

**Office of the Additional Director General of Foreign Trade, Hyderabad.**

**Fee Structure**

**APPENDIX - 2K**

**Scale of Application Fee and Procedure for Deposit/ Refund of Application Fee/Penalty,etc.**

**1. Scale of Application Fee for various services:**

Sl No	Particulars	Scale of Fee (in Rupees)
1.	Application for Importer Exporter Code No/I. Card	Five Hundred
2.	Application for Export License/ SCOMET items for restricted goods/ Free Sale & Commerce Certificate.	One Thousand
3.	Application for import License for restricted item/ permission / certificate / Advance Authorization/ DFIA/EPCG Authorization	One per thousand or part thereof subject to a minimum of Rs. Five Hundred and maximum of Rupees one lakh on CIF value/duty saved amount of Authorization/ license / permission.
4.	Application for Duty credit scrip under rewards/ incentive scheme.	One Thousand
5.	Application for grant of duplicate license/ permission / certificate /scrip/ I- Card	Two Hundred
6.	Application for amendment/ correction in license / scrip / Authorization/ certificate /permission etc.	Two hundred
7.	Application for first revalidation of Authorization / scrip/ permission /certificate/ license for SCOMET etc.	Five Hundred
8.	Application for second revalidation of Authorization / scrip/ permission / certificate/ license for SCOMET etc.	One thousand
9.	Application for Enlistment as an authorized agency under Appendix 2-E and Appendix 2-I of HBP	Five thousand
10.	Application for Certification Agency as per Appendix 2-G	Ten thousand for applicant based in India and US\$ 250 or an amount equivalent in rupees for applicant based abroad
11.	Application for seeking relaxation in Policy/procedure	Two Thousand
12.	Application for review of decision of any committees	Five thousand
13.	Application for enhancement of value of Authorization	One per thousand for differential CIF value/duty saved amount to be enhanced. No additional fee is required if maximum prescribed fee has been paid initially.

2. **Mode of Deposit of Application Fee/Penalty/Any Other Fee**

The application fee shall be deposited in the following manner:-

- (1) **By depositing cash or cheque for Treasury Receipt Challan (TR) in an authorized Branch of Central Bank of India** indicating the "Head of Accounts 1453 -Foreign Trade and Export Promotion- Minor Head 102-Import License Application Fee". The Bank Receipt must show the name of the Department viz. "Directorate General of Foreign Trade". The Bank Receipt should be drawn in favour of Pay & Accounts Officer (Foreign Trade), indicating the station of the Pay & Accounts Officer concerned. Such fees can also be deposited with Indian Missions abroad. As a proof of payment of Fee, the applicant shall submit along with the Application two copies of Bank Receipt as per **Annexure-A**.

**OR**

- (2) **Through NEFT/Debit Card/Credit Card using DGFT Server while making online Application.**

**Note:** For electronic filling of application, exporter/importer needs to access the website of the DGFT. An e-com number is generated. The DGFT website on completion of application details would prompt for e-payment to select the mode of payment. If the exporter wants to use Electronic Fund Transfer (EFT) for application fees he should be aware that he cannot change his licensing office. If EFT prompt is accepted, the website will transfer the exporter to the particular designated bank chosen for submission of application fees. The exporter would need to have an account with the bank, an ID and password from the bank. On successful validation of his ID, password and request for submission of the fees, the exporter's account gets debited. The bank will generate a Payment ID and amount shall thereafter stand reflected in conjunction with e-com number and name of the party in the Sever of DGFT. A successful message from the bank shall be shown on the exporter's account. The payment shall thereafter stand completed with regard to the concerned e-com number. In case, the exporter needs to add further payments against the particular e-com number, he may do so within the same day i.e. within 24 hours. For each additional payment, the bank shall generate a unique payment ID. Against one e-com number only one bank shall be required to make all payments. Alternatively, payment can also be made through Debit/Credit card instead of Net Banking by selecting that option.

**OR**

- (3) **Through running deposit account maintained with concerned RLA in the following manner: -**

The applicants may deposit the anticipated amount as per their need for six months with the concerned Regional Licensing Authority through cheque/DD in the name of concerned Pay &Accounts Officer (Commerce). Initially, this amount will be credited into public accounts under Major Head 8443-Civil Deposits, 114-Export Trade Deposits adjustable against License Application Fees. The licensing authority at the time of admitting the application fee will carry out an adjustment in "Broad Sheet of Export Trade Deposits" and debit the value of application fee from the Head "Export Trade Deposits" by contra credit to Revenue Head Head-1453-ForeignTrade & Export Promotion, 103- ExportLicensing Application Fees". The licensing Authority may furnish the details of all such transactions (like the amount transferred from Public Accounts to Revenue Account etc.) to the Pay and Accounts Officer concerned who may carry out adjustment in the monthly compilation of accounts. A copy of the transactions may also be forwarded to the concerned firm for the purpose of reconciliation.

**Note:** The firms who want to resort to this mode of payment should be established and regular applicants having at least 25 applications/ transactions during the last licensing year. The minimum deposit under the scheme will not be less than Rs.1, 00,000/-. All subsequent payment in replenishment of the deposit will be made through Pay order in favour of the concerned office of CPAO. No license application will be entertained/ considered so long as the firms have a deposit balance in their account. All the charges in connection with the depositor transaction with DGFT including under charges detected subsequently in course of audit will be debited from the Depositor amounts. Likewise, any excess payment or wrong payment of fee will be refunded as per the procedure mentioned in this Appendix.

4. **Exemption from Payment of Fees:**

No fee shall be payable in respect of any application made by such class or category of applicant as specified in Foreign Trade (Regulation) Rules,1993.

5. **Where Bank Receipt Is Lost:**

The applicant should file an affidavit on a Stamp Paper to the effect that one copy/ both copies of Bank Receipt, in question, have been lost or misplaced and have not been utilized in any other manner. Further, the applicant should also certify that if the said copy/ or both the copies of Bank Receipt are found subsequently they shall be returned to the licensing authority concerned and shall not be utilized in any other manner. The particulars of the Bank Receipt i.e. licensing period, the amount remitted, the date of payment etc. should also be stated in the affidavit. In addition the applicant shall produce a certificate from the bank or the Pay and Accounts Office to the effect that the amount was deposited.

6. **Refund of Application Fees:**

- (1) Application fee is nothing but the fee for processing of the application. Therefore, the fee once received will not be refunded except in the following circumstances, namely: -
  - (a) Where the fee has been deposited in excess of the specified amount of fee; **or**
  - (b) Where the fee has been deposited but no Application has been made;
  - or**
  - (c) Where the fee has been deposited in error but the applicant is exempt from payment of fee.
- (2) Where the applicant is eligible for refund of application fee, an application in the **ANF-2G** may be submitted to the licensing authority within whose jurisdiction the fee was paid enclosing along with both the copies of Bank Receipt. In cases, where the said copies of Bank Receipt have been enclosed with the application for the license, the third copy of the Bank Receipt maybe furnished. In all such cases, the number and date of Bank Receipt and the name and address of the Bank where the fee was deposited should be given.
- (3) Where the amount had been deposited by means of Net Banking/Debit Card/Credit Card, the applicant should furnish along with the application:
  - a) E-com Reference No. and date.
  - b) Transaction ID No, amount, date and time of payment
  - c) The Bank and its branch Code on which transaction was made
  - d) The name of the licensing Authority to whom the application was made.
  - e) IFSC code of Branch
- (4) On receipt of application, the licensing authority shall pass refund order after they have verified from the Pay and Accounts Officer concerned that the amount in question has been credited to the Government of India.
- (5) No claim for refund of application fee shall be entertained by the licensing authority after expiry of one year from the date of Bank Receipt/ online payment. However, on merits, for reasons to be recorded in Writing, the licensing authority may condone the delay but in no case shall an application for refund of fees be entertained after the expiry of three years from the date of Bank Receipt/online payment.
- (6) In cases, where the applicant has lost the original Bank Receipt the licensing authority may accept a certificate from the Bank or Pay and Accounts Officer (Imports & Exports) in support of the fact that the amount was deposited. In such cases, where the original receipt is not available the applicant will be required to file an affidavit containing same particulars as mentioned above.
- (7) Refund Order of fees will be valid for three months from the date of issue. Request for revalidating the same may be considered on merits by the authority which issued the Refund Order.

**7. Adjustment of Fee:**

In cases, where a new Advance Authorization, EPCG and Duty Credit Scrip is issued by RA in lieu of the earlier Authorization (which has been cancelled by RA, on the request of the firm, on account of non-registration at the Customs Port), the application fees paid in the earlier Authorization will be adjusted by the RA for the new Authorization. However, a minimum application fee of Rs.200/- shall be paid for the new Authorization. Head of Office of concerned RA while issuing Authorizations under this provision shall ensure proper linkage with the earlier cancelled Authorization.

**..5**

Annexure-A

Bank  
Receipt No  
& date

Receipt of Cash paid into the Central Bank of India at .....

To be filled in by the remitter

To be filled in by the

department officer of the bank

By whom tendered	Name, designation and address of the person on whose behalf money is paid	Full particulars of the remittance/purpose and name of the authority (if any)	Amount in Rs.	Head account	of Accounts officer by whom adjustable	Order to be Bank*
Name &  Signature			Rs.      Paise	1453 foreign trade export promotion – minor head – 102 Application fee	Pay and Accounts officer ..... (Name of station)	Date, correct receipt and grant receipt (signature and full description of the officer ordering the money to be paid in)
Rs. (In Words)				* To be used only in the case of remittance to the Bank through Departmental Officer		
Cashier	Accountant		Date	Bank Officer		

NOTE:-

1. Particulars of money tendered should be given below.
2. In case where direct credits at Bank are permissible the Column "Head of Account" will be filled in by the Bank Officer or Pay and Accounts Officer as the case may be, on the receipt of Bank's daily statement

PARTICULARS

Amount In Rupees

Coins  
Notes (with details)  
Cheque (with details)