

OSGAN CONSULTANTS PVT.LTD.

E-24 (Basement), Lajpat Nagar - III, New Delhi - 110024

Phone: 011 – 29832120, Fax: 011 – 29846487, Email: info@osganconsultants.com

DOCUMENTS REQUIRED FOR IMPORT EXPORT CODE NUMBER

1. Application form with three passport size photo graph of authorised signatory
2. Bank certificate with a photograph of authorized signatory duly attested by banker without any condition
3. Self certified copy Memorandum & Articles of Association
4. Self certified copy of Pan card
5. Director/partner list with name father name and address telephone. etc
6. One P.P. size photograph of authorized signatory
7. Board Resolution in favour of signing authority
8. Form-18
9. Each and every page of application form enclosures should be sign with stamp from authorised Signatory

DOCUMENTS REQUIRED FOR FOCUS PRODUCT SCHEME / FOCUS MARKET SCHEME / VKGUY

1. Details of preceding three year sale (domestic & Exports) and Director's details with Name, Father's Name, residential address and E-Mail Address.
2. Original EP copy/photocopy of S/bill
3. self attested copy of Invoice, packing list
4. Bank attested copy of BR
5. Board resolution of Authorized Signatory
6. Self attested Copy of IEC, valid RCMC, and PAN.
7. Digital Signature and certificate for Online Application.

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LIST OF DOCUMENTS REQUIRED FOR EPCG AUTHORISATION

1. Copy of Performa invoices of the Foreign Suppliers mentioning insurance & freight separately.
2. Port of Registration (for the purpose of imports).
3. Copy of Authorisation already obtained
4. ITC HS Code of the product to be imported
5. Details of Supporting Manufacturer in case of imported goods are used by them
6. Chartered Engineer Certificate in Appendix 32A explaining the end use of the product
7. Chartered Accountant certificate
8. Address of the factory where the capital goods to be imported are proposed to be installed.
9. Address of the jurisdictional central excise authority under whom the capital goods is to be installed.

STATISTICAL INFORMATION / GENERAL DOCUMENTS

- Copy of IEC and RCMC
- Industrial Registration details (SSI/IEM/IL)
- Service Tax Registration details in case of service providers
- Excise details
- Status House Details if any
- Details of exports made in preceding 3 years. (Product exported, FOB Value of exports, FOB Value of exports rendered by group company).
- Digital Signature & application fees vide Electronic Fund Transfer
- Manufacturing catalogue
- Letter heads, Power of Attorney of authorized signatory, Rubber Stamp

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LIST OF DOCUMENTS REQUIRED FOR DEPB APPLICATION

1. Export Promotion Copy of Shipping Bill along with declaration (Original).
2. DEPB Copy of Shipping Bill
3. Invoice, Packing List, Bill of lading
4. Bank Realisation Certificate in Appendix 22A(Original)

STATISTICAL INFORMATION / GENERAL DOCUMENTS

- Copy of IEC and RCMC.
- Digital Signature and Application fees through Electronic Fund Transfer mode.
- List of Directors along with father's name, residential address and telephone number.
- SSI Certificate/Industrial Licence/IEM others.
- Status House details.
- PAN Copy.
- VAT registration number and issuing authority.
- Letter Heads / Rubber Stamp of authorized signatory.
- Power of Attorney in favour of authorized signatory (name, designation, official address, telephone number, residential address and telephone number).
- Turnover / Profit details for the preceding three licensing year.

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DOCUMENTS REQUIRED FOR GRANT OF ADVANCE AUTHORISATION

1. Sr. No. of Standard Input-Output Norms if fixed.
2. ALC/ZALC file number (if adhoc norms fixed).
3. Copy of export order
4. Total FOB of value of exports.
5. Total CIF value of Imports along with Total Basic Duty for which exemption is asked for, Rate of Basic Duty and Proposed Country of Imports.
6. Port Registration for the purpose of import.
7. Process of manufacturing & Flow Chart.
8. Technical Characteristics, quality and total of resultant product to be supplied
9. Details of items sought for import giving technical characteristics, ITCHS code, qty. required per unit of resultant product, purpose of requirement, wastages (Recoverable and irrecoverable).
10. Details of other material to be used in resultant product and sought to be procured from source other than the authorization.
11. Details of authorisation obtained earlier.
12. Chartered Accountant Certificate.
13. Chartered Engineer Certificate.
14. Digital Signature & application fees vide Electronic Fund Transfer.

STATISTICAL INFORMATION / GENERAL DOCUMENT

- Self certified copy of IEC, RCMC.
- Name and Address of the manufacturer/supporting/co-manufacturer (Certificate).
- Details of Outstanding export obligations against duty free licenses issued.
- Unit Registration Certificate.
- Detail of Bankers, Account Number.
- Name & Residential Address of Directors.
- Resolution in favour of authorized signatory.

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DOCUMENTS REQUIRED FOR DUTY- DRAWBACK / TED REFUND FOR SUPPLY OF GOODS TO EPCG AUTHORISATION HOLDER

1. Original Payment Certificate in Appendix 22B.
2. Bills of Entry (photocopy), in case of imported raw-materials (for DBK).
3. Original Excise duty paid invoices, original excise certificate / excise invoices duly certified by central excise (for TED refund).
4. Original Invalidation letter.
5. Original Installation certificate.
6. Copy of EPCG set.
7. Original certificate of non-availment of cenvat.
8. Purchase order.

STATISTICAL INFORMATION / GENERAL DOCUMENTS

- Copy of IEC and RCMC.
- Bank Details (Name, address and Account number).
- List of Directors along with father's name, residential address and telephone number.
- Industrial registration details (Registration number, issuing authority) if any,
- Status House details.
- PAN Copy.
- Photocopy of Central Excise Registration Certificate.
- Turnover / Profit details for the preceding three licensing year.
- VAT registration number and issuing authority.
- Power of Attorney in favour of authorized signatory (name, designation, official address, telephone number, residential address and telephone number)
- Letter Heads / Rubber Stamp of authorised signatory.

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DOCUMENTS REQUIRED FOR DUTY- DRAWBACK BRAND RATE FIXATION

1. Resources Solutions Website TriPLICATE copy of Shipping Bill/s (photocopy)
2. Consumption pattern of raw materials used in the export product.
3. Bills of Entry, in case imported raw-materials used
4. Excise Invoices for indigenous material- in case Cenvat not availed.
5. License details, if other raw materials imported under Duty Exemption Scheme

Remarks: - For time based applications, please provide sufficient purchases and total quantity to be exported

STATISTICAL INFORMATION / GENERAL DOCUMENTS

- Manufacturing Process / Catalogue of the Export Product.
- Details of Production & Exports for the last three years - Value and Quantity.
- DGTD or SSI Certificate – photocopy.
- Letter Heads / Rubber Stamp.
- Office Address of the Commissioner of Central Excise under whose jurisdiction factory falls including Division and Range

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DOCUMENTS REQUIRED FOR DUTY- DRAWBACK / TED REFUND FOR POWER PROJECTS

1. Project Authority Certificate in Appendix –27.
2. Copy of Contract / Purchase order (with relevant portion where funding & procedure of International Competitive Bidding being followed is mentioned).
3. Original Payment Certificate in Appendix 22C along with supply invoices duly certified by the Project Authority / main contractor along with material receipt certificate.
4. Bills of Entry (photocopy), in case of imported raw-materials
5. Excise Invoices for excisable indigenous material in case Cenvat not availed.
6. Original excise duty paid invoices, original excise certificate / excise invoices duly certified by central excise & original disclaimer certificate from vendors (for TED refund).
7. Non-availment of CENVAT credit certificate from the recipient of the goods.

STATISTICAL INFORMATION / GENERAL DOCUMENTS

- Copy of IEC and RCMC.
- Bank Details (Name, address and Account number).
- List of Directors along with father's name, residential address and telephone number.
- Industrial registration details (Registration number, issuing authority) if any,
- Status House details.
- PAN Copy.
- Photocopy of Central Excise Registration Certificate.
- Turnover / Profit details for the preceding three licensing year.
- VAT registration number and issuing authority.
- Power of Attorney in favor of authorized signatory (name, designation, official address, telephone number, residential address and telephone number).
- Letter Heads / Rubber Stamp of authorized signatory.

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DOCUMENTS REQUIRED FOR DUTY- DRAWBACK FOR CONSTRUCTION PROJECT

1. Project Authority Certificate as per Appendix –27.
2. Copy of Contract / Purchase order (with relevant portion where funding procedure of International Competitive Bidding being followed is mentioned).
3. Purchase invoices showing payments of excise duty.
4. Bills of Entry (photocopy), in case of imported raw-materials used.
5. Original Payment Certificate issued by the Project Authority / Main Contractor as per Appendix 22C.
6. Interim Payment Certificate / Running Account Bills (RAB's) duly certified by the Project Authority.
7. Disclaimer certificate from Main Contractor.
8. Non-availment of CENVAT credit certificate from the recipient of the goods.

STATISTICAL INFORMATION / GENERAL DOCUMENTS

- Copy of IEC and RCMC.
- Bank Details (Name, address and Account number).
- List of Directors along with father's name, residential address and telephone number.
- Industrial registration details (Registration number, issuing authority) if any,
- Status House details if any.
- PAN Copy.
- Photocopy of Central Excise Registration Certificate.
- Turnover / Profit details for the preceding three licensing year.
- VAT registration number and issuing authority.
- Power of Attorney in favor of authorized signatory (name, designation, official address, telephone number, residential address and telephone number).
- Letter Heads / Rubber Stamp of authorized signatory.

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DETAILS/DOCUMENTS REQUIRED FOR FIXATION/MODIFICATIONS OF STANDARD INPUT-OUTPUT NORMS

1. Resultant Product for which norms are to be fixed
2. Details of items required for manufacture of one unit of export product (Imported and Indigenous) mentioning Import item required, purpose of requirement, wastage claimed, recoverable wastage and customs duty leviable.
3. Production and consumption data of the manufacturer/supporting manufacturer of preceding three licensing years duly certified by the chartered accountant.
4. Details of earlier licenses obtained for the resultant product.

Remarks:-