

**FORM ASTR-1**

**(Application for filing a claim of rebate of service tax and cess paid on taxable services exported)**  
(PART A: To be filled by the applicant)

Date.....

Place.....

To,  
Assistant Commissioner of Central Excise/Deputy Commissioner of Central Excise  
.....(full postal address).

Madam/Sir,

I/We.....,(name of the person claiming rebate) holding service tax registration No.  
....., located in..... (address of the registered premises)  
hereby declare that I/We have exported .....service (name of the taxable  
service) under rule 5 of the Export of Service Rules, 2005 to .....(name of the country to which  
service has been exported), and on which service tax amounting to ..... (amount in rupees of  
service tax) and education cess amounting to ..... (amount in rupees of cess) has been paid.

2. I/We also declare that the payment against such service exported has already been received in  
India in full..... (details of receipt of payment).

3. I/We request that the rebate of the taxable service exported by me/us in terms of rule 3 of the  
Export of Service Rules, 2005 may be granted at the earliest. The following documents are enclosed in  
support of this claim for rebate.

- 1.
- 2.
- 3.

(Signature and name of the service provider  
or his authorised agent with date.)

**(PART B: To be filled by the sanctioning authority)**

Date of receipt of the rebate claim : \_\_\_\_\_

Date of sanction of the rebate claim : \_\_\_\_\_

Amount of rebate claimed: Rs. \_\_\_\_\_

Amount of rebate sanctioned: Rs. \_\_\_\_\_

If the claim is not processed within 15 days of the receipt of the claim, indicate briefly reasons for  
delay:

Place:

Date:

Signature of the Assistant Commissioner/  
Deputy Commissioner of Central Excise.