

**Customs Duty Exemption Certificate in respect of goods (other than motor vehicles) 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 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 **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.

**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.	Name & designation of the entitled Member 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 <i>( specify the currency )</i>	Remarks <i>( if any )</i>
1	2	3	4	5	6	7

Date of first arrival in India : \_\_\_\_\_ Total Value : \_\_\_\_\_

Identity Card Number : \_\_\_\_\_ Equivalent Rupees : \_\_\_\_\_

Place :

Date :

Seal of  
FR

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

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

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

**( For Customs Purposes )**

- Ship / Aircraft / Vehicle arrived on \_\_\_\_\_ *( date )* at \_\_\_\_\_ *( Port )*.
- Signature (s) and seal 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 Form 8**

*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. Prior Approval of MEA / State Government Protocol / MEA Branch Secretariat for the import, in the following cases:-
  - (i) Security related goods.
  - (ii) 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.
  - (iii) Motor vehicles brought alongwith personal / household effects of a PP on first arrival in India.
3. Invoice, if any and the Packing List in original.  
For import of new **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.  
The quantity and worth of **liquor**, if any, may be indicated, if brought alongwith the personal / household effects of a PP on first arrival in India.  
If **'Bike'** is reflected in the Packing List of personal / household effects of a PP, it may be clarified whether the item is a motorcycle.
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 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) (ABC – initials of the entitled member of FR).
8. Each copy of the EC and its accompanying documents will be marked 'original', 'duplicate', 'triplicate' and 'quadruplicate'.
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 'personal use' will be signed by the concerned entitled member of the 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.
11. A **Self Certification** as per the format at Form 7A, to be certified by the concerned entitled member of the FR.
12. The Self Certification is required to be **ticked** at paragraph **4(i) to 4(vii)**, wherever applicable, and signed by the concerned entitled member of the FR **alongwith his / her name and designation**. The **FR's seal** should be **affixed away** from the signature of the entitled member of the FR.
13. Alterations, overwriting or application of white fluid should be avoided.
14. 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.