

CHECK LIST FOR CST REIMBURSEMENT

1.	NAME OF THE UNIT	
2.	WHETHER LOA IS VALID	
3.	APPROVED ITEMS OF MANUFACTURE	
4.	NATURE OF ITEMS PURCHASED AND THEIR ESSENTIALITY VS 3 ABOVE	
5.	PERIOD OF CLAIM	
6.	DATE OF RECEIPT OF CLAIM	
7.	WHETHER CLAIM SUBMITTED IN 6 MONTHS	
8.	IF SUBMITTED LATE, PERIOD OF DELAY	
9.	BANK DETAILS FOR RTGS/NEFT FURNISHED	
II		
1.	WHETHER THE CLAIM IS FILED IN THE PRESCRIBED FORMAT AS GIVEN IN ANNEXURE-I OF APPENDIX 14-I-I of HBOP.	
2.	IS THE C FORM SIGNED BY AUTHORISED PERSONS AND THREE COPIES OF SPECIMENT SSIGNATURE KEPT ON FILE	
3.	IS COUNTER FOIL OF C FORM SUBMIYYED WITH 3 PARTS OF PHOTOCOPY	
4.	HAS PHOTOSTAT COPY OF CST REGISTRATION TAKEN ON FILE	
5.	WHETHER CA CERTIFIED ALL ENTRIES IN ANNEXURE-II OF APPENDIX 14-I-I	
6.	CA CERTIFICATE OBTAINED BY PARTNERSHIP FIRM HAVING ONE FULL TIME PARTNER WHO IS FCA	
7.	WHETHER ALL COLUMNS IN THE TABLE TO ANNEXURE -II CERTIFIED BY FCA ARE DULY FILLED IN AND SIGNED BY FCA	
8.	HAS ADVANCE STAMP RECEIPT BEEN FURNISHED	
9.	WHETHER THE INVOICE DETAILS TALLY WITH THE TABLE CERTIFIED BY FCA WITH C FORM	
10.	WHETHER ALL PAYMENTS ARE MADE THROUGH BANK ACCOUNTS OF PURCHASING EOU ?	
11.	AMOUNT OF CLAIM	
12.	AMOUNT IF ANY DISALLOWED REASONS THEREOF ALONG WITH STATEMENT	
13.	Difference amount of S.No.11 and S.No.12 above	
14.	Late cut	
15.	Admissible Amount	

CHECK LIST FOR CLAIMING MEIS AUTHORISATION (NON EDI PORT)
IN TERMS OF PARA 3.01 OF FTP READ WITH 3.03 OF HBP, 2015-20

1.	Name of the SEZ /100% EOU's/Export Unit	
2	Whether LOP/LOA is valid in case of SEZ unit/EOU for the period of claim	
3	Whether Copy of EPC for EOUs & SEZs Membership Certificate 2018-19.	
4	Date of receipt MEIS claim	
5	Whether claim is received in time w.r.t each shipping bill as per para 9.02 of HBP 2015-20 (if necessary list be prepared S/B wise)	
6	If submitted late, late cut to be applied shipping bill wise	
7	Whether Hard copy of online application ANF 3A submitted	
8	Whether Original copy of Shipping bill, submitted	
9	Whether Original copy of landing certificate submitted	
10	Whether copy of invoice, e-brc ; Bill of lading/Airway bill ,submitted	
11	Whether copy of Valid IEC Certificate Submitted	
12	Whether RCMC valid (refer to ANF1)	
13	Whether application has been signed by the Director/Partner/Proprietor otherwise; copy power of attorney in respect of authorized person filing the claim submitted	
14	Whether reference to MEIS schedule notified by the DGFT for the let export period made	
15	Whether All documents self-certified	
16	Whether declaration regarding claiming MEIS benefits on shipping bills made or not?	