



Core-I, Scope Complex, 7, Institutional Area, Lodhi  
Road, New Delhi: 110 003.

## **PUBLIC NOTICE**

In terms of Chapter 2 and 4 of the Foreign Trade Policy 2015-20, MMTC Limited has now been designated as the sole STE for import of Copra against Advance Authorisation/ Duty Free Import Authorization Scheme of DGFT. Similarly, in the case of import of coconut oil, MMTC Limited is one of the STEs. The authorization holders can import against No Objection Certificate issued by MMTC.

In view of the above, MMTC invites all Advance Authorisation/ Duty Free Import Authorization holders to approach MMTC either at its Corporate Office in Delhi or its Regional/Sub-Regional Offices in Mumbai or Chennai for their requirement of import of Copra or Coconut oil. The preliminary set of documents/ annexures which MMTC shall be requiring for processing the above request of imports are attached as annexure.

Your requirement may be sent to any of the following officials:

<b>Location</b>	<b>Name</b>	<b>Designation</b>	<b>E-Mail</b>
New Delhi	C Unni Krishnan	General Manager	cuk@mmtclimited.com
	Bhawna Kabra	Deputy General Manager	bhawna@mmtclimited.com
Mumbai	S Kalve	General Manager	skalve@mmtclimited.com
	Dhananjay Wasnik	Additional General Manager	dhananjay@mmtclimited.com
Chennai	E Malarvannan	Additional General Manager	emv@mmtclimited.com
	P Chelladurai	Deputy General Manager	pcd@mmtclimited.com

**On company's letter head**

To:

Date:

MMTC Limited  
Address

**Sub: Application for new customer registration for import of Copra/ Coconut oil via  
(Name of the port) Port - Regarding**

Dear Sir,

We hereby submit our application for a new customer registration for import of Copra/ Coconut oil ex \_\_\_\_\_Port for your consideration please. The profile of the firm/company is as follows:

1	Name of the Firm	
2	Address with Telephone and Fax Nos. and Email ID (also give details of HO/Regd. Office and Branch offices, if any)	
3	Style of business i.e., whether Company or Partnership or Proprietorship	
4	Tin/ GST Registration No. along with copy of Registration Certificate.	
5	Board resolution/ letter from the partners authorizing all or any one of the Directors/ Partners to sign the documents with MMTC Limited (as the case may be)	
6	Signatures of all Partners /Directors/Proprietor duly attested by the Bank (original)	
7	Copy of PAN	
8	Copy of Memorandum of Association and Articles of Association/ Partnership Deed (as the case may be)	
9	Copy of Audited Balance Sheet for the last three financial Years	
10	Copy of Income-tax Return for the last three years	
11	Copy of Passport/Election Card of Directors/Partners/Proprietor	
12	Bank Report – regarding satisfactory dealings/transactions (original)	
13	Trade license/ certificate from local	

	body	
14	Importer – Exporter Code	
15	Notarized Affidavit on non-judicial stamp paper of appropriate value to the effect that Buyer has not been debarred /Blacklisted from any Govt. Office/PSU.	
16	Undertaking on non-judicial stamp paper of appropriate value to the effect that MMTC shall not be responsible for availing incentive under target plus scheme.	Only if applicable
17	Indemnity Bond on stamp paper	After KYC Registration
18	Copy of FSSAI License	
19	Notarized Declaration on non-judicial stamp paper by all Directors / Partners / Proprietors.	
20	Any other relevant information which you may consider important / relevant	

Note:

1. Application should be on Company's letter-head.
2. All the documents should be self-attested.
3. All originals to be verified at the time of submission of documents.
4. Stamp Paper for affidavit, undertaking, and declaration not to be more than 6 months old and to be purchased in the name of party.
5. One time KYC/ registration charges – Rs 5,000/- (non-refundable)

The copies of required documents duly attested by us are attached herewith for your reference and records.

We would now request you to kindly register our firm as a new customer with your organization for import of Copra/ Coconut oil ex \_\_\_\_\_Port.

Thanking you,

Yours faithfully,  
For M/s \_\_\_\_\_

Authorized Signatory  
Name  
Designation

Encl: As above

*(AFFIDAVIT ON NON-JUDICIAL RS.100/- STAMP PAPER NOTARIAL STAMPS TO BE AFFIXED)*

I \_\_\_\_\_ aged \_\_\_\_\_ do hereby

Solemnly affirm and declare as under:

1. That I am the proprietor / partner / director of  
M/s \_\_\_\_\_ address \_\_\_\_\_

2. And that the said M/s. \_\_\_\_\_ has not been debarred / back

listed by any other designated / nominated agency / PSU under the

Export / Import Policy framed by the Govt. of India from time to time.

Dated: This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signed before me:

1<sup>st</sup> Class Magistrate / Notary Public

(DECLARATION ON RS.100/- STAMP PAPER DULY NOTARISED OF ALL DIRECTORS / PARTNERS / PROPRIETOR. NOTARIAL STAMPS TO BE AFFIXED.)

Dated:

DECLARATION

I \_\_\_\_\_ aged \_\_\_\_\_ resident of  
(address)\_\_\_\_\_ do hereby declare  
that \_\_\_\_\_ M/s.

\_\_\_\_\_ address \_\_\_\_\_ is a  
wholly proprietorship / partnership / Ltd. firm and that I am the proprietor / partner  
/ director of the said firm / company. I declare that I am not associated with any  
other proprietorship concerned / firm or company as proprietor / partner / director  
which is already blacklisted / under defaulters' category by Govt. of India. I further  
declare that I am / not associated with any other proprietorship concern / firm or  
company as proprietor / partner / director and that I do not have any plan to be non-  
resident.

Signature and stamp of  
the Proprietor / Partner / Director

On letter head

(Substitute Company with Partnership Firm and Directors/Board of  
Directors with Partners in case of Partnership Firm)

**BOARD RESOLUTION**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF  
DIRECTORS IN THE BOARD MEETING HELD ON \_\_\_\_ AT THE COMPANY'S  
REGISTERED OFFICE

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RESOLVED THAT the consent of the Board of Directors of the company be and is hereby  
obtained to sign, submit documents, application etc with MMTC Limited for import of \_\_\_\_  
as per prevailing Foreign Trade Policy/customs notifications & RBI guidelines.

RESOLVED FURTHER THAT Mr. \_\_\_\_\_ and Mr. \_\_\_\_\_ the director of the  
company be and are hereby severally authorized to execute and perform, to do all acts, deeds,  
and things on behalf of M/s. \_\_\_\_\_. To exercise any power and any duty vested in us  
whether solely or jointly to enter into, make, sign, seal, execute, deliver, acknowledge,  
perform all engagements, contracts, agreements, deeds, declarations, bonds, affidavits,  
undertakings, assurances and other documents, papers, writings and things that may be  
necessary relating to import of \_\_\_\_\_.

RESOLVED FURTHER THAT a copy of this Resolution duly signed/certified by directors  
of the company be furnished to all concerned.

Certified to be true copy

(Name)  
Director

(Name)  
Director

(Name)  
Director

**DRAFT UNDERTAKING**  
**INDEMNITY BOND**

(PRINT ON NON-JUDICIAL Rs 500/- STAMP PAPER)  
STAMP PAPER SHOULD NOT BE MORE THAN 6 MONTHS OLD  
STAMP PAPER SHOULD BE IN THE NAME OF IMPORTER AND DULY NOTARISED

To  
MMTC LIMITED.,

Reference: - Contract No. \_\_\_\_\_ dated \_\_\_\_\_ entered into between (Name of Supplier with address) & (Name of Buyer with address) w.r.t Import of Commodity \_\_\_\_\_ (Name and Qty. in MT's)

**This undertaking is executed on this \_\_\_\_\_ date at \_\_\_\_\_ (location). With reference to our proposal (date of email/proposal) for routing Import of Copra/ Coconut oil through MMTC Limited as per Foreign Trade Policy 2015-20 inter-alia clause 4.18 OF FTP 2015-20 extended till 31.03.2021 and DGFT Notification No. 46/2015-20 dt21.12.2020 and subsequent to acceptance of our proposal for issuance of NOC by MMTC Limited vide email dt: \_\_\_\_\_, we M/s \_\_\_\_\_ (Name and complete address of firm) hereby undertake as under.**

We refer to the above Import Contract No. \_\_\_\_\_ dt. \_\_\_\_\_ accepted by us to import the Commodity Name \_\_\_\_\_ and Qty. in MT's \_\_\_\_\_ under DGFT's (Name of Applicable Scheme and details of license) Advance Authorisation (AA)/ Duty Free Import Authorisation (DFIA).

**We agree to pay a trade margin of % + GST of CIF value to MMTC in advance for facilitating Import of Copra/ Coconut oil by issuing NOC.**

**We also state that we have not obtained NOC against the subject quantity MTs of Copra/ Coconut oil under the said AA/ DFIA License from any other STE or any other office of MMTC Limited.**

We **confirm that the terms of payment as per above referred contract entered with the supplier shall be complied by us and we shall be fully and solely responsible for payment to the foreign supplier against this import and MMTC shall have no obligation whatsoever with regard to the payment to supplier.** Further, all the relevant material information likely to influence the decision of MMTC for issuing the relevant NOC to concerned custom authority has been truly and fairly been informed.

Also as per prevailing DGFT guidelines, we will be responsible for ensuring that the due exports with required value addition are executed against the imports within prescribed time limit and export realization is also received. We also undertake that import will be strictly against above mentioned (Advanced Authorization/ Duty Free Import Authorisation License) and the responsibility for availing and fulfilling the conditions of AA/ DFIA will rest solely with us and MMTC shall have no responsibility in this regard. We will also be responsible to furnish quarterly return of imports along with relevant documents effected against NOC issued by MMTC towards DGFT compliance.

We also hereby indemnify and will keep MMTC LTD. indemnified against any financial liabilities, statutory obligations, tax/duty claims etc. that may arise in respect to the import and export of \_\_\_\_\_ (Name of Commodity and ITC HS Code). **In case of any dispute under this Indemnity bond/undertaking the courts of \_\_\_\_\_ shall have sole jurisdiction.**

We are fully aware of applicable Foreign Trade Policy, The Handbook of Procedures and ITC (HS) classifications of export and import items, DGFT's regulations, and amendments thereto along with RBI guidelines, customs notification and we undertake to adhere to the same along with all the applicable laws of the land.

For and on behalf of  
(Name of Importer)

Sign, Seal, Date and Place.

AUTHORISED SIGNATORY (Name, designation, cell no. with co. seal)