

-
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
DIRECTORATE GENERAL OF FOREIGN TRADE

Policy Circular No.15 (RE-2006)/2004-2009 Date: 27th July, 2006

Subject: New System for issuance of Importer-Exporter Code Number

It has been decided to simplify the application process for issuance of the IEC number. The new system relies on a much simpler form and an optional on-line application module for issuance of IEC No. The IEC application form has been notified in Public Notice 37 dated 27th July 2006.

An applicant may now choose one of the two options for application submission:

- File an online application and submit a physical copy of the application by taking a printout of the online application.
- Submit a physical copy of the application directly at the regional DGFT office.

Process of online application

- i) Applicants can file an on-line application at the DGFT web-site <http://dgft.gov.in>. On-line form has been designed to ensure feeding of all the required information by prompting user wherever a field is left blank. Applicant has to submit scanned copies of PAN and bank certificate along with their application.
- ii) There are 2 options for payment of fee. (A) If fee is paid by Demand Draft, IEC will be generated only after receipt of the physical copy of the application. (B) If IEC application fee is paid through Electronic Fund Transfer facility, IEC number will be generated by the licensing office automatically and the number can be viewed online by the applicant.
- iii) On the receipt of physical copy of the application, the same IEC will be printed in 24 hours time and dispatched to the firm.

This issues with the approval of the Director General of Foreign Trade.

(Ajay Kumar Srivastava)
Joint Director General of Foreign Trade

(F.No : 01/02/31/AM06/EDI)