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Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
Vanijya Bhawan

Public Notice No. 02 /2025-26  
New Delhi, Dated: 15 April, 2025

**Subject: Amendment in Appendix 2K (Scale of User Charges and Process for Deposit/ Refund of Application Fee/Penalty, etc) of FTP 2023**

In exercise of powers conferred under paragraph 1.03 read with 2.04 of the Foreign Trade Policy 2023, as amended from time to time, the Director General of Foreign Trade hereby amends **Appendix 2K (Scale of User Charges and Process for Deposit/ Refund of Application Fee/Penalty, etc)** of Appendices and Aayat Niryat Forms(ANF) as Annexed herewith (**changes made are in bold letters**).

**2. Effect of this Public Notice:**

Appendix 2K of FTP, 2023 has been revised to provide the provision of ' Registration Fee' for various Import Monitoring Systems (SIMS/CIMS/NFMIMS/PIMS etc.) under Implementation, with immediate effect.



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**APPENDIX -2K**  
**[Refer Para 2.11 of FTP 2023]**

**Scale of Application Fee/User Charges and Process for Deposit/ Refund of Application Fee/Penalty etc.**

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

<b>Sl No</b>	<b>Particulars</b>	<b>Scale of Fee (in INR)</b>	
1.	Application for Importer Exporter Code /Id Card	Five Hundred	
2.	Application for Export License/ SCOMET items for restricted goods.	One Thousand	
3.	Application for Advance Authorization /DFIA / EPCG Authorization for MSMEs	CIF value/duty saved amount	Total Fee
		Up to Rs. 1 Crore	100
		Above Rs. 1 Crore	5000
4.	Application for Advance Authorization /DFIA / EPCG Authorization for Non-MSMEs	One per thousand or part thereof. on CIF value/duty saved amount of Authorization/ license / permission, subject to a minimum of Rs. Five Hundred and maximum of One Lakh .	
5.	Application for import License for restricted item/ permission / certificate	One per thousand or part thereof. on CIF value/duty saved amount of Authorization/ license / permission, subject to a minimum of Rs. Five Hundred and maximum of One Lakh .	
6.	Application for Duty credit scrip under rewards/ incentive scheme.	One Thousand	
7.	Application for grant of duplicate license/ permission / certificate /scrip/ I- Card	Two Hundred	
7(A)	Application for amendment/ correction in license / scrip / Authorization/ certificate /permission etc.	Two hundred	
7(B)	Annual updation of IEC during the period April to June as per Para 2.05 of HBP <sup>i</sup>	Nil	
7(B)	Annual updation of IEC as per Para 2.05 of HBP after the stipulated period	Two hundred	

<b>Sl No</b>	<b>Particulars</b>	<b>Scale of Fee (in INR)</b>
8.	Application for first re-validation of Authorization / scrip/ permission /certificate/ license for SCOMET etc.	Five Hundred
9.	Application for second revalidation of Authorization / scrip/ permission / certificate/ license for SCOMET etc.	One thousand
10.	Application for Enlistment as an authorized agency under Appendix 2E and Appendix 2I of HBP	Five thousand
11.	Application for Certification Agency as per Appendix 2G	Ten thousand for applicant based in India and US\$ 250 or an amount equivalent in rupees for applicant based abroad
12.	Application for seeking relaxation in Policy/procedure	Two Thousand
13.	Application for review of decision of any committees	Five thousand
14.	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.
15.	Issue of Preferential Certificate of Origin <sup>ii</sup>	Rupees Six Hundred
16.	Post verification of self-certified Certification under EU-GSP and verification fee under FTAs <sup>iii</sup>	i. Rupees Seven Thousand Five Hundred for verification of single unit; and ii. Rupees Twelve Thousand for verification of multiple units.  Agencies may charge TA and DA as per government rates separately from the unit.
17.	Application for reimbursement of benefits under Transport and Marketing Assistance (TMA)	One Thousand.
18.	<b>Issuance of Automatic Registration Number under Import Monitoring Systems(IMS) (SIMS/CIMS/NFMIMS/PIMS etc.)</b>	Five Hundred

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

The user charges/penalty/any other fee shall be deposited in the following manner: -

Online payment of the requisite user charges/Penalty/any other Fee shall be part of the online services that are hosted on the DGFT website(s). The online service workflow when completed shall direct the applicants to the payment gateway for online payment of the specific charges.

In case of any online/offline process where the direct online payment option is not available, the payment is to be made online through the e-Miscellaneous Payments System(eMPS) on the DGFT Website.

The online payment options would include Internet Banking, debit cards, credit cards, UPI or any other payment methods as authorized from time to time.

## **3. 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.

## **4. Refund of Application Fees:**

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.
- d. No claim for refund of application fee shall be entertained by the jurisdictional authority after expiry of one year from the date of the payment.

## **5. Procedure:**

- i. Where the applicant is eligible for refund of application fee, an application may be submitted online using the online refund management process. The application shall be auto-submitted to the concerned authority within whose jurisdiction the related file was submitted/the fee was paid. In case where no file has been generated the application shall be submitted to DGFT(HQ) by default.
- ii. Any request for refund of payments made in the DGFT legacy system, which was being maintained by NIC, shall be made as per the manual procedure notified earlier. An application in the ANF-2G may be submitted to the licensing authority within whose jurisdiction the fee was paid. On receipt of application, the licensing authority shall pass

refund order after verifying from the Pay and Accounts Officer concerned that the amount in question has been credited to the relevant treasury head of Government of India.

- iii. On receipt of the online application for refund, the jurisdictional authority shall verify the details of the fees paid and grounds for refund. The same shall be duly noted and approved on file before proposing a sanction. Respective PAO would authorise the payment to the user on sanction.
- iv. Sanction order for refund of fees shall be valid for three months from the date of issue. Request for re validating the same may be considered on merits by the authority which issued the Refund Order.

#### **6. Adjustment of Fee:**

In cases, where a new Authorization or Duty Credit Scrip is issued by RA in lieu of the earlier Authorization/Scrip (which was cancelled by RA, on the request of the firm on account of non-registration at the Customs Port), or in case the RA suggests the firm to file application under correct scheme the application fees paid in the earlier Authorization/Scrip may be requested for refund. Head of Office of concerned jurisdictional authority shall have the authority to propose sanction of any such refunds. The grounds for refund shall be duly noted before proposing a sanction.

<sup>i</sup> PN 49/2015-20 dated 31.03.2021

<sup>ii</sup> PN 52/2015-2020 dated 30.11.2018

<sup>iii</sup> PN 52/2015-2020 dated 30.11.2018

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