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Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Foreign Trade

### PUBLIC NOTICE NO. 42 (RE 2010)/2009-14 NEW DELHI THE 30<sup>th</sup> MARCH, 2011

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy, 2009-14, the Director General of Foreign Trade hereby makes following amendments to the Handbook of Procedures, Volume 1 (Appendices and Aayat Niryat Forms), 2009-14:

Aayat Niryat Form 2E (ANF 2E) as given in Annexure to this Public Notice, shall replace the existing ANF 2E in the Handbook of Procedures, Volume 1 (Appendices and Aayat Niryat Forms), 2009-14.

- 2. This amendment shall be applicable w.e.f. 1.4.2011. All applications for permission for export of SCOMET items filed from 1.4.11 onwards must be filed in the new ANF 2E.
- 3. Purpose of the Public Notice: Prescribed application form for export licence for SCOMET items is :Aayat Niryat Form 2E (ANF 2E)ø Based on feedback received from exporters, a simplified, rationalized and easy to fill ANF 2E has been designed which includes a revised :Declaration / Undertakingø :Guidelines for Applicantsø too have been made exhaustive with a view to facilitate filling of the form. New ANF 2E is applicable w.e.f. 1.4.2011. All applications for export of SCOMET items filed from 1.4.2011 onwards must be filed in the new ANF 2E.

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(Issued from File No.01/91/171/37/AM 10/EC)

## <u>ANF 2 E</u>

# <u>Application Form for export of SCOMET Items listed in Appendix 3 of Schedule 2 of ITC (HS) Classifications of Export and Import Items</u>

[Please see guidelines at the end before filling the application]

1. Applicant	Details:																	
i IEC																		
											•							
ii. Name																		
	Flat/Plot/Block No.																	
iii. Address	Street/Area/Locality																	
	City							•							•			
	State						PIN C	ode										
		Country Code Area Code									lo.							
iv. Telephone No.	(1)																	
	(2)																	
	, ,	Country Code Area Code								Fax N	No.		•		•		•	
v. Fax No.																		
		E-mail (1)								E-mail (2)								
vi. E-mail add	ress where																	
authorisatio	n to be sent																	

	2. Details of SCOMET items in Appendix 3 of Schedule 2 of ITC (HS) Classifications of Export & Import													
	Items applied for export: ( If required, attach extra sheet (A4 size) in the same format)  SI.   SCOMET   Description of   ITC (HS)   Quantity   Total FOB Value													
Sl. No.	SCOMET Category	SCOMET Item No	Description of	ITC (HS)	Quantity	Total FOB Value								
NO.	i.e. 1B, 1C,	Item No	export items	Code No. (if available)		In relevant	In Rupees	In US\$						
	2, 3, 4, 5			(ii available)		Foreign	-							
	and 7					Currency								

if no	export v		SCOMET during the															
SI. No.	E format) Export I No. & D Issuing F Authorit	ate and Regional	<b>Details Category</b>	of ite		xporte			Qty exported	w	ountr hich xporte	-	DGFT's (HQ's) File Number					
4. Sł	nipment	Details:																
i. Po	ort of Loa	ding/Shipn	nent															
ii. Po	ort of Disc	charge																
iii. C	ountry to w	hich item t	o be exported															
iv. U	ltimate De	estination (	Country															
	_	Export (	please tick	and g	ive cla	rifica	tion i	f any)	:									
	rade																	
	ample isplay/Ex	hihition																
	1 7	Buyer De	taila:															
0A.	roreign	buyer De	taiis:															
i. N	lame																	
		Flat/Plot /	Block No.															
ii. A	Address	Street/Are	ea/Locality															
		City																
		Country								Postal Code								
				Coun	try Co	de	Area	a Code	<u>;</u>		Tel.	No.						
	elephone No.	(1)																
		(2)																
				Coun	try Co	de	Area	a Code	<u>;</u>		Fax	No.						
iv. I	Fax No.																	
		er No. and	date		,		1				,					4	1	•
				<u>I</u>														J

6B. Consign	ee Details: (If same	as For	eign B	Buyer	write	õS Al	ME A	As in	6Aö	)								
i. Name		+																
	Flat/Plot/Block No.	+-																
ii. Address	Street/Area/Locality	<u> </u>																
	City	<u> </u>									Π					1		
	Country				Posta Code					T								
		Cour	ntry Co	ode	Are	a Co	de			Tel.No.								
iii. Telephone No.	(1)																	
	(2)																	
		Cour	ntry Co	de	Area	a Cod	le			Fax	No.						•	
iv. Fax No.																		
	r Details: (If same a	as Fore	eign Bı	uyer a	nd/or	Con	signe	ee wi	rite õ	SAM	E As	s in 6	A an	d/or	6Bö	as th	e	
i. Name																		
ii. Address	Flat/Plot /Block No.																	
	Street/Area/Locality																	
n. 7 ddress	City																	
	Country								Postal Code									
		Cour	ntry Co	ode	Area Code					Tel.No.								
iii. Telephone No.	(1)																	
	(2)																	
		Cour	ntry Co	ode	Area	a Cod	le			Fax	No.							
iv. Fax No.																		
			·					1				1				1	4	
	ct for which the item will be used by the end	L																
	r which the end l be utilized																	
vii. Is end use Governmen country?	r an entity of t of destination																	
viii. Manufact	turing/Business/other he end user																	

7. Details of I	Banks through whic	h fina	ancial t	ransac	tions r	elating	g to thi	is expo	rt wil	l be e	xecut	ted:		
a. In Destinati	on Country													
i. Name of the	Bank													
	Flat/Plot /Block No.													
	Street/Area/Locality													
ii. Address of the Bank	City						Post	-o1		Π				T
	Country		<u> </u>				Cod				_			
iii. SWIFT C	ode:													
iv. I BAN														
b. In India	D 1													
i. Name of the	e Bank													
	Flat/Plot /Block No.													
ii. Address of the	Street/Area/Locality													
Bank	City												1	
	State			T			PIN	Code						
iii. IFSC Code														
i. Reference N	or export on repeat base furnish: umber and date vide r permission was	isis in	the sam	e licens	sing yea	ar for s	ame pr	oduct ,	same	end u	ise an	id to t	he sai	me
granted	Transaction with													
ii. Export Licer	nce number and date													
iii. Quantity all	owed for export													
iv. Quantity exp this applicat	ported on the date of ion													
9. Details of P	roducer/Manufactur	er of t	he item	to be ex	xported	l:								
i. Name														
	Flat/Plot /Block N	Jo.												
ii. Address	Street/Area/Local	ity												
	City						ı			, ,		T	T	
	State						PIN	Code						
	ing which the item is e exported from India													

For Use in DGFT office only (To be filled by the applicant).  11A. Application Submission Details (if submitted electronically):											
i. ECOM Reference Number											
ii. Date of Submission on Server											
iii. Submitted to which Regional Authority											
iv. File Number & Date of Issue											
11B. Jurisdictional Regional Authority:											

#### DECLARATION/UNDERTAKING

- 1. I / We hereby certify that:
  - (i) the firm / company has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 as amended in 2010 and FERA / FEMA.
  - that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT and are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - (iii) neither the Registered Office / Head Office of the firm/company nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy.
  - (iv) we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly intimated the o/o DGFT, New Delhi along with documentary evidence regarding receipt of the items of export by the end-user within the stipulated time.
- 2. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended in 2010, the Rules and Orders framed thereunder, FTP, HBP v 1 and HBP v2 and ITC (HS) and submit all requisite documents to the o/o DGFT (Export-SCOMET Division), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended in 2010 or rules and orders made there under, and the Customs Act, 1962.
- 3. I / We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
- 4. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of													
Name													
Designation													
	Flat/Plot/Block No.												
Official	Street/Area/Locality												
Address	City												
	State								N Cod	e			
		Coc	ıntry le	Are	a Co	de		Tel.N	No.				
Telephone													
Place:													
Date:													

## GUIDELINES FOR APPLICANTS (Please also see paragraph 2.49 of HBP v1)

- 1. IEC must not be in DEL.
- 2. One original application in the prescribed format ANF 2E and ANF 1 and six copies thereof along with self-certified copies of the documents as in Para 3 below must be submitted to DGFT (HQ), Udyog Bhavan, New Delhi. Each page of the original application has to be signed by the applicant with stamp of the company.
- 3. Application must be accompanied by self-certified copies of the following documents:
  - (i) **Purchase Order** from the Foreign Buyer, Consignee and End –User in respect of items mentioned in Col.2 of ANF2E
  - (ii) **End User Certificate(s)** (Also see Para 4 below).
  - (iii) **Technical Specifications** (not exceeding one page for each item) for the items to be exported.
  - (iv) (a) Bills of Entry(BEs) into the destination country for items exported during the last one year as per information in column No. 3 of the application. In Col. 3 details of exports are to be given for last 3 years. However, BEs for the last 1 year only are to be submitted.
    - (b) BEs as above are to be submitted with the  $1^{st}$  application of the financial year only. From the 2nd application onwards, the exporter shall make a reference in the forwarding letter that the BEs have been submitted with the  $1^{st}$  application giving DGFT's File No. of  $1^{st}$  application. Copy of the forwarding letter of  $1^{st}$  application to be attached with every subsequent application.
  - (v) If a third party or contractor is involved, details of Contract or Agreement between the Foreign Buyer and End User with third party must be submitted, along with copy of contract or agreement.
- 4. **End User Certificate :-** Original End User certificate (in the prescribed format Appendix 36 on Letter Head of the End User) indicating complete details of the export product, end product, end purpose for which the item of export will be used by end user and complete address and telephone No. of end user must be furnished along with original application. End User Certificate from the following must also be submitted:
  - (i) By the Foreign Buyer if it different than the End User.
  - (ii) By the Consignee, if it is different than the Foreign Buyer & End User.
  - (iii) By any other intermediary, if there is any.
  - (iv) End User Certificates from Foreign Buyer, Consignee and End User must reflect the logical flow of items.
  - (v) Each EUC must mention all the items given in the Purchase Orders and in the list in Col. 2 in ANF2E.

- (vi) EUCs submitted in parts and pieces will not be accepted. 1(one) original End Use-cum-End User Certificate only from each of the customers i.e., Foreign Buyer, Consignee and End User is to be filed.
- 5. Details given in ANF2E, End User Certificates and Purchase Orders must match completely.
- 6. While filling ANF2E, care should be taken to ensure the following:-
  - (i) Category of the items proposed to be exported as per Appendix 3 of ITC (HS) Classifications of Export and Import Items should be clearly mentioned.
  - (ii) Port of discharge and route must be clearly defined. Route/mode of transport cannot be changed after export licence has been issued.
  - (iii) Against column 6A, 6B & 6C, complete address should be given. P.O. Box No. will not be accepted.
  - (iv) All columns must be filled correctly and completely.

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