R FORM INFORMATION
(AS PER M.C.G.M. RULES)

• R FORM IMPORT:

THOSE COMPANIES WHO BRING THEIR MATERIAL IN MUMBAI FOR DEMO, TESTING, PLATING, EXHIBITION DISPLAY, MACHINING, REPAIRING, ETC. WILL BE PROVIDED IMPORT FACILITY.

MATERIAL WHOSE SHAPE GETS CHANGED OR MODIFY OR CUTTING WILL NOT GET R FORM FACILITY.

IN IMPORT FACILITY JOB WORK IS TEMPORARILY STOPPED.

• R FORM EXPORT:

THOSE COMPANIES WHO SEND THEIR MATERIAL OUT OF MUMBAI FOR DEMO, TESTING, PLATING, EXHIBITION DISPLAY, MACHINING, REPAIRING, ETC. WILL BE PROVIDED EXPORT FACILITY.

THERE ARE TWO TYPES OF R FORM FACILITY:

1. T.D. FACILITY (TEMPORARY DEPOSIT)

IN T.D. FACILITY WHEN THE R FORM GETS OPEN YOU ARE SUPPOSE TO PAY OCTROI AS A TEMPORARY DEPOSIT. LATER THE R FORM SHOULD BE CLOSED WHILE RETURNING FROM THE CHECK NAKA. AFTER WHICH YOU ARE SUPPOSE TO START THE REFUND PROCEDURE. AS SOON AS THE REFUND PROCEDURE IS COMPLETED YOU WILL RECEIVE THE COMPLETE OCTROI AMOUNT AS REFUND WITHIN 6 TO 8 MONTHS. YOU WILL RECEIVE THE REFUND AMOUNT BY CHEQUE IN THE NAME OF YOUR COMPANY. OR THROUGH E.C.S. SYSTEM IN YOUR BANK A/C.

IN CASE IF YOUR R FORM IS NOT CLOSED WITHIN 6 MONTHS THEN YOUR OCTROI DEPOSIT IS FORFEIT.

SUPPOSE YOU WANT TO IMPORT THE MATERIAL IN R FROM (T.D. FACILITY) THEN PLEASE TAKE THE T.D. PERMISSION FROM M.C.G.M. IN ADVANCE. (10-15 DAYS) WHICH IS VALID FOR ONE YEAR.

2. F.D. FACILITY (FIXED DEPOSIT)

ONCE YOU TOOK THE F.D. FACILITY FROM M.C.G.M. YOU ARE NOT SUPPOSE TO PAY OCTROI EVERYTIME WHENEVER THE R FORM IS OPENED. YOU ARE SUPPOSE TO OPEN & CLOSE THE R FORM WHENEVER YOUR MATERIAL IS CROSSING THE CHECK POST. INCASE IF YOUR R FORM IS NOT CLOSED WITHIN 6 MONTHS YOU HAVE TO PAY OCTROI AGAINST THE MATERIAL VALUE MENTIONED IN THE R FORM.

TO TAKE THE F.D.FACILITY YOU HAVE TO DO THE PROCEDURE BEFORE ONE OR TWO MONTHS.

• AFTER THE R FORM IS OPENED IT IS VALID FOR 6 MONTHS.
• AFTER THE F.D. FACILITY IS TAKEN IT IS VALID FOR 1 YEAR ONLY.(TO BE RENEWED EVERY YEAR)
To,
THE DEPUTY ASSESSOR AND COLLECTOR (Octroi),
MUNICIPAL CORPORATION OF GREATER MUMBAI,

I/We, Importers/Exporters A

Do hereby declare that the articles’ specified below are imported into or exported from Greater Bombay for the purposes of processing ____________________________
REPAIRING AS PROVIDED FOR RULES 7 & 8 OF EXEMPTION OF OCTROI RULES. (Fill particulars of the articles to be imported or exported)

VEHICLE NO.: CHN. NO. \ INV. NO.: DATE: VALUE: Rs. ______________

These articles are to be ____________________________________________

PARTICULARS OF THE FIRM, CO. AT WHICH THE PROCESSING ETC. TO BE CARRIED ON. (GIVE THE)

I HAVE PAID A DEPOSIT OF Rs. ____________________ AS A GUARANTEE AS PROVIDED FOR IN THE OCTROI RULES UNDER R. NO. ____________________________ OF ____________________________

AND I AGREE TO COMPLY WITH THE CONDITION LAID DOWN IN THE OCTROI RULES.

Yours Faithfully

B

(To be filled in by the Octroi Staff)

FEE OF Rs. 100/- HAS BEEN PAID UNDER R. NO. ____________________________ OF ____________________________ SIGNATURE OF THE APPLICANT

DEPOSIT OF Rs. ____________________________ HAS BEEN PAID UNDER R. NO. ____________________________ OF ____________________________ Signature of the Certifying Octroi Inspector

CERTIFIED THAT FOLLOWING ARTICLES HAVE BEEN IMPORTED INTO OR EXPORTED FROM GREATER MUMBAI.

VEHICLE NO.: CHN. NO. \ INV. NO.: DATE: VALUE: Rs. ____________________________

DATE ______ Signature of the Octroi Inspector

I/WE HEREBY TENDER THE FOLLOWING ARTICLES FOR INSPECTION WHICH HAVE BEEN DUEY PROCESSED PRIOR TO THEIR REMOVAL FROM/OR IMPORT INTO GREATER MUMBAI. I ALSO SUBMIT HEREBY A CERTIFICATE FROM THE (PARTICULARS OF THE ARTICLES)

VEHICLE NO.: CHN. NO. \ INV. NO.: DATE: VALUE: Rs. ____________________________

DATE ______

C

CERTIFIED THAT THE ARTICLES DETAILED BELOW HAVE BEEN INSPECTED AND TO BE REMOVED

VEHICLE NO.: CHN. NO. \ INV. NO.: DATE: VALUE: Rs. ____________________________

DATE ______ Signature of the Octroi Inspector
 REQUIRED DOCUMENT FOR OCTROI REFUND (R FORM)

We have required following documents for Octroi Refund we will paid by Exhibitors.

- ORIGINAL R FORM
- ORIGINAL MONEY RECEIPT
- PERFORMA INVOICE / DELIVERY CHALLAN (ZEROX TRUE COPY)
- PACKING LIST (ZEROX TRUE COPY)
- PARTICIPATION LETTER (ZEROX TRUE COPY)
- EXIT GATE PASS (ZEROX TRUE COPY)
- IN & OUT TRANSPORT LORRY RECEIPT (ZEROX TRUE COPY)
- THREE BLANK LETTER HEAD

You have to send all the documents after exhibition complete on the following address.

YOU ARE REQUESTED TO PRINT THE BELOW FORMAT ON YOUR LETTER HEAD TWO COPIES AND SEND US VIA COURIER.

Indian Octroi Service
Shop No. 1, Tare Compound, Near Samudra Hotel,
Opp. Dahisar Check Post (East), Mumbai – 400068.
TO,
THE CHIEF ACCOUNTANT (OCTROI),
MUNICIPAL CORPORATION OF GREATER MUMBAI,
PATNA ROAD,
MUMBAI-400001

RESPECTED SIR,

SUBJECT: **ADVANCE STAMP RECEIPT**
RECEIVED WITH THANKS FROM MUNICIPAL CORPORATION OF GREATER MUMBAI A SUM OF RS.________/-
VIDE CHEQUE NO._____________DATED__/__/______TOWARDS OCTROI REFUND CLAIMS.

PLEASE HANDOVER THE ABOVE SAID CHEQUE TO MR.__________
WHOSE SPECIMEN SIGNATURE IS ATTACHED BELOW.
THANKING YOU.

Specimen signature

Your’s faithfully,
DATE: __/__/____

REFUND OCTROI DEPOSIT

TO,
THE DEPUTY ASSESSOR & COLLECTOR (O/R)
MUNICIPAL CORPORATION OF GREATER MUMBAI,
MUMBAI,

DEAR SIR,

SUB: REFUND OF TEMPORARY DEPOSIT

AMOUNT RS.: ____________

REF: “R” FORM NO.: ____________

DATED.: ____________

MONEY RECEIPT NO.: ____________

DATED.: ____________

WITH REFERENCE TO THE ABOVE MENTION “R” FORM WE HEREBY FORWARD THE SAME DULY COMPLETED ALONG WITH THE RELEVANT DOCUMENTS FOR YOUR VERIFICATION.

“R” FORM IS SIGNED BY THE COMPANY’S STAFF ONLY.

WE HEREBY AUTHORIZED M/S. ____________ TO SUBMIT, FOLLOW-UP AND TO COLLECT REFUND ON YOUR BEHALF.

WE KINDLY REQUEST YOU TO PASS OUR CLAIM AT YOUR EARLIEST.

OUR BANKERS DETAIL IS AS FOLLOWS:

BANK : ____________

BRANCH : ____________

A/C NO. : ____________

M.I.C.R. NO. : ____________

THANKING YOU,

YOUR’S TRULY,