

## THE HANDLOOM EXPORT PROMOTION COUNCIL, CHENNAI

**TO: ALL MEMBERS OF HEPC**

### **5 percent of FOB value of Handloom garments/ Madeups**

Sub: Procedure for submitting application for issuance of Export Performance Certificate (only against export of handloom garments) for the purpose of importing (a) Fasteners including buttons and snap fasteners, zip fasteners including zippers in roll, sliders/pullers and end stoppers, and parts thereof; (b) Inlay cards, (c) Shoulder pads; (d) Buckles; (e) Eyelets, (f) Hooks and eyes, (g) Rivets, (h) Collar stays, collar patties, butterfly and other garment stays including plastic stays, (i) Fusible embroidery motifs or prints, (j) Laces, (k) Badges including embroidered badges, (l) Embroidery threads, (m) Sewing thread, (n) Stones (other than precious and semi precious), (o) Sequin, (p) Tape, Elastic tape and hook tape of width not exceeding 75 mm, (q) Velcro tape, (r) Cord and cord stopper, (s) Toggles, (t) Polywadding materials, (u) Stud; (v) Elastic cloth and elastic band; (w) Quilted wadding materials; (x) Beads for embroidery, (y) sample fabric of total length upto 500 metre imported during one financial year; (z) printed bags, (za) Knitted ribs; (zb) anti-theft devices like labels, tags and sensors. (zc) bobbin elastic; (zd) textile flowers; (ze) water soluble lining, poly pouch, high density sticker, heat transfer sticker; (zf) anglets on draw strings-hooded jacket; (zg) bra cup, bust cup, moulded cups for bra and metal underwire for bra; (zh) hook and bar, extra button covers-plain, ribbons, waist bands, shooter pin, O Ring, thermo strips and metal clip, (zi) pin bullets for packing, plastic tag bullets, metal tabs, bows, ring & slider and rings **against S.No.311** and Lining and inter-lining materials **against S.No.313** under **Customs Notification No.50/2017 dt.30.06.2017** and further amendment made from time to time.

1. Applications are invited from eligible **manufacturer-exporter / merchant exporter tied-up with supporting manufacturer of handloom garments/Handloom Madeups** for issuance of Export Performance Certificate by the Handloom Export Promotion Council (HEPC) for the purpose of importing eligible item/s (as specified in Customs Notification No. **50/2017 dt.30.06.2017**) for use in the manufacture and export of Handloom garments, by them.
2. Applicant manufacturer-exporter/merchant exporter tied-up with supporting manufacturer of handloom garments are required to give correct and complete information strictly in the prescribed formats duly supported by Certification from Chartered Accountant and self-certified copies of Bank Certificate of Exports and Realisation (Appendix-22 A, Form No.1) towards realization of export proceeds equivalent to the amount of export performance claimed.
3. Applications will be received by HEPC only from the manufacturer-exporter/merchant exporter tied-up with supporting manufacturer of handloom garments/Madeups who are registered with The Handloom Export Promotion Council. The applications may be addressed to:-

Executive Director,  
Handloom Export Promotion Council,  
34, Cathedral Garden Road, Nungambakkam,  
Chennai – 600 034

1. Application for issuance of Export Performance Certificate (format given at Annexure-I) should contain the details of exports of only handloom garments /Madeups

exported during the (preceding) financial year 2018-19 (i.e. from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019) and proceeds realized (FOB value) in Indian Rupees.

2. Details of shipment/s of free samples should not be included in the Statement of Exports as they are not considered as exports for this purpose. Exporters should therefore furnish the details of physical/actual exports and proceeds realized.
3. A certificate on the Letter Head of the Exporter to the effect that the export performance claimed and all the shipping Bills referred in the statement of exports pertain to Handloom Garments/Made ups only should also be submitted.
4. The Council reserves the right to call for any other documents/information that may be relevant and required for this purpose.
5. Applications should be accompanied by a Multicity Cheque or Pay Order/Demand Draft in favour of "Handloom Export Promotion Council", payable at Chennai, for an amount at the rates given below towards Application fees/Service charges (which are non refundable).

Sl. No.	Details	Fee /certificate
1.	Export performance up to Rs. 1 crore	Rs. 2,500/-
2.	Export performance between Rs. 1 crore to Rs. 10 crore	Rs. 5,000/-
3.	Export performance of Rs. 10 crore and above	Rs. 10,000/-

6. The Council will verify the details received from exporters and issue the Export Performance Certificate.
7. For import of the permissible item/s, exporter should apply to the Council (Head Office at Chennai) in the prescribed format (given at Annexure-II) on the Letter Head of the Exporter and submit the original Export Performance Certificate well in advance.
8. The Council after verifying the details will issue the Import Certificate, which should be submitted to the Customs authorities at the time of clearance of import consignment.
9. For every import clearance, the exporter shall obtain an Import Certificate from the Council by submitting a separate application each time in the format (given at Annexure-II).
10. The details of imports against the Import Certificates will be debited to the Export Performance Certificate (Original) based on the Bill of Entry submitted by the exporter along with the application for Import Certificate.
11. As an export promotion measure and to accommodate eligible exporters for smooth operation of the scheme for import of permissible embellishments under the above Notification, it has been decided to issue Import Certificate/s as per the actual requirement of the exporters. The scheme would be operative as follows:
  - (a) Exporter can apply for issuance of Import Certificate on the basis of provisional Bill of Entry also. For each Import Certificate, a separate application should be submitted to Head Office of HEPC.
  - (b) Exporter may obtain any number of Import Certificates, which will be debited to Export Performance Certificate, as per existing procedure.

- (c) Exporter shall submit a copy of final Bill of Entry issued by Customs within 30 (Thirty) days from the clearance of the goods from the Customs to Head Office of HEPC.
  - (d) No add back would however be permitted in Export Performance Certificate for the Import Certificate/s once issued for those Bills` of Entry, which were provisionally prepared and submitted to HEPC for obtaining Import Certificate/s.
  - (e) The provisional Bill of Entry (from Private Bonded Warehouses/Customs) should be self-certified by exporter.
12. As per clarification issued by Joint Secretary (Drawback) vide Letter No.609/218/98-DBK dated 04/05/2000) duty free clearance of embellishments from Private Bonded Warehouse is permitted. Exporters, therefore, while seeking imports from the Private Bonded Warehouse should carefully fill Serial No. 8 of application for issuance of Import Certificate (Annexure-II), at the time of applying for Import Certificate.
13. The last date for receipt of applications for issuance of Export Performance Certificate (EPC) for the financial year 2018-2019 is 31-1-2020.
14. Applications received after the last date (i.e. 31-1-2020) will however be accepted along with late fees of Rs. 1000/- per application in addition to the normal fees/charges, as prescribed above.
15. Export Performance Certificate issued for the year 2018-19 if unutilized may be surrendered to the Council for cancellation.

## ANNEXURE –I

(To be submitted on Letter Head of manufacturer-exporter/merchant exporter tied up with supporting manufacturer of Handloom Garments)

### FORMAT OF APPLICATION TO BE SUBMITTED TO THE HANDLOOM EXPORT PROMOTION COUNCIL (HEPC) FOR ISSUANCE OF EXPORT PERFORMANCE CERTIFICATE (EPC) FOR THE YEAR 2017-2018

To

The Executive Director,  
Handloom Export Promotion Council,  
34, Cathedral Garden Road,  
Nungambakkam, Chennai – 600 034.

Sub: Submission of application for issuance of Export Performance Certificate (EPC) for the purpose of importing (a) Fasteners including buttons and snap fasteners, zip fasteners including zippers in roll, sliders/pullers and end stoppers, and parts thereof; (b) Inlay cards, (c) Shoulder pads; (d) Buckles; (e) Eyelets, (f) Hooks and eyes, (g) Rivets, (h) Collar stays, collar patties, butterfly and other garment stays including plastic stays, (i) Fusible embroidery motifs or prints, (j) Laces, (k) Badges including embroidered badges, (l) Embroidery threads, (m) Sewing thread, (n) Stones (other than precious and semi precious), (o) Sequin, (p) Tape, Elastic tape and hook tape of width not exceeding 75 mm, (q) Velcro tape, (r) Cord and cord stopper, (s) Toggles, (t) Polywadding materials, (u) Stud; (v) Elastic cloth and elastic band; (w) Quilted wadding materials; (x) Beads for embroidery, (y) sample fabric of total length upto 500 metre imported during one financial year; (z) printed bags, (za) Knitted ribs; (zb) anti-theft devices like labels, tags and sensors. (zc) bobbin elastic; (zd) textile flowers; (ze) water soluble lining, poly pouch, high density sticker, heat transfer sticker; (zf) anglets on draw strings-hooded jacket; (zg) bra cup, bust cup, moulded cups for bra and metal underwire for bra; (zh) hook and bar, extra button covers-plain, ribbons, waist bands, shooter pin, O Ring, thermo strips and metal clip, (zi) pin bullets for packing, plastic tag bullets, metal tabs, bows, ring & slider and rings **against S.No.311** and Lining and inter-lining materials **against S.No.313** under **Customs Notification No.50/2017 dt.30.06.2017** and further amendment made from time to time.

Dear Sir/Madam,

#### **DECLARATION**

We wish to state that we have exported Handloom Garments and realized the export (sale) proceeds amounting to Rs.....as per the Bank Certificate of Exports and Realisation. A statement of exports, showing the Invoice No. and date, S/Bill No. and date, date of export, date of realization of Export proceeds, FOB amount realized (in Indian Rs.) etc., and the supporting self attested copies of Bank Certificate of Exports and Realization from 1<sup>st</sup> April, 2017 to 31<sup>st</sup> March, 2018 are submitted herewith for your consideration.

2. We are enclosing herewith a cheque/Pay Order/Demand Draft No.....Dated.....for Rs.....favouring "Handloom Export Promotion Council" towards the application fees/service charges (non-refundable).

3. We hereby confirm and declare that the statement made above is true and correct to the best of our knowledge. We understand and agree that in the event of the above statement being found to be incorrect or false, our Export Performance Certificate will be cancelled and we shall be liable for any penal action that may be taken by Handloom Export Promotion Council (HEPC), or by the Government of India under the relevant Rules.

4. We also hereby declare that “the imported embellishments/goods, lining and inter-lining materials shall not be put to any other use or sold in the market except for use in the manufacture/export of Handloom Garments”.

5. Name of Exporter.....

6. RCMC No. (issued by HEPC).....

7. IE Code No. (issued by DGFT authorities).....

Signature.....

Name of the authorized Signatory.....

Date.....

Place.....

## VERIFICATION

(By Chartered Accountant)

We have verified the statement made by M/s.....and certify that the total FOB value of exports of Handloom Garments based on the Bank Certificate of Exports and Realization (Appendix-22A, Form No.1) of exporter during the year 2017-2018 (i.e. from 1-4-2018 to 31-3-2019) amounted to Rs.....(Rupees.....)

Name & Address of the  
Chartered Accountant's Firm/Co.....

Signature of the Chartered  
Accountant.....

Seal/Stamp.....

Membership Number of the  
Chartered Accountant.....

Date.....

Place.....

### **Enclosures:**

1. Statement of Exports (date wise) showing Invoice No. & date, S/Bill No. & date, date of export, date of Realization of export proceeds, FOB realization in Indian Rs. etc.
2. Cheque/Pay Order/Demand Draft in favour of "Handloom Export Promotion Council".
3. Self attested copy of valid/latest RCMC issued by HEPC.
4. Self attested copies of Bank Certificate of Export and Realization.

**ANNEXURE-II**

**(To be submitted on Letter Head of Exporter)**

**Application for issuance Import Certificate**

Application form for issuance of Certification to import (a) Fasteners including buttons and snap fasteners, zip fasteners including zippers in roll, sliders/pullers and end stoppers, and parts thereof; (b) Inlay cards, (c) Shoulder pads; (d) Buckles; (e) Eyelets, (f) Hooks and eyes, (g) Rivets, (h) Collar stays, collar patties, butterfly and other garment stays including plastic stays, (i) Fusible embroidery motifs or prints, (j) Laces, (k) Badges including embroidered badges, (l) Embroidery threads, (m) Sewing thread, (n) Stones (other than precious and semi precious), (o) Sequin, (p) Tape, Elastic tape and hook tape of width not exceeding 75 mm, (q) Velcro tape, (r) Cord and cord stopper, (s) Toggles, (t) Polywadding materials, (u) Stud; (v) Elastic cloth and elastic band; (w) Quilted wadding materials; (x) Beads for embroidery, (y) sample fabric of total length upto 500 metre imported during one financial year; (z) printed bags, (za) Knitted ribs; (zb) anti-theft devices like labels, tags and sensors. (zc) bobbin elastic; (zd) textile flowers; (ze) water soluble lining, poly pouch, high density sticker, heat transfer sticker; (zf) anglets on draw strings-hooded jacket; (zg) bra cup, bust cup, moulded cups for bra and metal underwire for bra; (zh) hook and bar, extra button covers-plain, ribbons, waist bands, shooter pin, O Ring, thermo strips and metal clip, (zi) pin bullets for packing, plastic tag bullets, metal tabs, bows, ring & slider and rings **against S.No.311** and Lining and inter-lining materials **against S.No.313** under **Customs Notification No.50/2017 dt.30.06.2017** and further amendment made from time to time.

**FOR HEPC USE**

**CERTIFICATE NO.....**

1. Name & Address of Exporter.....
2. RCMC No. of Exporter.....
3. Importer-Exporter Code No.....
4. Item/s to be imported and HS Codes.....
5. Country of Origin.....
6. Overseas Supplier's Name & Address.....
7. Export Performance Certificate No.....dt.....valid up to .....
8. In case the application is for issuance of Import Certificate for procurement from Private Bonded Warehouse, the following information is to be furnished:-
  - a) Name of the Private Bonded Warehouse:.....
  - b) Licence No.....& Date.....issued by Commissioner of Customs with the validity (attached self attested copy)
  - c) Whether Licence is valid on the date of application Yes/No  
(Please tick Yes/No)
  - d) Whether Private Bonded Warehouse provides storage of material permitted for Handloom Made ups (Please tick Yes/No) Yes/No

Item	HS Code	Qty.	Value (in Rs.)	Bill of Entry Nos. & Date
(a) Fasteners including buttons and snap fasteners, zip fastereners including zippers in	Any chapter			

roll, sliders/pullers and end stoppers, and parts thereof				
(b) Inlay cards;	Any chapter			
(c) Shoulder pads	Any chapter			
(d) Buckles	Any chapter			
(e) Eyelets;	Any chapter			
(f) Hooks and eyes	Any chapter			
(g) Rivets	Any chapter			
(h) Collar stays, collar patties, butterfly and other garment stays including plastic stays	Any chapter			
(i) Fusible embroidery motifs or prints	Any chapter			
(j) Laces	Any chapter			
(k) Badges including embroidered badges	Any chapter			
(l) Embroidery threads	Any chapter			
(m) Sewing thread	Any chapter			
(n) Stones (other than precious and semi precious)	Any chapter			
(o) Sequin	Any chapter			
(p) Tape, Elastic tape and hook tape of width not exceeding 75 mm	Any chapter			
(q) Velcro tape	Any chapter			
(r) Cord and cord stopper	Any chapter			
(s) Toggles	Any chapter			
(t) Polywadding materials	Any chapter			
(u) Stud	Any chapter			
(v) Elastic cloth and elastic band;	Any chapter			
(w) Quilted wadding materials	Any chapter			
(x) Beads for embroidery	Any chapter			
(y) sample fabric of total length upto 500 metre imported during one financial year	Any chapter			
(z) printed bags	Any chapter			
(za) Knitted ribs	Any chapter			
(zb) anti-theft devices like labels, tags and sensors				
(zc) Bobbin elastic	Any chapter			
(zd) Textile flowers	Any chapter			
(ze) Water soluble lining, poly pouch,	Any chapter			



high density sticker, heat transfer sticker				
(zf) Anglets on draw strings-hooded jacket	Any chapter			
(zg) Bra cup, bust cup, moulded cups for bra and metal underwire for bra	Any chapter			
(zh) Hook and bar, extra button covers-plain, ribbons, waist bands, shooterpin, Orings, thermo strips and metal clip	Any chapter			
(zi) Pin bullets for packing, plastic tag bullets, metal tabs, bows, ring & slider and rings	Any chapter			

**SIGNATURE** .....

**NAME OF THE AUTHORISED REPRESENTATIVE**.....

**SEAL OF EXPORTER**

**Enclosures:**

1. Export Performance Certificate (Original)
2. Copy of Bill of Entry
3. Copy of Invoice from supplier
4. Affidavit (in the format given at Annexure-III) on Stamp Paper (of Rs. 100 or more) duly Notarized.

**ANNEXURE – III**

**(On Rs. 100/- Stamp paper duly notarized)  
(FORMAT OF AFFIDAVIT)**

**AFFIDAVIT**

This is with reference to our request dated.....for issuance of Import Certificate for importing either one or more or all these items viz. (a) Fasteners including buttons and snap fasteners, zip fasteners including zippers in roll, sliders/pullers and end stoppers, and parts thereof; (b) Inlay cards, (c) Shoulder pads; (d) Buckles; (e) Eyelets, (f) Hooks and eyes, (g) Rivets, (h) Collar stays, collar patties, butterfly and other garment stays including plastic stays, (i) Fusible embroidery motifs or prints, (j) Laces, (k) Badges including embroidered badges, (l) Embroidery threads, (m) Sewing thread, (n) Stones (other than precious and semi precious), (o) Sequin, (p) Tape, Elastic tape and hook tape of width not exceeding 75 mm, (q) Velcro tape, (r) Cord and cord stopper, (s) Toggles, (t) Polywadding materials, (u) Stud; (v) Elastic cloth and elastic band; (w) Quilted wadding materials; (x) Beads for embroidery, (y) sample fabric of total length upto 500 metre imported during one financial year; (z) printed bags, (za) Knitted ribs; (zb) anti-theft devices like labels, tags and sensors. (zc) bobbin elastic; (zd) textile flowers; (ze) water soluble lining, poly pouch, high density sticker, heat transfer sticker; (zf) anglets on draw strings-hooded jacket; (zg) bra cup, bust cup, moulded cups for bra and metal underwire for bra; (zh) hook and bar, extra button covers-plain, ribbons, waist bands, shooter pin, O Ring, thermo strips and metal clip, (zi) pin bullets for packing, plastic tag bullets, metal tabs, bows, ring & slider and rings **against S.No.311** and Lining and inter-lining materials **against S.No.313** under **Customs Notification No.50/2017 dt.30.06.2017** and further amendment made from time to time (which is restricted to 5% of FOB Value of Handloom Garments /Madeups exported and proceeds realized during 2018-2019).

We undertake that such material upon import/procurement will be used in the manufacture/export of Handloom Garments for exports by us and the same will not be put to any other use, transferred to others or sold in the market.

We indemnify The Handloom Export Promotion Council (HEPC) against any misuse and take total responsibility for any such misuse.

We understand fully that any violation of the conditions of the Customs Notification No. **50/2017 dt.30.06.2017** (it shall be construed as malpractice) will render us liable to penal and/or any other action under Foreign Trade Policy 2015-2020/Foreign Trade Development and Regulation Act 1992, Criminal Law, and any other Act or Rule as may be applicable and that such action may be resorted to against us without any opportunity or show cause notice to us.

**SIGNATURE.....**

**NAME OF THE AUTHORISED  
REPRESENTATIVE.....**

**SEAL OF THE EXPORTER**

**Dated.....**

**Place.....**