



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## **Directorate General of Foreign Trade**

### **User Help File**

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#### **Application for Policy Relaxation Committee (PRC) Committee**

Version 1.0

**January, 2021**

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## **1. Introduction to Policy Relaxation Committee (PRC) and Accessing DGFT Portal**

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This document is the help file for basic Policy Relaxation Committee (PRC) functions in the new system.

Policy Relaxation Committee (PRC) is also referred as Exemption from Policy/Procedures (EPP). DGFT may in public interest pass such orders or grant such exemption relaxation or relief, as he may deem fit and proper, on grounds of genuine hardship and adverse impact on trade to any person or class or category of persons from any provision of Foreign Trade Policy (FTP) or any Procedures. While granting such exemption, DGFT may impose such conditions as he may deem fit after consulting the Committees as in the table given below:

Sl.No.	Description	Committee
1.	All other issues except Fixation / modification of product norms	Policy Relaxation Committee (PRC)

User can apply for the Policy Relaxation through Ayaat Niryaat Form -2D (ANF-2D) form with reason and justification for the request of relaxation. All these requests are handled at the DGFT Headquarters and once the case has been approved by the committee, then the user can request the respective RA, to take corrective action.

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

## **2. Prerequisite for ANF-2D (PRC)**

**To Apply for ANF-2D (PRC) on the DGFT portal you would require:**

- User is active and logged into the DGFT Customer Portal.
- User is authorized to draft and submit applications for an IEC.
- IEC should not be cancelled or suspended. User will not be able to submit the application if IEC is cancelled or suspended.
- User is e-Sign enabled. User can sign or validate the PRC application with the Aadhaar or digital signature (DSC)

### 3. Apply for Policy relaxation– ANF 2D

To apply for the Policy Relaxation user needs to file the ANF-2D. User is requested to fill all the mandatory fields marked with asterisk (\*) sign

1. Visit the DGFT website (<https://www.dgft.gov.in/CP/>) and login into the portal with valid credentials.

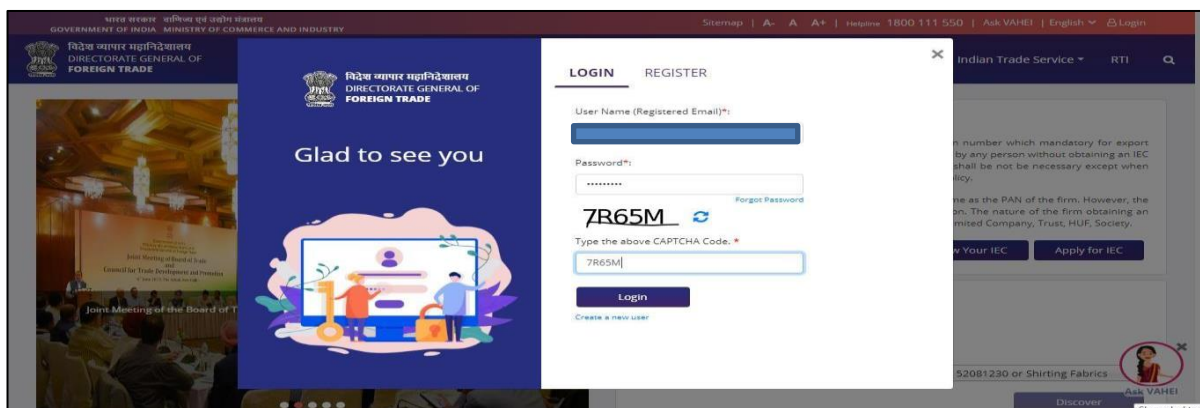


Figure 1. Customer portal Login Screen

2. If the user wants to apply for Policy Relaxation Committee, Post login click on **Services** >> **Policy Relaxation Committee** >> **Apply for PRC Committee** link as mentioned below

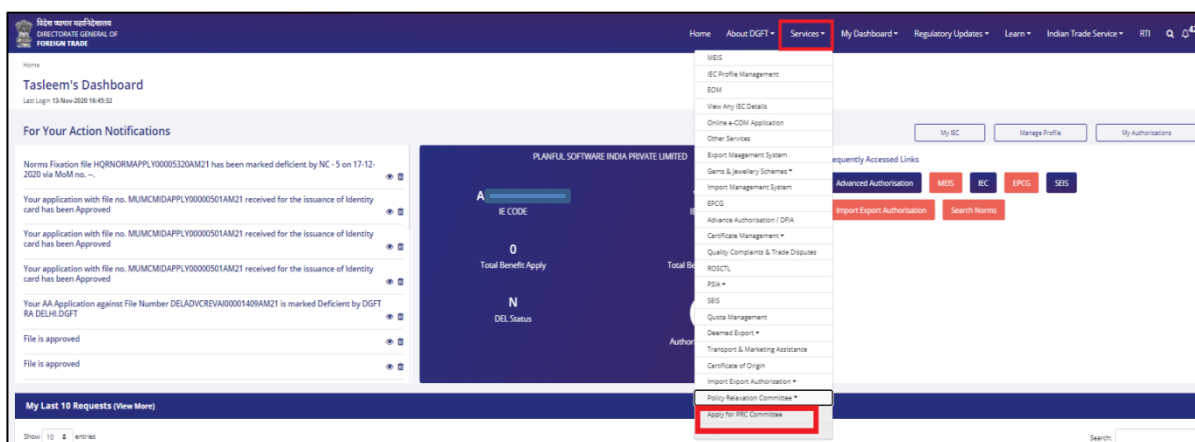


Figure 2. Navigation

3. Click on **“Apply for PRC Committee”**, user will be able to apply either for the ‘Fresh Application’ or can proceed with an existing draft.

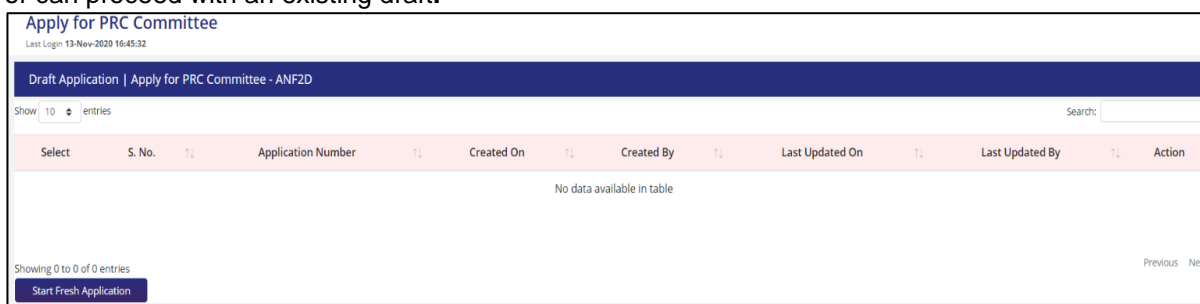
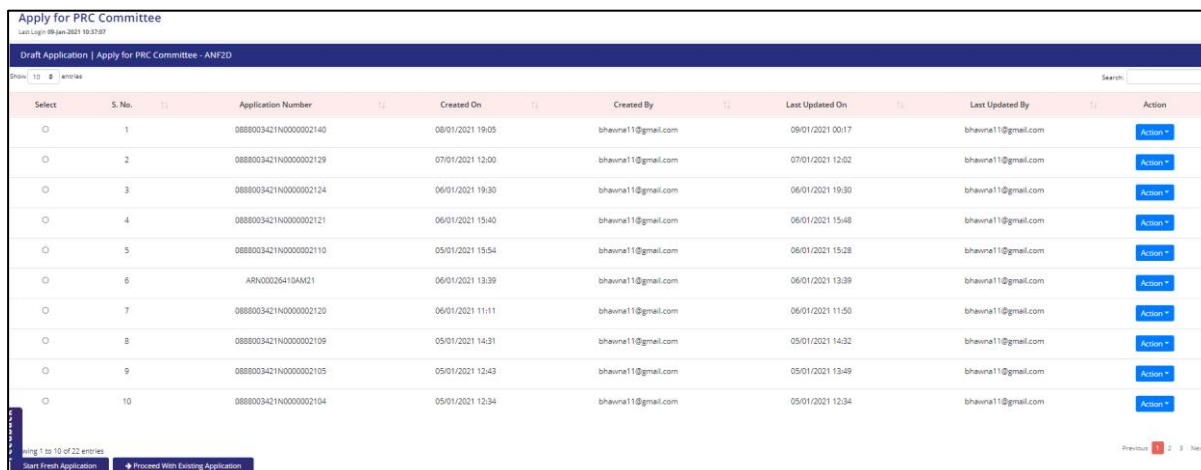


Figure 3. Apply for PRC Committee

4. Either user can start with the fresh application by clicking on 'Start Fresh application' or can select the an already existing application and click on 'Proceed with Existing Application'.

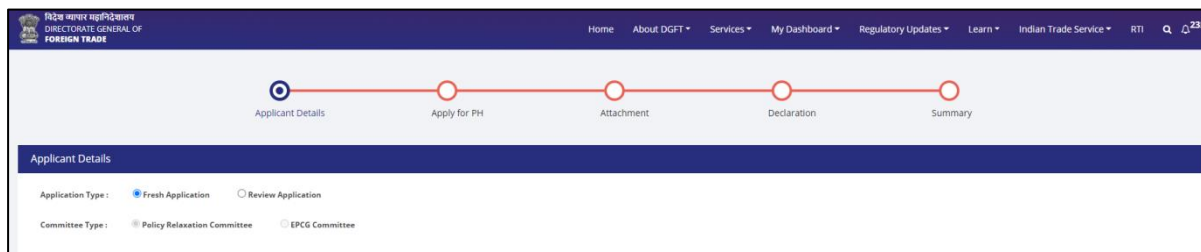


Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	0888003421N0000002140	08/01/2021 19:05	bhavna11@gmail.com	08/01/2021 00:17	bhavna11@gmail.com	Action +
<input type="radio"/>	2	0888003421N0000002129	07/01/2021 12:00	bhavna11@gmail.com	07/01/2021 12:02	bhavna11@gmail.com	Action +
<input type="radio"/>	3	0888003421N0000002124	06/01/2021 19:30	bhavna11@gmail.com	06/01/2021 19:30	bhavna11@gmail.com	Action +
<input type="radio"/>	4	0888003421N0000002121	06/01/2021 15:40	bhavna11@gmail.com	06/01/2021 15:48	bhavna11@gmail.com	Action +
<input type="radio"/>	5	0888003421N0000002119	05/01/2021 15:54	bhavna11@gmail.com	06/01/2021 15:28	bhavna11@gmail.com	Action +
<input type="radio"/>	6	ARN00026410AM21	06/01/2021 13:39	bhavna11@gmail.com	06/01/2021 13:39	bhavna11@gmail.com	Action +
<input type="radio"/>	7	0888003421N0000002120	06/01/2021 11:11	bhavna11@gmail.com	06/01/2021 11:50	bhavna11@gmail.com	Action +
<input type="radio"/>	8	0888003421N0000002109	05/01/2021 14:31	bhavna11@gmail.com	05/01/2021 14:32	bhavna11@gmail.com	Action +
<input type="radio"/>	9	0888003421N0000002105	05/01/2021 12:43	bhavna11@gmail.com	05/01/2021 13:49	bhavna11@gmail.com	Action +
<input type="radio"/>	10	0888003421N0000002104	05/01/2021 12:34	bhavna11@gmail.com	05/01/2021 12:34	bhavna11@gmail.com	Action +

Figure 4. Draft Application view screen

5. Fill the **Applicant details**

- **Application Type:** Select 'Application Type' as Fresh application or Review Application. 'Fresh application' will be selected by the user when he/she is applying for the first time and 'Review application' against all those processed fresh applications which has been submitted to the DGFT offline before 23<sup>rd</sup> Jan, 2020.
- **Committee Type:** Pre default value will be selected as 'Policy Relaxation Committee'.



Progress bar: Applicant Details (selected), Apply for PH, Attachment, Declaration, Summary

Applicant Details

Application Type: ☒ Fresh Application ☐ Review Application

Committee Type: ☒ Policy Relaxation Committee ☐ EPCG Committee

Figure 5. Applicant details

6. Fill the applicant details as mentioned below

- **Branch details:** Select branch code from the list shown. Branch code list will be as per the branches listed in the IEC module.

The screenshot shows the 'Applicant Details' form. At the top, there are radio buttons for 'Application Type' (Fresh Application selected) and 'Committee Type' (Policy Relaxation Committee selected). Below this, the 'Branch Code' dropdown is open, showing a list of options: 0, 69, 59, 68, 24, 7, 8. The 'Entity's Branch Address' field is empty. The 'Applicant Name' field contains 'Suman'. The 'Mobile Number' field contains '9730715591'. The 'Scheme Name' dropdown is also open, showing a list of options: Please Select, Export Promotion Capital Goods (EPCG), Advance Authorization (AA), Merchandise Exports from India Scheme (MEIS), Service Exports from India Scheme (SEIS), Rebate of State and Central Taxes and Levies (RoSCTL), DEPB - Post Export, DEPB - Pre Export, Export License for SCOMET Items, Licenses for Restricted Items, Vishesh Krishi Upaj Yojana, Duty Free Import Authorization (DFIA), Focus Market Scheme (FMS), Focus Product Scheme (FPS), and Others.

Figure 6: Branch details

7. On selection of the branch code from the drop down below mentioned details will be auto filled that is captured from the IEC
  - Entity's Branch Address, Applicant Name, Email-id, Mobile Number

The screenshot shows the 'Applicant Details' form. The 'Branch Code' dropdown is open, showing a list of options: 0, 69, 59, 68, 24, 7, 8. The 'Entity's Branch Address' field is empty. The 'Applicant Name' field contains 'Suman'. The 'Mobile Number' field contains '9730715591'. The 'Scheme Name' dropdown is also open, showing a list of options: Please Select, Export Promotion Capital Goods (EPCG), Advance Authorization (AA), Merchandise Exports from India Scheme (MEIS), Service Exports from India Scheme (SEIS), Rebate of State and Central Taxes and Levies (RoSCTL), DEPB - Post Export, DEPB - Pre Export, Export License for SCOMET Items, Licenses for Restricted Items, Vishesh Krishi Upaj Yojana, Duty Free Import Authorization (DFIA), Focus Market Scheme (FMS), Focus Product Scheme (FPS), and Others.

Figure 7: Applicant details

8. Select the **Scheme Name** from the list. In case the respective scheme is not listed in the list select "others" and can fill in the scheme name.

The screenshot shows the 'Applicant Details' form. The 'Scheme Name' dropdown is open, showing a list of options: Please Select, Export Promotion Capital Goods (EPCG), Advance Authorization (AA), Merchandise Exports from India Scheme (MEIS), Service Exports from India Scheme (SEIS), Rebate of State and Central Taxes and Levies (RoSCTL), DEPB - Post Export, DEPB - Pre Export, Export License for SCOMET Items, Licenses for Restricted Items, Vishesh Krishi Upaj Yojana, Duty Free Import Authorization (DFIA), Focus Market Scheme (FMS), Focus Product Scheme (FPS), and Others.

Figure 8: PRC: Scheme name



**Figure 9: Authorization Details**

9. After entering the Authorization/Script details user will click on 'Add Authorization/Script details button to add the authorization/script details to the grid.

**Note:** User can 'N' number of authorization or scrip details by clicking on Add Authorization/Script details button.

SI.No.	Authorisation/Script/Other Reference Number	Edit/Delete
1	6445	

**Figure 10: Authorization Grid view**

10. User can update/edit or delete the authorization/script details by clicking on edit and delete button present in the grid.

SI.No.	Authorisation/Script/Other Reference Number	Edit/Delete
1	6445	

**Figure 11: Edit/Delete view**

11. Click on Save & Next button to proceed further to the next page

**Figure 12: Save and Next**

12. After filling the Applicant Details. Fill the Personal Hearing Details.

**Figure 13: Personal Hearing Radio button**

13. Select 'Yes' or 'No' for 'Do you want to apply for Personal Hearing?' .

14. On selection of Yes below mentioned screen will appear and User will enter the Personal Hearing details.

**Figure 14: Personal Hearing view**

15. Click on Save & Next button to proceed further.

**Figure 15: Save and Next Button**

16. Select the Attachment Type and can add remarks if required.
17. Click on Upload attachments button to add attachment and remarks to the grid as mentioned below

**Figure 16: Attachment details**

18. Click on Save & next Button to proceed further.

**Figure 17: Save and Next Button**

19. Accept the declaration by selecting the check box and entering Place name.

Declaration

1. I/We hereby certify that

A. the entity for whom the applicant has been made have not been penalized under any of the following Act (as amended from time to time).

a. The Customs Act, 1962;

b. The Central Excise Act 1944;

c. Foreign Trade (Development & Regulation) Act 1992, and

d. The Foreign Exchange Management Act, 1999;

e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974

f. The GST Act

g. SEZ Act and Rules

B. None of the Proprietor/Partner(s)/Director(s)/Karta/Trustee of the firm /company, as the case may be, is/are a Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/Company which is on the Denied Entity List(DEL) of DGFT.

C. neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared as defaulter and has otherwise been made ineligible for undertaking Import/export under any of the provisions of the Policy;

2. I/We undertake to abide by the provisions of the Foreign Trade(Development and Regulation)Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification f Export & Import items.

3. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any panel action or other consequences as may be prescribed in law or otherwise warranted.And,decision taken by PRC shall stand withdrawn.

4. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.

5. I hereby certificate that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Policy.

6. I/We hereby declare and certify that goods imported against Advance Authorization is available with me/us and has not been sold/transferred.

☒ Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place\*


Delhi


Date\*


09/01/2021


User Details


(Note: If user profile is 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  : Suman saini

Email  : bhawna11@gmail.com

Office Address  : NARODA ROAD

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

Designation  : Importer/Exporter in own company


Mobile  : 9730715591

Figure 18: Declaration

20. Application summary for all the input fields entered will be shown and user can download the summary in pdf format by clicking on Print Summary button

Application Summary

Print Summary

Applicant Details

Branch Code :

5

Entity's Branch Address :

Applicant Name :

Scheme Name :

Rebate of State and Central Taxes and Levies(RoSCTL)

Reason Type :

Revalidation of Scrip

IEC Number :

Entity Name :

Email-id :

Mobile Number :

Reason/Justification :

Test Reason/Justification

Personal Hearing

Do you want to apply for Personal Hearing? :

Yes

Name :

Test

Designation :

Analyst

Email-id :

test@gmail.com

Mobile Number:

Name of the Firm:

Test and Co

Authorisation Details

Authorisation/ Scrip/Other Reference Number	Authorisation/ Scrip Date	Authorisation/ Scrip Status	Utilization Status	Original/Extended validity of the Authorisation/scrip for import	Date of first import consignment	Date of last import consignment	Date of first export shipment	Date of last export shipment	Actual imports made, Item wise (%)	Time period for which Extension in EOP or revalidation for import is sought
A4563	10/01/2021	Approved	NA	10/01/2021	11/01/2021	11/01/2021	11/01/2021	12/01/2021	45	13/01/2021

Declaration

1. I/We hereby certify that

A. the entity for whom the applicant has been made have not been penalized under any of the following Act (as amended from time to time).

a. The Customs Act, 1962;

b. The Central Excise Act 1944;

c. Foreign Trade (Development & Regulation) Act 1992, and

d. The Foreign Exchange Management Act, 1999;

e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974

f. The GST Act

g. SEZ Act and Rules

B. None of the Proprietor/Partner(s)/Director(s)/Karta/Trustee of the firm /company, as the case may be, is/are a Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/Company which is on the Denied Entity List(DEL) of DGFT.

C. neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared as defaulter and has otherwise been made ineligible for undertaking Import/export under any of the provisions of the Policy;

2. I/We undertake to abide by the provisions of the Foreign Trade(Development and Regulation)Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification f Export & Import items.

3. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any panel action or other consequences as may be prescribed in law or otherwise warranted.And,decision taken by PRC shall stand withdrawn.

4. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.

5. I hereby certificate that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Policy.

6. I/We hereby declare and certify that goods imported against Advance Authorization is available with me/us and has not been sold/transferred.

DGFT Public

Page 9 of 21

☒ Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place\*  Date\*

PLP


**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  Designation   
Email  Mobile   
Office Address   
Residential Address   
As per ANF form, you have to pay a sum of Rs. 2000 for Application

**Sign**

**Figure 19: Application Summary**

21. After E-sign the application, E-payment receipt along with payment details will be generated and application is successfully submitted to DGFT.

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

**E-PAYMENT RECEIPT**

IEC	<input type="text"/>
File Number	HQRPRCAPPLY00057670AM21
Date of Submission	2021-01-09 01:35:37
IP Address	169.149.233.65
Firm Name	<input type="text"/>
Firm Address	<input type="text"/>
Service Availed	Apply for Policy Relaxation
Mode of Signature	Digital Signature

**PAYMENT DETAILS**

Transaction Id	476069
Total Fee Amount (in null)	2000.00
Date of Submission	2021-01-09 01:35:37
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2021-01-09 01:35:37

**OK** **Download Receipt**

**Figure 20: Receipt**

## 4. View and Track Status

User can track the status of the submitted application.

### 1. Click on **My Dashboard >> Submitted application**

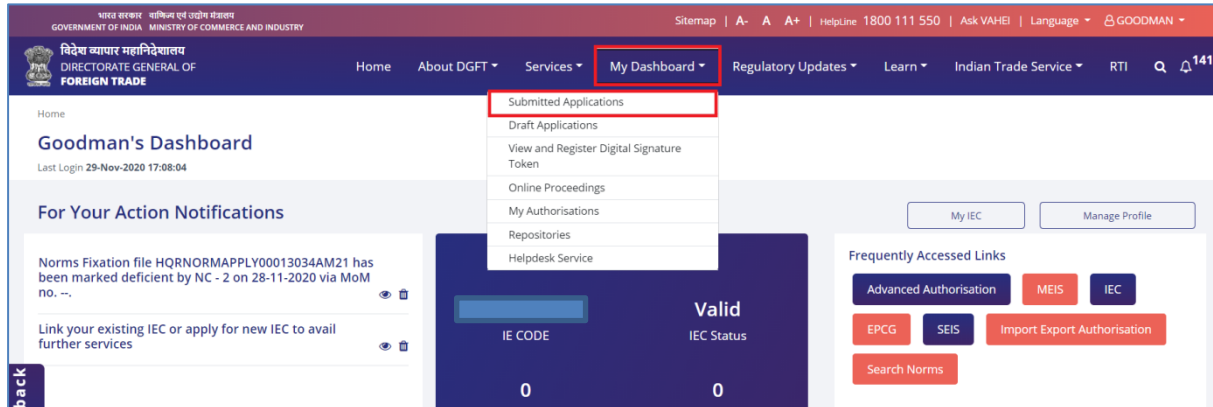


Figure 21: View and Track status

### 2. On Click of submitted application below mentioned screen will appear

The screenshot shows the 'Track Application Status' form. It has a dark blue header with the title 'Track Application Status'. The form contains several input fields: 'Type of scheme' (dropdown), 'Type of sub scheme' (dropdown), 'From Date' (text), 'To Date' (text), 'Application Number' (text), 'File Number' (text), 'Branch code' (dropdown), and 'RA Office' (dropdown). At the bottom right, there are two buttons: 'Clear All' and 'Search'.

Figure 22: Track Application status

### 3. User can search the application with the below mentioned search parameters

- **Type of Scheme:** User will select the Type of Scheme as Policy Relaxation Committee (PRC)
- **Type of sub Scheme:** Apply for PRC Committee- ANF2D
- **From and to date:** User can search the application by through date range.
- **Application number:** User can search file with application number available
- **File number:** User can search file with the valid File number

### 4. User need to enter the mandatory field to check the file details

Showing result for : Application process -> Policy Relaxation Committee (PRC) and Policy Clarification (PC) Application Sub process -> Apply for PRC Committee - ANF2D								
Search: <input type="text"/>								
Sl.No. ↑↓	Application Number ↑↓	File Number ↑↓	File Date ↑↓	Entity Name ↑↓	Branch ↑↓	RA Office ↑↓	File Status ↑↓	Action ↑↓
1	0508059631N0000000009	HQRPRCAPPLY00057670AM21	09/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
2	0508059631N0000000008	HQRPRCAPPLY00057666AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	007 ⓘ		In Process	Action ▾
3	0508059631N0000000007	HQRPRCAPPLY00057665AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
4	0508059631N0000000005	HQRPRCAPPLY00057663AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
5	0508059631N0000000004	HQREPCGPRAPP00056917AM21	07/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003 ⓘ		In Process	Action ▾

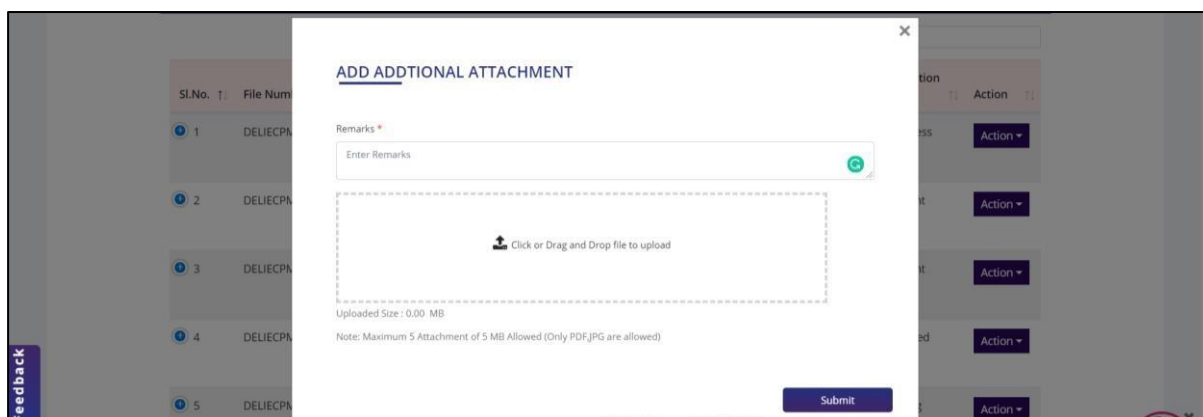
Figure 23: File details

5. Click on Action button to view the various File details

Showing result for : Application process -> Policy Relaxation Committee (PRC) and Policy Clarification (PC) Application Sub process -> Apply for PRC Committee - ANF2D								
Search: <input type="text"/>								
Sl.No. ↑↓	Application Number ↑↓	File Number ↑↓	File Date ↑↓	Entity Name ↑↓	Branch ↑↓	RA Office ↑↓	File Status ↑↓	Action ↑↓
1	0508059631N0000000009	HQRPRCAPPLY00057670AM21	09/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
2	0508059631N0000000008	HQRPRCAPPLY00057666AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	007 ⓘ		In Process	<ul style="list-style-type: none"> <li>Print</li> <li>Withdraw</li> <li>Attach Documents</li> <li>Payment Details</li> <li>View Life Cycle</li> <li>DSC/eSign Details</li> <li>Transmission Details</li> <li>Make a Copy</li> <li>View Submitted Attachments</li> </ul>
3	0508059631N0000000007	HQRPRCAPPLY00057665AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	
4	0508059631N0000000005	HQRPRCAPPLY00057663AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	
5	0508059631N0000000004	HQREPCGPRAPP00056917AM21	07/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003 ⓘ		In Process	

Figure 24: Action button details

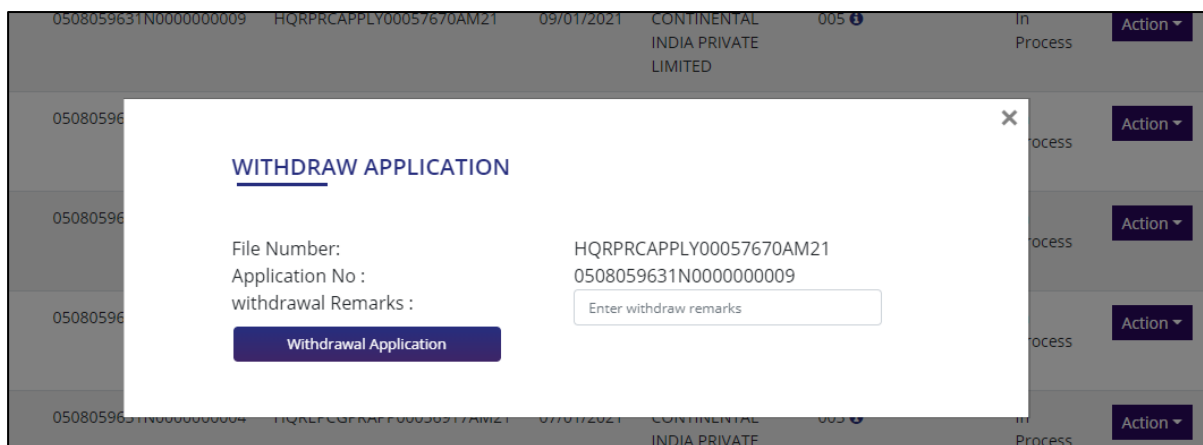
- Print:** To print the submitted application
- Attach Documents:** User can attach extra documents for the submitted application, if the request is in 'In progress' status.



**Figure 25: Attach Document**

8. **Payment Details:** User can check the payment details and download the receipt for the submitted application.
9. **View Life Cycle:** To check the Action taken on your submitted application. Example, to track which action is taken when and by whom.
10. **DSC/e-sign Details:** To check the DSC and e-sign details.
11. **Withdraw:** If the submitted request is still in 'In Progress' state then, applicant has an option to submit another request for withdraw the application.

**Note:** Withdrawn action is not auto approved, request will be submitted to concerned DGFT officer and accordingly action will be taken by them.



**Figure 26: Withdraw File**

12. **Respond to Deficiency:** This option will be available only when the status of the application is 'Deficient'. Applicant will be able to check the Deficiency details like Deficiency issue date, Deficiency letter, Remarks and user can respond to this deficiency by clicking on **respond to deficiency** button.  
User can respond to deficiency in two ways:

- A. **With amendment :** User will amend the application with attachment and adding additional remarks



- B. Without amendment: User will amend the previous application and attach additional remarks and submit the application

13. **Initiate Review:** Once the DGFT officer take decision on the File and File status is rejected under submitted application. Importer/Exporter can apply for the initiate review with additional remarks and attachment

**Note:** Payment of Rs 5000 is applicable for review of application.

HQRPRCAPPLY00063667AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003 ⓘ	Rejected	Action ▾
HQRPRCAPPLY00063665AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003 ⓘ	In Process	Print Initiate Review View Life Cycle DSC/eSign Details Transmission Details Make a Copy View Approved License/Rejection Letter View Submitted Attachments
HQRPRCAPPLY00063653AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	006 ⓘ	Returned without action	Action ▾
HQRPRCAPPLY00063650AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	007 ⓘ	Deficient	Action ▾
HQRPRCAPPLY00063625AM21	18/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ	In Process	Action ▾

**Figure 27: Initiate review**

14. Click on Initiate Review under Action button. User will see the application summary of the submitted application for whom importer and exporter will initiate the review

15. Enter remarks and attachment and click on Sign button

Place\*  
Delhi

Date\*  
23/01/2021

**User Details**  
(Note: If user profile is 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 ⓘ  
Email ⓘ  
Office Address ⓘ  
Residential Address ⓘ: Faridabad, FARIDABAD, HARYANA, 121003  
As per ANF form, you have to pay a sum of Rs. 5000 for Application

Designation ⓘ: EXIM MANAGER  
Mobile ⓘ

**Remarks\***  
Enter Remarks

Click or Drag and Drop file to upload

Sign

Uploaded Size : 0.00 MB  
Note: Maximum 5 Attachment of 5 MB Allowed (Only PDF, JPG are allowed)

**Figure 28: Sign initiate review**

16. After sign user will make the payment by clicking on Payment for Review button

As per APO form, you have to pay a sum of Rs. 5000 for Application

Remarks\*

Test Remarks

Click or Drag and Drop  
File to upload

Uploaded Size : 0.01 MB  
Note: Maximum 5 Attachments of  
5 MB Allowed (Only PDF, PNG are  
allowed)

Sr. No.	File Name	Action
1	dum my P DF TE ST.pdf	

Feedback

Payment For Review

Figure 29: Payment for Review

## 5. Online Proceedings

If the DGFT officer will call importer/exporter for the Personal Hearing against the application submitted with meeting date, time and venue, he/she can check and respond under 'Online Proceeding' section

1. Importer/Exporter will check for the personal hearing under

### My Dashboard >> Online Proceedings

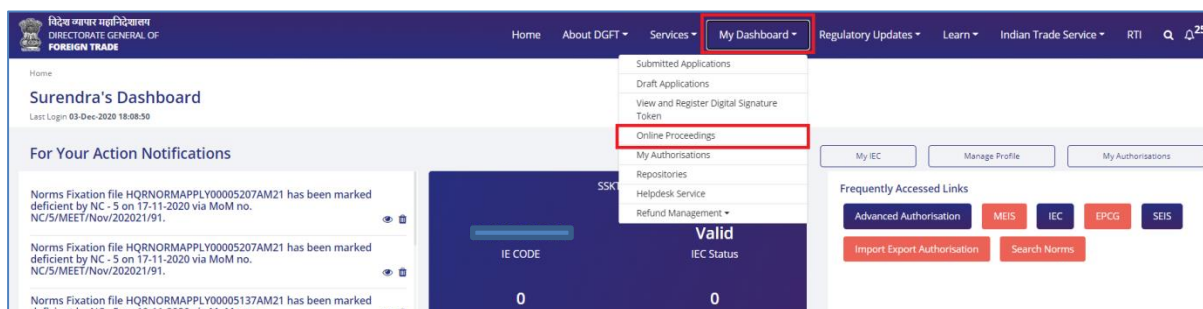


Figure 30. My Dashboard >> Online Proceeding

2. After clicking on online Proceeding. Online Proceedings grid will be shown as mentioned below

**IEC:** IEC number of the importer/exporter

**File number:** PRC committees file which is submitted by importer/exporter

**Proceeding Name:** Name of the Proceedings **Ex:** Grievance Committee

**Proceeding status:** Status of the file submitted by importer/exporter

Online Proceedings				
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status
1	0888003421	DUQCTDFCOM00007825AM21	<a href="#">File Complaint</a>	Open
2	0888003421	DUQCTDFCOM00007813AM21	<a href="#">File Complaint</a>	Open
3	0888003421	DUQCTDFCOM00007798AM21	<a href="#">File Complaint</a>	Open
4	946062	HQRHAPPLY00005716AM21	<a href="#">Grievance Committee</a>	Open

Figure 31: Online proceeding grid view

3. Click on **Proceeding Name** link to submit the personal hearing response.

Home / My Dashboard  
Online Proceedings  
Last Login 16-Jan-2021 15:32:05

Online Proceedings

Show 10 entries

Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status
1	0888003421	DUQCTDFICOM00007825AM21	File Complaint	Open
2	0888003421	DUQCTDFICOM00007813AM21	File Complaint	Open
3	0888003421	DUQCTDFICOM00007798AM21	File Complaint	Open
4	946062	HQRPHAPPLY00005716AM21	Grievance Committee	Open
5	0888003421	DUQCTDFICOM00007790AM21	File Complaint	Open
6	946062	HQRPHAPPLY00005606AM21	Grievance Committee	Open

Figure 32: Click on Proceeding Name

4. Click on UDIN number under UDIN heading to view the personal hearing the letter

Home / My Dashboard  
Online Proceedings  
Last Login 16-Jan-2021 15:32:05

Online Proceedings

IEC: [Search] Firm Name: [Search]  
File Number: [Search] Proceeding Name: [Search]  
Grievance Committee: [Search]

Show 10 entries

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINPH00004392AM21	Personal Hearing	11/01/2021	DGFT(HQ)		Response Submitted	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Back

Figure 33: Click on UDIN number

5. On click of UDIN number personal hearing approved letter details will show.

APPROVED LETTER DETAILS

Search: [Search]

Sl.No.	Approved By	Approved Date	Letter Type	View Letter
1	DGFT(HQ)	12/11/2020	Personal Hearing	<a href="#">View Letter</a>

Previous 1 Next

Figure 34. Personal hearing approved letter details

6. Click on View letter link to view the personal hearing letter.

**APPROVED LETTER DETAILS**

Search:

Sl.No.	Approved By	Approved Date	Letter Type	View Letter
1	DGFT(HQ)	12/11/2020	Personal Hearing	<a href="#">View Letter</a>

Previous **1** Next

**Figure 35. View Personal hearing letter link**

7. Click on Submit link under Response heading to submit the Personal hearing response

**Online Proceedings**

IEC:  Firm Name:

File Number:  Proceeding Name:

Policy Relaxation Committee(PRC)

Show 10 entries

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINEPCG00023016AM21	Personal Hearing	20/01/2021	DGFT(HQ)		Pending	<a href="#">Submit</a>

Showing 1 to 1 of 1 entries

Back

Previous **1** Next

**Figure 36: Submit Response link**

8. Submit link under response heading.
9. User provides confirmation for hearing as Yes/No.  
**Note:** Confirmation for Hearing is pre-selected as: Yes
10. Add mandatory attachment

**Respond to Personal Hearing Letter**

Confirmation for Hearing \*

☒ Yes ☐ No

Request for Adjournment (Please enter reason in remarks below) \*

☐ Yes ☒ No

Attachments

Attachment Type:

Remark:

Uploaded Document List

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Previous Next

Upload Attachments

**Figure 37: Personal Hearing response**

11. User will sign the declaration, add Place and click on save & next button

**Declaration**

1. I/We hereby certify that:

A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):

- (i) The Customs Act, 1962;
- (ii) The Central Excise Act, 1944;
- (iii) Foreign Trade (Development & Regulation) Act, 1992; and
- (iv) The Foreign Exchange Management Act, 1999;
- (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974

B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;

C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority

2. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.

3. I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

4. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld therefrom.

5. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy

☐ Tick the box as acceptance of declaration/ undertaking and fill in the details below:

Place:  Date: 21/01/2021

Clear All Save & Next

Figure 38: Sign document

12. On click of Save & next button. User will E-sign the document with Aadhar or Digital signature (DSC)

**Declaration**

1. I/We hereby certify that:

A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):

- (i) The Customs Act, 1962;
- (ii) The Central Excise Act, 1944;
- (iii) Foreign Trade (Development & Regulation) Act, 1992; and
- (iv) The Foreign Exchange Management Act, 1999;
- (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974

B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;

C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority

2. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.

3. I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

4. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld therefrom.

5. I hereby certify that I am authorized 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.

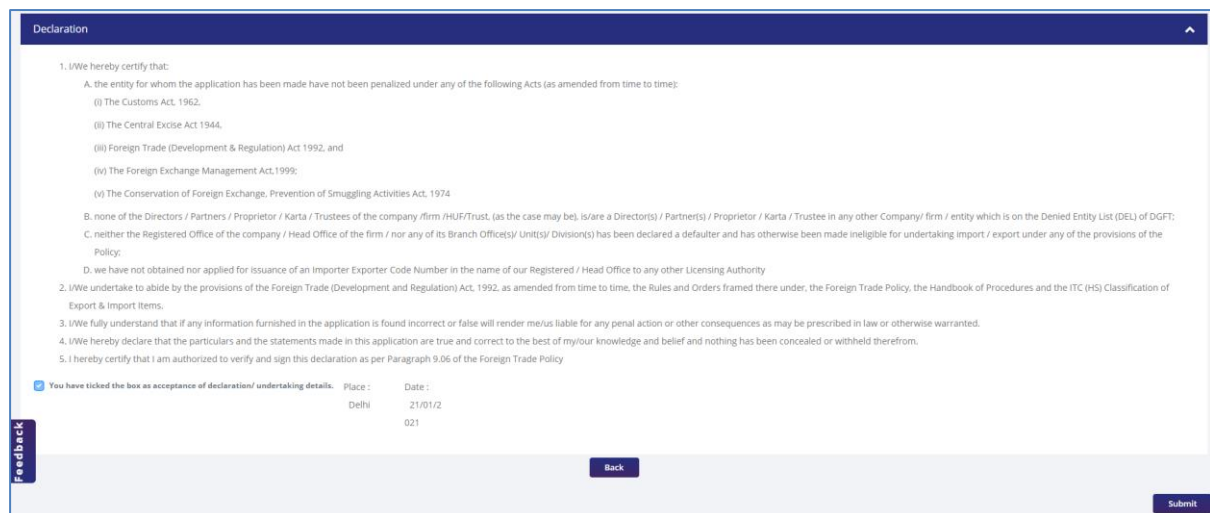
Place :	Date :
Delhi	21/01/2021

Back

Sign

Figure 39: E-sign document

13. Click on 'submit' to submit the response



**Declaration**

1. I/We hereby certify that:

A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):

- (i) The Customs Act, 1962,
- (ii) The Central Excise Act 1944,
- (iii) Foreign Trade (Development & Regulation) Act 1992, and
- (iv) The Foreign Exchange Management Act, 1999;
- (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974

B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;

C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority

2. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.

3. I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

4. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld therefrom.

5. I hereby certify that I am authorized 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 :      Date :  
Delhi      21/01/2021

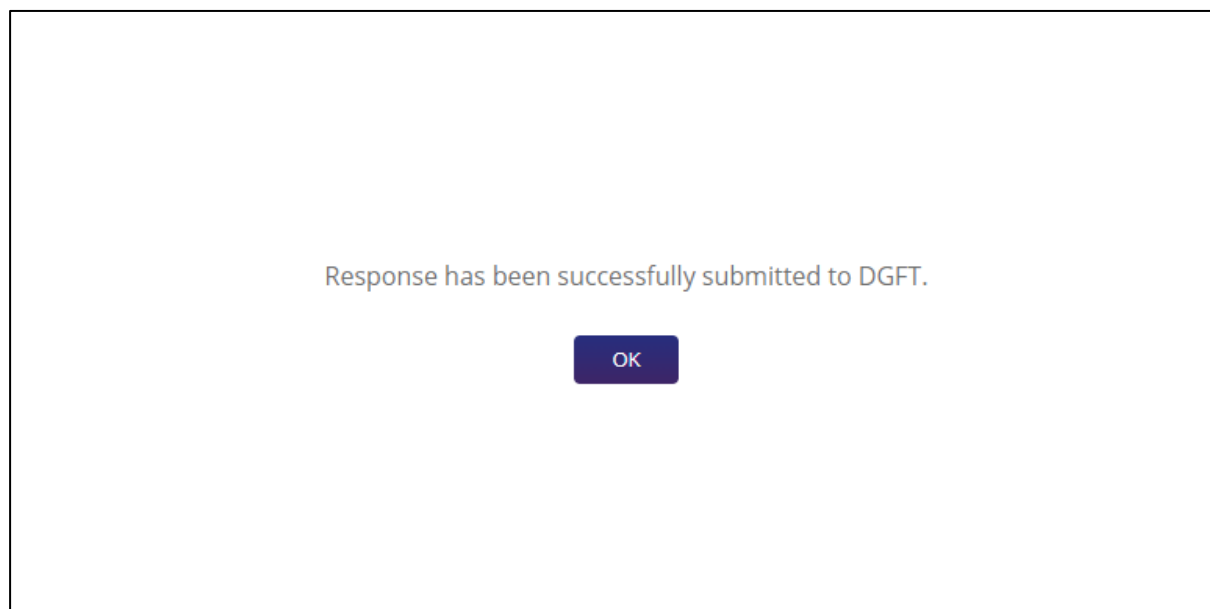
[Feedback](#)

[Back](#)

[Submit](#)

**Figure 40:Submit button**

#### 14. Response will be submitted successfully



Response has been successfully submitted to DGFT.

[OK](#)

**Figure 41. Response submitted successfully**

15. Once the response is submitted user can check the submitted response by clicking on Proceeding Name link under Proceeding name heading
16. User can check Response Due date, Proceeding Status and response submitted by clicking on View link button

The screenshot displays the 'Online Proceedings' section of the DGFT portal. At the top, there is a navigation bar with links: Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. Below the navigation bar, the user is logged in as 'CONTINENTAL INDIA PRIVATE LIMITED' with a last login time of 20-Jan-2021 23:33:31. The main heading is 'Online Proceedings'. Below this, there are input fields for IEC (0508059631), Firm Name (CONTINENTAL INDIA PRIVATE LIMITED), and Policy Relaxation Committee (PRC). A table lists the proceedings, with one entry showing a 'Personal Hearing' issued on 20/01/2021 by DGFT(HQ), with a 'Response Submitted' status. The table has columns: SL.No., UDIN, Description, Issued On, Issued By, Response Due Date, Proceeding Status, and Response. A 'View' link is provided for the response. At the bottom, there is a 'Back' button.

SL.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINEPCG00023016AM21	Personal Hearing	20/01/2021	DGFT(HQ)		Response Submitted	<a href="#">View</a>

Figure 42:Response submitted

**Note:** To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the “Contact@DGFT” page.