

For Star Export House Certification

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. Part 1 & Part 4 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of Part 1 may be submitted. However in cases where applications are submitted otherwise, hard copy of Part 1 has to be submitted.
- b. Only relevant portions of Part 2 need to be filled in.
4. **Application must be accompanied by documents as per details given below:**

IV. For Star Export House Certification

1. Self certified copy of valid RCMC.
2. Statement of exports made in the preceding three licensing years and/or current licensing year duly certified by a Chartered Accountant/Cost and Works Accountant in the format given in Appendix 26.
3. **Deleted.**

PART 1

Note: Please state 'Not Applicable' wherever the information/data is not applicable to you.

1. IEC Details
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

2. Applicant Firm Details
i. Name
ii. Address (Registered Office in case of Companies and Head Office in case of Others)
iii. Address of all Branches/Divisions/Units/Factories located in India & abroad (attach extra sheet if required)
iv. Telephone
v. Email address (for correspondence with DGFT)

3. Details of Proprietor/Partners/Directors/Karta/Trustee of the applicant firm (attach extra sheet if required)
i. Name
ii. Father's Name
iii. Residential Address
iv. Telephone

4. Nature of Concern (please tick)	(√)
i. Government Undertaking	
ii. Public Limited Company	
iii. Private Limited Company	
iv. Proprietorship	
v. Partnership	
vi. Others	

5. Type of Exporter (please tick)	(√)
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	

6. Industrial Registration Details
i. SSI/IEM/LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

7. Service Tax Registration Details (in case of Service providers)
i. Service Tax Registration Number
ii. Issuing Authority
iii. Services for which registered

8. RCMC Details
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. Valid upto
v. Products for which registered

9. Status House Details
i. One/Two/Three/Four/Five Star
ii. Certificate Number
iii. Date of Issue
iv. Issuing Authority
v. Valid Upto

10. PAN Details
i. PAN Number
iii. Issuing Authority

11. Excise Details
i. Excise Registration Number
ii. Issuing Authority

12. VAT Details
i. VAT Registration Number
ii. Issuing Authority

13. Turnover Details for the preceding three licensing years

FY	Annual Domestic Turnover (Rs Lakhs)	Annual Export Turnover (Rs Lakhs)

PART 2

1. IEC Number

2. Applicant Details
i. Name
ii. Address

3. Application for (please tick the category for which the application is being made): (√)	
I. Importer Exporter Code Number (IEC)	
II. Import Licence for Restricted Items	
IIA. Import Certificate under Indo - US Memorandum	
III. Export Licence for Restricted Items	
IIIA. Export Licence for SCOMET Items	
IV. Star Export House Certification	√
V. Advance Authorisation / DFRC	
VA. Gem Replenishment Authorisation	
VB. Diamond Imprest Authorisation	
VC. DEPB	
VD. Duty Free Import Authorisation	
VI. EPCG Authorisation	
VII. Served from India	
VIII. Vishesh Krishi And Gram Udyog Yojana (VKGUY)	
IX. Target Plus Scheme	
X. Claiming Duty Drawback on All Industry Rates/Fixation of Drawback Rates/Refund of Terminal Excise Duty	
XA. Focus Market Scheme	
XB. Focus Product Scheme	

4. 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	

5. Application Fee Details	
Amount (Rs)	
Demand Draft/Bank Receipt/Electronic Fund Transfer No	
Date of Issue	
Name of the Bank on which drawn	
Bank Branch on which drawn	

Note;

1. Only one category of application may be made in the Form.
2. In case of application for issue of IEC number, information at Serial No 1 may be left blank.

SUB SECTION IV

(For Star Export House Certificate)

1. Category of Star Export House applied for (please tick)	
	(√)
i. One Star Export House	
ii. Two Star Export House	
iii. Three Star Export House	
iv. Four Star Export House	
v. Five Star Export House	

2A. Details of exports/deemed supplies made in the preceding 3 licensing years and the current year

Licensing Year	FOB Value of exports (Rs)	FOR Value of deemed supplies (Rs) +	Total Export Performance (Rs)
2006-07			
2005-06			
2004-05			
2003-04			

+ - deemed supplies as per Para of Policy

OR

2B. (Applicable in case of Service Providers only)

I.
i. Category of Service Provider (Sr. No. of Appendix 36)
ii. Description of Services rendered

II. Details of gross foreign exchange earnings from direct and indirect sources, made in the preceding 3 licensing years and the current year

Licensing Year	Gross foreign exchange earnings (direct and indirect sources) in Rs
2006-07	
2005-06	
2004-05	
2003-04	

3. Whether benefit of double weightage for arriving at the export performance as given in Sr. No. 2 above has been taken:

Yes/No

4. Export House Certificate Details held earlier, if any
i. EH/TH/STH/SSTH Certificate No
ii. EH/TH/STH/SSTH Certificate Date
iii. Valid till
iv. Issued from File No

PART 4

DECLARATION/UNDERTAKING

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.
2. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.
- 4a. I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act 1992 and FERA/FEMA.
- 4b. 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.
- 4c. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
- 4d. I/We hereby certify that neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.
5. I/We hereby declare that I/We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered/Head Office or any of our Branch(s)/Unit(s)/Division(s) to any other **Regional** Authority.
- 5A. I/ We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items, 2004-09 and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the Handbook of Procedures (Vol.1), irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export license for SCOMET item is being filed).
6. I/We solemnly declare that I/We have applied for / obtained a RCMC to the Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 3.12 and Para 3.12.1 of the Handbook of Procedures (Vol 1).
10. **(Applicable in case of Grant of Star Export House certificate only)**
 - a. I/We hereby declare that this application is based on the FOB/FOR export performance of the preceding three licensing years and/or the present licensing year as per the Chartered Accountant certificate submitted in this behalf along with this application.
 - b. I/We hereby declare that the FOB (FOR - for deemed exports) value of exports shown in Part 2 of the application are my/our direct exports/supplies and also the direct exports/supplies of our subsidiary company and are true and correct and in accordance with the accounts maintained by me/us.
 - c. I/We hereby declare that exports made on re-export basis have not been included in the export performance on the basis of which Star Export House recognition is being claimed.
 - d. I/We hereby declare that the benefit of double weightage of exports for grant of Star Export House recognition is as per the provisions of the Policy.

- e. I/We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.
 - f. I/We hereby undertake to maintain true and proper accounts of our exports and imports based on which the Star Export House recognition is being claimed and the exports and imports made during the validity period of such recognition certificate, for a minimum period of three years from the expiry of the validity of such certificate.
 - g. I/We hereby declare that the export/supplies based upon which the status is being claimed does not include export performance transferred from another exporter and does not include any disclaimed third party exports. I/We further declare that only such export performance has been taken into account for seeking recognition, which has been realized by the applicant in his own name.
- 18.** I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address