

For Fixation/Modification of Standard Input Output Norms (SION)

GUIDELINES FOR APPLICANTS

1. Two copies of the application must be submitted unless otherwise mentioned.
2. Each individual page of the application has to be signed by the applicant.
3. a. Part 1 & Part 4 has to be filled in by all applicants. In case of applications submitted electronically, no hard copies of Part 1 may be submitted. However in cases where applications are submitted otherwise, hard copy of Part 1 has to be submitted.
- b. Only relevant portions of Part 2 & Part 3 need to be filled in.
4. **Application must be accompanied by documents as per details given below:**

XII. For Fixation/Modification of Standard Input Output Norms (SION)

1. Technical Details of the export product as per the details given in Appendix 33
2. Chartered Engineer certificate certifying the import requirements of raw materials in the format given in Appendix 32B
3. Production and Consumption data of the manufacturer/supporting manufacturer of the preceding three licensing years as given in serial no 3 of sub section XII, duly certified by the Chartered accountant/ Cost & Works Accountant/ Jurisdictional Excise Authority.

PART 1

Note: Please state 'Not Applicable' wherever the information/data is not applicable to you.

1. IEC Details
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

2. Applicant Firm Details
i. Name
ii. Address (Registered Office in case of Companies and Head Office in case of Others)
iii. Address of all Branches/Divisions/Units/Factories located in India & abroad (attach extra sheet if required)
iv. Telephone
v. Email address (for correspondence with DGFT)

3. Details of Proprietor/Partners/Directors/Karta/Trustee of the applicant firm (attach extra sheet if required)
i. Name
ii. Father's Name
iii. Residential Address
iv. Telephone

4. Nature of Concern (please tick)	(√)
i. Government Undertaking	
ii. Public Limited Company	
iii. Private Limited Company	
iv. Proprietorship	
v. Partnership	
vi. Others	

5. Type of Exporter (please tick)	(√)
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	

6. Industrial Registration Details
i. SSI/IEM/LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

7. Service Tax Registration Details (in case of Service providers)
i. Service Tax Registration Number
ii. Issuing Authority
iii. Services for which registered

8. RCMC Details
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. Valid upto
v. Products for which registered

9. Status House Details
i. One/Two/Three/Four/Five Star
ii. Certificate Number
iii. Date of Issue
iv. Issuing Authority
v. Valid Upto

10. PAN Details
i. PAN Number
iii. Issuing Authority

11. Excise Details
i. Excise Registration Number
ii. Issuing Authority

12. VAT Details
i. VAT Registration Number
ii. Issuing Authority

13. Turnover Details for the preceding three licensing years

FY	Annual Domestic Turnover (Rs Lakhs)	Annual Export Turnover (Rs Lakhs)

PART 3

1. IEC Number

2. Applicant Details
i. Name
ii. Address

3. Application for (please tick whichever is applicable) :	
	(√)
XI. Enhancement in CIF/FOB Value or Revalidation or EO extension of Licence	
XII. Fixation/Modification of Standard Input Output Norms (SION)	√
XIII. Fixation of DEPB Rates/ Fuel Rates	
XIV. Redemption of Advance Licence	
XV. Statement of Export/Redemption of EPCG Licence	
XVI. EO Refixation under EPCG Scheme	
XVII. Clubbing of Licences	
XVIII. Statement of Imports made under Served from India Scheme/Target Plus Scheme	
XIX. Refund of Application Fee	

4. Application Fee Details
Amount (Rs)
Demand Draft/Bank Receipt/Electronic Fund Transfer No
Date of Issue
Name of the Bank on which drawn
Bank Branch on which drawn

Note:

1. Only one category of application may be made in the Form.

SUB SECTION XII

(For Fixation/Modification of Standard Input Output Norms -SION)

1. Export Product Details
i. Description of Export Product
ii. Export Product Group

2. Details of Items required for manufacture of One Unit of Export Product

A. Imported Inputs

S No	Required import item			Quantity required per unit of export product	Purpose of requirement *	Wastage Claimed (%age) on net content basis	Recoverable wastage / by product		
	Name	Technical Characteristics	ITC(HS) Code				Name	Qty	Value (Rs)

B. Indigenous Inputs

S No	Required indigenous item			Quantity required per unit of export product	Purpose of requirement *	Wastage Claimed (%age) on net content basis	Recoverable wastage / by product		
	Name	Technical Characteristics	ITC(HS) Code				Name	Qty	Value (Rs)

(* - Purpose of requirement should be indicated against each item i.e. whether the item is required as a raw material/components/solvents/catalyst/packing material etc)

3. Production and Consumption data of the manufacturer/supporting manufacturer for preceding three licensing years

Year	Total Production of the export product	Quantity of different items consumed	Quantity consumed/unit production

4. Details of earlier advance licences obtained (if any) for the export product in the preceding two licensing years

S No	Licence Details			Quantity of different items consumed	Quantity consumed/unit production
	Licence No	Licence Date	Issuing authority		

5. In case the application is made for modification in existing SION, please furnish
i. Existing SION Number
ii. Nature of Modification required
iii. Details of Modification required (attach details)

PART 4

DECLARATION/UNDERTAKING

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.
2. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items.
4.
 - a. I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act 1992 and FERA/FEMA.
 - b. I/We hereby certify that none of the Proprietor/ Partner(s)/ Director(s)/Karta/Trustee of the firm/company, as the case may be, is/are a Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/Company which has come to the adverse notice of DGFT.
 - c. I/We hereby certify that the Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company which is in the caution list of RBI.
 - d. I/We hereby certify that neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.
5. I/We hereby declare that I/We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered/Head Office or any of our Branch(s)/Unit(s)/Division(s) to any other Licensing Authority.
6. I/We solemnly declare that I/We have applied for / obtained a RCMC to the Export Promotion Council which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 3.12 and Para 3.12.1 of the Handbook of Procedures (Vol 1).

18. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address