

**Check List For Claiming DBK/TED**  
**(Para 8.3.1 Of HBP Read With Para 8.3 (B) & (C) Of FTP)**

	<b><u>Part-I</u></b>	
1.	Name of the applicant	
2.	Name of the EOU to whom goods supplied & location.	
3.	Are the goods manufactured in India by the supplier?	
4.	Are the goods required for manufacturing activities of the EOU?	
5.	Is the EOU – LOA valid?	
6.	Whether Disclaimer certificate from the DTA supplier in case EOU is claiming DBK/TED in terms of Para 8.3.1 (i) of Hand Book of Procedures 2004-2009 is submitted.	
7.	Is the application in ANF 8?	
	<b><u>Part-II</u></b>	
1.	Period of claim/supply (monthly/quarterly/half-yearly)	
2.	Date of Receipt of Application	
3.	Period in which payment received.	
4.	Is the claim within 6 months of payment?	
5.	If there is delay in (4), period of delay.	
6.	In case of (5), whether the late cut is applied.	
7.	If it is supplementary DBK claim, is the 10% late cut applied?	
8.	Has CENVAT benefit been availed?	
9.	If yes, is the claim admitted for (i) Customs, (ii) Excise or for both?	
	<b><u>Part-III</u></b>	
1.	Whether all the required documents under the Exim Policy produced? -	
	(a) Supply Invoices certified by the Project authority or Self certified.	Section to connect the Page No. of the claim.
	(b) AR-3A/Supply Invoice certified by the Bond Officers.	
	(c) Certificate regarding payment through normal banking channel (Appendix-22B).	

	(d) Photocopy of the purchase order/L.O.I./CONTRACT (Self Certified).	
	(e) Advance Stamped Money receipt.	
	(f) Copy of all Industry rate for the claim/copy of Brand Rate.	Section to connect the Page No. of the claim.
	(g) Indemnity Bond in prescribed format on Stamp paper.	Section to connect the Page No. of the claim.
	(h) Statement of Invoices with full details, AR-3A Nature of item, quantity, FOB value, <u>details of payment</u> , rate of DBK/TED, Amount of DBK/TED.	
	(i) Whether Self declaration in Appendix-22C produced for claiming both portion of Excise & Customs o AIR of DBK	
2.	<b>In case of Furnace Oil/HSD assessed requirement from jurisdictional Central Excise has been furnished.</b>	
	<u>Additional checks for TED</u>	
3.	(1) In case of TED Claim, a Certificate from jurisdictional Central Excise to the effect that <u>CENVAT credit has not been availed in respect of invoices included in the claim.</u>	
	(2) Has Invoice/AR3 been certified by Customs	
	<b>Part-IV</b>	
1.	Serial No. of Draw Back Schedule & Rate claimed.	
2.	Any value cap applied?	
3.	Amount claimed.	
4.	Amount admitted.	