> Website : <a href="http://www.silkepc.org">www.silkepc.org</a>	-	Natural silks and silk Blends and their products including readymade Garments and Carpets.
17.	Jute Manufacturers Development Council	3A, Park Plaza 71 Park Street Kolkata-700 016 Tel : 033-22172107/22493825/22263438 Fax : 033-22172456 E-mail: <a href="mailto:jmdc@jute.com">jmdc@jute.com</a> ; <a href="mailto:jmdcindia@vsnl.com">jmdcindia@vsnl.com</a> Website: <a href="http://www.jmdcindia.com">www.jmdcindia.com</a> ; <a href="http://www.jute.com">www.jute.com</a>	<p><b>New Delhi</b> Prakash Deep Building Flat No.411 &amp; 412 7, Tolstoy Marg New Delhi-110 001 Tel : 011-23352652/23310884 Fax : 011-23353519 E-mail: <a href="mailto:jmdcdel@bol.net.in">jmdcdel@bol.net.in</a></p> <p><b>Hyderabad</b> Chenetha Bhawan, Shop No.4 Nampally Hyderabad-500 001 Tel : 040-24656733</p>	<p><b>Traditional Jute Products :</b> Hessian, Sacking, Carpet Backing Cloth, Yarn</p> <p><b>Speciality and newly emerging products :</b> Food grade jute cloth/bags, jute geo-textiles</p> <p><b>Life Style Jute Products :</b> Floor coverings (incl. carpets, mats and</p>

			<p>Fax : 040-24614918 E-mail: <a href="mailto:hyd2_jmdchyd@sancharnet.in">hyd2_jmdchyd@sancharnet.in</a></p> <p><b>Chennai:</b> 34, Cathedral Gardens Road, 1<sup>st</sup> Floor, Nungambakkam Chennai-6000034 Tel:044-28224967 Fax:044-28224462 Email: <a href="mailto:Jjmdc.chennai@vsnl.com">Jjmdc.chennai@vsnl.com</a></p>	<p>Mattings. Shopping &amp; carry bags incl. fancy bags. Jute and jute blended decorative fabrics. Promotional gift items including handicrafts stationery items. Wall hangings</p>
18.	Pharmaceuticals Export Promotion Council	<p>101, Aditya Trade Centre Ameerpet Hyderabad-500 038 Tel : 040-23735462/66 Fax : 040-23735464 E-mail: <a href="mailto:info@pharmexcil.com">info@pharmexcil.com</a> Website: <a href="http://www.pharmexcil.com">www.pharmexcil.com</a></p>	<p><b>Mumbai</b> 248-A, T V Industrial Estate Unit No.106, 1<sup>st</sup> Floor S K Ahire Marg, Worli Mumbai-400 030 Tel : 022-24938750/51 Fax : 022-24964912 E-mail: <a href="mailto:romumbai@pharmexcil.com">romumbai@pharmexcil.com</a></p> <p><b>Delhi</b> 305, Padma Tower-II, 22, Rajendra Place New Delhi-110 008 Tel : 011-41536654/58 Fax : 011-41536658 E-mail: <a href="mailto:rodelhi@pharmexcil.com">rodelhi@pharmexcil.com</a></p>	<ul style="list-style-type: none"> <li>- Bulk Drugs and its intermediates,</li> <li>- Formulations</li> <li>- Herbal</li> <li>- Ayurvedic,</li> <li>- Unani</li> <li>- Homeopathic medicines</li> <li>- Biotech &amp; biological products</li> <li>- Diagnostics</li> <li>- Surgical</li> <li>- Nutraceuticals &amp; pharma industry related services</li> <li>- Collaborative research</li> <li>- Contract manufacturing</li> <li>- Clinical trials and consultants etc</li> <li>- Pharma related services.</li> </ul>
19.	The Plastics Export Promotion Council	<p>Crystal Tower, Crystal Cooperative Housing Society Limited, Gundivali Road No.3, Off M V Road, Andheri (E) Mumbai-400069 Tel: 022-26833951 Fax: 022-26833953/26834057 Email: <a href="mailto:plexsr@md.3vsn">plexsr@md.3vsn</a>.</p>	<p><b>Regional Office:-New Delhi</b> 703, Hemkunt Chambers-89, Nehru Place, New Delhi-110 019 Tel: 91-11-26478817/2678819 Fax:91-11- 26478821 Email:<a href="mailto:plexnr@del3.vsnl.net.in">plexnr@del3.vsnl.net.in</a></p> <p><b>Regional Office-Chennai</b> Rasheed Mension, 3<sup>rd</sup> Floor, 408, Anna Salai Chennai-600006  Tel:91-44-2829620/28291530</p>	<p>All plastics products covering plastic raw materials: intermediate products like plastic Films, sheets etc .plastic packaging materials including Plastic woven sacks/fabrics/ bags &amp; Flexible Intermediate Bulk containers (FIBC's) Plastic Tarpaulins, plastic consumer items, PVC Leather Cloth/Foam leather, floor coverings (incl.</p>

			<p>Fax:91-44-28291518  Email:plexr  @md3.vsnl.net.in</p> <p><b>Regional Office-  Kolkata</b>  Vanijay Bhavan, :ITFC" 6<sup>th</sup>  Floor 1/1, Wood Street-  Kolkatta-700016</p> <p>Tel: 91-33-  22834497/22834498  Fax:91-33-22834289  Email:plexcoer@giascl  01.vsnl.net.in</p>	<p>Linoleums),  Moulded/soft  luggage,FRP/ GRP  products PVC  Rigid/Flexible,  Pipe fittings, Toys  Dolls and Game,  Plastic Electrical  Accessories,  Laminates,  Fishnets. Fishing  Lines,  Cordage/Ropes/  Twines/Yarn/  Bristles, PVC  fabricated goods,  PVC Sheeting/Film,  Intraocular Lenses,  Spactacle Frames,  Hard Resilene  Lenses, goggles,  Poly-Lines Jute  goods, Disposable  Syringes,  blood/urine bags  I.V. sets, Dental  products and other  medical  disposables, Cine  X-Ray Films,  Plastic  bangles/Imitation  Jewellery and all  products made  predominantly of  plastic materials by  processing raw  materials through  injecton/blow  moulding.  Extrusion,  calendaring,  fabrications and  other processes:  writing instruments  and human hair and  products thereof</p>
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20.	Powerloom Development & Export Promotion Council	GC-2, Ground Floor, Gundecha Onclave Kherani Road, Andheri (E) Mumbai-400 072 Tel : 022-67254510, 67254497/98 Fax : 022-67254526 E-mail: <a href="mailto:pdexcilmumbai@yahoo.com">pdexcilmumbai@yahoo.com</a> Website: <a href="http://www.pdexcil.org">www.pdexcil.org</a>	No.277/1, Sellabana Street Kumalan Kuttai Erode-638 011 Tamil Nadu	Powerloom products
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21.	Project Exports Promotion Council of India	H-118, Himalaya House, 11 <sup>th</sup> Floor 23, Kasturba Gandhi Marg New Delhi-110 001 Tel : 011- 23722425/23350367 Fax : 011-23312936 E-mail: <a href="mailto:info@projectexports.com">info@projectexports.com</a> Website: <a href="http://www.projectexports.com">www.projectexports.com</a>	-	Project Exports: - Civil Construction (Structures/ Infrastructure) - Turnkey including Engineering, Procurement & Construction (from concept to commissioning) and Essentially includes civil work/ construction and all supplies specific to these Turnkey Projects - Process and Engineering Consultancy Services - Project Construction Items (excluding Steel and Cement) - Construction Engineering Products (fitting and fixtures; materials; construction chemicals & allied products) - Construction Equipments & Accessories - Other Project Goods
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22.	Services Export Promotion Council	<p>Services Export Promotion Council, #1206, Chiranjiv Tower, 43, Nehru Place, New Delhi-110019.</p> <p>Phone:011-26453668,26453666 <b>FAX:011-26453667</b></p> <p><b>Website:- www.servicesepec.com</b></p>	-	<ol style="list-style-type: none"> <li>1. Health Care Services including services by nurses, physio-therapist and paramedical personnel</li> <li>2. Educational Services</li> <li>3. Entertainment Services including audio-visual services</li> <li>4. Consultancy Services</li> <li>5. Architectural Services and related services</li> <li>6. Distribution Services</li> <li>7. Accounting/ Auditing and Book Keeping Services</li> <li>8. Environment Services</li> <li>9. Maritime Transport Services</li> <li>10. Advertising Services</li> <li>11. Marketing Research and Public Opinion Polling Services/ Management Services</li> <li>12. Printing and Publishing</li> <li>13. Legal Services</li> <li>14. Hotel and tourism related services.</li> </ol>
23.	The Sports Goods Export Promotion Council	<p>2<sup>nd</sup> Floor, 1E/6, Swami Ram Tirth Nagar Jhandewalan Extension New Delhi-110 055 Tel : 011-23525695, 23516183 Fax : 011-23632147 E-mail: <a href="mailto:sgepc@vsnl.com">sgepc@vsnl.com</a> Website : <a href="http://www.sportsgoodsindia.org">www.sportsgoodsindia.org</a></p>	<p>Sports Goods Export Promotion council 201, Shakti Nagar, Jalandhar-144 001 Tel: +91-181-2403734 Telefax: +91-181-2403734 E.Mail: <a href="mailto:rosgepc@jla.vsnl.net.in">rosgepc@jla.vsnl.net.in</a></p>	Sports Goods and Toys
24.	Shellac & Forest Products Export Promotion Council	<p>Vanijya Bhawan International Trade Facilitation Centre 1/1, Wood Street, 2<sup>nd</sup> Floor Kolkata-700 016 Tel: 033-22834417/22834698/ 4697 Fax: 033-22834699 Email: <a href="mailto:sepc@vsnl.net">sepc@vsnl.net</a></p>	-	<ul style="list-style-type: none"> <li>- Minor Forest Produce and their value added products.</li> <li>- In respect of multi product exporters having their Head Office/Registered Office in the North East States, RCMC for all products may</li> </ul>

				<p>be obtained from Shellac &amp; Forest Products Export Promotion Council.</p> <p>- In respect of exporters having their head office/Registered office in the state of Orissa, exporters of MFP from the state can obtain RCMC from Shefexil.</p>
25.	Synthetic & Rayon Textiles Export Promotion Council	<p>Resham Bhavan 78, Veer Nariman Road Churchgate Mumbai-400 020 Tel : 022-22048797/22048690/22040168/ 22810067/22810068 Fax : 022-22048358/22810091/22810076 E-mail: <a href="mailto:srtepc@vsnl.com">srtepc@vsnl.com</a>; <a href="mailto:srtepc@srtepc.org">srtepc@srtepc.org</a> Website: <a href="http://www.synthetictextiles.org">www.synthetictextiles.org</a></p>	<p><b>New Delhi</b> Surya Kiran Building Flat #602, 6<sup>th</sup> Floor 19, Kasturba Gandhi Marg (Connaught Place) New Delhi-110 001 Tel : 011-23733090 Fax: 011-23733091 Email : <a href="mailto:delhi@srtepc.org">delhi@srtepc.org</a></p> <p><b>Surat</b> Block No.4D&amp;E, 4<sup>th</sup> Floor Resham Bhavan, Lal Darwala Surat-395 003 Tel: 0261-4243184 Fax: 0261-2421756 Email : <a href="mailto:srtepc@yahoo.com">srtepc@yahoo.com</a>; <a href="mailto:surat@srtepc.org">surat@srtepc.org</a></p>	<p>Synthetic &amp; Rayon (Man-Made Fibre) Textiles and blends such as Fibre, Yarn, Fabrics and Made-ups covered under ITC (HS) Classification – Chapters 54 to 63 (Excluding Garments)</p>
26.	Wool & Woollens Export Promotion Council	<p>906, New Delhi House 27, Barakhamba Road New Delhi-110 001 Tel : 011-23315512/23315205 Fax : 011-23730182 E-mail: <a href="mailto:wwepc@bol.net.in">wwepc@bol.net.in</a>; <a href="mailto:headoffice_wwepc@yahoo.co.in">headoffice_wwepc@yahoo.co.in</a> Website: <a href="http://www.wwepcindia.com">www.wwepcindia.com</a></p>	<p><b>Ludhiana</b> 704/3, Gurdev Nagar Pakhawal Road Ludhiana-141001 Tel : 0161-2430842 Fax : 0161-2405169 E-mail: <a href="mailto:wwepc@hotmail.com">wwepc@hotmail.com</a>; <a href="mailto:wwepcindia@yahoo.com">wwepcindia@yahoo.com</a></p> <p><b>Mumbai</b> Churchgate Chambers 5, New Marine Lines Mumbai-400 020 Tel : 022-22624680 Fax : 022-56318561 E-mail: <a href="mailto:wwepcmumbai@yahoo.co.in">wwepcmumbai@yahoo.co.in</a>; <a href="mailto:wwepc@vsnl.com">wwepc@vsnl.com</a></p>	<p>All types of Wool &amp; Wool Blended Products like Woollen &amp; Acrylic Knitwear, wool &amp; wool blended Shawls, Stoles, Scarves, Mufflers, Rumals, Shoddy Blankets, Fabr4ics, Wool Tops, Woollen Yarn, Wool Hair Belting, Felt, Machine Made Carpets, other Made-ups etc.</p>

27.	Wool Industry Export Promotion Council	Churchgate Chamber, 7 <sup>th</sup> Floor 5, New Marine Lines Mumbai-400 020 Tel : 022-22624372 Fax : 022-22624675 E-mail: <a href="mailto:mail@wooltexpro.com">mail@wooltexpro.com</a> Website: <a href="http://www.wooltexpro.com">www.wooltexpro.com</a>	Guru Kripa Building, 1 <sup>st</sup> Floor Chowk Katra Parja Near Shastri Market Amritsar-143 006 Email: <a href="mailto:pankaj@wooltexpro.com">pankaj@wooltexpro.com</a> Mobile : 09888015536	Shoddy & Woollen yarn and Fabrics, Blankets, Wool Tops, Wool Hair Belting, Felt and Machine made carpets, Woven Shawls, Scarves and Stoles.
<b>COMMODITY BOARD</b>				
28.	Coffee Board	Post Box No.5366 No.1, Dr Ambedkar Veedhi Bangalore-560 001 Tel : 080-22266991-94 Fax : 080-22255557 E-mail: <a href="mailto:cofboard@vsnl.com">cofboard@vsnl.com</a> Website: <a href="http://www.indiacoffee.org">www.indiacoffee.org</a>	-	Coffee
29.	Coir Board	Coir House M G Road Kochi-682 016 Tel : 0484-2351807 Fax : 0484-2354397 E-mail: <a href="mailto:coir@md2.vsnl.net.in">coir@md2.vsnl.net.in</a> Website: <a href="http://www.coirboard.gov.in">www.coirboard.gov.in</a>	<b><u>Delhi</u></b>  C-571, Defence Colony New Delhi-110 024 Tel : 011-24337766 Fax : 011-24337755  <b><u>Pollachi</u></b> No.5, Alagappa Lay out Venkatesa Colony Pollachi-642 001 Tel : 0497-2729180 Fax : 04259-227665  <b><u>Rajahmundry</u></b> Swaraj Nagar A C Gardens Rajahmundry-533 101 Tel: 0891-2755191  <b><u>Bangalore</u></b> No.8, Annexe Building Cunningham Road Bangalore-560 052 Tel : 080-2268538 Fax : 080-22389280  <b><u>Bhubaneswar</u></b>  Jagamara (Udyogpuri) P O Khandagiri Bhubaneswar – 751030 Orissa	Coir and Coir Products

			<b>Kannur</b> Raja Nilayam, Mele Chowa Kannur-670 006 Tel: 04259-222450	
30.	The Rubber Board	Shastri Road P B No.1122 Kottayam-686 002 Tel : 2353790,2571522,2353311 Fax : 0481-2353790,2353121	-	Rubber and Rubber Products.
31.	Spices Board	Sugandha Bhavan N H By-Pass, P B No.2277 Palarivattom P.O. Cochin-682 025 Tel : 0484-2333610-16 Fax : 0484-2331429/2334429 E-mail: <a href="mailto:spicesboard@vsnl.com">spicesboard@vsnl.com</a> ; <a href="mailto:mail@indianspices.com">mail@indianspices.com</a> Website: <a href="http://www.indianspices.com">www.indianspices.com</a>	<b>Guntur</b> House No.5-19-12, 4 <sup>th</sup> Line Lakshmipuram Guntur-522 007 Tel : 0863-2354782  <b>Secunderabad</b> 14-A-Old Vasavi Nagar Karkhana Secunderbad-500 015 Tel : 040-27744835/27740436  <b>Guwahati</b> U N Bezbarua Road Silpukhuri Guwahati-781 003 Tel : 0361-2665698/2664228 Fax : 0361-2664225  <b>Ahmedabad</b> 2, Ramvadi Society Near Nirnay Nagar Gharnala, Chandlodia P.O. Ahmedabad-382 481 Tel : 079-27621684/27622126 Fax : 079-27621506  <b>Bangalore</b> 22/1, Rest House Road Bangalore-560 001 Tel : 080-25320354  <b>Karnataka</b> P B No.12, Sangu Nilaya 1 <sup>st</sup> Cross, Mallikarjuna Nagar Sakleshpur-573 134 Tel : 08173-244007/244281 Fax : 08173-244124  <b>Myladumpara</b> Myladumpara Kailasanadu P O 685 553 Idukki Dt. Tel : 04868-237268 Fax : 04868-237285  <b>Mumbai</b> Unit No.1, Plot No.9 & 10	Cardamom, Pepper, Chilly, Ginger, Turmeric, Coriander, Cumin, Fennel, Fenugreek, Celery, Aniseed, Bishops' weed, Caraway, Dill, Cinnamon, Cassia, Garlic, Curry Leaf, Kokkam, Mint, Mustard, Parsley, Pomegranate seed, Saffron, Vanilla, Tejpat, Pepper long, Star Anise, Sweet flag, Greater Galanga, Horse-raddish, Caper, Clove, Asafoetida, Cambodge, Hyssop, Juniper berry, Bay leaf, Lovage, Marjoram, Nutmeg, Mace, Basil, Poppy Seed, All-Spice, Rosemary, Sage, Savory, Thyme, Oregano, Tarragon, Tamarind in any form including curry powders, spice oil, oleoresins and other mixtures where spice content is predominant.

			<p>Banking Complex Building-II Near Commodity Exchange Sector-19-A, Vashi Mumbai-400 703 Tel : 022-27843093 Fax : 022-27841116</p> <p><b>New Delhi</b> 111, A Defence Colony New Delhi-110 024 Tel : 011- 24333235/24332045 Fax: 022-24335041</p> <p><b>Gangtok</b> Diesel Power House Road P B No.85 Gangtok-737101 Tel : 03592-202230/ 231307 Fax: 03592-201418/ 222707</p> <p><b>Bodinayakanur</b> Kurangani Road Bodinayakanur-625513 Theni Dist. Tel : 04546-280317/ 281397 Fax: 04546-281397</p> <p><b>Chennai</b> No.11/3008, 1<sup>st</sup> Floor Second Street, 13<sup>th</sup> Main Road Z Block, Shanthi Colony Anna Nagar Chennai-600 040 Tel : 044-26201341 Fax: 044-26264314</p> <p><b>Kolkata</b> 195-A, Park Street Kolkata-700 017 Tel : 033-22804 Fax: 033-22879736</p>	
32.	Tea Board	<p>14, Biplabi Trilokya Maharaj Sarani Kolkata-700 001 Tel: 033-22215717/22255134 Fax: 033-22215715 Email : <a href="mailto:tboardcp@cal3.vsnl.net">tboardcp@cal3.vsnl.net</a></p>	<p>Azad Bhawan (3<sup>rd</sup> Floor) 4E/14,Jhandewalan Extn. New Delhi – 110055 Tel©011) 52-4338 Telex : 031-62896</p> <p>"Resham Bhawan" 78, Veer Nariman Road Mumbai – 400020 Tel©022) 2041699</p> <p>No.3 Blacker's Road (3<sup>rd</sup> Floor) "Vijaya Complex"</p>	Tea and its products

			<p>(Mount Road) Chennai – 600002 Tel☉044)840640</p> <p>Indira Gandhi Road, Willingdon Island Cochin-682003 KERALA Tel☉0484) 66-6523 (0484)66-6648 Tlx:04846284</p> <p>"G.B.Road," P.O.Kunjaban Agartala-799001 Tripura Tel☉0381)22-4182,</p> <p>"SHELWOOD" Coonoor Library Rd. Post Box No.6. Coonoor-643101,</p> <p>Nilgiris, South India Tel☉0423)21638/20316 Fax:0423-22332 Tlx:0853-213</p> <p>Club Road, P.O. Silchar-788001 Dist.Cachar(Assam) Tel☉03842)32518</p> <p>College Road Kottayam-686001 Kerala Tel☉0481)56-7391 Fax 0481-567391</p> <p>"Pradhan Bhawan" Hakimpara, Siliguri, Darjeeling Tel☉0353)420579 Fax :0353 -420579</p> <p>Nehru Park Jorhat-785001, Assam Tel☉0376)320501</p> <p>U.N.Bezbarua Road Silpukhuri, Guwahati-781003 Assam Tel☉0361)54-7969 (0361)54-2974 Telex:235-2416 Fax: 0361-547969</p> <p>S.A.S. House (2<sup>nd</sup> Floor, Flat No. 4,6B,Sapru</p>	
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			<p>Marg, Lucknow 226001 Tel@0522)224-960</p> <p>Ganesh Ghat, Holding No. 1782 P.O. Tezpur-784001 Dist. Sonitpur (Assam) Tel@03712)20144</p> <p>Mission Road Palampur-176061, Kangra Himachal Pradesh Tel@01894) 30524 Fax: 01894-30524</p> <p>Jashbhai F Patel Building (3<sup>rd</sup> Floor) Chock Katra Ahuwalia Amritsar-143001 ,Punjab. Tel: (0183)551627 (0183)558515 (0183)543660 Fax: (0183)228138</p>	
33.	Tobacco Board	<p>P B No.322, Grand Trunk Road P B No.322, Grand Trunk Road Guntur-522 004 Andhra Pradesh Tel : 0863- 2358399/2358068 Fax : 0863-2354232 E-mail: <a href="mailto:info@indiantobacco.com">info@indiantobacco.com</a> Website: <a href="http://www.indiantobacco.com">www.indiantobacco.com</a></p>	-	<p><b><u>Unmanufactured Tobacco</u></b></p> <ul style="list-style-type: none"> <li>- Flue cured Virginia</li> <li>- Light Soil Burley</li> <li>- Sun cured country</li> <li>- Chewing Tobacco</li> <li>- Bidi Tobacco</li> <li>- Cigar Tobacco</li> <li>- HDBRG</li> </ul> <p><b><u>Manufactured Tobacco products</u></b></p> <ul style="list-style-type: none"> <li>- Cigarettes</li> <li>- Cigars</li> <li>- Cigarillos</li> <li>- Beedis</li> <li>- Cut tobacco</li> <li>- Chewing tobacco</li> <li>- Hookah tobacco paste</li> <li>- Snuff</li> </ul>
<b>AUTHORITIES</b>				

34.	Agricultural and Processed Food Products Export Development Authority	3 <sup>rd</sup> Floor, NCUI Building 3, Siri Institutional Area August Kranti Marg (Opp. Asiad Village) New Delhi-110 016 Tel : 011-26513204/23514052/23534191 Fax : 011-26534870 E-mail: <a href="mailto:headq@apeda.com">headq@apeda.com</a>	<p><b>Mumbai</b> 4<sup>th</sup> Floor, Unit No.3 &amp; 4 Banking Complex, Bldg. No.11 Sector-19/A, Vashi New Mumbai-400 705 Tel : 022-27840949/27845442 Fax : 022-27842273 E-mail: <a href="mailto:apedamum@vsnl.net">apedamum@vsnl.net</a></p> <p><b>Kolkata</b> Mayukh Bhavan, Bidhan Nagar Kolkata-700 091 Tel : 033-23378363 Fax : 033-23378680 E-mail: <a href="mailto:agri8680@dataone.in">agri8680@dataone.in</a>; <a href="mailto:apedacal@viascl01.vsnl.net">apedacal@viascl01.vsnl.net</a></p> <p><b>Hyderabad</b> 8<sup>th</sup> Floor, Chandra Vihar Building M J Road Hyderabad-500 001 Tel : 040-24745940 Fax : 040-24745947 E-mail: <a href="mailto:hyd_apedahyd@sancharnet.in">hyd_apedahyd@sancharnet.in</a></p> <p><b>Bangalore</b> 12/1/1, Palace Cross Road Bangalore-560 020 Tel : 080-23343425/23368272 Fax : 080-23364560 E-mail: <a href="mailto:apedabl@vsnl.net">apedabl@vsnl.net</a></p>	<ol style="list-style-type: none"> <li>1. Fruits, Vegetable and their products</li> <li>2. Meat and meat products</li> <li>3. Poultry and poultry products</li> <li>4. Dairy products</li> <li>5. Confectionary, biscuits and bakery products</li> <li>6. Honey, jiggery and sugar products</li> <li>7. Cocoa and its products, chocolates of all kinds</li> <li>8. Alcoholic and non-alcoholic beverages</li> <li>9. Cereals and cereals products</li> <li>10. Groundnuts, peanuts and walnut</li> <li>11. Pickles, chutneys and papads</li> <li>12. Guar Gum</li> <li>13. Floriculture and floriculture products</li> <li>14. Herbal and medicinal plants</li> </ol>
35.	Marine Products Export Development Authority	P B No.4272, Panampilly Nagar P O Panampilly Avenue Kochi-682 036 Kerala Tel: 0484-2311979/803/901/854, 2314468, 2315065, 2313415, 2315309 Fax : 0484-2313361/4467, 2312812, 2312036 Email : <a href="mailto:mpeda@mpeda.nic.in">mpeda@mpeda.nic.in</a> ; <a href="mailto:mpeda@vsnl.com">mpeda@vsnl.com</a> ; <a href="mailto:mpeda@asianetonline.net">mpeda@asianetonline.net</a> Website: <a href="http://www/mpeda">www/mpeda</a>	<p><b>REGIONAL OFFICES.</b></p> <p>The Marine Products Export Development Authority, Mulavukad Panchayath Ward No.XII, Vallarpadam, <b>Kochi-682 031.</b> Kerala Tel: 91 484 2290107/2381910 Fax: 91 484 2381920 Cabe: MARINE AUTHORITY Email: <a href="mailto:mpedar@dataone.in">mpedar@dataone.in</a></p> <p>The Marine Products</p>	Marine Products including all varieties of fishery products known commercially as shrimp, prawn, lobster, crab, fish, shell-fish, other aquatic animals or plants or part thereof.

			<p>Export Development Authority No. AH – 125, Shanthi Colony, Anna Nagar, <b>Chennai</b>- 600101 Tamilnadu Tel: 91 44 26543603 Fax: 91 44 26543604 Cable : MARINE AUTHORITY E.Mail <a href="mailto:chempeda@vsnl.net">chempeda@vsnl.net</a></p> <p>The Marine products Export Development Authority 4 B Maruti Buildings, 12, UN Brahmachari Street (Loudon Street) <b>Kolkata</b> – 700 017, West Bengal Tel: 91 33 22875908 Fax: 91 33 22871181 Cable: MARINE AUTHORITY E.Mail : <a href="mailto:mpedacal@dataone.in">mpedacal@dataone.in</a>; <a href="mailto:mpeda@wib.nic.in">mpeda@wib.nic.in</a></p> <p>The Marine Products Export Development Authority, 6<sup>th</sup> Floor, Regent Chambers, Jamanlal Bajaj Marg, Nariman Point <b>Mumbai</b>-400 021. Tel: 91 22 22831399, 22021540 Fax: 91 22 22834354 Cable: MARINE AUTHORITY Email: <a href="mailto:mummpeda@mtnl.net.in">mummpeda@mtnl.net.in</a></p> <p>The Marine Products Export Development Authority, 48-7-9 Rama Talkies Road, 1<sup>st</sup> Floor, Srinagar, <b>Visakhapatnam</b>-530 016, Andhra Pradesh. Tel: 91 891 2701134 Fax: 91 891 2552077 Cable : MARINE AUTHORITY Email: <a href="mailto:mpeda@dataone.in">mpeda@dataone.in</a></p> <p>The Marine Products Export Development Authority, Sukh Shanty Building, 1<sup>st</sup> Floor, Bhidiya, <b>Veraval</b>- 362 269</p>	
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			<p>Gujarat State.  Tel: 91 2876 231429  Fax: 91 2876 232121  Cable: MARINE  AUTHORITY  Email:  <a href="mailto:vermpeda_ad1@sancharnet.in">vermpeda_ad1@sancharnet.in</a></p> <p><b><u>Sub-Regional Offices</u></b></p> <p>The Marine Products  Export Development  Authority,  Door No.131 – 15, Ward  No.13, 1<sup>st</sup> Floor, Kelle  Court,  Panje Mangesh Rao Road,  Hampankatta,  <b>Mangalore</b>-575 001,  Karnataka State,  Tel: 91 824 2440360  Fax: 91 824 2440360  Cable:  MARINEAUTHORITY  Email:  <a href="mailto:mngmpeda@sancharnet.in">mngmpeda@sancharnet.in</a></p> <p>The Marine Products  Export Development  Authority,  Flat No.306, Kerala State  Housing Board, Q S Road,  Chinnakada, <b>Quilon</b>-691  001,  Kerala State.  Tel:91 474 2764554  Fax: 91 474 2764554  Cable: MARINE  AUTHORITY  Email:  <a href="mailto:mpedaklm@dataone.in">mpedaklm@dataone.in</a></p> <p>The Marine Products  Export Development  Authority,  A-1, Ground Floor, Lake  Plaza,  Opp.Panaji PDA Office,  Mala, Panaji,  <b>Goa</b> – 403 001.  Tel: 91 832 2224283  Fax: 91 832 2224283  Cable: MARINE  AUTHORITY  Email:  <a href="mailto:mpedagoa@dataone.in">mpedagoa@dataone.in</a></p> <p>The Marine Products  Export Development  Authority,  No. 106-J/37, 2<sup>nd</sup> Street,  Millerpuram,</p>	
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			<p><b>Tuticorin</b> – 628 008, Tamil Nadu.  Tel: 91 461 2310602  Fax: 91 461 2310602  Cable: MARINE AUTHORITY  Email: <a href="mailto:tutmpeda@sancharnet.in">tutmpeda@sancharnet.in</a></p> <p>The Marine Products Export Development Authority,  N-6/452, Ground Floor, IRC Village, Jayadev Vihar, Opp: to Crown Hotel Entrance, Nayapalli,  <b>Bhubaneswar</b>- 751 015.  Telefax: 91 674 2550161  Cable: PRAWN FARM  E Mail: <a href="mailto:mpedasro@dataone.in">mpedasro@dataone.in</a></p> <p>The Marine Products Export Development Authority,  1<sup>st</sup> Floor, Amjad Ali Hujahan Manzil, Nabagiri Road,  Chandmeri  <b>Guwahati</b> – 781 003, Assam.  Tel: 91 361 2663083  Email: <a href="mailto:mpedaghy@hotmail.com">mpedaghy@hotmail.com</a></p> <p><b>Regional Centres</b></p> <p>The Marine Products Export Development Authority  Mulavukad Panchayath,  Ward No. VII, Vallarpadom P.O.  <b>Kochi</b> – 682 031, Kerala State.  Tel: 91 484 2369499  Fax: 91 484 2369499  CABLE : MARINE FARM  Email: <a href="mailto:rkochimpeda@dataone.in">rkochimpeda@dataone.in</a></p> <p>The Marine Products Export Development Authority,  N/6/452 IInd Floor, IRC Village,  Jayadev Vihar, Opp: Crown Hotel Entrance, Nayappalli,  <b>Bhubaneswar</b> – 751 015, Orissa.  Tele: 0674 2555360  Telefax: 0674 2550130  Cable: PRAWN FARM</p>	
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			<p>Email:  <a href="mailto:bbsmpeda@dataone.in">bbsmpeda@dataone.in</a>;  <a href="mailto:bhumpeda@sancharnet.in">bhumpeda@sancharnet.in</a></p> <p>The Marine Products  Export Development  Authority.  Ist Floor, 33-25-35, Bellapu  Sobhanadri Street,  Surya Rao Pet  <b>Vijayawada</b> – 520 002,  Andhra Pradesh  Tel: 91 866 2433050  Fax: 91 866 2432122  Cable : MARINE FARM  Email:  <a href="mailto:vjwvjwmpeda@sancharnet.in">vjwvjwmpeda@sancharnet.in</a></p> <p>The Marine Products  Export Development  Authority,  Plot No.32, Nirmal Nagar  Vallam No.1 Road, Opp.  CWC  <b>Thanjavur</b>-613 007,  Tamil Nadu  Email:  <a href="mailto:thampeda@sancharnet.in">thampeda@sancharnet.in</a></p> <p>The Marine Products  Export Development  Authority,  Ekta Building No.1, 3<sup>rd</sup>  Floor,  Above HDFC Bank, Tithal  Road  <b>Valsad</b>- 396 001,  Gujarat State.  Tel: 91 2632 253740  Fax: 91 2632 242642  Cable: MARINE FARM  Email:  <a href="mailto:valmpeda@dataone.in">valmpeda@dataone.in</a></p> <p>The Marine Products  Export Development  Authority,  41, Trifed Tower, 4<sup>th</sup> Floor,  P.B.No.56, Plot No.3,  Sector 17, Cidco Area,  Mumbai – Pune Highway  <b>Panvel (W)</b>  Navi-Mumbai-410 206,  Maharashtra State.  Tele: 91 22 27481481  Fax: 9122 27481482  Cable: MARINE FARM  Email: <a href="mailto:panmpeda@vsnl.net">panmpeda@vsnl.net</a></p> <p><b><u>Sub-Regional Centre</u></b></p> <p>The Marine Products</p>	
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			<p>Export Development Authority, Plot No.161/1, 3<sup>rd</sup> Floor, Ultadanga, VIP Road <b>Kolkata</b> – 700 054, West Bengal. Tel: 91 33 23551149 Fax: 91 33 23553668 Cabe: MARINE FARM Email: <a href="mailto:marine1149@dataone.in">marine1149@dataone.in</a></p> <p>The Marine Products Export Development Authority, Plot No.126, HIG, Bindumadha New KHB Colony, Habbuwada, <b>Karwar</b>-581 306. Tel: 91 8382 220805 Fax: 91 8382 220805 Cable: PRAWN FARM Email: <a href="mailto:mpedakwr@dataone.in">mpedakwr@dataone.in</a></p> <p>The Marine Products Export Development Authority, Trinethra Complex, Pattabi Plaza, JP Road <b>Bhimavaram</b>-534 201 Andhra Pradesh. Tel: 91 8816 233810 Fax: 91 8816 226410 Email: <a href="mailto:elr_bhimpeda@sancharnet.in">elr_bhimpeda@sancharnet.in</a></p> <p>The Marine Products Export Development Authority, Noble Arcade 1<sup>st</sup> Floor, Bldg. No. SB-764-Z2, Kayyath Damodaran Road, Opp. Sub-Registrar Office, <b>Kannur</b>-670 002, Kerala. Tel: 91 497 2707672 Email: <a href="mailto:knrmpeda@dataone.in">knrmpeda@dataone.in</a>; <a href="mailto:qclabnir@sancharnet.in">qclabnir@sancharnet.in</a></p> <p><b><u>Trade Promotion Offices</u></b></p> <p>The Marine Products Export Development Authority, YWCA of Delhi Complex, Administrative Building, Ashoka Road <b>New Delhi</b> – 110 001 Tel: 91 11 2334 7464 Fax: 91 11 2334 7465</p>	
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			<p>Email: <a href="mailto:mpeda@nic.in">mpeda@nic.in</a></p> <p>The Marine Products Export Development Authority, Trade Promotion Office, 7<sup>th</sup> Floor Daiichi Maruthaka Building, 16 – 12, Ginza, 6 Chome Chuo-Ku, Tokyo- 104, <b>Japan</b>. Tel: + 81 33 5453247 / 335453774 Fax: + 81 33 5418616 Cable: MPEDAIND Email: <a href="mailto:mpeda@twics.co.jp">mpeda@twics.co.jp</a></p> <p>The Marine Products Export Development Authority, 401, East, 34<sup>th</sup> Street, APT S-8B, NY-10016, 17, Battery Place <b>New York</b>, NY 10004 USA. Tel: 001(212) 425 9437 (O) 001(212) 8891625(R) Telex: RCA 23-226551 Cable: YEMPEDA Fax: 001-212-363 3456 Email: <a href="mailto:mpeda@aol.com">mpeda@aol.com</a></p>	
36.	Coconut Development Board	Coconut Development Board, Kera Bhavaan, SRVHS Road, Kochi- 682011 Tel: 0484-2375216 Fax: 0484-2375216	---	All coconut products other than those made from coconut husk & fiber



### APPENDIX 3

#### LIST OF THE BRANCHES OF CENTRAL BANK OF INDIA AUTHORISED TO RECEIVE PAYMENTS FOR APPLICATION FEE

Sr No	Address	Sr No	Address
<b>ANDHRA PRADESH</b>			
1.	6-1-10631E, 1st Floor, Raj Bhawan Road, Khairatabad, Hyderabad.	2.	3-1-16, Rastrapathi Road, Secunderabad-500003.
3.	P.B. No. 30, Victory House, Door No. 1634-1-18, Temple Street, Kakinada, 533001.	4.	P.B. No. 6, Gogineni Buildings, Street, Vijayawada-520001. B-12-319, Raja Rangaish Apparas Street, Vijayawada-520001.
5.	5. P.B. No. 22, Door No.5/281, Bhaya Lata Main Road, ,	6.	B.I. Shipyard Colony, Gandhigram, Visakhapatnam-533001.
7.	P.B. No. 65, 2918, 119, Main Road, Visakhapatnam-530001.	8.	P.B. No. 5, Bazar Street, Samarthi Building, Pakala-517112.
9.	18/188/B.K.N. Street, Cuddapah-518001.	10.	P.B. No. 22, 18/192, Rashool Bazar, Kurnool-516001.
11.	22, Jannalagadavari Street, Nellore-524001.	12.	P.B. No. 60, Ramgopal Compound, Jawahar Road,
13.	Ratna Jutter, Grand Trunk Road, Ongole-523001.	14.	P.B. No. 27, Balan Villa, 8/413, Station Road, Warangal City-500002.
15.	Rahman Manzil Pan Bazar,		

#### **ASSAM**

1.	Tinsukia	2.	Marwaripatty P.O. Rehabari, Dibrugarh-786001.
3.	Sichar P.O. Silchar.		

**BIHAR/ JHARKHAND**

- |     |  |     |  |
|-----|--|-----|--|
| 1.  | Bank North-802156,<br>Dhanbad.                                   | 2   | P.B. 14, Mala Road,<br>Bistupar Jamshedpur-810001,                       |
| 3   | P.B. No. 64, New Dak Bungalow,<br>Road, Patna-831001.            | 4.  | P.O. Madhubani-847211,<br>Madhubani.                                     |
| 5.  | Samgarh National Highway-33,<br>P.O. Ramgarh Cantt, Hazaribagh.  | 6.  | P.B. No.38, Navketan,<br>Dr. Rajendra Prasad Road,<br>812001. Bhagalpur- |
| 7.  | P.B. No. 23, Bari Bazar,<br>Monghyr-811201.                      | 8   | M.G. Road, Katihar-854105.   |
| 9.  | P.O. Purnea Agarwal Market,<br>R.N. Shaw Chowk<br>Purnea-854301. | 10. | P.O. Saharsa-852201.   |
| 11. | 29. P.B. No. 8,<br>Main Bazar, Chowk,<br>Raxaul-845305.          | 12. | Daltonganj Engineering Road,<br>Daltonganj-822101.                       |

**CHANDIGARH**

- |    |                         |    |                         |
|----|-------------------------|----|-------------------------|
| 1. | S.C.F. 23, Sector 15/C, | 2. | S.C.O, 293, Sector 35-D |
|----|-------------------------|----|-------------------------|

**DELHI**

- |    |   |    |   |
|----|---|----|---|
| 1. | Udyog Bhavan,<br>New Delhi-110011.        | 2. | 10, Community Centre,<br>Lawrence Road, Delhi-110 035 |
| 3. | 18/4 Asaf Ali Road,<br>New Delhi 110 001. | 4. | 55, Madhubani, Nehru Place<br>New Delhi - 110 019.    |

**GOA, DAMAN AND DIU**

- |    |  |    |   |
|----|--|----|---|
| 1. | Swantanry Path,<br>Vas-code-Gama-403802. | 2. | Rua Alfesoda de Albuquerque<br>Panjim-403001. |
|----|--|----|---|

**GUJARAT**

- |    |  |    |   |
|----|--|----|---|
| 1. | P.B. No. 201, M.G. Road,<br>395003. Surat-                     | 2. | New Vegetable Market,<br>P.B. No. 62, Bulsar-396001.            |
| 3. | Kala Building Panigate,<br>Baroda-390001.                      | 4. | Near Rupallee Cinema<br>Lal Darwaja,<br>Ahmedabad-380001.       |
| 5. | P.B. No. 505, 3/62, Mandvi,<br>Tower Road,<br>Jamnagar-361001. | 6. | Pattani Building, P.B. No. 129,<br>M.G. Road,<br>Rajkot-360001. |

- |    |                                     |    |   |
|----|-------------------------------------|----|---|
| 7. | 37. Haris Road, Bhavnagar-364001.   | 8. | Zanda Chowk,<br>Port Trust Building<br>Kutch. |
| 9. | Jama Masjid Road<br>Bharuch-392001. |    |   |

**HARYANA**

- |    |  |    |  |
|----|--|----|--|
| 1. | Railway Road,<br>Bahadurgarh-125407.           | 2. | Basi Road,<br>Gurgaon-122001.  |
| 3. | Industrial Area,<br>Faridabad-N.I.T. - 121002. | 4. | Chowk Mast-Purian,<br>Ambala City-134002.                                |
| 5. | Subzi Mandi,<br>Sirsa-125055.                  | 6. | P.B. No. 9, G.T. Road,<br>Near Telephone Exchange,<br>Panipat - 132 103. |

**HIMACHAL PRADESH**

- |    |   |
|----|---|
| 1. | Lower Bazar,<br>171991, District Simla, |
|----|---|

**JAMMU AND KASHMIR**

- |    |  |    |  |
|----|--|----|--|
| 1. | P.B. No. 59,<br>Indra Mansion, Shalimar Road,<br>Raghunath Bazar,<br>Jammu Tawi-180001 | 2. | P.B. No. 91, Amira Kadal,<br>Srinagar. |
|----|--|----|--|

**KARNATAKA**

- |    |   |    |  |
|----|---|----|--|
| 1. | Post Box No. 14.<br>III/C.T.S. No. 1012/I-B,<br>Dajiban Peth,<br>Hubli-580020.        | 2. | 13652-B, Arouza Building, Hampankatta,<br>Mangalore-575003.      |
| 3. | 3-4, Visveswariah Bhawan,<br>1st Floor,<br>Krishna Rajendra Circle,<br>Mysore-570001. | 4. | Santosh Cinema Complex,<br>Kamagowada Road,<br>Bangalore-560009. |
| 5. | Srinivaro, Bangalore-<br>Bellary Road,<br>Bellary-583101.                             | 6. | 1st Floor, Super Market,<br>Plot No. 7 & 8,<br>Gulbarga-585101.  |
| 7. | 11-2-7, Sukhani Building,<br>Near Gole Thana, Raichur-584101                          | 8. | Post Box No. 60,<br>590, Mandipet,<br>Devangere-577001.          |

**KERALA**

- |  |  |
|--|--|
| 1. P.B. No. 14, Bazar Road,<br>Cochin-682002.  | 2. Post Box No. 36,<br>New Kulathunkal Building,<br>1st Floor,<br>T.C. 21/219, (Opp. G.P.O.)<br>Main Road,<br>Trivandrum-695001. |
| 3. 59. Post Box No. 28, Q.M.G. 526, V.Y.A.<br>Chinnakada,<br>Rest House,<br>Junction-691001. | 4. Post Box No. 1123,<br>21/421-C, M.G. Road,<br>Ernakulam (Cochin)  |
| 5. Kottayam, Kerala.   |  |

**MADHYA PRADESH/ CHATTISGARH**

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|---|---|
| 1. Post Box No. 10,<br>Jayendra Ganj, Laskar,<br>Gwalior-474001.              | 2. 14, New Market, T.T. Nagar, Bhopal.                        |
| 3. Post Box No. 89,<br>Road Jawahar Marg,<br>Siyaganj,<br>Indore City-452001. | 4. Post Box No. 11,<br>506, Sarafa Bazar,<br>Jabalpur-482001. |
| 5. Post Box No. 23, Khandwa,<br>Opp. Govt. Hospital,<br>Khandwa-450001.       | 6. Church Compound Bus Station,<br>Betul.                     |
| 7. Chouwradia Bhavan,<br>Main Road,<br>P.O. Balaghat-481001.                  | 8. Post Box No. 17, Great Eastern<br>Road,<br>Raipur-492001.  |
| 9. C/o Shri K.N. Tandons Buildings,<br>Rewa Road,<br>Satna-485001.            | 10. Post Box No. 52, Patel Bhavan,<br>Bilaspur.               |
| 11. Post Box No. 32,<br>Civil Centre, Bhilai-490001.                          |   |

**MEGHALAYA**

1. Bara Bazar Road,  
29, Cantonment,  
Shillong-790001.

**MAHARASHTRA**

- |  |   |
|--|---|
| 1. 2-5/102, Station Road,<br>Gulmandi,<br>Aurangabad-431001. | 2. Mahatma Gandhi Road,<br>Mumbai.  |
| 3. Novelty Chambers,<br>Grant Road,<br>Mumbai-400007.        | 4. 129, Mandvi Janabai Building,<br>Masjid Bunder, Mandvi Road,<br>Mumbai-400003. |

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|---|---|
| <p>5. Madhu Sanchaya Tilak Road,<br/>Nasik City-422001.</p> <p>7. Post Box No. 46,<br/>Gandhi Bhavan,<br/>"C" 1407, Laxmi Puri,<br/>Kolhapur-416002.</p> <p>9. Station Road,<br/>Nagpur-440001.</p> <p>11. Prakash Kunj,<br/>Nav Peth,<br/>Jalgaon-425001.</p> <p>13. 86. Prithvi Vandhan,<br/>Gandhi Chowk,<br/>Yeotmal-445001.</p> <p>15. 88. Shakar Bhavan,<br/>Morai Road,<br/>Amravati-444601.</p> <p>17. 1/5-14, Shah Road, Latur.<br/>Latur.</p> | <p>6. Post Box No. 51,<br/>317, M.G. Road,<br/>Camp, Pune (Poona).</p> <p>8. Post Box No. 20,<br/>C.T.S., 183/l. Vikhar Bhag,<br/>Sangli-416416.</p> <p>10. Post Box No. 43,<br/>Balwant Lane No. 4,<br/>Dhulia-424001.</p> <p>12. 85. Cloth Market Tajnapeth,<br/>Akola-444001.</p> <p>14. Vazirabad Road,<br/>Nanded-431601.</p> <p>16. Marathi Giantha,<br/>Sangrahalaya Building,<br/>Netaji Subhash Bose Road, Thana.</p> <p>18. SEEPZ Branch, Andheri East<br/>Mumbai</p> |
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MANIPUR
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1	Central Bank of India Imphal Branch Thangal Bazar Imphal-795001. Manipur Phone/Fax: (0385) 2451094
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ORISSA
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|---|---|
| <p>1. Plot No. 106/B, Unit No. VII,<br/>Ground Floor,<br/>Suryanagar (Bhubaneshwar).</p> <p>3. Sharma Building,<br/>1st Floor, Main Road,<br/>Rourkela-760001.</p> <p>5. 226/5, Main Road,<br/>Baura Bazar,<br/>Berhampur-760002.</p> | <p>2. Mahatabh Road,<br/>Cuttack-753001.</p> <p>4. Opp. Municipal -<br/>Shopping Centre,<br/>Katchehri Road,<br/>Balasore-756001.</p> |
|---|---|

**PONDICHERY**

1. Pox Box no.61  
4 Ambalathadair Madam Street,  
Pondicherry-605001

**PUNJAB**

1. Dana Mandi Road,  
Kapurthala-144601.
2. Post Box No. 55,  
Mandi Road  
Jullundur-144001.
3. Post Box No.36,  
Nizam Road,  
Ludhiana-144101.
4. Post Box No. 83,  
1, Queens Road,  
Civil Lines,  
Amritsar-143001.

**RAJASTHAN**

1. Sansar Chandra Road,  
Jaipur-302001.
2. Jalori Gate, Chopans Road,  
Jodhpur-342001.
3. Cloth Market,  
Pali-306401.
4. Post Box No. 21,  
Arya Samaj Road,  
Kotah-324001.
5. Post Box No. 22,  
K.E.N. Road,  
Bikaner-334001.
6. Post Box No. 25,  
10, Public Park  
Sriganganagar-335001.
7. Post Box No. 49.  
Outside Gate,  
Udaipur-313001.
8. Central Bank of India  
Bhilwara Branch  
PB No. 19, Patch Area  
Bhopalganj, Bhilwara-311001  
Distt. Bhilwara (Rajasthan)  
Tel. No.(01482) 20164

**TAMIL NADU**

1. Post Box No. 190,  
Madras Stock Exchange  
Building,  
16/17, 2nd Line Beach,  
Madras-600001.
2. 109. Addison Building, Madras (N),  
Post Box No. 2719,  
158, Mount Road,  
Madras-600002.
3. 110. United Motors Buildings,  
150, Avinashi Road,  
Coimbatore-641008.
4. Post Box No. 43,  
western Boulevard Road,  
Tiruchirappalli-620008.
5. 54, Beach Road, Fair Light,  
Tuticorin-628001.
6. 377 South Car Street,  
1st Floor,  
Virudhunagar-626001.
7. 15, Meenakshi, Kovil Street,  
Madurai-625001.

**TRIPURA**

1. Mantribari Road,  
Agartala-799001

**UTTAR PRADESH/UTTARAKHAND**

- |  |  |
|--|--|
| 1. Post Box No. 8,<br>161, Khair Nagar,<br>Bazar,<br>Meerut-City-250002. | 2. Post Box No. 40,<br>29, Mahatma Gandhi Marg,<br>Allahabad-211001.                 |
| 3. Wright Ganj,<br>Ghaziabad-201001.                                     | 4. 1271, Bhairon Bazar,<br>Belanganj,<br>Agra-282004.                                |
| 5. Pandu Nagar (Near Neer Ksheer<br>Chauraha)<br>Kanpur                  | 6. Post Box No. 161,<br>73, Mahatma Gandhi Road,<br>Hazarat Ganj,<br>Lucknow-226001. |
| 7. Post Box No. 78,<br>C.K. 39/76, Chowk,<br>Varanasi-221081.            | 8. Baranawal Building,<br>Main Road, Near Bharat Palace,<br>Bhadohi-221104.          |
| 9. Post Box No. 45,<br>Hospital Road,<br>Bareilly-234001.                | 10. Ayodhya Dar Barrister Road,<br>Mohalla Purdilpur,<br>Gorakhpur-273001.           |
| 11. Hotel Natraj Building,<br>The Mall,<br>Nainital.                     | 12. Beltar, Mirzapur-231001.   |
| 13. Post Box No. 6, Station<br>Road, Moradabad-244001.                   | 14. Central Bank of India,<br>NEPZ Branch, Dadri Road,<br>Noida.                     |
| 15. Arhat Bazar<br>Dehra Dun<br>Phone No.0135-2727129                    |  |

**WEST BENGAL**

- |  |   |
|--|---|
| 1. Feeder Road,<br>Post Office Durgapur-713201.                          | 2. Post Box No. 29,<br>18/A, Grand Trunk Road,<br>South Howrah. |
| 3. Post Box No. 40, Maleed House<br>3, Netaji Subhash Road,<br>Calcutta. | 4. Chhota Kothi Post Office,<br>Cooch Behar-736101.             |
| 5. N.C. Goenka Road, Darjeeling  | 6. Post Box No. 29, Theatre Road<br>Jalpaiguri-735101.          |
| 7. Mohowbati, Raiganj  |   |

## APPENDIX 4 A

### LIST OF AGENCIES AUTHORISED TO ISSUE GSP CERTIFICATION

S.NO.	AGENCIES AUTHORISED TO ISSUE GSP CERTIFICATE OF ORIGIN	AUTHORISED FOR
1.	Export Inspection Council through their field offices known as Export inspection agencies with 57 offices all over India	All products
2.	Marine products Export Development authority through their 12 regional offices all over India.	Marine products
3.	Development Commissioner For handicrafts through their 14 regional offices all over India	Handicraft
4.	Spices Board, Ministry Of Commerce & Industry Sugandha Bhavan, P.B No.2277, Palarivatom P.O. Cochin- 682025 (Ernakulam District)	Spices and Cashewnuts
5.	Coir Board, P.B No.1752, M.G.Road Ernakulam Cochin-16	Coir and Coir products
6.	Textile Committee through 28 regional offices all over India	Textiles and madeups
7.	Central Silk Board through 8 regional offices all over India	Silk products
8.	Madras Export Processing Zone Administrative office building, National highway 45, Tambaram, Chennai	All products manufactured by Units in Madras SEZ and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for the trading units, provided they meet the conditions of GSP.
9.	Kandla Special Economic zone, Gandhidham, Kutch, Gujarat-370230	All products manufactured by Units in Kandla and Surat SEZs and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for trading units, provided they meet the conditions of GSP
10.	SEEPZ Special Economic Zone Andheri (East), Mumbai	All products manufactured by Units in SEEPZ SEZ and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for the trading units, provided they meet the conditions of GSP.



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| 11. | Cochin Special Economic Zone,<br>Kakkanad,<br>Cochin – 682030<br>Kerala  | All products manufactured by Units in Cochin SEZ and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for the trading units, provided they meet the conditions of GSP.         |
| 12. | NOIDA Export Processing Zone<br>Noida-Dadri Road,Phase-II<br>Noida,201305 (UP)<br>Distt.Gautambudh Nagar   | All products manufactured by Units in Noida SEZ and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for the trading units, provided they meet the conditions of GSP.          |
| 13. | Directorate General of Foreign Trade & its regional offices<br><br><b><i>Note: An application for grant of a GSP certificate may be made by the Registered/Head Office/Branch Office/Factory of the applicant to the licensing authority under whose jurisdiction such office/factory falls.</i></b> | All products  |
| 14. | Vishakhapatnam SEZ<br>Administrative Building,<br>Duvvada, Visakhapatnam 530 046   | All products manufactured by Units in Vishakhapatnam SEZ and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for the trading units, provided they meet the conditions of GSP. |
| 15. | Falta SEZ<br>2 <sup>nd</sup> MSQ Building, 4 <sup>th</sup> Floor,<br>Nizam palace,<br>Kolkata 700 020  | All products manufactured by Units in Falta SEZ and EOUs located within the respective jurisdiction of the Development Commissioner. In addition, the Development Commissioner shall also issue the certificate for the trading units, provided they meet the conditions of GSP.          |

## APPENDIX 4 B

### LIST OF AGENCIES AUTHORISED TO ISSUE CERTIFICATES OF ORIGIN FOR SAPTA AND ASIA- PACIFIC TRADE AGREEMENT(APTA)

S.No.	Address		
1.	Agricultural and Processed Food Products Exports Development Authority 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016	2.	Apparel Export Promotion Council 15, NBCC Tower Bhikaji Cama Place New Delhi – 110066
3.	Basic Chemicals, Pharmaceuticals & Cosmetics Export Promotion Council, Jhansi Castle 4th Floor 7, Cooperage Road Mumbai – 400039	4.	The Cashew Export Promotion Council of India P.B.No: 1709, Chittoor Road Ernakulam South Cochin – 682016
5.	Carpet Export Promotion Council 110-A/1, Krishna Nagar Street No:5, Safdarjung Enclave New Delhi – 110029	6.	Chemicals & Allied Products Export Promotion Council “World Trade Centre” 14/1-B, Ezra Street Kolkatta – 700001
7.	Coffee Board 1, Dr. Ambedkar Veedhi Bangalore - 560 001	8.	Coir Board Coir House M.G. Road, Ernakulam South Kochi – 682016
9.	The Cotton Textiles Export Promotion Council Engineering Centre, 5th Floor 9, Mathew Road Mumbai – 400004	10.	Electronics and Computer Software Export Promotion Council PHD House, 3rd Floor Opp. Asian Games Village New Delhi – 110016
11.	Engineering Export Promotion Council World Trade Centre 1 <sup>st</sup> Floor 14/1B Ezra Street Kolkata – 700001	11A	Engineering Export Promotion Council Surya Kiran, (4 <sup>th</sup> floor) 19 Kasturba Gandhi Marg, New Delhi –110001
11B	Engineering Export Promotion Council Maalavika Centre (third floor) 144/145, Kodambakkam High Road, Chennai-600034	12.	Federation of Indian Export Organisations (FIEO) Niryat Bhawan, Rao Tula Ram Marg, Opp. Army Hospital Research & Referral New Delhi – 110057
13.	The Gem & Jewellery Export Promotion Council, Diamond Plaza, 5th Floor 391-A Dr. D.B. Marg Mumbai – 400004	14.	Export Promotion Council for Handicrafts 6 Community Centre (1st and 2nd Floor) Basant Lok, Vasant Vihar New Delhi – 110057
15.	The Handloom Export Promotion Council 18, Cathedral Garden Road, Nungambakkam Chennai – 600034	16.	The Indian Silk Export Promotion Council 62, Mittal Chambers, 6th Floor Nariman Point Mumbai – 400021

17.	Council for Leather Exports "Leather Centre" 53, Raja Muthiah Road Periamet, Chennai – 600003	18.	The Marine Products Export Development Authority P.B.No:1663, MPEDA House Panampilly Avenue Cochin – 682036
19.	Overseas Construction Council of India H 118 (11th Floor), Himalaya House 23, Kasturba Gandhi Marg New Delhi – 110001	20.	The Plastics and Linoleums Export Promotion Council Centre 1, Unit 1, 11th Floor World Trade Centre Coffee Parade, Colaba Mumbai – 400005
21.	The Rubber Board Keeshkunnu, Collectorate P.P. Kottayam – 686002	22.	Shellac Export Promotion Council World Trade Centre, 4th Floor 14/1B, Ezra Street Kolkatta – 700001
23.	The Sports Goods Export Promotion Council 1-E/6, Swami Ram, Tirath Nagar New Delhi – 110055	24.	Spices Board Sugandhha Bhawan, N H Bye Pass P.B.No:2277, Palarivattam P.O., Cochin – 682025
25.	The Synthetic & Rayon Textiles Export Promotion Council "Resham Bhavan", 78, Veer Nariman Road Mumbai – 400020	26.	Tea Board 14 Biplabi Trailokya Maharaj Sarani (Brabourne Road) Kolkatta – 700001
27.	Tobacco Board Srinivasa Rao Thota G.T. Road, P.B.No: 322 Guntur – 522004	28.	Wool & Woollens Export Promotion Council 612/714 Ashok Estate 24 Barakhamba Road New Delhi – 110001
29.	SEEPZ Special Economic Zone, Andheri East Mumbai	30.	Kandla Special Economic Zone Gandhidham-Kutch Gujarat-370230
31.	Madras Special Economic Zone Administrative Office Building, National Highway 45, Tambaram, Chennai – 600045	32.	Cochin Special Economic Zone Kakkanad Cochin – 682030
33.	Visakhapatnam Special Economic Zone Administrative office Building, Duvvada, Visakhapatnam-530046	34.	Noida Special Economic Zone Noida Dadri Road Noida – 201305
35.	Falta Special Economic Zone, 2nd MSQ Building 4 <sup>th</sup> Floor, Nizam Place Kolkata 700020	36.	Export Inspection Council Jaisingh Road, New Delhi – 110001
37.	The Plastics Export Promotion council, Crystal Tower Co.Op.Housing Society Limited Gundivali road no.3, Off. M.V.Road, Andheri (East), Mumbai-400069	38.	All DGFT offices as per their territorial jurisdiction as given in Appendix 1 of Handbook of Procedures Vol.I
39.	All Regional Offices of Export Promotion Councils as indicated in this Appendix		

## APPENDIX 4 C

### LIST OF AGENCIES AUTHORISED TO ISSUE CERTIFICATES OF ORIGIN- NON PREFERENTIAL

#### ALL INDIA ORGANISATIONS

1. Directorate General of Foreign Trade & its regional offices

Head Office : Udyog Bhavan, New Delhi 110011  
Phone : 011-23016262  
Fax : 011-23018613  
E-mail : [dgft@ub.nic.in](mailto:dgft@ub.nic.in)  
Website: [www.nic.in/eximpol](http://www.nic.in/eximpol)

2. Textile Committee & its all 31 offices in India

Head office:-  
Textile Committee  
Export Promotion and Quality Assurance Division  
First Floor, P.Balu Road,  
Prabhadevi Chowk, Prabhadevi,  
Mumbai – 400 025  
Email: [ciotc@vsnl.net](mailto:ciotc@vsnl.net)

3. FIEO and its branches in India

Head Office:-  
Niryat Bhawan,  
Rao Tula Ram Marg,  
Opp. Army Hospital Research & Referral,  
New Delhi-110057  
Tel:011-26150101-104  
46042222  
Fax-91-11-26148194/26150077  
Website:<http://www.fieo.org>.  
E-mail:[Fieo@nda.vsnl.net.in](mailto:Fieo@nda.vsnl.net.in)

4. CII and its branches

Head Office:-  
23, Institutional Area, Lodi Road, New Delhi - 110 003  
Phone : 0091-11-4629994-7, 4626164 / 4625407  
Fax : 0091-11-4626149/4633168  
Cable : BUILDPOWER  
Email : [ciico@ciionline.org](mailto:ciico@ciionline.org)  
Internet : [www.ciionline.org](http://www.ciionline.org)

5. PHD Chamber of Commerce and Industry

PHD House, 4/2 Siri Institutional Area,  
August Kranti Marg,  
New Delhi 110 016  
Tel: +91-11-26863801 to 04  
Fax:+91-11-26855450, 26863135  
E.mail: [phdcci@phdcci.in](mailto:phdcci@phdcci.in) Website: [www.phdcci.in](http://www.phdcci.in)

PHD Chamber of Commerce and Industry

Suite No.23, 2nd Floor, Indra Palace,  
H Block Middle Circle, Connaught Place,  
New Delhi-110 001  
Tel: 91-11-23327421

and its Regional Offices at Chandigarh, Shimla, Lucknow, Jaipur, Bhopal and Jammu.

The Chamber through its branches may issue Certificate of Origin (Non-Preferential) for the units located in Chandigarh, Chhattisgarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Madhya Pradesh, Punjab, Rajasthan, Uttarakhand and U.P.

**Note: An application for grant of a Certificate of Origin- Non Preferential may be made by the Registered/Head Office/Branch Office/Factory of the applicant to the licensing authority under whose jurisdiction such office/factory falls.**

#### ANDHRA PRADESH

- |    |   |    |  |
|----|---|----|--|
| 1. | Development Commissioner<br>Visakhapatnam Special Economic Zone,<br>Admn office Building,<br>Duvvada,<br>Vishakhapatnam –530046<br>Tel: 0891-587555/352<br>Fax: 0891-587352<br>E-mail: <a href="mailto:dc@vepz.com/jdc@vepz.com">dc@vepz.com/jdc@vepz.com</a> | 2. | Cocanada Chamber of Commerce<br>Commercial Road,<br>Kakinada - 533007.<br>Tel: 0884-376239<br>Fax: 0884-355424   |
| 3. | Federation of Andhra Pradesh<br>Chamber of Commerce and Industry,<br>Federation House,<br>11-6-841, Red Hills, P.B. No. 14,<br>Hyderabad-500004.<br>Tel: 040-3393428/3658<br>Fax: 040-3395083<br>E-mail: <a href="mailto:info@fapcci.org">info@fapcci.org</a> | 4. | Indian Chamber of Commerce,<br>P.B.No.67, Veera Savarkar Road,<br>Guntur-522001.<br>Tel:220092   |
| 5. | <u>Pharmaceutical Export<br/>Promotion council,<br/>101, Aditya Trade Center, Ameerpet,<br/>Hyderabad – 500038<br/>Tel. No. 91 40 23735462/66<br/>Fax No. 91 40 23635464<br/>E.mail: <a href="mailto:info@pharmexcil.com">info@pharmexcil.com</a></u>         | 6. | Federation of Andhra Pradesh Small Industries<br>Association<br>Administrative Building, Industrial Estate<br>Sanath Nagar<br>Hyderabad 500018<br>Tel: 040-23707942<br>e.mail: <a href="mailto:fapsia@fapsia.com">fapsia@fapsia.com</a><br>URL: <a href="http://www.fapsia.com">www.fapsia.com</a> |

#### ASSAM

- |    |   |    |  |
|----|---|----|--|
| 1. | Federation of Industries & Commerce of<br>North Eastern Region(FINER)<br>Shadeed Dileep Chakravarti Path,<br>Behind Ice Factory,<br>R.G.Baruah Road<br>Guwahati-781005<br>Tel: 0361-222537,630076 | 2. | North East Federation on International Trade<br>Dosi Bhawan, Pallan Bazar,<br>Guwahati-781008<br>Tel: 541717/718 |
|----|---|----|--|

Fax no. 0361-522037  
**E-mail: [finer@satyan.net.in](mailto:finer@satyan.net.in)**

3. North East Chamber of Commerce & Industry  
Rukmini Nagar, G.S. Road, Dispur,  
Guwahati – 781006  
Ph: 0361- 226616/17,  
Fax: 0361- 226616  
E-Mail: [neccighy@satyam.net.in](mailto:neccighy@satyam.net.in)



- |   |  |
|---|--|
| 1. Apparel Export Promotion Council,<br>15, NBCC Tower, Bhikaji Cama Place,<br>New Delhi-110066.<br>Tel: 6183351,6169394/56/57<br>Fax: 6188584/300  | 2. Apex Chamber of Commerce & Industry of NCT<br>Delhi<br>A-8 Naraina Industrial Area<br>Phase-II, New Delhi -110028<br>Tel:011-25893646<br>Telefax: 011-41418461<br>E-mail: <a href="mailto:delhichamber@touchtelindia.net">delhichamber@touchtelindia.net</a><br>Website: <a href="http://www.dcci.in">www.dcci.in</a> |
| 3. Federation of Indian Micro and<br>Small & Medium Enterprises,<br>B-4/161, Safdurjung Enclave,<br>New Delhi –110029<br>Tel:6109470, 6187948<br>Fax: 6109470   | .  |
| 4. Laghu Udyog Bharti<br>1E/11, Swami Ramtirth Nagar,<br>Jhandewalan Extn,<br>New Delhi 110055  | 5. Deleted   |
| 6. The Sports Goods Export Promotion<br>Council,<br>The 1E/6, Swami Ram Tirth Nagar,<br>(2nd Floor, Jhandewalan Ext.<br>New Delhi-110055.<br>Tel: 3525695<br>Fax: 7532147<br>E-mail: <a href="mailto:sgepc@vsnl.net.in">sgepc@vsnl.net.in</a>   | 7. The Associated Chambers of Commerce and<br>Industry of India<br>147-B, Gautam Nagar,<br>Gulmohar Enclave,<br>New Delhi 110049   |
| 8. Indian Electrical & Electronics<br>Manufacturers Association<br>804, Surya Kiran Building, 19,<br>Kasturba Gandhi Marg,<br>New Delhi 110011  | 9. Indian Chamber of Commerce & Industry<br>49, Community Centre, New Friends Colony,<br>New Delhi 110065<br>Tel: 011-51678602-09<br>Fax: 011- 26840775<br>Email: <a href="mailto:iccind@yahoo.co.in">iccind@yahoo.co.in</a>   |
| 10. Wool & Woollens Export Promotion Council<br>906, New Delhi House, 27, Barakhamba<br>Road<br>New Delhi-110001.<br>Tel.No.: 23315512, 23315205<br>Fax: 011-23730182<br>E-Mail : <a href="mailto:wwepc@bol.net.in">wwepc@bol.net.in</a><br>Website: <a href="http://www.wwepc.org">www.wwepc.org</a> | 11. Delhi Chamber of Commerce,<br>49, Rani Jhansi Road,<br>New Delhi-110055<br>Tel.23616421,23610397,23515828,23518994<br>Fax:23628847, 23622815<br>E-mail: <a href="mailto:dccnd@nda.vsnl.net.in">dccnd@nda.vsnl.net.in</a>   |
| 12. M/s. Indian Society of Agribusiness<br>Professionals  |  |

R-289A, 2nd Floor, Greater Kailash-I  
New Delhi-110048.  
Tel. No. 91-11-51730573, 51730574,  
30938993  
Fax: 51731674  
E-Mail: [isap@vsnl.net](mailto:isap@vsnl.net)

and its branch at

A/184 Road No. 1  
Mahipalpur Extn.  
New Delhi -110037.

Email: [santhanam@isapindia.org](mailto:santhanam@isapindia.org)  
[sangeeta@isapindia.org](mailto:sangeeta@isapindia.org)  
Website: [www.isapindia.org](http://www.isapindia.org).

## GOA

1. Goa Chamber of Commerce and Industry  
Goa Chamber Building,  
Ormuz Road, P.O. Box No.59,  
Panjim  
Tel: 224223  
Fax: 223420

## GUJARAT

1. Federation of Gujarat Industries,  
Sidcup tower, 4<sup>th</sup> floor,  
Near marble Arch,  
Race course, Vadodara-390007  
Tel: 0265-311101/2  
Fax: 0265-339054  
E-mail: [info@federationofgujarat.org](mailto:info@federationofgujarat.org)
2. Gujarat Chamber of Commerce & Industry,  
Shri Ambica Mills-Gujarat Chamber Building,  
Ashram Road, P.B. No. 4045,  
Ahmedabad-380009  
Tel: 079- 6582301/2/3/4  
Fax: 079-6587992  
E-mail: [bis@gujaratchamber.org](mailto:bis@gujaratchamber.org)
3. Deleted
4. Jamnagar Chamber of Commerce & Industry  
Shri Digvijaysinhji Chamber Building,  
Grain Market,  
Jamnagar-361001.  
Tel: 0288-2550250, 2550257  
Fax: 0288-2554823  
E-mail : [nccijmr@bsnl.in](mailto:nccijmr@bsnl.in),  
[jccichamber@rediffmail.com](mailto:jccichamber@rediffmail.com),  
[www.nccijamnagar.org](http://www.nccijamnagar.org)
5. Porbandar Chamber of Commerce & Industry  
Near old fuvara,  
Porbandar-360575  
Tel: 0286-244454, 240454
6. Saurashtra Chamber of Commerce & Industry,  
315, Chamber Complex Nakubaug,  
Darbargadh  
Bhavanagar-364001.  
Tel:0278-424279  
Fax: 0278-430040  
E-mail: [sauchem@adi.vsnl.net.in](mailto:sauchem@adi.vsnl.net.in)
7. Southern Gujarat Chamber of Commerce & Industry,  
'Samruddhi' 4<sup>th</sup> floor, Annex Nanpura,  
Makkai bridge,  
P.B.No.51, Nanpura,
8. Shri Sorath Chamber of Commerce & Industry  
"Opposite Port Office" Vakhariay Bazar,  
Hotel Kaveri Lane, S.T.Road. Akar complex,  
Veraval,  
Gujarat-362265

- Surat-395001.  
Tel:0261-3479431-5  
Fax: 0261-3472340  
E-mail: [sgcci@bom6.vsnl.net.in](mailto:sgcci@bom6.vsnl.net.in)
9. The Gandhidham Chamber of Commerce & Industry,  
Plot No. 8, Sector-9, P.B.No. 58,  
Gandhidham (Kachchh)  
Tel: 20735, 56828, 20977  
Fax: 20888  
E-mail: [goci@wilnetonline.net.in](mailto:goci@wilnetonline.net.in)
10. Rajkot Chamber of Commerce & Industry  
Post Box 441, Centre Point, Karansinghji Road,  
Rajkot 360 001  
Tel: 0281- 227500/400  
Fax: 0281- 230824
11. Greater Rajkot Chamber of Commerce and Industries,  
308, J.P. Tower, Tagore Road,  
Rajkot-360002.  
TEL :0281-2466200  
FAX: 0281-2480196  
e-mail: [seico\\_ad1@sancharnet.in](mailto:seico_ad1@sancharnet.in)
12. Rajkot Engineering Association  
Bhakti Nagar Industrial Estate  
Rajkot – 360002  
Tele: 0281-2362235-36-37  
Fax: 0281-2362506  
e.mail: [rea\\_ad1@sancharnet.in](mailto:rea_ad1@sancharnet.in)  
URL: [www.reaindia.com](http://www.reaindia.com)
13. EXIM CLUB,  
Association of Exporters & Importers,  
2<sup>nd</sup> Floor, West Wing, Offtel Towers No.1,  
B/H,Stop-N-Shop, Plaza, R.C.Dutt  
Road,Vadodara-390007.  
Tel: 91-265-2326410, 3025129,  
Telefax: 91-265-2338659  
[e.mail\\_eximclub@eximclub.org](mailto:e.mail_eximclub@eximclub.org)  
Website: [www.eximclub.org](http://www.eximclub.org)

#### **HARYANA**

1. Faridabad Industries Association  
Bata Chawk, Industrial area,  
Faridabad – 121001  
Tel: 0129-5432136/5176  
Fax: 0129-5435175  
E-mail: [fiafbd@ndf.vsnl.net.in](mailto:fiafbd@ndf.vsnl.net.in)
2. Gurgaon Chamber of Commerce & Industry,  
Post Box No 2, Khandsa Road,  
Gurgaon – 122001  
Tel: 0124- 6370303/ 0404  
Fax: 0124-6373708  
E-Mail: [gurgaonchamber@vsnl.com](mailto:gurgaonchamber@vsnl.com)

#### **JAMMU & KASHMIR**

1. J&K Walnuts exporters Association  
102, 1<sup>st</sup> floor, Fruit market complex,  
Narwal  
Jammu-180006
2. The Kashmir Chamber of Commerce & Industry,  
Residency Road,  
Srinagar-190001.  
Kashmir  
Tel: 455446  
Fax: 452517

#### **KARNATAKA**

1. Belgaum Chamber of Commerce & Industry,  
73, Raviwar Peth Belgaum- 590002  
(Udyambad), Khanpur Road,  
Plot No. 48-49,  
Belgaum- 590008  
Tel: 460101/440417
2. Central Silk Board  
CSB complex, B.T.M.Layout,  
Madivala,  
Bangalore – 560068  
Tel: 080-6688831/0841/8957/9351  
Fax: 080-6681511  
E-mail: [csb@bnesceo.ker.nic.in](mailto:csb@bnesceo.ker.nic.in)



- |   |   |
|---|---|
| <p>3. Kanara Chamber of Commerce &amp; Industry<br/>Chamber Buildings, P.O.Box NO.116,<br/>Bunder, Mangalore –575001<br/>Tel: 0824-420128/669<br/>Fax: 0824-420669<br/>E-mail: <a href="mailto:chamber@bir.vsnl.net.in">chamber@bir.vsnl.net.in</a></p>         | <p>4. <b>Bangalore Chamber of Industry and Commerce</b><br/>Sheriff Chambers,<br/>14 Cunningham Road,<br/>Bangalore – 560 052<br/>Tel. No: 080- 2286080<br/>Fax No: 080- 2251475<br/>E-Mail: <a href="mailto:bcic@gmci.org.in">bcic@gmci.org.in</a><br/>Website: <a href="http://www.gmci.org.in">www.gmci.org.in</a></p>   |
| <p>5. Federation of Karnataka Chambers of<br/>Commerce &amp; Industry,<br/>P.O.Box 9996, Kempe Gowda Road,<br/>Bangalore- 560009<br/>Tel: 080-2262355/2157/2356<br/>Fax: 080-2251826/2385908<br/>E-Mail: <a href="mailto:info@fkcci.org">info@fkcci.org</a></p> | <p>6. Karnataka Small Scale Industries Association<br/>2/106, 17th Cross, Magadi Chord Road<br/>Vijayanagar<br/>Bangalore-560040.<br/>Tel. +91-080-23358698<br/>Telefax: +91-080-23353250, Grams 'KASSIA'<br/>Fax: +91-080-23102865<br/>E-mail: <a href="mailto:kassia@blr.vsnl.net.in">kassia@blr.vsnl.net.in</a><br/>Website: <a href="http://www.kassia.com">http://www.kassia.com</a></p> |

### KERALA

- |   |  |
|---|--|
| <p>1. Cashew Export Promotion Council of India,<br/>P.B.No.1709, Chittoor Road,<br/>Ernakulam South,<br/>Cochin-682016.</p>   | <p>2. Cochin Chamber of Commerce &amp; Industry,<br/>P.NB.No.503, Bristow Road,<br/>Willington Island,<br/>Cochin 682 003<br/>Tel:0484-666348/253<br/>Fax:0484-668651<br/>E-mail: <a href="mailto:chamber@nd2.vsnl.net.in">chamber@nd2.vsnl.net.in</a></p>                 |
| <p>3. Ernakulam Chamber of Commerce,<br/>P.B.No.2530, Chamber corner,<br/>Shanmugham road,<br/>Kochi –682 031<br/>Tel:0484-380950, 354885<br/>Fax: 0484-374253<br/>E-mail: <a href="mailto:ekmcos@satyam.net.in">ekmcos@satyam.net.in</a></p> | <p>4. Indian Chamber of Commerce and Industry,<br/>P.B.No. 236, Indian chamber Road,<br/>Cochin- 682 003<br/>Tel: 0484-225966, 224335<br/>Fax: 0484-224203<br/>E-mail: <a href="mailto:iccichn@nd2.vsnl.net.in">iccichn@nd2.vsnl.net.in</a></p>                            |
| <p>5. The Malabar Chamber of Commerce<br/>Chamber house, Cherootty Road,<br/>P.B.No.1113, Calicut-673032<br/>Tel: 365282/92<br/>Fax: 0766191<br/>E-mail: <a href="mailto:malabarchamber@zyberway.com">malabarchamber@zyberway.com</a></p>     | <p>6. The North Malabar Chamber of Commerce,<br/>Cannanore- Tellicherry Road,<br/>Cannanore-670002.<br/>Tel: 703399</p>  |
| <p>7. The South Indian Chamber of Commerce<br/>and Industry<br/>Peniel Buildings, Muttambalam,<br/>Kottayam 4<br/>Tel No: 0481-2570745, 2584687;<br/>Fax: 0481-2302008<br/>Email: <a href="mailto:sicci@sicci.net">sicci@sicci.net</a></p>    | <p>8. The Chamber of Commerce,<br/>Chamber Building, TTC Road,<br/>Jawahar nagar, Kowdiar,<br/>Thiruvananthapuram-695003,<br/>Kerala<br/><br/>Tel:0091-0471-2317555<br/>Fax:0091-471-2319555<br/>E-mail:<a href="mailto:chambertvm@gmail.com">chambertvm@gmail.com</a></p> |

### MADHYA PRADESH/CHHATISGARH

- |  |   |
|--|---|
| <p>1. Foreign Trade Development Association of</p> | <p>2. Federation of Madhya Pradesh Chamber of</p> |
|--|---|

- India  
502, Silver Arc Plaza,  
20/1, New Palasia  
P.B.No. 591,  
Indore-452001  
Tel: 0731-270939, 264939  
E-mail: [mpica@bom4.vsnl.net.in](mailto:mpica@bom4.vsnl.net.in)
3. Deleted
4. Commerce and Industry,  
Udyog Bhavan  
129-A, Malviya Nagar  
Bhopal-462003  
Tel: 0755-573612  
Fax: 0755-551441  
E-mail: [fmpcci@bom6.vsnl.net.in](mailto:fmpcci@bom6.vsnl.net.in)
4. Madhya Pradesh Chamber of Commerce & Industry  
Sanatan Dharam Mandir Marg,  
Chamber Bhavan, Gwalior-474009.  
Tel:0751-332916/7  
Fx: 0751-323844
5. Devi Ahilya Chamber of Commerce and Industries  
34, Jawahar Marg, Near Jhanda Chowk,  
Police Chowki,  
Indore – 452007  
Tel: 0731- 432524/ 543904  
Fax: 0731- 433859/ 475867
6. The Soyabean Processors Association of India,  
Scheme No 53, Malviya Nagar, A.B. Road,  
Indore – 452008  
Tel: 0731-556530/532/533  
Fax: 0731- 556531  
E-Mail: [sopa@sancharnet.in](mailto:sopa@sancharnet.in)

### MAHARASHTRA

1. All India Exporter Chamber,  
Janmabhoomi Chambers, Walchand  
Hirachand Marg,  
Mumbai-400001.  
Tel: 022-2611055/5430  
Fax: 022-2699179  
E-mail: [chamber@bom3.vsnl.net.in](mailto:chamber@bom3.vsnl.net.in)
2. Association of Merchants & Manufacturers of  
Textile Stores and Machinery(India)  
Bhogilal Hargovindas Building,  
18/20, K.D.Marg,  
Mumbai-400001.  
Tel: 022-2844350/401  
Fax: 2874060  
E-mail: [amtsmi@bom7.vsnl.net.in](mailto:amtsmi@bom7.vsnl.net.in)
3. Basic Chemicals, Pharmaceuticals and  
Cosmetics Export Promotion Council,  
Jhansi Castle, 4th Floor,  
7th Cooperage Road,  
Mumbai-400039.
4. Bombay Chamber of Commerce & Industry,  
Mackinnon Mackenzie Building,  
3rd Floor, Ballard Estate,  
Bombay-400038.  
Tel:022-2614681  
Fax:022-2621213  
E-mail: [bcci@bombaychamber.com](mailto:bcci@bombaychamber.com)
5. Cotton Textiles Export Promotion Council,  
Engineering Centre, 5th Floor,  
9, Mathew Road,  
Mumbai-400004  
Tel:022-2855859/5860  
Fax:022-3631213  
E-mail: [exprocil@bom3.vsnl.net.in](mailto:exprocil@bom3.vsnl.net.in)
6. Hindustan Chamber of Commerce  
342, Kalbadevi Road,  
Mumbai- 400002  
Tel:022-2083724/ 2061775  
Fax: 022-2071359  
E-mail: [hcc@bol.net.in](mailto:hcc@bol.net.in)
7. Deleted
8. Indian Merchants Chamber,  
IMC Building,  
P.B.No. 11211, Churchgate,  
Mumbai-400020.  
Tel:022-2046633  
Fax: 022-2048508  
E-mail: [Inter-MinisterialCommittee@imcnet.org](mailto:Inter-MinisterialCommittee@imcnet.org)
9. Indo-Arab Chamber of Commerce & Industries,  
16, Maker Arcade, Ground Floor,
10. Indian Chemical Council  
Sir Vithaldas Chambers,  
16 Mumbai Samachar Marg,

- Cuffe Parade,  
Mumbai – 400 005  
Tel. No: 2183889/2182057  
Fax No: 2188221/2180848  
E-mail: [iacci@bom3.vsnl.net.in](mailto:iacci@bom3.vsnl.net.in)
- Mumbai- 400023
- And its branches at
- a) Shantiniketan 8th Floor, 8 Camac Street, Kolkata-700017
  - b) 332-A, Sant Nagar, Ground Floor East of Kailash, New Delhi-11--65
  - c) Kurian Complex, III floor 140-A, Nelson Manickam Road, Chennai- 600029
11. Maharashtra Chamber of Commerce & Industry,  
Oricon House, 6th Floor, 12K, Dubhash Marg,  
Fort, Mumbai-400001  
Tel:022-2855859/5860  
Fax: 022-2855861  
E-mail: [maharashtrachamber@vsnl.com](mailto:maharashtrachamber@vsnl.com)
  12. Maharatta Chamber of Commerce & Industries,  
P.B.No. 525, Tilak Road,  
Pune-411002.  
Tel:020-4440371/0472  
Fax:020-4447902  
E-mail: [mccipune@vsnl.com](mailto:mccipune@vsnl.com)
  13. Memon Chamber of Commerce  
Patharia Palace, 75, Mohamedali Road,  
Mumbai-400003.  
Tel:022-3421109  
Fax:022-3413661
  14. Marathwada Industries Association,  
Bajaj Bhavan, P-2, MIDC, Station Road  
Aurangabad-431005  
Tel (0240)-324509/355090  
Fax (0240)333029  
E-mail: [mia-abd@satyam.net.in](mailto:mia-abd@satyam.net.in)
  15. MVIRDC World Trade Centre  
Centre-1, 31<sup>st</sup> floor, Cuffe Parade,  
Mumbai- 400005  
Tel:022-2184434  
Fax:022-2188385/0823  
E-mail : [wcbom@vsnl.com](mailto:wcbom@vsnl.com)
  16. Nag-Vidarbha Chamber of Commerce  
Temple Road, Civil Lines,  
P.B.No. 33,  
Nagpur-440001  
Tel:0712-522434  
Fax:0712-542422  
E-mail: [nveenag@nagpur.dot.net.in](mailto:nveenag@nagpur.dot.net.in)
  17. Synthetic & Rayon Textiles Export  
Promotion Council,  
Resham Bhavan, 78 Veer Nariman Road,  
Mumbai-400020.  
Tel:022-2048797/8690  
Fax:2048358  
E-mail: [SRTEPC@vsnl.com](mailto:SRTEPC@vsnl.com)
  18. The All India Association of Industries,  
98, Mittal Chamber,  
Nariman Point,  
Mumbai – 400021  
Tel. No: 202 3390  
Fax: 022-2660992  
E-mail: [aiai@giabm01.vsnl.net.in](mailto:aiai@giabm01.vsnl.net.in)
  19. The Solvent Extractors Association Of  
India,  
142, Jolly Maker Chambers No.2  
14<sup>th</sup> floor, 225, Nariman Point,  
Mumbai-400021  
Tel: 022-2021475  
Fax: 022-2021692  
E-mail: [solvent@vsnl.com](mailto:solvent@vsnl.com)
  20. Indo German Chamber of Commerce  
Maker Tower "E" , 1st Floor, Cuffee Parade,  
Mumbai – 400 005  
  
and its branches as under:
    - a) German House, 2 Nyaya Marg,  
Chanakya Puri, New Delhi –110021  
Tel:011-2687721/26111730  
Fax: 011-26118664
    - b) 3A, Gurusaday Road, 1st Floor,  
Block A, Kolkata 700019  
Tel: 033-2247147/ 22405645,  
Fax: 033-2476165
    - c) 177, G.N.Chetty Road, T.N.Nagar,

Chennai-600017  
Tel: 044-28211835  
Fax: 044-28211837  
d) 403, Shah Sultan,P.O Box 144,  
Cunningham Road, Bangalore- 560059  
Tel: 080-22265650  
Fax: 080-22023797

21. Deleted
22. Bombay Industries Association  
Sahakar Bhavan, Narayan Nagar,  
Kurla Ind. Est. L.B.S. Marg,  
Ghatkopar (West),  
Mumbai – 400 086  
Tel. 022 – 2516 9663 / 2512 9580  
Fax: 022 – 2516 5303  
E-mail: [biaoffice@biaindia.org](mailto:biaoffice@biaindia.org)  
Website: [www.biaindia.org](http://www.biaindia.org)
23. Indian Oilseeds & Produce Exporters Association  
78-79, Bajaj Bhawan,  
Nariman point  
Mumbai- 400 021  
Phone: 022-2202 3225/2202 9295  
Fax: 022-2202 9236  
E-mail: [iopea@bom3.vsnl.net.in](mailto:iopea@bom3.vsnl.net.in)  
Website: [www.iopea.org](http://www.iopea.org)
24. M/s Vidarbha Industries Association  
I Floor, Udyog Bhawan, Civil Lines,  
Nagpur-440 001  
E-mail: [via\\_ngp2sancharnet.in](mailto:via_ngp2sancharnet.in)  
Web site: [www.via-india.com](http://www.via-india.com)  
Phone no: 0712 256 1211  
Fax: 0712 254 5190
25. The Clothing Manufacturers Association of India  
902, Mahalaxmi Chambers  
22, Bhulabhai Desai Road  
Mumbai-400026.  
Tel.No.2353 8245, 2352 5168, 2353 8986  
Fax: 91-22-2351 5908  
E-Mail: [cmai@hathway.com](mailto:cmai@hathway.com)  
Website:[www.cmai.info](http://www.cmai.info)
26. Deccan Chamber of Commerce Industries & Agriculture Pune  
305, Gulmohar Centre Point, Near Viman Nagar Junction, S. No. 34/A-5, Vadgaon Sheri, Nagar Road, Pune – 411014.  
Tel/Fax: 91-20-56029325, 56246798  
E-mail: [nria@vsnl.net](mailto:nria@vsnl.net)
27. Raigad Chamber of Commerce & Industry  
C-501 Kukreja Centre, Sector-11,  
Plot No.13, CBD Belapur,  
Navi Mumbai-400614  
Phone: 022-309953547 / 30997391  
Fax: 022-27579805  
E-mail: [mgmt@raigadchamber.com](mailto:mgmt@raigadchamber.com)  
Website: [www.raigadchamber.com](http://www.raigadchamber.com)
28. Cotton Association of India  
2nd Floor, Cotton Exchange Bldg.,  
Cotton Green  
Mumbai-400033  
Phone:022-23704401/02/03.23729438  
Fax:022-23700337  
E-mail:[eica@bom8.vsnl.net.in](mailto:eica@bom8.vsnl.net.in)  
Website:[www.eicaindia.org](http://www.eicaindia.org).
29. Thane Small Scale Industries Association  
TSSIA House, Plot No. P-26  
Road 16/T, Wagle Industrial Estate  
Thane-400604.  
Phone 022-25820429, 25822493  
Fax-25823303  
E-mail:[tssia@bom3.vsnl.net.in](mailto:tssia@bom3.vsnl.net.in)  
Website:<http://www.tssia.com>
30. M/s ASSOCIATION OF SMALL & MEDIUM CHEMICAL MANUFACTURERS (ASMECHEM)  
READYMONEY TERRACE,  
167,DR. A.B.ROAD, WORLI,  
MUMBAI-400 018  
**Telefax: 022-24938826**  
E-mail: [asmechem@uniphos.com](mailto:asmechem@uniphos.com) ;[gandhep@uniphos.com](mailto:gandhep@uniphos.com)

**MANIPUR**

- |  |  |
|--|--|
| 1. Associated Manipur Chamber of Commerce<br>Imphal: 795001<br>Tel: 221229 | 2. Federation of All Manipur Importers/Exporters<br>Chamber of Commerce & Industry,<br>Indo-Myanmar Border Traders Union (IMBTU)<br>Nagamapal Laimayum Leirak, Imphal –1<br>E-mail: <a href="mailto:imbtum@yahoo.com">imbtum@yahoo.com</a> |
| 3. Moreh Chamber of Commerce   |  |

**MEGHALAYA**

- |  |   |
|--|---|
| 1. Meghalaya Exporters chamber of<br>Commerce<br>Mongrim Hills, Opp. Nagaland House<br>Shillong- 7903003   | 2. Deleted  |
| 3. Meghalaya Mineral Exporters Chamber of<br>Commerce<br>Honeywood upper new colony, laitumkhrah,<br>Shillong-793003   | 4. Meghalaya International Exporters Chamber of<br>Commerce<br>Dawki, Jaintia Hills |
| 5. North East Federation on International<br>Trade<br>Wallang House, Three Pines colony,<br>Laban, Shillong- 793004<br>Tel: 0364-504387<br>Fax: 0364- 505397<br>E-mail: <a href="mailto:nefit@nehne.com">nefit@nehne.com</a> |   |

## PONDICHERRY

1. Chambre De Commerce  
1, Rue Suffren, P.B.No.39,  
Pondicherry – 605001  
Tel: 338615

## PUNJAB

1. Chamber of Industrial & Commercial Undertaking,  
Gill road,  
Ludhiana – 141 003  
Tel:0161-530551/540551  
Fax:0161-530551
2. Federation of Punjab Small Industries Association,  
Punjab Trade Centre Complex,  
Near State Bank of India, Miller Ganj,  
Ludhiana- 141 003  
Tel: 0161-532302  
Fax: 0161-671301
3. Punjab Small Industries & Export Corporation  
Sector 17, Chandigarh
4. Northern India Chamber of Commerce & Industry  
20B, Textile Colony,  
Ludhiana – 141 003  
Tel: 0161 – 661819 / 609419  
Fax: 0161 – 661817  
E-mail: [arvindforge@satyam.net.in](mailto:arvindforge@satyam.net.in)
5. Apex Chamber of Commerce & Industry (Punjab)  
Room No.212, 2<sup>nd</sup> Floor,  
Savitri Complex,  
Post Bag No.740, G.T. Road,  
Ludhiana – 141 003  
Tel: 0161-254 2749  
Fax: 0161-253 1797

## RAJASTHAN

1. Rajasthan Chamber of Commerce & Industry,  
Rajasthan Chamber Bhawan,  
M.I.Road,  
Jaipur-302003  
Tel: 0141-565163/569899  
Fax: 0141-562610  
E-mail: [raichem@jp1.net.in](mailto:raichem@jp1.net.in)
2. Bhiwadi Manufacturer's Association  
S-56, BMA House, Industrial Area  
Bhiwadi-301019, Distt. Alwar  
Tel: 01493 – 21134/23800  
Fax: 21416/20228  
E-mail: [bmali@ndb.vsnl.net.in](mailto:bmali@ndb.vsnl.net.in)
3. Deleted
4. Marwar Chamber of Commerce & Industry  
5-Haider Building, Sojati Gate  
Jodhpur- 342001  
Tel: 0291-431157  
E-mail: [marwar@datainfosys.net](mailto:marwar@datainfosys.net)

## TAMILNADU

1. All India Skin & Hide Tanners & Merchants Association,  
"Leather Centre",  
53, Raja Muthiah Road  
Periamet,  
Chennai -600003.  
Tel: 044-5389945/5274  
Fax: 044-5365292
2. Andhra Chamber of Commerce  
3, Rajaji First Street,  
Lake Area, Nungambakkam,  
Post box No.3322,  
Chennai - 600034  
Tel:044-8242287  
Fax: 044-8242289

- E-mail: [aishtma@vsnl.com](mailto:aishtma@vsnl.com)
3. Hindustan Chamber of Commerce,  
Hindustan Chamber Building,  
15, Kondi Chetty Street,  
Madras-600001.  
Tel:044-5383134/6394
  4. The Indian Chamber of Commerce & Industry,  
Chamber Tower, 8/732, Avanashi Road,  
Coimbatore-641018  
Tel:0422-214000/1,  
Fax: 5368063  
E-mail: [icci2nd3@vsnl.net.in](mailto:icci2nd3@vsnl.net.in)
  5. The Madras Chamber of Commerce &  
Industry,  
Karumuttu Centre, 1st Floor,  
Dare House, North Beach Road,  
434, Annasalai, Nandanam,  
Chennai-600035.
  6. The National Chamber of Commerce,  
NO.5&6, North Usman Road,  
2<sup>nd</sup> Floor, T.Nagar,  
Chennai-600108.  
Tel: 04408229113
  7. Salem Dharmapuri Chamber of Commerce  
B-7, Fairlands  
Salem-636016  
Tel: 0427-447473/448466
  8. The Tamil Chamber of Commerce  
"174, Thambu Chetty Street,  
P.O.Box.No. 1661  
Chennai-600001.  
Tel: 044-5231930/5228419
  9. Tamilnadu Chamber of Commerce &  
Industry  
4th Floor,  
178-B, Kamaraja Salai,  
Madurai-625009.  
Tel: 0452-626751/52  
Fax:0452-626750  
E-mail: [chamber@nd2.vsnl.net.in](mailto:chamber@nd2.vsnl.net.in)
  10. Indo-Australian Chamber of Commerce &  
Industries,  
Arjay Apex Centre, 3rd Floor,  
24, College Road,  
Nungambakkam,  
Chennai – 600 006  
Tel:044-8213231  
Fax: 8225603  
E-mail: [indonut@vsnl.net.in](mailto:indonut@vsnl.net.in)
  11. The Southern India Chamber of Commerce  
and Industry  
Indian Chambers Building, P.B. No 1208,  
Esplanade  
Chennai 600108.
  12. Tirupur Exporters Association  
62, Appachi Nagar Main Road, Post Box No. 508,  
Tirupur-641607 Tel: 0421-2220500, 2220606  
Fax: 0421-2220505  
E-Mail: [teapr@md4.vsnl.net.in](mailto:teapr@md4.vsnl.net.in) / [teassn@eth.net](mailto:teassn@eth.net)
  13. Indian Chamber of Commerce and Industry  
84-B, South Raja Street,  
Tuticorin – 628 001  
Tel. 0461 – 233 7405  
Fax: 0461-233 7405  
Email: [icci@sancharnet.in](mailto:icci@sancharnet.in)
  14. The Tirupur Chamber of Commerce and Industry  
47, Nehru street  
Tirupur-641 601  
Tamil Nadu  
Tel: 0421-2201371, 2201372  
Fax: 0421-2201518  
Website: [www.tirupurchamber.com](http://www.tirupurchamber.com)  
e-mail: [admin@tirupurchamber.com](mailto:admin@tirupurchamber.com)

**TRIPURA**

- |   |   |
|---|---|
| 1. Tripura Exporters-Importers Chamber of Commerce<br>Kamarpukar Par, A.A.Road<br>P.O.Agartala College<br>Agartala (West) Pin- 799004 | 2. Purbachal Exim Chamber of Commerce<br>Ichai Sonapur Dharm Nagar,<br>North Tripura<br>Tel:03822-20851<br>E-mail: <a href="mailto:purbachal-com@rediffmail.com">purbachal-com@rediffmail.com</a> |
|---|---|

**UTTAR PRADESH/UTTARAKHAND**

- |  |  |
|--|--|
| 1. Eastern U.P. Chambers of Commerce & Industry<br>29/27/1, C.Y.Chintamani Road,<br>Darbhanga Colony,<br>Allahabad-211001.<br>Tel:0532-40758<br>Fax: 0532-461812<br>E-mail: <a href="mailto:adarbari@nda.vsnl.net.in">adarbari@nda.vsnl.net.in</a>   | 2. Merchants Chamber of Uttar Pradesh,<br>14/76, Civil Lines,<br>Kanpur-208001<br>Tel: 0512-291306<br>Fax: 0512-210684<br>E-mail: <a href="mailto:mercham@bol.net.in">mercham@bol.net.in</a>   |
| 3. Upper India Chamber of commerce,<br>14/113, Civil Lines, P.B.No. 63,<br>Kanpur-208001<br>Tel: 0512-210684/543905<br>Fax: 0512-210684  | 4. Deleted   |
| 5. Eastern UP Exporter's Association,<br>B-2, Guru Kripa Colony,<br>P.O.Box No.2040,<br>Nadesar,<br>Varanasi-221002<br>Tel: 0542-345913<br>E-mail: <a href="mailto:eupea@satyam.net.in">eupea@satyam.net.in</a>  | 6. Assistant Director (Handicrafts)<br>Office of the Development Commissioner<br>(Handicrafts)<br>12/2189,near Darpan Cinema, Ambala road,<br>Saharanpur-247001<br>Tel:648530  |
| 7. Associated Chamber of Commerce and Industry of Uttar Pradesh,<br>3/465, Vishal Khand, P.O.Box.No.17<br>Gomti Nagar,<br>Lucknow – 226 010<br>Tel.No: 301956-57<br>Fax No: 301958<br>E-mail: <a href="mailto:asochmup@lw1.sanchar.net.in">asochmup@lw1.sanchar.net.in</a> /<br><a href="mailto:info@asochamup.org">info@asochamup.org</a> | 8. Indian Industries Association<br>II A Bhawan, Vibhuti Khand,<br>Phase-II, Gomati Nagar,<br>Lucknow-226 010<br>E-mail: <a href="mailto:iaa@sancharnet.in">iaa@sancharnet.in</a><br>Website: <a href="http://www.indian-industries.org">www.indian-industries.org</a><br>Phone: 91-522-2720090/2004350/3104257<br>Fax: 91-522-2720097 |

**WEST BENGAL**

- |  |   |
|--|---|
| 1. Bengal Chamber of Commerce & Industry,<br>P.B.No.280, Royal Exchange,<br>6, Netaji Subhash Road<br>Kolkatta-700001<br>Tel:033-2203711/33/46<br>Fax: 033-2201289<br>E-mail: <a href="mailto:benchem@cal3.vsnl.net.in">benchem@cal3.vsnl.net.in</a> | 2. Bengal National Chamber of Commerce & Industry<br>23, R.N.Mukherjee Road,<br>Kolkatta-700001<br>Tel:033-2482951<br>Fax: 033-2487058/0387<br>E-mail: <a href="mailto:bncci@bncci.com">bncci@bncci.com</a> |
| 3. Development Commissioner<br>Falta EPZ,<br>2nd MSO Building, Room No. 4,<br>Nizam Place, 234/4, AJC Bose Road,<br>Kolkatta   | 4. Federation of Biri,<br>Biri Leaves & Tobacco Merchants,<br>1, Rupchand Roy Street,<br>Kolkatta-700001<br>Tel:033-2384088   |



- |  |   |
|--|---|
| <p>5. Indian Chamber of Commerce<br/>4, India Exchange Place<br/>Kolkatta-700001<br/>Tel: 033-2203242-44<br/>Fax: 033-2204790<br/>E-mail: <a href="mailto:icccal@giascl01.vsnl.net.in">icccal@giascl01.vsnl.net.in</a></p>             | <p>6. Oriental Chamber of Commerce<br/>6A, Dr.Rajendra Prasad Sarani,<br/>Kolkatta-700001.<br/>Tel:033-2203609/2120<br/>Fax:033-2203609</p>   |
| <p>7. Bharat Chamber of Commerce<br/>9, Park Mansions, 2nd Floor,57A<br/>Park Street,<br/>Kolkata-16<br/>Tel:033-2299591/9608<br/>Fax:033-2204947<br/>E-mail: <a href="mailto:bcc@cal2.vsnl.net.in">bcc@cal2.vsnl.net.in</a></p>       | <p>8. Merchant Chamber of Commerce<br/>15-B, Hemanta Basu Sarani,<br/>Kolkatta-1<br/>Tel:033-2481502/6329/5912<br/>Fax:033-2488657<br/>E-mail: <a href="mailto:mercham@cal.vsnl.net.in">mercham@cal.vsnl.net.in</a></p>   |
| <p>9. Calcutta Chamber of Commerce<br/>18-H, Park Street, Stephen Court,<br/>Kolkata-700071<br/>Tel: 033-2290758/2298236<br/>Fax: 033-2298961<br/>E-mail: <a href="mailto:calchamb@cal3.vsnl.net.in">calchamb@cal3.vsnl.net.in</a></p> | <p>10. Malda Merchants' Chamber of Commerce<br/>'Baniyya Bhavan'<br/>Sankopara, Maheshmati<br/>Malda-732101<br/>Tel. No.: 03512-266028<br/>Fax: 266174<br/>E-Mail: <a href="mailto:maldamerchantschamber@rediffmail.com">maldamerchantschamber@rediffmail.com</a></p> |

## FOR EXPORT OF TEA ONLY

### ANDHRA PRADESH

- 1 M/s.Vimta Labs Ltd.  
142, IDA, Phase-II  
Cherlapally  
Hyderabad-500051.  
Tel. No.91-40-2726 4141, 4444  
Fax: 91-40-2726 3657  
E-Mail: [vimtahq@vimta.com](mailto:vimtahq@vimta.com)  
URL: [www.vimta.com](http://www.vimta.com)

### TAMILNADU

- 2 M/s. Upasi Tea Research Foundation  
Nirar Dam PO  
Valparai-642127  
Coimbatore Distt.  
Tamilnadu.  
Tel. No.: 04253-235301, 235303  
Fax: +91-04253-235302  
E-mail: [upasitri@satyammal.com](mailto:upasitri@satyammal.com)  
Grams: UPASI, Valparai

### MAHARASHTRA

- 3 M/s. Geo-Chem Laboratories (P) Ltd.  
294, Shahid Bhagat Singh Road  
Fort  
Mumbai-400001.  
Tel.No.(+91-22) 5638 3838

Fax: (+91-22) 5638 3800  
E-Mail: [mumbai@geochemgroup.com](mailto:mumbai@geochemgroup.com)  
Telex: 011-83498 GEOC IN  
Cable: "GEOCHEMSUP"

- 4 M/s. Stewart Surveyors & Assayers Pvt. Ltd.  
3, Victoria Building, 27, S.A. Brelvi Road  
Fort, Mumbai-400001.  
Tel. Nos: 91-22-2266 0130, 2266 0069,  
2265 1887  
Fax: 91-22-2266 0427  
E-Mail: [stewart@vsnl.com](mailto:stewart@vsnl.com)  
Website: [www.stewartindia.com](http://www.stewartindia.com)

## DELHI

Export Inspection Council of India  
3<sup>rd</sup> Floor, NDYMCA Cultural Centre  
Building,  
1 Jai Singh Road,  
New Delhi – 110001  
Tel.No.011-23365540, 23748188,  
23748189  
Fax: 011-23748024  
E-mail: [eic@eicindia.org](mailto:eic@eicindia.org)  
Website: [www.eicindia.org](http://www.eicindia.org)

## WEST BENGAL

- 5 M/s. BSI Inspectorate India Pvt. Ltd.  
608, Central Plaza  
2/6, Sarat Bose Road  
Kolkata-700020.  
Tel No. +91 33 2485 2902/8823/8824/8825  
Fax +91 33 2485 8826/8827  
E-mail: [Calhq@bsi-inspectorate.co.in](mailto:Calhq@bsi-inspectorate.co.in)  
Website: [www.bsi-global.com/inspectorate](http://www.bsi-global.com/inspectorate)
- 6 M/s. Cargo Inspectors & Superintendence  
Co. Pvt. Ltd.  
P-165, C.I.T. Road  
Kolkata-700010  
Tel.No. (033) 2350-7001/2351-0050/2353-  
8403  
Fax: (033) 2373-3231, 2351-0215  
E-Mail: [cisco@cal3.vsnl.net.in](mailto:cisco@cal3.vsnl.net.in)/  
[cisco@vsnl.com](mailto:cisco@vsnl.com)
- 7 M/s. Tea Research Association  
113, Park Street, 9th Floor  
Kolkata-700016.  
Tel.No.:2229-1815, 2229-3813  
Fax: 91-33-2229 4271  
E-mail: [tearesearch@sify.com](mailto:tearesearch@sify.com)

**Annexure I to Appendix – 4 C**

**Application Form For Enlistment Under Appendix 4C  
to Issue Certificate of Origin (Non-Preferential)**

1. Application for (please tick)

<b>(A) Enlistment</b>		<b>(B) Modification in particulars of existing Enlisted Agency</b>	
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2. Name and address of the applicant : .....  
(Registered Office in : .....  
case of limited companies, : .....  
and Head Office : .....  
for others )

PIN 000000

3. Address of all the Branches/ Divisions/ Units/  
located in India if they also to be enlisted.

1. .... 3. ....  
PIN 000000 PIN 000000

2. .... 4. ....  
PIN 000000 PIN 000000

4. In case the application is for modification in existing enlisted agency, give:

Nature of modification required : .....  
and details thereof : .....

(In case the application is for modification, information in S.No.2 and 3 above will be as per pre.modified status)

5. **Particulars of Fees Paid:**

(i) Bank Receipt/Demand Draft No. : .....

(ii) Amount(in Rs.) : .....  
(In.figures) : .....  
(in words) : .....

(iii) Name of Bank & Branch of Issue : .....  
6. Permanent Account Number (PAN) : .....

Issuing authority : .....

## **Declaration Cum Undertaking for Enlistment in Appendix 4 C**

On behalf of M/s \_\_\_\_\_ with its registered / head office located at \_\_\_\_\_.

- 1) I hereby certify that I am authorised to sign this declaration cum undertaking.
- 2) I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my /our knowledge and belief and nothing has been concealed or held therefrom.
- 3) I/We full understand that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
- 4) I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed thereunder, the Foreign Trade Policy and the Handbook of Procedures.
- 5) I undertake that the applicant has not been de-listed earlier on account of violation of any of the provisions of the FTDR Act, 1992, or any misrepresentation or fraud.
- 6) That I/we would be liable for the penal action or other consequences as may be prescribed and taken by the Ministry of Commerce or the Directorate General of Foreign Trade for any violation of the undertaking or procedures that are prescribed by the Government.
- 7) That I/ we shall not charge more than Rs 100/- for the issue of each Certificate of Origin (Non Preferential).
- 8) That I/ We undertake not to issue any Preferential Certificate of Origin including those of GSP, SAPTA and Bangkok Agreement.

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Nos: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature and seal of Agency: \_\_\_\_\_

### I. Criteria for recognition of various agencies authorized to issue Certificate of Origin (Non-Preferential):

Applicant Chamber of Commerce, Industry Associations etc. must be registered as a Company, a Society or a Trust under the relevant Act of the Government and should not have been set up for profit. Proprietorship / partnership firms shall not be entitled for this recognition

- (b) The applicant must have a minimum office space of 1000 Sq. ft.
- (c) The applicant must have a minimum of 5 employees (excluding support in form of Group D employees) on its pay rolls. At least 2 of such employees should be technically qualified.

The applicant seeking recognition should regularly be conducting export promotion activities and should present a proof of having conducted at least 3 events in one licensing year through some reputed agency of trade promotion.

### II. Guidelines for Regional Authorities to carry out inspections:

- (a) The inspection shall be carried out by at least an officer of the rank of FTDO / Asstt. DGFT who shall be assisted by at least another official.
- (b) The inspection report will precisely cover all the details given in the application form and verify the same before recommending enlistment.
- (c) The inspection report will give the details of the Agency about meeting the criteria for enlistment as given in the guidelines.

### III. List of documents that should accompany the application for enlistment under Appendix 4C

1. Documentary proof evidencing that the Chamber/Agency meets the criteria as per Para I above.
2. Fee of Rs. 5000/- (non-refundable)
3. Declaration cum Undertaking To be given on a stamp paper (Minimum of Two Rupees)
4. List of the authorized signatories along with their signature attested.
5. Application form is to be submitted in duplicate

## Annexure –II to Appendix – 4 C

### Format of the Certificate of Origin (Non Preferential)

1. Goods consigned from (Exporter's business name, address, country)			Reference No.  <b>CERTIFICATE OF ORIGIN (NON PREFERENTIAL)</b> (Combined declaration and certificate)  Issued in India		
2. Goods consigned to (Consignee's name, address, country)					
3. Means of transport and route (as far as known)			4. For official use		
5. item number	6. Marks and numbers of packages	7. Number and kind of packages, description of goods	8. Origin criteria	9. Gross weight or other quantity	10. Number and date of invoices
11. Certification  It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.   .....Place and date signature and stamp of authorised signatory			12. Declaration by the exporter  The undersigned hereby declares that the above details and statements are correct; that all the goods were produced in India and that they comply with the origin requirements for exports to ..... (importing country)  .....Place and date signature of authorised signatory		

## **APPENDIX 4 D**

### **LIST OF AGENCIES AUTHORISED TO ISSUE GLOBAL SYSTEM OF TRADE PREFERENCES (GSTP) AND INDIA SRI LANKA FREE TRADE AGREEMENT (ISLFTA) CERTIFICATION**

Export Inspection Council through their field offices known as Export Inspection Agencies with 57 offices all over India

## APPENDIX 5

### LIST OF INSPECTION AND CERTIFICATION AGENCIES

01	Deleted	02	Alfred H Knight Ferrous Ltd., Eccleston Grange, Prescot Road, St. Helens, Merseyside, WA 10 300 UK.
03	Bureau of Indian Standards 9. Bahadurshah Zafar Marg, New Delhi - 110 002. Tel : 3317991/3310131/3311375 Tlx : 031-65870 Fax : 3314062	04	Bureau Veritas 17 bis, Place des Reflets, La Defense, 92400 Courbevoie, Cedex 44, 92077 Paris-La-Defense.
05	Bureau Veritas Marwah Centre, 6 <sup>th</sup> Floor Krishanlal Marwah Marg Opp. Ansa Inds. Estate Off. Saki Vihar Road Andheri (East) Mumbai – 400072 Tel.: 91-22-56956300 Fax: 91-22-5695 6309/5695 6310 E-mail: <a href="mailto:itd.mum@in.bureauveritas.com">itd.mum@in.bureauveritas.com</a>	06	Det Norske Veritas 201-D, Poonam Chambers, "A" Wing, Dr. Annie Besant Road, Worli, Mumbai - 400 018. Tel : 2185614/1080/7107 Tlx : 022-4925267/4927978 Fax : 022 4954409
07	Director General STQC Directorate Department of Electronics Electronics Niketan 6, CGO Complex, New Delhi - 110 003 Tel : 4362831 Tlx : 65103/66536/66590 Fax : 4363083	08	Gulf Inspection International Co.(K.S.C) P.O Box 24993, Safat (13110), Kuwait. Tel: 00965-4748859, 4735121, 4733048 Fax: 00965-4733045 E-mail: <a href="mailto:soilwell@qualitynet.net">soilwell@qualitynet.net</a> Website: <a href="http://www.giico.net">www.giico.net</a>
09	Indian Register Quality Systems 52-A, Adi Shankaracharya Marg, Opp. Powai Lake, Bombay - 400 072. Tel : 022-5793627 (4 Lines) 022-5787124 Fax : 022 5793611	10	Inspectorate International Ltd., 2, Perry Road, Withan Essex CMB 3 TU England Tel:0044-1376-515081 Fax:0044-1376-520819 E-mail: <a href="mailto:info@inspectorate.co.uk">info@inspectorate.co.uk</a>
11	"Underwriters Laboratory's inc, (Liason Office), 205-209, Second Floor, Prestige meridian- I 29, M.G. Road, Bangalore- 560001 Tel. 080-5581773/74/75 Fax No: 080-5581771	12	American Quality Assessors (India) Pvt Ltd, (under the Office of AQA, USA) 3-6-157, Victory Vihar, 4 <sup>th</sup> Floor, Himayat Nagar, Hyderabad 500 029 Tel: 040-3222894-5 Fax: 040-3223023 E-mail: <a href="mailto:aqa@aqa-india.com">aqa@aqa-india.com</a> <a href="mailto:srihari@hdl.vsnl.net.in">srihari@hdl.vsnl.net.in</a>
13	Metallurgical & Engineering Consultants (India) Ltd. Ranchi - 834 002, Bihar , India., Tel : 0651-501002/501216 Tlx : 0625-262 MECON IN	14	Nippon Kaiji Kentai Kyokai, 9-7-1 Chome, Hatchobori, Chuo-ku, Tokyo, Japan.

	Fax : (91)-651-502214/502189		
15	NQA quality Systems Registrar 720, International Trade Tower, Nehru Place, New Delhi - 110 019. Tel : 6411913 Tlx : 031-71053 QMI IN Fax : 6467487	16	Rwtuv Ahlagentchnik Deptt. for Environment Protection, Chemicals and Technology, Langemarckstr, 20, 4541 ESSEN, Germany.
17	Shin Nihon Ketei Kyokai Keikyu No. 2 Building, Takanawa 3-Chrome, Minato-ku, Tokyo 108, Japan. Tlx : 2423486KENTEI J Fax : 81-3-3449-2814	18	Societe General De Surveillance Sa Mineral Services, Place Des Alpes, 1 P.O. Box 898, CH - 1211 Geneva 1
19	Superintendence Company of India (Private) Limited 'Everest House' (7 <sup>th</sup> Floor) 46 C, Chowringhee Road Kolkata – 700071 Tel:91-033-2288-7572/7573/6430/8960/1487 Fax: 91-033-2288-9015 E-mail: <a href="mailto:masupind@cal.vsnl.net.in">masupind@cal.vsnl.net.in</a>	20	Deleted
21	Moody International (India) Pvt.Ltd 32/33, Gautam Complex, Sector- 11, CBD Belapur, Navi Mumbai – 400614 Tel: 022-7580044 Fax: 022-7580033	22	SGS India Private Limited 250, Udyog Vihar Phase IV Gurgaon Tel: 6399990-8
23	Best Mulyakan Consultants Ltd, 307–A, BEST Commercial Complex, Opp Andheri Rly Station (W) Mumbai 400 058 Ph: 022-26285662, Fax: 022- 26702917 E-Mail: <a href="mailto:mulyakan@vsnl.com">mulyakan@vsnl.com</a>	24	SGS Lanka Private Limited 140, Vauxhall Street, COLOMBO-2 Sri Lanka Tel.No. (941) 324797, 341255 Fax No. (941) 436404.
25	Deleted	26	Intertek Group Plc. 25 Savile Row London W1S 2ES England Tel.No. :(44) 207 396 3400 Fax No. :(44) 207 396 3490 Web site: <a href="http://www.intertek.com">www.intertek.com</a>
27	NQAQSR- North America 5945 West Parkar Road #2836 Plano TX 73093, USA Tel: 1-781-964-4672 Fax: 1-972-550-2943 E-mail: <a href="mailto:nqaqsrnorthamerica@yahoo.com">nqaqsrnorthamerica@yahoo.com</a>	28	Baltic Control Ltd., Aarhus Sindalsvej 42B P.O.Box 2199 DK-8240 Risskov Denmark Tel : 45-86216211 Telefax: 45-86216255 E-mail: <a href="mailto:baltic@balticcontrol.com">baltic@balticcontrol.com</a>
29	National Marine Consultants Inc.	30	Intertek Testing Services International Ltd.



	236 Ernston Road, Parlin NJ 08859, U.S.A. Tel: (732) 553 9210 Fax: 1-732- 5539215 E-mail: <a href="mailto:nmci@natmar.com">nmci@natmar.com</a>		Foreign Trade Standards Peru 590 – Piso 4 C1068AAB Buenos Aires Republica Argentina Tel: (5411)4878 0600 Fax: (5411) 4878 3030 <a href="mailto:Info.argentina.fts@intertek.com">Info.argentina.fts@intertek.com</a>
31	Intertek Testing Services Ltd. FTS/INTECO Divisions Transversal 14 No.126A-10 Oficina 501, Santa Fe de Bogota DC, Colombia Tel: (57)1615 5654/615 5664/615 5670 Fax: (57)16271953/627 1956 <a href="mailto:Info.bogota@intertek.com">Info.bogota@intertek.com</a>	32	Intertek Testing Services 19/F Golden Centre 188 Des Voeux Road Central, Hong Kong Tel: (852) 2310 9923 Fax: (852) 2370 2284 <a href="mailto:Info.hongkong@intertek.com">Info.hongkong@intertek.com</a>
33	Intertek Testing Services (Japan) K.K. 7F Eishin Building 2-31-1 Eitai Koto-Ku, Tokyo 135-0034 Japan Tel: (81) 3 5245 0650 Fax: (81) 3 5245 0471 <a href="mailto:Info.tokyo@intertek.com">Info.tokyo@intertek.com</a>	34	Intertek International Limited P.O. Box 439 Blantyre Delamere House, 4 <sup>th</sup> Floor 26 Victoria Avenue Blantyre, Malawi Tel: (265) 1 623 588 Fax: (265) 1 624 185 <a href="mailto:Info.Malawi@intertek.com">Info.Malawi@intertek.com</a>
35	Saudi Arabian Standards Organisation (SASO) International Conformity Certification Program (ICCP) POBox 3437, Riyadh 11471 Kingdom of Saudi Arabia Tel: (966) 1 452 0101 Fax: (966) 1 456 9977 <a href="mailto:Info.saudiarabia@intertek.com">Info.saudiarabia@intertek.com</a>	36	Intertek Testing Services AMR Office Park, 1 <sup>st</sup> Floor Concord Road East Bedfordview Johannesburg, SOUTH AFRICA  Postal Address P.O. Box 280, Bedfordview 2008 Gauteng Province South Africa Tel: (27) 11 455 2568 Fax: (27) 11455 4017/455 4018 <a href="mailto:Info.Johannesburg@intertek.com">Info.Johannesburg@intertek.com</a>
37	Intertek Testing Services 8125 N.W. 53 <sup>rd</sup> St. Suite 200, Miami, Florida 33166 U.S.A. Tel: I.O. (1) 305 513-3000 Fax: I.O. (1) 305 513-3001 Fax I.O. (Inspection) (1) (305) 513-3003 <a href="mailto:Info.Miami@intertek.com">Info.Miami@intertek.com</a>	38	Intertek Testing Services (Bangladesh) Ltd.  Hasney Tower (7 <sup>th</sup> Floor) 3/A Kawran Bazar C/A Dhaka – 1215, Bangladesh Tel: (880) 2 912 9439/812 6716 Fax:(880) 2 912 8540/913 0060 <a href="mailto:info.bangladesh@intertek.com">info.bangladesh@intertek.com</a>
39	Intertek Testing Services Victor Emilio Estrada 114 Entre Balsamos y Circunvalacion Norte Urdesa Central Guayaquil, Ecuador Tel: (593) 4 2 880150/699/784/881 876 Fax:(593)42880140/142/152 <a href="mailto:info.ecuador@intertek.com">info.ecuador@intertek.com</a>	40	Intertek Testing Services India Private Ltd. 401, Everest House, 4 <sup>th</sup> Floor 6, Suren Road, Andheri (East) Mumbai – 400093 India Tel: (91) 22 5693 4848 Fax: (91) 22 5693 4800 SASO Direct Line-(91) 22 5693 4884 RIT Direct Line- (91) 22 5693 4888 <a href="mailto:Info.mumbai@intertek.com">Info.mumbai@intertek.com</a>
41	Intertek Testing Services House of Vanguard, Mz Floor Chiromo Road, Westlands, Nairobi, Kenya Tel: (254) 20 4449 132/3/4	42	ITS Mexico Blvd Manuel Avila Camacho 92A Oficina of 601 El Conde Naucalpan, Edo. De Mexico

	Fax: (254) 20 4449 212/3 <a href="mailto:Info.nairobi.fts.@intertek.com">Info.nairobi.fts.@intertek.com</a>		54500 Tel: (52) 55 5357-3625 Fax: (52) 55 53585710 <a href="mailto:Info.mexico@intertek.com">Info.mexico@intertek.com</a>
43	Intertek International Ltd. P.O. Box No.802 10 Wallace Johnson Street, 2 <sup>nd</sup> Floor Freetown, Sierra Leone Tel: 232 (0) 22 227198 Fax: 232 (0) 22 228620	44	Intertek International Ltd.Dubai Branch AlMoosa Tower II, 25 <sup>th</sup> Floor Sheikh Zayed Road Main Telephone: + 971 4 3312440 Main Fax: +971 4 3316883 Postal Address P.O. Box 26290 Dubai, UAE <a href="mailto:info.dubai@intertek.com">info.dubai@intertek.com</a>
45	UZITS 25, Amir Timur Str. (Minmotazhspecstroy Bldg), 7 <sup>th</sup> Floor Tashkent City 700000 Republic of Uzbekistan Tel:(998) 71 134 88 83 Fax:(998) 711341773 <a href="mailto:info.Uzbekistan@intertek.com">info.Uzbekistan@intertek.com</a>	46	Intertek Testing Services do Brasil Ltda A.V. Indianapolis 2181, Sao Paulo-SP 04063-064 Brazil Tel: (55) 1150719200 Fax: (55) 115585 1362 <a href="mailto:Info.saopaulo@intertek.com">Info.saopaulo@intertek.com</a>
47	Intertek Testing Sevices 91 rue de Generale de Gaulle 27100 Le Vaudreuil France Courier Address Only: Intertek-FTS 3 Edmond Mailloux 27100 Le Vaudreuil France Tel: (33) 2 32633165 Fax: (33) 2 32611958 Enquiries: <a href="mailto:info.paris@intertek.com">info.paris@intertek.com</a>	48	Intertek Iran, 4 <sup>th</sup> Floor No. 25 Tavaniir Street Valie Asr Avenue Tehran Islamic Republic of Iran Tel: (98) 218878721-30 Fax: (98) 218797519 <a href="mailto:Info.Tehran@intertek.com">Info.Tehran@intertek.com</a>
49	Intertek Testing Sevices Korea 10F, Imkwang Building 267 Mikeun-Dong Seodaemoon-Ku Seoul 120-020, Korea Tel: (82) 23605255 Fax: (82) 23605266 <a href="mailto:Info.seoul@intertek.com">Info.seoul@intertek.com</a>	50	Intertek Testing Sevices Inchcape House Av Acordos Lusaka 118 Maputo Mozambique Tel: (258) 1417647 Fax: (258)1418557 <a href="mailto:Info.Mozambique@intertek.com">Info.Mozambique@intertek.com</a>
51	ITS Spain Alda. Recalde 27, 5° BILBAO 48009, SPAIN, Tel: (34) 944354460 Fax: (34) 94 4356600 <a href="mailto:ndemfgel@intertek-spain.com">ndemfgel@intertek-spain.com</a>	52	Intertek Testing Sevices 3741 Red Bluff Road Pasadena, Houston Texas 77503 U.S.A. Tel: (1)7134752082 Fax: (1)7134752083 <a href="mailto:info.houston@intertek.com">info.houston@intertek.com</a>
53	Intertek Testing Sevices Torre Metalica-Piso 13 Calle San Ignacio Con Av. Francisco de Miranda Chacao Caracas 1060 Venezuela Tel: (58) 2127000000	54	Intertek Testing Sevices Shanghai Limited, (ITS/FTS Shanghai IO) 16 <sup>th</sup> Floor, Fangdi Mansion No. 201, Laoshan Road (West) Lujiazui Finance & Trade Zone, Pudong Shanghai, China 200120 Tel: (86)2168879250

	Fax: (58) 2122671378 <a href="mailto:Info.Venezuela@intertek.com">Info.Venezuela@intertek.com</a>		Fax: (86) 2158401622/1674 <a href="mailto:Info.shanghai@intertek.com">Info.shanghai@intertek.com</a>
55	Deleted	56	Intertek Italy Srl Via Aldo Moro, 47 1-20060 Gessate Milano, Italy Tel: (39) 02953 83833 Fax: (39) 02953 83832 <a href="mailto:info.milan@intertek.com">info.milan@intertek.com</a>
57	PAI ICCP Program Management PO Box 4690 Safat Code 13047 Kuwait Tel: (965) 4318240 Fax: (965)431 8319 <a href="mailto:info@pai-iccp.com">info@pai-iccp.com</a>	58	Swede Control Intertek Plot 1709, Olugbosi Street Off Bishop Oluwole Street Victoria Island LAGOS, Nigeria Tel: (234) 1261 9963/261 9897 Fax: (234) 1 262 0198/262 3115 <a href="mailto:info.nigeria@intertek.com">info.nigeria@intertek.com</a>
59	Intertek Testing Services International (Hong Kong) Ltd. – Singapore Branch Foreign Trade Standards 5 Pereira Road No.04-01 Asiawide Industrial Building Singapore 368025 Tel: (65) 6 2857557 Fax: (65) 6 382 8662 <a href="mailto:info.Singapore@intertek.com">info.Singapore@intertek.com</a>	60	Intertek Testing Services Academy Place 1-9 Brook Street Brentwood. Essex CM-14 5NQ England Tel: (44) 1277223255 Fax: (44)1277220127 <a href="mailto:Info.brentwood.fts@intertek.com">Info.brentwood.fts@intertek.com</a>
61	Alex Stewart [Assayers] Ltd Caddick Road, Knowsley Business Park, Knowsley, Merseyside L34 9ER, England Tel. +44 (0) 151 548 7777 Fax: +44 (0) 151 548 0714 Website: <a href="http://www.alexstewart.com">www.alexstewart.com</a>	62	Bureau Veritas P.O. Box 45, Mansma Kingdom of Baharin Tel: +973 17725010 Fax: +973 17727913 Mail: <a href="mailto:bvrn@batelco.com.bh">bvrn@batelco.com.bh</a>
63	Bureau Veritas S.A.  Mechelsesteennweg 128-136-2018 Antwerp, Belgium Tel: +32 3 2479400 Fax: +32 3 2479499 Mail: <a href="mailto:info@be.bureauveritas.com">info@be.bureauveritas.com</a>	64	Bureau Veritas 08BP:0658 TRI POSTAL, COTONOU BENIN Tel: +229 304901 / 302013 Fax: +229 300182 Mail: <a href="mailto:Richard.tardieu@ben.bureauveritas.com">Richard.tardieu@ben.bureauveritas.com</a>
65	Bureau Veritas IMMEUBLE LES DELICES (Face Hotel Parfait Garden) Bid de La Liberte, Douala, CAMEROON Tel: +237 3421218 / 3434233 Fax: 237 3421686  Mail: <a href="mailto:pic.douala@cm.bureauveritas.com">pic.douala@cm.bureauveritas.com</a>	66	Bureau Veritas Congo SAU BP 687, Immeuble EPB ZI de la foire Point Noire, Republique du CONGO Tel: 242 948456 Mail: <a href="mailto:jean-claude.marc@bureauveritas.com">jean-claude.marc@bureauveritas.com</a>
67	Bureau Veritas Immeuble Bull – 3eme etage, Boulevard du commerce, B.P. 1451, CONAKRY Republic de Guinee	68	Bureau Veritas Galerie de 1' Esplanade, B.P. 1005 Libreville Tel: 241 740146

	Tel: +224 411841 / 412202 Fax: +224 413454 Mail: <a href="mailto:bvconakry@biasy.net">bvconakry@biasy.net</a>		Fax: 241 762663 Mail: <a href="mailto:Christophe.draux@ga.bureauveritas.com">Christophe.draux@ga.bureauveritas.com</a>
69	Bureau Veritas SA Zweigniederlassung Hamburg Veritaskai 1, D 21079 HAMBURG Germany Tel: +49 40 236250 Fax: +49 40 23625422 Mail: <a href="mailto:rebekka.Albrecht@ham.bureauveritas.com">rebekka.Albrecht@ham.bureauveritas.com</a>	70	Bureau Veritas, CI S.A.U Bd Roume, Angle Rue Thomasset 01 BP 1453, Abidjan 01, Cote d'Ivoire Tel: +225 20312500 Fax: +225 20227715 Mail: <a href="mailto:itd.civ@ci.bureauveritas.com">itd.civ@ci.bureauveritas.com</a>
71	Bureau Veritas 1102, Keungil Tower, 677-25, Yeoksam-Dong Gangnam-Gu, Seoul, Korea Tel: +82 2 555 8924 Fax: +82 2 553 4083 Mail: <a href="mailto:sinace.kim@kr.bureauveritas.com">sinace.kim@kr.bureauveritas.com</a>	72	Bureau Veritas Batiment C2 – Village des Jeux Ankorondrano, 101, Antanangrivo Madagascar Tel: +261 202225330 / 39800 Fax: +261 202225383 Mail: <a href="mailto:veritas@simicro.mg">veritas@simicro.mg</a>
73	Bureau Veritas 20, MONTMAR, DE PAULE AVENUE BALZAN, MALTA Tel: +356 21 488068 Fax: +356 21 493566	74	Bureau Veritas MTIUS S.A Room No.505, 5 <sup>th</sup> Floor, St. James Court St. Demis Street, Port Louis, Mauritius Tel: +230 2112430 / 2432 Fax: +230 2112431 Mail: <a href="mailto:veritas.Maurice@intnet.mu">veritas.Maurice@intnet.mu</a>
75	Bureau Veritas P.O. BOX 110, POSTAL CODE 134 JAWHARAT A SHATI, SULTANATE OF OMAN Tel: +968 24571546 Fax: +968 24571529 Mail: <a href="mailto:bvoman@omantel.net.om">bvoman@omantel.net.om</a>	76	Bureau Veritas 8 <sup>th</sup> Floor, Ramon Magsaysay Cente, 1680 Roxas Blvd. Cor. J. Quintos, St.Ermita Manila, Philippines Tel: +632 5211068 Fax: +632 5211959 Mail: <a href="mailto:vasuo.takehisa@ph.bureauveritas.com">vasuo.takehisa@ph.bureauveritas.com</a>
77	Bureau Veritas 5, Avenue Theodore Drouhet, ZAC 2000 BP 36, 97829 LE Port LA REUNION ISLAND Tel: +262 262424140 Fax: +262 262432161 Mail: <a href="mailto:bvreunion@wanadoo.fr">bvreunion@wanadoo.fr</a>	78	Bureau Veritas 1 Maritime Square, #09-66 Lobby C Harbour Front Center, Singapore – 099253 Tel: +65 6 275 2886 Fax: +65 6 275 2776 Mail: <a href="mailto:itd.sgp@sg.bureauveritas.com">itd.sgp@sg.bureauveritas.com</a>
79	Bureau Veritas Rue 3 Prolongee x Bd de 1'Est, Point E- BP 592, Dakar, Senegal Tel: +221 865 1220 Fax: +221 864 0573 Mail: <a href="mailto:mamadou.cisse@sn.bureauveritas.com">mamadou.cisse@sn.bureauveritas.com</a>	80	BIVAC North America 8200, N.W. 33 <sup>rd</sup> Street Suite # 300 Miami, FL 33122 USA Tel: +305 4361242 Fax: +305 594 7432 /593 1783 Mail: <a href="mailto:ken.holden@us.bureauveritas.com">ken.holden@us.bureauveritas.com</a>
81	BIVAC International Jamaica Road Junction, Monrovia Liberia Tel: +231 227910 /226491 Fax: +231 227998	82	M/s. WLSI (Worldwide Logistic, Survey, and Inspection) Group and Affiliates 30 Oxford Road, Old Bethpage New York 11804 USA Tel. No.516-752-6868 FAX: 516-752-3144 E-mail: <a href="mailto:wlsicorp@gmail.com">wlsicorp@gmail.com</a>

83.	RWTUV Middle East W.L.L P.O. Box 5021 Sitra Industrial Area Kingdom of Baharin Tel: (+973) 17-456010 FAX:(+973) 17-456020 Website: www.rwtuv.net E-mail: <a href="mailto:rwtuvlan@batelco.com.bh">rwtuvlan@batelco.com.bh</a>	84.	M/s Sandeep garg & Company 584,Sector-15,Part-I Gurgaon Haryana-122001 Tel:91-0124-2220584/91-98110028993 Fax:91-0124-5033584 Mail:sandeep@sgnco.com/www.sgnco.com
85.	Bureau Veritas Mexicana S.A.de C.V.Ejercito Nacional 4181, Piso, Col.chapultepec Morales, C.P.11570 MEXICO.D.F. Tel:+52 55 55310671 Fax:+52 55 55310178 Mail:martin.Ramirez@mx.bureauveritas.com	86.	BIVAC International Ghana Limited No.10, Aviation Road, Airport Residential Area, Accra, GHANA Tel:+233 21 762609/ 771507 Fax: + 233 21 769805
87.	Bureau Veritas Zone Potuiare, B.P. 7219,Route d' Akodessewa, Lome, republic du Togo Tel: +228 2272624 Fax: +228 2274818 Mail: <a href="mailto:georges.vittu@civ.bureauveritas.com">georges.vittu@civ.bureauveritas.com</a>	88.	Bureau Veritas Shahjadi Chamber ( 5th Floor) 1331/B, SK. Mujib Road, Agrabad Chittagong-4100, Bangladesh Tel: +880 31 815403 / 815575 Fax: + 880 31 816518 Mail: <a href="mailto:bv.Bangladesh@in.bureauveritas.com">bv.Bangladesh@in.bureauveritas.com</a>
89.	Bureau Veritas 101, Vinayalankara Mawatha Colombo-10, Sri Lanka Tel: +94 11 4734325-6 FAX: +94 11 4734327 Mail: <a href="mailto:bv.Colombo@in.bureauverotas.com">bv.Colombo@in.bureauverotas.com</a>	90.	M/s Geo Chem. Laboratories Pvt. Ltd. Geo-chem House, 294, Shahid Bhagat Singh Road, Fort, Mumbai-400001 Tel. No. +91 22 56383838 FAX No. +91 22 56383800 Mail: <a href="mailto:mumbai@geochemgroup.com">mumbai@geochemgroup.com</a>
91.	World Wide Inspection Services(Sarl) SIS VILLA No. 160 SOTRAC MERMOZ DAKAR, SENEGAL P.O.BOX 25142 Tel No: 00-221-6641221 Fax No: 00-221-8606483 Web site: <a href="mailto:wise2005@yahoo.com">wise2005@yahoo.com</a>	92.	Humber Inspection International Limited "RIVARDY" Manby Road, IMMINGHAM, North East Lincolnshire, England DN40 2LG Tel No : (01469)-577774 FAX No: (01469)-577400 e-mail: <a href="mailto:alan.wilson@humberinspection.freemove.co.uk">alan.wilson@humberinspection.freemove.co.uk</a>
93.	Deleted	94.	Worldwide Logistic, Survey and Inspection(WLSI) Group and Affiliates, E-82,Saket, New Delhi-110017. Tel: ( 011) 51664409, (011) 51664117 Fax: (011) 51671050 Email: <a href="mailto:info@wlsi.us">info@wlsi.us</a>
95.	Worldwide Logistic, Survey and Inspection(WLSI) Group and Affiliates, 18 Keyport Crescent, Glendenning, NSW 2761, Sydney ( Australia ), Tel: 61-412262272, 61-412209123, 61-2-97645884, Fax: 61-2-97645885 Email: <a href="mailto:info@wlsi.us">info@wlsi.us</a>	96.	Sandeep Garg & Company 27-A,FAJARA 'A' SECTION FAJARA, K.S.M.D. THE GAMBIA Tel: 00220 7719456 Fax: 00220 4370557 Website: <a href="http://www.sgnco.com">www.sgnco.com</a> E-mail: <a href="mailto:sandeep@sgnco.com">sandeep@sgnco.com</a>
97.	Sandeep Garg & Company Scrap Metal Inspection Agency LLC 13111 Westheimer Rd., Ste 120 Houston TX 77077 Tel: 281 596 7010 Fax: 281 596 7427 Mobile: 281 743 9754 Website: <a href="http://www.sgnco.com">www.sgnco.com</a> E-Mail: <a href="mailto:sandeep@sgnco.com">sandeep@sgnco.com</a>	98.	Ravi Energie Inc. 1,Teakwood Ct., Warren NJ 07059 USA Tel: + 1-908-531-8605 + 1-908-698-9396 Telefax: +1-908-903-0722 Mob: +91-98250 68909 ( Roaming) E-mail: <a href="mailto:inspection@ravienergie.com">inspection@ravienergie.com</a>

99.	Geo-Chem Middle East Office Land Building Block No. 3, Flat No. 102 Karama. Post Box 5778 Dubai, UAE Tel: +971-4-3359466 Fax: ++971-4-3359227 E-Mail: operations@geochem.ae	100	M/s Ravi Energie, 202,Manubhai Towers-B, Sayajigung, VADODARA-395005 India Telefax: +91-265-2226069 + 91,265-2361740 +98-98250-68909 Cell: +98-98250-68909 Email:inspection@ravienergie.com
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**Note: 8 Agencies have been suspended vide Policy Circular No. 32(RE-2005)/2004-09 dated 21.11.2005. A copy of the Circular is enclosed.**

(SL.No.99 has been added vide PN No. 51/2005, DT.16/09/2005)

(SL.No.98 has been added vide PN No. 48/2005, DT.02/09/2005)

(SL.No.96 & 97 has been added vide PN No. 38/2005, DT.11/08/2005)

(SL.No.94 & 95 has been added vide PN No. 35/2005, DT.28/07/2005)

(SL.No.92 & 93 has been added vide PN No. 33/2005, DT.26/07/2005)

(SL.No.91 has been added vide PN No. 26/2005, DT.13/07/2005)

(SL.No.90 has been added vide PN No. 11/2005, DT.26/05/2005)

(SL.No.84 to 89 has been added vide PN No. 06/2005, DT.03/05/2005)

**Annexure-I to Appendix 5**

**PRE – SHIPMENT INSPECTION CERTIFICATE**

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Please see paragraph 2.32.2 of Handbook of Procedure (Vol.1)

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- (I) Details of Importer
- (a) Name \_\_\_\_\_
  - (b) Address \_\_\_\_\_  
\_\_\_\_\_
  - (c) Telephone No. \_\_\_\_\_
  - (d) E-mail \_\_\_\_\_

- (II) Details of import :

Description of metallic Scrap	Quantity

- (III) Details of tests carried out : \_\_\_\_\_  
\_\_\_\_\_

**DECLARATION / UNDERTAKING**

1. The consignment does not contain any type of arms, ammunition, mines, shells, cartridges, radio active contaminated or any other explosive material in any form either used or otherwise.
2. The import consignment is actually metallic scrap / seconds / defective as per the internationally accepted parameters for such a classification.
3. I / We hereby declare that the particulars and statements made in this certificate are true and correct and nothing has been concealed or held therefrom.

Date \_\_\_\_\_

Official Seal

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Name of the agency as per Appendix 5 \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_  
\_\_\_\_\_

**Note : This pre-shipment inspection certification is issued under paragraph 2.32.2 of Handbook of Procedures (Vol.1) for unshredded, compressed and loose forms of metallic waste and scrap.**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DIRECTORATE GENERAL OF FOREIGN TRADE  
UDYOG BHAVAN, NEW DELHI.**

Policy Circular No. 32(RE-2005)/2004-09 Dated, the 21<sup>st</sup> November, 2005

To,

All Licensing Authorities.  
All Custom Authorities.

Subject : Temporary suspension of Pre-shipment Inspection (PSI) Agencies listed under Appendix – V of the Handbook of Procedures.

The field formations of Customs and the CBEC have informed DGFT that the following Pre-shipment Inspection (PSI) Agencies listed under Appendix – V of the Handbook of Procedures had issued false certificates and in some cases there was recovery of ammunition in the imported metal scrap. It has, therefore, been decided not to accept the PSI Certificates issued by these agencies until a thorough investigation of the matter has been undertaken and conclusions are arrived at by following due process. These agencies are :

1. M/s. Gulf Inspection International Co. (KSC), Kuwait.
2. M/s. Alex Stewart International Corporation, Rotterdam.
3. M/s. BSI Inspectorate Ltd. Essex.
4. M/s. Shin Nihon Kentei Kyokai, Japan.
5. M/s. Intertek Group Plc, London.
6. M/s. Bureau Veritas, Madagaskar.
7. M/s. WLSI Group and Affiliates, USA.
8. M/s. American Assessors (India) Pvt. Ltd., Hyderabad.

The Trade and Industry is hereby informed that certificates issued by these agencies will not be accepted by Customs till a final decision is taken in the matter. However, consignment of metallic scrap where the Bill of Lading is 1<sup>st</sup> December and where certificates have been issued by these agencies will be cleared by Customs with 100% inspection in terms of Custom Circular No. 56 dated 18.10.2004.

This issues with the approval of DGFT.

(Pratima Dikshit)  
Joint Director General of Foreign Trade

(Issued from F.No. 01/94/162/1352/AM05/PC- I(B))



## APPENDIX-5A

### Enlistment as Pre-shipment Inspection Agency for metal scrap

- 1.1 Name of the Agency and Address  
 1.2 Purpose of Enlistment : Fresh Enlistment/ Renewal

2 Testing equipments available for testing metal scrap:

2.1 List out specific equipments available

**Table 2.1**

S No	Equipment for detecting following materials in metal scrap	Description of Equipment	Make and Model No.	Nos
i	Radioactive substances			
ii	Explosive material			
iii	Nuclear goods			
iv	Arms			
v	Ammunition			
vi	Mines, Shells and Cartridges			
vii	Others - specify			

2.2 List out any other equipment(s) available including laboratory facilities

**Table 2.2**

S No	Equipment / Laboratory Facility	Capability	Nos
i			
ii			
iii			
iv			
v			
vi			
vii			

3 Membership: If accredited with other international organizations dealing with metal scrap/waste trade, addresses of each of those international organizations may be given as under:

**Table 3**

S No	Accreditation with	Accredited since when
i		
ii		
iii		
iv		
v		
vi		
vii		

4.1 Experience in metal inspection:

Quantity of metal scrap inspected (in MTs) in the last five years/ destination country-wise

**Table 4.1.1 For Ferrous scrap**

S No	Exporting Country	Destination Country	Preceding					Total
			Year 5	Year 4	Year 3	Year 2	Year 1	
i								
ii								
iii								
iv								

v								
	Grand Total							

**Table 4.1.2 For Non Ferrous scrap**

S No	Exporting Country	Destination Country	Preceding					Total
			Year 5	Year 4	Year 3	Year 2	Year 1	
i								
ii								
iii								
iv								
v								
	Grand Total							

4.2 Scrap inspected, which was exported to India. Details of such inspection:

**Table 4.2**

Sl.No.	Date of inspection	Exporter (outside India)	Indian Importer	Scrap	
				Material description	Quantity (in MTs.)
1	2	3	4	5	6

Value (in US\$)	Date of		Remarks
	Despatch	Arrival in India	
7	8	9	10

**5 Operations**

5.1 Countries (where metal scrap inspection certification will be carried out) for which this enlistment is sought:

- 1.
- 2.
- 3.

5.2 Logistical arrangements for inspections at different locations. Please cite collaborations, if any, with other agencies for carrying on inspections, in the following format:

**Table 5**

Port Location	Country	Collaborator Name & Address	Collaboration operating since	Quantity of Export Inspected last 3 years (Qty.in MTs) yearwise	of in	Quantity of Export inspected on behalf of applicant	of	Remarks
1	2	3	4	5		6	7	
				2005-06				
				2006-07				

				2007-08			
				Total			

**6** Manpower: Number and name of technical persons who carry out inspection with their qualification & experience:

**Table 6**

S No	Names of Technical person(s)	Qualification	Experience in inspection of metal scrap
i			
ii			
iii			
iv			
v			
vi			

**7** What is your Inspection and sampling procedure? Please outline different steps.

Step 1

Step 2

Step 3

.....

**8** Information about your audited turnover and financial standing (for last 5 financial years)

**Table 8**

Year	Audited annual turnover (Rs crores)
2007-08	
2006-07	
2005-06	
2004-05	
2003-04	
2002-03	

**9.1** Whether you have been debarred /de-listed by Indian Government or other Governments for carrying out inspection activities. If yes, details thereof

**9.2** Whether any judicial proceedings are pending against you in any country / legal authority. If yes, details thereof

## APPENDIX 6

### LIST OF IS/ISO 9000 (SERIES) / ISO- 14000 (SERIES)/ WHO-GMP/ HACCP/SEI/CMM LEVEL II AND OTHER CERTIFICATION AGENCIES

#### A. List of IS/ISO 9000 (Series) Certification agency:

All agencies accredited with National Accreditation Board for Certification Bodies (NABCB) are deemed to be notified under this Appendix. The updated list of agencies is available at the website of Quality Council of India at website [www.qcin.org](http://www.qcin.org). The agencies presently accredited by NABCB are listed here. However, for future reference for addition/deletion etc. in the list NABCB in Quality Council of India may be contacted directly.

QUALITY MANAGEMENT SYSTEMS				
S.No	Name & Address of Certification body	Standard	Validity	Accreditation No.
1	DNV, New Delhi 203, Savitri Sadan 1, 11, Preet Vihar Community Centre, New Delhi - 110 092	QMS	20 Jun 2008	QM001
2	TUV India Pvt. Ltd, Mumbai 801, Raheja Plaza I LBS Road, Ghatkopar (West), Mumbai - 400 086.	QMS	11 Sep 2009	QM002
3	BVCI, Mumbai Marwah Centre, 6th Floor, Opposite Ansa Industrial Estate, Kishanlal Marwah Marg, Off Sakivihar Road, Andheri East, Mumbai - 400 072	QMS	13 Apr 2010	QM003
4	IQC, Bangalore Platinum City, G / 13 / 03, Site No. 02, Next to CMTI, HMT Road, Yeshwantpur Post Bangalore - 560 022	QMS	10 Sep 2009	QM004
5	AGSI Certification Pvt. Ltd. 208, Kartik Complex, New Link Road, Opp. Laxmi Industrial Estate, Andheri (West). Mumbai 400 053	QMS	11 Apr 2010	QM005
6	IRS(IRQS), Mumbai 161 A, Maker Towers 'E' (16th Floor) Cuffe Parade, Mumbai 400 005	QMS	18 Apr 2011	QM006
7	ICRS Management Systems Pvt. Ltd 808, Suneja Tower - II, District Centre, Janakpuri, New Delhi 110058	QMS	10 Aug 2011	QM007
8	BSI India Pvt. Ltd The Mira Corporate Suites (A-2), Plot 1 & 2, Ishwar Nagar, Mathura Road, New Delhi - 110 065	QMS	11 Aug 2011	QM008
9	ICS Certifications ( Asia ) Pvt. Ltd <b>(U/S)</b> 22 / 23, Goodwill Premises, Swastik Estate, 178, CST Road, Kalina Santacruz (East) Mumbai - 400 098 (Maharashtra)	QMS	15 Aug 2007	QM009

10	TUV Rheinland India Pvt. Ltd 504-506, Prestige Centre Point Cunningham Road Bangalore - 560 002	QMS	15 Aug 2011	QM010
11	TUV SUD South Asia Pvt. Ltd Off. Saki Vihar Road, Saki Naka Andhri (East), Mumbai 400072	QMS	28 Nov 2007	QM011
12.	NVT Qualify Certifications Pvt. Ltd. CAP-1, EOIZ, Export Promotion Industrial Park Near ITPL, Whitefield, Bangalore 560066, India	QMS	08 Mar 2008	QM012
13.	AQSR India Pvt Ltd. 3 <sup>rd</sup> Floor, 7 Community Center East of Kailash New Delhi 110065 (India)	QMS	17 Nov 2008	QM013
14.	American Quality Assessors (India) P. Ltd. 3-6-157 "Victory Vihar", 4 <sup>th</sup> Floor, Himayatnagar, Hyderabad 500029 (India)	QMS	17 Nov 2008	QM014
15.	Bureau of Indian Standards (BIS) Bureau of Indian Standards 9, Bahadur Shah Zafar Marg New Delhi 110002 (India)	QMS	21 Dec 2008	QM015
16.	URS CertificB-8, Dayanand Colony Lajpat Nagar-IV New Delhi 110024 ation Ltd.	QMS	01 Feb 2009	QM016
17.	Moody ICL Certifications Ltd # 372, Phase-I Industrial Area, Panchkula – 134113 Haryana	QMS	01 Feb 2009	QM017
18.	Transpacific Certifications Ltd 59/10 Old Rajinder Nagar New Delhi 110060	QMS	17 May 2009	QM018
19.	Knowledge Partner QR Pvt. Ltd. B-1, Nutech Narayana 48, Tirumalai Road T-Nagar Chennai 600017 India	QMS	16 May 2009	QM019
20.	QMS Certification Services Pvt. Ltd. 207, Durga Towers, RDC, Raj Nagar Ghaziabad (U.P.) 210002	QMS	26 May 2009	QM020
21.	Lloyd's Register Quality Assurance Ltd. Solitaire Corporate Park, Building No. 1, 5th Floor, 151 M. VasANJI Road Chakala, Andheri East Mumbai 400 093	QMS	11Jun 2009	QM021
22.	Vexil Business Process Services Pvt. Ltd. 208A/4 Savitri Nagar New Delhi 110017, India	QMS	20 Jun 2009	QM022
23.	NQA Certification Pvt. Ltd. #15/1, 9th Main, Hampi Nagar (RPC Layout), Near Govt. Central Library, Vijayanagar II Stage,	QMS	07 Aug 2009	QM023

	Bangalore - 560 040. India			
24.	QSS Quality Management Services Sai Shraddha', 'C' Wing, Station Road, Vikhroli (East), Mumbai 400083, India	QMS	20 Aug 2009	QM024
25.	QSI (India) Certifications Pvt. Ltd. 557, Sector - 1, Vidyadhar Nagar, Jaipur - 302 023 (India)	QMS	09 Oct 2009	QM025
26.	RINA India Pvt. Ltd. B Wing 607/608, Everest Chambers, Marol Naka, Andheri-Kurla Road, Andheri (E), Mumbai-400 059, India	QMS	11 Oct 2009	QM026
27.	SGS India Pvt. Ltd. SGS House, 9-1-127/2, 43, Sarojini Devi Road, Secunderabad – 500 003, India	QMS	15 Oct 2009	QM027
28.	Global Certification Services Pvt. Ltd. Sathya Manor” W- 27/3, 1st Street, Anna Nagar, Chennai 600040, India	QMS	26 Oct 2009	QM028
29.	NQAQSR Certification Pvt. Ltd. M-64 Greater Kailash-II New Delhi 110048	QMS	19 Dec 2009	QM029
30.	BSC International Certification Co. Office No. 124, Dwarka Complex, SCO 102-103, Sector 16, Faridabad Pin 121002, Haryana, India	QMS	14 Mar 2010	QM30
31.	Swiso India Pvt. Ltd. 507 Pragati Tower, 26 Rajendra Place New Delhi 110008	QMS	18 Mar 2010	QM031
32.	KBS Certification Services Pvt. Ltd. 343, Om Shubham Tower Neelam – Bata Road N.I.T. Faridabad – 121 001 (Haryana)	QMS	16 Apr 2010	QM032
33.	Intertek Testing Services India Pvt Ltd. 501 Everest House, 5 <sup>th</sup> Floor 6 Suren Road Andheri (East) Mumbai – 400093	QMS	17 Apr 2010	QM033
34.	STQC Certification Services Ministry of Communication & IT STQC Directorate, Electronic Niketan 6, C G O Complex, Lodhi Road New Delhi 110003	QMS	17 Apr 2010	QM034

\*U/S means presently under suspension

**B. List of IS/ISO 14000 (Series) Certification agency:**

All agencies accredited with National Accreditation Board for Certification Bodies (NABCB) are deemed to be notified under this Appendix. The updated list of agencies is available at the website of Quality Council of India at website [www.qcin.org](http://www.qcin.org). The agencies presently accredited by NABCB are listed here. However, for future reference for addition/deletion etc. in the list, NABCB in Quality Council of India may be contacted directly.

ENVIRONMENTAL MANAGEMENT SYSTEMS				
1	DNV, New Delhi 203, Savitri Sadan 1, 11, Preet Vihar Community Centre, New Delhi - 110 092 India	EMS	20 June,2008	EM 001
2	TUV India Pvt. Ltd, Mumbai 801, Raheja Plaza I LBS Road, Ghatkopar (West), Mumbai - 400 086.	EMS	11 Sept. 2009	EM 002
3	ICS Certifications ( Asia ) Pvt. Ltd 22 / 23, Goodwill Premises, Swastik Estate, 178, CST Road, Kalina Santacruz (East) Mumbai - 400 098 (Maharashtra)	EMS	15 Aug. 2007	EM 003
4	BVCI, Mumbai Marwah Centre, 6th Floor, Opposite Ansa Industrial Estate, Kishanlal Marwah Marg, Off Sakivihar Road, Andheri East, Mumbai - 400 072	EMS	2 Oct. 2008	EM 004
5	IRQS, Mumbai 161 A, Maker Towers 'E' (16th Floor) Cuffe Parade, Mumbai – 400 005	EMS	14 Dec. 2008	EM 005
6	NVT Qualify Certifications Pvt. Ltd CAP-1, EOIZ, Export Promotion Industrial Park, Near ITPL, Whitefield, Bangalore – 560 066, India	EMS	25 May 2009	EM 006
7	Lloyd's Register Quality Assurance Ltd. Solitaire Corporate Park, Building No. 1, 5th Floor, 151 M. Vasarji Road Chakala, Andheri East Mumbai 400 093	EMS	11 June 2009	EM 007
8	Vexil Business Process Services P Ltd. 208A/4 Savitri Nagar New Delhi 110017, India	EMS	20 June 2009	EM 008
9	TUV SUD South Asia Pvt. Ltd Off. Saki Vihar Road, Saki Naka Andhri (East), Mumbai 400072	EMS	27 Aug. 2009	EM 009
10	AQSR India Pvt. Ltd 3rd Floor, 7 Community Center East of Kailash	EMS	16 Oct. 2009	EM 010

	New Delhi - 110 065 (India)			
11	NQAQSR Certification Pvt. Ltd. M-64 Greater Kailash - II, New Delhi 110048	EMS	19 Dec 2009	EM 011
12	Integrated Quality Certification P. Ltd. Platinum City, G / 13 / 03, Site No. 02, Next to CMTI, HMT Road, Yeshwantpur Post Bangalore - 560 022		30 Aug. 2010	EM 012

### C. List of WHOGMP Certification Agencies

1. Drug Controllers/FDA Commissioners of the concerned states

### D. List of HACCP Certification Agencies

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. The Marine Product Export Development Authority<br/>MPEDA House, Panampilly Avenue<br/>P.B.No.4272, Kochi- 682036</li> <li>3. Kerala Bureau of Industrial Promotion<br/>TC IX/2197, Kurups Lane, Sasthamangalam P.O.<br/>Thiruvananthapuram 695 010<br/>Tel: 0471-2311882; Fax: 0471-2311883</li> </ol> | <ol style="list-style-type: none"> <li>2. Export Inspection Agencies/Export Inspection Council.</li> <li>4. QSI (India) Certification P. Ltd.<br/>557, Sector-1, Vidyadhar Nagar<br/>Jaipur-302023<br/>Rajasthan<br/>Tel. No.0141: 2236895<br/>Fax: 91-141-2236133<br/>E-mail: <a href="mailto:qsicert@gmail.com">qsicert@gmail.com</a><br/>Website: <a href="http://www.qsi.india.com">www.qsi.india.com</a></li> </ol> |
|---|--|

### E. List of SEI CMM level II and above certificate issuing authority

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Customer Relations<br/>Software Engineering Institute<br/>Carnegie Mellon University<br/>Pittsburgh, PA 15213-3890, USA<br/>Phone, Voice Mail and on Demand<br/>Fax: 412/268-5800<br/>E-Mail: <a href="mailto:cutrelations@sei.cmu.edu">cutrelations@sei.cmu.edu</a><br/><a href="http://www.sei.cmu.edu">www.sei.cmu.edu</a></li> <li>3. Process Transition<br/>International, Inc<br/>106, Archwood<br/>P.O.Box 1988<br/>Annapolis, MD 21401, USA<br/>Phone: 301/261 9921<br/>Fax: 410/295 5037<br/>E-Mail: <a href="mailto:spi@processtransition.com">spi@processtransition.com</a></li> <li>5. Software Technology Transition<br/>60 Elm Street<br/>Andover, MA 01810, USA<br/>Phone: 978/474-4413<br/>Fax: 978/475-5432</li> </ol> | <ol style="list-style-type: none"> <li>2. TeraQuest Metrics, Inc<br/>P.O.Box 200490<br/>12885 Research Blvd, Suite 207<br/>Austin, TX 78750, USA<br/>Phone: 512/219-0286<br/>E-Mail: <a href="mailto:curtis@acm.org">curtis@acm.org</a></li> <li>4. Global Systems Technology<br/>5811 Amaya Drive, # 204<br/>La Mesa, CA 91942, USA<br/>Phone : 619/697-9947<br/>Fax: 619/697-9948<br/>E-Mail: <a href="mailto:rknudson@g-s-t.Commerce">rknudson@g-s-t.Commerce</a></li> <li>6. John Ryskowski Consulting<br/>1544, 9th Street<br/>Manhattan Beach, CA 90266, USA<br/>Phone: 310/376-8255<br/>E-Mail: <a href="mailto:jfryskowski@yahoo.com">jfryskowski@yahoo.com</a></li> </ol> |
|---|--|



7. The Process Group  
P.O.Box 700012  
Dallas, TX 75370-0012, USA  
Phone:972/418-9541  
Fax: 972/618-6283  
E-Mail:71564.2031@compuserve.com

8. ChangeBridge, Inc.  
15103, Gen. Stevens Ct.  
Chantilly, VA 20151, USA  
Phone :703/378-0975  
Fax: 703/378-0976  
E- Mail:servello@changebridge.com

9. Theta Information Systems,Inc  
555 Lucerne Avenue  
Tampa, FL 33606, USA  
Phone : 813/902-0402  
Fax:813/902-0258  
E-Mail:71044.1404@compuserve.com

10. PRT Corporation of America  
#6 Harbour Industrial estate  
Bridgetown Barbados, WI  
E-Mail:gmanagul@prt.Commerce

**Annexure I to Appendix 6**

**Application Form For Enlistment Under Appendix 6  
to Issue Quality Certification And Modification In Particulars Of An Existing Enlisted Agency  
[FOR WHO-GMP/HACCP/SEI-CMM LEVEL-2 & ABOVE CERTIFICATION]**

1. Application for (please tick)

(A) Enlistment		(B) Modification in particulars of existing Enlisted Agency	
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2. Name and address of the applicant: .....

(Registered Office in  
case of limited companies, :.....  
and Head Office :.....  
for others )

PIN [ ] [ ] [ ] [ ] [ ] [ ]

3. Address of all the Branches/ Divisions/ Units/ 1. .... 3. ....  
located in India if they also to be enlisted. PIN [ ] [ ] [ ] [ ] [ ] [ ] PIN [ ] [ ] [ ] [ ] [ ] [ ]

2. .... 4. ....  
PIN [ ] [ ] [ ] [ ] [ ] [ ] PIN [ ] [ ] [ ] [ ] [ ] [ ]

4. Details of Accreditation Body from whom the applicant holds a valid accreditation certificate

- i) i) Name and Address:
  
- ii) ii) Whether the accreditation Body is member: Yes / No  
of International Accreditation Forum

5. In case the application is for modification in existing enlisted agency, give:

Nature of modification required : .....  
and details thereof : .....

(In case the application is for modification, information in S.No.2 and 3 above will be as per pre.modified status)

6. Particulars of Fees Paid:
- (i) Bank Receipt/Demand Draft No. : .....
  - (ii) Amount(in Rs.) : .....  
(In.figures) : .....  
(in words) : .....
  - (iii) Name of Bank & Branch of Issue : .....
7. Permanent Account Number (PAN) : .....
- Issuing authority : .....

**Declaration Cum Undertaking for Enlistment in “List of Agencies Authorized to issue Quality Certification/WHO-GMP /HACCP/SEI/CMM LEVEL II) in Appendix 6**

On behalf of M/s \_\_\_\_\_ with its registered / head office located at \_\_\_\_\_

- 1) I hereby certify that I am authorised to sign this declaration cum undertaking.
- 2) I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my /our knowledge and belief and nothing has been concealed or held therefrom.
- 3) I/We full understands that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
- 4) 4) I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed thereunder, the Foreign Trade Policy and the Handbook of Procedures.
- 5) 5) I undertake that the applicant is not a branch/ franchise of a foreign certifying body.
- 6) 6) I undertake that the applicant has not been de-listed earlier on account of violation of any of the provisions of the FTDR Act, 1992, or any misrepresentation or fraud.
- 7) 7) That I/we would be liable for the penal action or other consequences as may be prescribed and taken by the Ministry of Commerce or the Directorate General of Foreign Trade for any violation of the undertaking or procedures that are prescribed by the Government.

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Nos: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature and seal of Agency: \_\_\_\_\_

List of documents that should accompany the application for enlistment under Appendix 6

1. Certified copy of valid accreditation certificate for quality management from National Accreditation Board for Certification Bodies (NABCB) or any other agency who is a member of International Accreditation Forum
2. 2. List of firms/companies (whether Indian or foreign) granted certification by the applicant.
3. 3. Declaration cum Undertaking to be given on a stamp paper (Minimum of Two Rupees
4. 4. Fees of Rs. 5000/- (non-refundable)
5. 5. Details on the logistical/infrastructural setup of the agency with regard to:
  - a. a. Man power, both Technical and Non- Technical
  - b. b. Office automation and information technology
  - c. c. Covered office area
6. Application form is to be submitted in duplicate

## **APPENDIX 7**

### **LIST OF TOWNS OF EXPORT EXCELLENCE**

<b>S.No</b>	<b>Town of Export Excellence</b>	<b>State</b>	<b>Product Category</b>
1	Tirupur	Tamil Nadu	Hosiery
2	Ludhiana	Punjab	Woollen Knitwear
3	Panipat	Haryana	Woollen Blanket
4	Kanoor	Kerala	Handlooms
5	Karur	Tamil Nadu	Handlooms
6	Madurai	Tamil Nadu	Handlooms
7	AEKK (Aroor, Ezhupunna, Kodanthuruthu & Kuthiathodu)	Kerala	Seafood
8	Jodhpur	Rajasthan	Handicraft
9	Kekhra	Uttar Pradesh	Handlooms
10	Dewas	Madhya Pradesh	Pharmaceuticals, Leather products.
11	Alleppey	Kerala	Coir Products
12	Kollam (Quilon)	Kerala	Cashew Products
13	Indore	Madhya Pradesh	Soya Meal and Soya Products
14	Bhilwara	Rajasthan	Textiles
15	Surat	Gujarat	Gems and Jewellery
16	Malihabad	Uttar Pradesh	Horticulture Products
17	Kanpur	Uttar Pradesh	Leather Products
18	Ambur	Tamil Nadu	Leather Products
19	Jaipur	Rajasthan	Handicrafts
20	Srinagar	Jammu & Kashmir	Handicrafts
21	Anantnag	Jammu & Kashmir	Handicrafts

## APPENDIX 8

### AGRI EXPORT ZONES

The following are notified as Agri Export Zones for the products mentioned therein. The Agri Export zone shall cover the district/Mandals/Blocks/ satellite centres specified in the table below:

S. No	Product	State	Districts covered
1	Pineapple	West Bengal	Darjeeling, Jalpaiguri, Uttar Dinajpur, Cooch Behar, Howrah
2	Gherkins	Karnataka	Tumkur, Bangalore Urban, Bangalore Rural, Hassan, Kolar, Chitradurga, Dharwad and Bagalkot
3	Lychees	Uttranchal	Udhamsingh Nagar, Dehradun and Nainital
4	Cut Flowers	Tamil Nadu	Dharmapuri, Krishnagiri
5	Grape & Grapevine	Maharashtra	Nasik, Sangli, Sholapur, Satara, Ahmednagar
6	Mango Pulp & Fresh Vegetables	Andhra Pradesh	Chittoor
7	Pineapple	Tripura	Kumarghat, Manu, Melaghar, Matabari and Kakraban Blocks
8	Mangoes	Maharashtra	Rantagiri, Sindhudurg, Raigarh and Thane
9	Apples	Jammu & Kashmir	Srinagar, Baramula, Anantnag, Kupwara, Kathua and Pulwama
10	Potatoes, Onion and Garlic	Madhya Pradesh	Malwa, Ujjain, Indore, Dewas, Dhar, Shajapur, Ratlam, Neemuch Mandsaur and Khandwa
11	Cabbage, Broccoli, Okra, Peas, Carrot, Baby Corn, Green Chillies, Green Beans, Tomato	Punjab	Fatehgarh Sahib, Patiala, Sangrur, Ludhiana and Ropar, Abohar, Bhatinda, Muktsar & Hoshiarpur
12	Potatoes	Uttar Pradesh	Agra, Hathras, Farrukhabad, Kanoj, Meerut, Baghpat and Aligarh, Janpad Badaiyun, Rampur, Ghaziabad, Firozabad & Etawah
13	Mangoes and Vegetables	Uttar Pradesh	Lucknow, Unnao, Hardoi, Sitapur and Barabanki
14	Mangoes	Uttar Pradesh	Saharanpur, Muzaffarnagar, Bijnaur, Meerut, Baghpat and Bulandshahr, Jyotibafulenagar
15	Potatoes	Punjab	Singhpura, Zirakpur Distt. Patiala and satellite centres at Rampura Phul, Muktsar, Ludhiana, Jullundur
16	Kesar mango	Maharashtra	Aurangabad, Beed, Jalna, Ahmednagar and Latur
17	Flowers	Maharashtra	Pune, Nasik, Kolhapur and Sangli
18	Walnut	Jammu & Kashmir	Baramulla, Anantnag, Pulwama, Budgam, Kupwara, Srinagar, Doda, Poonch, Udhampur, Rajouri and Kathua
19	Lychee	West Bengal	Murshidabad, Malda, 24 Pargana(N) and 24 Pargana(S)
20	Lychee & Vegetables	Bihar	Muzaffarpur, Samastipur, Hajipur, Vaishali, East and West Champaran, Bhagalpur, Begu Sarai, Khagaria, Sitamarhi, Saran and Gopalganj
21	Mango & Grapes	Andhra Pradesh	Rangareddy, Medak, Mehboobnagar
22	Mangoes & Vegetables	Gujarat	Ahmedabad, Khaida, Anand, Vadodara, Surat, Navsari, Valsad, Bharuch, Narmada

23	Potatoes	West Bengal	Hooghly, Burdwan, Midnapore (W), Midnapore(E), Uday Narayanpur, Howrah
24	Flowers	Uttaranchal	Dehradun, Pantnagar,udhamsingh Nagar, Nainital and Uttarakashi
25	Flowers (Orchids)& Cherry Pepper	Sikkim	East Sikkim
26	Ginger	Sikkim	North, East, South & West Sikkim
27	Rose Onion	Karnataka	Bangalore (Urban), Bangalore (Rural), Kolar
28	Flowers	Karnataka	Bangalore (Urban), Bangalore (Rural), Kolar, Tumkur, Kodagu and Belgaum
29	Apples	Himachal Pradesh	Shimla, Sirmaur, Kullu, Mandi, Chamba and Kinnaur
30	Basmati Rice	Punjab	Gurdaspur, Amritsar, Kapurthala, Jalandhar, Hoshiarpur And Nawanshahar
31	Flowers	Tamilnadu	Nilgiri
32	Mangoes	Andhra Pradesh	Krishna
33	Onion	Maharashtra	Nasik, Ahmednagar, Pune, Satara, Jalgaon, Solapur
34	Ginger and Turmeric	Orissa	Kandhamal
35	Vegetables	Jharkhand	Ranchi, Hazaribagh and Lohardaga
36	Seed Spices	Madhya Pradesh	Guna, Mandsaur, Ujjain, Rajgarh, Ratlam, Shajapur and Neemuch
37	Basmati Rice	Uttaranchal	Udham Singh Nagar, Nainital, Dehradun and Haridwar
38	Mango	West Bengal	Maldah and Murshidabad
39	Vegetables	West Bengal	Nadia, Murshidabad and North 24 Parganas
40	Mangoes	Tamil Nadu	Madurai, Theni, Dindigul, Virudhunagar and Tirunelveli
41	Wheat	Madhya Pradesh	Ujjain Zone (Neemuch, Ratlam, Mandsaur and Ujjain), Indore Zone (Indore, Dhar, Shajapur and Dewas) and Bhopal Zone ( Sehore, Vidisha, Raisen, Hoshangabad, Harda, Narsinghpur and Bhopal) & Sagar
42	Horticulture Products	Kerala	Thrissur, Ernakulam, Kottayam, Alapuzha, Pathanamthitta, Kollam, Thiruvanthapuram, Idukki and Pallakad
43	Fresh and Processed Ginger	Assam	Kamrup, Nalbari, Barpeta, Darrang, Nagaon, Morigaon, Karbi Anglong and North Cachar
44	Basmati Rice	Uttar Pradesh	Bareilly, Shahjahanpur, Pilibhit, Rampur, Badaun, Bijnor, Moradabad, JB Phulenagar, Sharanpur, Mujjafarnagar, Meerut, Bulandshahr, Ghaziabad And Baghpat
45	Medicinal & Aromatic Plants	Uttaranchal	Uttarkashi, Chamoli, Pithoragarh, Dehradun And Nainital, Haridwar and Uddamsinghnagar
46.	Dehydrated onion & Garlic	Gujarat	Bhavnagar, Surendranagar, Amreli, Rajkot, Junagadh and Jamnagar districts
47.	Gherkins	Andhra Pradesh	Mahboobnagar, Rangareddy, Medak, Karimnagar, Warangal, Ananthapur and Nalgonda
48	Pomegranate	Maharashtra	Solapur, Sangli, Ahmedabagar, Pune, Nasik, Osmanabad, Satara, Latur
49	Banana	Maharashtra	Jalgaon, Dhule, Nandurbar, Buldhana, Parbhani, Hindoli, Nanded and Wardha
50	Oranges	Maharashtra	Nagpur, Amraoti, Wardha, Buldhana, Yeotmal;, Washin, Yeotmal

51	Lentil and Grams	Madhya Pradesh	Shivpuri, Guna, Vidisha, Raisen, Narsinghpura, Chhindwara
52	Oranges & Vegetables	Madhya Pradesh	Chhindwara, Hoshangabad, Betul
53	Cashewnut	Tamil Nadu	Cuddalore, Thanjavur, Pudukottai and Sivaganga
54	Sesame seeds	Gujarat	Amerali, Bhavnagar, Surendranagar, Rajkot, Jamnagar
55	Vanila	Karnataka	Districts of Dakshin Kannada, Uttara Kannada, Udupi, Shimoga, Kodagu, Chickamagalur
56	Chilli	Andhra Pradesh	Guntur District
57	Medicinal Plants	Kerala	Districts of Wayanand, Mallapuram, Palakkad, Thrissur, Idduki, Pathanamthitta, Kollam, Thiruvananthapuram and Ernakulam
58	Darjeeling Tea	West Bengal	Darjeeling
59	Coriander	Rajasthan	Kota, Bundi, Baran, Jhalawar and Chittor
60	Cumin	Rajasthan	Nagaur, Barmer, Jalore, Pali and Jodhpur

## APPENDIX 9

### LIST OF COUNTRIES, EXPORT TO WHICH CONFERS DOUBLE WEIGHTAGE FOR THE GRANT OF STATUS CERTIFICATE

#### **SUB SAHARAN AFRICA**

S.No	Country	S.No	Country
1	Angola	28	Malawi
2	Algeria	29	Mali
3	Benin	30	Mauritania
4	Botswana	31	Mauritius
5	Burkina Faso	32	Morocco
6	Burundi	33	Mozambique
7	Cameroon	34	Namibia
8	Canary Island	35	Niger
9	Cape Verde Island	36	Nigeria
10	Central African Republic	37	Reunion
11	Chad	38	Rwanda
12	Comoros	39	Sao Tome
13	Congo People's Republic	40	Senegal
14	Djibouti	41	Seychelles
15	Equatorial Guinea	42	Sierra Leone
16	Ethiopia	43	Somalia
17	Gabon	44	South Africa
18	Gambia	45	St Helena
19	Ghana	46	Sudan
20	Guinea	47	Swaziland
21	Guineas Bissau	48	Tanzania
22	Ivory Coast	49	Togo
23	Kenya	50	Tunisia
24	Lesotho	51	Uganda
25	Liberia	52	Democratic Republic of Congo
26	Libya	53	Zambia
27	Malagasy Republic	54	Zimbabwe

#### **COMMONWEALTH OF INDEPENDENT STATES (CIS)**

S.No	Country	S.No	Country
1.	Azerbaijan	7.	Moldavia
2.	Armenia	8.	Russia
3.	Belarus	9.	Tajikistan
4.	Georgia	10.	Turkmenistan
5.	Kazakhstan	11.	Uzbekistan
6.	Kyrgystan	12.	Ukraine

#### **LATIN AMERICAN COUNTRIES (LAC)**

S.No	Country	S.No	Country
1.	Anguilla	23	Guatemala
2.	Antigua and Barbados	24	Guyana



3.	Argentina	25	Haiti
4.	Aruba	26	Honduras
5.	Bahamas	27	Jamaica
6.	Barbados	28	Martinique
7.	Belize	29	Mexico
8.	Bermuda	30	Montserrat
9.	Brazil	31	Nicaragua
10.	British Virgin Islands	32	Panama
11.	Cayman Islands	33	Paraguay
12.	Chile	34	Peru
13.	Colombia	35	Puerto Rico
14.	Costa Rica	36	Saint Kitts and Nevis
15.	Cuba	37	Saint Lucia
16.	Dominica	38	Saint Pierre and Miquelon
17.	Dominican Republic	39	Surinam
18.	Dutch Antilles	40	Trinidad and Tobago
19.	Ecuador	41	Turks and Caicos Islands
20.	French Guyana	42	Uruguay
21.	Grenada	43	Venezuela
22.	Guadeloupe	44	Virgin Islands

## APPENDIX 10

### LIST OF SERVICES

#### SECTORS AND SUB-SECTORS

#### 1. BUSINESS SERVICES

- A. Professional services
  - a. Legal services
  - b. Accounting , auditing and bookkeeping services
  - c. Taxation services
  - d. Architectural services
  - e. Engineering services
  - f. Integrated engineering services
  - g. Urban planning and landscape architectural services
  - h. Medical and dental services
  - i. Veterinary services
  - j. Services provided by midwives, nurses, physiotherapists and paramedical personnel
  - k. Others
  
- B. Computer and related services
  - a. Consultancy services related to the installation of computer hardware
  - b. Software Implementation services
  - c. Data processing services
  - d. Database services
  - e. Others
  
- C. Research and development services
  - a. **R&D services on natural sciences**
  - b. **R&D services on social sciences and humanities**
  - c. **Interdisciplinary R&D services**
  
- D. Real estate services
  - a. Involving own or leased property
  - b. On a free or contract basis
  
- E. Rental/Leasing services without operators
  - a. Relating to ships
  - b. Relating to aircraft
  - c. Relating to other transport equipment
  - d. Relating to other machinery and equipment
  - e. Others
  
- F. Other business services
  - a. Advertising services
  - b. Market research and public opinion polling services
  - c. Management consulting service
  - d. Services related to management consulting
  - e. Technical testing and analysis services
  - f. Services incidental to agricultural, hunting and forestry
  - g. Services incidental to fishing
  - h. Services incidental to mining
  - i. Services incidental to manufacturing
  - j. Services incidental to energy distribution
  - k. Placement and supply services of personnel
  - l. Investigation and security
  - m. Related scientific and technical consulting services
  - n. Maintenance and repair of equipment (not including maritime vessels, aircraft or other transport equipment)
  - o. Building- cleaning services
  - p. Photographic services

- q. Packaging services
- r. Printing, publishing
- s. Convention services
- t. Others

**2. COMMUNICATION SERVICES**

- A. Postal services
- B. Courier services
- C. Telecommunication services
  - a. Voice telephone services
  - b. Packet-switched data transmission services
  - c. Circuit-switched data transmission services
  - d. Telex services
  - e. Telegraph services
  - f. Facsimile services
  - g. Private leased circuit services
  - h. Electronic mail
  - i. Voice mail
  - j. On-line information and data base retrieval
  - k. Electronic data interchange (EDI)
  - l. Enhanced/value-added facsimile services including store and forward, store and retrieve
  - m. Code and protocol conversion
  - n. On-line information and/or data processing (including transaction processing)
  - o. Others
- D. Audiovisual services
  - a. Motion picture and video tape production and distribution service
  - b. Motion picture projection service
  - c. Radio and television services
  - d. Radio and television transmission services
  - e. Sound recording
  - f. Others
- E. Others

**3. CONSTRUCTION AND RELATED ENGINEERING SERVICES**

- A. General Construction work for building
- B. General Construction work for Civil Engineering
- C. Installation and assembly work
- D. Building completion and finishing work
- E. Others

**4. DISTRIBUTION SERVICES**

- A. Commission agents' services
- B. Wholesale trade services
- C. Retailing services
- D. Franchising
- E. Others

**5. EDUCATIONAL SERVICES**

- A. Primary education services
- B. Secondary education services
- C. Higher education services
- D. Adult education
- E. Other educational services

**6. ENVIRONMENTAL SERVICES**

- A. Sewage services
- B. Refuse disposal services
- C. Sanitation and similar services
- D. Others

**7. FINANCIAL SERVICES**

- A. All Insurance and Insurance-related services
  - a. Life, accident and health insurance services
  - b. Non-life insurance services
  - c. Reinsurance and retrocession
  - d. Services auxiliary to insurance (including brokering and agency services)
- B. Banking and other Financial Services (excluding insurance)
  - a. Acceptance of deposits and other repayable funds from the public
  - b. Lending of all types, including consumer credit, mortgage credit, factoring and financing of commercial transaction
  - c. Financial leasing
  - d. All payment and money transmission services
  - e. Guarantees and commitments
  - f. Trading for own account or for account of consumer, whether on an exchange, in an over-the-counter market or otherwise, the following:
    - money market instruments (cheques, bills, certificates of deposits, etc.)
    - derivative products including, but not limited to, futures and options
    - exchange rate and interest rate instruments, including products such as swaps, forward rate agreements, etc. transferable securities
    - other negotiable instruments and financial assets, including bullion
  - g. Participation in issue of all kinds of securities, including under writing and placement as agent (whether publicly or privately) and provision of service related to such issues
  - h. Money binding
  - i. Asset management, such as cash or portfolio management, all forms of collective investment management, pension fund management, custodial depository and trust services
  - j. Settlement and clearing services for financial assets, including securities, derivative products and other negotiable instruments
  - k. Advisory and other auxiliary financial services on all the activities listed in article 1B of MTN.TNC/W/50, including credit reference and analysis, investment and portfolio research and advise, on acquisitions and own corporate restructuring and strategy
  - l. Provision and transfer of financial information and financial data processing and related software by providers of other financial services
- C. Other

**8. HEALTH-RELATED AND SOCIAL SERVICES  
(OTHER THAN THOSE LISTED UNDER 1.A.h-j.)**

- A. Hospital services
- B. Other human health services
- C. Social services
- D. Other

**9. TOURISM AND TRAVEL-RELATED SERVICES**

- A. Hotels and Restaurants (including catering)
- B. Travel agencies and tour operators services
- C. Tourist guides services
- D. Others

**10. RECREATIONAL, CULTURAL AND SPORTING SERVICES  
(Other than audiovisual services)**

- A. Entertainment services (including theatre, live bands and circus services)
- B. New agency services
- C. Libraries, archives, museums and other cultural services
- D. Sporting and other recreational services
- E. Others

**11. TRANSPORT SERVICES**

- A. Maritime Transport Services
  - a. Passenger transportation
  - b. Freight transportation
  - c. Rental of vessels with crew
  - d. Maintenance and repair of vessels
  - e. Pushing and towing services
  - f. Supporting services for maritime transport
- B. Internal waterways transport
  - a. Passenger transportation
  - b. Freight transportation
  - c. Rental of vessels with crew
  - d. Maintenance and towing services
  - e. Supporting services for internal waterways transport
- C. Air transport services
  - a. Passenger transportation
  - b. Freight transportation
  - c. Rental of aircraft with crew
  - d. Maintenance and repair of aircraft
  - e. Supporting services for air transport
- D. Space Transport
- E. Rail Transport Services
  - a. Passenger transportation
  - b. Freight transportation
  - c. Pushing and towing services
  - d. Maintenance and repair of rail transport equipment
  - e. Supporting services for rail transport services
- F. Road Transport Services
  - a. Passenger transportation
  - b. Freight transportation
  - c. Rental of Commercial vehicles with operator
  - d. Maintenance and repair of road transport equipment
  - e. Supporting services for road transport services
- G. Pipeline Transport
  - a. Transportation of fuels
  - b. Transportation of other goods
- H. Services Auxiliary To All Modes Of Transport
  - a. Cargo-handling services
  - b. Storage and warehouse services
  - c. Freight transport agency services
  - d. Others

**12. OTHER SERVICES NOT INCLUDED ELSEWHERE**

## APPENDIX 11

### VALUE ADDITION NORMS FOR EXPORTS FOR WHICH PAYMENTS ARE NOT IN FREELY CONVERTIBLE CURRENCY

The trade with all erstwhile Rupee Payment Area (RPA) countries has since been switched over to payment in freely convertible currency except

- (i) for exports from India against liquidation of Rupee balances to the credit of erstwhile RPA countries; and for exports to the Russian Federation against funds available in the special Rupee Accounts in the names of Russian entities.
- ii) For exports to the Russian Federation against India's repayment of State credits granted by the former USSR.

The following value addition norms shall be applicable for exports to erstwhile Rupee Payment Area countries:-

- (a) For the trade taking place in freely convertible Currency, the value addition norms will be the same as applicable to exports to GCA countries:
  - (b) For the exports from India against liquidation of rupee balances to the credit of erstwhile RPA countries, the value addition norms shall be 33% or the percentage of value addition indicated in the Handbook Vol. 1 or Vol. 2, whichever is higher.
  - (c) For exports to the Russian Federation against India's repayments of State credits granted by the former USSR, the value addition norms shall be 33% or the percentage of value addition indicated in the Handbook Vol. 1 or Vol. 2, whichever is higher.
  - (d) For exports to the Russian Federation against funds available against Special Rupee Accounts in the name of Russian Entities, the value addition norms in cases involving duty free imports under the Duty Exemption/ Remission Scheme shall be 33% or the percentage of value addition indicated in the Hand Book Vol. 1 or Vol. 2, whichever is higher".
2. In respect of the exports indicated at sub-paragraphs (b),(c) and (d) above, following further relaxations shall be applicable:-
- (i) The provisions of Paragraph 2.40 of the Foreign Trade Policy 2009-14 shall stand relaxed to the extent that export contracts and invoices shall be determined in non-convertible Indian Rupees; and
  - (ii) The provisions of Paragraph 9.2.1 of the Handbook (Vol.1) shall stand relaxed to the extent that imposition and discharge of export obligation on the Advance Authorisation/DFIA if availed under the Duty Exemption Scheme on such exports, shall be indicated in non-convertible Indian Rupees.

## APPENDIX 11A

### DATA SHEET FOR ADVANCE AUTHORISATION APPLICATION ON SELF DECLARATION UNDER PARA 4.4.2 & 4.7 OF HBP (v 1)

1. Details of Items required for manufacture of one Unit of Export Product:

(a) Imported inputs:

S. No.	Required import item			Quantity required per unit of resultant product	Purpose of requirement *	Wastage claimed (%age) on net content basis.	Recoverable wastage/by product		
	Description	Technical Characteristics	ITC(HS) Code				Name	Quantity	value

\* Purpose of requirement should be indicated against each item whether the same is required as raw material, components, consumables solvents, catalysts, packing material etc.

(b) Indigenous inputs

S. No.	Required import item			Quantity required per unit of resultant product	Purpose of requirement *	Wastage claimed (%age) on net content basis.	Recoverable wastage/by product		
	Description	Technical Characteristics	ITC(HS) Code				Name	Quantity	value

2. Production and consumption data of the manufacturer/supporting manufacturer (of preceding three licensing years duly certified by the Chartered Accountant/Cost and Works Accountant/Jurisdictional Central Excise Authority\*):

\*In case there is no past production, the Jurisdictional Central Excise Authority shall certify the production and consumption data on the basis of production batch sheets and for this purpose the firm shall maintain separate record of batch data for inputs consumed in the manufacture of the export product.

Year	Total production of the resultant product	Quantity of different Items consumed	Quantity consumed/unit production
(1)	(2)	(3)	(4)

3. Particulars of the authorisations (erstwhile licences) obtained in the past and ratified by Norms Committee (NC) (with or without modification) for the same export product covered under this application.

S.No.	Authorisation No & Date	Description of export product	Description of import items	Import item qty per unit of export product (as applied for)	Import item qty per unit of export product (as approved by NC while ratifying licence)	NC meeting No & Date when approved
(1)	(2)	(3)	(4)	(5)	(6)	(7)

4. Please furnish technical details as per Annexure-I of Appendix-10 depending upon the resultant product. Please confirm.

5. a) FOB value of exports in the preceding licensing years :  
 b) CIF value of authorisations already obtained under paragraph 4.7 in the current financial year :

CHARTERED ENGINEER CERTIFICATE

I have examined the applicant company's import requirements of raw materials, components etc with regard to their technical description/ specification and the quantity against each item of import and having regard to proper technical norms of consumption and after technical scrutiny of relevant designs and drawings, I hereby certify that they are correct in all respects and are actually required for the execution of the export/supply contracts for .....

The list of Items covers \_\_\_\_\_ pages and contains \_\_\_\_\_ items for a total value of Rs. \_\_\_\_\_ (in free foreign exchange \_\_\_\_\_ )

Signature.....  
 Name in Block letters.....  
 Designation.....  
 Address.....

Place: ..... Name and Address of the Institution under which Chartered : .....

Date: ..... Ref No. and date of Corporate Membership : .....



## APPENDIX 12 A

### REPLENISHMENT FOR GEM & JEWELLERY

S.NO.	EXPORT PRODUCT	REPLENISHMENT RATE (%AGE OF FOB)	IMPORT ITEM
1.	Polished, Processed Pearls (Real or Cultured)	65	1 Real or Cultured Pearls Unset/ Undrilled
2.1	Cut & Polished Emeralds/ Rubies/ Sapphires (with per carat realisation of US\$ 350 and upto US\$ 600 FOB)	80	1. Emeralds Uncut and Unset 2. Rubies Uncut and Unset 3. Sapphires Uncut and Unset 4. Precious stones unset including in tumbled/ broken/ sliced/ damaged form
2.2	Cut & Polished precious stones and semi-precious stones including cut and polished semi-precious stones from tumbled/ broken/ sliced/ damaged rough semi-precious stones, not covered by S.No. 2.1 of less than US\$350 per carat FOB	60	1. Precious or semi-precious stones unset & uncut 2. Rough semi-precious stones in tumbled/ broken/ sliced/ damaged form.
(i)			
(ii)	Cut & Polished Coral	65	1. Coral unprepared, or coral sticks not cut to any shape or size
(iii)	Cut & Polished precious stones (when per carat FOB is more than US\$ 600)	90	1. Emeralds Uncut and Unset 2. Rubies Uncut and Unset 3. Sapphires Uncut and Unset 4. Precious stones unset including in tumbled/ broken/ sliced/ damaged form
2.3	Cut & Polished Onyx	50	1 Sliced Onyx.
3.	Jewellery containing palladium and studded/ strung with diamonds, Precious or semi-precious stones, real or cultured pearls, synthetic/ imitation stones provided the value of synthetic/ imitation stones does not exceed 10% of the FOB value of Jewellery excluding the value of metal	65	1 Diamonds Uncut and 50 Unset 2 Precious or Semi-precious stones uncut and unset 3 Real or Cultured Pearls unset/ undrilled 4 Rough Semi-precious stones in tumbled/ broken/ sliced/ damaged form 5 Empty Jewellery Boxes (1 %)
4.	Cut or Polished synthetic stones	50	1 Rough synthetic stones 2 cubic zirconia

5.1	Imitation Jewellery/ costume jewellery studded or strung with synthetic imitation stones/ plastic beads, wooden beads, glass beads, false pearls, glass chatons etc.	30	1 Glass beads, false pearls & glass chatons/ glass chatons in stock lots. 2 Rough synthetic stones 3 Metal fittings, findings, components & accessories required for imitation jewellery. 4 Cubic zirconia. 5 Empty Jewellery Boxes (1 %)
5.2	Imitation Jewellery/ costume Jewellery plain (other than those specified under S.No. 5.1).	10	1 Metal fittings, findings components & accessories required for imitation jewellery. 2 Empty jewellery Boxes (1 %)
5.3	Silver Filigree and Silver Filigree Jewellery	10	1 Metal Fittings 2 Empty Jewellery Boxes (1 %)
5.4	Jewellery made of palladium and studded with synthetic/ imitation glass, stones, chatons, beads, false pearls, etc. with or without diamonds, precious stones, semi-precious stones, real/cultured pearls.	30	1. Glass Beads, False pearls & glass chatons/ glass chatons in stock lots. 1. Rough synthetic stones. 2. Cubic Zirconia 3. Empty jewellery Boxes (1 %)

Note (General): Necklaces strung or threaded, with cut and polished precious/ semiprecious stones/ polished and processed pearls will also fall under respective entries of this Appendix and replenishment allowed accordingly, provided the value of metal fittings, namely, clips, clasps, pins, hooks etc. is negligible and such value is excluded

Note for S.No.3: (1) Studded/ Strung Jewellery containing Synthetic or Imitation stones exceeding 10% of the value of Jewellery excluding the value of metal, in addition to the Diamonds, precious or semi-precious stones and/ or Pearls are excluded from the scope of this Export Product

(2) Precious Metal Jewellery as described under Col. 2 will be covered under SI.No.3 provided the value of precious metal i.e. Palladium is not less than 70% of total value of metal used therein or studded jewellery containing in whole or in part, metal other than Palladium and studded/ strung with diamonds, pearls, precious/semi-precious stones will also be grouped under SI.No. 3 for the purpose of import replenishment, provided the value of the studdings/ stringings amount to 90% or above of the total FOB value

(3) For the purposes of determining the FOB value of the studdings in jewellery, namely, the value of cut and polished diamonds and/ or precious and semi-precious stones and/ or finished pearls as per the declaration of the exporter duly scrutinised and appraised by customs will be taken into account

(4) Replenishment of diamonds uncut and unset precious/ semi-precious stones, uncut & unset real or cultured pearls, unset/ undrilled shall be allowed in proportion to the FOB value content of diamonds, uncut and unset, precious or semi-precious stones unset and uncut and real or cultured pearls unset/ undrilled respectively used, as contained in the exported product, as declared by the exporter and duly attested by the customs in the invoice. No interchangeability of the aforesaid studding materials inter-se shall be allowed

Note for  
SI.No.4 :            Production of customs attested invoices is not required for claiming Replenishment

(1) Only jewellery made of metals other than precious metals referred to in SI.No.4 will be covered by this entry. In other words, only jewellery made of base metal like aluminium, copper, brass etc. and studded/ strung with synthetic/ imitation stones/ plastic beads, wood to be given on a stamp paper (Minimum of Two Rupees en beads, etc. would fall under this SI.No. Base metal imitation jewellery studded/ strung with semi-precious stones will also fall under this SI.No.

(2) Production of customs attested invoices is not required while claiming replenishment.

(3) Cuff links (including brass cuff links) studded with synthetic/ imitation stones, decorated cuff links and gold plated cuff links will also fall under this SI.No.

Note for  
SI.No.  
5.1:            (1) Jhumka, Rings, Finger rings, belts, necklaces, Ghungroos etc. made of base metals such as Aluminium and "Gillet" will also fall under this S.No. Brass cuff links other than those covered by SI.No. 5.1 will also fall under this S.No.

(2) Production of customs attested invoices is not required while claiming replenishment

Note for  
SI.No.  
5.4:            (1) The price of palladium will be excluded from the FOB value while calculating replenishment

(2) This SI.No. will also cover articles studded with synthetic imitation glass stones, chaton beads, false pearls with or without diamonds, precious stones, semi-precious stones, real/ cultured pearls.

## APPENDIX 12 B

### REPLENISHMENT SCALE FOR GEM REP LICENCE

(Pls see paragraph 4A.4.1 of HBPv1)

S.NO.	GEM REPLENISHMENT SCALE	%AGE OF ENTITLEMENT ON REMAINING FOB VALUE OF EXPORTS
i)	a). Cut and polished Emeralds/ Rubies/ Sapphires in Jewellery valued upto US\$ 350 per carat fob.	60% for uncut and unset Emeralds Rubies/Sapphires
	b). Cut and polished Emeralds/ Rubies/Sapphires in Jewellery valued above US\$ 350 per carat fob.	80% for uncut and unset Emeralds Rubies/Sapphires
(ii)	All varieties of semi-precious stones and synthetic stones	50% on fob value of such stones
(iii)	Pearls	60% on fob value of such pearls.
(iv)	Plain Gold/Silver Jewellery and articles	50%
(v)	Plain platinum jewellery and articles	50%

NOTE : For diamonds and precious stones, entitlement may be arrived at separately on the basis of overall average of per carat realisation. For semi-precious/synthetic stones and pearls, the entitlement may be worked out on an individual basis. The total will be the value of the Gem Replenishment Licence.

## **APPENDIX 13**

### **AGENCIES/FUNDS/ NOTIFIED BY THE DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE FOR THE PURPOSE OF DEEMED EXPORT BENEFITS.**

Agencies/Funds notified by the Government of India, Ministry of Finance, Dept. of Economic Affairs vide their Public Notice No: 1(FT)/DEA/2000 dated 9th August, 2000 for the purpose of Deemed Export benefits:-

1. International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA)
2. International Fund for Agricultural Development (IFAD)
3. Asian Development Bank (ADB)
4. Organisation of Petroleum Exporting Countries (OPEC) Fund
5. Yen credit channelised through Japan Bank for International Cooperation (JBIC). (Development component only)
6. Swedish International Development Agency (SIDA)

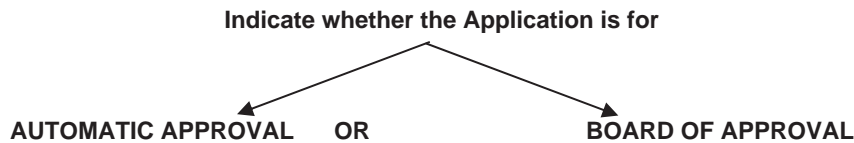
## APPENDIX 14-I-A

### APPLICATION FOR SETTING UP EOU

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Note:

1. Please see Para 6.2.1 to 6.2.3 of the Chapter 6 of the Handbook of Procedures (v1)
  2. Please read the general instructions given in EOU scheme before filling this application and also some important guidelines given at the end of this application.
  
  3. The application may be sent electronically or otherwise. But the same will be treated as incomplete without its own permanent e-mail and will not be considered.
- 



The application should be submitted to the Development Commissioner of the concerned Special Economic Zone (for setting up EOUs in 3 copies alongwith a crossed Demand Draft of Rs. 5,000/- drawn in favour of the Pay & Accounts Officer, Ministry of Commerce & Industry, Department of Commerce, payable at the Central Bank of India, Udyog Bhavan, New Delhi. (NO FEE SHALL BE CHARGED FOR RENEWAL/ EXTENSION OF LOP/ BROAD BANDING ETC.)

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#### For Official Use only

Application No. \_\_\_\_\_

Date : \_\_\_\_\_

Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

---

#### Details of Bank Draft

Amount Rs. \_\_\_\_\_

Draft No. \_\_\_\_\_

Draft date \_\_\_\_\_

Drawn on \_\_\_\_\_  
(Name of the Bank)

Payable at \_\_\_\_\_

#### I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Name of the Applicant Firm \_\_\_\_\_

Full Address \_\_\_\_\_

(Regd. Office in case of limited companies & Head Office for others \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Permanent E-Mail Address \_\_\_\_\_

Web-Site, if any \_\_\_\_\_

Passport No., if any \_\_\_\_\_

Name of Bank with Address & A/c No. \_\_\_\_\_

Digital Signature \_\_\_\_\_

Income Tax PAN \_\_\_\_\_

The name and address of each \_\_\_\_\_  
of the Director/Partner

- II. NATURE OF THE APPLICANT FIRM:  
[Please tick (√) the appropriate entry]  
Government Undertaking/Public Limited Company/Private Limited Company/  
Proprietor ship/Partnership/Others (please specify)

Note:- Copy of certificate of incorporation alongwith Article of Association and Memorandum in case of companies and partnership deed in case of partnership firms may please be attached.

- III. INDICATE WHETHER THIS PROPOSAL IS FOR  
[Please tick (√) the appropriate entry].

Establishment of a New Undertaking  
- Manufacturing [ ]  
- Services [ ]  
Effecting Substantial Expansion  
Manufacturing of New product  
Conversion of (i) existing DTA unit into EOU  
(ii) existing STP/EHTP to EOU

(In case of conversion, please attach fact sheet as per Annexure)

- IV. (1) Location of the proposed undertaking

Full Address \_\_\_\_\_

Pin code \_\_\_\_\_

- (2) ONLY FOR PROJECTS UNDER EOU SCHEME

(In case the unit is proposed to be located on leased premises, then lease should be obtained from Government or any undertaking / authority of Government. However in case lease is obtained from private parties, it shall have a validity period of five years from the date of LUT and the Development Commissioner shall satisfy himself of genuine nature of the lease.)

- (a) Please indicate if the proposed location is in a Centrally Notified Backward Area [Please tick (√) the appropriate entry].

No. \_\_\_\_\_ Yes \_\_\_\_\_ if yes, indicate category

- (b) Indicate whether it is within 25 Kms from the periphery of the standard urban area limit of city having population above one million according to 1991 census.

Yes \_\_\_\_\_ No. \_\_\_\_\_

(c) Is it located in an Industrial Area/Estate designated/set up prior to issuance of Notification No. 477(E) dated 25th July, 1991.

Yes \_\_\_\_\_ No. \_\_\_\_\_

(d) If not, does it come under the category of non-polluting industries as notified by the Govt.

Yes \_\_\_\_\_ No. \_\_\_\_\_

V ITEM (S) OF MANUFACTURE/SERVICE: (Including By-product/Co-products)  
(if necessary, additional sheets may be attached)

Items(s) Description	Capacity (Unit =)	Item Code (ITC HS code No) (Not required for service unit)
-----	-----	-----
-----	-----	-----
-----	-----	-----

V-A Intermediate Products, if any, which are to be taken out for job work abroad as part of production process.

Item(s) Description	Quantity	Item Code(ITC HS Code No.) (Not required for service unit)
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. PRODUCTION (In case of more than one item, supplementary sheets may be used)  
Quantity (Unit \_\_\_\_\_) (Value (In Rupees)  
(Not required for service unit)

1st year	_____	_____
2nd year	_____	_____
3rd year	_____	_____
4th year	_____	_____
5th year	_____	_____

VII. Indigenous Requirement:

(Value in Rupees)

- a) Capital Goods
- b) Raw material, components, consumables, packing material, fuel etc. during the period of 5 years

TOTAL: \_\_\_\_\_

-----

VIII. FOB VALUE OF EXPORTS

(1 \$ = Rs.)

Rupees (lakhs)	US \$ (Thousand)
1st year	
2nd year	
3rd year	
4th year	
5th year	
Total:	

IX. INVESTMENT:

(RS. IN LAKHS)



- (a) Land \_\_\_\_\_
- (b) Building \_\_\_\_\_
- (c) Plant and Machinery \_\_\_\_\_
- (i) Indigenous \_\_\_\_\_ (US \$ Thousand)
- (ii) Import CIF value \_\_\_\_\_
- (iii) Total (i) + ii) \_\_\_\_\_
- (d) Details of source(s) of finance,  
(both Indian as well as foreign)  
for the above investments

X. WHETHER FOREIGN TECHNOLOGY AGREEMENT IS ENVISAGED  
(Please tick ( ✓ ) the appropriate entry )

Yes \_\_\_\_\_ No \_\_\_\_\_

- (i) Name and Address of foreign collaborator \_\_\_\_\_
- (ii) Terms of collaboration \_\_\_\_\_ (Rupees lakhs)  
(Gross of Taxes)
- (a) Lumpsum payment \_\_\_\_\_
- (b) Design & Drawing fee \_\_\_\_\_
- (c) Payment to foreign technician \_\_\_\_\_
- (d) Royalty (on exports) \_\_\_\_\_ %
- (e) Royalty (on DTA sales if envisaged) \_\_\_\_\_
- (f) Duration of agreement \_\_\_\_\_ (No .of years)

XI. EQUITY INCLUDING FOREIGN INVESTMENT

- (i)
- |                     | (\$ Thousand) | (Rs.lakhs) |
|---------------------|---------------|------------|
| (a) Authorized      | _____         | _____      |
| (b) Subscribed      | _____         | _____      |
| (c) Paid up Capital | _____         | _____      |

Note: If it is an existing company, please give the break up of the existing and proposed capital structure

- (ii) Pattern of share holding in the paid-up capital (Amount in Rupees)
- |  | (Rs. in lakhs) | (US \$ Thousand) |
|--|----------------|------------------|
| (a) Foreign holding                                  | _____          | _____            |
| (b) Non Resident Indian company / Individual holding |                |                  |
| (i) Repatriable                                      | _____          | _____            |
| (ii) Non-repatriable                                 | _____          | _____            |
| (c) Resident holding                                 | _____          | _____            |
| (d) Total (a+b (i+ii)+c) equity                      | _____          | _____            |

(e) (iii) External commercial Borrowing \_\_\_\_\_

Foreign Exchange Balance sheet

	1st	2nd	3 <sup>rd</sup>	4 <sup>th</sup>	5th	(5yrs) Total in Rs. Lakh	(5Yrs) Total in US\$ Th.
XII. FOB value of exports in first five years							
XIII. Foreign Exchange outgo on							
(i) Import of Machinery							
(ii) Import of raw materials and components							
(iii) Import of spares and consumables							
(iv) Repatriation of dividends and profits to foreign collaborators							
(v) Royalty							
(vi) Lump sum know-how Fee							
(vii) Design and drawing fee							
(viii) Payment of foreign technicians							
(ix) Payment on training of Indian technicians abroad							
(x) Commission on Export etc.							
(xi) Foreign Travel							
(xii) Amount of interest to be paid on external commercial borrowing/ deferred payment credit (specify details)							
(xiii) Any other payments (specify details)							
Total (i)to(xiii)							
Net Foreign Exchange earnings in five years							

XIV. REJECTS (Only for EOU manufacturing units.)

Generation of Rejects/Sub-standard finished goods \_\_\_\_\_  
 \_\_\_\_\_  
 (percentage of 5 yrs production)

Goods (In case rejects are more than 5% estimated percentage with justification may be given \_\_\_\_\_  
 \_\_\_\_\_  
 (Qty.(Unit = ))  
 Value (Rs. Lacs)

XV. EMPLOYMENT

(All figures in number)

	Existing	Proposed
	-----	-----
a) Supervisory	Men _____ Women _____	_____
b) Non-supervisory	Men _____ Women _____	_____

XVI. NET FOREIGN EXCHANGE EARNING

Average NFE on FOB value of exports in Block period, as per para 6.5 of FTP. \_\_\_\_\_  
 \_\_\_\_\_

XVII. MARKETING

a) Whether marketing tie-up/Buy-back envisaged/finalized(Attach documents, if any) \_\_\_\_\_  
 Yes \_\_\_\_\_ No \_\_\_\_\_

b) Destination of exports (in percentage) \_\_\_\_\_  
 \_\_\_\_\_  
 G. C. A. R. P. A.

XVIII OTHER INFORMATION

i) Any special features of the project proposal which you want to highlight \_\_\_\_\_  
 \_\_\_\_\_

(please attach the project report, for new units)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ii)(a) Whether the applicant has been issued any Industrial license or LOI/LOP under EOU/STP/EHTP scheme if so, please give full particulars especially reference number, date of issue, items of manufacture and progress of implementation of each project. \_\_\_\_\_  
 \_\_\_\_\_

(b) Whether the applicant has submitted any other application for LOI/LOP which is pending with the Board of Approvals. If so, please give particulars like reference number, name under which application made, items of manufacture etc. \_\_\_\_\_  
 \_\_\_\_\_

iii) Whether the applicant or any of the partners/Directors who are also partners /Directors of another company or its associate concerns are being proceeded against or have been debarred from getting any License/Letter of Intent/ Letter of Permission under the Export and Import (Control) Act, 1947/Foreign Trade (Development and Regulation) Act, 1992 / FEMA/ Custom/Central Excise Act.

Place : \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_  
 Date : \_\_\_\_\_ Name in Block Letters \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Official Seal/Stamp \_\_\_\_\_ Tel. No. \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 Web-Site, if any \_\_\_\_\_  
 Full Residential Address \_\_\_\_\_

**UNDERTAKING**

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We will abide by any other condition, which may be stipulated by the concerned Development Commissioner. I/We fully understand that any Permission Letter granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false. An affidavit duly sworn in support of the above information is enclosed.

Place: \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_  
 Date: \_\_\_\_\_ Name in Block Letters \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Official Full Official address \_\_\_\_\_  
 Seal/Stamp \_\_\_\_\_ Tel. No. \_\_\_\_\_  
 e-mail Address \_\_\_\_\_  
 Web-Site \_\_\_\_\_  
 Full Residential address \_\_\_\_\_  
 Tel. No \_\_\_\_\_

**SOME IMPORTANT GUIDELINES**

1. Additional Information may be furnished by existing domestic units seeking conversion into the EOU Scheme as per annexure.
2. Normally raw material tie-ups are not insisted upon but this may be necessary in cases, such as granite/marble/sandstone products where availability of raw materials is contingent upon Government leases etc.
3. Normally lumpsum amount up to US \$ 2 Million and 8% royalty (net of taxes) as amended from time to time over a period of five years from the commencement of production is allowed as per the current EOU Scheme on account of foreign technology agreement as per the norms of Department of Industrial Policy and Promotion. In addition selling agency commission is permitted as per RBI norms.
4. Cases involving high outgo of foreign exchange for capital goods and raw materials, the Government prefers raising of funds through external commercial borrowings.

**ANNEXURE**

**PROFORMA TO BE FILLED IN BY THE EXISTING DTA UNITS SEEKING CONVERSION  
INTO THE EOU SCHEME**

a)	Whether conversion of DTA Unit into the EOU has been sought for the full existing capacity of the unit or the proposal is for partial conversion.(Please give details of the existing capacity etc.)	
b)	Whether any expansion of the DTA unit proposed to be converted into EOU has been envisaged, if so the extent thereof.(Please give details of the existing capacity and the enhanced capacity etc).	
c)	What is the level of existing exports of the unit proposed to be converted into EOU. (Please give details of export performance item-wise for a minimum of three previous years)	
d)	Whether the DTA unit is already under obligation to export, under: i) Advance Licensing Scheme; ii) Import of machinery under EPCG scheme; iii) Any other Scheme.  (Give all relevant details including total E.O. imposed, the E.O. discharged till date etc.)	
e)	Whether your unit is registered with the Customs or Excise authorities. (Please give details viz. Reg. No., date etc.)	
f)	Are you agreeable to have your whole unit customs bonded as required under the EOU scheme?	
g)	Whether you are a merchant exporter or a manufacturer exporter.(Please give details)	
h)	What is the age (year of manufacture) and residual life of items/ machinery already installed in your unit, whether they are imported or indigenous.(Please attach separate sheets giving item-wise details with value of the new CG as well as existing value of machinery presently installed).	

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_

Place \_\_\_\_\_

Address of the Applicant \_\_\_\_\_

## **APPENDIX 14-I-B**

### **CRITERIA TO BE ADOPTED FOR AUTOMATIC APPROVAL OF UNITS UNDER EOU SCHEME**

#### **APPROVAL OF NEW UNITS:**

Proposals for setting up units under EOU scheme under automatic route shall be considered by the Unit Approval Committee taking into account the following: -

- (i) Residence proof in respect of individual/partnership firms of all Directors/Partners. (Passport/ration card/driving licence/voter identity card or any other proof to the satisfaction of Development Commissioner);
- (ii) Income Tax return of all the promoters for the last three years;
- (iii) Experience of the promoters;
- (iv) Marketing tie-ups;
- (v) In case of EOUs, inspection of the project site by an Officer;
- (vi) A report from other DCs as to whether any case under EOU Scheme in regard to diversion of goods etc. is pending.

Wherever necessary, the above may be verified through personal interview with the promoters of the project. In the event of the promoters being a well-established entity, the procedure of personal interview may be dispensed with.

The Unit Approval Committee shall meet on Monday, every week. In case of the absence of Development Commissioner, the meeting will be held by the next senior officer in the Zone. The unit shall intimate the problems being faced by them in advance. In the meetings, apart from the promoters, the other concerned agency with which difficulties are being faced by the unit, may also be called.

Recycling of ferrous and non-ferrous metal proposals will be considered only if the unit has Ingots making facility and proposes to achieve value addition.

#### **SENSITIVE SECTORS:**

Care shall be taken by the Development Commissioner while approving projects in sensitive sectors such as yarn texturising unit, textile processing, pharmaceuticals/drugs formulations/re-cycling of ferrous and non-ferrous metal scraps etc. Projects for setting up units in sensitive sectors under EOU scheme shall be approved by the Development Commissioner after personal verification of the Directors and inspection of the factory site before signing LUT. Verification could also be carried out through General Manager, District Industries centre or jurisdictional DY/ Assistant Commissioner of Customs/Excise.

## APPENDIX – 14-I-C

### SECTOR SPECIFIC REQUIREMENTS FOR EOU

**(1) COFFEE**

Export of imported coffee shall be subject to approval from Coffee Board under relevant Act.

**(2) HIGH GRADE IRON ORE**

Proposals for export of High-Grade Iron Ore i.e. 64% Fe and above, except iron ore of Goa origin and Redi origin are presently canalized through MMTC and its exports would be subject to approval of the BOA.

**(3) POLYESTER YARN:**

(i) No job work with EOU/DTA/SEZ unit shall be permitted. However, this shall not be applicable to units who intend to send the fabric {made out of Polyester (or) texturised yarn within the unit} for job work to EOU/DTA/SEZ unit for dyeing of the fabric.

(ii) None of the units making polyester yarn – existing or new – shall be permitted to do exports through third party and they have to export directly.

**(4) SALE OF SURPLUS POWER:**

The following procedure shall apply in regard to sale of surplus power by EOU units:-

- (i) Henceforth whenever the Development Commissioner receives proposals for sale of surplus power, it would be examined in consultation with the State Government, including State Electricity Board. The Development Commissioner will report the norms of raw materials and consumables required for generation of a unit of power for consideration and approval by the Board of Approval.
- (ii) No duty shall be required to be paid on sale of surplus power from an EOU unit to another EOU/SEZ unit. Development Commissioner of SEZ concerned would be informed in writing of such supply and proper account of the consumption of raw material would be maintained by the supplying unit. The value of imported inputs and consumables shall be taken into account for NFE calculations of the supplying unit.
- (iii) The unit will obtain permission of the Assistant Commissioner of Customs/Central Excise for sale of surplus power in the DTA, after obtaining permission from the SEBs under the relevant statute. Duty on sale of power to the DTA shall be as per the Notification of the Department of Revenue in this regard.
- (iv) Due care shall be taken by the Development Commissioner / Board of Approval while approving the power plants by EOU units vis-a- vis their actual requirement.

**(5) GUIDELINES FOR THE EXISTING PLASTIC UNITS**

The following shall be guidelines for the existing plastic units under EOU scheme: -

- (i) Extension of LOP of the existing units under EOU Scheme may be granted based on the terms & conditions of earlier LOP.
- (ii) No enhancement of the production capacity be allowed to units which are utilizing plastic waste/scrap.
- (iii) Relocation of the existing units from one Zone to another will be approved on case to case basis.
- (iv) EOU units be exempted from the purview of Public Notice No. 392 dated 1.1.1997 regarding restrictions on physical forms & sizes and inspection would be done by Zone. However for any supply into DTA, all conditions of public notice will apply.
- (v) Existing units shall make physical exports as may be stipulated by BoA

**(6) NON ITA-I ITEMS THAT MAY BE SOLD IN DTA**

Following non-ITA-I items may be sold in the DTA in terms of para 6.9(f) of the Chapter 6 of the Foreign Trade Policy:

- (i) Colour Display Tubes(CDT) for monitors
- (ii) Deflection components for colour monitors

**(7) TEXTILES :**

Activities pertaining to reprocessing of garments/ used clothing /secondary textiles materials / clipping/ rags/ industrial wipers/shoddy wool/ yarn/ blankets/ shawls and other recyclable textile materials will not be allowed under EOU schemes.

**(8) TEA:**

In case of Tea, a minimum value addition of 50% shall be insisted upon.

**(9) SEGREGATION ACTIVITIES:**

Segregation activities are not covered under the definition of "manufacture" w.e.f. 1.4.2002. This activity will, however, be allowed to continue in respect of units set up prior to 1.4.2002 for a period of five years from the date of commencement of commercial production. The necessary inputs would also be allowed with exemption benefits as per the existing policy. However, the facility of DTA sale under para 6.8 or 6.9 of FTP shall not be allowed.

**(10) SPICES (COVERED BY CHAPTER 9 OF THE ITC(HS) CLASSIFICATIONS OF EXPORT & IMPORT ITEMS, 2004-09):**

- (i) Duty free import of spices for export shall be permitted only for value addition purposes like crushing/grounding/sterilization or for manufacture of oils and oleoresins and not for simple cleaning, grading, repacking, etc.
- (ii) A minimum value addition of 15% shall have to be fulfilled.

**(11) GEM & JEWELLERY PRODUCTS:**

The minimum value addition on annual basis shall be in terms of para 4.A.2.1 of the Handbook of Procedures.



## **APPENDIX 14-I-D**

### **(Board of Approval Notification)**

TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY  
(PART I SECTION-1)  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
(DEPARTMENT OF COMMERCE)

New Delhi, dated the 22<sup>nd</sup> March, 2006

### **NOTIFICATION**

No.14/2/2006-EOU. In supersession of Ministry of Commerce and Industry Notification No. 14/1/2001-EPZ dated 7.8.2001, Government of India hereby constitutes the combined Board of Approvals for EOU Scheme as under:-

1. *	Secretary Department of Commerce	Chairman
2.	Joint Secretary Department of Commerce	Member
3.	Joint Secretary Department of Industrial Policy and Promotion	Member
4.	Member (Customs) Central Board of Excise and Customs	Member
5.	Member Central Board of Direct taxes	Member
6.	Director General of Foreign Trade	Member
7.	Joint Secretary Ministry of Environment and Forests	Member
8.	Joint Secretary Ministry of Science and Technology	Member
9.	A representative from Ministry of Small Scale Industries and Agro and Rural Industries	Member
10.	Development Commissioner of the concerned SEZs	Member
11.	Director or Deputy Secretary (EOU) Department of Commerce	Member Secretary

\* As amended vide notification number 14/2/2006-EOU dt. 1/11/06.

### **Powers and functions of the Board**

1. The Board shall consider proposal under EOU scheme that fall outside the automatic approval procedure as notified from time to time.
2. Subject to necessary empowerment under Section 14 of the Industries (Development and Regulation) Act, 1951, the Board shall also consider applications for grant of industrial licence wherever such licence is compulsory. Minutes in such cases will be issued after approval of Department of Industrial Policy and Promotion. Based on the approved minutes the Development Commissioner shall issue the Letter of Intent and upon fulfillment of conditions therein convert the same into industrial licence.
3. All cases would be submitted before the Board by the Development Commissioner along with his comments so that the units have a single interface at the level of Development Commissioner.
4. EOU cases involving foreign equity, including investment by NRIs and OCBs that fall outside the automatic route shall continue to be dealt with by the Foreign Investment Promotion Board (FIPB). In such cases, the units will apply directly to Secretariat for Industrial Assistance (SIA) for FIPB approval with a copy to the Development Commissioner concerned.

Those falling under the automatic route shall avail themselves of the dispensation available under the automatic route.

#### General

5. The Board may prescribe any condition, as it may consider necessary while granting approval. The Board may in its discretion grant or refuse the approval.
6. Chairman of the Board may co-opt any representative of any other Department or agency not already included in it, if he finds it necessary for any specific purpose.

(Rahul Khullar)

Joint Secretary to the Government of India

**APPENDIX – 14-I-E**

(FORMAT FOR LETTER OF PERMISSION)

OFFICE OF DEVELOPMENT COMMISSIONER/

-----SPECIAL ECONOMIC ZONE

**DEPARTMENT OF COMMERCE, GOVERNMENT OF INDIA**

Dated the-----

To,

M/S -----

-----

Subject: Your unit application for permission under the EOU Scheme for

No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir/Madam,

With reference to the above mentioned application, Govt./Development Commissioner is pleased to extend to you all the facilities and privileges admissible and subject to the provisions as envisaged in EOU Scheme 2009-2014 for the establishment of a new undertaking at \_\_\_\_\_ in the State of \_\_\_\_\_ for the following items(s) up to the capacities specified below on the basis of maximum utilisation of plant and machinery: -

Item(s) of production	Annual capacity
-----	-----
-----	-----

You are also permitted to take out for job work abroad the following intermediate products as part of production process:

Item (s) description	Quantity	Item code (ITC (HS) code No)
		Not required for service unit
-----	-----	-----
-----	-----	-----

The above permission is subject to the conditions stipulated in Annexure in addition to the following conditions: -

- (i) The unit shall export its entire production/service, excluding rejects and sales in the domestic tariff area as per provisions of EOU Scheme for a period of 5 years from the date of commencement of production. For this purpose the unit shall furnish the requisite legal undertaking as prescribed in the EOU Scheme to the Development Commissioner concerned. Before signing the LUT it should have its own permanent E-mail address. The unit would have the option to renew its EOU status or opt out of the scheme as per industrial policy in force at that time in relation to items of production.
- (ii) The unit would be required to achieve positive Net Foreign Exchange (NFE) as prescribed in the EOU Scheme for the block period as per Para 6.5 of FTP, failing which it would be liable for penal action.
- (iii) It is noted that you require imported Capital Goods valued at Rs.-----for the proposed project.
- (iv) Import/local purchase of all items except those listed in prohibited list for import/export will be permitted.
- (v) This Letter of Permission is valid for 3 years from its date of issue with in which you should implement the project and commence production and would automatically lapse if an application for the extension of validity is not made before the end of the said period. Date of commencement of production shall be intimated to the Development Commissioner of concerned SEZ.
- (vi) The approval is based on the details furnished by you in your project application.
- (vii) You shall be required to enter into a Legal Agreement in the prescribed form (Appendix 14-I-F) with DC\_\_\_\_\_ for fulfilling the terms and conditions mentioned in the LOP.
- (viii) You are requested to confirm acceptance of the above terms and conditions to the undersigned within 45 days.
- (ix) If you fail to comply with the conditions stipulated above, this letter of approval is liable for cancellation/revocation.
- (x) All future correspondence for amendments/changes in terms and conditions of the approval letter or for extension of its validity if required, etc. may be addressed to the undersigned.
- (xi) Jurisdictional Commissionerate for the unit is .....

Yours faithfully,

Development Commissioner

-----SEZ

Copy forwarded to :-

1. Deputy Commissioner/Central Excise/Customs/I/C of EOU (for EOUs)
2. Director of Industries, Govt. of (State)
3. Development Commissioner(SSI), Nirman Bhavan, New Delhi.

## APPENDIX – 14-I-F

### FORM OF LEGAL AGREEMENT FOR EOU

---

NOTE: PLEASE SEE PARA 6.3.1 OF THE CHAPTER 6 OF THE HANDBOOK OF PROCEDURES (Vol.- I)

---

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ between M/s. \_\_\_\_\_ (indicate legal status i.e. a company or firm) an Export Oriented Unit / having its registered office at \_\_\_\_\_ and factory/service unit at \_\_\_\_\_ (hereinafter referred to as "the unit" which expression shall include its successors and assigns) of the one part and the President of India acting through Development Commissioner (DC) of .....SEZ (hereinafter referred to as "Government" which expression shall include his successors in office and assigns) of the other part.

Whereas the Government has communicated vide Letter No. \_\_\_\_\_ dated \_\_\_\_\_ to the Unit the terms and conditions for setting up the EOU unit for manufacture/service of \_\_\_\_\_ and the Unit has duly accepted the said terms and conditions vide their letter No. \_\_\_\_\_ dated \_\_\_\_\_.

AND WHEREAS the unit has been permitted to import/purchase indigenously Plant and Machinery, raw materials, components, spares and consumables free of Import / Central excise duty as per details given at Annexure I.

And whereas a license has been granted to the unit by the Government, subject to the achievement of positive NFE as provided for in EOU Scheme.

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The unit shall achieve positive NFE as per Para 6.5 of FTP.
2. Such performance shall be subject to annual monitoring by the Development Commissioner (DC) having jurisdiction over its activities under the guidelines issued by the Ministry of Commerce, Government of India from time to time and the unit shall be liable for penalty under the Foreign Trade (D&R) Act, 1992 as amended from time to time for failure to fulfill such obligation. For the purpose of counting NFE under the EOU scheme, exports to Nepal or Bhutan shall qualify, if payment is made in Foreign Exchange.
3. The unit shall intimate the date of commencement of the production for export within one month of such date to the concerned Development Commissioner.
4. The unit shall not dispose of its production in the domestic market except in terms of the provisions of EOU Scheme and/or when specifically allowed by the competent authority.
5. The unit under implementation shall submit quarterly report to the concerned Development Commissioner in the prescribed format at Annexure II.
6. The Unit shall after the commencement of production/operation, submit to the concerned Development Commissioner, quarterly performance report in the prescribed format at Annexure III for the period ending March/June/September and December every year within 30 days of the close of quarter through e-mail giving details of the imports/exports effected and purchases made from the Domestic Tariff Area by the Unit during the period. An annual performance report shall also be submitted to Development Commissioner and the concerned Jurisdictional Commissionerate in the prescribed format given at Annexure - IV within a period of 90 days following the close of financial year failing which further imports and DTA sale will not be permitted. Annual Performance Reports shall be certified by a Chartered Accountant. In case of wrong submission of such information or failure to submit such information within the stipulated time, DC may withdraw the permission granted to the unit for operation.
7. In the event of the Unit failing to fulfill the terms & conditions of Letter of Permission (LOP) / Letter of Intent (LOI) and NFE as prescribed in the EOU Scheme, except when the fulfillment of such conditions is prevented or

delayed because of any law & order, proclamation, regulation/ordinance of the Government or the shortfall in fulfillment of NFE is within the permissible norms specified in the monitoring guidelines given at Appendix-14-I-G of the EOU Scheme, the unit would be liable for penal action under the provisions of Foreign Trade (Development & Regulation) Act, 1992 and the Rules & Orders made thereunder.

8. The unit shall also be subject to the conditions stipulated and required for availing exemption from duty of Customs and Excise under the relevant Customs & Excise Notifications and any customs duties/Excise duties and interest payable to / leviable by the Government for failure to fulfill such conditions shall also, without prejudice to any other mode of recovery be recoverable in accordance with the provisions of Section 142 of the Customs Act, 1962/Section II of the Central Excise Act, 1944 and rules made thereunder and/or from any payment due to the Unit from the Government.

9. Any order issued by the Government in this regard shall be final and binding and the Unit thereby undertakes to comply unconditionally with such an order.

10. The unit shall be bound by the changes made in the provisions of EOU Scheme from time to time.

11. The unit shall have an operational Web-Site.

12. Any changes in the Board of Directors/Partners, telephone No., E-mail address, Web-Site, Pass port No., Bank Address and Factory address shall be duly intimated by the unit within a fortnight.

13. Any Stamp Duties payable on this document or any document executed thereunder shall be borne by the Unit.

In witness thereof the common seal of \_\_\_\_\_ has been here into affixed and for and on behalf of \_\_\_\_\_ has set and subscribed his hands here into. Common seal of the within named Unit has been affixed here into in the presence.

Signature of (i) Shri \_\_\_\_\_  
(Residential address)

Director and (ii) Shri \_\_\_\_\_ Director who have been duly authorized for the purpose by a resolution of the Board of Directors of the Company passed at the meeting held on \_\_\_\_\_ and who have signed in the presence of \_\_\_\_\_.

1. \_\_\_\_\_(Name, Designation and Address)  
(Tel. No.  
(E-mail Address & web-site)

2. \_\_\_\_\_(Name, Designation and Address)  
(Tel. No.  
(E-mail Address & web-site)

Signed for and on behalf of the President of India

By Shri \_\_\_\_\_ in the presence of

1. \_\_\_\_\_(Name, Designation and Address)

2. \_\_\_\_\_(Name, designation and Address)

**EXEMPTION MATERIALS**

1. Plant, Machinery and Equipment to be imported.

No.	Description of goods

2. Raw Materials, Components and Consumables to be imported.

No.	Description of material

3. Plant, Machinery and Equipment and Raw Material, Components and Consumables to be indigenously produced and purchased without payment of Central Excise Duties.

No.	Description of material

**Period of reporting: (April-June) (July-Sept.) (Oct-Dec) (Jan-March) Quarterly Progress Report for the EOU/ units which are under implementation:**

1. Details of the unit :
  - (a) Name of the unit :
  - (b) IEC No. :
  
2. Location of the Factory & Full Address:
  - a. Address :
  - b. Phone No. :
  - c. Fax No. :
  
3. Regd. Office
  - a. Address :
  - b. Phone No. :
  - c. Fax No. :
  - d. Permanent E-Mail Address:
  - e. Web-Site :
  
4. Approval No. and date :
  
5. Item of manufacture/service – Annual Capacity  
(Details of all items to be provided)
  - a)
  - b)
  
6. Green Card No. and date  
and the period of validity :
  
7. Present position in regard to  
setting up of the unit (Tick whichever  
is applicable)
  - a. Acquisition of land : Yes No
  - b. Erection of Building : To Start/ Started Over/Building purchased
  - c. Electricity : Not applied Applied on Available
  - d. Water : Not applied Applied on Available
  - e. Telephone/Fax : Not applied Applied on Available
  
8. Employment:
  - a) No. of Men Workers employed in the unit Managerial Skilled Unskilled
  - b) No. of Women workers employed in the unit Managerial Skilled Unskilled
  - c) TOTAL:
  
9. Imports during the quarter (Rupees in Lakhs) Cumulative During the Quarter
  - a. Value of Capital Goods imported
  - b. Value of Raw Materials, Components etc. imported



- c. Value of indigenous Capital Goods purchased.
- d. Value of Industrial Raw Materials Components etc. purchased.

10. Sanction of bonding facilities:                      Yes                      No

- a. if "yes" date on which warehousing licence issued
- b. if "no" date on which customs/ excise approached.

11. Date likely to commence production :

12. Any other information :

(Signature with seal of the company)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**FORMAT FOR QUARTERLY REPORT FOR THE WORKING UNITS**

Period -----

**PERIOD OF REPORTING: QUARTERLY (APRIL-JUNE)(JULY-SEPTEMBER)(OCTOBER DECEMBER)(JANUARY-MARCH).**

1. Name of the Unit & location
2. (a) Permanent E-mail Address (Compulsory)  
(b) Web Site

3. Date of commencement of production

Details of production figures

Quantity(MT/pieces)    Value(Rs. in lakhs)

- |       | <u>EXPORT(INFLOW)</u>                                      | <u>(Rs. in Lakhs)</u> | <u>\$ in Million</u> |
|-------|--|-----------------------|----------------------|
| 4(i). | FOB value of exports for the Quarter                       |                       |                      |
|       | a) GCA exports   |                       |                      |
|       | b) RPA exports   |                       |                      |
|       | c) Total:  |                       |                      |
| (ii). | Deemed export for other categories during the quarter      |                       |                      |
| iii). | Cumulative exports/deemed export up to the current quarter |                       |                      |

IMPORT (OUTFLOW) (Rs. in Lakhs)

- 5(i). Cumulative import of RM/consumable etc. during the quarter
- (ii). Cumulative import of RM/Consumables etc., consumed up to the quarter
- (iii). Cumulative import of capital goods including spares up to the quarter.

6. Net foreign exchange earning Achieved  
(NFE)(Column 4 – Column 5 {ii}+Column 5 {iii})

DTA SALE

7. DTA sale Quantity                      Value

8. Cases of pending Foreign Exchange

Cases of pending Foreign Exchange realisation outstanding for more than 360 days at the end of last quarter/  
financial year

Date of export :	Name of Importer:	Address :	Amount
------------------	-------------------	-----------	--------

(SIGNATURE)  
With Seal of Co.

Notes :-

1. The above information should be given separately for each Letter of Permission.
2. QPRs must be submitted electronically only if the zones have provided online facilities.
3. The signature of the authorised signatory of the unit must be sent to the zone electronically.

**FORMAT FOR ANNUAL PROGRESS REPORT FOR THE WORKING UNITS****Period -----**

PERIOD OF REPORTING: ANNUAL (APRIL-MARCH)

1. Details of the Unit
  - a) Name of the Unit
  - b) IEC. No.
2. PERIOD OF REPORTING
3. Approval No. & Date
4. Item of manufacture/service – Annual Capacity  
(Details of all items to be provided)
  - a)
  - b)
5. Factory Location/Address/  
Telephone No.
6. Regd. Office Address/Tel/Fax No
7. (a) Permanent E-mail Address (Compulsory)  
  
(b) Web Site
8. Date of commencement of  
production  
  
Details of production figures
 

	Quantity(MT/pieces)	Value(Rs. in lakhs)
9. Details of Foreign Exchange Inflow/Outflow		
<u>EXPORT(INFLOW)</u>	<u>(Rs. in Lakhs)</u>	<u>\$ in Million</u>
10. FOB value of exports for the Year		
a) GCA exports		
b) RPA exports		
c) Total:		
11. (a) Goods sold in DTA in terms of Para 6.9(b) of the Chapter 6 of the Foreign Trade Policy for year		
(b) Deemed export for other categories during the year		
Total		
12. Cumulative exports up to the current year		
13. Cumulative exports up to the previous year		
14. Country-wise details of exports		
<u>IMPORT(OUTFLOW)</u>	<u>(Rs. in Lakhs)</u>	<u>\$ in Million</u>
15. Opening balance of imported RM, Consumables etc., during the year		
16. Raw Materials/consumables		

- /components etc. imported during the year
17. RM/consumables etc. transferred to other units during the year
  18. RM/consumables etc. received under the inter-unit transfer during the year
  19. Cumulative import of RM/consumable etc. during the year
  20. Imported RM/Consumables/ etc., consumed during the year
  - 20(A) Imported RM/consumables etc. not utilised beyond five years.
  21. Closing balance of imported RM/Consumables etc. at the end of year
  22. Opening balance of imported capital goods including spares (Value of capital goods year-wise since inception to be annexed)
  23. Import of capital goods including spares during the year
  24. Capital goods including spares received under inter-unit transfer
  25. Capital goods including spares transferred under inter-unit transfer
  26. Cumulative imports of capital goods including spares during year.
- Sub-Total [Column No. 20 + Column 26]
27. Other FE Outflow (Royalty/ technological know-how/investment /Dividend payment/Travel/Commission etc.) during the year
- TOTAL OUTFLOW [Column No. 20 + 26 +27]
28. Net foreign exchange earning Achieved
  29. Opening balance of indigenous capital goods including spares during the year
  30. Purchase of indigenous capital goods during the year
  31. Cumulative balance of indigenous capital goods purchased during the year
  32. Opening balance of indigenous RM/Consumables etc., during the year

33. Purchase of indigenous RM/Consumables etc during the year
34. Cumulative balance of indigenous RM/consumables purchased during the year
- 34(A) Imported RM/consumables etc. not utilised beyond five years.

DTA SALE

- |     |   |                                       |                    |                |                  |
|-----|---|---------------------------------------|--------------------|----------------|------------------|
| 35. | (a)Sales of goods effected in DTA if any                                    |                                       | <u>Quantity</u>    |                | <u>Value</u>     |
|     | (b)Sales of rejects in DTA if any:  |                                       | <u>Quantity</u>    |                | <u>Value</u>     |
|     | (c)Sale of Waste/Scrap/Remnant  |                                       | <u>Quantity</u>    |                | <u>Value</u>     |
|     | d) Sale of by product   |                                       |                    |                |                  |
|     | (e)Total  |                                       | <u>Quantity</u>    |                | <u>Value</u>     |
| 36. | DTA sale on full duty   |                                       | <u>Quantity</u>    |                | <u>Value</u>     |
| 37. | Items of manufacture/service Annual capacity (at the end of financial year) |                                       |                    |                |                  |
| 38. | Foreign/NRI/Indian investment (to be submitted annually)                    |                                       | <u>Foreign/NRI</u> |                | <u>Indian</u>    |
|     | i) Authorised capital   |                                       |                    |                |                  |
|     | ii) Paid up capital   |                                       |                    |                |                  |
|     | iii) Foreign Direct Investment -  | (I) Approved                          |                    |                |                  |
|     |   | (II) Actual Inflow during the year    |                    |                |                  |
|     |   | (III) Cumulative balance for the year |                    |                |                  |
|     | iv) NRI capital   | (I) Approved                          |                    |                |                  |
|     |   | (II) Actual Inflow during the year    |                    |                |                  |
|     |   | (III) Cumulative balance for the year |                    |                |                  |
| 39. | <u>Employment:</u>  |                                       |                    |                |                  |
| a)  | No. of Male Workers employed in the unit                                    | Total                                 | <u>Managerial</u>  | <u>Skilled</u> | <u>Unskilled</u> |
| b)  | No. of Women workers employed in the unit                                   | Total                                 | <u>Managerial</u>  | <u>Skilled</u> | <u>Unskilled</u> |
| c)  | TOTAL: (a + b)  |                                       |                    |                |                  |

40. OTHER INFORMATION :

a)	<u>Overseas investment</u>											
	Overseas investment made by the unit at the end of last year											
	a) Less than one year                      Amount in \$											
b)	<u>Cases of pending Foreign Exchange realization</u>											
	Cases of pending Foreign Exchange realization outstanding beyond the period stipulated/extended by RBI, at the end of the financial year											
	<table border="1"> <thead> <tr> <th>Date of export</th> <th>Name and address of importer</th> <th>Date and number of Shipping Bills</th> <th>Amount pending realization</th> <th>Reasons for non realization</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date of export	Name and address of importer	Date and number of Shipping Bills	Amount pending realization	Reasons for non realization						
Date of export	Name and address of importer	Date and number of Shipping Bills	Amount pending realization	Reasons for non realization								
c)	<u>External commercial borrowing</u>											
	External commercial borrowing pending at the end of last year											
	(a) Less than three years                      Amount in \$											
	(b) More than three years                      -do-											
d)	<u>Revenue contribution</u>											
	Revenue contribution by units											
	(a) Excise duty on DTA sale during the financial year											
	(b) Income tax paid, if any, during the financial year											
	(c) State taxes, cess duties & levies (including CST paid on domestic procurement).											
	(d) Tax deducted at source in respect of employees.											

It is certified that no shipment other than mentioned above are pending realization beyond stipulated period/period as extended by RBI.

(SIGNATURE)  
With Seal of Co.

Notes :-

- 1) The above information should be given separately for each Letter of Permission.
- 2) The information given in the formats for APRs should be authenticated by the authorized signatory of the unit and should be certified for its correctness by a Chartered Accountant with reference to the account records and registers maintained by the unit.
- 3) APRs must be submitted electronically only if the zones have provided online facilities.
- 4) The signature of the authorised signatory of the unit must be sent to the zone electronically.

## APPENDIX – 14-I-G

### **Guidelines for monitoring the performance of EOU/STP/EHTP units**

- (1) The annual review of performance of each operational unit and its compliance with the conditions of approval shall be undertaken by the Development Commissioner before the end of the first quarter of the following financial year;
- (2) A summary of annual performance review will be sent by each Development Commissioner to the Ministry of Commerce for information under the three formats indicated below latest by 30<sup>th</sup> September every year;  
  
Proforma I: Comparative statement of performance and monitoring as compared to previous year;  
  
Proforma II: Summary of annual performance of the EOU units, sector – wise with sectoral sub – totals.  
  
Proforma III: Unit-wise statement on NFE showing the result of review.

### PART (A)

#### **3. CRITERIA FOR ANNUAL MONITORING:**

The criteria for keeping the unit under watch or initiating penal action in respect of EOU units would be as follows:

- i) Watch – If there is shortfall in achieving the NFE as per norms in EOU Scheme at the end of 1st and II<sup>nd</sup> year;
- ii) For failure to achieve positive NFE, after completion of one year from the date of commencement of production, a cautionary letter may be issued; at the end of 3<sup>rd</sup> or subsequent year, Show cause notice will be issued if positive NFE is not achieved; after completion of block period as per para 6.5 of FTP, Development Commissioner would initiate penal action under the FT(D&R) Act, 1992. Final decision may be taken as far as possible within six months and positively within one year.
- iii) No action to be initiated if the Development Commissioner, on the receipt of reply from the unit, is satisfied that the shortfall has been on account of genuine reasons.

#### **4. METHOD OF MONITORING:**

- i) In all cases of exit from the Scheme where the unit has imported inputs and failed to fulfill the conditions of LOP with regard to NFE, appropriate steps are to be taken for penal action after issuing Show Cause Notice to the units. Steps may also be initiated for cancellation of LOP/LOA of units, which is not operating for more than a year;
- (ii) NFE is to be calculated as per Para 6.9.1 to 6.9.4 of the Chapter 6 of the Handbook of Procedures (Vol.-I). For purpose of uniformity, guidelines for calculation of NFE is given in Annexure I may be followed.

#### **5. MONITORING PERIOD**

Units which have not completed one year, from the date of commencement of commercial production, will not be monitored. In case a unit has completed less than five years from the date of commencement of commercial production it will be monitored for the number of completed years. Annual monitoring in the cases of old units which have completed more than five years will be undertaken for only such number of years which fall in the second block of five years

#### **6. OTHER CONDITIONS**

Development Commissioner will monitor Foreign Exchange realization/remittance of EOU units in coordination with the concerned General Manager of RBI as per instructions issued on the subject vide RBI circular No. COEXD. 3109/05.62.05/99-2000 dated 21.2.2000.

### **PART B: SCHEME SPECIFIC CONDITIONS**



**7. Concurrent joint monitoring of EOU units:**

- a) The performance of EOUs would be jointly reviewed by the Development Commissioners of and concerned Customs / Central Excise Officers on six monthly basis i.e. April - September each year to be completed in the following quarter on the basis of QPRs/APR to be furnished by the EOUs. The formats of QPR/APR have been prescribed in the LUT at Appendix 14-I-F.
- b) Joint review of NFE of the EOUs would be conducted by the DC / JDC and jurisdictional Deputy Commissioner/Asstt. Commissioner of Customs and Central Excise in the office of Commissioner of Customs/Central Excise where representative of units would also be invited. This will help them to understand the scheme and clear the doubts about operation. The Development Commissioners are advised to identify the number of Customs and Excise Commissioners, where the meetings are to be held and work out a schedule for visiting each of these places. It is suggested that at least two places should be visited each month, so that all places are covered within a period of three months. Some places may be covered by JDC and in the next six months, these could be interchanged between JDC and DC.
- c) For publicising the scheme, advertisement in the local papers may be arranged before the date of such meetings. Promotion programmes may be organised in collaboration with local industry, Association or any other organisation, which has good presence in the area. General Manager of District Industries Center may be associated.
- d) For each existing unit, review should be done at length to understand their problems and their possible resolution. Efforts should be made to identify the reasons for shortfall / poor performance and unit-wise action plan should be prepared for removal of bottlenecks. It should be ensured that the unit should have an export promotion strategy as well tentative targets for next few years, so that it has an idea as to what is to be achieved by them. Effective action should be taken against erring units to discourage any misuse of the scheme.
- e) For units under implementation, separate review be held so that their issues could be resolved.
- f) At such places, if any infrastructure gaps are noticed, District Administration may be advised to prepare projects which can be routed through State Government to the Ministry for approval under Scheme for central Assistance for Developing export infrastructure and other allied activities (ASIDE).
- g) Based on the joint review, Development Commissioner concerned would prepare a report for information of the Department of Commerce and CBEC and suggest corrective measures to enable the defaulting units to fulfill their obligation as per EOU Scheme / Customs Notifications.

**PROFORMA-I**

(To be submitted by the DC)

**APPROVAL AND IMPLEMENTATION OF EOUs**

a) No. of LOP issued by Development Commissioner during----- (period)	
b) No. of approved bonded units	
c) No. of units debonded	
d) total No. of units operational	

Sl.No.	Name of Unit	Type EOU/STP/ EHTP/ BTP	LOP No. & Date	Date of issuance of custom licence (Section 58 of Customs Act, 1962)	Commissionerate	Date of Commencement of production	FE outgo as per APR	
							Previous Financial year	Cumulative
1	2	3	4	5	6	7	8	9
FOB Value of exports		Value of Deemed Export Supplies		NFE Cumulative	Value of Sales Made in DTA		Remarks	
Previous Financial Year	Cumulative							
10	11	12	13	14			15	

**PROFORMA -II**

**(To be filled at the time of Joint Review)**

**RESULT OF MONITORING**

EOU UNITS:  a) No. of Units which are operational for more than 1 year. b) No. of Units with negative NFE at the end of 3 <sup>rd</sup> or subsequent years (Please give names of such EOUs in annexure) c) Details of outstanding export proceeds (where the period of Realization is not extended by the Competent authority)	(1) Name of Unit	(2) No.of shipping Bills	(3) Total FOB Value Of Exports (in Rs.)
---	---------------------	-----------------------------	--

Name & Designation  
Signature of DC Office

Name & Designation  
Signature of  
Customs/Central Excise  
Commissionerate

**PROFORMA – III**  
**(To be submitted by the unit)**

NAME OF THE UNIT

(Rupees in lakhs/  
\$ in Million):  
Month of operation  
CG Import (Actual):

1. Item of manufacture:
2. Date of Commencement:
3. Export
4. Inter Unit supply :
5. C. G. debit :
6. Imported RM/inputs used :
7. Other outgo of F. E. :
8. Total Imports :
9. NFE :
10. DTA Sale :
11. Details of outstanding export proceeds (where the period of realisation is not extended by the competent authority) beyond 180 days at the end of financial year.
12. Revenue contributions by the unit
  - (a) Excise duty on DTA sale during the financial year
  - (b) Income tax paid, if any, during the year
  - (c) State taxes, cess duties & levies (including CST paid on domestic procurement).
  - (d) Tax deducted at source in respect of employees.
13. Remarks :

## ANNEXURE – I

### CALCULATION OF NFE

1. While calculating NFE achieved, following basic components are to be taken into consideration:
  - i. Amortised value of capital goods and technical know how fee
  - ii. Value of import of R. M. (which is consumed during the year and consumables, spares, etc.).
  - iii. Other outflow of foreign exchange towards royalty, interest on external commercial borrowings etc.
  - iv. Value of physical exports effected excluding DTA sales but including supplies made under para 6.9 of the Chapter 6 of the Foreign Trade Policy and Handbook of Procedures (Vol I)
  
2. Amortised Value of Capital Goods: For this purpose as much value of CG is taken into account as indicated in para 6.9.4 of Chapter 6 of the Handbook of Procedures (Vol.-I). The CG imported prior to the 10 years period is not taken into consideration for the purposes of NFE if the value of said CG is fully amortized. If any capital goods imported duty free is leased from a leasing company or is taken on loan the CIF value of the capital goods shall be included under the imported inputs. However, on return of such CG its unamortized portion of value would be excluded from the calculation formula.
  
3. Import of raw material, consumables and spares etc: Whatever R. M. Consumables and spares are imported during the year are taken into account. However, it should be noted that whatever R. M. is in balance at the end of the previous year is added while the RM at the end of the current year is deducted which will give the amount of RM consumed during the year. RM purchased as inter – unit transfer is also included.
  
4. Other outflow of foreign exchange: All the foreign exchange outflow on account of royalty, dividends, commission on exports, interest on external commercial borrowing etc., during the particular year has to be accounted for while calculating value addition. However, outflow on account of know-how fee would be apportioned during a period of **ten years** as applicable
  
5. Value of exports: While calculating value of exports, DTA sale made during the year are not to be accounted for. However, supplies made in accordance with para 6.9 of the Chapter 6 of the Foreign Trade Policy and Handbook of Procedures (Vol I) will be taken into consideration for calculation of NFE.

## APPENDIX- 14-I-H

### GUIDELINES FOR SALE OF GOODS IN THE DOMESTIC TARIFF AREA (DTA) BY EOU/EHTP/STP/BTP UNITS:

NOTE: Please see Paragraphs 6.8 and 6.9 of the Chapter 6 of the Foreign Trade Policy.

#### I. DTA SALE ENTITLEMENT FOR EOU UNITS:

Paragraph 6.8 of the Chapter 6 of the Foreign Trade Policy provide for sale in DTA by EOU/EHTP/STP units. Such sales in the DTA will be governed by the following guidelines: -

- a) The sale of goods in DTA will be subject to the payment of applicable duties as notified from time to time by the Department of Revenue, Ministry of Finance, Government of India. DTA sale includes clearance to any other unit within India under para 6.8.
- b) DTA sale entitlement will be applicable only to those goods and services, which are permissible as per EOU Scheme. No DTA sale will be permissible if such sale is specifically prohibited in the EOU Scheme or the Letter of Permission/Letter of Intent.
- c) Units may opt for DTA sales on a quarterly, half-yearly or annual basis by intimation to the concerned Development Commissioner of SEZ. However, Premier Trading House (PTH) as defined in Foreign Trade Policy (FTP) shall have the option to undertake DTA sales on monthly basis, as well.
- d) The DTA sales entitlement shall be availed of within three years of the accrual of entitlement.
- e) An application for sale of goods in DTA (as per EOU Scheme) by the EOUs shall be submitted to the Development Commissioner concerned in the form given at Annexure-A. The application shall be certified by an independent Cost/Chartered /Cost and Works Accountant and endorsed by the Bond Officer of Customs/Central Excise having jurisdiction over the unit. The Development Commissioner concerned will determine the extent of the DTA sale admissible and issue authorization in terms of value. However, EOUs having status holder certificate can sell finished goods into DTA under para 6.8(a) of Foreign Trade Policy under intimation to concerned Development Commissioner and Jurisdictional Central Excise Authority in terms of Para 6.38.8 of Handbook. DTA sale in terms of para 6.8(a) of Policy shall be allowed only after adjustment of advance DTA sale permission.
- f) Advance DTA sale permission not exceeding the entitlement accruable on the exports envisaged in the first year shall be permitted and such sale shall be adjusted against the subsequent entitlements in a maximum period of two years. However, drugs and pharmaceuticals units can make advance DTA sale of the production on the exports envisaged in the first two years adjustable against subsequent entitlements within a maximum period of three years from the date of commencement of production by the unit. The Unit shall be required to execute a bond with the Assistant Commissioner Customs/Central Excise concerned to cover the difference between the amount of duties paid on the advance DTA sale and the full duties applicable on such goods.
- g) Advance DTA sales permission would also be admissible in cases of capacity expansion/product diversification. In such cases, the unit would be entitled to advance DTA sales linked to the exports envisaged from the expansion or new production streams or through product diversification. However, no advance DTA sale would be admissible to a DTA unit converted into EOU except in respect of new production stream as a result of change of technology or on account of its expanded capacity for export.
- h) The DTA sale entitlement would accrue only if the unit has achieved positive NFE on cumulative basis. In case a unit has not achieved positive NFE in a particular year and thus becomes ineligible for DTA sale permission, the NFE and DTA entitlement in the subsequent year (s) within the block period as per Para 6.5 of FTP is to be seen with reference to cumulative value of imports and exports of earlier year(s). This will, however, not alter the period allowed for adjustment of advance DTA sale.
- i) EOUs engaged in the manufacture of perishable items like floriculture, horticulture, pisciculture can also avail the facility of simultaneous sale in DTA of such perishable items on quarterly basis, while earning DTA entitlement on exports made during the said quarter. Such permission can be granted in advance by the DC concerned subject to the condition that the unit has achieved positive NFE cumulatively up to the previous quarter.

- j) Units in the service sector can also avail DTA sale as per procedure mentioned above.

## **II. SALE OF GEM & JEWELLERY PRODUCTS:**

DTA sale of Gem & Jewellery items will be permitted on annual basis by the Development Commissioners up to 10% of FOB value of exports during the preceding year subject to following conditions:

- a) The application by an EOU will be submitted to DC concerned on yearly basis (licensing-year) giving the details of production and exports made during the preceding licensing year duly certified by a Chartered Accountant and endorsed by the jurisdictional Custom Authority.
- b) The DTA sale of plain jewellery shall be permitted on payment of concessional rate of duty in Indian Rupees as applicable to sale from nominated agencies. In respect of studded jewellery, duty shall be payable in Indian Rupees as notified by Customs.
- c) Advance DTA sale permission not exceeding the entitlement accruable on the exports envisaged in the first year shall be permitted and such sale shall be adjusted against the subsequent entitlements in a maximum period of two years. The Unit shall be required to execute a bond with the Assistant Commissioner Customs/Central Excise concerned to cover the difference between the amount of duties paid on the advance DTA sale and the full duties applicable on such goods.

## **III**

### **OTHER SUPPLIES IN DTA:**

- (i) Sale under para 6.9 of the Chapter 6 of the Foreign Trade Policy

The following guidelines shall apply to the sale of goods in the DTA in respect of supplies specified in paragraph 6.9 of the EOU Scheme:

- a) The unit shall, at the time of application, indicate the quantity and value of goods sought to be supplied in the DTA. If the sale is effected against an import license held by the DTA purchaser, the Customs/Central Excise Officer concerned will allow such sales after making a suitable entry on the license of the quantity and value of such sales. The Import license shall cease to be valid for further imports to the extent of such supplies effected by units.
- b) If, the goods proposed to be sold by the units do not require an import license, the Customs/Central Excise Officer concerned will allow such supplies from the unit to the DTA.
- c) Goods supplied under (a) and (b) above will be taken into account for the purposes of achievement of NFE. The unit will file a quarterly statement to the Development Commissioner giving details of the goods cleared in the DTA category-wise.

## **IV. SALE OF REJECTS**

Sale of rejects is also permitted in the DTA, as provided for in para 6.8 (d) of the Chapter 6 of the Foreign Trade Policy

## **V. SALE OF BY-PRODUCTS:**

The sale of by-products in the DTA is also permitted as per provision of para 6.8 (g) of the Chapter 6 of the Foreign Trade Policy after inclusion of the item in LOP/LOI.

**APPLICATION FOR DTA SALE PERMISSION**

UNDER PARA 6.8(a) of the Chapter 6 of the Foreign Trade Policy -- FOR THE PERIOD (QUARTERLY/HALF YEARLY/ANNUAL)

**I. PROJECT DETAILS:**

1. Details of the unit

(i) Name & Address of the unit:  
(ii) IEC No.

2. LOI/LOP/IL No. & Date:

3.	Details of the products approved for manufacture and export in the LOP/LOI/IL	Item(s) of Manufacture/ Service	Present installed capacity
		1. 2. 3.	

4. Date of commencement of production:

**II DETAILS OF ADVANCE DTA SALE**

5.	Details of advance DTA sale permitted, if any	Approval No. and Date	Particulars of products/ service permitted	Value
1.				
2.				
3.				
Total				

DETAILS OF DISPATCH UNDER PARA 6.8(a),(d),(e)& (g) of the Chapter 6 of the Foreign Trade Policy

6.	Details of DTA sale effected (Please indicate the period)	Description of goods/service sold in DTA as DTA sale	Value
1.			
2.			
3.			
Total			

**III. PRODUCTION DETAILS FOR THE APPLICATION PERIOD**

Gross production

I.	Description of goods produced/manufactured /service	Total Production including rejects and waste/scrap	
		Quantity	Ex-factory value
1.			
2.			
Total			



**IV DETAILS OF PHYSICAL EXPORTS FOR THE APPLICATION PERIOD**

	FOB value of Physical Exports	Value of rejected consignment, if any	Net FOB value of Physical Exports
1.			
2.			
3.			
Total			

**V NET FOREIGN EXCHANGE EARNINGS**

NFE achieved on exports in the block period as per para 6.5 of FTP or less as applicable (Calculation Chart enclosed)

**VI PARTICULARS OF PROPOSED DTA SALE**

Description of the items proposed to be sold in DTA	Value
1.	
2.	
3.	
Total	

**DECLARATION**

I/We hereby declare that the information given above is true and correct

Signature of the applicant  
Name  
Designation  
Seal of the Company

**CHARTERED ACCOUNTANTS CERTIFICATE**

We have checked and verified the figures mentioned above from the records and books of account of company and found them true and correct

Signature  
Name  
Membership No  
Seal

**CERTIFICATE BY CENTRAL EXCISE AUTHORITY**

Verified from the records and found correct by Inspector / Supdt. Of Central Excise & Customs I/C of the factory

Signature  
Name  
Seal

Note: Each page may be verified and signed by the Chartered Accountant

CALCULATION CHART (TO BE CERTIFIED BY A CHARTERED ACCOUNTANT SHOWING NFE ACHIEVED IN THE BLOCK PERIOD AS PER PARA 6.5 OF FTP OR LESS AS APPLICABLE)

**1. DETAILS OF EXPORTS:**

(Rs. in Lakhs)

i)	F.O.B. value of physical exports made in the block period as per para 6.5 of FTP or less as applicable	Rs.
ii)	Value of supplies made under para 6.9 of the Chapter 6 of the Foreign Trade Policy	Rs.
iii)	Total	Rs.

**2. DETAILS OF CAPITAL GOODS INCLUDING DG SET AND OTHER OFFICE EQUIPMENTS IMPORTED IN THE BLOCK PERIOD AS PER PARA 6.5 OF FTP OR LESS AS APPLICABLE**

(I) CIF VALUE OF IMPORTED CAPITAL GOODS (YEAR WISE) IN THE BLOCK PERIOD AS PER PARA 6.5 OF FTP OR LESS AS APPLICABLE					
Ist year	IIInd year	IIIrd year	IVth year	Vth year	Total

(II) VALUE OF IMPORTED CG PROCURED FROM ANOTHER EOU/SEZ UNIT OR FROM A LEASING COMPANY IN THE BLOCK PERIOD AS PER PARA 6.5 OF FTP OR LESS AS APPLICABLE					
Ist year	IIInd year	IIIrd year	IVth year	Vth year	VIth year

<b>3.</b>	<b>AMORTISED VALUE OF CAPITAL GOODS (Please see Note below for calculation)</b>	Rs.

<b>4.</b>	<b>DETAILS OF IMPORTED RAW MATERIAL</b>	
(i)	Total CIF value of imported raw materials, consumables including POL products and components etc. in the block period as per para 6.5 of FTP or less applicable	Rs.
(ii)	Value of purchases made under Para 6.9 (b) & para 6.13(a) &(c) of Chapter 6 of the Foreign Trade Policy in the block period as per para 6.5 of FTP or less applicable	Rs.
(iii)	Value of goods indicated at (i) & (ii) above held in stock or under process at the end of the relevant period	Rs.
(iv)	Value of raw materials etc. used in goods produced and cleared from the unit $\{(i) + (ii) - (iii)\}$	Rs.

**5. Total value of indigenous raw materials, consumables Rs. \_\_\_\_\_ components etc, used in goods produced and cleared from the unit in the block period as per para 6.5 of FTP or less as applicable**

**6. OTHER OUTFLOW OF FOREIGN EXCHANGE IN THE BLOCK PERIOD AS PER PARA 6.5 OF FTP OR LESS AS APPLICABLE**

(i)	Dividends	Rs.
(ii)	Profit	Rs.
(iii)	Technical know how fee	Rs.
(iv)	Royalty	Rs.
(v)	Commission	Rs.
(vi)	Foreign travel	Rs.

(vii)	Any other outflow in foreign exchange (Please indicate details)	Rs.
Total		Rs.

**7. NFE achieved**

A - B > 0

Where A = FOB value of exports

B = Sum total of value of imported inputs used. Proportionate (amortised) value of imported capital goods, technical know-how fee and other expenses made in foreign exchange

Note: The proportionate (amortized) value of imported capital goods and technical know-how fee shall be calculated as per the formula given in note (iii) of para 6.9.4 of the Chapter 6 of the Handbook of Procedures (Vol. I).

## **APPENDIX – 14-I-I**

### **Procedure to be followed for reimbursement of Central Sales Tax (CST) on supplies made to EOUs, units in EHTP and STP.**

Note: Please see paragraph 6.11(c)(i) of the Chapter 6 of Foreign Trade Policy

1. The procedure given hereunder shall be applicable for reimbursement of Central Sales Tax.
2. The Export Oriented Units (EOUs) and units in Electronic Hardware Technology Park (EHTP) and Software Technology Park (STP) will be entitled to full reimbursement of Central Sales Tax (CST) paid by them on purchases made from the Domestic Tariff Area (DTA), for production of goods and services as per EOU Scheme on the following terms and conditions:
  - (a) The supplies from DTA to EOU/EHTP/STP units must be utilised by them for production of goods/services and may include raw material, components, consumables, packing materials, capital goods, spares, material handling equipment etc. on which CST has been actually paid by the EOU/EHTP/STP.
  - (b) While dealing with the application for reimbursement of CST, the Development Commissioner or the designated officer of EHTP/STP shall see, inter alia, that the purchases are essential for the production of goods/services by the units.
  - (c) For payment of interest in accordance with para 6.11 (c) (i) of FTP, separate application for claiming interest is not required and a single cheque for main claim and interest can be issued to the claimant. However, separate account will be maintained by Development Commissioner of Special Economic Zones for the amount of interest disbursed by them.
3. The procedure to be followed in this regard is indicated hereinafter and shall be strictly adhered to:

#### **Procedure:**

- (i) The unit shall present its claim for reimbursement of CST in the prescribed form (Annexure - I) to the Development Commissioner of the SEZ concerned or the designated officer of the EHTP/STP.
- (ii) As soon as the goods are received by the EOU/EHTP/STP unit in its premises it will be entered in the material receipt register kept for the purpose. The register must show the details of goods, quantity, the source of purchase and the 'C' Form against which purchase is made, etc. which will be subject to periodical check by the authorised staff of the Zone/Customs administration. A Chartered Accountant's certificate regarding the verification of the materials receipt register relevant to the claim as at Annexure - II shall be submitted alongwith the claim.
- (iii) The reimbursement of CST shall be admissible only to those units who get themselves registered with the Sales Tax authorities in terms of Section 7 of the CST Act, 1956 read with (Registration and Turnover) Rules, 1957 and furnish a Photostat copy of the Registration Certificate issued by the Sales Tax authorities to the Zone office concerned for keeping it in the relevant file.
- (iv) Claims shall be admissible only if payments are made through the bank accounts maintained by EOU/EHTP/STP unit or DD emanated from its accounts.
- (v) The claim shall be submitted along with the following documents:
  - a) Chartered Accountant's Certificate, meeting the following criteria, certifying receipt of the goods as shown in Annexure-II in the bonded premises, scrutiny of original invoice/bill of the supplier and proof of payment against each invoice/bill and its reconciliation with 'C' Form. In case of IT enabled services (ITES)/Business Process Outsourcing (BPO) units, reconciliation with 'C' form will not be necessary as they are not eligible for issue of 'C' form.

**Eligibility criteria for C.A. firms:**

- (i) In case of units located in the States of J&K, Orissa, North-Eastern States, Andaman and Nicobar islands and Lakshadweep, the Chartered Accountant firm should be at least a Sole Proprietorship firm who should be an FCA and engaged full time with the firm.
- (ii) In case of partnership Chartered Accountant firms located in the regions indicated in (i) above, should have at least two full time partners, one of whom should be an FCA.
- (iii) In case of units located in other regions, the partnership Chartered Accountant firms should have at least one full time partner, who should be an FCA.
- (iv) For the regions indicated in (i) above, the Chartered Accountant firm be located in the area where the unit is situated otherwise qualification of (iii) shall apply.
  - b) Photostat copy of C Form except in case of IT enabled Services (ITES)/Business Process Outsourcing (BPOs) Units, issued by the EOU/EHTP/STP to the supplier in the DTA with reference to the counterfoil produced by the unit. The counterfoil of C form will be returned to the unit after making suitable endorsement like 'cancelled/CST reimbursed' duly signed by the authorised officer of the Zone administration. While making the endorsement only, the items for which CST has been reimbursed should be indicated as cancelled and the Photostat copy will be retained by the officer for keeping in respective file. In the event of the same 'C' form being used again, the verification could be done at the time of scrutiny from the self-attested photocopies. The firm must indicate the file No. on which the original stands submitted.
- (vi) The reimbursement will be limited to the payment of CST against C Form only except in case of IT enabled services (ITES)/Business Process Outsourcing (BPO) units.
- (vii) The EOU/EHTP/STP shall also intimate the name of the person/persons who are authorised by them to sign the C Form and furnish three copies of his/their specimen signature(s) which will be kept in the relevant file of the unit.
- (viii) Reimbursement of CST will be made on quarterly basis. The application for claiming reimbursement should be filed within a period of 6 months from the completion of the quarter in which the claim has arisen. In case of procurement of goods against payment in installments, the CST reimbursement claim may be made in the quarter in which the full payment has been effected against the invoice/bill. Whenever application is received after expiry of last date of submission of such application, provisions of para 9.3 of the HBP Vol. 1, would apply.
- (ix) Application for supplementary claim will be considered as per provisions of para 9.4 of HBP Vol I.
- (x) The claim for CST reimbursement for the amount below Rs. 100/- on any single invoice shall not be entertained.
- (xi) The disbursing authority for the claim of reimbursement of CST will be Development Commissioner/designated officer of EHTP/STP who will make payment to the units. All claims shall be subjected to post audit.
- (xii) The unit shall preserve for three years all the original documents viz. Original invoice/bill, money receipt/bank statement for random/sample checking and produce the same as and when called for by the office of the Development Commissioner. Random checking of 5% of the claims of a particular quarter should be done in the next quarter through generation of computer statements on the basis of serial numbers. The random list will be generated by the Development Commissioner personally.
- (xiii) In case some glaring error or irregularity is detected against any unit in claiming CST reimbursement, action to recover the amount paid and levy penalty would be taken under FTDR Act against such unit.
- (xiv) Any dues of the Government viz. arrears of Lease rent, amount on account of a Court's decree or Income tax recovery note, etc. will also be deductible from the claim amount or it can be set off from the subsequent payment.

**ANNEXURE 1**

Application for claiming reimbursement of Central Sales Tax against 'C' Form and in case of IT enabled Services (ITES)/Business Process Outsourcing (BPOs) Units without 'C' form for the goods brought into the bonded Premises of the EOU/EHTP/STP for the quarter ending on -----

1. Name of the applicant	:
2. Full postal address	:
3. (a) No. and date of letter of Approval issued under EOU/ EHTP/ STP Scheme (b) Whether the Letter of Approval is still valid on the date of this application.	: :
4. Registration No:(With date or issue) issued by S.T. Authorities under CST Act 1956	:
5. Details of the goods brought into units (a) Name and address of the supplier (including the name of the state where the supplier is located) (b) Description of Goods (c) Quantity (d) Value (e) Date of purchases of goods (f) Date of receipt of goods in the Customs Bonded Premises of the EOU unit (g) Total amount of CST paid against 'C' Form  (h) Total amount of CST paid (Without 'C' form) by ITES/BPO Unit (i) Sales Tax Registration No. & date of the supplier under Section (j) of the Central Sales Tax Act, 1956.	:
6. Amount of CST claimed	:

**Undertaking and Declaration**

I/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our knowledge and belief.

No other application for claiming CST has been made or will be made in future against purchase covered by the application.

(a) The goods for which the claim has been made are meant for utilization/production of goods/services of the EOU/EHTP/STP unit and will be utilised only in our factory and we shall not divert or dispose off the material procured without obtaining prior permission of the concerned Development Commissioner.

(b) The goods for which the claim has been made have been entered into the stock register maintained by the unit.

(c) Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim without prejudice to any other action that may be taken against us in this behalf.

If as a result of scrutiny any excess payment is found to have been made to me/us, the same may be adjusted against any of the subsequent claims to be made by my/our firm or in the event no claim is preferred, the amount overpaid will be refunded by me/us to the extent of the excess amount paid.

Signature :  
Name in Block Letters :  
Designation :  
Name of the Applicant :  
Firm :

**CHARTERED ACCOUNTANT CERTIFICATE**

I/We hereby confirm that I/We have examined the prescribed material receipt registers, books of account and the bank statement in respect of the goods mentioned in the table appended, and each entry of the application of M/s\_\_\_\_\_ for the period----- and hereby certify that:

(i) The following documents/records have been furnished by the applicant and have been examined and verified by me/us, namely material handling registers certified by the zone administration/Bonding Officer, original invoice/bill, books of accounts and I Bank statement,

(ii) Relevant registers have been authenticated under my/our seal, signatures. It has been ensured that the information furnished is true and correct in all respects, no part is false or misleading and no relevant information has been concealed or withheld.

(iii) The Payment has been made by the said M/s.\_\_\_\_\_ to the DTA suppliers in respect of goods received against the original invoice bill(s) as indicated in the table annexed hereto.

(iv) The payments have been made through normal banking channel and have been credited to the accounts of the DTA suppliers.

(v) Such payment includes the amount of CST indicated in the respective invoices.

(vi) All the items shown in the table are admissible for reimbursement of CST under provisions of EOU Scheme

Neither I/We nor any of our partners is a partner/Director or an employee of the above named entity or its associated concerns.

I fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

Signature & Stamp/seal of the Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Membership No. \_\_\_\_\_  
Full address \_\_\_\_\_

Name and address of the Institution where registered.

Date:

Place:

**TABLE**

DETAILS OF GOODS BROUGHT INTO UNIT AND CENTRAL SALES TAX PAID DURING THE QUARTER

- 
- (i) S.No
- (ii) Name and address of the supplier
- (iii) Nature and description of goods
- (iv) Quantity received and accepted

- (v) Invoice value accepted
- (vi) Invoice/Bill No. and date:
- (vii) Date of Receipt of the goods and S.No. of entry in material receipt register.
- (viii) CST Amount paid
- (ix) 'C' Form No.
- (x) Cheque/DD No. date and amount
- (xi) Name of Bank and Branch
- (xii) CST Registration No. of the supplier:

Note: Table shall show supplier-wise sub-total and grand total of column (v), (vii) and (x) Cheque/DD amount.

Signature & Stamp/seal of the Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Membership No. \_\_\_\_\_  
Full address \_\_\_\_\_

Name and address of the Institution where registered.

Date:

Place:



MINISTRY OF COMMERCE & INDUSTRY  
(O/o DEVELOPMENT COMMISSIONER, SEZ)

File No.....

Dated .....

To

.....  
(Name & Address of the firm).....

Subject: Application for payment of CST/Intimation letter (Approval Letter) for admitted claims (Ripe cases).

Sir,

I am to refer to your application dated ..... for payment of Central Sales Tax in respect of supplies made to EOUs.

2. Your application has been processed after removal of deficiencies and the case has been admitted for payment of Rs..... on ..... (Date of approval) during the month of .....for refund of CST (strike out the Scheme not applicable). The case is ripe for payment and cheque will be issued towards settlement of the claim upon receipt of funds from the Department of Commerce, Govt. of India.

Yours faithfully,

Assistant Development Commissioner  
For Development Commissioner

## APPENDIX-14-I-J

### ITEMS PERMITTED FOR IMPORT/DOMESTIC PROCUREMENT BY EOUs ENGAGED IN AGRICULTURE/HORTICULTURE WITHOUT PAYMENT OF DUTY FOR SUPPLY TO CONTRACT FARMERS IN THE DTA.

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#### INPUTS:

1. Seeds
2. Fertilizers and chemicals for pre and post harvest treatment such as micro nutrients, plant and growth regulators and other organic and inorganic substances used for plant nutrition, insecticides, fungicides, weedicides, herbicides and the like.

#### EQUIPMENTS:

1. Filters
2. Driplers, Driplines and Drip-fittings
3. Micro sprinklers and misters
4. Agriculture sprinklers
5. Fertilizer Tanks
6. Valves
7. Fertilizer pumps and chemical injections
8. Crates, drums and preservation media (Such as acetic acid and vinegar)
9. Grading Tables
10. Green House equipment, accessories, heated rooting tables, propagation trays, seeding machines.
11. Plants or parts there of, seeds, saplings, tubers, bulbs, Rhizomes, root cuttings, all types of grafts, tissue culture material and other vegetatively propagated material utilized for sowing or planting.
12. Growing media such as Peat Moss (including peat litres) whether or not agglomerated), Perlite/Verniculate, Rockwool, Coca peat, Hydrocorn, Foam based medium and other cultivation medium.

## Appendix 14-I-K

### Jurisdiction of Special Economic Zones

<b>S. No.</b>	<b>Designation</b>	<b>Address/Phone/Fax/E-mail/Website</b>	<b>Territorial Jurisdiction</b>
1	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner	SEEPZ-SEZ, Andheri (East), Mumbai – 400096, Maharashtra Fax –022-8291385/ 02228291385 E-mail- <a href="mailto:dc@seepz.com">dc@seepz.com</a> Ph-022-28290856 Website-www.seepz.com	Units situated in Santa Cruz SEZ and approved EOU/SEZs located in Maharashtra, Goa, Daman and Diu, Dadra and Nagar Haveli
2	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner	KASEZ, Gandhidham, Kutch-370230, Gujarat. FAX : 02836-52250/ 02836252250 E-mail : <a href="mailto:kasez@sancharnet.in">kasez@sancharnet.in</a> , <a href="mailto:kasez@kandlasez.com">kasez@kandlasez.com</a> Ph.-02836-253300 Website-www.kandla.com	Units situated in Kandla and Surat SEZs and approved EOU/SEZs located in Gujarat
3	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner	MSEZ, Administrative Office Building, National Highway 45, Tambaram, Chennai- 600045, Tamil Nadu FAX :044-2368218/ 04422628218 E-mail : <a href="mailto:mepz@vsnl.com">mepz@vsnl.com</a> <a href="mailto:Mepz@md5-vsnl.net.in">Mepz@md5-vsnl.net.in</a> Ph.-044-2362820 Website-www.mepz.com	Units situated in Madras Special Economic Zone and approved EOU/SEZs located in Tamil Nadu, Andaman & Nicobar Islands, Union Territory of Pondicherry, excluding Mahe and Yanam
4	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner	CSEZ, Kakkanad, Cochin – 682030, Kerala FAX : 0484-422530/ 04842413074 Email : <a href="mailto:dccepz@md2.vsnl.net.in">dccepz@md2.vsnl.net.in</a> Ph.-0484-422545 Website-www.cepz.com	Units situated in Cochin SEZ and approved EOU/SEZs located in Kerala, Karnataka, Lakshadweep and Mahe
5	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner	VSEZ, Admn. Office Bldg., Duvvada Visakhapatnam – 530046 Andhra Pradesh Fax : 0891-587352/ 08912749106 e-mail : <a href="mailto:vepz@ap.nic.in">vepz@ap.nic.in</a> Ph.-0891-2587555 Website-www.vepz.com	Units situated in Visakhapatnam Special Economic Zone and approved EOU/SEZs located in Andhra Pradesh, Chattisgarh and Yanam.
6	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner,	NSEZ, Noida Dadri Road, Phase II, Noida Distt., Gautam Budh Nagar – 201305 (UP) Fax : 951202562314 E-mail : <a href="mailto:dcnepz@nda.vsnl.net.in">dcnepz@nda.vsnl.net.in</a> Ph.-95120-2562315 Website-www.nepz.com	Units situated in Noida Special Economic Zone and EOU/SEZs situated in Delhi, Uttar Pradesh, Uttranchal, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Rajasthan, Madhya Pradesh, and Chandigarh
7	Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Asstt. Development Commissioner ,	FSEZ, 2 <sup>nd</sup> MSO Building, 4 <sup>th</sup> Floor, Room No.4, Nizam Place, 234/4, AJC Bose Road, Kolkata T1x : 0215292 FAX : 033-2477923/ 03322477923 Ph.-033-22472263 E-mail- <a href="mailto:fepz@wb.nic.in">fepz@wb.nic.in</a> Website-www.fepz.com	Units situated in Falta Special Economic Zone and EOU/SEZs situated in West Bengal, Orissa, Bihar, Jharkhand, Assam, Tripura, Manipur, Meghalaya, Nagaland, Mizoram, Sikkim and Arunachal Pradesh.

## **APPENDIX 14-I-L**

### **GUIDELINES FOR EXIT OF EOU/EHTP/STP UNITS**

- a) Applicable customs and excise duties would be paid, on the imported and indigenous capital goods, raw materials, components, consumables, spares and finished goods in stock. The unit may be allowed to dispose off raw material, components, consumables etc. against duty free licenses. The unit may also be permitted to export the CG, raw material/components etc.
- b) The penalty imposed by the appropriate authority, under the Foreign Trade (Development and Regulation) Act, 1992 for non-fulfillment of the conditions of approval, would be paid. In case an appeal against an order imposing penalty is pending, exit from the Scheme would be considered if the unit has obtained a stay order from Competent Authority and has furnished a Bank Guarantee for the penalty adjudicated by the appropriate authority unless the appellate authority makes a specific order exempting the unit from this requirement.
- c) In case the unit has failed to fulfill the terms and conditions of LOA and penal proceedings are to be taken up/are in process, a legal undertaking for payment of penalties, that may be imposed, would be executed with the concerned Development Commissioner as per enclosed proforma at Annexure.
- d) EOUs wishing to continue operations in the DTA would need to comply with industrial, locational, environment or other laws, rules and regulations in force for DTA units.

- NOTE:
- i) The unit would fulfill the above mentioned standard conditions in a period of six months from the date of issue of 'in principle' exit letter and obtain final exit permission from the Development Commissioner/SIA (in case manufacturing of item requires Industrial Licence) failing which the approval granted would lapse automatically. DC may however allow a further extension for fulfillment of the standard conditions in deserving cases.
  - ii) Further, the unit would continue to be treated as EOU/EHTP/STP unit till the date of final exit order or issue of fresh LOP under the new scheme in cases of conversion from one scheme to the other and subject to monitoring of the stipulated obligations under the relevant scheme.

**FORM OF LEGAL UNDERTAKING FOR EXIT OF THE UNIT**

M/s \_\_\_\_\_ were granted LOA/LOP No. \_\_\_\_\_ dated \_\_\_\_\_ for setting up a EOU Unit \_\_\_\_\_ at \_\_\_\_\_ for the manufacture and export of \_\_\_\_\_ subject inter-alia to the condition that they would achieve positive NFE on cumulative basis as per provisions of EOU Scheme.

The unit filed a legal undertaking as per Appendix 14-I-F of EOU Scheme on \_\_\_\_\_ with the President of India through the Development Commissioner, \_\_\_\_\_ SEZ for achieving the above mentioned commitments.

As against the above commitments, the unit's actual performance has been as under: -

<u>Year</u>	<u>Import</u>	<u>Export</u>
	<u>CG</u>	<u>RM</u>

The unit applied for exit from the EOU Scheme which was approved vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ subject inter-alia to the condition that penalty imposed by appropriate Authority under the F.T.(D&R) Act, 1992 for non fulfilment of the conditions of approvals would be paid.

In view of the approval for exit, I/We \_\_\_\_\_

hereby undertake as under:

- (i) That I/We \_\_\_\_\_ shall pay whatever penalties are imposed by the Development Commissioner under FT(DR) Act for non-fulfilment of the terms and conditions of LOA/LOP.
- (ii) That I/We \_\_\_\_\_ shall adhere to the mode of payment of penalties, if any, and time frame in which penalties are required to be paid to the Director General of Foreign Trade without any demur or protest.

Full and expanded description

of the unit with full address.

IN WITNESS WHEREOF the unit hereto has duly executed this agreement on \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ signed, sealed and delivered by the unit in the presence of :

- 1. Name \_\_\_\_\_  
Address \_\_\_\_\_
- 2. Name \_\_\_\_\_  
Address \_\_\_\_\_

(To be authenticated/affirmed by 1st class Magistrate/ Notary Public)

Accepted by me on behalf of the President of India.

Dy./Jt. Development Commissioner, \_\_\_\_\_SEZ

## **APPENDIX – 14-I-M**

### **Guidelines for revival/exit of sick EOUs**

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Please see paragraph 6.37 of the Chapter 6 of the Handbook of Procedures (Vol.-I)

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To revive units which may have become 'sick' and to provide an exit route to those units, who may want to move out of the EOU Scheme, the following guidelines are prescribed :-

1. Revival of operations:

- i) A unit which has been declared sick by the appropriate authority shall submit a revival package through the Development Commissioner concerned to the Board of Approval for consideration and approval.

The Board shall consider the following:

- a) Extension in the period for fulfillment of NFE for a further period up to a maximum of 5 years at the prevalent norms of the EOU Scheme.
- b) On extension of the period, unutilized raw material and imported/domestically procured capital goods shall be allowed to be carried forward at their original value.

- ii) On grant of extension, the LUT executed by the unit shall be suitably revised.

2. Transfer of sick unit

- i) In case an entity is willing to takeover all the assets and liabilities of a 'sick unit', transfer of such assets and liabilities as per the dispensation indicated in Para 1 above shall be considered by the Board of Approvals. An application for such takeover may be submitted through the Development Commissioner concerned to the BOA for approval.
- ii) The sick unit could also transfer the imported/domestically procured capital goods and raw material to another EOU units. For the buying units, it shall be treated as a domestically sourced goods for the purpose of NFE.

3. Utilisation of space

- i) In event of the unit's exit from the Scheme as indicated at Para 2 (i) and (ii), the unit shall be liable to pay all the rental dues as decided by the Development Commissioner. However, if the unit is being taken over by another unit, the liability shall pass on to the unit, which is taking over the sick unit, subject to an undertaking being given by the later. However, no penal interest on rental dues shall be charged for the closure period before take-over.
- ii) All adjudication proceeding under FTDR Act shall remain in abeyance in case of revival/take over of sick unit and approval of it by the Board of Approval.

## APPENDIX 14-I-N

### PROFORMA FOR EXTENSION OF LOP FOR EXPORT ORIENTED UNITS

1. Name and Address of the unit :
2. Date of LOP granted and original period approved
3. Approved items of production
4. Action taken for setting up of unit
  - (a) Land acquisition
  - (b) Loan sanction : Amount , date & Name of Financial Institution
  - (c) Amount disbursed so far (Institution wise)
  - (d) Equipment available on site :
    - (i) Details of acquired Capital Goods(CG) imported with date and value
    - (ii) Details of acquired indigenous CG with date and value
    - (iii) Details of RM in stock and value
      - (a) imported
      - (b) indigenous
  - (e) Building construction :
  - (f) Date of execution of legal undertaking :
  - (g) Green card No. & period of its validity
  - (h) Date of bonding licence obtained from jurisdictional C.E. under section 58 & 65 of Customs Act, 1962
  - (i) Date of execution of B-17 bond.
  - (j) Power Connection
  - (k) whether any SCN issued by local Customs/Central Excise Commissionerate :
  - (l) if yes, the details thereof :
  - (m) whether adjudicated or not :
  - (n) Total up to date Investment and item thereof:
  - (o) Details of Employment:
5. Likely date of commencement of production
6. Whether necessary permissions from state obtained (i.e. Pollution Control Board)
7. Details of all extensions given so far (along with the conditions mentioned therein) :
8. Reasons for non implementation so far:
9. Present request and reasons:
10. Proposed phasing of the project.
11. Specific Comments/categorical recommendation of the Development Commissioner

## **APPENDIX 14 I-O**

### **Guidelines for Conversion of Domestic Tariff Area (DTA) Unit into EOU/ EHTP/ STP/ BTP Unit**

*Note: Please see paragraph 6.36.1 of the Handbook of Procedures*

DTA units intending to get converted into EOU/EHTP/STP/BTP unit will follow the procedure as below for such conversion:-

- (1) Apply to concerned Development Commissioner (DC) in a manner as applicable to new units.
- (2) After getting approval of the project and obtaining Letter of Permission (LOP) from DC, execute Legal Undertaking (LUT) in prescribed format with DC.
- (3) Thereafter, apply for private bonded licence to concerned Customs/ Central Excise authority with execution of B-17 Bond.

### **WHERE ADVANCE AUTHORISATION IS PENDING REDEMPTION**

(3.1) If the unit is having outstanding export commitment under advance authorization scheme, following procedure before execution of Bond with customs and Central Excise Authority need to be adopted :

(i) Approach concerned Customs & Central Excise Authority and obtain certificate showing physical verification of unutilized material held in stock against all advance authorizations (not yet redeemed) and such raw material as intended to be carried forward to EOU;

(ii) Approach Regional Authority along with a copy of the following documents:

- (a) LOP/LUT executed with DC,
- (b) Certificate of stock verification obtained from Customs/Central Excise
- (c) LUT with RA as annexed.
- (d) Details of imports/exports against all advance authorizations and utilized/ balance materials as per prescribed consumption register. The firm must submit original authorizations and connected documents of exports to concerned R.A.

(iii) RA, will calculate unfulfilled export obligation, as per prevailing norms. In case norms are not fixed, R.A. will take up with Norms Committee for its fixation. Such export performance would only be taken into account, as within valid export obligation period of Advance Authorization ;

(iv) R.A. will thereafter communicate "No objection" to DC and Central Excise Authority with endorsement to applicant unit.

(v) The unit will approach the Customs/Central Excise Authority for execution of B-17 bond ;

(vi) Raw material obtained under Advance Authorization, which is having valid export obligation period can only be carried over;

Where export obligation period has expired, only course available is payment of duties, interest and penalty as applicable, proportionate to unfulfilled export obligation ;

(vii) RA would accordingly process case for discharge of obligation and redemption of bond LUT executed against all the advance authorizations issued already.

### **EPCG Authorization:**

(4) In case there is an outstanding export commitment under EPCG Scheme, it will be added to future export obligation by adding value of capital goods to the imported capital goods value of the EOU and all previous obligations under EPCG would cease to exist on such inclusion.



**FORM OF LEGAL UNDERTAKING FOR CONVERSION OF DTA UNIT INTO EOU**

M/s \_\_\_\_\_ were granted Advance/ EPCG Authorization Nos. \_\_\_\_\_ dated \_\_\_\_\_ for manufacture and export of \_\_\_\_\_ subject, inter-alia, to condition that they would achieve required export obligation as per provisions of Duty exemption/EPCG Scheme.

The unit filed a Bond with Bank Guarantee/ legal undertaking with President of India through Commissioner of Customs -----for achieving the above mentioned commitments.

As against above commitments, the unit's actual performance has been as under: -

<u>Year</u>	<u>Import</u>		<u>Export</u>
	<u>CG</u>	<u>RM</u>	

The unit applied for conversion from Duty Exemption /EPCG scheme to EOU Scheme which was approved vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ subject inter-alia to the condition that penalty imposed by appropriate Authority under the F.T.(D&R) Act, 1992 for non fulfilment of the conditions of approvals would be paid.

In view of the approval for conversion from DTA to EOU Scheme, I/We \_\_\_\_\_ hereby undertake as under:

- (i) That I/We-----shall continue to be under obligation to fulfill the conditions of above authorization even after getting converted into EOU
- (ii) That I/We \_\_\_\_\_ shall pay whatever penalties are imposed by the Development Commissioner under FT(DR) Act, 1992 for non-fulfilment of the terms and conditions of Authorization
- (iii) That I/We \_\_\_\_\_ shall adhere to the mode of payment of penalties, if any, and time frame in which penalties are required to be paid to the Director General of Foreign Trade without any demur or protest.

Full and expanded description

of the unit with full address.

IN WITNESS WHEREOF the unit hereto has duly executed this agreement on \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ signed, sealed and delivered by the unit in the presence of :

1 Name \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

(To be authenticated/affirmed by 1<sup>st</sup> class Magistrate/ Notary Public)  
Accepted by me on behalf of the President of India.

Dy./Jt.DGFT

## APPENDIX-14-II

### (UNIT APPROVAL COMMITTEE)

TO BE PUBLISHED IN THE GAZETTE OF INDIA EXTRAORDINARY, (PART I SECTION 1)

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
(DEPARTMENT OF COMMERCE)

New Delhi the 18<sup>th</sup> February, 2003

#### NOTIFICATION

NO.F.2(1)/19/2002-EPZ: The Government of India hereby constitutes a Unit Approval Committee for each of the Special Economic Zone consisting of the following members :

- |   |             |
|---|-------------|
| (1) Development Commissioner  | Chairperson |
| (2) Officers of the Central Government nominated by it not exceeding two (from amongst the officers posted in the Zone) | Member      |
| (3) Officers of the State Government nominated by it not exceeding two (from amongst the officers posted in the Zone)   | Member      |
| (4) The nominee of the Developer  | Member      |

The Development Commissioner may co-opt nominees of any Department, agency, and interested group as special invitees as he deems fit.

#### Powers and functions of the Unit Approval Committee:

The powers and functions of the Unit Approval Committee shall be as under:

- (a) to consider applications for setting up of Units in Zone and grant or refuse approval;
- (b) to monitor the performance of the Units and take action against the Units wherever necessary provided that while monitoring the performance of the unit, the Commissioner of the Customs or his nominee shall be associated in the Committee;
- (c) to take appropriate action in case of violation of the conditions of the approval;
- (d) to supervise and monitor permission, clearances, licences granted to the Units and take appropriate action in accordance with law;
- (e) to call for information required to monitor the performance of the Unit under the permission, clearances, licenses granted to it;
- (f) to approve import/domestic procurement of goods & services for development, operation and maintenance of the infrastructure in the Zone without payment of duty or tax for the activities approved by Board of Approval;
- (g) to perform any other function delegated by the Central Government or its agencies.
- (h) to perform any other function as may be delegated by the State Governments or its agencies.
- (i) to grant all approvals and clearances for the establishment and operation of Units in the Special Economic Zone.
- (j) the Central Government and its agencies may delegate their powers to the Unit Approval Committee under the relevant laws so as to enable the Committee :-

- (a) to prescribe common application form for any license, permission or registration under one or more laws;
- (b) to authorize Development Commissioner to exercise the powers of the Central Government or its agencies;
- (c) to notify an officer or agency, including accredited private agencies for carrying out inspections under various laws;
- (d) to exempt the zone from one or more provisions of any Central Law;
- (e) to prescribe single return for reporting under two or more Central Laws .

(D.K. Mittal)  
Joint Secretary

## APPENDIX 15 A

### APPLICATION FOR CERTIFICATION OF EXPORT PERFORMANCE OF UNITS IN THE PHARMACEUTICAL AND BIOTECHNOLOGY SECTORS BY THE REGIONAL OFFICES OF THE DGFT AS PER CUSTOMS NOTIFICATION NO 21/2002 DATED 1.03.2002 AS AMENDED FROM TIME TO TIME

1. Name and Address of the Applicant
2. IEC Number
3. Details of exports and import entitlement:

Preceding licensing year's physical exports (in Rs crores)	Entitlement @ 25 % of the FOB value of physical exports	Cumulative imports already undertaken under Customs Not 21/2002 (in Rs. crores)	Balance import entitlement (in Rs. crores) (2) – (3)	CIF Value of Import to be undertaken under this application (In Rs. crores)	Balance entitlement of imports (4) – (5)
(1)	(2)	(3)	(4)	(5)	(6)

#### **Declaration/Undertaking by the Proprietor/Partner/Director**

- a. We/I hereby declare that the said goods are imported for use in pharmaceutical and biotechnology sector and shall be used in the manufacture of commodities only.
- b. We/ I hereby undertake that the total value of goods imported during 2005-2006 under Customs Notification No 21/2002 will not exceed 25% of the FOB value of exports in the financial year 2004-2005.
- c. We/I hereby undertake that the imported goods would be installed in the factory of the importer within 6 months of the date of importation. These goods would not be transferred or sold for a period of 7 years from the date of installation.
- d. We/I hereby declare that the Research and Development wing of the unit which has undertaken these imports is registered with the Department of Science and Industrial Research in the Ministry of Science and Technology of the Government of India.
- e. We/I hereby declare that the above statements are true and correct and nothing has been concealed or held there from. We/I fully understand that any information furnished if proved incorrect or false will render us/me liable for penal action and other consequences as may be prescribed in the FTDR Act 1992, Foreign Trade Regulation Rules, 1993 and Orders framed thereunder, and any other law in force."

Name of the Proprietor/ Director (s)/ Partner (s)

Signature of the Proprietor/Director(s)/ Partner(s)

Designation

Date:

Place:

## CHARTERED ACCOUNTANTS CERTIFICATE

This is to certify that the We/ I have verified the details furnished by the unit as at S.Nos 1 to 3 along with the Declaration/ Undertaking given by the Proprietor/ Partner/ Director of the unit(s) and find them to be true and correct.

Chartered Accountant's Name

CA Number

Address

### VERIFICATION BY THE REGIONAL OFFICE OF THE DIRECTORATE GENERAL OF FOREIGN TRADE

This is to verify that the details supplied by the firm in the said Appendix have been verified by the Chartered Accountant and are correct as per the records submitted by the Unit to this office. The certificate is issued for allowing duty free import of listed equipment given in List 27A of the Customs Notification 10/2002 dtd 21.02.2002 for a value of Rs ..... words and figures ..... subject to conditions mentioned in the aforesaid Customs Notification.

Date:

Place:

Foreign Trade Development Officer  
Office of the Joint Director General of Foreign Trade, .....

## APPENDIX 15 B

### APPLICATION FOR CERTIFICATION OF EXPORT PERFORMANCE OF UNITS IN AGRO CHEMICALS SECTORS BY THE REGIONAL OFFICES OF THE DGFT AS PER CUSTOMS NOTIFICATION NO 21/2002 DATED 1.03.2002 AS AMENDED FROM TIME TO TIME

1. Name and Address of the Applicant
2. IEC Number
3. Details of exports and import entitlement

Preceding licensing year's physical exports (in Rs crores)	Entitlement @ 1% of the FOB value of physical exports	Cumulative imports already undertaken under Customs Not 21/2002 (in Rs. Crores)	Balance import entitlement (in Rs. crores) (2) – (3)	CIF Value of Import to be undertaken under this application (In Rs. crores)	Balance entitlement of imports (4) – (5)
(1)	(2)	(3)	(4)	(5)	(6)

#### **Declaration/Undertaking by the Proprietor/Partner/Director**

- a. We/I hereby declare that the said goods are to be imported for Research and Development purpose only
- b. We/ I hereby undertake that the total value of goods imported during 2005-2006 under Customs Notification No 21/2002 will not exceed 1% of the FOB value of exports in the financial year 2004-2005.
- c. We/I hereby undertake that the imported goods would be installed in the factory of the importer within 6 months of the date of importation. These goods would not be transferred or sold for a period of 7 years from the date of installation.
- d. We/I hereby declare that the imports by the unit are for Research and Development in the agro chemical sectors.
- e. We/I hereby declare that the Research and Development wing of the unit which has undertaken these imports is registered with the Department of Scientific and Industrial Research in the Ministry of Science and Technology of the Government of India.
- f. We/I hereby declare that the above statements are true and correct and nothing has been concealed or held therefrom. We/I fully understand that any information furnished if proved incorrect or false will render us/me liable for penal action and other consequences as may be prescribed in the FTDR Act 1992, Foreign Trade Regulation Rules, 1993 and Orders framed thereunder, and any other law in force

Name of the Proprietor/ Director (s)/ Partner (s)

Signature of the Proprietor/Director(s)/ Partner(s)

Designation

## CHARTERED ACCOUNTANTS CERTIFICATE

This is to certify that the We/ I have verified the details furnished by the unit as at S.Nos 1 to 3 along with the Declaration/ Undertaking given by the Proprietor/ Partner/ Director of the unit(s) and find them to be true and correct.

Chartered Accountant's

Name

CA Number

Address

### VERIFICATION BY THE REGIONAL OFFICE OF THE DIRECTORATE GENERAL OF FOREIGN TRADE

This is to verify that the details supplied by the firm in the said Appendix have been verified by the Chartered Accountant and are correct as per the records submitted by the Unit to this office. The certificate is issued for allowing duty free import of listed equipment given in List 28-A of the Customs Notification 21/2002 dtd 01.03.2002 for a value of Rs ..... words and figures ..... subject to conditions mentioned in the aforesaid Customs Notification.

Date:

Place:

Foreign Trade Development Officer  
Office of the Joint Director General of Foreign Trade, .....

## **APPENDIX 16**

### **GUIDELINES FOR SETTLEMENT OF TRADE DISPUTES AND COMPLAINTS**

Exporters should project a good image of the Country abroad to promote exports. With this objective in mind, an enduring relationship with foreign buyers is of the utmost importance, and trade disputes, whenever they arise, should be settled as soon as possible.

The majority of complaints from foreign buyers are with regard to quality. Other complaints are usually for unethical commercial dealings on the part of Indian exporters and can be categorised as non-supply of goods after confirmation of the orders, non-payment of agreed commission, non-adherence to the delivery schedule etc. The work relating to dealing such complaints of foreign buyers has been centralised with the 'Nodal Officer' and its assisting Cell viz., the Trade Disputes Cell in the office of the Director General of Foreign Trades, Ministry of Commerce, Udyog Bhawan, New Delhi.

#### **ACTION AGAINST ERRING EXPORTERS**

A. Enforcement action in the office of Director General of Foreign Trade against erring exporters can be taken under the existing Rules & Regulations depending on the offence as follows:-

Non-payment of commission, supply of sub-standard goods, non-adherence of delivery schedules, indulgence in unethical commercial dealings, amount to breach of contract for which action can be taken under clause 7 of the Export (Control) Order, by which the Central Government or Director General of Foreign Trade or an authorised officer may debar an exporter from exporting any goods if he commits a willful breach of contract. This applies to the cases pertaining to a period prior to 19-6-1992. However, cases pertaining to a period on or after, 19.6.1992 enforcement action is taken in terms to Foreign Trade (Development & Regulation) Act, 1992 and Rules framed thereunder namely:

- (i) Section 8 empowers the Director General of Foreign Trade to suspend or cancel the Importer/ Exporter Code Number which is a prerequisite for any export or import, where the Director General of Foreign Trade has inter-alia reason to believe (a) that the exporter has committed an economic offence as specified by the Government or (b) that any person has made an export/import in a manner gravely prejudicial to the trade relations of India with any foreign country or to the interests of other persons engaged in imports or exports or has brought disrepute to the credit or the goods of the country.
- (ii) Section 9(4) empowers the Director General of Foreign Trade or the officer authorised by him to grant Authorisation, to suspend or cancel any Authorisation granted under the Act. Rule 10 of the Foreign Trade (Regulation) Rules, 1993 lays down the conditions for such cancellation under Section 9(4) of the said Act. This includes cases where the Authorisation has been obtained by fraud, suppression of facts or misrepresentation and where the licensee has contravened any law relating to Custom or Foreign Exchange or the Rules & Regulations relating thereto.
- (iii) Section 11(2) of the Act provides for imposition of fiscal penalty in cases where a person makes or abets or attempts to make any import or export in contravention of any provisions of the Act, any Rules or Orders made thereunder or the Export-Import Policy. Rule 11 of the Foreign Trade (Regulation) Rules 1993 requires an exporter to state in the shipping bills or any other documents prescribed under the Customs Act, 1962, the value, quality and description of export goods to the best of his knowledge and belief and to certify that the quality and specification of the goods are in accordance with the terms of the export contract and has also to subscribe a declaration at the foot of such a document that the statements made by him are true.
- (iv) **Paragraph 3.9 of the Foreign Trade Policy 2009-14** empowers the Director General of Foreign Trade to take action against an exporter, if it comes to his notice or he has reason to believe, has made an export in a manner gravely prejudicial to (1) trade relations of India with any foreign country; (2) to the interests of other persons engaged in exports or imports and (3) has brought disrepute to the credit or the goods of the country.
- (V) The Director General of Foreign Trade has powers **under para 2.69 of chapter 2 of the Hand Book of Procedures 2009-14** formulated in exercise of powers conferred under Section 5 of the Foreign Trade (Development & Regulation) Act, 1992, to direct any Registering Authority to register or deregister an exporter or otherwise issue such directions to them consistent with and in order to implement the provisions of the Act, the Rules & Orders made thereunder, the Policy or the Hand Book. Besides , the



Registering Authorities viz. Export Promotion Councils, Commodity Boards etc. may also take appropriate necessary action and view on the application furnished by the exporters for registration if, prima-facie, there are reasons to believe that he has indulged in any form of unfair, corrupt or fraudulent practice.

Adequate Opportunity is to be provided to the exporter to explain his stand before resorting to penal action by way of issuance of Show Cause Notice, personal hearing etc., as per rules.

- B. Certain export products have been notified for Compulsory Quality Control & Pre-shipment Inspection prior to their export. Penal action can be taken under the Export (Quality Control & Inspection) Act, 1963 as amended in 1984, against exporters who do not conform to the standards and or provisions of Act as laid down for such products.

## COMPLAINTS

Besides Foreign Trade (Development & Regulation) Act and Export (Quality Control & Inspection) Act and Export (Quality Control & Inspection) Act, there are other laws such as Indian Coffee Act, Tea Act, Coir Industry Act, Dangerous Drugs Act, Customs Act, etc. to ensure that only Quality products are exported. In spite of these provisions, there are complaints from foreign buyers. It has, therefore, been decided by the Ministry of Commerce that in order to develop our export on a sustained and enduring basis and at the same time improve the image of our exports in international market, it is essential that such complaints are checked, sorted out and resolved quickly and amicably before taking recourse to penal action. At the same time ways and means should be found to reduce complaints/disputes to the minimum.

### ORGANISATIONS RECEIVING COMPLAINTS

Information regarding trade complaints and disputes are being received by various organizations/ departments, such as:

- ◆ Indian Missions abroad;
- ◆ Government of India, Ministry of Commerce;
- ◆ Export Promotion Councils, Chamber of Commerce & Industry including FIEO;
- ◆ Commodity Boards;
- ◆ Indian Trade Promotion Organisation;
- ◆ Export Inspection Council and Export Inspection Agencies;
- ◆ Directorate General of Commercial Intelligence and Statistics;
- ◆ Reserve Bank of India and in respect of food items exported to USA, detentions published by USFDA and sent to the Government of India.

## FORMAT FOR LODGING COMPLAINTS

To initiate prompt and effective steps for redressing the grievance of overseas complainants and to avoid unnecessary correspondence, detailed information regarding the complaint should be furnished by the complainants in the first instance itself. This will not only help the investigation but will also minimise the time in examination of the complaint and in turn its settlement. It has, therefore, been decided that complaints as far as possible, should be made in the prescribed proforma as per Annexure I & II, as the case may be, duly supported by photo copies or relevant documents preferably in duplicate.

## MACHINERY FOR SETTLEMENT

**The Export Commissioner/Joint Director General of Foreign Trade** in the office of Director General of Foreign Trade, Udyog Bhavan, Maulana Azad Road, New Delhi-110 011 has been designated as the 'Nodal Officer' for the purpose of dealing with trade disputes and complaints. It is imperative, therefore, that all information concerning a particular trade dispute or complaint is received by the 'Nodal Officer' so as to arrange for its just and amicable settlement within a specified period.

Different Authorities including Missions are dealing with or referring the trade disputes and complaints to different agencies in Government of India. No uniform procedure is being followed which makes their monitoring difficult. It has now been decided by the Ministry of Commerce that all trade disputes and complaints including those registered with the Missions should be sent to the 'Nodal Officer' in the office of Director General of Foreign Trade, Udyog Bhavan, New Delhi who would take follow up action on these references. Details of such trade disputes and complaints sent to the 'Nodal Officer' however may continue to be incorporated in the reports being sent to the respective Territorial Divisions in the Ministry of Commerce. In many cases, such issues are referred to different agencies/Ministries in the Government of India without keeping the concerned Territorial Division in the Ministry of Commerce informed of the

same and this affects the coordinating work of the Territorial Division in the Ministry of Commerce, who are expected to function as the nodal point for all matters relating to international trade relations with respect to their territory.

## **MECHANISM FOR RESOLVING DISPUTES**

Complaints received by the 'Nodal Officer' in the office of Director General of Foreign Trade, Ministry of Commerce, Udyog Bhavan, New Delhi would be initially scrutinised and examined in the Trade Disputes Cell of this office specially created for the purpose and to assist the 'Nodal Officer' to discharge this function. Complaints would be broadly categorised into the following three categories:-

- (i) Quality complaints;
- (ii) Complaints other than quality complaints against registered exporters; and
- (iii) Complaints other than those at (i) & (ii) above.

For complaints involving quality as well as other commercial considerations i.e. mixed complaints, the factor chiefly responsible for the complaint would form the basis for determining the authority to whom the complaint is to be referred for investigation and disposal.

## **QUALITY COMPLAINTS**

- I. A."Standing Committee" under the chairmanship of the Additional Secretary/Chief Controller of Imports and Exports, Ministry of Commerce (Now Director General of Foreign Trade) was set up by the Ministry of Commerce in July, 1978 to examine complaints regarding the export of sub-standard goods and determine ways and means to eliminate them. The Export Inspections Agency-Bombay (which is under the administrative and technical control of Export Inspection Council of India, Ministry of Commerce) was made central point to collect quality complaints from all sources and forward them to the respective agencies for investigation and further action. In May, 1981, 'Regional Committees' at Mumbai, Calcutta, Kochi, Delhi and Chennai were setup. Five more regional Committees have also now been set up to augment and to investigate quality complaints at Ahmedabad, Bangalore, Kanpur, Ludhiana and Hyderabad and who will examine quality complaints pertaining to their region and initiate prompt and effective steps to redress the grievances of the overseas buyers. These Committees will also be responsible to suggest steps for arresting recurrence of such complaints and to decide effective and appropriate penal action against the erring exporters and those found guilty and/or primarily responsible for attracting the complaints. The 'Regional Committees' are composed of:

1. Joint Director General of Foreign Trade -Chairman
2. Bureau of Indian Standard-Member
3. Office of Agricultural Marketing Advisor-Member
4. Small Industries Service Institute-Member
5. Reserve Bank of India-Member
6. Officer-in-charge of Export Promotion attached to the office of Jt.DGFT-Member
7. Export Promotion Council/Commodity Board/Trade Association-Invitees
8. Export Inspection Agency-Member-Secretary.

The 'Regional Committees' will examine, consider and decide quality complaints in accordance with the guidelines for the purpose,

- II. The 'Nodal Officer' or the Trade Disputes Cell in the office of Director General of Foreign Trade New Delhi will forward one copy of the complaint received to the 'Regional Committee' on Quality Complaints for speedy investigation, settlement and report and endorse a copy of this letter to the concerned Territorial Division in the Ministry of Commerce.
- III. The 'Regional Committees' will investigate and make all possible efforts to settle the dispute amicable within three months from the date of receipt of complaint. Where required, the 'Regional Committee' may take the assistance of the Export Promotion Councils/Commodity Boards for settlement of the trade disputes.
- IV. If the disputes are settled to the satisfaction of foreign buyers through conciliations and/or if the 'Regional Committee' after considering the facts of the case, decides that there is no fault on the part of the Indian Exporter/Manufacturer and/or that the complaint is not genuine, the case will be treated as closed. A report will be sent to the 'Nodal Officer' or the Trade disputes Cell, office of Director General of Foreign Trade with a copy to the Concerned Territorial Division in Ministry of Commerce.

- V. In cases where the 'Regional Committee' fails, to settle a dispute amicable and conciliation does not take place and the matter does not go for arbitration etc. in terms of contract and the 'Regional Committee' find that the fault lies with the Indian Exporters or that they are not cooperating, such cases will be transferred to the 'Nodal Officer' or the Trade Disputes Cell with a copy to the Territorial Division in Ministry of Commerce along with their recommendation/report for further necessary action as per policy including in appropriate cases, legal action. Deliberate malpractices on the part of the exporter shall be dealt with under the penal and adjudication provisions of the Export (Quality Control & Inspection) Act, 1963 as amended in 1984, erstwhile Import and Export (Control) Act, Export (Control) Act, 1992 and such other laws as may be found appropriate.
- VI. The 'Nodal Officer' will consider such cases reported by the 'Regional Committees' and after examination, initiate appropriate penal action to de-register/debar the exporter and/or take such action as per law as considered necessary, including, in appropriate cases, legal action depending upon the gravity of the offence.
- VII. These Committees will submit monthly reports to the 'Nodal Officer' who will monitor the progress of action taken for settlement of complaints and disputes.
- VIII. As mere settlement of the complaints and dispute would not be enough, the quality complaints and disputes would also be examined by the Export Inspection Agency (Which is under the administrative and technical control of the Export Inspection Council of India, Ministry of Commerce) as a Member-Secretary of the 'Regional Committee' from technical point of view, to assess whether there had been any technical failure for which a complaint had been received. Such technical failure may be with regard to technical deficiency of not meeting the standard, manufacturing/design defects, etc. To eliminate such failures and avoid such complaints in future proper technical advice may be extended by the Export Inspection Agency to the manufacturers. This authority will also examine the aspect whether the incidence of complaints have increased by way of circumvention of the law and/or change of procedures and suggest remedial measures. This would enable stricter enforcement of the statutes to upgrade the quality and thereby image of country's export. A report in this regard would be sent to the 'Nodal Officer' in the office of the Director General of Foreign Trade and also to the concerned Division of Ministry of Commerce.
- IX. The 'Regional Committee' will also send a consolidated quarterly report in respect of all cases referred to it with details of action taken to the Trade Disputes Cell in the office of Director General of Foreign Trade.

#### **COMPLAINTS OTHER THAN QUALITY COMPLAINTS AGAINST REGISTERED EXPORTERS**

- (i) The 'Nodal Officer' will arrange to forward one copy of the complaint received from the Trade Disputes Cell in the office of Director General of Foreign Trade in the prescribed format or otherwise to the respective Registering Authority viz. Export Promotion Council/Commodity Board etc. as the case may be for investigation, settlement and report endorsing a copy of the letter to the concerned Territorial Division in the Ministry of Commerce for information.
- (ii) The Export Promotion Council/Commodity Board (Registering Authority) would arrange to get these considered and examined through a 'complaint Panel/Committee' specially constituted for this purpose.
- (iii) The 'Complaint Panel/Committee' would investigate and make efforts to settle the complaint amicable within three months from the date of receipt of the complaint from the office of the 'Nodal Officer' viz. Trade Disputes Cell.
- (iv) The Council/Board will submit monthly reports to the 'Nodal Officer' who will monitor the progress of action taken for settlement of the dispute.
- (v) If the disputes are settled to the satisfaction of the foreign buyer through conciliation, and/or of the Complaint Panel/Committee, after considering the facts of the case, decide that the Indian Exporter/Manufacturer is not to be blamed and/or that the complaint is not genuine, the case will be closed and a report sent to the 'Nodal Officer' with a copy to the concerned Territorial Division in the Ministry of Commerce.
- (vi) In cases when the 'Complaint Panel/Committee' fails to resolve a dispute amicably and conciliation does not take place and the Panel/committee feels that the fault lies with the Indian Exporter who is not cooperating, on its recommendation, Councils/Commodity Boards will take action to de-register such

exporter after issue of show cause notice and a hearing. The 'Nodal Officer' will be informed of the action taken and also of further action if warranted in the case.

- (vii) If the dispute is covered by an arbitration clause in the export contract or where the firms concerned agree to arbitration and a large financial stake is involved, the same will be transferred to the "Indian Council of Arbitration" for consideration who will send a report to the 'Nodal Officer' with a copy to the Territorial Division in the Ministry of Commerce.
- (viii) In cases where there is no arbitration clause or firms do not want arbitration and the sum involved is not significant and even on the recommendation of the Complaint Panel/Committee of/export promotion council/Commodity board, it has not been possible to resolve the matter or to take any action against the erring exporter, such cases will be reported to the 'Nodal Officer' for taking further necessary action as recommended by the "Complaint Panel/Committee etc.
- (ix) The 'Nodal Officer' will consider such cases reported by the 'Complaint Panel/Committees' and after due examination and investigation and after exhausting reconciliation efforts take action to de-register/debar the defaulting exporters by issue of show cause notice/hearing etc. and/or take such action as necessary, as per rules & regulation in force including in appropriate cases legal action, depending upon the gravity of offence.
- (x) The Export Promotion Council /Commodity Boards will send a consolidated quarterly report in respect of all cases referred to them with details of action taken to the Trade Disputes Cell in the office of Director General of Foreign Trade.

#### **OTHER COMPLAINTS**

- (i) The 'Nodal Officer' will have these cases examined and dealt with in the trade disputes cell in the office of Director General of Foreign Trade. Initially efforts will be made to arrange for settlement of the complaint amicably, failing which action will be taken against the erring firms in terms of the Foreign Trade (Development & Regulation) Act. In cases where it is felt that action has to be taken by any other authority in Government of India, such cases will be referred to respective competent authority for suitable action as per the gravity of the offences.
- (ii) The 'Nodal Officer' will send a report of action taken in such cases against the exporters to the concerned Territorial Division in the Ministry of Commerce. Efforts will be made to concretise action in such cases within three months of the receipt of the complaint.
- (iii) These complaints shall be analysed to ascertain their cause and evolve remedial measures by way of reference to the concerned authority to avoid recurrence of such complaints in future.

The Secretariat of the 'Nodal Officer' viz the Trade Disputes Cell in the office of the Director General of Foreign Trade shall also maintain a data base of importers lodging complaints against Indian exporters, as

well as, data base of such exporters against whom complaints have been received. It shall also identify commodities for which the incidence of quality complaints are frequent and will interact with the concerned Commodity Division in the Ministry of Commerce for evolving measures to arrest their incidence.

While the respective Territorial Division in the Ministry of Commerce will be the repository of all complaints received in respect of their territory and for coordination work relating thereto as the nodal point for all matters relating to international trade of their territory, it shall be the 'Nodal Officer' in the office of Director General of Foreign Trade, Udyog Bhavan, New Delhi who would be following up on these complaints for their redressal and remedial measures.

The complaints of Indian exporters/importers against their importers/exporters abroad received in the office of the 'Nodal Officer' in the office of Director General of Foreign Trade will be referred to the concerned Missions abroad for arranging for their amicable settlement. The Missions shall keep the 'Nodal Officer' informed of the action taken on such reference with an endorsement directly to such complainants and respective EPCs/CBs for any follow-up action such as publication of the names of such defaulting Importers/Exporters in their journal by way of information/warning to all concerned Exporter and Importer firms. A data base of such cases shall also be maintained in the Trade Disputes Cell in the office of Director General of Foreign Trade, Udyog Bhavan, New Delhi.

PROFORMA FOR INVESTIGATION OF QUALITY COMPLAINTS**(To be filled in by the complainants)**

1. Complaint lodged by  
(Name & full Address)
2. Against whom  
(Name & full Address)
3. Whether the supplier is a merchant exporter or a manufacturer exporter
4. Particulars of complaint  
(Attach separate sheets if required)
5. Total quantity & value of consignment  
(Please furnish copy of shipping invoices)
6. Quantity & amount of claim, if any
7. Particulars of contract/L.C. if any giving details of technical requirements stipulated (copy may be furnished)
8. Whether any sample was approved?  
(Give particulars)
9. Whether any agency was nominated for inspection prior to shipment.
10. Date of arrival of goods at the destination port.
11. Condition of the goods at destination port.
12. Bill of Lading/Airways Bill No.(Copy may please be furnished)
13. Whether consignment was in sealed condition? If so, give particulars of seal used.
14. Whether exporter forwarded copy of inspection certificate(Please furnish copy)
15. A) Whether any independent survey of the goods was done(Please furnish copy of every report)  
b) Whether survey was carried out with or without the consent of supplier?
16. Whether quality defects were also covered by insurance(for perishable goods)
17. Whether imports were effected from this supplier/exporter in the past?
18. Any complaints on past supplies & its mode of settlement.
19. Whether further orders have been placed with this supplier/exporter subsequently?
20. Any other information that may be of assistance in investigation of this complaint.

The foregoing information/particulars are true to the best of our knowledge and belief.

Place

Date

Signature.....

(Name in Capital Letters)

Designation

Seal with address &amp; name of firm

**PROFORMA FOR INVESTIGATION OF COMPLAINTS**

(Other than Quality complaints)

**FOR USE OF COMPLAINTS**

1. Complaint lodged by (Name & full address)
2. Against whom (Name & Full address)
3. Whether the supplier is a merchant exporter or a manufacturer exporter?
4. Particulars of complaint (Please furnish details)
  - (a) Non-payment of Commission
    - i) Export order/LC (Copy may be furnished)
    - ii) Agency agreement (copy may be furnished)
    - iii) Export invoice (copy may be furnished)
    - iv) Amount & due date as commission
    - v) Copies of correspondence exchanged (Furnish)
    - vi) Any complaint in the past and mode of settlement
  - (b) Non-execution of export order
    - (i) Export order/LC (Copy may be furnished)
    - (ii) Whether any sample was approved (Give details)
    - (iii) Copies of correspondence exchanged.
    - (iv) Was anything pending from your end?
    - (v) Reasons for delay/non-execution, as far as known
  - (c) Short supplies
    - (i) Whether any agency was nominated for inspection prior to export? (Furnish details including inspection certificate, if any)?
    - (ii) Short landing survey certificate (copy may be furnished)
    - (iii) Whether any survey was carried out at port of destination (Please enclose copy)
    - (iv) Packing list (Please enclose copy)
    - (v) Reason for short landing as far as known.
    - (vi) Copies of correspondence exchanged.
5. Whether imports were effected from the same exporter in the past?
6. Any complaint on post suppliers and mode of settlement
7. Whether further orders have been placed with the same exporter?
8. Any other information that would help in investigation of the complaint.

The foregoing information/particulars are true to the best of our knowledge and belief.

Place  
Date

Signature  
Name  
Designation

Seal with address & name of firm

## APPENDIX 17

### LIST OF NODAL OFFICERS NOMINATED TO ASSIST EXPORTERS

Sl. No.	Ministry/ Department	Name & Address	Tel.No/Fax/E-Mail.
1.	Ministry of Agriculture	Amit Jha, Director(PP), Deptt. of Agriculture & Cooperation, Room No.232, Krishi Bhawan, New Delhi	Tele Fax: 2338 1385 Email: <a href="mailto:amit.jha@nic.in">amit.jha@nic.in</a>
2.	Ministry of Civil Aviation and Tourism	A.V.Chaturvedi, Director Department of Civil Aviation R.No. 170, 'B' Block, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi	24610366 24603362(F)
3.	Ministry of Environment and Forests	Agrim Kaushal, Deputy Secretary(A) 7 <sup>th</sup> Floor, CGO Complex, NAEB Ministry of Environment & Forests, Lodhi Road, New Delhi	Phone: 2436 4642 E.mail: <a href="mailto:agrim.k@nic.in">agrim.k@nic.in</a>
4.	Ministry of External Affairs	Rajiv Mishra JS(ED&MER) R.No. 39, South Block, New Delhi	23012113 3793395(F) <a href="mailto:jsedmer@mea.nic.in">jsedmer@mea.nic.in</a>
5.	Ministry of Food Processing Industries	Sh. K.Rajeswara Rao, Joint Secretary, Ministry of Food Processing Industries, Room No. 207, Panchsheel Bhavan, August Kranti Marg, New Delhi-110 049.	Phone: 2649 4032(O) 2649 2176(F) Email id: <a href="mailto:jsr-fpi@nic.in">jsr-fpi@nic.in</a>
6.	Ministry of Finance	Dr. Anup K.Pujari, Joint Secretary(FT), Ministry of Finance, Deptt. of Economic Affairs, Room No.34-C, North Block, New Delhi.	Phone:2309 2154 Fax: 2309 2039 e.mail: <a href="mailto:js-akp@nic.in">js-akp@nic.in</a>
7.	Ministry of Health and Family Welfare	Ashok Kr.Gupta, JS R.No. 153-A, Nirman Bhavan, New Delhi	23016730
8.	Ministry of Information and Broadcasting	Sh. V.B.Pyarelal, Joint Secretary(Films), Room NO.657, A Wing, 6 <sup>th</sup> Floor, Shastri Bhawan, New Delhi.	Phone:2338 3857 Fax: 2338 4785 e.mail: <a href="mailto:jsf.inb@sb.nic.in">jsf.inb@sb.nic.in</a>
9.	Ministry of Railways	Sh.S.K.Das, Executive Director Traffic Trans.(F), Railway Board, Room	Phone:2338 3506



		No..261, 2 <sup>nd</sup> Floor, Rail Bhawan, New Delhi.	
10.	Ministry of Steel	Sudhir Rajpal, DS R.No.118, Udyog Bhavan, New Delhi	23014981 23013236(F)
11.	Department of Animal Husbandry	Dr.Sujit Kumar Dutta Assistant Commissioner(AH) Trade Unit, Room NO.544, Krishi Bhawan, New Delhi.	Phone:2309 7034
		In his absence, the following officer will attend the meeting:-	
		Dr.Rajnish Kumar Gupta, Assistant Commissioner(AH) Live Stock Health Unit, Room NO.39C, Krishi Bhawan, New Delhi	Phone: 2338 1608.
12.	Department of Electronics	S.Lakshminarayan, JS R.No. 1028, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi	24363078
13.	Department of Industrial Policy and Promotion	Sh.Deepak Narain, Director, Room No.255-A, Udyog Bhawan, New Delhi.	Phone: 2306 3345, Email: narain.d@nic.in
14.	Department of Posts	P.K.Chatterjee, Dy. Dir. General (International Relations) R.No. 331, Dak Bhavan, New Delhi	23716291 23714893 (F)
15.	Department of Small Scale and Rural Industries	Sh.P.K.Padhy, Additional Development Commissioner & Economic Advisor, Room No.717, Nirman Bhawan, New Delhi.	Phone:2306 1069 Fax 2306 1611
16.	Directorate General of Foreign Trade	Shri V. K. Srivastava Addl.DGFT R.No.1, Udyog Bhavan New Delhi	23063801 vk.srivastava@nic.in



**APPENDIX 18 A**

**FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC**

(To be issued on the official letter head of the Bank)

Ref No. ....

To

.....  
.....  
.....

(Name and address of the licensing authority)

Sir/ Madam,

We certify that M/s..... (Name and Address of the applicant) are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No. .... with us since .....

.....

Affix Passport Size Photograph of the applicant  - -
---

-

Note: The Banker must identify and attest the photograph.

-

-

(Signature of the Banker)  
Name .....  
Designation .....

Date: .....  
Place: .....

(Banks  
Stamp)

-

-

-

-

**APPENDIX 18 B**

**FORMAT OF IMPORTER - EXPORTER CODE NUMBER**

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
O/O JT./DY.DIRECTOR GENERAL OF FOREIGN TRADE

-----  
-----  
(Full Address)

***CERTIFICATE OF IMPORTER - EXPORTER CODE (IEC) NUMBER***

1. Name .....  
2. Address .....  
.....  
.....  
3. Name and Designation of the person whose photograph  
has been affixed on the Bank Certificate. -----



PIN [ ][ ][ ][ ][ ][ ]

4. Address of the Branches/ .....  
Division/Units/factories, .....  
if any. ....  
.....

PIN [ ][ ][ ][ ][ ][ ]

5. IEC Number .....  
6. Date of issue .....  
7. PAN Number .....

(Signature of the Issuing Authority)

Name .....

Designation .....



Place .....  
Date .....

(Issued from File No. ....)

Note: In case of any change in the name/address or constitution of IEC holder as per para 9.1 of Handbook, the IEC holder shall cease to be eligible to import or export against the IEC number after expiry of 90 days from the date of such change unless in the meantime, the consequential changes are effected in the IEC by the concerned licensing authority.

**APPENDIX 18 C**

**STATEMENT OF PARTICULARS OF IEC NUMBERS ISSUED FOR THE PERIOD \_\_\_\_\_**

Sr.No.	Name	Address	IEC No.	Date of Allotment
[1]	[2]	[3]	[4]	[5]

**Note:** The periodicity of the submission of the above information by the IEC issuing authorities shall be on monthly basis and the information shall be submitted to the concerned office of RBI by the end of the week succeeding the fortnight.

## APPENDIX 18 D

### List Of Regional Licensing Authorities Of DGFT And The Corresponding Office of Reserve Bank Of India, Exchange Control Department

Sr.No	Licensing Authority of DGFT	Corresponding office of RBI/ECD
(1)	(2)	(3)
1.	The Joint Director General of Foreign Trade, Central Licensing Area, New Delhi	The General Manager, Exchange Control Deptt., Reserve Bank of India 6, Sansad Marg, New Delhi-110 001
2.	The Joint Director General of Foreign Trade, Udyog Bhavan, Jaipur	The Deputy General Manager Exchange Control Deptt., Reserve Bank of India Rambagh Circle, Tank Road, P.B. No. 12, Jaipur-302 004
3.	The Joint Director General of Foreign Trade, Kanpur	The General Manager, Exchange Control Deptt., Reserve Bank of India, M.G.Road, Kanpur-208 001
4.	The Joint Director General of Foreign Trade, Ludhiana	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Central Vista, Opp. Telephone Bhavan, Sector-17, Chandigarh-160 017
5.	The Joint Director General of Foreign Trade, Moradabad	The General Manager, Exchange Control Deptt., Reserve Bank of India, M.G.Road, Kanpur-208 001
6.	The Joint Director General of Foreign Trade, Varanasi	The General Manager, Exchange Control Deptt., Reserve Bank of India, M.G.Road, Kanpur-208 001
7.	The Joint Director General of Foreign Trade, Amritsar	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Central Vista, Opp. Telephone Bhavan, Sector-17, Chandigarh-160 017
8.	The Joint Director General of Foreign Trade, Chandigarh	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Central Vista, Opp. Telephone Bhavan, Sector-17, Chandigarh-160 017
9.	The Joint Director General of Foreign Trade, Panipat	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Central Vista, Opp. Telephone Bhavan, Sector-17, Chandigarh-160 017
10	The Joint Director General of Foreign Trade, Srinagar	The Dy. General Manager, Exchange Control Deptt., Reserve Bank of India, Kohli House, Opp. Iqbal Park, Airport Road, Srinagar-190 009
11	The Joint Director General of Foreign Trade, Mumbai	The General Manager, Exchange Control Deptt., Reserve Bank of India, Mumbi Regional Office, Amar Building, 1st floor, Sir P.M. Road, Mumbai-400 001

12	The Joint Director General of Foreign Trade, Ahmedabadr	The General Manager, Exchange Control Deptt., Reserve Bank of India Near Gandhi Bridge, P.B.No.1, Ahemadabad-380 014
13	The Joint Director General of Foreign Trade, Pune	The General Manager, Exchange Control Deptt., Reserve Bank of India, Mumbi Regional Office, Amar Building, 1st floor, Sir P.M. Road, Mumbai-400 001
14	The Joint Director General of Foreign Trade, Baroda	The General Manager, Exchange Control Deptt., Reserve Bank of India Near Gandhi Bridge, P.B.No.1, Ahemadabad-380 014
15	The Joint Director General of Foreign Trade, Bhopal	The Asstt. General Manager, Exchange Control Deptt., Reserve Bank of India, Hoshengabad Road,P.B.No. 32, Bhopal-462 011
16	The Joint Director General of Foreign Trade, Panaji	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Sandeep Apartments, Dada Vaidya Road, P.B.No.20, Panaji-403 001
17	The Joint Director General of Foreign Trade, Rajkot	The General Manager, Exchange Control Deptt., Reserve Bank of India Near Gandhi Bridge, P.B.No.1, Ahemadabad-380 014
18	The Joint Director General of Foreign Trade, Surat	The General Manager, Exchange Control Deptt., Reserve Bank of India Near Gandhi Bridge, P.B.No.1, Ahemadabad-380 014
19	The Joint Director General of Foreign Trade, Kolkata	The General Manager, Exchange Control Deptt., Reserve Bank of India, 15, Netaji Subhas Road, P.B.No. 552, Kolkata-700 001
20	The Joint Director General of Foreign Trade, Cuttack	The Asstt. General Manager, Reserve Bank of India, Pandit Jawaharlal Nehru Marg, Post. Bag No. 16, Bhubaneswar-751 001
21	The Joint Director General of Foreign Trade, Guwahati	The General Manager Exchange Control Deptt., Reserve Bank of India, Station Road, P.Bag No. 120 Guwahati-781 001
22	The Joint Director General of Foreign Trade, Patna	The Asstt. General Manager, Exchange Control Deptt., Reserve Bank of India, South Gandhi Maidan, P.B.No. 162, Patna-800 001
23	The Joint Director General of Foreign Trade, Shillong	The General Manager Exchange Control Deptt., Reserve Bank of India, Station Road, P.Bag No. 120 Guwahati-781 001

24	The Joint Director General of Foreign Trade, Chennai	The General Manager Exchange Control Deptt., Reserve Bank of India, Fort Glacis, Rajaji Salai, P.B.No.40 Chennai-600 001
25	The Joint Director General of Foreign Trade, Bangalore	The Deputy General Manager, Exchange Control Deptt. Reserve Bank of India, 10/3/8, Nrupathunga Road, P.B.NO.6768, Bangalore-560 002
26	The Joint Director General of Foreign Trade, Kochi	The General Manager, Exchange Control Deptt., Reserve Bank of India, Ernakulam North, P.B. No. 3065, Kochi-682 018
27	The Joint Director General of Foreign Trade, Thiruvananthapuram	The General Manager, Exchange Control Deptt, Reserve Bank of India, Bakery Junction, P.B. No 6507 Thiruvananthapuram - 695033
28	The Joint Director General of Foreign Trade, Hyderabad	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Secretariat Road, Saifabad, P.B.No. 1, Hyderabad-500 004
29	The Joint Director General of Foreign Trade, Coimbatore	The General Manager Exchange Control Deptt., Reserve Bank of India, Fort Glacis, Rajaji Salai, P.B.No.40 Chennai-600 001
30	The Joint Director General of Foreign Trade, Madurai	The General Manager Exchange Control Deptt., Reserve Bank of India, Fort Glacis, Rajaji Salai, P.B.No.40 Chennai-600 001
31	The Joint Director General of Foreign Trade, Pondicherry	The General Manager Exchange Control Deptt., Reserve Bank of India, Fort Glacis, Rajaji Salai, P.B.No.40 Chennai-600 001
32	The Joint Director General of Foreign Trade, Visakhapatnam	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Secretariat Road, Saifabad P.B.No. 1, Hyderabad-500 004
33	The Development Commissioner SEEPZ Mumbai	The General Manager, Exchange Control Deptt., Reserve Bank of India, Mumbi Regional Office, Amar Building, 1 <sup>st</sup> floor, Sir P.M. Road, Mumbai-400 001
34	The Development Commissioner Kandla Free Trade Zone Gandhidham	The General Manager, Exchange Control Deptt., Reserve Bank of India Near Gandhi Bridge, P.B.No.1, Ahemadabad-380 014
35	The Development Commissioner Madras Export Processing Zone Chennai	The General Manager Exchange Control Deptt., Reserve Bank of India, Fort Glacis, Rajaji Salai, P.B.No.40 Chennai-600 001

36	The Development Commissioner Cochin Export Processing Zone Kochi	The General Manager, Exchange Control Deptt., Reserve Bank of India, Ernakulam North, P.B. No. 3065, Kochi-682 018
37	The Development Commissioner Visakhapatnam Export Processing Zone  Visakhapatnam	The Deputy General Manager, Exchange Control Deptt., Reserve Bank of India, Secretariat Road, Saifabad P.B.No. 1, Hyderabad-500 004
38	The Development Commissioner Noida Export Processing Zone Ghaziabad	The General Manager, Exchange Control Deptt. Reserve Bank of India 6, Sansad Marg, New Delhi-110 001
40	The Development commissioner Falta Export Processing Zone Kolkata	The General Manager, Exchange Control Deptt., Reserve Bank of India, 15, Netaji Subhas Road, P.B.No. 552, Kolkata-700 001

**APPENDIX 19 A**

**FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP (RCMC)  
WITH EXPORT PROMOTION COUNCILS**

To,

The \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Name and Address of the Council)

Dear Sir,

Kindly register us as Merchant/Manufacturer exporter of the export product(s) mentioned below.

1. Name of the applicant : \_\_\_\_\_
  
2. (i) Address of the applicant. : \_\_\_\_\_  
(Registered Office in case of limited  
companies, and the head office  
for others) \_\_\_\_\_
  
- (ii) Name address of the branches, if : \_\_\_\_\_  
any \_\_\_\_\_
  
- (iii) Name and address of the factory. : \_\_\_\_\_  
\_\_\_\_\_
  
3. (i) IEC number : \_\_\_\_\_  
Date of issue \_\_\_\_\_  
Issuing authority \_\_\_\_\_
  
- (ii) Date of establishment : \_\_\_\_\_  
\_\_\_\_\_
  
4. If the registration is required as a : No. \_\_\_\_\_  
manufacturer exporter SSI Registration : Date \_\_\_\_\_  
Industrial Licence/IEM : Issuing Authority: \_\_\_\_\_  
Others (specify) : \_\_\_\_\_
  
5. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISSEH : Valid upto \_\_\_\_\_  
certificate number
  
6. Details of Directors/Partners/Proprietor/Karta to be given in the following manner
- (1) (a) Name : \_\_\_\_\_
- (b) Father's Name : \_\_\_\_\_
- (c) Residential address : \_\_\_\_\_  
\_\_\_\_\_



	(d) Telephone No.	:	_____
(2)	(a) _____	(3)	(a) _____
	(b) _____		(b) _____
	(c) _____		(c) _____
	(d) _____		(d) _____
(4)	(a) _____	(4)	(a) _____
	(b) _____		(b) _____
	(c) _____		(c) _____
	(d) _____		(d) _____

7. (a) Name of export product(s) or its category for which registration is required : \_\_\_\_\_

(b) Main line of business of applicant :

8. I/We hereby solemnly declare that the above stated information is true and correct. I/We undertake, without any reservation, to:

- (a) abide by the terms of the registration certificate granted to us on all our exports;
- (b) agree to abide by any code of conduct that may be prescribed;
- (c) agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- (d) Furnish without fail monthly returns of exports including NIL returns to the Registering authority by 15th day of the months following the quarter.

9. We further understand that our registration is liable to be canceled in the event of breach of any of the undertakings mentioned above.

10. We/ I solemnly declare that we have applied to the Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Tele No: \_\_\_\_\_  
 Fax No: \_\_\_\_\_  
 E.Mail Address: \_\_\_\_\_  
 Residential address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Place \_\_\_\_\_  
 Date \_\_\_\_\_

-----  
 Documents to be enclosed with the application form:  
 -----

1. A self certified copy of the IEC Number issued by the licensing authority concerned.

**APPENDIX 19 B**

**FORMAT OF REGISTRATION-CUM-MEMBERSHIP CERTIFICATE**

**PART I**

(To be filled in by the applicant)

- |    |   |   |  |
|----|---|---|--|
| 1  | Name of the exporter                                  | : | M/s _____<br>_____<br>_____  |
| 2  | IEC Number  | : | _____<br>_____<br>_____  |
| 3. | Address of the Registered/Head Office                 |   | _____<br>_____<br>_____  |
| 4  | Date of establishment                                 | : | _____<br>_____   |
| 5. | Description of goods/ services for which registered   | : | _____<br>_____   |
| 6. | Registration Number                                   | : |  |
| 7. | Registered as   | : | a) Manufacturer exporter<br>b) Merchant exporter<br>c) Merchant cum manufacturer exporter _____<br>_____ |
| 8. | Name of the Proprietor/ Partner(s)/ Director(s)/Karta | : | _____<br>_____   |

This certificate is issued as per the details of our records and is subject to the conditions laid down in the relevant scheme of registration of this council.

(Signature of the competent officer of the E.P. Council)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal \_\_\_\_\_

Valid/renewed upto \_\_\_\_\_ Date of issue \_\_\_\_\_

Space for endorsement of any amendments in this certificate

## APPENDIX 19 C

### PROFORMA FOR FURNISHING OF QUARTERLY EXPORT RETURNS

1. Name of the firm/company : .....
2. IEC number : .....
3. Details of exports:

Period	Item(s)	Quantity, if applicable	Country(s) of export (item wise)	Value of export during the period ( in Rs.)	Cumulative exports (1.4.2005 onwards) (in Rs.)
[1]	[2]	[3]	[4]	[5]	[6]

Cumulative exports (in words) :  
.....

#### DECLARATION

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief.

Signature

Name  
Official Address



## APPENDIX 20 A

### FORM OF APPLICATION OF IDENTITY CARD

- 1) Name of the person : .....  
(in whose favour Identity  
Card is to be issued)
- 2) Designation of the person : .....
- 3) IEC Number : .....
- 4) Details of Fee :
- Bank receipt/ .....  
DD No.& date  
Amount Rs. ...  
Name of the Bank  
Branch of issue

<b>Photograph duly attested by Proprietor/  Partner/  Director/Power of Attorney Holder</b>
---

#### **DECLARATION**

- i) I am the Proprietor/Partner/Director of the firm/company.
- ii) I hereby declare that Shri ..... in whose favour identity card is to be issued is the authorised employee of the firm.
- iii) I further undertake that the document(s) /Licence(s) may be handed over to the Identity Card holder at the sole risk and responsibility of the firm.

Signature of the proprietor/ partner/  
director/Power of Attorney Holder

Name  
Designation  
Official Address

Tele.No  
Residential Address:  
E.Mail Address

Place  
Date

#### **Documents to be enclosed with the application form**

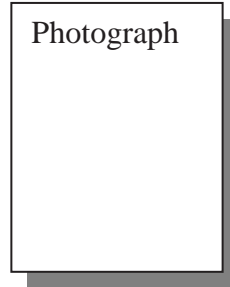
1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29.
2. Two passport size photographs of the person in whose favour identity card is to be issued.

**APPENDIX 20 B**

**FORMAT OF IDENTITY CARD**

(To be filled by the licensing authority)

Non Official



- 1. Name of the person : .....
- 2. Designation : .....
- 3. Name and address of the firm/ company : .....
- 4. Period of validity : .....

Signature \_\_\_\_\_  
Name and address of issuing authority  
\_\_\_\_\_  
\_\_\_\_\_  
Date of issue \_\_\_\_\_

## APPENDIX 21 A

### FORMAT FOR DEPOSIT OF APPLICATION FEE

Bank Receipt Number and Date
---------------------------------

Receipt of Cash paid into the Central Bank of India at .....

TO BE FILLED IN BY THE REMITTER					To be filled in by the department officer of the bank		
By whom tendered	Name, designation and address of the person on whose behalf money is paid	Full particulars of the remittance and of authority (if any)	Amount		Head of account	Accounts officer by whom adjustable	Order to be Bank*
			Rs.	P.			
Name					1453 foreign trade export promotion – minor head – 102 import licence application fee	Pay and Accounts officer ..... (Name of station)	Date, correct receipt and grant receipt (signature and full description of the officer ordering the money to be paid in)
Signature							
* (in words) Rupees					* To be used only in the case of remittance to the Bank through Departmental Officer		

Cashier

Accountant

Date

Bank officer

NOTE:-

1. Particulars of money tendered should be given below.
2. In case where direct credits at Bank are permissible the Column "Head of Account" will be filled in by the Bank Officer or Pay and Accounts Officer as the case may be, on the receipt of Bank's daily statement

PARTICULARS	AMOUNT	
	Rs.	P.
Coins		
Notes (with details)		
Cheque (with details)		
Total Rs.		

## APPENDIX 21 B

### PROCEDURE FOR DEPOSIT/ REFUND OF IMPORT APPLICATION FEE AND OTHER FEE

- 1. EVIDENCE OF PAYMENT OF FEE** Two copies of the Bank Receipt in original in the form as given in Appendix 21A from the authorised branches of Central Bank of India indicating the deposit or a Bank Draft from any bank or through running deposit account with the concerned RLA in accordance with the fee prescribed below:-

<b>2. Scale of Application Fee</b>	<b>S.No</b>	<b>PARTICULARS</b>	<b>AMOUNT OF FEE (in Rupees)</b>
	1.	Application for import licence (except for DEPB and EPCG) where the CIF value of goods specified in the application does not exceed Rupees Fifty thousand.	Two Hundred
	2.	Application for import licence where the CIF value of the goods specified in the application exceeds Rupees Fifty thousand.	Two per Thousand or part thereof subject to a minimum of Rs.Two hundred and maximum of Rs. One lakh. However, for applications filed electronically, the fee would be Rs.1/1000 or part thereof subject to a minimum of Rs. Two hundred and maximum of rupees Rs. fifty thousand.
	3.	Application for import licence filed by SSI units where the CIF value goods specified in application does not exceed Rupees Two lakhs	Two Hundred
	4.	Application for grant of duplicate licence including Duty Entitlement Pass Book.	Two Hundred
	5.	Application for issue of certificate of Importer -Exporter Code Number (IEC).	Two Hundred and fifty
	6.	Application for duplicate copy of IEC No.	Two Hundred
	7.	Application for issue of an Identity Card	Two Hundred
	8.	Application for issue of duplicate Identity Card.	One Hundred
	9.	Application for revalidation of an import licence	Two Hundred
	10.	Deleted	
	11.	Application for Duty Entitlement Passbook (DEPB).	Two per Thousand or part thereof subject to a minimum of Rs.Two hundred and maximum of Rs. One lakh. However, for applications filed electronically, the fee would be Rs.1/1000 or part thereof subject to a minimum of Rs. Two hundred and maximum of rupees Rs. fifty

		thousand.
12.	Application for Import Licence under Export Promotion Capital Goods (EPCG) Scheme	Two per Thousand or part thereof subject to a minimum of Rs. Two hundred and maximum of Rs. One lakh. However, for applications filed electronically, the fee would be Rs.1/1000 or part thereof subject to a minimum of Rs. Two hundred and maximum of rupees Rs. fifty thousand.
13.	Application for Enlistment as an authorised agency under Appendix 4C and Appendix 6	Five Thousand

NOTE:1 Notwithstanding the above, the application fee for all applications filed electronically would be 50% of the amount specified in this Table. The word 'Electronically' wherever appearing in this Appendix would mean 'Digitally Signed and submitted through EFT' on DGFT website (Online/Offline).

NOTE: 2 No application fee shall required to be paid for any of the Schemes under Chapter 3 of FTP.

**3. MODE OF DEPOSIT** The application fee shall be deposited in the following manner:-

(1) Deposit in an authorised Branch of Central Bank of India as given Appendix 3 indicating the "Head of Accounts 1453 Foreign Trade and Export Promotion- Minor Head 102-Import Licence application fee". The Bank receipt must show the name of the department viz. "Directorate General of Foreign Trade". The Bank Receipt drawn in favour of Pay & Accounts Officer (Foreign Trade), indicating the station of the Pay & Accounts Officer concerned. Such fees can also be deposited with Indian Missions abroad.

OR

(2) Crossed Demand Draft on a Scheduled Bank for the requisite amount should be made in favour of the concerned licensing authority ('Joint Director General of Foreign Trade') where the application is filed.

OR

(3) Through running deposit account maintained with concerned RLA in the following manner: -

The applicants may deposit the anticipated amount as per their needs for six months with the concerned Regional Licensing Authority through cheque/DD in the name of concerned Pay & Accounts Officer (Commerce). Initially, this amount will be credited into public accounts under Major Head 8443-Civil Deposits, 114-Export Trade Deposits adjustable against Licence Application Fees. The licensing authority at the time of admitting the application fee will carry out an adjustment in "Broad Sheet of Export Trade Deposits" and debit the value of application fee from the Head "Export Trade Deposits" by contra credit to Revenue Head Head-1453-Foreign Trade & Export Promotion, 103-Export Licensing Application Fees". The licensing Authority may furnish the details of all such transactions (like the amount transferred from Public Accounts to Revenue Account etc.) to the Pay and Accounts Officer concerned who may carry out adjustment entry in the monthly compilation of accounts. A copy of the transactions may also be forwarded to the concerned firm for the purpose of reconciliation.

Note: The firms who want to resort to this mode of payment should be established and regular applicants having at least 25 applications/ transactions during the last licensing year. The minimum deposit under the scheme will not be less than Rs.1, 00,000/-. All subsequent payment in replenishment of the deposit will be made through Pay order in favour of the concerned office of CPAO. No licence application will be entertained/ considered so long as the firms have a deposit balance in their account. All the charges in connection with the depositor transaction with DGFT including undercharges detected subsequently in course of audit will be debited from the Depositor amounts. Likewise, any excess payment or wrong payment of fee will be refunded as per the procedure mentioned in this appendix.



4. **EXEMPTION FROM PAYMENT OF FEES** : No fee shall be payable in respect of any application made by such class or category of applicant as specified in Foreign Trade (Regulation) Rules, 1993.
5. **WHERE BANK RECEIPT IS LOST** : The applicant should file an affidavit on a Stamp Paper to the effect that one copy/ both copies of Bank Receipt, in question, have been lost or misplaced and have not been utilised in any other manner. Further, the applicant should also certify that if the said copy/ or both the copies of Bank Receipt are found subsequently they shall be returned to the licensing authority concerned and shall not be utilised in any other manner. The particulars of the Bank Receipt i.e. licensing period, the amount remitted, the date of payment etc. should also be stated in the affidavit. In addition the applicant shall produce a certificate from the bank or the Pay and Accounts Office to the effect that the amount was deposited.
6. **REFUND OF APPLICATION FEES**
- (1) The fee once received will not be refunded except in the following circumstances, namely: -
    - (a) Where the fee has been deposited in excess of the specified amount of fee; or
    - (b) Where the fee has been deposited but no Application has been made; or
    - (c) Where the fee has been deposited in error but the applicant is exempt from payment of fee.
  - (2) Where the applicant is eligible for refund of application fee, an application in the 'Aayaat Niryaat Form' may be submitted to the licensing authority within whose jurisdiction the fee was paid enclosing along with both the copies of Bank Receipt. In cases, where the said copies of Bank Receipt have been enclosed with the application for the licence, the third copy of the Bank Receipt may be furnished. In all such cases, number and date of the Bank Receipt and the name and address of the Bank where the fee was deposited should be given.
  - (3) Where the amount had been deposited by means of a Bank Draft, the applicant should furnish along with the application:
    - (i) Demand Draft No. and date of issue.
    - (ii) Name of Bank and address of branch which issued the Demand Draft
    - (iii) The Bank and its branch on which the Demand Draft was made payable
    - (iv) The name of the licensing authority in whose favour the Demand Draft was made payable.
  - (4) On receipt of application, the licensing authority shall pass refund after they have verified from the Pay and Accounts Officer concerned that the amount in question has been credited to the Government of India.
  - (5) No claim for refund of application fee shall be entertained by the licensing authority after expiry of one year from the date of Bank Receipt/ Demand Draft. However, on merits, for reasons to be recorded in Writing, the licensing authority may condone the delay but in no case shall an application for refund of fees be entertained after the expiry of three years from the date of Bank Receipt/ Demand Draft.

- (6) In cases, where the applicant has lost the original Bank Receipt the licensing authority may accept a certificate from the Bank or Pay and Accounts Officer (Imports & Exports) in support of the fact that the amount was deposited. In such cases, where the original receipt is not available the applicant will be required to file an affidavit containing same particulars as mentioned above.
- (7) Refund Order of fees will be valid for three months from the date of issue. Request for revalidating the same may be considered on merits by the authority which issued the Refund Order.

## APPENDIX 21 C

### PROCEDURE OF ELECTRONIC FUND TRANSFER

#### **(Procedure for deposit/refund of Import Application fees through Electronic Fund Transfer for notified schemes through designated banks)**

1. Applicability to Schemes & banks.	This procedure will be applicable for deposit of application fees for all DGFT related Schemes. Exporters may pay through designated banks on DGFT website ( <a href="http://www.dgft.gov.in">www.dgft.gov.in</a> ). At present the State Bank of India, Central Bank of India, Punjab National Bank, Bank of India, Union Bank of India, ICICI Bank, UTI Bank, IDBI Bank and HDFC Bank have been designated to accept funds by way of Electronic Fund Transfer (EFT).	
2. Mode of filing	Application shall have to be filed electronically where net banking payments facility is being used, i.e. application particulars shall have to be submitted on the DGFT web site with digital signature.	
3. Scale of Application fee.	<b>PARTICULARS</b>	<b>Amount of fee (in rupees)</b>
	1. Application for import license (except for DEPB and EPCG) where CIF value of goods specified in the application does not exceed Fifty thousand.	Two hundred.
	2. Application for import license where CIF value of goods specified in the application exceeds Rupees Fifty Thousand.	Two per thousand or part thereof subject to minimum of Two hundred and maximum of One Lakh. However, for applications filed electronically, the max. fee would be Rs. Fifty thousand.
	3. Application for import license filed by SSI units where the CIF value of goods specified in application does not exceed Rupees Two lakhs.	Two hundred.
	4. Application for Duty Entitlement Passbook (DEPB).	Two per thousand or part thereof subject to minimum of Two hundred and maximum of One Lakh. However, for applications filed electronically, the max. fee would be Rs. Fifty thousand.
	5. Application for grant of duplicate license including Duty Entitlement Pass Book and other duty credit schemes.	Two hundred.
	6. Application for issue of certificate of Importer/Exporter Code Number (IEC)	Two hundred and fifty
	7. Application for duplicate copy of IEC No.	Two hundred.
	8. Application for issue of an Identity Card.	Two hundred.
	9. Application for issue of duplicate Identity Card.	One hundred.
	10. Application for revalidation of an import license.	Two hundred.
	11. Application for Export Promotion Capital Goods (EPCG).	Two per thousand or part thereof subject to minimum of Two hundred and maximum of One Lakh. However, for applications filed electronically, the max. fee would be Rs. Fifty thousand.

NOTE:1 Notwithstanding the above, the application fee for all applications filed electronically would be 50% of the amount specified in this Table. The word 'Electronically' wherever appearing in this Appendix would mean 'Digitally Signed and submitted through EFT' on DGFT Website (Online/Offline).

NOTE: 2 No application fee shall required to be paid for any of the Schemes under Chapter 3 of FTP.

NOTE: 3 In cases, where a new Advance Authorisation, EPCG and DEPB authorisation is issued by RA in lieu of the earlier authorisation (which has been cancelled by RA, on the request of the firm, on account of non-

registration at the Customs Port), the application fees paid in the earlier authorisation will be adjusted by the RA for the new authorisation. However, a minimum application fee of Rs.200/- shall be paid for the new authorisation. Head of Office of concerned RA while issuing authorisations under this provision, shall ensure proper linkage with the earlier cancelled authorisation.

3. Mode of Deposit For electronic filling of application exporter/importer needs to access the website of the DGFT. An e-com number is generated. The DGFT website on completion of details would prompt if e-payment is to be made.

If the exporter wants to move to Electronic Fund Transfer (EFT) for application fees he should be aware that he cannot change his licensing office. If EFT prompt is accepted, the website will transfer the exporter to the particular designated bank chosen for submission of application fees. The exporter would need to have an account with the bank, an ID and password from the bank. On successful validation of his ID, Password and request for submission of the fees the exporter's account gets debited. The bank will generate a Payment ID and amount shall thereafter stand reflected in conjunction with e-com number, name of party in the sever of DGFT. A successful message by the bank shall show on the exporters account. The payment shall thereafter stand completed with regard to the concerned e-com number.

In case the exporter needs to add further payments against the particular e-com number he may do so within the same day i.e. upto 24.00 hrs. For each additional payment the bank shall generate a unique payment ID. Against one e-com number only one bank shall be required to make all payments.

4. Exemption from Payment of fee. No fee shall be payable in respect of any application made by such class or category of applicant as specified in the Foreign Trade (Regulation) Rules, 1933.

6. Refund of Application fee 1. The fee once received will not be refunded except in the following circumstances viz.,

- a) Where the fee has been deposited in excess of the specified amount of fee; or
- b) Where fee has been deposited but no application has been made; or
- c) Where the fee has been deposited in error but the applicant is exempt from payment of fee.

2. Processing of refund of fee submitted through net banking shall be through an application in hard copy as per form given in Appendix 6-B. This may be submitted to the licensing authority against whom the e-com number has been generated.

3. On receipt of application the licensing authority shall pass refund after they have verified from the Pay and Accounts Office, Ministry of Commerce & Industry, New Delhi that the amount was credited to the Government of India.

4. No claim for refund of application fee shall be entertained by the licensing authority after expiry of one year from the date of payment to the concerned bank. However, on merits, for reasons to be recorded in writing, the licensing authority may condone the delay but in no case shall an application for refund of fees be entertained after the expiry of three years with regard to the date as mentioned above.

5. Refund Order of fees will be valid for three months from the date of issue. Request for revalidating the same may be considered on merits by the authority which issued the Refund Order.

#### 7.Contact Persons

For further clarifications at DGFT end please contact Mr.Anil Aggarwal, Joint DGFT Directorate General Foreign Trade, Udyog Bhawan, New Delhi. E.mail:aaggarwal@nic.in and Mr. A.K. Sinha, Sr. Tech. Director (NIC) E.Mail: anilksinha@nic.in

For banking clarifications nodal officers of :-

ICICI bank are :-

For banking clarifications nodal officers of :-

ICICI bank are :-

i) Shri Rajib Ranjan, Phone No. 91 11 2430 8416,  
E-mail :- rajib.ranjan@icicibank.com and

ii) Satish Mohan, Phone No. 91 11 2430 8408,  
E-mail:- satish.mohan@icicibank.com

HDFC Bank are :-

i) Shri Pankaj Gaikwad, Phone No. 022 – 28524900 ( Ext. 1840 )  
E-Mail :- Pankaj.Gaikwad@hdfcbank.com ,

ii) Shri Sameer Gawande, Phone No. 022-28524900 ( Ext 1530 ) &

iii) Shri Rakesh Watal, Phone No.022-28524900 (Ext 1509 ),  
E-mail :- Rakesh.watal@hdfcbank.com

State Bank of India are:-

i) Shri S.K. Gupta, Asst. Genl. Manager(Business Control) Phone No.022-22022487  
E-Mail:- agmbc@sbiid.com

ii) Shri K.M. Trivedi (AGM-DO Planning) Phone No.022-22868210  
E-Mail:- agmdoplg@sbiid.com

**APPENDIX 22 A**

**BANK CERTIFICATE OF EXPORT AND REALISATION**

**FORM NO. 1**

To \_\_\_\_\_ (Name and address of Regional Authority) We  
 \_\_\_\_\_ (Name and address of the Exporters) hereby declare that we have  
 forwarded a documentary export Bill to \_\_\_\_\_ (Name and address of the bank i.e.,  
 Branch and City) for collection/negotiation/purchase as per particulars given hereunder.

Invoice		Export promotion copy of Shipping Bill duly authenticated by the Customs		Description of goods as given in the customs authenticated Shipping Bill and the Commercial Invoice / Packing List	Bill of Lading /PP Receipt/ Airways Bill		Destination of goods  Country name	Bill amount CIF/C&F/FOB (In foreign exchange)
No.	Date	No.	Date		No.	Date		
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]

Freight amount as per Bill of lading/ Freight memo	Insurance amount as per insurance Company's bill/ Receipt	Commission/ Discount paid/ payable	Whether the export is in freely convertible currency or in Indian Rupees	FOB value/ FOB value actually realised in free Foreign Exchange/Rupees	Date of realisation of export proceeds	GRI/PP/ SDF form No.	No. date & category of applicable Authorisation
[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]

We further declare that the aforesaid particulars are correct. (Copies of invoices relevant to these exports and Customs attested EP, Copy of relevant Shipping Bill is attached for verification by the bank).

Signature of the exporter : .....

Name in block letters : .....

Designation : .....

Full official address : .....

Full Residential address : .....

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Official Seal/stamp \_\_\_\_\_

## **BANK'S CERTIFICATE**

Authorised Foreign Exchange Dealer

Code No. allotted to the Bank by RBI \_\_\_\_\_

Ref.No. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

1. This is to certify that we have verified the relevant Export Invoices, Customs attested E.P. Copy of the Shipping Bill and other relevant documents of M/s.\_\_\_\_\_. We further certify that the particulars given in Co.1 to 17 have been verified and found to be correct. We have also verified the F.O.B. value mentioned in Col.14 above with reference to following documents:-  
  
(i) Bill of Lading/PP receipt/Airways Bill  
(ii) Insurance policy/Cover/Insurance Receipt.
2. FOB actually realized and date of realization of export proceeds are to be given in all cases except where consignment has been sent against confirmed irrevocable letter of credit or exports made against the Government of India/EXIM Bank Line of Credit or exports made under Deferred Payment/Suppliers Line of Credit Contract backed by ECGC Cover. An endorsement to that effect needs to be endorsed in BRC.
3. We have also verified that the date of Export is \_\_\_\_\_. (Applicable only in respect of Exports by air.)
4. This is to certify that we have certified the amount of the Commission paid/payable, as declared above, by the exporter i.e. \_\_\_\_\_ (in figures and words) with G.R. Forms and found to be correct.

[Signature of the Banker(s)]

Full address of the Banker(s)  
Branch and City  
Official Stamp

**Note:**

1. Bank can issue a consolidated certificate (consignment-wise) for more than one consignment.
2. FOB actually realised and date of realisation of export proceeds are to be given in all cases except where consignment has been sent against conformed irrevocable letter of credit.
3. This shall be required wherever specifically prescribed in the Policy/ procedure.
4. Banks referred in this Appendix shall also include other authorized dealers who have been permitted by RBI to issue BRC. Applicant should be required to furnish a copy of RBI permission circular/letter to this effect.

**APPENDIX 22 B**

**BANK CERTIFICATE OF PAYMENTS FOR DOMESTIC SUPPLIES**

To \_\_\_\_\_ (Name and address of Regional Authority). We  
 \_\_\_\_\_ (Name and address of the domestic supplier) hereby declare that  
 we have received payment through banking channel in respect of supplies given hereunder:

Invoice			Description of goods as given in the invoice	Details of payment/ advance payment received (**)			Date of issue of this Certificate
No.	Date	FOR value		Cheque /DD No./ *Bank Ref. No.	Date	Amount	
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]

\* The Bank Reference Number would be applicable for documents routed through bank & payments released through banking channels.

\*\* FOR value actual realized and date against supplies made are to be given in all cases except where consignment has been sent against irrevocable inland letter of credit in case of status holders/ confirmed irrevocable inland letter of credit in case of others

We further declare that the aforesaid particulars are correct.

	Signature of the domestic supplier	:.....
	Name in block letters	:.....
Place:		:.....
Date:	Designation	:.....
	Full official address	:.....
Official Seal/stamp	Full Residential address	:.....

**BANK's CERTIFICATE**

This is to certify that we have received the amount mentioned in Column 7 against invoice mentioned in Column 1 above/details mentioned in Column 5 above (Please Strike out one of the options).

(Signature of the Bankers)

Full address of the Bankers  
 Branch and City  
 Official Stamp



(\*\*\*) Alternative Bank Certificate to be furnished by EOU, in case deemed export benefits are claimed on disclaimer basis.

**BANK'S CERTIFICATE**

This is to certify that the amount mentioned in Col. 7 against invoice mentioned in Col. 1 above/details mentioned in Col.5 above (please strike out one of the options), has been debited from the account of EOU, for supplier mentioned above.

(Signature of the Bankers)

Full Address of the Bankers  
Branch and City  
Official Stamp

\*\*\* This alternative Bank Certificate will need to be furnished alongwith domestic supplier certificate, as above.”

## APPENDIX 22 C

### FORMAT OF CERTIFICATE OF PAYMENTS ISSUED BY THE PROJECT AUTHORITY

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NOTE: PLEASE SEE PARAGRAPH 8.3.1 AND 8.4 OF THE HANDBOOK (VOL.I)

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#### FORM I-A

(CERTIFICATE OF PAYMENT TO BE ISSUED BY THE PROJECT AUTHORITY FOR SUPPLIES MADE TO CATEGORIES (d), (e), (f), (g), (i) and (j) OF PARAGRAPH 8 OF THE POLICY)

I ..... (Name and Designation) am duly authorised to issue the payment certificate.

Certified that the goods of quantity and value as described below and in Invoice No.....Dated ..... have been supplied to us on date) against purchase order No.....dated ..... and we have paid to the suppliers, namely, M/s..... the sum of Rs.(figures and words.....) on..... (date) being ..... per cent of the value of the goods/ equipments/ capital goods supplied as per terms of the contract No..... dated..... entered into with the suppliers in accordance with the conditions applicable to:

- (a) That supplies under contract No..... Dated..... made in India to a project financed by multilateral or bilateral Agencies/Funds namely.....which has been notified by the Department of Economic Affairs, Ministry of Finance vide their reference No..... Dated ..... and the same is under the procedure of International Competitive Bidding in accordance with the procedure of the above mentioned Agency/Fund, legal agreement of which provides for tender evaluation without including the customs duty in accordance with the provision in Para 8.2(d) and 8.4.4 (ii) of the Policy and that the import content of the order is Rs.(figure and words.....).
- Supply and installation of goods and equipment (single responsibility of turnkey contracts) to projects financed by multilateral or bilateral agencies/funds as notified by Deptt. of Economic Affairs, Ministry of Finance under International Competitive Bidding in accordance with the procedures of those agencies/funds, which the bids may have been invited and evaluated on the basis of Delivered Duty Paid (DDP) prices for the goods manufactured abroad".
- (b) That supply of capital goods under the contract made to fertiliser plants in India is under the procedure of international competitive bidding in accordance with the provision of Para 8.2(e) and 8.4.5 of the Policy, and that the import content of the order is Rs.(figure and words.....)
- (c) That Supplies made under the contract made to a project/ purpose namely....., import to which is permitted at zero customs duty, by the Ministry of Finance vide Notification No.....dt.....but if procured domestically, then the benefit of Deemed exports has been prescribed in accordance with the provision of Para 8.2(f) and 8.4.4(iii) of the Policy, and that the import content of the order is Rs.(figure and words.....)
- (d) That Supply of goods required in connection with Petroleum exploration licences or mining leases under international competitive bidding is made in accordance with the provisions of Paragraph 8.2(f) and 8.4.4 (iii) of the Policy, and the import content of the order is Rs. (Figures and words of the order is Rs.(figure and words.....)
- (e) That Supply of goods under the contract made to power project in India is under the procedure of international competitive bidding in accordance with the provisions of Paragraph 8.2(g) and 8.4.4 (iv) of the Policy, and the import content of the order is Rs. (Figures and words.....)
- (f) That Supply of goods under the contract made to refineries in India is under the procedure of international competitive bidding in accordance with the provisions of Paragraph 8.2(g) and 8.4.4 (v) of the Policy, and the import content of the order is Rs. (Figures and words.....)
- (g) That Supply of goods to projects funded by UN agencies in accordance with the provisions of Paragraph 8.2(i) and 8.4.6 of the Policy, and the import content of the order is Rs.. (Figures and words .....

- (h) That Supply of goods to specified nuclear power projects under the procedure of competitive bidding is made in accordance with the provisions of Paragraph 8.2(j) and 8.4.7 of the Policy, and the import content of the order is Rs.. (Figures and words .....)

It is also certified that the supplies have been accepted by us at the site at the price stated in the invoice.

It is also certified that no CENVAT Credit/rebate under the Central Excise Rules have been availed by us nor will be availed in future on supply of these items.

\*(use whichever is applicable)

Description, Quantity and Value of goods supplied .....  
 .....  
 .....

Signature .....  
 Name .....  
 Designation .....  
 Name of the Project .....

Place  
 Date

- Note:** 1. This certificate should be signed by the Chief Executive In charge of the Project concerned or by a senior officer specially authorized by him for this purpose.
2. In case of supplies to Fertilizer Projects, this certificate should be signed by such officer/ authorities as may be notified from time to time by the Department of Fertilizers.

**FORM I-B**

(CERTIFICATE OF PAYMENT TO BE ISSUED TO THE SUB-CONTRACTOR  
 WHOSE NAME APPEARS IN THE MAIN CONTRACT IN RESPECT OF  
 CATEGORIES (d),(e)(f),(g),(i)& (j) of PARA 8.2 OF THE POLICY)

1. Certified that M/s ..... is an Indian sub-contractor to M/s ..... (Main Contractor). The contract of the main contractor has been accepted by us vide No. ....date..... The name of the sub-contractor has been included in the main contract itself and the description, quantity and value of the goods which has now been supplied to us or to the main contractor, has already been indicated in the main contract. These supplies conforms to the specifications laid down in the main contract

2. It is also certified that the goods/equipment of quantity and value as described below and in invoice No. .... dated ..... have been supplied to us by the above mentioned sub-contractor on ..... (date) against purchase order No. .... dated ..... and we have paid to the subcontractor, namely, M/s. .... the sum of Rs.(figures and words ..... ) on .....(date) being ..... percent of the value of the goods/equipments/capital goods supplied as per terms of the contract No. .... dated ..... entered into with the suppliers in accordance with the conditions applicable to:

- (a) That supplies under contract No..... Dated..... made in India to a project financed by multilateral or bilateral Agencies/Funds namely.....which has been notified by the Department of Economic Affairs, Ministry of Finance vide their reference No..... Dated ..... and the same is under the procedure of International Competitive Bidding in accordance with the procedure of the above mentioned Agency/Fund, legal agreement of which provides for tender evaluation without including the customs duty in accordance with the provision in Para 8.2(d) and 8.4.4 (ii) of the Policy and that the import content of the order is Rs.(figure and words.....)

Supply and installation of goods and equipment (single responsibility of turnkey contracts) to projects financed by multilateral or bilateral agencies/funds as notified by Deptt. of Economic Affairs, Ministry of Finance under International Competitive Bidding in accordance with the procedures of those agencies/funds, which the bids may have been invited and evaluated on the basis of Delivered Duty Paid (DDP) prices for the goods manufactured abroad”.

- (b) That supply of capital goods under the contract made to fertiliser plants in India is under the procedure of international competitive bidding in accordance with the provision of Para 8.2(e) and 8.4.5 of the Policy, and that the import content of the order is Rs.(figure and words.....)
- (c) That Supplies made under the contract made to a project/ purpose namely....., import to which is permitted at zero customs duty, by the Ministry of Finance vide Notification No.....dt.....but if procured domestically, then the benefit of Deemed exports has been prescribed in accordance with the provision of Para 8.2(f) and 8.4.4(iii) of the Policy, and that the import content of the order is Rs.(figure and words.....)
- (d) That Supply of goods required in connection with Petroleum exploration licences or mining leases under international competitive bidding is made in accordance with the provisions of Paragraph 8.2(f) and 8.4.4 (iii) of the Policy, and the import content of the order is Rs.. (Figures and words of the order is Rs.(figure and words.....)
- (e) That Supply of goods under the contract made to power project in India is under the procedure of international competitive bidding in accordance with the provisions of Paragraph 8.2(g) and 8.4.4 (iv) of the Policy, and the import content of the order is Rs.. (Figures and words of the order is Rs.(figure and words.....)
- (f) That Supply of goods under the contract made to refineries in India is under the procedure of international competitive bidding in accordance with the provisions of Paragraph 8.2(g) and 8.4.4 (v) of the Policy and the import content of the order is Rs.. (Figures and words of the order is Rs.(figure and words.....)
- (g) That Supply of goods to projects funded by UN agencies in accordance with the provisions of Paragraph 8.2(i) and 8.4.6 of the Policy, and the import content of the order is Rs.. (Figures and words of the order is Rs.(figure and words.....)
- (h) That Supply of goods to specified Nuclear Power Projects under the procedure of competitive bidding is made in accordance with the provisions of Paragraph 8.2(j) and 8.4.7 of the Policy, and the import content of the order is Rs.. (Figures and words of the order is Rs.(figure and words.....)

\* (use whichever is applicable)

3. It is further certified that the supplies have been made in terms of the contract No. .... date ..... entered into with the suppliers and the supplies have been accepted by us at site at the price stated in the invoice. We are satisfied that the supplies have been made at international prices.

OR

\*\* it is further certified that the supplies have been made in terms of the contract secured against international competitive bidding in the project being undertaken by us and which has been (a) approved by the Department of Fertilizers vide their Reference No. .... dated .....; or (b) notified vide Department of Economic Affairs, Ministry of Finance Reference No. .... dated ..... and the supplies have been accepted by us at site at the price stated in the invoice.

Signature  
 .....  
 Name  
 .....  
 Designation  
 .....  
 Name of the Project/Agency  
 .....

Place .....  
 Date .....

Description, Quantity and Value of Goods supplied

.....  
.....  
.....

Signature.....  
Name .....,  
Designation .....,  
Name of the  
Project/Agency .....

Note:-

(1) Note 1&2 below Form I-A is equally applicable in this case.

### **FORM 1-C**

Certificate of payment to be issued by the main contractor for supplies made by sub-contractor whose name appear in the main contract to categories (d) (e) (f) (g) (i) & (j) of paragraph 8.2 of the Policy.

Certified that the goods of quantity and value as described below and in invoice No. \_\_\_\_\_ dated \_\_\_\_\_ have been supplied to us on date \_\_\_\_\_ against purchase order No. \_\_\_\_\_ dated \_\_\_\_\_ and we have paid to the sub-contractor namely M/s \_\_\_\_\_ the sum of rupees (figure and words) \_\_\_\_\_ on \_\_\_\_\_ (date) being \_\_\_\_\_ percent of the value of the goods/ components/equipment/capital goods supplied as per terms of the contract No. \_\_\_\_\_ dated \_\_\_\_\_ entered into with the sub contractor.

It is also certified that we, the main contractor have supplied such goods/ components/ equipments / capital goods supplied by the sub contractor to the project authority against contract no. \_\_\_\_\_ dated \_\_\_\_\_ and have received payment on \_\_\_\_\_ (date) against invoice No. \_\_\_\_\_ dated \_\_\_\_\_.

S.NO.	DESCRIPTION OF GOODS	Qty	SUB-CONTRACTOR			
			INVOICE NO.	DATE	VALUE	DATE OF PAYMENT

S.NO.	DESCRIPTION OF GOODS	Qty	CONTRACTOR			
			INVOICE NO.	DATE	VALUE	DATE OF PAYMENT

It is also certified that we have accepted the supplies at the site at the price stated in the invoice.

Date: .....  
Place: .....

Signature : .....  
Name : .....  
Designation : .....  
Name of the main contractor : .....

**FORM II**

(UNDERTAKING TO BE GIVEN BY THE APPLICANT)

We, M/s..... undertake in respect of our application dated ..... against..... (description of goods) supplied to ..... (name of buyer), that :-

(1) If at any future date we are required to refund any amount to the buyer, namely ..... on account of non-satisfactory performance of the equipment during the guarantee period or on account of replacement of defective parts as per contractual agreement we shall send an intimation to the licensing authority giving full particulars within one month of the date of such refund.

(2) We shall refund to the licensing authority proportionate amount in respect of the amount refunded to the Project Authority by us.

Signature : .....  
Place ..... Name (In Block Letters) : .....  
Date ..... Designation : .....

**FORM III**

(DECLARATION)

We hereby declare and certify that :-

- (a) particulars stated in the application dated ..... are correct;
- (b) the goods as mentioned in application have been supplied to ..... in terms of the contracts secured by us.
- (c) the payment against these supplies have been received; and
- (d) supplies have been made at the prices indicated in Contract No..... dated .....

Signature : .....

Name (In Block Letters) : .....

Place: Designation : .....

Date: Name of the Applicant Firm : .....

## APPENDIX 22 D

### CERTIFICATE FOR OFFSETTING OF EXPORT PROCEEDS

1. Name and address of exporter
2. IEC number
3. E-Mail of the applicant

4 Specific mode of offsetting (please tick) <span style="float: right;">( √ )</span>	
i. Import Payables	
ii. Equity Investment	
iii. Loan Repayment	
iv. Dividend Repayment	
v. Others (Provide details)	

#### 5. Export Details

Invoice		Shipping bill against which offset has been done		Description of goods	Scheme under which offsetting undertaken	Amount offsetted (in free foreign exchange)	Date of offsetting
No.	Date	No.	Date				
(1)	(2)	(3)	(4)	(7)	(5)	(6)	(7)

#### (DECLARATION/UNDERTAKING TO BE GIVEN BY THE APPLICANT)

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held therefrom.
2. I/We full understand that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed thereunder, the Export and Import Policy, Handbook of Procedures and any other documents issued under the Policy.
4. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.
5. I/we hereby certify that none of the Proprietor/ Partner(s)/ Director(s)/Karta of the firm or company is a Proprietor/ Partner(s)/ Director(s)/Karta of the firm/Company, which has come to the adverse notice of DGFT.
6. I/We certify that the RBI permission vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ has been obtained for the said offsetting of export proceeds realised under \_\_\_\_\_ scheme.

Name: .....  
 Designation: .....  
 Official Address: .....  
 Tele.No.: .....  
 Residential Address: .....

Place:  
Date :



## ANNEXURE TO APPENDIX 22 D

### CERTIFICATE OF CHARTERED ACCOUNTANT/COST AND WORKS ACCOUNTANT

(Note: This certificate is to be submitted in lieu of the Bank Certificate of Exports and Realisation)

(i) The following documents/ records have been furnished by the applicant and have been examined and verified by me/us namely:-

Export order/ Contract, shipping bills, Bill of Lading (and/ or Airways Bills/ Receipts). Customs/Bank attested Invoices,

(ii) I/We verify that the offsetting has been carried out with the specific consent of the Reserve Bank of India as contained in letter no. \_\_\_\_\_ dated \_\_\_\_\_ and is in accordance with the rules/regulations in force.

(iii) It has been ensured that the information furnished is true and correct in all respect; no part of it is false or misleading and no relevant information has been concealed or withheld;

(iv) Neither I, nor any of my partners/director is a partner, director, or an employee of the above-named entity or its associated concerns;

(v) I/We fully understand that any statement made in this certificate, if proved incorrect or false, will render me/us liable for any penal or other consequences as may be prescribed in law or otherwise warranted.

(Signature and Stamp/Seal of the Signatory)

(Chartered Accountant/Cost & Works Accountant)

Place:	Name of the Signatory	:
Date:	Full Address	:
	Membership No.	:

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#### Documents to be enclosed with this certificate

---

- i) Specific permission of the Reserve Bank of India
- ii) Letter from the parent company/buyer etc. indicating the proposal for offsetting of export proceeds.

## APPENDIX 23

### REGISTER FOR ACCOUNTING THE CONSUMPTION AND STOCKS OF DUTY FREE IMPORTED OR DOMESTICALLY PROCURED RAW MATERIALS, COMPONENTS ETC. ALLOWED UNDER ADVANCE AUTHORISATION / DFIA\* (Please read paragraph 4.26 and 4.30 of the Handbook, Vol. 1)

INPUTS ALLOWED IN THE AUTHORISATION (S) (A NO. OF AUTHORISATIONS*** CAN BE CLUBBED TOGETHER FOR THE PURPOSE OF ACCOUNTING OF INPUTS )				PRODUCT (S) EXPORTED UNDER THE AUTHORISATION (S)				EXCESS INPUTS, IF ANY ALLOWED UNDER THE AUTHORISATION(S).  (4 - 8)	IN CASE OF EXCESS AS IN COLUMN 9			REMARKS
Sl No.	Authorisation No(s) with date (A No. of authorisations can be clubbed together for accounting purpose)	Inputs	Quantity	Product	Quantity	Inputs Actually consumed for the exported product			Additional exports effected in proportion to excess inputs	Input quantity reduced proportionately in the authorisation**	Customs duty paid alongwith interest	
1	2	3	4	5	6	7	8	9	10	11	12	13
						Inputs	Quantity (Including actual wastage incurred)					

\* In case of Post export replenishment, details of inputs used (whether duty paid or not) in the exported product has to be furnished.

\*\*Applicable only in case either partial import or "NIL" import has been effected.

\*\*\* In case of transferable DFIA, information in the above format has to be furnished individual DFIA wise.

We declare that the aforesaid particulars are correct.

Signature of the authorisation holder : .....

Name in block letters : .....

Place: : .....

Date: Designation : .....

Full official address : .....

Official Full Residential : .....

Seal/stamp address

**CHARTERED ACCOUNTANT / COST & WORKS ACCOUNTANT CERTIFICATE**

I/We hereby confirm that I / We have examined the prescribed registers and also the relevant records of M/s.....having IEC number..... and PAN number.....for the licensing period(s) .....and hereby certify that the information furnished above is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld;

I / We fully understand that any statement made in this certificate, if proved incorrect or false, will render me / us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

I/We further declare that neither I, nor any of my / our partners is a partner, director, or an employee of the above-named entity, its Group companies or its associated concerns.

(Signature and Stamp/ Seal of the Signatory)  
**(Chartered Accountant/ Cost & Works Accountant)**

Place:  
Date:

Name of the Signatory:  
Address:  
  
Membership No:

**Note:**

1. Each page of this document is to be signed by the Chartered Accountant / Cost and Work Accountant with his registration number.
2. Mention N.A. wherever the information required in the table is not applicable.
3. For columns 10, 11 & 12 of the table, please furnish the copy of the documentary evidence.
4. The authorisation holder is required to furnish the details for the authorisations which have been redeemed in the last licensing year.

## APPENDIX 24

### **FORM OF AFFIDAVIT FOR OBTAINING DUPLICATE COPY OF LICENCES / AUTHORISATIONS WHICH ARE LOST OR MISPLACED**

I/We hereby solemnly affirm and declare that customs purpose copy/exchange purpose copy/both the copy of Licence No. / Authorisation No. \_\_\_\_\_ dated \_\_\_\_\_ issued to me/us has been lost/misplaced, without having been registered with any Customs House / after having been registered with \_\_\_\_\_ (Customs House) and not utilised at all/ utilised partly. The total amount for which the Licence / Authorisation was issued is Rs. (figure and words \_\_\_\_\_) and the total amount for which the duplicate is now required is to cover the balance of Rs. \_\_\_\_\_. Licence / Authorisation has not been cancelled, pledged, transferred or handed over by me/us or on my behalf to, any other party for any purpose/consideration whatsoever. I/We request to cancel the original Licence / Authorisation in lieu of which the duplicate copy has been applied for by me/us. I/We agree and undertake to return the original Licence / Authorisation, if traced later, to the issuing authority for record

#### **Documents to be enclosed with the application form**

1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix 21B.
2. Copy of First Information Report (FIR).

## APPENDIX 25 A

### BANK GUARANTEE FORMAT

To,  
The President of India  
Acting through the Director General of Foreign Trade

In consideration of the President of India, acting through the Director General of Foreign Trade (which expression shall be deemed to include the Joint Director General of Foreign Trade/Deputy Director General of Foreign Trade), or any other authority for the time being authorised to perform the duties of Joint Director General of Foreign Trade/Deputy Director General of Foreign Trade), Ministry of Commerce, Government of India, New Delhi (hereinafter referred to as the Government) having agreed to grant to \_\_\_\_\_ (full expanded name of the Importer/Exporter with complete address) (hereinafter referred to as Importer/Exporter) an Authorisation being Authorisation No. \_\_\_\_\_ dt. \_\_\_\_\_ (hereinafter referred to as Authorisation for the import of the goods mentioned therein) for a value of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) under the \_\_\_\_\_ Scheme (fill up the actual Scheme) notified by the Government under the Foreign Trade Policy 2009-14 as may be amended from time to time (hereinafter referred to as scheme) on the terms and conditions specified in the said Authorisation which term inter alia stipulates production of a Bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). We \_\_\_\_\_ (indicate the name and full address and other particulars of the Bank) (hereinafter referred to as Bank) at the request of the Importer/Exporter do hereby unconditionally and irrevocably undertake to pay the Government an amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered by the Government by reason of any failure on the part of the said Importer/ Exporter of any of the terms or conditions contained in the said Authorisation including the export obligation mentioned therein.

2. We \_\_\_\_\_ (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur or protest, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused or suffered by the Government by reason of breach by the Importer/Exporter of any of the terms or conditions of the said Authorisation. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under these presents.

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the Importer/Exporter in any suit or proceeding pending before any court or Tribunal relating thereto and our liability under these presents being absolute and unequivocal.

4. We, \_\_\_\_\_ (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Authorisation and that it shall continue to be enforceable till all the obligations of the Importer/Exporter under or by virtue of the said Authorisation have been fully discharged to the satisfaction of the Government or till Jt.DGFT/Dy.DGFT, or any Licensing authority for the time being authorised to perform the duties of Jt.DGFT/Dy.DGFT, Ministry of Commerce, New Delhi certifies that the terms and conditions of the said Authorisation have been fully and properly carried out by the Importer/Exporter and accordingly discharges this guarantee. Provided, however, unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_. We shall be discharged from all liability under this guarantee thereafter.

5. We \_\_\_\_\_ (indicate the name of bank), further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder (i) to vary any of the terms and conditions of the said Authorisation and modify the said scheme from time to time or (ii) to extend time of performance by the said Importer/Exporter from time to time or to postpone for any time or (iii) from time to time any of the powers exercisable by the Government against the said Importer/Exporter and to forbear or enforce any of the terms and conditions relating to the said Authorisation and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Importer/Exporter for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the said Authorisation holder or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

That this shall be a continuing Bank Guarantee and shall not be discharged by any change in the constitution of the importer/exporter or of the Bank.

That the guarantor will not revoke the guarantee without prior written consent of the Government.

"Dated the \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ for \_\_\_\_\_ indicate the name of the Bank)"

**Note: "The Bank Guarantee shall be valid till the expiry of the Export Obligation period plus six months."**

## APPENDIX 25 B

### LEGAL AGREEMENT/UNDERTAKING FORMAT

To

The President of India  
acting through the Director General of Foreign Trade (which expression shall be deemed to include the Joint Director General of Foreign Trade/Deputy Director General of Foreign Trade) Ministry of Commerce, Udyog Bhavan, New Delhi - 110 011.

This DEED of Agreement made on \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year

BETWEEN

\_\_\_\_\_ (full expanded name of the Importer/Exporter with complete address) hereinafter referred to as the party which expression shall be deemed to include his/her heirs, successors, administrators and assignee, if the firm is Sole Proprietary firm/jointly and severally all the Partners through their legal heirs, successors, administrators, and assignee as well as the partners where body corporate or not having the control of the affairs of the said firm, if it is Partnership firm/successors in business and assignee if firm is limited company.

AND

The President of India (hereinafter referred to as the Government which expression shall include his successors in office and assigns).

WHEREAS the party has made an application bearing Reference No. \_\_\_\_\_ dated \_\_\_\_\_ for a Authorisation for a value of Rs. \_\_\_\_\_ for import under the \_\_\_\_\_ Scheme (fill up the actual Scheme) (hereinafter referred to as 'Scheme') notified by the Government under the Foreign Trade Policy, 2009-14 as amended from time to time with an Export Obligation of Rs. \_\_\_\_\_.

AND WHEREAS the Government may grant a Authorisation to the party for the full value applied for or for a lesser value as it may be deemed fit and as per the terms and conditions of the Scheme.

AND WHEREAS one of the terms of the Authorisation, which may be issued as above, is that the party is to enter into an agreement/undertaking with the Government on the terms and conditions appearing hereinafter.

AND WHEREAS the party has furnished a Legal Agreement in anticipation of the Government issuing Authorisation as above for an amount of the export obligation imposable as per the Scheme.

AND WHEREAS the party has agreed to perform the export obligation for the quantity and or to the extent of FOB value shown in the aforesaid application or as may be fixed by the Government in the Authorisation/ Sanction/ Approval within the stipulated period by exporting the goods as required under the Authorisation which may be issued.

AND WHEREAS the party has agreed:

- a) to perform the export obligations for the quantity and or FOB value within the period specified in the aforesaid Scheme/Authorisation/Sanction/Approval;
- b) to fulfill all the conditions of \_\_\_\_\_ Scheme under which the Authorisation/Sanction/Approval may be issued;
- c) to fulfill all the terms and conditions of the Authorisation/ sanction /approval which may be issued;
- d) to fulfill the conditions subject to which the goods may be cleared by the Customs authorities including conditions imposed under the relevant Customs notification pertaining to the Scheme;

- e) to send a 'Statement of Exports' to the Regional Authority in original, on a monthly/quarterly/half-yearly basis, within 15 days from the end of the period;
- f) to furnish from a Nationalised / Scheduled bank, in original, a Bank certificate of exports evidencing the exports/ deemed exports of goods made in fulfillment of the export obligation(s) and such other documents as may be demanded by the Regional authorities as evidence for the exports/ deemed exports made;
- g) that in the event of his default in meeting the aforesaid obligations / conditions, he shall pay an amount equal to 15% interest per annum on the amount of duty saved from the date of import of the first consignment till the date of payment.
- h) that the Government may modify the Scheme from time to time.

NOW, THEREFORE THE CONDITIONS OF THE AGREEMENT ARE AS FOLLOWS:

In anticipation of granting the said Authorisation by the Government as aforesaid, the party hereby declare(s) and agree(s):

(i) That the party shall comply with all the obligations under the aforesaid Scheme specified by the Government and the conditions specified in the Authorisation/Sanction/Approval to be issued for import/ export and other conditions specified herein above.

(ii) That if the party fails to fulfil the whole or part of the obligations under the Scheme, including the terms and conditions stipulated in the Authorisation / Sanction/ Approval/ Scheme or fails to furnish any information required under the Foreign Trade (Development & Regulation) Act, 1992, or the Orders made thereunder or the Rules framed thereunder, on the written demand made by the Government of the amount, in whole or part, the party shall forthwith without any demur or protest, pay to the Government the sum demanded.

(iii) That notwithstanding any right Government may have directly against the party in any form and notwithstanding any dispute raised by the party in any form, the Government's written demand to the party shall be final and binding.

(iv) That this Agreement shall continue and shall not be discharged by any change in the constitution of the party.

(v) That in the event of the non-fulfillment of export obligations mentioned in the Authorisation as aforesaid, the party shall on the instructions of the Government hand over the unutilised imported goods to any agency as the Government may nominate, for disposal in any manner. The amount so recovered by sale shall be deposited with the Government towards the fulfillment of export obligations/ conditions, after deducting the normal commissions and other expenses incurred by the said agency. The decision of the agency as to the said amount shall be final and binding on the party. The Bank Guarantee/ Bond executed with the Customs authorities, in such an event, shall also be forfeited.

(vi) The party undertakes to pay simultaneously a sum equivalent to the value of the Authorisation / Sanction/ Approval or to the extent of the value of the imported goods against the said Authorisation / Sanction/ Approval, whichever is higher, by way of liquidated damages to the Government. The decision of the Government shall be final and binding on the party.

(vii) That this Agreement is executed by the party in public interest.

(viii) That the payment of the amount demanded by the government under this Agreement shall not affect the liability of the party to any other action, including the initiation of legal proceedings for confiscation of the imported material and refusal of further Authorisations, and all other liabilities, penalties and consequences under the provisions of the Foreign Trade (Development and Regulation) Act, 1992, and the Orders and Rules made thereunder, that may be decided by the Government.

(ix) That this Agreement shall remain in full force until all the obligations of the party are fulfilled to the full and final satisfaction of the Government as specified above and till such satisfaction is communicated to the party.

(x) That the party irrevocably undertakes that in the event of his default in meeting the aforesaid export obligations / conditions, they shall pay the applicable Customs Duties, 15% interest per annum on the amount of customs duties saved from the date of import of the first consignment till the date of payment to meet the

shortfall in the export obligations as may be imposed on the Authorisation/ sanction/ approval /scheme. In addition to the aforesaid the party shall also abide by the conditions imposed by the relevant Customs notification for the Scheme.

(xi) That the party irrevocably undertakes that in the event of his default in meeting the aforesaid export obligation / conditions, they shall execute a Bank Guarantee for an amount as required by the Government.

(xii) Nothing in this Agreement shall debar the Government from modifying the said Scheme from time to time and/or from implementing any such modified Scheme as if it is in force at the date of this Agreement.

IN WITNESS WHEREOF the party hereto has duly executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_ signed, sealed and delivered by the party in the presence of:

(Signature)\_\_\_\_\_

\_\_\_\_\_  
(full and expanded description of the party with residential address)

Witness: \_\_\_\_\_

( Signature)

1. Name \_\_\_\_\_

Residential \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_

Residential \_\_\_\_\_

Address \_\_\_\_\_

(To be authenticated/affirmed by 1<sup>st</sup> Class Magistrate/Notary Public)

Accepted by me on behalf of the President of India.

( )  
Asstt. DGFT/ Foreign Trade Development Officer



**NOTE FOR GUIDANCE IN THE MATTER OF EXECUTING BANK GUARANTEE (BG) / LEGAL AGREEMENT(LUT)**

1. The Bank Guarantee /Legal Agreement is to be executed and signed by the importer/exporter (party) and the surety Bank (Guarantor) on a non-judicial stamp paper of the minimum value of Rs. 15/-, or any amount as may be prescribed by the concerned State Government under the Indian Stamp Act, 1899 or State Act, as the case may be.
2. Any stamp duty payable on the B.G./LUT or any document executed thereunder shall be borne by the party.
3. If the party is a sole proprietary firm, the Bond/Legal Agreement shall be executed by the Sole Proprietor of the firm, along with his permanent and complete residential address.  
  
"In such a case the expression "Importer/Exporter" or "Party" used in the opening paragraph of the Legal Agreement should include his/her heirs, successors, administrators and assignee".
4. If the party is a partnership firm, the B.G./LUT shall be executed in the name of the partnership firm, through the partners to be specified, or the Managing partner, if so specified in the Partnership Deed, along with the address of the partner/Managing Partner, and the place where the Registered Office of the partnership firm is situated.  
  
"In that case, the expression "Importer/Exporter" or "Party" used in the opening paragraph of the Legal Agreement should include jointly and severally all the partners, through respective legal heirs, successors, administrators and assignee as well as the portions where body corporate or not having the control of the affairs of the said Firm".
5. If the party is a Limited Company, the B.G./ LUT shall be executed by the Managing Director or two Directors of the Company, along with the seal of the Company and also specifying the address of the Registered Office of the Company.  
  
Alternatively the B.G./ LUT shall be executed by a senior executive of the Company of the rank of General Manager and one of the Directors of the Company who have been authorised by the board of Directors for this purpose, along with the seal of the Company and also specifying the address of the Company. In such cases B.G./ LUT shall be countersigned by the Company Secretary.  
  
"In that case, the expression "Importer/Exporter" or "Party" used in opening paragraph of the Legal Agreement should include its successors in business and assignee".
6. Each page of the Bond/Legal Agreement is to be signed.
7. The importer/ exporter shall also give a separate declaration alongwith BG/LUT to the effect that in the event of any change in the Customs Duty based on which the BG/LUT is executed for clearance of the imported goods, he shall execute supplementary BG/LUT for the remaining value at the time of clearance of last consignment, failing which he shall be liable to such action as is considered proper by the Regional/ customs authority.

## APPENDIX 25C

### BANK GUARANTEE FORMAT FOR DEPB SCHEME AND FREELY TRANSFERABLE INCENTIVE SCHEMES OF CHAPTER 3

To,  
The President of India  
Acting through the Director General of Foreign Trade

In consideration of the President of India, acting through the Director General of Foreign Trade (which expression shall be deemed to include the Joint Director General of Foreign Trade/Deputy Director General of Foreign Trade, or any other authority for the time being authorised to perform the duties of Joint Director General of Foreign Trade/Deputy Director General of Foreign Trade), Ministry of Commerce, Government of India, New Delhi (hereinafter referred to as the Government) having notified the \_\_\_\_\_ Scheme\* (fill up the actual specific Scheme) in the Foreign Trade Policy, 2009-14, as amended from time to time (herein after referred to as "Scheme"). The importer/exporter \_\_\_\_\_ (full expanded name of the importer/exporter with complete address and IEC No.) (herein after referred to as 'party', which expression shall be deemed to include his/her heirs, successors, administrators and assignee, if the firm is Sole Proprietary firm/jointly and severally all the Partners through their legal heirs, successors, administrators, and assignee as well as the portions where body corporate or not having the control of the affairs of the said firm, if it is Partnership firm/successors in business and assignee, if firm is limited company) desires to apply for scrip(s) under the Scheme (herein after referred to as scrip(s) for import of the goods allowed under the Scheme) on fulfilling the terms and conditions of the Scheme, which inter-alia stipulates production of a Bank Guarantee in case the party applies for the scrip(s) without submission of the Bank Realisation Certificate or other documents evidencing realisation of export proceeds ( as per terms and conditions of the Scheme). We \_\_\_\_\_ (indicate the name and full address and other particulars of the Bank) (hereinafter referred to as Bank) at the request of the party do hereby unconditionally and irrevocably undertake to pay the Government an amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered by the Government by reason of any failure on the part of the said party to furnish the Bank Realisation Certificate or other documents evidencing realisation of export proceeds (as per the terms and condition of the Scheme) within the time period endorsed in the Scrip(s).

2. We \_\_\_\_\_ (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur or protest, merely on a demand from the Government stating that the amount claimed is due on account of non-realisation of export proceeds or any loss suffered by the Government by reason of breach by the party of any of the terms or conditions of the said Scheme. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under these presents.

3. We undertake to pay to the Government any money so demanded, notwithstanding any dispute or disputes raised by the party in any suit or proceeding pending before any court or Tribunal relating thereto and our liability under these presents is absolute and unequivocal.

4. We, \_\_\_\_\_ (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the scrip(s) and that it shall continue to be enforceable till all the obligations of the party under or by virtue of the scrip(s) have been fully discharged to the satisfaction of the Government or till Jt.DGFT/Dy.DGFT, or any Regional Authority for the time being authorised to perform the duties of Jt.DGFT/Dy.DGFT, Ministry of Commerce, New Delhi certifies that the terms and conditions of the scrip(s) have been fully and properly carried out by the party and accordingly discharges this guarantee. Provided, however, unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ \*\*, we shall be discharged from all liability under this guarantee thereafter.

5. We \_\_\_\_\_ (indicate the name of bank), further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder (i) to vary any of the terms and conditions of the scrip(s) and modify the said scheme from time to time or (ii) to extend time of performance by the said party from time to time or to postpone for any time or (iii) from time to time any of the powers exercisable by the Government against the said party and to forbear or enforce any of the terms and conditions relating to the scrip(s) and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said party, or for any forbearance, act or omission on the part of the Government, or any indulgence by the Government to the scrip holder, or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

That this shall be a continuing Bank Guarantee and shall not be discharged by any change in the constitution of the party or of the Bank.

That the guarantor shall not revoke the guarantee without prior written consent of the Government.

"Dated \_\_\_\_\_ the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_ year \_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ indicate the name of the Bank)"

**Note:** 1. BG/LUT shall be as per paragraph 2.20 of HBP v.1.

2. \* DEPB under Chapter 4/Specific Transferable Incentive Scheme under Chapter 3 of FTP.

3. \*\* The Bank Guarantee shall be valid till the expiry of the time period of 24 months from the date of export (Let Export Order Date). In case of a number of S/Bs filed against one application under DEPB Scheme / Incentive Scheme, 24 months time period shall be from the LEO date of latest S/Bs.

## APPENDIX 25D

### LEGAL AGREEMENT / UNDERTAKING FORMAT FOR DEPB SCHEME AND FREELY TRANSFERABLE INCENTIVE SCHEMES OF CHAPTER 3

To

The President of India

Acting through the Director General of Foreign Trade (which expression shall be deemed to include the Joint Director General of Foreign Trade/Deputy Director General of Foreign Trade/Asst, Director General of Foreign Trade), Ministry of Commerce, Udyog Bhavan, New Delhi - 110 011.

This DEED of Agreement made on \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_ year BETWEEN \_\_\_\_\_ (full expanded name of the Importer/Exporter with complete address and IEC Code No.) hereinafter referred to as the 'party', which expression shall be deemed to include his/her heirs, successors, administrators and assignee, if the firm is Sole Proprietary firm/jointly and severally all the Partners through their legal heirs, successors, administrators, and assignee as well as the portions where body corporate or not having the control of the affairs of the said firm, if it is Partnership firm/successors in business and assignee, if firm is limited company.

AND

The President of India (hereinafter referred to as 'the Government' which expression shall include his successors in office and assigns).

WHEREAS the party desires to apply for scrip(s) (herein after referred to as scrip(s) for import of goods allowed under the Scheme) on fulfilling the terms and condition of the Scheme, which inter-alia stipulates production of a Legal Undertaking (herein after referred to as 'LUT') in case the party applies for the scrip(s) without submission of the Bank Realisation Certificate or other documents evidencing realisation of export proceeds as required under the \_\_\_\_\_ Scheme (Fill up the actual specific Scheme\*) (herein after referred to as 'Scheme') notified by the Government under the Foreign Trade Policy, 2009-14, as amended from time to time, with an obligation to realize the export proceeds (FOB value of exports based on which duty credit shall be allowed under the Scheme) within the time period endorsed on the scrip(s).

AND WHEREAS the Government may grant a Scrip(s) to the party for the full value applied for or for a lesser value, as it may be deemed fit and as per the terms and conditions of the Scheme.

AND WHEREAS one of the terms of the Scrip(s), which may be issued as above, is that the party is to enter into an agreement/undertaking with the Government on the terms and conditions appearing hereinafter.

AND WHEREAS the party do hereby unconditionally and irrevocably undertake to pay the Government an amount not exceeding Rs. \_\_\_\_\_ which is due and payable under this agreement without any demur or protest, merely on a demand from the Government stating that the amount claimed is due on account of non-realisation of export proceeds or any loss suffered by the Government by reason of breach by the party of any terms or conditions of the said Scheme.

AND WHEREAS the party has to furnish a Legal Agreement in anticipation of the Government issuing Scrip(s) as above, based on the obligation to realize the export proceeds against exports, based on which duty credit is to be allowed under the Scheme.

AND WHEREAS the party has agreed to realize the export proceeds to the extent of FOB value to be shown in the scrip(s) or as may be endorsed by the Government in the Scrip(s), within the time period as required under the scrip(s), which may be issued.

AND WHEREAS the party has agreed:

- a) to fulfill all the conditions of \_\_\_\_\_ Scheme (indicate the name of the scheme) under which the Scrip(s) may be issued;
- b) to fulfill all the terms and conditions of the Scrip(s) which may be issued;
- c) to fulfill the conditions subject to which the goods may be cleared for imports by the Customs authorities including conditions imposed under the relevant Customs notification pertaining to the Scheme;
- d) to send a 'Statement of export proceeds realisation' shipping bill wise, to the Regional Authority concerned, in original every 3 months beginning from the date of issuance of individual scrip;
- e) to furnish from a Nationalised / Scheduled bank, in original, a Bank Realisation Certificate (BRC) for the FOB value based on which the scrip(s) to be issued and such other documents as may be demanded by the Regional authorities as evidence for the realisation of export proceeds made;
- f) that in the event of his default in meeting the aforesaid obligations / conditions, he shall immediately pay an amount equal to the duty credit issued. If the party does not pay the amount within 60 days of the expiry of 12 months time period from the date of issue of the scrip, the party shall be required to pay the said amount alongwith 15% interest per annum from the date of issuance of Scrip(s) for the duty credit for which BRC or Documentary evidence (evidencing realisation of export proceeds), as required under FTP or Procedure laid thereunder, could not be produced by the party. In case the party surrenders the unutilized / partially unutilized Duty Credit Scrip, then unutilized / partially unutilized credit shall be deducted from the payable amount.
- g) that the Government may modify the Scheme from time to time.

NOW, THEREFORE THE CONDITIONS OF THE AGREEMENT ARE AS FOLLOWS:

In anticipation of granting the said Scrip(s) by the Government as aforesaid, the party hereby declare(s) and agree(s):

- (i) That the party shall comply with all the obligations under the aforesaid Scheme specified by the Government and the conditions specified in the Scrip(s) to be issued for import and other conditions specified herein above.
- (ii) That if the party fails to realise the whole or part of the export proceeds under the Scheme, including the terms and conditions stipulated in the Scrip(s) or fails to furnish any information required under the Foreign Trade (Development & Regulation) Act, 1992, or the Orders made thereunder or the Rules framed thereunder, on the written demand made by the Government of the amount, in whole or part, the party shall forthwith without any demur or protest, pay to the Government the sum demanded.

(iii) That notwithstanding any right Government may have directly against the party in any form, and notwithstanding any dispute raised by the party in any form, the Government's written demand to the party shall be final and binding.

(iv) That this Agreement shall continue and shall not be discharged by any change in the constitution of the party.

(v) The party undertakes to pay simultaneously a sum equivalent to the duty credit issued by way of liquidated damages to the Government. The decision of the Government shall be final and binding on the party.

(vi) That this Agreement is executed by the party in public interest.

(vii) That the payment of the amount demanded by the government under this Agreement shall not affect the liability of the party to any other action, including the initiation of legal proceedings for confiscation of the imported material and refusal of further Scrip(s) / Authorisation(s), and all other liabilities, penalties and consequences under the provisions of the Foreign Trade (Development and Regulation) Act, 1992, and the Orders and Rules made thereunder, that may be decided by the Government.

(viii) That this Agreement shall remain in full force until all the obligations of the party are fulfilled to the full and final satisfaction of the Government as specified above and till such satisfaction is communicated to the party.

(ix) That the party unconditionally and irrevocably undertakes that in the event of his default in meeting the aforesaid obligation of furnishing the Bank Realisation Certificate evidencing realisation of export proceeds within 12 months time period from the date of issue of the Scrip(s), they shall immediately pay an amount equal to the duty credit issued. If the party does not pay the amount within 60 days of the expiry of 12 months time period from the date of issue of the scrip, the party shall be required to pay the said amount alongwith 15% interest per annum from the date of issuance of Scrip(s) for the duty credit for which BRC or Documentary evidence (evidencing realisation of export proceeds), as required under FTP or Procedure laid thereunder, could not be produced by the party. In case the party surrenders the unutilized / partially unutilized Duty Credit Scrip, then unutilized / partially unutilized credit shall be deducted from the payable amount.

(x) That the party shall also abide by the conditions imposed by the relevant Customs notification for the Scheme in addition to the aforesaid conditions.

(xi) That the party unconditionally and irrevocably undertakes that in the event of his default in meeting the aforesaid condition of export proceeds realisation, they shall execute a Bank Guarantee for an amount as required by the Government.

(xii) The party further agrees with the Government that the Government shall have the fullest liberty without any consent of the party and without effecting in any manner the obligations of the party hereunder: (a) to vary any of the terms and conditions of the scrip(s) and modify the said scheme from time to time or (b) to extend time of performance by the said party from time to time or to postpone for any time or (c) from time to time any of the powers exercisable by the Government against the said party and to forbear or enforce any of the terms and conditions relating to the scrip(s) and the party shall not be relieved from the said liability by reason of any such variation, or

extension being granted to the party for any forbearance, act or omission on the part of the Government or any indulgence by the Government to the scrip holder or by any such matter or thing whatsoever which under the law relating to Legal Undertaking would, but for this provision, have effect of so relieving the party.

IN WITNESS WHEREOF the party hereto has duly executed this Agreement on this \_\_\_\_ day of \_\_\_\_ month \_\_\_\_ year \_\_\_\_\_ signed, sealed and delivered by the party in the presence of:

(Signature) \_\_\_\_\_

(full and expanded description of the party with residential address)

Witness: \_\_\_\_\_

( Signature)

1. Name \_\_\_\_\_

Residential \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_

Residential \_\_\_\_\_

Address \_\_\_\_\_

(To be authenticated/affirmed by 1st Class Magistrate/Notary Public)

Accepted by me on behalf of the President of India.

( \_\_\_\_\_ )

Asstt. DGFT/ Foreign Trade Development Officer

- Note:**
1. Bank Guarantee (BG) / Legal Undertaking (LUT) shall be as per paragraph 2.20 of HBP v.1.
  2. \* DEPB under Chapter 4/Specific Transferable Incentive Scheme under Chapter 3 of FTP.
  3. LUT is required for the application(s) to be filed for DEPB under Chapter 4 of FTP/Specific Transferable Incentive Scheme under Chapter 3 of FTP without furnishing the Bank Realisation Certificate or the documents evidencing realisation of export proceeds (as prescribed for the purpose) at the time of filing application.
  4. \*\* "The LUT shall be valid for a time period of 24 months from the date of export (Let Export Order Date). In case of a number of S/Bs filed against one application either for DEPB or for any specific freely transferable Incentive Schemes under Chapter 3 of FTP, 24 months time period shall be from the LEO date of latest S/Bs."

**NOTE FOR GUIDANCE IN THE MATTER OF EXECUTING BANK GUARANTEE (BG) / LEGAL AGREEMENT(LUT)**

1. The Bank Guarantee /Legal Agreement is to be executed and signed by the importer/exporter (party) and the surety Bank (Guarantor) on a non-judicial stamp paper of the minimum value of Rs. 15/-, or any amount as may be prescribed by the concerned State Government under the Indian Stamp Act, 1899 or State Act, as the case may be.
2. Any stamp duty payable on the B.G./LUT or any document executed thereunder shall be borne by the party.
3. If the party is a sole proprietary firm, the Bond/Legal Agreement shall be executed by the Sole Proprietor of the firm, along with his permanent and complete residential address.

"In such a case, the expression "Importer/Exporter" or "Party" used in the opening paragraph of the Legal Agreement should include his/her heirs, successors, administrators and assignee".

4. If the party is a partnership firm, the B.G./LUT shall be executed in the name of the partnership firm, through the partners to be specified, or the Managing partner, if so specified in the Partnership Deed, along with the address of the partner/Managing Partner, and the place where the Registered Office of the partnership firm is situated.

"In that case, the expression "Importer/Exporter" or "Party" used in the opening paragraph of the Legal Agreement should include jointly and severally all the partners, through respective legal heirs, successors, administrators and assignee as well as the portions where body corporate or not having the control of the affairs of the said Firm".

5. If the party is a Limited Company, the B.G./ LUT shall be executed by the Managing Director or two Directors of the Company, along with the seal of the Company and also specifying the address of the Registered Office of the Company.

Alternatively the B.G./ LUT shall be executed by a senior executive of the Company of the rank of General Manager and one of the Directors of the Company who have been authorised by the board of Directors for this purpose, along with the seal of the Company and also specifying the address of the Company. In such cases B.G./ LUT shall be countersigned by the Company Secretary.

"In that case, the expression "Importer/Exporter" or "Party" used in opening paragraph of the Legal Agreement should include its successors in business and assignee".

6. Each page of the Bond / Legal Agreement is to be signed.
7. Normally the BG / LUT shall have a validity of at least 24 months from the date of LEO. In case a number of S/Bs are filed against one application either for DEPB or for any specific freely transferable Incentive Schemes under Chapter 3 of FTP, 24 months time period shall be from the LEO date of latest S/Bs.



8. In case, extension in time period for export proceeds realisation is allowed by RBI or Authorized Dealers, the exporter shall get the validity of BG / LUT extended accordingly and the original copy of the same shall be submitted to the RA concerned along with the evidence of extension allowed by RBI or the Authorized Dealer.
  
9. Applicant shall have the option to file BG/ LUT against each application or a Revolving BG / LUT. Such a revolving BG / LUT shall be valid at least for a period as stated in the guidelines issued for the purpose. Further the revolving BG/LUT shall be limited to a specific scheme, which means that for an exporter/party filing application for different schemes under the aforesaid laid down guidelines, shall be required to file separate BG/LUT for each scheme. BG/LUT filed in one RA shall not be utilized for BG/LUT to be filed in another RA for different application.

## APPENDIX 26

### CERTIFICATE OF CHARTERED ACCOUNTANT COST AND WORKS ACCOUNTANT/ COMPANY SECRETARY (FOR ISSUE OF EPCG AUTHORIZATION)

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/s.....having IEC number.....and PAN number.....for the licensing period(s).....and hereby certify that:

I. The following documents/ records have been furnished by the applicant firm/company and have been examined and verified by me/us namely: -

(a) Statutory documentation under the Customs Act 1962 and Excise Act 1848, Service Tax Act, Foreign Trade (Development & Regulation) Act 1992; (list out below along with latest copies of relevant documents) :-

- (i)
- (ii)

(b) For export of goods:

- (i) Export Order/Contract,
- (ii) Shipping Bills,
- (iii) Bill of Lading (and/or Airways Bills/PP Receipts),
- (iv) Customs/Bank attested invoices,
- (v) Bank Certificate of exports and realization,
- (vi) GR declaration etc, and
- (vii) Connected books of accounts

(c) For export of services:

- (i) Bank Certificate of direct foreign exchange earning,
- (ii) GR declaration,
- (iii) Forward Inward Remittance Certificates (FIRC)s,
- (iv) Certificate from international credit card companies,
- (v) C.A. certificate for the indirect sources, ( In respect of indirect forex earnings duly certified by Chartered Accountant such as amount received from Travel agents/Tour Operators, Foreign Airlines for stay of Crew and Catering, UN organizations and Diplomatic Missions and Encashment Certificate from authorized dealers and others in terms of DGFT Policy circular no.60/97-2002 dated 24.12.1998).
- (vi) Certified statements from the Banker/Chartered Accountant of Foreign Exchange Earnings and connected books of accounts.

II. The relevant accounting and financial register(s) as prescribed under different Acts and Rules made thereunder have been maintained and authenticated under my/our seal and signature.

III. The information given by the applicant firm/company in the 'Aayaat Niryaat Form' including details on

- (a.) imports/exports made and services rendered,
- (b.) foreign exchange earnings/ realization (both from direct and indirect sources)
- (c.) third party exports
- (d.) deemed exports

Is in agreement with the Foreign Trade Policy 2004-09 and the rules and procedures made there under, the relevant register and records and the books of accounts maintained by M/s..... and their subsidiaries and is also true and correct.

IV. It has been ensured that the information furnished above is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld;

V. Neither I, nor any of my/our partners is a partner, director, or an employee of the above-named entity, its Group companies or its associated concerns.

VI. I/We fully understand that any statement made in this certificate, if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

vii. Details of export of same/similar products made during the Preceding 3 years as in Column 12 of ANF 5A:

Financial Year	FOB Value	
1.	US\$	Rs.
2.	US\$	Rs.
3.	US\$	Rs.

(Signature and Stamp/ Seal of the Signatory)

(Chartered Accountant/ Cost & Works Accountant/Company Secretary)

Name of the Signatory:

Place:

Address:

Date:

Membership No:

If any of the documents of record mentioned in serial number (I) have not been maintained/ furnished, examined or verified, they may please be specified below:-

- 1.
- 2.

**Note:** Each page of this annexure is to be signed by the Chartered Accountant with his registration number.

## APPENDIX 26 A

### CERTIFICATE OF CHARTERED ACCOUNTANT COST AND WORKS ACCOUNTANT/COMPANY SECRETARY (FOR EPCG REDEMPTION)

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/s.....having IEC number..... and PAN number.....for the licensing period(s) .....and hereby certify that:

I. The following documents/ records have been furnished by the applicant firm/company and have been examined and verified by me/us namely: -

(a) Statutory documentation under the Customs Act 1962 and Excise Act 1848, Service Tax Act, Foreign Trade (Development & Regulation) Act 1992; (list out below along with latest copies of relevant documents) :-

- (i)
- (ii)

(b) For export of goods:

- (i) Export Order/Contract,
- (ii) Shipping Bills,
- (iii) Bill of Lading (and/or Airways Bills/PP Receipts),
- (iv) Customs/Bank attested invoices,
- (v) Bank Certificate of exports and realization,
- (vi) GR declaration etc, and
- (vii) connected books of accounts

(c) For export of services:

- (i) Bank Certificate of direct foreign exchange earning,
- (ii) GR declaration,
- (iii) Forward Inward Remittance Certificates (FIRCs),
- (iv) Certificate from international credit card companies,
- (v) C.A. certificate for the indirect sources, ( In respect of indirect forex earnings duly certified by Chartered Accountant such as amount received from Travel agents/Tour Operators, Foreign Airlines for stay of Crew and Catering, UN organizations and Diplomatic Missions and Encashment Certificate from authorized dealers and others in terms of DGFT Policy circular no.60/97-2002 dated 24.12.1998).
- (vi) Certified statements from the Banker/Chartered Accountant of Foreign Exchange earnings and connected books of accounts.

II. The relevant accounting and financial register(s) as prescribed under different Acts and Rules made there under have been maintained and authenticated under my/our seal and signature.

III. The information given by the applicant firm/company in the 'Aayat Niryat Form' including details on

- (i) Direct Exports
- (ii) Third Party Exports
- (iii) Deemed Exports
- (iv) Services Rendered
- (v) Foreign exchange earnings/ realization (both from direct and indirect sources),

is in agreement with the Foreign Trade Policy 2004-09 and the rules and procedures made there under, the relevant register and records and the books of accounts maintained by M/s..... and their subsidiaries and is also true and correct.

IV. It has been ensured that the information furnished is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld;

V. I/We hereby certify that the Shipping Bills contain the relevant EPCG Authorization Number and Date have been verified, in respect of specific export obligation. If the Shipping Bill does not contain EPCG Authorization Number and Date, the documents as per Policy Circular No. 7/2002 are to be submitted.

VI. Neither I, nor any of my/our partners is a partner, director, or an employee of the above-named entity, its Group companies or its associated concerns;

VII. I/We fully understand that any statement made in this certificate, if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

(Signature and Stamp/ Seal of the Signatory)  
(Chartered Accountant/ Cost & Works Accountant)

Place: Name of the Signatory:  
Date: Address:  
Membership No:

If any of the documents of record mentioned in serial number (i) have not been maintained/ furnished, examined or verified, they may please be specified below:-

- 1.
- 2.

**Note: Each page of this annexure is to be signed by the Chartered Accountant with his registration number.**

## APPENDIX - 27

### FORMAT OF PROJECT AUTHORITY CERTIFICATE

NOTE PLEASE SEE PARAGRAPH 4.1.3 OF THE POLICY AND PARAGRAPH 8.2.4 OF THIS HANDBOOK

I ..... (Name and Designation) am duly authorized to issue the Project Authority Certificate. I hereby certify that M/s. .... have been awarded a contract for supply of goods of value, quantity and description mentioned below for total value of Rs..... (in words ..... ) against purchase order No. .... dated .....

It is certified :-

- (a) That supplies under contract No..... Dated..... are to be made in India to a project financed by multilateral or bilateral Agencies/ Funds namely ..... which has been notified by the Department of Economic Affairs, Ministry of Finance vide their Reference No..... Dated ..... and the same is under the procedure of International Competitive Bidding in accordance with the procedure of the above mentioned Agency/Fund, legal agreement of which provides for tender evaluation without including the customs duty in accordance with the provision in Para 8.2(d) and 8.4.4(ii) of the Policy, and that the import content of the order is Rs.(figure and words .....).

Supply and installation of goods and equipment (single responsibility of turnkey contracts) to projects financed by multilateral or bilateral agencies/funds as notified by Deptt. of Economic Affairs, Ministry of Finance under International Competitive Bidding in accordance with the procedures of those agencies/funds, which the bids may have been invited and evaluated on the basis of Delivered Duty Paid (DDP) prices for the goods manufactured abroad.

- (b) That supply of the Capital Goods under the contract to be made to fertilizer plants in India is under the procedure of International competitive bidding in accordance with the Provisions of Paragraph 8.2(e) and 8.4.5 of the Policy and that the import content of the order is Rs.(figure and words .....)
- (c) That supplies under the contract are to be made to a project/purpose namely ....., import to which is permitted at zero customs duty, by the Ministry of Finance vide Notification No.....dt..... but if procured domestically, then the benefit of Deemed Exports has been prescribed in accordance with the paragraph 8.2(f) and 8.4.4 (iii) of the Policy, and that the import content of the order is Rs. (figure and words.....)
- (d) That supply of goods required in connection with petroleum operations undertaken under petroleum exploration licences or mining leases under international competitive bidding is made in accordance with the provisions of paragraph 8.2(f) and 8.4.4(iii) of the Policy and the import content of the order is Rs. (Figures and words .....).

- (e) That supply of the goods under the contract to be made to power project in India is under the procedure of international competitive bidding in accordance with the provisions of paragraph 8.2(g) and 8.4.4(iv) of the Policy and that the import content of the order is Rs.(figures and words.....)
  - (f) That supply of the goods under the contract to be made to refineries in India is under the procedure of international competitive bidding in accordance with the provisions of paragraph 8.2(g) and 8.4.4(v) of the Policy and that the import content of the order is Rs.(figures and words.....)
  - (g) That supply of the goods to projects funded by UN agencies in accordance with the provisions of paragraph 8.2(i) and 8.4.6 of the Policy. and that the import content of the order is Rs.(Figures and words .....
  - (h) That supply of goods to specified nuclear power projects under the procedure of Competitive Bidding is made in accordance with the provisions of paragraph 8.2(j) and 8.4.7 of Policy, and the import content of the order is Rs. (Figures and words .....
2. It is further certified that the contract No ..... Dated..... in respect of ..... (Name of the project) has been awarded to M/s..... as the Indian/ Foreign main contractor and M/s..... are the sub-contractor, whose name is also included in the main contract. The description, quantity of the goods as described below to be supplied to us directly by the sub-contractor or to be supplied by the sub contractor to the main contractor is shown in the main contract and is in accordance with the relevant Policy/Procedure applicable to such contracts. It is further certified that the payment in respect of the goods to be supplied by the sub-contractor will be made directly by us/ main contractor in Indian Rupees.

(Relevant only for contract at Paragraph 1(a), (b),(c),(e),(f), (g) and (h) for which Annexure-I to Appendix-27 be furnished.)

**PARTICULARS OF SUPPLIES TO BE MADE**

a) By the main contractor

S.No.	Description of item to be supplied	Quantity
(1)	(2)	(3)

b) By the sub-contractor

S.No.	Description of item to be supplied	Quantity
(1)	(2)	(3)

3. It is also certified that no other similar certificate to any other party has been granted for the same supplies detailed above, under the same contract referred to above.

Signature :.....  
 Name and Designation :.....  
 Name of the project :.....

Place: Seal.  
 Date:

Note:

- (1) Delete whichever is not applicable.
- (2) Each Project Authority Certificate should bear a serial number.
- (3) This certificate is to be signed by the Chief Executive of the project concerned or by a senior officer specifically authorised by him for this purpose whose name, designation are circulated to the Port Licensing Authority concerned. The responsibility for sending timely advice of changes in the names of the nominated officers will solely rest with the project authority concerned.
- (4) In the case of supplies to be made by a sub-contractor whose name is included in the main contract, his name should also compulsorily be indicated in para 2 with details of supplies to be made by him, alongwith the name of the main contractor.
- (5) In cases, where licences are to be obtained from more than one licensing authority in respect of supplies covered by the same Project Authority Certificate, a self certified copy of the Project Authority Certificate ( PAC ) in place of the original PAC may be accepted by the licensing authority. This will be certified by an officer who is authorized to file an application for licences on behalf of the company. While submitting the self certified PAC, the officer concerned will also intimate where the original PAC has been submitted so that the licensing authority may correspond with the other licensing authority, in case of need.
- (6) In case of supplies under Lease financing agreement, the Project Authority certificate shall be jointly signed by the Project Authority and Lease financing.



**CERTIFICATE BY THE MAIN CONTRACTOR TO THE SUB CONTRACTOR**

It is certified that the contract No. .... dated ..... in respect of ..... (Name of the project) has been awarded to M/s ..... as the Indian/Foreign main contractor and M/s ..... as the sub-contractor, whose name is certified in the main contract. The description and quantity of the goods as described below to be supplied directly by the sub-contractor to the project authority or to be supplied by the sub-contractor to the main contractor is shown in the main contract and is in accordance with the relevant Policy/procedure applicable to such contracts. It is further certified that the payment in respect of the goods to be supplied by the sub-contractor will be made directly by the Project Authority/ us.

**PARTICULARS OF SUPPLIES TO BE MADE**

(a) By the main contractor

S.No.	Description of item(s) to be supplied	Quantity	Value	CIF Content

(b) By the sub-contractor

S.No.	Description of item(s) to be supplied	Quantity	Value	CIF Content

Signature: \_\_\_\_\_  
Name of Authorised Signatory: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Name of Main Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## APPENDIX 28

### PROFORMA FOR SEEKING CLARIFICATIONS ON FOREIGN TRADE POLICY

1. Name and address of the applicant seeking clarification. : .....
2. IEC code number : .....
3. Brief subject of clarification : .....
4. Source (whichever is applicable)
  - a) Foreign Trade Policy: paragraph(s) : .....
  - b) Handbook (Vol.1): paragraph(s) : .....
  - c) ITC(HS)-Import ITC Code: .....
  - d) ITC(HS)-Export Product : .....
  - e) Others ITC Code: .....
  - Product : .....
5. Current provision : .....
6. Clarification sought : .....

Signature of the Applicant : .....

Name : .....

Designation : .....

Official Address : .....

Place: ..... Tel. No. : .....

Date: ..... E-mail Address : .....

## APPENDIX 29

### PROFORMA FOR SUBMISSION OF GRIEVANCE REPRESENTATION

1. Name of the Applicant : .....
2. Address: : .....
3. Grievance subject: Details may be mentioned (use additional sheets, if required)
4. Particulars of file/ correspondence : .....  
Ref No./date of DGFT or its regional office, if any:
5. Whether the head of the concerned regional licensing office has been approached Yes [ ] No. [ ]  
if so, furnish particulars/ decision, if any, taken . : .....
6. Any other remarks : .....

Signature of the Applicant : .....

Name in Block Letters : .....

Designation : .....

Place: ..... Tel. No. : .....

Date: ..... E-mail Address : .....

## APPENDIX 30

### ADVANCE RELEASE ORDER (ARO) / INVALIDATION LETTER FORMAT

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DEPARTMENT OF COMMERCE

Office of the

File No

Date

Advance Release Order / Invalidation letter\*\* No

Date

1. Name and address of the applicant
2. Authorisation no.  
Date
3. Name and address of the Indigenous Producer / STE\*
4. Items to be supplied by Indigenous producer / STE\*

S.No.	Items to be procured	Qty (in figures and words)	Value (in figures and words)
1.			
2.			
3.			
4.			

5. Regional Authority of the Indigenous Producer / STE\*

- Note:
- a) This Advance Release Order / Invalidation letter\*\* shall be produced in original to above-mentioned indigenous producer / STE\* for supply of goods as per above details.
  - b) This Release Order / Invalidation letter will be valid upto -----.
  - c) The material received by the holder of this Release Order/ Invalidation letter\*\* shall be subject to the same conditions as applicable to the authorisations issued under Advance authorisation / DFIA against which this Advance Release Order / Invalidation letter\*\* has been issued.
  - d) Both quantity and value shall be limiting factor.

Yours faithfully,

Asstt. Director General of Foreign Trade/  
Foreign Trade Development Officer

Security Seal

Endt.No..... Dated .....

- (i) Jt./ Dy. Director General of Foreign Trade ..... ( Name and address of the Regional Authority of indigenous producer / STE\* ).
- (ii) M/s. .... (Name and address of the indigenous producer / STE\* ) for necessary action.

Asstt. Director General of Foreign Trade/  
Foreign Trade Development Officer

Details of materials supplied under above Advance Release Order / Invalidation letter\*\*

Sn. No.	Description of goods	Quantity supplied		Value of goods	
		In figures	In words	In figures	In words
1.					
2.					
3.					

We confirm having supplied the goods as per details above.

Signature  
( Name and address of indigenous producer/ STE\* )

We confirm having received the goods as per details above.

Signature  
(Name and address of the Advance Release Order / Invalidation letter\*\* holder)

**Note:**

\* Strike out whichever is not applicable.

\*\*Strike out whichever is not applicable.

## APPENDIX - 30A

### Export Obligation Period for Specified Inputs.

(Please see paragraph 4.22 of HBP v1.)

Sl. No.	Input Item(s) along with Remarks, if any.	Export Obligation Period
1)	<u>Spices</u> (a) Import of Spices for Value Addition purpose like crushing / grinding /sterilisation or for manufacture of oils and oleoresins of pepper; cardamom and chillies and not for simple cleaning, grading, repacking etc.	120 days from the date of clearance of first consignment by Customs Authority. However, for imports completed up to 31.12.2008, Export Obligation Period (EOP) shall be 150 days from the date of clearance.
	(b) Spices (other than pepper, cardamom and chillies) for manufacture of Spice oils and Oleoresins.	12 months from the date of clearance of first consignment by Customs Authority.
	(c) Other than (a) & (b) above.	90 days from the date of clearance of first consignment by Customs Authority.
2)	Drugs (with a specific export order and pre-import condition).	6 months from the date of clearance of first consignment by Customs Authority.
3)	Penicillin and its salts [ITC(HS) Code No. 29411010]	6 months from the date of clearance of first consignment by Customs Authority.
4)	Tea	6 months from the date of clearance of first consignment by Customs Authority.
5)	Coconut Oil	90 days from the date of clearance of first consignment by Customs Authority.

**APPENDIX 31**

**FORMAT OF IMPORT CERTIFICATE UNDER INDO US MEMORANDUM**

No.DGFT ..... /2005-06

GOVERNMENT OF INDIA  
IMPORT CERTIFICATE

1. Exporter (Name & Address)

2. Importer (Name & Address)

Description of Goods	Quantity	Value

It is certified that the importer named above has undertaken:

- To import the item into India and not to redirect it or any part of it, to another destination before its arrival in India.
- To provide, if asked, verification that possession of the item was taken.
- Not to re-export the item without the written approval of the Certificate Issuing Authority.
- Not to retransfer within India the item(s) specified in this Certificate without the written approval of the Certificate Issuing Authority.
- To obtain permission in writing from the Certificate Issuing Authority prior to any change in end-user which shall be preceded by the new end-user notifying the Certificate Issuing Authority that he/she agrees to the conditions contained in this document.

Date .....

Signature.....



Designation.....

Note: This import certificate is not a substitute for import Licence in respect of the items mentioned as restricted under ITC(HS) and an import licence, in addition to this Certificate, will have to be obtained wherever required for such items

**APPENDIX 31-A**

**FORMAT OF END USER CERTIFICATE UNDER PARA 2.11 A OF HBPV1**

No.DGFT ..... /2005-06

GOVERNMENT OF INDIA  
IMPORT CERTIFICATE

1. Exporter (Name & Address)

2. Importer (Name & Address)

Description of Goods	Quantity	Value

It is certified that the importer named above has undertaken:

- To import the item into India and not to redirect it or any part of it, to another destination before its arrival in India.
- To provide, if asked, verification that possession of the item was taken.
- Not to re-export the item without the written approval of the Certificate Issuing Authority.
- Not to retransfer within India the item(s) specified in this Certificate without the written approval of the Certificate Issuing Authority.
- To obtain permission in writing from the Certificate Issuing Authority prior to any change in end-user which shall be preceded by the new end-user notifying the Certificate Issuing Authority that he/she agrees to the conditions contained in this document.

Date .....

Signature.....



Designation.....

**Note:** This import certificate is not a substitute for import Licence in respect of the items mentioned as restricted under ITC(HS) and an import licence, in addition to this Certificate, will have to be obtained wherever required for such items



## APPENDIX 32 A

### FORMAT OF CHARTERED ENGINEER CERTIFICATE FOR EPCG SCHEME

(To be furnished on the letterhead of the Chartered Engineer)

**A.** I have examined the applicant firm's/company's import requirement for the Capital Good(s) with respect to their nexus with the pre production/production/post production activity undertaken by the firm/company and with reference to their endorsement in SSI/Industrial Licence/IEM as mentioned in 'Aayaat Niryaat Form' and I hereby certify that the Capital Good(s) proposed to be imported under EPCG Scheme by M/s. \_\_\_\_\_ having IEC number ----- and PAN number----- is/are required for use at the pre production/production/post production stage for manufacture of the export product(s)/rendering service(s) as per the details given below:-

1. Name, Model Number and Technical Description of the Capital Good (s) to be imported
2. Quantity required with justification thereof
3. Export products /Services rendered to which Capital Good(s) is/are related
4. End use of Capital Goods(s) for export product(s) and the stage where and how to be used
5. Stepwise Process/Flow Chart

**B.** I have examined the applicant firm's/company's declaration on the wastages anticipated at the time of installation of capital goods and certify that the wastage claimed by the applicant i.e. \_\_\_\_\_(item-wise percentage where wastage is being claimed) is reasonable. (Please strike off, if not applicable)

Signature & Seal of Chartered Engineer  
Place  
Date  
Registration Number  
Official Address  
Official Telephone  
Residential Address  
Name & Address of the Institution with which  
registered

**Note**

1. Additional sheets, wherever required, may be attached.
2. Each individual page of the Certificate has to be signed by the Chartered Engineer.

## **APPENDIX 32 B**

### **FORMAT OF CHARTERED ENGINEER CERTIFICATE FOR FIXATION OF SION**

(To be furnished on the letterhead of the Chartered Engineer)

I have examined the applicant company's import requirements of raw materials etc. with regard to their technical description/ specification and the quantity against each item of import as given in 'Aayat Niryaat Form' and having due regard to proper technical norms of consumption and after technical scrutiny of relevant designs and drawings of the export product, I hereby certify that they are correct in all respects and are actually required for the execution of the export item for which the application is made.

Signature & Seal of Chartered Engineer

Place

Date

Registration Number

Official Address

Official Telephone

Residential Address

Name & Address of the Institution with which registered

## APPENDIX 33

### INFORMATION TO BE SUBMITTED FOR FIXATION OF STANDARD INPUT OUTPUT NORMS

**(I) CHEMICALS PRODUCTS, DRUGS AND PHARMACEUTICALS**

- a) Step-wise Manufacturing Process.
- b) Complete Chemical reactions with molecular and structural formula and molecular weights along with stage-wise % yields on molar basis.
- c) Material balance (Stoichiometric Balance Details) for the entire manufacturing process.
- d) Requirement and recovery of solvents used in the entire manufacturing process at each step.
- e) Authentic technical literature/catalogue in support of percentage yield claimed in the entire manufacturing process.
- f) Details of by-product/co-products formed in the above process with their quantities and values
- g) Details of solvents charged, recovered and consumed in each step of the manufacturing process in terms of quantity.
- h) Collaborator's guaranteed norms, if any.
- i) Percentage purity of finished product and raw materials and percentage of any diluent/moisture etc. in the export product.
- j) End use of the chemical intermediates being exported. In case of the drug intermediate, the name of the bulk drug where the same is to be used should be indicated.
- k) Copy of the valid drug manufacturing licence, wherever applicable.
- l) Standard technical literature pertaining to the process as well as yields in case of new drug molecules being exported. This technical material can be by way of standard references – Chemical Abstracts, Journal of Organic Chemistry and the like or copy of the relevant patent.
- m) Pharmaceutical references whether the export product is of USP, BP etc.

**(II) ENGINEERING PRODUCTS**

- a) Model number, technical specification and specific quantity-both in terms of number (if any) and/or weight, of each export product
- b) Details technical Note on manufacturing process.
- c) Drawings/catalogues of each export product.
- d) Weight of each product (if the inputs include raw material).

## **IMPORT ITEMS**

### **A. COMPONENTS**

- i) Technical characteristics/part numbers, if any.
- ii) Assembly drawings/diagrams of the resultant product showing placement of components.
- iii) Usage of the components.
- iv) Weight of the components
- v) Bifurcated quantities of components to be accounted for in the resultant product and the requirement of components as spares.

### **B. RAW MATERIALS/ CONSUMABLES**

- i) Grade /composition/ range/ thickness etc.
- ii) Detailed calculation for the quantity of each raw material, supporting drawings and net weight of each item to be fabricated/manufactured from the said raw material.
- iii) Stage wise details on the net content in the resultant product with complete justification thereof.

### **(III) TEXTILE PRODUCTS**

- a) Detailed drawings of the Items of manufacture i.e. export product;
- b) Justification for wastages claimed in regard to the items to be imported;
- c) Justification for import of particular grade/specification/ dimension etc., of the raw material applied for; etc.

### **(IV) PLASTIC/ RUBBER PRODUCTS**

- a) Detailed manufacturing process alongwith technical justification for wastages claimed at each stage of manufacturing process.
- b) Technical descriptions/specifications including size, thickness and weight range of plastic/rubber etc. of the products to be exported along with small samples of export product.
- c) Chemical name of Processing Aid, Blowing Agent & pigment proposed to be imported.
- d) Whether the scrap generated in the process is being reused or not. If not the technical justification for its non-use may be furnished. If the scrap is being sold, the sale value/commercial value may be indicated.
- e) Percentage of rubber compound in the export product.
- f) Percentage composition of rubber compound in terms of different constituents.
- g) Percentage composition by weight of constituents in formulated/ blended products.

### **(V) PESTICIDES**

- a) Manufacturing process for pesticides for both technical grade as well as formulation, as the case may be.

- b) Detailed chemical reactions and material balance along with molecular weight of the reactants, % yield and wastages at different stages of manufacturing process supported by authentic/printed technical literature.
- c) Details of by-products, if any, formed during the reaction alongwith its recovery in terms of quantity and value.
- d) Percentage purity of finished product and raw materials and percentage of any diluent/moisture etc. in the export product.
- e) Registration Certificate issued from Central Insecticides Board for the manufacture of pesticides (technical grade) and also pesticides formulations.

**(VI) PAINTS/ SURFACE COATINGS/ PRINTING INKS**

- a) Percentage solid resin content in the export product.
- b) Percentage pigment content in the export product.
- c) Percentage volatile content in the export product.

**(VII) DYES & DYE INTERMEDIATES**

- a) Manufacturing process, material balance and flow chart.
- b) Balanced chemical reaction showing all the reactants, product and by-products(s) with their molecular formulas and molecular weights.
- c) Stage-wise % yield in respect of each reactant along with justification.
- d) Authentic/ printed technical literature in support of yield or quantity of items applied for import.
- e) Details of solvents charged during the process, quantity recovered and loss in process and recovery.
- f) Details of by products formed during the process and their recovery in terms of quantity and value.
- g) Details of standardization and % dye content of export item.
- h) Colour Index No. and Hue No. of Dyes

**(VIII) PAPER AND PAPER PRODUCTS**

- a) GSM of item of export/ import
- b) Coating composition in case of coated paper and percentage coating weight in the export product.

## APPENDIX 34

### INFORMATION TO BE SUBMITTED IN CASES WHERE STANDARD INPUT OUTPUT NORMS ARE NOT FIXED AND APPLICATION IS PREFERRED UNDER PARAGRAPH 4.4.2 OR 4.7 OF HBP (v 1).

1. Details of Items required for manufacture of one Unit of Export Product:

**(a) Imported inputs:**

S. No.	Required import item			Quantity required per unit of resultant product	Purpose of requirement *	Wastage claimed (%age) on net content basis.	Recoverable wastage/by product		
	Description	Technical Characteristics	ITC(HS) Code				Name	Quantity	value

\* Purpose of requirement should be indicated against each item whether the same is required as raw material, components, consumables solvents, catalysts, packing material etc.

**(b) Indigenous inputs**

S. No.	Required import item			Quantity required per unit of resultant product	Purpose of requirement *	Wastage claimed (%age) on net content basis.	Recoverable wastage/by product		
	Description	Technical Characteristics	ITC(HS) Code				Name	Quantity	value

2. Production and consumption data of the manufacturer/supporting manufacturer (of preceding three licensing years duly certified by the Chartered Accountant/Cost and Works Accountant/Jurisdictional Central Excise Authority +)

+ In case there is no past production, the Jurisdictional Central Excise Authority shall certify the production and consumption data on the basis of production batch sheets and for this purpose the firm shall maintain separate record of batch data for inputs consumed in the manufacture of the export product.

Year	Total production of the resultant product	Quantity of different Items consumed	Quantity consumed/unit production
(1)	(2)	(3)	(4)

3. Particulars of the authorisations obtained in the past and ratified by NC (with or without modification) for the same export product covered under this application.

S. No .	Authorisation No & Date	Description of export product	Description of import items	Import item qty per unit of export product (as applied for)	Import item qty per unit of export product (as approved by NC while ratifying licence)	NC meeting No & Date when approved
(1)	(2)	(3)	(4)	(5)	(6)	(7)

4. Please furnish technical details as per Appendix 33 depending upon the resultant product. Please confirm.
5. a) FOB value of exports in the preceding licensing years  
b) CIF value of Authorisations already obtained under paragraph 4.7  
c) Balance entitlement as per paragraph 4.7.1

#### CHARTERED ENGINEER CERTIFICATE

I have examined the applicant company's import requirements of raw materials, components etc with regard to their technical description/ specification and the quantity against each item of import and having regard to proper technical norms of consumption and after technical scrutiny of relevant designs and drawings, I hereby certify that they are correct in all respects and are actually required for the execution of the export/supply contracts for .....

The list of Items covers \_\_\_\_\_ pages and contains \_\_\_\_\_ items for a total value of Rs. \_\_\_\_\_ (in free foreign exchange \_\_\_\_\_ )

Signature & Seal of Chartered Engineer

Place  
Date

Registration Number  
Official Address  
Official Telephone  
Residential Address

Name & Address of the Institution with which registered

## APPENDIX 35

### FORMATS FOR CLAIMING DUTY DRAWBACK ON ALL INDUSTRY RATES/FIXATION OF DRAWBACK RATES/ REFUND OF TERMINAL EXCISE DUTY

#### DBK I STATEMENT

Description of the Export Product supplied \_\_\_\_\_ Bill of Materials\* issued for manufacture of (No. of units of the export product).

\*(Bill of materials should consist of raw materials and components going into the manufacture of export product supplied and the actual packing materials used).

S. No.	Name of the material/ component	Quality	Technical characteristics	Whether imported or indigenous	Unit	Gross qty. required	<u>Wastage Qty</u>	
							Irrevo cable	recover able
1	2	3	4	5	6	7	8	9

Sale Price of waste per unit of Qty	By Product/ co-product		Net wt. of the material	Remarks
	Qty.	Sale value per unit		
10	11	12	13	14

Give convenient units by which goods are invoiced for export (e.g. per ton, per dozen/Pcs., per Sq. meter etc).

Notes:-

1. The Units of quantity to be furnished in Col.6 should be given in such a manner that it could be related to Statements II and III respectively.
2. Maintenance stores/materials such as lubricating oil, greases, fuel etc. which are employed to run the machinery and plant should be excluded.
3. The data for packing materials should be for the same unit quantity for which data for export product for raw materials and components have been given.
4. Only those raw materials/components etc. to be indicated for which proof of payment of Customs/Central Excise duties is shown in DBK-II/III. Details of such inputs need not be given where no benefit of duty paid is claimed because of MODVAT or absence of proof of duty. Only a brief mention of such inputs being used would be sufficient.



**CERTIFICATE REQUIRED FOR DBK I STATEMENT**

1. On behalf of the applicant, I hereby certify that the materials as mentioned above are actually required and being used for production of export product.

Station \_\_\_\_\_ Signature \_\_\_\_\_  
(Name & Designation of the Chief  
Executive/Production incharge  
(with seal.)

Dated \_\_\_\_\_

II. It is certified that (To be given by an independent Chartered Engineer):

- a) The consumption of various materials shown in DBK-I has been examined by us and these are actually required and being consumed in the factory of production for manufacture of export product supplied as checked by us on verification of the production process and relevant technical and related documents.
- b) The imported materials above shown in DBK-I are being actually used in the manufacture of the export product supplied and are not being substituted by indigenous materials;
- c) The wastage /co-product/by-product claimed are as per production process in the factory. There is no suppression of co-product/by-products. The wastages claimed in our views are reasonable and are comparable to the general norms for the industry. Where wastages are considered high, an indication of the normal wastage in the industry has been indicated by us, under 'Remarks' column.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Place \_\_\_\_\_  
Date \_\_\_\_\_

Branch of Engg.  
in which qualified: \_\_\_\_\_

Name & Address of the institution : \_\_\_\_\_  
under which Chartered Ref.No.and date \_\_\_\_\_  
of membership. \_\_\_\_\_

## DBK II STATEMENT

Direct import of materials/components made by the manufacturer and foreign materials obtained locally by the manufacturer during the period commencing three months prior to the date of supply /first supply upto the date of application, for manufacture of \_\_\_\_\_ (Name of export product supplied).

S.No.	Description	Technical characteristics	S.No. in DBK 1 statement	B/E No. & date under which imported	Name of the Customs House	Unit	Qty. imported originally	Assessable value
1	2	3	4	5	6	7	8	9

Heading No. in Customs Tariff Act, 1975	Rate of duty	Country from which imported and name of supplier	Is assessment final	Basic duty + Additional Customs Duty	Name and full address of the supplier in case the foreign material/ Components obtained locally	Remarks
10	11	12	13	14	15	16

**Notes:**

1. If any of the materials mentioned above have also been procured from indigenous origin, this must be specifically stated in remarks column and full details of the procurement alongwith proof of payment of duty should be furnished in DBK-III statement, even if it is claimed that they are not used in the products exported.
2. Minor items which do not contribute to any significant proportion to the expected drawback rates may be ignored, at the discretion of the applicant.
3. If the assessment against any B/E is not final the nature of dispute may be clearly indicated supported by appropriate letter from concerned customs authorities. Normally no DBK is admitted for provisionally assessed B/Es.
4. Refund application made against any B/E, with details must be indicated.
5. Stock position of the above materials/Components also to be given separately (in linked statement II-A).

**CERTIFICATE REQUIRED FOR DBK II STATEMENT**

Certified that the particulars mentioned in this statement are correct to the best of my knowledge and belief and no claims for refund of duty in respect of any of the above mentioned bills of entries (other than whose details are furnished) has been or will be lodged with the Customs Authorities.

Signature and Stamp of independent  
Chartered Accountant/Cost Accountant

Place:  
Date:

Signature \_\_\_\_\_  
(Name & Designation of the Chief Executive/  
Production incharge (with seal)

## DBK II A STATEMENT

Details of procurements relating to stock of imported materials as on commencement \*date (\*the date three months prior to the date of supply/first supply required for the manufacture of \_\_\_\_\_(Name of export product supplied).

S.No.	Description	Technical Characteristics	S.No. in DBK I statement	B/E No. and date covering the imported stock	Name of the Customs House	Unit	Qty. imported originally	Assessable value
1	2	3	4	5	6	6A	7	8

Heading no. in Customs Tariff Act, 1975	Rate of duty	Country from where imported & name of supplier	Is assessment final	Basic duty + Addl. customs duty	Name and full address of the supplier in case the foreign materials/ components obtained locally	Stock as on _____	Remarks
9	10	11	12	13 13A	14	15	16

Note:-

1. In this statement furnish details of stock of all the imported inputs mentioned in statements II which were in stock 3 months prior to the date of shipment/first shipment of the export product and how these were imported/procured. (Actual stock to be given under Col.15, with procurement details in other Columns).
2. If the assessment for any of the inputs in stock as shown is not final, the nature and current status of dispute may be clearly indicated. (Normally no DBK for provisionally assessed B/E are admitted).
3. Refund applications made if any for procurement shown in stock with details to be indicated.
4. Photocopies of all Bills of Entries mentioned above must be enclosed.

**CERTIFICATE REQUIRED FOR DBK II A STATEMENT**

Certified that the particulars mentioned in this statement are correct to the best of my knowledge and belief and no claims for refund of duty in respect of any of the above mentioned bills of entries has been or will be lodged with the Customs Authorities.

Signature and Stamp of independent  
Chartered Accountant/Cost Accountant

Signature \_\_\_\_\_  
(Name & Designation of the Chief Executive/  
Production Incharge (with seal))

Place:  
Date:

### DBK III STATEMENT

Materials/Components of Indian Origin obtained by the manufacturer during the period commencing three months prior to the date of supply /first supply upto the date of application for the manufacture of \_\_\_\_\_ (Name of export product supplied).

Sl. No.	Description	Technical Characteristics	S.No. in DBK-I statement	Unit	Qty purchased	Assessable value	Central excise Tariff Heading no.
1	2	3	4	5	6	7	8

Effective rate of duty paid	Amount of duty paid	Name and address of supplier	Invoice No. and date	Is assessment on duty final	Remarks
9	10	11	12	13	14

Notes:-

1. In this statement details of only those items which are chargeable to the excise duty to be given for which proof of Central Excise duty can be established by Invoices.
2. Materials/Components specified in Drawback II Statement if these are also of indigenous origin and procured locally should be included in this statement, whether dutiable or not. This is irrespective of the fact whether the said materials/components are used for export production or not. Where the said materials/components are claimed to be only for manufacture of goods for local sales and not for exports, this should be specifically indicated in the 'Remarks' column, against the respective serial number of the said material/component.
3. The particulars of Invoice numbers and date where the applicant is the consignee should be furnished under col.11. Photocopies of all Invoices for inputs which are subject to Central Excise Duties of 20% or higher and some representative copies for other Invoices must be enclosed.
4. If the assessment which is not final or duty is paid under protest the extent of dispute may please be clearly indicated (copy of S V B Order to be attached).
5. Refund applications made if any against any Invoice with Details, to be indicated.

**CERTIFICATE REQUIRED FOR DBK III STATEMENT**

Certified that the particulars mentioned in this statement are correct to the best of my knowledge and belief and no claims for refund of duty in respect of any of the above mentioned materials/components procured against Invoices/ subsidiary Invoices has been or will be lodged with the Central Excise Authorities.

Signature and Stamp of independent  
Chartered Accountant/Cost Accountant

Signature \_\_\_\_\_  
(Name & Designation of the Chief Executive/  
Production incharge) (with seal)

Place:  
Date:

### **STATEMENT DBK III A**

Details of procurements relating to stocks of indigenous materials as on commencement to (the date three months prior to the date of supply/first supply)

S. No.	Description	Technical Characteristics	S.No. in DBK-I statement	Unit	Qty purchased originally	Assessable value	Central Excise Tariff heading no.
1	2	3	4	4A	5	6	7

Effective rate of interest	Amount of duty paid	Name and address of supplier	Invoice No. and date	Is assessment of duty final	Stocks as on _____	Remarks
8	9	10	11	12	13	14

Notes:-

1. In this statement furnish details of stock of all the indigenous materials mentioned in statements I & III which were in stock three months prior to date of shipment/first shipment of the export product and how these were procured (including Invoices Nos.etc.).
- 1A In this statement details of only those items which are chargeable to the Excise Duty may be given for which proof of payment of Central Excise duty can be established.
2. The particular of Invoice number, date etc. should be furnished in Column 11.
3. If the assessment which is not final or duty is paid under protest the extent of dispute may please be clearly indicated.
4. Refund applications made, if any with details to be indicated.



**CERTIFICATE REQUIRED FOR DBK III A STATEMENT**

Certified that the particulars mentioned in this statement are correct to the best of my knowledge and belief and no claims for refund of duty in respect of any of the above mentioned materials/components has been or will be lodged with the Central Excise Authorities.

Signature and Stamp of independent  
Chartered Accountant/Cost Accountant

Signature \_\_\_\_\_  
(Name & Designation of the Chief Executive/  
Production incharge) (with seal)

Place:  
Date:

**APPENDIX 36**

**END USE CUM END USER CERTIFICATE IN CASE OF EXPORT OF SCOMET ITEMS**

**(TO BE SUBMITTED ON THE LETTERHEAD OF THE END USER)**

I /We (name of the end user) \_\_\_\_\_  
Certify that we are importing (name of the SCOMET item) \_\_\_\_\_  
From (name and address of the exporter) \_\_\_\_\_  
Against our purchase order No \_\_\_\_\_ date \_\_\_\_\_ as capital equipment/ Component / raw material  
/ other use (specify) \_\_\_\_\_  
For the manufacture of (end product) \_\_\_\_\_ which will be used for (state specific  
use)\* \_\_\_\_\_.  
(\* if more than one use then enclose self certified list )

I/we further certify that the items detailed in the referenced purchase order will not be used for any purpose other than the purpose (s) stated above and that such use shall not be changed nor the items modified or replicated without the prior consent of the Government of India. And further, if required, post installation verification shall be allowed.

The end-user shall not himself, or through another, cause the items, or replicas, or derivatives thereof to be re-transferred / sold without the knowledge / consent of the Government of India, to any party within (name of the country) \_\_\_\_\_ / or outside it.

I/We also certify that the above items imported by us shall not be used for any purpose that relates to the development of Weapons of Mass Destruction.

I/we also certify that all the facts contained in this certificate are true and correct to the best of my knowledge and belief and that I/we do not know of any additional facts that are inconsistent with this certificate.

Place:

\_\_\_\_\_  
Signature of end-user / authorised signatory  
of the end-user with stamp and seal

Date:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address & e-mail: \_\_\_\_\_

## CERTIFICATION ON BEHALF OF THE RECEIPT STATE

**(For Schedule 3 Chemicals of CWC, viz . Category 1 C of SCOMET list)  
(To be filled for transfers of Schedule 3 Chemicals to states not party to the Convention)**

It is hereby certified that the transferred Chemical referred to above will be used only for purposes not prohibited / disallowed under the Chemical Weapons Convention and shall not be transferred to any other person or re-exported from the recipient country.

Name of the chemical (IUPAC nomenclature)	Quantity

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation / State: \_\_\_\_\_

Address: \_\_\_\_\_

## APPENDIX 37A

### LIST OF EXPORT ITEMS ALLOWED UNDER VISHESH KRISHI AND GRAM UDYOG YOJANA (VKGUY)

Sl. No.	CATEGORY	Admissible Date of Export
1	<b>TABLE 1: VKGUY PRODUCTS</b>	<b>27.8.2009</b>
2	<b>TABLE 2: SPECIAL VKGUY PRODUCTS</b>	<b>27.8.2009</b>
3	<b>TABLE 3: NEW VKGUY PRODUCTS</b>	<b>27.8.2009</b>
	Note: For exports made from the date of announcement of FTP 2009-2014, the exporters may file claims using this Appendix 37A. For exports prior to that, the exporters may file claims using the Appendix 37A as it existed prior to the date of announcement of the FTP2009-2014.	

<b>TABLE 1: VKGUY PRODUCTS</b>		
Sl. No.	VKGUY Product Code	ITEMS
1	1	VKGUY PRODUCTS, AS IN TABLE 1A
2	2	AGRICULTURAL AND OTHER PRODUCTS, AS IN TABLE 1B
3	3	FOREST BASED PRODUCTS, AS IN TABLE 1C
4	4	GRAM UDYOG PRODUCTS, AS IN TABLE 1D
5	5	OLEORESINS UNDER CHAPTER 33 OF ITC (HS), AS IN TABLE 1E
6	6	VKGUY PRODUCTS, AS IN TABLE 1F
7	7	MINOR FOREST PRODUCE & VALUE ADDED VARIANTS, AS IN TABLE 1G

<b>TABLE 2: SPECIAL VKGUY PRODUCTS - SOME FLOWERS, FRUITS, VEGETABLES AND OTHER PRODUCTS</b>			
Sl. No.	VKGUY Product Code		ITEMS
<b>SPECIAL FOCUS PRODUCTS:</b>			
1	1	060310	CUT FLWRS & FLOWER BUDS SUITABLE FOR BOQETS OR ORNAMENTAL PURPOSES,FRESH
2	2	060390	OTHR CUT FLWRS & FLOWER BUDS SUITABLE FOR BOQETS/FOR ORNMNTL PURPOSES
3	3	0704	CABBAGES,CAULIFLOWERS COVERED UNDER ITC HS Code 0704, FRESH OR CHILLED
4	4	0707	GHERKINS FRSH OR CHLD

5	5	0710	VEG COOKED OR NOT BY STMNG / BOILNG, FRZN
6	6	20049000	OTHR VEG & MIXTRS OF VEG, PRPD/PRSD, FRZN
7	7	20051000	HOMOGENISED VGTBLS,PRPD/PRSD, NT FRZN
8	8	20041000	POTATOES PRPD/PRSD, FRZN
9	9	0803	BANANAS INCLUDING PLANTAINS FRSH OR DRIED
10	10	0804	DATES,FIGS,PINEAPPLES,AVOCADOS,GUAVAS, MANGOES & MANGOSTEENS FRESH OR DRIED
11	11	0805	ORANGES, COVERED UNDER ITC HS CODE 0805.
12	12	0807	MELONS (INCL WTRMLON) & PAPWS(PAPYAS)FRSH
13	13	0808	APPLES,PEARS & QUINCES,FRSH
14	14	0809	APRICOTS CHERRIES PEACHES (INCL NECTARINS)PLUMS & SLOES,FRSH
15	15	110520	FLAKES OF POTATOES
16	16	07114000	CUCUMBERS & GHERKINS PROVISIONALLY PRESERVED
17	17	20011000	CUCUMBERS & GHERKINS PREPARED / PRESERVED BY ACETIC ACID
18	18		MARINE PRODUCTS: ALL ITEMS COVERED BY CHAPTER 03, ITC (HS) CODE 1604, AND 1605.
19	19		DRIED VEGETABLES (DEHYDRATED PEAS, DEHYDRATED CAULIFLOWER, DEHYDRATED CABBAGE, DEHYDRATED POTATOES (OTHER THAN SEED CATEGORY), DEHYDRATED ONIONS, DEHYDRATED GARLIC, DEHYDRATED SPINACH, DEHYDRATED CARROTS, DEHYDRATED BEETROOT) COVERED UNDER ITC HS CODES 071220 AND 071290 OF ITC HS BOOK.

<b>Table 3: NEW VKGUY PRODUCTS</b>			
<b>Sl. No.</b>	<b>VKGUY Product Code</b>	<b>ITC HS CODE</b>	<b>ITEMS</b>
1	1	0902	TEA, WHETHER OR NOT FLAVOURED: ALL ITEMS COVERED BY ITC (HS) CODE 0902.

<b>Table 1A: VKGUY PRODUCTS</b>			
<b>Sl. No.</b>	<b>VKGUY Product Code</b>	<b>ITC Code</b>	<b>HS DESCRIPTION</b>
1	1	0409	HONEY: ALL ITEMS COVERED BY CODE 0409 OF ITC (HS)
2	2	06	VEGETABLE PRODUCTS (INCLUDING FLOWERS): ALL ITEMS COVERED BY CHAPTER 6 OF ITC (HS).
3	3	07	EDIBLE VEGETABLES: ALL ITEMS COVERED BY CHAPTER 7 OF ITC (HS).
4	4	08	EDIBLE FRUITS AND NUTS: ALL ITEMS COVERED BY CHAPTER 8 OF ITC (HS).
5	5		COFFEE AND SPICES (EXCLUDING TEA, MATE, PEPPER & CHILLY): ALL ITEMS COVERED BY CHAPTER 9 (EXCLUDING 0902, 0903, 0904) OF ITC (HS).
6	6		MARINE PRODUCTS: ALL ITEMS COVERED BY CHAPTER 03, ITC (HS) CODE 1604, AND 1605.
7	7		PREPARATIONS OF CEREALS, FLOUR, STARCH OR MILK;

			PASTRYCOOKS' PRODUCTS: ALL ITEMS COVERED BY CHAPTER 19 OF ITC (HS) BUT EXCLUDING ITC HS CODES 19011001 (*MALTED MILK (INCLUDING POWDER) & 19011010 (MALTED MILK (INCLUDING POWDER))
8	8	20	PREPARATIONS OF VEGETABLES, FRUIT, NUTS OR OTHER PARTS OF PLANTS: ALL ITEMS COVERED BY CHAPTER 20 OF ITC (HS).

**Table 1B : AGRICULTURAL AND OTHER PRODUCTS**

Sl. No.	VKGUY Product Code	ITC Code	HS	Description
1	1	1007		GRAIN SORGHUM ALL ITEMS COVERED BY CODES 1007 OF ITC (HS).
2	2	1105		FLOUR, MEAL & FLAKES OF POTATOES
3	3	1106		FLOUR & MEAL OF DRIED LEGUMINOUS VEGETABLES OF HEADING NO.0713, OF SAGO/ROOTS/TUBERS OF HEADING NO.0714; ML & POWDER OF PRODUCTS OF CHAPTER-8
4	4	1107		MALT WHETHER OR NOT ROASTED
5	5	1108		STARCHES; INULIN
6	6	1201		SOYA BEANS W/N BROKEN
7	7	1208		FLOURS & MEALS OF OIL SEEDS OR OLEAGINOUS FRUITS OTHER THAN THOSE OF MUSTARD
8	8	13021920		CASHEW NUT SHELL LIQUID (CSNL) / CASHEW SHELL LIQUID
9	9	1505		WOOL GREASE & FATTY SUBSTANCES DERIVED THEREFROM (INCLUDING LANOLIN)
10	10	1507		SOYA BEAN OIL & ITS FRACTIONS W/N REFINED BUT NOT CHEMICALLY MODIFIED
11	11	1509		OLIVE OIL & ITS FRACTIONS W/N REFINED BUT NOT CHEMICALLY MODIFIED
12	12	1510		OTHER OILS & THEIR FRACTIONS OBTAINED FROM OLIVES NOT CHEMICALLY MODIFIED/BLENDS OF THESE OILS/FRACTIONS WITH OIL/FRACTIONS OF HEADING NO.1509
13	13	1513		COCONUT (COPRA) PALM KERNEL/ BABASSU OIL & FRACTIONS THEREOF W/N REFINED NOT CHEMICALLY MODIFIED
14	14	1514		RAPE COLZA/MUSTARD OIL & ITS FRACTNS W/N REFINED, BUT NOT CHEMICALLY MODIFIED
15	15	15153090		CASTOR OIL AND ITS FRACTIONS – OTHER THAN EDIBLE GRADE
16	16	15162039		OTHER HYDROGENATED CASTOR OIL (OPL WAX)
17	17	15180029		CASTOR OIL DEHYDRATED – OTHER THAN EDIBLE GRADE
18	18	15180040		OTHERS
19	19	1517		MARGARINE EDIBLE MIXTURES / PREPARATIONS OF ANIMAL / VEGETABLE FATS / OILS FRACTIONS OF DIFFERENT FATS / OILS OF THIS CHAPTER OTHER THAN THAT OF HEADING NO.1516
20	20	1520		GLYCEROL, CRUDE; GLYCEROL WATERS & LYES
21	21	1521		VEGETABLE WAXES, BEEWAX, OTHER INSECT WAXES & SPERMACETI W/N REFINED OR COLOURED
22	22	2102		YEASTS (ACTIVE/INACTIVE); OTHER SINGLE CELL MICRO-ORGANISMS; DEAD (BUT NOT INCLUDING VACCINES OF HEADING NO 3002); PREPARED BAKING POWDERS
23	23	2103		SAUCES & PREPARTIONS THEREFORM MIXED CONDIMENTS & MIXED SEASONINGS, MUSTARD FLOUR & MEAL, PREPARED MUSTARD.
24	24	2104		SOUPS & BROTHS & PREPARATIONS THERFORM; HOMOGENISED COMPOSITE FOOD PREPARATIONS
25	25	22029010		SOYA MILK DRINKS W/N SWEETENED OR FLAVOURED

26	26	2303	RESIDUES OF STARCH MANUFACTURE & SIMILAR RESIDUES, BEETPULP, BAGASSE & OTHER SUGAR MANUFACTURE WASTE, BREWING/DISTILLING DREGS & WASTE W/N IN PELLET FROM
27	27	2308	VEGETABLE MATERIALS AND VEGETABLE WASTE, VEGETABLE RESIDUES AND BY-PRODUCTS, WHETHER OR NOT IN THE FORM OF PELLETS, OF A KIND USED IN ANIMAL FEEDING, NOT ELSEWHERE SPECIFIED OR INCLUDED
28	28	35040091	ISLOATED SOYA PROTEIN

**Table 1C: FOREST BASED PRODUCTS**

Note: Methodology of distinguishing artistic work shall be specified. Policy Circular No 3 dated 10.8.2007 has been issued.

Sl. No	VKGUY Product Code	ITC HS Code	Description
1	1	44219060	PARTS OF DOMESTIC DECORATIVE ARTICLES USED AS TABLEWARE AND KITCHENWARE: ARTISTIC WOODEN FURNITURE ITEMS (MANUFACTURED FROM SHESHAM, MANGO, BABUL WOOD) AND ONLY THOSE THAT ARE COVERED IN ITC HS CODE 44219060) AS WELL AS DISTINGUISHED BY ARTISTIC WORK.
2	2	940330	WOODEN FURNITURE OF A KIND USED IN OFFICES: ARTISTIC WOODEN FURNITURE ITEMS (MANUFACTURED FROM SHESHAM, MANGO, BABUL WOOD) AND ONLY THOSE THAT ARE COVERED IN ITC HS CODE 940330) AS WELL AS DISTINGUISHED BY ARTISTIC WORK.
3	3	940350	WOODEN FURNITURE OF A KIND USED IN THE BEDROOM: ARTISTIC WOODEN FURNITURE ITEMS (MANUFACTURED FROM SHESHAM, MANGO, BABUL WOOD) AND ONLY THOSE THAT ARE COVERED IN ITC HS CODE 940350) AS WELL AS DISTINGUISHED BY ARTISTIC WORK.
4	4	94036000	OTHER WOODEN FURNITURE: ARTISTIC WOODEN FURNITURE ITEMS (MANUFACTURED FROM SHESHAM, MANGO, BABUL WOOD) AND ONLY THOSE THAT ARE COVERED IN ITC HS CODE 94036000) AS WELL AS DISTINGUISHED BY ARTISTIC WORK.

**Table 1D: GRAM UDYOG PRODUCTS**

Note: For products under Table IA (except VKGUY product codes 1, 2, and 3 below) shall be entitled for benefits under the scheme which are either exported by KVIC / KVIB registered units or such exports are sourced from KVIC / KVIB registered units.

For Handicraft Products, Registration / RCMC from Export Promotion Council for Handicrafts (EPCH) would also suffice.

Sl. No.	VKGUY Product Code	ITC HS Code	Description
1.	1.	140110	BAMBOOS
2.	2.	140190	OTHER VEGETABLE MATERIALS EXCLUDING BAMBOO AND RATIAN
3.	3.	14030010	PALM FIBRE FOR BRUSHES
4.	4.	17029010	PALMYRA JAGGERY
5.	5.		KHADI
6.	6.		VILLAGE OIL
7.	7.		VILLAGE ENGG. SECTOR, BLACKSMITH & CARPENTRY PRODUCTS
8.	8.	30049011	MEDICAMENTS OF AYURVEDIC SYSTEM
9.	9.	30049012	MEDICAMENTS OF UNANI SYSTEM
10.	10.	30049013	MEDICAMENTS OF SIDDHA SYSTEM
11.	11.	30049014	HOMEOPATHIC MEDICINE

<b>Table 1E: OLEORESINS UNDER CHAPTER 33 OF ITC (HS)</b>			
<b>Sl. No.</b>	<b>VKGUY Product Code</b>	<b>ITC HS Code</b>	<b>Description</b>
1.	1.	33019011	FENNUGREEK OLEORESINS
2.	2.	33019012	GINGER OLEORESINS
3.	3.	33019014	TURMERIC OLEORESINS
4.	4.	33019016	CELERY SEED OLEORESINS
5.	5.	33019017	NUTMEG OLEORESINS
6.	6.	33019021	CLOVE OLEORESINS
7.	7.	33019022	CAPSICUM OLEORESINS
8.	8.	33019023	CORIANDER OLEORESINS
9.	9.	33019024	CUMIN OLEORESINS
10.	10.	33019025	FENNEL OLEORESINS
11.	11.	33019029	OLEORESINS OF SPICES NOT ELSEWHERE SPECIFIED

<b>Table 1F: Minor Forest Produce &amp; Value Added Variants</b>			
<b>Sl. No.</b>	<b>VKGUY Product Code</b>	<b>ITC HS Code</b>	<b>Description</b>
			<b>Lac:</b>
1.	1.	13011010	Shellac
2.	2.	13011020	Seed lac
3.	3.	13011030	Stick lac
4.	4.	13011040	Dewaxed & Decolourised Lac
5.	5.	13011050	Bleached lac
6.	6.	13011060	Gasket lac
7.	7.	13011070	Button lac
8.	8.	13011080	Garnet lac
9.	9.	13012000	Gum Arabic
			<b>Natural gum:</b>
10	10	13019011	Asian Gum
11	11	13019012	African Gum
12	12	13019013	Asafoetida
13	13	13019014	Benjamin Ras
14	14	13019015	Benjamin Cowrie
15	15	13019016	Karaya Gum (Indian Tragacanth) Hastab
16	16	13019017	Tragacanth
17	17	13019018	Storax
			<b>Resins:</b>
18	18	13019021	Copal
19	19	13019022	Dammar batu
			<b>Gum resins:</b>
20	20	13019031	Myrrh
21	21	13019032	Olibanum of Frankincense
22	22	13019033	Mastic Gum
23	23	13019034	Xanthium Gum
			<b>Oleoresins:</b>
24	24	13019041	Of Seeds
25	25	13019042	Of Fruits
26	26	13019043	Of Leaves
27	27	13019044	Of Spices



28	28	13019045	Of Flowers (includes Marigold Oleoresin)
29	29	13019046	Of Roots
			<b>Vegetable saps and extracts:</b>
30	30	13021200	Of Liquorices
31	31	13021300	Of Hops
32	32	13021400	Of pyrethrum or of the roots of plants containing rotenone
			<b>Extracts:</b>
33	33	13021911	Of Belladonna
34	34	13021912	Of Cascara Sagrada
35	35	13021913	Of Nux Vomica
36	36	13021914	Of Ginseng (including powder)
37	37	13021915	Of agarose
38	38	13021916	Of Neem
39	39	13021917	Of Gymnema
40	40	13021918	Of Garcenia or gambodge
41	41	13021930	Purified and distilled CNSL (Cardanol)
42	42	13022000	Pectic substances, pectinates and pectates
			<b>Mucilages and thickeners, whether or not modified, derived from vegetable products:</b>
43	43	13023100	Agar-agar
			<b>Mucilages and thickeners, whether or not modified, derived from locust beans, locust bean seeds or guar seeds:</b>
44	44	13023210	Guar meal
45	45	13023220	Guar-gum refined split
46	46	13023230	Guar-gum treated and pulverised
47	47	13023240	Kappa Carrageenan
48	48	14041040	Dyeing substance, excluding turmeric
49	49	14041050	Gallnuts
			<b>Myrobalans:</b>
50	50	14041061	Amla (Embelica linn) (Embelica officinalis)
51	51	14041070	Wattle Bark (Mimosa bark)
52	52	14042000	Cotton linters
53	53	14049010	Bidi wrapper leaves (Tendu)
			<b>Soap-nuts:</b>
54	54	14049021	Powder
55	55	14049030	Hard seeds, pips, hulls and nuts, of a kind used primarily for carving
56	56	14049040	Betel leaves
57	57	14049050	Indian Katha
58	58	14049070	Rudraksha Seeds
			<b>Oil cake and oil cake meal, solven extracted (defatted) variety:</b>
59	59	23069022	Of niger seeds
60	60	23069024	Of sesamum seeds
61	61	23069026	Of sal-de-oiled
62	62	23069028	Of neem seeds
63	63	23069030	Residues babool seed extraction
64	64	33029020	Aleuritic acid
65	65		Ashwagandha, Asgandh (Withania Somnifera)
66	66		Bhui Aonla, Bhumi Amiaki (Phyllanthas fraternus)
67	67		Brahmi
68	68		Coleous (Coleous aromaticus, C.Forskolii)
69	69		Giloe (Tinospora cordifolia)
70	70		Glory Lily, Kalihari (Gloriosa superba)
71	71		Makoy (Solanum nigrum)
72	72		Isabgol (Plantago ovata) (includes Husk and in Powder form)
73	73		Kalmegh (Andrographis paniculata)
74	74		Madhunashini, Gudmar (Gymnema sylvestre)
75	75		Mulethi, Liquorice (Glycyrrhiza glabra)
76	76		Pippali (Piper longum)
77	77		Baibidang (Embelia ribes)

78	78		Safed Musli ( <i>Chlorophyllum borivilianum</i> )
79	79		Sanai, Senna ( <i>Cassia angustifolia</i> )
80	80		Sarpagandha ( <i>Rauwolfia serpentina</i> )
81	81		Satawari ( <i>Asparagus racemosus</i> )
82	82		Holy Basil ( <i>Ocimum sanctum</i> )
83	83		Chitrak ( <i>Plumbago zeylanica</i> )
84	84		Malkangani ( <i>Celastrus paniculata</i> )
85	85		Chandrashoor ( <i>Lepidium sativum</i> )
86	86		Saua ( <i>Anethum sowa</i> )
87	87		Khurasani ajwain ( <i>Hyoscyamus niger</i> )
88	88		Indian Pennywort ( <i>Centella asiatica</i> )
89	89		Ashoka ( <i>Saraca indica</i> )
90	90		Guggal ( <i>Commiphora mukul</i> )
91	91		Bael ( <i>Aegle marmelos</i> )
92	92		Senduri, Annato ( <i>Bixa orellana</i> )
93	93		Neem ( <i>Azadirachta indica</i> )
94	94		Haritaki, Harra ( <i>Terminalia chebula</i> )
95	95		Bahera ( <i>Terminalia bellerica</i> )
96	96		Arjun ( <i>Terminalia arjuna</i> )
97	97		Bijasar ( <i>Pterocarpus marsupium</i> )
98	98	12119099	Lemon grass ( <i>Cymbopogon flexiosus</i> )
99	99	12119099	Palmarosa grass ( <i>Cymbopogon martini</i> )
100	100	12119099	Java citronella ( <i>Cymbopogon winterianus</i> )
101	101	12119099	Jamarosa ( <i>Cymbopogon nardus</i> )
102	102	12119099	Ram Tulsi ( <i>Ocimum grattissnum</i> )
103	103	12119094	Common Sweet Basil ( <i>Ocimum basilicum</i> )
104	104	12119070	Mentha (Black pudina) ( <i>Mentha piperata</i> )
105	105	12119070	Mentha (Berga mot pudina) ( <i>Mentha citrata</i> )
106	106	12119070	Mentha (Japanese pudina) ( <i>Mentha arvensis</i> )
107	107	12119099	Pachouli ( <i>Pogostemon patchouli</i> )
108	108	12119099	Rajnigandha ( <i>Pollanthis tuberosa</i> )
109	109	12119099	Lavender ( <i>Lavendula indica</i> )
110	110	12119099	Jasmine
111	111	12119099	Khus ( <i>Vetivero zizinoideis</i> )
112	112	12119099	Nagarmotha ( <i>Cyperus scariosus</i> )
113	113	12119099	German Chameli ( <i>Matricaria shamomilla</i> )
114	114		A.NILOTICA (BABUL)
115	115		ABELMASCHUS MOSCHATU (MUSK MALLOW, LATA KASATURI)
116	116		ABIES WEBBINA, LINDI (HIMALAYAN SILVER FIR, TALISPATRA)
117	117		ABROMA AUGUSTA (DEVIL'S COTTON, LAT CAMALA)
118	118		ABROS PRECATORIOUS (WILD LIQUORICE, KAINCHA)
119	119		ABUTERON INDICUM (COUNTRY MALLOW, PEDI PEDICA)
120	120		ACACIA CATECHU (BLACK CATECHU, KATHA)
121	121		ACACIA CONCINNA (SIKAKAI)
122	122		ACACIA LEUCOPHOEA (COHIRIA)
123	123		ACALYPHA INDICA (INDIAN ACALYPHA, INDRAMARISH)
124	124		ACLYPHA ELBA (BRUNGRAJ)
125	125		ACONITUM FERROX, WALL (INDIAN ACONITE, MITHA ZAHAR)
126	126		ACONITUM HETEROPHYLLUM, WALL (INDIAN ATEES, ATIS)
127	127		ACORUS CALAMUS, LINN (SWEET FLAG, BACH)
128	128		ACTINOPTERIS DICHOTOMA, BEDD (MORPANKHI)
129	129		ADANSENIA DIGITATA, LINN (BOABAN, GORAKH ANLI)
130	130		ADHATODA VASIKA, NEES (MALABAR NUT, BANSA)
131	131		ADIANTUM LUNULATUM, BURM (HANSAPADI)
132	132		ADINA CORDIFOLIA (KURUM)
133	133		AEGLE MARMELOS, CORR (BAEL FRUIT, BAE)
134	134		AERRA LANANA (PAUNZIA)
135	135		AESCLUS INDICA (KANOR)
136	136		AGARICUS CAMPESTRIS, LINN (CHATTA)
137	137		AGANOSMA DICHOTOMA (MALATI)

138	138		AGAVE SESANA (MURGA)
139	139		AGEINTUM COWOZOIDES (BOKA SANGHA)
140	140		AILANTHUS ELECELSA (MAHALIMBA)
141	141		AIZYPHUS JUJABA, MILL & LAMK (JUJEBE FRUIT, BAER)
142	142		ALANGIUM LAMARAKII, THWAITIS (SAGE LEAVED ALANGIUM, AKOLA)
143	143		ALBIZZIA LEBBEK, BENTH ( SIRIS )
144	144		ALBIZZIA PROCERA (SWETA SIRIS)
145	145		ALHAGI MAURORAM (JAWASA)
146	146		ALOCASSIA INDICA, SCHOTT (GREAT LEAVES, MANKANDA)
147	147		ALOE INDICA (INDIAN ALCES, GHIKANWAR)
148	148		ALOE VERA, LINN (INDIAN ALCES, GHIKUMAR)
149	149		ALPINIA GALANGE, WILLD (JAVA GLANGAL, KULANJAN)
150	150		ALSTONIA SCHOLARIS, R, BR (DITA BARK, CHATIUM)
151	151		ALTHAEA OFFICINALIS, LYNN (MARSH MALLOW ROOT, GULKHAIRO)
152	152		ALTHAEA NEATHA (ADARANGA)
153	153		ALUROMA SUGUSTA, LINN (DEVIL'S COTTON, OLAT KAMBHAL)
154	154		ALUMEN (PHITKARI)
155	155		AMARANTHUS SPINOSUS (KANTA MARISH)
156	156		AMBERGRESEA (AMBERGRIS, AMBAR)
157	157		AMORPHOPHALLUS COMPANULATUS BLUME (TELUGU POTATO, JANGLI SWRAN)
158	158		ANACYLUS PHRETHRUM, DC (PELLITORY, AKARKARA)
159	159		ANDROPOGON MURICATUS (CASCUS GRASS, KHUS KHUS)
160	160		ANDROGRAPHIS PANICULATA (KING OF BITTERS, KALMEGH)
161	161		ANETHUM SOWA, ROXB (DILL, SOWA)
162	162		ANGELICA GLAUCE, EDGW (BHATAUR)
163	163		ANNONA SQUAMOSS, LINN (SUGAR APPLE, SHARIFA)
164	164		ANNONA RETICULATA, TRUE CUSTARD, RAMA FALA)
165	165		ANORPOPHYLLUS COMPAMULATUS (SURANA KANDA)
166	166		ANTINGLA EXCELSA, NORONHA (STORAX, SILARAS)
167	167		ANTHOCEPHOLUS CADAMBA (WILD CINCHONA, KADAMBA)
168	168		AORUS PRECATORIUS (JEQUIRITY, GUNJA)
169	169		ARGEMONE MEXICANS, LINN (YELLOW THISTLE, PILADHATURA)
170	170		ARGEMONE MEXICANS, LINN (YELLOW THISTLE, PILDHATURA)
171	171		ARGYREIA SPECIOSA, SWEET (ELEPHANT CREEPER, SAMUDRA SHOKHA)
172	172		ARGGYREA NERVOSA (VIDHARA)
173	173		ARISTO LOCHIA BRACTEATA, RETZ (WORM KILLER, KIRMARI)
174	174		ARISTOLOCHIA INDICA, LINN (INDIAN BIRTHWORT, ISHARMUL)
175	175		ARISTOLOCHIA LABIOSA
176	176		ARTEMISIA VULGARIS, LINN (MUG WORT, NAGADOUNA)
177	177		ASSA FOELIDA (HING)
178	178		ASPARAGUS ADSCENDENS, ROXB (SAFED MUSLI)
179	179		ASPARAGUS RACEMOSUS, WILLD (SATAVARI)
180	180		ATROPA ACCUMINATA, ROYLE, EX LINDLEY (SUCHI)
181	181		ATLOSIA CAINIAFOLIA (BANA HARADA)
182	182		AUSTERCANT ALONGIFOLIA (KAIIEKHA)
183	183		AUSPARAGUS RECEMOSUS (SATABARI)
184	184		AVENA SATIVA (OATS, JABA)
185	185		AVERROHIA CARA MBOLA (CHINESE GOOSEBERRY, KARAMANGA)
186	186		AZADIRACHTA INDICA, A, JUSS (NEEM, NIM)
187	187		AZADIRACHTS INDICA, A, JUSS (PERSIAN LILAC, MAHANIMBA)
188	188		BACOPA MONNIERA (BRAHMI)
189	189		BALANITES ROXBURGHII, PLENCH (HINGOL)
190	190		BALIOSPERMUM MONTANUM, MUELL (DANTI)
191	191		BARIERIA PRIONITIS, LINN (PIYABASA)
192	192		BARIERIA PRIONITIS, LINN (KATSAREYA)
193	193		BARRINGTONIA ACUTANGUATA, GAERTN (HIJJAL)
194	194		BAUHINIA TOMENTOSA, LINN (KACHNAR)
195	195		BAUHINIA VAREGATA (KANCHAN)

196	196	BETULA UTILIS, D,DON (BHUIPATRA)
197	197	BEZORA (GALL STONE, GOROCHAN)
198	198	BLEPHARIS EDULIS, PERS (UTANGAN)
199	199	BLUMEA LACERA, DC (KAKHRONDA)
200	200	BOERHAAVIA DIFFUSA, LINN (SPREADING HOGWEED, GADHAPARNA)
201	201	BOMBEX (BANSLOCHAN)
202	202	BORASSUM FLABELLIFER, LINN (PALMYRA PALM, TAL)
203	203	BOREX CRYSTALS (SUVAGA)
204	204	BOSWELLIA SERRATA, ROXB (LUBAN)
205	205	BRYOPHYLLUM PINNATUM (AMARPOI)
206	206	BUCHANANIA LATIFOLIA, ROXB (CHIRONJI)
207	207	BUCHANANIA LAZANS (PRIYAL)
208	208	BUTEAMONOSPERMA (LINN) KUNTZE (BASTARD TEAK, PALAS)
209	209	BUTEA FRODOSA (BASTARD TEAK, PHALSA)
210	210	BUTIA SUPARBA (HASTI KARNA PALAS)
211	211	BYTTNERIA FERBACEA (SAMARKHAI)
212	212	CADABA FERIROSA
213	213	CADISPERMEM HILLICACABUM (BADAJYOTISMATI)
214	214	CAESALPINIA BENDUCELLA, ROXB (BONDUCELLA NUT, KATKARANJ)
215	215	CALENDULA OFFICIANALIS (KELENDULA)
216	216	CALLICARPA MACROPHYLLA, VAHL (PRINGU)
217	217	CALOTROPIS VROCERA, R, BR (MUDAR WHITE, MADAR SAFED)
218	218	CALOTROPIS GIGANTEA (GIGANTIC SWALLOWWORT, ARAKHA)
219	219	CANNABIS SATIVA, LINN (INDIAN HEMP, GANGA)
220	220	CANNA INDICA (INDIAN BREAD-SHOT, KEDAR)
221	221	CAPPARIS HORIDA (ASDHIA)
222	222	CAREYA ARBOREA (KUMBHI)
223	223	CARICA PAPAYA, LINN (PAPAW, POPAIYAH)
224	224	CARISA CARANDAS (BENGAL CURRANTS, KARAMARDA)
225	225	CAROM COUTICUM, BENTH HOOK (AJOWAN)
226	226	CARUM CARUI, LINN (CARAWAY, SHIAJIRA)
227	227	CARUM CARVI (JUANI)
228	228	CARUM ROXBURGHII (BISHOP'S WEED, AJA MODA)
229	229	CARYOTA UREMS (JAGGERY PALM, SALAP)
230	230	CASEARIA ESCULENTA, ROXB (WILD COWRIE FRUIT, CHILLA)
231	231	CASSIA SOPHARA (SENNA SOPHETA, KASHA MARDARDA)
232	232	CASSIA ABSUS, LINN (CHAKSU)
233	233	CASSIA ANGUSTIFOLIA, VAHL (INDIAN SENNA, HINDISANA)
234	234	CASSIA LANCEOLATA (INDIAN SENNA, SANA)
235	235	CASUARINA EQUISITIFOLIA (JHABUK)
236	236	CATOTROPIS GIGANTEA, R, BR (MUDAR, MADAR)
237	237	CATHARANTEUS PUSSILUS (SANKHANTI)
238	238	CEASALPINIA BONDUCELL (NATA KARANJ)
239	239	CEIBA PENTANDRA (SWETASEMULI)
240	240	CELOSIA ARGENTEA (MAYUR SHIKHA)
241	241	CELOSIA CRISTATA (MAYUR SHIKHA)
242	242	CENTIPEDA ORBICULARIS, LOUR (SNEEZWORT, NAKK CHHIKNI)
243	243	CENTIPEDA ASIATICA (BRAHMI)
244	244	CENTRATHARUM ANTHEIMINICUM, KUNTEZ (KARJIRI)
245	245	CERATOPHYLLUM DEMERSUM, LINN (SEVAR)
246	246	CERVUS DAMA, LINN (DEER HORN, HARANASING)
247	247	CESSPELUS PEREIRA (PATHA)
248	248	CHENOPODIUM ALBUM (GOOSE FOOT, BATHUK)
249	249	CHLOROPHYTUM TUBEROSUM (SAFED MUSULI)
250	250	CHRYANTHAMUM INDICUM (BEBATI)
251	251	CINNAMOMUM AGAMPHORA (CAMPHOR, KAPUR)
252	252	CINNA BAR (SINGROOP)
253	253	CISSAMPELOS PAREIRA, LINN (VELVET LEAF, HARJORI)
254	254	CISSUS REPARIDA (PANI BELA)
255	255	CITRULLUS COLOCYNTHIS, SCHRAD (BITTERAPPLE, INDRAYAN)

256	256	CLEITATHUS COLLINUS (KARAD)
257	257	CLEOME VISCOSE (WILD MUSTARD, SURBA CHALA)
258	258	CLEOME GYNANDRA (SWETA SUNARCHHANA)
259	259	CLERODENDRON INFORTUNATUM GAERTN (BHANT)
260	260	CLERODENDRON FLOMIDIS (BHARGI)
261	261	CLERODENDRON PHLOMOIDES (URNI)
262	262	CLERODENDRON SIPHONATHUS,R,BR (BHARANGI)
263	263	CLERODENDRON SERRATU (VILVA JADI)
264	264	CLETORIA TERMANTEA, LINN (BUTTERFLY PEA, APARAJITA)
265	265	COCCINIA INDICA, W&A (KANDURIKA BEL)
266	266	COCCULUS HIRSUTUS (L) DIELS (JAMTIKE BEL)
267	267	COCHLOSPERMUM GOSSYPIUM (YELLOW FLOWERED COTTON, KANHER)
268	268	COCHRUS CAPSULARIES (KALASAKA)
269	269	COLCHICUM LUTUEM, BAKER (GOLDEN COLLYRUM, HARANTUTIYA)
270	270	COLEUS AROMATICS (RUKUNA HATAPUCCHA)
271	271	COLEUS AMBOINICUS (COUNTRY BORAGE, PATHERCHUR)
272	272	COMMIPHORA MUKUL (GUM GUGUL, GUGAL)
273	273	COMMIPHORA WIGHTII (GUGGUL)
274	274	COMMIPHORA MYRRHA, HOLMES (MYRRH, BOL)
275	275	CONVOLVULAS PANICULATA (SANKHAPUSPI)
276	276	CONSCOREA SCUSSATA (SANKHA PUSI)
277	277	COPTIS TEETA, WALL (GOLD THREAD, MAMIRA)
278	278	COPPER SULPHATE (THUTIA)
279	279	CORALLIUM RUBRUM (CORAL, MUNGA)
280	280	CORALLIUM RUBRUM (CORAL, CHUNCHU)
281	281	CORDIAL DICCUMA (SLEMANTAK)
282	282	CORDIAL MYXA, ROXB (SEBSTEEN PLUM, BARA LASORA)
283	283	CORDIAL MACLEODII (SHIKARI)
284	284	COSTUS SPECIOSUS (KEBUKA)
285	285	CRATAVEA RELIGIOSA (THREE LEAVED CAPER, BARUN CHAL)
286	286	CRINUM LATIFOLIUM, LINN (POISON BULB, CHINDAR)
287	287	CROTALARIA VERRUCOSA, LINN (JHANJHANIA)
288	288	CROTALARIA NANA (SHATAPUSPI)
289	289	CROTON OBLONGIFORNIUS, ROXB (HAKUM)
290	290	CROTON OBLONGIFORNIUS, ROXB (KABAB CHINI)
291	291	CROTON SPARSI FLORA (BANA MARICHA)
292	292	CRINUM DEFYXUM (SUDARSHAN)
293	293	CRYPTOLEPIS BUCHANANI (GOPAKANHU)
294	294	CURCULIGO ORCHIOIDES, GAERTN (BLACK MUSALE, TALIMUSLI)
295	295	CURCUMA ANGUSTIFOLIA, ROXB (CURCUMA STARCH, TIKORA)
296	296	CURCUMA IVORY
297	297	CUSCUTA REFLEXA, ROXB (DODDER, AKSBEI)
298	298	CYCUS CIRALALIS (JUNGALI MADAN MASTAK)
299	299	CYMBOPOGON CITRATES (TRUE LEMON GRASS, DHANANTARI)
300	300	CYMBOPOGON SCHOENANTHUS, LINN (ROHISH)
301	301	CYMBOPOGON MARTINI (BHUTRUNA)
302	302	CYNODON DACTYLON, PERSEON (DOG GRASS, DOORVA)
303	303	CYPERUS PERTENUIS (INDIAN CYPERUS, JIRA)
304	304	CYPERUS ROTONDOS, LINN (NUT GRASS, KOREHIJHAR)
305	305	CYPRAEA MONETA, LINN (MARINA SHELL, COWRIE)
06	06	DAEMONOPS DRACO, BLUME (KHUNKHARABA)
307	307	DATURA ALBA, NEES (THORNAPPLE, SAFED DHATURA)
308	308	DELPHINIUM DENUDATUM, WOLL (NIRBISHI)
309	309	DESMODIUM TRIFLORUM (METHI)
310	310	DESMODEUM ANGETICUM (SALAPARNI)
311	311	DHATUTA FASTUOSA (DUDURA)
312	312	DIGITALIS PURPURSES, LINN (FOX GLOVES, DIGITALIS)
313	313	DILLENIA INDICA, LINN (CHALTA)
314	314	DILLENIA PENTAGYNA (RAU)

315	315		DIOSCOREA BULBIFERA, LINN (YAM, ZAMIN KAND)
316	316		DIOSPYROS EMBRYOPTERIS, PERS (INDIAN PERSIMAN, TAINDU)
317	317		DIPLO CYCLUPALMATA (SHIBALINGA)
318	318		DOLICHOS BIFLORUS, LINN (HORSE GRASS, KOOTHEE)
319	319		DROCERA BURMANI (KANDARI)
320	320		ECLIPTA ALBA, HASSK (BHRINGARAJ, BUNGRAH)
321	321		ECHINOPS EOHINATUS (CAMEL'S THISTLE, OTA KANTA)
322	322		ELAECARPUS GANITARUS (RUDRARAKSH)
323	323		ELEPHETA SCARBE (TOTAMUL)
324	324		EMBELIA RIBES, BURN (VIDANGA, VIRANGA)
325	325		EMBLICA OFFICINALIS, GAERTN (EMBLIC MYROBALAN, AMLA)
326	326		ERAGROSTIS CYNOSUROIDES, BEAAV (DURVA)
327	327		EUCALYPTUS LULENCIS (NILAGIRI)
328	328		EUGENIA AROMATICUM (LABANGA)
329	329		EULOPHIA NUDA (BALKANDA)
330	330		EUPATORIUM AYAPANA, VENT (AYAPAN)
331	331		EUPHORBIA HIRTA, LINN (DUDHI)
332	332		EUPHORBIA NERIFOLIA, LINN (COMMON MILK HEDGE, SEHUND)
333	333		EUPHORBIA THYMI FOLIA (CHHOTA DUDHI)
334	334		EURYALE FERROX, SALISB (FOXNUT, MAKHNA)
335	335		EVOLVULUS ALSINOIDES, WALL & LINN ( SANKHPUSPI)
336	336		FERULA FOETIDE, LINN (ASSAFOETIDA, HINGRA)
337	337		FERUNIA ELEHANTUM (ELEPHANT OR WOOD APPLE, KAITHA)
338	338		FICUS GLOMERATA, ROXB (GULAR BIG, GULAR)
339	339		FICUS INFECTORIA, ROXB (PILKHAN)
340	340		FICUS HISPIDA (KAKA UDAMBAR)
341	341		FLACOURTIA RAMONTCHI, L, HERIT (MAURITIUS, PIPAL)
342	342		FOENICULUM VULGARE, GAERTN (INDIAN SWEET FENNEL, SAUNF)
343	343		FUMARIA OFFICINALIS, LINN (COMMON FUMITORY, PITAPAPARA)
344	344		GARCINIA INDICA, LINN (RED MANGO, KOKAM)
345	345		GARCINIA MORELLA, DESR (INDIAN GAMBOGA, GOTAGHANBA)
346	346		GARCINIA PEDUNCULATA, ROXB (AMTAVAIT)
347	347		GARDENIA GUMMIFERA, LINN (DIKAMALI)
348	348		GLORIOSA SUPERBA, LINN (SUPERB LILY, KALIHARI)
349	349		GLOSSYGN PIMMATIFIDA (TEJARAJ)
350	350		GLYCYRRHIZA GLABRA, LINN (SWEET WOOD, MULATHEE)
351	351		GLYCOMIS ARBORA (CHAULADHUA (BADA)
352	352		GMELINA ARBOREA, LINN (GAMBHARA)
353	353		GRATAEVA RELIGIOSA, HOOK & FORST (THREE LEAVED CAPER, BARAH)
354	354		GREQUILA HIRSUTE, VANDA (GULCAKRI, GULSAKARI)
355	355		GREWIA ASISTICA, LINN (PAKHENBED)
356	356		GREWIA ASISTICS, LINN (PHALSA)
357	357		GREWIA HIRSUTA, VAND (GULSAKRI)
358	358		GREWIA TILIAEFOLIA, VAHL (DHAMANI)
359	359		GYMNEMA SYLVESTRES, R, BR (GURMARA)
360	360		GZOSSYPIUM ARBOREUM (KARPAS)
361	361		HALIX ASPERA (CHHOTA NAKH)
362	362		HALIO TROPICUM-INDICUM (HELIO TROPE, HASTI SUNDI)
363	363		HEDYSARAM GANGETICUM, LINN (SHALPARNI, SARIVAN)
364	364		HELLANTHUS ANNUS (SUNFLOWER, SURYA MUKHI)
365	365		HEMIDESMUS INDICUS, R, BR (INDIAN SARSAPARILLA, SALSA)
366	366		HERPESTIC MONNIERA, H.B.K (THYME LEAVE, BRAMBHI)
367	367		HIBISCUS ABELMOSCHUS, LINN (MUSK MALLOW, MUSK DENA)
368	368		HIBISCUS ROSA SINESIS (CHINESE ROSE, MANDAR)
369	369		HILISCUS MURABILIS (STHALA PADMA)
370	370		HIBISCUS TILLACEUS (CORKWOOD, POLA)
371	371		HOLARRHENA ANTIDYSENTERICA, WALL (KURCHI, KARCHI)
372	372		HOLOPTELEA INTEGRIFOLIA, PLANCH (KARANJI)
373	373		HOLOSTEMMA ADIKODIN (JIBANTI)



374	374		HYDROCOTYLE ASIATICA LINN (INDIAN PENNY WORT, BRAHMAMANDUKI)
375	375		HYGROPHILA SPINOSA T.ANDERS (TALMAKHANA, TALMAKHENA)
376	376		HYOSCYAMUS NIGER LIN(HEMBANE, KHURASANI AJVAYAN)
377	377		HYSOPUS PARVIFLORA, BENTH (ZUPHA)
378	378		ICHNO CARCUFRUTISCAN (BLACK CREEPER, SYMALATA)
379	379		IMPOMOEAE HEDERACEAE JACQ (PHARBITIS SEEDS, KALA DANA)
380	380		IMPATENS BALSAMINA (HARAGOURA)
381	381		INDIGOFERA ENNEAPHYLLA
382	382		INDIGOFERA TINCTORIA LINN (TRUE INDIGO, NILA)
383	383		INDOGOFERA PULCHELLA (MAHA BILA)
384	384		IONDIUM SAFFRUTUM COSUM (MADAN MASTAK)
385	385		IPOMOEAE HEDERACEAE (PHARBITIS SEEDS, KALADANA)
386	386		IPOMOEAE RENIFORMIS CHOIS (MUSHAKANI, MUSHAKANI)
387	387		IPOMOEAE TURPETHUM (INDIAN JALAP, NISOTH)
388	388		IPOMOEAE AQUATICA (KALAMBA)
389	389		IPOMOEAE TIGRIDIS (BILEIPADA)
390	390		IPOMOEAE QUAMOLCHIT (CUPID'S FLOWER, KUNJA LATA)
391	391		IRIS GERMANICA, LINN ( ORRIS ROOT, KEORA MUL)
392	392		IXORA COCCINEA (JUNGLE GERANIUM, RANGINI)
393	393		JASMINIUM ANGUSTIFOLIUM, VAHL (JASMINE, JUHI)
394	394		JASMINUM SAMBAC AIT (ARABIAN JASMINE, BELPHUL)
395	395		JETROPHA CARCAS (ANGULAR LEAVED PHYSIC NUT, BACHRA ERANDA)
396	396		JETROPHA GOSIPHIFOLIA (BAIGABA)
397	397		JUNEPERUS COMMUNIS, LINN (HIMALAYAN PENCIL CEDAR, AARAAR)
398	398		JUSTICA GLANDUROSA (KUKURDANTI)
399	399		KALANCHOEA PINNATA,PERS (PATHUR KUCHI)
400	400		KAEMFERIA ROTUNDA (KACHURA)
401	401		KAEMFERIA GADANGA (GANDHASUNSTHI)
402	402		KYLLINGA MONOCEPHALA (NIRBHISI)
403	403		LAEDUGIA ACTOVALNIS (BHULABANGA)
404	404		LAWSONIA INERINIS (HENNA, MANJUATI)
405	405		LEEAE NOPSA (HATIKAN)
406	406		LEONATIS NEPETIFOLIA (BANASOLA)
407	407		LEPIDICUM IBERIS, LINN (TODARI)
408	408		LEPIDIUM SATIVUM, LINN (WATER GRASS, CHANSAUR)
409	409		LEPITAGATHIS CRISTATA (CHHOTA BALU PANIAN)
410	410		LEUCAS CEPHALOTES SPRENG (GOMA, GOMA)
411	411		LINUM USITATISSIMUM, LINN (LIN SEED, TISI)
412	412		LIPPIA NODIFLORA (JALA PIPPALI)
413	413		LIPPIA GERMANATA (NAGAXIRI)
414	414		LISTEA GLUTINOSA (MAIDA)
415	415		LITEA SEBIFERA,PERSN (MAIDA LAKIN)
416	416		LOBELIA NIOOSTIANAFOLIA,HEYNA (NAL)
417	417		LORANTHUS LONGIFLORA (MALANGA)
418	418		LUCAS ASPERA (GIRISH)
419	419		LUFFA ACUTANGULA,ROXB (RIBBED LUFFA, TORAI)
420	420		LUFFA AMARA (PITA JAHNI)
421	421		LUVUNGA SCANDENS (LAVANG)
422	422		LUFFA AEGYPTIACA MILL (SMOOTH LUFFA, GHIATARUL)
423	423		MACARANGA ROXBURGHII
424	424		MALLOTUS PHILLIPENSIS (INDIAN KAMALA, KAMALGUNDI)
425	425		MANIHOTES COLANTA (BALA SIMULI)
426	426		MARSDENIA TENACINSSIMA, W&A (MURBA)
427	427		MARSEXINA HAMIL TONIA (GOTHA GUHALO)
428	428		MARSILIA MINUTA (SUNUSUNIA)
429	429		MARTYNYA DIANDRA (DEVIL'S CLAW, BAGHANAKHI)
430	430		MATRICHARIA CHAMOMILA (CAMOMILE, KEMOMILA)
431	431		MAYIL THUTHAM (THUTIA)

432	432	MENTHA ARVENSIS, LINN (MINT, PUDINA)
433	433	MICHELIA CHAMPACAK, LINN (YELLOW CHAMPA, CHAMPA)
434	434	MILIUSA VELUTINA (GANDHA PALAS)
435	435	MIMOSA HIMALAYAN (KIRIKIRI)
436	436	MIMUSOPS ELENGI LINN (MULSARI)
437	437	MIMUSOPS HERENDRA (KHIRKOLI)
438	438	MINTHA ARVENSIS (PODINA)
439	439	MIRABIUS JALAPA (FOUR-O-CLOCK FLOWER (RANGA BANA)
440	440	MITRAGYNIA PARVIFLORA (KELIKADAMBA)
441	441	MOLOLUGO CERVIANA (JALPAPRA)
442	442	MORINDA TINCTORIA (INDIAN MULBERRY, ANCHHU)
443	443	MORUS ALBA (WHITE MULSBERRY, TUTA)
444	444	MURAYA KABNIGHI (BHUSANGA)
445	445	MURAYA PANICULATA (KAMINI)
446	446	MUTAICARIA CHAMOMILLA
447	447	MYRICA NAGI (BAY-BERRY, KATHKAL)
448	448	NERIUM INDICUM (SWEET SCENTED OLEANDER, KARABIR)
449	449	NARDOSTACHYS JATAMANSI (MUSKROOT, JATAMASHI)
450	450	NYCTANTHLES ARBORA-TRISTS LINN (NIGHT JASMINE, HARSIGHAR)
451	451	NYMPHONEA LOTUS, LINN (WATER LILY, NILOFAR)
452	452	OCIMUM SANCTUM LINN (HOLY BASIL, KALA TULASI)
453	453	OCIMUM BASILCUM (SWEET BASIL, BUBAITULASI)
454	454	OLAXSCANDENS (BHALA BHADRIA)
455	455	OLDENLENDLA CORIBOSA (TWO-FLOWERED INDIAN MADDER, PITA PAPADA)
456	456	OPERCULINA TURPETHUM (LINN)SILVA (INDIAN RHUBARB, NISOETHA)
457	457	OPUNTIA DILLENI (PRICKLY PEAR, NAGA FENI)
458	458	ORECHIS MASCULA (SALEP ORCHID, SALAB)
459	459	OROXYLUM INDICUM, VENT (SONAPATHA, SNAPATHA)
460	460	OSTREA EDULIS (BIVALVE SHEUI, SIPI)
461	461	OUGEINIA DALBERGIODES, BENTH (SNADAN)
462	462	OXALIS CORNICULATA, LINN (INDIAN SORREL, AMRUL)
463	463	PANDANAS INDICUM (KETAKI)
464	464	PANGIMITA PINNATA (KARANJ)
465	465	PARMELIA PERIATA, ACH (YELLOW LICHIN, CHERELA)
466	466	PARGULARIA EXTENSE (UTURULI)
467	467	PASSIFLORA INCARNATA (KRUSHNATAMAL)
468	468	PASSIFLORA FOETIDA (GANDHA TAMAL)
469	469	PAVONIA ODRATA (SUGANDHA BALA)
470	470	PEDALIUM MUREX (BADA GOKSHURA)
471	471	PEGANUM HARMAES, LINN (SYRIAN RUE, HARMAL)
472	472	PENTAPETES PHEINCIA (BANDHUK PUSPI)
473	473	PEIRERIA TUBESA (PATALKUMADA)
474	474	PEUCEDANUM GRAVEOLENS (DILL, DILL SEED)
475	475	PHASEOLUS TRILOBUS, A/T (MUGANI)
476	476	PHYLLANTHUS NIRURI, LINN (NIRURI)
477	477	PHYLLANTHUS URINARY (BHUI AMLA)
478	478	PHYLLANTHUS RETICULATUS (NARAKOLI)
479	479	PHYLLANTHUS MADERASPATANSIS (JAJANGI)
480	480	PHYSALIS MINIMA (CAPE GOOSEBERRY, LAXMI PRIYA)
481	481	PICTADA MARGARITIFERA (PEARL, MOTI)
482	482	PINUS LONGIFOLIA, ROXB (CHIR PINE, CHIR)
483	483	PISTACIA TEREBINTHUS (EAST INDIAN MASTICHE, GULL-PISTAH)
484	484	PISTIA STRATIOTES, LINN (TROPICAL DUCKWEED, JALKUMBHI)
485	485	PITHECELLO BIUM DULCE (BAGHA TENTULI)
486	486	PLANTAGO OVATA, FORS (ISPAGHULA, ISSUFUGUL)
487	487	PLUMBAGO ZEYLANCIUM (CHITRAKA)
488	488	PLUMBAGO ZEYLANICA, LINN (WHITE LEADWORD, CHITRA)
489	489	PLUMBAGO ROSEA (RED LEADWORD, LAL CHITARAH)
490	490	PLUMBAGO INDICA (CHITA PARU)



491	491		PLUMERIA ACCUMINATA (KATHA CHAMPA)
492	492		POLMWERA SUGAR CANDY (THAL SUKHRI)
493	493		PONGAMIA GHABRA (INDIAN BEECI, KARANJA)
494	494		PORTULACCA OLEROSA (GARDEN PURSLANE, LUNIDA)
495	495		PREMNA INTEGRIFOLLA LINN (AGNI-MANTHA, ARNI)
496	496		PROSOPIS SPICIGERA, LINN (CIKURA)
497	497		PRUNUS MAHALEB
498	498		PSORALEA CORYLIFOLIA, LINN (BABCHI SEEDS, BABCHI)
499	499		PTEROCARPUS MARSUPIUM ROXB (MALABAR KINO, BIJASAR)
500	500		PTEROSPERMUM ACERFOLIUM WILLD (KANIAR)
501	501		PTYCHOTIS AJOWAN (BISHOP'S WEED, AJOWAN)
502	502		PUERANTA TUBOROSA, DC (BIDAFIL KAND)
503	503		PURPURIA TUBEROSA, DC (BHUMIKUSMANDA)
504	504		PUTRAJIVA ROXYBURGHII, WALL (JAIAPUTA)
505	505		PYRUS CYDONIA (QUINCE, BIHIDANA)
506	506		QUISQUALIS INDICA (RANGOON CREEPER, MADHUMALATI)
507	507		RANDIA ULIGINOSA (THELKO)
508	508		RAUVOLFIA SERPENTINA, BENTH (SERPENTINA CHOTA CHAND)
509	509		RAUVOLFIA TETRA PHYLA (SAPRA GANDHA)
510	510		REPTADENIA SPARTUM
511	511		RHEUM EMODI, WALL (INDIAN RHUBARB (REVAND CHINI)
512	512		ROSA INDICA (INDIAN WHITE ROSE, SATA PATRI)
513	513		RUBIA CORDIFOLIA, LINN (INDIAN MADDER, MANJIT)
514	514		RUMEX VESICARIUS, LINN (SORREL, CHUKA)
515	515		RUTA GRAVEOLEUS, LINN (GARDEN RUE, SADAP)
516	516		SACCHARUM NUMGA, ROXB (KANDA)
517	517		SALVIA PIEIA (BHUI MANDAR)
518	518		SAPINDUS TRIJOLIA (INDIAN FILBERT, RITHA)
519	519		SARACA ASOKA (ASHOKA)
520	520		SARCOSTEMMA ABREVIATIGMA, W & A (SOMALATA)
521	521		SAUSSUREA LAPPA, CLARKE (COSTUS, KUST)
522	522		SAXIBRAGE LIQUILATA, WALL (PAKHENBED)
523	523		SCHLECHERA TRIJUGA, WILLD (KOSUM)
524	524		SCHLECHERA OLEORASA (KUSUM)
525	525		SCOPARIA DUDCIS (CHAULDHUJA)
526	526		SESBANIA GRANDIFLORE, LINN (AGASTA)
527	527		SESBANIA AEGYPTICA (JAYANTI)
528	528		SIDA CORDIFOLIA, LINN (COUNTRY MALLOW, KAHARETI)
529	529		SIDA RHOMBIFOLIA LINN (YELLOW BARBRIA, KHERITI)
530	530		SIDA HUMILIS (BHUMI BALA)
531	531		SIDA ALBA (NAGA BALA)
532	532		SIMMONDIA CHINENSIS (HOHOBA)
533	533		SISYMBRIUM IRIA, Z & S (KHUBKAIN)
534	534		SMILAX CHINA LINN (CHINA ROOT, CHOB CHINI)
535	535		SMILEX MACROPHYLLA ROXB (JUNGLI AUSHBALI)
536	536		SOLANUM INDICUM, LINN (INDIAN NIGHT SHADE, BIRHATTA)
537	537		SOLANUM NIGRUM (BLACK BERRIES, KAKAMACHI)
538	538		SOLANUM VIARUM (BRIHATI)
539	539		SLOANIUM XANSTHOCARPUM (KANTAKARI)
540	540		SPHAERANTHUS INDICUS, LINN (EAST INDIAN GLOBE THISTLE, GORAKMUNDI)
541	541		SPILENTHUS CEOROSA (AKARKARA)
542	542		SPILENTHUS ACIMELLA (CHHOTA AKARKARA)
543	543		STERCULIA URENS (GENDUL)
544	544		STEREASPERMUM SUAVEOLENS, DC (PARAL)
545	545		STEREASPERMUM CHELINOIEDES (PATALI)
546	546		STRYCHNOS NUX-VOMICA, LNN (NUXVOMICA, KUCHLA)
547	547		SWERTIA CHIRATA, HAM (CHIRETTA, CHARAYATAH)
548	548		SYMPOREME POLYANDRUM (BADI CHANG)
549	549		SYZYGIIUM CUMINI (JAMUN, JAMU)

550	550		TAGETES ERECTA, LINN (FRENCH MARIGOLD, GENDA)
551	551		TARAXACUM OFFICINALE , WIGG (DANDELION, DUDAL)
552	552		TAROLA INVOLUCRATA (BICCHUATI)
553	553		TAXUS BACCATA ,M LINN(HIMALAYAN, THUNEER)
554	554		TECOMELLA UNDULATA, SEEM (ROHIRA)
555	555		TEPHROSIA PURPUREA, PERS (PURPLE TERPHROSIA, SARPHANKA)
556	556		TERAMNUS LABILIS, SPRENG (MASHPARUI)
557	557		TERMINUS TOMETOSA (ASANA)
558	558		TERMINALLABELERICA , ROXB (BELERICS MYROBALANS, BHAIIRA)
559	559		TERMINALIA CHEBULA RETZ (MYROBALAN, HARARA)
560	560		TERMINALLA ARJUNA, W (ARJUNA MYROBALAN, ARJUN)
561	561		THALICTRUM FOLIOLOSUM, DC (GOLD THREAD, PILIJARI)
562	562		THENWETIA NWERIFOLIA (BADA KARBIR)
563	563		TINOSPORA CORDIFOLIA, MIERS (GILOE)
564	564		TRAPA BISPINOSA, ROXB (INDIAN CATTROP, SINGHARA)
565	565		TREBULUSASPER (SAHADA)
566	566		TREBULUS TERRESTRIS, LINN (SMALL CALTROPS, CHOTA GODHRU)
567	567		TRICHODESMA INDICUM, BR (ANDHAHOLI)
568	568		TRICHOSANTHES DIOICA, ROXB (WILD SNAKE GOURD, PARVAR)
569	569		TRICHOSANTHES BRACTEATA (MAHAKALA)
570	570		TRICHOSANTHUS CUCUMERINA (PITA POTAL)
571	571		TRIDA PROCUMBENS (BEHAYAKARANI)
572	572		TRIGONELLA FOENIUM GRACEUM, LINN (FENUGREEK, METHI)
573	573		TRINTHUMAPO TULACASTRUM (SWETA PUNANABA)
574	574		TRIUMFETTA RHOMBOIDES (JHINJHIRATA)
575	575		TYLOPHORA THAMATICA (ANNAMUL)
576	576		TYNOSPORA CORDIFOLIA (GILOY)
577	577		TYPHA ANGUTA (GAJA TRUNA)
578	578		UDLENDIA CORIMBOSA (UDLENDIA)
579	579		UGENIA INDIA (INDIAN SQUIL, KOLAKANDA)
580	580		UPHARBUA NERIPOLIA (SMAHI)
581	581		URARIA PICTA, DESV (PRASMI PARNI, PITVAN)
582	582		URARIA LOGOIODIES (KRUSHNAPARNI)
583	583		URGINEA SINUATA (AKATSHINGHI)
584	584		URGINEA INDICA,KUNTH (INDIAN SQUIL, JANGLI PIYAZ)
585	585		URTICA INTERRUPTA (LAL BICHUUATI)
586	586		VALERIANA WALLICHII,DC (INDIAN VALERIAN, TAGAR)
587	587		VANDA ROXBURGHII, BR (RASNA)
588	588		VARTARIA ZANIODES (BIRUN)
589	589		VENTILAGO ANRASPATNAM (RED CREEPER, RAKTA PICHHULI)
590	590		VERNONIA CINEREA, LECS (ASH COLOURED FLEABANE, SAHADEVI)
591	591		VERNONIA ANTHMINTICA (PURPLE FLEBIN, KALI JEERI)
592	592		VETIVERIA ZIZANIOIDES, NASH (CUSCUS GRASS, KHAS)
593	593		VINCA ROSEACATHARA (SADA BIHAR)
594	594		VIOLA ODORATA,LINN (WILD VIOLET, BANAPHSA)
595	595		VITIS QUADRANGULARIS, WALL (BONE SETTER, HARJORA)
596	596		VIVERRA ZIBETHA (CIVET, ZAWAD BANDER)
597	597		WELDELA CELENDULACE (BHRINGARAJ)
598	598		WOODFORDIA FRUTICOSIA,KURZ (DHAUTA)
599	599		WOODFORDIA FLURIBUNDA (DHAIFUL)
600	600		WRITHIA TINCTORIA (SWEET INDRAJOA, INDERJEW)
601	601		XQANCHUS PYRUM (CONCH, SHANKHA)
602	602		XANTHUM STRUMARIUM (BANA GOKHARA)
603	603		ZANTHOXYLUM ALATUM, ROXB (TEJBAL, TUMRU)
604	604		ZIZYPHUS SATIVA,GAERTN (JUJUBE, UNNNAB)
605	605	15159010	FIXED VEGETABLE OILS VIZ. NEUTRALISED AND BLEACHED MOWRAH OIL/FAT, NEUTRALISED AND BLEACHED KOKUM OIL/FAT, NEUTRALISED AND BLEACHED SAL OIL / SAL FAT / STEARINE
606	606	15159020	FIXED VEGETABLE OILS VIZ. DHUP OIL, NEEMSEED OIL

607	607	15159030	FIXED VEGETABLE OILS VIZ. NIGERSEED OIL
608	608	15159040	FIXED VEGETABLE OILS VIZ. NEUTRALISED AND BLEACHED MANGO KERNEL FAT / OIL / STEARINE / OLEIN
609	609	23069011	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF MOWRASEEDS
610	610	23069013	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF NIGERSEEDS
611	611	23069014	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF SEASAMUM SEEDS
612	612	23069015	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF MANGO KERNEL
613	613	23069016	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF SAL-DE-OILED
614	614	23069017	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF CASTOR SEEDS
615	615	23069018	OIL-CAKE AND OIL-CAKE MEAL, EXPPELLER VARIETY: OF NEEM SEEDS
616	616	23069025	OIL-CAKE AND OIL-CAKE MEAL, SOLVENT EXTRACTED (DEFATTED) VARIETY: OF MANGO KERNEL OILCAKE / MEAL
617	617	23069026	OIL CAKE AND OIL CAKE MEAL OF SAL FAT/OIL
618	618	12079930	NIGER SEED
619	619	15179010	SAL FAT (PROCESSED OR REFINED)
620	620		TAMARINDUS INDICUS I.E. TAMARIND (FRESH, DRIED, SEEDS), FLOUR MEAL AND POWDER OF TAMARIND, COTYLEDON FLOUR OF TAMARIND (TAMARIND INDICA), TAMARIND KERNEL POWDER'
621	621	11081990	TAMARIND SEED, STARCH
622	622	09109915	CASSIA TOREA SEEDS
623	623	12119029	TERMINALIA ARJUNA (ARJUN BARK)
624	624		ZYZIPHUS (BER FRUITS)

Value Added Extract of following Herbs (8.625 to 8.746)		Description of Herbs	
		Botanical Name	Other Names
625	625	ADHATODA VASIKA LEAF	MALABAR NUT / VASAKA
626	626	AESCULUS HPOCASTANIUM	HORSE CHESTNUT
627	627	BACOPA MONNIERI	NEERBRAHMI
628	628	BERBERRY ARISTATA	BARBERRY / DARUHALDI
629	629	BOSWELIA SERRATE	OLIBANUM / SALAI KUNDRU
630	630	CALENDULA OFFICINALIS	MARIGOLD
631	631	CAMELLIA SINENSIS	GREEN TEA
632	632	CARTHAMUS TINCTORIUS	SAFFLOWER
633	633	CASSIA ANGUSTIFOLIA	INDIAN SENNA / SONAMUKHI
634	634	CENTELLA ASIATICA PLANT	BRAHMI / GOTAKOLA
635	635	COLEUS FORSKOHLIN ROOT	GARMALU
636	636	COMMIPHORA MUKUL GUM	GUGGAL
637	637	CURCUMA LONGA	TURMERIC / HALDI
638	638	EMBELICA OFFICINALIS FRUIT	GOOSEBERRY / AMLA
639	639	EPHEDRA VULGARIS	EPHEDERA
640	640	GARCINIA CAMBOGIA	GORAKA / KOKAM
641	641	GLYCYRRHIZA GLABRA ROOT	LIQUORICE ROOT / MULETHI
642	642	MENTHA PIPERITA	PEPPERMINT / PUDINA
643	643	HYPERICUM PERFORATUM	ST. JOHN'S WORT
644	644	LYCOPERSICUM ESCULANTA	TOMATO PASTE
645	645	MUCUNA PRURIENS SEEDS	KONCH
646	646	PASSIFLORA CAERULEA	PASSION FLOWER
647	647	SAW PALMETTO	SAW PALMETTO
648	648	SIDA CORDIFOLIA ROOT	COUNTRY MALLOW

649	649	SILYBUM MARIANUM	MILK THISTLE
650	650	TRIBULUS TERRESTRIA FRUIT	GOKHRU
651	651	TRIGONELLA FOENUM-GRACEUM SEED	FENUGREEK / METHI
652	652	VALERIAN OFFICINALIS	VALERIAN ROOT
653	653	WITHANIA SOMNIFERA ROOT	ASHWAGANDHA
654	654	ZINGIBER OFFICINALIS	GINGER / SUNTH, ADRAK
655	655	ACACIA ARABICA BARK	BABUL
656	656	ACACIA CONCINNA PODS	SHIKAKAI
657	657	ACORUS CALAMUM RHIZOME	GODAVACH
658	658	AEGELE MARMELOS UNRIPE FRUIT	BAEL / BELGIRI
659	659	ALLIUM SATIVUM BULBS	GARLIC / LASAN
660	660	ALOE SPP : GUM	GHRITA KUMARI
661	661	ALPINIA GALANGA RHIZOMES	KULANJAN
662	662	ANACYLUS PYRETHRUM FLOWER	AKARKARA
663	663	ANDROGRAPHIS PANICULATA PLANT	KALMEGH/CHIRETTA
664	664	APIUM GRAVEOLENS SEED	AJMODA/CELERY SEED
665	665	ASPARAGUS RACEMOSUS ROOT DTY	SATAVARI
666	666	ASPHALTUM	SHILAJIT
667	667	AZADIRACHTA INDICA LEAF	NEEM
668	668	BOERHAAVIA DIFFUSA ROOT	PUNARNAVA
669	669	CASSIA FISTULA FRUIT	INDIAN LABURNUM / AMALTAS
670	670	CELASTRUS PANICULATUS SEED	MALAKANGUNI
671	671	CHITOSAN	CHITOSAN
672	672	CITRUS AURANTIUM PEEL	ORANGE, NARANGI
673	673	CONVOLVULUS PLURICAULIS	SHANKHAPUSHPI
674	674	CORIANDRUM SATIVUM SEEDS	CORRIANDER SEEDS/ DHANIA
675	675	SRATAEVA NURVALA BARK	VARUNA
676	676	CURCUMA AMADA RHIZOME	AMBA HALDI
677	677	ECLIPTA ALBA	BHRINGRAJ
678	678	EMBELIA RIBES	VAVDING
679	679	EUGENIA JAMBOLANA	JAMUN
680	680	GREEN TEA	GREEN TEA
681	681	HEMIDESMUS INDICUS ROOT	ANANTAMUL
682	682	INDIGOFERA TINCTORIA	INDIGO
683	683	LAGERSTROEMIA SPECIOSA	BANABA
684	684	LAWSONIA ALBA / INERMIS LEAF	HENNA / MEHNDI
685	685	LOBELIA NICOTIANAEOFOLIA LEAF	LOBELIA
686	686	MAPPYA FOETIDA ROOT	GHANERA
687	687	MOMORDICA CHARANTIA	KARELA
688	688	MORINDA CITRIFOLIA	NONI
689	689	MORINGA OLEIFERA	DRUM STICK / SARGAVA
690	690	MYRICA NAGI BARK	KAIPHAL
691	691	OCIMUM SANCTUM LEAF	HOLY BASIL/TULASI
692	692	PHYLLANTHUS NIRURI / AMARUS	BHUI AMLA
693	693	PICRORRHIZA KURROA ROOT	KUTKI
694	694	PIPER LONGUM FRUIT	LONG PEPPER / PIPLA
695	695	PLUMBAGO ZEYLANICA ROOT	CHITRAK ROOT
696	696	PTEROCARPUS MARSUPIUM WOOD	VIJASAR
697	697	PTEROCARPUS SANTALINUS	RED SANDER/LAL CHANDAN

698	698	PUNICA GRANATUM JUICE	POMEGRANATE / ANARDANA
699	699	PUNICA GRANATUM RIND	ANAR KA CHITKA
700	700	PUNICA GRANATUM SEED	POMEGRANATE/ANARDANA
701	701	RAUWOLFIA SERPENTINA ROOT	SARPGANDHA
702	702	RUBIA CORDIFOLIA ROOT	MANJISTHA
703	703	SALACIA RETICULATA ROOT	SALACIA ROOT
704	704	SARACA INDICA BARK	ASHOKA
705	705	SCAMMONY RESIN	SCAMMONY ROOT
706	706	SOLANUM NIGRUM BERRIES	MAKOI / KAKAMACHI
707	707	SOLANUM XANTHOCARPUM PLANT	KANTAKARI
708	708	SYMPLOCOS RACEMOSA BARK	LODHRA
709	709	TERMINALIA ARJUNA BARK	ARJUNA BARK
710	710	TERMINALIA BELERICA FRUIT	BAHEDA
711	711	TINOSPORA CORDIFOLIA ROOT	GUDUCHI / GILOY
712	712	TRIPHALA DRY EXTRACT	
713	713	TYLOPHORA INDICA LEAF	ARKAPATRI
714	714	VITEX NEGUNDO LEAF	NIRGANDHI
715	715	PAUSINYSTALIA YOHIMBE BARK	YOHIMBE BARK
716	716	TULSI	
717	717	ROSMARINIC	
718	718	URSOLIC	
719	719	GUGULIPID	
720	720	INULA RACEMOSA	
721	721	OLEANOLIC	
722	722	MADHUCA INDICA	MAHUA FLOWER
723	723	MADHUCA INDICA	MAHUA GULLI
724	724	BAUHINA VAHLII	MAHUL PATTA
725	725	PHYLLANTUS EMBLICA	ANOLA
726	726	CASSIA TORA	CHOROTA
727	727	CYPERSUS ROTUNDUS	MOHTA ROOTS
728	728	EULALIOPSIS RACEMOSUS	WILD SHATAWAR
729	729	SHOREA ROBUSTA	SAL SEEDS
		<b>GUMS EXTRACTED FROM</b>	
730	730	STERCULIA URENS	KULLU
731	731	BOSWELLIA SERRATA	SALAI
732	732	ANOGEISSUS LATOFOIA	DHAAODA
733	733	ACACIA CATECHU	KHAIR
734	734	ACACIA NILOTICA	BABOOL SEED
		<b>VALUE ADDED PRODUCTS OF MENTHA</b>	
735	735	MENTHOL BP/USP	
736	736	MENTHOL CRYSTAL BP/USP	
737	737	MENTHA OIL IP	
738	738	MENTHONE	
739	739	MENTHOL LIQUID	
740	740	MINT BLEND	
741	741	PEPPERMINT OIL	
742	742	RECTIFIED PEPPERMINT OIL	
743	743	SPEARMINT	
744	744	CORNMINT OIL	
745	745	DEMENTHOLISED PEPPERMINT OIL	
746	746	VALUE MINT	

## APPENDIX 37B

### LIST OF IMPORT ITEMS NOT ALLOWED UNDER PROMOTIONAL SCHEMES UNDER CHAPTER 3, UNLESS OTHERWISE SPECIFIED.

Sl.No.	Name of the Product
01	Garlic, Peas and all other Vegetables with a Duty of more than 30% under Chapter 7 of ITC (HS) Classification of Export and Import items.
02	Coconut, Areca Nut, Oranges, Lemon, Fresh Grapes, Apple and Pears and all other fruits with a Duty of more than 30% under Chapter 8 of ITC (HS) Classification of Export and Import items.
03	All Spices with a Duty of more than 30% under Chapter 9 of ITC (HS) Classification of Export and Import items (except Cloves)
04	Tea, Coffee and Pepper as per Chapter 9 of ITC (HS) Classification of Export and Import items.
05	All Oil Seeds under Chapter 12 of ITC (HS) Classification of Export and Import items.
06	Natural Rubber as per Chapter 40 of ITC (HS) Classification of Export and Import items.
07	Capital Goods  (i) General-purpose agricultural tractors above 25 HP and upto 75 HP. (ii) Stationary Diesel Engines. (iii) Irrigation pumps. (iv) Threshers for cereals. (v) Combine harvesters suitable only for wheat and paddy crops. (vi) Animal driven implements.

## APPENDIX 37C

### LIST OF NOTIFIED MARKETS UNDER FOCUS MARKET SCHEME (FMS)

Sl. No.	MARKET CATEGORY	Admissible Date of Export
1	<b>Table 1: Focus Markets</b>	<b>27.8.2009</b>
2	<b>Table 2: New Focus Markets</b>	<b>27.8.2009</b>
	Note 1: For exports made from the date of announcement of FTP2009-2014, the exporters may file claims using this Appendix 37C. For exports prior to that, the exporters may file claims using the Appendix 37C as it existed prior to the date of announcement of the FTP2009-2014.	

<b>Table 1: Focus Markets</b>			
<b>Sl. No.</b>	<b>Focus Market Code</b>	<b>Country Code</b>	<b>Country</b>
<b>Countries in Latin American Block</b>			
1	L01	AR	ARGENTINA
2	L02	BO	BOLIVIA
3	L03	CL	CHILE
4	L04	EC	ECUADOR
5	L05	PY	PARAGUAY
6	L06	PE	PERU
7	L07	UY	URUGUAY
8	L08	VE	VENEZUELA
9	L09	DO	DOMINICAN REPUBLIC
10	L10	SV	EL SALVADOR
11	L11	GT	GUATEMALA
12	L12	JM	JAMAICA
13	L13	TT	TRINIDAD AND TOBAGO
14	L14	CO	COLOMBIA
15	L15	HN	HONDURAS
<b>Countries in African Block</b>			
16	A01	AO	ANGOLA
17	A02	BJ	BENIN
18	A03	BW	BOTSWANA
19	A04	BF	BURKINA FASO
20	A05	BI	BURUNDI
21	A06	CM	CAMEROON
22	A07		CANARY IS
23	A08	CV	CAPE VERDE IS
24	A09	CF	CENTRAL AFRICAN REP
25	A10	TD	CHAD
26	A11	KM	COMOROS
27	A12		CONGO P REP
28	A13	ET	ETHIOPIA
29	A14	ER	ERITREA
30	A15	GQ	EQUATORIAL GUINEA
31	A16	TF	FRENCH SOUTH & ANTARTIC TERR
32	A17	GA	GABON
33	A18	GM	GAMBIA
34	A19	GN	GUINEA
35	A20	GW	GUINEA BISSAU
36	A21	CI	COTE D'IVOIRE
37	A22	LS	LESOTHO
38	A23	LR	LIBERIA
39	A24	LY	LIBYA
40	A25	MG	MADAGASCAR
41	A26	MW	MALAWI
42	A27	ML	MALI
43	A28	MR	MAURITANIA
44	A29	MU	MAURITIUS
45	A30	MA	MOROCCO
46	A31	MZ	MOZAMBIQUE
47	A32	NA	NAMIBIA
48	A33	NE	NIGER
49	A34	RE	REUNION
50	A35	RW	RWANDA
51	A36		SAHARWI A.DM RP



52	A37	ST	SAO TOME
53	A38	SN	SENEGAL
54	A39	SC	SEYCHELLES
55	A40	SL	SIERRA LEONE
56	A41	SO	SOMALIA
57	A42	SH	ST HELENA
58	A43	SZ	SWAZILAND
59	A44	TG	TOGO
60	A45	TN	TUNISIA
61	A46	UG	UGANDA
62	A47		CONGO D. REP.
63	A48	ZM	ZAMBIA
64	A49	ZW	ZIMBABWE
65	A50	DJ	DJIBOUTI
66	A51	SD	SUDAN
67	A52	GH	GHANA
<b>Countries in CIS-CAR Block</b>			
68	C01	AM	ARMENIA
69	C02	AZ	AZERBAIJAN
70	C03	BY	BELARUS
71	C04	GE	GEORGIA
72	C05	MD	MOLDOVA
73	C06	KZ	KAZAKHSTAN
74	C07	KG	KYRGYZ REPUBLIC
75	C08	TJ	TAJIKISTAN
76	C09	TM	TURKMENISTAN
77	C10	UZ	UZBEKISTAN
<b>Countries in Eastern Europe Block</b>			
78	EE1	AL	ALBANIA
79	EE2	MK	MACEDONIA
81	EE3	BA	BOSNIA-HRZGOVINA
81	EE4	HR	CROATIA
82	EE5		SERBIA AND MONTENEGRO
<b>Countries in Asian Block</b>			
83	AS1	MN	MONGOLIA

**Table 2: NEW FOCUS MARKETS**

Sl. No.	Focus Market Code	Country Code	Country
<b>Countries in Latin American Block</b>			
1	L16	PR	PUERTO RICO
2	L17	CR	COSTA RICA
3	L18	PA	PANAMA
4	L19	BS	BAHAMAS
5	L20	NI	NICARAGUA
6	L21	HT	HAITI
7	L22	BB	BARBADOS
8	L23	SR	SURINAME
9	L24	BJ	BELIZE
10	L25	AG	ANTIGUA
11	L26	LC	ST. LUCIA
12	L27	GY	GUYANA
13	L28	GD	GRENADA
14	L29	KN	ST. KITTS AND NEVIS
15	L30	VC	ST. VINCENT
16	L31	DM	DOMINICA

<b>Countries in Asia-Oceania Block</b>			
17	AS2	FJ	FIJI IS
18	AS3	KI	KIRIBATI REP
19	AS4	NR	NAURU RP
20	AS5	PG	PAPUA NEW GUINEA
21	AS6	SB	SOLOMON ISLAND
22	AS7	TO	TONGA
23	AS8	TV	TUVALU
24	AS9	VU	VANUATU REP
25	AS10	WS	SAMOA
26	AS11	LA	LAOS (LAO PD REP)

## APPENDIX 37D

### LIST OF NOTIFIED PRODUCTS UNDER FOCUS PRODUCT SCHEME (FPS)

Sl. No.	PRODUCT CATEGORY	Admissible Date of Export
1	<b>TABLE 1: FOCUS PRODUCTS</b>	<b>27.8.2009</b>
2	<b>TABLE 2: SPECIAL FOCUS PRODUCTS</b>	<b>27.8.2009</b>
3	<b>TABLE 3: MARKET LINKED FOCUS PRODUCTS</b>	<b>27.8.2009</b>
4	<b>TABLE 4: NEW FOCUS PRODUCTS</b>	<b>27.8.2009</b>
5	<b>TABLE 5: NEW SPECIAL FOCUS PRODUCTS</b>	<b>27.8.2009</b>
6	<b>TABLE 6: NEW MARKET LINKED FOCUS PRODUCTS</b>	<b>27.8.2009</b>

Note1: For exports made from the date of announcement of FTP 2009-2014, the exporters may file claims using this Appendix 37D. For exports prior to that, the exporters may file claims using the Appendix 37D as it existed prior to the date of announcement of the FTP2009-2014.

Note2: "FPS benefits @2% on export Apparel to EU and USA , as announced by Public Notice No. 156(RE2008)/2004-09 dated 2.3.2009 shall continue till 30.9.2009, as per policy / procedure on FTP 2004-09 (RE2008)"

<b><u>TABLE 1: FOCUS PRODUCTS</u></b>			
<b><u>VALUE ADDED LEATHER PRODUCTS &amp; LEATHER FOOTWEAR</u></b>			
Sl. No.	FPS Product Code	ITC (HS) Code	Description
1	1	4201	SADDLERY AND HARNESS FOR ANY ANIMAL (INCLUDING TRACES LEADS, KNEE PADS, MUZZLES, SADDLE CLOTHS, SADDLE BAGS-DOG COATS & THE LIKE) OF ANY MATERIALS
2	2	420211	TRUNKS, SUIT-CASES VANITY-CASES SCHOOL SATCHELS & SIMILAR CONTAINERS WITH OUTER SURFACE OF LEATHER/COMPOSITION LEATHER/PATENT LEATHER
3	3	420221	HANDBAGS WITH OUTER SURFACE OF LEATHER OF COMPOSITION LEATHER/OF PATENT LEATHER W/N WITH SHOULDER STRAP-INCLUDING THOSE WITHOUT HANDLE
4	4	420231	ARTICLES WITH OUTER SURFACE OF LEATHER OF COMPOSITION LEATHER/OF PATENT LEATHER CARRIED IN POCKET /HANDBAG
5	5	4203	ARTICLES OF APPAREL AND CLOTHING ACCESSORIES OF LEATHER OR OF COMPOSITION LEATHER
6	6	4204	ARTICLES OF LEATHER/ COMPOSITION LEATHER OF A KIND USED IN MACHINERY/MECHANICAL APPLIANCES/OTHER TECHNICAL USES

7	7	4205	OTHER ARTICLES OF LEATHER/OF COMPOSITION LEATHER
8	8	6403	FOOTWEAR WITH OUTER SOLES OF RUBBER, PLASTICS, LEATHER / COMPOSITION LEATHER & UPPERS OF LEATHER
9	9	64041120	RUBBER SOLE WITH LEATHER CLOTH UPPERS
10	10	64041920	RUBBER SOLE WITH LEATHER CLOTH UPPERS
11	11	64042000	FOOTWEAR WITH OUTER SOLES OF LEATHER / COMPOSITION LEATHER AND WITH UPPER OF TEXTILE MATERIALS
12	12	64051000	OTHER FOOTWEAR WITH UPPERS OF LEATHER/ COMPOSITION LEATHER
13	13	64061020	LEATHER UPPERS (PREPARED)
14	14	64069910	LEATHER PARTS OF FOOTWEAR OTHER THAN SOLES AND PREPARED UPPERS
15	15	64069920	LEATHER SOLES
<b><u>FIREWORKS AND STATIONERY ITEMS</u></b>			
16	16	3604	FIREWORKS SIGNALLING FLARES RAIN ROCKETS FOG SIGNALS & OTHER PYROTECHNIC ARTICLES
17	17	4816	CARBON/SELF COPY PAPER & OTHER COPYING/ TRANSFER PAPERS (OTHER THAN HEADING NO4809), DUPLICATOR STENCILS & OFFSET PLATES OF PAPER WEATHER OR NOT PUT IN BOXES
18	18	4817	ENVELOPS LETTER PLAIN POSTCARD & CORRESPONDENCE CARDS OF PAPER/PAPERBOARD BOX POUCH ETC AND ASSORTMENT OF PAPER STATIONARY
19	19	4820	REGISTERS ACCT/NOTE/ORDER/RECEIPT BOOKS LETTER MEMO PADS FOLDERS FILE COVERS ALBUMS ETC OF PAPER & PAPER BOARD
20	20	9608	BALL POINT PENS; FELT TIPPED PENS; FOUNTAIN PEN; STYLOGRAPH PENS; PROPELLING/SLIDING PENCILS; PEN/PENCIL HOLDERS; PARTS OF ABOVE (EXCLUDING COVERED BY ITC(HS) 960839)
21	21	9609	PENCILS (EXCLUDING PENCILS OF HEADING NO.9608), CRAYONS, PENCIL LEADS PASTELS, DRAWING CHARCOALS, WRITING / DRAWING CHARCOALS & TAILORS' CHALKS
22	22	9610	SLATES AND BOARDS, WITH WRITING / DRAWING SURFACES W/N FRAMED
23	23	9612	TYPEWRITER/SIMILAR RIBBONS, INKED /OTHERWISE PREPARED OR GIVING IMPRESSIONS, W/N ON SPOOLS/IN CARTRIDGES; INK-PADS W/N INKED, WITH BOXES
24	24	73170091	STAPLES, STUDS, DRAWING PIN AND OTHER OFFICE STATIONERY EXCLUDING PINS
25	25	73193000	OTHER PINS
26	26	83052000	STAPLES IN STRIPS
27	27	84729010	STAPLING MACHINES (STAPLERS)

<b>HANDLOOM PRODUCTS</b>			
28	28		ALL HANDLOOM PRODUCTS COVERED UNDER ITC HS CODES 50079010, 51129050, 52083121, 52084121, 52084921, 52085920, 52091111, 52091112, 52091114, 52091119, 52095111, 57024230, 57050024, 57050042, 58021950, 62141030, 62160020, 63022110, 63025110, 63026010, 63029110, 63041940, 63049211, 63049221, 63049231, 63049241, 63049281, 63049291, 63049991, 63049992, AND 63071030 WILL BE ENTITLED FOR BENEFIT UNDER THE SCHEME.  <b>NOTE:</b> This benefit can be availed by exporters registered with Handlooms Export Promotion Council (HEPC).
<b>VALUE ADDED COIR PRODUCTS</b>			
29	29	53051110	COIR BRISTLE FIBRE
30	30	53051120	COIR MATTRESSFIBRE
31	31	53051130	CURLED / MACHINE TWISTED COIR FIBRE
32	32	53051140	COIR PTIH PROCESSED IN VALUE FORMS LIKE BRIQUETTE / COINS / NEO DISCS / GROWBAGS ETC. AND IN LOOSE FORM FOR USE AS NUTRITIOUS GROWING MEDIUM AND HORTICULTURE AND AGRICULTURE.
33	33	53051190	OTHER: FIBRE PRODUCED FROM COCONUT HUSK BY MECHANICAL / MANUAL PROCESS
34	34	53081010	COIR YARN – BALED
35	35	53081090	COIR YARN - OTHER
36	36	53110029	OTHERS: WOVEN GEOTEXTILES OF COIR
37	37	53079010	COIR, CORDAGES & ROPES, OTHER THAN OF COTTON
38	38	56090010	PRODUCTS OF COIR, NOT ELSEWHERE SPECIFIED OR INCLUDED – COIR GARDEN ARTICLES, BRAIDS, BAGS, POTS ETC.
<b>SILK</b>			
39	39	5001	SILK-WORM COCOONS SUITABLE FOR REELING
40	40	5002	RAW SILK (NOT THROWN)
41	41	5004	SILK YARNS (OTHER THAN YARN SPUN FROM SILK WASTE) NT PUT UP FOR RETAIL SALE
42	42	5005	YARN SPUN FROM SILK WASTE NT PUT UP FR RETAL SLE
43	43	5006	SILK YARN & YARN SPUN FROM SILK WASTE PUT UP FOR RETAIL SALE, SILK-WORM GUT
44	44	5007	WOVEN FABRICS OF SILK OR SILK WASTE
<b>OTHER FOCUS PRODUCTS</b>			
45	45	6814	WORKED MICA & ARTICLES OF MICA INCL AGGLMRTD/ RECONSTD MICA W/N ON A SUPORT OF PAPR ETC
46	46	2402	CIGARS CHEROOTS CIGARILLOS & CIGRTTS OF TOBACO OR OF TOBACO SUBSTUTS
47	47	8202 to 8206	ALL TYPES OF HAND TOOLS COVERED UNDER ITC HS CODES 8202 TO 8206.

48	48	70120000	GLASS INNERS FOR VACUUM FLASKS OR FOR OTHER VACUUM VESSELS.
49	49	73181500	SCREWS AND BOLTS, WHETHER OR NOT WITH THEIR NUTS OR WASHERS, THREADED
50	50	73181600	NUTS, THREADED
51	51	73181900	THREADED RODS/ARTICLES
52	52	73182200	WASHERS, NON-THREADED
53	53	73182300	RIVETS, NON-THREADED
54	54	84529090	PARTS OF SEWING MACHINES COVERED UNDER ITC (HS) CODE 84529090 BUT EXCLUDING THOSE COVERED UNDER ITC(HS) CODES 845230, 845240 AND 84529010
55	55	84089090	COMPRESSION-IGNITION INTERNAL COMBUSTION PISTON ENGINES (DIESEL) UP TO 20 H.P. CAPACITY
56	56	70072110	BULLET PROOF GLASS
57	57	84831091	CRANK SHAFT FOR ENGINES OF HEADING 8407
58	58	84831092	CRANK SHAFT FOR ENGINES OF HEADING 8408
59	59	9018	INSTRUMENTS AND APPLIANCES USED IN MEDICAL, SURGICAL, DENTAL OR VETERINARY SCIENCES INCLUDING SCIENTIGRAPHIC APPARATUS, OTHER ELECTRO-MEDICAL APPARATUS AND SIGHT-TESTING INSTRUMENTS
60	60	90011000	OPTICAL FIBRES, OPTICAL FIBRE BUNDLES AND CABLES
61	61	9703	ORIGINAL SCULPTURES AND STATUARY, IN ANY MATERIAL
62	62	85281218 85281219	LIQUID CRYSTAL DISPLAY TELEVISION SET
63	63		MARBLE & TRAVERTINE (ITC HS CODES 25151220, 25151290, 68022110, 68022190, 25151210)
64	64		PUBLIC CALL OFFICE USING WIRELESS (GSM/SATELLITE) TECHNOLOGY
65	65		POINT OF SALE TERMINALS / TRANSACTION TERMINALS (EPOS) USING GSM / CDMA / ETHERNET / WIFI / SERIAL / PSTN TECHNOLOGY
66	66	85421010	SIM CARDS
67	67	85421020	MEMORY CARDS
68	68	85252017	CELLULAR PHONES (WITH 3G STANDARD, WIRELESS INTERNET AND GPS)

69	69	84729030	AUTOMATIC BANK NOTE DISPENSERS
70	70	901812	ULTRASONIC SCANNING APPARATUS
71	71	901813	MAGNETIC RESONANCE IMAGING APPARATUS
72	72	852540	STILL IMAGE VIDEO CAMERAS
73	73	85171920	VIDEOPHONES
74	74	854260	HYBRID INTEGRATED CIRCUITS
75	75	85414011	SOLAR CELLS/PHOTOVOLTAIC CELLS WHETHER OR NOT ASSEMBLED IN MODULES/ PANELS
76	76	56031200	NON-WOVENS, WHETHER OR NOT IMPREGNATED, COATED, COVERED OR LAMINATED, OF MAN-MADE FILAMENTS, WEIGHING MORE THAN 25 G / M2 BUT NOT MORE THAN 70 G/M2 (COVERED UNDER ITC HS CODE 56031200)

<b>TABLE 2: SPECIAL FOCUS PRODUCTS</b>			
<b>TOYS AND SPORTS GOODS</b>			
<b>S.No.</b>	<b>FPS Product Code</b>	<b>ITC HS Code</b>	
1	1	9501	WHEELED TOYS DESIGNED TO BE RIDDEN BY CHILDREN (E.G. TRICYCLES, SCOOTERS, PEDAL CARS); DOLLS CARRIAGES
2	2	9502	DOLLS REPRESENTING ONLY HUMAN BEINGS
3	3	9503	OTHER TOYS; REDUCED-SIZE ("SCALE") MODELS & SIMILAR RECREATIONAL MODELS / WORKING OR NOT; PUZZLES OF ALL KINDS
4	4	9504	ARTICLES FOR FUNFAIR, TABLE OR PAR LOUR GAMES, INCLUDING PIN TABLES, BILLIARDS, SPECIAL TABLES FOR CASINO GAMES AND AUTOMATIC BOWLING EQUIPMENT
5	5	9505	FESTIVE CARNIVAL / OTHER ENTERTAINMENT ARTICLES, INCLUDING CONJURING TRICKS AND NOVELTY JOKES
6	6	9506	ARTICLES & EQUIPMENT FOR GYMNASTICS, ATHLETICS, OTHER SPORTS (INCLUDING TABLE TENNIS) / OUTDOOR GAMES, N.E.S; SWIMMING POOLS & PADDLING POOLS
7	7	420321	GLOVES, MITTENS AND MITTS, SPECIALLY DESIGNED FOR USE IN SPORTS
8	8	650610	CRICKET HELMETS
9	9	9507	FISHING RODS, FISH-HOOKS & OTHER LINE FISHING TACKLE; FISH LANDING & SIMILAR NETS; DECOY "BIRDS" (EXCLUDING OF 9208/9705) & SIMILAR HUNTING REQUISITES
10	10	9508	ROUNDABOUTS, SWINGS, SHOOTING GALLERIES & OTHER FAIR GROUND AMUSEMENT; TRAVELLING CIRCUSES, TRAVELLING MENAGERIES & TRAVELLING THEATRES
<b>HANDMADE CARPETS</b>			
COIR BOARD SHALL CERTIFY THAT THE EXPORTED PRODUCT IS A HANDMADE PRODUCT, IF ANY DOUBT ARISES IN RESPECT OF HANDMADE COIR PRODUCTS UNDER CHAPTER 57.			
11	11	57	ALL HANDMADE CARPETS AND OTHER TEXTILE FLOOR COVERINGS, COVERED UNDER CHAPTER 57 OF ITC (HS) CODE BOOK, WHETHER OR NOT MADE UPS. NOTE: THE EXPRESSION 'HANDMADE' WOULD INCLUDE HAND-MADE, HAND-KNOTTED, HAND-TUFTED AND HAND-WOVEN.
<b>HANDICRAFT PRODUCTS</b>			
Note: The FPS benefits @ 5% on exports of all items included in this sub-table shall be admissible only for 'Handicraft Products'.			
Export of items used for cooking and dining purposes are not 'Handicraft' items. Accordingly, all such items including those falling in the 'Tableware' / 'Kitchenware' category shall not be entitled for FPS benefits in this sub-table.			
The Development Commissioner (Handicraft) Ministry of Textiles shall certify that the exported product is a Handicraft product, if any doubt arises on this issue.			
12	12	73239200	OTHER HOUSEHOLD ARTICLES OF CAST IRON, ENAMELED
13	13	74181910	E.P.N.S. WARE
14	14	74181930	OTHER TABLE, KITCHEN OR OTHER HOUSEHOLD ARTICLES



15	15	74199920	ARTICLES OF COPPER ALLOYS ELECTROPLATED WITH NICKEL-SILVER
16	16	74199930	ARTICLES OF BRASS
17	17	74199940	COPPER WORKED ARTICLES
18	18	76151940	OTHER TABLE & KITCHENWARE OF ALUMINIUM
19	19	97030010	ORIGINAL SCULPTURES & STATUARY IN METAL
20	20	4414	WOODEN FRAMES FOR PAINTINGS PHOTOGRAPHS MIRRORS OR SIMILAR OBJECTS
21	21	44190010	TABLEWARE OF WOOD
22	22	44190020	KITCHENWARE OF WOOD
23	23	44201000	STATUETTES AND OTHER ORNAMENTS OF WOOD
24	24	44209010	WOOD MARQUETRY AND INLAID WOOD
25	25	44219060	PARTS OF DOMESTIC DECORATIVE ARTICLES USED AS TABLEWARE AND KITCHENWARE
26	26	6602	WALKING STICKS SEAT STICKS WHIPS RIDING CROPS AND THE LIKE
27	27	94033010	CABINETWARE
28	28	94033090	OTHERS
29	29	94035010	BED STEAD
30	30	94035090	OTHER WOODEN FURNITURE USED IN BEDROOM
31	31	94036000	OTHER WOODEN FURNITURE
32	32	97019091	DOMESTIC ARTICLES OF WOOD (HAND DECORATED)
33	33	97019099	OTHER HAND-DECORATED MANUFACTURED ARTICLES
34	34	71171100	CUFF LINKS & STUDS OF BASE METAL W/N PLATED WITH PRECIOUS METAL - IMITATION JEWELLRY CATEGORY
35	35	71171910	BANGLES - IMITATION JEWELLRY CATEGORY
36	36	71171920	GERMAN SILVER JEWELLRY - IMITATION JEWELLRY CATEGORY
37	37	71171990	OTHER - IMITATION JEWELLRY CATEGORY
38	38	71179010	JEWELLRY SET WITH IMITATION PEARLS OR IMITATION OR SYNTHETIC STONES - IMITATION JEWELLRY CATEGORY
39	39	71179090	OTHER IMITATION JEWELLRY FOR PERSONAL ADORNMENT
40	40	83089020	IMITATION ZARI SPANGLES
41	41	83089031	BEADS & SPANGLES OF BASE METAL FOR GARMENTS MADE UPS, KNITWEAR, PLASTIC & LEATHER GOODS
42	42	83089039	OTHER BEADS & SPANGLES OF BASE METAL
43	43	33019031	ATTARS OF ALL KINDS IN FIXED OIL BASE
44	44	33074100	"AGARBATTI" & OTHR ODORIFEROUS PREPARATIONS WHICH OPERATE BY BURNING
45	45	33074900	OTHER ODORIFEROUS PREPARATIONS USED FOR DEODORIZING ROOM (EXCL AGARBATTI)
46	46	940150	SEATS OF CANE, OSIER, BAMBOO / SIMILAR MATERIALS
47	47	94038010	FURNITURE OF WICKERWORK / BAMBOO
48	48	94038090	OTHERS
49	49	46021011	PALM LEAF BASKET ETC.
50	50	46021019	PALM LEAF ITEMS OTHER THEN BASKETS
51	51	46021090	OTHERS

52	52	69111011	TABLEWARE OF BONE CHINA & SOFT PORCELAIN
53	53	69111019	TABLEWARE OF OTHER THAN BONE CHINA & SOFT PORCELAIN
54	54	69111021	KITCHENWARE OF BONE CHINA & SOFT PORCELAIN
55	55	69111029	KITCHENWARE OF OTHER THAN BONE CHINA & SOFT PORCELAIN
56	56	69119010	TOILET ARTICLES OF PORCELAIN CHINA
57	57	69119020	OTHER HOUSEHOLD & TOILET ARTICLES OF PORCELAIN -WATER FILTER - OF CAPACITY NOT EXCEEDING 40 LTS - OF PORCELAIN
58	58	69119090	OTHER OF OTHER HOUSEHOLD & TOILET ARTICLES OF PORCELAIN
59	59	69120010	CERAMIC TABLEWARE (E.G. OF IMITATION PORCELAIN / OR SEMI-PORCELAIN)
60	60	69120020	CERAMIC KITCHENWARE
61	61	69120030	TOILET ARTICLES OTHER THAN PORCELAIN / CHINA
62	62	69120040	CLAY ARTICLES AS TABLEWARE, KITCHENWARE ETC
63	63	69120090	OTHERS
64	64	69131000	STATUETTES ETC OF PORCELAIN/CHINA
65	65	69139000	OTHER STATUETTE ETC (EXCL OF PORCELAIN/CHINA)
66	66	69141000	OTHER CERAMIC ARTICLES OF PORCELAIN/CHINA
67	67	69149000	OTHER CERAMIC ARTICLES EXCL OF PORCELAIN/CHINA
68	68	7006	GLASS OF HEADING 7003,7004/7005, BENT, EDGED WORKED ETC NOT FRAMED/FITTED WITH OTHER MATERIALS
69	69	70181010	BANGLES
70	70	70181020	BEADS
71	71	70189010	GLASS STATUETTE OF OTHER ARTICLE OF HEADING 7018
72	72	34060010	CANDLES
73	73	48021010	HAND MADE PAPER
74	74	48021020	HAND-MADE PAPERBOARD
75	75	95051000	ARTICLES FOR CHRISTMAS FESTIVITIES
76	76	95059010	MAGICAL EQUIPMENTS
77	77	96089910	PEN HOLDERS & SIMILAR HOLDERS
78	78	96020010	WORKED VEGETABLE CARVING MATERIAL AND ARTICLES THEREOF

<b>TABLE 3: MARKET LINKED FOCUS PRODUCTS</b>				
<b>BICYCLES AND BICYCLE PARTS:</b>				
<b>Note:</b> The products covered below must be for use in bicycles only and the exporter, therefore, must submit documentary proof to that effect to the RA.				
<b>SL. NO.</b>	<b>FOCUS PRODUCT CODE</b>	<b>DESCRIPTION OF PRODUCT/SECTOR</b>	<b>ITC(HS) CODE</b>	<b>LINKED MARKET (S) FOR FOCUS PRODUCT (S) / SECTOR (S)</b>
1.	1.	BICYCLES AND OTHER CYCLES (INCLUDING DELIVERY TRI-CYCLES), NOT MOTORIZED	871200	ALGERIA, TANZANIA, NIGERIA, KENYA, BRAZIL AND UKRAINE
2.	2.	FRAMES, FORKS, AND PARTS THEREOF	871491	
3.	3.	WHEEL RIMS AND SPOKES	871492	

4.	4.	HUBS, OTHER THAN COASTER BRAKING HUBS AND HUB BRAKES, AND FREE-WHEEL SPROCKET-WHEELS	871493		
5.	5.	BRAKES, INCLUDING COASTER BRAKING HUBS AND HUB BRAKES, AND PARTS THEREOF	871494		
6.	6.	BICYCLES SADDLES	871495		
7.	7.	PEDALS AND CRANK-GEAR, AND PARTS THEREOF	871496		
8.	8.	BICYCLE CHAINS	87149910		
9.	9.	BICYCLE WHEELS; MUDGUARD AND ITS PARTS, HANDLE AND ITS PARTS, CHAIN COVER, STAND, CARRIER, BELL, PUMP, MIRROR, DYNAMO LIGHTING SET AND FORKGUARD	87149920 87149990		
10.	10.	ITEMS OF A KIND USED ON BICYCLES: TAPS, COCKS, VALVES AND SIMILAR APPLIANCES FOR PIPES, BOILER SHELLS, TANKS, VATS OR THE LIKE, INCLUDING PRESSURE- REDUCING VALVES AND THERMOSTATICALLY CONTROLLED VALVES;  NEW PNEUMATIC TYRES, OF RUBBER, OF A KIND USED ON BICYCLES;  INNER TUBES OF RUBBER, OF A KIND USED ON BICYCLES	8481  401150  401320		
<b>AUTO COMPONENTS:</b>					
11.	11.	BRAKE LININGS AND PADS	681310		BRAZIL, JAPAN, SOUTH AFRICA, KOREA RP, IRAN AND RUSSIA
12.	12.	ASBESTOS FRICTION MATERIALS	681390		
13.	13.	MOUNTED BRAKE LININGS	870831		
14.	14.	BRAKE AND SERVO BRAKE PARTS, INCLUDING ABS (OTHER THAN MOUNTED BRAKE LININGS COVERED UNDER ITC(HS) CODE 870831	870839		
15.	15.	GEAR BOXES	870840		
16.	16.	DRIVE AXLES WITH DIFFERENTIALS, WHETHER OR NOT PROVIDED WITH OTHER TRANSPORTATION COMPONENTS	870850		
17.	17.	NON-DRIVING AXLES AND PARTS THEREOF	870860		
18.	18.	SUSPENSION SHOCK ABSORBERS	870880		
19.	19.	RADIATORS	870891		
20.	20.	SILENCER AND EXHAUST PIPES	870892		
21.	21.	STEERING WHEELS, STEERING COLUMNS AND STEERING BOXES	870894		
22.	22.	OTHER AUTO PARTS & ACCESSORIES	870899		
23.	23.	ASBESTOS	68129011		
24.	24.	ASBESTOS PACKING JOINTS	68129021		
25.	25.	GASKET	68129022		

<b>MOTOR CARS:</b>				
26.	26.	MOTOR CARS (EXCLUDING RACING CARS), WITH SPARK – IGNITION INTERNAL COMBUSTION RECIPROCATING PISTON ENGINE OF A CYLINDER CAPACITY NOT EXCEEDING 1000 CC.	870321	BAHRAIN, BANGLADESH, KENYA, KUWAIT, NIGERIA, PAKISTAN, PHILIPPINES, SAUDI ARABIA, SINGAPORE, RUSSIA, TANZANIA, TURKEY, UAE AND UKRAINE
27.	27.	MOTOR CARS (EXCLUDING RACING CARS), WITH SPARK – IGNITION INTERNAL COMBUSTION RECIPROCATING PISTON ENGINE OF A CYLINDER CAPACITY EXCEEDING 1000 CC BUT NOT EXCEEDING 1500 CC.	870322	
28.	28.	MOTOR CARS (EXCLUDING RACING CARS), WITH COMPRESSION - IGNITION INTERNAL COMBUSTION PISTON ENGINE (DIESEL OR SEMI-DIESEL) OF A CYLINDER CAPACITY NOT EXCEEDING 1500 CC.	870331	
<b>CHASSIS FOR MOTOR VEHICLES:</b>				
29.	29.	CHASSIS FITTED WITH ENGINES, FOR THE MOTOR VEHICLES OF HEADINGS 8701 TO 8705	870600	ALGERIA, DUBAI, QATAR, NIGERIA, KENYA, OMAN, TANZANIA, SINGAPORE, SAUDI ARABIA, EGYPT, KUWAIT AND UAE
<b>MOTOR CYCLES:</b>				
30.	30.	MOTOR CYCLES (INCLUDING MOPEDS BUT EXCLUDING SIDE CARS) AND CYCLES FITTED WITH AUXILIARY MOTOR, WITH RECIPROCATING INTERNAL COMBUSTION PISTON ENGINE OF A CYLINDER CAPACITY NOT EXCEEDING 50 CC.	871110	NIGERIA, INDONESIA, KENYA, TANZANIA, MEXICO, SINGAPORE, SOUTH AFRICA AND EGYPT.
31.	31.	MOTOR CYCLES (INCLUDING MOPEDS BUT EXCLUDING SIDE CARS) AND CYCLES FITTED WITH AUXILIARY MOTOR, WITH RECIPROCATING INTERNAL COMBUSTION PISTON ENGINE OF A CYLINDER CAPACITY EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC.	871120	
32.	32.	MOTOR CYCLES (INCLUDING MOPEDS BUT EXCLUDING SIDE CARS) AND CYCLES FITTED WITH AUXILIARY MOTOR, WITH RECIPROCATING INTERNAL COMBUSTION PISTON ENGINE OF A CYLINDER CAPACITY EXCEEDING 250 CC BUT NOT EXCEEDING 500 CC.	871130	

<b>APPAREL AND CLOTHING ACCESSORIES</b>				
33	33	ARTICLES OF APPAREL AND CLOTHING ACCESSORIES COVERED UNDER CHAPTER 61 OF ITC HS.	61	JAPAN, AUSTRALIA AND BRAZIL
34	34	ARTICLES OF APPAREL AND CLOTHING ACCESSORIES COVERED UNDER CHAPTER 62 OF ITC HS.	62	

<b>TABLE 4: NEW FOCUS PRODUCTS</b>			
<b>ENGINEERING PRODUCTS</b>			
<b>SL. NO.</b>	<b>FPS PRODUCT CODE</b>	<b>ITC (HS) CODE</b>	<b>DESCRIPTION</b>
1	1	843290	PARTS OF AGRCLTRL & HORTCULTRL MACHINERY
2	2	73269099	ALL OTHER ARTICLES OF IRON/STEEL NES OTHER STEERING OR RUDDER EQUIPMENT FOR SHIPS AND BOATS, N.E.S.
3	3	871690	PARTS&ACCESSORIES OF VEHICLES OF HDG 8716
4	4	8452	SEWNG MCHNS,EXCL BOOK-SEWNG MCHNS OF HDG NO 8440;FURNTR,BASES & COVRS SPCLY DSGND FOR SEWNG MCHNS;SEWNG MCHNS NEDLS
5	5	84729090	OTHERS(COIN-SORTNG & COUNTNG MCHN ETC)
6	6	73182400	COTTERS & COTTER PINS, NON-THREADED
7	7	730722	THREADED ELBOWS, BNDS & SLEVS OF STNLES STL
8	8	73259999	OTHER CAST ARTICLES OF IRON OR STEEL N.E.S
9	9	847290	OTHR OFFICE MACHINES
10	10	8201	HAND TOOLS LIKE SPADES, SHOVELS, HOES, FORKS AXES & SIMLR SEWING TOOLS SECATRS-ANY KINDKNIVES, HEDGE SHEARS ETC USD IN AGR/FORSTRY
<b>PLASTIC PRODUCTS</b>			
11	11	392610	ARTICLES OF OFFICE OR SCHOOL SUPPLIES
12	12	42021220	PLASTIC MOULDED SUITCASES
13	13	42021230	PLASTIC MOULDED BRIEF-CASES.
14	14	42022210	HAND BAGS/SHOPPING BAGS OF ARTFCL PLSTC MTRL
15	15	900311	FRAMES AND MOUNTINGS OF PLASTICS
16	16	3917	TUBES, PIPES & HOSES & FITTINGS THEREFOR (E.G., JOINTS ELBOWS, FLANGES) OF PLASTICS
17	17	3922	BATHS, SHWR-BATHS, WASH-BASINS, BIDETS, LVTRY PANS, SEATS & CVRS FLUSHING CISTERNS & SMLR SANITARY WARE OF PLSTCS
18	18	3924	TABLEWARE, KITCHENWARE, OTHER HOUSEHOLD ARTICLES AND TOILET ARTICLES OF PLASTICS
19	19	3925	BUILDERS WARE OF PLASTICS NES/INCLUDED
20	20	94037000	FURNITURE OF PLASTICS
<b>OTHER VEGETABLE TEXTILES</b>			
21	21	5309	WOVEN FABRICS OF FLAX

<b>ELECTRONICS PRODUCTS</b>			
22	22	701120	GLASS ENVELOPS FOR CATHODE-RAY TUBES
23	23	854011	CATHODE-RAY TV PICTURE TUBES,INCLUDING VIDEO MONITOR-CATHODE-RAY TUBES-COLOUR
<b>GLASS AND GLASSWARE</b>			
24	24	7010	CARBOYS,BOTLS,FLSKS,JARS ETC FOR CNVYANCE OR PCKNG OF GOODS; PRSRVNG JARS OF GLASS; STOPERS,LIDS & OTHR CLOSRS OF GLASS
<b>JUTE AND SISAL PRODUCTS</b>			
25	25	42022230	JUTE HAND BAGS/SHOPPING BAGS.
26	26	53109020	DECORTE FBRCS OF JUTE
27	27	56071010	CORDAGE,CABLE,ROPE AND TWINE OF JUTE
28	28	56072900	OTHR TWINE,ROPE ETC OF SISAL OR OTHER TEXTILE FIBRES OF THE GENUS AGAVE
29	29	53089090	SISAL YARN (OTHER YARN )
30	30	56073000	MANILA ROPE / YARN/ TWINE
31	31	56079010	COIR, CORDAGE AND ROPES OTHR THAN COTTON (JUTE)
<b>TECHNICAL TEXTILES PRODUCTS</b>			
32	32	5603	NONWOVNS,W/N IMPRGNTD,COATD,COVRD/LAMINTD
33	33	5407	TECHNICAL TEXTILES – WOVEN FABRICS OF SYNTHETIC FILAMENT YARN
34	34	560410	RUBBER THREAD AND CORD,TEXTILE COVERED
35	35	560811	MADE UP FISHING NETS OF MAN-MADE TXTL MATRLS
36	36	94043010 94043090	SLEEPING BAGS FILLED WITH FEATHERS
37	37	63061200	TARPAULINS, AWNINGS & SUNBLINDS OF SYNTHETIC FIBRES
38	38	96121010	RIBBENS FOR TYPEWRITERS, PRINTERS ETC.
39	39	63062200	TENTS OF SYNTHETIC FIBRES
40	40	58079010	LABELS BADGES AND SIMILAR ARTICLES OF FELT OR NON-WOVEN
41	41	63063100	SAILS OF SYNTHETIC FIBRES
42	42	5903	TEXTILE FABRICS IMPRGNTD,COATD, CVRD/LAMNTD WTH PLASTICS EXCL THOSE OF HDG NO. 5902
43	43	59061000	ADHESIVE TAPE OF A WIDTH NOT EXCDG 20 CM.
44	44	590699	OTHER RUBBERISED TEXTILE FABRICS
45	45	5908	TXTL WICKS,WOVEN,PLAIED/KNITTED,FOR LAMPSSTOVES,LIGHTERS,CANDLES ETC;INCANDESCENT GAS MANTLES ETC,W/N IMPREGNATED
46	46	5909	TEXTILE HOSEPIPING & SMLR TXTL TUBING WTH/WITHOUT LINING ARMOR/ACCSSRS OF OTHR MATRLS
47	47	5910	TRNSMSN/CONVYR BLTS/BLTNG OF TXTL MATRL WH/NT IMPRGNTD COTD,COVRD/LAMNTD WTH PLSTCOR RINFRCD WTH MTL/OTHR MATRL
48	48	3005	WADDING GAUZE ETC WTH PHRMCTL SUBSTNCS/ PUT UP IN FORMS/PCKNGS FOR RTL SALE FOR MEDCL SURGCL DENTL/VTRNRY PURPOSES

<b>GREEN TECHNOLOGY PRODUCTS</b>			
49	49	59	IMPREGNATED, COATED, COVERED OR LAMINATED TEXTILE FABRICS; TEXTILE ARTICLES OF A KIND SUITABLE FOR INDUSTRIAL USE: ALL ITEMS COVERED UNDER THE CHAPTER.
50	50	84128030	WIND MILL,WIND TURBINE/ENGINE
51	51	85023100	OTHER GENERATING SETS; WIND POWERED
52	52	87029020, 87039010	ELECTRICALLY OPERATED VEHICLES - MOTOR CARS
53	53	87049012	ELECTRICALLY OPERATED VEHICLES – LORRIES AND TRUCKS
54	54	87119091	ELECTRICALLY OPERATED VEHICLES - MOTOR CYCLES/ MOPEDS
<b>OTHER FOCUS PRODUCTS</b>			
55	55	92	MUSICAL INSTRUMENTS; PARTS AND ACCESSORIES OF SUCH ARTICLES: ALL ITEMS COVERED UNDER THE CHAPTER.
56	56	91	CLOCKS AND WATCHES AND PARTS THEREOF: ALL ITEMS COVERED UNDER THE CHAPTER.
57	57	86	RAILWAY OR TRAMWAY LOCOMOTIVES, ROLLING-STOCK AND PARTS THEREOF; RAILWAY OR TRAMWAY TRACK FIXTURES AND FITTINGS AND PARTS THEREOF; MECHANICAL: ALL ITEMS COVERED UNDER THE CHAPTER.
58	58	9801	PROJECT GOODS COVERED BY ITC HS CODE 9801
59	59	230400	OIL-CAKE & OTHR SOLID RESIDUE W/N GROUND/IN PELLETS FORM OBTND FROM SOYA-BEAN OIL EXTRACTN
60	60	2106	OTHER FOOD PREPERATIONS N.E.S.
61	61	42021910	TRAVEL GOODS OF LEATHER
62	62	42029100	OTHR ARTICLS WITH OUTER SURFCE OF LTHR OF COMPOSITION OF LEATHER/OF PATENT LEATHER
63	63	64052000	OTHR FTWR (OF LEATHER) WITH UPPERS OF TXTL MATERIALS



**TABLE 5: NEW SPECIAL FOCUS PRODUCTS****NEW HANDICRAFT PRODUCTS**

Note: The FPS benefits on exports of all items included in this sub-table shall be admissible only for 'Handicraft Products'.

Export of items used for cooking and dining purposes are not 'Handicraft' items. Accordingly, all such items including those falling in the 'Tableware' / 'Kitchenware' category shall not be entitled for FPS benefits in this sub-table.

The Export Promotion Council for Handicraft (EPCH) shall certify that the exported product is a Handicraft product, if any doubt arises on this issue.

S.No.	FPS product code	ITC HS Code	Description
1	1		HANDICRAFTS OF CAST IRON COVERED BY DRAWBACK CODE 732601
2	2		OTHER HANDICRAFTS OF IRON AND STEEL COVERED BY DRAWBACK CODE 732602
3	3		HANDICRAFTS / ARTWARE OF GALVANISED IRON WITH BRASS COVERED BY DRAWBACK CODE 732603
4	4		ART WARE / HANDICRAFTS OF BRASS COVERED BY DRAWBACK CODE 741903
5	5		ART WARE / HANDICRAFTS OF COPPER COVERED BY DRAWBACK CODE 741904
6	6	63049190	HAND KNITTED/ HAND CROCHTTED/ EMBROIDERED ARTICLES COVERED BY HS CODE 63049190
7	7		HAND EMBROIDERED PHOTO FRAMES & HAND EMBROIDERED BOX
8	8	71131110	SILVER FILLIGREE WORK
9	9	392640	STATUETTS & OTHER ORNAMENTAL ARTICLES : BANGLES
10	10	58043000	HAND MADE LACE
11	11	58081090	BRAIDS, IN PCS OTHER THAN OF COTTON
12	12	65059000	OTHER HEADGEAR, HATS, KNITTED/CROCHETED MADE UP FROM LACES ETC W/N LIND/TRMMD
13	13	97030020	ORIGNL SCLPTRS & STATUARY IN STONE
14	14	97030090	ORIGNL SCLPTRS & STATUARY IN OTHR MATRLS
15	15	97011010	MADHUBANI PAINTINGS(ON TXTLS)
16	16	97011020	KALAMKARI PAINTINGS(ON TXTLS)
17	17	97011030	RAJASTHANI PAINTINGS(ON TXTLES)
18	18	97011090	OTHERS-PAINTINGS,DRAWINGS & PASTELS
19	19	96019020	WRKD MOTHR OF PEARL & ARTCLS THEROF
20	20	96019030	WRKD BONE(EXCL WHALE BONE)& ARTCLS THROF
21	21	96019040	WRKD HRN,CORL ETC ANML CRVNG MTRL & ARTCLS
22	22	96019090	OTHR UNDER HDNG 9601
23	23	83061000	BELLS GONGS AND THE LIKE - HUKKAS
24	24	83062190	OTHER ORNMNT PLTED WITH PRCS METAL - TROFFIES

25	25	83062990	OTHERS - OTHER STATUETTES AND ORNAMENTS - TROFFIES
26	26	44209090	OTHERS-WOOD MARQUETRY & INLAID WOOD; CASKETS & CASES FOR CULTRY & OTHR SIMILAR ARTICLES OF WOOD
27	27	94039000	PARTS OF FURNITURES OF HEADING 9403
28	28	4601	PLNTS & SMLR PRDCTS OF PLATNG MATRLS PLATS& SMLR PRODCTS PLACD SIDE BY SIDE & BOUND TOGETHER IN FORM OF SHEETS (E.G.MATS ETC)
29	29	66020000	WALKING STICKS SEAT STICKS WHIPS RIDING CROPS AND THE LIKE
30	30	48239018	PRODUCT CONSISTINGS OF SHEETS OF PAPER/ RBORD, IMPREGNGTED, COTED OR COVERED WITH PLASTICS
31	31	670290	ARTIFICIAL FLOWERS ETC OF OTHER MATERIALS
32	32	94053000	LGHTNG SETS OF A KIND USD FR CHRISTMS TREE
33	33	96031000	BROOMS & BRUSHES, CONSTNG OF TWIGS/OTHR VGTBL MTRLS BOUND TOGTHR, WTH/WHTH HNDLS
34	34	97019092	RESTAURANT DECORATION OF PLASTICS
35	35	97020000	ORIGINAL ENGRAVING PRINTS & LITHOGRAPHS
36	36	9614	SMOKNG PIPES(INCL PIPE BOWLS)& CIGAR/ CIGARETTE HLDRS,& PRTS THEREOF
37	37	70200090	GLASS ARTWARE / HANDICRAFTS COVERED BY DRAWBACK CODE 70200090
38	38	732606	HANDICRAFTS ARTWARE OF STAINLESS STEEL COVERED BY DRAWBACK CODE 732606
39	39	761601	ALUMINIUM ARTWARE / HANDICRAFTS COVERED BY DRAWBACK CODE 761601
40	40	83063000	PHOTOGRPH, PICTURE/SMLR FRAMES, MIRRORS
41	41	83062910	OTHER STATUETTES
42	42	93070000	SWORDS, CUTLASSES, BAYONETS, LANCES & SMLR ARMS & PRTS THROF & SCABBARDS & SHEATHS
43	43		HANDICRAFT PRODUCTS NOT ELSEWHERE SPECIFIED

<b>TABLE 6: NEW MARKET LINKED FOCUS PRODUCTS</b>				
<b>BICYCLES AND BICYCLE PARTS:</b>				
<b>Note:</b> The products covered below must be for use in bicycles only and the exporter, therefore, must submit documentary proof to that effect to the RA.				
<b>SL. NO.</b>	<b>FOCUS PRODUCT CODE</b>	<b>DESCRIPTION OF PRODUCT/SECTOR</b>	<b>ITC(HS) CODE</b>	<b>LINKED MARKET (S) FOR FOCUS PRODUCT (S) / SECTOR (S)</b>
1.	1.	BICYCLES AND OTHER CYCLES (INCLUDING DELIVERY TRI-CYCLES), NOT MOTORISED	871200	EGYPT, MEXICO, SOUTH AFRICA, AUSTRALIA, NEW ZEALAND, CAMBODIA AND VIETNAM
2.	2.	FRAMES, FORKS, AND PARTS THEREOF	871491	
3.	3.	WHEEL RIMS AND SPOKES	871492	
4.	4.	HUBS, OTHER THAN COASTER BRAKING HUBS AND HUB BRAKES, AND FREE-WHEEL SPROCKET-WHEELS	871493	
5.	5.	BRAKES, INCLUDING COASTER BRAKING HUBS AND HUB BRAKES, AND PARTS THEREOF	871494	
6.	6.	BICYCLES SADDLES	871495	
7.	7.	PEDALS AND CRANK-GEAR, AND PARTS THEREOF	871496	
8.	8.	BICYCLE CHAINS	87149910	
9.	9.	BICYCLE WHEELS; MUDGUARD AND ITS PARTS, HANDLE AND ITS PARTS, CHAIN COVER, STAND, CARRIER, BELL, PUMP, MIRROR, DYNAMO LIGHTING SET AND FORKGUARD	87149920 87149990	
10.	10.	ITEMS OF A KIND USED ON BICYCLES: TAPS, COCKS, VALVES AND SIMILAR APPLIANCES FOR PIPES, BOILER SHELLS, TANKS, VATS OR THE LIKE, INCLUDING PRESSURE- REDUCING VALVES AND THERMOSTATICALLY CONTROLLED VALVES;  NEW PNEUMATIC TYRES, OF RUBBER, OF A KIND USED ON BICYCLES;  INNER TUBES OF RUBBER, OF A KIND USED ON BICYCLES	8481  401150  401320	
<b>AUTO COMPONENTS:</b>				
11.	11.	BRAKE LININGS AND PADS	681310	ALGERIA, EGYPT, KENYA, MEXICO, NIGERIA, TANZANIA, UKRAINE,
12.	12.	ASBESTOS FRICTION MATERIALS	681390	
13.	13.	MOUNTED BRAKE LININGS	870831	

14.	14.	BRAKE AND SERVO BRAKE PARTS, INCLUDING ABS (OTHER THAN MOUNTED BRAKE LININGS COVERED UNDER ITC(HS) CODE 870831	870839	AUSTRALIA, ZEALAND, CAMBODIA, VIETNAM	NEW AND
15.	15.	GEAR BOXES	870840		
16.	16.	DRIVE AXLES WITH DIFFERENTIALS, WHETHER OR NOT PROVIDED WITH OTHER TRANSPORTATION COMPONENTS	870850		
17.	17.	NON-DRIVING AXLES AND PARTS THEREOF	870860		
18.	18.	SUSPENSION SHOCK ABSORBERS	870880		
19.	19.	RADIATORS	870891		
20.	20.	SILENCER AND EXHAUST PIPES	870892		
21.	21.	STEERING WHEELS, STEERING COLUMNS AND STEERING BOXES	870894		
22.	22.	OTHER AUTO PARTS & ACCESSORIES	870899		
23.	23.	ASBESTOS	68129011		
24.	24.	ASBESTOS PACKING JOINTS	68129021		
25.	25.	GASKET	68129022		
<b>MOTOR CARS:</b>					
26.	26.	MOTOR CARS (EXCLUDING RACING CARS), WITH SPARK - IGNITION INTERNAL COMBUSTION RECIPROCATING PISTON ENGINE OF A CYLINDER CAPACITY NOT EXCEEDING 1000 CC.	870321	ALGERIA, EGYPT, SOUTH AFRICA, AUSTRALIA, ZEALAND, CAMBODIA, VIETNAM	BRAZIL, MEXICO, NEW AND
27.	27.	MOTOR CARS (EXCLUDING RACING CARS), WITH SPARK - IGNITION INTERNAL COMBUSTION RECIPROCATING PISTON ENGINE OF A CYLINDER CAPACITY EXCEEDING 1000 CC BUT NOT EXCEEDING 1500 CC.	870322		
28.	28.	MOTOR CARS (EXCLUDING RACING CARS), WITH COMPRESSION - IGNITION INTERNAL COMBUSTION PISTON ENGINE (DIESEL OR SEMI-DIESEL) OF A CYLINDER CAPACITY NOT EXCEEDING 1500 CC.	870331		
<b>CHASSIS FOR MOTOR VEHICLES:</b>					
29.	29.	CHASSIS FITTED WITH ENGINES, FOR THE MOTOR VEHICLES OF HEADINGS 8701 TO 8705	870600	BRAZIL, SOUTH AFRICA, UKRAINE, AUSTRALIA, ZEALAND, CAMBODIA, VIETNAM	MEXICO, NEW AND
<b>MOTOR CYCLES:</b>					
30.	30.	MOTOR CYCLES (INCLUDING MOPEDS BUT EXCLUDING SIDE CARS) AND CYCLES	871110	ALGERIA, UKRAINE,	BRAZIL,

		FITTED WITH AUXILIARY MOTOR, WITH RECIPROCATING INTERNAL COMBUSTION PISTON ENGINE OF A CYLINDER CAPACITY NOT EXCEEDING 50 CC.		AUSTRALIA, NEW ZEALAND, CAMBODIA AND VIETNAM
31.	31.	MOTOR CYCLES (INCLUDING MOPEDS BUT EXCLUDING SIDE CARS) AND CYCLES FITTED WITH AUXILIARY MOTOR, WITH RECIPROCATING INTERNAL COMBUSTION PISTON ENGINE OF A CYLINDER CAPACITY EXCEEDING 50 CC BUT NOT EXCEEDING 250 CC.	871120	
32.	32.	MOTOR CYCLES (INCLUDING MOPEDS BUT EXCLUDING SIDE CARS) AND CYCLES FITTED WITH AUXILIARY MOTOR, WITH RECIPROCATING INTERNAL COMBUSTION PISTON ENGINE OF A CYLINDER CAPACITY EXCEEDING 250 CC BUT NOT EXCEEDING 500 CC.	871130	

**APPAREL AND CLOTHING ACCESSORIES**

33	33	ARTICLES OF APPAREL AND CLOTHING ACCESSORIES: ALL ITEMS COVERED UNDER CHAPTER 61 OF ITC HS.	61	ALGERIA, EGYPT, KENYA, MEXICO, NIGERIA, SOUTH AFRICA, TANZANIA, UKRAINE, NEW ZEALAND, CAMBODIA AND VIETNAM
34	34	ARTICLES OF APPAREL AND CLOTHING ACCESSORIES: ALL ITEMS COVERED UNDER CHAPTER 62 OF ITC HS.	62	

**KNITTED AND CROCHETED FABRICS AND MADE UPS:**

35	35	KNITTED AND CROCHETED FABRICS: ALL ITEMS COVERED UNDER CHAPTER 60 OF ITC HS.	60	ALGERIA, BRAZIL, EGYPT, KENYA, MEXICO, NIGERIA, SOUTH AFRICA, TANZANIA, UKRAINE, JAPAN, AUSTRALIA, NEW ZEALAND,
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36	36	OTHER MADE UP TEXTILE ARTICLES, ETC.: ALL ITEMS COVERED UNDER CHAPTER 63 OF ITC HS.	63	CAMBODIA AND VIETNAM
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**OTHER MARKET LINKED FOCUS PRODUCTS**

37	37	PHARMA PRODUCTS	30	ALGERIA, BRAZIL, EGYPT, KENYA, MEXICO, NIGERIA, SOUTH AFRICA, TANZANIA, UKRAINE, AUSTRALIA, NEW ZEALAND, CAMBODIA AND VIETNAM
38	38	DYES, PAINTS, VARNISHES AND COLOURING AGENTS ETC.	3201 to 3206, 3208 to 3210	
39	39	SOAPS, WAXES, POLISHES ETC.	3401 to 3407	
40	40	PHOTOGRAPHIC AND CINEMATOGRPAHIC GOODS	37	
41	41	VALUE ADDED PLASTIC GOODS	3918, 3919, 3923, 3926 (except 392610)	
42	42	VALUE ADDED RUBBER GOODS INCLUDING TYRES AND TUBES	4006 to 4016	
43	43	PRINTED BOOKS, JOURNALS, MAPS, CATALOGUES ETC. CHAPTER	49	
44	44	GLASS PRODUCTS - GLASS MIRROR, AMPOULES, GLASS PACKING, LAB GLASS ITEMS, TABLE KITCHEN ITEMS AND OTHER MOSAIC DECORATIVE TILES, BULBS AND TUBES, GLASS STATUES, WATCH AND OPHTHALMIC GLASS, AND OTHER ARTICLES OF GLASS	7009, 7010, 7011, 7013, 7015, 7016, 7017, 7018, 7020	
45	45	SYNTHETIC TEXTILES FABRICS	5512 to 5516	
46	46	TUBES AND PIPES OF CAST IRON, TUBES AND PIPES FITTINGS, STOVES, COOKERS, RADIATORS, AIR HEATERS, TABLE KITCHEN SANITARY ITEMS, OTHER ARTICLES OF IRON AND STEEL -	7303, 7307, 7321 to 7326.	
47	47	ARTICLES OF ALUMINIUM - TABLE, KITCHEN, SANITARY, AND OTHER ARTICLES -	7615 to 7616	

48	48	ARTICLES OF BASE METAL (CUTTLERY ETC.) - KNIVES, BLADES, RAZORS, SPOONS, FORKS, SCISSORS, ETC -	8211 to 8215	
49	49	MISCELLANEOUS ARTICLES OF BASE METAL - PADLOCK, LOCKS, HINGES, DOOR CLOSERS, CAPS AND SEALS, PAPER PEN TRAYS, BELLS GONGS, NAME PLATES, ETC. OF BASE METAL	83	
50	50	FRAMES AND MOUNTINGS FOR SPECTACLES (9003), SPECTACLE (9004) AND DRAWING TABLE ETC. (9017)	9003, 9017	9004,
51	51	MEDICAL SURGICAL FURNITURE, LAMP AND LIGHTING FITTINGS ETC., PREFAB BUILDINGS	9402, 9406	9405,
52	52	WORKED VEG OR MINERAL CARVING MATERIAL, BROOMS, BRUSHES ETC, SMOKING PIPES, COMBS, VACCUM FLASK ETC.	9602, 9614, 9617	9603, 9615,

## **APPENDIX 38 A**

### **THE FOREIGN TRADE (DEVELOPMENT AND REGULATION) ACT, 1992 No.22 OF 1992**

The following Act of Parliament received the assent of the President on the 7th August, 1992, and is hereby published for general information:-

### **THE FOREIGN TRADE (DEVELOPMENT AND REGULATION) ACT, 1992** **No.22 OF 1992** **(7th August, 1992)**

An Act to provide for the development and regulation of foreign trade by facilitating imports into, and augmenting exports from India and for matters connected therewith or incidental thereto.

Be it enacted by Parliament in the Forty-third Year of the Republic of India as follows:-

## **CHAPTER I**

### **PRELIMINARY**

Short title and commencement

1. (1) This Act may be called the Foreign Trade (Development and Regulation) Act, 1992.
- (2) Sections 11 to 14 shall come into force at once and the remaining provisions of this Act shall be deemed to have come into force on the 19th day of June 1992.

Definitions.

2. In this Act, unless the context otherwise requires:-
  - (a) "Adjudicating Authority" means the authority specified in, or under, section 13;
  - (b) "Appellate Authority" means the authority specified in, or under, sub-section (1) of section 15;
  - (c) "conveyance" means any vehicle, vessel, aircraft or any other means of transport including any animal;
  - (d) "Director General" means the Director General of Foreign Trade appointed under section 6;
  - (e) "import" and "export" means respectively bringing into, or taking out of, India any goods by land, sea or air;
  - (f) "Importer-exporter Code Number" means the Code Number granted under section 7;
  - (g) "licence" means a licence to import or export and includes a customs clearance permit and any other permission issued or granted under this Act;
  - (h) "Order" means any order made by the Central Government under section 3; and
  - (i) "Prescribed" means prescribed by rules made under this Act.



## **CHAPTER II**

### **POWER OF CENTRAL GOVERNMENT TO MAKE ORDERS AND ANNOUNCE EXPORT AND IMPORT POLICY**

Powers to make provision relating to imports and exports.

3. (1) The Central Government may by Order published in the Official Gazette, make provision for the development and regulation of foreign trade by facilitating imports and increasing exports.
- (2) The Central Government may also, by Order published in the Official Gazette, make provision for prohibiting, restricting or otherwise regulating, in all cases or in specified classes of cases and subject to such exceptions, if any, as may be made by or under the Order, the import or export of goods.
- (3) All goods to which any Order under sub-section (2) applies shall be deemed to be goods the import or export of which has been prohibited under section 11 of the Customs Act, 1962 and all the provisions of that Act shall have effect accordingly.

Continuance of existing orders

4. All Orders made under the Imports and Exports (Control) Act, 1947 and in force immediately before the commencement of this Act shall, so far as they are not inconsistent with the provisions of this Act, continue to be in force and shall be deemed to have been made under this Act.

Export and import policy.

5. The Central Government may, from time to time, formulate and announce by notification in the Official Gazette, the export and import policy and may also, in the like manner, amend that policy.

Appointment of Director General and his functions.

6. (1) The Central Government may appoint any person to be the Director General of Foreign Trade for the purposes of this Act.
- (2) The Director General shall advise the Central Government in the formulation of the export and import policy and shall be responsible for carrying out that policy.
- (3) The Central Government may, by Order published in the Official Gazette direct that any power exercisable by it under this Act (other than the powers under sections 3,5,15,16 and 19) may also be exercised, in such cases and subject to such conditions, by the Director General or such other officer subordinate to the Director General, as may be specified in the Order.

## CHAPTER III

### IMPORTER-EXPORTER CODE NUMBER AND LICENCE

Importer-exporter Code Number.

6. No person shall make any import or export except under an Importer-exporter Code Number granted by the Director General or the officer authorised by the Director General in this behalf, in accordance with the procedure specified in this behalf by the Director General.

Suspension and cancellation of Importer-exporter Code Number.

8. (1) Where :-

- (a) any person has contravened any law relating to Central excise or customs or foreign exchange or has committed any other economic offence under any other law for the time being in force as may be specified by the Central Government by notification in the Official Gazette, or
- (b) the Director General has reason to believe that any person has made an export or import in a manner gravely prejudicial to the trade relations of India with any foreign country or to the interests of other persons engaged in imports or exports or has brought disrepute to the credit or the goods of the country, the Director General may call for the record or any other information from that person and may, after giving to that person a notice in writing informing him of the grounds on which it is proposed to suspend or cancel the Importer-exporter Code Number and giving him a reasonable opportunity of making a representation in writing within such reasonable time as may be specified in the notice and, if that person so desires, of being heard, suspend for a period, as may be specified in the order, or cancel the Importer-exporter Code Number granted to that person.

- (2) where any Importer-exporter Code Number granted to a person has been suspended or cancelled under sub-section (1), that person shall not be entitled to import or export any goods except under a special licence, granted, in such manner and subject to such conditions as may be prescribed, by the Director General to that person.

Issue, suspension and cancellation of licence.

9. (1) The Central Government may levy fees, subject to such exceptions, in respect of such person or class of persons making an application for a licence or in respect of any licence granted or renewed in such manner as may be prescribed.

- (2) The Director General or an officer authorised by him may, on an application and after making such inquiry as he may think fit, grant or renew or refuse to grant or renew a licence to import or export such class or classes of goods as may be prescribed, after recording in writing his reasons for such refusal.

- (3) A licence granted or renewed under this section shall -

- (a) be in such form as may be prescribed;
- (b) be valid for such period as may be specified therein; and
- (c) be subject to such terms, conditions and restrictions as may be prescribed or as specified in the licence with reference to the terms, conditions and restrictions so prescribed.

- (4) The Director General or the officer authorised under sub-section (2) may, subject to such conditions as may be prescribed for good and sufficient reasons, to be recorded in writing suspend or cancel any licence granted under this Act:

Provided that no such suspension or cancellation shall be made except after giving the holder of the licence a reasonable opportunity of being heard.

- (5) An appeal against an order refusing to grant, or renew or suspending or canceling, a licence shall lie in like manner as an appeal against an order would lie under section 15.

## CHAPTER IV

### SEARCH, SEIZURE, PENALTY AND CONFISCATION

Power relating to search and seizure

10. (1) The Central Government may, by notification in the Official Gazette, authorise any person for the purposes of exercising such powers with respect to entering such premises and searching inspecting and seizing of such goods, documents, things and conveyances subject to such requirements and conditions, as may be prescribed.
- (2) The provisions of the Code of Criminal Procedure, 1973 relating to searches and seizures shall, so far as may be, apply to every search and seizure made under this section.

Contravention of provisions of this Act, rules, orders and export and import policy.

11. (1) No export or import shall be made by any person except in accordance with the provisions of this Act, the rules and orders made thereunder and the export and import policy for the time being in force.
- (2) Where any person makes or abets or attempts to make any export or import in contravention of any provision of this Act or any rules or orders made thereunder or the export and import policy, he shall be liable to a penalty not exceeding one thousand rupees or five times the value of the goods in respect of which any contravention is made or attempted to be made, whichever is more.
- (3) Where any person, on a notice to him by the Adjudicating Authority, admits any contravention, the Adjudicating Authority may, in such class or classes of cases and in such manner as may be prescribed, determine, by way of settlement, an amount to be paid by that person.
- (4) A penalty imposed under this Act may, if it is not paid, be recovered as an arrear of land revenue and the Importer-exporter Code Number of the person concerned, may, on failure to pay the penalty by him, be suspended by the Adjudicating Authority till the penalty is paid.
- (5) Where any contravention of an provision of this Act or any rules or orders made thereunder or the export and import policy has been, is being or is attempted to be made, the goods together with any package, covering or receptacle and any conveyances shall, subject to such requirements and conditions as may be prescribed, be liable to confiscation by the Adjudicating Authority.
- (6) The goods or the conveyance confiscated under sub-section (5) may be released by the Adjudicating Authority, in such manner and subject to such conditions as may be prescribed, on payment by the person concerned of the redemption charges equivalent to the market value of the goods or conveyance, as the case may be.

Penalty or confiscation not to interfere with other punishments.

12. No penalty imposed or confiscation made under this Act shall prevent the imposition of any other punishment to which the person affected thereby is liable under any other law for the time being in force.

Adjudicating Authority

13. Any penalty may be imposed or any confiscation may be adjudged under this Act by the Director General or, subject to such limits as may be specified, by such other officer as the Central Government may by notification in the Official Gazette, authorise in this behalf.

Giving of opportunity to the owner of the goods, etc.

14. No order imposing a penalty or of adjudication of confiscation shall be made unless the owner of the goods or conveyance or other person concerned, has been given a notice in writing -
  - (a) informing him of the grounds on which it is proposed to impose a penalty or to confiscate such goods or conveyance; and
  - (b) to make a representation in writing within such reasonable time as may be specified in the notice against the imposition of penalty or confiscation mentioned therein, and, if he so desired, of being heard in the matter.

## CHAPTER V

### APPEAL AND REVISION

15. (1) Any person aggrieved by any decision or order made by the Appeal. Adjudicating Authority under this Act may prefer an appeal:-

(a) where the decision or order has been made by the Director General, to the Central Government,

(b) where the decision or order has been made by an officer subordinate to the Director General, to the Director General or to any officer superior to the Adjudicating Authority authorised by the Director General to hear the appeal, within a period of forty-five days from the date on which the decision or order is served on such person:

Provided that the Appellate Authority may, if it is satisfied that the appellant was prevented by sufficient cause from preferring the appeal within the aforesaid period, allow such appeal to be preferred within a further period of thirty days:

Provided further that in the case of an appeal against a decision or order imposing a penalty or redemption charges, no such appeal shall be entertained unless the amount of penalty or redemption charges has been deposited by the appellant;

Provided also that, where the Appellate Authority is of opinion that the deposit to be made will cause undue hardship to the appellant, it may, at its discretion dispense with such deposit either unconditionally or subject to such conditions as it may impose.

(2) The Appellate Authority may, after giving to the appellant a reasonable opportunity of being heard, if he so desires, and after making such further inquiries, if any, as it may consider necessary, make such orders as it thinks fit, confirming, modifying or reversing the decision or order appealed against, or may send back the case with such directions as it may think fit, for a fresh adjudication or decision, as the case may be after taking additional evidence if necessary:

Provided that an order enhancing or imposing a penalty or redemption charges or confiscating goods of a greater value shall not be made under this section unless the appellant has been given an opportunity of making a representation, and if he so desires of being heard in his defence.

(3) The order made in appeal by the Appellate Authority shall be final.

#### Revision.

16. The Central Government in the case of any decision or order, not being a decision or order made in an appeal, made by the Director General, or the Director General in the case of any decision or order made by any officer subordinate to him, may on its or his own motion or otherwise, call for and examine the records of any proceeding in which a decision or an order imposing a penalty or redemption charges or adjudicating confiscation has been made and against which no appeal has been preferred, for the purpose of satisfying itself or himself, as the case may be, as to the correctness, legality or propriety of such decision or order and make such orders thereon as may be deemed fit:

Provided that no decision or order shall be varied under this section so as to prejudicially affect any person unless such

(a) has, within a period of two years from the date of such decision or order, received a notice to show cause why such decision or order shall not be varied, and

- (b) has been given a reasonable opportunity of making representation and, if he so desires, of being heard in his defence.

**Powers of Adjudicating an other Authorities.**

17. (1) Every authority making any adjudication or hearing any appeal or exercising any powers of revision under this Act shall have all the powers of a civil court under the Code of Civil Procedure, 1908, while trying a suit, in respect of the following matters, namely:-
- (a) summoning and enforcing the attendance of witnesses;
  - (b) requiring the discovery and production of any document;
  - (c) requisitioning any public record or copy thereof from any court or office;
  - (d) receiving evidence on affidavits; and
  - (e) issuing commissions for the examination of witnesses or documents.
- (2) Every authority making any adjudication or hearing any appeal or exercising any powers of revision under this Act shall be deemed to be a civil court for the purposes of sections 345 and 346 of the Code of Criminal Procedure, 1973.
- (3) Every authority making any adjudication or hearing any appeal or exercising any powers of revision under this Act shall have the power to make such orders of an interim nature as it may think fit and may also, for sufficient cause, order the stay of operation of any decision or order.
- (4) Clerical or arithmetical mistakes in any decision or order or errors arising therein from any accidental slip or omission may at any time be corrected by the authority by which the decision or order was made, either on its own motion or on the application of any of the parties:
- Provide that where any correction proposed to be made under this sub-section will have the effect of prejudicially affecting any person, no such correction shall be made except after giving to that person a reasonable opportunity of making a representation in the matter and no such correction shall be made after the expiry of two years from the date on which such decision or order was made.

## CHAPTER VI

### MISCELLANEOUS

#### Protection of action taken in good faith

18. No order made or deemed to have been made under this Act shall be called in question in any court, and no suit, prosecution or other legal proceeding shall lie against any person for anything in good faith done or intended to be done under this Act or any order made or deemed to have been made thereunder.

#### Power to make rules.

19. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
- (a) the manner in which and the conditions subject to which a special licence may be issued under sub-section (2) of section 8;
  - (b) the exceptions subject to which and the person or class of persons in respect of whom fees may be levied and the manner in which a licence may be granted or renewed under sub-section (1) of section 9;
  - (c) the class or classes of goods for which a licence may be granted under sub-section (2) of section-9;
  - (d) the form in which and the terms, conditions and restrictions subject to which licence may be granted under sub-section (3) of section 9;
  - (e) the conditions subject to which a licence may be suspended or cancelled under sub-section (4) of section 9;
  - (f) the premises, goods, documents, things and conveyances in respect of which and the requirements and conditions subject to which power of entry, search, inspection and seizure may be exercised under sub-section (1) of section 10;
  - (g) the class or classes of cases for which and the manner in which an amount by way of settlement, may be determined under sub-section (3) of section 11;
  - (h) the requirements and conditions subject to which goods and conveyances shall be liable to confiscation under sub-section (5) of section 11;
  - (i) the manner in which and the conditions subject to which goods and conveyances may be released on payment of redemption charges under sub-section (6) of section 11; and
  - (j) any other matter which is to be, or may be, prescribed, or in respect of which provision is to be, or may be, made by rules.
- (3) Every rule and every Order made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each house of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or the Order or both Houses agree that the rule or the Order should not be made, the rule or the Order, as the case may be, shall thereafter have effect only in such modified form or be of no effect as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or the Order.

#### Repeal and saving

20. (1) The Imports and Exports (Control) Act, 1947 and the Foreign Trade (Development and Regulation) Ordinance, 1992 are hereby repealed.
- (2) The repeal of the Imports and Exports (Control) Act, 1947 shall however, not affect -
- (a) the previous operation of the Act so repealed or anything duly done or suffered thereunder; or
  - (b) any right, privilege, obligation or liability acquired accrued or incurred under the Act so repealed; or
  - (c) any penalty, confiscation or punishment incurred in respect of any contravention under the Act so repealed; or
  - (d) any proceeding or remedy in respect of any such right, privilege obligation, liability, penalty, confiscation or punishment as aforesaid, and any such proceeding or remedy may be instituted, continued or enforced and any such penalty, confiscation or punishment may be imposed or made as if that Act had not been repealed.

#### Ord. 11 of 1992.

- (3) Notwithstanding the repeal of the Foreign Trade (Development and Regulation) Ordinance, 1992, anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of this Act.

## **APPENDIX 38 B**

### **Foreign Trade (Exemption from application of Rules in certain cases) Order, 1993,** **MINISTRY OF COMMERCE**

(Director General of Foreign Trade)

#### **ORDER**

New Delhi the 31st December, 1993

S.O. 1056(E)- in exercise of the powers conferred by section 3, read with section 4, of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992) and in supersession of the Imports (Control) Order, 1955 and the Exports (Control) Order, 1988, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following order, namely:-

1. Short title and commencement.

(1) This Order may be called the Foreign Trade (Exemption from application of Rules in certain cases) Order, 1993,

(2) It shall come into force on the date of its publication in the Official Gazette.

2. Definitions.

In this order, unless the context otherwise requires:-

(a) "Act" means the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992);

(b) "Import Trade Regulations" means the Act and the rules and order made thereunder and the export and import policy;

(c) "Rules" means the Foreign Trade (Regulation) Rules, 1993;

(d) Words and expressions used in this Order and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Exemption from the application of rules.-

(1) Nothing contained in the Rules shall apply to the import of any goods,

(a) by the Central Government or agencies, undertakings owned and controlled by the Central Government for Defence purposes;

(b) by the Central Government or any State Government Statutory Corporation, public body or Government Undertaking run as a joint Stock Company through the agency of the Purchase Organisations of the Ministry of Supply, that is India Supply Mission, London and India Supply Mission, Washington;

(c) by the Central Government, any State Government or any statutory corporation or public body or Government Undertaking run as a joint Stock Company, orders in respect of which are placed through the Directorate General, Supplies and Disposals, New Delhi;

(d) by transshipment or imported and bonded on arrival for re-export as ships stores to any country outside India except Nepal and Bhutan or imported and bonded on arrival for re-export as aforesaid but subsequently released for use of Diplomatic personnel, Consular Officers in India and the officials of the United Nations Organisation and its specialised agencies who are exempt from payment of duty under the notification of the Government of India in the Ministry of Finance (Department of Revenue) No. 3 dated 8<sup>th</sup> January, 1957 and the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) respectively;

(e) imported and bonded on arrival for sale at approved duty-free shops, whether to outgoing or incoming passengers, against payments in free foreign exchange;

- (f) which are in transit through India by post or otherwise, or are redirected by post or otherwise to a destination outside India, except Nepal and Bhutan provided that such goods while in India are always in the custody of the postal or customs authorities;
- (g) for transmission across India by air to Afghanistan or by land, to any other country outside India, except Nepal and Bhutan under claim for exemption from duty or for refund of duty either in whole or in part:  
Provided that such goods are imported by or on behalf of the Government or a country bordering on India or that the importer undertakes to produce within a specified period evidence that such goods have crossed the borders of India or in default to pay such penalty as the proper officer of customs may deem fit to impose on such goods:  
Provided further that nothing contained in this item will exempt any goods from the Import Trade Regulations;
- (h) by the person as passenger baggage to the extent admissible under the Baggage Rules for the time being in force except quinine exceeding five hundred tablets or 1/3 lb powder or one hundred ampoules:  
Provided that in the case of imports by a tourist, articles of high value whose reexport is obligatory under rule 7 of the tourist Baggage Rules, 1978 shall be re-exported on his leaving India, failing which such goods shall be deemed to be goods of which the import has been prohibited under the Customs Act, 1962 (52 of 1962);  
Provided further that the import of gold in any form including ornaments (but excluding ornaments studded with stones or pearls) will be allowed as part of baggage by passengers of Indian origin or a passenger holding a valid passport issued under the passports Act, 1967 (15 of 1967) subject to the following conditions namely:-  
(a) that the passenger importing the gold is coming to India after a period of not less than six months of stay abroad;  
(b) the quantity of gold imported shall not exceed 5 kilograms per passenger;  
(c) import duty on gold shall be paid in convertible foreign currency; and  
(d) there will be no restriction on sale of such imported gold.
- (i) by any person through the post or otherwise for his personal use, or by any institution or hospital for its use except-
- (a) vegetable seeds exceeding one lb. In weight;
  - (b) bees;
  - (c) tea;
  - (d) books, magazines, journals and literature which are not allowed to be imported under the policy for the time being in force;
  - (e) goods, the import of which is canalised under the Policy;
  - (f) alcoholic beverages;
  - (g) fire arms and ammunition;
  - (h) consumer electronic items (except hearing aids and life saving equipments, apparatus and appliances and parts thereof ) : Provided that the c.i.f value of goods imported as aforesaid at any one time shall not exceed rupees two thousand.



- (j) by or on behalf of diplomatic personnel, consular officers and Trade Commissioners in India who are exempted from payment of Customs duty under Notification No. 3 dated the 8<sup>th</sup> January, 1957 of the Government of India in the Ministry of Finance (Department of Revenue);
- (k) from any country, which are exempted from Customs duty on re- importation under section 20 of the Customs Act, 1962 (52 of 1962) or under Customs Notification Nos. 113 dated 16th May, 1957, 103 dated 25th March, 1958, 260 and 261 dated 11th October, 1958, 269, 271, 273, 274, 275 and 276 dated 25<sup>th</sup> October, 1958 and 204 dated 2nd August, 1976, of the Government of India, Ministry of Finance (Department of Revenue), or Notification No. 174 dated the 24<sup>th</sup> September, 1966 or Notification No. 103 dated the 16th May, 1978, of the Government of India, Ministry of Finance (Department of Revenue and Insurance) or Notification No. 80 dated 29th August, 1970;
- (l) of Indian manufacture and foreign made parts of such goods, exported and received back by the manufacture from the consignee for repair and re-export: Provided that
- (i) the customs authorities are satisfied that the goods received back by the said manufacturers are the same which were so exported; and
- (ii) in the case of goods other than those exempted from customs duty on re-importation under Customs Notification No. 132 dated 9<sup>th</sup> December, 1961 a bond is executed by the importer with the customs authority at the port concerned to the effect that the goods thus imported will be re-exported after repair within six months;
- (m) by officials of the United Nations Organisation and its specialised agencies who are exempted from payment of Customs duty under the United Nations ( Privileges and Immunities) Act, 1947 (46 of 1947);
- (n) by the Ford Foundation who are exempt from payment of Customs duty under an Agreement entered into between the Government of India and the Ford Foundation;
- (o) being vehicles as defined in Article I of the Customs Convention on the Temporary Importation of Private Road Vehicles or the component parts thereof referred to in Article 4 of the said Convention and which are exempted from payment of customs duty under the notification of the Government of India in the Ministry of Finance (Department of Revenue) No. 296 dated the 2nd August, 1976:
- Provided that
- (i) such vehicles or component parts are reexported within the period specified in the said notification or within such further period as the customs authorities may allow;
- (ii) the provisions of the said notification or of the "triptyque or Carnel-De-Passage" permit are not contravened in relation to such vehicle or component parts;
- Provided further that nothing contained in this item shall prejudice the application to the said vehicles or component parts of any other prohibition or regulation affecting the import of goods that may be in force at the time of import of such goods;
- (p) being goods imported temporarily for display or use in fairs, exhibitions or similar events specified in Schedule I to the notification of the Government of India in the Ministry of Finance (Department of Revenue) No.157/90/CUSTOMS, dated the 28th March, 1990 against ATA carnets under the Customs Convention on the ATA Carnets for temporary admission of goods (ATA Convention) done at Brussels on the 30th July, 1963;
- Provided that

- (i) such goods are exported within a period of six months from the date of clearance or such extended period as the Central Government may allow in each case; and
  - (ii) the provisions of the said notification or of the ATA convention are not contravened:
- Provided further that nothing contained in this item shall prejudice the application to the said goods of any other prohibition or regulation affecting the import of goods that may be in force at the time of import of such goods;
- (q) covered by an import licence issued by His Majesty's Government of Nepal and the importer furnishes a bond to the proper officer of customs in the form prescribed by such officer with a Scheduled Bank as surety to the effect that he shall pay the duty and pay penalty imposed for contravening Import Trade Regulations in respect of the whole or any portion of the goods which is not proved to have entered the territory of Nepal;
  - (r) of Indian manufacture or by the central Government or any State Government for repair and re-export to Indian Embassies abroad or to any other office of the Central Government or State Government in a foreign country;
  - (s) being food grains, by Food Corporation of India: Provided that at the time of clearance, a declaration to the effect that the import in question has been approved by the Central Government, is furnished by the importer to the Customs authorities;
  - (t) being articles of food and edible material, which are supplied as free gift by the agencies approved by the United Nation Organisation and which are exempted from payment of customs duty under the Notification of Government of India in the Ministry of Finance (Department of Revenue) No. GSR 766 dated 21st June, 1975.
- (2) Nothing contained in the Rules shall apply to -
- (a) any goods exported by or under the authority of the Central Government;
  - (b) any goods other than food-stuffs constituting the stores or equipment of any outgoing vessel or conveyance;
  - (c) any goods constituting the bona fide personal baggage of any person, including a passenger or member of a crew in any vessel or conveyance, going out of India:  
Provided that the Wild Life (dead, alive or part thereof or produce therefrom) shall not be treated as part of such personal baggage;
  - (d) any goods exported by post or by air under the conditions specified in postal notice issued by the Postal Authorities;
  - (e) any goods transhipped at a port in India after having been manifested for such transshipment at the time of despatch from a port outside India;
  - (f) any goods imported and bonded on arrival in India for re-export to any country outside India, except Nepal and Bhutan;
  - (g) any goods in transit through India by post or any goods re- directed by post to a destination outside India except Nepal and Bhutan;  
Provided that such goods while in India are always in the custody of the postal authorities;
  - (h) any goods imported without a valid import licence and exported in accordance with an order for the export of such goods made by the proper officer of Customs;

- (i) products approved for manufacture in and export from the respective free Trade Zones/Export Processing Zones and 100 per cent Export Oriented Units except textile item covered by bilateral agreements, exports to Rupee Payment countries under the Annual Trade Protocol and Exports against payment in Indian Rupees to former Rupee payment countries;
- Provided that conditions imposed in the latter of approval/letter of indent on Export Oriented Unit or Export Processing Zone will be binding on such a unit;
- (j) export of Blood group Oh (Bombay Phenotype) meant for scientific research or emergency medical treatment as life saving measure on humanitarian grounds by the Director, National Blood Group Reference Laboratory, Bombay on the basis of a certificate issued by him to this effect in each case;
- (k) export of samples of lubricating oil additives, Lube Oil, crude oil and other related petroleum products and raw materials used to manufacture Lube Additives by Lubrizols India Limited, Hindustan Petroleum Corporation Limited, and Bharat Petroleum Corporation Limited, from their installation in India to Lubrizol's Laboratories in the United States of America and the United Kingdom for evaluation and testing purposes.

[File No. 21/11/92-LS]

DR. P. L. SANJEEV REDDY,  
Director General of Foreign Trade and  
Ex-Officio Addl. Secy.

## NOTIFICATION

New Delhi, the 31st December, 1993

S.O. 1057(E)- In exercise of the powers conferred by sub-section(1) of section 10 of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992), the Central government hereby authorises the officers specified in the Table below to exercise powers with respect to entering such premises and searching, inspecting and seizing of such goods, documents, things and conveyances as are specified in rule 17 of the Foreign Trade (Regulation) Rules, 1993, subject to the requirements prescribed therein.

TABLE

S.No.	Designation of officer
1.	Director General of Foreign Trade
2.	Additional Director General of Foreign Trade
3.	Joint Director General of Foreign Trade
4.	Deputy Director General of Foreign Trade
5.	Assistant Director General of Foreign Trade
6.	Controller of Imports and Exports

[File No. 21/11/92-LS]

DR. P. L. SANJEEV REDDY, Director General of Foreign Trade and  
Ex-Officio Addl. Secy.

## NOTIFICATION

New Delhi, dated the 17th April 2009

S.O. (E) In exercise of the powers conferred by section 13 of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992) and in supersession of Notification S.O.24(E) dated 20th January 1999 as amended vide Notification S.O. 194(E) dated 6th March 2000 and Notification S.O.1534 (E) dated 14th September 2006, except as respects things done or omitted to be done before such supersession, the Central Government hereby authorizes the officers specified in column 2 of the table below for the purposes of exercising powers under Section 13 read with Section 11, subject to the limits specified against such officers in the corresponding entry in column 3 of the said Table , namely:-

TABLE

Sl.No.	Designation of Officer	Value of the goods in relation to which the power may be exercised
1	Additional Director General of Foreign Trade	Without limit
2	Zonal Jt. Director General of Foreign Trade/ Export Commissioner	Up to Rs. 50 crores
3	Joint Director General of Foreign Trade	Up to Rs. 25 crores
4	Deputy Director General of Foreign Trade	Up to Rs. 10 crores
5	Assistant Director General of Foreign Trade	Up to Rs. 2 crores
6	Foreign Trade Development Officer	Up to Rs. 1 crore
7	Development Commissioner, Special Economic Zones	Without limit in respect of Export Oriented Units and units in special Economic Zones

This issues in public interest

(R S Gujral)  
Director General of Foreign Trade  
and Ex-Officio Additional Secretary to Government of India

(Issued from F 18/27/HQ/06-07/ECA-II)

## NOTIFICATION

New Delhi, the 31st December, 1993

S.O. 1059(E), In exercise of the powers conferred by clause(b) of sub-section(1) of section 15 of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992), the Central Government hereby authorises the officers specified in column 3 of the Table below to function as Appellate Authority against the orders passed by the Adjudicating Authorities authorised by the Central Government under section 13 of the said Act and specified in column 2 of the said Table.

TABLE

S.No.	Designation of Adjudicating Authority	Appellate Authority
1.	Foreign Trade Development Officer	Additional Director General of Foreign Trade
2.	Assistant Director General of Foreign Trade	
3.	Deputy Director General of Foreign Trade	
4.	Joint Director General of Foreign Trade	
5.	Additional Director General of Foreign Trade	Additional Secretary in the Ministry of Commerce aided by two Joint Secretaries and a Director of that Ministry.

[File No. 21/11/92-LS]

DR. P. L. SANJEEV REDDY,  
Director General of Foreign Trade and  
Ex-Officio Addl. Secy.

## **NOTIFICATION**

New Delhi, the 6<sup>th</sup> March, 2000

S.O.193(E).- In exercise of the powers conferred by clause (b) of sub-section(1) of section 15 of the Foreign Trade (Development and regulation) Act, 1992 (22 of 1992), the Central Government hereby authorises the officers specified in column (3) of the table below to function as Appellate Authority against the orders passed by the Adjudicating Authorities authorised by the Central Government under section 13 of the said Act and specified in column (2) of the said Table, and makes the following amendments in the notification of the Government of India in the Ministry of Commerce No.S.O.1059(E), dated the 31<sup>st</sup> December, 1993, namely :-  
In the said notification in the table, after serial number 5 and the entries relating thereto, the following serial number and the entries shall be inserted, namely :-

(1)	(2)	(3)
6	Development Commissioner Export Processing Zone	Additional Secretary in the Ministry of Commerce aided By two Joint Secretaries & a Director of that Ministry

[F.No. 18/9/97-98/ECA-III/I]

N.L.Lakhanpal, Director General of  
Foreign Trade & Ex-Officio Addl.Secretary.

## ORDER

New Delhi, the 31st December, 1993

S.O. 1060(E), In exercise of the powers conferred by sub-sections (2) and (4) of section 9 of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992), the Director General authorises the officers mentioned in the Table below to grant or renew or refuse to grant or renew or to suspend or to cancel a licence for the purposes of import or export of goods.

TABLE

<u>S.No.</u>	<u>The Designation of the Officers</u>	<u>The Territorial areas in respect of which the jurisdiction is to be exercised</u>
1.	Additional Director General of Foreign Trade	Throughout India
2.	The Export Commissioner	Throughout India
3.	The Joint Director General of Foreign Trade	Throughout India
	(a) In the Headquarters office of the Director General of Foreign Trade	Throughout India
	(b) In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
4.	The Deputy Director General of Foreign Trade	Throughout India
	(a) In the Headquarters office of the Director General of Foreign Trade, New Delhi	Throughout India
	(b) In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
5.	The Assistant Director General of Foreign Trade	Throughout India
	(a) In the Headquarters office of the Director General of Foreign Trade, New Delhi	Throughout India
	(b) In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
6.	The Controller of Imports and Exports:	Throughout India
	(a) In the Headquarters office of the Director General of Foreign Trade	Throughout India
	(b) In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
7.	The Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner of a Free Trade Zone or an Export Processing Zone.	Respective territorial jurisdiction of such authority.

[File No. 21/11/92-LS]

DR. P. L. SANJEEV REDDY, Director General of Foreign Trade



## ORDER

New Delhi, the 31st December, 1993

S.O. 1061(E), In exercise of the powers conferred by sections 7 of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992), the Director General authorises the officers mentioned in the Table below to grant importer-exporter Code number in accordance with the provisions of the aforesaid section.

<u>S.No.</u>	<u>The Designation of the Officers</u>	<u>The Territorial areas in respect of which the jurisdiction is to be exercised</u>
1.	Additional Director General of Foreign Trade	Throughout India
2.	The Export Commissioner	Throughout India
3.	The Joint Director General of Foreign Trade	Throughout India
(a)	In the Headquarters office of the Director General of Foreign Trade	Throughout India
(b)	In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
4.	The Deputy Director General of Foreign Trade	Throughout India
(a)	In the Headquarters office of the Director General of Foreign Trade, New Delhi	Throughout India
(b)	In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
5.	The Assistant Director General of Foreign Trade	Throughout India
(a)	In the Headquarters office of the Director General of Foreign Trade, New Delhi	Throughout India
(b)	In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
6.	The Controller of Imports and Exports:	Throughout India
(a)	In the Headquarters office of the Director General of Foreign Trade	Throughout India
(b)	In the Regional Licensing Authority	Respective territorial jurisdiction of such authority.
7.	The Development Commissioner/ Joint Development Commissioner/ Deputy Development Commissioner/ Assistant Development Commissioner of a Free Trade Zone or an Export Processing Zone.	Respective territorial jurisdiction of such authority.

[File No. 21/11/92-LS]

DR. P. L. SANJEEV REDDY, Director General of Foreign Trade.

## **APPENDIX 38 C**

### **FOREIGN TRADE (REGULATION) RULES, 1993**

MINISTRY OF COMMERCE  
(Directorate General of Foreign Trade)

#### **NOTIFICATION**

New Delhi, the 30th December, 1993

G.S.R. 791(E)- In exercise of the powers conferred by section 19 of the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992), the Central Government hereby makes the following rules, namely. -

1. Short title and commencement,-

- (1) These rules may be called the Foreign Trade (Regulation) Rules, 1993.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions-

In these rules unless the context otherwise requires , -

- (a) "Act" means the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992);
- (b) "charitable purpose" includes relief of the poor, education, medical relief, and the advancement of any other object of general public utility;
- (c) "importer" or "exporter" means a person who imports or exports goods and holds a valid Importer-exporter Code Number granted under section 7;
- (d) "licensing authority" means an authority authorised by the Director General under sub-section (2) of section 9 to grant or renew a licence under these rules;
- (e) "Policy" means the export and import Policy formulated and announced by the Central Government under section 5;
- (f) "schedule" means a Schedule appended to these rules;
- (g) "section" means a section of the Act;
- (h) "special licence" means a licence granted under sub-section (2) of section 8;
- (i) "value" has the meaning assigned to it in clause (41) of section 2 of the Customs Act, 1962 (52 of 1962);
- (j) words and expression used in these rules and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Grant of special licence-

- (1) Where the Importer-exporter Code Number granted to any person has been suspended or cancelled under sub-section (1) of section 8, the Director General may, having regard to the following factors, grant to him a special licence, namely:-
  - (1) that the denial of a special licence is likely to affect the foreign trade of India adversely; or
  - (2) that the suspension or cancellation of the Importer- exporter Code Number is likely to lead to non-fulfillment of any obligation by India under any international agreement;
- (2) The special licence granted to any person under sub-rule (1) shall be non-transferable.

#### 4. Application for grant of licence-

A person may make an application for the grant of a licence to import or export goods in accordance with the provisions of the Policy or an Order made under section 3.

#### 5. Fee-

- (1) Every application for a licence to import shall be accompanied by the fee specified in the Schedule.
- (2) The mode of deposit of fee shall be as specified in the Schedule.
- (3) No fee shall be payable in respect of any application made by:
  - (a) the Central Government, a State Government or any department or any office of the Government;
  - (b) any local authority for the bona-fide import of goods required by it for official use;
  - (c) any institution set up for educational, charitable or missionary purpose, for the import of goods required for its use;
  - (d) an applicant for the import of any goods (other than a vehicle) if the import of the goods is for his personal use which is not connected with trade or manufacture.
- (4) The fee once received will not be refunded except in the following circumstances, namely:-
  - (i) where the fee has been deposited in excess of the specified scale of fee; or
  - (ii) where the fee has been deposited but no application has been made; or
  - (iii) where the fee has been deposited in error but the applicant is exempt from payment of fee.

#### 6. Conditions of licence-

- (1) It shall be deemed to be a condition of every licence for export that:-
  - (i) no person shall transfer or acquire by transfer any licence issued by the licensing authority except in accordance with the provisions of the Policy;
  - (ii) the goods for the export of which the licence is granted shall be the property of the licensee at the time of the export.
- (2) The licensing authority may issue a licence for import subject to one or more of the following conditions, namely:-
  - (a) that the goods covered by the licence shall not be disposed of except in accordance with the provisions of the Policy or in the manner specified by the licensing authority in the licence;
  - (b) that the applicant for a licence shall execute a bond for complying with the terms and conditions of the licence.
- (3) It shall be deemed to be a condition of every licence for import that :-
  - (a) no person shall transfer or acquire by transfer any licence issued by the licensing authority except in accordance with the provisions of the Policy;
  - (b) the goods for the import of which a licence is granted shall be the property of the licensee at the time of import and upto the time of clearance through customs;
  - (c) the goods for the import of which a licence is granted shall be new goods, unless otherwise stated in the licence;
  - (d) the goods covered by the licence for import shall not be exported without the written permission of the Director General.

- (4) Any person importing goods from the United States of America in accordance with the terms of the Indo-US Memorandum of Understanding on Technology Transfer shall also comply with all the conditions and assurances specified in the Import Certificate issued in terms of such Memorandum, and such other assurances given by the person importing those goods to the Government of the United States of America through the Government of India.

#### 7. Refusal of licence-

- (1) The Director General or the licensing authority may for reasons to be recorded in writing, refuse to grant or renew a licence
- (a) the applicant has contravened any law relating to customs or foreign exchange;
  - (b) the application for the licence does not substantially conform to any provision of these rules;
  - (c) the application or any document used in support thereof contains any false or fraudulent or misleading statement;
  - (d) it has been decided by the Central Government to canalise the export or import of goods and distribution thereof, as the case may be, through special or specialised agencies;
  - (e) any action against the applicant is for the time being pending under the Act or rules and Orders made thereunder;
  - (f) the applicant is or was a managing partner in a partnership firm, or is or was a Director of a private limited company, having controlling interest against which any action is for the time being pending under the Act or rules and Orders made thereunder;
  - (g) the applicant fails to pay any penalty imposed on him under the Act;
  - (h) the applicant has tampered with a licence;
  - (i) the applicant or any agent or employee of the applicant with his consent has been a party to any corrupt or fraudulent practice for the purposes of obtaining any other licence;
  - (j) the applicant is not eligible for a licence in accordance with any provision of the Policy;
  - (k) the applicant fails to produce any document called for by the Director General or the licensing authority;
  - (l) in the case of a licence for import, no foreign exchange is available for the purpose;
  - (m) the application has been signed by a person other than a person duly authorised by the applicant under the provisions of the Policy;
  - (n) the applicant has attempted to obtain or has obtained cash compensatory support, duty drawback, cash assistance benefits allowed to Registered Exporters or any other similar benefits from the Central Government or any agency authorised by the Central Government in relation to exports made by him on the basis of any false, fraudulent or misleading statement or any document which is false or fabricated or tampered with.
- (2) The refusal of a licence under sub-rule(1) shall be without prejudice to any other action that may be taken against an applicant by the licensing authority under the Act.

## 8. Amendment of licence

The licensing authority may of its own motion or on an application by the licensee, amend any licence in such manner as may be necessary or to rectify any error or omission in the licence.

## 9. Suspension of a licence

- (1) The Director General or the licensing authority may by order in writing, suspend the operation of a licence granted to -
- (a) any person, if an order of detention has been made against such person under the provisions of the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974); or
  - (b) a partnership firm or a private limited company, if the person referred to in clause (a) is a partner or a whole time director or managing director, as the case may be, of such firm or company; Provided that the order of suspension shall cease to have effect in respect of the aforesaid person or, as the case may be, the partnership firm or company, when the order of detention made against such
    - (i) being an order of detention to which the provisions of section 9 of the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974) do not apply, has been revoked on the report of Advisory Board under section 8 of that Act or before receipt of the report of the Advisory Board or before making a reference to the Advisory Board; or
    - (ii) being an order of detention to which the provisions of section 9 of the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (52 of 1974) apply, has been revoked on the report of the Advisory Board under section 8 read with sub-section (2) of section 9 of that Act or before receipt of such report;
    - (iii) has been set aside by a court of competent jurisdiction.
- (2) The Director General or the licensing authority may by an order in writing suspend the operation of any licence granted under these rules, where proceedings for cancellation of such licence has been initiated under Rule 10.

## 10. Cancellation of a licence-

The Director General or the licensing authority may by an order in writing cancel any licence granted under these rules

- (a) the licence has been obtained by fraud, suppression of facts or misrepresentation; or
- (b) the licensee has committed a breach of any of the conditions of the licence; or
- (c) the licensee has tampered with the licence in any manner; or
- (d) the licensee has contravened any law relating to customs or foreign exchange or the rules and regulations relating thereto.

## 11. Declaration as to value and quality of imported goods-

On the importation into, or exportation out of, any customs ports of any goods, whether liable to duty or not, the owner of such goods shall in the Bill of Entry or the Shipping Bill or any other documents prescribed under the Customs Act 1962, state the value, quality and description of such goods to the best of his knowledge and belief and

in case of exportation of goods, certify that the quality and specification of the goods as stated in those documents, are in accordance with the terms of the export contract entered into with the buyer or consignee in pursuance of which the goods are being exported and shall subscribe a declaration of the truth of such statement at the foot of such Bill of Entry or Shipping Bill or any other documents.

12. Declaration as to Importer-exporter Code Number

On the importation into or exportation out of any Customs port of any goods the importer or exporter shall in the Bill of Entry of Shipping Bill or, as the case may be, in any other documents prescribed by rules made under the Act or the Customs Act, 1962 (52 of 1962), state the Importer-exporter Code Number allotted to him by the competent authority.

13. Utilisation of imported goods

- (1) No person shall use any imported goods allotted to him by the State Trading Corporation of India or any other agency recognised by the Central Government in a manner and for the purpose, otherwise than as declared by him in his application for such allotment or in any document submitted by him in support of such application.
- (2) No person shall dispose of any goods imported by him against a licence except in accordance with the terms and conditions of such licence.

14. Prohibition regarding making, signing of any declaration, statement or

- (1) No person shall make, sign or use or cause to be made signed or used any declaration, statement or document for the purposes of obtaining a licence or importing any goods knowing or having reason to believe that such declaration, statement or document is false in any material particular.
- (2) No person shall employ any corrupt or fraudulent practice for the purposes of obtaining any licence or importing or exporting any goods.

15. Power to enter premises and inspect, search and seize goods, documents, things and

- (1) Any person authorised by the Central Government under sub-section (1) of section 10 (hereinafter called the authorised person) may, at any reasonable time enter any premises in which-
  - (i) any imported goods or materials which are liable to confiscation under the provision of the Act; or
  - (ii) any books of accounts or documents or things which, in his opinion, will be useful for, or relevant to any proceedings under the Act, are suspected to have been kept or concealed and may inspect such goods, materials, books or accounts, documents or things and may take such notes or extracts therefrom as he may think fit.
- (2) If the authorised person has reasons to believe that-
  - (i) any imported goods or materials liable to confiscation under the Act; or
  - (ii) any books of accounts or documents or things which, in his opinion, will be useful for, or relevant to, any proceedings under the Act, are secreted in any premises he may enter into and search such premises for such goods, materials, books of accounts, documents or things.

- (3) (a) If the authorised person has reason to believe that any imported goods or materials are liable to confiscation under the Act, he may seize such goods or materials together with the package, covering or receptacle, if any, in which such goods or materials are found to have been mixed with any other goods or materials;

Provided that where it is not practicable to seize any such goods or materials, the authorised person may serve on the owner of the goods or materials an order that he shall not remove, part with or otherwise deal with the goods or materials except with the previous permission of the authorised person.

- (c) Where any goods or materials are seized under clause (a) and no notice in respect thereof is given within six months of the seizure of the goods or materials, the goods or materials shall be returned to the person from whose possession they were seized.

Provided that the aforesaid period of six months may, on sufficient cause being shown, be extended by the Director General for a further period not exceeding six months.

- (c) The authorised person may seize any books of accounts or documents or things which in his opinion, will be useful for, or relevant to, any proceedings under the Act.

- (d) The person from whose custody any documents are seized under this sub-rule, shall be entitled to make copies thereof or take extracts therefrom in the presence of the authorised person.

- (e) In any person legally entitled to the books of account or other documents or things seized under this sub-rule objects, for any reason, the retention by the authorised person of the books of account or the documents or things, he may move an application to the Central Government stating therein the reasons for such objection, request for the return of the books of account or documents or things.

- (f) On receipt of the application under clause (e), the Central Government may, after giving the applicant an opportunity of being heard, pass such order as it may think fit.

- (g) Where any document is produced or furnished by any person or has been seized from the custody or control of any person under the Act or has been received from any place outside India in the course of the investigation for any contravention referred to in section 11 by any person and such document is tendered in evidence against the person by whom it is produced or from whom it was seized or against such person or any other person who is jointly proceeded against, the Adjudicating Authority, shall, notwithstanding anything to the contrary contained in any other law for the time being in

- (i) presume, unless the contrary is proved, that the signature and every other part of such document which purports to be in the handwriting of any particular person of which the Adjudicating Authority may reasonably assume to have been signed by or to be in the handwriting of any particular person, is under the person's handwriting, and in the case of a document executed or attested, it was executed or attested by the person by whom it purports to have been so executed or attested;

(ii) admit the document in evidence notwithstanding that it is not duly stamped, if such document is otherwise admissible in evidence.

(4) The authorised person, may, if he has reason to suspect that any conveyance or animal is being or is about to be used for the transportation of any imported goods or material which are liable to confiscation under the Act, and that by such transportation any provision of the Act has been , is being or is about to be contravened at any time, stop such conveyance or animal or in the case of aircraft compel it to land, and

(a) rummage and search the conveyance any part thereof;

(b) examine and search any goods or material in the conveyance or on the animal;

(c) if it becomes necessary to stop any conveyance or animal, he may use all lawful means for stopping it and where such means fail, the conveyance or animal may be fired upon.

and where he is satisfied that it is necessary so to do to prevent the contravention of any provision of the Act or of the rules and orders made thereunder or the Policy or condition of any licence, he may seize such conveyance or animal.

Explanation- Any reference in this rule to a conveyance shall, unless the context otherwise requires, be construed as including a reference to an aircraft, vehicle or vessel.

#### 16. Settlement-

(1) The Adjudicating Authority may determine the amount of settlement to be paid by the person to whom a notice has been issued and who has opted for settlement and has admitted the contravention specified in the notice, in the following cases, namely:-

(i) where it is of the opinion that the contravention of any provision of the Act or these rules or the Policy has been made without mensrea or without wilful mistake or without suppression of facts, or without any collusion, or without fraud and forgery, or without an intent to cause loss of foreign exchange; or

(ii) where the person importing the goods has not met the requirements of the actual user conditions as specified in the Policy and has not misutilised the said imported goods; or

(iii) where the person importing the goods has not fulfilled the export obligation and has not mis-utilised the said imported goods.

(2) Where a person has opted for settlement under sub-rule (1) the settlement made by the Adjudicating Authority shall be final.



17. Confiscation and redemption-

- (1) any imported goods or materials in respect of which
  - (a) any condition of the licence, or letter of authority under which they were imported, relating to their utilisation or distribution ; or
  - (b) any condition, relating to their utilisation or distribution, subject to which they were received from or through, an agency recognised by the Central Government; or
  - (c) any condition imposed under the Policy with regard to the sale or disposal of such goods or materials; has been, is being, or is attempted to be, contravened, shall together with any package, covering or receptacle in which such goods are found, be liable to be confiscated by the Adjudicating Authority, and where such goods or materials are so mixed with any other goods or materials that they cannot be readily separated, such other goods or materials shall also be liable to be so confiscated:

Provided that where it is established to the satisfaction of the Adjudicating Authority that any goods or materials which are liable to confiscation under this rule, had been imported for personal use, and not for any trade or industry, such goods, or materials shall not be ordered to be confiscated.

- (2) The Adjudicating Authority may permit the redemption of the confiscated goods or materials upon payment of redemption charges equivalent to the market value of such goods or materials.

18. Confiscation of conveyance-

- (1) Any conveyance or animal which has been, is being, or is attempted to be used, for the transport of any goods or materials that are imported and which are liable to confiscation under rule 17, shall be liable to be confiscated by the Adjudicating Authority unless the owner of the conveyance or animal proves that it was, is being, or is about to be so used without the knowledge or connivance of the owner himself, his agent, if any, and the person in-charge of the conveyance or animal and that each of them had taken all reasonable precautions against such use.
- (2) The Adjudicating Authority shall permit redemption of the confiscated conveyance or animal used for the transport of goods or passengers for hire upon payment of redemption charges equivalent to the market value of such conveyance or animal.

[File No. 21/11/92-LS]

Dr. P.L. SANJEEV REDDY.

Director General

Foreign Trade and Ex-Officio Addl. Secy.

## SCHEDULE

(See rule 5)

The following fee shall be leviable in respect of the application for an import licence etc.

### SCALE OF FEE

<u>S.No.</u>	<u>Particulars</u>	<u>Amount of Fee</u>
1	2	3
1.	Where the value of goods specified in application does not exceed Rupees fifty thousand.	Rupees two hundred
2.	Where the value of the goods specified in the application exceeds Rupees fifty thousand but does not exceed Rupees one crore.	Rupees two per thousand or part thereof subject to a minimum of rupees two hundred.
3.	Where the value of the goods specified in the application exceeds rupees one crore	Rupees two per thousand or part thereof subject to a maximum of Rs. one lakh and fifty thousand.
4.	Application for grant of duplicate licence	Rupees two hundred
5.	In case where import licence and other correspondence are required by Speed Post.	Rupees two hundred
6.	Application for issue of an Identity Card.	Rupees two hundred
7.	Application for issue of duplicate Identity Card in the event of loss of original Card.	Rupees one hundred
8.	Extension of the period of shipment of an Import licence	Rupees two hundred
9.	Application for grant split-up licences	Rupees one thousand per Split up licence

Note- The amount of fee payable shall be rupees two hundred in respect of an application for import licence by a small scale actual user or a registered exporter, for the import of raw materials, components and spares where the value of the goods specified in the application does not exceed rupees two lakhs.

## Appendix 39

### APPLICATION FOR FREE SALE & COMMERCE CERTIFICATE

1. Name of the firm / Company :
2. Address of Registered Office :
- (i) Tel No :
- (ii) Fax No :
- (iii) e.mail ID :
3. Importer Exporter Code No :
- (i) Code No.
- (ii) Name & Address of issuing authority
  
4. Registration –cum-Membership Certificate (RCMC) details
  - (i) Name of the Council
  - (ii) Registration No and date
  - (iii) Validity
5. Brief Description of exports :
  - (i) Details of foreign buyer with complete address, e.mail ID etc.
  - (ii) Brief description of items to be exported under the certificate
6. Whether the items of export fall under the Drugs & Cosmetics Act. 1940 . If so, indicate the same. :
  
7. Details of items for which Free Sale & Commerce Certificate is sought to be obtained (Annexure A to be attached duly self-certified)
  
8. I hereby declare that items listed in Annexure A,
  - (i) are not prohibited or restricted for export under Schedule 2 of ITC (HS) and are free for export;
  - (ii) all the items listed in Annexure A have usage in hospitals, nursing homes and clinics, for medical and surgical purposes;
  - (iii) all the items listed above are not covered under Drugs & Cosmetics Act, 1940.

(Signature)  
Name & Designation of the Authorized Signatory  
Seal of the Company

## **DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
4.
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
6. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.
7. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.

8. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

**Note:**

1. This form with Annexure -A may be submitted without other parts of the Aayat Niryat Form.
- 2 .For items falling under the Drug & Cosmetics Act, 1940, application for issue of Free Sale & Commerce Certificate may be made to the Drug Controller General (I), Directorate General of Health Services, Ministry of Health & Family Welfare, FDA Bhawan, Kotla Rod, Near Mata Sundari Collage, ITO, New Delhi- 110002.

**Annexure - A**

**Proforma for Submission of list of Products**  
**(May be clearly typed)**

S. No.	Name of Product	ITC (HS) Code	Manufacturers/Exporters name and address	Is the product licensed under the Drugs and Cosmetics Act for manufacture and sale.	Description of the product including use (attach literature, if required.)
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**Annexure – B**

**Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade**

**FREE SALE AND COMMERCE CERTIFICATE**

The Medical Devices/Instruments as per Annexure (Total items) manufactured by M/s. (Name of the firm & full address) are “freely permitted for sale in India as well as freely exportable”.

This certificate is valid for a period of two years from the date of issue.

Encl: As above.

Place:

Date:

Director General of Foreign Trade

Note: This certificate is based on declaration by the above firm that items of export shown in Annexure have usage in Hospital, Nursing Homes and Clinics for Medical Surgical Purpose and also that items of export shown in Annexure are neither banned nor prohibited for export. The items appearing in this certificate are also not covered under Drug & Cosmetics Act, 1940 as per declaration of the aforesaid firm.

## **APPENDIX - 40**

### **Streamlining of procedures relating to the export of perishable agricultural produce**

#### **1. Policy**

There is a need to streamline the export process for perishable agriculture produce with a view to enhancing its competitiveness in the international market. The export facilitation is being effected through a series of measures, significant amongst which are :

- a) Streamlining of documentation and processes;
- b) Setting up of a system of multi-functional nodal agencies to operate single window system for expeditious clearing of exports;
- b) Setting up of a single-point payment system for all levies and charges;
- d) Introduction of EDI (Electronic Data Interchange) / Web enablement; and
- e) A highly responsive redressal system.

#### **2. Definitions**

- i. "Accredited" means a person or body of persons that have been authorised by APEDA (Agricultural and processed food products export development authority), as being capable of discharging and/ or facilitating all or one or more than one of such functions related to the export of Perishable Agricultural Produce;
- ii. "Export Document" means and includes a Certificate, Test report, packing list or any other documents set out in Schedules A & B of this Appendix required to be issued by various agencies under the present laws of India or the laws of the importing country, which could hereafter be issued by a nodal agency to facilitate the export of the Perishable Agricultural Produce through Single Window Clearance;
- iii. "Known Shipper" means a person or a body of persons involved in exportation of Perishable Agricultural Produce with a consistent track record or reputation and accredited by APEDA under Section 4 to carry out export documentation through Single Window Clearance System;
- iv. "Nodal Agency" means a person or a body of persons, including Known Shipper, accredited under this Appendix to issue the Single\_Export Document covering documents listed in Schedule A to this Appendix that facilitates the export through Single Window Clearance System;
- v. "Perishable Agricultural Produce" means all produce and commodities that are of nature, and are likely to be subjected to natural decay, spoilage or destruction, whether processed or unprocessed, of agriculture, horticulture, apiculture, livestock, marine produce, forest produce and or as declared through by notification from time to time;
- vi. "Single Window Clearance System" means and includes a system of performing multiple functions of export documentation and collection of charges related to it, of one or more agencies as required under the law, relating to documents listed in Schedule A and facilitating functions of export documentation relating to documents listed in

Schedule B to this Appendix, for export of perishable agriculture produce, through the nodal agency on behalf of the exporter as envisaged under this Appendix.

- vii. "Facilitation" means act of the nodal agency to compile, consolidate and capture data from the exporter or other concerned agencies in a web enabled system for clearance of cargo for exports.

The definitions specified under Section 2 of the FTDR Act, 1992 and under Chapter 9 of Foreign Trade Policy, would apply *mutatis mutandis* under this Appendix.

### **3. Single-Window Clearance System**

The system will involve creation of multi-functional Nodal Agencies, which will be required to be mandatorily accredited by Agricultural and Processed Food Products Export Development Authority (APEDA). The accreditation would enable them to function as a single window for clearance of perishable produce to either issuing or facilitating the requisite documentation / clearances under one roof by acting as a coordinating agency for exporters.

These Nodal agencies could be shipping companies, Agri-clinics, C&F agents, existing regulatory agencies or laboratories. These agencies would be working in addition to the currently empowered agencies under various Acts/ Rules, and will have the same powers of clearance / certification for export of perishable goods covering documents listed in Schedule A to this Appendix.

Some of the agencies, which could be hired by the exporters for the purpose, are as under:

- (1) Nodal Agency acting as a Single Window for performing all functions;
- (2) Nodal Agency in combination with other Regulatory Agencies (performing core functions);
- (3) Nodal Agency in combination with other Regulatory Agencies (performing non-core functions);
- (4) Known Shipper performing through self declaration; and
- (5) Regulatory Agencies performing core functions in respect of documents listed in Schedule A to this Appendix.

### **5. Duties, Powers and Functions of APEDA**

APEDA shall be the Authority to administer and regulate the Single Window Clearance System relating to the export documentation and levy of charges thereupon for facilitating the export of Perishable Agricultural Produce, promote simplified documentation processes and procedures in the export of the perishable agricultural produce. The duties, powers and functions of APEDA shall include the following :

- a) Control and regulation of the service levels, charges, terms and conditions that may be levied upon exporters of Perishable Agricultural Produce by nodal agencies;
- b) Prescribing the criteria for accreditation of Nodal Agencies;
- c) Accreditation, renewal, modification, suspension or cancellation of such accreditation of Nodal Agencies;



- d) Levy of charges for carrying out the purpose of this Appendix.
- e) Calling for information from, undertaking inspection of, conducting enquiries and investigations including audit of nodal agencies;
- f) Specifying the form and manner in which the books of account shall be maintained and statement of accounts rendered by the nodal agencies;
- g) Application of Information Communication Technology towards a seamless and paperless one-stop export certification service;
- h) Providing advisory services to the exporters; and
- i) Exercising such other powers as the Government may prescribe.

## 5. Duties, Powers and functions of Nodal Agencies

The duties, powers and functions of Nodal Agencies shall include the following:

- a) The nodal agency shall perform all or one or more than one of the following functions required for the export of Perishable Agricultural Produce through a Single Window Clearance System:
  - I. Issue Export Documents as per the notified procedure;
  - II. Collection and remittance of notified charges for issue of export document; and
  - III. Any other function as APEDA may prescribe.
- b) The Nodal Agency shall be accountable and answerable for the declarations and the truthfulness of the export document to APEDA and the exporter and be liable to them on this count.

## 6. Significance of Export Document

The Export Document issued by the Nodal Agencies under the provisions of this Appendix shall be deemed to have been issued by the Government, as required under various Acts and / or rules and / or notifications and / or conventions for the export of perishable agricultural produce or as prescribed from time to time and meet the purposes of the documents as specified in the **Schedule A** to this Appendix. The documents specified in **Schedule B** shall only be facilitated by the Nodal agencies.

The Nodal agency acting as facilitating agency will compile and consolidate the information and submit Single Export Document (SED) along with Shipping Bill, SDF / GR Form, Commercial Invoice and the Phytosanitary Certificate (as listed out in Schedule B) to Custom Authorities for 'Let Export Order'. The format of SED is specified in **Schedule C** and may be amended & notified by APEDA as per the requirements.

## 7. Suspension, Forfeiture and Penalties

Adjudication of disputes, imposition of penalties, appeals and revisions for contravention of any of the provisions of this Appendix shall be as follows:

- (i) If APEDA is of the opinion that any accreditation granted to a nodal agency, in the interest of export or in the public interest, be suspended or forfeited, APEDA may after giving a reasonable opportunity to the nodal agency to be heard in the matter, suspend or forfeit the accreditation granted to the said agency of the shipper. However, no

such action shall affect the validity of any contract entered into or made before the date of such action, and APEDA may make such provision as it deems fit in the suspension or forfeiture order for the due performance of any contract outstanding on that date;

(ii) If any Nodal agency, which is required under this Appendix or any rules made there under:

- (a) Fails to furnish any document, return or report to APEDA, fails to furnish the same;
- (b) Fails to file any return or furnish any information, books or other documents within the time specified therefor, in the guidelines;
- (c) Fails to maintain books of account or records;
- (d) Does not function with due diligence or does not carry out the function of the Nodal Agency in a manner as intended; or
- (e) Contravenes any other provision of this Appendix;

it shall be liable to a penalty as prescribed by APEDA.

(iii) If any person or a person who is in charge of, and responsible to a nodal agency to conduct the business of the nodal agency obstructs any officer of APEDA or any other person authorized by it to conduct inspection or to discharge any other function assigned by the APEDA, such persons as well as the nodal agency shall be liable to penal action as prescribed by APEDA;

(iv) If any nodal agency, after having been called upon by APEDA in writing to redress the grievances of exporters, fails to redress such grievances within the time specified by APEDA, it shall be liable to a penalty as prescribed by APEDA;

(v) If any nodal agency indulges in fraudulent and unfair trade practices relating to export documentation, it shall be liable to a penalty and or prosecution as prescribed under the FT (D&R) Act, 1992;

(vi) Penalties under sub paras (ii) to (iv) above shall be prescribed by APEDA after prior approval of the Government.

(vii) The DGFT shall be the Appellate Authority for any orders passed by APEDA, under this Appendix.

## **8 Amendment of schedule**

The addition/ deletion of any document(s) in the schedule may be carried out through notification by the DGFT without prejudice to any of the provisions contained in The Customs Act 1962, The Shipping Bill and Bill of Export (Form) Regulations, 1991 and The Plant Quarantine Act & Notification 8-97/91-PP.I, dated 26<sup>th</sup> November 1993.

## SCHEDULE A

### LIST OF DOCUMENTS TO BE ISSUED BY NODAL AGENCIES

S. No.	Document	Ministry Involved	Act	Chapter	Section
1.	Certificate of Origin	Min of Finance-DGFT	The Foreign Trade (Development and Regulation) Act, 1992 (No.22 of 1992)	II	5.2.4
2.	Health Certificate	Ministry of Agriculture; Department of Animal Husbandry, Dairy and Fisheries	The Export (Quality Control and Inspection) Act 1963; Export of Fresh poultry meat and poultry meat Products (Quality Control, Inspection and Monitoring) Rules, 2002	17	3
3.	AGMARK Certificate	Min of Ag-DMI	Produce Grading & Marking ACT 1937-General Grading and Marking Rules, 1998		
4.	Laboratory Reports	APEDA	APEDA Act, 1985	II	10 (2)

## SCHEDULE B

### LIST OF DOCUMENTS TO BE FACILITATED BY NODAL AGENCY

S. No.	Document	Ministry Involved	Act	Chapter	Section
1.	Self Declaration Form (SDF) / GR Form	FEMA, 1999 Chapter II. Section 7	The Foreign Exchange Management Act, 1992 (42 of 1999)	II	7
2.	Shipping Bill	Min. of Finance – CBEC*	The Shipping Bill and Bill of Export (Form) Regulations, 1991		50-51, 152
3.	Single Export Document	DOC** DGFT***	Foreign Trade Policy		Appendix-40
4.	Commercial / Export Invoice		Bill of the goods, to inform customs about the quantity, price, commodity, consignee description, destination, weight etc.		
5.	Bill of Lading /	Ministry of Shipping ;	The Merchant Shipping Act, 1958. The Merchant	XIV	412

	Airway Bill	Ministry of Civil Aviation	Shipping (Crew Accommodation) Amendment Rules 1984 / The Aircraft Act, 1934, Aircraft Rules, 1937		
6.	Fumigation Certificate	MoA****	Destructive Insects and Pests Act, 1914	2	4A and 4D
7.	Phytosanitary Certificate	MoA (Dept of Plant Quarantine & Insp.)	The Plant Quarantine Act & Notification 8-97/91-PP.I, dated 26 <sup>th</sup> November 1993	VII	

\*CBEC - Central Board of Excise and Customs

\*\*DOC - Department of Commerce

\*\*\* DGFT - Directorate General of Foreign Trade

\*\*\*\*MoA – Ministry of Agriculture

## SCHEDULE C

### FORMAT OF SINGLE EXPORT DOCUMENT (SED)

<b>SINGLE EXPORT DOCUMENT</b>				Date													
1 Details of dispatch export		7 Exporter <span style="float: right;">Regn. No</span>		1 IEC No. <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>												4 Farm Regn. No(if any)	
		8 Consignee <span style="float: right;">Buyer(if other than consignee)</span>		2 PAN/BIN No. <table border="1" style="width: 100%; height: 15px; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>												5 Pack house/Processing Plant Regn.No.	
		3 Invoice No./Date															
		9 Mode of Transport  <input type="checkbox"/> By Sea <input type="checkbox"/> By Air <input type="checkbox"/> By Road		6 Purchase Order No./Date													
				10 Pre-carriage by		11 Place of Receipt by Precarrier											
				12 Vessel/Flight/Vehicle No.		13 Rotation No.		14 Port of loading		15 Port of discharge		16 Country of destination					
				18 Country of Origin		19 Reference of the Scheme		20 Origin criterion		21 Terms of Delivery and payment							
		2 Packages & Description of Goods		24 Marks and number		25 Container No(s)		26 Kind of packages		27 Description of goods		28 Quantity		29 Rate		30 Amount	
31 Gross weight (kg)														32 Net weight (kg)			
33 Amount chargeable in words																	
34 Disinfestation or disinfection treatment																	
35 Date of inspection														36 Additional information			
37 Date of grading inspection				38 Additional information													
3 Declarations		39 Declaration by the Exporter		40 Declaration by the Authorised Agency													
		1) The undersigned hereby declares that all the statements made above are correct		1) It is hereby certified that the products described above has been inspected for the compliance of standards of grading and marking in force and the results are found to be satisfactory													
		2) The undersigned hereby declares that all goods are produced in (name of the country) and they comply with the origin requirements of the importing country		2) It is hereby certified that the products are inspected for quarantine pests and found to be practically free from any quarantine or injurious pests and are considered to conform to the phytosanitary requirements of the importing country													
				3) It is hereby certified that on the basis of control carried out that the declaration made by the exporter with regard to the origin of the product is correct													
4		Name & Signature of the Exporter		Name & Signature of the Authorised Officer													



# **AAYAT NIRYAT FORMS**





# ANF-1

## PROFILE

**Note: Please state 'Not Applicable' wherever the information/data is not applicable to you.**

<b>1. IEC Details</b>
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

<b>2. Applicant Firm Details</b>
i. Name
ii. Address (Registered Office in case of Companies and Head Office in case of Others)
iii. Address of all Branches/Divisions/Units/Factories located in India & abroad (attach extra sheet if required)
iv. Telephone
v. Email address (for correspondence with DGFT)

<b>3. Details of Proprietor/Partners/Directors/Karta/Trustee of the applicant firm (attach extra sheet if required)</b>
i. Name
ii. Father's Name
iii. Residential Address
iv. Telephone

<b>4. Nature of Concern (please tick)</b>	(√)
i. Government Undertaking	
ii. Public Limited Company	
iii. Private Limited Company	
iv. Proprietorship	
v. Partnership	
vi. Others	

<b>5. Type of Exporter (please tick)</b>	(√)
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	

<b>6. Industrial Registration Details</b>
i. SSI/IEM/LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

<b>7. Service Tax Registration Details (in case of Service providers)</b>
i. Service Tax Registration Number
ii. Issuing Authority
iii. Services for which registered

<b>8. RCMC Details</b>
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. Valid upto
v. Products for which registered

<b>9. Status House Details</b>
i. One/Two/Three/Four/Five Star
ii. Certificate Number
iii. Date of Issue
iv. Issuing Authority
v. Valid Upto

<b>10. PAN Details</b>
i. PAN Number
iii. Issuing Authority

<b>11. Excise Details</b>
i. Excise Registration Number
ii. Issuing Authority

<b>12. VAT Details</b>
i. VAT Registration Number
ii. Issuing Authority

**13. Turnover Details for the preceding three licensing years**

FY	Annual Domestic Turnover (Rs Lakhs)	Annual Export Turnover (Rs Lakhs)

**DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
- 4
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
- 5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.
6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

## ANF 2A

### Application Form for Issue / Modification in Importer Exporter Code Number (IEC)

#### Part A

##### To be filled by the Issuing Authority

<b>IEC Details</b>
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

##### To be filled by the applicants

Un-attested  
Photograph of the  
applicant.  
Identical  
photograph should  
be used on the  
Bank Certificate.

**Note:** Please state 'Not Applicable' wherever the information / data is not applicable to you.

Fields marked \* are optional. All others are mandatory

<b>1. Applicant Firm Details</b>
i. Name
ii. Address (Registered Office in case of Companies and Head Office in case of Others)
iii. Address of all Branches / Divisions / Units / Factories located in India & abroad (attach extra sheet if required)
iv. Telephone*
v. Email address (for correspondence with DGFT)*
vi. Name and Designation of the person whose photograph has been affixed on the Bank Certificate.

<b>2. Details of Proprietor / Partners / Directors / Karta / Trustee of the applicant firm (attach extra sheet if required)</b>
Total Number of Partners / Directors / Karta / Trustee in the applicant firm
<b>Following information may be provided for each Proprietor / Partners / Directors / Karta / Trustee of the applicant firm</b>
i. Name
ii. Father's Name
iii. Residential Address
iv. Telephone

<b>3. Nature of Concern (please tick)</b>	
	(√)
i. Government Undertaking	
ii. Public Limited Company	
iii. Private Limited Company	
iv. Proprietorship	
v. Partnership	
vi. Others	

<b>4. Type of Exporter (please tick)</b>	
	(√)
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	

<b>5. Bank Account Details</b>	
i. Name of the Bank	
ii. Address of the Bank	
iii. Type of Bank Account	
iv. Bank Account Number	
v. Year of opening Bank Account	

<b>6. PAN Details</b>	
i. PAN Number	
ii. Issuing Authority	

<b>8. Application Fee Details</b>	
Amount (Rs)—Rupees	
Demand Draft	
Date of Issue	
Name of the Bank and its Branch on which drawn	

Signature of the Applicant  
 Name  
 Designation  
 Official Address  
 Telephone  
 Residential Address  
 Email Address

Place  
 Date

Part B

**APPENDIX 18 A**

**FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC**

(To be issued on the official letter head of the Bank)

---

Ref No. ....

To

.....  
.....  
.....

(Name and address of the licensing authority)

Sir/ Madam,

We certify that M/s..... (Name and Address of the applicant) are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No. .... with us since .....

.....

Affix  
Passport  
Size  
Photograph of the  
applicant

Note: The Banker must identify and attest the photograph.

(Signature of the Banker)  
Name .....  
Designation .....

Date: .....  
Place: .....

(Banks  
Stamp)

## Part C

### For Modification of Import Export Code Number

IEC Number-

#### 1- Details of Modification

SN	Details of Modification required	
	Existing details	Modification required
Modification -1		
Modification -2		
Modification -3		

#### 2. Documents to be submitted in support of the claim

<b>a. In case of Proprietorship firms, please furnish documentary evidence regarding</b>
i. Date of Birth of individual
ii. Number of IECs held along with their details
<b>b. In case of Companies, please furnish documentary evidence regarding</b>
i. Date of incorporation
<b>c. In case of others</b>
i. Date of formation

Signature of the Applicant

Name

Designation

Official Address

Telephone

Residential Address

Email Address

Place

Date

**PART D**  
**DECLARATION/UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.
2. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items.
4. 4.
  - a. I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act 1992 and FERA/FEMA
  - b. I/We hereby certify that none of the Proprietor/ Partner(s)/ Director(s)/Karta/Trustee of the firm/company, as the case may be, is/are a Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/Company which(i) has come to the adverse notice of DGFT, (ii). is in the caution list of RBI,
  - c. /We hereby certify that neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.

<b>5-NRI interest in the firm-Kindly tick one of the following:</b>
(i) There is no non-resident interest in the firm/company and no non resident investment with or without repatriation benefits has been made in the firm/company; or
(ii) There is non-resident interest in the firm/company and non resident investment without repatriation benefits in the firm/company is held with the general/specific permission of RBI; or
(iii) There is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm/company is held with the specific permission of RBI.
<b>In case of NRI interest/holding with repatriation benefits in the firm/company, please furnish</b>
i. RBI Approval Number
ii. RBI Approval Date

6. I/We hereby declare that I/We have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered/Head Office or any of our Branch(s)/Unit(s)/Division(s) to any other Licensing Authority.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address



## GUIDELINES FOR APPLICANTS

### A-Applying for new IEC number- Kindly fill Part A, B & D of this application form

1. One copy of the application must be submitted.
2. Each individual page of the application has to be signed by the applicant.
3. **Application must be accompanied by documents as per details given below:**
  - I) Demand Draft of Rs.250 evidencing payment of application fee in favor of the concerned regional office of DGFT. Money can also be paid through Electronic Fund Transfer (EFT).
  - II) Certificate from the Banker of the applicant firm in the specified format
  - III) Self certified copy of Permanent Account Number (PAN) issued by Income Tax Authorities.
  - IV) Two copies of passport size photographs of the applicant
  - V) Photograph on the banker's certificate should be attested by the banker of the applicant.
  - VI) Self addressed envelope and stamp of Rs.30.
  - VII) These documents may be kept secured in a file cover.

The above documents may be sent by post or hand delivered at the concerned regional DGFT office.

### B-Applying for modification of existing IEC number- Kindly fill Part A, C & D of this application form

1. Only one copy of the application should be submitted.
2. Each individual page of the application has to be signed by the applicant.
3. Application must be accompanied by documents as per details given below:

#### A-Documentary Proof :

- a. In case of Proprietorship firms, please furnish
  - i. Date of Birth of individual
  - ii. Number of IECs held along with their details
- b. In case of Companies, please furnish  
Date of incorporation
- c. In case of others  
Date of formation

B-Demand Draft details evidencing payment of application fee in terms of Appendix 21B. (No fee is payable for modification/amendment if such application is made in 60 days. Otherwise, a fee of Rs.200 may be paid in form of demand draft. No fee is required for inclusion of PAN no. in the old IEC.

4. Original copy of existing IEC.

## ANF 2B

### Application Form for Import of Restricted Items

[Please see guidelines (at the end) before filling the application]

**1. IEC Number**

**2. Applicant Details**

- i. Name
- ii. Address

**3. Application Submission Details (in case of electronically submitted applications)**

- i. ECOM Reference Number
- ii. Date of Submission on Server
- iii. Submitted to which Regional Authority
- iv. File Number
- v. Date of Issue

**4. Application Fee Details**

Amount (Rs)  
Demand Draft/Bank Receipt/Electronic Fund Transfer No  
Date of Issue  
Name of the Bank and its Branch on which drawn

**5. Total CIF value applied for**

- i. In Rupees
- ii. In Foreign Currency

**6. Details of item(s) applied for import**

S No	Description	ITC (HS) Code	Quantity	CIF Value (Rs)	Country of Origin

**7A. Details of imports made of the item(s) applied for in the preceding 3 licensing years, wherever applicable**

S No	Year	Import Licence Details (where applicable)				Quantity Imported	CIF Value of Imports (Rs)
		No.	Date	Qty	Value		

**7B. Details of purchase made of the item(s) applied for (excluding imports made) in the preceding licensing year**

S No	Year	Item	Quantity purchased	Value of purchases (Rs)

**8. Case Sponsoring Authority details, wherever applicable**

- i. Ministry / Department recommending the case
- ii. Recommendation Letter No and date

**9. In case of import of Ammunition, please furnish**

- i. Fire Arm Dealers Licence No and date
- ii. Issuing Authority of Fire Arm Dealers Licence
- iii. Sales turnover of indigenous & imported ammunition in the preceding 3 licensing years (Rs)

**10. In case of import of Aircraft / Helicopters, please furnish**

- i. Year of manufacture
- ii. Whether New / Second hand
- iii. Seating Capacity
- iv. Residual Life
- v. No. of Flying Hours already completed
- vi. No. of Aircraft already in possession of the applicant
- vii. Whether applicant falls under Private or Passenger Category

**11. In case of import of Gifts, please furnish**

- i. Name of the Donor
- ii. Relationship with the Donor
- iii. Status of the Donor

**12. Address of factory / unit / stud farm where items so imported shall be used:**

**13. End Products to be manufactured with licensed capacity, wherever applicable:**

**14A. Purpose of Import:  
(State Actual User or for Trading- Stock and Sale)**

**14B. Justification for Import:**

**DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.

2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).

4

a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.

b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.

c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.

d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.

5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.

5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.

6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.

7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

**GUIDELINES FOR APPLICANTS**  
**Please see Paragraph 2.10 of HBP v1**

1. Original application in ANF 2B along with prescribed documents and Treasury Receipt (TR)/Demand Draft shall be submitted to RA concerned. Self-attested copy of application in duplicate shall be submitted to DGFT Hqrs (Udyog Bhawan, New Delhi) along with proof of submission of application to RA concerned.
2. Each individual page of the application has to be signed by the applicant.
3. a. ANF 1 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of ANF1. However in cases where applications are submitted otherwise, hard copy of ANF1 has to be submitted.
- b. Only relevant portions of Application need to be filled in.
4. Application must be accompanied by documents as per details given below:
  - a. Bank Receipt (in duplicate) / Demand Draft / EFT details evidencing payment of application fee in terms of Appendix 21B.
  - b. Self certified copy of Proforma Invoice from foreign supplier  
( showing quantity of goods to be imported & CIF value of imports.
  - c. Self certified copy of Registration Certificate issued by concerned authority.
  - d. Self certified copy of the recommendation letter by the concerned authority.
  - e. In case of import of gift, Donor's letter in Original.
  - f. In case of import of Ammunition, a certificate from Chartered Accountant / Cost and Works Accountant / Company Secretary showing sales turnover of ammunition (indigenous and imported) during preceding three licensing years.

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## ANF 2C

### Application Form for Import Certificate under Indo – US Memorandum

(Please see guidelines at the end before filling the application)

<b>1. IEC Number</b>
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<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. Application Submission Details (in case of electronically submitted applications)</b>
i. ECOM Reference Number
ii. Date of Submission on Server
iii. Submitted to which <b>Regional</b> Authority
iv. File Number
v. Date of Issue

<b>4. Application Fee Details</b>
Amount (Rs)
Demand Draft/Bank Receipt/Electronic Fund Transfer No
Date of Issue
Name of the Bank and its Branch on which drawn

<b>5 US Exporter Details</b>
i. Name
ii. Address

**6. Name of the Sponsoring Directorate in ICIA:**

**7. Items of Import for which Import Certificate is required**

S No	Item details	ITC(HS) Code	Quantity	CIF Value (Rs)	Whether capital good or raw material

<b>8. Purpose of Import</b>
<b>a. If required for Manufacture please furnish</b>
i. IL / SIA / DGTD / SSI registration number
ii. End Product as given in registration certificate
iii. Actual items of manufacture

<b>b. If required for Research &amp; Development, please furnish</b>
i. Registration details with Department of Science & technology
ii. Validity of Registration
iii. Specific project for which items required
<b>c. If required for Other Actual Users (Non Industrial), please furnish</b>
i. Registration Certificate details
ii. Permission details of local/municipal body

9. i. Whether the items of import are under Restricted List of ITC(HS) Yes/No

ii. File number of application submitted to *Regional* authority for Import Licence

10. Reference Number of the Controlled commodity / munitions list of US Export Administration Regulations:

11. Address of the factory / premises where the items to be imported are proposed to be used

**DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
- 4
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
- 5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.

6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.
8. I \_\_\_\_\_ (Name of the Organization), a Government entity/Government controlled entity/ private sector entity (Delete whichever is not applicable) hereby undertake
- i) To import the item into India and not to redirect it or any part of it, to another destination before its arrival in India;
  - ii) To provide, if asked, verification that possession of item was taken;
  - iii) Not to re-export the item without any written approval of Certificate Issuing Authority;
  - iv) Not to retransfer within India the item(s) specified in this certificate without the written approval of the Certificate Issuing Authority;
  - v) To obtain permission in writing from the Certificate Issuing Authority prior to any change in end-user which shall be preceded by the new end-user notifying the Certificate Issuing Authority that he/she agrees to the conditions contained in this document;
  - vi) The items being imported will/will not be integrated into Indian end-products to be exported.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant  
 Name  
 Designation  
 Official Address  
 Telephone  
 Residential Address  
 Email Address

Place  
 Date

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**GUIDELINES FOR APPLICANTS**

- 4. Two copies of the application must be submitted unless otherwise mentioned.
- 5. Each individual page of the application has to be signed by the applicant.
- 6. a. ANF 1 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of ANF1. However in cases where applications are submitted otherwise, hard copy of ANF1 has to be submitted.
- b. Only relevant portions of Application need to be filled in.
- 7. Application must be accompanied by documents as per details given below:
  - a. Bank Receipt (in duplicate)/Demand Draft/EFT details evidencing payment of application fee in terms of Appendix 21B.
  - b. Self certified copy of letter from US supplier in support of request for Import Certificate.



## ANF 2C-1

### Application Form for End User Certificate under Para 2.11A of the HBPv1

(Please see guidelines at the end before filling the application)

<b>1. IEC Number</b>
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<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. Application Submission Details (in case of electronically submitted applications)</b>
i. ECOM Reference Number
ii. Date of Submission on Server
iii. Submitted to which <b>Regional</b> Authority
iv. File Number
v. Date of Issue

<b>4. Application Fee Details</b>
Amount (Rs)
Demand Draft/Bank Receipt/Electronic Fund Transfer No
Date of Issue
Name of the Bank and its Branch on which drawn

<b>5. Exporter Details</b>
i. Name
ii. Address

**6. Items of Import for which end user Certificate is required**

S No	Item details	ITC(HS) Code	Quantity	CIF Value (Rs)	Whether capital good or raw material

<b>7. Purpose of Import</b>
<b>a. If required for Manufacture please furnish</b>
i. IL / SIA / DGTD / SSI registration number
ii. End Product as given in registration certificate
iii. Actual items of manufacture
<b>b. If required for Research &amp; Development, please furnish</b>
i. Registration details with Department of Science & technology
ii. Validity of Registration
iii. Specific project for which items required

<b>c. If required for Other Actual Users (Non Industrial), please furnish</b>
i. Registration Certificate details
ii. Permission details of local/municipal body

- 8. i. Whether the items of import are under Restricted List of ITC(HS) Yes/No**
- ii. File number of application submitted to *Regional* authority for Import Licence**

**9. Address of the factory / premises where the items to be imported are proposed to be used**

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**DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
- 4
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
- 5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.
6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.
8. I \_\_\_\_\_ (Name of the Organization), a Government entity/Government controlled entity/ private sector entity (Delete whichever is not applicable) hereby undertake
  - ii) To import the item into India and not to redirect it or any part of it, to another destination before its arrival in India;
  - vii) To provide, if asked, verification that possession of item was taken;

- viii) Not to re-export the item without any written approval of Certificate Issuing Authority;
  - ix) Not to retransfer within India the item(s) specified in this certificate without the written approval of the Certificate Issuing Authority;
  - x) To obtain permission in writing from the Certificate Issuing Authority prior to any change in end-user which shall be preceded by the new end-user notifying the Certificate Issuing Authority that he/she agrees to the conditions contained in this document;
  - xi) The items being imported will/will not be integrated into Indian end-products to be exported.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

**GUIDELINES FOR APPLICANTS**

**Please see paragraph 2.11A of HBP v1**

- 8. Two copies of the application must be submitted unless otherwise mentioned.
  - 9. Each individual page of the application has to be signed by the applicant.
  - 10. a. ANF 1 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of ANF1. However in cases where applications are submitted otherwise, hard copy of ANF1 has to be submitted.
  - b. Only relevant portions of Application need to be filled in.
11. Application must be accompanied by documents as per details given below:
- a. Bank Receipt (in duplicate)/Demand Draft/EFT details evidencing payment of application fee in terms of Appendix 21B.
  - b. Self certified copy of letter from foreign supplier in support of request for end user Certificate.
  - c. Requisite certificate from a Chartered Engineer certifying that goods proposed to be imported are required by the manufacturing unit for its own use.

## ANF 2 D

### Application Form for Export Licence for Restricted Items

**[Please see guidelines (at the end) before filling the application]**

<b>1. IEC Number</b>								
<b>2. Applicant Details</b>								
i. Name								
ii. Address								
<b>3. Application Submission Details (in case of electronically submitted applications)</b>								
i. ECOM Reference Number								
ii. Date of Submission on Server								
iii. Submitted to which Regional Authority								
iv. File Number								
v. Date of Issue								
<b>4. Application Fee Details</b>								
Amount (Rs.)								
Demand Draft/Bank Receipt/Electronic Fund Transfer No.								
Date of Issue								
Name of the Bank on which drawn								
Bank Branch on which drawn								
<b>5. Total FOB value applied for</b>								
i. In Rupees								
ii. In Foreign Currency								
<b>6. Details of items applied for export</b>								
<b>S No</b>	<b>Description</b>	<b>ITC(HS) Code</b>	<b>Quantity</b>	<b>FOB Value (Rs)</b>				
<b>7. Details of exports made of the item applied for in the preceding 3 licensing years</b>								
S No	Year	Export Licence Details				Quantity Exported	FOB Value of Exports (US \$)	Export Destination
		No	Date	Qty	Value (US \$)			
<b>8. Purpose of Export (Please tick)</b>								
i. Trade								
ii. Personal								
iii. Sample								
<b>9. Foreign Buyer Details</b>								
i. Name								
ii. Address								
iii. Export Order No and date								
<b>10. Shipment Details</b>								
i. Port of Loading								
ii. Port of Discharge								
iii. Country of Export								
<b>11. In case of export of samples/ exhibits/ gifts/, please furnish</b>								
i. Ceiling Limit								
ii. How much in excess of Ceiling Limit								
iii. Justification for Excess								

**12. In case of export by post, please furnish details of postal authorities where the parcel will be placed**

<b>13. In case of export of seeds, please furnish</b>	
i. Details of seed/planting material proposed for export	
ii. Whether seed/planting material proposed to be exported is of notified variety :	Yes/No
iii. Whether seed/planting material proposed to be exported has been produced under custom production arrangement ? if yes, enclose details /agreement entered into with buyer	
iv. Whether variety of Seed/planting material proposed to be exported is used in India:	Yes/ No.
v. Places where the variety proposed to be exported is grown	

**14. Any other relevant information**

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**DECLARATION/UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
- 4
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
- 5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.
6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

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**GUIDELINES FOR APPLICANTS**  
**Please see paragraph 2.49 of HBP v1**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3.
  - a. ANF 1 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of ANF1. However in cases where applications are submitted otherwise, hard copy of ANF1 has to be submitted.
  - b. Only relevant portions of Application need to be filled in.

**4. Application must be accompanied by documents as per details given below:**

**For Export Licence for Restricted Items**

1. Bank Receipt (in duplicate)/Demand Draft/EFT details evidencing payment of application fee in terms of Appendix 21B.
2. Self certified copy of Export Order

## ANF 2 E

### Application Form for export of SCOMET Items listed in Appendix 3 of Schedule 2 of ITC (HS) Classification of Export and Import Items

[Please see guidelines (at the end) before filling the application]

**1. IEC Number\***

\*IEC should not be under DEL on the date of application.

**2. Applicant Details:**

i. Name

ii. Address

**3. Application Submission Details (in case of electronically submitted applications):**

i. ECOM Reference Number

ii. Date of Submission on Server

iii. Submitted to which Regional Authority

iv. File Number

v. Date of Issue

**4. Jurisdictional Regional Authority:**

**5. Total FOB value applied for:**

i. In Rupees

ii. In Foreign Currency

**6. Details of SCOMET items in Appendix 3 of Schedule 2 of ITC (HS) Classification of Export & Import Items applied for export:**

Sl. No.	Description of export items	SCOMET Category i.e. 1B, 1C, 2, 3, 4, 5 and 7	SCOMET Item No.	ITC (HS) Code No. (if available)	Quantity	FOB Value per unit (US \$)	Total FOB Value (US \$)

**7. Details of exports of SCOMET items in the preceding 3 licensing years:**

Sl. No.	Export Licence/Authorization Details				Category & Description of items exported	Qty exported	Date of Shipment	FOB Value of Exports (US \$)	Country to which exported	Name of the End User
	No.	Date	Qty	Value (US \$)						

**8. Shipment Details:**

i. Port of Loading/Shipment

ii. Port of Discharge

iii. Country of Export

iv. Ultimate destination Country

**9. Purpose of Export (please tick and give clarification if any):**

i. Trade

ii. Personal

iii. Sample

iv. Display/Exhibition

<b>10. Foreign Buyer Details:</b>	
i. Name	
ii. Address	
iii. Telephone No.	
iv. Fax No.	
v. Export Order No. and date	
<b>11. Consignee Details:</b>	
i. Name	
ii. Address	
iii. Telephone No.	
iv. Fax No.	
v. Headquarters Address	
vi. Citizenship of Consignee (if individual)	
<b>12. End user Details:</b>	
i. Name	
ii. Address	
iii. Telephone No.	
iv. Fax No.	
v. Location (Country) of end user	
vi. End product for which the item of export will be used by the end user	
vii. Purpose for which the end product will be utilised	
viii. Is end user an entity of Government of destination country?	
ix. Manufacturing/Business/other activity of the end user	
<b>13. In case of export of samples, please furnish:</b>	
i. Ceiling Limit	
ii. How much in excess of Ceiling Limit	
iii. Justification for Excess	
<b>14. Details of Banks through which financial transactions relating to this export will be executed:</b>	
a. In destination Country	
i. Name of the Bank	
ii. Address of the Bank	
b. In India	
i. Name of the Bank	
ii. Address of the Bank	
<b>15. If applied for export on repeat basis in the same licensing year for same product and end use and to the same end user, please furnish:</b>	
i. Reference Number and date vide which earlier permission was granted	
ii. Export Licence number and date	
iii. Quantity allowed for export	
iv. Quantity exported on the date of this application	
<b>16. Foreign Collaborator Details #</b> (As registered with GOI/RBI)	
i. Name	
ii. Address	
#If No foreign collaboration exists, please state 'None'	
<b>17. Details of Producer/Manufacturer of the item to be exported:</b>	
i. Name	
ii. Address	
<b>18. Period during which the item is proposed to be exported from India:</b>	
<b>19. If Revalidation sought, please furnish:</b>	
i. Period of Extension sought	
i. Reasons thereof	



**DECLARATION/UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
4.
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.
7.
  - a. I / We further undertake to submit to the o/o DGFT (Export-SCOMET Division), Udyog Bhavan, New Delhi a copy of the bill of entry into the destination state party within 30 days of delivery, failing which I/We shall be liable to action under FT (D & R) Act, or rules and orders made there under, and the Customs Act, 1962.
  - b. I/We also hereby inform that we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and have duly intimated the o/o DGFT, New Delhi along with documentary evidence in the stipulated time regarding receipt of the items of export by only the end-user as per the respective applications.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place:	Signature of the Applicant	
	Name	
	Designation	
Date:	Official Address	
	Telephone	
	Residential Address	
	Email Address	

**GUIDELINES FOR APPLICANTS**  
**(Please also see paragraph 2.49 of HBP v1)**

1. One original application in the prescribed format ANF 2E and ANF 1 and six copies thereof along with self-certified copies of the documents as in para 2 below must be submitted to DGFT (HQ), Udyog Bhavan, New Delhi. Each page of the original application has to be signed by the applicant with stamp of the company.
2. Application must be accompanied by self-certified copies of the documents as per details given below:
  - (i) Import & Export Code number.
  - (ii) Export/Purchase Order.
  - (iii) End User Certificate(s) (Also see Para 3 below).
  - (iv) Technical Specifications (not exceeding one page for each item) for the items to be exported.
  - (v) Bill of entry into the destination country for items exported earlier under a Licence/Authorisation as per column No. 7 of the application.
3. Original End User certificate (in the prescribed format Appendix 36 on Letter Head of the End User) indicating complete details of the export product, end product, end purpose for which the item of export will be used by end user and complete address and telephone No. of end user must be furnished alongwith original application. End User Certificate from the following must also be submitted:
  - (i) By the final end user if the import is by a third party/ contractor.
  - (ii) By the third party/contractor, if any, who is supplying goods to the end user.
4. Against column 10,11, & 12 complete address should be given. P.O. Box No. will not be accepted.

## **ANF 2F**

### **Application Form for Refund of Application Fee**

**(Please see guidelines at the end before filing the application)**

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. Application Fee Details</b>
Amount (Rs)
Demand Draft/Bank Receipt/Electronic Fund Transfer No
Date of Issue
Name of the Bank on which drawn
Bank Branch on which drawn

**4. Regional Authority with whom the application has been filed/was proposed to be filed:**

<b>5. Category under which refund is being claimed (please tick)</b>	( <input checked="" type="checkbox"/> )
i. Deposited in excess of the specified scale	
ii. Deposited in error but applicant is exempt from fee payment	
iii. Deposited but no application has been made	

<b>6. In case refund is claimed for Category 2 (i) above, please furnish</b>
i. File Number
ii. CIF Value of Authorisation / Duty credit value of the Certificate / scrips applied for (Rs)
iii. Fee payable at the prescribed scale (Rs)
iv. Excess fee paid for which refund is claimed (Rs)

<b>7. In case refund is claimed for Category 2 (ii) above, please furnish</b>
i. File Number
ii. Amount of fee paid (Rs)
iii. Category of Clause 5(3) of Foreign trade (Regulation) Rules, 1992 under which exemption is being claimed

8. In case refund is claimed for Category 2 (iii) above,  
please state the reasons for not making an application after depositing the fee:

9. In case refund is being claimed after one year of deposit of the fee,  
please state the reasons for not making the refund application earlier:

**DECLARATION/UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.
2. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
- 4
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
- 5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.
6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.63 of the HBP v1.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

### **GUIDELINES FOR APPLICANTS**

1. Two copies of the application must be submitted unless otherwise mentioned.
  2. Each individual page of the application has to be signed by the applicant.
  3. a. ANF 1 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of ANF1. However in cases where applications are submitted otherwise, hard copy of ANF1 has to be submitted.
  - b. Only relevant portions of Application need to be filled in.
4. **Application must be accompanied by documents as per details given below:**

#### **For Refund of Application Fee**

1. Copy of Bank Receipt/Demand Draft against which the refund is being claimed

**ANF 3A**  
**Application for Grant of Status Certificate**  
**(Kindly see Para 3.10 of FTP)**

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>	
Name	
Address	

<b>3. RCMC Details</b>	
i. RCMC Number	ii. Date of Issue
iii. Issuing Authority	iv. Valid upto
v. Products for which registered	

<b>4. Category of Status applied for: EH / SEH / TH / STH / PTH</b>	
5.	
(i) Date of Filing of Application (please feed the date of electronic filing of application) :	
(ii) Current Year of Application (please specify the Apr-Mar period) :	

**6. Details of Exports / Deemed Exports / Foreign Exchange earned for supply of Service from India during preceding 3 licensing years and current year (i.e. year in which application is filed), duly certified by CA/ICWA/CS in annexure attached.**

Sl. No.	Year (Please specify the year)	Exports (Rs in Cr) As in Row 6 of Sl. No 6 of Annexure below - CA Certificate (Including Deemed Exports and Foreign Exchange Earned for Supply of Service from India)
1	Current Year  (Please see Note 2 below)	
2	Previous Year 1	
3	Previous Year 2	
4	Previous Year 3	
<b>5. Total</b>		

**Note 1: RA to grant status recognition upon Total (as in Row 5) above exceeding the limit given in Para 3.10.2 of FTP. For Export House Status, exports in any two out of above four years shall suffice. Validity of Status Certificate shall be as per Para 3.2.2 of HBPv1 2009-14.**

**Note 2: In case application is filed on basis of current years' exports, please indicate the specify period (say e.g. Apr – July of Current Year if 4 months exports are counted, or Apr – Nov of Current Year if 9 months exports are counted)**

**DECLARATION / UNDERTAKING**

1. I hereby declare that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. I fully understand that any information furnished in application if found incorrect or false will render my firm / company and me liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I hereby certify that none of Proprietor/ Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which has come to adverse notice of DGFT. I further declare that under Foreign Trade (Development and Regulation) Act (FTDR Act) 1992, my firm / company have not been debarred in person from undertaking any export import business or activity by way of suspension or cancellation of IEC number. [If so debarred under FTDR Act, details of said order and period for which the same is operational may be provided].
3. I hereby certify that my firm / company has not defaulted from export obligation under any provisions of FTP and has not been placed under the Denied Entity List (DEL). [If under DEL List, kindly furnish details of order, current status etc.]

4. I hereby declare that details of exports of goods and services of my firm / company are true and correct and in accordance with accounts maintained in my firm / company.
5. I hereby declare that details of exports of goods and services of my subsidiary company are true and correct and in accordance with accounts maintained by my firm / company.
6. I hereby declare that a shipment has been included only once in one of the categories eligible for double weightage (Para 3.10.3 of FTP).
7. I hereby declare that exports made on re-export basis have not been included.
8. I hereby declare that export / supplies do not include any disclaimed third party exports, where the realization from overseas is in the name of the third party and not in the name of applicant here. (Note: Such exports can be counted in the third party application for grant of status, if any).
9. I hereby declare that only such exports has been taken into account for seeking recognition, which has been realized by me in our bank account directly from overseas.
10. I undertake to abide by provisions of Para 9.53 of FTP relating to Service Providers rendering services from India.
11. I undertake to abide by provisions of FTDR Act, 1992, Rules and Orders framed thereunder, and the FTP.
12. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of FTP

Place: _____	Signature: _____
Date: _____	Name: _____
<b><u>Documents to be submitted</u></b>	Designation: _____
1. One Printout of <u>this ANF3A</u> , duly signed in provided space.	Official Address: _____
2. Copy of Updated Profile in ANF1 only if any changes have taken place and updated.	_____
3. Self certified copy of valid RCMC.	Telephone: _____
4. CAC as per Annexure attached	Residential Address: _____
5. Copy of earlier Status Certificate, if any.	_____
	Email Address: _____

**CERTIFICATE OF CHARTERED ACCOUNTANT (CA)  
COST AND WORKS ACCOUNTANT (ICWA)/ COMPANY SECRETARY (CS)**

I / We hereby confirm that I / We have examined prescribed registers and also relevant records of M/s .....having IEC Number .....for licensing period (s) .....and hereby certify that:

- 1 Following documents / records have been furnished by applicant firm / company and have been examined and verified by me / us namely: -
  - a. Statutory documentations under Customs Act 1962 and Excise Act 1848, Service Tax Act, Foreign Trade (Development & Regulation) Act 1992;
  - b. Export Order / Contract, Shipping Bills, Bill of Lading (and / or Airways Bills / PP Receipts), Customs / Bank attested Invoices, Forward Inward Remittance Certificates (FIRCs) and Bank Certificates of exports and realization, GR declaration and connected books of accounts;
  - c. FIRCs, Certificate from international credit card companies.
  
- 2 Information given by applicant firm / company in ANF 3A is in agreement with FTP 2009-14, as amended, and rules and procedures made thereunder, relevant register and records and books of accounts maintained by M/s ..... and their subsidiaries and is also true and correct.
  
- 3 It has been ensured that
  - a. Information furnished is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld;
  - b. In respect of export of goods, a shipment can counted in applicants export turnover / performance only if the realization of export proceeds from overseas is in the applicant's bank account.
  - c. In respect of service providers, realization of export proceeds in free foreign exchange pertains to rendering of services.
  
- 4 Neither I, nor any of my / our partners is a partner, director, or an employee of above-named entity, its Group companies or its associated concerns;

Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____
	Membership No: _____
	Email Address: _____

If any of documents of record mentioned in serial number (i) have not been maintained / furnished, examined or verified, they may please be specified below:-

- 1)
- 2)
- ...



**Annexure to ANF 3A (continued)**

5 I / We further certify that export proceeds for shipments during last three years plus current year are not outstanding beyond prescribed period as permitted by RBI.

6 Statement of Exports / Deemed Exports / Foreign Exchange Earned by Supply of Service is as under:

<u>Statement of Exports / Deemed Exports / Foreign Exchange Earned by Supply of Service from India</u>				
Type of Exports (Rs in Cr) (FOB / FOR value / Foreign Exchange Earned)	Current Year	Previous Year 1	Previous Year 2	Previous Year 3
1. Exports without Weightage				
2. Exports with Double Weightage* (including Foreign Exchange Earned by Supply of Service from India) (Row 9 in Format A below)				
3. FOR value for Deemed Exports (Chapter 8 of FTP)**				
4. Exports of Subsidiary Company (Please specify the name and give the proof thereof)				
5. Exports of SEZs / EOUs / EHTPs / STPs / BTPs, if clubbing is sought***				
6. Total (Rs in Cr)				
<b>Note: A shipment can be included only once in one of the categories eligible for double weightage. *- Format A, ** - Format B, *** - Format C – Kindly see these formats as per Annexure 1 below</b>				

7 I / We fully understand that any statement made in this certificate, if proved incorrect or false, will render me / us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Membership No: _____
	Email Address: _____
<p>If any of documents of record mentioned in serial number (i) have not been maintained / furnished, examined or verified, they may please be specified below:-</p> <p>1) 2) ...</p>	

**Annexure 1 to Annexure to ANF 3A**

<b>Format A</b> <b>Certificate of Exports with</b> <b>Double Weightage</b>		
<b>Note: A shipment is included in one of categories indicated below only once.</b>		
Sl. No.	Category of Exports	FOB / FOR / Foreign Exchange Earned (Rs in Cr)
1	Exporters in Small Scale Industry (SSI) / Tiny Sector / Cottage Sector	
2	Units registered with KVICs / KVIBs	
3	Units located in North Eastern States, Sikkim and Jammu & Kashmir	
4	Units exporting handloom / handicrafts / hand knotted or silk carpets	
5	Exporters exporting to countries in Latin America / CIS / sub-Saharan Africa as listed in Appendix-9	
6	Units having ISO 9000 (series) / ISO 14000 (series) / WHOGMP / HACCP / SEI CMM level-II	
7	Foreign Exchange Earned by Supply of Services as per Format A1 below	
<b>8. Total FOB Value (Rs in Cr)</b>		
<b>9. FOB Value of Exports with Double Weightage (Rs in Cr) = [2 * Total FOB Value]</b>		
Place: _____ Signature of CA/ ICWA / CS: _____ Date: _____ Name of the Signatory: _____ Address: _____ Membership No: _____ Email Address: _____		

<b>Format A1</b> <b>Certificate of Foreign Exchange Earned by Supply of Service from India to</b> <b>(outside India or In India)</b>			
Sl. No.	Category of Service Provider	Sr. No. of Appendix 10 (within each category)	Foreign Exchange Earned (Rs in Cr)
1	Para 9.53 (i)	i)	
2	Para 9.53 (ii)	i) ii)	
3	Para 9.53 (iii)	i)	
4	Para 9.53 (iv)	i)	
<b>5. Total Foreign Exchange Earned by Supply of Service from India (Rs in Cr)</b>			
Place: _____ Signature of CA/ ICWA / CS: _____ Date: _____ Name of the Signatory: _____ Address: _____ Membership No: _____ Email Address: _____			

**Annexure 1 to Annexure to ANF 3A (continued)**

<b>Format B</b> <b>Certificate of FOR value</b> <b>of</b> <b>Deemed Exports</b>		
Sl. No.	Category of Deemed Exports (Chapter 8 of FTP) (Please quote the relevant sub para in brackets)	FOR (Rs in Cr)
1	e.g. Supply to Advance Authorisation (8.2 (a))	
2		
3		
4		
5		
6		
<b>7. Total FOR Value (Rs in Cr)</b>		
Place: _____ Signature of CA/ ICWA / CS: _____ Date: _____ Name of the Signatory: _____ Address: _____ Membership No: _____ Email Address: _____		

<b>Format C</b> <b>Name (s) of SEZs / EOUs / EHTPs / STPs / BTPs</b> <b>and exports thereof, if clubbing is sought for grant of Status</b>		
Sl. No.	Names of Exporting Units	FOB (Rs in Cr)
1	SEZs	
2	EOUs	
3	EHTPs	
4	STPs	
5	BTPs	
<b>6. Total FOB Value (Rs in Cr)</b>		
Place: _____		Signature of CA/ ICWA / CS: _____
Date: _____		Name of the Signatory: _____
		Address: _____
		Membership No: _____
		Email Address: _____

## ANF 3B

**Application for Served from India Scheme (SFIS)  
(for Foreign Exchange Earned during Current Year)  
Kindly see Para 3.11 of FTP and Para 3.6 of HBPv1**

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. RCMC Details</b>	
i. RCMC Number	ii. Date of Issue
iii. Issuing Authority	iv. Valid upto
v. Products /Services for which registered – in terms of main line of business.	

<b>4. Category of Service Provider (please tick)</b>	
(√)	
i. Individual Service Provider	
ii. All other Service Providers (please specify the Category from 12 Broad headings of Appendix 10)	

<b>5.</b>
(i) Frequency of Application: Monthly / Quarterly / Half Yearly / Annually (√ the relevant option)
(ii) Date of Filing of Application:
<b>Note: Applicants are to exercise the option of applying on Monthly / Quarterly / Half Yearly / Annual basis along with the first application for the current financial year, and this frequency cannot be changed for application made on basis of FX earnings of the current financial year.</b>

<b>6. Foreign Exchange Earned for rendering of Service from India to (outside India or In India) – as per frequency of application in Row 5 above.</b>		
Sl. No.	Supply of Service by Service Provider	Foreign Exchange Earned (Rs) (Please specify the period)
1	Supply of a 'service' from India to any other country under Para 9.53 (i) of FTP.	
2	Supply of a 'service' from India to service consumer of any other country in India under Para 9.53 (ii) of FTP.	
3	Supply of a 'service' from India through commercial or physical presence in territory of any other country under Para 9.53 (iii) of FTP.	
4	Supply of a 'service' in India relating to exports paid in free foreign exchange under Para 9.53 (iv) of FTP by Category of Service Provider 4(i)	
5	Supply of a 'service' in India relating to exports paid in free foreign exchange under Para 9.53 (iv) of FTP by Category of Service Provider 4(ii).	
6	Supply of a 'service' in India relating to exports paid in Indian Rupees which are otherwise considered as having being paid for in free foreign exchange by RBI under Para 9.53 (iv) of FTP by Category of Service Provider 4(i).	
7	Supply of a 'service' in India relating to exports paid in Indian Rupees which are otherwise considered as having being paid for in free foreign exchange by RBI under Para 9.53 (iv) of FTP by Category of Service Provider 4(ii) above.	
<b>Total (Rs)</b>		
<b>Entitlement of SFIS (Rs) = [10%* (Total)]</b>		

**7. Port of Registration (for purpose of Imports):**

**8. Number of Split Certificates required (in multiples of Rs 5 lakhs each):**

<b>9. Application Submission Details (in case of electronically submitted applications)</b>	
<i>i. ECOM Reference Number</i>	<i>iv. File Number</i>
<i>ii. Date of Submission on Server</i>	<i>v. Date of Issue of File Number</i>
<i>iii. Submitted to which Regional Authority</i>	

**DECLARATION / UNDERTAKING**

1. I hereby declare that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. I fully understand that any information furnished in application if found incorrect or false will render my firm / company and me liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I hereby certify that none of Proprietor/ Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which has come to adverse notice of DGFT. I further declare that under Foreign Trade (Development and Regulation) Act (FTDR Act) 1992, my firm / company have not been debarred in person from undertaking any export import business or activity by way of suspension or cancellation of IEC number. [If so debarred under FTDR Act, details of said order and period for which the same is operational may be provided].
3. I hereby certify that my firm / company has not defaulted from export obligation under any provisions of FTP and has not been placed under the Denied Entity List (DEL). [If under DEL List, kindly furnish details of order, current status etc.]
4. I hereby declare that details of exports of services of my firm / company are true and correct and in accordance with accounts maintained in my firm / company.
5. I hereby certify that foreign exchange earned on account of services rendered from India alone has been taken into account for this application under SFIS and these do not fall under any category or service which are not eligible as per **Para 3.6.1 of HBP v1 2009-14**.
6. I further declare that other sources of foreign exchange earnings such as equity or debt participation, donations, repayment of loans and any other inflow of foreign exchange unrelated to service rendered has not been considered.
7. I hereby declare that benefits are being claimed for only those earnings in Indian Rupees which are otherwise considered as having been paid for in free foreign exchange by RBI.
8. I hereby undertake to submit to Regional Authority (with a copy to jurisdictional Excise Authorities), a statement of imports made under SFIS within one month of completion of imports or expiry of validity of duty credit scrip, whichever is earlier.
9. I hereby undertake that imports to be made under this duty credit scrip shall be related to any service sector business and I further undertake that such imported goods shall not be sold / transferred / disposed off in a manner in contravention to provisions of FTP. I further undertake to abide by provisions of Para 9.53 of FTP relating to supply of service from India.
10. I undertake to abide by provisions of FTDR Act, 1992, Rules and Orders framed thereunder, and FTP.
11. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of FTP.

Place: _____	Signature: _____
Date: _____	Name: _____
<b><u>Documents to be submitted</u></b>	Designation: _____
1. One copy of this ANF duly filled up and signed.	Official Address: _____ _____
2. CA / ICWA / CS certificate in format given in annexure to ANF 3B.	Telephone: _____
3. Documentary evidence of earnings in Indian Rupees which are otherwise considered as having been paid for in free foreign exchange by RBI should be produced.	Residential Address: _____ _____
<b>Note: Each page of application has to be signed.</b>	Email Address: _____

**CERTIFICATE OF CHARTERED ACCOUNTANT (CA) / COST AND WORKS  
ACCOUNTANT (ICWA)/ COMPANY SECRETARY (CS)**

I hereby confirm that I have examined prescribed registers and also relevant records of M/s.....  
.....having IEC number..... for period ..... of the current financial year ..... (as per the  
frequency of application, please specify the month/quarter/half year/annum) and hereby certify that:

(i)	Following documents / records have been furnished by applicant individual / firm / company and have been examined and verified by me / us namely: - Bills, Invoices, Forward Inward Remittance Certificates (FIRCs), Bank Realization Certificates, Certificate from international credit card companies, and evidences of foreign exchange earnings as well as the connected books of accounts.
(ii)	Relevant accounting and financial register(s) as prescribed under different Acts and Rules made there under have been maintained and authenticated under my / our seal and signature.
(iii)	Information given by applicant in ANF 3B including details on Services rendered From India as per Appendix 10 of HBP v1 (with relevant sr. no. and description) is true and correct.
(iv)	Services for which benefits is claimed does not include ineligible services and remittances as listed under Para 3.6.1 of HBP v1 2009-14.
(v)	It has been ensured that information furnished is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld;
(vi)	Neither I, nor any of my / our partners is a partner, director, or an employee of above-named entity, its Group companies or its associated concerns;
Place: _____ Signature of CA/ ICWA / CS: _____	
Date: _____ Name of the Signatory: _____	
Address: _____	
Membership No: _____	
Email Address: _____	

(vii)	<b>Certificate of Foreign Exchange Earned by Supply of Service from India to (outside India or In India) is as under:</b>		
<b>Certificate of Foreign Exchange Earned by Supply of Service from India to (outside India or In India)</b>			
For the period ..... (as per the frequency of application, please specify the month/quarter/half year/annum of the current financial year)			
Sl. No.	Category of Service Provider	Sl. No. of Appendix 10 (within each category)	Foreign Exchange Earned (Rs)
1	Para 9.53 (i)	i) ...	
2	Para 9.53 (ii)	i) ii) ...	
3	Para 9.53 (iii)	i) ...	
4	Para 9.53 (iv) for Row 4 of Sr. No 6 of ANF 3B	i) ii) ....	
5	Para 9.53 (iv) for Row 5 of Sr. No 6 of ANF 3B	i) ii) ...	
6*	Para 9.53 (iv)* for Row 6 of Sr. No 6 of ANF 3B	i) ii) ....	
7*	Para 9.53 (iv)* for Row 7 of Sr. No 6 of ANF 3B	i) ii) ...	
<b>Total Foreign Exchange Earned by Supply of Service from India to (outside India or In India) (Rs)</b>			
<b>*Earnings in Indian Rupees that are otherwise treated as deemed to be realized in free foreign exchange by RBI – See Para 9.53 (iv) of FTP.</b>			

(vii)	I fully understand that any statement made in this certificate, if proved incorrect or false, will render me liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.
Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Membership No: _____
	Email Address: _____

## ANF 3C

### Common Application Form for VKGUY, FMS and FPS (including MLFPS) For Exports made on or after 27.8.2009

(Kindly see Paras 3.13.1, 3.13.2, 3.13.3, 3.14, 3.15 of FTP and Para 3.7, 3.8, 3.8.1, 3.8.2, 3.9, 3.9.1 and 3.9.2 of HBPv1)

(Please note that separate applications are required to be filed for separate years (AM10, AM11 etc.) based on date of export. Please note that application has to be filed port-wise. One application cannot cover shipment from more than one port, whether EDI or Non-EDI port.)

<b>1. IEC Number of Applicant:</b>
------------------------------------

<b>2. Applicant Details</b>	
i. Name	
ii. Address	

<b>3. RCMC Details</b>	
i. RCMC Number	ii. Date of Issue
iii. Issuing Authority	iv. Valid upto
v. Products for which registered	

<b>4. Application Details:</b>	
(i) Export Licensing Year (pl. specify the year in which export has been made, based on date of export (Para 9.12 of HBPv1):	
(ii) Date of filing of Application:	
(iii) Port of Export for this Application:	

Note: Applicant to feed in the details of one shipping bill at a time and thereafter select the 'Scheme Name' under which benefit for a particular shipping bill is being claimed. A maximum of 50 shipping bills can be filed in one application. For each shipping bill, the appendices details will appear after selecting the scheme name.

The Scheme Names and relevant appendices are: VKGUY – Appendix 37A, FMS – Appendix 37C, FPS – Appendix 37D, MLFPS – Appendix 37D.

<b>5. Details of Exports</b>									
<b>Shipping Bill Details</b>									
SI No	Number	LEO Date	Date of Export*	ITC (HS) code	Item Description	FOB value of Exports (in free foreign exchange)	Foreign Agency Commission (FAC)	For conversion to Rupees, Customs Rate of Exchange, on LEO date	FOB Value (including up to 12.5% FAC) as per Shipping Bill, in Rupees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10) $(10) = (9) * [(7) - \{(8) - 12.5%*(7)\}]$ if (8) is more than 12.5% of (7)]



Scheme Specific Details						Entitlement
Scheme Name	Relevant Appendix Details	Rate of Entitlement	Details of Focus Market / Linked Market for MLFPS – Market Name	Entitlement Amount (in Rs.)	Late Cut applicable, if any (in Rs.)	(in Rs.)
(11)	(12)	(13)	(14)	(15)	(16)	(17)
				(15) = (10) X(13)		(17) = (15) – (16)

5. Date of Realization of Export Proceeds (in case where application is filed on post realization basis):  
(Kindly feed the date and enclose the BRC/FIRC along with the application. In cases of Pre-Realization filing of application, monitoring of such cases will be diligently done by RA concerned)

6. Number of Split Certificates required (in multiples of Rs 5 lakhs each):  
(Splits Certificates shall not be allowed for Duty Credit Scrip issued for exports from Non-EDI ports)

7. Port of Registration (for the purpose of imports)\*\*\*:

**Note:** No supplementary cut (Para 9.4 of HBPv1) shall be imposed, as multiple applications have to be filed.

(\* Date of Export shall be as per Para 9.12 of HBP v1.)

(\*\* In case of multiple dates of realization against a shipment, the last date of realization is to be mentioned in this column.)

(\*\*\* The port of registration shall be the port of export.)

8. Application Submission Details (in case of electronically submitted applications)	
i. ECOM Reference Number	iv. File Number
ii. Date of Submission on Server	v. Date of Issue
iii. Submitted to which Regional Authority	

#### DECLARATION / UNDERTAKING

1. I hereby declare that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. I fully understand that any information furnished in application if found incorrect or false will render my firm / company and me liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I hereby certify that none of Proprietor/ Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which has come to adverse notice of DGFT. Consequentially, I further declare that under Foreign Trade (Development and Regulation) Act (**FTDR Act**) 1992, my firm / company have not been debarred in person from undertaking any export import business or activity by way of suspension or cancellation of IEC number. [If so debarred under FTDR Act, details of said order and period for which the same is operational may be provided].
3. I hereby certify that my firm / company has not defaulted from export obligation under any provisions of FTP and has not been placed under the Denied Entity List (DEL). [If under DEL List, kindly furnish details of order, current status etc.]
4. I hereby declare that details of exports of goods of my firm / company are true and correct and in accordance with accounts maintained in my firm / company.
5. I hereby declare that no benefit under VKGUY (Para 3.13 of FTP) or Focus Market Scheme, or Focus Product Scheme (FPS) (including for Market Linked Focus Products), as the case may be, was availed (or applied for) previously against Shipping Bills currently included in this application.
6. I hereby declare that in terms of Para 3.17.8 of FTP, this application does not contain any export for which benefit under any other reward/incentive schemes (i.e. VKGUY (including Agriculture Infrastructure Incentive Scrip) - Para 3.13, FMS – Para 3.14, FPS (including MLFPS) – Para 3.15) of Chapter 3 of FTP has been / will be claimed.
7. I hereby declare that in terms of Para 3.17.10 of FTP, this application does not contain any exports in contravention to this provision.
8. I hereby declare that the Exported Product is covered under relevant Appendix and the exports, for which this application is being filed, are made on or after the respective admissible date of export, as indicated in relevant Appendix.
9. I hereby declare that export product for which the duty credit scrip benefit is being claimed does not contain any shipment made w.e.f 27.8.2009 (as per Para 3.17.2 of FTP) from the following ineligible export categories / sectors:
  - a. EOUs / EHTPs / BTPs who are availing direct tax benefits / exemption;
  - b. Export of imported goods covered under Para 2.35 of FTP;
  - c. Exports through transshipment, meaning thereby that exports originating in third country but transhipped through India;

- d. Deemed Exports
- e. Exports made by SEZ units or SEZ products exported through DTA units; and
- f. Items, which are restricted or prohibited for export under Schedule-2 of Export Policy in ITC (HS).

10. I hereby declare that the exports, for which benefit is being claimed under FMS (Para 3.14 of FTP), does not include any export and / or category covered under Para 3.14.3 of FTP.

11. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of FTP.

Place: _____	Signature: _____
Date: _____	Name: _____
<b>Documents to be submitted</b>	Designation: _____
1. Export promotion (EP) copy of Shipping Bill (or Bill of Export, including in case of exports through Land Customs)	Official Address: _____ _____
2. In cases of Post-realization, Relevant Original Bank Certificate of Exports and Realisation - Appendix 22A / Foreign Inward Remittance Certificates (FIRC) or offsetting of export proceeds with approval of RBI (Appendix 22D).	Residential Address: _____ _____
3. In case the application is filed without BRC, the application shall be accompanied with BG / LUT in terms of Paragraph 2.20 of the HBPv1.	
4. Disclaimer in terms of Para 3.17.10, in case the duty credit scrip benefit is being claimed by the supporting manufacturer.	
5. For FMS and MLFPS, additionally the Market / Linked Market information will be required to be filled in, and Proof of Landing as per Para 3.8.2 of HBPv1 would also be required.	
Note: In case of FIRC, a declaration from exporter that remittance is in respect of Shipping Bill(s) No _____ dtd _____ shall also be furnished.	Telephone: _____
<b>Note 1:</b> Each individual page of application has to be signed. One copy of ANF3C duly signed in the provided space. Copy of Updated Profile in ANF1 only if any changes have taken place and updated, along with copy of Valid RCMC.	Email Address: _____
<b>Note 2:</b> In cases where original EP copy of Shipping Bill(s) (Bill of export) and/or Bank Realisation Certificates has been submitted under any other scheme of FTP, a self attested photocopy(s) of the same be attached, quoting Reference File no. & concerned Regional Authority / Customs Authority where original documents have been submitted.	

## ANF 3D

**ANF for Policy Para 3.13.4  
For Agri. Infrastructure Incentive Scrip under VKGUY  
(Kindly see Para 3.13.4 of FTP and Para 3.7.2 of HBPv1)**

**Export of Products covered under ITC HS Chapter 1 to 24  
(to be filing with RA, CLA, New Delhi only)**

**April – September / October – March period**

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. RCMC Details</b>	
i. RCMC Number	ii. Date of Issue
iii. Issuing Authority	iv. Valid upto
v. Products for which registered	

<b>4. Status Details</b>	
i. Status Number	ii. Effective Date of Status Certificate and Validity:
iii. Issuing Authority	iv. Date of issue:

<b>5 (i) Licensing Year (AM10/AM11/AM12 etc.):</b>
(ii) Period of Application: Apr-Sep ____ / Oct-Mar ____ Period (i.e. Apr-Sep 2009 / Oct-Mar 2010, etc.)
(iii) Date of Filing this Application:

<b>6. Details of exports:</b>		
Sr. No	Particulars	FOB Value (as per Shipping Bill, including up to 12.5% Foreign Agency Commission) Rs
1	Total value of exports of products covered under ITC HS Chapter 1 to 24, Details as per Annexure 1 of CA certificate.	
2	Maximum Para 3.13.4 benefits (@ 10% of 1 above)	
3	Out of 1 above, Total value of exports of products covered / to be covered under VKGUY Policy Para 3.13.2 – Details as per Annexure 2 of CA certificate.	
4	Value of Policy Para 3.13.2 benefits	
5	Claim for duty credit scrip under Agri. Infrastructure Incentive Scrip under VKGUY – Policy Para 3.13.4 (Row 2 – Row 4)	
6	Duty Credit Scrip granted under Para 3.13.4 (to be filled in by CLA, New Delhi)	

7. Number of Split Certificates required (in multiples of Rs 5 lakhs each):

8. Port of Registration (for the purpose of imports)\*\*:

(\* Exports made on or after 1<sup>st</sup> April in terms of Para 9.12)

(\*\* The port of registration shall be one of the ports from which the exports have been made.)

<b>9. Application Submission Details (in case of electronically submitted applications)</b>	
i. ECOM Reference Number	iv. File Number
ii. Date of Submission on Server	v. Date of Issue
iii. Submitted to which Regional Authority, New Delhi	

**DECLARATION / UNDERTAKING**

1. I hereby declare that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. I fully understand that any information furnished in application if found incorrect or false will render my firm / company and me liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I hereby certify that none of Proprietor/ Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which has come to adverse notice of DGFT. Consequentially, I further declare that under Foreign Trade (Development and Regulation) Act (FT (D&R) Act) 1992, my firm / company have not been debarred in person from undertaking any export import business or activity by way of suspension or cancellation of IEC number. [If so debarred under FT (D&R) Act, details of said order and period for which the same is operational may be provided].
3. I hereby certify that my firm / company has not defaulted from export obligation under any provisions of FTP and has not been placed under the Denied Entity List (DEL). [If under DEL List, kindly furnish details of order, current status etc.]
4. I hereby declare that details of exports of goods of my firm / company are true and correct and in accordance with accounts maintained in my firm / company.
5. I hereby declare that in terms of Para 3.17.10 of FTP, this application does not contain any exports for which benefit under FPS (including MLFPS) – Para 3.15 / FMS – Para 3.14 of Chapter 3 of FTP has been / will be claimed by the supporting manufacturer based on disclaimer, implying that if any shipment has been disclaimed by the applicant in favour of his supporting manufacturer for claiming the benefits, then that shipment cannot be counted for this claim under Para 3.13.4.
6. I hereby declare that in terms of Para 3.17.8 of FTP, this application does not contain any exports for which benefit under FPS (including MLFPS) – Para 3.15 / FMS – Para 3.14 of Chapter 3 of FTP has been / will be claimed by the applicant.
7. I hereby declare that export product for which the duty credit scrip benefit is being claimed does not contain any shipment (as per Para 3.17.2 of FTP) from the following ineligible export categories / sectors:
  - a. EOUs / EHTPs / BTPs who are availing direct tax benefits / exemption;
  - b. Export of imported goods covered under Para 2.35 of FTP;
  - c. Exports through transshipment, meaning thereby that exports originating in third country but transshipped through India;
  - d. Deemed Exports
  - e. Exports made by SEZ units or SEZ products exported through DTA units; and
  - f. Items, which are restricted or prohibited for export under Schedule-2 of Export Policy in ITC (HS).
8. I hereby declare that the details of exports for which VKGUY benefits under Para 3.13.2 has been claimed / will be claimed has been correctly given in Annexure 2 of CA certificate.
9. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of FTP.

Place: _____	Signature: _____
Date: _____	Name: _____
<b>Documents to be submitted</b>	Designation: _____
11. CA certificate as per Annexure 12. Export promotion (EP) copy of Shipping Bill / Bill of Export (including in case of exports through Land Customs).	Official Address: _____ _____
13. Relevant Original Bank Certificate of Exports and Realisation - Appendix 22A or offsetting of export proceeds with approval of RBI (Appendix 22D)	Residential Address: _____ _____
14. Copy of Status Certificate valid for the licensing year for which this application pretains to .	Telephone: _____
<b>Note:</b> 1. Each individual page of application has to be signed. One Printout of this application duly signed in provided space. Copy of Updated Profile in ANF 1 only if any changes have taken place and updated, along with copy of Valid RCMC.	Email Address: _____
2. In cases where original EP copy of Shipping Bill(s) / Bill of export and/or Bank Realisation Certificates has been submitted under any other scheme of FTP, a self attested photocopy(s) of EP copy of the same be attached, quoting Reference File no. & concerned Regional Authority / Customs where original documents have been submitted.	

**For Agri. Infrastructure Incentive Scrip under VKGUY  
(Kindly see Para 3.13.4 of FTP and Para 3.7.2 of HBPv1)**

**CERTIFICATE OF CHARTERED ACCOUNTANT (CA)  
COST AND WORKS ACCOUNTANT (ICWA)/ COMPANY SECRETARY (CS)**

I / We hereby confirm that I / We have examined prescribed registers and also relevant records of M/s .....  
.....having IEC Number ..... for exports during April - September .....  
/ October – March ..... period (s) and hereby certify that:

1	Following documents / records have been furnished by applicant firm / company and have been examined and verified by me / us namely: - a. Statutory documentations under Customs Act 1962, Foreign Trade (Development & Regulation) Act 1992; b. Shipping Bills, Bill of Lading (and / or Airways Bills / PP Receipts), Customs / Bank attested Invoices, Forward Inward Remittance Certificates (FIRCs) and Bank Certificates of exports and realization, and connected books of accounts;
2	Information given by applicant firm / company in ANF3D for Agri. Infrastructure Incentive Scrip under VKGUY (Para 3.13.4) is in agreement with FTP 2009-14, as amended, and rules and procedures made thereunder, relevant register and records and books of accounts maintained by M/s ..... and is also true and correct.
3	It has been ensured that a. Information furnished is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld; b. In respect of export of goods, a shipment can counted in applicants export turnover / performance only if the realization of export proceeds from overseas is in the applicant's bank account.
4	Neither I, nor any of my / our partners is a partner, director, or an employee of above-named entity, its Group companies or its associated concerns;
5	I / We further certify that export proceeds for shipments during last three years plus current are not outstanding beyond prescribed period as permitted by RBI.
6	I / We further certify that Statement of Exports as given in Annexure 1 to this certificate, and Statement of Exports where VKGUY Para 3.13.2 benefits is already claimed / to be claimed, as per Annexure 2 to this certificate is correct.
7	I / We fully understand that any statement made in this certificate, if proved incorrect or false, will render me / us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Membership No: _____
	Email Address: _____

If any of documents of record mentioned in serial number (i) have not been maintained / furnished, examined or verified, they may please be specified below:-

- 1)
- 2)
- ...

<b>Annexure 1 to CA certificate for ANF 3D</b>				
<b>Statement of Exports of products covered under ITC HS Chapter 1 to 24</b>				
Sr. No.	Shipping Bill No and Date	Description and ITC HS Code	Date of Export (Para 9.12 of HBPv1)	FOB Value (as per Shipping Bill, including upto 12.5% Foreign Agency Commission)
<b>Total (Rs)</b>				

Note: This statement of exports as per annexure 1 should also be countersigned by the applicant.

Place: _____	Signature of Applicant: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Email Address: _____

Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Membership No: _____
	Email Address: _____

<b>Annexure 2 to CA certificate for ANF 3D</b>				
<b>Statement of Exports of products covered under ITC HS Chapter 1 to 24 (as in Annexure 1 above), for which VKGUY benefits is eligible under Para 3.13.2 and is claimed / will be claimed.</b>				
Sr. No.	Shipping Bill No and Date	Date of Export (Para 9.12 of HBPv1)	Related file no (Where VKGUY under Para 3.13.2 is already filed)	FOB Value (as per Shipping Bill, including upto 12.5% Foreign Agency Commission)
<b>Total (Rs)</b>				

Note: This statement of exports as per annexure 2 should also be countersigned by the applicant.

Place: _____	Signature of Applicant: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Email Address: _____

Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____ _____
	Membership No: _____
	Email Address: _____



**ANF 3E**

**STATUS HOLDER INCENTIVE SCRIP**

**(To be Notified)**

## ANF 4A

### Application Form for Advance Authorisation (Including Advance authorisation for Annual Requirement) / Advance Release Order (ARO)/ Invalidation letter

[Please see guidelines (given at the end) before filling the application].

<b>1. Applicant Details</b>	
i. IEC Number	
ii. Name	
iii. Address	
iv. Whether endorsement of Co-Authorisation holder sought: Yes / No, If "Yes", then furnish the following details of Co-Authorisation holder	
(a) IEC Number	
(b) Name	
(c) Address	
<b>2. RCMC Details</b>	
i. RCMC Number	
ii. Date of Issue	
iii. Issuing Authority	
iv. valid upto	
Products for which registered	
<b>3. Type of Exporter (please tick)</b>	
(√)	
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Merchant cum Manufacturer	
v. Others (please specify)	
<b>4. Industrial Registration Details</b>	
i. SSI / IEM / LOI or IL Registration Number	
ii. Date of Issue	
iii. Issuing Authority	
iv. Products for which registered	
<b>5. Excise Details (For those registered with Central Excise Authority)</b>	
i. Excise Registration Number	
ii. Issuing Authority	
<b>6. Status House Details (For Status Holders):</b>	
i. EH / SEH / TH / STH / PTH	
ii. Certificate Number	
iii. Date of Issue	
iv. Issuing Authority	
v. Valid Upto	
<b>7. Application Fee Details</b>	
i Amount (Rs)	
ii Demand Draft / Bank Receipt / Electronic Fund Transfer No	
iii Date of Issue	
iv Name of the Bank on which drawn	
v Bank Branch on which drawn	

<b>8. Total CIF value of Imports applied for</b>
i. In Rupees
ii. In currency of imports
iii. In US \$

<b>9. Total FOB / FOR value of Exports to be made (excluding Foreign Agent commission)</b>
i. In Rupees
ii. In currency of exports
iii. In US \$

10. Value Addition (in %):

11. Port of Registration as per paragraph 4.19 of HBP v1 (for the purpose of imports):

12.

i. Whether the application is made under SION: Yes / No.

If "Yes", then specify:

(a) the Export Product Group:

(b) Serial No. of SION:

OR

Application made under Para 4A.25 of HBP v1 (for G&J sector): Yes / No.

OR

ii. Whether the application is made under Para 4.7 of HBP v1: Yes / No.

If "Yes", whether Adhoc Norms fixed: Yes / No

13. Details of items to be exported / supplied under the Authorisation:

Sl. No	Item Description	Item Technical Characteristics / Quality etc.	ITC (HS) Code	Quantity	Unit of Measurement	FOB / FOR Value (in Rs)	FOB / FOR value (in freely convertible currency)

14. Details of items sought to be imported duty free under the Authorisation:

Sl. No	Item Description	Item Technical Characteristics / Quality etc.	ITC (HS) Code	Quantity in metric units	CIF Value (in Rs)	CIF value (in freely convertible currency)	Total exemption from Customs duty

15. Details of other materials to be used in the export product and sought to be imported / procured from sources other than the Authorisation on which drawback benefits is to be availed (not to be filled if Drawback benefits are not being claimed):

Sl. No	Imported Item			Indigenously Procured Item		
	Name, Technical Characteristics/ Quality etc	Quantity in metric units	CIF Value	Name, Technical Characteristics / Quality etc	Quantity in metric units	Value

16. Details of Outstanding Export Obligation (E.O.) against Advance Authorisation(s) including Advance Authorisation for Annual Requirements issued already:

Sl. No.	Authorisation No.	Authorisation Issue Date	CIF Value (Rs)	FOB Value (Rs)	%age of EO fulfilled		Expiry Date of EO period
					Qty wise	Value wise	

**17. Details of exports / deemed supplies (including Intermediate supplies) made in the preceding 3 licensing years:**

<i>Licensing Year</i>	<i>FOB Value of exports (Rs Crore)</i>	<i>FOR Value of deemed supplies (Rs Crore)</i>	<i>Total Export Performance (Rs Crore)</i>

**18. Applicable in case of applications made for Advance Authorisation for Annual requirements (AAL) :**

i. Entitlement of AAL (Rs):
ii. CIF Value of AAL already obtained (Rs) during the current licensing year:

**19. In case of exports made under Deemed Exports category (except for supplies to Advance Authorisation / EOU / EHTP / STP / EPCG Authorisation or Intermediate supplies), please furnish:**

i. Name of the Project Authority
ii. Address of the Project Authority
iii. Supply Order No
iv. Delivery period of Supply
v. Credit under which, project is financed
vi. Method by which order has been procured (ICB etc.)

**20. In case of request for issuance of ARO / Invalidation letter, please furnish:**

i. Whether applied for: ARO / Invalidation letter (Please ✓ )
ii. Advance Authorisation No.:
iii. Date of Issue of Advance Authorisation:
iv. Name (s) of the Indigenous producer from where items are to be procured:
v. Address (s) of the Indigenous producer from where items are to be procured:
vi. Regional Authority of the Indigenous producer:
vii. Items to be supplied by the Indigenous producer: <ul style="list-style-type: none"> <li>a. Description of individual items:</li> <li>b. Quantity of individual items to be procured:</li> <li>c. Value of individual items to be procured:</li> </ul>

**21. Address of the factory / premises / Project site, where the items to be imported are proposed to be used:**

**22. Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises / Project site falls:**

**23. In case the item(s) to be imported, are to be used by the supporting manufacturer, please furnish:**

i. Name of the supporting manufacturer
ii. Address of the supporting manufacturer
iii. SSI / LOI / IL regn. no. and date of Supporting Manufacturer
iv. Products endorsed on SSI/IL/IEM

**DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I / We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I / We hereby certify that the Proprietor / Partner(s)/Director(s) / Karta / Trustee, as the case may be, of the firm / company is/are not associated as Proprietor/Partner(s)/Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
5. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion shall be deleted in case an application for export license for SCOMET item is being filed).
6. (Applicable in case of Advance Authorisation applications under paragraph 4.7 of HBP v1 only).
  - a. I / We hereby declare that I / We shall abide by the final fixation of norms by the Norms Committee (NC) and shall pay to the Government Customs duty together with interest (as notified) reckoned from the date of imports till the date of deposit on the inputs imported in excess of the norms fixed by NC.
  - b. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

## **GUIDELINES FOR APPLICANTS**

**( Please see paragraphs 4.4, 4.5, 4.13, 4.14, 4.24A and 4A.25 of HBP v1 relevant to the Scheme under which the application is being filed )**

1. *Two copies of the application must be submitted unless otherwise mentioned.*
2. *Each individual page of the application has to be signed by the applicant.*
3. RCMC details need not be given if the same have already been updated in the IEC.
4. In case of request for ARO / Invalidation letter, applicant may furnish information in respect of SI No. 1 & 20 of the application only.
5. Imported duty free inputs shall be taken from the port / domestic supplier's premises to the factory or the premises of the authorisation/co-authorisation holder or the factory of the supporting manufacturer (whose name is endorsed in the authorisation or allowed by Central Excise authority). However, such duty free material imported or procured against advance authorization can also be taken from the port directly to the project site of the project authority, subject to furnishing a bond to the customs authority at the port of import and other documents/declaration and other provisions as per DOR guidelines.

### **For Advance Authorisation :**

1. Bank Receipt (in duplicate) / Demand Draft / EFT details evidencing payment of application fee in terms of Appendix 21B.
2. Additional documents required:
  - I. In case of issue of Advance Authorisation for Annual Requirements:
    - a. Statement of exports made in the preceding licensing year duly certified by a Chartered Accountant / Cost and Works Accountant in the format given in Appendix 26.
    - b. Self certified copy of the manufacturing licence of the applicant firm or his supporting manufacturer.
  - II. Invalidation letter(s) in case of supplies to an advance Authorisation holder. However, in case of switch over from physical exports / deemed exports to intermediate supplies, such invalidation letters can also be furnished at the time of redemption of advance authorisation.
  - III. In case of Deemed Export:

Project Authority certificate in case of supplies other than (ii) above and to EOU / EHTP / STP / BTP units;
3. In cases where import of fuel has been sought for under Advance Authorisation / Advance Authorisation for Annual Requirements:
  - a. Self certified copy of the permission issued to the manufacturer exporter by the competent authority (concerned State Electricity Board or Power Corporation or Regulatory Commission of the State) under Section 44 of the Electricity (Supply) Act, 1948 for the installation of captive power plant based on the specified fuel unless the permission is specifically waived by the State Electricity Board; and
  - b. Self certified copy of the letter intimating the date of commissioning of the captive power plant from the concerned authority which issued the permission letter is to be submitted.

**Note:** Import of only such fuel(s) shall be allowed which have / has been specified in the said permission.
4. Additional documents required in case of issue of Advance Authorisation under Para 4.7 of HBP v1:
  - a. Information as per Appendix-11A,
  - b. Technical Details of the export product as per the details given in Appendix 33.
  - c. Chartered Engineer certificate certifying the import requirements of raw materials in the format given in Appendix 32B.
  - d. Production and Consumption data of the manufacturer / supporting manufacturer of the preceding three licensing years, duly certified by the Chartered accountant / Cost & Works Accountant / Jurisdictional Excise Authority.
5. Please state 'Not Applicable' wherever the information / data is not applicable to the applicant.

## ANF 4B

### Application for Fixation / Modification of Standard Input Output Norms (SION)

[ Please see guidelines (given at the end) before filling the application ]

<b>1. IEC Number</b>	
<b>2. Applicant Details</b>	
i. Name	
ii. Address	
<b>3. RCMC Details</b>	
i. RCMC Number	
ii. Date of Issue	
iii. Issuing Authority	
iv. valid upto	
Products for which registered	
<b>4. Type of Exporter (please tick)</b>	
(√)	
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Merchant cum Manufacturer	
v. Others (please specify)	
<b>5. Industrial Registration Details</b>	
i. SSI/IEM/LOI or IL Registration Number	
ii. Date of Issue	
iii. Issuing Authority	
iv. Products for which registered	
<b>6. Excise Details (For those registered with Central Excise Authority)</b>	
i. Excise Registration Number	
ii. Issuing Authority	
<b>7. Application Fee Details</b>	
Amount (Rs)	
Demand Draft / Bank Receipt / Electronic Fund Transfer No	
Date of Issue	
Name of the Bank on which drawn	
Bank Branch on which drawn	
<b>8. Total CIF value of Imports applied for</b>	
i. In Rupees	
ii. In currency of imports	
iii. In US \$	
<b>9. Export Product Details</b>	
i. Description of Export Product	
ii. Export Product Group	

**10. Details of Items required for manufacture of One Unit of Export Product**

**A. Imported Inputs**

S No	Required import item			Quantity required per unit of export product	Purpose of requirement*	Wastage Claimed (%age) on net content basis	Recoverable wastage / by product		
	Name	Technical Characteristics	ITC(HS) Code				Name	Qty	Value (Rs)

**B. Indigenous Inputs**

Sl. No	Required indigenous item			Quantity required per unit of export product	Purpose of requirement*	Wastage Claimed (%age) on net content basis	Recoverable wastage / by product		
	Name	Technical Characteristics	ITC(HS) Code				Name	Qty	Value (Rs)

(\* - Purpose of requirement should be indicated against each item i.e. whether the item is required as a raw material / components / solvents / catalyst / packing material etc)

**11. Production and Consumption data of the manufacturer/supporting manufacturer for preceding three licensing years**

Year	Total Production of the export product	Quantity of different items consumed	Quantity consumed/unit production

**12. Details of earlier advance Authorisations obtained (if any) for the export product in the preceding two licensing years**

S No	Authorisation Details			Quantity of different items consumed	Quantity consumed/unit production
	Authorisation No	Authorisation Date	Issuing authority		

**13. In case the application is made for modification in existing SION, please furnish**

i. Existing SION Number
ii. Nature of Modification required
iii. Details of Modification required (attach details)



## **DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. (Applicable in case of Advance Authorisation applications under paragraph 4.7 of HBP v1 only)
  - a. I/We hereby declare that I / We shall abide by the final fixation of norms by the Norms Committee (NC) and shall pay in cash to the Government Customs duty together with interest (as notified) reckoned from the date of imports till the date of deposit on the inputs imported in excess of the norms fixed by NC.
  - b. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

## **GUIDELINES FOR APPLICANTS**

**[ Please see paragraph 4.4.2, 4.8, 4.9, 4.10.1 of HBP v1 ]**

12. Two copies of the application must be submitted unless otherwise mentioned.
13. Each individual page of the application has to be signed by the applicant.
14. RCMC details need not be given if the same have already been updated in the IEC.
15. Application must be accompanied by documents as per details given below:

### For Fixation / Modification of Standard Input Output Norms (SION)

- I) Technical Details of the export product as per the details given in Appendix 33.
- II) Chartered Engineer certificate certifying the import requirements of raw materials in the format given in Appendix 32B.
- III) Production and Consumption data of the manufacturer/supporting manufacturer of the preceding three licensing years as given in serial no 11 of the application, duly certified by the Chartered accountant/ Cost & Works Accountant/ Jurisdictional Excise Authority.

## ANF 4 C

### Application for Fixation or Revision of DEPB Rates / Fixation of Brand rate of DEPB for SAD component

[Please see guidelines (at the end) before filling the application]

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. RCMC Details</b>
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. valid upto
Products for which registered

<b>4. Type of Exporter (please tick)</b>	
	(√)
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Merchant cum Manufacturer	
v. Others (please specify)	

<b>5. Industrial Registration Details</b>
i. SSI/IEM/LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

<b>6. Excise Details (For those registered with Central Excise Authority)</b>
i. Excise Registration Number
ii. Issuing Authority

<b>7. Application for (please tick) (√)</b>
i. Fixation of DEPB rate
ii. Fixation of Brand rate for SAD component
iii. Revision of Value Cap

<b>8. Export Product Details for which fixation of rate is sought (In case of revision of existing rate, pl indicate the existing DEPB Entry SI. No. and the product group separately).</b>					
Export Product Group	Description of Item of export	SION SI.No. in HBP v2	Inputs allowed		
			Description	ITC(HS) Code	Basic Customs Duty

**9. Total exports effected during preceding three licensing years**

Year	FOB value ( in Rupees)

**10. Exports made during past one year of the item for which DEPB rate/revision in DEPB rate is applied for.**

Item of export	Quantity	FOB value (in Rupees)

**11. Details of imports effected during the past 12 months of inputs allowed under Standard Input Output Norms (HBP v2)**

Sl. No.	Item(s) of import	Bill of Entry details		Quantity of import (Kg./MT etc.)	CIF value (in Rupees)	Per unit CIF value (in Rupees)
		No.	Date			

**12. Details of international journals / magazine (if any) evidencing international price of inputs in support of the data furnished above.**

**13. Worksheet for computation of DEPB Rates:**

FOB value (in Rs) per unit quantity of export product (Kg./MTetc.)	Description of import items <b>(including fuel as consumable)</b> allowed as per SION	Quantity of import item allowed for each of the input as per SION (Kg./MT etc.)	CIF value per unit quantity (Kg./MT etc.) of each of the item allowed for import in SION (In Rs. )	CIF value of each of the input allowed for import in SION [Column (3) X Column (4)] (In Rs. )	Rate of basic Customs Duty against each of the input allowed for import in SION
(1)	(2)	(3)	(4)	(5)	(6)
				Total CIF value (In Rs.)	

**14. In case brand rate of DEPB is sought for the Special Addl. Duty (SAD) component, please furnish:**

Export Product	DEPB entry Sl No.	FOB value per unit quantity of export product (Kg./MTetc.)	Description of import items allowed as per SION	Quantity of import item allowed for each of the input as per SION (Kg./MT etc.)	CIF value of each of the input allowed for import in SION (In Rs)	SAD paid as per Bill of Entry (B/L)		
						B/L No	B/L Date	Amount paid (in Rs)
								Total value (In Rs.)

**DECLARATION / UNDERTAKING**

- I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
- I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
- I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
- I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
- I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).

6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.

7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place:  
Date:

### **GUIDELINES FOR APPLICANTS**

**[For DEPB rate fixation, please see paragraph 4.38 of HBP v1; For Brand Rate of DEPB for the SAD component, please see Para 4.3 of FTP]**

#### **For fixation / revision of DEPB rate:**

1. Five copies of the application along with the supporting documents must be submitted and the application should be routed through the Concerned Export Promotion Council / Commodity Board (certifying the facts and figures as All Industry average) dealing with the export product.
2. Each individual page of the application has to be signed by the applicant.
3. RCMC details need not be given if the same has already been given at the time of obtaining IEC.
4. Application must be accompanied by documents as per details given below:
  - a. In support of data furnished at serial no. 10,11 & 12 of the Application, minimum 5 Shipping Bills /Bills of Entry (self certified copies) should be submitted for each item of export/ import during the past 12 months. This may however be restricted to two Shipping Bills/Bills of Entry/per month for exports/ imports made during the past 12 months. Alternatively in lieu of the Bills of Entry, the firm may submit copies of Customs data for imports containing the name of the raw materials, quantity, CIF value, name of the importers, port of import etc.
  - b. International price of items of import as obtained from international journals/ magazines (as given in serial no.12) are to be submitted only in support of actual imports. If the applicant has insufficient data on the items of import/export, he may also submit data and documents of other exporters of the same export product.
  - c. Though 5 copies of the application should be submitted, only two copies of the supporting documents viz. relevant Shipping Bills/ Bills of Entry etc are to be submitted in support of all the data, as furnished by the applicant.
  - d. For factoring the Component of Customs duty on the relevant fuel in DEPB rate, only those fuels which have been allowed as "consumable" in the SION shall be considered and not that quantum of fuel, which is meant for power generation. Duty incidence on fuel shall be calculated in the same manner as is being done for other inputs figuring in the SION.

**Note:** The DEPB rate shall be fixed only for those products for which Standard Input Output Norms have been notified. In case of an export product for which Standard Input Output Norms is not fixed, the applicant has to first apply for fixation of SION.

#### **For fixation of Brand rate of DEPB for SAD component:**

For fixation of Brand rate of DEPB for the Special Addl. Duty component, applicant needs to furnish:

1. Two copies of the application along with the copy of relevant Bill of Entry;
2. Applicant need not fill up the columns at SI No. 8, 9, 10, 11, 12 & 13 of the application;
3. A copy of certificate for non-availment of CENVAT credit as stated in paragraph 4.3 of FTP;
4. Copies of the Shipping bills filed under DEPB scheme along with a statement containing Shipping Bill number, date and the corresponding FOB value of the export product for which the SAD claim has been filed. This statement is to be certified by an Independent Chartered Accountant.

## ANF 4D

### Application for clubbing of Advance Authorisations

[ Please see guidelines (given at the end) before filling the application ]

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>	
i. Name	
ii. Address	

#### 3. Details of Authorisations to be clubbed

Sl. No	Authorisation details		Issued under Customs Notification no. & date	Export product	Port of Registration	Expiry date of initial EO period	Expiry date of extended EO period, if any
	Number	Issuance date					

#### 4. Details of physical exports / deemed exports made against each individual Advance Authorisation:

Sl. No.	Products Exported/ Supplied	Shipping Bill/ Invoice/ AR 3 Details		Quantity Exported / Supplied			FOB Value			
		No	Date	Physical exports		Deemed Exports	Total	In case of physical exports (as per S/B)	In case of deemed exports (as per invoices)	Actually realized (as per BRC)
				Direct exports	Third Party exports					

#### 5. Details of imports allowed and imports actually made against each individual Authorisation:

Sl. No	Item of Import	Imports allowed in the Authorisation		Bill of Entry Details		Imports completed			
		Qty allowed	CIF Value allowed ( in FFE)	No	Date	Qty		CIF value utilized (in FFE)	
						In absolute terms	In %	In absolute terms	In %

**6. Consolidated Details of physical exports / deemed exports made against all Authorisations.**

Sl. No.	Products Exported / Supplied	Shipping Bill/ Invoice / AR 3 Details		Quantity Exported / Supplied			FOB Value			
		No	Date	Physical exports		Deemed Exports	Total	In case of physical exports (as per S/B)	In case of deemed exports (as per invoices)	Actually realized (as per BRC)
				Direct exports	Third Party exports					

**7. Consolidated Details of imports allowed and made against all Authorisations**

S No	Item of Import	Imports allowed in the Authorisations		Bill of Entry Details		Imports completed			
		Qty allowed	CIF Value allowed ( in FFE)	No	Date	Qty		CIF value utilized (in FFE)	
						In absolute terms	In %	In absolute terms	In %

**8. Details of excess imports made proportionate to the export obligation fulfilled**

S No	Item of Import	Bill of Entry Details		Quantity	Duty Details		
		No	Date		Customs Duty	Interest	Total

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta /Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported /

proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).

6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

### **GUIDELINES FOR APPLICANTS**

**[ PI see paragraph 4.20 of HBP v1 ]**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. Clubbing of Advance Authorisation with Advance Authorisation for annual requirement not permitted.
4. Application must be accompanied by Advance Authorisation (s) in original.
5. FOB value of export for the purpose of V.A shall be arrived at after excluding the Foreign Agency Commission, if any. This provision shall be applicable for authorizations issued on or after 1.4.2008.
6. Authorisations should have been issued by the same RA.

## ANF 4E

### **Application for Enhancement in CIF / FOB Value or Revalidation or EO extension of Authorisation**

[ Please see guidelines (given at the end) before filling the application ].

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. Application Fee Details</b>
i. Amount (Rs)
ii. Demand Draft / Bank Receipt / Electronic Fund Transfer No
iii. Date of Issue
iv. Name of the Bank on which drawn
v. Bank Branch on which drawn

#### **4. Authorisation details:**

i. Authorisation Number	
ii. Authorisation Date	
iii. File Number from which Authorisation is issued	
iv. CIF Value allowed (Rs)	
v. FOB Value endorsed (Rs)	
vi. Original Value Addition (%)	
vii. Import Validity upto: (a) Initially allowed: (b) Revalidation, if any I. As allowed by RA (in terms of para 4.23 of HBP, v1): II. As allowed by DGFT (Hqr):	
viii. Initial EO Period:	
ix. Extended EO period, if any, valid upto: a) As allowed by RA (in terms of para 4.22.1 of HBP, v1): b) As allowed by DGFT (Hqr):	
x. Wherever EOP is linked to the date of 1st importation, indicate the date of 1st import	

#### **5. Details of import items and utilisation of Authorisation**

Sl. No	Imports as endorsed in the Authorisation			Imports already Effected				Balance Imports			
				Quantity		CIF Value		Quantity		CIF Value	
	Item Description	Quantity (in metric units )	CIF Value (Rs)	In metric units	In %	In Rs	In %	In metric units	In %	In Rs	In %

#### **6. Details of Export Obligation fulfillment**

Sl. No	Export Obligation as endorsed in the Authorisation	Exports already made				Balance exports (Unfulfilled EO)			
		Quantity		FOB Value		Quantity		FOB Value	



	Item Description	Quantity (in metric units)	FOB Value (Rs)	In metric units	In %	In Rs	In %	In metric units	In %	In Rs	In %

**7. Changes Required in the Authorisation:**

<b>a. In case of request for CIF / FOB value enhancement</b>
i. Proposed CIF Value (Rs)
ii. Proposed FOB Value (Rs)
iii. Proposed Value Addition (%)
<b>b. In case of request for revalidation</b>
i. Revalidation applied upto:
<b>c. In case of request for EO extension</b>
i. Extension in EO period applied upto:

**8. Reasons for seeking CIF / FOB enhancement / Revalidation / EO extension: (PI strike out which is not applicable and mention the specific reason for seeking the amendment).**

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1 , irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

## **GUIDELINES FOR APPLICANTS**

**[ Please see paragraph 4.21, 4.22 and 4.23 of HBP v1 ]**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. Application must be accompanied by documents as per details given below:
  - a. Bank Receipt (in duplicate ) / Demand Draft / EFT details evidencing payment of application fee in terms of Appendix 21B or otherwise as per Policy / Procedures (to the Regional Authority concerned).
  - b. Authorisation in Original (to the Regional Authority concerned).
4. For seeking relaxation from DGFT (Hqr) for revalidation/ EOP extension beyond the existing policy provision, condition at 1 & 2 above need to be fulfilled along with the documents if any, justifying their request for relaxation.

## ANF 4F

### Application for Redemption / No Bond Certificate against Advance Authorisation

[Please see guidelines (given at the end) before filling the application].

**1. IEC Number**

**2. Applicant Details**

i. Name

ii. Address

**3. Application Fee Details for additional fee, if any, in case of pro-rata enhancement at the time of redemption/ No Bond endorsement.**

Amount (Rs)

Demand Draft/Bank Receipt/Electronic Fund Transfer No

Date of Issue

Name of the Bank on which drawn

Bank Branch on which drawn

**4. Request is for: (Strike out whichever is not applicable)**

Redemption (EODC) / No Bond Certificate (Bond Waiver)

**5. Advance Authorisation Details**

i. Advance Authorisation

a. Number

b. Date of Issue

ii. CIF Value

a. In Indian Rupees

b. In free foreign exchange

iii. Export Obligation imposed

a. In Indian Rupees

b. In free foreign exchange

iv. Export Obligation Period:

a. Date of expiry of initial export obligation period

b. Date of expiry of extended export obligation period

v. Product exported

vi. Norms details:

a. Serial Number of SION (in case of fixed norms)

b. Reference number and date vide which norms have been ratified (in case of para 4.7 cases)

**6. Details of physical exports / deemed exports made**

Sl. No	Products Exported/ Supplied	Shipping Bill/ Invoice/ ARE3 / CT 3 Details		Quantity Exported / Supplied			FOB Value			
		No	Date	Physical exports		Deemed Exports	Total	In case of physical exports (as per S/B)	In case of deemed exports (as per invoices)	Actually realized (as per BRC)
				Direct exports	Third Party exports					

**7. Details of imports made against the Authorisation:**

Sl. No	Item of Import	Imports allowed in the Authorisation		Bill of Entry Details		Imports effected	
		Qty allowed	CIF value (in FFE)	No	Date	Quantity imported	CIF Value utilised (in FFE)

**8. Details of excess imports made proportionate to the export obligation fulfilled:**

Sl No	Item of Import	Bill of Entry Details		Quantity	Duty Details		
		No	Date		Customs Duty	Interest	Total

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone (s)

Residential Address

Email Address

## **GUIDELINES FOR APPLICANTS**

**[ Please see paragraph 4.25 of HBP v1 ]**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. Application must be accompanied by documents as per details given below:

**a. For physical exports:**

- i. Bank Certificate of Exports and Realisation in the form given at Appendix 22A or Foreign Inward Remittance Certificate (FIRC) in the case of direct negotiation of documents or Appendix 22D in case of offsetting of export proceeds. However, realisation of export proceeds shall not be insisted if the shipments are made against confirmed irrevocable letter of credit or bill of exchange is unconditionally Avalised / Co- Accepted / Guaranteed by a bank and the same is confirmed by the exporters bank and certified by the bank in column 14/15 of Appendix 22A. For status holders, irrevocable letter of credit would suffice. Further, realisation of export proceeds shall not be insisted, if the Reserve Bank of India (RBI) writes off the requirement of realisation of export proceeds on merits and the exporter also produces a certificate from the Foreign Mission of India about the fact of non recovery of export proceeds from the buyer. However this would not include self write off cases.
- ii. EP copy of the shipping bill(s) containing details of shipment effected or bill of export in case of export to SEZ. However no hard copy of Shipping Bill(s) shall be required to be filed for EO discharge for shipments from EDI Ports for the authorizations issued w.e.f 1.4.2009.
- iii. A statement of exports giving details of shipping bill wise exports indicating the shipping bill number, date, FOB value as per shipping bill and description of export product
- iv. A statement of imports indicating bill of entry wise item of imports, quantity of imports and its CIF value.
- v. FOB value of export for the purpose of V.A shall be arrived at after excluding the Foreign Agency Commission, if any. This provision shall be applicable for authorizations issued on or after 1.4.2008.
- vi. In case where CENVAT credit facility on inputs have been availed for the exported goods, the goods imported against Advance Authorisation shall be utilized only in the manufacture of dutiable goods whether within the same factory or outside (by a supporting manufacturer) even after completion of export obligation, for which the authorisation holder shall produce a certificate from either the jurisdictional Central Excise Supdt. or Independent Chartered Accountant, at the option of the exporter.

**b. For deemed exports:**

- i. A copy of the invoice or a statement of invoices duly signed by the unit receiving the material and their jurisdictional excise authorities certifying the item of supply, its quantity, value and date of such supply. However in case of supply of items which are non excisable or supply of excisable items to a unit producing non excisable product(s), a project authority certificate (PAC) certifying quantity, value and date of supply would be acceptable in lieu of excise certification. However, in respect of supplies to EOU/EHTP/ STP/ BTP, a copy of CT-3/ARE-3 duly signed by the jurisdictional excise authorities certifying the item of supply, its quantity, value and date of such supply can be furnished in lieu of the excise attested invoice (s) or statement of invoices as

given above. However in case of supply of the product by the Intermediate supplier to the port directly for export by the ultimate exporter (holder of Advance Authorisation or DFIA) in terms of paragraph 4.13 of HBP v1, copy of the shipping bill with the name of domestic supplier as Intermediate supplier endorsed on it along with the file No. / Authorisation No. of the ultimate exporter and the intermediate supplier shall be required to be furnished.

- ii. Payment certificate from the project authority in the form given in Appendix-22C. In the case of Advance Authorisation for Intermediate Supplies/ deemed exports, supplies to the EOUs/ EHTPs/STPs/ BTPs, documentary evidence from the bank substantiating the realisation of proceeds from the Authorisation holder or EOUs/EHTPs/ STPs/ BTPs, as the case may be, through the normal banking channel, shall be furnished in the form given at Appendix 22B. However realisation of proceeds shall not be insisted upon if the shipments are made against confirmed irrevocable inland letter of credit or inland bill of exchange is unconditionally Avalised/ Co- Accepted/ Guaranteed by a bank and the same is confirmed by the exporters bank and certified by the bank in column 5/6/7 of Appendix 22B. For status holders, irrevocable inland letter of credit would suffice.
- iii. A statement of supplies giving details of supply invoices and indicating the invoice number, date, FOR value as per invoices and description of product.
- iv. A statement of imports indicating bill of entry wise item of imports, quantity of imports and its CIF value.
- v. In case where CENVAT credit facility on inputs have been availed for the exported goods, the goods imported against Advance Authorisation shall be utilized only in the manufacture of dutiable goods whether within the same factory or outside (by a supporting manufacturer) even after completion of export obligation, for which the authorisation holder shall produce a certificate from either the jurisdictional Central Excise Supdt. or Independent Chartered Accountant, at the option of the exporter.

## ANF 4G

### DEPB application

**[Please see guidelines (given at the end) before filling the application]**

**1. IEC Number**

**2. Applicant Details**

i. Name

ii. Address

**3. RCMC Details**

i. RCMC Number

ii. Date of Issue

iii. Issuing Authority

iv. valid upto

Product(s) for which registered

**4. Type of Exporter (please tick)** (✓)

i. Merchant Exporter

ii. Manufacturer Exporter

iii. Service Provider

iv. Merchant cum Manufacturer

v. Others (please specify)

**5. Application Fee Details**

Amount (Rs)

Demand Draft / Bank Receipt / Electronic Fund Transfer No

Date of Issue

Name of the Bank on which drawn

Bank Branch on which drawn

**6. FOB Value of exports (inclusive of commission upto a max. 12.5% of FOB value Net of Commission)**

i. In Rupees

ii. In freely convertible currency

**7. DEPB Claimed**

i. In Rupees (in words)

ii. In Rupees (in figures)

**8. Port of Registration (for the purpose of imports):**

**9. Details of export made:**

Sl No.	SB* / PPR* No.	SB*/ PPR** Date	Date of Let Export	Invoice No.	S.No. of Invoice	Product Group	DEPB Sr. No.	Item Description	FOB Value in free foreign exchange (inclusive of a max of 12.5% commission)	Exchange rate on the date of let export	FOB value (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12) = (10)x (11)

\* SB – Shipping Bill

\*\* PPR – Post Parcel Receipt

Computation of Capped Value					DEPB rate	DEPB entitlement (without cut)	Cut applicable (if any)	Actual DEPB Entitlement
Unit of Measurement in the unit of value cap	Export Qty in U/M	Value Cap	FOB per U / M	Capped Value	(in %)	(in Rs)	(in %)	(in Rs)
(13)	(14)	(15)	(16)= (12) / (14)	(17) = { minimum of (15) and (16)} or (16) as the case may be	(18)	(19) = (14) * (17) * (18) / 100	(20)	(21) = (19) * { 1 – [(20)/100]}

**Note:** In case there is no value cap on the product, the capped value would be equal to the FOB value per unit of measurement (U/M) as at Column (16) of the table above. Else it would be the minimum of Columns (15) and (16).



## **DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I / We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone(s)  
Residential Address  
Email Address

Place:  
Date:

## **GUIDELINES FOR APPLICANTS**

**[Please see paragraph 4.43 of HBP v1]**

1. Two copies of the application must be submitted unless otherwise mentioned. In case application is filed through digital signature, no hard copy of application is required.
2. Each individual page of the application has to be signed by the applicant.
3. RCMC details need not be given if the same has already given at the time obtaining IEC.
4. Application must be accompanied by documents as per details given below:
  - a. Bank Receipt (in duplicate) / Demand Draft/EFT details evidencing payment of application fee in terms of Appendix 21B.
  - b. Export Promotion (EP) copy of Shipping Bill(s). In case of exports to SEZ Units/Developer/ Co-developer of SEZ, Bill of Export may be accepted in lieu of Shipping Bill. In case of shipments through the specified EDI ports, no hard copy of Shipping bill is required.
  - c. In case of supply by DTA unit to a unit in SEZ, either a separate Certificate from the bank of the Receiving unit or specific endorsement in the BRC evidencing payment in Rupee made from the Foreign Currency Account of SEZ unit.
5. Bank Certificate of Exports and Realisation as given in Appendix 22A or Foreign Inward Remittance Certificate (FIRC) in case of direct negotiation of documents or Appendix 22D in case of offsetting of export proceeds with the approval of RBI shall be required to be submitted to the concerned RA (who had issued the DEPB) within the time period prescribed for the purpose in the HBP v1. In case of FIRC, a declaration from the exporter that the remittance is in respect of Shipping Bill(s)No. ----- dated ----- shall also be furnished. However, realisation of export proceeds shall not be insisted if the shipments are made against confirmed irrevocable letter of credit or the bill of exchange is unconditionally Avalised / Co- Accepted / Guaranteed by a bank and the same is confirmed by the exporters bank and certified by the bank in column 14 / 15 of Appendix 22A. For Status holders, irrevocable letter of credit would suffice. Further, realisation of export proceeds shall not be insisted, if the Reserve Bank of India (RBI) writes off the requirement of realisation of export proceeds on merits and the exporter also produces a certificate from the Foreign Mission of India about the fact of non recovery of export proceeds from the buyer. However this would not include self write off cases.

**Note:** In case the application is filed without BRC, the application shall be accompanied with BG / LUT in terms of Paragraph 2.20 of the HBP v1. This facility of filing application without BRC is available for applications filed w.e.f 1.4.2009. Detailed guidelines issued as per DGFT Policy circular No. 76 dated 30.03.09.

## ANF 4 H

### Application for Duty Free Import Authorisation (DFIA)

[Please see guidelines (given at the end) before filling the application]

<b>Application for:</b>	<b>(please tick)</b>
i. Pre-Export DFIA ( <b>Form I</b> )	( <input checked="" type="checkbox"/> )
ii. Post Export DFIA ( <b>Form I</b> )	
iii. Redemption / Transferability ( <b>Form II</b> )	

### FORM I

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. RCMC Details</b>
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. valid upto
v. Products for which registered

<b>4. Type of Exporter (please tick)</b>	<b>( <input checked="" type="checkbox"/> )</b>
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	

<b>5. Industrial Registration Details</b>
i. SSI / IEM / LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

<b>6. Excise Details ( For those registered with Central Excise Authority )</b>
i. Excise Registration Number
ii. Issuing Authority

<b>7. Status House Details:</b>
i. EH / SEH / TH / STH / PTH / Others
ii. Certificate Number
iii. Date of Issue
iv. Issuing Authority
v. Valid Upto

<b>8. Application Fee Details</b>
Amount (Rs)
Demand Draft / Bank Receipt / Electronic Fund Transfer No
Date of Issue
Name of the Bank on which drawn
Bank Branch on which drawn

<b>9. Total CIF value of Imports applied for</b>
i. In Rupees
ii. In currency of imports
iii. In US \$

<b>10. Total FOB/FOR value of Exports to be made, including commission</b>
i. In Rupees
ii. In currency of exports
iii. In US \$

<b>11. Value Addition (in %):</b>
-----------------------------------

<b>12. Port of Registration ( for the purpose of imports ):</b>
---

<b>13.</b>
<b>(i)</b>
(a) Application made for Export Product Group:
(b) Application made under which Serial No. of SION:
<b>(ii) Application made under Chapter 4A (Gems &amp; Jewellery Sector) - Yes / No</b>

14. Details of items to be exported/supplied under the Authorisation								
S No	Item Description	Item Technical Characteristics/Quality etc.	ITC(HS) Code	Quantity	Unit of Measurement	FOR /FOB Value (in Rs)	FOR/FOB value (in freely convertible currency)	
							Value	Currency Code

15. Details of items sought to be imported duty free under the Authorisation									
S No	Item Description	Item Technical Characteristics/Quality etc.	ITC(HS) Code	Quantity	Unit of Measurement	CIF Value (in Rs)	CIF value (in freely convertible currency)		Total exemption from Customs duty
							Value	Currency Code	

<b>16. Details of other materials to be used in the export product and sought to be imported/procured from sources other than the <u>Authorisation on which drawback benefits is to be availed (not to be filled if Drawback benefits are not being claimed)</u></b>
--

S No	Imported Item			Indigenously Procured Item		
	Name, Technical Characteristics/Quality etc	Quantity in metric units	CIF Value	Name, Technical Characteristics/Quality etc	Quantity in metric units	Value

**17. Details of Outstanding Export Obligation against DFIA, Advance Authorisation(s) including Advance Authorisation for Annual Requirements issued already**

S No	Authorisation No	Authorisation Date	CIF Value (Rs)	FOB Value (Rs)	%age of EO fulfilled		Expiry Date of EO period
					Qty wise	Value wise	

**18. Details of exports / deemed supplies made in the preceding 3 licensing years:**

Licensing Year	FOB Value of exports (in Rs Crore)	FOR Value of deemed supplies (in Rs Crore)	Total Export Performance (in Rs Crore)

**19. In case of exports made under Deemed Exports category (except for supplies to Advance Authorisation/DFIA/ EPCG Authorisation holders/EOU/EHTP/STP/BTP), please furnish:**

i. Name of the Project Authority
ii. Address of the Project Authority
iii. Supply Order No
iv. Delivery period of Supply
v. Credit under which project is financed
vi. Method by which order is procured (ICB etc.)

**20. In case of request for issuance of Invalidation letter/ ARO:**

I. Request is for issuance of:	(Please tick): ( <input checked="" type="checkbox"/> )
A. Invalidation letter	
B. Advance Release Order (ARO)	

If so, then please furnish the following details: (i and ii below need not be filled up in case the applicant desires the Invalidation Letter/ARO along with the issuance of DFIA)

i. Duty Free Import Authorisation No.
ii. Date of Issue of Duty Free Import Authorisation
iii. Name of the Indigenous producer / STE from where items are to be procured
iv. Address of the Indigenous producer / STE from where items are to be procured
v. Regional Authority of the Indigenous producer / STE
vi. Items to be supplied by the Indigenous producer / STE
a. Description of individual items
b. Quantity of individual items to be procured
c. Value of individual items to be procured

**21. Address of the factory / premises where the items to be imported are proposed to be used**

<b>22. Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises falls</b>
---

<b>23. In case the items to be imported are to be used by the supporting manufacturer, please furnish</b>
i. Name of the supporting manufacturer
ii. Address of the supporting manufacturer
iii. SSI / LOI / IL regn no. and date of Supporting Manufacturer
iv. Products endorsed on SSI / IL / IEM

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I / We hereby declare that we shall only import inputs which are required for the manufacture of the export product(s) and no part of it shall be sold/transferred/disposed off unless the DFIA is made transferable or utilised in a manner in contravention to the provisions of the Policy and Handbook.
7. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

## **GUIDELINES FOR APPLICANTS**

**[ Please see paragraphs 4.32 of HBP v1 ]**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. RCMC details need not be given if the same have already been updated in the IEC.
4. In case of Post Export DFIA application, details of Col. 21, 22 and 23 (iii) and (iv) are not required.
5. Application must be accompanied by documents as per details given below:

### **For Duty Free Import Authorisation**

1. Bank Receipt (in duplicate) /Demand Draft/EFT details evidencing payment of application fee in terms of Appendix 21B.
2. In cases where import of fuel has been sought for the grant of Duty Free Import Authorisation:
  - a. Self certified copy of the permission issued to the manufacturer exporter by the competent authority (concerned State Electricity Board or Power Corporation or Regulatory Commission of the State) under Section 44 of the Electricity (Supply) Act, 1948 for the installation of captive power plant based on the specified fuel unless the permission is specifically waived by the State Electricity Board; and
  - b. Self certified copy of the letter intimating the date of commissioning of the captive power plant from the concerned authority which issued the permission letter, is to be submitted.

**Note:** The import of only such fuel(s) shall be allowed which have/ has been specified in the said permission.

6. Additional documents required in case of supplies under deemed export / intermediate supplies under DFIA:

1. Invalidation letter in case of supplies to
  - i. an EPCG Authorisation holder;
  - ii. an Advance Authorisation holder;
  - iii. a Duty Free Import Authorisation

However, in case of switch over from physical exports / deemed exports to intermediate supplies, such invalidation letters can also be furnished at the time of redemption of DFIA.

2. Project Authority certificate in case of supplies other than (a) (i), (ii) & (iii) above and to EOU/ EHTP/ STP/BTP units;

7. FOB value of export for the purpose of V.A shall be arrived at after excluding the Agency Commission, if any. This provision shall be applicable for authorizations issued on or after 1.4.2008.

## FORM II

### Redemption of DFIA / Endorsement of Transferability on DFIA.

1. Request is for: (Please Tick )	
i. Redemption / EODC	
ii. Bond Waiver (No Bond Certificate)	
iii. Transferability	

i a. Authorisation File Number	
i b. Date of Issue	
i c. Authorisation Number	
I d. Date of Issue	
I b. Date of Issue	
ii. CIF Value	
a. In Indian Rupees	
b. In free foreign exchange	
iii. Export Obligation imposed	
a. In Indian Rupees	
b. In free foreign exchange	
Iv a Date of expiry of initial export obligation period	
iv b. Date of expiry of extended export obligation period	
v. Product exported	
Vi a. Serial Number of SION	

<b>2. Application Fee Details (in case of enhancement of CIF value etc.)</b>	
Amount (Rs)	
Demand Draft/Bank Receipt/Electronic Fund Transfer No	
Date of Issue	
Name of the Bank on which drawn	
Bank Branch on which drawn	

#### 3. Details of physical exports / deemed exports made

Sl. No.	S. Bill / Invoice Details		Port of Export	Let Export order date	FOB / FOR Value			Quantity of Export	Unit of Measurement (UOM)	BRC Details					
	No.	Date			In Rs	In FFE	In US \$			No.	Date	Bank & Branch	FOB Value		
													In Rs.	In FFE	In US \$

#### 4. Shipping Bill / Invoice Wise Export items details:

Sl. No.	Type of Export (EDI/Non-EDI)	ITC(HS) Code	S. Bill NO.	Invoice No.	Invoice Sl. No.	Export Product Group	SION No.	Export Product Sl. No.	Quantity Exported / Supplied				
									Direct Export	Third Party Export	Deemed Exports / Intermediate supplies	Total	U/M
1	2	3	4	5	6	7	8	9	10	11	12	13	14



Foreign Currency (FC)			FOB Value			FOR Value		BRC Details				
FFE Name	FFE Conv. Rate	Eqv. US \$ / Rs. Rate	In FFE	In Rs.	Eqv. US \$	In Rs.	Eqv. US \$	FFE Conv. Rate	Eqv. To US \$ Rate	In FFE	In Rs.	Eqv. US \$
15	16	17	18	19	20	21	22	23	24	25	26	27

**5. Details of imports made against the Authorisation ( In case of Pre-Export DFIA)**

Sl. No	Item of Import	Qty allowed in the Authorisation	CIF Value allowed in the Authorisation ( in FFE)	Bill of Entry Details		Quantity imported	CIF Value (in FFE)
				No	Date		

**6. Details of excess imports made proportionate to the export obligation fulfilled (Please fill if applicable):**

Sl. No	Item of Import	Bill of Entry Details		Quantity	Duty Details		
		No	Date		Customs Duty	Interest	Total

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the

scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).

6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

## **GUIDELINES FOR APPLICANTS**

[ Please see paragraphs 4.36 & 4.36A of HBP v1 ]

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. Application must be accompanied by documents as per details given below:

### **a. For physical exports:**

1. Bank Certificate of Exports and Realisation in the form given at Appendix 22A or Foreign Inward Remittance Certificate (FIRC) in the case of direct negotiation of documents or Appendix 22D in case of offsetting of export proceeds. However, realisation of export proceeds shall not be insisted if the shipments are made against confirmed irrevocable letter of credit or bill of exchange is unconditionally Avalised / Co- Accepted / Guaranteed by a bank and the same is confirmed by the exporters bank and certified by the bank in column 14/15 of Appendix 22A. For status holders, irrevocable letter of credit would suffice. Further, realisation of export proceeds shall not be insisted, if the Reserve Bank of India (RBI) writes off the requirement of realisation of export proceeds on merits and the exporter also produces a certificate from the Foreign Mission of India about the fact of non recovery of export proceeds from the buyer. However this would not include self write off cases.
2. EP copy of the shipping bill(s) containing details of shipment effected or bill of export in case of export to SEZ.
3. A statement of exports giving details of shipping bill wise exports indicating the shipping bill number, date, FOB value as per shipping bill and description of export product.
4. A statement of imports indicating bill of entry wise item of imports, quantity of imports and its CIF value.
5. Declaration in Appendix 23 format related to consumption of the inputs endorsed in the DFIA.
6. In case where CENVAT credit facility on inputs have been availed for the exported goods, the goods imported against Actual User DFIA shall be utilized only in the manufacture of dutiable goods whether within the same factory or outside (by a supporting manufacturer) even after completion of export obligation, for which the authorisation holder shall produce a certificate from the jurisdictional Central Excise Supdt.

### **For deemed exports:**

1. A copy of the invoice or a statement of invoices duly signed by the unit receiving the material and their jurisdictional excise authorities certifying the item of supply, its quantity, value and date of such supply. However in case of supply of items which are non excisable or supply of excisable items to a unit producing non excisable product(s), a Project Authority Certificate (PAC) certifying quantity, value and date of supply would be acceptable in lieu of excise certification. However, in respect of supplies to EOU/EHTP/ STP/ BTP, a copy of CT-3/ARE-3 duly signed by the jurisdictional excise authorities certifying the item of supply, its quantity, value and date of such supply can be furnished in lieu of the excise attested invoice (s) or statement of invoices as given above.
2. Payment certificate from the project authority in the form given in Appendix-22C. In the case of Advance Authorisation for Intermediate Supplies/ deemed exports, supplies to the EOUs/ EHTPs/STPs/ BTPs, documentary evidence from the bank substantiating the realisation of proceeds from the Authorisation holder or EOUs/EHTPs/ STPs/ BTPs, as the case may be, through the normal banking channel, shall be furnished in the form given at Appendix 22B. However realisation of proceeds shall not be insisted upon if the shipments are made against confirmed irrevocable inland letter of credit or inland bill of exchange is unconditionally Avalised/ Co- Accepted/ Guaranteed by a bank and the same is confirmed by the exporters bank and certified by the bank in column 5/6/7 of Appendix 22B. For status holders, irrevocable inland letter of credit would suffice.
3. A statement of supplies giving details of supply invoices and indicating the invoice number, date, FOR value as per invoices and description of product.
4. A statement of imports indicating bill of entry wise item of imports, quantity of imports and its CIF value.
5. Declaration in Appendix 23 format related to consumption of the inputs endorsed in the DFIA.
6. In case where CENVAT credit facility on inputs have been availed for the exported goods, the goods imported against Actual User DFIA shall be utilized only in the manufacture of dutiable goods whether within the same factory or outside (by a supporting manufacturer) even after completion of export obligation, for which the authorisation holder shall produce a certificate from the jurisdictional Central Excise Supdt.

## **ANF 4 I**

### **GEM REP Application**

[Please see guidelines (given at the end) before filling the application]

<b>1. IEC Number</b>
----------------------

<b>2. Applicant Details</b>
i. Name
ii. Address

<b>3. RCMC Details</b>
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. valid upto
Products for which registered

<b>4. Type of Exporter (please tick)</b>	(√)
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	

<b>5. Industrial Registration Details</b>
i. SSI / IEM / LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

<b>6. Excise Details (For those registered with Central Excise Authority)</b>
i. Excise Registration Number
ii. Issuing Authority

<b>7. Application Fee Details</b>
Amount (Rs)
Demand Draft / Bank Receipt / Electronic Fund Transfer No
Date of Issue
Name of the Bank on which drawn
Bank Branch on which drawn

<b>8. Export Proceeds Realisation Month:</b>
--

<b>9. FOB Value of Exports</b>
i. In free foreign exchange
ii. In Rupees

<b>10. Value of Authorisation Claimed</b>
i. In free foreign exchange
ii. In Rupees

<b>11. Details of exports made</b>						
Name of the Bank	Shipping Bill/ Postal Receipt		FOB Value ( in FFE / Rs )	FOB Value realised ( in FFE / Rs )	REP Authorisation Claimed ( Rs )	Country of Exports
	Number	Date				

**Note:** In case application for REP Authorisation is made under Para 4A.28 of this handbook, serial no 11 may be left blank.

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm/company which is in the caution list of RBI.
5. I / We hereby declare that I / we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

**CERTIFICATE OF CHARTERED ACCOUNTANT  
COST AND WORKS ACCOUNTANT**

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/s.....having IEC number..... and PAN number.....for the licensing period(s) .....and hereby certify that:

- (i) The following documents/ records have been furnished by the applicant firm/company and have been examined and verified by me/us namely: -
  - c. Statutory documentation under the Customs Act 1962 and Excise Act 1848, Service Tax Act, Foreign Trade (Development & Regulation) Act 1992;
  - d. Export Order/Contract, Shipping Bills, Bill of Lading (and/or Airways Bills/PP Receipts), Customs/Bank attested Invoices, Bank Certificates of exports made in their own name, GR declaration etc and connected books of accounts;
- (ii) The relevant accounting and financial register(s) as prescribed under different Acts and Rules made there under have been maintained and authenticated under my/our seal and signature.
- (iii) The information given by the applicant firm/company in the 'Aayaat Niryaat Form' including details on
  - a. imports/exports made,
  - b. foreign exchange earnings/ realization (both from direct and indirect sources)is in agreement with the Foreign Trade Policy 2009-14 and the rules and procedures made there under, the relevant register and records and the books of accounts maintained by M/s..... and their subsidiaries and is also true and correct.
- (iv) It has been ensured that the information furnished is true and correct in all respects; no part of it is false or misleading and no relevant information has been concealed or withheld;
- (v) Neither I, nor any of my/our partners is a partner, director, or an employee of the above-named entity, its Group companies or its associated concerns;
- (vi) I/We further certify that M/s..... has realised 95% or more of the export proceeds in respect of exports made by him in the preceding three licensing years [excluding the export made during last 360 days (for status holders) and six months for others, from the date of filing of application]
- (vii) I/We fully understand that any statement made in this certificate, if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

S.No	Shipping Bills Nos	Date of Let Export	Description of product	FOB value (in rupees)
------	--------------------	--------------------	------------------------	-----------------------

(Signature and Stamp/ Seal of the Signatory)

(Chartered Accountant/ Cost & Works Accountant)

Place: \_\_\_\_\_ Name of the Signatory:  
Date: \_\_\_\_\_ Address:  
Membership No: \_\_\_\_\_

If any of the documents of record mentioned in serial number (i) have not been maintained/ furnished, examined or verified, they may please be specified below:-

- 1.
- 2.

**Note:** Each page of this annexure is to be signed by the Chartered Accountant / Cost & Works Accountant with his registration number.

## **GUIDELINES FOR APPLICANTS**

**[ Please see paragraph 4 A.1 and 4A.28 of HBP v1 ]**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. RCMC details need not be given if the same has already given at the time obtaining IEC.
4. Application must be accompanied by documents as per details given below:
  - a. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix 21B.
  - b. Bank certificate of export and realisation in the format given in Appendix 22A evidencing realisation of exports proceeds/sales proceeds.
  - c. Export Promotion (EP) copy of Shipping Bill(s) in Original. (Photocopy of the EP copy of Shipping Bill duly endorsed may be returned for utilization/re-import purposes when the exports are made on consignment basis).
  - d. Customs attested invoice.
  - e. In case of application for Replenishment Authorisation under paragraph 4A.28 of this Handbook, an applicant will be required to submit documents as given at S.No.1 above and Statement of Exports made during the preceding licensing year duly certified by Chartered Accountant / Cost & Works Accountant in the format given in Annexure to ANF 4I.

## ANF 5A

### APPLICATION FORM FOR EPCG AUTHORISATION

[Please see guidelines given at the end before filing the application]

<b>1. Applicant Details</b>
i. Name
ii. IEC No
iii. Address

<b>2. Type of Exporter (please tick)</b>
i. Merchant Exporter
ii. Manufacturer Exporter
iii. Service Provider
iv. Others( please specify)
v. Merchant cum Manufacturer

<b>3. RCMC Details</b>
i. RCMC Number
ii. Date of Issue and valid upto
iii. Issuing Authority
iv. Products for which registered

<b>4. Industrial Registration Details</b>
i. SSI / IEM/LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

<b>5. Service Tax Registration Details ( In case of Service providers registered with Service Tax authorities)</b>
i. Service Tax Registration Number
ii. Issuing Authority
iii. Services for which registered

<b>6. Status House Details</b>
i. EH/SEH/TH/STH/PTH
ii. Certificate Number
iii. Date of Issue and valid upto
iv. Issuing Authority

<b>7. Excise Details (For those registered with Central Excise Authority )</b>
i. Excise Registration Nimber
ii. Date of Issue / Issuing Authority

<b>8. Application Fee Details</b>
Amount (Rs)
Electronic Fund Transfer No.



<b>9. Sector Classification of Capital Goods sought to be imported under the Scheme (Please tick)</b>
i. Industrial sector
ii. Agricultural sector
iii. Service sector

**10. Products to be exported/services to be rendered.**

**11. Whether imports to be made are under Technological Upgradation Scheme** **Yes / No**  
**If Yes, give following details:**

Sr No	EPCG Authorisation No	EPCG Authorisation Date	CIF Value / duty saved	E.O. fixed in freely convertible currency	Percentage of E.O. fulfilled	Expiry date of E.O. period

**12. Details of exports of same/similar product/services made in the preceding 3 licensing years (excluding exports against all pending EPCG Authorizations)**

Sl. No.	Financial Year	Total FOB Value of exports/ services rendered for the same/similar product /service(Rs in Crores)
1	2	3
1.		
2.		
3.		
Total		
Average export performance		

**13. Details of pending EPCG Authorizations already obtained.**

S.No	Authorisation No and Date	RA which issued Authorisation	CIF/ Duty Saved Value (Rs)	EO fixed on duty saved amount (in freely convertible currency)/INR	Specific EO fulfilled on duty saved amount (Rs)	Annual Average EO Fixed (Rs.)	Average EO due till last financial year (Rs)	Average EO fulfilled till last financial year (Rs)	Expiry Date of EO period

**14. Details of Freely Importable Capital Goods applied for import**

S No	Description of the items of import	ITC(HS) Code	Nature of Capital Goods sought to be imported +	Quantity	Primary Use of Capital Goods sought to be imported ++

**15. Details of Restricted Capital Goods applied for import**

S No	Description of the items of import	ITC(HS) Code	Nature of Capital Goods sought to be imported +	Primary Use of Capital Goods sought to be imported ++

Technical Specifications/ Model No. etc	Quantity	CIF Value in freely convertible currency

+ - whether Capital Goods / Spares / Tools /Jigs / Fixtures / Dies / Moulds /spare Refractories / Catalyst#

++ - whether used for Pre Production activity/ Production activity/ Post Production activity/ For rendering Services

**(From amongst col.14 and 15 above please fill up whichever is applicable. In case applicant desires to import both restricted and freely importable capital goods appropriate information should be given in both the cols.)**

**16. Details of Duty Saved**

Total effective Customs duty on items to be imported/deemed to be imported (in %) +	Duty to be levied under the Scheme (in %)	Duty Saved (in %)	CIF Value of imports/deemed imports (in Rs)	Duty saved (in Rs)
1	2	3 = 1 - 2	4	5 = 3 * 4 / 100

**Note:**

- i. + In case of indigenous sourcing of CG, duty saved is to be calculated on notional Customs duties saved on FOR value of capital goods as per para 5.7 A of FTP.
- ii. In case of EPCG Authorisation for Projects as per para 5.1B of Policy, the basic customs duty would be 7.5%. Wherever, CVD is paid in cash and not subsequently Cenvated, CVD would not be taken for computation of net duty saved.

**17. Details of Export Obligation and Average Export Obligation to be imposed:**

Total duty saved (Rs.) as per column no.5 at S.No.15.	Export Obligation (as a multiple of duty saved) to be imposed				Average Export Obligation to be imposed		Export obligation period to be imposed (in years)	
	6 times ++		8 times				8 years	12 years +++
	(Rs.)	(USD)	(Rs.)	(USD)	(Rs.)	(USD)	(indicate specifically)	

++ In case of SSI units and technological upgradation scheme.

+++ i. In case of agro units and units in cottage and tiny sector.

ii. In respect of EPCG licences with a duty saved of Rs.100 crore or more.

**18. Port of Registration (for the purpose of imports):**

<b>19. Address of the factory/premises of the applicant where the capital goods to be imported are proposed to be installed</b>

**20. In case the proposed CG sought to be imported are to be used by the supporting manufacturer, please furnish**

i. Name of the supporting manufacturer
ii. Address of the supporting manufacturer
iii. SSI/LO/IL regn. no. and date
iv. Products endorsed on SSI/IL/IEM
v. Excise Registration No. and issuing authority. ( if applicable) :-

**DECLARATION/UNDERTAKING**

1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from and if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I / We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is/are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I / We hereby certify that neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.

- 4A. I/We hereby certify that our applicant firm/company is NOT currently availing any benefits under Technology Upgradation Fund Scheme (TUFS), administered by Ministry of Textiles, Government of India. (Applicable to zero duty EPCG scheme only)
- 4B. I/We hereby certify that our applicant firm/company has NOT availed and shall not avail the benefit of Status Holder Incentive Scheme under Para 3.16 of FTP in the current year. (Applicable to zero duty EPCG scheme only)
5. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items, 2004-09 and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the Handbook of Procedures (Vol.1), irrespective of the scheme under which the item is exported / proposed to be exported.
6. I / We declare that no export proceeds are outstanding beyond the prescribed period as laid down by the RBI, or such extended period for which RBI permission has been obtained.
7. I / We hereby declare that the capital goods/spares sought for import in the application are actually required for use at pre production/production/post production stages for the export product(s) or for rendering services for fulfilment of export obligation.
8. I / We hereby declare that in respect of goods for which nexus is not established at a later date, I / We shall pay to the Government Customs duty saved together with 15% interest on such imported goods which are found having no relation with product exported or service rendered.
9. I / We hereby declare that in case of import of refurbished/reconditioned spares, the refurbished/reconditioned spares have a residual life which is not less than 80% of the life of the original spares.
10. I / We hereby declare that I / We do not come under the purview of Service Tax and therefore are not registered with the Service Tax Cell of the jurisdictional Central Excise Authorities. (in case of Service Providers who are not covered under service tax)
11. I / We hereby declare that I/We shall not exceed the SSI investment limit in plant and machinery after making imports under the EPCG Authorisation. (applicable in cases of imports made by SSI sector)
12. I / We hereby declare that the import of capital goods shall be used for building and operating shopping malls/super markets having a minimum covered area of 1000 sq meters. (Applicable in case of imports made by Retail sector).
13. I / We hereby declare that I/We have not made imports under the Technological Upgradation Scheme previously before any Licensing authority and the present imports of Capital Goods to be made under this Scheme (for which this application is made) are more than 10% of the my/our present investment in the plant and machinery. (applicable in case of imports under EPCG Technological Upgradation Scheme).
- 13A. I / we undertake to submit a self certified copy of 'Drug Manufacturing Licence' in case of export of Pharmaceutical Product(s) within a period of three years from the date of issue of EPCG Authorization failing which the Bank Guarantee / Legal undertaking executed / furnished at the time of clearance of Capital Goods with Customs authorities / Regional Authorities of DGFT, as the case may be, is liable to be forfeited / invoked and I / We would be liable to pay Customs Duty saved amount together with applicable interest thereon from the date of first import till the date of final payment.
14. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.  
(Note: Strike out the clause which is not applicable.)

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

## **GUIDELINES FOR APPLICANTS**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. In case CG sought to be imported is under restricted category, a copy of this application shall be sent to EFC at DGFT HQRS also. (In such cases no separate application fee shall be required to be submitted while sending the copy of the application to Hqrs. EFC). Upon clearance by EFC, EPCG Authorisation shall be issued by RA and will bear an endorsement that EFC has approved issue of EPCG Authorisation for restricted CG.
4. Application must be accompanied by documents as per details given below:
  - 1 Bank Receipt / Demand Draft / EFT details evidencing payment of application fee in terms of Appendix 21B.
  2. Self certified copy of IEM/SSI Registration Number in case of products or a self certified copy of Service Tax Registration in case of Service Providers.

(In case of Service Providers, who are not registered with Service Tax authorities and a declaration in this regard has been submitted as a part of the application (declaration no.10) , service tax registration is not required to be submitted. In such cases RCMC from EPC concerned will suffice).
5. Certificate from a Chartered Engineer in the format given in Appendix 32A certifying:
  - a the end use/nexus of machinery sought for import under EPCG Scheme in the pre production/production/post production activity of the exported goods/services (explaining the end use of machinery in detail); and/or
  - b the essentiality of spare parts sought for import and its required quantity for existing machinery manufacturing the goods to be exported/ machinery sought for import; and/or
  - c complete usage of equipments/goods sought for import under the EPCG Scheme for supply of service to overseas customers/ service consumers of any other country in India to earn free foreign exchange/supply of service in India relating to export paid in free foreign exchange.
6. Statement of exports made/services rendered by the applicant firm during the preceding three licensing years duly certified by a Chartered Accountant / Cost and Works Accountant in the format given in ANF 5A.
  - a. In case of import of spares for existing plant and machinery, a list of plant/machinery imported and already installed in the factory/premises of the applicant firm/supporting manufacturer for which the spares are required, duly certified by a Chartered Engineer or jurisdictional Central Excise authority
  - b. In case of EPCG applications made by EOU/SEZ units, a self certified copy of the 'No Objection Certificate' from the Development Commissioner concerned showing the details of the capital goods imported/indigenously procured by the applicant firm, its value at the time of import/sourcing and the depreciated value for the purpose of assessment of duty under the Scheme is to be submitted.
7. Copy of previous EPCG Authorisation (in case application is made under EPCG Technological Upgradation Scheme).
- 7A. In case of imports under zero duty EPCG scheme for textile sector, the applicants would be required to submit a certificate from the office of Textile Commissioner, Government of India to the effect that the firm/company is not currently availing any benefit under the Technology Upgradation Fund Scheme (TUFS), administered by Ministry of Textiles, Government of India.
8. In case of import of restricted capital goods under ITC(HS) a self certified copy of the recommendation letter by the Sponsoring authority.(To be enclosed in case the same has already been obtained)

## ANF 5B

### Statement of Export for Redemption of EPCG Authorisation

<b>1. Applicant Details</b>
i. Name
ii IEC Number
iii. Address

i. EPCG Authorisation Number
ii. Date of Issue
iii EPCG File No.

i. Original date
ii. Extended EOP date
iii. Actual EO Completion date:

<b>4. Installation certificate No. &amp; Date</b>
---

<b>5. Export Product Details:</b>
i. Same / similar product name
ii. Alternate Product name

<b>6. Export Obligation (EO) imposed</b>			
		In Indian Rupees	In US \$
i.	Average EO +		
ii.	Specific EO (on cif / Duty saved amount)		

+ In case of alternate product export of average EO of alternate product should be given.

<b>7. Details of physical exports/deemed exports made/services rendered for maintaining specific EO of Authorisation for which this redemption is sought</b>									
S No	Products Exported/ Supplied/Services rendered	Shipping Bill/ Voucher/Invoice/ CT 3 / ARE 3/ Lorry Receipt/ Railway Receipt Details +		FOB / FOR value(in FFE) ++					
	Same Product/Services ----- Alternative Product / Services	No	Date	Direct exports	Third Party exports	Deemed Exports	By Group Company	Other R&D Services/ Royalty	Total

+ not to be filled in by hotel industry

++ Only Exports/ Supplies made/ capable of being made/ services rendered out of capital goods imported under the Authorisation for discharge of export obligation imposed on the Authorisation and export proceeds realized to be included

8. We further declare that we have made exports as under for maintenance of Average (other than that mentioned in 7 above) Exports

FINANCIAL YEAR	TOTAL VALUE OF EXPORTS (OTHER THAN EXPORTS UNDER THE LICENCE) INR

**DECLARATION/UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from and if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items, 2004-09 and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the Handbook of Procedures (Vol.1), irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
- 2A. I/We hereby certify that our applicant firm/company has NOT availed any benefits under Technology Upgradation Fund Scheme (TUFS), administered by Ministry of Textiles, Government of India, for the capital goods imported under the subject zero duty EPCG authorization.
3. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant	Place
Name	Date
Designation	
Official Address	
Telephone	
Residential Address	
Email Address	

4. It is certified that all physical exports made as shown in item Nos. 7 & 8 above are in freely convertible currency and payment of the same has been realized\*.

Signature with Seal of the Chartered Accountant

\* In case of 'Service Provider' submission of self attested copies of Foreign Inward Remittance Certificate (FIRC) / Bank Certificate alongwith ANF5B shall be mandatory.

**Note: Realization of export proceeds shall not be insisted, if the Reserve Bank of India (RBI) writes off the requirement of realization of export proceeds on merits and the exporter also produces a certificate from the Foreign Mission of India about the fact of non recovery of export proceeds from the buyer. However this would not include self write off cases.**

## ANF5C

### (For EO Refixation under EPCG Scheme)

i. IEC Number
ii. Date of issue
iii. Issuing Authority

2. Applicant Details	
i. Name	
ii. Address	

File No.		Date			
3.	Block year of Export: Obligation fulfillment	1st year [ ]	2nd year [ ]	3rd year [ ]	4th year [ ]
		5th year [ ]	6th year [ ]	7th year [ ]	8th year [ ]
		9th year [ ]	10th year [ ]	11th year [ ]	12th year [ ]

4. Export mandated : As a percentage of total exports to be made Under the block Prescribed in row Above

5. Export actually : As a percentage of total exports to be made made

6. Details of EPCG Authorisation presented for refixation of export obligation:

S. No.	EPCG Authorisation No.	Date of Issue	Export Product(s)	Capital Goods applied for import	Export Obligation fixed as per imports made (in US \$)	Exports actually made (in US \$)	% of export unfulfilled
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = $100 \times (6) - (7) / (6)$

CIF Value of imports (in US \$)	Total Customs Duty Saved (10)					Refixed Export Obligation
(9)	Basic	Additional/ CVD	Others (SAD, etc if applicable)	Rate of Duty levied on import	Total Duty saved	(11)
	(A)	(B)	(C)	(D)	(A+B+C+D)	
						= $8 \times (10) \times (8) / 100$ for cases where refixation application is made within 2 years from the date of issue of EPCG Authorisation  = $2 \times (10) \times (8) / 100$ for cases where the remaining EO is less than 2 years on the date of application for refixation

### **DECLARATION/UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application for refixation of export obligation are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held therefrom and if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We further declare that the refixation of export obligation is being sought for the EPCG Authorisation where atleast 50% of the exports indicated in row 6 above have been realized.
3. That I/We shall be liable to penal action in accordance with the Policy/Procedure/Foreign Trade addition to forfeiture of Bank Guarantee or any other Bond/Guarantee given to the Customs/licensing authority, in the event of failure to fulfill the export obligation as stipulated, within the export obligation period prescribed or subsequently extended by the competent authority.
4. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

### **GUIDELINES FOR APPLICANTS**

1. Two copies of the application must be submitted unless otherwise mentioned.
  2. Each individual page of the application has to be signed by the applicant.
  3. Application must be accompanied by EPCG authorisation in original.
- Note: 1. Please see paragraph 5.4 (i) of the Policy and paragraph 5.19 of the Handbook (Vol.I)



## ANF 5D

### (For Clubbing of EPCG Authorisations)

<b>1. IEC Details</b>
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

<b>2. Applicant Details</b>
i. Name
ii. Address

#### 1. Details of EPCG Authorisations to be clubbed

S. No.	EPCG Authorisation No.	EPCG Authorisation date	Customs Notification no.	Export product/services to be rendered	Port of Registration
1	2	3	4	5	6

CIF value/ duty saved permitted (Rs)	CIF value/ duty saved utilized (Rs)	Customs duty saved (Rs)	EO endorsed on the Authorisation	EO wrt imports made (US \$)	Exports made/Services rendered (US \$)
7	8	9	10	11	12

<b>2. Details of single clubbed EPCG Authorisation</b>	
i. Total duty Saved or CIF value on the imports/deemed imports	
a. In Indian Rupees	
b. In free foreign exchange	
ii. Export Obligation imposed on the Authorisation	
a. In Indian Rupees	
b. In free foreign exchange	
iii. Average Export Obligation imposed (Rs)	
iv. Export Product/Service to be rendered	

#### DECLARATION / UNDERTAKING

1. I/ We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/ our knowledge and belief and nothing has been concealed or held there from if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We hereby certify that none of the Proprietor /Partner(s)/ Director(s)/ Karta/Trustee of the firm/company, as the case may be, is /are a Proprietor/Partner(s)/ Director(s)/Karta/Trustee in any other firm/Company which has come to the adverse notice of DGFT.
3. I/We hereby certify that neither the Registered Office/Head Office of the firm /Company nor any of its Branch Offices(s)/Unit(s)/Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.
4. I/We hereby declare that I/We have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import items,2004-09 and that the item(s) exported/proposed to be exported does not fall within this list and that I/We agree to abide by the provisions of the Policy for export of SCOMET items

contained in the Foreign Trade Policy, Schedule 2 of ITC(HS) and the Handbook of Procedures (Vol.1), irrespective of the scheme under which the item is exported /proposed to be exported ( the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).

5. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

#### **GUIDELINES FOR APPLICANTS**

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. Application must be accompanied by EPCG Authorisation(s) in original.

## ANF-8

### For claiming Duty Drawback on All Industry Rates/Fixation of Drawback Rates/ Refund of Terminal Excise Duty.

(Please state 'Not Applicable' wherever the information is not applicable to you )

1. IEC Number		
2. Applicant Details		
i. Name		
ii. Address		
iii. Account No. and name of Bank		
3. RCMC Details		
i. RCMC Number		
ii. Date of Issue		
iii. Issuing Authority		
iv. Valid upto		
v. Products for which registered		
4. Type of Exporter (please tick)		
(√)		
i. Merchant Exporter		
ii. Manufacturer Exporter		
iii. Service Provider		
iv. Others (please specify)		
v. Merchant cum Manufacturer		
5 Excise Details		
i. Excise Registration Number		
ii. Issuing Authority		
6 Excise Payment Details		
i. Excise Duty Paid in the last FY (Rs)		
ii. Excise Commissionerate		
7 Details of products supplied		
i. Description		
ii. Technical Characteristics		
iii. Net Weight of the product supplied per unit		
iv. Serial No of All Industry Rate in Drawback Schedule		
v. All Industry Drawback Rate in Drawback Schedule		
vi. Central Excise Tariff Chapter / Heading under which classified		
vii. Rate of Central excise Duty payable on product supplied		
viii. Current FOR prices of product supplied		
ix. Total Production value of the product supplied in the preceding three years		
8 Mode of Supplies (please tick)		
(√)		
i. Under Central Excise Bond		
ii. After payment of duty under claim of rebate of Central Excise Duty		
iii. Otherwise		
9	i.	Whether in respect of any of raw material/components the benefits under Rule 18 & 19 of Central Excise Rules, 2002 or any other Central Excise Rules is being availed of?  <div style="text-align: right;">Yes/No</div>
	ii.	If so the details thereof in respect of each input/raw material:
10	i.	Whether in respect of any of raw material/components CENVAT benefits under Rule 3 of CENVAT credit Rule, 2004 of Central Excise Rules is being availed of?  <div style="text-align: right;">Yes/No</div>
	ii.	If so the details thereof in respect of each input/raw material:
11.	i.	Whether any declaration has been filed in terms of Rule 57(g) (1) of Central Excise Rules for availing CENVAT benefits under Rule 3?  <div style="text-align: right;">Yes/No</div>
	ii.	If so, details of inputs for which such benefit claimed
12	i.	Whether any other benefit under any of the Customs and/or Central Excise Notification is being availed of in respect of the raw material, components and other inputs used in the product supplied?  <div style="text-align: right;">Yes/No</div>

	ii.	if so, the details thereof
13.	i.	Whether in respect of the imported material, benefits of Duty Exemption Scheme are being availed of?  Yes/No
	ii.	If so, the Licence details may be furnished:
	iii.	File Number of Advance Licence wherein Drawback claim declaration has been filed:
14.	i.	Whether in respect of the imported material, manufacture under Bond procedure in terms of Section 65 of Customs Act, 1962 is being followed?  Yes/No
	ii.	If so, the details thereof

**For Fixation of Duty Drawback rates**

15. Please tick whichever is applicable		(√)
i.	Under Rule 6 (1) (a) of Drawback Rules	
ii.	Under Rule 7 (1) of Drawback Rules	
16.	Drawback rate or amounts expected (enclose working sheet in support thereof):	
17.	In case the application is for fixing of Brand Rate under Rule 7(1) of Drawback Rules, is the rate indicated in Serial No 7 (v) less than four-fifth of the rate indicated in serial 16 above.	
18.	In case the application is for fixing of Brand Rate under Rule 6 of Drawback Rules, is the rate worked out as at serial 16 above more than 1% of FOR value, if so the percentage of Drawback rate expected to FOR value	
19.	Is the FOR value with regard to each item in the Supply Invoice less than the value of all imported materials used in the manufacturing of such goods?	
20.	If not, what is the percentage of value addition against each entry in the Supply Invoice.	
21.	Brief Process of Manufacture (enclose catalogue/literature etc. of the items of import)	

**For Refund of Terminal Excise Duty**

22.	i.	Central Excise Tariff Chapter/Heading in which classified	
	ii.	Rate of Central Excise Duty payable on the product supplied	
23.	Copies of invoices as per guidelines for Applicants.		
24.	S.No.	Number/date and value of invoice	Quantum of Drawback claim/TED refund

**DECLARATION / UNDERTAKING**

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I/We undertake to abide by the provisions of FT(D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT.
4. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
5. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items, and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I / We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
- 7 I/we further declare that I/we shall immediately refund the amount of drawback obtained by us in excess of any amount/rate which may be re-determined by Government as a result of post verification.
- 8 I/we further declare that the goods supplied are not excisable/Goods are excisable but CENVAT/rebate facility is not available to the recipient of goods
- 9 I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

**Annexure I**

**Format of Certificate to be issued by Public Sector Oil Companies certifying TED paid by EOUs on purchase of HSD/FO from their depots**

I \_\_\_\_\_(name of authorized signatory of PSU Oil Company) hereby declare that we (name of the Company) have supplies HSD/FO to M/s. \_\_\_\_\_(Name of EOU) from our depot at \_\_\_\_\_as per details given below.

Description	Invoice No.	Invoice Date	Quantity	Value	Total Duty paid (with break up of components)

Disclaimer Certificate:

We hereby certify that we are not claiming any deemed export benefits on the above supplies and we do not have any objection if \_\_\_\_\_(Name of EOU) claims deemed export benefits.

Authorized Signatory

(With full name and Designation)

**Annexure II**

**Format of Self Declaration regarding non availment of CENVAT credit**

It is also certified that no CENVAT credit/rebate under the Central excise Rules have been availed by us nor will be availed in future on supply of these items.

Authorized Signatory

(With full name and Designation)

## GUIDELINES FOR APPLICANTS

### For Duty Drawback on All Industry Rates/Fixation of Drawback Rates/Refund of Terminal Excise Duty

1. In case of Refund of Terminal Excise Duty/Duty Drawback
  - a. In case of EOU/STP/EHTP units, either ARE-3 or supply invoice duly certified by bond authorities.
  - b. Payment certificate issued by the Project Authority as per Appendix 22C. For supply to EOU units the certificate to be given regarding receipt of payment through normal banking channel in the form given in Appendix- 22B. However, in respect of supplies under paragraph 8.2 (d), (e), (f), (g) and (j), wherever eligible for refund of TED, if the applicant is not able to furnish payment certificate, he may alternatively furnish the copies of the excise invoices showing the receipt of the material by the Project Authority duly countersigned by the authorised person for this purpose as given in note (3) of Appendix-27, in lieu of payment certificate.
  - c. Photocopy of complete A.R.O./Back to Back LC/invalidation letter
  - d. Photocopy of the purchase order/L.O.I/contract (self certified).
  - e. Invoices or a statement of invoices attested by Central Excise authorities, as per the procedure prescribed by CBEC in their circular 15/2008-Cus. dated 26.9.2008. To facilitate attestation by Central Excise Authorities, intimation regarding receipt of goods should be given to the said authorities within 48 hours of receipt of goods. Corresponding ER-1/ER-3 or a monthly statement confirming duty payment, attested by excise authorities.
  - f. In respect of supplies under paragraph 8.2(d), (e), (f), (g), and (j), the applicant shall furnish a copy of the project authority certificate as given in Appendix-27.
  
2. Additional documents to be submitted wherever brand rate of duty drawback is being claimed:
  - a. DBK I duly certified by a Chartered Engineer in the format given in Appendix 35
  - b. DBK II, IIA, III & III-A, duly certified by a Chartered Accountant along with self certified non-availment of CENVAT credit
  - c. Photocopies of Bill of Entries along with relevant Import Invoices.
  - d. Invoices or a statement of invoices attested by Central Excise authorities, as per the procedure prescribed by CBEC in their circular 15/2008-Cus. dated 26.9.2008. To facilitate attestation by Central Excise Authorities, intimation regarding receipt of goods should be given to the said authorities within 48 hours of receipt of goods. Corresponding ER-1/ER-3 or a monthly statement confirming duty payment, attested by excise authorities, in support of details shown in DBK-III and DBK-III(A) in the format given in Appendix-35.

Note: In case of public sector undertaking, the DBK statements may be signed/ certified by the Head of Production and Head of Finance department.

## ANF -8A

### Application for payment of interest on delayed refund of Duty Drawback (DBK)/Terminal Excise Duty (TED) on deemed exports/Central Sales Tax (CST) on supplies to Export Oriented Units (EOU).

<b>1. IEC Details:</b> (i) IEC Number:- (ii) Date of Issue:- (iii) Issuing Authority:-
<b>2. Applicants' details:-</b> (i) Name:- (ii) Address (Registered Office in case of companies and Head Office in case of others):- (iii) Telephone:-
<b>3. Application Submission Details:-</b> (i) Name of the concerned Regional Authority (RA)/Development Commissioner (DC):- (ii) Date on which application for claim was filed:- (iii) Amount of TED/DBK/CST claim sanctioned:- (iv) Number and date of the cheque issued:-
<b>4. Details of main claim</b>
i) Whether Duty Drawback: Yes/No
ii) Whether Terminal Excise duty: Yes/No
iii) Whether Central Sales Tax: Yes/No
iv) File No. of the Regional Authority/DC where main claim was filed and settled
v) Amount claimed as DBK/TED/CST
vi) Amount settled by Regional Authority/DC with cheque No. and date
vii) Date of approval of the claim as communicated to the applicant through standard letter by the Regional Authority/DC (attach a photo copy of the Approval Letter for ripe claims issued by Regional Authority/DC).
viii) Amount of interest claimed @ 6% p.a simple interest which should be calculated from the date of one month after the date of approval till the date of issuance of cheque in settlement of the claim (attach calculation sheet).

- Note:
- (i) No interest is payable upto one month of its final approval by RA/DC.
  - (ii) If claim is not settled within one month of final approval of the claim due to any reasons, the RA/DC will calculate interest on approved claim upto the date of payment of the claim (date of cheque).

- Enclosures:
- (i) Photocopy of approval letter for ripe claims.
  - (ii) Photocopy of forwarding letter of cheque alongwith photocopy of the cheque.
  - (iii) Calculation sheet for interest claimed.



## **DECLARATION / UNDERTAKING**

1. I / We hereby declare that the particulars and the statement made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from. If found incorrect or false, it will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
2. I / We undertake to abide by the provisions of FT (D&R) Act, the Rules and Orders framed there under, the FTP, HBP v1, HBP v2 and the ITC(HS) Classification of Export & Import Items.
3. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which has come to the adverse notice of DGFT.
4. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm / company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
5. I / We further declare and undertake that I / We shall immediately refund the amount of interest obtained by us if it is found to be in excess of our entitlement upon post-issue scrutiny by Government/Audit/concerned authority.
6. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
7. I hereby certify that I am authorized to verify and sign this declaration as per paragraph 9.9 of Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Office Address  
Telephone  
Residential Address  
Email Address

## **GUIDELINES FOR APPLICANTS**

### **For payment of interest on delayed refund of duty drawback/terminal excise duty on deemed exports/CST on supplies to EOU.**

1. Application has to be filed for claiming interest if Terminal Excise Duty (TED)/Duty Drawback/Central Sales Tax (CST) due to a claimant is not paid within a period of one month from the date of final approval of claim by the Regional Authority (RA)/Development Commissioner (DC), Special Economic Zone (SEZ)
2. Application in duplicate to be filed within 90 days of the date of cheque issued towards settlement of the claim.
3. Application has to be filed in ANF 8A.
4. Application has to be filed with the same RA/DC, which has sanctioned and released the TED/Drawback/CST.
5. Each individual page of the application has to be signed by the applicant.
6. Application must be accompanied by documents as per details given below:
  - i) Photocopy of approval letter for ripe claims.
  - ii) Photocopy of forwarding letter of cheque alongwith photocopy of the cheque.
  - iii) Calculation sheet for interest claimed.
  - iv) Any additional document relevant for claiming interest on delayed payment.





