



**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE,
'C' BLOCK, PMT COMMERCIAL COMPLEX, SHANKARSETH ROAD,
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TRADE NOTICE NO. 2/AM-13 DATED 05/10/2012

Sub: Check List for various applications/schemes under FTP 2009-14

Attention of Trade is invited to Trade Notice No. 02/AM-13 dated 03/07/2012 to Trade Notice No. 15/AM-13 dated 20/09/2012 issued by Additional Director General of Foreign Trade, Mumbai, and available on their website <http://www.dgft.gov.in/dgftmumbai> in respect of various schemes under Chapter – 3, 4, 5 and 8 of the FTP.

Trade is requested to reference above Check Lists for the purpose of filling-of relevant applications to RA, Pune also for submission of various applications to in this office, with immediate effect.

The checklist is to facilitate exporters to carryout due diligence before submitting their applications so that the application which are complete in all respects are available for processing in the Department within the specified timelines. The checklist would also ensure that the processing of the case is not delayed for want of certain documents/additional documents/information on which the office may have to issue deficiency letters.

The applicants are requested to kindly adhere to the checklist in full while submitting their applications in order to enable the office to process their applications expeditiously.

**(CHANDRAKANT M. RAM)
FOREIGN TRADE DEVELOPMENT OFFICER (HRD)
for JOINT DIRECTOR GENERAL OF FOREIGN TRADE**

(Issued from File No. 31/1/Trade Notice/AM13/PS/Pune)