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APPENDIX

QUESTIONNAIRE

1) Name of the Organisation : 

2) Name of Proprietor/Director : 

3) Address and Phone Nos. : 

4) Which precious metals you are : Gold/Silver/Platinum
   procuring from MMTC?
   If yes, in what form?

5) What is the purpose of purchase : 

6) What are your monthly and annual : 
   requirements of gold/silver/platinum?

7) Who are the suppliers other than MMTC? : 

8) Since how long they are dealing with : 
   MMTC?

9) Is the procedure for purchasing precious : 
   metals from MMTC simple/complicated?
10) Which are the countries you are mainly exporting?

11) Under which scheme you are purchasing: Replenishment/Outright/Loan from MMTC?

12) If procured under Loan Scheme, are the interest rates competitive?

13) What is your product range?

14) What other alloys you require for manufacture of jewellery?

15) Whether the alloys can also be sourced from MMTC?

16) Does the present EXIM Policy enable you to procure precious metals at competitive rates?

17) Do you take part in exhibitions organized by MMTC?

18) How do you find the registration procedure?

19) Is the pricing system simple/complicated?
20) Any problems faced while dealing with MMTC?

21) Would you like to continue dealing with MMTC? Why?

22) Any valuable suggestions for MMTC?
Annexure - I

BG - 1

PROFORMA OF FINANCIAL BANK GUARANTEE

(Under DTA Loan for gold value scheme)

(to be submitted on non-judicial stamp of Rs. 100/- or of the value as per stamp duty applicable in the respective state, purchased in the name of Bank)

B.G.No. _______

Dated _______

MMTC Limited
Address:

Dear Sir,

Financial Guarantee on behalf of M/s___________(name & address)
(herewith referred to as Exporter) in favour of MMTC LIMITED (hereinafter referred to as MMTC or beneficiary) by name and address) Bank.

This Financial Guarantee is executed on this __________ day of _______ 2002 by us namely ________(name & address of Bank having its registered office)___________(name & address of Bank) on behalf of M/s___________
(name & address of exporting unit) (hereinafter referred to a exporter) in favour of MMTC LIMITED.

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WEHREAS M/s.____________________(name & full address of exporter) a 
jewellery exporter has applied to MMTC having its office among other places, for 
release of gold imported by MMTC on loan basis which shall be repaid by the said 
Exporter by purchasing equivalent quantity of gold from MMTC and exporting the 
jewellery within 120 days from the date of drawl of gold on loan.

AND WHEREAS in consideration of the MMTC providing gold on loan basis 
subject to the general conditions stipulated by it and against furnishing Financial 
Bank Guarantee from a Bank, to secure the repayment of gold loan and subsequent 
export thereof for a value of Rs.____/- toward the notional international price thereof 
as declared by MMTC prevailing on the date of issue of gold on loan sought from 
MMTC and in case the exporter fails to repay and/or export the jewellery made out of 
the gold loaned within the prescribed time, MMTC shall be entitled to invoke this BG 
to recover the cost of gold loaned, interest and other incidental charges etc.

NOW THIS GUARANTEE WITNESSES AS UNDER:-

1. We ____________________(name & address of bank) hereby unconditionally 
and irrevocably guarantee and undertake to pay immediately merely on 
demand to MMTC without any demur/protest or contestation or reference to 
the said M/s.____________________ an amount upto Rs.____/- claimed by 
MMTC in writing. Any such demand made on the bank shall be final and 
conclusive as regards the amount due and payable by the bank under this 
guarantee. However, our liability under this guarantee shall be restricted to an 
amount not exceeding Rs.____(Rupees______________).
2. We ________ (name of the bank) also undertake to pay to MMTC any money so demanded notwithstanding any dispute or protest raised by M/s___________ in any suit or proceeding pending before any court or Tribunal. Our liability under this guarantee being absolute and unequivocal. The payment so made by us under this guarantee shall be valid discharge of our liability for payment therein and the said M/s.___________ shall have no claim against us for making such payment.

3. We__________ (name of the bank) further agree that the guarantee herein contained shall remain in full force and during the period that would be taken for the discharge of the said liability of gold loan and shall continue to be enforceable till all the dues of the MMTC have been fully paid and its claim satisfied or discharged. Unless a demand or claim under this guarantee is made on us in writing on or before _________ (date) we shall be discharged from all liabilities under this guarantee thereafter.

4. We ______________ further undertake that above Bank Guarantee shall be continuing and irrevocable guarantee and shall cover such quantities of gold given to M/s___________ from time to time on loan basis during validity of this guarantee restricted to a maximum amount of Rs._____/-

5. This guarantee is valid for a period of ______ from the date of issue and any claim against the guarantee must be preferred with us within one month from the date of expiry of this guarantee.
6. We undertake not to revoke this guarantee during this currency except with the previous consent of MMTC Limited in writing.

7. We shall forthwith pay to the MMTC the amount claimed by it upto the amount guaranteed herein. In case the Bank fails to pay the amount claimed by the MMTC within maximum period of three days of the date of MMTC's demand in writing then the Bank shall also be liable to pay to the MMTC over and above the amount claimed by the MMTC interest thereon @ 21% per annum from the date of demand upto date of actual payment and the aforesaid guaranteed amount shall stand enhanced to the extent of the said interest payable to the Bank. The payment of interest by the Bank on delayed payment, as aforesaid, shall not prejudice any other right of the MMTC against the bank or the exporter under this guarantee.

8. We (the Bank) further agree that MMTC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder the vary any of the terms and conditions of the issue of gold or to extend the time of performance by the exporter from time to time or to postpone for any time or from time to time any of the powers exercisable by the MMTC against the exporter and to forbear or enforce any of the terms and conditions relating to the forbear or enforce any of the terms and conditions relating to the issue of gold and we shall not be relieved from our liability by reason of any such variation or extension being granted to the exporter or for any forbearance, act or omission on the part of the MMTC or any indulgence by the MMTC to the said exporter or by any such matter or
things whatsoever which under the law relating to sureties/guarantees would but for this provision have effect of so relieving us.

9. This guarantee shall not be discharged due to change in the constitution of the Bank or the said M/s _____________or MMTC.

10. Notwithstanding anything contained hereinbefore, our liability under this guarantee is limited to Rs.__________(Rupees__________only) plus interest if any as per clause 7 aforesaid in aggregate and shall remain in force until ______(date) unless a demand to enforce a claim under this guarantee is made on us in writing on or before___________(date). We shall be relieved or discharged from all liabilities under this guarantee thereafter.

(SEAL OF THE BANK)

Note: Validity of the BG should be for a minimum period of 150/300 days from the date of issue of gold.
Annexure-II

BG-II

PROFORMA OF FINANCIAL BANK GUARANTEE

(Under DTA Loan for custom duty)

(to be submitted on Non-Judicial Stamp Paper of Rs. 100/- or of the value as per Stamp Duty applicable in the respective state, purchased in the name of the Bank)

B.G.No ___________

Dated ___________

MMTC LIMITED
Address:

Dear Sir,

Financial Guarantee on behalf of ___________(the Principal) in favour of MMTC LIMITED BY ___________(bank & address) _____________.

This Financial Guarantee is executed on this _____ day of _____ by us namely _____ (Bank), having our registered office at (address of the Bank) _______ on behalf of M/s. _____________ (exporter with address) and is executed in favour of MMTC LIMITED.

WHEREAS M/s. _________________ a jewellery manufacturing unit has applied to M/s. MMTC LIMITED a company incorporated under the Companies Act, for permission to provide 0.995 fine gold from time to time to them on loan basis or outright purchase basis at prevailing notional international
price fixed by MMTC for conversion into jewellery and export thereof within a maximum period of 120 days from the date of loan/date of purchase.

AND WHEREAS the MMTC has agreed to provide gold condition interalia, that M/s.________________ should obtain a letter of financial guarantee from a bank for a value of Rs.________________lakhs towards custom duty applicable as per the custom notifications and interest @ 15% from the date of purchase/date of loan.

NOW THIS GUARANTEE WITNESSES AS UNDER:-

1. That in consideration of MMTC agreeing to provide gold to M/s.________________ from time to time____________(Bank). We undertake to pay merely on demand by MMTC, the amount due and payable under this guarantee, without any contestation, demur, or protest merely on demand in writing from you stating that amount claimed is due by way of loss or damage caused or would be caused to the MMTC LIMITED by reason of breach by the said M/s____________of any of the terms and conditions of gold purchase/Export Scheme/Import Export Policy. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the bank under this guarantee.

2. M/s.________________ and _______________(Bank) hereby jointly and severally undertake that jewellery manufacture out of such gold advanced by MMTC from time to time shall be exported within maximum period of 120 days from the date of drawl of gold on loan/outright
purchase basis from MMTC and paying for the same in full and that 
M/s.____________ shall present a Release Order issued by the 
JDGFT/Export documents as prescribed within a maximum period of 120 
days from the date of issue of gold, evidencing export of the jewellery.

3. We undertake to pay any money so demanded notwithstanding any dispute 
or disputes raised by M/s.______________in any suit or proceedings 
pending before any court or tribunal relating thereof. Our liability under 
this Guarantee being absolute and unequivocal. The payment so made by 
us under this guarantee shall be a valid discharge of our liability for 
payment there under and that M/s._____________ shall have no 
claim against us for making such payment. However, our liability under 
this guarantee shall be restricted to an amount not exceeding 
Rs.______lakhs.

4. The guarantee hereby given shall be a continuing and irrevocable 
guarantee and shall cover any good given to M/s.__________ from time 
to time on loan/outright basis during validity of this guarantee.

5. We,____________________(Bank) further agree that the guarantee herein 
contained shall remain in full force and during the period that would be 
taken for the performance of the said obligation and shall continue to be 
enforceable till all the dues of the MMTC have been fully paid and release 
order evidencing export is furnished from the Jt. Director General of
Foreign Trade, New Delhi, or export documents as prescribed are submitted and the claims of MMTC satisfied or discharged.

6. This guarantee will not be discharged due to change in the Constitution of the Bank or the said M/s.__________ or MMTC.

7. We, ____________ (Bank) undertake not to revoke this guarantee during its currency except with the previous consent in writing of two authorized signatories of MMTC.

8. We, ____________ shall forthwith pay to the MMTC the amount claimed by it upto the amount guaranteed therein. In case the Bank fails to pay the amount claimed by the MMTC, within a maximum period of three days of the date of MMTC demand in writing then the Bank shall also be liable to pay to the MMTC over the above the amount claimed by the MMTC alongwith interest thereon @ 15% per annum from the date of demand upto date of actual payment and the aforesaid guaranteed amount shall stand enhanced to the extent of the said interest payable by the Bank. The payment of interest by the Bank on delayed payment, as aforesaid shall not prejudice any other right of the MMTC against the Bank or the exporter under this guarantee.

9. We ____________ (the Bank) further agree with MMTC that MMTC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms
and conditions of the issue of gold or to extend the time of performance by the exporter from time to time or to postpone for any time or from time to time any of the powers exercisable by the MMTC against the exporter and to forebear or enforce any of the terms and conditions relating to the issue of gold and we shall not be relieved from our liability by reason of any such variation or extension being granted to the exporter or for any forbearance, act or omission on the part of the MMTC or any indulgence by the MMTC to the said exporter or by any such matter or thing whatsoever which under the law relating to sureties/guarantees would but for this provision have effect of so relieving us.

NOTWITHSTANDING anything contained hereinbefore our liability under this guarantee is restricted to Rs.__________ lakhs plus interest if any as per clause 8 aforesaid. Our guarantee shall remain in force until ____________. Unless a demand or claim or suit or action to enforce a claim under this guarantee shall be forfeited and we shall be relieved and discharged from all liabilities herein.

Yours faithfully,

(SEAL OF THE BANK)

Note: Validity of the BG should be for a minimum period of 150/300 days from the date of issue of gold.
Annexure-III

APPLICATION TO AVAIL GOLD UNDER LOAN

SCHEME

Dated:

The Dy. General Manager (Gold),
MMTC Limited
Address:

Contact No.
(to be filled by MMTC)

Dear Sir,

Sub: Supply of Gold on Loan Basis in accordance with the provision of EXIM Policy 2002-2007 and Circular No. 24/98 dated 20.4.98 issued by CBEC,
New Delhi.

1. In accordance with the provisions of the EXIM Policy & above Public notice, kindly supply us _______kgs. Gold of 0.995 fineness today the _______on loan basis.

2. In consideration of your supplying us gold as above, we hereby irrevocably undertake to:

   i. Keep the gold free from all encumbrances/appropriation.
ii. Repay the loan by purchasing equivalent quantity of gold from you at a later date at a price prevailing at that time plus foreign supplier fixing commission @ $____ and delivery charges @ US $ ___ per tr. Oz within a period of 120 days from the date of issue of gold on loan. Failing which the amount of custom duty shall be deposited to the Jurisdictional Commissioner of Customs by MMTC Ltd. after invoking of BG of Custom Duty available with MMTC within seven days from the expiry of stipulated period. The export shall be completed within a maximum period of 120 days from the date of release of gold on loan. No extension for fulfillment of export obligation shall be allowed.

iii. Pay you interest @ ___ p.a. or such rate as may be applicable from time to time on the notional quarterly London fixing price for the period of borrowal (plus two days) in US $ as per the TT selling rate on the value date and to add value on such interest paid in foreign exchange. We also undertake to pay Income Tax on interest amount to be remitted by MMTC to the govt. authority as applicable.

iv. Pay you a service charge @____ on CIF value at the time of purchase of gold along with bank charges as applicable from time to time.

3. We also agree that gold supplied to us will be the property of your suppliers until equivalent quantity is repaid through outright purchase of gold.
4. We enclose herewith BG towards the Notional International price fixed by MMTC Ltd.

No._________ dated ___________ issued by ___________ value Rs._________.

5. We agree to abide by the provisions of Export Import Policy 2002-2007 read with the procedure specified in Public Circular No. 24/98 dated 20.4.1998 and other regulations in using the gold for manufacture of jewellery and export thereof.

6. We further understand that gold will be delivered to us on the condition that BG for Notional International price & BG for Custom Duty is valid for 150 days. We also undertake to fulfill all such conditions as may be prescribed by MMTC Ltd. from time to time.

7. We shall be liable for action under Foreign Trade (Development & Regulation) Act 1992, its orders, rules and recovery of Customs Duty on failure to effect exports in full within the stipulated period.

8. We are also enclosing the undertaking duly filled in the stipulated format and signed by the proprietor/partner/director as the case may be on a non-judicial stamp paper of Rs.10/-.
We hereby authorize Shri ___________________________ (whose signature is attested below) to take delivery of gold on our behalf.

Thanking you,

Yours faithfully,
For .....................

(                      )
MMTC Regn. No.__________
APPLICATION TO AVAL GOLD UNDER OUTRIGHT PURCHASE SCHEME

The Dy. General Manager (Gold),
MMTC Limited
Address

Contact No.______________
(to be filled in by MMTC)

Dear Sir,


In accordance with the provisions of Exim Policy and above Public Notice, kindly supply us _________ Kgs gold of 0.995 fineness on outright purchase basis at London AM/PM fixing of today, the ________. This is our firm commitment to buy.

We enclose herewith:

1. DD/PO No._______ dated_______ for ________ drawn on__________________________.
2. BG No._________ dated_________ for Rs.____ issued by_________

representing the cost of gold at the notional international price and customs
duty declared by MMTC Limited and Commissioner of Customs respectively.

We request you to supply the said quantity of gold to us or our authorized
representative. The difference between the payment tendered and actual price
of gold purchased by MMTC on our behalf shall be recovered/refunded to us
or to our authorized representative. In case amounts are due to be recovered
from us, we agree to pay interest @ ___p.a. (or the rate as applicable from
time to time) on such balance amount due to MMTC.

3. We understand that the contracted price of gold shall be the London AM/PM
fixing price plus fixing commission of @ $____per tr. Oz and delivery
charges of @ $____per tr. Oz converted into Indian Rupees at the TT selling
rate of the value date.

4. We hereby irrevocably undertake to pay as stated in para (3) above at the
contracted price plus MMTC's service charges of ___% and also bank charges
as applicable.

5. We agree to abide by the provisions of Export and Import Policy 2002-2007
read with CEBC, New Delhi, Circular No. 24/98 dated 20.4.1998 and other
regulations in using the gold for manufacture of jewellery and export thereof.

6. We agree that in case the booking against this request is not confirmed by the
foreign supplier due to any reason whatsoever, there will be no liability on
MMTC and MMTC may do alternative booking.
7. We shall be liable for action under the Foreign Trade (Development & Regulation) Act 1992, its orders, rules and recovery of Customs Duty on failure to effect exports in full within the stipulated period.

8. We hereby undertake to export the finished jewellery processed out of the gold taken from MMTC Limited and furnish export documents within 120 days from the date of booking/purchase, failing which the amount of Customs Duty shall be deposited/released to the jurisdictional Commissioner of Customs by MMTC Limited after invoking BG for custom duty available with MMTC.

9. We further understand that gold will be delivered to us on submission of BG for Price Difference is valid for 150 days. We also undertake to fulfill all such conditions as may be prescribed by MMTC Limited from time to time.

10. We hereby declare that we have firm Export Order for exports of the aforesaid quantity and we undertake to fulfill the export obligation in terms of the export order and in accordance with Exim Policy 2002-2007 including its modifications/amendments from time to time.

11. We hereby authorize Shri __________________ (whose signature is attested below) to take delivery of Gold on our behalf.
12. We are also enclosing the undertaking duly filled in the stipulated format and signed by the proprietor/partner/director as the case may be on a non-judicial stamp paper of Rs.10/- and the certificate issued by jurisdictional Commissioner of Customs.

Thanking you,

Yours faithfully,
For.............

(       )
MMTC Regn. No._______

Signature attested
Signature of Shri_______
APPPLICATION TO AVAIL GOLD UNDER

REPLENISHMENT SCHEME

The Dy. General Manager (Gold)
MMTC Limited
Address

Contact No.______
(to be filled in by MMTC)

Dear Sir,


1. In accordance with the provisions of Exim Policy and above Circular we request you to book _____ kgs of gold at London AM fixing of today, the _________. This is our firm commitment to buy.

2. We enclose herewith DD No.______ dated______ for Rs.______(Rupees drawn on ________) representing the margin money which shall be appropriated at the time when gold is delivered to us or to our authorized representative upon submission of export documents, repayment of the balance cost of the gold purchased by MMTC on our behalf together with interest at the rate of ____% p.a. (or the rate as applicable from time to time).
3. We understand that the contracted price of gold shall be the London AM fixing plus fixing commission of @____ per tr. Oz. and delivery charges of @ $____ per tr. Oz converted into Indian Rupees at the TT selling rate of the value date.

4. We hereby irrevocably undertake to pay as stated in para 3 above at the contracted price plus MMTC's service charges of ____% ______ on CIF value at the time of purchase of gold along with bank charges as applicable from time to time. We hereby undertake to export adding value upon such price inclusive of your service charges.

5. We understand that our failure to pay the balance within the stipulated time will lead to forfeiture of our deposit in full.

6. We agree to abide by the provisions of Export Import Policy 2002-2007 incorporating amendments upto 01.04.02 read with the procedure specified in CBEC circular No. 24/98 dated 20.4.1998 and other regulations in using the gold for manufacture of jewellery and export thereof.

7. We hereby undertake to export the finished jewellery within 150 from the date of booking.

8. The drawl of the gold shall be completed within a period of 120 days from the date of booking or within 30 days from the date of export whichever is later.

9. We agree that in case the booking against this request is not confirmed due to any reason whatsoever there will be no liability on MMTC and MMTC may do alternate booking.
10. We shall be liable for action under the Foreign Trade Act, 1992, its orders, rules and recovery of Customs Duty on failure to effect export in full within the stipulated period.

11. We hereby declare that we have firm export orders for exports of the aforesaid quantity and we undertake to fulfill the export obligation in terms of the export order and in accordance with Exim Policy 2002-07 including its modifications/amendments from time to time.

12. We further understand that gold will be delivered to us on submission of export documents and their clearance, payment of balance, cost of gold as per clause 2. We also undertake to fulfill all such conditions as may be prescribed by MMTC Limited from time to time.

13. We are also enclosing the undertaking duly filled in the stipulated format and signed by the proprietor/partner director as the case may be on a non-judicial stamp paper of Rs.10/- and the certificate issued by jurisdictional Commissioner of Customs.

We hereby authorize Shri____________________(whose signature is attested below) to take delivery of gold on our behalf.

Thanking you,

Yours truly,

Authorized signatory

Signature Attested
Signature of ________________
Annexure-VI

APPLICATION FOR REPAYMENT OF GOLD

LOAN

The Dy. General Manager (gold)
MMTC Limited
Address:

Dear Sir,

Sub: Loan Repayment/Purchase of gold.

1. We request you to purchase _________ kgs of gold of 0.995% fineness at London AM fixing of today, the ______. This is our firm commitment to buy.

2. We are making this purchase in refund of loan drawn by us on _____ vide contract no._____. We enclose herewith our deposit at the rate of Rs.____ per kg. Vide____ dated____ on____(Rs.______). We hereby undertake to pay on the next working day balance due as per purchase certificate, if any.

3. We hereby irrevocably undertake to pay as stated at the contracted price plus foreign supplier’s commission @ ____per tr. Oz. delivery charges @ ____per tr. Oz.
4. Pay you interest at the rates applicable on the quarterly average London fixing price for the period of borrowal (plus two days) in US $ as per the exchange rate on the day of remittance and to add value on such interest paid in foreign exchange.

5. Pay you income tax payable at the applicable rate from time to time in advance for remittance to the above interest at the actual in Indian Rupees.

6. Pay you a service charge @ ___ on CIF value alongwith Bank charges as applicable from time to time.

7. We hereby undertake to export adding value upon price a stated in paras 3 and 4 above.

8. We understand that our failure to pay the balance within the stipulated time will lead to forfeiture of our deposit in full.

9. We agree to abide by the provisions of Export Import Policy at paras 4.74 to 4.79 of Handbook of Procedures (2002-2007) as amended and other regulations in using gold for manufacture of jewellery and export thereof.

10. We agree that in case the booking against this request is not confirmed due to any reasons whatsoever, there will be no liability on MMTC and we shall ask for alternate booking.

11. We hereby undertake to export the finished jewellery and furnish export documents within a maximum period of 120 days from the date
of drawal of gold failing, which the amount of custom duty shall be deposited/released to the Jurisdictional Commissioner for custom duty available with MMTC within 7 days from the expiry of the stipulated period.

12. We also undertake to fulfill all such conditions as may be prescribed by MMTC Ltd from time to time.

Thanking you,

Yours faithfully,
Annexure – VII

(Stamp of the Firm)

Date:

Place:

Witness

DECLARATION

I, __________ the authorized signatory (designation) of __________ (State name of the Firm/Company/Corporation) which is a jewellery manufacturing unit in the State set up under the Gold Jewellery Export Promotion Replenishment Scheme do hereby certify that the said unit holds a registration certificate granted by the Commercial Taxes Department bearing General Sales Tax/Central Sales Tax. No. __________ dated __________ and the authority of the specified in Invoice Bill/Cash Memo No. __________ dated _______ issued unit for us in the manufacture of jewellery for export outside the territory of India.

Name: ___________________________ Signature: ___________________________

Place: ___________________________ Designation/Status ___________________________
# Annexure – VIII

## CHECK LIST FOR CHECKING OF DOCUMENTS

**SUBMITTED BY THE PARTY (GOLD/SILVER)**

<table>
<thead>
<tr>
<th>Date of submission of documents</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Party’s Name</td>
<td>:</td>
</tr>
<tr>
<td>Contract No.</td>
<td>:</td>
</tr>
</tbody>
</table>

1. Forwarding letter of application received [Yes/No]
2. Appendix XXIII in triplicate received [Yes/No]
3. Undertaking as per the Export Import Policy received [Yes/No]
4. Declaration & Certificate as per Export-Import Policy received [Yes/No]
5. Customs attested invoice received [Yes/No]
6. Bank attested invoice received [Yes/No]
7. Bank Certificate received [Yes/No]
8. MMTC Purchase Certificate in original received [Yes/No]
9. Export Promotion copy of Shipping Bill (triplicate copy) [Yes/No]
10. Photocopy of IE Code No. received [Yes/No]
11. Photocopy of RCMC received [Yes/No]

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12. Prescribed fee is paid to MMTC
    Yes/No

13. Bond prescribed under Para 152(23) of the Handbook of
    Procedures, Vol. No. 1 received
    Yes/No

14. Copy of sales tax return
    Yes/No

Reviewed & Accepted

Assistant/Office Manager

Dy. Manager (Commodity)

Dy. Manager (Finance)
Annexure – IX

CHECK LIST FOR PROCESSING OF APPLICATION IN LIEU OF REGIONAL OFFICE (GOLD/SILVER)

Party Name :

Contract No. :

1. Triplicate copy of EP submitted Yes/No
2. Sr. Np. Matches with the No. of PC & BC Yes/No
3. FDs in US$ and Rs. on SB matched with Invoice and BC Yes/No
4. Invoice No. & Date matched with SB Yes/No
5. Oval Stamp and Diary No. on Invoice Yes/No
6. Supdt. (Customs) signature on SB Yes/No
7. EPO 2. Supdt. And Inspector's signatures on back side of SB Yes/No
8. No., Flight No. & Date on back side of SB Yes/No
9. Match Weight on Invoice and SB Yes/No
10. GR No. matches with LP and BC Yes/No
11. RBI and IEC photocopies submitted Yes/No
12. Appraiser Customs’s signature on PC & Invoice Yes/No
13. Match Contract No. & Date on PC & Invoice Yes/No
14. Whether RCM is valid Yes/No
15. PC export valid date & date of Export Yes/No
16. Calculations on wastage & value additions are correct as submitted by the Party. Yes/No
17. Change of buyer, if any. Yes/No
18. In case of change of buyer, copy of revised order submitted Yes/No
19. Purchase Certificate submitted by Party tallies with our copy Yes/No

(Office Manager)
### WASTAGE NORMS

<table>
<thead>
<tr>
<th>Items of Exports</th>
<th>Percentage of wastage by weight with reference to Gold/Silver</th>
<th>Gold Silver</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Plain jewellery and articles and ornaments like Mangalsutra containing gold and black beads/imitation stones, cubic zirconia etc. but excluding diamonds, precious, semi-precious stones. However, if the per gram value of the semi-precious stones utilized in the making of the jewellery/articles is less than the per gram value of gold/silver/platinum, the wastage norms of plain jewellery shall be applicable.</td>
<td>3.5%</td>
<td>4.5%</td>
</tr>
<tr>
<td>B. Studded jewellery other than those covered by (a) above and articles thereof</td>
<td>9.0%</td>
<td>10%</td>
</tr>
<tr>
<td>C. Mountings and findings manufactured (by non-mechanised process) indigenously.</td>
<td>3.5%</td>
<td>10%</td>
</tr>
<tr>
<td>D. Any jewellery/articles manufactured by a fully mechanized processed and unstudded</td>
<td>1.25%</td>
<td>1.25%</td>
</tr>
<tr>
<td>E. Mountings whether imported or indigenously procured/manufactured used in the studded jewellery.</td>
<td>2.5%</td>
<td>2.5%</td>
</tr>
<tr>
<td>F.</td>
<td>Gold/silver/platinum medallions and coins (excluding the coins of the nature of the legal tender).</td>
<td>0.25%</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>G.</td>
<td>Findings and mountings manufactured by mechanized process.</td>
<td>1.25%</td>
</tr>
</tbody>
</table>

A) Calculation of gold contents:

Net weight including wastage X fineness of jewellery

0.995 fineness

OR

Net weight including wastage X Crt. Of Jewellery

24 Carats 0.995 fineness

B) Value addition "10% or 15% or 25% of the cost of gold/silver as the case may be

Cost of gold/silver X 10 or 15 or 25

100

NOTE: For calculation of silver contents divide by 0.999
APPLICATION FOR SUPPLY OF GOLD ON LOAN
UNDER OGL SCHEME

1. Name of the firm/company
2. Full address with Telephone & Fax Nos.
3. Name of the Owner/Proprietor/Partner
4. Whether banker's Certificate attached
5. Quantity of gold required on loan (number of TT bars) together with period
6. Is there any outstanding gold on loan; if so, details
7. Value of the bank guarantee furnished with the name of issuing bank and
   validity of the BG

Name and Signature of the Owner/Proprietor/Partner

(Seal of the Company)

Place:

Date:
ACKNOWLEDGEMENT SLIP

S.NO.

Received an application from M/s._________ _____ for supply of gold on loan to the extent of _____________ kgs. for ________ days.

Name and Signature of MMTC Official

Date:

Place:
### Annexure – XII

**DAILY REPORT ON THE GOLD RELEASED ON LOAN FOR DOMESTIC SALE**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Company</th>
<th>Quantity of gold loan outstanding (TT Bars)</th>
<th>Value (crores)</th>
<th>Value of BG Furnished By the Party (Rs. crores)</th>
<th>Name of the issuing bank of the BG with address</th>
<th>Validity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## INDENT REGISTER

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>INDENT</th>
<th>SUPPLIER</th>
<th>QUANTITY</th>
<th>SHIPMENT DETAIL</th>
<th>ARRIVAL DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO. DATE</td>
<td></td>
<td></td>
<td></td>
<td>AWB. NO. DATE.</td>
<td>BE NO. DATE.</td>
</tr>
</tbody>
</table>

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### Annexure – XIV

#### BID REGISTER

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>DATE</th>
<th>TIME</th>
<th>PARTY</th>
<th>SUPPLIER</th>
<th>QTY</th>
<th>PRICE</th>
<th>STATUS</th>
<th>FIXATION</th>
</tr>
</thead>
</table>


GOLDEN SUPER STAR TRADING HOUSE

M.M.T.C. Limited, Core-1, Scope Complex, Lodi Road,
New Delhi-110 003

are hereby accorded the GOLDEN STATUS CERTIFICATE in recognition of their long standing contribution to exports in accordance with the provisions of the Exim Policy 1997-2002.

( ANIL SWARUP )

EXPORT COMMISSIONER

25.11.99