Closure of Advance Authorisation User Help File V2.0

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विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE

Directorate General of Foreign Trade

<u>User Help File</u>

Closure of Advance Authorisation

Version 2.0

August 2023

DGFT Public

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1. Introduction and Accessing DGFT Portal

This document is the help file for Closure function for Advance Authorisation in the new system. To access the new portal, navigate to https://dgft.gov.in. Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal. For accessing the Closure of Advance Authorisation follow the navigation: Services ->Advance Authorisation/DFIA -> Closure of Advance Authorisation.

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.

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Directorate General of Foreign Trade

3. Login to the new Portal

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

- a) Internet Connection
- b) Valid User ID and password provided to log in.

Then proceed with the following steps.

1. Visit the DGFT website and proceed with Login by entering the User ID, Password and captcha then click on the login button to log in to the system.

>	<
LOGIN REGISTER	
User Name*: Enter your Email ID	
Password*:	
Forgot Password	
Type the above CAPTCHA Code. *	
Create a new user	
	LOGIN REGISTER User Name*: Enter your Email ID Password*: Enter Password C558BBD Cog Type the above CAPTCHA Code. * Please enter above CAPTCHA Code

2. Once you logged in successfully you will be able to see your Dashboard.

	विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	Azadi _{Ka} Am ^{rit} Mahotsav	Home	About DGFT 🔻	Services 🕶	My Dashboard 👻	Regulatory Updates -	∙ Learn •	Indian Trade Service	▼ RTI	۹	⊉ ¹²
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4. Closure of Advance Authorisation

Introduction:-

This section covers the process of applying for the Closure of Advance Authorisation.

Pre-conditions for applying for Closure of Advance Authorisation:

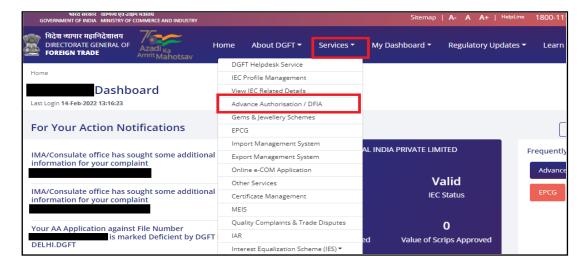
- 1. IEC Entity has already Imported Items by paying customs duty.
- 2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
- 3. E-Sign and DSC are enabled for submission.
- 4. The applicant is authorised to draft and submit applications for an IEC.
- 5. All exports & imports should be done.
- 6. For surrender of the license, no export & import should be done.

Following steps must be taken before drafting the closure application:

- 1. Check the repository (My Dashboard >> Repository >> Bill repository) that all the data of Shipping bills, Bill of Entry, GST, TR-6 challan, Bill of exports, e-BRC and others.
- If the data is available of the following license. For: Shipping bills: Update Part-E details as the FOB realized will be taken from Part-E only. Bill of Entry: Mapping must be done. (Non-EDI BOE must be added manually)
 GST Invoices: Must be added manually.
 TR-6 challan: Must be added manually
 Bill of exports: Update Part-E details as the FOB realized will be taken from Part-E only.
 e-BRC: Freight, Insurance, Other Deductions can be updated. (Procedure of the above points is available in Help & FAQ)
- After the 2nd step draft of the closure application must be made. (NOTE: only one draft must be available for the same license.) Also, draft must be made after the 2nd step is done.
 If any update has to be done in repository no draft of the following license has to available (delete the current draft).

To apply for Closure of Advance Authorisation is as follows:

- 1. Login to the portal with valid credentials and click on **Service** option present on the top of the screen.
- 2. Then select Advance Authorisation/DFIA.



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3. Scroll down to find the **Closure of Advance Authorisation** node and click on apply button, you will be redirected to the application page.

Apply for Advance Authorisation (ANF-4A)	Apply for Annual Advance Authorisation	Apply for EO Extension Apply for EO extension of advance	Amendment of Authorisation (ANF-4D)
To apply for an AA scheme, an IEC is required. Other pre-requisites as mentioned in the Chapter 4 of Foreign Trade Policy and Hand book of Procedures may be referred.	Apply for Annual Advance Authorisation.	authorisations.	Apply for amendment of advance authorisation.
Explore	Explore	Explore	Explore
Invalidation / Certificate of Supplies	Revalidation of Advance Authorisation	Clubbing and Closure of Advance Authorisations	Closure of Advance Authorisation
Request for invalidation / ARO / certificate of supplies (CoS) against Advance Authorisation + Request for Cancellation of unutilized invalidation/ARO/CoS	Apply for revalidation of advance authorisations.	Apply for clubbing and closure of advance authorisations.	Apply for surrender, redemption, bond-wavier, Pregularisation of an Advance Authorisation.

4. 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.

	e Of AA/AA	AA					
Draft App	lication Clos	ure of Advance Authorisa	tion				
Show 10 🜩	entries					Search:	
Select 斗	S. No. †↓	Application Number	↑↓ Created On $↑↓$	Created By	$\uparrow\downarrow$ Last Updated On $\uparrow\downarrow$	Last Updated By	$\uparrow \downarrow$ Action $\uparrow \downarrow$
0	1		09/02/2022 14:17		10/02/2022 12:45		Action -
Showing 1 to 1 Start Fresh	of 1 entries Application	→ Proceed With Existing App	plication				Previous 1 Next

- 5. For **Start Fresh Application**, the user have to select the license for which Closure needs to be applied. There are 2 ways for proceed further-
 - With Validation
 - Without Validation

(a) <u>With Validation</u>. If the user selects **NO** from the options then all validation will be applied in the application, no data exceptions will be made. All the data should be present in the shipping bills, bill of entry, GST invoices, etc. Else application will not be process further.

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Note:- Amendment needs to be done for the licenses approved before 1st December 2020 before applying for the closure.

- 6. After selecting the License & process with validation, click on **Save & Proceed**.
- 7. Export details tab will be shown next.
- As Endorsed in Aurhorisation table shows the export item details present in the license.
- As per Shipping bills/GST Invoices/ Bill of Exports table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.
- As per Importer/Exporter table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

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Export Details							
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Number 👔						26,48,100.00	36.6

		Shipping Bill	Ship	ping											
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Select Bill T	ype *									
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Please Se Shipping										
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	Authorisation	Type of	GST Invoice	GST Invoice	Invoice	Invoice	Invoice Serial	Export Serial	Export Descrip	
Select	Number	†↓ Export	†↓ Number	↑↓ Date	î↓ Number	î↓ Date	↑↓ Number	†↓ No	î↓ in invoi	ice ↑↓ Cod
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Shipping bil	l number *			Shipping bill date *						
Port Code *										
Search Po	ort of Req e.g Ali	Ŧ								Search
			Shipping Bill							
Selec	t the Shir	oping bi	II & click	on Add bu	utton.					
In case th	ie shipping bill i	is not displa	yed, you can s	earch for the san	ne by providin	g the search c	riteria.			
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	Authorisation	Type of	GST Invoice	GST Invoice	Invoice	Invoice	Invoice Serial	Export Serial	Export Item Description	
		†↓ Export		†↓ Date ↑.		Date ↑↓	Number 🌐	No î↓	in invoice	↑↓ Code ↑
Select		Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910
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unutilized & correctly mapped to the authorisation number & scheme.

• User can edit **Export serial no.** & **UOM** of an item by clicking on edit button. After making changes click on Update & then save button.

Q Search Shipping Bills in Bi	lls Repository								Save
								Search:	
Whether Manually Authorisation Attached †J Number	Type of Export ↑↓ ❹ ↑↓	Shipping Bill Number/ Bill of Exports number / GST Invoice Number ↑1	Shipping Bill/ Bill of Exports / GST Invoice Date 11	Invoice Number ↑↓	Invoice Date ↑↓	Invoice Serial Number ↑↓	Export Serial No ↑↓	Export Item Description in invoice	1↓ Edit/Delete ↑↓
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• **Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping bills attached in the application.

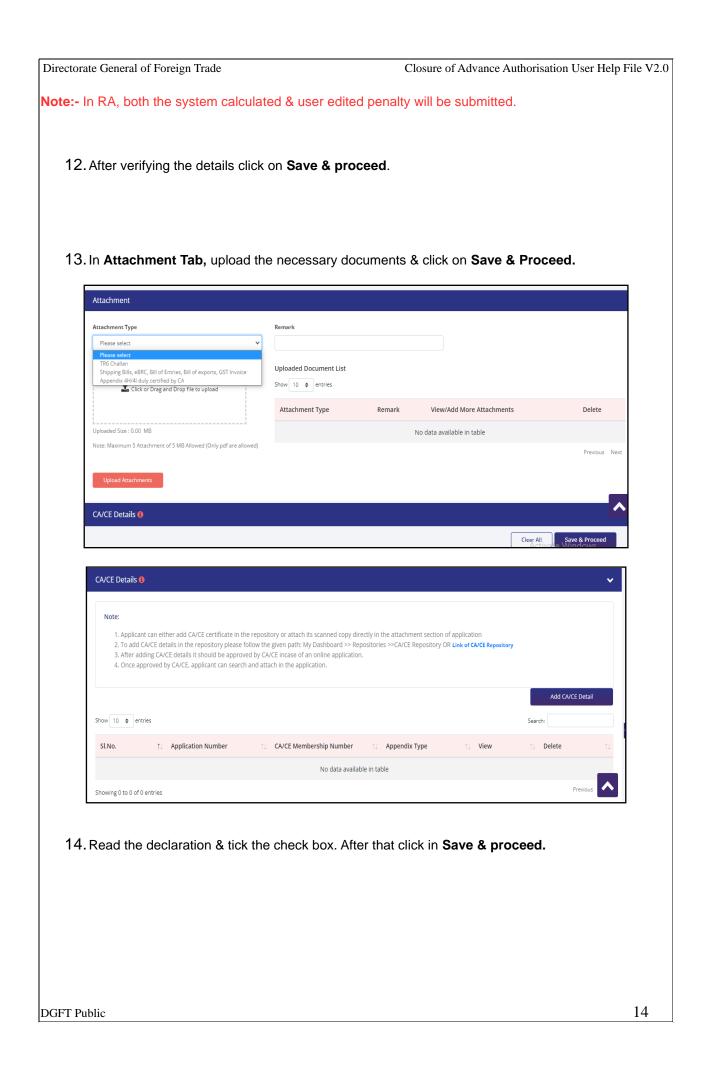
E	port Realization D	etails			^
	Authorisation Number	Shipping Bill no. /Bill of ↑↓ exports/Gst invoices	eBRC Currency of ↑↓ No. ↑↓ Realisation ↑.	eBRC eBRC value in applicable	Net Realized ↑↓ FCC ↑↓

- 8. After verifying all the details click on **Save & Proceed**.
- 9. Input details tab will be shown next.
- As Endorsed in Aurhorisation table shows the input item details present in the license.
- As per Bill of entries/GST Invoices table shows data from the Bill od entries & GST invoices present in the repository for that authorisation number.
- As per Importer/Exporter table also s shows data from the Bill od entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

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• To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.

Select Bill Type *	×
Please Select Please Select Shipping Bill Bill of Exports GSTN Invoices	layed, you can search for the same by providing the search criteria.
Type Authorisation of Select Number ↑↓ Expor	Shipping Bill Number/ Shipping Bill of Bill/Bill Exports of number / Exports / GST GST Invoice Invoice Exports Invoice Serial Description Bill of Date Invoice Invoice

• Then Enter Shipping bill number, Shipping bill date & Port code correctly. Click on Search.

In case the shipping bill is not dis	splayed, you can sear	h for the same by providing the search criteria.	
Shipping bill number *	Shi	ping bill date *	
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Authorisation Select Number ↑↓	Type of Export ↑↓	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date 11	Invoice Number ↑↓	Invoice Date ↑J	lnvoice Serial Number ↑↓	Export Serial No ↑↓	Export Item Description in invoice ↑↓	ITC (HS) Code ↑↓
•	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910

• Similarly, GST invoices & bill of export can be added in the application.

Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are unutilized & correctly mapped to the authorisation number & scheme.

• User can edit **Export serial no.** & **UOM** of an item by clicking on edit button. After making changes click on Update & then save button.

As	per Impor	ter/E	Exporter									
	Q Sea	arch S	ihipping Bills in Bills R	epository								Save
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	9 -			Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	

• **Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping bills attached in the application.

Export Realization D	Details		^
Authorisation Number	Shipping Bill no. /Bill of 1 exports/Gst invoices	eBRC Currency of eBRC eBRC val	lue in applicable Net Realized CC ⊕ ↑↓ FCC ↑↓

- 8. After verifying all the details click on **Save & Proceed**.
- 9. Input details tab will be shown next.
- As Endorsed in Aurhorisation table shows the input item details present in the license.
- As per Bill of entries/GST Invoices table shows data from the Bill od entries & GST invoices

evaluate the mapping between authorisation input items and input items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map item item input items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map item item item item. uthorisation Imputs Imputs Imputs Imput items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map itechnical 1 Adhoc Imputs Imput items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map itechnical Solution in items itechnical Imput item item itechnical Imput item itechnitechnican Imput item itechnical		Export Deta	ails		Input D	etails		Redemption	Matrix	,	-O			Declaration		
evaluate the mapping between authorisation input items and input items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and Select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and Select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and Select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and Select map input items items received from bill of entries. Navigate to My Dashboard -> Bills Repository -> Bill of Entry and Select map input items items received from Bills Repository -> Bill of Entry and Select map input items items received from Bills Repository -> Bill of Entry and Select map input items items received from Bills Repository -> Bill of Entry and Select map in Bills Repository -> Bill of Entry and Select map input items items received from Bills Repository -> Bill of Entry and Select map input items items received from Bills Repository -> Bill of Entry and Select map input items items received from Bills Repository -> Bills Repository -	s end	orsed in Au	thoris	ation	-											-
from import items lat. Export serial under is port serial is port is port serial is port is port is is port is port is port is port is port is port is port is port is port is port i	lote:															
1 Adhoc 1 ZP NO 213 C (+ or - 3%) GSM 52114200 8554.0 0.0 SQUARE 15-92.113.25 Morms 1 Z4% LVOCELU cor - 10%) cor - 10%) SSUARE 0.0 SQUARE 15-92.113.25 Per Bill of Entries/GST Invoices BOE / BOE / BOE / GST Invoice Input Item Total CIF Value (in Applicable Number 1 Number 1 Description in ITC (HS Quantity 1) UOM 11 Invoice Total CIF Value (in Applicable Number 1 Number 1 Invoice 1 I	ems fro Aut	om import ite horisation	EX Se	eport erial	Inputs	Inpu Item Seria	t		Inpu tech featu	t Item nical ıres/	ITC (HS	Total Quantit	у	Quantity		Total CIF Value
Per Bill of Entries/GST Invoices BOE / GST BOE / GST BOE / Serial Invoice Input Item Description in Invoice ITC (HS Value (I) Total CIF Value (I) Foreign Value (I) Foreig	•		1	0 11	Adhoc	1	EP I 769 249	NO 213 C 6 COTTON 6 LYOCELL/	(+ or 203 (- 3%) GSM Tolerance +			u It		SQUARE METER	
Authorisation BOE / GST BOE / GST BOE / GST BOE / GST Invoice Invoice Input Item Invoice ITC (HS Quantity 1 UOM Total CIF Value Foreign as per Invoice Total CIF Value Authorisation Invoice Invoice Input Item Invoice ITC (HS Quantity 1 UOM I Invoice Invoice <td></td> <td></td> <td></td> <td></td> <td></td> <td>_</td> <td>DEN</td> <td>NIM FABRIC</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						_	DEN	NIM FABRIC								
BOE / GST BOE / GST BOE / GST Invoice Date Invoice Invo	As p	er Bill of Ent	tries/G	iST Invoic	es											
2403627 18/01/2021 1 EP NO 216 C 52094200 8312.91 SQUARE 10,03,173.60 US Dollars 13,556.40 WNN DENIM FABRIC WVN DENIM (SQM) (SQM) METER (SQM) SQUARE 10,03,173.60 US Dollars 13,556.40 er Importer/Exporter Q Search Bill Of Entry in Bills Repository			1	GST Invoice	GST Invoid		Serial	Descrip			Quantity	UON		Value	Currency as per	value (in Applicable foreign
er Importer/Exporter Q Search Bill Of Entry in Bills Repository	•)			18/01.	/2021	1	100% C0 WVN DE	OTTON			SQU MET	ARE ER		US Dollars	
Q Search Bill Of Entry in Bills Repository								PADRIC								
Sa	As per	Importer/E	Export	er												
Search:		Q Search E	Bill Of E	ntry in Bills	Repository											Save
															Search:	
BOE / Export Import BOE/GST GST Invoice Input Item Quantity Authorisation serial Type of serial Invoice Invoice Serial Description ITC (HS as per Number 1 Number I Input I Number 1 number 1 Date 1 Number 1 in invoice 1) Code 1 Invoice 1 Edit/Delet			s	erial			serial	Invoice	2	GST Invoice	Serial	Desc	ription		as per	↑」 Edit/Delete
1 Indigeneously 1 444 01/02/2022 1 kjn 84213910 1000.0 ♂7 🛱 Procured			∎ 1		0		1	444		01/02/2022	1	kjn		84213910) 1000.0	et / 🛍

Details of Bill of	Entry/GST Invoice		×
Select Bill Type *			
Select	~		
Imported Directly Indigeneously Procured			Search
	Export Type Import BOE/GST	BOE / GST Invoice Input Item ITC	C Quantity
Authorisation Select ↑↓ Number		Invoice Serial Description (H	
	etails table shows the details of TR	R-6 Challan. User can also s	earch & add t
challan if prese	nt in the repository.		
AX RECEIPT DETAILS			^
Q Search TR6 Details in B	ills Repository		
Challan Number 1	Challan Date 11 Amount of Challan Paid (in INR)	↑↓ Challan Interest ↑↓ Remarks ↑↓	Edit/Delete ↑↓
	No data available in tal	ble	
Showing 0 to 0 of 0 entries			Previous Next
ADDITIONAL INPUT DETAILS	5		
Authorisation Number	↑↓ Claim under reduced benefits of Appendix 4D	11 Serial Number from Appendix 4D	↑↓ Remarks
	No	NA	NA
			Previous 1
Showing 1 to 1 of 1 entries			
Showing 1 to 1 of 1 entries			
Showing 1 to 1 of 1 entries Authorisation Number	1 Item(s) declared do not fall under Appendix 4J	1 Serial Number from Appendix 4J	î↓ Remarks
	Item(s) declared do not fall under Appendix 4J Yes	Serial Number from Appendix 4J NA	↑↓ Remarks

Directorate General of Foreign Trade Closure of Advance Authorisation User Help File V2.0 Value Addition Details ~ ↓ Declared ↑↓ Fulfilled FOB ↑↓ Minimum FOB Required ↑↓ Short Fall by Value ↑↓ % Fulfilled 📋 Min VA Required 1 EO by Value (in applicable Foreign Currency) 222948.04 0.0 1527.22 1527.22 15.0 0.0 Previous 1 Next 10. After verifying all the details click on **Save & Proceed**. 11. Next tab is of **Redemption matrix**. Ø Ø \mathbf{O} Export Details Input Details Redemption Matrix Attachments Declaration Summary Success Message has been saved successfully Your Application Redemption Regularization Bond Waiver Surrender # Of Authorisations #Of Export Items #Of Input Items 1 5 5 Export Item Name Quantity UOM Input Name Quantity UOM EP NO - 213 C = WOMENS APRON DRESSES (STYLE EP NO 213 C 76% COTTON 24% LYOCELL/ SQUARE METER NUMBERS 2000.0 6580.0 NO. 685113/560564) MADE OF 76% COTTON 24% REFIBRA WVN DENIM FABRIC (NOS) (SQM) LYOCELL/ REFIBRA WVN DENIM FABRIC (+ or -3%) EP NO 215 C 100% TENCEL (LYOCELL) WVN SQUARE METER 0.0 EP NO - 215 C = WOMENS TIERED DRESSES (STYLE NUMBERS DENIM FABRIC (SQM) 0.0 NO. 685119) MADE OF 100% TENCEL (LYOCELL) (NOS The Values in the matrix will have to be entered by the user manually for Redemption, Bond Waiver & Regularisation for the items. Bond Waiver Redemption Regularization Surrender # Of Authorisations #Of Export Items #Of Input Items 1 5 5 UOM Quantity Input Name Export Item Name Quantity UOM EP NO 213 C 76% COTTON 24% LYOCELL/ SQUARE METER 5580.0 REFIBRA WVN DENIM FABRIC (SQM) 5 Penalty to be paid(in INR) 🕄 Penalty as per Importer / Exporter * 15.27 Clear All Save & Proceed Penalty will be auto-calculated but user can also edit it & pay in the closure application. Note:- In RA, both the system calculated & user edited penalty will be submitted. 12. After verifying the details click on **Save & proceed**.

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Closure of Advance Authorisation User Help File V2.0

13. In Attachment Tab, upload the necessary documents & click on Save & Proceed.

Attachment Type					
		Remark			
Please select		•			
Please select					
TR6 Challan Shipping Bills, eBRC.	Bill of Entries, Bill of exports, GST Invoice	Uploaded Document List			
Appendix 4H/4I duly	certified by CA	Show 10 🗢 entries			
Click or	Drag and Drop file to upload				
		Attachment Type	Remark	View/Add More Attachments	Delete
Uploaded Size : 0.00 MI	В		No	data available in table	
Note: Maximum 5 Attac	hment of 5 MB Allowed (Only pdf are allow	wed)			Previous
	_				
Upload Attachment	ts				
CA/CE Details 🕄					
					Clear All Save & Proceed
					Activate Windows
2. To add CA	/CE details in the repository please fo	e repository or attach its scanned copy d plow the given path: My Dashboard >> R	epositories >>CA/CE Repo		·
Note: 1. Applicant o 2. To add CAJ 3. After addir	/CE details in the repository please fo	ollow the given path: My Dashboard >> R ed by CA/CE incase of an online application	epositories >>CA/CE Repo		
Note: 1. Applicant o 2. To add CAJ 3. After addir	/CE details in the repository please for ng CA/CE details it should be approve	ollow the given path: My Dashboard >> R ed by CA/CE incase of an online application	epositories >>CA/CE Repo		Add CA/CE Detail
Note: 1. Applicant o 2. To add CAJ 3. After addir	/CE details in the repository please for ng CA/CE details it should be approve oved by CA/CE, applicant can search	ollow the given path: My Dashboard >> R ed by CA/CE incase of an online application	epositories >>CA/CE Repo		Add CA/CE Detail Search:
Note: 1. Applicant 2. To add CA 3. After addir 4. Once appr	/CE details in the repository please for ng CA/CE details it should be approve oved by CA/CE, applicant can search	ollow the given path: My Dashboard >> R ed by CA/CE incase of an online application	epositories >>CA/CE Repo	ository OR Link of CA/CE Repository	
Note: 1. Applicant (2. To add CA) 3. After addir 4. Once appr Show 10 ♦ entrie	/CE details in the repository please for ng CA/CE details it should be approve oved by CA/CE, applicant can search	ollow the given path: My Dashboard >> R ed by CA/CE incase of an online application and attach in the application.	tepositories >>CA/CE Repr on.	ository OR Link of CA/CE Repository	Search:
Note: 1. Applicant (2. To add CA) 3. After addir 4. Once appr Show 10 ♦ entrie	I/CE details in the repository please for ng CA/CE details it should be approve oved by CA/CE, applicant can search s ↑↓ Application Number	ollow the given path: My Dashboard >> R ed by CA/CE incase of an online application and attach in the application.	tepositories >>CA/CE Repr on.	ository OR Link of CA/CE Repository	Search:

🛃 Tick the box as a	cceptance of declaration/ undertaking and fil	l in the details below. *	
Place*		Date*	
HARYANA		14/02/2022	
User Details			
(Note: If user profile	are not updated, Please update your logged i	n user profile before submitting the application by clicking on you	rr Username > Profile in the top right corner of website.)
Name 🔁 :		Designation 1 : DESIGNATED	D PARTNER
Email 🔁 :		Mobile 🔁 :	
Office Address () :			
Residential Address):		
			Clear All Save & Proceed
EP NO - 215	C = WOMENS TIEDED DRESSES (STVLE	NUMBERS DENIM EARDIC	(SOM)

15. Application Summary tab will appear next. User can also print the application. After verifying all the details in the application proceed further with payment if there is any.

Export Details	Input Details	Redemption Matrix	Attachments	Declaration	Summary
Success Message Your Application	has been	saved successfully			
					Print Summ
Application Details	Entity Name		Application Number	HQ File Number	
Applicable Export Foreign Currency US Dollars	Applicable Foreig 0.0135869565217				
		oed period as laid down by RBI		RBI permission has been obtained.I h	
7. No export proceeds are out	tstanding beyond the prescrit n this declaration as per Para	ped period as laid down by RBI graph 9.9 of the FTP.			
 No export proceeds are our authorised to verify and sig 	tstanding beyond the prescrit n this declaration as per Para	ped period as laid down by RBI graph 9.9 of the FTP.			
 No export proceeds are our authorised to verify and sig You have ticked the box as accepted 	tstanding beyond the prescrit n this declaration as per Para	ved period as laid down by RBI graph 9.9 of the FTP. ing details.	or such extended period for which F		
 7. No export proceeds are our authorised to verify and sig You have ticked the box as acception Place : HARYANA 	tstanding beyond the prescrit n this declaration as per Para	bed period as laid down by RBI graph 9.9 of the FTP. ing details. Date : 14/02/2022	or such extended period for which F		
 7. No export proceeds are our authorised to verify and sig You have ticked the box as acception place : HARYANA Name : 	tstanding beyond the prescrit n this declaration as per Para	eed period as laid down by RBI graph 9.9 of the FTP. ing details. Date : 14/02/2022 Designation : DESIGNATED P.	or such extended period for which F		

16. After Payment is successful E-Receipt will be generated & File Number.

E-PAYMENT RECEIPT				
IEC				
File Number				
Date of Submission	2022-02-14 06:54:49			
IP Address	0:0:0:0:0:0:1			
Firm Name				
Firm Address				
Service Availed	Closure Of Advance Authorisation			
Mode of Signature	Digital Signature			
Transaction Id	PAYMENT DETAILS			
	PAYMENT DETAILS			
Transaction Id	PAYMENT DETAILS			
Transaction ld Total Fee Amount (in INR)	PAYMENT DETAILS 1994196 15.27	Activate Windi		

Closure of Advance Authorisation User Help File V2.0

5. Adding EDI / Non-EDI Shipping bills

EDI & Non-EDI shipping bills can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

- 1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
- 2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.

orate General of Foreign Trade Closure of A			dvance Authorisa	tion Use	r Help Fi		
भारत सरकार वाणिज्य एवं उद्योग मंत्रालय GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY				Sitemap A	4- A A+ HelpLine 18(00-111-550	Ask VAHEI
विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	lome	About DGFT 🔻	Services 🕶	My Dashboard 🔻	Regulatory Updates 🕶	Learn 🔻	Indian Tra
			Submitted Applic	ations			
Home			Draft Application:	5			
Dashboard			Online Proceedin	gs			
Last Login 07-Feb-2022 18:54:58			MIS Reports				
For Your Action Notifications			View and Register Token	r Digital Signature		Updat	e/Modify IEC
			My Authorisation	s			
Your AA Application against File Number			View Case Status		Free	quently Acce	ssed Links
is marked Deficient by DGFT			Repositories			Advanced Aut	
DGFT(HQ).DGFT	١	0!	Helpdesk Service		lid		IONSALION
Your AA Application against File Number is marked Deficient by DGFT		υ.	Master Data Conf	figuration		PCG S	EIS Sea

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

	What is Repositories		
	Repositories is the centralised database for va Engineers for various schemes offered by DGF	arious transactional data such as shipping bills, bank -T.	realisation, bill of export
	Currently the following repositories are available	ble.	
	1. Bills Repository - This consists of the shippir details. The user can also add the details man	ng bills from CBIC and SEZ, bill of exports from SEZ, ually in the repository.	Bank Realisations, TR-6 Cl
		on for chartered accountants (CA) and chartered eng the various application submissions done by the im	· · · ·
	3. Bank Guarantee (BG) and Letter of Underta	king (LOU) Repository - Users can record the BG and	LOU details in the systen
	A		
	Accessing Repositories		
	Bills Repositories	CA / CE Repository	View/Approv
	View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.	Access CA / CE Repository to view and add appendices related to various schemes such as	Access CA / CE Reposition
	or exporte, on or energy, into changes etc.	Advance Authorisation and EPCG.	Advance Authorisation
	Explore	Explore	
4.	In select bill drop-down, select the S	Shipping Bill option and then click on	add Shipping Bill
4.		Shipping Bill option and then click on	add Shipping Bill
4.	In select bill drop-down, select the S	Shipping Bill option and then click on	add Shipping Bill
4.	In select bill drop-down, select the S	Shipping Bill option and then click on	add Shipping Bill

	· · · · · · · · · · · · · · · · · · ·]
	Repository			
Last Login	07-Feb-2022 18:54:58			
Ві	ills Repository			
	IEC *		Select Bill *	
			Select	~
	Port Type		Shipping Bill Bank Realisations	(e-BRC)
	Select Some Options		Bill of Entry GSTN Invoices	
			TR-6 Challan Bill of Evenents	
			Bill of Exports	
Bills Rep	ository			
Last Login 07-Feb				
Bills Re	epository			
	IEC *	Select Bill *		
		Shipping Bill	~	
	Shipping Bill Number	From Date		To Date
		17/11/2021		15/02/2022
	File Number	Authorisation Nur	nber	Port Code
				Search Port of Req e.g Ali
	FOB in FCC Min	Мах		
	Search Re	set Add Shipp	ing Bill (Get Bill of Entry from ICEGATE
5. Click on	Start fresh applicatio	n button to create	e a shipping bil	I.
Bills Rep	pository			
Last Login 07-Fe	-			
	ication Shipping Bill			
Show 10 🜩 e	entries			
Select î.	↓ S. No. ↑↓ Applica	ation Number 🌐 🕆	Created On 🌐 🏦	Created By 11 Last Updated
			No data	a available in table
Showing 0 to 0 o Start Fresh A				
-				

Total FOB value(in INR) *

Closure of Advance Authorisation User Help File V2.0

USD exchange rate

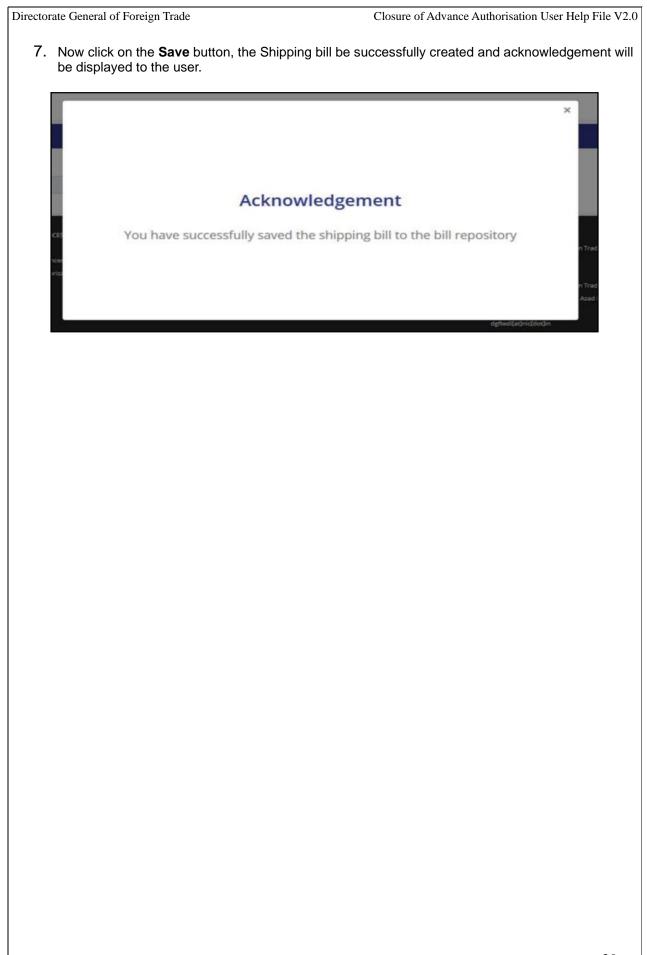
- Make sure all the values are correctly entered.
- Correct Scheme code should be selected in the Export Item Details section.
- Invoice serial no is the same as the export serial number entered in Advance Authorisation file number application in the Part-E section.
- License number should be entered correctly in the Part-E section.

Note:- Manual entry of EDI Shipping bills is allowed for the bills prior to 1st April 2020. Non-EDI shipping bills of any date can be added manually. Shipping Bill IEC No of Exporter Shipping Bill Number * Shipping Bill Date * Port Type Port of Export * Destination Port Please Select Please Select 🔵 EDI 💽 NON-EDI * -Search Port of Registratio Date of Export(EGM Date) Export Country * EGM Number ~ Please Select Flight No/Vessel Code Flight Date/Sailing Date of LEO *

Total FOB value in USD

Export Item Details Note: Please enter the correct scheme code to avail b	penefits in the respective schemes.		
Invoice Number of the Shipping Bill *	Serial number in the invoice Number *		Description of Item of Exports
ITC(HS) Code *	Product Group Code		Item serial number in the group
Search ITC Code e.g 741	Please Select	~	
SION Number	Scheme Code		Reward Scheme request *
Search SION Serial Number e.g A347	Please Select	~	VES O NO
Total Quantity *	Unit of measure code *		FOB Value In Rs *
	Please Select	~	
FOB value realized in the foreign currency code \star	Foreign Currency Code *		Foreign currency exchange rate in INR while time of shipping bill *
	Please Select	~	^
Unit in Rs *	Present Market Value (PMV) in Rs. *		
			(🍒
			Ask VAH

	Serial number in the invoice Number *	Invoice Number *	File No	
	License No	Serial No. of Item as on License (Part E) *	Quantity of export under the license *	
	Unit of measure code *	Bill of Entry Number	Bill of Entry Date	
	Please Select 🗸			
	Imported Goods Used *			
	VES O NO			
				Save
DGFT Pub	lic			



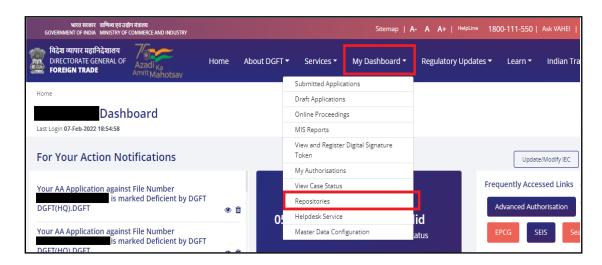
Closure of Advance Authorisation User Help File V2.0

6. Adding GST Invoices

GST Invoices can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

- 1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
- 2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

Repositories is the centralised datab Engineers for various schemes offere		ional data such as shippinį	g bills, bank re	ealisation, bill of expo
Currently the following repositories a	e available.			
1. Bills Repository - This consists of t details. The user can also add the de	11 0		s from SEZ, Ba	nk Realisations, TR-6
2. CA / CE Repository - There will be the e-submissions from CA/CE with r			0	
3. Bank Guarantee (BG) and Letter of	Indertaking (LOU) Rep	ository - Users can record	the BG and LO	OU details in the syst
3. Bank Guarantee (BG) and Letter of	Indertaking (LOU) Rep	ository - Users can record	the BG and LO	OU details in the syst
3. Bank Guarantee (BG) and Letter of	Indertaking (LOU) Rep	ository - Users can record	the BG and L	OU details in the syst
	Indertaking (LOU) Rep	ository - Users can record	the BG and LO	OU details in the syste
3. Bank Guarantee (BG) and Letter of	Indertaking (LOU) Rep	ository - Users can record	the BG and LG	OU details in the syste
		E Repository	the BG and LG	OU details in the syste
ccessing Repositories	CA / C Access CA appendice		dd	
ccessing Repositories Bills Repositories View / Add Shipping Bill, Bank Realisation, of Exports, Bill of Entry, TR-6 Challans etc.	CA / C Access CA appendice	E Repository / CE Repository to view and ad es related to various schemes s Authorisation and EPCG.	dd	View/Appro Access CA / CE Repo appendices related

DGFT Public

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4. In select bill drop-down, select the **GSTN Invoices** option and then click on **Add GSTN Invoices** button.

	IEC *	Select Bill *		
		Select Shipping Bill	~	
	Port Type	Bank Realisations (e-BRC	5)	
	Select Some Options	GSTN Invoices TR-6 Challan Bill of Exports		
	Pository Feb-2022 18:54:58			
Bills	Repository			
	IEC *	Select Bill *		
		GSTN Invoices	~	
	GSTN Invoices Number	From Date	To Date	Port Type
		17/11/2021	15/02/2022	Select Some
	GSTN Invoice Status			
	Please Select	v	_	
	Search Res	et Add GSTN Invoices		
		Is and make sure, these		e of GST as Exp o
∘ If		the GST invoice for expo		
• If	the user wants to add			

STN Invoices	voice , import serial number is not	
IEC Number *	GSTN Invoice Number *	GSTN Invoice Date *
Date Of Supply *	Total Value(in INR) *	Total number of export items *
Recipient GSTN *	GSTN of Supplier *	
Type *		
Please Select	~	
Export import		
Supply Details		
Authorization Number *	Export Serial Number *	Import Serial number *
	Please Select 🗸	Please Select
	This is a mandatory field	
Serial number in the invoice Number *	Serial No. of Item as on License (Part E) *	
ITC (HS) Code	Description of Items of Supply *	Total Quantity *
Search ITC Code e.g 741 Check the ITC(HS) Codes here	T	
Unit of measure code *	Value in Rs *	Central Goods & Services Tax (CGST) *
Please Select	~	
Integrated Goods & Services Tax (IGST) *	State Goods & Services Tax (SGST) *	Total Tax Paid *
		0
		Add
fter adding all the details cli nd acknowledgement will be	ck on Save button, the GST Invoi e displayed to the user.	ce has been successfully cr

Directorate General of Foreign Trade Closure of Advance Authorisation User Help File V2.0 × Acknowledgement You have successfully applied for GSTN Invoices 7. Adding Bill Of Entry Bill of Entry can be fetched from the customs if not present in the user's repository. User may proceed with the following steps: 1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system. 2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down. विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF About DGFT -My Dashboard -Regulatory Updates 🔻 Indian Tra Home Services -Learn -<u>____</u> Submitted Applications Home Draft Applications Dashboard Online Proceedings Last Login 07-Feb-2022 18:54:58 MIS Reports View and Register Digital Signature For Your Action Notifications Token Update/Modify IEC My Authorisations Frequently Accessed Links Your AA Application against File Number is marked Deficient by DGFT View Case Status Repositories Advanced Authorisation DGFT(HO).DGFT • Î Helpdesk Service lid 0 Your AA Application against File Number Master Data Configuration atus is marked Deficient by DGFT SET(HO) DOET 3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

View / Add Shipping Bill, Bank Realisation, Bill Access CA / CE Repository to view and add Access CA / CE R of Exports, Bill of Entry, TR-6 Challans etc. appendices related to various schemes such as appendices related	What is Repositories		
 Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, Tidetails. The user can also add the details manually in the repository. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters or 3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the s Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the s CA / CE Repositories View / Add Shipping Bill, Bank Realisation, Bill of Entry, TR-6 Challans etc. 			realisation, bill of expo
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IEC *	Select Bill *	
	Select	~
Port Type	Shipping Bill Bank Realisations (e-BRC)	
Select Some Options	Bill of Entry GSTN Invoices	
	TR-6 Challan Bill of Exports	

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Bills Repos				
IE	EC *	Select Bill *		
		Bill of Entry	~	
В	ill of Entry Number	From Date	To Date	Port Type
		17/11/2021	15/02/2022	Select So
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	Search	Reset	Get Bill of Entry from IC	FCATE
le le	nnnrtant Note:	Nesel		
Get Bill of Entry from	m icegate			
Important Note:		, then it is suggested to please raise a ticket at IC	GATE portal to resolve the same.	
Important Note:			EGATE portal to resolve the same. Registration for the purpose of imports *	
Important Note: In case the de	etails are not received from ICEGATE	No* Port of		Get Details from Customs
Important Note: In case the de IEC *	etails are not received from ICEGATE License N	No* Port of	Registration for the purpose of imports *	Get Details from Customs
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विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE Armit Mahotsay	ome About DGFT	▼ Services ▼	My Dashboard 🕶	Regulatory Updates 🔻	Learn 🔻 Indian Tr
		Submitted Applic	ations		
Home		Draft Application	s		
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Last Login 07-Feb-2022 18:54:58		MIS Reports			
For Your Action Notifications		View and Registe Token	r Digital Signature		Update/Modify IEC
		My Authorisation	15		
Your AA Application against File Number		View Case Status		Free	quently Accessed Links
is marked Deficient by DGFT		Repositories			Advanced Authorisation
DGFT(HQ).DGFT	® 🛍 🛛 0!	Helpdesk Service		lid	dvanced Authonsation
Your AA Application against File Number	U.	Master Data Con	figuration		EPCG SEIS Se
is marked Deficient by DGFT		master bata con	- Baracion	atus	

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

	What is Repositories		
	Repositories is the centralised database for va Engineers for various schemes offered by DGF	nious transactional data such as shipping bills, ban। न.	realisation, bill of export
	Currently the following repositories are available	ble.	
	1. Bills Repository - This consists of the shippir details. The user can also add the details man	ng bills from CBIC and SEZ, bill of exports from SEZ, ually in the repository.	Bank Realisations, TR-6 Cl
		n for chartered accountants (CA) and chartered eng the various application submissions done by the im	
	3. Bank Guarantee (BG) and Letter of Undertal	king (LOU) Repository - Users can record the BG and	LOU details in the systen
	Accessing Repositories		
	Bills Repositories	CA / CE Repository	View/Approv
	View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.	Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.	Access CA / CE Reposit appendices related to v Advance Authorisation
	Explore	Explore	
4.	In select bill drop-down, select the T button.	R-6 Challan option and then click on	Add TR-6 Challar
	NACOTI		

	07-Feb-2022 18:54:58				
Bill	ls Repository				
	IEC *		Select Bill *		
			Select Shipping Bill	~	
	Port Type		Bank Realisations (e- Bill of Entry	-BRC)	
	Select Some Options		GSTN Invoices TR-6 Challan		
			Bill of Exports		
Bills Rep	pository				
	eb-2022 18:54:58				
Bills R	epository				
	IEC *	Select Bill *		_	
		TR-6 Chal	an	~	
	TR-6 Challan Number	From Date		To Date	Port Type
		17/11/202	1	15/02/2022	Select So
	Authorisation against which TR-6 is recorded	Challan Stat			
		Please Se	ect	~	
	Search Reset	t Ado	d TR-6 Challan		
Enter	all the details & attach	relevent doo	cuments. Subm	it application.	
TR-6 Chall					
Last Login 07-Feb-20					Back
Last Login 07-Feb-20					^
Last Login 07-Feb-20	:	Authorisation again	st which TR-6 is recorded *	TR-6 Challan Number *	
TR-6 Challan	- D - 1 // INDD +	Reason *		File against which paid (if not specified	a earlier) *
TR-6 Challan	nount Paid (in INR) *				
TR-6 Challan	nount Paid (in INR) * allan Date *	Scheme *			
TR-6 Challan		Scheme * Please Select		•	
TR-6 Challan				v	~

Directorate General of Foreign Trade

Closure of Advance Authorisation User Help File V2.0

User can update FOB value, license number, file number & Serial number of an item in Shipping bill part-E section.

User may proceed with the following steps:

- 1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
- 2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.

RY Sitemap A- A A+ HelpLine 1800-111-550 Ask VAHEI
Home About DGFT - Services - My Dashboard - Regulatory Updates - Learn - Indian Tra
Submitted Applications
Draft Applications
Online Proceedings
MIS Reports
View and Register Digital Signature Token Update/Modify/IEC
My Authorisations
View Case Status Frequently Accessed Links
y DGFT Repositories
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Submitted Applications Draft Applications Online Proceedings MIS Reports View and Register Digital Signature Token View Case Status View Case Status Repositories Other Helpdesk Service iid Master Data Configuration attrs EPCG SEIS

3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

Repositories is the centralised database for v	arious transactional data such as shipping bills, bank	realisation, bill of ex
Engineers for various schemes offered by DG	iFT.	
Currently the following repositories are availa	able.	
1. Bills Repository - This consists of the shipp details. The user can also add the details man	ing bills from CBIC and SEZ, bill of exports from SEZ, nually in the repository.	Bank Realisations, TR
	on for chartered accountants (CA) and chartered eng o the various application submissions done by the im	
3. Bank Guarantee (BG) and Letter of Undert	aking (LOU) Repository - Users can record the BG and	LOU details in the sy
3. Bank Guarantee (BG) and Letter of Undert	aking (LOU) Repository - Users can record the BG and	LOU details in the sy
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	aking (LOU) Repository - Users can record the BG and	LOU details in the sy
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4. In select bill drop-down, select the **Shipping Bill** option & enter the search paramaters to find the Shipping bill which needs to be updated & then click on **Search** button.

Ŀ	lills Repository								
	IEC *		Select Bill *						
			Select		*				
	Port Type		Shipping Bill Bank Realisations (e-BRC)						
	Select Some Options		Bill of Entry						
	Select Some Options		GSTN Invoices TR-6 Challan						
			Bill of Exports						
Bills F	Repository								
	IEC *	Select I	Bill *						
				~					
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	Shipping Bill Number	From D	Vate 1/2021		Date 5/02/202	22			Select So
			1/2021		5102120.	22			
	File Number	Author	isation Number	Port	t Code				
				Se	arch Po	ort of Req e.g Ali		·	
	FOB in FCC								
	Min	Мах							
	Search Reset		Add Shipping Bill	Get Bill	of Entr	y from ICEGATE			
Ther	n scroll down to find the sł	nipping	bill & click on Shi	oping l	bill n	o. hyperl	ink.		
Сору	Excel CSV PDF Print								
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Shippi	ing FOB	(EDI / NON-							Remove
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Numb	05/07/2019 1,61,608.54 -	EDI				NEW CUSTOM HOUSE, IGI	Loaded	1	Û
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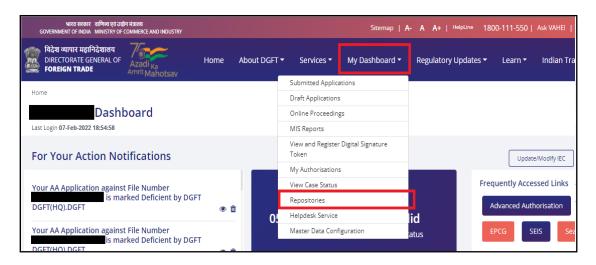
Directorate General of Foreign Trade	Closure of Advance Authorisation User Help File V2.0
Part E License Details	^
Copy Excel CSV PDF Print	
Serial number Quantity Tot. in the Invoice File License Unit of FOE Number No No No Ilicense Ili	3 FOB Bill of Bill of Imported on ue(in in Entry Entry Goods License) 11 FCC 11 Number 11 Date 11 Used 11 (Part E) 11 Action 11
7. Update the required details & then click on Up	date.
UPDATE SERIAL NO. OF ITEM AS ON LICENSE (PART E) e c b serial No. of Item as on License (Part E)	×
File No License No Total FOB value(in IN	R) FOB in FCC Update
Note:- (a) The user can update the fields only if the dat non-editable.	a is missing or incorrect. Correct or valid data is
(b) The shipping bills which are not utilized can only be application then proceed futher for the updation.	e updated. User needs to delete the draft of the
10. Updating freight, insurance, discount e	etc. In e-BRC
DGFT Public	40

Directorate General of Foreign Trade

The User can update the freight, insurance, discount etc. related charges in repository. Multiplication Factor (MF) will be recalculated when the user saves these values.

User may proceed with the following steps:

- 1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
- 2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories		
Repositories is the centralised database for va Engineers for various schemes offered by DG	arious transactional data such as shipping bills, ba FT.	nk realisation, bill of expor
Currently the following repositories are availa	ble.	
1. Bills Repository - This consists of the shippi details. The user can also add the details man	ng bills from CBIC and SEZ, bill of exports from SE ually in the repository.	Z, Bank Realisations, TR-6 C
	on for chartered accountants (CA) and chartered e o the various application submissions done by the i	0
3. Bank Guarantee (BG) and Letter of Underta	iking (LOU) Repository - Users can record the BG a	nd LOU details in the syste
Accessing Repositories		
Bills Repositories	CA / CE Repository	View/Approv
View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.	Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.	Access CA / CE Reposi appendices related to Advance Authorisatio
Explore	Explore	

4. In select bill drop-down, select the **Bank Realisation (e-BRC)** option & enter the search paramaters to find the e-BRC which needs to be updated & then click on **Search** button.

DGFT Public

IEC *	Select Bill *		
	Select	~	
Port Type	Shipping Bill Bank Realisations	s (e-BRC)	
Select Some Options	Bill of Entry		
	TR-6 Challan Bill of Exports		
pository p-2022 18:54:58 pository			
p-2022 18:54:58	Select Bill *		
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D-2022 18:54:58 Prository IEC * Bank Realisations (e-BRC) Numb	Bank Realisations (e-BRC) From Date 01/01/2019	To Date	E
D-2022 18:54:58 Prository IEC * Bank Realisations (e-BRC) Numb	Bank Realisations (e-BRC) From Date 01/01/2019	To Date 15/02/2022 Shipping Bill Port	B V

5. Scroll down to find the e-BRC which needs to be updated & click on Bank Realisation hyperlink.

Bank Realisation Number	ţ,	Bank Realisation Date ↑↓	Date on which the amount is realized in the bank 11	FOB value realized in the foreign currency code	î↓ Bill ID	ţŢ	Shipping Bill Number ↑↓	Shipping Bill Date ↑↓	Shipping Bill Port ↑↓	Bank Realisation Status ↑↓	Utilisatio Status
CNRB0002		13/02/2019	07/02/2019	470	_			13/11/2018	NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037	Fresh	No

Directorate General of Foreign Trade Closure of Advance Authorisation User Help File V2.0 6. Click on Edit button to unfreeze the fields which can be updated. US Dollars US Dollars Net Realized Value(FC) 470.44 Add Attachment Choose File to Upload *

7. Update the fields & then click on Save button.

Commission value paid by the exporter	Foreign currency code for the commission value US Dollars	Discount value
Foreign currency code of the discount US Dollars	Insurance value 0.00	US Dollars
Other Deduction Value	Other Deduction foreign currency code US Dollars	Invoice Number *
Freight 0.00	Freight Foreign currency code US Dollars	Currency code for the realized amount * US Dollars

<u>Edit</u>

Save

Directorate General of Foreign Trade

11. Performing actions on Submitted application

Various actions can be performed on the submitted Closure file, for this we need a submitted Advance authorisation Closure File number application. Proceed with the following steps.

- 1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
- 2. Once you land on Dashboard then click on 'my dashboard' option, click on submitted application option from the dropdown, you will be redirected to track status screen.

देशालय NERAL OF Azadi Ka Hon	ne Ab	out DGFT 🔻	Services 🕶	1. ∕ly Dashboard ▼	Regulatory Updates	✓ Learn ✓	Indian Tra
Amrit Mahotsav			RCMC Register				
		C	Submitted Applica	ations	2.		
Jashboard			Draft Applications	;			
2:37:46			Online Proceeding	g5			
			MIS Reports				
on Notifications			View and Register Token	Digital Signature	1 Risk(s)	Found	odate/Modify IEC
n against File Number			My Authorisations	5	IITED	Frequently A	ccessed Link
22 is marked Deficient by DGFT			View Case Status			Advanced	Authorisation
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n against File Number			Helpdesk Service		Status	EPCG	SEIS
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22 is marked Deficient by DGFT	۵ 🕯	Value	e of Scrips Applie	ed Value of S	Scrips Approved		

3. In the track status search parameter, select the type of scheme as **Advance Authorsation** scheme and type of sub-scheme as **Closure of Advance Authorisation**. Enter the search parameter to search the file.

Closure of Advance Authorisation	✓ Please Select
File Number	Application Number
Branch code	
✔ Please Select	¥
	Clear All Search Q
	Branch code

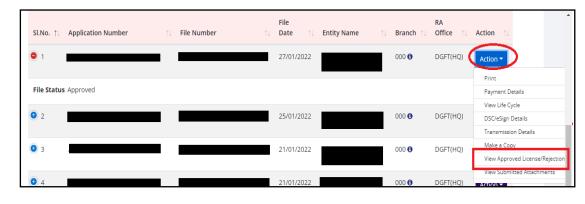
ctorate General of Foreign Trade		Closure of Advance Authorisation User Help					
	n button and view	the list of options avail	able under action that can l				
performed.							
			Search:				
SI.No. 11 Application Number	î↓ File Number	File ↑↓ Date ↑↓ Entity Name	RA ↑↓ Branch ↑↓ Office ↑↓ Action ↑				
0 1		28/01/2022	000 DGFT(HQ) Action -				
e 2		28/01/2022	000				

5. If the file is in **PROCESS** then following actions will be available.

			Search:
Sl.No. 1	r 🌐 File Number	File ↑↓ Date ↑↓ Entity Nam	RA e †↓ Branch †↓ Office †↓ Action
e 1		28/01/2022	000 DGFT(HQ)
File Status In Process			Print Withdu
ð 2		. 28/01/2022	000 O DGFT(HQ) Payme
6 3		28/01/2022	000 0 DGFT(HQ)
		20/01/2022	Transr Make
9 4		28/01/2022	003 0 RA DELHI View S

Click on the **Print** option, to view the submitted application and print the same. To view, the payment details click on **payment details** option in the dropdown. For viewing the lifecycle of the application click on **view life cycle** button, similarly, for **DSC signature details**, **transmission details**, **view submitted attachments**, select the respective options from the list.

6. If the file is **APPROVED** or **REJECTED** then following actions will be available.



By clicking on the View Approved License/Rejection user can view the letter issues by the RA Officer.

If the file is DEI	ign Trade	han tha fa		otiona				ice Autho	orisation Us	er Help
If the file is DEF			File					RA		
SI.No. ↑↓ Application Numl	lber î↓ F	ile Number	↑↓ Date	↑↓ Entity	Name	†↓	Branch ↑↓	Office ↑↓ DGFT(HQ)	Action ↑↓	
• 2									Print	
2			27/01	1/2022		I	000 🕄	DGFT(HQ)	Attach Documer Respond Deficie	ncy
9 3			27/01	1/2022			000 🕄	DGFT(HQ)	Payment Details View Life Cycle DSC/eSign Detail	
4			18/01	1/2022			003 🚯	DGFT(HQ)	Transmission De Make a Copy	
9 5			17/01	1/2022			003 🚯	RA DELHI	View Submitted	Attachments
User can respo				change		n K <i>i</i>				1.
Showing result fo		n process -> C ion Number -	·····			n Sub Numbe		>		
Deficier Sno ↑↓ date	ncy issued	RA ↓ office ↑↓	Deficiency View	Previo ↑↓ Respo		†↓ R	emarks	Ť	Respond to Deficiency	ţ.
1 27/01/2	2022	DGFT(HQ)	View			-	he request	or is not		
There are two v	ways of re	esponding	for defici			el out A	ligible Ameno		Respond)
There are two v r Without Amena User have to cli DEFICIENCY LETTER	dment- ick on NC		for defici (I	B) With	Ameno	out <i>i</i> Imer	Ameno Ameno nt	dment	Respond	×
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Without Amen User have to cli	dment- ick on NC) button w	for defici (I hen aske want to a	B) With and to amo	Amenc	out A Imer	Ameno nt plicatio	dment	Respond	×
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Directorate General of Foreign Trade	Closure of Advance Authorisation User Help File V2.0
IS Modifications made in the application form	n will not be stored. Are you sure you want to select "No" ?
 After clicking on YES, an attachment so which were asked by RA or needs to be 	creen will appear where user can upload the documents attached with remarks.
ADD ATTACHMENT FOR DEP	FICIENCY
EMS Enter Remarks	
EMS	
EMS Lick or Drag	g and Drop file to upload
EMS	
Uploaded Size : 0.00 MB trie Note: Maximum 5 Attachment of 5 MB Allowed	(Only PDF,JPG,xls,xlsx are allowed)
Sign and Submit	
Sign and Submit	di
 Then click on Sign and Submit button to 	complete the process.
 B) For With Amendment- User have to click on YES button when 	asked to amend the application.
	Date citility indiffe Dialital Office Activity in a
DEFICIENCY LETTER	×
Do you war	t to amend application?
 After clicking on YES, the application w application. 	ill open & the user can make changes in the whole
After making necessary changes submit	it the application with remarks to complete the process.
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Directorate Ge	eneral of Foreign Trade	Closure of Advance Authorisation User Help File V2.0
	Remarks:	
	Enter Remarks	
	Sign	
Amo	ount to be Paid : (in INR). 0.0	