



**(APPENDICES AND AAYAT NIRYAT FORMS)**

**OF**

**FTP 2015-2020**

**1<sup>ST</sup> April, 2015 – 31<sup>ST</sup> March, 2020**

**Government of India**

**Ministry of Commerce and Industry**

**Department of Commerce**

**DIRECTORATE GENERAL OF FOREIGN TRADE**

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**APPENDIX -1A**

**DGFT, ITS REGIONAL AUTHORITIES AND THEIR JURISDICTION**

<b>S.N.</b>	<b>Name and Address</b>	<b>Telephone No./Fax No./ Email</b>	<b>Territorial Jurisdiction</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1	Director General of Foreign Trade (Headquarter) H-wing, Gate No.2 Udyog Bhawan, Maulana Azad Road, New Delhi- 110011	Tel :011-23062777 Fax: 011-23061613 E-mail: <a href="mailto:dgft@nic.in">dgft@nic.in</a>	Throughout India

**NORTHERN ZONE**

2	The Additional Director General of Foreign Trade, Central Licensing Area (CLA) 'A' Wing I.P. Bhawan, I.P. Estate New Delhi-110002	Tel. 011-23379115 Fax 011-23379114 E-mail: <a href="mailto:cladelhi-dgft@nic.in">cladelhi-dgft@nic.in</a>	Delhi  Districts of Haryana (i)Faridabad (ii)Gurgaon  Districts of Uttar Pradesh (i)Meerut (ii)Baghpat (iii)Ghaziabad (iv)Gautam Buddha Nagar (v) Bulandshahar (iv) Panchasheel Nagar
3	The Joint Director General of Foreign Trade 117/L-444, Kakadeo, Kanpur-208025 (UP)	Tel. 0512-2500352 Fax: 0512-2501344 E-mail: <a href="mailto:kanpur-dgft@nic.in">kanpur-dgft@nic.in</a>	Uttar Pradesh excluding those areas which are under the jurisdiction of Additional Director General of Foreign Trade, CLA, New Delhi, Varanasi, Moradabad and Panipat.
4	The Joint Director General of Foreign Trade 110-111, 1 <sup>st</sup> Floor Parsvanath Plaza, Majhola, Delhi road, Moradabad-244103 (UP)	Tel. 0591-2488221 Fax:0591-2487447 E-mail: <a href="mailto:moradabad-dgft@nic.in">moradabad-dgft@nic.in</a>	Districts of Uttar Pradesh (i)Bijnaur (ii)Moradabad (iii)Rampur (iv)Jyotiba Phuley Nagar (v)Barielly (vi)Shahjahanpur (vii)Badaun (viii)Pilibhit and (ix) Bheem Nagar
5	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:varanasi-dgft@nic.in">varanasi-dgft@nic.in</a>	Districts of Uttar Pradesh (i) Varanasi (ii)Sant Ravidas Nagar (iii)Mirzapur (iv)Ghazipur (v)Azamgarh (vi) Ballia

			(vii)Deoria (viii) Kushi Nagar (ix)Gorakhpur, (x) Maharajganj (xi)Basti, (xii)Sant Kabir Nagar (xiii) Jaunpur (xiv)Sonebhadra (xv)Mau and (xvi)Sidharthanagar
6	The Joint Director General of Foreign Trade L-482, Model Town Panipat (Haryana)	Tel. 0180-2650984/2651427 Fax: 0180-2650984 E-mail: <a href="mailto:panipat-dgft@nic.in">panipat-dgft@nic.in</a>	Haryana excluding Districts of (i)Faridabad (ii)Gurgaon and (iii)Panchkula  Districts of Uttar Pradesh (i)Saharanpur (ii)Muzaffarnagar (iii)Prabubudh Nagar
7	The Joint Director General of Foreign Trade 3 <sup>rd</sup> Floor, Udyog Bhawan Tilak Marg, Jaipur-302005 Rajasthan	Tel: 0141-2227539 Fax: 0141-2227604 E-mail: <a href="mailto:jaipur-dgft@nic.in">jaipur-dgft@nic.in</a>	Rajasthan
8	The Joint Director General of Foreign Trade 133-136,Green Field Near Shakti Nagar Chowk Ludhiana-141002 Punjab	Tel. 0161-2430474, Fax: 0161-2421280 E-mail: <a href="mailto:ludhiana-dgft@nic.in">ludhiana-dgft@nic.in</a>	Punjab excluding the following districts: (i) Amritsar (ii)Gurdaspur (iii)Hoshiarpur (iv)Taran Taran (v)Roop nagar (Ropar) and (vi)Sahibzada Ajit Singh Nagar.
9	The Joint Director General of Foreign Trade The Mall, C R Building Amritsar-143001 (Punjab)	Tel. 0183-2506403/2507403 Fax: 0183-2507403 E-mail: <a href="mailto:amritsar-dgft@nic.in">amritsar-dgft@nic.in</a>	District of Punjab (i)Amritsar (ii)Gurdaspur (iii)Hoshiarpur and (iv)Taran Taran.
10	The Joint Director General of Foreign Trade SCO-288, Sector -35 D Chandigarh-160023	Tel. 0172-2648661 Fax: 0172-2602314 E-mail: <a href="mailto:chandigarh-dgft@nic.in">chandigarh-dgft@nic.in</a>	Himachal Pradesh and Union Territory of Chandigarh as well as following districts of Punjab (i) Roop Nagar (Ropar) (ii) Sahibzada Ajit Singh Nagar and Panchkula (district of Haryana)
11.	The Joint Director General of Foreign Trade 149-A, Gandhi Nagar, Jammu (TAWI)	Tel. 0191-2435834/ 2438048 Fax:0191-2435834 E-mail: <a href="mailto:jammu-dgft@nic.in">jammu-dgft@nic.in</a>	Districts of Jammu & Kashmir (i)Jammu

	J&K- 180004		(ii)Kathua (iii) Poonch (iv) Rajouri (v)Udhampur (vi) Samba (vii) Reasi (viii) Ramban (ix) Doda (x) Kishtwar
12	The Joint Director General of Foreign Trade D-Block, Exhibition Ground Srinagar- 190001 (J&K)	Tel. 0194-2478617/ 0194-2478618 Fax:0194-2478617 E-mail: <a href="mailto:srinagar-dgft@nic.in">srinagar-dgft@nic.in</a>	Districts of Jammu & Kashmir (i)Srinagar (ii)Kupwara (iii) Pulwama (iv) Ganderbal (v) Shopian (vi)Bandipora (vii) Baramulla (viii) Anantnag (ix) Budgam (x) Leh (xi) Kargil
13	The Deputy Director General of Foreign Trade Directorate of Industries office Building Industrial Area, Patel Nagar Dehradun-248001 (Uttarakhand)	Tel. 0135-2520668 Fax:0135-2521419 E-mail: <a href="mailto:dehradun-dgft@nic.in">dehradun-dgft@nic.in</a>	State of Uttarakhand

### WESTERN ZONE

14	The Additional Director General of Foreign Trade Nishtha Bhawan (New C.G.O. Bldg.) 48, Vithaldas Thackersey Marg, Churchgate Mumbai- 400020 (Maharashtra)	Tel. No. 022-22017716/ 22038094/ 22033097/ 22031074 FAX No.022-22063438 E-mail: <a href="mailto:mumbai-dgft@nic.in">mumbai-dgft@nic.in</a>	(i) Maharashtra excluding the area which are under the Jurisdiction of Joint Director General of Foreign Trade, Pune and Joint Director General of Foreign Trade, Nagpur (ii) Daman (iii) Dadra and Nagar Haveli.
15	The Joint Director General of Foreign Trade 'C' Block,PMT Commercial Complex Shankarseth Road, Swargate Pune- 411 037 (Maharashtra)	Tel. No. 020-24449598/ 24442783 Fax No. 020-24441577 e-mail : <a href="mailto:pune-dgft@nic.in">pune-dgft@nic.in</a>	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) Sindhudurg and (xv) Nashik
16	The Joint Director General of Foreign Trade 1st Floor, N.S.Building, Opposite VCA Ground Civil Lines, Nagpur- 440001 (Maharashtra)	Tel: 0712- 2541256 Fax: 0712- 2541451 Email- <a href="mailto:nagpur-dgft@nic.in">nagpur-dgft@nic.in</a>	Districts of Maharashtra (i)Akola (ii)Amravati (iii)Buldhana (iv)Bhandara (v)Chandrapur (vi)Gadchiroli (vii)Gondiya (viii)Hingoli (ix)Nagpur (x)Wardha (xi)Washim and (xii) Yavatmal. Districts of Madhya Pradesh- (i)Balaghat (ii)Betul (iii)Chhindwara and (iv) Seoni
17	The Joint Director General of Foreign Trade 11/A, Govt. M.S. Building Lal Darwaja Ahmedabad- 380001 (Gujarat)	Tel. No. 079-25506297 Fax No. 079-25506791 Email: <a href="mailto:ahmedabad-dgft@nic.in">ahmedabad-dgft@nic.in</a>	Gujarat excluding the areas which are under the jurisdiction of Jt. DGFT Rajkot, Vadodara, Surat and Development Commissioner KFTZ.
18	The Joint Director General of Foreign Trade Amruta Estate, 4 <sup>th</sup> floor, M.G. Road Rajkot- 360 001 (Gujarat)	Tel. No. 0281-2458417 2458416 Fax No. 0281-2458414 e-mail : <a href="mailto:rajkot-dgft@nic.in">rajkot-dgft@nic.in</a>	(i)Saurashtra, the District of Gujarat (excluding Kutch) (ii) Diu in the Union Territory of Daman and Diu.
19	The Joint Director General of Foreign Trade 1 <sup>st</sup> Floor, Sardar Patel Bhawan Jilla Panchayat Building, Near Polo Club Vadodara- 390 001 (Gujarat)	Tel. No. 0265-2429368/ 2428789 Fax No. 0265-2428789 e-mail: <a href="mailto:vadodara-dgft@nic.in">vadodara-dgft@nic.in</a>	Districts of Gujarat (i) Vadodara (ii) Anand (iii) Kheda (iv) Panchmahal (v) Dahod (vi) Bharuch and (vii) Narmada
20	The Joint Director General of Foreign Trade 6 <sup>th</sup> Floor, Resham Bhawan Lal Darwaja Surat- 395003 (Gujarat)	Tel. No. 0261-242 3381/ 2452216 Fax No. 0261-2452216 e-mail: <a href="mailto:surat-dgft@nic.in">surat-dgft@nic.in</a>	Districts of Gujarat (i)Surat (ii) Valsad and (iii) Dangs
21	The Joint Director General of Foreign Trade 3 <sup>rd</sup> Floor, Nirman Sadan, 52-A, Arera Hills (Behind Govt. Press) Bhopal- 462 011 (MP)	Tel. No. 0755-2553323 Fax No. 0755-2553303 e-mail: <a href="mailto:bhopal-dgft@nic.in">bhopal-dgft@nic.in</a>	Madhya Pradesh excluding the areas which are under the jurisdiction of Joint Director General of Foreign Trade, Nagpur
22	Extension Counter of The Joint Director	Tel: 0731-2498382	- As above -

	General of Foreign Trade, Bhopal: Ground Floor, A-Wing, CGO Building, Residency Area Indore- 452001 (MP)		
23	The Deputy Director General of Foreign Trade CSIDC Bhawan, Ground Floor, Sector-4 Pandit Deen Dayal Upadhyaya Nagar Raipur-492010 (C.G.)	Tel. No. 0771-2263450 Fax No. 0771-2262450 e-mail : <a href="mailto:raipur-dgft@nic.in">raipur-dgft@nic.in</a>	State of Chhatisgarh
24	The Deputy Director General of Foreign Trade Ashirwad Building, 18 <sup>th</sup> June Road, Santa Inez Panjim- 403001 (Goa)	Tel. No. 0832-2226355 Fax No. 0832-2224968 e-mail: <a href="mailto:goa-dgft@nic.in">goa-dgft@nic.in</a>	Goa

### **EASTEREN ZONE**

25	The Additional Director General of Foreign Trade 4, Esplanade East, Kolkata-700069 (WB)	Tel: 033-22481228 Telefax:033-22485891 E-mail:kolkata-dgft@nic.in	West Bengal, Sikkim, Tripura and Union territory of Andaman and Nicobar.
26	The Joint Director General of Foreign Trade OSIC Building, 5 <sup>th</sup> Floor Khapuria Industrial Estate, link Road Cuttack-753010 (Odisha)	Tel: 0671-2342596 Fax: 0671-2343034 E-mail: <a href="mailto:cuttack-dgft@nic.in">cuttack-dgft@nic.in</a>	Odisha
27	The Joint Director General of Foreign Trade R.B.Baruah Road Guwahati-781024 (Assam)	Tel: 0361-2202583 Fax:0361-2202583 E-mail: <a href="mailto:guwahati-dgft@nic.in">guwahati-dgft@nic.in</a>	Assam, Arunachal Pradesh, Nagaland and Manipur
28	The Joint Director of Foreign Trade Biscomaun Bhawan, Ground Floor Patna-800001 (Bihar)	<a href="tel:0612-2212052">Tel: 0612-2212052</a> Fax:0612-2212052 E-mail: <a href="mailto:patna-dgft@nic.in">patna-dgft@nic.in</a>	Bihar and Jharkhand
29	The Deputy Director General of Foreign Trade, Morello Building Shillong-793001 (Meghalaya)	<a href="tel:0364-2223360">Tel:0364-2223360</a> Fax:0364-2223360 E-mail: <a href="mailto:shillong-dgft@nic.in">shillong-dgft@nic.in</a>	Meghalaya and Mizoram

### **SOUTHERN ZONE**

30	The Additional Director General of Foreign Trade 4 <sup>th</sup> floor, Shastri Bhavan Annexe 26, Haddows Road, Nungambakkam Chennai-600006 (TN)	EPBAX No. 044-28283404/ 28283408 Fax No.044-28283403 e-mail : <a href="mailto:chennai-dgft@nic.in">chennai-dgft@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 Puducherry
31	The Joint Director General of Foreign Trade 117, First Main Road, K.K. Nagar Madurai-625 020 (TN)	Tele No.0452-2582700 Fax No. 0452-2586485 e-mail : <a href="mailto:madurai-dgft@nic.in">madurai-dgft@nic.in</a>	Districts of Tamil Nadu (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 1544, India life building (Annex.1 <sup>st</sup> Floor) Trichy Road, Coimbatore-641018 (TN)	Tel. No.0422-2300947/2300846 Fax No.0422-2303557 e-mail: <a href="mailto:coimbatore-dgft@nic.in">coimbatore-dgft@nic.in</a>	Districts of Tamil Nadu (i)Coimbatore (ii)Nilgiris (iii)Erode (iv) Tirupur (iv) Salem (v) Karur (vi) Namakkal
33	The Joint Director General of Foreign Trade 19-C, Second Cross Street Jawahar Nagar, Boomiyampet Puducherry- 605 005	Tel. No.0413-2203238 Fax No. 0413-2206994 e-mail: <a href="mailto:pondicherry-dgft@nic.in">pondicherry-dgft@nic.in</a>	Union Territory of Puducherry, Karaikal, Yanam and Districts of Villupuram and Cuddalore of Tamil Nadu
34	The joint Director General of Foreign Trade C& E Wing, 6 <sup>th</sup> Floor, Kendriya Sadan 17 <sup>th</sup> Main, 2 <sup>nd</sup> Block Koramangala, Bangalore – 560 034 (Karnataka)	Tel.No- 080-25537213/ 25537215 Fax No.080-25537214 e-mail: <a href="mailto:bangalore-dgft@nic.in">bangalore-dgft@nic.in</a>	Karnataka
35	The Joint Director General of Foreign Trade 5 <sup>th</sup> Floor, A-Block, Kendriya Bhawan Kakkanad, Cochin- 682 037 (Kerala)	Tel. No.0484-2426378/2427397 Fax No.0484-2427069 e-mail : <a href="mailto:cochin-dgft@nic.in">cochin-dgft@nic.in</a>	(i) Kerala except the districts of Thiruvananthapuram, Quilon and Pathanamthitta (ii) Lakshadweep
36	The Joint Director General of Foreign Trade Gokulam Building (Ground floor), TC-2/1400 Pattom, Thiruvananthapuram-695004 Kerala	Tel. No.0471-2441867 Fax No. 0471-2441867 e-mail: <a href="mailto:trivandrum-dgft@nic.in">trivandrum-dgft@nic.in</a>	Districts of Kerala (i)Thiruvananthapuram (ii) Quilon, (iii)Pathanamthitta
37	The Joint Director General of Foreign Trade 302, III floor, CGO Tower, Kavadi guda, Secunderabad – 500080 Dist- Hyderabad, Telangana	Tel: 040-27536930/ 27536936 Fax:040-27536932 e-mail: <a href="mailto:hyderabad-dgft@nic.in">hyderabad-dgft@nic.in</a>	Andhra Pradesh and Telangana excluding the areas in the Jurisdiction of Jt. DGFT Visakhapatnam
38	The Joint Director General of Foreign Trade Sripriya complex, No. 43-9-226, Railway New Colony, Visakhapatnam- 530 016 (AP)	Tel. No.0891-2451420 Fax No. 0891-2747146 E-mail: <a href="mailto:visakhapatnam-dgft@nic.in">visakhapatnam-dgft@nic.in</a>	Districts of Andhra Pradesh (i) Srikakulam (ii) Vizianagaram (iii) Visakhapatnam (iv) East Godavari (v) West Godavari

### **SPECIAL ECONOMIC ZONE**

39	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, SEEPZ-Special Economic Zone Andheri (East), Mumbai-400096 (Maharashtra)	Tele No. 022-28290143, 28291388, 28290046, 28292147, 28292144 Fax No.022-28291385, 28291744 e-mail : <a href="mailto:dc@seepz.com">dc@seepz.com</a> Website: <a href="http://www.seepz.com">www.seepz.com</a>	Units situated in Santacruz SEZ and approved EOU/SEZs located in Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli
40	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, Kandla Special Economic Zone Gandhidham, Kutch-370230 (Gujarat)	Tele No. 02836-252273, 252475, 253300, 252281 Fax No.02836-252250 e-mail : <a href="mailto:dc@kasez.com">dc@kasez.com</a> <a href="mailto:kasez@kasez.com">kasez@kasez.com</a> Website: <a href="http://www.kasez.com">www.kasez.com</a>	(i) Kutch district of Gularat (ii) Units situated in Kandla and Surat SEZs (iii) Approved EOU/SEZs located in Gujarat
41	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, MEPZ Special Economic Zone, National Highway 45, Tambaram, Chennai-600045 (TN)	Tele No. 044-22628220, 22628305, Fax No.044-22628218 e-mail : <a href="mailto:dc@mepz.gov.in">dc@mepz.gov.in</a> <a href="mailto:info@mepz.gov.in">info@mepz.gov.in</a> Website: <a href="http://www.mepz.com">www.mepz.com</a>	Units situated in Madras SEZ and approved EOU/SEZs located in Tamil Nadu, Andaman & Nicobar, Union Territory of Pudducherry, excluding Mahe & Yanam
42	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, Cochin Special Economic Zone (CSEZ) Kakkanad, Cochin-682030 (Kerala)	Tele No. 0484-2413111, 2413234 Fax No.0484-2413074 e-mail : <a href="mailto:dc@csez.gov.in">dc@csez.gov.in</a> Website: <a href="http://www.csez.com">www.csez.com</a>	Units situated in Cochin SEZ and approved EOU/SEZs located in Kerala, Karnataka, Union Territory of Lakshadweep & Mahe
43	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, Visakhapatnam Special Economic Zone Duvvada, Visakhapatnam-530046 (AP)	Tele No. 0891-2587382 Fax No.0891-2587352 e-mail : <a href="mailto:vepzyhd@rediffmail.com">vepzyhd@rediffmail.com</a> Website: <a href="http://www.vepz.com">www.vepz.com</a>	Units situated in Visakhapatnam SEZ and approved EOU/SEZs located in Andhra Pradesh, Telangana, Chattisgarh & Yanam
44	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, NSEZ, Noida Dadri Road, Phase II, Noida, District-Gautam Budh Nagar-201305 (UP)	Tele No. 0120-2567270-73 Fax No.0120-2562314 e-mail : <a href="mailto:dcnepz@nda.vsnl.net.in">dcnepz@nda.vsnl.net.in</a> Website: <a href="http://www.nepz.org">www.nepz.org</a>	Units situated in Noida Special Economic Zone and EOU /SEZs situated in Delhi, Uttar Pradesh, Uttarakhand, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Rajasthan & Chandigarh
45	Development Commissioner/Joint Development Commissioner/Deputy Development Commissioner/Assistant Development Commissioner, Falta SEZ, 2 <sup>nd</sup> MSO Building, 4 <sup>th</sup> Floor, Nizam Palace, Kolkata-700020	Tele No. 033-22872263, 22874092 Fax No.033-22877923 e-mail : <a href="mailto:fepz@wb.nic.in">fepz@wb.nic.in</a> Website: <a href="http://www.fepz.com">www.fepz.com</a>	Units situated in Falta SEZ and EOU/SEZs situated in West Bengal, Orissa, Bihar, Jharkhand, Assam, Tripura, Manipur, Meghalaya, Nagaland, Mizoram, Sikkim & Arunachal Pradesh

#### **APPENDIX- 1B**

**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
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
22	Barmer	Rajasthan	Handicrafts
23	Bhiwandi	Maharashtra	Textiles
24	Agra	Uttar Pradesh	Leather Products
25	Firozabad	Uttar Pradesh	Glass Artwares

26	Bhubaneshwar	Orissa	Marine Products
27	Agartala	Tripura	Bamboo Cane & Other Handicrafts
28	Ahmedabad	Gujarat	Textiles
29	Kolhapur	Maharashtra	Textiles
30	Saharanpur	Uttar Pradesh	Handicrafts
31	Morbi	Gujarat	Ceramic Tiles & Sanitaryware
32	Gurgaon	Haryana	Apparel
33	Thoothukudi (Tuticorin)	Tamilnadu	Marine
34	Visakhapatnam	Andhra Pradesh	Seafood
35	Bhimavaram	Andhra Pradesh	Seafood

## APPENDIX – 1C

### 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 :

1. Streamlining of documentation and processes;
2. Setting up of a system of multi-functional nodal agencies to operate single window system for expeditious clearing of exports;
3. Setting up of a single-point payment system for all levies and charges; d) Introduction of EDI (Electronic Data Interchange) / Web enablement; and
4. 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.

### **4. 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 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:
  - 1. Fails to furnish any document, return or report to APEDA, fails to furnish the same;
  - 2. Fails to file any return or furnish any information, books or other documents within the time specified therefor, in the guidelines;
  - 3. Fails to maintain books of account or records;

4. Does not function with due diligence or does not carry out the function of the Nodal Agency in a manner as intended; or
5. 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;

(iv) 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;

(v) Penalties under sub paras (ii) to (iv) above shall be prescribed by APEDA after prior approval of the Government.

(vi) 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 26th 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 1C
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 / Airway Bill	Ministry of Shipping ; Ministry of Civil Aviation	The Merchant Shipping Act, 1958. The Merchant Shipping (Crew Accommodation) Amendment Rules 1984 / The Aircraft Act, 1934, Aircraft Rules, 1937	XIV	412
6	Fumigation Certificate	MoA****	Destructive Insects and Pests Act, 1914	2	4A & 4D
7	Phytosanitary Certificate	MoA (Dte of Plant Quarantine & Insp.)	The Plant Quarantine Act & Notification 8-97/91-PP.I, dated 26th 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)

**SCHEDULE C**

**FORMAT OF SINGLE EXPORT DOCUMENT (SED)**

SINGLE EXPORT DOCUMENT										Date	
					1 IEC No.				4 Farm Regn. No.(if any)		
					2 PAN/IR No.						
7 Exporter					Regn. No.		3 Invoice No./Date		5 Pack House/Processing Plant Regn.No.		
8 Consignee					Buyer (if other than consignee)		6 Purchase Order No./Date		9 Mode of Transport		
							<input type="checkbox"/> By Sea <input type="checkbox"/> By Air <input type="checkbox"/> By Road		10 Pre-carriage by		
12 Vessel/Flight/Vehicle No.					13 Rotation No.		14 Port of loading		15 Port of discharge		
13 Country of Origin					19 Reference of the Scheme		20 Origin criterion		21 Terms of Delivery and payment		
							27 Exporter's Rank		23 Exporter's Amount No.		
11 Place of Receipt by Pre-carrier					10 Country of destination						
<b>1 Packages &amp; Description of Goods</b>											
24 Marks and number		25 Container No(s)		26 Kind of packages		27 Description of goods		28 Quantity		29 Rate	30 Amount
21 Gross weight (kg) 22 Net weight (kg) 33 Amount chargeable in words											
<b>2 Quality Certification Details</b>											
34 Disinfectant or disinfection treatment											
Date		Treatment		Chemical		Concentration		Duration		Temperature	Additional Information
35 Date of inspection					36 Additional information						
37 Date of grading inspection					38 Additional information						
<b>3 Declarations</b>											
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 (if any) and the results are found to be satisfactory.						
2) The undersigned hereby declares that all goods are produce 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.						
Name & Signature of the Exporter					Name & Signature of the Authorised Officer						

**Appendix -2A**

**List of Free Trade Agreements (FTAs) / Preferential Trade Agreements (PTAs) signed by India**

**(i) FTAs already signed and operational**

<b>S. No.</b>	<b>Name of the Agreement and the participating countries</b>	<b>Date of Signing</b>	<b>Date of Implementation</b>	<b>Details</b>
1.	India - Bhutan Agreement on Trade, Commerce and Transit	17.01.1972 (revised on 28.07.2006)	29.07.2006	Under this Agreement, India also provides transit facilities to landlocked Bhutan to facilitate its trade with third countries. It is valid for a period of 10 years.
2.	Revised Indo-Nepal Treaty of Trade	06.12.1991 (Revised on 27.10.2009) (The present Treaty is valid till 26.10.2016)	27.10.2009	The Treaty aims at improving bilateral trade between the two countries by increasing the mutually agreed points of trade, expansion in the list of items included for preferential trade, simplification of trade procedures, improving Nepalese supply capacities, provision of two level institutional mechanisms for problem resolution etc.
3.	India- Sri Lanka FTA (ISLFTA)	28.12.1998	01.03.2000	Free Trade Agreement (FTA) between India and Sri Lanka was signed on 20.12.1998 and was operationalised in March, 2000 following notification of required Customs tariff concessions by Government of Sri Lanka and India.  Procedure for import of certain listed items under ISLFTA is at Annexure-I

4.	Agreement on South Asian Free Trade Area (SAFTA) (India, Pakistan, Nepal, Sri Lanka, Bangladesh, Bhutan Maldives and Afghanistan)	04.01. 2004	01.01.2006	Afghanistan became Eighth Member of SAARC from April, 2007 and the provisions of Trade Liberalization Programme (TLP) are applicable to Afghanistan w.e.f. 07.08.2011).
5.	India - Thailand FTA - Early Harvest Scheme (EHS)	9.10.2003	01.09.2004	India and Thailand have signed protocol to implement Early Harvest Scheme under India-Thailand Free Trade Agreement on 01.09.2004. Tariff preferences for imports on items of Early Harvest Scheme would be available only to those products, which satisfy Rules of Origin Criteria, notified by Department of Revenue, Ministry of Finance, vide notification No.101/2004-Customs dated 31.08.2004.
6.	India - Singapore Comprehensive Economic Cooperation Agreement (CECA)	29.06.2005	01.08.2005	India-Singapore CECA was the first comprehensive FTA India signed with any country.
7.	India - South Korea Comprehensive Economic Partnership Agreement (CEPA)	07.08. 2009	01.01.2010	
8.	India – ASEAN Trade in Goods Agreement (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam)	13.08.2009	1st January 2010 in respect of India and Malaysia, Singapore, Thailand.  1st June 2010 in respect of India and Vietnam. 1st September 2010 in respect of India and Myanmar. 1st October 2010	

			<p>in respect of India and Indonesia.</p> <p>1<sup>st</sup> November in respect of India and Brunei.</p> <p>24 January 2011 in respect of India and Laos.</p> <p>1<sup>st</sup> June 2011 in respect of India and the Philippines.</p> <p>1<sup>st</sup> August, 2011 in respect of India and Cambodia.</p>	
9.	India - Japan Comprehensive Economic Partnership Agreement	16.02.2011	01.08.2011	
10.	India - Malaysia Comprehensive Economic Cooperation Agreement	18.02.2011	01.07. 2011	Under the CECA, India and Malaysia have offered commitments over and above the commitments offered by them under ASEAN -India Trade in Goods Agreement. Key items on which Malaysia has offered market access to India are basmati rice, mangoes, eggs, trucks, motorcycles and cotton garments which are all items of considerable export interest to India.

(ii) **Preferential Trade Agreements(PTAs) already signed and operational**

S. No.	Name of the Agreement and the participating countries	Date of Signing	Date of Implementation	Details
1	Asia Pacific Trade Agreement (APTA) (Bangladesh, China, India,	July, 1975 (revised Agreement	01.11.1976	APTA is a preferential trading arrangement designed to liberalise

	Lao PDR, Republic of Korea, and Sri Lanka)	signed on 02.11.2005)		and expand trade in goods progressively in Economic and Social Commission for Asia and Pacific (ESCAP) region through liberalization of tariff and nontariff barriers. At present, Bangladesh, Sri Lanka, South Korea, India and China are exchanging tariff concessions under APTA. The 43 <sup>rd</sup> Standing Session in May, 2014 saw the accession of Mongolia into APTA.
2	Global System of Trade Preferences (G S T P) (Algeria, Argentina, Bangladesh, Benin, Bolivia, Brazil, Cameroon, Chile, Colombia, Cuba, Democratic People's Republic of Korea, Ecuador, Egypt, Ghana, Guinea, Guyana, India, Indonesia, Iran, Iraq, Libya, Malaysia, Mexico, Morocco, Mozambique, Myanmar, Nicaragua, Nigeria, Pakistan, Peru, Philippines, Republic of Korea, Romania, Singapore, Sri Lanka, Sudan, Thailand, Trinidad and Tobago, Tunisia, Tanzania, Venezuela, Viet Nam, Yugoslavia, Zimbabwe)	April, 1988	April, 1989	Under agreement establishing GSTP, tariff concessions are exchanged among developing countries, who have signed agreement. Presently, 46 countries are members of GSTP and India has exchanged tariff concessions with 12 countries on a limited number of products. EIC is sole agency authorised to issue CoO under GSTP. The Sao Paulo Round of the GSTP was concluded among 8 countries but only Cuba, India and Malaysia have ratified the Protocol as of October, 2014.
3	India - Afghanistan	06.03.2003	May, 2003	A Preferential Trade Agreement between Transitional Islamic State of Afghanistan and Republic of India was signed on 6.3.2003 and was operationalised with issuance of Customs Notification No 76/2003 dated 13.5.2003. EIC is

				sole agency to issue CoO under India Afghanistan Preferential Trade Agreement.
4	India - MERCOSUR	25.01.2004	01.06.2009	Through this PTA, India and MERCOSUR have agreed to give tariff concessions, ranging from 10% to 100% to each other on 450 and 452 tariff lines respectively.
5	India - Chile	08.03. 2006	August, 2007	Under this PTA , India has offered tariff preferences on 202 tariff lines (as per 2007 HS ) at the 8 digit level to Chile with the margin of preference (MoP) ranging from 10%- 50% and Chile has offered tariff preferences on 296 tariff lines to India at the 8 digit level with MoP ranging from 10%-100%.
6	SAARC Preferential Trading Arrangement or SAPTA (India, Pakistan, Nepal, Sri Lanka, Bangladesh, Bhutan and the Maldives)	1993	1995	SAPTA was signed by seven SAARC members namely India, Pakistan, Nepal, Bhutan, Bangladesh, Sri Lanka and Maldives in 1993 and came into operation in 1995. Four rounds of trade negotiations have been completed and more than 3000 tariff lines are under tariff concessions among SAARC countries.

**Annexure –I**

**Procedure for import of Vanaspati, Bakery shortening and margarine, [ITC(HS) Code 1516, 1517, 1518], Peper [ITC (HS) Code 0941] and Desiccated Coconut [ITC (HS) Code 08011100] under Indo-Sri Lanka Free Trade Agreement.**

i) The total quantum of import of Vanaspati, bakery shortening and margarine, Pepper and Desiccated Coconut that can be imported under Indo-Sri Lanka Free Trade Agreement shall be as follows-

Sl. No.	ITC (HS) Code	Description of goods	Total aggregate quantity that is available for import during 2015-16
1.	1516, 1517 or 1518 (other than 15161000, 15171010, 15179030 & 15180040 which are prohibited for import)	Vanaspati, bakery shortening and margarine	2,50,000 MT
2.	0904	Pepper	2500 MT
3.	08011100	Desiccated Coconut	500 MT

ii) These imports will be permitted subject to the following arrangements/procedure:-

(a) The import would be subject to Government of India, Ministry of Finance (Department of Revenue) Notification No.2/2007-Customs dated 5<sup>th</sup> January 2007 (as amended from time to time) relating to Indo-Sri Lanka Free Trade Agreement.

(b) All applications must accompany a pre-purchase agreement from one of the eligible exporter of Vanaspati in Sri Lanka. The pre-purchase agreement must indicate the quantity and the duration of fulfillment of the contract. The list of eligible exporting entities of the item from Sri Lanka shall be decided by the Govt. of Sri Lanka.

(c) At the time of clearance of the import consignment, the importer in India must produce a Certificate of Origin issued by concerned authorities in Sri Lanka.

(d) The year in respect of these imports will be the period from 1st April to 31st March, i.e. financial year of India.

(e) All applications for grant of import authorisation shall be sent only through E-mail at [import-dgft@nic.in](mailto:import-dgft@nic.in) in the prescribed format as given below:

Sl. No	Name and Registered office address of the applicant	IEC No.	Item sought to be imported	ITC(HS) Code	Qty. applied for (MTs)	CIF value (Rs.) & Fee	Date of submission of the application in ANF2B along with Fee deposited in RA	Name of Regional Authority

(f) Allocation will be made equally among the eligible applicant subject to quantity applied. The application in ANF2M and ANF1 along with the requisite fee is required to be filed in the concerned RA as per the normal procedure. The application should be sent by 28<sup>th</sup> February of the financial year, for allocation in the next financial year (For allocation during 2015-16 the application may be filed upto 30.04.2015.)

**Appendix- 2B**

**List of Agencies Authorized to issue Certificate of Origin [Preferential]**

<b>SI No</b>	<b>Name of the Agreement</b>	<b>Authorized Agencies</b>
1	Global System Of Trade Preferences (GSTP)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products (iii) Tobacco Board for Tobacco products
2	India Sri Lanka Free Trade Agreement (ISLFTA)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
3	ASEAN-India Free Trade Agreement (ASEAN-India FTA)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
4	India-Korea Comprehensive Economic Partnership Agreement (IKCEPA)	((i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
5	India-Malaysia Comprehensive Economic Cooperation Agreement (IMCECA)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
6	India-Japan Comprehensive Economic Partnership Agreement (IJCEPA)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products (iii) Textiles Committee –for textiles and made ups
7	India-Afghanistan Preferential Trading Agreement (India-Afghanistan PTA)	((i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
8	South Asia Free Trade Area(SAFTA)	((i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
9	India-Chile Preferential Trading Agreement (India-Chile PTA)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
10	India-Mercosur Preferential Trading Agreement (India-Mercosur PTA)	((i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
11	Asia-Pacific Trade Agreement (APTA)	As per Appendix 2D of Handbook of Procedure (Appendices and AayatNiryat Forms) 2015-2020

12.	SAARC Preferential Trading Arrangement (SAPTA)	As per Appendix 2D of Handbook of Procedure (Appendices and Aayat Niryat Forms) 2015-2020
13.	India-Thailand Early Harvest Scheme	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
14.	India-Singapore Comprehensive Economic Cooperation Agreement (CECA)	(i) Export Inspection Council (EIC)-for all goods (ii) Marine Products Export Development Authority (MPEDA)-for Marine products
15.	Generalized System of Preference (GSP) Scheme	As per Appendix 2C of Handbook of Procedure (Appendices and Aayat Niryat Forms) 2015-2020

**APPENDIX -2C**

**LIST OF AGENCIES AUTHORISED TO ISSUE GSP CERTIFICATION**

<b>S.No.</b>	<b>Agencies authorized to issue GSP Certificate</b>	<b>Authorised For</b>
1.	Export Inspection Council through their field offices known as Export Inspection Agencies with their offices all over India	All products
2.	Marine Products Export Development Authority through their regional offices all over India.	Marine products
3.	Development Commissioner through their regional offices all over India	Handicraft
4.	Spices Board, Ministry Of Commerce & Industry Sugandha Bhavan, NH-Bye-Pass, P.B No.2277, Palarivatam 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 their regional offices all over India	Textiles and madeups
7.	Central Silk Board through their regional offices all over India	Silk products
8.	MEPZ special Economic Zone Administrative office building, National highway 45, Tambaram,	All products manufactured by Units in Madras SEZ and EOUs located within the respective jurisdiction of the Development

	Chennai -600 045	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 -400 096	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.
11.	Cochin Special Economic Zone, Kakkanad, Cochin – 682030 Kerala	All products manufactured by Units in CochinSEZ 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 Noida-DadriRoad,Phase-II Noida,201305 (UP) 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. | 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. |
| 14. | Falta SEZ<br>2nd MSO Building, 4th Floor, Room No.4,<br>Nizam Place, 234/4, AJC Bose Road,<br>Kolkata-700 020<br>West Bengal. | 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.          |
| 15. | Directorate General of Foreign Trade & its regional offices   | All products  |

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.

**APPENDIX -2D**

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

S.No.	Address	S.No.	Address
1.	Agricultural and Processed Food Products Exports Development Authority 3 <sup>rd</sup> Floor, NCUI Building 3, Siri Institutional Area August KrantiMarg (Opp. Asiad Village) New Delhi-110 016	2.	Apparel Export Promotion Council A-223, Okhla Industrial Area Phase-I, Okhla New Delhi-110 020
3.	Basic Chemicals, Pharmaceuticals & Cosmetics Export Promotion Council, Jhansi Castle 4th Floor 7, Cooperage Road Bombay – 400039	4.	The Cashew Export Promotion Council of India P.B.No: 1709, Chittoor Road Ernakulam South Cochin – 682016
5.	Carpet Export Promotion Council NiryatBhavan, 3 <sup>rd</sup> Floor, Rao Tula Ram Marg Opp. Army R R Hospital New Delhi-110 057	6.	Chemicals & Allied Products Export Promotion Council “VanijyaBhavan International Trade Facilitation Centre 3 <sup>rd</sup> Floor 1/1, Wood Street Kolkata-700016
7.	Coffee Board Post Box No.5366 No.1, DrAmbedkarVeedhi 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 GreemsDugar (3 <sup>rd</sup> Floor) 149, Greams Road Chennai-600 006	12.	Federation of Indian Export Organisations (FIEO) NiryatBhawan, Rao Tula Ram Marg, Opp. Army Hospital Research & Referral New Delhi – 110057
13.	The Gem & Jewellery Export Promotion Council, Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse, Next to ICICI Bank, Bandra-Kurla Complex, Bandra - East, Mumbai	14.	Export Promotion Council for Handicrafts EPCH House, Pocket 6 & 7 Sector-C, LSC, VasantKunj New Delhi-110 070
15.	The Handloom Export Promotion Council Handloom Export Promotion Council No.29A, Rajasekaran Street, Mylapore, Chennai – 600 004	16.	The Indian Silk Export Promotion Council 62, Mittal Chambers, 6th Floor Nariman Point Mumbai – 400021
17.	Council for Leather Exports CMDA Tower-II, 3 <sup>rd</sup> Floor Gandhi Irwin Bridge Road Egmore Chennai-600 008	18.	The Marine Products Export Development Authority P B No.4272, Panampilly Nagar P O Panampilly Avenue Kochi-682 036 Kerala
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 Bombay – 400005
21.	The Rubber Board Shastri Road P B No.1122 Kottayam-686 002	22.	Shellac Export Promotion Council VanijyaBhawan International Trade Facilitation Centre 1/1, Wood Street, 2 <sup>nd</sup> Floor Kolkata-700 016
23.	The Sports Goods Export Promotion Council 2 <sup>nd</sup> Floor, 1E/6, Swami Ram Tirth Nagar Jhandewalan Extension New Delhi-110 055	24.	Spices Board SugandhhaBhawan, N H Bye Pass P.B.No:2277, Palarivattam P.O., Cochin – 682025
25.	The Synthetic & Rayon Textiles Export	26.	Tea Board

	Promotion Council Resham Bhavan 78, Veer Nariman Road Churchgate Mumbai-400 020		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 Flat No. 614, Indra Prakash Building, 21, Barakhamba Road, New Delhi -110001
29.	SEEPZ Special Economic Zone, Andheri East Mumbai- 400 096	30.	Kandla Special Economic Zone Gandhidham-Kutch Gujarat-370230
31.	MEPZ Special Economic Zone Administrative Office Building, National Highway 45, Tambaram, Chennai- 600045	32.	Cochin Special Economic Zone Kakkanad Kochi – 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 MSO Building, 4th Floor, Room No.4, Nizam Place, 234/4, AJC Bose Road, Kolkata-700 020 West Bengal.	36.	Export Inspection Council 8G, 8 <sup>th</sup> Floor, Hansalaya Bldg., 15 Barakhamba Road, New Delhi-110001
37.	The Plastics Export Promotion council, Crystal Tower, Crystal Cooperative Housing Society Limited, Gundivali Road No.3, Off M V Road, Andheri (E) Mumbai-400069	38.	All DGFT offices as per their territorial jurisdiction as given in Appendix 1B of Appendices and Aayat Niryat Forms
39.	All Regional Offices of Export Promotion Councils as indicated in this Appendix		

## APPENDIX- 2 E

### 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 : 011-23062777  
Fax : 011-23062225  
E-mail : [dgft@nic.in](mailto:dgft@nic.in)  
Website: [www.dgft.gov.in](http://www.dgft.gov.in)
  
2. Textile Committee & its Offices in India  
Head office:-  
Textile Committee  
Export Promotion and Quality Assurance Division  
First Floor, P.Balu Road,  
Off.Veer Savarkar Marg,  
Prabhadevi Chowk, Prabhadevi,  
Mumbai – 400 025  
Ph:022-66527507; 66527500  
Fax:022-66527509  
Email: [secy@giasbm01.vsnl.net.in](mailto:secy@giasbm01.vsnl.net.in)
  
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  
E-mail:[Fieo@nda.vsnl.net.in](mailto:Fieo@nda.vsnl.net.in)  
Website:[fieo@airtelmail.in](mailto:fieo@airtelmail.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 : [cb@cii.in](mailto:cb@cii.in)

Internet : [www.cii.in](http://www.cii.in)

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;49545454  
Fax:+91-11-26855450, 49545451  
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, 2<sup>nd</sup> 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<br>Zone,<br><i>Admn office Building,</i><br><i>Duvvada,</i><br><i>Vishakhapatnam –530046</i><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. The Federation of Telengana and Andhra Pradesh Chamber of Commerce and Industry,  
  
11-6-841, Red Hills, P.B. No. 14, Hyderabad-500004.  
Tel: 040-3393428/3658  
Fax: 040-3395083  
E-mail: [info@fapcci.org](mailto:info@fapcci.org)
4. Indian Chamber of Commerce, P.B.No.67, Veera Savarkar Road, Guntur-522001.  
Tel:220092
5. Pharmaceutical Export Promotion council,  
101, Aditya Trade Center, Ameerpet, Hyderabad – 500038  
Tel. No. 91 40 23735462/66  
Fax No. 91 40 23635464  
E.mail: [info@pharmexcil.com](mailto:info@pharmexcil.com)
6. Federation of Andhra Pradesh Small Industries Association  
Administrative Building, Industrial Estate Sanath Nagar  
Hyderabad 500018  
Tel: 040-23707942  
e.mail:[fapsia@fapsia.com](mailto:fapsia@fapsia.com)  
URL: [www.fapsia.com](http://www.fapsia.com)
7. Federation of Indian Micro and Small & Medium Enterprises  
H.No.6-3-569/1/2/4, 2nd Floor, Rockdale Compound Near: Eenadu Office,  
Opp: RTO Office, Somajiguda, Hyderabad-500082  
Tel: 040 - 23322117  
Fax : 040 - 23312116  
E-mail : [hyderabad@fisme.org.in](mailto:hyderabad@fisme.org.in)



1. Federation of Industries & Commerce of North Eastern Region(FINER)  
Shadeed Dileep Chakravarti Path,  
Behind Ice Factory,  
R.G.Baruah Road  
Guwahati-781005  
Tel: 0361-222537,630076  
Fax no. 0361-522037  
E-mail: [finer@satyan.net.in](mailto:finer@satyan.net.in)
2. North East Federation on International Trade  
Dosi Bhawan, Pallan Bazar,  
Guwahati-781008  
Tel: 541717/718
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,  
15, NBCC Tower, Bhikaji Cama Place,  
New Delhi-110066.  
Tel: 6183351,6169394/56/57  
Fax: 6188584/300
2. Apex Chamber of Commerce & Industry of  
NCT Delhi  
A-8 Naraina Industrial Area  
Phase-II, New Delhi -110028  
Tel:011-25893646  
Telefax: 011-41418461  
E-mail:[delhichamber@touchtelindia.net](mailto:delhichamber@touchtelindia.net)  
Website:[www.dcci.in](http://www.dcci.in)
3. Federation of Indian Micro and  
Small & Medium Enterprises,  
B-4/161, Safdurjung Enclave,  
New Delhi –110029  
Tel:6109470, 6187948  
Fax: 6109470
4. Laghu Udyog Bharti  
1E/11, Swami Ramtirth Nagar,  
Jhandewalan Extn,  
New Delhi 110055
5. The Sports Goods Export Promotion  
Council,  
The 1E/6, Swami Ram Tirth Nagar,  
(2nd Floor, Jhandewalan Ext.  
New Delhi-110055.  
Tel: 3525695  
Fax: 7532147  
E-mail: [sgepc@vsnl.net.in](mailto:sgepc@vsnl.net.in)
6. The Associated Chambers of Commerce and  
Industry of India  
  
147-B, Gautam Nagar,  
Gulmohar Enclave,  
New Delhi 110049
7. Indian Electrical and Electronics  
Manufacturers' Association  
Rishyamook Building, First Floor  
85 A, Panchkuian Road  
New Delhi-110001  
Ph: +91 11-23363013-14/  
23746634  
Fax: +91 11-23363015  
Email: [delhi@ieema.org](mailto:delhi@ieema.org)
8. Indian Chamber of Commerce & Industry  
49, Community Centre, New Friends Colony,  
New Delhi 110065  
Tel: 011-51678602-09  
Fax: 011- 26840775  
Email: [iccind@yahoo.co.in](mailto:iccind@yahoo.co.in)

9. Wool & Woollens Export Promotion Council  
906, New Delhi House, 27, Barakhamba Road  
New Delhi-110001.  
Tel.No.: 23315512, 23315205  
Fax: 011-23730182  
E-Mail : [wwepc@bol.net.in](mailto:wwepc@bol.net.in)  
Website: [www.wwepc.org](http://www.wwepc.org)

10. Delhi Chamber of Commerce,  
49, Rani Jhansi Road,  
New Delhi-110055  
Tel.23616421,23610397,23515828,23518994  
Fax:23628847, 23622815  
E-mail: [dccnd@nda.vsnl.net.in](mailto:dccnd@nda.vsnl.net.in)

11. M/s. Indian Society of Agribusiness 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).



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



1. Federation of Gujarat Industries,  
FGI Business Centre

2. Gujarat Chamber of Commerce & Industry,  
Shri Ambica Mills-Gujarat Chamber Building,

- Gotri-Sevasi Road, Opp. Nilgiri Farm,  
Sevasi, Vadodara-391101  
Tel: 0265-2372901-02  
Fax: 2372904  
E-mail: [info@fgi.co.in](mailto:info@fgi.co.in)
- 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. 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)
4. Porbandar Chamber of Commerce & Industry  
Near old fuvara,  
Porbandar-360575  
Tel: 0286-244454, 240454
5. 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)
6. Southern Gujarat Chamber of Commerce & Industry,  
'Samruddhi' 4<sup>th</sup> floor, Annex Nanpura,  
Makkai bridge,  
P.B.No.51, Nanpura,  
Surat-395001.  
Tel:0261-3479431-5  
Fax: 0261-3472340  
E-mail: [sgcci@bom6.vsnl.net.in](mailto:sgcci@bom6.vsnl.net.in)
7. Shri Sorath Chamber of Commerce & Industry  
"Opposite Port Office" Vakhariay Bazar,  
Hotel Kaveri Lane, S.T.Road. Akar  
complex,  
Veraval,  
Gujarat-362265  
Tel:02876-20102  
Fax: 02876-44078  
E-mail: [elite@ad1.vsnl.net.in](mailto:elite@ad1.vsnl.net.in)
8. 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)
9. Rajkot Chamber of Commerce & Industry  
Post Box 441, Centre Point,  
Karansinghji Road,  
Rajkot 360 001  
Tel: 0281- 227500/400
10. Greater Rajkot Chamber of Commerce and Industries,  
308, J.P. Tower, Tagore Road,  
Rajkot-360002.  
TEL :0281-2466200  
FAX: 0281-2480196

Fax: 0281- 230824

e-mail: [seico\\_ad1@sancharnet.in](mailto:seico_ad1@sancharnet.in)

11. 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)

12. 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  
[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)
3. Bahadurgarh Chamber of Commerce & Industry  
6, M.I.E. Bahadurgarh – 124507,  
Jhajjar, Haryana.  
Tele Fax: 268789,  
Tel: 268790,  
E-mail : [bccibahadurgarh@yahoo.co.in](mailto:bccibahadurgarh@yahoo.co.in)

### **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**

- |   |   |
|---|---|
| <p>1. Belgaum Chamber of Commerce &amp; Industry,<br/>73, Raviwar Peth Belgaum- 590002<br/>(Udyambad), Khanpur Road,<br/>Plot No. 48-49,<br/>Belgaum- 590008<br/>Tel: 460101/440417</p>   | <p>2. Central Silk Board<br/>CSB complex, B.T.M.Layout,<br/>Madivala,<br/>Bangalore – 560068<br/>Tel: 080-6688831/0841/8957/9351<br/>Fax: 080-6681511<br/>E-mail: <a href="mailto:csb@bnesceo.ker.nic.in">csb@bnesceo.ker.nic.in</a></p>  |
| <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 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> |
| <p>7. Federation of Indian Micro and Small &amp; Medium Enterprises<br/>57/5, Family YMCA Building, Millers Road,<br/>Benson Town,<br/>Bengaluru - 560046.<br/>Tel: 080-23543589<br/>Fax : 080-41657607<br/>E-mail : <a href="mailto:bangalore@fisme.org.in">bangalore@fisme.org.in</a></p> |   |



- |   |   |
|---|---|
| <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</p> |
|---|---|

Fax:0484-668651  
E-mail: [chamber@nd2.vsnl.net.in](mailto:chamber@nd2.vsnl.net.in)

3. Ernakulam Chamber of Commerce,  
P.B.No.2530, Chamber corner,  
Shanmugham road,  
Kochi –682 031  
Tel:0484-380950, 354885  
Fax: 0484-374253  
E-mail: [ekmcos@satyam.net.in](mailto:ekmcos@satyam.net.in)
4. Indian Chamber of Commerce and Industry,  
P.B.No. 236, Indian chamber Road,  
Cochin- 682 003  
Tel: 0484-225966, 224335  
Fax: 0484-224203  
E-mail: [iccichn@nd2.vsnl.net.in](mailto:iccichn@nd2.vsnl.net.in)
5. The Malabar Chamber of Commerce  
Chamber house, Cherootty Road,  
P.B.No.1113, Calicut-673032  
Tel: 365282/92  
Fax: 0766191  
E-mail:  
[malabarchamber@zyberway.com](mailto:malabarchamber@zyberway.com)
6. The North Malabar Chamber of Commerce,  
Cannanore- Tellicherry Road,  
Cannanore-670002.  
Tel: 703399
7. The South Indian Chamber of  
Commerce and Industry  
Peniel Buildings, Muttambalam,  
Kottayam 4  
Tel No: 0481-2570745, 2584687;  
Fax: 0481-2302008  
Email: [sicci@sicci.net](mailto:sicci@sicci.net)
8. The Chamber of Commerce,  
Chamber Building, TTC Road,  
Jawahar nagar, Kowdiar,  
Thiruvananthapuram-695003,  
Kerala  
  
Tel:0091-0471-2317555  
Fax:0091-471-2319555  
E-mail:[chambertvm@gmail.com](mailto:chambertvm@gmail.com)

**MADHYA PRADESH/CHHATISGARH**

1. Foreign Trade Development Association  
of 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)
2. Federation of Madhya Pradesh Chamber of  
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)
3. Madhya Pradesh Chamber of  
Commerce & Industry  
Sanatan Dharam Mandir Marg,
4. Devi Ahilya Chamber of Commerce and  
Industries  
34, Jawahar Marg, Near Jhanda Chowk,

Chamber Bhavan, Gwalior-474009.  
Tel:0751-332916/7  
Fx: 0751-323844

Police Chowki, Indore – 452007  
Tel: 0731- 432524/ 543904  
Fax: 0731- 433859/ 475867

5. 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,<br>Janmabhoomi Chambers, Walchand Hirachand Marg, Mumbai-400001.<br>Tel: 022-2611055/5430<br>Fax: 022-2699179<br>E-mail: <a href="mailto:chamber@bom3.vsnl.net.in">chamber@bom3.vsnl.net.in</a>                    | 2. Association of Merchants & Manufacturers of Textile Stores and Machinery(India)<br>Bhogilal Hargovindas Building,<br>18/20, K.D.Marg,<br>Mumbai-400001.<br>Tel: 022-2844350/401<br>Fax: 2874060<br>E-mail: <a href="mailto:ammtsmi@bom7.vsnl.net.in">ammtsmi@bom7.vsnl.net.in</a> |
| 3. Basic Chemicals, Pharmaceuticals and Cosmetics Export Promotion Council,<br>Jhansi Castle, 4th Floor,<br>7th Cooperage Road,<br>Mumbai-400039.   | 4. Bombay Chamber of Commerce & Industry,<br>Mackinnon Mackenzie Building,<br>3rd Floor, Ballard Estate,<br>Bombay-400038.<br>Tel:022-2614681<br>Fax:022-2621213<br>E-mail: <a href="mailto:bcci@bombaychamber.com">bcci@bombaychamber.com</a>                                       |
| 5. Cotton Textiles Export Promotion Council,<br>Engineering Centre, 5th Floor,<br>9, Mathew Road,<br>Mumbai-400004<br>Tel:022-2855859/5860<br>Fax:022-3631213<br>E-mail: <a href="mailto:exprocil@bom3.vsnl.net.in">exprocil@bom3.vsnl.net.in</a> | 6. Hindustan Chamber of Commerce<br>342, Kalbadevi Road,<br>Mumbai- 400002<br>Tel:022-2083724/ 2061775<br>Fax: 022-2071359<br>E-mail: <a href="mailto:hcc@bol.net.in">hcc@bol.net.in</a>   |
| 7. Indian Merchants Chamber,<br>IMC Building,   | 8. Indo-Arab Chamber of Commerce & Industries,   |

- 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. Indian Chemical Council  
Sir Vithaldas Chambers,  
16 Mumbai Samachar Marg,  
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
10. 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)
11. 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)
12. Memon Chamber of Commerce  
Patharia Palace, 75, Mohamedali Road,  
Mumbai-400003.  
Tel:022-3421109  
Fax:022-3413661
13. 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)
14. MVIRDC World Trade Centre  
Centre-1, 31<sup>st</sup> floor, Cuffe Parade,  
Mumbai- 400005  
Tel:022-2184434  
Fax:022-2188385/0823  
E-mail : [wtcbom@vsnl.com](mailto:wtcboom@vsnl.com)
15. Nag-Vidarbha Chamber of Commerce  
Temple Road, Civil Lines,  
P.B.No. 33, Nagpur-440001  
[Tel:0712-522434](tel:0712-522434) [Fax:0712-542422](tel:0712-542422)  
E-mail: [nveenaq@nagpur.dot.net.in](mailto:nveenaq@nagpur.dot.net.in)
16. Synthetic & Rayon Textiles Export Promotion  
Council,  
Resham Bhavan, 78 Veer Nariman Road,  
Mumbai-400020. [Tel:022-2048797/8690](tel:022-2048797/8690)  
Fax:2048358 E-mail: [SRTEPC@vsnl.com](mailto:SRTEPC@vsnl.com)

- 17 The All India Association of Industries, 98, Mittal Chamber, Nariman Point, Mumbai – 400021  
Tel. No: 202 3390  
Fax: 022-2660992  
E-mail: [aiai@giasbm01.vsnl.net.in](mailto:aiai@giasbm01.vsnl.net.in)
- 18 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)
- 19 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
- 20 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)
- 21 Indian Oilseeds and Produce Export Promotion Council 78-79, Bajaj Bhavan, Nariman Point, Mumbai-400021.  
Tel (91-22)2202 3225/2202 9295  
FAX : ( 91-22) 2202 9236  
E-mail: [info@iopea.org](mailto:info@iopea.org)  
Website: [www.iopea.org](http://www.iopea.org)
- 22 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
- 23 The Clothing Manufacturers Association of India  
902, Mahalaxmi Chambers
- 24 Deccan Chamber of Commerce Industries & Agriculture Pune  
305, Gulmohar Centre Point, Near Viman

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)

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Nagar Road, Pune – 411014.  
Tel/Fax: 91-20-56029325, 56246798  
E-mail: [nria@vsnl.net](mailto:nria@vsnl.net)

25 Raigad Chamber of Commerce & 26  
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)

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).

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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>

28. M/s ASMECHEM CHAMBER OF COMMERCE & INDUSTRY OF INDIA  
Readymoney Terrace, 167,  
Dr. Annie Besant Road, Worli,  
Mumbai – 400018,  
Tel.Nos.022-24938825/ 61233500,  
Fax No. : 022 2493 8826,  
Email:[asmechem@uniphos.com](mailto:asmechem@uniphos.com), [gandhep@uniphos.com](mailto:gandhep@uniphos.com)

## **MANIPUR**

1. Associated Manipur Chamber of  
Commerce  
Imphal: 795001  
Tel: 221229
2. Federation of All Manipur Importers/Exporters  
Chamber of Commerce & Industry,  
Indo-Myanmar Border Traders Union (IMBTU)  
Nagamapal Laimayum Leirak, Imphal –1  
E-mail: [imbtum@yahoo.com](mailto:imbtum@yahoo.com)
3. Border Trade Chamber of Commerce,  
Ward No.IV,Moreh,  
Chandel District,Manipur

Contact person:Mr K.B.Subramaniam,  
Public Relation Secretary,  
subramanichambermoreh@gmail.com  
Mobile No. 09862064276

### MEGHALAYA

- |   |   |
|---|---|
| 1. Meghalaya Exporters chamber of Commerce<br>Mongrim Hills, Opp. Nagaland House<br>Shillong- 7903003 | 2. Meghalaya Mineral Exporters Chamber of Commerce<br>Honeywood upper new colony, laitumkhrah,<br>Shillong-793003   |
| 3. Meghalaya International Exporters Chamber of Commerce<br>Dawki, Jaintia Hills                      | 4. North East Federation on International 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> |

### PUDUCHERRY

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

### PUNJAB

- |   |  |
|---|--|
| 1. Chamber of Industrial & Commercial Undertaking,<br>Gill road,<br>Ludhiana – 141 003<br>Tel:0161-530551/540551<br>Fax:0161-530551 | 2. Federation of Punjab Small Industries Association,<br>Punjab Trade Centre Complex,<br>Near State Bank of India, Miller Ganj,<br>Ludhiana- 141 003<br>Tel: 0161-532302<br>Fax: 0161-671301 |
| 3. Punjab Small Industries & Export Corporation<br>Sector 17, Chandigarh  | 4. Northern India Chamber of Commerce & Industry<br>20B, Textile Colony, Ludhiana – 141 003<br>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

- |   |   |
|---|---|
| <p>1. Rajasthan Chamber of Commerce &amp; Industry,<br/>Rajasthan Chamber Bhawan,<br/>M.I.Road,<br/>Jaipur-302003<br/>Tel: 0141-565163/569899<br/>Fax: 0141-562610<br/>E-mail: <a href="mailto:rajchem@jp1.net.in">rajchem@jp1.net.in</a></p> | <p>2. Bhiwadi Manufacturer's Association<br/>S-56, BMA House, Industrial Area<br/>Bhiwadi-301019, Distt. Alwar<br/>Tel: 01493 – 21134/23800<br/>Fax: 21416/20228<br/>E-mail: <a href="mailto:bmalihu@ndb.vsnl.net.in">bmalihu@ndb.vsnl.net.in</a></p>   |
| <p>3. Marwar Chamber of Commerce &amp; Industry<br/>5-Haider Building, Sojati Gate<br/>Jodhpur- 342001<br/>Tel: 0291-431157<br/>E-mail: <a href="mailto:marwar@datainfosys.net">marwar@datainfosys.net</a></p>                                | <p>4.M/s Federation of Rajasthan trade and Industry,<br/>302, Coral castle, subhash Marg,<br/>C-Scheme, Jaipur-302001<br/>Tel : 0141-2220207 Telefax : 0141 2221206<br/>Email : <a href="mailto:forti@forti-india.com">forti@forti-india.com</a>;<br/><a href="mailto:fortiindia@yahoo.com">fortiindia@yahoo.com</a><br/>Website : <a href="http://www.forti-india.com">www.forti-india.com</a></p> |

### TAMILNADU

- |   |   |
|---|---|
| <p>1. All India Skin &amp; Hide Tanners &amp; Merchants Association,<br/>"Leather Centre",<br/>53, Raja Muthiah Road<br/>Periamet,<br/>Chennai -600003.<br/>Tel: 044-5389945/5274<br/>Fax: 044-5365292<br/>E-mail: <a href="mailto:aishtma@vsnl.com">aishtma@vsnl.com</a></p> | <p>2. Andhra Chamber of Commerce<br/>New No.23, Third Cross Street,<br/>West C.I.T. Nagar, Nandanam,<br/>Chennai – 600035.<br/><br/>Tel:044-24315277-79<br/>e-mail:<a href="mailto:andhrachamber@vsnl.net">andhrachamber@vsnl.net</a></p> |
| <p>3. Hindustan Chamber of Commerce,</p>  | <p>4. The Indian Chamber of Commerce &amp; Industry,</p>  |

- Hindustan Chamber Building,  
15, Kondi Chetty Street,  
Madras-600001.  
Tel:044-5383134/6394
- 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)



- |   |  |
|---|--|
| <p>1. Tripura Exporters-Importers Chamber of Commerce<br/>Kamarpukar Par, A.A.Road<br/>P.O.Agartala College<br/>Agartala (West) Pin- 799004</p> | <p>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></p> |
|---|--|

**UTTAR PRADESH/UTTARAKHAND**

- |   |  |
|---|--|
| <p>1. Eastern U.P. Chambers of Commerce &amp; 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></p>   | <p>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></p>   |
| <p>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</p>  | <p>4. 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></p>   |
| <p>5. Assistant Director (Handicrafts)<br/>Office of the Development<br/>Commissioner (Handicrafts)<br/>12/2189,near Darpan Cinema, Ambala<br/>road,<br/>Saharanpur-247001<br/>Tel:648530</p>   | <p>6. Associated Chamber of Commerce and<br/>Industry of Uttar Pradesh,<br/>3/465, Vishal Khand, P.O.Box.No.17<br/>Gomti Nagar, 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></p> |
| <p>7. <u>Indian Industries Association</u><br/><u>II A Bhawan, Vibhuti Khand,</u><br/><u>Phase-II, Gomati Nagar,</u><br/><u>Lucknow-226 010</u><br/><u>E-mail: <a href="mailto:ia@sancharnet.in">ia@sancharnet.in</a></u><br/><u>Website: <a href="http://www.indian-industries.org">www.indian-industries.org</a></u><br/><u>Phone: 91-522-</u><br/><u><a href="tel:272009020043503104257">2720090/2004350/3104257</a></u><br/><u>Fax: <a href="tel:91-522-2720097">91-522-2720097</a></u></p> |  |

**WEST BENGAL**

1. Bengal Chamber of Commerce & Industry,  
P.B.No.280, Royal Exchange,  
6, Netaji Subhash Road  
Kolkatta-700001  
Tel:033-2203711/33/46  
Fax: 033-2201289  
E-mail: [benchem@cal3.vsnl.net.in](mailto:benchem@cal3.vsnl.net.in)
2. Bengal National Chamber of Commerce & Industry  
23, R.N.Mukherjee Road,  
Kolkatta-700001  
Tel:033-2482951  
Fax: 033-2487058/0387  
E-mail: [bncci@bncci.com](mailto:bncci@bncci.com)
3. Development Commissioner  
Falta EPZ,  
2nd MSO Building, Room No. 4,  
Nizam Place, 234/4, AJC Bose Road,  
Kolkatta
4. Federation of Biri,  
Biri Leaves & Tobacco Merchants,  
1, Rupchand Roy Street,  
Kolkatta-700001  
Tel:033-2384088
5. Indian Chamber of Commerce  
4, India Exchange Place  
Kolkatta-700001  
Tel: 033-2203242-44  
Fax: 033-2204790  
E-mail: [icccal@giascl01.vsnl.net.in](mailto:icccal@giascl01.vsnl.net.in)
6. Oriental Chamber of Commerce  
6A, Dr.Rajendra Prasad Sarani,  
Kolkatta-700001.  
Tel:033-2203609/2120  
Fax:033-2203609
7. Bharat Chamber of Commerce  
9, Park Mansions, 2nd Floor,57A  
Park Street,  
Kolkatta-16  
Tel:033-2299591/9608  
Fax:033-2204947  
E-mail: [bcc@cal2.vsnl.net.in](mailto:bcc@cal2.vsnl.net.in)
8. MCC Chamber of Commerce & Industry  
15-B, Hemanta Basu Sarani,  
Kolkatta-1  
Tel:033-2481502/6329/5912  
Fax:033-2488657  
E-mail: [mercham@cal.vsnl.net.in](mailto:mercham@cal.vsnl.net.in)
9. Calcutta Chamber of Commerce  
18-H, Park Street, Stephen Court,  
Kolkatta-700071  
Tel: 033-2290758/2298236  
Fax: 033-2298961  
E-mail: [calchamb@cal3.vsnl.net.in](mailto:calchamb@cal3.vsnl.net.in)
10. Malda Merchants' Chamber of Commerce  
'Banijyaya Bhavan'  
Sankopara, Maheshmati  
Malda-732101  
Tel. No.: 03512-266028  
Fax: 266174  
E-Mail:  
[maldamerchantschamber@rediffmail.com](mailto:maldamerchantschamber@rediffmail.com)

## 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  
URL: 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@satyammail.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  
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

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 4271E-mail: [tearesearch@sify.com](mailto:tearesearch@sify.com)

**Annexure I to Appendix – 2E**

**Application Form For Enlistment Under Appendix 2E  
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>	
-----------------------	--	--	--

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/ 1. .... 3. ....  
located in India if they also to be enlisted.

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 2E**

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 Agencies authorized to issue Certificate of Origin (Non-Preferential):**

- a. 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 staff engaged in menial jobs and support functions) on its pay rolls. At least 2 of such employees should be Graduate or above (in any discipline), with prior experience in the relevant field.
- d. 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. (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 2E**

- a. Documentary proof evidencing that the Chamber/Agency meets the criteria as per Para I above.
- b. Fee of Rs. 5000/- in favour of DGFT, New Delhi or concerned RA in case the application is filed at RA. (Fee is non-refundable.)
- c. Declaration cum Undertaking To be given on a stamp paper (Minimum of Two Rupees)
- d. List of the authorized signatories along with their signature attested.
- e. Application form is to be submitted in duplicate.

**Annexure –II to Appendix – 2E**

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

1. Goods consigned from (Exporter's business name, address, country)			Reference No.  CERTIFICATE OF ORIGIN (NON PREFERENTIAL) (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			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		

signature and stamp of authorised signatory

**Annexure –III to Appendix – 2E**

**Format of Self Certification of Goods as of Originating from India (Non Preferential)**  
**(As per para 2.108 (d) of HBP)**

1. Goods consigned from (Exporter's business name, address, country)		Reference No.		
2. Goods consigned to (Consignee's name, address, country)		<p align="center">CERTIFICATE OF ORIGIN          (NON PREFERENTIAL)          (Combined declaration and certificate)</p> <p align="center">Issued in India</p>		
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. Gross weight or other quantity	9. Number and date of invoices
<p>10. Declaration by the exporter:</p> <p>(a) the undersigned hereby declares that the above details and statements are correct;</p> <p>(b) that all the goods were produced in India and fulfil the conditions laid down in Para 2.108(d) of HBP</p> <p>(c) that the goods also comply with the criteria requirements for exports to .....          (importing country)</p>				

.Place  
Date

Signature of the authorised official

Seal

## Appendix- 2F

### Approved Exporter System for Self-certification of Origin

#### 1. Eligibility Criteria

1.1 Manufacturer exporters who are also recognised by DGFT as Status holders (One Star Export House/ Two Star Export House/ Three Star Export House/ Four Star Export House/ Five Star Export House) shall be eligible for the scheme.

1.2 The scheme for self-certification will be restricted to the products that are manufactured by the exporter and listed in the SSI/ IEM/ IL/ LOI registration certificate. Moreover, these products must be listed in the application for recognition as approved exporter.

1.3 Exporters not covered by the Approved Exporter Scheme shall continue to apply for certificates of origin from EIC or the other bodies designated for the purpose.

#### 2. Application for recognition and registration as an Approved Exporter

2.1 Eligible exporters are invited to apply to the office of the DGFT for recognition as an Approved Exporter in the form given in Annex-A. The application shall be accompanied by documents in support of the details furnished. The application process shall be made on-line in the future.

2.2 All interested exporters will nominate at least one person who is a regular employee for certifying the certificates of origin. The applications for expression of interest shall close within a period of 30 days from the notification of the Scheme by the office of the DGFT.

2.3 On closure of receipt of applications, EIC shall conduct a basic training programme on Rules of Origin (RoO) concepts and determination of origin for all personnel nominated by the interested exporters.

2.4 EIC shall, on successful conclusion of the training programme, inform the DGFT of the names of persons who have completed the training module and the firms they represent. Such persons will be the authorised signatories who shall certify the CoO on behalf of the exporter.

2.5 The details of exporters who are granted recognition as Approved Exporters will be hosted on the DGFT website. Such details will, *inter alia*, consist of the name, address and IEC number of the Approved Exporter along with the products for which he has been authorised to self-certify and the name, specimen signature and seal impression of the authorised signatory.

2.6 DGFT may also provide unique identification numbers to all Approved Exporters apart from the IEC numbers.

2.7 The recognition shall be co-terminus with the validity of the Status Certificate. The exporter shall be eligible for extension of the recognition once the Status Certificate is renewed.

2.8 RMTR Division in Department of Commerce shall, with the assistance of the concerned territorial division in the Department of Commerce, renegotiate the chapter on rules of origin to include provisions for self-certification in the FTAS which have already been implemented.

### 3. Web Portal

3.1 DGFT shall develop and host an "Approved Exporter Portal" which will have the following modules:

- (i) A recognition module where interested exporters can file their application for recognition as Approved Exporters;
- (ii) A database module which will contain the particulars of the Approved Exporter as in paragraphs 2.5 and 2.6 above;
- (iii) An application module where Approved Exporters will fill in details and take print-outs for each CoO to be self-certified.

3.2 Facility for digital signatures may also be built into the system.

3.3 The web portal shall also have a facility for on-line verification as well as the ability to be used for generation of reports.

3.4 EIC shall organise and complete a second round of hands-on training on the web portal within a period of 30 days from the date when the web portal becomes operational.

3.5 The Scheme shall be ready to be operationalised once the hands-on training has been completed and the web portal is launched on-line.

3.6 RMTR Division in the Department of Commerce shall inform the trading partners when the scheme is ready to be implemented and disseminate information on on-line verification of specimen signatures and certificates.

### 4. Certification Procedures

4.1 An Approved Exporter shall fill in the details of the consignment for which a CoO is required in the application module of the self-certification portal hosted by DGFT. Mandatory data to be provided will include the HS Code (8-digit) and full description of the product, the FOB value and the origin criterion prescribed under the FTA.

4.2 The Approved Exporters will take a print of the CoO in the format as prescribed under the preferential agreement under which the goods are sought to be exported.

4.3 In cases where the FTA prescribes a security feature in the CoO, (e.g. EU GSP) EIC shall make available these security featured forms to the Approved Exporters at a nominal price.

4.4 Each certificate of origin shall cover a single consignment and each such consignment may contain one or more different export products, provided that each such product qualifies separately in its own right under the relevant free trade agreement.

4.5 The self-certified CoO shall not contain any erasures or superimpositions. A fresh certificate should be reprinted if any alteration or correction is to be made on the CoO. Unused spaces shall be crossed out to prevent any subsequent addition.

4.6 The certificate of origin shall be valid for the period prescribed in the free trade agreement under which the goods are being exported.

4.7 A copy of each self-certified CoO and all documents/ records relating to its issue, as listed in Annex-B, shall be retained by the Approved Exporter for a period of 5 years from the date of issue of the CoO. The DGFT or the Customs authorities may call for these documents at any time during these five years.

## 5. Implementation

5.1 Starting with the India-Japan and India-Korea CEPAs, RMTR Division will coordinate with the concerned territorial division a renegotiation of the RoO chapter in all our FTAs to incorporate provisions for self-certification.

5.2 The EU GSP will recognise self-certification by registered exporters from 1 January 2017.

5.3 Provision for self-certification has already been built into India-EU and the India-EFTA BTIAs.

5.4 The scheme shall be operationalised whenever self-certification system in any of the above agreements is in place.

5.6 RMTR Division shall inform the DGFT the date from which to operationalise the scheme upon which DGFT will issue the relevant notification.

## 6. Post-Audit and Verification Audit

6.1 DGFT, with assistance of EIC, will conduct a post-audit of at least [10] % of the Approved Exporters picked at random.

6.2 DGFT shall be at liberty to co-opt officials from DoC, EIC or Customs for the post-audit related work and may call for any or all related documents leading to the issue of the self-certified CoOs.

6.3 A verification audit shall be conducted whenever a request for verification is received from an FTA partner.

6.4 Such verification audits may be conducted for specific approved exporters or for specific consignments and will be done in accordance with the conditions and time periods prescribed under the FTA in question.

## 7. Penalty

7.1 If a post-audit or verification audit reveals that an Approved Exporter has not complied with the procedures laid down for self-certification, it shall be given an opportunity to comply with the requirements. A second audit shall be conducted after a reasonable time. The Approved Exporter status shall be suspended for a period of three months if the second audit reveals the same procedural lapses.

7.2 The suspension of the Approved Exporter status may be revoked if the exporter can satisfy that the procedural lapses have been adequately addressed.

7.3 If a post-audit or verification audit determines that an Approved Exporter has certified goods which do not qualify as originating goods under the relevant free trade agreement as goods of Indian origin, or has committed

any act of commission or omission which has resulted in a wrong certification of origin, then the following penalties will be attracted:

- (I) First offence: Suspension of Approved Exporter status for three months.
- (II) Second offence: Suspension of Approved Exporter status for six months and financial penalty of upto 5 times the value of the goods involved.
- (III) Subsequent offence: Cancellation of Approved Exporter status and financial penalty of upto 5 times the value of the goods involved.

7.4 The power to impose the above penalties shall rest with DGFT or its officers within their delegated powers under the FTDR Act, 1992.

7.5 No action shall be taken against an Approved Exporter without giving him notice of the intent of taking action and giving reasonable time to present his case.

7.6 Any appeal against any decision on suspension/ cancellation of Approved Exporter status or imposition of fiscal penalty will lie with the Director General of Foreign Trade. The appeal shall be made within a period of 45 days from the award of action/penalty. DGFT will adjudicate the matter and will pass its verdict within three months of the receipt of the appeal.

7.7 Any further appeal will lie with the High Court.

7.8 Any action of suspension or cancellation of the Approved Exporter status shall be communicated to RMTR Division. RMTR Division will inform all FTA partners of such action.

## 8. Miscellaneous

8.1 After the initial recognition of Approved Exporters has been completed, other interested eligible exporters may apply for recognition on the on-line recognition module of the Approved Exporter Portal.

8.2 EIC will impart training to these subsequent applicants as and when necessary.

8.3 Post-audit will be a continuing process and undertaken at regular intervals.

8.4 Approved Exporters will be required to give a half-yearly report of the utilisation of the CoOs self-certified during the preceding half-year to enable a reasonable estimation of the preferential exports under a particular FTA.

8.5 The scheme will be reviewed after one year of its operation to consider if it can be extended to other category of exporters.

\*\*\*\*\*

**Application form for recognition as an Approved Exporter****1. IEC Details**

(i)	IEC Number	
(ii)	Date of issue	
(iii)	Issuing Authority	

**2. Status House Details**

(i)	One Star Export House/ Two Star Export House/ Three Star Export House/ Four Star Export House/ Five Star Export House	
(ii)	Certificate number	
(iii)	Date of Issue	
(iv)	Issuing Authority	
(v)	Valid upto	

**3. Products to be exported for which recognition is sought (Attach separate sheet if required)**

S.No	HS 8 digit Code	Description

*Note: Please attach a copy of SSI/ IEM/ IL/ LOI registration certificate*

**4. Employee Details**

(Attach separate sheet if required)

S.No	Name(s) and designation(s) of employee(s) to be authorized for self-certification	Specimen signature

**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 therefrom.

2. I/ We fully understand that any information furnished in this application or any declaration attested in the certificate of origin, if found incorrect or false, will render me/ us liable for 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 Foreign Trade Policy, the Foreign Trade Procedures and the Indian Trade Classification (HS).

4. I/ We declare that the firm/ company has the technical expertise to determine the origin of the products which are manufactured by using non-originating materials.

5. I/ We undertake to submit, at the request of the appropriate authorities, any supporting evidence which these authorities may require for the purpose of verifying the origin of the goods for which we have certified the origin, and undertake, if required, to agree to any inspection of my/ our accounts and to any check on the processes of manufacture of the above goods, to be conducted by the said authorities;

6. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place: Signature of the Applicant

Date: Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

**Annexure-B**

#### **List of documents to be retained by the Approved Exporter**

The following documents/ records shall be retained by the Approved Exporter for a period of five years from the date of issue of the certificate of origin:

1. Copy of the self-certified CoO;
2. Shipping invoice(s);
3. Bill(s) of lading
4. Bill(s) of entry for imported raw material/ inputs;
5. Sales invoice(s) for locally procured raw material/ inputs;
6. All books of accounts relating to costs of raw material/ inputs;

**APPENDIX - 2G**

**LIST OF INSPECTION AND CERTIFICATION AGENCIES WITH AREA/REGION OF OPERATION**

<b>Sl.No.</b>	<b>Name of the Inspection Agency</b>	<b>Area / Region of Operation</b>
1	<b>Alex Stewart (International) Corporation Ltd.,</b> Locu iela 1, Ventspils, LV-3601, Latvija, PVN reg. nr. LV40003252415 Telefakss: +371 6362 1209 M: +371 2921 2554, E: jakovs@fix.lv	Latvia
2	<b>M/s Ravi Energie Pvt. Ltd.,</b> 202,Manubhai Towers-B, Sayajigunj, Baroda-390005 India Telefax: +91-265-2226069, + 91,265-2361740 E-mail:info@ravienergie.in	South Korea
2(a)	<b>Ravi Energie Inc.,</b> 1, Teakwood Court, Warren, NJ 07059, USA Tel: +1-908-531-8605, Fax: +1-908-502 0309 E-Mail: <a href="mailto:Info@ravienergie.com">Info@ravienergie.com</a>	North America
2(b)	<b>Ravi Energie Gulf FZC</b> Mailing address: P.O. Box 16241, Ras Al Khaimah, UAE Office Address 321B, III Floor, Business Centre-4, Ras Al Khaimah, UAE, Tel: + 971-504-328-605, E-Mail: <a href="mailto:gulf@ravienergie.com">gulf@ravienergie.com</a>	UAE
2(c)	<b>Ravi Energie Europe Ltd.,</b> 22 Ross Parade, Wallington, Surrey SM6 8QF, UK, Tel: +44-203-002-3617 E-Mail: <a href="mailto:europe@ravienergie.com">europe@ravienergie.com</a>	European Union
2(d)	<b>Global Multitrade Services Inc.,</b> Regd. Office: 17, Kimble Court, Hillsborough, NJ 08844, USA Administrative Office: 3056 N 83 <sup>rd</sup> Pl, Scottsdale, Arizona 85251, USA, Tel: +1-908-432-0310 E-Mail: <a href="mailto:global@ravienergie.com">global@ravienergie.com</a>	Brazil
3.	<b>ELBI Consultancy (India) Pvt. Ltd.,</b>  Room No. 1/1 & ½ (1 <sup>st</sup> Floor) Phears Lane Commercial Complex, Near Bowbazar, Ganguram Sweet Shop, 81/2/7 Phears Lane, Kolkata – 700012 Ph: 033-2225-2023, 40077989, Fax: 033-40074753 Mob. 9433147244, 9433759015 E-mail: <a href="mailto:elbikol@rediffmail.com">elbikol@rediffmail.com</a>	India
4.	<b>Caylay Aerospace Inc.,</b> 18830 38 <sup>th</sup> Ave W, Lynnwood, WA, 98037, USA Tel: +1-425-233-0440 E Mail: <a href="mailto:bishnujee.singh@cayleyaerospace.com">bishnujee.singh@cayleyaerospace.com</a>	USA
5.	<b>NQAQSR North America,</b> 1365, Palmyrita, Riverside, CA 92507, USA Phone (951) 680-0826, Fax: (951) 680-0827	USA

	E-Mail: <a href="mailto:info@nqaqsr.us">info@nqaqsr.us</a>	
6.	<b>SGNCO (UK) Limited,</b> Aston House, Cornwall Avenue, London N3 1LF, Tel: +44 7438189175 Mob. 9958200584 E Mail: <a href="mailto:sandeep@sgnco.com">sandeep@sgnco.com</a>	<b>UK</b>
7.	<b>Sandeep Garg &amp; Company,</b> 1311, Westheimer Rd., Ste 120, Houston TX 77077, USA Tel: 281 596 7010 / Fax: 281 596 7427 Mob: 281 743 9754 E Mail: <a href="mailto:sandeep@sgnco.com">sandeep@sgnco.com</a>	<b>USA</b>
8.	<b>Sandeep Garg &amp; Company SARL,</b> B.P. No.4786, Commune-1, Behind Kledu Pressing Sotuba Aci, Bamako- Mali, Tel: +223-78296617, -Mail: <a href="mailto:sandeep@sgnco.com">sandeep@sgnco.com</a>  <b>Benin:</b> Lot No. 271, Zone "A", Quarrier Jak-01 BP 7455, Cotonou-Benin.  <b>Gambia:</b> 27-A, Fajara 'A' Section, Fajara KSMD, The Gambia.	<b>Mali, Benin, Ivory Coast, Cameroon, Gambia, Ghana, Liberia, Nigeria, Senegal, Sierra Leon, Guinea, Togo and Morocco</b>
9.	<b>Sandeep Garg &amp; Company Canaca INC.</b> 59, Giraffe Ave, Brampton Ontario, Canada L6RIZI Tel: (+) 1 905 792 0459 E Mail: <a href="mailto:sandeep@sgnco.com">sandeep@sgnco.com</a>	<b>Canada</b>
10.	<b>Nippon Kaiji Kentei Kyokai,</b> 9-7-1 Chome, Hatchobori, Chuo-ku, Tokyo, Japan Tel: +81-3-3454-5721 E. Mail: <a href="mailto:honbu-kns-3-sg@nkkk.or.jp">honbu-kns-3-sg@nkkk.or.jp</a>	<b>Japan</b>
11.	<b>A/S Baltic Control Ltd., Aarhus,</b> P.O. Box 2199, Sindalsvej 42B, 8240 Risskov, Denmark, Tel: +92 21 244 1211, 1212, 2121 E. Mail: <a href="mailto:office@balticcontrol.pk">office@balticcontrol.pk</a>  <b>Brazil:</b> Porto Alegre, Baltic Control Brasil, Praca. XV de Novembro, 66- Conjunto 1001- Centro 90020-080- Porto Algere (RS) Brasil.  <b>USA:</b> Baltic Control North America Inc, 424 Lakeside Circle, Sunrise, 33326 Florida, USA.	<b>European Union, USA and Brazil</b>
12.	<b>Nectar Inspection Services LLC,</b> P.O. Box 90468, Dubai, United Arab Emirates, Mob: +971509182496, Tel/Fax: +07165354566 E Mail: <a href="mailto:nectardxb@gmail.com">nectardxb@gmail.com</a>  <b>Canada:</b> 156, Springmere Grove, Chestemere, Canada T1X0B5.  <b>USA:</b> 5501 Demarcus Blvd 426 Dublin, CA 94568, USA.  <b>South Africa:</b> 260, Acacia Complex, Emrlad Drive, Greenstone Hill, Johannesburg 1609, South Africa.	<b>UAE, European Union, Canada, USA and South Africa</b>

	<p><b>European Union:</b> Ismet Inonu Caddesi, Akka Apt no. 43 Kat: 4, Eskisehir, Turkey.</p>	
13.	<p><b>Worldwide Inspection Services Pvt. Ltd.,</b> 2447, Basement Floor, Hudson Line, Kingsway Camp, Delhi-110009 Email: <a href="mailto:delhiwise@yahoo.com">delhiwise@yahoo.com</a> Mobile: 9711429752</p> <p><b><u>UK</u></b> 3<sup>rd</sup> Floor, Cervantes, House, 5-9, Headstone Road, Harrow – Middlesex, HA1 1PD, UK, Ph +44-20 8863447</p> <p><b><u>South Africa</u></b> C1, One Highveld, 5 Bellingham Road, Centurion, 0157, South Africa, Phone +27-12-6650368</p> <p><b><u>USA</u></b> 13, Rozsel Road, Princeton, NJ, 08540, USA, Phone +12013325645</p> <p><b><u>Australia</u></b> Suite 402, Level 4, 51 Rawson Street, Epping NSW 2121, Australia, Phone +61 298682318</p> <p><b><u>Georgia</u></b> Free Industrial Zone, Poti, Geogia, Ph: +995452024</p>	<p><b>UAE, USA, South Africa, European Union, Australia and Georgia</b></p>
14.	<p><b>World Wide Inspection Services SARL,</b> LOT No.: 271, Zone "A", Quarrier Jak-01 BP 7455, COTONOU-BENIN E-Mail: <a href="mailto:wise_sarl@yahoo.com">wise_sarl@yahoo.com</a>, <a href="mailto:beninwise@gmail.com">beninwise@gmail.com</a> Tel/Fax : +229-21377229 Mobile: +229-97970952, 97970953</p> <p><b><u>Thailand</u></b> 592, Moo 15, Soi Thaiprakan 2, Theparak Rd, Samutprakarn, Province 10540, Thailand, Ph+6627638774</p> <p><b><u>Malaysia</u></b> No.29, Jalan Besi, Off Batu 31/2, Jalan Sungai Besi, 57100, Kuala Lumpur, Malaysia Ph: +60122213416</p> <p><b><u>Brazil</u></b> A.V. Das Nacoes, Unidas, 12.995 10o, Andar Brooklin Novo- Sao Paulo- Sp CEP: 04578-000, Brazil, Phone:+6627638774</p>	<p><b>Nigeria, West Africa, Thailand, Malaysia and Brazil</b></p>

15.	<p><b>Geo-Chem Middle East,</b> No. 102, Karama, P.O. Box 5778, Dubai, UAE Tel: 0097143359466 / 0097148867400 Fax: 0097143359277 / 0097148867401/02 E-Mail: <a href="mailto:operations@geochem.ae">operations@geochem.ae</a></p> <p><b>Russia:</b> C/o 49, Karla Marksa Street, Novorossiysk 353900, Russia.</p> <p><b>Bangladesh:</b> 1, Naya Paltan (5<sup>th</sup> Floor), Dhaka-1000, Bangladesh.</p> <p><b>Oman:</b> P.O. Box: 1383, Postal Code:133, Al Khuwair-33, Sultanate of Oman.</p> <p><b>USA:</b> 360 East Elizabeth Avenue Linden, New Jersey 07036.</p> <p><b>Australia:</b> 467 Vulture Street East Brisbane Queensland, Australia.</p>	<b>Russia, Bangladesh, UAE, Oman, Kuwait, European Union, USA and Australia.</b>
16..	<p><b>Salamax 1894 (Pty) Ltd.,</b> No 1, Van Till Road, Alrode, Alberton, Johannesburg, South Africa Postal Address : P O Box 4177, Rivonia 2128 Phone No: +27 11 9089440 Fax No: +27 866655240, +27 119089441 Email : <a href="mailto:info@salamax.org">info@salamax.org</a></p>	<b>South Africa</b>
17.	<p><b>National Marine Consultants Inc.</b> <b>USA</b> 236 Ernston Road, Parlin, NJ 08849 Tel: 732-553-9210, Fax 732-553-9215 E-Mail: <a href="mailto:nmci@nmcigroup.com">nmci@nmcigroup.com</a></p> <p><b>India</b> No.9, 1st Floor, Dr. C.G. Road, Netaji Market, Chembur Colony, Chembur (E), Mumbai-400074</p>	<b>USA and India</b>
18.	<p><b>Marine Inspection and Logistics International Rotterdam BV,</b></p> <p><b>Netherlands</b> Tuinlaan 48 – 3111 AW – Schiedam – The Netherlands, Tel: +31-10-2460955, Telfax: +31-10-2469275 E-Mail: <a href="mailto:operations@mil-international.nl">operations@mil-international.nl</a></p> <p><b>USA</b> 1) 408, Richmond Ave, Pte. Pleasant Beach, NJ 08742, Tel: 732 899 0500, Fax, 732 899 0518</p>	<b>European Union and USA</b>

	<p>Email: milnj@marineinspection.com</p> <p>2) 322, Lafayette Street, 3<sup>rd</sup> Floor, New Orleans, LA 70130, Phone 504-866-0014, Fax: 5048660016 Email: nola@marineinspection.com</p> <p>3) 63, South Royal Street, Suit 1001, Mobile, AL 36602 Ph. 251-432-0511, Fax 251-432-0512 Email: operations@miltillet.com</p>	
19.	<p><b>Valueguru Chartered Engineers and Valuers Private Limited,</b> Old No.123, New No.255, Linghi Chetty Street, Chennai – Tamilnadu-600001, India Mobile: +919841847198 Tel: 044-42073332 / 43063332 E-Mail: <a href="mailto:info@valueguru.org">info@valueguru.org</a></p>	India
20.	<p><b>Best Mulyankan Consultants Ltd.,</b> 1<sup>st</sup> Floor, Aditya Building, Corner of N.S. Phadke Marg and Teli Galli, Opp. Flyover Apartment, Andheri (East), Mumbai – 400069, (India) Telefax: 022-26841836, 26841839 E-Mail: mulyankan@vsnl.com</p>	India
21.	<p><b>Humber Inspection International Limited,</b> Rivardy, Manby Road, Immingham, DN40 2LG, United Kingdom Phone: 0044 1469 577774 <a href="mailto:Info@humberinspection.co.uk">Info@humberinspection.co.uk</a></p>	European Union
22.	<p><b>SNG Inspection Services,</b> LGF-57, Ansal Fortune Arcade, Sector-18, Noida-201301 Uttar Pradesh (India) Tel: 0120-6548424 E-Mail: <a href="mailto:info@snginspection.com">info@snginspection.com</a> Website: <a href="http://www.snginspection.com">www.snginspection.com</a></p>	India
23.	<p><b>TUV Rheinland India Pvt Ltd.,</b> 82/A, West Wing, 3<sup>rd</sup> Main Road, Electronics City, Phase I, Bengaluru-560100, India. Tel: +91 80 3989 9888, +91 80 3055 4319, Fax: + 91 80 3055 4342 Email: info-ind@ind.tuv.com Website: <a href="http://www.ind.tuv.com">http://www.ind.tuv.com</a></p>	India
24.	<p><b>Controlex Limited,</b> Fairmont Business Centre, Level 7, Office # 712, P.O. Box 121904, Dubai, UAE Tel: +971 50 8832129 Fax: +971 48867402 Email: <a href="mailto:operations@controlex.co">operations@controlex.co</a></p> <p><b>Brazil:</b> Rua: Street JOSE Ricardo, Number 51-1<sup>st</sup> Floor-Suite 13 Santos, Sao Paulo – Zip Code: 11010-190.</p>	Brazil, Canada, Djibouti, Egypt, Iran, Mozambique, Qatar, Saudi Arabia and Sudan

	<p><b>Canada:</b> 502-130 Brew Street, Port Moody British Columbia, Canada, V3H 0E3.</p> <p><b>Djibouti:</b> P.O. Box 2637, 5, Commercial Center, Al Gamil II 1st Floor, Djibouti.</p> <p><b>Egypt:</b> 43 Victor Ammanwel Str., Somouha – 3<sup>rd</sup> Floor Aledandria, Egypt.</p> <p><b>Iran:</b> No. 118, Africa Expressway 4<sup>th</sup> Floor, Tehran – 19156.</p> <p><b>Mozambique:</b> Naval Srevicos A Navegacao, Lda Maputo, Mozambique.</p> <p><b>Qatar:</b> P.O. Box 20737, Office # 1, 1<sup>st</sup> Floor, Doha, Qatar.</p> <p><b>Saudi Arabia:</b> P.O. Box 17534 Jeddah 21494 Kingdom of Saudi Arabia.</p> <p><b>Sudan:</b> AL-TAYEF—SQ. No 22 Khartoum/Sudan.</p>	
25.	<p><b>SNG Inspection Services</b></p> <p><b>Head Office</b> LGF 57, Ansal Fortune Arcade, Sector18, Noida-201301, UP, India Tel: +910120 6548424, E-mail: <a href="mailto:info@snginspection.com">info@snginspection.com</a> Website: <a href="http://www.snginspection.com">www.snginspection.com</a></p> <p><b>Branch Office Malaysia</b> Viva, B-13A, -12, Jalan IPOH 51200, Kuala Lumpur, Malaysia, Tel: +60182800026 E-mail: <a href="mailto:Malaysia@snginspection.com">Malaysia@snginspection.com</a></p> <p><b>Branch Office Vietnam</b> A1. 108, Lakeside Building, Nguyen An Ninh Ward, Vung Tau City, Vietnam, Tel: +84 937507224 E-mail: <a href="mailto:Vietnam@snginspection.com">Vietnam@snginspection.com</a></p>	<p>Malaysia</p> <p>Vietnam</p>
26.	<p><b>Inspectorate International Ltd.</b> 2 Perry Road, Witham, Essex CM8 3TU, England Tel: +44 1376515081 E Mail: <a href="mailto:ian.beardmore@inspectorate.com">ian.beardmore@inspectorate.com</a></p>	England
27.	<p><b>CWM Survey &amp; Inspection</b> Sluisjesdijk 127, 3087 AE Rotterdam, Netherlands Tel: 31(0) 76 3030100 E Mail: <a href="mailto:info@cwmeurope.nl">info@cwmeurope.nl</a> ; <a href="mailto:vandergraaf@cwmeurope.nl">vandergraaf@cwmeurope.nl</a></p>	European Union

28.	<p><b>Trans Border Safety Control Inspection Services LLC</b>  <b>Head Office</b>  20C, Trolley Square, Wilmington, Delaware, 19806 U.S.A.  Tel: +1-6462334839  E Mail: <a href="mailto:info@transborderinspection.com">info@transborderinspection.com</a></p> <p><b>Branch Office, South Africa</b>  Transnet Yard, Kennis Street, Elandsfontein, 1406  Gauteng, Johannesburg, South Africa  Tel: +27-797632759  E Mail: <a href="mailto:girish@transborderinspection.com">girish@transborderinspection.com</a></p> <p><b>Branch Office, UAE (Dubai)</b>  2305 Grosvenor House, Sheikh Zayed Road, Dubai, UAE  Tel: +971-503591955  E Mail: <a href="mailto:rajendra@transborderinspection.com">rajendra@transborderinspection.com</a></p> <p><b>Branch Office, West Africa</b>  BP.3901, Nouakchott, Mauritania  Tel: +222-52448725  E Mail: <a href="mailto:naresh@transborderinspection.com">naresh@transborderinspection.com</a></p> <p><b>Branch Office, European Union</b>  SpaldingstraBe 160 – Hamburg, Germany  Tel: +49-46903265  E Mail: <a href="mailto:debbie@transborderinspection.com">debbie@transborderinspection.com</a></p>	<p>USA</p> <p>South Africa</p> <p>UAE (Dubai)</p> <p>West Africa</p> <p>European Union</p>
29.	<p><b>M/s Gattini &amp; Co.</b>  <b>Head Office:</b>  Plot No.8, Behind Fish Market,  Near Runwal Omkar E-Square,  Sion(E), Mumbai – 400 022.  Tel: 022-24083318, Mobile No.:+91-9819566123  E-mail: <a href="mailto:gattini@yahoo.com">gattini@yahoo.com</a></p> <p><b>Branch Office, UAE</b>  C/o Diera Home Technical Services LLC,  P.O.Box 81729, Deira, Dubai, UAE  Tel-Fax: 009714-2390551  E Mail: <a href="mailto:gattiniodubai@yahoo.com">gattiniodubai@yahoo.com</a></p>	<p>UAE</p>
30.	<p><b>M/s Geo-Chem Inspection (Malaysia) SDN BHD, Malaysia</b>  No.52/52A, Jalan Sejangkak 14,  Taman Bukit Dahlia,  81700 Pasir Gudang, Johor, Malaysia  Tel: +607 2541450 / 1451  Fax: +607 2541440  Email: <a href="mailto:pasirgudang@geochemgroup.com">pasirgudang@geochemgroup.com</a></p>	<p>Malaysia</p>
31.	<p><b>M/s Global Mines and Minerals FZE, UAE</b>  PO Box 48715, Dubai, United Arab Emirates,  Tel: +971 528327064  Website: <a href="http://globalminesandminerals.com">globalminesandminerals.com</a>  Email: <a href="mailto:info@globalminesandminerals.com">info@globalminesandminerals.com</a></p>	<p>UAE</p>

32.	<p><b>M/s Al Khalidiah Metal TR. CO. LLC, UAE</b>  <b>Head Office</b>  PO Box 80523, Industrial Area No.10,  Sharjah, United Arab Emirates,  Tel: +971-5342131, Fax: +971-5342151  Email: <a href="mailto:inspection.kmtc@gmail.com">inspection.kmtc@gmail.com</a></p> <p><b>Branch Office , Tanzania</b>  P.O. Box 16582, Kirakoo Street, Dar-Es-Salaam, Tanzania,  Tel: +255-222181732  Email: <a href="mailto:kambi.kmtc@gmail.com">kambi.kmtc@gmail.com</a></p> <p><b>Branch Office, Mexico</b>  Leibnitz No.11, Int. 604, Col. Anzures, C.P. 11590, Miguel  Hidalgo, Mexico D.F.  Tel: +521555966 1623  Email: <a href="mailto:Daniel.kmtc@gmail.com">Daniel.kmtc@gmail.com</a></p> <p><b>Branch Office, Namibia</b>  251, Hamutenga Avenue, Walvis Bay, Namibia  Tel: +264 64224226  Email: <a href="mailto:evana.kmtc@gmail.com">evana.kmtc@gmail.com</a></p> <p><b>Branch Office, Thailand</b>  1570/3 Pracharat 1 Rd, Bangsue, Bangkok 10800, Thailand  Tel: +662913 21978,  Email: <a href="mailto:tang.kmtc@gmail.com">tang.kmtc@gmail.com</a></p> <p><b>Branch Office, Gabon</b>  BP 6113 Schoelche, Liberville, Gabon  Tel: +241 04392871  Email: <a href="mailto:amarpal.kmtc@gmail.com">amarpal.kmtc@gmail.com</a></p> <p><b>Branch Office, Congo</b>  BP 648, Le Balai Magique, Point Noire, Congo  Tel: +242 056281111  Email: <a href="mailto:harikishan.kmtc@gmail.com">harikishan.kmtc@gmail.com</a></p>	<p>Tanzania</p> <p>Mexico</p> <p>Namibia</p> <p>Thailand</p> <p>Gabon</p> <p>Congo</p>
33.	<p><b>M/s Baltic Inspection Center,</b>  Ludvika 4, Liepaja, LV3401, Latvija  Tel: +371 22007099,  Fax: +371 63426922  Email: <a href="mailto:bic@balticinspectioncenter.eu">bic@balticinspectioncenter.eu</a>  Website <a href="http://www.balticinspetioncenter.eu">www.balticinspetioncenter.eu</a></p>	<p>Latvija</p>
34.	<p><b>M/s.Asia Inspection Agency Company Ltd., Thailand.</b>  <b>Head Office</b>  124/1 Moo 7 Bangna Trade KM 26 Road,  Bangbor Samuthprakarn – 10560, Thailand  Tel: 0892050404  E-Mail: <a href="mailto:asiainspectionbkk@gmail.com">asiainspectionbkk@gmail.com</a></p> <p><b>Branch Office, Vietnam</b>  Binh Chanh, TAN AN, Vihn CUU, Dong Nai, Vietnam  Tel: +8493486316  Email: <a href="mailto:aiac.thai@gmail.com">aiac.thai@gmail.com</a></p> <p><b>Branch Office, Angola</b>  Rua Tenente Coronel Ivady Casa-1,  Marreta – Sector 12 SAPU1, Distrito Do Kilamba- Kiayi  Luanda- Angola</p>	<p>Vietnam &amp; Thailand as one territory</p> <p>Angola</p>

	<p>Tel: 00244946058250  Email: <a href="mailto:singhdaya991@gmail.com">singhdaya991@gmail.com</a>  <b>Branch Office, Saudi Arabia</b>  P.O. Box 31269, Yard No.1141,  Industrial Area Aldar Albaidaa Riyadh,  Kingdom of Saudi Arabia  Tel: +966594311852  Email: <a href="mailto:sfkhan111@gmail.com">sfkhan111@gmail.com</a></p>	<b>Saudi Arabia</b>
35.	<p><b>M/s.Tubby Impex Pvt. Ltd., Delhi</b>  <b>Head Office:</b>  Bungalow No. 118, MHADA, Four Bungalows, Andheri (W),  Mumbai-400053 (India).  Tel: +022-26305003/4/5  Email: <a href="mailto:tubbyimpexin@gmail.com">tubbyimpexin@gmail.com</a>  <b>Branch Office, Russia</b>  Touristskaya Street 4-1-155  St. Peterburg-198035, Russia  Tel: + 7 9119010037  Email: <a href="mailto:ajayprabhakar74@gmail.com">ajayprabhakar74@gmail.com</a>  <b>Branch Office, South America</b>  Edificio Amazonas Center,  6 Andar, Sala-68,  Rua Amazoas, 363, Bairro Centro, Sao Caetano, DO Sul-SP,  SAO Paulo, Cep: 09520-070 Brazil, Tel: +55-11-984978400  Email: <a href="mailto:kcsekaran1966@gmail.com">kcsekaran1966@gmail.com</a>  <b>Branch Office, Namibia</b>  House No.9, Property No. 576, Hage G Geingob Street, P.O.  Box 9095, Walvis Bay Namibia,  Tel: +64 816245756  Email: <a href="mailto:sameer.berry81@gmail.co">sameer.berry81@gmail.co</a></p>	<p><b>Russia</b></p> <p><b>South America with Brazil as head office</b></p> <p><b>Namibia</b></p>

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Appendix-2H

**FORMAT OF PRE-SHIPMENT INSPECTION CERTIFICATE**

**This Pre-Shipment Inspection Certificate is issued in terms of paragraph 2.54 of Handbook of Procedure for import of shredded, un-shredded, compressed and loose forms of metallic waste and scrap.**

-----  
**I, hereby certify the details as below:-**

(1) I / We hereby certify that I have visually inspected the consignment and certify the following:

(a) The imported consignment is actually metallic scrap/seconds/defective as per the internationally accepted parameters for such a classification.

(b) The consignment does not contain any symbol related to ionizing radiation and/or any marking related to transport of dangerous goods classified as Class 7 as per United Nations classification.

(b) Details of Importer is as follows:

(i) Name: \_\_\_\_\_

(ii) Address: \_\_\_\_\_

(iii) Importer Exporter Code No. \_\_\_\_\_

(iv) Telephone No. \_\_\_\_\_ (Mobile) \_\_\_\_\_

(v) E-mail \_\_\_\_\_

(b1) Details of Exporter is as follows:

(i) Name: \_\_\_\_\_

(ii) Address: \_\_\_\_\_

(iii) Telephone No. \_\_\_\_\_ (Mobile) \_\_\_\_\_

(iv) E-mail \_\_\_\_\_

(c) Type of Scrap: Shredded / Un-shredded.

(d) Details and quantity of import:

Description of metallic scrap	Quantity (in MTs)

(e) (i) Country of Inspection \_\_\_\_\_

(ii) Place of Inspection \_\_\_\_\_

(iii) Date of Inspection \_\_\_\_\_

(iv) Duration of inspection (in hours) from ----- to -----

(v) In case inspection is carried out in a country where PSIA does not have an equipped branch office ,  
then date of prior intimation by email ( at [psia-dgft@nic.in](mailto:psia-dgft@nic.in) ) \_\_\_\_\_

-

(f) Details of radiation survey meter used:

- Make-
- Model-
- Serial no.-
- Last date of calibration-

(g) The consignment does not contain any type of arms, ammunition, mines, shells, cartridges, or any other explosive material in any form, either used or otherwise, and that the consignment was checked for radiation level and it does not have radiation levels (gamma and neutron) in excess of natural background. Following are the values of :-

(i) Background radiation levels at the place of examination ..... $\mu$ Sv/h to ..... $\mu$ Sv/h

(ii) Maximum radiation level on the scrap = ..... $\mu$ Sv/h

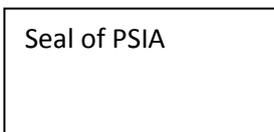
(iii) **The radiation level of the consignment is within/not within the accepted range and is fit/not fit to be exported to India**

(2)The video clip of the inspection carried out has been uploaded on DGFT website / e-mailed to DGFT [at [psia-dgft@nic.in](mailto:psia-dgft@nic.in)] and customs Authorities.

(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 there from.

Date \_\_\_\_\_

Signature \_\_\_\_\_



Name of the Inspecting Person/Inspector \_\_\_\_\_

Designation \_\_\_\_\_

Address (office) \_\_\_\_\_

E Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of the agency as per Appendix 2G \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_ E mail \_\_\_\_\_

## APPENDIX- 2 I

### LIST OF WHO-GMP; HACCP AND SEI/CMM LEVEL II AND ABOVE CERTIFICATION AGENCIES

#### A.. List of WHOGMP Certification Agencies

1. Drug Controllers/FDA Commissioners of the concerned states

#### B. List of HACCP Certification Agencies

- |   |   |
|---|---|
| 1. The Marine Product Export Development Authority<br>MPEDA House, Panampilly Avenue<br>P.B.No.4272, Kochi- 682036  | 2. Export Inspection Agencies/Export Inspection Council.  |
| 3. Kerala Bureau of Industrial Promotion<br>TC IX/2197, Kurups Lane,<br>Sasthamangalam P.O.<br>Thiruvananthapuram 695 010<br>Tel: 0471-2311882; Fax: 0471-2311883 | 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:gsicert@gmail.com">gsicert@gmail.com</a><br>Website: <a href="http://www.qsi.india.com">www.qsi.india.com</a> |

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

- |   |  |
|---|--|
| 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:cut<br>relations@sei.cmu.edu<br>www.sei.cmu.edu | 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:curtis@acm.org           |
| 3. Process Transition<br>International, Inc 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: spi@processtransition.com  | 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:rknudson@g-s-t.Commerce |

- |  |   |
|--|---|
| <p>5. Software Technology Transition<br/>60 Elm Street<br/>Andover, MA 01810, USA<br/>Phone:978/474-4413<br/>Fax:978/475-5432</p>  | <p>6. John Ryskowski Consulting<br/>1544, 9th Street<br/>Manhattan Beach, CA 90266, USA<br/>Phone:310/376-*8255<br/>E-Mail:jfryskowski@yahoo.com</p>                      |
| <p>7. The Process Group<br/>P.O.Box 700012<br/>Dallas, TX 75370-0012, USA<br/>Phone:972/418-9541<br/>Fax: 972/618-6283<br/>E-Mail:71564.2031@compuserve.com</p>            | <p>8. ChangeBridge, Inc.<br/>15103, Gen. Stevens Ct.<br/>Chantilly, VA 20151, USA<br/>Phone :703/378-0975<br/>Fax: 703/378-0976<br/>E- Mail:servello@changebridge.com</p> |
| <p>9. Theta Information Systems,Inc<br/>555 Lucerne Avenue<br/>Tampa, FL 33606, USA<br/>Phone : 813/902-0402<br/>Fax:813/902-0258<br/>E-Mail:71044.1404@compuserve.com</p> | <p>10. PRT Corporation of America<br/>#6 Harbour Industrial estate<br/>Bridgetown Barbados, WI<br/>E-Mail:gmanagul@prt.Commerce</p>                                       |

D. The agencies for ISO (9000) Series & ISO 14000 Series have been accredited on further classification of:

- (i) Quality Management System (QMS)-[http://www.qcin.org/nabcb/accreditation/reg\\_bod\\_qms.php](http://www.qcin.org/nabcb/accreditation/reg_bod_qms.php) for Quality Management Systems
- (ii) Environmental Management System (EMS) -[http://www.qcin.org/nabcb/accreditation/reg\\_bod\\_ems.php](http://www.qcin.org/nabcb/accreditation/reg_bod_ems.php) for Environmental Management system under **Appendix 2I** of the Appendices and Aayat Niryat Forms.

**Application Form For Enlistment Under Appendix 2I**  
**to Issue Certification and Modification In Particulars Of An Existing Enlisted Agency**  
**[FOR WHO-GMP:HACCPAND SEI-CMM LEVEL-2 & ABOVE CERTIFICATION]**

1. Application for (please tick)

<b>(A) Enlistment</b>		<b>(B) Modification in particulars of existing Enlisted Agency</b>	
-----------------------	--	--	--

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. Name and Address:

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 WHO-GMP: HACCP AND SEI/CMM LEVEL II in Appendix 2I Certification**

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 is not a branch/ franchise of a foreign certifying body.
- 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) 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 2I**

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. List of firms/companies (whether Indian or foreign) granted certification by the applicant.
3. Declaration cum Undertaking to be given on a stamp paper (Minimum of Two Rupees
4. Fees of Rs. 5000/- (non-refundable)
5. Details on the logistical/infrastructural setup of the agency with regard to:  
Man power, both Technical and Non- Technical
  - a. Office automation and information technology
  - b. Covered office area
6. Application form is to be submitted in duplicate

**APPENDIX- 2 J**

**List of State Trading Enterprises (STEs) for FTP Purpose**

<b>S. NO.</b>	<b>STATE-TRADING ENTERPRISES</b>
1.	Food Corporation of India (FCI)
2.	State Trading Corporation (STC)
3.	Indian Oil corporation (IOC)
4.	Bharat Petroleum Corporation Ltd. (BPCL)
5.	Hindustan Petroleum Corporation Ltd. (HPCL)
6.	Oil and Natural Gas Corporation Ltd. (ONGC)
7.	Minerals and Metals Trading Corporation (MMTC)
8.	Indian Potash Ltd. (IPL)
9.	National Dairy Development Board (NDDB)
10.	National Cooperative Dairy Federation(NCDF)
11.	National Agriculture Cooperative Marketing Federation of India Ltd (NAFED)
12.	Projects and Equipment Cooperation of India Ltd.(PEC)
13.	Spices Trading Corporation Limited (STCL)
14.	Central Warehousing Corporation (CWC)

## APPENDIX -2K

### Scale of Application Fee and Procedure for Deposit/ Refund of Application Fee/Penalty, etc.

#### 1. Scale of Application Fee for various services:

SI No	Particulars	Scale of Fee (in Rupees)
1.	Application for Importer Exporter Code No/I. Card	Five Hundred
2.	Application for Export License/ SCOMET items for restricted goods/ Free Sale & Commerce Certificate.	One Thousand
3.	Application for import License for restricted item/ permission / certificate / Advance Authorization/ DFIA/EPCG Authorization	One per thousand or part thereof subject to a minimum of Rs. Five Hundred and maximum of Rupees one lakh on CIF value/duty saved amount of Authorization/ license / permission.
4.	Application for Duty credit scrip under rewards/ incentive scheme.	One Thousand
5.	Application for grant of duplicate license/ permission / certificate /scrip/ I- Card	Two Hundred
6.	Application for amendment/ correction in license / scrip / Authorization/ certificate /permission etc.	Two hundred
7.	Application for first revalidation of Authorization / scrip/ permission /certificate/ license for SCOMET etc.	Five Hundred
8.	Application for second revalidation of Authorization / scrip/ permission / certificate/ license for SCOMET etc.	One thousand
9.	Application for Enlistment as an authorized agency under Appendix 2-E and Appendix 2-I of HBP	Five thousand
10.	Application for Certification Agency as per Appendix 2-G	Ten thousand for applicant based in India and US\$ 250 or an amount equivalent in rupees for applicant based abroad
11.	Application for seeking relaxation in Policy/procedure	Two Thousand
12.	Application for review of decision of any committees	Five thousand
13.	Application for enhancement of value of Authorization	One per thousand for differential CIF value/duty saved amount to be enhanced. No additional fee is required if maximum prescribed fee has been paid initially.

#### 2. Mode of Deposit of Application Fee/Penalty/Any Other Fee

The application fee shall be deposited in the following manner:-

- (1) **By depositing cash or cheque for Treasury Receipt Challan (TR) in an authorized Branch of Central Bank of India** indicating the "Head of Accounts 1453 -Foreign Trade and Export Promotion-Minor Head 102-Import License Application Fee". The Bank Receipt must show the name of the Department viz. "Directorate General of Foreign Trade". The Bank Receipt should be 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. As a proof of payment of Fee, the applicant shall submit along with the Application two copies of Bank Receipt as per **Annexure-A**.

**OR**

- (2) **Through NEFT/Debit Card/Credit Card using DGFT Server while making online Application.**

**Note:** For electronic filing of application, exporter/importer needs to access the website of the DGFT. An e-com number is generated. The DGFT website on completion of application details would prompt for e-payment to select the mode of payment. If the exporter wants to use 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 and name of the party in the Sever of DGFT. A successful message from the bank shall be shown on the exporter's 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. within 24 hours. 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. Alternatively, payment can also be made through Debit/Credit card instead of Net Banking by selecting that option. **OR**

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

The applicants may deposit the anticipated amount as per their need 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 License 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-ForeignTrade & Export Promotion, 103- ExportLicensing 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 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 license 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 under charges 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 utilized 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 utilized 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) Application fee is nothing but the fee for processing of the application. Therefore, 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 **ANF-2G** 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 license, the third copy of the Bank Receipt may be furnished. In all such cases, the number and date of 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 Net Banking/Debit Card/Credit Card, the applicant should furnish along with the application:
  - a) E-com Reference No. and date.
  - b) Transaction ID No, amount, date and time of payment
  - c) The Bank and its branch Code on which transaction was made
  - d) The name of the licensing Authority to whom the application was made.
  - e) IFSC code of Branch
- (4) On receipt of application, the licensing authority shall pass refund order 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/ online payment. 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/online payment.
- (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.

**7. Adjustment of Fee:**

In cases, where a new Advance Authorization, EPCG and Duty Credit Scrip is issued by RA in lieu of the earlier Authorization (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 Authorization will be adjusted by the RA for the new Authorization. However, a minimum application fee of Rs.200/- shall be paid for the new Authorization. Head of Office of concerned RA while issuing Authorizations under this provision shall ensure proper linkage with the earlier cancelled Authorization.

**Annexure-A**



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/purpose and name of the authority (if any)	Amount in Rs.	Head of account	of Accounts officer by whom adjustable	Order to be Bank*
Name & Signature			Rs.      Paise	1453 foreign trade export promotion – minor head – 102 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)

Rs. (In Words)

\* To be used only in the case  
of remittance to the Bank  
through Departmental Officer

Cashier

Accountant

Date

Bank Officer

NOTE:-

- Particulars of money tendered should be given below.
- 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 In Rupees

Coins

Notes (with details)

Cheque (with details)

**APPENDIX -2 L**

**CERTIFICATE FOR OFFSETTING OF EXPORT PROCEEDS**

1. Name of the exporter:
2. Address of the exporter:
3. IEC number:
4. E-Mail of the applicant:

5. Specific mode of offsetting (please tick)		(√)
i. Import Payables		
ii. Equity Investment		
iii. Loan Repayment		
iv. Dividend Repayment		
v. Others (Provide details)		

6. Export Details

Invoice	Shipping bill	Description	Scheme	Amount	Date of
	against which	of goods	under	offsetted	offsetting
	offset has been		which	(in free	
	done		offsetting	foreign	
			undertaken	exchange)	
No.	Date	No.	Date		
(1)	(2)	(3)	(4)	(5)	(6)
					(7)
					(8)

**(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 9.6 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 2 L**

**CERTIFICATE OF CHARTERED ACCOUNTANT/COST 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 Accountant)

Place: \_\_\_\_\_ Name of the Signatory : \_\_\_\_\_  
Date: \_\_\_\_\_ Full Address : \_\_\_\_\_  
Membership No. : \_\_\_\_\_

---

**Documents to be enclosed with this certificate**

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- 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- 2M**

**Form of Self Declaration for obtaining Duplicate Copy of  
freely transferable Licences / Authorisations which are lost or misplaced  
(as per para 2.23 and 2.24 of HBP)**

To

**The Regional authority**

.....

I/We hereby solemnly affirm and declare that customs purpose copy/exchange purpose copy/both the copies of Licence No. / Authorisation No. \_\_\_\_\_ dated \_\_\_\_\_ issued to me/us have 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 USD (figure in words) .....the total amount for which the duplicate is now required is to cover the balance of Rs. \_\_\_\_\_ and USD (figure in words) .....

The said 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

Place:

Signature of the Applicant

Date:

Name

Designation

Official Address

Telephone

Residential Address

Email Address

Documents to be enclosed with the application form

As per para 2.24 duplicate copy of freely transferable Authorisation may be issued against an application accompanied with following documents:

1. An application with fee equivalent to 10% of duty saved or duty credit (of unutilized balance).
2. A copy of FIR reporting loss.
3. *Self- declaration* to indemnify revenue loss, which may be caused on account of issue of such duplicate.

## APPENDIX- 2N

### 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 M/s. \_\_\_\_\_ (full expanded name, e-mail I.D, Phone No./Fax. No. of the Importer/Exporter with complete address) (hereinafter referred to as Importer/Exporter) an Authorisation bearing 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 2015-20 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, e-mail I.D, Phone No./Fax. No 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)"

(Signature) \_\_\_\_\_

\_\_\_\_\_  
(Name & Designation of the Bank officer  
with employee code & complete address)

Accepted by me on behalf of the President of India.

( )

Asstt. DGFT/ Foreign Trade Development Officer

**NOTE : A) In case of EPCG authorization:**

"The Bond/BG shall be filed for a minimum period of three years with an undertaking to keep the BG alive for 18 months beyond the entire period of export obligation ."

**B) In case of advance authorization/DFIA:**

Note: "The Bond/ BG shall be filed for a minimum period of three years with an undertaking to keep the BG alive for the entire period of export obligation viz., 6+2 = 8 years"

Wherever Bank Guarantee is issued with (a) additional Note withstanding clause or (b) Bank Guarantee is submitted for lesser period than 6+2=8 years, Bank Guarantee should be furnished with the following additional conditions.

01. Our liability under this Bank Guarantee is restricted to Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_) valid up to \_\_\_\_\_ and shall be automatically renewed thereafter by us and kept alive till the department approves for cancellation of Bank Guarantee.
02. Our liability under this Bank Guarantee shall not exceed Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_) only.
03. And we undertake to renew the Bank Guarantee at our own from time to time until any directions by the department.
04. Notwithstanding anything contrary contained in any law for the time being in force or banking practice, this guarantee shall not be assignable or transferable by the beneficiary. Notice or invocation by any person such as assignee, transferee or agent of beneficiary shall not be entertained by the bank. Any invocation of guarantee can be made only by the beneficiary directly.

**APPENDIX -20**

**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 Propreitory firm/jointly and severly 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 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, 2015-20 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 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 \_\_\_\_\_

(Signature)

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

\*\* in the light of guidelines for execution of Legal Undertaking

**NOTE FOR GUIDANCE IN THE MATTER OF EXECUTING BANK GUARANTEE (BG) / LEGAL AGREEMENT (LUT)**

1. The Bank Guarantee / Legal Agreement is to be executed by the surety Bank (Guarantor)/ importer/exporter (party) on a non-judicial stamp paper for an 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 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 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 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 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 - 2P (i)(a)**  
**FORMAT OF IMPORT CERTIFICATE UNDER INDO US MEMORANDUM**

No. DGFT ...../20..

**GOVERNMENT OF INDIA**  
**Import Certificate**

1. Importer (Name & Address with IEC Number ):
2. Exporter (Name & Address):
3. Details of Items being imported:

Description of Goods	ITC(HS)/ ECCN Code*	Quantity	Value

\* Export Control Classification Number of the item under US Department of Commerce Regulations (ECCN) in case the item of import falls under CC/ RS as per Appendice 2P(ia)/(iib)

4. The importer has submitted:
  - I. the Bill of Lading No.....dated .....indicating the port of USA as .....
  - II. the legal undertaking that the said goods will not be exported/alienated.
5. It is certified that the importer named above has further undertaken:
  - I. To import the item into India and not to redirect it or any part thereof, to another destination before its arrival in India.
  - II. Not to export the item or any part thereof without the written permission of the Certificate Issuing Authority.
  - III. To abide by actual user condition, i.e., not to re-transfer within India the item(s) specified in this Certificate without the written approval of the Certificate Issuing Authority

Date.....  
Signature.....  
Seal:  
Designation.....



**NB: 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 2P(i)(b)**

**FORMAT OF EXPORT CERTIFICATE UNDER INDO-US MEMORANDUM**

No. DGFT ...../201

GOVERNMENT OF INDIA  
**Export Certificate**

1. Exporter (Name & Address with IEC number):
2. Importer in third country (Name & Address):
3. Export Order No .....dated .....
4. Details of items being exported:

Description of Goods	*ECCN Code	Quantity	Value	Bill of entry No & date by which import was made	ITC(HS) code, if available/applicable.

\* **Export Control Classification Number of the item under US Department of Commerce Regulations (ECCN) in case the item of export is under CC/ RS list as per Appendice 2P(ia)/(iib)**

5. It is certified that the above Exporter has submitted that:
  - I. The above goods were imported from .....USA under due permission from DGFT vide Import Certificate No:..... dated.....
  - II. The above goods are being exported to .....(consignee in third country) in .....(country's name)
  - III. The subject goods will not be utilised for non-civilian purposes.

Date.....

Signature.....

Seal

Designation.....



**NB:** This export certificate is not a substitute for Export Licence in respect of the items mentioned as restricted under ITC(HS) and an Export licence, in addition to this Certificate, will have to be obtained wherever required for such items.

**Appendix 2P(ii)(a)**  
**UNILATERAL “CRIME CONTROLLED” ITEMS ON THE**  
**U.S. DEPARTMENT OF COMMERCE CONTROL LIST**

<b>S. No.</b>	<b>CC ECCNs</b>	<b>Description</b>
1.	0A978	Law enforcement striking weapons, including saps, police batons, side handle batons, tonfas, sjamboks, and whips
2.	0A979	Police Helmets, Shields
3.	0A981	Equipment designed for the execution of human beings
4.	0A982	Restraint Devices
5.	0E982	Technology for Restraint Devices and discharge type arms
6.	0A983	Specially Designed Implements of Torture
7.	0A984	Shotguns
8.	0E984	Technology for Shotguns
9.	0A985	Discharge Type Arms
10.	0A987	Optical Sighting Devices
11.	1A984	Chemical Agents, Tear Gas
12.	1A985	Fingerprinting Powders, Dyes, Inks
13.	3A980	Voice Print Identification equipment
14.	3A981	Polygraphs, Fingerprints Analyzers
15.	3D980	Software for Voice Print ID
16.	3E980	Technology for Voice Print ID
17.	4A003	Digital Computers for computerised finger-print equipment
18.	4A980	Computers for Fingerprint equipment
19.	4D001	Software for Digital Computers controlled by 4A003
20.	4E001	Technology for Digital Computers controlled by 4A003
21.	4D980	Software for 4A980 Fingerprint Computers
22.	4E980	Technology for Computer for Fingerprint
23.	6A002.c.	Police-Model Infrared Viewers
24.	6E001	Technology for Police Viewer development
25.	6E002	Technology for Police View Production
26.	9A980	Mobile Crime Labs

**Appendix 2P(ii)(b)**  
**UNILATERAL “REGIONAL SECURITY” CONTROLLED ITEMS ON THE**  
**U.S. DEPARTMENT OF COMMERCE CONTROL LIST**

<b>S. No.</b>	<b>RS2 ECCNs</b>	<b>Description</b>
1.	0A606.b.	Ground vehicles, parts and components, as follows:
		1. Unarmed vehicles that are derived from civilian vehicles and that have all of the following:
		a. Manufactured or fitted with materials or components other than reactive or electromagnetic armour to provide ballistic protection to level III (National Institute of Justice Standard 0108.01, September 1985) or better;
		b. A transmission to provide drive to both front and rear wheels simultaneously, including those vehicles having additional wheels for load bearing purposes whether driven or not;
		c. Gross vehicles weight rating (GVWR) greater than 4,500 kg; and
		d. Designed or modified for off-road use.
		2. Parts and components having all of the following:
		a. Specially designed for vehicles specified in paragraph b.1 of this entry; and
b. Providing ballistic protection to level III (National Institute of Justice Standard 0108.01, September 1985) or better		
2.	0A918	Bayonets
3.	0E918	“Technology” for the “development”, “production” or “use” of bayonets.
4.	1A004	Protective and detection equipment and components, not specially designed for military use, as follows (see List of Items Controlled).
		a. Gas masks, filter canisters and decontamination equipment therefore designed or modified for defence against any of the following, and specially designed components therefor:
		a.1. Biological agents ‘adapted for use in war’;
		a.2. Radioactive materials ‘adapted for use in war’;
		a.3. Chemical warfare (CW) agents; or
		a.4. ‘Riot control agents’,
		b. Protective suits, gloves and shoes, specially designed or modified for defense against any of the following:
		b.1. Biological agents ‘adapted for use in war’;
		b.2. Radioactive materials ‘adapted for use in war’; or
		b.3. Chemical warfare (CW) agents;
		c. Nuclear, biological and chemical (NBC) detection systems, specially designed or modified for detection or identification of any of the following, and specially designed components therefor:
		c.1. Biological agents ‘adapted for use in war’;
		c.2. Radioactive materials ‘adapted for use in war’; or
		c.3. Chemical warfare (CW) agents;
		d. Electronic equipment designed for automatically detecting or identifying the presence of “explosives” residues and utilizing ‘trace detection’ techniques (e.g. Surface acoustic wave, ion mobility spectrometry, differential mobility spectrometry, mass spectrometry).
		5.

6.	1E001	"Technology" according to the General Technology Note for the "development" or "production" of items controlled by 1A004.d.																																						
7.	2A983	Explosives or detonator detection equipment, both bulk and trace based, consisting of an automated device, or combination of devices for automated decision making to detect the presence of different types of explosives, explosive residue, or detonators; and parts and components, n.e.s.																																						
8.	2A984	Concealed object detection equipment operating in the frequency range from 30 GHz to 3000 GHz and having a spatial resolution of 0.5 milliradian up to and including 1 milliradian at a standoff distance of 100 meters; and parts and components, not elsewhere specified.																																						
9.	2B018	Equipment as follows: Specialized machinery, equipment, gear and specially designed parts and accessories therefor, including but not limited to the following, that are specially designed for the examination, manufacture, testing and checking of arms, appliances, machines and implements of war: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>a.</td><td>Armor plate drilling machines, other than radial drilling machines;</td></tr> <tr><td>b.</td><td>Armor plate planing machines;</td></tr> <tr><td>c.</td><td>Armor plate quenching presses;</td></tr> <tr><td>d.</td><td>Centrifugal casting machines capable of casting tubes 6 feet (183 cm) or more in length, with a wall thickness of 2 inches (5 cm) and over;</td></tr> <tr><td>e.</td><td>Gun barrel rifling and broaching machines, and tools therefor;</td></tr> <tr><td>f.</td><td>Gun barrel rifling machines;</td></tr> <tr><td>g.</td><td>Gun barrel trepanning machines;</td></tr> <tr><td>h.</td><td>Gun boring and turning machines;</td></tr> <tr><td>i.</td><td>Gun honing machines of 6 feet (183 cm) stroke or more;</td></tr> <tr><td>j.</td><td>Gun jump screw lathes;</td></tr> <tr><td>k.</td><td>Gun rifling machines;</td></tr> <tr><td>l.</td><td>Gun straightening presses;</td></tr> <tr><td>m.</td><td>Induction hardening machines for tank turret rings and sprockets;</td></tr> <tr><td>n.</td><td>Jigs and fixtures and other metal-working implements or accessories of the kinds exclusively designed for use in the manufacture of firearms, ordnance and other stores and appliances for land, sea or aerial warfare;</td></tr> <tr><td>o.</td><td>Small arms chambering machines;</td></tr> <tr><td>p.</td><td>Small arms deep hole drilling machines and drills therefor;</td></tr> <tr><td>q.</td><td>Small arms rifling machines;</td></tr> <tr><td>r.</td><td>Small arms spill boring machines;</td></tr> <tr><td>s.</td><td>Tank turret bearing grinding machines.</td></tr> </table>	a.	Armor plate drilling machines, other than radial drilling machines;	b.	Armor plate planing machines;	c.	Armor plate quenching presses;	d.	Centrifugal casting machines capable of casting tubes 6 feet (183 cm) or more in length, with a wall thickness of 2 inches (5 cm) and over;	e.	Gun barrel rifling and broaching machines, and tools therefor;	f.	Gun barrel rifling machines;	g.	Gun barrel trepanning machines;	h.	Gun boring and turning machines;	i.	Gun honing machines of 6 feet (183 cm) stroke or more;	j.	Gun jump screw lathes;	k.	Gun rifling machines;	l.	Gun straightening presses;	m.	Induction hardening machines for tank turret rings and sprockets;	n.	Jigs and fixtures and other metal-working implements or accessories of the kinds exclusively designed for use in the manufacture of firearms, ordnance and other stores and appliances for land, sea or aerial warfare;	o.	Small arms chambering machines;	p.	Small arms deep hole drilling machines and drills therefor;	q.	Small arms rifling machines;	r.	Small arms spill boring machines;	s.	Tank turret bearing grinding machines.
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s.	Tank turret bearing grinding machines.																																							
10.	2D983	Software specially designed or modified for the development, production, or use of equipment controlled by 2A983.																																						
11.	2D984	Software required for the development, production, or use of concealed object detection equipment controlled by 2A984.																																						
12.	2E983	Technology specially designed or modified for the development, production, or use of equipment controlled by 2A983, or the development of software controlled by 2D983.																																						
13.	2E984	Technology required for the development, production, or use of equipment controlled by 2A984 or required for the development of software controlled by 2D984.																																						
14.	6A003.b.4.b	Uncooled thermal imaging cameras																																						
15.	6A998.c.	Millimetre wave enhanced vision radar imaging systems specially designed for rotary wing aircraft and having all of the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1.</td><td>Operates at a frequency of 94 GHz;</td></tr> </table>	1.	Operates at a frequency of 94 GHz;																																				
1.	Operates at a frequency of 94 GHz;																																							

		2.	An average output power of less than 20 mW;
		3.	Radar beam width of 1 degree; and
		4.	Operating range equal to or greater than 1500 m
16.	6A999.c.	Seismic intrusion detection systems that detect, classify and determine the bearing on the source of a detected signal.	
17.	6D991	Software not elsewhere specified specially designed for the development, production, or use of commodities controlled by 6A998.c.	
18.	6D993.b.	Software specially designed for seismic intrusion detection systems controlled by 6A999.c.	
19.	9A515.e.	Microelectronic circuits (e.g. integrated circuits and micro-circuits) that are rated, certified, or otherwise specified or described as meeting or exceeding all the following characteristics and that are specially designed for defence articles controlled by Unites States Munitions List.	

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**APPENDIX - 2 Q**

**FORMAT OF END USER CERTIFICATE UNDER PARA 2.38 OF HBP**

No.DGFT ..... /2015-

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 -2 R**

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

**PART I**

(To be filled in by the applicant)

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

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

Note: This import certificate is not a substitute for import Licence in respect of the items mentioned restricted under ITC(HS) and an import licence, in addition to this Certificate, will have to be obtained wherever required for such items.

**APPENDIX- 2 S**

**END USE CUM END USER CERTIFICATE IN CASE OF EXPORT OF SCOMET ITEMS**

[TO BE SUBMITTED BY ALL ENTITIES IN THE CHAIN OF SUPPLY VIZ. THE FOREIGN BUYER, THE END USER & INTERMEDIARIES/CONSIGNEE (IF THEY ARE DIFFERENT FROM THE FOREIGN BUYER AND END USER). THIS CERTIFICATE SHALL BE ISSUED ON THE LETTERHEADS OF RESPECTIVE ENTITY]

I /We (name) \_\_\_\_\_ (name & address of the foreign buyer/end user/intermediary(ies)/consignee(s) certify that we are importing (name of the SCOMET item) \_\_\_\_\_ from (name and address of the exporter) \_\_\_\_\_ / through \_\_\_\_\_ (name & address of the intermediary/consignee) against Purchase Order No/Contract No. \_\_\_\_\_ dated \_\_\_\_\_ 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 shall 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 consent of the Government of India, to any party within (name of the country) \_\_\_\_\_ or outside it.

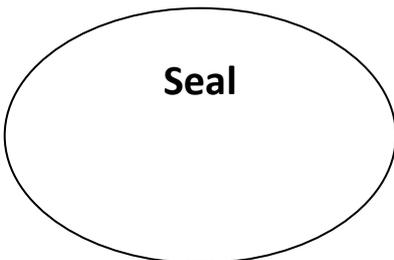
I/We also certify that the above items imported by us shall not be used for any purpose that relate to the development of Weapons of Mass Destruction.

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 : \_\_\_\_\_

Tel. (STD Code)- \_\_\_\_\_

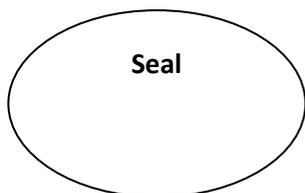
E-mail: \_\_\_\_\_

**CERTIFICATION ON BEHALF OF THE RECEPIENT 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 shall 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: \_\_\_\_\_

Tel. (STD Code)- \_\_\_\_\_

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

**APPENDIX-2 T**

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

S. No.	Name of Export Promotion Councils/ Commodity Boards	Registered Office/Head Office	Details of products falling with their jurisdiction
<b>EXPORT PROMOTION COUNCILS</b>			
1.	Apparel Export Promotion Council	<p><b>Registered Office</b> A-223, Okhla Industrial Area Phase-I, Okhla New Delhi-110 020 Tel : 011-26372721 Fax : 011-26814251 E-mail: atdccl@eth.net</p> <p><b>Head Office</b> Apparel House, Institutional Area Sector-44, Gurgaon Haryana-122 003 Tel : 0124-2708000-03 Fax : 0124-2708004. E-mail: <a href="mailto:administrator@aepcindia.com">administrator@aepcindia.com</a></p>	Readymade garments.
2.	Basic Chemicals, Pharmaceuticals & Cosmetics EPC (CHEMEXCIL)	<p>Jhansi Castle,4th Floor 7 Cooperage Road Mumbai-400 001. Tel: 022-22021288/22021330 /22825861 website:222.chemexcil.gov.in Email: <a href="mailto:info@chemexcil.gov.in">info@chemexcil.gov.in</a> <a href="mailto:chemexcil@vsnl.com">chemexcil@vsnl.com</a></p>	<ul style="list-style-type: none"> <li>- Dyes, Dye-Intermediates, Coal Tar Chemicals and Alcohol</li> <li>- Basic Inorganic and Organic Chemicals including Agro Chemicals, Oil Field Chemicals</li> <li>- Cosmetics and Toiletries, Essential Oils &amp; Perfumery Compounds,</li> <li>- Castor Oil &amp; it's derivatives</li> <li>-</li> </ul>
3.	Carpet Export Promotion Council	<p><b>Working Office</b>  Niryat Bhavan, 3rd Floor, Rao Tula Ram Marg Opp. Army R R Hospital New Delhi-110 057 Tel : 26153466/26153467</p>	Handmade/ Handknotted Woollen Carpets, Rugs, Druggets, Durries, Handmade tufted Carpets, Handmade Silk Carpets, Handmade Staple/Synthetic Carpets, Kelem, Schumacks, Namdhas and other Floor

		<p>Fax : 26153465  Website: <a href="http://www.indiancarpets.com">www.indiancarpets.com</a>  E-mail: <a href="mailto:cepc@vsnl.com">cepc@vsnl.com</a>; <a href="mailto:cepc.nd@gmail.com">cepc.nd@gmail.com</a></p> <p><b>Registered Office:</b>  Shreejee Complex,  Shop No. T-3, Sharma Market,  Harola, NOIDA (UP).</p>	Covernings.
4.	Cashew Export Promotion Council of India	<p>P B No.1709, Chittoor Road  Ernakulam South  Cochin-682 016  Kerala  Tel : 0484-2376459/2376080  Fax : 0484-2377973  Website : <a href="http://www.cashewindia.org">www.cashewindia.org</a>  E-mail: <a href="mailto:cashew@vsnl.com">cashew@vsnl.com</a></p>	<ul style="list-style-type: none"> <li>- Cashew Kernels</li> <li>- Cashewnut Shell Liquid</li> <li>- Kardanol</li> </ul>
5.	CAPEXIL	<p>Vanijya Bhavan  International Trade Facilitation Centre  3rd Floor  1/1, Wood Street  Kolkata-700016  Tel : 033-22890524/0525  Fax : 033-22891724  Website : <a href="http://www.capexil.com">www.capexil.com</a>  E-mail: <a href="mailto:capexil@capexil.in">capexil@capexil.in</a>  <a href="mailto:chairman@capexil.in">chairman@capexil.in</a></p>	<ol style="list-style-type: none"> <li>1. Animal By-products</li> <li>2. Automobile Tyres &amp; Tube</li> <li>3. Books, Publishing &amp; Printing</li> <li>4. Bulk Minerals &amp; Ores</li> <li>5. Cement, Clinkers &amp; Asbestos Cement products</li> <li>6. Ceramics &amp; Refractories</li> <li>7. Glass &amp; Glasswares</li> <li>8. Granites, Natural Stones &amp; Explosives.</li> <li>9. Graphite Electrodes &amp; Explosives</li> <li>10. Misc. Products such as : <ul style="list-style-type: none"> <li>- Gambier</li> <li>Extracts/Myrobalam</li> <li>Extracts/ Cutch Extracts/</li> <li>Other dyeing &amp; tanning extracts</li> <li>- Fire works</li> <li>- Safety Matches</li> <li>- Activated Carbon</li> <li>- Coconut shell Charcoal</li> <li>- Superphosphates Urea</li> <li>- Other Chemical Fertilizers</li> <li>- Hard Aggregates for Floor</li> </ul> </li> <li>11. Ossein, Glue &amp; Gelatine</li> <li>12. Paints &amp; Allied Products</li> </ol>

			<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.	Cotton Textiles Export Promotion Council	<p>Engineering Centre, 5th Floor 9 Mathew Road, Behind Opera House Mumbai-400 004 Tel : 022-23632910, 11, 12 Fax : 022-23632914 Website : <a href="http://www.texprocil.org.in">www.texprocil.org.in</a> E-mail: <a href="mailto:info@texprocil.org">info@texprocil.org</a></p>	<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, Twills/Sateens, Sarees/Dhotis/Terry Fabrics, Furnishings, Voils/Mulls/Muslin, Knit Fabrics</li> <li>- Cotton Made-ups – Bed Linens/Home Furnishings, Terry Towels/Toweling, Bags/Sacks, Curtains/Drapes, Blankets, Table/Toilet/Kitchen, Linens/Napkins, Handkerchiefs/ Dusters, Carpets/Mats/ Tarpaulins/Tents, Tapes/Narrow Fabrics, Labels, Shawls/Scarves, Rope &amp;* Twine, Drop Cloth, Mosquito Nets/Netting, Embroidered Fabrics/Sarees, Dress Materials, Chaddar/Odhanis, Khangas, Threads/Packing Threads, Others</li> <li>- Raw Cotton</li> </ul>
7.	Council for Leather Exports	<p>CMDA Tower-II, 3rd Floor Gandhi Irwin Bridge Road Egmore Chennai-600 008 Tel: 044-28594367-71</p>	Leather & Leather products

		<p>Fax : 044-28594363-64          Website: <a href="http://www.leatherindia.org">www.leatherindia.org</a>          E-mail: <a href="mailto:cle@cleindia.com">cle@cleindia.com</a></p>	
8.	<p>EEPC INDIA          (Formerly          Engineering          Export          Promotion          Council)</p>	<p><b>Registered and Head Office</b>          Vanijya Bhavan(1st Floor)          International Trade Facilitation Centre          1/1, Wood Street          Kolkata-700 016          Tel : 033-22890651/52/53          Fax : 033-22890654          Website: <a href="http://www.eepcindia.org">www.eepcindia.org</a>          E-mail: <a href="mailto:eepcho@eepcindia.net">eepcho@eepcindia.net</a></p> <p><b>Territorial Division</b>          Vandhna (4th Floor), 11, Tolstoy Marg          New Delhi-110 001          Tel : 011-23353353          Fax : 011-23310920          E-mail: <a href="mailto:eepcto@eepcindia.net">eepcto@eepcindia.net</a>  <a href="mailto:eepcto@eepc.gov.in">eepcto@eepc.gov.in</a></p>	<ol style="list-style-type: none"> <li>1. Machineries and equipments</li> <li>2. Motor Vehicles</li> <li>3. Automobile Components</li> <li>4. Bicycles, Bicycle Components and Accessories</li> <li>5. Two Wheelers and Three Wheelers</li> <li>6. Internal Combustion Engines, Compressors and parts thereof</li> <li>7. Pumps – all types</li> <li>8. Electric and Home Appliances</li> <li>9. Hand and Machine Tools</li> <li>10. Medical, Surgical and Other Instruments</li> <li>11. Prime Iron &amp; Steel and Products Thereof</li> <li>12. Non-ferrous Metals and Products Thereof</li> <li>13. Railway Rolling Stock and Components</li> <li>14. Builders Hardware</li> <li>15. Project Exports.</li> <li>16. Mica &amp; other Mineral based products.</li> <li>17. Miscellaneous Manufacturers Engineering Products not specified elsewhere.</li> </ol>
9.	<p>Electronics &amp;          Computer          Software EPC</p>	<p>PHD House, 3<sup>rd</sup> Floor          Ramakrishna Dalmia Wing          Opp. Asiad Village          New Delhi-110 016          Tel: 26510632, 26964463          Fax: 26853412          Website: <a href="http://www.escindia.in">www.escindia.in</a>          Email : <a href="mailto:esc@vsnl.com">esc@vsnl.com</a></p>	
10.	<p>Export          Promotion          Council for          Handicrafts</p>	<p>EPCH House, Pocket 6 &amp; 7          Sector-C, LSC, Vasant Kunj          New Delhi-110 070          Tel : 011-26135256-57-58          Fax : 011-26135518-19          Website: <a href="http://www.epch.in">www.epch.in</a></p>	

		E-mail: <a href="mailto:epch@vsnl.com">epch@vsnl.com</a> <a href="mailto:mails@epch.com">mails@epch.com</a>	
11.	Export Promotion Council for EOUs & SEZs	8G, 8th Floor, Hansalaya Bldg., 15 Barakhamba Road, New Delhi-110001 Tel:23329766-69,FaxNo.011-23329770, e-mail: <a href="mailto:epcesho@gmail.com">epcesho@gmail.com</a> , <a href="mailto:epcesho@hotmail.com">epcesho@hotmail.com</a> , <a href="mailto:epces@vsnl.net">epces@vsnl.net</a>	
12.	Federation of Indian Export Organisations (FIEO)	Niryat Bhawan Rao Tula Ram Marg Opp. Army Hospital Research & Referral,New Delhi-110 057 Tel: 011-46042222/26150101-04 Fax: 011-26148194,26150077 website: <a href="http://www.fieo.org">www.fieo.org</a>  Email: <a href="mailto:fieo@nda.vsnl.net.in">fieo@nda.vsnl.net.in</a> <a href="mailto:fieo@airtelmail.in">fieo@airtelmail.in</a>	
13.	Gem & Jewellery Export Promotion Council (GJEPC)	<b>Head Office and Registered Office</b>  Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse, Next to ICICI Bank, Bandra-Kurla Complex, Bandra - East, Mumbai <b>Tel:</b> 91 - 22 - 26544600 <b>Fax:</b> 91 - 22 - 26524764 <b>Website:</b> <a href="http://www.gjepc.org">www.gjepc.org</a> <b>Email:</b> <a href="mailto:ho@gjepcindia.com">ho@gjepcindia.com</a> <b>Exhibition Cell:</b> <a href="mailto:exhibitions@gjepcindia.com">exhibitions@gjepcindia.com</a>  Exhibition Cell G-6, Radhe Vallabh CHS (Modi Chambers) French Bridge Corner, Opp. Opera House Mumbai-400 004 Tel : 022-23894957/20532896/23802788 Fax : 022-23804958 Website : <a href="http://www.iijs.org">www.iijs.org</a> , <a href="http://www.gjepc.org.intl">www.gjepc.org.intl</a> E-mail: <a href="mailto:iijs@gjepcindia.com">iijs@gjepcindia.com</a> ; <a href="mailto:exhibition@gjepcindia.com">exhibition@gjepcindia.com</a>	<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 Filligree Jewellery &amp; Silver Filligree</li> <li>- Rough Diamonds</li> </ul>

14.	Handloom Export Promotion Council	Address : <b>Head Office :</b> Handloom Export Promotion Council  34, Cathedral Garden Road, Nungambakkam, Chennai-600 034. Ph:91-022-2827 8879/6043 Fax: 91-044-2827 1761 Website : <a href="http://www.hepcindia.com">www.hepcindia.com</a> E-Mail : <a href="mailto:hepc@hepcindia.com">hepc@hepcindia.com</a>	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 Website: <a href="http://www.iopea.org">www.iopea.org</a> Email: <a href="mailto:info@iopea.org">info@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.	Indian Silk Export Promotion Council	62, Mittal Chambers Nariman Point Mumbai-400 021 Tel : 022-22049113 22025866 / 22027662 Fax : 022-22874606 Website : <a href="http://www.silkepc.org">www.silkepc.org</a> E-mail: <a href="mailto:isepc@bom2.vsnl.net.in">isepc@bom2.vsnl.net.in</a>	Natural silks and silk Blends and their products including readymade Garments and Carpets.
17.	Jute Products Development and Export Promotion Council - (JPDEPC)	Chatterjee International, 5 <sup>th</sup> floor, Flat 08, 33A, Jawaharlal Nehru Road, Kolkata-700 001. Ph:033-6500 6816 Telefax:033-2288 4418. Website: <a href="http://www.jpdepc.com">www.jpdepc.com</a> E-mail: <a href="mailto:jute.jpdepc@hotmail.com/gkrc08@gmail.com">jute.jpdepc@hotmail.com/gkrc08@gmail.com</a> Mobile Office:09230616887.	All types of jute, jute blended and jute union products made from jute fibre, yarn, twine and fabric for conventional, technical and new & diversified uses and products
18.	Pharmaceuticals Export Promotion Council	101, Aditya Trade Centre Ameerpet Hyderabad-500 038 Tel : 040-23735462/66 Fax : 040-23735464 Website: <a href="http://www.pharmexcil.com">www.pharmexcil.com</a> E-mail: <a href="mailto:info@pharmexcil.com">info@pharmexcil.com</a>	<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</li> </ul>

			<p>industry related services</p> <ul style="list-style-type: none"> <li>- Collaborative research</li> <li>- Contract manufacturing</li> <li>- Clinical trials and consultants etc</li> <li>- Pharma related services.</li> </ul>
19.	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: 022-26833951-52  Fax: 022-26833953/ 26834057  Website:<a href="http://www.plexconcil.org">www.plexconcil.org</a> Email:  <a href="mailto:office@plexconcil.org">office@plexconcil.org</a>; <a href="mailto:ed@plexconcil.org">ed@plexconcil.org</a></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. 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>

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 Website: <a href="http://www.pdexcil.org">www.pdexcil.org</a> E-mail: <a href="mailto:pdexcilmumbai@yahoo.com">pdexcilmumbai@yahoo.com</a>	Powerloom products
21.	Project Exports Promotion Council of India	123, 1 <sup>st</sup> floor, Behind Shankar Road Market, New Delhi-110 060. Tel: +91-11-45623100-05 Fax No. +91-11-45623110 Website: <a href="http://www.projectexports.com">www.projectexports.com</a> E-mail: <a href="mailto:info@projectexports.com">info@projectexports.com</a>	
22.	Services Export Promotion Council (SEPC)	Services Export Promotion Council <b>Head Office</b> 509-511 and 514-518, 5 <sup>th</sup> Floor, Apparel House, Institutional Area, Sector-44, Gurgaon-122003 Tel: +91-124-2587666-68 Fax: +91-124-2587667 Website: <a href="http://www.servicsepc.org">www.servicsepc.org</a> E-mail: <a href="mailto:services.epc@gmail.com">services.epc@gmail.com</a>	
23.	Shellac & Forest Products Export Promotion Council	Vanijya Bhawan International Trade Facilitation Centre 1/1, Wood Street, 2 <sup>nd</sup> Floor, "Vanijya Bhawan", ITFC, Kolkata-700 016 Tel: 033-22834417 Fax: 033-22834699 Website: <a href="http://www.shellacepc.com">www.shellacepc.com</a> <a href="http://www.shellatrade.com">www.shellatrade.com</a> Email: <a href="mailto:shefexil@gmail.com">shefexil@gmail.com</a>	
24.	Sports Goods Export Promotion Council (SQEPC)	1E/6, Swami Ram Tirth Nagar Jhandewalan Extension New Delhi-110 055 Tel : 011-47761100 Fax : 011-23632147 Website : <a href="http://www.sportsgoodsindia.org">www.sportsgoodsindia.org</a> E-mail: <a href="mailto:mail@sgepc.in">mail@sgepc.in</a>	

25.	Synthetic & Rayon Textiles Export Promotion Council	Resham Bhavan 78, Veer Nariman Road Churchgate Mumbai-400 020 Tel : 022-22048797/22048690/22040168/ 22810067/22810068 Fax : 022-22048358/22810091/22810076 Website: <a href="http://www.synthetictextiles.org">www.synthetictextiles.org</a> <a href="http://www.srtepc.org">www.srtepc.org</a> E-mail: <a href="mailto:srtepc@vsnl.com">srtepc@vsnl.com</a> ; <a href="mailto:srtepc@srtepc.org">srtepc@srtepc.org</a>	
26.	Telecom Equipment and Services Export Promotion Council (TEPC)	Telecom Equipment & Services Export Promotion Council Gate No.5, Khurshid Lal Bhawan, Janpath, New Delhi-110 001 Tel:011-2331 4611 Fax: 011-2331 4611 E-mail: <a href="mailto:tepc@telecomepc.in">tepc@telecomepc.in</a>	
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 Website: <a href="http://www.wooltexpro.com">www.wooltexpro.com</a> E-mail: <a href="mailto:mail@wooltexpro.com">mail@wooltexpro.com</a>	
28.	Wool & Woollens Export Promotion Council	Flat No. 614, Indra Prakash Building, 21, Barakhamba Road , New Delhi -110001 Tel: 011-23315512,23315205 Fax: 011-23730182 Email: <a href="mailto:wwepc@bol.net.in">wwepc@bol.net.in</a> ; <a href="mailto:headoffice@wwepcindia.com">headoffice@wwepcindia.com</a> Website: <a href="http://www.wwepcindia.com">www.wwepcindia.com</a>	
29.	Coffee Board	Post Box No.5366 No.1, Dr Ambedkar Veedhi Bangalore-560 001 Tel : 080-22266991-94 Fax : 080-22255557 Website: <a href="http://www.indiacoffee.org">www.indiacoffee.org</a> E-mail: <a href="mailto:cofboard@vsnl.com">cofboard@vsnl.com</a>	

30.	Coir Board	Coir House M G Road Kochi-682 016 Tel : 0484-2351807 Fax : 0484-2354397 Website: <a href="http://www.coirboard.gov.in">www.coirboard.gov.in</a> E-mail: <a href="mailto:coir@md2.vsnl.net.in">coir@md2.vsnl.net.in</a>	
31.	Rubber Board	Shastri Road P B No.1122 Kottayam-686 002 Ph:91-481-2301231 Fax: 91-481-2571380	
32.	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 Website: <a href="http://www.indianspices.com">www.indianspices.com</a> E-mail: <a href="mailto:spicesboard@vsnl.com">spicesboard@vsnl.com</a> ; <a href="mailto:mail@indianspices.com">mail@indianspices.com</a>	
33.	Tea Board	14, Biplabi Trilokya Maharaj Sarani Kolkata-700 001 Tel: 033-22215717/22255134 Fax:033-22215715 Email : <a href="mailto:tboardcp@cal3.vsnl.net.in">tboardcp@cal3.vsnl.net.in</a>	

34.	Tobacco Board	P B No.322, Grand Trunk Road, Guntur-522 004 Andhra Pradesh Tel : 0863-2358399/2358499 Fax : 0863-2354232 Website: <a href="http://www.indiantobacco.com">www.indiantobacco.com</a> <a href="http://www.tobaccoboard.com">www.tobaccoboard.com</a> E-mail: <a href="mailto:info@indiantobacco.com">info@indiantobacco.com</a>	Unmanufactured Tobacco <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> Manufactured Tobacco products <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>
35.	Agricultural and Processed Food Products Export Development Authority (APEDA)	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>	<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>
36.	Coconut Development Board	Coconut Development Board, P.B.No.1021, Kera Bhavaan, SRVHS Road, Kochi- 682 011. Tel: 0484-2375216 Fax: 0484-2377902	All coconut products other than those made from coconut husk & fiber

		Website: <a href="http://www.coconutboard.gov.in">www.coconutboard.gov.in</a> E.mail:kochi.cdb@gov.in	
37.	Marine Products Export Development Authority (MPEDA)	P B No.4272, Panampilly Nagar P O Panampilly Avenue Kochi-682 036 Kerala Tel: 0484- 2315 098 Fax : 0484-2313361 Website: <a href="http://www.mpeda.com">www.mpeda.com</a> Email :nramesh@mpeda.nic.in	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.

**APPENDIX -2U**  
**ELECTRONIC BANK REALISATUION CERTIFICATE**

**STATEMENT OF BANK REALISATION**

1	Firm's Name	
2	Address	
3	IEC	
4	Shipping Bill No/Invoice No	
5	Shipping Bill/invoice Date	
6	Port of despatch	
7	Bank's Name	
8	Bank's File no and Upload Date	
9	Bill ID no	
10	Bank Realisation Certificate No	
11	Date of realisation of money by bank	
12	Realised value in Foreign Currency	
13	Currency of realisation	
14	Date & time of printing	

**About the statement:**

- This statement is machine generated from the DGFT website. It reproduces the information (as available on the date and time of printing of this statement) received by DGFT from the bank in secured electronic mode. This information can be verified by accessing the DGFT website (<http://dgft.gov.in>).

**Note on the realised value:**

- The Realised value (Item 12 above) is denominated in Foreign Currency and may be in CIF, C&F or FOB terms as negotiated between exporter and buyer of the goods) and hence it may or may not include Commission, Freight or Insurance as the case may be. Such details may be obtained from exporters, if needed. Policy Circular No. 06(RE- 2012) /2009-14 Dated 10.10.2012 of DGFT explains this in detail.

DGFT website: <http://dgft.gov.in>

## APPENDIX -2V

### 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:

<b>S. No.</b>	<b>Product</b>	<b>State</b>	<b>Districts covered</b>
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	Chitoor
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 Mandasaur 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	Uttranchal	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	Assam	Kamrup, Nalbari, Barpeta, Darrang, Nagaon, Morigaon, Karbi Anglong and North Cachar

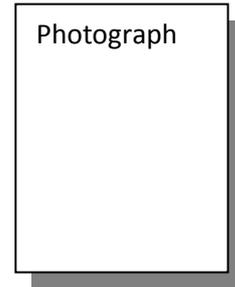
	Ginger		
44	Basmati Rice	Uttar Pradesh	Bareilly, Shahjahanpur, Pilibhit, Rampur, Badaun, Bijnor, Moradabad, JB Phulenagar, Sharanpur, Mujjafarnagar, Meerut, Bulandshahr, Ghaziabad And Baghpat
45	Medicinal & Aromatic Plants	Uttaranchal	Uttarkashi, Chamoli, Pithoragarh, Dehradun And Nainital, Haridwar 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 -2W**

**FORMAT OF IDENTITY CARD**

(To be filled by the licensing authority)

Non Official



1. Name of the card holder : .....
2. Designation : .....
3. Aadhaar Card No. : .....
4. Name and address of the firm/ : .....  
company
5. Period of validity : .....

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

\_\_\_\_\_

Date of issue \_\_\_\_\_

**APPENDIX- 3A**

**List of items not allowed for import under Export From India Schemes under Chapter 3, unless otherwise specified  
(Please read para 3.02 of FTP)**

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.

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### **APPENDIX -3B**

List of products and list of markets eligible under Merchandise Exports from India Scheme (MEIS)  
(Kindly see Paras 3.03 to 3.06 of FTP and Para 3.01 to 3.03 of HBP and other common procedural features applicable to MEIS)

**(To be notified separately)**

### **Appendix- 3C**

**(Please read para3.05 of FTP)**

List of eligible category under MEIS if exported through using E-commerce platform

<b>Sl no.</b>	<b>Category</b>
1	Handicraft Items/Products
2	Handloom Products
3	Books/Periodicals
4	Leather Footwear
5	Toys
6	Customised Fashion Garments*

#### Notes

1. The MEIS benefits on exports admissible for handicraft /handloom products shall be allowed only if the export documents show that the items exported are handicraft /handloom products respectively.
2. In case of any doubt about a product being a handicraft product, a certificate from Development Commissioner (Handicraft) shall be required.

3\* Customised Fashion Garments are garments that are made on specific request/order of customer and accordingly tailored/manufactured.

**APPENDIX- 3D**

List of Services eligible under Service Exports from India Scheme (SEIS)

(Kindly see para 3.07 to 3.12 of FTP and Para 3.04 of HBPand other common procedural features applicable to SEIS)

**(To be notified separately)**

**APPENDIX -3E**

(Please read para 3.08 of FTP)

List of services where payment has been received in Indian rupees which can be treated as receipt in Deemed Foreign Exchange as per guidelines of Reserve Bank of India

**(To be notified separately)**

## APPENDIX- 4A

### JURISDICTION OF REGIONAL AUTHORITY AND REGIONAL AUTHORITY COMPETENT TO ISSUE NOMINATED AGENCY CERTIFICATE UNDER SCHEMES FOR GEMS AND JEWELLERY SECTOR

(Please see paragraph 4.41 of FTP and 4.58 of HBP)

#### REGIONAL AUTHORITY COMPETENT TO ISSUE NOMINATED AGENCY CERTIFICATE

i) The Addl. DGFT, Mumbai.

ii) The Addl. DGFT, Kolkata.

iii) The Addl. DGFT, Chennai

iv) The Addl. DGFT (CLA), Delhi.

v) Jt. DGFT, Jaipur.

vi) Jt. DGFT, Bangalore.

vii) Jt. DGFT, Kochi

viii) Jt. DGFT, Ahmedabad.

ix) Jt. DGFT, Hyderabad

x) Jt.DGFT, Surat

#### JURISDICTION

Districts falling under the jurisdiction of Jt.DGFT, Mumbai, Pune, Bhopal, Goa and Dy.DGFT, Raipur as given in Appendix 1A.

Districts falling under the jurisdiction of Jt. DGFT, Kolkata, Guwahati, Patna and Shillong as given in Appendix 1A.

Districts falling under the jurisdiction of Jt.DGFT, Chennai, Coimbatore, Madurai and Pondicherry as given in Appendix 1A.

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 1A.

Districts falling under the jurisdiction of Jt.DGFT, Jaipur as given in Appendix 1A.

Districts falling under the jurisdiction of Jt. DGFT, Bangalore as given in Appendix 1A.

Districts falling under the jurisdiction of Jt.DGFT, Kochi as given in Appendix 1A.

Districts falling under the jurisdiction of Jt. DGFT, Ahmedabad, Baroda, Rajkot, as well as Development Commissioner, KFTZ as given in Appendix 1A.

Districts falling under the jurisdiction of Jt.DGFT, Hyderabad, Visakhapatnam as given in Appendix 1A.

Districts falling under the jurisdiction

- |      |                             |   |
|------|-----------------------------|---|
| xi)  | Jt.DGFT, Cuttack            | of Jt.DGFT, Surat as given in Appendix 1A.<br>Districts falling under the jurisdiction of Jt.DGFT, Cuttack as given in Appendix 1A. |
| xii) | Jt.DGFT, Thiruvananthapuram | Districts falling under the jurisdiction of Jt.DGFT, Thiruvananthapuram as given in Appendix 1A.                                    |

**APPENDIX – 4B**

**LIST OF NOMINATED AGENCIES**

**A. NAMES AND ADDRESSES OF BANKS AUTHORISED BY RESERVE BANK OF INDIA FOR IMPORT OF PRECIOUS METALS**

1	<b>Allahabad Bank</b> The Chairman and Managing Director Allahabad Bank Head Office 2, NetajiSubhas Road Kolkata-700 001	2	<b>Axis Bank Ltd.</b> The Managing Director & CEO Axis Bank Central Office Maker Towers 'F', 13th 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, BandraKurla Complex, Mumbai - 400 051	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> Vice President & Country Head 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 Pandeshwar Mangalore - 575 001	8	<b>Andhra Bank</b> The Chairman and Managing Director Andhra Bank Head Office Dr. PattabhiBhavan 5-9-11, Saifabad Hyderabad-500 004
9	<b>The Federal Bank Ltd.</b> The Managing Director & CEO Federal Bank Ltd. Federal Towers, Head Office Aluva - 683 101 Kerala	10	<b>The HDFC Bank Ltd</b> The General Manager, HDFC Bank Ltd. Kamala Mills Compound SenapatiBapatMarg, Lower Parel, Mumbai 400 013
11	<b>ICICI Bank Ltd.</b> The Managing Director & CEO ICICI Bank Ltd. ICICI Bank Towers, Bandra-Kurla Complex Mumbai 400 051	12	<b>Indian Bank</b> The Chairman & Managing Director Indian Bank, Post Box No.1384, Head Office, 66, RajajiSalai, Chennai 600101
13	<b>IndusInd Bank Ltd.</b> The Managing Director IndusInd Bank Corporate Office, Solitaire Corporate Park, 167, Guru HargovindjiMarg, Andheri East., Mumbai 400 093	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 Ltd.</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 Head Office, International Banking Division 7, Bhikaji Kama Place New Delhi 110 066	18	<b>State Bank of India *</b> The Chairman State Bank of India Precious Metals Department Corporate Centre, 12th floor, Madam Cama Road Mumbai - 400 021
19	<b>Syndicate Bank</b> The Chairman & Managing Director, Syndicate Bank, International Division, 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, VidhanBhavanMarg, Nariman Point, Mumbai 400 021
21	<b>Bank of Maharashtra</b> The Chairman & Managing Director Bank of Maharashtra Head Office Lokmangal 1501, Shivajinagar Pune - 411 005	22	<b>Central Bank of India</b> The Chairman and Managing Director Central Bank of India Corporate Office ChanderMukhiNariman Point Mumbai – 400 021
23	<b>City Union Bank Limited</b> The Managing Director & Chief Executive Officer City Union Bank Limited Central Office 149, T.S.R. (Big) Street Kumbakonam - 612 001	24	<b>Dhanlaxmi Bank Limited</b> The Managing Director & CEO Dhanlaxmi Bank Ltd. Dhanalakshmi Buildings Naickanal, Thrissur Kerala 680 001
25	<b>ING Vysya Bank Limited</b> The Managing Director & CEO ING Vysya Bank Limited ING Vysya House 22, M.G. Road Bangalore - 560 001	26	<b>KarurVysya Bank Ltd.</b> The General Manager KarurVysya Bank Ltd. Planning and Development Department Central Office, Erode Road KARUR - 369 002 Tamil Nadu
27	<b>Punjab &amp; Sind Bank</b> The Chairman & Managing Director Punjab & Sind Bank 'Bank House', 6th floor 21, Rajendra Place New Delhi - 110 008	28	<b>South Indian Bank Limited</b> The Managing Director & CEO South Indian Bank Ltd. Head Office S.I.B. House P.B.No.28 Thrissur – 680 001 Kerala
29	<b>Standard Chartered Bank</b> The Chief Executive Officer Standard Chartered Bank 23-25, Mahatma Gandhi Road Fort Mumbai - 400 001	30	<b>State Bank of Bikaner and Jaipur</b> The Managing Director State Bank of Bikaner and Jaipur Head Office TilakMarg P.B.No.154 Jaipur – 302 005
31	<b>State Bank of Hyderabad</b> The Managing Director State Bank of Hyderabad, Credit Department Head Office Gunfoundry Branch Hyderabad - 500 001	32	<b>State Bank of Mysore</b> The General Manager (P&D) State Bank of Mysore Head Office, P.B.No.9727 Mysore Bank Circle Kempegowda Road

			Bangalore - 560 009
<b>33</b>	<b>State Bank of Patiala</b> The Managing Director State Bank of Patiala International Banking Head Office, Mall Patiala	<b>34</b>	<b>State Bank of Travancore</b> The Managing Director State Bank of Travancore Head Office P.B.No.2704 Poojappura Thiruvananthapuram -695 012
<b>35</b>	<b>Yes Bank Limited</b> The Managing Director & Chief Executive Officer Yes Bank Limited Nehru Centre 9th Floor Discovery of India Dr. A.B. Road, Worli Mumbai - 400 018	<b>36</b>	<b>Dena Bank</b> The Chairman Dena Corporate Centre, C-10, G -Block, Bandra - Kurla Complex Bandra (E), Mumbai - 400 051

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

Sl No	Name of the Branch	Sl No	Name of the Branch
1.	<b>A K Road New Delhi</b> 2704/16, Bank Street, Karol Bagh, <b>New delhi</b> M.No. 9871952882 PH. No. 011-257848829 Fax No. 011-25784829 E-mail No. <a href="mailto:sbi.00666@sbi.co.in">sbi.00666@sbi.co.in</a>	2.	<b>Ahmedabad</b> Main Branch, <b>Ahmedabad - 380 001 (Gujarat)</b> M.No. 7600042014 PH. No. 079-2558675 Fax No. 079-25508305 E-mail No. <a href="mailto:sbi.00301@sbi.co.in">sbi.00301@sbi.co.in</a>
3.	<b>Ambala City</b> Ambala City, <b>Ambala (Haryana)</b> M.No. 9729242903 PH. No. 0171-2530505 Fax No. 0171-2530911 E-mail No. <a href="mailto:sbi.00608@sbi.co.in">sbi.00608@sbi.co.in</a>	4.	<b>Amritsar SCB</b> S C O # 5, Dist. Shopping C'lex, B Block, Ranjeet Avenue, <b>Amritsar - 143 001 (Punjab)</b> M.No. 9876021025 PH. No. 0183-5094903 Fax No. 0183-2507562 E-mail No. <a href="mailto:sbi.04074@sbi.co.in">sbi.04074@sbi.co.in</a>
5.	<b>Bangalore Main</b> PB NO.5310, State Bank Road, <b>Bangalore - 560 001 (Karnataka)</b> M.No. 9448993831 PH. No. 080-25943310 Fax No. 080-22213821 E-mail No. <a href="mailto:sbi.00183@sbi.co.in">sbi.00183@sbi.co.in</a>	6.	<b>Bangalore O B</b> # 65, St Marks Rd, <b>Bangalore - 560 001 (Karnataka)</b> M.No. 9845539280 PH. No. 080-25943453 Fax No. 080-25943415 E-mail No. <a href="mailto:sbi.06861@sbi.co.in">sbi.06861@sbi.co.in</a>
7.	<b>Baroda Main</b> Post Box no 94, Mandvi, <b>Baroda – 390017 (Gujarat)</b> M.No. 7600037206 PH. No. 0265-2566914	8.	<b>Bullion Branch Mumbai</b> Jewel Building, Lower Ground Floor, Kalba Devi Road, <b>Mumbai - 400 002 (Maharashtra)</b> M.No. 9820286735 PH. No. 022-22424170

	Fax No. 0265-2580416 E-mail No. <a href="mailto:sbi.00324@sbi.co.in">sbi.00324@sbi.co.in</a>		Fax No. 022-22424172 E-mail No. <a href="mailto:sbi.12002@sbi.co.in">sbi.12002@sbi.co.in</a>
9.	<b>Chandigarh SME</b> SCO 43-48, 3rd floor, Sector 17-B, Chandigarh - <b>160 017</b> M.No. 9779664830 PH. No. 0172-4603329 Fax No. 0172-4603345 E-mail No. <a href="mailto:sbo.11705@sbi.co.in">sbo.11705@sbi.co.in</a>	10.	<b>Chandnichowk</b> Chandnichowk, Delhi - <b>110 006</b> M.No. 9910300043 PH. No. 011-66166065 Fax No. 011-23862977 E-mail No. <a href="mailto:sbi.00631@sbi.co.in">sbi.00631@sbi.co.in</a>
11.	<b>Chennai O B</b> 86, RajajiSalai, Chennai - <b>600 001 (T.N)</b> M.No. 9445860184 PH. No. 044-25255741 Fax No. 044-25255745 E-mail No. <a href="mailto:sbi.04804@sbi.co.in">sbi.04804@sbi.co.in</a>	12.	<b>Coimbatore</b> State Bank Rd., Coimbatore, - <b>641 018 (TN)</b> M.No. 9442645310 PH. No. 0422-2302164 Fax No. 0422-2300181 E-mail No. <a href="mailto:sbi.00827@sbi.co.in">sbi.00827@sbi.co.in</a>
13.	<b>Cuttack</b> Collectorate Compound, Cuttack - <b>753 002 (Orissa)</b> M.No. 9437062391 PH. No. Fax No. 0671-2368129 E-mail No. <a href="mailto:sbi.0059@sbi.co.in">sbi.0059@sbi.co.in</a>	14.	<b>Dehradun</b> 4 Convent Road, Dehradun – <b>248001 (Uttaranchal)</b> M.No. 9456594115 & 9897077631 PH. No. 0135-2656351 & 0135-2714055 Fax No. 0135-2657179/2714054 E-mail No. <a href="mailto:sbi.00630@sbi.co.in">sbi.00630@sbi.co.in</a>
15.	<b>Ernakulam</b> KTDC Bldg., Shanmugham Rd., Ernakulam, Kochi - <b>682 011 (Kerala)</b> M.No. 9447788769 PH. No. 0484-2380184 Fax No. 0484-2370241 E-mail No. <a href="mailto:sbi.01015@sbi.co.in">sbi.01015@sbi.co.in</a>	16.	<b>Guntur</b> Commercial Network, KannavariThota, Guntur- <b>522004 (A.P)</b> M.No. 9848308408 PH. No. 0863-2354097 Fax No. E-mail No. <a href="mailto:sbi.00844@sbi.co.in">sbi.00844@sbi.co.in</a>
17.	<b>Hyderabad C B</b> Bank street, Koti, Hyderabad - <b>500 095 (A.P)</b> M.No. 9849662787 PH. No. 040-24755933 Fax No. 040-24757627 E-mail No. <a href="mailto:sa.04168@sbi.co.in">sa.04168@sbi.co.in</a>	18.	<b>Hyderabad Main</b> Bank street, Koti, Hyderabad - <b>500 095 (A.P)</b> M.No. 9949096203 PH. No. 040-23466730 Fax No. 040-24756497 E-mail No. <a href="mailto:sbi.00847@sbi.co.in">sbi.00847@sbi.co.in</a>
19.	<b>Indore CB</b> Near GPO, AB Road, Indore – <b>452001 (M.P)</b> M.No. 9425400845 PH. No. 0731-2707616 Fax No. 0731-2707301 E-mail No. <a href="mailto:sbi.09632@sbi.co.in">sbi.09632@sbi.co.in</a>	20.	<b>Indore Main</b> <b>Indore – 452001 (M.P)</b> M.No. 9425322145 PH. No. 0731-4298500 Fax No. 0731-2700441 E-mail No. <a href="mailto:sbi.00387@sbi.co.in">sbi.00387@sbi.co.in</a>
21.	<b>Jaipur Main</b> Main Branch, Sanganeri Gate, <b>Jaipur - 302001</b> M.No. 9950999102	22.	<b>Jalandhar Main</b> Civil lines, Jalandhar - <b>144 001 (Punjab)</b> M.No. 9417659221 PH. No. 0181-5081295

	PH. No. 0141-2565421 Fax No. 0141-2564597 E-mail No. <a href="mailto:sbi.00656@sbi.co.in">sbi.00656@sbi.co.in</a>		Fax No. 0181-2224544 E-mail No. <a href="mailto:sbi.00660@sbi.co.in">sbi.00660@sbi.co.in</a>
23.	<b>Kanpur Main</b> Mall Road, <b>Kanpur (U.P)</b> M.No. 9897054373 PH. No. 0512-2306002 Fax No. 0512-2303078 E-mail No. <a href="mailto:sbi.00107@sbi.co.in">sbi.00107@sbi.co.in</a>	24.	<b>Kanpur O B</b> 15/54 -B, VirendraSmruticlex, Civil lines, <b>Kanpur - 208 001 (U.P)</b> M.No. 9457855233 PH. No. Fax No. 0512-2304474 E-mail No. <a href="mailto:sbi.05346@sbi.co.in">sbi.05346@sbi.co.in</a>
25.	<b>Kolkata O B</b> SamridhiBhavan, Block-A, 1 Strand Rd, <b>Kolkata - 700 001</b> M.No. 9674719794 PH. No. 033-22437601 Fax No. 033-22437601 E-mail No. <a href="mailto:sbi.04805@sbi.co.in">sbi.04805@sbi.co.in</a>	26.	<b>Kollam</b> PB NO. 24, Kollam - <b>691001 (Kerala)</b> M.No. 9447700033 PH. No. 0474-741421 Fax No. 0474-741421 E-mail No. <a href="mailto:sbi00903@sbi.co.in">sbi00903@sbi.co.in</a>
27.	<b>Lucknow SME</b> Main Branch, MahalMarg, <b>Lucknow - 226001 (U.P)</b> M.No. 9415409612 PH. No. 0522-3297781 Fax No. 0522-2234136 E-mail No. <a href="mailto:sbi.00125@sbi.co.in">sbi.00125@sbi.co.in</a>	28.	<b>Ludhiana SCB</b> Deol Complex, Civil lines, <b>Ludhiana - 141 001 (Punjab)</b> M.No. 9855021866 PH. No. Fax No. 0161-2421550 E-mail No. <a href="mailto:sbi.04045@sbi.co.in">sbi.04045@sbi.co.in</a>
29.	<b>Madurai</b> Sangam Towers, 7-A, WestVeli Street, <b>Madurai - 625 001 (T.N)</b> M.No. 9445863619 PH. No. 0452-2342123 Fax No. 0452-2340967 E-mail No. <a href="mailto:sbi.00869@sbi.co.in">sbi.00869@sbi.co.in</a>	30.	<b>MIDC Jalgoan</b> JALCOAN MIDC area, Ajanta Road, Plot No.P7/2, JalgoanKhandesh- <b>425003 (Maharashtra)</b> M.No. 9673000672 PH. No. 0257-2211499 Fax No. 0257-2211498 E-mail No. <a href="mailto:sbi.06336@sbi.co.in">sbi.06336@sbi.co.in</a>
31.	<b>Mukandpalli</b> 310, SIPCOT staff Housing Colony, <b>Mookandpalli- 635126 Dist. Hosur (T.N)</b> M.No. 9442508993 PH. No. 04344-277243 Fax No. E-mail No. <a href="mailto:sbi.06242@sbi.co.in">sbi.06242@sbi.co.in</a>	32.	<b>Nellore Town</b> Railway Feeders Rd., Near Rly Station., <b>Nellore (A.P)</b> M.No. 9966001200 PH. No. Fax No. 0861-2344166p E-mail No. <a href="mailto:sbi.01163@sbi.co.in">sbi.01163@sbi.co.in</a>
33.	<b>Patiala</b> ChotiBaradari, <b>Patiala - 147001 (Punjab)</b> M.No. 9779910568 PH. No. 0175-2210568 Fax No. E-mail No. <a href="mailto:sbi.01637@sbi.co.in">sbi.01637@sbi.co.in</a>	34.	<b>Patna Main</b> West Gandhi Maidan, <b>Patna - 800001 (Bihar)</b> M.No. 9934588825 PH. No. 0612-2223085 Fax No. E-mail No. <a href="mailto:sbi.00152@sbi.co.in">sbi.00152@sbi.co.in</a>

35.	<b>Raipur Main</b> P B No 29/61, <b>Raipur – 492001 (Chhattisgarh)</b> M.No. 9826143974 PH. No. Fax No. 0771-2533509 E-mail No. <a href="mailto:sbi.00461@sbi.co.in">sbi.00461@sbi.co.in</a>	36.	<b>Ranchi Main</b> Court Compound, <b>Ranchi – 834001 (Jharkhand)</b> M.No. 9431108608 PH. No. 0651-2208437 Fax No. 0651-2212882 E-mail No. <a href="mailto:sbi.00167@sbi.co.in">sbi.00167@sbi.co.in</a>
37.	<b>Seepz, Mumbai</b> New Bank Building, Behind SEEPZ Ser. Centre, <b>Mumbai - 400 096.</b> M.No. 9820299937 PH. No. 28292070 Fax No. 28290266 E-mail No. <a href="mailto:sbi.03473@sbi.co.in">sbi.03473@sbi.co.in</a>	38.	<b>Surat</b> Chowk Bazar <b>Surat – 395001 (Gujarat)</b> M.No. 7600039114 PH. No. 0261-2462709 Fax No. 0261-23238945 E-mail No. <a href="mailto:sbi.00488@sbi.co.in">sbi.00488@sbi.co.in</a>
39.	<b>Thrissur</b> Dharmodayam bldg., Round east, Thissur, - <b>680 001 (Kerala)</b> M.No. 9447788858 PH. No. 0487-2320232 Fax No. 0487-2331471 E-mail No. <a href="mailto:sbi.00940@sbi.co.in">sbi.00940@sbi.co.in</a>	40.	<b>Tiruchirapalli</b> Mc Donald's Road, Cantonment, <b>Tiruchirapalli – 620001 (T.N)</b> M.No. 9445862391 PH. No. 0431-2417178 Fax No. 0431-2414525 E-mail No. <a href="mailto:sbi.00930@sbi.co.in">sbi.00930@sbi.co.in</a>
41.	<b>Trivandrum</b> M G Road, <b>Trivandrum – 695001 (Kerala)</b> M.No. 9447778710 PH. No. 0471-2460624 Fax No. E-mail No. <a href="mailto:sbi.00941@sbi.co.in">sbi.00941@sbi.co.in</a>	42.	<b>Varanasi SCB</b> Chandra Chamber, 1st Floor, Club Road <b>Varanasi (U.P)</b> M.No. 9415303870 PH. No. 0542-2284504 Fax No. 0542-2284506 E-mail No. <a href="mailto:sbi.09252@sbi.co.in">sbi.09252@sbi.co.in</a>
43.	<b>Vijayawada</b> Main branch, BRP Road., <b>Vijayawada - 520 001 (A.P)</b> M.No. 9849656823 PH. No. 0866-2426169 Fax No. 0866-2425240 E-mail No. <a href="mailto:sbi.00948@sbi.co.in">sbi.00948@sbi.co.in</a>	44.	<b>Visakhapatnam</b> Main branch, Rednam Gardens, Jail Rd Junction, <b>Visakhapatnam - 530 002 (A.P)</b> M.No. 9948999012 PH. No. 0891-2731843 Fax No. 0891-8562864 E-mail No. <a href="mailto:sbi.00952@sbi.co.in">sbi.00952@sbi.co.in</a>

## B. LIST OF NOMINATED AGENCIES UNDER FTP

### I. MMTC Ltd

1	<b>MMTC Ltd</b> <b>General Manager</b>	2	<b>Deputy General Manager</b> <b>MMTC Ltd</b>
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	Jhandewalan Jewellery Complex, F-8-11 Flatted Factory Complex, Rani Jhansi Road, New Delhi-110055 Tel.:011-23623950, 23623952, FAX-23633175, 23681369 E-mail : <a href="mailto:head_jjc@mmtclimited.com">head_jjc@mmtclimited.com</a>		B1, SDF, NEPZ, Noida - Dadri Road, Noida - 201305 U.P. TEL : 0120-24567047, 24568462, FAX - 0120-2562009
3	<b>General Manager</b> <b>MMTC Ltd</b> Arihant Towers-II, Opp. Sangneri 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> <b>MMTC Ltd</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> <b>MMTC Ltd</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> <b>MMTC Ltd</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> <b>MMTC Ltd</b> Ground Floor, ShikshakSadan, 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> <b>MMTC Ltd</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> <b>MMTC Ltd</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> <b>MMTC Ltd</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>
11	<b>General Manager</b> <b>MMTC Ltd</b> NIC Building, 4 <sup>th</sup> & 5 <sup>th</sup> Floor, 8 India Exchange Place, Kolkata-700001 Tel : 033-22103451, 22103455, FAX : 033- 22421292	12	<b>Deputy General Manager</b> <b>MMTC Ltd</b> Gems & Jewellery Complex No.1 SEEPZ, Andheri(East), Mumbai 400096 Phone 28291768 Fax 28290861

E-mail : [head\\_kolkatta@mmtclimited.com](mailto:head_kolkatta@mmtclimited.com)

## II. THE HANDICRAFT AND HANDLOOMS EXPORTS CORPORATION OF INDIA LTD

<b>REGISTERED OFFICE</b>	<b>CORPORATE OFFICE</b>
The HHEC of India Ltd. JawaharVyaparBhawanAnnexe, 1, TolostyMarg, New Delhi-110001 Phone : 011- 23701086 Fax : 011- 23701051 Cable : INDICACARFT <a href="mailto:hhecnd@bol.net.in">hhecnd@bol.net.in</a> , <a href="http://www.hhecworld.com">www.hhecworld.com</a>	The HHEC of India Limited Noida Complex A-2, Sector-2, UdyogMarg, 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><u>CHENNAI REGIONAL OFFICE</u></b> 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>	<b><u>KOLKATA REGIONAL OFFICE</u></b> The HHEC of India Ltd. 15- N, Nellie SenguptaSarani 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>
<b><u>MUMBAI REGIONAL OFFICE</u></b> 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>	<b><u>AHMEDABAD REGIONAL OFFICE</u></b> 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>

### III. PEC LIMITED

HANSALAYA, 13th Floor, 15-Barakhamba Road,  
New Delhi - 110 001, India  
Phone : 011-23322268, 23316372,  
Fax : 011-23315279, 23314797  
Website : <http://www.peclimited.com>, E-mail : [pec@peclimited.com](mailto:pec@peclimited.com)

### IV. STCL LIMITED

166/2, 13th Main Road,  
Vasanthanagar,  
Bangalore-560052

### V. MSTC Ltd.

225-C, AcharyaJagdish Chandra Bose Road,

Kolkata-700020.

VI. (a) DIAMOND INDIA LIMITED  
306-307, Modi Chambers, French Bridge,  
Opera House,  
Mumbai-400004

(b) DIAMOND INDIA LIMITED  
6-1950, DalaglanaMahollo, 1st Floor, Near R.T. Apartment, Mahidharpura,  
Surat, Gujarat.

## APPENDIX- 4C

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

1. 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.
  
2. 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 of Procedures, 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 of Procedures 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 of Procedures, whichever is higher”.
  
3. 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 2.52 of the Foreign Trade Policy 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 9.01(a) of the Handbook of Procedures shall stand relaxed to the extent that imposition and discharge of export obligation on the Advance Authorisation, if availed under the Duty Exemption Scheme on such exports, shall be indicated in non-convertible Indian Rupees.
  
4. In case of exports to Iran in Indian Rupees, minimum value addition to be achieved will be 15%. This will also apply to exports of jewellery to Iran in Indian rupees and value addition mentioned in Para 4.61 of HBP will not be applicable in such cases.

**APPENDIX-4D**

**VALUE ADDITION NORMS (BELOW 15%) FOR SPECIFIC PRODUCT(S) UNDER ADVANCE  
AUTHORIZATION SCHEME UNDER PARAGRAPH 4.09 OF FTP (2015-20)**

<b>S. No.</b>	<b>Export Product</b>	<b>Minimum Value addition</b>
1.	Copper Anode / Copper Cathode / Copper Wire Rods (Manufactured from Copper concentrate)	8%
2.	<p>Petroleum product(s) covered under SION Sl. No. A-2688, A-2689 and A-2690 of the product Group "Chemicals &amp; Allied Products" i.e.:</p> <p>(i) Light Ends (LE) viz., Naphtha, Motor Spirit, Gasoline, Solvents, Reformate, Hexane, TAME, excluding C3, C4 Hydrocarbons and mixtures thereof;</p> <p>(ii) Middle Distillates (MD) viz., ATF, SKO, HSD, Gas Oil, MTO, LABFS, AROMEX, JBO, LDO, VGO, Solvents; and</p> <p>(iii) Heavy Ends (HE) viz. FO, Furnace Oil, Fuel Oil, LSHS, HPS, Puch, Asphalt, Petroleum Bitumen, Raw Petroleum Coke &amp; Calcined Petroleum Coke, Slack Wax, Paraffin Wax, Microcrystalline Wax, CBFS, RPO, Sulphur.</p> <p><b>(Excluding lubricating oils and petrochemical products like Benzene, Toluene, MTBE etc.)</b></p>	8%

**APPENDIX- 4E**

**TECHNICAL DETAILS & DATA SHEET FOR ADVANCE AUTHORISATION APPLICATION ON SELF DECLARATION UNDER PARA 4.04 & 4.07) OF HBP.**

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

**A. Imported Inputs**

S No	Required import item				Quantity required for each of export product	UOM	Purpose of requirement	Wastage Claimed (%age) on net content basis / yield, if applicable	Name of the country from where imported
	Description		Technical Characteristics	ITC(HS) Code					
	Raw material	Components							

**B. Indigenous Inputs**

Sl. No	Required indigenous item				Quantity required for each unit of export product	UOM	Purpose of requirement	Wastage Claimed (%age) on net content basis/ yield, if applicable
	Description		Technical Characteristics	ITC(HS) Code				
	Raw material	Components						

2. Production and consumption data of the manufacturer/supporting manufacturer (of preceding three financial years duly certified by the Chartered Accountant/Cost 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 in each of the resultant product by weight	UOM	Quantity of different Items consumed	Quantity consumed/unit production

3. Particulars of the authorisations obtained in the past and ratified by Norms Committee (NC) for the same export product covered under this application in the latest three years.

S.No.	Authorisation No & Date	Description of export product	Description of import items	Import item qty per unit of each export product (as applied for)	Import item qty per unit of each export product (as approved by NC while ratifying licence)	NC meeting No & Date & Case No. when approved

--	--	--	--	--	--	--	--

4.	FOB value of exports in the preceding financial years	CIF value of authorisations already obtained under paragraph 4.07 of HBP	Balance entitlement as per paragraph 4.12 of HBP

**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 of the Applicant or  
Chartered Engineer or both.....  
Name in Block letters.....  
Designation.....  
Address.....

Place: .....

Date: .....

## Technical Details

Please furnish technical details, as applicable:

### (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) Catalogue / Engineering Drawing of each export product, Model number, technical specification and specific quantity-both in terms of number (if any) and/or weight, of each export product
- b) Detailed technical Note on manufacturing process, material balancing, cross sectional diagrams for cables.

### **IMPORT ITEMS**

#### **A. COMPONENTS**

- a) Technical characteristics/part numbers, if any.
- b) Assembly drawings/diagrams of the resultant product showing placement of components.
- c) Usage of the components.
- d) Weight of the components
- e) Bifurcated quantities of components to be accounted for in the resultant product and the requirement of components as spares.

#### **B. RAWMATERIALS/ CONSUMABLES**

- a) Grade /composition/ range/ thickness etc.
- b) Detailed calculation for the quantity of each raw material, engineering drawings and net weight of each item to be fabricated/manufactured from the said raw material.
- c) Stage wise wastage details on the net content in the resultant product with complete justification thereof.

### (III) **TEXTILE PRODUCTS**

- a) Detailed computer aided 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.
- d) Processing flow charts, along with stage wise wastage.
- e) Calculation sheet and measurement of Export Product.

### (IV) **PLASTIC/ RUBBER PRODUCTS**

- a) Technical descriptions/specifications, percentage composition (by weight) including size, thickness and weight range of plastic/rubber etc. of the products to be exported along with small samples of export product.
- a) Detailed manufacturing process along with technical justification for wastages claimed at each stage and each of the materials required in the manufacturing process.
- c) Chemical name, Technical specifications of items 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) Material balance indicating calculative statement of the requirement of each of item for manufacture of each of export product.

**(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 along with 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 / non volatile content in the export product.
- b) Percentage pigment 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 byproducts 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.

**ix) Food Products:-**

- a) Detailed manufacturing process along with technical justification for each raw materials and wastages claimed at each stage of manufacturing process.
- b) Technical description/specification, percentage composition (by weight) of the each product to be exported.

- c) Chemical/technical name of colouring and flavouring materials, spices, condiments and other ingredients required and justification for use of each colour/flavour and also justification for the quantity required.
- d) Process flow chart with material balance indicating calculative statement of the requirement of each of the items for the manufacture of each of the export product.
- e) Details of indigenous raw materials and its quantity used for manufacture of each export product.
- f) By-products generated/ wastage generated during manufacturing/processing of the final product. Value of by product generated.

**APPENDIX -4F**

**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/ Sapphir (with per carat realisation of US\$ 350 and upto US\$ 600FOB)	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 (I)	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.
(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 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	10	1 Metal fittings, findings

(other than those specified under S.No. 5.1).

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/ semi-precious 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 metal 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 in 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.Number.

**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 -4G**

**REPLENISHMENT SCALE FOR GEM REP AUTHORISATION**

**(Please see paragraph 4.35 of FTP and 4.64 of HBP)**

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.  b) Cut and polished Emeralds/ Rubies/Sapphires in Jewellery valued above US\$ 350 per carat fob.	60% for uncut and unset Emeralds Rubies/Sapphires  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 a 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 Authorisation / Licence.

**APPENDIX -4H**

**REGISTER FOR ACCOUNTING THE CONSUMPTION AND STOCKS OF DUTY FREE IMPORTED OR DOMESTICALLY PROCURED RAW MATERIALS, COMPONENTS ETC. ALLOWED UNDER ADVANCE AUTHORISATION / DFIA\***

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).	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			(4 - 8)	Additional exports effected in proportion to excess inputs	Input quantity reduced proportionately in the authorisation **	
						Inputs	Quantity (Including actual wastage incurred)					
1	2	3	4	5	6	7	8	9	10	11	12	13

**\*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.

Place:  
Date:

Signature of the  
authorisationholder: .....  
Name in block letters: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Full official address: \_\_\_\_\_  
Full Residential: \_\_\_\_\_  
address

Official  
Seal/stamp

**CHARTERED ACCOUNTANT / COST 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 Accountant)**

Name of the Signatory:

Place:

Address:

Date:

Membership No:

**Note:**

1. Each page of this document is to be signed by the Chartered Accountant/Cost 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 – 4 I**

**(Please see Para 4.18 to 4.21 of HBP)**

Register for accounting of consumption and stocks of duty free imported or domestically procured raw materials, components etc. allowed under advance authorisation for pharmaceutical product manufactured through Non Infringing (NI) process.

Inputs allowed in the authorisation				Product(s) exported under the authorisation				Balance inputs, if any (4 - 8)	In case of balance inputs as in column 9			Remarks	
Sl No.	Authorisation No (s) with date	Name of the Inputs	Quantity	Name of the 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		
						Inputs	Quantity (Including actual wastage incurred)						
1	2	3	4	5	6	7	8	9	10	11	12	13	

\*Applicable only in case either partial import or "NIL" import has been effected.

\*\* In case of post export replenishment, details of inputs used (whether duty paid or not) in the exported product has to be furnished.

We declare that the aforesaid particulars are correct.

Place: Date:  Official Seal / Stamp	Signature of the authorisation holder Name in block letters: _____ Full official address: _____ Full Residential address: _____ Telephone No.: _____ E-mail: _____
--	---

**Note:**

1. Please mention N.A. wherever the information required in the table is not applicable.
2. For columns 10 & 12 of the table, please furnish the copy of the documentary evidence.

### FORMAT OF CENTRAL EXCISE CERTIFICATE

I hereby confirm that I have examined the production details and the records of M/s \_\_\_\_\_(Name of the authorisation holder) and verified the details furnished in Appendix 4-I format. I hereby certify the following details of consumption of inputs for the pharmaceutical product, manufactured through Non Infringing (NI) process, against their advance authorization No. ----- dated -----.

1. Name of the Advance Authorisation holder:
2. Address of the manufacturing unit:
3. Name of the exported product:
4. Type of exports: Physical / Deemed / Both (pl strike out whichever is not applicable).
5. Period for which production details verified:
6. Quantity exported against the authorization:
7. Details of inputs consumed in per unit of exported product:

Sl. No.	Name of the Input(s) used	Quantity consumed
1		
2		

Date:

Place:

Office seal/Stamp:

Name of the Central Excise official:

Designation:

Telephone No. (O):

E-mail address (if any):

Postal Address:

Note:

1. This certificate shall be required only when the product manufactured and exported is a pharmaceutical product manufactured through Non-Infringing (NI) process. This certificate is to be signed by an official not below the rank of Superintendent of Central Excise, under whose jurisdiction the manufacturing unit of the Advance Authorisation holder is located).
2. As per the policy provision, solvent(s) shall be allowed maximum upto 25% of the requirement of solvents indicated in the ANDA / DMF. However, in cases where recovery is not possible and the solvent gets poisoned, full quantity of solvent as per ANDA / DMF shall be allowed. Central Excise Authority shall verify and certify the actual requirement of solvents accordingly for the purpose of Sl. No. 7 above.

**APPENDIX –4J**

**(Please see paragraph 4.42 of HBP)**

**Export Obligation Period for Specified Inputs with Pre-import Condition.**

<b>Sl. No.</b>	<b>Import Item(s)</b>	<b>Export Obligation Period from the date of clearance of each import consignment by Customs Authority</b>
1)	<u>Spice</u> (a) Pepper; cardamom and chillies for Value Addition purpose like crushing / grinding /sterilisation or for manufacture of oils and oleoresins and not for simple cleaning, grading, repacking etc.	120 days However, for imports completed up to 31.12.2008, Export Obligation Period (EOP) shall be 150 days.
	(b) Spices other than pepper, cardamom and chillies for manufacture of Spice oils. Oleoresins.	12 months.
	(c) Other than (a) & (b) above.	90 days
2)	Drugs (with a specific export order and pre-import condition)	12 months
3)	Penicillin and its salts [ITC(HS) Code No. 29411010]	12 months
4)	Tea	6 months
5)	Coconut Oil	90 days
6)	Silk in any form	9 months
7)	Drugs from unregistered sources	12 months
8)	Precious Metal/Gold/Silver/Platinum	120 days

**APPENDIX -4K**

**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 'AaayatNiryaat 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- 4L**  
**FORMAT OF CHARTERED ENGINEER (CHEMICAL) CERTIFICATE**

**(Please see paragraph 4.18 of HBP)**

(For Pharmaceutical Product manufactured through Non-Infringing process)

1. I am a Chartered Engineer (Chemical) with Registration No. \_\_\_\_\_ dated \_\_\_\_\_. This Certificate is being furnished as per the requirement of paragraph 4.18 of Handbook of Procedures.
2. I hereby certify that the approval communication dated \_\_\_\_\_ of the Food & Drug Administration / concerned regulatory authority of the country of import \_\_\_\_\_ (name of country) pertains to the Drug Master File (DMF) reference No. \_\_\_\_\_, meant for the export product for which the advance authorisation application is being filed.
3. I have examined the details of requirements of inputs of the applicant M/s \_\_\_\_\_, \_\_\_\_\_ (Name and address of the manufacturer exporter) with regard to their technical description / specification and the quantity against each input from the Abbreviated New Drug Application (ANDA) / Drug Master File (DMF) of the applicant, as given at Sl. No. 2 above and as approved by the Food & Drug Administration / Concerned regulatory authority of the country of import. I have also verified that the details of the export product and the inputs sought thereof in their application in 'Aayaat Niryaat Form (ANF 4 E)' are as per ANDA / DMF. I have also examined the proper 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 product, for which the application is made.
4. I hereby certify the export product and the requirement of inputs thereof as follows:  
 (a) Details of product(s) to be exported / supplied under the Authorisation:

Sl. No.	Product Description	Technical Characteristics / Quality / Specification	ITC (HS) Code	Quantity (Along with the Unit of Measurement)

- (b) Details of inputs required as per ANDA / DMF of the applicant and that as per SION or Adhoc Norms\*:

Sl. No	Input Description	Technical Characteristics / Quality / Specification of the Inputs	ITC (HS) Code	Quantity (Along with the Unit of Measurement)	Quantity allowed as per SION or Adhoc Norms*

\* State "NIL" in case the SION or the adhoc norm for the said export product is not available.

5. I am issuing this certificate having verified the approval of the concerned department / authority of the regulated overseas market and the details of each input and its quantity as given in ANDA / DMF of the applicant to that declared in the Aayaat Niryaat Form (ANF 4 E) and found them to be correct.

6. In the event that any of the statements / facts certified above by the undersigned, is found to be incorrect, I am liable for penal action under the Foreign Trade (Development & Regulation) Act, 1992 (as amended), Rules and Orders framed there under and the provisions of any other Act, in force.

Date:	Signature of Chartered Engineer (Chemical)
Place:	Name:
Seal of Chartered Engineer:	E-mail:
	Tel. No. (O):
	Official Address:
	Residential Address:
	Registration Number:
	Name & Address of the Institution with which registered:

**Note :**

1. Unless and otherwise provided for, solvent(s) shall be allowed maximum upto 25% of the requirement of solvents indicated in the ANDA / DMF for the purpose of advance authorisation. However, in cases where recovery is not possible and the solvent gets poisoned, full quantity of solvent as per ANDA / DMF shall be allowed. Chartered Engineer shall verify and certify the same accordingly for the details of solvents required as in Table 4(b) above.
2. In case of deemed exports, this certificate shall be based on details given in ANDA of the recipient unit and DMF of supplying unit (deemed exporter).

**APPENDIX- 4-M**

**STATEMENT OF PRECIOUS METAL FOR THE PERIOD APRIL TO SEPTEMBER...../ OCTOBER TO MARCH.....**

(Please refer to paras 4.41 of FTP & para 4.94 of HBP)

Name of the Nominated Agency (Other than Designated Banks) in terms of paragraph 4.41 of FTP:

Date of Statement:

Name of Precious Metal: Gold / Silver / Platinum (Strike which is not applicable and give the details in separate sheets for different metals) to be signed by Authorised signatory as per Para 9.06 of HBP and to be sent by e-mail to concerned Regional Authority.

Sl. No.	Mode of Import	Number of Transaction	Value of Gold Imported		Quantity of Gold Imported Kg.	Opening Stock (in Quantity) Kg.	Utilization						
			(US D million)	(Rs. Crore)			Own use		Supply to exporter		Supply to domestic units		Balance in stock Quantity (Kg.)
							Value (Rs. Crore)	Qty (Kg.)	Value (Rs. Crore)	Qty (Kg.)	Value (Rs. Crore)	Qty (Kg.)	
(i)	Delivery Against Payment Basis												
(ii)	Supplier's Credit Basis												
(iii)	Consignment Basis												
(iv)	Unfixed Price Basis												

**Note:**

1. Full details of transactions may be provided in cases where the number of transactions in respect of a single importer exceeds ten transactions in a month or the aggregate value of imports exceeds US Dollar 50 million.
2. Details of EOUs / Units in SEZ and Nominated Agencies should be given separately.
3. Separate statement in the aforesaid format shall also be furnished for other precious metal as well (i.e. silver, platinum etc.).
4. Nominated Agencies may refer the RBI Guidelines as stated in A.P. (DIR Series) Circular No. 2 Dated July 9, 2004, Paragraph B 15 of part III of Master Circular of RBI, as amended from time to time.

**APPENDIX-4N**

**(Please refer to Para 4.41 of FTP & para 4.94 of HBP)**

**Certificate by Regional Authority for Import of Precious Metal by Nominated Agencies**

This is to certify that M/s \_\_\_\_\_, holder of a Valid \_\_\_\_\_ (mention the category of Status certificate Holder) Certificate bearing Number \_\_\_\_\_ Dated \_\_\_\_\_ issued by Regional Authority \_\_\_\_\_ (Mention the name of the Regional Authority) and having Importer - Exporter Code \_\_\_\_\_, has been designated as Nominated Agency under Paragraph 4.41 of Foreign Trade Policy (2015-20), as amended from time to time for the purpose of Direct Import of Precious Metal. This is subject to provisions of FTP and the Procedure laid thereunder, RBI Guidelines and the Customs Rules and Regulations.

This permission shall be valid from \_\_\_\_\_ to \_\_\_\_\_ (Mention specific Date).

Name of RA:

Date:

[Signature]  
Head of Office  
[Office Seal]

**APPENDIX- 4 O**

**CERTIFICATE BY NOMINATED AGENCY / GJPC FOR CLAIMING REPLENISHMENT OF GOLD / SILVER  
AGAINST JEWELLERY SOLD AT EXHIBITIONS ABROAD**

Note :

1. Please see Paragraph 4.46 of the FTP and Paragraph 4.80 of Handbook of Procedures.
2. Please read the general instructions given in the Handbook of Procedures before filing this application.

FOR OFFICAL USE

File No.-----

Dated:-----

This is to certify that the following are the details of goods actually sold against invoice No.(s)\_\_\_\_\_dated\_\_\_\_\_in the exhibition and the foreign exchange repatriated into India and surrendered to the RBI / authorized dealer. The export has been in accordance with the Foreign Trade Policy, 2014-19.

1. Name of the Indian Exporter : .....
2. Exhibition held on : (i) Date:..... From:.....  
To .....
- (ii) Place/Country
2. Exhibition held on : (i) Date:..... From:.....  
To .....
- (ii) Place/Country
3. Organised by whom : .....
4. Details of Bank Guarantee, if any : .....
5. Price of gold / silver as per export invoice.

S.No.	Pieces	Description	Gross wt. Gms.	Net wt. gms	Value of gold/ silver as per rate of booking for replenishment	Description/ Type of studding/ diamonds/ precious semi-precious/ synthetic stones / pears	Pieces
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Wt. In	Value of	Actual	Making	Value i.e.	Selling	FOB value	Value
--------	----------	--------	--------	------------	---------	-----------	-------

cts.	studdings	Sale Price And date of sale	charges	At rate of gold / silver At 6	price in foreign currency	repatriated	Addition achieved With respect value At 13.
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Signature : .....

Name : .....

Designation : .....

Name of the Nominated Agency : .....



Place :

Date:

**APPENDIX -5A**

**FORMAT OF CHARTERED ENGINEER CERTIFICATE FOR NEXUS UNDER 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 MSME/Industrial Licence/IEM/LOI 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. Stepwise Process/Flow Chart indicating the stages where the capital goods are to be used
- 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  
Address  
Telephone / Mobile  
E-mail:  
Name & Address of the Institution with which  
registered

Note: -

1. Additional sheets, wherever required, may be attached.
2. Each page of the Certificate has to be signed by the Chartered Engineer.

**APPENDIX -5B**

**CERTIFICATE OF CHARTERED ACCOUNTANT/ COST ACCOUNTANT/COMPANY SECRETARY  
(FOR ISSUE OF EPCG AUTHORISATION)**

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/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: -

(a) For deemed exports:

- (i) Copy of ARO/*Back-to-back* inland letter of Credit of Advance Authorisation for intermediate Supplies or Supply invoices or CT3/ARE3 duly certified by the Bond Office of EOU concerned showing that supplies have been received.
- (ii) e-BRC as evidence of having received the payment through normal banking channel or a self certified copy of payment certificate issued by the Project Authority concerned in the form given in Appendix-7D.

(b) For export of goods:

- (i) Export Order/Contract,
- (ii) Shipping Bills/Bill of Exports /Airways Bills/PP Receipts
- (iii) Bill of Lading
- (iv) Customs/Bank attested invoices
- (v) e-BRC / Bank Certificate of Export and Realization
- (vi) GR declaration, and
- (vii) Connected books of accounts

(c) For export of services:

- (i) e-BRC / 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 indirect sources,
- (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 2015-20 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. 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.
- V. 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.
- VI. Details of export of same/similar products made during the Preceding 3 years as in Column 10 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 Accountant/Company Secretary)

Place: Name of the Signatory:  
Date: Address:  
Membership No:

The following documents or records mentioned in serial number (I) have not been maintained/ furnished, examined or verified:-

- 1.
- 2.

**Note: Each page of this annexure is to be signed by the Chartered Accountant/Cost Accountant/Company Secretary, with his registration number.**

**APPENDIX- 5C**

**CERTIFICATE OF CHARTERED ACCOUNTANT/  
COST ACCOUNTANT/COMPANY SECRETARY**

**(FOR REDEMPTION OF EPCG AUTHORIZATION / ISSUANCE OF POST EXPORT EPCG DUTY  
CREDIT SCRIP)**

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/s.....in respect of Authorisation No..... dated..... 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: -

(a) For deemed exports:

- (i) Copy of ARO/Back to back inland letter of credit of Advance Authorisation for intermediate supplies or Supply invoices or ARE-3 duly certified by the Bond Office of EOU concerned showing that supplies have been received.
- (ii) e-BRC as evidence of having received the payment through normal banking channel or a self certified copy of payment certificate issued by the Project Authority Concerned in the form given in Appendix-7D.

(b) For export of goods:

- (i) Export Order/Contract,
- (ii) Shipping Bills/Bill of Exports /Airways Bills/PP Receipts
- (iii) Bill of Lading
- (iv) Customs/Bank attested invoices
- (v) e-BRC / Bank Certificate of Export and Realization
- (vi) GR declaration, and
- (vii) Connected books of accounts

(c) For export of services:

- (i) e-BRC / 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 indirect sources,
- (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. I/We hereby certify that the Shipping Bills containing the relevant EPCG Authorization Number and Date have been verified in respect of specific export obligation. In cases where the Shipping Bills do not contain EPCG Authorization Number and Date an Affidavit from the authorization holder has been obtained that the exports accounted for fulfillment of specific EO against this EPCG authorization have not been/shall

not be taken into account for fulfillment of either specific or average EO of any other EPCG authorization. It is further certified that the shipping bills mentioned in the Affidavit are not Third party shipping Bills/Free Shipping Bills.

A statement giving details of the documents submitted by the authorisation holder towards evidence of EO fulfillment and Affidavit (if any) are enclosed.

IV. 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.

V. **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 Accountant/Company Secretary)

Place:

Name of the Signatory:

Date:

Address:

Membership No:

The following documents or record mentioned in serial number (I) have not been maintained/ furnished, examined or verified:-

- 1.
- 2.

**Note: Each page of this annexure is to be signed by the Chartered Accountant/Cost Accountant/ Company Secretary, with his registration number.**

## APPENDIX-6A

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

(Please see Paras 6.01 (b) and 6.33 of HBP)

#### 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/aadhar 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-6B

### SECTOR SPECIFIC REQUIREMENTS FOR EOUs

(Please see Paras 6.01 (b) and 6.16 of HBP)

- (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 6.09 (g) of the Chapter 6 of the Foreign Trade Policy:

Supplies of items like tags, labels, printed bags, stickers, belts, buttons or hangers to DTA unit for export.

**(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 6.08 or 6.09 of FTP shall not be allowed.

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

- (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) GEMS & JEWELLERY PRODUCTS:**

The minimum value addition on annual basis shall be in terms of Para 4.61 of the HBP.

## APPENDIX-6C

### BOARD OF APPROVAL NOTIFICATION

(Please see Para 6.01 (c) of HBP)

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. 1.11.2006

#### **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-6D**

**FORMAT FOR LETTER OF PERMISSION**

**(Please see Para 6.01 (g) of HBP)**

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 2015-2020 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 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 6.04 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 2 years, as prescribed in Para 6.05 (a) of FTP, from its date of issue within which the unit 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-6E**) 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//C of EOU (for EOUs)
2. Director of Industries, Govt. of (State)
3. Development Commissioner(SSI), Nirman Bhavan, New Delhi.

## APPENDIX-6E

### FORM OF LEGAL AGREEMENT FOR EOU/EHTP/STP/BTP

(Please see Paras 6.02 (a), 6.03 (a) and 6.11 (a) of HBP)

An agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_ 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 6.04 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 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/Cost 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-6F** of the EOU Scheme, the unit would be liable for penal action under the provisions of Foreign Trade (Development & Regulation )Act, 1992, as amended 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)

**ANNEXURE-I**

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-SEPTEMBER) (OCTOBER-DECEMBER) (JANUARY-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 Managerial Skilled Unskilled

- the unit
- b) No. of Women workers employed                      Managerial                      Skilled                      Unskilled  
in the unit
- 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 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 |                       |                      |

	<u>IMPORT(OUTFLOW)</u>	<u>(Rs. in Lakhs)</u>
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 (NFE)(Column 4 – Column 5 {ii}+Column 5 {iii}) | <u>Achieved</u> |
|----|---|-----------------|

DTA SALE

- |    |          |                 |              |
|----|----------|-----------------|--------------|
| 7. | DTA sale | <u>Quantity</u> | <u>Value</u> |
|----|----------|-----------------|--------------|

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.

**ANNEXURE-IV**

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

**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 6.09 (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>(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 utilized 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 Quantity Value

37. Items of manufacture/service  
Annual capacity (at the end of financial year)

38. Foreign/NRI/Indian investment (to be submitted annually) Foreign/NRI Indian

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. Employment:

a) No. of Male Workers employed in the unit      Total      Managerial      Skilled      Unskilled

b) No. of Women workers employed in the unit      Total      Managerial      Skilled      Unskilled

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	<p><u>Cases of pending Foreign Exchange</u></p> <p>Cases of pending Foreign Exchange realisation outstanding for more than 180/360 days at the end of financial year</p> <table border="1"> <thead> <tr> <th data-bbox="272 398 360 465">Date of export</th> <th data-bbox="461 398 555 533">Name &amp; address of importer</th> <th data-bbox="651 398 751 562">Date and number of Shipping Bills</th> <th data-bbox="836 398 951 495">Amount pending realization</th> <th data-bbox="1023 398 1137 495">Reasons for non realization</th> </tr> </thead> </table>	Date of export	Name & address of importer	Date and number of Shipping Bills	Amount pending realization	Reasons for non realization	
Date of export	Name & address of importer	Date and number of Shipping Bills	Amount pending realization	Reasons for non realization			
c	<p><u>External commercial borrowing</u></p> <p>External commercial borrowing pending at the end of last year</p> <table border="1"> <thead> <tr> <th data-bbox="261 824 533 853">(a) Less than three years</th> <th data-bbox="639 824 767 853">Amount in \$</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 860 533 889">(b) More than three years</td> <td data-bbox="639 860 699 889">-do-</td> </tr> </tbody> </table>	(a) Less than three years	Amount in \$	(b) More than three years	-do-		
(a) Less than three years	Amount in \$						
(b) More than three years	-do-						
d	<p>Revenue contribution</p> <p>Revenue contribution by units</p> <table border="1"> <tbody> <tr> <td data-bbox="261 994 839 1023">(a) Excise duty on DTA sale during the financial year</td> </tr> <tr> <td data-bbox="261 1028 826 1057">(b) Income tax paid, if any, during the financial year</td> </tr> <tr> <td data-bbox="261 1061 1011 1128">(c) State taxes, cess duties &amp; levies (including CST paid on domestic procurement).</td> </tr> <tr> <td data-bbox="261 1133 831 1162">(d) Tax deducted at source in respect of employees.</td> </tr> </tbody> </table>	(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.		
(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/Cost 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-6F

### GUIDELINES FOR MONITORING THE PERFORMANCE OF EOU/STP/EHTP UNITS

(Please see Para 6.12 of HBP)

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 IInd 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 6.04 of FTP, Development Commissioner would initiate penal action under the FT(D&R) Act, 1992, as amended. 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 6.10 (a) to 6.10 (d) of the Chapter 6 of the HBP. For purpose of uniformity, guidelines for calculation of NFE is given in **ANNEXURE** 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. JOINT MONITORING OF EOU UNITS:**

- a) The performance of EOUs would be reviewed by the Unit Approval Committee 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-6E**.
- b) Review of NFE of EOUs would be conducted by the Unit Approval Committee.
- c) For publicizing the scheme, advertisement in the local papers may be arranged before the date of such meetings. Promotion programmes may be organized in collaboration with local industry, Association or any other organization, 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 Notification.

**PROFORMA-I**

**(TO BE SUBMITTED BY THE ZONE)**

**I. APPROVAL AND IMPLEMENTATION OF EOU UNITS:**

- a) No. of valid approved units : :
- b) No. of units cancelled : :
- c) No. of units finally debonded : :
- d) No. of exporting units : :
- e) No. of units under implementation : :
- f) No. of units yet to be implemented : :

**II. RESULT OF MONITORING :**

Previous Year	Current Year
( )	( )

**III. EOU UNITS:**

- a. Units which are operational for more than 1 year.
- b. Units with negative NFE at the end of 3rd or subsequent years.
- c. Details of outstanding export proceeds (where the period of realisation is not extended by the competent authority) beyond 180 days.
- d. Revenue contributions by the units
  - (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.

**PROFORMA-II**

**(TO BE SUBMITTED BY THE ZONE)**

**SPECIAL ECONOMIC ZONE**

**SUMMARY OF ANNUAL PERFORMANCE REPORT FOR THE YEAR 201----- SECTOR WISE**

Sl. No.	Name of Unit with ID Number in case of EOU	Date of Commencement of production	Item of Manufacture	Value of capital goods imported	Value of RM components etc.	Other outflow of FE towards knowhow, Commission etc.	Total investment made	Employment Generated so far
1	2	3	4	5	6	7	8	9

Value of exports	NFE achieved during the period	Value of Sales made in DTA	Remarks
10	11	12	13

(TO BE SUBMITTED BY THE UNIT)

PROFORMA- III

NAME OF THE UNIT

(Rupees in lakhs/

\$ in Million):

Month of operation CG Import

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 180/360 days at the end of financial year.  
(180 days for EOUs)
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 :

## 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 6.09 of the Chapter 6 of the Foreign Trade Policy and HBP.
  
2. Amortised Value of Capital Goods: For this purpose as much value of CG is taken into account as indicated in para 6.10 (d) of Chapter 6 of the HBP. 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 6.09 of the Chapter 6 of the Foreign Trade Policy and HBP will be taken into consideration for calculation of NFE.

## APPENDIX-6G

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

(Please see Paras 6.08 and 6.09 of FTP)

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

Paragraph 6.08 of the Chapter 6 of the Foreign Trade Policy provides 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 6.08.
- 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 para 3.21 of 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 application as given in ANF-6C. The application shall be certified by an independent Chartered Accountant/Cost 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 6.08 (a) of Foreign Trade Policy under intimation to concerned Development Commissioner and Jurisdictional Central Excise Authority in terms of Para 6.40 (h) of HBP. DTA sale in terms of para 6.08 (a) of Policy shall be allowed only after adjustment of advance DTA sale permission is granted.
- 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 6.04 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/Cost 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:**

Sale under para 6.09 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 6.09 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.
- d) For the purpose of sub-para 6.09 (e) of FTP, the relevant Ministry of Finance Notifications are:
1. No. 106/58-Cus dated 29.3.58
  2. No. 152/94-Cus dated 13.7.94
  3. No. 50/96-Cus dated 23.7.96
  4. No. 39/96-Cus dated 23.7.96
  5. No. 84/97-Cus dated 11.11.97

**IV SALE OF REJECTS:**

Sale of rejects is also permitted in the DTA, as provided for in para 6.08 (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 6.08 (g) of the Chapter 6 of the Foreign Trade Policy after inclusion of the item in LOP/LOI.

## APPENDIX-6H

### PROCEDURE TO BE FOLLOWED FOR REIMBURSEMENT OF CENTRAL SALES TAX (CST) ON SUPPLIES MADE TO EXPORT ORIENTED UNITS (EOUS) AND UNITS IN ELECTRONIC HARDWARE TECHNOLOGY PARK (EHTP) AND SOFTWARE TECHNOLOGY PARK (STP)

(Please see Para 6.11 (c) (i) of FTP)

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) or Export Oriented Unit (EOU) or Special Economic Zone (SEZ) or EHTP or STP or BTP, for production of goods and services as per EOU Scheme on the following terms and conditions:
  - (a) The supplies from Domestic Tariff Area (DTA) or Export Oriented Unit (EOU) or Special Economic Zone (SEZ) or EHTP or STP or BTP, 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 / Cost 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:
- i. Chartered Accountant's Certificate / Cost 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 CA 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 / Cost Accountant firm should be at least a Sole Proprietorship firm who should be an FCA / FCMA and engaged full time with the firm.

(ii) In case of partnership Chartered Accountant / Cost 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 / FCMA.

(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 / FCMA.

(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 / EOU / STP / EHTP / SEZ 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 **9.02** of the HBP would apply.

(ix) Application for supplementary claim will be considered as per provisions of para **9.03** of HBP.

(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 I

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	:

**ANNEXURE-II**

**CHARTERED ACCOUNTANT CERTIFICATE / COST 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:

**ANNEXURE III**

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-6I

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

(Please see Para 6.22 of HBP)

#### INPUTS:

- A. Seeds
- B. 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. Dripliers, 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), Pearlite/ Verniculate, Rockwool, Coca peat, Hydrocorn, Foam based medium and other cultivation medium.

**APPENDIX-6J**

**JURISDICTION OF SPECIAL ECONOMIC ZONES**

(Please see Para 6.34 of HBP)

<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:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a> Ph-022-28290856/28294746 Website-www.seepz.gov.in	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 : 02836-252194 E-mail : <a href="mailto:kandlasez.@gmail.com">kandlasez.@gmail.com</a> Ph.-02836-252475 Website-www.kasez.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 : 04422628218 E-mail : <a href="mailto:dc@mepz.gov.in">dc@mepz.gov.in</a> Ph.-044-22628220/30 Website-www.mepz.gov.in	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 : 04842413111/222 Email : <a href="mailto:dc@csez.gov.in">dc@csez.gov.in</a> / <a href="mailto:office@csez.gov.in">office@csez.gov.in</a> Ph.-0484-2413074 Website-www.csez.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 : 0891-2708255 E-mail : <a href="mailto:devcommvsez@yahoo.com">devcommvsez@yahoo.com</a> Ph.-0891-2587555 Website-www.vsez.gov.in	Units situated in Visakhapatnam Special Economic Zone and approved EOU/SEZs located in Andhra Pradesh, Telangana, 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 : 0120-2567276/2562314 E-mail : <a href="mailto:dc@nsez.gov.in">dc@nsez.gov.in</a> Ph.-0120-256270/3021444-46 Website-www.nsez.gov.in	Units situated in Noida Special Economic Zone and EOU/SEZs situated in Delhi, Uttar Pradesh, Uttarakhand, 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, Nizam Place, 234/4, AJC Bose Road, Kolkata- 700020 FAX : 033-22873362 E-mail : <a href="mailto:fsez@nic.in">fsez@nic.in</a> Ph.-033-22872263/22874092 Website-www.fsez.gov.in	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-6K

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

(Please see Para 6.18 (d) of FTP)

- 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, as amended, 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.

**ANNEXURE**

**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-6E** 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 to, inter-alia, the condition that penalty imposed by appropriate Authority under the F.T.(D&R) Act, 1992, as amended, 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  
\_\_\_\_\_201\_\_ 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-6L

### GUIDELINES FOR REVIVAL / EXIT OF SICK EOU UNITS

(Please see Para 6.39 of HBP)

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-6M**

#### **GUIDELINES FOR CONVERSION OF DOMESTIC TARIFF AREA (DTA) UNIT INTO EXPORT ORIENTED UNIT (EOU)/ ELECTRONIC HARDWARE TECHNOLOGY PARK (EHTP)/ SOFTWARE TECHNOLOGY PARK (STP)/ BIO-TECHNOLOGY PARK (BTP) UNIT**

**(Please see Para 6.38 (a) of HBP)**

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;
- (vii) Where export obligation period has expired, only course available is payment of duties, interest and penalty as applicable, proportionate to unfulfilled export obligation ;
- (viii) 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.

**ANNEXURE**

**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, as amended, 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, as amended, 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 \_\_\_\_\_ 201\_\_ 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-7A**

List of Agencies / Funds notified by the Department of Economic Affairs, Ministry of Finance

**(Please see Para 7.02 (e) of FTP)**

A list of Agencies / Funds notified by the Department of Economic Affairs, Ministry of Finance vide Public Notice No. 1(FT)/DEA/2010 dated 05.05.2010 and which are entitled for Deemed Export Benefits under FTP.

1. International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA).
2. Asian Development Bank (ADB).

## **APPENDIX-7B**

**(Please see Para 7.02 (g) of FTP)**

A list of Agencies notified under Notification No. 108/95 – Central Excise, dated 28.08.1995, where supplies are made to UN Organization / International Organisation and entitled for Deemed Export Benefits under FTP.

1. United Nations Development Programme
2. United Nations International Children's Fund
3. Food and Agricultural Organisation
4. International Labour Organisation
5. World Health Organisation
6. United Nations Population Fund
7. United Nations World Food Programme
8. United Nations Industrial Development Organisation

## APPENDIX-7C

### FORMAT OF PROJECT AUTHORITY CERTIFICATE

(Please see Para 4.1.3 of FTP, 7.02(d) of HBP & ANF-7A)

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 7.02(e) of the FTP, read with **APPENDIX-7A**, 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 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..... , and the same is under the procedure of International Competitive Bidding, but if procured domestically, then the benefit of Deemed Exports has been prescribed in accordance with the Para 7.02(f) of the FTP, and that the import content of the order is Rs. (figure and words.....).
- (c) That supply of goods under the contract made to mega power project in India, at S. No. .... of List 32 A of Notification No. 49/2012-Customs dated 10.09.2012, as amended, is under the procedure of ICB or requisite quantum of power has been tied up through tariff based competitive bidding or project has

been awarded through tariff based competitive bidding in accordance with the provisions of Para 7.02(f) of FTP, and the import content of the order is Rs.....(Figures and words).

- (d) That supply of the goods to projects funded by UN agencies in accordance with the provisions of Para 7.02(g) of the FTP, read with **APPENDIX-7B**, and that the import content of the order is Rs.(Figures and words .....).
- (e) That supply of goods to specified nuclear power projects under the procedure of Competitive Bidding is made in accordance with the provisions of Para 7.02(h) of FTP, 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 before the date of supply. 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 Para 1(a), (b), (c), (d) and (e) for which **ANNEXURE** to **APPENDIX-7C** 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)

a) 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 .....

Seal .....

Telephone Number .....

E-mail .....

Place Address .....

Date Fax No. ....

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 Regional 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 Regional 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 Regional 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 Regional Licensing Authority may correspond with the other Regional Licensing Authority.

- (6) In case of supplies under Lease financing agreement, the Project Authority certificate shall be jointly signed by the Project Authority and Lease financing.

**ANNEXURE**

**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, before the date of supply. The description and quantity of the goods as described below to be supplied directly by the sub-contractor to the project authority or to us 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.....

Telephone Number .....

E-mail .....

Place

Address .....

Date

Fax No. ....

APPENDIX-7D

FORMAT OF CERTIFICATE OF PAYMENTS

(Please see Para 7.03 (g) of HBP & ANF-7A)

FORM-I

Certificate of Payment to be Issued for supply of goods falling under categories (e), (f), (g) and (h) of Para 7.02 of The FTP by The Project Authority to Main Contractor/sub-contractor(s).

or

By Main Contractor to Sub-Contractor(S)

This is to certify that:

- (i) I ..... (Name and Designation) am duly authorised to issue the payment certificate by company/firm.
- (ii) The goods of quantity and value as described in contract No.....dated.....and supply Invoices have been supplied to us against purchase order No.....dated ..... the details of suppliers are given below.
- (iii) The supplies have been made in accordance with the conditions mentioned in the Project Authority certificate issued to the supplier on.....
- (iv) Such supplies are covered under Para 7.02 (e), (f), (g), (h) of FTP (mention whichever is applicable).
- (v) The name of the sub- contractor has been included in the main contract itself, **before the date of supply**, 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.
- (vi) We have accepted the supplies at the Project site/factory at the price stated in the invoice.
- (vii) 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 and conditions of the contract No..... dated..... entered into with the suppliers.

Signature .....

Name .....

Designation .....

Name of the Project .....  
 Telephone Number .....  
 E-mail .....  
 Address .....  
 Fax No. ....

Place  
 Date

**Note:** 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.

S.NO.	DESCRIPTION OF GOODS	Qty	INVOICE NO	DATE	FOR VALU	DATE OF PAYMENT

**FORM-II**

**(UNDERTAKING TO BE GIVEN BY THE APPLICANT)**

1. We, M/s..... undertake in respect of our application dated ..... against..... (description of goods) supplied to/received from ..... (name of buyer/supplier), that :-

(a) particulars stated in the application dated ..... are correct;

(b) the goods as mentioned in application have been supplied to/received from ..... in terms of the contracts referred.

(c) the payment against these supplies have been received/made; and

(d) supplies have been made/received at the prices indicated in Contract No..... dated .....

(2.) If at any future date we, the supplier, 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 Regional Authority concerned within 30 days giving full particulars of such refund.

Or

If at any future date we, the recipient, are required to return any goods to the supplier, 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 Regional Authority concerned within 30 days giving full particulars of such return.

(3.) We, the applicant, shall refund to the Regional Authority proportionate amount in respect of the amount refunded to the Project Authority/goods returned back.

Signature .....

Name (In Block Letter).....

Designation .....

Telephone Number .....

E-mail .....

Address .....

Fax No. ....

Place

Date

## APPENDIX -7E

### Format for Fixation of Drawback Rate

#### DBK - I -STATEMENT

Description of the Product supplied -----as per Invoice consist of raw materials/components used in manufacturing of the resultant product.

S. No.	Name of the material/ component	Quality /Technical characteristics	Whether imported or indigenous	Unit	Gross qty. required	Wastage Qty	
						Irrecoverable	Recoverable
1	2	3	4	5	6	7	8

Sale Price of waste per unit of Qty	By Product/ co-product		Net wt. of the material	Remarks
	Qty.	Sale value per unit		
9	10	11	12	13

Give convenient units by which goods are invoiced for supply (e.g. per ton, per dozen/Pcs., per Sq. meter etc).

#### **Notes:-**

1. The Units of quantity to be furnished in Col.5 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**

I. 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.

Signature \_\_\_\_\_  
(Name & Designation of the Chief  
Executive/Production incharge (with seal.)

Station \_\_\_\_\_  
Date:-----

II. It is certified that (To be given by an independent Chartered Engineer/cost Accountant):

- 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 \_\_\_\_\_  
qualified: \_\_\_\_\_

Branch of Engg.  
in \_\_\_\_\_ which

\_\_\_\_\_  
Name & Address of the institution under which registered -----

---  
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 sources, this must be specifically stated in remarks column and full details of the procurement along with 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

Signature \_\_\_\_\_

(Name & Designation of the Chief  
Executive/ Production in-charge (with seal)

Place:  
Date:

**DBK- IIA - 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 1 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	7	8	9

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
10	11	12	13	14	15	16	17

**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 supplies of the final product and how these were imported/procured. (Actual stock to be given under Col.16, 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

Signature

Chartered Accountant/Cost Accountant

(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.12. 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  
Executive/

Signature \_\_\_\_\_  
(Name & Designation of the Chief  
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	5	6	7	8

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
9	10	11	12	13	14	15

#### 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 first supplies of the product and how these were procured (including Invoices Nos.etc.).

2. 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.
3. The particular of Invoice number, date etc. should be furnished in Column 12.
4. If the assessment which is not final or duty is paid under protest the extent of dispute may please be clearly indicated.
5. 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

Signature

\_\_\_\_\_  
Chartered Accountant/Cost Accountant

(Name & Designation of the Chief  
Executive/  
Production incharge) (with seal)

Place:

Date:

**APPENDIX-7F**

**FORMAT FOR MONTHLY STATEMENT OF DISBURSEMENT OF TED / DBK / INTEREST  
(Please see Para 7.10 (c) of HBP)**

**Name of the RA** \_\_\_\_\_  
**Report for the month** \_\_\_\_\_

1	2	3	4	5		6		7
S.No.	Name of the applicant	Category of Claim	Date of approval letter	Date of Payment		Amount of Payment		Reason(s) for payment of interest
				Principal	Interest	Principal	Interest	
				TED				
DBK								

Name of officer:  
 Designation:  
 Tel No:  
 E-mail:

Date:

**Appendix-8A**

**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 12/2012 DATED 17.03.2012 (erstwhile Notification No. 21/2002 Dated 01.03.2002)**

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

Preceding year's physical exports (in Rs crore s)	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.”

Date:  
Place

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

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

**Designation:**

**Email id:**

**Phone no.:**

**Residential Address:**

:

#### **CHARTERED ACCOUNTANT'S CERTIFICATE/COST ACCOUNTANT'S CERTIFICATE**

This is to certify that 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/Cost  
Accountant's Name  
**Membership Number & Seal**

Address  
Name and address  
of the Institute with  
whom registered

**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/Cost 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:

**(Signing Authority)**  
**For the Office of the Additional/Joint Director General of Foreign Trade, .....**

**APPENDIX -8B**

**APPLICATION PERFORMA FOR CERTIFICATION OF EXPORT PERFORMANCE OF UNITS IN AGRO CHEMICALS SECTORS BY THE REGIONAL OFFICES OF THE DGFT AS PER CUSTOMS NOTIFICATION NO 12/2012 dated 17.3.2012**

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

Preceding licensing year's physical exports (in Rscrores)	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 ..... under Customs Notification No 12/2012 dated 17.3.2012 (erstwhile Notification no. 21/2002 dated 1.3.2002..... ) will not exceed 1% of the FOB value of exports in the financial year ...
- 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**

**E-mail id:-**

**Phone No.:-**

**Residential Address:-**

Date:

Place:

### **CHARTERED ACCOUNTANT'S CERTIFICATE/COST ACCOUNTANT'S CERTIFICATE**

This is to certify that 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/Cost

Accountant's Name

**Membership Number & Seal**

Address

Name and address of  
the Institute with whom  
registered

### **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/Cost 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 27-A 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:

**(Signing Authority)**  
**For the Office of the Additional/Joint Director General of Foreign Trade, .....**

**ANF- 1**  
**PROFILE OF EXPORTER AND IMPORTER**

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 and Issuing Authority:
<b>2. Applicant firm's details :</b>	
i.	Name of the entity:
ii.	Address (Registered Office in case of Companies and Head Office in case of Others):
iii.	Landline no. if any:
iv.	Mobile number:
v.	e-mail id/ website address:
vi.	Nature of the Concern: Proprietorship/Partnership /Limited Liability Partnership/Private limited/ Public Limited/Govt. undertaking/Section 25 Company/Registered Society/Trust/HUF
vii.	Preferred Activities: Merchant Exporter/Manufacturer Exporter/Service Provider/ Others
viii.	Bank Account details of the applicant's entity:
ix.	PAN Details of the Entity:
x.	LLPIN/CIN/Registration no. (if applicable):
<b>Part B: Branch details</b>	
i	Number of Branches:
li	Address of Branches , Divisions, units, factories :
<b>3. Details of Proprietor/Partners/Directors/Karta/Trustee of the applicant firm:</b>	
i.	Name as in PAN (Mr/Mrs):
ii.	Father's Name:
iii	Date of Birth (DD/MM/YYYY):
iv	Residential Address:
v.	Mobile Number:
vi.	PAN :
vii.	DIN(if applicable):
viii.	Aadhar Card Number:
<b>4. Industrial Manufacturing Registration Details:</b>	
i.	SSI/EM/LOI or IL Registration No./any other document to prove a manufacturer status:
ii.	Date of Issue and validity/ Issuing Authority:
iii.	Products for which Registered:
<b>5. Service Tax Registration Details (in case of Service providers):</b>	
i.	Service Tax Registration No/ Issuing Authority :
ii.	Services for which registered:
<b>6. RCMC details:</b>	
i.	RCMC no. / Issuing Authority :

ii. Date of Issue and validity:		
iii. Products for which registered:		
<b>7. Status House Details (Please tick) – One Star/Two Star/Three Star/Four Star/Five Star:</b>		
i. Certificate number/ Issuing Authority:		
li Date of issue and validity		
<b>8. Central Excise Registration No./ Issuing Authority:</b>		
<b>9. VAT Registration No./ Issuing Authority:</b>		
<b>10. Turnover Details for the preceding three financial years:</b>		
Financial Year	Annual Domestic Turnover (Rs. Lakhs)	Annual Export Turnover (Rs. Lakhs)

**DECLARATION:**

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <p>(i) The Customs Act, 1962,</p> <p>(ii) The Central Excise Act 1944,</p> <p>(iii) Foreign Trade (Development &amp; Regulation) Act 1992, and</p> <p>(iv) The Foreign Exchange Management Act, 1999;</p> <p>(v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</p> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld therefrom.
5	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place  
Date

Signature  
Name & Designation  
Official address & Tele No  
Residential Address  
Email Address

**ANF -2A**

**APPLICATION FORM FOR ISSUE/MODIFICATION IN IMPORTER EXPORTER CODE(IEC) NUMBER**

**Part A**

- Please read the detailed guidelines before filling up this form.  
Click [here](#) to read the guidelines.
- Click [here](#) for information about requisite documents to be uploaded.  
The documents should be uploaded in digital format–GIF, JPEG size not exceeding 5MB.
- Ensure that the requisite documents are legible before uploading.

<b>Digital Photograph of the Applicant (3x3cm)</b>
--

Applicant Details													
<b>i. Name of entity in whose name IEC is required</b>													
<b>ii. Address:</b> (Registered Office Address is required in case of Companies/ Head Office Address is required for all other categories)		Flat/Plot/Block No.:											
		Street/Area/Locality:											
		State:						▼	District:				▼
		City:			PIN Code:								
<b>iii Landline telephone no.,</b> if any (with area code)													
<b>iv Mobile No.</b>		Primary Mobile No.											
		Other Mobile No, if any											
<b>v Email ID / Website Address:</b>		Primary Email ID (for correspondence with DGFT):						Alternate Email ID, if any:					
		Website (if any):						FAX No.(if any, with area code)					
<b>vi Nature of concern / entity</b> (Please tick relevant category):		<input type="radio"/> Proprietorship <input type="radio"/> Partnership <input type="radio"/> Limited Liability Partnership <input type="radio"/> Private limited <input type="radio"/> Public Limited <input type="radio"/> Govt. undertaking <input type="radio"/> Section 25 Company <input type="radio"/> Registered Society <input type="radio"/> Trust <input type="radio"/> HUF											
<b>vii:(a) Preferred Activities :</b> (Please tick the relevant category)		Merchant Exporter										<input type="checkbox"/>	
		Manufacturer Exporter										<input type="checkbox"/>	
		Service Provider										<input type="checkbox"/>	
<b>vii.(b) Others</b> (please specify):													
<b>viii Bank Account Details of the Applicant's entity:</b>													
1. Name of the account holder													
2. Account Number:													
3. Name of the Bank:													
4. Branch address of the Bank:													

5. IFS Code :												
<b>SUBMIT HERE TO PROCEED FURTHER</b>												
Enter Registration Code: (As received on mobile/ email provided as above) and continue:												
<b>Part B : Branch Details</b>												
<b>i Enter number of Branches/ Divisions/Units/Factories located in India and abroad:</b> <span style="float: right;">▽</span>												
<b>ii Address of Branches, Divisions, Units, Factories located in India and abroad</b>	Flat/Plot/Block No.:											
	Street/Area/Locality:											
	State: <span style="float: right;">▽</span>			District: <span style="float: right;">▽</span>								
	City:			PIN Code:								
<b>Part C : Please fill in the following details:</b>												
<b>Part C 1 In case the entity is a Proprietor firm :</b>												
<b>1.a) Name of Proprietor</b>												
<b>b) Residential Address</b>	Flat/Plot/Block No.:											
	Street/Area/Locality:											
	State: <span style="float: right;">▽</span>			District: <span style="float: right;">▽</span>								
City:			PIN Code:									
<b>c) Aadhaar Card Number, if available:</b>												
<b>Part C 2: In case the entity is Partnership firm</b>												
<b>1.PAN details of the entity</b>	Name as in PAN											
	Date of Incorporation (DD/MM/YYYY)											
	PAN											
<b>2. Enter the number of partners in the Partnership Firm :</b> <span style="float: right;">▽</span>												
<b>3. Fill in the following details for each partner:</b>												
<b>a. Name as in PAN</b>												
<b>b Father's name</b>												
<b>c. Date of Birth (DD/MM/YYYY)</b>												
<b>d. Residential Address of the Partner:</b>	Flat/Plot/Block No.:											
	Street/Area/ Locality:											
	State: <span style="float: right;">▽</span>			District: <span style="float: right;">▽</span>								
	City:			PIN Code:								
<b>e. Mobile No.</b>												
<b>f. PAN:</b>												
<b>g. Aadhaar Card Number, if available</b>												
<b>Part C 3: In case the entity is a Limited Liability Partnership/ Private/ Public/Govt. Undertaking / Section 25 Company:</b> <span style="float: right;">▽</span>												
<b>1.PAN details of the firm:</b>	Name as in PAN											
	Date of Incorporation											
	PAN											

2. LLPIN /CIN (whichever is applicable)																
3. Registration Certification No.																
4. Enter the number of Partners/Directors in the Firm/Company :														▽		
5. Fill in the following details for each Partner/Director:																
a. Name																
b PAN																
c. Director Identity Number																
d. Aadhaar Card Number, if available																
<b>Part C 4: In case the entity is a Registered Society/Trust**</b>																
**( Individuals /Charitable institutions/ Registered NGOs importing goods, which have been exempted from Customs duty under Notification issued by the Ministry of Finance for bonafide use by victims affected by natural calamity may refer to the para 2.07 of Handbook of Procedure and use Permanent IEC No 0100000126)																
1. PAN details of the Society/Trust:		Name as in PAN														
		Date of Incorporation														
		PAN														
2. Registration Number:																
3. Details of the Secretary/ Chief Executive of the Society; or Managing Trustee of the Trust																
a. Name as in PAN																
b. Residential Address		Flat/Plot/Block No.:														
		Street/Area/ Locality:														
		State: ▾					District ▾									
		City					PIN									
c. Aadhar Card No. if available																
<b>Part C 5: In case the entity is a HUF</b>																
1. PAN details of the Entity:		Name as in PAN														
		Date of Incorporation														
		PAN														
2.Details of the Karta																
a. Name as in PAN																
b. Residential Address		Flat/Plot/Block No.:														
		Street/Area/ Locality:														
		State: ▾					District ▾									
		City					PIN									
3. Aadhar Card Details, if available																

**Part D: DECLARATION/UNDERTAKING**

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <p>(i) The Customs Act, 1962,</p> <p>(ii) The Central Excise Act 1944,</p> <p>(iii) Foreign Trade (Development &amp; Regulation) Act 1992, and</p> <p>(iv) The Foreign Exchange Management Act, 1999;</p> <p>(v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</p> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p>
---	--

	C. neither the Registered Office of the company / Head Office of the firm / 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; D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld there from.
5	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place:

Date:

Name of the applicant\*:

Designation:

Official Address:

Telephone/Mobile No:

Email of the applicant:

PAN of the signatory applicant\*:

**CLICK [HERE](#) TO UPLOAD DOCUMENTS AND THE APPLICATION FORM**

**Part E:**

1. Click <a href="#">HERE</a> to review the information submitted and check the documents uploaded. Ensure that all requisite columns are filled in and legible copies of requisite documents have been uploaded.
2. Click <a href="#">HERE</a> to pay the fees. <span style="float: right;">▼</span>
3. Select the Jurisdictional RA to submit the IEC application :
4. Click <a href="#">HERE</a> to digitally sign* and submit the application form online to Jurisdictional RA. OR Click <a href="#">HERE</a> to print the filled up application form. The print out of the application form duly signed and uploaded* may then be submitted either, through post or handed over physically in the office of the concerned Jurisdictional RA's office.
<b>Note*</b> Application has to be signed by Proprietor/ Managing Partner/ Designated Partner /Director/ Secretary or Chief Executive of the Society/ Managing Trustee / Karta as the case may be.

## DETAILED GUIDELINES FOR ISSUE / MODIFICATION OF IMPORT EXPORT CODE NUMBER (IEC)

**I Who needs to apply:** All who intend to import/export, are required to have an IEC. However certain categories of Importer/ Exporter are exempted from those obtaining IEC. The list of such categories of such categories is at paragraph 2.07 of Handbook of Procedure.

Click Here to see the exempted categories

### **II Application Process:**

- Step 1 : Click on the link "Online IEC application" on DGFT website <http://dgft.gov.in>.
- Step 2 : Fill up Applicant Details in **Part A** and submit.
- Step 3 : Registration Code will be sent at the email and / mobile number provided by the applicant. It will enable the applicant to fill further details in the Application form. Remember or write down the Registration Code at any safe place. This may be required in case of deficiency note requiring refilling of information/documents.
- Step 4 : Fill in relevant columns in **Part B and C**.
- Step 5 : The Declaration/Undertaking as in **Part D** may be read carefully and the box underneath it may be ticked as token of having read and accepted the Declaration/ Undertaking. The details of the signatory applicant may also be filled thereafter.
- Step 6 : The digital photograph, requisite documents (as detailed below) and the application form may then be uploaded.
- Step 7 : In **Part E**, review the information submitted and check to ensure that documents uploaded are legible and then pay the application/modification fee.
- Step 8 : Select the concerned Jurisdictional Regional Authority. Details of appropriate Regional Authority are also available at <http://dgft.gov.in/exim/2000/map.html>.
- Step 9 : **Filing application along with the requisite documents 'online' is mandatory.** Those with digital signatures can sign the application form digitally and submit it to Jurisdictional RA.

#### OTHERS

- Take a print out of the complete form. The Declaration /Undertaking is to be signed and uploaded alongwith other requisite documents. Thereafter the signed application form is required to be submitted through post or handed over in the office of the concerned Jurisdictional Regional Authority. No documents are required to be attached.
- Step 10 : On submission of the form, a confirmatory message/sms of receipt would be sent on the registered email/ mobile number.
- Step 11 : After processing of documents/details an **email would be sent at the email address of the applicant informing that an e-IEC has been approved and a digitally signed e-IEC (no. ....) has been generated . The e-IEC can be viewed and printed by clicking on "Online IEC application" on the DGFT website (<http://dgft.gov.in/>) and submitting the requisite details therein.**
- Or a rejection letter would be sent on e-mail, conveying the grounds of rejection.
- Step:12 Deficiency can be removed by re-login onto the "Online IEC application" on DGFT website and filling the form afresh with requisite application processing fee.

**Applicants seeking modification in IEC, please check instructions in Para (VI) of the detailed guidelines.**

#### NOTE

**III. IEC application fee is Rs. 500/-. For Modification the Fee is Rs 200/-**

**IV Mode of Payment of application fee:**

- For payment of fee the applicant can use the Electronic Fund Transfer (EFT from the bank account of the applicant) mode.
- For Electronic Fund Transfer (EFT), the Applicant should have a Net Banking Account with one of the following designated banks:

- |                          |                              |
|--------------------------|------------------------------|
| i. HDFC Bank             | ii. ICICI Bank               |
| iii. Bank of India       | iv. State Bank of India      |
| v. Central Bank of India | vi. Punjab National Bank     |
| vii. IDBI                | viii. Axis Bank              |
| ix. Union Bank of India  | x. Oriental Bank of Commerce |

<b>V: Tick and upload the requisite documents as detailed below:</b>		
<b>A</b>	<b>Proprietorship</b>	<ul style="list-style-type: none"> <li>• Digital Photograph (3x3cms) of the Proprietor.</li> <li>• Copy of PAN card of the Proprietor.</li> <li>• Copy of Passport (first &amp; last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these).</li> <li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li> <li>• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li> </ul>
<b>B</b>	<b>Partnership firm</b>	<ul style="list-style-type: none"> <li>• Digital Photograph (3x3cms) of the Managing Partner.</li> <li>• Copy of PAN card of the applicant entity.</li> <li>• Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.</li> <li>• Copy of Partnership Deed.</li> <li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li> <li>• Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing pre-printed name of the applicant entity and A/C No.</li> </ul>
<b>C</b>	<b>LLP firm</b>	<ul style="list-style-type: none"> <li>• Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application.</li> <li>• Copy of PAN card of the applicant entity.</li> <li>• Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.</li> <li>• Certificate of incorporation as issued by the RoC</li> <li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li> <li>• Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing pre-printed name of the</li> </ul>
	<b>Government Undertaking</b>	
	<b>Public Limited Company</b>	
	<b>Private Limited Company</b>	
	<b>Section 25 Company</b>	

		company and A/C No .
D	Registered Society	<ul style="list-style-type: none"> <li>• Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive.</li> <li>• Copy of PAN card of the applicant entity.</li> <li>• Copy of Passport (first &amp; last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application.</li> <li>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.</li> <li>• Registration Certificate of the Society / Copy of the Trust Deed</li> <li>• Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing pre-printed name of the Registered Society or Trust and A/C No.</li> </ul>
	Trust	
E	HUF	<ul style="list-style-type: none"> <li>• Digital Photograph (3x3cms) of the Karta.</li> <li>• Copy of PAN card of the Karta.</li> <li>• Copy of Passport (first &amp; last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta.</li> <li>• Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill.</li> <li>• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.</li> </ul>

#### VI Modification in Import Export Code (IEC) number\*

(\*Before seeking modification in IEC, kindly carry out necessary modifications in other requisite/supporting documents, and these documents may be uploaded as requisite proof of changes made.)

1. For Modification, enter the IEC Number :

--	--	--	--	--	--	--	--	--	--	--

2. Click [here](#), to modify and update the existing details as in Part A,B and C

3. Declaration /Undertaking as in Part D may be accepted and details there under may be filled. Thereafter, the requisite documents and the application form may be uploaded.

4. In Part E,

(i) Review the information submitted and check the documents uploaded.

(ii) Pay application fee of Rs 200/- for modification in the IEC number.

(iii) Select the Jurisdictional RA to submit the form.

(iv) Digitally sign and submit the application form online to Jurisdictional RA

OR

Print the filled up application form. The duly signed printed version of the filled up application form may then be submitted either, through post or handed over physically in the office of

the concerned Jurisdictional RA's office.

ANF 2A(I)

**FORMAT OF BANK CERTIFICATE FOR ISSUANCE OF IEC**

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

Ref No. ....

To

.....

(Name and address of the issuing authority)

Sir/ Madam

..... (Name of the bank/branch) certify that  
M/s..... (Name and Address of the account holder) is/ 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 photograph as affixed and attested is of the account holder.

(Signature of the issuing authority)  
(Not below the rank of Manager)

Name.....

Designation .....

IFS Code of the issuing bank:

Date: .....

Place: .....

(Banks'  
Stamp)

ANF 2(A) (II)

**FORMAT OF ELECTRONIC IMPORTER - EXPORTER CODE (e-IEC)**

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
OFFICE OF \_\_\_\_\_ DIRECTOR GENERAL OF FOREIGN TRADE

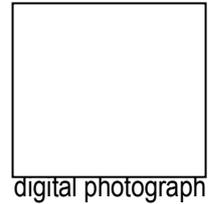
-----  
-----

(Full Address)

**CERTIFICATE OF ELECTRONIC IMPORTER - EXPORTER CODE (e-IEC)**

***[This is a computer generated certificate. The authenticity of this certificate may be verified by clicking on the link "View your IEC" on the DGFT's website (<http://dgft.gov.in>) and filling in the e-IEC number and minimum three letters of the name of the e-IEC holder.]***

1. Name
2. Address
3. Name and Designation of  
the signatory applicant whose  
photograph has been uploaded
4. Address of the  
Branch/Div./Unit, if any:
5. IEC number:
6. Date of issue:
7. PAN:



**Place:**

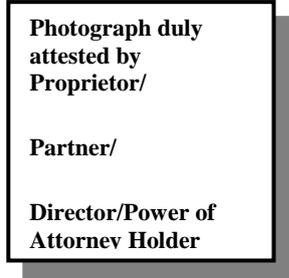
**Date:**

Name and Designation of the Issuing Authority

**ANF- 2B**

**APPLICATION FORM FOR IDENTITY CARD**

(The Importers / Exporters can avail the facility of collection of Authorization & documents from the counters of the concerned RA through an authorized person holding identity card issued by the RA or submit a self – addressed envelope affixed with postal stamp of Rs.40/- for delivery of aforesaid documents by post) .



- 1) Name of the person :.....  
(in whose favour Identity Card is to be issued)
- 2) Designation of the person :.....
- 3) IEC Number of the firm: :.....
- 4) Details of Fee :
  - a) TR Challan No:  
Name of the Bank /Branch of issue
  - b) EFT (Electronic Fund Transfer) Transaction No
  - c) Credit/Debit Card Payment Transaction No:

**DECLARATION**

- i) I / We Shri ....., Proprietor/Partner/Director of the firm/company hereby declare that the person in whose favour identity card is to be issued is the authorised employee of the firm.
- ii) I / We 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

Place  
Date

Name  
Designation

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

- 1. Copy of TR Challan/ EFT/Credit/Debit Card payment receipt evidencing payment of fee
- 2. Two passport size photographs of the person in whose favour identity card is to be issued.

**APPLICATION FORM FOR REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)**

To  
The \_\_\_\_\_

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

(Name and Address of the Council)

Dear Sir,

Kindly register us as Merchant exporter /Manufacturer exporter/Merchant cum 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	:	_____
	(ii)	Date of issue	:	_____
	(iii)	Issuing authority	:	_____
4.		Payment details	:	_____
5a		If registration is required as a manufacturer exporter (SSI Registration/ Industrial Licence/IEM )	:	No. _____ Date _____ Issuing Authority: _____
b.		Others (specify)	:	_____
c		EH/TH/STH/SSTH/SHE/ISEH/ISSEH /ISSEH certificate number	:	Valid upto _____
6.		If Status Holder : (category)	:	certificate number: _____ Valid upto _____
7.	(a)	Name of export product(s) or its category for which registration is required	:	_____
	(b)	Main line of business of applicant	:	_____
8.	I hereby solemnly declare that the above stated information is true and correct and I undertake to abide by the FT (D&R) Act, 1992 and the provisions under FTP.			
9.	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.			
10.	We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.			

11.	I solemnly declare that I have applied to the Export Promotion Council which pertains to our main line of business. In case I have applied to any other council, the application has been made within the purview of the provisions of <b>Para 2.94</b> of the Handbook of Procedures.
-----	--

Place \_\_\_\_\_

Date \_\_\_\_\_

faithfully,

Yours

(Signature)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Designation \_\_\_\_\_  
Email \_\_\_\_\_  
Mobile no. \_\_\_\_\_

Documents to be enclosed with the application form:

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

**ANF-2D**

**Application format for seeking Policy/Procedure Relaxation in terms of Para 2.58 of FTP**

Application for:

- Extension of EOP
- Revalidation of Authorisation/Scrip/Certificate
- Clubbing of Authorisations
- Waiver of PC-18 condition/other condition of Authorisation
- Waiver of Procedural requirement as per HBP
- Other request

Fresh Application

Review of Earlier decision

1. IEC No
2. Amount of Fee paid  Mode of payment
- 3.. Name and address of the applicant firm/company
4. Authorisation(s)/scrip No and date
5. Original/extended validity of the Authorisation/scrip for import
6. Original/extended Export obligation period in the Authorisation
7. Date of First Import consignment
8. Date of last import consignment
9. Date of first export shipment
10. Date of last export shipment
11. Actual imports made, items wise (in %)
12. Exports made within original /extended export obligation period (in %)
13. Exports made outside the original/ extended export obligation period (in %)
14. Time period for which Extension in EOP or revalidation for import is sought
15. Reason/justification (not more than 200 words)

16. Supporting documents, if any, to be attached duly scanned
17. If request is for clubbing:
- (i) Description of Import items and actual quantity imported (in %) for each items
  - (ii) Description of export Items and actual quantity exported (in %)
  - (iii) E.O. status on clubbing
  - (iv) V.A. achieved on clubbing (in %)
18. If request is for waiver of PC -18 condition:
- (i) Total quantity of input(s) imported from un-registered sources
  - (ii) Actual quantity consumed and exported
  - (iii) Balance quantity, if any
19. If request is for EOP Extension:
- (i) Total quantity for all items imported-(in Kgs)
  - (ii) Actual quantity consumed and exported-(in Kgs)
  - (iii) Balance quantity available physically **(certificate/declaration to the effect shall be submitted on firm/ company's letter head)**
20. If request is for other category:
- (i) Documents/provisions for which relaxation is being sought
  - (ii) Relevant Para of FTP/HBP for which relaxation is being sought

### Undertaking/Declaration

- 1 I/We hereby certify that :
- A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):
    - (i) The Customs Act, 1962,
    - (ii) The Central Excise Act 1944,
    - (iii) Foreign Trade (Development & Regulation) Act 1992, and
    - (iv) The Foreign Exchange Management Act, 1999;
  - B. 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 is on the Denied Entity List (DEL) of DGFT;
  - C. neither the Registered Office / Head Office of the firm / company nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared as defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

- 2 I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.  
I/We fully understand that any information furnished in the application if found incorrect or false
3. will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted. And, decision taken by PRC shall stand withdrawn.
4. 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.
- 5 I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Policy.
6. I/We hereby declare and certify that goods imported against Advance Authorisation is available with me/us and has not been sold/transferred.

**Documents to be enclosed:**

In case request for EOP extension:

1. Certificate from the concerned Excise Authority certifying that goods imported against the Authorisation is available with the applicant in proportion of shortfall and have residual life of .....months. (in case applicant is not registered with excise, a certificate from Chartered Accountant will be submitted)
2. A certificate from the Authority/Agency Regulating the product, in case request is for Authorisation issued with restricted obligation as per Appendix 30A(old) / 4J (new), that the unutilized goods available with the applicant has residual life of .....months.

**Note:** One set of documents along with fee shall be submitted to the RA concerned and another set of documents along with proof of payment of fee shall be submitted to Chairman PRC, Udyog Bhawan, New Delhi. On receipt of application, RA shall supply their comments to PRC within 5 working days.

**Name:**

**Designation:**

**E-mail Address:**

**Contact No:**

**ANF-2E**

**Application for seeking personal hearing for redressal of grievance**

**(Reference Para 2.59 of FTP)**

1. Name of the applicant and  
Importer and Exporter Code(IEC) number
2. E-mail address of the applicant
3. Mobile No, office land line no of the applicant
4. Name of the person with designation who will appear for PH
5. Subject matter on which relaxation /intervention is required
6. Reasons for seeking such relaxation/intervention with Justification for  
reconsideration of request
7. Date, File No & gist of decision against which PH is being sought
8. The date when this decision was reviewed by PRC/ competent Authority
9. Reason of rejection by PRC/Authority/officer
10. Preferable date for PH(2<sup>nd</sup> Tuesday of every month is earmarked for PH)
11. How many pages of documents are being enclosed?  
(Documents enclosed must be duly indexed & pages are numbered)

**Declaration/Undertaking**

1. I/we hereby declare that the information submitted here above is correct and true to best of my knowledge.
2. I/we shall abide by the order/decision of DG taken after affording personal hearing to me/us.

Name of the Applicant.....

Designation.....

....

Date:

Place:



**ANF -2F**

**APPLICATION FORM FOR SEEKING CLARIFICATIONS ON FOREIGN TRADE POLICY**

1. Name and address of the applicant seeking clarification. : .....
2. Brief subject of clarification : .....
3. Source (whichever is applicable)
- a) Foreign Trade Policy: paragraph(s) : .....
  - b) Handbook (Vol.1): paragraph(s) : .....
  - c) ITC(HS)-Import ITC Code: .....
  - Product : .....
  - d) ITC(HS)-Export ITC Code: .....
  - Product : .....
  - e) Others .....
4. Clarification required

Signature of the Applicant

Name : .....

Place: .....

Mobile/Tel. No. : .....

Date: .....

E-mail Address : .....

**ANF -2G**

**Application Form for seeking 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>
--

(  )

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 certify that : A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time): a. The Customs Act, 1962, b. The Central Excise Act 1944, c. Foreign Trade (Development & Regulation) Act 1992, and d. The Foreign Exchange Management Act, 1999; e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT; C. neither the Registered Office of the company / Head Office of the firm / 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; D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld there from.
5	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name  
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 filed in by all applicants. In case of applications submitted electronically, hard copy of ANF1 is not required. However, in case 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 below:  
For Refund of Application Fee, copy of Bank Receipt/Demand Draft/Electronic Transaction Slip against which the refund is being claimed may be submitted.

**ANF- 2H**  
**APPLICATION FOR FREE SALE & COMMERCE CERTIFICATE**

1. Name of the firm / Company :  
:
2. Address of Registered Office /Branch  
(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. Application Fee Details  
(i) Amount in Rs.  
(ii) Demand Draft /Bank Receipt/Electronic Fund Transfer No.  
(iii) Date of Issue/Transfer  
(iv) Name& Branch of Bank on which drawn  
:
6. 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
7. Whether the items of export fall under the Drugs :  
& Cosmetics Act. 1940. If so, indicate the same.
8. Details of items for which Free Sale & Commerce  
Certificate is sought to be obtained (Annexure A  
to be attached duly self-certified)

Signature)  
Name & Designation of the Authorized Signatory  
Seal of the Company

## DECLARATION / UNDERTAKING

1. I/We 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.
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 there from.
3. 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.
4. I/We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP, Appendices and Aayat Niryat Forms and ITC (HS).
5. I/We hereby certify that:
  - A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):
    - a. The Customs Act, 1962,
    - b. The Central Excise Act 1944,
    - c. Foreign Trade (Development & Regulation) Act 1992, as amended, and
    - d. The Foreign Exchange Management Act, 1999;
    - e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
    - f. Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005
  - B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;
  - C. neither the Registered Office of the company / Head Office of the firm / 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;
  - D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority.
6. 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.
7. 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, irrespective of the scheme under which the item is exported / proposed to be exported.

8. 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 2.94 of the HBP.
9. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.6 of the Policy.

Place  
Date

Signature of the Applicant  
Name  
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.)

**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:*

**(Signing Authority)  
For Additional / Joint 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.

**ANF-2 I**

**APPLICATION FOR FREE SALE & COMMERCE CERTIFICATE FOR ITEMS OTHER THAN MEDICAL DEVICES/INSTRUMENTS**

1. Name of the firm / Company :
2. Address of Registered Office / Branch :
- (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. Application Fee Details
  - (i) Amount in Rs.
  - (ii) Demand Draft /Bank Receipt/Electronic Fund Transfer No.
  - (iii) Date of Issue/Transfer
  - (iv) Name& Branch of Bank on which drawn
  
6. 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
  
7. Details of items for which Free Sale & Commerce Certificate is sought to be obtained (Annexure A to be attached duly self-certified) :

Signature)  
Name & Designation of the Authorized Signatory  
Seal of the Company

**DECLARATION / UNDERTAKING**

1. I hereby declare that items listed in Annexure A,
  - (iii) are not prohibited or restricted for export under Schedule 2 of ITC (HS) and are free for export;
  - (iv) the export of the items does not violate any of the provisions of the laws/Acts established by any of the Ministries/Departments/Offices of the Central/State Governments; and

any We further undertake to abide by any of the provisions under FTP, FT(D&R) Act, 1992, as amended, or other law established by any of the Ministries/Departments/Offices of the Central/State Governments relating to export of these items.

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 there from.
3. 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.
4. I/We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP, Appendices and Aayat Niryat Forms and ITC (HS).
5. I/We hereby certify that:
  - A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):
    - a. The Customs Act, 1962,
    - b. The Central Excise Act 1944,
    - c. Foreign Trade (Development & Regulation) Act 1992, as amended, and
    - d. The Foreign Exchange Management Act,1999;
    - e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
    - f. Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005
  - B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;
  - C. neither the Registered Office of the company / Head Office of the firm / 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;
  - D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority.
6. 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.
7. 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, irrespective of the scheme under which the item is exported / proposed to be exported.
8. 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 2.94 of the HBP.

9. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.6 of the Policy.

Place

Date

Signature of the Applicant

Name

Designation

Official Address

Telephone

Residential Address

Email Address

Note: This form with Annexure-A may be submitted without other parts of the Aayat Niryat Form.

**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 provisions of the laws / Acts established by any of the Ministries / Departments / Offices of the Central / State Governments for manufacture and sale, and if so please specify	Description of the product including use (attach literature, if required.)
--------	-----------------	---------------	--	--	--

**Annexure – B**

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade

FREE SALE AND COMMERCE CERTIFICATE

The items as per Annexure (Total items) manufactured by M/s. (Name of the firm & full address) are freely sold in India and are freely exportable.

This certificate is valid for a period of two year from the date of issue.

Encl: As above.

Place:

Date:

*(Signing Authority)*

*For Additional / Joint Director General of Foreign Trade*

Note: This certificate is based on declaration by the above firm that items of export shown in Annexure are neither restricted nor prohibited for export.

**ANF- 2J**

**Application Form for End User Certificate under Para 2.38 of the HBP**

(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 and its Branch on which DD 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

**DECLARATION / UNDERTAKING**

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ol style="list-style-type: none"> <li>a. The Customs Act, 1962,</li> <li>b. The Central Excise Act 1944,</li> <li>c. Foreign Trade (Development &amp; Regulation) Act 1992, and</li> <li>d. The Foreign Exchange Management Act, 1999;</li> <li>e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</li> </ol> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld therefrom.
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 2.94 of the HBP.
8.	<p>I _____ (Name of the Organization), a Government entity/Government controlled entity/ private sector entity (Delete whichever is not applicable) hereby undertake</p> <ol style="list-style-type: none"> <li>(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;</li> <li>(ii) To provide, if asked, verification that possession of item was taken;</li> <li>(iii) Not to re-export the item without any written approval of Certificate Issuing Authority;</li> <li>(iv) Not to retransfer within India the item(s) specified in this certificate without the written approval of the Certificate Issuing Authority;</li> </ol>

	(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.
9	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

**GUIDELINES FOR APPLICANTS**

**Please see paragraph 2.38 of HBP**

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 filed in by all applicants. In case of applications submitted electronically, hard copy of ANF1 is not required. However, in case where applications are submitted otherwise, hard copy of ANF 1 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 2K.
  - 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 K (i)**

**Application Form for Import Certificate under Indo – US Memorandum**

(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 Fee Details:</b>
Amount (Rs)
Demand Draft/Bank Receipt/Electronic Fund Transfer No
Date of Issue
Name of the Bank and Branch on which DD drawn, if any
<b>4 US Exporter Details:</b>
i. Name
ii. Address

**5. Name of the Sponsoring Directorate in ICIA:**

**6. Items of Import for which Import Certificate is required**

S No	Item details	ITC(HS) Code/ ECCN Code* if applicable	Quantity	CIF Value (Rs)

**\* Export Control Classification Number of the item under US Department of Commerce Regulations (ECCN)**

<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 License:

**9.** Reference Number, of the Controlled commodity / munitions list of US Export Administration Regulations, :

OR

Reference Number of the **Crime Control (CC)** Items as listed in **Appendix 2P(iia)** and **Regional Security (RS)** items as listed in **Appendix 2P(iib)**

10. Address of the factory / premises where the items to be imported are proposed to be used

**DECLARATION / UNDERTAKING**

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ol style="list-style-type: none"> <li>a. The Customs Act, 1962,</li> <li>b. The Central Excise Act 1944,</li> <li>c. Foreign Trade (Development &amp; Regulation) Act 1992, and</li> <li>d. The Foreign Exchange Management Act, 1999;</li> <li>e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</li> </ol> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld there from.
5.	<p>I _____ (Name of the Organization), a Government entity/Government controlled entity/ private sector entity (Delete whichever is not applicable) hereby undertake</p> <ol style="list-style-type: none"> <li>(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;</li> <li>(ii) To provide, if asked, verification that possession of item was taken;</li> <li>(iii) Not to export the item without any written approval of Certificate Issuing Authority;</li> <li>(iv) Not to transfer within India the item(s) specified in this certificate without the written approval of the Certificate Issuing Authority;</li> <li>(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;</li> <li>(vi) The items being imported will/will not be integrated into Indian end-products to be exported.</li> </ol>
6.	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name & 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 filed in by all applicants. In case of applications submitted electronically, hard copy of ANF1 is not required. However, in case 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 2K.
  - b) Self certified copy of letter from US supplier in support of request for Import Certificate
- 5) Items listed at both Appendix 2P (iia) and Appendix 2P(iib) will be allowed by DGFT for import from USA provided the importer submits the following documents in **Appendix 2P(i)**
  - I. documentary proof of Bill of Lading indicating Port of USA,
  - II. legal undertaking that goods shall not be exported/ alienated; and
  - III. Import is with Actual User condition.

\*\*\*\*\*

**ANF- 2 K (ii)**

**Application Form for Export Certificate under Indo – US Memorandum**

**(Please see guidelines at the end before filling the application)**

**1. IEC Number:**

**2. Applicant Details :**

i. Name

ii. Address

**3. Application Fee Details:**

Amount (Rs)

Demand Draft/Bank Receipt/Electronic Fund Transfer No

Date of Issue

Name of the Bank and Branch on which DD drawn, if any:

**4 Details of the Importer in the foreign country:**

i. Name

ii. Address

**5. Items of export for which Export Certificate is required**

S No	Item details	ITC(HS) Code/ ECCN Code* if applicable	Quantity	CIF Value (Rs)

**\*Export Control Classification Number of the item under US Department of Commerce Regulations (ECCN)**

6. i. Whether authorisation for export of Imported Items listed at Appendix 2P (iia) or/and Appendix 2P(iib) has been obtained : Yes/No

ii. File number of application submitted to *Regional* authority for Import License:

7. i. Reference Number, of the Controlled commodity / munitions list of US Export Administration Regulations :  
OR

ii Reference Number of the item listed in Appendix 2P (iia) or/ and Appendix 2P(iib):

**DECLARATION / UNDERTAKING**

1	I/We hereby certify that : A.the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and
---	--

	<p>(iv) The Foreign Exchange Management Act, 1999;  (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</p> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld there from.
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) 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 hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name  
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 filed in by all applicants. In case of applications submitted electronically, hard copy of ANF1 is not required. However, in case 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 2K.

**ANF- 2L**

**APPLICATION FOR RECOGNITION AS PRE-SHIPMENT INSPECTION AGENCY FOR METAL SCRAP**  
(Refer Para 2.55 of HBP )

<b>1.1 Name of the Agency</b>	
<b>1.2 Address of Head Office*</b>	
<b>1.3 Details of application fee paid</b>	<b>D.D./Bank Receipt No._____ Date _____</b> <b>Amount _____</b> <b>Name of Bank and its Branch on which drawn</b>

**\*Proof of the address must be submitted along with the application form**

**2. Mandatory Testing equipments/Machinery for testing metal scrap:**

**Table 2.1**

<b>S.No</b>	<b>Description of Equipment</b>	<b>Make and Model No.</b>	<b>Unique No.</b>
i	Hand held Radiation Survey Meters		
ii	Radio Nuclear Identifier		
iii	Explosives Detection System having ability to detect Liquid / Plastic / Powder / Particles / Solid / Metallic and Non-Metallic Scrap / Waste		

Attach additional information, if required, on separate paper

The photographs of the instruments must be attached, showing the Unique No., which may be uploaded on DGFT website

The Purchase Invoice of the instruments must be attached

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

**Table 2.2**

<b>S No</b>	<b>Equipment / Laboratory Facility</b>	<b>Capability</b>	<b>Unique No.</b>
i	Hand held Radiation Survey Meters		
ii	Radio Nuclear Identifier		
iii	Explosives Detection System having ability to detect Liquid /		

	Plastic / Powder / Particles / Solid / Metallic and Non-Metallic Scrap / Waste		
--	--	--	--

The photographs of the instruments must be attached, showing the Unique No., which may be uploaded on DGFT website

The Purchase Invoice of the instruments must be attached.

### 3. Membership:

S No	Name of the Organisation	Member since
i	International Federation of Inspection Agencies (IFIA), London	
ii	Institute of Scrap Recycling Industries (ISRI) Washington DC	
iii	Bureau of International Recycling, Belgium	
iv	Metal Recycling Association of India	

Please attach a copy of such document to show membership.

### 4 Experience in metal inspection:

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

**Table 4.1 For Ferrous scrap**

S No	Exporting Country	Destination country	Quantity of Ferrous Scrap inspected in preceding Years					
			Year 5	Year 4	Year 3	Year 2	Year 1	Total
i								
ii								
iii								
iv								
Grand Total								

**Table 4.2 For Non Ferrous scrap**

S No	Exporting Country	Destination country	Quantity of Ferrous Scrap inspected in preceding Years
------	-------------------	---------------------	--

			Year 5	Year 4	Year 3	Year 2	Year 1	Total
i								
ii								
iii								
iv								
Grand Total								

**5. Attach copy of last Annual Report / balance sheet of the Company.**

**6 Intended Area of Operations for issuance of certificate**

7. Address of Head Office. \_\_\_\_\_

7.1. Address(es) of Branch Offices \_\_\_\_\_  
(from where the Inspection  
would be carried out) \_\_\_\_\_

(a) The area of operation of PSIA would be as per the territory notified for the Agency and the Agency is required to declare all its office addresses coming in the area of its operation.

(b) The Agency shall be authorized to issue the certificate for the country (ies) within its area of operations. For inspections to be carried out in other countries where it does not have an equipped branch office, PSIA will be required to give prior intimation to DGFT by sending email (at [psia-dgft@nic.in](mailto:psia-dgft@nic.in)) and also provide evidence/details of visit by the inspector and the inspection carried out, along with PSIC.

**8. Manpower: Details of Inspecting persons / inspectors who would carry out inspection:  
The minimum qualification of the Inspecting officer should not be less than 10 + 2 / Senior High School with Science (physics and Chemistry).**

S No	Names of Technical person(s)	Address	Nationality	Phone No.	E Mail Address	Qualification	Experience in inspection of metal scrap

The Certificate of Qualification of the staff and scanned copy of their passport must be attached.

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

8.2 Whether any judicial / quasi judicial proceedings are pending against you in any country / legal authority. If yes, details thereof.  
-----

9. **Details of the bank guarantee of Rs. 10 lakh or US\$25 deposited by the Agency**  
**D.D./Bank Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_**  
**Name of Bank and its Branch on which drawn**

**Declaration**

(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 forfeiture of Bank Guarantee and any penal action or other consequences as may be prescribed in law or otherwise warranted.

(3) I / We hereby undertake that the in case it is found that the consignment is not scrap or prohibited items are present in it, I would be liable to pay a penalty of Rs.10 lakhs, (if based in India) or US\$20,000 (if based in foreign country) and forfeiture of the bank guarantee deposited, in addition to suspension / cancellation of recognition certificate.

(4) I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP and Aayat and Niryat Forms and ITC (HS).

(5) 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.

(6) 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 Reserve Bank of India.

(7) I/We hereby declare that all the radiation testing equipment/machinery for testing metal scrap as per para 2 are calibrated periodically as per the specifications of manufacturer. In case of failure to ensure the same, I/We shall be liable for appropriate action by DGFT as deemed fit.

(8) I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Foreign Trade Policy.

Signature of the Applicant Name Designation Official Address Telephone Residential Address Email Address	Place  Date
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">SEAL</div>	

Annexure-1 to ANF2L

**Details of instruments**

Hand held survey meter

Model	Make (name & of)	Serial No.	Last date of	Whether the monitor	Whether the	*Response time of the	Provision for alarm (audio & visual ) setting
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	manufacturer)		calibration	is suitable in the energy range 60 keV to 1.33 MeV (flat energy response)	monitor is suitable to measure dose rate from 1 urem/hour	monitor (in seconds)	
				Yes/No		Yes/No	Yes/No

Portable Spectrometer

Model	Make (Name & address of manufacturer)	Serial No.	Provision of self calibration	Whether the equipment is suitable in the energy range 40 keV to 3.0 MeV	Whether the monitor is suitable to measure dose rate from 1 µrem/hour	Real Time Spectrum display	Storage and transfer of spectra to a pc	Time taken to identify a Cs-137 source in the radiation level of 1 µrem/hour (in seconds)	Automatic identification of normally encountered radionuclides like Co60, Cs-137, Ir192, NO RM etc.	Provision for alarm (audio & visual ) setting
			Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

\*Response time: It is the time taken by a radiation monitor to stabilize the meter reading (typically it should be of the order of 2-3 seconds for field instruments at the natural background radiation levels).

Note: For practical purpose (for gamma radiation with whole body exposure):  $1\mu R=1\mu rem=0.01\mu Gy=0.01\mu Sv=10nSv$

**ANF -2M**

**PART-A**

**Application Form for Import of Restricted Items (Para 2.50 of HBP)**

1	IEC Number																				
2	Applicant details																				
(i)	Name																				
(ii)	Address																				
3	Application submission details (in case of electronically submitted applications)																				
(i)	ECOM Reference Number & date																				
(ii)	Name of Regional Authority to which submitted																				
(iii)	File Number										(iv) Date of issue										
4	Application fee details	Amount (Rs)					DD/Bank Receipt / EFT No.														
		Date of issue					Name of Bank & Branch														
5	Total CIF Value applied for	Rs. _____										In Foreign Currency _____									
6	Port of Registration																				
7	Detail of item(s) applied for import																				
<b>S.No</b>	<b>Description</b>										<b>ITC (HS) Code</b>			<b>Quantity</b>		<b>CIF Value (Rs)</b>		<b>Country of Origin</b>			
8	Purpose of Import (strike whichever is not applicable)										<b>Actual user</b>			OR		<b>Trading (i.e. Stock &amp; Sale)</b>					
8A	In case of AU, address of factory / unit / farm where item so import shall be used																				
9	<b>Detailed justification for import:</b>																				

**PART-B**

**10. Details of the imports made during preceding 3 licensing years for the item(s) applied for in the application.**

S.No	Year	Import License Details				Qty. Imported	Balance quantity
		No.	Date	Qty	Value (US \$)		

**11. In case of import of Ammunition, please furnish details:**

i. Fire Arm Dealers License No and date				
ii. Issuing Authority of Fire Arm Dealers License				
iii. Sales turnover of indigenous & imported ammunition in the preceding 3 licensing years (Rs)				
S.No.	Year	Item description	Quantity	Value

**12. In case of import of Aircraft / Helicopters, please furnish details:**

Year of manufacture		Whether New / Second hand		Seating Capacity	
Residual Life		No. of flying hours already completed		Whether Private or Passenger category	

Model No.	
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**13. In case of import of Machinery, please furnish details:**

Year of Manufacture		Residual Life	
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**14. In case of import of Machinery, please furnish details:**

Year of Manufacture		Residual Life	
---------------------	--	---------------	--

**15. In case of import of Plastic Waste / Scrap, relevant information / documents as per Policy Circular No.20 dated 12.3.2003 and Public Notice No. 392 dated 1.1.1997, to be furnished:-**

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

**16. In case of end product being a bulk drug or formulation, please furnish details:**

- |       |   |
|-------|---|
| (i)   | Copy of relevant Drug Manufacturing Licence granted by the competent authority.   |
| (ii)  | Production of the relevant end product in terms of quantity and value during last 3 years duly certified by CA.   |
| (iii) | Actual consumption of the restricted items applied for import during 3 years in terms of quantity and value duly certified by a CA.   |
| (iv)  | In case of import of chemicals for usage in manufacture of Drug Intermediate, the name of the drug for which the relevant drug intermediate is predominantly used may be indicated. |

**17. In case of import of refurbished computer parts, brief description of the import product and its usage, please furnish details:**

- |      |  |
|------|--|
| (i)  | Whether the party is a manufacturer / authorised agent of manufacturer.                        |
| (ii) | Installed base of the manufacturer in the last two years for import of spares of that product. |

**18. In case of canalised item, please furnish details:**

Name of designated STE		Whether NoC from STEs obtained	YES / NO
Concerned Ministry / Department		Recommendations issued / received	YES / NO

**19. In case of supplies to the Govt. Department (including Police / Defence organisation). Please enclose copy of recommendation and End User Certificate.**

Name of Organisation		Recommendations issued / received	YES / NO
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**DECLARATION / UNDERTAKING**

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ol style="list-style-type: none"> <li>The Customs Act, 1962,</li> <li>The Central Excise Act 1944,</li> <li>Foreign Trade (Development &amp; Regulation) Act 1992, and</li> <li>The Foreign Exchange Management Act, 1999;</li> <li>The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</li> </ol> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible</p>
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	for undertaking import / export under any of the provisions of the Policy; D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 fully understand that if any information furnished in the application is 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.
4.	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 withheld therefrom.
5	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Signature of the Applicant		
Name		
Designation		
Official Address	Flat/Plot/Block No	
	Street/Area/Locality	
	City	State
	PIN Code	
Telephone No.	Country Code _ Area Code _____ Phone number_	
Fax No.		
Email		
Place:		
Date:		
Note: Each page of application has to be signed and stamped.		

### **GUIDELINES FOR APPLICANTS**

#### **Please see Paragraph 2.50 of HBP**

1. Original application in ANF 2M along with prescribed documents and Treasury Receipt (TR) / Demand Draft shall be submitted to RA concerned. Self attested copy of the 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. ANF 1 has to be filed in by all applicants. In case of applications submitted electronically, hard copy of ANF1 is not required. However, in case where applications are submitted otherwise, hard copy of ANF1 has to be submitted.
4. Fill up the para whichever is relevant from Para No. 11 to 19 in Part B.
5. In case of import of Ammunition, a certificate from Chartered Accountant / Cost Accountant / Company Secretary showing sales turnover of ammunition (indigenous and imported during preceding three licensing years).

**ANF- 2 N**

**Application Form for Export Licence for 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**

i. Amount (in Rupees)

ii. Demand Draft/Bank Receipt/Electronic Fund Transfer No.

iii. Date of issue/transfer

iv. Name of Bank on which drawn

v. Bank Branch on which drawn

**5. Details of items applied for export**

S No	Description	ITC(HS) Code	Quantity in MT	FOB Value	
				In Rupees	In US\$

**6. Details of exports made of the item applied for in the preceding 3 licensing years**

S No	Year	Export Licence Details				Quantity Exported	FOB Value of Exports (US \$)	Export Destination
		No	Date	Qty	Value (US \$)			

**7. Purpose of Export (Please tick)**

i. Trade

ii. Personal

iii. Sample

**8. Foreign Buyer Details**

i. Name
ii. Address
<b>9. Shipment Details</b>
i. Port of Loading
ii. Port of Discharge
iii. Country of Export

<b>10. 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

**11. In case of export by post, please furnish details of postal authorities where the parcel will be placed**

<b>12. 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

**13. 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, as amended, the Rules and Orders framed there under, FTP, HBP, Appendices and Aayat Niryat Forms and ITC (HS).
4. I/We hereby certify that:
  - A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):
    - (i) The Customs Act, 1962,
    - (ii) The Central Excise Act 1944,
    - (iii) Foreign Trade (Development & Regulation) Act 1992, as amended, and
    - (iv) The Foreign Exchange Management Act, 1999;
    - (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974

(vi) Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005

- B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT or is in the caution list of RBI;
  - C. neither the Registered Office of the company / Head Office of the firm / 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;
  - D. we have neither obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority.
5. I / We hereby declare that I / We have neither 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, 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 2.94 of the HBP.
  8. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.6 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

#### **GUIDELINES FOR APPLICANTS**

**Please see paragraph 2.72 of HBP**

1. Two hard copies of the application (ANF 2 N) must be submitted.
2. In case application is submitted electronically, no hard copy of ANF1 is required to be submitted. Where applications are not submitted electronically, hard copy of ANF1 needs to be submitted along with ANF 2 N.

3. Proof of submission of application fee must be submitted.
4. Each page of the application has to be signed by the applicant with seal.
5. Hard copies of Applications (ANF 1 and ANF 2 N) may be submitted to Export Cell, Directorate General of Foreign Trade (HQ), H-wing, Udyog Bhawan, Maulana Azad Road, New Delhi-110011.

**ANF- 2 O**

**APPLICATION FORM FOR EXPORT OF SCOMET ITEMS LISTED IN APPENDIX 3 TO SCHEDULE 2 OF  
ITC (HS) CLASSIFICATION OF EXPORT AND IMPORT ITEMS**

**[Please see guidelines at the end before filling the application]**

1. Applicant Details:												
i. IEC												
ii. Name												
iii. Address	Flat/Plot/Block No.											
	Street/Area/Locality											
	City											
	State							PIN Code				
iv. TeleNo.	(1)	Country Code	Area Code				Tel.No.					
	(2)											
v. Fax No.		Country Code	Area Code				Fax No.					
vi. E-mail address where authorisation to be sent	E-mail (1)						E-mail (2)					

2. Details of SCOMET items in Appendix 3 to Schedule 2 of ITC (HS) Classifications of Export & Import Items applied for export: ( If required, attach extra sheet (A4 size) in the same format)								
Sl. No.	SCOMET Category i.e. 1B, 1C, 2, 3, 4, 5 and 7	SCOMET Item No	Description of export item/s including technical specification	ITC (HS) Code No. (if available)	Quantity	Total FOB Value		
						In relevant Foreign Currency	In Rupees	In US\$

3. Details of exports of SCOMET items in the preceding 3 licensing years. ( Details of the export last made, if no export was made during the preceding licencing year): ( If required, attach extra sheet (A4 size) in the same format)						
Sl. No.	Export Licence No. & Date and Issuing Regional Authority	Details of items exported		Qty exported	Country to which exported	DGFT's (HQ's) File Number
		Category	Description			

--	--	--	--	--	--	--

<b>4. Shipment Details:</b>	
i. Port of Loading/Shipment	
ii. Port of Discharge	
iii. Country to which item to be exported	
iv. Ultimate Destination Country	

<b>5. Purpose of Export</b> (please tick and give clarification if any):	
i. Trade	
ii. Sample	
iii. Display/Exhibition	

<b>6A. Foreign Buyer Details:</b>				
i. Name				
ii. Address	Flat/Plot /Block No.			
	Street/Area/Locality			
	City			
	Country	Postal Code		
iii. Telephone No.		Country Code	Area Code	Tel.No.
	(1)			
	(2)			
iv. Fax No.		Country Code	Area Code	Fax No.
v. E-mail				
vi. Export Order No. and date				

6B. Consignee Details: (If same as Foreign Buyer write "SAME As in 6A")													
i. Name													
ii. Address	Flat/Plot/Block No.												
	Street/Area/Locality												
	City												
	Country					Postal Code							
iii. Telephone No.	(1)	Country Code			Area Code				Tel.No.				
	(2)												
iv. Fax No.	Country Code			Area Code				Fax No.					
v. E-mail													

6C. End User Details: (If same as Foreign Buyer and/or Consignee write "SAME As in 6A and/or 6B" as the case may be)													
i. Name													
ii. Address	Flat/Plot /Block No.												
	Street/Area/Locality												
	City												
	Country					Postal Code							
iii Tele No.	(1)	Country Code			Area Code				Tel.No.				
	(2)												
iv. Fax No.	Country Code			Area Code				Fax No.					
v. E-mail													

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 utilized	
viii. Is end user an entity of Government of destination country?	
ix. Manufacturing/Business/other activity of the end user	

<b>7. Details of Banks through which financial transactions relating to this export will be executed:</b>												
<b>a. In Destination Country</b>												
i. Name of the Bank												
ii. Address of the Bank	Flat/Plot /Block No.											
	Street/Area/Locality											
	City											
	Country				Posta   Code							
iii. SWIFT Code:												
iv. I BANK												
<b>b. In India</b>												
i. Name of the Bank												
ii. Address of the Bank	Flat/Plot /Block No.											
	Street/Area/Locality											
	City											
	State				PIN Code							
iii. IFSC Code												

**8. If applied for export on repeat basis in the same licensing year for same product , same end use and to the same end user, please furnish:**

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>9. Details of Producer/Manufacturer of the item to be exported:</b>								
i. Name								
ii. Address	Flat/Plot /Block No.							
	Street/Area/Locality							
	City							
	State	PIN Code						

<b>10. Period during which the item is proposed to be exported from India</b>	
---	--

<b>For Use in DGFT office only (To be filled by the applicant).</b>	
<b>11A. Application Submission Details (if submitted electronically):</b>	
i. ECOM Reference Number	
ii. Date of Submission on Server	
iii. Submitted to which Regional Authority	
iv. File Number & Date of Issue	
v. Application Fee submission details viz. Amount in Rupees, Demand Draft No./Electronic Fund Transfer No. and Date and the name & branch of the bank on which drawn	
<b>11B. Jurisdictional Regional Authority:</b>	

**DECLARATION/UNDERTAKING**

1. I / We hereby certify that:

- (i) 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.
- (ii) 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.
- (iii) I/We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP, Appendices and Aayat Niryat Forms and ITC (HS).

(iv) I/We hereby certify that:

D. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):

- (i) The Customs Act, 1962,
- (ii) The Central Excise Act 1944,
- (iii) Foreign Trade (Development & Regulation) Act 1992, as amended, and
- (iv) The Foreign Exchange Management Act, 1999;
- (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
- (vi) Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005

E. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT or is in the caution list of RBI;

F. neither the Registered Office of the company / Head Office of the firm / 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;

D. we have neither obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority.

(v) I / We hereby declare that I / We have neither 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.

(vi) we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly intimated the o/o DGFT, New Delhi along with documentary evidence regarding receipt of the items of export by the end-user within the stipulated time.

(vii) I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP and ITC (HS) and submit all requisite documents to the o/o DGFT (SCOMET Section), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made there under, and the Customs Act, 1962.

(viii) I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.

<b>Signature of the Applicant</b>											
<b>Name</b>											
<b>Designation</b>											
<b>Official Address</b>	Flat/Plot/Block No.										
	Street/Area/Locality										
	City										
	State					PIN Code					
<b>Telephone</b>	Country Code	Area Code				Tel.No.					
<b>Place:</b>											
<b>Date:</b>											

**GUIDELINES FOR APPLICANTS**  
**(Please also see paragraph 2.73 of HBP)**

1. IEC must not be in DEL.
2. One original application in the prescribed format ANF 20 and ANF 1 and six copies thereof along with self-certified copies of the documents as in Para 3 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.
3. Application must be accompanied by self-certified copies of the following documents:
  - (i) **Purchase Order** from the Foreign Buyer, Consignee and End –User in respect of items mentioned in Col.2 of ANF20
  - (ii) **End User Certificate(s)** (Also see Para 4 below).
  - (iii) **Technical Specifications** (not exceeding one page for each item) for the items to be exported.
  - (iv) **(a) Bills of Entry(BEs)** into the destination country for items exported during the last one year as per information in column No. 3 of the application. In Col. 3 details of exports are to be given for last 3 years. However, BEs for the last 1 year only are to be submitted.

(b) BEs as above are to be submitted with the 1<sup>st</sup> application of the financial year only. From the 2<sup>nd</sup> application onwards, the exporter shall make a reference in the forwarding letter that the BEs have been submitted with the 1<sup>st</sup> application giving DGFT's File No. of 1<sup>st</sup> application. Copy of the forwarding letter of 1<sup>st</sup> application to be attached with every subsequent application.

- (v) If a third party or contractor is involved, details of Contract or Agreement between the Foreign Buyer and End User with third party must be submitted, along with copy of contract or agreement.

4. **End User Certificate :-** Original End User certificate (in the prescribed format **Appendix 2 R** on Letter Head of all entities in the chain of supply viz. the foreign buyer, the end user and intermediaries/consignee (if they are different from the foreign buyer and 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 along with original application. End User Certificate from the following must also be submitted:

- (i) The Foreign Buyer, if different from the End User.
- (ii) The Consignee, if different from the Foreign Buyer & End User.
- (iii) Other intermediary/ies, if any.
- (iv) End User Certificates from Foreign Buyer, Consignee and End User must reflect the logical flow of items.
- (v) Each EUC must mention details of items (including technical specifications) as in Col. 2 of the application (ANF 20), duly matching with the same as in Purchase Order.
- (vi) 1(one) original End Use-cum-End User Certificate covering the entire item(s) applied for, only from each of the entities in supply chain i.e., Foreign Buyer, Consignee/intermediary(ies) and End User is to be filed.

5. Details of the item(s) given in ANF 20, End User Certificate(s) and Purchase Order(s) must match completely.

6. While filling ANF 20, care should be taken to ensure the following:-

- (i) Category of the items proposed to be exported as per Appendix 3 of ITC (HS) Classifications of Export and Import Items should be clearly mentioned.
- (ii) Port of discharge and route must be clearly defined. Route/mode of transport cannot be changed after export licence has been issued.
- (iii) Against column 6A, 6B & 6C, complete address should be given. P.O. Box No. will not be accepted.
- (iv) All columns must be filled correctly and completely.

\*\*\*\*\*

**ANF- 2P**

**APPLICATION FORM FOR REQUEST FOR ENTERING INTO AN ARRANGEMENT OR UNDERSTANDING THAT INVOLVES SITE VISIT, ON-SITE VERIFICATION OR ACCESS TO RECORDS / DOCUMENTATION AS MENTIONED IN APPENDIX 3 TO 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. Applicant Fee Details:**

i. Amount in Rupees

ii. Demand Draft/Bank Receipt/Electronic Fund Transfer Number

iii. Date of issue/Transfer

iv. Name of Bank on which drawn

v. Bank Branch on which drawn

**4. Jurisdictional Regional Authority:**

**5. Detail of activities and operations:**

**6. Details of the provisions of the arrangement or understanding involving site visits / on-site verification / access to records / documentation (e.g. nature of documentation, mode of verification, nature and frequency of site visits etc.) Please include all details and attach the draft of relevant declaration / arrangement / MOU etc. \***

\* Enclose additional sheet if required

**7. Purpose of arrangement/understanding involving site-visit / on-site verification / access to record / documentation (please tick and give clarification, if any):**

i. Export of SCOMET Items

ii. Import of SCOMET Items

**8. In case purpose is export / import of SCOMET Items, following details may be provided :**

**(a). Details of SCOMET items in Appendix 3 of Schedule 2 of ITC(HS) Classification of Export & Import Items:**

Sl. No.	Description of export / import items including technical specification	SCOMET Category i.e. 1B, 1C, 2,3,4,5 and 7	SCOMET Item No.	ITC (HS) Code No. (if available)	Quantity

**(b) End user Details :**

i. Name

ii. Address
iii. Telephone No. <span style="float: right;">iv. Fax No.</span>
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 utilized
viii. Is end user an entity of Government of destination country?
ix. Manufacturing / Business / other activity of the end user

9. Details of export / import of SCOMET items in the preceding 3 licensing years:										
Sl. No.	Export / Import Licence/Authorization Details				Category & Description of items Exported / Imported	Qty. exported / imported	Date of Shipment	FOB Value of Exports / Imports (US \$)	Country to/ from which exported / imported	Name of the End User
	No.	Date	Qty	Value (US \$)						

<b>10. Details of the Foreign Government / Foreign Third Party**</b>
i. Name
ii. Address
iii. Telephone No. <span style="float: right;">iv. Fax No.</span>
v. Is the party, an entity of Govt. of that country?

\*\* Detailed profile to be enclosed.

<b>11. If the visit / verification / access to records will be through an Indian Party, details of the Indian Party :</b>
i. Name
ii. Address
iii. Telephone No. <span style="float: right;">iv. Fax No.</span>
v. Address of Corporate Office.

<b>12. (a) Period of arrangement or understanding that involves site visit, on-site verification or access to records / documentation:</b>
<b>(b). Proposed number of visits (indicate the number date/period of such visit):</b>

<b>13. Detail of sites and activities which will be covered by the arrangement / understanding #</b>
<b>(I)</b>
i. Address
ii. Telephone No. <span style="float: right;">iii. Fax No.</span>
iv. Nature of Unit: Corporate Office / Registered Office / Branch Office /Manufacturing unit / Laboratory.

(v) Activity.
<b>(II)</b>
i. Address
ii. Telephone No. <span style="float: right;">iii. Fax No.</span>
iv. Nature of Unit: Corporate Office / Registered Office / Branch Office /Manufacturing unit / Laboratory.
v. Activity.

# Enclose additional sheet, if required.

<b>14. Details of persons / individuals who shall visit during site visit / on-site verification etc. ##</b>
<b>(I)</b>
i. Name
ii. Address
iii. Nationality
iv. Position / Designation in the foreign government / foreign third party / Indian Party
v. Telephone No. <span style="float: right;">vi. Fax No.</span>
<b>(II)</b>
i. Name
ii. Address
iii. Nationality
iv. Position / Designation in the foreign government / foreign third party / Indian Party
v. Telephone No. <span style="float: right;">vi. Fax No.</span>

## Enclose additional sheet, if required.

<b>15. If applied for permission for entering into arrangement / understanding that involves site visit, on-site verification or access to records / documentation on repeat basis during last five (5) licensing years for the same purpose, please furnish:</b>
Reference Number and date vide which earlier permission granted

<b>16. Foreign Collaborator Details</b> (As registered with GOI/RBI) (If No foreign collaboration exists, please state 'None')
i. Name
ii. Address

**DECLARATION/UNDERTAKING**

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ol style="list-style-type: none"> <li>The Customs Act, 1962,</li> <li>The Central Excise Act 1944,</li> <li>Foreign Trade (Development &amp; Regulation) Act 1992, and</li> <li>The Foreign Exchange Management Act, 1999;</li> <li>The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</li> <li>Weapons of Mass Destruction &amp; their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005</li> </ol> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT or in the caution list of RBI;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>	
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended, 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 fully understand that if any information furnished in the application is 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.	
4.	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 withheld therefrom.	
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 2.94 of the HBP .	
7.	<p>(i) I/We further undertake to maintain record of the site visit, on-site verification or access to records/documentation and produce the same as and when asked to do so by the Government of India.</p> <p>(ii) I/We also hereby inform that we have complied with the conditions of all previous permissions issued to us for entering into an arrangement or understanding that involves site visit, on-site verification or access to records/documentation.</p>	
8	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.6 of the Foreign Trade Policy.	
Place:	Signature of the Applicant	
	Name	
	Designation	
Date:	Official Address	
	Telephone	
	E-mail Address	

## **GUIDELINES FOR APPLICANTS**

**(Please also see paragraph 2.78 of HBP)**

1. One original application in the prescribed format ANF 2P 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), SCOMET Section, 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) Copy of draft Declaration / draft Agreement / draft MOU proposed to be signed for entering into an Arrangement or Understanding that involves site visit etc.
  - (ii) Technical Specifications (not exceeding one page for each item) for the items to be exported / imported.
  - (iii) Profile of the foreign government / foreign third party / Indian party.
3. In case purpose of site visit / on-site verification is export / import, Original End User certificate (in the prescribed format Appendix 2R on Letter Head of the End User) indicating complete details of the export / import product, end product, end purpose for which the item of export / import will be used by end user alongwith 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. Complete address(s) should be stated in relevant columns. P.O. Box number will not be accepted.

**ANF-2Q**

**APPLICATION FOR EXPORT OF SAMPLES OR EXHIBITS/GIFTS /SPARES /REPLACEMENT GOODS OTHER THAN SCOMET ITEMS**

1.	IEC Number	
2.	Applicant's Name and Address	
3.	Description of item	
	Item	ITC(HS) Code
	Quantity in MT	FOB Value in INR
4.	Destination of export (please specify the name of the recipient and destination)	
5.	Purpose of export	
6.	Details of RCMC, if any	
7.	Any other relevant information	

### **DECLARATION/UNDERTAKING**

2. I / We hereby certify that:

- (ix) 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.
- (x) 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.
- (xi) I/We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP, Appendices and Aayat Niryat Forms and ITC (HS).
- (xii) I/We hereby certify that:
  - A. The entity for whom the application has been made has not been penalized under any of the following Acts (as amended from time to time):
    - a. The Customs Act, 1962,
    - b. The Central Excise Act 1944,
    - c. Foreign Trade (Development & Regulation) Act 1992, as amended, and
    - d. The Foreign Exchange Management Act, 1999;
    - e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
    - f. Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005
  - B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT or is in the caution list of RBI;
  - C. neither the Registered Office of the company / Head Office of the firm / 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;

- D. we have neither obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority.
- (xiii) I / We hereby declare that I / We have neither 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.
- (xiv) we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly intimated the o/o DGFT, New Delhi along with documentary evidence regarding receipt of the items of export by the end-user within the stipulated time.
- (xv) I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP and ITC (HS) and submit all requisite documents to the o/o DGFT (SCOMET Section), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made there under, and the Customs Act, 1962.
- (xvi) I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.

<b>Signature of the Applicant</b>													
<b>Name</b>													
<b>Designation</b>													
<b>Official Address</b>	Flat/Plot/Block No.												
	Street/Area/Locality												
	City												
	State					PIN Code							
<b>Telephone</b>		Country Code	Area Code				Tel.No.						
<b>Place:</b>													
<b>Date:</b>													

**ANF -3A**

**Application Form for Merchandise Exports from India Scheme (MEIS)**

(Kindly read Paras 3.03 to 3.06 of FTP and Para 3.01 to 3.03 of HBP and other common procedural features applicable to MEIS before filing application)

(Please note that separate applications are required to be filed for separate years (AM15, AM16 etc.) based on Let Export date. Shipments from EDI Ports and Non-EDI Ports cannot be clubbed in one application. Application shall be filed for each EDI port and each Non EDI port separately.

**Part A**

1.	Applicant Details:										
i	IEC No.										
ii	Name										
iii	Address										
iv	Telephone No										
v	Email ID										

**Part B**

2. Application Details:

- (i) Export Licensing Year (pl. specify the year in which export has been made, based on Let export date (Para 9.12 of HBP):
- (ii) Date of filing of Application:
- (iii) Port of Export for this Application:

Note: Applicant to select/feed the details of one shipping bill at a time .A maximum of 50 shipping bills can be filed in one application

3.Details of Export :

Shipping Bill Details and Other details											
Sl No	Shipping Bill/Airway Bill Number	Date of Shipping Bill/Airway Bill	Port Code	Let export date	ITC (HS) code	Product Description as per Shipping Bill	Country Name and Relevant SI No. of Appendix 3B( Part 1)	Product SI No. of Appendix 3B (Part 2)	Realized FOB value of Exports or FOB value as given in S/B, whichever is less (in free foreign exchange)		Date of realization
									Value	Currency Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)



7	I hereby declare that the Exported Product/goods and markets are covered under Appendix 3B 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
8	I hereby declare that export product for which the duty credit scrip reward is being claimed does not contain any product which is-listed as ineligible export categories / sectors in per Para 3.06 of FTP.
9	I fully understand that RA or any other agency, at any time, may ask me to provide documents on the basis of which rewards was granted and which are not submitted in original .I undertake to provide any such details/documents without any delay on my part. In case I am not able to provide such documentary evidence, I undertake to refund the amount of scrip in cash with interest at the rate prescribed under section 28AA of Customs Act, 1962, from the date of such scrip as prescribed in FTP and HBP and shall also be liable for penal action as per FTDR act.

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Signature of the Applicant													
Name													
Designation													
Official Address	Flat/Plot/Block No												
	Street/Area/Locality												
	City												
	State												
	PIN Code												
Telephone No.	Country Code ----- Area Code ----- Phone number												
			--					--					
Fax No.			--					--					
Email													
Place:													
Date:													

-----

**ANF -3 B**

**Application Form for Service Exports From India Scheme(SEIS)**

(Kindly read para 3.07 to 3.12 of FTP and Para 3.04 of HBP and other common procedural features applicable to SEIS before filing application)

1.	Applicant Details:
----	--------------------

i	IEC No.									
ii	Name									
iii	Address									
iv	Telephone No									
v	Email ID									
2.	RCMC Details :									
i.	RCMC Number									
ii.	Valid upto [dd-mm-yyyy]									
iii.	Issuing Authority									
iv.	Products / Services for which registered – in terms of main line of business									
3	Frequency of Application									Annual

4	Supply of eligible Service by Service Provider	Gross Foreign Exchange earned in US\$	Total expenses/ payment/ remittances of Foreign Exchange in US \$	Net Foreign Exchange earned in US \$
		<b>1</b>	<b>2</b>	<b>3 =(1-2)</b>
i.	Supply of a 'service' from India to any other country under Para 9.51 (i) of FTP.	<b>(As per Total of col. 6 of Annexure- A)</b>		
ii.	Supply of a 'service' from India to service consumer(s) of any other country in India under Para 9.51(ii) of FTP.	<b>(As per Total of col. 6 of Annexure- B)</b>		
iii	Supply of a notified service, appearing in Appendix 3E , in India relating to services where value is realised in Indian Rupees which are otherwise considered as having been paid for in free foreign exchange by RBI, (As per Total of col. 6 of Annexure- C)	<b>(As per Total of col. 6 of Annexure- C)</b>		
iv	Total		<b>(As per Total of col. 6 of Annexure D)</b>	

#### 5 Sector wise details of Net Foreign Exchange earned for eligible services:

Sl No	Description of service rendered	Sl No. of Service as per Appendix 3D	Rate of entitlement as per Appendix 3D (in %)	Gross Foreign Exchange earned in US\$	Total expenses/ payment/ remittances of Foreign Exchange in US \$	Net Foreign Exchange earned in US \$	Entitlement in US\$ #
1	2	3	4	5	6	7=(5-6)	8= (4X7)

			Total	This will match with amount as at Colmn 1ofSr No 4(iv)	This will match with amount as at Colmn2 of Sr No 4(iv )	This will match with amount as at Colmn 3 of Sr No 4(iv )	

6	Exchange rate of US\$ to INR as on 1 <sup>st</sup> April of the next financial year	
7	Gross Entitlement=Total of Column No.8 of Sr No.5xExchange rate at Sr No 6	
8	Late Cut (if any)	
9	Net Entitlement (7-8)	
10	Port of Registration (for purpose of imports):	
11	Number of Split Certificates required, if any ,(in multiples of Rs.5.00 lakhs each)	

#-If the amount in Col. No. 7 of Serial Number 5 exceeds the minimum earnings criteria prescribed at para 3.08 (b) of FTP, the RA will issue scrip. In case amount in Col. No. 7 of Serial Number 5 is negative, No scrip shall be issued

#### DECLARATION/UNDERTAKING

1	I/We hereby certify that : B. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, (iv) The Foreign Exchange Management Act,1999; and (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 C. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT; D. neither the Registered Office of the company / Head Office of the firm / 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;
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
3.	I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. 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.
4	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
5	I hereby certify that foreign exchange earned on account of services rendered from India alone in terms of Para 9.51 (i) and Para 9.51 (ii) of FTP has been taken into account for this application under SEIS as per Para 3.08(a) of <a href="#">FTP 2015-20</a> and these do not fall under any category or service which are not eligible as per

	Para 3.08 and 3.09 of FTP 2015-20.
--	------------------------------------

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Signature of the Applicant															
Name															
Designation															
Official Address	Flat/Plot/Block No														
	Street/Area/Locality														
	City														
	State														
	PIN Code														
Telephone No.	Country Code -----														
	Area Code ----- Phone number														
Fax No.															
Email															
Place:															
Date:															

**CERTIFICATE OF CHARTERED ACCOUNTANT (CA) / COST AND WORKS ACCOUNTANT (ICWA)/  
COMPANY SECRETARY (CS)**

I have examined prescribed registers and also relevant records of M/s.....  
having IEC Number..... for period ..... and certify that:

1.	Bills, Invoices, Forward Inward Remittance Certificates (FIRCs), Bank Realization Certificates, Certificate from international credit card companies, and evidences of foreign exchange earnings have been examined and verified by me.
2.	Relevant records relating to Total expenses /payment/remittances of Foreign Exchange, by the IEC holder, relating to service sector in the Financial year have been examined and verified by me.
3.	Services for which benefit is claimed does not include ineligible services and remittances as listed under Para 3.09 of FTP 2015-20.
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.	Details of Foreign Exchange Earned for Supply of Service From India to outside India or in India, (as certified in Annexure A to C) and Total expenses /payment/remittances of Foreign Exchange by the IEC holder, relating to service sector in the Financial year (as certified in Annexure D of this Certificate) for the period ..... is as under:

6. Category of Service Provider	Sl. No. of Appendix 3D	Gross Foreign Exchange earned (in US\$)	Total expenses/ payment/remittances of Foreign Exchange (in US\$)	Net Foreign Exchange earned (in US\$)
		1	2	3=(1-2)
a.	Para 9.51 (i) of FTP	<b>As per Total of col. 6 of Annexure A</b>		
b.	Para 9.51 (ii) of FTP	<b>As per Total of col. 6 of Annexure B</b>		
c.	Supply of notified service, and also appearing in Appendix 3E, in India relating to services where value is realised in Indian Rupees which are otherwise considered as having been paid for in free foreign exchange by RBI.	-	<b>As per Total of col 6 of Annexure C</b>	<b>As per Total of col 6 of Annexure D</b>
	Total			

**7. Sector wise details of Net Foreign Exchange earned for eligible services**

Sl No	Description of service rendered	Sl No. of Service as per Appendix 3D	Rate of entitlement as per Appendix 3D (in %)	Gross Foreign Exchange earned in US\$	Total expenses/ payment/ remittances of Foreign Exchange in US \$	Net Foreign Exchange earned in US \$
1	2	3	4	5	6	7

			Total	This will match with amount as at Column 1 of Sr No 6	This will match with amount as at Column 2 of Sr No 6	This will match with amount as at Column 3 of Sr No 6

8	Exchange rate of US\$ to INR as on 1 <sup>st</sup> April of the next financial year						
9	Equivalent Net foreign exchange earning in INR (Net Foreign Exchange earned in US \$ X exchange rate)						
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.							
Signature of CA/ICWA/CS							
Name of the Signatory							
Designation							
Membership No.							
Official Address			Flat/Plot/Block No				
			Street/Area/Locality				
			City				
			State				
			PIN Code				
Telephone No.			Country				
			Code ----- Area Code ----- Phone Number				
				--			
Fax No.				--			
Email :							
Place:							
Date:							

**Annexure-A**

Calculation of Foreign Exchange Earnings for services covered under per Para 9.51(i) of FTP

Sl No.	Particulars	Date of Transaction	Earning in Free foreign Exchange (Amount in Currency of transaction)	Exchange rate on the date of transaction to convert in US \$	Equivalent in US \$ (i.e. 4X5)
1	2	3	4	5	6
Total					

**Annexure-B**

Calculation of Foreign Exchange Earnings for services covered under Para 9.51(ii) of FTP

Sl No.	Particulars	Date of Transaction	Earning in Free foreign Exchange (Amount in Currency of transaction)	Exchange rate on the date of transaction to convert in US \$	Equivalent in US \$ (i.e. 4X5)
1	2	3	4	5	6
Total					

**Annexure-C**

Calculation of Supply of an eligible service, and also appearing in Appendix 3E , in India relating to services where value is realized exports paid in Indian Rupees which are otherwise considered as having been paid for in free foreign exchange by RBI.

Sl No.	Particulars if any	Date of Transaction	Earning in Indian Rupees which are otherwise considered as having been paid for in free foreign exchange by RBI(Amount in Rs )	Exchange rate on the date of transaction to convert in US \$	Equivalent in US \$ (i.e. 4X5)
1	2	3	4	5	6
Total					

**Annexure-D**

Calculation of Total expenses /payment/remittances in the financial year:

Sl No	Particulars	Date of transaction of expenses/payment /remittances	Amount of expenses in currency of transaction (please see instruction 3 below)	Exchange rate on Date of Transaction to convert in US \$	Equivalent in US \$ (i.e. 4X5)
1	2	3	4	5	6
Total					

**Instruction for filling up Annexure A to D.**

1. It is mandatory to fill all column in Annexure A to D even if the amount is NIL.
2. Exchange rate for conversion shall be the rate as notified by Customs.
3. Expenses for the purpose of Annexure D shall mean Total expenses / payment / remittances of Foreign Exchange by the IEC holder, relating to service sector in the Financial year.
4. If the IEC holder is a manufacturer of goods as well as service provider, then the foreign exchange earning and Total expenses/payment /remittances shall be taken into account for service sector only.

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**ANF- 3C**

**Application for on line filing of Grant of Status Certificate**

**(Kindly read Para3.20 to 3.24 of FTP and Para 3.18 to3.23 of HBP )**

**Part A**

<b>1. Applicant Detail</b>			
IEC Number		Branch Code	
Name			
Address			
Telephone No			
Email ID			

<b>2. Application Details</b>			
Application For			
Submission Date			
Submitted To			

**Part B**

3. Category of Status applied for: please tick) ( √ )	
a) One Star Export House	
b) Two Star Export House	
c) Three Star Export House	
d) Four Star Export House	
e) Five Star Export House	

4. Details of Exports/Deemed Exports/Foreign Exchange earned for supply of Service from India during preceding two licensing years and current year (i.e. year in which application is filed).

Statement of Exports / Deemed Exports / Foreign Exchange Earned by Supply of Service			
Type of Exports in US \$ (FOB / FOR value / Foreign Exchange Earned)	Current Year in US \$(Specify Period)	Previous Year 1 in US \$	Previous Year 2 in US \$

1. Exports of goods without Weightage			
2. Exports with Double Weightage			
3. Exports of services without Weightage			
4. FOR value converted in US \$ for Deemed Exports			
5. Exports of SEZs / EOUs / EHTPs / STPs / BTPs, if clubbing is sought			
6. Total (in US\$)			

Note1 A shipment can be included only once in one of the categories eligible for double weightage.

Note 2: In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr – July of Current Year if exports of 4 months are counted, or Apr – Nov of Current Year if exports of 8 months are counted)

Note 3 If the exports are in any other currency other than US\$ like Euro etc, these shall be converted to US\$ as per rate notified by customs for particular month for export purposes.

5. This is to certify that I have uploaded the following documents after scanning which is part of this application.

a. Copy of earlier Status Certificate, if any.

## 6. DECLARATION/UNDERTAKING

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ul style="list-style-type: none"> <li>(i) The Customs Act, 1962,</li> <li>(ii) The Central Excise Act 1944,</li> <li>(iii) Foreign Trade (Development &amp; Regulation) Act 1992,</li> <li>(iv) The Foreign Exchange Management Act,1999; and</li> <li>(v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</li> </ul> <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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;</p>
---	---

2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
3.	I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. 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.
4	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
5	I hereby declare that a shipment has been included only once in one of the categories eligible for double weightage.
6	I hereby declare that exports made on re-export basis have not been included.
7	I hereby declare that export / supplies do not include any performance based on disclaimer .
8	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.
9	I undertake to abide by provisions of Para 9.51 of FTP relating to supply of service from India.

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Signature of the Applicant														
Name														
Designation														
Official Address	Flat/Plot/Block No													
	Street/Area/Locality													
	City													
	State													
	PIN Code													
Telephone No.	Country													
	Code ----- Area Code ----- Phone number			--					--					
Fax No.			--					--						
Email														
Place:														
Date:														

**Annexure to ANF 3C**

**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 as amended;
  - 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 e- BRC 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 3C is in agreement with FTP,2015-20 as amended, and rules and procedures made there under, relevant register and records and books of accounts maintained by M/s ..... 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 is 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.
  - d) If the exports are in any other currency other than US\$ like Euro etc, these are converted to US\$ as per rate notified by customs for particular month for export purposes.
  
- 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 two years plus current year are not outstanding beyond prescribed period as permitted by RBI.
  
- 6 The statement of Exports / Deemed Exports / Foreign Exchange Earned by Supply of Service has been calculated as under:

Statement of Exports / Deemed Exports / Foreign Exchange Earned by Supply of Service from India			
Type of Exports in US \$ (FOB / FOR value / Foreign Exchange Earned)	Current Year in US \$	Previous Year 1 in US \$	Previous Year 2 in US \$

1. Exports of goods without Weightage			
2. Exports with Double Weightage (As per format A)			
3. Exports of services without Weightage(As per Format B )			
4. FOR value converted in US \$ for Deemed Exports( As per Format C)			
5. Exports of SEZs / EOUs / EHTPs / STPs / BTPs, if clubbing is sought(As per format D			
6. Total (in US\$)			

Note1 A shipment can be included only once in one of the categories eligible for double weightage.

Note 2: In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr – July of Current Year if exports of 4 months are counted, or Apr – Nov of Current Year if exports of 8 months are counted)

Note 3 If the exports are in any other currency other than US\$ like Euro etc, these shall be converted to US\$ as per rate notified by customs for particular month for export purposes.

7. This is to certify that following of documents of record mentioned in serial number 1 have not been maintained / furnished, examined or verified

- 1)
- 2)

8. 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: _____
	Phone Number
	Email Address: _____

<b>Format A</b>				
Certificate of Exports where Double Weightage has been claimed (Applicable only if the application is for One Star Export House)				
Note: <b>A shipment can be included in one of categories indicated below only once.</b>				
Sl. No.	Category of Exports	FOB/FOR/Foreign Exchange earned in US \$ in Current Year	FOB/FOR/Foreign Exchange earned in US \$ in Previous Year 1	FOB/FOR/Foreign Exchange earned in US \$ in Previous Year 2
1	Export of Goods and/or services by Micro, small & medium enterprises (MSME) as defined in Micro, small & medium enterprises Development (MSMED) Act 2006			
2	Manufacturing units having ISO/BIS			
3	Units located in North Eastern States including Sikkim and Jammu & Kashmir			
4	Units located Agri Export Zone			
5	Total FOB Value in US\$			
6.	FOB Value of Exports with Double Weightage (US\$) = [2 X Total FOB Value of Row 5 above ]			

<b>Format B</b>
Certificate of Foreign Exchange Earned by Supply of Service

Sl. No.	Category of Service Provider	Particulars	Foreign Exchange Earned US\$ in current year	Foreign Exchange Earned US\$ in previous year 1	Foreign Exchange Earned US\$ in previous year 2
1	Para 9.51 (i)				
2	Para 9.51 (ii)				
3	Para 9.51 (iii)				
4	Para 9.51 (iv)				
5. Total Foreign Exchange Earned by Supply of Service (US\$)					

<b>Format C</b>				
Certificate of FOR value of Deemed Exports				
Sl. No.	Category of Deemed Exports (Chapter 7 of FTP) (Please quote the relevant sub para in brackets)	FOR (Rs in Cr) in current year	FOR (Rs in Cr) in previous year 1	FOR (Rs in Cr) in previous year 2
1	Supply to Advance Authorisation			
2				
3				
4				
5				
6				

7. Total FOB Value (Rs in Cr)			
8. Exchange Rate notified by CBEC as on 1 st April of financial year			
9. Equivalent US \$			

<b>Format D</b>				
Exports from SEZs / EOUs / EHTPs / STPs / BTPs units which are included in IEC and is taken for calculation of grant of status				
Sl. No.	Names of Exporting Units	FOB value in US \$ in current year	FOB value in US \$ in previous year 1	FOB value in US \$ in previous year 2
1	2	3	4	5
1	SEZs			
2	EOUs			
3	EHTPs			
4	STPs			
5	BTPs			
6. Total FOB Value ( in US\$)				

Place: _____	Signature of CA/ ICWA / CS: _____
Date: _____	Name of the Signatory: _____
	Address: _____
	Membership No: _____
	Phone Number
	Email Address: _____

Note: Each page of certificate of Chartered Accountant (CA) Cost and works Accountant (ICWA)/ Company Secretary (CS) including Format A to D need to be signed and stamped.

**ANF- 3D**

Application Form for Export of goods through courier or foreign post offices using e-Commerce under Merchandise Exports from India Scheme (MEIS)

(Kindly read Paras 3.03 to 3.06 of FTP and Para 3.01 to 3.03 of HBP and other common procedural features applicable to MEIS before filing application)

(Please note that separate applications are required to be filed for separate years (AM15, AM16 etc.) based on Let Export date. Application shall be filed for each foreign post office/Airport separately.)

**Part A**

1.	Applicant Details:										
i	IEC No.										
ii	Name										
iii	Address										
iv	Telephone No										
v	Email ID										

**Part B**

2. Application Details:

- (i) Export Licensing Year (pl. specify the year in which export has been made, based on Let export date (Para 9.12 of HBP):
- (ii) Date of filing of Application:
- (iii) Port of Export for this Application:

Note: Applicant to select/feed the details of one shipping bill at a time. A maximum of 50 shipping bills can be filed in one application

3.Details of Export :

Shipping Bill Details and Other details										
Sl No	Shipping Bill/Airway Bill Number	Date of Shipping Bill/Airway Bill	Port Code	Let export date	ITC (HS) code	Product Description as per Shipping Bill	Country Name and Relevant SI No. of Appendix 3B(Part 1)	Product SI No. of Appendix 3B (Part 2)	Realized FOB value of Exports or FOB value as given in S/B/Airway bill, whichever is less (in free foreign	Date of realization

									exchange)		
									Value	Currency Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Exchange Rate	FOB in Rs. ie 10x13	FOB value for rewards ie FOB value as in column no14 or Rs 25000 whichever is less	Rate of Entitlement as per Appendix 3B (Part 2) (%)	Entitlement Amount (in Rs.)	Late Cut % if any	Late cut Amount(in Rs.)	Entitlement after Late Cut (in Rs.)
(13)	(14)	15	(16)	(17)	(18)	19	20
				(17) = (15) X(16)		19=17X18	20=17-19
-			-	-	-		-
Foreign Post Office /Airport details from where Exported using e-commerce (21)	Sr No of category of export in appendix 3C (22)						

4. Number of Split Certificates required (in multiples of Rs 5 lakhs each):

5. Port of Registration for the purpose of imports.(The port of registration shall be the port from which export has taken place)

6. DECLARATION / UNDERTAKING

1	<p>I/We hereby certify that :</p> <p>E. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <p>(i) The Customs Act, 1962,  (ii) The Central Excise Act 1944,  (iii) Foreign Trade (Development &amp; Regulation) Act 1992,  (iv) The Foreign Exchange Management Act,1999; and  (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974</p> <p>F. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p> <p>G. neither the Registered Office of the company / Head Office of the firm / 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;</p>
2	<p>I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures</p>
3	<p>I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. 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.</p>
4	<p>I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.</p>
5	<p>I hereby declare that no benefit under MEIS, was availed (or applied for) previously against Shipping Bills/Airway Bill currently included in this application. I also declare that none of the consignment in respect of which claim is filed in this application is subsequently returned by the customer. In case it is returned in future,I undertake to refund the rewards granted with interest rates as prescribed under section 28AA of Customs Act, 1962.</p>
6	<p>I hereby declare that in terms of Para 3.17 of FTP, this application does not contain any exports in contravention to this provision.</p>
7	<p>I hereby declare that the Exported Product/goods and markets are covered under Appendix 3B 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. I further declare that the Shipment documents contains declaration of intent of claiming rewards under MEIS specified in para 3.14 of HBP .</p>
8	<p>I hereby declare that export product for which the duty credit scrip is being claimed does not contain any product which is-listed as ineligible export categories / sectors in per Para 3.06 of FTP.</p>
9	<p>I fully understand that RA or any other agency, at any time, may ask me to provide documents on the basis of which rewards was granted and which are not submitted in original .I undertake to provide any such details/documents without any delay on my part. In case I am not able to provide such documentary evidence, I undertake to refund the amount of scrip in cash with interest at the rate prescribed under section 28AA of Customs Act, 1962, from the date of such scrip as prescribed in FTP and HBP and shall also be liable for penal action as per FTDR act.</p>

**Tick the box as acceptance of declaration/ undertaking and fill in the details below.**

Signature of the Applicant											
Name											
Designation											
Official Address	Flat/Plot/Block No										
	Street/Area/Locality										
	City										
	State										
	PIN Code										
Telephone No.	Country Code -----										
	Area Code -----										
Phone number											
Fax No.											
Email											
Place:											
Date:											

**Enclosure (A) to ANF 3D**

**CERTIFICATE OF CHARTERED ACCOUNTANT (CA) / COST AND WORKS  
ACCOUNTANT (ICWA)/ COMPANY SECRETARY (CS)**

I have examined prescribed registers and also relevant records of M/s..... having IEC Number ..... in respect of their claim\_for Export of goods through courier or foreign post offices using e-Commerce under Merchandise Exports from India Scheme (MEIS) for the period from -----To----- for Rs ----- and certify that

1.	Bills, Invoices, Forward Inward Remittance Certificates (FIRCs), Bank Realization Certificates, Certificate from international credit card companies, and evidences of foreign exchange earnings have been examined and verified by me.
2.	The claim is in accordance with exports of specified goods/category listed in appendix 3C of <a href="#">FTP</a> . The claim is in accordance with conditions laid down in para 3.05 of FTP .The Shipment documents contains declaration of intent of claiming rewards under MEIS specified in para 3.14 of HBP .
3.	Export of goods for which benefit is claimed does not include ineligible exports as listed under Para 3.06 of FTP 2015-20.

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	None of the consignment in respect of which claim is filed in this application is subsequently returned by the customer.
6	None of the consignment in respect of which claim is filed in this application is previously claimed by the applicant.
7.	The details of exports contained in the application are certified as under

Details of Export :

Shipping Bill Details and Other details											
Sl No	Shipping Bill/Airway Bill Number	Date of Shipping Bill/Airway Bill	Port Code	Let export date	ITC (HS) code	Product Description as per Shipping Bill	Country Name and Relevant SI No. of Appendix 3B( Part 1)	Product SI No. of Appendix 3B (Part 2)	Realized FOB value of Exports or FOB value as given in S/B/Airway bill, whichever is less (in free foreign exchange)		Date of realization
									Value	Currency Code	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Exchange Rate	FOB in Rs.ie 10x13	FOB value for rewards ie FOB value as in column no14 or Rs 25000 whichever is less	Rate of Entitlement as per Appendix 3B (Part 2) (%)	Entitlement Amount (in Rs.)	Late Cut %	Late cut Amount(in Rs.)	Entitlement after Late Cut (in Rs.)
(13)	(14)	15	(16)	(17)	(18)	19	20
				(17) = (15) X(16)		19=17X18	20=17-19
-			-	-	-		-

Foreign Post Office /Airport details from where Exported using e- commerce (21)	Sr No of category of export in appendix 3C (22)						
---	---	--	--	--	--	--	--

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.

Signature of CA/ICWA/CS	
Name of the Signatory	
Designation	
Membership No.	
Official Address	Flat/Plot/Block No
	Street/Area/Locality
	City
	State
	PIN Code
Telephone No.	Country Code ----- Area Code ----- Phone Number
Fax No.	
Email :	
Place:	
Date:	

**Enclosure (B) to ANF 3D**

**Landing Certificate**  
**To Whom So Ever It May Concern**

We hereby certify that M/s \_\_\_\_\_ having I.E. Code \_\_\_\_\_ has exported \_\_\_\_\_, as per details given below:

S.No.	Shipping Bill/ Airwaybill No.	Dtd	Port of Loading	Port of Discharge	Country of Final Destination	Date of Arrival/ Delivery

--	--	--	--	--	--	--

We M/s XYZ Pvt. Ltd. are the accredited agents of the concerned goods carrier on the date of issuance of the tracking document. We have verified that this proof of landing goods in relevant notified market is given based on information available in goods carriers' backup database and we have issued this document accordingly. This certificate has been issued as per para 3.03(f) of H.B.P 2015-20

For XYZ Pvt. Ltd.

Authorized Signatory

**Name:**  
**Designation:**  
**Place:**  
**Date:**

**ANF -4A**

**Application for issue of Advance Authorisation/Advance Authorisation for Annual Requirement /  
Invalidation Letter / Advance Release Order (ARO)**

**[Please see guidelines given at the end before filling the application]**

**Part A**

1	IEC No.		Branch Code	
---	---------	--	-------------	--

2	Application For (Select appropriate category)	Advance Authorisation / Advance Authorisation for Annual Requirement / Advance Authorisation for Invalidation / Advance Release Order			
	Ecom. Reference No:	Date of Submission:	Name & Code of RA:	RA File No	RA File Date

3	RCMC Number	Date	Issuing Authority	Validity Period	Products for which registered

4	Excise Registration Number	Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises situated.	Address of the factory / premises where the items to be imported are proposed to be used	Branch Code as per IEC

5	Application Fee details	Bank Receipt/Electronic Fund Transfer No. / Credit Card details	Name & Branch of the Bank	Mode of Payment	Date of payment	Amount (in Rupees)

6	Industrial Registration Details - MSME / IEM Registration Number	Issuing Authority	Date of Issue	Products for which registered

7	Port of Registration for the purpose of imports (For details, please refer to as Paragraph 4.37 of HBP)	
---	---	--

8	Value Addition (in %)	
---	-----------------------	--

**Part B**

9	Application made for Export Product Group:	Application made under Serial No. of SION	Application made under Para 4.07 of HBP. Whether Adhoc Norms already fixed or Not. If application is made on repeat basis, give details of NC meeting No. and date	Application made under Paragraph 4.33 of FTP (for G&J sector)

10	Source of Supply of free of cost inputs	Destination / Name of the country	Description of item	Quantity	Notional value

11. Details of items sought to be procured indigenously / imported duty free under the Authorisation

S. No	Item Description		Item Technical Characteristics / Quality etc.	ITC (HS) Code	Quantity	UOM	CIF Value (in Rs)	CIF value (in freely convertible currency)	Total exemption from Customs duty	Total CIF value of Imports applied for			Total FOB / FOR value of Exports to be made, excluding commission		
	Details of Inputs proposed to import directly	Details of inputs proposed to procure indigenously								In RS	In currency of imports	In US \$	In Rs	In currency of imports	In US \$

12. Details of items to be exported / supplied under the Authorisation:

S. No	Item Description	Item Technical Characteristics / Quality etc.	ITC (HS) Code	Quantity	UOM	FOB / FOR Value (in Rupees)	FOB / FOR value (in freely convertible currency)	Total FOB / FOR value of Exports to be made, excluding commission		
								In Rupees	In currency of imports	In US \$

13. Details of other duty paid materials to be used in the export product and to be imported / procured from sources other than under the Authorisation for which drawback shall be claimed.

Sl. No			Imported Item		Indigenously Procured Item			Whether drawback being claimed (Y / N)
Name, Technical Characteristics / Quality etc	Quantity	UOM	CIF Value	Name, Technical Characteristics / Quality etc	Quantity	Value	Amount of duty paid	

14. Details of wastage claimed:

Sl. No	Wastage claimed on Imported Item & Justification				Wastage claimed on Indigenously Procured Item and justification			
	Name of imported Inputs	Wastage Claimed (if net-to-net, mention specifically)	UOM	Justification	Name of Indigenously procured Inputs	Wastage Claimed (if net-to-net, mention specifically ) *	UOM	Justification

\* Not required if applied for export products for which SION are fixed.

15. Details of outstanding Advance Authorisation(s) including Advance Authorisation for Annual Requirements issued already and their status of Export Obligation fulfillment

(a) where original EO period has expired as per Authorisation:

S. No	Authorisation No	Authorisation Date	CIF Value (Rupees)	FOB Value (Rupees)	% age of EO fulfilled		Expiry Date of EO period	Steps taken by exporter to regularise the Authorisation
					Qty wise	Value wise		

(b) where EO period has not expired as per Authorisation:

S. No	Authorisation No	Authorisation Date	CIF Value (Rupees)	FOB Value (Rupees)	% age of EO fulfilled		Expiry Date of EO period
					Qty wise	Value wise	

16. Details of exports / deemed supplies (including Intermediate supplies) made in the preceding 3 financial years (in cases of application under 4.07 or Annual Advance Authorisation)

Financial Year	FOB Value of exports (in Rupees Crore)	FOR Value of deemed supplies (in Rupees Crore)	Total Export Performance (in Rupees Crore)

17	(a) Entitlement of Authorisation for Annual Requirement (Rupees)	
	(b) CIF Value of Authorization for Annual Requirement already obtained (Rupees) during the current financial year	

18. In case of exports made under Deemed Exports category (except for supplies to Advance Authorisation / EOU / EHTP / STP / EPCG or intermediate supplies), please furnish:

Category of supply under para 7.02 of FTP	Name of the Project Authority	Delivery period of Supply

19. In case of request for issuance of Advance Release Order / Invalidation Letter, please furnish details:

	Advance Authorisation No. & Date (in case already issued)	Name (s) / Address (s) / IEC code of the Indigenous producer from where items are to be procured	Regional Authority of the Indigenous producer / supplier
Advance Release Order			
Invalidation Letter			

20. In case the items to be imported are to be used by the supporting manufacturer, please furnish details:

Name of the supporting manufacturer	
Address of the supporting manufacturer	
If supporting manufacturer is an exporter, then please indicate the IEC No.	
MSME / IEM / IL Regn. No.& date & Products endorsed on MSME / IEM / IL of Supporting Manufacturer	

## DECLARATION / UNDERTAKING

I / We hereby declare that:

1. 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. we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
3. 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 or in the caution list of RBI.
4. 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 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).
5. 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 (Applicable in case of Advance Authorisation applications under paragraph 4.07 of Hand Book of Procedures only).
6. 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 have updated the IEC profiles in ANF 1.
8. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
9. I am authorised to verify and sign this declaration as per paragraph 9.06 of the FTP.

Place:  
Date:

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

## GUIDELINES FOR APPLICANTS

**Please see paragraphs 4.04, 4.30, 4.31, 4.32, 4.45 and 4.85 of HBP relevant to the Scheme under which the application is being filed**

1. Applicant shall file application online using digital signature only.
2. Applicant shall indicate the relevant details at Sr.No.4 above even if such units are not registered / not required to be registered with Central Excise.
3. Where no wastages have been claimed and inputs are taken on net-to-net basis, in such cases, it should be specifically mentioned in relevant column of Sr.No.14 of ANF.
4. Steps taken by exporter to regularise the Authorisation such as payment of customs duty and interest, filing of application for EO extension, request for Clubbing etc. shall be indicated in column Sr.No.15(a) of ANF.

### For Advance Authorisation:

1. Bank Receipt / EFT / Credit Card details evidencing payment of application fee in terms of Appendix 2K.
2. Please upload following documents:
  - i. In case of issue of Advance Authorisation for Annual Requirement:
    - a. Statement of exports made in the preceding financial year duly certified by a Chartered Accountant / Cost Accountant / Company Secretary in the format given in Appendix 5B.
    - 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 other than in case of supplies against (i) Advance Authorization (ii) EPCG & (iii) EOU / EHTP / STP / BTP units;
3. In cases where import of fuel has been sought for under Advance Authorisation / Advance Authorisation for Annual Requirements (excluding Advance Authorisation for Annual Requirement applications for ad-hoc norms and those under paragraph 4.07 of Hand Book of Procedure), please upload following documents:
  - 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. Please upload following documents in case of issue of Advance Authorisation under paragraph 4.07 of Handbook of Procedure:
  - a. Information as per Appendix 4E.
  - b. Production and Consumption data of the manufacturer / supporting manufacturer of the preceding three financial years, duly certified by the Chartered Accountant / Cost 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 / Revision of Standard Input Output Norms (SION)**

**[Please see guidelines given at the end before filling the application online]**

**Part A**

1	IEC No.		Branch Code	
---	---------	--	-------------	--

2	Application For				
	Ecom. Reference No	Submission Date	Submitted To	RA File No	RA File Date

3	RCMC Number	Date	Issuing Authority	Validity Period	Products for which registered

4	Excise Registration Number	Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises situated.	Address of the factory / premises where the items to be imported are proposed to be used

5	Application Fee details	Bank Receipt/Electronic Fund Transfer No. / Credit Card details	Name of the Bank Branch on which drawn, if applicable.	Mode of payment	Date	Amount (in Rupees.)

6	Industrial Registration Details - MSME / IEM	Issuing Authority	Date of Issue	Products for which registered
---	--	-------------------	---------------	-------------------------------

	Registration Number			

**Part B**

7	Total CIF value of Imports applied for			Export Product Details	
	In Rupees	In currency of imports	In US \$	Description of Export Product	Export Product Group

8. Details of Items required for manufacture of One Unit of Export Product (Purpose of inputs should be indicated against each item i.e whether the input is required as a raw materials / components / solvents / catalyst / packing material etc.

**A. Imported Inputs**

S No	Required import item				Quantity required for each of export product	UOM	Purpose of Relationship / utility / application of import or export*	Wastage Claimed (%age) on net content basis / yield, if applicable
	Raw material	Components	Technical Characteristics	ITC(HS) Code				

**B. Indigenous Inputs**

SI. No	Required indigenous item				Quantity required for each unit of export product *	UOM	Purpose of requirement- Relationship / utility / application of import or export	Wastage Claimed (%age) on net content basis/ yield, if applicable
	Raw material	Components	Technical Characteristics	ITC(HS) Code				

( \* 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 )

**9. Detail of wastages claimed:**

Sl. No	Wastage claimed on Imported Item & Justification	Wastage claimed on Indigenously Procured Item and justification

**10. Production and Consumption data of the manufacturer/supporting manufacturer for preceding three financial years**

Year	Total Production of the export product	Quantity of different inputs consumed	Quantity consumed / unit production

**11. Details of earlier Advance Authorisations obtained (if any) for the export product in the preceding two financial years**

S No	Authorisation Details			Quantity of different items consumed	Quantity consumed/unit production
	Authorisation No	Authorisation Date	Issuing authority		

**12. In case the application is made for modification in existing SION, please furnish**

Existing SION Number	Nature of Modification required	Details of Modification required (upload details)

**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 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. we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
3. 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 or in the caution list of RBI.
4. 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 HBP, 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. Applicable in case of Advance Authorisation applications under paragraph 4.07 of HBP only.
6. 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.
7. 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. that I/We have updated the IEC profiles in JANF 1.
9. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
10. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place:  
Date:

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

### **GUIDELINES FOR APPLICANTS**

**[ Please see paragraph 4.06, 4.22, 4.23, 4.24, 4.25 of HBP ]**

1. Application shall be filed online using digital signature only.
2. RCMC details need not be given if the same have already been updated in the ANF-1.
3. Please upload following information:
  - (a) Production and Consumption data of the manufacturer/supporting manufacturer of the preceding three financial years as given in serial No. 10 of the application, duly certified by the Chartered accountant/ Cost Accountant / Jurisdictional Excise Authority.
  - (b) Technical details, as applicable, as per Appendix 4E.
  - (c) Chartered Engineer certificate certifying the import requirements of raw materials as per Appendix 4K of HBP.

**ANF- 4C**

**Application for Clubbing of Advance Authorisations**

**[Please see guidelines given at the end before filling the application]**

<b>1.</b>	<b>IEC Number</b>	<b>Name &amp; Code of RA with whom Application for clubbing is filed</b>

**2. 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					

**3. 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 / ARE-3)	Actually realized (as per eBRC)
				Direct exports	Third Party exports					

**4. Details of imports allowed and imports actually made against each individual Authorisation:**

Sl. No	Name of Input	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 %	

**5. 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 eBRC)
				Direct exports	Third Party exports					

#### 6. 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 %

#### 7. 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**

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.
- we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.

3. 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 or in the caution list of RBI.
4. 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 HBP, 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. 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.
6. I/We hereby declare that Freight, Insurance and Commission values as mentioned in the application are based on actual transaction values.
7. For the purpose of calculating entitlement, commission amount has been excluded.
8. that I/We have updated the IEC profiles in ANF 1.
9. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
10. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place :  
Date :

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

### **GUIDELINES FOR APPLICANTS**

**[Please see paragraph 4.38 of HBP]**

1. Application shall be filed online using digital signature only.
2. Clubbing of Advance Authorisation with Advance Authorisation for Annual requirement shall not be permitted.
3. FOB value of export for the purpose of value addition shall be arrived at after excluding the Foreign Agency Commission, if any.
4. Authorisations should have been issued by the same Regional Authority.
5. Advance Authorisation (s) in Original shall be submitted to the concerned Regional Authority.

**ANF- 4D**

**Application for Enhancement / Reduction in CIF / FOB Value / Revalidation of Authorisation / EO Extension  
of Authorisation**

**[Please see guidelines given at the end before filling the application online]**

1	IEC No.		Branch Code	
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2	Application Fee / Composition Fee details	Bank Receipt/Electronic Fund Transfer No. / Credit Card details	Name of the Bank Branch on which drawn, if applicable	Pay Mode	Date	Amount (in Rupees.)

**3. 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 4.41 of HBP): 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 4.42 of HBP): b) As allowed by DGFT (Hqr):	

**4. 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 %

**5. 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 %

### 6. Changes Required in the Authorisation:

In case of request for CIF / FOB value enhancement			In case of request for revalidation - Revalidation applied upto	In case of request for EO extension - Extension in EO period applied upto:
Proposed CIF Value (Rs)	Proposed FOB Value (Rs)	Proposed Value Addition (%)		

7. 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

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.
- we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
- 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 or is in the caution list of RBI.
- 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, 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).
- 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.

6. that I/We have updated the IEC profiles in ANF 1.
7. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
8. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

**GUIDELINES FOR APPLICANTS**  
**[Please see paragraph 4.39, 4.41, 4.42 of HBP]**

1. Application shall be filed online using digital signature only.
2. Please upload following documents :
  - a. Bank Receipt / EFT / Credit Card details evidencing payment of application fee in terms of Appendix 2K or otherwise as per Policy / Procedure to the Regional Authority concerned.
3. Authorisation in Original shall be submitted to the concerned Regional Authority.
4. Payment of composition fee, wherever required, should be indicated in column No.2 above.

**ANF -4E**

**Application for Advance Authorisation / Advance Release Order (ARO) / Invalidation Letter for Pharmaceutical Products, manufactured through Non-Infringing (NI) process**

**[Please see paragraph 4.18 of HBP and the guidelines given at the end of this ANF before filling the application online].**

**Part A**

1	IEC No.		Branch Code	
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2	Application For				
	Ecom. Reference No	Submission Date	Submitted To	RA File No	RA File Date

3	RCCM Number	Date	Issuing Authority	Validity Period	Products for which registered

4	Excise Registration Number	Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises situated.	Address of the factory / premises where the items to be imported are proposed to be used	Branch Code as per IEC

5	Application Fee details	Bank Receipt/Electronic Fund Transfer No. / Credit Card	Name of the Bank Branch on which drawn, if applicable	Pay Mode	Date	Amount (in Rs.)

6	Industrial Registration Details – MSME/IL/IEM Registration Number	Issuing Authority	Date of Issue	Products for which registered

7	Port of Registration as per Paragraph 4.37 of HBP (for the purpose of imports)		Value Addition (in %)	
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**Part B**

<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 commission</b>
i. In Rupees
ii. In currency of exports
iii. In US \$

**10. Country of Import (Destination Country):**

**11. Whether approval of the Food & Drug Administration / Concerned regulatory authority of the country of import received for the product: Yes / No.**

**12. 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	FOB / FOR Value (in Rs)	FOB / FOR value (in freely convertible currency)

**13. SION or Adhoc Norms for the export product:**

i. Whether SION fixed for the product: Yes / No

If yes, then state SION Sl. No.: \_\_\_\_\_.

ii. Whether Adhoc Norms fixed: Yes / No.

If yes, then state:

NC meeting No.: \_\_\_\_\_;

NC meeting date: \_\_\_\_\_;

Case No.: \_\_\_\_\_.

**14. 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 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 against Advance Authorisation(s) 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	

**17. Details of exports / deemed exports (including Intermediate supplies) made in the preceding 3 licensing years:**

Licensing Year	FOB Value of exports (in RsCrore)	FOR Value of deemed supplies (in RsCrore)	Total Export Performance (in RsCrore)

**18. In case of request for issuance of ARO / Invalidation letter, please furnish:**

i. Advance Authorisation No.:
ii. Date of Issue of Advance Authorisation:
iii. Name (s) of the Indigenous producer from where items are to be procured:
iv. Address (s) of the Indigenous producer from where items are to be procured:
v. Regional Authority of the Indigenous producer:
vi. Items to be supplied by the Indigenous producer:
a. Description of individual items:
b. Quantity of individual items to be procured:
c. Value of individual items to be procured:

**DECLARATION / UNDERTAKING**

I / We hereby declare that:

1. 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. we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
3. 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 or in the caution list of RBI.
4. 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 HBP,

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. 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.
6. that I/We have updated the IEC profiles in ANF 1.
7. we have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
8. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Residential Address  
Email:  
Telephone No.(O):

## GUIDELINES FOR APPLICANTS

(Please see paragraph 4.18, 4.19 & 4.20 of HBP)

For Advance Authorisation:

1. Application shall be filed online using digital signature only.
2. RCMC details need not be given if the same have already been updated in the ANF-1.
4. Bank Receipt / EFT/Credit Card details evidencing payment of application fee in terms of Appendix 2K.
5. In case of supplies to another Advance Authorisation holder, original invalidation letter(s) shall be submitted to concerned Regional Authority. 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.
6. Chartered Engineer (Chemical) certificate certifying the input requirements of raw materials in the format given in Appendix 4L.
7. A self certified copy of the approval letter for the product, from the Food & Drug Administration / Concerned regulatory authority of the country of import (Destination country).
8. In cases where import of fuel has been sought for under Advance 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:** Import of only such fuel(s) shall be allowed which have / has been specified in the said permission.
9. Please state 'Not Applicable' wherever the information / data is not applicable to you.

**ANF- 4F**

**Application for Redemption / No Bond Certificate against Advance Authorisation**  
**[Please see guidelines given at the end before filling the application online]**

1	IEC No.		Branch Code	
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2	Application Fee / composition fee details	Bank Receipt/Electronic Fund Transfer No.	Name of the Bank Branch on which drawn	Mode of Payment	Date	Amount (in Rs.)

3. Request for: Redemption (EODC) / No Bond Certificate (Bond Waiver)

4. **(Strike out whichever is not applicable)**

i. Advance Authorisation No.	
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. Meeting number, date, Case No. of the Norms Committee vide which norms have been ratified (in case of para 4.07 cases)	

**5. 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	In case of	Actually realized

				Direct exports	Third Party exports			physical exports (as per S/B)	deemed exports (as per invoices)	(as per e BRC)

**6. 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)

**7. 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

**8. Details of payment of Customs Duty, Interest, and any other payment :**

Sl No	Customs Duty paid	Interest Paid	Composition Fee paid details	Any other payment

**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 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.
- we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.

3. 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 or in the caution list of RBI.
4. 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, 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. 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.
6. Freight, Insurance and Commission values as mentioned in the application are based on actual transaction values.
7. For the purpose of calculating entitlement, commission amount has been excluded.
8. that I/We have updated the IEC profiles in ANF 1.
9. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
10. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

### **GUIDELINES FOR APPLICANTS**

**[Please see paragraph 4.46, 4.47 of HBP]**

1. Application will be filed online using digital signature only.
2. Please upload following documents:

**a. For physical exports:**

- i. e-BRC / Bank Certificate of Exports and Realisation in the form given at Appendix 2U or Foreign Inward Remittance Certificate (FIRC) in the case of direct negotiation of documents or Appendix 2L in case of offsetting of export proceeds.
- 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.
- 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.
- 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 or Cost 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 4.30 of HBP, 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 7D supported by e-BRC.
- 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 or Cost Accountant, at the option of the exporter.

**ANF -4 G**

**Application for issue of Transferable Duty Free Import Authorisation (DFIA) (including for ARO and Invalidation Letter)**

**[Please see guidelines given at the end before filling the application online]**

**PART A**

**For filing Application to RA**

1	IEC No.		Branch Code	
---	---------	--	-------------	--

2	Application For				
	Ecom. Reference No:	Date of Submission:	Name & Code of RA:	RA File No	RA File Date

3	RCMC Number	Date	Issuing Authority	Validity Period	Products for which registered

4	Excise Registration Number	Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises situated.	Address of the factory / premises where the items to be imported are proposed to be used	Branch Code as per IEC

5	Application Fee details	Bank Receipt/Electronic Fund Transfer No. / Credit Card	Name & Branch of the Bank on which drawn, if applicable	Mode of Payment	Date of payment	Amount (in Rs.)

6	Industrial Registration Details – MSME/LOI/IL / IEM Registration Number	Issuing Authority	Date of Issue	Products for which registered

7	Port of Registration for the purpose of imports (For details, please refer to as Paragraph 4.37 of HBP)	
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8	Value Addition (in %)	
---	-----------------------	--

<b>9.</b>	<b>Total CIF value of Imports applied for</b>	<b>Total FOB/FOR value of Exports to be made, excluding commission</b>
i. In Rupees		
ii. In currency of imports		
iii. In US \$		

<b>10.</b>
(a) Application made for Export Product Group:
(b) Application made under which Serial No. of SION:

11. Details of items exported/supplied under the DFIA								
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

<b>12. Details of items sought to be imported duty free under DFIA</b>
--

S No	Item Description	Item Technical Characteristics/ Quality etc.	ITC(HS) Code	Quantity	Unit of Measure -ment	CIF Value (in Rs)	CIF value (in freely convertible currency)		Total exemption from Customs duty
							Value	Currency Code	

**13. 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)**

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

**14. 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	

**15. 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)

**16. 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.)

<b>17. 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. MSME / LOI / IL / IEM Registration No. and date of Supporting Manufacturer:
iv. Products endorsed on MSME / LOI / IL / IEM:
v. Excise Registration No. and issuing authority, (if applicable)

### PART-B

#### Request for Issuance of Transferable Duty Free Import Authorisation (DFIA) / ARO / Invalidation Letter

#### 1. Details of Application:

i. Authorisation File Number	
ii. Date of generation of File Number	
iii. CIF Value	
iv. In Indian Rupees	
v. Product exported	
vi. Serial Number of SION	

#### 2. Application Fee Details (in case of enhancement of CIF value etc.)

Amount (Rs):
Bank Receipt/Electronic Fund Transfer No/Credit Card:
Date :
Name of the Bank :
Bank Branch :

#### 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 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	SIO N 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/e-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

**16. In case of request for issuance of Invalidation letter/ ARO (Please tick)(√ ) :**

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 & IEC No 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

#### **DECLARATION / UNDERTAKING**

I / We hereby declare that:

1. 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. we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
3. 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 or in the caution list of RBI.
4. 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).
5. 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.
6. That I/We have updated the IEC profiles in ANF 1.
7. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act

1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.

8. I am authorised to verify and sign this declaration as per paragraph 9.06 of the FTP.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

## GUIDELINES FOR APPLICANTS

[ Please see paragraphs 4.29 of FTP & 4.65, 4.69 of HBP]

1. Application shall be filed online only using digital signature.
2. RCMC details need not be given if the same have already been updated in the ANF-1.
3. Please upload Bank Receipt /EFT / Credit Card details evidencing payment of application fee in terms of Appendix 2K and the documents for physical / deemed exports, as the case may be.
4. Documents required in case of supplies under deemed export / intermediate supplies under DFIA:
  - a. Invalidation letter in case of supplies to
    - i. an EPCG Authorisation holder;
    - ii. an Advance Authorisation holder;
    - iii. a Duty Free Import AuthorisationHowever, 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.
  - b. Project Authority Certificate in case of supplies other than (a) (i), (ii) & (iii) above and to EOU/ EHTP/ STP/BTP units;
  - c. FOB value of export for the purpose of V.A shall be arrived at after excluding the Agency Commission, if any.
5. Documents to be uploaded for physical exports:
  - a. eBRC/ Bank Certificate of Exports and Realisation in the form given at Appendix 2U or Foreign Inward Remittance Certificate (FIRC) in the case of direct negotiation of documents or Appendix 2L 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 2V. 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.
  - b. EP copy of the shipping bill(s) containing details of shipment effected or bill of export in case of export to SEZ.
  - c. 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.

- d. A statement of imports indicating bill of entry wise item of imports, quantity of imports and its CIF value.
  - e. Declaration in Appendix 4H format related to consumption of the inputs endorsed in the DFIA.
  - f. 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.
6. Documents to be uploaded for deemed exports:
- a. 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.
  - b. Payment certificate from the project authority in the form given in Appendix 7D. 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 realization of proceeds from the Authorisation holder or EOUs/EHTPs/ STPs/ BTPs, as the case may be, as per eBRC, shall be furnished. However realization 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 as per eBRC. For status holders, irrevocable inland letter of credit would suffice.
  - c. A statement of supplies giving details of supply invoices and indicating the invoice number, date, FOR value as per invoices and description of product.
  - d. A statement of imports indicating bill of entry wise item of imports, quantity of imports and its CIF value.
  - e. Declaration in Appendix 4H format related to consumption of the inputs endorsed in the DFIA.

**ANF- 4H**

**Application for GEM REP Authorisation**

**[Please see guidelines given at the end before filling the application online]**

**Part A**

1	IEC No.		Branch Code	
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2	Application For				
	Ecom. Reference No	Submission Date	Submitted To	RA File No	RA File Date

3	RCMC Number	Date	Issuing Authority	Validity Period	Products for which registered

4	Excise Registration Number	Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises situated.	Address of the factory / premises where the items to be imported are proposed to be used

5	Application Fee / Composition Fee details	Bank Receipt/Electronic Fund Transfer No. / Credit Card	Name of the Bank Branch	Mode of Payment	Date	Amount (in Rs.)

6	Industrial Registration Details - MSME / IEM Registration Number	Issuing Authority	Date of Issue	Products for which registered

7. Status House Details	
i. One Star / Two Star / Three Star / Four Star / Five Star	
ii. Certificate Number	
iii. Date of Issue	
iv. Issuing Authority	
v. Valid upto	

**Part B**

<b>8. Export Proceeds Realisation Month and Year:</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>								
Sr. No.	Name and Addresses of manufacturing premises / manufacturing units of exported product	Shipping Bill/ Postal Receipt		FOB Value ( in FFE / Rs )	FOB Value realised ( in FFE / Rs )	Name of the Bank	Country of Exports	REP Authorisation Claimed ( Rs )
		Number	Date					

**Note:** In case application for REP Authorisation is made under Para 4.36 of FTP, serial no 10 may be left blank.

## DECLARATION / UNDERTAKING

I / We hereby declare that:

1. 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. we would 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 Procedure and the ITC(HS) Classification of Export & Import Items, as amended from time to time.
3. 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 or in the caution list of RBI.
4. 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 HBP, 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. 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.
6. that I/We have updated the IEC profiles in ANF 1.
7. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
8. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

**CERTIFICATE OF CHARTERED ACCOUNTANT/  
COST 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: -
- a. Statutory documentation under the 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, 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 2015-20 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)
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(Signature and Stamp/ Seal of the Signatory)

(Chartered Accountant/ Cost Accountant)

Place:  
Date:

Name of the Signatory:  
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 Accountant with his registration number.

## **GUIDELINES FOR APPLICANTS**

**[Please see paragraph 4.36 of FTP and 4.59 of HBPI]**

1. Application will be filed online using digital signature only.
2. RCMC details need not be given if the same has already been updated in ANF-1.
3. Please upload following documents:
  - a. Bank Receipt (in duplicate)/Credit Card details evidencing payment of application fee in terms of Appendix 2K.
  - b. Bank certificate of export and realisation in the format given in Appendix 2U 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 4.36 of FTP, an applicant will be required to submit documents as given at S.No.1 ANF and Statement of Exports made during the preceding licensing year duly certified by Chartered Accountant / Cost Accountant in the format given in Annexure to ANF 4H.

**ANF- 4I**

**Application for Issue of Nominated Agency Certificate (NAC) / Renewal of Nominated Agency**

**Certificate**

**[Please see guidelines given at the end before filling the application online]**

**Part A**

1	IEC No.		Branch Code	
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2	Application for (please tick)	Grant of fresh Nominated Agency Certificate	Renewal of Nominated Agency Certificate
	(i) Date of issue of Nominated Agency Certificate: (ii) Expiry date (in case of request is for renewal of NAC):		

3	Ecom. Reference No	Submission Date	Submitted To	RA File No	RA File Date

4	Category of Status Certificate held (please tick): Four Star Export House / Five Star Export House
	Number of Status Certificate :
	Date:
	Validity:

5.	Nature of concern (please tick mark)
i.	Merchant Exporter
ii	Manufacturer Exporter
iii	Service Provider
iv	Merchant cum Manufacturer
v	Others (Please specify)

6	RCCM Number	Date	Issuing Authority	Validity Period	Products for which registered

7	Application Fee details - Sr. No.	Receipt/Electronic Fund Transfer No. / Credit Card	Name of the Bank Branch	Pay Mode	Date	Amount (in Rs.)

8	Excise Registration Number	Address of the jurisdictional Central Excise Authority under whose jurisdiction the factory / premises situated.	Address of the factory / premises where the items to be imported are proposed to be used
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**Part B**

9. Details of Exports / Deemed Exports / Foreign Exchange earned during preceding licensing years and current year (i.e. year in which application is filed), duly certified by CA/ICWA/CS in annexure attached.		
Sr No	Year (Please specify the year)	Exports (in USD)
i.	Current Year	
ii	Previous Year 1	
iii	Previous Year 2	
iv	Previous Year 3	
v	Previous Year 4	
vi	Previous Year 5	

**DECLARATION / UNDERTAKING**

I / We hereby declare that:

1. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.
2. 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.
3. We would 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 Procedures and the ITC(HS) Classification of Export & Import Items as well as RBI and Customs guidelines, as amended from time to time, as applicable to Nominated Agencies.
4. 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 or in the caution list of RBI to the best of my knowledge.
5. 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, 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. 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. that I/We have updated the IEC profiles in ANF-1
8. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

Place:  
Date:

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

**GUIDELINES FOR APPLICANTS**  
**[Please see paragraph 4.36 of FTP and 4.71 of HBP]**

1. Application shall be filed online using digital signature only.
2. RCMC details need not be given if the same has already been updated in ANF-1.
3. Please upload following documents:
  - a. Self certified copy of valid Status Holder Certificate.
  - b. Annexure-I to ANF 4I.
  - c. Relevant half yearly return(s), if applicable, as per the format given in Appendix 4-O for the period April to September / October to March

**Annexure to ANF 4I CERTIFICATE OF CHARTERED ACCOUNTANT (CA) / COST 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 4I is in agreement with FTP 2015-20, as amended, and rules and procedures made there under, 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;

5. 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:-

Place:

Date:

Signature of CA/ ICWA / CS:

Name of the Signatory:

Membership No:

Address:

e-mail Address:

**ANF- 5A****(Application Form for Issuance of EPCG /Post Export EPCG Authorization)**

(Please see the guidelines before filling the application)

1.	Application for	Please tick (√)
	a. EPCG Scheme	
	b. Post Export EPCG Scheme	

2.	IEC No.	Branch Code
	Declaration: I/We have updated my/our profile in ANF -1.	

3.	Address of the factory/premises of the applicant where the capital goods to be imported are proposed to be installed

4.	Excise Registration Details	
	a. Excise Registration Number	
	b. Date of registration	
	c. Address of the Jurisdictional Central Excise Authority (whether registered with central excise or not)	

5.	Port of Registration (for the purpose of imports)
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6.	Application Fee Payment details	
	a. Amount (in Rs.)	
	b. Mode of Payment (TR Challan/ Electronic Fund Transfer/Credit card)	
	c. Serial No. of TR challan/EFT no./credit card details and Date of Payment	

7.	Service Tax Registration Details (in case of Service Providers registered with Service Tax Authorities)	
	a. Service Tax Registration Number	
	b. Date of registration	
	c. Address of Jurisdictional Service Tax Authority	
	d. Services for which registered	

8.	Sector Classification of Capital Goods sought to be imported under the Scheme (Please tick)	
	a. Industrial Sector	
	b. Agricultural Sector	
	c. Service Sector	
	d. Green Technology Sector	
	e. Units in North Eastern Region/Sikkim/J&K	

9.	Products to be exported/services to be rendered	ITC(HS) Code/Service Code

10.	Details of exports of same/similar product/services made in the preceding three licensing years (excluding exports which have been counted / are being counted for fulfilling specific EO in respect of EPCG Authorizations within valid EO Period)		
	Sl. No.	Financial Year	Total FOB Value of exports/services rendered for the same/similar product/services (Rs. in crores)
	1		
	2		
	3		
		Total	
		*Average export performance	

\*If an applicant has been in existence for less than 3 years, the aggregate export will be divided by the number of years for which the company has been in existence and not by 3 years.

11.	Details of EPCG Authorizations where EO is pending							
	Sl. No.	Authorization No. and Date	RA which issued the Authorization	Value of duty saved/duty paid (in Rs.)	EO fixed on duty saved/duty paid (in freely convertible currency)/Rs.	Specific EO fulfilled	Annual Average EO fixed (in Rs.)	Expiry date of EO period

12.	Details of Capital Goods sought to be imported					
	Sl. 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**

\* whether Capital Goods/Spares/Tools/Jigs/Fixtures/Dies/Moulds/Spare refractories/Catalyst (specify if any other)

\*\* whether used for Pre-production activity/Production activity/Post-production activity/for rendering services

13. Whether product to be imported is restricted for import – Yes/No.

(If yes, enclose copy of EFC approval from DGFT Hqrs.)

14.	Details of Restricted Capital Goods applied for import				
	Sl. 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**

\* whether Capital Goods/Spares/Tools/Jigs/Fixtures/Dies/Moulds/Spare refractories/Catalyst (specify if any other)

\*\* whether used for Pre-production activity/Production activity/Post-production activity/for rendering services

(From amongst column 13 and 14 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 columns).

15. Whether product to be exported is restricted for export – Yes/No.

(If yes, enclose copy of EFC approval from DGFT Hqrs.)

16.	Details of Duty		
	Total effective Customs duty on items to be imported (in %)	CIF value of imports/deemed imports (in Rs.)	Duty saved amount (in Rs.)
	1	2	3

Note: In case of indigenous sourcing of CG, duty saved is to be calculated on notional customs duty saved on FOR value of capital goods as per Para 5.07 of FTP.

17.	Details of Duty in case of post-export EPCG duty credit scrip			
	Total effective Customs duty on items to be imported (in %)	Basic Customs duty	CIF value of imports/ deemed imports (in Rs.)	Duty paid (in Rs.)

18.	Details of Export Obligation imposed			
	Total duty saved/duty paid (Rs.)	Specific Export Obligation to be imposed		Average Export Obligation to be imposed
		Rs.	USD	Rs.

19.	Address of the factory/premises of the applicant or the supporting manufacturer where the capital goods to be imported are proposed to be installed

20.	In case the proposed capital goods sought to be imported are to be used by the supporting manufacturer	
	a.	Name
	b.	Address
	c.	MSME/IEM/LOI/IL Registration No. and date
	d.	Products endorsed on MSME/LOI/IL/IEM
	e.	Excise Registration No. and issuing authority, (if applicable)

21.	Postal address of the jurisdictional Central Excise Authority in whose jurisdiction factory/premises of the applicant/supporting manufacturer where the capital goods to be imported are proposed to be installed

#### Declaration/Undertaking

I /we, hereby, declare/certify that:

1. 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. If anything is 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 the Foreign Trade (Development and Regulation) Act, 1992, (as amended) the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items as amended from time to time.
3. None of the Proprietor/Partners(s)/Director(s)/Karta/Trustee of the firm/company has come under the adverse notice of DGFT or is in the caution list of RBI.
4. None of the Proprietor/Partners(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 under the adverse notice of DGFT or is in the caution list of RBI, to the best of my knowledge.
5. 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.
6. I/We shall not export items on the SCOMET list for which authorisation has not been taken.
7. I/We do not come under the purview of Service Tax and therefore are not registered with the Service Tax Authorities. (in case of Service Providers who are not covered under service tax)
8. In respect of goods for which nexus is not established at a later date, I/We shall, without demur, pay to the Government Customs duty saved [together with applicable interest] on such imported goods which are found having no relation with product exported or service rendered.
9. I/We undertake to submit a self-certified copy of 'Drug Manufacturing Licences' 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.
10. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place		Signature of the Applicant	
Date		Name	
		Designation	
		Official Address	
		Residential Address	
		Email	
		Telephone No. (O)	

## **GUIDELINES FOR APPLICANTS**

1. Application shall be filed online using digital signatures.
2. Applicant shall upload the documents as per details given below:
  - a. Treasury Receipt Challan (if fee has not been paid electronically) evidencing payment of application fee in terms of Appendix 2L.
  - b. Self-certified copy of MSME/IEM/LOI/IL 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, a declaration in this regard will be submitted as a part of the application (declaration no. 6), service tax registration is not required to be submitted. In such cases RCMC from EPC concerned will suffice).
  - c. Certificate from a Chartered Engineer in the format given in Appendix 5A.
  - d. Certificate of Chartered Accountant / Cost Accountant / Company Secretary in Appendix 5B.
  - e. In case of Import of spares, tools, refractories and catalyst 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 above items are required, duly certified by a Chartered Engineer or jurisdictional Central Excise authority.
  - f. 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.
3. In case CG sought to be imported/item to be exported 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 Authorization shall be issued by RA and will bear an endorsement that EFC has approved issue of EPCG Authorization for restricted CG/export item.

**ANF- 5B**

**(Application Form for Redemption of EPCG Authorization /Issuance of Post Export EPCG Duty Credit Scrip)**

**(Please see the guidelines before filing the application)**

1.	Applicant Details			
	a.	IEC Number	Branch Code	
	b.	Name		
	c.	Address		

2.	EPCG Authorization No. and Date	Duty Saved Amount allowed	Duty Saved Amount utilized (including indigenously procured CG)

3.	Installation Certificate No. and Date

4.	Export Product Details	
	a.	Export product/services allowed as per the EPCG Authorization
	b.	Alternate Product/Services (if permitted) name & ITC(HS) code

5.	Export Obligation Period	
	a.	Date of expiry of initial EOP
	b.	Extended EOP date
	c.	Actual EO completion date

6.	Average Export Obligation imposed*	EO as per actual duty saved amount	
	In Indian Rs.	In Indian Rs.	In US\$

\* In case of fulfilment of EO by alternate product, Average EO of alternate product should also be given.

7.	Details of Physical Exports/Deemed Exports made/Services rendered for fulfilment of specific EO									
	Sl. No.	Products Exported/ Supplied/Services Rendered with ITC(HS) Code	Details of Shipping Bill/Voucher/Invoice/CT3/ARE3/ Lorry Receipt/ Railway Receipt etc.		FOB (in FFE)/FOR value					
		Same Product/Services ----- Alternative Product/Services	No.	Date	Direct Exports	Third Party Exports	Deemed Exports	By Group Company	Other (R&D Services/ Royalty)	Total

8.	I/We further declare that I/we have made exports as under for maintenance of Average Export Obligation:
----	---

Financial Year	Average to be maintained	Average maintained

### Declaration/Undertaking

I/We hereby declare/certify that:

1. I/We have updated my/our profile in ANF -1.
2. 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 withheld therefrom. If anything is 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.
3. None of the Partners(s)/Director(s)/ Trustee/ Karta/ Proprietor of the firm/company has come under the adverse notice of DGFT or is in the caution list of RBI.
4. None of the Partners(s)/Director(s)/ Trustee/ Karta/ Proprietor of the firm/company, as the case may be, is/are a Proprietor/Partner/Director/Karta/Trustee in any other firm/Company which has come under the adverse notice of DGFT or is in the caution list of RBI, to the best of my knowledge.
5. Neither the Registered Office of the company /Head Office of the firm nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter or has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.
6. I/we have not exported items on the SCOMET list for which permission has not been taken.
7. I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place		Signature of the Applicant	
Date		Name	
		Designation	
		Official Address	
		Telephone/Mobile	
		Residential Address	
		Email-id	

8. All physical exports made as shown in item No. 7 and 8 above are in freely convertible currency.

(Signature with Seal of the Chartered Accountant / Cost Accountant / Company Secretary)

### Guidelines for Applicants

1. Application must be accompanied by the certificate in Appendix 5C duly signed by Chartered Accountant / Cost Accountant / Company Secretary.

**ANF- 5C**

(Application Form for Clubbing of EPCG Authorizations)

Please see para 5.27 of HBP

(Please see the guidelines before filing the application)

1.	Applicant Details			
a.	IEC Number		Branch Code	
b.	Name			
c.	Address			

2.	Details of EPCG Authorizations to be clubbed			
Sl. No.	EPCG Authorization		Customs Notification No.	Product(s) to be exported/ Services to be rendered
	No.	Date		
1	2	3	4	5

Duty saved amount (in Rs.)	Duty saved utilized (in Rs.)	Specific EO endorsed on the Authorization (in US \$)	Specific EO as per utilization (in US \$)	EO Fulfilled (in US \$)
6	7	8	9	10

3.	Details of EPCG Authorization after clubbing		
a.	Total duty saved/Notional duty saved on the imports (in Rs.)		
b.	Export Obligation imposed on the Authorization		
	(i)	In Indian Rupees	
	(ii)	In free foreign exchange	
c.	Average Export Obligation imposed (in Rs.)		
d.	Description of Export Product(s)/Service(s) to be rendered		

**Declaration/Undertaking**

I/We hereby declare/certify that:

1. I/We have updated my/our profile in ANF -1.
2. 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 withheld therefrom. If anything is 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.
3. None of the Partners(s)/Director(s)/ Trustee/ Karta/ Proprietor of the firm/company has come under the adverse notice of DGFT or is in the caution list of RBI.
4. None of the Partners(s)/Director(s)/ Trustee/ Karta/ Proprietor of the firm/company, as the case may be, is/are a Proprietor/Partner/Director/Karta/Trustee in any other firm/Company which has come under the adverse notice of DGFT or is in the caution list of RBI, to the best of my knowledge.

5. Neither the Registered Office of the company /Head Office of the firm nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter or has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.
6. I have not exported items on the SCOMET list for which permission has not been taken.
7. I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone/Mobile  
Residential Address  
Email-id

#### **Guidelines for Applicants**

1. Only One copy of the application must be submitted unless otherwise mentioned.
2. Application must be accompanied by the EPCG Authorizations in original.

**ANF-6A**

**APPLICATION FORM FOR SETTING UP OF NEW EOU/EHTP/STP/BTP UNIT OR CONVERSION OF EXISTING  
DTA/ EHTP/ STP/BTP UNIT**

---

**Note:**

1. Please see Paras 6.01 (a), (b) and (c) of the Chapter 6 of the HBP.
  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. However the same will be treated as incomplete without the applicants 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 along with 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.)

---

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 \_\_\_\_\_

---

**Indicate (√) Whether the Application Is For:**

**AUTOMATIC APPROVAL**  
**Or**  
**BOARD OF APPROVAL**

---

**Application for:**

**(i) Setting up of new Unit**

**(ii) Conversion of existing DTA unit into EOU**

**(iii) Conversion of Existing STP/EHTP to EOU**

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

**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

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 _____) (Not required for service unit)	(Value (In Rupees))
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:

		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	(5 yrs) Total in Rs. Lakh	(5 Yrs) 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 6.04 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, as amended / 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 \_\_\_\_\_

**DECLARATION / UNDERTAKING**

- 1 I/We hereby declare and certify that :
  - A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):
    - (i) The Customs Act, 1962,
    - (ii) The Central Excise Act 1944,
    - (iii) Foreign Trade (Development & Regulation) Act 1992, and
    - (iv) The Foreign Exchange Management Act, 1999;
  - B. 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 is on the Denied Entity List (DEL) of DGFT;
  - C. 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;
  - D. 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) / Units(s) / Division(s) to any other Licensing Authority
2. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, 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 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.
4. 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.
- 5 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.
- 6 I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Policy

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.

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 \_\_\_\_\_

**ANF-6B**

**APPLICATION FOR EXTENSION OF LOP FOR EXPORT ORIENTED UNITS**

**(Please see Paras 6.05 (a) of FTP & Para 6.34 of HBP)**

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
- Building construction :
- (e) Date of execution of legal undertaking :
  - (f) Green card No. & period of its validity
  - (g) Date of bonding licence obtained from jurisdictional C.E. under section 58 & 65 of Customs Act, 1962
  - (h)** 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

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

ANF-6C

**APPLICATION FOR DTA SALE / ADVANCE DTA SALE PERMISSION**

(Please see Paras 6.08 and 6.09 of FTP)

**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 6.08 (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 6.04 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 ACCOUNTANT CERTIFICATE / COST ACCOUNTANT 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/Cost Accountant Certificate.

**CALCULATION CHART (TO BE CERTIFIED BY A CHARTERED ACCOUNTANT/COST ACCOUNTANT SHOWING NFE ACHIEVED IN THE BLOCK PERIOD AS PER PARA 6.04 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 6.04 of FTP or less as applicable	Rs.
ii)	Value of supplies made under para 6.09 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 6.04 OF FTP OR LESS AS APPLICABLE**

(I) CIF VALUE OF IMPORTED CAPITAL GOODS (YEAR WISE) IN THE BLOCK PERIOD AS PER PARA 6.04 OF FTP OR LESS AS APPLICABLE					
Ist year	IInd 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 06.04 OF FTP OR LESS AS APPLICABLE

Ist year	IInd 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 6.04 of FTP or less applicable	Rs.
(ii)	Value of purchases made under Para 6.09 (b) & para 6.13 (a) & (c) of Chapter 6 of the Foreign Trade Policy in the block period as per para 6.04 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 6.04 of FTP or less as applicable

**6. OTHER OUTFLOW OF FOREIGN EXCHANGE IN THE BLOCK PERIOD AS PER PARA 6.04 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 6.10 (d) of the Chapter 6 of the HBP.

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 \_\_\_\_\_

**ANF-6D**

**APPLICATION FOR EXIT FROM EOU / EHTP / STP / BTP SCHEME**

**(Please see Para 6.18 of FTP)**

1. Name & Address of the unit:
2. LOI/LOP/IL No. & Date:
3. Items of manufacture/service:
4. Date of commencement of production:
5. Date of completion of last five year block period
6. Copies of CA certified APRs for the period / year after completion of last five year block including for the current year)
7. Whether as per APRs (as per Sl. No. 6) the unit is NFE positive (attach calculation sheet separately) YES / NO
8. Legal Undertaking in the proforma in **APPENDIX-6E** YES / NO
9. Original LOP and Green Card / RCMC attached with the application YES / NO
10. 'No Dues Certificate' from Central Excise Authorities attached with the application YES / NO
11. Whether any pending foreign exchange Realization; if so, details thereof YES / NO
12. Whether any CST reimbursement has been : availed for the raw materials/finished goods lying in stock at the time of exit, if so, details thereof (based on FIFO method) YES / NO
13. In case of Gems and Jewellery unit whether gold and other precious metals, alloys, gems and other materials available for manufacture of Jewellery have been handed over to nominated agency. If so, proof of the same may be attached. YES / NO
14. In case of pending appeal against order imposing penalty under FT(D&R) Act, whether bank guarantee for penalty has been furnished. YES / NO

## DECLARATION

1. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.
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 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.
4. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph **9.06** of the Policy.

Signature of the applicant

Name

Designation

Telephone No.

Email id:

Seal of the Company

## DECLARATION BY THE CHARTERED ACCOUNTANT

I certify that information furnished in respect of Sl. No. 12 & 13 is correct as per records maintained by the company.

Signature

Name

Membership No

Seal

**ANF-7A**

**APPLICATION FOR CLAIM OF TED REFUND / DUTY DRAWBACK / BRAND RATE FIXATION**

**(Please tick whichever is applicable)**

(Application shall be filed online once the software is ready)

1.	IEC No	Branch Code:
2.	Applicant details: (i) Name of the firm/company (ii) Full address (iii) Contact Number (iv) E-mail address	
3.	Bank's details: (i) Name of the Bank (ii) Address of the Bank (iii) IFSC code (iv) Nature of account(SA/CA) (v) A/c Number (vi) Telephone / Fax No.	
4.	Excise Authority details: (i) Excise Registration No (ii) Address of the jurisdictional Central Excise Authority (iii) Contact details of Excise Authority (iv) Amount of excise duty paid during last year (v) Product registered for manufacturing activities	
5.	Application for: (i) Refund of Terminal Excise duty <input type="checkbox"/> (ii) Refund of Duty Drawback as per AIR <input type="checkbox"/> (iii) Fixation of brand rate for duty draw back <input type="checkbox"/>	
6.	Application is made by: (i) Supplier of goods <input type="checkbox"/> (ii) Recipient of goods <input type="checkbox"/>	
7.	Supply details: (i) Description of goods (ii) Category of supplies under Para 7.02 of FTP	

8. If application is for refund on TED

Sl. No.	Inv. No.	Date of		Description of item(s) of supply	Quantity	Quantum of TED	Late cut, if any	Net claim
		Supply	Payment					

(Provision to be made to add multiple invoices)

9. If the application is for drawback as per Col. "A" of AIR under drawback schedule:

Sl. No.	Invoice No.	Date of		Description of item(s) of supply	Tariff No.	FOR value	Net quantity of supplies	Drawback Rate
		Supply	Payment					

Value Cap(if any)	Amount of DBK	Late cut, if any	Net payable amount

(Provision to add multiple supply Invoices)

10.	If supply towards discharge of export obligation to Advance Authorisation Holder against Invalidation letter and drawback is claimed on inputs either imported or procured locally on payment of duty: Whether, in the application for Advance Authorisation for intermediate supply, it was declared that such inputs to be procured locally /imported on payment of duty?	Yes/No <input type="checkbox"/> <input type="checkbox"/>
11.	If answer to Col. No 12 is yes, Advance Authorization no. & date and File.no. under which it was issued.	
12.	Whether claim is made within the prescribed time	<input type="checkbox"/> <input type="checkbox"/>
13.	If not, rate of late cut as per Para <b>9.02</b> of HBP	
14.	If claim for refund of TED is made by supplier: Whether CENVAT credit has been availed by recipient?	<input type="checkbox"/> <input type="checkbox"/>
15.	If claim for refund of TED is made by recipient: Whether CENVAT credit has been availed by him?	<input type="checkbox"/> <input type="checkbox"/>
16.	If claim for duty drawback is made by supplier: Whether CENVAT credit has been availed by him	<input type="checkbox"/> <input type="checkbox"/>
17.	If claim for duty drawback is made by recipient of goods: Whether CENVAT credit has been availed by supplier of goods?	<input type="checkbox"/> <input type="checkbox"/>
18.	In case of claim made against supply under Para-7.02(a) & (c) whether authorization number and date figure in the supply invoices/ARE.	<input type="checkbox"/> <input type="checkbox"/>
19.	If the application is for fixation of brand rate: (i) Drawback rate under AIR not available (ii) AIR is less than 4/5 of actual duty paid. (iii) Claim is made for basic customs duty.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

20.	If answer to Col. 19 is yes, Whether:  1. Inputs/components were imported directly :  2. Imported inputs/component used from stock/ out sourced locally:  3. Indian origin inputs/components procured locally:  4. Indian origin inputs/components used from stock or procured locally:	<input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>

21. DBK-I Statement

SL No	Name of the materials/ Components	Quality/ Technical Characteristics	Whether imported/ indigenous	Unit	Gross Quantity required	Wastage Quantity	
						Irrecoverable	Recoverable
1	2	3	4	5	6	7	8

Sale Price of waste per unit of Qty	By Product/ co-product		Net wt. of the material	Remarks
	Qty.	Sale value per unit		
9	10	11	12	13

22. Statement of inputs/components used, either imported or procured locally \*\*

S.No	Description	Technical characteristics	S.No. in DBK-I statement	B/E /Invoice No & date under which imported/procured	Name of the Customs House/Excise Authority	Unit	Qty. imported/procured locally	Asses sable value
1	2	3	4	5	6	7	8	9

Heading	Country	Name and full	Rate of	Is	Total amount of	Remarks
---------	---------	---------------	---------	----	-----------------	---------

No. in Customs Tariff Act, 1975	from which imported / name of supplier	address of the supplier in case the foreign material/ Components obtained locally	Duty	assessment final	duty paid	
10	11	12	13	14	15	16

\*\* Only inputs which were imported/ procured and consumed during the period commencing 90 days prior to the date of supply(s) shall only be taken into account for such claim.

A separate work sheet as per DBK form II, II(A), III and III(A) and certificates attached thereto duly certified by Chief Executive/production in-charge shall be submitted, as given in the **APPENDIX-7E**

**23. Check List of documents to be attached duly scanned or submitted in the physical form at counter:**

(1) 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 or Invoices/statement of Invoices certified by Jurisdictional Central Excise Authority of recipient.

(2) In case supply of goods to EOU, ARE-3 duly certified by the recipient and their jurisdictional Central Excise Authority.

(3) Self certified copy of B/Es

(4) Proof of payment through e-BRC as per **APPENDIX-2U** or Payment Certificate issued by Project Authority in **APPENDIX-7D** in original, as the case may be.

(5) PAC issued by the Project Authority in original as per **APPENDIX-7C** or File No. where the original has been submitted.

(6) Copy of contract if supplies were to Project Authority or supplier's copy of original ARO/Invalidation Letter (if supply against ARO/Invalidation Letter issued against AA /DFIA/EPCG).

(7) Non-availment of CENVAT credit certificate as per **ANNEXURE-I**, by the recipient of finished goods (in case claim for TED).

(8) A certificate regarding non-availment of CENVAT credit on inputs used in the resultant product by the supplier of goods as per **ANNEXURE-II** (in case claim for drawback).

(9) Declaration/disclaimer certificate from supplier, in case claim is filed by recipient of goods and from recipient of goods, if claim is filed by supplier of goods, as per **ANNEXURE-III**.

(10) Statement of supplies for Fixation of Drawback Rate as per **APPENDIX-7E**.

## 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 F.T.(D&R) Act, the Rules and Orders framed there under, the FTP, HBP, SION and the ITC(HS) Classification of Export & Import Items.
3. I/we further declare that the claim made by me/us is not a matter of right and I/we shall immediately refund the amount of TED/drawback obtained by us in excess of any amount/rate which may be re-determined by concerned RA / DGFT/Government as a result of post verification/Audit objection or otherwise.
4. None of the Proprietor/Partners(s)/Director(s)/Karta/Trustee of the firm/company has come under the adverse notice of DGFT or is in the caution list of RBI.
5. None of the Proprietor/Partners(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 under the adverse notice of DGFT or is in the caution list of RBI, to the best of my knowledge.
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 AD/RBI permission has been obtained.
7. I/we further declare that the goods supplied are excisable goods but no CENVAT credit is availed/available to the recipient of goods.
8. I/we further declared that no CENVAT credit facility has been availed on inputs for which drawback claim is made.
9. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph **9.06** of the FTP.

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone/Mobile No  
Residential Address  
Email Address  
Place  
Date

**ANNEXURE-I**

**DECLARATION FOR CLAIMING BENEFIT OF TERMINAL EXCISE DUTY (TED)**

It is certified that no CENVAT credit under the Central Excise Rules has been availed by us, nor will be availed in future, on supply of these items as per the application.

Signature (Authorized Signatory):  
Full Name:  
Designation:  
Name of the company:  
Telephone Number:  
E-mail Address:  
Fax No:

**Note:** To be given on the letter head of the recipient of goods.

**ANNEXURE-II**

**DECLARATION FOR CLAIMING DEEMED EXPORT DRAWBACK**

1. I, (Name & Designation) .....on behalf of M/s. .... (Name and address of the supplier) hereby certify that we have supplied the following goods to M/s..... (Name and address of the recipient):

S.No.	Inv. No. & date	Description of goods	Unit	Qty.	Value
-------	-----------------	----------------------	------	------	-------

2. We are the manufacturer exporters/suppliers and are registered/not registered with Central Excise Authority and have not availed and will not avail CENVAT credit facility in respect of duty paid on inputs/components and/or tax paid on input services, in aforesaid supplies. We have also not availed and will not avail rebate on the duty paid on inputs/components used in aforesaid supplies and/or tax paid on input services.

3. We also certify that we have not been issued any Advance Authorization/Duty Free Import Authorization in respect of the aforesaid supply of goods and have not availed any benefit thereon.

4. The complete address of the Jurisdictional Assistant/Deputy Commissioner of the Central Excise Division is given as follows:

Yours faithfully,

Signature (Authorized Signatory)  
Full Name  
Designation  
Name of the company  
Telephone Number

E-mail  
Address  
Fax No.

**Note:** Declaration is to be given on letter head of the supplier. The Declaration furnished by the supplier to Office of the Development Commissioner or RA of DGFT should be in duplicate with complete address of the Jurisdictional Assistant/Deputy Commissioner of the Central Excise Division. The Development Commissioner/RA of DGFT would forward the second copy of this Declaration, duly stamped, to the addressed Assistant /Deputy Commissioner of the Central Excise Division for cross verification.

**ANNEXURE-  
III**

**DISCLAIMER CERTIFICATE FOR NOT CLAIMING DEEMED EXPORT BENEFITS**

We hereby declare that we have neither drawn nor will draw any benefit of deemed export on supply of goods as declared/to be declared in the application for claim of deemed export benefits and we have no objection if M/s..... (Name and address of the recipient/supplier, as the case may be) draws the deemed export benefits on such supply of goods as mentioned in the application.

**(Either party will have to give disclaimer in favour of other for not claiming benefits of deemed export against supply of goods as declared in the Application for claim. The disclaimer is to be submitted on the letter head of the firm/company)**

Yours faithfully,

Signature (Authorized Signatory)

Full Name

Designation

Name of the company

Telephone Number

E-mail

Address

Fax

No

**ANNEXURE-IV**

**FORMAT OF CERTIFICATE TO BE ISSUED BY PUBLIC SECTOR OIL COMPANIES CERTIFYING AMOUNT OF TED PAID BY EOU / PROJECT 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/Project) from our depot at----- \_\_\_\_\_as per details given below.

Description	Invoice No.	Invoice Date	Quantity	Value	Total Duty paid (with breakup 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/Project) claims deemed export benefits.

Authorized Signatory  
(With full name and Designation)

**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)/EHTP/STP/BTP**

(Please see Para 7.10 (b) of HBP)

1. IEC Details	
(i)	IEC Number
(ii)	Date of Issue
(iii)	Issuing Authority
2. Applicants' details	
(i)	Name
(ii)	Address (Registered Office in case of companies and Head Office in case of others)
(iii)	Telephone
3. Application Submission Details	
(i)	Name of the concerned Regional Authority (RA)/Development Commissioner (DC)
(ii)	Date on which application for claim was filed
(ii)	Amount of TED/DBK/CST claim
4. Details of main claim	
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 final approval of claim 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) Intimation letter by which payment details have been communicated.
  - (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, Appendices & ANFs, 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. None of the Proprietor/Partners(s)/Director(s)/Karta/Trustee of the firm/company has come under the adverse notice of DGFT or is in the caution list of RBI.
5. None of the Proprietor/Partners(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 under the adverse notice of DGFT or is in the caution list of RBI, to the best of my knowledge.
6. 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.
7. 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.
8. I hereby certify that I am authorized to verify and sign this declaration as per paragraph **9.06** of Foreign Trade Policy.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Residential Address  
Email:  
Telephone No.(O):

**GUIDELINES FOR APPLICANTS**

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 to be filed within 90 days of the date of receipt of principal amount towards settlement of the claim.
3. Application has to be filed in ANF-7B.
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

**ANF-8**

**APPLICATION PROFORMA FOR REGISTRATION OF QUALITY COMPLAINTS AND TRADE DISPUTES**

**A. Applicant's details:**

i.	Name of the Complainant:	
ii.	Name and Address of firm:	
iii.	IEC number, if applicable:	
iv.	Contact number (with area/ country code):	
v.	E-mail ID:	
vi.	Full name and IEC number of the firm against whom complaint is made:	
vii.	Address and contact number (with area/ country code) and email ID of the firm against whom complaint is made:	
viii.	Whether the supplier is a merchant exporter or a manufacturer exporter:	

**B. Particulars of Quality Complaint (Please fill in the necessary columns)\***

i.	Description of the item(s) imported/ exported	
ii.	Total quantity & value of consignment	
iii.	Details of quantity/ quality and amount under dispute / claim	
iv.	Particulars of Contract/ L.C./ Export Order, if any, giving details of technical requirements stipulated (attach copies)	
v.	Whether any sample was approved? (attach particulars)	
vi.	Date of arrival of goods at the destination port.	
vii.	Condition of the goods at destination point.	
viii.	Whether consignment was in sealed condition? If so, give particulars of the seal used.	
ix.	Bill of Lading/ Shipping Bill/ Airways Bill Number (attach copies)	
x.	Whether exporter forwarded copy of inspection certificate(Please furnish copy)	
xi.	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?	
xii.	Whether quality defects were also covered by insurance(for perishable goods)	

**C. Particulars of Trade Dispute (Please fill in the necessary columns)\***

a.	Non- payment/ Partial payment for the goods supplied	i.	Total amount of contract	
		ii.	Amount Received (if any),	
		iii.	Due Date of the amount to be paid	
b.	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 of Commission	

		v. Copies of correspondence exchanged ( may be furnished)	
c.	Non- execution of Export Order	i. Export order/LC (copy may be furnished)	
		ii. Whether any sample was approved? (if yes, give details & attach a copy of the report)	
		iii. Copies of correspondence exchanged	
		iv. Was anything pending from your end?	
		v. Reasons for delay/ non- execution, as far as known	
d.	Short Supplies	i. Whether any agency was nominated for inspection prior to export? (If yes, furnish details & attach a copy of the report)	
		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(s) for short landing, as far as known.	
		vi. Copies of correspondence exchanged	
e.	Any other complaint (Give details and attach legible copies of the evidence)		

**D. General Information\*:**

i)	Whether imports were effected from this supplier/ exporter in the past.	
ii)	Complaint on past dealings with this trader (if any) and mode of their settlement.	
iii)	Whether further orders have been placed with the same trader subsequently.	
iv)	Any other relevant information that may be of assistance in investigation of the complaint. (attach legible copies of the evidence)	

**\*Details, as applicable, are to be filled in.**

**DECLARATION/ UNDERTAKING**

I hereby declare that the particulars and the statements made in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or held there from.

Place .....

Date .....

Signature of the Applicant

Name

Firm's seal with address and name of firm

**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.**

7. 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 cancelling, 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 a 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**

**Appeal**

15. (1) Any person aggrieved by any decision or order made by the 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 person-
- (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:
- Provided 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 savings**

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.

(Note: - In case of any discrepancy in this version from that published in Gazette notification, the Gazette copy shall be deemed to be the correct/ official copy.)

**THE FOREIGN TRADE (DEVELOPMENT AND REGULATION) AMENDMENT ACT, 2010**

The following Act of Parliament received the assent of the President on 19th August, 2010, and is hereby published for general information:-

THE FOREIGN TRADE (DEVELOPMENT AND REGULATION)  
AMENDMENT ACT, 2010

No.25 of 2010

[19th August, 2010]

An Act to amend the Foreign Trade(Development and Regulation)Act,1992.

Be it enacted by Parliament in the Sixty-first year of the Republic of India as follows:-

1.(1) This Act may be called the Foreign Trade(Development and Regulation) Amendment Act,2010. Short title and commencement

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint:

Provided that different dates may be appointed for different provisions of this Act and any reference in any such provision to the commencement of this Act shall be construed as are reference to the coming into force of that provision.

Amendment of section 2 2. In section 2 of the Foreign Trade (Development and Regulation Act, 1992 (herein after referred to as the principal Act), - 22 of 1992  
(a) for clause (e) following shall be substituted, namely,;

“(e) “import” and “export” means, -

(I) in relation to goods, bringing into, or taking out of, India any goods by land, sea or air;

(II) in relation to services or technology, -  
(i)supplying, services or technology-

India.  
(A) from the territory of another country into the territory of  
(B) in the territory of another country to an Indian service consumer;  
(C) by a service supplier of another country, through commercial presence in India;  
(D) by a service supplier of another country, through presence of their natural persons in India;

(ii) supplying, services or technology –

- (A) from India into the territory of any other country;
- (B) in India to the service consumer of any other country;
- (C) by a service supplier of India, through commercial presence in the territory of any other country;
- (D) by a service supplier of India, through presence of Indian natural persons in the territory of any other country;

Provided that “import” and export” in relation to the goods, services and technology regarding Special Economic Zone or between two Special Economic Zones shall be governed in accordance with the provisions contained in the Special Economic Zones Act, 2005’. 28 of 2005

(b) after clause (i), the following clauses shall be inserted, namely-

“(j) “services” means service of any description which is made available to potential users and includes all the tradable services specified under the General Agreement on Trade in Services entered into amongst India and other countries who are party to the said Agreement:

Provided that, this definition shall not apply to the domain of taxation;

(k) “service supplier” means any person who supplies a service and who intends to take benefit under the foreign trade policy;

(l) “specified goods or services or technology” means the goods or services or technology, the export, import, transfer, re-transfer, transit and transshipment of which is prohibited or restricted because of imposition of conditions on the grounds of their being pertinent or relevant to India as a Nuclear Weapon State, or to the national security of India, or to the furtherance of its foreign policy or its international obligations under any bilateral, multilateral or international treaty, covenant, convention or arrangement relating to weapons of mass destruction or their means of delivery to which India is a party or its agreement with a foreign country under the foreign trade policy formulated and notified under section 5 of the Act;

(m) “technology” means any information (including information embodied in software), other than information in the public domain, that is capable of being used in -

(i) the development, production or use of any goods or software;

(ii) the development of, or the carrying out of, an industrial or commercial activity or the provision of service of any kind.

Explanation – For the purpose of this clause –

(a) when technology is described wholly or partly by reference to the uses to which it (or the goods to which it relates) may be put, it shall include services which are provided or used, or which are capable of being

used in the development, production or use of such technology or goods;

21 of 2005

(b) "public domain" shall have the same meaning as assigned to it in clause (i) of section 4 of the Weapons of Mass Destruction and their Delivery System (Prohibition of Unlawful Activities) Act, 2005'.

3. In the principal Act, in sub-heading below "Chapter II" for the words "EXPORT AND IMPORT POLICY" the words "FOREIGN TRADE POLICY" shall be substituted. Amendment of title Chapter II

4. In section 3 of the Principal Act, -

Amendment of section 3

(a) in sub-section (2), -

(i) for the words "import or export of goods" the words "import or export of goods or services or technology" shall be substituted;

(ii) after sub-section(2), the following proviso shall be inserted, namely:-

"Provided that the provisions of this sub-section shall be applicable, in case of import or export of services or technology, only when the service or technology provider is availing benefit under the foreign trade policy or is dealing with specified services or specified technologies".

(b) after sub-section (3), the following sub- section shall be inserted, namely-

"(4) without prejudice to anything contained in any other law, rule, regulation, notification or order, no permit or licence shall be necessary for import or export of any goods, nor any goods shall be prohibited for import or export except, as may be required under this Act, or rules or orders made thereunder".

5. For section 5 of the principal Act, the following section shall be substituted namely: -

Substitution of new section for section 5

"5. The Central Government may, from time to time, formulate and announce, by notification in the Official Gazette, the foreign trade policy and may also, in the like manner, amend that policy:

Foreign Trade Policy.

Provided that the Central Government may direct that, in respect of the Special Economic Zones, the foreign trade policy shall apply to the goods, services and technology with such exceptions, modifications and adaptations, as may be specified by it by notification in the Official Gazette".

Amendment of section 6.

6. In section 6 of the principal Act, in sub-section (2), for the words "export and import policy", the words "foreign trade policy" shall be substituted.

Amendment of section 7.

7. In section 7 of the principal Act, the following proviso shall be inserted, namely-

“Provided that in case of import or export of services or technology, the Importer-exporter Code Number shall be necessary only when the service or technology provider is taking benefits under the foreign trade policy or is dealing with specified services or specified technologies”.

Amendment of  
section 8

8. In section 8 of the principal Act, -

(A) for sub-section (1), the following sub-section shall be substituted, namely-

“(1) Where –

(a) any person has contravened any of the provisions of this Act or any rules or orders made thereunder or the foreign trade policy or any other law for the time being in force 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 or any other officer authorized by him has reason to believe that any person has made an export or import in a manner 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, or services or technology provided from, the country; or

(c) any person who imports or exports specified goods or services or technology, in contravention of any provision of this Act or any rules or orders made thereunder or the foreign trade policy,

the Director General or any other officer authorized by him 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 after 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”;

(B) in sub-section (2), for the words “import or export any goods”, the words “import or export any goods or services or technology” shall be substituted.

Amendment of  
section 9

9. In section 9 of the principal Act, -

(a) in sub-sections (1), (3), (4) and (5), for the word “licence”, wherever it occurs, the words “licence, certificate, scrip or any instrument bestowing financial or fiscal benefits” shall be substituted;

(b) for sub-section(2), the following sub-section shall be substituted, namely-

“(2) The Director General or an officer authorized 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 or services or technology as may be prescribed and, grant or renew or refuse to grant or renew a certificate, scrip or any instrument bestowing financial or fiscal benefit, after recording in writing his reasons for such refusal.”.

Insertion of  
new Chapter  
IIIA

10. After Chapter III of the Principal Act, the following Chapter shall be inserted, namely:-

#### CHAPTER IIIA

Power of  
Central  
Government to  
impose  
quantitative  
restrictions

#### QUANTITATIVE RESTRICTIONS

9 (A). (1) If the Central Government, after conducting such enquiry as it deems fit, is satisfied that any goods are imported into India in such increased quantities and under such conditions as to cause or threaten to cause serious injury to domestic industry, it may, by notification in the Official Gazette, impose such quantitative restrictions on the import of such goods as it may deem fit:

Provided that no such quantitative restrictions shall be imposed on any goods originating from a developing country so long as the share of imports of such goods from that country does not exceed three per cent, or where such goods originate from more than one developing country, then, so long as the aggregate of the imports from all such countries taken together does not exceed nine per cent, of the total imports of such goods into India.

(2) The quantitative restrictions imposed under this section shall, unless revoked earlier, cease to have effect on the expiry of four years from the date of such imposition:

Provided that if the central government is of the opinion that the domestic industry has taken measures to adjust to such injury or threat thereof and it is necessary that the quantitative restriction should continue to be imposed to prevent of such injury or threat and to facilitate the adjustments, it may extend the said period beyond four years:

Provided further that in no case the quantitative restriction shall continue to be imposed beyond a period of ten years from the date on which such restrictions were first imposed.

(3) The Central Government may, by rules provide for the manner in which goods, the import of which shall be subject to quantitative restrictions under this section, may be identified and the manner in which the causes of serious injury or causes of threat of serious injury in relation to such goods may be determined.

(4) For the purposes of this section-

(a) “developing country” means a country notified by the Central Government in the Official Gazette, in this regard;

(b) “domestic industry” means the producers of goods (including producers of agricultural goods)-

(i) As a whole of the like goods or directly competitive goods in India; or

(ii) Whose collective output of the like goods or directly competitive goods in India constitutes a major share of the total production of the said goods in India;

(c) “serious injury” means an injury causing significant overall impairment in the position of a domestic industry;

(d) “threat of serious injury” means a clear and imminent danger of serious injury.’.

11. In section 10 of the principal Act, for sub-section (1), the following sub-section shall be substituted, namely-

Amendment of section 10.

“(1) The Central Government may, by notification in the Official Gazette, authorize any person for the purposes of exercising such powers with respect to-

(a) entering such premises where the goods are kept, stored or processed, manufactured, traded or supplied or received for the purposes of import or export and searching, inspecting and seizing of such goods, documents, things and conveyances connected with such import and export of goods;

(b) entering such premises from which the services or technology are being provided, supplied, received, consumed or utilized and searching, inspecting and seizing of such goods, documents, things and conveyances connected with such import and export of services and technology,

subject to such requirements and conditions and with the approval of such officer, as may be prescribed:

Provided that the provisions of clause (b) shall be applicable, in case of import or export of services or technology, only when the service or technology provider is availing benefit under the foreign trade policy or is dealing with specified services or specified technologies.

Substitution of new section for section 11

12. For section 11 of the principal act, the following section shall be substituted namely-

Contravention of provisions of this Act, rules, orders and foreign

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 foreign trade 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 foreign trade policy, he shall be liable to a penalty of not less than ten thousand rupees and not more than five times the value of the goods or services or technology in respect of which any contravention is made or attempted to be made, whichever is more.

(3) Where any person signs or uses, or causes to be made, signed or used, any declaration, statement or document submitted to the Director General or any officer authorised by him under this Act, knowing or having reason to believe that such declaration, statement or document is forged or tempered with or false in any material particular, he shall be liable to a penalty of not less than ten thousand rupees or more than five times the value of the goods or services or technology in respect of which such declaration, statement or document had been submitted, whichever is more.

(4) Where any person, on a notice to him by the adjudicating Authority, admits any contravention, the Adjudicating Authority may, in such class or classes or cases and in such manner as may be prescribed, determine, by way of settlement, an amount to be paid by that person.

(5) A penalty imposed under this Act may, if it is not paid, by any person, be recovered by any one or more of the following modes, namely:-

(a) the Director General may deduct or require any officer subordinate to him to deduct the amount payable under this Act from any money owing to such person which may be under the control of such officer; or

(b) the Director General may require any officer of customs to deduct the amount payable under this Act from any money owing to such person which may be under the control of such officer of customs, as if the said amount is payable under the Customs Act, 1962; or 52 of 1962.

(c) the Director General may require the Assistant Commissioner of Customs or Deputy Commissioner of Customs or any other officer of Customs to recover the amount so payable by detaining or selling any goods (including the goods connected with services or technology) belonging to such person which are under the control of the Assistant Commissioner of Customs or Deputy Commissioner of Customs or any other officer of Customs, as if the said amount is payable under the Customs Act, 1962; or 52 of 1962.

(d) if the amount cannot be recovered from such person in the manner provided in clauses (a), (b) and (c),-

(i) the Director General or any officer authorized by him may prepare a certificate signed by him specifying the amount due from such person and send it to the Collector of the District in

which such person owns any property or resides or carries on business and the said Collector on receipt of such certificate shall proceed to recover from such person the amount specified thereunder as if it were an arrear of land revenue; or

(ii) the Director General or any officer authorised by him (including an officer of Customs who shall then exercise his powers under the Customs Act, 1962) and in accordance with the rules made in this behalf, detain any movable or immovable property belonging to or under the control of such person, and detain the same until the amount payable is paid, as if the said amount is payable under the Customs Act, 1962; and in case, any part of the said amount payable or of the cost of the distress or keeping of the property, remains unpaid for a period of thirty days next after any such distress, may cause the said property to be sold and with the proceeds of such sale, may satisfy the amount payable and costs including cost of sale remaining unpaid and shall render the surplus, if any to such person.

52 of 1962.

(6) where the terms of any bond or other instrument executed under this Act or any rules made thereunder provide that any amount due under such instrument may be recovered in the manner laid down in sub-section (5), the amount may, without prejudice to any other mode of recovery, be recovered in accordance with the provisions of that sub section.

(7) without prejudice to the provisions contained in this section, the Importer-Exporter Code Number of any person who fails to pay any penalty imposed under this Act, may be suspended by the Adjudicating Authority till the penalty is paid or recovered, as the case may be.

(8) Where any contravention of any provision of this Act or any rules or orders made thereunder or the foreign trade policy has been, is being, or is attempted to be made, the goods (including the goods connected with services or technology) together with any package, covering or receptacle and any conveyances shall, subject to such conditions and requirements as may be prescribed, be liable to confiscation by Adjudicating Authority.

(9) The goods (including the goods connected with services or technology) or the conveyances confiscated under sub-section (8) 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.”

Insertion of new sections 11A and 11B.

13. After section 11 of the principal Act, the following sections shall be inserted, namely:-

Crediting sums realized by way of penalties in Consolidated Fund of India. Empowering Settlement Commission for regularisation of

“11A. All sums realised by way of penalties under this Act shall be credited to the Consolidated Fund of India.

11B. Settlement of customs duty and interest thereon as ordered

by the Settlement Commission as constituted under section 32 of the Central Excise Act, 1944, shall be deemed to be a settlement under this Act.”

export obligation default.  
Amendment of section 14.

14. In section 14 of the principal Act, for the word “goods” at both the places where it occurs, the words and brackets “goods (including the goods connected with services or technology)” shall be substituted.

Insertion of a new Chapter IVA.

15. After Chapter IV of the principal Act, following Chapter shall be inserted, namely:-

21 of 2005

**CHAPTER IVA  
CONTROLS ON EXPORT OF SPECIFIED GOODS, SERVICES AND  
TECHNOLOGY**

Controls on export of specified goods, services and technology.

14A.(1) In regard to controls on export of specified goods, services and technology referred to in this chapter, the Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005 shall apply to exports, transfers, re-transfers, brought in transit, trans-shipment of, and brokering in specified goods, technology or services.

21 of 2005

(2) All terms, expressions or provisions of the Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005 shall apply to the specified goods, services or technology with such exceptions, modifications and adaptations as may be specified by the Central Government by notification in the Official Gazette,

(3) The Central Government may, by notification in the Official Gazette, direct that any of the provisions of this Chapter-

Transfer controls.

(a) Shall not apply to any goods, services or technologies, or  
(b) Shall apply to any goods, services or technologies with such exceptions, modifications and adaptations as may be specified in the notification.

21 of 2005.

14B.(1) The Central Government may, by notification in the Official Gazette, make rules in conformity with the provisions of the Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005 for, or, in connection with, the imposition of controls in relation to transfer of specified goods, services or technology.

21 of 2005.

Catch-all controls.

(2) No goods, services or technology notified under this Chapter shall be exported, transferred, re-transferred, brought in transit or transshipped except in accordance with the provisions of this Act, the Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005 or any other relevant Act.

Suspension or

14C. No person shall export any material, equipment or technology

cancellation of a licence	<p>knowing that such material, equipment or technology is intended to be used in the design or manufacture of a biological weapon, chemical weapon, nuclear weapon or other nuclear explosive device, or in their missile delivery systems.</p>	
Offences and penalties	<p>14D. The Director General or an officer authorized by him may, by order, suspend or cancel a licence to import or export or specified goods or services or technology without giving the holder of the licence a reasonable opportunity of being heard but such person shall be given a reasonable opportunity of being heard within six months of such order and thereupon the Director General or the Officer so authorized may, if necessary, by order in writing, confirm, modify or revoke such order.</p>	21 of 2005.
Amendment of title of Chapter V	<p>14E. (1) In case of a contravention relating to specified goods, services or technologies, the penalty shall be in accordance with the provisions of the Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005.</p>	21 of 2005.
Amendment of section 15	<p>(2) Where any person contravenes or attempts to contravene or abets, any of the provision(s) of this Chapter in relation to import or export of any specified goods or services or technology, he shall, without prejudice to any penalty which may be imposed on him, be punishable with imprisonment for a term stipulated in the Weapons of Mass Destruction and their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005.</p> <p>(3) No court shall take cognizance of any offence punishable under this Chapter without the previous sanction of the Central Government or any officer authorized in this behalf by the Central Government by general or special order".</p>	Substitution of new section for section 16
Amendment of section 15	<p>16. In the principal Act, in sub-heading below "CHAPTER V", for the word "REVISION", the word "REVIEW" shall be substituted.</p>	Review.
Amendment of section 15	<p>17. In section 15 of the principal Act, in sub-section (2), in the proviso, for the word "goods", the words and brackets "the goods (including the goods connected with services or technology)" shall be substituted.</p>	Review.
Amendment of section 15	<p>18. For section 16 of the principal Act, the following shall be substituted, namely-</p>	Review.
Amendment of section 15	<p>16. "The Central Government, in the case of any decision or order 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, 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:</p>	Review.
Amendment of section 15	<p>Provided that no decision or order shall be varied under this section so as to prejudicially affect any person unless such person-</p>	Review.

(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

Amendment of section 17.

(b) has been given a reasonable opportunity of making representation and, if he so desires, of being heard in his defence”.

Insertion of new section 18A.

19. In section 17 of the principal Act, for the word “Revision” wherever it occurs, the word “Review” shall be substituted.

Application of other laws not barred.

20. After section 18 of the principal Act, the following shall be inserted, namely:-

Amendment of section 19.

“18.A The provision of this Act shall be in addition to, and not in derogation of, the provisions of any other law for the time being in force”.

21. In section 19 of the principal Act, in sub-section (2), -

(a) in clause (b), for the word “licence”, the words “licence, certificate, scrip or any instrument bestowing financial or fiscal benefits” shall be substituted;

(b) for clause (c), the following clause shall be substituted, namely:-

“(c) the class or classes of goods (including the goods connected with service or technology) for which a licence, certificate, scrip or any instrument bestowing financial or fiscal benefits may be granted under sub-section (2) of section 9.”.

(c) in clauses (d) and (e), for the word “licence”, the words “licence, certificate, scrip or any instrument bestowing financial or fiscal benefits” shall be substituted;

(d) after clause (e), the following clause shall be inserted, namely:-

“(ea) the matter in which goods the import of which shall be subject to quantitative restrictions, may be identified and the manner in which the causes of serious injury or causes of threat of serious injury in relation to such goods may be determined under sub-section (3) of section 9A;”;

(e) in clause (f), for the word “goods”, the words and brackets “goods (including the goods connected with the service or technology)” shall be substituted;

(f) in clause (g), for the words, brackets and figures “sub-section (3) of section 11”, the words, brackets and figures” sub-section (4) of the section 11” shall be substituted;

(g) for clause (h), the following clause shall be substituted, namely:-

“(h) the requirement and conditions subject to which goods (including the goods connected with service or technology) and conveyances shall be liable to confiscation under sub-section (8) of section 11;”;

(h) for clause (i), the following clause shall be substituted, namely:-

“(i) the manner in which and the conditions subject to which goods (including the goods connected with service or technology) and conveyances may be released on payment of redemption charges under sub-section (9) of section 11;”.

V.K.BHASIN  
Secretary to the Govt of India.

(Note: - In case of any discrepancy in this version from that published in Gazette notification, the Gazette copy shall be deemed to be the correct/ official copy.)

## **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 person-

- (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 if-

- (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 or 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 document-**

- (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 conveyances.-**

- (1) Any person authorised by the Central Government under subsection (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 of 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.
- (b) 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) If 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 force,-

- (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 or 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 mens rea 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 thereof subject to a minimum rupees two hundred.
3.	Where the value of the goods specified in the application exceeds rupees one crore	Rupees two per thousand thereof subject to a maximum 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 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.

(Note: - In case of any discrepancy in this version from that published in Gazette notification, the Gazette copy shall be deemed to be the correct/ official copy.)

**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 manufacturer 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.

(Note: - In case of any discrepancy in this version from that published in Gazette notification, the Gazette copy

shall be deemed to be the correct/ official copy.)

## 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

(Issued from F 18/27/HQ/06-07/ECA-II)

(R S Gujral)  
 Director General of Foreign Trade  
 and Ex-Officio Additional Secretary to Government of India

## 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.

Sl 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 31st 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.

TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II SECTION 3, SUB-SECTION (ii)

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF COMMERCE  
NOTIFICATION No. 20 (RE-2013)/2009-2014  
New Delhi, dated the 13<sup>th</sup> June, 2013

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 the earlier Notifications mentioned below, 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 of the FT(DR) Act, 1992, subject to the limits specified against such officers in the corresponding entry in column 3 of the said Table, namely:-

TABLE

S. No	Designation of Officer	Value of goods or services or technology covered by an authorization issued, registration certificate/ permits issued for import or export or in respect of goods or services or technology for which import or export is permitted without any authorization
1.	Additional Director General of Foreign Trade	Without limit
2.	Joint Director General of Foreign Trade	Up to Rs.25 crores
3.	Deputy Director General of Foreign Trade/ Assistant Director General of Foreign Trade	Up to Rs.10 crores
4.	Development Commissioner, Special Economic Zones	Without limit in respect of Export Oriented Units and units in Special Economic Zones
5.	Designated Officer, Department of Electronics & Information Technology	Without limit in respect of units in Software Technology Parks (STPs) and Electronics Hardware Technology Parks (EHTPs).

Previous Notifications which stand superseded:

1. Notification S.O.24(E) dated 20<sup>th</sup> January 1999
2. Notification S.O. 194(E) dated 6<sup>th</sup> March 2000
3. Notification S.O. 106(E) 30<sup>th</sup> January, 2006
4. Notification S.O. 1534 dated 14<sup>th</sup> September, 2006
5. Notification S.O. (E) dated 17<sup>th</sup> April, 2009

(Anup K. Pujari)  
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(Issued from File No.01/69/594/007/2008/OM1/O&M)

TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II SECTION 3, SUB-SECTION (ii)

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF COMMERCE  
NOTIFICATION No. 21 (RE-2013)/2009-2014  
New Delhi, dated the 13<sup>th</sup> June, 2013

S.O., 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) and in supersession of the earlier Notifications referred below, the Central Government hereby authorizes the officers specified in column 3 of the Table below to function as Appellate Authority against the orders passed by the Adjudicating Authorities authorized 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.	Assistant Director General of Foreign Trade	Additional Director General of Foreign Trade
2.	Deputy Director General of Foreign Trade	
3.	Joint Director General of Foreign Trade	
4.	Additional Director General of Foreign Trade	A Bench of two Additional Director General of Foreign Trade in the Directorate General of Foreign Trade to be so constituted by the Director General.
5.	Development Commissioner, Special Economic Zones	
6.	Designated Officer, Department of Electronics & Information Technology	

Earlier Notifications:

1. Notification S.O. 1059(E) dated 31<sup>st</sup> December, 1993.
2. Notification S.O. 193(E) dated 6<sup>th</sup> March, 2000.

(Anup K. Pujari)  
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(File No.01/69/594/007/2008/OM1/O&M)

TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II SECTION 3, SUB-SECTION (ii)

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF COMMERCE

NOTIFICATION No. 101 (RE-2013)/2009-2014

New Delhi, dated the 5th December, 2014

S.O, 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) and in supersession of the earlier Notifications referred below, the Central Government hereby authorizes the officers specified in column 3 of the Table below to function as Appellate Authority against the orders passed by the Adjudicating Authorities authorized by the Central Government under Section 13 of the said Act and specified in column 2 of the said Table:-

**TABLE**

<b>Sl. No.</b>	<b>Designation of Adjudicating Authority</b>	<b>Appellate Authority</b>
1	Assistant Director General of Foreign Trade	Additional Director General of Foreign Trade
2.	Deputy Director General of Foreign Trade	
3.	Joint Director General of Foreign Trade	
4.	Additional Director General of Foreign Trade	Director General of Foreign Trade aided by one Addl. DGFT in the Directorate General of Foreign Trade.
5.	Development Commissioner, Special Economic Zones	
6.	Designated Officer, Department of Electronics & Information Technology	

Earlier Notifications which stand superseded:

1. Notification S.O. 1059(E) dated 31st December, 1993.
2. Notification S.O. 193(E) dated 6th March, 2000.
3. Notification No. 21 (RE-2013)/2009-2014 dated 13th June, 2013.

(Pravir Kumar)  
Director General of Foreign Trade  
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(File No.01/69/594/007/2008/OM1/O&M)

**ORDER**

**New Delhi, the 31<sup>st</sup> 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**

Sl No	The Designation of the Officers	The Territorial areas in respect of which the jurisdiction is to be exercised
1	Additional Director General of Foreign Trade	Throughout India
2	The Export Commissioner	Throughout India
3	The Joint Director General of Foreign Trade	
	(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	
	(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
5	The Assistant Director General of Foreign Trade	
	(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
6	The Controller of Imports and Exports:	
	(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 31<sup>st</sup> 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.

Sl No	The Designation of the Officers	The Territorial areas in respect of which the jurisdiction is to be exercised
1	Additional Director General of Foreign Trade	Throughout India
2	The Export Commissioner	Throughout India
3	The Joint Director General of Foreign Trade	
	(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	
	(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
5	The Assistant Director General of Foreign Trade	
	(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
6	The Controller of Imports and Exports:	
	(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.

[To be Published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i) of dated the 24<sup>th</sup> May, 2012]

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

**NOTIFICATION**

**NEW DELHI, THE 24<sup>th</sup> May, 2012**

**G.S.R. 381(E).**--- In exercise of the powers conferred by sub-section (3) of section 9A 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 Safeguard Measures (Quantitative Restrictions) Rules, 2012.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions** .-- (1) In these rules, unless the context otherwise requires, --

(a) "Act" means the Foreign Trade (Development and Regulation) Act, 1992 (22 of 1992);

(b) "Authorised Officer" means the Authorised Officer designated as such under sub-rule(1) of rule 3;

(c) "increased quantity" includes increase in import whether in absolute terms or relative to domestic production;

(d) "interested party" includes -

- i. an exporter or foreign producer or the importer of goods (which is subject to investigation for purposes of imposition of safeguard quantitative restrictions) or a trade or business association, majority of the members of which are producers, exporters or importers of such goods;
- ii. the Government of the exporting country; and
- iii. a producer of the like goods or directly competitive goods in India or a trade or business association, a majority of members of which produce or trade the like goods or directly competitive goods in India;

(e) "like goods" means goods which is identical or alike in all respects to the goods under investigation, or in the absence of such goods, other goods which has characteristics closely resembling those of the goods under investigation;

(f) "quantitative restrictions" means any specific limit on quantity of goods imposed as a safeguard measure under the Act;

(g) "specified country" means a country or territory which is a member of the World Trade Organization and includes the country or territory with which the Government of India has an agreement for giving it the most favoured nation treatment;

- (2) The words and expressions used herein and not defined, but defined in the Act shall have the meanings respectively assigned to them in the Act.

**3. Responsibility of Authorised Officer for making enquiry in respect to safeguard quantitative restrictions .—** (1) The Central Government shall, by notification in the Official Gazette, designate an officer not below the rank of Additional Director General of Foreign Trade as an Authorised officer for making investigation for the purpose of this rules.

(2) The Authorised Officer shall be responsible for conducting investigation, under sub-section (1) of section 9A, for the purpose of imposition of safeguard quantitative restrictions and making necessary recommendation therein to the Central Government.

(3) The Directorate General of Foreign Trade shall provide secretarial support and the services of such other persons and such other facilities as it deems fit.

**4. Duties of Authorised Officer .--** It shall be the duty of the Authorised Officer --

(a) to investigate the existence of serious injury or threat of serious injury to domestic industry as a consequence of increased import of a goods into India;

(b) to identify the goods liable for quantitative restrictions as a safeguard measure;

(c) to submit its findings, to the Central Government as to the serious injury or threat of serious injury to domestic industry consequent upon increased import of goods into India from the specified country;

(d) to recommend--

(i) the nature and extent of quantitative restrictions which, if imposed, shall be adequate to remove the serious injury or threat of serious injury to the domestic industry; and

(ii) the duration of imposition of safeguard quantitative restrictions and where the period so recommended is more than one year, to recommend progressive liberalisation adequate to facilitate positive adjustment; and

(e) to review the need for continuance of the safeguard quantitative restrictions.

**5. Initiation of investigation.---** (1) The Authorised Officer shall, on receipt of a written application by or on behalf of the domestic producer of like goods or directly competitive goods, initiate an investigation to determine the existence of serious injury or threat of serious injury to the domestic industry, caused by the import of a goods in such increased quantities, absolute or relative to domestic production.

(2) The application referred to in sub-rule (1) shall be made in Form appended to these rules and be supported with-

- (a) the evidence of -
    - (i) increased imports as a result of unforeseen development;
    - (ii) serious injury or threat of serious injury to the domestic industry; and
    - (iii) a causal link between imports and the alleged serious injury or threat of serious injury;
  - (b) a statement on the efforts being taken, or planned to be taken, or both, to make a positive adjustment to increase in competition due to imports; and
  - (c) a statement mentioning whether an application for the initiation of a safeguard action on the goods under investigation has also been submitted to the Director General of Safeguards, Department of Revenue.
- (3) The Authorised Officer shall not initiate an investigation pursuant to an application made under sub-rule (1), unless, it examines the accuracy and adequacy of the evidence provided in the application and satisfies himself that there is sufficient evidence regarding--
- (a) increased imports;
  - (b) serious injury or threat of serious injury; and
  - (c) a causal link between increased imports and alleged serious injury or threat of serious Injury.
- (4) Notwithstanding anything contained in sub-rule (1), the Authorised Officer may initiate an investigation *suo moto*, if, it is satisfied with the information received from any source that sufficient evidence exists as referred to in clause (a), clause (b) or clause (c) of sub-rule (3).

**6. Principles governing investigations.—** (1) The Authorised Officer shall, after it has decided to initiate investigation to determine serious injury or threat of serious injury to domestic industry, consequent upon the increased import of a goods into India, issue a public notice notifying its decision which, *inter alia*, contain information on the following, namely:-

- a. the name of the exporting countries, the goods involved and the volume of import;
  - b. the date of initiation of the investigation;
  - c. a summary statement of the facts on which the allegation of serious injury or threat of serious injury is based;
  - d. reasons for initiation of the investigation;
  - e. the address to which representations by interested parties should be directed; and
  - f. the time-limits allowed to interested parties for making their views known.
- (2) The Authorised Officer shall forward a copy of the public notice to the Central Government in the Ministry of

Commerce and Industry and other Ministries concerned, known exporters of the goods, the Governments of the exporting countries concerned and other interested parties.

- (3) The Authorised Officer shall also provide a copy of the application referred to in sub-rule (1) of rule 5, to--
- (a) the known exporters, or the concerned trade association;
  - (b) the Governments of the exporting countries; and
  - (c) the Central Government in the Ministry of Commerce and Industry:

Provided that the Authorised Officer shall also make available a copy of the application, upon request in writing, to any other interested person.

- (4) The Authorised Officer may issue a notice calling for any information in such form as may be specified in the notice from the exporters, foreign producers and governments of exporting countries and such information shall be furnished by such persons and governments in writing within thirty days from the date of receipt of the notice or within such extended period as the Authorised Officer may allow on sufficient cause being shown.

**Explanation.**--For the purpose of this rule, the public notice and other documents shall be deemed to have been received one week after the date on which these documents were put in the course of transmission to the interested parties by the Authorised Officer.

- (5) The Authorised Officer shall provide opportunity to the industrial user of the goods under investigation and to representative consumer organisations in cases where the goods is commonly sold at retail level to furnish information which is relevant to the investigation including *inter alia*, their views if imposition of safeguard quantitative restrictions is in public interest or not.
- (6) The Authorised Officer may allow an interested party or its representative to present the information relevant to investigation orally but such oral information shall be taken into consideration by the Authorised Officer only when it is subsequently submitted in writing.
- (7) The Authorised Officer shall make available the evidence presented to it by one interested party to all other interested parties, participating in the investigation.
- (8) In case where an interested party refuses access to or otherwise does not provide necessary information within a reasonable period or significantly impedes the investigation, the Authorised Officer may record its findings on the basis of the facts available and make such recommendations to the Central Government as it deems fit under such circumstances.

**7. Confidential information** -- (1) Notwithstanding anything contained in sub-rules (1), (3) and (7) of rule 6, and sub-rule (5) of rule 9, any information which is by nature confidential or which is provided on a confidential basis shall, upon cause being shown, be treated as such by the Authorised Officer and not be disclosed without specific authorisation of the party providing such information.

- (2) The Authorised Officer may require the parties providing information on confidential basis to furnish

non confidential summary thereof and if, in the opinion of the party providing such information, such information cannot be summarised, such party may submit to the Authorised Officer a statement of reasons why summarisation of such information is not possible.

- (3) Notwithstanding anything contained in sub-rule (2), if the Authorised Officer is satisfied that the request for confidentiality is not warranted or the supplier of the information is unwilling either to make the information public or to authorise its disclosure in a generalised or summary form, it may disregard such information unless it is demonstrated to its satisfaction from appropriate sources that such information is correct.

**8. Determination of serious injury or threat of serious injury.--** The Authorised Officer shall determine serious injury or threat of serious injury to the domestic industry taking into account, inter alia, the following principles, namely:-

- (a) in the investigation to determine whether increased imports have caused or are threatening to cause serious injury to a domestic industry, the Authorised Officer shall evaluate all relevant factors of an objective and quantifiable nature having a bearing on the situation of that industry, in particular, the rate and amount of the increase in imports of the goods concerned in absolute and relative terms, the share of the domestic market taken by increased imports, changes in the level of sales, production, productivity, capacity utilisation, profits and losses, and employment; and
- (b) the determination referred to in clause (a) shall not be made unless the investigation demonstrates, on the basis of objective evidence, the existence of the causal link between increased imports of the goods concerned and serious injury or threat thereof:

Provided that when factors other than increased imports are causing injury to the domestic industry at the same time, such injury shall not be attributed to increase imports and in such cases, the Authorised Officer may refer the complaint to the authority for anti-dumping or countervailing duty investigations, as appropriate.

**9. Final findings.--** (1) The Authorised Officer shall, within eight months from the date of initiation of the investigation or within such extended period as the Central Government may allow, determine whether, as a result of unforeseen developments the increased imports of the goods under investigation has caused or threatened to cause serious injury to the domestic industry, and a casual link exists between the increased imports and serious injury or threat of serious injury and recommend --

- (i) the extent and nature of quantitative restrictions which, if imposed, would be adequate to prevent or remedy 'serious injury' and to facilitate positive adjustment, as the case may be;
- (ii) the extent of quantitative restrictions so that the quantity of imports is not reduced to the quantity of imports below the level of a recent period which shall be the average of import in the last three representative years for which statistics are available and justification if a different level is necessary to prevent or remedy serious injury;

- (iii) the quota to be allocated among the supplying countries, and the allocation of shares in the quota for such specified countries which have a substantial interest in supplying the goods;
  - (iv) the duration of imposition of quantitative restrictions and where the duration of imposition of quantitative restrictions is more than one year, the progressive liberalisation adequate to facilitate positive adjustment.
- (2) The final findings if affirmative shall contain all information on the matter of facts and law and reasons which have led to the conclusion.
  - (3) The Authorised Officer shall issue a public notice recording his final findings.
  - (4) The Authorised Officer shall send a copy of the public notice regarding his final findings to the Central Government in the Ministry of Commerce and Industry and a copy thereof to the interested parties.

**10. Imposition of safeguard quantitative restrictions.--** The Central Government may based on the recommendation of the Authorised Officer, by a notification in the Official Gazette, under sub-section (l) of section 9A of the Act, impose upon importation into India of the goods covered under the final determination, a safeguard quantitative restrictions not exceeding the amount or quantity which has been found adequate to prevent or remedy serious injury and to facilitate adjustment.

**11. Imposition of safeguard quantitative restrictions on non-discriminatory basis.--** Any safeguard quantitative restrictions imposed on goods under these rules shall be applied on a non-discriminatory basis to all imports of the goods irrespective of its source.

**12. Date of commencement of safeguard quantitative restrictions.--** The safeguard quantitative restrictions levied under these rules shall take effect from the date of publication of the notification in the Official Gazette, imposing such quantitative restrictions.

**13. Duration .—**(1) The safeguard quantitative restrictions imposed under rule 10 shall be for such period of time as may be necessary to prevent or remedy serious injury and to facilitate adjustment.

- (2) Notwithstanding anything contained in sub-rule (1), safeguard quantitative restrictions imposed under rule 10 shall, unless revoked earlier, cease to have effect on the expiry of four years from the date of its imposition:

Provided that if the Central Government is of the opinion that the domestic industry has taken measures to adjust to such serious injury or threat thereof and it is necessary that the safeguard quantitative restrictions should continue to be imposed, to prevent such serious injury or threat and to facilitate adjustments, it may extend the period beyond four years:

Provided further that in no case the safeguard quantitative restrictions shall continue to be imposed beyond a period of ten years from the date on which such restrictions were first imposed.

**14. Liberalization of safeguard quantitative restrictions. --** If the duration of the safeguard quantitative restrictions imposed under rule 10 exceeds one year, the restriction shall be progressively liberalised at regular intervals during the period of its imposition.

**15. Review.**—(1) The Authorised Officer shall, from time to time, review the need for continued imposition of the safeguard quantitative restrictions and shall, if, it is satisfied on the basis of information received that --

- (a) safeguard quantitative restrictions is necessary to prevent or remedy serious injury and there is evidence that the industry is adjusting positively, it may recommend to the Central Government for the continued imposition of quantitative restrictions;
- (b) there is no justification for the continued imposition of such restriction; recommend to the central Government for its withdrawal:

Provided that where the period of imposition of safeguard quantitative restrictions exceeds three years, the Authorised Officer shall review the situation not later than the midterm of such imposition, and, if appropriate, recommend for withdrawal of such safeguard quantitative restrictions or for the increase of the liberalisation of quantitative restrictions.

- (2) Any review initiated under sub-rule (1), shall be concluded within a period not exceeding eight months from the date of initiation of such review or within such extended period as the Central Government may allow.
- (3) The provisions of rules 5, 6, 7 and 9 shall, *mutatis mutandis*, apply in the case of review under this rule.

[File No. 01/92/180/106/AM 11/PC –VI/PRA ]

ANUP K. PUJARI, DIRECTOR GENERAL OF FOREIGN TRADE

### **FORM [See Rule 5(2)]**

#### **Information to be provided by Applicant for Safeguard Investigation**

#### **Table of Contents**

- Section 1** General Information
- Section 2** Product in respect of which Increase in Imports Noticed
- Section 3** Increased Imports
- Section 4** Domestic Production
- Section 5** Injury
- Section 6** Cause of Injury
- Section 7** Submissions
- Section 8** Annexes

### **Section 1: General Information**

- 1) Date of Application
- 2) Applicant(s) Provide name(s) and address(es) of the applicant(s)
- 3) Domestic Producers of the like or directly competitive products on whose behalf the application is filed (Give details of all domestic producers who support the application) along with their IEC, where applicable)
- 4) Information on production accounted for by the domestic producers of the like or directly competitive products (in respect of those domestic producers who support the application).
- 5) Information on the total domestic production of the product concerned of the like or directly competitive products (in respect of all producers whether they support the application or not).

### **Section 2: Product in respect of which increase in imports alleged**

1. Name of the product.
2. Description: Provide full description of the product including chemical formula, grade constituent materials / Components, process of manufacture in brief, uses and inter-changeability of various grades, etc.
3. Tariff classification: Provide the classification of the product under the HS classification as well as Indian customs Tariff Classification at 6/8/10 digit level
4. Import Duty: Provide information relating to rates of import duty levied during the past three years. If the product enjoys any concessional or preferential treatment, provide details.
5. Country(ies) of Origin: Provide name(s) of country(ies) where the product has originated (where the country of origin is different then the country of export, the name of the country of origin should also be provided).
6. Provide a list of all known foreign producers, exporters & importers of the imported product, country-wise, together with names and addresses of concerned trade associations and user associations etc.
7. Information on major industrial users, organization of industrial users and representative consumer organisations. (In case the product is commonly sold at retail level).
8. Export Price: Details of export price of the imported Product exporter / country-wise and the basis thereof (provide the f.o.b. / c.i.f. price at which the goods enter into India).

### **Section 3: Increased Imports**

1. Provide full and detailed information regarding the imports of the said product in terms of quantity and value year wise for the last three years (or longer).
2. Provide break up of (1) above country wise in absolute terms as well as a percentage of the total imports

of the said product.

3. Provide full and detailed information on the share of the imported products and the share of the domestic production of the like product and the directly competitive products in the total domestic consumption for the last three years (or longer) both in terms of quantity and value.
4. Provide information on factors that may be attributing to increased imports.

#### **Section 4: Domestic Production**

1. Details of the like product end directly competitive products produced by the domestic producers. Information similar to II above i.e.
  - i. Name
  - ii. Description
  - iii. Tariff classification both under the Central Excise Tariff as well as under the Customs Tariff.
  - iv. Details of domestic producers
2. Names and addresses of all known domestic producers and concerned trade associations and users associations etc.
3. Details of production accounted for by each of the producers at 2 above.
4. Details of total domestic production.
5. Installed capacity, capacity utilization and fall in capacity utilization etc.

#### **Section 5: Injury or Threat of Injury**

1. Impact of increased imports on Domestic Industry: Detailed information on how the increased imports are causing serious injury or threat of serious injury to the domestic industry. This should, *inter alia*, include information on
  - a. Sale volumes, total domestic consumption and how the market share of domestic production has been affected.
  - b. Price undercutting / price depression / prevention of rise in prices. Information on costs of production and how the increased imports have affected the prices of domestic production needs to be provided.
  - c. Any significant idling of production facilities in the industry including data indicating plant closure or fall in normal production capacity utilization.
  - d. Loss of employment
  - e. Financial situation

Full information on the financial situation of the domestic industry including information on

decline in sales, growing inventory, downward trend in production, profits, productivity or increasing unemployment needs to be provided.

2. Other Factors of Injury: Provide details of any other factors that may be attributing to the injury to the domestic industry and an explanation that injury caused by these other factors is not attributed to injury caused by increased imports. (Information on injury caused due to dumping or subsidization, if any, needs to be specifically provided here. Also mention if any application for anti-dumping or countervailing duty investigation has been filed).

### **Section 6: Cause of Injury:**

Please provide an analysis of data presented above bringing out a nexus between the increased imports, either actual or relative to domestic production, and the injury or threat of injury caused to the domestic industry and the basis for a request for initiation of safeguards investigation under Safeguard Measures (Quantitative Restrictions) Rules, 2012.

### **Section 7: Submission**

- a. A statement describing the measure requested including:
  - Nature and quantum of safeguard quantitative restriction requested.
  - Purpose of seeking the relief and how such objective will be achieved.
  - Duration for which imposition of safeguard quantitative restriction is requested and the reasons therefore.
- b. If the safeguard measures are requested to be imposed for more than one year, details on efforts being taken and planned to be taken or both to make a positive adjustment to import competition with details of progressive liberalization adequate to facilitate positive adjustment of the industry.

### **Section 8: Annexes**

All supporting information can be provided as annexes to the application. (The main information must be provided at the appropriate places. The details of the information can be provided in annexes).

(Note: - In case of any discrepancy in this version from that published in Gazette notification, the Gazette copy shall be deemed to be the correct/ official copy.)