

Government of India
Ministry of Commerce & Industry
Office of the Additional Director General of Foreign Trade
4, Esplanade East::Kolkata - 700 069.

Dated: 12th September, 2018

TRADE NOTICE NO. 05/2018-19

**Subject: New MEIS application system under System Driven Approval
Mechanism of MEIS Application - DGFT Trade Notice
No.30/2018-19, dated 11th September, 2018.**

DGFT, New Delhi has issued a Trade Notice No. 30/2018-19, dated 11th September, 2018 informing the trade about the guidelines for application for MEIS under System Driven Approval Mechanism for shipping bills from EDI ports. The details of the Trade Notice are available in the Website at www.dgft.gov.in.

2. In the said Trade Notice, the applicants for MEIS have been given option to select the mode of dispatch of the Duty Credit Scrip, i.e., they can collect the MEIS Scrip in person from the Counter of the Jurisdictional Regional Authority of DGFT or get it delivered by Post at the specified address as per the choice exercised by the applicant.

3. In pursuance of above, it has been decided that the applicants desirous of obtaining the Scrip over the Counter shall have to submit a requisition at the Counter in the Format annexed to this Trade Notice. The Scrip(s) will be delivered over the Counter only to the Proprietor/Partner/Director or to the authorized employee who have been issued Identity Card by this office. The person nominated by the applicant should carry the Identity Card issued by this office at the time of receipt of the Scrip.

4. The requisition for receipt of MEIS Scrip over the Counter shall be received between 11:00 AM to 1:00 PM on all working days. Delivery of the Scrip shall be made over the Counter on the same day between 12:00 Noon to 1:30 PM on all working days.

5. Applicants who have opted to receive the Scrip over the Counter, should take the delivery of the Scrip within 2 days of the generation of the Scrip. In case the applicant has not made a requisition for receipt of the Scrip within 2 (two) days, the same shall be dispatched by Post by the Office to the applicant as per the address specified in the MEIS Scrip.

Sd/-

(Anindita Sen Gupta)
Additional Director General of Foreign Trade

Application for receipt of MEIS Script over the Counter

To
The Additional Director General of Foreign Trade
4, Esplanade East
Kolkata - 700 069.

Sir,

We are opting to receive the MEIS Scrip(s), as detailed below, over the Counter and acknowledge the receipt of the same as below:

- 1.
- 2.
- 3.
- 4.
- 5.
- .
- .

Name of the firm:

Details of the recipient

Name:

Designation:

Signature:

I, Card No. issued by RA, Kolkata: