

Procedure for Donation of Computers.

The STP unit are eligible to donate the computer to any recognized charitable institution, Government Educational Institutions, Government Hospitals etc.. without payment of duty as per clause 6.30 of the Foreign Trade Policy-Hand Book of Procedures 2015-2020.

Following documents are to be filed with STPI to obtain NO Objection certificate for donation of computers systems

- a. Request letter for donation of import of computers Systems.
- b. A separate Annexure giving the following details:
 - ✓ Description of the Items.
 - ✓ STPI import approval No., Date, Import value & Import type.
 - ✓ Bill of Entry No. & Date.
 - ✓ Bond No. & Date
 - ✓ Quantity (Total quantity should be mentioned)
 - ✓ CIF Value in Rupees (Total amount should be mentioned)
 - ✓ Total duty foregone value (Total amount should be mentioned)
- c. Copy of BoE / AR3 certificate
- d. Copy of Import/CT3 approval copies
- e. Declaration from the Donee's stating that donated computers would be neither sold nor used for commercial purpose.
- f. Certificate of Registration of the Donee institution.
- g. Proof w.r.t. the institution being exempted from payment of Income Tax

Note:

1. Please note that loaned and leased capital goods cannot be donated.
2. File separate applications for the capital /indigenous goods which are less than two years from the date of import/approval and provide suitable justification with supporting documents.
3. Signature with Name, Designation and seal should be on all the pages of annexure.
4. A proof of debonding of capital/indigenous goods may be filed with this office after completion of the debonding of process.

The above documents are verified and the Donation of Computer Systems and Peripherals request will be processed and NOC for Donation of Computer Systems and peripherals will be accorded. The STP member units are required to approach concerned customs & excise authorities with the Donation of Computer Systems and peripherals approval issued by STPI. After the said Computer Systems and peripherals are donated the same is required to be updated in the bond register with endorsement by customs authorities. Upon intimation to STPI with proof of Donation of Computer Systems and Peripherals, the CG value shall be credited into the CG balance.

Comments : For any comments or suggestions, mail us to blr.exim@stpi.in