

APPENDIX- 17

**APPLICATION FOR GRANT OF EXPORT HOUSE/TRADING HOUSE/STAR TRADING
HOUSE/SUPER STAR TRADING HOUSE**

Note:

1. Please see Paragraph 3.7.2 of the Policy and Paragraph 3.2 of this Handbook.
 2. Please read the general instruction given at Appendix 1 before filling this application.
 3. Please submit 2 copies of this application form.
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FOR OFFICIAL USE

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

1. Name and address :

2. IEC Number :

3. Application for :
EH/TH/STH/SSTH

4. Branches (In India/Abroad) :

| S.No. | Name of the Place/Country | Code |
|-------|---------------------------|------|
| [1] | [2] | [3] |
| | | |

5. Subsidiary Company:

| S.No. | Company Name | FOB value of exports |
|-------|--------------|----------------------|
| [1] | [2] | [3] |
| | | |

*** Documentary evidence as per company law substantiating that the company whose exports are taken into account is actually the applicant's subsidiary company.**

| 6. Details of Last three Export House/Trading House/ Star Trading House/Super Star Trading House Certificates issued earlier (if any). | | | |
|--|-----------------------------|----------|----|
| S.No. | Certificate number and date | Validity | |
| | | From | To |
| | | | |

7. Statement of exports (licensing yearwise)

| Licensing years | FOB value of exports |
|-----------------|----------------------|
| | |
| | |

DECLARATION

1. I/We hereby declare that this application is based on the export performance of the preceding three licensing years/preceeding licensing year basis.
2. I/ We hereby declare that the FOB value of Exports of Products shown above are our direct exports and also the direct exports of our subsidiary company and are true and correct and are in accordance with the accounts maintained by me/ us.
3. I/ We further certify that I/We am/are authorised to verify and sign the statement on behalf of the applicant.
4. I/We fully understand that any information furnished in the above statement, 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.
5. I/ We further declare that I/We has/have not applied nor obtained any recognition certificate as Export House/Trading House/ Star Trading House/Super Star Trading House from any other authority.

Signature_____

Name in Block letters _____

Designation_____

Place_____

Full Official

Address_____

Date_____ Official

Stamp/ Seal Full
Residential
Address_____

E.Mail No._____

CERTIFICATE OF CHARTERED ACCOUNTANT/COST AND WORKS ACCOUNTANT/COMPANY SECRETARY

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/s..... and their subsidiary company namely M/s..... for the licensing period(s) and hereby certify that:

- (i) M/s and their subsidiary company namely M/s.....(full name and address of the applicant) have made the exports for each of the three preceding licensing years/during the preceding licensing year as specified in the statement of exports at Sl.No.7.
- (ii) The following documents/ records have been furnished by the applicant and their above mentioned subsidiary company and have been examined and verified by me/us namely :-

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 and connected books of accounts.
- (iii) The relevant register has been authenticated under my/our seal/ signature.
- (iv) The financial information given in the above statement is in agreement with the relevant register and records; the same has been incorporated in the books of accounts maintained by M/s.....and their above mentioned subsidiaries ; and is also true and correct.
- (v) 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;
- (vi) Neither I, nor any of my partners is a partner, director, or an employee of the above-named entity or its associated concerns;
- (vii) 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 six months from the date of filing of application) on the basis of which recognition is being claimed.

I/We hereby certify that the total value of outstanding export proceeds beyond a period of 6 months from the date of export made by the applicant

- (viii) 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:

Registered.....

Signature.....

Date Official
Stamp/Seal Regn. No.and Date of the

Corporate Membership.....

If any of the documents of record mentioned in item (ii) of the certificates have not been maintained/furnished, examined or verified, they may please be specified below:-

- 1.
- 2.
- 3.

Documents to be enclosed with the application form:

1. Self certified copy of valid RCMC.
2. A certificate from Chartered Accountant/Cost and Works Accountant certifying the export/import performance in the prescribed format.

Current residential address:

Phone No. :

Fax No. :

E-Mail address :

Current official address :

Phone No. :

Fax No. :

E-Mail address :

APPENDIX- 17-A

APPLICATION FOR GRANT OF SERVICE EXPORT HOUSE, INTERNATIONAL SERVICE EXPORT HOUSE, INTERNATIONAL STAR SERVICE EXPORT HOUSE, INTERNATIONAL SUPER STAR SERVICE EXPORT HOUSE

Note:

1. Please see Note-1 of paragraph 3.7.2 of the Policy and paragraph 3.2 of this Handbook.
 2. Please read the general instruction given at Appendix 1 before filling this application.
 3. Please submit 2 copies of this application form.
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FOR OFFICIAL USE

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

1. **Name and address** :
2. **I E Code Number** :
3. **Application for SEH/ISEH/ISSEH/ISSEH** :
4. **Branches (In India/Abroad)** :

| S.No. | Name of the Place/ Country | Code |
|-------|----------------------------|------|
| | | |

5. **Statement of gross foreign exchange earning direct and indirect sources (Licensing year wise):**

| Licensing year | Category of service provider | Description of services provided | gross foreign exchange earnings (direct and indirect sources) |
|----------------|------------------------------|----------------------------------|---|
| (1) | (2) | (3) | (4) |
| | | | |

DECLARATION

1. I/We hereby declare that this application is based on the foreign exchange earning direct and indirect of the preceeding three licensing years/ preceeding licensing year on gross foreign exchange.

2. I/ We further certify that I/ We am/ are authorised to verify and sign the statement on behalf of the applicant.
3. I/ We fully understand that any information furnished in the above statement, 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.
4. I/We further declare that I/We has/have not applied nor obtained any recognition certificate as status holder from any other authority.

Signature :.....

Name in Block Letters :.....

Designation :.....

Place :.....

Date Full Official Address :.....

Residential Address :.....

E.Mail address :.....

Official
Stamp/ Seal

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

I/We hereby confirm that I/We have examined the prescribed registers and also the relevant records of M/s..... for the licensing period(s) and hereby certify that :

- i) M/s..... (full name and address of the applicant) have earned foreign exchange earning direct and indirect sources each of the three preceding licensing years/during the preceding licensing year as specified in the statement of exports at Sl.No.7.
- ii) The following documents/records have been furnished by the applicant and their above mentioned subsidiary company and have been examined and verified by me/us namely: Bank Certificate of direct foreign exchange earning, FIRC's, certificate from international credit card companies etc. and C.A certificate for the indirect sources.
- iii) The relevant register has been authenticated under my/our seal/signature.
- iv) The financial information given in the above statement is in agreement with the relevant register and records; the same has been incorporated in the books of accounts maintained by M/s..... and their above mentioned subsidiaries; and is also true and correct.
- v) 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;
- vi) Neither I, nor any of my partners is a partner, director, or an employee of the above-named entity or its associated concerns;
- vii) I/we fully understand that any statement made in this certificate, if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

Place.....

Tel.No.

Signature.....

Date.....

Stamp/ Seal

Official



Regn. No. and Date of the
Corporate Membership.....

Documents to be enclosed with the application form:

1. Self certified copy of a)project approval or b) classification approval of Department of Tourism or c)Any other registration. However, for Hotels, RCMC from FIEO is acceptable.
2. A certificate from Chartered Accountant/Cost and Works Accountant certifying the export/import performance in the prescribed format.
3. Copy of the FIRC issued by the Bank in respect of foreign exchange received from service rendered. This would not be applicable to the Hotel Industry.
4. Copy of the balance sheet filed with Income Tax Authorities for the relevant year or CA certificate from the statutory authorities.