

(Reference Chapter X, Para A.2)

**Customs Duty Exemption Certificate in respect of Motor Vehicles imported for the  
Official Use of Foreign Representations / Personal Use of entitled members of Foreign  
Representations**

(To be filled in triplicate)

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

**Certificate**

This is to certify that the motor vehicle specified in the Schedule below is intended for the official use of \_\_\_\_\_(Name of the FR) / for my personal use / for the personal use of the members of my family (*strike out whichever is not applicable*) and that the motor vehicle **would not be sold or otherwise disposed of without the concurrence of the Ministry of External Affairs, New Delhi and the Central Board of Excise & Customs, Ministry of Finance, New Delhi**, and with payment of Customs duty, if any, payable thereon.

2. I, \_\_\_\_\_(Name) in my capacity as / in my personal capacity as (*strike out whichever is not applicable*) \_\_\_\_\_(Designation) of the \_\_\_\_\_(Name of the FR) at \_\_\_\_\_(Station) having been allowed to import direct from abroad through the port of \_\_\_\_\_ / purchase from the bonded stocks at the port of \_\_\_\_\_ / purchase from Mr./Ms. \_\_\_\_\_(Name & designation) of \_\_\_\_\_(Name of the FR /seller) (*strike out whichever is not applicable*) without payment of duty, the motor vehicle, particulars of which are given in the Schedule below, for the official use of the \_\_\_\_\_(Name of the FR) / for my personal use / for the personal use of the members of my family (*strike out whichever is not applicable*), hereby undertake that:-

(a) The vehicle will not be sold or otherwise disposed of to a person who is not entitled to import a motor vehicle free of duty:

- (i) Without the concurrence of the Central Board of Excise & Customs, Ministry of Finance, New Delhi to be obtained through the Ministry of External Affairs, New Delhi, and
- (ii) Without payment to the Commissioner of Customs of the place nearest to the place of Headquarters of my Mission / Consular Post / Trade Representation / UN / International Organization at \_\_\_\_\_(Station), the Customs duty at the rate and the amount to be determined by him / her in case the said vehicle is sold before the expiry of **four years from its date of registration in India.**

(b) I shall obtain the concurrence of the Central Board of Excise & Customs, Ministry of Finance, New Delhi through the Ministry of External Affairs, New Delhi before I sell or transfer this vehicle even to a Privileged Person entitled to import a motor vehicle free of duty and intimate the Commissioner of Customs of the place nearest to the place of Headquarters of my Mission / Consular Post / Trade Representation / UN / International Organization at \_\_\_\_\_(Station), its sale price and the name and address of the Privileged Person **before completion of such a transfer or sale;** and

(c) I shall obtain from the buyer an Exemption Certificate (*in quadruplicate*) in the prescribed form and forward two copies of the Certificate to the Commissioner of Customs of the port of importation after getting these attested by the Protocol Special Section, MEA, New Delhi / State Government Protocol / MEA Branch Secretariat.

## Schedule

( Particulars of the Motor Vehicle which is the subject of the above declaration )

- |  |   |       |
|--|---|-------|
| 1. Make  | : | _____ |
| 2. Model   | : | _____ |
| 3. Year of Manufacture                                   | : | _____ |
| 4. Registration No. (if applicable)                      | : | _____ |
| 5. Chassis No.   | : | _____ |
| 6. Engine No.  | : | _____ |
| 7. Horse Power (Engine capacity)                         | : | _____ |
| 8. Cylinders   | : | _____ |
| 9. Country from which imported / Person from whom bought | : | _____ |
| 10. No. / Date of Bill of Lading and Ship's name         | : | _____ |
| 11. Any other particulars ( RHD / LHD )                  | : | _____ |

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

\_\_\_\_\_  
( *Signature* of the entitled member of the FR )

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

**Seal of  
FR**

\_\_\_\_\_  
( *Name & Designation* )

*In case of personal vehicle :*

Identity Card No. : \_\_\_\_\_

Date of Arrival in India : \_\_\_\_\_

### Counter Signature of FR

The above particulars are verified.

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

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

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

**Seal of  
FR**

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

**( To be filled in by the Customs )**

Signature and seal verified with specimen available in the Office. Certificate and undertaking have been signed by the officer duly authorized.

Passed under Bill of Entry No. \_\_\_\_\_ and date \_\_\_\_\_.

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

\_\_\_\_\_  
( *Customs Officer* )

**Please note the information in the box for  
completion of Form 9**

*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 of a **right hand drive** motor vehicle.
3. In case of a vehicle imported for personal use, a **copy of the Identity Card** issued by Protocol-II Section, MEA, New Delhi / State Government Protocol / MEA Branch Secretariat.
4. In case of **second hand purchase** from another FR / PP, a copy of the **sale permission** issued by the Protocol Special Section of MEA / State Government Protocol / MEA Branch Secretariat to the seller of the vehicle.
5. Invoice ( **in original and 2 copies** ).
6. Bill of Lading ( **in original and 2 copies** ).
7. Certificate of Conformity to Exhaust Emission Standards in India [ Bharat IV / Euro IV or above in the National Capital Region (NCR)].
8. A **running Serial Number** should be given for each EC issued by the FR with a separate running sub number for 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/10/2019 (or 19) (ABC – initials of the entitled member of FR).
9. Each copy of the EC and its accompanying documents will be marked 'original', 'duplicate', and 'triplicate'.
10. The total value of the items should invariably be recorded in **equivalent Indian Rupees** at the designated place in the EC.
11. **ECs** for items for 'personal use' will be signed by the concerned entitled member of the **FR** and countersigned by the Head of FR. Heads of FRs with ten or more PPs can delegate the responsibility of countersigning to another senior functionary.
12. Alterations, overwriting or application of white fluid should be avoided.