

No. C-I-43012/5/2022-CHEM TECH.-CPC
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 05/05/2022

OFFICE MEMORANDUM

Subject: Check list/ SoP- reg.


Kind attention is invited of all concerned that Department receive various proposals for permission/ recommendations for import etc.

2. The check list/ SoP is prepared for following four items so kindly ensure to submit proposal in complete in all respect so that proposal may be processed expediently

3. Check list/ SoP Formats for the following have been finalized and enclosed herewith -:

- (i) Import permission from CIBRC – Annexure-I.
- (ii) SCOMET items under DGFT - Annexure-II.
- (iii) Import recommendations for Denatured Ethyl Alcohol- Annexure-III.
- (iv) Import recommendations for Carbon Tetrachloride - Annexure-IV.

Encl.: as above.


5/5/22
(R.K. Soni)
Director (PC)

To :

All concerned (on website of DCPC <https://chemicals.nic.in>)

**CHECKLIST FOR SEEKING RECOMMENDATIONS FOR IMPORT
PERMISSION OF NON-INSECTICIDAL USE CHEMICALS FROM
CIB&RC**

There are certain chemicals which are although listed in schedule of Insecticides Act, 1968, but have non-insecticidal industrial use also. For these non-insecticidal purposes, the industry has to obtain import permission from CIB&RC before importing this chemical, and for the same, the user industry has to get it recommended from DCPC before applying with CIB&RC.

2. The application submitted by industry is examined by the department. For this, the following checklist is essentially required and application will be examined after receiving all the below mentioned documents/checklist:

(i) Copy of Industrial License (IL)/ Industrial Entrepreneurs Memorandum (IEM)/ Factory License for the manufacture of item for which import item is required.

(ii) Affidavit for the import of item to be used for non-insecticidal purpose.

(iii) Details of production and corresponding consumption of item of import during the last 3 years duly certified by CA/ Central Excise.

(iv) Clearance from state pollution control board.

(v) Manufacturing process with standard consumption norms.

(vi) Justification for imports.

3. The industry is requested to ensure that application should be submitted with all required documents as processing of application will be initiated only after receiving all above checklist.

**CHECKLIST FOR SEEKING RECOMMENDATIONS FOR EXPORT
LICENSE OF DUAL USE ITEMS UNDER 'SCOMET' CATEGORY
FROM DGFT**

In Foreign Trade Policy, dual-use items have been given the nomenclature of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET). Export of dual-use items and technologies under India's Foreign Trade Policy is regulated. Export of dual-use items and technologies is either prohibited or is permitted under a license. In the list of SCOMET items, chemicals come under 'Category-1'.

2. The application is forwarded by DGFT for seeking recommendations of DCPC. For examining these applications, following checklist is essentially required:

- (i). Item should be chemical under "Category 1: Toxic chemical agents and other chemicals" of SCOMET List.
- (ii). Intended use of chemical should be clearly stated for which application has been submitted.
- (iii). End-Use Certificate from exporter
- (iv). Quantity and Amount values to be clearly stated
- (v). Declaration that the chemical for which application has been submitted shall not be used for any purpose that relate to development of Weapons of Mass Destruction.

3. The industry is requested to ensure that application should be submitted to DGFT with all required documents and DGFT is requested to forward the application with all above mentioned checklist as processing of application will be initiated only after receiving all above checklist.

Check List for actual users of DEA, information to be submitted along with initial application to DGFT

The application forwarded by DGFT for comments from DCPC about import of Denatured Ethyl Alcohol (DEA) by actual users to manufacture chemicals & petrochemicals. In order to examine the application the following information/check list is essential, along with the initial application made to DGFT :-

- (a) Imports and usage pattern of last five years; indicating year wise production of finished product/products (in Metric Tonne) mentioning Chemical/IUPAC (International Union of Pure and Applied Chemistry) name and its chemical structure and corresponding consumption of Denatured Ethyl Alcohol (DEA) (both in Liters/Kilo Liters and corresponding Kilo Gram/Metric Tonne) (individually both; imported and domestically procured DEA) ☐
- (b) Balance DEA remained at the plant site at the closing date of each year for domestically procured and imported Denatured Ethyl Alcohol. Further, to submit the quantity of DEA available at the plant site, both in terms of volume and weight, as on date of the application. ☐
- (c) Complete and detailed step wise production process with balanced chemical reactions involved; that is stoichiometric material balance with calculation (step wise material balance) for each of the products consuming denatured ethyl alcohol. ☐
- (d) Approved installed capacity of the finished products, produced at the plant site; consuming DEA along with a copy of the approval from Government of India/State Government (such as IEM (Industrial Entrepreneur Memorandum)/MSME registration; authentic document of Government of India/State Government). ☐
- (e) Valid Environmental clearance for each of the products being manufactured at the plant site along with documentary evidence indicating the applicable location of the plant site. ☐
- (f) The purchase order for import of DEA; indicating all the specifications including IUPAC name of the denaturant used, percentage of the denaturant used in the Denatured Ethyl Alcohol (DEA), specific gravity of DEA and other impurities percentages, supported by the designated laboratory report. ☐
- (g) The proforma invoice for the import of Denatured Ethyl Alcohol indicating specifications such as IUPAC name of denaturant, percentage of the denaturant used in the Denatured Ethyl Alcohol, its specific gravity and other impurities percentage supported by designated laboratory report. ☐
- (h) Copy of the import licenses issued by DGFT for Denatured Ethyl Alcohol during past five years. ☐

In absence of any one of the above information not submitted with the initial application made by the applicant to DGFT, will be treated as incomplete and would be returned back to DGFT.

Check List for actual users of Carbon Tetra Chloride , information to be submitted along with initial application to DGFT

The application forwarded by DGFT for comments from DCPC about import of Carbon Tetra Chloride by actual users to manufacture chemicals & petrochemicals. In order to examine the application the following information/check list is essential, along with the initial application made to DGFT :-

- (a) Chartered Accountant Certificate certifying production (Kilo Gram/Metric Tonne) of finished product and corresponding consumption (Kilo Gram/Metric Tonne) of carbon tetrachloride in last three years (year wise).
- (b) Chartered Accountant Certificate certifying purchase (Kilo Gram/Metric Tonne) of carbon tetrachloride(individually both; imported and domestic) in last three years (year wise)
- (c) Approved installed capacity of the finished products produced at the plant site consuming Carbon Tetra Chloride along with a copy of the approval from Government of India/State Government (such as IEM (Industrial Entrepreneur Memorandum)/MSME registration/Industrial License; authentic document of Government of India/State Government).
- (d) Valid Environmental clearance for each of the products being manufactured at the plant site.
- (e) Copy of the import licenses issued by DGFT for Carbon Tetrachloride during past three years.
- (f) A copy of letter from Association of Chloromethanes Manufacturers (ACM) regarding intimation of Import Allowance (Kilo Gram/Metric Tonne) for the import of carbon tetra chloride for the quarter corresponding to the application date.
- (g) Registration certificate with M/o Environment , Forest and Climate Change (MoEFCC) as an importer of Carbon Tetrachloride under Ozone Depleting Substances (Regulation and Control) Rules 2000
- (h) An undertaking that the import of Carbon Tetrachloride is from a member country signatory to the Montreal Protocol.

In absence of any one of the above information not submitted with the initial application made by the applicant to DGFT, it will be treated as incomplete and would be returned back to DGFT pointing out the deficiency.