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**NOTE:** Answers in this FAQ document are informative in nature. No legal claims can be made on basis of same. Users should refer policy documents for legal position. Please refer to Foreign Trade Policy and Handbook of Procedures for policy related matters.

## The Restricted Exports System

### Q1. What is a Restricted Item?

All goods, import of which is permitted only with an Authorisation / Permission / License or in accordance with the procedure prescribed in a notification / public notice are 'Restricted' goods.

### Q2. Where are the 'Restricted' items listed?

The list of 'Restricted' items is available in the Import, Export & SCOMET Policy in the Regulatory Updates section in DGFT website at <http://dgft.gov.in/CP/>.

### Q3. What are the prerequisites for applying for a Restricted Exports authorisation?

To apply for RESTRICTED EXPORTS, 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**.

### Q4. If my IEC is in DEL/cancelled/suspended, am I eligible to apply for the authorisation?

If your IEC is in DEL, you shall be allowed to proceed with submission of your request for issuance of the authorisation, 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 the authorisation.

### Q5. 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 Restricted Exports

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

### Q6. 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**

### Q7. 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 Restricted Exports Authorisation

- My Dashboard > Submitted Applications

- Enter **Type of Scheme** (Select in dropdown: Restricted Exports) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- Click on **Search**.
- All details of submitted applications are available in the search results. These details also include their file number.

**Q8. 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: Restricted Exports) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- Click on **Search**
- Click on **Action** (Under the Results) > **Withdraw**

**Q9. Where can I view my approved authorisations?**

Please follow the below path to get the approved authorisations for Restricted Exports

- My Dashboard > Submitted Applications
- Enter **Type of Scheme** (Select in dropdown: Restricted Exports) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- Click on **Search**
- Click on **Action** (Under the Results) > **View Approved Licenses** > **View Letter**

**Q10. What is view lifecycle? Where can I see it?**

Please follow the below path to view lifecycle of a submitted file for Restricted Exports

- My Dashboard > Submitted Applications.
- Enter **Type of Scheme** (Select in dropdown: Restricted Exports) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- Click on **Search**
- Click on **Action** (Under the Results) > **View Life Cycle**

**Q11. 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

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

**Q12. Where can I check the status of my submitted application?**

Please follow the below steps to check the status of a submitted application for Restricted Exports

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

**Q13. How will I get to know whether my payment is successful or failed in the system?**

**OR**

**Where can I check the status of my payments for an application?**

Post successful payment against your submitted application, an Acknowledgement message stating the successful submission of the application shall be shown on the screen.

The same can be confirmed by following the below steps:

- **My Dashboard > Submitted Applications**
- Enter **Type of Scheme** (Select in dropdown: Restricted Exports) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- Click on **Search**
- Click on **Action** (Under the Results) > **Payment Details**

**Q14. 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: Restricted Exports) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- 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.

**Q15. 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.

**Q16. 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.

## **Issuance of Restricted Exports Authorisation**

**Q17. Where can we apply for Restricted Exports authorisation?**

**OR**

**Where can we get the link to apply for Restricted Exports authorisation?**

Please follow the below path to apply for issuance of a Restricted Exports authorisation:

- **Services > Export Management System**
- Click on **Restricted Exports**
- Click on **Apply for Restricted Exports authorisation**

**Q18. Can I create a copy of an existing application?**

Please follow the below path to create a copy of an existing application for Restricted Exports

- My Dashboard > Submitted Applications.
- Enter **Type of Scheme** (Select in dropdown: Restricted Exports ) and **Type of Sub Scheme** (Issuance of Restricted Exports Authorisation)
- Click on **Search**
- Click on **Action** (Under the Results) > **Make a Copy**

**Q19. When and how to use the feature of bulk upload for uploading of export items?**

A new feature of bulk upload has been introduced in the new system. This feature shall allow you to capture all the import and export items offline in a sample excel file, you shall only have to upload the file to update the details of import/export items.

Please follow the below steps to use this feature:

- In the particular section, click on the button for **Download Sample Excel**.
- The sample excel has been downloaded on your system. Fill the details of the items in that excel.
- Once you have added details of all the items in the excel, click on the button for **Bulk upload**.
- In the **Upload Attachments** section, click on **Choose File to Upload** and select the excel file that contains the details of items.
- Now click on the button **Upload** to upload the file.
- The details in the file will now start to appear in the table below.

**Q20. What to do if I get an error message on bulk upload, that Row Number <Row No.> : <Field Name> should not be empty or numeric?**

You are getting this error message because the item with serial number as mentioned in the message is either empty or a numeric value for the mentioned field. Please enter a valid value for the field specified.

**Q21. What to do if I get an error message on bulk upload, that Row Number <Row No.> : with ITC(HS) Code as <ITC HS Code> is not valid. Please enter a valid ITC HS Code to proceed.**

You are getting this error message, because the ITC HS code specified on serial number <Row No.> is not pertaining to a Restricted Item you are trying to apply.

**Q22. What if I'm unsure about the 'Technical description of the product' for the product being imported?**

Technical description of the product to be imported is important information. Please mention the technical details of the product to be imported under the scheme. This description may include the make, brand, specifications of the product etc.

**Q23. Can I export multiple products under a single Restricted Exports authorisation?**

Yes but you may only export the item that are listed as a Restricted Item.

**Q24. What to fill in the section for past Exports made in the past 3 years?**

You need to fill the details of all the licenses that you have been issued with the same export item(s) for which you are filling the Restricted Exports authorization for.

**Q25. What is the application fee?**

A registration fee of one thousand rupess will need to be paid through electronic mode in the online system for each application for issuance of the authorisation.

**Q26. How long is the Restricted Exports authorisation valid for?**

**OR**

**What is the validity of a Restricted Exports authorisation?**

Restricted Exports authorisation shall be valid for imports for 24 months from the date of issuance of the authorisation.

**Q27. Is there any extension of the time limit available for exports?**

No. As of now no provision is there for any extension.

**Q28. Do I need to pay additional fees while submitting the updated application after deficiency was issued?**

No

When you increase the CIF amount in the application while responding to the deficiency, you are required to pay an additional charge proportional to the increase in CIF value.

**Q29. 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.

**Q30. Is transfer of authorization possible for Restricted Exports?**

No, as per policy authorizations are non-transferable.

## **Amendment of Restricted Exports Authorisation**

**Q31. Where can we apply for Amendment of Restricted Exports authorisation?**

**OR**

**Where can we get the link to apply for Amendment of Restricted Exports authorisation?**

Please follow the below path to apply for issuance of a Restricted Exports authorisation:

- **Services > Export Management System**
- **Click on Restricted Exports**
- **Click on Apply for Amendment of Restricted Exports authorisation**

**Q32. What is the application fees for amendment for Restricted Exports authorization?**

- Basic application fees is INR 200 for application for amendment/ correction in the Authorization.
- If CIF value of authorization in application form is increased, applicable fees will also increase therefore applicant will have to pay the difference amount while submitting the application.

**Q33. Is there a time period for amendment of an issued authorisation?**

An authorisation may only be allowed for amendment until its export validity period. No authorisations shall be permitted for amendment post the validity period of the authorisation.

**Q34. What modifications am I allowed to request for against an issued Authorisation?**

You may add new items, decrease the quantity of items, CIF amounts, modify the UOM.

## **Revalidation of Restricted Exports Authorisation**

**Q35. Where can we apply for Revalidation of Restricted Exports authorisation?**

**OR**

**Where can we get the link to apply for Revalidation of Restricted Exports authorisation?**

Please follow the below path to apply for issuance of a Restricted Exports authorisation:

- **Services > Export Management System**
- **Click on Restricted Exports**
- **Click on Apply for Revalidation of Restricted Exports authorisation**

**Q36. What is the application fees for applying first revalidation for advance authorization?**

Application fees is INR 500 for application for first revalidation of Authorization.

**Q37. How and where to enter revalidation period and the other details necessary for applying for Revalidation?**

Please follow the given path:

- Open the application form, all the details will be available in view only fields. Only the "Revalidation details" will be editable.
- Enter the revalidation period and reason for revalidation
- Click on 'Save and Next'.
- Attach the required documents
- Tick the declaration form and submit file for processing.

## **Export of Samples or Exhibits or Gifts or Spares or Replacement Goods**

**Q38. Where can we apply for Export of Samples or Exhibits or Gifts or Spares or Replacement Goods?**

**OR**

**Where can we get the link to apply for Export of Samples or Exhibits or Gifts or Spares or Replacement Goods ?**

Please follow the below path :

- **Services > Export Management System**
- Click on **Restricted Exports**
- Click on **Export of Samples or Exhibits or Gifts or Spares or Replacement Goods**