

Government of Kerala

Department of Norka

**Standard Operating Procedure for Import of materials for
COVID Management**

Government of India has waved import duties on medical equipment's, medicine and supplies to fight against the second wave of Covid 19 pandemic in India. Since, Government of Kerala has entrusted NORKA ROOTS for the coordination of mobilizing relief materials from citizens and Pravasi association in overseas countries, the following SOP is issued for the smooth transfer of relief materials from overseas donors to Kerala.

1. NRKs/Associations who are willing to donate the medical and related items from abroad within the purview of Government of India notification, the donor shall submit the details of items along with a willingness letter (in their letter head) to the Chief Executive Officer, NORKA ROOTS via ceo.norka@kerala.gov.in
2. If the goods are among the specified items as per the notifications of Central Government; CEO, NORKA ROOTS shall issue acceptance letter to the overseas donor with a copy to Special Commissioner, GST (covidreliefkerala@gmail.com) and Kerala Medical Services Corporation Ltd (oxygencmu@gmail.com).
3. The official consignee on behalf of Government of Kerala for receiving the medical relief materials from overseas donors is Kerala Medical Services Corporation Ltd (KMSCL)
4. The acceptance letter shall include the details of official consignee such as company identification number, Export/Import certificate No. detail address, contact name and phone number of the nodal officer
5. Acceptance letter shall also include Annexure A (enclosed herewith) regarding the application for authorisation of import of covid relief materials for availment of customs duty /IGST exemption and self-declaration
6. The consignment shall be addressed to:-

Kerala Medical Services Corporation Ltd
Thiruvananthapuram
Kerala
Company Identification No. CIN U24233KL2007SGC021616
Export/Import Certificate No. 5313003151
Contact Person:- Dr. Dileep kumar S R, General Manager, KMSCL
Contact Number:- +91 9447804496

7. CEO, Norka Roots shall forward the copy of the acceptance letter to Special Commissioner, GST and KMSCL for further action.
8. Serial No. 1 to 4 and 6 of annexure A shall be filled by the overseas donor and forward the same along with the self-declaration to **covidreliefkerala@gmail.com with a copy to ceo.norka@kerala.gov.in**. Serial no. 6 of Annexure A shall be filled as KMSCL, Government of Kerala and serialno. 5, 7 & 8 shall be left blank.
9. Special commissioner, GST will issue Annexure B (enclosed herewith) to The Commissioner of Customs with a copy to overseas donor, KMSCL, NORKA ROOTS
10. The donor shall forward the cargo/shipment details to KMSCL and NORKA ROOTS.
11. Once the consignment received, KMSCL will clear the consignment with customs department.
12. KMSCL will send a report about the receipt of materials to the state nodal officer and NORKA ROOTS within 24 hours.
13. KMSCL will initiate step to distribute the relief materials with hospitals/beneficiaries as per the need assessment by the State Government.

It may be noted that the above-mentioned procedure shall be followed strictly for the smooth transition of importing goods for covid relief.

Principal Secretary (Industries & Norka)

Annexure A

**Application for authorisation of import of Covid Relief
Materials for availment of Customs duty and IGST
exemption by any entity/organisation/relief
agency/statutory authority for free of cost
distribution in the State of Kerala**

1	Name of the entity/organisation/relief agency/statutory authority	
2	Address	
3	Email id	
4	Mobile number	
5	Address in the State	
6	Name of contact person in the State	
7	Mobile no of the contact person in the State	
8	Address of the contact person in the State	

SELF DECLARATION
(on the letter head of the department/entity/relief
agency/statutory body)

I,, (Name & Designation), M/s (Registration No. (in case of NGO)/GST No. (if available)) do hereby declare as under: -

1. That the goods imported are among the specified goods as per notification No. 27/2021-Customs dated 20.04.21 (as amended by notification no. 29/2021 Customs dated 30.4.21) and 28/2021-Customs dated 24.04.21.
2. That the said goods are imported free of cost for the purpose of Covid relief.

3. That the said goods are received from abroad for free distribution in India for the purpose of Covid relief.
4. That a statement containing details of goods distributed free of cost will be submitted to the State Nodal Officer within a period of six months (or such extended period) or earlier from the date of importation.
5. That all the conditions as mentioned in the said notifications/guidelines/ adhoc exemption order shall be complied time to time.
6. That the Country of exports is
7. That the Exnorters details are
8. That the tentative date of Import (arrival in India) is
9. That the items are as per the description below: -

S. No.	Description of goods with specification	Customs-Tariff heading/sub-heading	Quantity

10. That the items imported as above will be handed over the Government representative for free distribution as per need assessment of the Government.

Signature with Stamp

Annexure B
On the official stationery of any nodal authority appointed by a State Government

To,

The Commissioner of Customs.....

This is to certify the M/s, [address], has been authorised as the relief agency for free distribution of covid relief material received free of cost from outside India availing the exemption from IGST under the customs adhoc exemption order 4/2021-Cus, date the 3rd May, 2021.

The said M/s..... shall import covid relief supply free of cost for free distribution in India as per details in the Annexure (attached), at..... Customs Station. Exemption from IGST is recommended for such imports by M/s under the said adhoc exemption order.

The relief agency shall provide the details of items so imported and distributed free of cost to the Deputy/Assistant Commissioner of Customs at the Port/Airport of import within the period prescribed in the said order, after due certification by this authority.

Annexure

1. Country of exports:
2. Exporters details
3. Items

S. No.	Description of goods with specification	of Customs-Tariff heading/sub-heading	Quantity

[Signatures]

with official seal