

## APPENDIX- 2M

### Form of Self Declaration for obtaining Duplicate Copy of freely transferable Licences / Authorisations which are lost or misplaced

(as per para 2.23 and 2.24 of HBP)

To

The DGFT Regional authority/ DGFT(HQ)

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I/We hereby solemnly affirm and declare that customs purpose copy/exchange purpose copy/both the copies of Licence No. / Authorisation No. \_\_\_\_\_ dated \_\_\_\_\_ issued to me/us have been lost/ misplaced, without having been registered with any Customs House / after having been registered with \_\_\_\_\_ (Customs House) and not utilised at all/ utilised partly.

The total amount for which the Licence / Authorisation was issued is Rs. (figure and words \_\_\_\_\_) and USD (figure in words)..... the total amount for which the duplicate is now required is to cover the balance of Rs. \_\_\_\_\_ and USD (figure in words)

.....

The said Licence / Authorisation has not been cancelled, pledged, transferred, or handed over by me/us or on my behalf to, any other party for any purpose/consideration whatsoever.

I/We request to cancel the original Licence / Authorisation in lieu of which the duplicate copy has been applied for by me/us.

I/We agree and undertake to return the original Licence / Authorisation, if traced later, to the issuing authority for record.

Place:

Date:

Signature of the Applicant

Name

Designation

Official Address

Telephone

Residential Address

Email Address

### **Documents to be enclosed with the application form**

As per para 2.24 duplicate copy of freely transferable Authorisation may be issued against an application accompanied with following documents:

1. An application with fee equivalent to 10% of duty saved or duty credit (of unutilized balance).
2. A copy of FIR reporting loss.
3. *Self declaration* to indemnify revenue loss, which may be caused on account of issue of such duplicate.