**Check List for Customs Clearance – LC**

01.Declaration

02.Authorisation Letters on UOH Letter Heads (2)

03.Preparation of Customs Duty Exemption Certificate

04.Obtain Customs Duty Estimates from Clearing Agent

05.Misc. Advance Bill for Customs Duty

06.B.R.O.Request Letter from the Finance Officer

07.Authorisation Letter to the Clearing Agent to collect B.R.O. from SBI, Commercial Branch, Hyderabad to be signed by the Faculty concerned, Dean and Finance Officer.

**Documents to be submitted to Clearing Agent – LC**

01.Declaration

02.Authorisation letters (2)

03.Customs Duty Exemption Certificate (Original)

04.B.R.O. Request Letter from the Finance Officer

05.Authorisation letter to the Clearing Agent to Collect BRO from SBI, Commercial Branch, Hyderabad

06.Confirmation for credit of Customs Duty Amount

07.Attested copy of Purchase Order

08.Attested copy of Invoice

09.Attested copy of Airway Bill

10.Attested copy of Packing List

**Check List for Customs Clearance – Wire Transfer(FTT)**

01.Declaration

02.Authorisation Letters on UOH Letter Heads (2)

03.Preparation of Customs Duty Exemption Certificate

04.Obtain Customs Duty Estimates from the Clearing Agent.

05.Misc. Advance Bill for Customs Duty

**Documents to be submitted to the Clearing Agent – FTT**

01.Declaration

02.Authorisation letters (2)

03.Customs Duty Exemption Certificate (Original)

04.Confirmation for credit of Customs Duty Amount

05.Attested copy of Purchase Order

06.Attested copy of Invoice

07.Attested copy of Airway Bill

08.Attested copy of Packing List

**Documents to be attached to the Misc.Advance Bill for Customs Duty:**

01.Proforma Invoice from the Clearing Agent for Customs duty

02.Complete Purchase Proposal document

03.Purchase Order

04.Invoice

05.Packing List

06.Airway Bill

Note: Misc. Advance Bill should be raised in favour of Clearing Agent and the Customs Duty Amount should be transferred to the Clearing Agent through RTGS. Bank Details should be mentioned in the Proforma Invoice

**Documents to be attached to the Customs Duty Exemption Certificate**:

01.Proforma Invoice from the Clearing Agent for Customs duty

02.Quotation

03.Complete Purchase Proposal document

04.Purchase Order

05.Airway Bill

**Documents to be attached to the B.R.O. Request**:

01.Note to the Finance Officer for signing the B.R.O. Request addressed to the Chief Manager, SBI, Commercial Branch, Hyd.

02.BRO Request Letter addressed to the Chief Manager, SBI, Commercial Branch, Hyderabad and this should be signed by the Finance Officer.

03.Quotation

04.Complete Purchase Proposal document

05.Purchase Order

06.Airway Bill 05.Invoice 06.Packing List

**Adjustment Bill to be submitted to the F&A for FTT/LC after Delivery, Installation:**

01.Obtain Debit Advice from the F&A

02.Stock and Asset Entry

03.Raise the Adjustment Bill in Indian Rupees with bank charges.

04.Attach the Invoice, Airway Bill, Packing List, Bill of Entry, Purchase Proposal, Purchase Order and Agreement (If any) to the Adjustment Bill.

**Submission of Bill of Entry to SBI, Commercial Branch, Hyderabad:**

The Bill of Entry should be submitted to the SBI, Commercial Branch, Hyderabad through mail mentioning the Payment Reference Number of the particular consignment and a copy to F&A.