

PROCEDURE FOR making an appeal to appellate authority of Zonal Additional DGFT-Chennai :-

A. Contents of appeal.- An appeal to the appellate authority of Zonal Additional DGFT in writing duly signed shall contain the following information, namely :-

- I. Name and address of the appellant;
- II. Name of Central Public Information Officer (CPIO) against the decision of whom the appeal is preferred;
- III. Brief particulars of the order including number, if any, against which the appeal is preferred;
- IV. Brief facts leading to the appeal
- V. If the appeal is preferred against deemed refusal, the particulars of the application, including number and date (if any) and name of the Central Public Information Officer (CPIO) to whom the application was made;
- VI. Prayer or relief sought;
- VII. Grounds for the prayer or relief;
- VIII. Verification by the appellant; and
- IX. Any other information which the appellate authority may deem necessary for deciding the appeal.

B. Documents to accompany appeal.- Every appeal made to the appellate authority , DGFT shall be accompanied by the following documents, namely :-

- I. Self-attested copies of the Orders or documents against which the appeal is being preferred;
- II. Copies of documents relied upon by the appellant and referred to in the appeal; and
- III. An index of the documents referred to in the appeal.