Directorate General of Foreign Trade

User Help File

REVALIDATION OF TRANSFERABLE DFIA

Version 1.0

JANUARY 2022

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Introduction and Accessing DGFT Portal

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

Helpdesk Service

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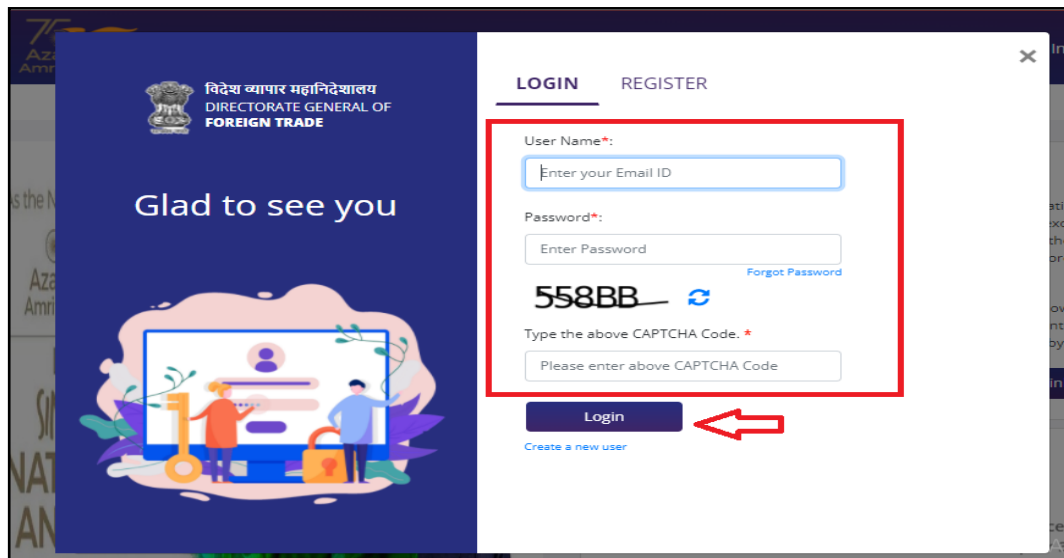
Login to the new Portal

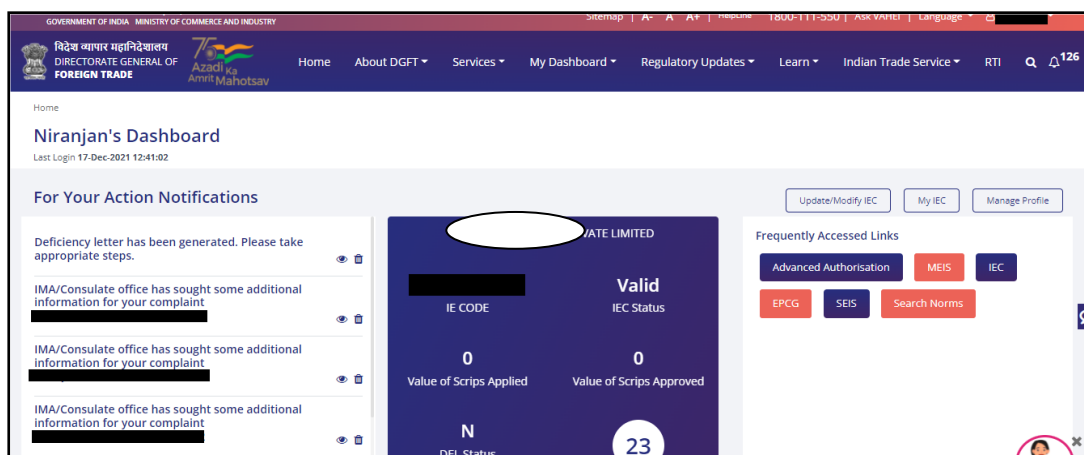To Login on Directorate General Foreign Trade (DGFT) portal you would require:
   a) Internet Connection
   b) Valid User ID and password provided to log in.

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

   2.   Once you logged in successfully you will be able to see your Dashboard.
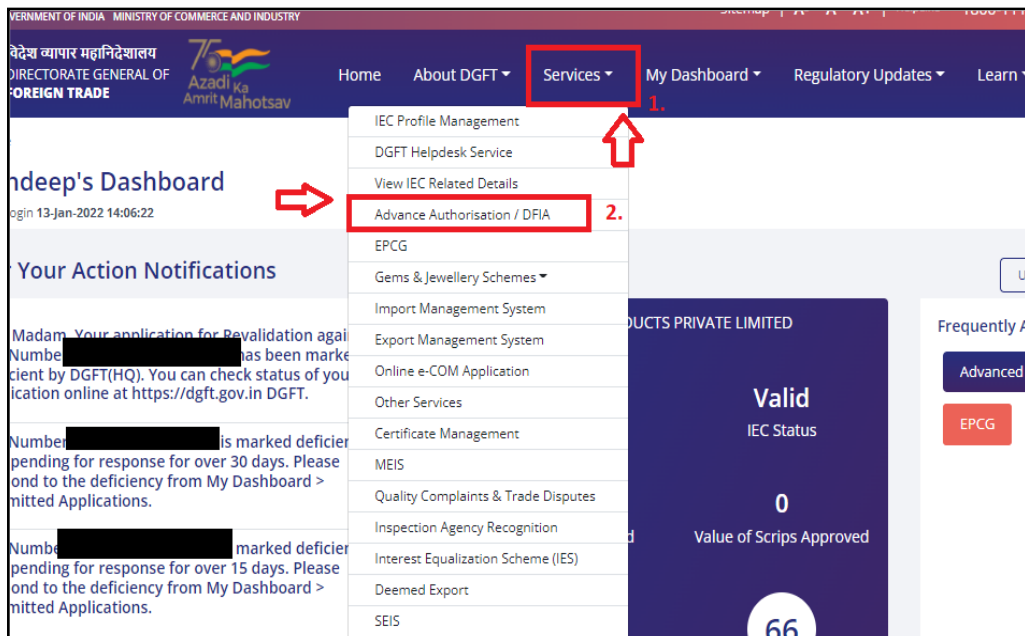
Revalidation of Transferable DFIA

Introduction:-

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

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

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

3. Scroll down to find the "Apply for Revalidation of Transferable DFIA" node and click on apply button, you will be redirected to the Revalidation of Transferable DFIA application page.
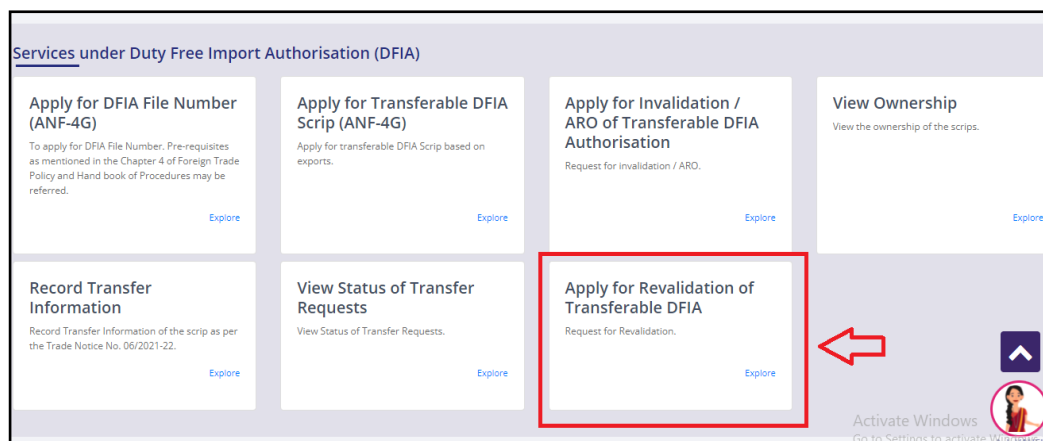
4. You can either proceed with the draft application or create a new application, for proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present in the bottom of the screen and go ahead with an application form where you left.

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

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

8. Click on save & next button after filling all the details in authorisation tab.
9. After that Consumption details tab will appear, verify it then click on save & next.

10. Revalidation Tab will come next, Revalidation date will be auto-filled for 6 months which is editable for the user. Enter relevant reason for revalidation & PRC fee if applicable else enter 0 in fee.

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

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