

Directorate General of Foreign Trade

User Help File Identity Card (Certificate Management)

Version-3.0

September-23

Table of Contents

1. Introduction and Accessing DGFT Portal	. 2
2. Contact@DGFT	. 2
3. Registering on New Portal	. 3
5. Apply for Identity Card Application	. 7
6. View/Print Issued Identity Card	14
7. Apply for Amendment of Identity Card	15
8. Apply for Renewal of Identity Card	18
9. Surrender an Issued Identity Card	21

1. Introduction and Accessing DGFT Portal

This document is the help f ile for issuance of Identity Card in the new system. To access the new portal, navigate to <u>https://dgft.gov.in</u>

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 11 +

Users are advised to refer to the latest help f ile available under Learn > Application Manuals 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.

require:

3. Registering on New Portal

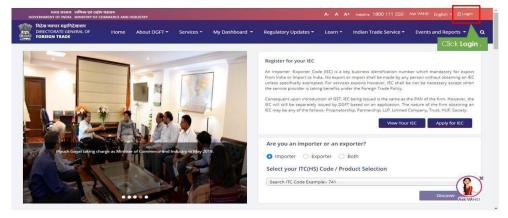
To Register on Directorate General Foreign Trade (DGFT) portal you would

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"

B2:81 OFFICE OFFICE AND A CONTRACT OFFICE OF	LOGIN REGISTER Register User As* Importer/Exporter •] ×	Fill in the information below.
Glad to see you	First Name *	Last Name *	Fields marked are mandatory to fill in.
	Email ID *	Mobile No. *	
	Pincode* 134003	District*	
	State* HARYANA *	City * Ambala City	
	RXNXB C		
	RXNXB		
	 By registering you are agreeing the second of the second of	to our terms & conditions	

3. Enter the OTPs received on email and mobile number.

REGISTER					
First Name *		Last Name *			
PRASHANT		SEHGAL			
Email ID *		Mablie No. *			
				Enter OT	D's
Enter Mobile OTP *	Enter Email OTP			received	
Enter Mobile OTP	Enter Email 07	P	1:55		

4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

×

×

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.

विदेश व्यापार महानिदेशालय मृत्रा DIRECTORATE GENERAL OF FOREIGN TRADE	LOGIN REGISTER
Glad to see you	abhitest27@gmail.com Password*:
	Forgot Password

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

ser Name (Registered Email)*	
Enter User Name (Registered Email)	
ype the above CAPTCHA Code. *	

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



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 Identity Card application on Customer Portal.

5. Apply for Identity Card Application

To Apply for ID card on the DGFT portal you would require: **Prerequisites:**

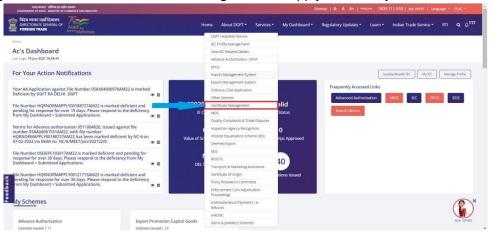
- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active Importer Exporter Code (IEC).
- c) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee.

Then proceed with the following steps:

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

		-	
ade or	विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE	LOGIN REGISTER	number wh e of import n Trade Poli
EME		User Name (Registered Email)*:	allows- "Pri the PAN of
Govt. o	Glad to see you	Password*:	IEC Help &
		W4CY2 2	
		Please enter above CAPTCHA Code	52081230
n iisms			
from India	20 th Feb, 2021		

2. Navigate to Services \rightarrow Certificate Management \rightarrow Apply for Identity Card



Status Holder Certificate the certificate issued to the indian exporters that have scretelian international trade and made a significant contribution to the country's foreign exchange earnings. The settificate 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 riade Paley (IFTP). Various privilegers have been awarded to the status Holders only to boost export production and hereby increase inflow of foreign exchange earnings for the country.	Free Sales and Commerce Certificate A resistent of Commerce Certificate is a certificate issued ordinming that the product is freely suit in the country bat 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 foring angenty that the products issued on the certificate are freely sold and manufactured in the country selving to export a particular inter. An importer 1's Deporter may choose to apply for Free Sale and commerce certificate or Application for free sale & commerce certificate for items other than medical devices / instruments.	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 bayer 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 term in India, if a foreign Government insists on certification of end user of the item, before permitting export of the isame from their country.	Print Certificates Print the generated certificates.
Explore Identity Card	Lepter. Help and FAQs	Explore	Expl
Tick Here to Apply and Manage Identity Card.	Refer to User Manual and FAQs for the Module.		
Explore	Explore		

3. Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.

10 ¢ entrie	ion Apply							Search:	
elect	5. No.	†↓	Application Number	Created On	Created By	Last Updated On	Last Updated By		Action
0	1		ARNIDTYAPPLY03916450AM22	10/02/2022 12:38		10/02/2022 16:25			Action +
									-

- 4. On applicant details screen user needs to fill below details:
 - a. Name of the person in whose favour Identity Card is to be issued, Designation, Name of Signing Authority, Designation of Signing Authority are user enterable fields. IEC Number of the firm will be auto-populated.

Applicant Details	Attachment	Declaration	Summary
Applicant Details			
Declaration *			
I/We have updated my/our profile in ANF-1(My IEC profile)			
I/We have updated my/our profile in ANF-1(My IEC profile) lame of the person in whose favor Identity Card is to be issued		IEC	Number of the firm
		IEC	Number of the firm
ame of the person in whose favor Identity Card is to be issued	d * Designation *		Number of the firm

b. Select Branch code from dropdown and all details will be auto-populated from registered IEC.

User then clicks on "Save and Next" button

Login 14-Jun-2021 16:58:44							
	Applicant Details		Attachment	Declaration		Summary	
							5
Applicant Details							· •
Applicant Details							^
	rofile in ANF-1(My IEC profile)						^
Declaration *	rofile in ANF-1(My IEC profile) ror identity Card is to be issued *		Designation *		IEC Number of the firm		^
Declaration *		~	Designation *		IEC Number of the firm		^
Declaration *	vor Identity Card is to be issued *	v			IEC Number of the firm		^

5. On next screen "Attachment" all three attachments are mandatory for ID card. Pas sport size photograph of the applicant, add Identity proof can be Aadhar/Pan Card/Voter ID/Driving License, Scanned copy of the Employee details on company letterhead.

Applicant Details		Attachment		Declaration	Summary	
Success Message Your Application ARNIDTYAPPLY00027985AM21 ha	r been round ru	rearcfullu				
	3 Deen 30ved 30	coostuny				
ttachment						
ttachment Type		Remark				
Please select	~					
Please select		Uploaded Document List				
			Remark	View/Add More Attachments		Delete
		Show 10 C entries	Remark	View/Add More Attachments		Delete

6. Under declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button

eclaration		
A. I / We Proprietor/Partner/Director of the firm/company hereby declare that the	erson in whose favour identity card is to be issued is the authorised employee of the firm.	
B. I / We further undertake that the document(s) /Licence(s) may be handed over to	the Identity Card holder at the sole risk and responsibility of the firm.	
Tick the box as acceptance of declaration/ undertaking and fill in the details below.*		
Place*	Date*	
UTTAR PRADESH	22/04/2022	
Jser Details		
Note: If user profile are not updated, Please update your logged in user profile before subr	itting the application by clicking on your Username > Profile in the top right corner of website.)	
ame e : AC Bros	Designation 0 : Partner	
mail O :	Mobile O:	
Office Address 0		

7. User navigates to Summary page. User can verify the filled in details in previous screens, and can click on "Print Summary" button to see the printable version of filled in form. Then user click on

"Sign" button to digitally sign the application form. Finally, user clicks on "Submit" button to submit the application.

0—	~	O	0		O	
Applicant De	tails	Attachment	Declar	ation	Summary	
Success Message Your Application ARNIDTYAPPLY00166320/	AM23 has been saved successfull	, ,				×
Application Form						Print Summary
Name of the person in whose favor Identity Card is to AC Bros	be issued	Designation VP		IEC Number of the	firm	
Name of the Signing Authority		Designation of the Signing Authority Director		Branch Code		
Attachment Details						^
Attachment Type				Remark	Attachment Name	
Passport size photograph of the applicant(140*11)	0 pixel size is preferred)				IMG-20190205-WA0004.jpg	
Identity proof can be Aadhaar/Pan Card/Voter ID/I	Driving License				DGFT - PRC CP UM v1.0.pdf	
Scanned copy of the Employee details on company	y letterhead				DGFT - PRC CP UM v1.0.pdf	
Declaration						^
A. I / We Proprietor/Partner/Director of the firr B. I / We further undertake that the document						
You have ticked the box as acceptance of declaration	ion/ undertaking details.					
Place : UTTAR PRADESH			Date: 22/04/2022			
Name : AC Bros			Designation : Partner			
Email :			Mobile :			
Office Address :			Residential Address :			
Amount to be Paid : INR 500						
						Payment For Apply Id Card

8. On application fee payment screen user can verify the fee details and click on "Submit" button to make the payment against application.

Payment Details			
Payments made from corporate accounts requi	re additional approval from Bank portal. It may take 1 - 7 days to reflect in t	he system based on when approval is given from the checker account.	
Applicant Name	Applicant Email	Applicant Address	
AC Bros	*		
Application Type	Service Type	Application Number	
Certificate Management	← ID Card	✓ ARNIDTYAPPLY03916450AM22	
Serv	ice Description	Fees Amount (ጚ)	
	ID Card	500	
Have you already paid in Legacy Miscellaneous Payment System	n (eMPS) / Legacy Draft Application?		
Ves O No		Sub	amit

	विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE		Home	About DGFT 👻	Services -	My Dashboard 👻	Regulatory Updates *	Learn 🕶 Indi	ian Trade Service 🕶		م ا
Но	ome										
	Abhishek's Dashboard										
P	Payment Response										^
	Payment Transaction ID		Applicant Name				Service Type				
	611952		aBHISHEK				ID Card				
	Response:										
	Success		~								
									Submit	Can	cel
									64 		~
	ABOUT US	SERVICES	REGULATORY	LEARN	N		CONTACT US				
	DGFT Organization Structure		Foreign Trade Statement	Applic	cation Help & FAQs		Directorate General of For	eign Trade (Headquarters)	Udyog		
		Advanced	ITCHS Based Import & Export Policy	Elew	ming Videos		Bhawan, New Delhi			Google Play	
	RA Consect	Authorization	SION	Open	Online Course on Internat	ional Trade	Web Information Manager				
	Citizen Charter	EPCG	Central Product Classification	Goods	s & Services Tax (GST)		Directorate General of For	eign Trade (DGFT) Udyog B	Ihawan, H-wing,		
	Complaints / Suggestions / Feedback		O&M Instructions	Sitem	ap		Gate No-02, Maulana Azad	Road New Delhi -110011			

9. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

	Вде илити пріпдення Directorular сальна, ог DGFT, Udyog Bhawan, New Delhi E-PAYMENT RECEIPT
IEC	
File Number	KNPIDTYAPPLY0000001AM23
Date of Submission	2022-04-22 05:52:59
IP Address	0:0:0:0:0:0:1
Firm Name	
Firm Address	
Service Availed	ID Card
Mode of Signature	e Mudra
Transaction Id	2190618
Total Fee Amount (in INR)	500.00
Date of Submission	2022-04-22 05:52:59
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-04-22 05:52:59

 The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on E- payment receipt, user will be redirected to Submitted applications via My Dashboard

IEC	2993001221	
File Number	KNPIDTYAPPLY00000001AM23	
Date of Submission	2022-04-22 05:52:59	
IP Address	0.000.000.0	
Firm Name	×	
Firm Address		
Service Availed		
Mode of Signature		
Your app	olication for ID Card with file number KNPIDTYAPPLY0000001AM23 has been successfully	
	submitted to DGFT for further processing.	
Transaction Id		
Total Fee Amount (ox	
Total Fee Amount (i Date of Submission	ox	
Total Fee Amount (i Date of Submission Mode of Payment	OK .	
Total Fee Amount (i Date of Submission	OK	

11. User can view the Approved ID card under Submitted application >> Action >> View Approved and Rejection letter.

PAYMENT DETAILS

anch code			RA Off	ice ise Select				×	
Please selec	ct.		Fied	Se Select					
						Clear All	Si	earch Q	
owing re	esult for : Application process	-> Certificate Management Ap	oplication Si	ub process -> Apply	for ID				
						6	arch:	-	
						56	arch:		
sl.No. ↑.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action 11	
51.NO.	Application Number	File Number	Date	Enuty Name	Branch	Office	Status	Action	
	ARNIDTYAPPLY01186331AM21	DLIIDTYAPPLY00032090AM21	19/02/2021			RA DELHI	Approved	Action -	
						DELIN		1000	
								Print	
			10/02/2021				Dejected	Print Payment De	etails
	ARNIDTYAPPLY01186319AM21	DLIIDTYAPPLY00032083AM21	19/02/2021			RA DELHI	Rejected		
	ARNIDTYAPPLY01186319AM21	DLIIDTYAPPLY00032083AM21	19/02/2021				Rejected	Payment De View Life Cy DSC/eSign D	cle

12. User can print the Submitted application for ID card via Print under Actions button. User will be re- directed to Summary Page of application and User can click on Print Summary.

ame of the person in whose favor identity Card is to be issued	Designation	IEC Number of the firm	
C Bros	VP		
ame of the Signing Authority	Designation of the Signing Authority	Branch Code	
/2	Director		
achment Details			

13. Similarly, User can view Payment Details via Payment details button under Action

×		
×		

lumber - ARNI	IDTYAPPL	Y00030144AM21 File Number - MUM	CMIDAPPLY00001	472AM21	
SI.No.	ţ↓	Date & Time	ţ1	Payment Status	†1
D 1		09/02/2021 02:12:57 PM		SUCCESS	

14. Similarly, User can view Life Cycle via View Life Cycle Details button under Action.

×

IEW LIFE	CYCLE		
		process -> Certificate Management Applic 4AM21 File Number - MUMCMIDAPPLY00	ation Sub process -> Apply for ID Application 001472AM21
SI.No.	Action	Action Date	Action By
SI.No.	Action Submitted	Action Date 09/02/2021 02:13:05 PM	Action By Importer/Exporter

15. Similarly, User can respond to deficiency of 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.

6. View/Print Issued Identity Card

- 1. User can view the ID card by clicking on Services >Certificate Management > ID card >Manage ID card > Start Fresh Application
- 2. Select approved ID card from the grid and click on Print id card button.
- 3. ID card will be downloaded in the PDF format

NEITE TEREITE BERMERE AND INDUSTRY GONGRAMENT OF INDUA MINISTRY OF COMMERCE AND INDUSTRY			Ste	map A- A A+	Heptane 1800-572-15507	1800-111-55	iO Ask VAHEI Language	- ANIR	ANIAN -
DRECTORATE CANENAL OF PORISON TRADE	Home	About DGFT +	Services -	My Dashboard -	Regulatory Updates 🕶	Learn *	Indian Trade Service -		Q (1)
Home / Services / Centrate Management Manage ID Lett Logn 18-44-9021 18:1129									
· A.									
Show 10 ¢ entries									
Select Name of the person in whose favor Identity Card is to be issued			Designation of	the person		Date	Surren	der	
O NIRANJAN PATTNAYAK			Test			21-02-2021	Surren	der	
Showing 1 to 1 of 1 entries								Previous	1 Next
Amend Renewal Pres to Card									

7. Apply for Amendment of Identity Card

Pre-requisites:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active Importer Exporter Code (IEC).
- c) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- d) Issued Identity card.
- Process for amendment of ID Card, navigate to Services > Certificate Management > ID card > Manage ID card.
- Application form for Amendment of Identity card shall be same. Importer/Exporter will attach the mandatory documents (same as of apply ID card) and submit the application for amendment of ID card.
- 3. User will select the approved ID card draft and click on Amend button.

Baga minit Ragin Againan Baga minit Ragin Againan Baga minit Ragin Againan Baga minit Ragin Ragin Baga minit Ragin Ragin	Home	About DGFT *	Services 🕶	My Dashboard 👻	Regulatory Updates 🕶	Learn *	Indian Trade Service 🕶		Q (2 ¹⁷
Home / Service / Certificate Management Manage ID Last Logn 18-feb-2021 13:11:29									
Show 10 entries									
Select Name of the person in whose favor identity Card is to be issued		t	Designation of	f the person		Date	Surrend	er	
O NIRANJAN PATTNAYAK		1	Test			21-02-2021	Surrend	er	
Showing 1 to 1 of 1 entries Amend Renewal Priva M Card								Previous	1 Next

- 4. On click of Amend button. User will view and can edit Applicant details and click on Save & Next button.
- 5. Userneed to accept the declaration.

	Applicant Details	Attachment	Declaration	Summary
opplicant Details				^
eclaration *				
) I/We have updated my/our profile in	ANF-1(My IEC profile)			
lame of the person in whose favor Iden	tity Card is to be issued *	Designation *		IEC Number of the firm
NIRANJAN PATTNAYAK		✓ Test		0508059631
lame of the Signing Authority		Designation of the Signing Authority		Branch Code *

6. User need to add all the mandatory attachment and click on upload button.

Attachment					×.
Attachment Type		Remark			
Please solect	•	Uploaded Document List			
Click or Drag and Drop file to upload		Show 10 ¢ entries	Remark	View/Add More Attachments	Delete
Uploaded Size : 0.15 MB Noce: Maximum 5 Attachment of 5 MB Allowed (Only pdf.jpg are allowed)		Passport size photograph of the applicant(140*110 pixel size is preferred)		view	0
Upload Attachments		Identity proof can be Aadhaar/Pan Card/Voter ID/Driving License		view	â
		Scanned copy of the Employee details on company letterhead		view	â
					Previous 👥 Next
					Clear All Save & Ne

7. User will sign the declaration and enter place.

		<u> </u>	••••	0	
	Applicant Details	Attachment	Declaration	Summary	
daration					
		erson in whose favour identity card is to be issued is the identity Card holder at the sole risk and respons			
5.17 we further undertake that	the document(s) /Licence(s) may be naribed over to	the identity card holder at the sole risk and respons	bility of the firm.		
Tick the box as acceptance of de	claration/ undertaking and fill in the details below. *				
ace*		D	ite*		
HARYANA			21/02/2021		
			21/02/2021		
			21702/2021		
lser Details	d, Please update your logged in user profile before subm	itting the application by clicking on your Username > Prof			
ser Details lote: If user profile are not updated	d, Please update your logged in user profile before subm	itting the application by clicking on your Username > Prof	le in the top right corner of website.)		
ser Details lote: If user profile are not updated me 0 : NIRANJAN PATTNAYAK		itting the application by clicking on your Username > Prof	le in the top right corner of website.) signation 0 : SR, Manager -IDT		
iser Details lete: If user profile are not updated ame O : NIRANJAN PATTNAYAK meil O : niranjan pattnayak@cont		itting the application by clicking on your Username > Prof	le in the top right corner of website.)		
Jser Details Note: If user profile are not updated Iame O : NIRANJAN PATTNAYAK mail O : niranjan,pattnayak⊜cont Iffice Address O		itting the application by clicking on your Username > Prof	le in the top right corner of website.) signation 0 : SR, Manager -IDT		
ser Details lote: If user profile are not updated ame ⊕ : NiRANJAN PATTNAYAK nail ⊕ : niranjan,pattnayak⊚coni filce Address ⊕		itting the application by clicking on your Username > Prof	le in the top right corner of website.) signation 0 : SR, Manager -IDT		
ser Details lote: If user profile are not updated ame 0 : NIRANJAN PATTNAYAK neil 0 : niranjan, pattnayak@cont		itting the application by clicking on your Username > Prof	le in the top right corner of website.) signation 0 : SR, Manager -IDT		

8. User need to make the Payment of Rs.200 for Amendment of ID card.

identity proof can be Aadhaar/Pan Card/Voter ID/Driving License	EPCG Meeting MOM.pdf
Scanned copy of the Employee details on company letterhead	PH.pdf
Declaration	
A. I / We Proprietor/Partner/Director of the firm/company hereby declare that the person in whose favour identity card is B. I / We further undertake that the document(s) / Licence(s) may be handed over to the identity Card holder at the sole rid	
Place: HARVANA	Date : 21/02/2021
Name : NIBANJAN PATTNAYAK	Designation : SR. Manager - IDT
Email : niranjan,pattnäyak@conti.in	Mobile : 7869276876
Office Address: 000, Vatika Mindscapes 11th Floor, Tower, 8 Nr Saral Metro Statn Sector-27D Contact No: 918979978999, Faridabad	Residential Address : Faridabad, FARIDABAD, HARYANA, 121003
p.	
lly pay Rs. 200 to proceed further	

9. After DSC signing and payment. Payment receipt will be generated.

	DIRECTORATE GENERAL OF FOREIGN TRADE
	DGFT, Udyog Bhawan, New Delhi
	E-PAYMENT RECEIPT
IEC	0508059631
File Number	DLIIDTYAMEND00032196AM21
Date of Submission	2021-02-21 08:41:23
IP Address	169.149.241.241
Firm Name	CONTINENTAL INDIA PRIVATE LIMITED
Firm Address	Vatika Mindscapes 11th Floor, Tower-B Nr Sarai Metro Statn Sector-27D Contact No:
Firm Address	918979978999Faridabad,121003
Service Availed	Amend Id Card
Mode of Signature	e Mudra
	PAYMENT DETAILS
Transaction Id	642281
Total Fee Amount (in INR)	200.00
Date of Submission	2021-02-21 08:41:23
Duce of Submission	ONLINE
Mode of Payment	
	SUCCESS

8. Apply for Renewal of Identity Card

Pre-requisites:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active Importer Exporter Code (IEC).
- c) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- d) Issued Identity card.

विदेश व्यापार महा Directorate G Foreign Tradi	SENERAL OF	Home	About DGFT *	Services 🕶	My Dashboard 🕶	Regulatory Updates 🕶	Learn •	Indian Trade Service 🕶	RTI	Q (J.17
	Certificate Management									
Manage ID Lest Login 18-Feb-2021										
^										
Show 10 \$ ent	tries									
Select	Name of the person in whose favor identity Card is to be issued			Designation of	the person		Date	Surrend	er	
	NIRANJAN PATTNAYAK			Test			21-02-2021	Surrend	ler	
Showing 1 to 1 of 1	1 entries								Previous	1 Next
Amend	Retrewal Priva kil Cand									

- Process for amendment of ID Card, navigate to Services > Certificate Management > ID card > Manage ID card.
- 2. Applicant would be allowed to modify only the name and designation of the identity card holder.
- 3. The applicant would also mandatorily have to provide justification for the renewal of the identity card along with relevant documents.
- 4. The applicant would click on "Review & validate" for the system to validate all the fields entered by the applicant.

and the second se	eada aquita Higindanida Martina Martina Martina Foreign Trade	Home	About DGFT • Services • My	y Dashboard 👻 Regulatory Updates 👻	Learn • Indian Trade Service	- RTI Q Δ, ¹⁷
	Home / Services / Certificate Management Manage ID Lass Lagin 18-Feb-2021 13:11:29					
	^					
	Show 10 ¢ entries					
	Select Name of the person in whose favor Identity Card is to I	be issued	Designation of the p	person C	Date Surre	nder
	O NIRANJAN PATTNAYAK		Test	. 2	21-02-2021 Surre	nder
	Showing 1 to 1 of 1 entries					Previous 🚺 Next
	Amend Renewal Print ld Card					

5. On click of renewal button. User will view and can edit Name of the Signing Authority and Designation of the Signing Authority under Applicant details and click on Save& Next button.

•		O	O
Applicant Details	Attachment	Declaration	Summary
Applicant Details			*
Declaration *			
I/We have updated my/our profile in ANF-1(My IEC profile)			
Name of the person in whose favor Identity Card is to be issued *	Designation *		IEC Number of the firm
NIRANJAN PATTNAYAK	Test		0508059631
Name of the Signing Authority	Designation of the Signing Authority		Branch Code *
Test issuing	Proprietor	~	000,Vatika Mindscapes 11th Floor,Tower,-B Nr Sarai Metro Stath Sector-27D Contact No: 918: 👻
			Clear All Save & Next

6. User need to add all the mandatory attachment and click on upload button.

Attachment					^
Attachment Type		Remark			
Please select	~				
よ Click or Drag and Drop file to upload		Uploaded Document List Show 10 ¢ entries			
		Attachment Type	Remark	View/Add More Attachments	Delete
Jploaded Size : 0.15 MB Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)		Passport size photograph of the applicant(140*110 pixel size is preferred)		view	٥
Upload Attachments		Identity proof can be Aadhaar/Pan Card/Voter ID/Driving License		view	0
		Scanned copy of the Employee details on company letterhead		view	0
					Previous 1 Nexe
					Clear All Save & N

7. User will sign the declaration and enter place.

	Applicant Details	Attachment	Declaration	Summary	
aration					
		person in whose favour identity card is to be issued is			
		the identity Card holder at the sole risk and respon-	sibility of the firm.		
Tick the box as acceptance of de	claration/ undertaking and fill in the details below. *				
ece*			bate*		
HARYANA			21/02/2021		
ser Details					
ote: If user profile are not update	d, Please update your logged in user profile before subr	aitting the application by clicking on your Username > Pro	file in the top right corner of website.)		
me O : NIRANJAN PATTNAYAK			esignation 🛛 : SR. Manager -IDT		
and allocation a state such Cases	ti.u		Nobile () : 7869276876		
aail : niranjan.pattnayak@con					
fice Address O	FARIDABAD, HARYANA, 121003				

8. User need to make the Payment of Rs.500 for renewal of ID card.

B, I / We further undertake that the document(s) /Licence(s) may be handed ove You have ticked the box as acceptance of declaration/ undertaking details.	a to the ruenny caro noticer at the sole risk and responsionly of the infinit	
Place: HARVANA	Date: 21/02/2021	
Name : NIRANJAN PATTNAYAK	Designation : SR. Manager-IDT	
Emäil : niranjan.pattnayaki@conti.in	Mobile : 7869276876	
Office Address : 000,Vatika Mindscapes 11th Roor,Tower,-B'Nr Sarai Metro Statn Sector-27D	Contact No: 918970978999, Faridabad Residential Address : Faridabad, FARIDABAD, HARYANA, 121003]

9. After DSC signing and payment. Payment receipt will be generated.

Bor enert anfibune Portage constructor Portage that the construction of the con
0508059631
DLIIDTYRENEW00032197AM21
2021-02-21 08:51:55
169.149.241.241
CONTINENTAL INDIA PRIVATE LIMITED
Vatika Mindscapes 11th Floor,Tower-B Nr Sarai Metro Statn Sector-27D Contact No: 918979978999Faridabad,121003
Renewal Id Card
e Mudra
PAYMENT DETAILS
500.00
2021-02-21 08:51:55
ONLINE
SUCCESS

- 10. User will be re-directed to Submitted Applications page.
- 11. In track status, applicant can track all files related to ID card for example Apply, Amend and Renew.
- 12. There are buttons as, Print, view life cycle, payment status, submitted attachments and View authorisation letter/rejection/deficient

Track Application Status	^
Type of scheme *	Type of sub scheme *
Certificate Management	Selected
From Date	Selected- Amendment of ID Card Status Holder Certificate Apply for Free Sales & Commerce Certificate Apply for ID Apply for ID
Application Number	Renewal of ID Card
Branch code	RA Office
Please Select 🗸	Please Select 🗸
	Clear All Search Q

					Search	1:	
Sl.No. ↑↓	Application Number	File Number	File Date î↓	Entity Name 🌐 Branch ț	RA Office † 🌡	File Status ↑↓	Action †↓
1	ARNIDTYAPPLY01186331AM21	DLIIDTYAPPLY00032090AM21	19/02/2021	CONTINENTAL INDIA PRIVATE LIMITED	RA DELHI	Approved	Action -
2	ARNIDTYAPPLY01186319AM21	DLIIDTYAPPLY00032083AM21	19/02/2021	CONTINENTAL INDIA PRIVATE LIMITED	RA DELHI	Rejected	Action -
3	ARNIDTYAPPLY01186313AM21	DLIIDTYAPPLY00032080AM21	19/02/2021	CONTINENTAL INDIA PRIVATE LIMITED	RA DELHI	Approved	Action -
4	ARNIDTYAPPLY01186308AM21	DLIIDTYAPPLY00032079AM21	19/02/2021	CONTINENTAL INDIA PRIVATE LIMITED	RA DELHI	Approved - Pending Issuance	Action -
5	ARNIDTYAPPLY01186291AM21	DLIIDTYAPPLY00032070AM21	19/02/2021	CONTINENTAL INDIA PRIVATE LIMITED	RA DELHI	Approved	Action -

9. Surrender an Issued Identity Card

To Surrender an Issued ID card on the DGFT portal you would require:

Pre-requisites:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an active Importer Exporter Code (IEC).
- c) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- d) An issued ID card.
- 1. User can surrender an Issued ID card via Certificate Management > Manage ID card. By clickingon Surrender hyperlink as per given screenshot below.

Home / Services / Certificate Management: Manage ID Last Login 18-Feb-2021 13:11:29							
^							
Show 10 ¢ entries							
Select	Name of the person in whose favor Identity Card is to be issued	Designation of the person	Date	Surrender			
۲	NIRANJAN PATTNAYAK	Test	22-02-2021	Surrender			
Showing 1 to 1	of 1 entries			Previous 1 Next			
Amend	Renewal Print Id Card						