

**Check List For Claiming Star Export House**  
**(Para 3.5 Of FTP & Para 3.2 Of HBP)**

1.	Name and address of the applicant	
2.	Whether the applicant is situated within the Licensing jurisdiction of this office	
3.	Whether the application is for Export House/Star Export House/Trading House/Star Trading House/Premier Trading House	
4.	Date of receipt of application. Whether the application is received within the time Limit prescribed-para 3.2 of HBP	
5.	Whether the application is from Regd. Office (in case of Co.) or Head office (in case of others) para 3.2.2 of HBP	
6.	Whether the application is made in prescribed form AAYAAT NIRYAAT FORM (PART-1, PART-2, SUB SECTION-IV) in duplicate	
7.	Whether all the pages of the application is signed by the applicant	
8.	Whether all documents required under Sl. No. IV of GUIDE LINE FOR APPLICANTS of AAYAAT NIRYAAT FORM detailed below furnished.	
	(a) Self attested copy of valid RCMC	
	(b) Statement of export made in the preceding three licensing and/or current licensing year duly certified by a C.A/C&WA in format given in Appendix 26 with Annexure thereto	
9.	Whether declaration as required under para 3.2.2 of HBP 2004-09 furnished	
10.	Whether FOB value of export involves clubbing its other company in DTA – para 3.2.1 of HBP 2004-09	
11.	Whether weightage under para 3.5.2 of FTP (Note below) claimed	
12.	Whether it meets with minimum criteria as given under para 3.5.2 of FTP	
13.	Whether Bank certificate in Appendix-22E furnished? (it is not required for service exports)	

