Directorate General of Foreign Trade

User Help File

TRANSFER OF AUTHORISATION

Version 1.0

JANUARY 2022

Table of Contents -

Introduction and Accessing DGFT Portal

This document is the help file for Transfer of Authorisation function in the new system. To access the new portal, navigate to https://dgft.gov.in. Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal. For accessing the Transfer of Authorisation, follow the navigation: Services -> Advance Authorisation/ DFIA -> Transfer of Authorisation.

Contact@DGFT

To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the "Contact@DGFT" page.
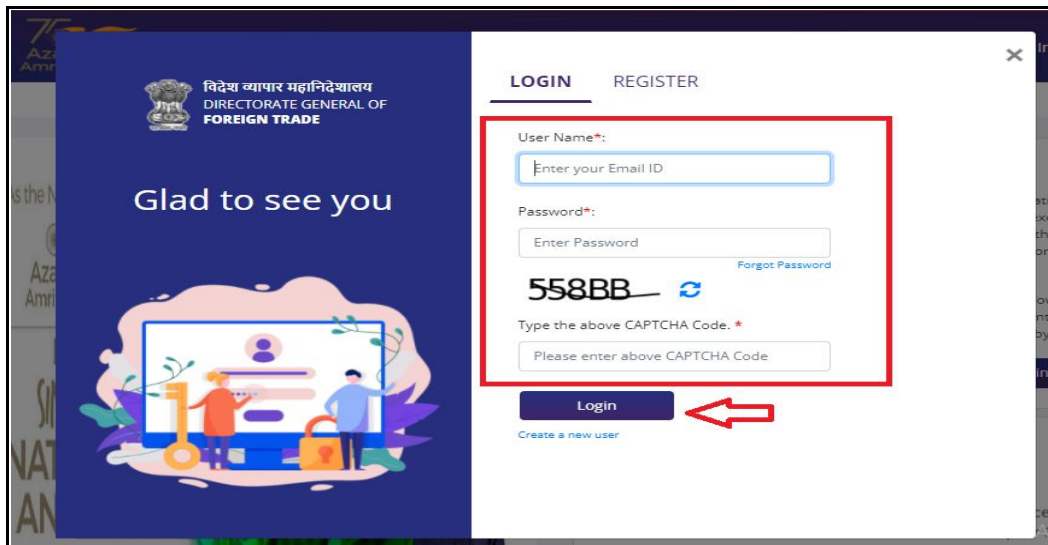
Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:
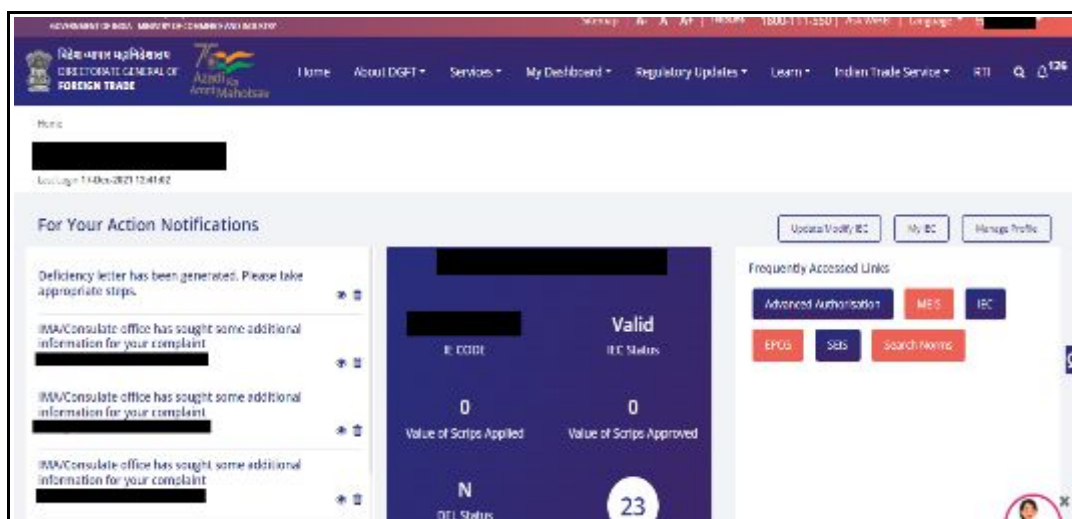   a) Internet Connection
   b) Valid User ID and password provided to log in.

Then proceed with the following steps.
   1. Visit the DGFT website and proceed with Login by entering the User ID, Password and captcha then click on the login button to log in to the system.

   2. Once you logged in successfully you will be able to see your Dashboard.

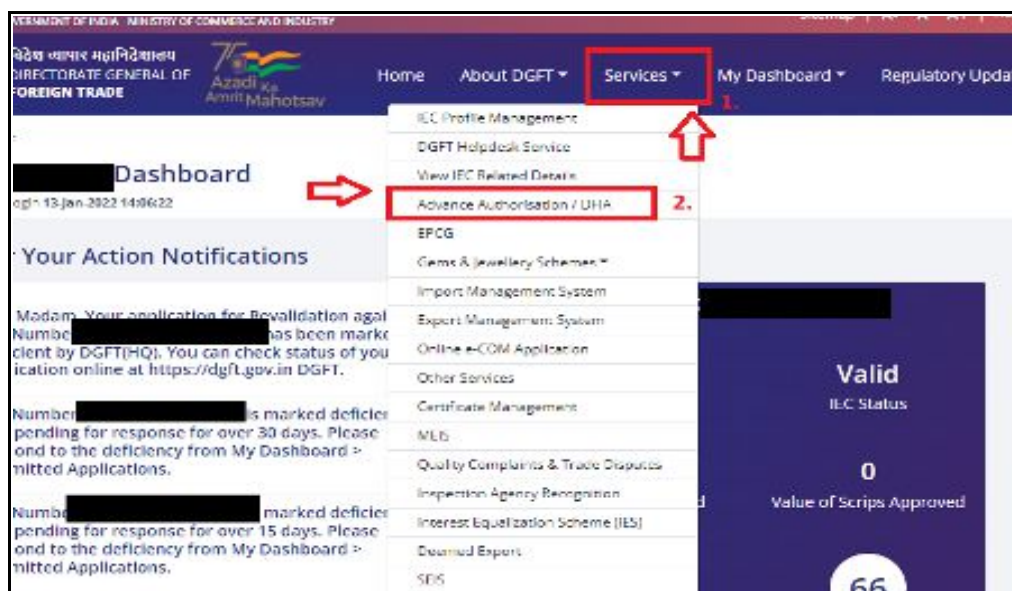## **Transfer of Authorisation**

Introduction:-

This section covers the process of applying for the Transfer of Authorisation.

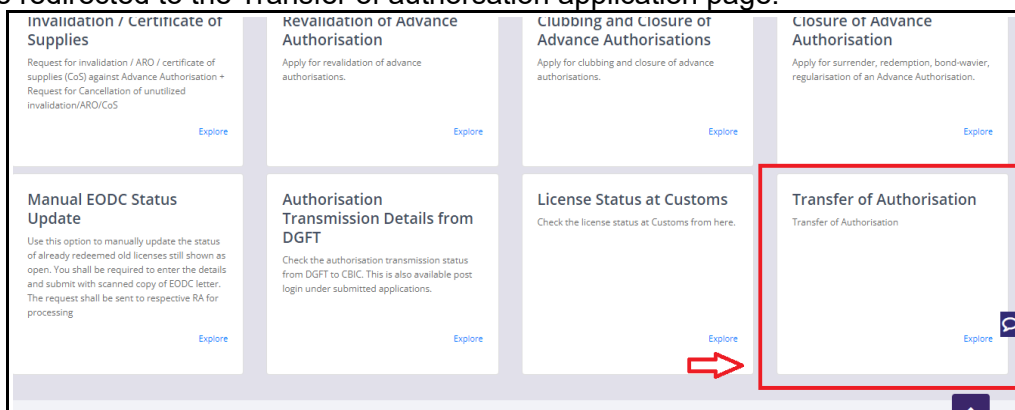**Pre-conditions for applying for Transfer of Authorisation:**
1. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
2. E-Sign and DSC are enabled for submission.
3. The applicant is authorised to draft and submit applications for an IEC.
4. Merger of the IEC's should be approved by the RA for the transfer.

To apply for Tranfer of Authorisation is as follows:
1. Login to the portal with valid credentials and click on service option present on the top of the screen.
2. Then select Advance Authorisation/DFIA.

3. Scroll down to find the "Transfer of Authorsation" node and click on explore button, you will be redirected to the Transfer of authorsation application page.

4. You can either proceed with the draft application or create a new application, for

proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present in the bottom of the screen and go ahead with an application form where you left.

5. For Start Fresh Application, the user have to select the license for which Transfer needs to be applied, then click on Save & Next button.

6. Authorisation details tab will open, verify the Original IEC details & current IEC details from the drop down.

7. After verifying the details click on Transfer to IEC details dropdown button. Select the IEC to which Authorisation needs to be transferred.

Note:- Only those IEC will be shown in the IEC Number drop-down which are merged to the current IEC.

8. After selecting the IEC from the drop-down, Firm name will be auto-populated from the IEC. Based on the IEC the branch code can be selected from the drop-down.

9. After selecting the IEC for Transfer, Select the Excise/GST details from the drop down.

10. Then click on Save & next button, after that attachment tab will appear. Attach relevant documents & proceed further for submission of file.
11. After the payment, file number will be generated & the file will be submitted to the RA office.