

## **N FORM INFORMATION**

**(AS PER M.C.G.M. RULES)**

IN N FORM, OCTROI IS EXEMPTED.

THOSE COMPANIES WHOSE CONSIGNMENT IS PASSED VIA MUMBAI FOR THE PURPOSE OF IMPORT/ EXPORT ARE PROVIDED WITH N FORM FACILITY.

AFTER THE N FORM IS OPENED WITHIN 7 DAYS IT SHOULD BE CLOSED.

INCASE IF THE N FORM IS NOT CLOSED WITHIN 7 DAYS THEN M.C.G.M. WILL ISSUE N.D.L. (N FORM DEMAND NOTICE), AFTER WHICH YOU HAVE TO DO THE PROCEDURE OF CLOSING N.D.L. ORELSE YOU HAVE TO PAY THE OCTROI. IF YOU DON'T DO THIS THEN YOUR N FORM FACILITY WILL BE STOPPED.

## **DOCUMENTS REQUIRED FOR N FORM**

### **FOR: EXPORT N FORM**

- THREE COPIES OF ORIGINAL N FORM
- EXPORT INVOICE AND CHALLAN
- SHIPPING BILL OR AIRWAY BILL
- UNDERTAKING LETTER
- IEC COD (XEROX COPY)
- TRANSPORT RECEIPT OR COURIER RECEIPT
- FORM A R 4

### **FOR: IMPORT N FORM**

- ORIGINAL N FORM
- C.H.A. CHALLAN
- BILL OF ENTRY
- TRANSPORT RECEIPT OR COURIER RECEIPT
- IMPORT INVOICE
- PACKING LIST
- IEC COD (XEROX COPY)
- UNDERTAKING LETTER
- CUSTOM CLEARING CHALLAN

### **FOR: EXPORT N FORM (DOMESTIC)**

- THREE COPIES OF N FORM
- AIRWAY BILL
- RAILWAY FORWARDING
- EXPORT INVOICE AND CHALLAN
- TRANSPORT RECEIPT OR COURIER RECEIPT.

- UNDERTAKING LETTER

FORMAT

To,  
THE DY. ASSESSOR & COLLECTOR (OCTROI)  
SHREE CHHATRAPATI SHIVAJI MAHARAJ  
MARKET BLDG., 3<sup>RD</sup> FLOOR, PALTON ROAD,  
MUMBAI – 400001.

SUBJECT: RESTORATION OF 'N FORM' FACILITY

DEAR SIR,

THERE IS NO NDL OUTSTANDING AS PER YOUR RECORD. YOU ARE THEREFORE,  
REQUESTED TO RESTORE OUR N FORM FACILITY FOR FURTHER TIME.

KINDLY DO THE NEEDFUL & OBLIGE.

THANK YOU,

YOUR'S FAITHFULLY,

# **PENDING N FORM (IMPORT)**

## **REQUIRED DOCUMENT LIST FOR CLOSING OF N.D.L.**

### **BY ROAD:**

- N FORM DEMAND LETTER (N.D.L.)
- TRANSPORT L.R. (G.C.) (ORIGINAL)
- CHA CHALLAN (ORIGINAL)
- BILL OF ENTRY (XEROX TRUE COPY)
- IMPORT INVOICE (XEROX TRUE COPY)
- GATE PASS OF CO. (INWARD)
- EXCISE – RG 23 PART I & II
- CENVAT REGISTER (ENTRY OF IMPORT GOODS) (XEROX TRUE COPY)

**PLEASE NOTE: IF THE MATERIAL ARRIVES AFTER 7 DAYS, FROM THE DATE OF N FORM ISSUED, IT WILL BE CHARGED 10% OF OCTROI AMOUNT, IN ADDITION TO Rs.300/- VERIFICATION CHARGES.**  
**(EXCLUDING OUR CLEARING CHARGES.)**

### **BY SEA (EXPORT):**

- N FORM DEMAND LETTER (N.D.L.)
- SHIPPING BILL – E.P. COPY (ORIGINAL)
- BILL OF LADING
- EXPORT INVOICE
- C.H.A. CHALLAN

### **BY AIR (EXPORT):**

- N FORM DEMAND LETTER (N.D.L.)
- EXPORT INVOICE
- AIR WAY BILL
- BILL OF LADING
- C.H.A. CHALLAN

**PLEASE NOTE: IF THE MATERIAL DEPARTS AFTER 7 DAYS, FROM THE DATE OF N FORM ISSUED, IT WILL BE CHARGED 10% OF OCTROI AMOUNT, IN ADDITION TO Rs.300/- VERIFICATION CHARGES.**  
**(EXCLUDING OUR CLEARING CHARGES.)**

**C.C. N FORM**

- PASSED N FORM (ORIGINAL)
- M.C.G.M. CHARGES = Rs.100/- (EXCLUDING CLEARING CHARGE)

To,  
The Dy. ASSESSOR & COLLECTOR (OCTROL)

# FORM 'N'

Bombay, \_\_\_\_\_ 20

Sir

Import - export  
Free of Octroi

I have to request that the undermentioned articles which have been imported by me per \_\_\_\_\_  
From \_\_\_\_\_ and landed at \_\_\_\_\_ for the purpose of immediate exportation from  
(Place of export) \_\_\_\_\_ per \_\_\_\_\_ and to be consigned (name of the consignee)  
\_\_\_\_\_ at (destination) \_\_\_\_\_ be exempted from the levy of octroi

No. \_\_\_\_\_  
Date \_\_\_\_\_

Initials of  
Registering officer

No. an date of import document	No. of Packages	Destination Packages	Description of articles	import Marks if any	weight or quantity as per import document	No. of packages on escorted previously		No. of packages on which Octroi has been paid		No. of packages to be escorted	No. and date of export document	weight and value and rate for octroi	Remarks
						N Form No. & Date	No. of packages	No. of packages	import Bill No. & date				

Let the above articles be removed from of Octroi to the place of export under supervision of  
Shri \_\_\_\_\_

**B** Address

I/we do hereby declare that the contents of the  
**A** Application are truly stated

Signature of the Supervision Inspector

Date \_\_\_\_\_

(N.B. Please turn over for the reverse side of the form)

\_\_\_\_\_  
(Importer or his Agent or his duly  
Constituted attorney)

P.T.O.

Escorting fee paid \_\_\_\_\_  
(Receipt No. and Date)

Cashier's Signature \_\_\_\_\_ Date \_\_\_\_\_

Certified that th Within mentioned articles were conveyed under any supervision

to \_\_\_\_\_ and duly delivered to \_\_\_\_\_  
Place of Export

Signature of the Escort

Date \_\_\_\_\_

Received and examined the within mentioned articles and found correct.

Signature of the receiving officer  
& Destination

Date \_\_\_\_\_

Examined the within mentioned articles and found correct \_\_\_\_\_  
(No. Of articles examined to be stated)

Date \_\_\_\_\_

Municipal Octroi Inspector's signature

The within mentioned articles have this day been

Shipped from wharf  
Passed out of Geater bombay from Mulund/ Dahisar  
Loaded into wagon No.\_\_\_\_ Vide loading Memo No.\_\_\_\_

under my supervision

Date \_\_\_\_\_

Signature of the examining officer  
Municipal Octroi Inspector / Loader

To,  
The Municipal Commissioner Greater Mumbai  
Mahapalika Marge,  
Mumbai 400 001.

Subject: Exemption for payment of Octroi under the provision of  
Exemption of Octroi (Immediate Exportation) Rule, 1965.

Sir,  
I/We \_\_\_\_\_ residing at / Carrying on business at \_\_\_\_\_  
\_\_\_\_\_ having Pan no. \_\_\_\_\_  
IEC No. \_\_\_\_\_ BIN No. \_\_\_\_\_ Phone pan No. \_\_\_\_\_  
Fax No. \_\_\_\_\_ & Email No. \_\_\_\_\_ do hereby agree and undertake as under:

WHEREAS I / We am / are Importer of the consignment covered under customs Import Bill of Entry / Customs Export shipping Bill Air Consignment Note / Export Invoice / Railway forwarding Note No. \_\_\_\_\_ date \_\_\_\_\_ requested the Municipal Commission of Greater Mumbai to claim the exemption from payment of Octroi under the provisions of exemption of Octroi (Immediate Exportation) Rule, 1965.

AND WHEREAS the Municipal commissioner of Greater Mumbai has agreed to grant the permission on giving undertaking hereinafter appearing.

I/We \_\_\_\_\_ agent of the Custom Housing Agent No. \_\_\_\_\_ carrying on business at Air Cargo complex having Phone No. \_\_\_\_\_ PAN NO. \_\_\_\_\_ Fax \_\_\_\_\_ Email No. \_\_\_\_\_ BIN NO. \_\_\_\_\_ And IE Code No. \_\_\_\_\_ and constituted Attorney of Shri M/s. \_\_\_\_\_ the Importer, requested the municipal Commissioner to grant the permission to claim the exemption from the payment of octroi on the articles covered under Customs Import bill of Entry / Customs Export Shipping Bill / Air Consignment Note No. \_\_\_\_\_ date \_\_\_\_\_ under the provisions of Exemption of Octrol (Immediate Exportation) Rules, 1965.

AND WHEREAS THE Municipal Commissioner of Greater Mumbai has agreed to grant the permission on giving this undertaking hereinafter appearing.

#### UNDERTAKING

- 1) I / We \_\_\_\_\_ hereby agree and declare that articles covered under Import / Export documents and declared in from 'N' are not imported for the purposes of consumption, use or sale.
- 2) I / We hereby undertake to abide the provision of the Exemption Rules.
- 3) I / We hereby agree and undertake that I/We shall tender the articles so exempted under 'N' from at the place of export and preserve the certified copies thereof for submission to Municipal Office as and when required for examination.
- 4) I / We hereby further agree and undertake that I/we shall pay Octroi on the articles exempted under 'N' Form in case I / we fail to observe the contents as mentioned in clause 3 herein above forthwith on demand by the Dy. Assessor and Collector (octrol) in writing.
- 5) I / We hereby further agree and undertake that in the event of I / we fail to pay the Octroi & demanded by the Dy. Assessor & Collector (Octrol) the Municipal Commissioner and / or the Dy. Assessor & Collector shall be at liberty to refuse the clearance for my / our further consignment, to be Imported till the demand is made good by me/us.

The undertaking is binding upon me / us, my / our heirs, executors, administrators / successor or successorts and assignees.

Dated this \_\_\_\_\_ of day \_\_\_\_\_ 200

Yours faithfully.

Authorised Signatory

Witness

- 1)
- 2)