

(Reference Chapter X, Para A.2)

**Customs Duty Exemption Certificate in respect of goods (other than motor vehicles) imported for the Official Use of Foreign Representations**

(To be filled in triplicate)

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

**Certificate**

This is to certify that the goods specified in the Schedule below are intended for the official use of \_\_\_\_\_ (Name of Mission / Post / UN / International Organization) and that the goods would not be sold or otherwise disposed of in India **before the expiry of three years from the date of import** without obtaining prior concurrence of the Central Board of Excise & Customs and without payment of Customs duty, if any, thereon.

2. It is also certified that the goods in question are meant for use at:-

- (i) the Office (full particulars and location may be given) of Chancery, Other Wing, Cultural Centre etc.  
(Please specify) \_\_\_\_\_
- (ii) the Residence (full particulars and location may be given) of Ambassador, C d'A, Consul General / Consul, Deputy High Commissioner / Assistant High Commissioner, Trade Commissioner, Other Officers.  
(Please specify) \_\_\_\_\_

**Schedule**

(Particulars of goods covered by the Certificate)

Articles imported by \_\_\_\_\_ (Name of Ship/Airline/Vehicle) expected to arrive on \_\_\_\_\_ (date) at \_\_\_\_\_ (Customs port/Airport/Land station).

Sl. No.	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
1	Type here	Type here	Type here	Type here	Type here
Total Value : _____					
Equivalent Rupees : _____					

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Seal of  
FR\_\_\_\_\_  
(Signature of Head of FR or  
Officer authorized to sign for this purpose)\_\_\_\_\_  
(Name and Designation)

(For Customs Purposes)

1. Ship / Aircraft / Vehicle arrived on \_\_\_\_\_ (date) at \_\_\_\_\_ (Port).
2. Signature (s) and seal verified with specimen available in the office.
3. 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 Form 7**

*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 triplicate(3 identical copies) with the following documents / entries :-**

1. An accompanying Note Verbale of the FR (with the first copy only).
  2. Prior Approval of the Protocol Special Section of MEA / State Government Protocol / MEA Branch Secretariat for the import, in the following cases:-
    - (i) Security related goods.
    - (ii) Building / Construction materials and equipments for addition / alteration / renovation of an FR.
    - (iii) Exhibition / concert items.
    - (iv) Goods with a value exceeding **Rs. 20 lakh** or **US\$ 33,000/-**.
- Note :**  
Prior Approval of the Protocol III Section of MEA is required for import of advanced communication systems.  
Kindly seek approval for **2(i) & 2(ii)** well in advance, with complete information, as clearance(s) of one or more Government bodies would be required.  
Any UN / International Organization who submits a Prior Approval / sanction for import of items (other than motor vehicles) from any Ministry of GOI is **not** required to obtain an additional Prior Approval from the Protocol Special Section of MEA.
3. Invoice and the Packing List in original.  
For import of **publicity material**, the kind of material, i.e., printed (publications, books, magazines) or recorded (video and audio cassettes, DVDs, VCDs etc.) and the details like title(s), volume, issue number, subject matter, number of copies and packages, language, value, and any other relevant detail to be enclosed.  
For import of **electronic/electrical equipment**, the following details are required to be reflected in the invoice:-  
Make and Model of the item, Capacity of Air Conditioner, Size of Television Screen, Computer hardware specifications and Serial number of the equipment.  
For import of **auto spare parts**, a list of parts, their serial numbers and registration number, make and model of vehicle for which the spare parts are being imported is required to be enclosed.
  4. Airway Bill / Bill of Lading etc. as applicable.
  5. Certificate of origin of goods from the supplier.
  6. Delivery Order / Arrival Notice issued by the airport / port concerned.
  7. A **running Serial Number** should be given for each EC issued by the FR with a separate running sub number for import for official use 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/OFF/10/2019 (or 19).
  8. Each copy of the EC and its accompanying documents will be marked 'original', 'duplicate', and 'triplicate'.
  9. The total value of the items should invariably be recorded in **equivalent Indian Rupees** at the designated place in the EC.
  10. **ECs** for items for 'official use' will be signed by the **Head of FR** concerned. Heads of FRs with ten or more PPs can delegate the responsibility of signing to another senior functionary.
  11. Eleven copies of the specimen signatures of the signing authority(ies) are required to be forwarded at least once in a calendar year to the attesting authority, i.e., Protocol Special Section of MEA / State Government Protocol / MEA Branch Secretariat.
  12. A **Self Certification** as per the format at Form 7A to be certified by the **Head of the FR concerned or the authorized signatory(ies)** for import of official goods. Heads of FRs with ten or more PPs can delegate the responsibility of signing to another senior functionary.
  13. The Self Certification is required to be **ticked** at paragraph **4(i) to 4(vii)**, wherever applicable, and signed by the Head of the FR / authorized signatory **along with his / her name and designation**. The **FR's seal** should be **affixed away** from the signature of the authorized signatory.
  14. Alterations, overwriting or application of white fluid should be avoided.
  15. 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 for cancellation.