Directorate General of Foreign Trade

User Help File

Advance Authorisation (AA) Module

Version 0.2

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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.

   2. Enter the Registration Details.
      • Select Register User as “Importer/Exporter”
3. Enter the OTPs received on email and mobile number.

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
Enter your current/new password

New Password
Choose a password

Confirm Password
Confirm your password

Password Hints:
- Password should have a minimum of 8 characters & maximum of 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: (3) ! @ # $ % ^ & * ( ) _ + - = \| `[ { } ; : " ' , . / ?)
- 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.

CAPTCHA

Type the above CAPTCHA Code.

Submit


4. Forgot 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.

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

3. Click on the submit button.

4. Click OK to proceed with the forgot password or click cancel to go back to previous screen.
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 Advance Authorisation (AA)

To Apply for Advance Authorisation 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 IEC’

c) User should have an active DSC or Aadhaar/esign of the firm’s member for submission.

d) User should have added the Active RCMC details. If No RCMC details are added, user can navigate to Frequently Accessed Links → IEC→View IEC Profile→RCMC

e) User should have added the Industrial Registration Details. If No Industrial Registration Details are added, user can navigate to Frequently Accessed Links → IEC→View IEC Profile→Industrial Registration

f) User should have added at least 1 Excise/GST details in IEC Details. If No Excise/GST details are added, user can modify the IEC and update Branch details.

g) Active Firm’s Bank account for entering its details in the Application and to make online payment of the application fee.

h) IEC DEL status should be N

Exception Case:- In case applicant is applying for Advance Authorisation (IEC is in DEL), the system will prompt the warning message to I/E at application summary page and after successful submission, might the RA Officer issue the deficiency letter to remove the IEC from DEL.

**Special Note:-**

**Pre-Requisites for Applying for Advance Authorisation Scheme**

To apply for an Advance Authorisation scheme, an IEC is required. Other pre-requisites as mentioned in the Chapter 4 of Foreign Trade Policy and Handbook of Procedures may be referred.

**PLEASE NOTE --** Invalidation/ Revalidation/ EO Extension/ Clubbing/ Closure of the authorisation issued prior to 01.12.2020 would be a “TWO-STEP PROCESS”. You are required to submit AMENDMENT of your authorisation and get approval. Thereafter you may proceed to the next step of Invalidation/ Revalidation/ EO Extension/ Clubbing/ Closure.

To submit a one-time validation request follow the below steps:

1. Create an amendment request.
2. Do not change any values or any entries unless a mandatory field is empty and application is not being accepted.
3. Fill in remarks (dialogue box) “This is a validation request”.
4. Submit Application.

Please action any amendment as soon as possible. Request all Exporters to bear with this transitional arrangement. The same is mandated by the new system to fill in possible gaps in the authorisation’s legacy data.
Then proceed with the following steps:

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

3. Click on “Advance Authorisation/DFIA”, system will navigate the user to Advance Authorisation Scheme Page.

4. Under Services under Advance Authorisation--- Click on “Start Fresh Application” button or click on “Proceed with Existing Application” Button incase user already saved a draft application.
5. After clicking on “Start Fresh Application”, system will navigate the user to the Basic details

On Basic Details Page—System will show the Basic details, Co-licensee details, supporting manufacturer details and Industrial Registration details

Precondition:- In Basic details—RCMC details, if RCMC details are not coming or already added RCMC details are expired, if applicant clicking on save & next, system will prompt the error message “[RCMC / Industrial Registration Details are not available against your IEC or have expired. You are requested to navigate to Home Page > Manage Profile or Services > IEC Profile Management > View IEC Profile to add the relevant details to proceed.]”

Similarly, In Basic Details---Industrial Registration details, if Industrial Registration details are not added, if applicant clicking on save & next, system will prompt the error message “[RCMC / Industrial Registration Details are not available against your IEC or have expired. You are requested to navigate to Home Page > Manage Profile or Services > IEC Profile Management > View IEC Profile to add the relevant details to proceed.]”
Error Resolution:- Firstly, user can navigate to Frequently Accessed Links→IEC→View IEC Profile→RCMC. After adding the RCMC details, user can proceed for Apply Advance Authorisation Process
Similarly, the applicant has to add the industrial registration details in IEC Profile. User can Navigate to Frequently Accessed Links->IEC->View IEC Profile -> Industrial Registration.

7. In Basic Details, system will display Branch code (all the branches linked with the IEC). Applicant has to select one branch code for which he is willing to Apply Advance Authorisation.
8. In Basic details, applicant has to select type of Norm, system will show 6 Norm type.
5.1 Flow for Advance Authorisation—SION Type of Norm

1. If user is applying for Advance Authorisation SION type of norm, then please select branch code and Type of norm as SION

2. Port of Registration is search suggestion—applicant can provide the port code or search with Port name.
3. Select the Custom Notification Number
4. System will display the Active RCMC details, added by the user in IEC Profile. User has to select at least One RCMC details
5. In Excise/GST details, system will display all the branches added by the applicant in IEC Branch details. User has to select at least 1 branch.

6. In Basic Details Page---Co-Licensee Details are optional, if applicant wants to add the Co-licensee details, first please provide the IEC Number, system will fetch the branch details, User has to select the branch code, after selecting the branch code the system will auto-populate the Name of Co-Licensee and Address of Co-Licensee.
7. In Basic Details---Supporting Manufacturer Details are optional for user whose IEC preferred activity is Manufacturer Exporter or Merchant cum Manufacturer Exporter but Supporting Manufacturer details are mandatory for those users whose IEC preferred activity is Merchant Exporter.

8. In Basic Details---Industrial Registration, system will display the prefilled details. On clicking on save & next or using the navigation bar, system will navigate the user to next page.
9. In Export Details, user has to select the export product group, Currency of Import and Free convertible currency.
Currency of Import

Free Convertible Currency
10. After Export Group Details, user has to fill the Export Items. User has to search the SION Serial Number. E.g.: If user has selected the Export product group like Handicraft, then the SION serial number will start from the F1, F21, F56 like that.
11. After selecting the SION serial number, system will auto-populate the SION Serial item name in the Items to be Exported/supplied field. User has to fill the item characteristics, ITC(HS) Code, UOM, Quantity and Total FOB/FOR value(in RS). Click on add button, details will get added in the table grid below.

System will calculate and display the currency conversion in Total FOB (in freely convertible currency) and in Foreign Exchange Rate, system will display the latest CBIC exchange rate for Exports.
In SION Type of norm, if applicant want to add more SION serial number, user can add the SION serial number of the Same export product group only.
12. In Cumulative Export Value—System will display Grand Total FOB of added export item above, in different currency (INR, Currency of import and Free Convertible Currency)

13. Deemed Export details are optional.
In case if applicant is filling the Deemed Export details and selecting the Supplies to Project 7.02 (B) of FTP then system will provide more fields to the user, which he has to fill.
14. On clicking save & next of Export Details, system will navigate the user to the next page Input Details.
For SION Norm type, system will display all the digitized Input item, acc to the SION serial number selected by user in export details, system will display the input item.

System is showing the latest CBIC import currency exchange in Foreign Exchange Rate.
If user is not selecting any input item, clicking on save & next, system will prompt the error message.

Error Resolution: User has to select any input item and click on edit icon, provide the ITC Code, Quantity required, UOM and Total CIF value (in INR).

If user clicks on the Export serial no hyperlink, system will display the export item details.

User has to select the either Yes or NO for claiming the Appendix 4D. If import item do not fall under Appendix 4J, please tick the checkbox.
In case, if input item falls under the Appendix 4J, then do not tick the checkbox and provide the details into Serial Number and Remarks field.

On clicking save & next or using the navigation bar, system will navigate the user to the next page Additional Input Details Page.
15. To add the Supply of Free of cost Inputs (Optional) details, expand the Supply of Free of Cost Inputs section, fill the mandatory details and click on add button.

16. To add the drawback claimed details, expand the drawback claimed section, fill the mandatory details and click on add button.
17. To add the invalidation details, expand the invalidation details section, click on 'select from input list' button, now select the item and click on the add button in the pop-up, once you click on add button the item will be added to the invalidation details list. The added items can be deleted or modified by clicking on the respective icons corresponding to the selected items.
While adding the quantity invalidated, system will prompt the error message if user is trying to provide the quantity invalidated more than quantity required. Quantity invalidated can be equal or less than quantity required.

### Indigenou details (Optional)

<table>
<thead>
<tr>
<th>Input Serial No</th>
<th>Export Serial No</th>
<th>Imports as per</th>
<th>Unit</th>
<th>Quantity Invalidated</th>
<th>Total Quantity Required</th>
<th>Total Quantity to be Imported</th>
<th>USD</th>
<th>Source of Import</th>
<th>Total CP Value (in INR)</th>
<th>Total CP Value (in freely convertible currency)</th>
<th>Total CP Value (in freely convertible currency)</th>
<th>Total CP Value (in freely convertible currency)</th>
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<td>1</td>
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<td>E10</td>
<td>kg</td>
<td>220.0</td>
<td>100.0</td>
<td>100.0</td>
<td></td>
<td>Number</td>
<td>2,455.00</td>
<td>1,220.00</td>
<td>1,220.00</td>
<td>1,220.00</td>
</tr>
</tbody>
</table>

For adding indigenous supplier details, expand indigenous supplier details section and click on add supplier details button present in that section, and select from the list. Verify the supplier details and click on save supplier details button, once the save supplier button is clicked the supplier details will be added to the list. Click on 'view input' button corresponding to the supplier added to the list to see the details of the input.

For adding items for wastage claim, click on add input item for wastage claim and select the item from the pop-up and click on add button, the item will be added to list. To modify the wastage click on edit button and modify the wastage values or if required, click on the delete button to delete the entire.
Click on edit icon, to fill the wastage claimed.
Click on the export serial no, system will display the export item details
Verify the cumulative values, add total exemption values and click on save and next button, to reach attachment page

20. Add attachments if required by uploading the documents and clicking on add attachment button, then click on save and next button to reach declaration page
21. Under declaration, accept the terms and condition and click on save and next button to view the application summary.

In case designations is not coming, user has to navigate profile→click on edit and update the designation.
22. An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary
Amount to be Paid : (in INR) 500.0
Check the Application Summary and click on Sign button to sign the application using digital token or Aadhaar.
23. Now click on payment, to proceed with the payment, Confirm and proceed to make the payment against application.

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

24. Post successful payment you will be displayed with the e-receipt, you can click on download and print button to download and print the e-receipt for reference

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the use 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).

25. Now click on the OK button of the e-receipt. Now your application is submitted and auto-approved, you will receive notifications.
26. after clicking on OK button, the user will be redirected to track the status of the application, where user can track the status of the application.

The AA shall be transmitted to CBIC and the transmission status can be seen by Navigating to “submitted Applications->Action->Transmission Details.”
Click on Transmission details, new dialog box will open.
5.2 Apply for Advance Authorisation for Annual Requirement, Invalidation NO Flow

1. Under Advance Authorisation Scheme page, clicks on apply for Annual Advance Authorisation.

2. You can either proceed with the draft application or create a new application, for proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present in the bottom of the screen and go ahead with an application form where you left

For creating a fresh application, click on Start Fresh Application button present in the bottom of the screen, you will be displayed with a fresh application

3. In the outstanding authorisation details pop up, you will be displayed with outstanding authorisation details for your IEC, click on proceed to proceed with the application
4. Fill the required details in the respective fields of the basic details section of the basic details screen
   click on RCMC details section and select the desired RCMC to proceed with
Now expand Excise/GST details section and select one or more from the displayed list and verify the industrial registration details, this will we auto-populated from IEC profile
For adding a supporting manufacturer, fill the required fields and click on add button, when you click on add button, the supporting manufacturer will be added to the list

5. Supporting Manufacturer Details are optional for user whose IEC preferred activity is
   Manufacturer Exporter or Merchant cum Manufacturer Exporter but Supporting Manufacturer details are mandatory for those users whose IEC preferred activity is Merchant Exporter
6. Now click on Save and next button to reach Past Year Export details. In case, past year export details are not coming. User has to navigate IEC Profile and update the past year export details.

7. Now click on Save and next button to reach export details screen, fill all the required details in the export group details section of the export details screen.
8. Now, expand the export product section to add export products. To add the export products fill the required fields in that section and click on add button present in that section, once you click on add button, the product will be added to the export product list.

9. Search the SION serial no. and click on Add. User can add multiple SION serial number of the same Export product group.
10. Now, expand the cumulative export value and verify the auto-populated values based on the export product added and expand the deemed export details section. Click on save & next, system will navigate the user to the next page Input details.

11. In the Input details screen, all the input item will come auto populated. User can’t edit or delete. User can only tick the Appendix 4j check box. On clicking save & next, system will navigate the user to next page.

12. To add the Supply of free cost details (optional), expand the section, fill the mandatory details and click on add button.
   To add the drawback claimed details, expand the drawback claimed section, fill the mandatory details and click on add button.
13. Verify the cumulative values, add Grand total CIF Value of Import in INR and click on save and next button, to reach attachment page

Min Value addition required should be 15%

In case, system is prompt error message the min value addition is not 15%, user either can increase the Total FOB value in INR of any export item or decrease the Total CIF in INR of input item.

14. click on save and next button, to reach attachment page

Add attachments if required by uploading the documents and clicking on add attachment button, then click on save and next button to reach declaration page
15. In case user wants to add BG/LUT Details, click on add BG/LUT details. BG/LUT screen will open. Select the type of Guarantee, click on search button, system will display the BG details, user can select any 1 BG and click on add button.

Select the type of Guarantee from the dropdown and click on the search button.
Select the bank guarantee whose status is Active and click on Add button.

In case BG details are not added, click on the hyperlink of BG/LUT Repository, in new tab BG/LUT Details will open, fill all the mandatory details and click on add button.
16. Under declaration, accept the terms and condition and click on save and next button to view the application summary

From application summary to till submitted applications, all steps are same. Refer Apply Advance Authorisation
SION steps from 22 to 27.

6. **Apply for Advance Authorisation Amendment Process (AAA)**

   1. **Under Advance Authorisation, click on Amendment of Authorisation**
      
      Click on start fresh application.
2. System will display the authorisation list, select the license number
And then click on proceed. System will navigate the user to the Authorisation Details.

3. User can verify all the details here.
4. In Basic details, system will display all the details prefilled. User can change the branch code, port of registration and Custom Notification Number but user can’t change the type of norm.

5. Expand RCMC or Excise/GST Details grid, system will display the prefilled details.
6. In Amendment process, if user want to add Co-licensee or supporting manufacturer details. Expand The grid and fill all the mandatory details.
Co-licensee details

7. In Export details screen, all details will come auto-prefilled. User can't change the Export Product Group, Currency of Import and Free Convertible Currency
8. If applicant wants to add update the quantity Required or Total FOB in INR, user has to click on edit icon and user can only increase the Quantity Required or Total FOB in INR. For other norms type except SION, user can add the Export item.

9. Now, expand the cumulative export value and verify the auto-populated values based on the export product added and expand the deemed export details section.
10. In input details, user can edit the total quantity required and Total CIF in INR. System will show the quantity invalidated, by clicking on the hyperlink the system will show the details. System will show the quantity imported, by clicking on the hyperlink the system will show the Bill of entry details.

If user wants to add input item, user has to select the Export serial no., Input as per and fills the Mandatory details.
11. In Additional Input details, if user want to add supply of free of cost, Drawback details or wastage Claimed details, user can fill.

12. Verify the cumulative values, add the reason for amendment and click on save and next button, to reach attachment page.
13. Add attachments if required by uploading the documents and clicking on add attachment button, then click on save and next button to reach declaration page.

14. Under declaration, accept the terms & condition, click on save & next to view the application summary.
15. An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary.
16. Click on Sign button to sign the application using digital token or Aadhaar.
17. Now click on payment, to proceed with the payment, post successful payment you will be displayed with the e-receipt, you can click on download and print button to download and print the e-receipt for reference
18. Now click on the OK button of the e-receipt. Now your application is submitted and auto-approved, you will receive notifications.

19. After clicking on OK button, the user will be redirected to track the status of the application, where user can track the status of the application.
7. Invalidation/Certificate of Supplies of AA


2. Click on “Advance Authorisation/DFIA”, system will navigate the user to Advance Authorisation Scheme Page

3. Under Services under Advance Authorisation--- Click on “Start Fresh Application” button or click on “Proceed with Existing Application” Button incase user already saved a draft application.

4. System will display the authorisation list, select the license number
And then click on proceed. System will navigate the user to the Authorisation Details.
5. In Authorisation for Invalidation page, system will show all the details approved by RA while the time
Of Advance Authorisation/Annual Requirement License , applicant can cross verify all the details
Displayed are correct or not, even applicant clicks on authorisation number , system will opens the
Pdf in new tab.
6. After cross verifying all the details, user can click on save & next button. System will navigate the user to the next page “Export and Input details”.

7. In Export and Input details page, if applicant wants to check the export group details, input details, Invalidation Details, Drawback details, Wastage Claimed Details and Cumulative Export Value, just click on the extreme right expand icon.
8. By clicking on the export group details expand icon, system will displays export group details.

9. By clicking on the expand icon available at extreme right, system will displays all the input details. Let's say if user has imported the 100 quantity of input serial no 1, then in input serial no 1 grid, field Total quantity imported will show 100 which is hyperlink, by clicking on this system will show the Bill of entry details.

10. If user wants to get invalidation/ARO/Certificates of Supplies, first expand the invalidation details
Grid, click on the select from the input list, system will opens the new dialog box showing all the input item list.

11. User can select (by checking the checkbox) the input item from the list, for which he wants to take invalidation letter/ARO Letter/Certificate of supplies.

12. Once user check select the input item checkbox, display expand the input item details. Now, click on select from input list button, available at extreme right bottom of the page.
13. The selected input item gets added by the system in the invalidation details table grid. Click on edit icon, system will display all the input details. Fill the total quantity invalidated, click on Update button.
14. For the same input item, user has to add the supplier, clicks on the indigenous supplier details/SEZ Supplier details, from the SI NO, select the input serial number.
15. After selecting the input serial no, provide the quantity invalidated and system will calculate the Total CIF value (in INR) pro-data basis as of now, very soon applicant should be able to fill Total CIF value (in INR). Click on Add button.
16. After clicking on the add button, system will add the details in the table grid.

17. Now provide the supplier iec number, once user fills the IEC number, system will show all the Branch code of respective supplier. Select the branch code from the branch code dropdown. After selecting the branch code, name and address of the supplier will be auto-populate by system.
18. From the Invalidation Letter/ARO dropdown, user can select the type of letter he wants from respective RA officer. System will show Invalidation Letter, ARO Letter and Certificate of Supplies as option in The dropdown. Choose one letter and click on add button.
19. After clicking on the add button, supplier details will be added in the table grid. System will display the supplier details, on the basis of supplier IEC number. For eg:- If user is adding two supplier of different IEC, then system will show two row of supplier. But in case if supplier invalidating the input item 1 and 2 from the same supplier IEC say 58956656 Then system will add one row, input item serial no(hyperlink) will shows all the input details.

20. If user clicks on the Supplier 1, input item serial no field view input hyperlink, system will show the Input details, user wants to take from the respective supplier.
21. In case user wants to delete the added supplier details, click on delete icon, system will display the Confirmation dialog box, clicks on OK button.

22. Once user clicks on the OK button of confirmation dialog box, supplier will be deleted from the table Grid.
23. Once user update the invalidation details and supplier details, the input details will get updated the System auto-matically for the respective input item. System will update the total quantity invalidate, total quantity to be imported, total CIF value invalidated and total CIF value to be imported (in INR).
24. Drawback details are optional, in case if user wants to add drawback details, fill all the mandatory
Fields and click on add button.
25. In wastage claimed details which is also optional, click on selects from input list, system will show the input list.

26. Select the input item from the list, tick the checkbox. Click on select from Input list button.
27. After adding the input item, click on edit icon, system will display the input item.
28. Provide the Wastage claimed in %. For eg:- if input item quantity is 500, then what % of 500 input item Quantity will get wasted, user fills in terms of %. Click on add button.

29. After clicking on the add button, the system will show the details in table grid, wastage claimed in % field shows here the calculative value.

For eg:- input item quantity 500, user fills the wastage claimed % = 15 %, in table grid system will Shows 15% of 500= 75.
30. User can check the cumulative values in export and input details, click on save & next page. In attachment page, system will show the attachment type in dropdown, if user wants to add the attachment, select the attachment type, select the pdf file from the system, click on upload attachment button.

31. If user wants to add Bank Guarantee details, then clicks on add bank guarantee details. How to add Manually BG details, already covered in Apply AA SION please refer it. On clicking save & next, user navigate to next page.
32. In declaration page, please tick the declaration check box. In case, designation is coming blank, please go to profile section and update the designation.
34. In Application summary, user can verify the details filled in the previous page.
35. User clicks on the print summary button, pdf format will opens in new tab. User can download the print summary.
36. Click on Sign button to sign the application using digital token or Aadhaar.
37. Click on payment button.

38. After clicking on payment button, system will display the payment details.

39. If user select the yes radio button of emps question.
40. User has to provide the details of mandatory fields and clicks on validate button. Then system recalculate the payment amount. In case, if applicants selects the emps question as NO radio button, the click on save & next

41. Now click on submit button, to proceed with the payment, post successful payment you will be displayed with the e-receipt, you can click on download and print button to download and print the e-receipt for reference
### E-PAYMENT RECEIPT

<table>
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<th>IEC</th>
<th>ADS050721M</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Number</td>
<td>05AR02007394M21</td>
</tr>
<tr>
<td>Date of Submission</td>
<td>2020-12-12 12:48:41</td>
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<td>IP Address</td>
<td>10.41.58.179</td>
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<td>Firm Name</td>
<td>PLANFUL SOFTWARE INDIA PRIVATE LIMITED</td>
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<tr>
<td>Firm Address</td>
<td>hno.40012 streetmaerut,110014</td>
</tr>
<tr>
<td>Service Availed</td>
<td>Invalidation/ARO of AA/AAA</td>
</tr>
<tr>
<td>Mode of Signature</td>
<td>e- Mudra</td>
</tr>
</tbody>
</table>

### PAYMENT DETAILS

- **Transaction Id**: 9819
- **Total Fee Amount (in INR)**: 200.00
- **Date of Submission**: 2020-12-12 12:48:41
- **Mode of Payment**: Bhavesh
- **Transaction Status**: SUCCESS
- **Transaction Complete Date**: 2020-12-12 12:48:41
42. Now click on the OK button of the e-receipt. Now your application is submitted and auto-approved, you will receive notifications.

43. After clicking on OK button, the user will be redirected to track the status of the application, where user can track the status of the application.
8. IEC Profile
Prerequisite Proceed by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.

Now select the View IEC Profile Tab and click on It.
2. Now Select the RCMC tab from Horizontal bar.

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

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

9. View & Modify Industrial Registration Details

To View/Modify your Industrial Registration 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 in to the portal with valid credentials.
2. Proceed by clicking on "My IEC" button on dashboard or from Menu "Services-> Importer Exporter Code (IEC)".

3. Now select the View IEC Profile Tab and click on It.
4. Now Select the Industrial Registration tab from Horizontal bar.

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

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

10. **View & Modify Export Details for Financial Year**

To View/Modify your Export 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 in to the portal with valid credentials.
2. Proceed by clicking on "My IEC" button on dashboard or from Menu "Services-> Importer Exporter Code (IEC)".

3. Now select the View IEC Profile Tab and click on It.
4. Now Select the Export Details tab from Horizontal bar.

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

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


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 in to the portal with valid credentials.

2. Proceed by clicking on "My IEC" button on dashboard or from Menu "Services-> Importer Exporter Code (IEC)".

3. Now select the View IEC Profile Tab and click on It.
4. Now Select the IEC Details tab from Horizontal bar to View IEC Details.

5. Now Select the Status House Details tab from Horizontal bar to View Status House Details.
6. Now Select the Authorisation/Scrips Details tab from Horizontal bar to View Authorisation/Scrips Details.

7. Now Select the IEC Lifecycle Summary tab from Horizontal bar to View IEC Lifecycle and various state and action Taken on your IEC.
12. View and Track Submitted Request

To View & Track submitted Requests details corresponding to Advance Authorisation (AA) 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 in to the portal with valid credentials.

2. Proceed by clicking on Menu “My Dashboard-> View & Track submitted Applications”.

   ![Login Screen]

   ![Dashboard Screen]
8. 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 you can search any file by clicking on search button. [Example: To Search Apply Advance Authorisation file, user will select type of scheme: AA and sub-scheme: Apply for Advance Authorisation This search criteria will give list of all the Apply AA Applications submitted to DGFT till date.

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

Few options available are:

a) **Print**: To print the submitted application

b) **Attach Documents**: User can attach extra documents for the submitted request, if the request is in ‘In progress’ status.

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.

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

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

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.

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.