



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Importer Exporter Code (IEC) Module

Version 3.0

Updated on July- 2023

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Document Release Note:

Name	Version	Date	Description
IEC	2.0	May-2022	This document details the User training at CP side.
	3.0	July-2023	Updated document details the User training at CP side

1. Introduction and Accessing DGFT Portal

This document is the help file for basic IEC functions in the new system. To access the new portal, navigate to <https://dgft.gov.in>

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12 +
Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

2. 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.

3. Registering on New Portal

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

- a) Internet Connection
- b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

1. Visit the DGFT website and proceed with registration process.



The screenshot shows the DGFT website homepage. At the top, there is a banner for the 'Districts as Export Hubs' initiative, featuring a photograph of Prime Minister Narendra Modi and text about his vision for districts as export hubs. Below the banner, there is a section for 'Register for your IEC' with a sub-section titled 'District as Export Hub'. The page also includes a 'Ask VAHEI' icon and a 'Click Here to Know More' button.

Screen 1

2. Enter the Registration Details.
- Select Register User as “**Importer/Exporter**”

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Glad to see you

LOGIN REGISTER

Register User As*

Importer/Exporter

Note: Register here if you are an Indian Importer / Exporter and wish to apply / link an IEC.

First Name * [REDACTED]

Last Name [REDACTED]

Email ID * [REDACTED]

Mobile No. * [REDACTED]

Pincode* [REDACTED]

District* [REDACTED]

State* [REDACTED]

City* [REDACTED]

NGD88

Type the above CAPTCHA Code.*

NGD88

By registering you are agreeing to our [terms & conditions](#).

Send OTP

Screen 2

3. Enter the OTPs received on email and mobile number.



OTP sent successfully

REGISTER

First Name *

Last Name

Email ID *

Mobile No. *

Enter Email OTP *

Enter Mobile OTP *

14 : 29

Back

Register

Screen 3

4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

You can change your password here. Please keep your password safe.
All fields are mandatory

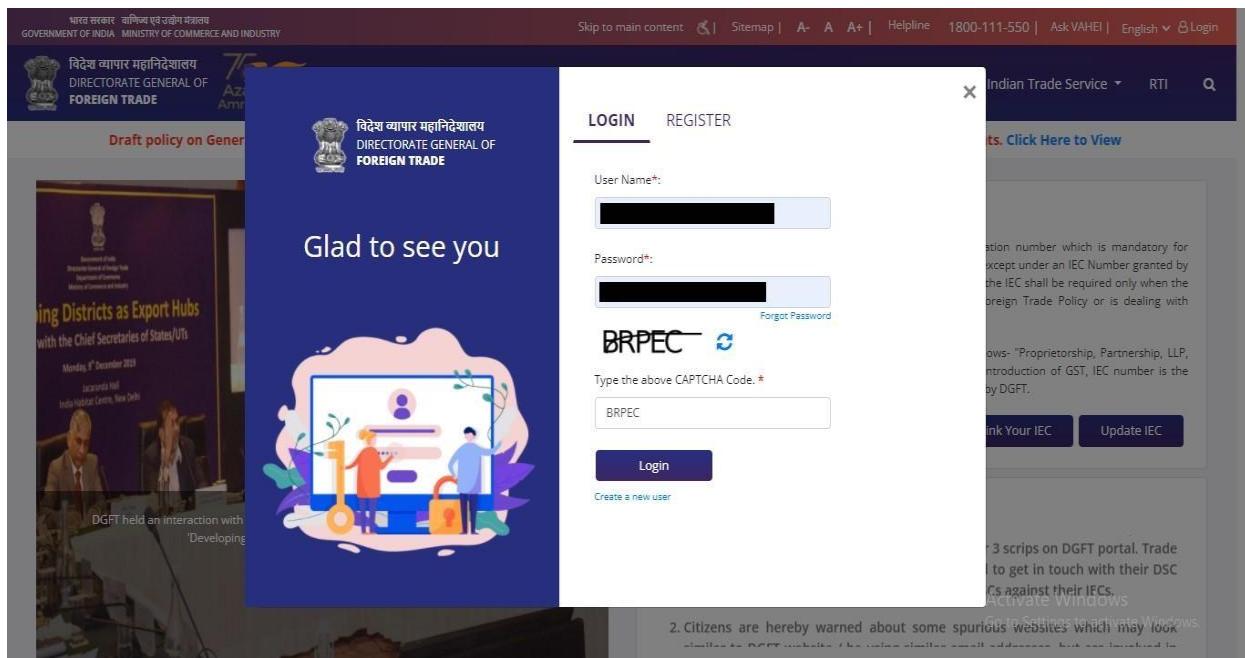
Current Password*	<input type="password"/>	Password Hint:
<small>Enter your current/time time password.</small>		<small> <ul style="list-style-type: none"> Password should have minimum 8 characters & maximum 12 characters Password should have at least one upper case(A-Z) Password should have at least one lower case(a-z) Password should have at least one number(0-9) Password should have at least one special character out of these acceptable characters (\$ & ! * . @ { } ^ _ () - = ~ - E) or a space A password may contain a space but this cannot be at the start or the end. Please do not use any other special characters not included on this list, (for example, ! " % or #) and also please make sure you don't accidentally leave a space at the beginning or end of the password. </small>
New Password*	<input type="password"/>	
Confirm Password*	<input type="password"/>	
 <small>Type the above CAPTCHA Code.</small> <input type="text"/>		
<small>Please enter above CAPTCHA Code</small> <input type="button" value="Submit"/>		

Screen 4

4. Forget Password

If you are a registered user and forgot the password, you can use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps.

1. Visit the DGFT website and click on Forgot Password hyperlink.



Screen 5

2. Enter registered email id in the username field and captcha code displayed on the screen.
3. Click on the submit button.

FORGOT PASSWORD

User Name*

B3774

Type the above CAPTCHA Code.*

 Please enter above CAPTCHA Code**Submit**[Back to Login Window?](#)**Screen 6**

4. Click OK to proceed with the forgot password or click cancel to go back to previous screen.

**Screen 7**

5. System will validate the email id provide by you and send the one-time password on the registered email id and mobile if email address is registered with DGFT.

5. Applying for New IEC

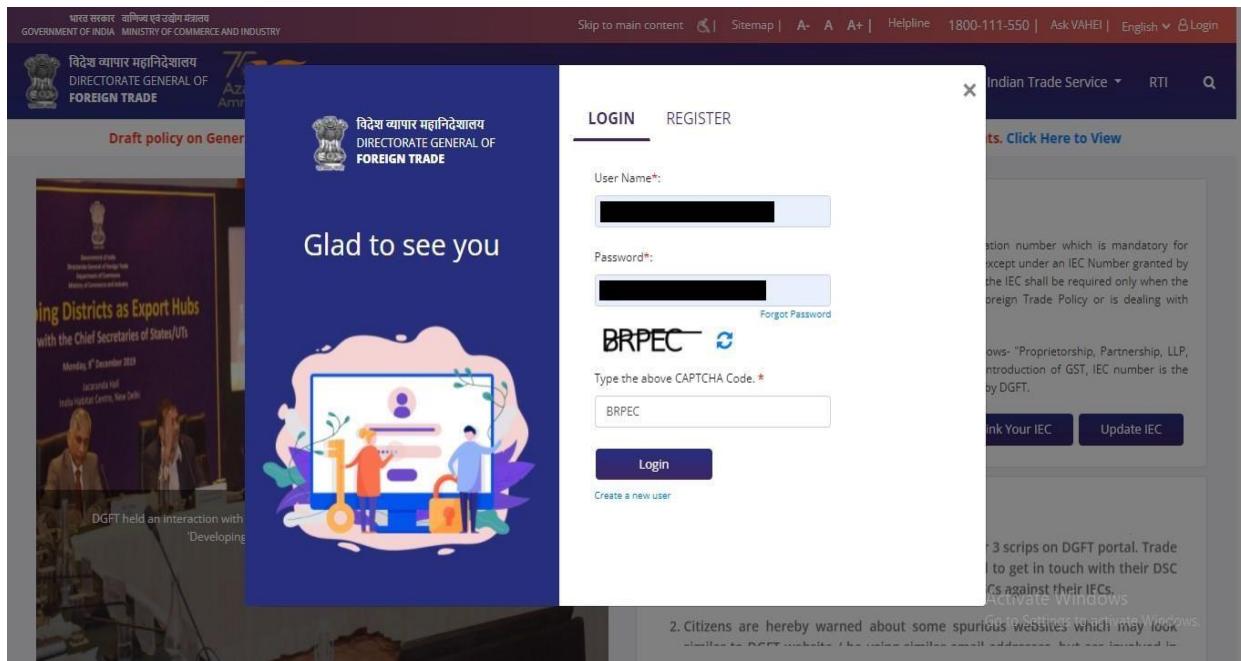
To Apply for Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active Firms Permanent Account Number (PAN) and its details like Name as per Pan, Date of Birth, or Incorporation. **Note:** These details will be validated with the IncomeTax Department site.
- c) Scanned Documents for Upload in the System (PDF Only and Max file size of 5 MB).
 - a. Proof of establishment/incorporation/registration.
 - i. Partnership
 - ii. Registered Society
 - iii. Trust
 - iv. HUF
 - v. Others
 - b. Proof of Address can be any one of the following documents:
 - i. Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
 - ii. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
 - iii. In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) bythe firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.
 - c. Proof of Firm's Bank Account
 - i. Cancelled Cheque
 - ii. Bank Certificate
 - d) User should have an active DSC or Aadhaar of the firm's member for submission.
 - e) Active Firm's Bank account for entering its details in the Application and to make online payment ofthe application fee.

NOTE: User will not be able to continue with application if the Firm's PAN has already been used forregistration of IEC with DGFT. (Either PAN Based IEC or Numeric IEC)

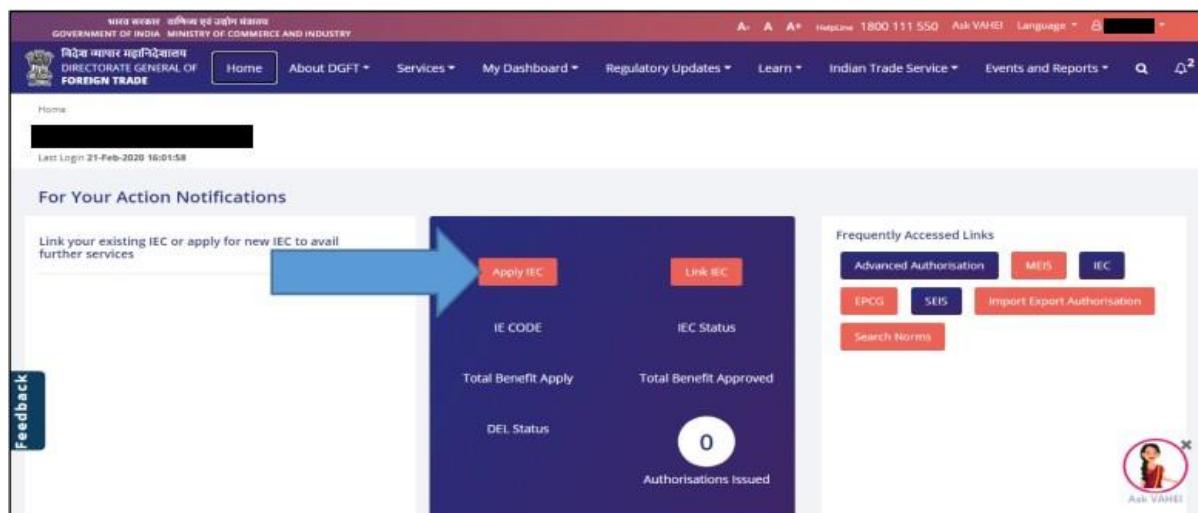
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 8

2. Post login click on “Apply for IEC” on the Dashboard.



Screen 9

3. Click on “Start Fresh Application” button or click on “Proceed with Existing Application” Button in case user already saved a draft application.

The screenshot shows the 'Apply For IEC' interface. At the top, it says 'Last Login 21-Feb-2020 16:01:58'. On the right, there are links for 'Upload Offline Form' and 'Download Offline Utility'. Below this is a search bar. The main area has a table header with columns: Select, Sl.No., Application no., Creation Date, Created By, Last Updated Date, and Last Updated By. A message 'No data available in table.' is displayed. At the bottom left, a blue arrow points to a dark blue button labeled 'Fresh Application'.

Screen 10

4. Enter the details in the General Information Section

All the Mandatory fields have been marked with a Red Asterisk (*).

The Draft will only be saved if the Mandatory details in the “**Basic Details**” Section and

The screenshot shows the 'Apply For IEC' page with the 'Basic Details' section expanded. The section includes fields for 'Nature of concern/Firm *' (with a dropdown menu showing 'SELECT'), 'Firm Name *' (input field), 'Permanent Account Number(PAN) *' (input field), 'Name as per PAN database *' (input field), and 'Date of Birth / Date of Incorporation *' (input field). A note at the bottom right states 'Whether the firm is located in Export Oriented Unit (EOU) Schema'. To the left of the form, there is a vertical sidebar with a 'Feedback' button.

“FirmAddressDetails” Section.

Screen 11

- Select nature of Concern/Firm.
- Enter Firm Name
- PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation

Note: These details will be verified real-time from the CBDT database. Please note Name(as perPAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.

- d. Select Preferred Activities from the given values.
- e. “Whether the firm is located in Special Economic Zone (SEZ)?” & “Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme?” – On the basis of these questions RA or SEZ mapping of offices will be done.
- f. Enter corporate entity number (CIN). After entering CIN, the system will verify CIN from the Ministry of Corporate Affairs (MCA) server and will fetch Firm Details and Director Details if available.
- g. Enter GSTIN Number of Concern/Firm if applicable.
- h. Enter Firm Mobile No. (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.
- i. Enter Firm Email id (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.

Firm Address Details

Address Line 1 *	Address Line 2	PIN Code *
[REDACTED]	[REDACTED]	[REDACTED]
City *	State *	District *
[REDACTED]	[REDACTED]	[REDACTED]
Jurisdictional DGFT RA *	<input type="file"/> Click or Drag and Drop file to upload <small>Uploaded Size : 0.00 MB</small> <small>Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf are allowed)</small>	
Note: Please upload supporting documents as Proof of Address. This can be any of the following: 1. Sale Deed, Rent agreement, lease deed, electricity bill, telephone landline bill, mobile, postpaid bill, MoU. 2. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id. 3. In case the address proof is not in the name of the applicant firm, a no-objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof may be submitted.		
Sr. No.	File Name	Action
1	Kalmeshwar Lease Agreement.pdf	

Screen 12

- j. Enter firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.
- k. Attach address proof of the Firm. This mandatory for Address verification. Address Proof can be any one of the following documents:
- Sale Deed, rent agreement, lease deed, electricity bill, telephone landline bill, mobile, post-paid bill, MoU, Partnership deed
 - Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id.

- In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the addressproof is to be submitted as a single PDF document.

Branch Details

Whether the firm is located in Special Economic Zone (SEZ)? * YES NO

Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme? *

Is Active Branch?

YES NO

GSTIN Number

Address Line 1 * Address Line 2 City *

PIN Code * State * District *

Search:

Sl. No.	Branch Code	Is It SEZ?	Is It EOU?	Is It Branch?	GSTIN	Address Line 1	Address Line 2	City	District	State	PIN Code	Edit / Delete
---------	-------------	------------	------------	---------------	-------	----------------	----------------	------	----------	-------	----------	---------------

Screen 13

- I. Enter branch details if any.
- m. Enter GSTIN number, Address, City, Pin code of the branch(es) linked with the above importer exportercode.
5. Enter the details in the “Details of Proprietor/Partner/Director/Karta/Managing Trustee “Section.

Screen 14

- a. DIN (Dir. Identification Number) is auto fetched from Ministry of External Affairs based the CIN number provides above in general information section. **Note:** The user will not be able to delete the director details fetched from MCA.
- b. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
- c. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
- d. In case the Director is not an Indian National, tick the check box “**Is the Director a Foreign national?**”

6. Enter the details in the “**Bank Account Details**” Section.

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Bank Account Details

Account Number * Account Holder Name * IFSC Code *
 Bank Name * Branch Name * Is Primary?

 Choose File to Upload *
Maximum 1 attachment of 5 MB allowed
Only pdf formats are allowed.

Note:
Bank Account details are electronically validated through the Public Financial Management System (PFMS). You may, however, submit the supporting documents as Proof of Firm's Bank Account. This document can be a pre-printed Cancelled Cheque or [Bank Certificate](#) as per the proforma specified.

Screen 15

Under Bank Account Section, enter Account Number, Account Holder Name, IFSCcode, BankName, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).

Note: a) The Account Holder name should be same as Firm Name.

7. Enter the details in the “**Other Details (Exports Sectors preferred)**” Section. Select the reason and answering the question “Why you are applying for IEC or where this IEC will be utilized”.

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Other Details (Preferred sectors of operations) ?

Import Export Others

Import Export Others

Chemicals And Allied Products
 Electronic Products
 Engineering Products
 Fish and Marine Products
 Food Products

Screen 16

8. Read and Accept the Declaration.

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Declaration

- I/We hereby certify that :

A. The entity for whom the application has been made have not been penalized/have been penalized under any of the following Acts (as amended from time to time) in the last five years:

- The Customs Act, 1962,
- The Central Excise Act 1944,
- Foreign Trade (Development & Regulation) Act 1992, and
- The Foreign Exchange Management Act,1999;
- The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
- The GST Acts
- SEZ Acts and Rules

B. None of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;

Screen 17

- I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
- I/We hereby declare that the particulars and the statements made in this application are true and correct to the and nothing has been concealed or withheld there ANF 3B from.I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted. In case of ineligible claim / over claim , I shall be obligation to refund ineligible claim / over claim in electronic mode/ any other permitted mode of payment with interest at the rate with interest at the rate prescribed under section 28 A A of The Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized , at any stage , if asked to do so by the DGFT.
- I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Tick the box as acceptance of declaration/undertaking and fill in the details below.

Place *

DELHI

Date

18-04-2022

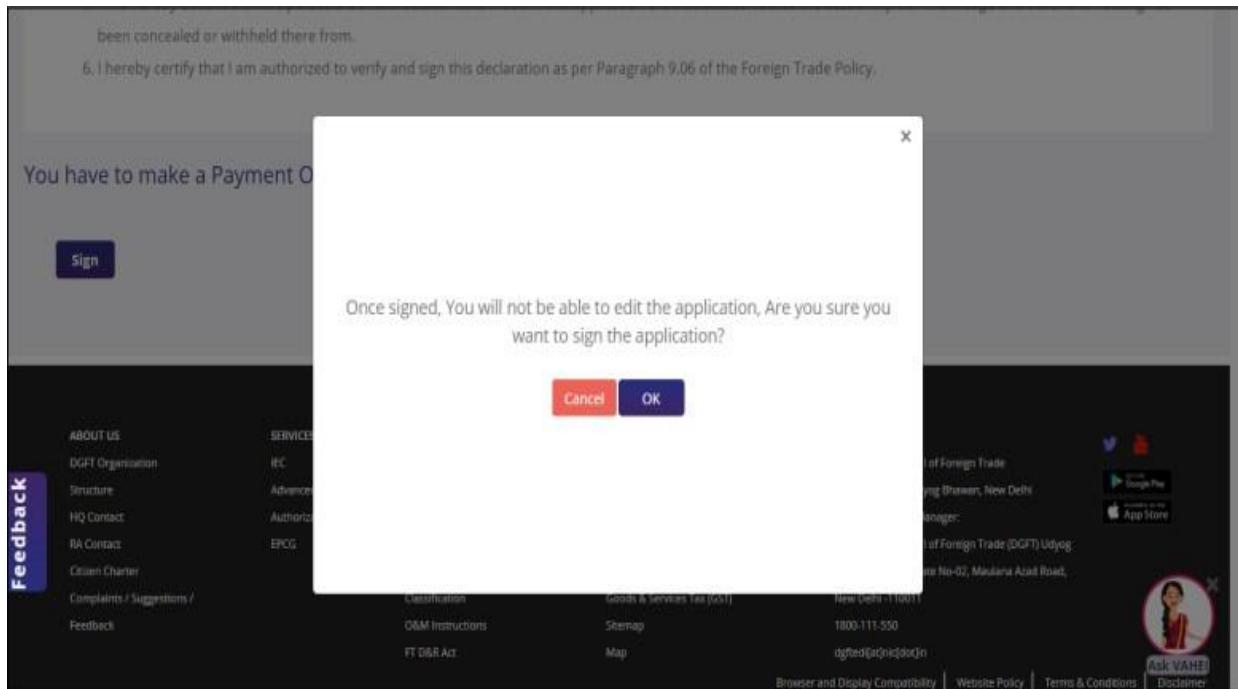
Clear All

Save & Next

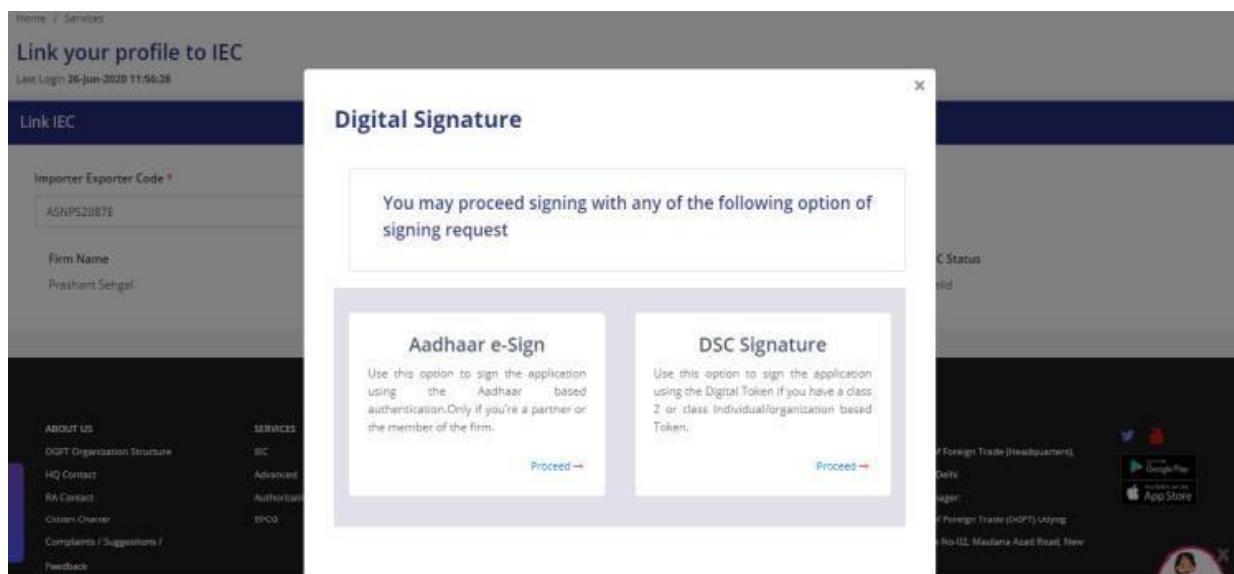
Screen 18

Under declaration, accept the terms and condition by clicking on check box and enter place.

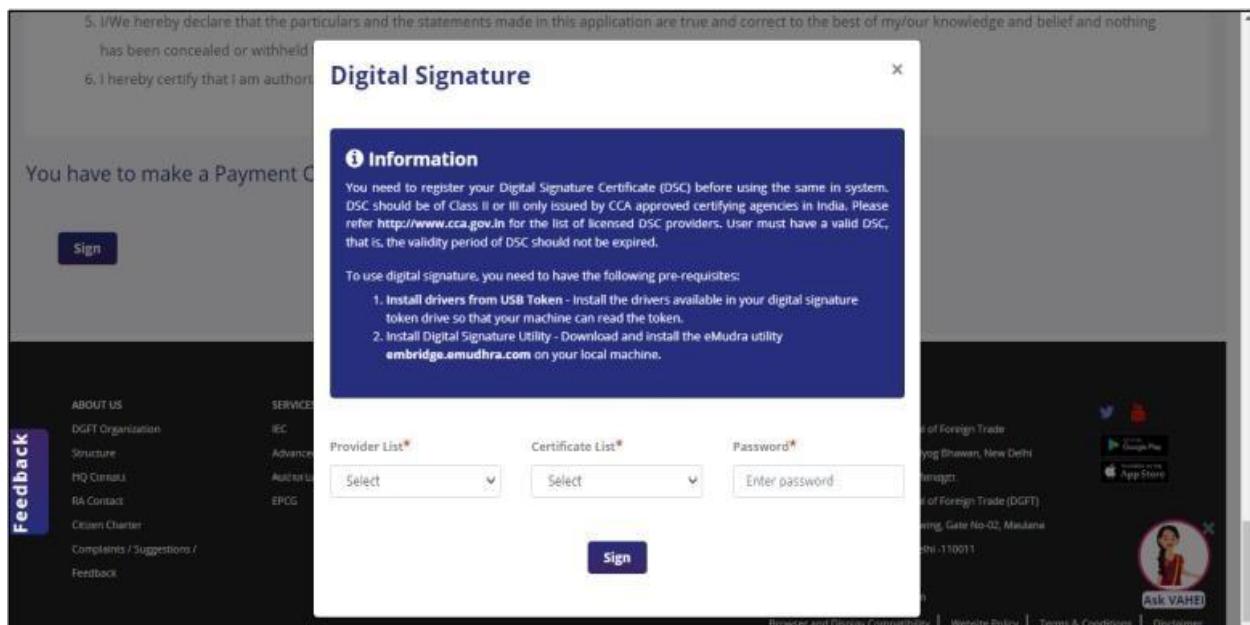
9. Check the Application Summary and click on Sign button to sign the application using digitaltoken or Aadhaar.



Screen 19



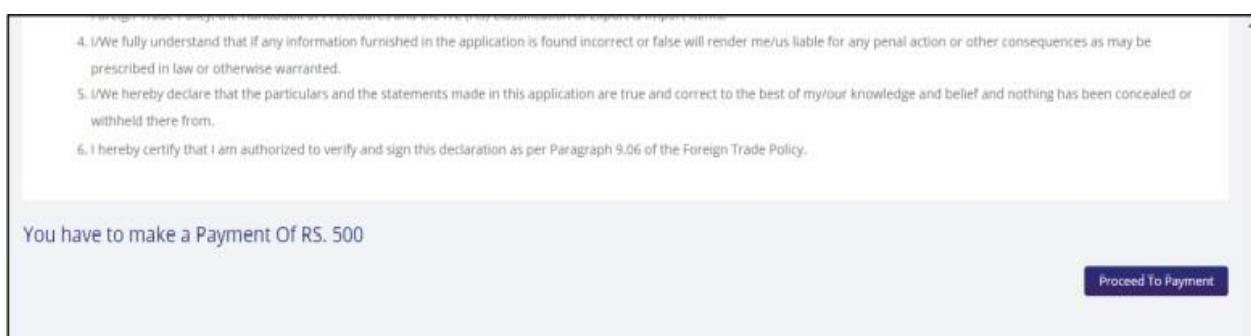
Screen 20



Screen 21

10. Confirm and proceed to make the payment against application.

For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Application of IECFee is Rs 500



Screen 22

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

In case of failure of Payment, please wait for an hour to reflect the payment from the Payment Gateway (Bharat Kosh)

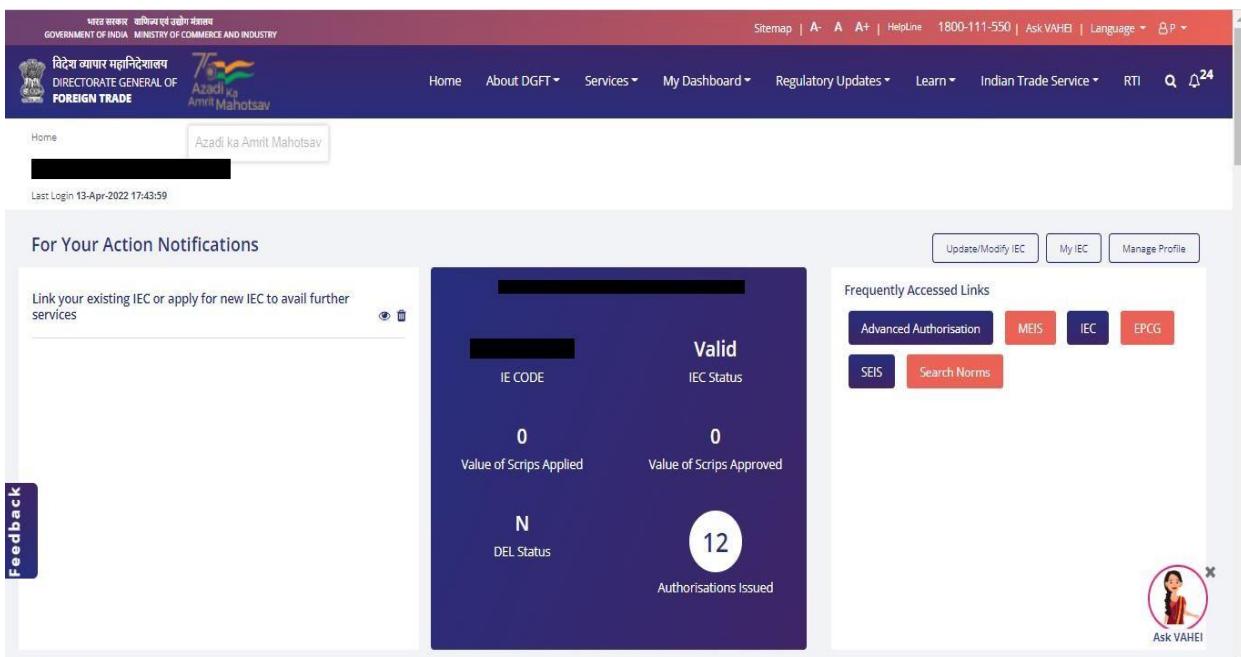
IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Apply for Iec
Mode of Signature	Digital Signature

PAYMENT DETAILS	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-30 04:41:55

Screen 23

The user shall receive the IEC Certificate in the email (used while applying for IEC) and if required the User can download the IEC Certificate after login the DGFT Website and using “**Print Certificate**” feature in “**Manage IEC**”

The IEC shall be transmitted to CBIC and the transmission status can be seen by Navigating to “**My IEC**” and checking the IEC Status bar with “**CBIC Transmission Status**”



The screenshot shows the DGFT website's "My IEC" dashboard. At the top, there is a navigation bar with links for Sitemap, HelpLine, 1800-111-550, Ask VAHEI, Language, and a search bar. Below the navigation bar, the header includes the Government of India logo, the Ministry of Commerce and Industry logo, and the "Azadi Ka Amrit Mahotsav" logo. The main content area features a "For Your Action Notifications" section with a button to "Link your existing IEC or apply for new IEC to avail further services". To the right, there is a large purple box displaying service statistics: IE CODE (Valid), Value of Scrips Applied (0), Value of Scrips Approved (0), DEL Status (N), Authorisations Issued (12), and a circular icon with the number 12. Above this box are buttons for "Update/Modify IEC", "My IEC", and "Manage Profile". Below the purple box is a "Frequently Accessed Links" section with buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. A small "Ask VAHEI" icon with a person's face is also present.

Screen 24

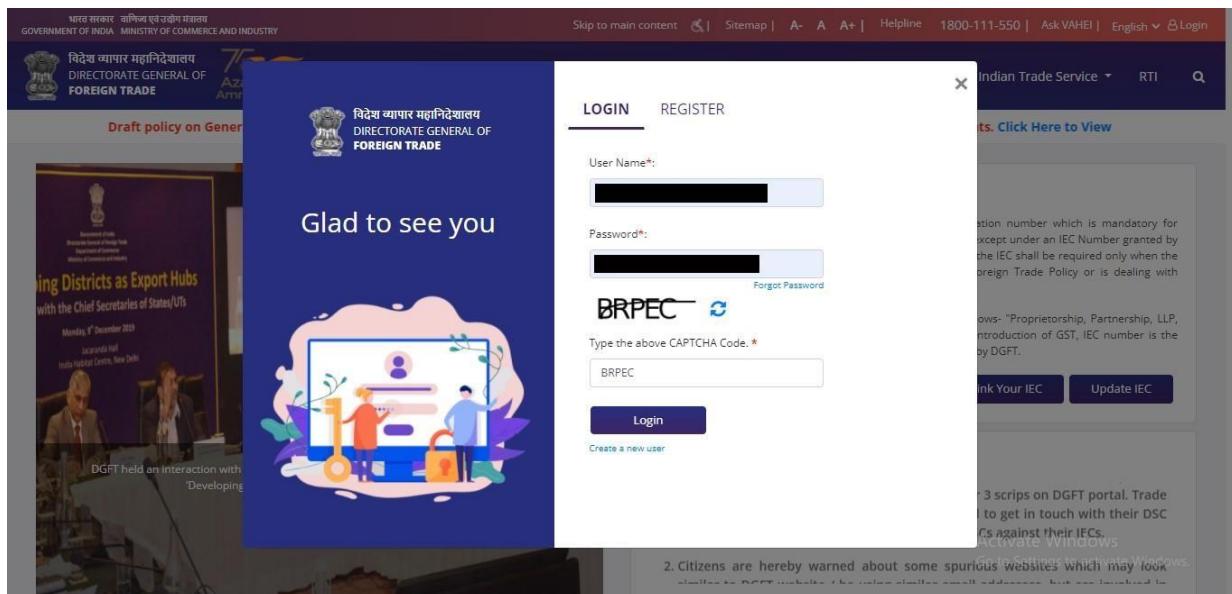
6. Linking Login with Already Existing IEC

To Link an existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC / Aadhar for Proprietor or Members of the Firm.

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 25

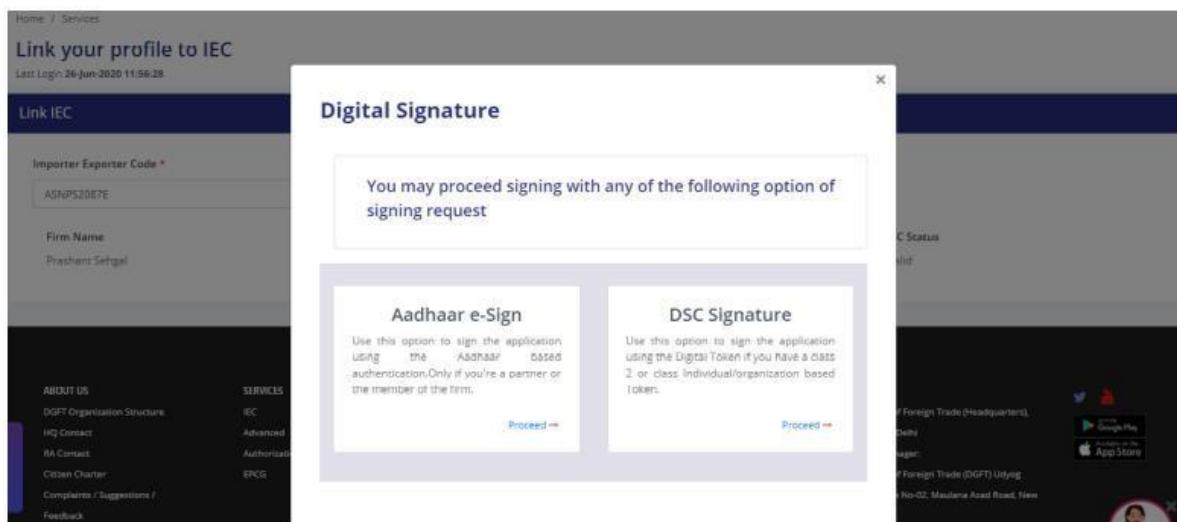
2. Proceed with Link IEC process by clicking on “Link IEC” button on dashboard.

Screen 26

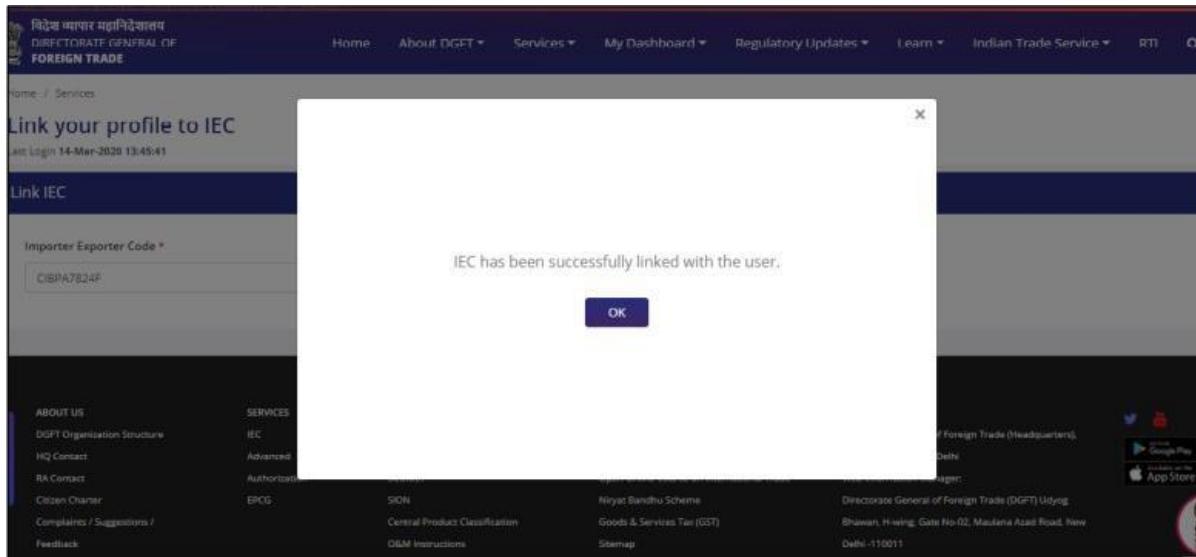
3. Now Enter your IEC number which you want to link to your profile in Importer Exporter Code field and then click on Link IEC.
- a. On clicks of Link IEC button the IEC number is validated, and Digital signature window is opened in aPop-Up.

Screen 27

- Proceed with Digital Signature process with your digital signature details
 - a. Read the Information and Install the Pre-requisites for Digital Signature.
 - b. Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
 - c. Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
 - d. Enter your e-Pass Token inside the enter Password field.

**Screen 28**

4. After Success in digital signature process the IEC Linked successfully message is displayed.



Screen 29

5. If linking of IEC is successfully done user will be able to see IEC number under the

The screenshot shows the DGFT website's user profile section. At the top, there is a banner for 'Azadi ka Amrit Mahotsav'. The profile area displays the user's name 'Azadi ka Amrit Mahotsav' and the last login time 'Last Login 13-Apr-2022 17:43:59'. Below this, there is a section titled 'For Your Action Notifications' which includes a link to 'Link your existing IEC or apply for new IEC to avail further services'. To the right, there is a summary card with the following data:

IE CODE	Valid IEC Status
0	0 Value of Scrips Applied
N	0 Value of Scrips Approved
DEL Status	12 Authorisations Issued

On the far right, there are buttons for 'Update/Modify IEC', 'My IEC', and 'Manage Profile'. Below these buttons is a section titled 'Frequently Accessed Links' with buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'. At the bottom right, there is a 'Ask VAHEI' icon with a woman's face.

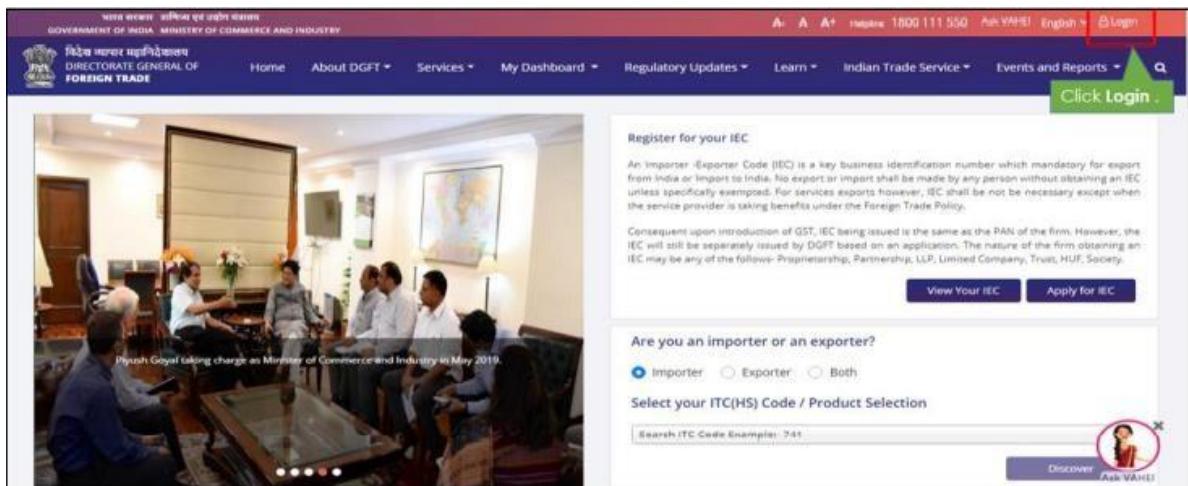
Screen 30

7. Registering yours DSC

Refer the section on [digital signature](#) for more details.

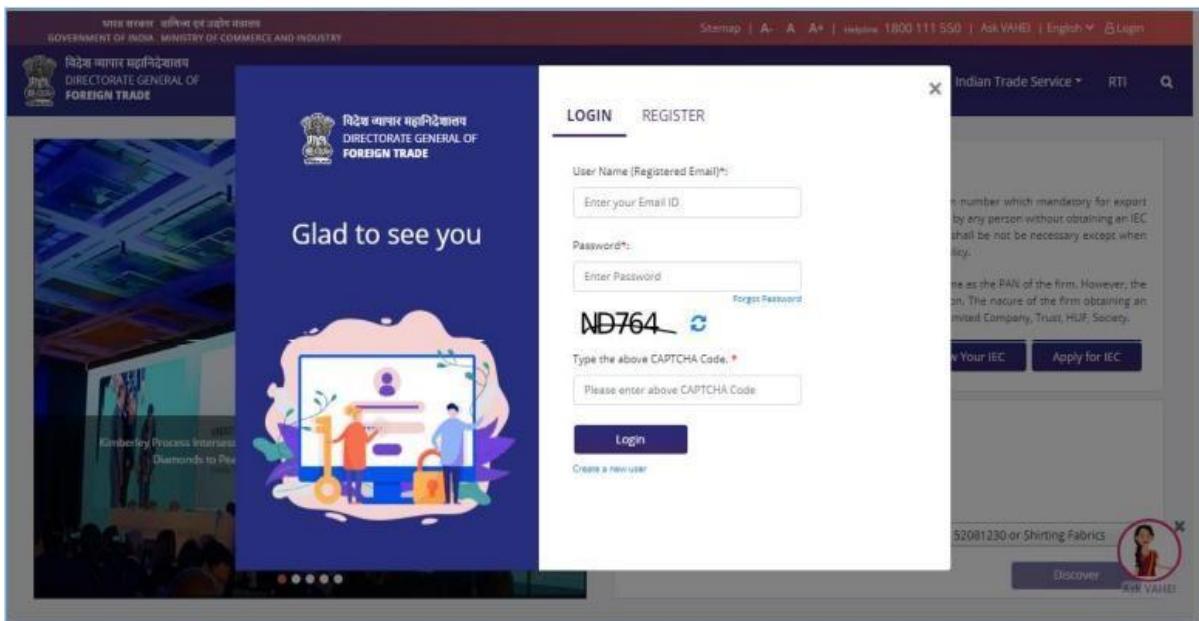
- Visit the DGFT website and login to the DGFT Portal.

Note: Registration of DSC can only be done once user has applied for an IEC or linked an existing IEC to the user profile.



Screen 31

- Enter the Login Details.
 - Enter registered Email ID as username and your password
 - Enter Captcha code
 - Press Login Button



Screen 32

3. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token

Screen 33

4. Read the information and install all pre-requisites for Digital signature and then click on “RegisterNew DSC”.

Information

You need to register your Digital Signature Certificate (DSC) before using the same in system. DSC should be of Class II or III only issued by CCA approved certifying agencies in India. Please refer <http://www.cca.gov.in> for the list of licensed DSC providers. User must have a valid DSC, that is, the validity period of DSC should not be expired.

To use digital signature, you need to have the following pre-requisites:

1. Install drivers from USB Token - Install the drivers available in your digital signature token drive so that your machine can read the token.
2. Install Digital Signature Utility - Download and install the eMudhra utility emudhra.com on your local machine.

User Details

User Name: MONIKA
Email Id: MSETH@OINT.CO.IN
Register New DSC

Feedback

Register For Aadhaar E-sign

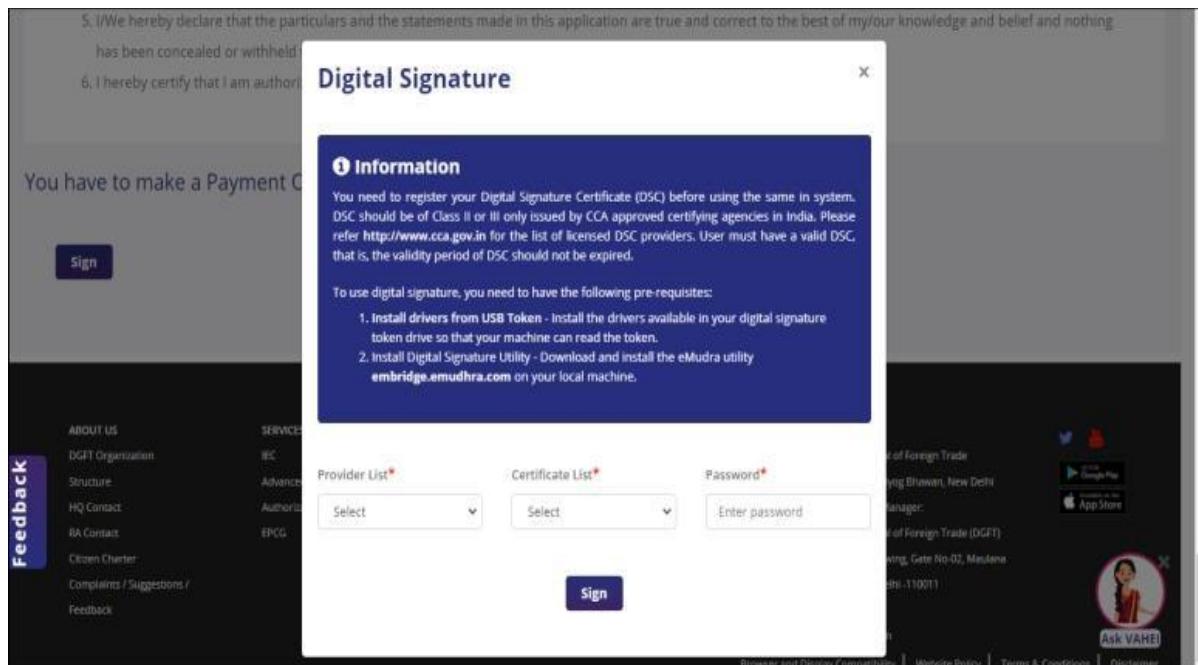
PAN*
Please Enter PAN
Name As Per PAN*
Please Enter Name As Per PAN
Register For Aadhaar E-sign

DOB*

Screen 34

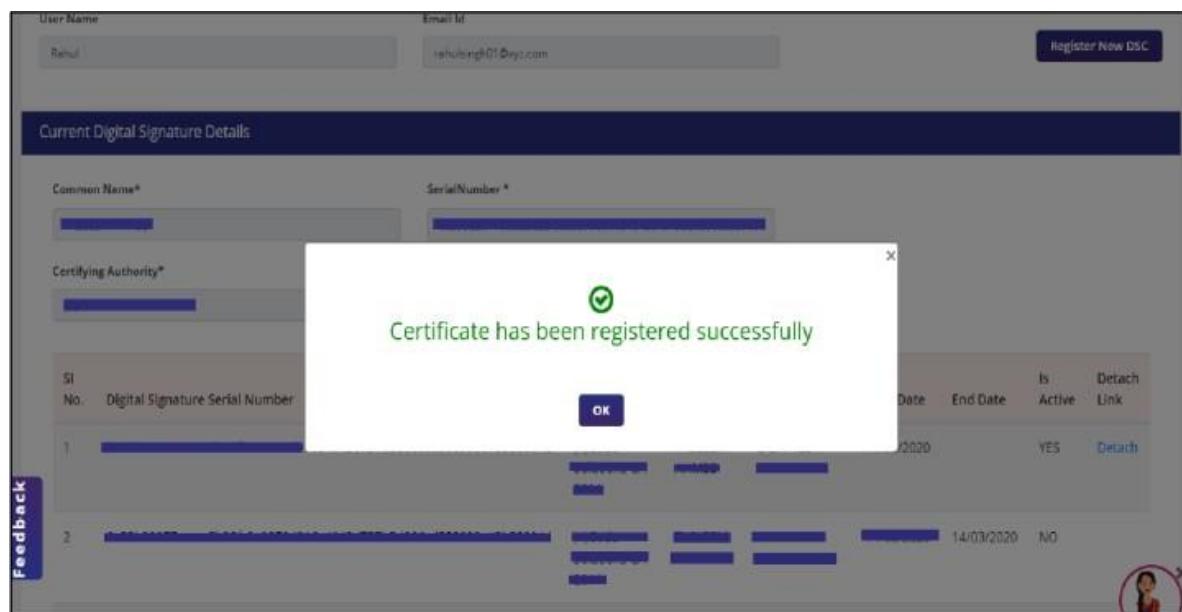
5. Select your Digital Signature details and process with your digital signature details.

- Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
- Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
- Enter your e-Pass Token inside the enter Password field.



Screen 35

6. After Successful signing, Success message is displayed.



Screen 36

7. Once user successfully register the Digital signature details then you can view the digital signature details under current digital signature details, and you can perform any action on IECwith the active Digital Signature.

Current Digital Signature Details

Common Name*	SerialNumber *
[REDACTED]	[REDACTED]
Certifying Authority*	Organisation *
[REDACTED]	[REDACTED]

SL No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Valid From	Valid Till	Start Date	End Date	Is Active	De
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Feedback

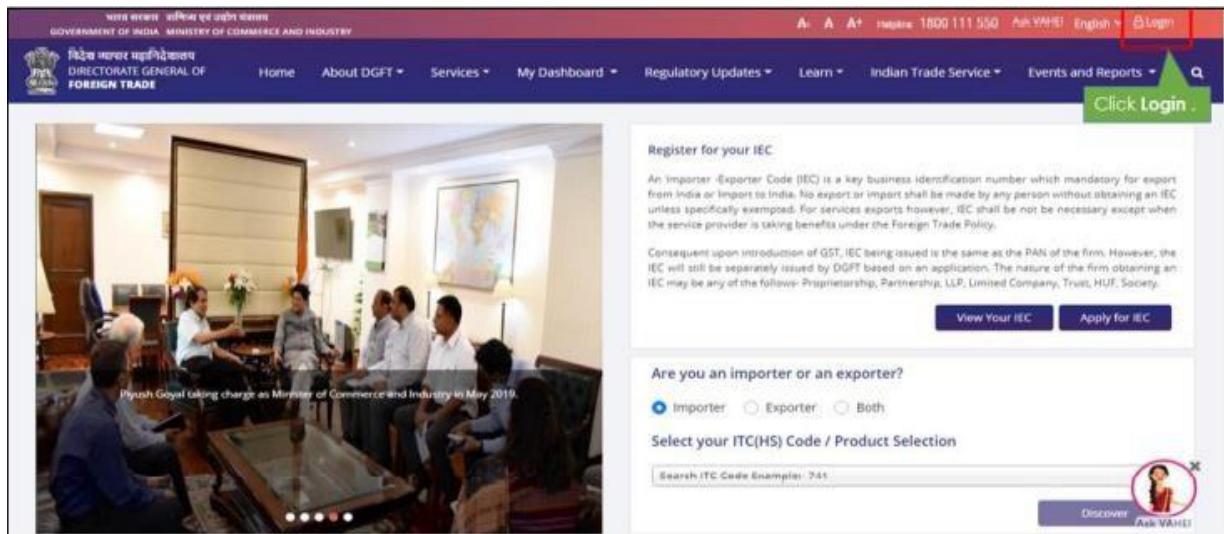
Ask VAHE!

Screen 37

8. Register for Aadhar E-Sign

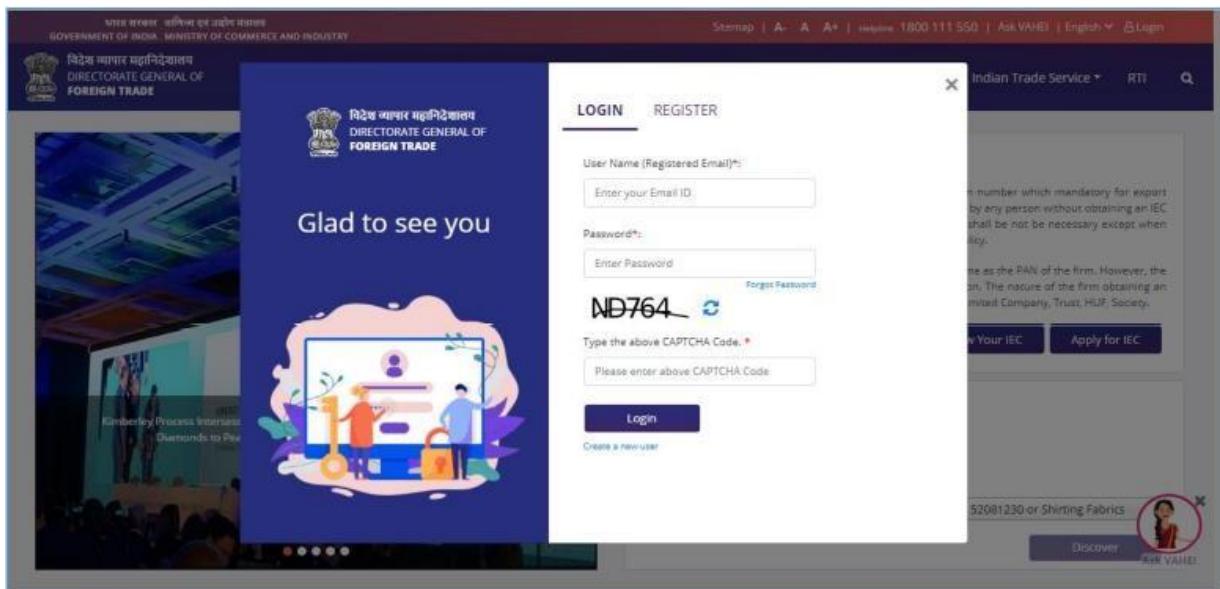
Visit the DGFT website and login to the DGFT Portal.

Note: Registration of Aadhar E-Sign can only be done once user has applied for an IEC or linked an existing IEC to the user profile.



Screen 38

1. Enter the Login Details.
 - a) Enter registered Email ID as username and your password
 - b) Enter Captcha code
 - c) Press Login Button



Screen 39

- Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token.

Submitted Applications
Draft Applications
Online Proceedings
View and Register Digital Signature Token
My Authorisations
Repositories
Helpdesk Service

IE CODE [REDACTED] Valid IEC Status
0 Value of Scrips Applied 0 Value of Scrips Approved
N DEL Status 2 Authorisations Issued

Screen 40

- Enter PAN number, Name as per PAN and DOB.
- Click on Register for Aadhar E-Sign button. A window will open for Aadhar Based eAuthenticationon external website

5. Enter your virtual id or Aadhar number and click Get OTP button. You will receive OTP on your number registered with Aadhar agency. Enter OTP and click on submit button.

The screenshot shows a web interface for Aadhaar-based e-authentication. At the top, there are logos for the Government of India, Digital India, and CDAC. A message indicates the user is using C-DAC's eSign Service. The main form is titled 'Aadhaar Based e-Authentication'. It contains two input fields: one for 'Enter Your Virtual ID / Aadhaar Number' and another for 'Enter Your Aadhaar OTP'. Below these are buttons for 'Get Virtual ID', 'View Document Information', 'Get OTP', 'Cancel', and 'Not Received OTP? Resend OTP'.

Screen 41

6. After Successful signing, Success message is displayed.

The screenshot shows a digital signature registration interface. At the top, there are fields for 'UserName' (Rehu) and 'Email Id' (rehu@91dayz.com). A 'Register New DSC' button is visible. The main area is titled 'Current Digital Signature Details'. It shows fields for 'Common Name*', 'Certifying Authority*', and 'SerialNumber*'. A modal window in the center displays a green checkmark and the message 'Certificate has been registered successfully'. In the background, there is a table with columns 'Date', 'End Date', 'Is Active', and 'Detach Link'. The table lists two entries, both of which have 'YES' under 'Is Active' and 'Detach' under 'Detach Link'. A 'Feedback' button is located on the left side of the page.

Screen 42

7. Once user successfully register the Aadhar E-Sign details then you can view the digital signature details under current digital signature details, and you can perform any action on IEC with the active signature.

Current Digital Signature Details

Common Name*	SerialNumber *
Certifying Authority*	Organisation *

Sl No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Start Date	End Date	Is Active	Detach Link
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	YES	Detach
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	

Feedback

Screen 43

9. Modify IEC

To Modify Importer Exporter Code (IEC) on the DGFT portal you would require:

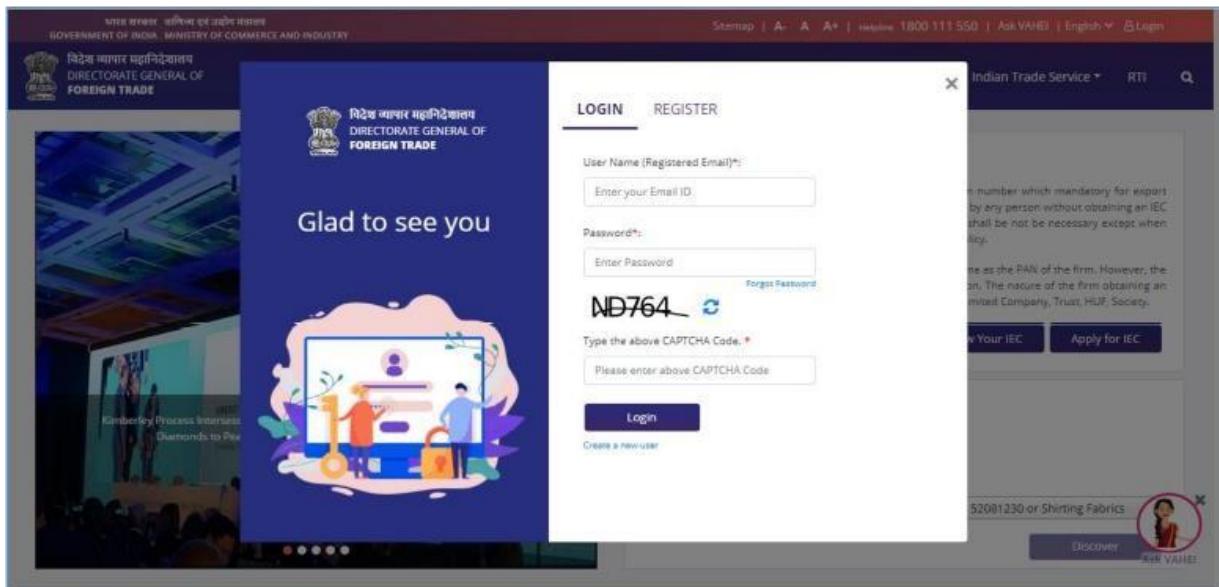
- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active and Valid IEC in your user profile.
- c) User should have an active DSC / Aadhar for Proprietor or Members of the Firm.
- d) Active Firms Bank account to make online payment of the modification fee.

The user will be able to modify the PAN in case of Numeric IECs, such cases will be sent to RA Officer for approval and after approval the changes shall be sent to CBIC.

Note: User will not be able to continue with modification application if IEC is in suspended or cancelled state

Then proceed with the following steps:

- 1) Visit the DGFT website and login into the portal with valid credentials.



Screen 44

- 2) Post login click on “Update/Modify IEC” on the Dashboard or navigate

to “Services □ IEC Profile Management □ Update/Modify IEC”.

Screen 45

The screenshot shows the DGFT homepage with a red header bar containing the government logo, ministry name, and a 75th Azadi Ka Amrit Mahotsav logo. The main navigation bar includes links for Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI, and a search function. A blue arrow points from the 'Services' dropdown menu to a sub-menu window titled 'IEC Profile Management' which lists various services like DGFT Helpdesk Service, IEC Profile Management, View IEC Related Details, Advance Authorisation / DFIA, EPCG, Import Management System, Export Management System, Online e-COM Application, Other Services, Certificate Management, MEIS, Quality Complaints & Trade Disputes, Inspection Agency Recognition (IAR), Interest Equalisation Scheme (IES), Deemed Export, SEIS, ROSCTL, Transport & Marketing Assistance, and Certificate of Origin. To the right, there is a summary card for 'TECHNOLOGIES PRIVATE LIMITED' showing 'Valid IEC Status', '0 Value of Scrips Approved', and '2 Authorisations Issued'. Below the card are buttons for 'Update/Modify IEC', 'My IEC', and 'Manage Profile'. A 'Frequently Accessed Links' section contains buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. A 'Feedback' button is located on the left side of the main content area.

Screen 46

The screenshot shows the 'IEC Profile Management' page. It starts with a 'What is IEC' section explaining that an IEC is a key business identification number mandatory for export from India or import to India. It then moves to 'Pre-Requisites for Applying for IEC', stating that IEC can be applied on behalf of a firm with a PAN, bank account, and valid address. Below these are four main actions: 'View IEC Profile', 'Print IEC', 'Update/Modify IEC', and 'Surrender IEC'. Each action has a brief description and a corresponding button.

Screen 47

- 3) Click on start fresh application button or click on proceed with Existing Application Button incase user already saved a draft application.

Modify IEC

Last Login 18-Apr-2022 17:44:30

Draft Application | Modification of IEC

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
No data available in table							

Feedback wing 0 to 0 of 0 entries Start Fresh Application Previous Next

Screen 48

4) Modify the details in the General Information Section. (If required).

Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information Details of Proprietor/Partner/Direct... Bank Information Other Details (Preferred sectors of operations) Declaration Application Summary

Basic Details

Note: The IEC Update / Modification request are auto approved except for the cases where the Importer/Exporter have done:
a) Change of PAN of the Firm for numeric IECs or
b) Change in Nature of Concern for the firm or
c) Change in Partner/Signatory Details where the nature of concern is Partnership, LLP, HUF, Trust or Society
Kindly upload supporting documents in the respective sections for faster processing of your application.

Nature of concern/Firm * ⓘ Firm Name *

Private Limited C1 NETWORK TECHNOLOGIES PRIVATE LIMITED

Screen 49

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

Modify IEC

Last Login: 18-Apr-2022 17:44:30

Basic Details

Firm Address Details

Feedback

Address Line 1 *	Address Line 2	PIN Code *
2-04 Service Industry Center, DC, Janakpuri	Transport Authority Bldg	110058
City *	State *	District *
New Delhi	DELHI	WEST DELHI
Jurisdictional DGFT RA *	<input type="button" value="Click or Drag and Drop file to upload"/> <small>Please upload supporting documents as Proof of Address. This can be any of the following:</small>	
RA DELHI	Note: <small>Please upload supporting documents as Proof of Address. This can be any of the following:</small>	

Screen 50

a) Modify firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.

b) Modify attachment of address proof of the Firm, if required. Address Proof can be any one of the following documents:

- Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
- Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
- In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

Modify IEC

Last Login 18-Apr-2022 17:44:30

The screenshot shows the 'Modify IEC' form with the 'Basic Details' tab selected. The form includes sections for firm address and branch details, and a feedback section.

Feedback:

- Whether the firm is located in Special Economic Zone (SEZ)? * YES NO
- Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme? *
- Is Active Branch?
- GSTIN Number

Screen 51

The screenshot shows a list of branches with the following data:

Sl. No.	Branch Code	Is It SEZ?	Is It EOU?	Is Active Branch?	GSTIN	Address Line 1	Address Line 2	City	District	State	PIN Code	Edit / Delete
1	1	NO	NO	Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2	2	NO	NO	Y	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Showing 1 to 2 of 2 entries

Previous Next

The screenshot shows the footer navigation bar with the following links:

- ABOUT US: DGFT Organization Structure, HQ Contact, RA Contact, Citizen Charter, Complaints / Suggestions /
- SERVICES: IEC Advanced Authorization EPCG
- REGULATORY: Foreign Trade Statement ITCHS Based Import & Export Policy SION Central Product Classification
- LEARN: Application Help & FAQs E-Learning Videos Open Online Course on International Trade Goods & Services Tax (GST) Sitemap
- CONTACT US: Directorate General of Foreign Trade (Headquarters), Udyog Bhawan, New Delhi Web Information Manager: Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New
- SOCIAL MEDIA: Twitter, YouTube, Google Play

Screen 52

- 5) Enter the details in the “**Details of Proprietor/Partner/Director/Karta/Managing Trustee**” Tab.

Screen 53

- a. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
 - b. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
 - c. In case the Director is not an Indian National, tick the check box “**Is the director a Foreign national?**”
- 6) Modify the details in the “**Bank Account Details**” Section. (If required).

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

Modify IEC

Last Login 18-Apr-2022 17:44:30

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Bank Account Details

Feedback

Account Number *	Account Holder Name * ⓘ	IFSC Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Name *	Branch Name *	<input type="checkbox"/> Is Primary?
<input type="text" value="Please Select"/>	<input type="text"/>	<input type="checkbox"/>
Screen 54		

Under Bank Account Section, user can modify Account Number, Account Holder Name, IFSC code, Bank Name, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).

Note: The Bank details will be validated through the Public Financial Management System (PFMS).

7) Modify the details in the “Other Details (Exports Sectors preferred)” Section. (If required).

Modify IEC

Last Login 18-Apr-2022 17:44:30

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Other Details (Preferred sectors of operations) ⓘ

Feedback

Import Export Others

Import	Export	Others
<input type="checkbox"/> Chemicals And Allied Products		
<input checked="" type="checkbox"/> Electronic Products		
<input type="checkbox"/> Engineering Products		

Screen 55

8) Under declaration, accept the terms and condition by clicking on check box and enter place.

- I hereby declare that no claim under this SEIS pertains to Transfer of export performance, which is not permitted under Para 3.17 of FTP, 2015-20.
- I have gone through Appendix 3D and the Central Product Classification provisional list (as updated from time to time) and the services for which SEIS claim is being made fall under the Codes as mentioned in Appendix 3D.
- I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
- I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my knowledge and belief and nothing has been concealed or withheld there from. I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted. In case of ineligible claim / over claim, I shall be obligated to refund ineligible claim / over claim in electronic mode/ any other permitted mode of payment with interest at the rate prescribed under section 28 A of The Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized, at any stage, if asked to do so by the DGFT.
- I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Tick the box as acceptance of declaration/undertaking and fill in the details below.

Place *	Date
DELHI	19-04-2022
<input type="button" value="Clear All"/> <input type="button" value="Save & Next"/>	

Screen 56

9) Check the Application Summary and click on Sign button to sign the application using digitaltoken of the Firm and proceed to make the payment against application.

prescribed in law or otherwise warranted.

5. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld there from.

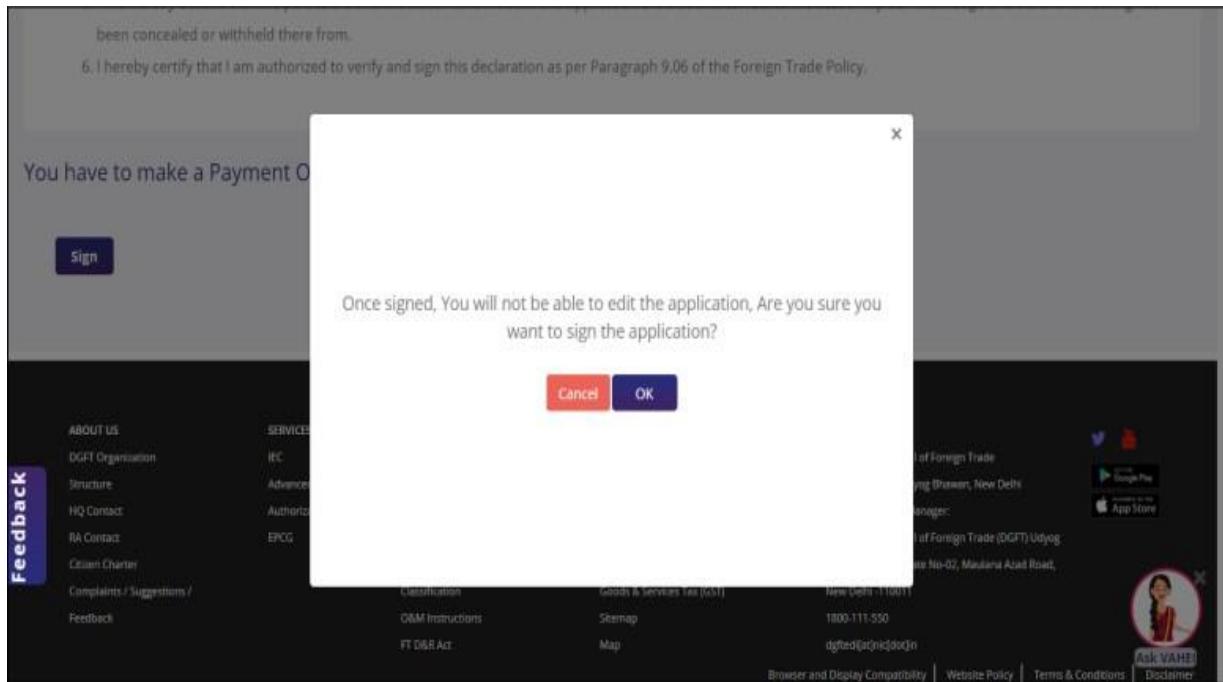
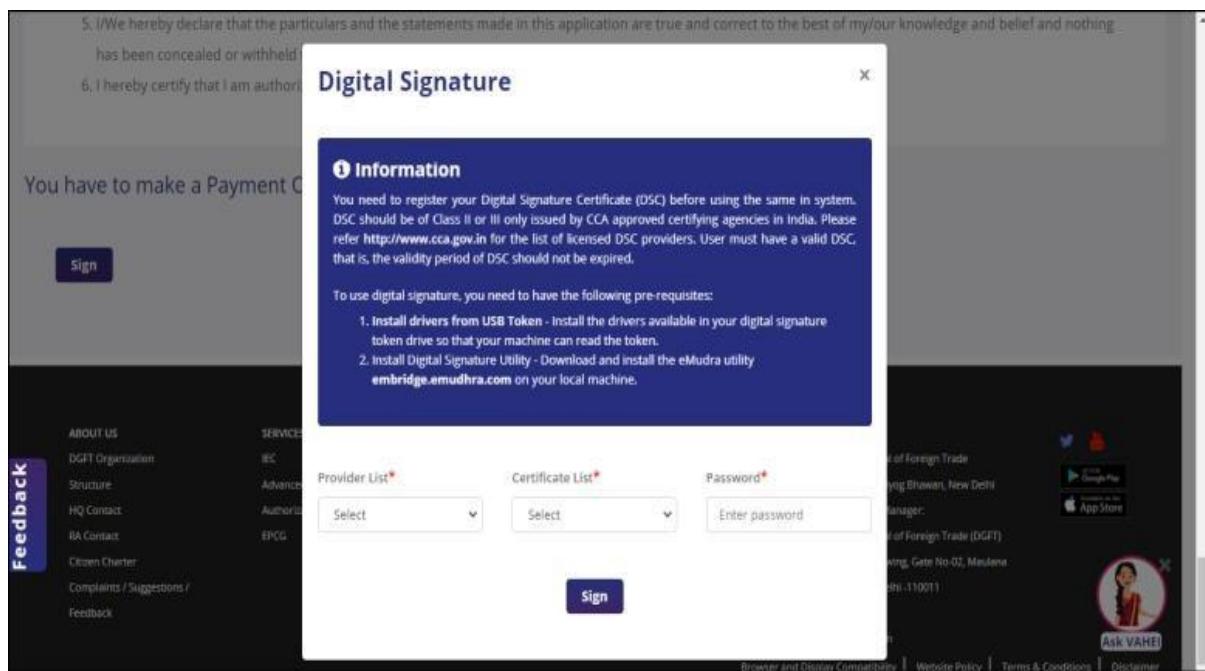
6. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

By registering you are agreeing to our terms & conditions

Place	Date
DELHI	19-04-2022
<input type="button" value="Sign"/>	

Screen 57

Confirm and proceed to make the payment against application.

**Screen 58****Screen 59**

For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Modification of IEC Fee is Rs 200

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Apply for IEC
Mode of Signature	Digital Signature
PAYMENT DETAILS	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-30 04:41:55

Screen 60

The user shall receive the IEC Certificate in the email (used while applying for IEC) and if required the user can download the IEC Certificate after login the DGFT Website and using “Print Certificate” feature in “Manage IEC”

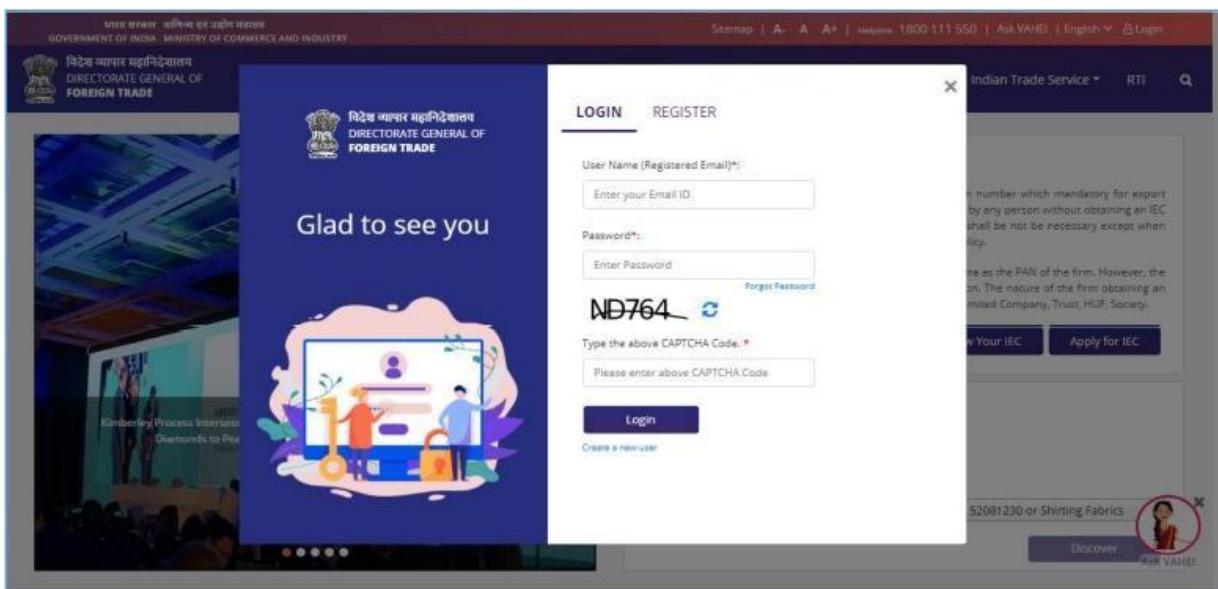
10. Surrender Request for IEC

To Surrender an existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm/ Aadhar for Proprietor or Members of the Firm.
- c) IEC with ‘Active’ Status

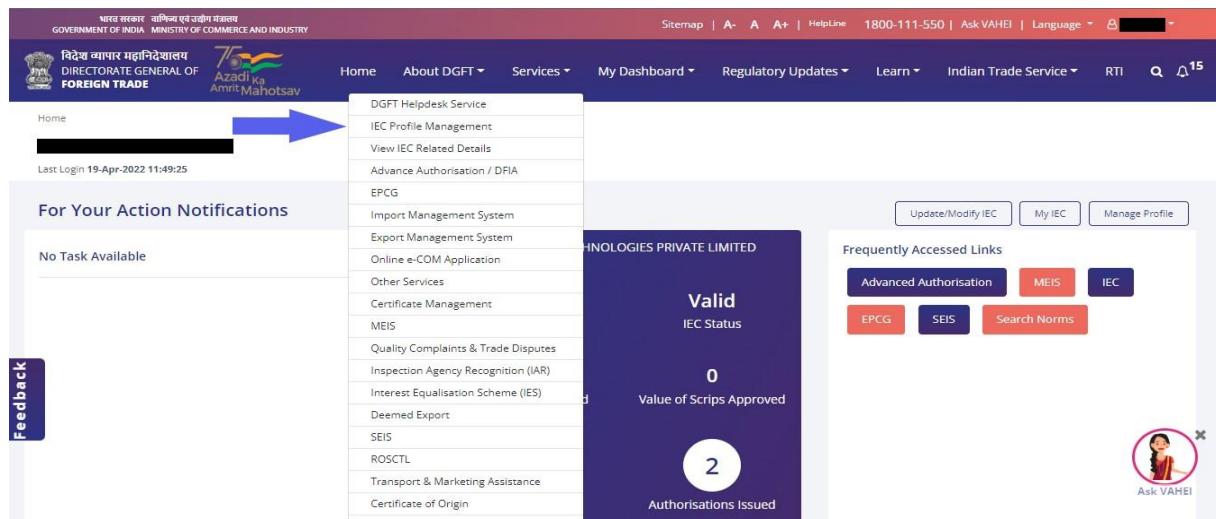
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 61

2. Proceed with Surrender IEC process by clicking on “My IEC” button on dashboard or from “Services-> IEC Profile Management”.



Screen 62

3. Now select the Surrender IEC tab and click on It.

Screen 63

View IEC Profile The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile. Apply	Print IEC Print your IEC Certificate containing the Firm Name, Address, IEC Number, Date of Issue and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online. Apply	Update/Modify IEC To modify an IEC, click and modify the IEC details and submit the request for auto approved modification. Apply	Surrender IEC Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension. Apply
Request Removal from DEL Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again. Apply	Request Revoke Suspension In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC. Apply	Request Revoke Cancellation In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC. Apply	Manage Users Linked to IEC More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT. Apply
Request for Merger /			

4. Now Enter the reason for Surrender of your IEC & provide the supporting documents for surrender request and then click on Surrender button
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Surrender IEC

Last Login 19-Apr-2022 11:49:25

Reason for Surrendering IEC *

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Surrender

Screen 64

- Window will pop-up for the Digital signature and then proceed with DSC details and submit therequest.

Manage IEC

Last Login 13-Apr-2022 20:52:22

IEC Details

Basic Details

Firm Address Details

Branch Details

Details of Proprietor/Partner/Dir

Bank Details

Other Details (Preferred sectors)

Linked IEC

Feedback

Print IEC

Update/Modify IEC

Acknowledgement

Your request has been submitted successfully.
Your File no is: HYDIECPSURRE [REDACTED]

IEC Status: Valid

IEC Status: Valid

DEL Status: Y

CBIC Status: Acknowledgement Awaited

Ask VAHEI

Screen 65

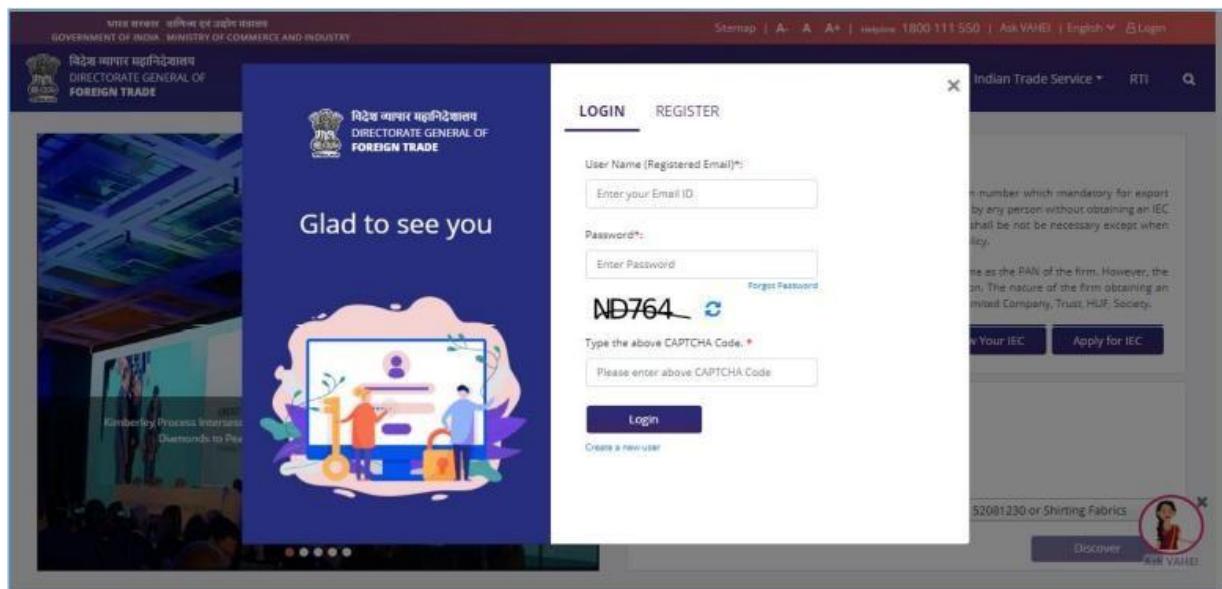
11. Revoke Suspension Request for IEC

To Revoke the Suspension on your existing Importer Exporter Code (IEC) on the DGFT portal you would require

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm
- c) with Suspended Status

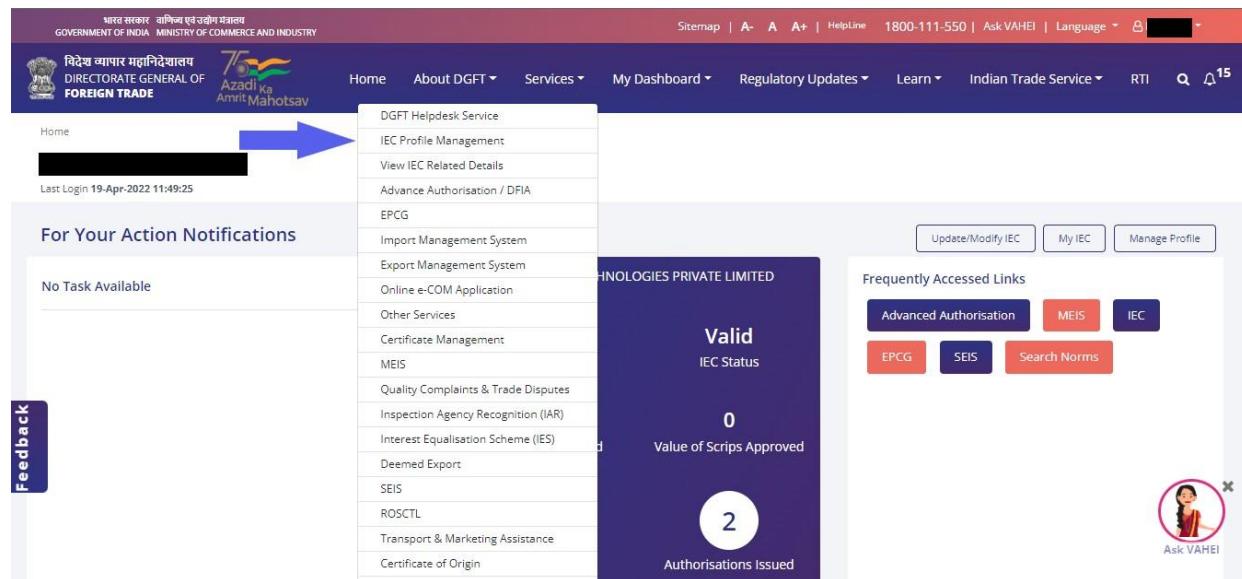
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 66

2. Proceed with Surrender IEC process by clicking on “My IEC” button on dashboard or from “Services-> IEC Profile Management”.



Screen 67

3. Now select the Request Revoke Suspension tab and click on It.

Screen 68

4. Now Enter the reason for Revoke Suspension of your IEC & provide the supporting documents for Revoke Suspension and then click on Revoke Suspension button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

IEC Status

IEC: [REDACTED] Firm Name: [REDACTED] IEC Status: Suspended

Update Date: 31/03/2020 Order Number: DELDELSNIC37031

Revoke Suspension

Reason for Revoke Suspension *

I Want you to revoke my Suspension with xxx reason and I'm providing the supporting document with me.

Supporting document.pdf

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Remove Attachment

Revoke Suspension

Screen 69

- Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response

Manage IEC

IEC Details

Acknowledgement

Your request has been submitted successfully.
Your File no is: DELIECPRVKSU [REDACTED]

Feedback

IEC Status: Suspended

DEL Status: Y

CBIC Status: Acknowledgement Awaited

Screen 70

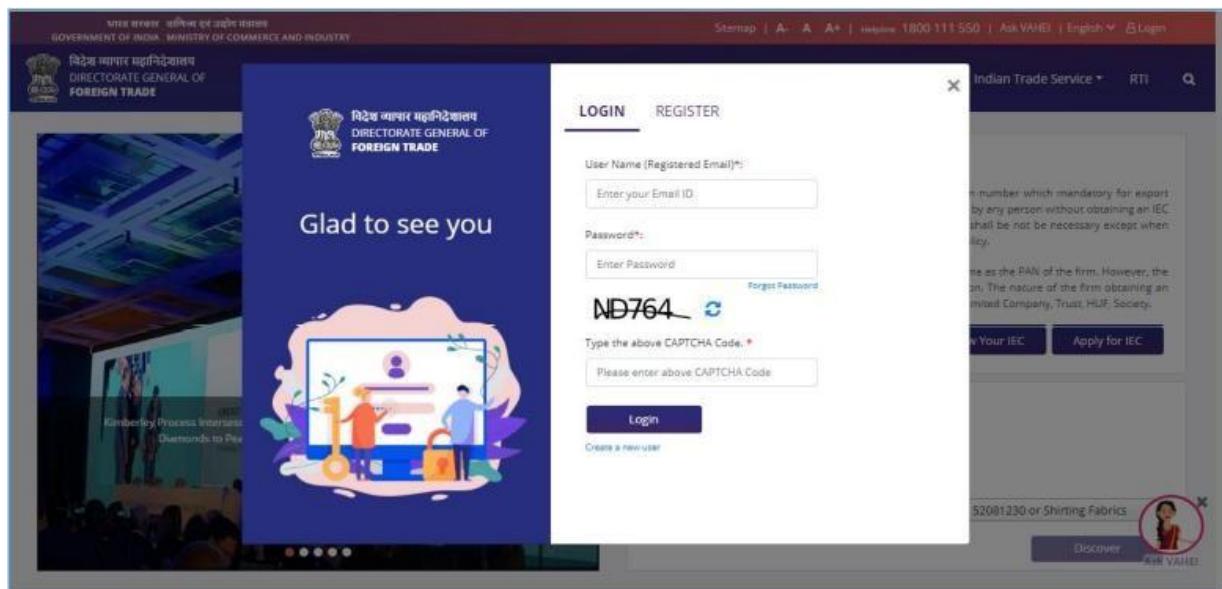
12. Revoke Cancellation Request for IEC

To Revoke the Cancellation on your existing Importer Exporter Code (IEC) on the DGFT portal you would require.

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm
- c) with Suspended Status

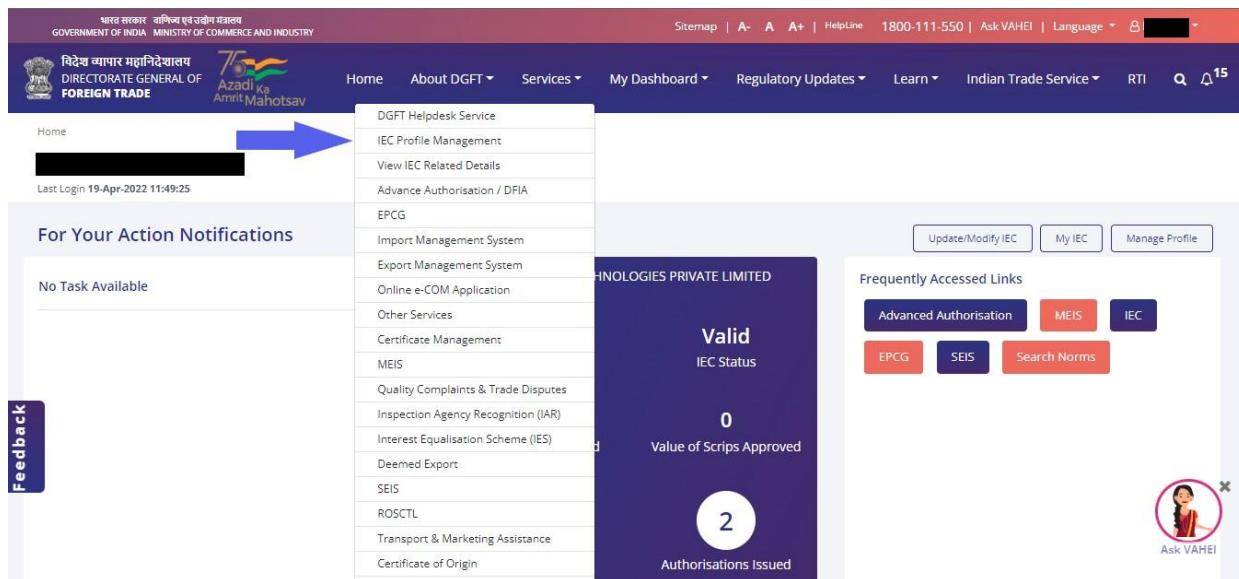
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 71

2. Proceed with Surrender IEC process by clicking on “My IEC” button on dashboard or from “Services-> IEC Profile Management”.



Screen 72

- Now select the Request Revoke Cancellation tab and click on it.

The screenshot shows the IEC module interface with several tabs: View IEC Profile, Print IEC, Update/Modify IEC, Surrender IEC, Request Removal from DEL, Request Revoke Suspension, and Request Revoke Cancellation. The 'Request Revoke Cancellation' tab is highlighted with a large blue arrow pointing to it. Each tab has an 'Apply' button to its right. A 'Feedback' button is located on the far left.

Screen 73

- Now Enter the reason for Revoke Cancellation of your IEC & provide the supporting documents for Revoke Cancellation and then click on Revoke Cancellation button.
- Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Last Login 13-Apr-2022 20:52:22

IEC Status

IEC	Firm Name	IEC Status
[REDACTED]	[REDACTED]	Valid
Update Date	Order Number	
06/04/2022	HQRSNIC14850	

Revoke Cancellation

Reason for Revoke Cancellation *

Enter Reason

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Feedback

Submit

Screen 74

6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response

Branch Details

Details of Proprietor/Partner/Director/Karta/Managing Trustee

Bank Details

Other Details (Preferred sectors)

Linked IEC

IEC Status

IEC

0506023753

Acknowledgement

Your request has been submitted successfully.
Your File no is: DLIECPRVKCA

Surrender IEC

Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Merger/Demerger

In case the IEC has merged or de-merged, then the same can be recorded in the system and multiple entities linked together using the process.

Feedback

Screen 75

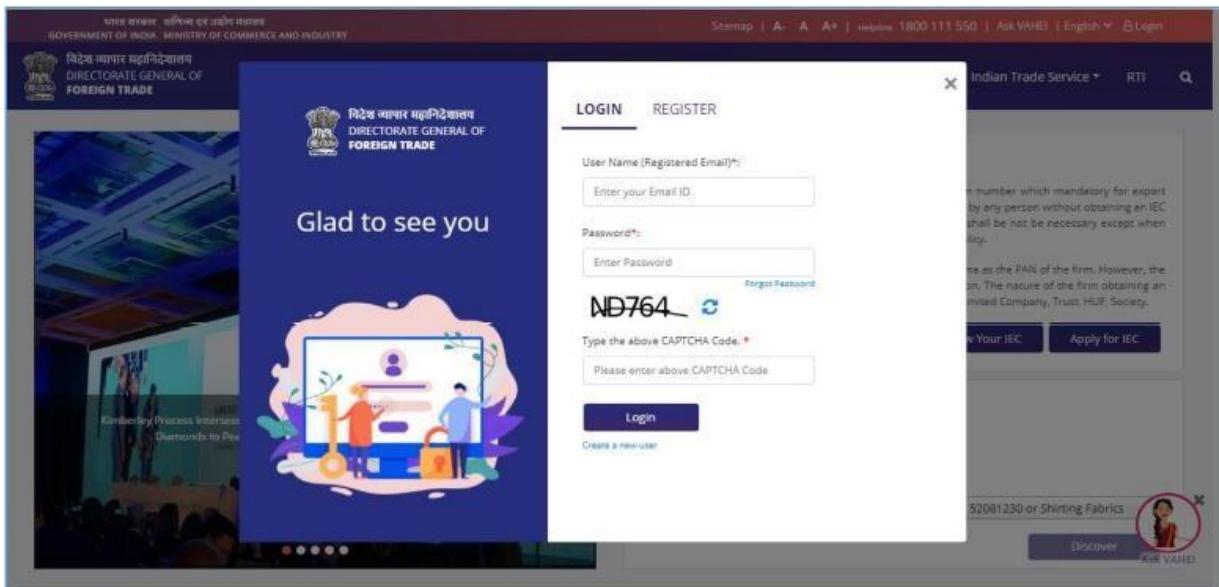
13. Manage Users Linked to IEC

To add more than one user on your existing Importer Exporter Code (IEC) as primary or secondary users on the DGFT portal you would require.

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm

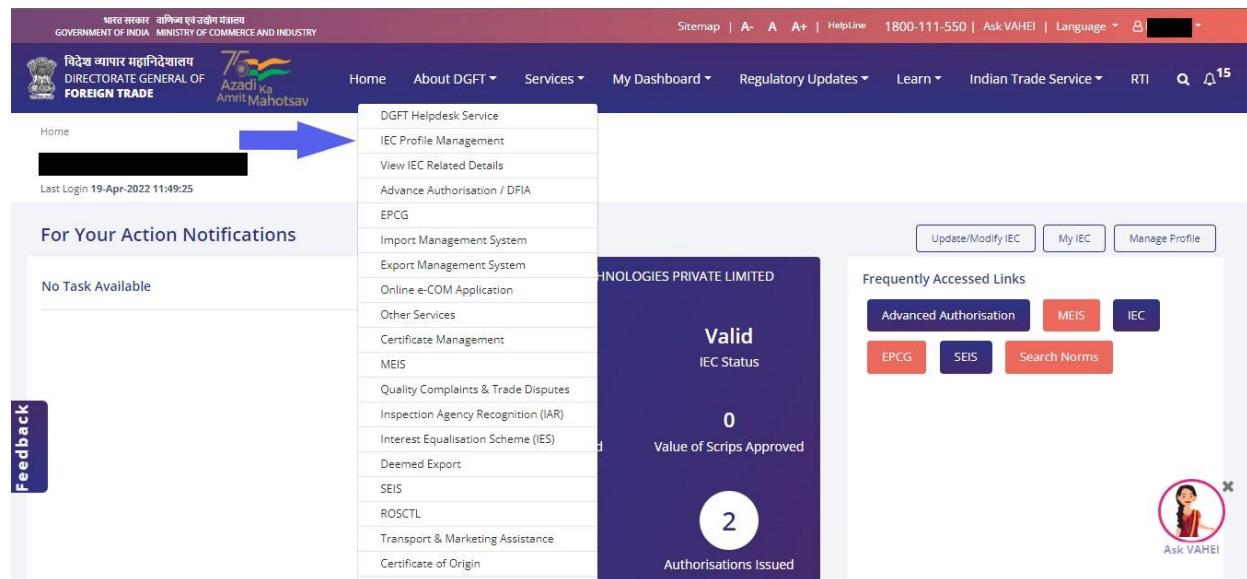
Then proceed with the following steps:

1. Visit the DGFT website and login in to the portal with valid credentials.



Screen 76

2. Proceed with Surrender IEC process by clicking on “My IEC” button on dashboard or from “Services-> IEC Profile Management”.



Screen 77

3. Now select the Manager Users Linked to IEC tab and click on it.

Screen 78

4. Now Enter the Email ID, Comments, Select Yes/No to mark it as Primary user & give Permissionfor IEC by clicking the tick box and then click on add button.

IEC Status

IEC number	IEC Status	DEL status
[REDACTED]	Valid	N

Manage IEC user

Email ID*	Comments	Primary User?	Permission
<input type="text" value="Enter Email ID"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> IEC

Add **Clear**

Screen 79

5. Added details will be shown as below.

Manage IEC user

Email ID*	Comments	Primary User?	Permission
<input type="text" value="Enter Email ID"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> IEC

Add **Clear**

Copy **Excel** **PDF** **Print**

Showing 1 to 1 of 1 entries

Permission					
Sl. No.	Email Address	IEC	Comments	Is Primary User?	Remove User
1	MSETH@CINT.CO.IN	Yes		Yes	

Previous **1** Next

Screen 80

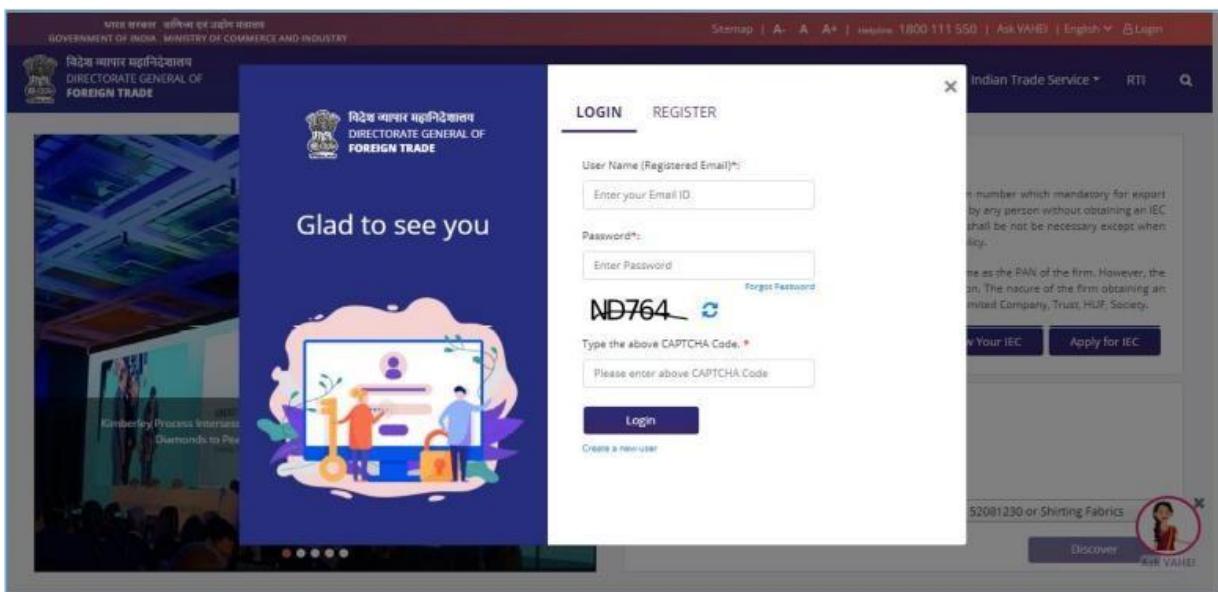
14. Request for Removal from DEL for IEC

To Revoke the DEL order (Denied Entity List) on your existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- c) IEC with Active DEL orders.

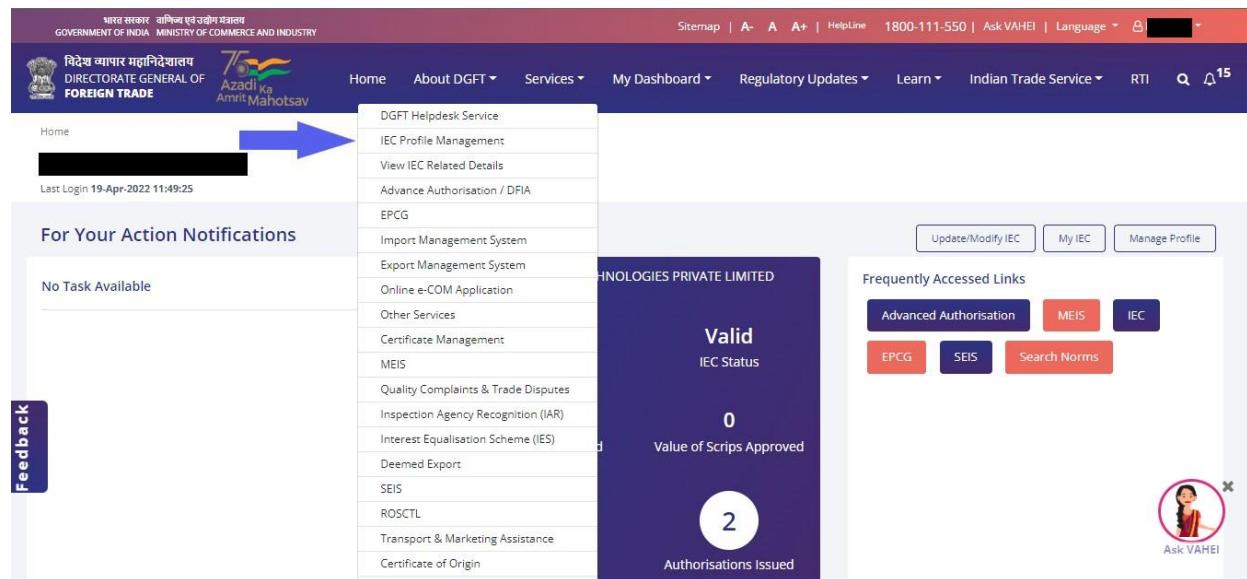
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 81

2. Proceed with Surrender IEC process by clicking on “**My IEC**” button on dashboard or from “**Services-> IEC Profile Management**”.



Screen 82

3. Now select the Request Remove from DEL tab and click on it.

Screen 83

4. Now Select the Active DEL orders from the DEL order List & then Enter the reason for Remove from DEL of your IEC for selected DEL orders & provide the supporting documents for same and then click on Submit button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Last Login 13-Apr-2022 20:52:22

IEC Status

IEC	Firm Name	IEC Status
[REDACTED]	[REDACTED]	Valid
Update Date	Order Number	
06/04/2022	HQRSNIC14850	

Revoke Cancellation

Reason for Revoke Cancellation *

Enter Reason

Add Attachment

Choose File to Upload *

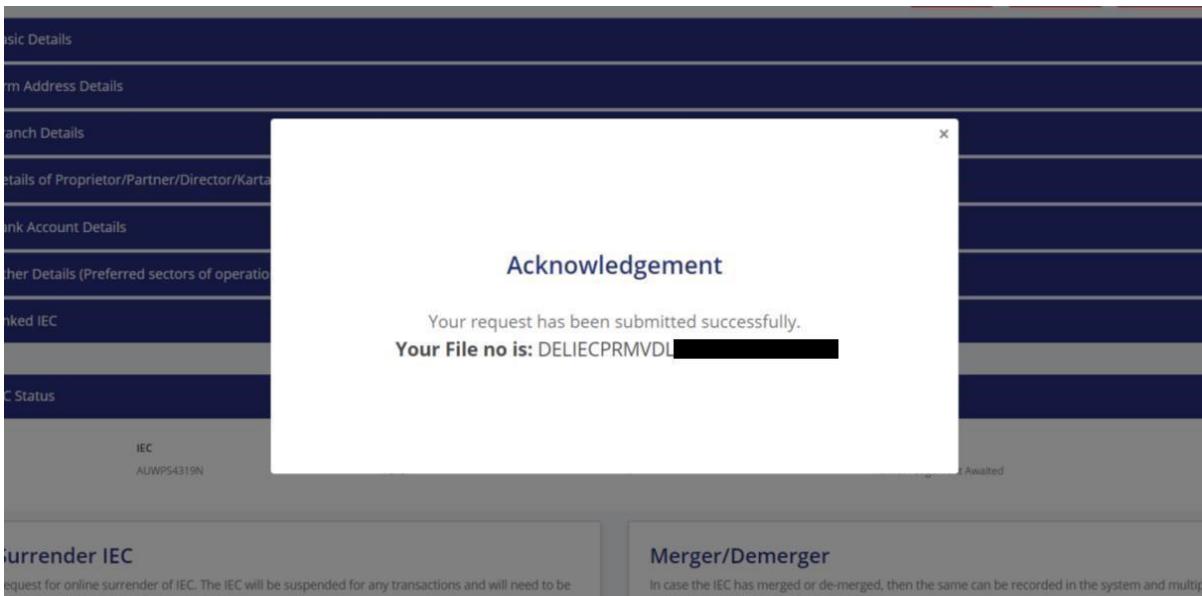
Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Feedback

Submit

Screen 84

- Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.

**Screen 85**

15. Request for Merger/Demerger of IEC's

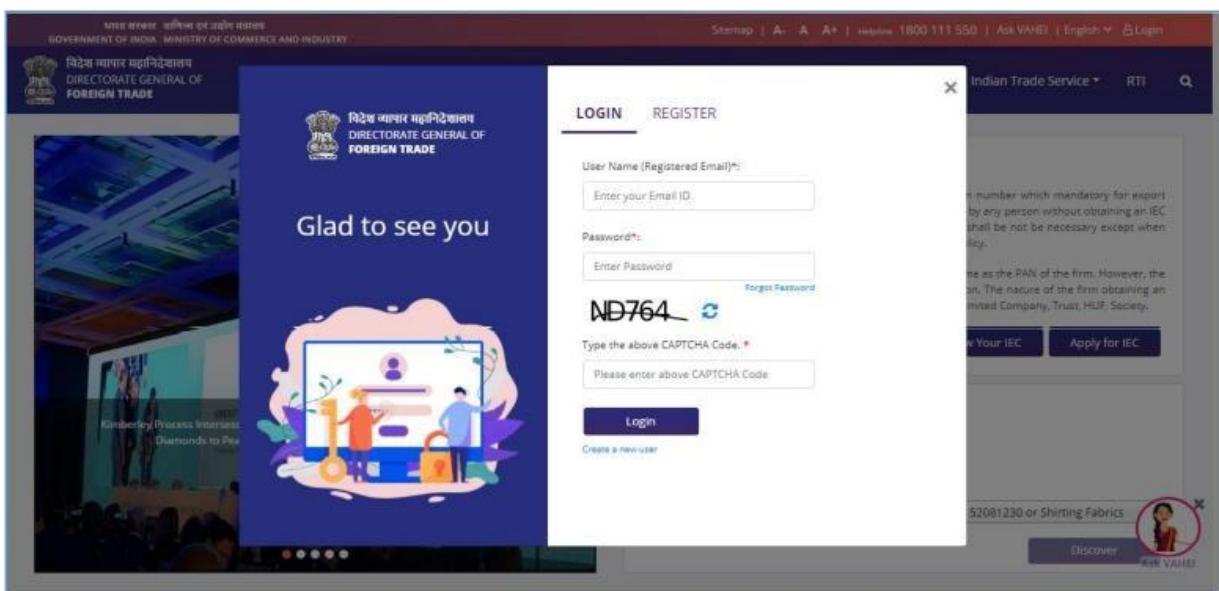
To Merger/Demerge your Importer Exporter Code (IEC) with another IEC on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- c) IECs to be Merged/Demerged.

Then proceed with the following

steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 86

2. Proceed with Surrender IEC process by clicking on “My IEC” button on dashboard or from “Services-> IEC Profile Management”.

The screenshot shows the DGFT homepage with a red header bar containing links like 'Sitemap', 'HelpLine', '1800-111-550', 'Ask VAHEI', 'Language', and a search bar. Below the header is a navigation bar with links for 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', 'RTI', and a search icon. A blue arrow points from the 'Feedback' button on the left towards the dropdown menu.

For Your Action Notifications

No Task Available

Feedback

Dropdown Menu:

- DGFT Helpdesk Service
- IEC Profile Management
- View IEC Related Details
- Advance Authorisation / DFIA
- EPCG
- Import Management System
- Export Management System
- Online e-COM Application
- Other Services
- Certificate Management
- MEIS
- Quality Complaints & Trade Disputes
- Inspection Agency Recognition (IAR)
- Interest Equalisation Scheme (IES)
- Deemed Export
- SEIS
- ROSCTL
- Transport & Marketing Assistance
- Certificate of Origin

Central Dashboard:

TECHNOLOGIES PRIVATE LIMITED

Valid IEC Status

0 Value of Scrips Approved

2 Authorisations Issued

Update/Modify IEC My IEC Manage Profile

Frequently Accessed Links

Advanced Authorisation MEIS IEC

EPCG SEIS Search Norms

Ask VAHEI

Screen 87

3. Now select the Request for Merger / Demerger tab and click on It.

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Request for Merger / Demerger
In case the IEC has merged or de-merged, then the same can be recorded in the system and multiple entities linked together using the process.

Feedback

Screen 88

4. Now Select the type of request from Merger/Demerger.

The screenshot shows a user interface for managing IECs. On the left, there are four options: 'Request Removal from DEL', 'Request Revoke Suspension', 'Request Revoke Cancellation', and 'Manage Users Linked to IEC'. Below these is a section for 'Request for Merger / Demerger'. A central modal dialog is open, asking 'You have requested for merger/demerger. What do you want to apply as?' with two buttons: 'Merger' and 'Demerger'. At the bottom of the page is a footer with links for 'ABOUT US', 'SERVICES', 'REGULATORY', 'LEARN', and 'CONTACT US', along with social media icons and a Google Play button.

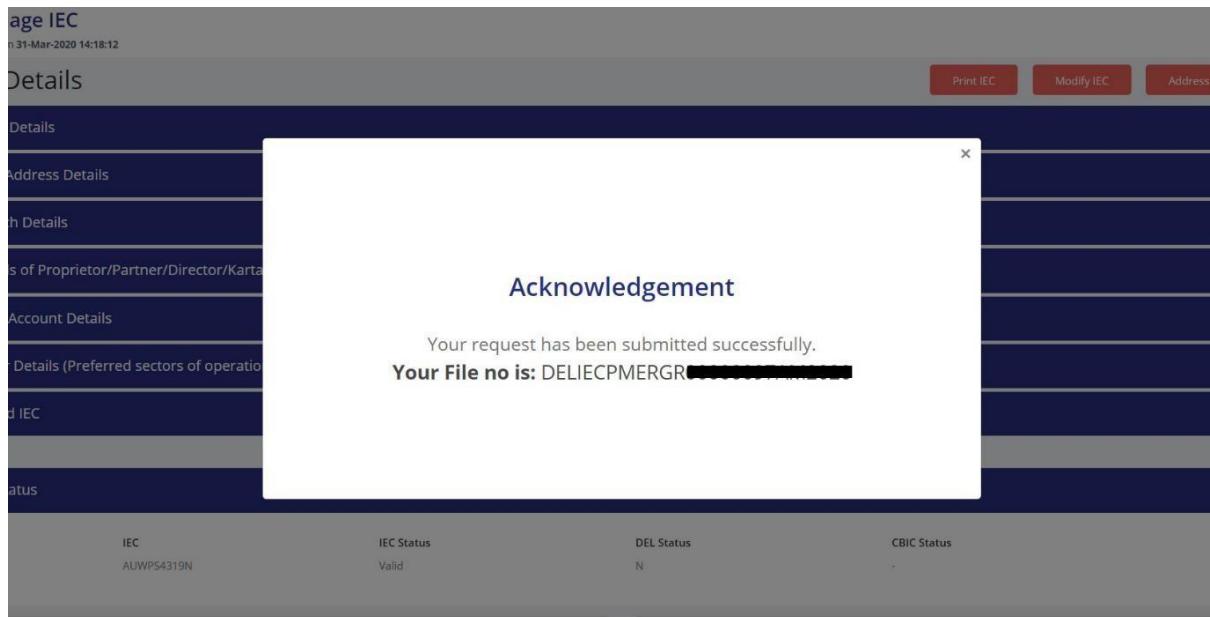
Screen 89

- Now Enter the IEC number of Other IEC you want Merge/Demerge, Select Order date of court and End date of IEC, Enter the reason for the Request and click on submit button, then Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

The screenshot shows the 'Add New IEC' form for a 'Merger' request. It includes fields for 'New IEC No.*' (with placeholder 'Enter new IEC no.'), 'Firm Name *' (with placeholder 'Enter firm name'), 'Order date by court*' (with placeholder 'Enter order date by court'), 'End date of Old IEC*' (with placeholder 'Enter end date of Old IEC'), and 'Reason For Merger*' (with placeholder 'Enter Reason'). There is also a 'Choose File to Upload *' field with a note 'Maximum 1 attachment of 5 MB allowed Only PDF formats are allowed.' A 'Feedback' button is visible on the left. At the bottom right is a 'SUBMIT' button.

Screen 90

6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.



Screen 91

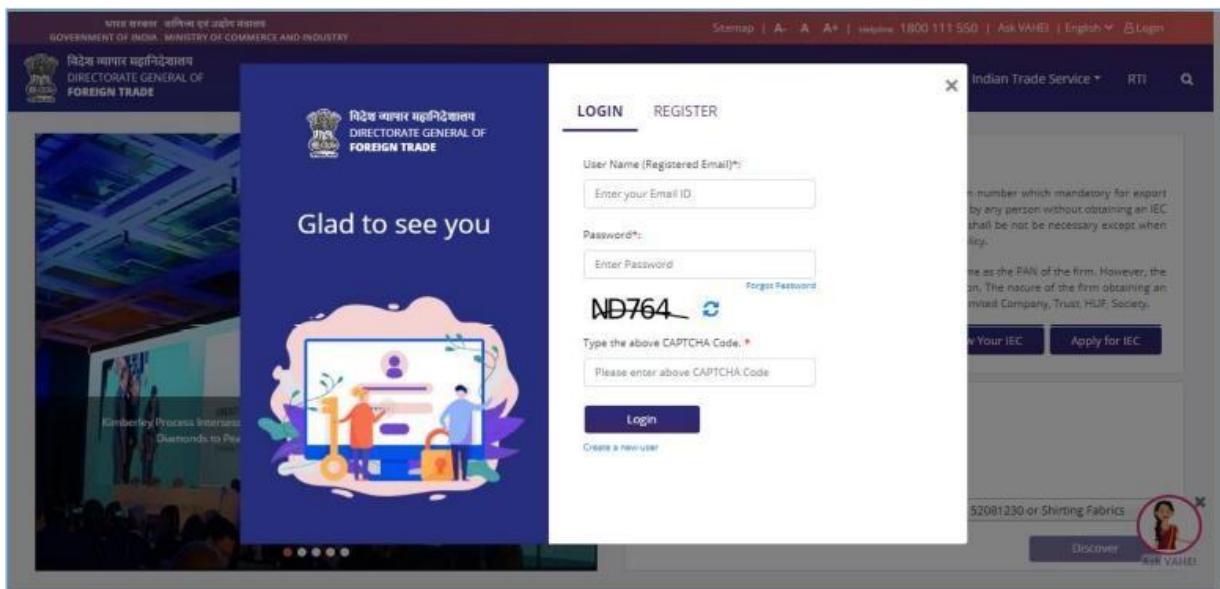
16. View and Modify RCMC Details

To View/Modify your RCMC detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 92

2. Proceed with Surrender IEC process by clicking on “**Manage Profile**” button on dashboard or from “**Services-> IEC Profile Management**”.

The screenshot shows the DGFT IEC module homepage. At the top, there is a navigation bar with links for Sitemap, HelpLine, 1800-111-550, Ask VAHEI, Language, and a search bar. Below the navigation bar, there is a header with the DGFT logo and the text "Azadi Ka Amrit Mahotsav". The main content area has a sidebar on the left with a "Feedback" button. The main panel displays "For Your Action Notifications" with the message "No Task Available". A large blue arrow points from the "View IEC Profile" tab in the horizontal bar to the "View IEC Related Details" option in the dropdown menu. The dropdown menu also includes options like DGFT Helpdesk Service, IEC Profile Management, Advance Authorisation / DFIA, EPCG, Import Management System, Export Management System, Online e-COM Application, Other Services, Certificate Management, MEIS, Quality Complaints & Trade Disputes, Inspection Agency Recognition (IAR), Interest Equalisation Scheme (IES), Deemed Export, SEIS, ROSCTL, Transport & Marketing Assistance, and Certificate of Origin. To the right, there is a summary card for a company named "TECHNOLOGIES PRIVATE LIMITED" showing "Valid IEC Status", "0 Value of Scrips Approved", and "2 Authorisations Issued". There is also a "Frequently Accessed Links" section with buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. A "Ask VAHEI" icon is in the bottom right corner.

Screen 93

3. Now select the View IEC Profile Tab and click on It.

The screenshot shows the "View IEC Profile" tab selected in the horizontal bar. The main content area is divided into several sections: "View IEC Profile", "Update/Modify IEC", "Surrender IEC", "Request Removal from DEL", "Request Revoke Suspension", "Request Revoke Cancellation", and "Manage Users Linked to IEC". Each section contains a brief description and an "Apply" button. A blue arrow points from the "View IEC Profile" tab in the horizontal bar to the "View IEC Profile" section in the main content area. The "View IEC Profile" section contains a detailed description of what the profile captures and how it can be used to verify certificates online. The "Update/Modify IEC" section describes the process for modifying IEC details. The "Surrender IEC" section describes the process for surrendering IEC. The other sections provide links for requesting removal from the Denied Entity List, revoking suspension or cancellation, and managing users linked to the IEC.

Screen 94

4. Now Select the RCMC tab from Horizontal bar.

IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

ADD

PDF Excel

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	492	Y	-

Showing 1 to 2 of 2 entries Previous [1] Next

Screen 95

5. Now Click on **ADD** button to add RCMC details.

IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

ADD

PDF Excel

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	492	Y	-

Showing 1 to 2 of 2 entries Previous [1] Next

Screen 96

6. Now Enter RCMC Number, select Issue Authority, Product for which registered, Issue Date of RCMC certificate, Expiry Date of Certificate and provide the supporting proof and click on Addbutton.

Showing 1 to 2 of 2 entries

RCMC Number *	Enter RCMC Number	Issue Authority *	Please Select
Products For Which Registered *	Enter Products for which registered	Issue Date *	Enter Issue Date
Expiry Date *	Enter Expiry Date	Exporter Type *	Please Select
Validity Period *		Source *	Manually added by Exporter
Add Attachment <div style="border: 1px dashed #ccc; padding: 5px; margin-top: 5px;"> <input style="width: 100%; height: 100%;" type="file"/> <p>Choose File to Upload *</p> <p>Maximum 1 attachment of 5 MB allowed Only PDF formats are allowed.</p> </div>			
ADD			

Screen 97

7. Once the detail is successfully added you can see your RCMC details under the table below the RCMC Tab.

✓ Success Message

Data Saved Successfully.

IEC Details											
RCMC											
PDF Excel ADD											
Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	492	Y	-
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Manually added by Exporter	Merchant Cum Manufacturer Exporter	311		

Screen 98

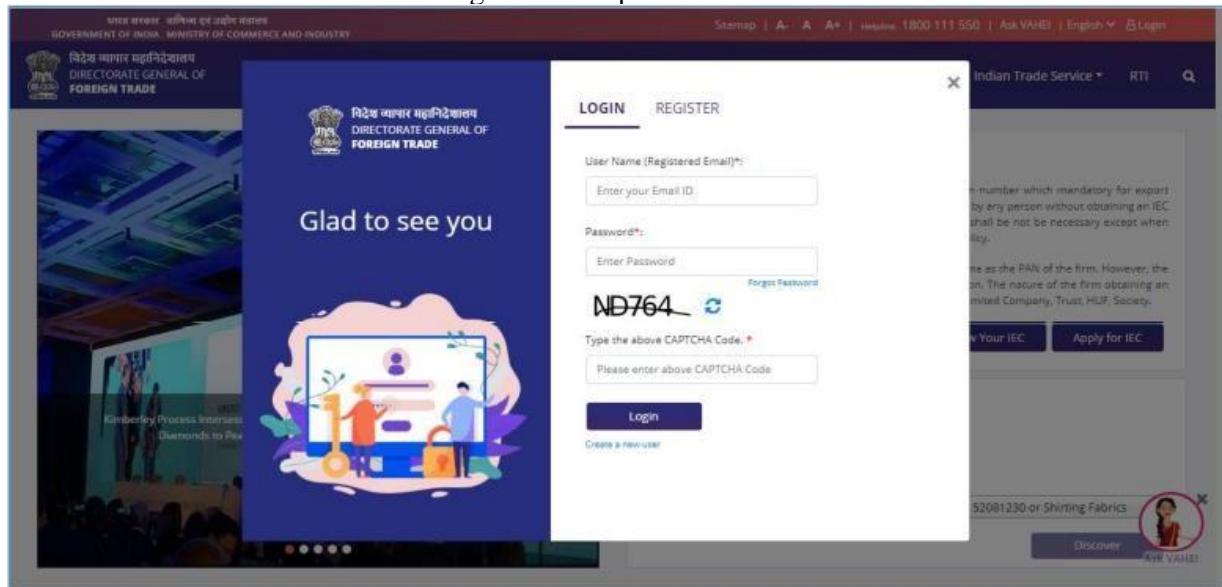
17. View and Modify Industrial Registration Details

To View/Modify your Industrial Registration detail corresponding to your Importer Exporter Code (IEC)on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).'
- b) Valid IEC Linked with your profile.

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 99

2. Proceed with Surrender IEC process by clicking on “Manage Profile” button on dashboard or from “Services-> IEC Profile Management ->View IEC Profile”.

The screenshot shows the DGFT IEC module homepage. At the top, there is a navigation bar with links for Sitemap, HelpLine, 1800-111-550, Ask VAHEI, Language, and a search bar. Below the navigation bar, there is a logo for the Directorate General of Foreign Trade (DGFT) and a banner for 'Azadi ka Amrit Mahotsav'. The main content area has a sidebar on the left with a 'Feedback' button. The main panel displays 'For Your Action Notifications' with a message 'No Task Available'. A large blue arrow points from the 'View IEC Profile Management' option in the dropdown menu to the 'View IEC Profile' section in the main content area. The main content area also features a summary card for 'TECHNOLOGIES PRIVATE LIMITED' showing 'Valid IEC Status', '0 Value of Scrips Approved', and '2 Authorisations Issued'. There are also buttons for 'Update/Modify IEC', 'My IEC', and 'Manage Profile'.

Screen 100

3. Now select the View IEC Profile Tab and click on It.

The screenshot shows the 'View IEC Profile' tab selected on the DGFT IEC module. The tab contains a detailed description of what the IEC profile captures, including firm details, branch details, and various registration and performance details. It includes an 'Apply' button. To the right of this tab, there are other tabs: 'Update/Modify IEC', 'Surrender IEC', 'Request Removal from DEL', 'Request Revoke Suspension', 'Request Revoke Cancellation', and 'Manage Users Linked to IEC'. Each of these tabs has its own brief description and an 'Apply' button. A large blue arrow points from the 'View IEC Profile' tab towards the 'Request Removal from DEL' tab.

Screen 101

4. Now Select the Industrial Registration tab from Horizontal bar

The screenshot shows the 'Industrial Registration' tab selected in the top navigation bar. Below it, a table displays a single row of data. The columns include: Sl. No., Registration Number, Registration Type, Date of Issue, Issuing Authority, Products for which registered, Firm Name, Organisation Type Name, Firm Type, Data Entered By, and Last Updated On. The registration number is redacted, and the issuing authority is listed as 'Udyam registration (MSME)'. The date of issue is '02/12/2020'. The products for which registered and firm name are also redacted. The organisation type name is 'Firm'. The firm type is 'Type'. The data entered by is 'By'. The last updated on is '12/12/2020'. At the bottom left, there is a 'Feedback' button. At the bottom right, there are 'Previous' and 'Next' buttons.

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/12/2020

Screen 102

5. Now Click on ADD button to add Industrial Registration details.

This screenshot is identical to Screen 102, showing the same table with one entry. The 'ADD' button at the top right is highlighted with a red box. The rest of the interface, including the 'Feedback' button and the footer navigation, is also present.

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	12/12/2020

Screen 103

6. Now Select Registration type of Industry, Registration Number of Industry, Issue Authority, Product for which registered, Date of Issue and provide the supporting proof and click on Addbutton.

Registration Type *

SSI (Small Scale Industry) DIC IBM

Registration Number *

Issuing Authority *

Date of Issue *

Products for which registered *

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

ADD

Screen 104

7. Once the detail is successfully added you can see your Industrial Registration details under the table below the Industrial Registration Tab.

Success Message
Data Saved Successfully.

IEC Details

RCMC

Industrial Registration

ADD

Copy	Excel	PDF	Print							
Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	SSI (Small Scale Industry)	19/04/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

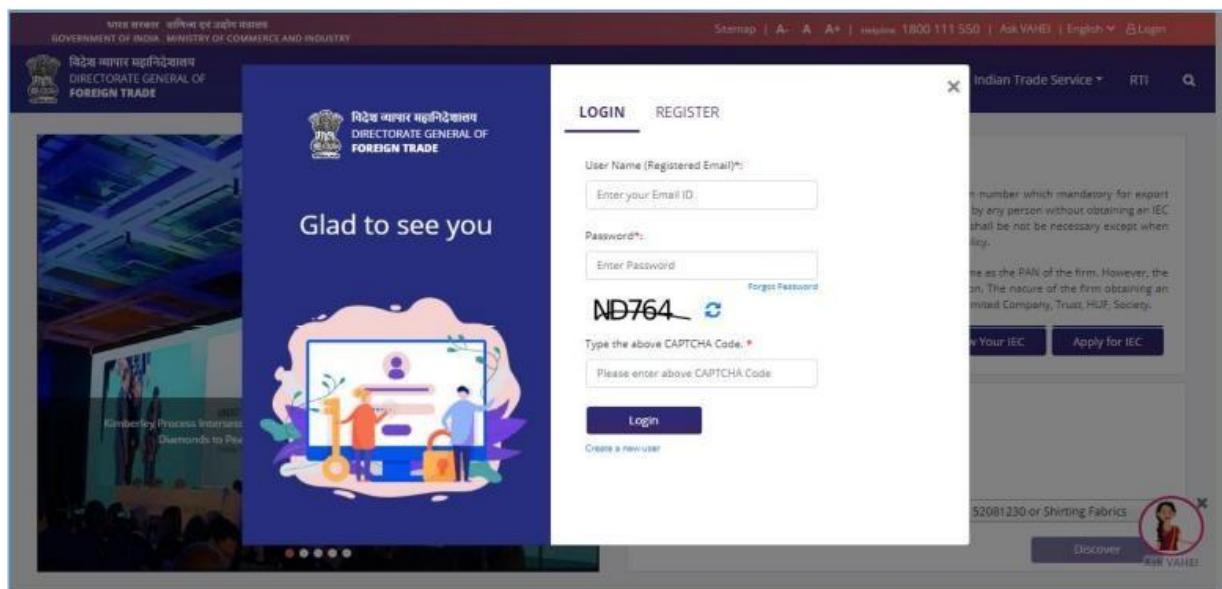
Screen 105

18. View and Modify Authorised Economic Operator (AEO) Details

To View/Modify your Authorised Economic Operator (AEO) detail corresponding to your ImporterExporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Valid IEC Linked with your profile. Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 106

2. Proceed with Surrender IEC process by clicking on “Manage Profile” button on dashboard or from “Services-> IEC Profile Management ->View IEC Profile”.

The screenshot shows the DGFT IEC Module Home Page. At the top, there is a navigation bar with links like Sitemap, HelpLine, 1800-111-550, Ask VAHEI, Language, and a search bar. Below the navigation bar is a header with the DGFT logo and the text 'Azadi Ka Amrit Mahotsav'. The main content area has a sidebar on the left with a 'Feedback' button. The central area displays a summary card for a company: 'Valid IEC Status', '0 Value of Scrips Approved', and '2 Authorisations Issued'. To the right of the summary card are buttons for 'Update/Modify IEC', 'My IEC', and 'Manage Profile'. Below these buttons is a section titled 'Frequently Accessed Links' with buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'. A 'Ask VAHEI' icon is also present.

Screen 107

3. Now select the View IEC Profile Tab and click on It.

The screenshot shows the 'IEC' tab page. On the left, there is a 'Feedback' button. The main content area is divided into several sections: 'View IEC Profile' (describes the IEC certificate), 'Update/Modify IEC' (for modifying IEC details), 'Surrender IEC' (for surrendering IEC), 'Request Removal from DEL' (for removing IEC from Denied Entity List), 'Request Revoke Suspension' (for revoking suspension), 'Request Revoke Cancellation' (for revoking cancellation), and 'Manage Users Linked to IEC' (for managing users). Each section contains an 'Apply' button. A 'Request for Merger /' button is also visible at the bottom left.

Screen 108

4. Now Select the Authorised Economic Operator (AEO) Details tab from Horizontal bar.

Monika's Dashboard

Last Login 19-Apr-2022 15:17:38

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
IEC Details								
RCMC								
Industrial Registration								
Status Holder Details								
Export/ Import/ Turnover Details								
Flag Details								
Authorisation/Scrips Issued								
IEC Lifecycle Summary								
Authorized Economic Operator (AEO) Details								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Copy"/> <input type="button" value="Excel"/> <input type="button" value="PDF"/> <input type="button" value="Print"/> </div> <div style="display: flex; justify-content: space-between;"> Sl. No. AEO certificate number AEO certificate issue date Validity Upto </div>								
<input type="button" value="ADD"/>								

Screen 109

5. Now Click on **ADD** button to add Authorised Economic Operator (AEO) Details.

Monika's Dashboard

Last Login 19-Apr-2022 15:17:38

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
IEC Details								
RCMC								
Industrial Registration								
Status Holder Details								
Export/ Import/ Turnover Details								
Flag Details								
Authorisation/Scrips Issued								
IEC Lifecycle Summary								
Authorized Economic Operator (AEO) Details								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Copy"/> <input type="button" value="Excel"/> <input type="button" value="PDF"/> <input type="button" value="Print"/> </div> <div style="display: flex; justify-content: space-between;"> Sl. No. AEO certificate number AEO certificate issue date Validity Upto </div>								
<input type="button" value="ADD"/>								

Screen 110

6. Now Enter AEO Certificate number, AEO Certificate Issue Date & Validity Upto and Providesupporting proof and click on Add button.

Copy Excel PDF Print

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
No data available in table			

Showing 0 to 0 of 0 entries

AEO certificate number* Enter AEO Number

AEO certificate issue date* Enter AEO Issue Date

Validity Upto* Enter Validity Upto

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

ADD

Screen 111

7. Once the detail is successfully added you can see your AEO Details under the table below the AEO Tab.

IEC Details RCMC Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scrips Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

Success Message
Data Saved Successfully.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
✓								

Copy Excel PDF Print

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
1	[REDACTED]	[REDACTED]	[REDACTED]

ADD

Screen 112

19. View and Modify Export Details for Financial year

To View/Modify your Export detail corresponding to your Importer Exporter Code (IEC) on the DGFTportal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Valid IEC Linked with your profile. Then proceed with the following steps:

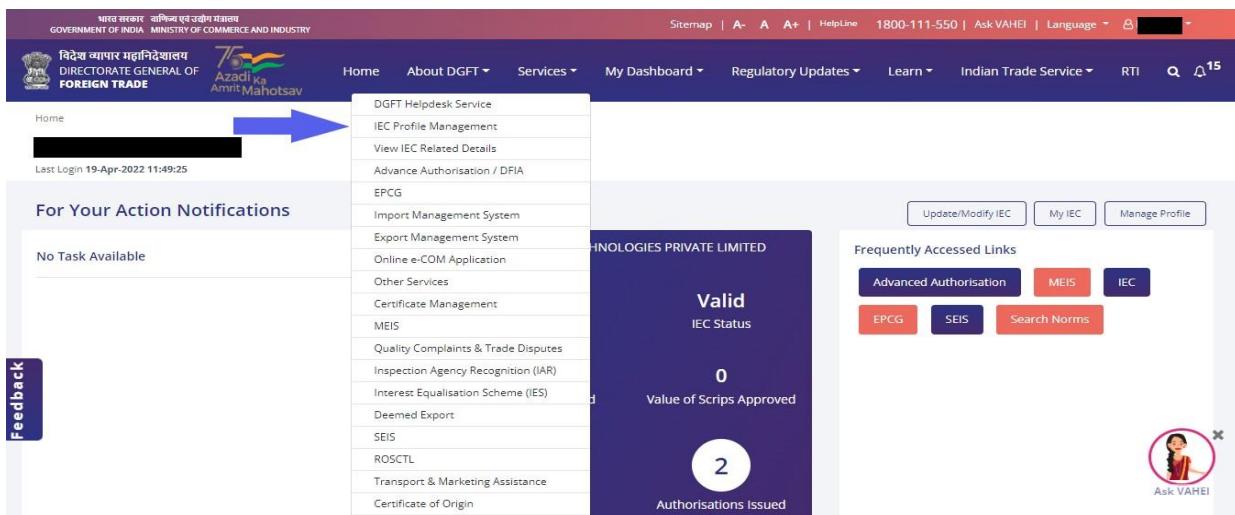
1. Visit the DGFT website and login into the portal with valid credentials.

The screenshot shows the DGFT portal's login screen and a portion of the dashboard. The login screen has fields for 'User Name (Registered Email)*' and 'Password*'. The dashboard displays various export and import statistics in INR and USD. A large blue arrow points to the 'Save' button at the bottom right of the dashboard area.

	Value in INR	Value in USD
Direct Exports*	42254	10,980
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	9,21,581.00	1,01,200.00
Supplies to EOUs/BTPs/BTPS/STPs*	0	0
Supplies to SEZ*	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOUs/BTPs/BTPS/STPs + Other Deemed Exports + Supplies to SEZ)	0.00	0.00
Total Exports (Sub-Total + Total Deemed Exports)	9,21,581.00	1,01,200.00
	Value in INR	Value in USD
Good Imports		
Direct Imports	0	0
Supplies from SEZs	0	0
Total Imports (Direct Imports + Supplies from SEZs)	0.00	100
	Value in INR	Value in USD
Trade in Services		
Export of Services		
Import to Services		
Turnover P&L		
Profit/Loss		
1,01,204.80		
Note : Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA).* For the purpose to converting the Deemed export values INR to USD, Please use the rate as notified by BCI for the given period when the realisation had taken place.	Annual Turnover	2,080,921.00

Screen 113

2. Proceed with Surrender IEC process by clicking on “Manage Profile” button on dashboard orfrom “Services-> IEC Profile Management ->View IEC Profile”.



Screen 114

3. Now select the View IEC Profile Tab and click on It.

Screen 115

4. Now Select the Export Details tab from Horizontal bar.

Monika's Dashboard

Last Login 19-Apr-2022 16:04:46

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details																								
IEC Details ▼ RCMC ▼ Industrial Registration ▼ Status Holder Details ▼ Export/ Import/ Turnover Details ▼																																
Feedback	<p>Financial Year</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px;">2019-20</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Exports</th> <th style="background-color: #f2f2f2;">Value in INR</th> <th style="background-color: #f2f2f2;">Value in USD</th> </tr> </thead> <tbody> <tr> <td>Direct Exports*</td> <td>7623541</td> <td>107800</td> </tr> <tr> <td>Third Party Exports*</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sub-Total (Direct Exports + Third Party Exports)</td> <td>76,23,541.00</td> <td>1,07,800.00</td> </tr> <tr> <td>Supplies to EOU/EHTP/BTP/STPI*</td> <td>0</td> <td>0</td> </tr> <tr> <td>Supplies to SEZ *</td> <td>0</td> <td>0</td> </tr> <tr> <td>Other Deemed Exports*</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>								Exports	Value in INR	Value in USD	Direct Exports*	7623541	107800	Third Party Exports*	0	0	Sub-Total (Direct Exports + Third Party Exports)	76,23,541.00	1,07,800.00	Supplies to EOU/EHTP/BTP/STPI*	0	0	Supplies to SEZ *	0	0	Other Deemed Exports*	0	0	Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00
Exports	Value in INR	Value in USD																														
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Supplies to EOU/EHTP/BTP/STPI*	0	0																														
Supplies to SEZ *	0	0																														
Other Deemed Exports*	0	0																														
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00																														

Screen 116

5. Now select Financial Year from the Drop Down to add Export details for One Financial Year.

Export/ Import/ Turnover Details																									
<p>Financial Year</p> <div style="border: 1px solid #ccc; padding: 2px; width: 150px; background-color: #e0e0e0;">2019-20</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Exports</th> <th style="background-color: #f2f2f2;">Value in INR</th> <th style="background-color: #f2f2f2;">Value in USD</th> </tr> </thead> <tbody> <tr> <td>Direct Exports*</td> <td>7623541</td> <td>107800</td> </tr> <tr> <td>Third Party Exports*</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sub-Total (Direct Exports + Third Party Exports)</td> <td>76,23,541.00</td> <td>1,07,800.00</td> </tr> <tr> <td>Supplies to EOU/EHTP/BTP/STPI*</td> <td>0</td> <td>0</td> </tr> <tr> <td>Supplies to SEZ *</td> <td>0</td> <td>0</td> </tr> <tr> <td>Other Deemed Exports*</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		Exports	Value in INR	Value in USD	Direct Exports*	7623541	107800	Third Party Exports*	0	0	Sub-Total (Direct Exports + Third Party Exports)	76,23,541.00	1,07,800.00	Supplies to EOU/EHTP/BTP/STPI*	0	0	Supplies to SEZ *	0	0	Other Deemed Exports*	0	0	Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00
Exports	Value in INR	Value in USD																							
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Supplies to EOU/EHTP/BTP/STPI*	0	0																							
Supplies to SEZ *	0	0																							
Other Deemed Exports*	0	0																							
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00																							

Screen 117

6. Now Add Direct Export, Third Party Exports, Total Exports, Supplies to SEZ, Supplies to EOU, Other Deemed Export, Total Deemed Exports and Annual domestic turnover and click on Savebutton.

Exports	Value in INR	Value in USD
Direct Exports*	₹76,23,541	1,07,800
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	₹76,23,541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*	0	0
Supplies to SEZ *	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00
Total Exports (Sub-Total + Total Deemed Exports)	₹76,23,541.00	1,07,800.00
Good Imports	Value in INR	Value in USD
Direct Imports	0	0
Supplies From SEZs	0	0
Total Imports (Direct Imports + Supplies from SEZs)	0.00	0.00
Trade in Services	Value in INR	Value in USD
Export of Services		
Import to Services		
Turnover P&L		
Profit/Loss	₹1,07,800.00	1,07,800.00
<small>Note : Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA). * For the purpose of converting the Deemed export value INR to USD, Please use the rate as notified by CBIC for the given period when the realisation had taken place.</small>		

Save 

Screen 118

7. Once the detail is successfully saved you can view details of export by selecting Financial Year.

Export/ Import/ Turnover Details		
Financial Year		
 2019-20	Value in INR	Value in USD
Exports		
Direct Exports*	7623541	107800
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	₹76,23,541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*	0	0
Supplies to SEZ *	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00

Feedback 

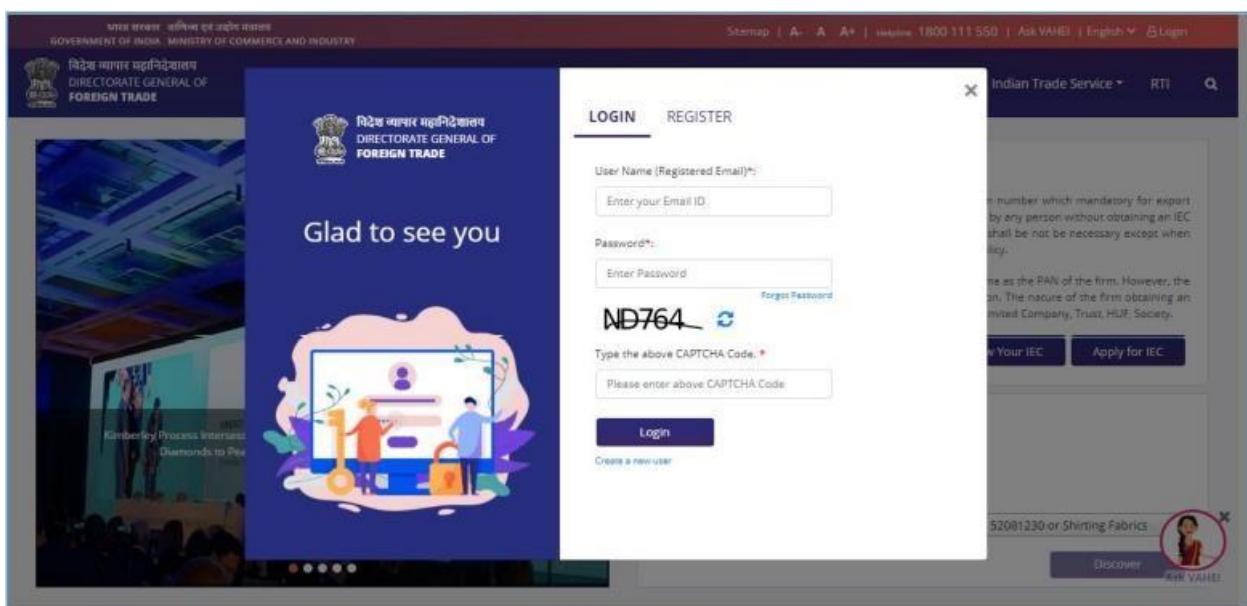
Screen 119

20. View Flag Details

To View Flag details, corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- Valid IEC Linked with your profile. Then proceed with the following steps:

- Visit the DGFT website and login into the portal with valid credentials.



Screen 120

- Proceed with Surrender IEC process by clicking on "Manage Profile" button on dashboard or from "Services-> IEC Profile Management ->View IEC Profile".

The screenshot shows the DGFT Home page. At the top, there is a navigation bar with links for Sitemap, HelpLine, 1800-111-550, Ask VAHEI, Language, and a search bar. Below the navigation bar is the DGFT logo and the text "Azadi Ka Amrit Mahotsav". The main content area has a sidebar titled "For Your Action Notifications" which says "No Task Available". A "Feedback" button is located on the left side of the sidebar. The main content area features a large purple box with the text "INNOLOGIES PRIVATE LIMITED", "Valid IEC Status", "0 Value of Scrips Approved", and "2 Authorisations Issued". To the right of this box are buttons for "Update/Modify IEC", "My IEC", and "Manage Profile". Below this are "Frequently Accessed Links" for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. A "Ask VAHEI" icon is also present.

Screen 121

3. Now select the View IEC Profile Tab and click on It.

The screenshot shows the IEC module interface. The top navigation bar has tabs for "IEC", "View IEC Profile", "Update/Modify IEC", and "Surrender IEC". The "View IEC Profile" tab is currently selected. Below the tabs are four main sections: "View IEC Profile", "Request Removal from DEL", "Request Revoke Suspension", and "Request Revoke Cancellation". Each section contains a brief description and an "Apply" button. A "Feedback" button is located on the left side of the interface.

Screen 122

4. Now Select the Flag Details tab from Horizontal bar to View IEC Details.

IEC Details RCMC Industrial Registration Status Holder Details Export Details **Flag Details** Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details RCMC Industrial Registration Status Holder Details Export/ Import/ Turnover Details Flag Details

Note: IEC has been flagged in the system. Please refer to the suggested action to be taken for as corrective measures.

Show 10 entries Search:

Sl. No.	Flag Number	Flag Category	Suggested Action	File Number	Status	RA Office
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Feedback

Screen 123

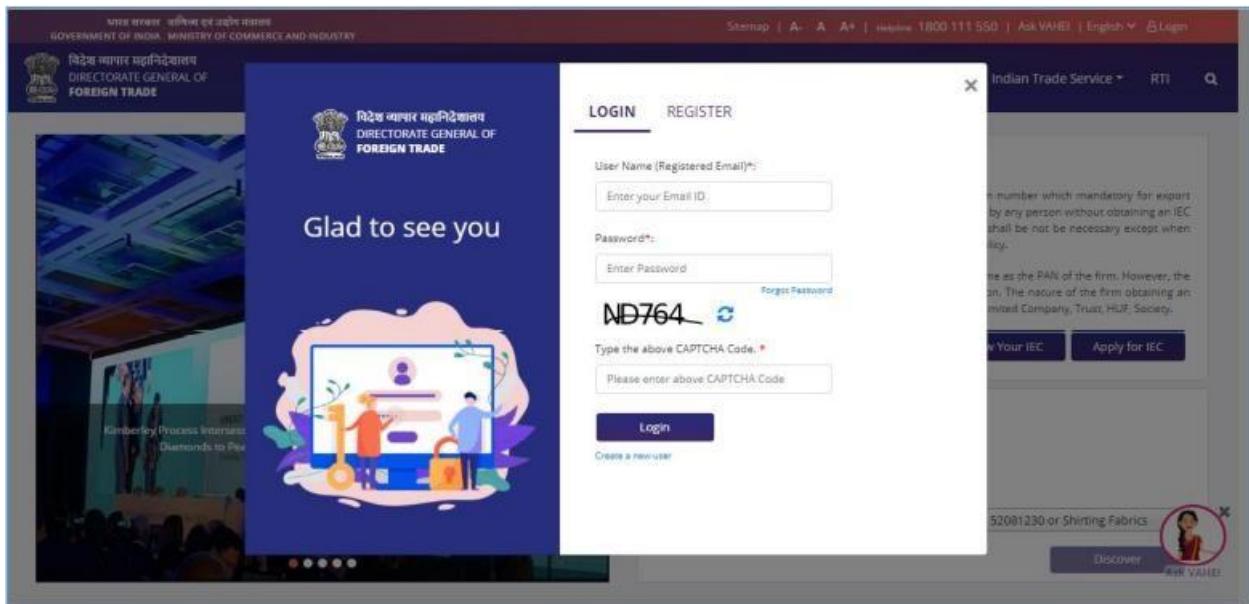
21. View IEC Details, Status Holder Details, Authorizations/Scripts Details & IEC Life Cycle Summary

To View IEC details, Status house Details, Authorisation/Scrips Issued Details & IEC Life CycleSummary corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

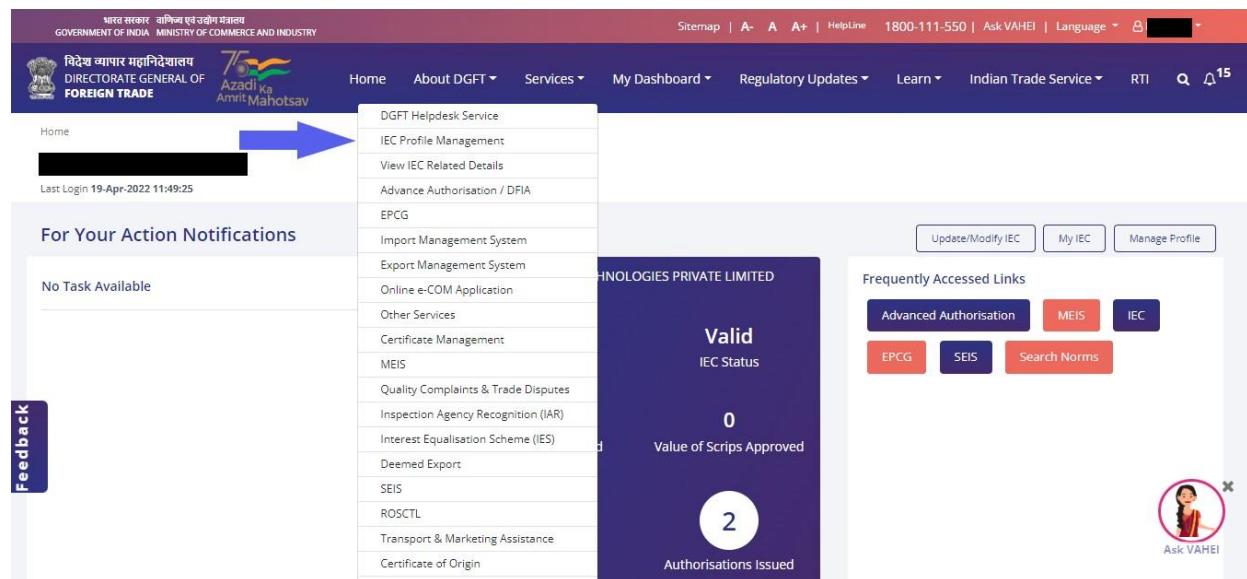
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 124

2. Proceed with Surrender IEC process by clicking on “Manage Profile” button on dashboard or from “Services-> IEC Profile Management ->View IEC Profile”.



Screen 125

3. Now select the View IEC Profile Tab and click on It.

Screen 126

4. Now Select the IEC Details tab from Horizontal bar to View IEC Details.

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
[REDACTED]	[REDACTED]	[REDACTED]
IEC Issuance Date	IEC Status	DEL Status
[REDACTED]	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
[REDACTED]	18/12/2021	RA BENGALURU
Nature of concern/Firm	Category of Exporters	Firm Name
Private Limited	Service Provider	[REDACTED]
Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)
[REDACTED]	[REDACTED]	[REDACTED]

Screen 127

5. Now Select the Status House Details tab from Horizontal bar to View Status House Details.

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
[REDACTED]	[REDACTED]	[REDACTED]
IEC Issuance Date	IEC Status	DEL Status
[REDACTED]	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
[REDACTED]	18/12/2021	RA BENGALURU
Nature of concern/Firm	Category of Exporters	Firm Name
Private Limited	Service Provider	[REDACTED]
Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)
[REDACTED]	[REDACTED]	[REDACTED]

Screen 128

Status Holder Details

Star Rating :	
Certificate Number/Issuing Authority*	Date of issuance and validity*
[REDACTED]	[REDACTED]

Screen 129

6. Now Select the Authorisation/Scripts Details tab from Horizontal bar to ViewAuthorisation/Scripts Details.

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
[REDACTED]	[REDACTED]	[REDACTED]
IEC Issuance Date	IEC Status	DEL Status
[REDACTED]	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
[REDACTED]	18/12/2021	RA BENGALURU
Nature of concern/Firm	Category of Exporters	Firm Name
Private Limited	Service Provider	[REDACTED]
Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)
[REDACTED]	[REDACTED]	[REDACTED]

Screen 130

Authorisation/Scripts Issued

EPCG

SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status
1	08EAEP06799AM21	0831000440	Zero duty EPCG Scheme	20/01/2021	6		Approved

Showing 1 to 1 of 1 entries

AA

SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status
							No data available in table

Showing 0 to 0 of 0 entries

DFIA

SI No.	File Number	Authorisation Number	Issue Date	Authorisation Validity Period	Status

Screen 131

- Now Select the IEC Lifecycle Summary tab from Horizontal bar to View IEC Lifecycle and various state and action Taken on your IEC.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details																		
IEC Details <table border="1"> <tr> <td>IEC Number [REDACTED]</td> <td>PAN Number [REDACTED]</td> <td>Date of Birth / Incorporation [REDACTED]</td> </tr> <tr> <td>IEC Issuance Date [REDACTED]</td> <td>IEC Status Valid</td> <td>DEL Status N</td> </tr> <tr> <td>IEC Cancelled Date</td> <td>IEC Suspended Date</td> <td></td> </tr> <tr> <td>File Number [REDACTED]</td> <td>File Date 18/12/2021</td> <td>DGFT RA Office RA BENGALURU</td> </tr> <tr> <td>Nature of concern/Firm Private Limited</td> <td>Category of Exporters Service Provider</td> <td>Firm Name [REDACTED]</td> </tr> <tr> <td>Address [REDACTED]</td> <td>Firm Mobile No.(For correspondence with DGFT) [REDACTED]</td> <td>Firm Email id (For correspondence with DGFT) [REDACTED]</td> </tr> </table>									IEC Number [REDACTED]	PAN Number [REDACTED]	Date of Birth / Incorporation [REDACTED]	IEC Issuance Date [REDACTED]	IEC Status Valid	DEL Status N	IEC Cancelled Date	IEC Suspended Date		File Number [REDACTED]	File Date 18/12/2021	DGFT RA Office RA BENGALURU	Nature of concern/Firm Private Limited	Category of Exporters Service Provider	Firm Name [REDACTED]	Address [REDACTED]	Firm Mobile No.(For correspondence with DGFT) [REDACTED]	Firm Email id (For correspondence with DGFT) [REDACTED]
IEC Number [REDACTED]	PAN Number [REDACTED]	Date of Birth / Incorporation [REDACTED]																								
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IEC Cancelled Date	IEC Suspended Date																									
File Number [REDACTED]	File Date 18/12/2021	DGFT RA Office RA BENGALURU																								
Nature of concern/Firm Private Limited	Category of Exporters Service Provider	Firm Name [REDACTED]																								
Address [REDACTED]	Firm Mobile No.(For correspondence with DGFT) [REDACTED]	Firm Email id (For correspondence with DGFT) [REDACTED]																								

Screen 132

IEC Lifecycle Summary							
Show 10 entries		Search:					
Sl. No.	Date	Order Type	Order Number	Action Taken By	Source File Number	Remarks	
1	19/11/2020	Modification	[REDACTED]	RA OFFICE	[REDACTED]	Modification of IEC	
2	28/12/2020	Modification	[REDACTED]	RA OFFICE	[REDACTED]	Modification of IEC	
3	23/07/2021	Modification	[REDACTED]	RA OFFICE	[REDACTED]	Modification of IEC	

Showing 1 to 3 of 3 entries Previous 1 Next

Screen 133

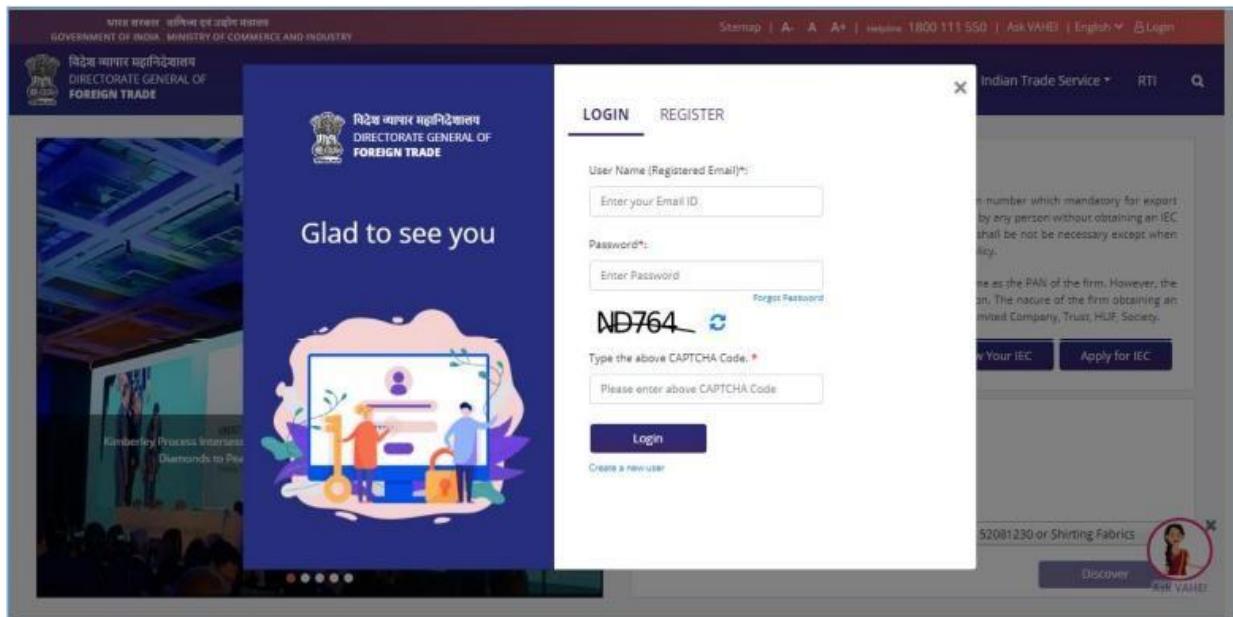
22. View and Track Submitted Request

To View & Track submitted Requests details corresponding to your Importer Exporter Code (IEC) onthe DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- IEC Linked with your profile.

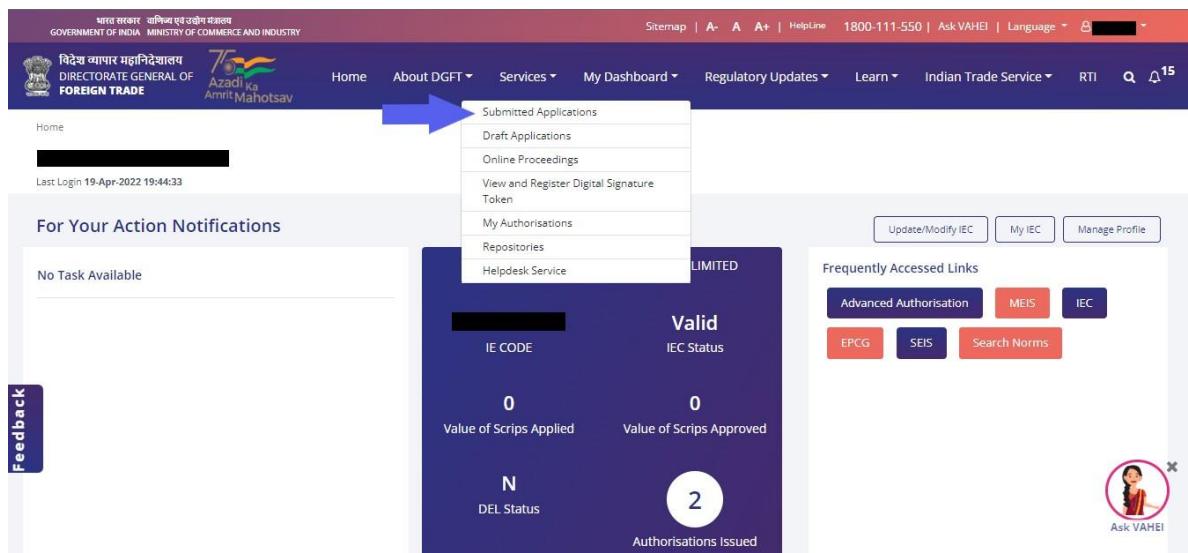
Then proceed with the following steps:

- Visit the DGFT website and login into the portal with valid credentials.



Screen 134

- Proceed by clicking on Menu “My Dashboard-> Submitted Applications”.



Screen 135

3. You can search the Application or File based on two classification and other optional details. Select the type of scheme and sub scheme to track any request, rest all the fields are optional like Branch, From Date, To Date, Application Number & File Number and based on these criteria's you can search any file by clicking on search button.

[Example: To Search Surrender IEC file, user will select type of scheme: Importer- Exporter Code(IEC) and sub-scheme: Surrender IEC. This search criteria will give list of all the Surrender IEC Applications submitted to DGFT till date.]

Screen 136

4. After clicking on search, the list of all requests submitted by user will be displayed. User can click on 'Action' to check what all actions can be performed on this.

Track Application Status

Type of scheme *	Type of sub scheme *	Status	
Please Select	Please Select	Please Select	
From Date	To Date	File Number	Application Number
20/01/2022	20/04/2022		
RA Office	Branch code		
Please Select	Please Select		
<input type="button" value="Clear All"/> <input type="button" value="Search Q"/>			

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date - 20/04/2022

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	[REDACTED]	[REDACTED]	20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED		RA DELHI	In Process	<input type="button" value="Action"/>

Screen 137

5. On click of action button for a file, few option will be displayed in drop down menu according to the type of request or application and status of the application.

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date - 20/04/2022

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	[REDACTED]	[REDACTED]	20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED		RA DELHI	In Process	<input type="button" value="Action"/>

Showing 1 to 1 of 1 entries

Screen 138

Few options available are:

- a) **Print:** To print the submitted application.
- b) **Attach Documents:** User can attach extra documents for the submitted request, if the request is in 'In progress' status.

Showing result for : 20/04/2022

Sl.No.	Application
1	ARNIECPSPRE00165763AM23

Showing 1 to 1 of 1 entries

Remarks *
Enter Remarks

Click or Drag and Drop file to upload
Uploaded Size : 0.00 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only PDF,JPG are allowed)

Action

Sign and Submit

Screen 139

c) **Payment Details:** User can check the payment details and download the receipt for the submitted application.

d) **View Life Cycle:** To check the life cycle of the request. Example, to track which action is taken when and by whom.

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date -

VIEW LIFE CYCLE

Sl.No.	Action	Action Date	Action By
1	Submitted	20/04/2022 10:23:01 AM	Importer/Exporter

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC Application Number - ARNIECPSPRE00165763AM23 File Number - DLIECPSPRE00005717AM23

Previous 1 Next

Screen 140

e) **DSC/e-sign Details:** To check the DSC and e-sign details.

DSC/ESIGN DETAILS

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC Application Number - ARNIECPURRE00165763AM23 File Number - DLIECPURRE00005717AM23

Sl.No.	E-sign Type	Signed Date	Certificate Type	Certifying Authority	Common Name	Organisation	Certificate Issued Date
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Screen 141

f) **Transmission Details:** To track the status of transmission to Customs, CBIC response and CBIC Response time.

TRANSMISSION DETAILS

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC Application Number - ARNIECPURRE00165763AM23 File Number - DLIECPURRE00005717AM23

Sl.No.	Date Of Transmission	CBIC Response	CBIC Response Date
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

Screen 142

g) **View Approved Letter:** In case the status of the request is ‘Approved’, then user can check and download the approved letter.

h) **Withdraw:** If the submitted request is still in ‘In Progress’ state then, applicant has an option to submit another request for withdraw the application.

Note: Withdrawn action is not auto approved, request will be submitted to concerned DGFT officer and accordingly action will be taken by them.

WITHDRAW APPLICATION

File Number: DLIIECPSURRE [REDACTED]
Application No : ARNIECPURRE [REDACTED]

withdrawal Remarks :

Withdrawal Application

SERVICES REGULATORY LEARN CONTACT US

IEC Foreign Trade Statement Application Help & FAQs Directorate General of Foreign Trade (Head)

Screen 143

i) **Respond To Deficiency:** This option will be available only when the status of the application is 'Deficient'. Applicant will be able to check the Deficiency details like Deficiency issue date, RA office, Deficiency letter, Remarks and user can respond to this deficiency by clicking on respond. User can respond in two ways either by doing amendments in the previous application or by not amending.

DEFICIENCY LETTER

Showing result for : Application process -> IEC Application Sub process -> Merger IEC

Sno	Deficiency issued date	RA office	Deficiency View	Previous Respond	Remarks
1	25/06/2020	RA DELHI	View	sdad	The requester is not eligible

Respond to Deficiency [Respond](#)

First Previous Next Last

[View Previous Responds](#)

Screen 144

23. View Any IEC Details

To View Importer Exporter Code (IEC) details on the DGFT portal you would require:

- a) Importer/Exporter Code.
 - b) Firm Name (Enter at least first three characters.).
1. Visit the DGFT website and login to the DGFT Portal.

The screenshot shows the official website of the Directorate General of Foreign Trade (DGFT) of India. The top navigation bar includes links for Skip to main content, Sitemap, font size (A-, A, A+), Helpline 1800 111 550, Ask VAHEI, English, and Login. The main menu features Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI, along with a search icon. A banner on the left side of the page displays a photograph of several officials in a meeting room, with the caption: "DGFT held an interactive session with Foreign Authorities." Below the banner, there is a large image of a person sitting at a desk, with the text "Waiting f..." visible. To the right, a white box titled "Register for your IEC" contains the following text: "An Importer -Exporter Code (IEC) is a key business identification number which mandatory for export from India or import to India. No export or import shall be made by any person without obtaining an IEC unless specifically exempted. For services exports however, IEC shall not be necessary except when the service provider is taking benefits under the Foreign Trade Policy." It also states: "Consequent upon introduction of GST, IEC being issued is the same as the PAN of the firm. However, the IEC will still be separately issued by DGFT based on an application. The nature of the firm obtaining an IEC may be any of the follows- Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society." At the bottom of this box are two buttons: "View Any IEC" and "Apply for IEC". Below this box is another section titled "Are you an importer or an exporter?" with radio buttons for "Importer" (selected), "Exporter", and "Both". To the right of this section is a circular icon of a woman and the text "Ask VAHEI".

Screen 145

2. Click on “Services” and click “View IEC Related Details”.

The screenshot shows the DGFT IEC module homepage. At the top, there's a banner for the 'Azadi Ka Amrit Mahotsav' and a navigation bar with links like 'Skip to main content', 'Sitemap', 'Helpline', '1800-111-550', 'Ask VAHEI', 'English', and 'Login'. Below the banner, there's a sidebar menu with options such as 'DGFT Helpdesk Service', 'IEC Profile Management', 'View IEC Related Details', 'Verify UDIN', 'Advance Authorisation / DFIA', 'EPCG', 'Import Management System', 'Export Management System', 'Online e-COM Application', 'Other Services', 'MEIS', 'SEIS', 'RoSCTL', 'Transport & Marketing Assistance', 'Quality Complaints & Trade Disputes', and 'Deemed Export'. A red banner at the top right says 'Beware of Fraudsters/fake emails/websites claiming to ...'. On the left, there's a promotional banner for the 'National Single Window System'.

Screen 146

- 3. Enter following details**
- Enter Importer/Exporter Code.
 - Enter Firm Name.
 - Enter Captcha Code

The screenshot shows the 'View IEC Related Details' section. It includes a modal window titled 'View Any IEC' with fields for 'Enter Importer/Exporter Code' and 'Enter Firm Name'. There's also a CAPTCHA field with the code 'N4728' and a button to 'Please enter above CAPTCHA Code'. Below the modal, there are other service options like 'DEL Guidelines', 'Shipping Bills Received IEC wise', and 'Feedback'.

Screen 147

- 4. Click on View IEC button. Details of the IEC will be shown to the user.**

भारत सरकार
GOVERNMENT OF INDIA
वाणिज्य एवं व्यापार मंत्रालय
MINISTRY OF COMMERCE AND INDUSTRY

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विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

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Services / View Any IEC Details

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
<input type="text"/>	<input type="text"/>	<input type="text"/>
IEC Issuance Date	IEC Status	DEL Status
04/05/2020	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
<input type="text"/>	04/05/2020	RA DELHI
Nature of concern/Firm	Category of Exporters	Firm Name
One person company	Service Provider	<input type="text"/>
Address		 Ask VAHEI

Screen 148

24. Note on Digital Signature Certificate (DSC)

Introduction

DGFT is introducing support to generic digital signature in the new application which will enable individual and organization-based class-2 and class-3 digital signature certificate (DSC). Support to DGFT IEC based certificates will also continue in the new application for a limited time.

Digital Signature Certificate (DSC) should be of Class-2 or Class-3 only issued by CCA approved certifying agencies in India. Please refer www.cca.gov.in for the list of licensed DSC providers. User must have a valid DSC that is the validity period of DSC should not be expired.

One Time Setup of Digital Signature Token in your Desktop / Laptop

Users are required to perform the following one-time setup in their desktop and laptop machines to enable digital signature software.

1. **Install drivers from USB Token** – Plug in your USB Token key containing the DSC and install the drivers available in your digital signature token drive so that your machine can read the token.
2. **Install Digital Signature Utility** - Download and install the eMBridge utility from <https://embridge.emudhra.com> on your local machine. You will require Administrator rights with full access privilege to install the utility. In case you face any issues while installing the eMBridge utility, please contact us at the DGFT helpline number posted on website or emudhra technical support available on <https://embridge.emudhra.com>.

Once the setup is done, you will be able to use the DSC in the new DGFT application for applying / modifying for IEC, linking your profile to IEC and signing submissions. The following validation will be done with the DSC and details from IEC profile.

Type of Entity	Validation	Allowed Tokens
Proprietorship, HUF	Serial Number under Subject in DSC matches the SHA 256 hash of PAN in IEC Profile	Class-2 & 3 Individual and Organisation Based Tokens
Other than Proprietorship, HUF	Organisation Name (O) in DSC matches the Name as per PAN database in IEC profile	Class-2 & 3 Organisation Based Tokens
All entities (for signing submission only)	Based on IEC embedded in the Digital Token	DGFT IEC Token

System Requirements for usage of DSC

- o Desktop Browser: Internet Explorer 11+ / Google Chrome 70+ / Mozilla Firefox 70+
- o Valid class 2 or class 3 Digital Signature Certificate (DSC) obtained from a DSC provider(<http://www.cca.gov.in>)
- o Windows 32 / 64 bit, Linux, MacOS

- Windows: Admin access to install the eMBridge component (<https://embridge.emudhra.com>)

25. List of Abbreviations

The following abbreviations have been used in the document.

Table 1: Abbreviations

Abbreviation	Expanded Form
ANF	Aayaat Niryaat Form
BTP	Bio-Technology Park
CBIC	Central Board of Indirect Taxes and Customs
CIN	Company Identification Number
DGFT	Directorate General of Foreign Trade
DIN	Director Identification Number
DPIN	Designated Partner Identification Number
DSC	Digital Signature Certificate
DTA	Domestic Tariff Area
EHTP	Electronic Hardware Technology Park
EOU	Export Oriented Units
GSTIN	Goods and Service Tax Identification Number
IEC	Importer Exporter Code
LLPIN	Limited Liability Partnership Identification Number
MCA	Ministry of Corporate Affairs
PAN	Permanent Account Number
PFMS	Public Financial Management System
SEZ	Special Economic Zone
STP	Software Technology Park

26. What's New

The Following New Functionalities were implemented in the module

1. **Update/Modify IEC Icon on the Dashboard Page - To** Modify Importer Exporter Code (IEC) on the DGFT portal, Post login click on “**Update/Modify IEC**” on the Dashboard.
2. **Revoke Cancellation Request for IEC**
3. **View Flag Details**