

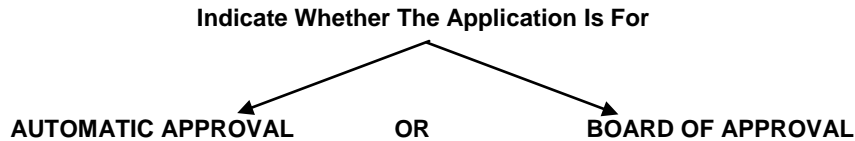
APPENDIX 14-I-A

APPLICATION FOR SETTING UP EOU

(Please see Para 6.2.1 of HBP Vol. I)

Note:

1. Please see Para 6.2.1 to 6.2.3 of the Chapter 6 of the Handbook of Procedures (Vol.-I).
2. Please read the general instructions given in EOU scheme before filling this application and also some important guidelines given at the end of this application.
3. The application may be sent electronically or otherwise. But the same will be treated as incomplete without its own permanent e-mail and will not be considered.



The application should be submitted to the Development Commissioner of the concerned Special Economic Zone (for setting up EOUs in 3 copies alongwith a crossed Demand Draft of Rs. 5,000/- drawn in favour of the Pay & Accounts Officer, Ministry of Commerce & Industry, Department of Commerce, payable at the Central Bank of India, Udyog Bhavan, New Delhi. (NO FEE SHALL BE CHARGED FOR RENEWAL/ EXTENSION OF LOP/ BROAD BANDING ETC.)

For Official Use only

Application No. _____

Date : _____

Date _____ Month _____ Year _____

Details of Bank Draft

Amount Rs. _____

Draft No. _____

Draft date _____

Drawn on _____
(Name of the Bank)

Payable at _____

I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Name of the Applicant Firm _____

Full Address _____

(Regd. Office in case of limited companies & Head Office for others _____

Pin Code _____

Tel. No. _____

Fax No. _____

Permanent E-Mail Address _____

Web-Site, if any _____

Passport No., if any _____

Name of Bank with Address & A/c No. _____

Digital Signature _____

Income Tax PAN _____

The name and address of each of the Director/Partner _____

II. NATURE OF THE APPLICANT FIRM:
 [Please tick (√) the appropriate entry]

Government Undertaking/Public Limited Company/Private Limited Company/
 Proprietor ship/Partnership/Others (please specify)

Note:- Copy of certificate of incorporation alongwith Article of Association and Memorandum in case of companies and partnership deed in case of partnership firms may please be attached.

III. INDICATE WHETHER THIS PROPOSAL IS FOR
 [Please tick (√) the appropriate entry].

Establishment of a New Undertaking
 - Manufacturing []
 - Services []

Effecting Substantial Expansion

Manufacturing of New product

Conversion of (i) existing DTA unit into EOU
 (ii) existing STP/EHTP to EOU

(In case of conversion, please attach fact sheet as per Annexure)

IV. (1) Location of the proposed undertaking

Full Address _____

Pin code _____

(2) ONLY FOR PROJECTS UNDER EOU SCHEME

(In case the unit is proposed to be located on leased premises, then lease should be obtained from Government or any undertaking / authority of Government. However in case lease is obtained from private parties, it shall have a validity period of five years from the date of LUT and the Development Commissioner shall satisfy himself of genuine nature of the lease.)

- (a) Please indicate if the proposed location is in a Centrally Notified Backward Area [Please tick (✓) the appropriate entry].
 No. _____ Yes _____ if yes, indicate category
- (b) Indicate whether it is within 25 Kms from the periphery of the standard urban area limit of city having population above one million according to 1991 census.
 Yes _____ No. _____
- (c) Is it located in an Industrial Area/Estate designated/set up prior to issuance of Notification No. 477(E) dated 25th July, 1991.
 Yes _____ No. _____
- (d) If not, does it come under the category of non-polluting industries as notified by the Govt.
 Yes _____ No. _____

V ITEM (S) OF MANUFACTURE/SERVICE: (Including By-product/Co-products)
 (if necessary, additional sheets may be attached)

Items(s) Description	Capacity (Unit =)	Item Code (ITC HS code No) (Not required for service unit)
-----	-----	-----
-----	-----	-----
-----	-----	-----

V-A Intermediate Products, if any, which are to be taken out for job work abroad as part of production process.

Item(s) Description	Quantity	Item Code(ITC HS Code No.) (Not required for service unit)
-----	-----	-----
-----	-----	-----
-----	-----	-----

VI. PRODUCTION (In case of more than one item, supplementary sheets may be used)
 Quantity (Unit _____) (Value (In Rupees)
 (Not required for service unit)

1st year	-----	-----
2nd year	-----	-----
3rd year	-----	-----
4th year	-----	-----
5th year	-----	-----

VII. Indigenous Requirement:

(Value in Rupees)

- a) Capital Goods
 b) Raw material, components, consumables, packing material, fuel etc. during the period of 5 years

TOTAL: -----

VIII. FOB VALUE OF EXPORTS

(1 \$ = Rs. _____)

Rupees (lakhs)	US \$ (Thousand)
1st year	
2nd year	
3rd year	
4th year	
5th year	
Total:	

IX. INVESTMENT:

(RS. IN LAKHS)

- (a) Land _____
- (b) Building _____
- (c) Plant and Machinery _____
- (i) Indigenous _____
- (US \$ Thousand)
- (ii) Import CIF value _____
- (iii) Total (I) + ii) _____
- (d) Details of source(s) of finance,
(both Indian as well as foreign)
for the above investments

X. WHETHER FOREIGN TECHNOLOGY AGREEMENT IS ENVISAGED
(Please tick (✓) the appropriate entry)

Yes _____ No _____

- (i) Name and Address of foreign collaborator _____
- (ii) Terms of collaboration _____
(Rupees lakhs)
(Gross of Taxes)
- (a) Lumpsum payment _____
- (b) Design & Drawing fee _____
- (c) Payment to foreign technician _____
- (d) Royalty (on exports) _____ %
- (e) Royalty (on DTA sales if envisaged) _____
- (f) Duration of agreement _____ (No .of years)

XI. EQUITY INCLUDING FOREIGN INVESTMENT

- (i)
- | | (\$ Thousand) | (Rs.lakhs) |
|---------------------|---------------|------------|
| (a) Authorized | _____ | _____ |
| (b) Subscribed | _____ | _____ |
| (c) Paid up Capital | _____ | _____ |

Note: If it is an existing company, please give the break up of the existing and proposed capital structure

- (ii) Pattern of share holding in the paid-up capital (Amount in Rupees)

	(Rs. in lakhs)	(US \$ Thousand)
(a) Foreign holding	_____	_____
(b) Non Resident Indian company / Individual holding		
(i) Repatriable	_____	_____
(ii) Non-repatriable	_____	_____
(c) Resident holding	_____	_____
(d) Total (a+b (i+ii)+c) equity	_____	_____
(e) (iii) External commercial Borrowing	_____	_____

Foreign Exchange Balance sheet

		1 st	2 nd	3 rd	4 th	5 th	(5 yrs) Total in Rs. Lakh	(5 Yrs) Total in US \$ Th.
XII.	FOB value of exports in first five years							
XIII.	Foreign Exchange outgo on							
(I)	Import of machinery							
(ii)	Import of raw materials and components							
(iii)	Import of spares and consumables							
(iv)	Repatriation of dividends and profits to foreign collaborators							
(v)	Royalty							
(vi)	Lump sum know-how fee							
(vii)	Design and drawing fee							
(viii)	Payment of foreign technicians							
(ix)	Payment on training of Indian technicians abroad							

(x)	Commission on Export etc.							
(xi)	Foreign Travel							
(xii)	Amount of interest to be paid on external commercial borrowing/deferred payment credit (specify details)							
(xiii)	Any other payments(specify details)							
	Total (i)to(xiii)							
	Net Foreign Exchange earnings in five years							

XIV. REJECTS (Only for EOU manufacturing units.)

Generation of Rejects/Sub-standard finished goods _____

 (percentage of 5 yrs production)

Goods (In case rejects are more than 5% estimated percentage with justification may be given _____

 (Qty.(Unit =))
 Value (Rs. Lacs)

XV. EMPLOYMENT

(All figures in number)

Existing		Proposed
-----		-----
a) Supervisory	Men _____ Women _____	_____ _____
b) Non-supervisory	Men _____ Women _____	_____ _____

XVI. NET FOREIGN EXCHANGE EARNING

Average NFE on FOB value of exports in Block period, as per para 6.5 of FTP.

XVII. MARKETING

a) Whether marketing tie-up/Buy-back envisaged/finalized(Attach documents, if any) _____
 Yes _____ No _____

		G. C. A.	R. P. A.
b)	Destination of exports (in percentage)	_____	_____
		_____	_____

XVIII OTHER INFORMATION

i) Any special features of the project proposal _____
 which you want to highlight _____

(please attach the project report, for new units)

ii)(a) Whether the applicant has been issued any Industrial license or LOI/LOP under EOU/STP/EHTP scheme if so, please give full particulars especially reference number, date of issue, items of manufacture and progress of implementation of each project. _____

(b) Whether the applicant has submitted any other application for LOI/LOP which is pending with the Board of Approvals. If so, please give particulars like reference number, name under which application made, items of manufacture etc. _____

iii) Whether the applicant or any of the partners/Directors who are also partners /Directors of another company or its associate concerns are being proceeded against or have been debarred from getting any License/Letter of Intent/ Letter of Permission under the Export and Import (Control) Act, 1947/Foreign Trade (Development and Regulation) Act, 1992 / FEMA/ Custom/Central Excise Act. _____

Place : _____ Signature of the Applicant _____

Date : _____ Name in Block Letters _____

Designation _____

Official Seal/Stamp _____ Tel. No. _____

e-mail _____

Web-Site, if any _____

Full Residential Address _____

UNDERTAKING

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We will abide by any other condition, which may be stipulated by the concerned Development Commissioner. I/We fully understand that any Permission Letter granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false. An affidavit duly sworn in support of the above information is enclosed.

Place: _____	Signature of the Applicant _____
Date: _____	Name in Block Letters _____
Official _____	Designation _____
Seal/Stamp _____	Full Official address _____

	Tel. No. _____
	e-mail Address _____
	Web-Site _____
	Full Residential address _____

	Tel. No _____

SOME IMPORTANT GUIDELINES

1. Additional Information may be furnished by existing domestic units seeking conversion into the EOU Scheme as per annexure.
2. Normally raw material tie-ups are not insisted upon but this may be necessary in cases, such as granite/marble/sandstone products where availability of raw materials is contingent upon Government leases etc.
3. Normally lumpsum amount up to US \$ 2 Million and 8% royalty (net of taxes) as amended from time to time over a period of five years from the commencement of production is allowed as per the current EOU Scheme on account of foreign technology agreement as per the norms of Department of Industrial Policy and Promotion. In addition selling agency commission is permitted as per RBI norms.
4. Cases involving high outgo of foreign exchange for capital goods and raw materials, the Government prefers raising of funds through external commercial borrowings.

ANNEXURE

PROFORMA TO BE FILLED IN BY THE EXISTING DTA UNITS SEEKING CONVERSION INTO THE EOU SCHEME

a)	Whether conversion of DTA Unit into the EOU has been sought for the full existing capacity of the unit or the proposal is for partial conversion.(Please give details of the existing capacity etc.)	
b)	Whether any expansion of the DTA unit proposed to be converted into EOU has been envisaged, if so the extent thereof.(Please give details of the existing capacity and the enhanced capacity etc).	
c)	What is the level of existing exports of the unit proposed to be converted into EOU. (Please give details of export performance item-wise for a minimum of three previous years)	
d)	Whether the DTA unit is already under obligation to export, under: i) Advance Licensing Scheme; ii) Import of machinery under EPCG scheme; iii) Any other Scheme. (Give all relevant details including total E.O. imposed, the E.O. discharged till date etc.)	
e)	Whether your unit is registered with the Customs or Excise authorities. (Please give details viz. Reg. No., date etc.)	
f)	Are you agreeable to have your whole unit customs bonded as required under the EOU scheme?	
g)	Whether you are a merchant exporter or a manufacturer exporter.(Please give details)	
h)	What is the age(year of manufacture)and residual life of items/ machinery already installed in your unit, whether they are imported or indigenious.(Please attach separate sheets giving item-wise details with value of the new CG as well as existing value of machinery presently installed).	

Date _____

Signature _____
Name _____

Place _____

Address of the Applicant _____