



# EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH HOUSE , POCKET – 6 & 7, SECTOR – C, L. S. C., VASANT KUNJ, NEW DELHI - 110070  
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## CIRCULAR

NO. EPCH/CLS/CERT/99

22.10.2010

TO,

All Member Exporters,

### **Subject : CERTIFICATION/CLASSIFICATION OF HANDICRAFTS ITEMS – REG.**

Dear Member,

We refer your letter no. / email dated \_\_\_\_\_ on the above subject matter .In this regard, you are requested to apply on the prescribed format along with the following supporting documents / fees for further necessary action at this end.

The member exporters whose items have been objected for classification as handicrafts by the O/o Commissioner of Customs /DGFT may approach the Council along with the following details :

1. Application in prescribed format (specimen Copy enclosed) along with Demand draft / Pay order of Rs. 200/- + Service Tax @ 12.36% per invoice in favour of the Export Promotion Council for Handicrafts , being the processing charges.
2. Two (2) copies of the concerned invoice / Shipping bills under dispute duly signed.
3. Two (2) colour digital postcard size photographs of each items mentioning invoice no. , its date and the item code as per invoice on the photographs under dispute / doubt by the O/o Commissioner of Customs / DGFT .
4. A copy of the speaking order / objection received from the O/o Commissioner of Customs / DGFT.
5. In case objection is verbal , submit the electronically filled copy of the Shipping bill along with request letter.
6. Manufacturing process and product description of the items of Certification/Classification sought on Company's letter head

On the receipt of above documents , the Council would process the case for issuance of necessary certificate by the Classification Committee constituted for the purpose by the Ministry of Textiles, Govt. of india (copy attached).

Thanking you

Yoursfaithfully,

**RAKESH KUMAR**  
EXECUTIVE DIRECTOR

**PERFORMA FOR SUBMISSION OF APPLICATION FORM FOR CERTIFICATION /  
CLASSIFICATION OF HANDICRAFTS TO THE EPCH**

(PLEASE USE THE PHOTOCOPY OF THE FORMAT AS APPLICATION FORM ON THE LETTERHEAD OF THE ORGANISATION)

The Export Promotion Council for Handicrafts,  
“EPCH HOUSE”, Pocket – 6 & 7, Sector – ‘C’,  
L.S.C. , Vasant Kunj,  
New Delhi – 110070

**SUB : REQUEST FOR CERTIFICATION /CLASSIFICATION OF HANDICRAFTS ITEMS – REG.**

1.	Name of the Organisation	:	
2.	Address of the Organisation	:	
3.	RCMC No.	:	
4.	Invoice No. & Date (Please enclose two copies)	:	
5.	Two copies of postcard size digital clear photographs of the items under dispute on photographic paper . (please mention invoice no. and item code on each photographs)	:	
6.	Description of goods as per invoice	:	
7.	Whether item has been objected by the Customs/ DGFT as handicrafts item or artware. Please give details along with copy of a speaking order, if any served so far (please enclose)	:	Name of Custom/DGFT
8.	In case objection is verbal . Please give details along with copy of the Shipping bill / electronically filled shipping bill.	:	
9.	Details of Payment	:	DD No. & Date : Amount : Bank Name :

I / We , M/s. \_\_\_\_\_ do hereby, solemnly declare that all the above mentioned statements /information is true to the best of my knowledge and belief and we further declare that the above mentioned items have been exported/being exported by me under the above said invoice as the handicrafts items and fulfills the conditions issued by the Department of Revenue, Govt. of india vide D.O. F. No. 600/74 (Handicrafts)/98-DBK dated 26<sup>th</sup> August, 1999 as mentioned in the Judgement of the Hon’ble Supreme Court in the case of Commissioner of Central Excise Vs Louis Shoppe and Anr [1996(83)ELT 13(SC)] for treating a product as “Handicrafts”. We also agree to abide by any code of conduct that may be prescribed by the authorities/Council in the matter from time to time.

Date:

Signature:

Name & Designation

Seal



No.M-11036/9(2)/2009-MSS(IM)

Government of India

Ministry of Textiles

Office of the Development Commissioner (Handicrafts)

West Block No. VII, R.K. Puram

New Delhi - 110066.

Dated, the 22<sup>nd</sup> October, 2010

**C I R C U L A R**

In supersession of Circular of even number dated 22<sup>nd</sup> April, 2010 and 16<sup>th</sup> July, 2010 a 3 tier Committee comprising the following members has been formed to examine and certify an export product as Handicrafts product in case of a doubt raised by Custom Authorities:

**LEVEL-1**

1. Assistant Director, Office of DC(HC) of concerned place.
2. A representative of EPCH or any local experts nominated by Assistant Director, Office of DC(HC).

**LEVEL-2**

1. Regional Director (Handicrafts), Office of Development Commissioner (Handicrafts).
2. A representative of EPCH.

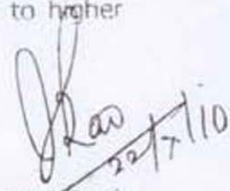
**Note:** The Exporter can refer the matter to nearest Regional Director. In absence of Regional Director on tour or on leave, the Deputy Director or the Sr. Assistant Director working in Regional Office may head the Committee.

**LEVEL-3.**

1. Representative from Hqrs. Office of Office of DC(Handicrafts) - ADC(H)/JD(H).
2. Representative of Export Promotion Council for Handicrafts - Executive Director, EPCH.

1. All above Committees, if felt necessary may invite local expert, if any available for assistance.
2. In case of Exporter, who is aggrieved by ruling at one level, can appeal to higher level. The Exporter can go to level 2 directly also, if it is nearby.

This issues with the approval of Secretary (Textiles).

  
(I.H.P. Rao)  
Deputy Director (IM)

C.C. to -

1. All Regional Directors, O/O DC(HC)/All M&SECs/CWTCs
2. ED, EPCH, New Delhi



**No.M-11036/9(2)/2009-MSS(IM)**  
**Government of India**  
**Ministry of Textiles**  
**Office of the Development Commissioner (Handicrafts)**  
**West Block No. VII, R.K. Puram**  
**New Delhi – 110066.**  
**Dated, the 16<sup>th</sup> August, 2012**

**C I R C U L A R**

In continuation of Circular of even number dated 22<sup>nd</sup> October, 2010, the following practice for classification of Handicrafts items is to be adopted with immediate effect:-

- (A)** Incase of doubt raised by the Custom Authorities verbally seeking the Handicrafts certificate.
- (i)** The exporter will produce the electronically filed copy of shipping bill with customs along with the invoices as a shipment under question "under doubt" A request letter along with copies of shipping bill/invoice and clear photographs of product to be certified by the Classification Committee will be forwarded for classification."
- (ii)** The classification committee (Level I) will consider items for classification as handicrafts. To facilitate the exports from the clusters, the Ad's at Delhi, Jaipur, Jodhpur, Saharanpur, Mumbai and other important centers will continue to classify the items as Handicrafts.
- (iii)** In addition an officer of office of DC(Handicrafts), Bareilly be deputed to visit the craft cluster of Moradabad twice a week so that the process of classification can be facilitated this important centre.
- (B)** In certain case like furniture items factory stuffing ids required in the presence of Customs official and the custom official raises doubt during the processing of stuffing about the item being Handicrafts. Some factories are located at remote areas or other than major export clusters such as Sardarshahr etc.

**At such areas, the concerned AD of Office of DC(Handicrafts) be deputed to visit on need basis so that the process of classification can be facilitated.**

This issues with the approval of Development Commissioner (Handicrafts).

  
**(N.K.Jha)**

Deputy Director (IM)

C.C. to –

1. All Regional Directors, O/O DC(HC)/All M&SECs/CWTCs for compliance.
2. Executive Director, Export Promotion Council for Handicrafts, New Delhi.