

The procedure for availing CCDC (Concessional Customs Duty Certificate) on imports made by the manufacturers of wind turbine generators is as follows:

1. The applicants are required to submit the application online in the [prescribed format](#) (to be hyperlinked with the document, named “Format for ccdc-wind application”) for availing concessional customs duty certificate at the online portal address [ccdcwind.gov.in](http://ccdcwind.gov.in).
2. The following documents are required to be submitted/uploaded along with the application:-
  - a. Commercial invoice issued by the supplier in the name of importer.
  - b. Bill of lading
  - c. Packaging List
  - d. IEC & ISO Certificate
  - e. Undertaking(s) in Annexure A and Annexure B.
  - f. Break-up of purchase made against the purchase orders made so far.
  - g. Running utilization report with each application in prescribed format.
  - h. Quarterly utilization report at the end of each quarter in prescribed format.
  - i. Manufacturing plan for the applicable Financial Year in prescribed format.
3. The application for availing CCDC with requisite documents is processed and scrutinised for issuance of CCDC.
4. The time frame for issuance of CCDC after receipt of application complete in all respect along with requisite documents is 9 days for consignment through sea route and 3 days for Air route.

<in company's letter head>

Letter No:

Date:

To,  
Ministry of New and Renewable Energy,  
Block No. 14, C.G.O. Complex,  
Lodi Road, New Delhi -110 003

**Model:**

**Consignment: SEA/ AIR Manufacturing/ Maintenance**

**Subject : Recommendation for CCDC/ SEZ against import of parts of Wind Operated Electricity Generators (WOEG) for the manufacture /maintenance of WOEG model No. \_\_\_\_\_**

**Ref : Ministry of Finance Notification no. \_\_\_\_\_ dated**

Sir,

Please find attached the following documents:-

- a) The prescribed Proforma (Annex -I) duly filled in and signed.
- b) Commercial/ Proforma Invoice no ..... dated ..... [delete whichever is not applicable]
- c) Packing List No..... dated.....
- d) Bill of Lading No..... dated.....
- e) Total value of Invoice in (foreign currency)..... and INR

**f) Self-Certification (Annex-A)**

1. 2. Please note that this application has been prepared on the basis of our BOM submitted to MNRE vide letter no. ....dated.....

1. 3. We now request you to kindly issue the CCDC in the name of..... and oblige. [delete whichever is not applicable]

1. 4. The original DEC will be collected by our authorized person from the Ministry.

Thanking you,

Yours sincerely,

[Signature of the Authorized Person\*  
with date]  
[Office Seal]

*\* in the designation of GM of the company and above*

**NOTE TO FOLLOW:**

- 1) *While submitting the application, the manufacturers are advised to apply for DEC only for the eligible items as per Ministry of Finance Notifications.*
- 2) *Ensure that the documents are enclosed in the chronological order as mentioned in the Covering letter.*
- 3) *Ensure that unnecessary/additional papers are not submitted along with the application.*
- 4) *Application from non-manufacturers of WOEG (Viz., rotor blades and intermediates, parts and sub-parts of rotor blades, Special Bearings manufacture) must enclose the Purchase order from the Consumer company and the same must be mentioned in the covering letter including **Annex-B.***

**(TO BE FILLED BY MANUFACTURER OF  
WOEG)**

**Request for issue of certificate for grant of customs duty exemption/ concessions for the component, parts and raw materials for the manufacture of wind operated electricity generators**

1.	Name of the Manufacturing Company	
2.	Complete Postal address including authorized company email of the manufacturer of WOEG	
3.	phone	
4.	fax	
5.	Status of the Company	
6.	(a) Name of the Wind Operated Electricity Generators (b) Model (c) Capacity (d) Type Certificate No & Validity of the Type certificate as per RLMM list of MNRE	
7.	Production plans for the year	
8.	<b>Complete details of parts/ components being imported for the manufacture of Wind Operated Electricity Generators:</b> (a) Special Bearing– (b) Gear Box (c) Wind Turbine Controllers (d) Yaw Components (e) Blades for the Rotor of WOEG (f) Parts/sub-parts of rotor blades (g) Raw material of rotor blades. (h) Resin/catalyst for cast components.	<i>(Description of the item as per Invoice, Description as per BOM, quantity with unit, S.no in BOM submitted to Ministry, Country from which Imported)</i>

	(i) Forged steel rings.	
	(j) Permanent magnets.	
9.	<b>Details of the Enclosures:</b>	
10.	(a) Invoice No & Date	
	(b) Air way Bill/ Bill of Lading & Date	
	(c) packing List details (Number & date)	
	(d) Purchase Order/ Contract letter no. and Date	
	(e) Letter of Credit banker name no. & date	
	(f) Delivery Note no. and Date	
(Copies of the invoices, quantity & cost separately for each item, packing list and bill of lading/ airway bill should be enclosed with the request)		

**Certified that:**

- (i) We have established manufacturing facilities for production of above models.
- (ii) The goods being imported would be utilized for manufacture of Wind Operated Electricity Generators and parts thereof.
- (iii) Quarterly statements (in prescribed format) indicating utilization of materials imported and production undertaken would be provided to the MNRE on a regular basis.
- (iv) We certify that the item(s) being imported are new and unused.
- (v) The item(s) being imported shall be utilized for setting up Wind Energy Generators in India and not for the export purpose.
- (vi) We certify that item being imported for manufacturing Wind Energy Generators models figured in the list published by MNRE / NIWE from time to time.
- (vii) We certify that components/ sub systems that have been considered while obtaining the type certificate alone are being imported.

**Place**

**Authorized signatory**

**Date**

**Name**

Designation Official Address Telephone  
Residential Address

**ANNEX –II**

**QUARTERLY UTILIZATION CERTIFICATE**

Details of MNRE application applied for Part/ Sub-Components imported for \_\_\_\_\_  
of \_\_\_\_\_

**Model details>** WOEG for CCDC

<b>Dec application no.</b>	<b>Invoice no. And date</b>	<b>Item description*</b>	<b>PO no. and date</b>	<b>Total quantity (as per PO)</b>	<b>Quantity consumed</b>	<b>Balance quantity</b>	<b>Any other remark</b>

\*The terminology use for the parts/ Sub-Components should strictly be in accordance to the BOM submitted and as per Ministry of Finance Notification No. 50/2017-Customs dated 30.06.2017.

Note: Separate entries should be made for each Parts/ Sub-Components/ goods used for manufacture of WOEG and Utilized. I/We declare that I/we have compared the above particulars with the records (and) / books of my/our factory and that they are, insofar as I/we can ascertain complete.

**Verified**

**Date:**

**Place:**

**Signature of manufacturer Name in capital letters  
Seal**

<in company's letter head>

## Self Certificate

To,

**Ministry of New and Renewable Energy,  
Block No. 14, C.G.O. Complex,  
Lodi Road, New Delhi -110 003**

The Parts/components as per invoice no.....dated  
.....being imported are as per valid type certificate  
endorsed by MNRE vide RLMM dated .....and  
compliance with the Ministry of Finance Notification no.  
.....dated.....

2. We undertake/ declare that;

a. We shall take all the responsibility in case there is any deviation from type certificate and indemnify the Ministry against any consequential damages that can arise out of the issue of CCDC's.

b. We shall refund the difference of tax payable without concessional custom exemption certificate and tax paid with the concessional custom exemption certificate, in case of non-eligibility of any certificate at any point of time.

[Signature of the Authorized Person]\*  
with date

[Office Seal]

\* in the designation of GM of the company and Above

<in Consumer's company letter head>

**TO WHOM SO EVER IT MAY CONCERN**

We, M/s. hereby solemnly and sincerely affirm and declare that the Raw materials/ Parts being procured from under this application will be consumed specifically for the manufacture of.....(part name) of Wind Turbine Generator Model no..... as per MNRE RLMM list dated .....to be supplied to us vide Purchase order no.....

2. We undertake/ declare that;

a. we shall take all the responsibility in case there is any deviation from type certificate and indemnify the Ministry against any consequential damages that can arise out of the issue of CCDC's.

b. We shall refund the difference of tax payable without concessional custom exemption certificate and tax paid with the concessional custom exemption certificate, in case of non-eligibility of any certificate at any point of time.

Place:

Date:

[Signature of the Authorized Person]\*  
with date

[Office Seal]

\* in the designation of GM of the company and Above



## To be filled by office

**Dy. No.:** .....

**Date:** ..... **Sr. Proc. No.:**.....

**CHECK LIST FOR ISSUANCE OF CONCESSIONAL CUSTOM DUTY EXEMPTION CERTIFICATES AGAINST THE REQUESTS FOR IMPORT OF PARTS/ COMPONENTS/ RAW MATERIALS FOR MANUFACTURE/ MAINTENANCE OF WIND OPERATED ELECTRICITY GENERATORS, TO BE FILLED BY APPLICANT**

1.	Name of Wind Turbine manufacturer	
2.	Name of Parts/ components Imported	
3.	Name of the supplier & Place	
4.	Model/ Capacity (kW)	
5.	Type Certificate No. and Validity as per MNRE latest RLMM list	
6.	Application submitted on the prescribed format Covering Letter, enclosing Annex-I, Annex-A and Annex-B	Yes/No
7.	Whether the following documents submitted:	Yes/No
	(a) Invoice no. and date	
	(b) Bill of Lading/ Air Way Bill No. & Date	Yes/No
	(c) Packing List/ Delivery Note No. and Date	Yes/No
	(d) Purchase order/Contract letter	Yes/No
	(e) Value (as in invoice)	
	(f) Value in (INR)	
8.	Whether complete documents submitted	Yes/No
9.	Whether the information provided in documents Part 7 (a) to (f) above is consistent. If not, indicate inconsistencies	Yes/No
10.	Whether quarterly report for the previous quarter as per Annexure-II has been sent by manufacturer. If yes, date of submission	Yes/No

**Verified by Asst./UDC/LDC**

**Checked & Signed by Section Officer Date:**

## Verification:

1.	Whether Model Type Approved/ Certified	Yes/ No
2.	Whether appeared in MNRE list	Yes/No
3.	Whether all the documents submitted by the applicant are duly signed by the authorized official of the company/ Organization	Yes/No
4.	Details of the parts to be replaced provided with justification	Yes/ No
5.	Whether all parts covered under Customs Notification	Yes/No
6.	Deletion of parts, if any	

On the basis of above documents, the application is submitted for consideration for issue of certificates.

or

Following details are required to be submitted by the Applicant:-

(.....),  
US/Scientist ' ' ,

**Director**

**Annexure -III**

**Running Utilization statement for major components/sub-components/parts/sub-parts proposed to be imported by the manufacturers of Wind Operated Electric Generators.**

**Name of the WOEG(WTG) Manufacturer:-**

**Model of WOEG (WTG) :-**

**Purchase order wise on Cumulative Basis:- From..... to ...../ Year-----  
-----**

Sl. No	Approved Items imported	Quantity/ Nos required for One WOEG	Generation capacity of One WOEG (Mw)	Quantity / Nos. of Component for which orders placed	Corresponding Purchase order no and date.	Quantity/ Nos. procured as on date excluding present procurement.	Quantity/ Nos. procured as on date including present procurement.	Quantity/ Nos utilized as on date.	Balance quantity / Nos available as per Inventory
1									
2									
3									
4									
5									
6									
7									

Verified

Date:

Place:

Signature of Manufacturer  
Name in capital letters  
Seal

