



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

### User Help File

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### Importer Exporter Code (IEC) Module

Version 2.0

**May 2022**

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## 1. Introduction and Accessing DGFT Portal

This document is the help file for basic IEC functions in the new system. To access the new portal, navigate to <https://dgft.gov.in>

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12 +

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

## 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. Registering on New Portal

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

- a) Internet Connection
- b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

1. Visit the DGFT website and proceed with registration process.

The screenshot shows the DGFT website interface. At the top, there is a header with the Government of India logo and the text 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this is a navigation bar with links for 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'RTI'. A search icon is also present. Below the navigation bar, there is a banner for 'Districts as Export Hubs' featuring a photograph of a meeting and text explaining the initiative. To the right of the banner is a 'Click Here to Know More' button. Below the banner is a section titled 'Register for your IEC' with a small circular icon of a person. The text in this section explains the IEC (Importer-Exporter Code) and its importance for international trade.

Screen 1

- 2. Enter the Registration Details.
  - Select Register User as **“Importer/Exporter”**

The screenshot shows a web interface for the Directorate General of Foreign Trade (DGFT). On the left, there is a dark blue banner with the DGFT logo and the text "विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE" and "Glad to see you". Below the banner is an illustration of two people interacting with a computer screen. On the right, there is a registration form with a "REGISTER" tab selected. The form includes a dropdown menu for "Register User As" set to "Importer/Exporter". A yellow note box states: "Note: Register here if you are an Indian Importer / Exporter and wish to apply / link an IEC." The form contains several required fields: First Name, Last Name, Email ID, Mobile No., Pincode, District, State, and City. Below these fields is a CAPTCHA section with the text "NGD88" and a refresh icon. A checkbox is checked, indicating agreement to terms and conditions. A "Send OTP" button is at the bottom of the form.

Screen 2

3. Enter the OTPs received on email and mobile number.

**OTP sent successfully**
✕

## REGISTER

First Name \*

Last Name

Email ID \*

Mobile No. \*

Enter Email OTP \*

Enter Mobile OTP \*

**14 : 29**

↶ Back

Register

**Screen 3**

4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

You can change your password here. Please keep your password safe.  
**All fields are mandatory**

**Current Password\***

**Password Hint:**

- Password should have minimum 8 characters & maximum 12 characters
- Password should have at least one upper case(A-Z)
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ &() \* . @ [] ^ \_ ( ) - = ) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list, (for example, ! " % or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

**New Password\***

**Confirm Password\***



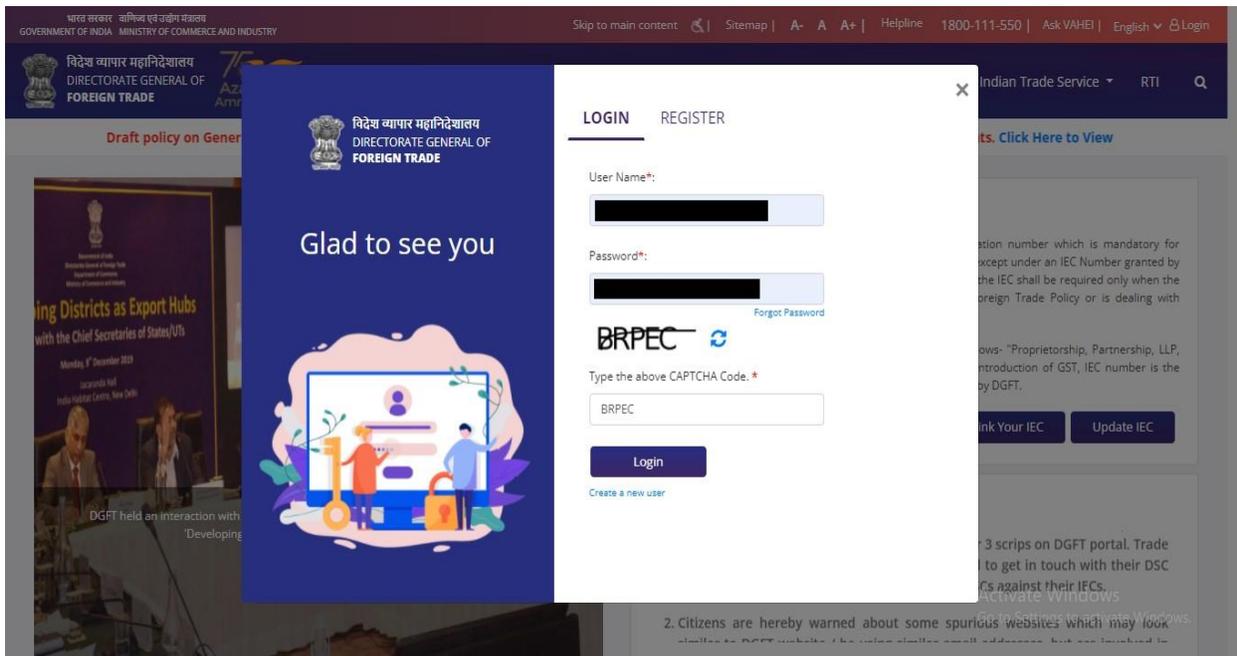
Type the above CAPTCHA Code.

**Screen 4**

## 4. Forget Password

If you are a registered user and forgot the password, you can use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps.

1. Visit the DGFT website and click on Forgot Password hyperlink.



Screen 5

2. Enter registered email id in the username field and captcha code displayed on the screen.
3. Click on the submit button.

### FORGOT PASSWORD



User Name\*

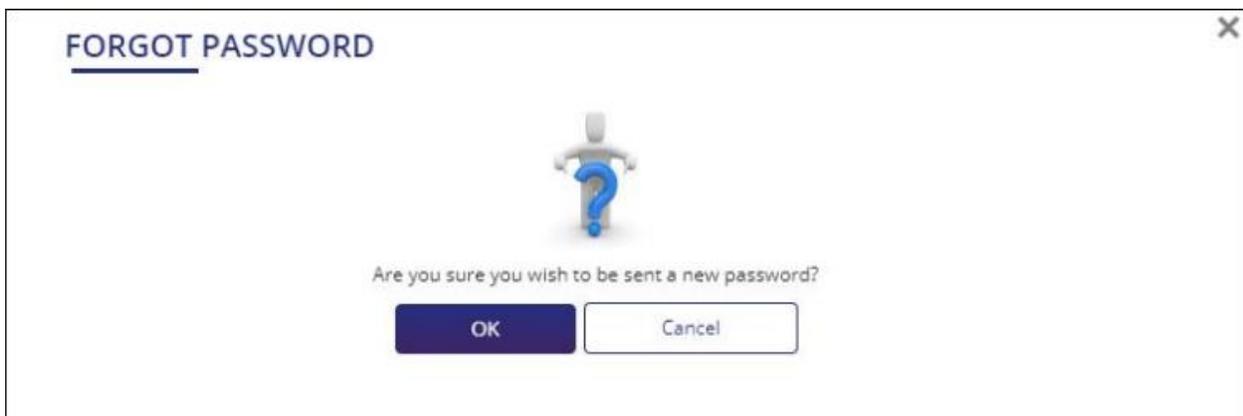


Type the above CAPTCHA Code. \*

[Back to Login Window?](#)

#### Screen 6

4. Click OK to proceed with the forgot password or click cancel to go back to previous screen.



#### Screen 7

5. System will validate the email id provide by you and send the one-time password on the registered email id and mobile if email address is registered with DGFT.

## 5. Applying for New IEC

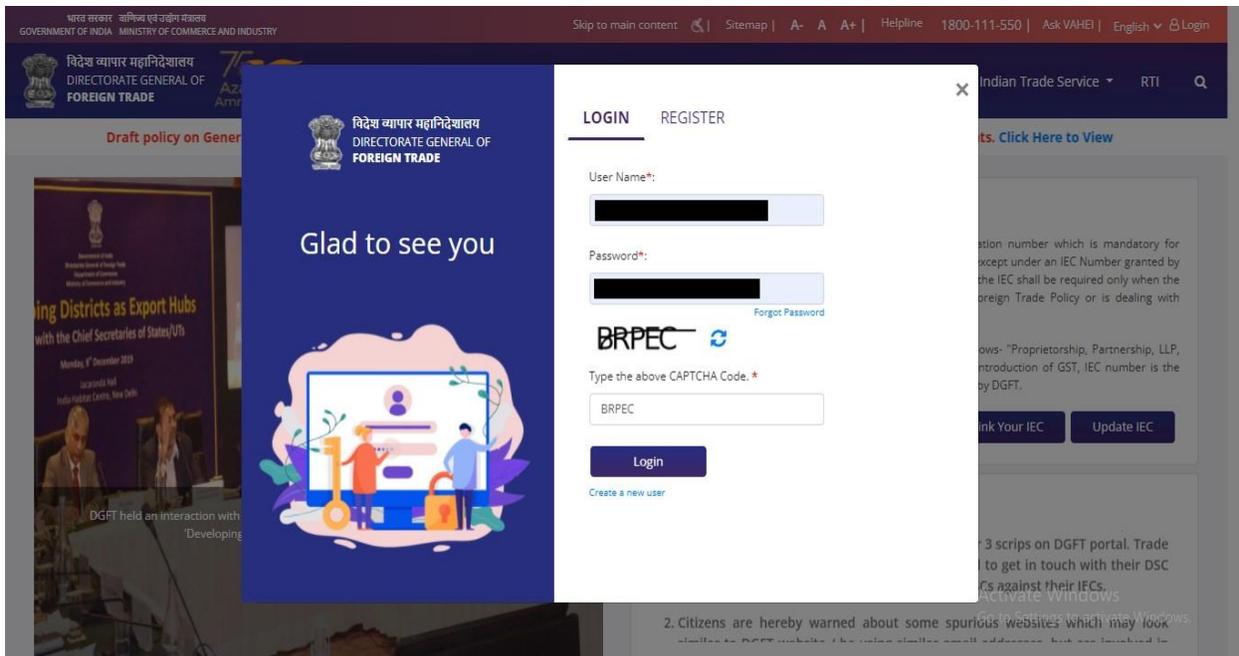
To Apply for Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active Firms Permanent Account Number (PAN) and its details like Name as per Pan, Date of Birth, or Incorporation. **Note:** These details will be validated with the Income Tax Department site.
- c) Scanned Documents for Upload in the System (PDF Only and Max file size of 5 MB).
  - a. Proof of establishment/incorporation/registration.
    - i. Partnership
    - ii. Registered Society
    - iii. Trust
    - iv. HUF
    - v. Others
  - b. Proof of Address can be any one of the following documents:
    - i. Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
    - ii. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
    - iii. In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favour of the firm along with the address proof is to be submitted as a single PDF document.
  - c. Proof of Firm's Bank Account
    - i. Cancelled Cheque
    - ii. Bank Certificate
  - d) User should have an active DSC or Aadhaar of the firm's member for submission.
  - e) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee.

**NOTE:** User will not be able to continue with application if the Firm's PAN has already been used for registration of IEC with DGFT. (Either PAN Based IEC or Numeric IEC)

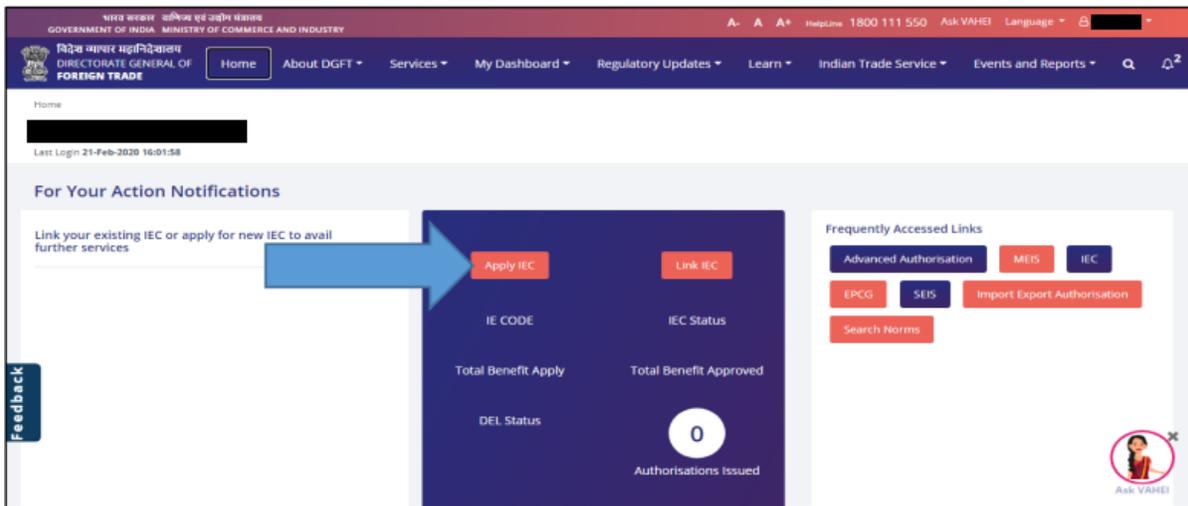
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 8

2. Post login click on **“Apply for IEC”** on the Dashboard.



Screen 9

3. Click on **“Start Fresh Application”** button or click on **“Proceed with Existing Application”** Button in case user already saved a draft application.



Screen 10

#### 4. Enter the details in the General Information Section

All the Mandatory fields have been marked with a Red Asterisk (\*).

The Draft will only be saved if the Mandatory details in the “**Basic Details**” Section and “**FirmAddress Details**” Section.

The screenshot shows the 'Apply For IEC' form. The top navigation bar includes the Government of India logo and the text 'विदेश व्यापार महानिदेशालय' and 'DIRECTORATE GENERAL OF FOREIGN TRADE'. The main header shows 'Apply For IEC' and 'Last Login 12-Apr-2022 15:37:52'. Below the header is a progress bar with six steps: General Information, Details of Proprietor/Partner/Direct..., Bank Information, Other Details (Preferred sectors of operations), Declaration, and Application Summary. The 'Basic Details' section is expanded, showing the following fields:

- Nature of concern/Firm \* (Dropdown menu with 'SELECT' selected)
- Firm Name \*
- Permanent Account Number(PAN) \*
- Name as per PAN database \*
- Date of Birth / Date of Incorporation \*

At the bottom, there is a checkbox for 'Whether the firm is Incorporated in Export Oriented Unit (EOU) Scheme'.

Screen 11

- Select nature of Concern/Firm.
- Enter Firm Name
- PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation

**Note:** These details will be verified real-time from the CBDT database. Please note Name(as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.

- d. Select Preferred Activities from the given values.
- e. “Whether the firm is located in Special Economic Zone (SEZ)?” & “Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme)?” – On the basis of these questions RA or SEZ mapping of offices will be done.
- f. Enter corporate entity number (CIN). After entering CIN, the system will verify CIN from the Ministry of Corporate Affairs (MCA) server and will fetch Firm Details and Director Details if available.
- g. Enter GSTIN Number of Concern/Firm if applicable.
- h. Enter Firm Mobile No. (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.
- i. Enter Firm Email id (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.

**Firm Address Details**

Address Line 1 \*

Address Line 2

PIN Code \*

City \*

State \*

District \*

Jurisdictional DGFT RA \*

Click or Drag and Drop file to upload

Uploaded Size : 0.00 MB

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

Sr. No.	File Name	Action
1	Kalmeshwar Lease Agreement.pdf	

**Note:**  
Please upload supporting documents as Proof of Address. This can be any of the following:

1. Sale Deed, Rent agreement, lease deed, electricity bill, telephone landline bill, mobile, postpaid bill, MoU.
2. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id.
3. In case the address proof is not in the name of the applicant firm, a no-objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof may be submitted.

**Screen 12**

j. Enter firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.

k. Attach address proof of the Firm. This mandatory for Address verification.

Address Proof can be any one of the following documents:

- Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
- Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id.

- In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favour of the firm along with the address proof is to be submitted as a single PDF document.

Branch Details ▼

Whether the firm is located in Special Economic Zone (SEZ)? \* !

YES  NO

Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme)? \*

YES  NO

Is Active Branch?

GSTIN Number !

Address Line 1 \*

Address Line 2

City \*

PIN Code \*

State \*

District \*

Add

Search:

Sl. No.	Branch Code	Is It SEZ?	Is It EOU?	Is Active Branch?	GSTIN	Address Line 1	Address Line 2	City	District	State	PIN Code	Edit / Delete

Screen 13

l. Enter branch details if any.

m. Enter GSTIN number, Address, City, Pin code of the branch(es) linked with the above importer exporter code.

5. Enter the details in the “Details of Proprietor/Partner/Director/Karta/Managing Trustee” Section.

Screen 14

- a. DIN (Dir. Identification Number) is auto fetched from Ministry of External Affairs based the CIN number provides above in general information section. **Note:** The user will not be able to delete the director details fetched from MCA.
- b. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
- c. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
- d. In case the Director is not an Indian National, tick the check box **“Is the Director a Foreignnational?”**

6. Enter the details in the **“Bank Account Details”** Section.

Screen 15

Under Bank Account Section, enter Account Number, Account Holder Name, IFSC code, BankName, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).

**Note:** a) The Account Holder name should be same as Firm Name.

7. Enter the details in the “**Other Details (Exports Sectors preferred)**” Section. Select thereason answering the question “Why you are applying for IEC or where this IEC will be utilised”.

Screen 16

## 8. Read and Accept the Declaration.

General Information   Details of Proprietor/Partner/Direct...   Bank Information   Other Details (Preferred sectors of operations)   **Declaration**   Application Summary

**Success Message** ×  
Draft Application Number [REDACTED] has been successfully saved.

**Declaration** ▼

- I/We hereby certify that :
  - The entity for whom the application has been made have not been penalized/have been penalized under any of the following Acts (as amended from time to time) in the last five years:
    - The Customs Act, 1962.
    - The Central Excise Act 1944.
    - Foreign Trade (Development & Regulation) Act 1992, and
    - The Foreign Exchange Management Act,1999;
    - The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
    - The GST Acts
    - SEZ Acts and Rules
  - None of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;

### Screen 17

- I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
- I/We hereby declare that the particulars and the statements made in this application are true and correct to the and nothing has been concealed or withheld there ANF 3B from.I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted. In case of ineligible claim / over claim , I shall be obligation to refund ineligible claim / over claim in electronic mode/ any other permitted mode of payment with interest at the rate with interest at the rate prescribed under section 28 A A of The Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized , at any stage , if asked to do so by the DGFT.
- I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

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

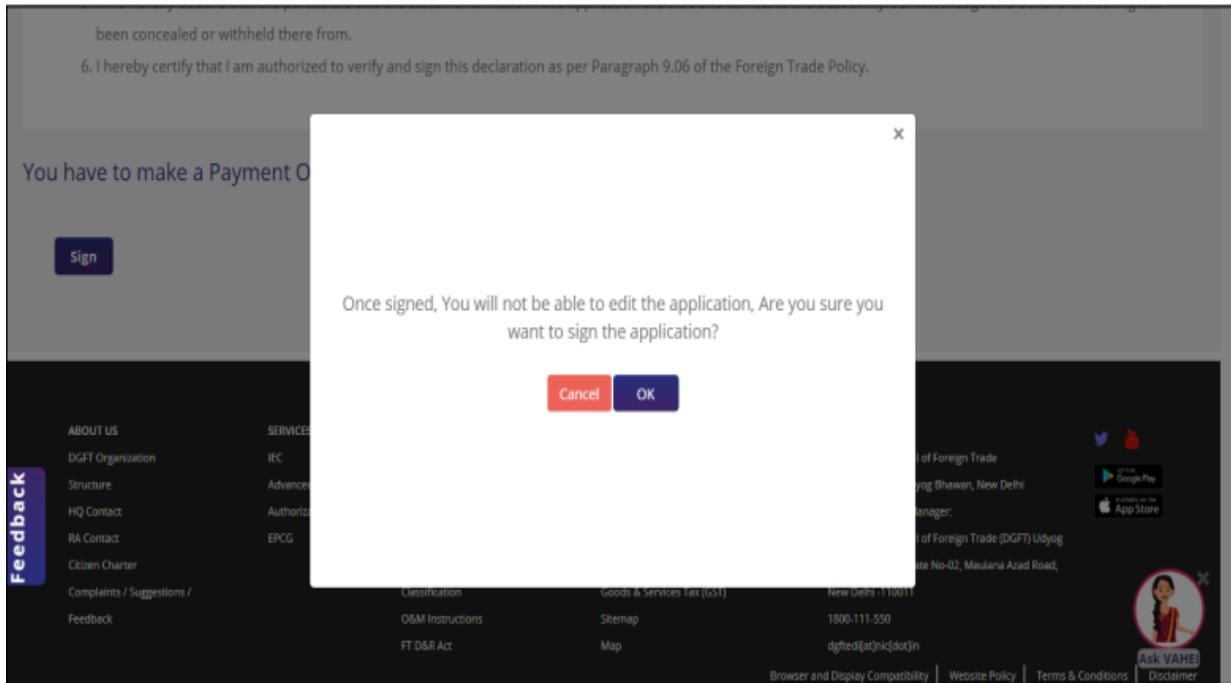
Place \*       Date

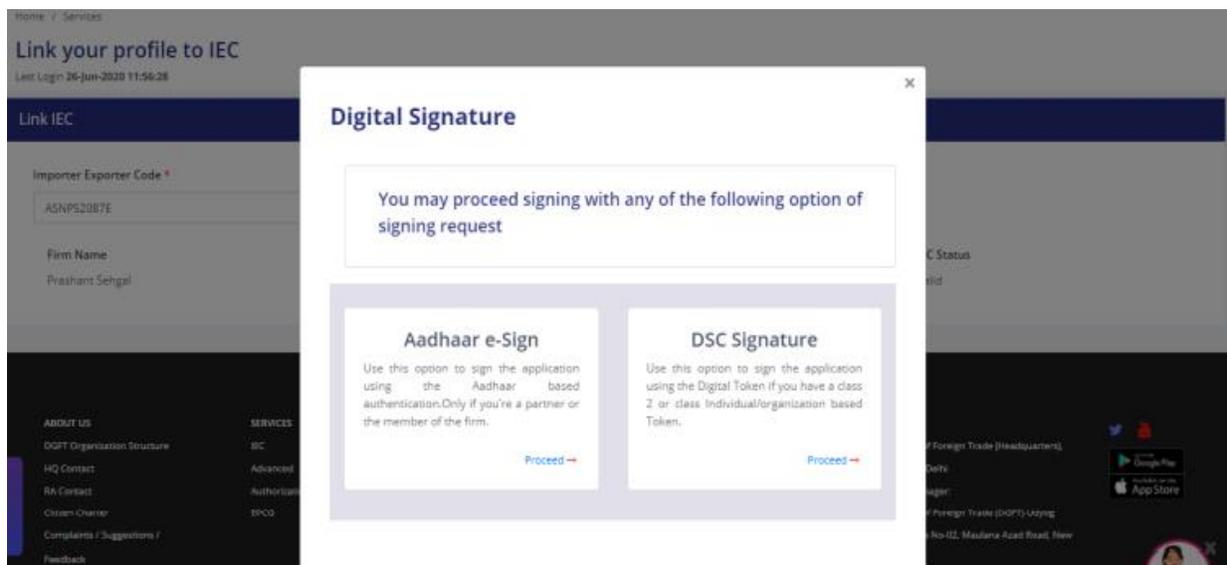
### Screen 18

Under declaration, accept the terms and condition by clicking on check box and enter place.

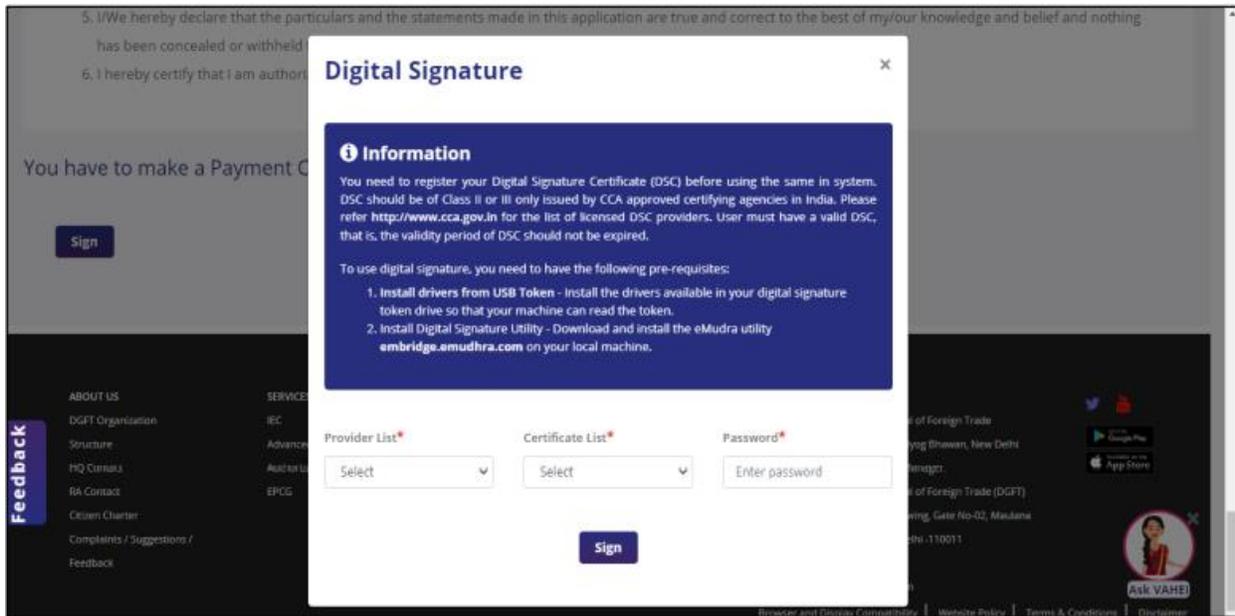
## 9. Check the Application Summary and click on Sign button to sign the application using digital token or Aadhaar.



Screen 19



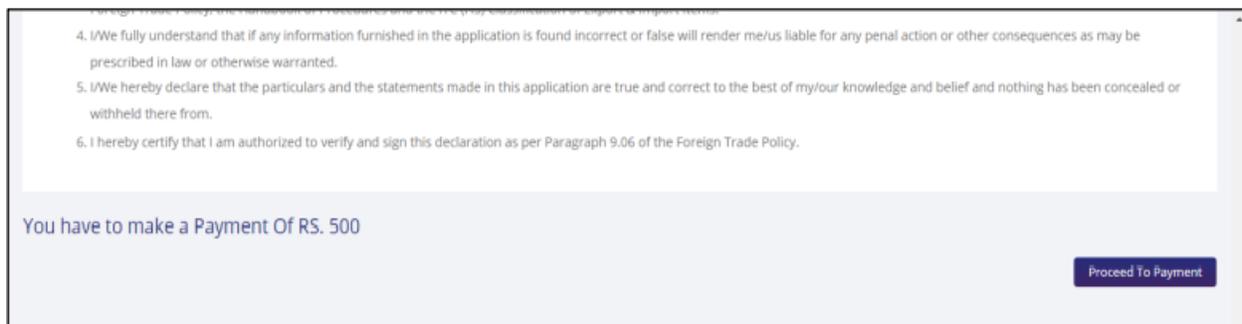
Screen 20



Screen 21

#### 10. Confirm and proceed to make the payment against application.

For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Application of IEC Fee is Rs 500



Screen 22

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

In case of failure of Payment, please wait for an hour to reflect the payment from the Payment Gateway (BharatKosh)

IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availled	Apply for Iec
Mode of Signature	Digital Signature
<b><u>PAYMENT DETAILS</u></b>	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-30 04:41:55

Screen 23

The user shall receive the IEC Certificate in the email (used while applying for IEC) and if required the User can download the IEC Certificate after login the DGFT Website and using **“Print Certificate”** feature in **“Manage IEC”**

The IEC shall be transmitted to CBIC and the transmission status can be seen by Navigating to **“My IEC”** and checking the IEC Status bar with **“CBIC Transmission Status”**

The screenshot displays the DGFT website dashboard. At the top, there is a navigation bar with the Government of India logo and the Ministry of Commerce and Industry. The main header includes the DGFT logo and the text 'Azadi Ka Amrit Mahotsav'. The dashboard content is divided into several sections:

- For Your Action Notifications:** A notification box on the left prompts the user to 'Link your existing IEC or apply for new IEC to avail further services'.
- IEC Status Card:** A central card displays the user's IEC status as 'Valid'. It shows '0' for 'Value of Scripts Applied' and '0' for 'Value of Scripts Approved'. The 'DEL Status' is 'N' and '12' 'Authorisations Issued'.
- Frequently Accessed Links:** A grid of buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'.
- User Profile:** A 'Feedback' button is on the left, and a user profile icon with the name 'Ask VAHEI' is on the right.

Screen 24

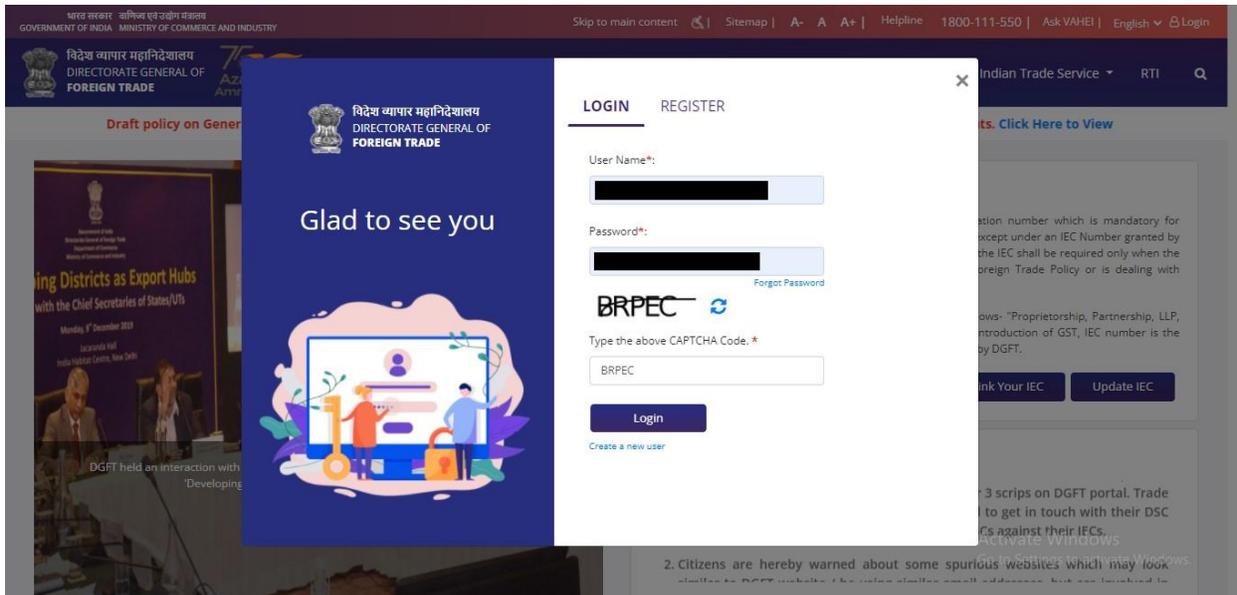
## 6. Linking Login with Already Existing IEC

To Link an existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC / Aadhar for Proprietor or Members of the Firm.

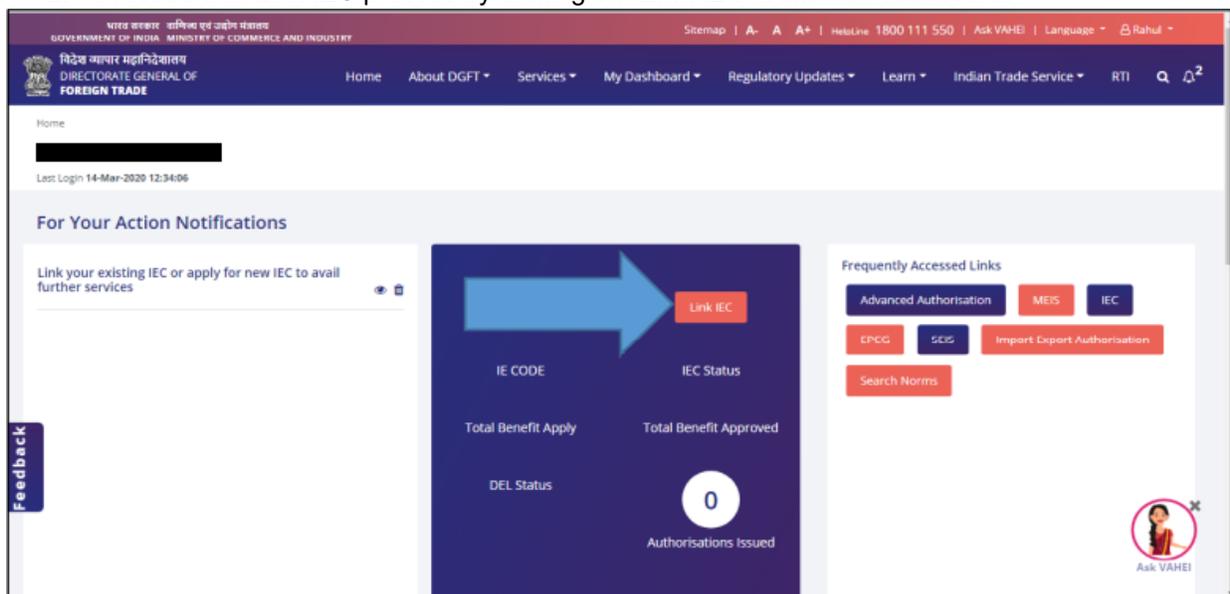
Then proceed with the following steps:

- Visit the DGFT website and login into the portal with valid credentials.



Screen 25

- Proceed with Link IEC process by clicking on “Link IEC” button on dashboard.



Screen 26

3. Now Enter your IEC number which you want to link to your profile in Importer Exporter Codefield and then click on Link IEC.

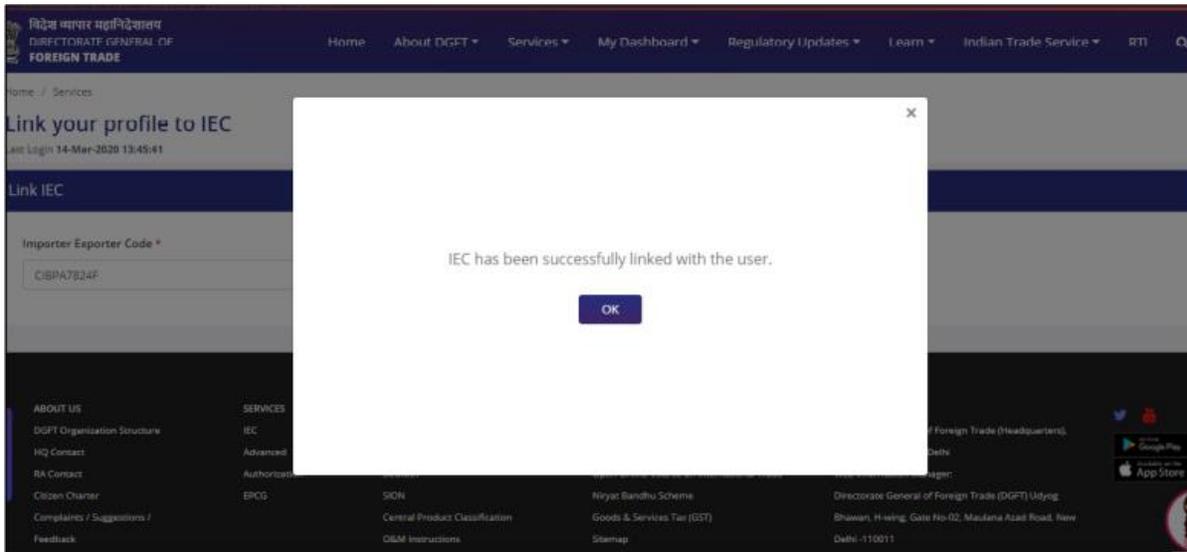
a. On clicks of Link IEC button the IEC number is validated, and Digital signature windowis opened in a Pop-Up.

Screen 27

- Proceed with Digital Signature process with your digital signature details
  - a. Read the Information and Install the Pre-requisites for Digital Signature.
  - b. Once Pre-requisites for Digital signature is done then user will be able to see listof e-Pass token on click of Provider List, Select the e-Pass token from the list.
  - c. Select Certificate for signing from Certificate list, Individual based DSC is onlyallowed for proprietorship type firms.
  - d. Enter your e-Pass Token inside the enter Password field.

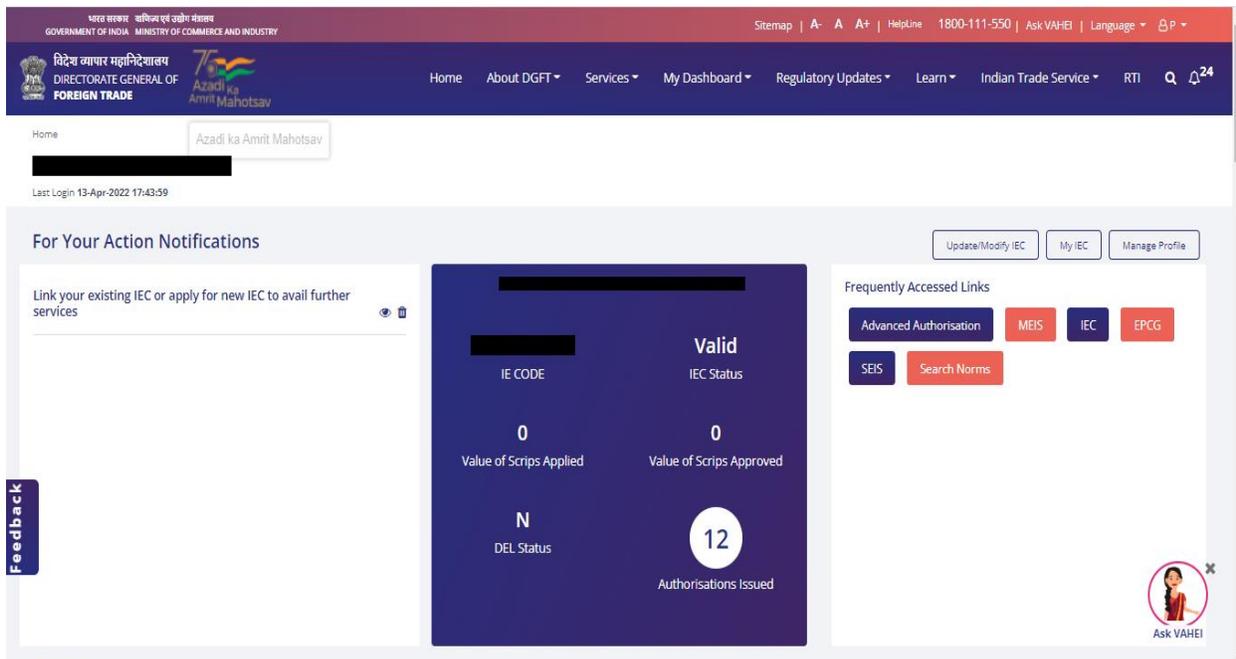
Screen 28

- After Success in digital signature process the IEC Linked successfully message is displayed.



Screen 29

- If linking of IEC is successfully done user will be able to see IEC number under the



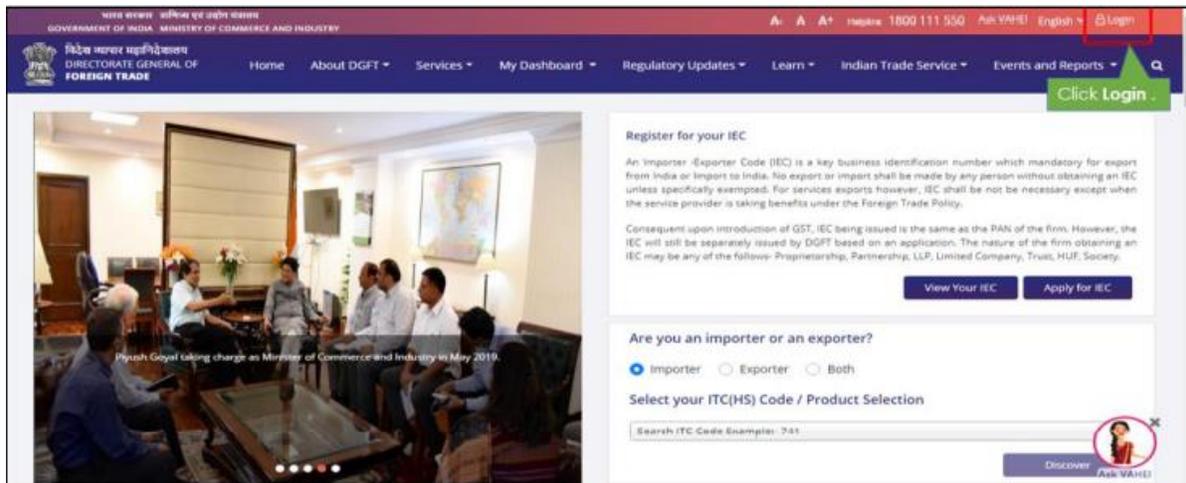
Screen 30

## 7. Registering yours DSC

Refer the section on [digital signature](#) for more details.

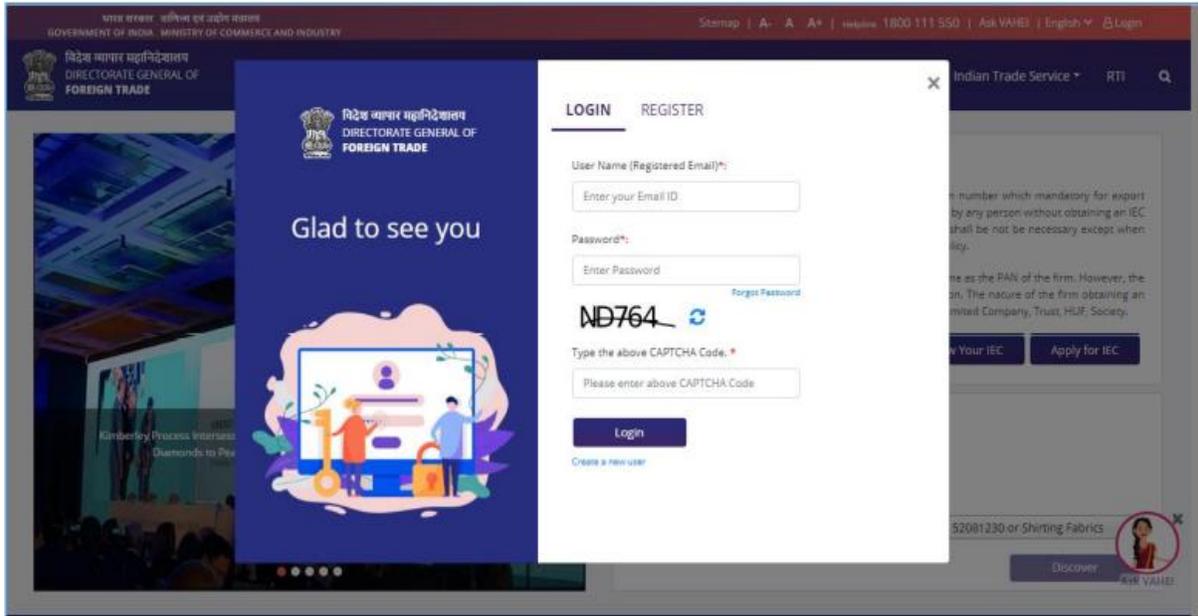
1. Visit the DGFT website and login to the DGFT Portal.

**Note:** Registration of DSC can only be done once user has applied for an IEC or linked an existing IEC to the user profile.



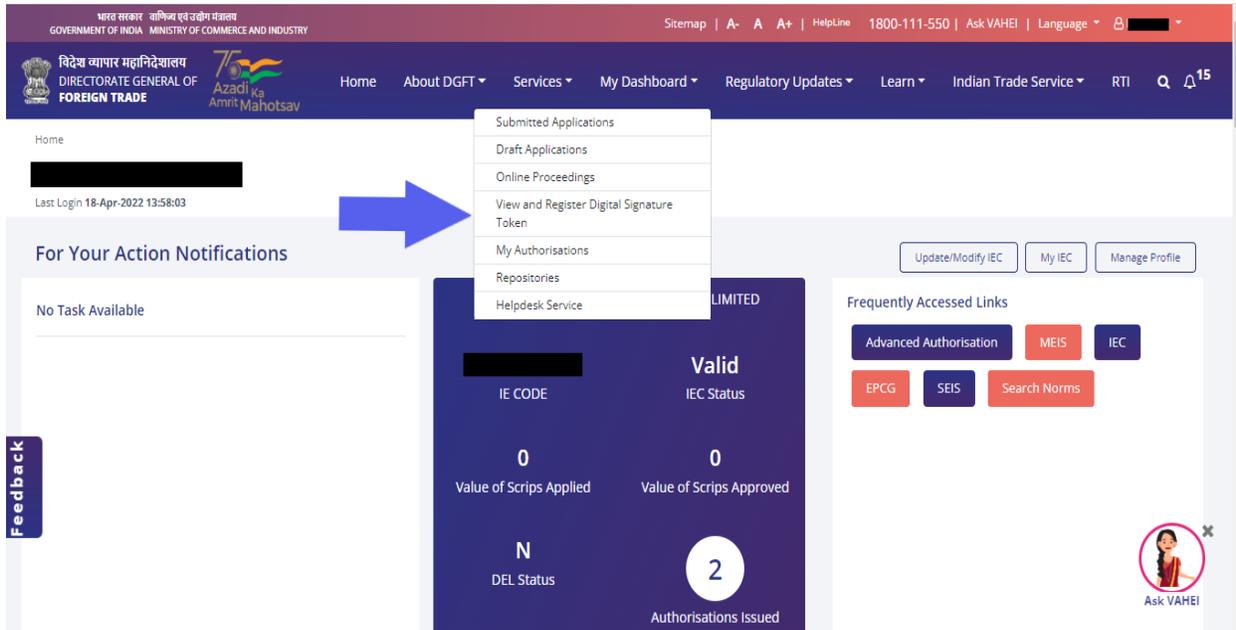
Screen 31

2. Enter the Login Details.
  - a. Enter registered Email ID as username and your password
  - b. Enter Captcha code
- c. Press Login Button



Screen 32

3. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token



Screen 33

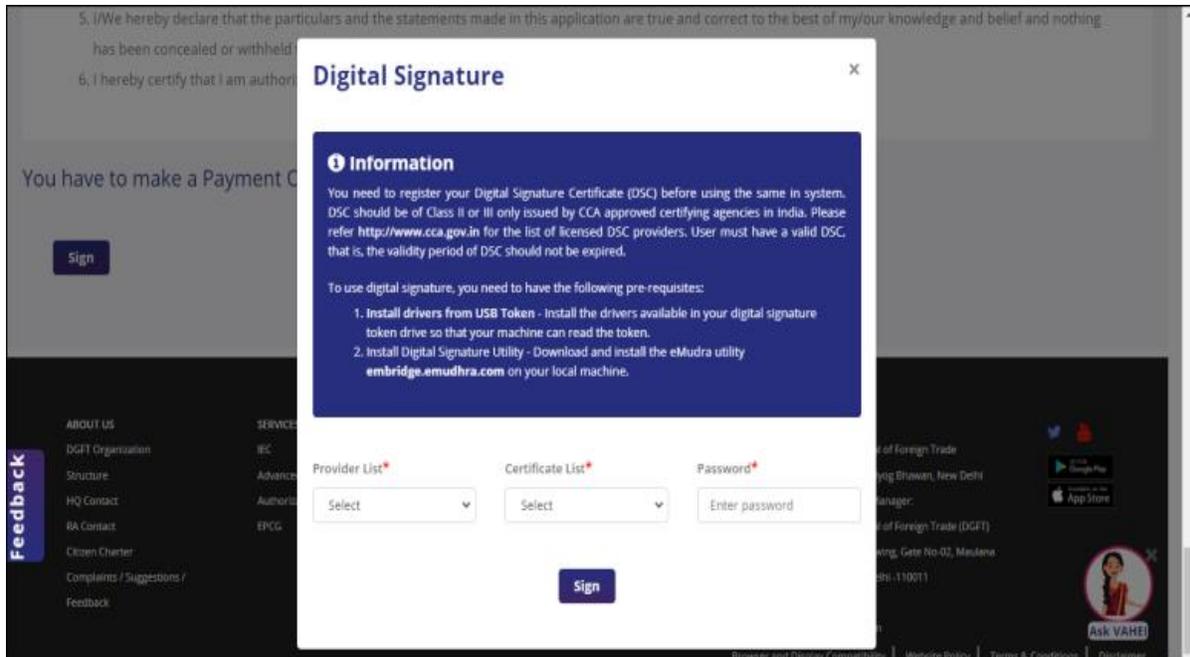
4. Read the information and install all pre-requisites for Digital signature and then click on “Register New DSC”.

The screenshot shows the DGFT website interface. At the top, there is a navigation bar with the DGFT logo and various menu items like Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. The main heading is 'View and Register Digital Signature Token' with a sub-heading 'Last Login 18-Apr-2022 13:38:03'. Below this, there is an 'Information' section with instructions on how to register a Digital Signature Certificate (DSC) and a list of pre-requisites. The 'User Details' section contains input fields for 'User Name' (MONIKA) and 'Email Id' (MSETH@CINT.CO.IN), with a 'Register New DSC' button. Below that, there is a 'Register For Aadhaar E-sign' section with input fields for 'PAN\*' (Please Enter PAN), 'Name As Per PAN\*' (Please Enter Name As Per PAN), and 'DOB\*', along with a 'Register For Aadhaar E-sign' button. A vertical 'Feedback' button is visible on the left side of the page.

Screen 34

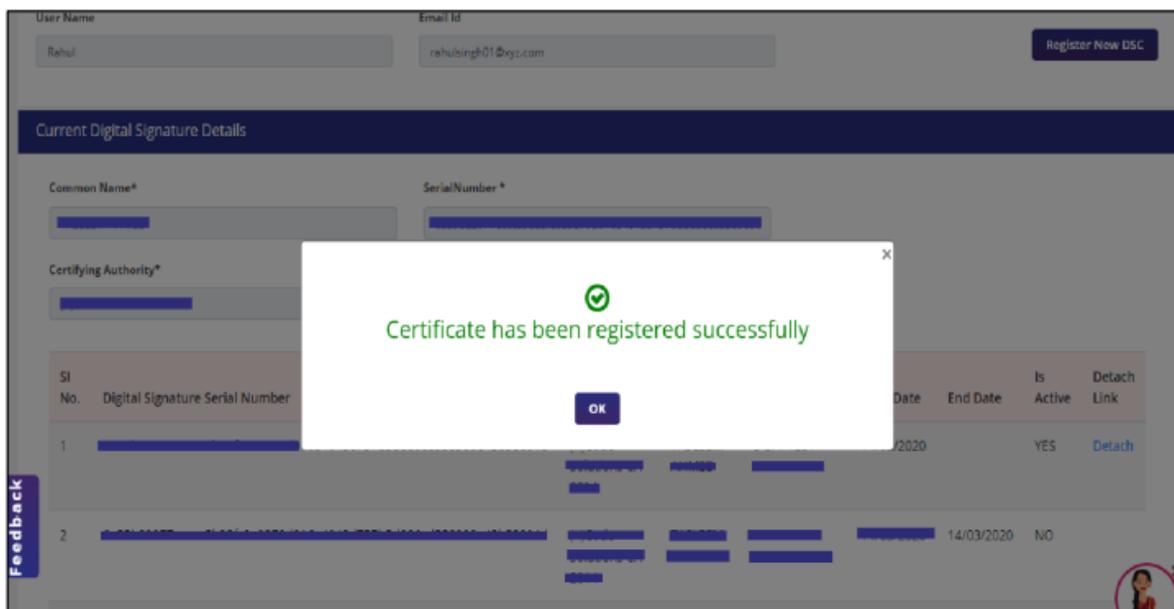
**5. Select your Digital Signature details and process with your digital signature details.**

- a. Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
- b. Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
- c. Enter your e-Pass Token inside the enter Password field.



Screen 35

6. After Successful signing, Success message is displayed.



Screen 36

7. Once user successfully register the Digital signature details then you can view the digital signature details under current digital signature details, and you can perform any action on IEC with the active Digital Signature.

**Current Digital Signature Details**

Common Name\*  SerialNumber\*

Certifying Authority\*  Organisation\*

SI No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Start Date	End Date	Is Active	Detach Link
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES	<a href="#">Detach</a>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NO	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NO	

**Feedback**



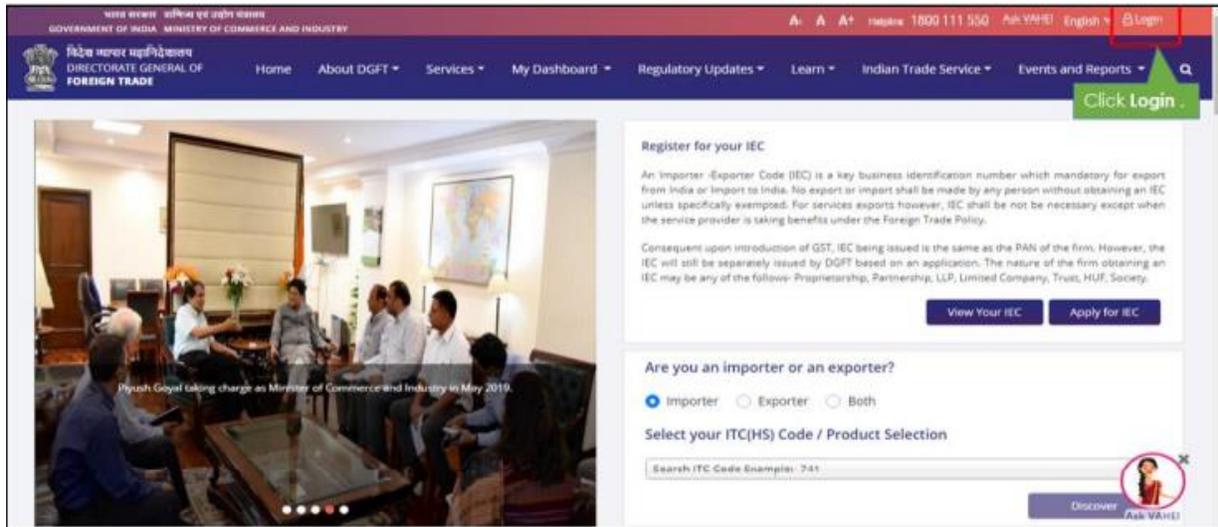
Ask VAHEI

Screen 37

## 8. Register for Aadhar E-Sign

Visit the DGFT website and login to the DGFT Portal.

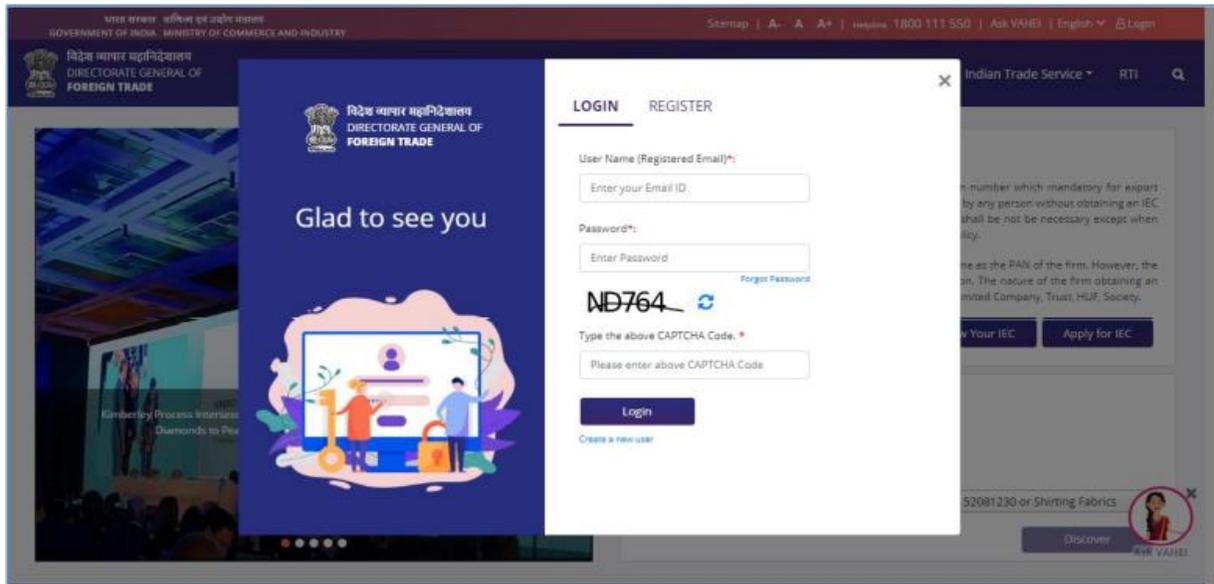
**Note:** Registration of Aadhar E-Sign can only be done once user has applied for an IEC or linked an existing IEC to the user profile.



Screen 38

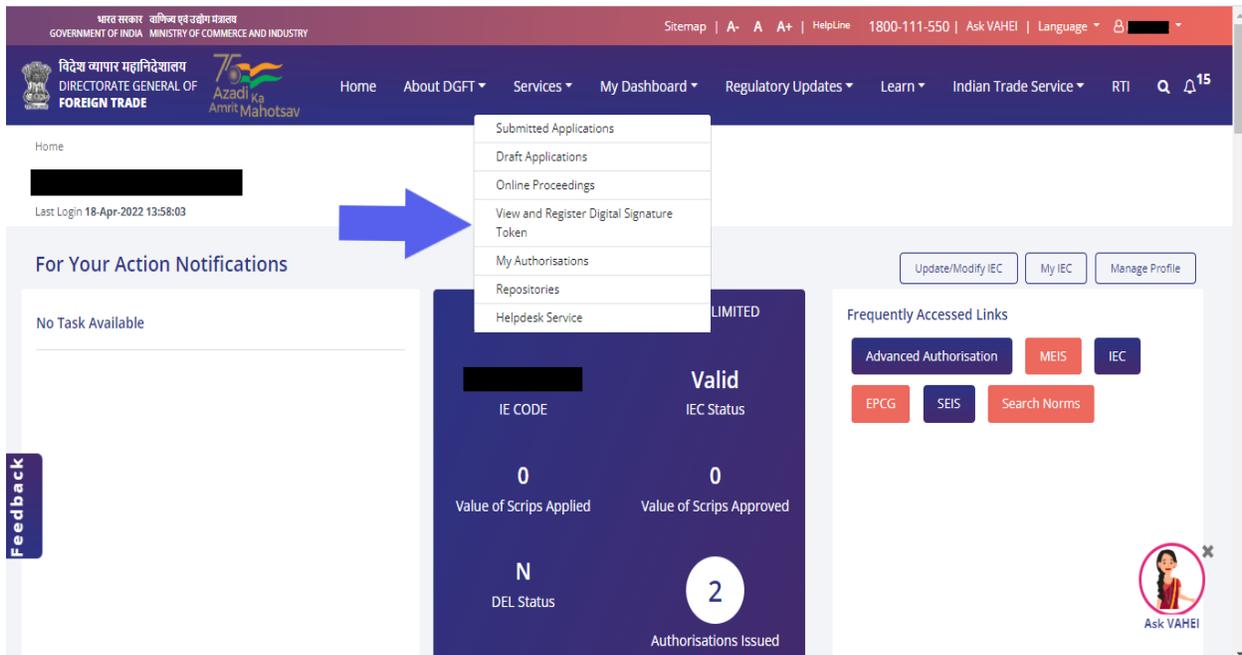
### 1. Enter the Login Details.

- Enter registered Email ID as username and your password
- Enter Captcha code
- Press Login Button



Screen 39

2. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token.



Screen 40

3. Enter PAN number, Name as per PAN and DOB.
4. Click on Register for Aadhar E-Sign button. A window will open for Aadhar Based eAuthentication on external website

5. Enter your virtual id or Aadhaar number and click Get OTP button. You will receive OTP on your number registered with Aadhaar agency. Enter OTP and click on submit button.



You are currently using C-DAC eSign Service and have been redirected from

**Aadhaar Based e-Authentication**

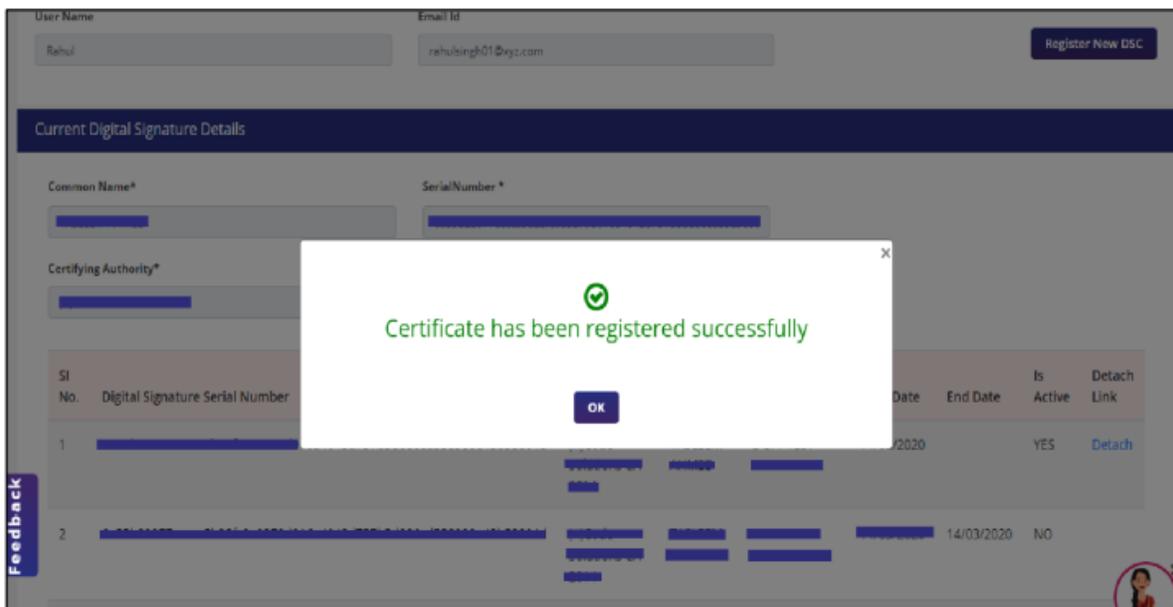
Enter Your Virtual ID / Adhaar Number [Get Virtual ID](#)

Enter Your Aadhaar OTP [View Document Information](#)

[Get OTP](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

Screen 41

6. After Successful signing, Success message is displayed.



User Name: Rahul | Email Id: rahul@xyz.com | [Register New DSC](#)

**Current Digital Signature Details**

Common Name\* | SerialNumber \*

Certifying Authority\*

SI No.	Digital Signature Serial Number	Date	End Date	Is Active	Detach Link
1			2020	YES	<a href="#">Detach</a>
2			14/03/2020	NO	

[Feedback](#)

Screen 42

7. Once user successfully register the Aadhar E-Sign details then you can view the digital signature details under current digital signature details, and you can perform any action on IEC with the active signature.

Current Digital Signature Details

**Common Name\***

**SerialNumber \***

**Certifying Authority\***

**Organisation\***

SI No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Start Date	End Date	Is Active	Detach Link
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES	<a href="#">Detach</a>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NO	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NO	

Feedback



Ask VAHEI

Screen 43

## 9. Modify IEC

To Modify Importer Exporter Code (IEC) on the DGFT portal you would require:

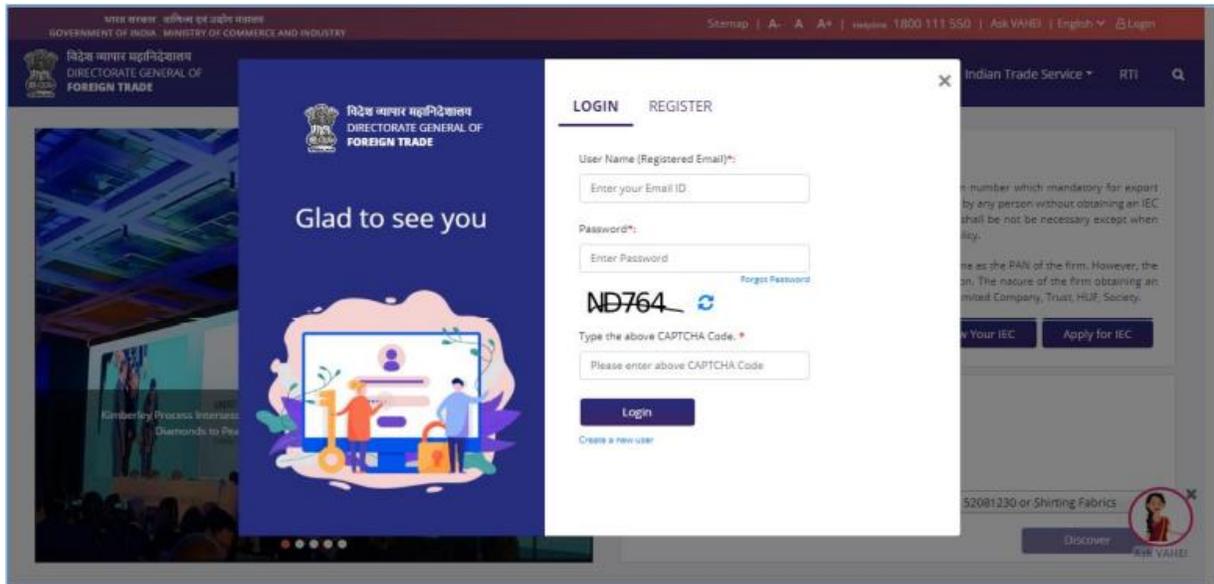
- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active and Valid IEC in your user profile.
- c) User should have an active DSC / Aadhar for Proprietor or Members of the Firm.
- d) Active Firms Bank account to make online payment of the modification fee.

The user will be able to modify the PAN in case of Numeric IECs, such cases will be sent to RAOfficer for approval and after approval the changes shall be sent to CBIC.

**Note:** User will not be able to continue with modification application if IEC is in suspended or cancelled state

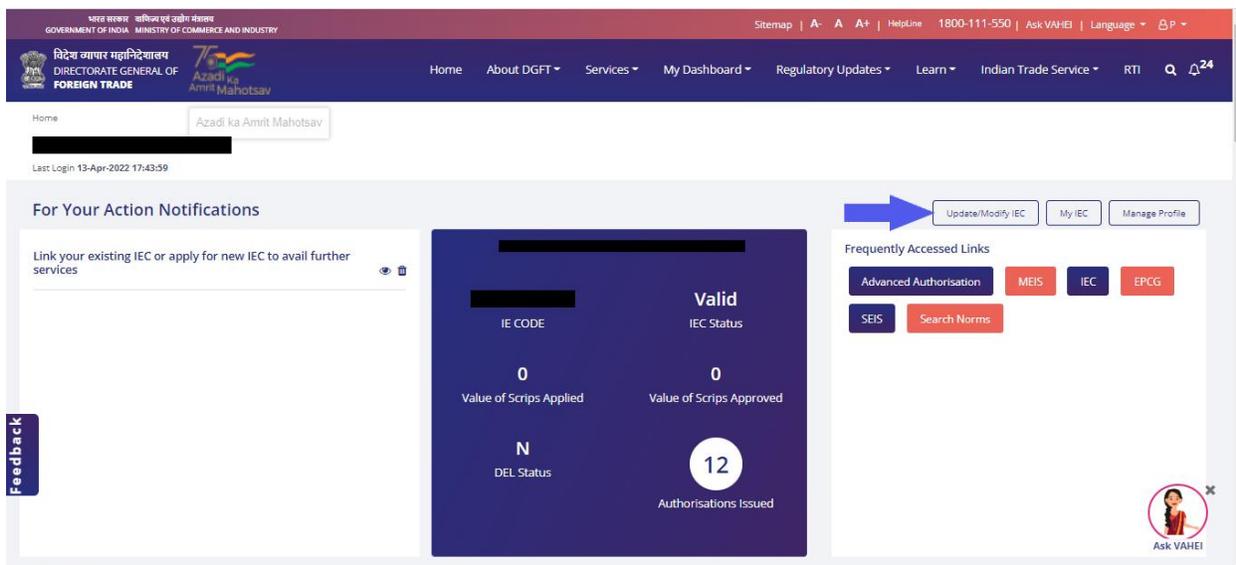
Then proceed with the following steps:

- 1) Visit the DGFT website and login into the portal with valid credentials.

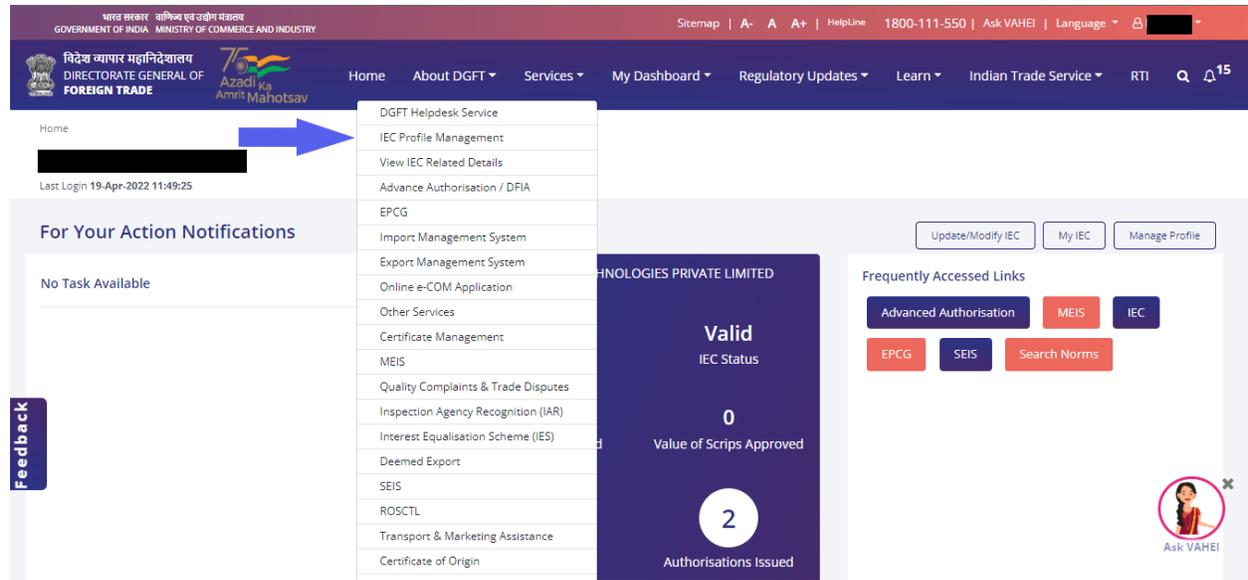


Screen 44

2) Post login click on **“Update/Modify IEC”** on the Dashboard or navigate to **“Services → IEC Profile Management → Update/Modify IEC”**.



Screen 45



Screen 46

### IEC Profile Management

Last Login 18-Apr-2022 17:44:30

#### What is IEC

An Importer -Exporter Code (IEC) is a key business Identification number which mandatory for export from India or Import to India. No export or import shall be made by any person without obtaining an IEC unless specifically exempted. For services exports however, IEC shall be not be necessary except when the service provider is taking benefits under the Foreign Trade Policy.

Consequent upon introduction of GST, IEC being issued is the same as the PAN of the firm. However, the IEC will still be separately issued by DGFT based on an application. The nature of the firm obtaining an IEC may be any of the follows- Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society.

#### Pre-Requisites for Applying for IEC

IEC may be applied on behalf of a firm which may be a Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society. Firm must have a PAN, bank account in the name of the firm and a valid address before applying. Address may be physically verified by the DGFT on issuance of the IEC. Please keep your PAN, bank details and firm details ready before applying.

#### IEC

##### View IEC Profile

The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

##### Print IEC

Print your IEC Certificate containing the Firm Name, Address, IEC Number, Date of Issue and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online.

##### Update/Modify IEC

To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

##### Surrender IEC

Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Screen 47

- 3) Click on start fresh application button or click on proceed with Existing Application Button in case user already saved a draft application.

The screenshot shows the 'Modify IEC' interface. At the top, there is a navigation bar with the DGFT logo and 'Azadi Ka Amrit Mahotsav' branding. Below the navigation bar, the breadcrumb trail reads: Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC. The main heading is 'Modify IEC' with a sub-heading 'Draft Application | Modification of IEC'. A search bar is present on the right. Below the search bar is a table with columns: Select, S. No., Application Number, Created On, Created By, Last Updated On, Last Updated By, and Action. The table is currently empty, displaying 'No data available in table'. A 'Feedback' button is visible on the left side of the page.

Screen 48

4) Modify the details in the General Information Section. (If required).

The screenshot shows the 'Modify IEC' interface with a progress bar at the top. The progress bar has six steps: General Information (active), Details of Proprietor/Partner/Direct..., Bank Information, Other Details (Preferred sectors of operations), Declaration, and Application Summary. Below the progress bar, the 'Basic Details' section is expanded. A 'Feedback' button is on the left. A note states: 'Note: The IEC Update / Modification request are auto approved except for the cases where the Importer/Exporter have done: a) Change of PAN of the Firm for numeric IECs or b) Change in Nature of Concern for the firm or c) Change in Partner/Signatory Details where the nature of concern is Partnership, LLP, HUF, Trust or Society. Kindly upload supporting documents in the respective sections for faster processing of your application.' Below the note, there are two input fields: 'Nature of concern/Firm' with a dropdown menu showing 'Private Limited', and 'Firm Name' with a text input field containing 'C I NETWORK TECHNOLOGIES PRIVATE LIMITED'.

Screen 49

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

## Modify IEC

Last Login 18-Apr-2022 17:44:30

The screenshot shows the 'Modify IEC' interface with a progress bar at the top indicating the current step is 'Details of Proprietor/Partner/Direct...'. Below the progress bar, there are two expandable sections: 'Basic Details' and 'Firm Address Details'. The 'Firm Address Details' section is expanded, showing the following fields:

- Address Line 1 \***: 2-04 Service Industry Center, DC, Janakpuri
- Address Line 2**: Transport Authority Bldg
- PIN Code \***: 110058
- City \***: New Delhi
- State \***: DELHI
- District \***: WEST DELHI
- Jurisdictional DGFT RA \***: RA DELHI

Below these fields is a file upload area with the text 'Click or Drag and Drop file to upload'. To the right of the upload area is a 'Note' box that reads: 'Please upload supporting documents as Proof of Address. This can be any of the following:'. A 'Feedback' button is located on the left side of the form.

## Screen 50

a) Modify firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.

b) Modify attachment of address proof of the Firm, if required.

Address Proof can be any one of the following documents:

- Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
- Other acceptable documents (for proprietorship only): Aadhar card, passport, voterid
- In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favour of the firm along with the address proof is to be submitted as a single PDF document.

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

### Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information
Details of Proprietor/Partner/Direct...
Bank Information
Other Details (Preferred sectors of operations)
Declaration
Application Summary

Basic Details

Firm Address Details

Branch Details

Whether the firm is located in Special Economic Zone (SEZ)? \* i

YES  NO

Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme)? \*

YES  NO

Is Active Branch?

GSTIN Number i

Screen 51

Search:

Sl. No.	Branch Code	Is It SEZ?	Is It EOU?	Is Active Branch?	GSTIN	Address Line 1	Address Line 2	City	District	State	PIN Code	Edit / Delete
1	1	NO	NO	Y	██████████	██████████	██████████	██████████	██████████	██████████	██████████	<span style="color: blue;">✎</span>
2	2	NO	NO	Y	██████████	██████████	██████████	██████████	██████████	██████████	██████████	<span style="color: blue;">✎</span>

Showing 1 to 2 of 2 entries Previous 1 Next

Clear All
Save & Next

**ABOUT US**

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HQ Contact

RA Contact

Citizen Charter

Complaints / Suggestions /

**SERVICES**

IEC

Advanced Authorization

EPCG

**REGULATORY**

Foreign Trade Statement

ITCHS Based Import & Export Policy

SION

Central Product Classification

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Application Help & FAQs

E-Learning Videos

Open Online Course on International Trade

Goods & Services Tax (GST)

Sitemap

**CONTACT US**

Directorate General of Foreign Trade (Headquarters), Udyog Bhawan, New Delhi

Web Information Manager:

Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New

@ v

Screen 52

5) Enter the details in the “Details of Proprietor/Partner/Director/Karta/Managing Trustee” Tab.

भारत सरकार | वाणिज्य एवं उद्योग मंत्रालय  
GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

Sitemap | A- | A+ | HelpLine | 1800-111-550 | Ask VAHEI | Language | [User Profile]

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

75 Azadi Ka Amrit Mahotsav

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Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

## Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information | Details of Proprietor/Partner/Direct... | Bank Information | Other Details (Preferred sectors of operations) | Declaration | Application Summary

**Success Message**  
Draft Application Number [redacted] has been successfully saved.

**Feedback**

Details of Proprietor/Partner/Director/Karta/Managing Trustee

Member Type \*  
SELECT

DIN (Dir. Identification Number) ⓘ

Is the Director a Foreign National?

### Screen 53

- a. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
  - b. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
  - c. In case the Director is not an Indian National, tick the check box “**Is the director a Foreign national?**”
- 6) Modify the details in the “**Bank Account Details**” Section. (If required).

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

### Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information   Details of Proprietor/Partner/Direct...   **Bank Information**   Other Details (Preferred sectors of operations)   Declaration   Application Summary

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Bank Account Details**

**Feedback**

Account Number \*    Account Holder Name \*    IFS Code \*

Bank Name \*    Branch Name \*     Is Primary?

Screen 54

Under Bank Account Section, user can modify Account Number, Account Holder Name, IFSC code, Bank Name, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).

**Note:** The Bank details will be validated through the Public Financial Management System (PFMS).

7) Modify the details in the “Other Details (Exports Sectors preferred)” Section. (If required).

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

### Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information   Details of Proprietor/Partner/Direct...   Bank Information   **Other Details (Preferred sectors of operations)**   Declaration   Application Summary

**Success Message**  
Draft Application Number [REDACTED] has been successfully saved.

**Other Details (Preferred sectors of operations)**

Import    Export    Others

**Feedback**

Import   Export   Others

Chemicals And Allied Products

Electronic Products

Engineering Products

Screen 55

8) Under declaration, accept the terms and condition by clicking on check box and enter place.

- I hereby declare that no claim under this SEIS pertains to Transfer of export performance, which not permitted under Para 3.17 of FTP , 2015-20.
- I have gone through Appendix 3D and the Central Product Classification provisional list (as updated from time to time) and the services for which SEIS claim is being made fall under the Codes as mentioned in Appendix 3D.
- I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
- I/We hereby declare that the particulars and the statements made in this application are true and correct to the and nothing has been concealed or withheld there ANF 3B from.I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted. In case of ineligible claim / over claim , I shall be obligation to refund ineligible claim / over claim in electronic mode/ any other permitted mode of payment with interest at the rate with interest at the rate prescribed under section 28 A A of The Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized , at any stage , if asked to do so by the DGFT.
- I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

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

Place \*  Date

[Feedback](#) [Clear All](#) [Save & Next](#)

ABOUT US SERVICES REGULATORY LEARN CONTACT US

Screen 56

9) Check the Application Summary and click on Sign button to sign the application using digital token of the Firm and proceed to make the payment against application.

prescribed in law or otherwise warranted.

5. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld there from.

6. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

By registering you are agreeing to our terms & conditions

Place  Date

[Sign](#)

[Feedback](#)

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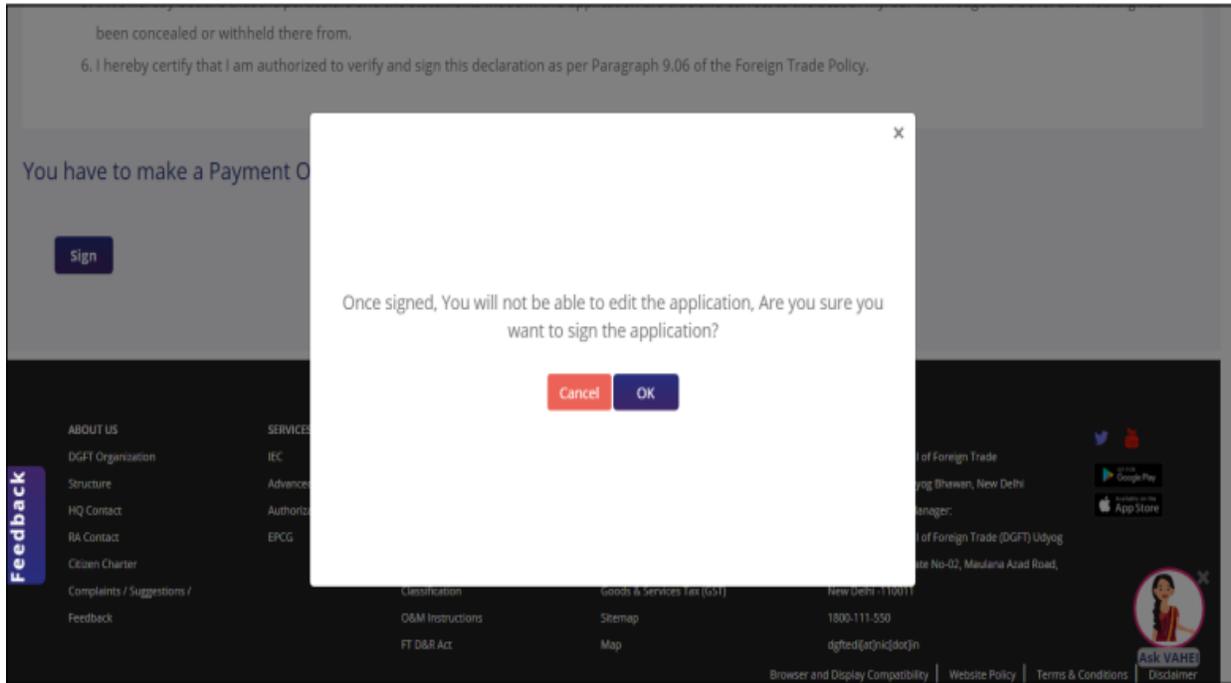
DGFT Organization Structure IEC Foreign Trade Statement Application Help & FAQs Directorate General of Foreign Trade (Headquarters)

HQ Contact Advanced ITCHS Based Import & Export E-Learning Videos Udyog Bhawan, New Delhi

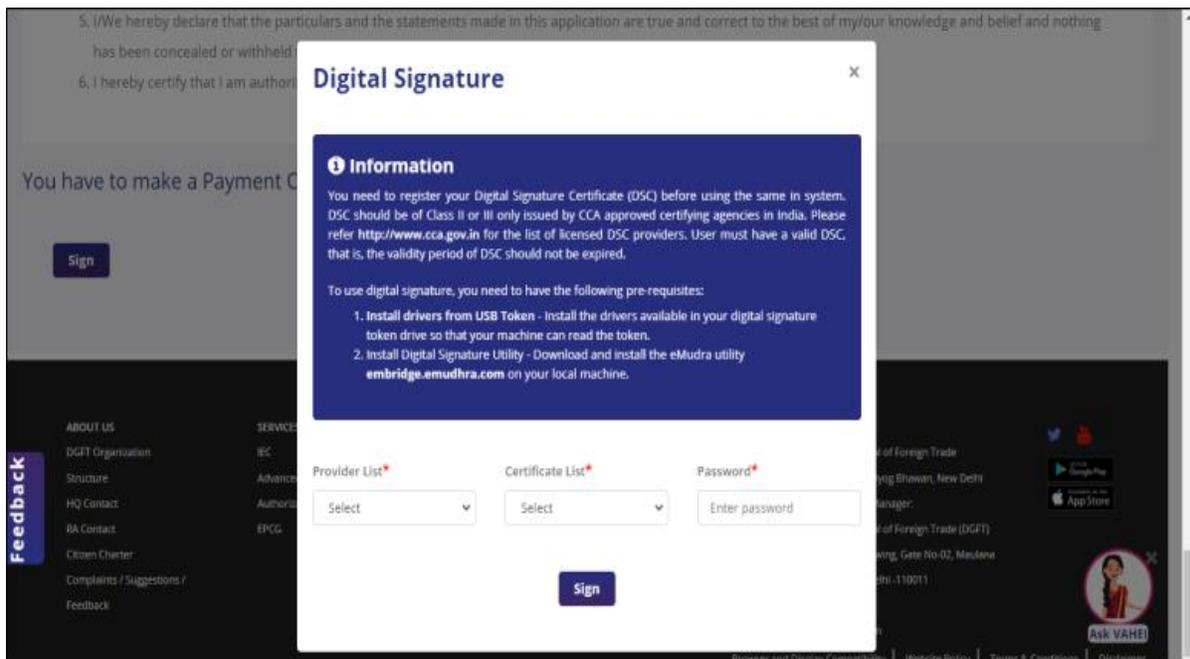
RA Contact Authorization Policy Open Online Course on International Trade Web Information Manager

Screen 57

Confirm and proceed to make the payment against application.



Screen 58



Screen 59

For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Modification of IEC Fees Rs 200

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Apply for Iec
Mode of Signature	Digital Signature
<b><u>PAYMENT DETAILS</u></b>	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-30 04:41:55

#### Screen 60

The user shall receive the IEC Certificate in the email (used while applying for IEC) and if required the user can download the IEC Certificate after login the DGFT Website and using “**Print Certificate**” feature in “**Manage IEC**”

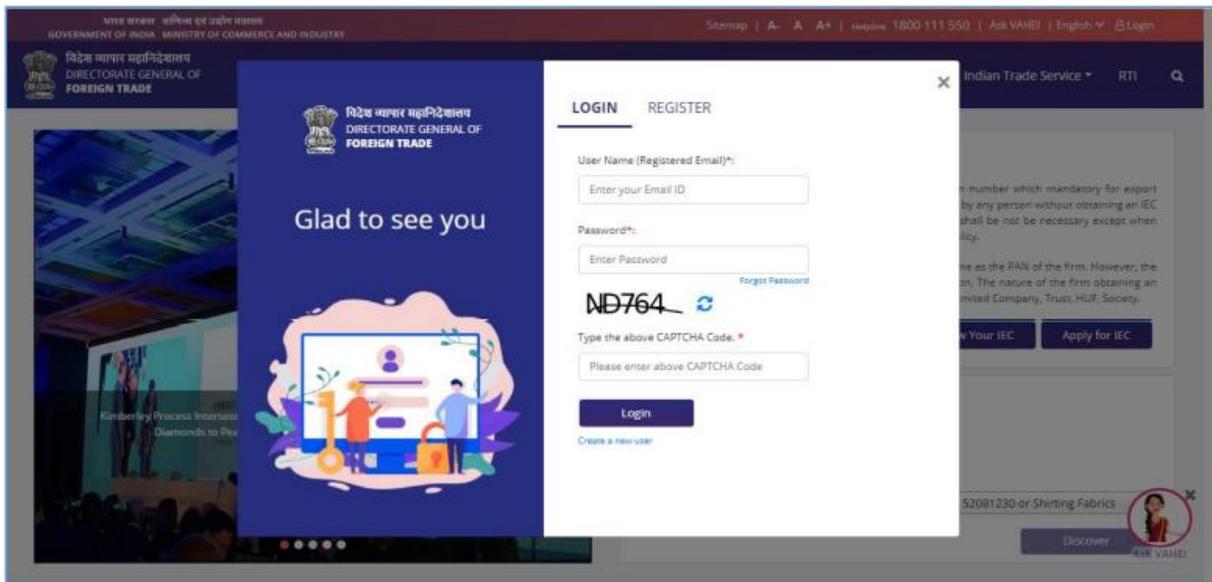
## 10. Surrender Request for IEC

To Surrender an existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC which contains the details of the Firm/ Aadhar for Proprietor or Members of the Firm.
- IEC with 'Active' Status

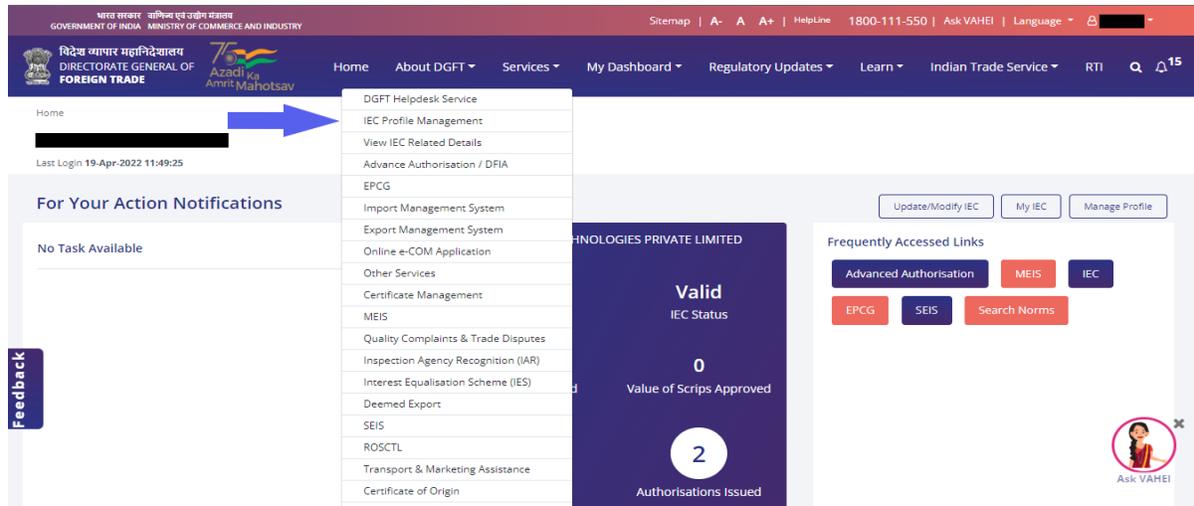
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 61

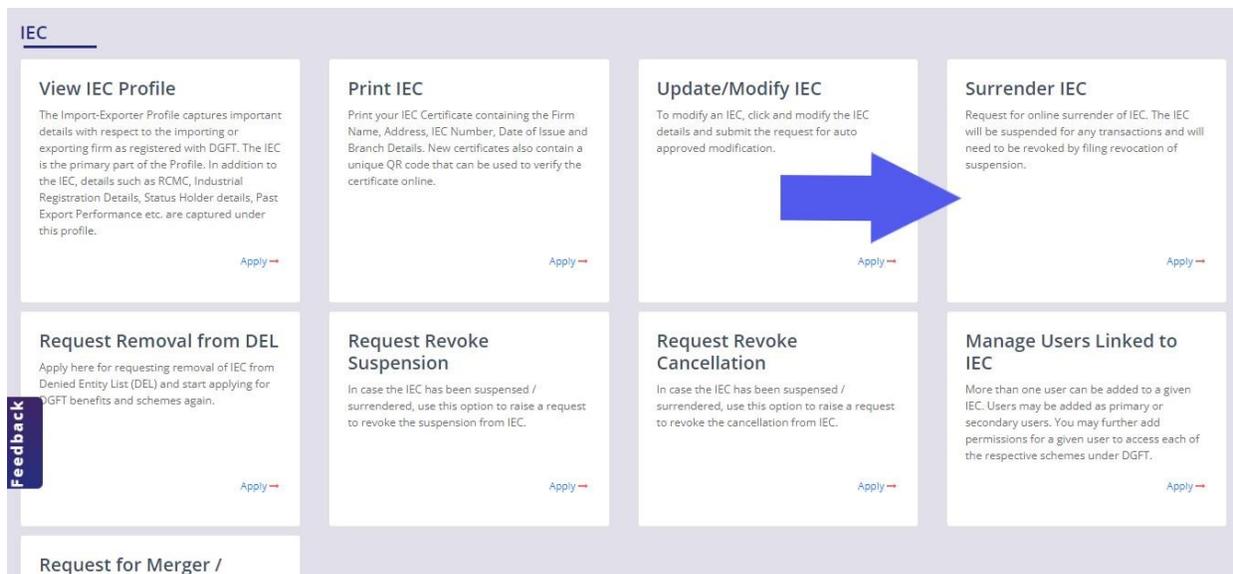
2. Proceed with Surrender IEC process by clicking on **"My IEC"** button on dashboard or from **"Services-> IEC Profile Management"**.



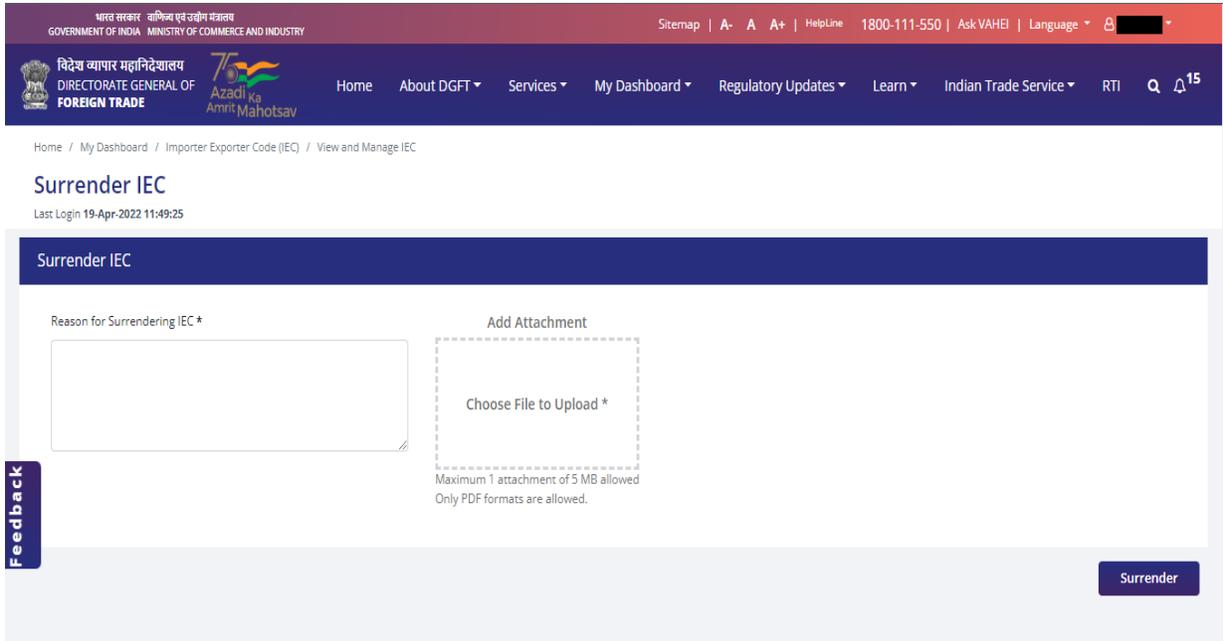
Screen 62

3. Now select the Surrender IEC tab and click on it.

Screen 63

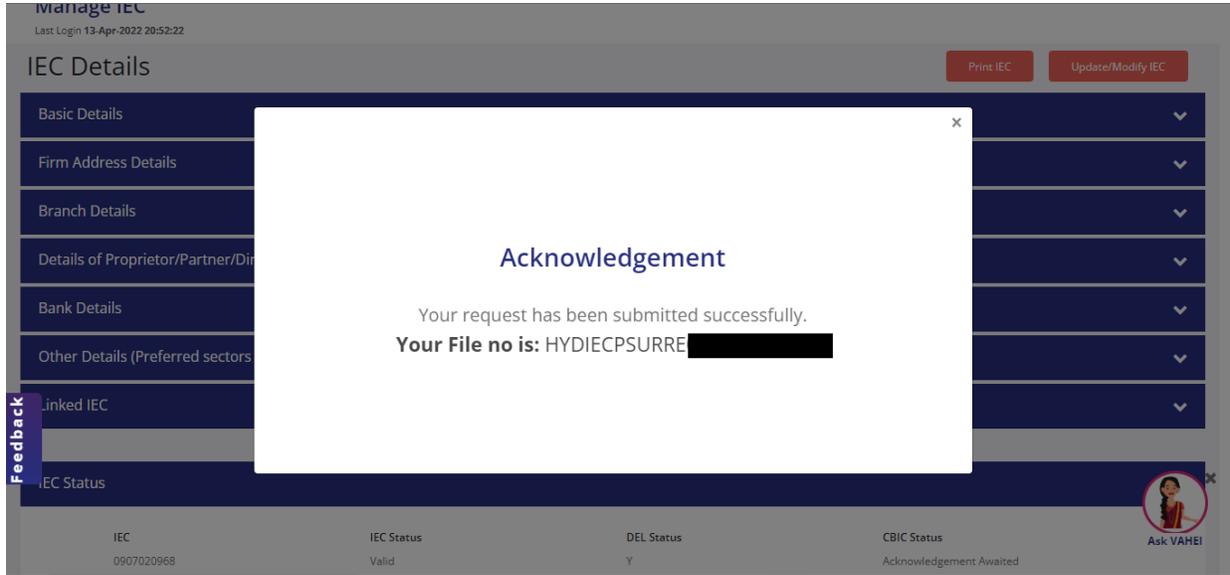


4. Now Enter the reason for Surrender of your IEC & provide the supporting documents for surrender request and then click on Surrender button
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.



Screen 64

6. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.



Screen 65

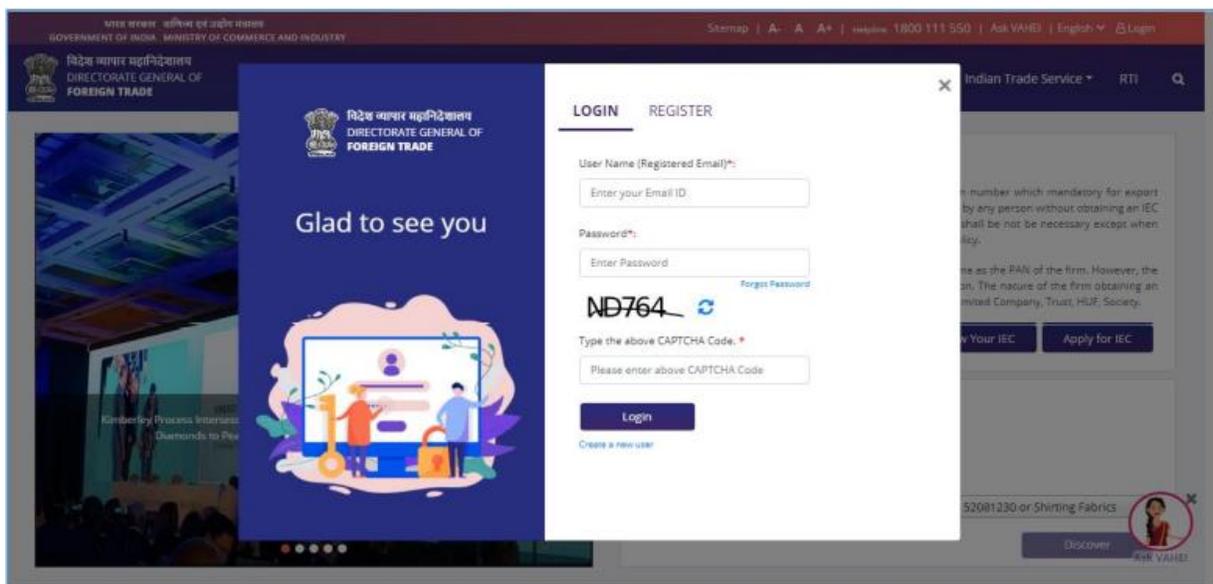
## 11. Revoke Suspension Request for IEC

To Revoke the Suspension on your existing Importer Exporter Code (IEC) on the DGFT portal you would require

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm
- c) with Suspended Status

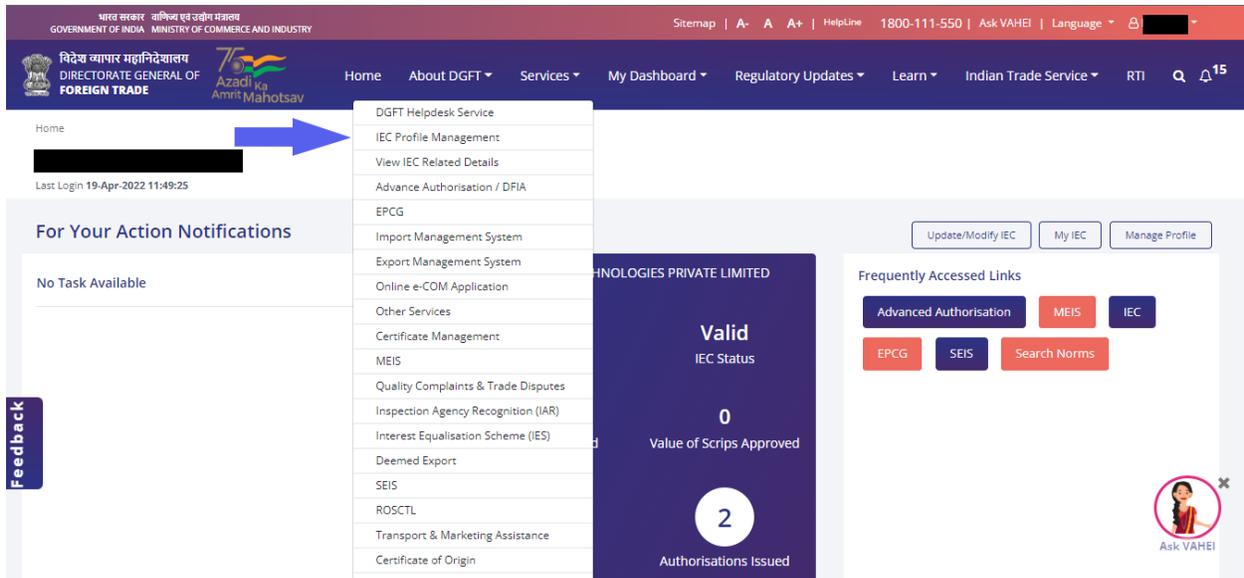
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



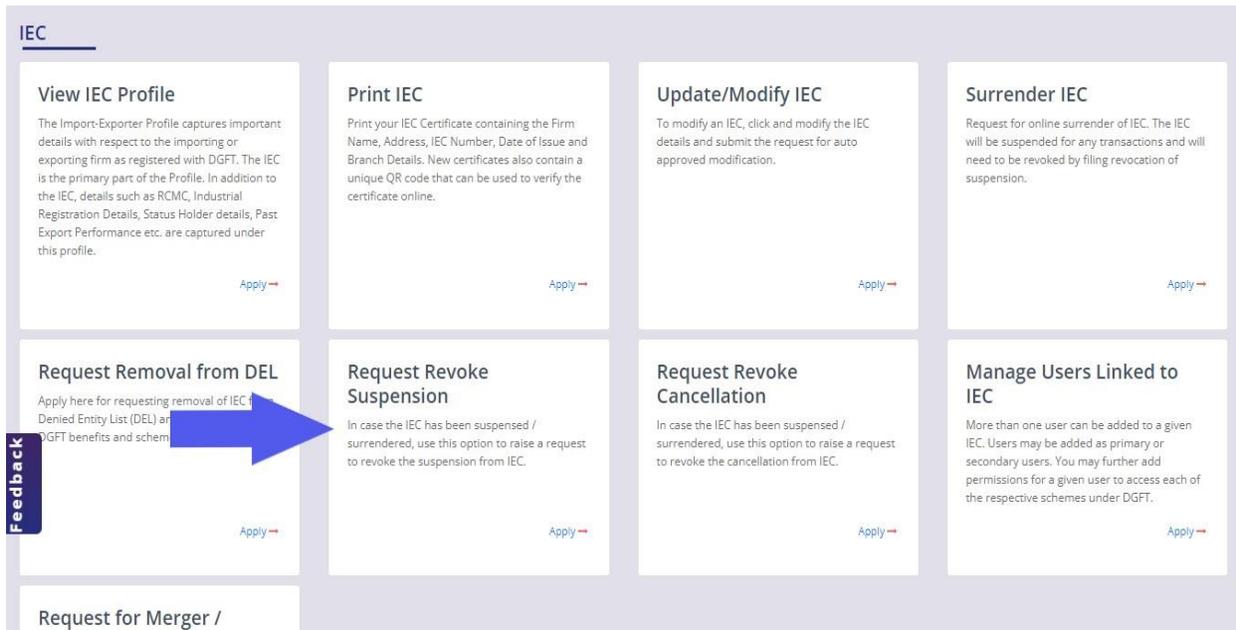
Screen 66

2. Proceed with Surrender IEC process by clicking on **“My IEC”** button on dashboard or from **“Services-> IEC Profile Management”**.



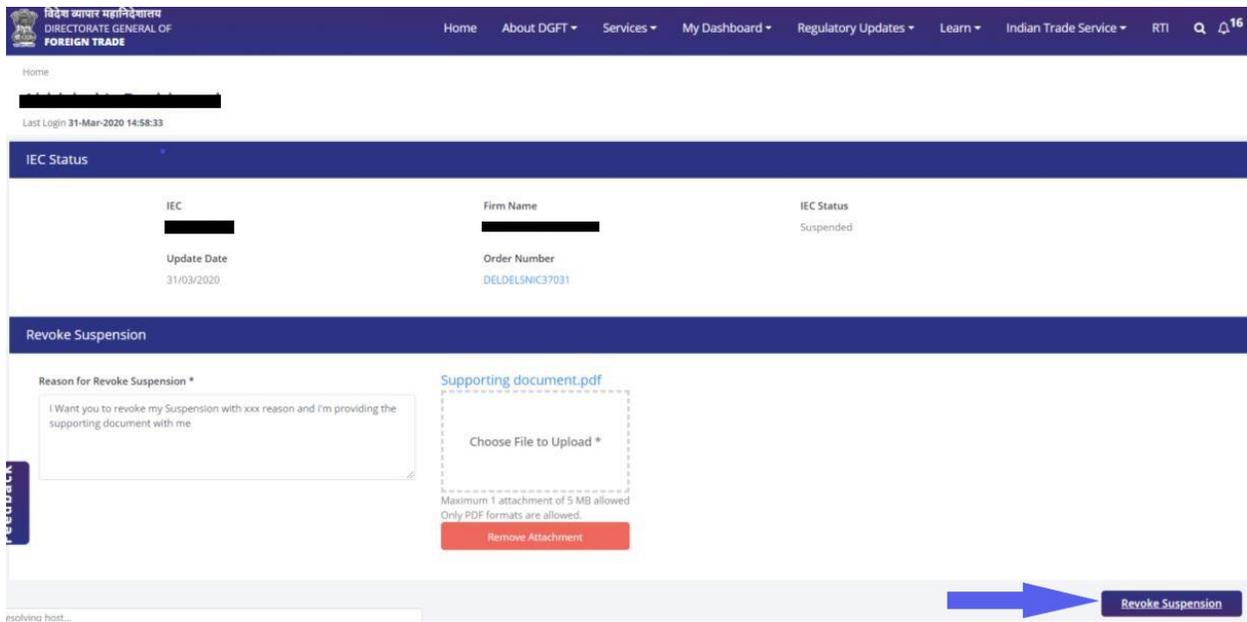
Screen 67

3. Now select the Request Revoke Suspension tab and click on It.



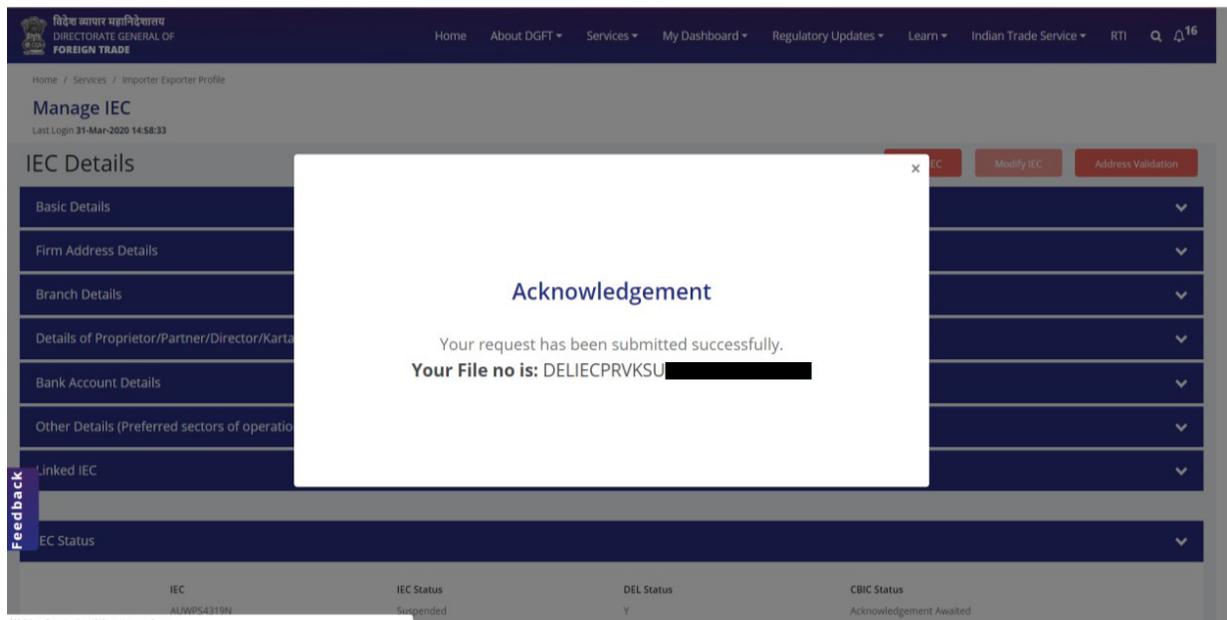
Screen 68

4. Now Enter the reason for Revoke Suspension of your IEC & provide the supporting documents for Revoke Suspension and then click on Revoke Suspension button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.



Screen 69

- Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response



Screen 70

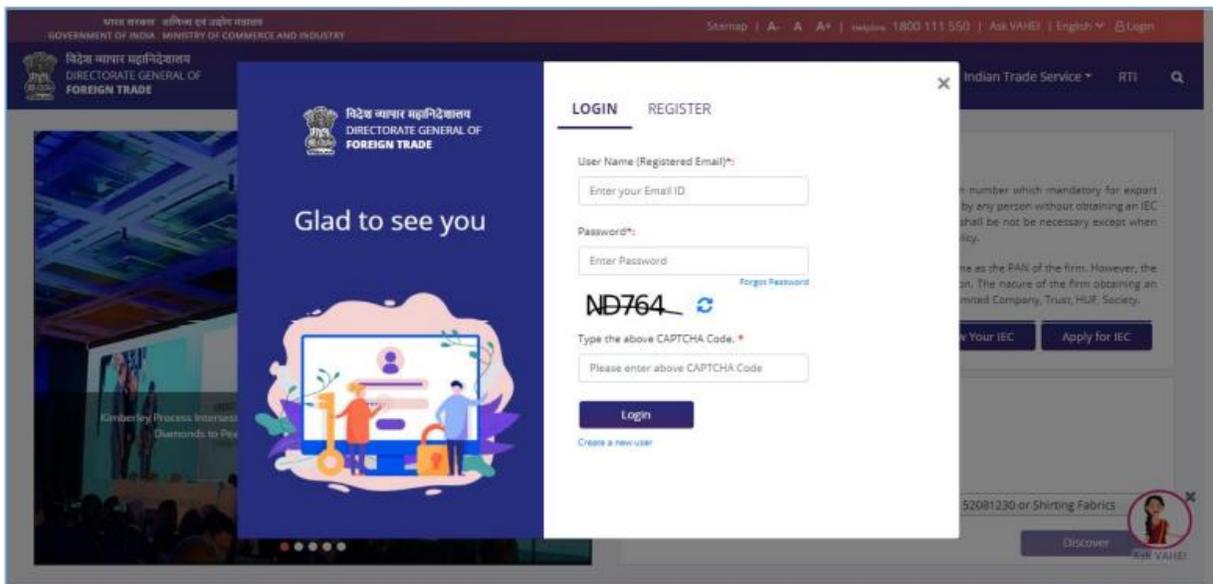
## 12. Revoke Cancellation Request for IEC

To Revoke the Cancellation on your existing Importer Exporter Code (IEC) on the DGFT portal you would require.

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm
- c) with Suspended Status

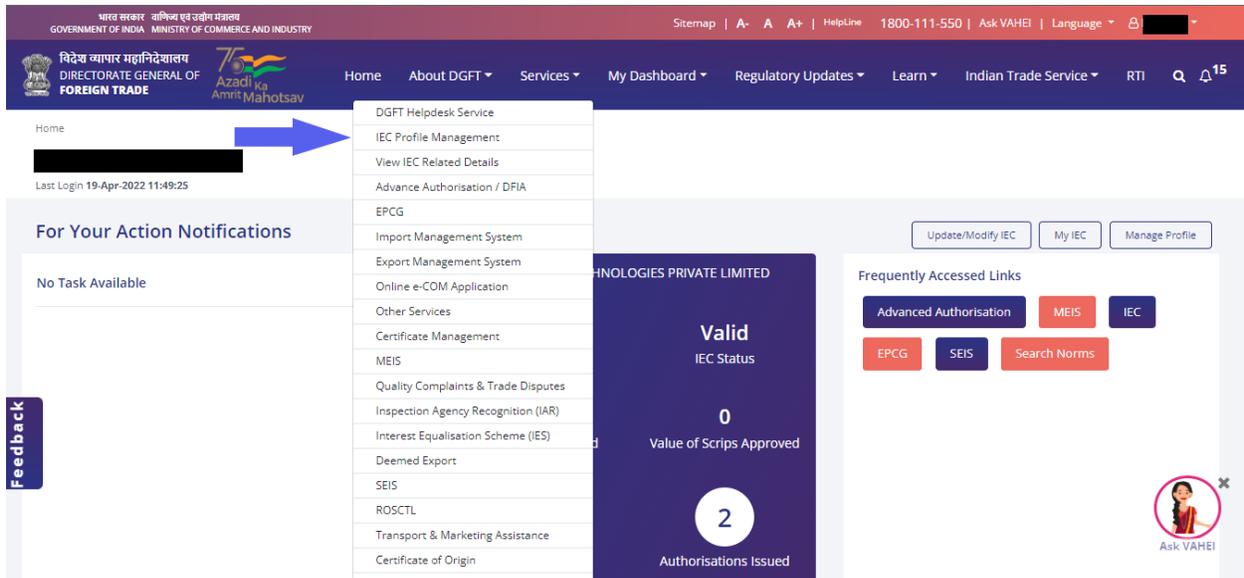
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



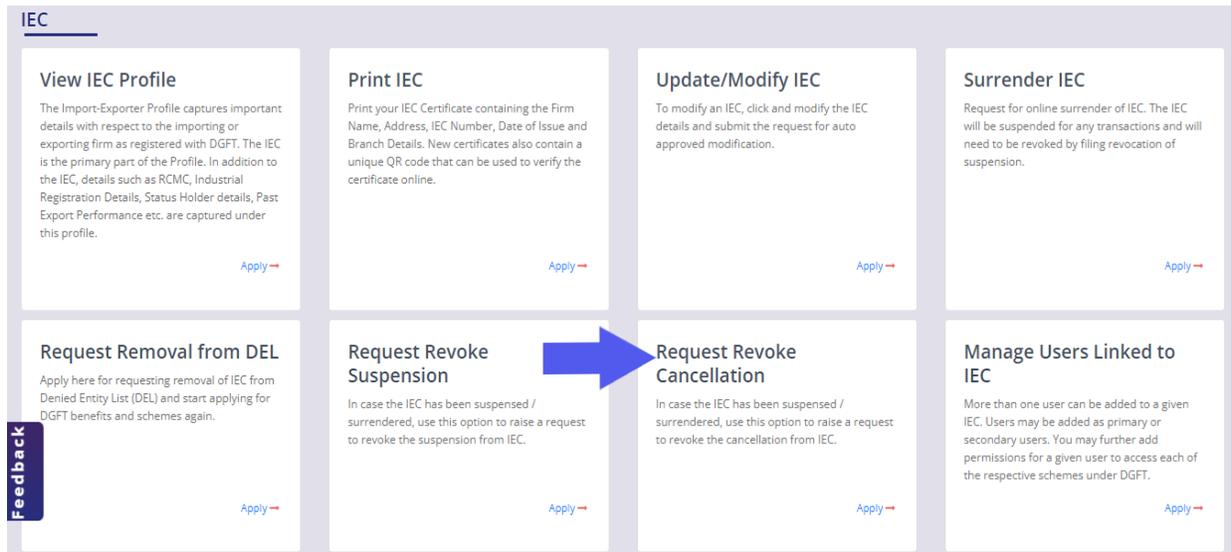
Screen 71

2. Proceed with Surrender IEC process by clicking on **“My IEC”** button on dashboard or from **“Services-> IEC Profile Management”**.



Screen 72

3. Now select the Request Revoke Cancellation tab and click on It.



Screen 73

4. Now Enter the reason for Revoke Cancellation of your IEC & provide the supporting documents for Revoke Cancellation and then click on Revoke Cancellation button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Last Login 13-Apr-2022 20:52:22

**IEC Status**

IEC: [Redacted] Firm Name: [Redacted] IEC Status: Valid

Update Date: 06/04/2022 Order Number: HQRSNIC14850

**Revoke Cancellation**

Reason for Revoke Cancellation \*

Enter Reason

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only PDF formats are allowed.

Submit

Screen 74

- Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response

Branch Details

Details of Proprietor/Partner/Director/Karta/Managing Trustee

Bank Details

Other Details (Preferred sectors)

Linked IEC

IEC Status

IEC: 0506023753

**Acknowledgement**

Your request has been submitted successfully.

Your File no is: DLIIIECPRVKCA [Redacted]

Surrender IEC

Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Merger/Demerger

In case the IEC has merged or de-merged, then the same can be recorded in the system and multiple entities linked together using the process.

Screen 75

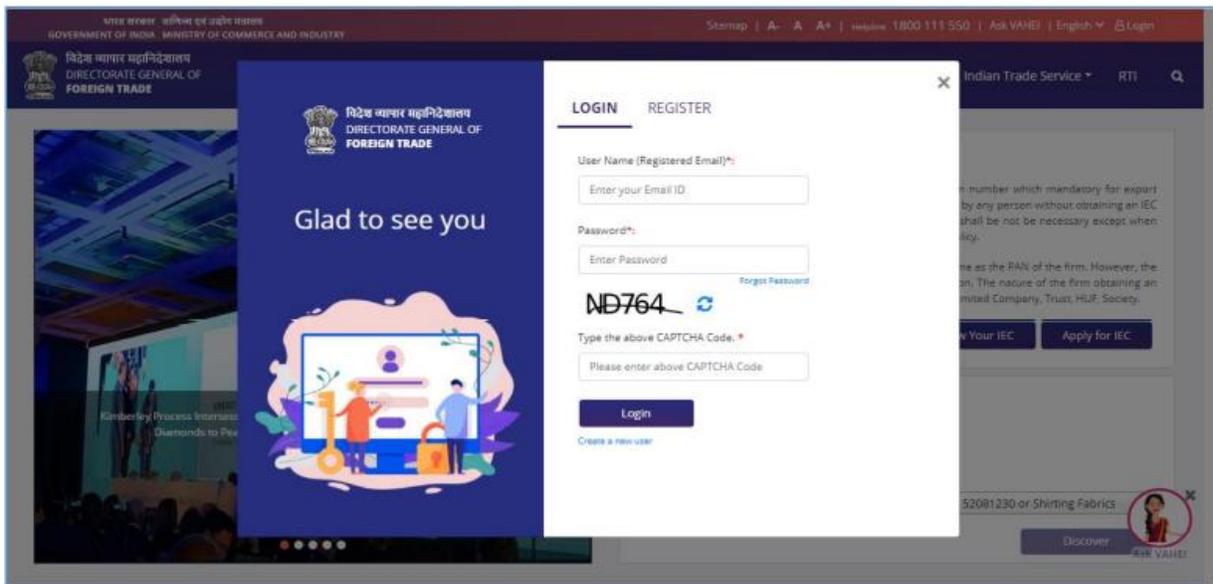
## 13. Manage Users Linked to IEC

To add more than one user on your existing Importer Exporter Code (IEC) as primary or secondary users on the DGFT portal you would require.

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm

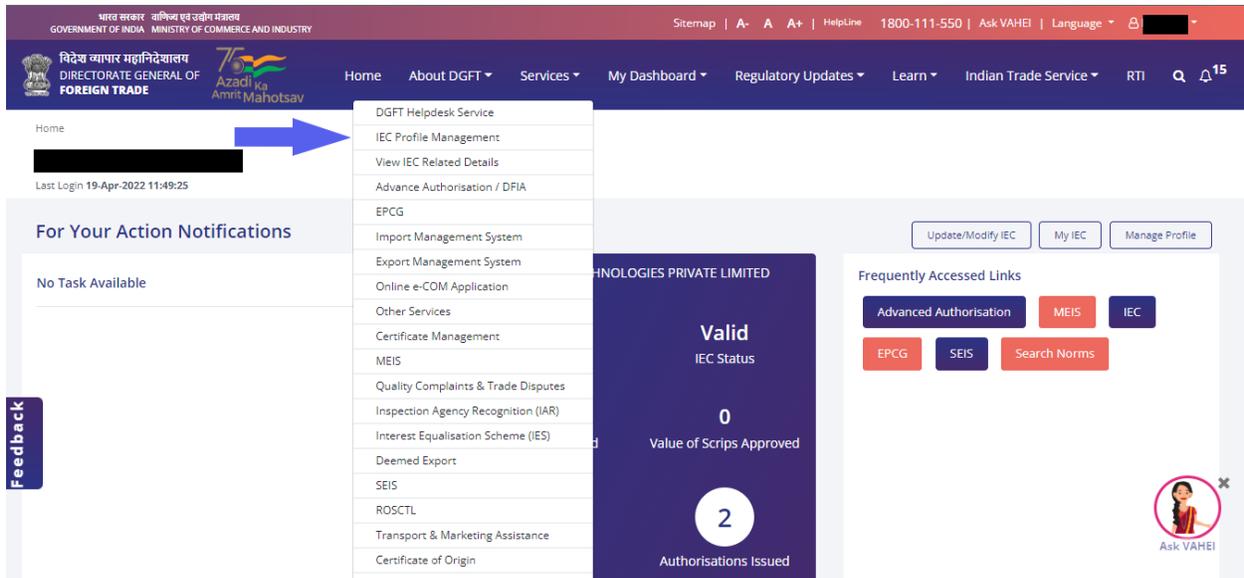
Then proceed with the following steps:

1. Visit the DGFT website and login in to the portal with valid credentials.



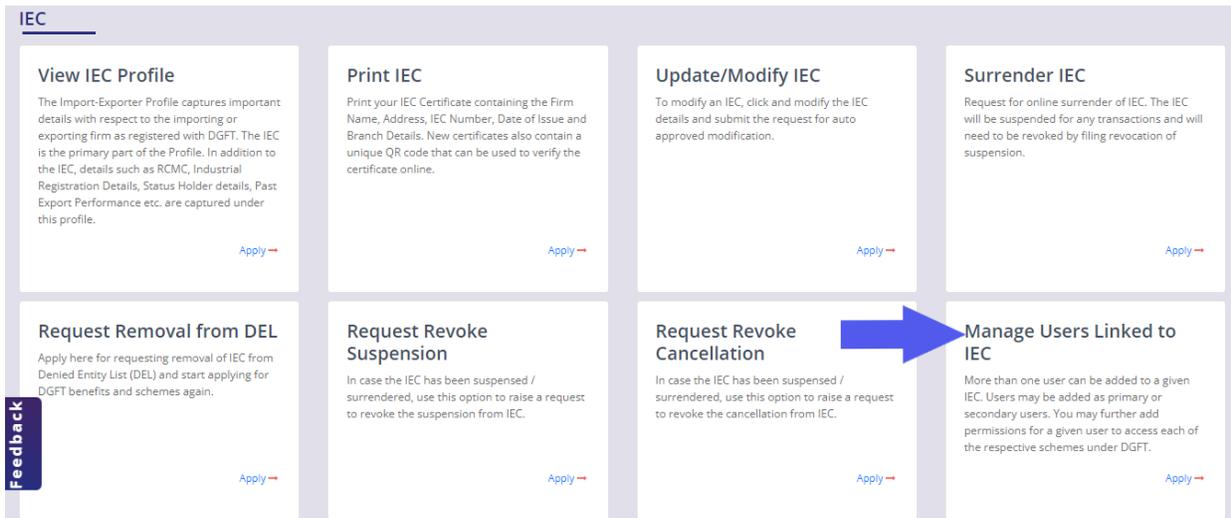
Screen 76

2. Proceed with Surrender IEC process by clicking on **“My IEC”** button on dashboard or from **“Services-> IEC Profile Management”**.



Screen 77

3. Now select the Manager Users Linked to IEC tab and click on It.



Screen 78

4. Now Enter the Email ID, Comments, Select Yes/No to mark it as Primary user & give Permission for IEC by clicking the tick box and then click on add button.

भारत सरकार | वणिज्य एवं उद्योग मंत्रालय  
GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

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विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

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### Manage IEC User

Last Login 21-Apr-2022 12:15:51

IEC Status

IEC number: [Redacted] IEC Status: Valid DEL status: N

Manage IEC user

Email ID\*  Comments  Primary User?  Yes  No Permission  IEC

**Add** Clear

Screen 79

5. Added details will be shown as below.

Manage IEC user

Email ID\*  Comments  Primary User?  Yes  No Permission  IEC

**Add** Clear

Copy Excel PDF Print

Sl. No.	Email Address	Permission	Comments	Is Primary User?	Remove User
1	MSETH@CINT.CO.IN	Yes		Yes	

Showing 1 to 1 of 1 entries Previous 1 Next

Screen 80

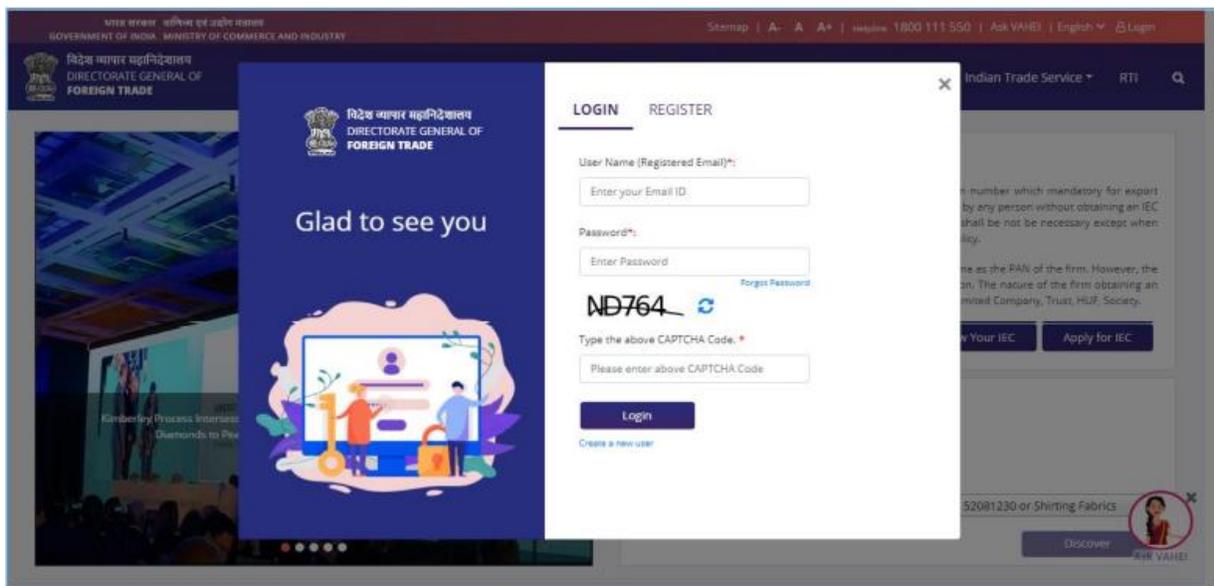
## 14. Request for Removal from DEL for IEC

To Revoke the DEL order (Denied Entity List) on your existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- c) IEC with Active DEL orders.

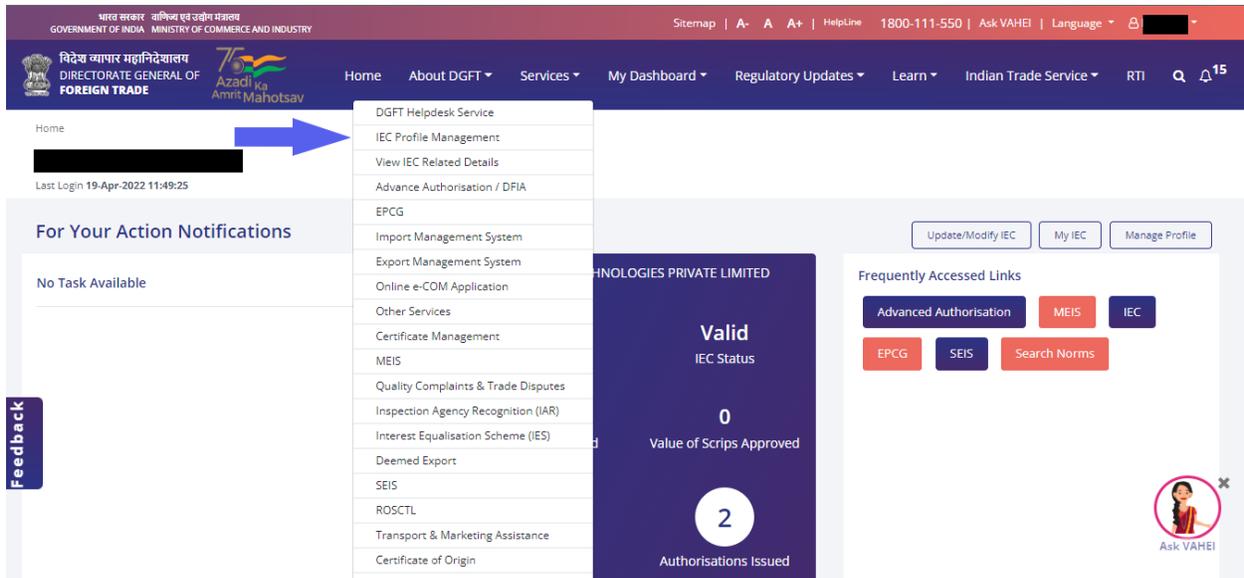
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



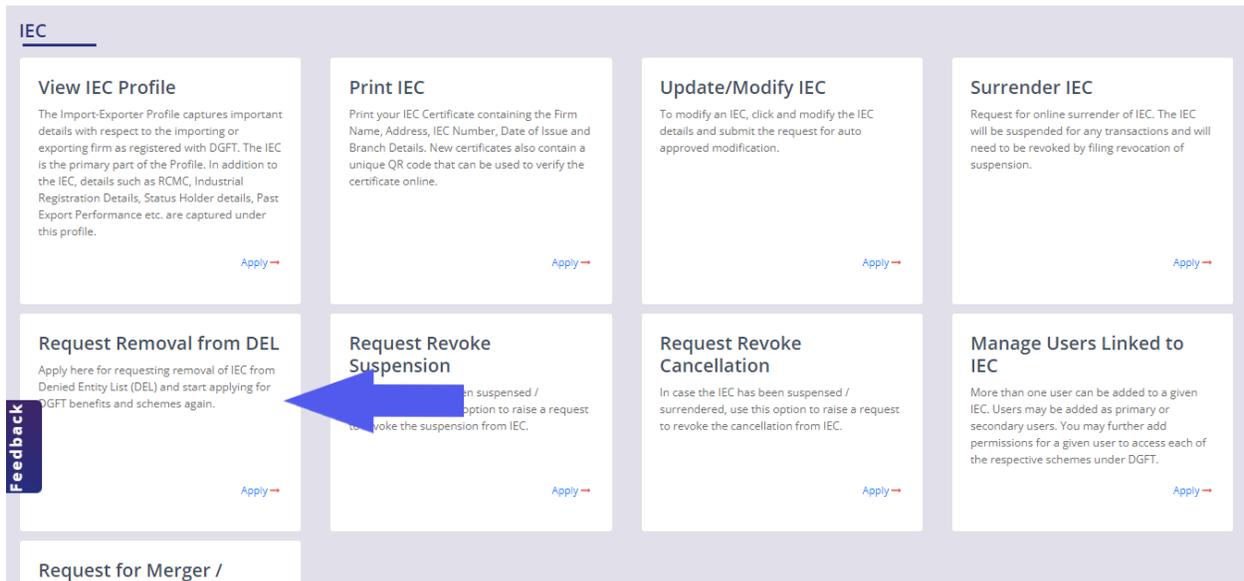
Screen 81

2. Proceed with Surrender IEC process by clicking on **“My IEC”** button on dashboard or from **“Services-> IEC Profile Management”**.



Screen 82

3. Now select the Request Remove from DEL tab and click on It.



Screen 83

4. Now Select the Active DEL orders from the DEL order List & then Enter the reason for Remove from DEL of your IEC for selected DEL orders & provide the supporting documents for same and then click on Submit button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Last Login 13-Apr-2022 20:52:22

**IEC Status**

IEC	Firm Name	IEC Status
[Redacted]	[Redacted]	Valid
Update Date	Order Number	
06/04/2022	HQRSNIC14850	

**Revoke Cancellation**

Reason for Revoke Cancellation \*

Enter Reason

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only PDF formats are allowed.

**Submit**

Screen 84

- Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.

Basic Details

Firm Address Details

Branch Details

Details of Proprietor/Partner/Director/Karta

Bank Account Details

Other Details (Preferred sectors of operation)

Linked IEC

IEC Status

IEC

AUWP54319N

**Acknowledgement**

Your request has been submitted successfully.

**Your File no is: DELIECPRMVDL [Redacted]**

Surrender IEC

Merger/Demerger

Screen 85

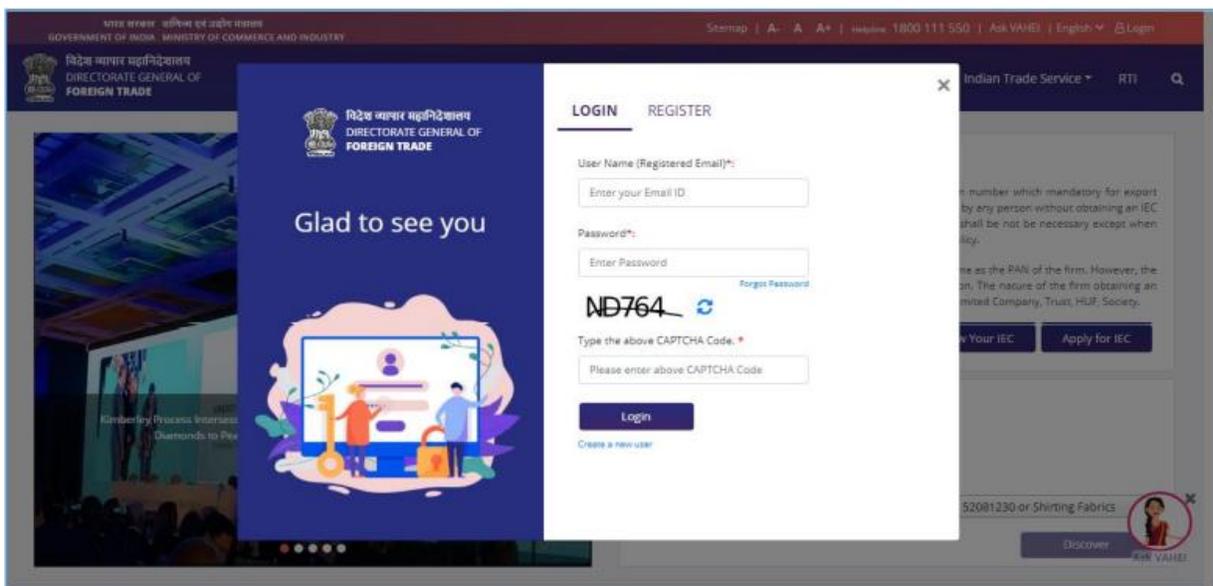
## 15. Request for Merger/Demerger of IEC's

To Merger/Demerger your Importer Exporter Code (IEC) with another IEC on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- c) IECs to be Merged/Demerged.

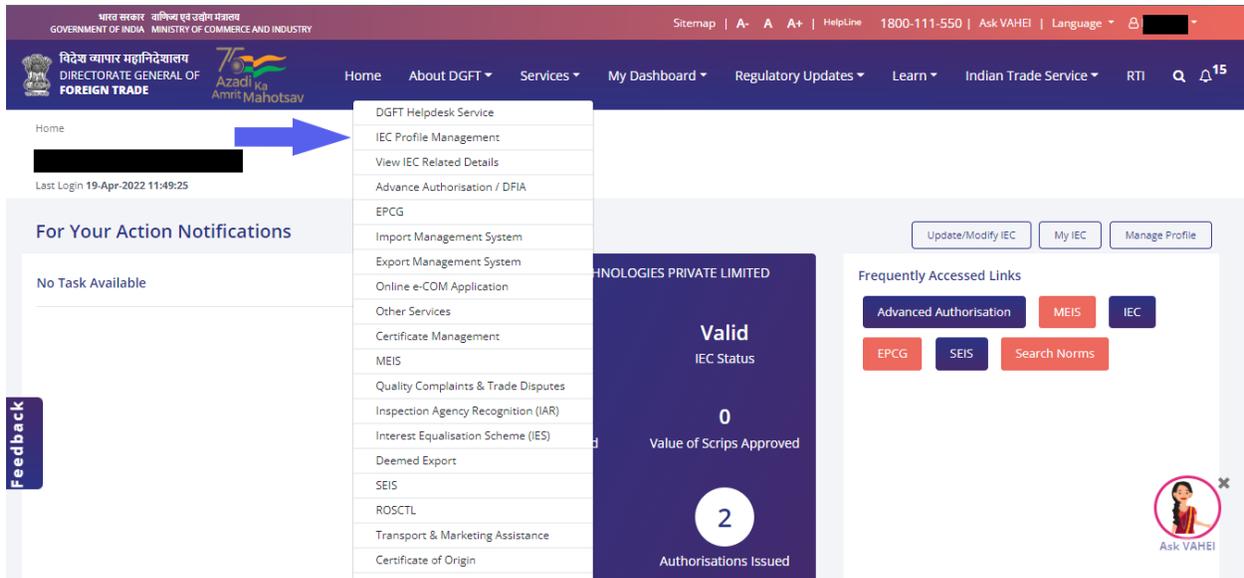
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



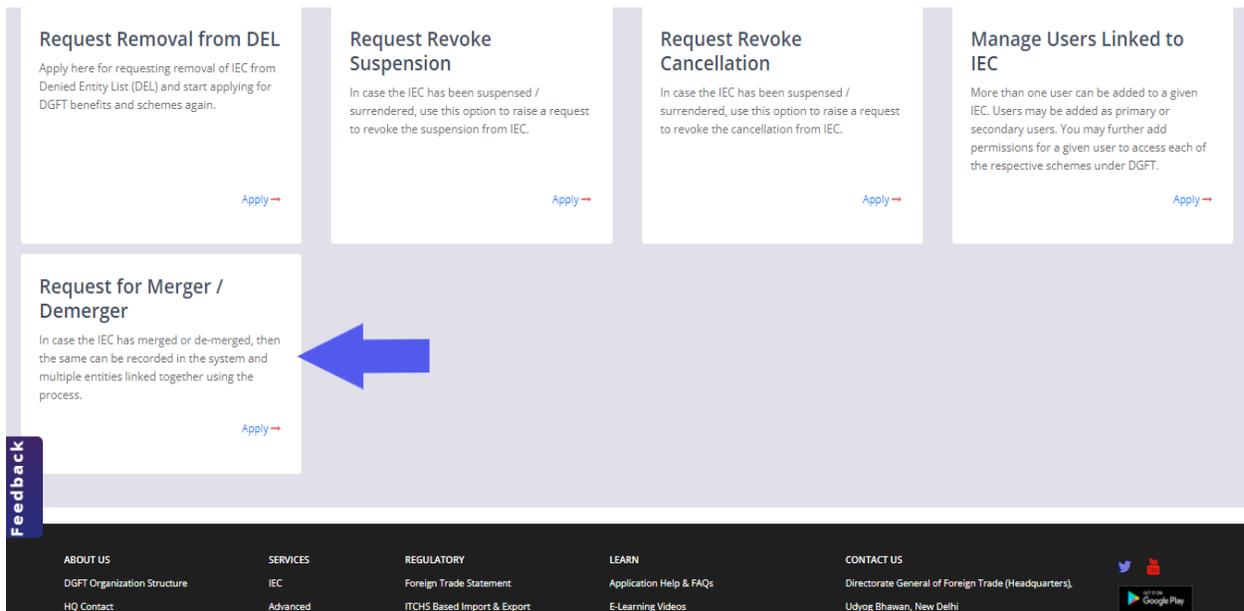
Screen 86

2. Proceed with Surrender IEC process by clicking on **“My IEC”** button on dashboard or from **“Services-> IEC Profile Management”**.



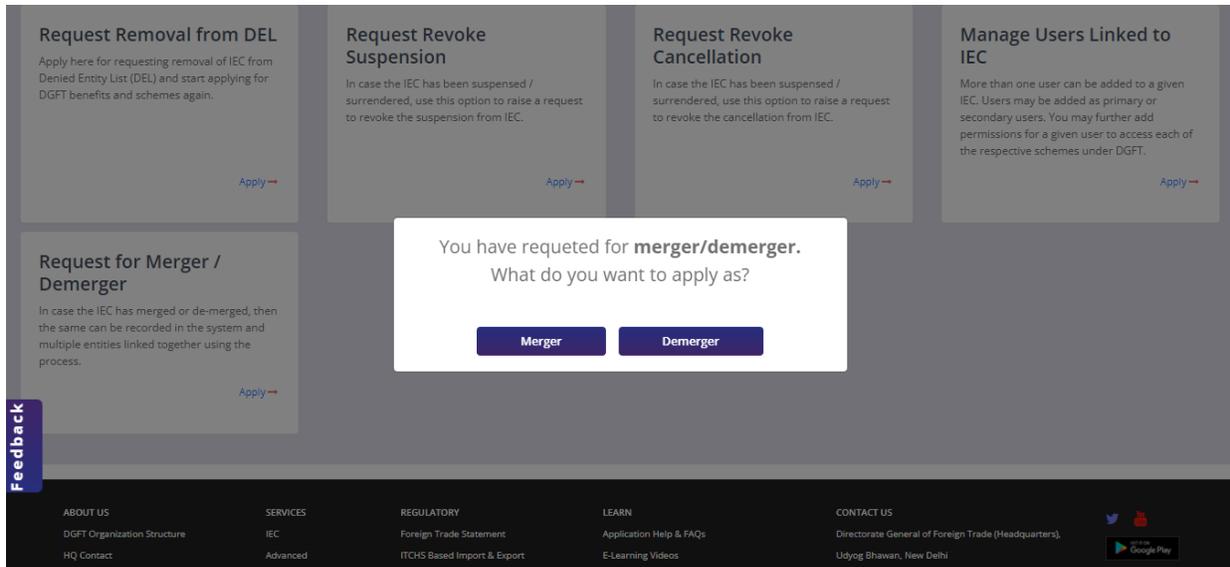
Screen 87

3. Now select the Request for Merger / Demerger tab and click on It.



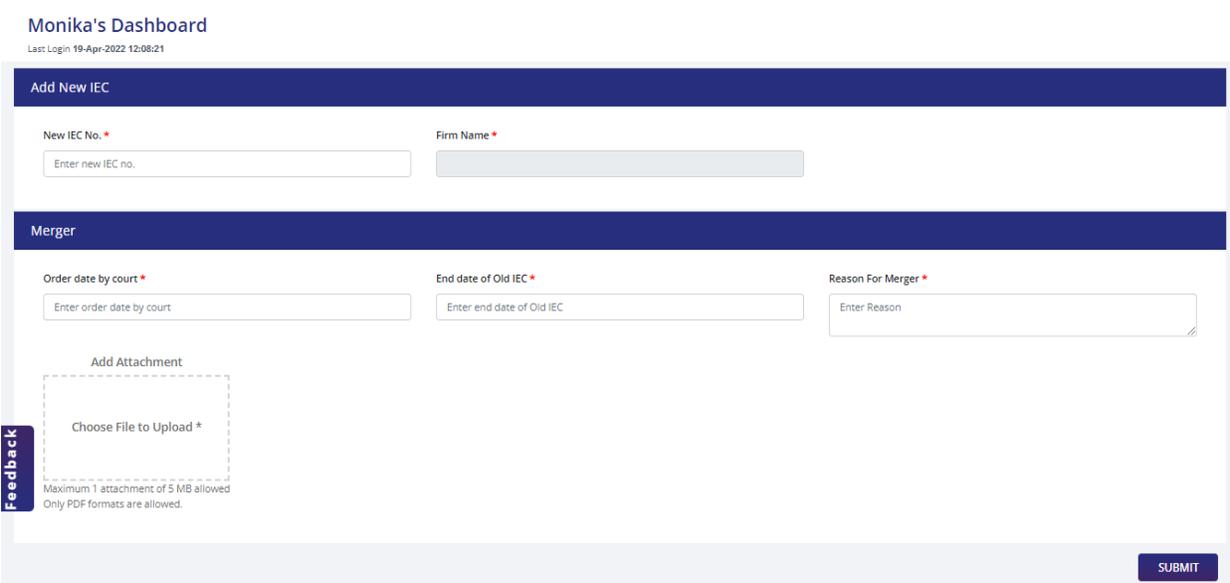
Screen 88

4. Now Select the type of request from Merger/Demerger.



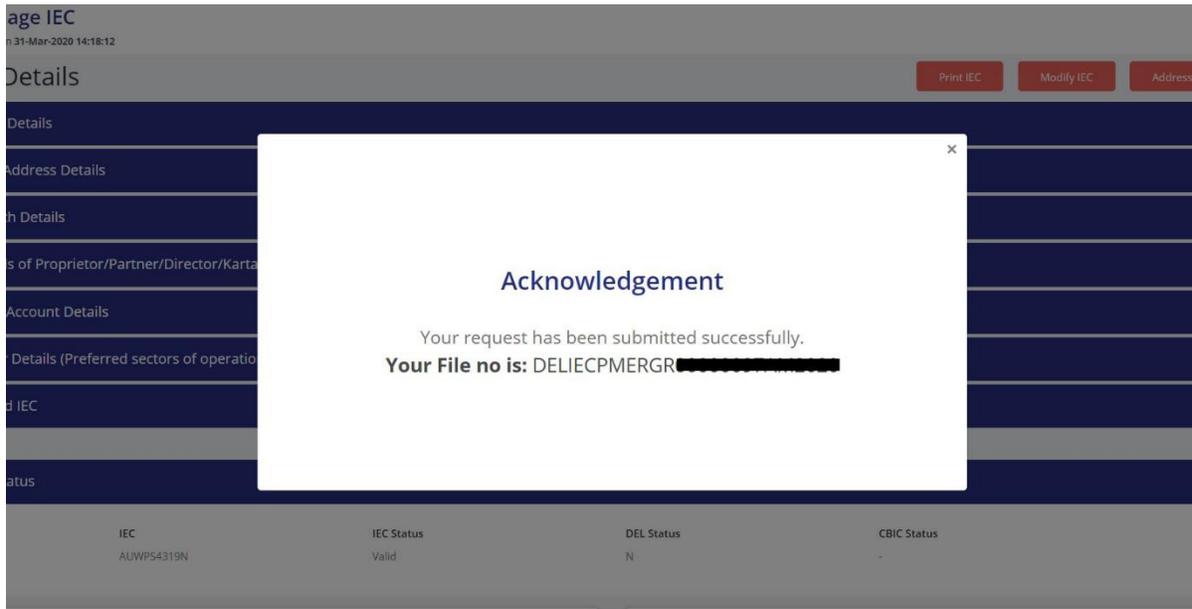
Screen 89

- Now Enter the IEC number of Other IEC you want Merge/Demerger, Select Order date of court and End date of IEC, Enter the reason for the Request and click on submit button, then Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.



Screen 90

- 6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.



Screen 91

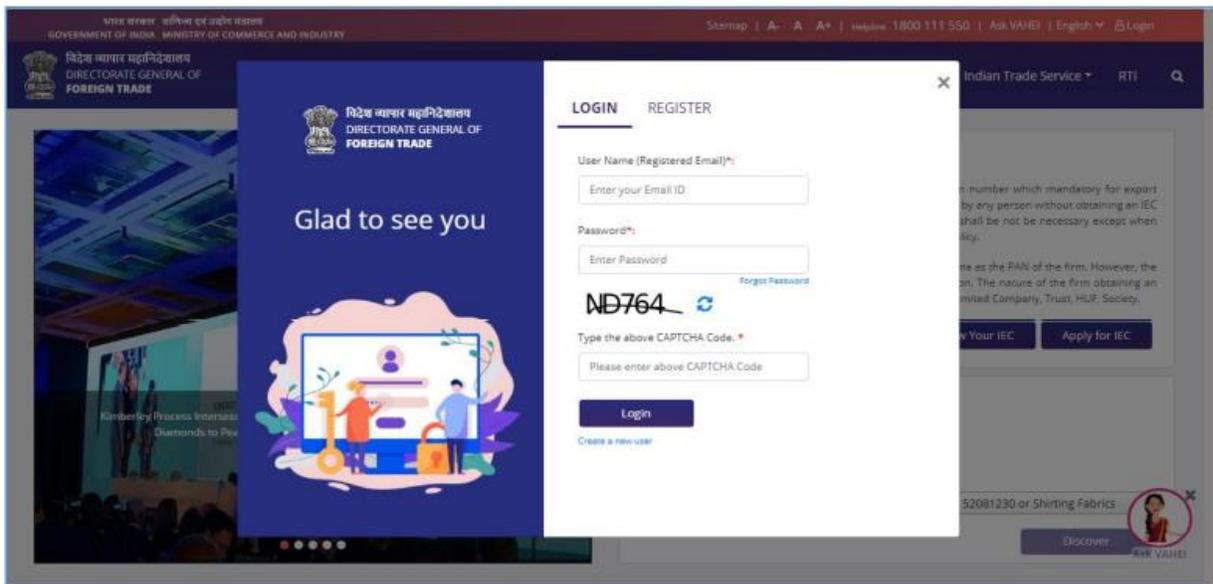
## 16. View and Modify RCMC Details

To View/Modify your RCMC detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

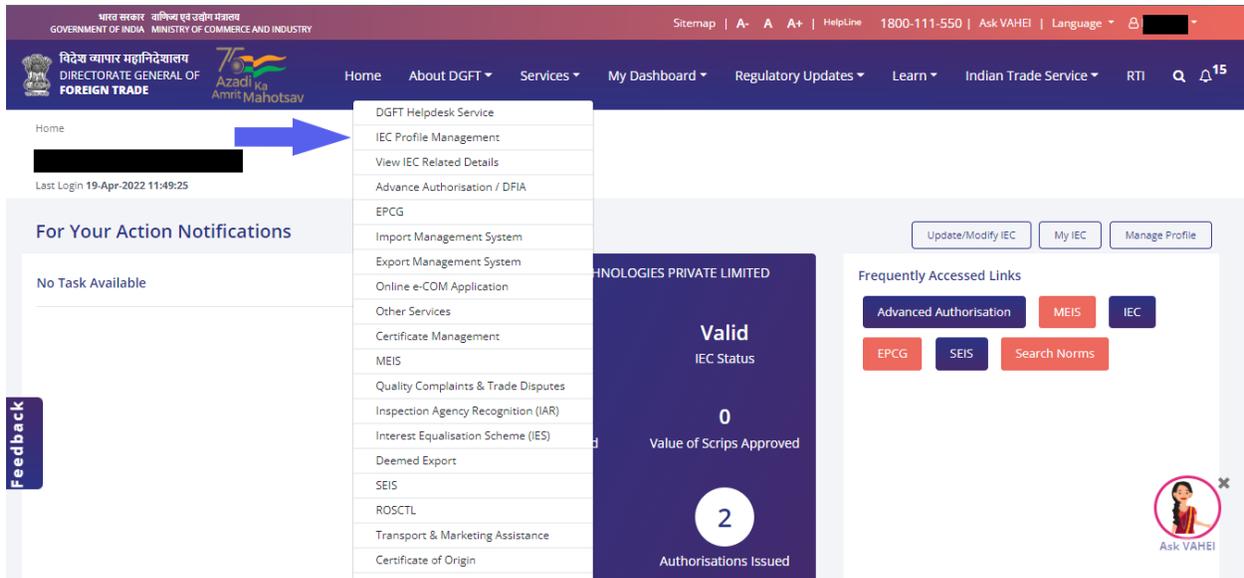
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



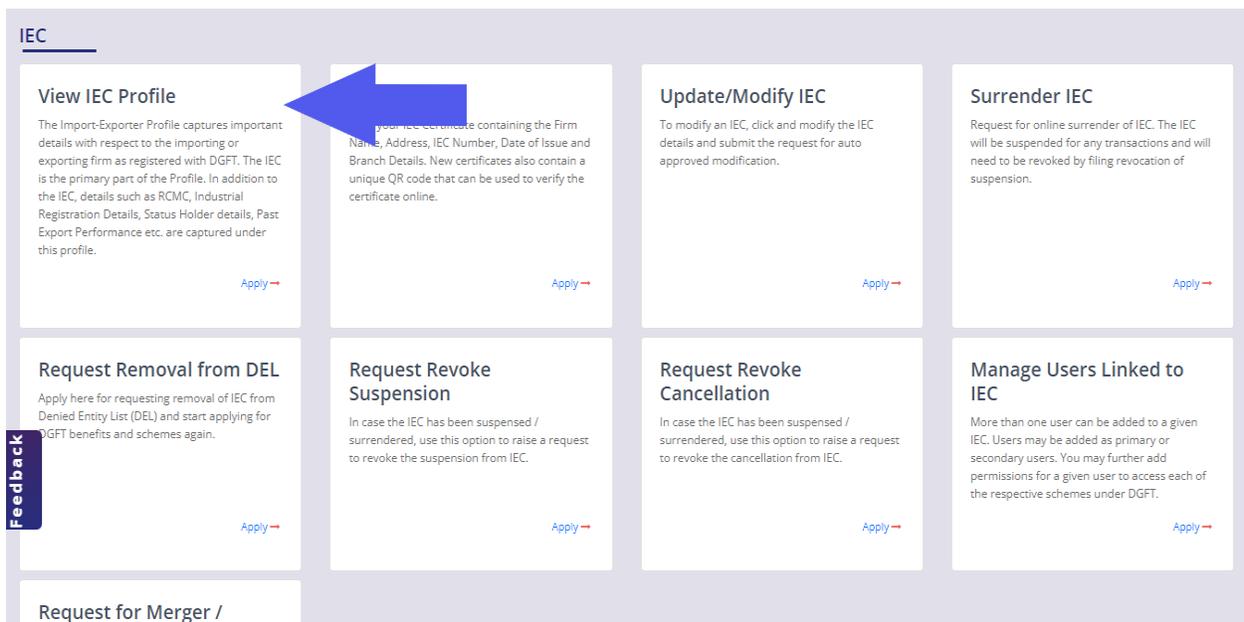
Screen 92

2. Proceed with Surrender IEC process by clicking on **"Manage Profile"** button on dashboard or from **"Services-> IEC Profile Management"**.



Screen 93

3. Now select the View IEC Profile Tab and click on It.



Screen 94

4. Now Select the RCMC tab from Horizontal bar.

IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

PDF Excel ADD

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	492	Y	-

Showing 1 to 2 of 2 entries Previous 1 Next

Screen 95

5. Now Click on **ADD** button to add RCMC details.

IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

PDF Excel ADD

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	492	Y	-

Showing 1 to 2 of 2 entries Previous 1 Next

Screen 96

6. Now Enter RCMC Number, select Issue Authority, Product for which registered, Issue Date of RCMC certificate, Expiry Date of Certificate and provide the supporting proof and click on Add button.

Showing 1 to 2 of 2 entries

**RCMC Number \***

**Issue Authority \***

**Products For Which Registered \***

**Issue Date \***

**Expiry Date \***

**Exporter Type \***

**Validity Period \***

**Source \***

**Add Attachment**

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
 Only PDF formats are allowed.

**ADD**

**Screen 97**

7. Once the detail is successfully added you can see your RCMC details under the table below the RCMC Tab.

✔ **Success Message** ✕  
 Data Saved Successfully.

IEC Details ▼

RCMC ▼

**ADD**

PDF Excel

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	492	Y	-
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Manually added by Exporter	Merchant Cum Manufacturer Exporter	311		

**Screen 98**

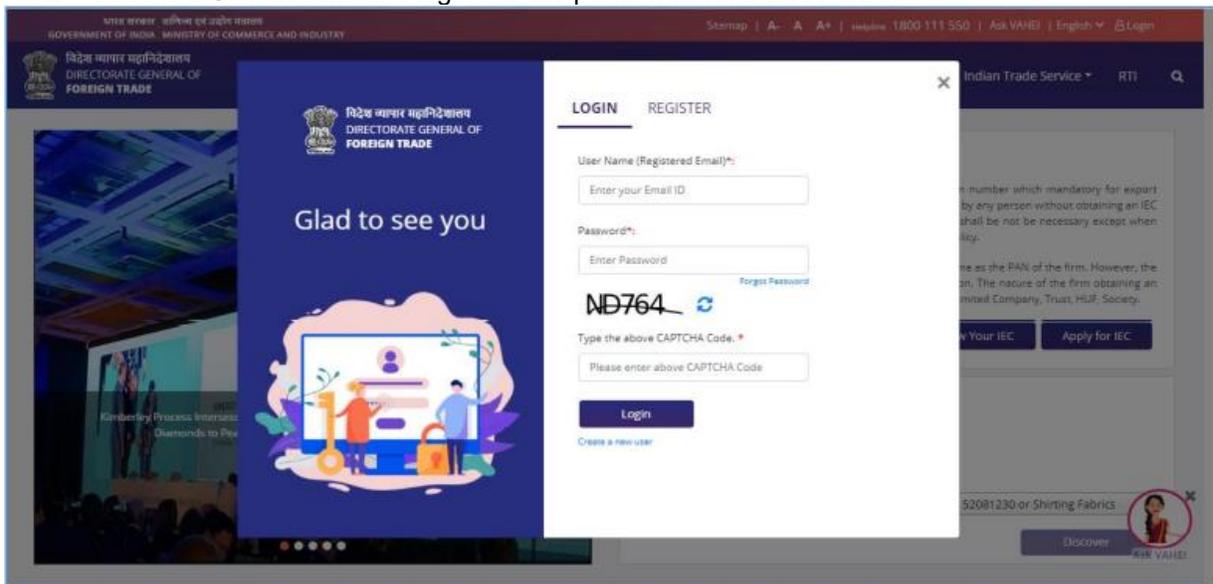
## 17. View and Modify Industrial Registration Deatils

To View/Modify your Industrial Registration detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).'
- Valid IEC Linked with your profile.

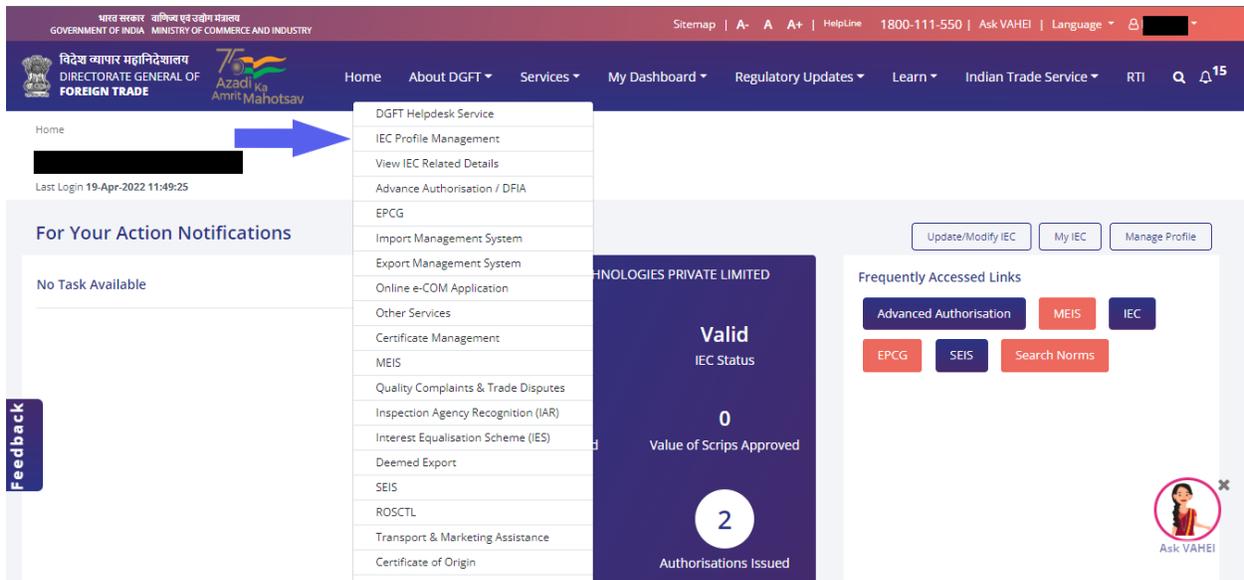
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



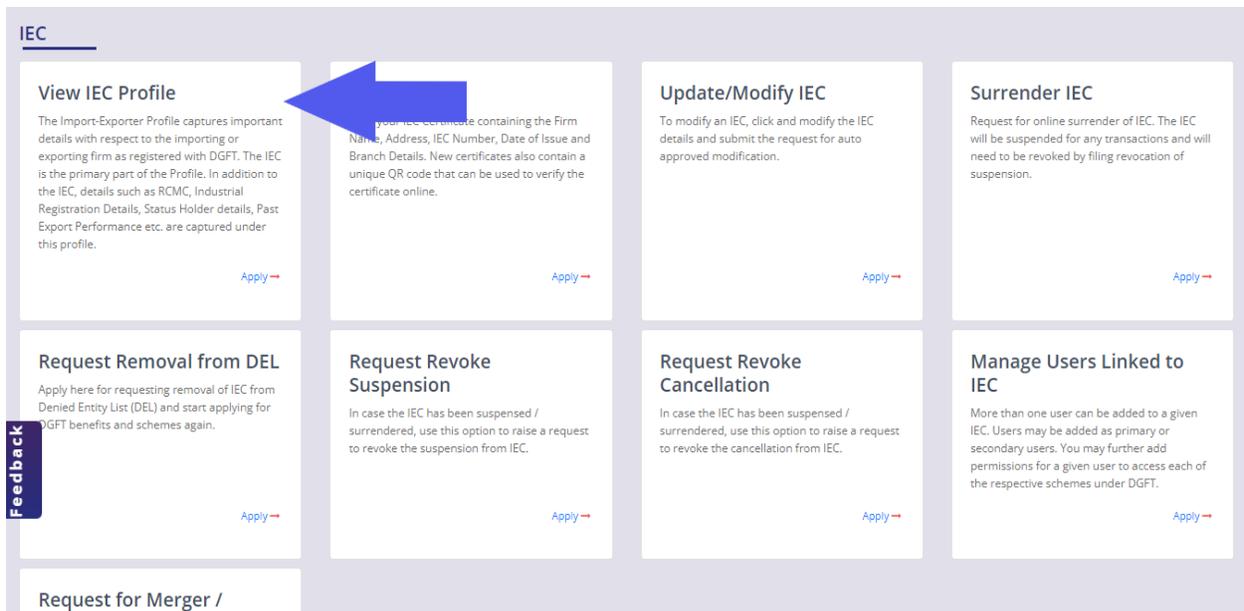
Screen 99

2. Proceed with Surrender IEC process by clicking on **“Manage Profile”** button on dashboard or from **“Services-> IEC Profile Management ->View IEC Profile”**.



Screen 100

3. Now select the View IEC Profile Tab and click on It.



Screen 101

4. Now Select the Industrial Registration tab from Horizontal bar

IEC Details | RCMC | **Industrial Registration** | Status Holder Details | Export Details | Flag Details | Authorisation/Scripts Issued | IEC Lifecycle Summary | Authorized Economic Operator (AEO) Details

IEC Details

RCMC

Industrial Registration

Copy | Excel | PDF | Print

ADD

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]					

Showing 1 to 1 of 1 entries

Previous 1 Next

Screen 102

5. Now Click on **ADD** button to add Industrial Registration details.

IEC Details | RCMC | Industrial Registration | Status Holder Details | Export Details | Flag Details | Authorisation/Scripts Issued | IEC Lifecycle Summary | Authorized Economic Operator (AEO) Details

IEC Details

RCMC

Industrial Registration

Copy | Excel | PDF | Print

**ADD**

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]					

Showing 1 to 1 of 1 entries

Previous 1 Next

Screen 103

6. Now Select Registration type of Industry, Registration Number of Industry, Issue Authority, Product for which registered, Date of Issue and provide the supporting proof and click on Add button.

Registration Type \*

SSI (Small Scale Industry)
  DIC
  IEM

Registration Number \*

Enter Registration Number

Issuing Authority \*

Enter Issuing Authority

Date of Issue \*

Enter Date of Issue

Products for which registered \*

Enter Products for which registered

Add Attachment

Choose File to Upload \*

Maximum 1 attachment of 5 MB allowed  
Only PDF formats are allowed.

ADD

Screen 104

- Once the detail is successfully added you can see your Industrial Registration details under the table below the Industrial Registration Tab.

Success Message  
Data Saved Successfully.

IEC Details

RCMC

Industrial Registration

ADD

Copy Excel PDF Print

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1		Udyam registration (MSME)	02/12/2020							
2		SSI (Small Scale Industry)	19/04/2022							

Feedback

Screen 105

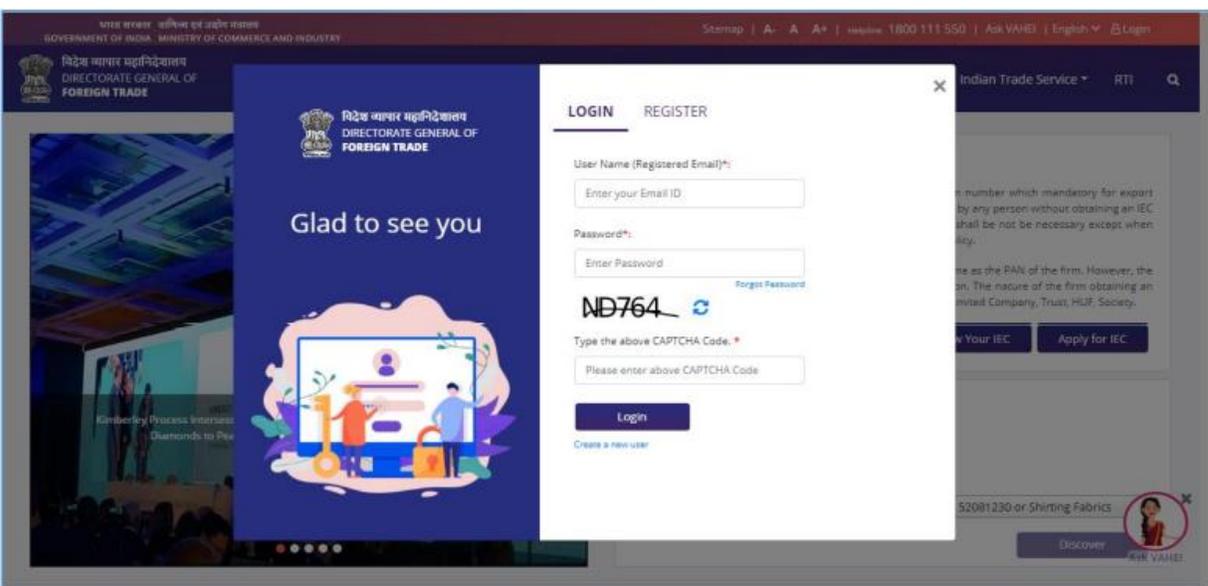
## 18. View and Modify Authorised Economic Operator (AEO) Details

To View/Modify your Authorised Economic Operator (AEO) detail corresponding to your Importer/Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Valid IEC Linked with your profile.

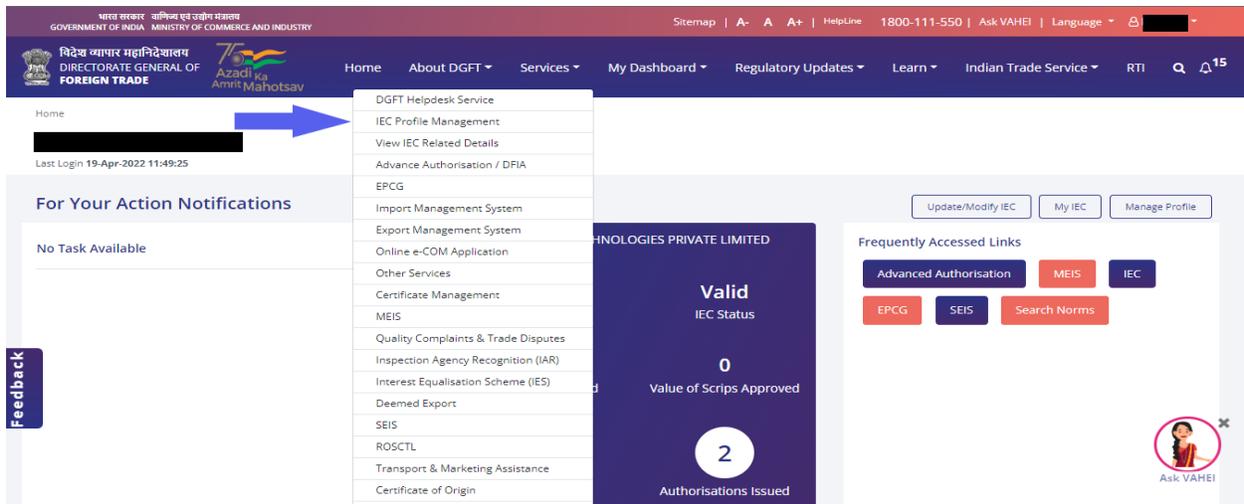
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



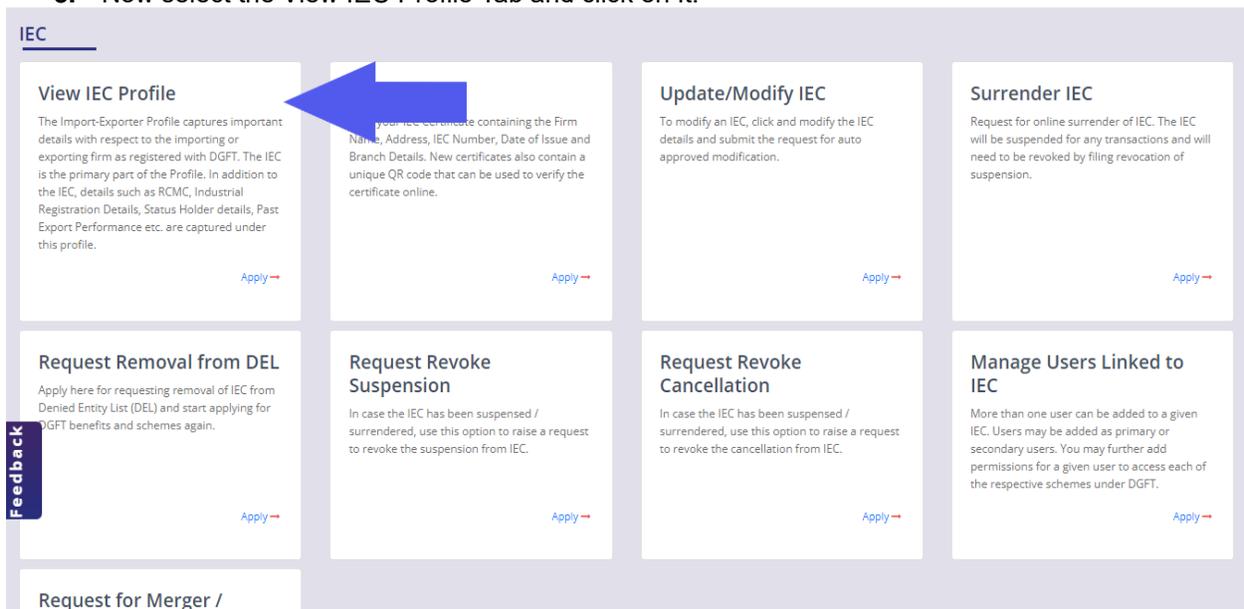
Screen 106

2. Proceed with Surrender IEC process by clicking on **“Manage Profile”** button on dashboard or from **“Services-> IEC Profile Management ->View IEC Profile”**.



Screen 107

3. Now select the View IEC Profile Tab and click on It.



Screen 108

4. Now Select the Authorised Economic Operator (AEO) Details tab from Horizontal bar.

Monika's Dashboard

Last Login 19-Apr-2022 15:17:38

Authorized Economic Operator (AEO) Details

Feedback

Copy Excel PDF Print

ADD

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
---------	------------------------	----------------------------	---------------

Screen 109

5. Now Click on **ADD** button to add Authorised Economic Operator (AEO) Details.

Monika's Dashboard

Last Login 19-Apr-2022 15:17:38

Authorized Economic Operator (AEO) Details

Feedback

Copy Excel PDF Print

ADD

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
---------	------------------------	----------------------------	---------------

Screen 110

6. Now Enter AEO Certificate number, AEO Certificate Issue Date & Validity Upto and Provide supporting proof and click on Add button.

Copy Excel PDF Print

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

**AEO certificate number \***

**AEO certificate issue date \***

**Validity Upto \***

**Add Attachment**

Maximum 1 attachment of 5 MB allowed  
Only PDF formats are allowed.

**Feedback** **ADD**

Screen 111

7. Once the detail is successfully added you can see your AEO Details under the table below the AEO Tab.

IEC Details RCMC Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

**Success Message**  
Data Saved Successfully.

IEC Details  
RCMC  
Industrial Registration  
Status Holder Details  
Export/ Import/ Turnover Details  
Flag Details  
Authorisation/Scripts Issued  
IEC Lifecycle Summary  
Authorized Economic Operator (AEO) Details

**Feedback** **ADD**

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
1			

Screen 112

## 19. View and Modify Export Details for Financial year

To View/Modify your Export detail corresponding to your Importer Exporter Code (IEC) on the DGFTportal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Valid IEC Linked with your profile.

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.

The screenshot shows the DGFT portal login page with a 'LOGIN' modal window. Below the login form is a data entry form for 'Exports' and 'Imports' with columns for 'Value in INR' and 'Value in USD'. The 'Exports' section includes fields for Direct Exports, Third Party Exports, Sub-Total, Supplies to EDU/HTF/BTF/STP, Supplies to SEZ, and Other Deemed Exports. The 'Imports' section includes fields for Direct Imports, Supplies from SEZs, and Total Imports. Below this is a 'Turnover / P&L' section with fields for Profit/Loss and Annual turnover.

Exports	Value in INR	Value in USD
Direct Exports*	IN2041	10.000
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	IN2,041.00	1,07,000.00
Supplies to EDU/HTF/BTF/STP*	0	0
Supplies to SEZ *	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EDU/HTF/BTF/STP + Other Deemed Exports + Supplies to SEZ)	0.00	0.00
Total Exports (Sub-Total + Total Deemed Exports)	IN2,041.00	1,07,000.00

Good Imports	Value in INR	Value in USD
Direct Imports	0	0
Supplies From SEZs	0	0
Total Imports (Direct Imports + Supplies from SEZs)	0.00	0.00

Trade in Services	Value in INR	Value in USD
Export of Services		
Import to Services		

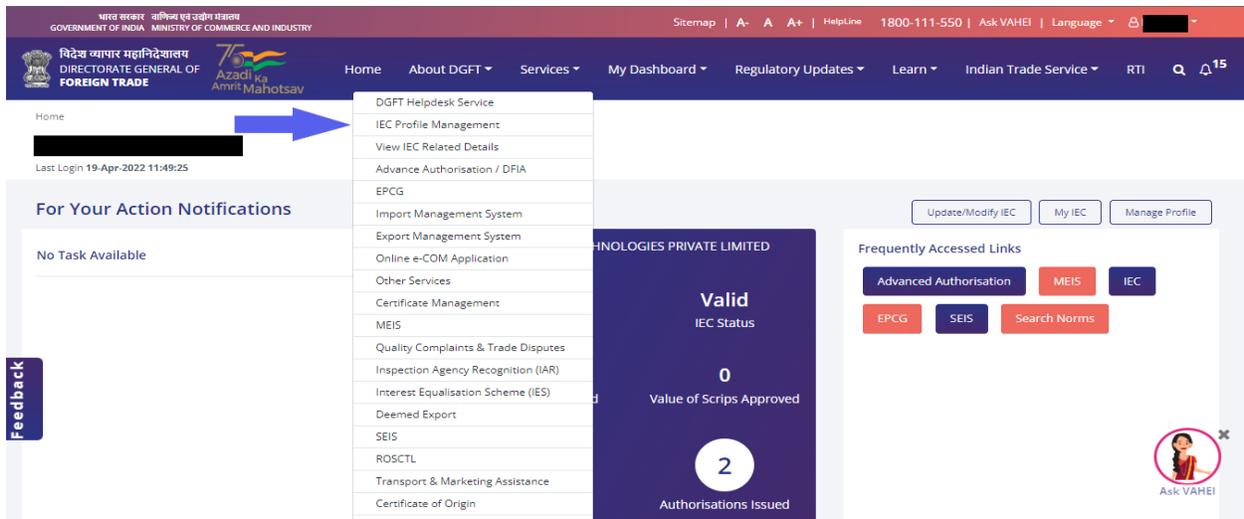
Turnover / P&L	Profit/Loss	Annual turnover
	1,70,04.85	2,08,09,81.08

NOTE: Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA) \* For the purpose to converting the Deemed export value INR to USD, Please use the rate as notified by CBIC for the given period when the realization had taken place.

[Save](#)

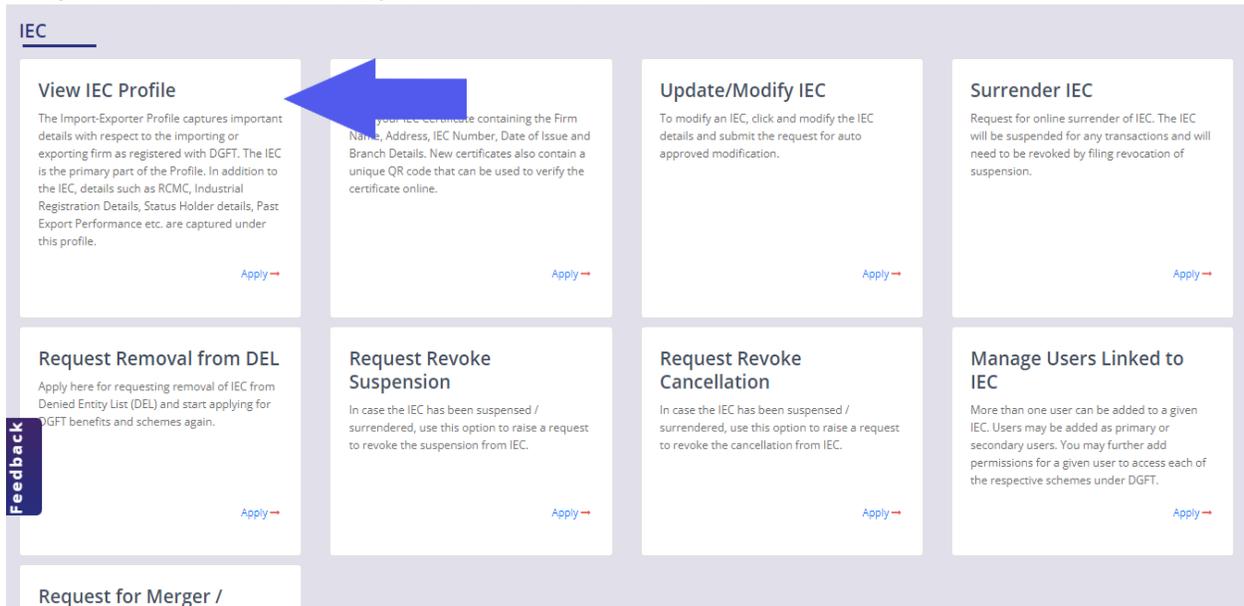
Screen 113

2. Proceed with Surrender IEC process by clicking on **“Manage Profile”** button on dashboard or from **“Services-> IEC Profile Management ->View IEC Profile”**.



Screen 114

3. Now select the View IEC Profile Tab and click on It.



Screen 115

4. Now Select the Export Details tab from Horizontal bar.

Monika's Dashboard

Last Login 19-Apr-2022 16:04:46

The screenshot shows the 'Export Details' tab highlighted in the navigation bar. Below the navigation bar, there are several expandable menu items: IEC Details, RCMC, Industrial Registration, Status Holder Details, Export/ Import/ Turnover Details, Flag Details, Authorisation/Scripts Issued, IEC Lifecycle Summary, and Authorized Economic Operator (AEO) Details. The 'Export/ Import/ Turnover Details' menu is expanded, showing a 'Financial Year' dropdown menu set to '2019-20'. Below this, there is a table with the following structure:

Exports	Value in INR	Value in USD
Direct Exports*	7623541	107800

Screen 116

5. Now select Financial Year from the Drop Down to add Export details for One Financial Year.

The screenshot shows the 'Export/ Import/ Turnover Details' form. A blue arrow points to the 'Financial Year' dropdown menu, which is set to '2019-20'. The form includes a table with the following structure:

Exports	Value in INR	Value in USD
Direct Exports*	7623541	107800
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports )	76,23,541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*	0	0
Supplies to SEZ *	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00

Screen 117

6. Now Add Direct Export, Third Party Exports, Total Exports, Supplies to SEZ, Supplies to EOU, Other Deemed Export, Total Deemed Exports and Annual domestic turnover and click on Save button.

Exports		Value in INR	Value in USD
Direct Exports*		<input type="text" value="7623541"/>	<input type="text" value="107800"/>
Third Party Exports*		<input type="text" value="0"/>	<input type="text" value="0"/>
Sub-Total (Direct Exports + Third Party Exports )		<input type="text" value="76,23,541.00"/>	<input type="text" value="1,07,800.00"/>
Supplies to EOU/EHTP/BTP/STPI*		<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies to SEZ *		<input type="text" value="0"/>	<input type="text" value="0"/>
Other Deemed Exports*		<input type="text" value="0"/>	<input type="text" value="0"/>
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Exports (Sub-Total + Total Deemed Exports)		<input type="text" value="76,23,541.00"/>	<input type="text" value="1,07,800.00"/>

Good Imports		Value in INR	Value in USD
Direct Imports		<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies From SEZs		<input type="text" value="0"/>	<input type="text" value="0"/>
Total Imports (Direct Imports + Supplies from SEZs)		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Trade in Services		Value in INR	Value in USD
Export of Services		<input type="text"/>	<input type="text"/>
Import to Services		<input type="text"/>	<input type="text"/>

Turnover / P&L	
Profit/Loss	Annual Turnover
<input type="text" value="1,10,04,85"/>	<input type="text" value="2,08,09,81.00"/>

Note: Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA) \* For the purpose of converting the Deemed export value INR to USD, Please use the rate as notified by CBIC for the given period when the realization had taken place.



Screen 118

7. Once the detail is successfully saved you can view details of export by selecting FinancialYear.

Export/ Import/ Turnover Details

Financial Year:

Exports		Value in INR	Value in USD
Direct Exports*		<input type="text" value="7623541"/>	<input type="text" value="107800"/>
Third Party Exports*		<input type="text" value="0"/>	<input type="text" value="0"/>
Sub-Total (Direct Exports + Third Party Exports )		<input type="text" value="76,23,541.00"/>	<input type="text" value="1,07,800.00"/>
Supplies to EOU/EHTP/BTP/STPI*		<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies to SEZ *		<input type="text" value="0"/>	<input type="text" value="0"/>
Other Deemed Exports*		<input type="text" value="0"/>	<input type="text" value="0"/>
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Screen 119

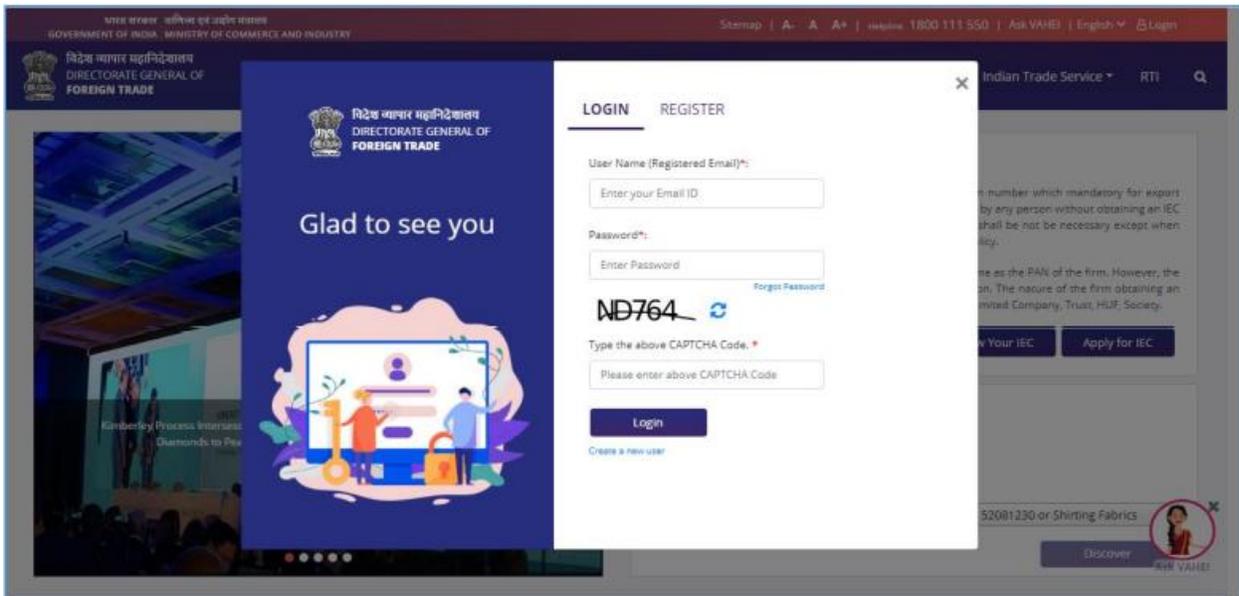
## 20. View Flag Details

To View Flag details, corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Valid IEC Linked with your profile.

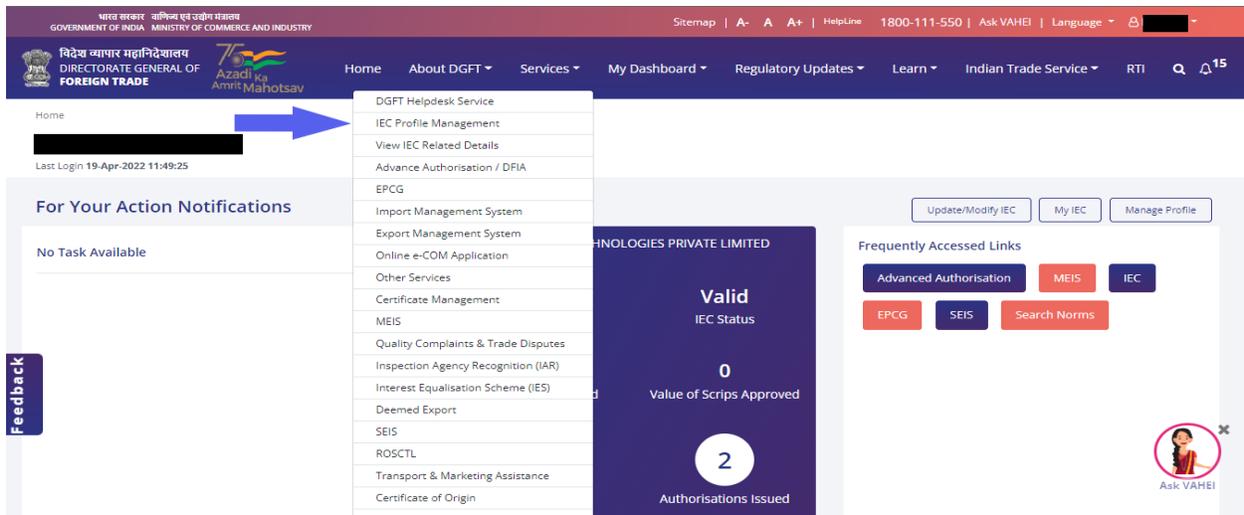
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



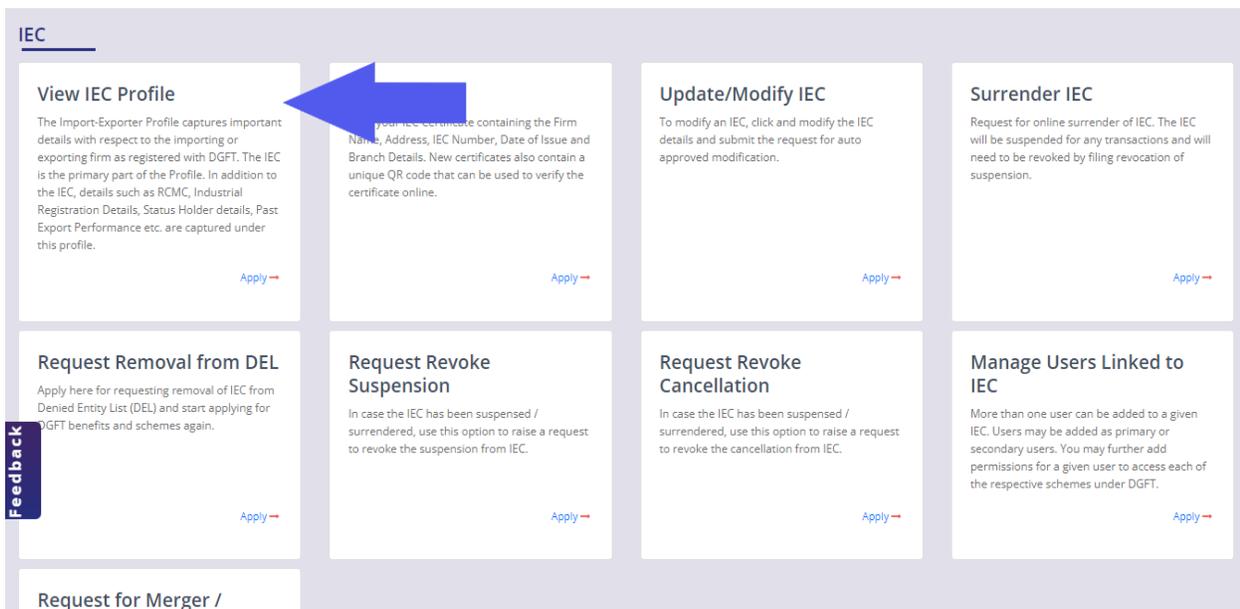
Screen 120

2. Proceed with Surrender IEC process by clicking on **“Manage Profile”** button on dashboard or from **“Services-> IEC Profile Management ->View IEC Profile”**.



Screen 121

3. Now select the View IEC Profile Tab and click on It.



Screen 122

4. Now Select the Flag Details tab from Horizontal bar to View IEC Details.

IEC Details | RCMC | Industrial Registration | Status Holder Details | Export Details | **Flag Details** | Authorisation/Scripts Issued | IEC Lifecycle Summary | Authorized Economic Operator (AEO) Details

IEC Details

RCMC

Industrial Registration

Status Holder Details

Export/ Import/ Turnover Details

Flag Details

Note: IEC has been flagged in the system. Please refer to the suggested action to be taken for as corrective measures.

Show 10 entries Search:

Sl. No.	Flag Number	Flag Category	Suggested Action	File Number	Status	RA Office
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

**Feedback**

Screen 123

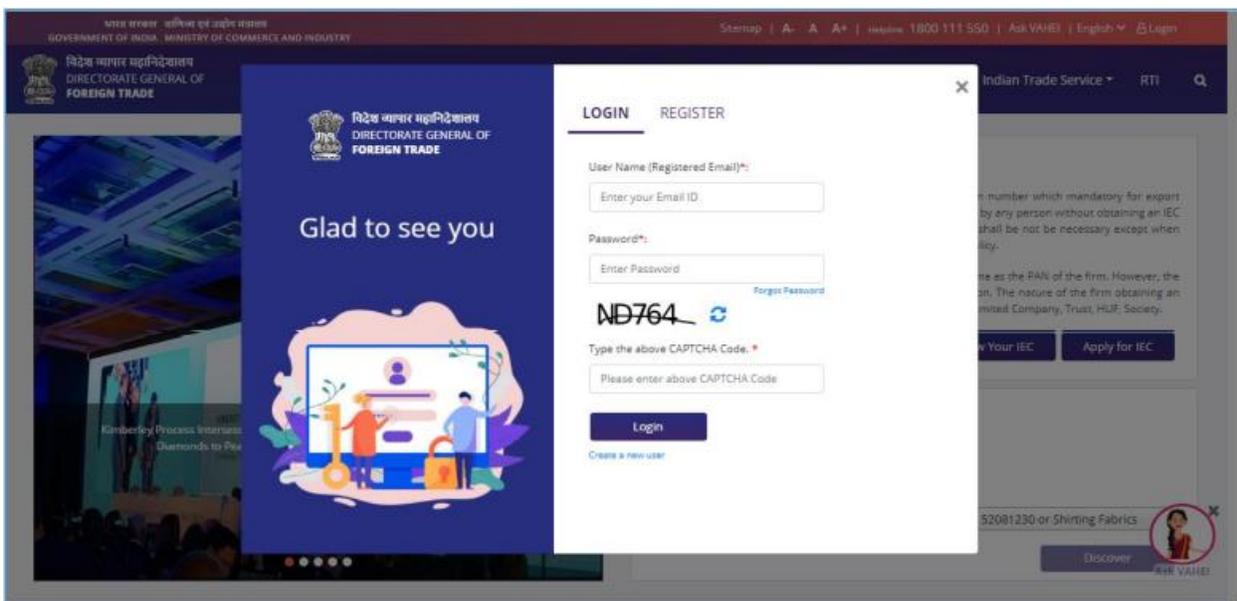
## 21. View IEC Details, Status Holder Details, Authorisations/Scripts Details & IEC Life Cycle Summary

To View IEC details, Status house Details, Authorisation/Scripts Issued Details & IEC Life Cycle Summary corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

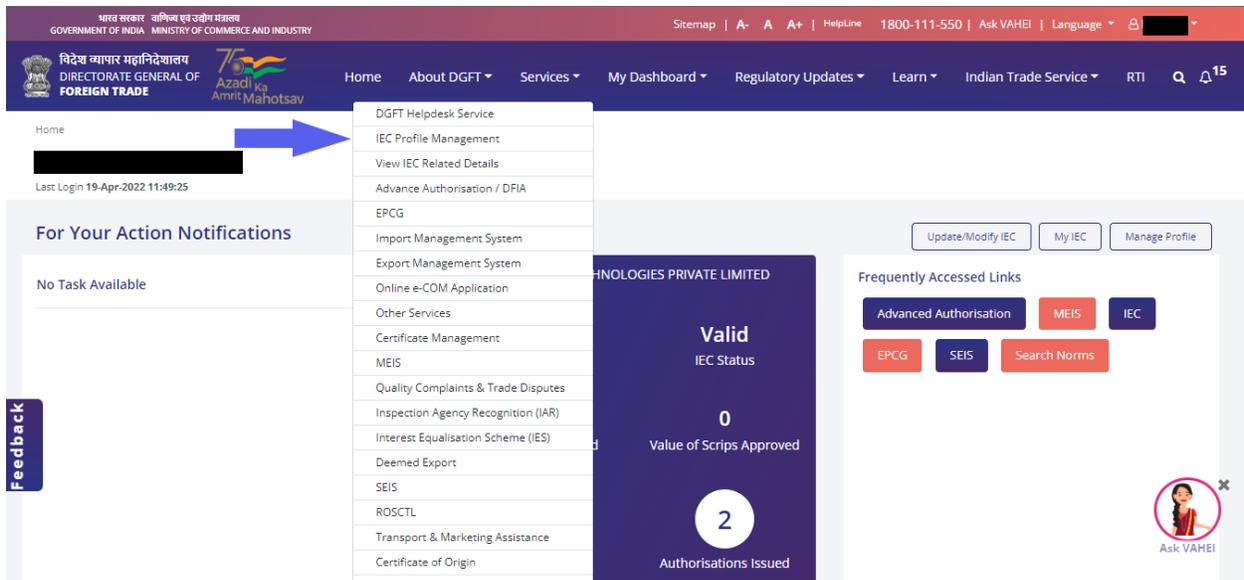
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



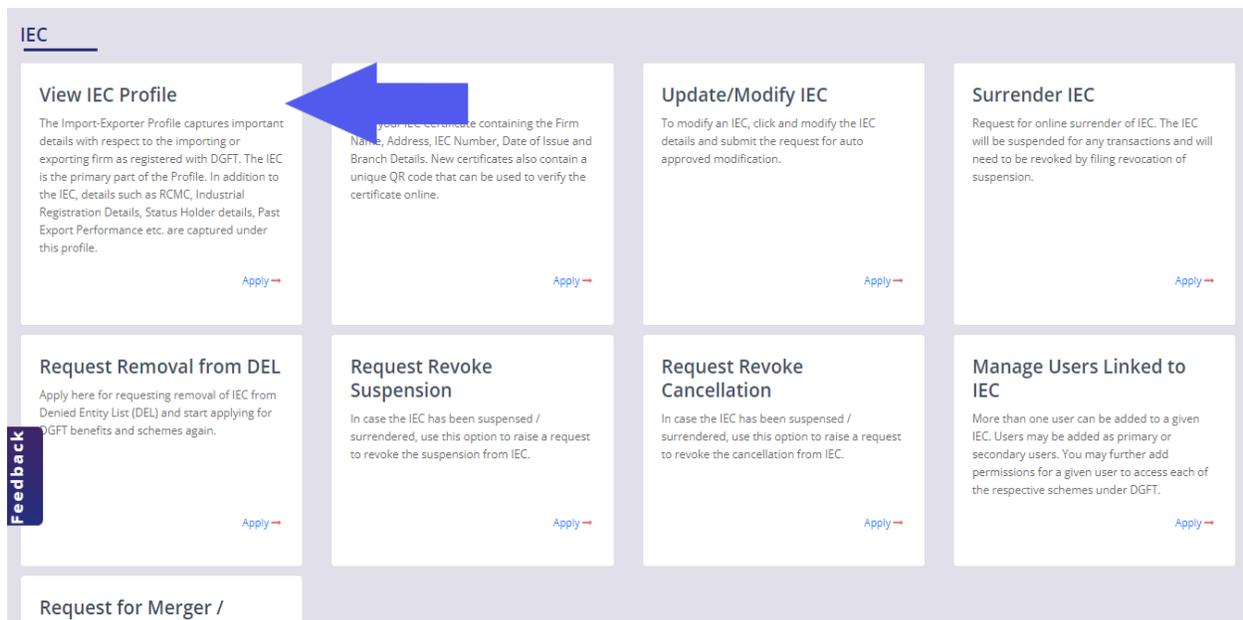
Screen 124

2. Proceed with Surrender IEC process by clicking on **“Manage Profile”** button on dashboard or from **“Services-> IEC Profile Management ->View IEC Profile”**.



Screen 125

3. Now select the View IEC Profile Tab and click on It.



Screen 126

4. Now Select the IEC Details tab from Horizontal bar to View IEC Details.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
-------------	------	-------------------------	-----------------------	----------------	--------------	------------------------------	-----------------------	--

**IEC Details** ▼

IEC Number [REDACTED]	PAN Number [REDACTED]	Date of Birth / Incorporation [REDACTED]
IEC Issuance Date [REDACTED]	IEC Status Valid	DEL Status N
IEC Cancelled Date	IEC Suspended Date	
File Number [REDACTED]	File Date 18/12/2021	DGFT RA Office RA BENGALURU
Nature of concern/Firm Private Limited	Category of Exporters Service Provider	Firm Name [REDACTED]
Address [REDACTED]	Firm Mobile No.(For correspondence with DGFT) [REDACTED]	Firm Email id (For correspondence with DGFT) [REDACTED]

**Screen 127**

5. Now Select the Status House Details tab from Horizontal bar to View Status House Details.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
-------------	------	-------------------------	-----------------------	----------------	--------------	------------------------------	-----------------------	--

**IEC Details** ▼

IEC Number [REDACTED]	PAN Number [REDACTED]	Date of Birth / Incorporation [REDACTED]
IEC Issuance Date [REDACTED]	IEC Status Valid	DEL Status N
IEC Cancelled Date	IEC Suspended Date	
File Number [REDACTED]	File Date 18/12/2021	DGFT RA Office RA BENGALURU
Nature of concern/Firm Private Limited	Category of Exporters Service Provider	Firm Name [REDACTED]
Address [REDACTED]	Firm Mobile No.(For correspondence with DGFT) [REDACTED]	Firm Email id (For correspondence with DGFT) [REDACTED]

**Screen 128**

**Status Holder Details** ▼

Star Rating :

Certificate Number/Issuing Authority *	Date of issuance and validity *
<input type="text"/>	<input type="text"/>

**Screen 129**

6. Now Select the Authorisation/Scripts Details tab from Horizontal bar to View Authorisation/Scripts Details.

IEC Details | RCMC | Industrial Registration | Status Holder Details | Export Details | Flag Details | **Authorisation/Scripts Issued** | IEC Lifecycle Summary | Authorized Economic Operator (AEO) Details

**IEC Details**

IEC Number [REDACTED]	PAN Number [REDACTED]	Date of Birth / Incorporation [REDACTED]
IEC Issuance Date [REDACTED]	IEC Status Valid	DEL Status N
IEC Cancelled Date	IEC Suspended Date	
File Number [REDACTED]	File Date 18/12/2021	DGFT RA Office RA BENGALURU
Nature of concern/Firm Private Limited	Category of Exporters Service Provider	Firm Name [REDACTED]
Address [REDACTED]	Firm Mobile No.(For correspondence with DGFT) [REDACTED]	Firm Email id (For correspondence with DGFT) [REDACTED]

Screen 130

**Authorisation/Scripts Issued**

EPCG

Show 10 entries Search:

Sl No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status
1	08EAEP06799AM21	0831000440	Zero duty EPCG Scheme	20/01/2021		6	Approved

Showing 1 to 1 of 1 entries Previous Next

AA

Show 10 entries Search:

No data available in table

Showing 0 to 0 of 0 entries Previous Next

DFIA

Show 10 entries Search:

Sl No.	File Number	Authorisation Number	Issue Date	Authorisation Validity Period	Status
--------	-------------	----------------------	------------	-------------------------------	--------

Screen 131

- Now Select the IEC Lifecycle Summary tab from Horizontal bar to View IEC Lifecycle and various state and action Taken on your IEC.

IEC Details | RCMC | Industrial Registration | Status Holder Details | Export Details | Flag Details | Authorisation/Scripts Issued | **IEC Lifecycle Summary** | Authorized Economic Operator (AEO) Details

**IEC Details**

IEC Number [REDACTED]	PAN Number [REDACTED]	Date of Birth / Incorporation [REDACTED]
IEC Issuance Date [REDACTED]	IEC Status Valid	DEL Status N
IEC Cancelled Date	IEC Suspended Date	
File Number [REDACTED]	File Date 18/12/2021	DGFT RA Office RA BENGALURU
Nature of concern/Firm Private Limited	Category of Exporters Service Provider	Firm Name [REDACTED]
Address [REDACTED]	Firm Mobile No.(For correspondence with DGFT) [REDACTED]	Firm Email id (For correspondence with DGFT) [REDACTED]

Screen 132

**IEC Lifecycle Summary**

Show 10 entries Search:

Sl. No.	Date	Order Type	Order Number	Action Taken By	Source File Number	Remarks
1	19/11/2020	Modification	[REDACTED]	RA OFFICE	[REDACTED]	Modification of IEC
2	28/12/2020	Modification	[REDACTED]	RA OFFICE	[REDACTED]	Modification of IEC
3	23/07/2021	Modification	[REDACTED]	RA OFFICE	[REDACTED]	Modification of IEC

Showing 1 to 3 of 3 entries Previous **1** Next

Screen 133

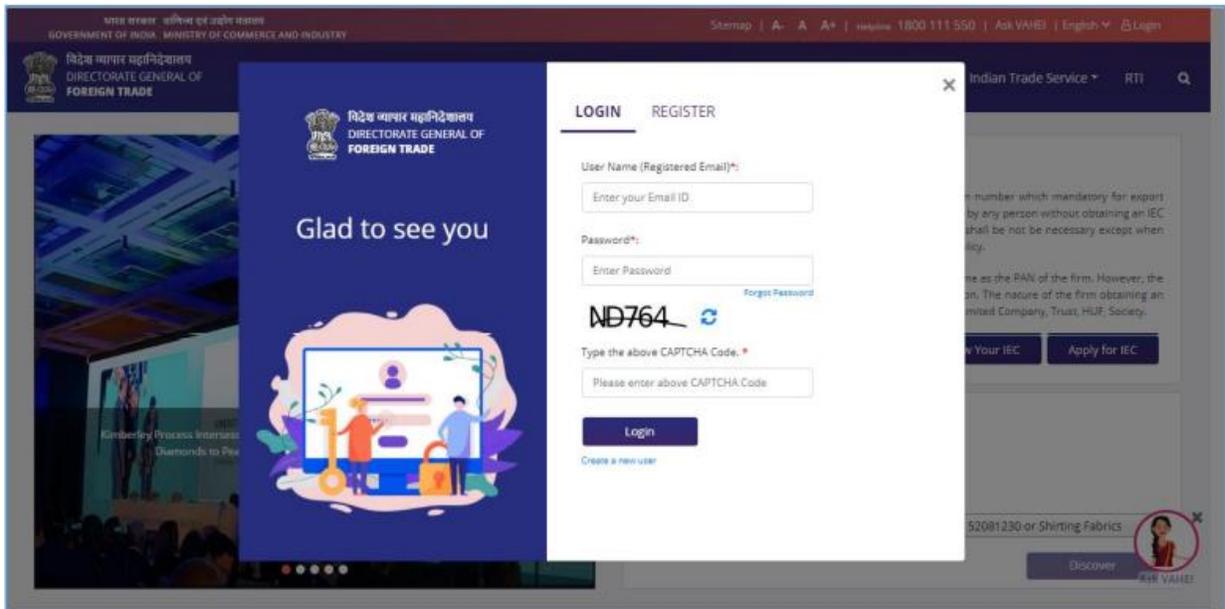
## 22. View and Track Submitted Request

To View & Track submitted Requests details corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

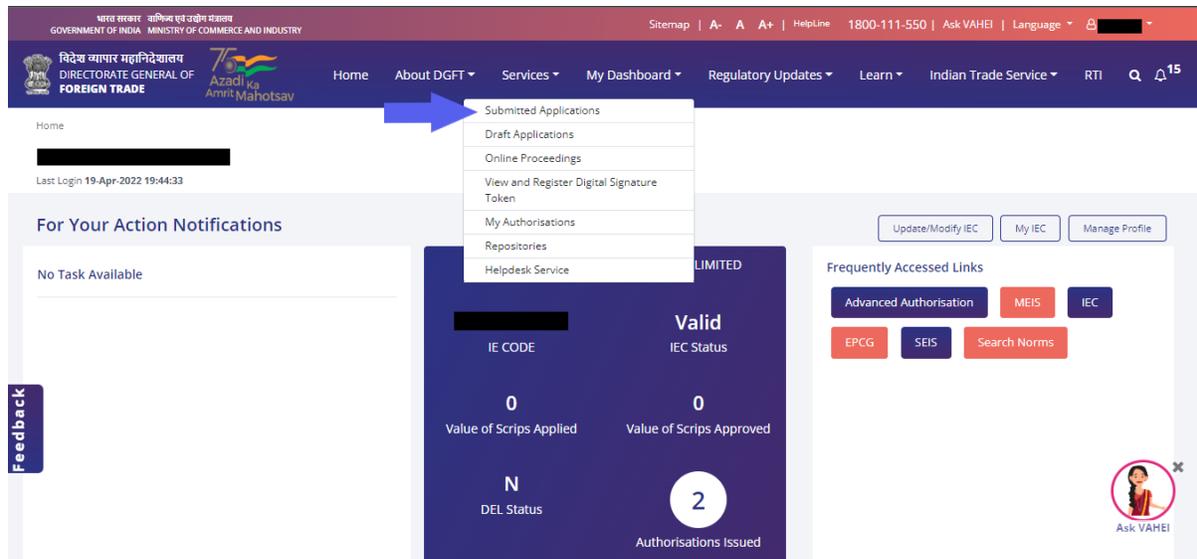
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 134

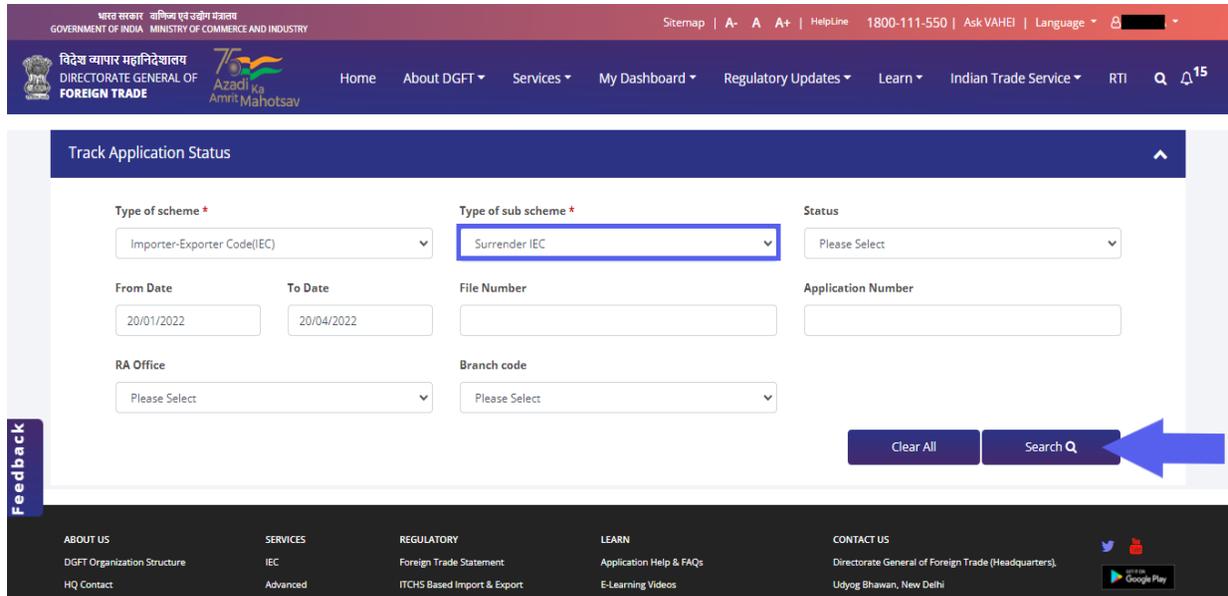
2. Proceed by clicking on Menu “My Dashboard-> Submitted Applications”.



Screen 135

3. You can search the Application or File based on two classification and other optional details. Select the type of scheme and sub scheme to track any request, rest all the fields are optional like Branch, From Date, To Date, Application Number & File Number and based on these criteria's you can search any file by clicking on search button.

[Example: To Search Surrender IEC file, user will select type of scheme: Importer-Exporter Code (IEC) and sub-scheme: Surrender IEC. This search criteria will give list of all the Surrender IEC Applications submitted to DGFT till date.]



Screen 136

4. After clicking on search, the list of all requests submitted by user will be displayed. User can click on 'Action' to check what all actions can be performed on this.

**Track Application Status**

Type of scheme \*  Type of sub scheme \*  Status

From Date  To Date  File Number  Application Number

RA Office  Branch code

**Showing result for :** Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date - 20/04/2022

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	[REDACTED]	[REDACTED]	20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED		RA DELHI	In Process	Action

**Screen 137**

- On click of action button for a file, few option will be displayed in drop down menu according to the type of request or application and status of the application.

**Showing result for :** Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date - 20/04/2022

Search:

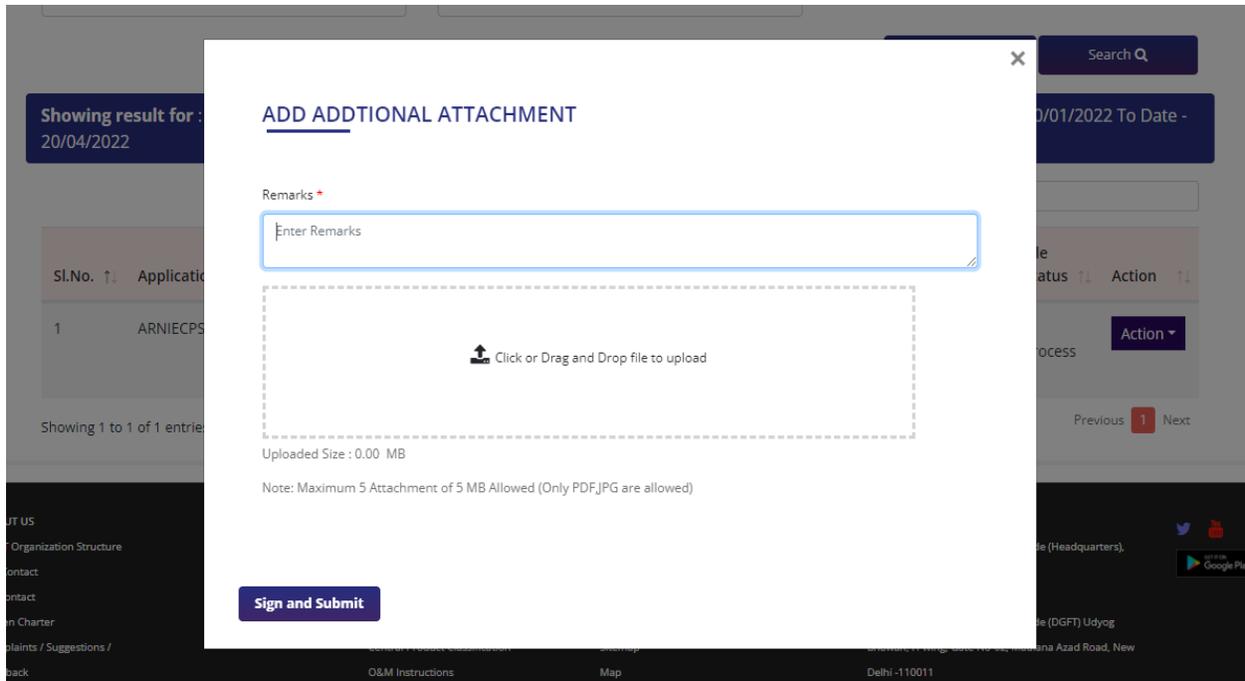
Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	[REDACTED]	[REDACTED]	20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED		RA DELHI	In Process	<ul style="list-style-type: none"> <li>Print</li> <li>Withdraw</li> <li>Attach Documents</li> <li>View Life Cycle</li> <li>DSC/eSign Details</li> <li>Transmission Details</li> <li>View Submitted Attachments</li> </ul>

Showing 1 to 1 of 1 entries

**Screen 138**

Few options available are:

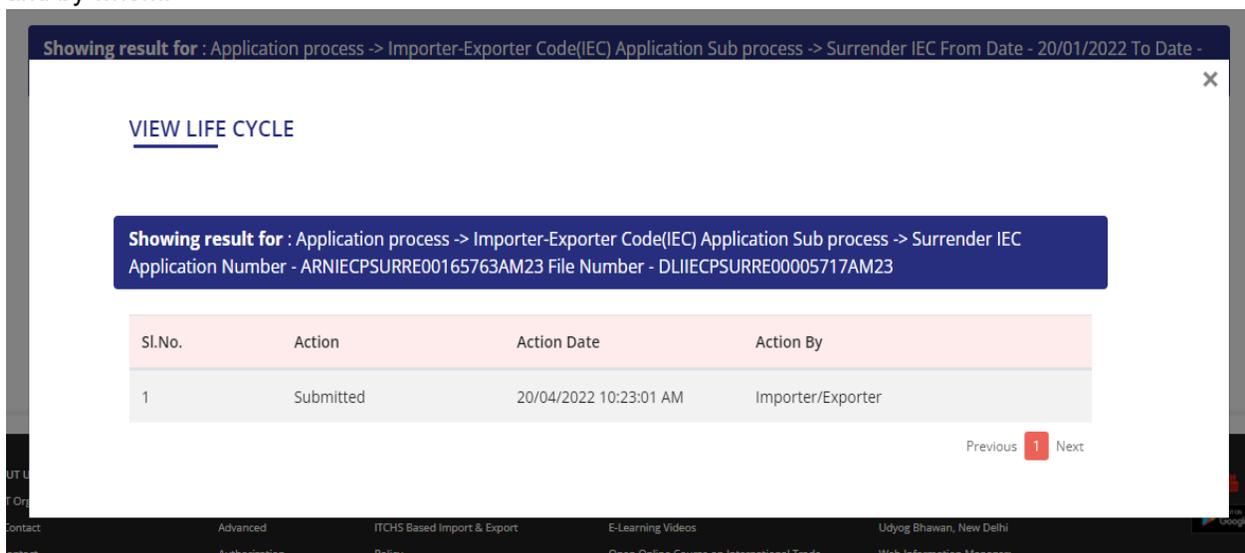
- Print:** To print the submitted application.
- Attach Documents:** User can attach extra documents for the submitted request, if therequest is in 'In progress' status.



Screen 139

c) **Payment Details:** User can check the payment details and download the receipt for the submitted application.

d) **View Life Cycle:** To check the life cycle of the request. Example, to track which action is taken when and by whom.



Screen 140

e) **DSC/e-sign Details:** To check the DSC and e-sign details.

**DSC/ESIGN DETAILS**

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC Application Number - ARNIECPSURRE00165763AM23 File Number - DLIIIECPSURRE00005717AM23

Sl.No.	E-sign Type	Serial Number	Signed Date	Certificate Type	Certifying Authority	Common Name	Organisation	Certificate Issued Date
No data available in table								

Showing 0 to 0 of 0 entries

Screen 141

f) **Transmission Details:** To track the status of transmission to Customs, CBIC response and CBIC Response time.

**TRANSMISSION DETAILS**

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC Application Number - ARNIECPSURRE00165763AM23 File Number - DLIIIECPSURRE00005717AM23

Sl.No.	Date Of Transmission	CBIC Response	CBIC Response Date
No data available in table			

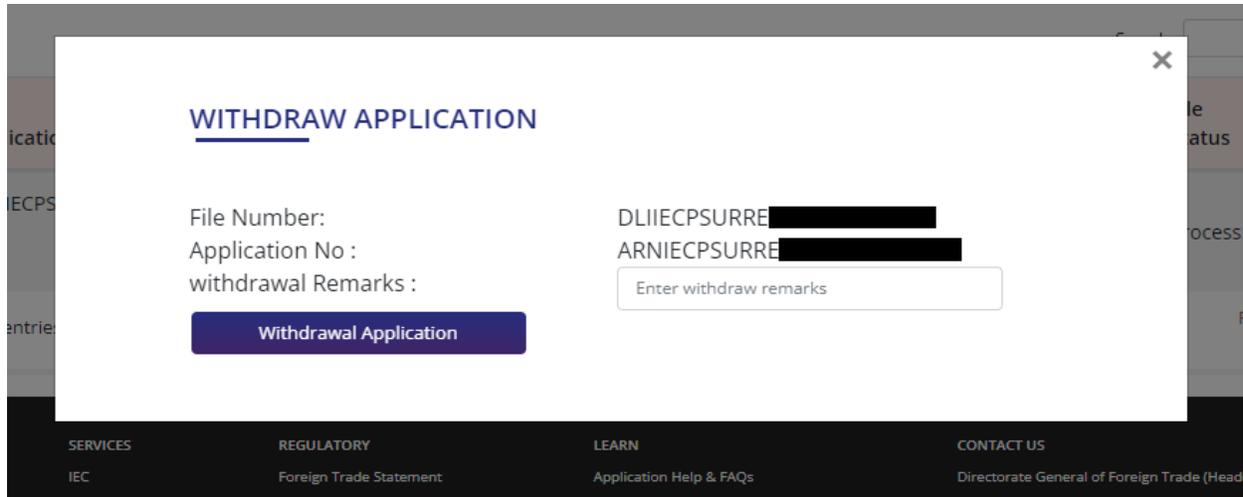
Showing 0 to 0 of 0 entries

Screen 142

g) **View Approved Letter:** In case the status of the request is 'Approved', then user can check and download the approved letter.

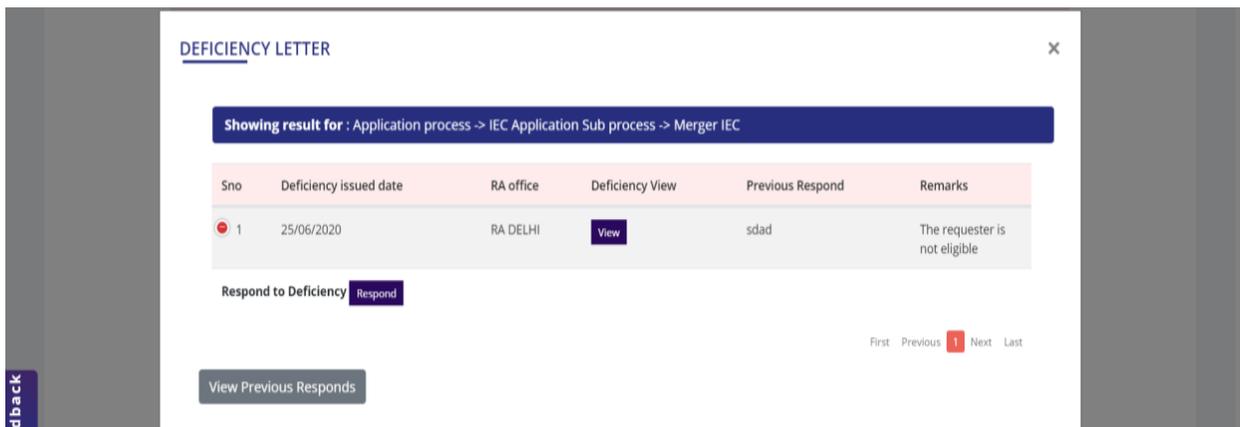
h) **Withdraw:** If the submitted request is still in 'In Progress' state then, applicant has an option to submit another request for withdraw the application.

**Note:** Withdrawn action is not auto approved, request will be submitted to concerned DGFT officer and accordingly action will be taken by them.



Screen 143

i) **Respond To Deficiency:** This option will be available only when the status of the application is 'Deficient'. Applicant will be able to check the Deficiency details like Deficiency issue date, RA office, Deficiency letter, Remarks and user can respond to this deficiency by clicking on respond. User can respond in two ways either by doing amendments in the previous application or by not amending.



Screen 144

## 23. View Any IEC Details

To View Importer Exporter Code (IEC) details on the DGFT portal you would require:

- a) Importer/Exporter Code.
- b) Firm Name (Enter at least first three characters.).

1. Visit the DGFT website and login to the DGFT Portal.

The screenshot displays the DGFT portal interface. At the top, there is a header with the Government of India logo and navigation links. The main content area is divided into two sections. On the left, there is a video player showing a meeting. On the right, there is a registration form for IEC. The form includes a 'View Any IEC' button and a 'Register for your IEC' section with explanatory text and a 'Apply for IEC' button. Below the registration section is a form for 'Are you an Importer or an exporter?' with radio buttons for 'Importer', 'Exporter', and 'Both', and a 'Select your ITC(HS) Code / Product Selection' field.

Screen 145

2. Click on “Services” and click “View IEC Related Details”.

The screenshot shows the DGFT website interface. At the top, there is a navigation bar with the Government of India logo and the text 'भारत सरकार' and 'GOVERNMENT OF INDIA'. Below this, there is a header with 'विदेश व्यापार महानिदेशालय' and 'DIRECTORATE GENERAL OF FOREIGN TRADE'. A dropdown menu is open, listing various services such as 'DGFT Helpdesk Service', 'IEC Profile Management', 'View IEC Related Details', 'Verify UDIN', 'Advance Authorisation / DFIA', 'EPCG', 'Import Management System', 'Export Management System', 'Online e-COM Application', 'Other Services', 'MEIS', 'SEIS', 'RoSCTL', 'Transport & Marketing Assistance', 'Quality Complaints & Trade Disputes', and 'Deemed Export'. On the right side, there is a section titled 'Register for your IEC' with a warning: 'Beware of Fraudsters/fake emails/websites claiming to'. Below this, there is a text block explaining the IEC and a 'Register for your IEC' button. There are also buttons for 'IEC Help & FAQs', 'Apply for IEC', 'Link Your IEC', and 'Update IEC'. At the bottom, there is an 'ANNOUNCEMENTS' section with a warning about unauthorised access to DSCs.

Screen 146

### 3. Enter following details

- i) Enter Importer/Exporter Code.
- ii) Enter Firm Name.
- iii) Enter Captcha Code

The screenshot shows the 'View IEC Related Details' section of the DGFT website. The main heading is 'View IEC Related Details'. Below it, there is a paragraph explaining the services provided. A modal window titled 'View Any IEC' is open, containing the following fields: 'Enter Importer/Exporter Code', 'Enter Firm Name', and 'Type the above CAPTCHA Code'. There is a 'View IEC' button at the bottom of the modal. The background shows a grid of service cards, including 'View Any IEC', 'DEL Guidelines', 'Shipping Bills Received IEC wise', 'View Status Holder Certificate', and 'Payment Status Application'.

Screen 147

4. Click on View IEC button. Details of the IEC will be shown to the user.

भारत सरकार  
GOVERNMENT OF INDIA  
व्यापार एवं उद्योग मंत्रालय  
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विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
FOREIGN TRADE

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

Services / View Any IEC Details

### IEC Details

IEC Number <input type="text"/>	PAN Number <input type="text"/>	Date of Birth / Incorporation <input type="text"/>
IEC Issuance Date 04/05/2020	IEC Status Valid	DEL Status N
IEC Cancelled Date	IEC Suspended Date	
File Number <input type="text"/>	File Date 04/05/2020	DGFT RA Office RA DELHI
Nature of concern/Firm One person company	Category of Exporters Service Provider	Firm Name <input type="text"/>
Address		



Screen 148

## 24. Note on Digital Signature Certificate (DSC)

### Introduction

DGFT is introducing support to generic digital signature in the new application which will enable individual and organization-based class-2 and class-3 digital signature certificate (DSC). Support to DGFT IEC based certificates will also continue in the new application for a limited time.

Digital Signature Certificate (DSC) should be of Class-2 or Class-3 only issued by CCA approved certifying agencies in India. Please refer [www.cca.gov.in](http://www.cca.gov.in) for the list of licensed DSC providers. User must have a valid DSC that is the validity period of DSC should not be expired.

### One Time Setup of Digital Signature Token in your Desktop / Laptop

Users are required to perform the following one-time setup in their desktop and laptop machines to enable digital signature software.

- 1. Install drivers from USB Token** – Plug in your USB Token key containing the DSC and install the drivers available in your digital signature token drive so that your machine can read the token.
- 2. Install Digital Signature Utility** - Download and install the eMBridge utility from <https://embridge.emudhra.com> on your local machine. You will require Administrator rights with full access privilege to install the utility. In case you face any issues while installing the eMBridge utility, please contact us at the DGFT helpline number posted on website or emudhra technical support available on <https://embridge.emudhra.com>.

Once the setup is done, you will be able to use the DSC in the new DGFT application for applying / modifying for IEC, linking your profile to IEC and signing submissions. The following validation will be done with the DSC and details from IEC profile.

Type of Entity	Validation	Allowed Tokens
Proprietorship, HUF	Serial Number under Subject in DSC matches the SHA 256 hash of PAN in IEC Profile	Class-2 & 3 Individual and Organisation Based Tokens
Other than Proprietorship, HUF	Organisation Name (O) in DSC matches the Name as per PAN database in IEC profile	Class-2 & 3 Organisation Based Tokens
All entities (for signing submission only)	Based on IEC embedded in the Digital Token	DGFT IEC Token

### System Requirements for usage of DSC

- Desktop Browser: Internet Explorer 11+ / Google Chrome 70+ / Mozilla Firefox 70+
- Valid class 2 or class 3 Digital Signature Certificate (DSC) obtained from a DSC provider(<http://www.cca.gov.in>)
- Windows 32 / 64 bit, Linux, MacOS
- Windows: Admin access to install the eMBridge component (<https://embridge.emudhra.com>)

## 25. List of Abbreviations

The following abbreviations have been used in the document.

**Table 1: Abbreviations**

<b>Abbreviation</b>	<b>Expanded Form</b>
<b>ANF</b>	<b>Aayaat Niryaat Form</b>
<b>BTP</b>	<b>Bio-Technology Park</b>
<b>CBIC</b>	<b>Central Board of Indirect Taxes and Customs</b>
<b>CIN</b>	<b>Company Identification Number</b>
<b>DGFT</b>	<b>Directorate General of Foreign Trade</b>
<b>DIN</b>	<b>Director Identification Number</b>
<b>DPIN</b>	<b>Designated Partner Identification Number</b>
<b>DSC</b>	<b>Digital Signature Certificate</b>
<b>DTA</b>	<b>Domestic Tariff Area</b>
<b>EHTP</b>	<b>Electronic Hardware Technology Park</b>
<b>EOU</b>	<b>Export Oriented Units</b>
<b>GSTIN</b>	<b>Goods and Service Tax Identification Number</b>
<b>IEC</b>	<b>Importer Exporter Code</b>
<b>LLPIN</b>	<b>Limited Liability Partnership Identification Number</b>
<b>MCA</b>	<b>Ministry of Corporate Affairs</b>
<b>PAN</b>	<b>Permanent Account Number</b>
<b>PFMS</b>	<b>Public Financial Management System</b>
<b>SEZ</b>	<b>Special Economic Zone</b>
<b>STP</b>	<b>Software Technology Park</b>

## 26. What's New

The Following New Functionalities were implemented in the module

1. **Update/Modify IEC Icon on the Dashboard Page - To** Modify Importer Exporter Code (IEC) on the DGFT portal, Post login click on **“Update/Modify IEC”** on the Dashboard.
2. [Revoke Cancellation Request for IEC](#)
3. [View Flag Details](#)