

## **R FORM INFORMATION**

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

- **R FORM IMPORT:**

THOSE COMPANIES WHO BRING THEIR MATERIAL IN MUMBAI FOR DEMO, TESTING, PLATING, EXHIBITION DISPLAY, MACHINING, REPAIRING, ETC. WILL BE PROVIDED IMPORT FACILITY.

MATERIAL WHOSE SHAPE GETS CHANGED OR MODIFY OR CUTTING WILL NOT GET R FORM FACILITY.

**IN IMPORT FACILITY JOB WORK IS TEMPORARILY STOPPED.**

- **R FORM EXPORT:**

THOSE COMPANIES WHO SEND THEIR MATERIAL OUT OF MUMBAI FOR DEMO, TESTING, PLATING, EXHIBITION DISPLAY, MACHINING, REPAIRING, ETC. WILL BE PROVIDED EXPORT FACILITY.

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### **THERE ARE TWO TYPES OF R FORM FACILITY:**

1. **T.D. FACILITY (TEMPORARY DEPOSIT)**

IN T.D. FACILITY WHEN THE R FORM GETS OPEN YOU ARE SUPPOSE TO PAY OCTROI AS A TEMPORARY DEPOSIT. LATER THE R FROM SHOULD BE CLOSED WHILE RETURNING FROM THE CHECK NAKA. AFTER WHICH YOU ARE SUPPOSE TO START THE REFUND PROCEDURE. AS SOON AS THE REFUND PROCEDURE IS COMPLETED YOU WILL RECEIVE THE COMPLETE OCTROI AMOUNT AS REFUND WITHIN 6 TO 8 MONTHS. YOU WILL RECEIVE THE REFUND AMOUNT BY CHEQUE IN THE NAME OF YOUR COMPNAY. OR THROUGH E.C.S. SYSTEM IN YOUR BANK A/C.

IN CASE IF YOUR R FORM IS NOT CLOSED WITHIN 6 MONTHS THEN YOUR OCTROI DEPOSIT IS FORFEIT.

SUPPOSE YOU WANT TO IMPORT THE MATERIAL IN R FROM (T.D. FACILITY) THEN PLEASE TAKE THE T.D. PERMISSION FROM M.C.G.M. IN ADVANCE. (10-15 DAYS) WHICH IS VALID FOR ONE YEAR.

2. **F.D. FACILITY (FIXED DEPOSIT)**

ONCE YOU TOOK THE F.D. FACILITY FROM M.C.G.M. YOU ARE NOT SUPPOSE TO PAY OCTROI EVERYTIME WHENEVER THE R FORM IS OPENED. YOU ARE SUPPOSE TO OPEN & CLOSE THE R FORM WHENEVER YOUR MATERIAL IS CROSSING THE CHECK POST. INCASE IF YOUR R FORM IS NOT CLOSED WITHIN 6 MONTHS YOU HAVE TO PAY OCTROI AGAINST THE MATERIAL VALUE MENTIONED IN THE R FORM.

TO TAKE THE F.D.FACILITY YOU HAVE TO DO THE PROCEDURE BEFORE ONE OR TWO MONTHS.

- AFTER THE R FORM IS OPENED IT IS VALID FOR 6 MONTHS.
- AFTER THE F.D. FACILITY IS TAKEN IT IS VALID FOR 1 YEAR ONLY.(TO BE RENEWED EVERY YEAR)

**FORM 'R'**  
(VIDE RULE 7 & 8 PART II)

To,  
**THE DEPUTY ASSESSOR AND COLLECTOR (OCTROI),**  
**MUNICIPAL CORPORATION OF GREATER MUMBAI,**

I/We, IMPORTERS/EXPORTERS **A**

DO HEREBY DECLARE THAT THE ARTICLES SPECIFIED BELOW ARE IMPORTED INTO OR EXPORTED FROM GREATER BOMBAY FOR THE PURPOSES OF PROCESSING \_\_\_\_\_  
REPAIRING AS PROVIDED FOR RULES 7 & 8 OF EXEMPTION OF OCTROI RULES.

(FILL PARTICULARS OF THE ARTICLES TO BE IMPORTED OR EXPORTED)

VEHICLE NO.: \_\_\_\_\_ CHN. NO. \ INV. NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ VALUE: Rs. \_\_\_\_\_  
THESE ARTICLES ARE TO BE \_\_\_\_\_  
PARTICULARS OF THE FIRM, CO. AT WHICH THE PROCESSING ETC. TO BE CARRIED ON. \_\_\_\_\_ (GIVE THE)

I HAVE PAID A DEPOSIT OF Rs. \_\_\_\_\_ AS A GUARANTEE AS PROVIDED FOR IN THE OCTROI RULES UNDER R No. \_\_\_\_\_ OF \_\_\_\_\_  
AND I AGREE TO COMPLY WITH THE CONDITION LAID DOWN IN THE OCTROI RULES.  
YOURS FAITHFULLY

**B**

**(TO BE FILLED IN BY THE OCTROI STAFF)**

FEE OF Rs. 100/- HAS BEEN PAID UNDER R. No. \_\_\_\_\_ OF \_\_\_\_\_ SIGNATURE OF THE APPLICANT

DEPOSIT OF Rs. \_\_\_\_\_ HAS BEEN PAID UNDER R. No. \_\_\_\_\_  
OF \_\_\_\_\_  
DATE \_\_\_\_\_ SIGNATURE OF THE CERTIFYING OCTROI INSPECTOR  
CERTIFIED THAT FOLLOWING ARTICLES HAVE BEEN IMPORTED INTO OR EXPORTED FROM GREATER MUMBAI.

VEHICLE NO.: \_\_\_\_\_ CHN. NO. \ INV. NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ VALUE: Rs. \_\_\_\_\_  
DATE \_\_\_\_\_ SIGNATURE OF THE OCTROI INSPECTOR

I/We HEREWITH TENDER THE FOLLOWING ARTICLES FOR INSPECTION WHICH HAVE BEEN DULY PROCESSED PRIOR TO THEIR REMOVAL FROM/OR IMPORT INTO GREATER MUMBAI. I ALSO SUBMIT HEREWITH A CERTIFICATE FROM THE (PARTICULARS OF THE ARTICLES)

VEHICLE NO.: \_\_\_\_\_ CHN. NO. \ INV. NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ VALUE: Rs. \_\_\_\_\_

DATE \_\_\_\_\_  
CERTIFIED THAT THE ARTICLES DETAILED BELOW HAVE BEEN INSPECTED AND TO BE REMOVED

**C**

VEHICLE NO.: \_\_\_\_\_ CHN. NO. \ INV. NO.: \_\_\_\_\_ DATE: \_\_\_\_\_ VALUE: Rs. \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF THE OCTROI INSPECTOR

**REQUIRED DOCUMENT FOR OCTROI REFUND (R FORM)**

**We have required following documents for Octroi Refund we will paid by Exhibitors.**

- **ORIGINAL R FORM**
- **ORIGINAL MONEY RECEIPT**
- **PERFORMA INVOICE / DELIVERY CHALLAN COPY ) ( ZEROX TRUE COPY )**
- **PACKING LIST ( ZEROX TRUE COPY )**
- **PARTICIPATION LETTER ( ZEROX TRUE COPY )**
- **EXIT GATE PASS ( ZEROX TRUE COPY )**
- **IN & OUT TRANSPORT LORRY RECEIPT ( ZEROX TRUE COPY )**
- **THREE BLANK LETTER HEAD**

**You have to send all the documents after exhibition complete on the following address.**

**YOU ARE REQUESTED TO PRINT THE BELOW FORMAT ON YOUR LETTER HEAD TWO COPIES AND SEND US VIA COURIER.**

**Indian Octroi Service**

Shop No. 1, Tare Compound, Near Samudra Hotel,  
Opp. Dahisar Check Post (East), Mumbai – 400068.

**FORMAT**

DATE: \_\_/\_\_/\_\_

TO,  
**THE CHIEF ACCOUNTANT (OCTROI),**  
MUNICIPAL CORPORATION OF GREATER MUMBAI,  
PATNA ROAD,  
MUMBAI-400001

RESPECTED SIR,

SUBJECT: **ADVANCE STAMP RECEIPT**

RECEIVED WITH THANKS FROM MUNICIPAL CORPORATION OF  
GREATER MUMBAI A SUM OF RS. \_\_\_\_\_/-  
VIDE CHEQUE NO. \_\_\_\_\_ DATED \_\_/\_\_/\_\_ TOWARDS  
OCTROI REFUND CLAIMS.

PLEASE HANDOVER THE ABOVE SAID CHEQUE TO MR. \_\_\_\_\_  
WHOSE SPECIMEN SIGNATURE IS ATTACHED BELOW.  
THANKING YOU.

SPECIMEN SIGNATURE

Your's faithfully,

**FORMAT**

DATE: \_\_/\_\_/\_\_

**REFUND OCTROI DEPOSIT**

TO,  
THE DEPUTY ASSESSOR & COLLECTOR (O/R)  
MUNICIPAL CORPORATION OF GREATER MUMBAI,  
MUMBAI,

DEAR SIR,

SUB: REFUND OF TEMPORARY DEPOSIT                      AMOUNT    RS.:

REF: "R" FORM NO.:    DATED.:

MONEY RECEIPT NO.:    DATED.:

WITH REFERENCE TO THE ABOVE MENTION "R" FORM WE HEREBY  
FORWARD THE SAME DULY COMPLETED ALONG WITH THE RELEVANT  
DOCUMENTS FOR YOUR VERIFICATION.

"R" FORM IS SIGNED BY THE COMPANY'S STAFF ONLY.

WE HEREBY AUTHORIZED

M/S. \_\_\_\_\_

TO SUBMIT, FOLLOW-UP AND TO COLLECT REFUND ON YOUR BEHALF.

**WE KINDLY REQUEST YOU TO PASS OUR CLAIM AT YOUR EARLIEST.  
OUR BANKERS DETAIL IS AS FOLLOWS:**

BANK                      :

BRANCH                      :

A/C NO.                      :

M.I.C.R. NO.                      :

THANKING YOU,

YOUR'S TRULY,

# FORMAT

PAY EXHIBITION CENTER

या धारक को OR BEARER

रुपये RUPEES

अदा करे **₹.Rs. 780**

खाता सं. 178 प्रालु खाते Current A/c

 **दि महानगर को-ऑप. बैंक लि.** (रोडवुलड बैंक)  
मागठाणे बस डेपो बिल्डींग, बोरिवली (पूर्व), मुंबई - ४००-०६६.  
**THE MAHANAGAR CO-OP. BANK LTD.** (Scheduled Bank)  
MGT Magathane Bus Depot Building, Borivali (East), Mumbai - 400 068.

for NARESH DECORATORS  
*[Signature]*  
PROPRIETOR

X ~~053877~~ 4000960191 11



