

**Checklist for applying Customs/Excise Duty  
Exemption Certificate**

1. Name of the Department / Affiliated College : \_\_\_\_\_
2. Name of the Equipment/s : \_\_\_\_\_
3. Cost of the Equipment/s ( Indicate with the : \_\_\_\_\_  
name of the currency)
4. Name of the funding agency : Govt. /University /Management Funds
5. Funding details furnished : Yes/No
6. Certificate sought for : Customs /Excise duty exemption
7. Whether Application “Part A” enclosed : Yes/No
8. Whether Application “Part B” enclosed : Yes/No
9. Whether copy of the purchase order enclosed : Yes/No
10. Whether the application (Part A & B) is duly  
signed by the Principal (Affiliated Colleges) /  
Head of the Department (Departments of the  
University) with office seal : Yes/No
11. Whether the address of the Airport/Port entry  
is furnished in the Part B of the application : Yes/No

**PART 'A'**

**APPLICATION FOR ESSENTIALITY CERTIFICATE FOR CLAIMING CUSTOMS DUTY EXEMPTION OF EQUIPMENTS/SPARE PARTS/ACCESSORIES, CONSUMABLES, PROTOTYPES PURCHASED FOR RESEARCH PURPOSES IN TERMS OF GOVERNMENT NOTIFICATION NO. 51/96-CUSTOMS DATED 23 JULY 1996 AS AMENDED FROM TIME TO TIME.**

1	Name of the Institution & Address	
2	Name of the Department (Approved Research Centre of the University)	
3	Is the Organization recognized by DSIR. If so, DSIR No. and Date	
4	Brief description of the items along with details of accessories, spares, consumables etc. as per the final invoice. (Enclose duly authenticated copy of Final Invoice)	
5	Name & complete address of the Manufacturer	
6	Name & Address of the Supplier	
7	(a) Whether imported directly or through agent. (b) If order is placed through agent, give import license number and date of the agent.	
8	Purchase Order No. & Date	
9	Cost of the item as per Final Invoice/Order of Acknowledgement	
10	Probable date of receipt of the item at the Airport/Port entry	

Certified that the above goods for which exemption is claimed is essential for research and shall be used only for research purpose and also certified that the institution is an approved research centre of the University and not engaged in any commercial activity.

Signature with Seal  
(Head of the Department /  
Principal)

**Registrar  
University of Kerala**

Office Seal (Dept. / College)

Date :

**PART 'B'**

**The Deputy/Assistant Commissioner**

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**CERTIFICATE ISSUED BY THE HEAD OF THE INSTITUTE IN RESPECT OF  
CUSTOMS/CENTRAL EXCISE DUTY EXEMPTION FOR THE GOODS AS PER  
PARTICULARS GIVEN BELOW**

1	Purchase Order No. & Date	
2.	Final Invoice / Order of Acknowledgement No. & Date	
3.	Particulars of Goods	
4.	Cost of the item as per Final Invoice/ Order of Acknowledgement	

**CERTIFICATE UNDER CUSTOMS/CENTRAL EXCISE NOTIFICATION No.51/96  
DATED 23.07.1996 AND 10/1977 CENTRAL EXCISE DATED 01.03.1997**

1. It is certified that University of Kerala is a Public Educational Institution in items of the above notification and is not engaged in any commercial activities and
2. That the goods in respect of which exemption is claimed under this notification would be used only for the purpose of research

Signature with Seal  
(Head of the Department/  
Principal)

**Registrar  
University of Kerala**

Office Seal (Dept. / College)

Date :

**List of documents required**

1. Duly filled in application for Essentiality/DSIR Certificate (Part A & B).
2. Copy of the sanctioning order from the funding agency.
3. Copy of Purchase Order.
4. Copy of Final Invoice/Order of Acknowledgement.
5. Request for DSIR certificate forwarded by the Head of the Institution.
6. Any other documents as noted in the application.