

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE
मंडलीय महानिदेशक विदेश व्यापार का कार्यालय (केन्द्रीय लाइसेंसिंग क्षेत्र),
(C.L.A.), 'A' WING I.P.BHAWAN, I.P.ESTATE, NEW DELHI-110002.
'ए' विंग, इन्द्रप्रस्थ भवन, आई.पी.एस्टेट, नई दिल्ली-110002.

Standard Process Sheet (For **DEPB**)

File No.-05/___/051/00___/AM-___/CLA

Date of application.....

Name of the firm_____

S.No.	Details of Documents checked	Comments
1.	Is ANF-4-G submitted duly filled in	Yes / No
2.	Is ANF-4-G signed by (i)Proprietor, or (ii)Partner, or (iii)Director, or (iv)Authorised Signatory, with enclosed Board's Resolution/Power of Attorney	Yes / No
3.	Is EFT Payments Receipt as per DEPB claimed	Yes / No.
4.	Whether the application is in time/attracts late cut/time barred	In time / time barred / late cut.....%
5.	Whether all Shipping Bills relate to one Custom House	Yes / No
6.	In case of manual shipping bill (i)E.P. Copy of Shipping Bill is given (ii) If 3 rd party export, Disclaimer is given	Yes / No / Not applicable
7.	Are exports made from entitled ports (para-4.40 HBPv1)	Yes / No
8.	Whether valid copy of IEC submitted	Yes / No
9.	Whether Valid RCMC(valid on the date of application)submitted	Yes / No
10.	Product Code Number	
11.	Description of the Product in brief	
12.	Are valid BRCs submitted in original	Yes / No
13.	DEPB Serial number	
14.	DEPB claimed	
15.	Whether Commission,if any, claimed as per prescribed restriction %	Yes/No
16.	DEPB amount as per Shipping bills	Rs.
17.	DEPB amount as per BRCs	Rs.
18.	DEPB Entitlement	Rs.

Remarks of D.H., if any.-.....

Signature of D.H with Name & Date