

**FORM 'A'**

(See paragraph 3 of the Appendix)

**Application for refund of CENVAT credit under rule 5 of the CENVAT Credit Rules, 2004**

(Refund relating to the given period i.e. quarter or month \_\_\_\_\_)

To

The Deputy Commissioner / Assistant Commissioner of Central Excise,

Sir,

I/We have exported, the final products or output services of under-mentioned description, value, quantity to \_\_\_\_\_ during the given period. I/We am/are not in a position to utilize the CENVAT credit of duty/service tax taken,-

(a) on inputs or input services used in the manufacture of final products cleared for export under bond or letter of undertaking;

(b) on input or input services used in providing output services exported without payment of service tax, and such credit being allowed under rule 3 of the CENVAT Credit Rules, 2004, for payment of duty in respect of final products cleared for home consumption or for export on payment of duty or for payment of service tax on output services during the given period. I/We request that refund of such credit for the given period may be granted. The following particulars/enclosures are being provided/enclosed by me/us for this purpose.

(A) PARTICULARS OF FINAL PRODUCTS OR OUTPUT SERVICES EXPORTED DURING THE GIVEN PERIOD:-

(i) Description:-

(a) Final Products \_\_\_\_\_

(b) Output Services \_\_\_\_\_

(ii) Quantity (in units) in case of final products \_\_\_\_\_

(iii) Value:-

(a) Final products \_\_\_\_\_

(b) Output Services \_\_\_\_\_

(B) PARTICULARS OF INPUTS OR INPUT SERVICES USED IN THE MANUFACTURE OF FINAL PRODUCTS OR USED IN PROVIDING OUTPUT SERVICES DURING THE GIVEN PERIOD:-

(i) Description:-

(a) Inputs \_\_\_\_\_

(b) Input Services \_\_\_\_\_

(ii) Quantity (in units) in case of inputs \_\_\_\_\_

(iii) Amount of credit taken on:-

- (a) Inputs \_\_\_\_\_
- (b) Input Services \_\_\_\_\_

(C) TOTAL TURNOVER DURING THE GIVEN PERIOD:-

- (i) The value of all output services and exempted services provided, including value of services exported:-
- (ii) The value of all excisable and non excisable goods cleared, including the value of goods exported:-
- (iii) The value of bought out goods sold:-

(D) ENCLOSURES:-

- (i) Copy of the relevant Shipping Bills or Bills of Export duly certified by the officer of customs to the effect that the goods have in fact been exported (in case of final products).
- (ii) Copy of invoices.
- (iii) Certificate from the bank certifying realization of export proceeds (in case of export of output services).
- (iv) Relevant extracts of the records maintained under the Central Excise Rules, 2002, the CENVAT Credit Rules, 2004, or the Service Tax Rules, 1994, as the case may be, evidencing taking of CENVAT credit, utilization of such credit in payment of excise duty or service tax and the balance unutilized credit during the given period.

(E) AMOUNT OF REFUND CLAIMED:-

Rs (in figures and in words) \_\_\_\_\_

I / we opt for/ do not opt for the facility of the refund amount being credited directly in my /our bank account details as furnished below

- 1) Account Number
- 2) Name of the Bank
- 3) Branch (with address)

I / We certify that the aforesaid particulars are correct and I / we am / are the rightful claimant(s) to the refund of excise duty or service tax, as the case may be, due thereon which may be allowed in my/ our favour.

I/We declare that no separate claim for rebate of duties or service tax in respect of excisable materials used in the manufacture of the goods or output service covered by this application has been or will be made under the Customs and the Central Excise Duties Drawback Rules, 1971 or under claim for rebate under the Central Excise Rules, 2002 or the Export of Services Rules, 2005.

I/We declare that we have not filed /will not file any other claim for refund under rule 5 for the same quarter or month to which this claim relates.

Signature and full address of the claimant (s)

\_\_\_\_\_

Refund Order No. \_\_\_\_\_

Date \_\_\_\_\_

The claim of Shri /Messrs. \_\_\_\_\_ has been scrutinized with the relevant Shipping Bills or Bills of Export/ invoices/ certificate from Bank certifying realization of export proceeds and refund of Rs \_\_\_\_\_ (Rs. \_\_\_\_\_) is sanctioned.

Date \_\_\_\_\_

Deputy Commissioner / Assistant Commissioner of Central Excise \_\_\_\_\_

Forwarded to-

1. The Chief Accounts Officer, Central Excise, for information and necessary action.
2. The Commissioner of Central Excise \_\_\_\_\_

Date \_\_\_\_\_

Deputy / Assistant Commissioner of Central Excise \_\_\_\_\_

Passed for payment of Rs \_\_\_\_\_ (Rs. \_\_\_\_\_). The amount is adjustable under Head "0038-Union Excise Duties-Deduct Refunds/ 0044- Service tax-Deduct Refunds".

Date \_\_\_\_\_ Chief Accounts Officer

Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ issued in favour of Shri/Messrs \_\_\_\_\_ for Rs \_\_\_\_\_ (Rs. \_\_\_\_\_).

Date \_\_\_\_\_ Chief Accounts Officer

Received Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_).

Dated \_\_\_\_\_

Signature of claimant.