

Document Checklist of Refund- Import

1	Request Letter	In letterhead with the exact reason for refund
2	Authorize letter	If the letters are signed by other than a director, person should be authorized by a Director
3	SSL disclaiming letter	A letter mentioning that the SSL is not claimed
4	Duty Refund Application in Duplicate	Form 74
5	VAT Refund Application in Duplicate	
6	Letter of Indemnity	In letterhead
7	Affidavit	Signed by JP/lawyer, Rs.50 Stamp
8	Original Assessment Notice	before CusDec amendment
9	Import Exchange Copy/ Parties Copy	Original
10	Working Sheet	Signed by Director & Seal
11	Certificate of Payment	Get from 8th floor, Finance
12	Performa Invoice	Director true copy
13	Commercial Invoice	Bank stamped original
14	Delivery Order DO	Original/True copy by shipping agent
15	Bill of Lading BL	Original/True copy by shipping agent
16	Outward Money Remittance	Bank letterhead, Addressed to DGC
17	Certificate of Registration (Form 20/40/1)	Director True copy
18	Minus Assessment	after CusDec amendment