

Revamping of Directorate General of Foreign Trade IT System

Export Promotion Capital Goods (EPCG) Scheme User Manual for Exporters Version 4.0

https://www.dgft.gov.in

June 2025

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1. Introduction and Accessing DGFT Portal

This document covers the EPCG functionalities available to exporters on DGFT Website (https://www.dgft.gov.in).

The website is accessible over internet and compatible with latest version of most popular browsers. The recommended browser is Google Chrome / Microsoft Edge and best viewed in 1366 x 768 resolution.

Users are advised to refer to the latest help manual available under **Learn > Application Help & FAQs** in the DGFT Portal (https://www.dgft.gov.in/CP/?opt=application-help).

For accessing the EPCG module on the website follow below navigation:

- a) Navigate to https://www.dgft.gov.in
- b) Click on **Services >> EPCG** (https://www.dgft.gov.in/CP/?opt=epcg).

2. Helpdesk Services

In case of any concerns, you may call the DGFT Toll Free Number(s) published on DGFT website or raise a ticket post login from **Services > DGFT Helpdesk Service**.

3. Login to the Portal

To login on DGFT website, you would require working email address linked to your Importer Exporter Code (IEC).

Please refer to the help available under **Application Help & FAQs** on how to register on the website and apply for IEC / link your IEC to your logged in email address.

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4. EPCG Functionalities available on DGFT Website

The following functionalities are available on EPCG website for Exporters.

#	Functionality
1.	Apply for EPCG (ANF-5A)
2.	Amendment of Fields for EPCG Authorization
3.	Invalidation / Certificate of Supplies of EPCG Authorization
4.	Clubbing of EPCG Authorization (ANF-5C)
5.	Closure of EPCG / Post Export EPCG
6.	Installation Certificate
7.	Apply for EO / Block Extension
8.	License Status at Customs
9.	Authorization Transmission Details from DGFT
10.	Manual EODC Status Update
11.	Transfer of Authorization
12.	Annual Reporting of EO Fulfilment

We will be covering the above functionalities in detail now.

4.1. Apply for EPCG (ANF-5A)

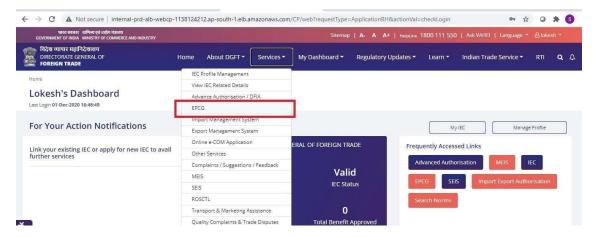
This section covers the process of applying for the EPCG file number.

Pre-conditions for applying for EPCG

- The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
- E-Sign and DSC are enabled for submission.
- You must be logged into the DGFT customer portal and authorized to draft and submit applications.

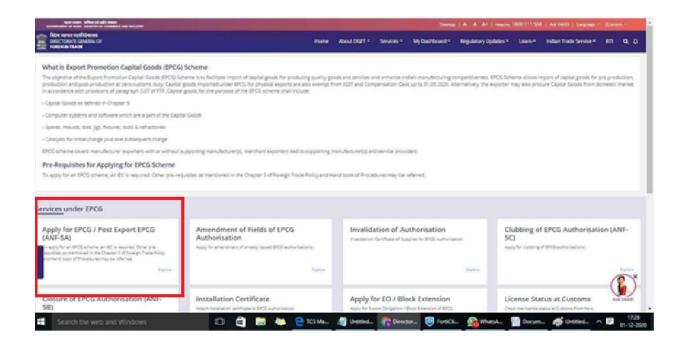
Steps to apply EPCG application

Login to the portal with the valid credential and click on "service" menu and select "EPCG"

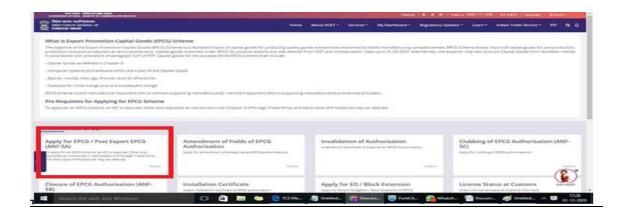


Upon click "EPCG", screen will display user to user for apply EPCG

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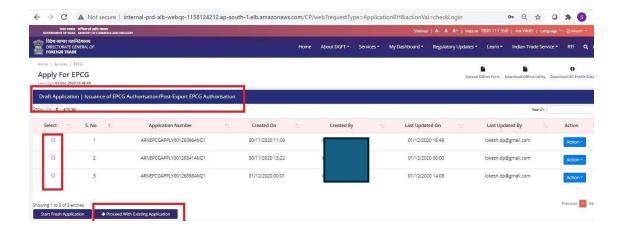


• User select the "Apply for EPCG/Post export EPCG (ANF-5A)" by clicking the tile.

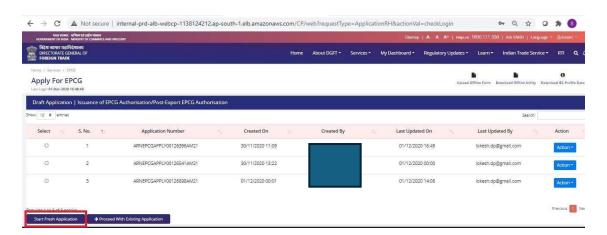


- User can apply two ways, proceed with draft application or with fresh application.
- If the user wants to proceed with the Draft application, user select the draft application number from the table and click on "Proceed with Exiting application"

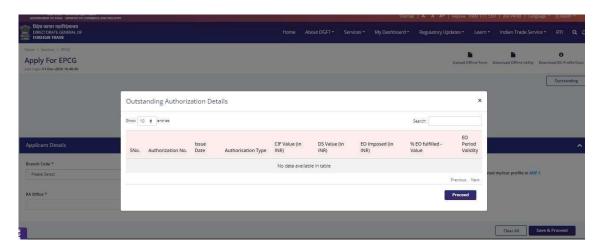
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• If the user wants to proceed with new application then click on "Start Fresh Application"

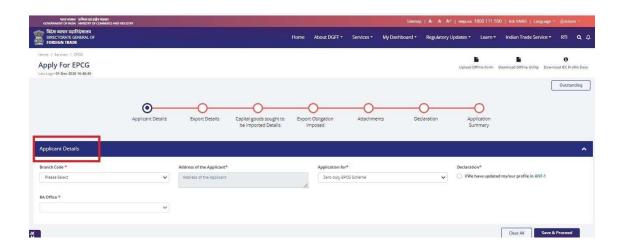


• Upon click "Start fresh application" list of outstanding authorization will display. This screen is for information purposes only. User close the screen and proceed for filing the application.

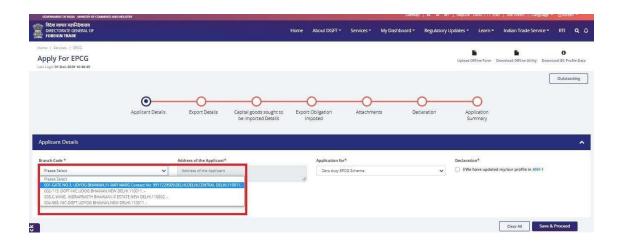


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• Applicant Details screen will display: User update the applicant details and click on "Save and proceed"

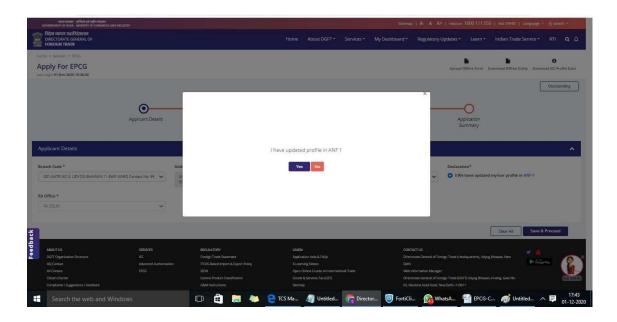


• User select the Branch code from the drop down list then address of the applicant is auto populated.

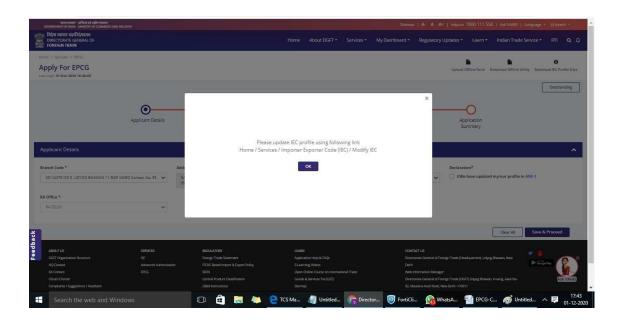


• If the user select the declaration, a dialog box is displayed for the confirmation that user has updated profile in ANF- F

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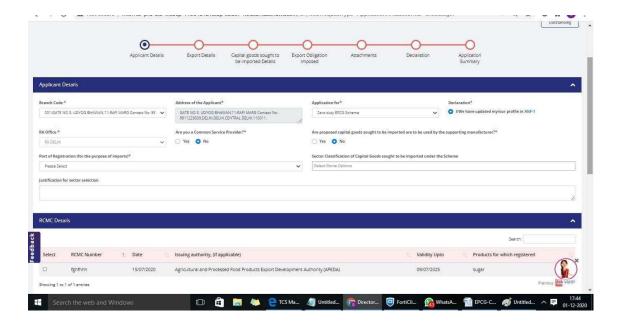
• If the user selects "NO" then system display a popup that user need to update his IEC profile and the navigate in customer portal for the same.



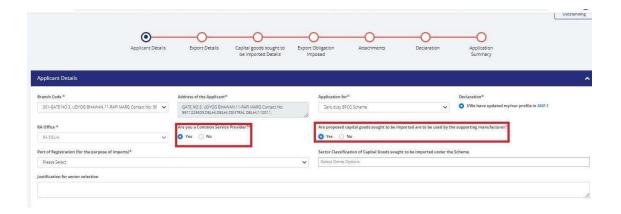
- If selects "YES" for the confirmation on the IEC profile update, then the other section of the applicant details page are displayed.
- RA office name is auto populate based on the address of the selected branch code.
- User select the port of registration from the drop down list which shows the EDI/ NON EDI ports.

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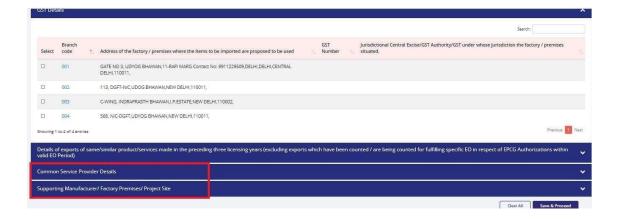
• In case user select the anything in sector classification then the justification for the sectors classification has be provided mandatory.



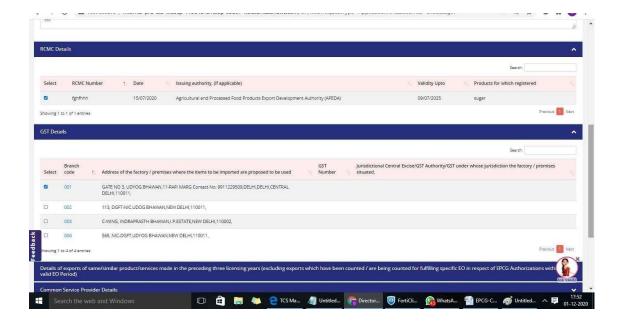
In case the user selects the value for "Are you a Common Service Provider" YES, Are proposed
capital goods sought to be imported are to be used by the supporting manufacturer? "YES" than
user has to provide details for two additional sections namely "Common service provider details"
and "Supporting Manufacturer/ Factory Premises/ Project Site"



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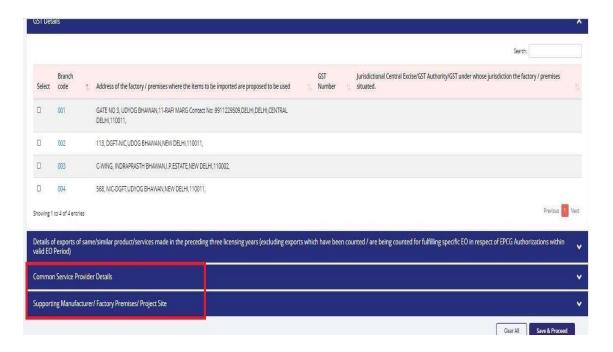


• **RCMC Details**: User selects one or more RCMC details for the EPCG licenses. The list will be populated from the IEC profile of the IEC holders. Only the valid RCMC details will be show here.

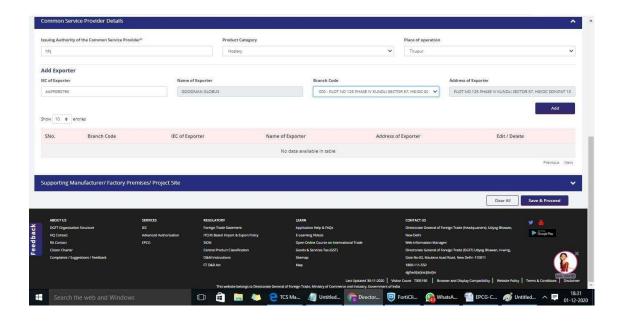


 GST Details: A GST details of the IEC holder is display from the IEC profile. User can select one/ more GST details from the list.

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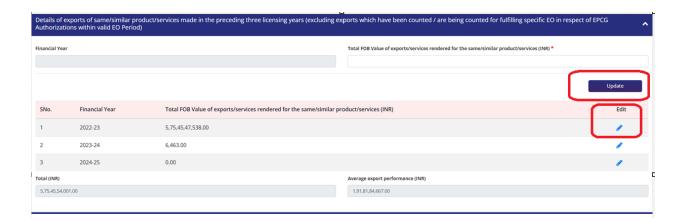


- **Common Service provide:** User has to capture minimum 6 different details where the firm is a common service provider. AA can belong to same product category or different.
 - Product category is selected from the list of the value in the drop down.
 - ➤ Based on the selection of the product category the place of the operation drop down value is filtered. User can select any of them.
 - Name of the exporter is auto populated once the IEC of exporter is provided.
 - Address of Exporter is auto populated once the branch code is selected.

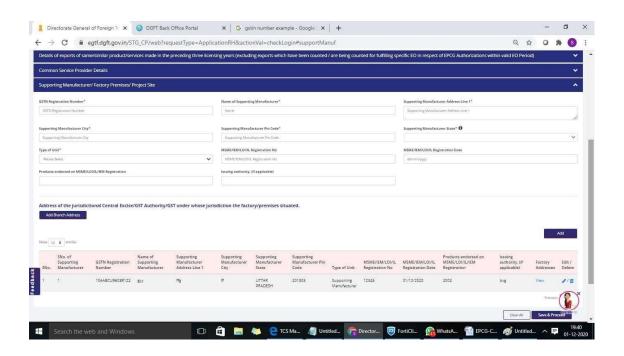


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• Details of exports of same/similar product/services made in the preceding three licensing years: User update the export details made in the preceding three licensing year by click on "edit" button and update the FOB value the click on "Update"



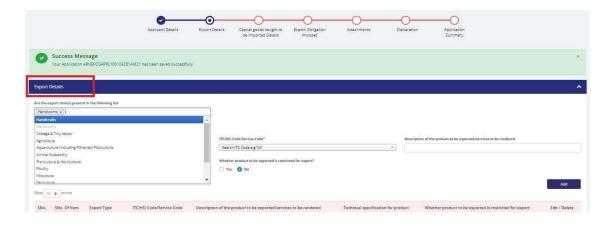
• Supporting Manufacturer/ Factory Premises/ Project Site: User update the details and click on "ADD" button.



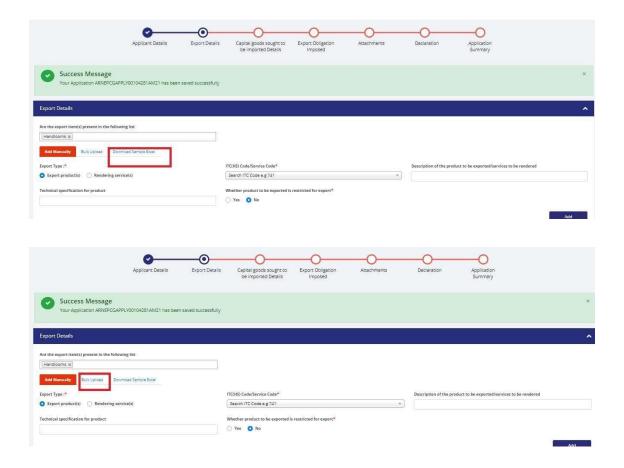
Export details Tab:

 User select the One/ many value for the export items present in the following lists from the drop down.

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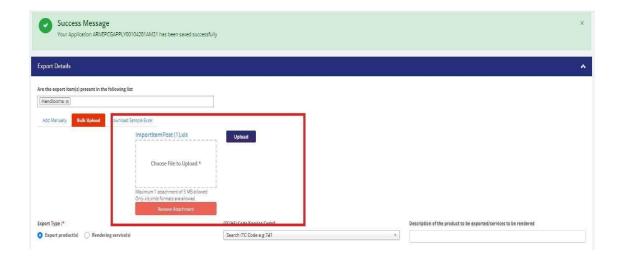


- User can capture the export details in two ways.
 - Bulk upload- User can download the template by clicking on Download sample excel.
 Select the same and than upload the same via bulk upload.

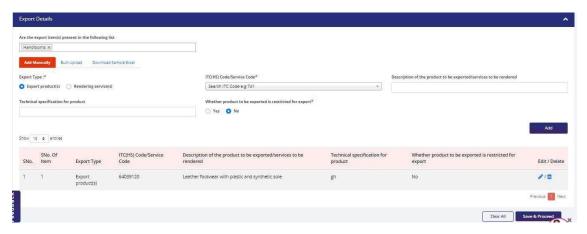


• Click on upload button.

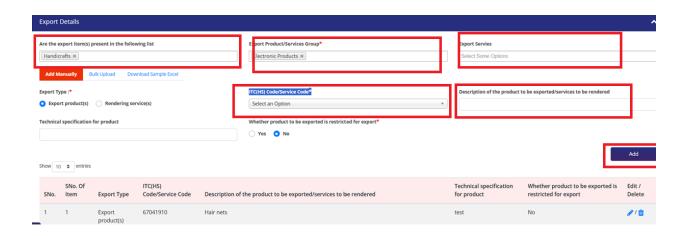
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• Add Manually- User select the export type – Export product/ rendering services.



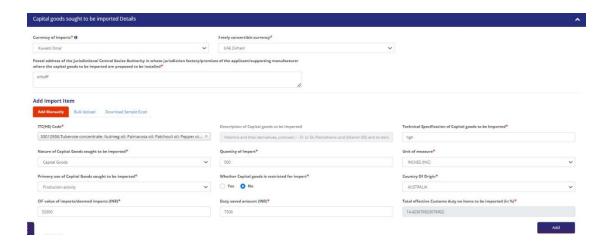
User the update the "Are the export item(s) present in the following list", "Export Product/Services
Group", "Export Servies" "ITC(HS) Code/Service Code" from the dropdown list and click on "Add"
button. Details are added in the export details table below.



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Capital goods sought to be imported Details:

- User select the currency of import from the currency list in the drop down.
- Similarly, freely convertible currency is selected from the drop down list.

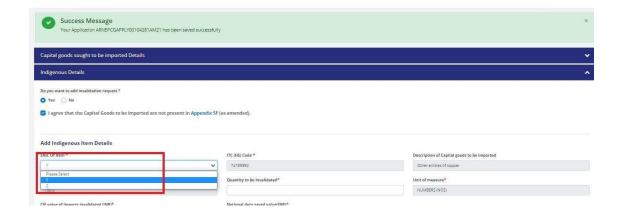


- User update the "Postal address of the jurisdictional Central Excise Authority in whose jurisdiction factory/premises of the applicant/supporting manufacturer where the capital goods to be imported are proposed to be installed"
- User update the following details and click on "ADD" button. Data will display in the table.
 - > ITC(HS) Code*- select from the list
 - Description of Capital goods to be Imported- auto update
 - Unit of measure*- select from the drop down list
 - Primary use of Capital Goods sought to be imported*- select from the drop down list
 - Whether Capital goods is restricted for import*- select YES/ NO
 - Country Of Origin*- select from the drop down list
 - ➤ CIF value of imports/deemed imports (INR)*- update the value
 - > Duty saved amount (INR)*- update the value
 - ➤ Total effective Customs duty on items to be imported (in %)*- auto populate
- Bulk upload- User can download the template excel, capture all the details of the import item then upload the same. Deatsil will be added in the import table below.

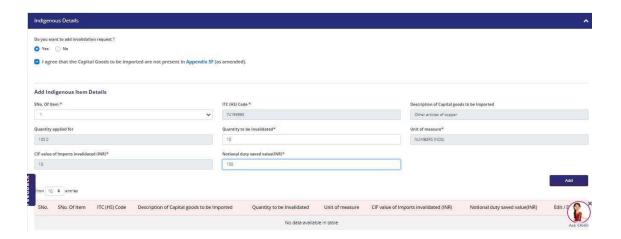
Indigenous Details:

- In case importer/ exporter select "YES" for do you want to add invalidation request option then user has to update the indigenous item details.
- User select the item serial number of the import item. Based on the ITCHS code description and UOM auto populate.
- User declare the quantity to be invalidated which should be lesser than the qty. to be imported.

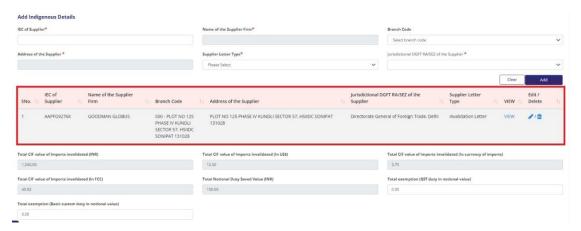
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 Once all the details are capture, user click on "Add" button, upon add item details are added in the table.



• User provide the details for the indigenous supplier details and click on "ADD" button, the supplier details will populate in the table below.



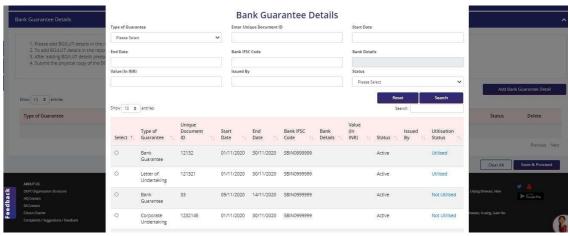
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Bank guarantee details: For Indigenous details user has to mandatory provide the bank guarantee details.

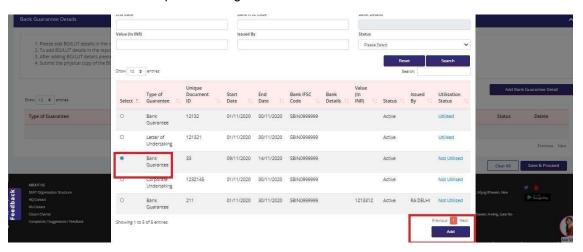
• User click on Add bank guarantee details button



 Bank guarantee details screen is displayed, user can search the bank guarantee details present in the repository.

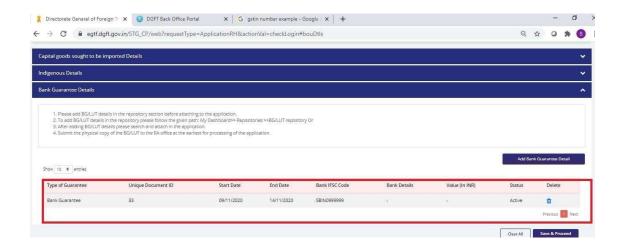


• User select the required bank guarantee and click on "ADD" button.



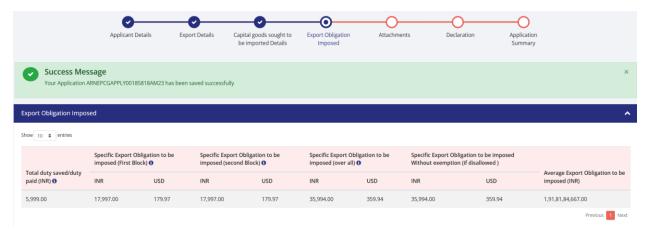
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• Bank Guarantee is added and displayed in the grid. User click on save & proceed button.



Export Obligation imposed:

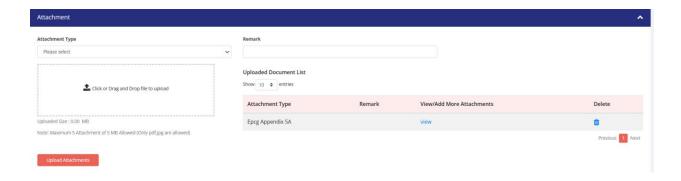
• Export obligation tab automatically update on the basis of data provided by the user. This is for the information purpose of the user.



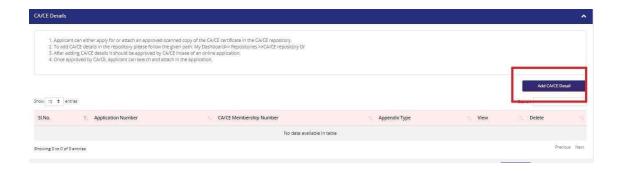
Attachment screen:

- Attachment screen has two section 1. Attachment 2. CA/CE details.
- Attachment User provide the necessary attachment and upload the data.

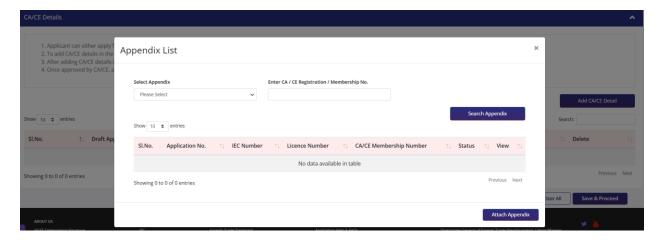
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• CA/CE details- User click on CA/CE details button.

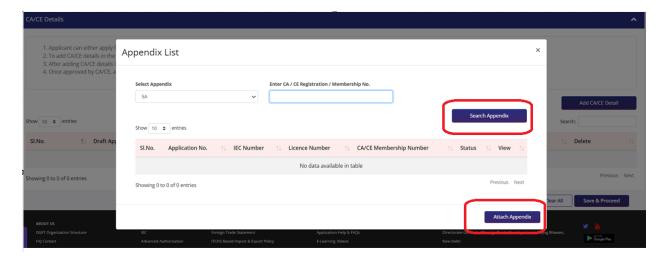


Appendix list uploaded in the CA/CE repository by the user displayed.

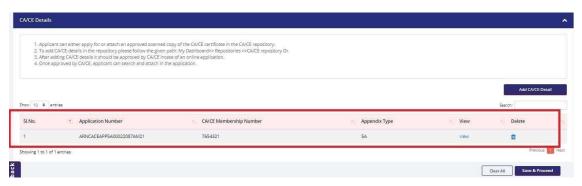


• User select the one/ more appendixes from the list and click on attached appendix.

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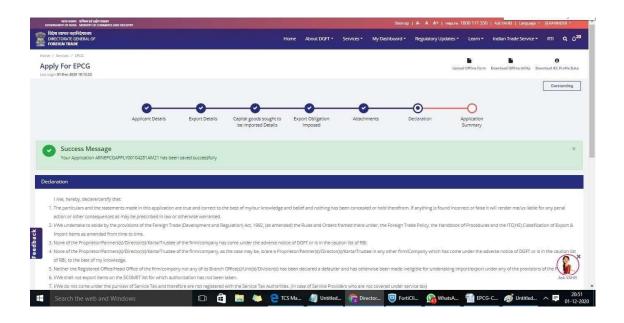


Appendix is added into the grid.



Declaration Tab:

All the declaration points show to the user.



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• User select the check box, the user details are populated below the declaration. User click on save and next to move to next page.

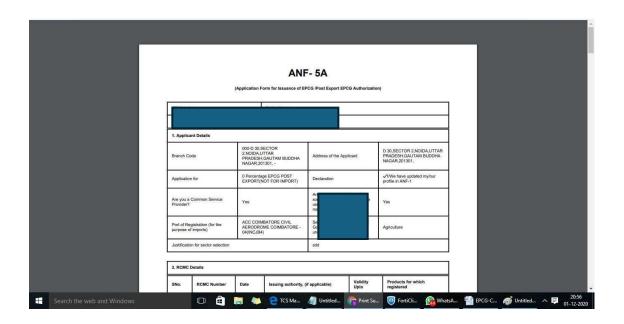


Application summary page:

• User can print the summary in PDF format by clicking on the "Print summary" button.



Sample – print summary PDF



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Exponent or service rendered.

LiWe undertake to submit a self-certified copy of Drug Manufacturing Licences in case of export of Pharmaceucical Product(s) within a period of three years from the date of issue of EPCG Authorization falling which the Bank Guarantee/Legal undertaking executed/furnished at the time of devarance of Capital Goods with Customs authorities effectives of DGFT, as the case may be, is liable to be forfeited/invoked and I/Ve would be liable to pay Customs Duty saved amount together with applicable interest thereon from the date of first important to prefer the date of the Foreign Trade Policy.

J. I am authorities to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

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

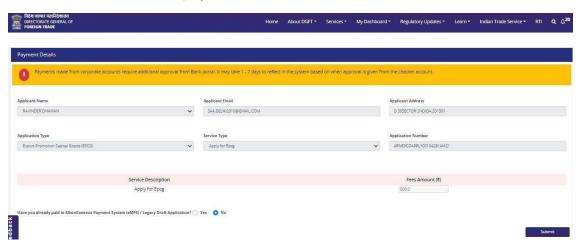
Place: DELH! Dete: DITURE DELHI DETECTION DESCRIPTION DELHICATION DEL

• In the application summary page user digitally sign the application using the DSC or Aadhar.

After sign user click on the payment for EPCG application.

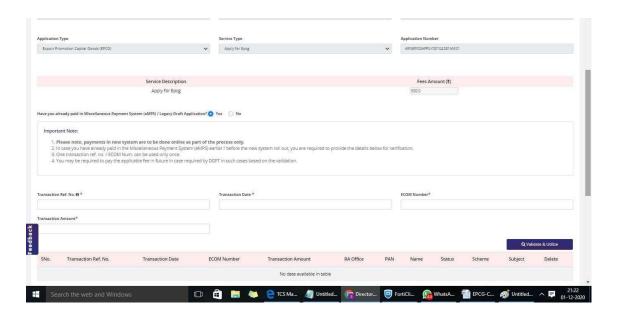


• Payment details screen will displayed to the user where the applicant details, service description, and fee amount is displayed.

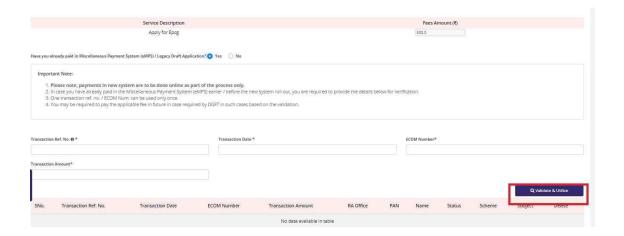


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• In case user select yes for the payment made in legacy system then user has to provide the details of any such payment.

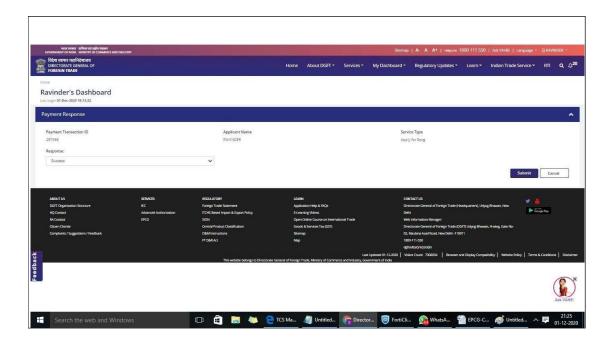


• User click on submit button.

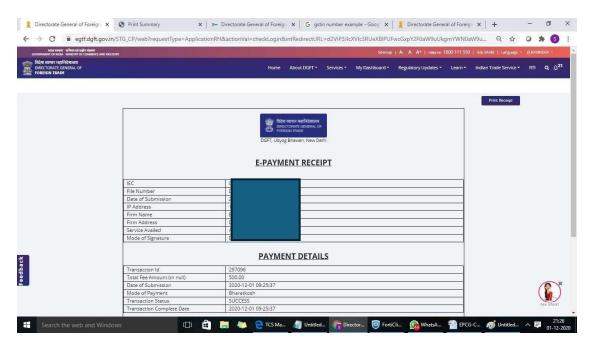


User click on submit button.

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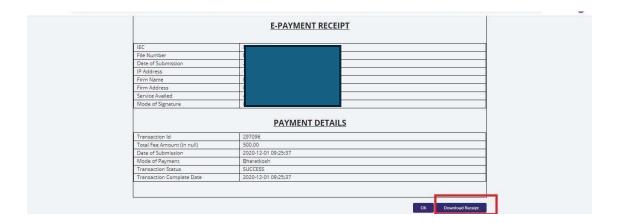


• On Successful payment a payment receipts is generated.

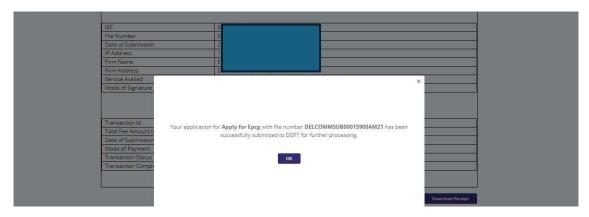


• User can download the payment receipts in PDF format using the download receipts button.

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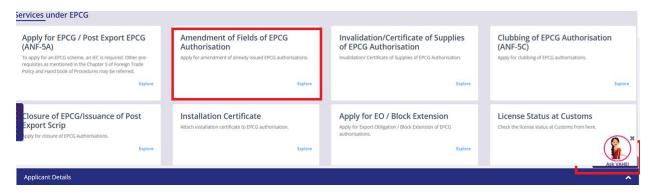


• In clicking ok an acknowledgement message with file number will be displayed.



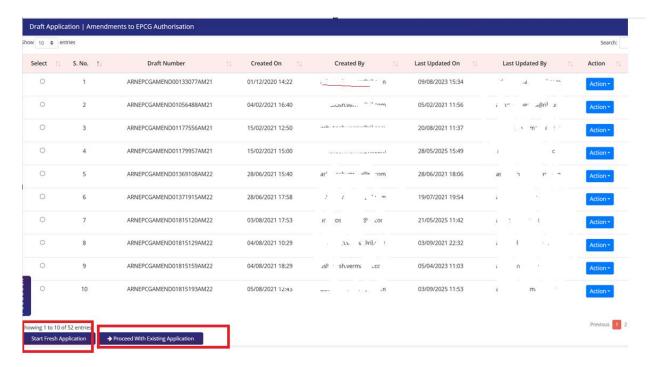
4.2 Amendment of Fields for EPCG Authorization

User Navigates to services >> EPCG>> Amendment of field of EPCG authorization.



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Upon click on "Amendment of field of EPCG authorization" screen will display to the user.



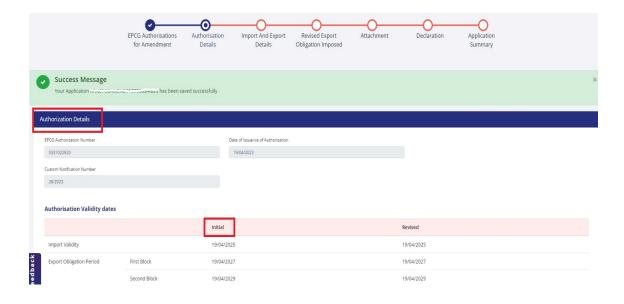
- User can proceed for filing the amendment application either through draft application or start fresh application.
- Upon click the start fresh application, list of EPCG authorization valid for Amendment will show.
- User select the authorization number and click on "Save and proceed"



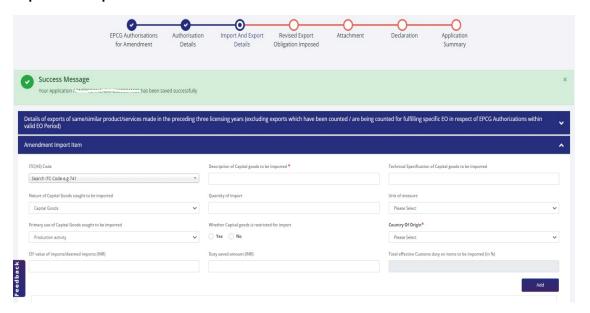
Authorization details screen displayed

- Authorization validity date is shown in a tabular structure basically the initial and revised one (if any). This screen is non editable only for information purpose. User click on "Save and proceed".
- The next tab is Import & Export details

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Import and Export details Tab



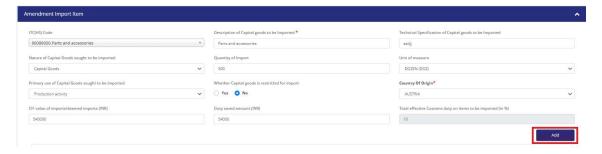
• User can edit the details of exiting import item by clicking on edit item. On edit the details of the item will be populated in the details section. User can modify the editable parameter and click on update button.

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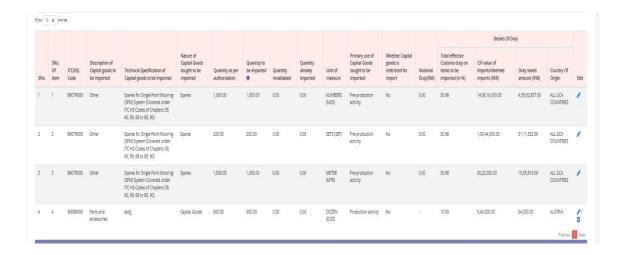


• User can also add new item.

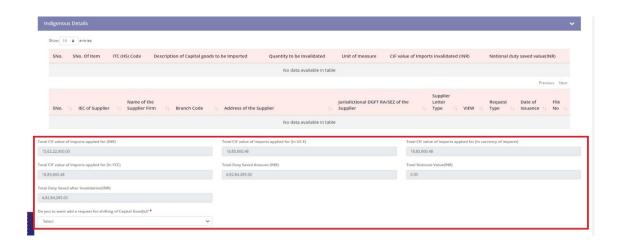


• New item will added in the table.

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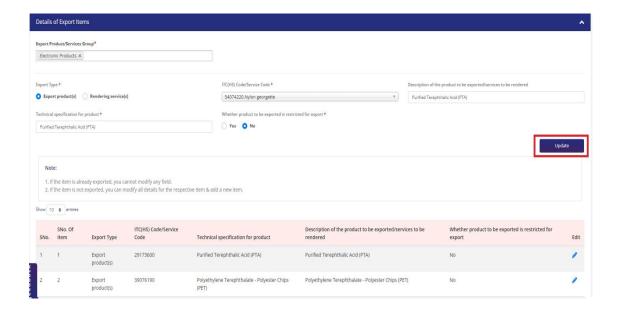


• The revised Total CIF value and duty save value will be updated in the section below.

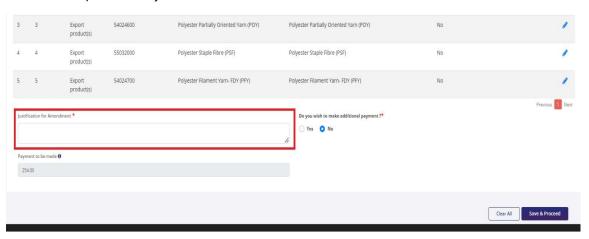


Details of export item- User can either edit the exiting export item or can add the new export item.

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User provide the justification for amendment.

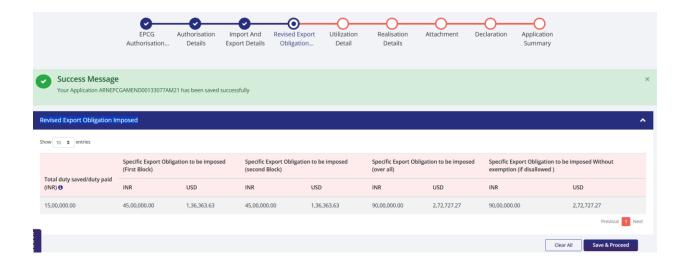


• After provide the justification user click on "Save and proceed" to move the next tab. The next tab will be "Revised Export Obligation Imposed"

Revised Export Obligation Imposed

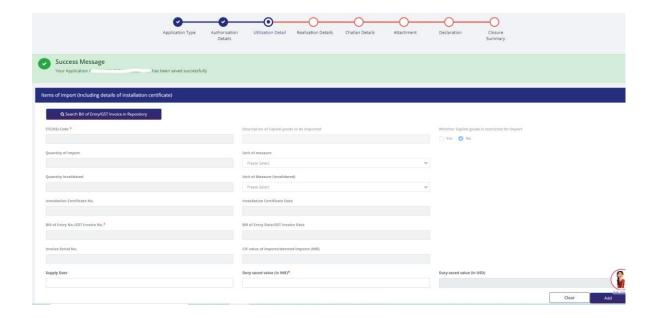
• This screen is non editable and for only information purpose. User after verification click on save and proceed to move to next tab. The next tab is utilization tab.

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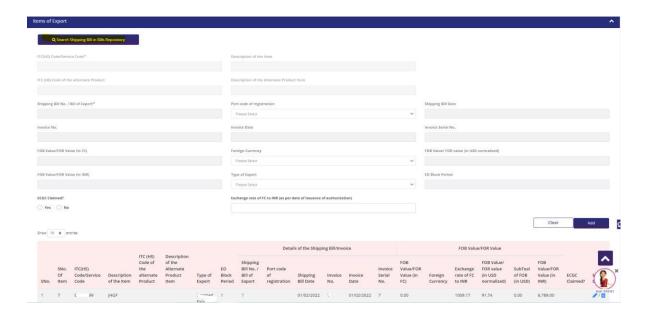
Utilization details Tab

• **Item of Import-** Click on search bill of entry/ GSTN invoices select them all at once for all imported item and click on "Add" button.



• **Item of Export-** Click on "Search Shipping bills in Bills Repository" button, select all the required Shipping bills corresponding to each exported item and click on "Add" button.

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• After update the details user click on Save & proceed" to move to next tab. The next tab is "Realization tab"

Realization Tab:

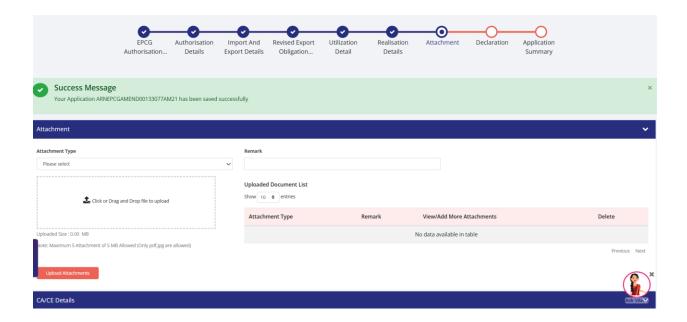
• Click on "Search BRC detail in Repository" button, select all the required BRC corresponding to each exported item and click on "Add" button.



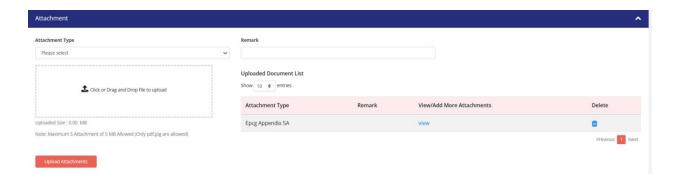
• After update the details user click on save and proceed to move to next tab. The next tab is Attachment.

Attachment:

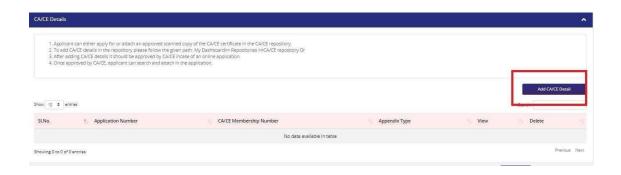
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- Attachment screen has two section 1. Attachment 2. CA/CE details.
- Attachment User provide the necessary attachment and upload the data.

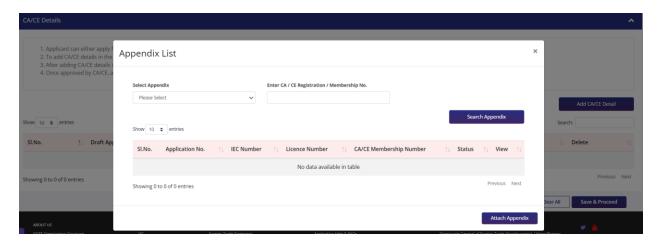


• CA/CE details- User click on CA/CE details button.

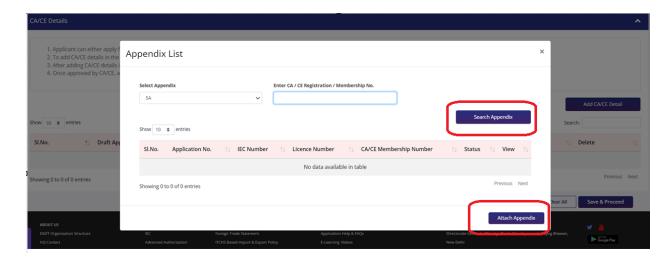


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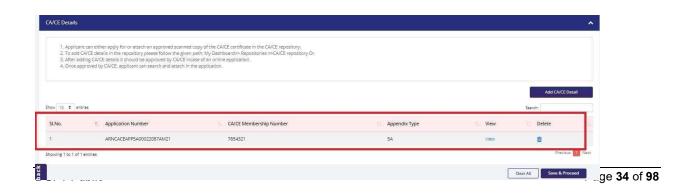
Appendix list uploaded in the CA/CE repository by the user displayed.



User select the one/ more appendixes from the list and click on attached appendix.

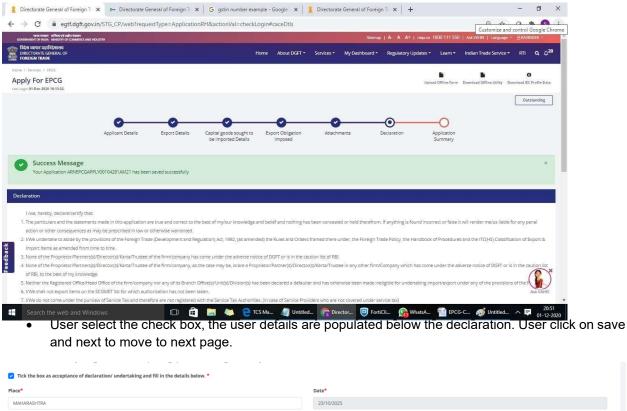


• Appendix is added into the grid.



Declaration Tab:

• All the declaration points show to the user.



Place*

MAHARASHTRA

User Details

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

Name 0 : ASHU

Email 0 : ash utt

Office Address 6

Residential Adds

Clear All

Save & Proceed

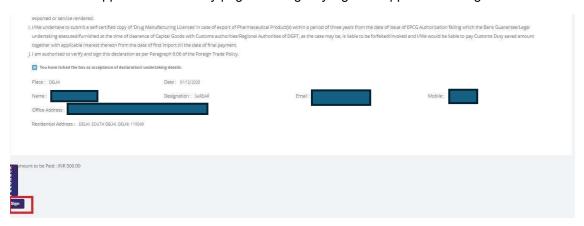
Application summary page:

User can print the summary in PDF format by clicking on the "Print summary" button.

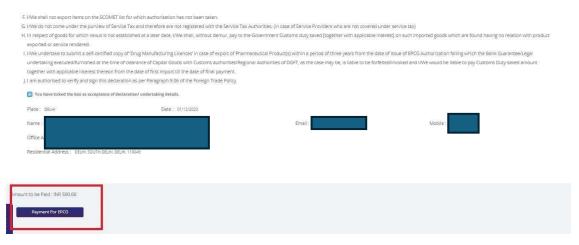
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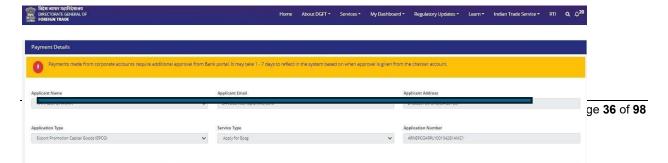
In the application summary page user digitally sign the application using the DSC or Aadhar.



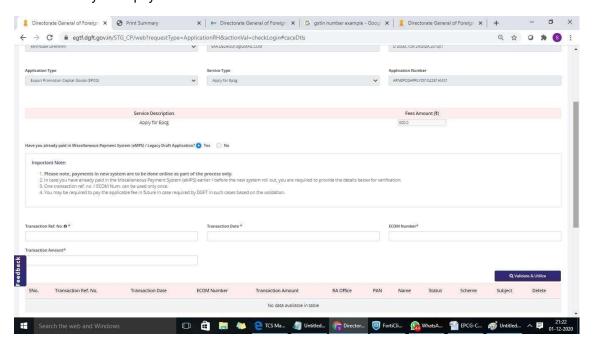
After sign user click on the payment for EPCG application.



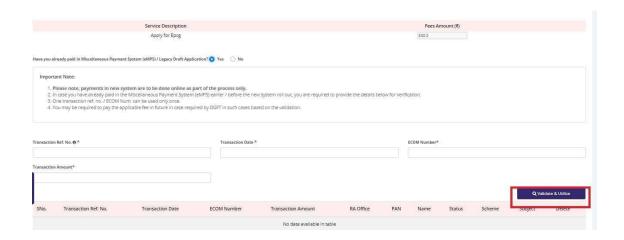
• Payment details screen will displayed to the user where the applicant details, service description, and fee amount is displayed.



• In case user select yes for the payment made in legacy system then user has to provide the details of any such payment.

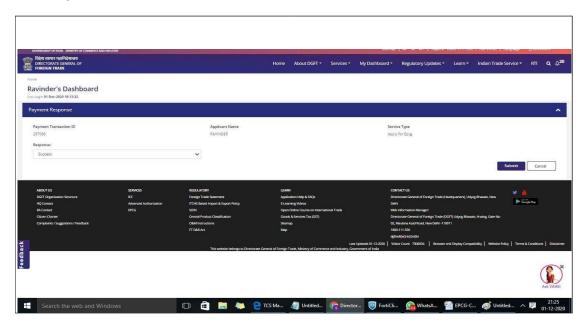


• User click on submit button.

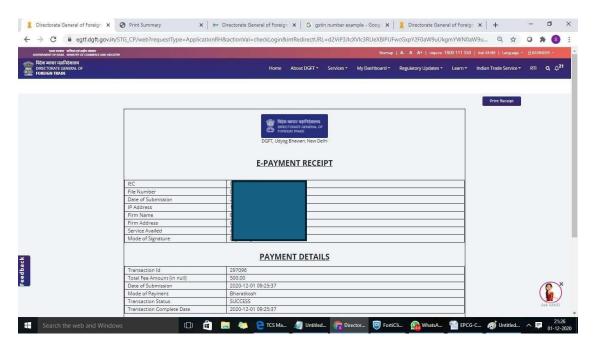


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User click on submit button.



On Successful payment a payment receipts is generated.

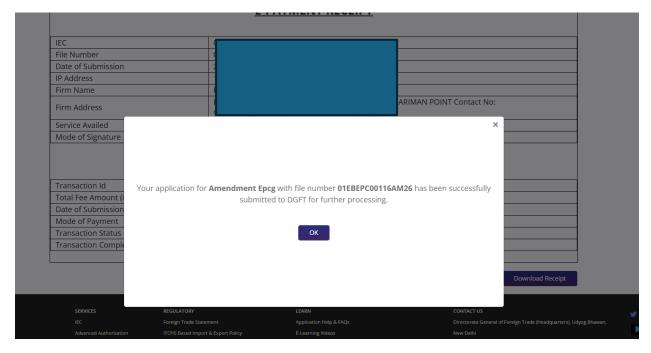


• User can download the payment receipts in PDF format using the download receipts button.

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• In clicking ok an acknowledgement message with file number will be displayed.

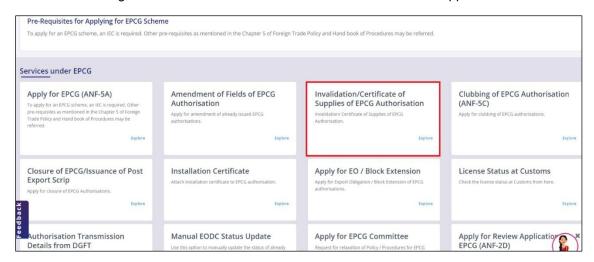


• User can track the submitted application via My Dashboard> submitted application > and provide the type od scheme as EPCG and type of sub scheme.

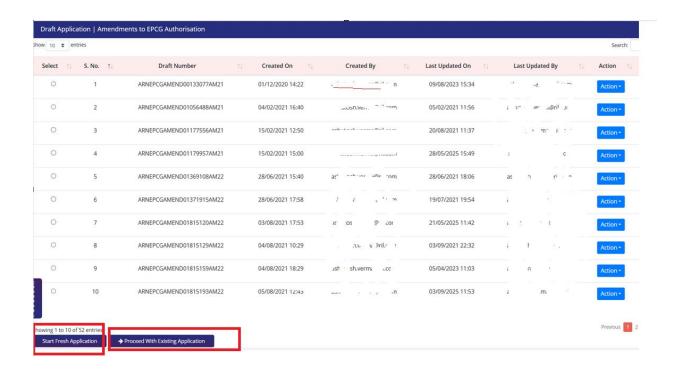
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4.3 Invalidation / Certificate of Supplies of EPCG Authorization

• User navigates to Services> EPCG > Invalidation/Certificate of supplier of EPCG authorization.

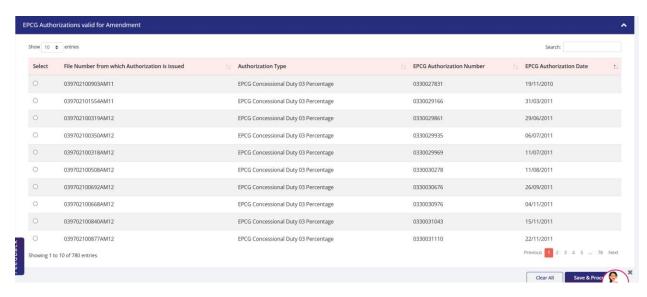


• Upon click on "Invalidation/Certificate of supplier of EPCG authorization" screen will display to the user.



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- User can proceed for filing the invalidation application either through draft application or start fresh application.
- Upon click the start fresh application, list of EPCG authorization valid for invalidation will show.
- User select the authorization number and click on "Save and proceed"

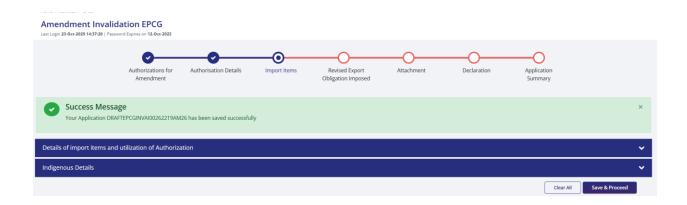


• The next tab is Authorization details tab

Authorization details tab

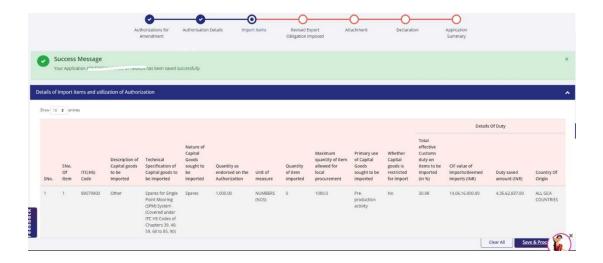
This tab is non editable. Authorization details tab only for information purpose. User check the
details and click on Save & proceed. The next tab is Import item tab.

Import Item



Import item screen will displayed with the details of import item and utilization of authorization.

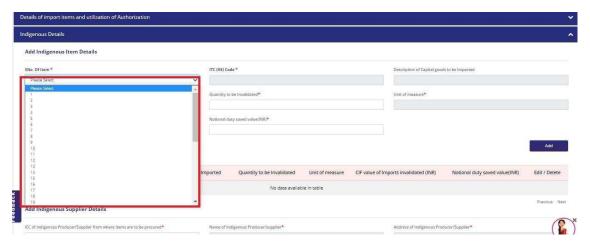
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• List of import item will displayed and total Duty save value in INR is also shaown.

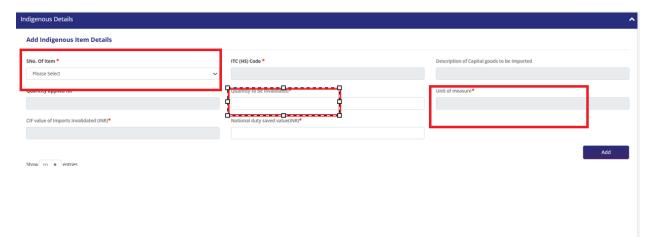


• In Indigenous details section user select the S.NO of item from the drop down list.

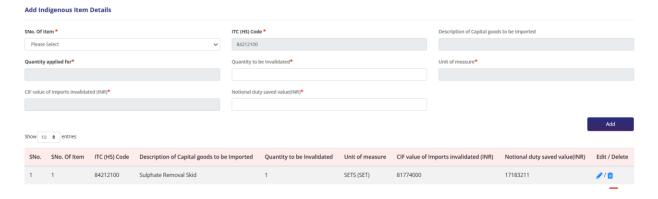


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- Based on the S.NO the ITCHS code, description of capital goods, quantity applied for, UOM, Total CIF value are auto populated.
- User provide the quantity to be invalidated and corresponding Notional duty value is auto calculated.

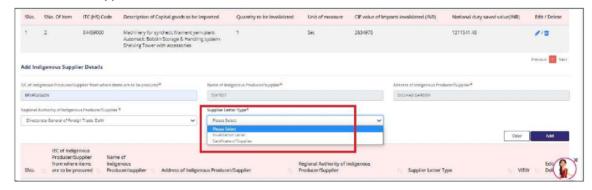


• On clicking the add button the indigenous details are added into the table.

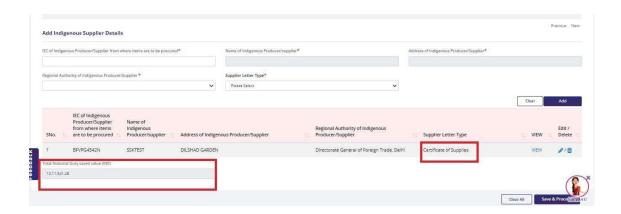


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- 11. Next, User captures the details of the Indigenous supplier, based on the IEC of the supplier the other details like Name of Supplier, Address of Supplier are auto populated.
- ***User has to select the **Supplier letter type** from the dropdown. Either of Invalidation letter or Certificate of Supplies can be chosen



12. On click of Add button the supplier details are populated into the table below and Total notional duty amount is also displayed.



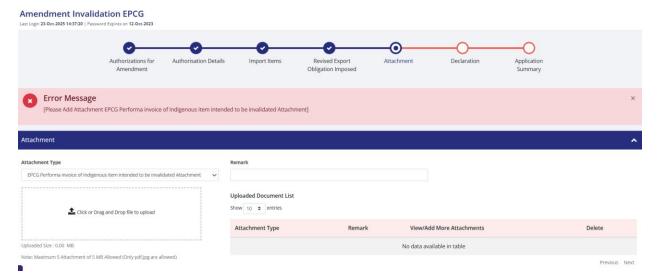
• Based on the invalidation details Export obligation imposed is revised and details are shown in the next screen which is revised export obligation imposed.



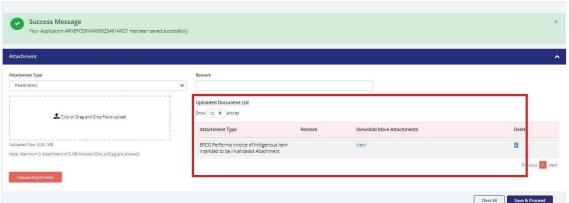
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The user click on Save and proceed to move to the next tab. The next tab is Attachment.

Attachment:



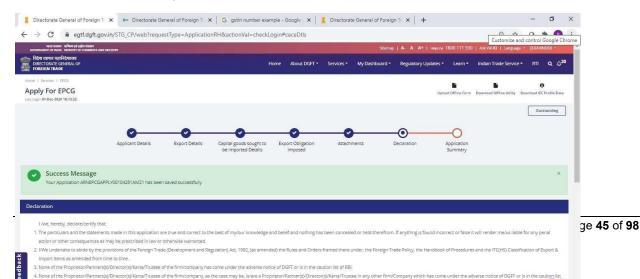
User select the attachment type from the drop down list and upload the documents.



- After uploading the documents user click on save and proceed to move to next tab.
- The next tab is declaration screen.

Declaration:

All the declaration points show to the user.

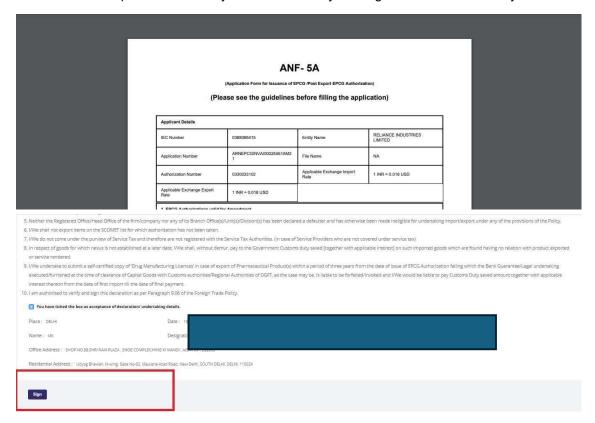


 User select the check box, the user details are populated below the declaration. User click on save and next to move to next page.



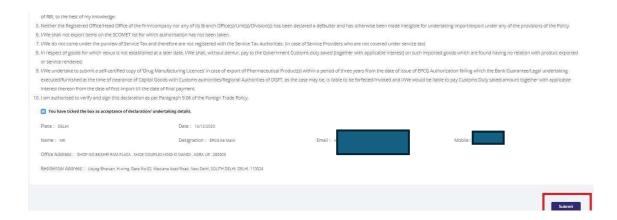
Application summary page:

• User can print the summary in PDF format by clicking on the "Print summary" button.

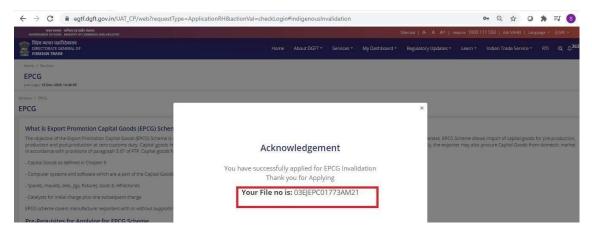


After signing the application user click on submit button to submit the application.

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• On submit file number generated.

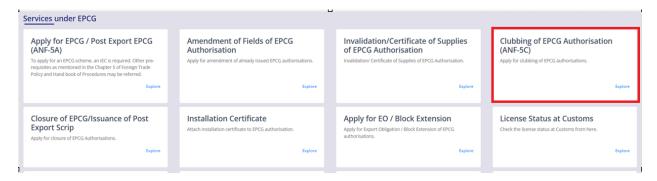


• User can track the submitted application via My Dashboard> submitted application > and provide the type od scheme as EPCG and type of sub scheme.

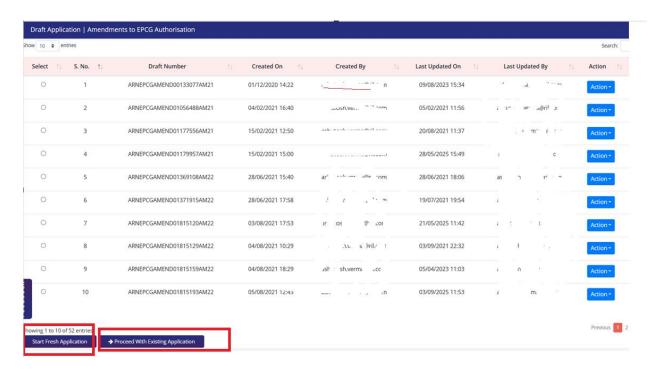
4.4 Clubbing of EPCG authorization (ANF-5C)

• User navigates to Services> EPCG > Clubbing of EPCG authorization(ANF-5C)

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• Upon click on "Clubbing of EPCG authorization(ANF-5C)" screen will display to the user.



- User can proceed for filing the clubbing application either through draft application or start fresh application.
- Upon click the start fresh application, screen will display for "Application type.

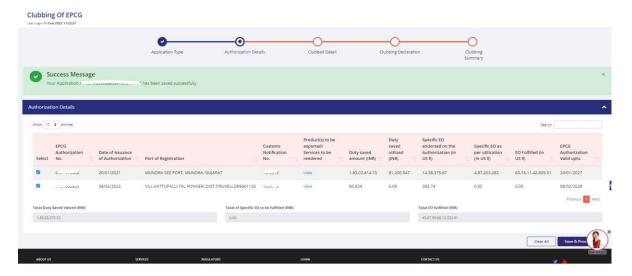
Application Type:

Select the Application type out of the following options.



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- User after select the option click on Save and proceed.
- User select the authorization number and click on "Save and proceed"
- The next tab is Authorization details tab
- **Authorization details tab:** Select the Authorizations which need to be clubbed together and click on "Save and Proceed" button

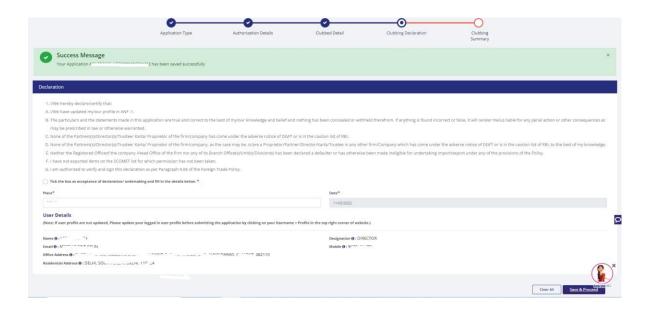


• **Clubbed Detail:** Authorization clubbed details will auto-populate on the screen. Verify them and click on "Save and proceed" button to continue



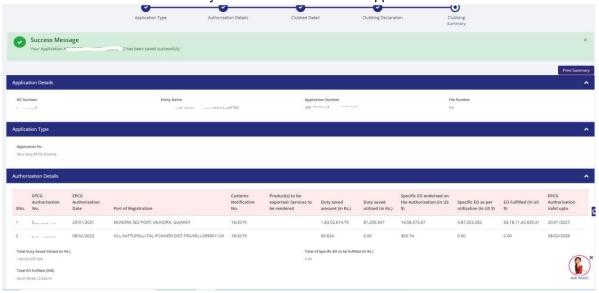
Clubbing Declaration: Tick the clubbing declaration and verify the User Details. Click on "save and proceed" button to continue.

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Clubbing Summary:

• Click on the "Print Summary" button to view the filled application and download it



 Provide the digital signature via "sign" button and submit the application via "submit" button. After submission, acknowledgment with the file number will be generated. Applicant may track the application via My Dashboard > Submitted Applications > choose scheme as "EPCG" > choose Type of sub-scheme as "Clubbing of EPCG Authorizations

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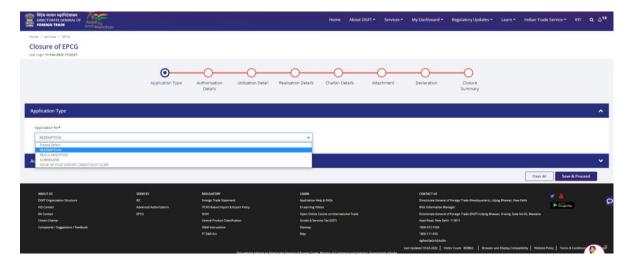
4.5 Closure of EPCG/Post Export EPCG

- Navigate to Services > EPCG > Closure of EPCG/ Issuance of Post Export Scrip
- User can select any of the following options i.e.," Proceed with existing application" (draft application if any) or "Start Fresh Application" button

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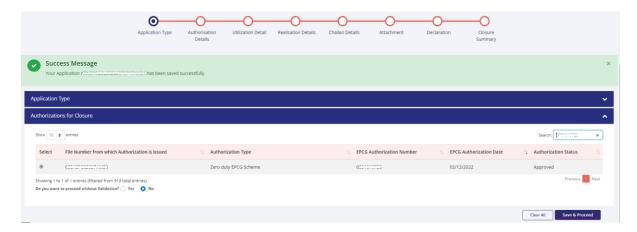


- **Application Type:-** User may select the type of Application in the dropdown to proceed for the closure.
 - ➤ **Redemption** When a user has done 100% imports and fulfilled all the Export Obligation
 - Regularization- When a user has done 100% imports and Not fulfilled the Export Obligation
 - > (Regularization fee to customs for the unfulfilled Export Obligation- TR6 challan)
 - > Issue of Post Export Credit Duty Scrip- Issued for Post export EPCG Authorization



• User can select the with validation or without validation and then click on "Save and proceed" button

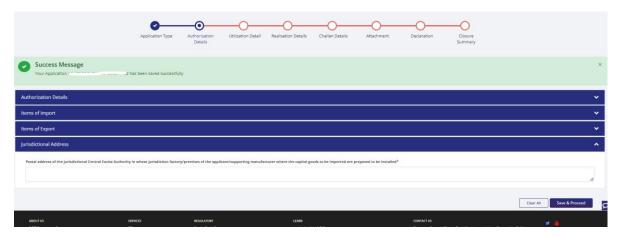
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The user move to the next tab "Authorization Tab"

Authorization Tab:

- Authorization details: Verify it as auto-populated on the screen
- Items of Import: Verify it as auto-populated on the screen
- Items of Export: Verify it as auto-populated on the screen
- Jurisdictional Address: Enter the "Jurisdictional Address" and click on "Save and proceed" button

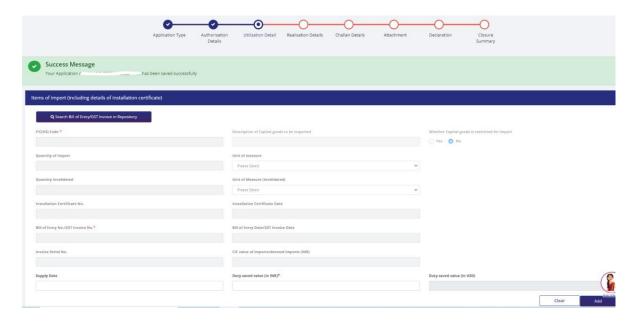


Upon clicking Save and proceeding user move to next tab "Utilization details"

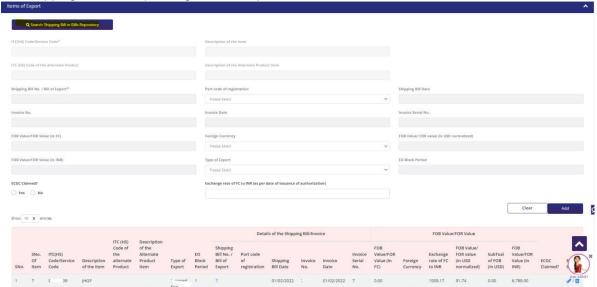
Utilization details:

- Items of import- Click on "Search Bill of Entry/ GSTN Invoice", select them all at once for all imported items and click on "Add" button
- Click on edit icon (pencil) to edit Duty Saved value(in INR) for all imported items separately.

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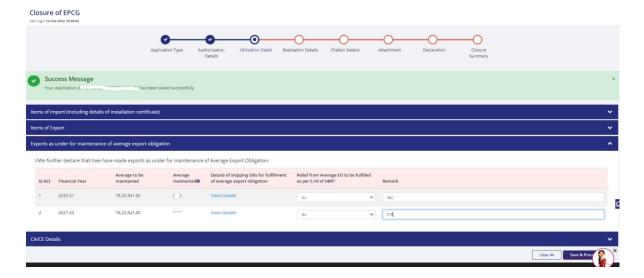


• Item of Export- Click on "Search Shipping bills in Bills Repository" button, select all the required Shipping bills corresponding to each exported item and click on "Add" button.

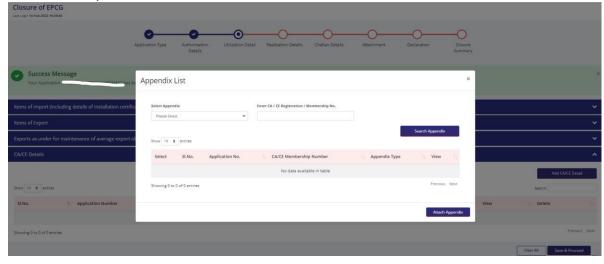


• Exports as under for maintenance of average export obligation- Enter the remarks for "Exports as under for maintenance of average export obligation.

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• CA/CE Details- Click on "Add CA/CE Details" button > "Search Appendix" button. Select the details (added via repository) then click on "Attach Appendix" button to continue. Finally, click on "Save and proceed" button

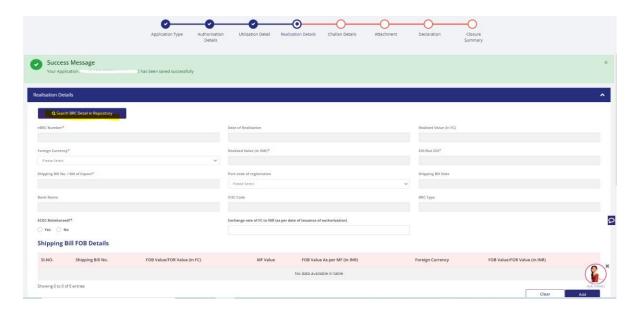


• After save and proceed user move to next tab "Realization details"

Realization details:

• Click on "Search BRC detail in Repository" button, select all the required BRC corresponding to each exported item and click on "Add" button.

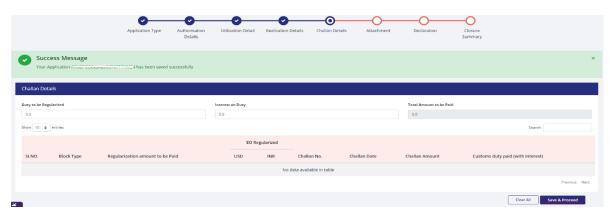
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• Export Obligation fulfillment summary- It will be shown, verify it. Click on "Save and Proceed" button to continue



• Challan Details- Enter the Challan details(reflected via repository) if you have chosen "Regularization closure" and Export obligation is not fulfilled

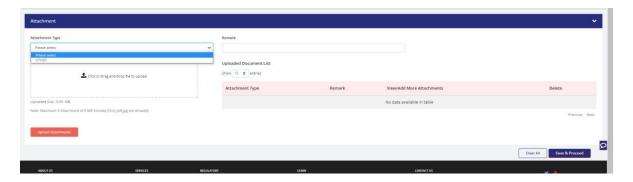


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- After update the above details user click on Save and proceed to move to next tab.
- The next tab is "Attachment"

Attachment

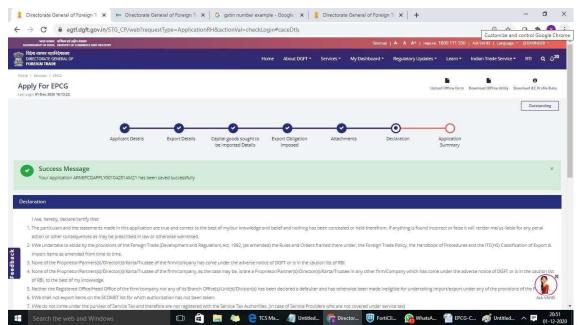
• Select the Attachment type, browse for attachment file and click on "Upload Attachments"



• After upload the Attachment user click on Save and proceed. User move to next tab "Declaration.

Declaration:

All the declaration points show to the user.



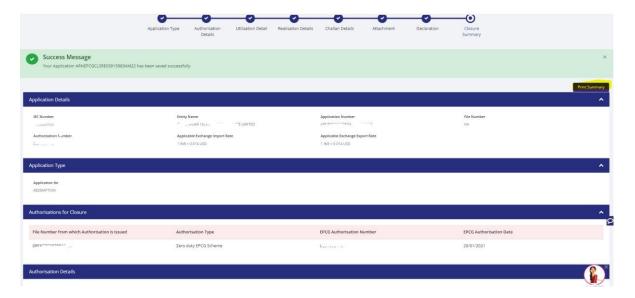
 User select the check box, the user details are populated below the declaration. User click on save and next to move to next page.

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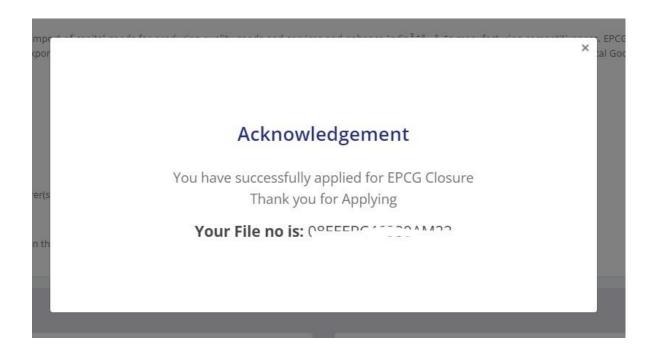
Application summary page:

• User can print the summary in PDF format by clicking on the "Print summary" button



- Digitally sign the application via "sign" button and click on "submit" Button
- After submitting the application, acknowledgement will be generated with the file number.
 Applicant may track the application via My Dashboard > Submitted Applications > choose scheme as "EPCG" > choose Type of sub-scheme as "Closure of EPCG Authorization

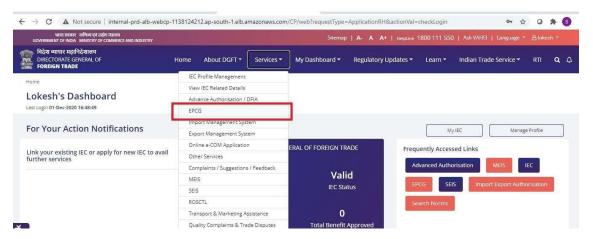
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4.6 Installation certificate

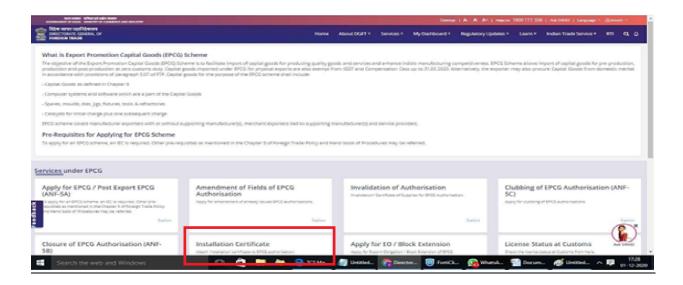
Steps to apply for EPCG Installation certificate application

Login to the portal with the valid credential and click on "service" menu and select "EPCG"

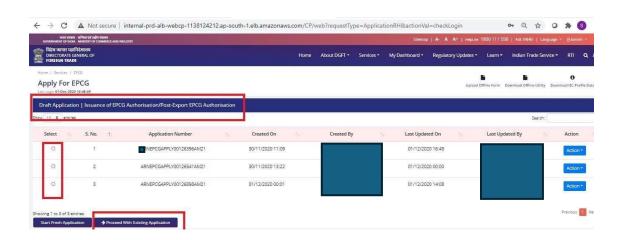


Upon click "EPCG", screen will display to user for installation certificate.

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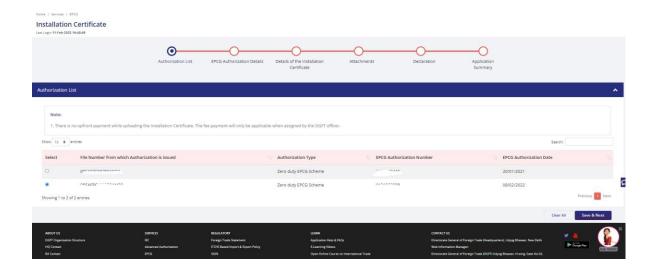


- User select the "Installation certificate by clicking the tile
- User can apply two ways, proceed with draft application or with fresh application.
- If the user wants to proceed with the Draft application, user select the draft application number from the table and click on "Proceed with Exiting application"

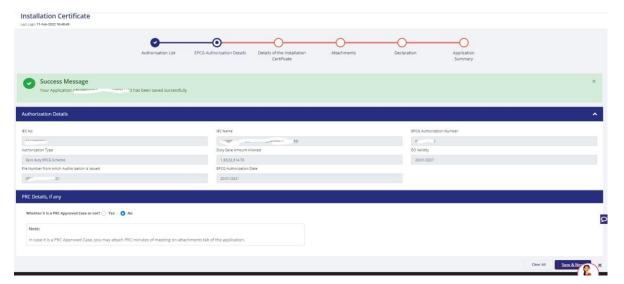


- If the user wants to proceed with new application then click on "Start Fresh Application"
- Upon click to "Start fresh application" list of outstanding authorization list will displayed.
- User may select a Authorization from a list of Outstanding Authorizations and click on "Save and Next" Button to continue

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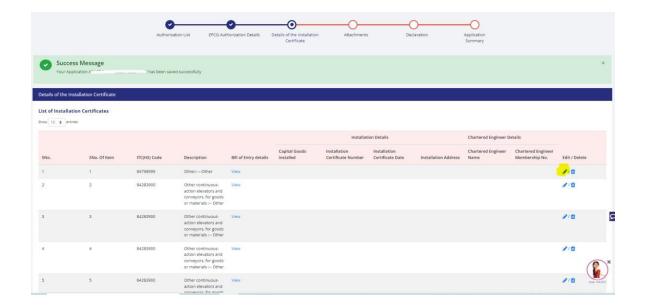
• **EPCG Authorization Details**: Authorization details will be auto populated. Select the radio button whether it is a PRC approved case or not. Click on Save and next button to proceed



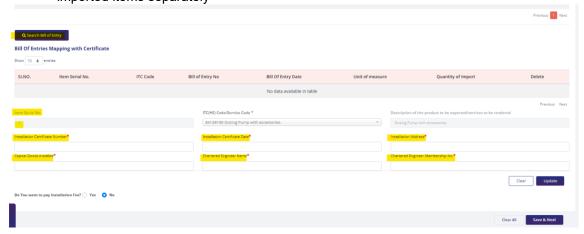
Details of Installation Certificate:

• Click on the pencil icon of edit button to attach Bill of Entry/ GSTN invoice from repository and fill other related details.

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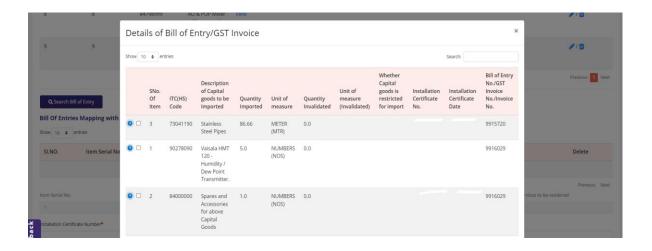
 Click on the "Search Bill of Entry" button to attach Bill of entry/ GSTN invoice for the imported item. Select the invoice for a particular imported item and click on "Add" button to add the invoices from the repository. This must be done for all the imported items separately



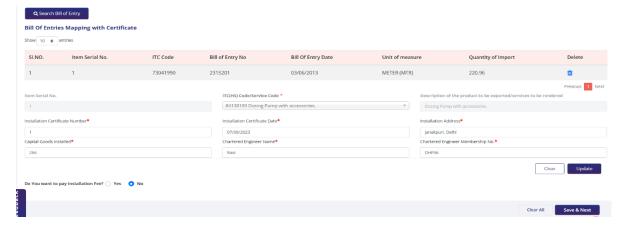
NOTE: Bill of entry/ GSTN invoice will be selected for one item at a time. Do not select the Bill of entries and GSTN invoice all at same time for all the imported items. Doing so will hamper the mapping of an imported items with the BOEs/GSTN invoice and user may stuck while moving forward.

Although if an imported item has multiple BOEs / GSTN invoice , then multiple invoices could be selected

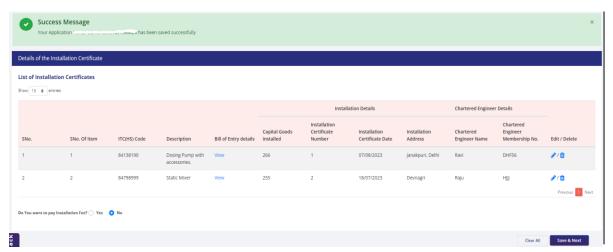
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• Fill the mapping details separately for all the imported items and click on "update" button

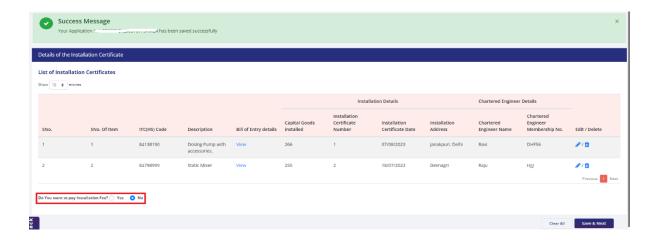


• Once done for all the imported items



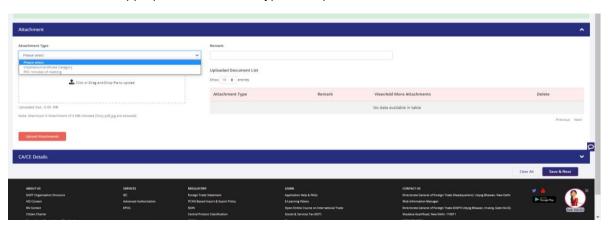
• If user want to pay Installation Fee then select yes and click on "Save and Next" Button

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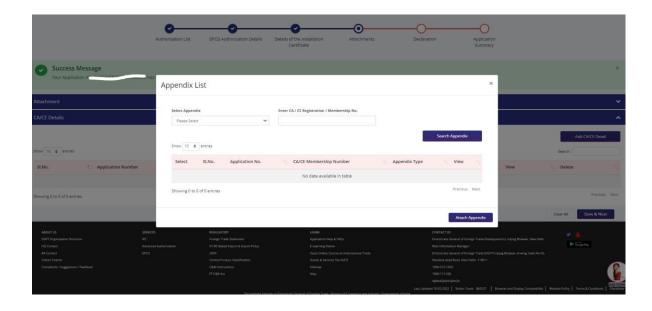
Attachment:

Select the appropriate Attachment type and upload with remarks



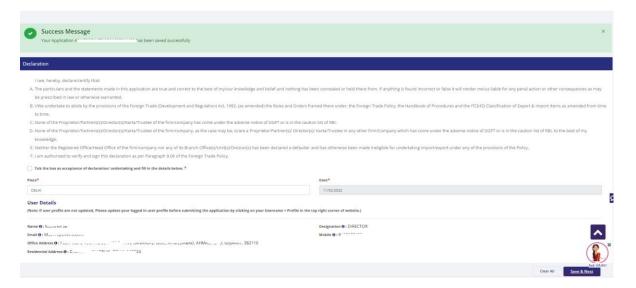
CA/CE Details: User could also provide CA/CE details. "Search Appendix" will
show the results added in the repository. Select the Appendix from the list and click
on "Attach Appendix". Finally, click on "Save and Next" button to continue

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Declaration:

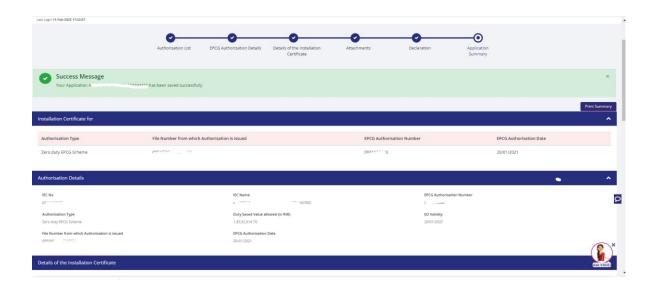
 Accept the declaration and verify the auto-populating user details. Click on "Save and Next" button to continue.



Application Summary:

Click on "Print Summary" button to view the filled application and download it.

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• Digitally sign the application via "sign" button and click on "submit" Button. After submitting the application, acknowledgement will be generated with the file number. Applicant may track the application via My Dashboard > Submitted Applications > choose scheme as "EPCG" > choose Type of sub-scheme as "Upload Installation Certificate

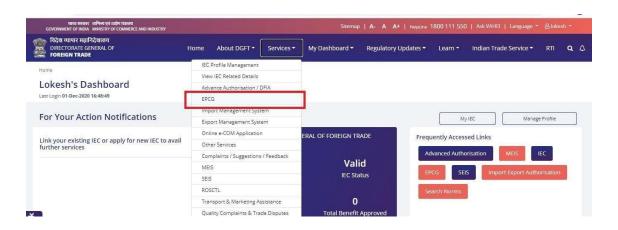


4.7 Apply for EO/Block extension

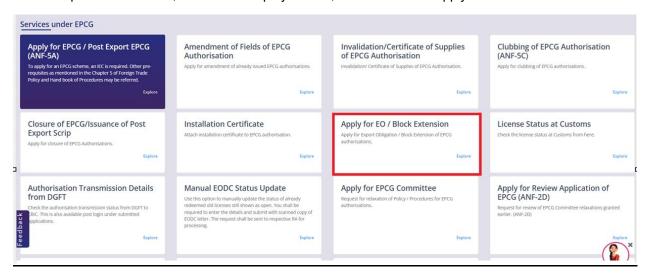
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Steps to apply for EPCG EO/Block extension

Login to the portal with the valid credential and click on "service" menu and select "EPCG"

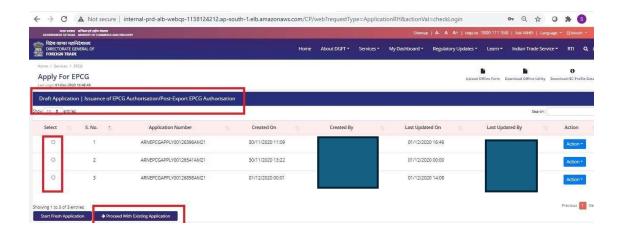


Upon click "EPCG", screen will display to user, user select the "Apply for EO/Block extension"

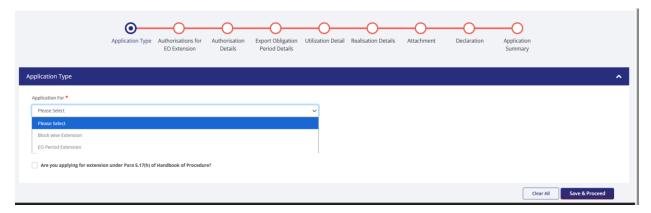


- User select the "Apply for EO/ Block extension" by clicking the tile
- User can apply two ways, proceed with draft application or with fresh application.
- If the user wants to proceed with the Draft application, user select the draft application number from the table and click on "Proceed with Exiting application"

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- If the user wants to proceed with new application then click on "Start Fresh Application"
- Upon click to "Start fresh application" screen will displayed to select the application for "Block wise extension/ EO period extension.



• User can select the either one application for EO period extension.

Block wise extension

• User select the Block wise extension from the drop down list of application for and then click on save and proceed to move to the next tab.



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EO period extension

• User select the EO period extension from the drop down list of application for and then click on save and proceed to move to the next tab.



• User can select the EO extension under para 5.17(f) of hand book of procedure and click on save and proceed.



 User can select the EO extension under para 5.17(g) of hand book of procedure and click on save and proceed.

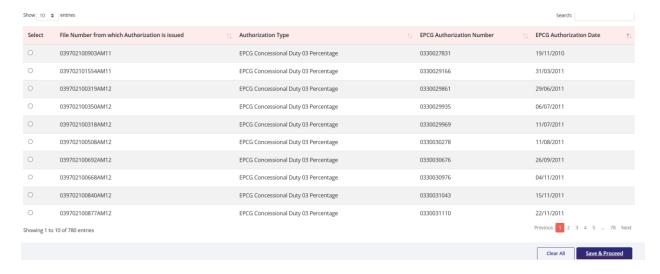


• User can select the EO extension under para 5.17(g) of hand book of procedure and click on save and proceed.

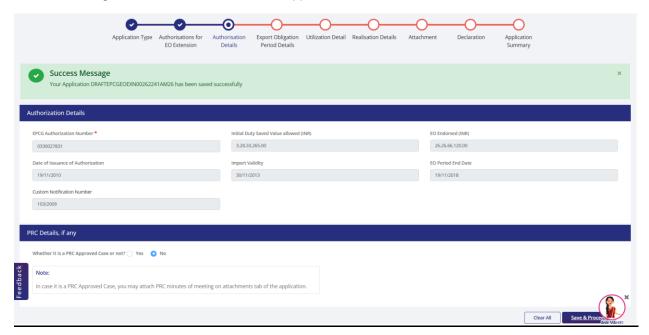


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- User after select the any one option for EO extension and then click on Save and proceed then user move to next tab Authorization for EO extension.
- User will select the authorization and click on the save and proceed to move to the next tab.
- If it is PRC approved case, user may attach PRC minutes of meeting in the attachments tab of the application. Click on "Save and Proceed" button

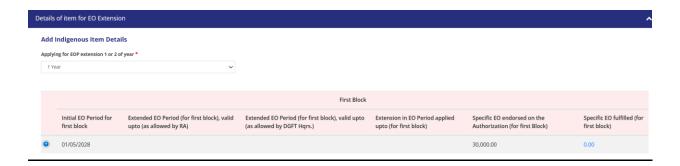


- The next tab is Authorization details.
- Authorization details: will be pre-populated. If it is PRC approved case, user may attach PRC minutes of
- meeting in the attachments tab of the application. Click on "Save and Proceed" button

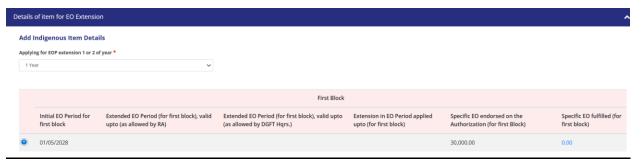


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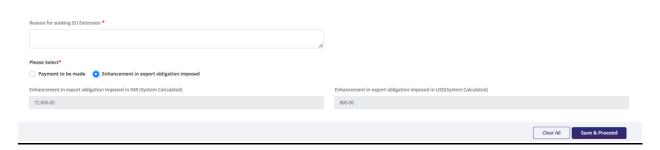
- Upon click to save and proceed next tab is Export Obligation Period Details:
- Export Obligation Period Details
- Details of items for Blockwise will auto-populate. Reason for seeking EO Extension to be provided.
 Composition fee to be paid will be calculated by the respective RA Officers. Click on "Save and Proceed" button
- If the user select the option for "EO period extension" then option will provide to the user for select the 1 year or 2 year extension from the drop down list.



 If the user select the option EO period extension under para Para 5.17(f) of Handbook of Procedure then option will provide to the user for select the 1 year or 2 year extension from the drop down list.



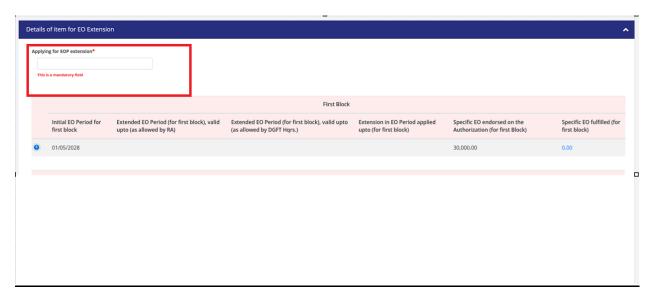
 After select the option 1 or 2 year extension, user then select the option "Payment to be made" or "Enhancement in export obligation imposed"



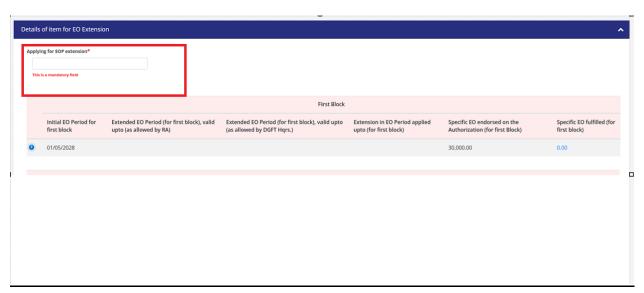
• After select any one of the options user click on Save and proceed to move to next tab.

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• If the user sect the EO period extension under **Para 5.17(g) of Handbook of Procedure**, then user select the date for extension from calendar.



• If the user sect the EO period extension under **Para 5.17(h) of Handbook of Procedure**, then user select the date for extension from calendar.

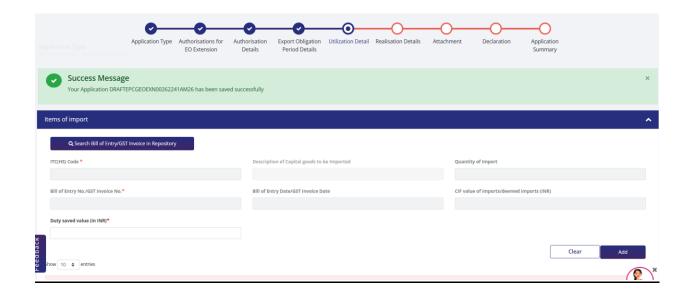


- User after provide the above details provide remarks for reason for seeking EO extension then click on save and proceed.
- Upon click on save and proceed user move to next tab utilization tab.

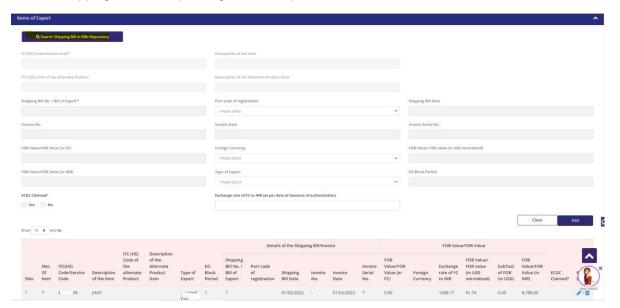
Utilization tab

• **Item of Import-** Click on search bill of entry/ GSTN invoices select them all at once for all imported item and click on "Add" button.

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• **Item of Export-** Click on "Search Shipping bills in Bills Repository" button, select all the required Shipping bills corresponding to each exported item and click on "Add" button.



• After update the details user click on Save & proceed" to move to next tab. The next tab is "Realization tab"

Realization Tab:

• Click on "Search BRC detail in Repository" button, select all the required BRC corresponding to each exported item and click on "Add" button.

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 After update the details user click on save and proceed to move to next tab. The next tab is Attachment.

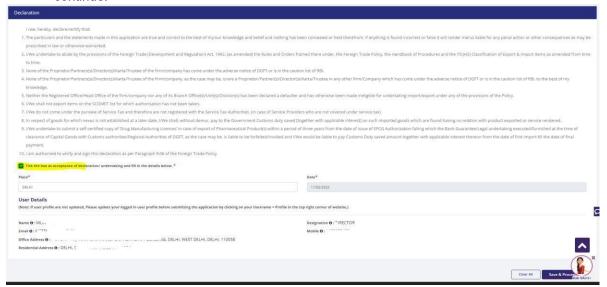
Attachment:

- Select the Attachment type and upload with remarks. Click on "Save and Proceed" button to continue.
 - Select PRC minutes of meeting if it is a PRC approved case.



Declaration:

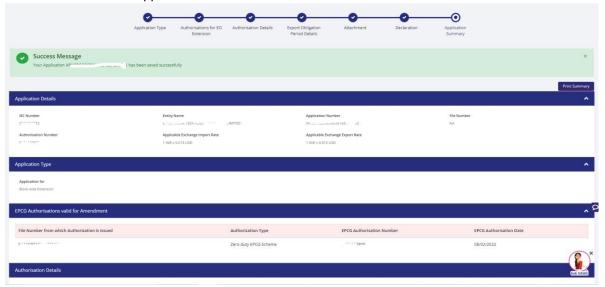
 Tick the box as acceptance of declaration. Click on "Save and Proceed" button to continue.



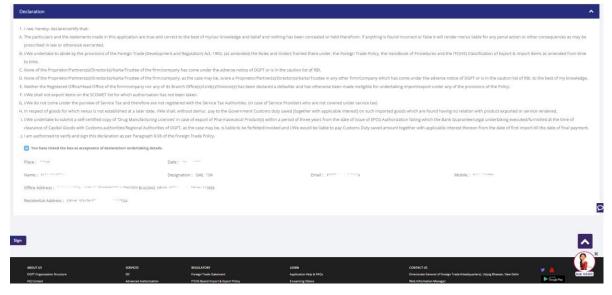
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Application Summary:

• Click on the "Print Preview" button to view the details of filled application and download the application



• User needs to digitally sign the application via "sign" button and then click on "submit" button.



 After submitting the application, acknowledgement with the file number will be generated. Applicant may track the application via My Dashboard > Submitted Applications > choose scheme as "EPCG" > choose Type of sub-scheme as "EO Extension of EPCG.

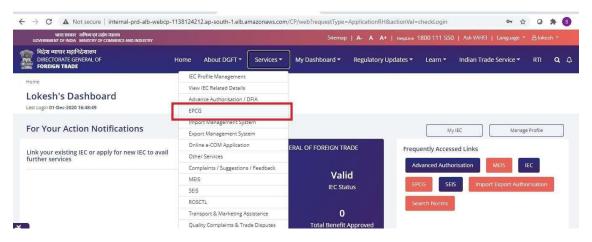
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4.8 Annual Reporting of EO fulfillment

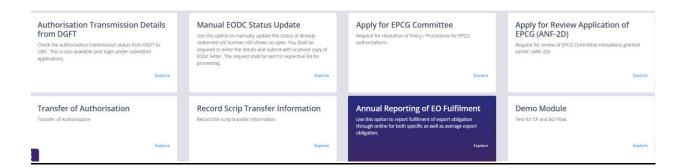
Steps to apply for Annual Reporting of EO Fulfillment

Login to the portal with the valid credential and click on "service" menu and select "EPCG"

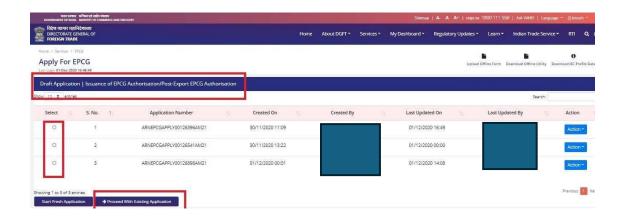


• Upon click "EPCG", screen will display to user, user select the "Annual reporting of EO Fulfillment"

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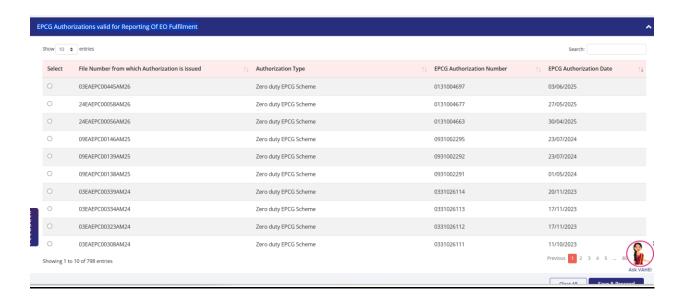


- User select the "Annual Reporting of EO Fulfillment" by clicking the tile
- User can apply two ways, proceed with draft application or with fresh application.
- If the user wants to proceed with the Draft application, user select the draft application number from the table and click on "Proceed with Exiting application"



- If the user wants to proceed with new application then click on "Start Fresh Application"
- Upon click to "Start fresh application" screen will displayed "EPCG Authorizations valid for Reporting Of EO Fulfilment".
- User select the authorization from the list and click on save and proceed.

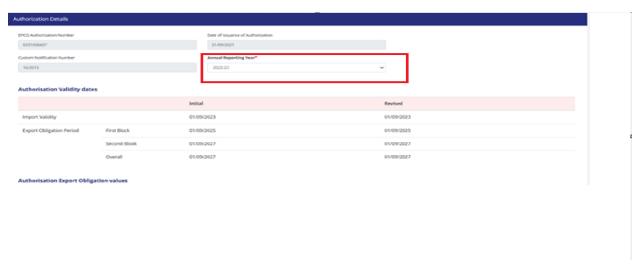
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Upon click to save and proceed user move to next tab "Authorization Tab.

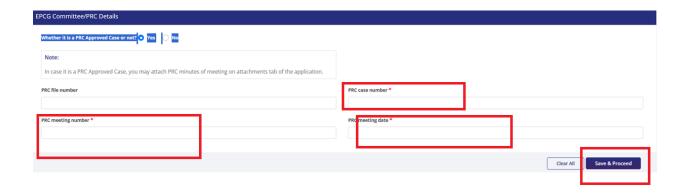
Authorization details Tab

 Authorization validity dated is shown in a tabular structure basically the initial and revised one (if any). The user select the Annual Reporting year from the drop down list then click on "Save and proceed".



- User select the option of Whether it is a PRC Approved Case or not? YES/ NO
- If the user select the YES then update the details and click on save and proceed to move to next tab.

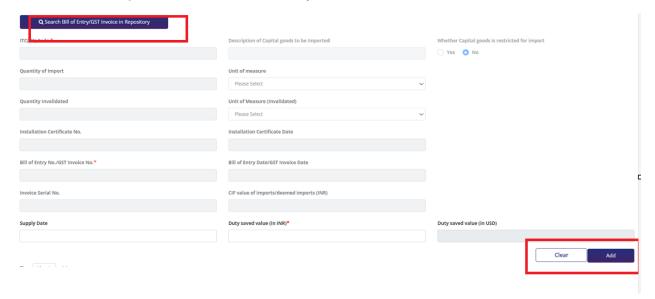
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If the user selects "NO" then click and save and proceed to move to next tab. The next tab is **Details** of **EO fulfillment** tab.

Details of EO fulfillment: Data in this tab automatically updated. User will verify the details available then click on save and proceed to move to the next tab

• Item of Import: User can add the BOE by search and click on ADD button.

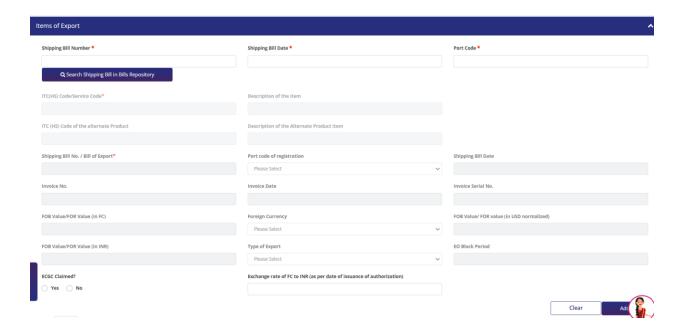


User tick the box if no import made by the user.

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Item of Export- User can add the Shipping bills by search and click on ADD button

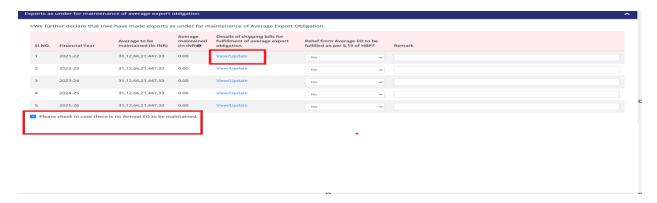


User tick the box if no import made by the user.



- User update the export as under for maintenance of average export obligation.
- User select t the ticked the box in case no annual EO to be maintained.

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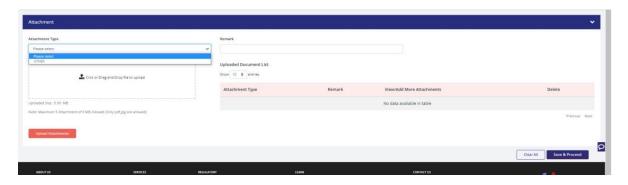
• After update the above details user click on save and proceed to move to the next tab.

Realization details;

• Click on "Search BRC detail in Repository" button, select all the required BRC corresponding to each exported item and click on "Add" button.



- After update the details user click on save and proceed to move to next tab. The next tab is Attachment.
- Select the Attachment type, browse for attachment file and click on "Upload Attachments"

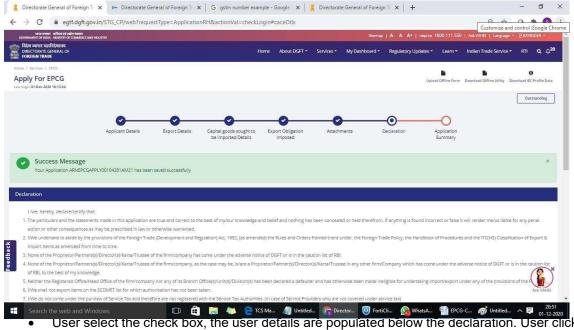


• After upload the Attachment user click on Save and proceed. User move to next tab "Declaration."

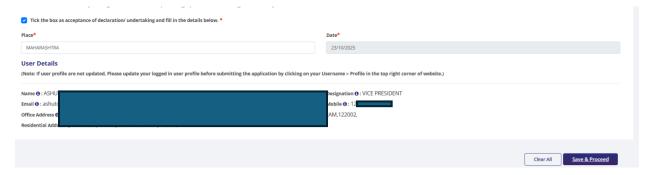
Declaration:

All the declaration points show to the user.

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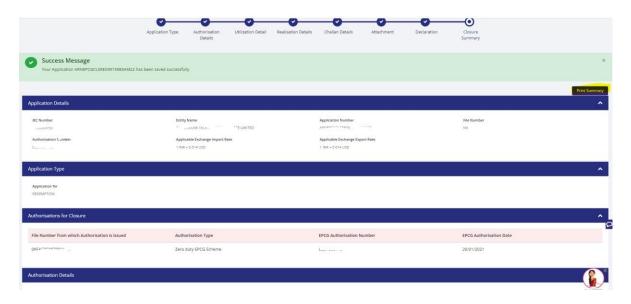
 User select the check box, the user defails are populated below the declaration. User click on save and next to move to next page.



Application summary page:

• User can print the summary in PDF format by clicking on the "Print summary" button

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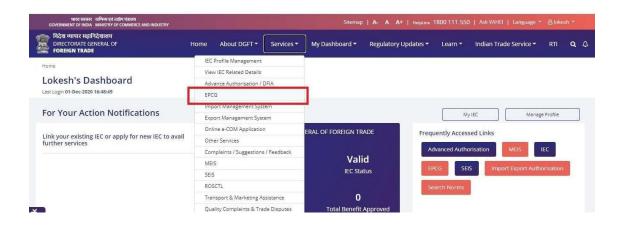
- Digitally sign the application via "sign" button and click on "submit" Button
- After submitting the application, acknowledgement will be generated with the file number.
 Applicant may track the application via My Dashboard > Submitted Applications > choose scheme as "EPCG" > choose Type of sub-scheme as "Annual reporting of EO fulfillment.



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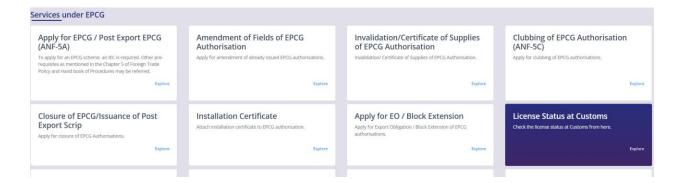
4.9 License status at custom

• Login to the portal with the valid credential and click on "service" menu and select "EPCG"



• Upon click "EPCG", screen will display to user, user select the "License status at custom"

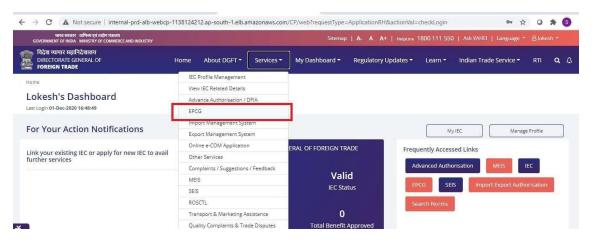
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- User click the "License status at custom" upon click redirect to "custom site.
- User check the license status from the custom site

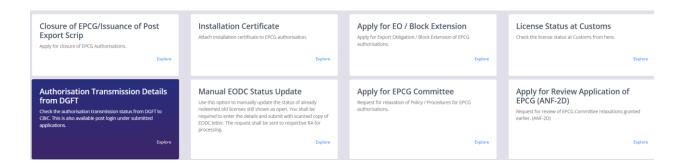
4.10 Authorization transmission details from DGFT

Login to the portal with the valid credential and click on "service" menu and select "EPCG"

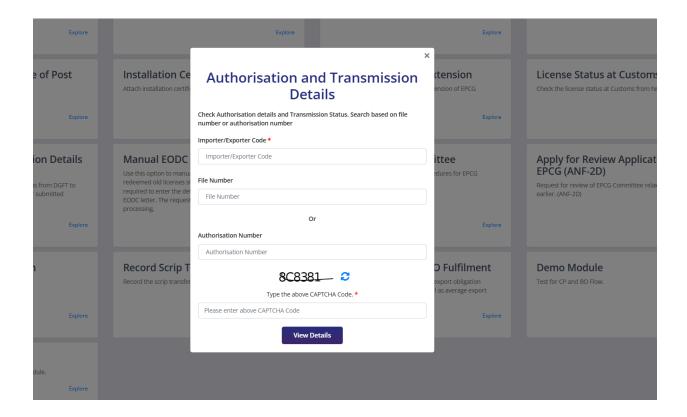


 Upon click "EPCG", screen will display to user, user select the "Authorization transmission details from DGFT"

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- User click on "Authorization transmission details from DGFT, upon click screen will display to user.
- User provide IEC number and license number and click on "View details"



- Upon provide the details screen will display to user. This screen is only for information purposes.
- User will get the transmission details.

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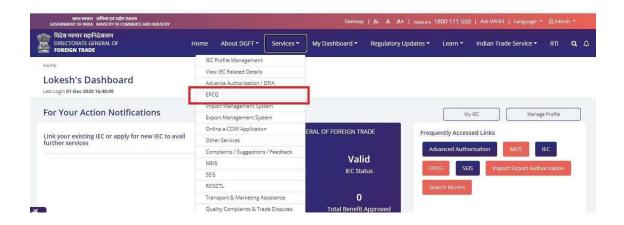
4.11 Manul EODC Status update

Pre-conditions for applying for Manual EODC

- The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
- E-Sign and DSC are enabled for submission.
- You must be logged into the DGFT customer portal and authorized to draft and submit applications.

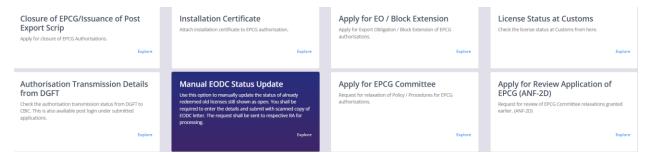
Steps to apply for Manul EODC

Login to the portal with the valid credential and click on "service" menu and select "EPCG"

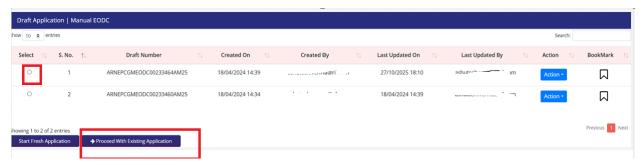


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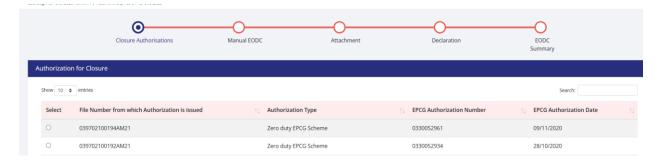
Upon click "EPCG", screen will display user, user select the Manul EODC



- User can apply two ways, proceed with draft application or with fresh application.
- If the user wants to proceed with the Draft application, user select the draft application number from the table and click on "Proceed with Exiting application

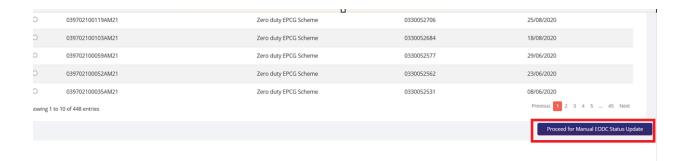


- If the user wants to proceed with new application then click on "Start Fresh Application.
- Upon click "Start fresh application" screen of List of licenses displayed to the user.
- · User select the licenses from the list.



• Upon select the license from the list user click on "Proceed for manual EODC update"

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• Upon click to "Proceed manual EODC update" "Manual EODC screen will displayed to user.



- User select the either "YES" or "NO" for Authorization already redeemed. If user select "YES"
- User update the redemption date and duty paid in INR.

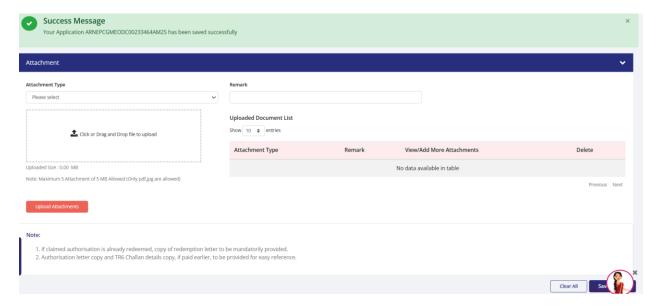


If the user select "NO" User update the Duty paid in INR and provide remarks.



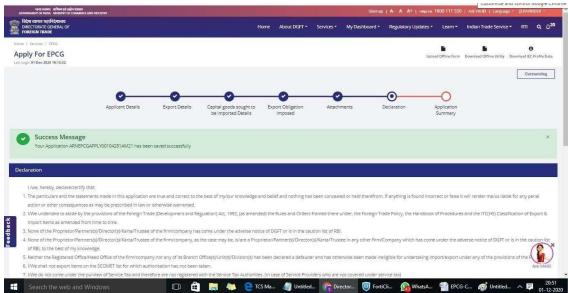
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- User after update the above details click on "Save and next"
- The next tab is "Attachment", user provide the relevant document and upload and click on "Save and next"



Declaration:

All the declaration points show to the user.



 User select the check box, the user details are populated below the declaration. User click on save and next to move to next page.

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Application summary page:

• User can print the summary in PDF format by clicking on the "Print summary" button.

User sign the application by clicking on the sign button.

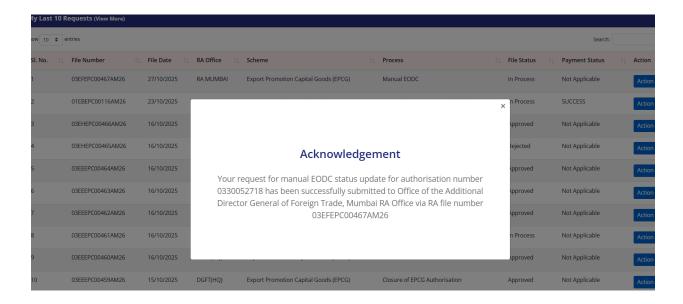


• After signing the application user click on submit button to submit the application.



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Upon submit acknowledgement will generated.



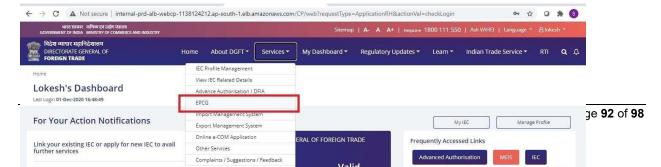
4.12 Transfer of authorization

Pre-conditions for applying for Transfer of authorization

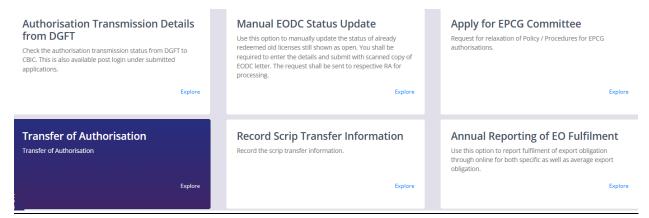
- The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
- E-Sign and DSC are enabled for submission.
- You must be logged into the DGFT customer portal and authorized to draft and submit applications.

Steps to apply for Transfer of Authorization

Login to the portal with the valid credential and click on "service" menu and select "EPCG"



Upon click "EPCG", screen will display user, user select the Transfer of Authorization.



- Upon click to Transfer to authorization screen will display to user to select the option "Start fresh application" and "proceed with exiting application"
- If the user proceed with the Draft application, user select the draft application number from the table and click on "Proceed with Exiting application



- If the user proceed with new application then click on "Start Fresh Application.
- Upon click "Start fresh application" screen of List of licenses displayed to the user.
- User select the licenses from the list.

Transfer of Authorisation



- Upon select the file number from the list provided on the screen user click on Save and Proceed.
- The next screen is "Authorization details". No edit option provided only for information purpose.
- User verify the details and click on save and proceed.

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• Upon click to save and proceed user move to Import and export details tab.



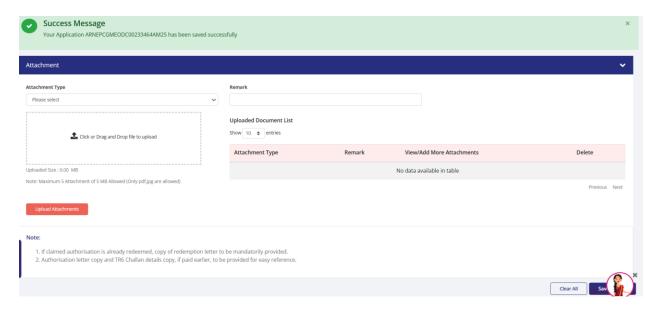
- Import and export details tab non editable, user verify the details and click on save and proceed.
- The next tab is Revised export details tab. This is non editable tab, user verify the details and click on save and proceed.



• User verify the Utilization details tab, Realization details tab and click on save and proceed.

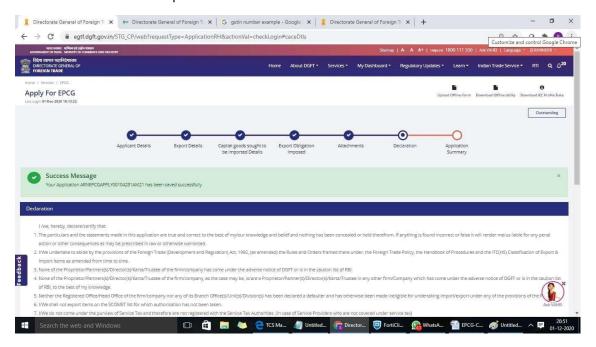
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The next tab is "Attachment", user provide the relevant document and upload and click on "Save and next"



Declaration:

All the declaration points show to the user.



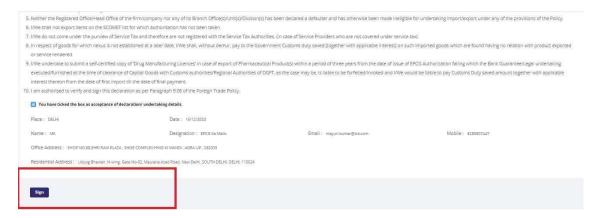
User select the check box, the user details are populated below the declaration. User click on save and next to move to next page

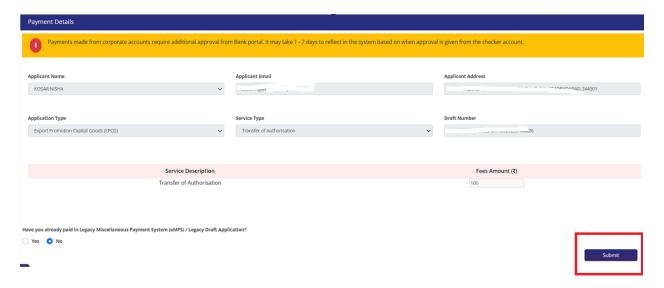
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Application summary page:

- User can print the summary in PDF format by clicking on the "Print summary" button
- User sign the application by clicking on the sign button make the payment and click on submit button..



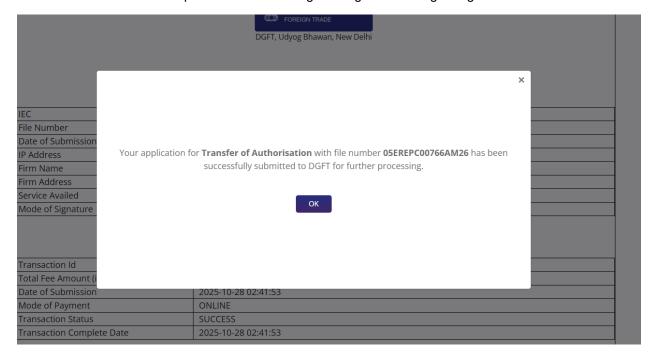


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• Upon submit payment receipts generated. User may download the payment receipts for future reference.



User click on "OK" upon click acknowledgement generated regarding file submission.



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