

**PART-I****APPLICATION FORM FOR IMPORT CERTIFICATE**

Date:

Page No.

1. Name & Address of the applicant .....
- .....
- .....
- .....

2. Details of the proposed Import:

Sl. No.	Items to be Imported	Country of origin	CIF Value	Name & Address of the supplier

3. Whether equipment is NEW or SECOND HAND  
(In case of second hand equipment submit SELF DECLARATION OR Chartered Engineer's Certificate as per Import Policy)
- ☐ NEW
- ☐ SECOND HAND

4. Import Type

☐ Outright Purchase ☐ Free of cost

☐ Deemed ☐ Lease Basis ☐ Loan Basis

5. Document submitted

- (i) Original Proforma Invoice + 2 Copies
- (ii) Technical Literature/ Application Note
- (iii) Proforma as per Part-II

Signature:.....

Name:.....

Designation:.....

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**PART - II****FORMAT OF OBTAINING APPROVAL FOR  
IMPORT OF CAPITAL GOODS (CG) BY STP UNITS**

1. Name of the Unit :
2. GOI approval No. & Date with amendments :
3. Area of Expertise :
4. Date of Custom Bonding :
5. Date of Signing of Legal agreement :
6. CG limit approved after latest Amenments :

7. Actual exports so far based on Bank Certificates: (Year-wise)

Year	Outright	Deemed	Total	Net F.E.

8. Foreign Exchange (F.E.) Outflow other than Import of Capital Goods

Year	Foreign Exchange outflow other than C.G.

9. CG permitted for import so far (Year wise):

Year	Outright	On Loan	Free of cost	On Lease	Deemed

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15-F-04

10. Annual Wage bill :

11. Category of CG required to be imported now:

Value

Invoice

Supplier

No. & Date

a) Outright import:

b) Deemed import:

c) Loan basis :

d) Free of Cost :

e) Lease basis :

12. Export Obligation :

Year	Based on CG	Based on Wage Bill	Total

(Signature & Seal of Authority of the company)

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**PART-III ( STPI Office use only)**

1. Relevance to manufacture of :  
product(s) approved by GOI
2. Comments on meeting of export :  
obligation by the unit
3. Comments on monthly reports :  
submission
4. Service charges or any other :  
dues pending from the unit
5. Whether import is within limit: ☐ YES ☐ NO

**RECOMMENDATIONS:**

(Signature of Concerned STPI-N Officer)

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