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## **The Status Holder Certificate System**

### **Q1. Who is a Status Holder? How can I become a Status Holder?**

Status Holders are business leaders who have excelled in international trade and have successfully contributed to country's foreign trade. Status Holders are expected to not only contribute towards India's exports but also provide guidance and handholding to new entrepreneurs.

You may become a Status Holder by applying for a Status Holder Certificate. If your application for the requested Status House is approved, you shall be issued a Status Holder Certificate.

### **Q2. Who is eligible for Status Holder Certificate?**

All exporters of goods, services and technology having an import-export code (IEC) number shall be eligible for recognition as a status holder. Status recognition will depend on export performance. An applicant shall be categorized as status holder on achieving export performance during the current and previous three financial years (for Gems & Jewelry Sector the performance during the current and previous two financial years shall be considered for recognition as status holder).

For granting status, export performance is necessary in at least two out of four years.

### **Q3. What is the benefit one can receive by being a Status Holder?**

**OR**

#### **What are the privileges of a Status Holder?**

A Status Holder shall be eligible for privileges as specified by the Foreign Trade Policy.

### **Q4. What are the prerequisites for applying for Status Holder Certificate?**

**OR**

#### **What are the pre-requisites to avail benefits under Status Holder Certificate?**

To avail benefits under a Status holder certificate, following are required:

- Your user profile must be linked with an IEC.
- A valid DSC must be registered in the system. You may verify the same from **My Dashboard > View and Register Digital Signature Token**.
- Export/Import/Turnover details of the firm must be entered and updated in the IEC profile.

### **Q5. If my IEC is in DEL/cancelled/suspended, am I eligible to apply for the Status Holder Certificate?**

If your IEC is in DEL, you shall be allowed to proceed with submission of your request for issuance of a Status Holder certificate, however, your application shall only be actioned upon once your IEC is removed from DEL.

If your IEC is cancelled/suspended, you shall not be allowed to proceed with submission of your request for the issuance of a Status holder certificate.

### **Q6. What Status holder category should I apply for?**

**OR**

#### **What Status holder category am I eligible for?**

An exporter shall be granted status holder category as per the below:

S.No.	Status Category	Export Performance FOB / FOR (as converted) Value (in US \$ million)
1.	One Star Export House	3
2.	Two Star Export House	25
3.	Three Star Export House	100
4.	Four Star Export House	500
5.	Five Star Export House	2000

**Q7. What is double weightage?****OR****How can I get double weightage for my exports?**

Exports may be counted twice for firms with the below conditions:

1. The exports by IEC holders under the following categories shall be granted double weightage for calculation of export performance for grant of status:
  - a. Micro, Small & Medium Enterprises (MSME) as defined in Micro, Small & Medium Enterprises Development (MSMED) Act 2006.
  - b. Manufacturing units having ISO/BIS.
  - c. Units located in North Eastern States including Sikkim and Jammu & Kashmir.
  - d. Units located in Agri Export Zones.
2. Double Weightage shall be available for grant of One Star Export House Status category only.
3. A shipment can get double weightage only once in any one of above categories.

**Q8. Can exports of one IEC be used by another IEC for the issuance of the Status Holder Certificate?****OR****Is export performance based on disclaimer permitted for issuance of Status Holder certificate?**

Export performance of one IEC holder shall not be permitted to be transferred to another IEC holder. Hence, calculation of exports performance based on disclaimer shall not be allowed.

**Q9. Will re-exports be counted for recognition of Status Holder?**

Exports made on re-export basis shall not be counted for recognition.

**Q10. Will exports of items under an authorisation or exports of SCOMET items be counted for recognition of Status Holder?**

Yes. Export of items under Authorisation, including SCOMET items, would be included for calculation of export performance.

**Q11. I couldn't complete my application; however, I had saved it after filing it partially. Where can I find it?****OR****Where can I find my partially filled application?**

Please follow the below path to access your draft applications for Status Holder Certificate

- My Dashboard > Draft Applications.
- Click on **Action** (Under the Results) > **Open**

**Q12. What is an application number? Where can I find it?**

When an application is created and saved for the first time, an application number gets created. All draft applications have an application number. The same can be found by following the below path:  
**My Dashboard > Draft applications**

**Q13. What is a file number? Where can I view my submitted applications/File number?**

When an application is submitted, a file number is generated. The application is tracked via this file number.

Please follow the below path to get the file number for Status Holder Certificate

- My Dashboard > Submitted Applications
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**.
- All details of submitted applications are available in the search results. These details also include their file number.

**Q14. How can I request for withdrawal of my submitted application?**

Please follow the below path to withdraw a submitted application

- My Dashboard > Submitted Applications
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**
- Click on **Action** (Under the Results) > **Withdraw**

**Q15. Where can I view my approved Status Holder Certificate?**

**OR**

**Where can I download my Status Holder Certificate from?**

Please follow the below path to get the approved Status Holder Certificate

- My Dashboard > Submitted Applications
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**
- Click on **Action** (Under the Results) > **View Approved Licenses > View Letter**

**Q16. What is view lifecycle? Where can I see it?**

Please follow the below path to view lifecycle of a submitted file for Status Holder Certificate

- My Dashboard > Submitted Applications.
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**
- Click on **Action** (Under the Results) > **View Life Cycle**

**Q17. Where can I see the DSC/e-Sign details of the submitted applications?**

Please follow the below path to view the DSC/e-Sign details of a submitted file for EPCG

- My Dashboard > Submitted Applications.
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**
- Click on **Action** (Under the Results) > **DSC/e-Sign Details**

**Q18. Where can I check the status of my submitted application?**

Please follow the below steps to check the status of a submitted application for Status Holder Certificate

- **My Dashboard > Submitted Applications**
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**
- In the search results, please find the status of the submitted application under the column **File Status**

**Q19. What to do if my application is marked as deficient?**

If the File Status of your submitted application is marked as deficient, please follow the below steps to respond to the deficiency raised by the officer:

- **My Dashboard > Submitted Applications**
- Enter **Type of Scheme** (Select in dropdown: Certificate Management) and **Type of Sub Scheme** (Status Holder Certificate)
- Click on **Search**
- Click on **Action** (Under the Results) > **Respond Deficiency**
- Click on **View** under the **Deficiency view** to view the deficiency letter issued by the officer.
- To respond to deficiency, click on **Respond** under the **Respond to Deficiency**.
- A pop-up shall appear asking you **Do you want to amend application?**, in case you have to add attachments only, please click on **NO** whereas, to make changes to your application, please click on **YES**.
- On submission of your response, the **life cycle view** of the application is updated for your reference and the file is submitted to the RA officer who issued the deficiency letter.

**Q20. Where can I confirm the submission of my response to a deficiency against my submitted application?**

Post submission of your response to the deficiency, a pop-up appears confirming your submission. Also, the same gets updated in the life cycle view.

**Q21. Where can I check the status of CBIC transmission?**

or

**How do I know if my authorisation details have been sent to CBIC?**

Details of Status Holder Certificate once issued, shall not be automatically transmitted to CBIC. You are requested to get the same updated at CBIC with the necessary documents.

**Q22. How can I take a print of the application or download it for future reference?**

Each form has a section of application summary that shows values for all fields filed in the application. This section of application summary, has a button for "Print Application" enabled on the top right corner of the section. Please click on the button to download the application for your future reference.

**Q23. Where can we apply for Status Holder Certificate?**

OR

**Where can we get the link to apply for Status Holder Certificate?**

Please follow the below path to apply for issuance of a Status Holder Certificate:

- **Services > Certificate Management > Apply Certificate**
- Click on **Status Holder Certificate**

**Q24. What do I need to select for field of Sector of Export?**

OR

**Can I select multiple Sectors of Export?**

Select the category of items of export made against which you are applying for the issuance of the Status Holder Certificate. You may choose to select multiple sectors of export based on the exports made.

**Q25. What do I do if I am not able to edit my values for exports?**

The values of export is auto-populated based on the turnover details as updated in the IEC Profile. Hence, it is important to update your IEC Profile before applying for issuance of the Status Holder Certificate.

**Q26. Why do I get an error message “Please Update data in Manage IEC profile for Export/ Import/ Turnover Details for the selected year and preceding two years”?**

When your turnover details are not updated in the IEC Profile for the selected financial year, you get this error message. You are requested to update your turnover details in the IEC Profile to proceed further for the application of issuance of the Status Holder certificate.

**Q27. What is the application fee?**

There is no application fee for the issuance of a Status Holder Certificate.

**Q28. How long is the Status Holder Certificate valid for?**

OR

**What is the validity of a Status Holder Certificate?**

A Status Holder Certificate is valid for a period of 5 years from the date of issuance of the Status Holder Certificate or until the validity of the Foreign Trade Policy, whichever is earlier.

**Q29. Can I get the validity of my Status Holder Certificate extended?**

No. The validity of the Status holder certificate cannot be extended. However, you may choose to file for issuance of a fresh Status Holder Certificate instead.

**Q30. Which all attachments/documents are mandatory for submission of the application?**

Following are the list of documents/attachments that are mandatory to apply for the issuance of a Status Holder Certificate:

- Certificate of Exports where Double Weightage has been claimed (Applicable only if the application is for One Star Export House) in Format A.
- Certificate of Foreign Exchange Earned by Supply of Service in Format B.
- Certificate of FOR value of Deemed Exports in Format C.
- Exports from SEZs / EOUs / EHTPs / STPs / BTPs units which are included in IEC and is taken for calculation of grant of status in Format D.
- Annexure to ANF 3C.

**Q31. On declaration page of an application form, I am unable to proceed further, or system is not allowing me to click on “Save and Next”.**

If user profile is not updated, please update the details of your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.

**Q32. Can I make an amendment to my issued Status Holder Certificate?**

OR

**How can I make amendments to my issued Status Holder Certificate?**

No modifications/amendments are permitted as per the current implementation. For any modifications, please raise a fresh application for the issuance of a fresh Status Holder Certificate.