

ANNEXURE – A

OFFICE OF THE COMMISSIONER OF CUSTOMS AND CENTRAL EXCISE
NAGPUR II COMMISSIONERATE
TELANGKHEDI ROAD, CIVIL LINES, NAGPUR-440001

LETTER of FACTORY STUFFING PERMISSION (LoFSP)

This Letter of Factory Stuffing Permission (LoFSP) is hereby granted to M/s _____ bearing IEC No. _____ and having Central Excise Registration No. _____, issued by the Central Excise, Division _____ Range _____ of the Commissionerate _____, on the basis of the application of the Exporter received in this office for the stuffing of export goods, in the premises specified herein.

2. This LoFSP is a ONE DAY/ONE TIME permission valid for :

- (i) Export from all ICD Borkhedi [M/s. Distribution Logistics Infrastructure Pvt. Ltd., Integrated Logistics Park, ICD, Borkhedi, Nagpur – 441108]
- (ii) all export goods having proper RITC, whether or not such goods are excisable, except the prohibited goods as defined in sub section 33 of Section 2 of the Customs Act 1962 thereby meaning “any goods the import or export of which is subject to any prohibition under the Customs Act or any other law for the time being in force”, and
- (iii) all export schemes, subject to the fulfillment of the conditions herein prescribed.

LoFSP No. and date :

Details of Exporter & Stuffing Premises

Name & Address of the Exporter _____ Factory / Warehouse Address of stuffing _____

**SCHEDULE OF GOODS PERMITTED FOR FACTORY STUFFING
(Additional Sheet may be enclosed where ever required)**

Sr.No.	Description of export goods	R.I.T.C.

**DY/ASSTT.COMMISSIONER (Tech)
FSP CELL, NAGPUR-II.**

CONDITIONS:

- 1. This LoFSP is valid for the premises and purposes specified in the application.
- 2. This LoFSP is not transferable.
- 3. This LoFSP is valid for all goods, except prohibited goods, under all applicable schemes.
- 4. No correction/changes/amendment in the LoFSP will be valid unless the request for any correction/change/amendment is applied for and approved by the competent authority.
- 5. This LoFSP shall remain valid till the permission holder carries on the activity for which it has been issued or surrenders it or till it is revoked/suspended by the competent authority. In case, something adverse is noticed against the exporter, the customs station concerned shall promptly intimate the customs house which has granted the factory stuffing permission, which will, in turn, withdraw/suspend/hold in abeyance the permission accorded, and inform all customs houses concerned.
- 6. The grant of this permission shall be without prejudice to any other action that may be taken by such other agencies over the premises or purpose to which such agencies may require to enforce such laws to be complied by the Unit.

7. The Exporter/Stuffing Premises shall provide necessary assistance & cooperation as may be required by the Central Excise authorities for carrying out the examination norms laid down in this permission.
8. This LoFSP is valid for Manufacturer Exporters for exports other than under free shipping bills only as per Boards Circular No 860/18/2007CX dated 22.11.2007.
9. This LoFSP is issued provisionally, subject to submission of NOC and/or Verification Reports from the jurisdictional Central Excise authorities i.e. DC/AC, _____ within 30 days of issuance of this LoFSP, failing which this permission will stand automatically cancelled.

**EXAMINATION ORDER
(AS MAY BE APPLICABLE)**

Verify particulars as per Invoice and Packing List; Inspect Container No. (as declared on Invoice); Verify empty container, Inspect Lot, Check Marks and Numbers; Examine 10% after selection, Check Description, Classification, Quantity, Weight, Value and quality, Specification, Technical Characteristic, Grade Size, Weight, Thickness, Item Nos., Part Nos., Make, Model, Composition etc., of the input; Draw representative sample in duplicate and forward the same duly sealed; Ensure one time tamper proof bottle sealing in terms of the Boards Circular No. 1/2006 dtd. 02.01.2006 (F.No. 450/86/2005CusIV); Verify ISPMNO15 compliance; eligibility of and correctness of scheme incentive claimed ; verify and ensure that the goods being exported /stuffed are not part/components of arm/ammunition and do not contain any prohibited items.

Verify particulars as per Invoice and Packing List; Inspect Container No. (as declared on Invoice); Verify empty container, Inspect Lot, Check Marks and Numbers; Examine 10% after selection, Check Description, Classification, Quantity, Weight, Value and quality, Specification, Technical Characteristic, Grade Size, Weight, Thickness, Item Nos., Part Nos., Make, Model, Composition etc., of the input; Draw representative sample in duplicate and forward the same duly sealed; Ensure one time tamper proof bottle sealing in terms of the Boards Circular No. 1/2006 dtd. 02.01.2006 (F.No. 450/86/2005CusIV); Verify ISPMNO15 compliance; eligibility of and correctness of scheme incentive claimed ; verify and ensure that the goods being exported /stuffed are not part/components of arm/ammunition and do not contain any prohibited items.

INSTRUCTIONS TO THE FACTORY STUFFING SUPERVISING OFFICERS OF CENTRAL EXCISE

- i) Package numbers opened and examined by the officers must be recorded in the examination report.
- ii) Net weight/quantity of the goods and their classification under Customs Tariff and Central Excise Tariff separately, actually ascertained by the examining officers must be recorded in the examination report.
- iii) Invoice and packing list should also be authenticated by way of signature by the officers on the obverse of such documents.
- iv) Please ensure that there is no prohibition/restriction on export of goods either by DGFT or CBEC or any other Department as on the date of stuffing. This permission does not confer any right to export any restricted or prohibited goods without complying with the relevant conditions, imposed under any Notification/Export Policy/Rules/Law.
- v) In case exporter is covered by the categories stipulated in Circular No. 57/97-Customs dated 31-10-1997 in house test/analysis report must be enclosed with examination report. Representative sealed sample in duplicate must however be forwarded to A/C Export, invariably for future reference/record.
- vi) Any discrepancy sought to be brought to the notice of Customs Authorities must be mentioned boldly in Red Ink/Typing.
- vii) Please contact at Phone No. _____ (Ext. No. _____) or _____ (ICD Borkhedi) for any clarification. This permission is valid only for all applicable SCHEMES & goods. This letter No. and date must be cited in examination report.

- viii) The Pre Shipment Inspection Certificate issued by the Export Inspection Agency under the Export (Quality Control & Inspection) Act, 1963, if applicable, is to be verified.
- ix) Whenever the goods are exported under Advance License/DEEC scheme, Chartered Engineers Certificate is to be verified to the effect that the goods under Exports are manufactured out of exempt materials as per SION norms.
- x) This permission may be revoked any time by this office if anything adverse against the exporter/supporting manufacturer is brought to the notice of this office.
- xi) The contact number of the examining officer may also be mentioned in the export report for clarification if any.
- xii) PHO/PQ certificate or any other certificate as applicable shall be produced at the time of examination /stuffing of goods.
- xiii) In case of consignments exceeding Rs. 25 Lakhs and all consignments of sensitive commodities established to be prone to malpractices, examination, stuffing and sealing of the container should be carried out under the supervision of AC/DC.
- xiv) Please compulsorily verify as to whether the raw or solid wood packaging material (SWPM) used for packing of the export goods are treated and marked as per the provisions of International Standards for Phytosanitary Measures (i.e. ISPM No. 15) or the export goods are accompanied by a Phytosanitary Certificate issued by agencies accredited or certified by Department of Agriculture and Cooperation (DAC) (see <http://agricoop.nic.in>). In case of noncompliance, the matter may be referred to the Plant Quarantine authorities for proper treatment of export goods before their release as required under Boards Circular No. 14/2009 Cus dated 06.05.09 under intimation to this office.
- xv) Report to the DC/AC (FSP) immediately any discrepancies noticed in respect of the export goods permitted under this instrument to this office for initiating necessary action.

DY/ASSTT.COMMISSIONER (Tech)
FSP CELL, NAGPUR-II.

File No.

Date:

M/s (Exporter) Name of Authorised signatory_____ and Tel. No. _____.
(Address)

Copy to :

1. The Assistant / Deputy Commissioner , Central Excise Division concerned. In the case of Self-Certification & Self-Sealing, they will follow the Board's Circular No. 426/59/98-Cs dated 12.10.1998 as amended from time to time, as well as Circular No. 90/98-Cusotms IV dated 08.12.1998.
2. The Superintendent , Central Excise Range concerned
3. The Assistant Commissioner , ICD, Borkhedi, Nagpur - II
4. M/s. Distribution Logistics Infrastructure Pvt. Ltd., Integrated Logistics Park, ICD, Borkhedi, Nagpur – 441108.
5. Party Concerend.
6. CHA Concerned.

ANNEXURE B
APPLICATION FORM FOR OBTAINING LETTER OF FACTORY STUFFING PERMISSION
(LoFSP)

1. Exporter’s Details

- i. IEC No.
- i. Name
- ii. Address
(Registered Office in case of Companies and
Head Office in case of Others)
- iii. Telephone Nos.
- iv. Email address (for correspondence)

2. Type of Exporter (please tick)

- i. Merchant Exporter
- ii. Manufacturer Exporter
- iii Service Provider
- iv. Manufacturer Cum Merchant
- v. Other (please specify)

3. Status Holder Certificate Details

- i. One/Two/Three/Four/Five Star
- ii. Certificate Number
- iii. Date of Issue
- iv. Issuing Authority
- v. Validity Date

4. PAN, Bank and VAT Details

- i. Pan Number
- ii. Issuing Authority
- iii. Name of the Bank
- iv. Account No.
- v. Type of Account
- vi. VAT Registration Number
- vii. Issuing Authority

5. Exporter’s jurisdictional Central Excise Details

- i. Central Excise Registration Number
- ii. Issuing Authority
- iii. Range & Address (Phone Number/Fax/E-Mail)
- iv. Division & Address (Phone Number/Fax/E-Mail)
- v. Commissionerate & Address (Phone Number/Fax/E-Mail)

**6. Turnover Details for the
preceding three financial years**

F.Y.	Annual Domestic Turnover (Rs. Lakh)	Annual Export Turnover (Rs. Lakh)
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7. Factory/Warehouse Stuffing Premises Details

- i. Name of the Stuffing Premises
- ii. Address
(including Survey No)
- iii. Storage / handling capacity
- iv. Facilities at the stuffing premises : Area, Light, Water, Cargo Handling/Lifting
Equipments, Labour & Security.
(Attach a separate sheet)
- v. Telephone No of CEO/GM
- vi. Email address

8. Stuffing Premise’s jurisdictional Central Excise Details

- i. Central Excise Registration Number
- ii. Issuing Authority
- iii. Range & Address (Phone Number)
- iv. Division & Address (Phone Number)
- v. Commissionerate & Address (Phone Number)

9. Customs Broker details

- i. Name of the CB
- ii. Address
- iii CB Licence No.
- iii. Name of the Directors / CEOs
- iv. Telephone Numbers of Directors / CEOs /G.M.
- v. email address of CB

10. Details of cases under Customs/Central Excise/ Service Tax Act or Allied Acts, during past three years.

11. Details of FSP earlier issued to Exporter at the desired stuffing premises (Col. 7 above), from any Custom Station/Port in India.

- i. LoFSP No. & Date
- Issuing Authority (Custom Station)
- Stuffing Premises Name & Address

Whether Exporter is exporting for the first time through ICD Borkhedi ?
If No, provide any latest Shipping Bill No.

Place :
Date :
Designation :
Official Address :
Residential Address :
Mobile No. :

Signature of the Applicant
Name :

DECLARATION / UNDERTAKING

- 1. I / We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or withheld therefrom.
- 2. 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.
- 3. I / We hereby certify that the firm / Company, for whom the application has been made, has/have not been penalized under Customs Act/Allied Acts.
- 4. I hereby certify that I am authorized to verify and sign this declaration in terms of Power of Attorney vested in me by the Firm / Company.

Place :
Date :
Designation :
Official Address :
Residential Address :
Mobile No. :
E-Mail ID :

Signature of the Applicant
Name :

ANNEXURE – C

(Verification of genuineness, existence, suitability & functioning of
Exporter's premises-cum-Stuffing premises and
NOC to depute officer for supervision of examination & stuffing of export goods)
OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE,

F. No. _____

Date : _____

To,

The Dy/Asst. Commissioner of Customs (Tech) FSP Cell,
Customs, Central Excise and Service Tax,
Nagpur – II

Sir,

Subject : Verification of the genuineness of M/s. _____ and
Willingness to depute Officer for supervising the export examination &
stuffing – reg.

Please refer to Public Notice No. 04/2016 dated 03.08.2016 wherein the Commissioner of Customs, Central Excise and Service Tax, Nagpur –II has directed all the exporters who seek LoFSP to submit the verification report of the genuineness, existence and functioning of the premises along with the NOC to depute officer for supervision of examination & stuffing of export goods, from the jurisdictional Central Excise Authorities.

The Officers of this Division visited the premises _____ and found that the premise mentioned above is genuine and in existence at the above declared address. The said premises belong to the Exporter M/s _____. The necessary infrastructure/facilities for examination & stuffing of export goods/container are available at the said premises.

This Office has no objection for deputing Officers from the Range Office for supervision of examination and stuffing of export goods/containers, as and when requested by the exporter.

Further, as per records of this office, no case under Central Excise/Customs/Service Tax Act or Allied Acts has been booked against the said stuffing premises/Exporter.

Yours faithfully,

**DC/AC of Central Excise,
Division.**

ANNEXURE – D

(Verification of genuineness, existence, suitability & functioning of the Exporter's premises)

OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE,

F. No. _____

Date : _____

To,

The Dy/Asst. Commissioner of Customs (Tech) FSP Cell,
Customs, Central Excise and Service Tax,
Nagpur – II

Sir,

Subject : Verification of the genuineness of M/s. _____.

Please refer to Public Notice No. 04/2016 dated 03.08.2016 wherein the Commissioner of Customs, Central Excise and Service Tax, Nagpur –II, has directed all the exporters who seek LoFSP to submit the verification report of the genuineness, existence and functioning of the premises along with the NOC to depute officer for supervision of examination & stuffing of export goods, from the jurisdictional Central Excise Authorities.

The Officers of this Division visited the premises of Exporter M/s. _____
_____ and found that the premises mentioned above is genuine and in existence at the above declared address.

Further, as per records of this office, no case under Central Excise/Customs/Service Tax Act or Allied Acts has been booked against the said premises/Exporter.

Yours faithfully,

**DC/AC of Central Excise,
Division.**

ANNEXURE – E

(Verification of genuineness, existence, suitability & functioning of the stuffing premises and

NOC to depute officer for supervision of examination & stuffing of export goods)

OFFICE OF THE DEPUTY COMMISSIONER OF CENTRAL EXCISE,

F. No. _____

Date : _____

To,

The Dy/Asst. Commissioner of Customs (Tech) FSP Cell,

Customs, Central Excise and Service Tax,

Nagpur – II

Sir,

Subject : Verification of the genuineness of M/s. _____ and
Willingness to depute Officer for supervising the export examination &
stuffing – reg.

Please refer to Public Notice No. 04/2016 dated 03.08.2016 wherein the Commissioner of Customs, Central Excise and Service Tax, Nagpur –II, has directed all the exporters who seek LoFSP to submit the verification report of the genuineness, existence and functioning of the premises along with the NOC to depute officer for supervision of examination & stuffing of export goods, from the jurisdictional Central Excise Authorities.

The Officers of this Division visited the premises _____
_____ and found that the premise mentioned above is genuine and in
existence at the above declared address. The necessary infrastructure/facilities for
stuffing of export goods/container are available at the said premises.

This Office has no objection for deputing Officers from the Range Office for supervision of examination and stuffing of export goods/containers as and when requested by the exporter.

Further, as per records of this office, no case under Central Excise/Customs/Service Tax Act or Allied Acts has been booked against the said stuffing premises/party.

Yours faithfully,

**DC/AC of Central Excise,
Division.**