



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

### User Help File

## REVALIDATION OF TRANSFERABLE DFIA

Version 1.0

**JANUARY 2022**

## Table of Contents -

1. Introduction and Accessing DGFT Portal.....	3
2. Contact@DGFT.....	3
3. Login to the new Portal.....	4
4. Revalidation of Transferable DFIA.....	5

## **Introduction and Accessing DGFT Portal**

This document is the help file for Revalidation of Transferable DFIA 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.

Navigation: Services -> Advance Authorisation/ DFIA -> Revalidation of Transferable DFIA.

## **Helpdesk Service**

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 “Helpdesk Service” page.

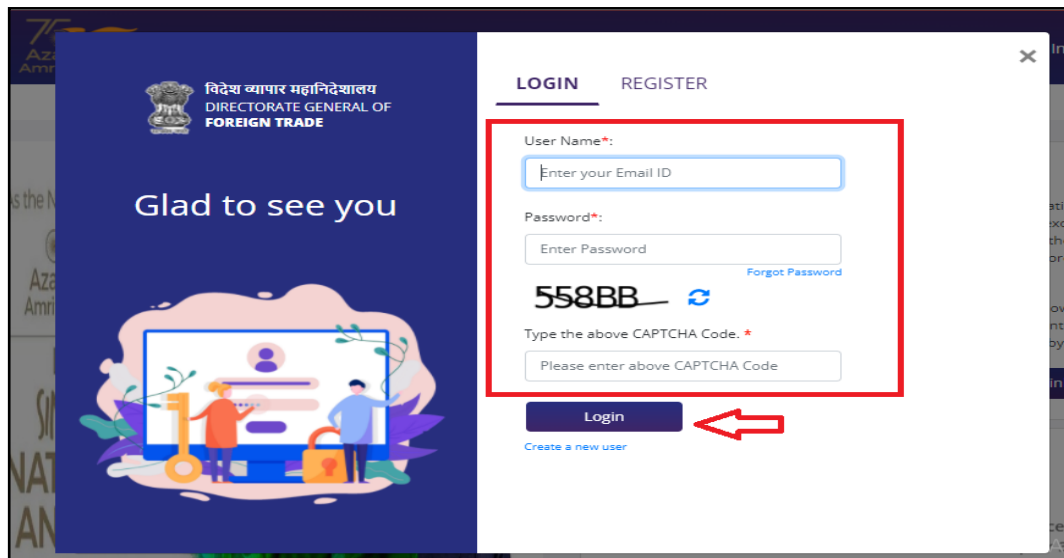
## Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

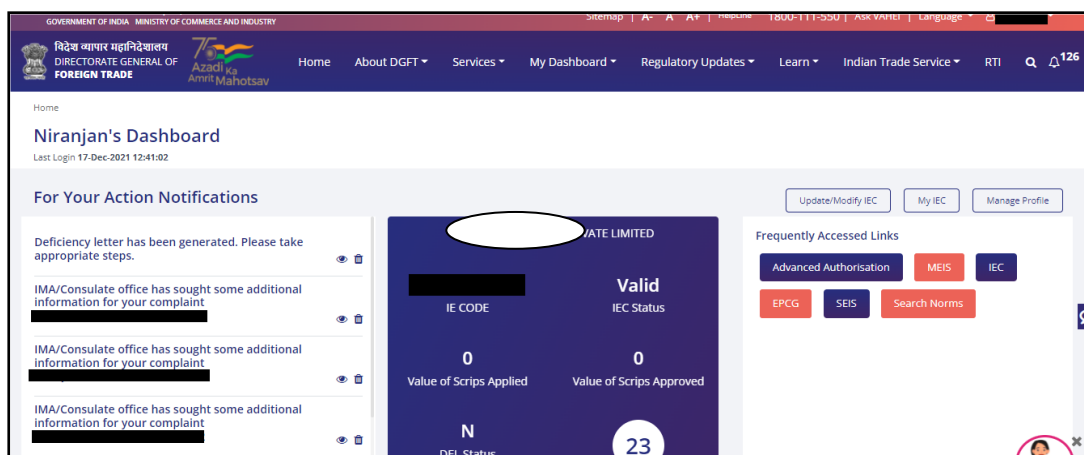
- Internet Connection
- Valid User ID and password provided to log in.

Then proceed with the following steps.

- 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



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



## Revalidation of Transferable DFIA

### Introduction:-

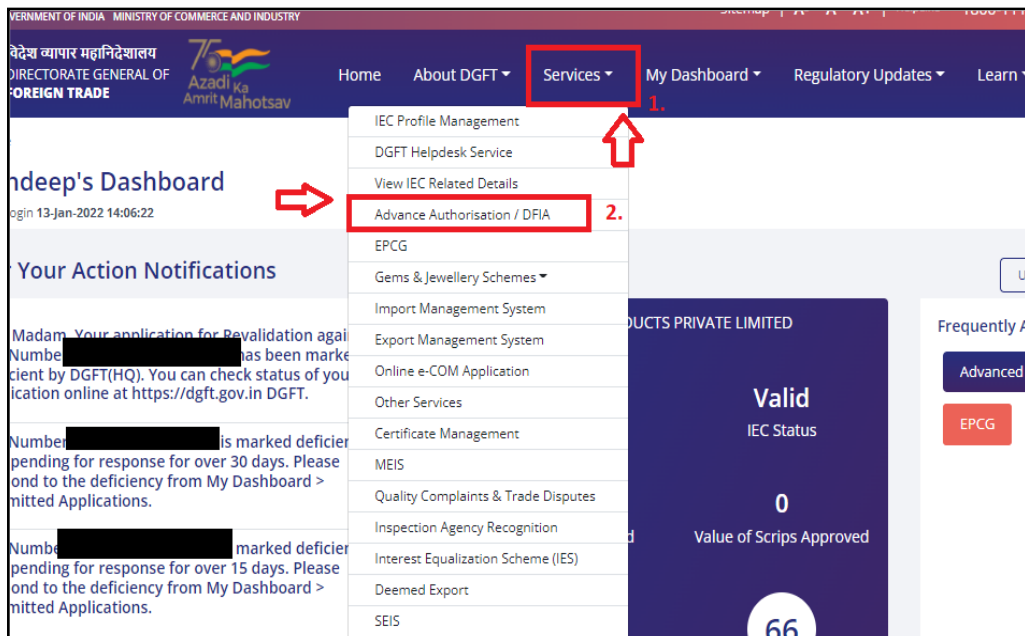
This section covers the process of applying for the Revalidation of Transferable DFIA.

### Pre-conditions:

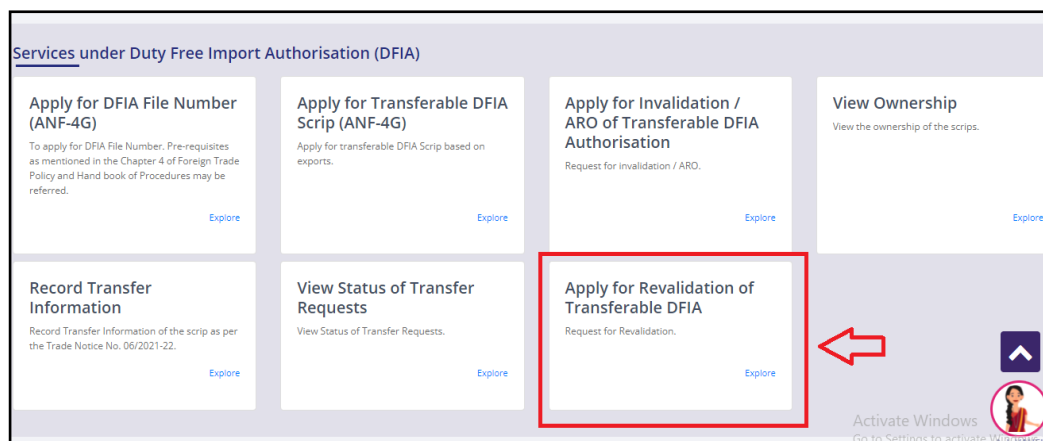
1. IEC Entity has transferable DFIA.
2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
3. E-Sign and DSC are enabled for submission.
4. The applicant is authorised to draft and submit applications for an IEC.

To apply for Revalidation 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 “Apply for Revalidation of Transferable DFIA” node and click on apply button, you will be redirected to the Revalidation of Transferable DFIA 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.

Home > My Dashboard > My Revalidation Authorisation

### Apply for revalidation of transferable DFIA

Last Login 13-Jan-2022 14:06:22

Draft Application | Apply for Revalidation of Transferable DFIA Authorisation

Show 10 entries

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By
<input type="radio"/>	1	[REDACTED]	10/01/2022 15:13	[REDACTED]	13/01/2022 14:56	[REDACTED]
<input type="radio"/>	2	[REDACTED]	03/01/2022 10:35	[REDACTED]	06/01/2022 16:29	[REDACTED]

Showing 1 to 2 of 2 entries

[Start Fresh Application](#)
[Proceed With Existing Application](#)

5. For Start Fresh Application, the user have to select the license for which Revalidation needs to be applied, then click on proceed with revalidation.

My Authorisation   Authorisation Details   Consumption Details   Revalidation Details   Attachments   Declaration   Application Summary

### Authorisation for Revalidation

Show 10 entries

Search:

Select	Sno	Type of Authorisation	Authorisation Number	File Number from which Authorisation is issued	Authorisation Date
<input type="radio"/>	1	Duty Free Import Authorisation (DFIA)	[REDACTED]	[REDACTED]	26/11/2021
<input type="radio"/>	2	Duty Free Import Authorisation (DFIA)	[REDACTED]	[REDACTED]	24/11/2021
<input type="radio"/>	3	Duty Free Import Authorisation (DFIA)	[REDACTED]	[REDACTED]	24/11/2021

6. Authorisation details tab will appear on the screen. On this tab revalidation details field is present if the application is for the second revalidation then first revalidation date will be present else it will remain blank.
7. PRC details are mandatory except for the 1<sup>st</sup> Revalidation.

The screenshot shows two tabs in a web application. The first tab, 'Revalidation, if any', contains two input fields: 'As allowed by RA' with the value '31/03/2021' and 'As allowed by DGFT HQ' which is empty. The second tab, 'PRC Details, if any', contains a question 'Whether it is a PRC Approved Case or not?' with radio buttons for 'Yes' (selected) and 'No'. Below this are three bullet points: 'Whether Revalidation has been Approved by PRC?' (radio button), 'Whether revalidation has been granted as per specific Public Notice/Notification?' (radio button), and 'Whether revalidation is being sought under Para 2.20 of HBP?' (radio button). At the bottom of the second tab are two input fields: 'Public Notice/Notification Number' with the value '1234' and 'Public Notice/Notification Date' with the value '08/01/2022'. A 'save & next' button is visible in the bottom right corner of the second tab.

8. Click on save & next button after filling all the details in authorisation tab.
9. After that Consumption details tab will appear, verify it then click on save & next.
10. Revalidation Tab will come next, Revalidation date will be auto-filled for 6 months which is editable for the user. Enter relevant reason for revalidation & PRC fee if applicable else enter 0 in fee.

The screenshot shows the 'Revalidation Details' tab. It contains three input fields: 'Revalidation period applied upto' with the value '13/07/2022', 'Reason for Revalidation' which is empty, and 'Revalidation Fee as per PRC (INR)' which is empty. A 'save & next' button is visible in the bottom right corner.

11. Then click on Save & next button, after that attachment tab will appear. Attach relevant documents & proceed further for submission of file.

Note:- Basic fee for 1<sup>st</sup> revalidation is Rs 500 & for further more fee is Rs 1000. The total fee will be calculated by adding PRC & basic fee for the revalidation.