विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

सत्यमेव जयते

Directorate General of Foreign Trade

SCOMET Help Manual

Version-4.0

Updated on January-2025

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1. Introduction and Accessing DGFT Portal

This document is the help file for SCOMET 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 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.

3. Registering on New Portal

To Register on Directorate General Foreign Trade (DGFT) portal you would require: a) Internet Connection

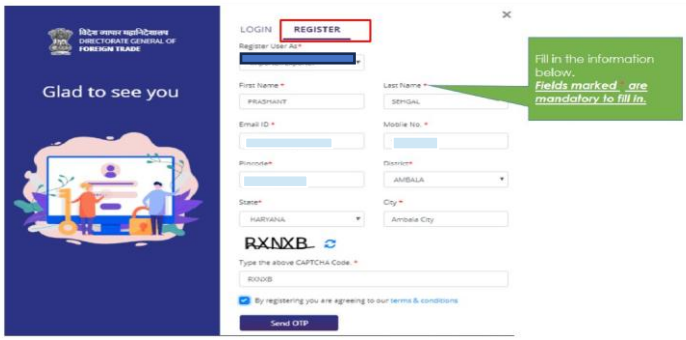
b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

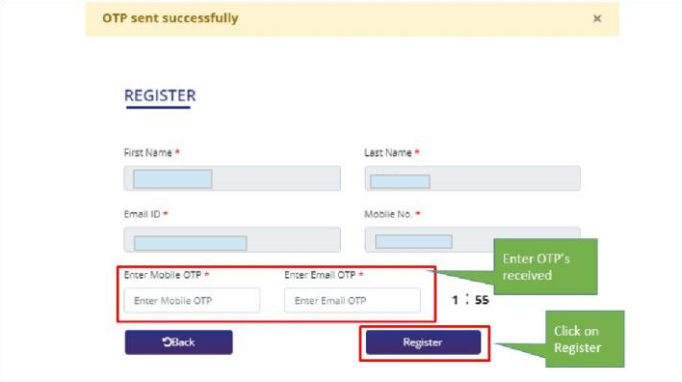
1. Visit the DGFT website and proceed with the registration process.



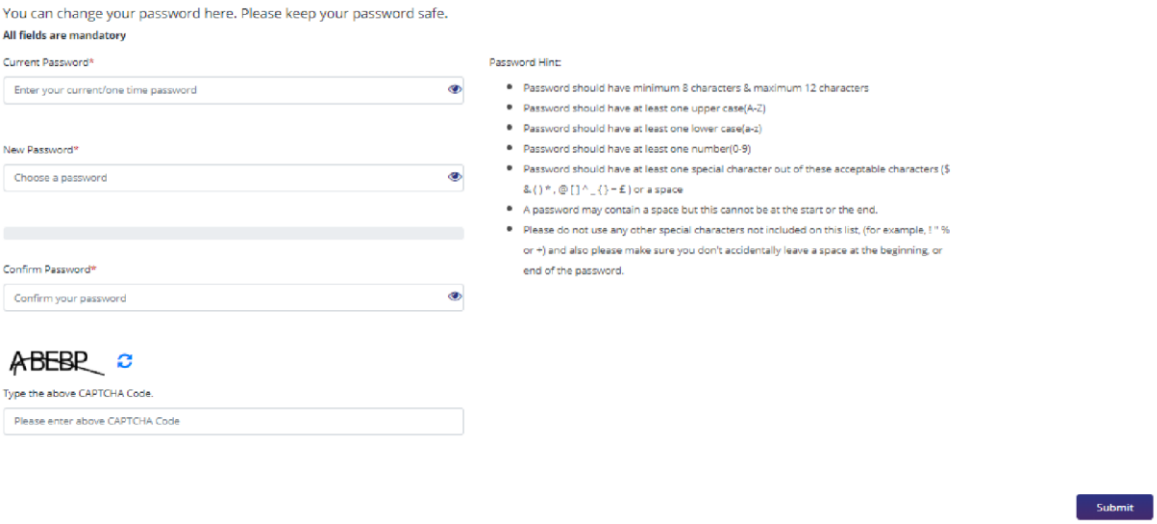
2. Enter the Registration Details.
   - Select Register User as "**Importer/Exporter**"



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



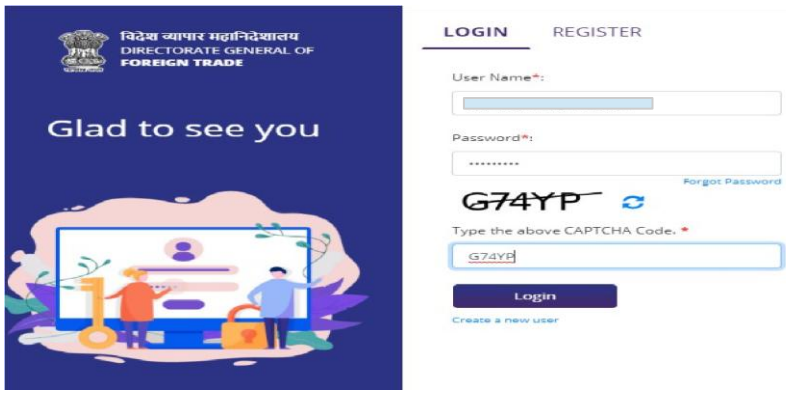
4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.



4. Forgot Password

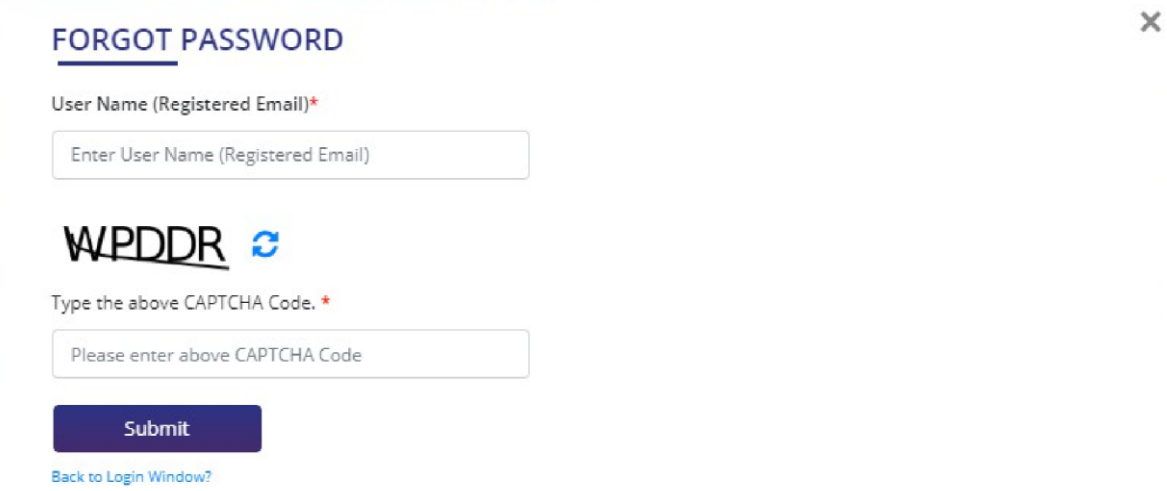
If you have already registered and forgot the password, you may use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps.

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

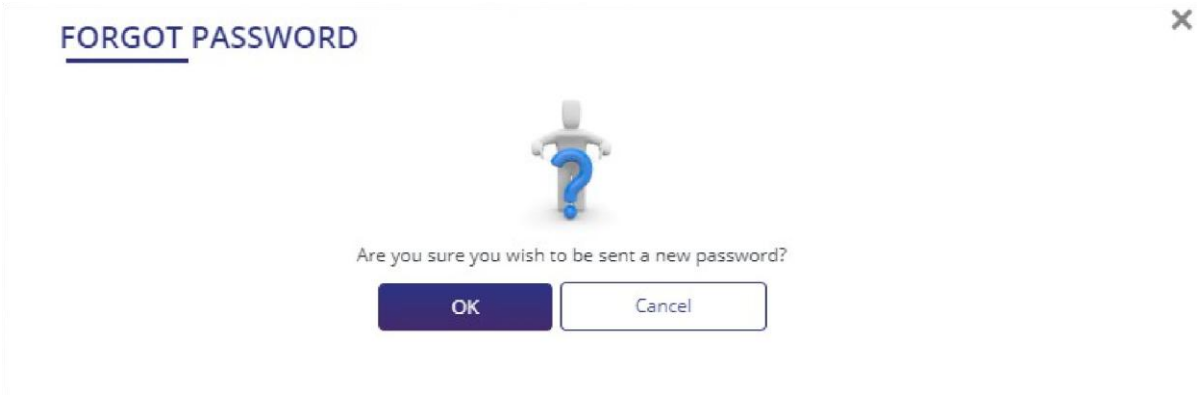


3. Enter captcha code shown on the screen.

4. Click on the submit button.



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



6. The system will validate the email id provided 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 SCOMET Exports ANF 2O(a)

To Apply for SCOMET exports on the DGFT portal you would require:

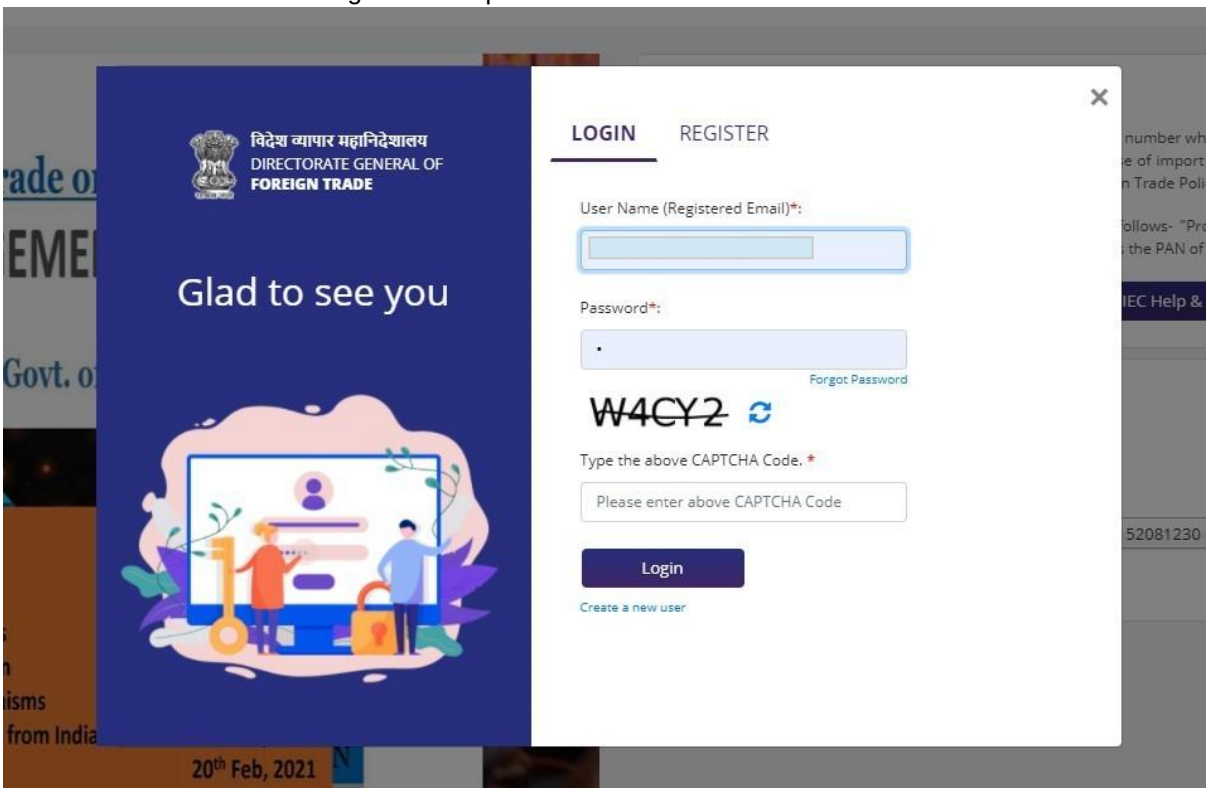
Pre-requisites:

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

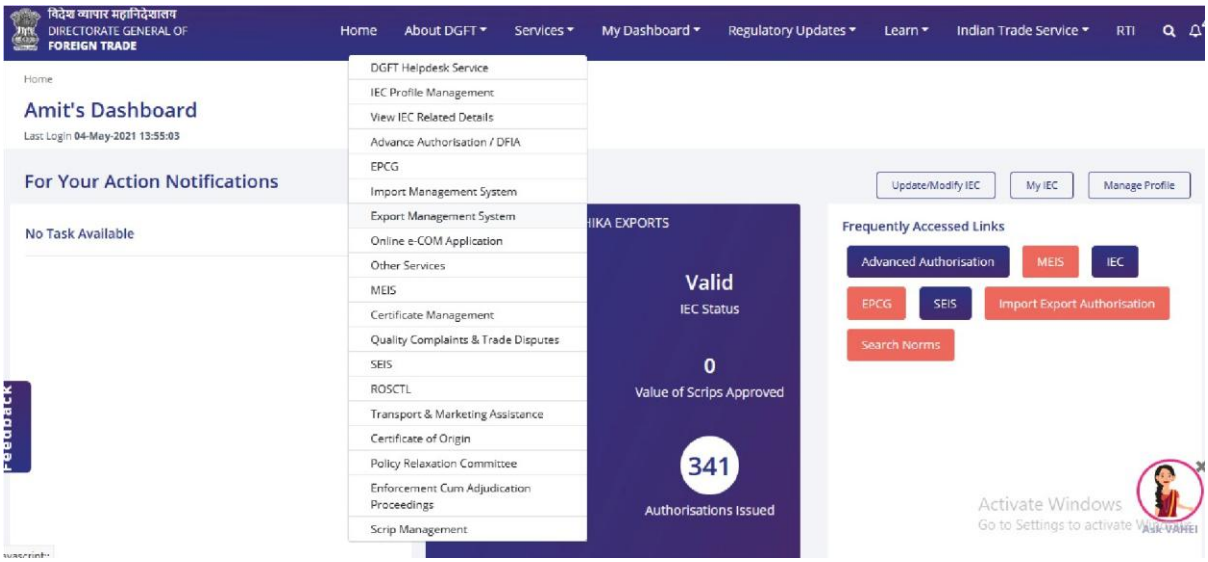
b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

Then proceed with the following steps:

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

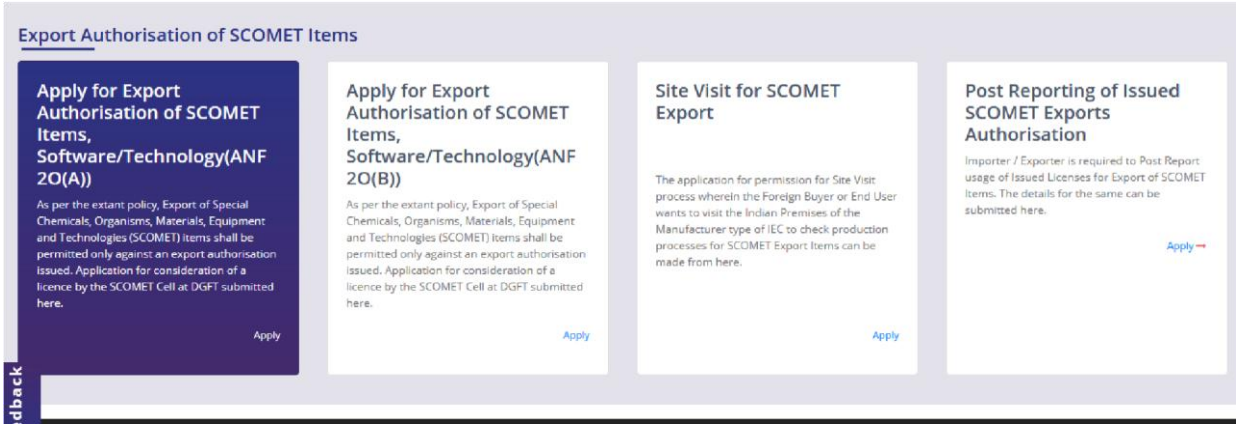


2. Navigate to **Services > Export Management System > License for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(A)) > Apply for New Authorization**


विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
DGFT Helpdesk Service
IEC Profile Management
View IEC Related Details
Advance Authorisation / DFIA
EPCG
Import Management System
Export Management System
Online e-COM Application
Other Services
MEIS
Certificate Management
Quality Complaints & Trade Disputes
SEIS
ROSCTL
Transport & Marketing Assistance
Certificate of Origin
Policy Relaxation Committee
Enforcement Cum Adjudication Proceedings
Scrip Management
Amit's Dashboard
Last Login 04-May-2021 13:55:03
For Your Action Notifications
No Task Available
Update/Modify IEC
My IEC
Manage Profile
Valid
IEC Status
0
Value of Scrips Approved
341
Authorisations Issued
Frequently Accessed Links
Advanced Authorisation
MEIS
IEC
EPCG
SEIS
Import Export Authorisation
Search Norms
Activate Windows
Ask VAHEI

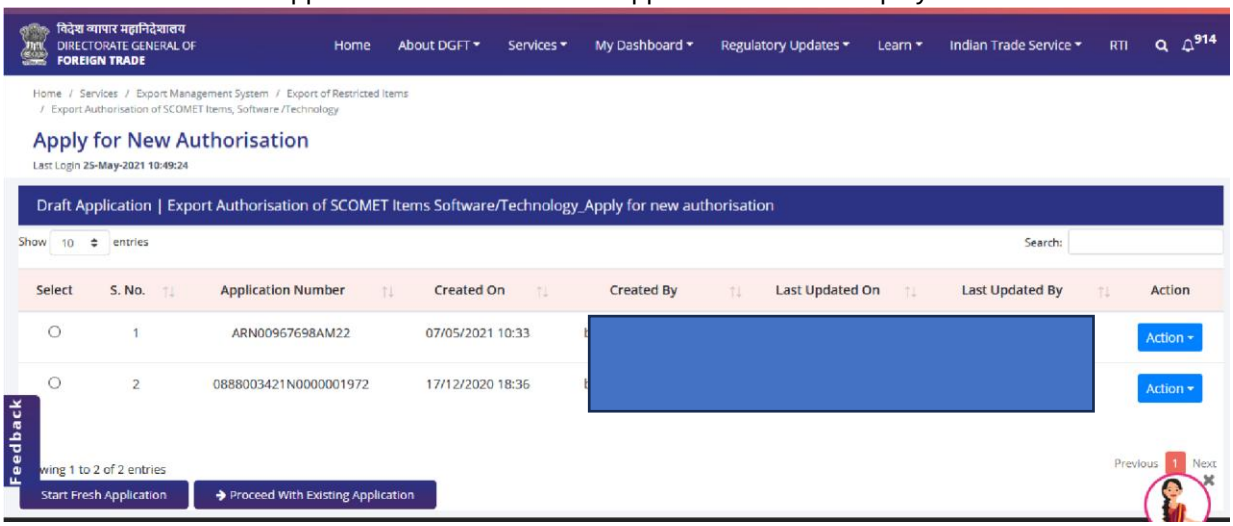

Indo EU besides others. You may choose to apply and monitor all such applications through the modules available below.
Import Export basic Training


Export Management System
License for Restricted Exports
Items which are Restricted under the ITC(HS) Export Policy requires a licence prior to the importation. Application for consideration of a licence by the Export Cell at DGFT submitted here. May refer to the Regulatory Updates > ITC/HS based Export Policy for policy details.
Explore
License for SCOMET Exports
As per the extant policy, Export of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET)items shall be permitted only against an export authorisation issued. Application for consideration of a licence by the SCOMET Cell at DGFT submitted here.
Explore
Apply for RC for Export
Certain exports may require a registration certificate(RC) prior to exporting. For e.g. export of items with regard to USA's unilateral export crime control items and regional security items requires a license. A request for RC may please be submitted here.
Apply
Feedback
Ask VAHEI

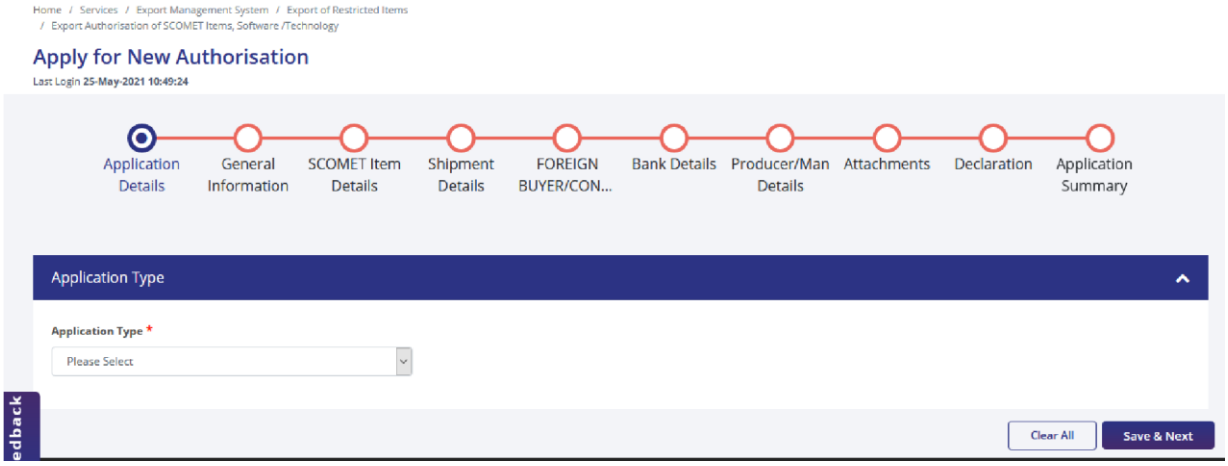

Export Authorisation of SCOMET Items
Apply for Export Authorisation of SCOMET Items, Software/Technology(ANF 2O(A))
As per the extant policy, Export of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET) items shall be permitted only against an export authorisation issued. Application for consideration of a licence by the SCOMET Cell at DGFT submitted here.
Apply
Apply for Export Authorisation of SCOMET Items, Software/Technology(ANF 2O(B))
As per the extant policy, Export of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET) items shall be permitted only against an export authorisation issued. Application for consideration of a licence by the SCOMET Cell at DGFT submitted here.
Apply
Site Visit for SCOMET Export
The application for permission for Site Visit process wherein the Foreign Buyer or End User wants to visit the Indian Premises of the Manufacturer type of IEC to check production processes for SCOMET Export Items can be made from here.
Apply
Post Reporting of Issued SCOMET Exports Authorisation
Importer / Exporter is required to Post Report usage of Issued Licenses for Export of SCOMET Items. The details for the same can be submitted here.
Apply



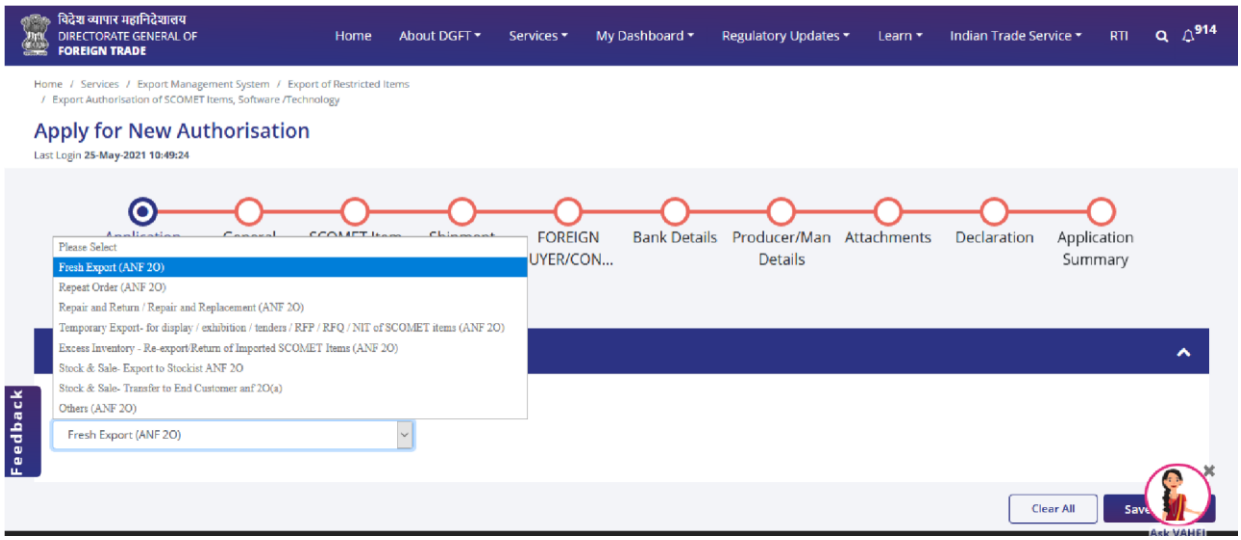
3. User will reach to Draft Applications screen. All draft applications will be displayed here.



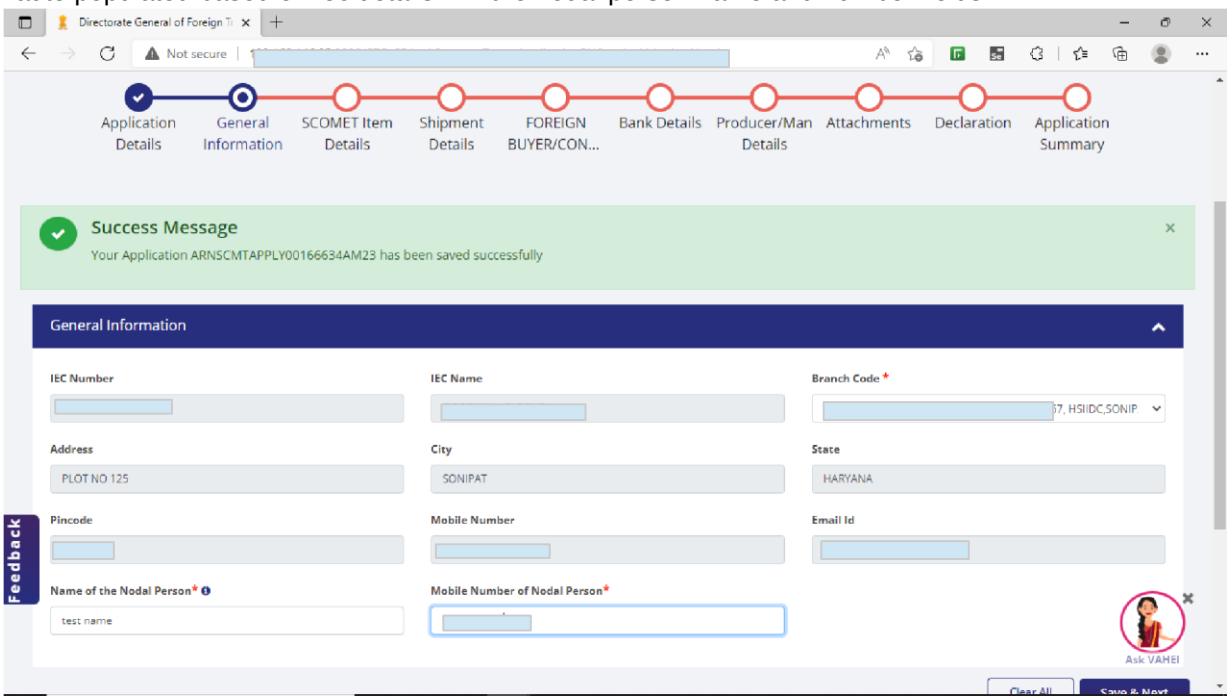
4. In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.



5. In application details screen, applicant should select the application type from the dropdown and click on next button.



6. In general information page, select the branch code from the drop down then all the other fields will be auto populated based on iec details. Fill the nodal person name and number fields.

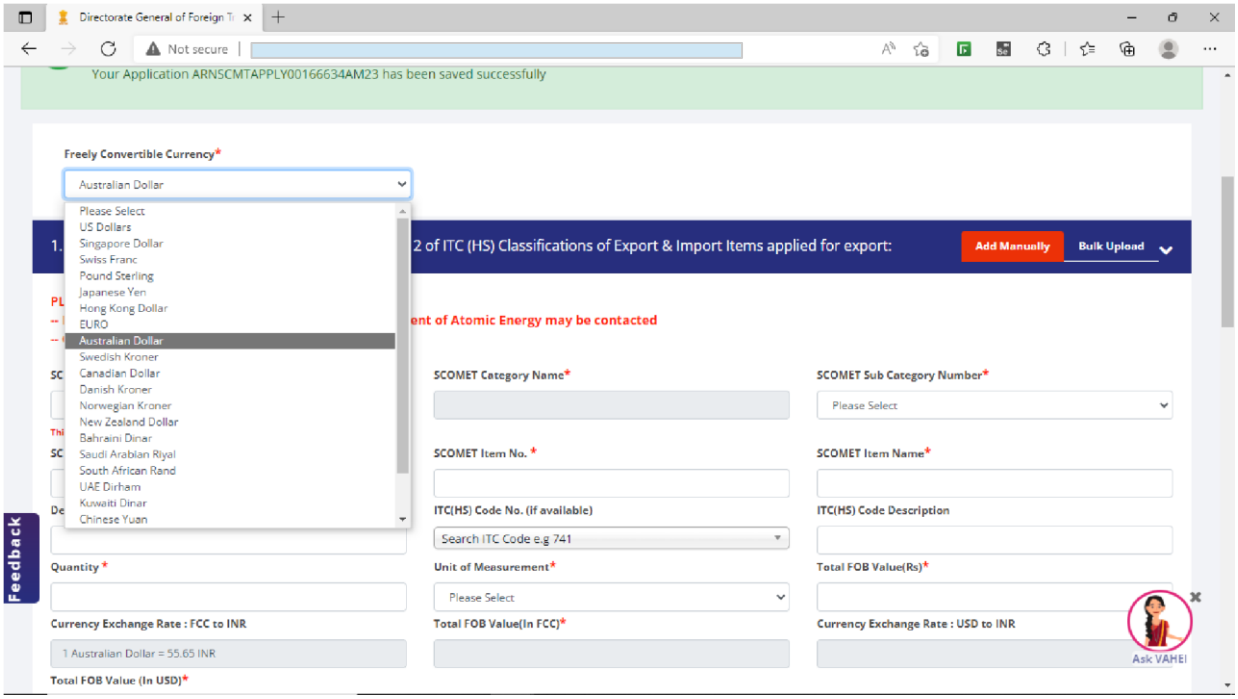


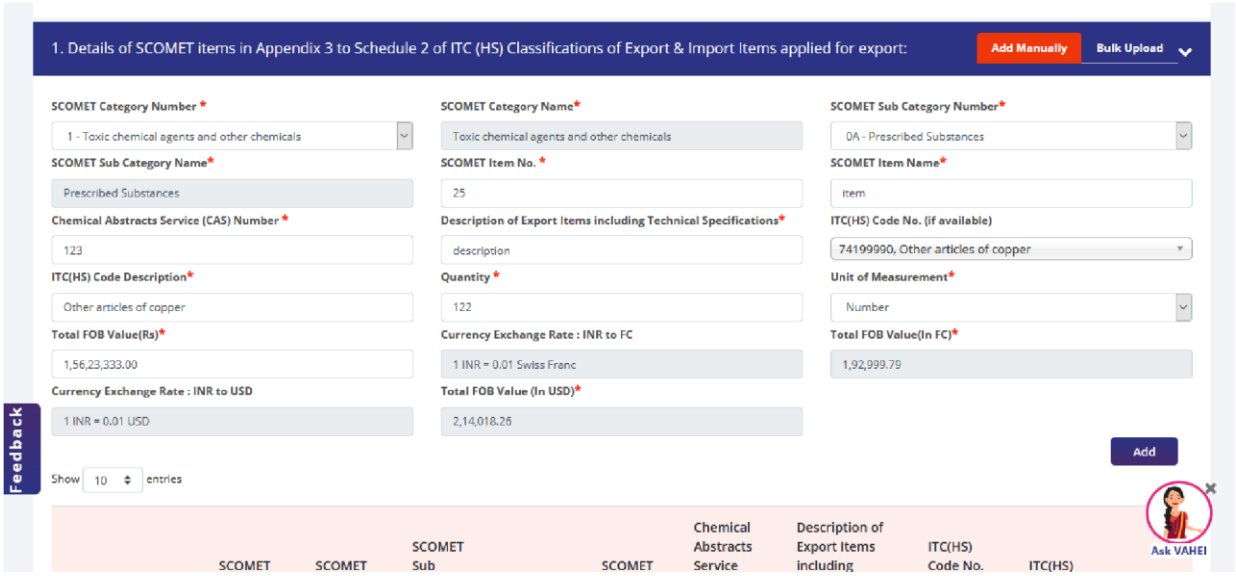
7. Click on save and next button to reach SCOMET Item details page.

8. In SCOMET details page, select the Freely Convertible Currency (FCC) based on which fcc of the items added will be calculated.

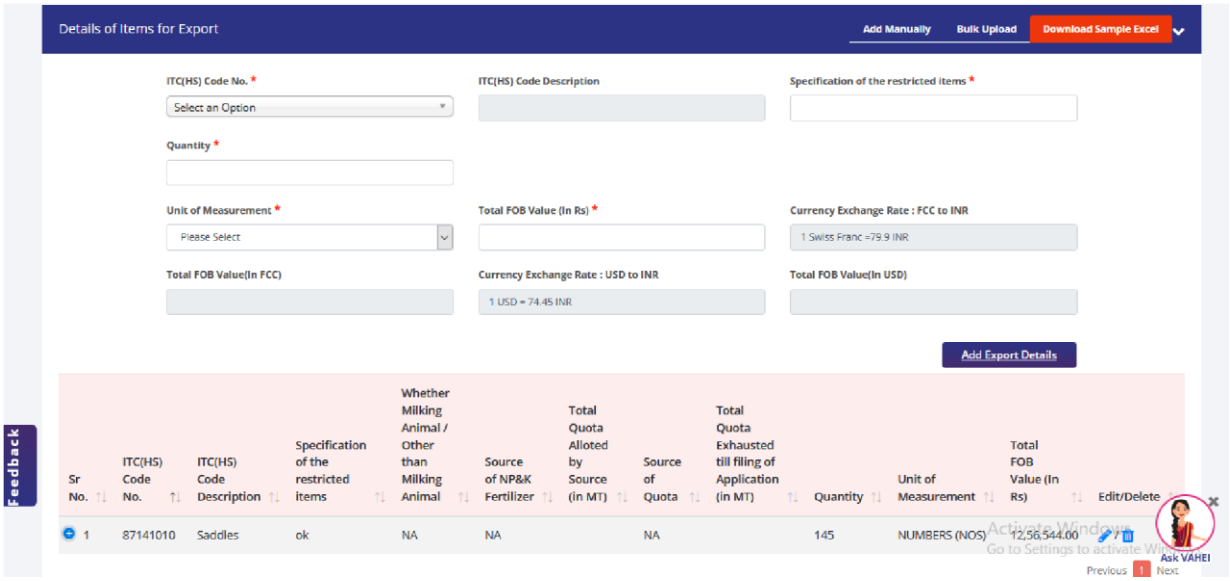
9. Now you can add the 'item for export' manually or bulk upload then the items will be added to the table.

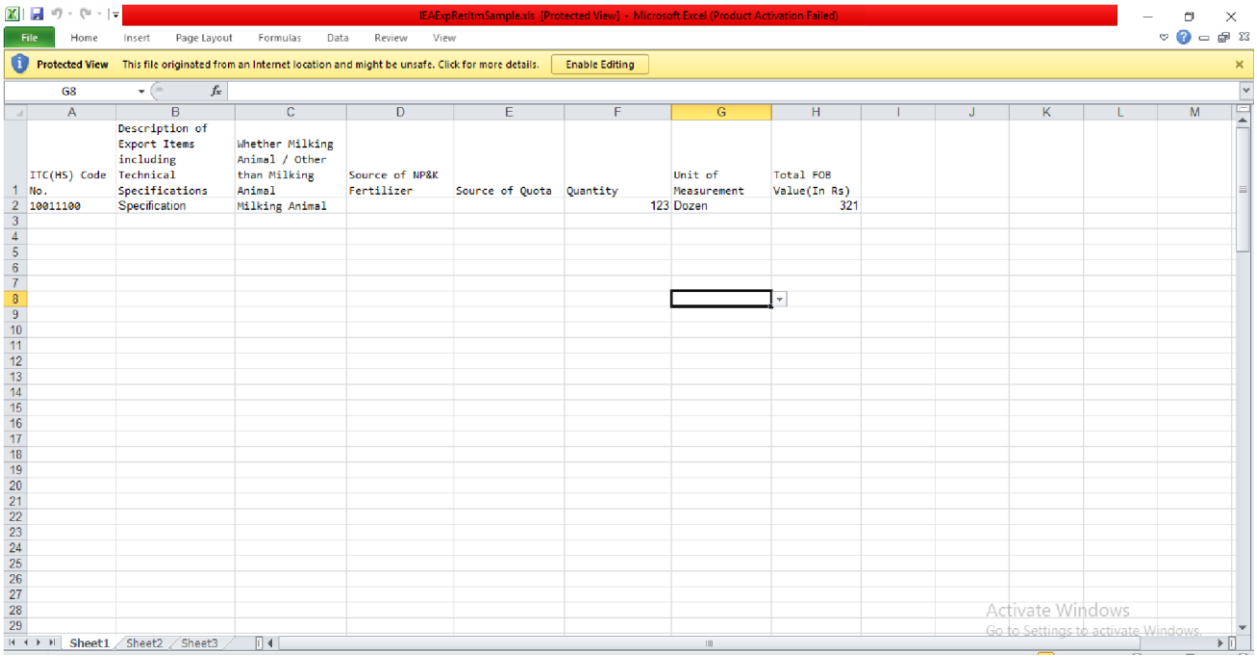
a. For adding the items manually, fill the Item details under the Details of SCOMET items section and click on add button

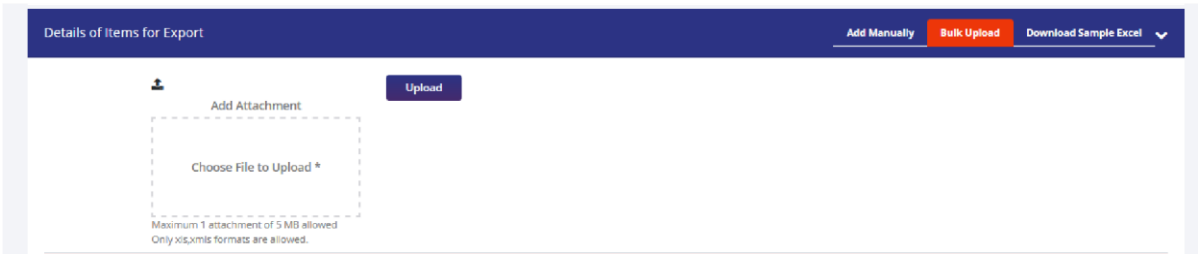


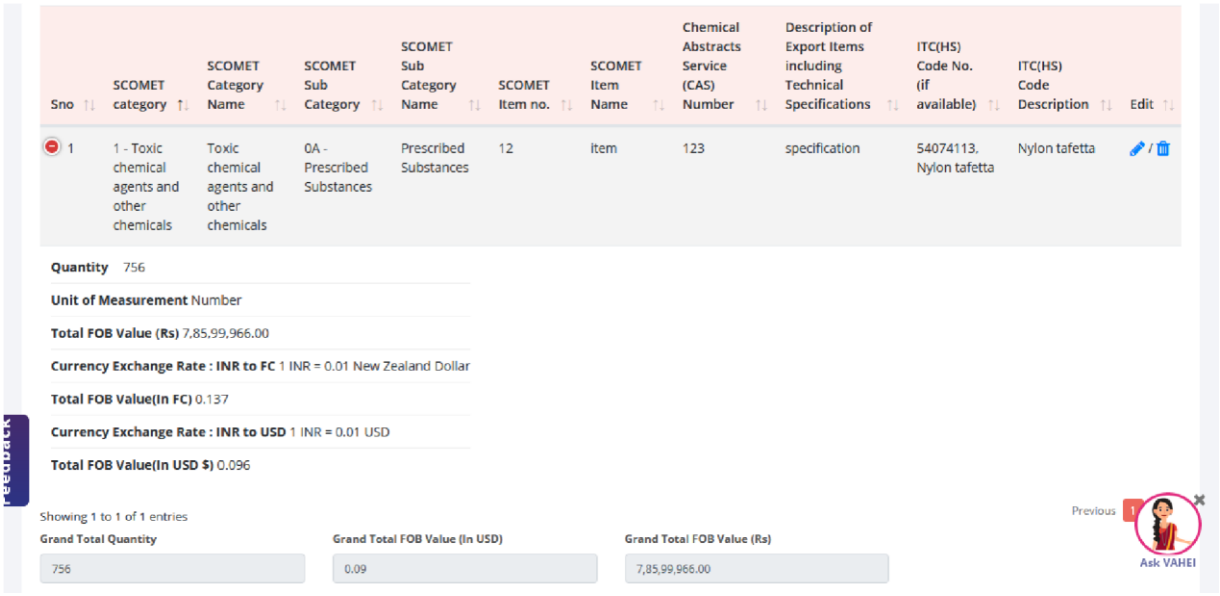


b. Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then upload the modified excel sheet.

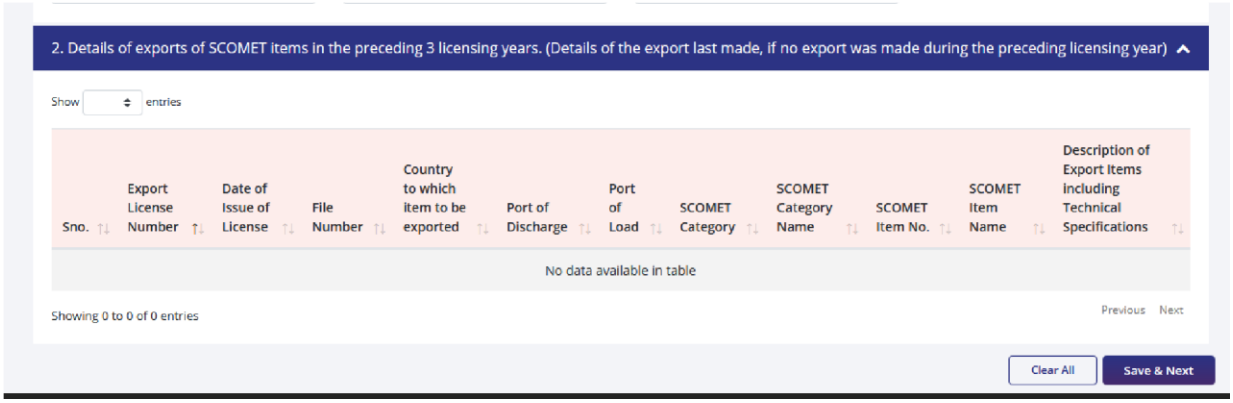

Details of Items for Export
Add Manually
Bulk Upload
Download Sample Excel
ITC(HS) Code No. *
Select an Option
ITC(HS) Code Description
Specification of the restricted items *
Quantity *
Unit of Measurement *
Please Select
Total FOB Value (In Rs) *
Currency Exchange Rate : FCC to INR
1 Swiss Franc =79.9 INR
Total FOB Value(In FCC)
Currency Exchange Rate : USD to INR
1 USD = 74.45 INR
Total FOB Value(In USD)
Add Export Details
Feedback
Sr No.
ITC(HS) Code No.
ITC(HS) Code Description
Specification of the restricted items
Whether Milking Animal / Other than Milking Animal
Source of NP&K Fertilizer
Total Quota Alloted by Source (in MT)
Source of Quota
Total Quota Exhausted till filing of Application (in MT)
Quantity
Unit of Measurement
Total FOB Value (In Rs)
Edit/Delete
1
87141010
Saddles
ok
NA
NA
NA
145
NUMBERS (NOS)
12,56,544.00
Activate Windows
Go to Settings to activate Windows.
Ask VAHEI
Previous
1
Next


IEAExpResItmSample.xls [Protected View] - Microsoft Excel (Product Activation Failed)
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Protected View
This file originated from an Internet location and might be unsafe. Click for more details.
Enable Editing
G8
ITC(HS) Code No.
Description of Export Items including Technical Specifications
Whether Milking Animal / Other than Milking Animal
Source of NP&K Fertilizer
Source of Quota
Quantity
Unit of Measurement
Total FOB Value(In Rs)
10011100
Specification
Milking Animal
123
Dozen
321
Sheet1
Sheet2
Sheet3
Activate Windows
Go to Settings to activate Windows.

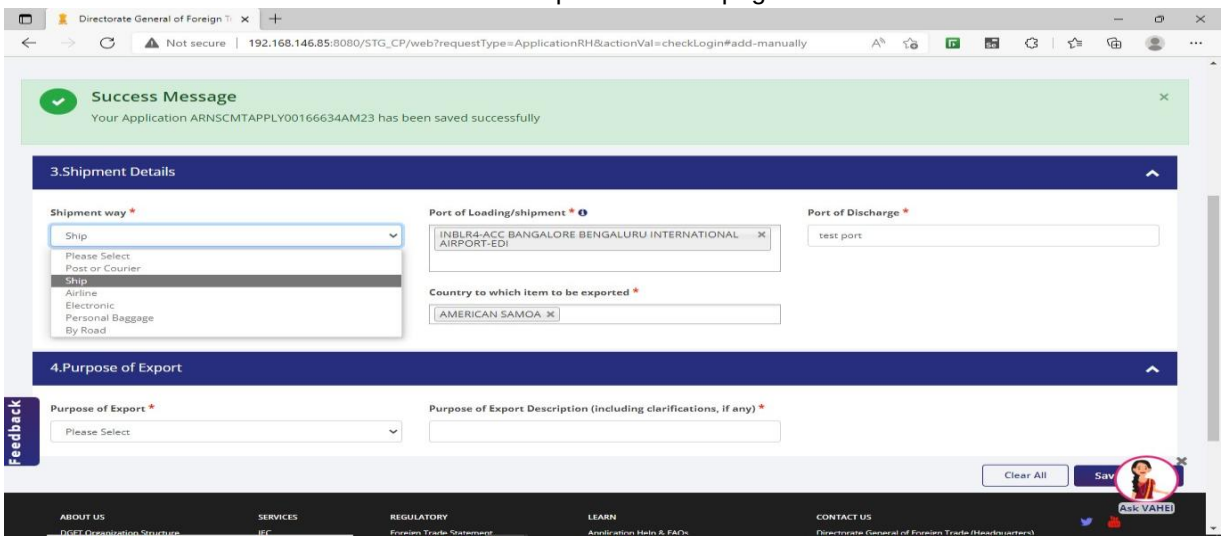

Details of Items for Export
Add Manually
Bulk Upload
Download Sample Excel
Upload
Add Attachment
Choose File to Upload *
Maximum 1 attachment of 5 MB allowed
Only xls,xmls formats are allowed.



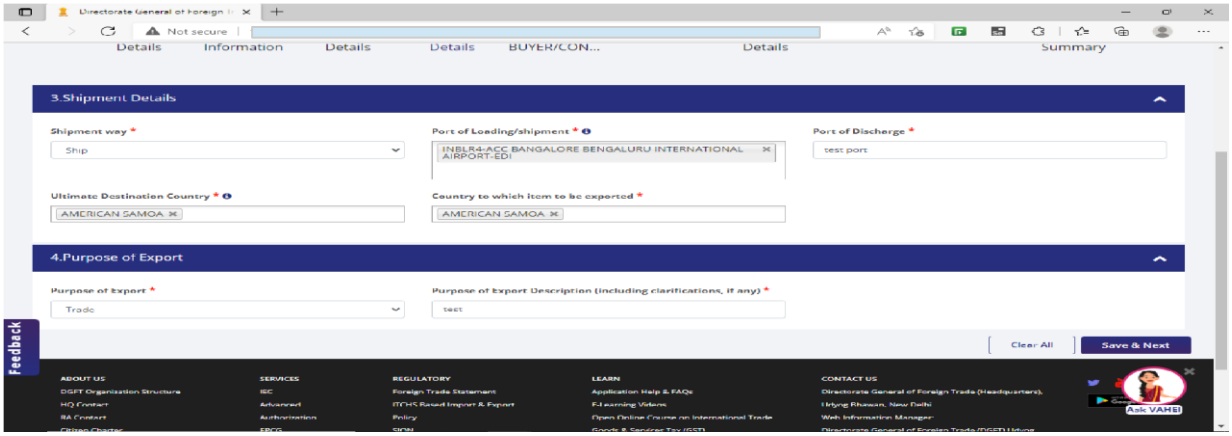
10. Now under the 'details of exports of SCOMET items in the preceding 3 licensing years.' Section table, details will be auto populated.



11. Now click on save and next button to reach shipment details page.

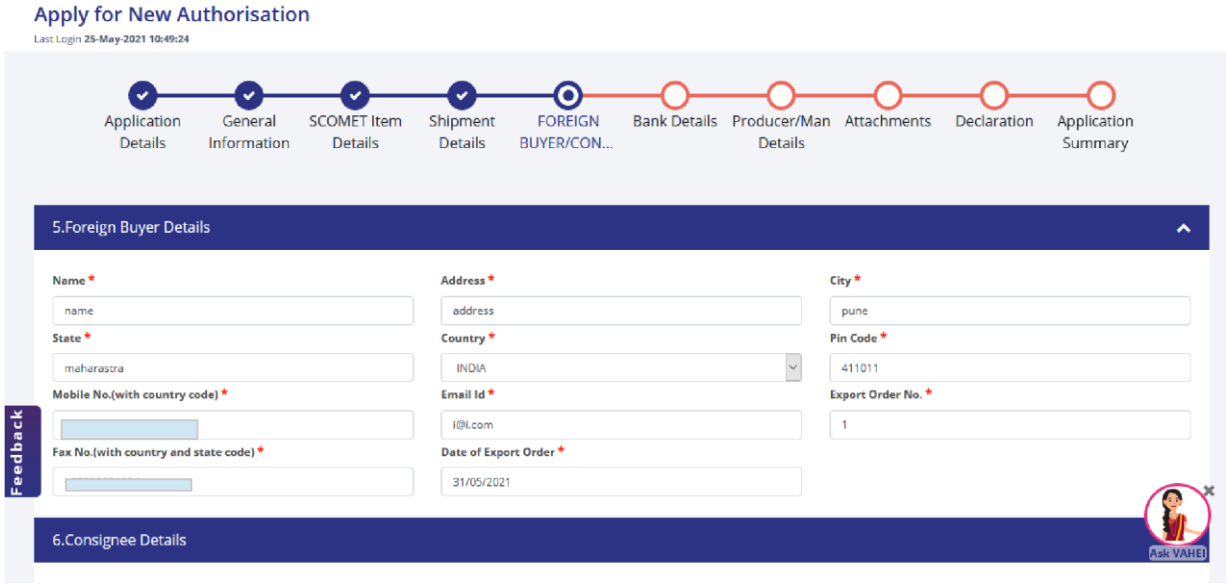


12. Enter the shipment details and select the purpose of the export from the dropdown values, then click on save and next button to reach foreign buyer details page.



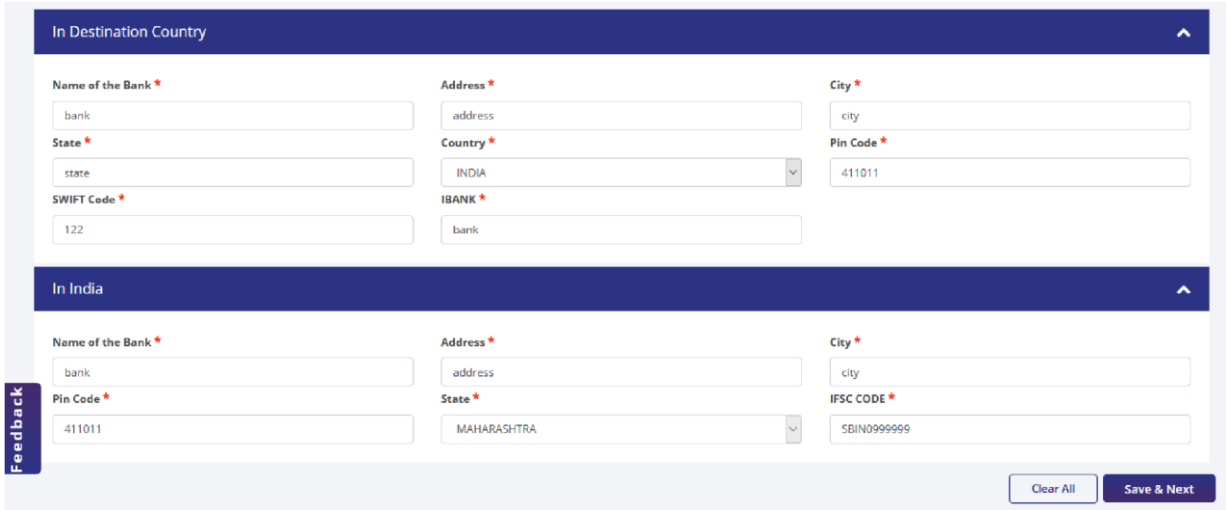
13. In foreign buyer/ consignee details page, fill the details of foreign buyer, the consignee details, ultimate consignee details, end user details and other party details.

Note: add the mobile number with country code and also add the export order number and date of export order.



14. Now click on save and next button to reach bank details page.

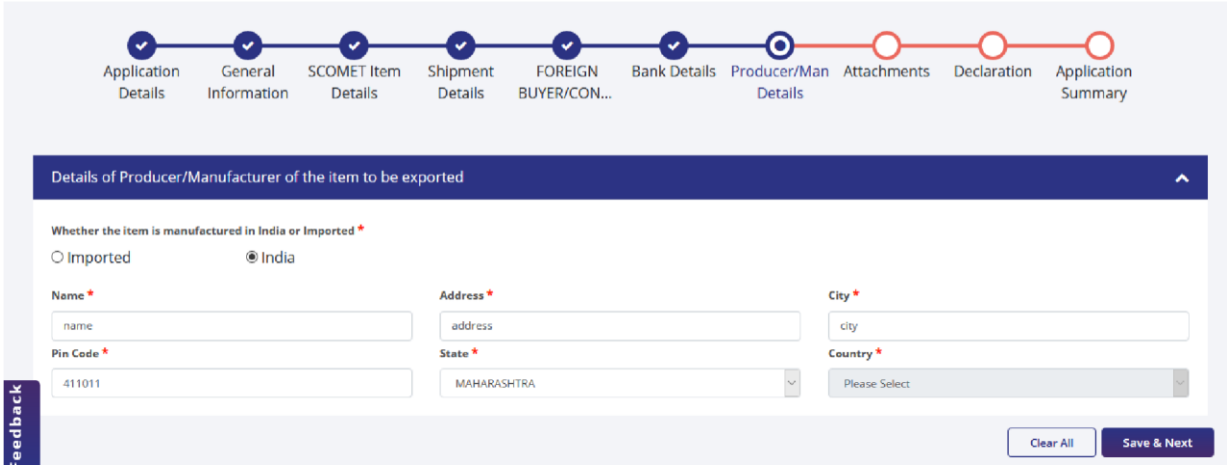
15. In bank details page, enter all the details.



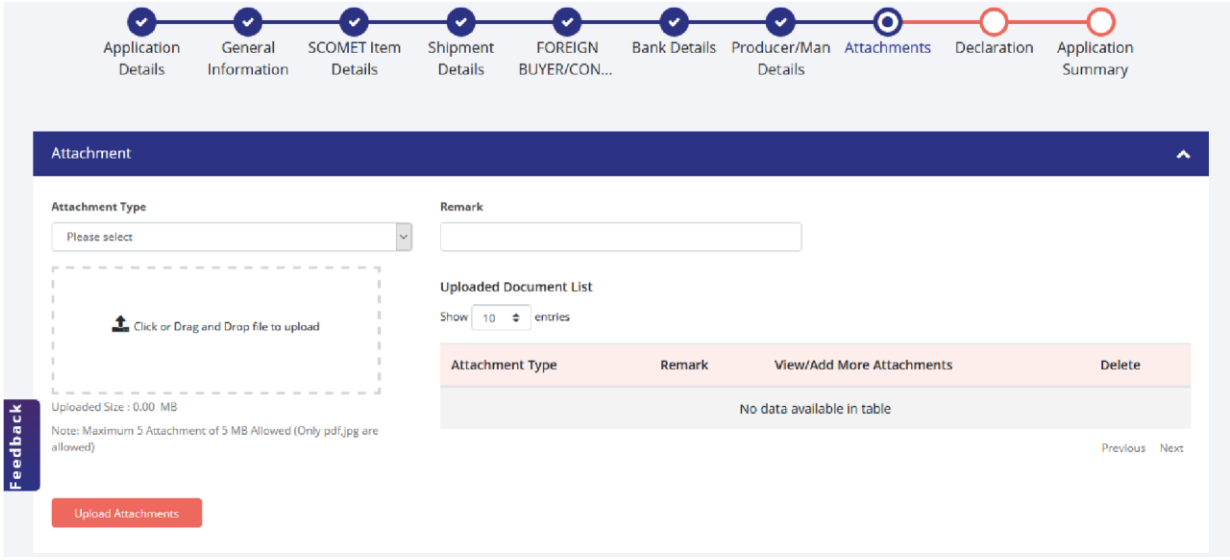
16. Click on save and next button to reach 'Details of Producer/Manufacturer of the item to be exported' page

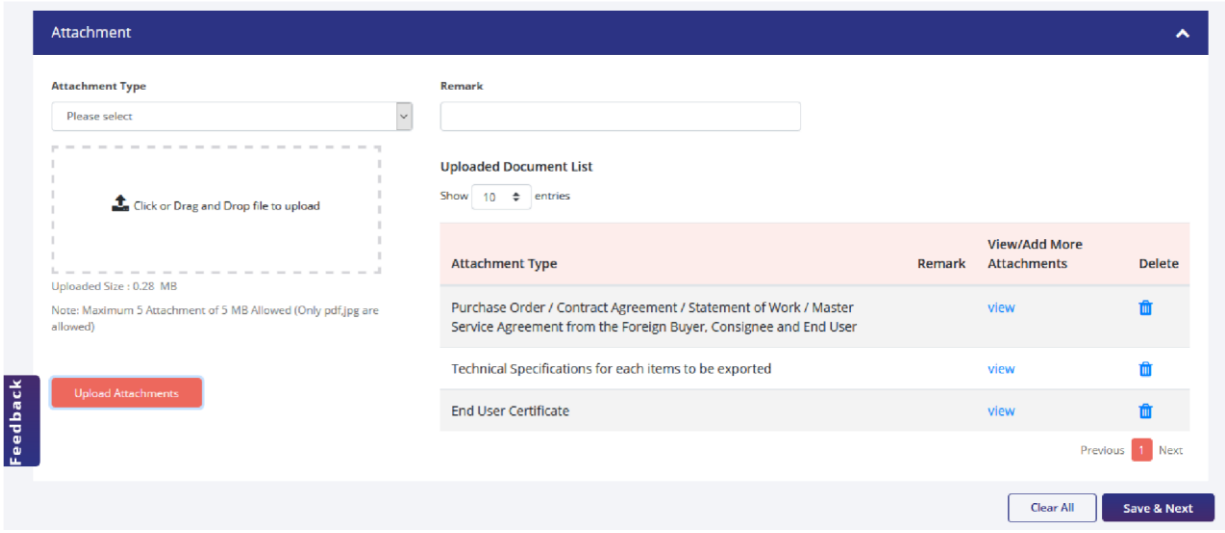
17. in Details of Producer/Manufacturer of the item to be exported page select whether the item is manufactured in India or imported.

18. Then click on save and next page to reach attachment screen.

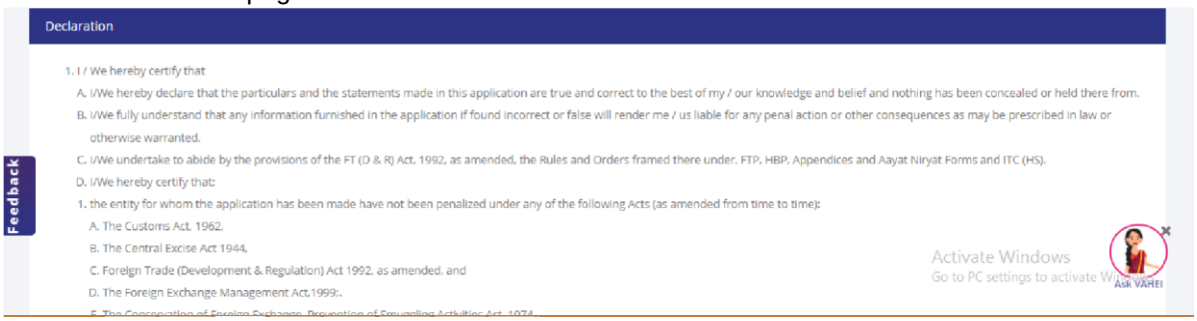


19. In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.

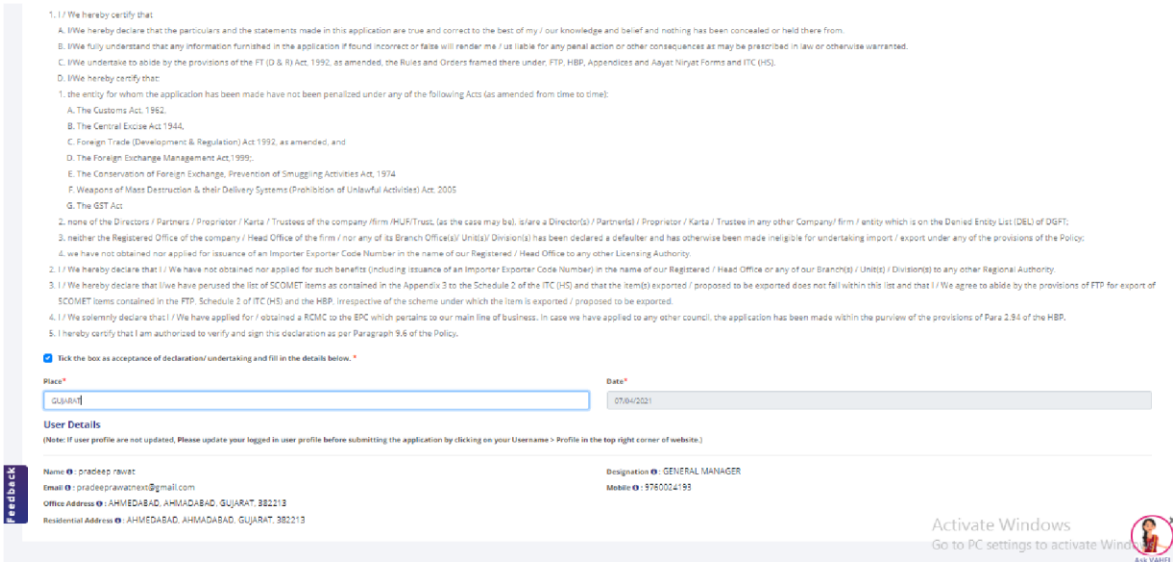




20. After uploading the documents by clicking the upload attachment button, click on save and next button to reach declaration page.



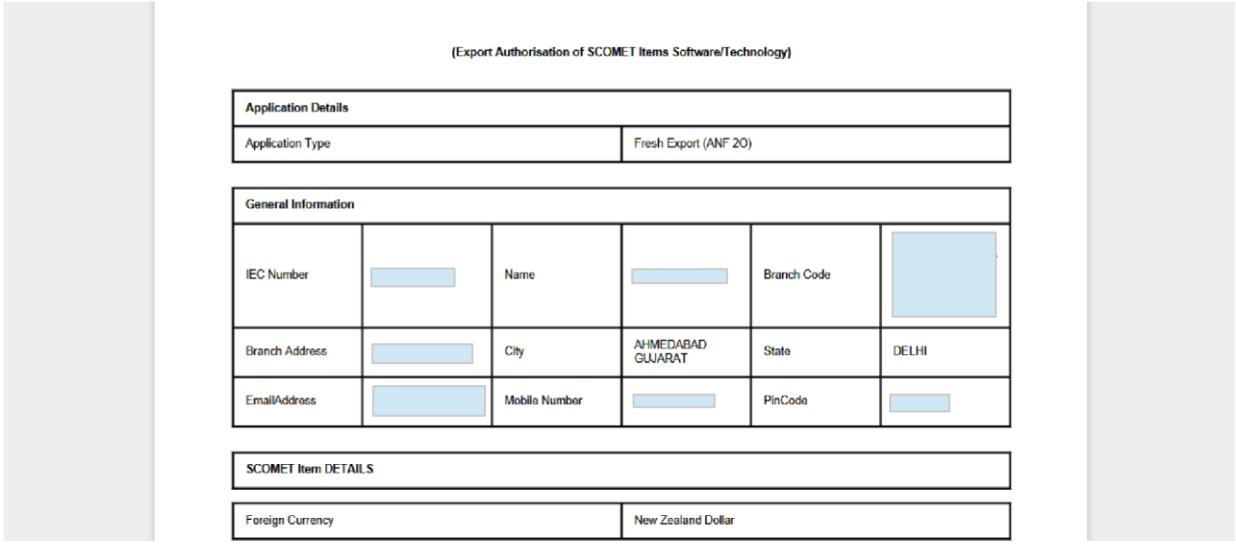
21. On declaration screen, user will select terms and conditions check box to accept it. User canupdate “Place” field if required and then click on “Save and Next” button.



22. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



23. Click on the print button present in the summary page to print the application summary.



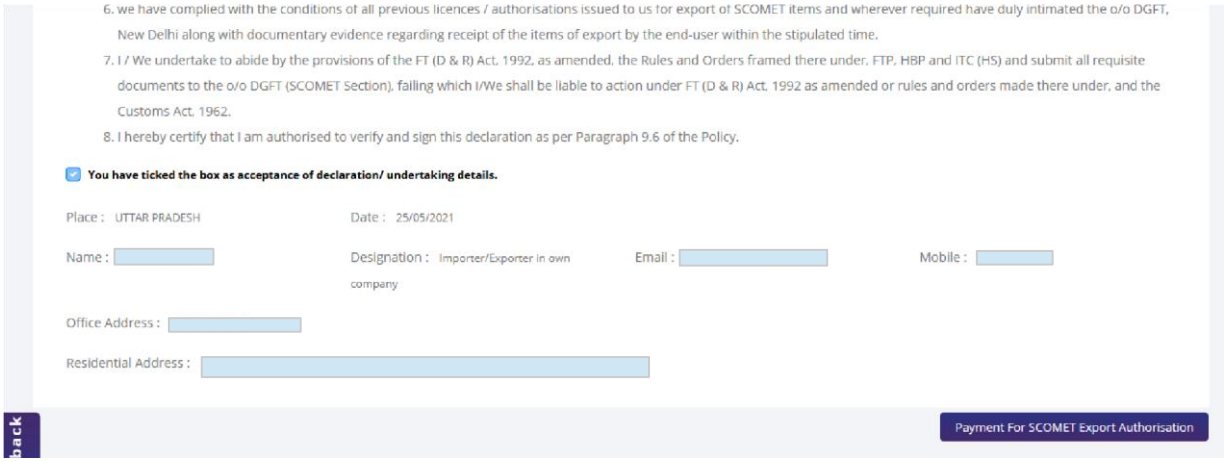
(Export Authorisation of SCOMET Items Software/Technology)

Application Details	
Application Type	Fresh Export (ANF 2O)

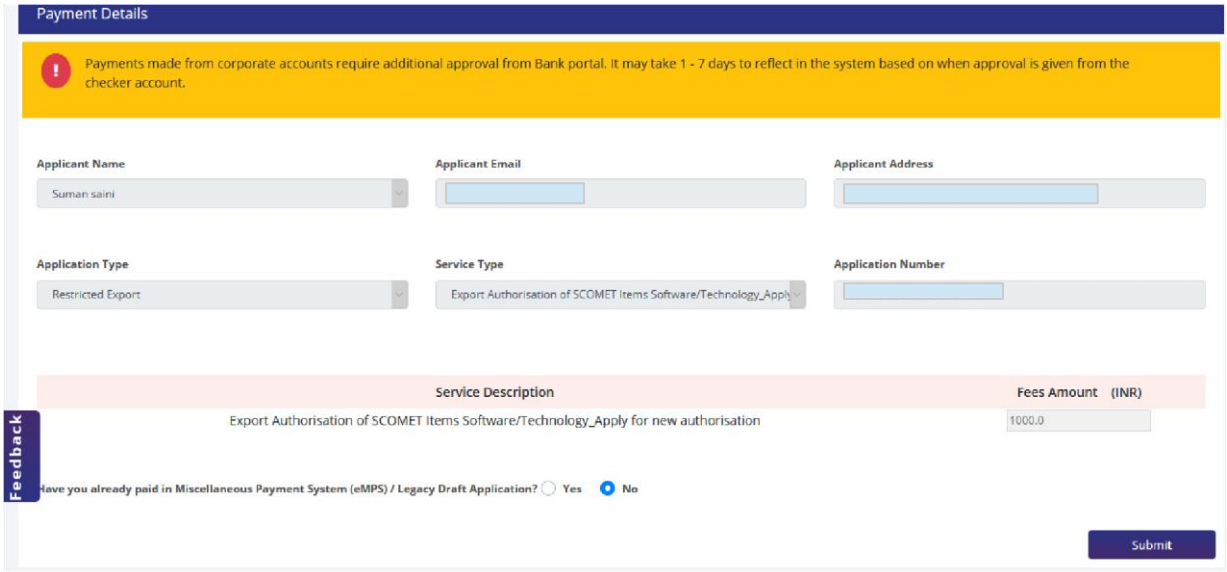
General Information					
IEC Number		Name		Branch Code	
Branch Address		City	AHMEDABAD GUJARAT	State	DELHI
EmailAddress		Mobile Number		PinCode	

SCOMET Item DETAILS	
Foreign Currency	New Zealand Dollar

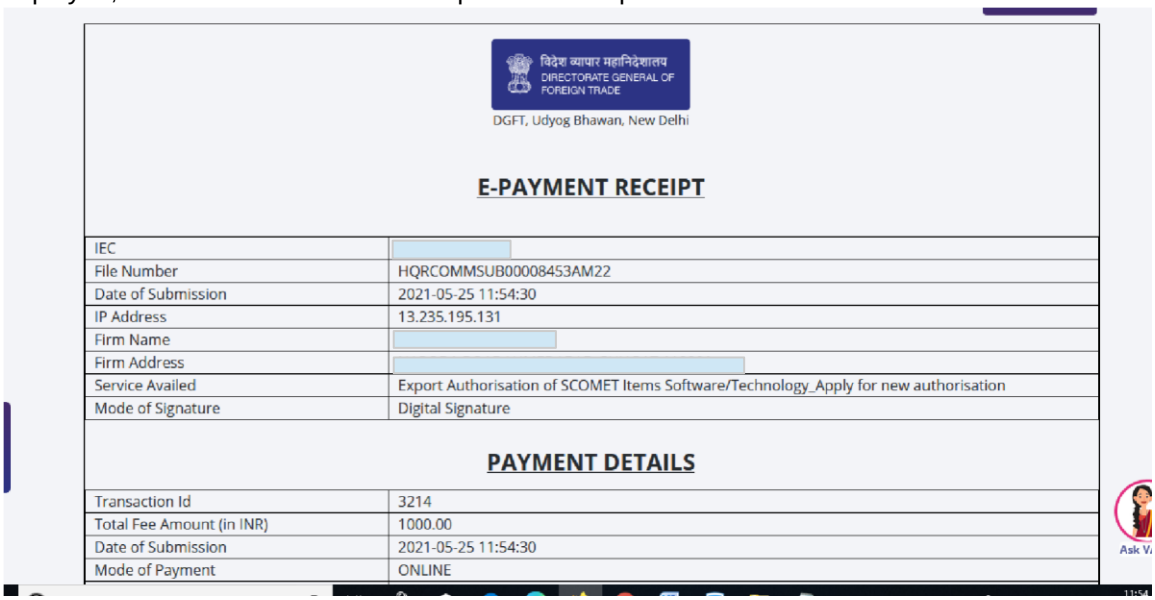
24. In the application summary screen, click on proceed with sign and then payment to make payment for the application.



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



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



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

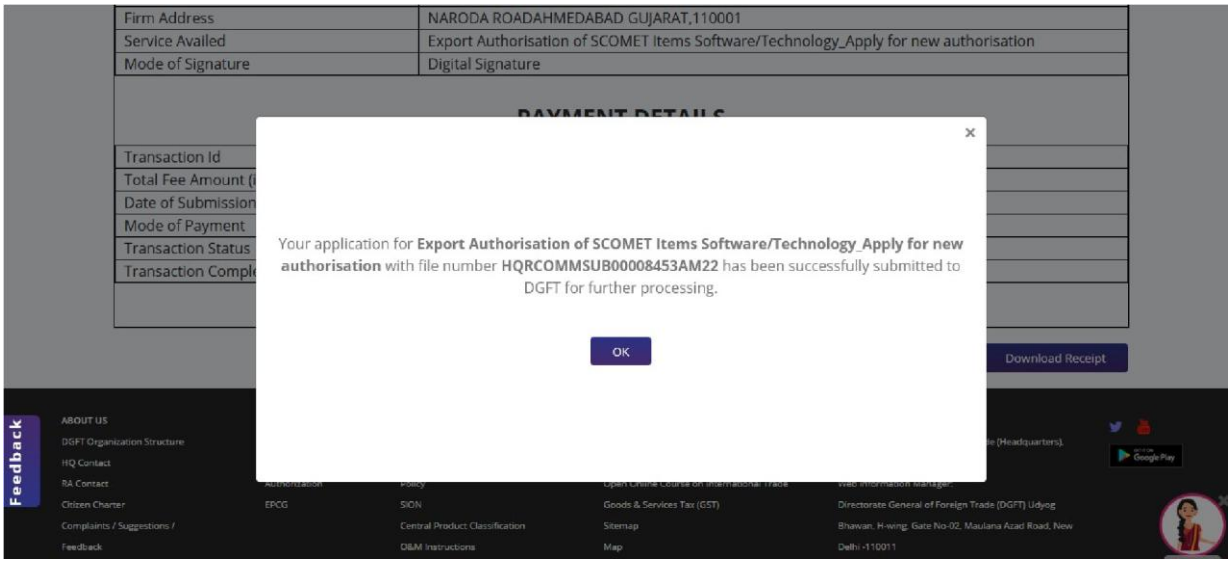
E-PAYMENT RECEIPT

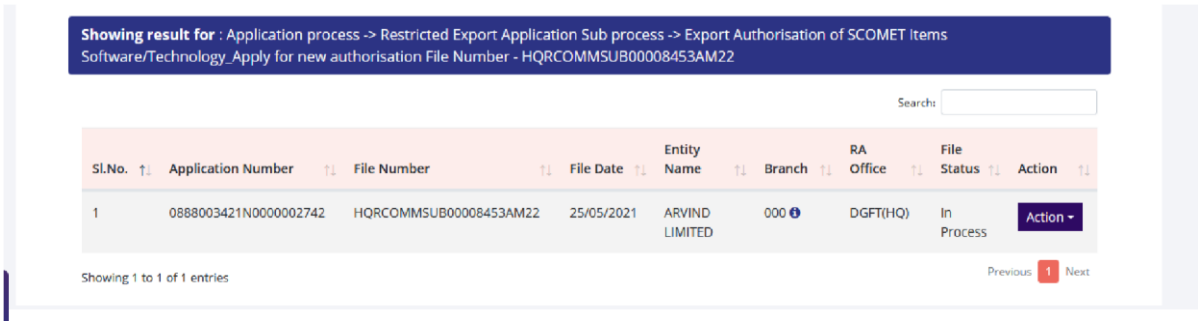
IEC	
File Number	HQRCOMMSUB00008453AM22
Date of Submission	2021-05-25 11:54:30
IP Address	13.235.195.131
Firm Name	
Firm Address	
Service Availed	Export Authorisation of SCOMET Items Software/Technology_Apply for new authorisation
Mode of Signature	Digital Signature

PAYMENT DETAILS

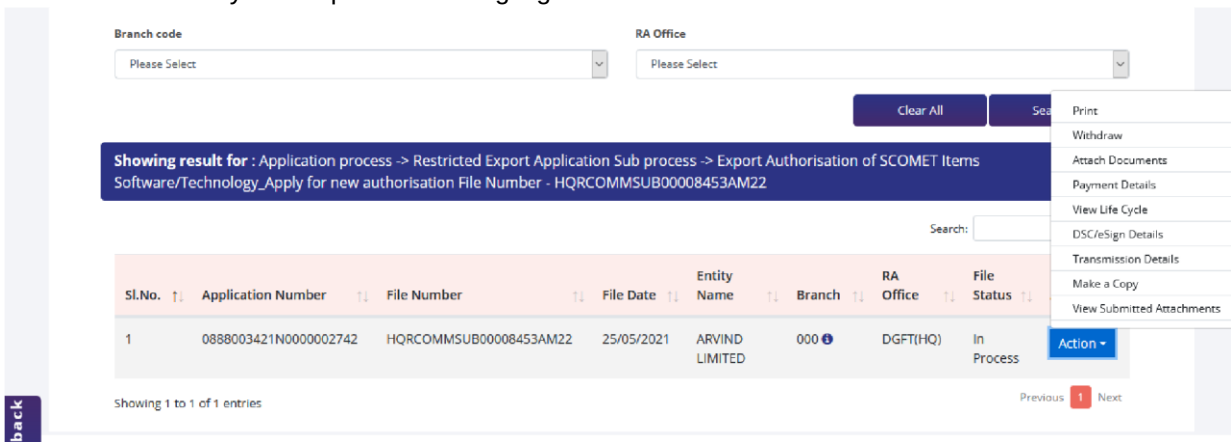
Transaction Id	3214
Total Fee Amount (in INR)	1000.00
Date of Submission	2021-05-25 11:54:30
Mode of Payment	ONLINE

27. 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





28. With Action button you can perform the highlighted actions



6. Apply for Amendment of SCOMENT ANF 2O(a)

To Amend the SCOMET exports on the DGFT portal you would require:

Pre-requisites:

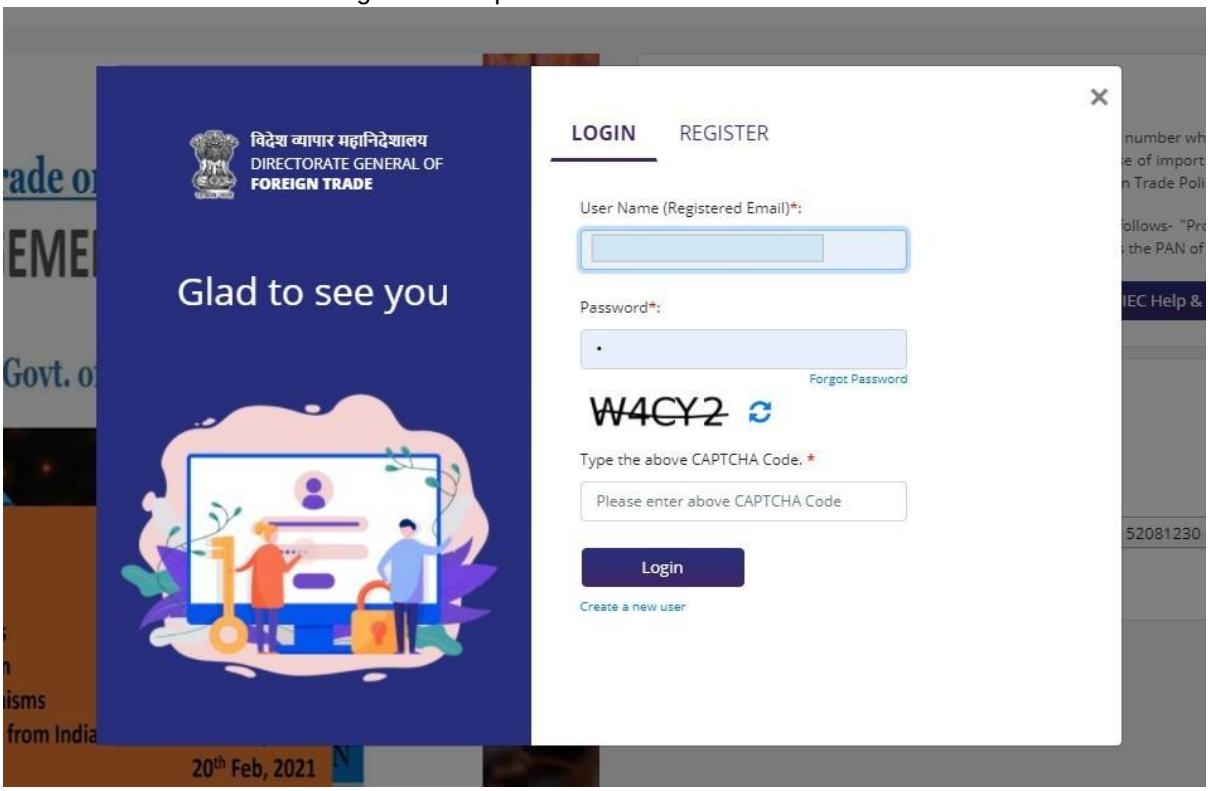
a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

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

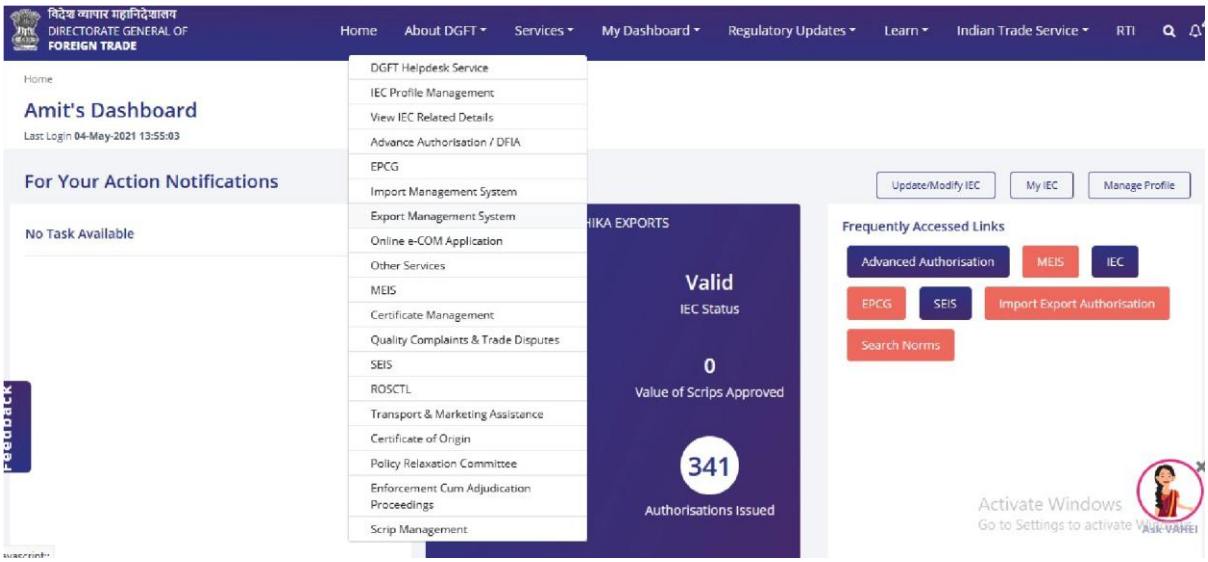
c) Approved and issued SCOMET export

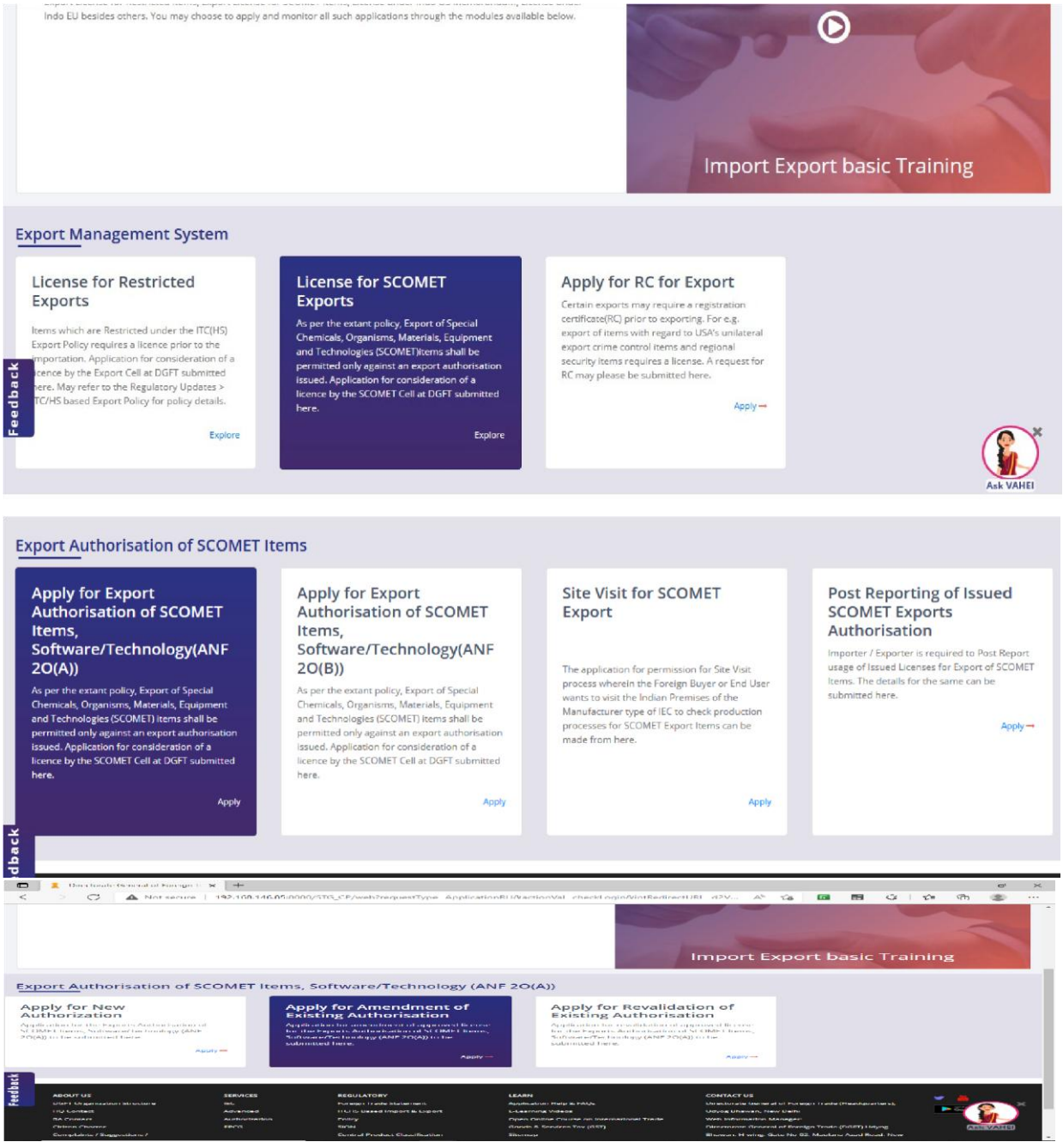
Then proceed with the following steps:

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

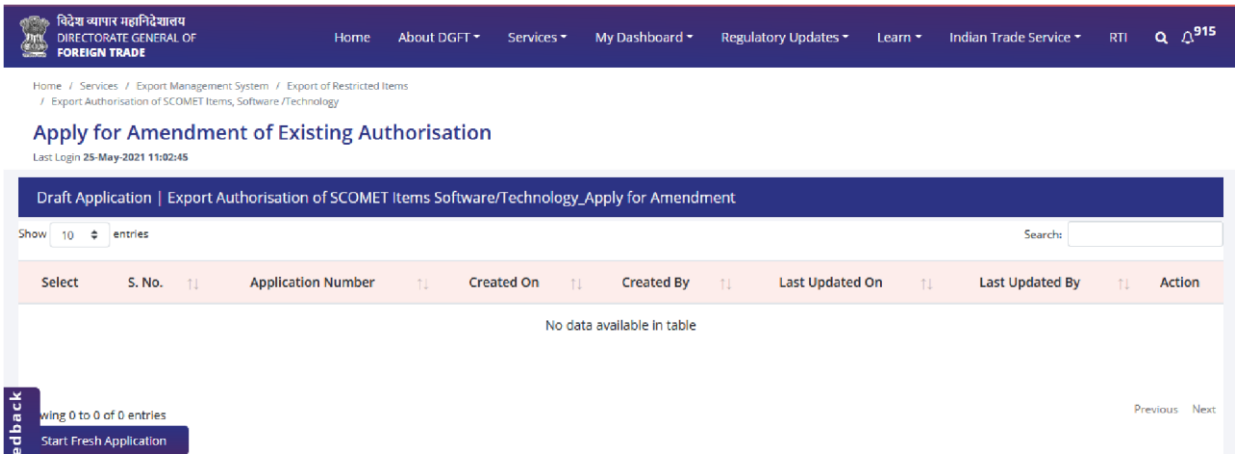


2. Navigate to **Services > Export Management System > License for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(A)) > Apply for Amendment**



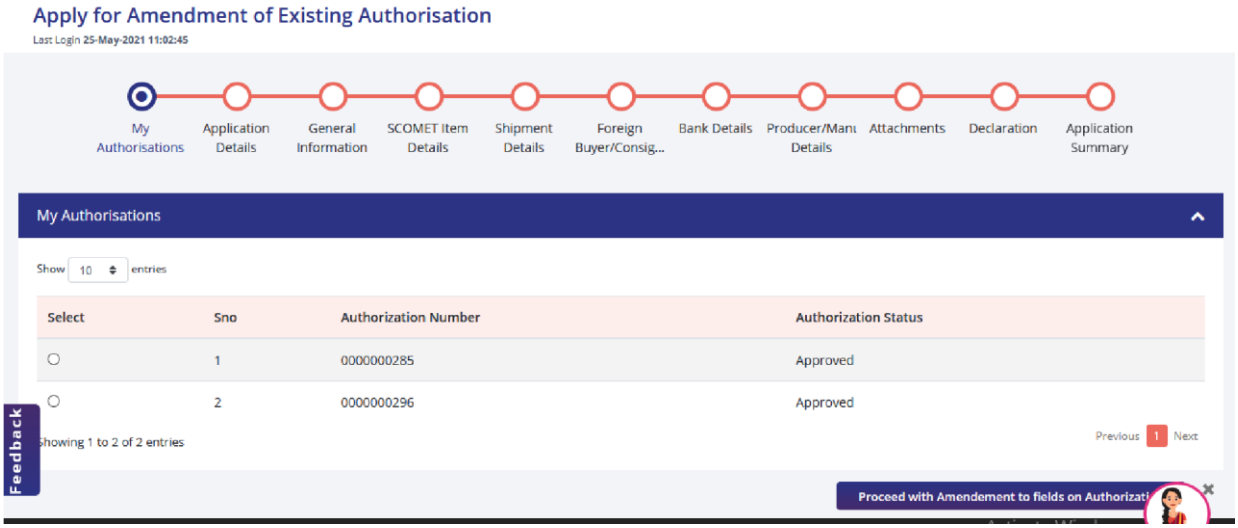


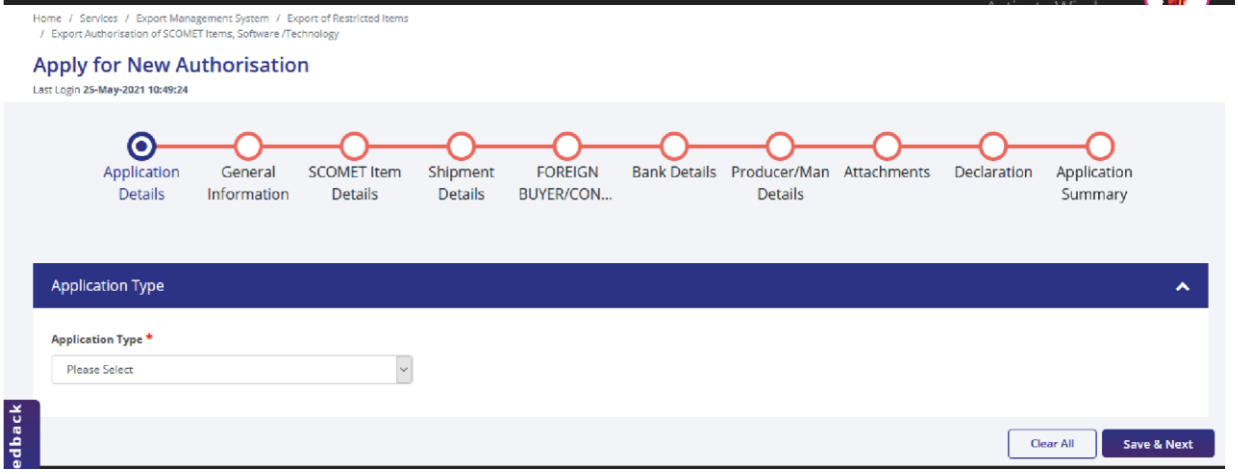
3. User will reach to Draft Applications screen. All draft applications will be displayed here.



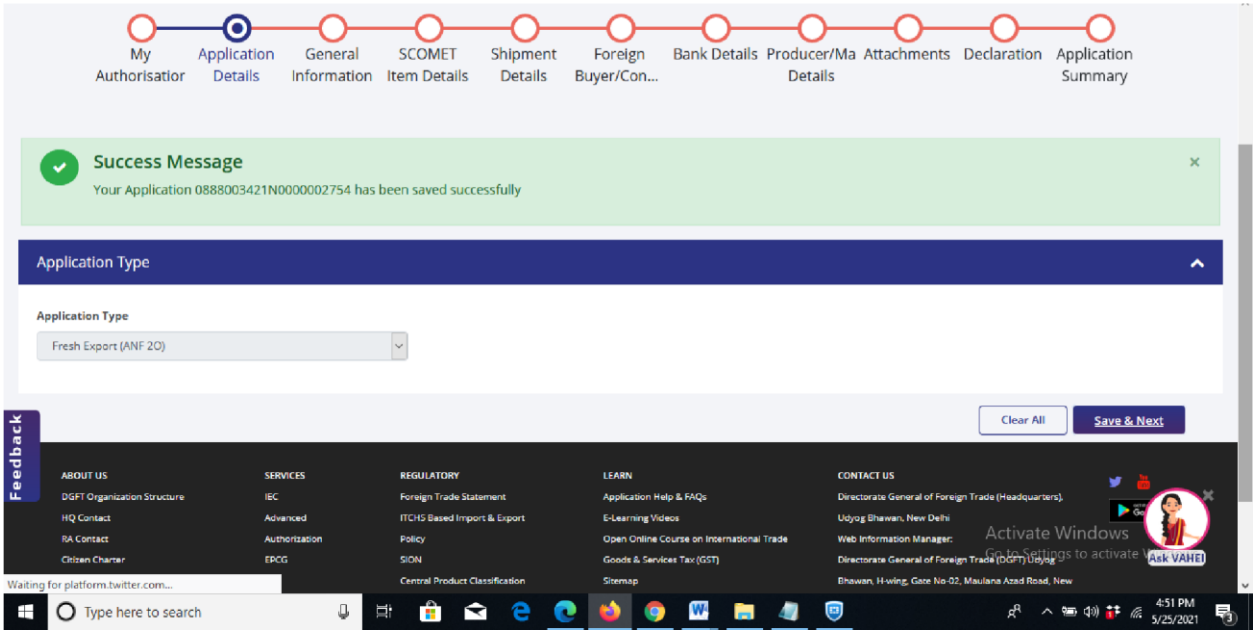
4. In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.

5. In my authorization screen, select the authorization and click on save and next button.

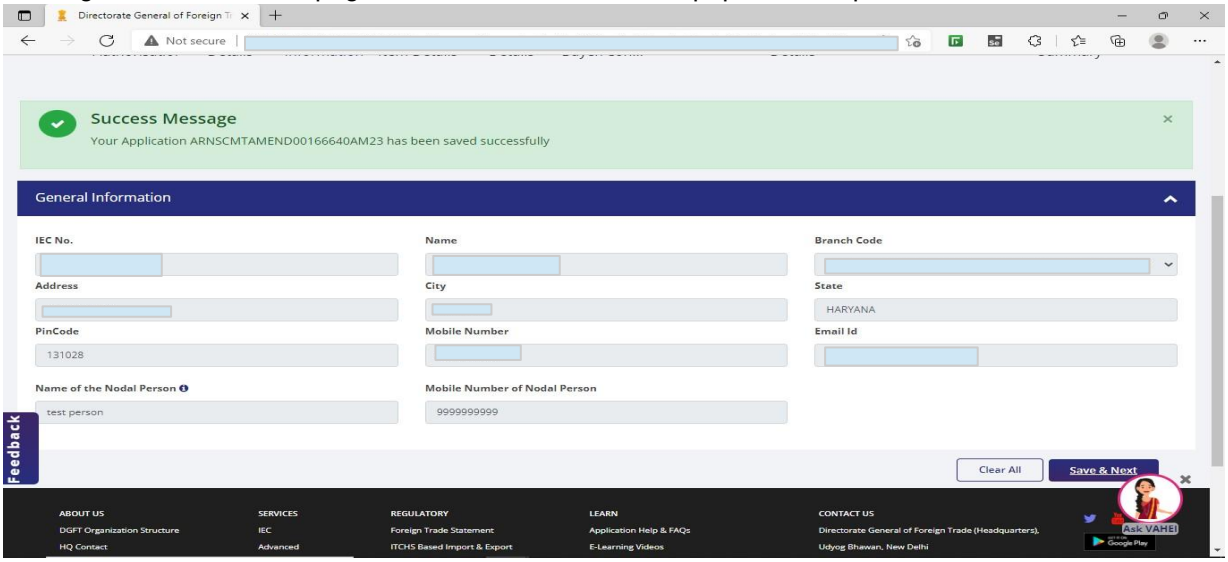




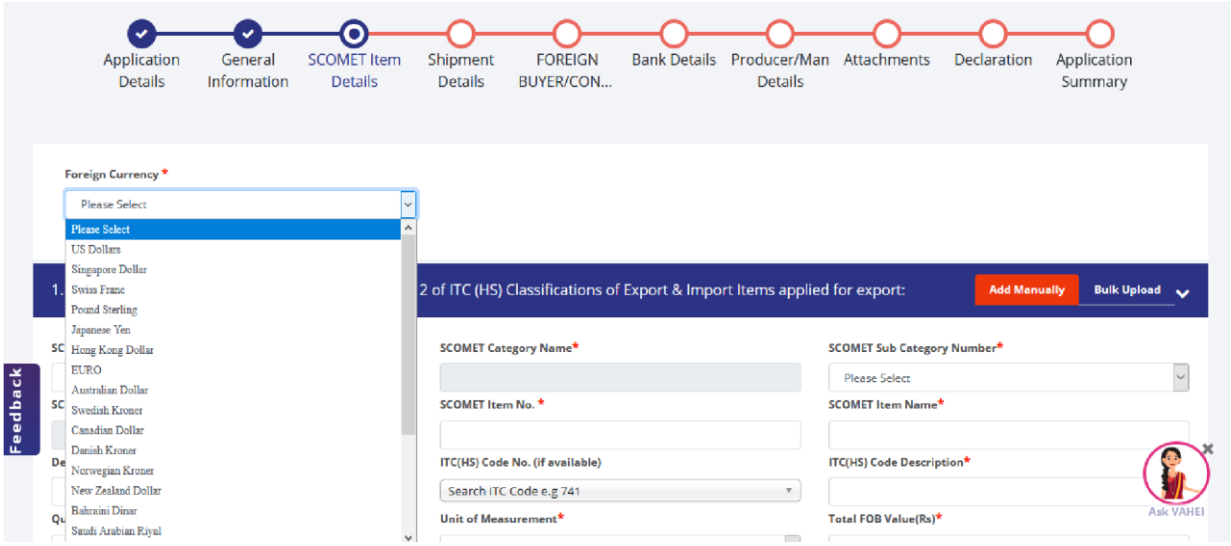
6. In the application details screen, the application type will be auto populated and click on the next button.



7. In the general information page, all the details will be auto populated as per the issued authorization.

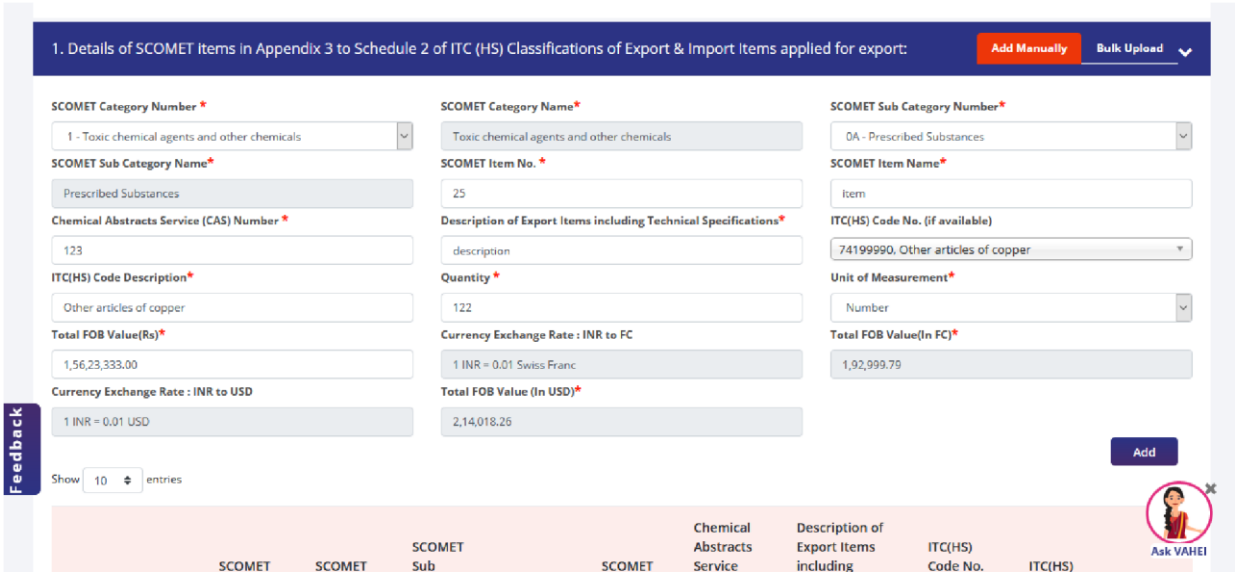


8. Click on save and next button to reach SCOMET Item details page.
9. In SCOMET details page, select the Freely Convertible Currency (FCC) based on which fcc of the items added will be calculated.

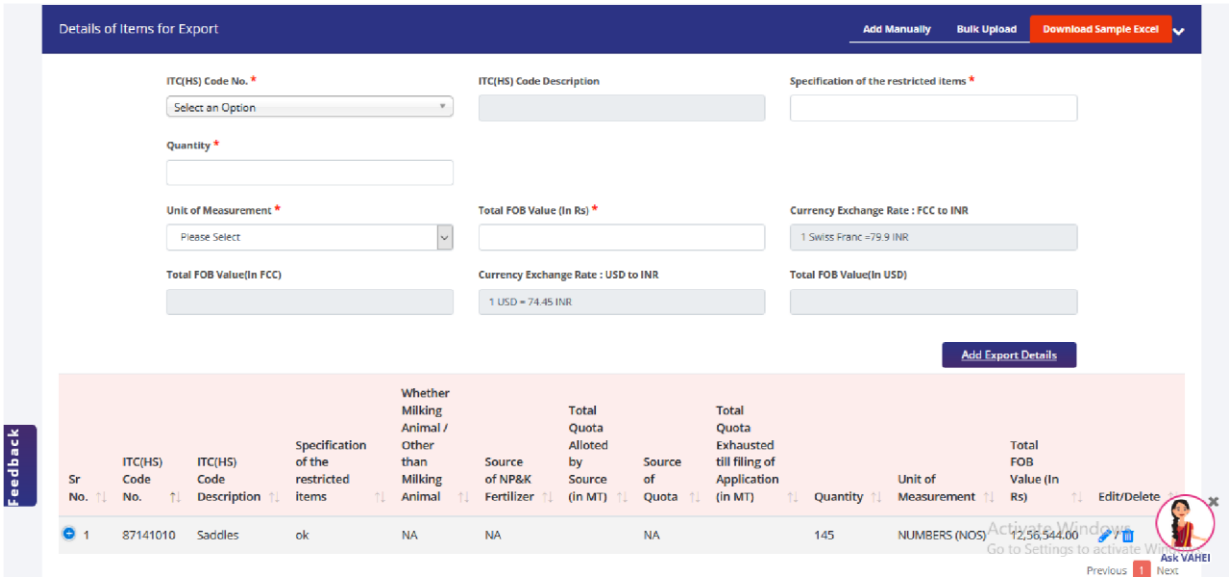


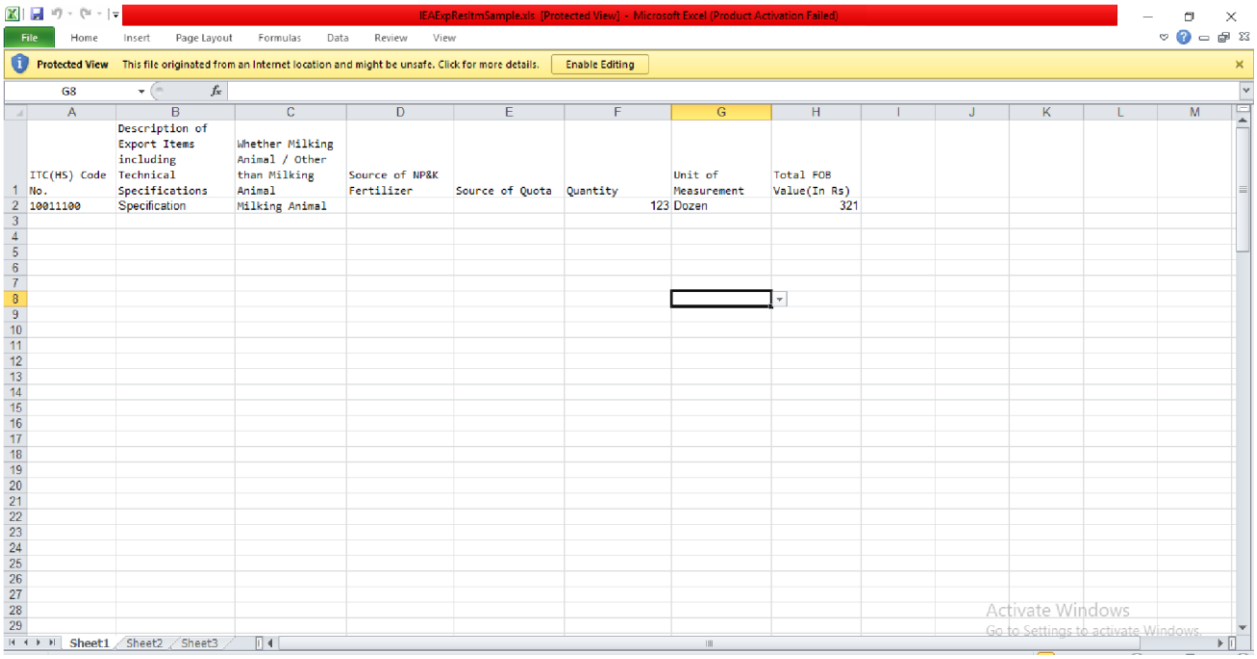
10. Now you can add the 'item for export' manually or bulk upload then the items will be added to the table.

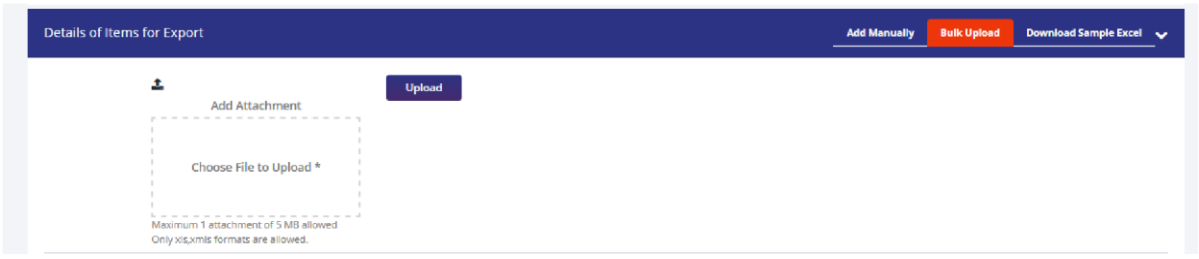
a. For adding the items manually, fill the Item details under the Details of SCOMET items section and click on add button

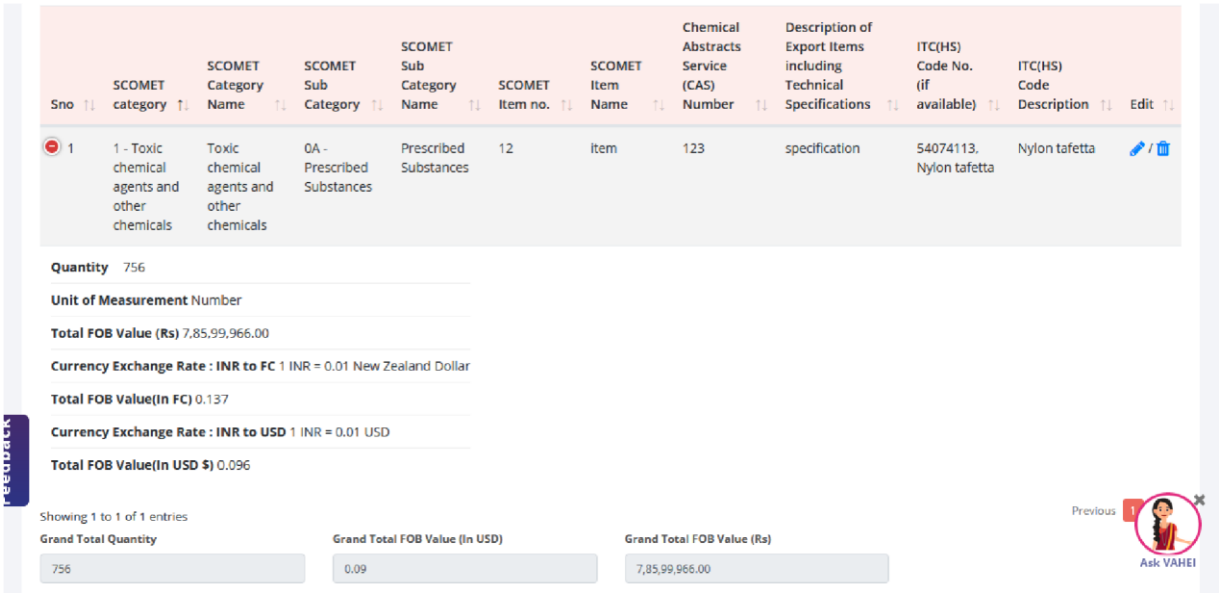


b. Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then upload the modified excel sheet.

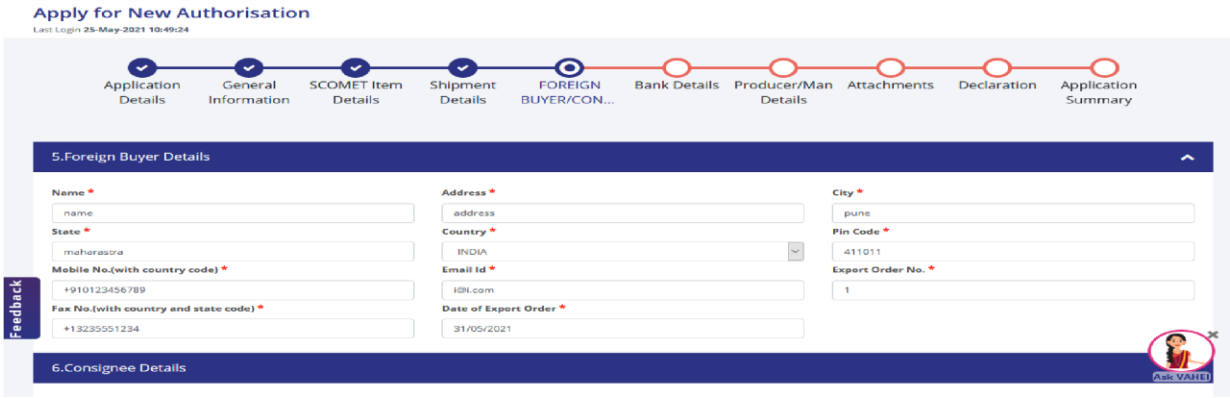

Details of Items for Export
Add Manually
Bulk Upload
Download Sample Excel
ITC(HS) Code No. *
Select an Option
ITC(HS) Code Description
Specification of the restricted items *
Quantity *
Unit of Measurement *
Please Select
Total FOB Value (In Rs) *
Currency Exchange Rate : FCC to INR
1 Swiss Franc =79.9 INR
Total FOB Value(In FCC)
Currency Exchange Rate : USD to INR
1 USD = 74.45 INR
Total FOB Value(In USD)
Add Export Details
Feedback
Sr No.
ITC(HS) Code No.
ITC(HS) Code Description
Specification of the restricted items
Whether Milking Animal / Other than Milking Animal
Source of NP&K Fertilizer
Total Quota Alloted by Source (in MT)
Source of Quota
Total Quota Exhausted till filing of Application (in MT)
Quantity
Unit of Measurement
Total FOB Value (In Rs)
Edit/Delete
1
87141010
Saddles
ok
NA
NA
NA
145
NUMBERS (NOS)
12,56,544.00
Ask VAHEI
Previous
1
Next


IEAExpResItmSample.xls [Protected View] - Microsoft Excel (Product Activation Failed)
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Protected View
This file originated from an Internet location and might be unsafe. Click for more details.
Enable Editing
G8
ITC(HS) Code No.
Description of Export Items including Technical Specifications
Whether Milking Animal / Other than Milking Animal
Source of NP&K Fertilizer
Source of Quota
Quantity
Unit of Measurement
Total FOB Value(In Rs)
10011100
Specification
Milking Animal
123
Dozen
321
Sheet1
Sheet2
Sheet3


Details of Items for Export
Add Manually
Bulk Upload
Download Sample Excel
Upload
Add Attachment
Choose File to Upload *
Maximum 1 attachment of 5 MB allowed
Only xls,xmls formats are allowed.

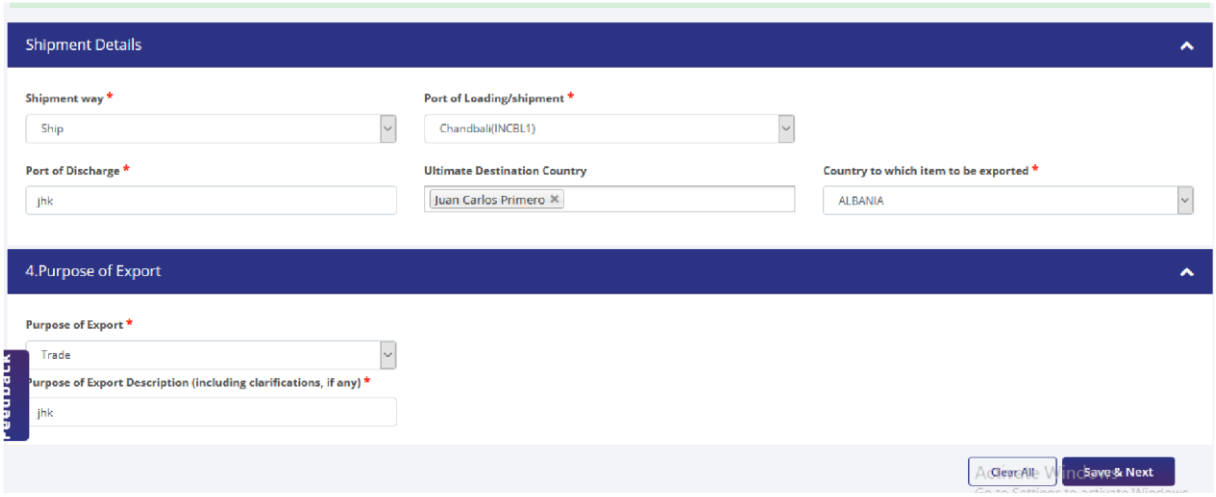


11. Now under the ‘details of exports of SCOMET items in the preceding 3 licencing years.’ Section table, details will be auto populated.



12. Now click on save and next button to reach shipment details page.

13. Enter the shipment details and select the purpose of the export from the dropdown values, then click on save and next button to reach foreign buyer details page.

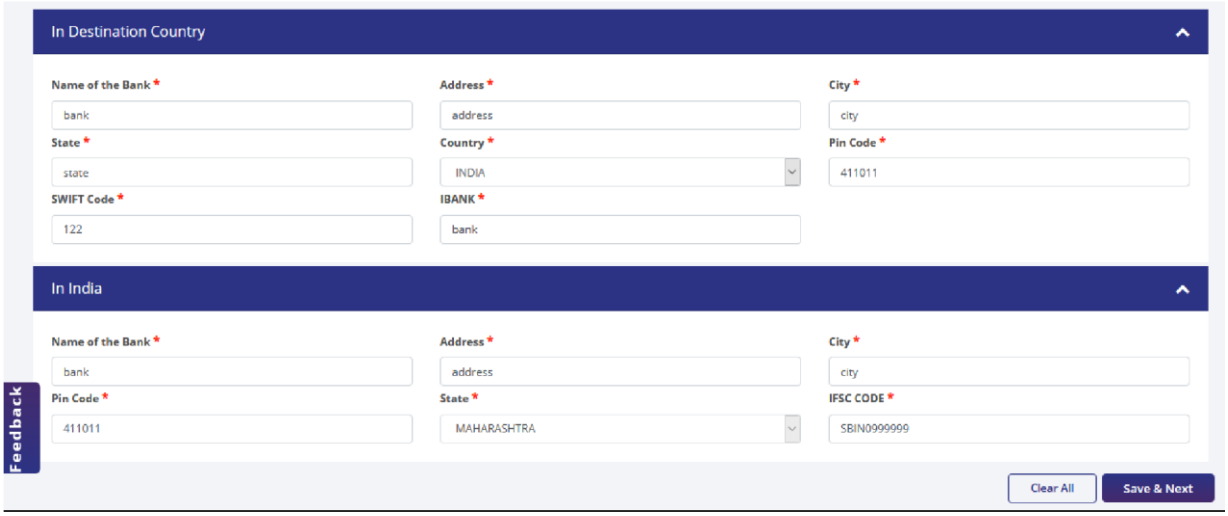


14. In foreign buyer/ consignee details page, fill the details of foreign buyer, the consignee details, ultimate consignee details, end user details and other party details.

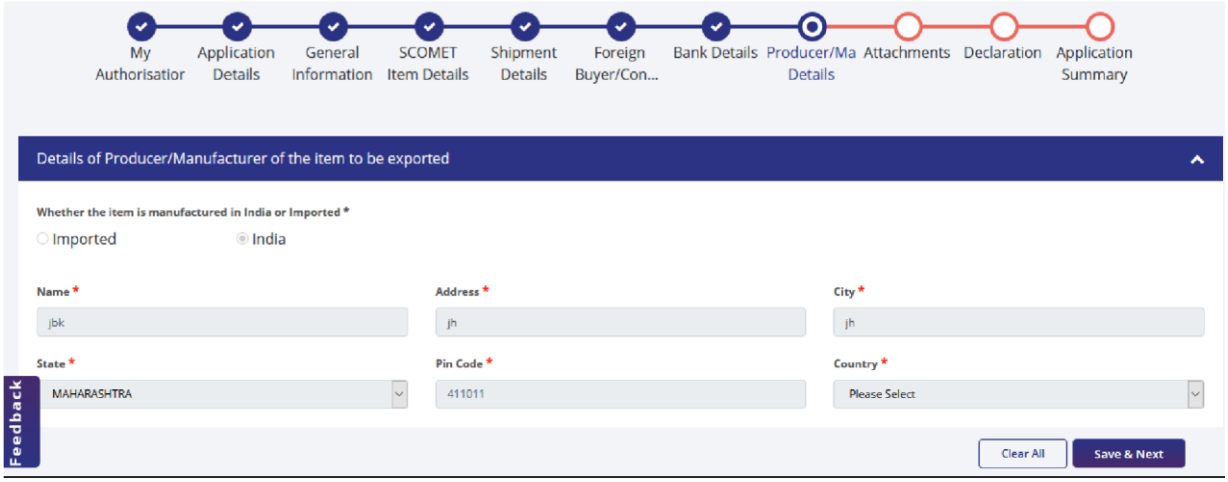
Note: add the mobile number with country code and also add the export order number and date of export order.



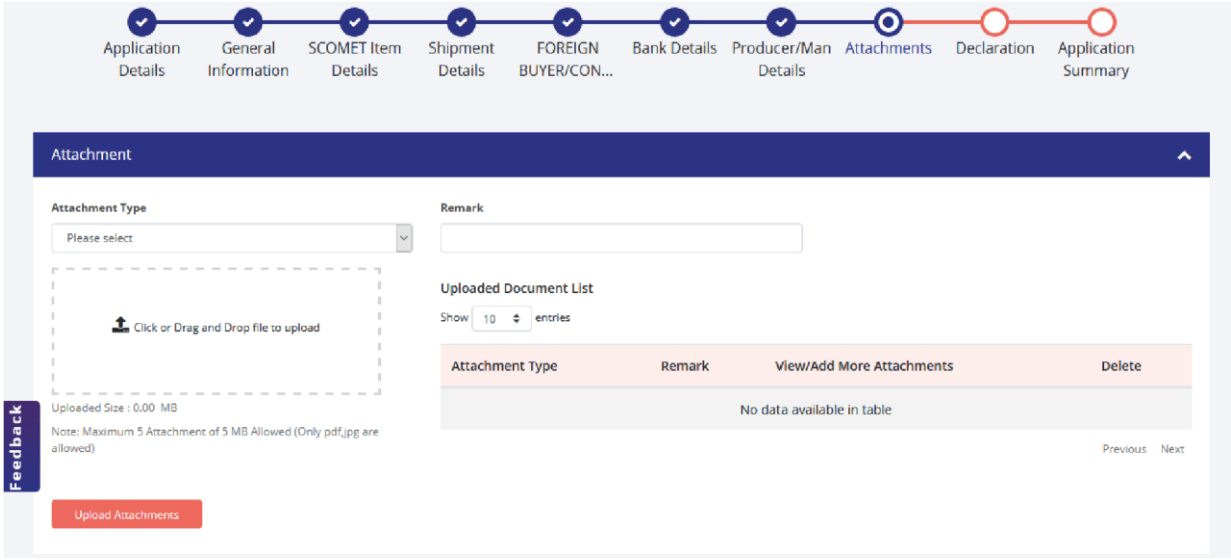
15. Now click on save and next button to reach bank details page. 16. In bank details page, update the details if required

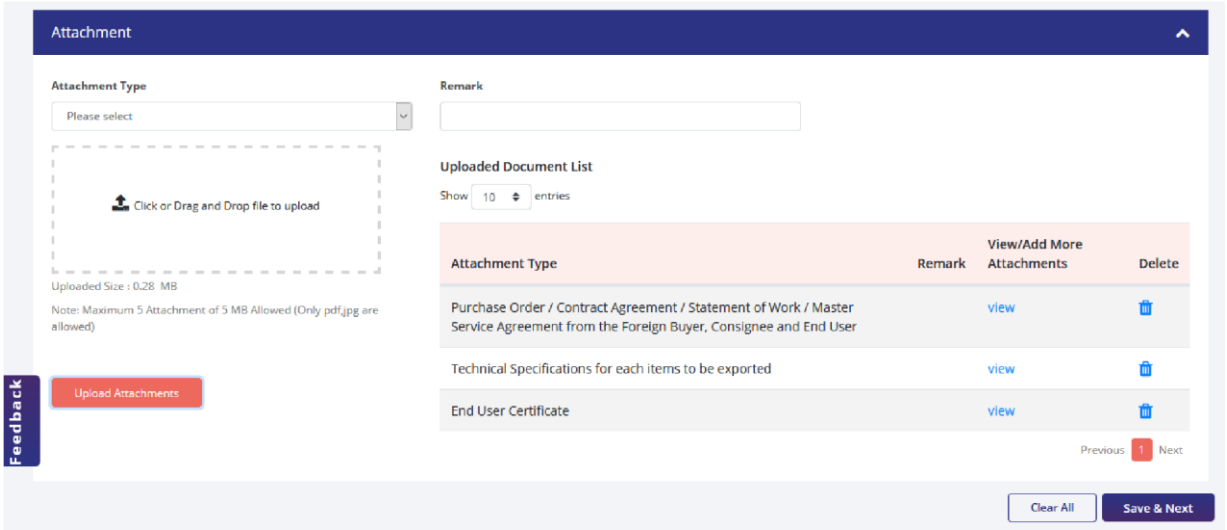


17. Click on save and next button to reach ‘Details of Producer/Manufacturer of the item to be exported’ page
18. Fill the Details of Producer/Manufacturer of the item to be exported page.

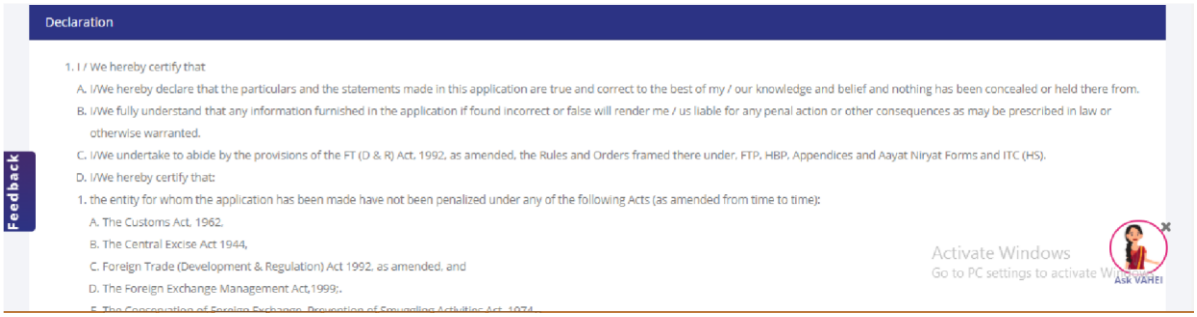


19. Then click on save and next page to reach attachment screen.
20. In ‘attachment’ page attach all the required documents with remarks.

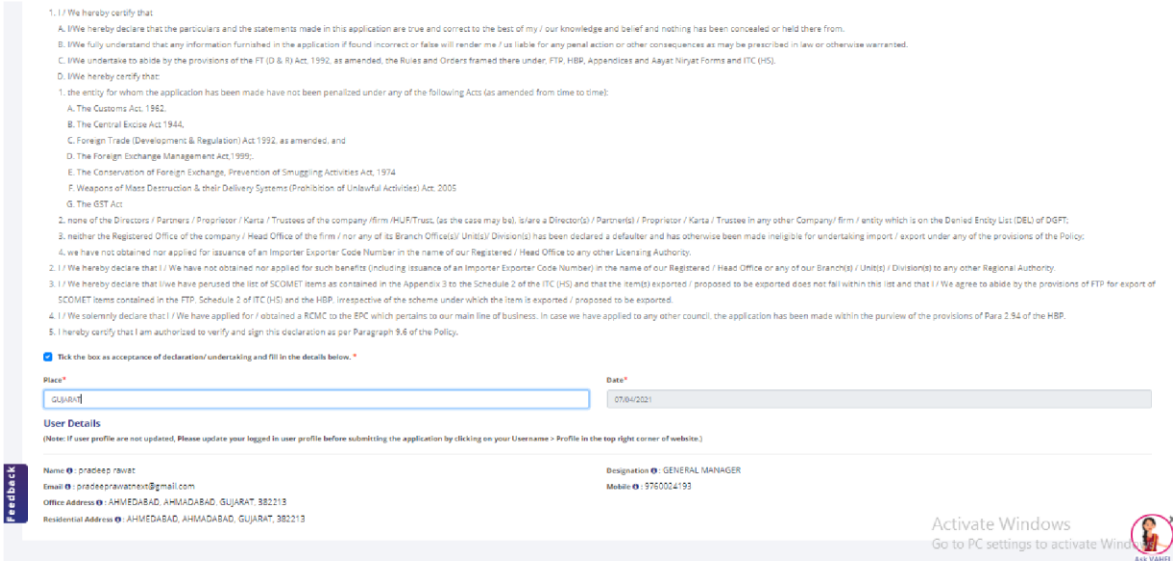




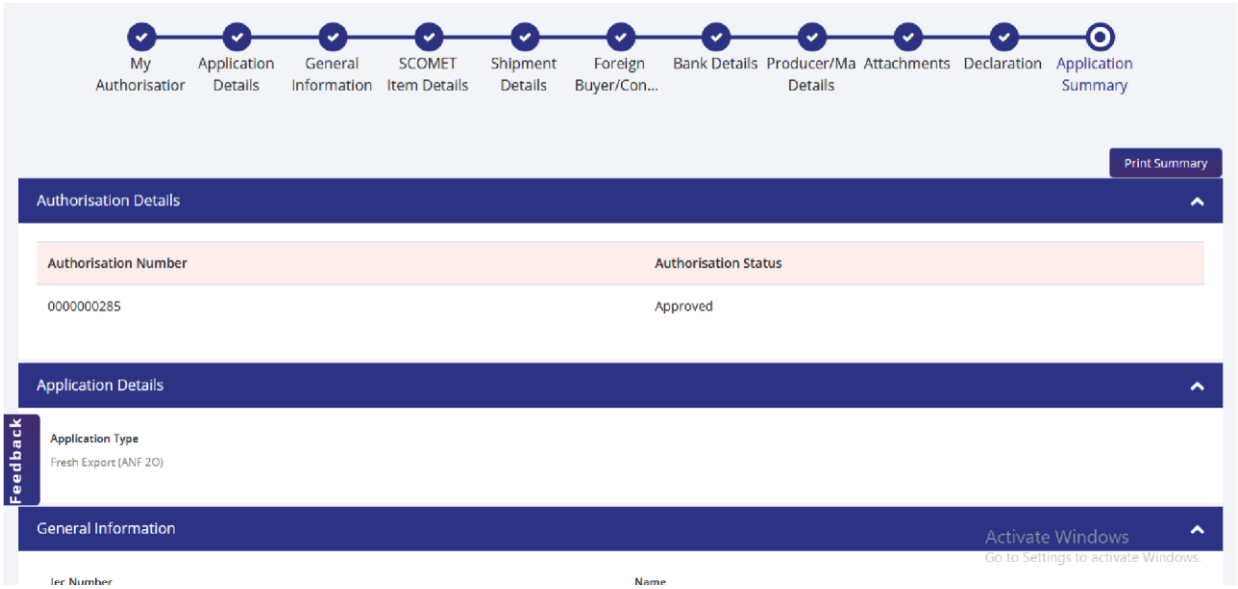
21. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



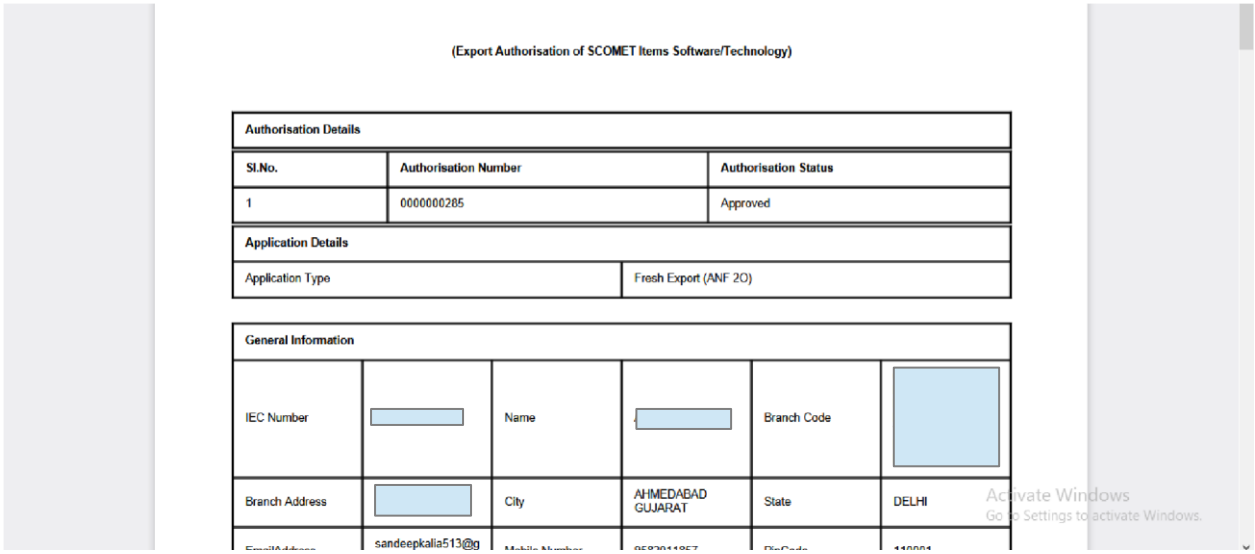
22. On declaration screen, user will select terms and conditions check box to accept it. User can update “Place” field if required and then click on “Save and Next” button.



23. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



24. Click on print button present in the summary page to print the application summary.


(Export Authorisation of SCOMET Items Software/Technology)

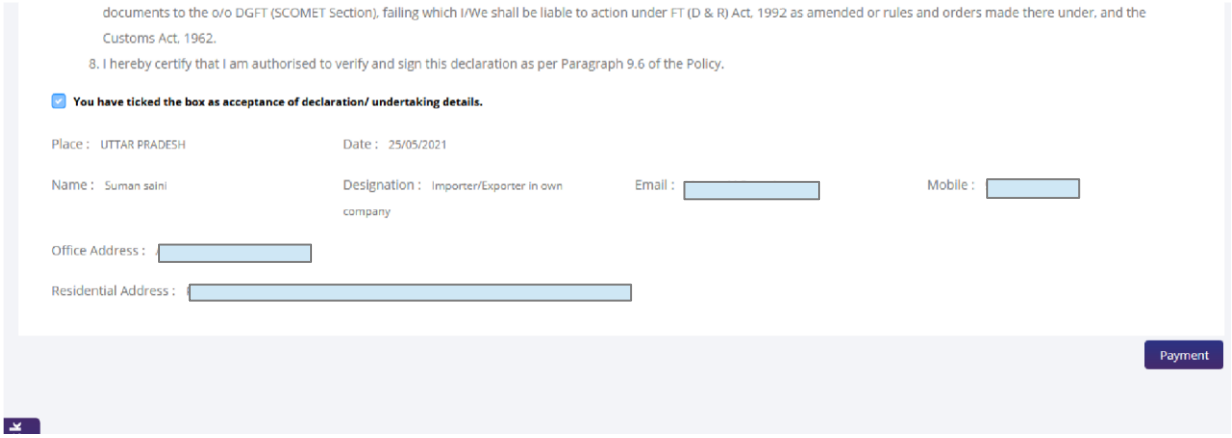
Authorisation Details		
Sl.No.	Authorisation Number	Authorisation Status
1	0000000265	Approved

Application Details	
Application Type	Fresh Export (ANF 2O)

General Information					
IEC Number		Name		Branch Code	
Branch Address		City	AHMEDABAD GUJARAT	State	DELHI
	sandeepkalia513@g				

Activate Windows
Go to Settings to activate Windows.

25. In the application summary screen, click on proceed with sign and then payment to make payment for the application.


documents to the o/o DGFT (SCOMET Section), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made there under, and the Customs Act, 1962.

8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.

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

Place : UTTAR PRADESH Date : 25/05/2021

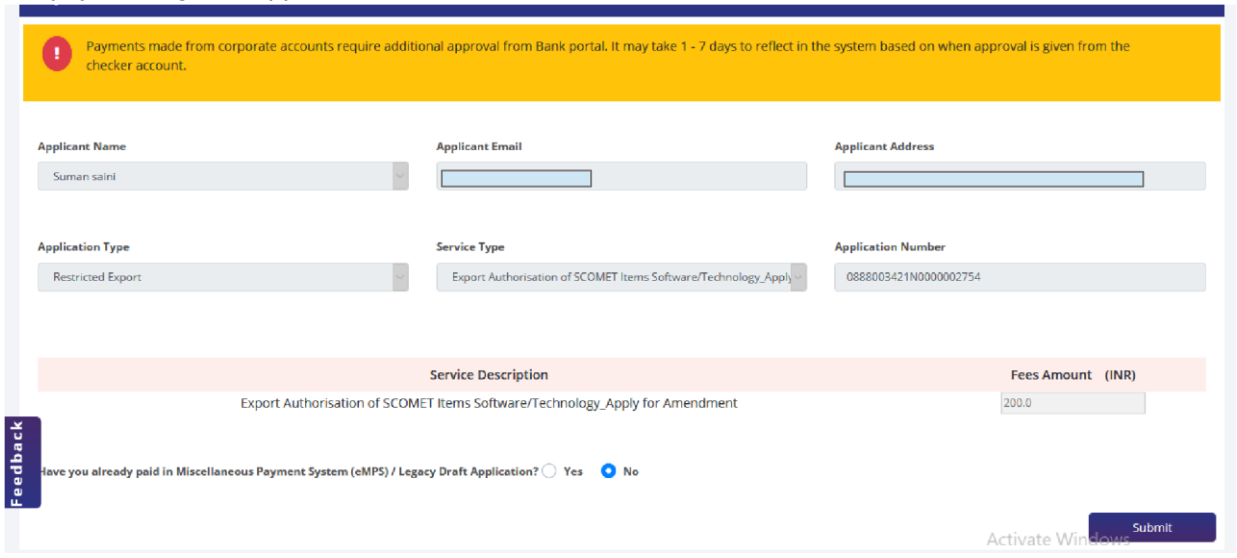
Name : Suman saini Designation : Importer/Exporter in own company Email : Mobile :

Office Address :

Residential Address :

Payment

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


Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: Suman saini | Applicant Email | Applicant Address

Application Type: Restricted Export | Service Type: Export Authorisation of SCOMET Items Software/Technology_Apply | Application Number: 0888003421N0000002754

Service Description	Fees Amount (INR)
Export Authorisation of SCOMET Items Software/Technology_Apply for Amendment	200.0

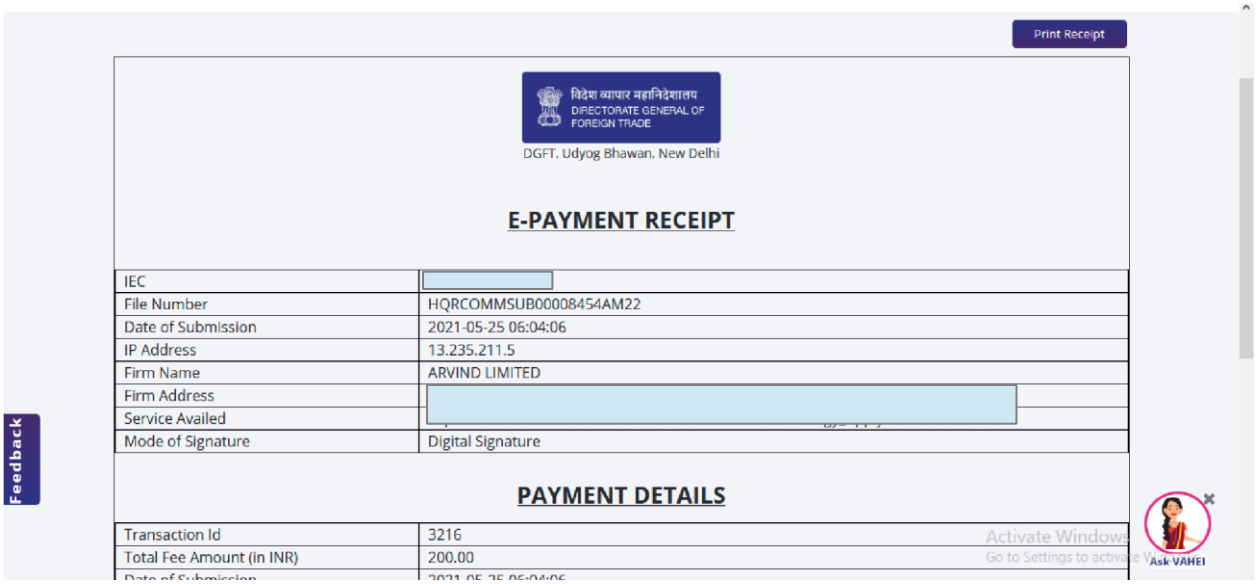
Have you already paid in Miscellaneous Payment System (eMPS) / Legacy Draft Application? Yes No

Feedback

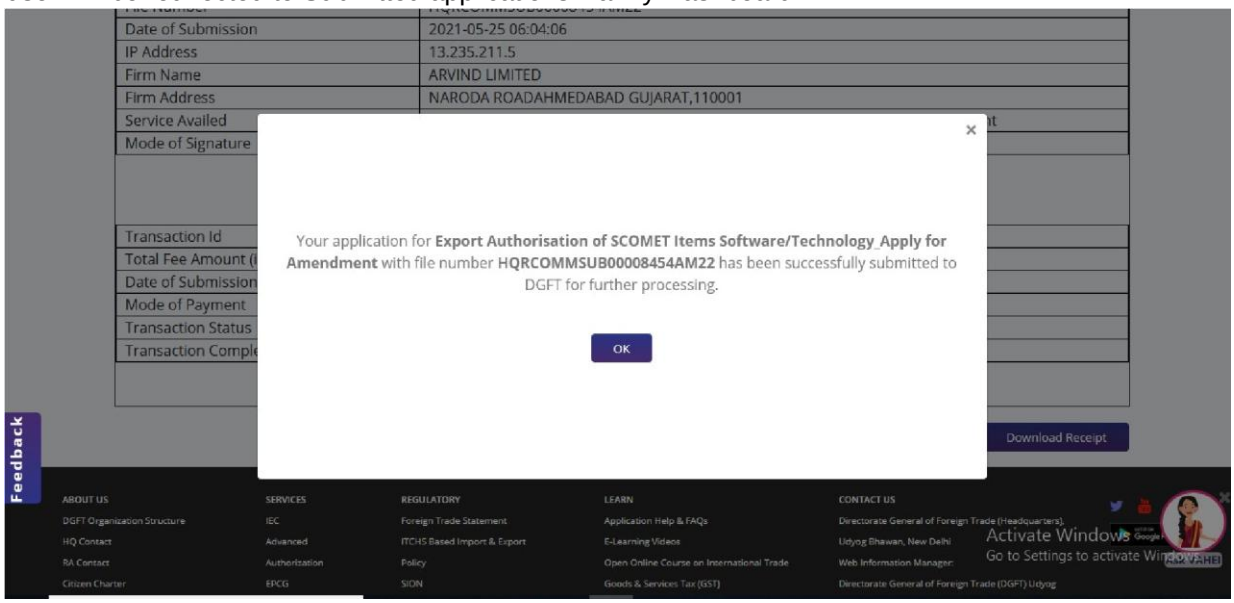
Submit

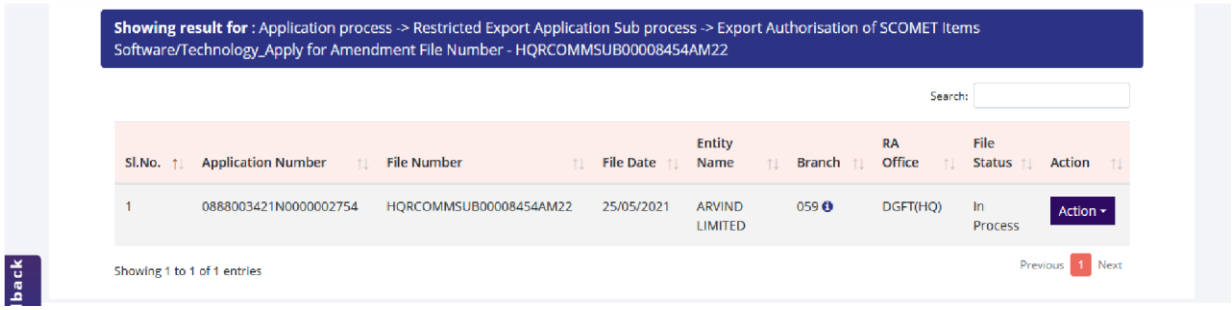
Activate Windows

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

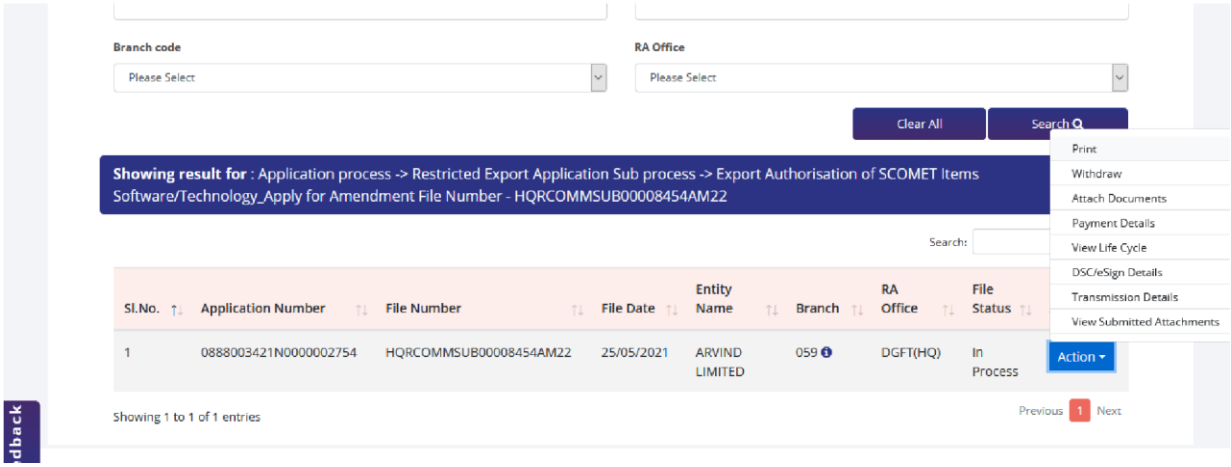


28. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





29. With Action button you can perform the highlighted actions


Branch code
Please Select
RA Office
Please Select
Clear All
Search
Showing result for : Application process -> Restricted Export Application Sub process -> Export Authorisation of SCOMET Items Software/Technology_Apply for Amendment File Number - HQRCOMMSUB00008454AM22
Search:
Sl.No.
Application Number
File Number
File Date
Entity Name
Branch
RA Office
File Status
1
0888003421N0000002754
HQRCOMMSUB00008454AM22
25/05/2021
ARVIND LIMITED
059
DGFT(HQ)
In Process
Action
Print
Withdraw
Attach Documents
Payment Details
View Life Cycle
DSC/eSign Details
Transmission Details
View Submitted Attachments
Showing 1 to 1 of 1 entries
Previous
1
Next

7. Apply for Revalidation of SCOMET ANF 2O (a)

To Revalidate the Restricted Export on the DGFT portal you would require:

Pre-requisites:

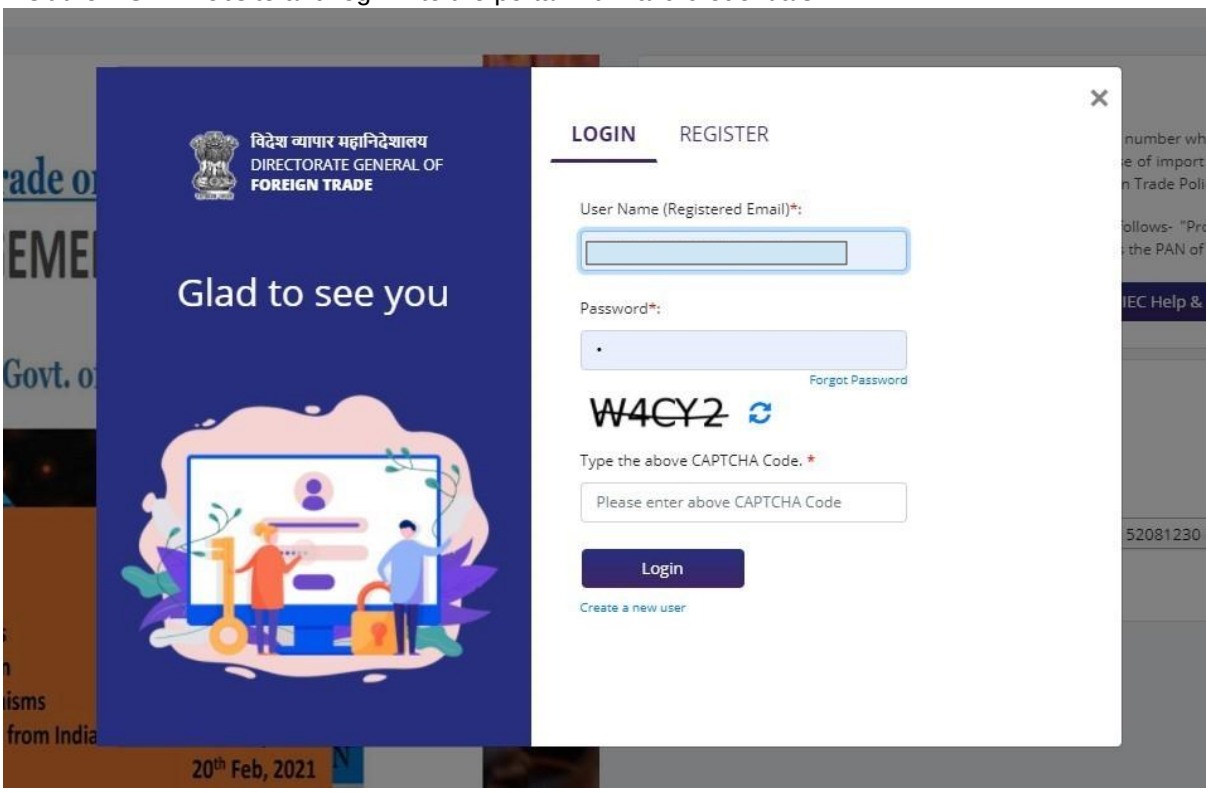
d) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

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

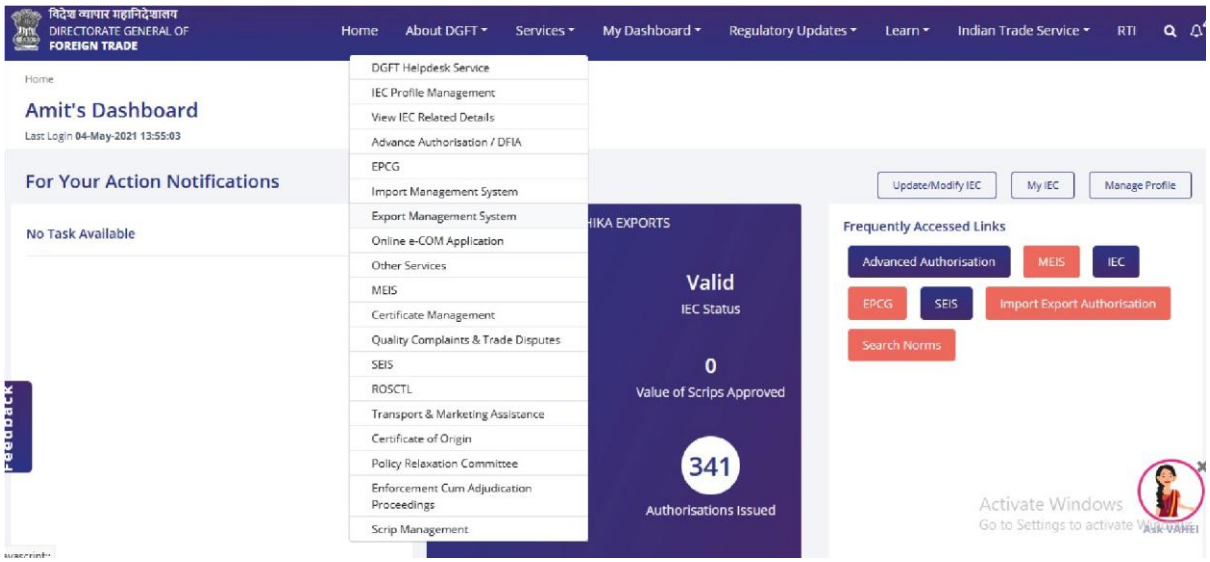
f) Approved and issued restricted export

Then proceed with the following steps:

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

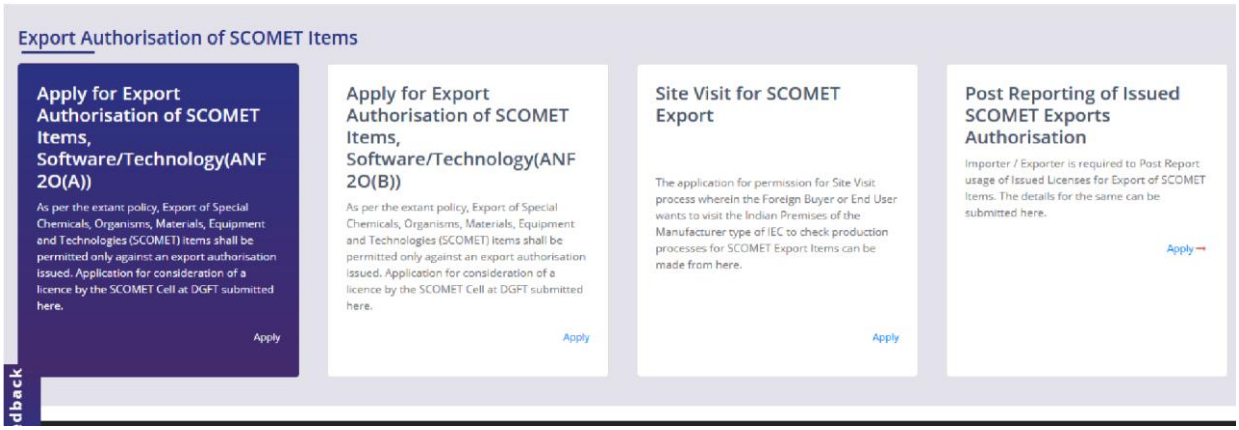


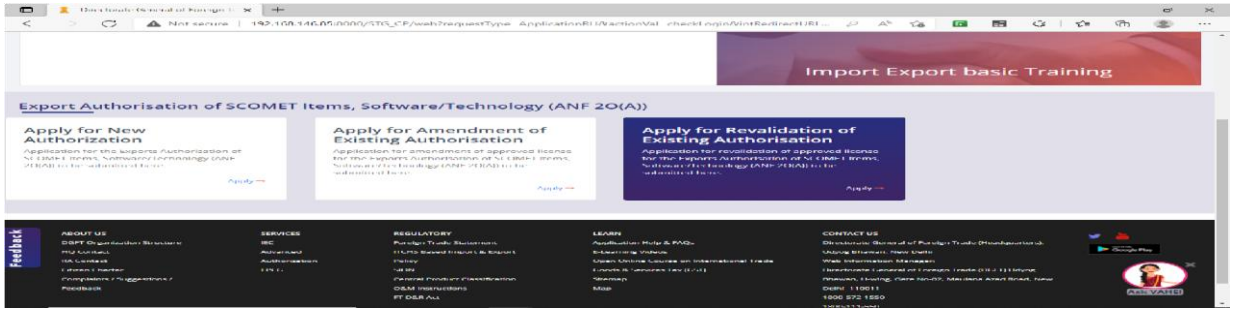
2. Navigate to **Services > Export Management System > Licence for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(A)) > Apply for Revalidation**


विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
DGFT Helpdesk Service
IEC Profile Management
View IEC Related Details
Advance Authorisation / DFIA
EPCG
Import Management System
Export Management System
Online e-COM Application
Other Services
MEIS
Certificate Management
Quality Complaints & Trade Disputes
SEIS
ROSCTL
Transport & Marketing Assistance
Certificate of Origin
Policy Relaxation Committee
Enforcement Cum Adjudication Proceedings
Scrip Management
Amit's Dashboard
Last Login 04-May-2021 13:55:03
For Your Action Notifications
No Task Available
Update/Modify IEC
My IEC
Manage Profile
Valid
IEC Status
0
Value of Scrips Approved
341
Authorisations Issued
Frequently Accessed Links
Advanced Authorisation
MEIS
IEC
EPCG
SEIS
Import Export Authorisation
Search Norms
Feedback
Activate Windows
Ask VAHEI

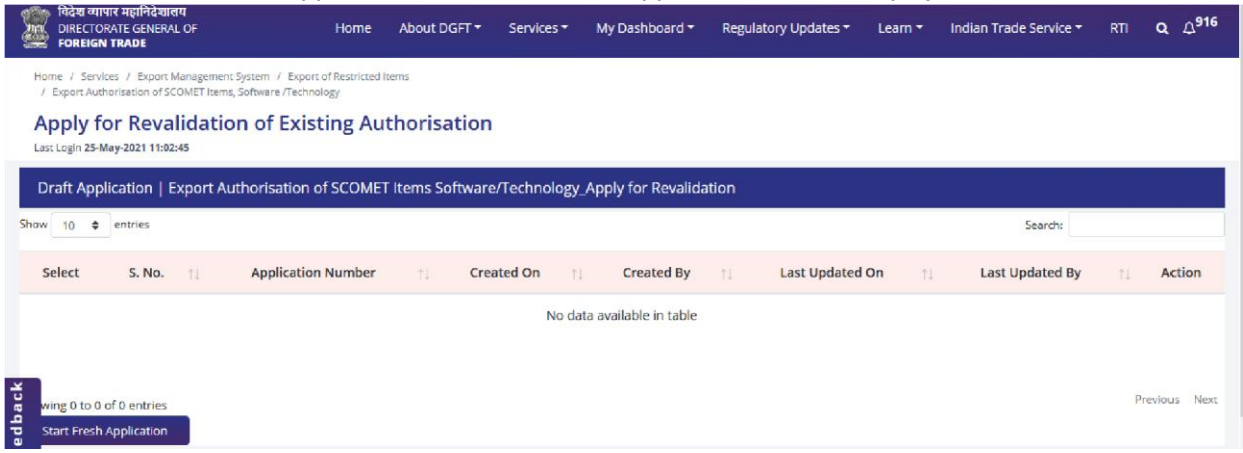

Indo EU besides others. You may choose to apply and monitor all such applications through the modules available below.
Import Export basic Training


Export Management System
License for Restricted Exports
Items which are Restricted under the ITC(HS) Export Policy requires a licence prior to the importation. Application for consideration of a licence by the Export Cell at DGFT submitted here. May refer to the Regulatory Updates > ITC/HS based Export Policy for policy details.
Explore
License for SCOMET Exports
As per the extant policy, Export of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET)items shall be permitted only against an export authorisation issued. Application for consideration of a licence by the SCOMET Cell at DGFT submitted here.
Explore
Apply for RC for Export
Certain exports may require a registration certificate(RC) prior to exporting. For e.g. export of items with regard to USA's unilateral export crime control items and regional security items requires a license. A request for RC may please be submitted here.
Apply
Feedback
Ask VAHEI


Export Authorisation of SCOMET Items
Apply for Export Authorisation of SCOMET Items, Software/Technology(ANF 2O(A))
As per the extant policy, Export of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET) items shall be permitted only against an export authorisation issued. Application for consideration of a licence by the SCOMET Cell at DGFT submitted here.
Apply
Apply for Export Authorisation of SCOMET Items, Software/Technology(ANF 2O(B))
As per the extant policy, Export of Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET) items shall be permitted only against an export authorisation issued. Application for consideration of a licence by the SCOMET Cell at DGFT submitted here.
Apply
Site Visit for SCOMET Export
The application for permission for Site Visit process wherein the Foreign Buyer or End User wants to visit the Indian Premises of the Manufacturer type of IEC to check production processes for SCOMET Export Items can be made from here.
Apply
Post Reporting of Issued SCOMET Exports Authorisation
Importer / Exporter is required to Post Report usage of Issued Licenses for Export of SCOMET Items. The details for the same can be submitted here.
Apply

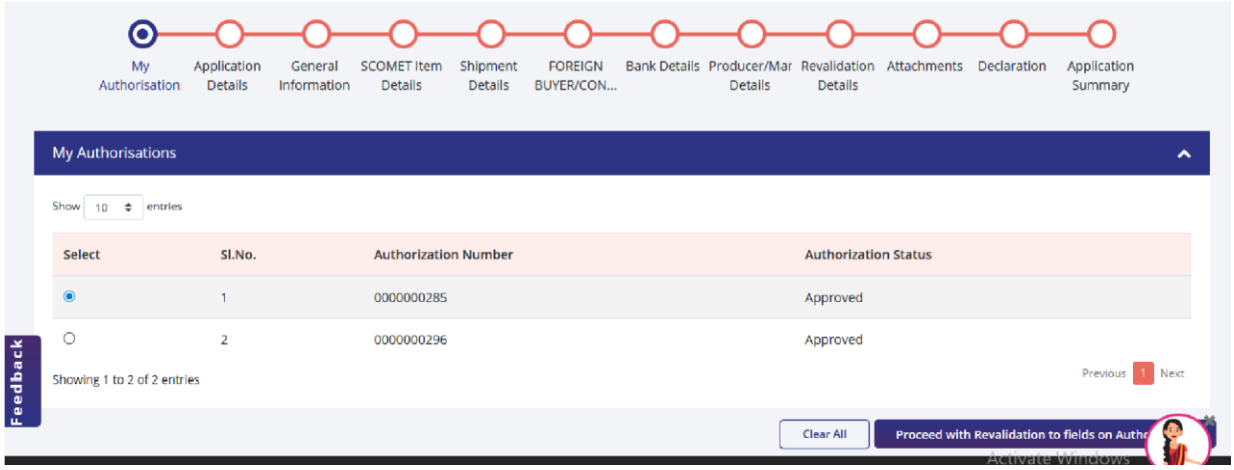


3. User will reach to Draft Applications screen. All draft applications will be displayed here.



4. In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.

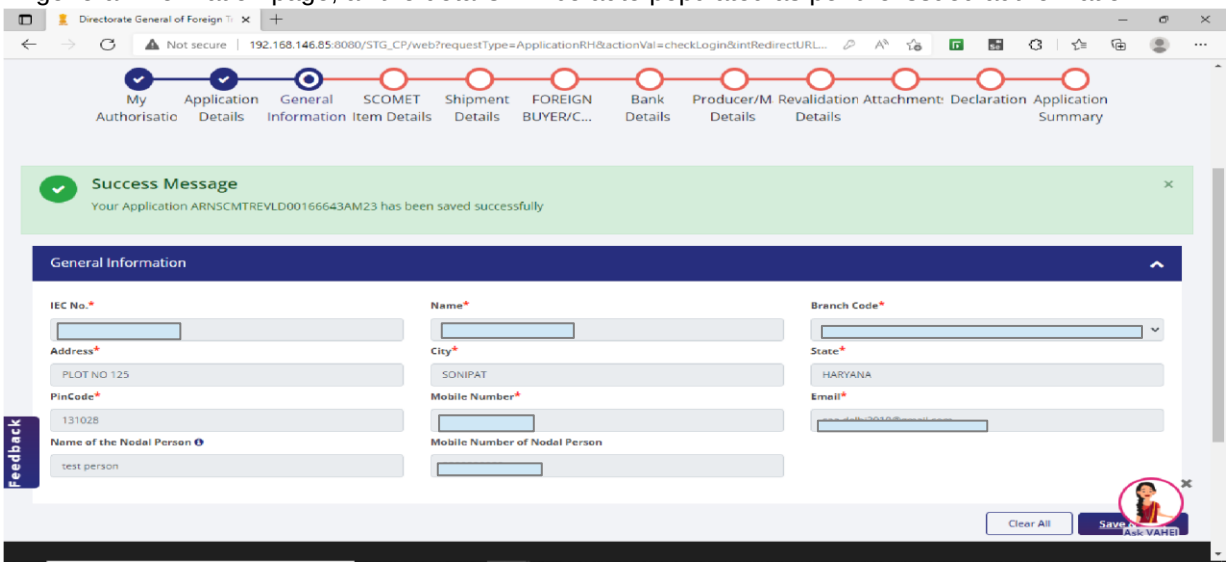
5. In my authorization screen, select the authorization and click on proceed with revalidation of fields button.



6. In application details screen, application type will be auto populated and click on next button.

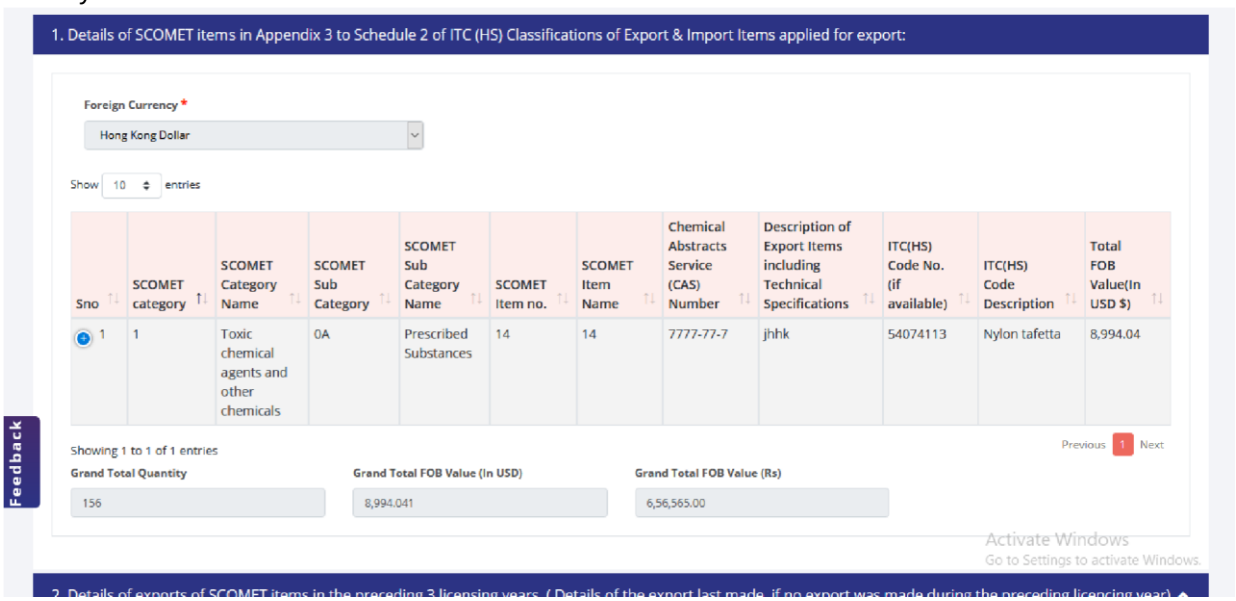


7. In general information page, all the details will be auto populated as per the issued authorization.



8. Click on save and next button to reach SCOMET Item details page.

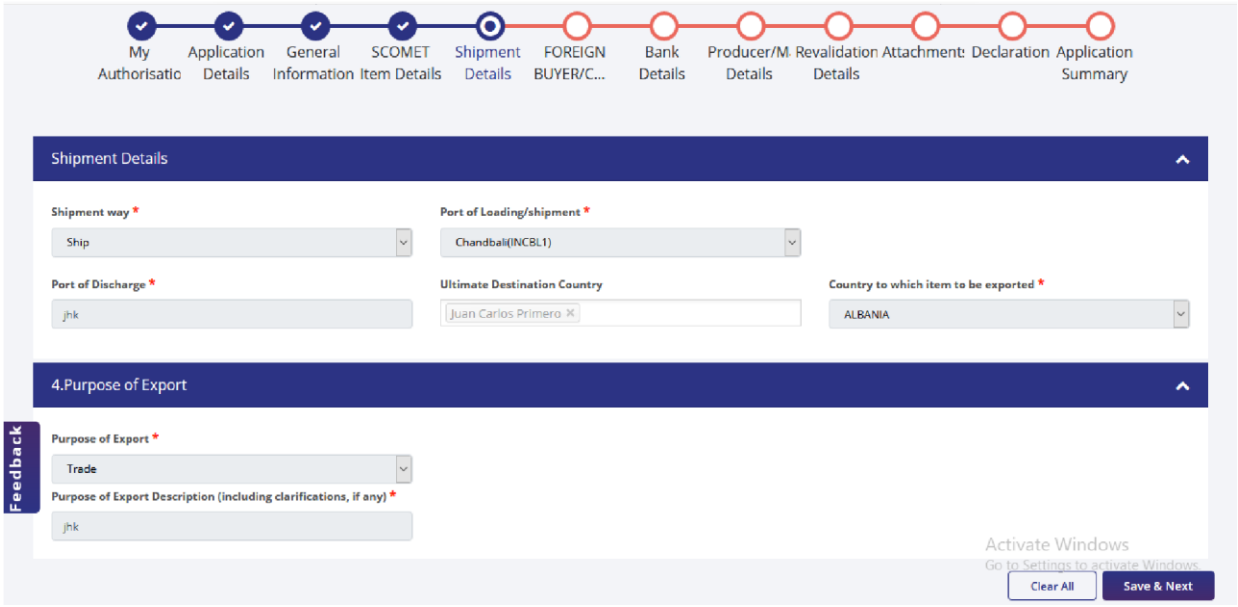
9. In SCOMET details page, all the details will be auto populated, and user cannot modify the details already submitted



10. Now under the ‘details of exports of SCOMET items in the preceding 3 licencing years.’ Section table, details will be auto populated.

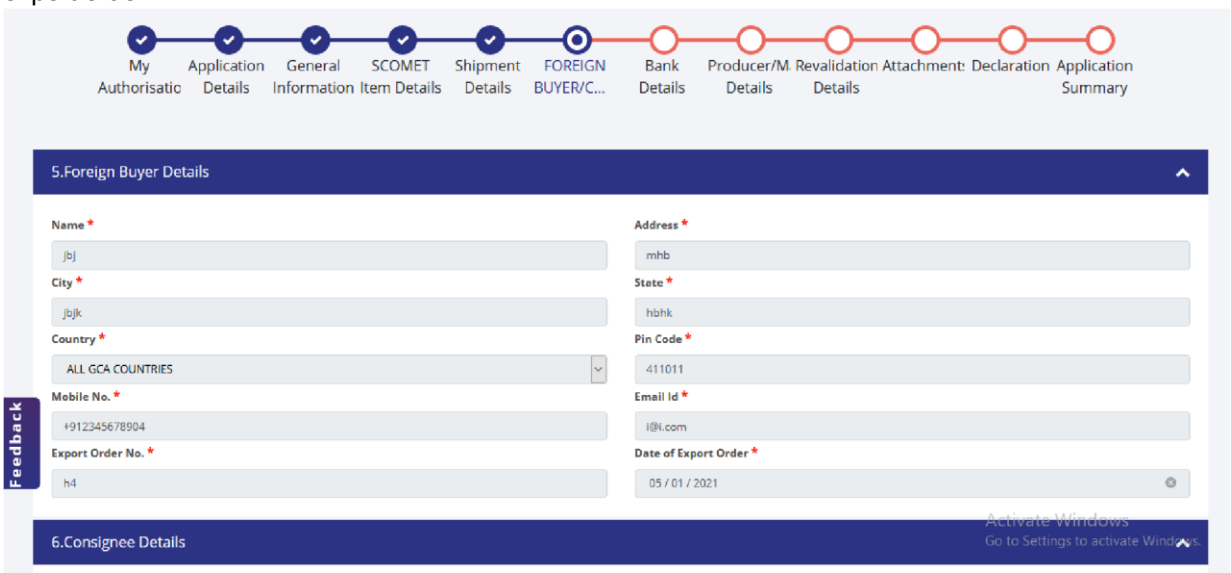
11. Now click on save and next button to reach shipment details page.

12. In shipment details, all the details will be auto populated.



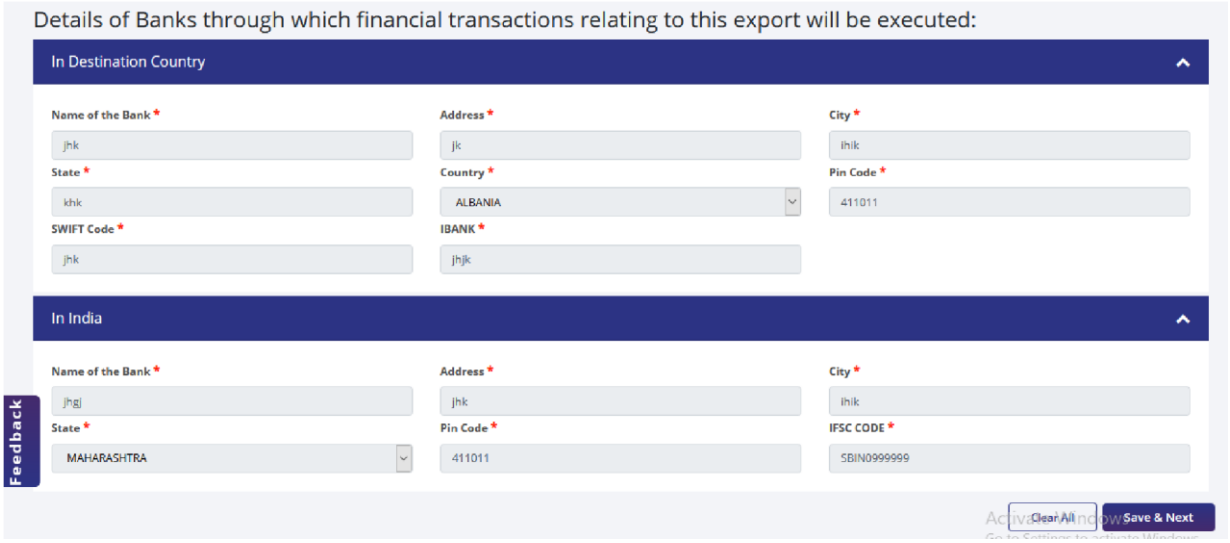
13. In foreign buyer/ consingnee details pageall the details will be auto populated - foreign buyer, the consignee details, ultimate consignee details, end user details and other party details.

Note: add the mobile number with country code and also add the export order number and date of export order.



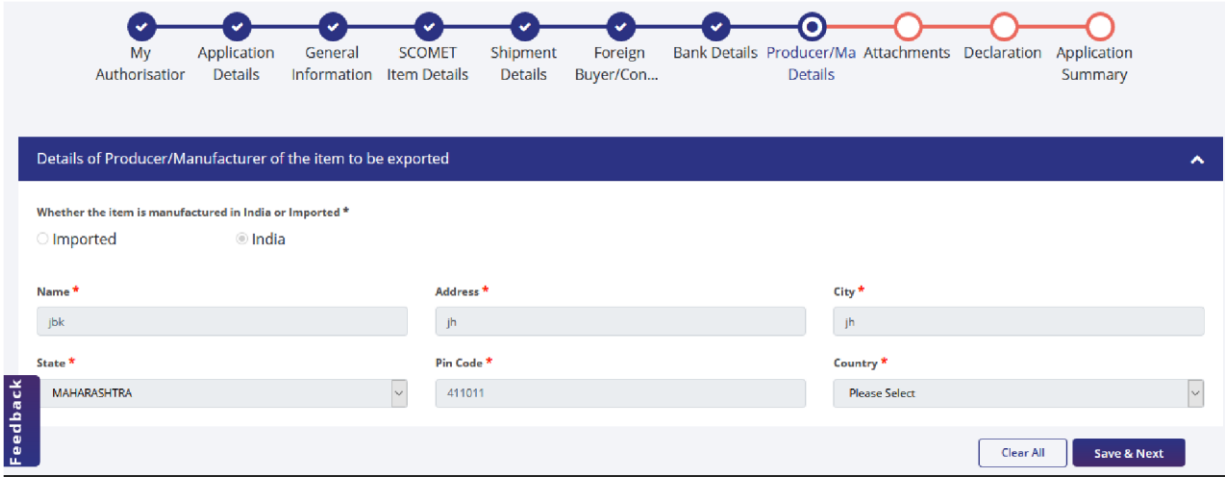
14. Now click on save and next button to reach bank details page.

15. In bank details page, all the details will be auto populated as filled in submitted authorization.



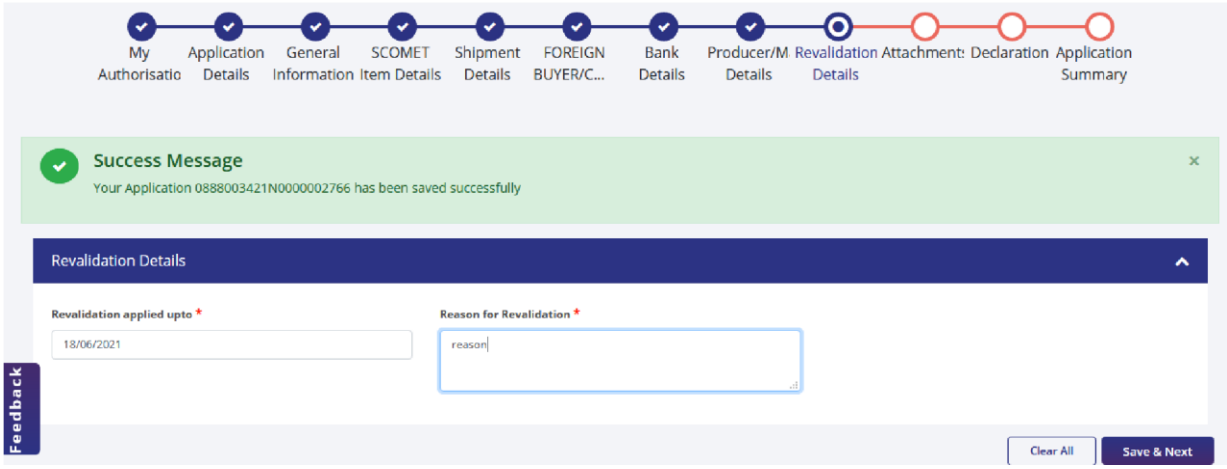
16. Click on save and next button to reach 'Details of Producer/Manufacturer of the item to be exported' page

17. in Details of Producer/Manufacturer of the item to be exported all the details will be auto populated from the issued authorization.



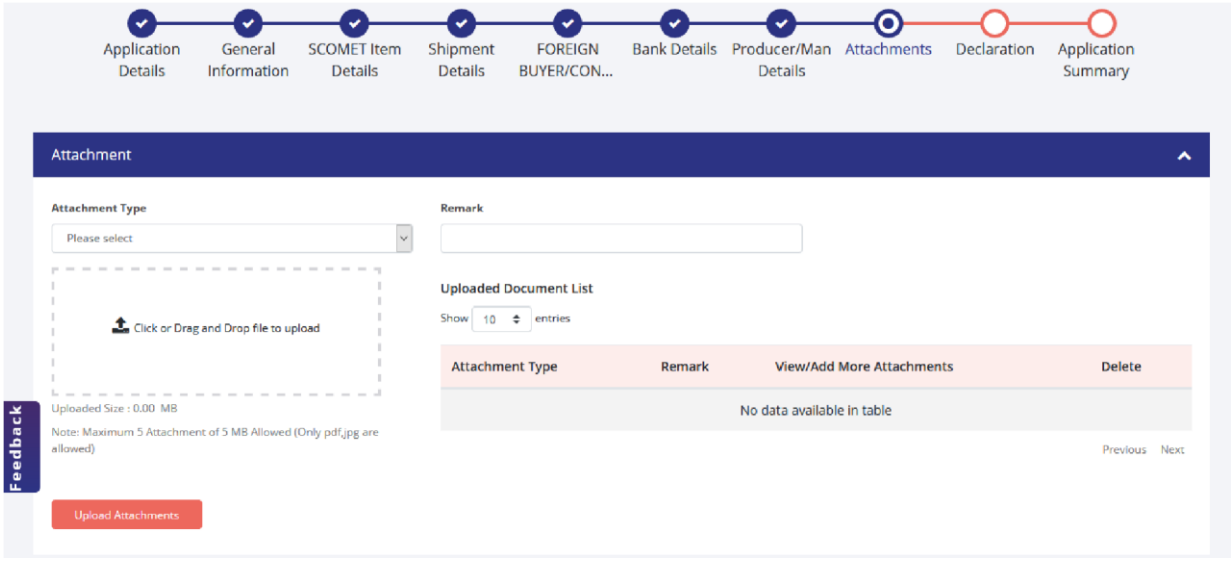
18. then click on save and next button to reach revalidation page.

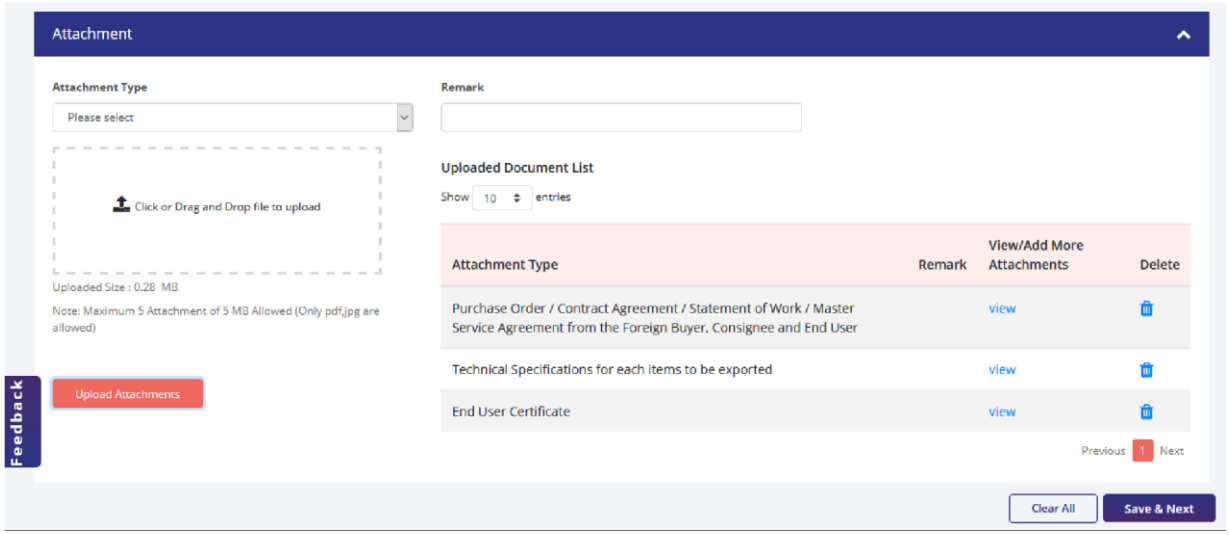
19. In revalidation page enter revalidation date and reason for revalidation



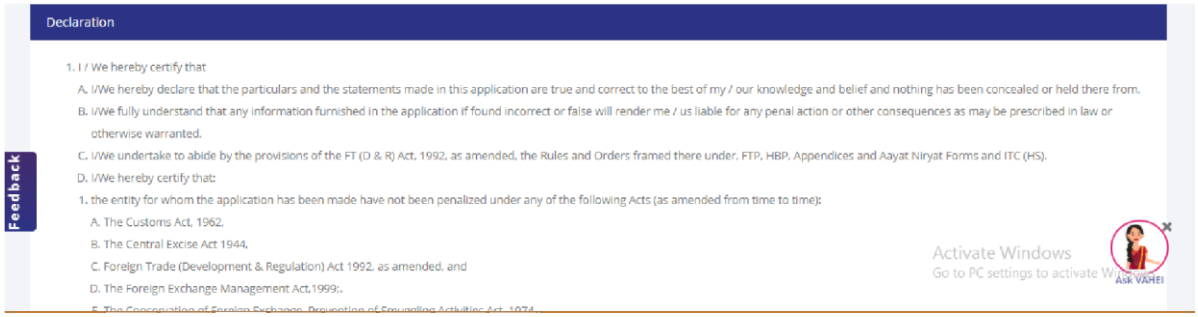
20. Then click on save and the next page to reach attachment screen.

21. In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.

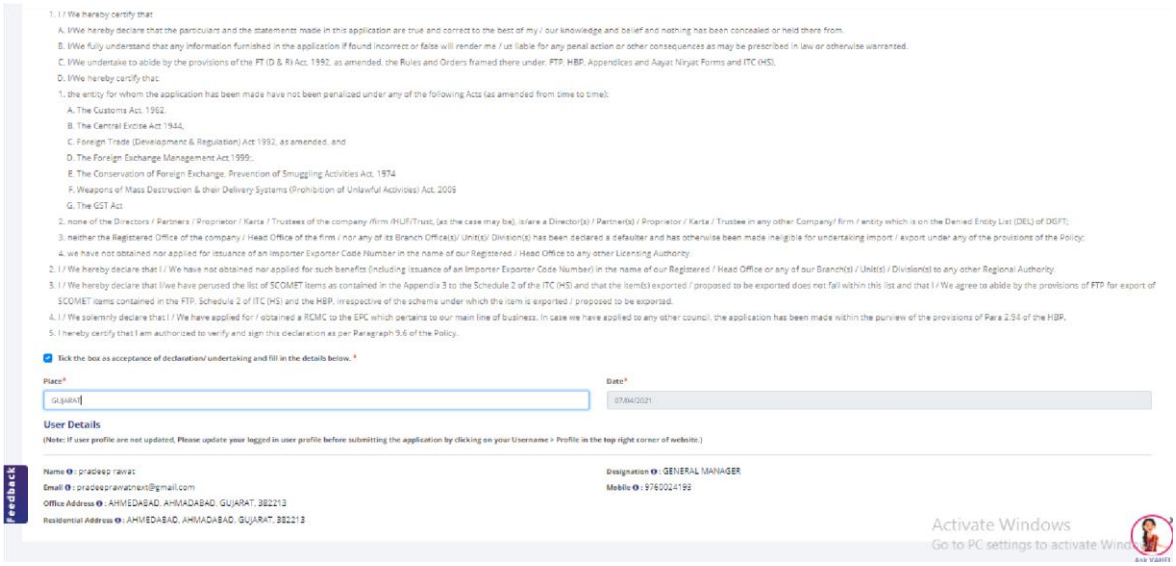




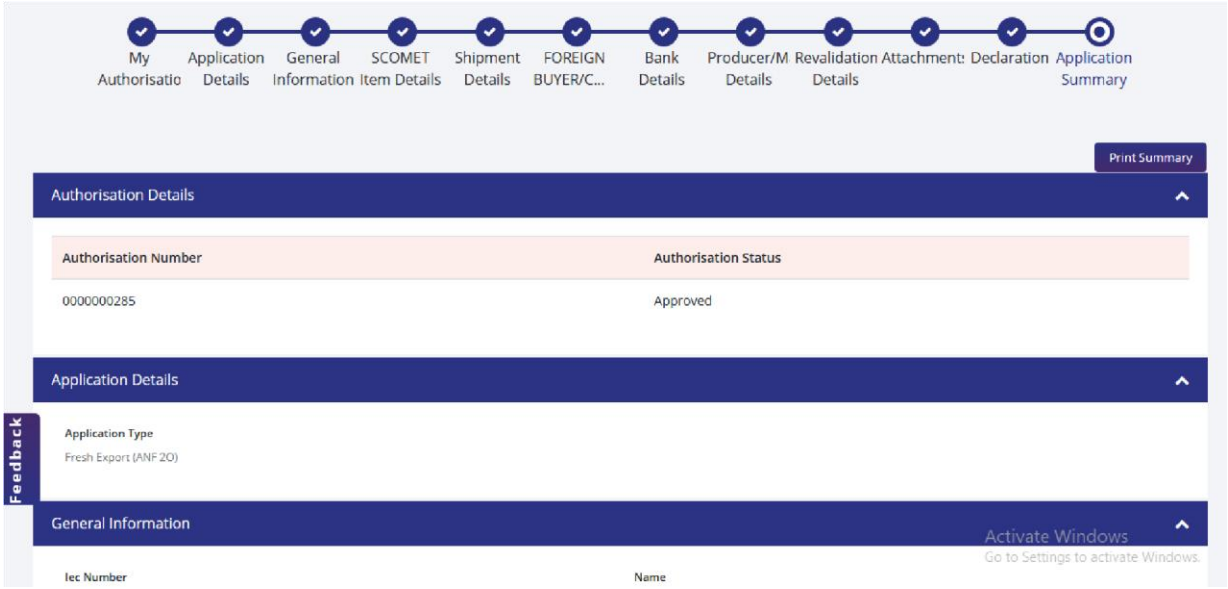
22. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



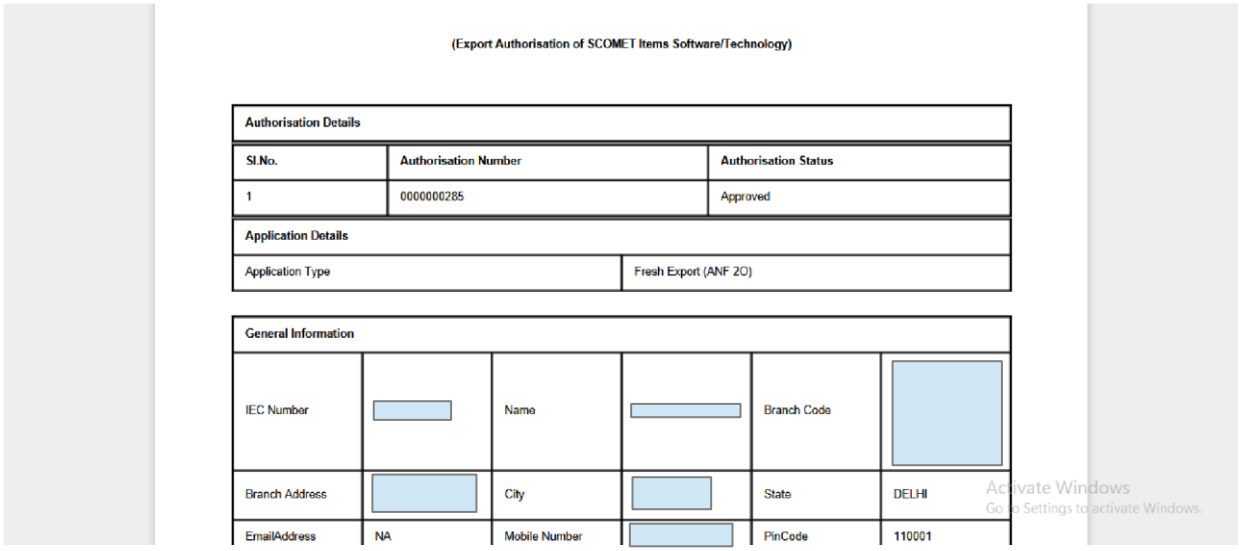
23. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



24. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



25. Click on print button present in the summary page to print the application summary.



(Export Authorisation of SCOMET Items Software/Technology)

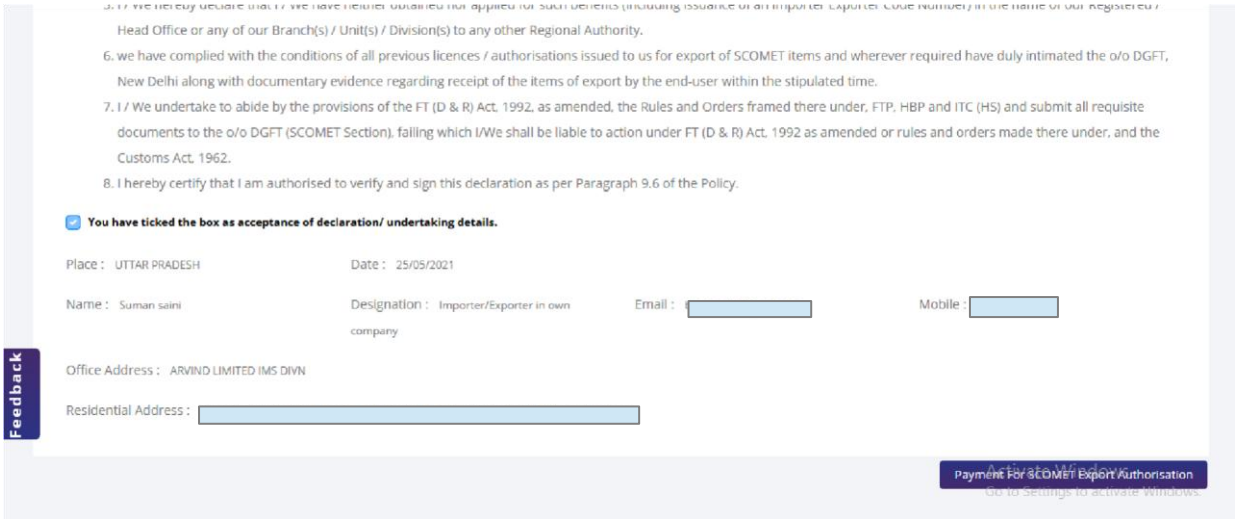
Authorisation Details		
Sl.No.	Authorisation Number	Authorisation Status
1	0000000285	Approved

Application Details	
Application Type	Fresh Export (ANF 2O)

General Information					
IEC Number		Name		Branch Code	
Branch Address		City		State	DELHI
EmailAddress	NA	Mobile Number		PinCode	110001

Activate Windows
Go to Settings to activate Windows.

26. In the application summary screen, click on proceed with sign and then payment to make payment for the application.



Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.

6. we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly intimated the o/o DGFT, New Delhi along with documentary evidence regarding receipt of the items of export by the end-user within the stipulated time.
7. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP and ITC (HS) and submit all requisite documents to the o/o DGFT (SCOMET Section), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made there under, and the Customs Act, 1962.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.

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

Place : UTTAR PRADESH Date : 25/05/2021

Name : Suman saini Designation : Importer/Exporter in own company Email : Mobile :

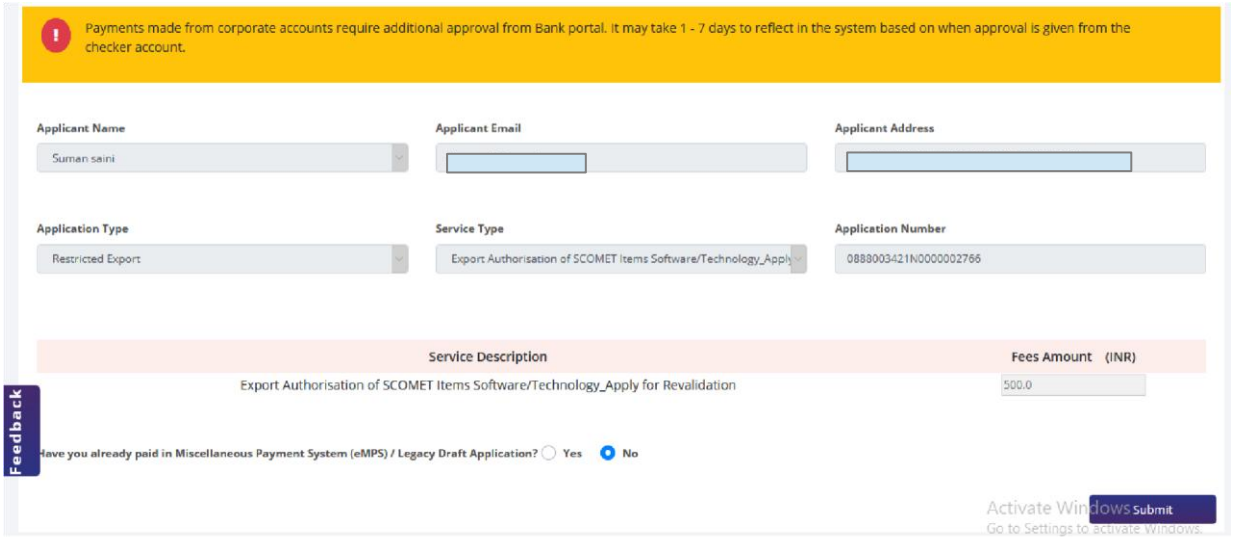
Office Address : ARVIND LIMITED IMS DIVN

Residential Address :

Feedback

Payment For SCOMET Export Authorisation

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



Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: Suman saini

Applicant Email:

Applicant Address:

Application Type: Restricted Export

Service Type: Export Authorisation of SCOMET Items Software/Technology_Apply

Application Number: 0888003421N0000002766

Service Description	Fees Amount (INR)
Export Authorisation of SCOMET Items Software/Technology_Apply for Revalidation	500.0

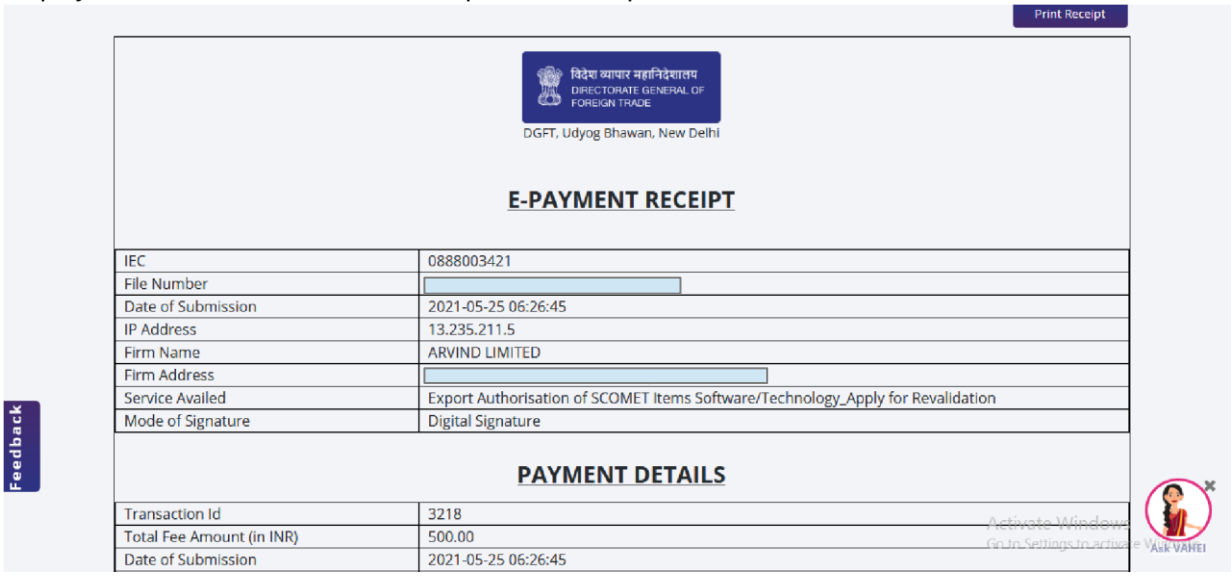
Have you already paid in Miscellaneous Payment System (eMPS) / Legacy Draft Application? Yes No

Feedback

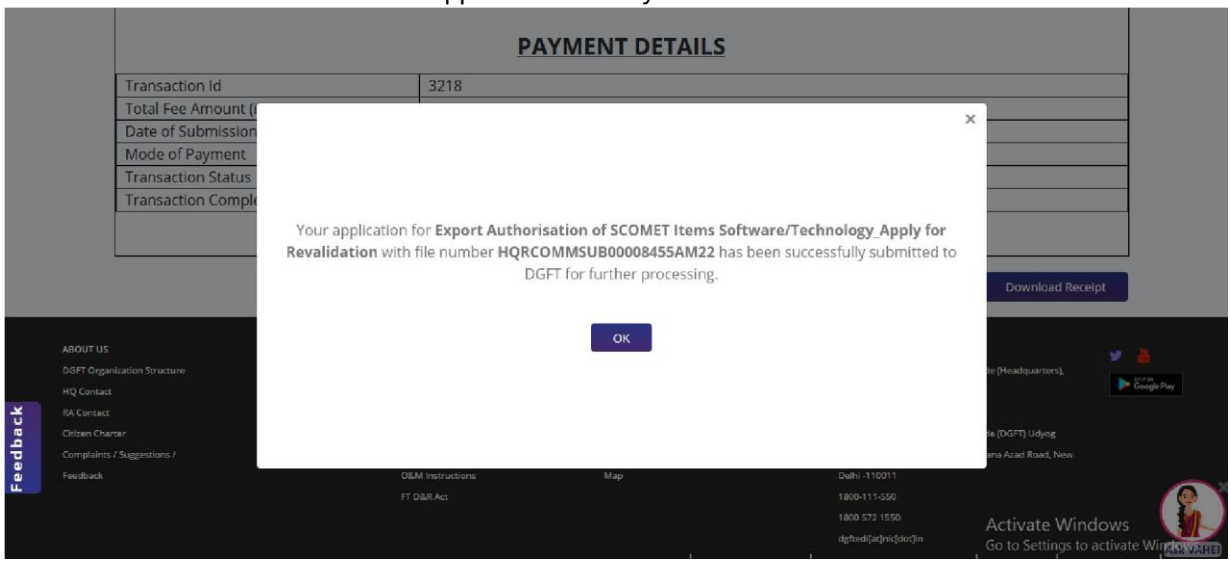
Submit

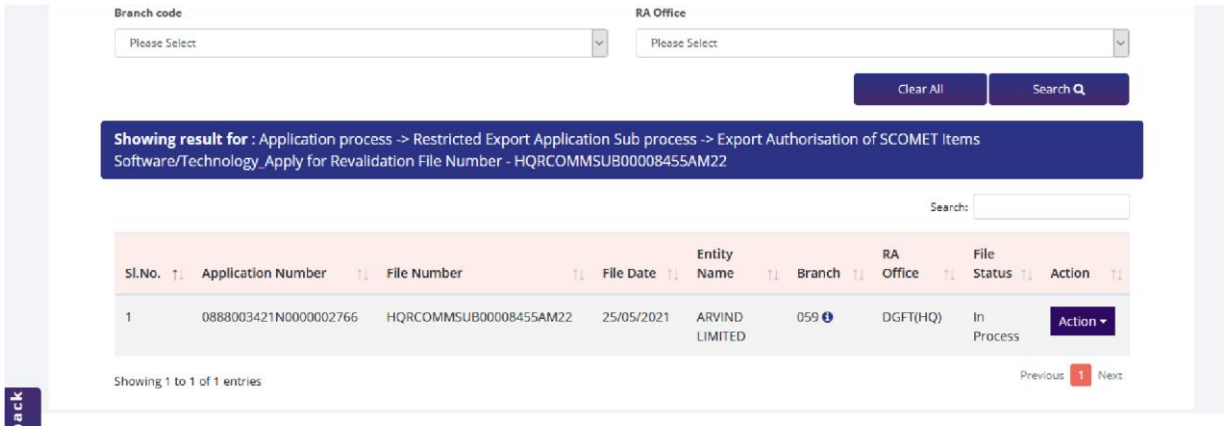
Activate Windows
Go to Settings to activate Windows.

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

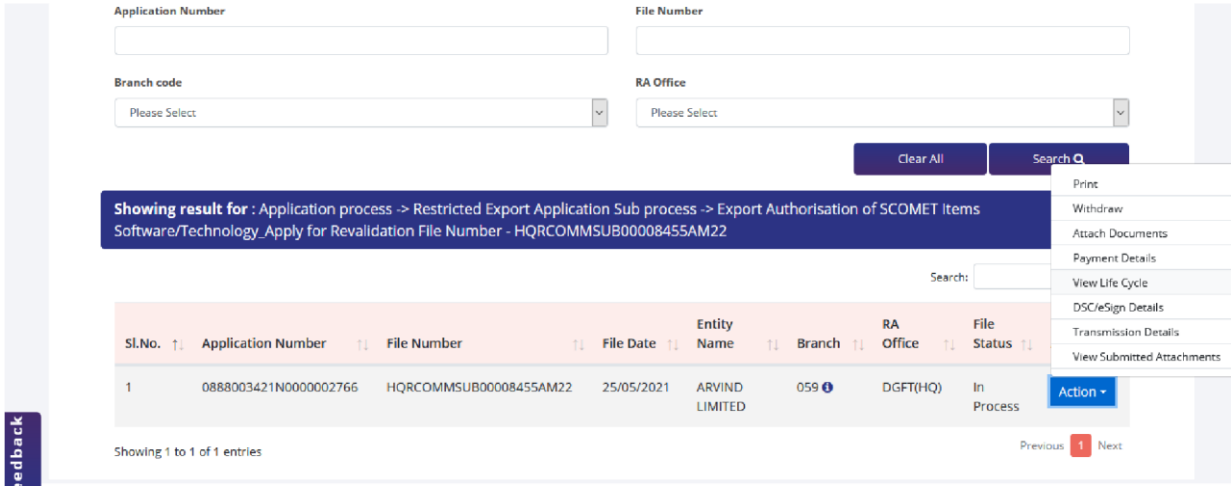


29. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





30. With Action button you can perform the highlighted actions


Application Number
File Number
Branch code
Please Select
RA Office
Please Select
Clear All
Search
Showing result for : Application process -> Restricted Export Application Sub process -> Export Authorisation of SCOMET Items Software/Technology_Apply for Revalidation File Number - HQRCOMMSUB00008455AM22
Search:
Sl.No.
Application Number
File Number
File Date
Entity Name
Branch
RA Office
File Status
1
0888003421N0000002766
HQRCOMMSUB00008455AM22
25/05/2021
ARVIND LIMITED
059
DGFT(HQ)
In Process
Action
Print
Withdraw
Attach Documents
Payment Details
View Life Cycle
DSC/eSign Details
Transmission Details
View Submitted Attachments
Showing 1 to 1 of 1 entries
Previous
1
Next

8. Apply for Global Authorization for Intra Company Transfer (GAICT)

To Apply for SCOMET exports on the DGFT portal you would require:

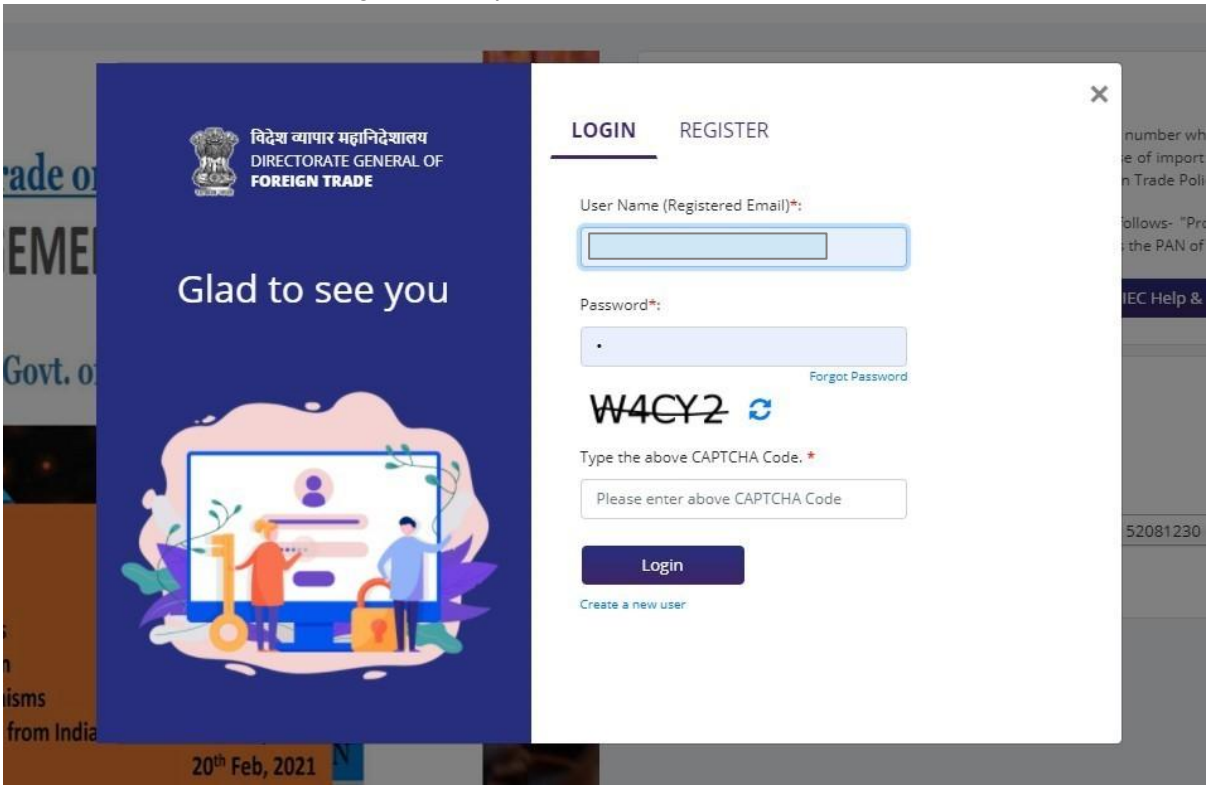
Pre-requisites:

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

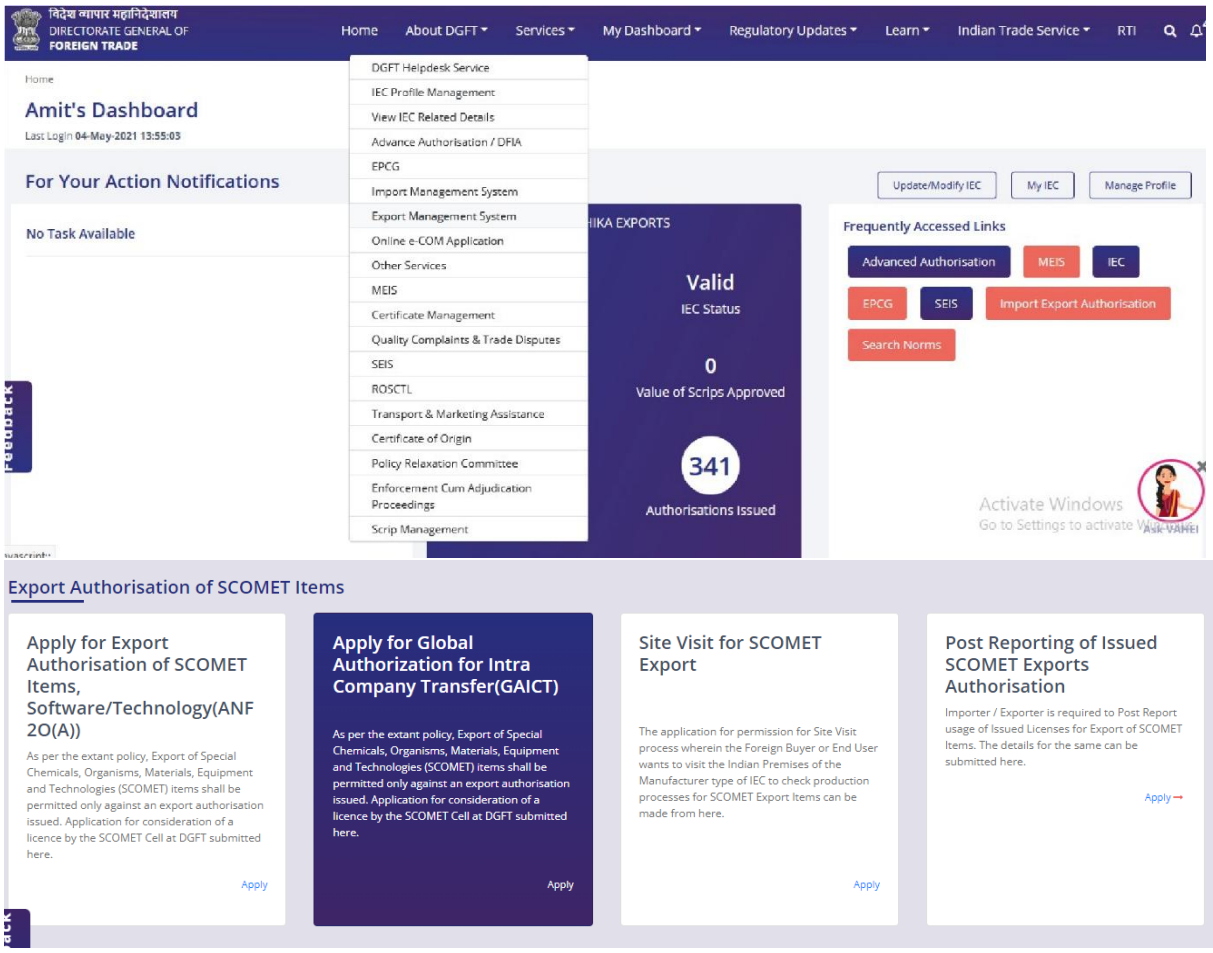
d) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

Then proceed with the following steps:

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

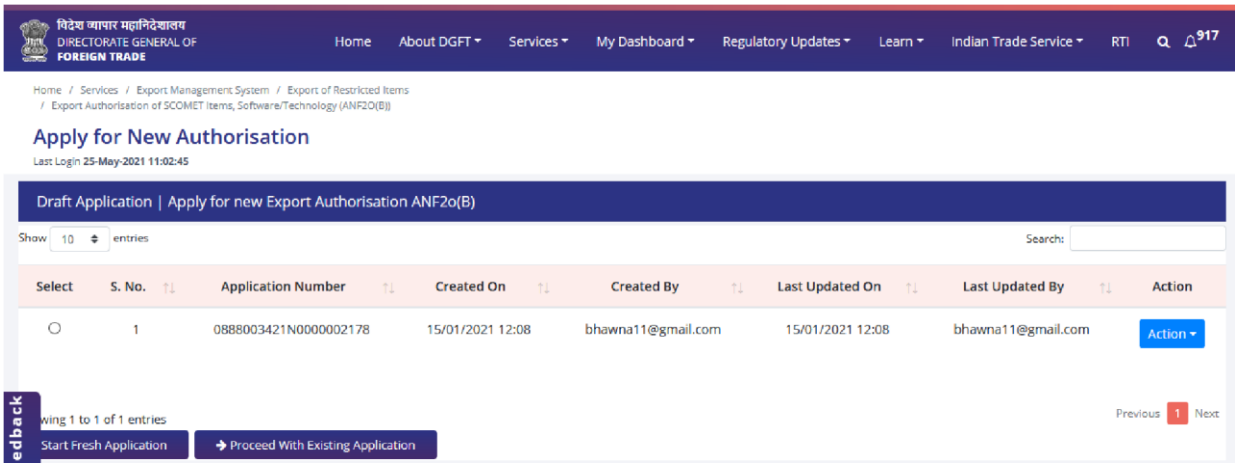


2. Navigate to **Services > Export Management System > Licence for SCOMET exports > Apply for Global Authorization for Company Transfer (GAICT) > Apply for New Authorization**



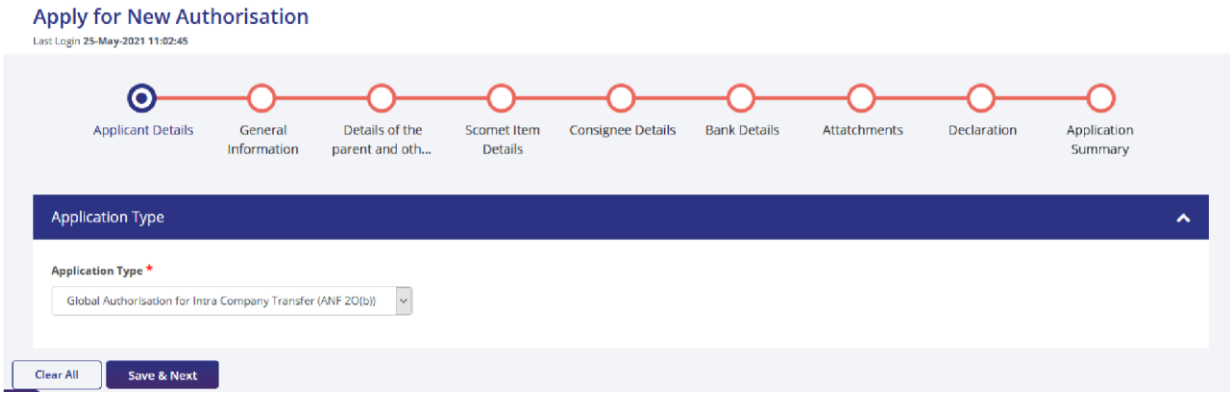


3. User will reach to Draft Applications screen. All draft applications will be displayed here.

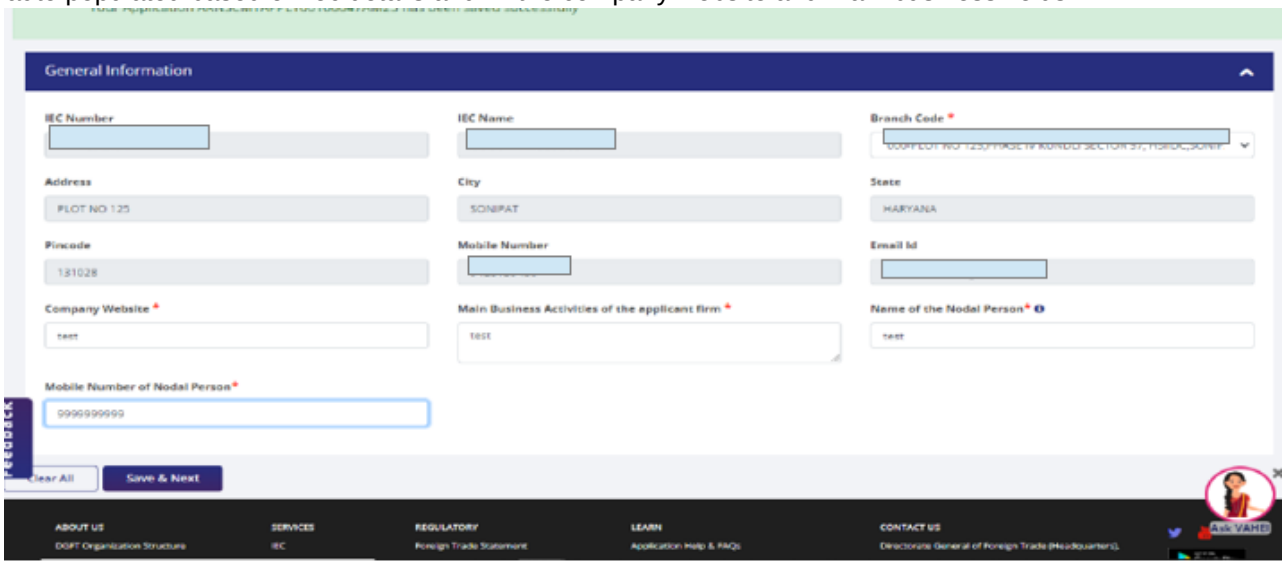


4. In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.

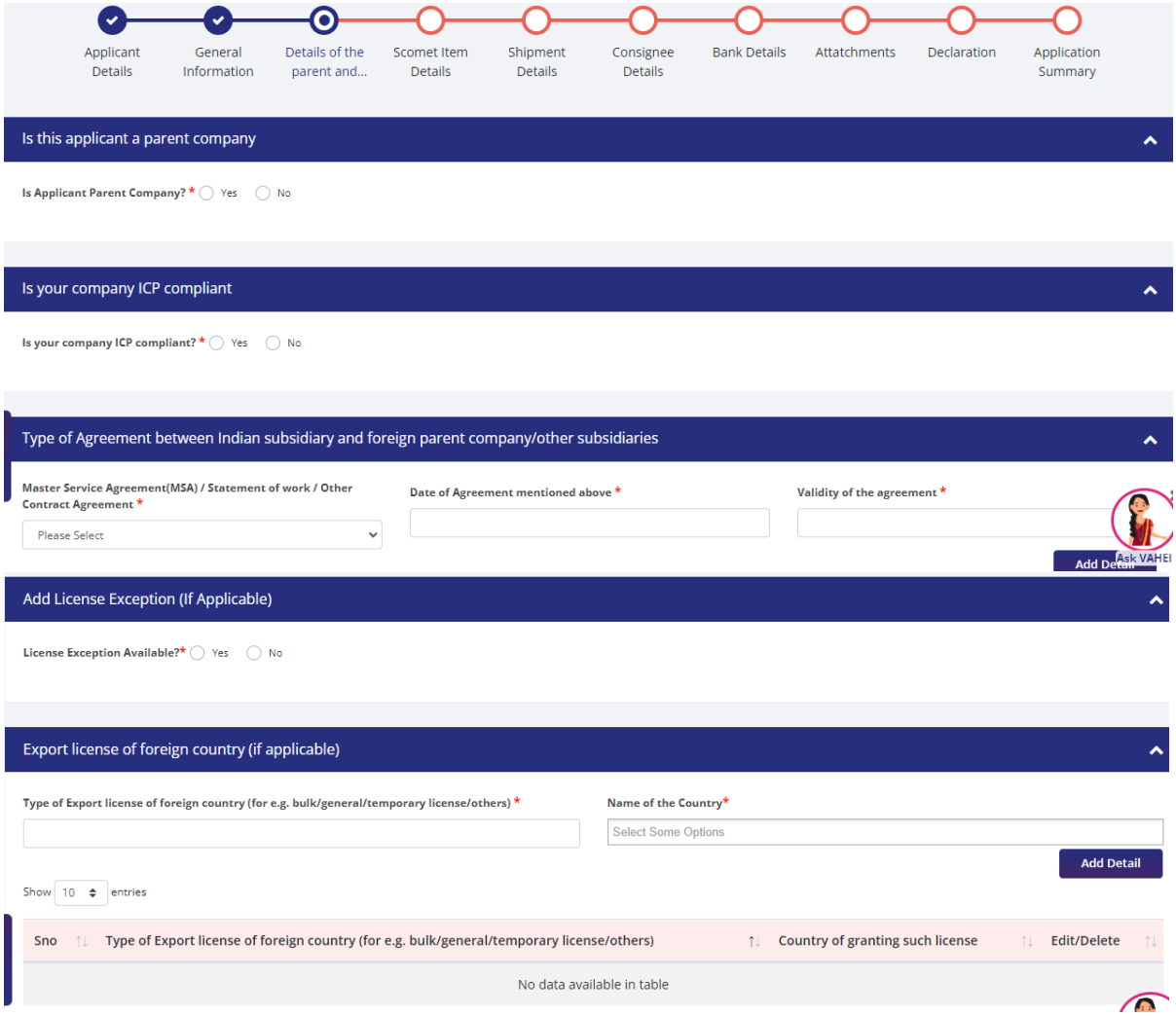
5. In application details screen, applicant should select the application type from the dropdown and click on next button.



6. In general information page, select the branch code from the drop down then all the other fields will be auto populated based on iec details and fill the company website and main business fields.

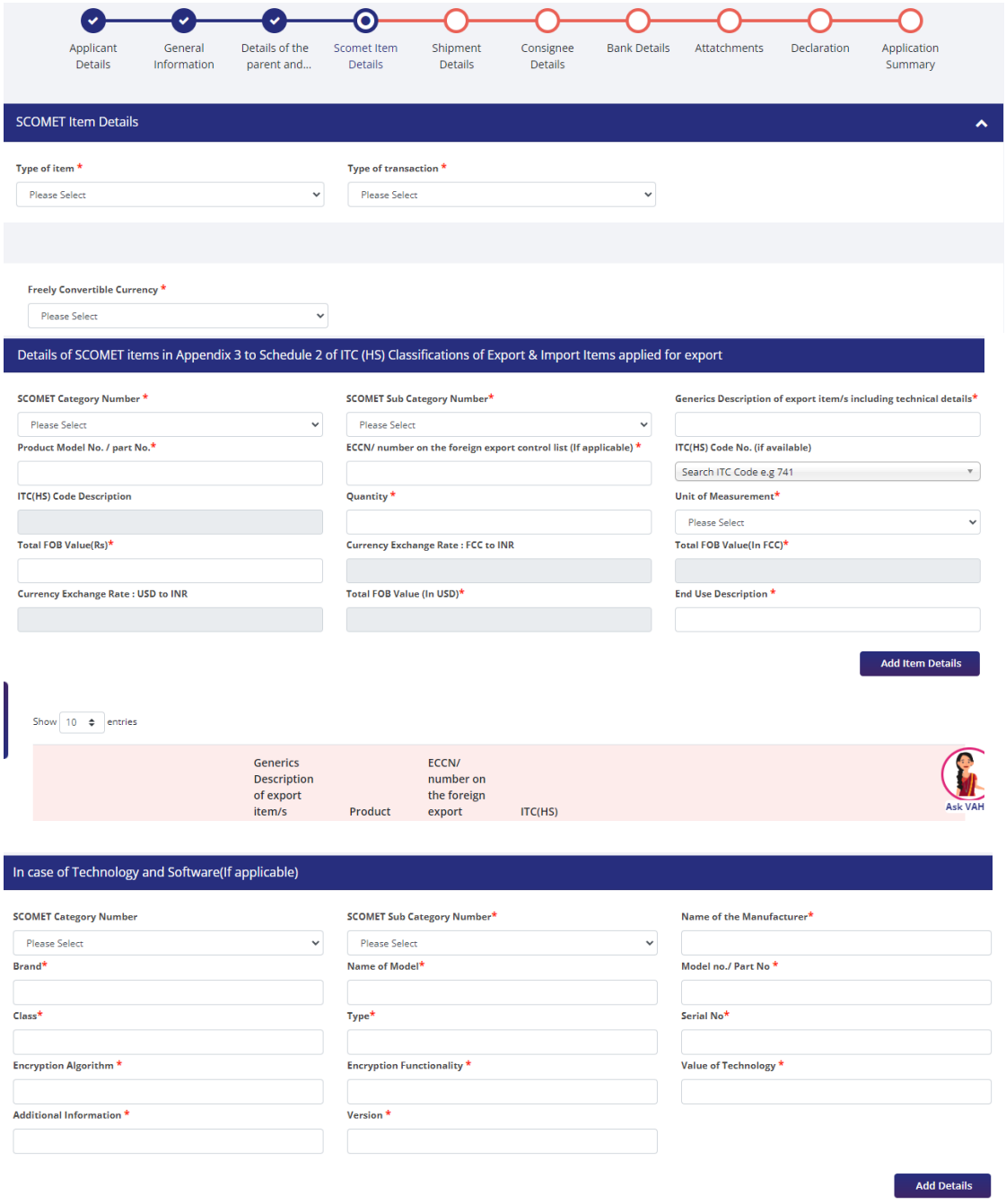


7. Click on save and next button to reach details of parent and other company screen and fill all the details to proceed further

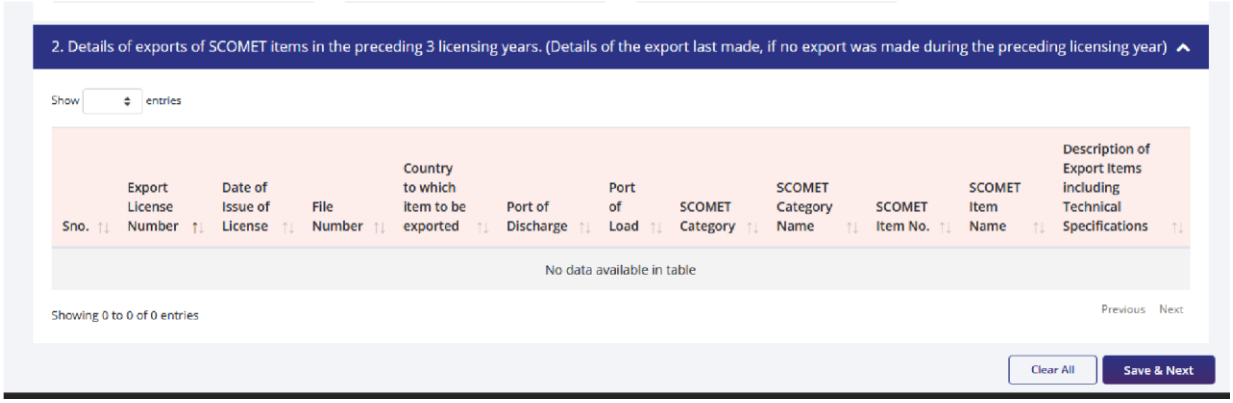


8. Click on save and next button to reach SCOMET Item details page.

9. In SCOMET details page, fill in the
a) SCOMET Item Details,
b) additional details in case of technology and software (If applicable) and
c) Details of exports of SCOMET items in the preceding 3 licensing years. (Details of the export last made, if no export was made during the preceding licensing year)

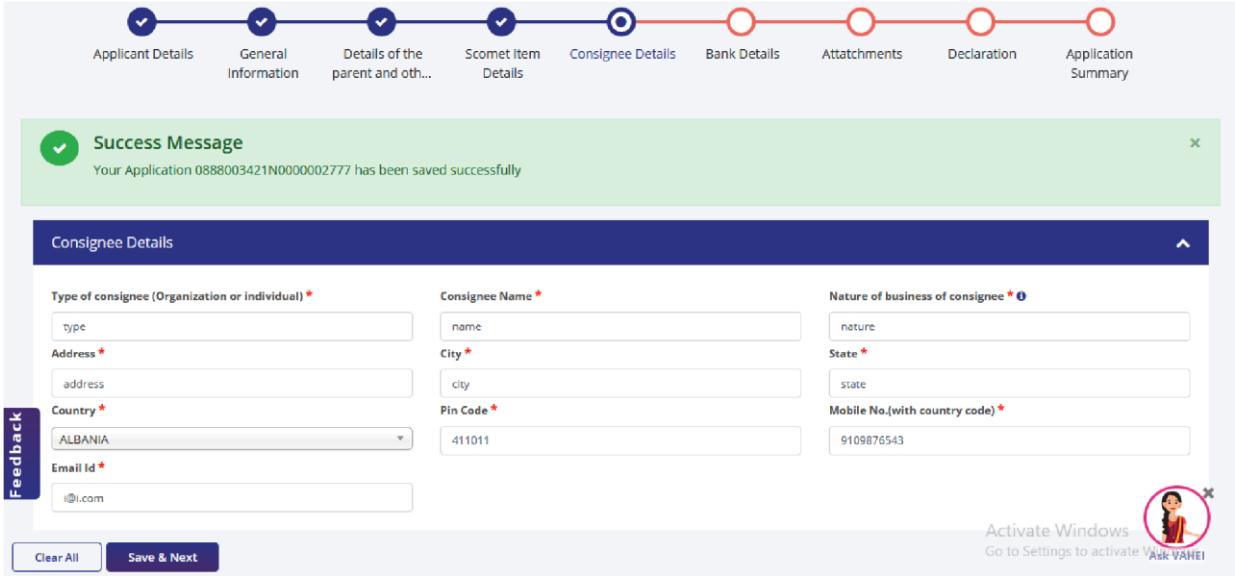


10. Now under the ‘details of exports of SCOMET items in the preceding 3 licencing years.’ Section table, details will be auto populated.



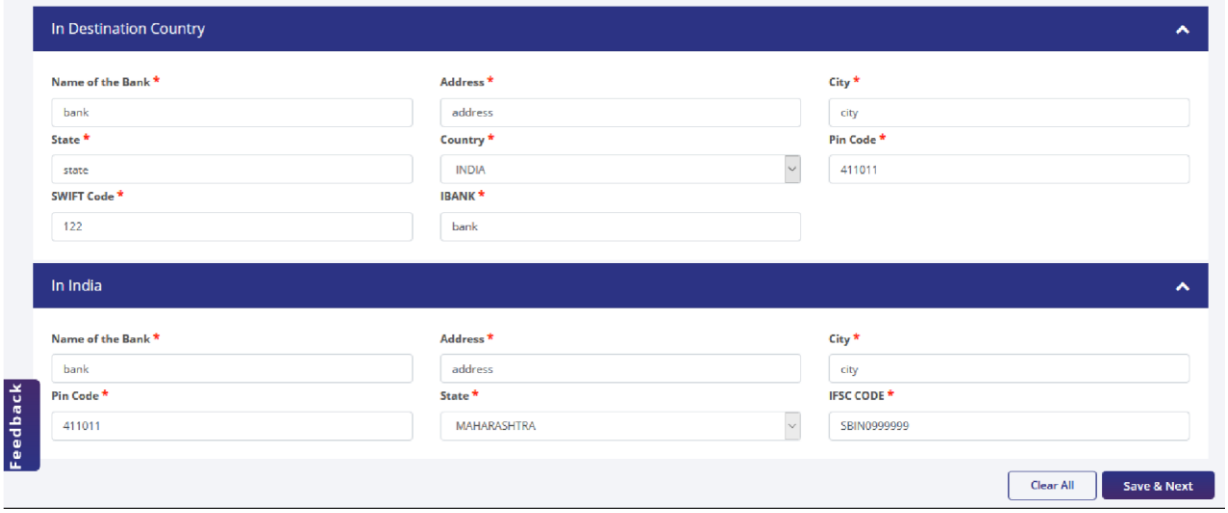
11. Now click on save and next button to reach consignee details page.

12. Enter all the required fields in the consignee details page.

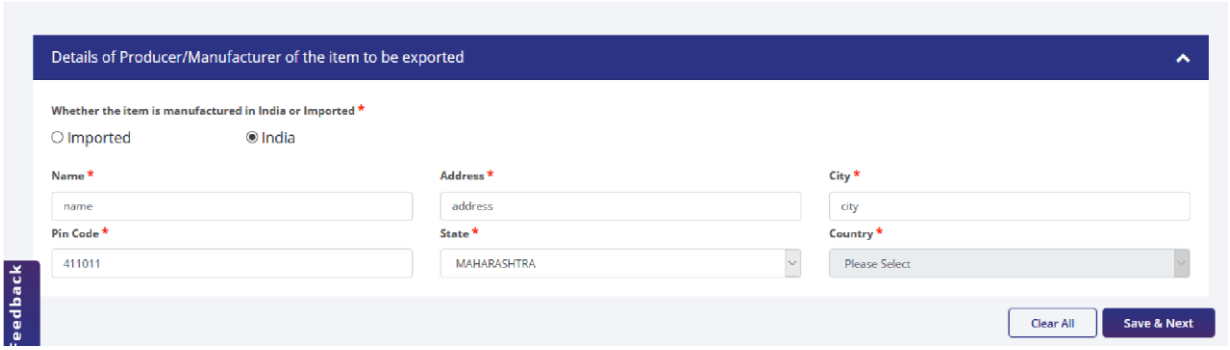


13. Now click on save and next button to reach bank details page.

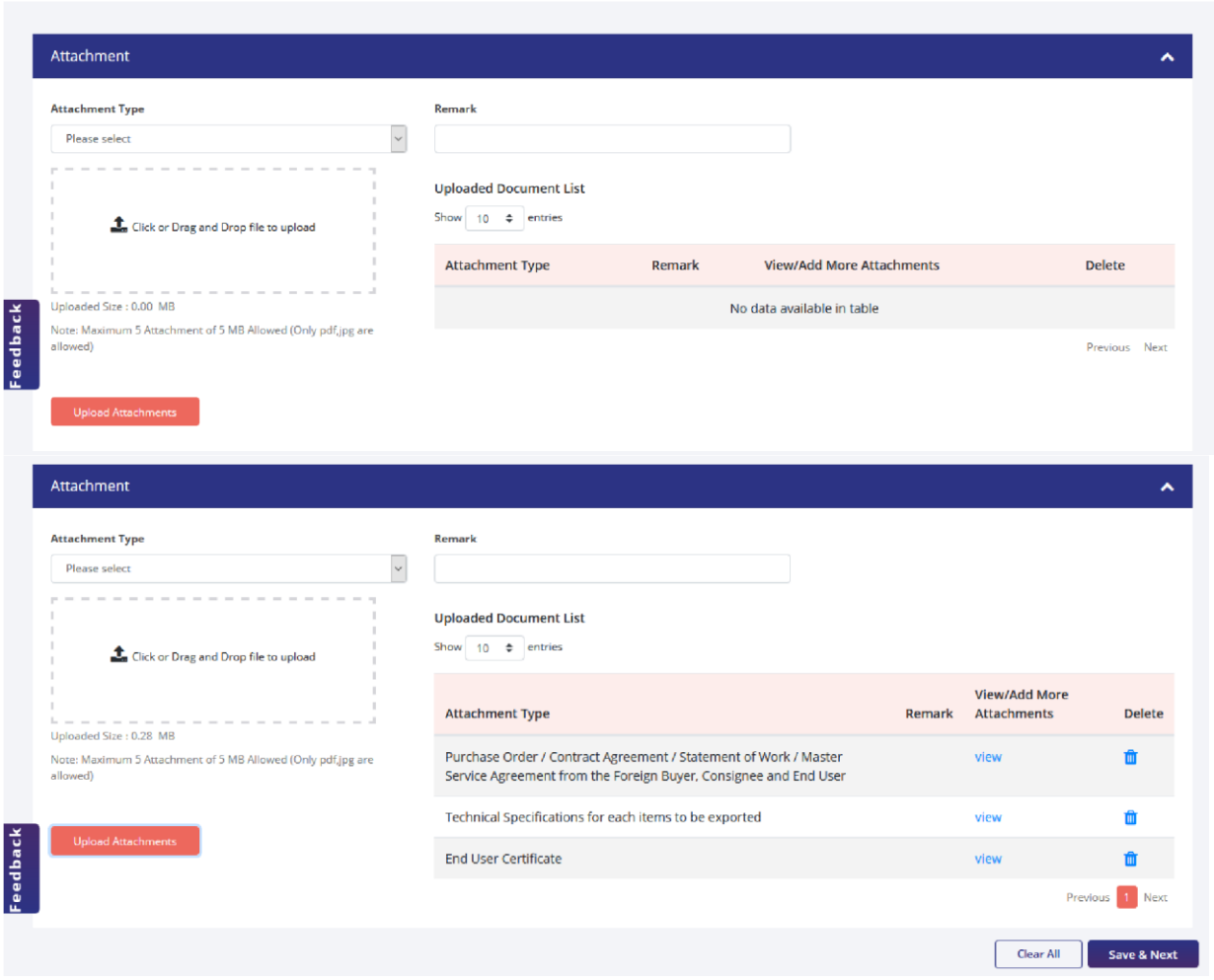
14. In bank details page, enter all the details.



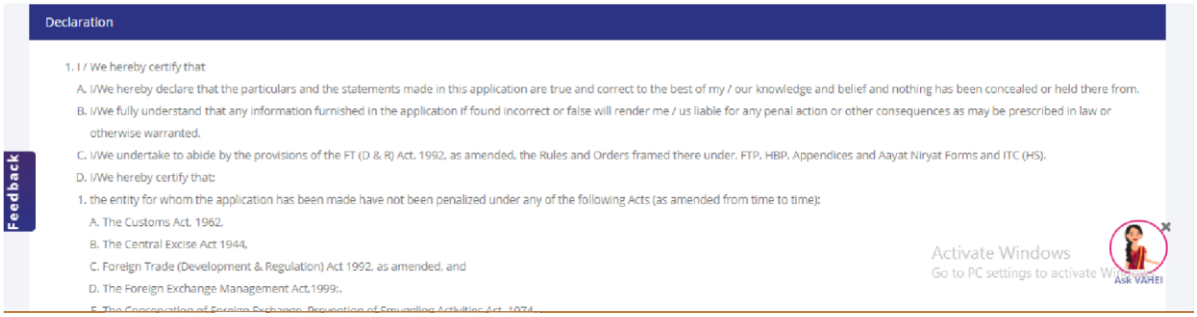
15. Then click on save and next page to reach attachment screen.



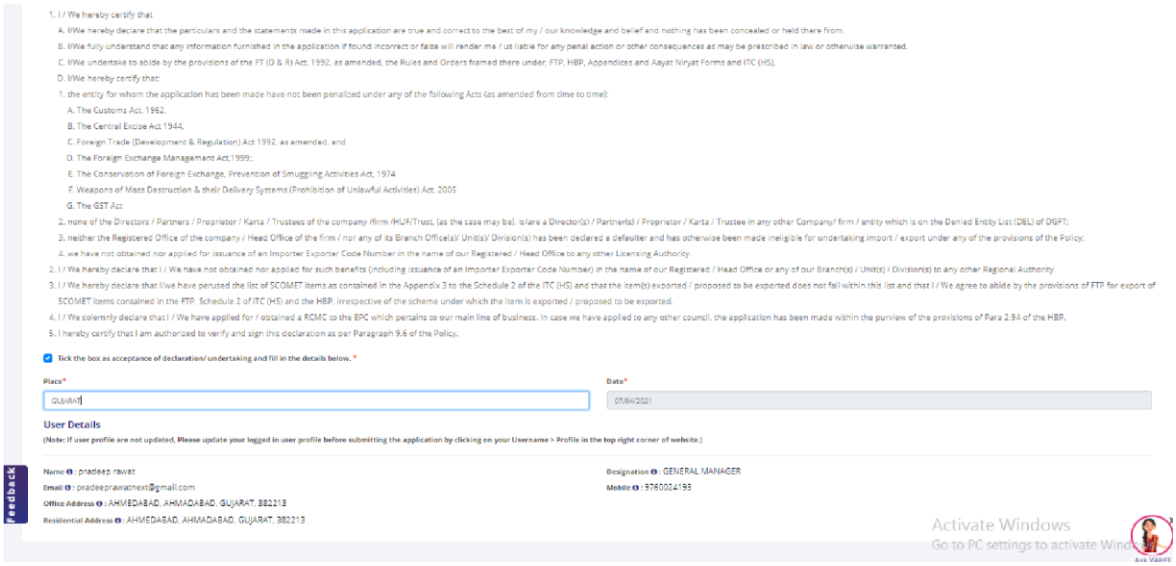
16. In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



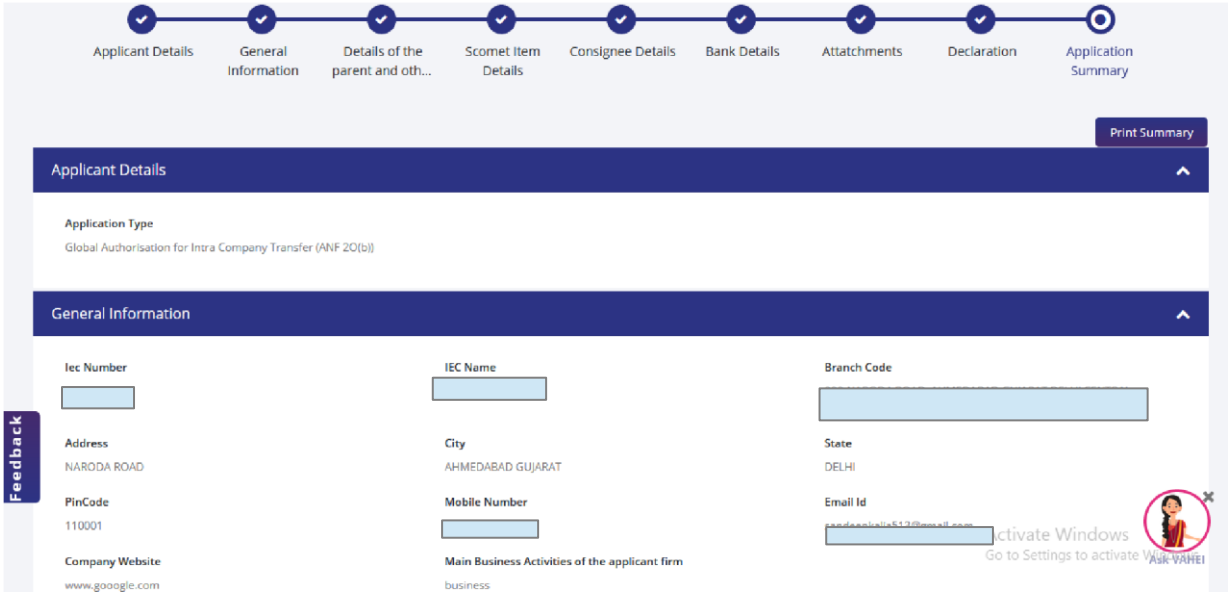
17. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



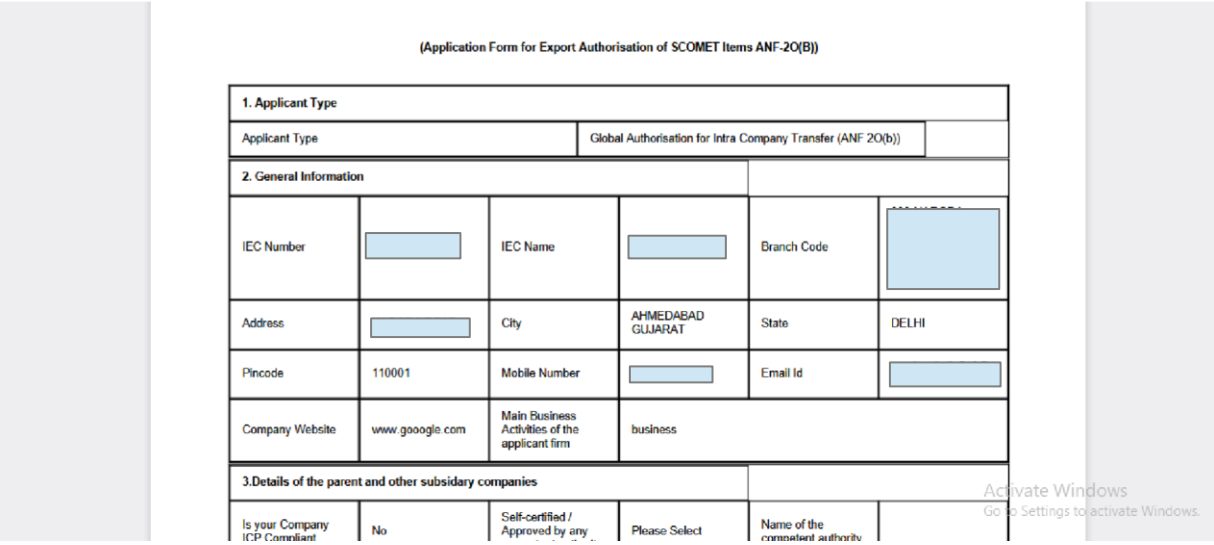
18. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



19. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



20. Click on the print button present in the summary page to print the application summary.

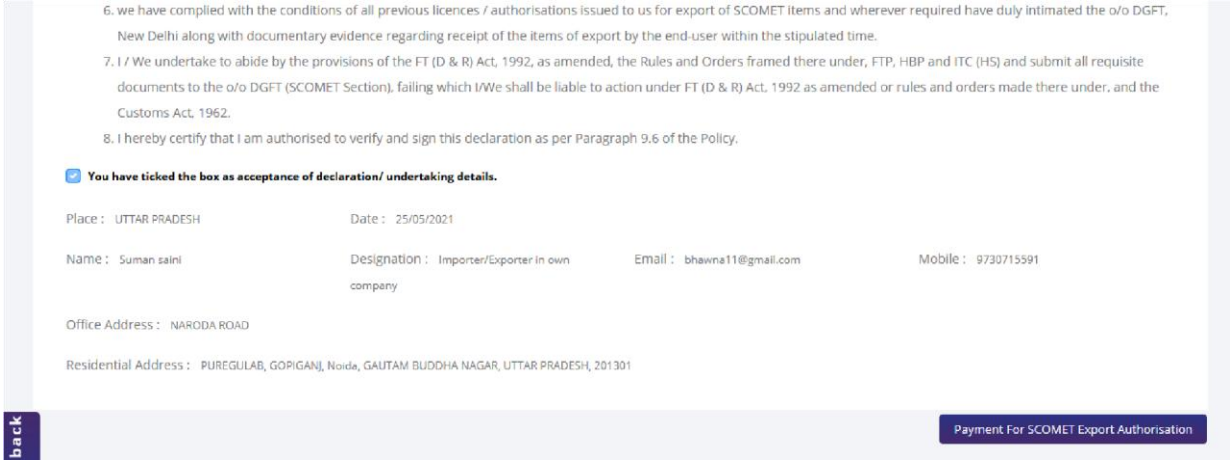


(Application Form for Export Authorisation of SCOMET Items ANF-2O(B))

1. Applicant Type					
Applicant Type	Global Authorisation for Intra Company Transfer (ANF 2O(b))				
2. General Information					
IEC Number		IEC Name		Branch Code	
Address		City	AHMEDABAD GUJARAT	State	DELHI
Pincode	110001	Mobile Number		Email Id	
Company Website	www.gooogle.com	Main Business Activities of the applicant firm	business		
3.Details of the parent and other subsidary companies					
Is your Company ICP Compliant	No	Self-certified / Approved by any	Please Select	Name of the competent authority	

Activate Windows
Go to Settings to activate Windows.

21. In the application summary screen, click on proceed with sign and then payment to make payment for the application.



6. we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly intimated the o/o DGFT, New Delhi along with documentary evidence regarding receipt of the items of export by the end-user within the stipulated time.
7. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP and ITC (HS) and submit all requisite documents to the o/o DGFT (SCOMET Section), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made there under, and the Customs Act, 1962.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.

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

Place : UTTAR PRADESH Date : 25/05/2021

Name : Suman saini Designation : Importer/Exporter in own company Email : bhawna11@gmail.com Mobile : 9730715591

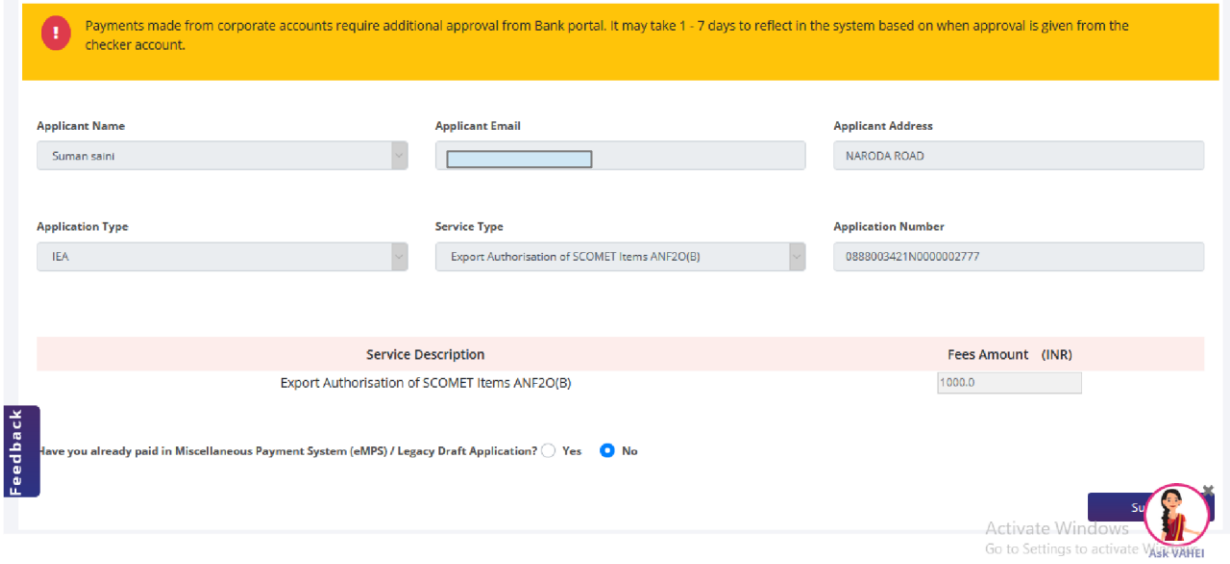
Office Address : NARODA ROAD

Residential Address : PUREGULAB, GOPIGANJ, Noida, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301

back

Payment For SCOMET Export Authorisation

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



Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: Suman saini
Applicant Email:
Applicant Address: NARODA ROAD

Application Type: IEA
Service Type: Export Authorisation of SCOMET Items ANF2O(B)
Application Number: 0888003421N0000002777

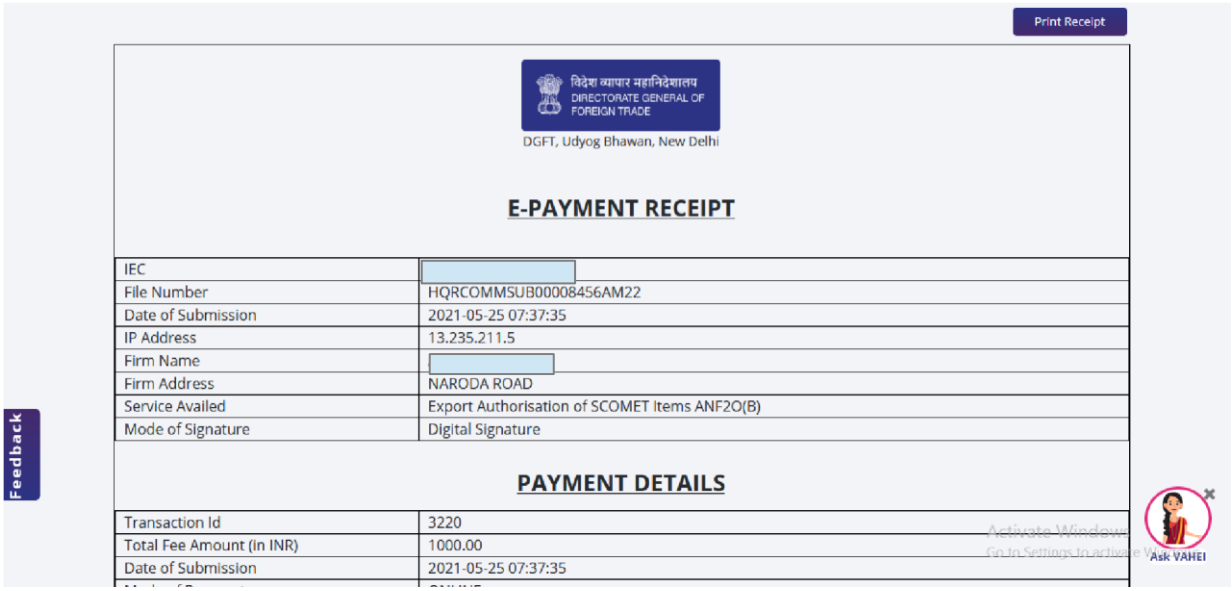
Service Description	Fees Amount (INR)
Export Authorisation of SCOMET Items ANF2O(B)	1000.0

Feedback

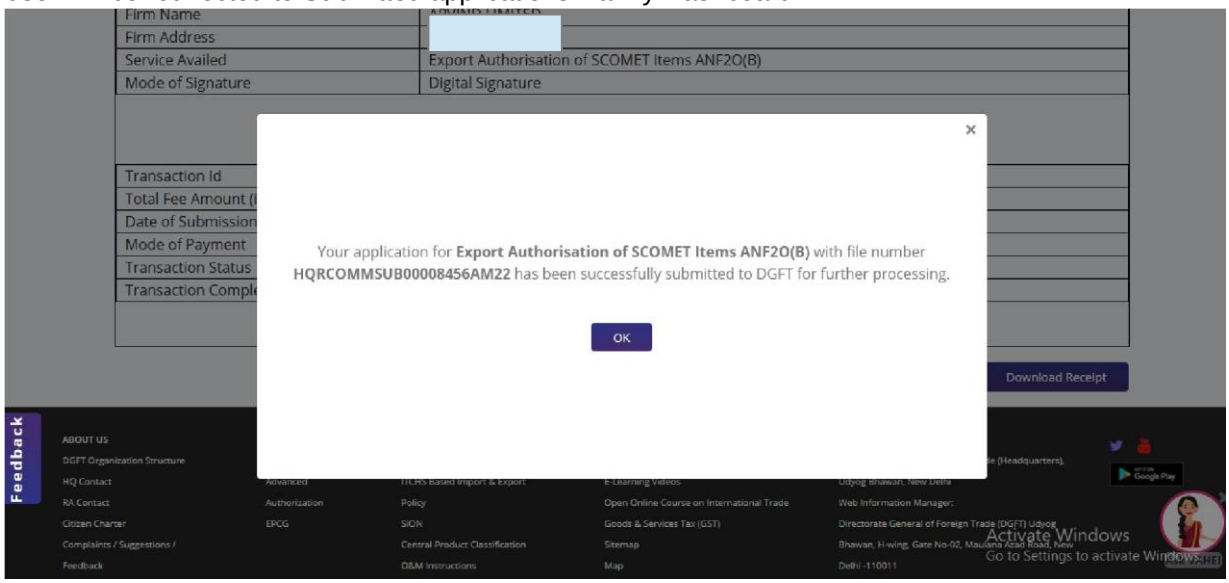
Have you already paid in Miscellaneous Payment System (eMPS) / Legacy Draft Application? Yes No

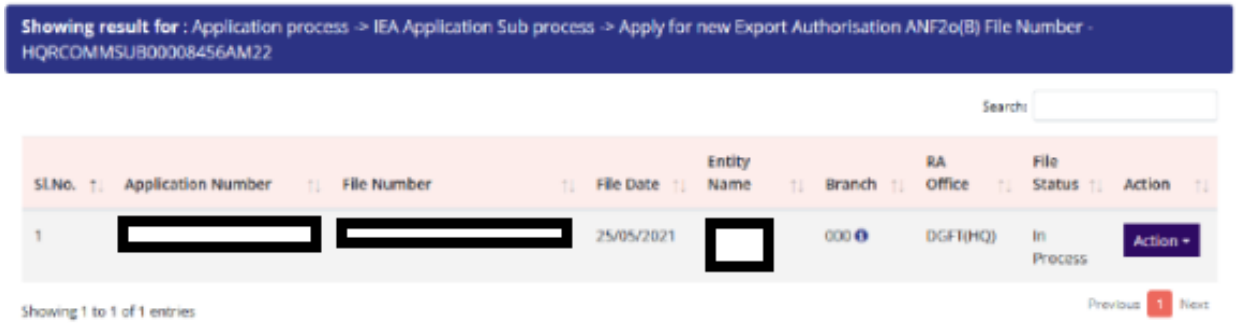
Activate Windows
Go to Settings to activate W
Ask VAHEI

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

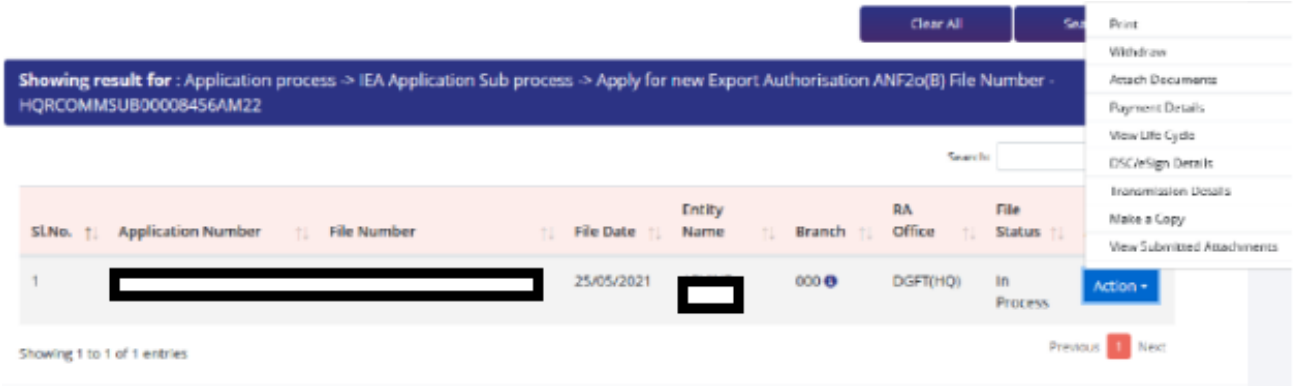


24. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





25. With Action button you can perform the highlighted actions



9. Apply for Amendment of SCOMENT GAICT License

To Amend the SCOMET exports on the DGFT portal you would require:

Pre-requisites:

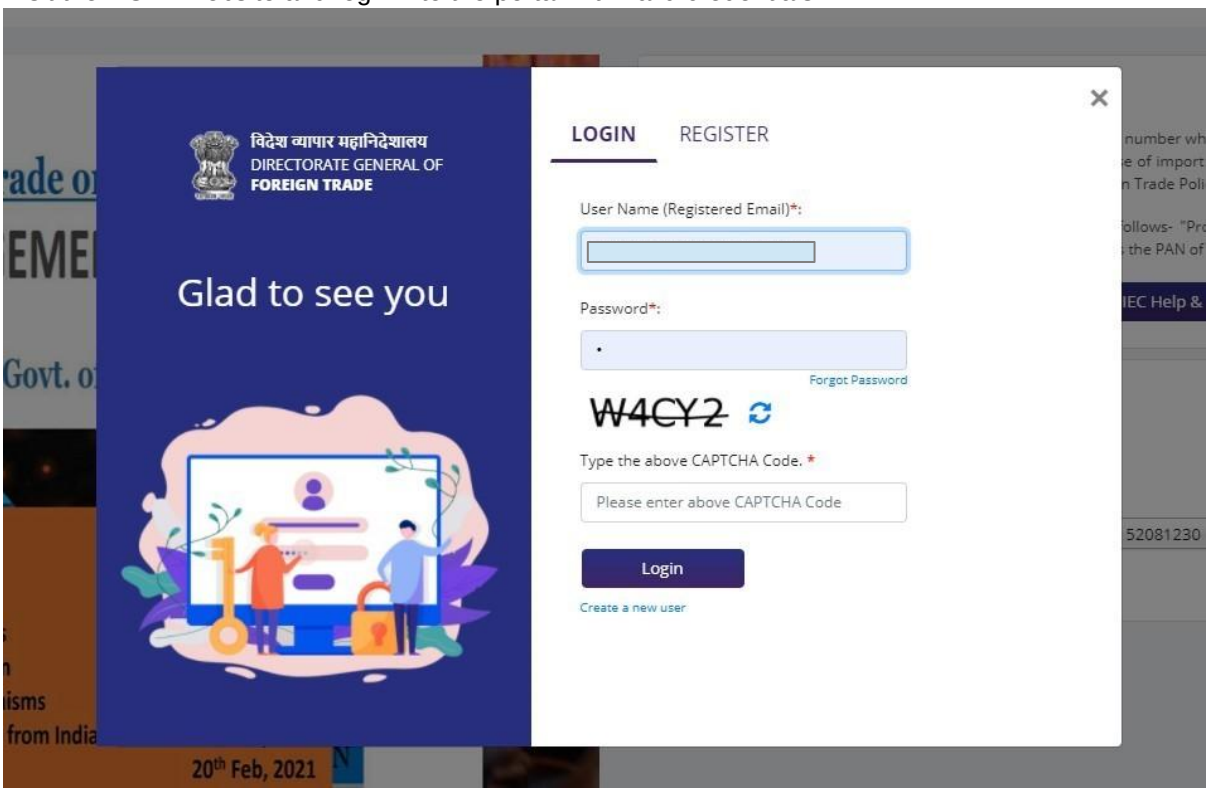
g) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

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

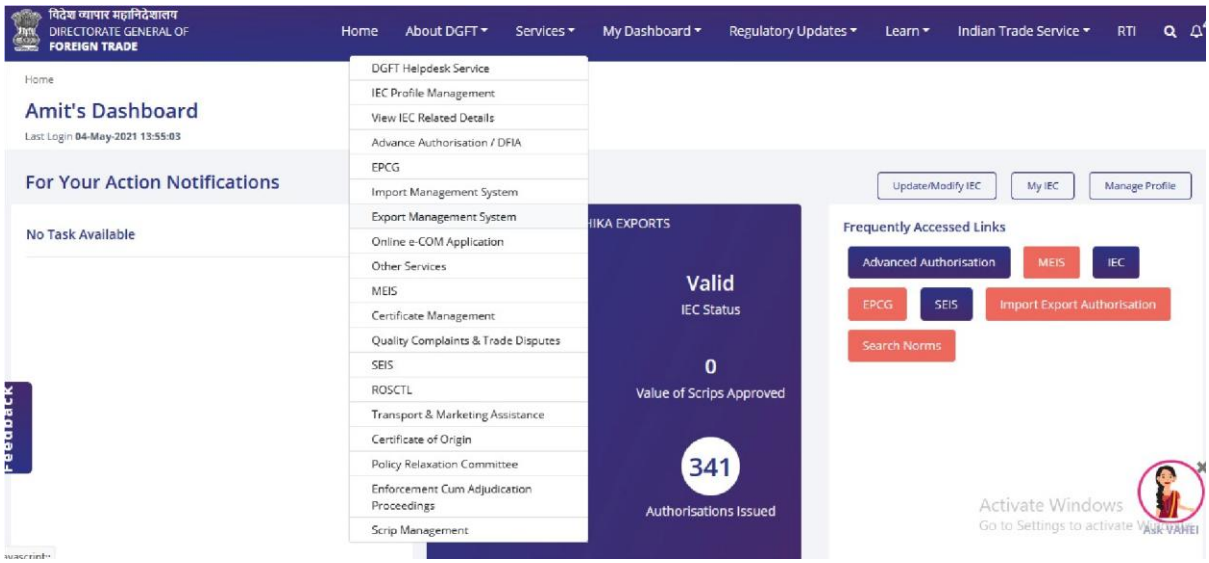
i) Approved and issued SCOMET export

Then proceed with the following steps:

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



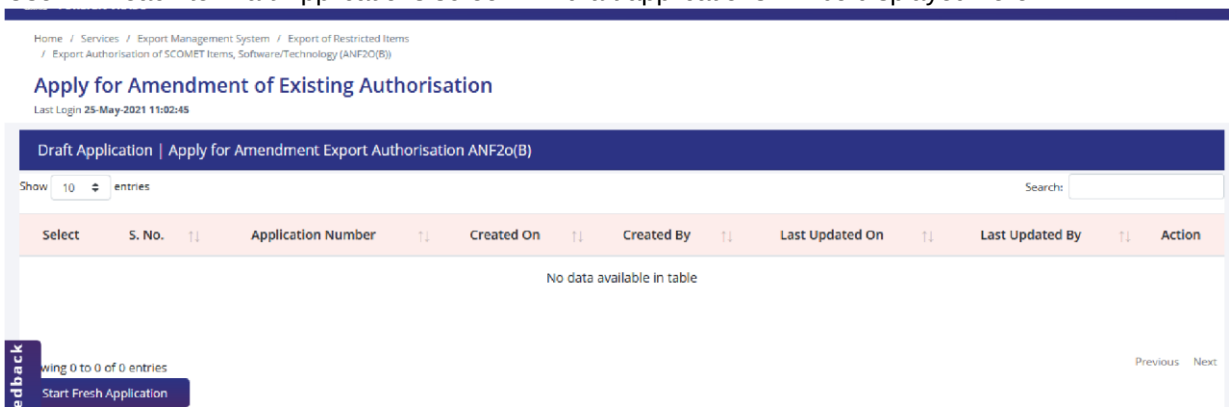
2. Navigate to **Services > Export Management System > License for SCOMET exports > Apply for Export Authorization of SCOMET Item, Software/Technology (ANF 2O(B)) > Apply for New Authorization**





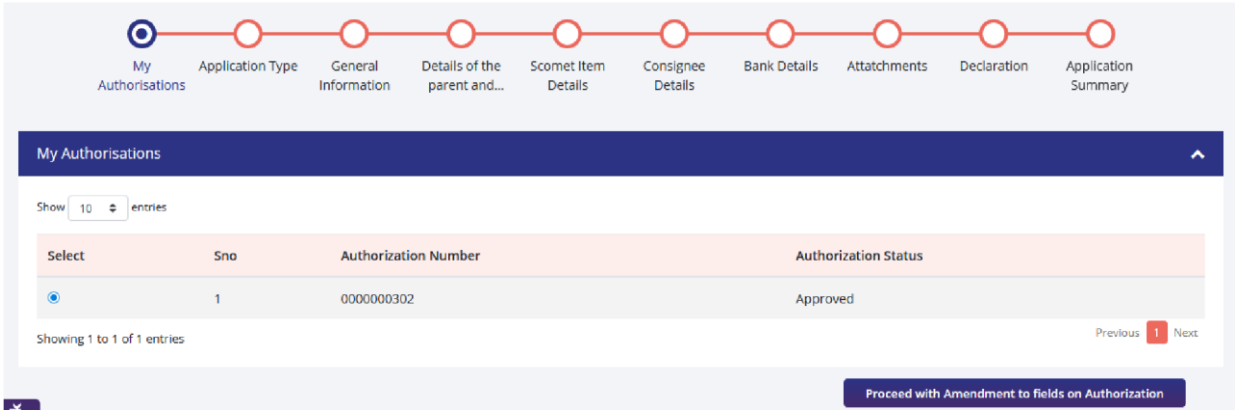


3. User will reach to Draft Applications screen. All draft applications will be displayed here.

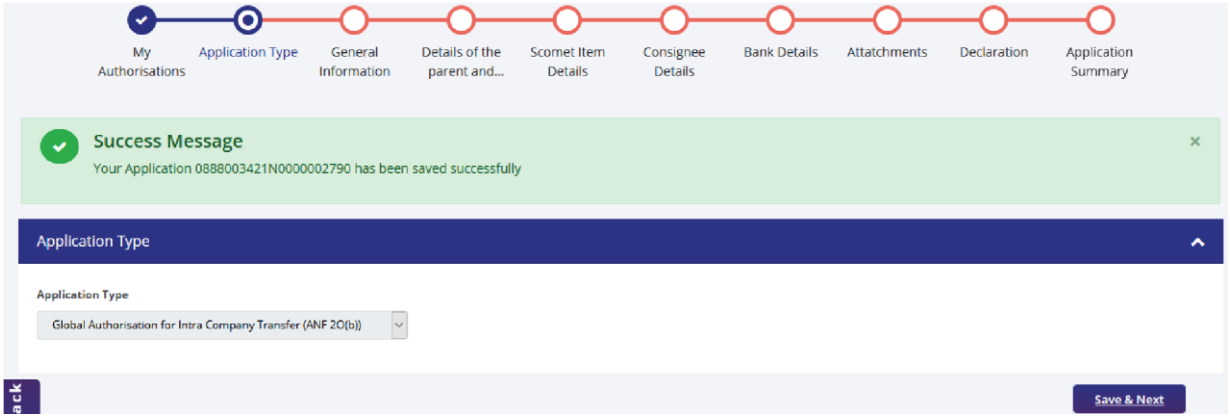


4. In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.

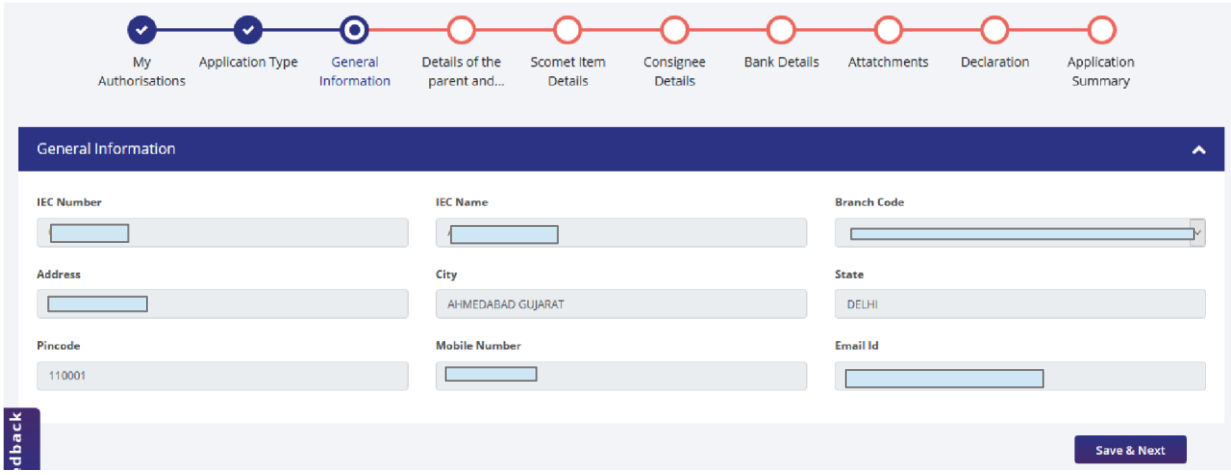
5. In my authorization screen select the authorization you are willing to amend and then click on save and next button.



6. In the application details screen, the application type will be auto filled.

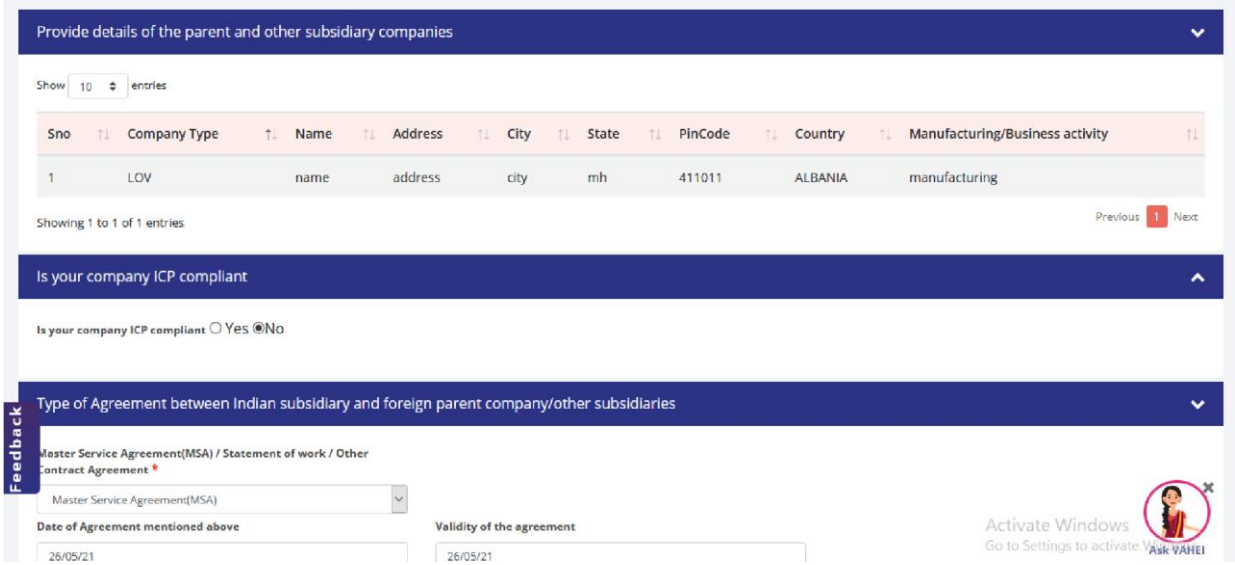


7. In general information page, all the details will be auto filled from the authorization selected.



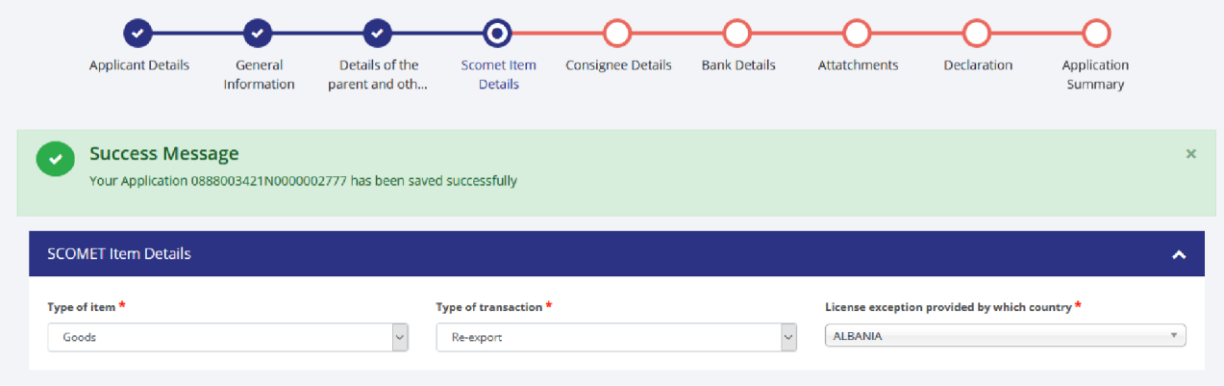
8. Click on save and next button to reach details of parent and other company screen.

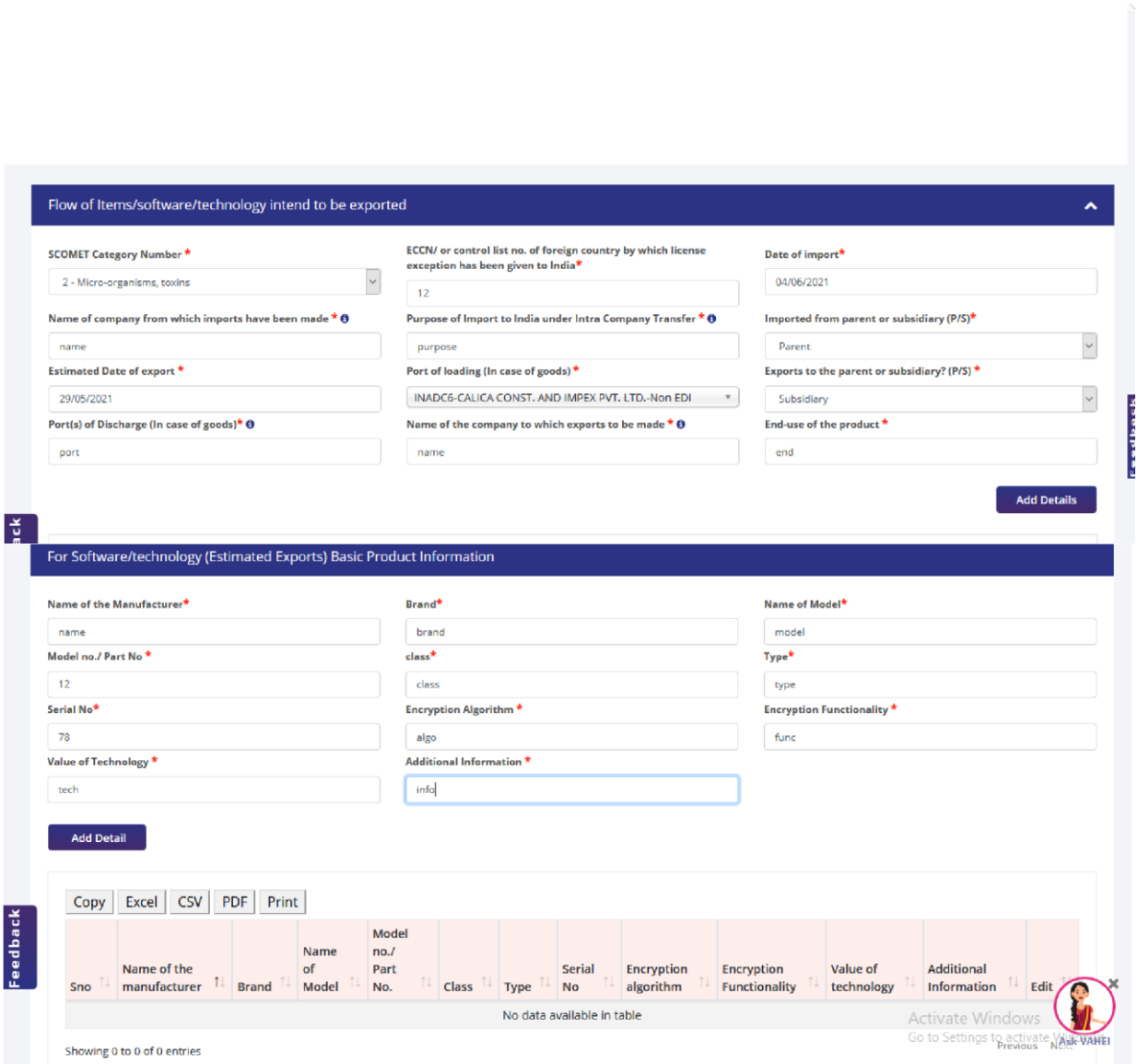
9. In this screen, applicant can edit 'is your company ICP compliant' and 'Type of agreement between Indian subsidiary and foreign parent company for other subsidiary' sections but cannot edit 'Provided details of the parent and other subsidiary' section.



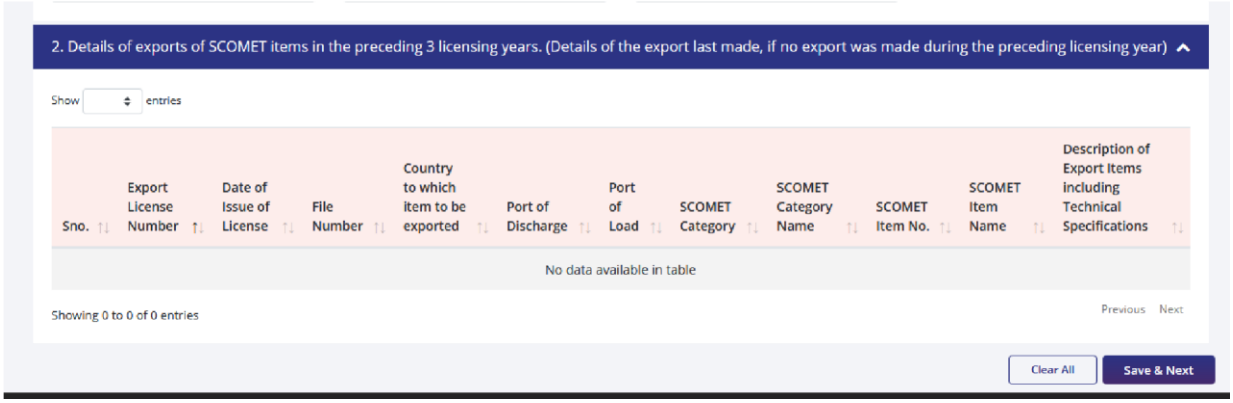
10. Click on save and next button to reach SCOMET Item details page.

11. In SCOMET details page, fill the SCOMET Item Details, Flow of Items/software/technology intend to be exported, Details of Item (Sno to be matched with Items in Table), For Software/technology (Estimated Exports) Basic Product Information and Details of exports of SCOMET items in the preceding 3 licensing years. (Details of the export last made, if no export was made during the preceding licensing year)



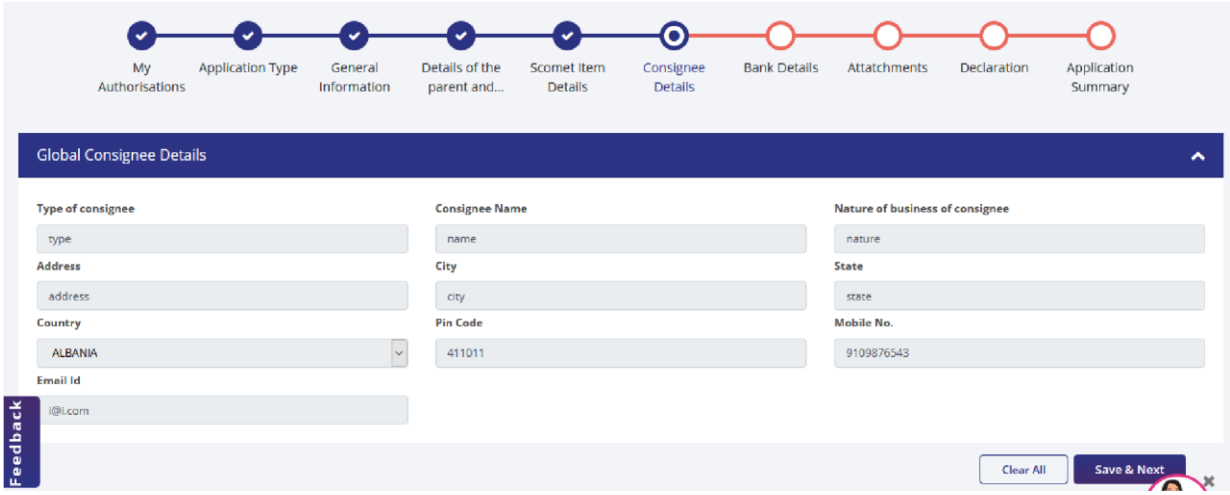


12. Now under the ‘details of exports of SCOMET items in the preceding 3 licensing years.’ Section table, details will be auto populated.



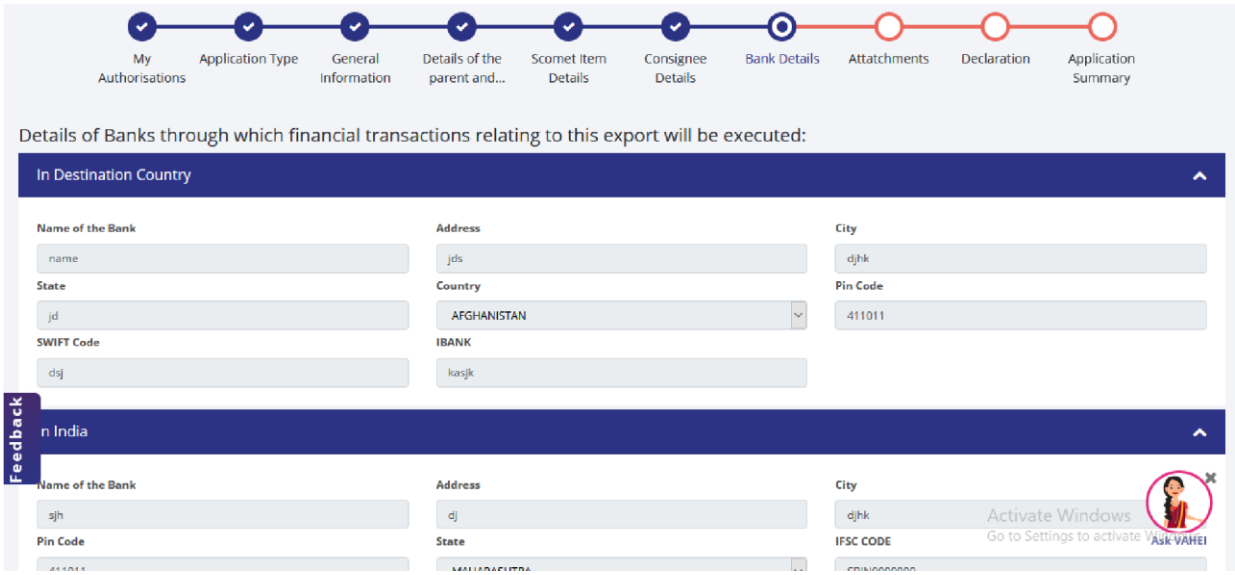
13. Now click on save and next button to reach consignee details page.

14. Applicants will not be able to update any fields in this screen.

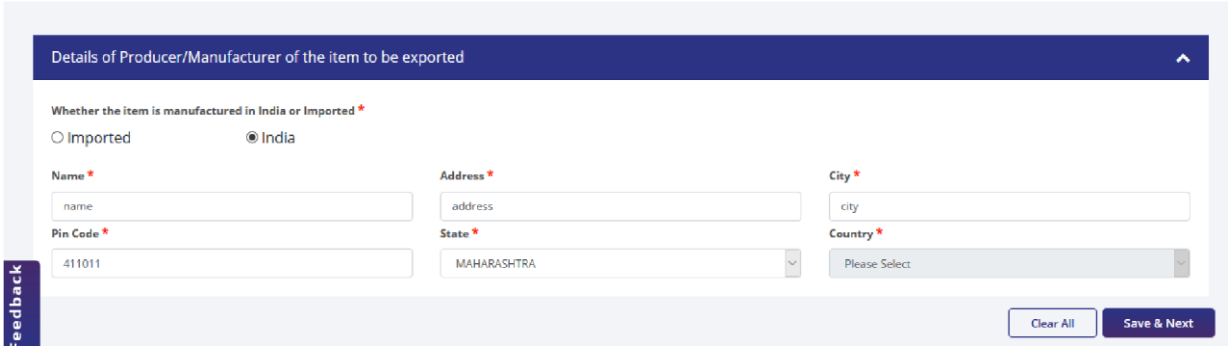


15. Now click on save and next button to reach bank details page.

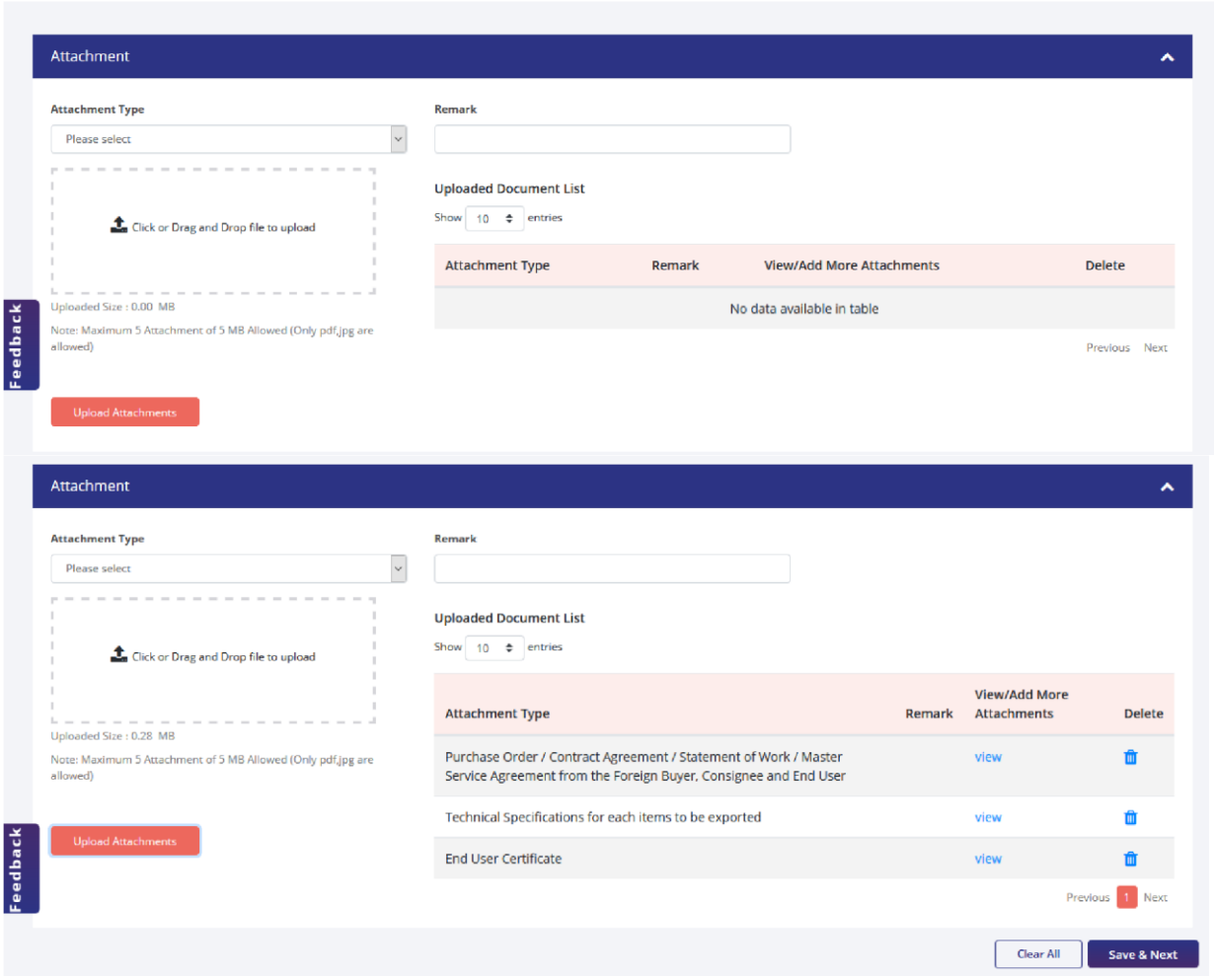
16. In bank details page, applicant will not be able to edit any fields.



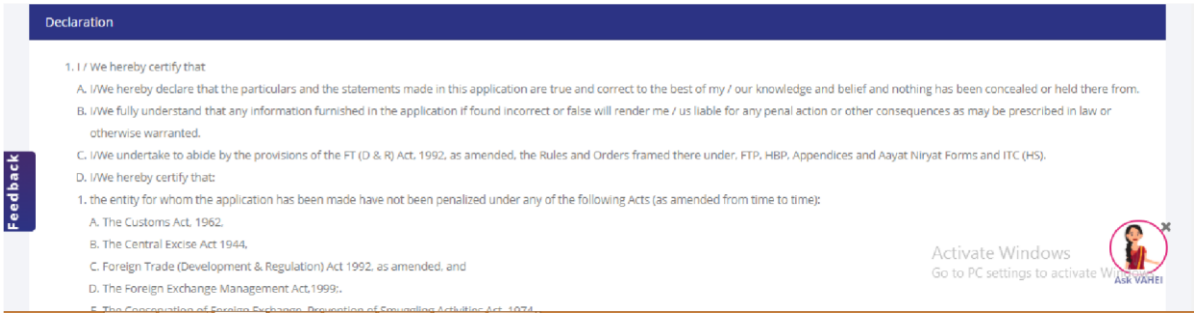
17. Then click on save and next page to reach attachment screen.



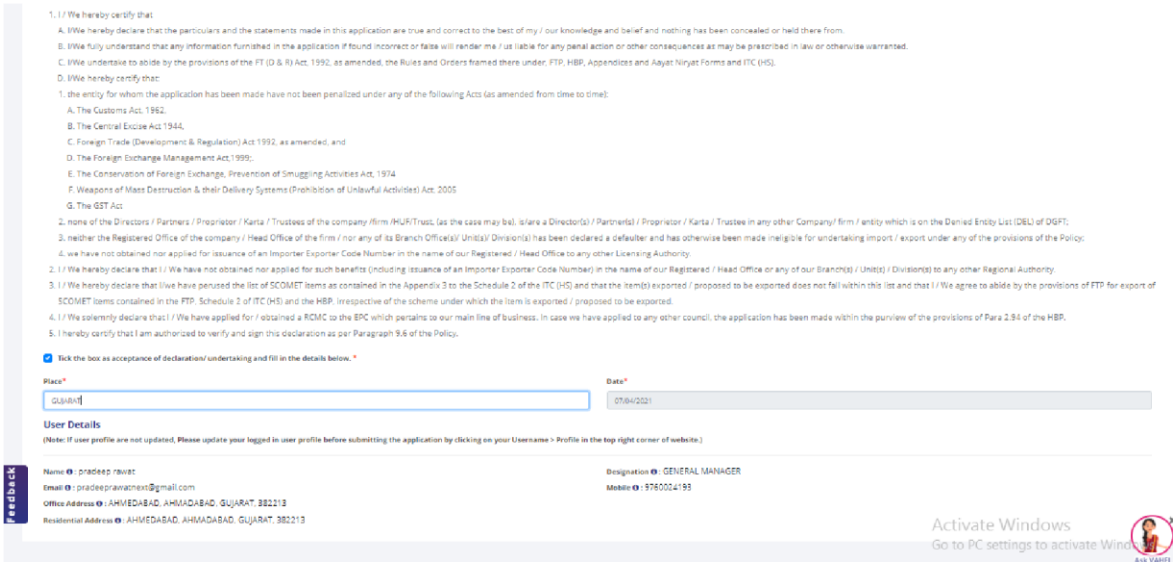
18. In 'attachment' page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



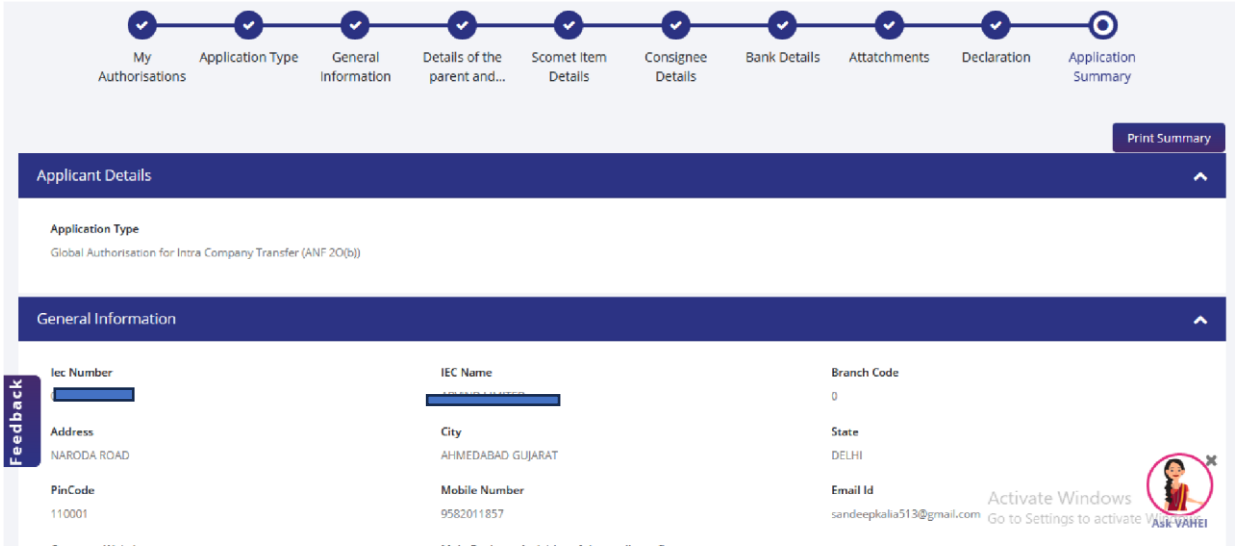
19. After uploading the documents by clicking the upload attachment button, click on save and next button to reach declaration page.



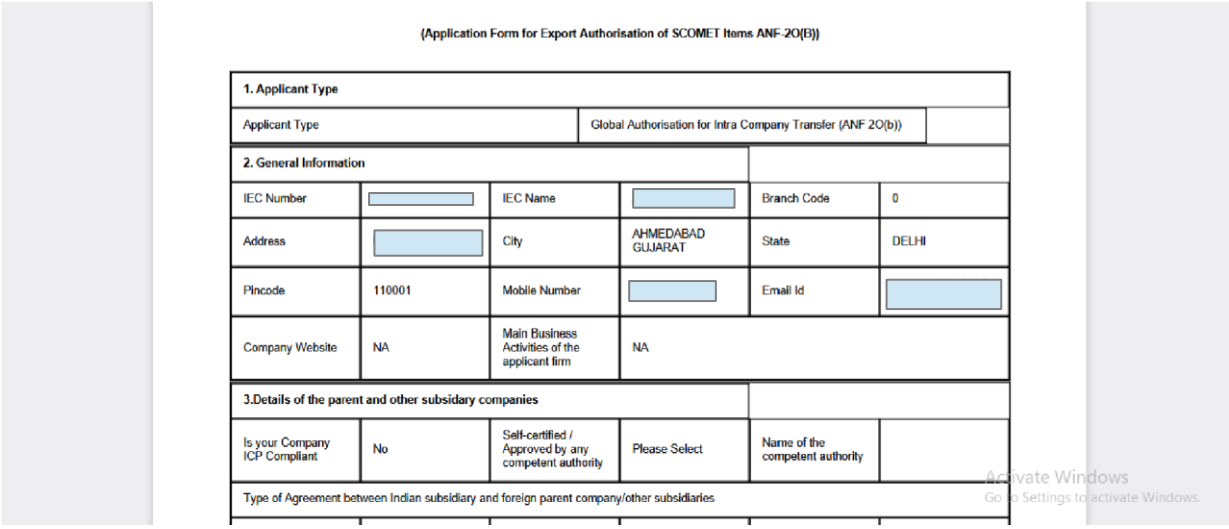
20. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



21. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



22. Click on the print button present in the summary page to print the application summary.

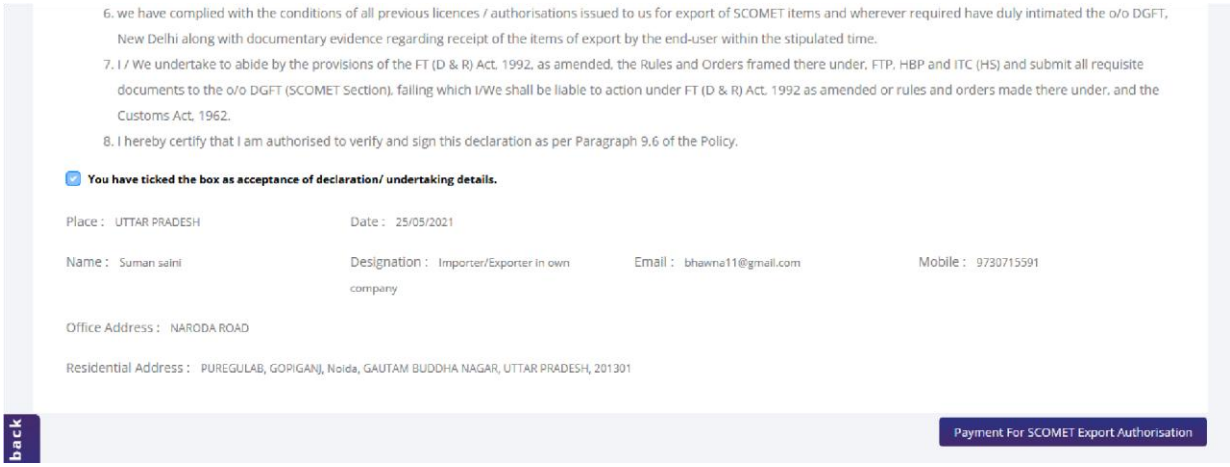


(Application Form for Export Authorisation of SCOMET Items ANF-2O(B))

1. Applicant Type					
Applicant Type	Global Authorisation for Intra Company Transfer (ANF 2O(b))				
2. General Information					
IEC Number		IEC Name		Branch Code	0
Address		City	AHMEDABAD GUJARAT	State	DELHI
Pincode	110001	Mobile Number		Email Id	
Company Website	NA	Main Business Activities of the applicant firm	NA		
3.Details of the parent and other subsidary companies					
Is your Company ICP Compliant	No	Self-certified / Approved by any competent authority	Please Select	Name of the competent authority	
Type of Agreement between Indian subsidiary and foreign parent company/other subsidiaries					

Activate Windows
Go to Settings to activate Windows.

23. In the application summary screen, click on proceed with sign and then payment to make payment for the application.



6. we have complied with the conditions of all previous licences / authorisations issued to us for export of SCOMET items and wherever required have duly intimated the o/o DGFT, New Delhi along with documentary evidence regarding receipt of the items of export by the end-user within the stipulated time.
7. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, as amended, the Rules and Orders framed there under, FTP, HBP and ITC (HS) and submit all requisite documents to the o/o DGFT (SCOMET Section), failing which I/We shall be liable to action under FT (D & R) Act, 1992 as amended or rules and orders made there under, and the Customs Act, 1962.
8. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.6 of the Policy.

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

Place : UTTAR PRADESH Date : 25/05/2021

Name : Suman saini Designation : Importer/Exporter in own company Email : bhawna11@gmail.com Mobile : 9730715591

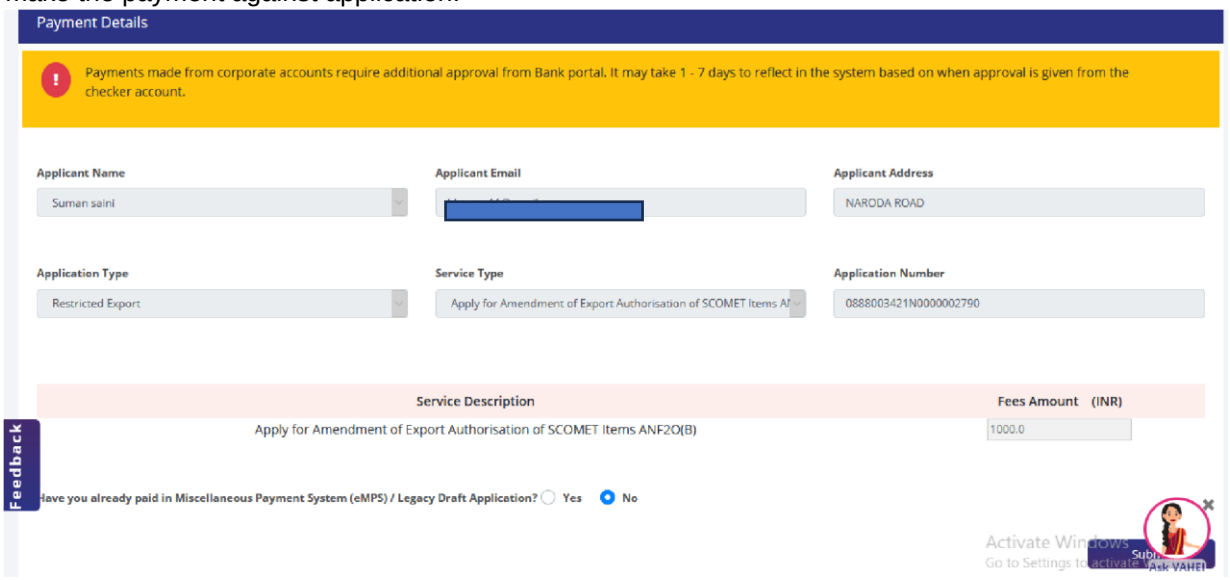
Office Address : NARODA ROAD

Residential Address : PUREGULAB, GOPIGANJ, Noida, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301

back

Payment For SCOMET Export Authorisation

24. On the 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 require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name	Applicant Email	Applicant Address
Suman saini	[redacted]	NARODA ROAD

Application Type	Service Type	Application Number
Restricted Export	Apply for Amendment of Export Authorisation of SCOMET Items Af	0888003421N0000002790

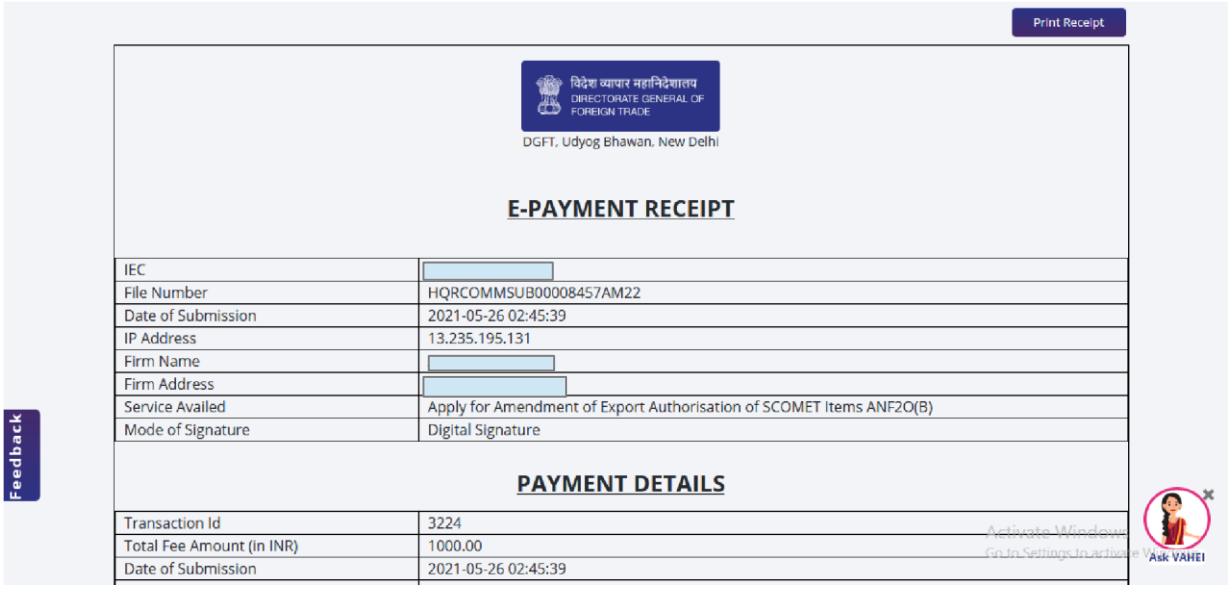
Service Description	Fees Amount (INR)
Apply for Amendment of Export Authorisation of SCOMET Items ANF2O(B)	1000.0

Feedback

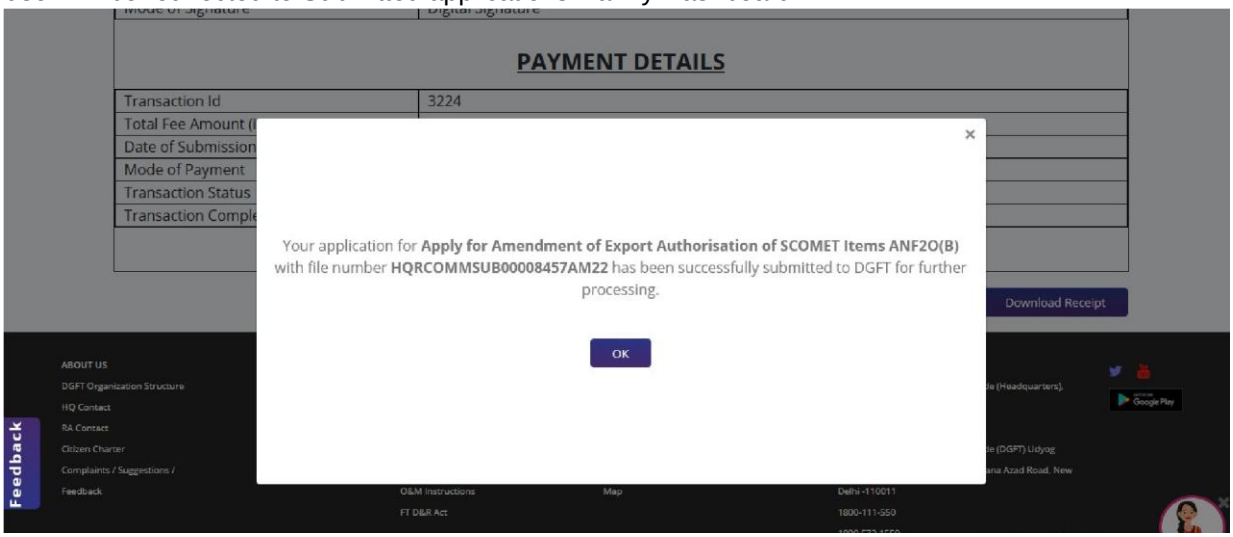
Have you already paid in Miscellaneous Payment System (eMPS) / Legacy Draft Application? Yes No

Activate Windows
Go to Settings to activate Windows.

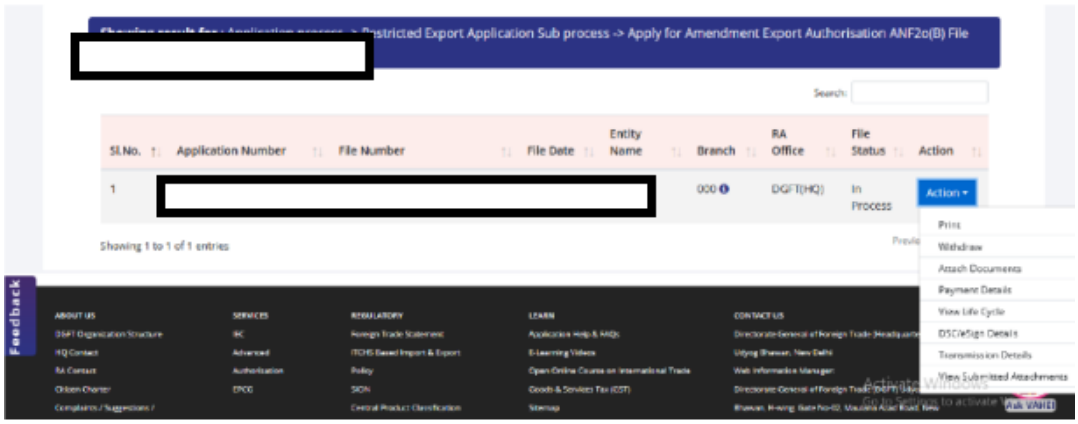
25. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.



26. 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 Epayment receipt, user will be redirected to Submitted applications via My Dashboard.



27. With Action button you can perform the highlighted actions



10. Apply for Site Visit

To Apply for Site Visit on the DGFT portal you would require:

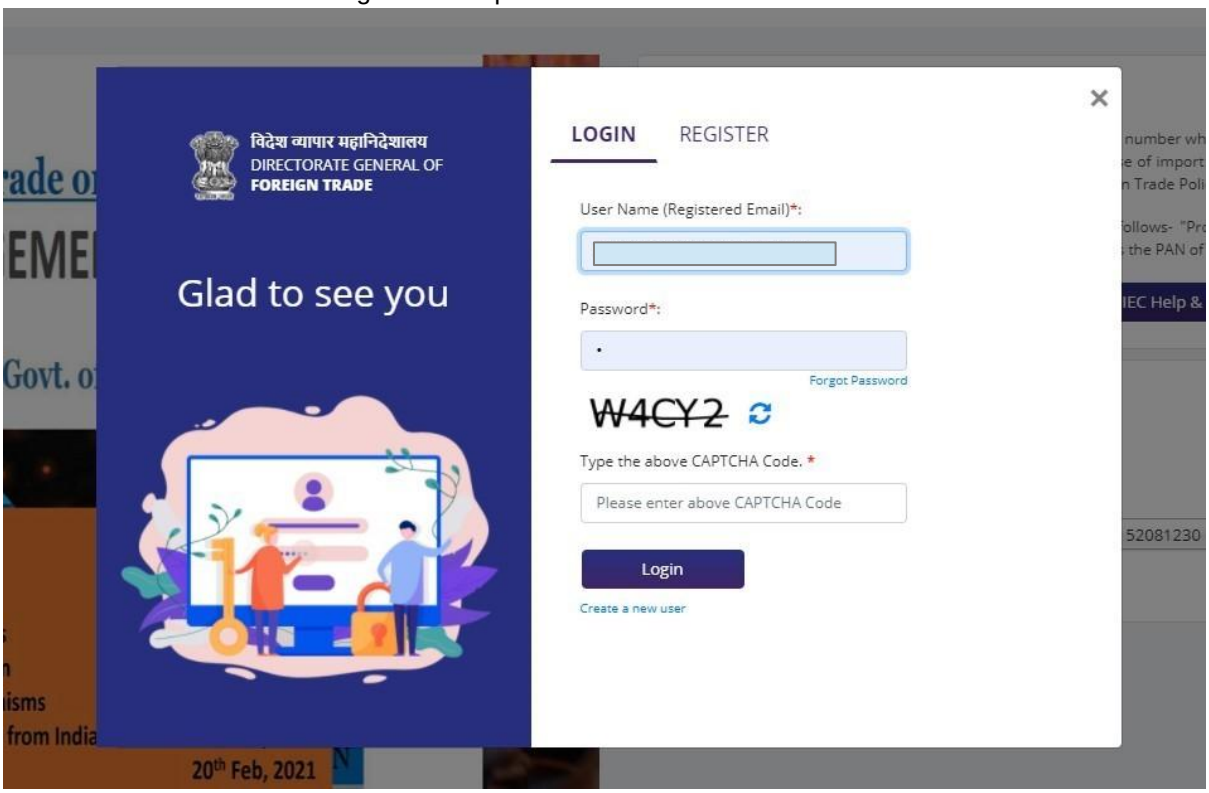
Pre-requisites:

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

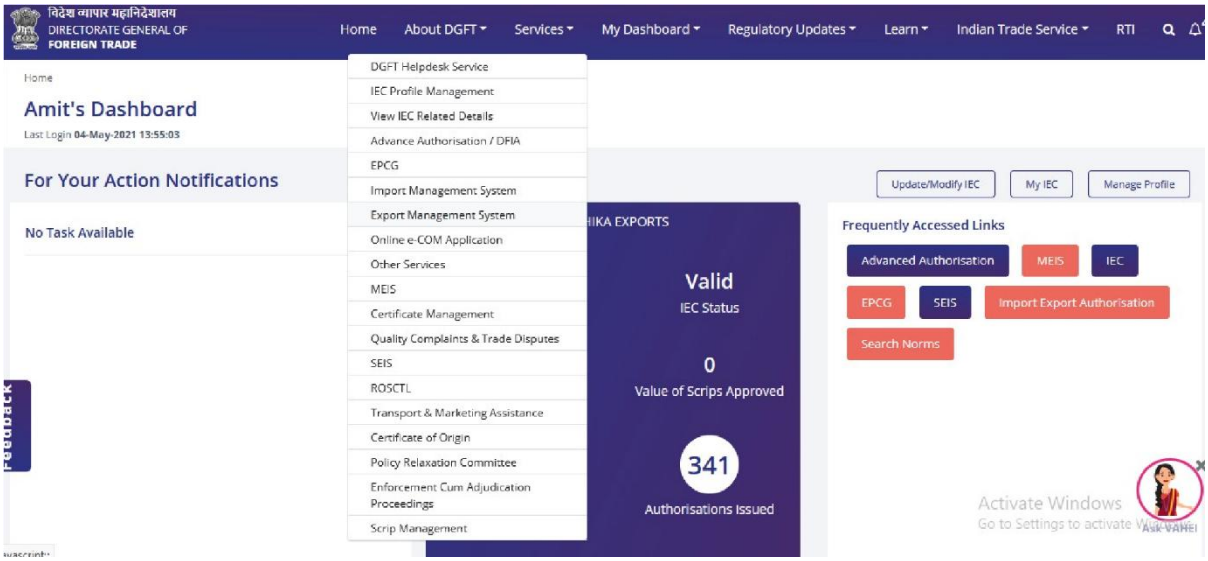
f) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

Then proceed with the following steps:

29. Visit the DGFT website and login into the portal with valid credentials.

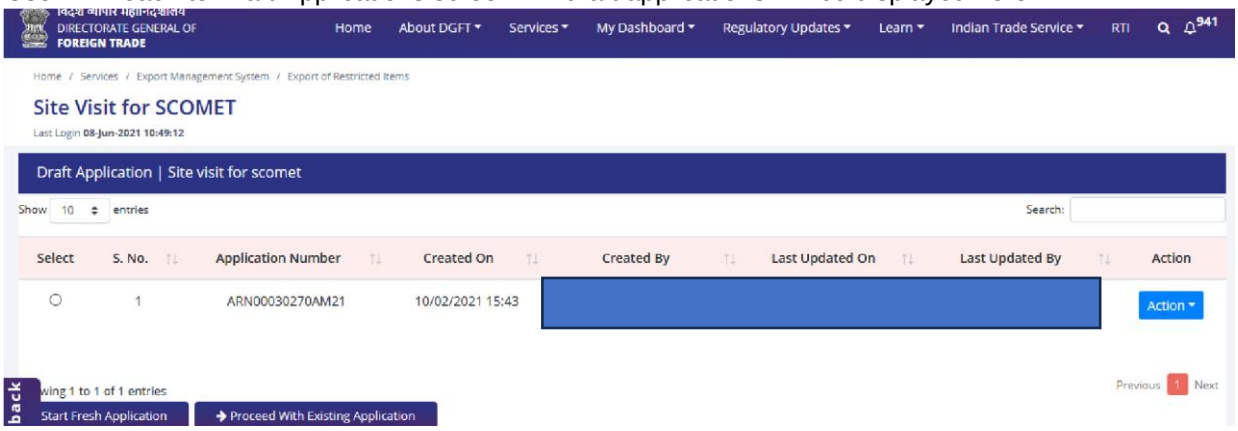


30. Navigate to **Services > Import Management System > License for Restricted Export > License for SCOMET export > site visit for SCOMET > Apply for new authorization**

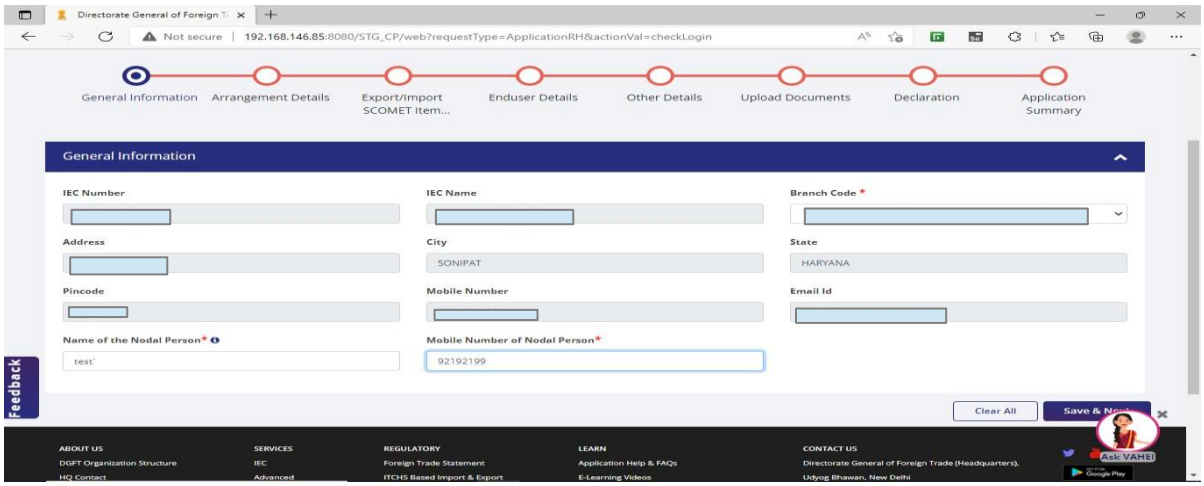




31. User will reach to Draft Applications screen. All draft applications will be displayed here.

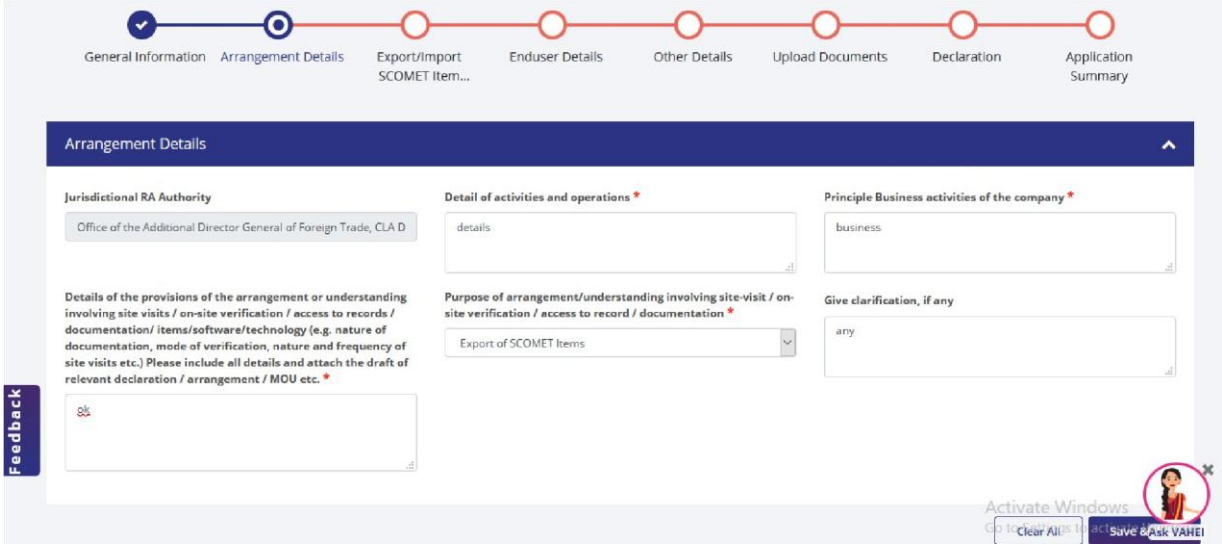


32. In General information page, select the branch code from the drop down then all the other fields will be auto populated based on iec details. Also fill the nodal person's name and mobile number.

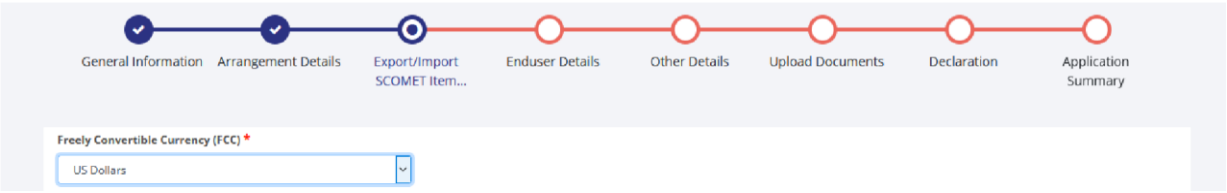


33. Click on save and next button to reach the Arrangement Details page.

34. In Arrangement Details page, select the import item type from the drop down. And fill the dependent fields.



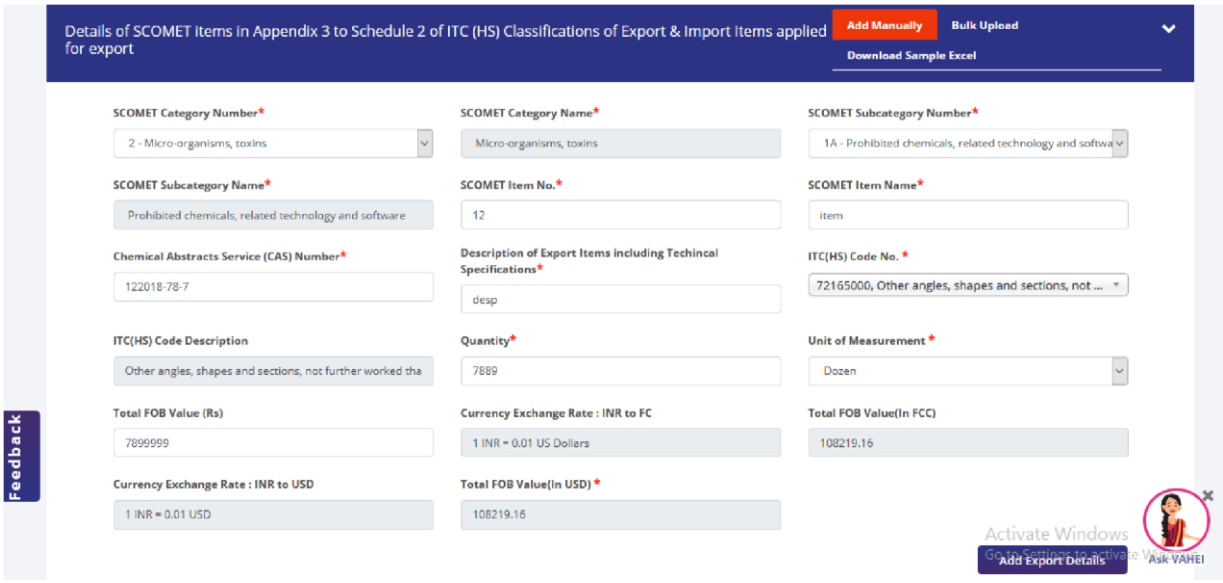
35. Now click on save and next button to reach Details of Items for export page.



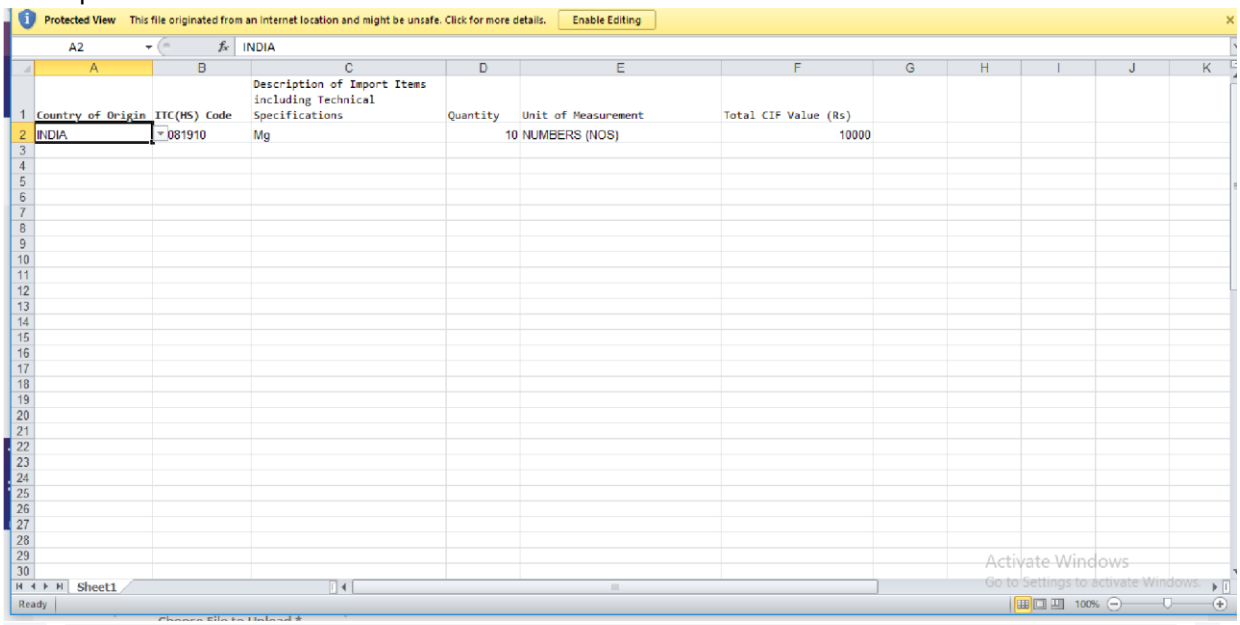
36. In details of imports page select the FCC currency from drop down.

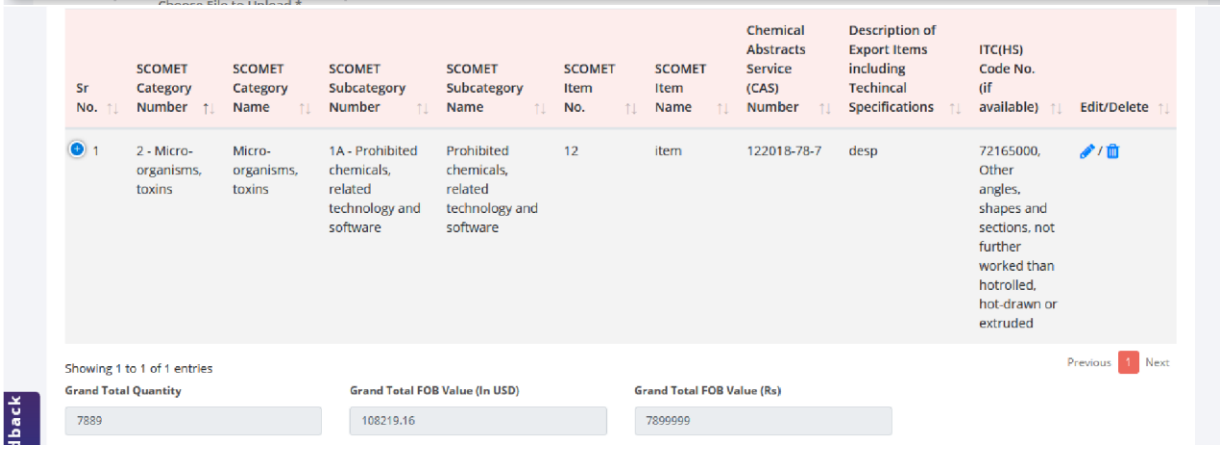
37. Now you can add the ‘item for import’ manually or bulk upload then the items will be added to the table.

a. For adding the items manually, fill the Item details under the Details of items for import section and click on add button

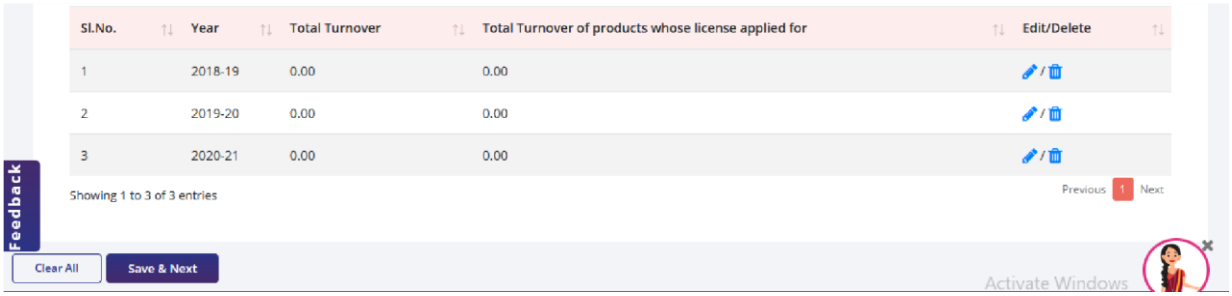


b. Now to add the items through bulk upload. First download the sample excel, click on bulk upload button then uploads the modified excel sheet.

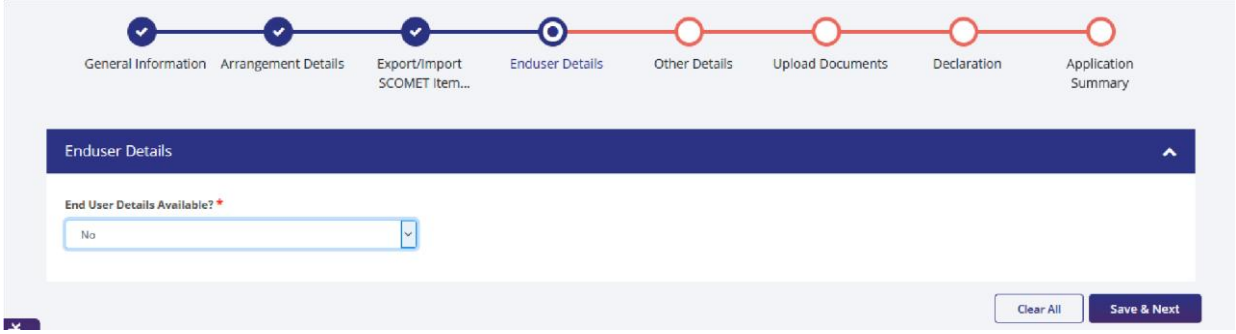




38. In declaration of sales turnover, enter the turnover for the previous years and click on save and next button to reach end user details page.

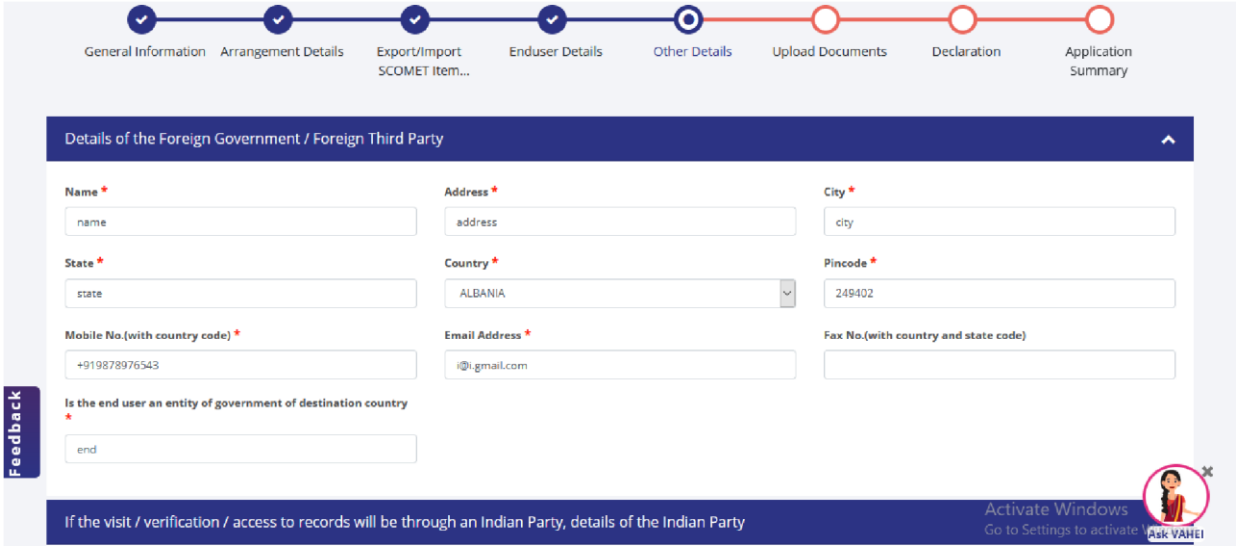


39. In the end user screen select the end user details available? from the respective drop downs.



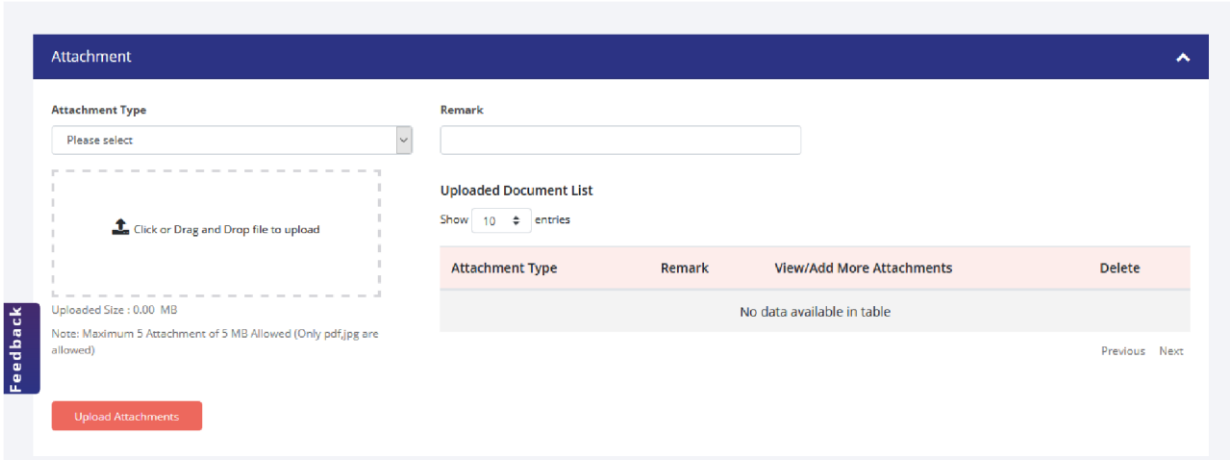
40. Now click on save and next button to reach other details page.

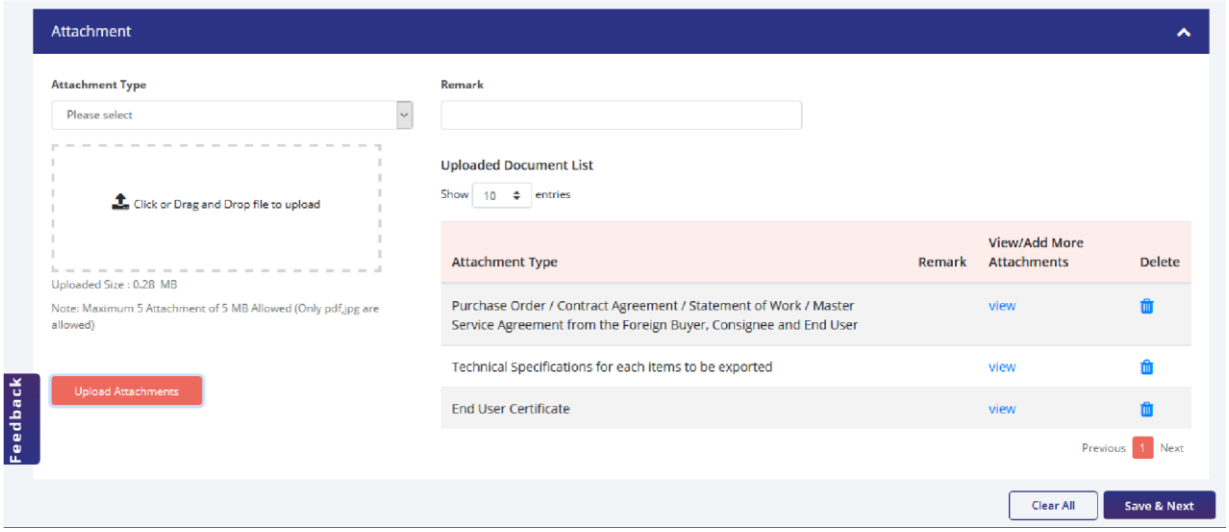
41. In other details page click on yes or no radio buttons for the given details and fill all the details.



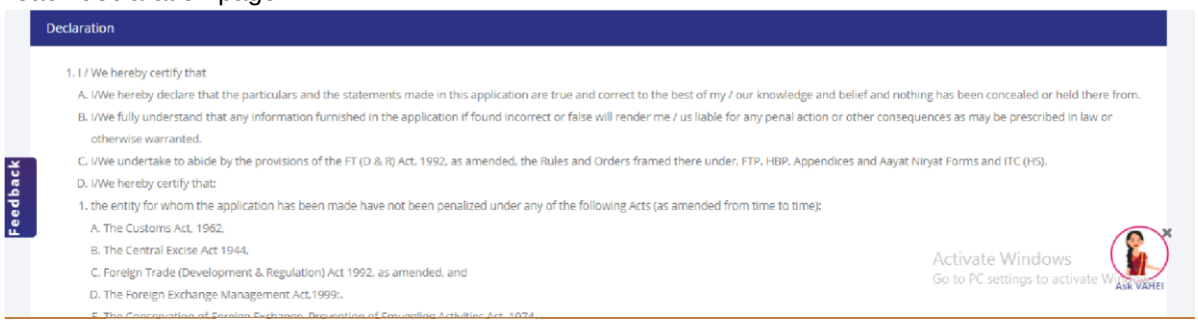
42. Then click on save and the next page to reach attachment screen.

43. In ‘attachment’ page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.

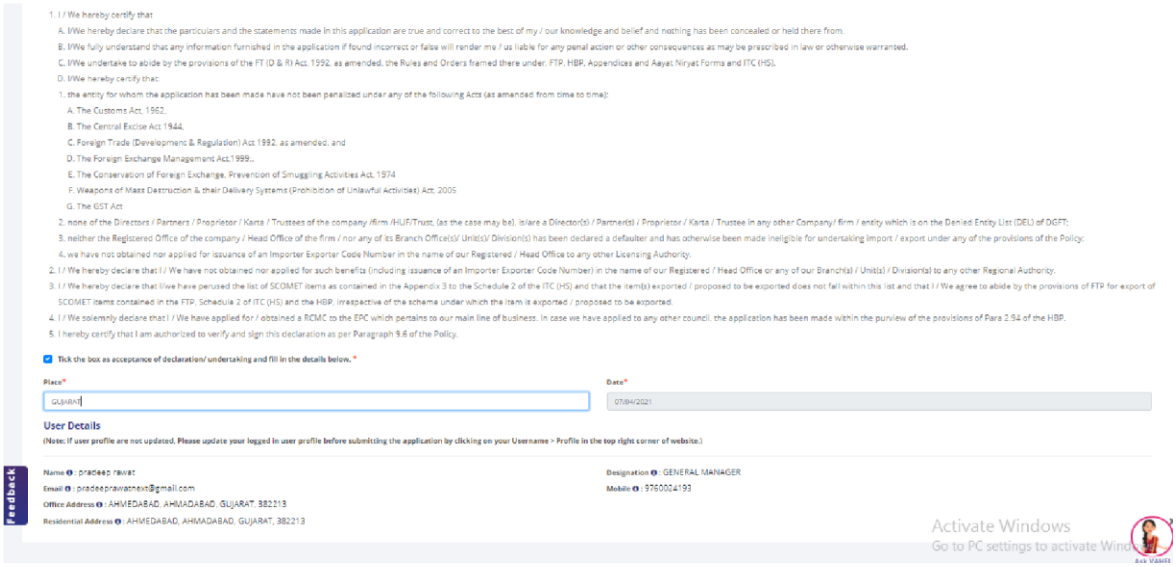




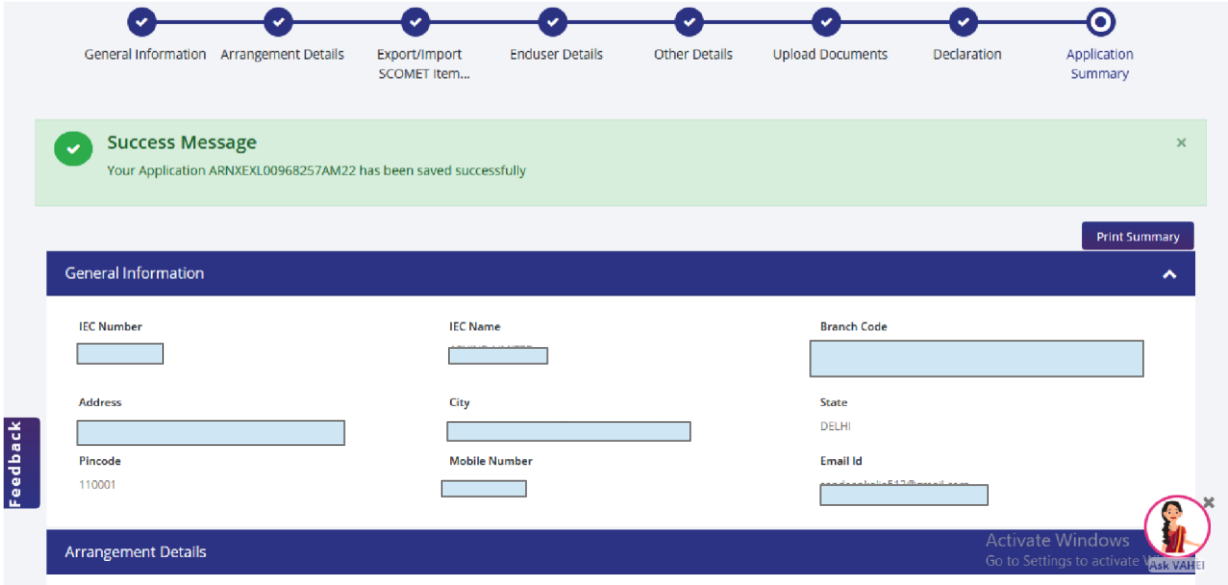
44. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



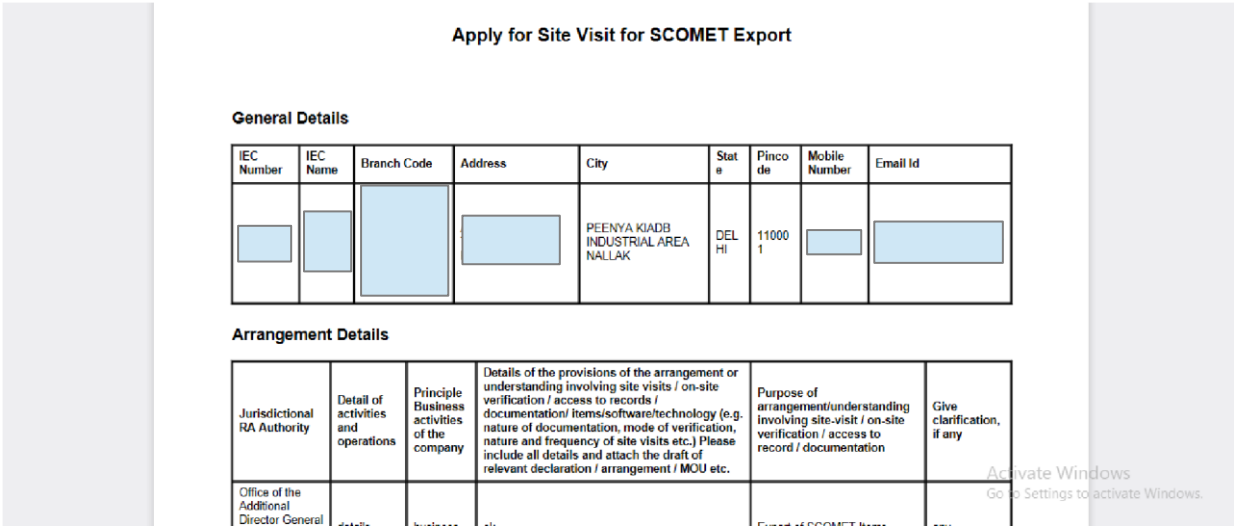
45. On declaration screen, user will select terms and conditions check box to accept it. User canupdate “Place” field if required and then click on “Save and Next” button.



46. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



47. Click on print button present in the summary page to print the application summary.



Apply for Site Visit for SCOMET Export

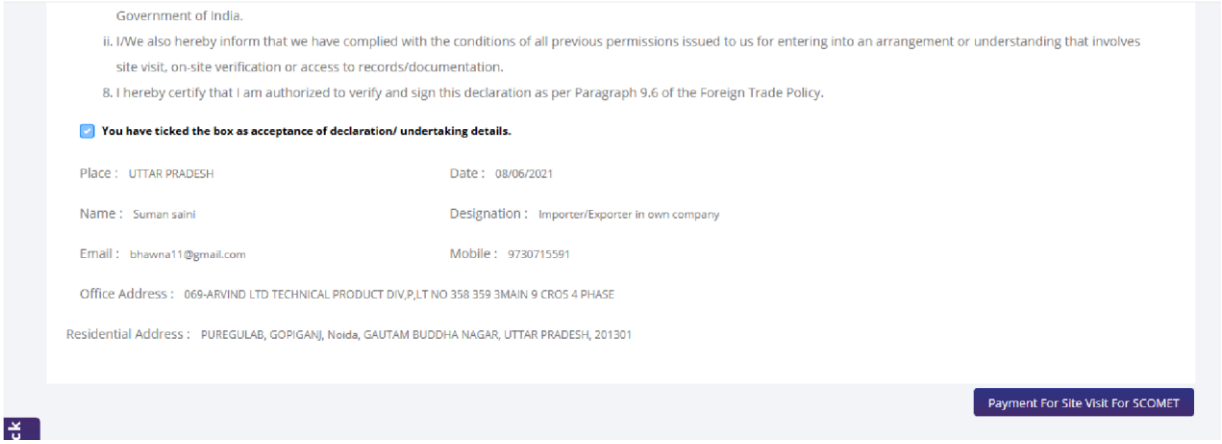
General Details

IEC Number	IEC Name	Branch Code	Address	City	State	Pincode	Mobile Number	Email Id
				PEENYA KIADB INDUSTRIAL AREA NALLAK	DELHI	110001		

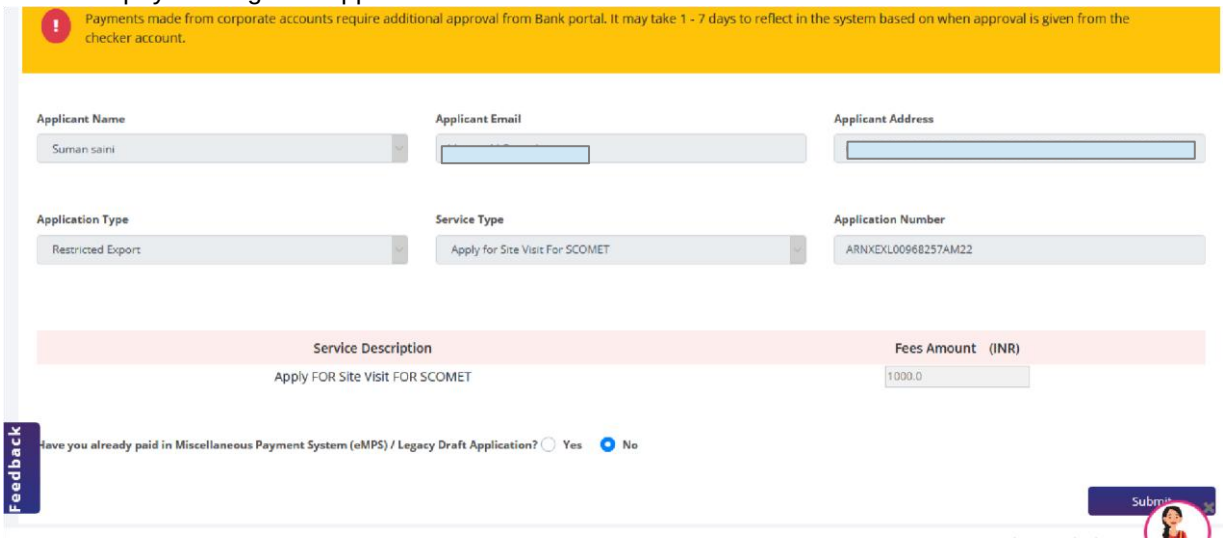
Arrangement Details

Jurisdictional RA Authority	Detail of activities and operations	Principle Business activities of the company	Details of the provisions of the arrangement or understanding involving site visits / on-site verification / access to records / documentation/ items/software/technology (e.g. nature of documentation, mode of verification, nature and frequency of site visits etc.) Please include all details and attach the draft of relevant declaration / arrangement / MOU etc.	Purpose of arrangement/understanding involving site-visit / on-site verification / access to record / documentation	Give clarification, if any
Office of the Additional Director General					

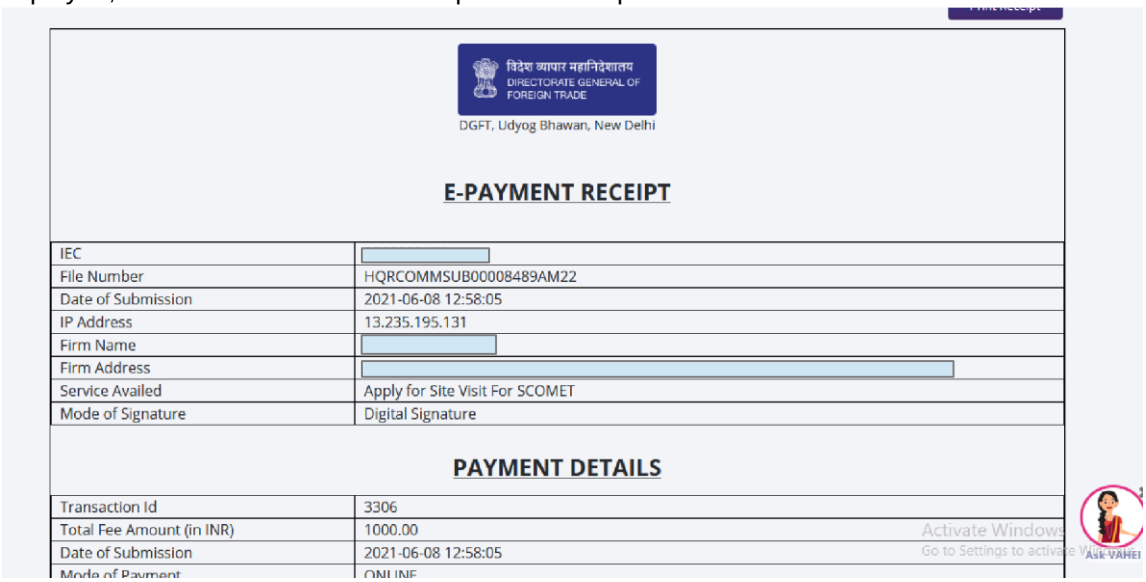
48. In the application summary screen, click on proceed with sign and then payment to make payment for the application.



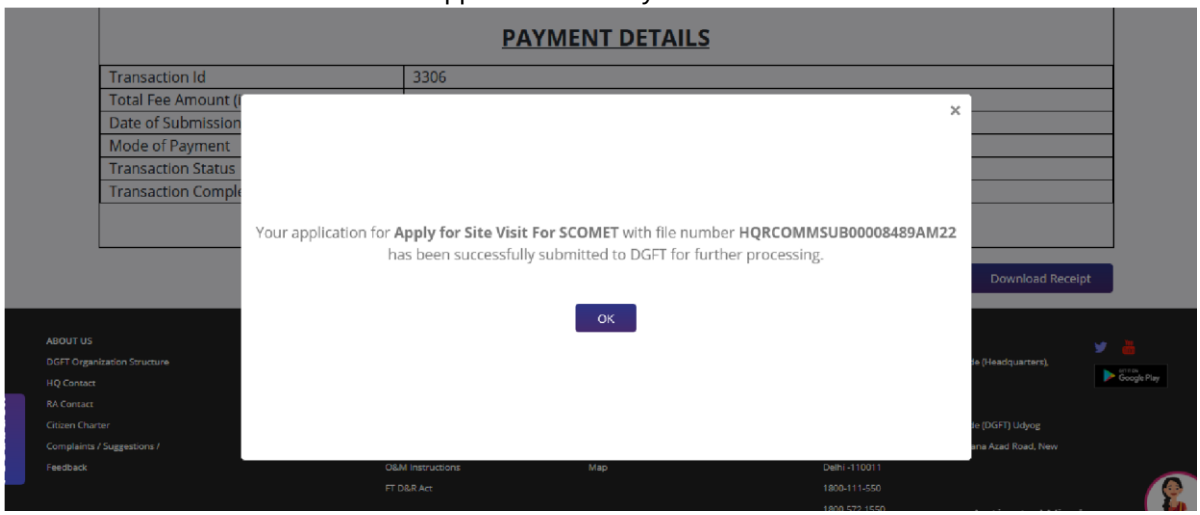
49. On the application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.



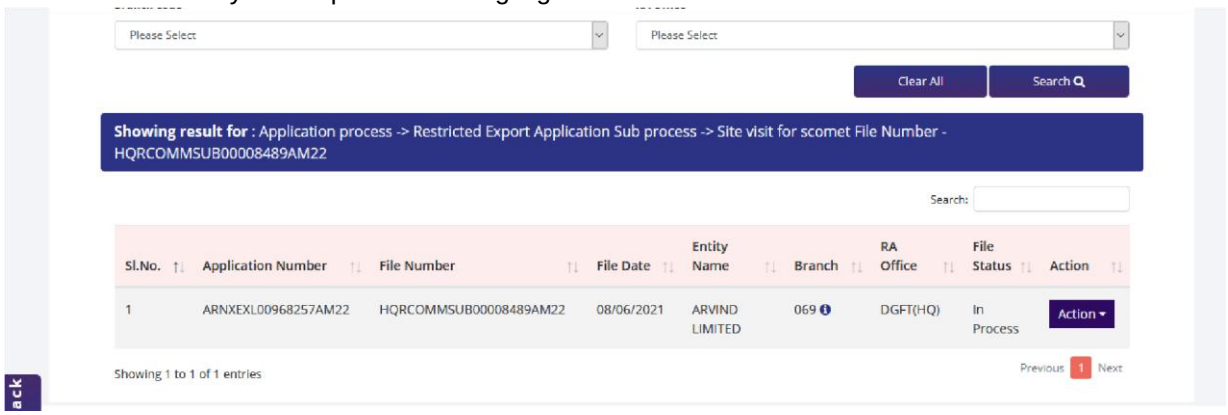
50. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.



51. 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



52. With Action button you can perform the highlighted actions



Apply for Post reporting of SCOMET Applications

To Apply for Post Reporting of the SCOMET exports on the DGFT portal you would require:

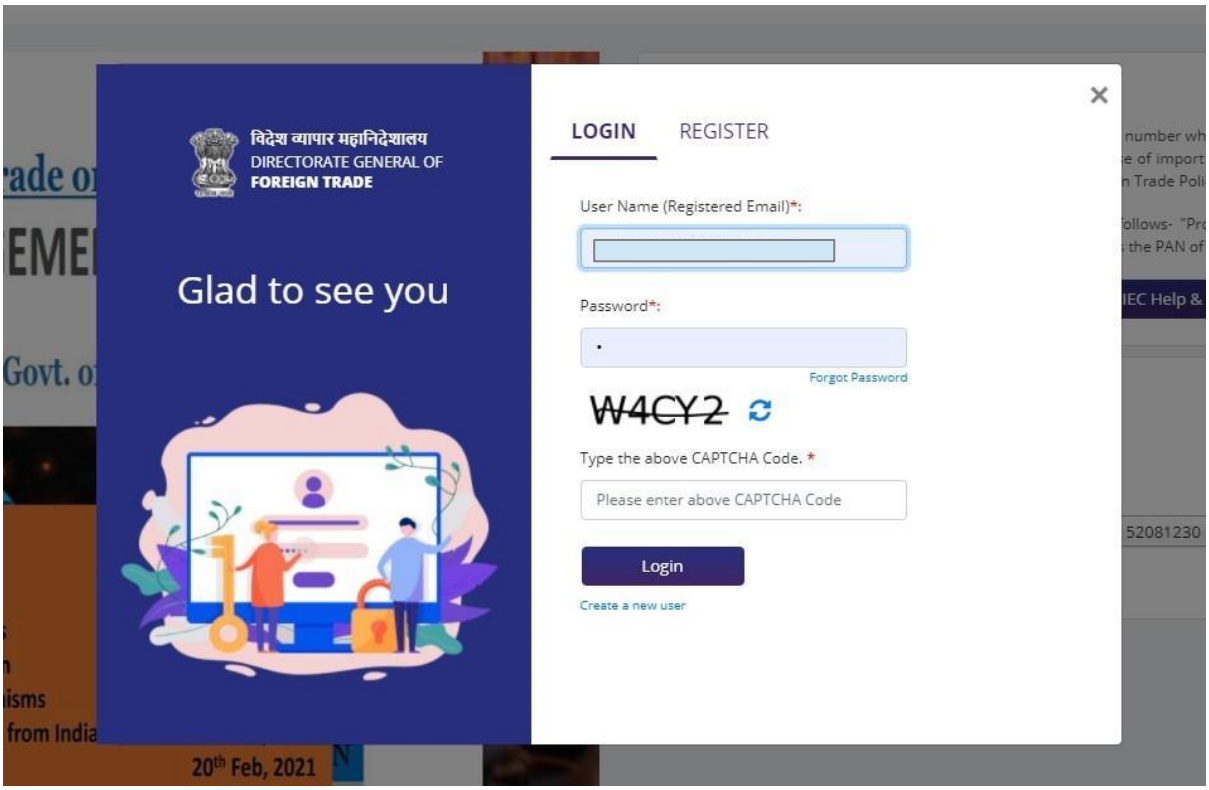
Pre-requisites:

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

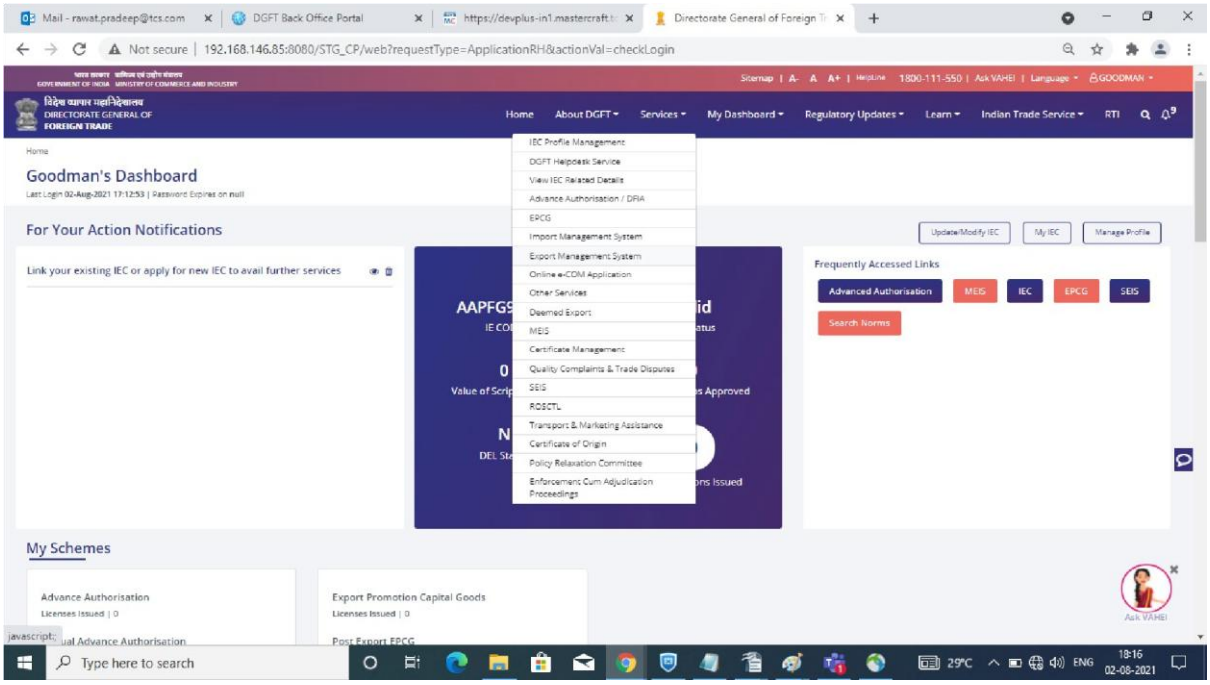
b) Approved and issued SCOMET export license.

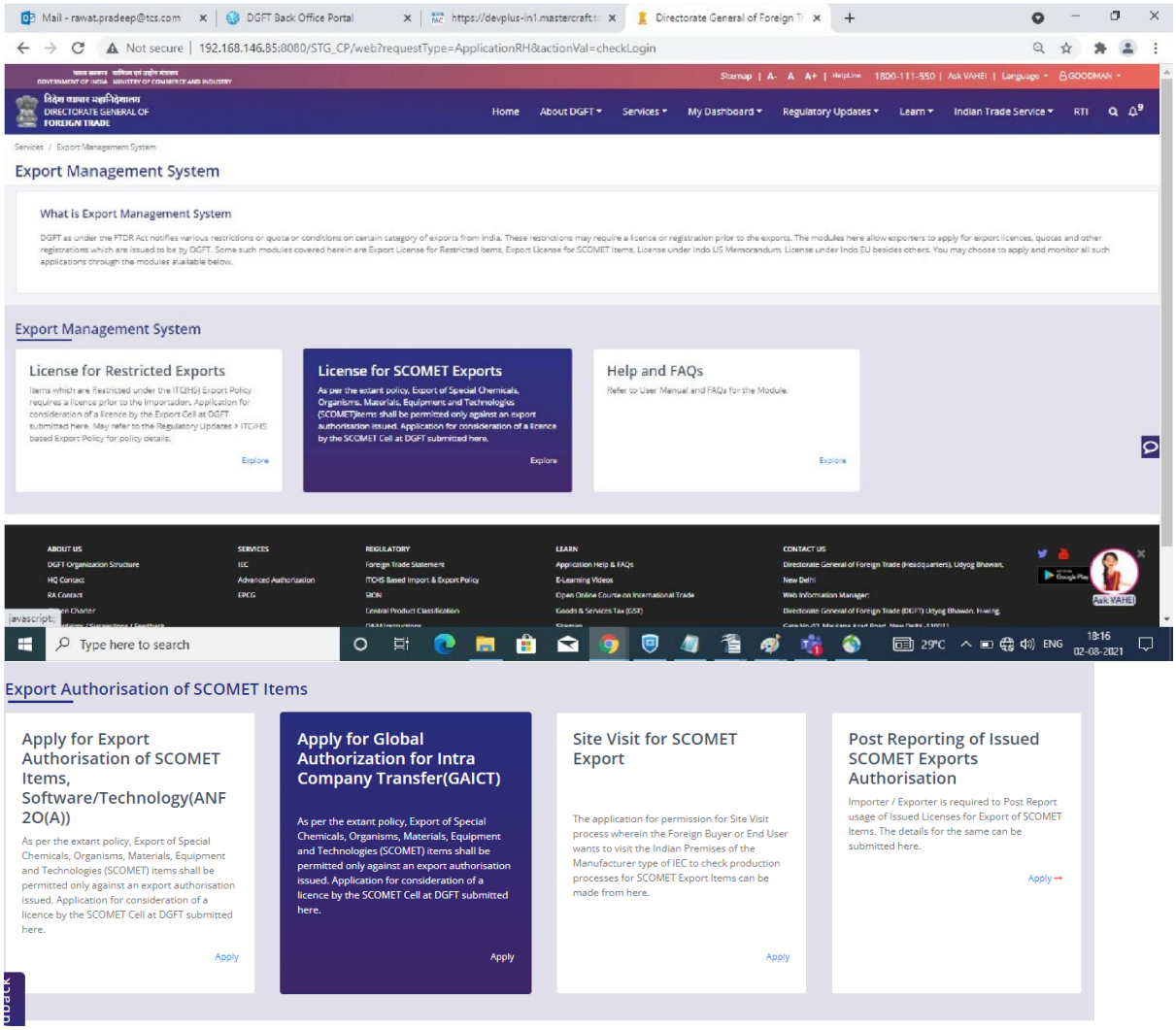
Then proceed with the following steps:

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

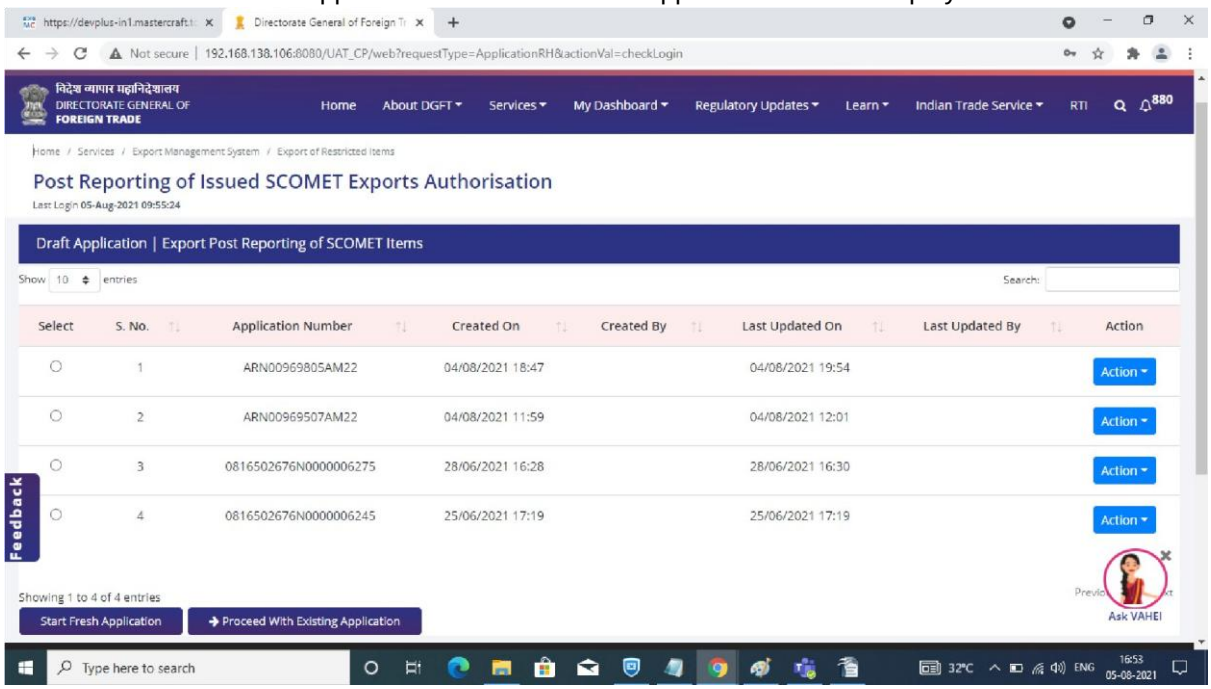


2. Navigate to **Services > Export Management System > Licence for SCOMET exports > Post reporting of issued SCOMET Export Authorization > Apply for New Authorization**

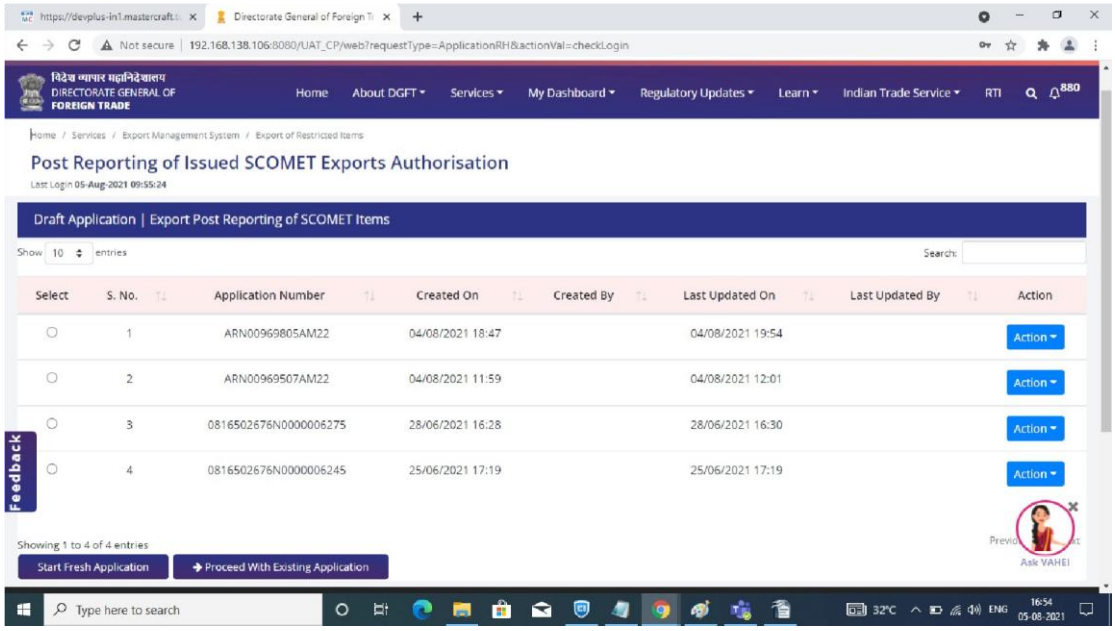




3.User will reach to Draft Applications screen. All draft applications will be displayed here.

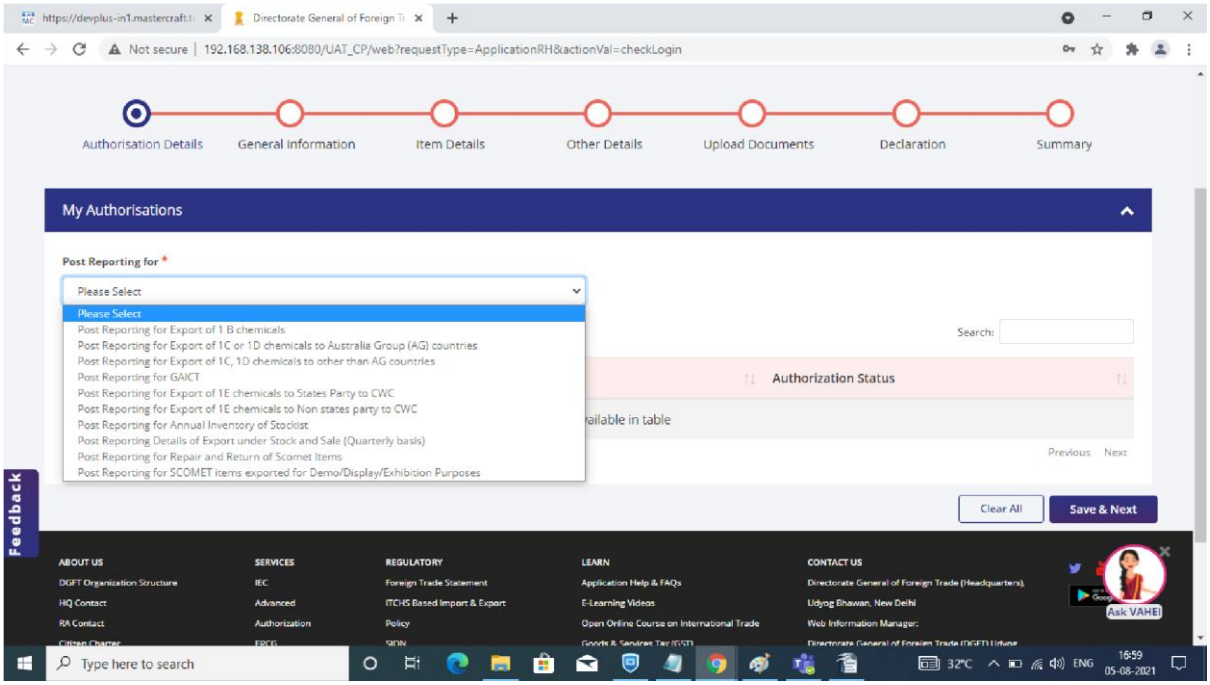


4. In Draft Application Screen Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button in case user already saved a draft application.

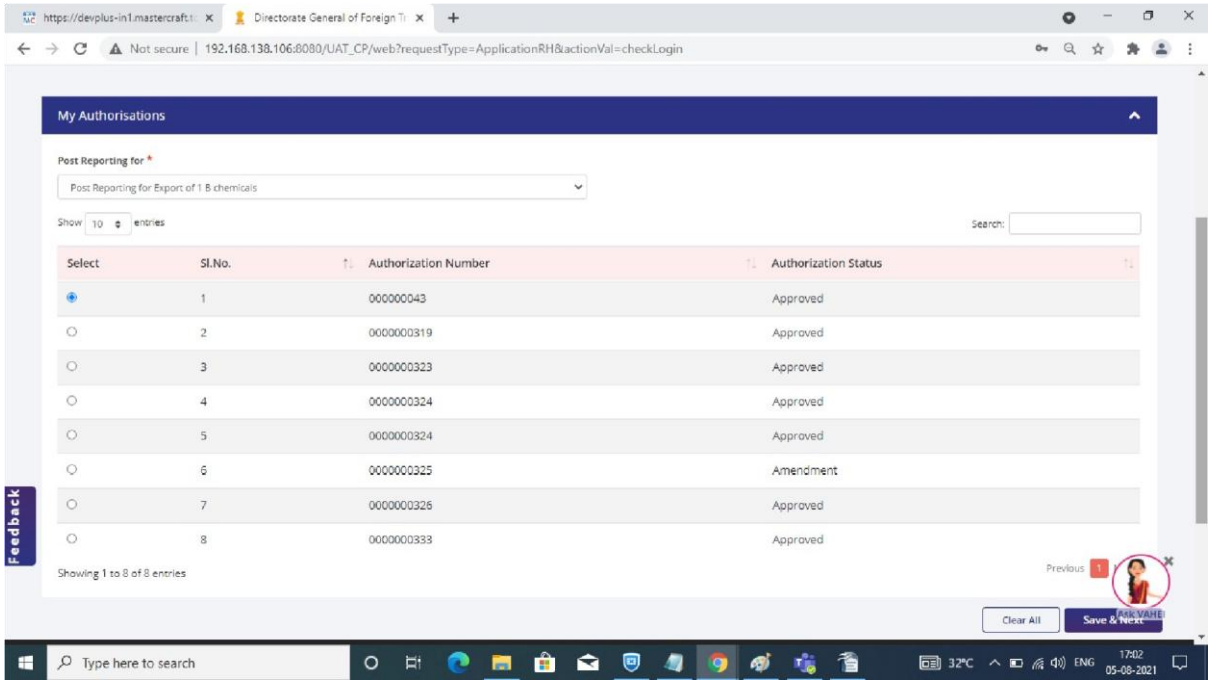


5. In my authorization screen select the Application type for which you are willing to Post reporting for and then click on save and next button.

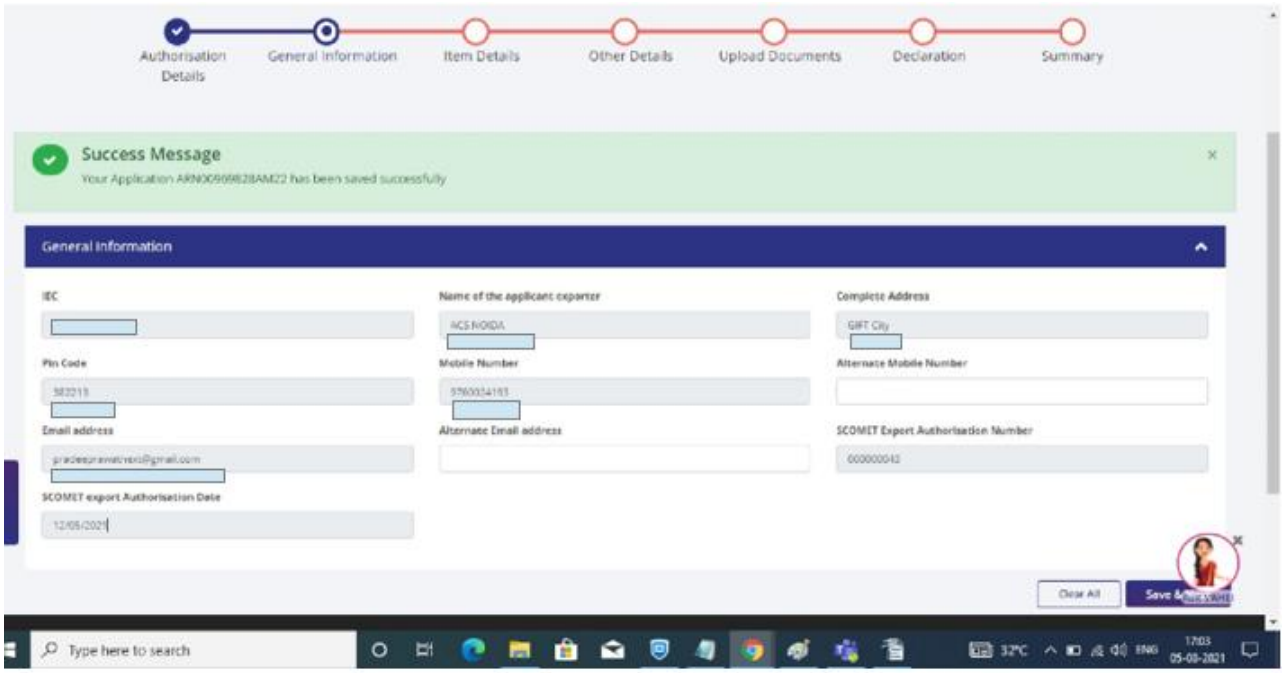
Note: Based on Application type - application form may change for Post Reporting.



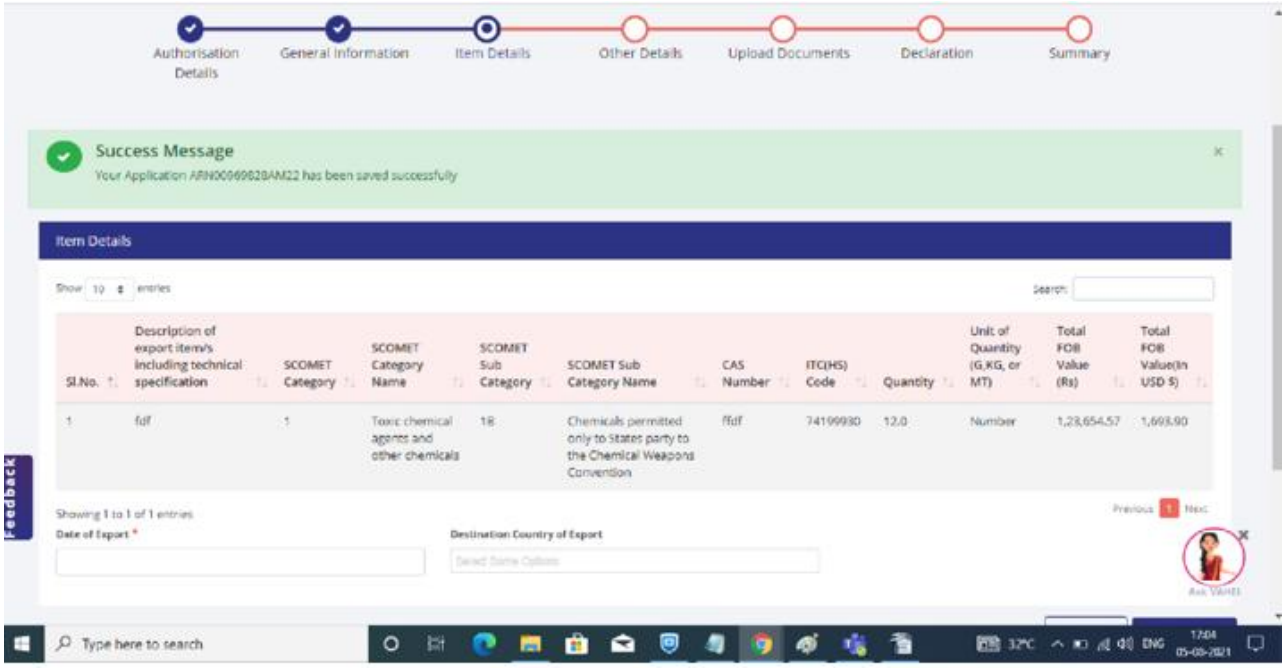
6. Select the authorization for which you are willing to do Post reporting for and then click on save and next button.



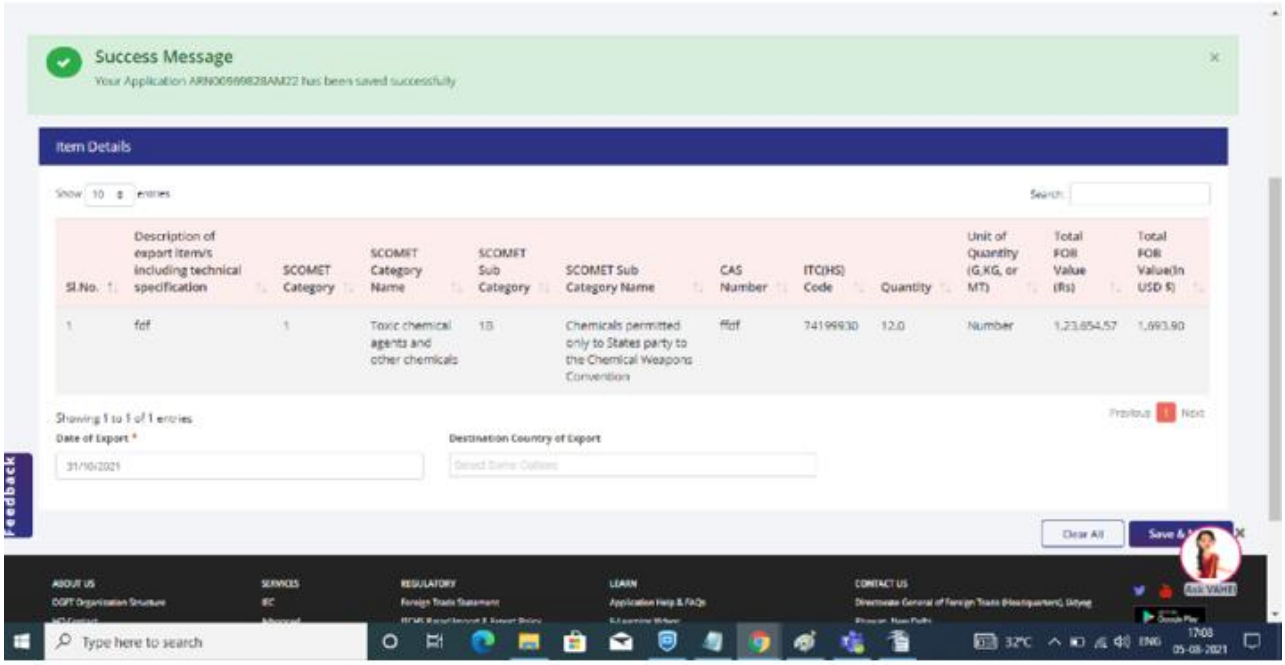
7. . In general information page, the details will be auto filled from the authorization selected.



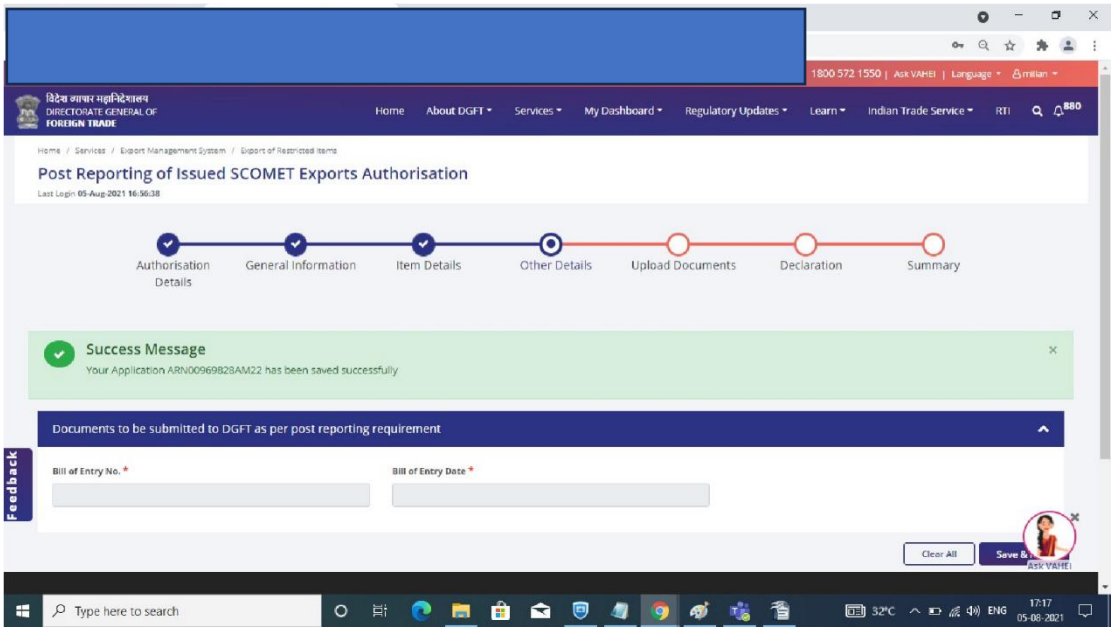
8. Click on save and next button to reach Item details screen in this screen details of items are auto populated from the selected authorization.



9. In this screen, applicant can add Date of Export and Click on Save and Next button.

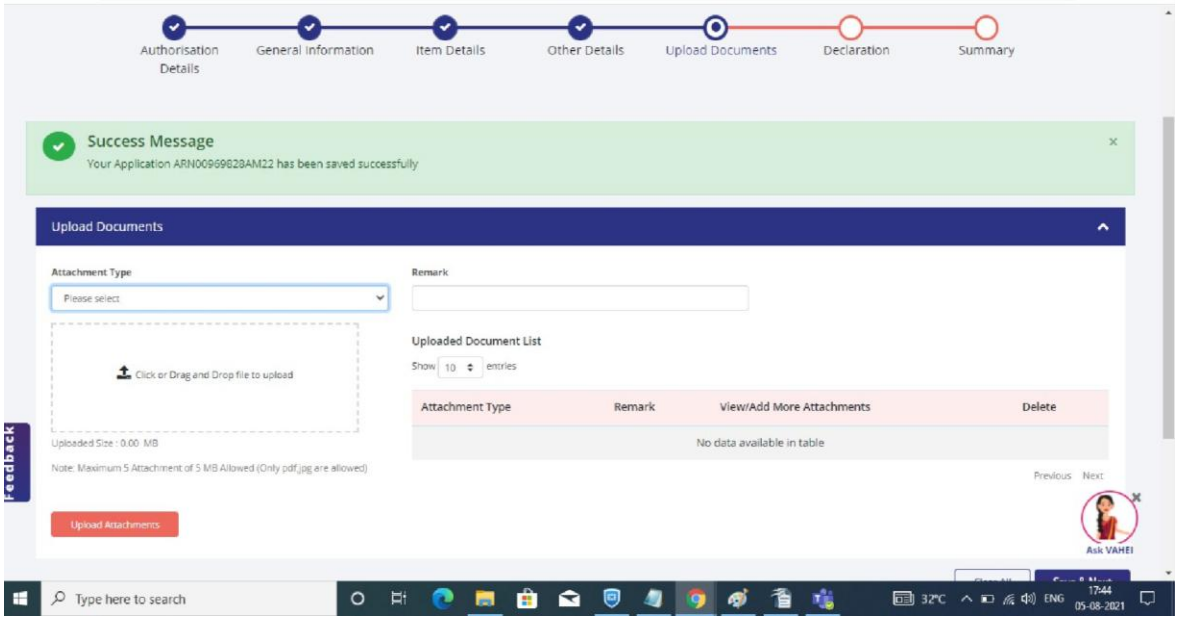


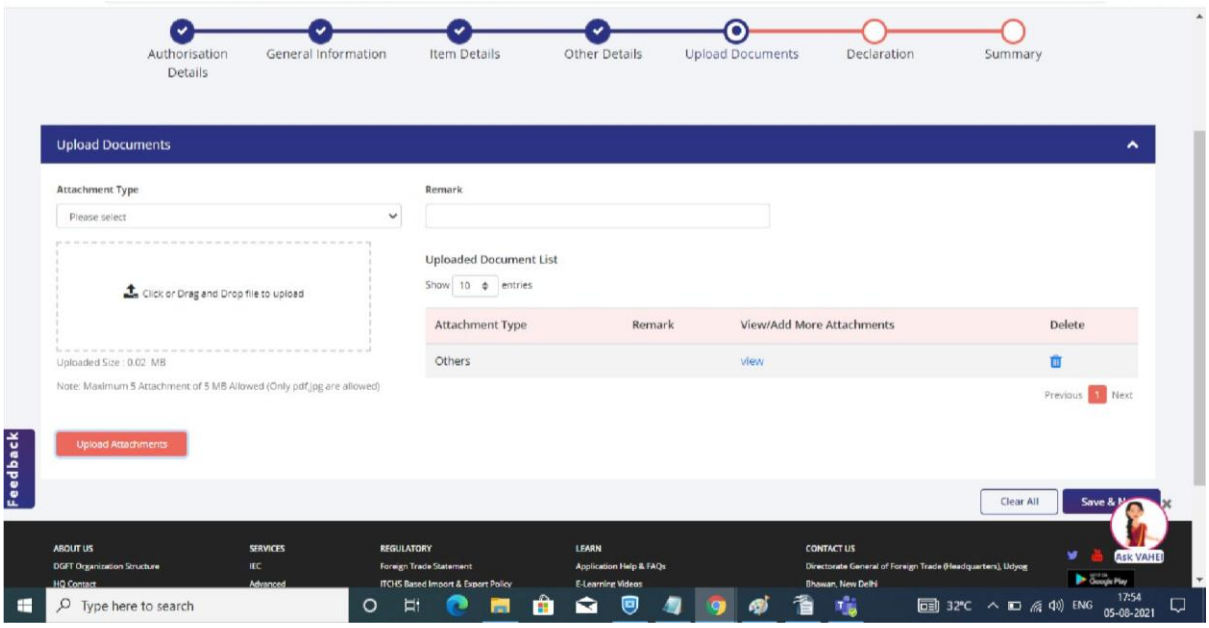
9. Click on save and next button to reach other details page. In these details related to bill of entry will be auto-populated based on the details are present. Click on the Save and Next button to reach the attachment screen.



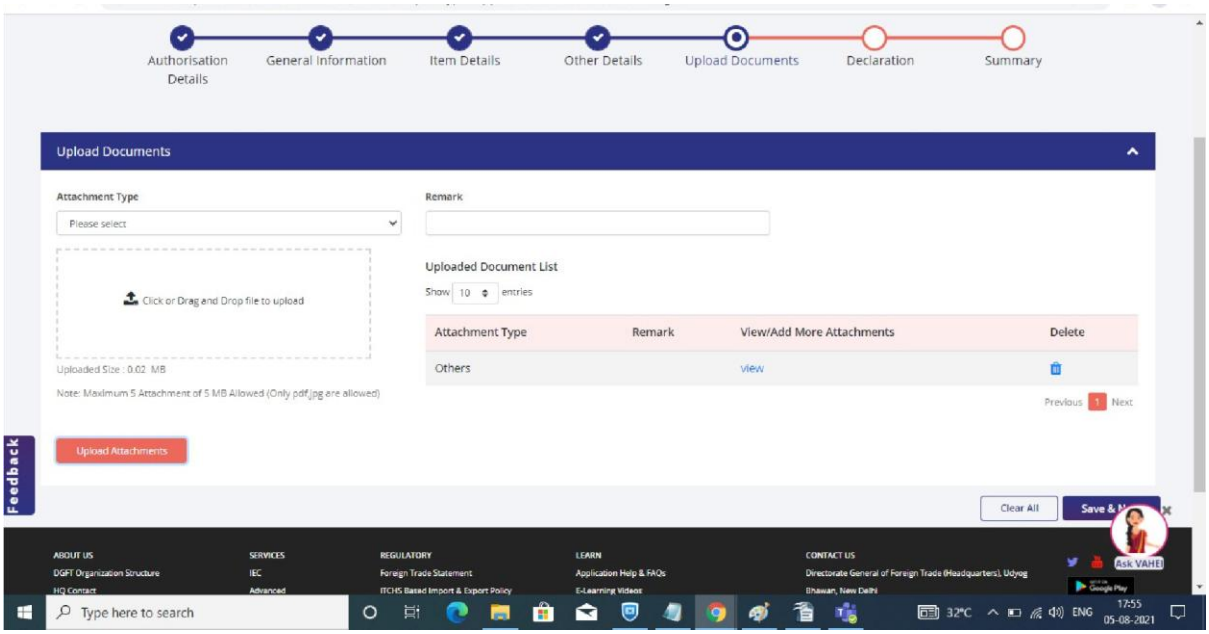
10. In 'Upload Documents' page attach all the required documents with remarks. It is mandatory to attach the supporting documents for post reporting.

    Note: user can attach maximum of 5 attachments of same type.

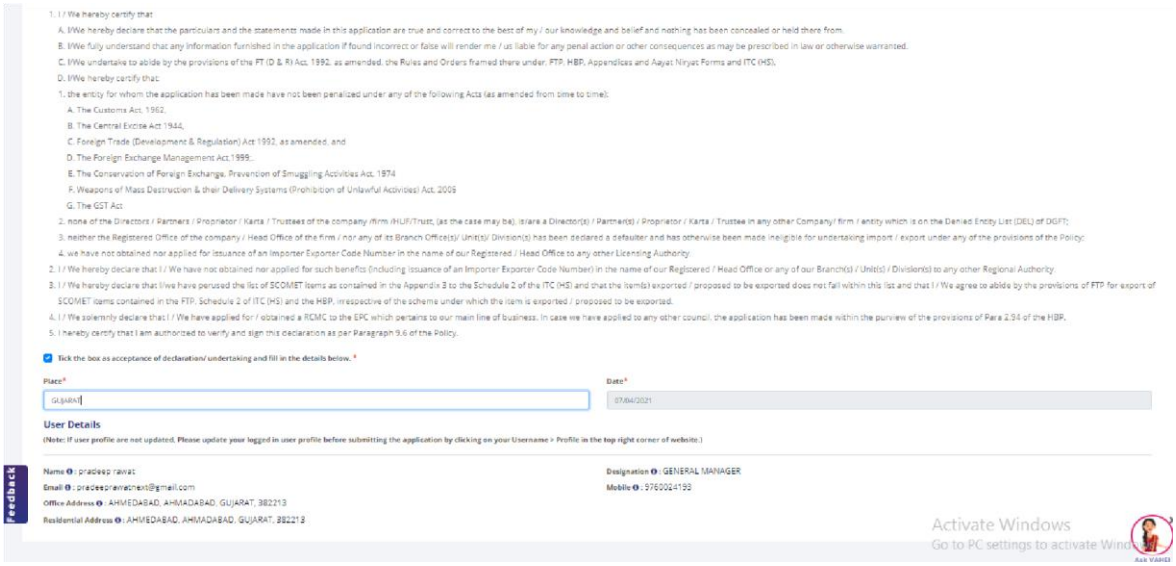




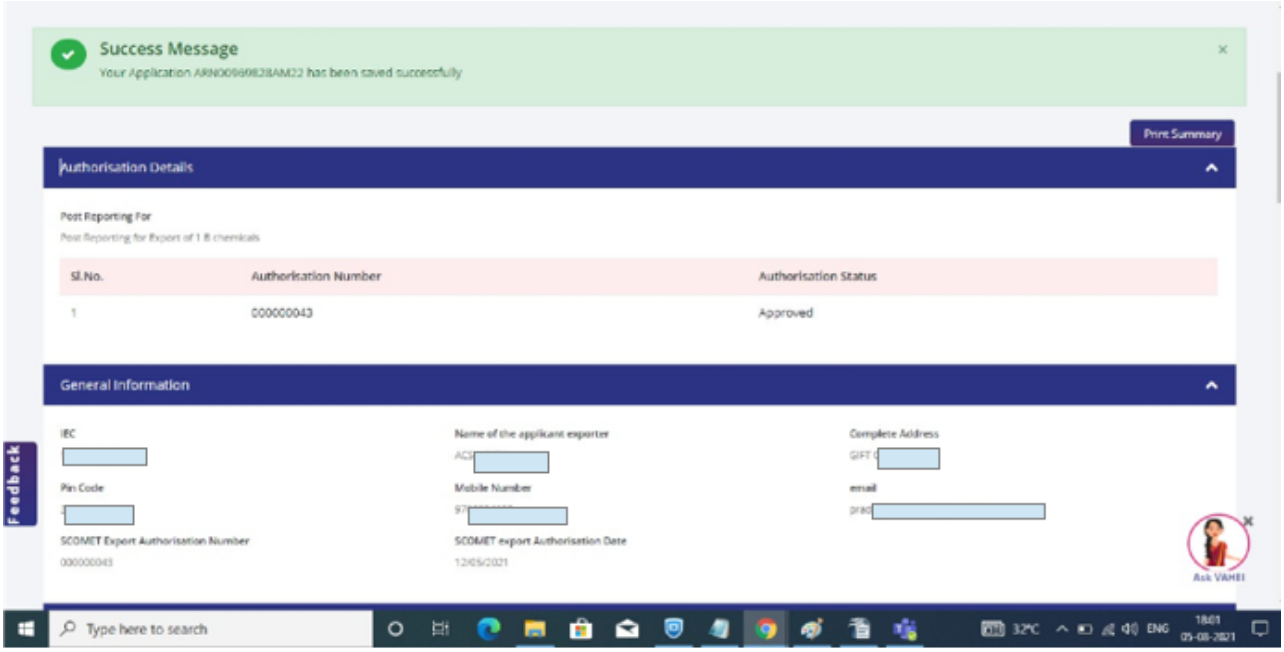
11. After uploading the documents by clicking the upload attachment button, click on save and next button to reach declaration page.



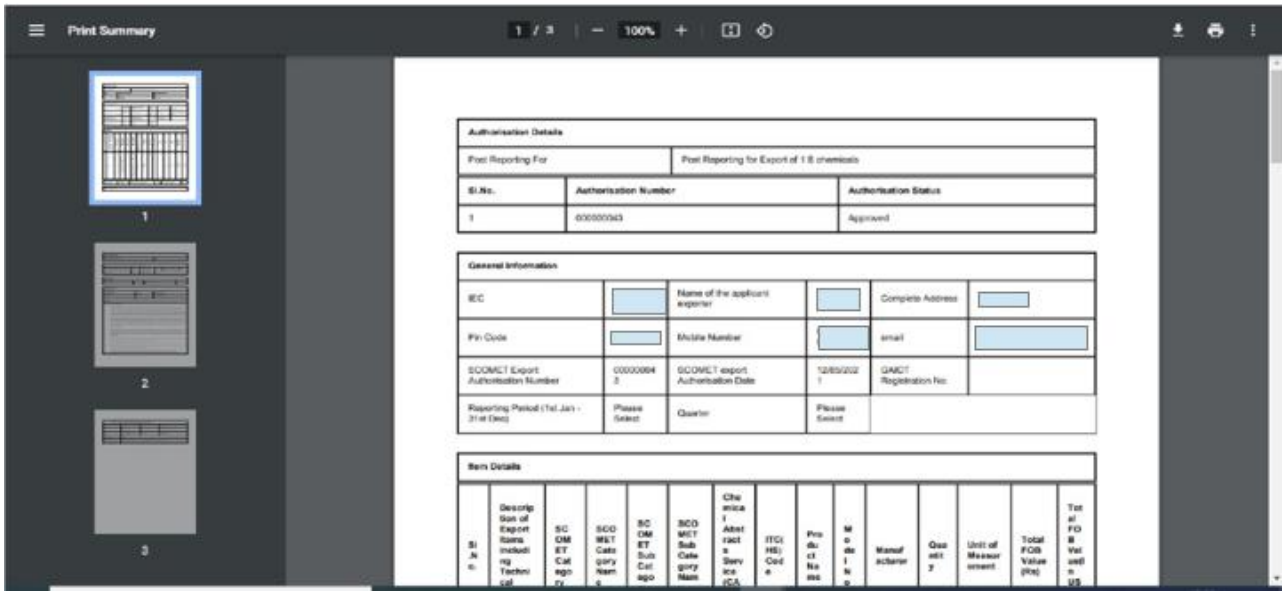
12. On declaration screen, user will select terms and conditions check box to accept it. User can update “Place” field if required and then click on “Save and Next” button.



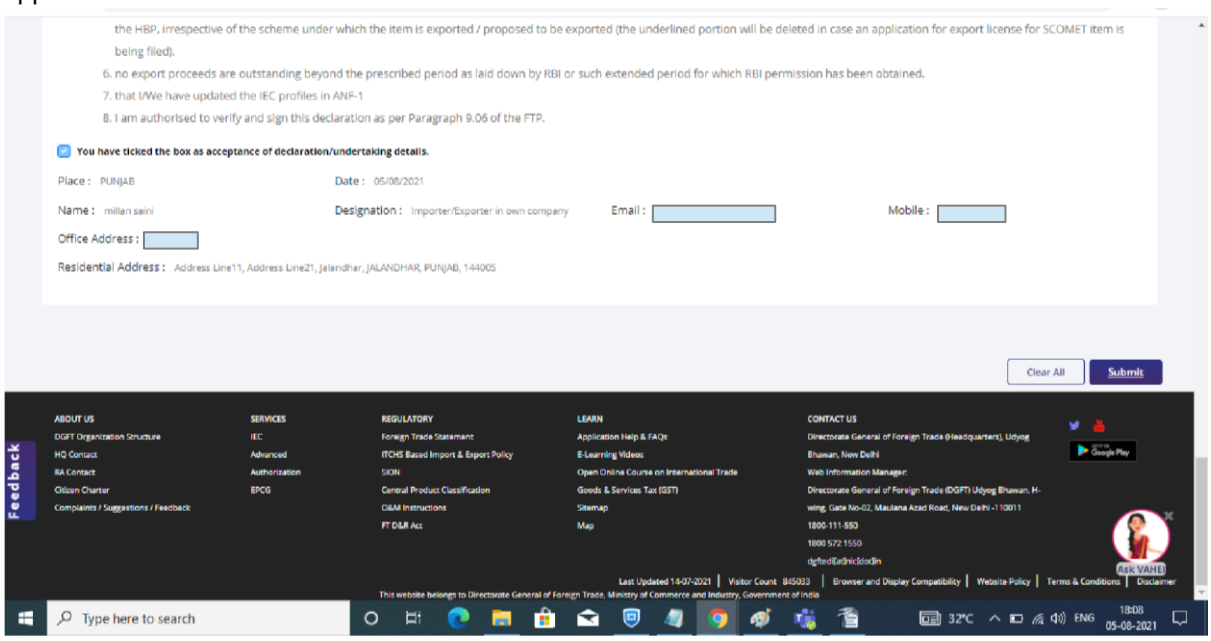
13. Details entered by the user will be Saved, Draft of the application will be created, and user willreach to **Application Summary** screen.

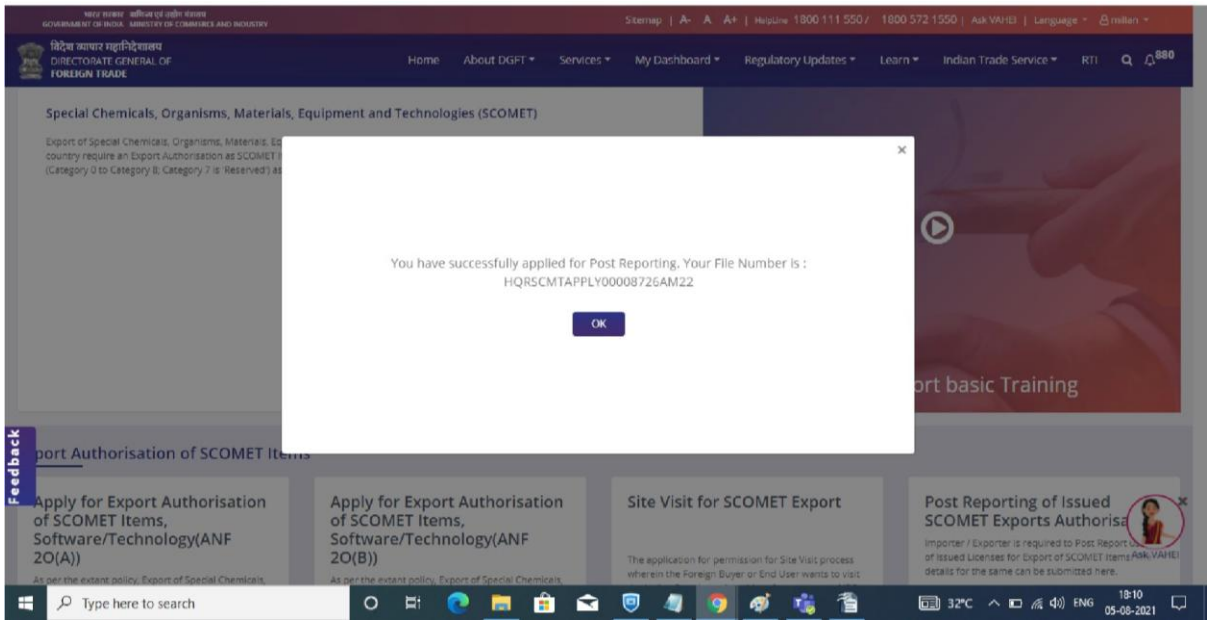


14. Click on print button present in the summary page to print the application summary.



15. In the application summary screen, click on proceed with sign and Submit button to submit the application.




Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Special Chemicals, Organisms, Materials, Equipment and Technologies (SCOMET)
You have successfully applied for Post Reporting. Your File Number is :
HQRSCMTAPPLY00008726AM22
OK
Apply for Export Authorisation of SCOMET Items, Software/Technology(ANF 2O(A))
Apply for Export Authorisation of SCOMET Items, Software/Technology(ANF 2O(B))
Site Visit for SCOMET Export
Post Reporting of Issued SCOMET Exports Authorisa
Feedback
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ENG
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05-08-2021

12. Actions that can be performed on the submitted application

To perform actions on the Submitted restricted exports application on the DGFT portal you would require:

Pre-requisites:

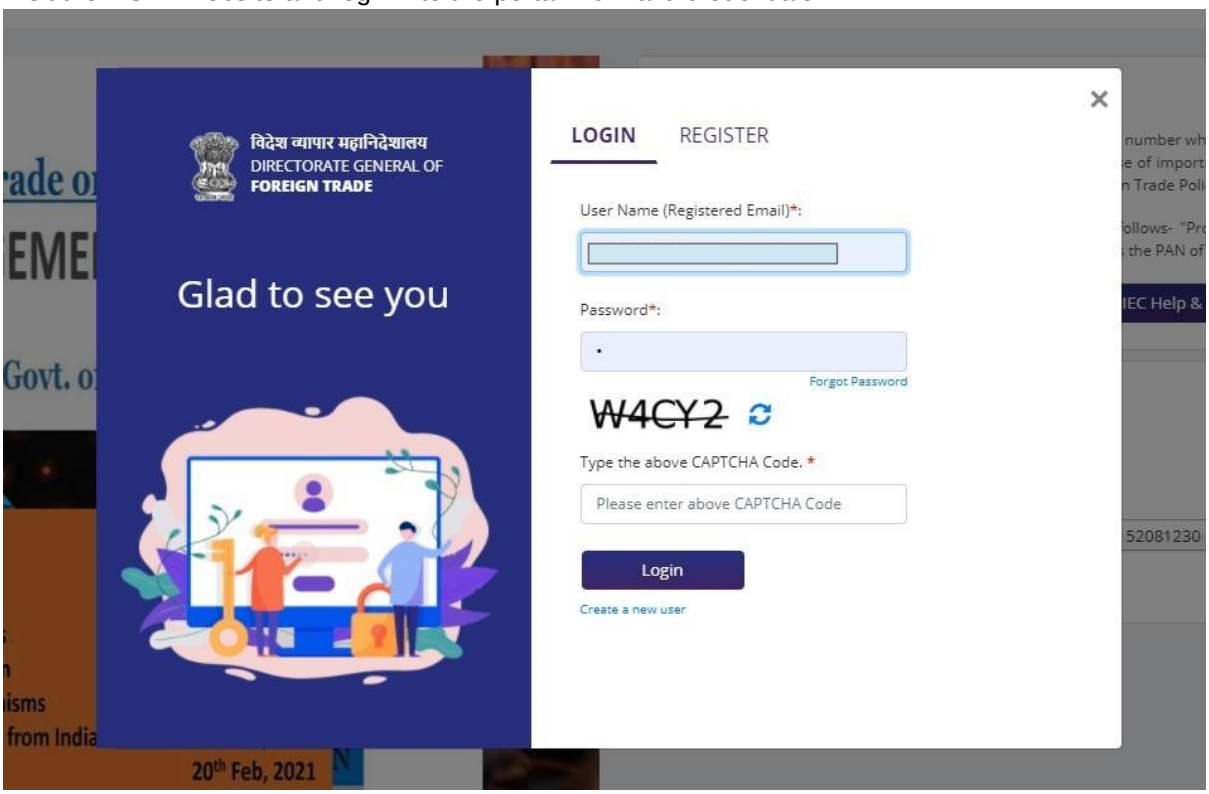
a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

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

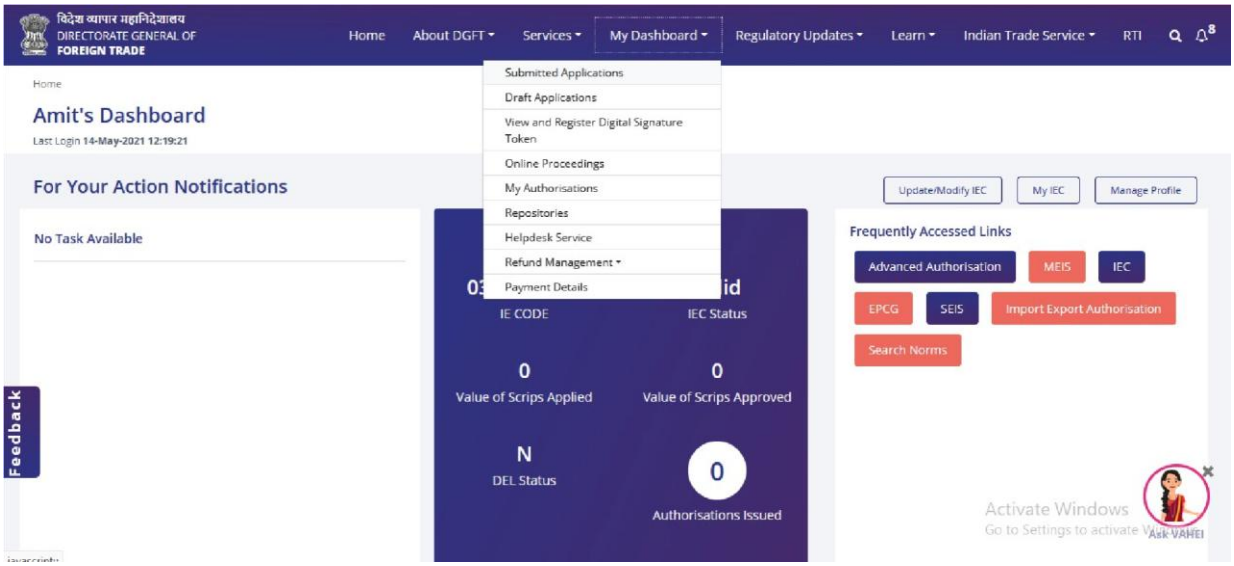
c) Submitted restricted exports application

Then proceed with the following steps:

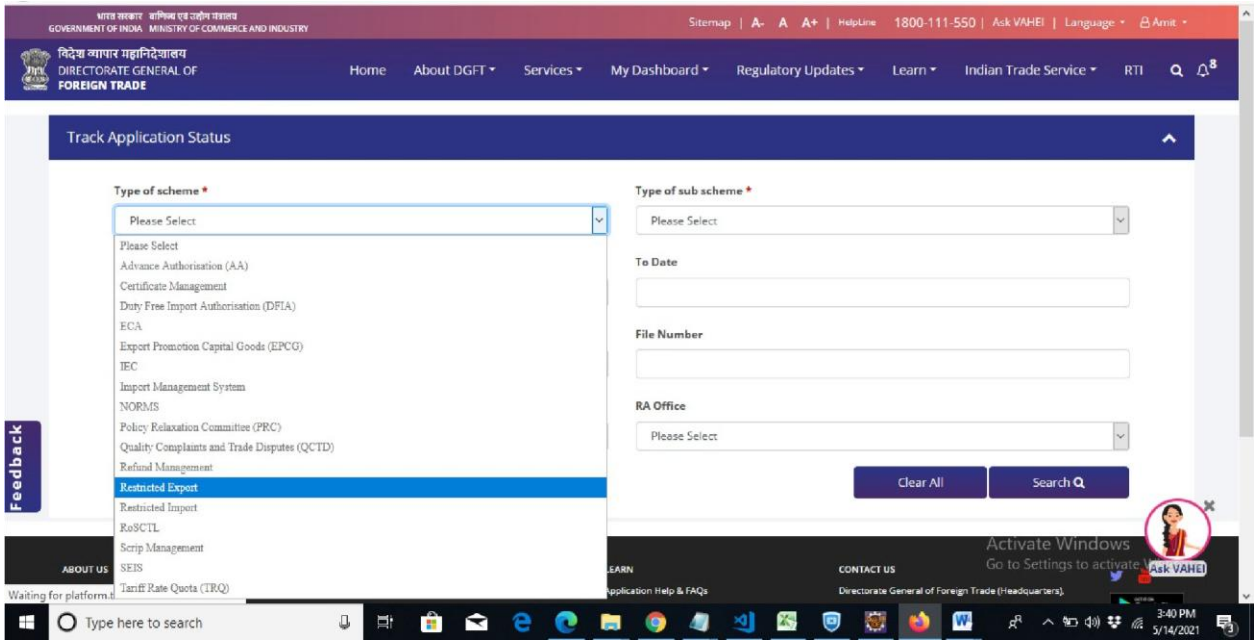
1. Visit the DGFT website and login into the portal with valid credentials.



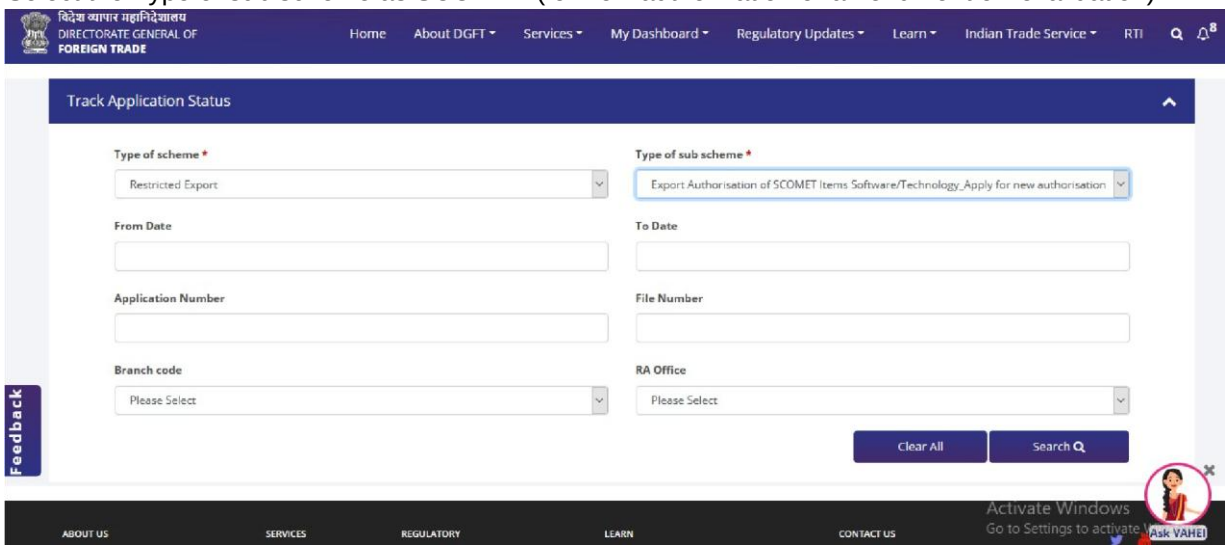
2. Navigate to **My Dashboard > submitted application**


विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Submitted Applications
Draft Applications
View and Register Digital Signature Token
Online Proceedings
My Authorisations
Repositories
Helpdesk Service
Refund Management
Payment Details
Home
Amit's Dashboard
Last Login 14-May-2021 12:19:21
For Your Action Notifications
No Task Available
IE CODE
IEC Status
0
Value of Scrips Applied
0
Value of Scrips Approved
N
DEL Status
0
Authorisations Issued
Update/Modify IEC
My IEC
Manage Profile
Frequently Accessed Links
Advanced Authorisation
MEIS
IEC
EPCG
SEIS
Import Export Authorisation
Search Norms
Feedback
Activate Windows
Ask VAHEI

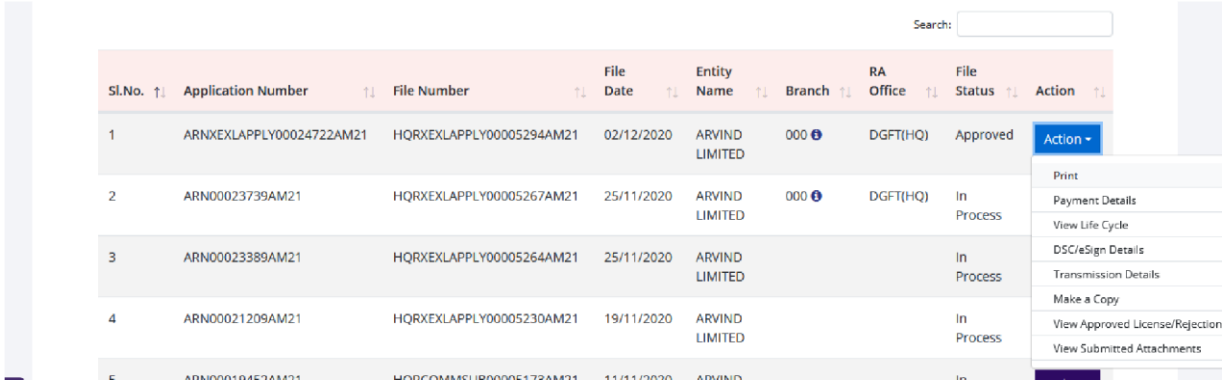
3. Select the Type of scheme as Restricted export



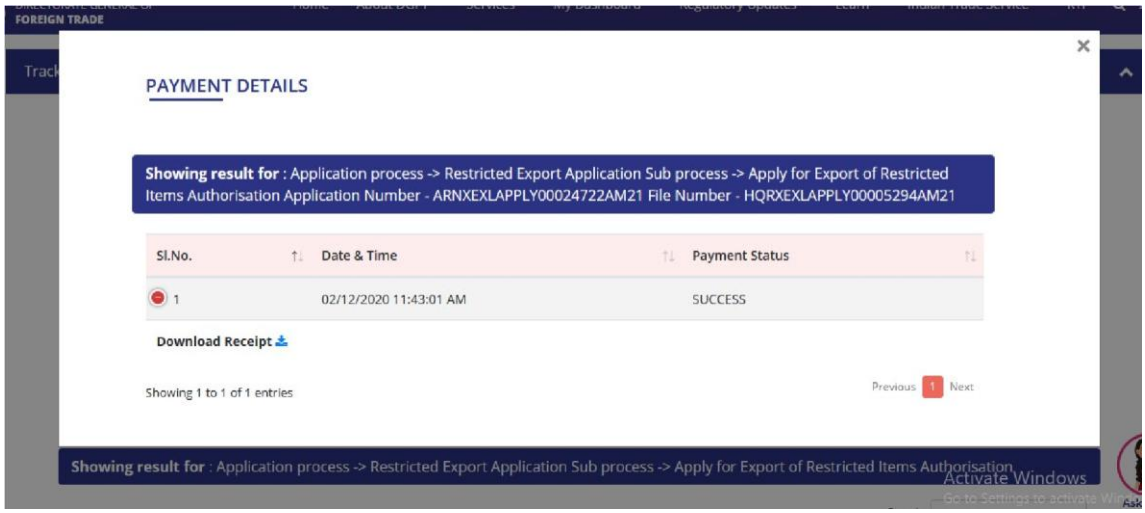
4. Select the Type of sub scheme as SCOMET (for new authorization or amendment or revalidation)



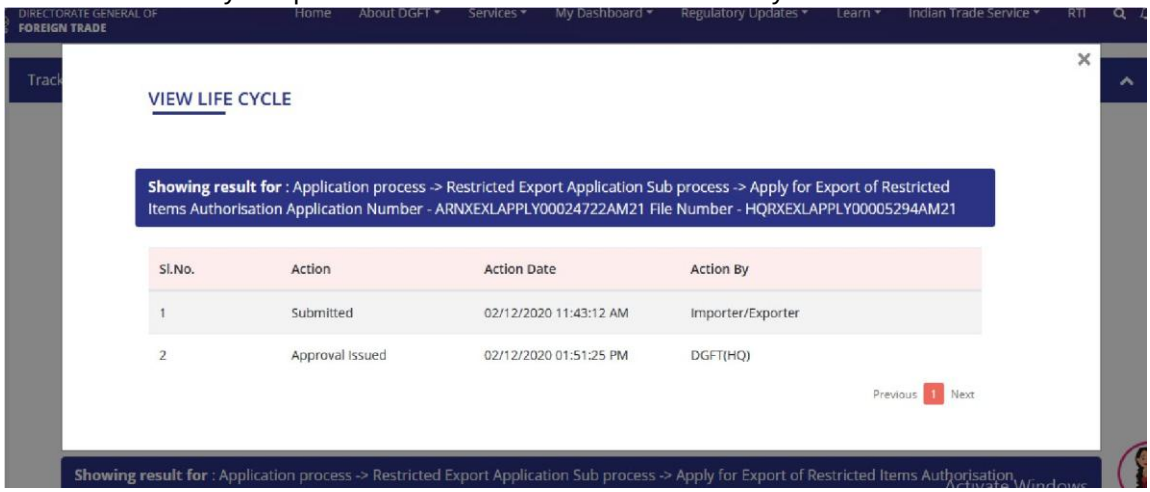
5. In the search result click on the action button of a desired file.



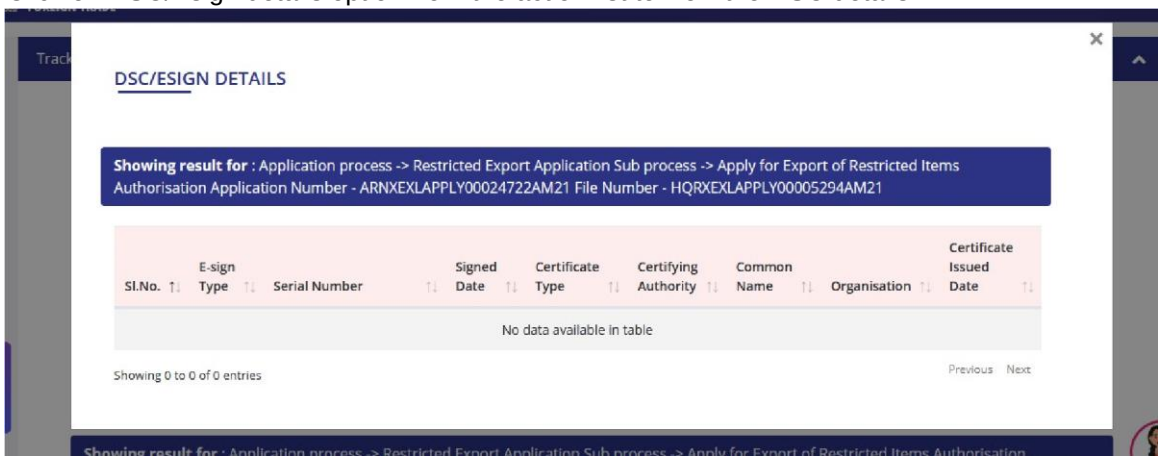
6. Now click on Payment details button to view the payment details



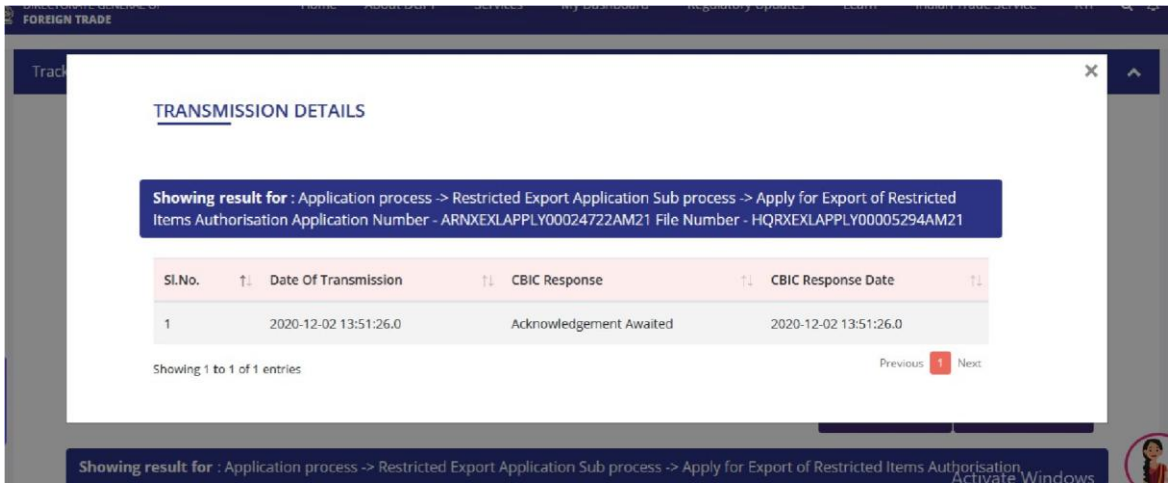
7. Click on view life cycle option from the action list to view the life cycle



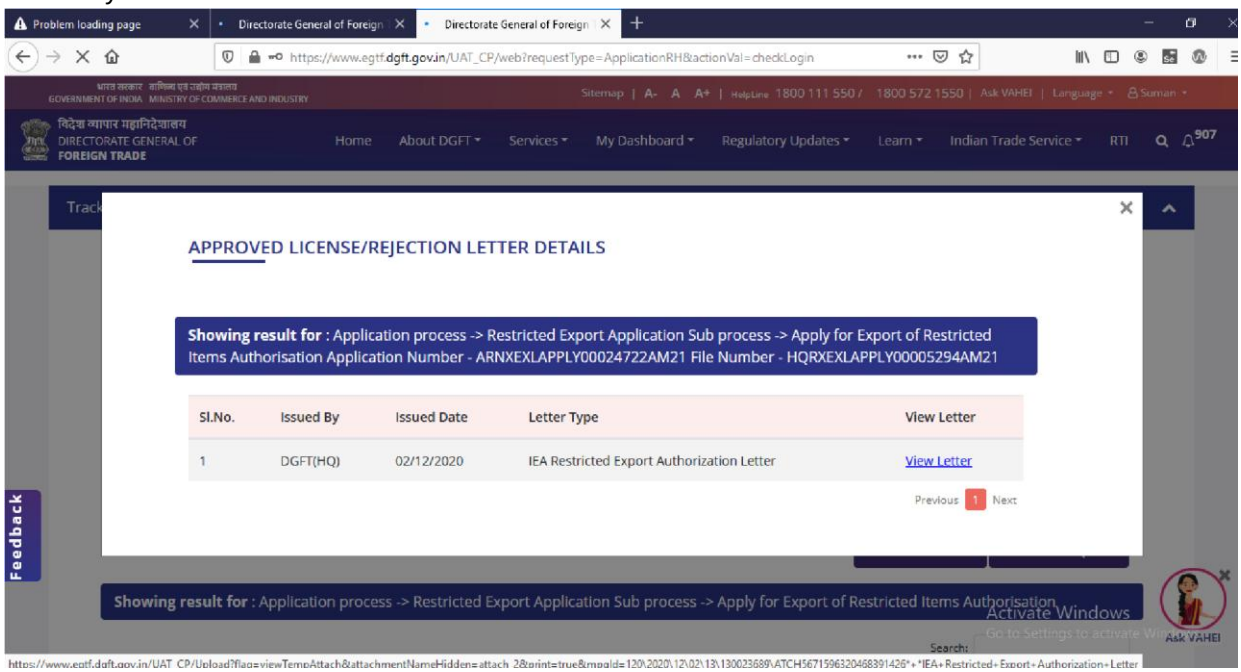
8. Click on DSC/Esign details option from the action list to view the DSC details



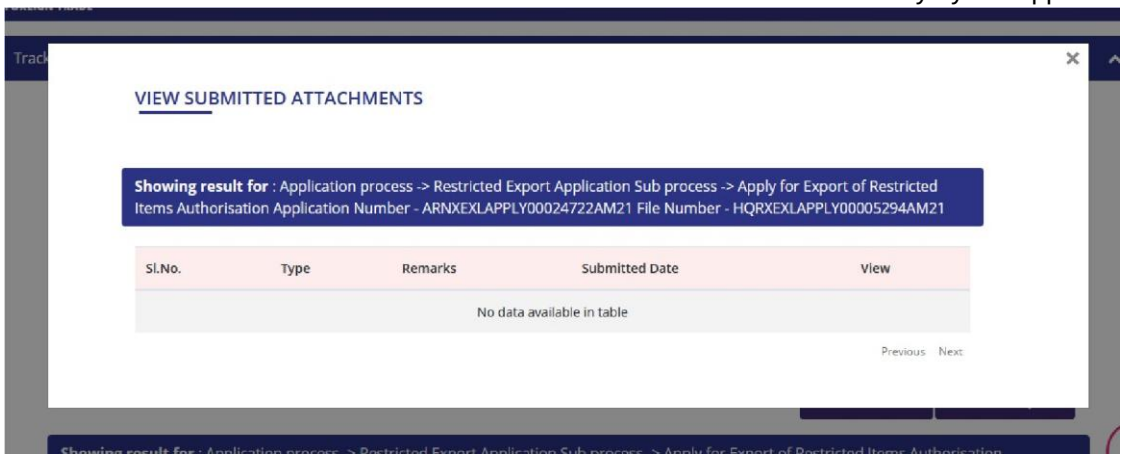
9. Click on the transmission details option from the action list to view the transmission details



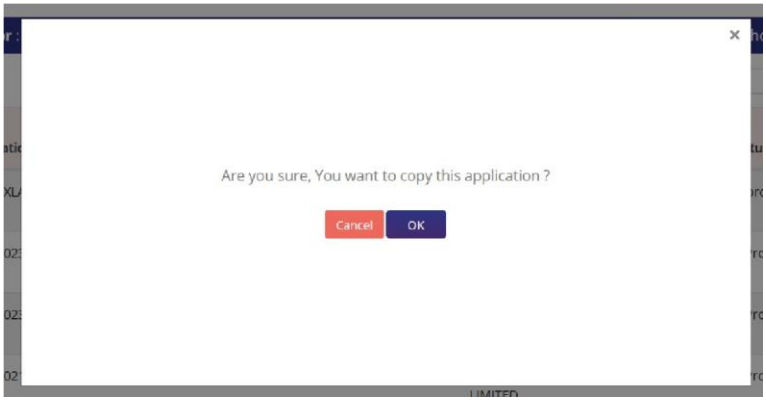
10. View approval/rejection letters from the action list and click on view letter hyper link to view the letters issued by the DGFT officer

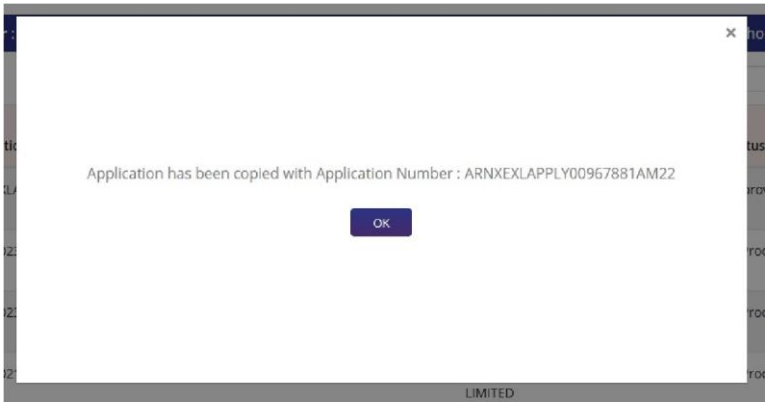


11. Click on view submitted attachment to view the attachments submitted already by the applicant.



12. Click on make a copy from the action list to copy the application and proceed with it from draft list mentioned in section 4





13. Click on print option to view and print the submitted application

