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

Tariff Rate Quota (TRQ) Module

Q1. What does TRQ stand for?

TRQ stands for Tariff Rate Quota. The TRQ is a mechanism that allows a set quantity of specific products to be imported. These specific items are as per the particular custom notification associated with it. Tariff quotas are used on a wide range of products, but most are in the agriculture sector. Cereals, meat, fruit and vegetables, and dairy products are the most common, and sugar is also protected in most producing countries.

Q2. Who can benefit from this scheme?

Manufacturer exporters with or without supporting manufacturer(s), merchant exporters tied to supporting manufacturer(s) and service provider(s); and service providers.

Q3. What are the prerequisites for applying for TRQ?

To apply for TRQ, following are required:

- Your user profile must be linked with an IEC.
- A valid DSC must be registered in the system. You may verify the same from **My Dashboard > View** and **Register Digital Signature Token**.
- GSTN details corresponding to the branches of the IEC. The same may be added from **Services > IEC Profile Management > Modify IEC**.
- Valid RCMC details issued to the IEC.

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

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

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

Q5. I couldn't complete my application, however, I had saved it after filing it partially. Where can I find it?

OR

Where can I find my partially filled application?

Please follow the below path to access your draft applications for TRQ

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

Q6. What is an application number? Where can I find it?

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

My Dashboard > Draft applications

Q7. What is a file number? Where can I view my submitted applications/File number?

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

Please follow the below path to get the file number for TRQ

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

Q8. How can I request for withdrawal of my submitted application?

Please follow the below path to withdraw a submitted application

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

Q9. Where can I view my approved authorisations?

Please follow the below path to get the approved authorisations for TRQ

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

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

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

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

Q11. Where can I see the DSC/e-Sign details of the submitted applications?

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

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

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

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

- **My Dashboard > Submitted Applications**
- Enter **Type of Scheme** (Select in dropdown: TRQ) and **Type of Sub Scheme** (Issuance of TRQ Authorisation)

- Click on **Search**
- In the search results, please find the status of the submitted application under the column **File Status**

Q13. How will I get to know whether my payment is successful or failed in the system?**OR****Where can I check the status of my payments for an application?**

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

The same can be confirmed by following the below steps:

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

Q14. What to do if my application is marked as deficient?

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

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

Q15. Where can I confirm the submission of my response to a deficiency against my submitted application?

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

Q16. Where can I check the status of CBIC transmission?**or****How do I know if my authorisation details have been sent to CBIC?**

Please follow the below path to check the transmission status to CBIC for TRQ applications:

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

Q17. What to do if the status of transmission to CBIC has failed?

In case of a failure of transmission of the status to CBIC, you shall be required to make a fresh request for amendment to the issued authorisation based on the CBIC Response.

Q18. How can I take a print of the application or download it for future reference?

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

Q19. Where can we apply for TRQ authorisation?

OR

Where can we get the link to apply for TRQ authorisation?

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

- **Services > Import Management System**
- Click on **Tariff Rate Quota**
- Click on **Apply for TRQ**

Q20. Can I create a copy of an existing application?

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

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

Q21. When and how to use the feature of bulk upload for uploading of import items?

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

Please follow the below steps to use this feature:

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

Q22. What to do if I get an error message on bulk upload, that Row Number <Row No.> : <Field Name> should not be empty or numeric?

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

Q23. What to do if I get an error message on bulk upload, that Row Number <Row No.> : with ITC(HS) Code as <ITC HS Code> is not valid. Please enter a valid ITC HS Code to proceed.

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

Q24. What if there is no specific ITC HS Code in the dropdown for the product I want to import?

TRQ's are available for specific ITC HS Codes only so each application will have a limited set of ITC HS available pertaining to that particular TRQ notification.

Q25. What if I'm unsure about the 'Technical description of the product' for the product being imported?

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

Q26. Can I import multiple products under a single TRQ authorisation?

You may only import the item that is listed in that TRQ notification.

Q27. Why is the system not letting me apply for a particular quantity?

You may be applying for a quantity higher than the total quantity allocated for that particular item.

Q28. What to fill in the section for past Imports made in the past 3 years?

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

Q29. What is the application fee?

A registration fee of INR 1 per thousand subject to a minimum of INR 500/- and a maximum of INR 1 Lakh on CIF amount of the authorisation will need to be paid through electronic mode in the online system for each application for issuance of the authorisation.

Q30. How long is the TRQ authorisation valid for?

OR

What is the validity of a TRQ authorisation?

TRQ authorisation shall be valid for imports for 1 year from the date of issuance of the authorisation.

Q31. Is there any extension of the time limit available for imports?

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

Q32. Which all attachments/documents are mandatory for submission of the application?

There are no mandatory attachments, however the applicant can attach the Pre purchase agreement which is optional.

Q33. Why do I have to pay additional fees while submitting the updated application after deficiency was issued?

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

Q34. On declaration page of an application form, I am unable to proceed further, or system is not allowing me to click on "Save and Next".

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

Q35. Is transfer of authorization possible for TRQ?

No, as per policy authorizations are non-transferable.