

**Check List for Changing of Import Term from Loan Basis to Free of Cost**

- 1) Covering letter on the unit letter head with the reason for change of import term along with the following information and (which is signed by the authorized signatory)

| S.No | Invoice<br>No. &<br>Date | IC No.<br>& Date | Bond<br>Register<br>No. & Date | BoE No.<br>& Date | Supplier<br>Name | Product<br>Description | Invoice<br>Value<br>(CIF ) |
|------|--------------------------|------------------|--------------------------------|-------------------|------------------|------------------------|----------------------------|
|      |                          |                  |                                |                   |                  |                        |                            |

- 2) NOC from Supplier along with Inv. No. & Date, Product Description, Invoice amount, Import Term and reason for changing of import term with their letter head and also clearly mentioned the import term from Loan Basis to Free of Cost in NOC.
- 3) Photo copies of Import Certificates, Invoices, Bond Register, Bill of Entries.
- 4) Under taking with the unit letter head with Authorized Signature & Stamp.
- 5) To provide the copy of the ROC / Form 18, if changed the company name.

**FOR FURTHER CLARIFICATIONS:**

**Contact Person:**

**Contact No.**

**Present communicating Address:**