

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 Advance Authorization)**

File No.-05/ /040/00 /AM- /CLA

Date of application.....

Name of the firm.....

S.No.	Details of Documents checked	Comments
1	Is <b>ANF-4-A</b> (Two Sets) submitted duly filled in	Yes / No
1.1	Is ANF-4-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 EFT Payments Receipt as per Appendix 21B	Yes / No
1.3	Self attested Copy of RCMC submitted	Yes / No
1.4	Self attested Copy of IEC submitted	Yes / No
1.5	<b>AA for annual requirement( if so, see next sheet also)</b>	<b>Applicable / Not applicable</b>
2	Status of firm	Manufacturer / Merchant
2.1	If merchant exporter- Name of supporting manufacture with a copy of SSI/Industrial License submitted	Yes / No
2.2	Whether 'new comer'(no past export/first license application)	Yes/No
2.3	Whether valid port of registration as per 4.19 HBP	Yes/No
3.	<b>SION</b> number	
3.1	Import Policy for item applied for	Prohibited/Restricted/STE/Free
3.2	Export Policy for item applied for	Prohibited/Restricted/STE/Free
3.3	Whether import and export on net to net basis	Yes / No
4.	Stated <b>value addition</b>	.....%
4.1	Prescribed value addition (4.1.6 FTP / 4.1.1 HBP)	.....%
4.3	CIF value of license	Rs./US\$.....
4.4	FOB value of license	Rs./US\$.....
5.	Financial powers (4.8 HBP)	RA / DGFT
6.	<b>Deemed Exports</b>	Applicable / Not applicable
6.1	Invalidation letter submitted for intermediate license	Yes / No
6.2	Project Authority Certificate for project supplies	Yes / No

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

Signature of D.H with Name & Date

Continuation sheet

File No.-05/ /040/00 /AM- /CLA

Date of application.....

Name of the firm.....

S.No.	Details of Documents checked	Comments
7.	<b>AA for Annual requirement (additional documents)</b>	
7.1	CAC submitted	Yes / No
7.2	Preceding year's exports	Rs./US\$.....
7.3	300% of FOB value of preceding year's exports	Rs./US\$.....
7.4	Value of Licences obtained during the current Licensing year	Rs./US\$.....
7.5	Balance Value Available	Rs./US\$.....
7.6	CIF value applied in current application	Rs./US\$.....
7.7	Whether only one authorization for one port for same product group (4.24A HBP)	Yes / No

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

Signature of D.H with Name & Date