

Udyog Bhawan, New Delhi  
Dated 25<sup>th</sup> October, 2018

**TRADE NOTICE No. 35 /2018**

To

1. All EPCs
2. Federation of Indian Export Organisations
3. All Regional Authorities of DGFT
4. All Exporters

**Subject: Procedure / documents for obtaining export authorisation for export of restricted items under Schedule 2 ITC(HS) Classification of Export and Import Items 2018 .**

All those items which are defined as 'Restricted' under Foreign Trade Policy (FTP) / ITC(HS) Schedule 2 Export Policy 2018 are permitted for export subject to license from DGFT. In order to facilitate the trade by reducing the turn around time in obtaining export authorisations/license, the following SOP / documentation / checklist has been prepared in consultation with the concerned commodity Ministry/ Department and shall be followed by manufacturers / exporters while filing applications with DGFT for grant of Export Authorization for 'Restricted' items :

**Action on the part of Firm/Company/ Agency /individual:**

**A. Online application process**

- i. Online application process : Home page of DGFT website ([www.dgft.gov.in](http://www.dgft.gov.in)) → Services → Online ECOM application → Restricted item (Imp/Exp) License (<https://bit.ly/2S5zGET>)
- ii. User Manual for filing online application for Restricted items is available on the DGFT website. [Home page of DGFT website ([www.dgft.gov.in](http://www.dgft.gov.in)) → Services → Help → Restricted item (Imp/Exp) License] (<https://bit.ly/2OzT4vR>)
- iii. After filing online application through DGFT web-portal, a copy of the application in prescribed proforma alongwith the following documents is to be sent through email at [export-dgft@nic.in](mailto:export-dgft@nic.in) in **PDF format** in terms of DGFT Trade Notice No. 18/2015-20 dated 20.06.2018 (<https://bit.ly/2R4Odj0>) :
  - (a) **ANF-1** (Profile of Exporter & Importer) and **ANF-2N** (Application form for export license for restricted items);
  - (b) A copy of purchase order / import order from foreign buyer **or** contract agreement duly signed and stamped by both the parties (seller/purchaser); and
  - (c) Proof of payment of application fee (paid through online mode).
- iv. ANF (Ayat Niryat Forms) forms are available on the DGFT website at : [www.dgft.gov.in](http://www.dgft.gov.in) under heading captioned 'Ayat Niryat Forms'.
- v. All documents are to be duly authenticated (signed and stamped) by the signatory authority of the Firm

## **B. Offline application process**

- (i) In case, the applicant want to submit offline application, physical copy can be submitted at the Facilitation Counter /R&I of DGFT (Hqrs) at Gate No. 2, Udyog Bhavan, New Delhi
- (ii) Fee amounting Rs. 1000/- (irrespective of quantity and FOB value of item) in favour of "DGFT" by way of DD/Pay Order to be submitted alongwith application as prescribed under Appendix 2-K of FTP
- (iii) Rest of the documents will remain same as mentioned at Sl. No. (iii) above.

### **Action on the part of DGFT (Hqrs) after receipt of application:**

- (i) On receipt of application through email in prescribed proforma alongwith supporting documents from the applicant Firm, the same is processed in Export Cell;
- (ii) Based on the Standard Operating Procedure (SOP) in DGFT, the applications are pre-screened and if the application is complete in all respect the same is forwarded within three working days to the concerned Technical Ministry/ Department seeking their NOC/comments/views;
- (iii) In case the application is deficient, the deficiency letter is sent to the applicant firm through E-mail within three working days
- (iv) The applicant exporter is expected to respond to the query and provide requisite documents / clarification within 03 days from the receipt of DGFT email,
- (v) Thereafter, the application is forwarded to the concerned Technical Ministry/ Department through email for their comments/NOC;
- (vi) The Technical Ministry/ Department are expected to provide their comments / NOC at the earliest and not later than 30 days from the receipt of application;
- (vii) On receipt of NOC/comments, all pending applications are placed before EXIM Facilitation Committee (EFC) in DGFT for consideration on case by case basis,
- (viii) The EFC generally meets once in a month and mostly on third Wednesday
- (ix) After approval of application by the EFC, authorization letter is prepared by Export Cell, DGFT(HQ) and issued to the Firm with a copy endorsed to the concerned jurisdictional Regional Authority (RA) of DGFT through email as well as post, for issuing export license;
- (x) After issue of permission by DGFT(Hqrs), the firm is required to approach the concerned Regional Authority of DGFT alongwith a copy of permission letter and the application submitted before DGFT(Hqrs) with supporting documents;
- (xii) The Regional Authority of DGFT is required to issue export license to the applicant within three working days;
- (xii) The entire process takes 30 - 45 days time.

2. Apart from the aforementioned documents as required by DGFT, the following specific documents are required by concerned Administrative Ministries / Deptts. for grant of NOC/ recommendation and have to be submitted alongwith the application :

### **Department of Fertilizers**

#### **For NP&K fertilizers**

- (i) Detailed specification of product (fertilizer) to be exported along with clear NP&K ratio.
- (ii) Details of raw materials used for production of the fertilizer.
- (iii) Details of source of raw materials used in production of fertilizer (whether indigenous source or imported).



- (iv) In case of indigenous source:-
  - (a) A certificate from the Statutory Auditor of the supplier as per the **proforma 'A'**.
  - (b) An undertaking from the supplier as per **proforma 'B'**.
- (v) In case of source being imported fertilizers:-
  - (a) Bill of Lading in the name of the applicant.
  - (b) A certificate from the Statutory Auditor of the applicant as per **proforma 'A1'**.
  - (c) An undertaking from the applicant as per **proforma 'B1'**

## Ministry of Environment, Forests and Climate Change (MOEF&CC)

### A. For Wood and Wood Products

- (a) Documents required for the issue of NOC for export of red sanders in log form from DTA:-
  - (i) Export Order received by the concerned firm.
  - (ii) The applicant are required to submit application in **Proforma 'C'** before State Principal Chief Conservator of Forests (PCCF) for issue of COO
  - (iii) Certificate of Origin (COO) issued by the concerned PCCF (as per the **proforma 'D'**).
  - (iv) Physical Verification Report alongwith photographs of VAP form of red sanders.
- (b) Documents required for the issue of NOC for export of sandalwood from DTA:-
  - (i) Export Order received by the concerned firm.
  - (ii) COO issued by the concerned officer designated by the Forest Department/PCCF.
  - (iii) Physical Verification Report of the material.

### B. For export of Ozone Depleting Substances (ODS)

- (a) The firm needs to be registered as an importer and exporter under Ozone Depleting Substances (Regulation and Control) Rules, 2000 and its amendments;
- (b) A copy of Registration Certificate under ODS Rules to be attached along with application;
- (c) Nature of use of ODSs i.e. feedback, recycled, recovered and reclaimed intended to be import or export;
- (d) ITC (HS) code in line with Import/Export Policy of DGFT.

## Deptt. of Agriculture Cooperation and Farmers Welfare (DOAC&FW) (Seed Division)

### A. For Export of Onion Seed / Rice Seed / Cotton Seed

- (a) Detailed specifications of product (seed) to be exported along with source;
- (b) Details of raw materials used for production of seed;
- (c) Affidavit (stamp paper of Rs 100/-) from the firm that no Indian germ-plasm has been used for developing the seed
- (d) Application in prescribed proforma (As per **Proforma 'E'**) (20 sets ) to be submitted to DOAC&FW for consideration by their Exim Committee.

**B. For Export of rice paddy or in Husk (non-Basmati rice) other than seed quality**

An affidavit on stamp paper of Rs. 100/- by the authorised signatory of the exporting firm giving the following undertaking:

"The material proposed to be exported is strictly not seed for sowing material / planting material Further it is also not breeder seed / foundation / seed / certified seed and does not belong to any wild species / germ plasm and the material proposed to be exported is non-basmati type for consumption purpose" .

**Deptt. of Animal Husbandry, Dairying and Fisheries**

**A. Live milking animal**

1. Source of procurement of animals alongwith a copy of acceptance letter from the firm (supplier) that upon approval by the Government, they would be able to supply the subject item(s);
2. No Objection Certificate from the Animal Husbandry/Welfare Department of the State Government from where the animals are procured for export;
3. No objection Certificate from National Biodiversity Authority, Chennai for export of the subject item;
4. Standards and specifications of the animals proposed to be exported;
5. Letter from the foreign buyer/end user indicating the purpose of import of subject items;
6. Justification for not exploring the possibility of export of germ-plasm from i.e. semen and embryos instead of live animals; and
7. Justification for import of live animals by the importing country.

**B. Export of Live Stock (other than milking animals)**

1. Official health requirement/format for the importing country. If no prescribed health requirement/format then undertaking from the exporter/owner in this regard.
2. Fulfillment of health requirement of importing country, including, testing, treatment, vaccination report etc. (if applicable).
3. Self certified copies of present health documents including vaccination record of the animal.
4. Copy of airway bill/journey details of animal.
5. Authorization letter if owner is not approaching directly.

**Ministry of Mines**

**For export of 'sand and soil'**

- (a) Details on the source of raw material to be exported;
- (b) Royalty payable receipt of minerals to be exported, wherever applicable;
- (c) Chemical composition report of the export product/ details of value addition etc.;



- (d) An undertaking / certificate from the supplier stating the particular of item and name of the country of export as specified in the export order/invoice;
- (e) Copy of the buyers' order / export order
- (f) Justification of export
- (g) Previous (last three years) details of export made by the company for the same product

**Deptt. of Health Research / Indian Council of Medical Research**

**For export of Embryos / gametes**

**i. Certificate from Indian ART Clinic:**

A certificate from the Indian ART Clinic (Enrolment number.....) recommending transfer of (number.....) embryos and/or gametes for the treatment of infertility of the specific infertile couple/subject (including name and address of the infertile couple/subject) at a specific Foreign ART Clinic (name and address of the In-Charge of the foreign ART Clinic).

A certificate from the Indian ART clinic, where these embryos have been generated, certifying that these embryos have been generated in their clinic using at least one gamete (sperm or oocytes) of the infertile couple/subject (name and address of infertile couple) and no sex selection has been done on these embryos.

A certificate from the Indian ART Clinic (Enrolment number.....) certifying that ..... (Number) embryos were created for IVF/Surrogacy treatment of Mrs. .... & Mr. .... (Name and address of infertile couple/subject) and out of that ..... (Number) of embryos were used and ..... (Number) of embryos are cryo-preserved at the ART Clinic (Name and Address of Indian ART clinic). This is also certify that the quality of cryo-preserved embryos.

**ii. Certificate from Infertile couple/subjects:**

Certificate from the infertile couple/subject indicating transfer of (number.....) embryos and/or gametes from the Indian ART clinic (name and address of the In-charge of the ART Clinic, with enrollment number of the ART clinic) for his/her treatment at a specific ART clinic in Foreign (name and address of the In-charge of the ART clinic). The infertile couple/subject should also certify that these embryos have been created by using at least one gamete (sperms or oocytes) of their own.

**iii. Certificate from foreign ART Clinic:**

A certificate from the ART Clinic in foreign indicating that (number .....) embryos and/or gametes which will be received from the specific Indian ART Clinic (name and address of the In-Charge of the ART Clinic, with enrollment number of the ART Clinic) for the treatment of infertility of the specific infertile couple/subject from the specific Country (including name and address of the infertile couple/subject).

**iv. Other Documents required:**

- a) Duly attested copies of the authorized identification proof, residential proof and marriage certificate (only for the married infertile couple)

- b) Attested copy of the registration certificate of the Indian ART Clinic who has generated these embryos or having gametes
- c) Attested copy of the registration certificate of the foreign ART Clinic who will be receiving these embryos or gametes.

**Please Note:**

1. Certificates should be submitted only by the Director/In-charge of the ART Clinic on the letter head of the ART clinic whose name has been enrolled with National Registry of ART Clinics and Banks in India of ICMR as Director/In-charge of the ART Clinic.
2. Enrolment/registration number of the ART clinic issued by the National Registry of ART Clinics and Banks in India of ICMR (for Indian ART clinic) or issued by the appropriate authority (for foreign ART clinic) need to be mentioned.
3. Applicants who have already applied to DGFT seeking export authorisation for restricted export authorisation / license need not to apply afresh. Such applications will be considered by DGFT on receipt of the required documents from the applicant firms / exporters. The SOP / documents / check list for other frequently traded 'Restricted' commodities under license shall be prescribed shortly on receipt of inputs from the concerned Administrative Ministries / Deptts.
4. This issues with the approval of competent authority.



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(Arunoday Goswami)  
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**Copy to:**

1. PS to Hon'ble CIM
2. PS to Hon'ble MoS
3. PSO to Commerce Secretary
4. PPS to DGFT
5. PPS to ADG(NKS), DGFT



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(Arunoday Goswami)  
Joint Director General of Foreign Trade



**PROFORMA 'A'**

**CERTIFICATE**

This is to certify that M/s .....(supplier name)..... has supplied .....(details of raw material)..... To M/s .....(applicant).....for manufacture of .....(NPKS grade).....

2. It is also certified that M/s .....(supplier name)..... has not claimed any subsidy from the Government on the aforesaid quantity of raw materials.

Place:

Seal:

Date:

**PROFORMA 'B'**

**UNDERTAKING**

This is to certify that we have supplied M/s .....(applicant)..... with ....(details of raw material)..... for manufacture of .....(NPKS grade).....

2. It is also certified that we have not claimed any subsidy from the Government on the aforesaid quantity of raw materials.

Place:

Seal:

Date:



**PROFORMA 'A1'**

**CERTIFICATE**

This is to certify that M/s .....(applicant)..... intend to export  
.....MT of.....(NPKS grade)..... to .....(country name).....

2. It is also certified that no subsidized raw material has been used for production of  
above fertilizer and M/s .....(applicant)..... will not claim any subsidy from the  
Government on the aforesaid quantity of exported fertilizer.

Place:

Seal:

Date:

**PROFORMA 'B1'**

**UNDERTAKING**

This is to certify that we intend to export ..... MT of .....(NPKS grade)..... to .....(country name).....

2. It is also certified that no subsidized raw material has been used for production of above fertilizer and we will not claim any subsidy from the Government on the aforesaid quantity of exported fertilizer.

Place:

Date:



**CITES MANAGEMENT AUTHORITY OF INDIA  
APPLICATION FOR ISSUE OF CERTIFICATE OF ORIGIN**

(To be filled by the applicant for export of Red Sanders wood and its products)

**Export of Red Sanders as per the provisions of CITES export quota**

1.	Name and Address of the Applicant		
2.	Registration No. and Date of Registration (Attach a copy of registration certificate)		
3.	Address of location of the goods in question		
4.	Source of Red Sanders wood (tick the ones applicable)	a. Confiscated <input type="checkbox"/>	b. Artificially propagated <input type="checkbox"/>
		c. Other (Specify) <input type="checkbox"/>	
5.	Name and address of the proposed consignee		
6.	Details of wood and Processed product proposed for export		
	Product a. Logs ___ units b. Furniture ___ units c. Artifacts ___ pieces d. Chips e. Powder f. Oil	_____ (kg) _____ (kg) _____ (kg) _____ (kg) _____ (kg) _____ (liter) _____ (kg, equivalent wood)	Detailed description of the processed products including, where applicable, the dimensions, weight and markings imprinted on each piece are furnished in Annexure-II, which has been duly certified by the authority issuing this Certificate of Origin.  The finished products of definite shape are to be photographed with appropriate measuring tape/scale kept beside to give an indication of size and the photographs must be included and certified.
7.	Break up of net of wood and other specimen (after deducting the by-products) included/used in producing goods mentioned at 6 above	Type	Confiscated origin
		Artificially Propagated origin	
		Logs _____ (kg) units	_____ (kg) units
		Chips _____ (kg)	_____ (kg)
		Powder _____ (kg)	_____ (kg)
		Oil _____ (kg, eq. wood) _____ (liter)	_____ (kg, eq. wood) _____ (liter)
		Wastage _____ (kgs)	_____ (kgs)
	<b>Total</b> _____ (kgs)	_____ (kgs)	
	Sale Document wise Break-up of the wood of confiscated origin and acquisition document wise break-up of wood of artificially propagated origin has been given in Annexure I and II respectively		

It is certified:



1. That proper stock keeping has been ensured by the applicant separately for wood of confiscated origin and artificially propagated origin and stock register has been maintained with details of each accrual and disposal of stock.
2. It is certified the relevant records certifying the origin of red sanders wood of confiscated origin mentioned as per details at Sl. No.7 in the table above has been maintained. (Strike off in case of the wood being of artificially propagated origin solely.)
3. It is certified that the artificially propagated red sanders wood mentioned at Sl. No. 7 in the table above is of artificially propagated origin the meaning as defined in CITES Resolution Conf. 11.11 (Rev. Cop15) Relevant records certifying the acquisition of the wood of artificially propagated origin has been maintained. (Strike off in case of the wood being of confiscated origin solely.)
4. It is certified that the full amount of wood used to produce the oil sought to be exported has been deemed to have been utilized and no resulting powder etc has been added to the stock.
5. It is certified that a net total quantity as per details at 7 in the table above, after deducting resulting by-products liable to be added to the stock, has been utilized from the stock in producing the goods mentioned at Sl. No. 6 in the table. After the end of conversion process, there is a balance stock of ----- kg of red sanders wood, ----- kg of wood chips ----- kg. of powder and \_\_\_\_ liter of oil (weight \_\_kg, eq wood) remaining with the applicant after deducting the stocks used as per details at 7 above. All of the above red sanders specimen utilised have been derived solely from the stock as per records maintained in the stock register.
6. It is certified that the red sanders wood mentioned at Sl. No.7 in the table above has been noted in the stock register of the applicant as 'applied for Certificate of Origin' against respective entries of accruals.

Authorized Signatory

Name \_\_\_\_\_

Date \_\_\_\_\_



**APPLICATION FOR ISSUE OF CERTIFICATE OF ORIGIN**  
**(To be filled by the applicant for export of Red Sanders wood and its products)**

Details of wood of confiscated origin<sup>#</sup>

1	From whom obtained					
2	Sale document No and Date					
3	Original Sale Document No of the selling Govt Agency if Different from 2 above and date					
4	Details of wood etc.					
	Qty Acquired	Quantity disposed of	Quantity disposed of	Quantity disposed of	Quantity disposed of*	Balance
	Logs					
	Chips					
	Powder					
	Oil <sup>^</sup>					
	Total					
	CoO No >>					

# If the wood sought to be exported by the application involves wood acquired through more than one sale document number, information in the above table is to be given for each sale document.

\* More identical columns may be added if there have been exports through more CoOs.

<sup>^</sup> Oil is to be noted in liter as well as in equivalent wood. Equivalent wood in kg shall be deemed to be exported.

Authorized Signatory

Name \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION FOR ISSUE OF CERTIFICATE OF ORIGIN**  
**(To be filled by the applicant for export of Red Sanders wood and its products)**

**Details of wood of artificially propagated origin<sup>#</sup>**

From whom obtained						
Acquisition document No and Date <sup>§</sup>						
	Qty Acquired	Quantity disposed of	Quantity disposed of	Quantity disposed of	Quantity disposed of <sup>*</sup>	Balance
Logs						
Chips						
Powder						
Oil <sup>^</sup>						
Total						
	CoO No >>					

# If the wood sought to be disposed by the application involves wood acquired through more than one acquisition document number, information in the above table is to be given for each sale document.

§ The acquisition document number refers to a document which certifies the acquisition of the wood by the applicant from artificially propagated origin. It has to be a common document throughout a State/ UT as per the rules applicable therein.

\* More identical columns may be added if there have been exports through more CoOs.

^ Oil is to be noted in liter as well as in equivalent wood. Equivalent wood in kg shall be deemed to be exported.

Authorized Signatory

Name \_\_\_\_\_

Date \_\_\_\_\_



### **Instructions**

1. The items like Chips and Powder in sl number 6 in the table shall be negative if there is net generation of such items in the process of producing the goods described at sl no 5, so that when deducted from the stocks of the applicant, it actually gets added up.
2. The small pieces/sawn products generated in the process of production and not utilised should be added to chips, if not in wastage, so that when a log is partly utilized, no new log is created in the stock. These pieces shall remain as part of chips in the stock register.
3. All wastage shall be deducted from the stocks and so written off.
4. The production of oil shall be deemed to be from logs and/or chips only, and equivalent amount of the same will have to be written off the stock. In no case oil will be deemed to be sourced from powder.
5. A copy of relevant pages of Stock register shall be attached and original presented for verification at the time of submission of application. The original Register shall be returned immediately on receipt of application after verifying the copy thereof submitted.
6. The stock register shall also be presented at the time of issue of the Certificate of Origin for necessary entry of export of stock therein.
7. The Stock register shall be maintained in two copies, and original and a copy. At the time of applying for issue of CoO the Original stock register shall be presented while the copy shall mandatory be kept at the depot of the applicant. The copy shall be updated immediately after the issue of CoO. While the original is not under submission, both copies shall be kept at the depot of the applicant and updated.



**FOREST DEPARTMENT  
GOVERNEMENT OF \_\_\_\_\_  
CERTIFICATE OF ORIGIN**

Ref: Export of Red Sanders as per the provisions of CITES export quota  
(To be issued by the concerned Principal Chief Conservator of Forests)  
Certificate No. RS/ST/AAAAAAAA/YYYY/CCCC Dated DD/MM/YYYY

1.	Registration No. and Date of Registration of the Applicant																						
2.	Name and Address of the Applicant																						
3.	Address of location of the goods in question																						
4.	Date(s) of inspection																						
5.	Source of Red Sanders wood	a. Confiscated b. Artificially propagated c. Other (Specify)																					
6.	Details of wood and Processed product proposed for disposal																						
	Product a. Logs _____ units b. Furniture _____ units c. Artifacts _____ pieces d. Chips _____ e. Powder _____ f. Oil _____	_____ (Kgs) _____ (Kgs) _____ (Kgs) _____ (Kgs) _____ (Kgs) _____ (kg) _____ (litre)																					
	Detailed description of the processed products including, where applicable, the dimensions, weight and markings imprinted on each piece are furnished in Annexure-II, which has been duly certified by the authority issuing this Certificate of Origin. The finished products of definite shape are to be photographed with appropriate measuring tape/scale kept beside to give an indication of size and the photographs must be included and certified.																						
7.	Break up of net of wood and other specimen (after deducting the by-products) included/used in producing goods mentioned at-6 above	<table border="1"> <thead> <tr> <th>Type</th> <th>Confiscated origin</th> <th>Artificially Propagated origin</th> </tr> </thead> <tbody> <tr> <td>Logs</td> <td>_____ (kg) _____ units</td> <td>_____ (kg) _____ units</td> </tr> <tr> <td>Chips</td> <td>_____ (kg)</td> <td>_____ (kg)</td> </tr> <tr> <td>Powder</td> <td>_____ (kg)</td> <td>_____ (kg)</td> </tr> <tr> <td>Oil</td> <td>_____ (kg eq. Wood) _____ (litre)</td> <td>_____ (kg eq. Wood) _____ (litre)</td> </tr> <tr> <td>Wastage</td> <td>_____ (kgs)</td> <td>_____ (kgs)</td> </tr> <tr> <td>Total</td> <td>_____ (kgs)</td> <td>_____ (kgs)</td> </tr> </tbody> </table>	Type	Confiscated origin	Artificially Propagated origin	Logs	_____ (kg) _____ units	_____ (kg) _____ units	Chips	_____ (kg)	_____ (kg)	Powder	_____ (kg)	_____ (kg)	Oil	_____ (kg eq. Wood) _____ (litre)	_____ (kg eq. Wood) _____ (litre)	Wastage	_____ (kgs)	_____ (kgs)	Total	_____ (kgs)	_____ (kgs)
Type		Confiscated origin	Artificially Propagated origin																				
Logs		_____ (kg) _____ units	_____ (kg) _____ units																				
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Wastage	_____ (kgs)	_____ (kgs)																					
Total	_____ (kgs)	_____ (kgs)																					

It is certified:

1. That proper stock keeping has been ensured by the applicant separately for wood of confiscated origin and artificially propagated origin and stock register has been maintained with details of each accrual and disposal of stock. The register has been examined to my satisfaction at the time of issue of this certificate.



2. It is certified the source as well as relevant records certifying the origin of red sanders wood of confiscated origin mentioned as per details at Sl. No.7 in the table above have been verified. (Strike off in case of the wood being of artificially propagated origin solely.)
3. It is certified that the artificially propagated red sanders wood mentioned at Sl. No. 7 in the table above is of artificially propagated origin the meaning as defined in CITES Resolution Conf. 11.11 (Rev. Cop15). I have personally satisfied myself about the red sanders specimen being of artificially propagated origin. (Strike off in case of the wood being of confiscated origin solely.)
4. It is certified that a net total quantity as per details at 7 in the table above, after deducting resulting by-products liable to be added to the stock, has been utilized from the stock in producing the goods mentioned at Sl. No. 6 in the table. After the end of conversion process, there is a balance stock of ----- kg of red sanders wood, ----- kg of wood chips ----- kg. of powder and ----- litre of oil (weight ----- kg, eq. wood) remaining with the applicant after deducting the stocks used as per details at 7 above. All of the above red sanders specimen utilised have been derived solely from the stock which has been physically verified on ----- (date).
5. It is certified that I have personally satisfied myself that the red sanders wood mentioned at Sl. No.7 in the table above has been written off the stock register of the applicant as 'utilised' against respective entries of accruals.
6. This certificate is valid for a period of two months from the date of issue.

Given this \_\_\_\_\_ day of \_\_\_\_\_ (Month and Year) at \_\_\_\_\_ (Place).

Principal Chief Conservator of Forests  
Department of \_\_\_\_\_

(Name)  
(State)  
Official Seal to be affixed



### Instructions for filling up the Certificate of Origin

1. The Certificate No has following Components:

- i. RS indicate Red Sanders and is common to every Certificate of Origin.
- ii. ST indicate the State/Union Territory as per following codes:

1.	Andhra Pradesh	AP	2.	Nagaland	NL
3.	Arunachal Pradesh	AR	4.	Odisha	OD
5.	Assam	AS	6.	Punjab	PB
7.	Bihar	BR	8.	Rajasthan	RJ
9.	Chhattisgarh	CG	10.	Sikkim	SK
11.	Goa	GA	12.	Tamil Nadu	TN
13.	Gujarat	GJ	14.	Tripura	TR
15.	Haryana	HR	16.	Uttarakhand	UK
17.	Himachal Pradesh	HP	18.	Uttar Pradesh	UP
19.	Jammu and Kashmir	JK	20.	West Bengal	WB
21.	Jharkhand	JH	22.	Andaman & Nicobar Islands	AN
23.	Karnataka	KA	24.	Chandigarh	CH
25.	Kerala	KL	26.	Dadra and Nagar Haveli	DN
27.	Madhya Pradesh	MP	28.	Daman and Diu	DD
29.	Maharashtra	MH	30.	Delhi	DL
31.	Manipur	MN	32.	Lakshadweep	LD
33.	Meghalaya	ML	34.	Puducherry	PY
35.	Mizoram	MZ			

- iii. AAAAAAA indicates the registration no with first four letters indicating the year and other four the serial no of registration in that year. The States/UTs may write the registration number in the format in practice in the State/UTs instead.
- iv. YYYY indicates the year of the issue of certificate.
- v. CCCC indicates the serial no of the certificate. There will be a common series for the State/UT and shall restart every year on 01<sup>st</sup> January. If the sl no is in less than four digit, sufficient number of zeros shall be prefixed.

2. The Name and address of the applicant should be same as that recorded in the Registration. If the address has changed, then the necessary action for updating of address must be taken before issue of Certificate of Origin.
3. The items like Chips and Powder in sl number 7 in the table shall be negative if there is net generation of such items in the process of producing the goods described at sl no 6, so that when deducted from the stocks of the applicant, it actually gets added up.
4. The small pieces/sawn products generated in the process of production and not utilised should be added to chips, if not in wastage, so that when a log is partly utilized, no new log is created in the stock. These pieces shall remain as part of chips in the stock register.
5. All wastage shall be deducted from the stocks and so written off.



**APPLICATION FOR EXPORT OF SEEDS/PLANTING MATERIALS UNDER THE PROVISIONS OF THE EXIM POLICY, 2014-19.**

1. Name and complete address of the exporter:

2. I.E.C. No.:

3. Detail of seeds/planting materials proposed for export:

S. No.	Crop & its scientific name	Variety	Quantity (in kg/Nos.)	FOB Price per unit

4. Source and genesis of Parentage:

5. Place where the seeds/planting materials proposed to be exported is produced.

6. Whether seeds/planting materials proposed to be exported has been produced under Custom production arrangements? If so, enclose details/agreement entered into with buyer.

7. Details of seeds/planting materials exported against the earlier recommendation for the last three years, if any.

Year	Crop & its scientific name	Variety	Quantity recommended	Actual quantity exported

8. Name of Buyer, place of destination and full address of buyer:

**Signature of Exporter/  
Authorized Agent with Seal**

To

The Joint Secretary (Seeds)  
Ministry of Agriculture  
Department of Agriculture & Cooperation,  
Krishi Bhawan, New Delhi.

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**APPLICATION FOR IMPORT OF SEEDS/PLANTING MATERIALS UNDER THE PROVISION OF THE EXIM POLICY (2014-19) AND NEW POLICY ON SEED DEVELOPMENT, 1988.**

1. Name and complete address of the Importer:
2. I.E.C. No.
3. Details of registration of the firm (with National Seeds Corporation/State Director of Agriculture/Horticulture, Registration No. date and validity. (Please attach copy of Registration Certificate)
4. Details of Seed Dealer Licence issued under Section 3 of the Seed (Control) Order, 1983 and validity. (Please attach copy of the same)
5. a) Details of seeds/planting materials proposed for import (Please enclose catalogue/information furnished by the seed supplier).

S. No.	Crop & its scientific name	Variety/Hybrid	Quantity (in kg/Nos.)	Price/Unit	Source

- b) Certificate of seed quality especially genetic purity, viability and characteristics.
6. Name of country and location where seeds and planting materials was produced.
7. a) Hybrids: Details of the parental lines.
- b) In case of where GM Crops are proposed to be imported, a certificate from the appropriate authority/producer that the seed/planting material is not genetically modified or transgenic.



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8. In case of seeds of cereals, coarse cereals, pulses, Oilseeds and fodder proposed for import, provide information of the following points:
- Whether import is for trial or commercial purpose:
  - Whether trial was conducted earlier by ICAR in Case of commercial purpose and report thereof:
  - Details of technical/financial agreement with companies Abroad for seed production and seed supply.
  - If imported earlier for commercial purpose, whether parental lines have been imported or not? if not reason.
9. Whether importer has established PEQ facilities as specified in the Plant Quarantine (Regulation of Import into India) Order, 2003 (if applicable).
10. Details of imports recommended by the EXIM Committee against which import effected by the Importer for the last two years, if any,

Date of EXIM recommendation	Crop & its scientific name	Variety	Quantity (in kg/Nos.)	Date of import	Actual quantity imported

**Signature of the Importer/  
Authorized agent with seal.**

To

The Joint Secretary (Seeds)  
Ministry of Agriculture,  
Deptt. of Agriculture & Cooperation,  
Govt. of India, Krishi Bhawan,  
New Delhi – 110 001.