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

**Public Notice No. 17/2015-2020**  
New Delhi, dated 3<sup>rd</sup> July 2018

**Subject: Introduction of new Para 3.24 in the chapter 3 of the Handbook of Procedures, 2015-20**

In exercise of powers conferred under paragraph 1.03 and 2.04 of the Foreign Trade Policy 2015-2020, the Director General of Foreign Trade hereby adds the following para in the HandBook of Procedures Vol 1 (notified through Public Notice No. 01 dated 01.04.2015 and amended from time to time.

2. Para 3.24 is being added as below:

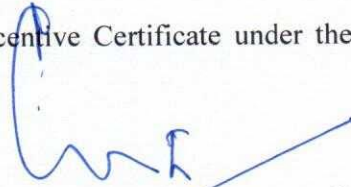
**“3.24 No Incentive Certificate under MEIS**

- a) Wherever an exporter requires a certificate to the effect that No incentive under MEIS has been taken for shipment(s) which is being re-imported, the exporter will submit a request in the specified format , ANF 3E- “Application for No Incentive Certificate” to the concerned Regional Authority (RA) as per para 3.06 (a) of the HBP 2015-20.
- b) The following procedure will be followed at the concerned Regional Authority while issuing the No Incentive Certificate, in the specified format Appendix 3F.
  - i. Wherever, MEIS has been utilized by the applicant for the relevant shipping bill(s), the applicant is required to refund the proportionate amount along with interest at the rate prescribed under the section 28AA of the Customs Act, in the relevant Head of Account of Customs. On receipt of proof of payment, the RA would issue the certificate.
  - ii. Wherever, MEIS has been issued to the applicant for the relevant shipping bill (s) but the MEIS scrip has not been utilised, the applicant should surrender the MEIS scrip to the RA. The RA would then issue the certificate and simultaneously inform the NIC to block the relevant shipping bill(s).
  - iii. Wherever, MEIS has not been applied for or MEIS has been applied for but no scrip has been issued, the RA would issue the certificate in the specified

format, on the basis of the undertaking submitted in the application and simultaneously inform the NIC to block the relevant shipping bill(s).

3. The format of the "Application for No Incentive Certificate Under MEIS", ANF 3E and "No Incentive Certificate under MEIS", Appendix 3F are in the Annexure to this Public Notice and are also being notified.

Effect of Public Notice: The procedure to obtain No Incentive Certificate under the MEIS is being notified.



(Alok Vardhan Chaturvedi)

Director General of Foreign Trade

E-mail: [dgft@nic.in](mailto:dgft@nic.in)

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**ANF 3E**

**“Application for No Incentive Certificate”**

(please read para 3.24 of the Handbook of Procedures 2015-20)

1. Applicant Details:						
i		IEC No. (10 Digit alphanumeric PAN from 01.07.2017)				
iii		Name of the firm with address for dispatch of Certificate				
<b>Applicants are required to please chose from 2, 3, 4 and 5 as per requirement, and cut across non-applicable portions</b>						
2 I declare that for the following shipping bill (s) I have already obtained MEIS benefit and has utilized the scrip. I also declare that for these shipping bill(s), I have paid an amount equal to the proportionate duty benefit availed along with the applicable interest as per the section 28 AA of the Customs Act, 1962 as updated from time to time. I also declare that the challan no. as mentioned by me are pertaining to the payments for the concerned shipping bill(s)						
	Sl no.	Shipping Bill no.	File no in which MEIS was granted	Authorisation no. and date	Challan No	Challan Date
	1					
	2					
	..					
3 I declare that for the following shipping bill (s) I have already obtained MEIS scrip but have not utilized the scrip. I am surrendering the original MEIS scrip and I have no objection , if the concerned MEIS scrips are cancelled by the Regional Authority and the concerned shipping bill(s) is/ are barred from applying for MEIS in the future.						
	Sl no.	Shipping Bill No	File no in which MEIS was granted	Authorisation no. and date	Remarks, if any	
4 I declare that the following shipping bills <u>have been applied for claim under MEIS</u> but scrip has not been issued to me. For these shipping bills, I have no objection , if the concerned applications are cancelled by the Regional Authority, the file closed and the concerned shipping bill(s) is/ are barred from applying for MEIS in the future.						
	Sl no	Shipping Bill No	Let Export Date	FOB Value in INR	File no. in which applied	
	1					
	2					
	...					

5 I declare that the shipping bill(s) mentioned as below <u>have not been applied for claim under MEIS and will not be applied for claim under MEIS in future by me. I am aware that in case an application is made for the same shipping bills, I am liable for action under FT(D&amp;R) Act.</u>					
	Sl no.	Shipping Bill No	Let Export Date	FOB Value in INR	Remarks, if any
	1				
	2				
	..				

**DECLARATION/UNDERTAKING**

1	I hereby declare that the information provided in this application is correct and no information has been withheld.
2	I hereby declare that I will not claim MEIS incentive for any shipping bills mentioned in 3, 4 and 5 above in the future.
3	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
4	I declare that I have read the provisions under para 3.06 (a) and (b) of the Handbook of Procedures and I have made all MEIS applications to the Concerned RA only in the Financial year, for which this application for No Incentive Certificate is being submitted.

Name and address of the Regional Authority to which the Application is being submitted	
Date of Submission	
Signature of the Applicant	

Appendix 3F

**“No Incentive Certificate under MEIS”**  
(Under para 3.24 of the HBP 2015-20)

**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE AND INDUSTRY**  
**DIRECTORATE GENERAL OF FOREIGN TRADE**  
NAME OF RA  
WITH COMPLETE ADDRESS

DATE: DD/MM/YYYY

File no.:

It is hereby certified that the firm, Name of the firm, with IEC no. 10 digit Alphanumeric PAN of the firm, has

*(Please cut across non-relevant portions among A and B)*

A Utilized the scrip as in the table below for the concerned Shipping Bill(s). The firm has paid an amount equal to the proportionate duty benefit availed along with the applicable interest as per the section 28 AA of the Customs Act, 1962 as updated from time to time.						
	Sl no.	Shipping Bill no.	File no in which MEIS was granted	Authorisation no. and date	Challan No	Challan Date
	1					
	2					
	..					
B Has submitted an undertaking that no incentive under MEIS has been taken and will be claimed for benefit under MEIS.						
	Sl no.	Shipping Bill No	Let Export Date	FOB Value in INR		
	1					
	2					
	..					

Name of Assistant DGFT/Deputy DGFT with stamp  
Name of office  
Phone no.