

IEC Application Requirements Guide – Jan 2026

Step-by-Step DGFT ANF-2A Guide | Avoid 70% Rejections

Designed for First-Time Exporters, MSMEs & Students

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Note: 2026 DGFT: 1–3 day processing with complete docs. •Fee ■500. Incomplete apps = 70% rejections (PAN mismatch main cause).

•Always verify at dgft.gov.in.

•Last updated: January 2026.

How to Apply for IEC

- HS Codes: 6-digit global standard for classifying goods (managed by World Customs Organization)
- Structure: First 2 digits = Chapter, next 2 = Heading, last 2 = Subheading
- Why accurate codes matter: Avoid delays, penalties & incorrect duties
- Refer chapters to classify goods accurately
- Avoid errors using “Common Mistakes” notes
- Trade Notes provide real-world examples

Quick IEC Application Tips

- Use DGFT portal only – no agents needed
- Aadhaar eSign for individuals (free, 2 days faster)
- Class 3 DSC for companies (■2K, eMudhra)

IEC Application Structure at a Glance

Step 1: Register	Create DGFT account with PAN/Email	Tip: Enable 2FA
Step 2: Fill ANF-2A	Online form – upload docs	Tip: Save draft
Step 3: Pay Fee	■500 online	Tip: Receipt auto-generated
Step 4: eSign/DSC Submit	Aadhaar or Class 3	Tip: Individuals use eSign app
Step 5: Track	IEC issued in 1–3 days	Tip: Check status daily

Required Documents Index

Document	Mandatory	Notes (2026)
PAN Card	Yes	Primary ID – match name exactly
Aadhaar Card	Yes (Individuals)	For eSign – biometrics
Bank Certificate	Yes	Cancelled cheque format
Digital Signature (Class 3 DSC)	Yes (Companies/LLP)	Or Director Aadhaar
GST Certificate	Optional	Speeds processing
Address Proof	Yes	Utility bill <3 months old
Passport Size Photo	Yes	4.5x3.5 cm JPEG

Step-by-Step Application Process (2026)

Step 1: Register on DGFT Portal

- Create account with PAN/Email
- Tip: Enable 2FA for security

Step 2: Fill ANF-2A Form

- Online form – upload all required documents
- Tip: Save draft if incomplete to avoid timeout

Step 3: Pay Fee

- Rs500 via online net banking/UPI
- Tip: Receipt is auto-generated – save PDF copy

Step 4: eSign or DSC Submit

- Individuals: Use Aadhaar eSign app (free & faster)
- Companies: Class 3 DSC required
- Tip: eSign saves 1–2 days processing

Step 5: Track Status

- IEC issued in 1–3 days
- Tip: Check daily at dgft.gov.in → IEC → Status

Step 6: Annual Update

- Free every April–June
- Tip: Miss it = ₹1,000 penalty + IEC deactivation risk

Common Mistakes (70% Rejections)

Mistake	Impact	Fix
Wrong PAN name match	Immediate rejection	Double-check spelling
Missing bank cert	1-week delay	Use cancelled cheque template
No DSC for companies	Manual verification	Get Class 3 from eMudhra
Old address proof	Invalid	Use <3 months old document
No photo upload	Incomplete	4.5x3.5 cm JPEG

Tips & FAQ (2026)

- FAQ: IEC valid lifetime? Yes – annual update free.
- Tip: Use DGFT's free helpdesk for queries (1800-111-123).
- FAQ: IEC for imports too? Yes – same form.
- Tip: MSMEs get priority processing (1 day).
- FAQ: Fee waiver? No – but online payment instant.