**Annexture - 01**

**Checklist for Applying for Advance Customs Ruling (AR)**

1. Covering letter (Request letter) on official letterhead addressed to the Senior Deputy Director of Customs, Commodity Classification Branch, including a brief description of the commodity (**One letter**).
2. The downloaded and on-site filled application should be printed in color with yellow-colored cages, on an A4 size sheet, printed on both sides (with the overleaf for photographs and additional information). **Printing the first page and the second page on separate sheets is not accepted**. Margins overlapping or format differences are also not accepted. (**Three original copies should be submitted**).
3. Samples of the commodity labeled with the commodity name and applicant’s name and signature (**Three or Two samples** where possible).
4. Product Literature/Catalogue/Mill Report/ MSDS, Floor/site plans, or relevant data sheets, Chemical Composition/Ingredients, Manufacturing process description (if applicable), (in general, these supporting documents should have been issued by the Manufacturer of the commodity and for the clarity, commodity name, brand and model should appear in all the supporting documents). All documents should be dated, signed, and stamped by the applicant (**One set**).