Table of Contents

1. Introduction and Accessing DGFT Portal ................................................................. 3
2. Contact@DGFT ........................................................................................................ 3
3. Registering on New Portal ...................................................................................... 3
4. Forgot Password ...................................................................................................... 6
5. Applying for New IEC .............................................................................................. 8
6. Linking Login with Already Existing IEC............................................................... 21
7. Registering your DSC ............................................................................................ 25
8. Register For Aadhar E-Sign ................................................................................... 29
9. Modify IEC .............................................................................................................. 32
10. Address Verification .............................................................................................. 42
11. Surrender Request for IEC ................................................................................... 44
12. Revoke Suspension Request for IEC ..................................................................... 47
13. Request for Remove from DEL for IEC ............................................................... 50
14. Request for Merger/Demerger of IECs ................................................................. 53
15. View & Modify RCMC Details ............................................................................ 56
16. View & Modify Industrial Registration Details .................................................. 59
17. View & Modify Authorised Economic Operator(AEO) Details .......................... 62
18. View & Modify Export Details for Financial Year .............................................. 65
19. View IEC details, Status holder Details, Authorisation/Scripts Details & IEC Life Cycle Summary ......................................................................................... 68
20. View and Track Submitted Request .................................................................... 73
21. View Any IEC Details ........................................................................................... 77
22. Note on Digital Signature Certificate (DSC) ...................................................... 79
23. List of Abbreviations .......................................................................................... 80
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 current password]

New password:
Choose a password: [Choose a password]
Confirm password: [Confirm password]

Password hints:
- Password should have minimum 8 characters & maximum 12 characters
- Password should have at least one upper case (A-Z)
- Password should have at least one lower case (a-z)
- Password should have at least one number (0-9)
- Password should have at least one special character out of these acceptable characters: @ & (%) or ! or # or $ or ^ or _ or + or - or \ or / or : or ; or , or . or = or < or > or ?
- 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.

AEBFR

Type the above CAPTCHA Code.

Please enter above CAPTCHA Code
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.

   ![Screen 5]

   **Screen 5**

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

   ![Screen 6]

   **Screen 6**

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 New IEC

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

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an active Firms Permanent Account Number (PAN) and its details like Name as per Pan, Date of Birth or Incorporation. **Note:** These details will be validated with the Income Tax Department site.

c) Scanned Documents for Upload in the System (PDF Only and Max file size of 5 MB).
   a. Proof of establishment/incorporation/registration.
      i. Partnership
      ii. Registered Society
      iii. Trust
      iv. HUF
      v. Others
   b. Proof of Address can be any one of the following documents:
      i. Sale Deed, Rent agreement, lease deed, electricity bill, telephone land line bill, mobile, postpaid bill, MoU, Partnership deed
      ii. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
      iii. In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.
   c. Proof of Firm's Bank Account
      i. Cancelled Cheque
      ii. Bank Certificate

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

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

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

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

2. Post login click on “Apply for IEC” on the Dashboard or navigate using Menu “My dashboard → Importer Exporter Code (IEC) → Apply for IEC”
3. Click on “Start Fresh Application” button or click on “Proceed with Existing Application” button in case the user already saved a draft application.
4. Enter the details in the General Information Section.
   All the Mandatory fields have been marked with a Red Asterisk (*).
   The Draft will only be saved if the Mandatory details in the “Basic Details” Section and “Firm Address Details” Section.

   a. Select nature of Concern/Firm.
   b. Enter Firm Name
   c. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation
      Note: These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
   d. Select Preferred Activities from the given values.
   e. “Whether the firm is located in Special Economic Zone (SEZ)?” & “Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme?” – On the basis of these questions RA or SEZ mapping of offices will be done.
   f. Enter corporate entity number (CIN). After entering CIN, the system will verify CIN from the Ministry of Corporate Affairs (MCA) server and will fetch Firm Details and Director Details if available.
   g. Enter GSTIN Number of Concern/Firm if applicable.
   h. Enter Firm Mobile No. (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.
   i. Enter Firm Email id (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.
j. Enter firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.

k. Attach address proof of the Firm. This mandatory for Address verification. Address Proof can be any one of the following documents:
   - Sale Deed, Rent agreement, lease deed, electricity bill, telephone land line bill, mobile, postpaid bill, MoU, Partnership deed
   - Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
   - In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.
Screen 14

1. Enter branch details if any.
2. Enter GSTIN number, Address, City, Pin code of the branch(es) linked with the above importer exporter code.
5. Enter the details in the “Details of Proprietor/Partner/Director/Karta/Managing Trustee” Section.

**Screen 15**

a. DIN (Dir. Identification Number) is auto fetched from Ministry of External Affairs based the CIN number provides above in general information section. **Note:** The user will not be able to delete the director details fetched from MCA.

b. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.

c. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.

d. In case the Director is not an Indian National, tick the check box “Is the Director a Foreign national?”
6. Enter the details in the “Bank Account Details” Section.

Screen 16

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

**Note:**

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

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

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

---

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

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

**Note:**

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

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

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

---
Screen 17
8. Read and Accept the Declaration.

Screen 18

Under declaration, accept the terms and condition by clicking on check box and enter place.
9. Check the Application Summary and click on Sign button to sign the application using digital token or Aadhaar.
10. Confirm and proceed to make the payment against application. For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Application of IEC Fee is Rs 500

Screen 21

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)
Screen 22

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

The IEC shall be transmitted to CBIC and the transmission status can be seen by Navigating to “My IEC” and checking the IEC Status bar with “CBIC Transmission Status”
6. Linking Login with Already Existing IEC

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

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an active DSC / Aadhar for Proprietor or Members of the Firm.

Then proceed with the following steps:

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

2. Proceed with Link IEC process by clicking on “Link IEC” button on dashboard or from Menu “My Dashboard -> Importer Exporter Code (IEC) ->Link your profile to IEC”.

![Screen 24](image)

![Screen 25](image)
3. Now Enter your IEC number which you want to link to your profile in Importer Exporter Code field and then click on Link IEC.
   a. On click of Link IEC button the IEC number is validated and Digital signature window is opened in a Pop-Up.

- Proceed with Digital Signature process with your digital signature details
  a. Read the Information and install the Pre-requisites for Digital Signature.
  b. Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
  c. Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
  d. Enter your e-Pass Token inside the enter Password field.
4. After Success in digital signature process the IEC Linked successfully message is displayed.
5. If linking of IEC is successfully done user will be able to see IEC number under the

Screen 30
7. Registering your DSC

Refer the section on digital signature for more details.

1. Visit the DGFT website and login to the DGFT Portal.
   **Note:** Registration of DSC can only be done once user has applied for an IEC or linked an existing IEC to the user profile.

![Screen 31](image1)

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

![Screen 32](image2)

3. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token
4. Read the information and install all pre-requisites for Digital signature and then click on “Register New DSC”.

5. Select your Digital Signature details and process with your digital signature details
   a. Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
   b. Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
   c. Enter your e-Pass Token inside the enter Password field.
6. After Successful signing, Success message is displayed.

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

<table>
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<tr>
<th>SI No.</th>
<th>Digital Signature Serial Number</th>
<th>Certifying Authority</th>
<th>Common Name</th>
<th>Organisation</th>
<th>Start Date</th>
<th>End Date</th>
<th>Is Active</th>
<th>Detach Link</th>
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<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

**Screen 37**
8. Register For Aadhar E-Sign

1. Visit the DGFT website and login to the DGFT Portal.  
   **Note**: Registration of Aadhar E-Sign can only be done once user has applied for an IEC or linked an existing IEC to the user profile.

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

3. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token
4. Enter PAN number, Name as per PAN and DOB.
5. Click on Register for Aadhar E-Sign button. A window will open for Aadhar Based e-Authentication on external website.
6. Enter your virtual id or Aadhar number and click Get OTP button. You will receive OTP on your number registered with Aadhar agency. Enter OTP and click on submit button.
7. After Successful signing, Success message is displayed.

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

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

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

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

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

Then proceed with the following steps:

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

   ![Screen 44](image)

2. Post login click on **“My IEC”** on the Dashboard and click **“Modify IEC Button”** or navigate to **“My dashboard → Importer Exporter Code (IEC) → View and Manage IEC → Modify IEC”**
3. Click on start fresh application button or click on proceed with Existing Application Button in case user already saved a draft application.
4. Modify the details in the General Information Section. (if required)

PAN Details and Nature of concern cannot be modified.
a. Modify firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.

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

Address Proof can be any one of the following documents:

- Sale Deed, Rent agreement, lease deed, electricity bill, telephone land line bill, mobile, postpaid bill, MoU, Partnership deed
- Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
- In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.
5. Enter the details in the "Details of Proprietor/Partner/Director/Karta/Managing Trustee" Tab.
a. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.

b. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.

c. In case the Director is not an Indian National, tick the check box “Is the director a Foreign national?”

6. Modify the details in the “Bank Account Details” Section. (if required)
Under Bank Account Section, user can modify Account Number, Account Holder Name, IFSC code, Bank Name, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).

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

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

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

9. Check the Application Summary and click on Sign button to sign the application using digital token of the Firm and proceed to make the payment against application.
Screen 56

Confirm and proceed to make the payment against application.
Screen 57

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

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

To verify Address 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.

c) User must have the applied for new IEC or have modified IEC is the revamped system.

d) User should have the OTP received via post on the address registered.

Then proceed with the following steps:

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

2. Proceed with Address Verification process by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)” .
3. Now select the IEC Address Validation tab and click on It.

Screen 62

4. User can enter the OTP received via Post and submit.

Screen 63
11. **Surrender Request for IEC**

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

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

Then proceed with the following steps:

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

2. Proceed with Surrender IEC process by clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)” .
3. Now select the Surrender IEC tab and click on It.

Screen 66

4. Now Enter the reason for Surrender of your IEC & provide the supporting documents for surrender request and then click on Surrender button.

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

Screen 67

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

Your request has been submitted successfully. 

**Your File no is:** DELIECPSURRE00000096AM2020

<table>
<thead>
<tr>
<th>EIC</th>
<th>IE Status</th>
<th>DR Status</th>
<th>CRM Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A123456789</td>
<td>Valid</td>
<td>n</td>
<td>-</td>
</tr>
</tbody>
</table>
12. Revoke Suspension Request for IEC

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

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

Then proceed with the following steps:

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

2. To Proceed with Revoke Suspension IEC process, Clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.

3. Now select the Request Revoke Suspension tab and click on It.
4. Now Enter the reason for Revoke Suspension of your IEC & provide the supporting documents for Revoke Suspension and then click on Revoke Suspension button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.
6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.

Screen 72
13. Request for Remove from DEL for IEC

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

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.

c) IEC with Active DEL orders.

Then proceed with the following steps:

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

2. To Proceed with Remove from DEL process, Clicking on “My IEC” button on dashboard or from Menu “Services-> Importer Exporter Code (IEC)”.
3. Now select the Request Remove from DEL tab and click on It.

4. Now Select the Active DEL orders from the DEL order List & then Enter the reason for Remove from DEL of your IEC for selected DEL orders & provide the supporting documents for same and then click on Submit button.

5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.
6. Now proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.
14. Request for Merger/Demerger of IECs

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

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.

c) IECs to be Merged/Demerged.

Then proceed with the following steps:

1. Visit the DGFT website and login 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)”.

Screen 78

Screen 79
3. Now select the Request for Merger / Demerger tab and click on It.

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

5. Now Enter the IEC number of Other IEC you want Merge/Demerge, Select Order date of court and End date of IEC, Enter the reason for the Request and click on submit button, then Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.
6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.
15. View & Modify RCMC Details

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

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

Then proceed with the following steps:

1. Visit the DGFT website and login 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 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
button.

7. Once the detail is successfully added you can see your RCMC details under the table below the RCMC Tab.
16. 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.

Screen 28
17. **View & Modify Authorised Economic Operator (AEO) Details**

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

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) Valid IEC Linked with your profile.

Then proceed with the following steps:

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

   ![Screen 89]

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

   ![Screen 90]
3. Now select the View IEC Profile Tab and click on It.

Screen 27

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

Screen 28

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

Screen 91

6. Now Enter AEO Certificate number, AEO Certificate Issue Date & Validity Upto and Provide supporting proof and click on Add button.
7. Once the detail is successfully added you can see your AEO Details under the table below the AEO Tab.
18. 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.

Screen 27

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

Screen 28

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
7. Once the detail is successfully saved you can view details of export by selecting Financial Year.
19. **View IEC details, Status holder Details, Authorisation/Scripts Details & IEC Life Cycle Summary.**

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

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

Then proceed with the following steps:

1. Visit the DGFT website and login 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)”.

![Screen 98](image1)

![Screen 99](image2)
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.

![Screen 104]

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

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

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) IEC Linked with your profile.

Then proceed with the following steps:

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

![Screen 108]

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

![Screen 109]

3. You can search the Application or File based on two classification and other optional details. Select the type of scheme and sub scheme to track any request, rest all the fields are optional like Branch, From Date, To Date, Application Number & File Number and based on these criterias you can search any file by clicking on search button. [Example: To Search Surrender]
IEC file, user will select type of scheme: IEC and sub-scheme: Surrender IEC. This search criteria will give list of all the Surrender IEC 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 option 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.
Screen 114

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

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

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

Screen 115

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.
21. View Any IEC Details

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

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

Then proceed with the following steps:

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

2. Click on “Services” and click “View Any IEC Details”
3. Enter following details -:
   i) Enter Importer/Exporter Code.
   ii) Enter Firm Name.
   iii) Enter Captcha Code

4. Click on View IEC button. Details of the IEC will be shown to the user.
22. Note on Digital Signature Certificate (DSC)

Introduction

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

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

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

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

1. **Install drivers from USB Token** – Plug in your USB Token key containing the DSC and install the drivers available in your digital signature token drive so that your machine can read the token.

2. **Install Digital Signature Utility** - Download and install the eMBridge utility from https://embridge.emudhra.com on your local machine. You will require Administrator rights with full access privilege to install the utility. In case you face any issues while installing the eMBridge utility, please contact us at the DGFT helpline number posted on website or emudhra technical support available on https://embridge.emudhra.com.

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

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

**System Requirements for Usage of DSC**

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

The following abbreviations have been used in the document.

**Table 1: Abbreviations**

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