

**Customs Duty Exemption Certificate in respect of quota items (liquor/cigarettes/foodstuff)  
imported for the Personal Use of entitled members of Foreign Representations**

(To be filled in quadruplicate)

Serial Number \_\_\_\_\_

**Certificate**

This is to certify that the goods specified in the Schedule below are intended for the personal use of entitled Officers and that the goods would not be sold or otherwise disposed of in India without obtaining the prior concurrence of the Central Board of Excise & Customs and without payment of Customs duty, if any, payable thereon.

**Schedule**

*(Particulars of goods covered by this Certificate)*

Articles imported by [Click or tap here to enter text.](#) (Name of Ship / Airline / Vehicle) on [Click or tap to enter a date.](#) (date) at [Click or tap here to enter text.](#) (Customs port / Airport / Land station).

Sl. No.	Name, designation, date of arrival and Identity Card number of the Head of FR or an Officer of the FR who is authorized to draw pooled quotas of entitled members of the FR.	No. and date of Bill of Lading / Airway Bill/ Contingent Note etc.	Detailed description of goods as per Invoice / Packing list / Forwarding note.	Quantity in figures and words	Value (specify the currency)	Remarks (if any)
1	2	3	4	5	6	7
1	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>	<a href="#">Click or tap here to enter text.</a>

**Date of first arrival in India :** [Click or tap to enter a date.](#)

**Total Value :** [Click or tap here to enter text.](#)

**Total Value (in US \$):** [Click or tap here to enter text.](#)

**Identity Card Number:** [Click or tap here to enter text.](#)

**Equivalent Rupees :** [Click or tap here to enter text.](#)

**Place:** [Click or tap here to enter text.](#)

**Date :** [Click or tap to enter a date.](#)

**Seal of  
FR**

\_\_\_\_\_  
*(Signature of Head of FR or the  
Officer authorized to sign for this purpose)*

**Click or tap here to enter text.**  
*(Name and Designation)*

**(For Customs Purposes)**

- Ship / Aircraft / Vehicle arrived on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Port).
- Signature and seal on Exemption Certificate verified with specimen available in the office.
- Passed under Bill of Entry No. \_\_\_\_\_ and date \_\_\_\_\_ after verifying particulars.

\_\_\_\_\_  
*(Signature of Customs Officer)*

**Please note the information in the box for completion of  
From 10A**

Abbreviations used :

**FR** for Foreign Representation

**EC** for Customs Duty Exemption Certificate

**PP** for Privileged Person

**MEA** for Ministry of External Affairs

**GOI** for Government of India

**This EC is to be submitted in quadruplicate (4 identical copies) with the following documents / entries:-**

1. An accompanying Note Verbale of the FR (with the first copy only.)
2. It may please be ensured that a list of the privileged persons of the Diplomatic Missions / consular Posts are forwarded as per **From 10B** during **September to November of a calendar year** to MEA / State Government Protocol /MEA Branch Secretariat for calculation of the annual consolidated quota for import of liquor / cigarettes / foodstuff & provisions for the forthcoming year by the FR. Consular Posts opting to draw their liquor / cigarettes / foodstuff & provisions through their Diplomatic Mission in Delhi would not be permitted to draw their liquor/ cigarettes / foodstuff & provisions quota through the concerned State Government Protocol/MEA Branch Secretariat. UN & its Specialized Agencies and International Organizations may forward a list of their privileged persons along with their specimen signatures as per **From 10C** during **October to December of a calendar year** to MEA.
3. Invoice /Packing list.
4. A **running Serial Number** should be given for each EC issued by the FR with a separate running sub number for pooled imports for personal use entitled members of the FR. The numbering should be in annual series with the year in question indicated at the end of the Serial Number. For example: 25/ABC/10/2019 (or 19).
5. Each copy of the EC and its accompanying documents will be marked 'original' 'duplicate', triplicate' and 'quadruplicate'.
6. The total value of the items should invariably be recorded in **US Dollars and in equivalent Indian Rupees** at the designated places in the EC.
7. A **Self Certification** as per the format at From 7A, duty certified by the same authorized Officer who has signed the EC.
8. The Self Certification is required to be ticked at paragraph **4(i), 4(ii), &4(iv)** and signed by the authorized Officer **along with his / her name and designation**. The **FR's seal** should be **affixed away** from the signature of the authorized Officer of the FR.
9. Alterations, overwriting or application of white fluid should be avoided.
10. The 'Original' and 'Duplicate' copies of all attested ECs remaining unutilized for three months from the date of their attestation will invariably be returned to the attesting authority (Protocol Special Section of MEA / State Government Protocol / MEA Branch Secretariat) for cancellation.