

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	<b>Details of documents submitted ( tick as applicable)</b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Page Nos.</b>	<b>Remarks if any</b>	
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)						
<b>3</b>	<b>Particulars</b>	<b>AS PER AUTHORISATION-</b>			<b>Actual Imports and proportionate E.O</b>		
		IN RUPEES	IN USD	Qty	IN RUPEES	IN USD	Qty
3.1	C I F DETAILS						
3.2	F O B DETAILS						
4	<b>EXPORT OBLIGATION FULFILLMENT DETAILS</b>	<b>Direct Export</b>	<b>SEZ supplied</b>	<b>Deemed Export</b>		<b>Third party exports</b>	<b>Total</b>
4.1	Export quantity ( to match with export statement)						

	<b>Export Item</b>	<b>EO Fixed in Qty</b>	<b>EO Discharged in Qty</b>	<b>Shortfall</b>	<b>Import Eligibility</b>			
	1							
	2							
	3							
	4							
	5							
	<b>Import Item</b>	<b>Allowed as per Authorization</b>	<b>Eligible to Import as per utilization with wastage</b>	<b>Actually Imported</b>	<b>Excess Imports in quantity</b>			
	1							
	2							
	3							
	4							
	5							
	<b>Special Conditions on Authorization</b>	<b>Registered Source</b>	<b>Unregistered Source</b>					
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							