

| OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE, KENDRIYA SADAN, BENGALURU | | | | | | |
|---|--|---------------------------------------|---------------------------------------|--|---|-----------------------|
| CHECK LIST CUM PROCESS SHEET FOR ISSUE OF REDEMPTION LETTER UNDER ADVANCE AUTHORISATION SCHEME (EXCEPT DFIA , GEM & GEWELLERY SCHEME) FOR SINGLE AUTHORISATION | | | | | | |
| ADVANCE AUTHORISATION HOLDER NAME : | | | | | | |
| Contact person & Designation | | | | Contact Nos: Land Line..... Mobile No..... | | |
| Sl. No | item | Particulars | | | | |
| 1 | Advance authorisation no. and date | | | | | |
| 1.2 | Original Addl DGFT file No., and date | | | | | |
| 1.3 | Invalidation letter No/date if any | | | | | |
| 1.4 | Whether authorisation was issued on SION/ Net-to Net or No-Norms/ Adhoc basis | | | | | |
| 1.5 | In case of No-norms basis, whether input output consumption was approved by the Norms committee? If so, the details thereof | | | | | |
| 1.6 | Details of original and extended EO period | Date of expiry of Original E O period | Date of expiry of Extended E O period | | | |
| 1.7 | Whether description of product of export matches with the product description mentioned in the authorisation? | YES / NO | | | | |
| 1.8 | Whether Export obligation is met within the export obligation period? | YES / NO | | | | |
| 1.8 | Whether export obligation is met in full or part? | FULL/ PART | | | | |
| 1.9 | In case of part-fulfilment of E O, whether customs duty along with intrest is paid on excess import? | YES / NO | | | | |
| 1.1 | In case of part-fulfilment of EO, is composition fee payable ? If so,whether composition fee is paid ? | | | | | |
| 1.11 | Bank guarantee No., and date of expiry of validity of bank guarantee - in case of Invalidation cases | | | | | |
| 2 | Details of documents submitted (tick as applicable) | YES | NO | NA | Page Nos. | Remarks if any |
| 2.1 | Duly filled in ANF-4 (latest format) | | | | | |
| 2.2 | Original Authorisation- Customs purpose copy | | | | | |
| 2.3 | Norms committee approval letter- In case of No-norms case | | | | | |
| 2.4 | Original (EP) copy(ies) of the Shipping Bill along with e-BRC | | | | | |
| 2.5 | Original (EP) copy(ies) of the Bill of Export / ARE - 1 along with e-BRC | | | | | |
| 2.6 | Appendix 4- H duly certified by Chartered Accountant | | | | | |
| 2.7 | Original Customs duty paid challan towards customs duty paid on on excess import | | | | | |
| 2.8 | Endorsement of customs authority on Advance authorisation or separate certificate towards customs duty paid on excess import | | | | | |
| 2.9 | Copies of Bills of Entry | | | | | |
| 2.1 | Separate statement of Import & Export list | | | | | |
| 2.11 | Others (specify) | | | | | |
| | | | | | | |
| 3 | Particulars | AS PER AUTHORISATION- | | | Actual Imports and proportionate E.O | |
| | | IN RUPEES | IN USD | Qty | IN RUPEES | IN USD |
| 3.1 | C I F DETAILS | | | | | |
| 3.2 | F O B DETAILS | | | | | |
| 4 | EXPORT OBLIGATION FULFILLMENT DETAILS | Direct Export | SEZ supplied | Deemed Export | | Third party exports |
| 4.1 | Export quantity (to match with export statement) | | | | | Total |

| | Export Item | EO Fixed in Qty | EO Discharged in Qty | Shortfall | Import Eligibility | | | |
|-----|--|-------------------------------------|---|--------------------------|-----------------------------------|--|--|--|
| | 1 | | | | | | | |
| | 2 | | | | | | | |
| | 3 | | | | | | | |
| | 4 | | | | | | | |
| | 5 | | | | | | | |
| | Import Item | Allowed as per Authorization | Eligible to Import as per utilization with wastage | Actually Imported | Excess Imports in quantity | | | |
| | 1 | | | | | | | |
| | 2 | | | | | | | |
| | 3 | | | | | | | |
| | 4 | | | | | | | |
| | 5 | | | | | | | |
| | Special Conditions on Authorization | Registered Source | Unregistered Source | | | | | |
| 4.2 | Import eligibility Based on Actual import and N C approval- With wastage | NOT APPLICABLE | | | | | | |
| 4.3 | shortfall in EO - Qty | | | | | | | |
| 4.4 | Shortfall in- Value | | | | | | | |
| 5 | Any other remarks / comments by exporter | | | | | | | |