Please refer https://dgft.gov.in for latest FAQs & Help Documents
NOTE: Answers in this FAQ document are **informative in nature. No legal claims can be made on basis of same. Users should refer policy documents for legal position. Please refer to Foreign Trade Policy and Handbook of Procedures for policy related matters.**

Apply for Advance Authorisation

Q1.   What are the prerequisites for applying for Advance Authorisation (AA)?

- Importers needs to register on DGFT Website by login on https://www.dgft.gov.in/
- Link the existing IEC (For more details please see IEC section FAQ's)
- Register the DSC under My Dashboards > View and Register Digital Signatures Token

Then they can apply for AA under **Services > Advance Authorisation /DFIA > Apply for Advance Authorisation (ANF 4A)**

Q2.   Where we can apply for AA or where we can get the link to apply for AA?

- Services > Advance Authorisation /DFIA > Apply for Advance Authorisation (ANF 4A)

Q3.   All branch code options are not reflecting in the application. How should I enter some other branch code?
- Branch details are populated from IEC profile. If all branch details are not coming, please modify your IEC.

Q4.   Why do I get the popup of Outstanding Authorisation details?
- Outstanding authorization details popup shows the details of authorisations issued on your IEC and having export obligation to be fulfilled.

Q5.   What to do if "Outstanding Authorisation Details" popup is not showing the updated details?
- If details are wrong for active authorization, please make sure all the export bills and import bills are updated in the repository.
  My dashboard > Repositories > Bills Repository
- If authorization is closed and showing active, please apply for "Manual EODC".
  Services > Advance Authorisation /DFIA > Apply for Manual EODC

Q6.   Where do I see my submitted applications and how can I get a print?

- Please follow the below path to get the authorization / file number for Advance Authorisation
- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme →Issuance of Advance Authorisation
- In the action section, select print.
- User will be able to see the submitted application and can click on "Print" button to get the print.

Q7.   Where do I see my approved authorization and letters?

- Please follow the below path to get the authorization / file number for Advance Authorisation
- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme →Issuance of Advance Authorisation
- In the action section, select "View Approved Letters"

Q8.   How can I raise request for withdraw of any submitted application?

- Please follow the below path to search submitted application for Advance Authorisation
- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme →Issuance of Advance Authorisation.
- In the action section, select 'Withdraw'.

Q9.   How can I link norms fixed by committee in the application form of advance authorization?

Please follow the given path:

- Open the application form and navigate to Export details screen.
- In the norms committee meeting section click on 'yes' or 'No '.
- Please click "Yes" if norms committee meeting was conducted prior to 2020 and for which digitized export or input item details are not present in the system.
- If the applicant has selected "yes" above then the applicant will have to enter 'Meeting Number', 'Meeting Date' and 'HQ File Number'. After entering these details applicant can fill the export item grid as per the approved norms.
- In case user has selected "No" and meeting details are reflecting in the grid then to select export and respectively mapped input items, please click on 'View Export' link from the list of approved files available in system. Please note, export and input items should correspond to same file.
- Click on "Add" button and all the export items will be added in the export items grid.
- Applicant will have to edit each item in the export grid and enter the required quantity for respective item.
- Based on the entered export item quantity and norms approved, input details grid on the next screen will be populated.

Q10. What can I do if I am not able to proceed as GSTN, RCMC and Industrial registration details were blank and non-editable?

- Branch details are populated from IEC. In case the RCMC, GSTN or Industrial details are not populated, please modify IEC.

Q11. Why am I getting warning message for currency exchange rates?

- Currency exchange rates in the system are updated based on the latest notification released by the Central Board of Indirect taxes & Customs (CBIC). If exchange rates are modified in the system, all currency related values in the draft application are modified based on the updated rates.
- For latest currency exchange rates from CBIC please follow the given link:
  https://www.cbic.gov.in/Exchange-Rate-Notifications

Q12. Why Supporting manufacturer details are mandatory?

- Advance Authorisation shall be issued either to a manufacturer exporter or merchant exporter tied to supporting manufacturer. Therefore if the preferred activity of the IEC is "Merchant Exporter", providing details of supporting manufacturer are mandatory.

Q13. How much minimum value addition is required for advance authorization?

   1. Minimum value addition is required to be achieved under Advance Authorisation is 15%.

   2. Export Products where value addition could be less than 15% are given in Appendix 4D.

   3. In case of Tea, minimum value addition shall be 50%.

Q14. Value addition is calculated based on values in which currency?
- Value addition in the application form is calculated based on the "Freely Convertible Currency" selected by the applicant in the application form.

Q15. Past Years Export / deemed supplies details are not coming correct in the application form, how should I correct it?

- Past Years Export / deemed supplies details are populated from IEC profile. In case details are not populated correctly, please modify IEC.

Q16. How to add invalidation details/ indigenously procured item details and supplier details in the application form for advance authorization?

Please follow the given path:
- Open the application form and go to "Additional Input' tab
- In the invalidation details section click on "Select Input Item". Tick and add item in the grid.
- Click on edit icon in the invalidation grid for the added item
- Enter the Quantity to be invalidated and save.

For entering Supplier details:
- Click on 'Indigenous supplier details /SEZ supplier details'
- Select the input item serial number from the drop down for which supplier is to be added
- Enter the quantity to be procured from the respective supplier
- Click on 'Add'
- Populate the Supplier details (IEC, Branch code etc.) and click on 'Add' to save supplier details.

Q17. How to enter wastage claim details for any input item in the application form for advance authorization?

Please follow the given path:
- Open the application form and go to "Additional Input' tab
- In the wastage claim section click on "Select Input Item". Tick and add item in the grid.
- Click on edit icon in the wastage claim grid for the added item
- Enter the justification and wastage claim percent.
- Click on 'Update'.

Q18. What is Validity period for import of Advance Authorisation?

- Validity period for import of Advance Authorisation shall be 12 months from the date of issue of Authorisation.

Q19. On Declaration Page of AA application, I am unable to proceed further, or System is not allowing me to click on "Save and Next".

- If user profile is 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. If Designation is not appearing, the same needs to be updated on profile of User to proceed further.

Q20. Why I am not able to edit the "Input as per" field of selected Input Item?

- If the inputs are populated as per SION data, this field will not be editable for user to change.

Q21. What is the application fee for Advance Authorisation?

- Application fee for import License for restricted item / permission / certificate / Advance Authorization / DFIA / EPCG Authorization is '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'.

Q22. What if I'm unsure about the 'ITC(HS) Code' for the product to be exported/ imported?

- ITC(HS) Codes are necessary information that must be filled in for importing/exporting products. Request you to connect with technical experts to identify the ITC(HS) codes for your concerned products before imports.

Q23. What if I'm unsure about the 'Technical characteristics' for the product to be imported/exported?

- Technical detail is important information that is requested. It is necessary to fill in relevant information in this field. Please connect with the manufacturer of your product for more details on this.

Q24. How and when do we use bulk upload for uploading Export items?
- Applicant is advised to use bulk upload functionality in case multiple item details are to be entered in the application form.

- Please click on "Download Sample Excel" to download the sample excel.
- Enter details of all items to be exported in sample excel.
- Click on "Bulk Upload" and choose file to Upload.
- Click on "Upload" and details of all the items will start reflecting in the grid.

Q25. Where can I see my CBIC transmission details for Advance Authorisation?

- Please follow the below path to get the authorization / file number for Advance Authorisation
- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme →Issuance of Advance Authorisation
- In the action section, select 'Transmission Details'.

Q26. Where can I view my previous authorisation details?

- All the previously issued authorisations and scrips can be viewed under "My Authorisations" in IEC profile.

Q27. What if I discover an error after submitting the authorisation?

- For all application that are not yet submitted, you can modify the application from the "Drafts" section on the website. In case you have submitted the authorisation application, no changes can be made in the submitted application but applicant can raise request for 'withdraw' request of the submitted application.

Q28. How will I get to know that whether my payment process is successful or Unsuccessful?

- After Successful payment you will get the Acknowledgement stating the Successful Submission of application. The Application Status can be tracked using 'Track Status' and Receipt could again be printed.
- My Dashboard > Submitted Application

Q29. How can I request for changes in the issued authorisation?

- Applicant may apply for amendment of advance authorization for modification in the issued authorisation.

Q30. How do I cancel my authorisation?

- Issued advance authorization can be surrendered by the authorization holder by applying for 'Closure of Advance Authorisation'.

Q31. Why do I have to pay additional fees while submitting the updated application after deficiency was issued?
If CIF value of authorization in application form is increased, applicable fees will also increase therefore applicant will have to pay the difference amount while submitting application.

Invalidation of Advance Authorisation

Q1. How can I apply for invalidation of advance authorization?

Please follow the given path:

- Services > Advance Authorisation /DFIA > Invalidation of Advance Authorisation
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select authorization for invalidation
- Fill the application form, make payment and submit application

Q2. How can I attach BG/LUT with the application form for Invalidation?

- Applicant will have to upload the scanned copy in the BG/LUT repository.
- Path for repository-My Dashboard >> Repositories>> BG/LUT Repository
- While filling application form, in the attachment section applicant select the BG/LUT (already present in the repository) and attach it.
- Hard copy is required to be shared with respective RA for processing of the application

Q3. How to add invalidation details/ indigenously procured item details and supplier details in the application form for invalidation of advance authorization?

Please follow the given path:
- Open the application form and go to "Additional Input' tab
- In the invalidation details section click on "Select Input Item". Tick and add item in the grid.
- Click on edit icon in the invalidation grid for the added item
- Enter the Quantity to be invalidated and save.

For entering Supplier details:
- Click on 'Indigenous supplier details /SEZ supplier details'
- Select the input item serial number from the drop down for which supplier is to be added
- Enter the quantity to be procured from the respective supplier
- Click on 'Add'
- Populate the Supplier details (IEC, Branch code etc.) and click on 'Add' to save supplier details.

Q4. What is the application fees for applying invalidation for advance authorization?

- Application fees is INR 200 for amendment/ correction in issued authorization.

Q5. What if my bill of entry details are not coming in the application form?

To check or add Bill of Entry details in the repository please follow following steps:

a. My Dashboard>> Repository >>Bills Repositories

b. Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

c. Enter the Bill of entry details and click on 'search'

d. To add Non-EDI Bill of entry, click on "Add details".

To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs.

Q6. Why my "Quantity Imported" is coming as zero or incorrect?

To check or add Bill of Entry details in the repository please follow following steps:

   a.   My Dashboard>> Repository >>Bills Repositories

   b.   Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

   c.   Enter the Bill of entry details and click on 'search'

   d.   To add Non-EDI Bill of entry in the repository, click on "Add details".

To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs.

Q7. Where do I see my approved Invalidation/ARO letters?

- Please follow the below path to get the authorization / file number for Advance Authorisation
- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme →Invalidation of Advance Authorisation
- In the action section, select "View Approved Letters"

Revalidation of Advance Authorisation

Q1. How can I apply for revalidation of advance authorization?

Please follow the given path:

- Services > Advance Authorisation /DFIA > Revalidation of Advance Authorisation
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select authorization for revalidation
- Fill the application form, make payment and submit application for processing.

Q2. What is the application fees for applying first revalidation for advance authorization?
- Application fees is INR 500 for application for first revalidation of Authorization.

Q3. What is the application fees for applying second revalidation for advance authorization?
- Application fees is INR 1000 for application for second revalidation of Authorization.

Q4. How and where to enter revalidation period I want to apply for advance authorization?

Please follow the given path:
- Open the application form and go to "Revalidation details" tab
- Enter the revalidation period and reason for revalidation
- Click on 'Save and Next'.
- Attach the required documents
- Tick the declaration form and submit file for processing

Q5. Why my "Quantity Imported" is coming as zero or incorrect?

To check or add Bill of Entry details in the repository please follow following steps:

e. My Dashboard>> Repository >>Bills Repositories

f. Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

g. Enter the Bill of entry details and click on 'search'

h. To add Non-EDI Bill of entry in the repository, click on "Add details".

To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs.

Q6. What to do if my bills are reflecting in the repository and not in the application form?

- Please make sure bills are in reference to same Authorisation number for which applicant is applying for revalidation.

- Please make sure eBRC details of the respective shipping bills are shared with DGFT by the Bank.

- To check the eBRC details in DGFT nic portal, please visit:

  http://dgftebrc.nic.in:8100/BRCQueryTrade/index.jsp

- After 24 hours of sharing eBRC with DGFT it will start reflecting in the customer portal and applications. To check eBRC on customer portal please follow the given path:

Login on https://www.dgft.gov.in/

     (i)   My Dashboard > Repositories > Bill Repository.

    (ii)   Select 'Bill Type' as 'Bank Realisations (e-BRC)'.

  (iii)   Enter eBRC details and click on "Search".

EO-Extension of Advance Authorisation

Q1. How can I apply for eo-extension of advance authorization?

Please follow the given path:

- Services > Advance Authorisation /DFIA > Eo-extension of Advance Authorisation
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select authorization for eo-extension
- Fill the application form, make payment and submit application for processing.

Q2. What is the application fees for applying first eo-extension for advance authorization?
- Application fees is 'INR 500 + Composition fees' for application for first eo-extension of Authorization.

Q3. What is the application fees for applying second revalidation for advance authorization?
- Application fees is 'INR 1000 + Composition Fees' for application for second eo-extension of Authorization.

Q4. What to do if my export details are not reflecting in the application form of Eo-Extension?
- Please make sure shipping bills are present in the shipping bill repository with same Advance Authorisation number.

  To check or add shipping bills (Non-EDI) in the repository please follow following steps:

  a. My Dashboard>> Repository >>Bills Repositories

  b. Click on 'Explore' and select 'Bill Type' as "Shipping Bill".

  c. Enter the shipping details and click on 'search'

  d. To add Non-EDI shipping bill, click on "Add Non-EDI Shipping Bill".

  e. To get shipping bill details from customs in the repository, click on "Get Shipping Details from Customs" and enter the shipping details to be fetched from customs.

Q5. What to do if my bills are reflecting in the repository and not in the application form?
- Please make sure bills are in reference to same Advance Authorisation number /File number for which applicant is applying for Eo-extension.

- Please make sure eBRC details of the respective shipping bills are shared with DGFT by the Bank.

- To check the eBRC details in DGFT nic portal, please visit:

  http://dgftebrc.nic.in:8100/BRCQueryTrade/index.jsp

- After 24 hours of sharing eBRC with DGFT it will start reflecting in the customer portal and applications. To check eBRC on customer portal please follow the given path:

  Login on https://www.dgft.gov.in/

    A.   My Dashboard > Repositories > Bill Repository.

    B.   Select 'Bill Type' as 'Bank Realisations (e-BRC)'.

    C.   Enter eBRC details and click on "Search".

Q6. Why my "Quantity Imported" is coming as zero or incorrect?

To check or add Bill of Entry details in the repository please follow following steps:

    i.   My Dashboard>> Repository >>Bills Repositories

    j.   Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

    k.   Enter the Bill of entry details and click on 'search'

    l.   To add Non-EDI Bill of entry in the repository, click on "Add details".

- To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs.

Q7. Why am I not able to submit application for second Eo-extension?

- Request for further extension of six months after first extension can be considered by Regional Authority, provided Authorisation holder has fulfilled minimum 50% export obligation in quantity as well as in value, on pro-rata basis.

Amendment of Advance Authorisation

Q1. How can I apply for revalidation of advance authorization?

Please follow the given path:

- Services > Advance Authorisation /DFIA > Amendment of Advance Authorisation
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select authorization for amendment
- Fill the application form, make payment and submit application for processing.

Q2. What is the application fees for amendment for advance authorization?

- Basic application fees is INR 200 for application for amendment/ correction in license / scrip / Authorization/ certificate /permission etc.
- If CIF value of authorization in application form is increased, applicable fees will also increase therefore applicant will have to pay the difference amount while submitting the application.

Q3. What to do if my export details are not reflecting in the application form of amendment of Advance Authorisation?

- Please make sure shipping bills are present in the shipping bill repository with same Advance Authorisation number.

  To check or add shipping bills (Non-EDI) in the repository please follow following steps:

  a. My Dashboard>> Repository >>Bills Repositories

  b. Click on 'Explore' and select 'Bill Type' as "Shipping Bill".

  c. Enter the shipping details and click on 'search'

  d. To add Non-EDI shipping bill, click on "Add Non-EDI Shipping Bill".

  e. To get shipping bill details from customs in the repository, click on "Get Shipping Details from Customs" and enter the shipping details to be fetched from customs.

Q4. What to do if my bills are reflecting in the repository and not in the application form?

- Please make sure bills are in reference to same Advance Authorisation number /File number for which applicant is applying for amendment.

- Please make sure eBRC details of the respective shipping bills are shared with DGFT by the Bank.

- To check the eBRC details in DGFT nic portal, please visit:

  http://dgftebrc.nic.in:8100/BRCQueryTrade/index.jsp

- After 24 hours of sharing eBRC with DGFT it will start reflecting in the customer portal and applications. To check eBRC on customer portal please follow the given path:

  Login on https://www.dgft.gov.in/

  i. My Dashboard > Repositories > Bill Repository.

      ii.   Select 'Bill Type' as 'Bank Realisations (e-BRC)'.

     iii.   Enter eBRC details and click on "Search".

Q5. Why my "Quantity Imported" is coming as zero or incorrect?

To check or add Bill of Entry details in the repository please follow following steps:

m.   My Dashboard>> Repository >>Bills Repositories

n.   Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

o.   Enter the Bill of entry details and click on 'search'

p.   To add Non-EDI Bill of entry in the repository, click on "Add details".

- To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs.

Closure / Clubbing & Closure of Advance Authorisation

Q1. How can I apply for Closure of advance authorization?

Please follow the given path:

- Services > Advance Authorisation /DFIA > Closure of Advance Authorisation
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select authorization for Closure.
- Fill the application form, make payment and submit application for processing.

Q2. How can I apply for Clubbing & Closure of advance authorizations?

Please follow the given path:

- Services > Advance Authorisation /DFIA > Clubbing & Closure of Advance Authorisation
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select two or more authorizations to be clubbed for Closure.
- Fill the application form, make payment and submit application for processing.

Q3. What is significance of "Applicable Currency for EODC" field in the application form?
- It is the currency in which all the values in the application form will be calculated and will be considered for processing this application. This currency is based on the "Freely Convertible Currency" selected by the authorization holder while applying for Advance Authorisation.

Q4. If different currencies were selected in the authorization, which currency will be considered for "Applicable Currency for EODC" in case of clubbing?

- Currency selected in the earliest issued authorization shall be considered for "Applicable Currency for EODC" by the system in case of clubbing.

Q5. What to do if my Shipping Bill details are not reflecting in the application form of Closure of Advance Authorisation?
- Please make sure shipping bills are present in the shipping bill repository with same Advance Authorisation number.

  To check or add shipping bills (Non-EDI) in the repository please follow following steps:

  a. My Dashboard>> Repository >>Bills Repositories

  b. Click on 'Explore' and select 'Bill Type' as "Shipping Bill".

  c. Enter the shipping details and click on 'search'

  d. To add Non-EDI shipping bill, click on "Add Non-EDI Shipping Bill".

  e. To get shipping bill details from customs in the repository, click on "Get Shipping Details from Customs" and enter the shipping details to be fetched from customs.

Q6. What to do if my bills are reflecting in the repository and not in the application form export realization details are not populating?

- Please make sure bills are in reference to same Advance Authorisation number /File number for which applicant is applying for Closure.

- Please make sure eBRC details of the respective shipping bills are shared with DGFT by the Bank.

- To check the eBRC details in DGFT nic portal, please visit:

  http://dgftebrc.nic.in:8100/BRCQueryTrade/index.jsp

- After 24 hours of sharing eBRC with DGFT it will start reflecting in the customer portal and applications. To check eBRC on customer portal please follow the given path:

  Login on https://www.dgft.gov.in/

    i. My Dashboard > Repositories > Bill Repository.

    ii. Select 'Bill Type' as 'Bank Realisations (e-BRC)'.

    iii. Enter eBRC details and click on "Search".

Q7. How to add more bills / GSTN invoices / Bill of Exports in the application form?

- Open the application form and navigate to Export details screen and in "As per Importer/Exporter" grid.
- Click on "Search Shipping Bills in Bills Repository".
- Select the Bill type, search and click on "Add" button to add in the application form.

Q8. What if my bill of entry details are not coming in the application form?

To check or add Bill of Entry details in the repository please follow following steps:

  e. My Dashboard>> Repository >>Bills Repositories

  f. Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

  g. Enter the Bill of entry details and click on 'search'

  h. To add Non-EDI Bill of entry, click on "Add details".

To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs

Q9. Why my "Quantity Imported" is coming as zero or incorrect?

To check or add Bill of Entry details in the repository please follow following steps:

  q. My Dashboard>> Repository >>Bills Repositories

  r. Click on 'Explore' and select 'Bill Type' as "Bill of Entry".

  s. Enter the Bill of entry details and click on 'search'

  t. To add Non-EDI Bill of entry in the repository, click on "Add details".

To get Bill of entry details from customs in the repository, click on "Get Bill of entry from Customs" and enter the Bill of entry details to be fetched from customs.

Q10.   How should I surrender my Advance Authorisation?

- To surrender advance authorization, authorization holder needs to apply for "Closure of Advance Authorisation". If exports and imports are not made, details will come under the "Surrender" section of redemption matrix. Applicant needs to verify and submit the application for RA processing.

Q11.   What if the details in the redemption matrix is not populated correctly?

- If details in the redemption matrix are not populated correctly, applicant can edit the quantity in the redemption matrix and submit application for RA processing.

Q12.   What if the "Penalty to be paid (in INR)" is not showing the correct value as per Importer/Exporter?

- Applicant can fill the correct value in "Penalty as per Importer/Exporter" field and submit the application with payment of penalty value entered by the Importer/Exporter.

Q13.   Where do I see my submitted applications and how can I get a print?

- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme → Closure of an Issued Advance Authorisation. In the action section, select print.
- User will be able to see the submitted application and can click on "Print" button to get the print.

Q14.   Where do I see my approved EODC letter?

- Please follow the below path to get the authorization / file number for Advance Authorisation
- My Dashboard > Submitted Applications
- Select, Type of Scheme → Advance Authorisation (AA) & Type of Sub Scheme →Closure of an Issued Advance Authorisation.
- In the action section, select "View Approved Letters"

Q15.   What should I do if my authorization is closed but it is showing active in the system?

- Use the option "Manual EODC status Update" to manually update the status of already redeemed authorizations which are still showing active in the system.

  Please follow the given path:

- Services > Advance Authorisation /DFIA > Manual EODC status Update
- Select draft application or start fresh application
- In case of fresh application, applicant is required to select authorization.
- Applicant shall be required to enter the details and upload the scanned copy of EODC letter.
- Fill the application form, make and submit application for RA processing.