

**Customs Duty Exemption Certificate in respect of goods purchased from the bonded stock  
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 my personal use / personal use of the members of my family 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 purchased from the bonded stock of M/s \_\_\_\_\_ on \_\_\_\_\_.

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.	S.No.	Detailed description of goods as per Invoice	Quantity in figures and words	Value in Rupees
1	2	3	4	5
			<b>Total Value : Rs.</b> _____	
			<b>Equivalent US\$ :</b> _____	

**Place :**

**Date :**

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

**Seal of  
FR**

\_\_\_\_\_  
*( Name and Designation )*

**To be filled in by the Bonded Warehouse Licensee**

Certified that the order for the supply of liquor / provisions / other goods has been placed by the above mentioned authorized Privileged Person \_\_\_\_\_ (Name) on \_\_\_\_\_ (Date) and duly recorded in our books. We undertake to deliver the goods to the above mentioned authorized Privileged Person and we bind ourselves to pay the duty and other dues in the event of above-mentioned goods remaining undelivered.

We undertake to produce within 15 days of removal of the above goods from the warehouse, a certificate in the prescribed form from the above mentioned authorized Privileged Person, to the effect that the goods cleared have been duly received.

**Place :**

**Date :**                      **Seal**

\_\_\_\_\_  
*( Signature of the Warehouse Licensee )*

**( For Customs Purposes )**

1. Ex-bond Bill of Entry file on \_\_\_\_\_ (Date)
2. Signature and seal on Exemption Certificate verified with specimen(s) available in the office.
3. Allowed clearance under Bill of Entry No. And Date \_\_\_\_\_

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

**Please note the information in the box for completion of Form 10**

*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 Diplomatic Missions / Consular Posts are forwarded as per **Form 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 alongwith their specimen signatures as per **Form 10C** during **October to December** of a calendar year to MEA.
3. 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 of 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/10/2015 (or 15).
4. Each copy of the EC and its accompanying documents will be marked 'original', 'duplicate', 'triplicate' and 'quadruplicate'.
5. The total value of the items should invariably be recorded in **Indian Rupees and in equivalent US Dollars** at the designated places in the EC.
6. A **Self Certification** as per the enclosed format at Form 7A, duly certified by the same authorized Officer who has signed the EC.
7. The Self Certification is required to be **ticked** at paragraph **4(i) , 4(ii) & 4(iv)** and signed by the authorized Officer **alongwith his / her name and designation**. The **FR's seal** should be **affixed away** from the signature of the authorized Officer of the FR.
8. Alterations, overwriting or application of white fluid should be avoided.
9. 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.