

## **Procedures and forms to be filled and submitted at USIC**

**All forms should be typed and not to be handwritten**

### **a) Customs duty exemption (CDE) certificate request**

Submit **One set** of documents containing the following:

**(Form A- .....**Filled & signed by applicant & **HOD/Principal**  
(Must be **typed** and not to be handwritten)

+ Airway bill/Cargo arrival notice

+ Invoice

+ Purchase order..... (Should indicate amount in foreign currency)

+ Form B..... (Give project details in which the item is being **purchased**)

+ Form C..... Two copies (with signature + stamp of the applicant)

#### **Submit all above documents at USIC**

After obtaining USIC Director's signature,

Collect your forms, and submit to the Registrar's office.

After Registrar signature, collect your forms from the Registrar's office yourself.

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### **b) To avail 5% concessional GST (only for equipment, spare parts & consumables for research purpose)**

Submit **One set** of documents containing the following:

**(Form D- .....**Filled & signed by **Applicant** & **HOD/Principal**  
(Must be **typed** and not to be handwritten)

+ Proforma Invoice/Invoice

+ Purchase order.....(Should be in Indian Rupees, with 5% GST)

+ Form B..... (Give project details in which the item is being purchased)

+ Form C..... Two copies (with signature + stamp of the **applicant**)

#### **Submit all above documents at USIC**

After obtaining USIC Director's signature,

Collect your forms, and submit them at the Registrar's office.

After Registrar's signature, Pl. collect your forms directly from the Registrar's office yourself.

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