

Software Technology Parks of India – Noida

Checklist No. VI (Import Certificate):

Sl. No.	Description of items to be checked	Status		Remarks
		If Yes (Pl. put a tick mark)	If No (Give Remarks)	
1	In the case of STP units a request letter with relevant filled format 15-F-04 (Part-I & Part-II) and three copies of proforma invoice obtained.			
2.	In the case of EHTP units a request letter, three copies of proforma invoice & format 15-F-05 obtained.			
3.	In the formats 15-F-04/ 15-F-05 the following checks are made. Check whether items are relevant to activity. Whether nexus of the product to be imported with the project being executed. Whether the STP/EHTP unit has submitted the monthly/Quarterly progress report. d) Whether the unit is within CG limit or not.			
4.	Whether the 15-F-04 (Part-I) clearly states the method of import i.e., Outright Purchase or Loan Basis or Free of Charge Basis.			
5.	Whether a copy of HIGH SEA SALE agreement in case of import of capital goods through local vendor is enclosed.			
6.	Whether the invoice is signed by the supplier			
7.	Whether the goods are capital goods or consumable or spares or components & these are relevant to the activity as per the approval letter.			
8.	Whether the capital goods to be imported are Second hand if yes the request letter should be supported with Self Declaration from the importer			
9.	Whether the invoice is on CIF value or FOB value. If it is FOB value the unit is supposed to add 21.125% to the FOB value and then derive the CIF value.			
10.	Whether total imports of capital goods of the STP/EHTP unit is within the limit of the initial value of approval for import of capital goods or subsequent enhancement of the same.			
11.	Whether the copy of Custom bonding license submitted (If Import/ Local purchase is first time)			
12	Whether unit is custom bonded. Then, give details viz. Lic. No. and date			
13	Lop validity with details			