

Application form for recognition as an Approved Exporter**1. IEC Details**

(i)	IEC Number	
(ii)	Date of issue	
(iii)	Issuing Authority	

2. Status House Details

(i)	One Star Export House/ Two Star Export House/ Three Star Export House/ Four Star Export House/ Five Star Export House	
(ii)	Certificate number	
(iii)	Date of Issue	
(iv)	Issuing Authority	
(v)	Valid upto	

3. Products to be exported for which recognition is sought (Attach separate sheet if required)

S.No	HS 8 digit Code	Description

Note: Please attach a copy of SSI/ IEM/ IL/ LOI registration certificate

4. Employee Details

(Attach separate sheet if required)

S.No	Name(s) and designation(s) of employee(s) to be authorized for self-certification	Specimen signature

DECLARATION/ UNDERTAKING

- I/ We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/ our knowledge and belief and nothing has been concealed or held therefrom.
- I/ We fully understand that any information furnished in this application or any declaration attested in the certificate of origin, if found incorrect or false, will render me/ us liable for penal action or other consequences as may be prescribed in law or otherwise warranted.
- I/ We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed thereunder, the Foreign Trade Policy, the Foreign Trade Procedures and the Indian Trade Classification (HS).

4. I/ We declare that the firm/ company has the technical expertise to determine the origin of the products which are manufactured by using non-originating materials.

5. I/ We undertake to submit, at the request of the appropriate authorities, any supporting evidence which these authorities may require for the purpose of verifying the origin of the goods for which we have certified the origin, and undertake, if required, to agree to any inspection of my/ our accounts and to any check on the processes of manufacture of the above goods, to be conducted by the said authorities;

6. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Place: Signature of the Applicant

Date: Name
Designation
Official Address
Telephone
Residential Address
Email Address

Annexure-B

List of documents to be retained by the Approved Exporter

The following documents/ records shall be retained by the Approved Exporter for a period of five years from the date of issue of the certificate of origin:

1. Copy of the self-certified CoO;
2. Shipping invoice(s);
3. Bill(s) of lading
4. Bill(s) of entry for imported raw material/ inputs;
5. Sales invoice(s) for locally procured raw material/ inputs;
6. All books of accounts relating to costs of raw material/ inputs;