Directorate General of Foreign Trade

User Help File

EPCG Module

Version 0.3

February 2022

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1. Introduction and Accessing DGFT Portal

This document is the help file for EPCG functions in the new system. To access the new portal, navigate to https://dgft.gov.in. The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12+.

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

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

Services ->EPCG.

2. Contact@DGFT

For any issues users can raise any concern to DGFT and may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the "Contact@DGFT" page.
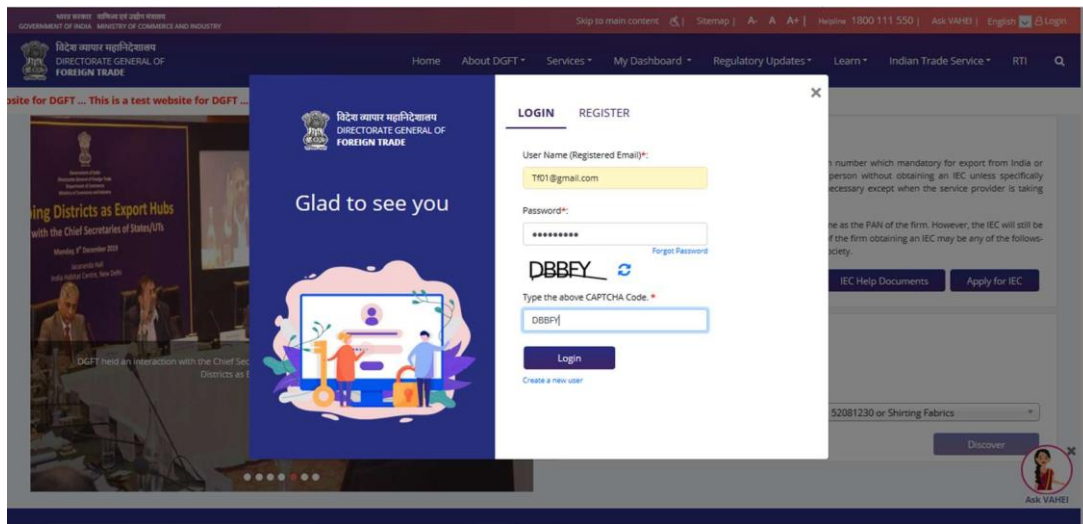
3. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

   a) Internet Connection

   a) Valid User ID and password provided to log in

Then proceed with the following steps.

   1. Visit the DGFT website and proceed with Login by entering the User ID, Password and captcha then click on the Login button to log in to the system.

   2. On successful login, Home page will be displayed with Basic details in Dashboard like IEC Number, Valid, IEC status, Authorizations Issued, etc. FYA Notifications will be displayed in the left pane of the screen.
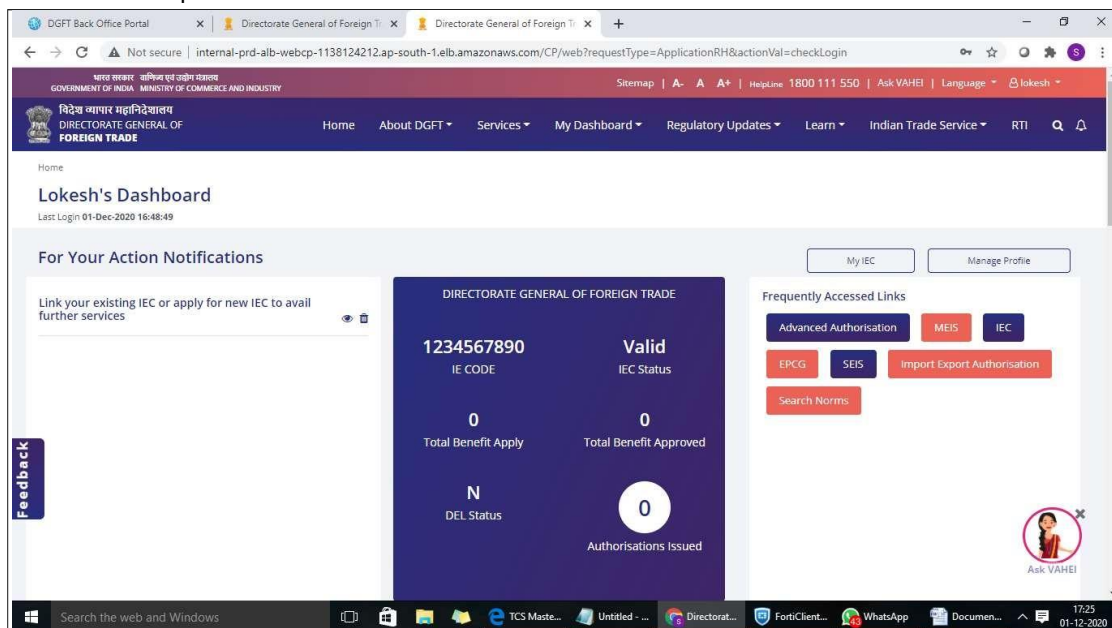
4. Applying for EPCG licence.

Introduction

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

Pre-conditions for applying for EPCG:

1. IEC Entity has already Imported Items by paying customs duty.

2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.

3. E-Sign and DSC are enabled for submission.

4. The applicant is authorised to draft and submit applications for an IEC.

Steps to apply for EPCG file number are as follows:

1. Login to the portal with valid credentials and click on 'Services'menu present in the top of the screen
2. Importer Exporter navigates through Services>>EPCG
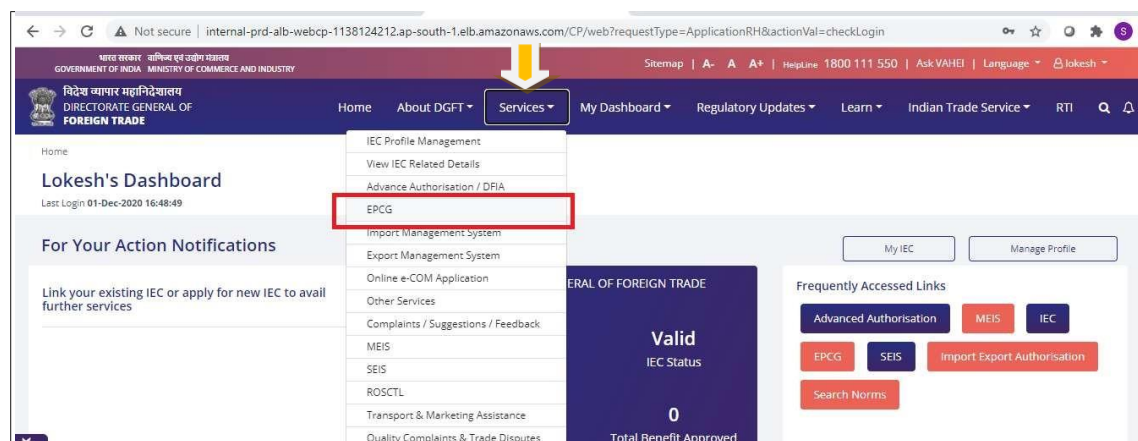
3. Export promotion of Capital Goods (EPCG Scheme) Screen will be displayed.

Separate Tiles for processes for EPCG are show under Services under EPCG.

4. Select **Apply for EPCG/Post Export EPCG (ANF-5A).**

User can apply for EPCG in two ways:
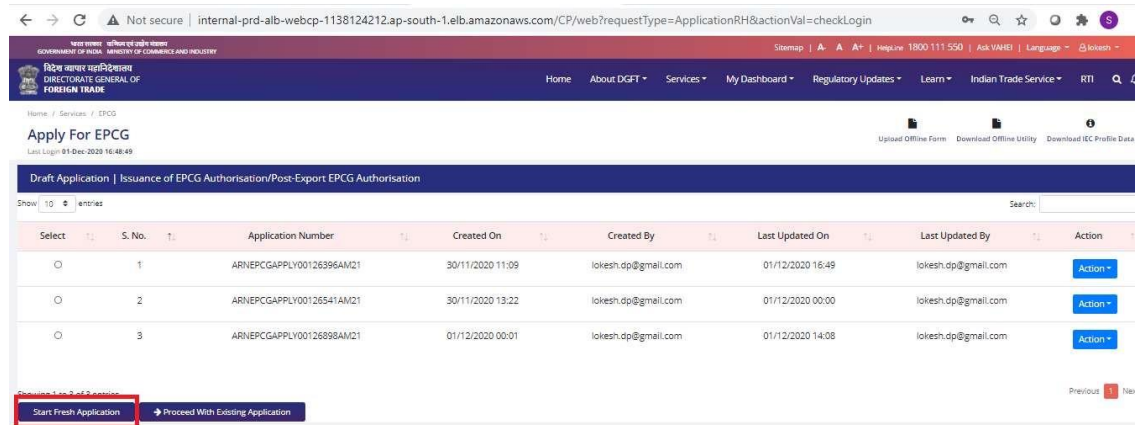
1. Proceed with Draft Application

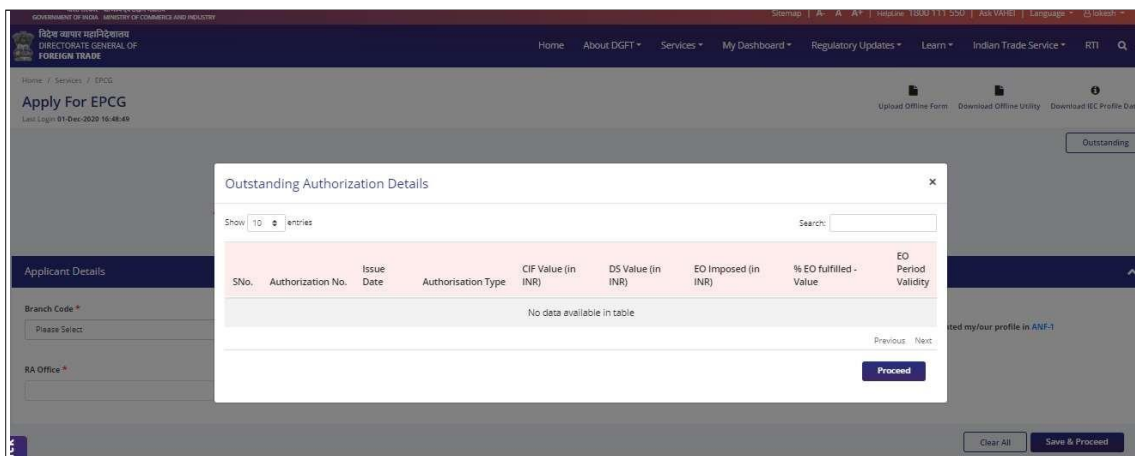User selects the required Draft and clicks on Proceed with Existing Application.
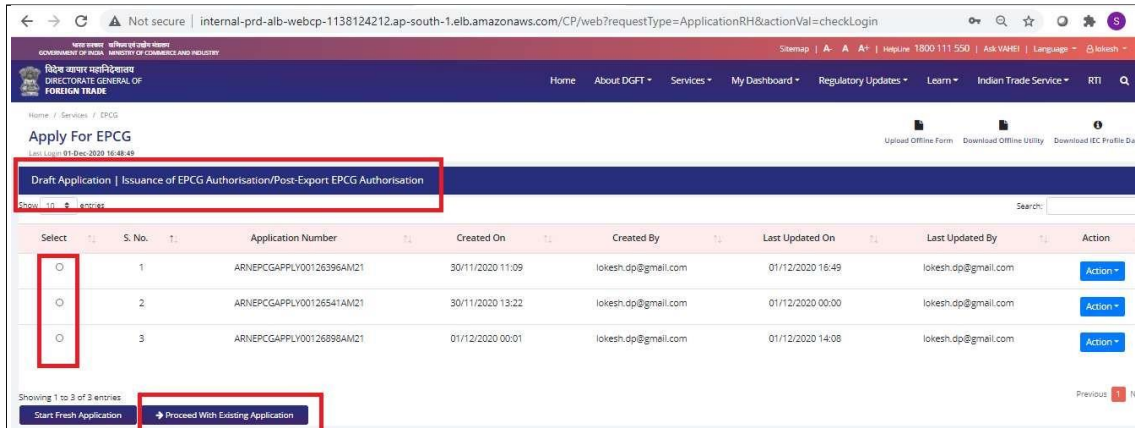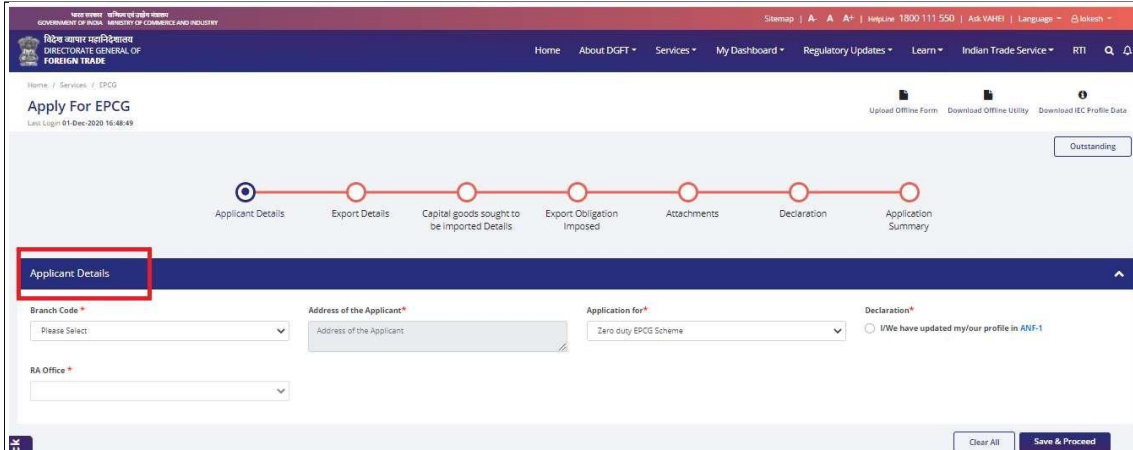
2. Fresh Application:

- User selects Start Fresh Application

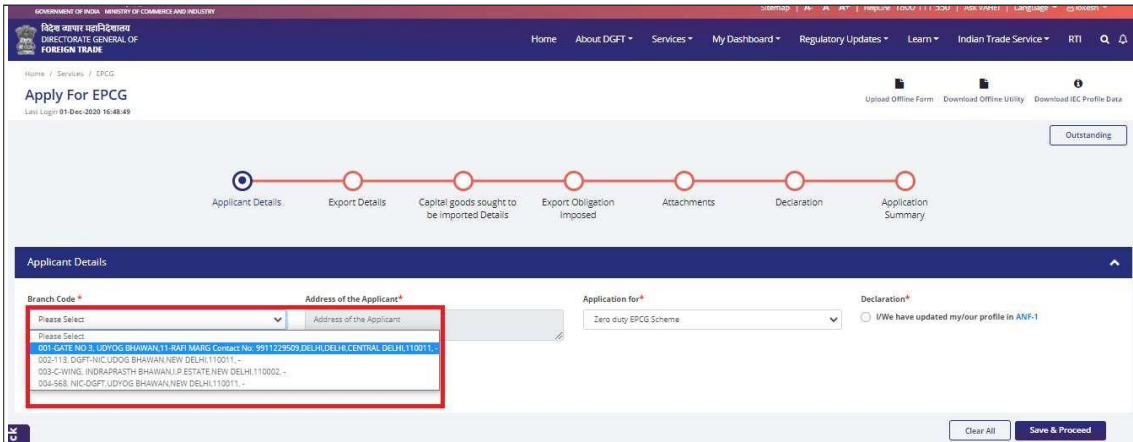- Outstanding Authorizations list will be displayed:

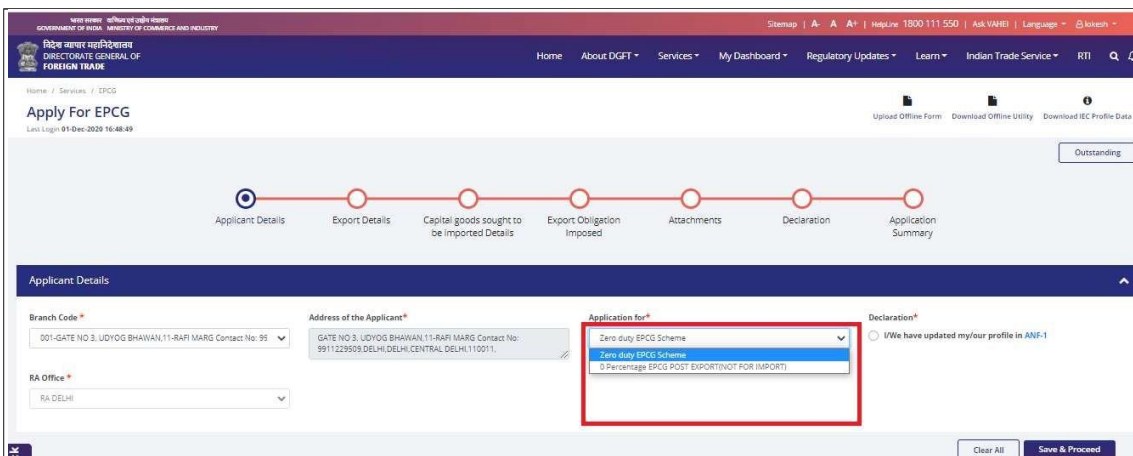5. **Applicant Details screen is displayed**. Importer/Exporter selects Branch code from dropdown

6. Branch code is selected then Address of Applicant is auto populated:

- Importer/Exporter selects value for Application from the two drop down values:

i) Zero duty EPCG Scheme

ii) Zero percentage EPCG Scheme Post Export (Not for Import)

7. User selects the declaration; a dialogue box is displayed for the confirmation that he/she has updated his profile in ANF-F
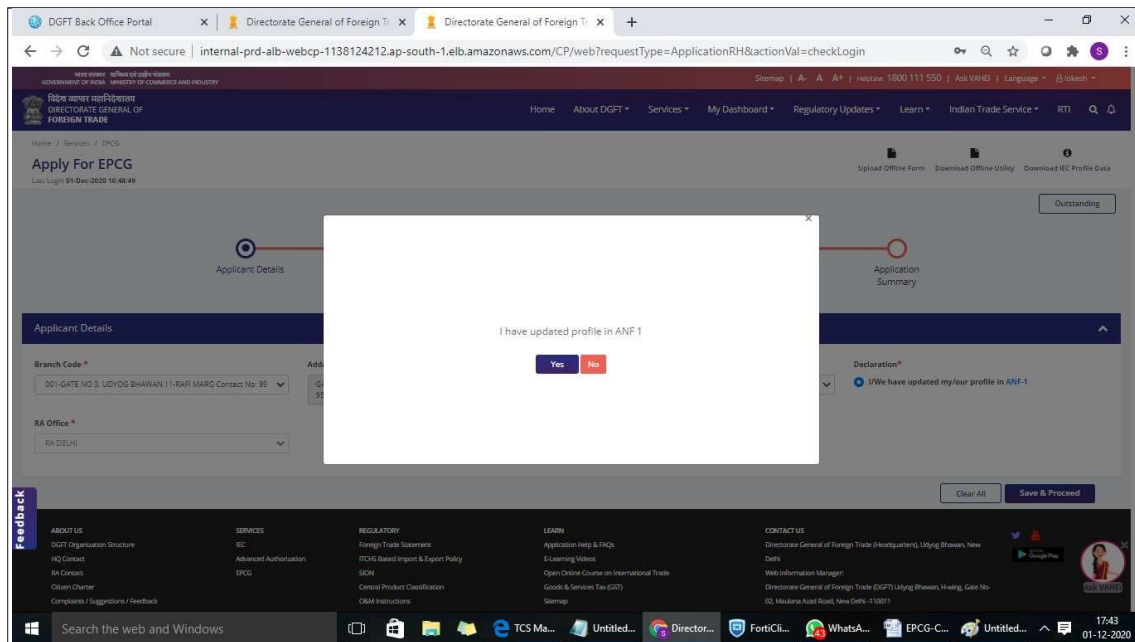
8. If user selects **No** then system displays a popup that user needs to update his IEC profile and the navigation in Customer Portal for the same.
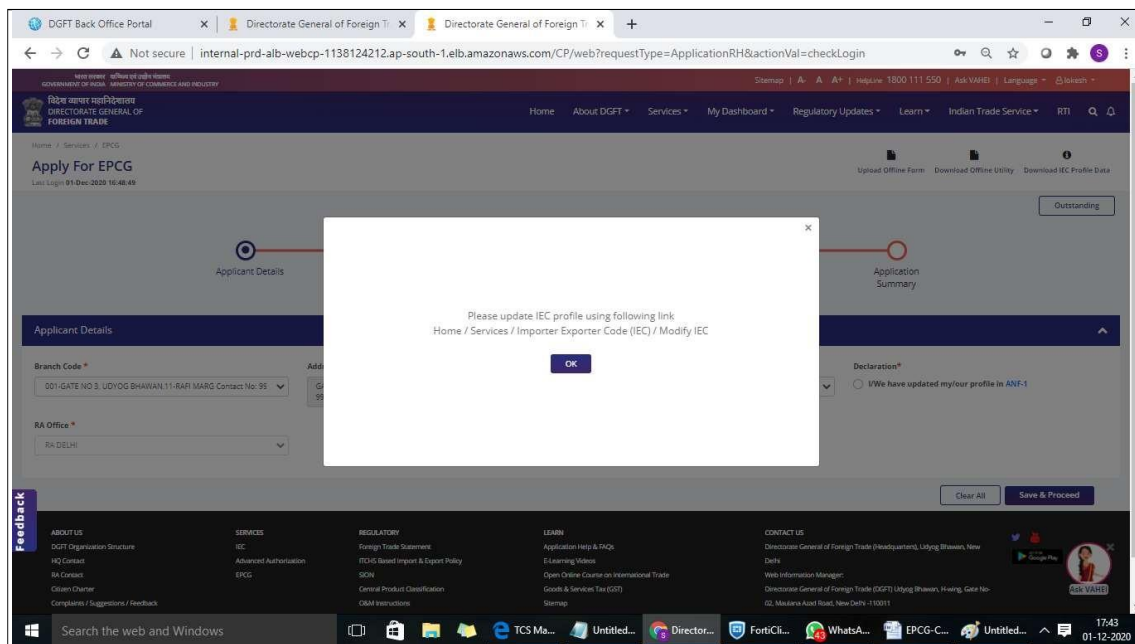
9. If Selects **Yes** for the confirmation on IEC Profile Update, then the other sections of Applicant Details page are displayed.

10. RA-Office name is auto populated based on the address of the selected branch code.

11. User selects the Port of Registration from the drop-down list which shows list of all EDI/Non-EDI ports. (System will Auto suggest the name of port based on Users input)

12. In case user selects anything in sector classification then the Justification for the sector classification has to be provided mandatorily.
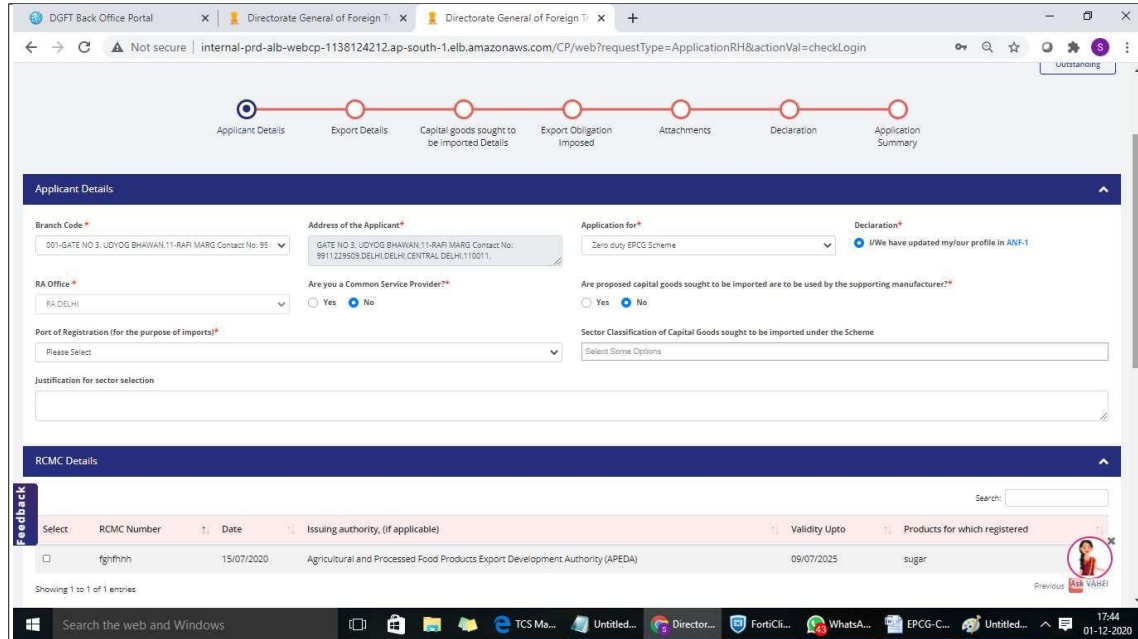
13. In case User selects the value for Are you a common service provider? As **Yes** and/or Are proposed capital goods sought to be imported are to be used by the supporting manufacturer? As **Yes** then user has to provide details for two additional sections namely Common service provider details and Supporting Manufacturer/Factory Premises / Project Site.
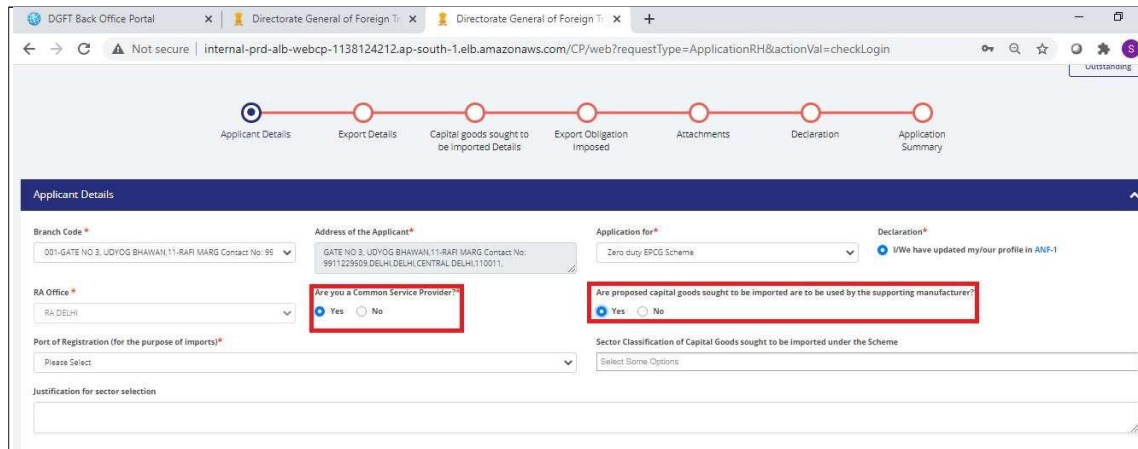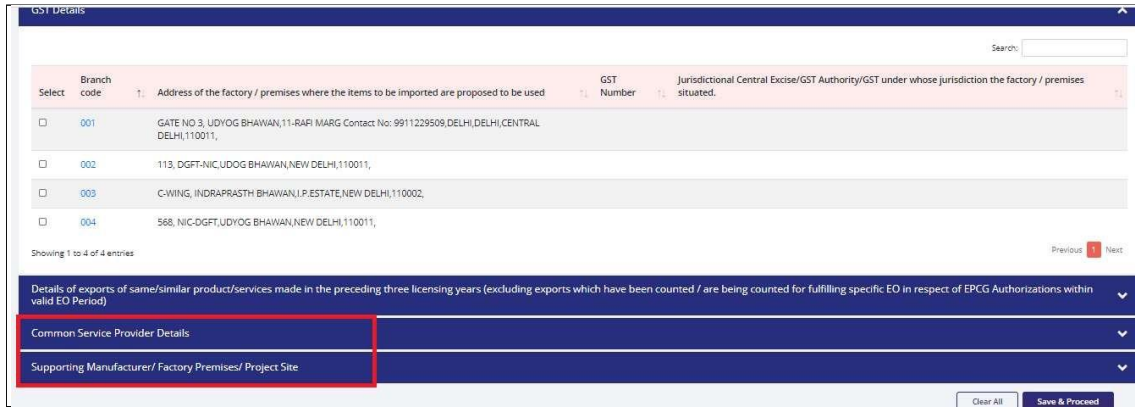
14. **RCMC Details** Section: User selects one or more RCMS Details for the EPCG License. This list will be populated from the IEC profile of the Importer/Exporter. Only Valid RCMC details are shown here.
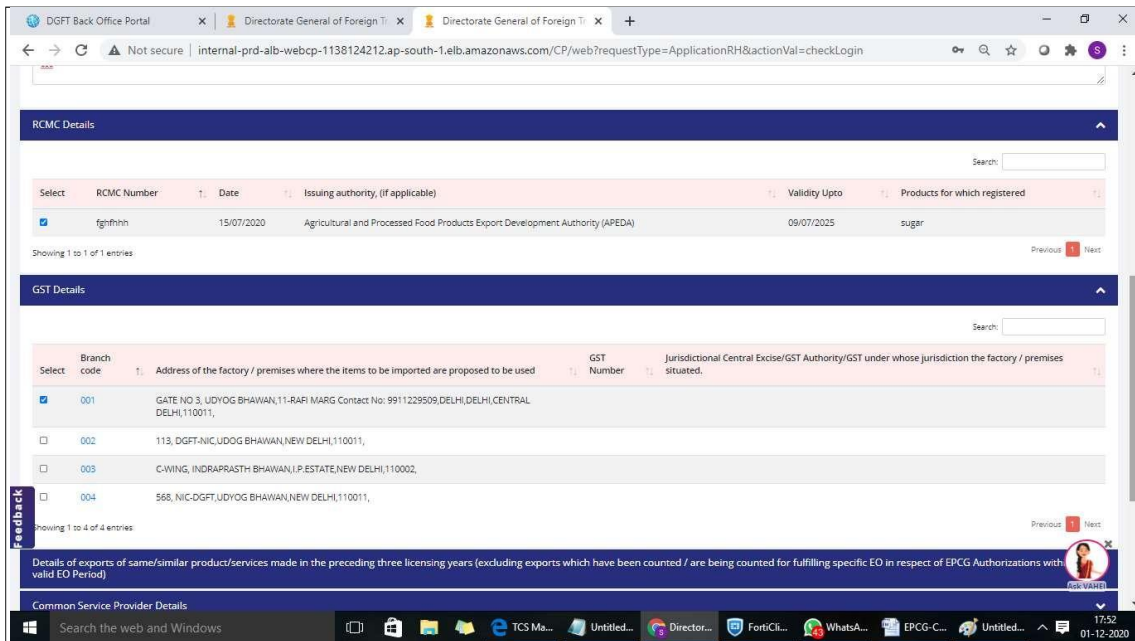
15. **GST Details:** A GST detail of the importer/Exporter is displayed from the IEC profile. User can select one/more GST details from the list irrespective of the branch code selected above.

16. **Common service Provider Details**: User has to capture minimum 6 different Exporter details where the firm is a Common Service Provider. All can belong to same product category or different.

- Product category is selected from the list of values in the drop down.

- Based on the selection of Product category the place of operation drop-down values is filtered, user selects any from the list then.

- Name of Exporter is auto populated once the IEC of exporter is provided.

- Address of Exporter is auto populated once the branch code is selected.

- All the CSP Exporters should be different.
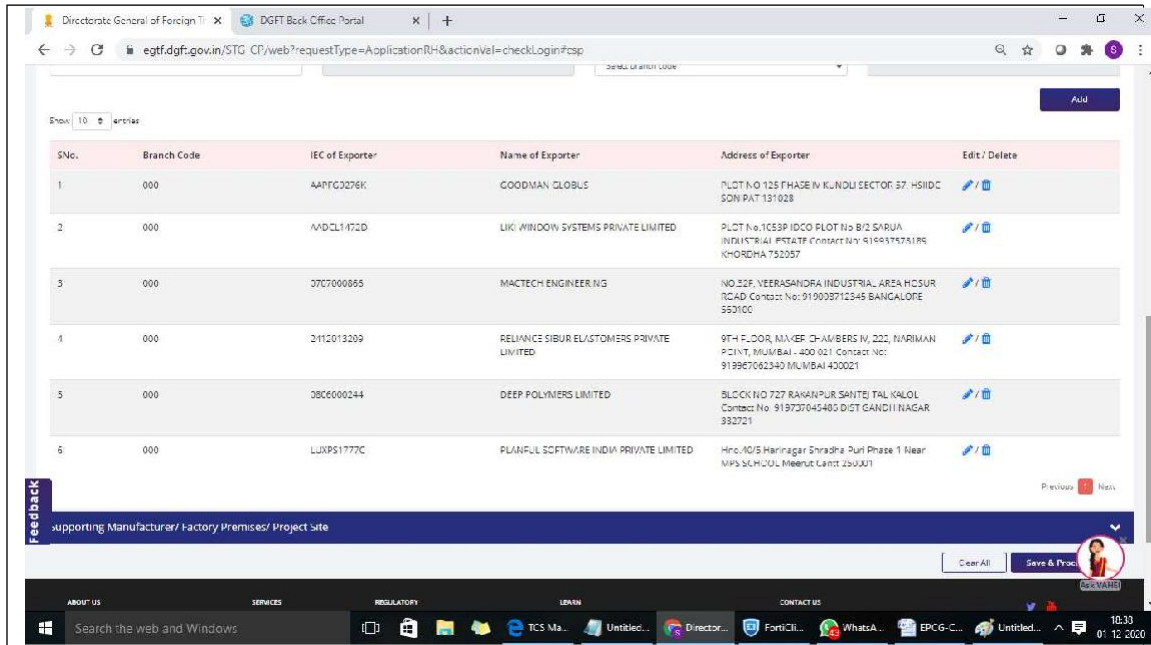
17. Supporting Manufacturer Supporting Manufacturer/ Factory Premises/ Project Site Details:

- User captures details like GSTN Registration Number, Name of Supporting Manufacturer, Supporting Manufacturer Address Line 1, Supporting Manufacturer City etc...

- Based on the Supporting Manufacturer Pin Code the value for Supporting Manufacturer State is auto populated.
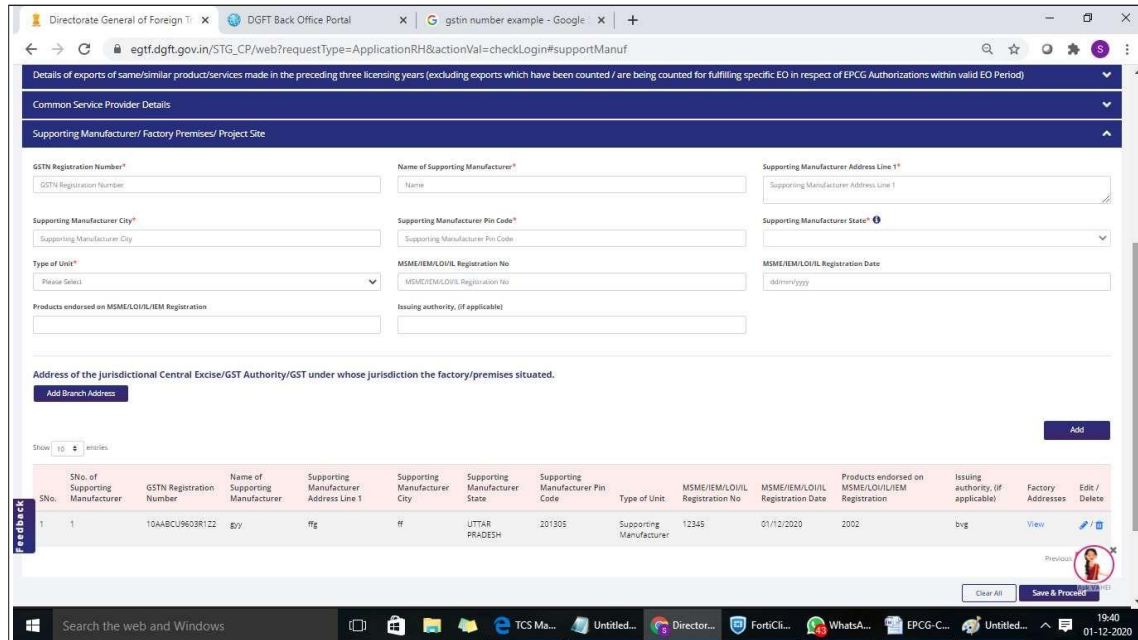
18. Export Details Page:

- User selects the one/many value for **are the export item(s) present in the following list (if any)** from the drop down.
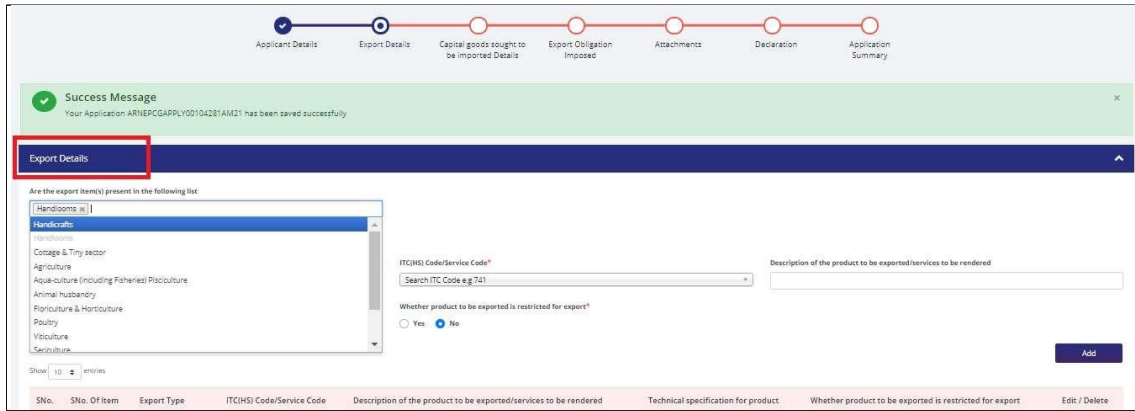
- User can capture Export details in below two ways:

i) Bulk Upload –

User can download the Template by clicking on **Download sample Excel**.
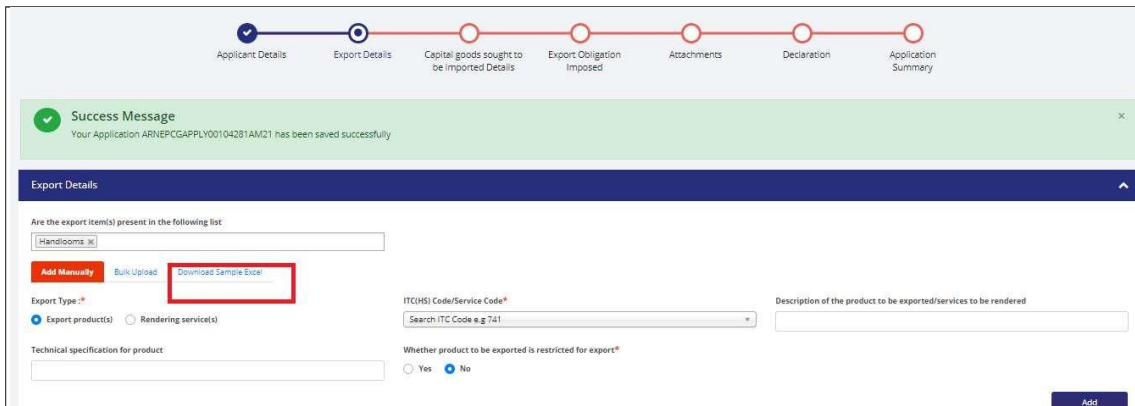
- Select the same and then upload the same via **Bulk Upload**:
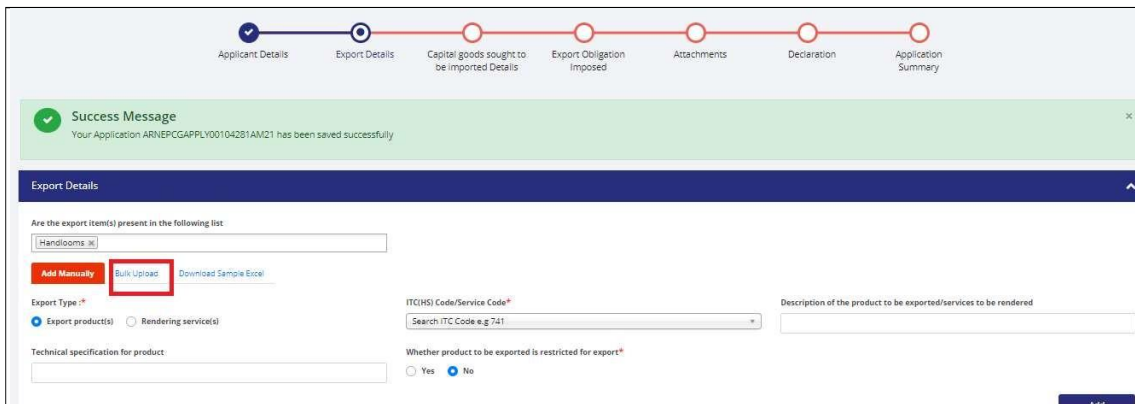
- Click on **Upload** Button.
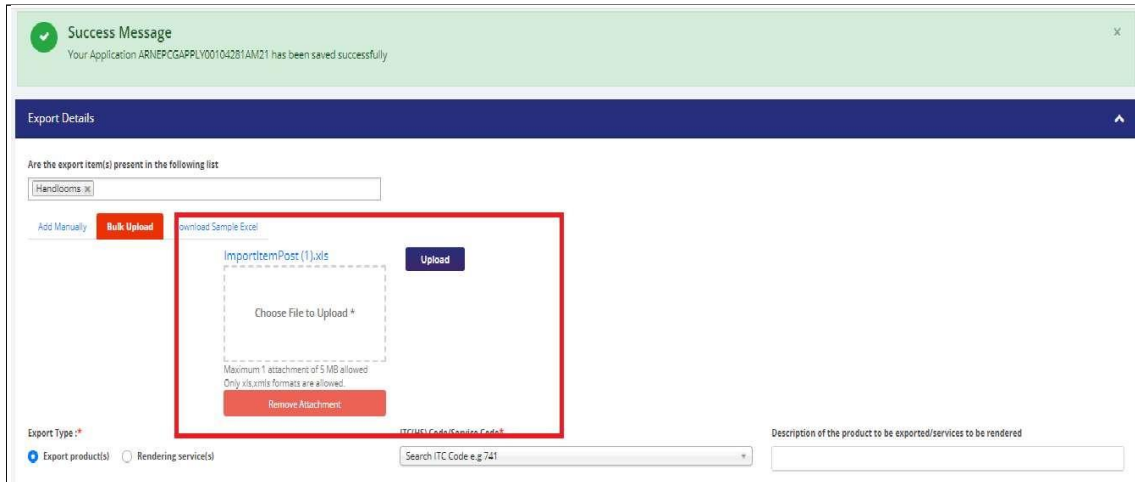
ii) Add Manually

- User selects the Export Type: Anyone -Export Products /Rendering Products.
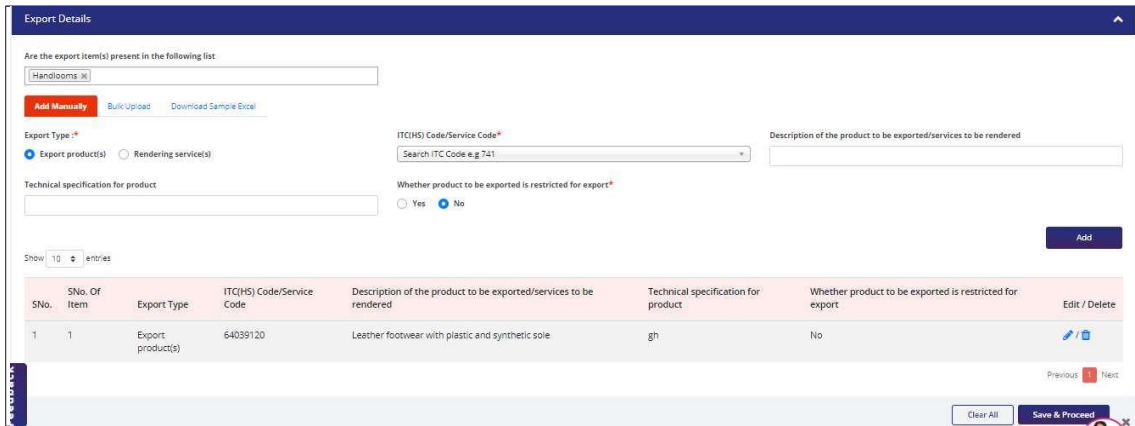
- User provides the ITCHS code/Service Code.
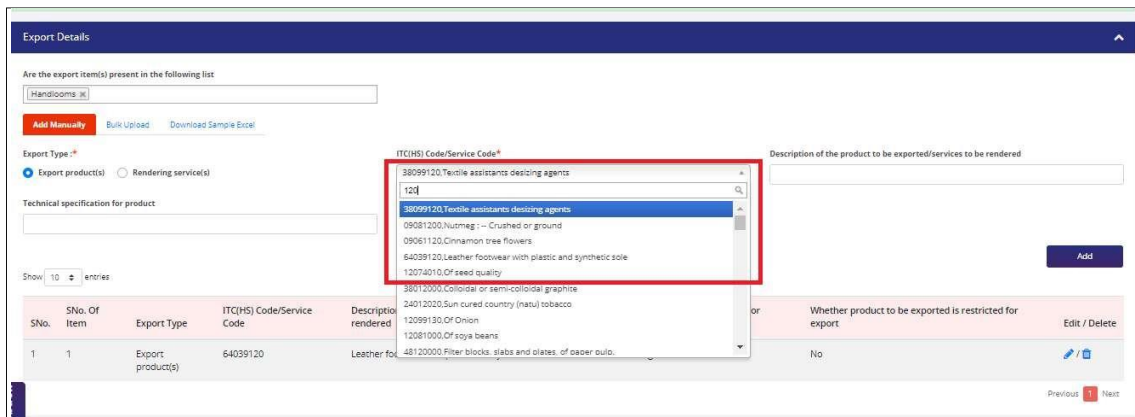
- Description of the product is auto populated based on the ITCHS code.

- User provides other inputs and clicks on Add button; Details are added in the Export Details table below.

19. **Capital goods sought to be imported details:**

- User selects the currency of Import from the currency list in the drop down.

- Similarly, the freely convertible currency is selected from the drop down.

- User captures 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* in the free text area.

- Import Item Details can be added in a similar way like Export Details i.e.

I) Bulk Upload- User can download the template excel, capture all the details of the Import Items and then upload the same. Details will be added in the Import Table below.

ii) Manually- User has to manually provide values of all parameters.

On the selection of ITCHS code the description of the Item is auto populated.

User selects the value of Nature of capital goods sought to be imported and Unit of measurement from the list of values in the drop down.

- On click of Add button, details will be added in the Import Detail table below.

- Once added, user can edit/delete any Item details.

- Total CIF value in INR, Freely Convertible currency, USD, in currency of Imports and Duty saved value in INR is displayed below the Import Details table.

20. Indigenous Details:

- In case Importer /Exporter selects yes for 'Do you want to add Invalidation request' option then he has to add Indigenous Item Details

- User selects the Item Serial no of the Import Item. Based on the selection the ITCHS code, Description and Unit of Measurement is auto populated.

- User declares the Quantity to be invalidated which should be lesser than the Quantity to be imported.

- Once all the details are captured, user clicks on **Add** button.

- Indigenous Item Details are added in the table below.

SNo.	SNo. Of Item	ITC (HS) Code	Description of Capital goods to be Imported	Quantity to be Invalidated	Unit of measure	CIF value of Imports invalidated (INR)	Notional duty saved value(INR)	Edit / Delete
1	1	74199990	Other articles of copper	10	NUMBERS (NOS)	10	100	✏ / 🗑

- User provides the details for Indigenous supplier Details and clicks on Add, the supplier details are populated in the table below.

21. **Bank Guarantee Details:** For Indigenous details user has to mandatorily provide Bank Guarantee Details.

- User clicks on Add Bank Guarantee Detail Button.

- Bank Guarantee Detail screen is displayed; user can search for the Bank Guarantee Details present in the repository.

19
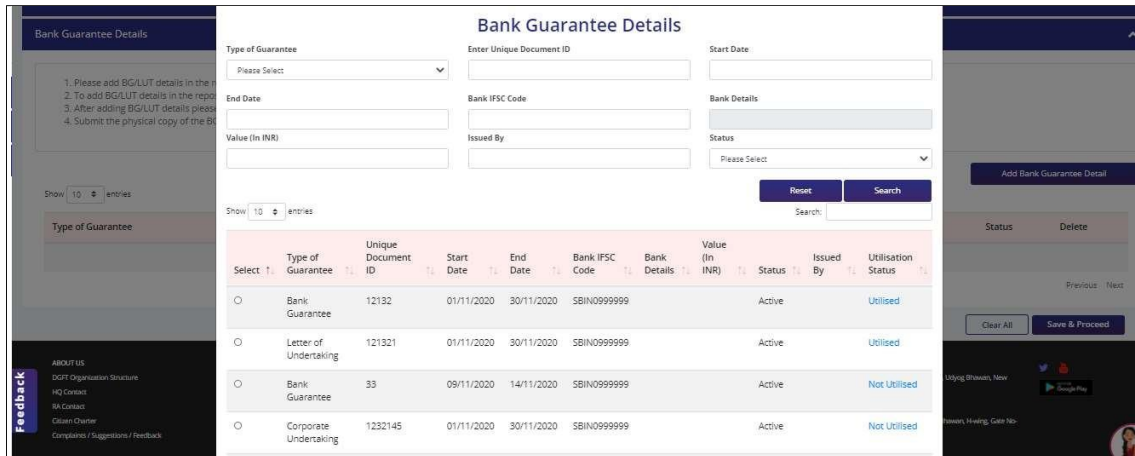
- User selects the required bank guarantee and clicks on **Add** button.
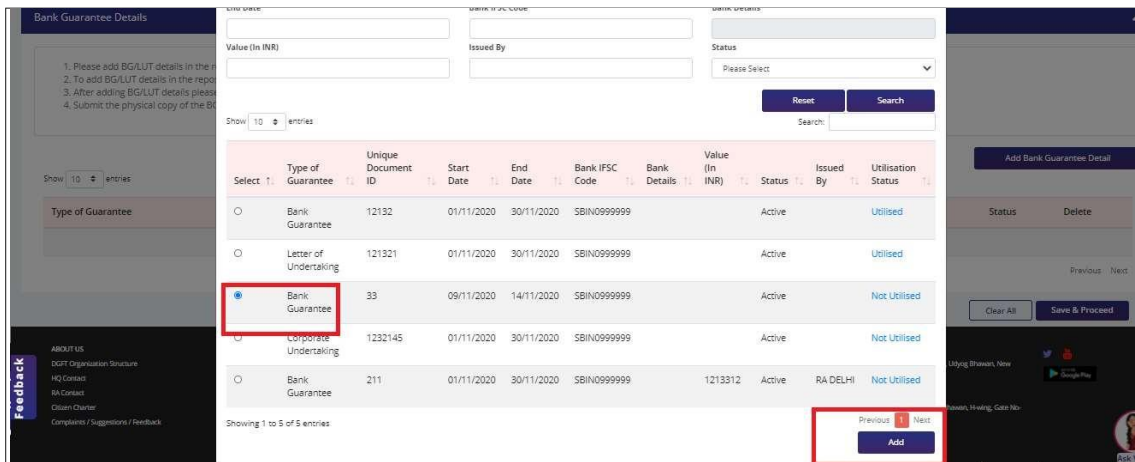
- Bank Guarantee is added and displayed in the Grid. User clicks on Save and Proceed Button.
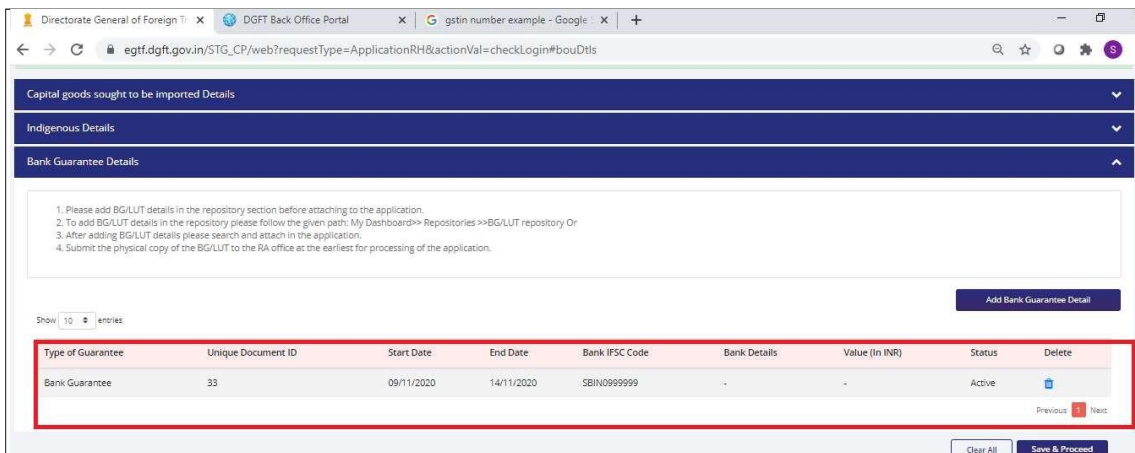
22. Export Obligation Imposed Screen is displayed.

- Based on the Total Duty Saved Value the Export Obligation (EO) Details are calculated and displayed in INR and USD values.

- In general, overall Export Obligation stands like 6*the total duty saved value. (For zero duty EPCG Scheme)

- Overall EO period to full fill the export obligation is 6 yrs. (First block-0-4 yrs., Second block-5-6 yrs.)

- 50% of the Overall EO is to be fulfilled in the first block and the remaining 50% of the Overall EO in the second block.

- In case an Importer/Exporter is unable to fulfil the specified EO for the respective EO period blocks user can request for an Extension in EO period later on. (Within a timeframe of 90 days from the last date of end date of the block)

23. Attachment Screen:

It has basically two sections:

I) Attachment – Where the user provides the necessary attachments
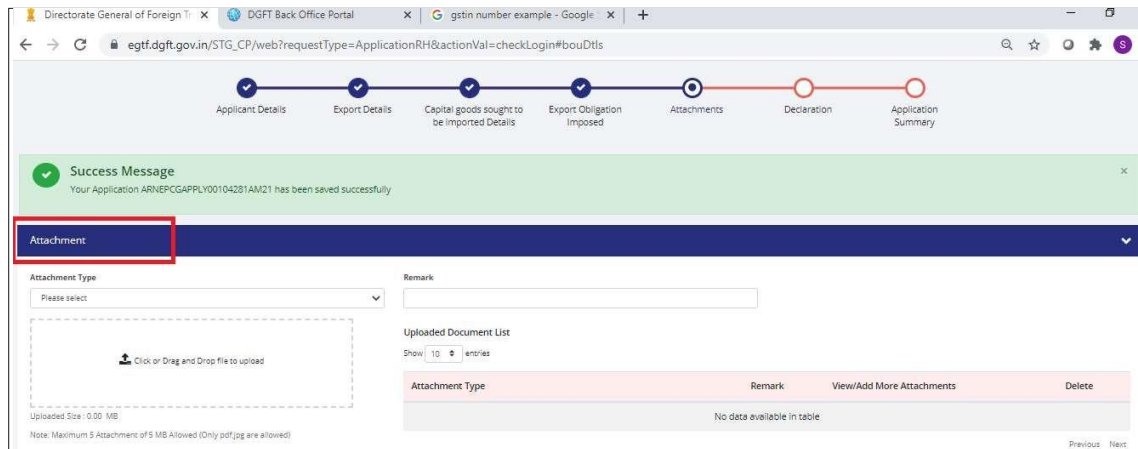
- User selects the attachment type and then browse/Drag-Drop the file.
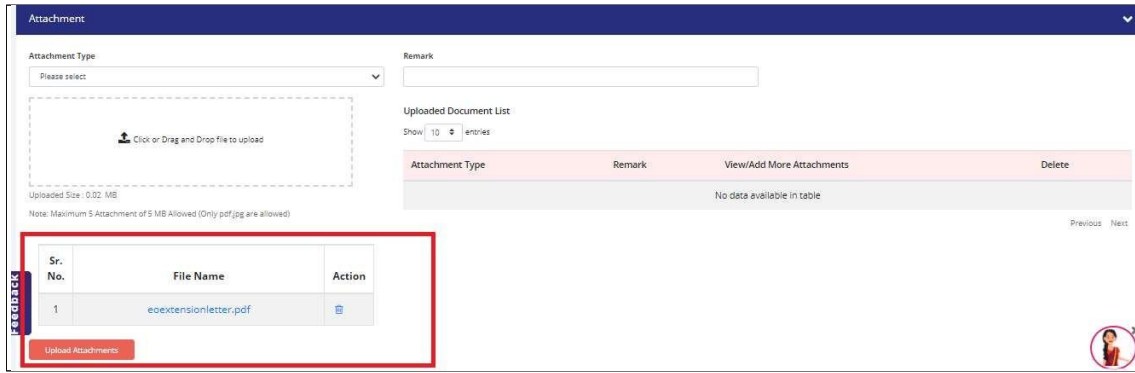
- User clicks on Upload Attachments; attachment will be added.
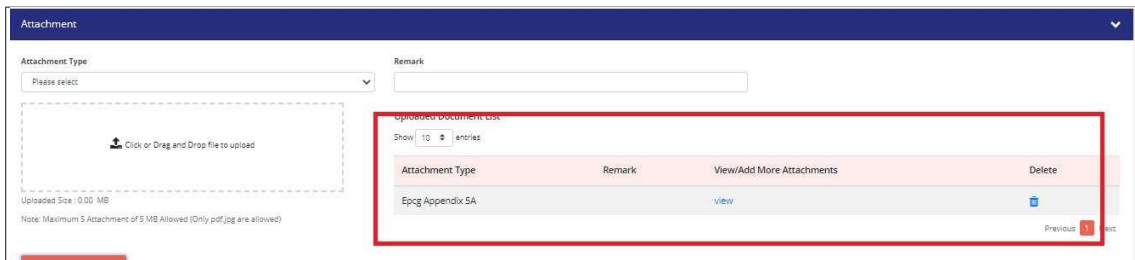
ii) CA/CE Details:

User clicks on Add CA/CE Detail button.
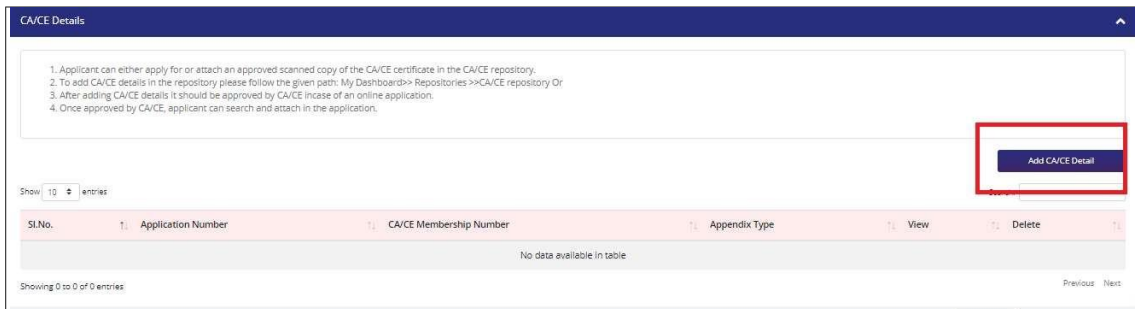
- Appendix List uploaded in the CA/CE repository by the user is displayed.
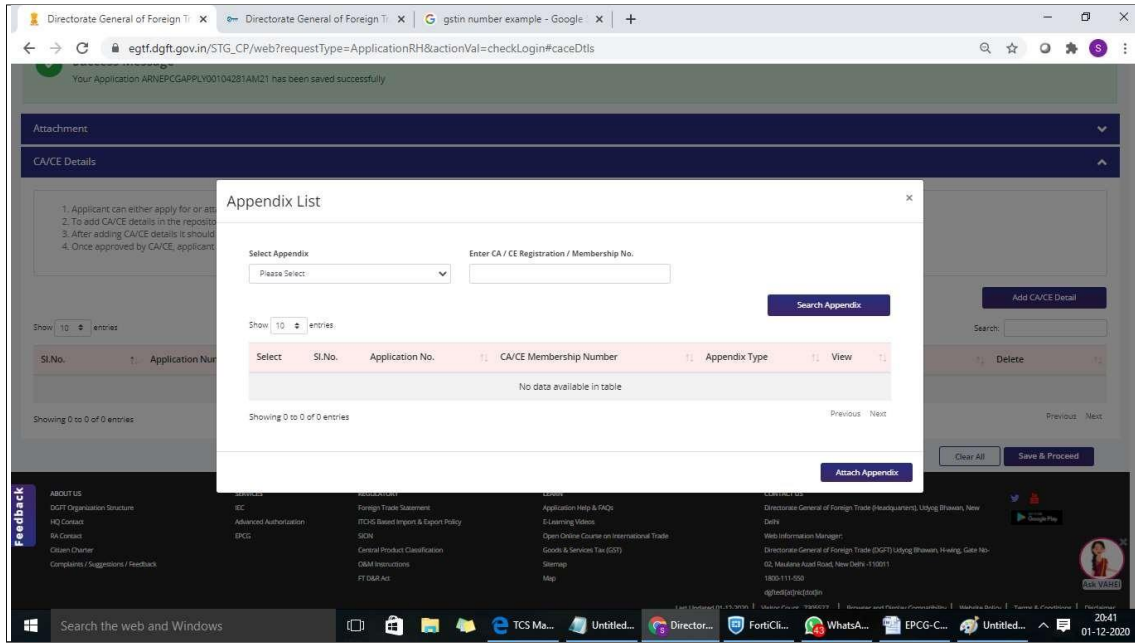
- User selects one/more appendixes from the list and clicks on attach Appendix.
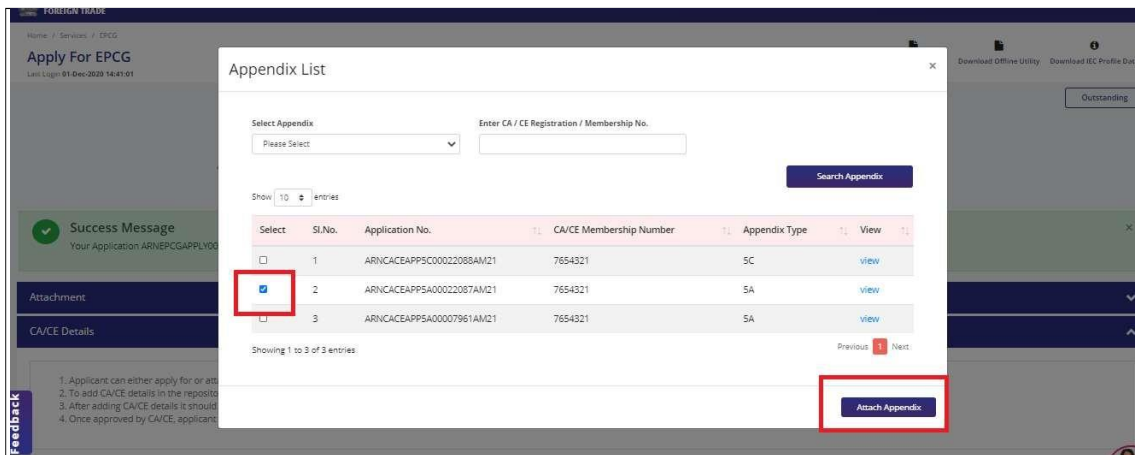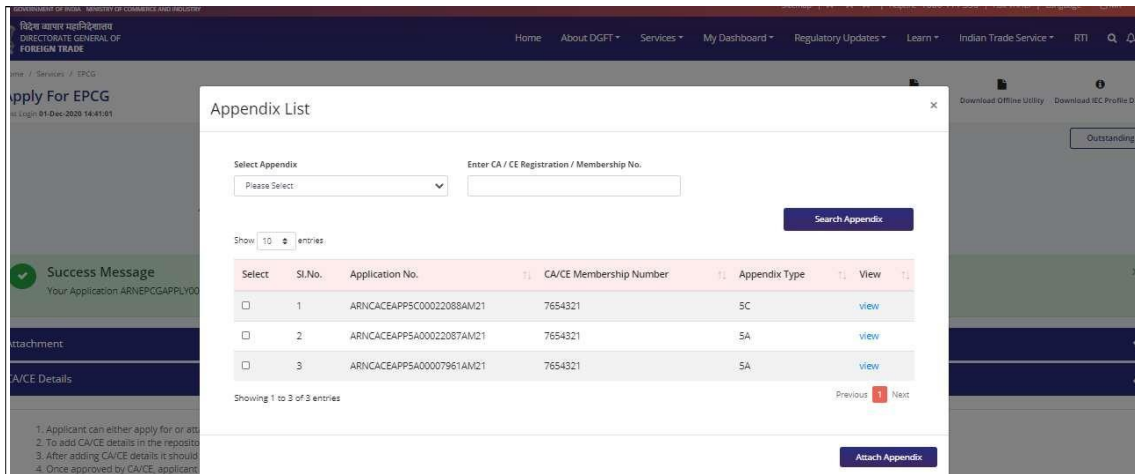
Appendix is added into the Grid.
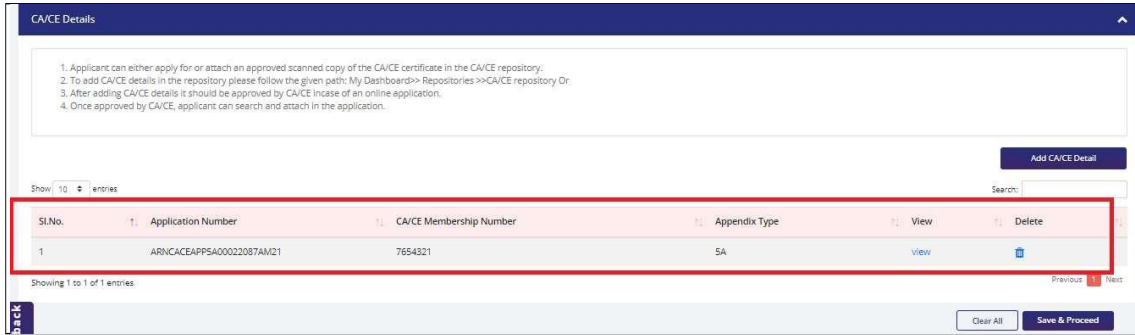
24. Declaration Page:

User will be displayed the list of Declaration points.

- User selects the check box; the User details of the Importer/Exporter are populated below the declaration.

25. Application Summary page is displayed:

- User can print the summary in PDF format by clicking on the **Print Summary** button.

Sample- Print Summary PDF

- In the Application Summary user digitally Sign the application using DSC or Aadhar.

- After, Sign. User clicks on the Payment for EPCG button.

- Payment Details screen is displayed to user where the Applicant detail, Service Description and Fee Amount is displayed.

- In case user selects Yes for any Payment Made in Legacy System/EMPS then user has to provide the details of any such transaction like Transaction reference number, Transaction Date, Ecom reference number and Amount.
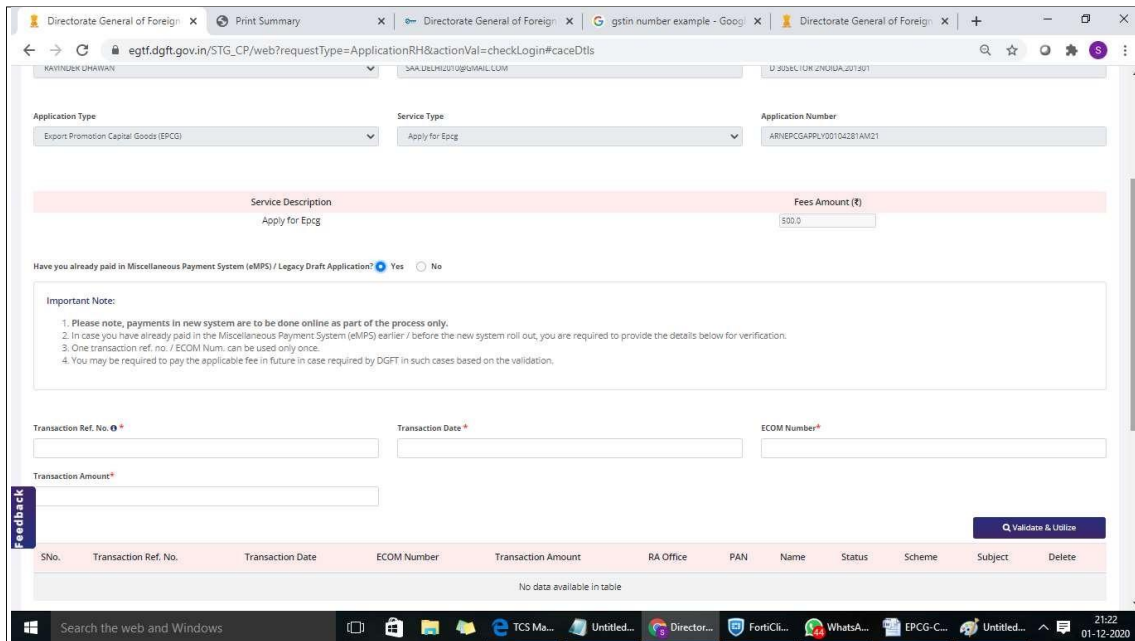
- User clicks on Validate and Utilize button.
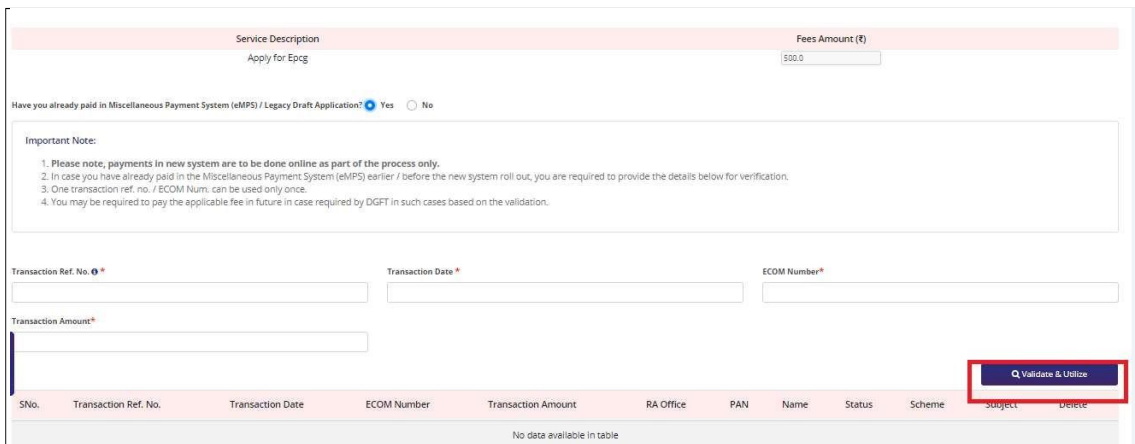
- User clicks on **Submit** button.
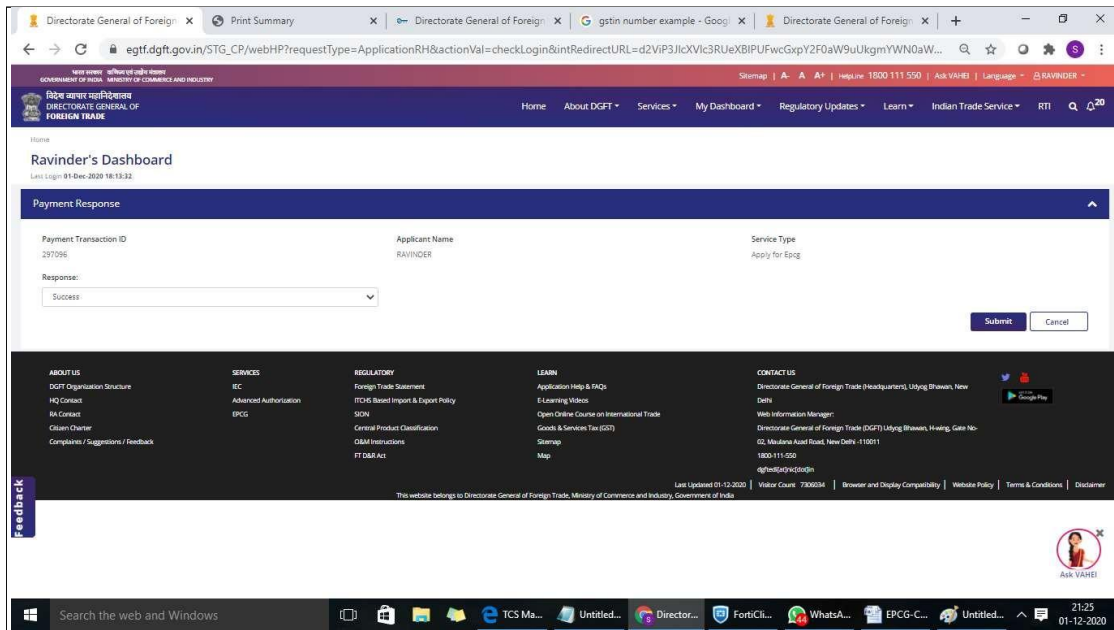
- On Successful Payment a payment receipt is generated.
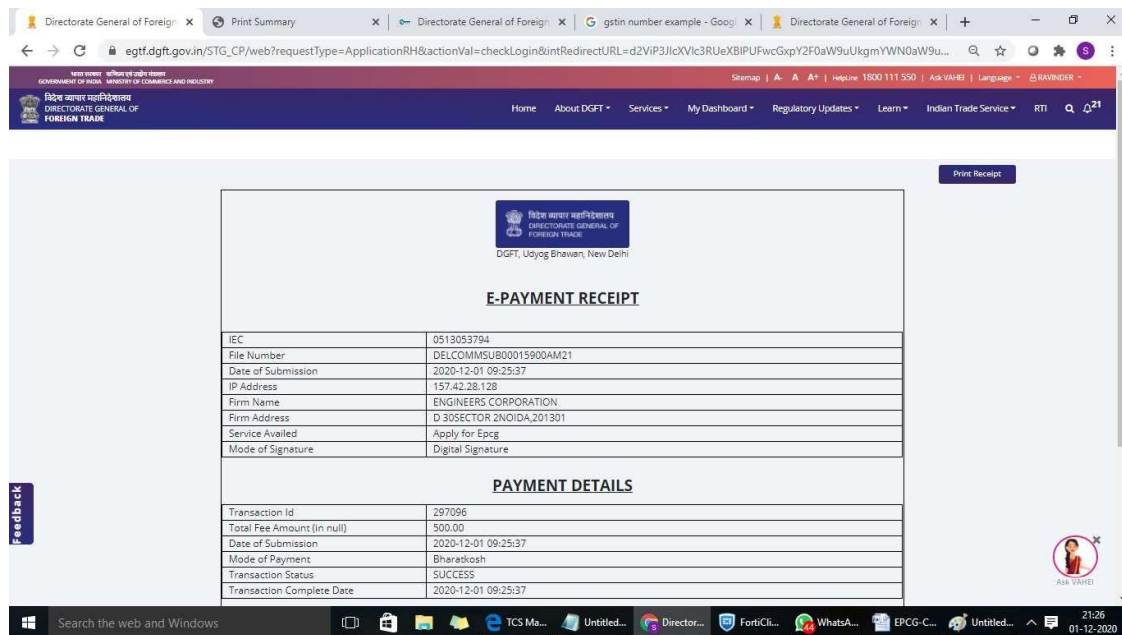
- User can download the payment receipt in PDF format using the download receipt button.

- On clicking OK, an acknowledgement message with File number is displayed.
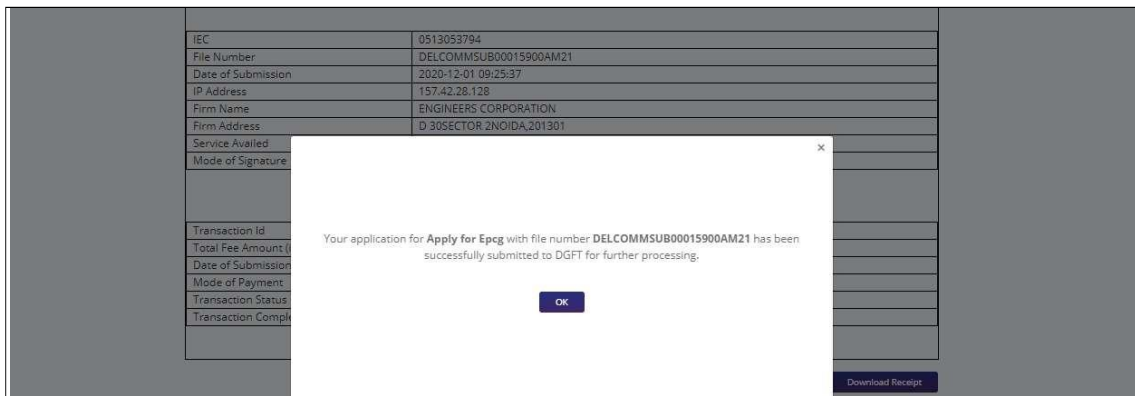
5. Track Submitted Applications

User can navigate to My Dashboard>>Submitted Applications in order to track the Submitted requests in Customer portal.
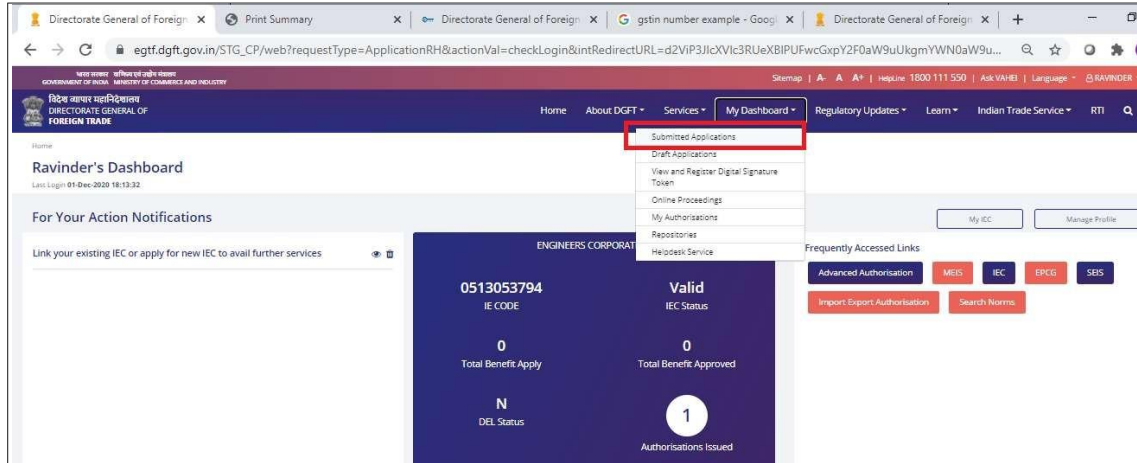
- User selects the Type of scheme as EPCG from the drop down and Type of scheme as Issuance of EPCG license.
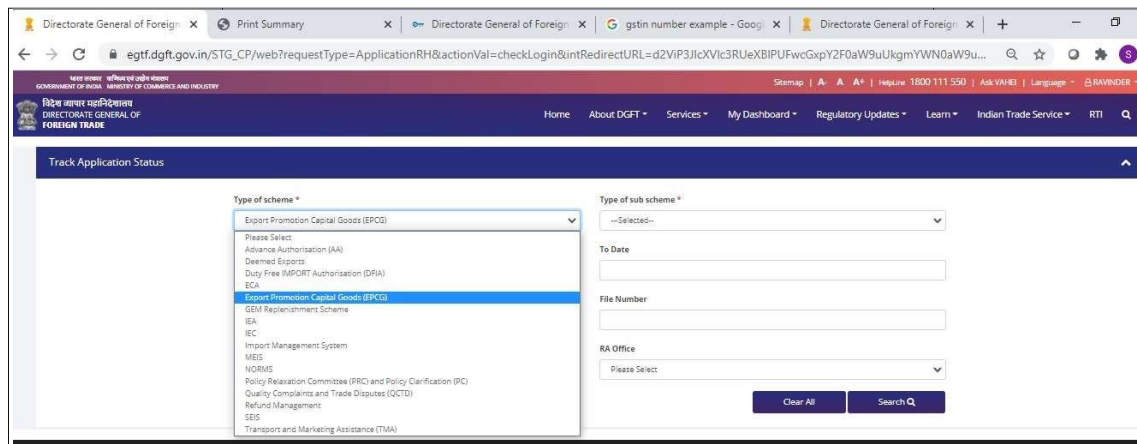
- On clicking search button, search result is displayed with details such as Application Number, File Number, File Date, Entity Name, Branch, and RA Office

- User can access some additional features in **Action** Button which is common for all submitted applications in the system.

- **Print Button**- User can take a printout of the submitted application in PDF format.

PDF View of the Application

- **Withdraw functionality:**

User clicks on Withdraw button in Actions button to withdraw a submitted application.
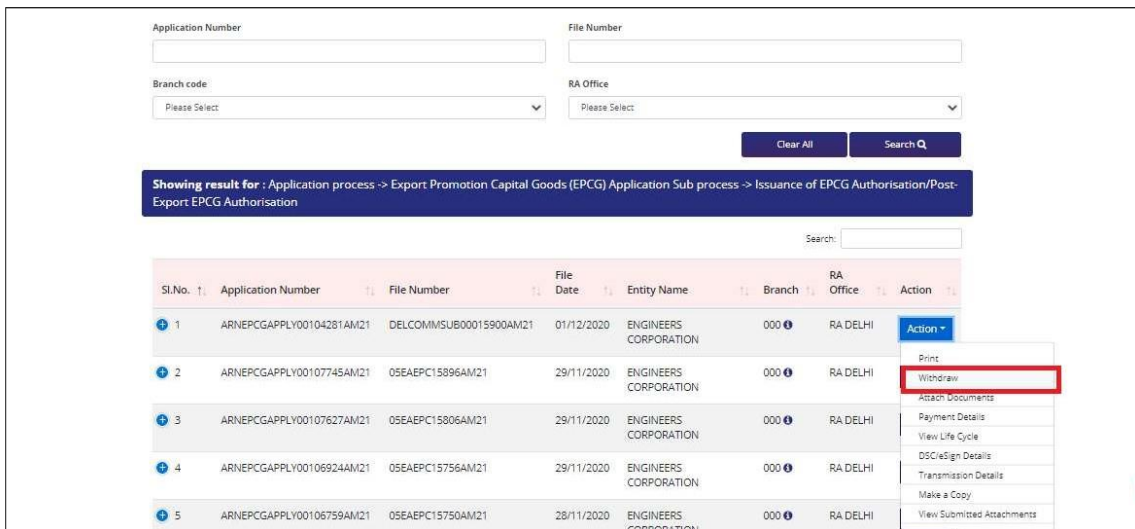
- User provides the remarks of withdrawal and clicks on Withdraw Application button.
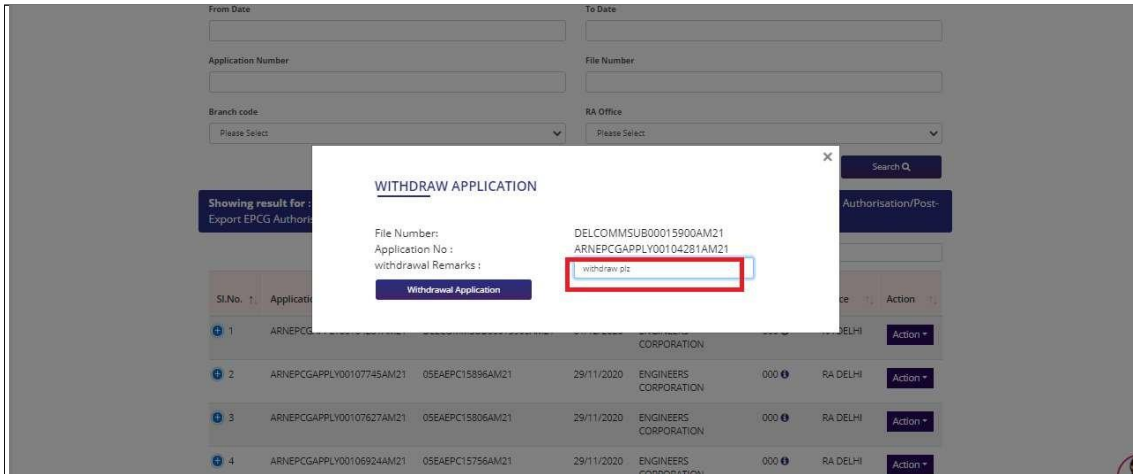
- **Attach Documents:**

In Actions user selects attach document in order to give any additional document for the submitted application.
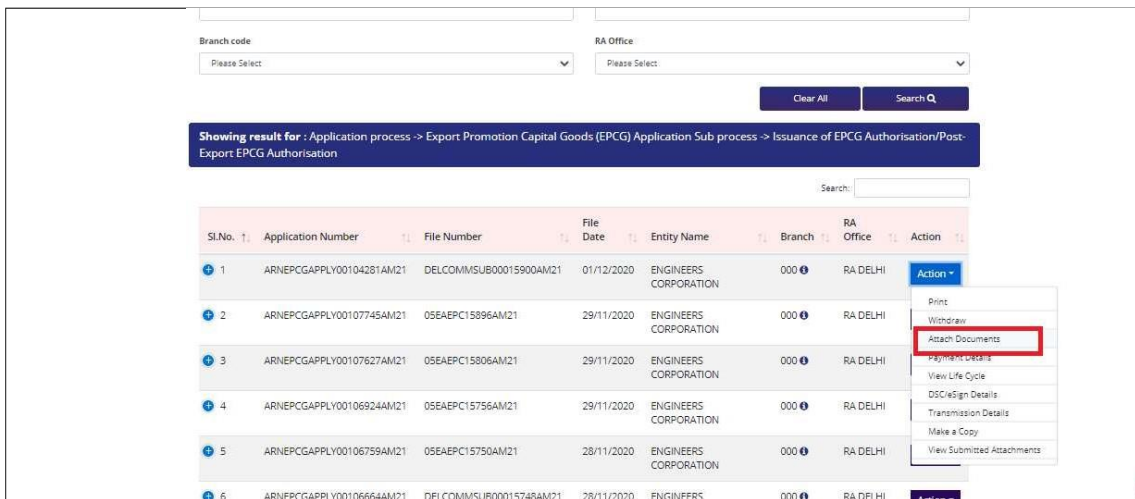
On click, add additional Attachment screen is displayed where user provides his remarks and browses the document to be attached.
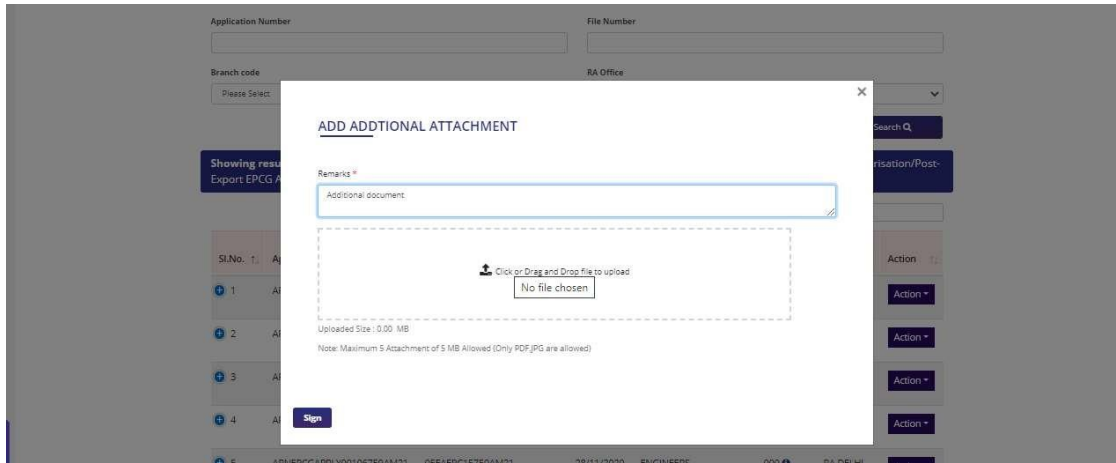
- **Payment details:**

User can view the payment details of the submitted application.
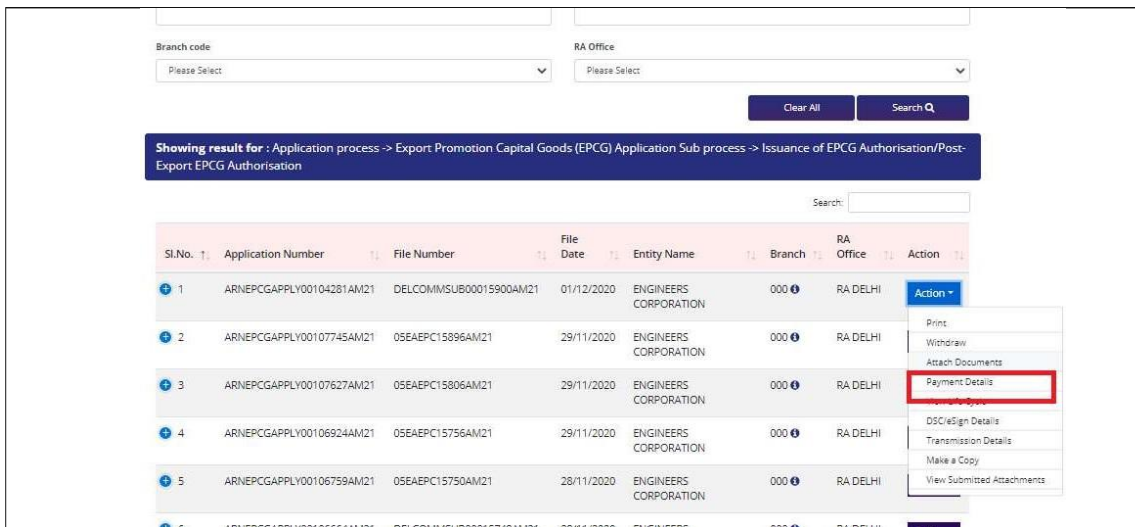
- Payment Date Time and status is displayed.
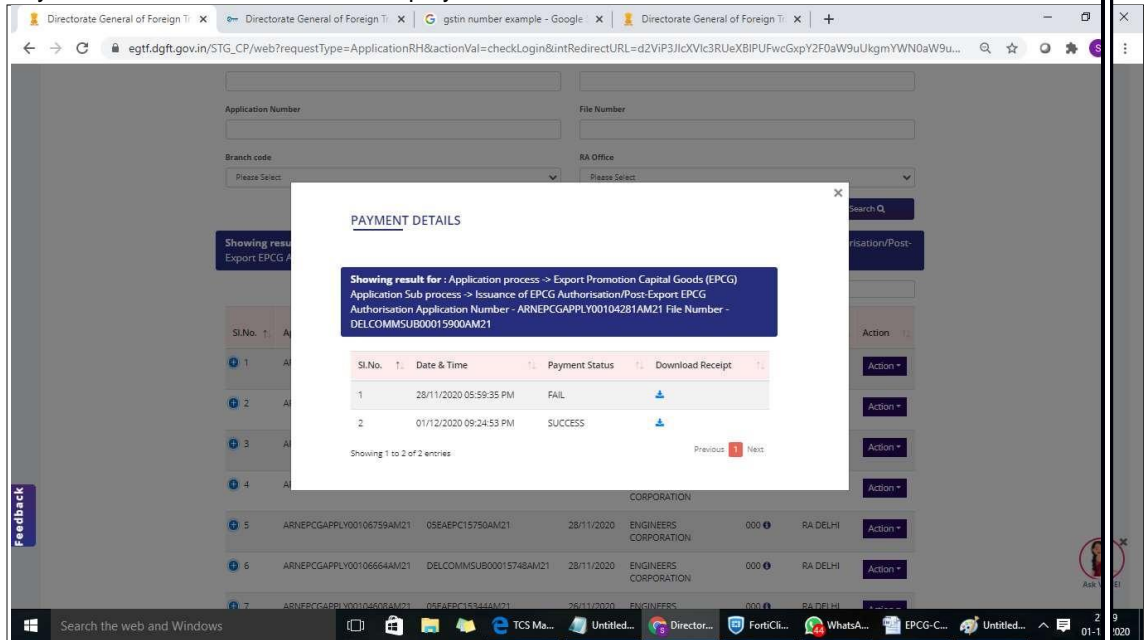
- **Download receipt:** User can also download the payment receipt from here.
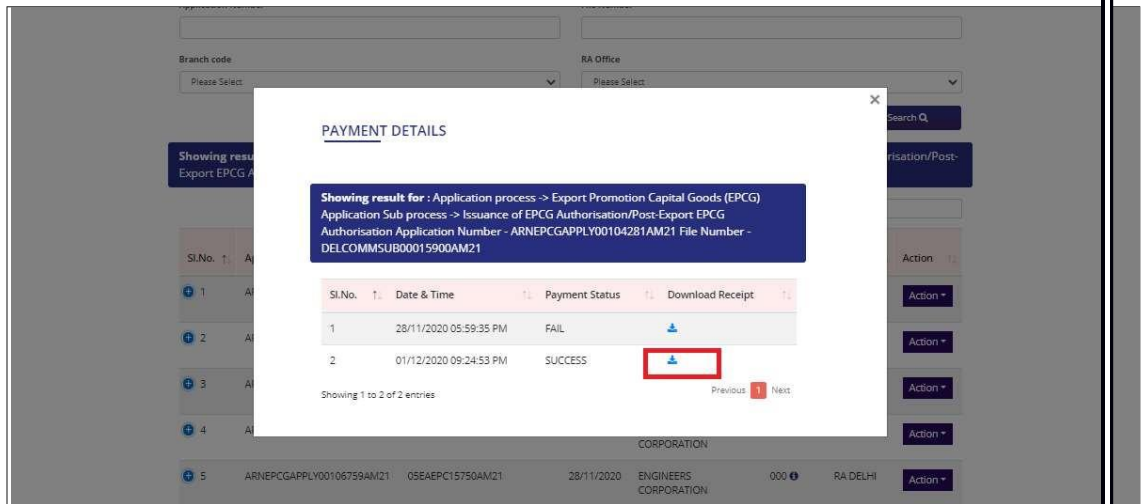
- **View Life cycle:**

It shows the various stages of the File.

- **Make a Copy:**

This feature enables the user to make a similar copy of the submitted application.

- **View Submitted Attachments:**

User can view the attachments added in the submitted application while filing the application.

- Documents are displayed in Sl. No

6. Amendment of EPCG License

1. User Navigates to Services>>EPCG>>Amendment of fields of EPCG Authorization.
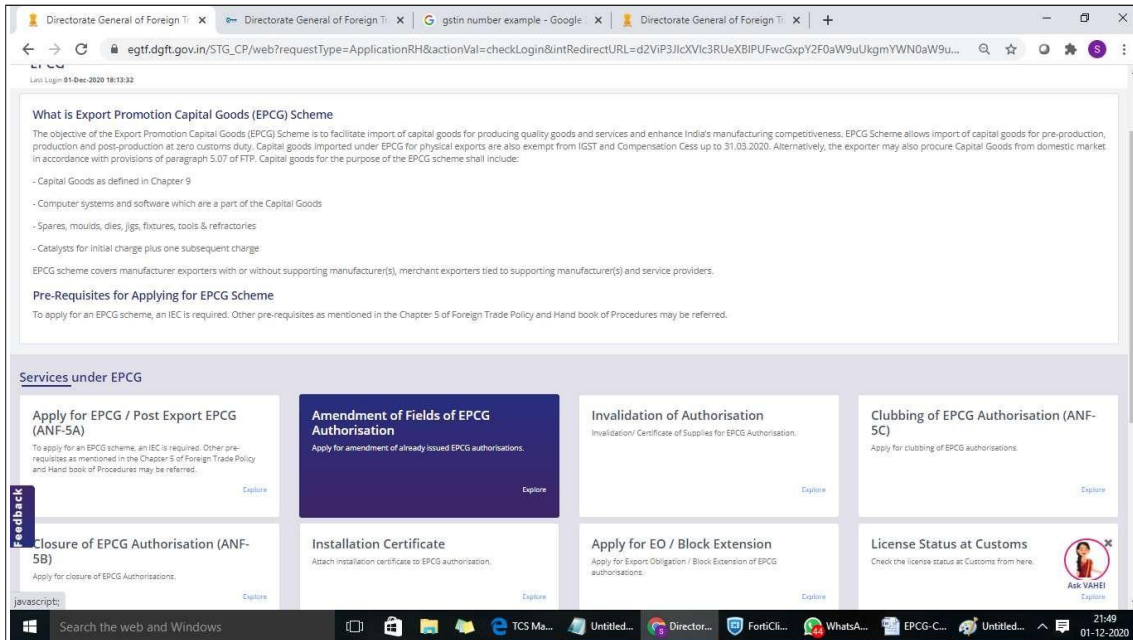
2. User can request for Amendment in two ways:

I)Draft Application- User can select any existing Draft Application and **Proceed with the Draft Application**.

ii) Fresh Application:

User clicks on start Fresh Application.

EPCG Authorizations valid for Amendment Screen:

- System will show only those EPCG Authorization Numbers for Amendment which are within the Validity period i.e., 2 yrs. from the date of issuance of Authorization.
- User selects the required Authorization and clicks on Save and Proceed.

3. Authorization details screen is displayed:

Authorization Validity Dates is shown in tabular structure basically the initial and the revised ones (if any).

- Initial and Revised Values of Export Obligation is also displayed.

4. Import and Export Details:

- User can edit the details of existing Import Items by clicking on the edit icon.

- On Edit, the details of the Item will be populated in the Detail section above; user can modify the editable parameters and click on Update button.

- User can also add new item.

- New Item will be added in the table:

- The revised Total CIF values and Duty Saved values will be updated in the section below.

5. Details of Export Items:

User can Add new export item.

- User can Edit and Update an Existing export item.

- User provides the Justification for Amendment

6. Revised Export Obligation Imposed screen.

Based on the amendment done the updated Export Obligation values will be displayed.

7. Attachment Screen:

User can add any new attachment; can also delete any existing attachment if that is not needed.
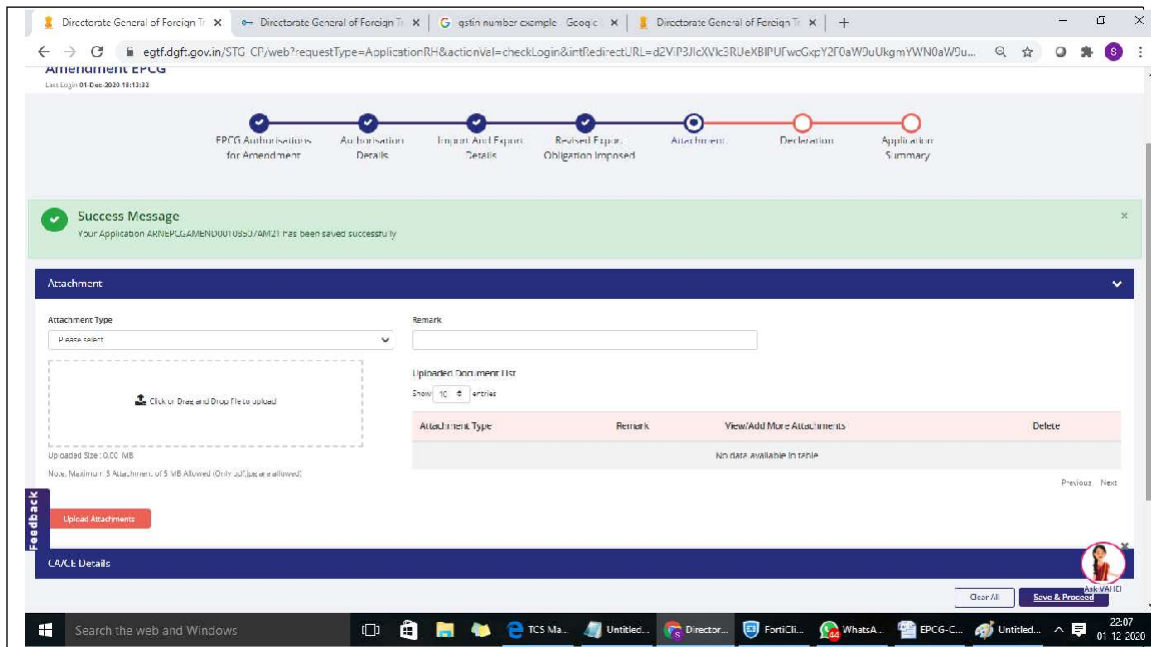
First user selects the type of Attachment and then browses the document to be attached.
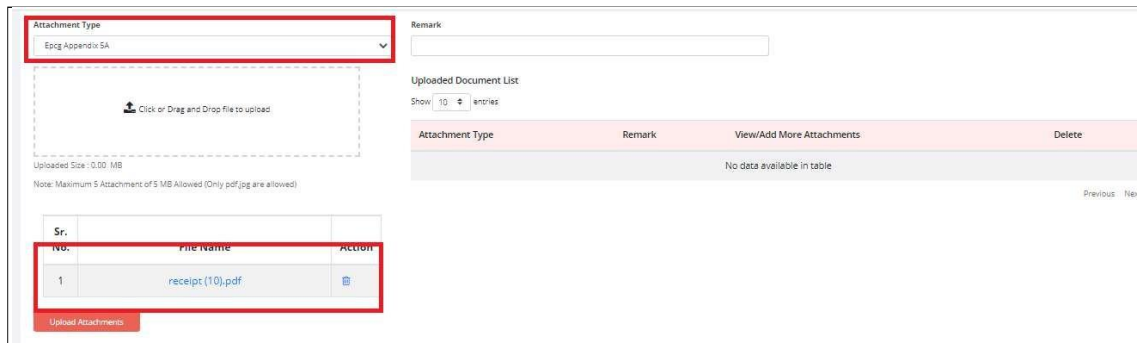
- Similarly, user can add CA/CE appendices also if needed.
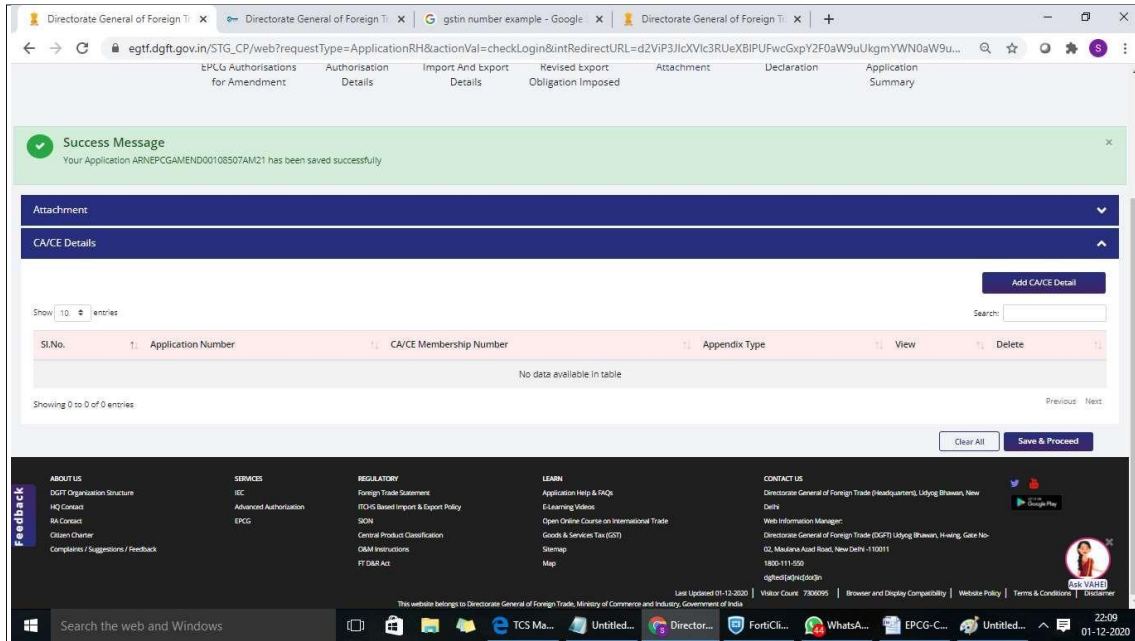
8. Declaration Screen:

A set of declaration has to be confirmed by the Importer/Exporter.
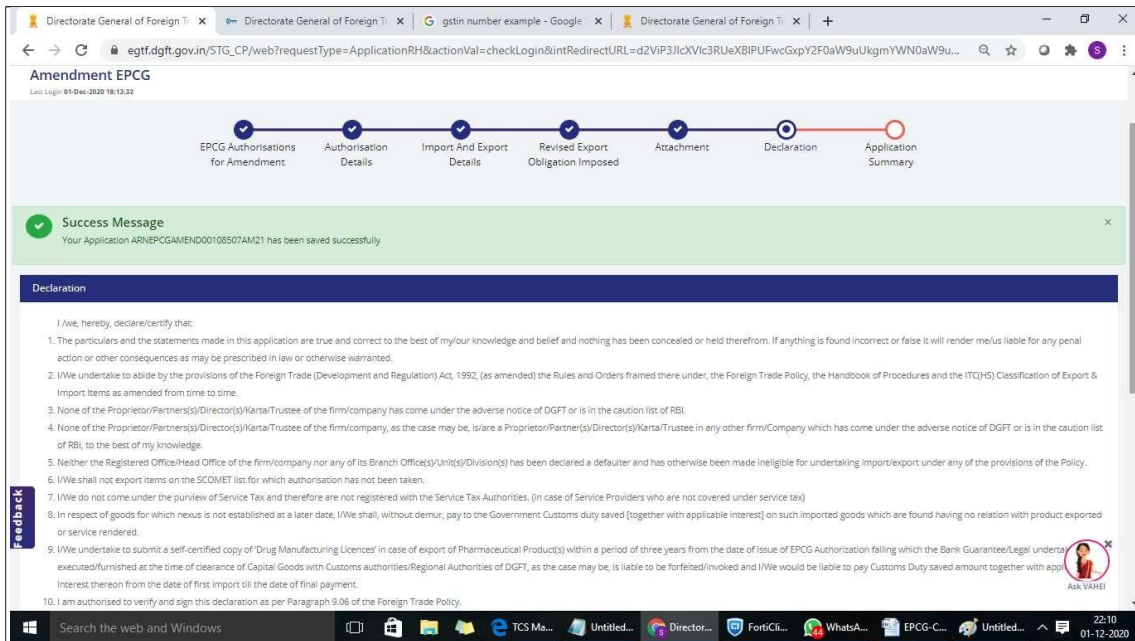
- User has to check the checkbox for acceptance of the declaration points above.

5. Neither the Registered Office/Head Office of the firm/company 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.

6. I/We shall not export items on the SCOMET list for which authorisation has not been taken.

7. I/We do not come under the purview of Service Tax and therefore are not registered with the Service Tax Authorities. (in case of Service Providers who are not covered under service tax)

8. In respect of goods for which nexus is not established at a later date, I/We shall, without demur, pay to the Government Customs duty saved (together with applicable interest) on such imported goods which are found having no relation with product exported or service rendered.

9. I/We undertake to submit a self-certified copy of 'Drug Manufacturing Licences' in case of export of Pharmaceutical Product(s) within a period of three years from the date of issue of EPCG Authorization failing which the Bank Guarantee/Legal undertaking executed/furnished at the time of clearance of Capital Goods with Customs authorities/Regional Authorities of DGFT, as the case may be, is liable to be forfeited/invoked and I/We would be liable to pay Customs Duty saved amount together with applicable interest thereon from the date of first import till the date of final payment.

10. I am authorised 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*
DELHI

Date*
01/12/2020

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 🛈 : RAVINDER DHAWAN   Designation 🛈 : SARDAR
Email 🛈 : SAA.DELHI2010@GMAIL.COM   Mobile 🛈 : 7869276876
Office Address 🛈 : D 30, SECTOR 2, NOIDA, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301
Residential Address 🛈 : DELHI, SOUTH DELHI, DELHI, 110049

Clear All   Save & Proceed

9. Application Summary:

The summary of Amendment Application will be displayed. User can take a printout of the Application in PDF format by clicking on the Print Summary button.

- PDF view of the Print Summary Application.
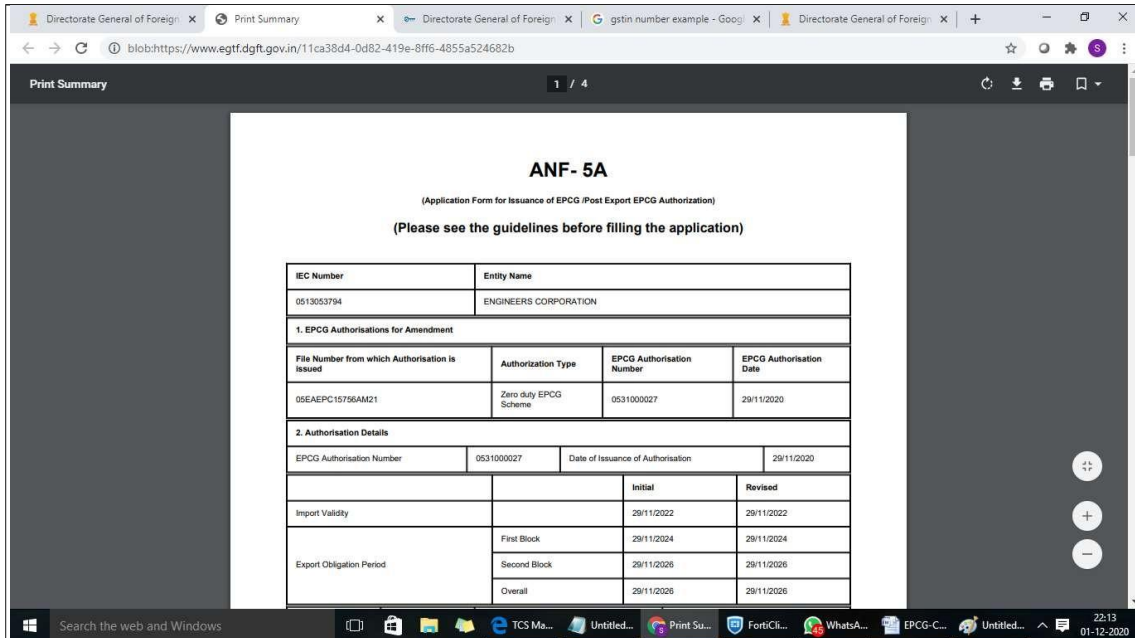
- User needs to digitally Sign the Application using the Sign Button.

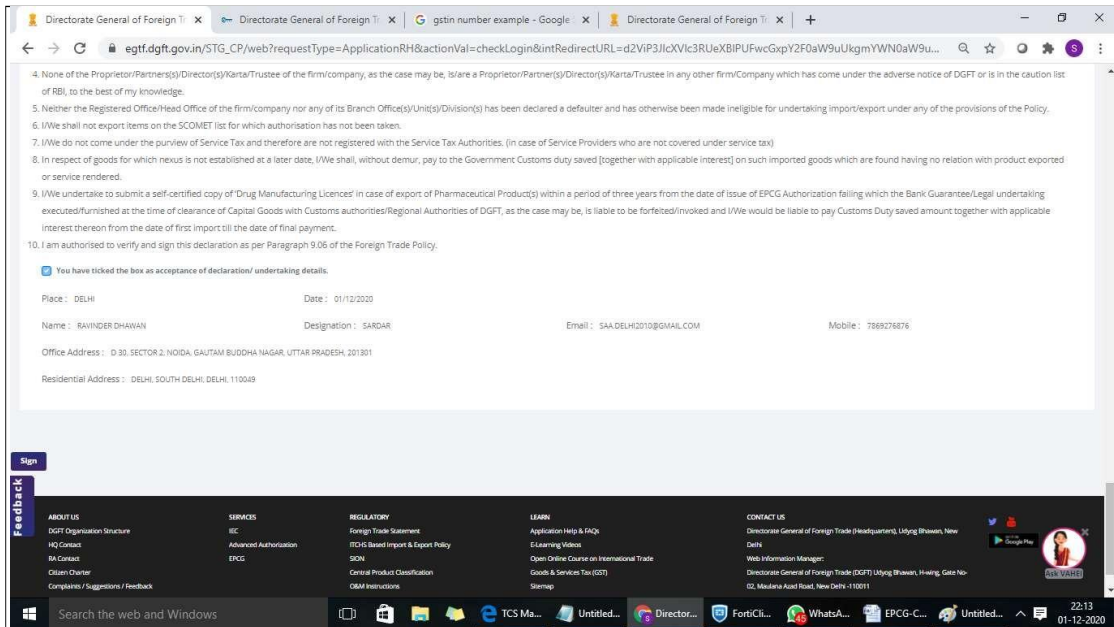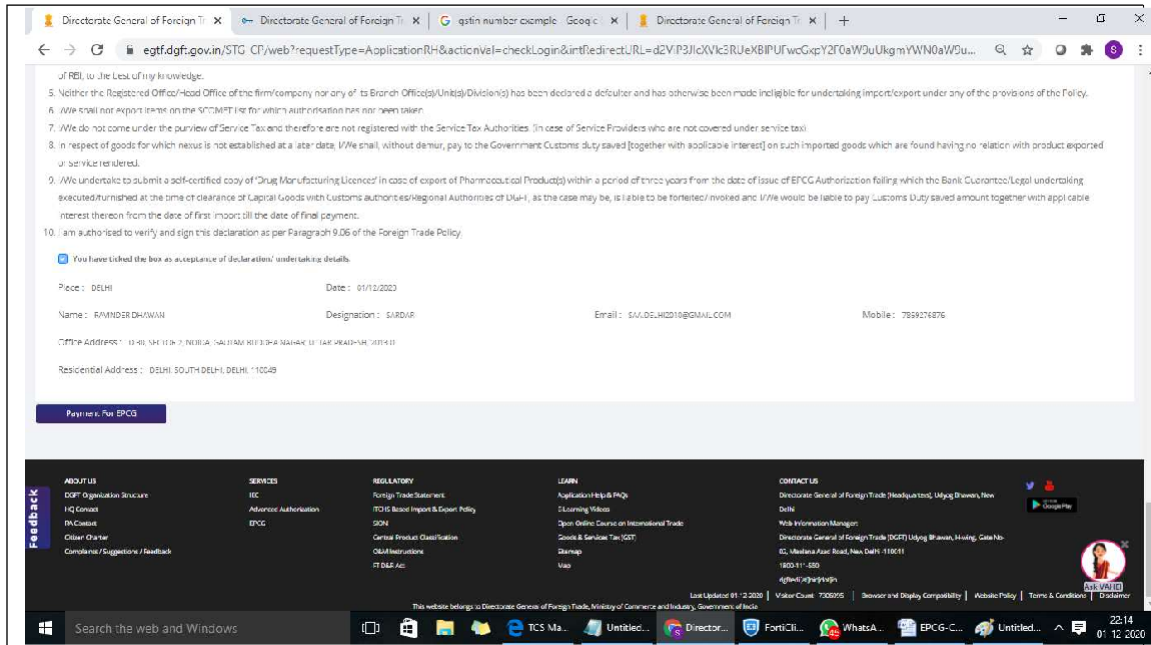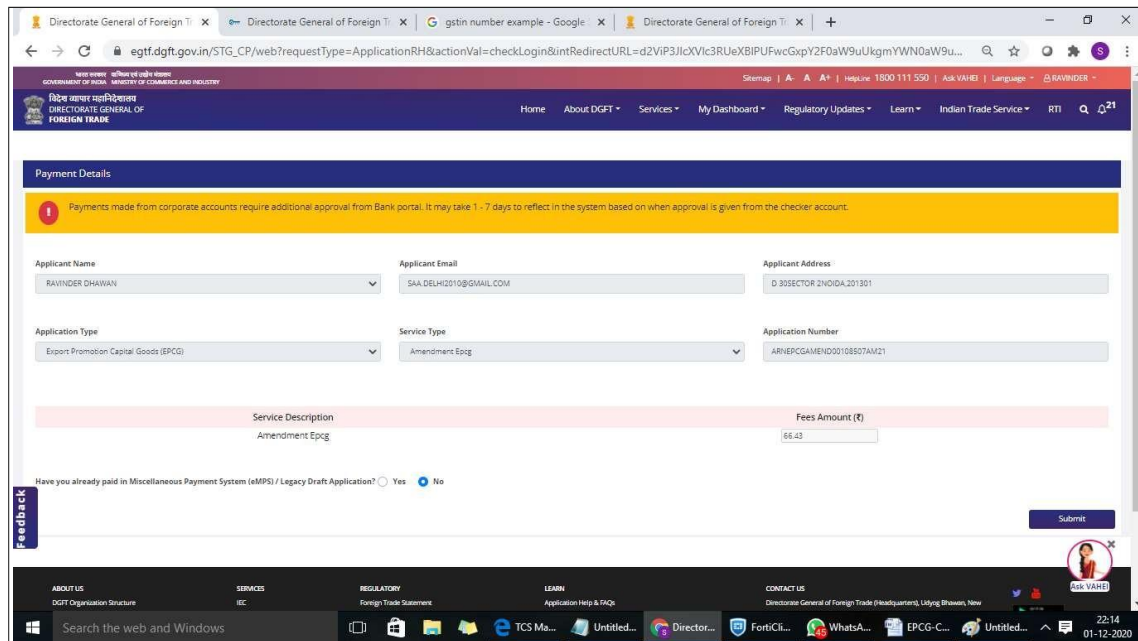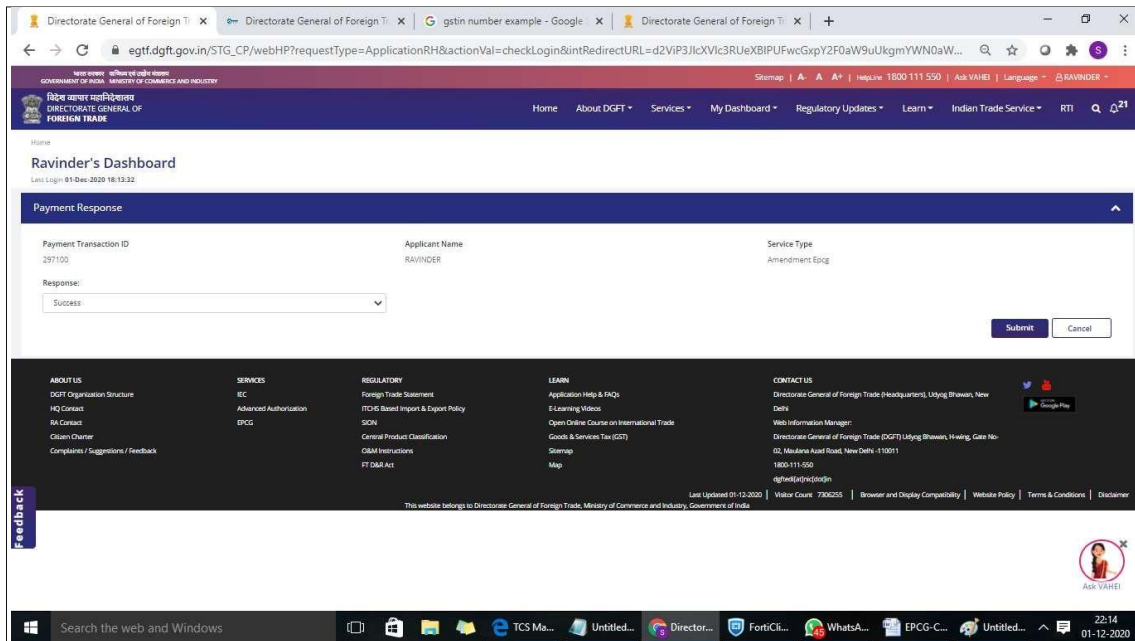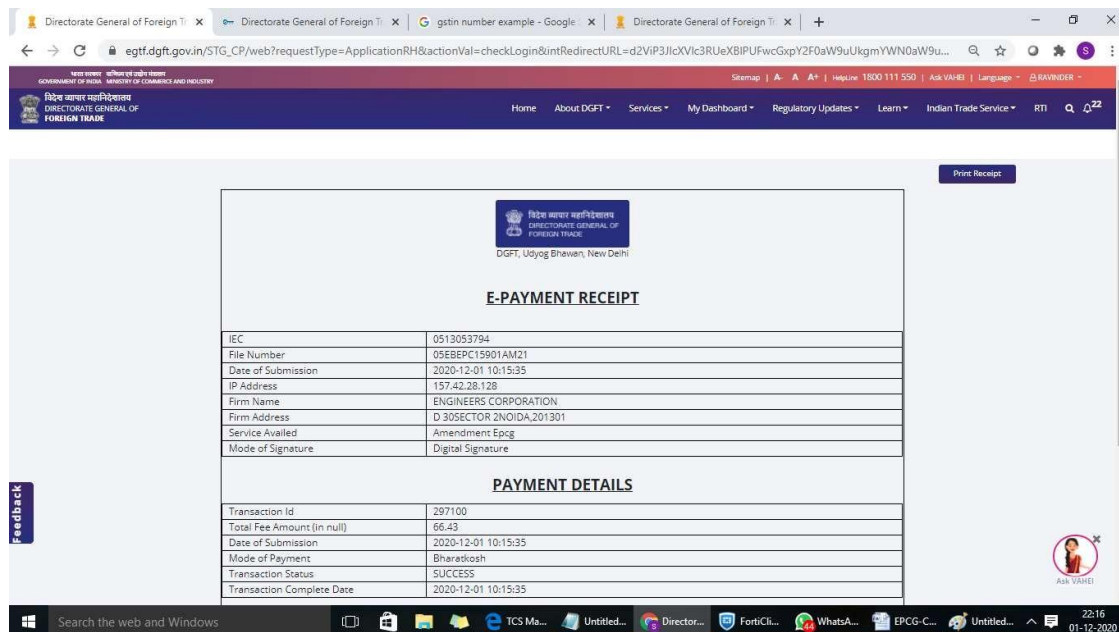Once signed, User has to click on Payment for EPCG button.

10. Applicant Details along with the Payment Details are displayed to the user. User clicks on submit button and Payment is processed.

- Once the payment is processed payment response is shown.

- On submit the Payment receipt is generated. File number for the Application is present in the receipt.


11. User can download the receipt in PDF format.

IEC	0513053794
File Number	05EBEPC15901AM21
Date of Submission	2020-12-01 10:15:35
IP Address	157.42.28.128
Firm Name	ENGINEERS CORPORATION
Firm Address	D 30SECTOR 2NOIDA,201301
Service Availed	Amendment Epcg
Mode of Signature	Digital Signature

PAYMENT DETAILS

|	
Transaction Id	297100
Total Fee Amount (in null)	66.43
Date of Submission	2020-12-01 10:15:35
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2020-12-01 10:15:35

OK   Download Receipt

12. On clicking OK, an acknowledgement will be displayed to User with File number.
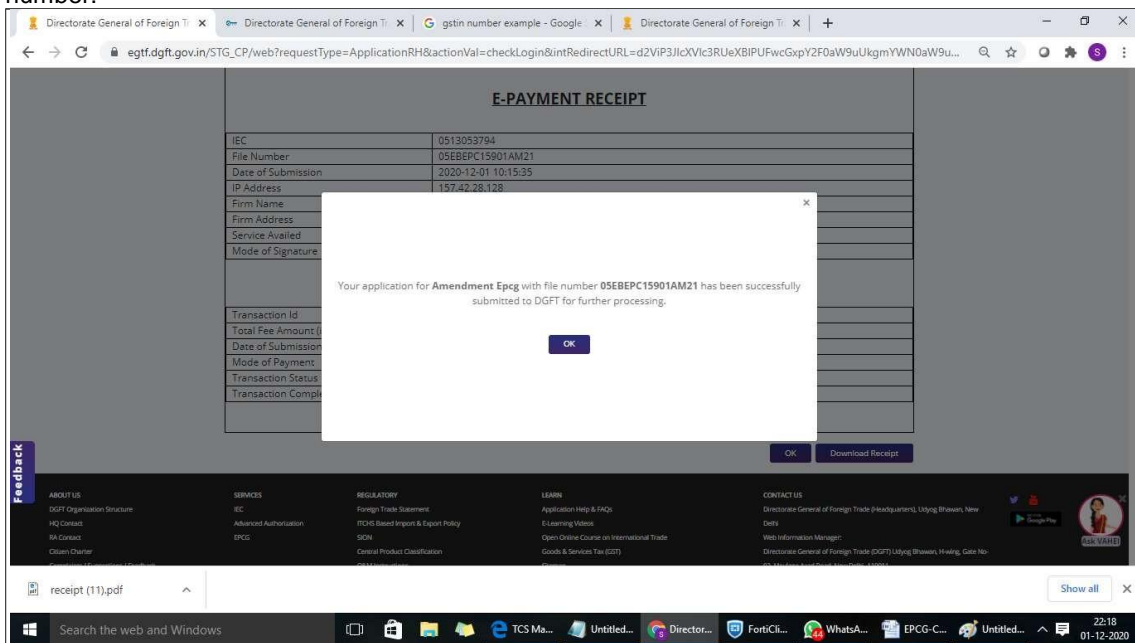
13. User can Track the Submitted Amendment Application via My dashboard>>Submitted Applications and provide Type of scheme as EPCG and Type of sub scheme as Amendment of an Issued EPCG Authorization.
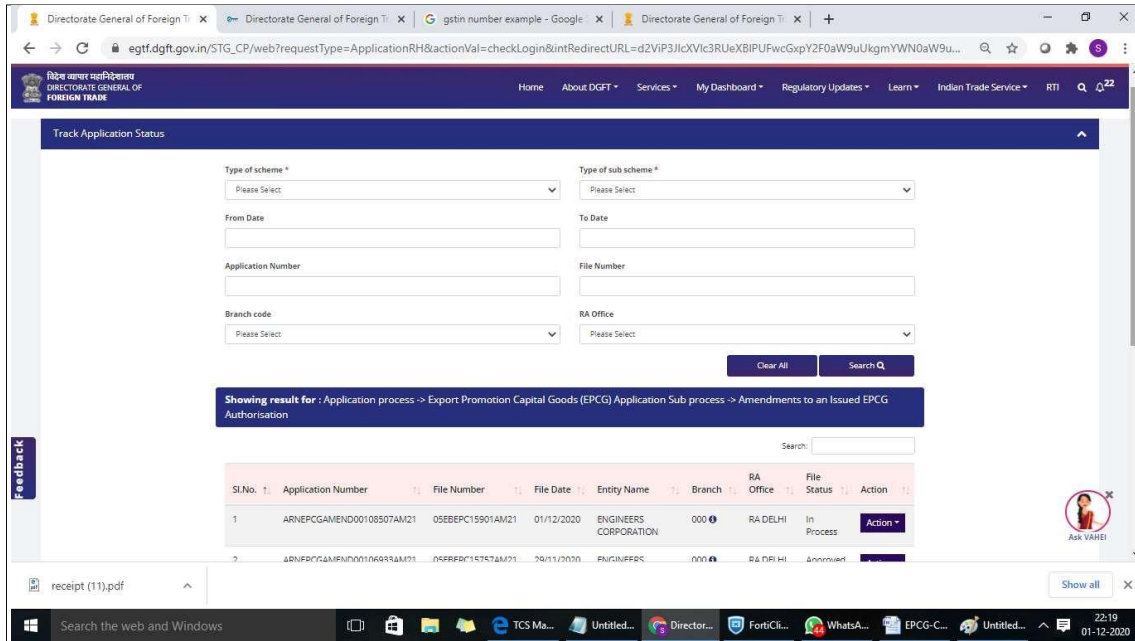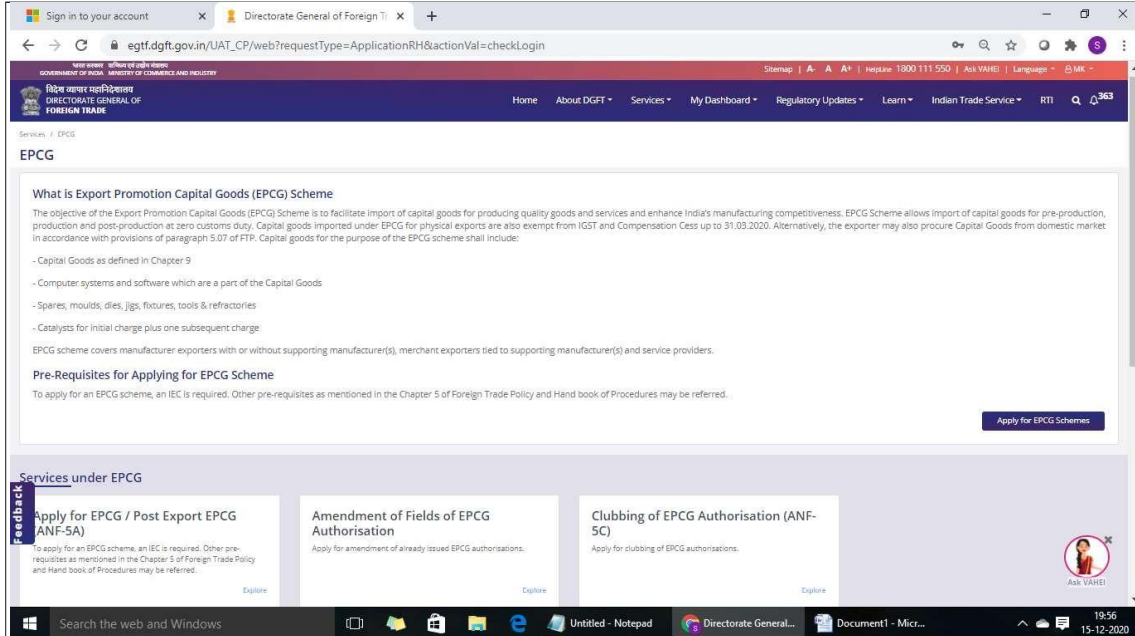
14. User can access some common features from the Actions button similar to the ones mentioned in the Apply EPCG section above. (z)
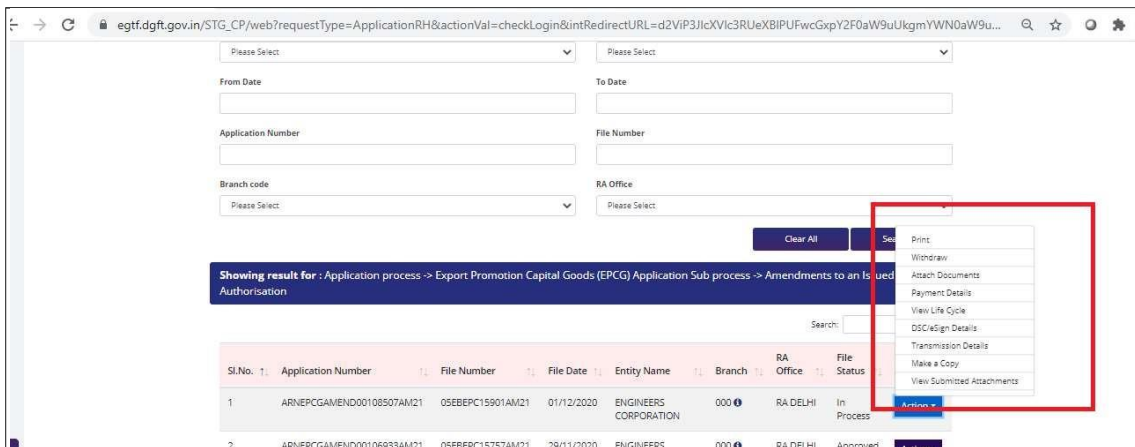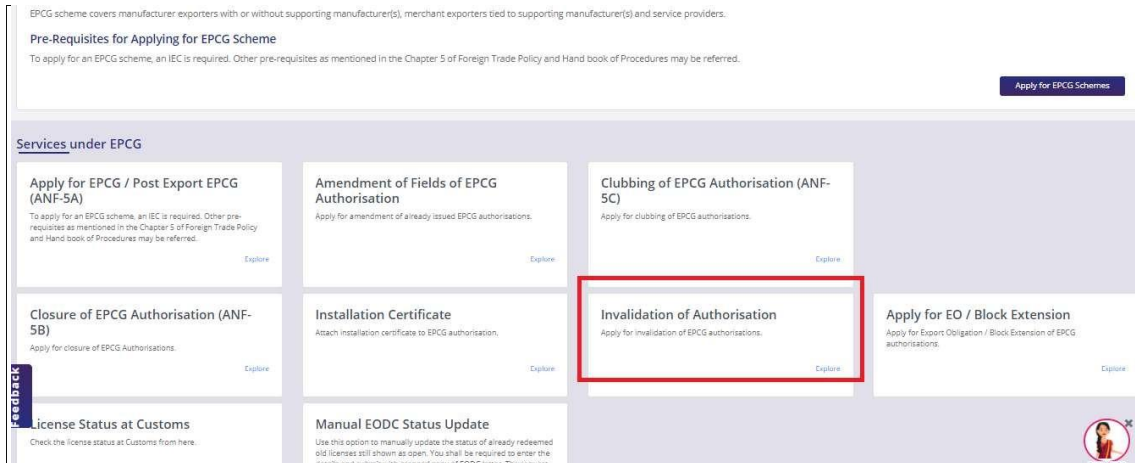
7. Invalidation of EPCG License
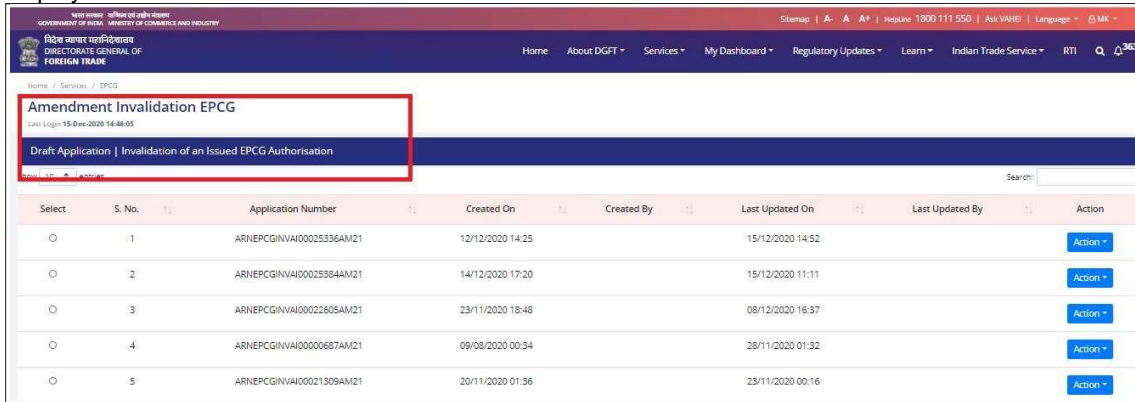
1. User Navigates to Services>> EPCG, below screen is displayed.

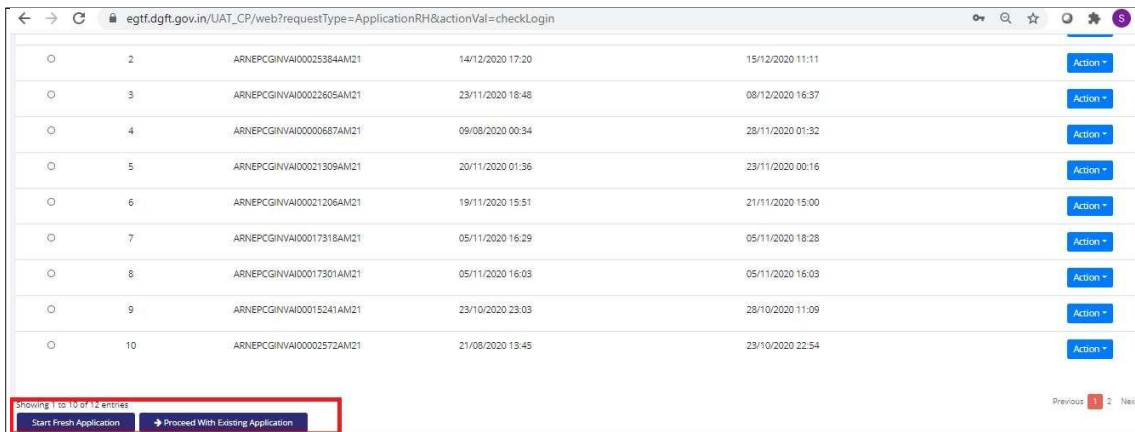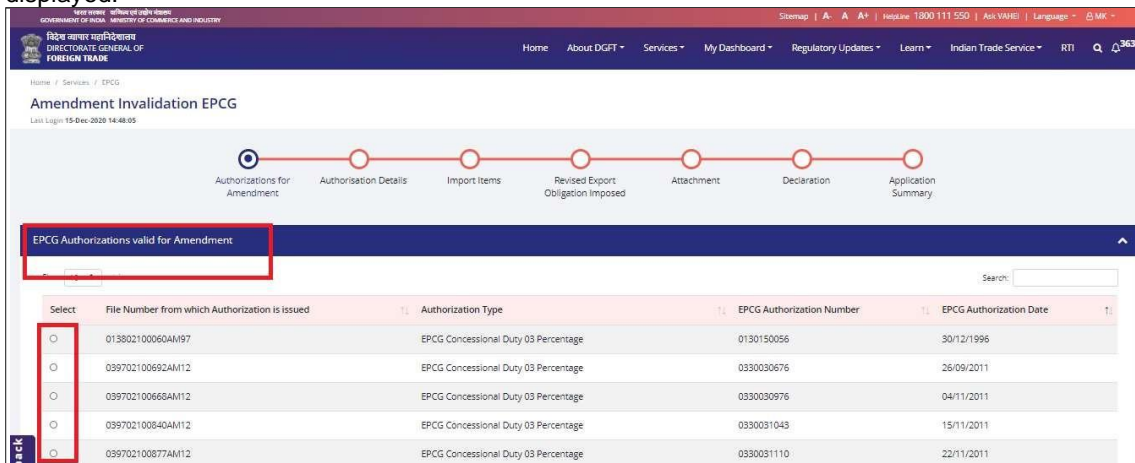2. User selects Invalidation of Authorization.

List   of   Draft   Application   (if   any)   will   be displayed.

3. User can select any of the ways to proceed for Invalidation i.e., Proceed with existing application or Fresh Application.

4. **Authorization for Amendment** screen is displayed, list of authorizations valid for Invalidation is displayed.

5. User selects the Authorization which needs to be invalidated and clicks on **Save and Proceed** button.

6. **Authorization details** screen is displayed, which shows the basic information about the selected authorization.

On save and proceed, the **Import Items** screen is displayed with details of Import items and utilization of Authorization.

7. List of Import Items is displayed and the Total Duty Saved Value in INR is also shown.

8. In Indigenous Details section, user selects the S.No Of Items from the drop down .

9. Based on the S.no, the ITCHS code, Description of Capital Goods, Quantity applied for, Unit of measurement, Total CIF value are auto populated.

User provides the quantity to be invalidated and corresponding Notional duty value is auto calculated.

10. On clicking Add button the Indigenous details are added into the table.

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.

13. Based on the Invalidation details the Export Obligation Imposed is revised and details are shown in the next screen which is Revised Export Obligation Imposed.

14. On Save and Proceed user is navigated to the **Attachments** screen where user selects the Attachment type from dropdown, browse the document and uploads the same.

15. On clicking Upload attachments the document with type of attachment is populated in the table.
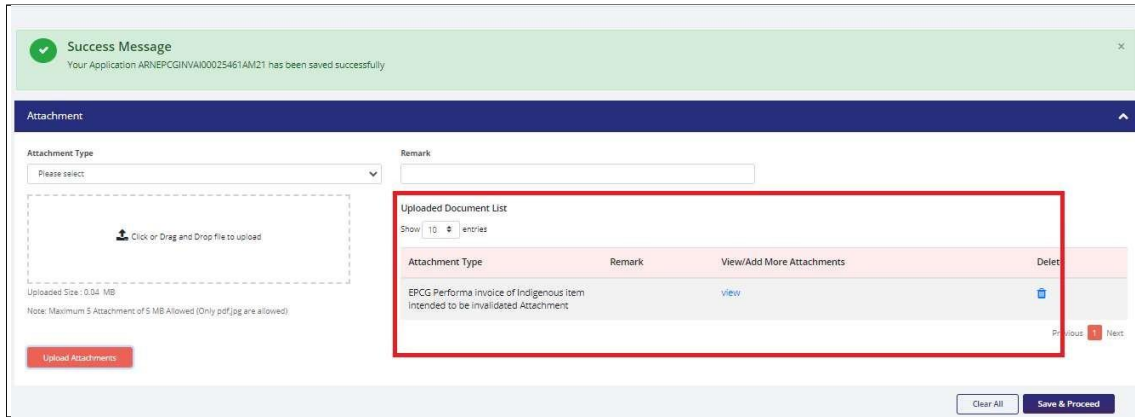
16. On clicking **Save and Proceed**, User is navigated to the **Declaration** screen.
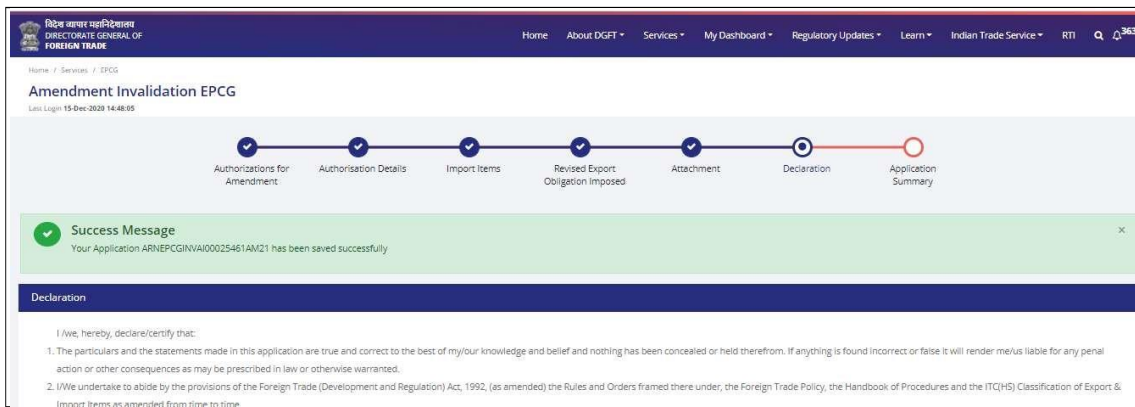
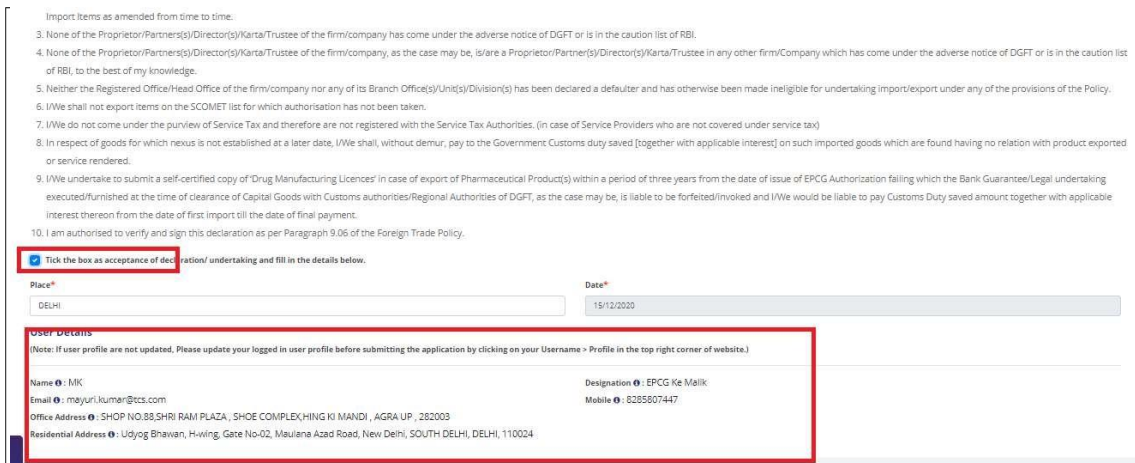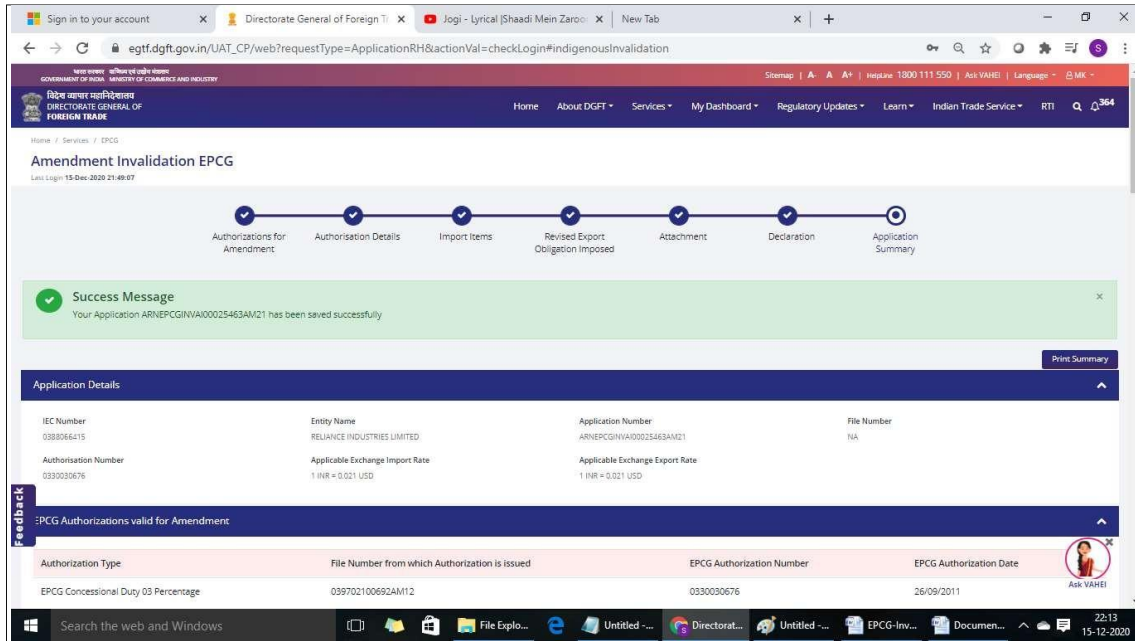17. User has to tick the checkbox for confirmation.

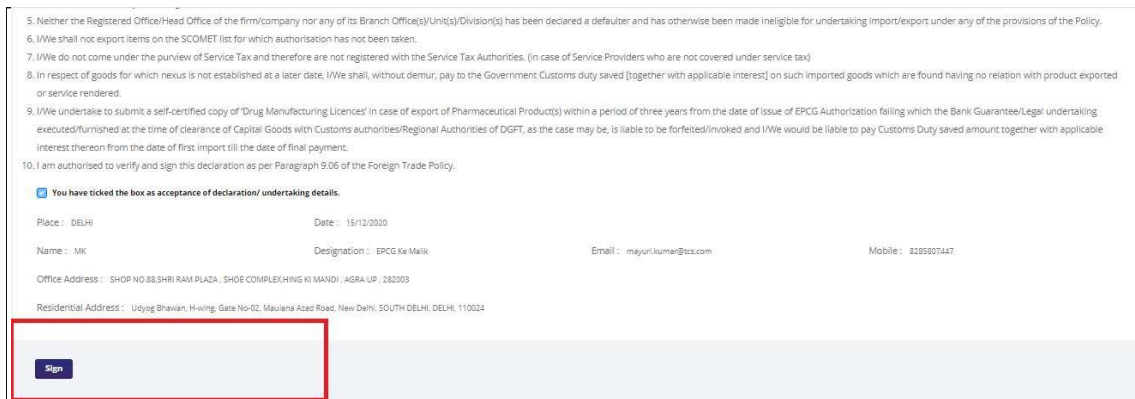User details are also populated on the declaration page

18. On save and Proceed user is navigated to the **Application Summary** screen.

19. On clicking Print Summary the PDF view of the Application is displayed.

20. User signs the application by clicking on the Sign button.

21. After sign user submits the application by clicking on the Submit button.

22. On submit, File number is generated.

23. User can track the submitted Applications by navigation to My Dashboard>>Submitted Applications.

User selects the type of Scheme as EPCG and type of sub scheme as Invalidation of an EPCG Authorization.
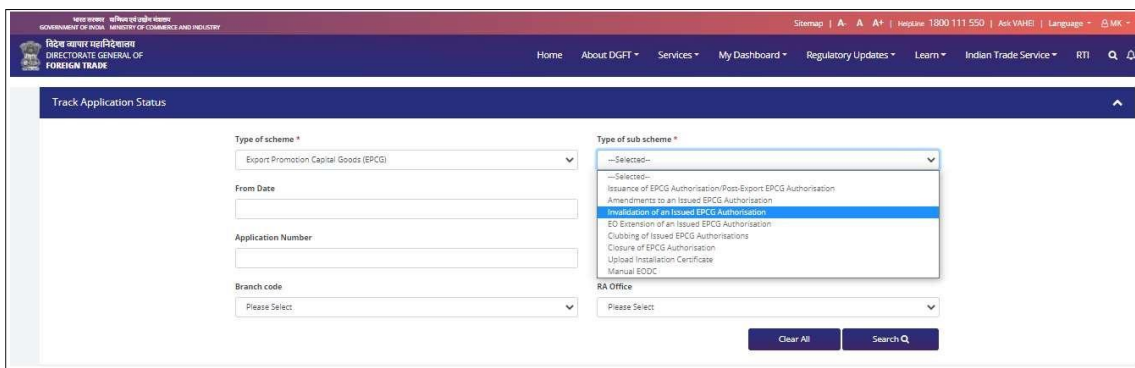
24. Search result shows the list of all submitted Application.
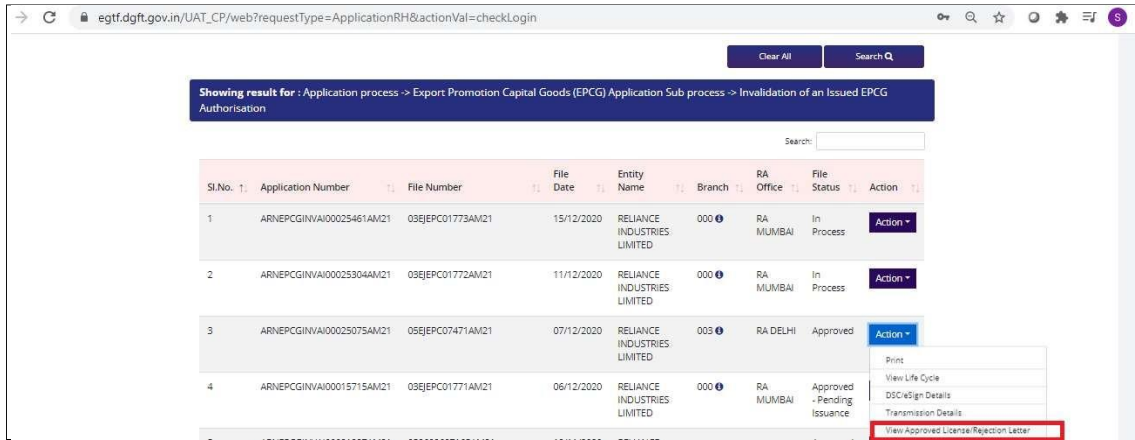
25. In Action user can View Approved License /Rejection Letter.
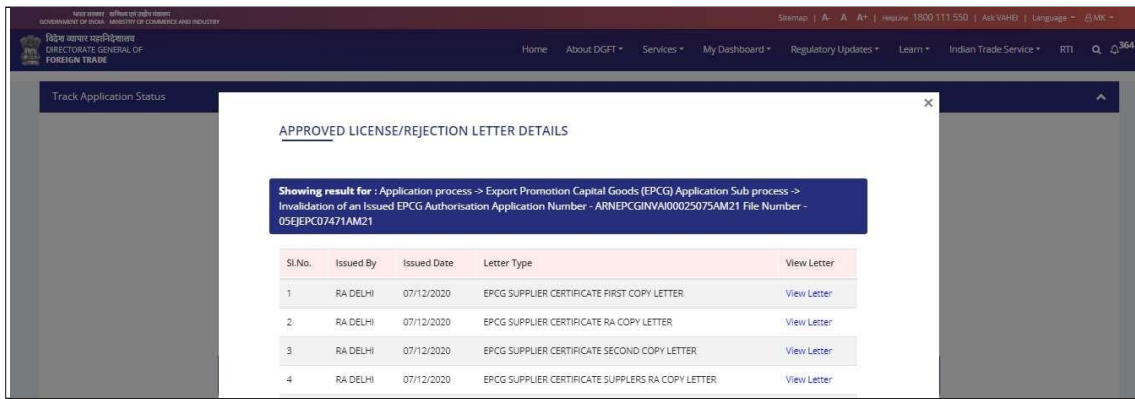
8. Repositories

1.Bill of Entry

User can navigate to My Dashboard>>Repositories

Manually add Bill of Entries for Non –EDI Ports
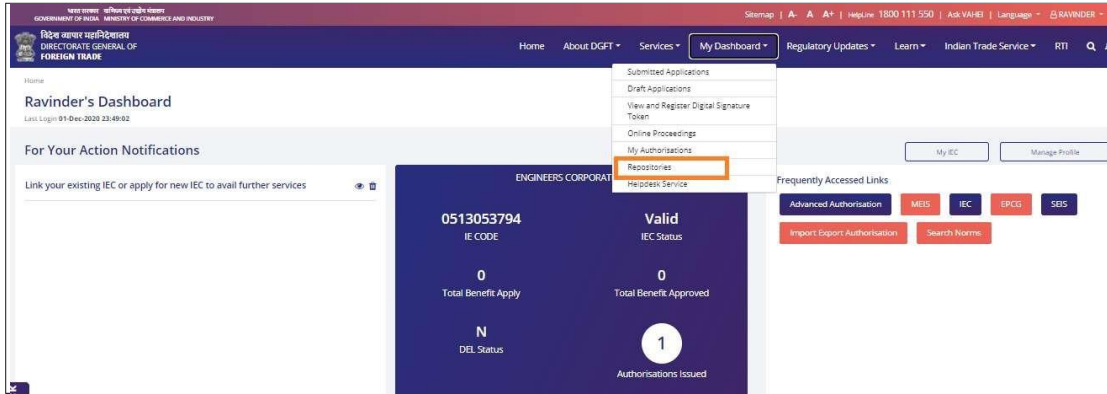
Select Bill Repositories Tile

Select the type of Bill from dropdown list.
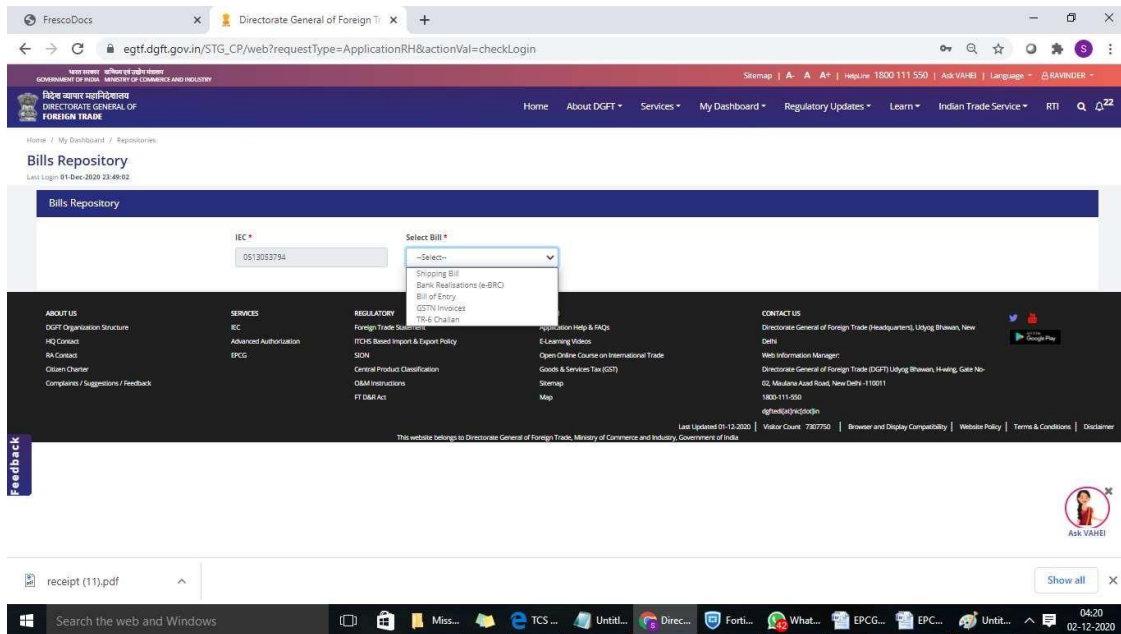
Select Bill of Entry and click on Add Details Button.
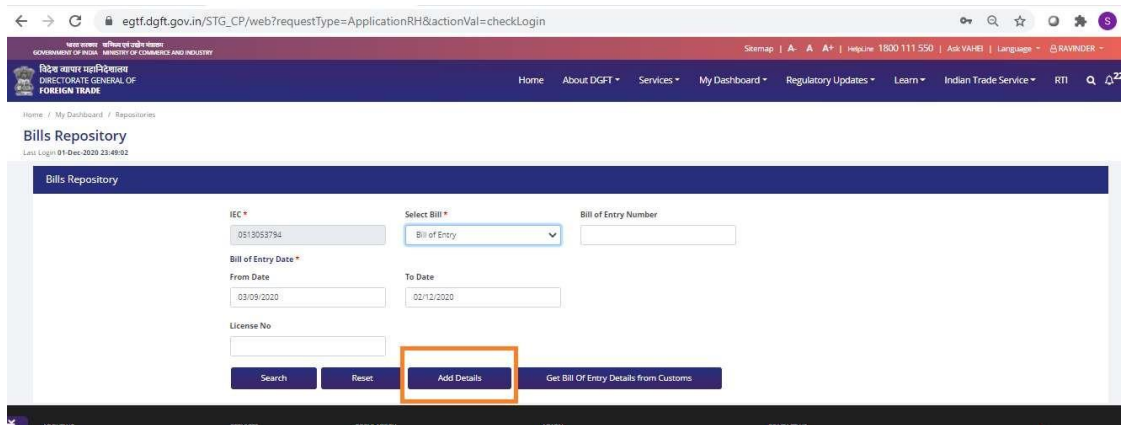
Capture details for Bill of Entry
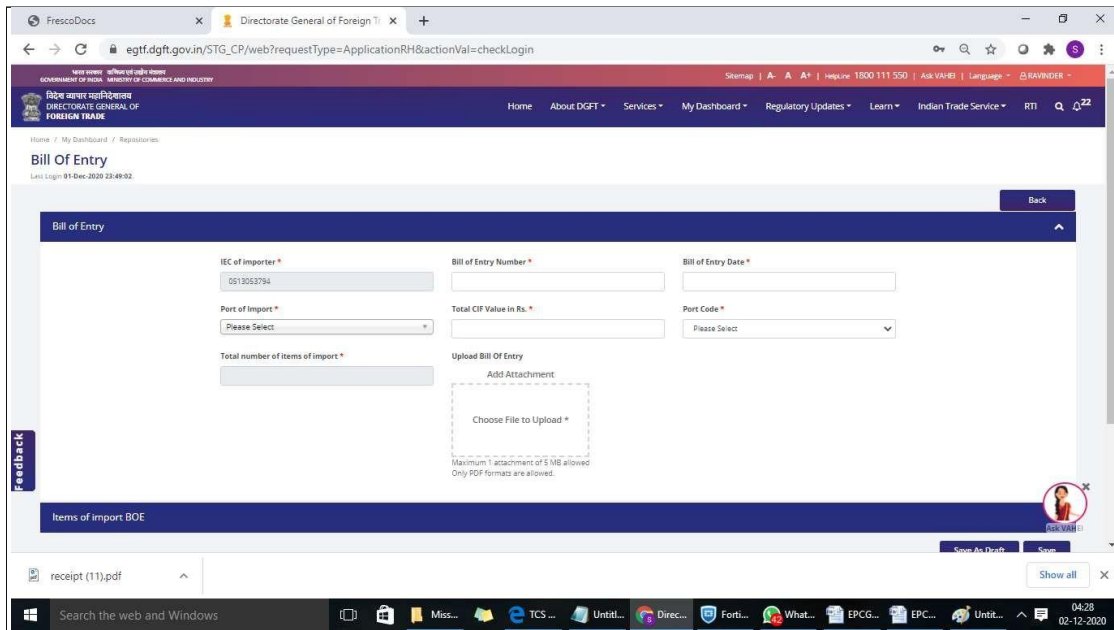
2.Shipping Bill

- Select Bill Type as Shipping Bill and click on Add Non –EDI Shipping Bill.
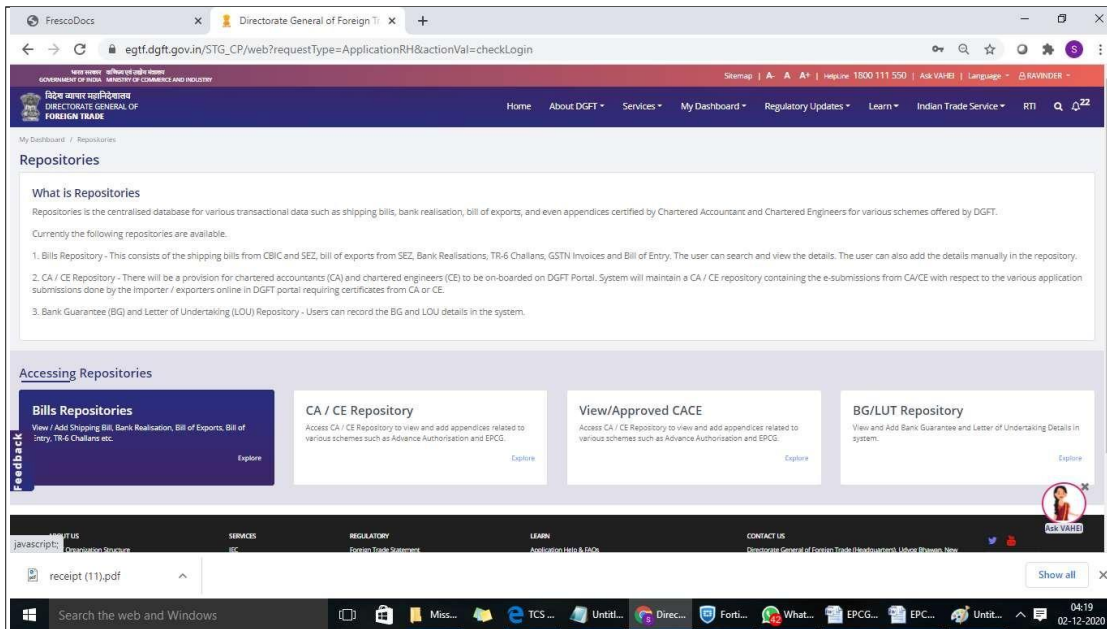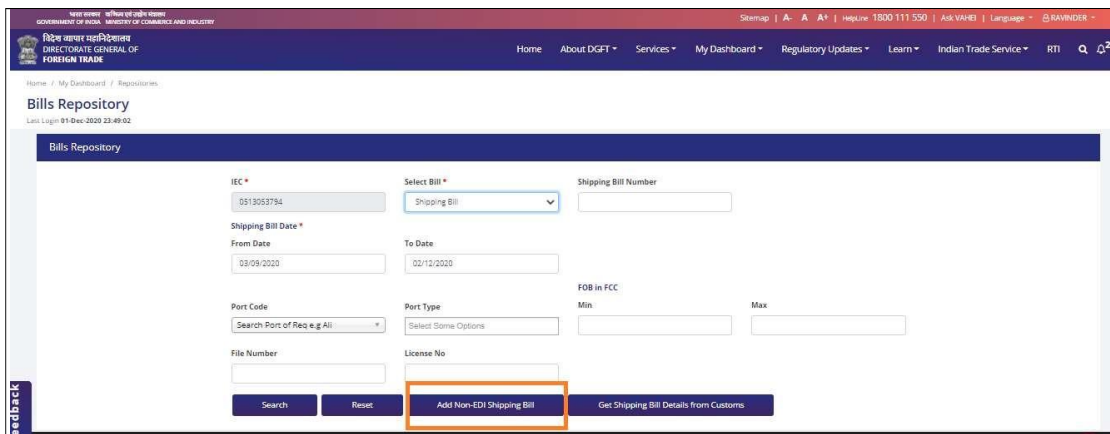

- Capture the shipping bill details
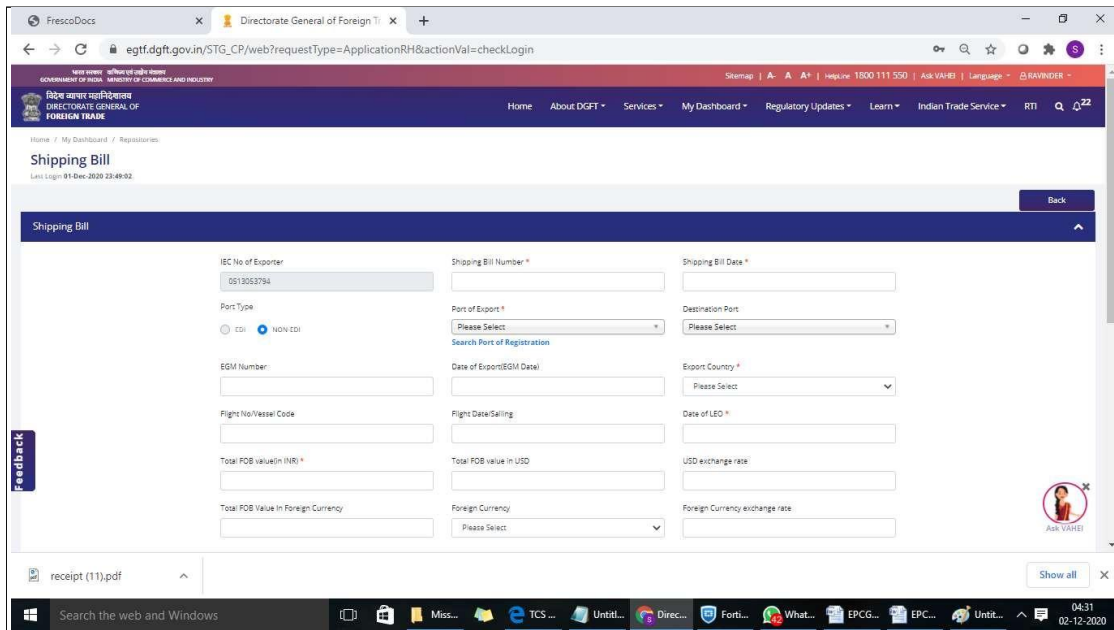
3.TR-6 Challan

- Select Bill type as TR-6 Challan and click on Add TR-6 Challan detail.

- Capture the details of TR-6 Challan.
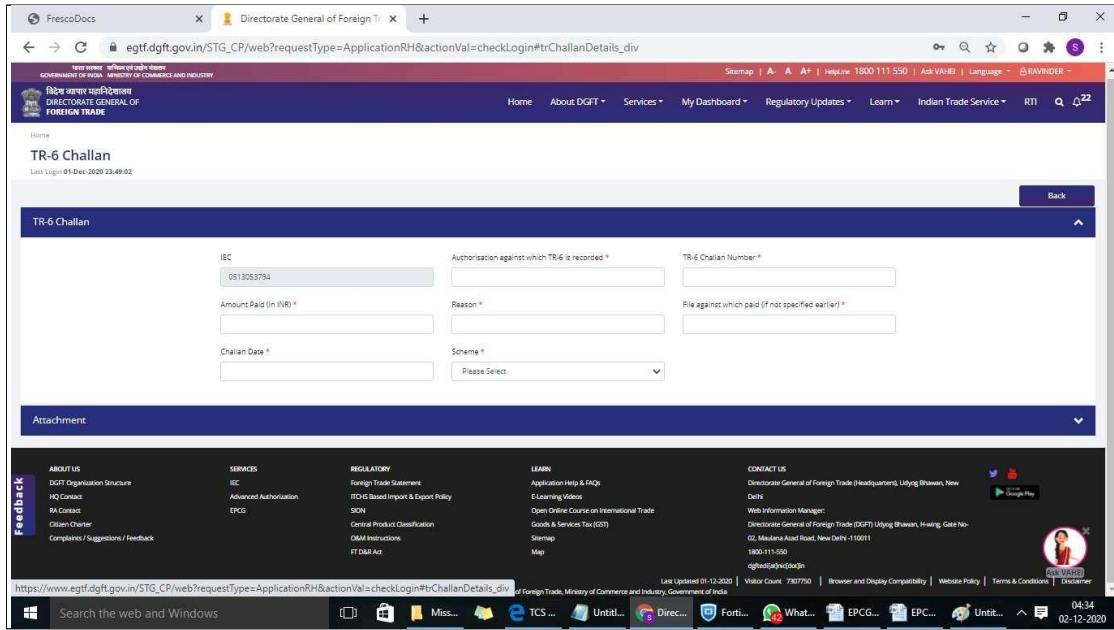
4. Add Bank Guarantee Details in Repository

- Navigate My dashboard>>Repositories>>select BG/LUT Repository tile.
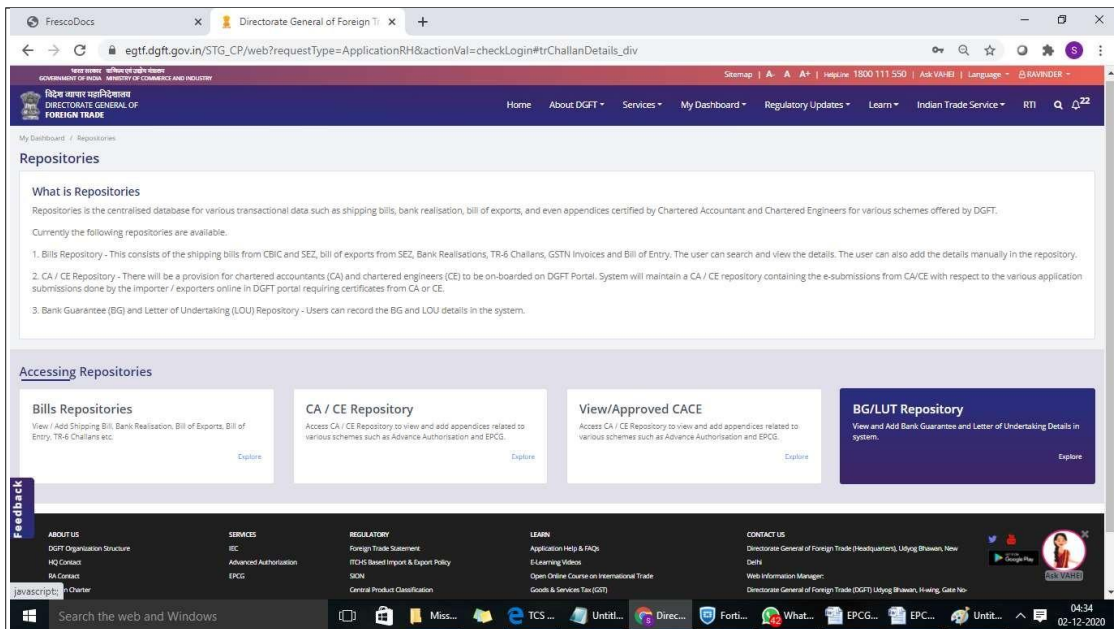
- Add bank guarantee details

5. Add GSTN Details in Repository

- Navigate to My dashboard > Repositories > select "Bill Repositories"

- Select Bill as "GSTN Invoices"

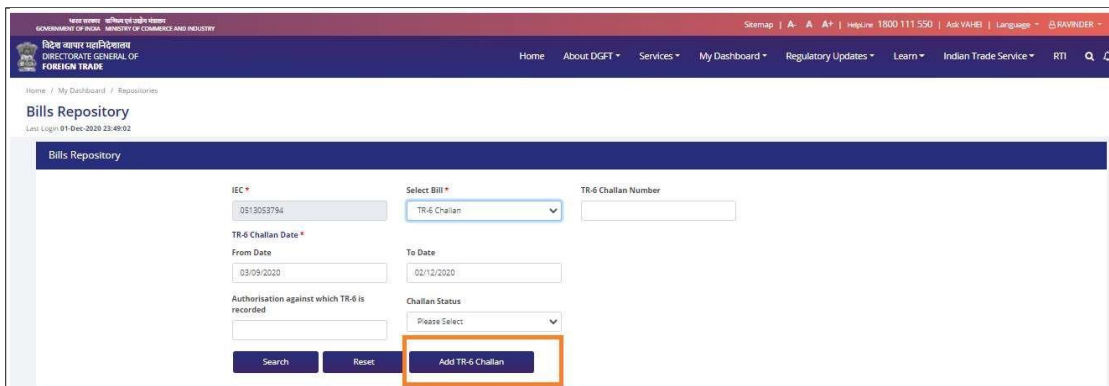- Click on "Add GSTN Invoices" to add GSTN invoice in repository

- Capture details for GSTN invoices and click on "Add" button

9.EO Extension of issued EPCG License
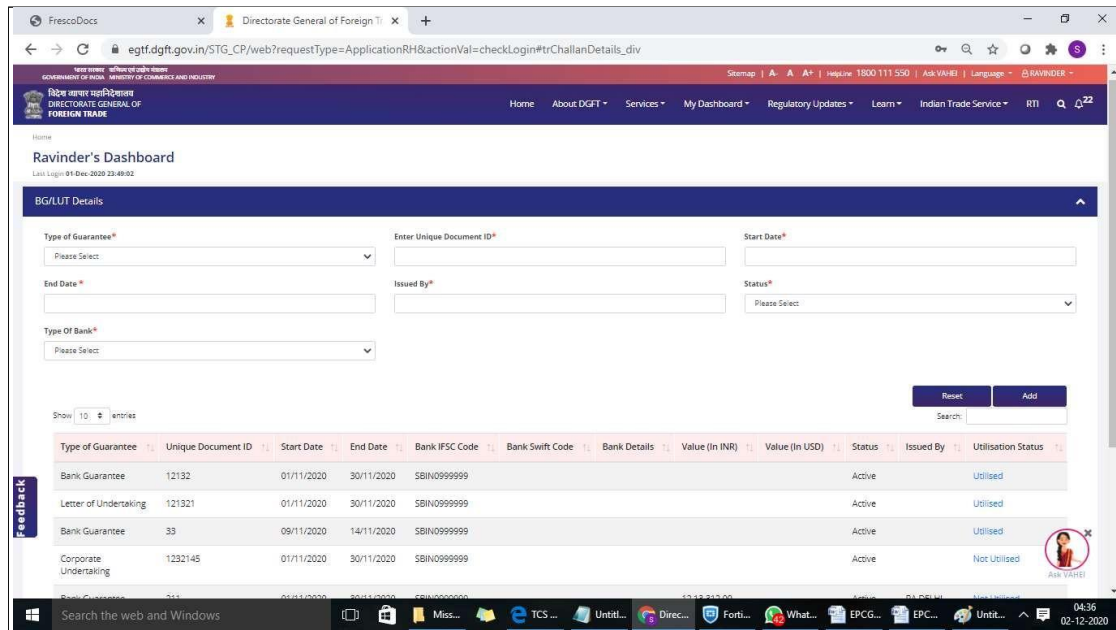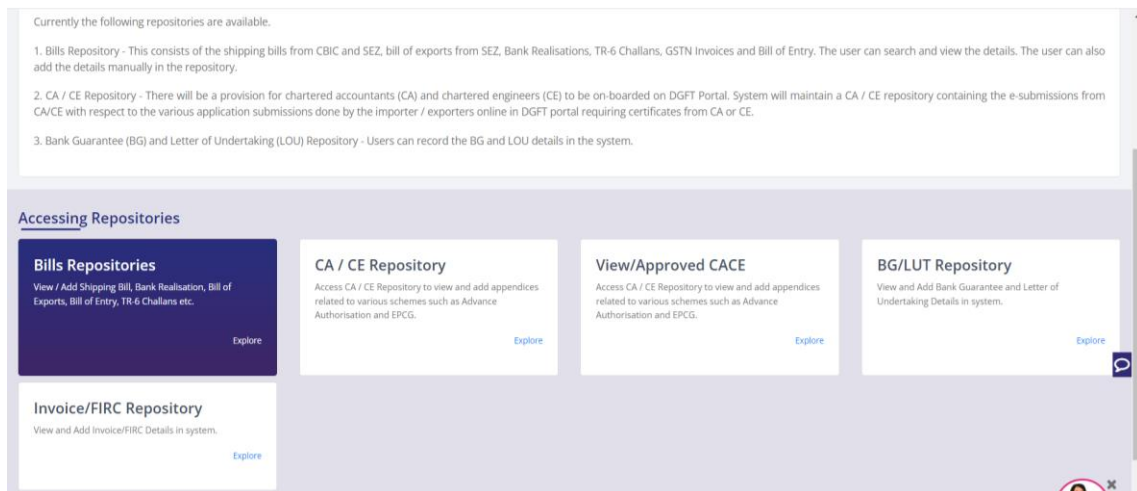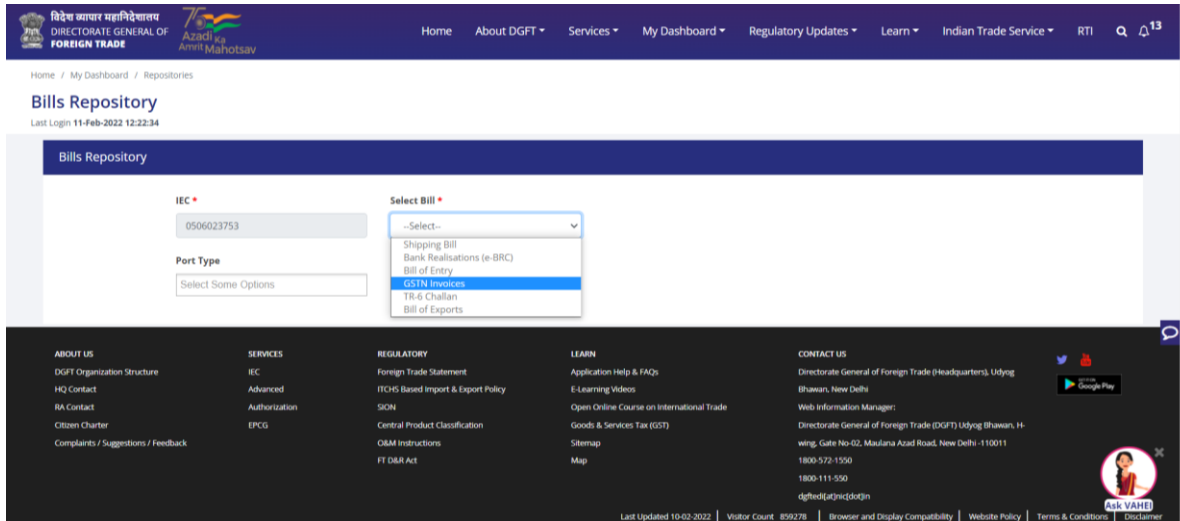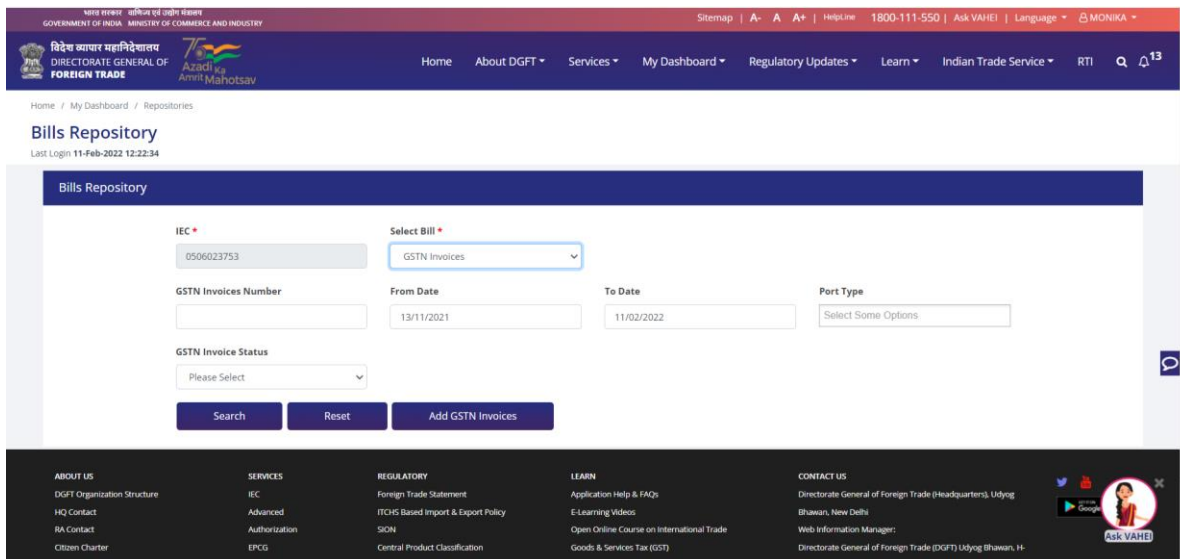
1) Navigate to **Services** > **EPCG** > **Appy for EO/Block Extension**

2) User can select any of the options i.e., **Proceed with existing application** (draft application if any) or **Fresh Application** to further proceed.

3) **Application Type**: User may select the type of Extension for the application to proceed.
i.e- Blockwise Extension, EO Period extension. Click on "Save & Proceed" button.

NOTE :
- In case 2 extensions have already been made for an authorization, applicant shall not be allowed to make any more extensions.
- Blockwise Extension is only allowed for 1st Block. It would not be available for 2nd block.
- **Only for EOP Extension**- Relief to Exporters whose EO expires between 1 Aug'20 to 31Jul'21 in the form of free EO extension till 31Dec'21(irrespective of scheme- 0% & 3%) owing to Covid-19 pandemic. And the unfulfilled EO to be increased by 5%

Tick the button if user is applying for extension under Para 5.17(f) of Handbook of Procedure
i.e- Tick the button whose EO expires between 1 Aug'20 to 31Jul'21 to get the relief in the form of free
EO extension till 31Dec'21(irrespective of scheme- 0% & 3%) owing to Covid-19 pandemic. Valid for only
EOP Extensions, not for Blockwise Extension

3. **Authorizations for EO Extension:** Select the radio button if it is a PRC approved case and select the
Authorization number for the Extension. Click on "Save and Proceed" button to continue

4. **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.

5. **Export Obligation Period Details**: Details of items for EO Extension/ 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.

6. **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

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

8. **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"

10. Uploading of installation certificates

1. Navigate to Services > EPCG > Installation Certificate

User can select any of the options i.e., Proceed with existing application (draft application if any) or Fresh Application.

2. **Authorization List:** User may select a Authorization from a list of Outstanding Authorizations. And click on "Save and Next" Button to continue

3. **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.

4. **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.

- 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.

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

- Once done for all the imported items, click on "Save and Next" Button
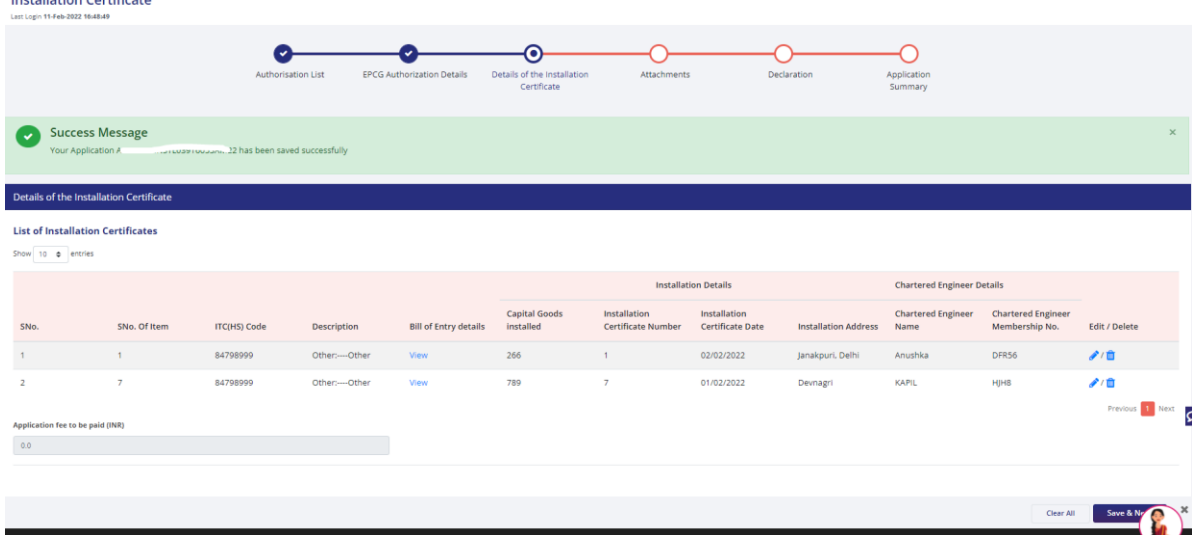
5. **Attachments:**
   - Select the appropriate Attachment type and upload with remarks
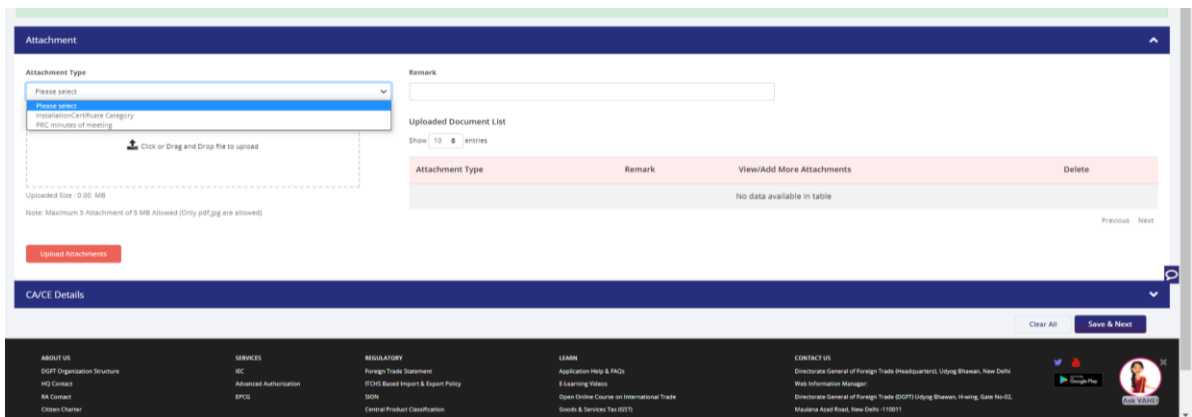
   - **CA/CE Details:** User could also provide CA/CE details. "Search Appendix" will show the results added in the repository. Select the Appendix from the list and click on "Attach Appendix". Finally, click on "Save and Next" button to continue

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

7. **Application Summary:**
   - Click on "Print Summary" button to view the filled application and download it.
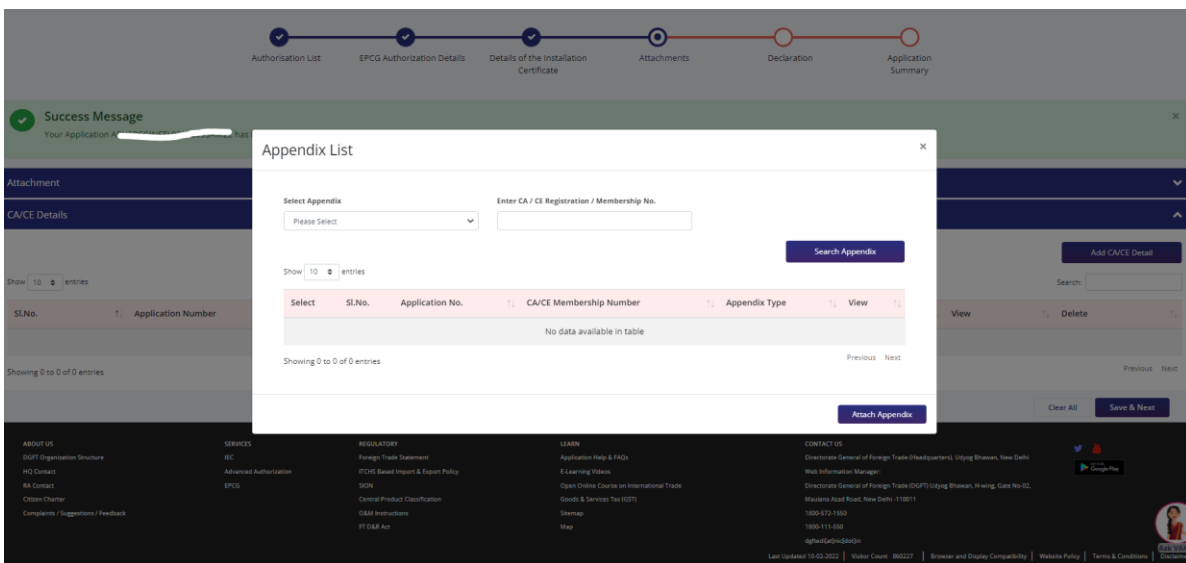

- Digitally sign the application via "sign" button and click on "submit" Button. After submitting the application , acknowledgement will be generated with the file number. Applicant may track the application via My Dashboard > Submitted Applications > choose scheme as "EPCG" > choose Type of sub-scheme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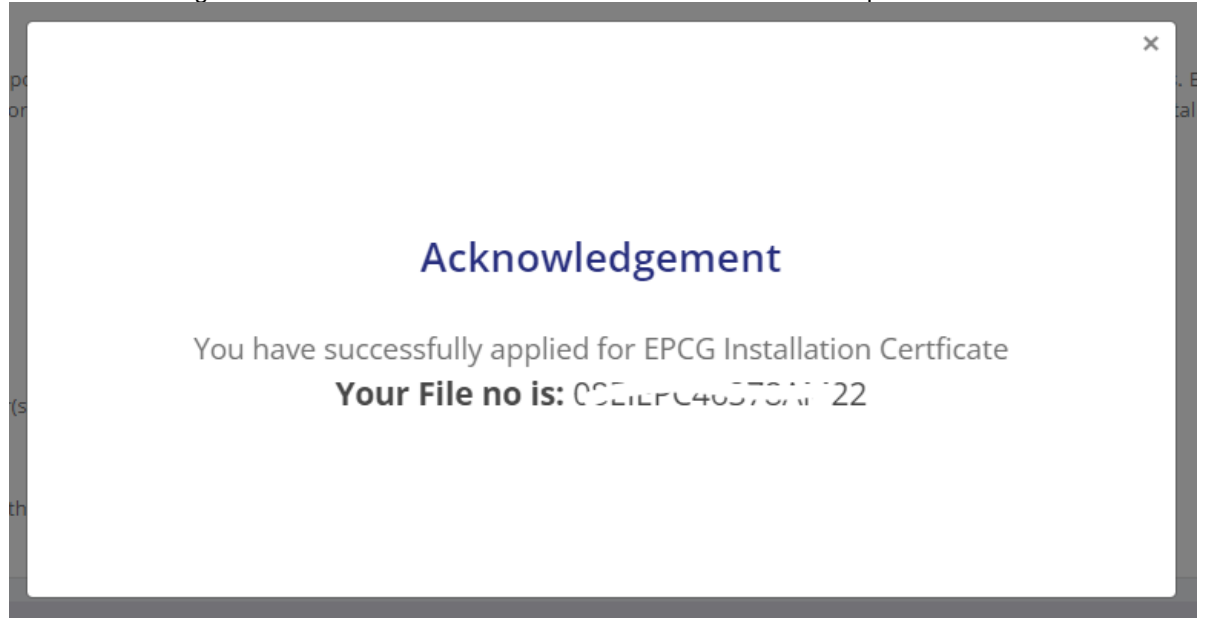
11. Clubbing of EPCG Licenses

1. Navigate to Services > EPCG > Clubbing of EPCG Authorizations

User can select any of the options i.e., "Proceed with existing application" (draft application if any) or "Start Fresh Application" Button

2. **Application Type :** Select the Application type out of the following options:
    a. EPCG Concessional Duty 03 Percentage
    b. Zero Duty EPCG Scheme
    c. 0 Percentage EPCG POST EXPORT(NOT FOR IMPORT)
    d. 0 Percentage EPCG POST EXPORT(NOT FOR IMPORT)
     in the dropdown to proceed further and click on "Save and Proceed" button
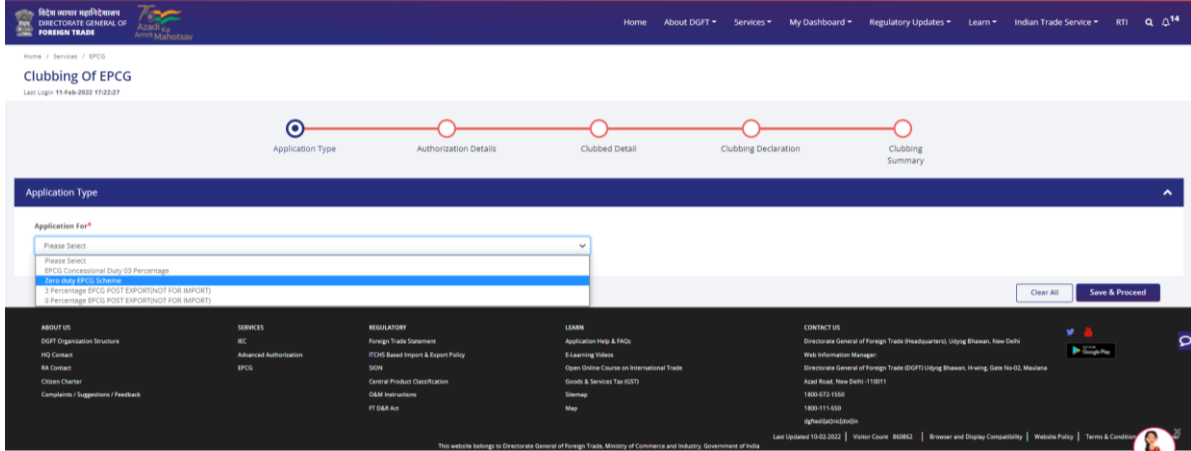
3. **Authorization Details**: Select the Authorizations which need to be clubbed together and click on "Save and Proceed" button
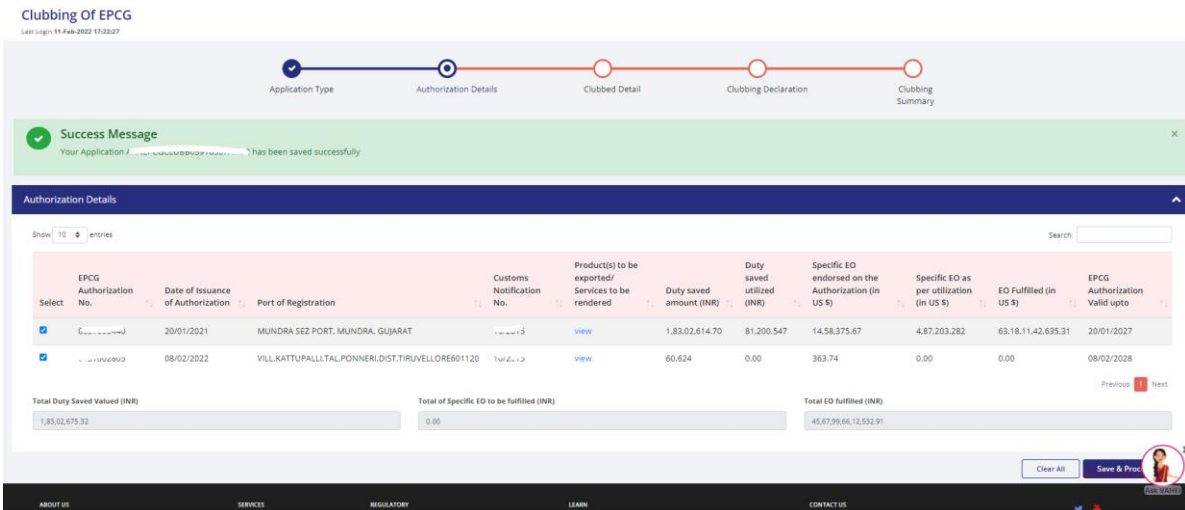
4. **Clubbed Detail:** Authorization clubbed details will auto-populate on the screen. Verify them and click on "Save and proceed" button to continue.
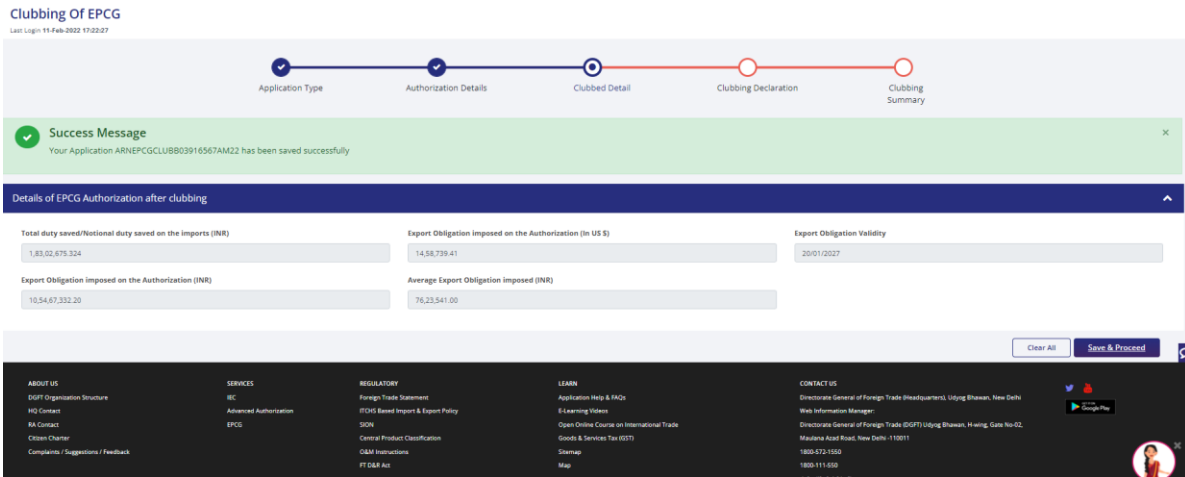
5. **Clubbing Declaration :** Tick the clubbing declaration and verify the User Details. Click on "save and proceed" button to continue

6. **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"
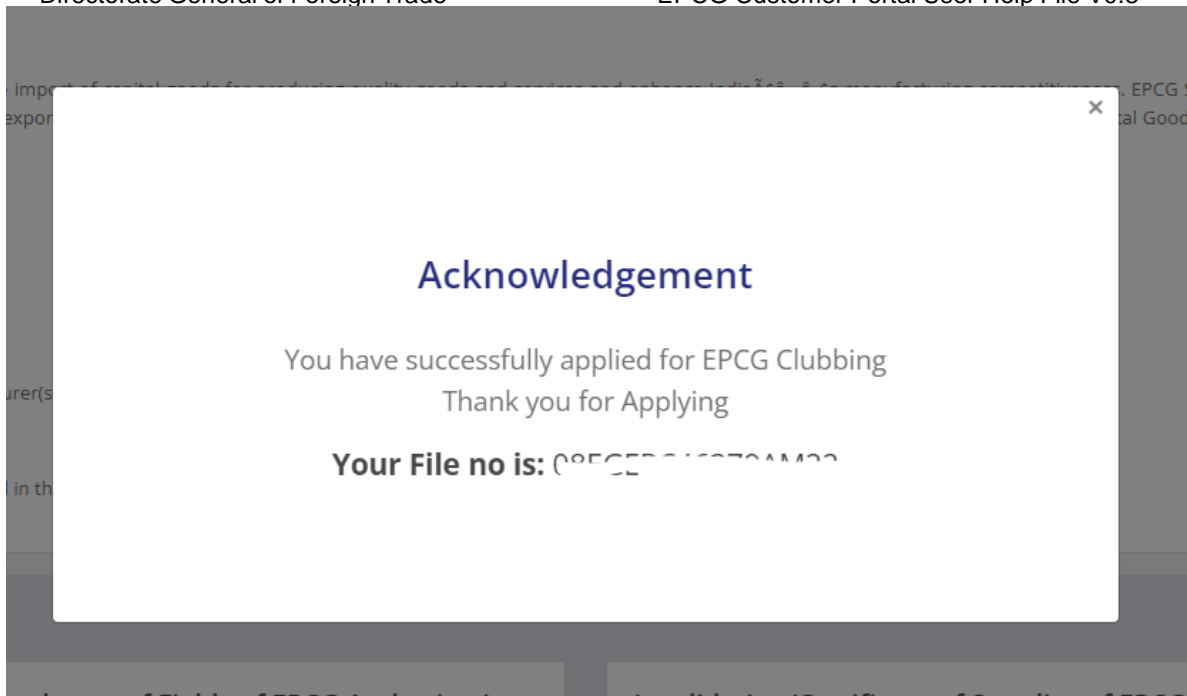
11. Closure of EPCG/ Issuance of Post Export Scrip

1. 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

2. **Application Type:**
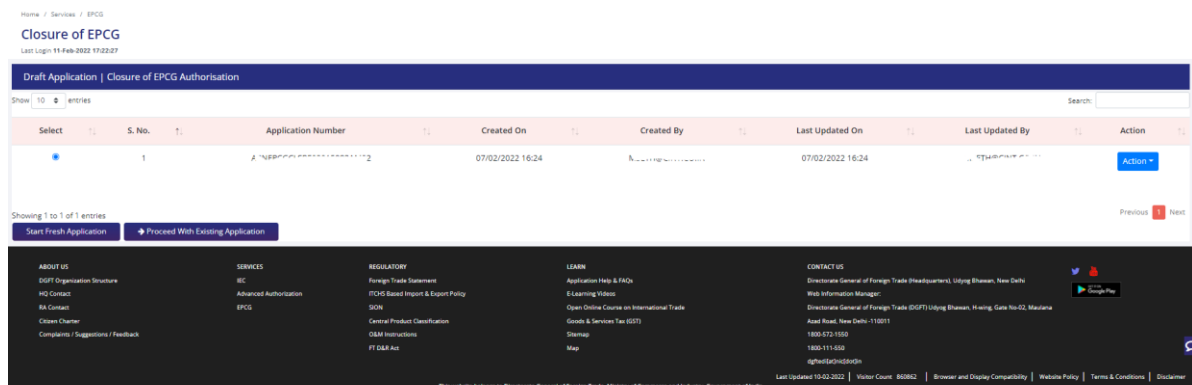   - User may select the type of Application in the dropdown to proceed for the closure :

a. **Redemption**- When a user has done 100% imports and fulfilled all the Export Obligation
b. **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)
c. **Surrender**- When a user has not done any import and export
d. **Issue of Post Export Credit Duty Scrip**- Issued for Post export EPCG Authorization
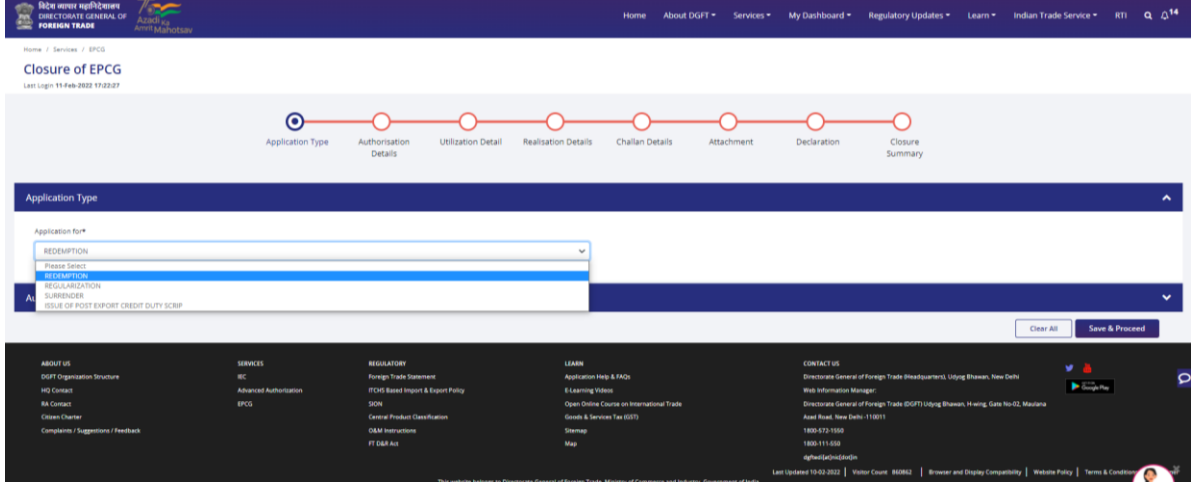
- Select the Authorization for the closure and click on "Save and Proceed" button
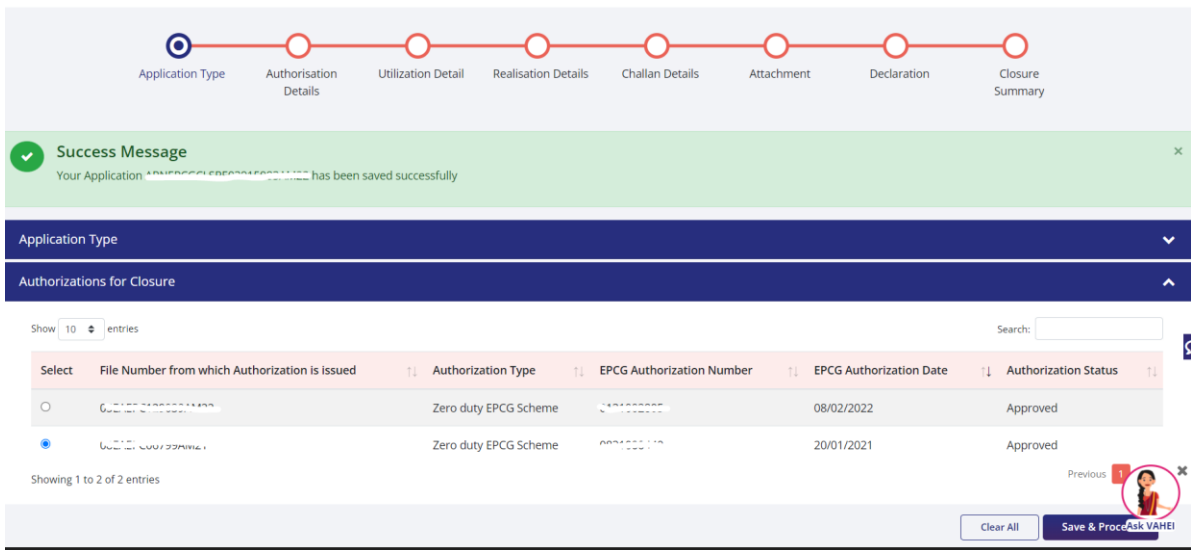
3. **Authorization Details**:

- 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.

4. Utilization Details:
        a. 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.

        b. Items 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.

c.   **Exports as under for maintenance of average export obligation:**
Enter the remarks for "Exports as under for maintenance of average export obligation"

d.   **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
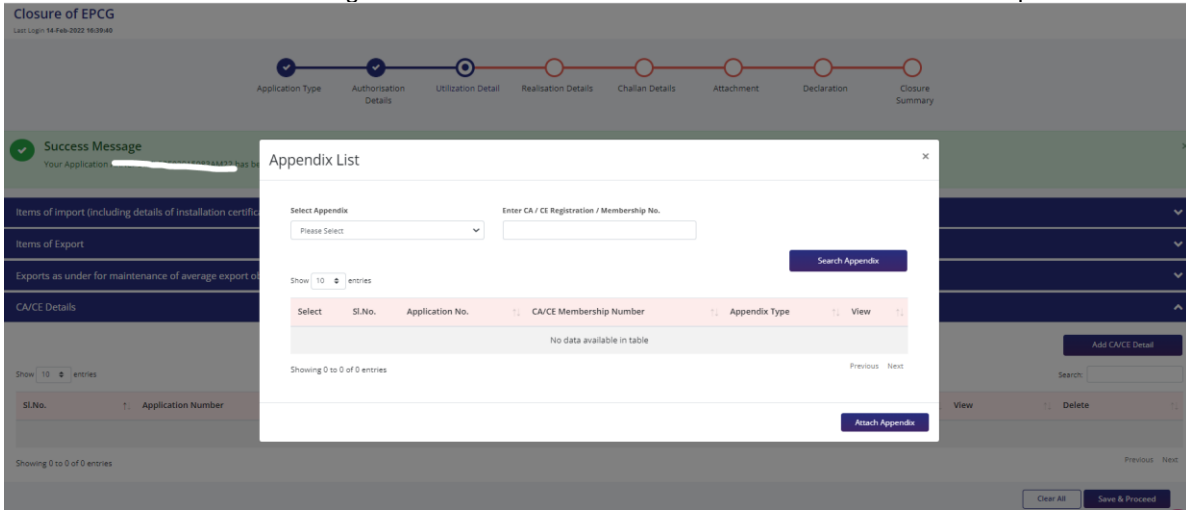
5. **Realization Details:**
   a. **Realization Details**: Click on "Search BRC detail in Repository" button, select all the required BRC corresponding to each exported item and click on "Add" button.
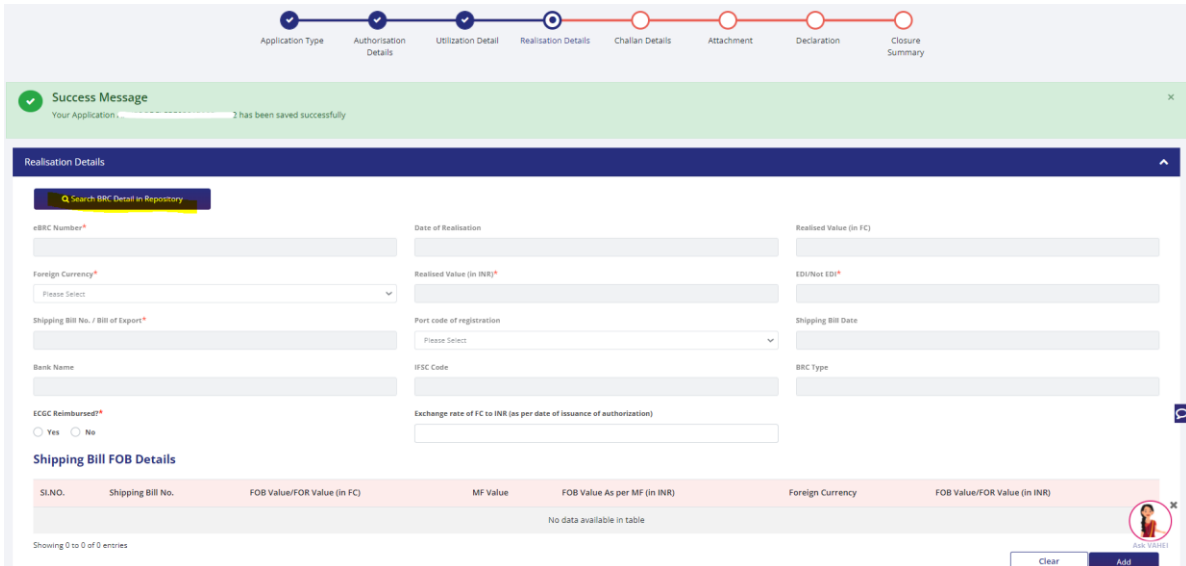
   b. **Export Obligation fulfillment summary**: It will be shown, verify it. Click on "Save and Proceed" button to continue

6. **Challan Details:** Enter the Challan details(reflected via repository) if you have chosen "Regularization closure" and Export obligation is not fulfilled.

7. **Attachment:** Select the Attachment type, browse for attachment file and click on "Upload Attachments"

8. **Declaration:** Tick the box as Acceptance of declaration and verify the User's details. Click on "Save and proceed" to continue

9. **Closure Summary**:
   - Click on "Print Summary" button to view and download the filled application.

   - 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"

Acknowledgement

You have successfully applied for EPCG Closure
Thank you for Applying

Your File no is: 0°EEEDG 16330AM23