

Check list for consideration of Duty Exemption application by the TFSC

Part – 1 (2 copies; each containing 1 copy of the following documents).

S. No.	Items	Yes	No
1	A letter from the Proprietor / Company Secretary/ Managing Director requesting Duty exemption for Import of 'Goods' needed to the Director of Ozone Cell, Ministry of Environment and Forests (C/o CDC, Core 4-B, 2 nd Floor, India Habitat Centre, New Delhi).		
2	A Project report containing		
	1) Company Profile with ownership / shareholding pattern.		
	2) Highlights of Project to be under taken, location etc.		
	3) Project cost and time for implementation. Source of funding.		
	4) Equipment available on site.		
	5) Capacity – Projected and achieved.		
	6) Two copies of Purchase Orders attested by Public Notary or Company Secretary.		
	7) A Table giving briefly details of equipment / P.O. No / Source / Price in forexs & INR total INR, cost & Duty payable.		
	8) Full address of the Customs/Excise Directorate where goods will arrive and duty exemption will be availed.		
3	Please mention whether the equipment being imported or its equivalent is manufactured in India / available indigenously. If available please give proper justification for import of the equipment.		
Part – 2 (1 copy)			
Containing the Following Supporting Documents			
1	Article of Memorandum of association along with certificates of incorporation.		
2	List of Directors.		

3	Approval of Inspector of Factories / Ministry of Industry.		
4	Sales Tax Registration Certificates.		
5	Import or Export Code No.		
6	Excise registration.		
7	Registration of Pollution Control Board.		
8	List three years Income Tax return / balance sheets / profit and loss account.		
9	Affidavit mentioning that no ODS will be used in their premises.		
10	A copy of initial clearance from Chief Controller of Explosive, if applicable.		
11	Detail description of activities under taken for site preparation for new investments with non-ODS technologies.		
12	A copy of the project report submitted to financial institution like UTI / Banks for financing the project, if availed.		
13	A copy of the RBI Code No. and Import and Export Code No.		
14	Ownership pattern of the Company.		
15	Plan of marketing the product in the country and for exports may be indicated.		

