

OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE
(CLA), 'A' WING, INDRAPRASTHA BHAWAN, I.P. ESTATE NEW DELHI-110002.

Standard Process Sheet (For EPCG Authorisation)

File No.-05/ /021/00 /AM- /CLA

Date of application.....

Name of the firm _____

S.No.	Details of Documents checked	Comments
1.	Is ANF-5-A submitted duly filled in	Yes / No
1.1	Is ANF-5-A signed by (i)Proprietor, or (ii)Partner, or (iii)Director, or (iv)Authorized Signatory, with duly authorizing Board's Resolution	Yes / No
1.2	Is Payments of application fee as per Appendix 21B	Yes / No
1.3	Self attested copy of RCMC (RCMC from service EPC for non status holder) submitted	Yes / No
1.4	Self attested copy of IEC submitted	Yes / No
1.5	Export performance for the last 3 years duly certified by CA/Cost Acctt. in Appendix 26	Yes / No
1.6	Chartered Engineer Certificate in App.32.A	Yes / No
2.	Status of firm	Manufacturer/merchant/service provider
2.1	If manufacturer- copy of SSI/Industrial license submitted	Yes / No /NA
2.2	If merchant exporter- Name of supporting manufacture with a copy of SSI/Industrial License submitted	Yes / No / NA
2.3	If service provider- service tax registration certificate submitted	Yes / No / NA
2.4	If retailer, whether minimum area 1000 sq.m.	Yes / No / NA
2.5	If Pharmaceutical products -Self attested copy of Drug Manufacturer license submitted	Yes / No / NA
2.6	Status holder	Yes / No
2.7	Flow Chart of production submitted	Yes / No
2.8	Catalogue of Capital Goods submitted	Yes / No
2.9	If Hotel Industry, Tour & Travels, Department of Tourism Approval Letter submitted	Yes / No
2.10	If technological up-gradation of existing machinery , whether conditions as required	Yes / No

	under provisions of Para 5.10 of FTP is fulfilled.	
2.11	If import of spares tools, spare refractories or catalyst, whether installation certificate of existing C.G. submitted	Yes / No
3.	If import of motor cars, sports utility vehicles/all purpose vehicles	Yes / No
3.1	Category of applicant	Hotel/Travel agent/tour operator/tour transport operator/company owning/operating golf course
3.2	Total F.E. earnings from hotel, travel and tourism and golf tourism in current and preceding 3 licensing years	Rs.
3.3	Whether duty saved amount on all EPCG authorizations issued in a licensing year for import of motor cars/SUV/APV will exceed 50% of average FE earnings from hotel, travel and tourism and golf tourism sectors in preceding 3 licensing years	Yes /No
4.	If converted DTA unit whether NOC from DC submitted	Yes / No
5.	Capital Goods-ITC(HS) Code	
5.1	Description of Capital Goods	
5.2	Location / address of unit where CG is to be installed	
5.3	Product to be exported	
6.	Whether eligible port as per para 5.3.3 HBP	Yes / No
7.	In case of indigenous procurement at the time of obtaining EPCG licence, whether LUT/BG is submitted	Yes / No
8.	Duty saved (Value of licence upto Rs. 50 Crores as per Para 5.2 of HBP)	Rs. (Yes /No)
8.1	Additional Export Obligation	Rs.
8.2	Previous Additional Export Obligation	Rs.
8.3	Annual Average E.O.	Rs.

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

Signature of D.H with Name & Date