



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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REQUEST FORM FOR CUSTOM DUTY EXEMPTION CERTIFICATE/ CLEARING DOCUMENTS
IN CASE OF DIRECT IMPORT PURCHASE/FREE SAMPLES/DONATIONS

1.	Name of the Institution (Issuing Organization)	INDIAN INSTITUTE OF TECHNOLOGY ROPAR
2.	Recognition No. with Deptt. of Scientific & Industrial Research	TU/V/RG-CDE(1114)/2012 dated 14.09.2012
3.	GST Registration No. of the Institute	03AAATI7702D1Z8
4.	Name of the Manufacturer/ Company	
5.	To whom certificate is to be issued (i.e. DHL/FEDEX/UPS/TNT etc.)	
6.	Quotation No. of the Manufacturer/ Company	
7.	Budget Head from which the item Custom Duty Charges etc to paid	
8.	Name of the Indenter	
9.	Name of the Deptt./Centre	
10.	Brief description of items	
11.	Value of items	
12.	Purpose for which procurement is required	

Certified that purchase of above goods for which concessional GST is claimed is required for research purpose only by the Institute and the Institute is not engaged in any commercial activity.

Note: Signature of Faculty In-charge is required in case of Research Scholar/ Research Associate

(Indenter Signature)

HOD/PI Signature