

**Instruction 3/2007:SEZ**

**Office of the Development Commissioner  
Special Economic Zones  
(Kerala, Karnataka, Mahe & Lakshadweep)**

**4th September 2007**

**CSEZ, Kakkanad  
Kochi – 682 037**

**Sub: Procedure to be followed for obtaining I-Forms for availing CST exemption**

Developers of Special Economic Zones and units within all Special Economic Zones are exempt from payment of Central Sales Tax (CST) levied under the Central Sales Tax Act, 1956 for all material procured for authorised operations and liable to such levy. In accordance with the procedure prescribed under the relevant Rules and in consultation with the Commissioner of Commercial Taxes, Government of Karnataka, a procedure has been evolved for claiming this exemption.

2. CST is liable to be paid before dispatch of goods by supplier and in order to avail the exemption, Form I has to be furnished to the supplier. In normal cases of exemption, the form is issued by the Commercial Taxes Department in whose jurisdiction the buyer operates. Under the CST Rules, for SEZ operations, Form I is required to be issued with the endorsement of the Development Commissioner. Form I is a sensitive document and requires careful usage. Accordingly, office of the Development Commissioner will print and supply the forms on a cost-recovery basis.

3. The following procedure shall be followed by eligible persons seeking exemption from CST:

- a) The authorized signatory of the developer/unit shall apply for specified number of I-Forms to the office of the Development Commissioner
- b) The developer/unit shall depute an authorized person to this office to collect the I-Forms who shall carry the request for I-Forms and an authorization letter.
- c) The authorized person shall fill in the necessary details in Para-1 of all the I-Forms. The details viz. name & address of the unit, LOA No. & date, CST Registration No. & date etc.) shall be affixed or filled in on the I form.
- d) The developer/unit is required to maintain a register of declaration in the following format, which will be produced as and when required by this office:

Sr. No. of I-Form	Name and address of seller	Invoice No.	Description of goods	Invoice Amount	CST Foregone

**Payment Details:** Rs.150/- for a booklet containing 25 I-Forms

**Mode of payment:** Demand Draft to be drawn in favour of the Development Commissioner, Cochin Special Economic Zone.

4. In case of any difficulty, the matter may be brought to the notice of the undersigned for remedial action.

(C J Mathew)  
Development Commissioner