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

Public Notice No. 15/2015-2020
New Delhi, dated: 28th June, 2018

Subject: Revised ANF 3B for application under Services Exports From India Scheme (SEIS)

In exercise of powers conferred under paragraph 1.03 of the Foreign Trade Policy 2015-2020, the Director General of Foreign Trade hereby notifies a new ANF 3B for Services Exports From India Scheme (SEIS), under para 3.04 (b) of the Handbook of Procedures 2015-20.

2. The new ANF 3B is annexed to this Public Notice.

Effect of Public Notice: A new application format for grant of duty credit scrips under Services Exports from India Scheme (SEIS) is notified, for all SEIS applications with immediate effect.



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(Issued from File No. 01/61/180/39/AM19/PC-3)

Annexure to the Public Notice No. 15 / 2015-20 Dated 28th June, 2018

ANF-3 B

Application Form for Service Exports From India Scheme (SEIS)

(Kindly read para 3.07 to 3.12 of FTP and Para 3.04 of HBP and other common procedural features applicable to SEIS before filing application)

Guidelines for Applicants:

Along with filling the ANF 3B as below, the Applicants shall upload the following documents online

1. Documentary evidence of payments which are approved by RBI as deemed to be received in foreign exchange and deemed to be earned in foreign exchange for services in Appendix 3E.
2. In case the description of the services as per the invoices is different from the Description of Services in the Appendix 3D/3E, then the copies of the sample invoices for each of the different service shall be uploaded by the Applicant.

(To be filled by the Applicant online in the SEIS E-com module for the relevant year)

1.	Applicant Details:	
	i IEC No. (10 Digit alphanumeric PAN from 01.07.2017)	
	ii Date of Issue of IEC: (please note para 3.08 (f) of FTP)	
	iii Name of the firm	
	iv Address	
	iv Telephone No	
	vi Email ID	
2.	RCMC Details :	
	i. RCMC Number	
	ii. Valid upto [dd-mm-yyyy]	-- -- -- --
	iii. Issuing Authority	
	iv. Products / Services for which registered - in terms of main line of business	
3	Frequency of Application	Annual
4.	Invoice-wise details of Net Foreign Exchange earned for eligible services: (please read Guidelines for filling the Table)	(Information for year/ period of rendering service only requires to be filled in the table below)

Sl No	Description of service rendered as per description in Invoices	Invoice no and date	Sl No. of Service as per Appendix 3D/3E and description	Rate of entitlement as per Appendix 3D (in %)	Gross Foreign Exchange earned in US\$/ in INR for 3E	Total expenses/ payment/ remittances of Foreign Exchange in US \$	Net Foreign Exchange earned in US \$ (1)	Entitlement in US\$
1	2	2A	3	4	5	6	7=(5-6)	8= (4X7)
To be filled for the year of Rendering Service Other than year 2017-18								
1								
2								
3								
..								
	Total					Total as per Annexure C	Total NFE	Total Entitlement in USD (1)

To be filled for the year of rendering service 2017-18*								
For Period 01.04.2017 to 31.10.2017 (Period 1)								
1								
2								
..								
						Total as per Annexure C	Total NFE	Total Entitlement in USD (1)
For period 01.11.2017 to 31.03.2018 (Period 2)								
1								
2								
						Total as per Annexure C	Total NFE	Total Entitlement in USD (1)
								Total Entitlement in USD (2)

Guidelines for filling the Table above:

- 1) If the "Total NFE in USD" in Col. No. 7 of the Table above exceeds the minimum earnings criteria prescribed at para 3.08 (b) of FTP, the RA will issue scrip as per entitlement. In case amount in Col. No. 7 of the Table above is negative, entitlement for the period is zero, hence no scrip would be issued.
- 2) For calculation of Entitlement under SEIS for the year of rendering service 2017-18, if the Net Foreign Exchange Earnings of a period 1 or period 2 is negative (as in Column 7 of the table above) the negative NFE would be added with the other period, as the case may be, for arriving at the NFE of the other period. The applicant would be granted a scrip, only if this NFE is positive. The entitlement would be based on the prescribed rates for the period in which positive NFE is achieved. The minimum NFE earnings criteria for the year 2017-18 period would need to be assessed as in para 3.08(b) separately for the whole year, irrespective of the calculation in this note.
- 3) The Applicants have an option of uploading online, the Table as in Serial no. 4 in Excel format.
- 4) In case, more than one service category is applied for under SEIS, the applicant may suitably calculate the entitlement as described in (1) and (2) above

5. Write up of services rendered and justification of its eligibility as per the provisional Central PC code mentioned in Appendix 3D as notified from time to time

Sl no	Service Category as per Appendix 3D/3E	Wherever there is a mismatch of between column (2) and (3) of the table as in Sl n., 4 above, please provide justification as to how it is covered under the relevant entry in the Appendix 3D/3E.
1		
2		

6	Exchange rate of US\$ to INR as on 1 st April of the next financial year	
7	Entitlement for the period 01.04.2017 to 31.10.2017 in Rs based on table as in Sl no. 4 and 6 above, if positive NFE	
8	Entitlement for the period 01.11.2017 to 31.03.2018 in Rs based on table as in Sl no 4 and 6 above, if positive NFE	
9	Total Entitlement (sum of 7 and 8, for year 2017-18)/ For other years, 2015-16, 16-17 and 18-19 figures in Rs based on table as in	

	Sl no 4 and 6 above	
10	Rate of Late Cut, if any	
11	Late Cut Deduction amount in Rs	
12	Final Entitlement (9-11) in Rs	
13	Port of Registration (for purpose of imports):	
14	Number of Certificates required, if any ,(in multiples of Rs.5.00 lakhs each) - (please note that in case two scrips are required, the number of split is 1)	

DECLARATION/UNDERTAKING

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made <u>have not been penalized/ have been penalized</u> (please cut across in applicable portion) under any of the following Acts (as amended from time to time) in the last five years:</p> <ul style="list-style-type: none"> (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, (iv) The Foreign Exchange Management Act,1999; and (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 (vi) The GST Acts (vii) SEZ Acts and Rules <p>B. None of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT.</p> <p>C. neither the Registered Office of the company / Head Office of the firm / 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.</p>
2	I hereby certify that foreign exchange earned on account of services rendered from India alone in terms of Para 9.51 (i) and Para 9.51 (ii) of FTP has been taken into account for this application under SEIS as per Para 3.08(a) of FTP 2015-20
3	I hereby declare that there is no supply of service by unit located in DTA to SEZ Unit as provided in Policy Circular No.1, dated 11.06.2015
4	<p>I hereby declare that my main line of business is services and therefore SEPC RCMC is being submitted with this application.</p> <p>Or</p> <p>I hereby declare that my main line of business is not services and therefore, the RCMC from has been submitted</p>

5	I hereby declare that foreign exchange earned against services are exclusive of taxes paid to Central/state government as per Trade notice 11 dt. 21.07.2016 of DGFT.
6	I hereby declare that I have perused the ineligible categories as present in the para 3.09 of the <u>FTP 2015-20</u> and the Annexure to Appendix 3D updated from time to time, and I declare that no service for which a claim has been filed under this application is covered under any of these ineligible categories.
7	I hereby declare that no claim under this SEIS pertains to Transfer of export performance, which not permitted under Para 3.17 of FTP, 2015-20.
8	I have gone through the Appendix 3D and the Central Product Classification Provisional list (available in the downloads section of www.dgft.gov.in , and as updated from time to time) and the services for which SEIS claim is being made fall under the Codes as mentioned in the Appendix 3D
9	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
10	I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held there ANF 3B from. 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. In case of ineligible claim/ over claim, I shall be under obligation to refund the ineligible claim/ overclaim in electronic mode/ any other permitted mode of payment with interest at the rate with interest at the rate prescribed under section 28 A A of the Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized, at any stage, if asked to do so by the DGFT.
11	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

12. In case the entity for whom the application has been made have been penalized as per the declaration (1) above, the details of such penalties are to be mentioned as below.

Sl no.	File no.	Penalty Imposed	Paid/ Not paid/ Appealed against
1			
2			



This box needs to be ticked while submitting the application online, in order to have accepted the declarations 1 to 12 to proceed with the submission of the application online.

Signature of the Applicant	DIGITAL SIGNATURE
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Enclosure to ANF 3B

Instruction for Chartered Accountant (CA) / Cost and Works Accountant (ICWA) / Company Secretary (CS) for filling up Annexure A to C.

1. It is mandatory to fill all columns in Annexure A to C, even if the amount is NIL.
2. Expenses for the purpose of Annexure C shall mean Total expenses / payment / remittances of Foreign Exchange by the IEC holder, relating to service sector in the relevant period/ FY
3. If the IEC holder is a manufacturer of goods as well as service provider, then the foreign exchange earnings and Total expenses/payment /remittances shall be taken into account for service sector only.
4. The certifying professional should ensure that the application in coherence with the UN Central Product Classification Provisional List and Descriptions therein, before filing this claim. In cases of mis-declaration, action shall be initiated as per existing laws, rules and regulations
5. All pages of the Enclosure to ANF 3B needs to be attested by the CA/ Chartered Accountant (CA) / Cost and Works Accountant (ICWA) / Company Secretary (CS)

CERTIFICATE OF CHARTERED ACCOUNTANT (CA) / COST AND WORKS ACCOUNTANT (ICWA) / COMPANY SECRETARY (CS)

I have examined prescribed registers and also relevant records of

M/s

Having IEC Number.....

for period

and certify that:

1.	Bills, Invoices, Forward Inward Remittance Certificates (FIRCs), Bank Realization Certificates, Certificate from international credit card companies, and evidences of foreign exchange earnings have been examined and verified by me.
2	Relevant records relating to Total expenses /payment/remittances of Foreign Exchange, by the IEC holder, relating to service sector in the Financial year have been examined and verified by me.
3.	Services for which benefit is claimed do not include ineligible services and remittances as per the FTP and HBP 2015-20, Policy circulars and Trade Notices as published from time to time.

4.	Neither I, nor any of my / our partners is a partner, director, or an employee of above-named entity, its Group companies or its associated concerns.
5.	Details of Foreign Exchange Earned for Supply of Service From India to outside India or in India, and Total expenses /payment/remittances of Foreign Exchange by the IEC holder, relating to service sector in the Financial year is as under the Table 1 below.
6	I have verified the information in the SI no. 6 to 12 of the ANF 3B, filled by the applicant and have found them to be correct
7	I hereby declare that I have correlated all the Invoices mentioned in Annexure B of this certificate with the corresponding proof of remittance and found them to be correct. I hereby declare that I have correlated the description of these invoices with the corresponding service category as per Appendix 3D and have filled the table 1 of this certificate and the provisional CPC code in Annexure B accordingly.

Table 1.

CATEGORY WISE details of Net Foreign Exchange earned for eligible services (please read the Guidelines to the table in SI no. 4 of the ANF 3B)

SI No	Description of service rendered as per Invoices of the relevant category	SI No. of Service Category as per Appendix 3D/3E	Rate of entitlement as per Appendix 3D (in %)	Gross Foreign Exchange earned in US\$/ in INR for 3E	Total expenses/ payment/ remittances of Foreign Exchange in US \$	Net Foreign Exchange earned in US	Entitlement in US\$
1	2	3	4	5	6	7=(5-6)	8= (4X7)
To be filled for the year of Rendering Service Other than year 2017-18							
1							
2							
3							
						Total NFE	Total Entitlement in USD
To be filled for the year of Rendering Service 2017-18							
For Period 01.04.2017 to 31.10.2017 (Period 1)							
1							

2							
						Total NFE	Total Entitlement (A)
For period 01.11.2017 to 31.03.2018 (Period 2)							
1							
2							
						Total NFE	Total Entitlement (B)
							Total Entitlement in USD

I fully understand that any statement made in this certificate, if proved incorrect or false, will render me liable to face any penal action or other consequences as may be prescribed in law or otherwise warranted.

Signature of CA/ICWA/CS												
Name of the Signatory												
Designation												
Membership No.												
Official Address	Flat/Plot/Block No											
	Street/ Area/Locality											
	City											
	State											
	PIN Code											
Telephone No.	Country											
	Code ----- Area Code ----- Phone Number											
Fax No.												
Functional Email id :												
Place:												
Date:												

Annexure-A

A write up of services rendered and justification of its eligibility as per the provisional Central PC code mentioned in Appendix 3D as updated from time to time

Sl no	Service Category as per Appendix 3D/3E	Wherever there is a mismatch of between column (2) and (3) of the table as in Table 1 above, please provide justification as to how it is covered under the relevant entry in the Appendix 3D/3E.
1		
2		

Annexure B

Sl no	Invoice No.	Date of Invoice	Provisional CPC Code as per Appendix 3D	Corresponding FIRC/ e FIRC No./ Bank Certificate	Value in USD/ INR as per Invoice
1					
2					

Annexure-C

Calculation of Total expenses / payment/ remittances in the financial year:

Sl No	Invoice no and date	Date of transaction of expenses/ payment /remittances	Amount of expenses in currency of transaction	Exchange rate on Date of Transaction to convert in US \$	Equivalent in US \$ (i.e. 4X5)
1	2	3	4	5	6
Total expenses / payments/ remittances in the period 01.11.2017 to 31.03.2018 (to be filled for SEIS Claim for 17-18 only)					
Total expenses / payments/ remittances in the period 01.04.2017 to 31.10.2017 (to be filled for SEIS Claim for 17-18 only)					
Total expenses / payments/ remittances in the period for other Financial Years					
