



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Closure of Advance Authorisation

Version 2.0

October 2024

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1. Introduction and Accessing DGFT Portal

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

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. Login to the new Portal

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

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

Then proceed with the following steps.

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

The screenshot shows the DGFT login page. On the left, there is a blue banner with the text 'Glad to see you' and an illustration of people working on a computer. On the right, there is a white login form. The form has two tabs: 'LOGIN' and 'REGISTER'. The 'LOGIN' tab is active. The form contains the following fields: 'User Name*' (with a placeholder 'Enter your Email ID'), 'Password*' (with a placeholder 'Enter Password'), and a CAPTCHA field. The CAPTCHA image shows the code '558BB'. Below the CAPTCHA field is a text input for 'Type the above CAPTCHA Code.*' with a placeholder 'Please enter above CAPTCHA Code'. There is a 'Login' button and a 'Create a new user' link. A red box highlights the 'User Name', 'Password', and 'CAPTCHA' fields, and a red arrow points to the 'Login' button.

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

The screenshot shows the DGFT dashboard. At the top, there is a navigation bar with links: Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, RTI. Below the navigation bar, there is a 'For Your Action Notifications' section with three notifications. The main content area is divided into two columns. The left column contains a 'Valid IEC Status' section with the following information: 'IE CODE', 'Value of Scrips Applied' (0), 'Value of Scrips Approved' (0), and 'DEL Status' (N). The right column contains a 'Frequently Accessed Links' section with buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'. There are also buttons for 'Update/Modify IEC', 'My IEC', and 'Manage Profile'.

4. Closure of Advance Authorisation

Introduction:-

This section covers the process of applying for the Closure of Advance Authorisation.

Pre-conditions for applying for Closure of Advance Authorisation:

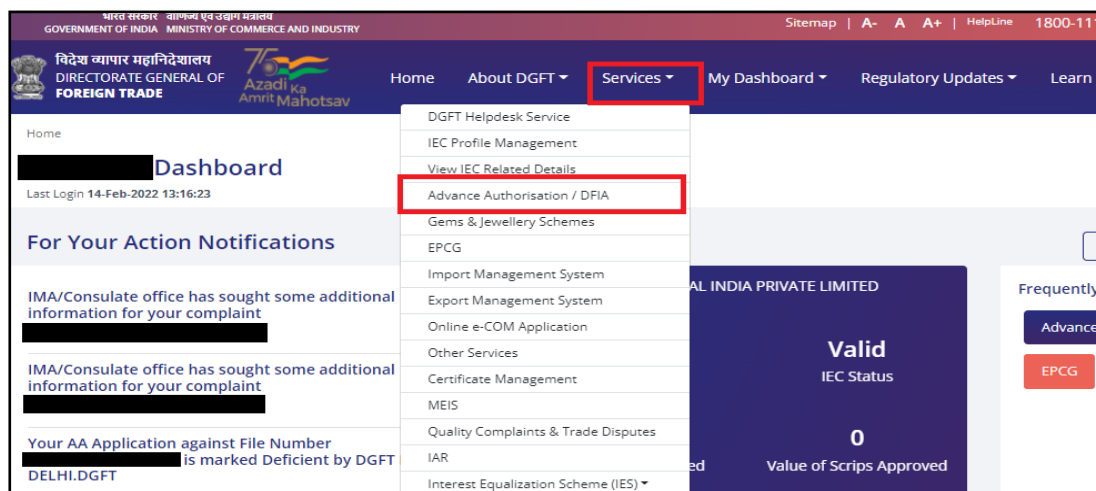
1. IEC Entity has already Imported Items by paying customs duty.
2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
3. E-Sign and DSC are enabled for submission.
4. The applicant is authorised to draft and submit applications for an IEC.
5. All exports & imports should be done.
6. For surrender of the license, no export & import should be done.

Following steps must be taken before drafting the closure application:

1. Check the repository (My Dashboard >> Repository >> Bill repository) that all the data of Shipping bills, Bill of Entry, GST, TR-6 challan, Bill of exports, e-BRC and others.
2. If the data is available of the following license.
For: -
Shipping bills: Update Part-E details as the FOB realized will be taken from Part-E only.
Bill of Entry: Mapping must be done. (Non-EDI BOE must be added manually)
GST Invoices: Must be added manually.
TR-6 challan: Must be added manually
Bill of exports: Update Part-E details as the FOB realized will be taken from Part-E only.
e-BRC: Freight, Insurance, Other Deductions can be updated.
(Procedure of the above points is available in Help & FAQ)
3. After the 2nd step draft of the closure application must be made. (NOTE: only one draft must be available for the same license.) Also, draft must be made after the 2nd step is done.
If any update has to be done in repository no draft of the following license has to available (delete the current draft).

To apply for Closure of Advance Authorisation is as follows:

1. Login to the portal with valid credentials and click on **Service** option present on the top of the screen.
2. Then select **Advance Authorisation/DFIA**.



3. Scroll down to find the **Closure of Advance Authorisation** node and click on apply button, you will be redirected to the 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.

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	[REDACTED]	09/02/2022 14:17	[REDACTED]	10/02/2022 12:45	[REDACTED]	Action

Showing 1 to 1 of 1 entries

Start Fresh Application | Proceed With Existing Application

5. For **Start Fresh Application**, the user have to select the license for which Closure needs to be applied. There are 2 ways for proceed further-
- With Validation
 - Without Validation

(a) With Validation- If the user selects **NO** from the options then all validation will be applied in the application, no data exceptions will be made. All the data should be present in the shipping bills, bill of entry, GST invoices, etc. Else application will not be process further.

Home /

Closure Of AA/AAA

Last Login 07-Feb-2022 18:54:58

☒ Closure Authorisations
 ☐ Export Details
 ☐ Input Details
 ☐ Redemption Matrix
 ☐ Attachments
 ☐ Declaration
 ☐ Summary

My Authorisation

Search:

Select	S.No.	Authorisation number	Authorisation Type	Custom Notification Number	Norm Type	Export Product Group	EO Period	%EO Fulfilled
<input checked="" type="radio"/>	10		Advance Authorisation	045/2016	No Norms-Repeat Basis	Textile Products	08/04/2022	0

Showing 1 to 10 of 78 entries

Do you want to proceed without validation? ☒ NO ☐ Yes

Note:- Amendment needs to be done for the licenses approved before 1st December 2020 before applying for the closure.

6. After selecting the License & process with validation, click on **Save & Proceed**.
7. Export details tab will be shown next.
 - **As Endorsed in Authorisation** table shows the export item details present in the license.
 - **As per Shipping bills/GST Invoices/ Bill of Exports** table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.
 - **As per Importer/Exporter** table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

☒ Closure Authorisations
 ☒ Export Details
 ☐ Input Details
 ☐ Redemption Matrix
 ☐ Attachments
 ☐ Declaration
 ☐ Summary

CA CE Details

Do you want to apply for 4H Certificate *

☒ Yes ☐ No

CA/CE Registration Number *

Email Address of CA/CE *

Export Details

Export Product Group

Applicable currency for EODC

As Endorsed in Authorisation

Authorisation Number	Export Serial No	SION Serial No.	Item(s) to be exported /supplied	Export item technical characteristics/Description	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)	Total FOB / Value (in U)
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- **Export Details:**
"Do you want to apply for 4H Certificate" - **Yes** and **No**

on click of **Yes** user must provide CA/CE Registration Number of the Registered CA/CE Application will be submitted to CA/CE user for the issuance of 4H certificate online.

Post approval of the 4H certificate same draft will be submitted to RA.

And on selection of **No** draft will directly be submitted to RA.

As per Shipping Bills/GST Invoice/Bill of Exports										
Authorisation Number	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)
+	555	01/02/2022	555	01/02/2022	1	djhag	84213910	2000	NUMBERS (NOS)	2,00,000.00
Showing 1 to 1 of 1 entries										

As per Importer/Exporter

Q Search Shipping Bills in Bills Repository

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
<div><div>+</div>-</div>	<div></div>	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	<div><div></div><div></div></div>

- User can also search data from the repository & attach in the application by clicking on **Search Shipping bills in Bill Repository**.

As per Importer/Exporter

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
-		Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	

- To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.

Select Bill Type *

Please Select

Shipping Bill

Bill of Exports

GSTN Invoices

layed, you can search for the same by providing the search criteria.

Search

Select	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code

- Then Enter **Shipping bill number**, **Shipping bill date** & **Port code** correctly. Click on **Search**.

Select Bill Type *

Shipping Bill

In case the shipping bill is not displayed, you can search for the same by providing the search criteria.

Shipping bill number *

Shipping bill date *

Port Code *

Search Port of Req e.g Ali

Search

Shipping Bill Number/	Shipping

- Select the Shipping bill & click on **Add** button.

In case the shipping bill is not displayed, you can search for the same by providing the search criteria.

Search

Select	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in Invoice	ITC (HS) Code
<input checked="" type="checkbox"/>	[Redacted]	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910

Showing 1 to 1 of 1 entries

Previous **1** Next

Add

- Similarly, **GST invoices & bill of export** can be added in the application.

Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are unutilized & correctly mapped to the authorisation number & scheme.


- User can edit **Export serial no. & UOM** of an item by clicking on edit button. After making changes

As per Importer/Exporter

Search Shipping Bills in Bills Repository

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in Invoice	Edit/Delete
<input checked="" type="checkbox"/>	[Redacted]	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	

click on Update & then save button.

- Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping

Export Realization Details						
Authorisation Number	Shipping Bill no./Bill of exports/Gst invoices	eBRC No.	Currency of Realisation	eBRC Value	eBRC value in applicable export FCC	Net Realized FCC

bills attached in the application.

- After verifying all the details click on **Save & Proceed**.

- Input details tab will be shown next.

- **As Endorsed in Authorisation** table shows the input item details present in the license.
- **As per Bill of entries/GST Invoices** table shows data from the Bill of entries & GST invoices present in the repository for that authorisation number.
- **As per Importer/Exporter** table also shows data from the Bill of entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

Export Details	Input Details	Redemption Matrix	Attachments	Declaration	Summary
----------------	---------------	-------------------	-------------	-------------	---------

As endorsed in Authorisation										
Note:										
Please validate the mapping between authorisation input items and input items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map input items from import items list.										
Authorisation Number	Export Serial No	Inputs as per	Input Item Serial No	Input Name	Input Item technical features/ Description	ITC (HS) Code	Total Quantity Required	Quantity Invalidated	UOM	Total CIF Value (INR)
+	1	Adhoc Norms	1	EP NO 213 C 76% COTTON 24% LYOCCELL/ REFIBRA WVN DENIM FABRIC	(+ or - 3%) GSM 203 (Tolerance + or - 10%)	52114200	8554.0	0.0	SQUARE METER (SQM)	15,92,113.25

As per Bill of Entries/GST Invoices										
Authorisation Number	BOE / GST Invoice Number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total CIF Value (INR)	Foreign Currency as per Invoice	Total CIF value (in Applicable foreign currency)
+	2403627	18/01/2021	1	EP NO 216 C 100% COTTON WVN DENIM FABRIC	52094200	8312.91	SQUARE METER (SQM)	10,03,173.60	US Dollars	13,556.40

As per Importer/Exporter

Q Search Bill Of Entry in Bills Repository

Save

Search:

Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Edit/Delete
+	1	Indigenously Procured	1	444	01/02/2022	1	kjn	84213910	1000.0	

- User can search & add **Bill of entry** by selecting **Imported Directly**. To search & add **GST**

Details of Bill of Entry/GST Invoice

Select Bill Type *

--Select--

Imported Directly

Indigenously Procured

Search

Select	Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Qu Cor
--------	----------------------	----------------------	---------------	----------------------	------------------------	------------------------	-----------------------	-----------------------------------	----------------	-------------------------	--------

invoices user have to select **Indigenously Procured**.

- Tax Receipt Details** table shows the details of TR-6 Challan. User can also search & add the TR6

TAX RECEIPT DETAILS

Q Search TR6 Details in Bills Repository

Challan Number	Challan Date	Amount of Challan Paid (in INR)	Challan Interest	Remarks	Edit/Delete
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

challan if present in the repository.

- Additional Input Details** table shows the data automatically from the issued authorisation.

ADDITIONAL INPUT DETAILS

Authorisation Number	Claim under reduced benefits of Appendix 4D	Serial Number from Appendix 4D	Remarks
	No	NA	NA

Showing 1 to 1 of 1 entries

Previous 1 Next

Authorisation Number	Item(s) declared do not fall under Appendix 4J	Serial Number from Appendix 4J	Remarks
	Yes	NA	NA

Showing 1 to 1 of 1 entries

Previous 1 Next

- **Value Addition details** will be auto-calculated from all the export & import item of the

Value Addition Details

	Declared	Fulfilled FOB	Minimum FOB Required	Short Fall by Value	Min VA Required	% Fulfilled
EO by Value (in applicable Foreign Currency)	222948.04	0.0	1527.22	1527.22	15.0	0.0

Previous 1 Next

authorisation.

10. After verifying all the details click on **Save & Proceed**.

11. Next tab is of **Redemption matrix**.

Quantity Exported: Will be calculated as per the data available in Importer/Exporter tab.

Quantity Entitlement: Will be calculated as per the actual export made and as endorsed licence.

Quantity Imported: Will be calculated as per the data available in Importer/Exporter.

Quantity Consumed: Consumption details can be modified via user.

(a). **With Validation:** Redemption matrix will be generated via system.

Although "**Quantity Consumed**" can be updated via user.

(By default, Quantity Consumed will be same as Quantity Imported)

Export Details Input Details Redemption Matrix Attachments Declaration Summary

Redemption Regularization Bond Waiver Surrender

Of Authorisations: 1 #Of Export Items: 28 #Of Input Items: 680

Search: Search:

Export Serial No	Export Item Name	Quantity Exported	UOM	Input Serial No	Input Name	Quantity Entitlement	UOM	Quantity Imported	Quantity Consumed
1	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/3CX2.5	9944	METER (MTR)	1	COPPER WIRE ROD : 8 MM DIA	751.853	KILOGRAMS (KGS)	0	<input type="text"/>
2	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/4CX2.5	8528	METER (MTR)	2	XLPE Compound	316.749	KILOGRAMS (KGS)	2786	2786
3	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/7CX2.5	7531	METER (MTR)	3	ZERO HALOGEN FLAME RETARDANT	2819.817	KILOGRAMS (KGS)	0	<input type="text"/>
4	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/12CX2.5	5205	METER (MTR)	4					

The Value in matrix will be auto-calculated based on the details in Importer/Exporter table accordingly items will fall in Regularisation & Bond Waiver.

The Quantity Consumed in the matrix can also be edited/updated by the user along with the “Bond Waiver” and “Regularization” details.

Note:- In RA, both the system generated & user edited matrix will be submitted.

Redemption Regularization Bond Waiver Surrender

Of Authorisations: 1 #Of Export Items: 28 #Of Input Items: 680

Search: Search:

Export Serial No	Export Item Name	Quantity Exported	UOM	Input Serial No	Input Name	Quantity Entitlement	UOM	Quantity Imported	Quantity Consumed
1	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/3CX2.5	9944	METER (MTR)	1	COPPER WIRE ROD : 8 MM DIA	751.853	KILOGRAMS (KGS)	0	<input type="text"/>
2	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/4CX2.5	8528	METER (MTR)	2	XLPE Compound	316.749	KILOGRAMS (KGS)	2786	2786
3	INSULATED WIRE / CABLES - 0.6/1 KV/CU/GMT/XL/LSZH/GSW/LSZH/7CX2.5	7531	METER (MTR)	3	ZERO HALOGEN FLAME RETARDANT	2819.817	KILOGRAMS (KGS)	0	<input type="text"/>

Penalty will be auto-calculated but user can also edit it & pay in the closure application. Penalty amounts must be filled in Redemption matrix tab only.

Showing 1 to 2 of 2 entries Previous 1 Next

Import Validity Date:

Penalty for shortfall in value addition (in INR)

Duty to be regularised as per Exporter

Total Duty

Penalty as per Importer / Exporter

Interest on Duty as per Exporter

Additional Remarks for Submission (if any)

Clear All Save & Proceed

In case of **Bond Waiver** -“Import Validity date” must be mentioned by the user. (it will be transmitted to customs as revalidation date)

Note:- In RA, both the system calculated & user edited penalty will be submitted.

12. After verifying the details click on **Save & proceed**.

13. In **Attachment Tab**, upload the necessary documents & click on **Save & Proceed**.

The screenshot shows the 'Attachment' section of the application form. It includes a dropdown menu for 'Attachment Type' with options: 'Please select', 'TR6 Challan', 'Shipping Bills, eBRC, Bill of Entries, Bill of exports, GST Invoice', and 'Appendix 4H/4I duly certified by CA'. Below the dropdown is a text input field for 'Remark'. To the right is an 'Uploaded Document List' table with columns: 'Attachment Type', 'Remark', 'View/Add More Attachments', and 'Delete'. The table currently shows 'No data available in table'. Below the table is a 'Previous' and 'Next' navigation link. At the bottom of the section is an 'Upload Attachments' button. The 'CA/CE Details' section is visible below, with a 'Clear All' button and a 'Save & Proceed' button.

The screenshot shows the 'CA/CE Details' section of the application form. It includes a 'Note' section with four points:

1. Applicant can either add CA/CE certificate in the repository or attach its scanned copy directly in the attachment section of application
2. To add CA/CE details in the repository please follow the given path: My Dashboard >> Repositories >> CA/CE Repository OR [Link of CA/CE Repository](#)
3. After adding CA/CE details it should be approved by CA/CE incase of an online application.
4. Once approved by CA/CE, applicant can search and attach in the application.

Below the note is an 'Add CA/CE Detail' button. There is a 'Show' dropdown set to '10' entries and a 'Search:' input field. Below these is a table with columns: 'Sl.No.', 'Application Number', 'CA/CE Membership Number', 'Appendix Type', 'View', 'Delete', and a sort icon. The table currently shows 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has a 'Previous' link and an upward arrow button.

14. Read the declaration & tick the check box. After that click in **Save & proceed**.

6. I/ We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.

7. No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

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

Place* Date*

User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name Designation
Email Mobile
Office Address
Residential Address

15. Application Summary tab will appear next. User can also print the application. After verifying all the details in the application proceed further with payment if there is any.

Closure Of AA/AAA
Last Login 07-Feb-2022 18:54:58

Export Details Input Details Redemption Matrix Attachments Declaration Summary

☒ Success Message
Your Application has been saved successfully

Application Details

IEC	Entity Name	Application Number	HQ File Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Applicable Export Foreign Currency	Applicable Foreign Exchange Rate		
US Dollars	0.013586956521739132		


7. No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

☒ You have ticked the box as acceptance of declaration/ undertaking details.

Place: HARYANA Date: 14/02/2022

Name: Designation: DESIGNATED PARTNER
Email: Mobile:
Office Address:
Residential Address:

Amount to be Paid : Rs. 15.27

 विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE DGFT, Udyog Bhawan, New Delhi	
E-PAYMENT RECEIPT	
IEC	
File Number	
Date of Submission	2022-02-14 06:54:49
IP Address	0:0:0:0:0:0:1
Firm Name	
Firm Address	
Service Available	Closure Of Advance Authorisation
Mode of Signature	Digital Signature
PAYMENT DETAILS	
Transaction Id	1994196
Total Fee Amount (in INR)	15.27
Date of Submission	2022-02-14 06:54:49
Mode of Payment	ONLINE
Transaction Status	SUCCESS

16. After Payment is successful E-Receipt will be generated & File Number.

The File is submitted to RA office.

(b) Without Validation- If the user selects **YES** from the options then no validation will be applied in the application, data exceptions will be made. Application can be submitted even if some data is missing.

<input checked="" type="radio"/>	9		Advance Authorisation	45/2016-Cus dated 13-8-2016-Special Advance Authorisation for import of fabrics for manufacture and export of garments	Adhoc Norms Fixed	Textile Products	14/07/2022	0
<input type="radio"/>	10		Advance Authorisation	045/2016	No Norms- Repeat Basis	Textile Products	08/04/2022	0

Showing 1 to 10 of 78 entries

Do you want to proceed without validation? * ☒ Yes

Previous 1 2 3 4 5 ... 8 Next

Clear All Save & Proceed

Note:- Amendment needs to be done for the licenses approved before 1st December 2020 before applying for the closure.

8. After selecting the License & process with validation, click on **Save & Proceed**.
9. Export details tab will be shown next.
 - **As Endorsed in Aurhorisation** table shows the export item details present in the license.
 - **As per Shipping bills/GST Invoices/ Bill of Exports** table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.
 - **As per Importer/Exporter** table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

✓ ○ ○ ○ ○ ○ ○
 Closure Authorisations Export Details Input Details Redemption Matrix Attachments Declaration Summary

CA CE Details

Do you want to apply for 4H Certificate *
☒ Yes ☐ No
 CA/CE Registration Number * Email Address of CA/CE *

Export Details

Export Product Group: A-Chemical and Allied Products Applicable currency for EODC: US Dollars

As Endorsed in Authorisation

Authorisation Number	Export Serial No	SION Serial No.	Item(s) to be exported /supplied	Export item technical characteristics/Description	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)	Total FOB / Value (in U	
As per Shipping Bills/GST Invoice/Bill of Exports										
Authorisation Number	Shipping Bill Number/ Bill of Exports / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)
+	555	01/02/2022	555	01/02/2022	1	djhag	84213910	2000	NUMBERS (NOS)	2,00,000.00

Showing 1 to 1 of 1 entries

As per Importer/Exporter

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
-		Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	

- User can also search data from the repository & attach in the application by clicking on **Search Shipping bills in Bill Repository**.

As per Importer/Exporter

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
-		Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	

- To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.

Select Bill Type *

Please Select

Shipping Bill

Bill of Exports

GSTN Invoices

played, you can search for the same by providing the search criteria.

Search

Select	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code

- Then Enter **Shipping bill number**, **Shipping bill date** & **Port code** correctly. Click on **Search**.

Select Bill Type *

Shipping Bill

In case the shipping bill is not displayed, you can search for the same by providing the search criteria.

Shipping bill number *

Shipping bill date *

Port Code *

Search Port of Req e.g Ali

Search

Shipping Bill Number/	Shipping

In case the shipping bill is not displayed, you can search for the same by providing the search criteria.

Search

Select	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code
<input checked="" type="checkbox"/>	[REDACTED]	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910

Showing 1 to 1 of 1 entries

Previous **1** Next

Add

- Select the Shipping bill & click on **Add** button.
- Similarly, **GST invoices & bill of export** can be added in the application.

Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are **unutilized & correctly mapped to the authorisation number & scheme.**


- User can edit **Export serial no. & UOM** of an item by clicking on edit button. After making changes

As per Importer/Exporter

Search Shipping Bills in Bills Repository

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	Edit/Delete
<input checked="" type="checkbox"/>	[REDACTED]	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	

click on Update & then save button.

- **Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping

Export Realization Details						
Authorisation Number	Shipping Bill no./Bill of exports/Gst invoices	eBRC No.	Currency of Realisation	eBRC Value	eBRC value in applicable export FCC	Net Realized FCC

bills attached in the application.



8. After verifying all the details click on **Save & Proceed.**

9. Input details tab will be shown next.

- **As Endorsed in Authorisation** table shows the input item details present in the license.
- **As per Bill of entries/GST Invoices** table shows data from the Bill of entries & GST invoices present in the repository for that authorisation number.
- **As per Importer/Exporter** table also shows data from the Bill of entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

Export Details	Input Details	Redemption Matrix	Attachments	Declaration	Summary
----------------	---------------	-------------------	-------------	-------------	---------

As endorsed in Authorisation										
<p>Note:</p> <p>Please validate the mapping between authorisation input items and input items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map input items from import items list.</p>										
Authorisation Number	Export Serial No	Inputs as per	Input Item Serial No	Input Name	Input Item technical features/ Description	ITC (HS) Code	Total Quantity Required	Quantity Invalidated	UOM	Total CIF Value (INR)
+		1	Adhoc Norms	1	EP NO 213 C 76% COTTON 24% LYOCCELL/ REFIBRA WVN DENIM FABRIC	(+ or - 3%) GSM 203 (Tolerance + or - 10%) 52114200	8554.0	0.0	SQUARE METER (SQM)	15,92,113.25

As per Bill of Entries/GST Invoices										
Authorisation Number	BOE / GST Invoice Number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total CIF Value (INR)	Foreign Currency as per Invoice	Total CIF value (in Applicable foreign currency)
 	2403627	18/01/2021	1	EP NO 216 C 100% COTTON WVN DENIM FABRIC	52094200	8312.91	SQUARE METER (SQM)	10,03,173.60	US Dollars	13,556.40

As per Importer/Exporter										
<div> <input type="text" value="Search Bill Of Entry in Bills Repository"/> <input type="button" value="Save"/> </div> <div>Search: <input type="text"/></div>										
Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Edit/Delete
+		1	Indigenously Procured	1	444	01/02/2022	1	kjn	84213910 1000.0	

- User can search & add **Bill of entry** by selecting **Imported Directly**. To search & add **GST invoices** user have to select **Indigenously Procured**.

Details of Bill of Entry/GST Invoice

Select Bill Type *

--Select--

Imported Directly

Indigenously Procured

Search

Select	Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Qu

- **Tax Receipt Details** table shows the details of TR-6 Challan. User can also search & add the TR6

TAX RECEIPT DETAILS

Search TR6 Details in Bills Repository

Challan Number	Challan Date	Amount of Challan Paid (in INR)	Challan Interest	Remarks	Edit/Delete
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

challan if present in the repository.

ADDITIONAL INPUT DETAILS

Authorisation Number	Claim under reduced benefits of Appendix 4D	Serial Number from Appendix 4D	Remarks
	No	NA	NA

Showing 1 to 1 of 1 entries

Previous 1 Next

Authorisation Number	Item(s) declared do not fall under Appendix 4J	Serial Number from Appendix 4J	Remarks
	Yes	NA	NA

Showing 1 to 1 of 1 entries

Previous 1 N

- **Additional Input Details** table shows the data automatically from the issued authorisation.
- **Value Addition details** will be auto-calculated from all the export & import item of the authorisation.

Value Addition Details						
	Declared	Fulfilled FOB	Minimum FOB Required	Short Fall by Value	Min VA Required	% Fulfilled
EO by Value (in applicable Foreign Currency)	222948.04	0.0	1527.22	1527.22	15.0	0.0
Previous 1 Next						

10. After verifying all the details click on **Save & Proceed**.

11. Next tab is of **Redemption matrix**.

Without validation: Redemption matrix will not be generated via system.
User has to fill all the details manually.

The Values in the matrix will have to be entered by the user manually for Redemption, Bond Waiver & Regularisation for the items.

Closure Authorisations ☒
 Export Details ☒
 Input Details ☒
 Redemption Matrix ☒
 Attachments ☐
 Declaration ☐
 Summary ☐

You have selected to proceed with closure of authorization without mandatory amendment for this authorization. You are

Redemption **Regularization** Bond Waiver Surrender

Of Authorisations: **1** # Of Export Items: # Of Input Items:

Search: Search:

Export Serial No	Export Item Name	Quantity Exported	UOM	Input Serial No	Input Name	Quantity Entitlement	UOM	Quantity Imported	Quantity Consumed
1	Tablets/ capsules	0	NUMBERS (NOS)	1	Relevant Bulk Drug/s	0	KILOGRAMS (KGS)		
2	Tablets/ capsules	0	NUMBERS (NOS)	2	Relevant Bulk Drug/s	0	KILOGRAMS (KGS)		
3	Drug Formulations Syrups	0	NUMBERS (NOS)	3	Relevant Bulk Drug	0	KILOGRAMS (KGS)		
4	Medicinal Cream/ Ointments	0	NUMBERS (NOS)						

Penalty will be auto-calculated but user can also edit it & pay in the closure application.

Note:- In RA, both the system calculated & user edited penalty will be submitted.

12. After verifying the details click on **Save & proceed**.

13. In **Attachment Tab**, upload the necessary documents & click on **Save & Proceed**.

Attachment

Attachment Type
Please select
Please select
TR6 Challan
Shipping Bills, eBRC, Bill of Entries, Bill of exports, GST Invoice
Appendix 4H/4I duly certified by CA
Click or Drag and Drop file to upload

Remark

Uploaded Document List
Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Uploaded Size : 0.00 MB
Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf are allowed)

Previous Next

Upload Attachments

CA/CE Details

Clear All Save & Proceed

CA/CE Details

Note:

1. Applicant can either add CA/CE certificate in the repository or attach its scanned copy directly in the attachment section of application
2. To add CA/CE details in the repository please follow the given path: My Dashboard >> Repositories >> CA/CE Repository OR [Link of CA/CE Repository](#)
3. After adding CA/CE details it should be approved by CA/CE incase of an online application.
4. Once approved by CA/CE, applicant can search and attach in the application.

Add CA/CE Detail

Show 10 entries Search:

Sl.No.	Application Number	CA/CE Membership Number	Appendix Type	View	Delete
No data available in table					

Showing 0 to 0 of 0 entries Previous

14. Read the declaration & tick the check box. After that click in **Save & proceed**.

6. I/ We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.

7. No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

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

Place* Date*

User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name Designation
Email Mobile
Office Address
Residential Address

EP NO - 215/C - WOMENS TIERED DRESSES /STYLE NUMBERS DENIM FABRIC (SOM)

Clear All Save & Proceed

15. Application Summary tab will appear next. User can also print the application. After verifying all the details in the application proceed further with payment if there is any.

Closure Of AA/AAA
Last Login 07-Feb-2022 18:54:58

Export Details Input Details Redemption Matrix Attachments Declaration Summary

Success Message
Your Application [REDACTED] has been saved successfully

[Print Summary](#)

Application Details

IEC	Entity Name	Application Number	HQ File Number
[REDACTED]	[REDACTED]	[REDACTED]	
Applicable Export Foreign Currency	Applicable Foreign Exchange Rate		
US Dollars	0.013586956521739132		

7. No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

☒ You have ticked the box as acceptance of declaration/ undertaking details.

Place : HARYANA Date : 14/02/2022

Name : [REDACTED] Designation : DESIGNATED PARTNER

Email : [REDACTED] Mobile : [REDACTED]

Office Address : [REDACTED]

Residential Address : [REDACTED]

Amount to be Paid : Rs. 15.27

[Click Here For Payment](#)

16. After Payment is successful E-Receipt will be generated & File Number.

डिप्टी जनरल महानिदेशक
DIRECTORATE GENERAL OF FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-02-14 06:54:49
IP Address	0:0:0:0:0:0:1
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Closure Of Advance Authorisation
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	1994196
Total Fee Amount (in INR)	15.27
Date of Submission	2022-02-14 06:54:49
Mode of Payment	ONLINE
Transaction Status	SUCCESS

Activate Windows
Go to Settings to activate Windows.

The File is submitted to RA office. (If user has not opted for 4H certificate online either post approval of 4H certificate)

5. 4H Certificate Processing:

Progress bar: Closure Authorisations (selected), Export Details, Input Details, Redemption Matrix, Attachments, Declaration, Summary

CA/CE Details

Do you want to apply for 4H Certificate *

☒ Yes ☐ No

CA/CE Registration Number *

Email Address of CA/CE *

Export Details

Export Product Group: A-Chemical and Allied Products

Applicable currency for EODC: US Dollars

As Endorsed in Authorisation

1. **“Yes”** has to be selected for the submission of application to CA/CE.
User must provide CA/CE Registration Number of the Registered CA/CE.
 1. AA Closure draft (via IEC user)
 2. “Yes” is selected (via IEC user)
 3. Submit to CA (via IEC user)
 4. Application will be sent to respective CA/CE user
 5. CA/CE will verify and approve, and sign 4H certificate online.
 6. IEC users review and submit the application to RA (File no. Will be created)
2. If **“No”** is selected application will be directly submitted to RA for processing.
3. **“Submit to CA”** button will be available in summary tab as if user has applied for online 4h certificate.

and/or before any court of law.

10. I am authorized to verify and sign this declaration as per Paragraph 11.06 of the Foreign Trade Policy.

☒ You have ticked the box as acceptance of declaration/ undertaking details.

Place : HARYANA Date : 30/09/2024

Name : BRJ RAJ GUPTA Designation : DIRECTOR

Email : logistics@brawnlab.com Mobile : 9428139480

Office Address : 13, NIT, INDUSTRIAL AREA, FARIDABAD, FARIDABAD, HARYANA, 121001

Residential Address : FARIDABAD, FARIDABAD, HARYANA, 121001

Amount to be Paid : Rs. 0.0

Submit to CA/CE for 4H Certificate

4. **“Submit to RA”** button will be available in summary tab post approval of 4H certificate and if user hasn't applied for 4h certificate.
5. Post approval of 4H certificate via CA/CE certificate will be auto attached in same closure draft.

(also certificate can be downloaded)

Attachment

CA/CE Details

Note:

1. Applicant can either add CA/CE certificate in the repository or attach its scanned copy directly in the attachment section of application.
2. To add CA/CE details in the repository please follow the given path: My Dashboard >> Repositories >> CA/CE Repository OR [Link of CA/CE Repository](#)
3. After adding CA/CE details it should be approved by CA/CE incase of an online application.
4. Once approved by CA/CE, applicant can search and attach in the application.

Add CA/CE Detail

Application Number	View
ARNADVCAAC00249565AM25	Download

6. Application (ARN) submitted to CA/CE for can be tracked from.
My Dashboard >> Repository >> View/Approved CA/CE
(also certificate can be downloaded)

CA/CE Details

Select Scheme

Advance Authorisation (AA)

Select Appendix

44

Enter CA / CE Registration / Membership No.

Application Number

From Date

17/09/2024

To Date

24/09/2024

Licence Number

Status

Please Select

Search Appendix

SI.No.	Application No.	IEC Number	CA/CE Membership Number	Status	View
1	ARNADVCAAC00249565AM25			Approved	View Certificate

Showing 1 to 1 of 1 entries

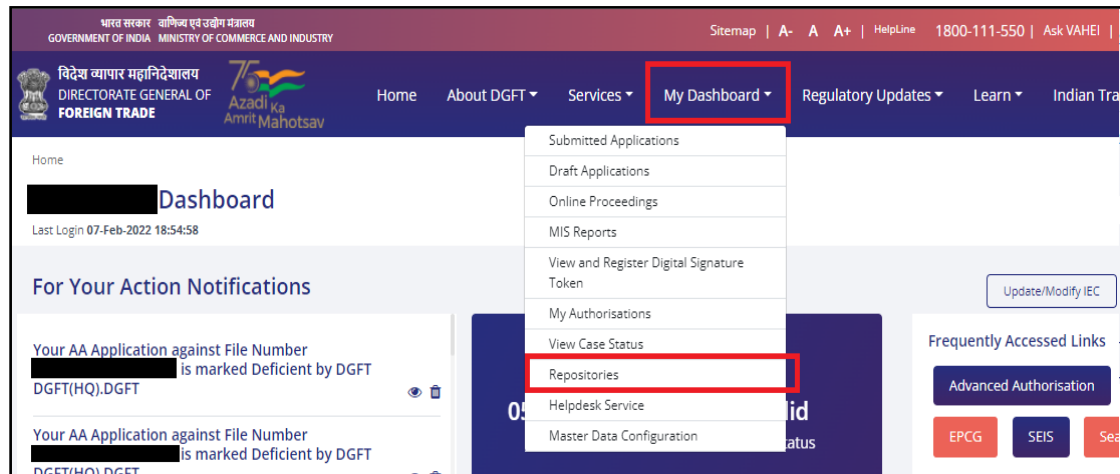
Previous Next

6. Adding EDI / Non-EDI Shipping bills

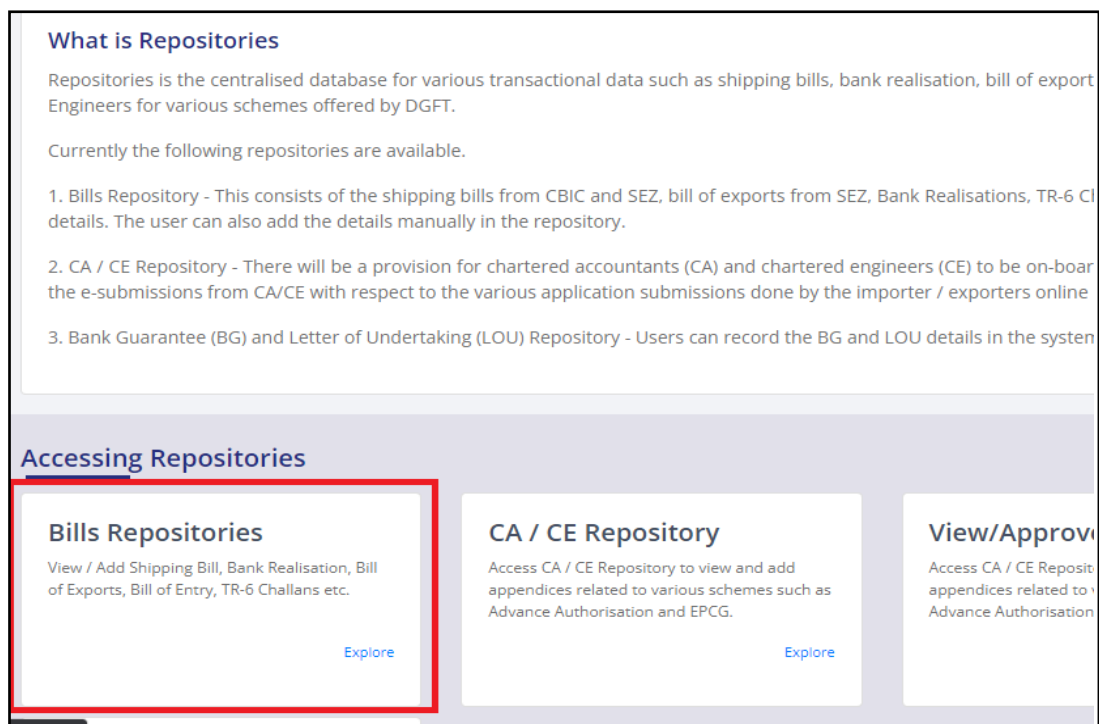
EDI & Non-EDI shipping bills can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

1. Visit the DGFT portal 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. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



- Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.



- In select bill drop-down, select the **Shipping Bill** option and then click on add **Shipping Bill** button, you will be redirected to draft shipping bill application page.

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Port Type

Select Bill *

--Select--
Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill *

Shipping Bill

Shipping Bill Number

From Date

To Date

File Number

Authorisation Number

Port Code

Search Port of Req e.g Ali

FOB in FCC

Min

Max

Search Reset **Add Shipping Bill** Get Bill of Entry from ICEGATE

5. Click on **Start fresh application** button to create a shipping bill.

Bills Repository
Last Login 07-Feb-2022 18:54:58

Draft Application | Shipping Bill

Show 10 entries

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

Showing 0 to 0 of 0 entries

Start Fresh Application

6. Now fill all the required details and make sure, these points are satisfied:

- Make sure all the values are correctly entered.
- Correct **Scheme code** should be selected in the **Export Item Details** section.
- Invoice serial no is the same as the export serial number entered in Advance Authorisation file number application in the Part-E section.
- **License number** should be entered correctly in the **Part-E** section.

Note:- Manual entry of EDI Shipping bills is allowed for the bills prior to 1st April 2020. Non-EDI shipping

Shipping Bill

IEC No of Exporter <input type="text"/>	Shipping Bill Number * <input type="text"/>	Shipping Bill Date * <input type="text"/>
Port Type <input type="radio"/> EDI <input checked="" type="radio"/> NON-EDI	Port of Export * <input type="text"/> Please Select Search Port of Registration	Destination Port <input type="text"/> Please Select
EGM Number <input type="text"/>	Date of Export(EGM Date) <input type="text"/>	Export Country * <input type="text"/> Please Select
Flight No/Vessel Code <input type="text"/>	Flight Date/Sailing <input type="text"/>	Date of LEO * <input type="text"/>
Total FOB value(in INR) * <input type="text"/>	Total FOB value in USD <input type="text"/>	USD exchange rate <input type="text"/>
Total FOB Value In Foreign Currency <input type="text"/>	Foreign Currency <input type="text"/> Please Select	Foreign Currency exchange rate <input type="text"/>

bills of any date can be added manually.

Export Item Details

Note: Please enter the correct scheme code to avail benefits in the respective schemes.

Invoice Number of the Shipping Bill * <input type="text"/>	Serial number in the invoice Number * <input type="text"/>	Description of Item of Exports <input type="text"/>
ITC(HS) Code * <input type="text"/> Search ITC Code e.g 741	Product Group Code <input type="text"/> Please Select	Item serial number in the group <input type="text"/>
SION Number <input type="text"/> Search SION Serial Number e.g A347	Scheme Code <input type="text"/> Please Select	Reward Scheme request * <input type="radio"/> YES <input checked="" type="radio"/> NO
Total Quantity * <input type="text"/>	Unit of measure code * <input type="text"/> Please Select	FOB Value In Rs * <input type="text"/>
FOB value realized in the foreign currency code * <input type="text"/>	Foreign Currency Code * <input type="text"/> Please Select	Foreign currency exchange rate in INR while time of shipping bill * <input type="text"/>
Unit in Rs * <input type="text"/>	Present Market Value (PMV) in Rs. * <input type="text"/>	

Ask VAHEI

Part E License Details

Serial number in the invoice Number *

Invoice Number *

File No ⓘ

License No

Serial No. of Item as on License (Part E) *

Quantity of export under the license *

Unit of measure code *

Bill of Entry Number

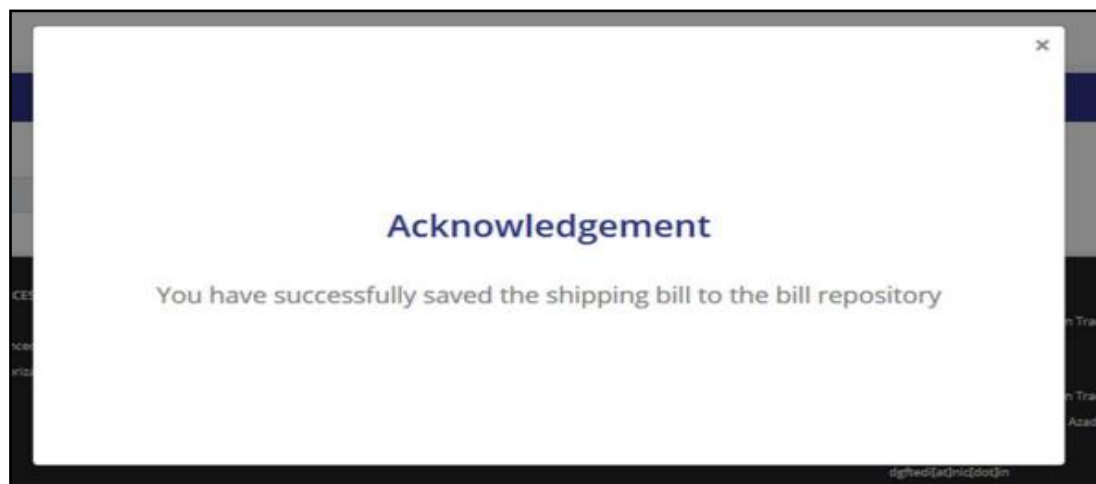
Bill of Entry Date

Imported Goods Used *

☐ YES ☒ NO

Save

7. Now click on the **Save** button, the Shipping bill be successfully created and acknowledgement will be displayed to the user.

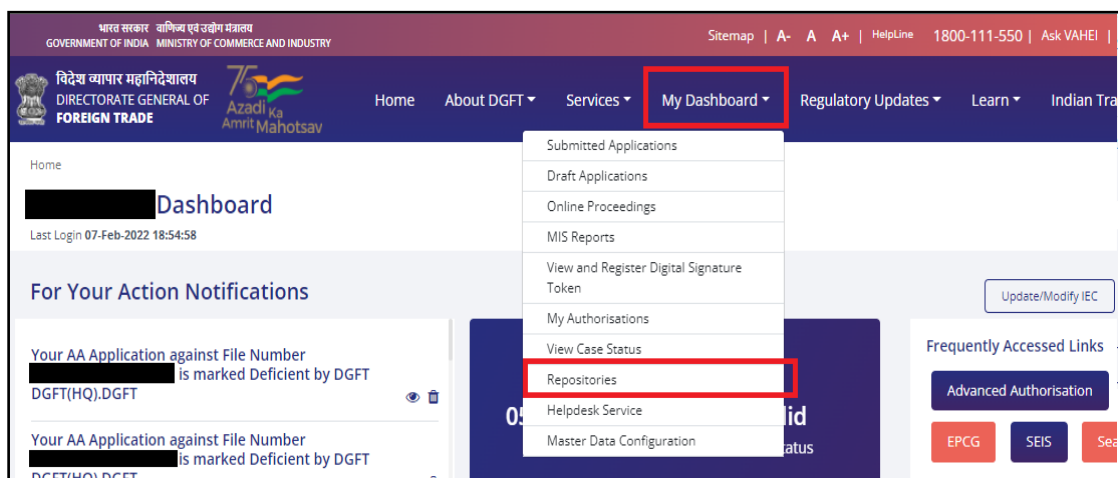


7. Adding GST Invoices

GST Invoices can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

1. Visit the DGFT portal 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. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 CI details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

[Explore](#)

4. In select bill drop-down, select the **GSTN Invoices** option and then click on **Add GSTN Invoices** button.

Bills Repository

Last Login 07-Feb-2022 18:54:58

IEC *

Port Type

Select Bill *

--Select--
Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill *

GSTN Invoices Number

From Date

To Date

Port Type

GSTN Invoice Status

5. Now fill all the required details and make sure, these points are satisfied:

- If the user wants to add the GST invoice for exports then select the type of GST as **Export**.
- If the user wants to add the GST invoice for Import then select the type of GST as **Import**.
- Enter correct **authorisation number** against which GST is being applied in supply details tab.
- For **Advance Authorisation**, the Export & Import serial field will shown as drop-down. User have to select the serial no. from the drop-down.

Note:- Serial number in the export & import drop-down will be auto-populated from the license according to the authorisation number entered by the user.

- For **EPCG**, user have to enter export & import serial number Manually.

GSTN Invoices

IEC Number *

GSTN Invoice Number *

GSTN Invoice Date *

Date Of Supply *

Total Value(in INR) *

Total number of export items *

Recipient GSTN *

GSTN of Supplier *

Type *

Export

Import

- For **Export type GST invoice**, import serial number is not mandatory.

Supply Details

Authorization Number *

Export Serial Number *

Please Select

This is a mandatory field

Import Serial number *

Please Select

Serial number in the Invoice Number *

Serial No. of Item as on License (Part E) *

ITC (HS) Code *

Search ITC Code e.g 741

Check the ITC(HS) Codes here

Description of Items Supply *

Total Quantity *

Unit of measure code *

Please Select

Value in Rs *

Central Goods & Services Tax (CGST) *

Integrated Goods & Services Tax (IGST) *

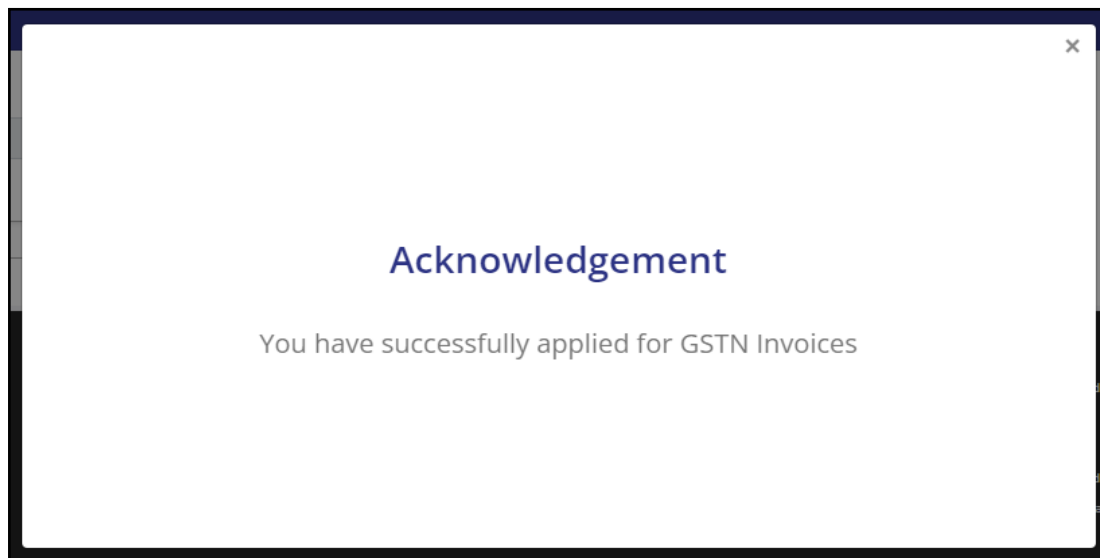
State Goods & Services Tax (SGST) *

Total Tax Paid *

0

Add

6. After adding all the details click on **Save** button, the GST Invoice has been successfully created and acknowledgement will be displayed to the user.

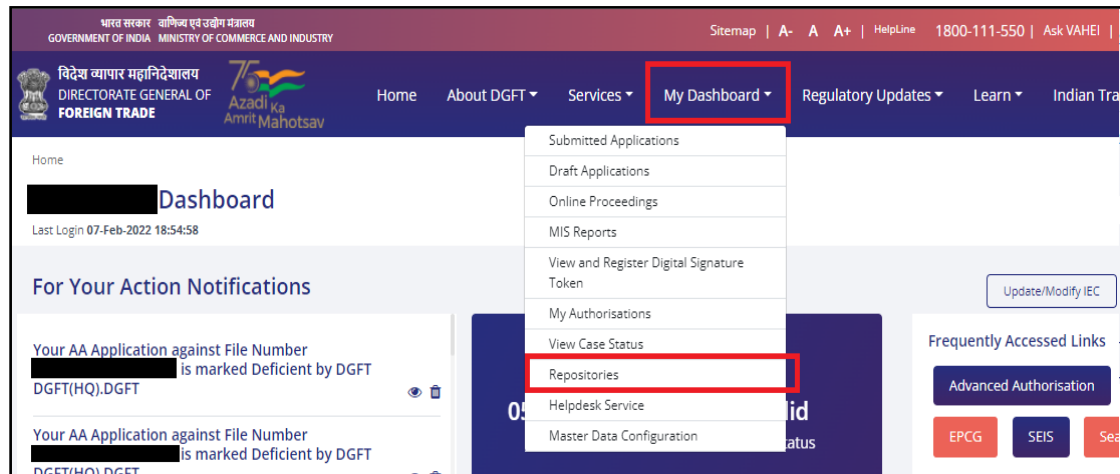


8. Adding Bill Of Entry

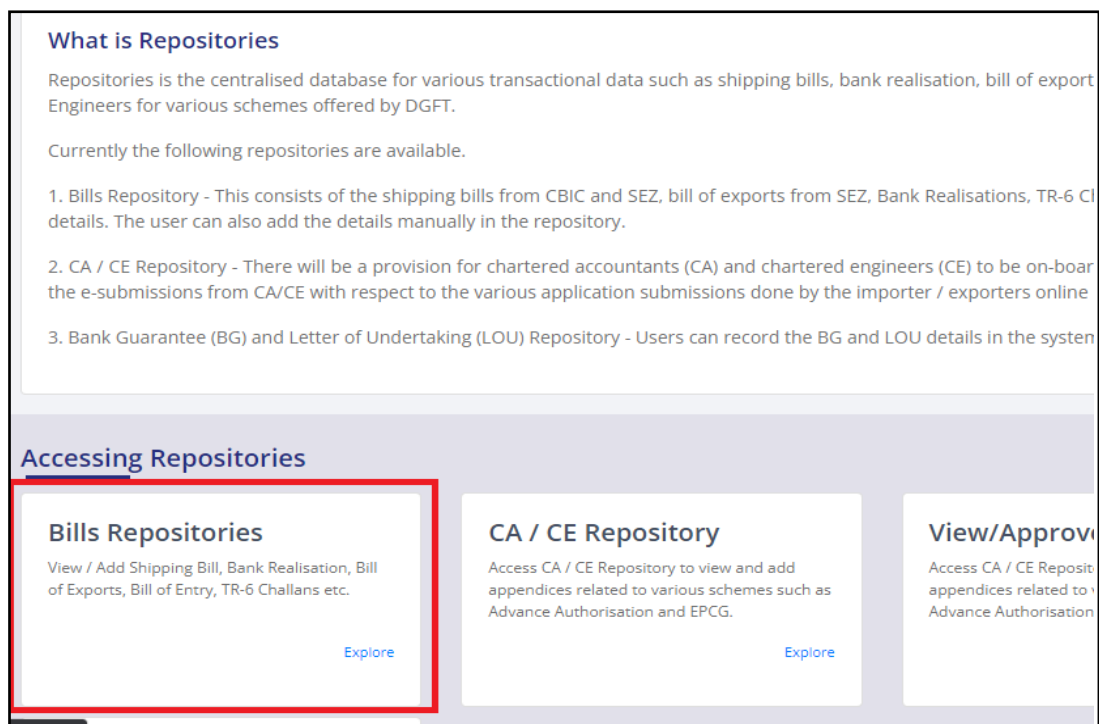
Bill of Entry can be fetched from the customs if not present in the user's repository.

User may proceed with the following steps:

1. Visit the DGFT portal 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. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



- Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.



- In select bill drop-down, select the **Bill of Entry** option and then click on **Get Bill of Entry from ICEGATE** button.

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Port Type

Select Bill *
--Select--
Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill *
Bill of Entry

Bill of Entry Number

From Date

To Date

Port Type

Authorisation Number

Important Note:

5. Enter the **License number & Port of Registration**. After that click on **Get details from Customs** button. Data will be fetched & transferred to the user's Repository.

Get Bill of Entry from ICEGATE
Last Login 07-Feb-2022 18:54:58

Get Bill of Entry from ICEGATE

Important Note:
In case the details are not received from ICEGATE, then it is suggested to please raise a ticket at ICEGATE portal to resolve the same.

IEC *

License No *

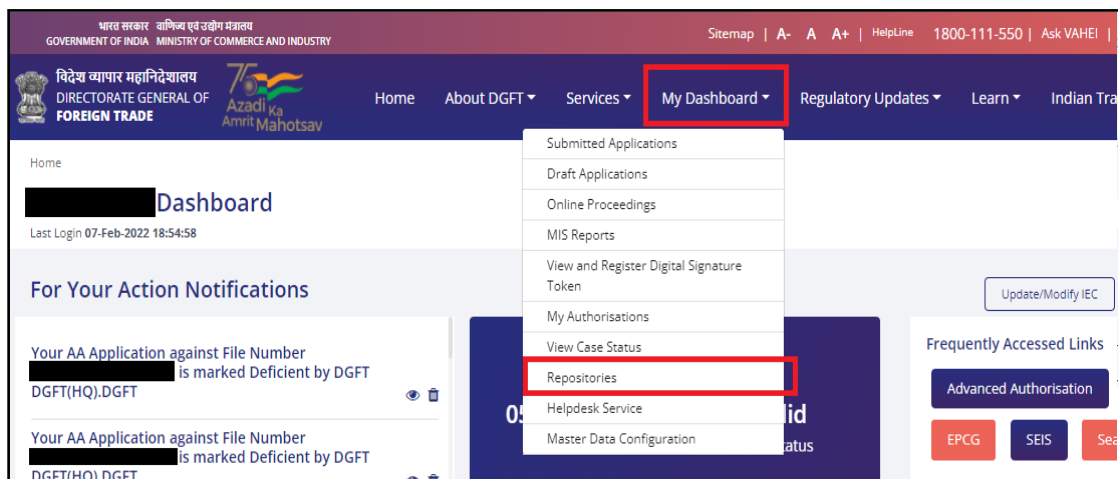
Port of Registration for the purpose of Imports *

9. Adding TR-6 Challan

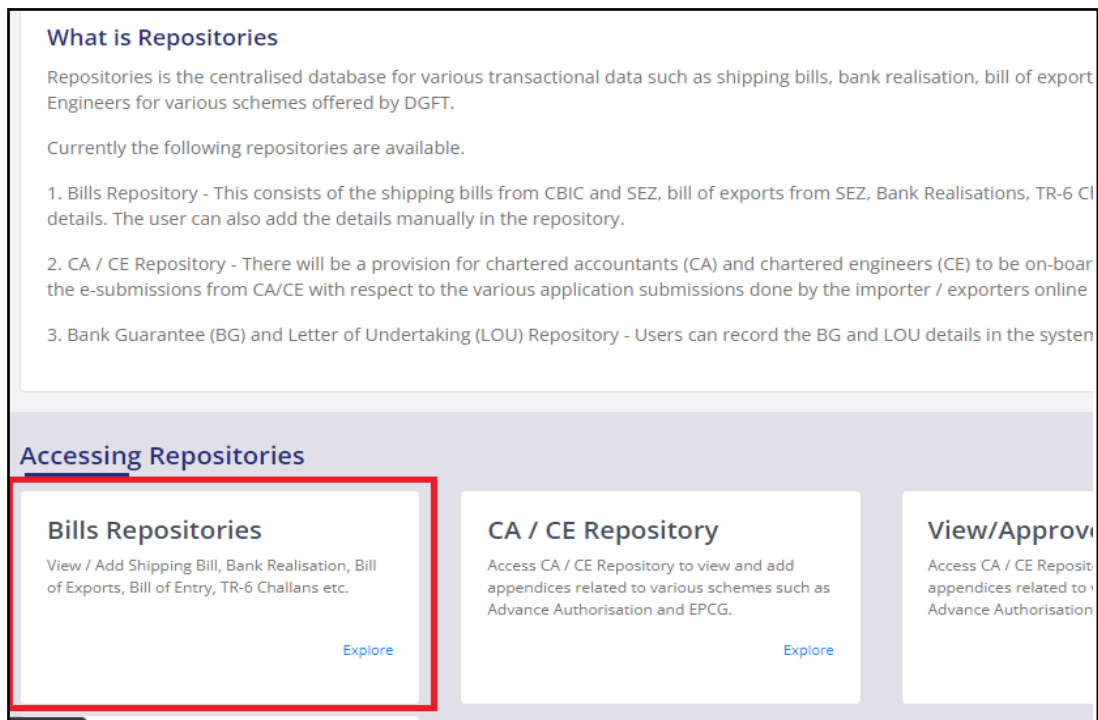
TR-6 Challan can be added manually in the repository.

User may proceed with the following steps:

1. Visit the DGFT portal 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. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.



4. In select bill drop-down, select the **TR-6 Challan** option and then click on **Add TR-6 Challan** button.

The screenshot shows the 'Bills Repository' header with a last login timestamp of 07-Feb-2022 18:54:58. Below the header, there is a form with two main sections. The first section contains an 'IEC' field with a red asterisk and a masked input box, and a 'Port Type' dropdown menu with the text 'Select Some Options'. The second section contains a 'Select Bill' dropdown menu with a red asterisk. The dropdown menu is open, showing a list of options: 'Shipping Bill', 'Bank Realisations (e-BRC)', 'Bill of Entry', 'GSTN Invoices', 'TR-6 Challan' (which is highlighted in blue), and 'Bill of Exports'.

The screenshot shows the 'Bills Repository' header with a last login timestamp of 07-Feb-2022 18:54:58. Below the header, there is a form with several fields. The 'IEC' field (marked with a red asterisk) is filled with a masked value. The 'Select Bill' dropdown menu (marked with a red asterisk) is set to 'TR-6 Challan'. Below these, there are three date fields: 'From Date' (17/11/2021), 'To Date' (15/02/2022), and 'Port Type' (Select Som). There are also two text input fields: 'TR-6 Challan Number' and 'Authorisation against which TR-6 is recorded'. A 'Challan Status' dropdown menu is set to 'Please Select'. At the bottom of the form, there are three buttons: 'Search', 'Reset', and 'Add TR-6 Challan' (which is highlighted with a red border).

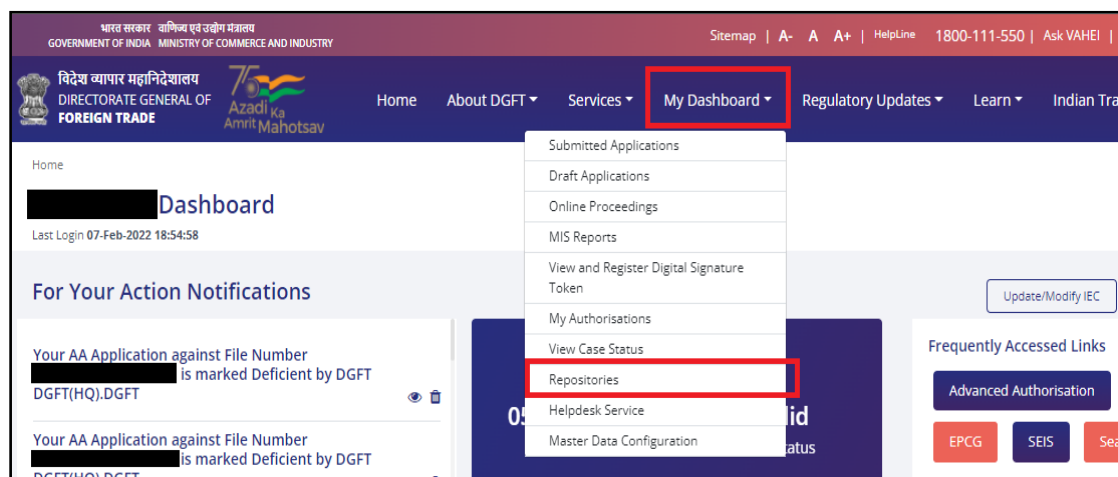
5. Enter all the details & attach relevant documents. Submit application.

10. Updating Part- E of the Shipping bill

User can update FOB value, license number, file number & Serial number of an item in Shipping bill part-E section.

User may proceed with the following steps:

1. Visit the DGFT portal 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. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 CI details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

4. In select bill drop-down, select the **Shipping Bill** option & enter the search parameters to find the Shipping bill which needs to be updated & then click on **Search** button.

Bills Repository

Last Login 07-Feb-2022 18:54:58

IEC *

Port Type

Select Bill *

--Select--

Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository

IEC *

Select Bill *

Shipping Bill ▼

Shipping Bill Number

From Date

To Date

Port Type

Select Some

File Number

Authorisation Number

Port Code

Search Port of Req e.g Ali ▼

FOB in FCC

Min

Max

Search

Reset

Add Shipping Bill

Get Bill of Entry from ICEGATE

5. Then scroll down to find the shipping bill & click on Shipping bill no. hyperlink.

[Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#)

Shipping Bill Number	Shipping Bill Date	FOB (in INR)	FOB (in FCC)	Port Type (EDI / NON-EDI / SEZ)	Custom / SEZ File Number	License No	Port Code	Status	M.F	Remove Shipping Bill
+ 537 [REDACTED]	05/07/2019	1,61,608.54	-	EDI	[REDACTED]	[REDACTED]	NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037	Loaded	1	

6. In Part-E section click on **Action** button.

Part E License Details

[Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#)

Serial number in the invoice Number	Invoice No	File No	License No	Quantity of export under the license	Unit of measure code	Total FOB value(in INR)	FOB in FCC	Bill of Entry Number	Bill of Entry Date	Imported Goods Used	Serial No. of Item as on License (Part E)	Action
1	[REDACTED]	[REDACTED]	[REDACTED]	168.00	NUMBERS (NOS)	161608	2374					Action

7. Update the required details & then click on **Update**.

Note:- (a) The user can update the fields only if the data is missing or incorrect. Correct or valid data is non-editable.

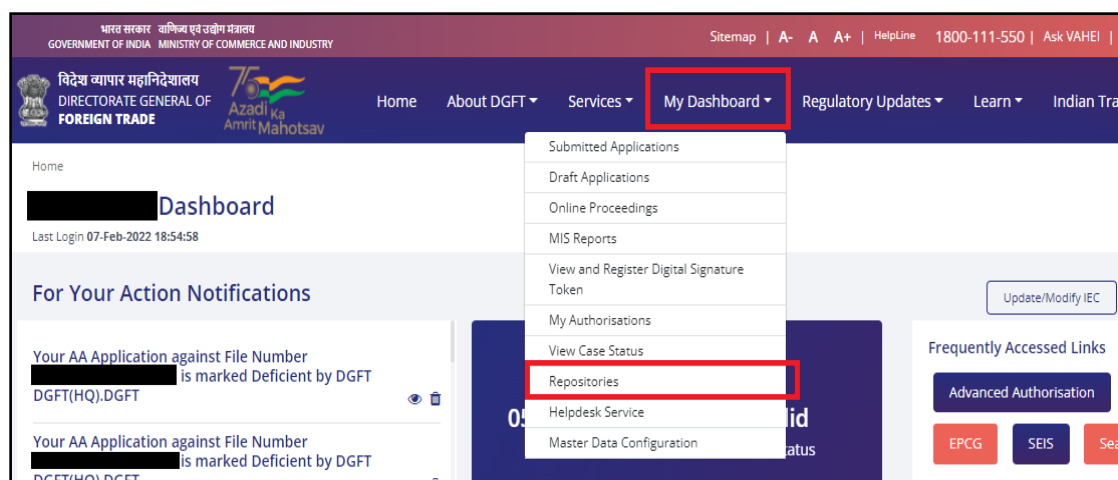
(b) The shipping bills which are not utilized can only be updated. User needs to delete the draft of the application then proceed further for the updation.

11. Updating freight, insurance, discount etc. In e-BRC

The User can update the freight, insurance, discount etc. related charges in repository. Multiplication Factor (MF) will be recalculated when the user saves these values.

User may proceed with the following steps:

1. Visit the DGFT portal 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. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill

repository page.

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Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

Explore

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

Explore

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

4. In select bill drop-down, select the **Bank Realisation (e-BRC)** option & enter the search paramaters to find the e-BRC which needs to be updated & then click on **Search** button.

Home / My Dashboard / Repositories

Bills Repository

Last Login 07-Feb-2022 18:54:58

IEC *

Port Type

Select Bill *

--Select--
Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill *

Bank Realisations (e-BRC) Number

From Date

To Date

Shipping Bill Number

Shipping Bill Date

Shipping Bill Port

Bill Id

Authorisation Number

Utilisation Status ☐ Yes ☐ No

Search **Reset**

5. Scroll down to find the e-BRC which needs to be updated & click on Bank Realisation hyperlink.

Copy Excel CSV PDF Print

Bank Realisation Number	Bank Realisation Date	Date on which the amount is realized in the bank	FOB value realized in the foreign currency code	Bill ID	Shipping Bill Number	Shipping Bill Date	Shipping Bill Port	Bank Realisation Status	Utilisation Status
CNRB0002 <input type="text" value=""/>	13/02/2019	07/02/2019	470	<input type="text" value=""/>	<input type="text" value=""/>	13/11/2018	NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037	Fresh	No

6. Click on **Edit** button to unfreeze the fields which can be updated.

US Dollars

US Dollars

Net Realized Value(FC)

Add Attachment

Choose File to Upload *

1 attachment of 5 MB allowed
formats are allowed.

Save **Edit**

7. Update the fields & then click on **Save** button.

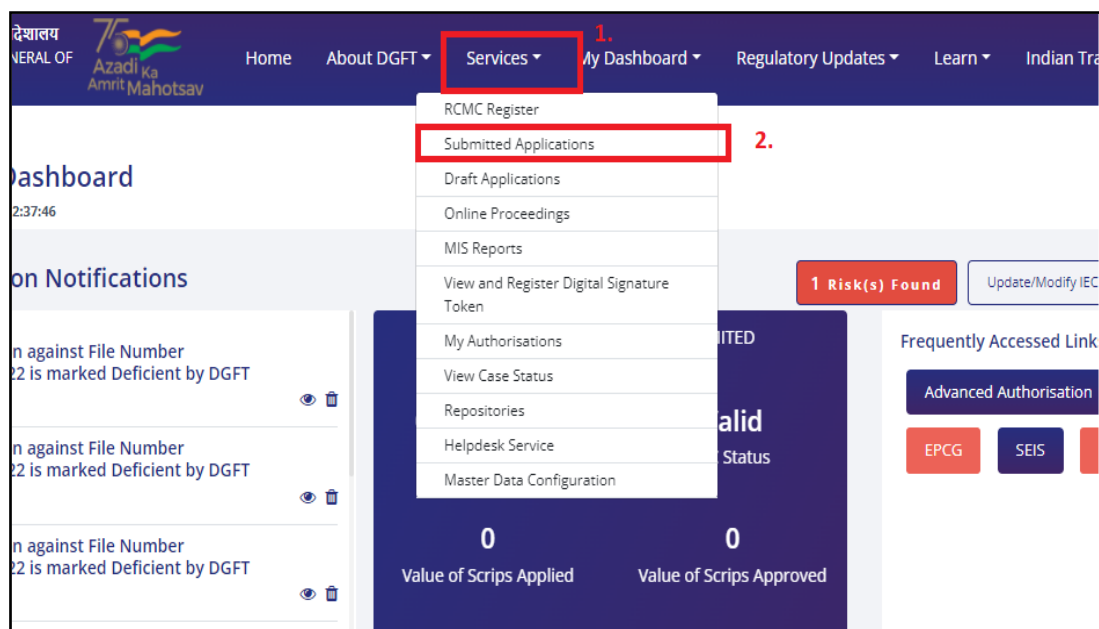
The screenshot shows a form for Closure of Advance Authorisation. Several fields are highlighted with red boxes:

- Commission value paid by the exporter (0.00)
- Foreign currency code for the commission value (US Dollars)
- Discount value
- Foreign currency code of the discount (US Dollars)
- Insurance value (0.00)
- Insurance foreign currency code (US Dollars)
- Other Deduction Value
- Other Deduction foreign currency code (US Dollars)
- Invoice Number (L84EXOU183490001)
- Freight (0.00)
- Freight Foreign currency code (US Dollars)
- Currency code for the realized amount (US Dollars)

12. Performing actions on Submitted application

Various actions can be performed on the submitted Closure file, for this we need a submitted Advance authorisation Closure File number application. Proceed with the following steps.

1. Visit the DGFT portal 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 land on Dashboard then click on 'my dashboard' option, click on submitted application option from the dropdown, you will be redirected to track status screen.



3. In the track status search parameter, select the type of scheme as **Advance Authorisation scheme** and type of sub-scheme as **Closure of Advance Authorisation**. Enter the search

parameter to search the file.

Track Application Status

Type of scheme *
Advance Authorisation (AA)

Type of sub scheme *
Closure of Advance Authorisation

Status
Please Select

From Date
15/11/2021

To Date
15/02/2022

File Number

Application Number

RA Office
Please Select

Branch code
Please Select

Clear All
Search

4. Now click on the **action button** and view the list of options available under action that can be

Search:									
Sl.No. ↑↓	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action		
1			28/01/2022		000	DGFT(HQ)	Action		
2			28/01/2022		000	DGFT(HQ)	Action		

performed.

5. If the file is in **PROCESS** then following actions will be available.

Showing result for : Application process -> GEM Replenishment Scheme Application Sub process -> Issuance of Replenishment Authorisation for Gems From Date - 31/10/2021 To Date - 31/01/2022

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1			28/01/2022		000	DGFT(HQ)	Action
File Status: In Process							
2			28/01/2022		000	DGFT(HQ)	
3			28/01/2022		000	DGFT(HQ)	
4			28/01/2022		003	RA DELHI	

Print
Withdraw
Attach Documents
Payment Details
View Life Cycle
DSC/eSign Details
Transmission Details
Make a Copy
View Submitted Attachments

Click on the **Print** option, to view the submitted application and print the same. To view, the payment details click on **payment details** option in the dropdown. For viewing the lifecycle of the application click on **view life cycle** button, similarly, for **DSC signature details**, **transmission details**, **view submitted attachments**, select the respective options from the list.

6. If the file is **APPROVED** or **REJECTED** then following actions will be available.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1			27/01/2022		000	DGFT(HQ)	Action
File Status: Approved							
2			25/01/2022		000	DGFT(HQ)	
3			21/01/2022		000	DGFT(HQ)	
4			21/01/2022		000	DGFT(HQ)	

Print
Payment Details
View Life Cycle
DSC/eSign Details
Transmission Details
Make a Copy
View Approved License/Rejection
View Submitted Attachments

By clicking on the **View Approved License/Rejection** user can view the letter issues by the RA Officer.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1			27/01/2022		000	DGFT(HQ)	Action
2			27/01/2022		000	DGFT(HQ)	
3			27/01/2022		000	DGFT(HQ)	
4			18/01/2022		003	DGFT(HQ)	
5			17/01/2022		003	RA DELHI	

Print
Attach Documents
Respond Deficiency
Payment Details
View Life Cycle
DSC/eSign Details
Transmission Details
Make a Copy
View Submitted Attachments

7. If the file is DEFICIENT then the following actions will be available.

- User can respond to deficiency & make the changes which RA officer has mentioned.

DEFICIENCY LETTER							
Showing result for : Application process -> GEM Replenishment Scheme Application Sub process -> Issuance of Replenishment Authorisation for Gems Application Number - [REDACTED] File Number - [REDACTED]							
Sno	Deficiency issued date	RA office	Deficiency View	Previous Respond	Remarks	Respond to Deficiency	
1	27/01/2022	DGFT(HQ)	View	[REDACTED]	The requester is not eligible	Respond	

- There are two ways of responding for deficiency- (A) Without Amendment
(B) With Amendment

(A) For Without Amendment-

- User have to click on NO button when asked to amend the application.

DEFICIENCY LETTER

Do you want to amend application?

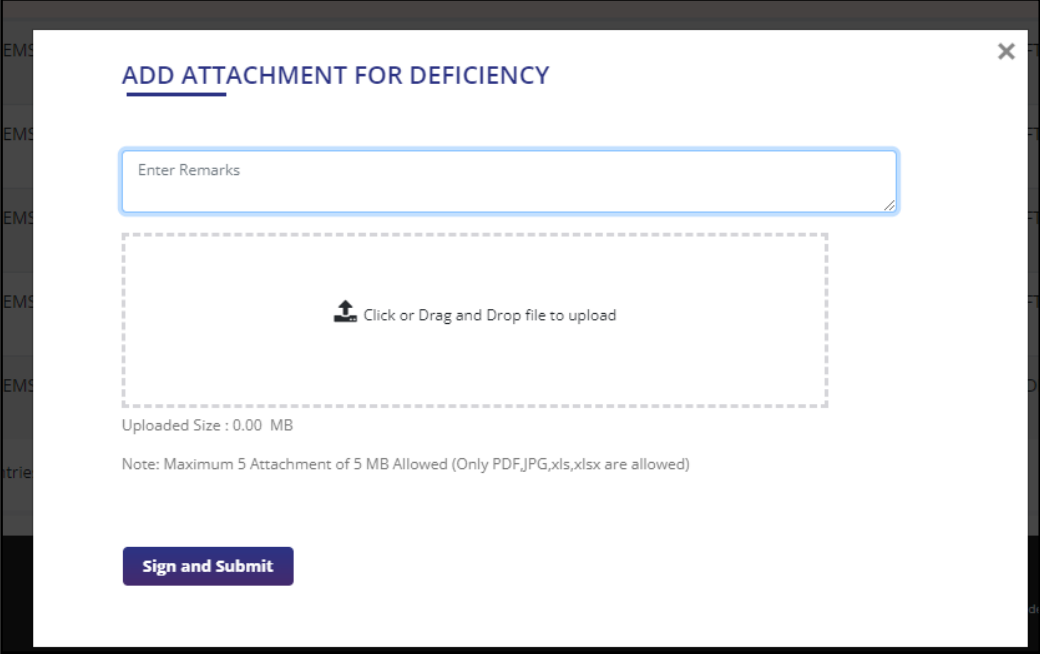
[Yes](#) OR [No](#)

Showing 1 to 5 of 5 entries

Modifications made in the application form will not be stored. Are you sure you want to select "No" ?

[No](#) [Yes](#)

- Then click on YES to proceed further for without amendment.
- After clicking on YES, an attachment screen will appear where user can upload the documents which were asked by RA or needs to be attached with remarks.



ADD ATTACHMENT FOR DEFICIENCY

Enter Remarks

Click or Drag and Drop file to upload

Uploaded Size : 0.00 MB

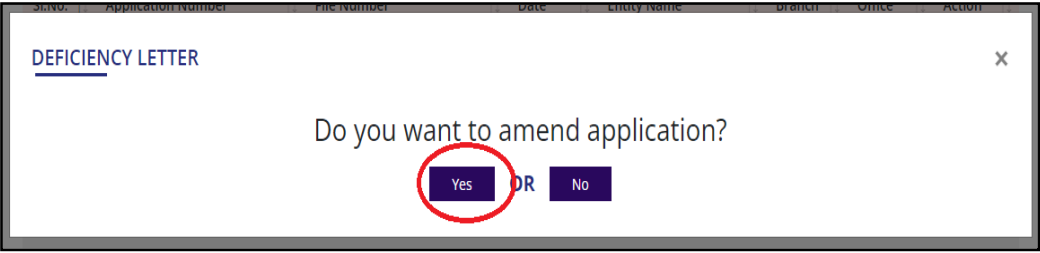
Note: Maximum 5 Attachment of 5 MB Allowed (Only PDF,JPG,xls,xlsx are allowed)

Sign and Submit

- Then click on Sign and Submit button to complete the process.

(B) For With Amendment-

- User have to click on YES button when asked to amend the application.




DEFICIENCY LETTER

Do you want to amend application?

Yes OR **No**

- After clicking on YES, the application will open & the user can make changes in the whole application.
- After making necessary changes submit the application with remarks to complete the process.



Remarks:

Enter Remarks

Sign

Amount to be Paid : (in INR). 0.0