

APPENDIX - 10

FORM OF APPLICATION FOR FIXATION/MODIFICATION OF STANDARD INPUT/ OUTPUT NORMS

1. Please see Paragraph 4.9 and 4.10 of this Handbook.
2. Please read the general instructions given at Appendix-1 before filling this application.
3. Please submit 5 copies of this application form.

FOR OFFICIAL USE

File No.:..... Date :.....

PART 1 TO APPENDIX 10

(Application for fixation of Standard input-output Norms)

1. Name and address of the applicant :
2. IEC Number :
3. Resultant product :

Export Product Group :

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

(a) Imported inputs:

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

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

(b) Indigenous inputs

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

5. Production and consumption data of the manufacturer/supporting manufacturer (of preceding three licensing years duly certified by the Chartered Accountant/Cost and Works Accountant):

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

6. Details of earlier licences obtained (if any) for the resultant product during the preceding two licensing years.

S.No.	Licence no. date and issuing authority	Whether based on ALC/SALC norms (please specify enclosing a copy of licence	Norms adopted per unit resultant product (items No.in the same order as in S.No.4 above
(1)	(2)	(3)	(4)

7. Please furnish technical details as per Annexure-I depending upon the resultant product. Please confirm the same []

(TO BE FILLED IN BY THE CHARTERED ENGINEER)

8 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 and having due 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 item for which the application is made.

Signature of Chartered
Engineer

Name in Block Letters

Designation

Address

Tel.No.

Name and Address of the
Institution

Ref. No. and Date of
Corporate Membership

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 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 and the Handbook of Procedures.
4. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

(SIGNATURE OF APPLICANT)

Name in Block Letters :.....
Designation :.....
Official address :.....
.....

Place :

Date :

Residential address :.....

E-Mail address:

PART 2 APPENDIX - 10

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(Application for Amendment/Modification of Norms)

.....

1. Name and address of the applicant :

2. For amendment of export/import items : Export item

Import item

(a) Specify the product group & Sl.No.in which amendment is required Product group

(b) Amendments required for item of import/export Sl.No.

Resultant product	Items allowed	Items ought for inclusion/ deletion	Discrepancy in export/ import item description	Qty. sought for import per unit of export (for new item)
[1]	[2]	[3]	[4]	[5]

(c) For amendment of Quantities permitted

Resultant product	Import item(s) for which quantity sought to be revised	Quantity allowed	Qty. required
[1]	[2]	[3]	[4]

3. Specific justification for amendment sought including the details referred to against S.No.4,5 and 7 of Part-I of Appendix-10.

(If required, separate sheet may be attached)

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 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 and the Handbook of Procedures.**

- 4) I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.**

Signature of the Applicant:.....

Name:
(in block letters)

Designation:

Official Address:

Residential: Address
.....
.....

E-Mail Address :

Place:

Date :

(I) CHEMICALS PRODUCTS, DRUGS AND PHARMACEUTICALS

- a) Step-wise Manufacturing Process.
- b) Complete Chemical reactions with molecular and structural formula and molecular weights along with stage-wise % yields on molar basis.
- c) Material balance (Stoichiometric Balance Details) for the entire manufacturing process.
- d) Requirement and recovery of solvents used in the entire manufacturing process at each step.
- e) Authentic technical literature/catalogue in support of percentage yield claimed in the entire manufacturing process.
- f) Details of by-product/co-products formed in the above process with their quantities and values
- g) Details of solvents charged, recovered and consumed in each step of the manufacturing process in terms of quantity.
- h) Collaborator's guaranteed norms, if any.
- i) Percentage purity of finished product and raw materials and percentage of any diluent/moisture etc. in the export product.
- j) End use of the chemical intermediates being exported. In case of the drug intermediate, the name of the bulk drug where the same is to be used should be indicated.
- k) Copy of the valid drug manufacturing licence, wherever applicable.
- l) Standard technical literature pertaining to the process as well as yields in case of new drug molecules being exported. This technical material can be by way of standard references – Chemical Abstracts, Journal of Organic Chemistry and the like or copy of the relevant patent.
- m) Pharmaceutical references whether the export product is of USP, BP etc.

(II) ENGINEERING PRODUCTS

- a) Model number, technical specification and specific quantity-both in terms of number (if any) and/or weight, of each export product (Column 4 of Appendix-10).
- b) Details technical Note on manufacturing process.
- c) Drawings/catalogues of each export product.
- d) Weight of each product (if the inputs includes raw material).

IMPORT ITEMS

A. COMPONENTS

- i) Technical characteristics/part numbers, if any.
- ii) Assembly drawings/diagrams of the resultant product showing placement of components.
- iii) Usage of the components.
- iv) Weight of the components
- v) Bifurcated quantities of components to be accounted for in the resultant product and the requirement of components as spares.

B. RAW MATERIALS/ CONSUMABLES

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

(III). TEXTILE PRODUCTS

- a) Detailed drawings of the Items of manufacture i.e. export product;
- b) Justification for wastages claimed in regard to the items to be imported;
- c) Justification for import of particular grade/specification/ dimension etc., of the raw material applied for; etc.

(IV) PLASTIC/ RUBBER PRODUCTS

- a) Detailed manufacturing process alongwith technical justification for wastages claimed at each stage of manufacturing process.
- b) Technical descriptions/specifications including size, thickness and weight range of plastic/rubber etc. of the products to be exported along with small samples of export product.
- c) Chemical name of Processing Aid, Blowing Agent & pigment proposed to be imported.
- d) Whether the scrap generated in the process is being reused or not. If not the technical justification for its non-use may be furnished. If the scrap is being sold, the sale value/commercial value may be indicated.
- e) Percentage of rubber compound in the export product.
- f) Percentage composition of rubber compound in terms of different constituents.
- g) Percentage composition by weight of constituents in formulated/ blended products.

(V) PESTICIDES

- a) Manufacturing process for pesticides for both technical grade as well as formulation, as the case may be.
- b) Detailed chemical reactions and material balance along with molecular weight of the reactants, % yield and wastages at different stages of manufacturing process supported by authentic/printed technical literature.
- c) Details of by-products, if any, formed during the reaction alongwith its recovery in terms of quantity and value.
- d) Percentage purity of finished product and raw materials and percentage of any diluent/moisture etc. in the export product.
- e) Registration Certificate issued from Central Insecticides Board for the manufacture of pesticides (technical grade) and also pesticides formulations.

(VI) PAINTS/ SURFACE COATINGS/ PRINTING INKS

- a) Percentage solid resin content in the export product.
- b) Percentage pigment content in the export product.
- c) Percentage volatile content in the export product.

(VII) DYES & DYE INTERMEDIATES

- a) Manufacturing process, material balance and flow chart.
- b) Balanced chemical reaction showing all the reactants, product and by-products(s) with their molecular formulas and molecular weights.
- c) Stage-wise % yield in respect of each reactant along with justification.
- d) Authentic/ printed technical literature in support of yield or quantity of items applied for import.
- e) Details of solvents charged during the process, quantity recovered and loss in process and recovery.
- f) Details of by products formed during the process and their recovery in terms of quantity and value.
- g) Details of standardization and % dye content of export item.
- h) Colour Index No. and Hue No. of Dyes

(VIII) PAPER AND PAPER PRODUCTS

- a) GSM of item of export/ import
- b) Coating composition in case of coated paper and percentage coating weight in the export product.

APPENDIX - 10 A

DATA SHEET FOR DEPB RATES

Note:Please see paragraph 4.38 of this Handbook (Vol.1)

FOR OFFICIAL USE

File No.....

Date.....

1. Name and address of the applicant

2. IEC No.

3. Item of export for which fixation of DEPB rate is sought.

Description of Item of export	Sl.No. in Handbook (Vol.2)	Description	Inputs allowed	ITC(HS) (Code)	Basic Customs Duty

5. Total exports effected during preceding three licensing year

Year	FOB value (Rs.)

6. Exports made during past one year of the item for which DEPB rate is applied for.

Item of export	Quantity	FOB value (in Rupees)

7. Details of imports effected during the past one year of inputs allowed under Standard Input Output Norms (Handbook of Procedures -Vol.2)

Sl. No.	Item of import	Bill of Entry No. and date	Quantity of import	CIF value	Per unit CIF value

9. Details of international journals/magazine evidencing international price of inputs in support of the data furnished above.

WORKSHEET FOR COMPUTATION OF DEPB RATES

FOB value per unit quantity of export product (Kg./MT etc.)	Description of import items allowed as per SION	Quantity of import item allowed for each of the input as per SION (Kg./MT etc.)	CIF value per unit quantity (Kg./MT etc.) of each of the item allowed for import in SION (In Rs./US\$)	CIF value of each of the input allowed for import in SION [Column (3) X Column (4)] (In Rs/US\$)	Rate of basic Customs Duty against each of the input allowed for import in SION	Effective basic Customs duty against each of the input allowed for import in SION Column (5) X Column (6) (In Rs./US\$)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				Total CIF (In Rs./US\$)		Total Customs Duty (In Rs./US\$)

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 therefrom.
- I/We fully 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.
- 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 and the Handbook of Procedures.
- I/We hereby declare that I/we have submitted a copy of the data sheet and supporting documents to _____ Export Promotion Council/Commodity Board on _____(Date).
- I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

(SIGNATURE OF APPLICANT)

Name in Block Letters
Designation
Official address

Place :

Date :

Residential address

E-mail

INSTRUCTIONS FOR FILLING THE DATA SHEET

- a) Submit in duplicate, Appendix I-A of Handbook (Vol.1) alongwith the data sheet.**
- b) In support of data furnished at S.No. 7, 8 and 9 of the data sheet, copies of a minimum of 5 Shipping Bills/Bills of Entry need to be submitted for each item of export/ import during the past one year. This may however be restricted to two Shipping Bills/Bills of Entry/per month for exports/ imports effected during the past one year.**
- c) International price of items of import as obtained from international journals/ magazines is to be submitted only in support of actual imports as detailed at S.No.8 and 9 of the data sheet.**
- d) 25 copies of the data sheet is to be submitted. However, only two copies of the supporting documents viz. relevant Shipping Bills/ Bills of Entry is to be submitted in support of all the data as furnished by the applicant on the data sheet.**
- e) If the applicant has insufficient data on the items of import/export, he may also submit data and documents of other exporters of the same export product.**
- f) A copy of the Data Sheet and supporting documents should simultaneously be submitted to the concerned Export Promotion Council/Commodity Board.**
- g) The DEPB rate shall be fixed only for those products for which Standard Input Output Norms have been notified. In case of an export product for which Standard Input Output Norms is not fixed, the applicant has to first apply for fixation of SION.**

APPENDIX- 10 B

APPLICATION FORM FOR GRANT OF ADVANCE LICENCE UNDER THE DUTY EXEMPTION SCHEME

1. Please see paragraph 4.1.1 of the Policy and Paragraph 4.4, 4.42, 4.5, 4.7 of this Handbook (Vol.I).
2. Please read the general instructions given at Appendix 1 before filling this application.
3. Please submit 2 copies of this application (10 copies if no Standard input-output norms are fixed).

FOR OFFICIAL USE

File No..... **Date.....**

1. Name and address of the applicant :

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

2. I.E.Code No.:

3. (a) Name and address of the manufacturer/

supporting/co-manufacturer:

.....
.....

(b) Type of Registration Date
unit No.

4. Total FOB value of **Rs.....** **In currency of** **In US\$**
exports including
commission. **of exports**

5. Total CIF value of **Rs.....** **In currency of** **In US\$**
imports: **of exports**

6. VALUE ADDITION **:**

7. Application fee: **a) Bank Receipt/D.D No.and**

b) Issued by:

8. Port of Registration: **:**

9. Sr.No. of Standard Input-Output Norms: **:**

10. Supply Order No : date

11. Name and address of the Project Authority/Ultimate Exporter :

12. Delivery period of supply :

(Column 11 and 12 are applicable for Advance Licence for intermediate supply and Advance Licence for deemed exports)

13. If the application is for Advance Licence for deemed export; indicate:

i) Credit under which Project is financed :

ii) Method by which the order is procured :

(International Competitive Bidding etc.)

14. Details of outstanding export obligation against Advance Licence including Annual Advance Licence/pre-export DEPB issued under Duty Exemption Scheme.

S. No.	Licence No. and Date	CIF value (Rs.)	FOB value (Rs.)	Percentage of export obligation fulfilled		Date of expiry of export obligation period
				Quantity wise	Value wise	

15. Details of the products to be exported/supplied (Resultant Products).

S. No.	Resultant product(s)		Total quantity	Unit of measurement		FOB value	
	Name, Technical Characteristics and quality	ITC(HS) Code		Name	Code	In rupees	In freely convertible currency (FCC)

16. Details of Items sought to be Imported Duty free (Arranged Item wise)

S. No.	Import item		Total quantity	Unit of measurement		Total CIF value	Total exemption from Customs duty
	Name, Technical characteristics and quality	ITC(HS) Code		Name	Code		

18. Details of other materials to be used in resultant product and sought to be imported/procured from sources other than the licence on which drawback benefits is to be availed.

(This column need not be filled if benefit of drawback is not being sought)

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 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 and the Handbook of Procedures.
4. I/We further declare that no export proceeds are outstanding beyond the prescribed period as laid down by the RBI, or such extended period for which RBI permission has been obtained.
5. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place :

Signature of the Applicant:

Date :

Name:

Designation:

Official Address:
.....

Tele No:

E-Mail Address

Documents to be enclosed with the application form:

1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29
2. Project Authority Certificate in cases application for Advance Licence for deemed export and a copy of invalidation letter in case of application for Advance Licence for intermediate supply.

Annexure to Appendix- 10B

Note: To be submitted only in cases where Standard Input Output Norms are not fixed and application is preferred under paragraph 4.42 and 4.7 of Handbook (Vol.1).

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

(a) Imported inputs:

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

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

(b) Indigenous inputs

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

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

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

3. Details of earlier licences obtained (if any) for the resultant product during the preceding two licensing years.

S.No.	Licence no. date and issuing authority	Whether based on ALC/SALC norms (please specify)	Norms adopted per unit resultant product (items No.in
-------	--	--	---

		enclosing a copy of licence	the same order as in S.No.4 above
(1)	(2)	(3)	(4)

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

5. a) FOB value of exports in the preceding licensing years :
 b) CIF value of licences already obtained under paragraph 4.7: :
 c) Balance entitlement as per paragraph 4.71. :

CHARTERED ENGINEER CERTIFICATE

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

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

Signature.....

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

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

Date: Ref No. and date of Corporate Membership :

DECLARATION/UNDERTAKING

I/We hereby declare that in respect of product for which Standard Input Output norms are not fixed, we shall abide by the final fixation of norms by ALC and shall pay to the Government Customs duty together with 15% interest on the unutilised inputs as per norms fixed by ALC.

Place : Signature of the Applicant:

Date :

Name:

Designation:

Official Address:

.....

Tele No:

E-Mail Address

APPENDIX --10C

**APPLICATION FORM FOR DUTY ENTITLEMENT PASS BOOK (DEPB)
ON POST EXPORT BASIS**

Note:

1. Please see Paragraph 4.43 of this Handbook
2. Please read the general instructions given Appendix 1 before filling this application..
3. Please submit 2 copies of this application form.

FOR OFFICIAL USE

File No.....

Date.....

IEC Number : Branch Code :

1. Name and address of the Applicant :
2. FOB value of exports : In figures: Rs.....
In words : Rs.....
3. Total DEPB entitlement claimed : In figures: Rs.....
In words : Rs.....
4. Application fee : Rs.
Bank receipt /EFT/DD No. : Dated
Issued by
5. Port of Registration :
6. Application for Transferable License : : Yes/ No

7 Details of exports made

FOB In Free Foreign Exchange		Exchange Rate on the date of let export order	Total FOB (In Rs.) [(11)* (12)]	Computation of Capped Value				
Currency Code	Value			Unit of Measurement in the unit of Value cap	Export Qty in U/M	Value Cap	FOB per U/M [(13)/ (15)]	Capped Value [minimum of (16) & (17)] or (17) as the case may be *
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

DEPB Rate (in %)	DEPB Entitlement (without cut) (15)*(18)*(19)/100	Cut Applicable if any (in %)	Actual DEPB Entitlement (20)* {1-[(21)/100]}
(19)	(20)	(21)	(22)

- In case there is no value cap on the product, the capped value would be equal to the FOB value per unit of measurement (U/M) as at column (17) of the table above. Else it would be the minimum of columns (16) and (17).

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 therefrom.
- I/We fully 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.
- 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 and the Handbook of Procedures.
- I/We hereby declare that no DEPB has been claimed earlier pertaining to the particulars of the Shipping Bills given above.
- I/We further declare that no export proceeds are outstanding beyond the prescribed period as laid down by the RBI, or such extended period for which RBI permission has been obtained.
- I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.
- I/We further declare that in case of non realisation of export proceeds or lesser realisation of export proceeds, we shall pay, in cash, an amount equivalent to the DEPB entitlement already obtained on the non realised or lesser realised value of export proceeds together with 15% interest reckoned from the date of duty free imports effected under DEPB to the date of payment.

Signature of the Applicant:.....

Name:
Designation:
Official address:
Tele No:
Residential address:
E.Mail address

Date:

Place :

Documents to be enclosed with the application form

- 1 Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29.
- 2 E.P Copy of DEPB shipping Bills. In case of exports through notified land Customs under paragraph 4.40, the Bill of export may be accepted in lieu of shipping bill.
- 3 Bank certificate of exports and realisation as given in Appendix-22.

APPENDIX- 10D

APPLICATION FORM FOR GRANT OF DUTY FREE REPLENISHMENT CERTIFICATE

1. Please see paragraph 4.2 of the Policy and Paragraph 4.33 to 4.36 of this Handbook.
2. Please read the general instructions given at Appendix-1 before filling this application.
3. Please submit 2 copies of this application.

FOR OFFICIAL USE

File Number:----- Date:-----

1. Name and address of the applicant :
2. I.E. Code No.: :
3. Export Product Group: :
4. S.No(s) of Standard Input-Output Norms: :
5. Total FOB value Rs..... In currency in US\$
realised (including of exports
commission)
6. Total CIF value of Rs. in currency in US \$
imports: of exports
7. Value addition:
8. Application fee
a) Bank Receipt/
Demand Draft No.and
date :
b) Rupees:
c) Issued by :
9. Port of Export :

10. Details of the product exported (Resultant Products).

11. Details of Items sought to be Imported Duty free as replenishment.

S.No	Import item	Total quantity	Unit of measurement (U/M)	
	Description	ITC(HS) Code	Name	Code

12. Details of other materials used in resultant product and imported/ procured from sources other than the licence.

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 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 and the Handbook of Procedures.
4. I/We further declare that no export proceeds are outstanding beyond the prescribed period as laid down by the RBI, or such extended period for which RBI permission has been obtained.
5. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place :

Signature of the Applicant:

Date :

Name:

Designation:

Official Address:
.....

Tele No:

E-Mail Address

Documents to be enclosed with the application form:

1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29.
2. EP copy of the Shipping Bill. In case of exports through notified land Customs under paragraph 4.19, the Bill of export may be accepted in lieu of shipping bill.
3. Bank Certificate of Export and Realisation as given in Appendix-22.
4. A statement of exports giving separately each Shipping Bill number and date, FOB value in Indian rupees as per Shipping Bill and description of the resultant product

APPENDIX - 10 E
FORMAT OF ADVANCE RELEASE ORDER

**NOTE: Please see paragraph 4.1.8 of the policy and paragraph 4.14 of this
Handbook**

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE**

Office of the

File No..... Date

Advance Release Order No..... Date

- 1. Name and address of the applicant :**
.....
- 2. Licence no. :**
- Date: :**
- 3. Name and address of the Indigenous Producer :**
.....
- 4. Items to be supplied by Indigenous producer**

S.No.	Qty (in figures and words)	Value (in figures and words)
1.		
2.		
3.		
4.		

- 5. Licensing Authority of the Indigenous producer**

Note:

- a) This Advance Release Order shall be produced in original to above mentioned indigenous producer for supply of goods as per above details.
- b) This Release Order will be valid upto
- c) The material received by the holder of this Release Order shall be subject to the same conditions as applicable to the licences issued under Advance Licence against which this Advance Release Order has been issued
- d) Both quantity and value shall be limiting factor.

Yours faithfully,

**Asstt. Director General of Foreign Trade/
Foreign Trade Development Officer**

Security Seal

Endt.No..... Dated

- (i) Jt./ Dy. Director General of Foreign Trade (Name and address of the licensing authority of indigenous producer).
- (ii) M/s. (Name and address of the indigenous producer) for necessary action.

**Asstt. Director General of Foreign Trade/
Foreign Trade Development Officer**

Details of materials supplied under above Advance Release Order

Sn. No.	Description of goods	Quantity supplied		Value of goods	
		In figures	In words	In figures	In words
1.					
2.					
3.					

We confirm having supplied the goods as per details above.

Signature
(Name and address of indigenous producer)

We confirm having received the goods as per details above.

Signature
(Name and address of the Advance Release Order)

APPENDIX -- 10F

**FORM OF APPLICATION FOR ENHANCEMENT IN CIF VALUE OF ADVANCE LICENCE ISSUED
UNDER DUTY EXEMPTION SCHEME**

Note: Please see Paragraph 4.21 of this Handbook.

FOR OFFICIAL USE

File No.:----- **Date:**-----

1. Name and address of Licensee :

2. I.E.C Number

Licence No..... Date

3. (a) Original CIF value: (a) Proposed CIF value:.....

(b) Original FOB value: (b) Proposed FOB value:.....

(c) Original value addition (%): (c) Proposed value addition(%):

4. Details of import items.

S.No	Items of import	Sr.No. in the licence	Unit Code	Balance Qty to be imported	Balance CIF value available
[1]	[2]	[3]	[4]	[5]	[6]

5. CIF value of inputs:

S.No.	At the time of application	Revised
1.		
2.		
3.		
Total:		Total:

6. Reasons for seeking enhancement :

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 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 and the Handbook of Procedures.**
- 4 I/We further declare that no export proceeds are outstanding beyond the prescribed period as laid down by the RBI, or such extended period for which RBI permission has been obtained.**
- 5 I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.**

Place :

Date :

Signature of the Applicant:.....

Name:

Designation:

Official Address:

.....

Place :

Tele.No.:

Date :

E.Mail Address.....

Documents to be enclosed with the application form

- 1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29.**
- 2. Advance Licence in original.**

APPENDIX 10G

**FORM OF APPLICATION FOR REVALIDATION OF LICENCE/EXTENSION IN
EXPORT OBLIGATION PERIOD OF A LICENCE.**

Note: Please see Paragraph 2.13, 4.22, 4.23 and 5.11 of this Handbook.

FOR OFFICIAL USE

File No.:----- Date:-----

1. Name & address of the licensee :

.....

2. IEC No :

3. (a) Licence No. & Date :.....

(b) CIF value :.....

(c) File No. from which the licence
was issued

S. No.	Item	Quantity	Value	In % quantity terms	In % value terms
	(1)	(2)	(3)	(4)	(5)
a.					
b.					
c.					
			Total:		

5. Details of EO fulfillment:

Export obligation			Export obligation completed (During initial period		
S. No.	Item	Value	Quantity	Value terms (Rs./%)	Quantity terms (%)
a.	(1)	(2)	(3)	(4)	(5)
c.					
Total:					

Export Obligation Completed (During extended period.....)		Unfulfilled Export Obligation	
(6) Value term(Rs./%)	(7) Quantity term(%)	(8) Value term(Rs./%)	(9) Quantity term

6 Extension in Export obligation :
period applied upto

7. Validity of Licence:

Initial validity (1)	Extended validity (2)	Revalidation applied upto (3)

8. Bank Receipt/Demand Draft No :
Date: :
Value: :
Issuing Bank-Branch :

9. Reasons for seeking revalidation/ extension in export obligation period:

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 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 and the Handbook of Procedures.
4. I/We further declare that no export proceeds are outstanding beyond the prescribed period as laid down by the RBI, or such extended period for which RBI permission has been obtained.
5. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place :

Signature of the Applicant:.....

Date :

Name :

Designation :
Official Address :
Tele.No :
Residential Address :
E.Mail Address :

Documents to be enclosed with the application form

- 1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29 as applicable.**
- 2. Import Licence in original and a self certified copy thereof.**