



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Status Holder Certificate (Certificate Management)

Version 2.0

May 2022

Table of Contents

1. Introduction and Accessing DGFT Portal	3
2. Contact@DGFT	3
3. Registering on New Portal.....	4
4. Forgot Password.....	6
5. Apply for Status Holder Certificate.....	8
6. My Dashboard (Submitted applications)	15
7. Print Certificate	18

1. Introduction and Accessing DGFT Portal

This document is the help file for Status Holder Certificate 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 11 +

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

2. Contact@DGFT

To raise a 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:

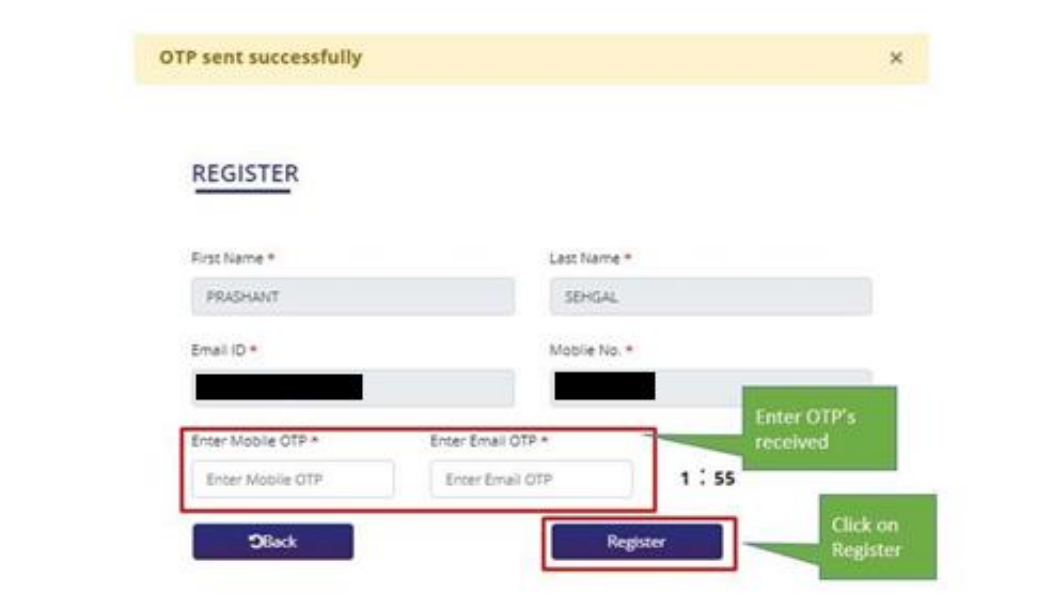
- a) Internet Connection
- b) Valid Email and Mobile Phone Number

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*

New Password*

Confirm Password*

Password Hint:

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



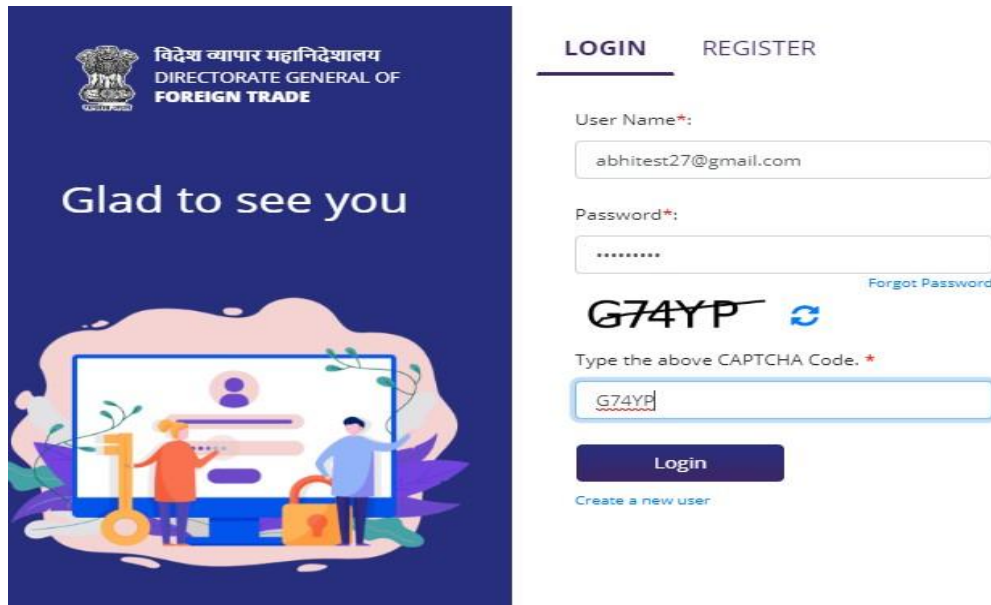
Type the above CAPTCHA Code.

Submit

4. Forgot Password

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

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



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

FORGOT PASSWORD

User Name (Registered Email)*

WPDDR 

Type the above CAPTCHA Code. *

Submit

[Back to Login Window?](#)

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

FORGOT PASSWORD

Are you sure you wish to be sent a new password?

OK

Cancel

6. System will validate the email id provide by you and send the once time password on the registered email id and mobile if email address is registered with DGFT. Registered User will be linked to an IEC to proceed with Status Holder Certificate on Customer Portal

5. Apply for Status Holder Certificate

To Apply for Status Holder certificate on the DGFT portal you would require:

Pre-requisites:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active Importer Exporter Code (IEC).
- User should have Export Performance data in IEC profile (Export Details tab).
- Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

Then proceed with the following steps:

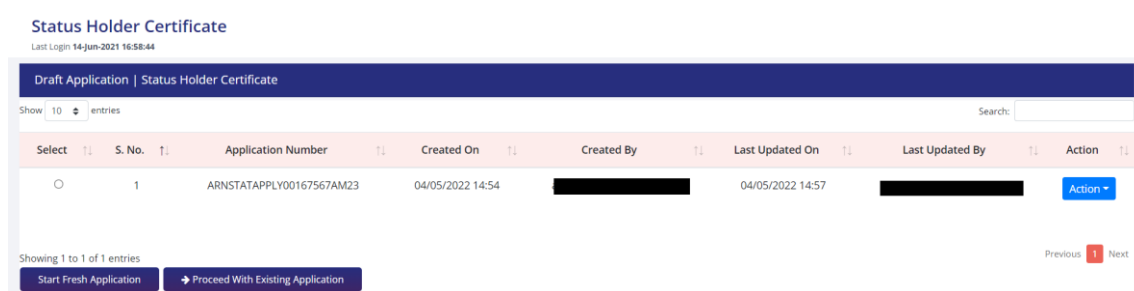
- Visit the DGFT website and login in to the portal with valid credentials.
- Navigate to **Services** → **Certificate Management** → **Status Holder Certificate**

The screenshot shows the DGFT portal dashboard. The user is logged in as 'Ac's Dashboard'. The 'Services' menu is open, and 'Certificate Management' is highlighted. The dashboard also displays 'For Your Action Notifications' with several application statuses and 'Frequently Accessed Links' including 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', and 'SEIS'.

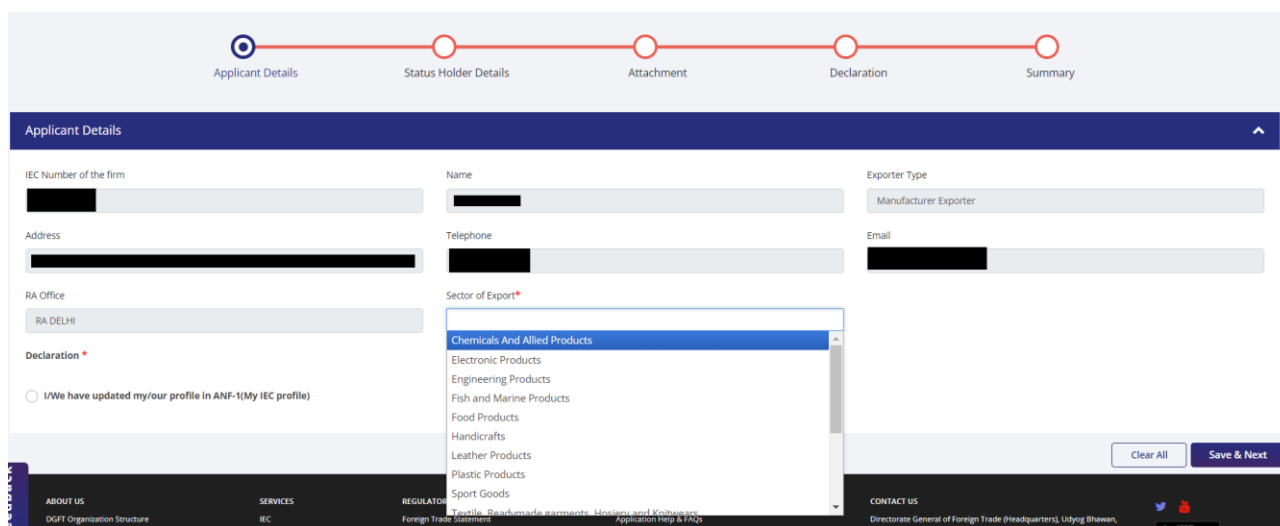
The screenshot shows the 'Certificate Management' page. The 'PROCESSES IN CERTIFICATE MANAGEMENT' section is highlighted with a red box. It includes the following cards:

- Status Holder Certificate**: The certificate issued to the Indian exporters that have excelled in international trade and made a significant contribution to the country's foreign exchange earnings. The certificate is issued to the exporters having outstanding performance in the previous 2 years out of 4 years and meeting required conditions as prescribed in the Foreign Trade Policy (FTP). Various privileges have been awarded to the Status Holders only to boost export production and thereby increase inflow of foreign exchange earnings for the country. [Explore](#)
- Free Sales and Commerce Certificate**: A Free Sale and Commerce Certificate is a certificate issued confirming that the product is freely sold in the country but without any indication that the product is evaluated for safety and efficacy and is registered for use in the country. It gives an assurance from a foreign agency that the products listed on the certificate are freely sold and manufactured in the country seeking to export a particular item. An Importer / Exporter may choose to apply for Free Sale and Commerce Certificate or Application for free sale & commerce certificate for items other than medical devices / instruments. [Explore](#)
- End User Certificate**: Apply for an End-user certificate (EUC). A document used in international transfers, including sales and arms provided as aid, of weapons and ammunition to certify that the buyer is the final recipient of the materials, and is not planning on transferring the materials to another party. In case of import of any freely importable item in India, if a foreign Government insists on certification of end user of the item, before permitting export of the same from their country. [Explore](#)
- Print Certificates**: Print the generated certificates. [Explore](#)
- Identity Card**: [Click Here to Apply and Manage Identity Card.](#) [Explore](#)
- Help and FAQs**: Refer to User Manual and FAQs for the Module. [Explore](#)

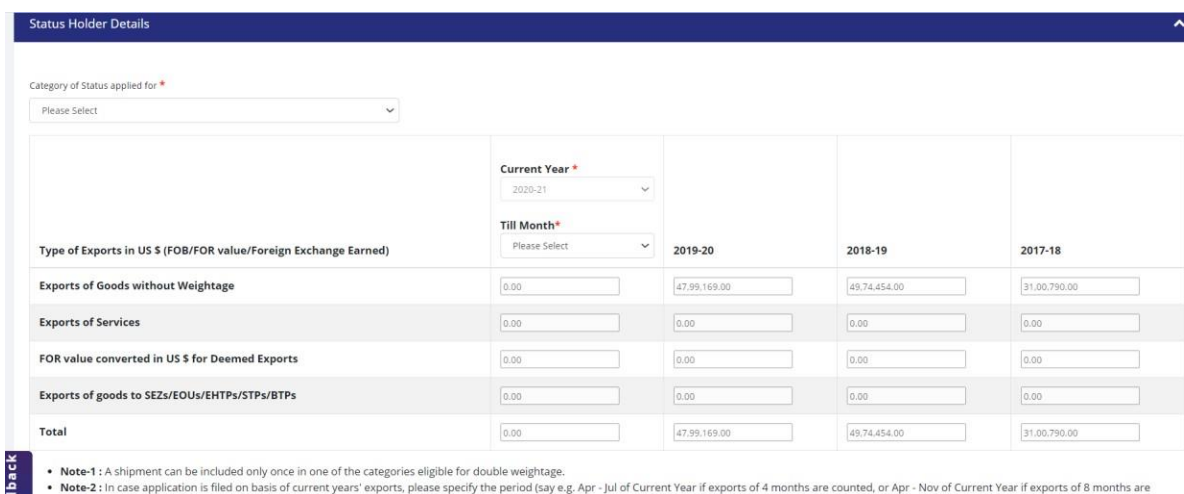
- Click on **“Start Fresh Application”** button or click on **“Proceed with Existing Application”** button in case user already saved a draft application.



- First screen is the **“Applicant Details”**. User will be able to select the Sector of Export. In sector of export, if Gems and jewellery is chosen then only export performance data of 2 years out of total 4 years is mandatory in IEC profile otherwise export performance data of 3 years out of 4 years is mandatory in IEC profile. IEC Number of the firm, Name, Exporter type, address, telephone and email details will be auto-populated as per IEC and will click on **“Save & Proceed”**.



- Next is Status Holder Details screen.



On this page, User can select the Category of Status applied for. There are 5 categories given below:

1. One Star Export House
2. Two Star Export House
3. Three Star Export House
4. Four Start Export House
5. Five Star Export House

For One Star Category, Export performance should be 3 Million (in USD), for Two Star category 25 Million, for Three Star 100 Million, Four Star 500 Million and for Five Star 2000 Million (USD)

If User selects 'One Star Export House, Please specify field will be displayed with below values in dropdown:

MSME as defined in Micro, Small & Medium Enterprises Development (MSMED) Act 2006.

Manufacturing units having ISO/BIS.

Units located in North Eastern States including Sikkim and Jammu & Kashmir.

Units located in Agri Export Zones

For above values, if chosen by User, he/she will get the double weightage for star status

Category of Status applied for *		Please specify *			
One Star Export House		Please Select			
Type of Exports in US \$ (FOB/FOR value/Foreign Exchange Earned)		Current Year *	2019-20	2018-19	2017-18
Exports of Goods without Weightage	0.00	2020-21	47,99,169.00	49,74,454.00	31,00,790.00
Exports of Services	0.00	Till Month*	0.00	0.00	0.00
FOR value converted in US \$ for Deemed Exports	0.00	Please Select	0.00	0.00	0.00
Exports of goods to SEZs/EOUs/EHTPs/STPs/BTPs	0.00		0.00	0.00	0.00
Total	0.00		47,99,169.00	49,74,454.00	31,00,790.00

- **Note-1** : A shipment can be included only once in one of the categories eligible for double weightage.
- **Note-2** : In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr - Jul of Current Year if exports of 4 months are counted, or Apr - Nov of Current Year if exports of 8 months are counted)
- **Note-3** : If the exports are in any other currency other than US\$ like Euro etc, these shall be converted to US\$ as per rate notified by customs for particular month for export purposes.

Note: Export Performance data should be auto-populated from IEC profile of User (Export Details in IEC).

Calculation details:

- Export of Goods without weightage will be user enterable. (1st row in above screenshot)
- Exports of Services without weightage will be enterable (2nd row in above screenshot)
- FOR value converted in US\$ for Deemed Exports will be **Other Deemed Exports from IEC profile.**
- Exports of goods to SEZs/EOUs/EHTOs/STPs/BTPs will be **Supplies to EOU/BHP/EHTP/EHTP/STPI (from IEC profile) + Supplies to SEZs (from IEC profile)**

- Exports of Goods and Services with double weightage (in case of 1 star category only) formula is **2*[(Direct Exports from IEC profile+Exports of Services from IEC profile) – (Export of goods without weightage+Exports of Services without weightage)]**

Category of Status applied for *
One Star Export House

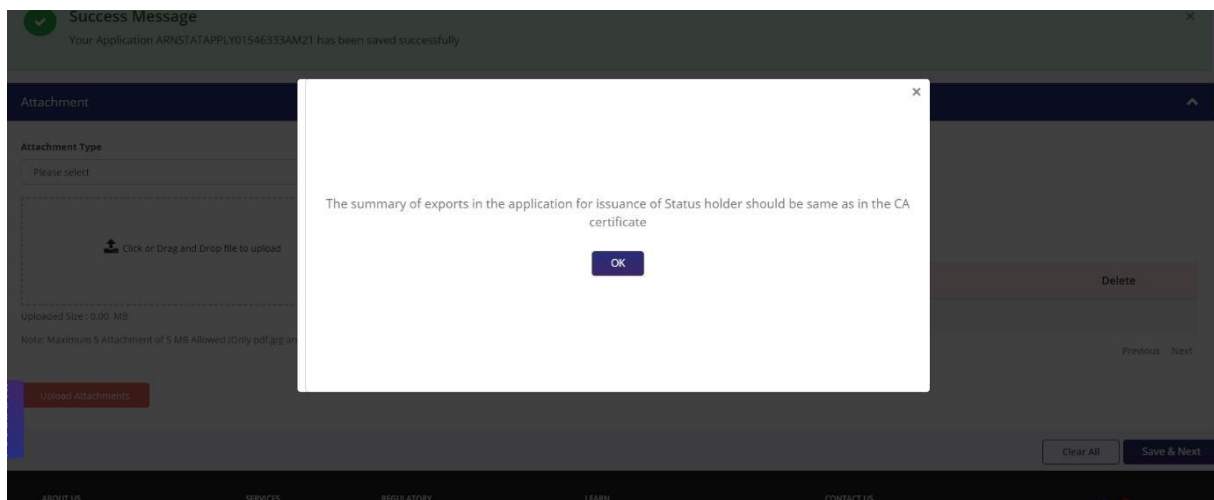
Please specify *
Please Select
Please Select
MSME as defined MSMED Act 2006
Manufacturing units having ISO/BIS
Units located in North Eastern States including Sikkim and Jammu & Kashmir
Units located in Agri Export zones
None

Type of Exports in US \$ (FOB/FOR value/Foreign Exchange Earned)	Till Month*	2019-20	2018-19	2017-18
Exports of Goods without Weightage	Please Select	47,99,169.00	49,74,454.00	31,00,790.00
Exports of Services		0.00	0.00	0.00
FOR value converted in US \$ for Deemed Exports		0.00	0.00	0.00
Exports of goods to SEZs/EoUs/EHTPs/STPs/BTPs		0.00	0.00	0.00
Total		47,99,169.00	49,74,454.00	31,00,790.00

- Note-1** : A shipment can be included only once in one of the categories eligible for double weightage.
- Note-2** : In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr - Jul of Current Year if exports of 4 months are counted, or Apr - Nov of Current Year if exports of 8 months are counted)
- Note-3** : If the exports are in any other currency other than US\$ like Euro etc, these shall be converted to US\$ as per rate notified by customs for particular month for export purposes.

Note: Exports of Goods and Services with double weightage row will appear for One Star Export House.

Similarly Exporter can apply for any star category as per export performance (current year & previous 4 years)



“The summary of exports in the application for issuance of Status holder should be same as in the CA certificate” will appear on Save & Next button.

- Next tab is Attachments. Attachments for Status Holder Certificate are mandatory. Select the type of attachment from the Attachment type dropdown followed by adding an attachment and entering the remarks corresponding to it.

Note: CA Certificate is mandatory to be uploaded.

Home / Services / Certificate Management

Status Holder Certificate

Last Login 14 Jun 2021 16:58:44

Applicant Details
Status Holder Details
Attachment
Declaration
Summary

Success Message
Your Application ARNSTATAPPLY00166226AM23 has been saved successfully

Attachment

Attachment Type	Remark	View/Add More Attachments	Delete
Please select Please select 1. Copy of earlier Status Certificate, if any; 2. Format A - Certificate of Exports where Double Weightage has been claimed (Applicable only if the application is for One Star Export House) 3. Format B - Certificate of Foreign Exchange Earned by Supply of Service 4. Format C - Certificate of FOR value of Deemed Exports 5. Format D - Exports from SEZs / EOU's / EHTPs / STPs / BTPs units which are included in IEC and is taken for calculation of grant of status 6. Annexure to ANF 3C 7. Upload CA certificate & Others 8. Others Uploaded Size : 0.00 MB Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)	6. Annexure to ANF 3C	view	

Feedback

[Upload Attachments](#)

Previous Next

Ask VAHEI

7. Under declaration, accept the terms, condition by clicking on check, and click on Sign button sign the application using digital token.

Success Message
Your Application ARNSTATAPPLY01546333AM21 has been saved successfully

Declaration

- I/We hereby certify that :
 - the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):
 - The Customs Act, 1962,
 - The Central Excise Act 1944,
 - Foreign Trade (Development & Regulation) Act 1992, and
 - The Foreign Exchange Management Act,1999;
 - The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
 - none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / er on the Denied Entity List (DEL) of DGFT;
 - neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking i export under any of the provisions of the Policy;
- I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Har Procedures
- I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. I/We fully understand that any information furnished in th if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
- I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
 - I hereby declare that a shipment has been included only once in one of the categories eligible for double weightage.
 - I hereby declare that exports made on re-export basis have not been included.
 - I hereby declare that export / supplies do not include any performance based on disclaimer .
 - I hereby declare that only such exports has been taken into account for seeking recognition, which has been realized by me in our bank account directly from overseas.
 - I undertake to abide by provisions of Para 9.51 of FTP relating to supply of service from India.

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

Place* Date*

User Details
(Note: If user profile are not updated. Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name : AC Bros Designation : Partner
 Email : Mobile :
 Office Address :
 Residential Address :

8. After declaration, next tab is Application Summary. User will submit the application on Summary Page.

Applicant Details Status Holder Details Attachment Declaration Summary

Success Message
Your Application ARNSTATAPPLY001662Z26AM23 has been saved successfully

APPLICATION SUMMARY

IEC Number : [REDACTED] IEC Name : [REDACTED] Exporter Type : Manufacturer Exporter
 Sector of Export : Gems and Jewelry Address : [REDACTED] Email : [REDACTED]
 Telephone : [REDACTED] RA Office : RA DELHI

Status Holder Details

Category of Status applied for : One Star Export House Please specify : MSME as defined MSMED Act 2006

Year of Application	2022-23	2021-22	2020-21	2019-20
Till Month	April			

Type of Exports (FOB/FOR value/Foreign Exchange Earned)

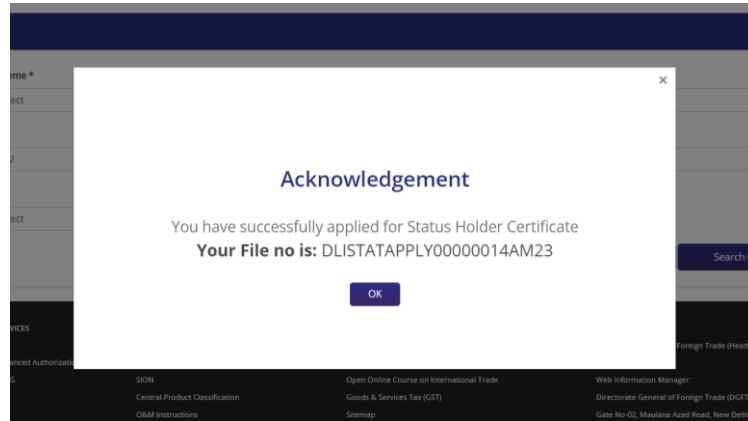
C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;
 2. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures
 3. I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
 4. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
 5. I hereby declare that a shipment has been included only once in one of the categories eligible for double weightage.
 6. I hereby declare that exports made on re-export basis have not been included.
 7. I hereby declare that export / supplies do not include any performance based on disclaimer .
 8. I hereby declare that only such exports has been taken into account for seeking recognition, which has been realized by me in our bank account directly from overseas.
 9. I undertake to abide by provisions of Para 9.51 of FTP relating to supply of service from India.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : UTTAR PRADESH Date : 22/04/2022
 Name : AC Bros Designation : Partner
 Email : [REDACTED] Mobile : [REDACTED]
 Office Address : [REDACTED]
 Residential Address : [REDACTED]

Submit

After the successful submission of the file, a unique file number will generate for future reference purposes.



6. My Dashboard (Submitted applications)

1. User can check status of Submitted applications, check details of payment details, view lifecycle and approved certificates via My Dashboard Submitted Applications.
2. User can also print the certificate from dashboard. By clicking on Print button under

Track Application Status

Type of scheme * Type of sub scheme * Status


From Date To Date File Number Application Number

RA Office Branch code

Showing result for : Application process -> Certificate Management Application Sub process -> Status Holder Certificate From Date - 04/02/2022 To Date - 04/05/2022

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNSTATAPPLY04167288AM22	DLISTATAPPLY00000015AM23	28/04/2022	[REDACTED]		RA DELHI	Approved	<input type="button" value="Action"/>
2	ARNSTATAPPLY00166226AM23	DLISTATAPPLY00000014AM23	22/04/2022	[REDACTED]		RA DELHI	In Process	<input type="button" value="Action"/>



Action, user will be redirected to Summary Page and Print Summary button will be there

APPLICATION SUMMARY

IEC Number : [REDACTED] IEC Name : [REDACTED] Exporter Type : Manufacturer Exporter



Sector of Export : Gems and Jewelry Address : [REDACTED] Email : [REDACTED]

Telephone : [REDACTED] RA Office : RA DELHI

Status Holder Details

Category of Status applied for : One Star Export House Please specify : MSME as defined MSMED Act 2006

Year of Application	2022-23				
	Till Month	April	2021-22	2020-21	2019-20
Type of Exports (FOB/FOR value/Foreign Exchange Earned)					
Export of Goods and Services with Double weightage	1,00,00,000.00		2,00,00,000.00	0.00	0.00
Exports of Goods without Waiver	0.00		0.00	0.00	0.00

ANF- 3C**Application Form for Status Holder Certificate**

1. Application Summary			
IEC Number	██████████	IEC Name	██████████
Exporter Type	Manufacturer Exporter	Sector	Gems and Jewelry
Address	██████████	Email	██████████
Telephone	██████████	RA Office	RA DELHI

2. Status Holder Details					
Category of Status applied for		One Star Export House	Please specify		MSME as defined MSMED Act 2006
SNo.	Type of Exports in US \$ (FOB/FOR value/Foreign Exchange Earned)	Year of Application			
		2022-23 Till Month April	2021-22	2020-21	2019-20
1	Export of Goods and Services with Double weightage	1,00,00,000.00	2,00,00,000.00	0.00	0.00

3. User can also check the life cycle of application by click on "View life cycle" button under Actions.

The screenshot shows a web application window titled "VIEW LIFE CYCLE". At the top, it displays the application details: "Showing result for : Application process -> Certificate Management Application Sub process -> Status Holder Certificate" and "Application Number - ARNSTATAPPLY01546333AM21 File Number - DLISTATAPPLY00040689AM21". Below this is a table with the following data:

Sl.No.	Action	Action Date	Action By
1	Submitted	18/03/2021 01:31:23 PM	Importer/Exporter

Navigation buttons "Previous" and "Next" are visible below the table. The footer of the application window shows "INDIA PRIVATE LIMITED DELHI Process" and "Showing 1 to 1 of 1 entries".

4. Similarly, User can respond to deficiency of a deficient file via 'Respond to Deficiency' button under Action. User will be able to update the application form as per deficiency remarks and will submit the application again. File number will be same for Respond to deficiency.

By choosing Amendment as Yes or No, User can submit the form (editable fields or attachment) as per requirement.

Amendment functionality is same for all processes (certificates)

7. Print Certificate

User can print the certificate by using Print Certificate node under Certificate Management.

Certificate Management
Last Login 22-Mar-2021 15:04:14

What is Certificate Management

To facilitate the management of various certificates issued by DGFT such as the Identity card, Free sale and Commerce Certificate, End User Certificate, and Status Holder Certificate, an importer/exporter may choose to apply for a certificate and manage. Pre-requisites as mentioned in Chapter 2, Chapter 3 and Chapter 4 of Foreign Trade Policy and Hand Book of Procedures may be referred.

PROCESSES IN CERTIFICATE MANAGEMENT

Status Holder Certificate

The certificate issued to the Indian exporters that have excelled in international trade and made a significant contribution to the country's foreign exchange earnings. The certificate is issued to the exporters having outstanding performance in the previous 2 years out of 4 years and meeting required conditions as prescribed in the Foreign Trade Policy (FTP). Various privileges have been awarded to the Status Holders only to boost export production and thereby increase inflow of foreign exchange earnings for the country.

[Explore](#)

Free Sales and Commerce Certificate

A Free Sale and Commerce Certificate is a certificate issued confirming that the product is freely sold in the country but without any indication that the product is evaluated for safety and efficacy and is registered for use in the country. It gives an assurance from a foreign agency that the products listed on the certificate are freely sold and manufactured in the country seeking to export a particular item. An Importer / Exporter may choose to apply for Free Sale and Commerce Certificate or Application for free sale & commerce certificate for items other than medical devices / instruments.

[Explore](#)

End User Certificate

Apply for an End-user certificate (EUC). A document used in international transfers, including sales and arms provided as aid, of weapons and ammunition to certify that the buyer is the final recipient of the materials, and is not planning on transferring the materials to another party. In case of import of any freely importable item in India, if a foreign Government insists on certification of end user of the item, before permitting export of the same from their country.

[Explore](#)

Print Certificates

Print the generated certificates.

[Explore](#)

Status Holder Certificate

Free Sales and Commerce Certificate

End User Certificate

Show entries

Select	Certificate Name	File Number
<input checked="" type="radio"/>	One Star Export House	057510500398AM16

Showing 1 to 1 of 1 entries Previous 1 Next

Print Certificate