

APPENDIX 21 B

**PROCEDURE FOR DEPOSIT/ REFUND OF IMPORT APPLICATION FEE
AND OTHER FEE**

1. Evidence of Payment of Fee Two copies of the Bank Receipt in original in the form as given in Appendix 21A from the authorised branches of Central Bank of India indicating the deposit or a Bank Draft from any bank or through running deposit account with the concerned RLA in accordance with the fee prescribed below:-

2. Scale of Application Fee	S.No	PARTICULARS	AMOUNT OF FEE (in Rupees)
	1.	Application for import licence (except for DEP and EPCG) where the CIF value of goods specified in the application does not exceed Rupees Fifty thousand.	Two Hundred
	2.	Application for import licence where the CIF value of the goods specified in the application exceeds Rupees Fifty thousand.	Two per Thousand or part thereof subject to a minimum of Rs. Two hundred and maximum of Rs. One lakh. However, for applications filed electronically, the fee would be Rs.1/1000 or part thereof subject to a minimum of Rs. Two hundred and maximum of rupees Rs. fifty thousand.
	3.	Application for import licence filed by SSI units where the CIF value goods specified in application does not exceed Rupees Two lakhs	Two Hundred
	4.	Application for grant of duplicate licence including Duty Entitlement Pass Book.	Two Hundred
	5.	Application for issue of certificate of Importer -Exporter Code Number (IEC).	Two Hundred and fifty
	6.	Application for duplicate copy of IEC No.	Two Hundred
	7.	Application for issue of an Identity Card	Two Hundred
	8.	Application for issue of duplicate Identity Card.	One Hundred
	9.	Application for revalidation of an import licence	Two Hundred
	10.	Deleted	
	11.	Application for Duty Entitlement Passbook (DEPB).	Two per Thousand or part thereof subject to a minimum of Rs. Two hundred and maximum of Rs. One lakh. However, for applications filed electronically, the fee would be Rs.1/1000 or part thereof subject to a minimum of Rs. Two hundred and maximum of rupees Rs. fifty

		thousand.
12.	Application for Import Licence under Export Promotion Capital Goods (EPCG) Scheme	Two per Thousand or part thereof subject to a minimum of Rs. Two hundred and maximum of Rs. One lakh. However, for applications filed electronically, the fee would be Rs. 1/1000 or part thereof subject to a minimum of Rs. Two hundred and maximum of rupees Rs. fifty thousand.
13.	Application for Enlistment as an authorised agency under Appendix 4C and Appendix 6	Five Thousand

NOTE:1 Notwithstanding the above, the application fee for all applications filed electronically would be 50% of the amount specified in this Table. The word 'Electronically' wherever appearing in this Appendix would mean 'Digitally Signed and submitted through EFT' on DGFT website (Online/Offline).

NOTE: 2 No application fee shall required to be paid for any of the Schemes under Chapter 3 of FTP.

3. MODE OF DEPOSIT The application fee shall be deposited in the following manner:-

- (1) Deposit in an authorised Branch of Central Bank of India as given Appendix 3 indicating the "Head of Accounts 1453 Foreign Trade and Export Promotion-Minor Head 102-Import Licence application fee". The Bank receipt must show the name of the department viz. "Directorate General of Foreign Trade". The Bank Receipt drawn in favour of Pay & Accounts Officer (Foreign Trade), indicating the station of the Pay & Accounts Officer concerned. Such fees can also be deposited with Indian Missions abroad.

OR

- (2) Crossed Demand Draft on a Scheduled Bank for the requisite amount should be made in favour of the concerned licensing authority ('Joint Director General of Foreign Trade') where the application is filed.

OR

- (3) Through running deposit account maintained with concerned RLA in the following manner: -

The applicants may deposit the anticipated amount as per their needs for six months with the concerned Regional Licensing Authority through cheque/DD in the name of concerned Pay & Accounts Officer (Commerce). Initially, this amount will be credited into public accounts under Major Head 8443-Civil Deposits, 114-Export Trade Deposits adjustable against Licence Application Fees. The licensing authority at the time of admitting the application fee will carry out an adjustment in "Broad Sheet of Export Trade Deposits" and debit the value of application fee from the Head "Export Trade Deposits" by contra credit to Revenue Head Head-1453-Foreign Trade & Export Promotion, 103-Export Licensing Application Fees". The licensing Authority may furnish the details of all such transactions (like the amount transferred from Public Accounts to Revenue Account etc.) to the Pay and Accounts Officer concerned who may carry out adjustment entry in the monthly compilation of accounts. A copy of the transactions may also be forwarded to the concerned firm for the purpose of reconciliation.

Note: The firms who want to resort to this mode of payment should be established and regular applicants having at least 25 applications/ transactions during the last licensing year. The minimum deposit under the scheme will not be less

than Rs.1, 00,000/-. All subsequent payment in replenishment of the deposit will be made through Pay order in favour of the concerned office of CPAO. No licence application will be entertained/ considered so long as the firms have a deposit balance in their account. All the charges in connection with the depositor transaction with DGFT including undercharges detected subsequently in course of audit will be debited from the Depositor amounts. Likewise, any excess payment or wrong payment of fee will be refunded as per the procedure mentioned in this appendix.

4. **EXEMPTION FROM PAYMENT OF FEES** : No fee shall be payable in respect of any application made by such class or category of applicant as specified in Foreign Trade (Regulation) Rules, 1993.
5. **WHERE BANK RECEIPT IS Lost** : The applicant should file an affidavit on a Stamp Paper to the effect that one copy/ both copies of Bank Receipt, in question, have been lost or misplaced and have not been utilised in any other manner. Further, the applicant should also certify that if the said copy/ or both the copies of Bank Receipt are found subsequently they shall be returned to the licensing authority concerned and shall not be utilised in any other manner. The particulars of the Bank Receipt i.e. licensing period, the amount remitted, the date of payment etc. should also be stated in the affidavit. In addition the applicant shall produce a certificate from the bank or the Pay and Accounts Office to the effect that the amount was deposited.
6. **REFUND OF APPLICATION FEES**
- (1) The fee once received will not be refunded except in the following circumstances, namely: -
 - (a) Where the fee has been deposited in excess of the specified amount of fee; or
 - (b) Where the fee has been deposited but no Application has been made; or
 - (c) Where the fee has been deposited in error but the applicant is exempt from payment of fee.
 - (2) Where the applicant is eligible for refund of application fee, an application in the 'Aayaat Niryaat Form' may be submitted to the licensing authority within whose jurisdiction the fee was paid enclosing along with both the copies of Bank Receipt. In cases, where the said copies of Bank Receipt have been enclosed with the application for the licence, the third copy of the Bank Receipt may be furnished. In all such cases, number and date of the Bank Receipt and the name and address of the Bank where the fee was deposited should be given.
 - (3) Where the amount had been deposited by means of a Bank Draft, the applicant should furnish along with the application:
 - (i) Demand Draft No. and date of issue.
 - (ii) Name of Bank and address of branch which issued the Demand Draft
 - (iii) The Bank and its branch on which the Demand Draft was made payable
 - (iv) The name of the licensing authority in whose favour the Demand Draft was made payable.

- (4) On receipt of application, the licensing authority shall pass refund after they have verified from the Pay and Accounts Officer concerned that the amount in question has been credited to the Government of India.
- (5) No claim for refund of application fee shall be entertained by the licensing authority after expiry of one year from the date of Bank Receipt/ Demand Draft. However, on merits, for reasons to be recorded in Writing, the licensing authority may condone the delay but in no case shall an application for refund of fees be entertained after the expiry of three years from the date of Bank Receipt/ Demand Draft.
- (6) In cases, where the applicant has lost the original Bank Receipt the licensing authority may accept a certificate from the Bank or Pay and Accounts Officer (Imports & Exports) in support of the fact that the amount was deposited. In such cases, where the original receipt is not available the applicant will be required to file an affidavit containing same particulars as mentioned above.
- (7) Refund Order of fees will be valid for three months from the date of issue. Request for revalidating the same may be considered on merits by the authority which issued the Refund Order.