

APPENDIX-6

APPLICATION FOR REFUND OF APPLICATION FEE

(Please see paragraph 2.3 of this Handbook)

FOR OFFICIAL USE

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

1. Category under which refund of application fee is being claimed: (Please tick)

- i) Deposited in excess of :
the specified scale
- ii) Deposited in error but :
the applicant is exempt
from payment of fee
- iii) Deposited but no :
application has been made

2. In case the refund is claimed under category 1(i) above the following details may be furnished:

- i) File No: :
- ii) CIF value of the licence : Rs.
applied for
- iii) Fee payable at the : Rs.
prescribed scale.
- iv) Excess fee paid for which : Rs.
refund is claimed

3. In case the refund is claimed under category 1 (ii) above, the following details be furnished:

- i) File No: :
- ii) Amount of fee paid : Rs.....
- iii) Provision under which :
the exemption is being
claimed: (Please, specify
only one of the five
category as given in
Clause 5(3) of Foreign
Trade (Regulation) Rules,
1992)

4. In case the refund is claimed
under the category 1 (iii)
above, the reasons for not
making an application after
depositing the fee:

5. i) No. and date of the Bank
Receipt/Demand Draft by
which the application fee
has been deposited.

- ii) Name and Address of the
Bank where the said fee
was deposited

6. Licensing Authority with whom :.....
the application has been filed/
was proposed to be filed:-

7. i). Has this application been
filed within one year of
the deposit of the fee:

- ii).ii) If not, the detail
reasons thereof

DECLARATION/UNDERTAKING

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held 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.

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. Exporter's copy of the Bank Receipt against which the refund is being claimed.

APPENDIX - 6A

PROCEDURE FOR REFUND OF APPLICATION FEE

Bank Receipt
Number and
Date

Receipt of Cash paid into the Central Bank of India at

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

Cashier

Accountant

Date

Bank officer

NOTE:-

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

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