

**PERFORMA FOR SUBMISSION OF APPLICATION FORM FOR CERTIFICATION / CLASSIFICATION
OF HANDICRAFTS TO THE EPCH**
**(PLEASE USE THE PHOTOCOPY OF THE FORMAT AS APPLICATION FORM ON THE LETTERHEAD OF
THE ORGANISATION)**

The Export Promotion Council For Handicrafts
"EPCH HOUSE", Pocket 6 & 7, Sector – C,
L. S. C. Vasant Kunj,
New Delhi –110070

SUB : REQUEST FOR CERTIFICATION / CLASSIFICATION OF HANDICRAFTS ITEMS – REG.

1. Name & Address of the Organisation :
2. RCMC No. :
3. Invoice No. / Date :
(Please enclose Two Copies)
4. Two Copies of Postcard size Photographs :
(of items under dispute in photographic
Paper)
5. Description of goods :
6. Whether item has been objected by the : Name of the Custom_____
Customs as handicraft item or artware,
Please give details along with copy of a
Speaking order, if any served so far.
(Please enclose)
7. Details of D. D. /Pay order :

We, M/s_____ do hereby, solemnly declare that all the above mentioned statements / information is true and correct to the best of my knowledge and belief and we further declare that the above mentioned items have been exported / being exported by me under the above said invoice as the handicrafts items and fulfills the conditions issued by the Department of Revenue, Govt. of India vide D.O. F. No. 600/74 (Handicrafts)/98-DBK dated 26th August, 1999 as mentioned in the Judgement of the Hon'ble Supreme Court in the case of Commissioner of Central Excise Vs Louis Shoppe and Anr.[1996(83)ELT 13(SC)] for treating a product as "Handicraft". We also agree to abide by any code of conduct that may be prescribed by the authorities / Council in the matter from time to time.

Date_____

Seal
Name & Designation_____
Signature_____



हस्तशिल्प निर्यात संवर्धन परिषद्
EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
(Sponsored by Ministry of Textiles, Govt. of India)

EPCH HOUSE, POCKET-6 & 7, SECTOR-C, L.S.C., VASANT KUNJ, NEW DELHI-110070
TEL : +91-11-26135256 / 57 / 58
FAX : +91-11-26135518 / 19

E-mail : epch@vsnl.com
Website : www.epch.com

CIRCULAR

NO.EPCH/CLS/CERT/99

22.10.2010

To,

All Member Exporters,

Subject: CERTIFICATION OF HANDICRAFTS ITEMS – REG.

Dear Member,

We refer your letter No. / mail dated _____ on the above subject matter. In this regard, you are requested to apply on the prescribed format along with the following supporting documents / fees for further necessary action at this end.

The member exporters whose items have been objected for classification as handicrafts by the O/o Commissioner of Customs / DGFT may approach the Council along with the following details:

1. **Application in prescribed format (Specimen Copy enclosed) along with Demand Draft / Pay Order of Rs. 200/- + Service Tax @ 12.36% per invoice in favour of the Council, being the processing charges.**
2. **2 Copies of the concerned invoice / Shipping bills under dispute.**
3. **2 Color Digital photographs (on photographic paper) of each item mentioning Invoice no., its date and the reference code on the photographs under dispute / doubt by the O/o Commissioner of Customs / DGFT.**
4. **A copy of the speaking order / objection if any received from the O/o Commissioner of Customs/DGFT.**
5. **Manufacturing process and Product description of the items of Certification sought on company's letter head.**

On the receipt of above documents, the Council would process the case for issuance of necessary certificate by the Classification Committee constituted for the purpose by the Ministry of Textiles, Govt. of India (Copy attached).

Thanking you,

Yours faithfully
[RAKESH KUMAR]
EXECUTIVE DIRECTOR



No.M-11036/9(2)/2009-MSS(IM)
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)
West Block No. VII, R.K. Puram
New Delhi – 110066.

Dated, the 22nd October, 2010

C I R C U L A R

In supersession of Circular of even number dated 22nd April, 2010 and 16th July, 2010 a 3 tier Committee comprising the following members has been formed to examine and certify an export product as Handicrafts product in case of a doubt raised by Custom Authorities:

LEVEL-1

1. Assistant Director, Office of DC(HC) of concerned place.
2. A representative of EPCH or any local experts nominated by Assistant Director, Office of DC(HC).

LEVEL-2

1. Regional Director (Handicrafts), Office of Development Commissioner (Handicrafts).
2. A representative of EPCH.

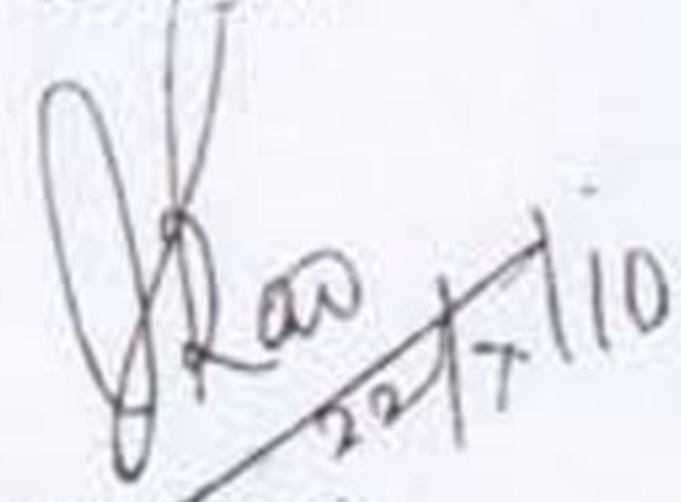
Note: The Exporter can refer the matter to nearest Regional Director. In absence of Regional Director on tour or on leave, the Deputy Director or the Sr. Assistant Director working in Regional Office may head the Committee.

LEVEL-3.

1. Representative from Hqrs. Office of Office of DC(Handicrafts) – ADC(H)/JD(H).
2. Representative of Export Promotion Council for Handicrafts – Executive Director, EPCH.

1. All above Committees, if felt necessary may invite local expert, if any available for assistance.
2. In case of Exporter, who is aggrieved by ruling at one level, can appeal to higher level. The Exporter can go to level 2 directly also, if it is nearby.

This issues with the approval of Secretary (Textiles).


 (I.H.P. Rao)
 Deputy Director (IM)

C.C. to -

1. All Regional Directors, O/O DC(HC)/All M&SECs/CWTCs
2. ED, EPCH, New Delhi