

APPENDIX-1

GENERAL INSTRUCTIONS FOR FILLING APPLICATION FORMS

1. Applicants are advised to read the provisions of the Export and Import Policy and Handbook of Procedures, as amended from time to time.
2. Application should be legible and filled in capital letters.
3. All the pages of the application should be signed.
4. All columns should be filled. Columns, which are not relevant to the applicant, should be filled as 'NOT APPLICABLE' and should not be left blank.
5. An incomplete application is liable to be rejected.
6. Unless otherwise specified in the Policy and this Handbook, the application should be submitted to the licensing authority concerned, in whose jurisdiction, the applicant is located.
7. Use the following codes, wherever applicable:

(a) For unit of measurement:

NUMBER-[01], PAIR-[02], DOZEN-[03], GROSS-[04], HUNDRED IN NOS.-[05], THOUSAND IN NOS.-[06], GRAM-[11], KILOGRAM-[12], METRIC TONNE-[13], CARAT-[14], TOLA-[15] INCH-[21], FOOT-[22], YARD-[23], METRE-[24], CENTIMETRE-[25], SQ. INCH-[31], SQ. FOOT-[32], SQ. YARD-[33], SQ. METRE-[34], CUBIC INCH-[41], CUBIC FOOT-[42], CUBIC YARD-[43], CUBIC METRE-[44], LITRE-[51], BAG-[53], BUCKLES-[54], BOU-[55], BOTTLES-[56], BUNCHES-[57], DRUM-[58], HANK-[59], VIALS-[60], SPOOLS-[61], PACKS-[62], SET-[63], BUS-[64], COIL/ROLL-[65], BOXES-[66], CARTONS-[67], KITS-[68], CANS-[69], OTHER-[70]

(b) For status of applicant, use the following codes:

[0]-None, [1]-Export House, [2]- Trading House, [3]-Super Trading House [4]- Super Star Trading House, [5]-International SSEH [6]-International SEH [7] International SEH [8] Service Export House

(c) For the nature of the concern, use the following codes:

[1]-Government Co., [2]-Public Ltd.Co., [3]-Private Ltd.Co. [4]-Proprietary Firm, [5]-Partnership Firm, [6]-Others

8. For Registering Authorities authorised to issue an RCMC use the following codes:

[1] Agricultural and Processed Food Products Export Development Authority	[2] Apparel Export Promotion Council
[3] Basic Chemicals, Pharmaceuticals & Cosmetics Export Promotion Council	[4] The Cashew Export Promotion Council of India
[5] Carpet Export Promotion Council	[6] Chemicals & Allied Products Export Promotion Council
[7] Coffee Board	[8] Coir Board
[9] The Cotton Textiles Export Promotion Council	[10] Electronics and Computer Software Export Promotion Council
[11] Engineering Export Promotion Council	[12] Federation of Indian Export Organisations
[13] The Gem & Jewellery Export Promotion Council	[14] Export Promotion Council for Handicrafts,
[15] The Handloom Export Promotion Council	[16] The Indian Silk Export Promotion Council
[17] Council for Leather Exports	[18] The Marine Products Export Development Authority
[19] Overseas Construction Council of India	[20] The Plastics Export Promotion Council
[21] The Rubber Board	[22] Shellac Export promotion Council,
[23] The Sports Goods Export Promotion Council	[24] Spices Board,
[25] The Synthetic & Rayon Textiles Export Promotion Council	[26] Tea Board
[27] Tobacco Board	[28] Wool and Woollen Export Promotion Council
[29] The Powerloom Development and Export Promotion Council	[99] Others

9. For export product groups, use the following codes:-

- A. Chemicals and Allied products
- C. Engineering Products
- E. Food Products
- G. Leather Products
- I. Sport Goods
- K. Miscellaneous

- B. Electronic Products
- D. Fish and Marine products
- F. Handicrafts
- H. Plastic Products
- J. Textiles

10. Scheme Codes:-

CODES	NAME OF SCHEME
00	Free shipping bill involving remittance of foreign exchange
01	Advance Licence with actual user condition
02	Advance Licence for intermediate supplies
03	Advance Licence
04	Advance Release order
05	Advance Licence for deemed exports
06	DEPB-post exports
08	Replenishment licence
09	Diamond Imprest licence
10	Bulk licence
11	Concessional duty EPCG scheme
12	Zero duty EPCG scheme
13	CCP
14	Import licence for restricted items of imports
16	Export licence
17	Advance Licence for annual requirement
18	Duty Free Replenishment Certificate
19	Drawback (DBK)
20	Jobbing (JBG)
21	EOU/EPZ/SEZ/EHTP/STP

Combinations of Schemes

41	Drawback and Advance Licence
42	Drawback and Duty Free Replenishment Certificate
43	Drawback and zero duty EPCG
44	Drawback and concessional duty EPCG
46	Drawback and post export DEPB
47	Drawback and JBG
48	Drawback and Diamond Imprest licence
49	Drawback and EOU/EPZ/SEZ
50	EPCG and Advance Licence
51	EPCG and Duty Free Replenishment Certificate
52	EPCG and JBG
53	EPCG and Diamond Imprest licence
54	EPCG and Replenishment Licences
55	EPCG and DEPB (post exports)

Combination of three schemes

71	EPCG, Drawback and Advance Licence
72	EPCG, Drawback and Duty Free Replenishment Certificate
73	EPCG, Drawback and jobbing
74	EPCG, Drawback and Diamond Imprest licence
75	EPCG, Drawback and DEPB(post-exports)

11. Use the following location codes, wherever required:

SEA PORTS

LOCATION	CODES	LOCATION	CODES
Mumbai	IN BOM 1	Kolkata	IN CCU 1
Cochin	IN COK 1	Kandla	IN IXY 1
Mangalore	IN IXE 1	Marmagoa	IN MRM 1
Chennai	IN MAA 1	Nhavasheva	IN NSA 1
Paradeep	IN PRT 1	Tuticorin	IN TUT 1
Vishakhapatnam	IN VTZ 1	Kakinada	IN KAK 1
Surat(Magadalla)	IN MDA 1	Sikka	IN SIK 1
Pipavav	IN PAV 1	Nagapattinam	IN NPT 1
Okha	IN OKH 1	Mundhra	IN MUN 1

AIR PORTS

LOCATION	CODES	LOCATION	CODES
Ahmedabad	IN AMD 4	Bangalore	IN BLR 4
Mumbai	IN BOM 4	Kolkata	IN CCU 4
Delhi	IN DEL 4	Jaipur	IN JAI 4
Varanasi	IN VNS 4	Srinagar	IN SXR 4
Trivandrum	IN TRV 4	Hyderabad	IN HYD 4
Chennai	IN MAA 4	Coimbatore (Air Cargo Complex)	IN CJB 4
Bhubaneshwar	IN BBI 4		

ICDs

LOCATION	CODES	LOCATION	CODES
Bangalore	IN WFD 6	Coimbatore	IN CBE 6
Delhi Patparganj	IN PPG 6	Gauhati (Amingaon)	IN AMG 6
Tuglakabad	IN TKD 6		
Moradabad	IN MBD 6	Ludhiana	IN LDH 6
Hyderabad	IN SNF 6	Pimpri (Pune) Dighi	IN DIG 6
Kanpur	IN CPC 6	Pitampur (Indore)	IN IND 6
Jaipur	IN JAI 6		
Agra	IN BLJ 6	Faridabad	IN FBD 6
Nagpur	IN NGP 6	Varanasi	IN BSB 6
Kapadra	IN KAP 6	Sachin	IN SAC 6
Jodhpur	IN JUX 6	Salem	IN SXT 6
Tirupur	IN TUP 6	Singanalur	IN SIL 6
Waluj	IN WAL 6	Mallanpur	IN GWL 6
Bhilwara	IN BHL 6	Pondicherry	IN PNY 6

LCS

LOCATION	CODES	LOCATION	CODES
Ranaghat	IN RNG 2	Singhabad	IN SNG 2

12. Use the following States/UTs Codes wherever required:-

**01 ASSAM
02 MEGHALAYA
03 MIZORAM
06 BIHAR
07 JHARKHAND
09 ARUNACHAL PRADESH
10 WEST BENGAL
14 NAGALAND
15 MANIPUR
16 ORISSA
17 SIKKIM
18 TRIPURA
19 ANDAMAN & NICOBAR
20 UTTAR PRADESH
21 UTTARANCHAL
29 DELHI**

**30 PUNJAB
34 HARYANA
39 CHANDIGARH
44 JAMMU & KASHMIR
46 HIMACHAL PRADESH
50 RAJASTHAN
54 GUJARAT
60 MAHARASHTRA
67 DAMAN & DIU
68 GOA
69 DADRA & NAGAR HAVELI
70 MADHYA PRADESH
71 CHATTISGARH
80 ANDHRA PRADESH
84 KARNATAKA
89 LAKSHADWEEP
90 TAMIL NADU
96 KERALA
99 PONDICHERRY**

APPENDIX - 2

PROFILE OF EXPORTER/ IMPORTER

FOR OFFICIAL USE

File No:----- Date:-----

Note: To be submitted once alongwith the first application and to be submitted subsequently only in case of any change in the information already submitted. RLAs to enter this information in the computer so as to dispense with the need of repetitive declaration.

1. Name of the applicant :-----

2. Address of the applicant :-----
(Registered Office in :-----
case of limited companies, :-----
and Head Office :-----
for others)

Tele No.:-----

Fax No :-----

E.Mail address: -----

3. Date of establishment of business/factory in India

| | | | | | | | | |

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4. IEC No.Date of Issue Issuing Authority (not applicable for application for IEC)

5. Please tick the appropriate column.

- (1) Manufacturer Exporter
- (2) Merchant Exporter
- (3) Service provider
- (4) Merchant cum Manufacturer
- (5) Trust
- (6) Others (please specify)

6. Status Code
(Please see S.No.7(b) of Appendix-1 of general instructions)

Relevant Certificate

No.

Issuing Date:

Valid upto:

7.	Category of manufacturing licence	Number	Date	Issuing authority
	SSI Registration			
	Industrial licence/ IEM			
	Others (specify)			

8. Nature of the concern : []
(Please see S.No.7(c) of Appendix-1 of general instructions)

9. Details of the main Banker Name of the Bank
and Bank Account Account No.
Type of Account
Address.....
.....

10. RCMC No. Date of Issue
Valid upto Issuing Authority

11. Details of Proprietor/Partner(s)/Director(s)/Karta to be given
in the following manner:

- (a) Name
- (b) Father's Name
- (c) Residential address
- (d) E. Mail address
- (e) Telephone

(NOTE: Attach extra sheet wherever required)

Place: Signature of the Proprietor/Partner(s)/
Director(s)/Karta

Date:..... Name
Designation