

**Procedures and forms to be filled and submitted at USIC**

All forms should be typed, and not to be handwritten

**a) Customs duty exemption (CDE) certificate request**

Submit One set of documents containing the following:

(**Form A-** .....Filled & signed by applicant & **HOD/Principal**  
(Must be typed and not to be handwritten)

+ Airway bill/Cargo arrival notice

+ Invoice

+ Purchase order..... (Should indicate amount in foreign currency)

+ Form B..... (Give project details in which the item is being **purchased**)

+ Form C..... Two copies (with signature + stamp of the applicant)

**Submit all above documents at USIC**

After obtaining USIC Director's signature,

Collect your forms, and submit them at the Registrar's office.

After Registrar signature, collect your forms from the Registrar's office yourself.

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