विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Application for Export Promotion Capital Good (EPCG) Committee

Version 2.0

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Contents

1.   Introduction to EPCG Committee and Accessing DGFT Portal

This document is the help file for basic EPCG Committee functions in the new system.

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.	Nexus with Capital Goods (CG) and benefits under Export Promotion Capital Goods (EPCG)Schemes	Export Promotion Capital Goods (EPCG) Committee

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 EPCG committee

To Apply for EPCG 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 EPCG committee application with the Aadhaar or digital signature (DSC)

3. Apply for EPCG Committee

To apply for the Policy Relaxation user needs to file the application. 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.
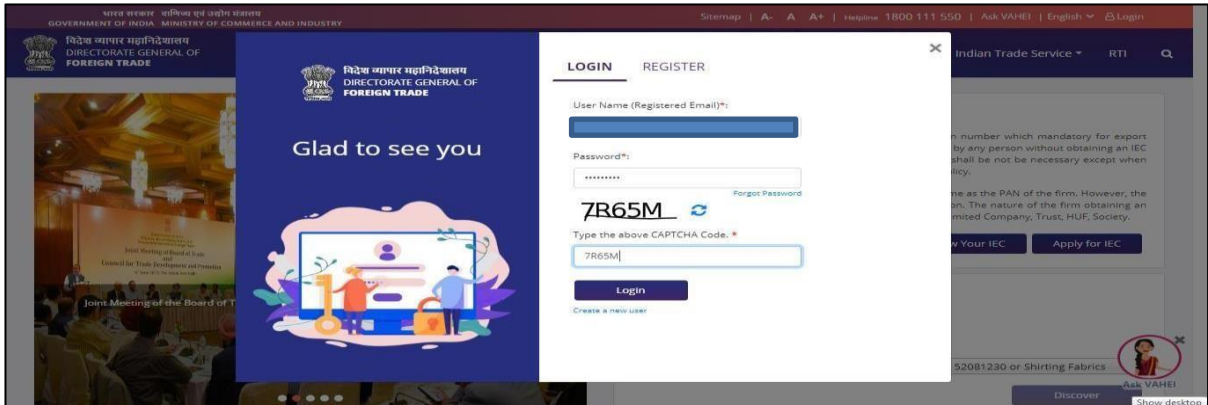.

Figure 1. Customer portal Login Screen

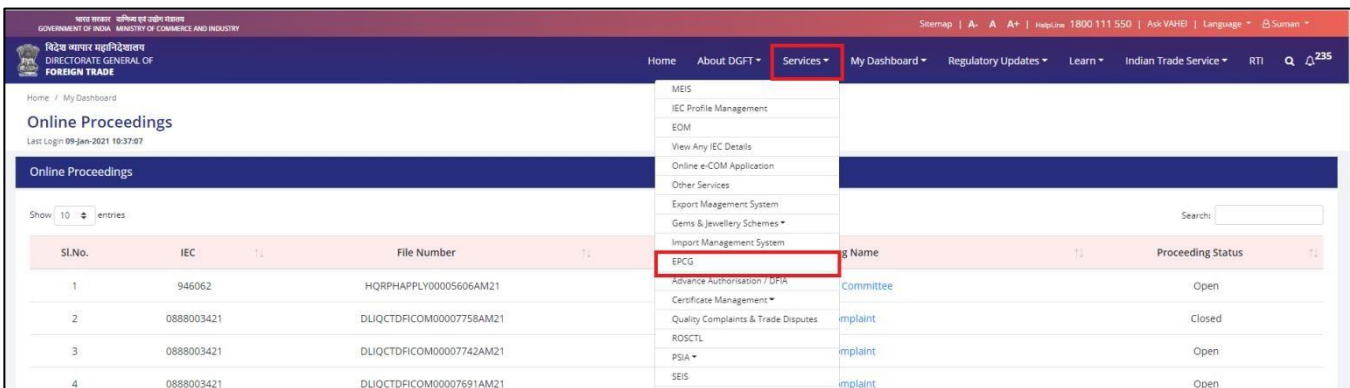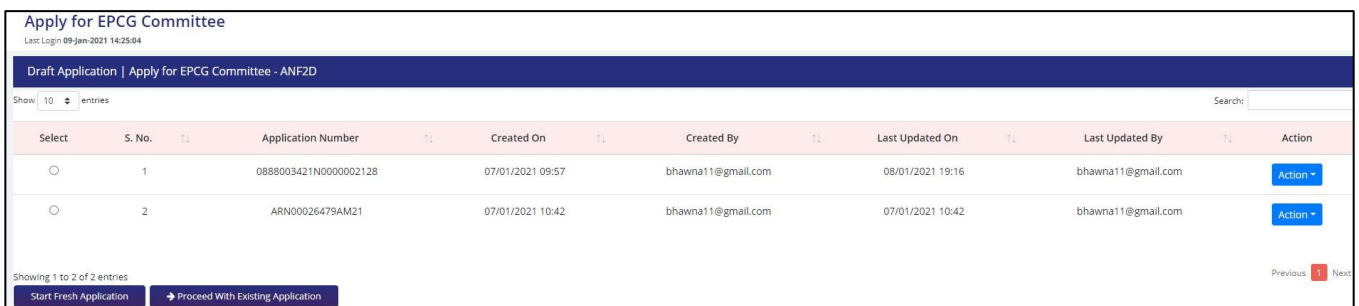2. User can apply for EPCG Committee, Post login click on **Services** >> **EPCG** >> **Apply for EPCG Committee** link as mentioned below

Figure 2. EPCG Committee: Navigation

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

Figure 3: EPCG Draft application

4. User will 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 23rd Jan, 2020.
    •   **Committee Type:** Pre default value will be selected as 'EPCG Committee'.

Figure 4: EPCG: Applicant Details

5. 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.

Figure 5: Branch details

6. 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

Figure 6: Branch Code

7.   Scheme name will be auto populated as Export Promotion Capital Good (EPCG) when the committee type selected as EPCG Committee`

Figure 7: Scheme Type: EPCG

8.   Based on **Scheme Name as Export Promotion Capital Goods(EPCG)**, select **Reason Type**

Note: Reason Type listed values will change with the scheme name.

Figure 8: Reason Type

9.   Enter the **Reason/Justification** for the selected Scheme Name and Reason Type.

Figure 9: Reason/Justification

10. User select the Top 3 principle Export item and update the details.

Figure-10: Principle Export item

11. User select the Top 3 principle import item and update the details

Figure 11: Principle Import Item

12. User will select **Authorisation Type** as **CIF based Authorisation** or **Duty Save Based Authorisation.** By default **Authorisation Type** is selected as **CIF based Authorisation**

Figure 12: Reason/Justification

13. Enter the mandatory EPCG Authorisation Number marked with asterisk (*) sign (if required)

Figure 13: Authorization Details

14. After entering the Authorization/Scrip details user will click on 'Add Authorization/Scrip details button to add the authorization/scrip details to the grid.
Note: User can 'N' number of authorization or scrip details by clicking on Add Authorization/Scrip details button.

Figure 14: Authorization Grid view

15. User can update/edit or delete the authorization/scrip details by clicking on edit and delete button present in the grid.
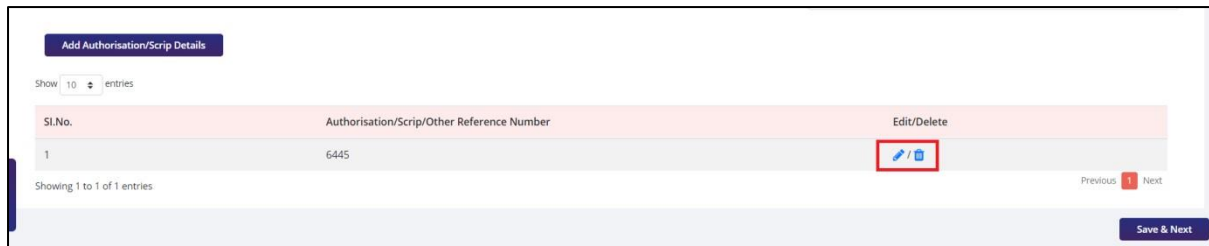
Figure 15: Edit/Delete view

1. Click on **Save & Next** button to proceed further to the next page
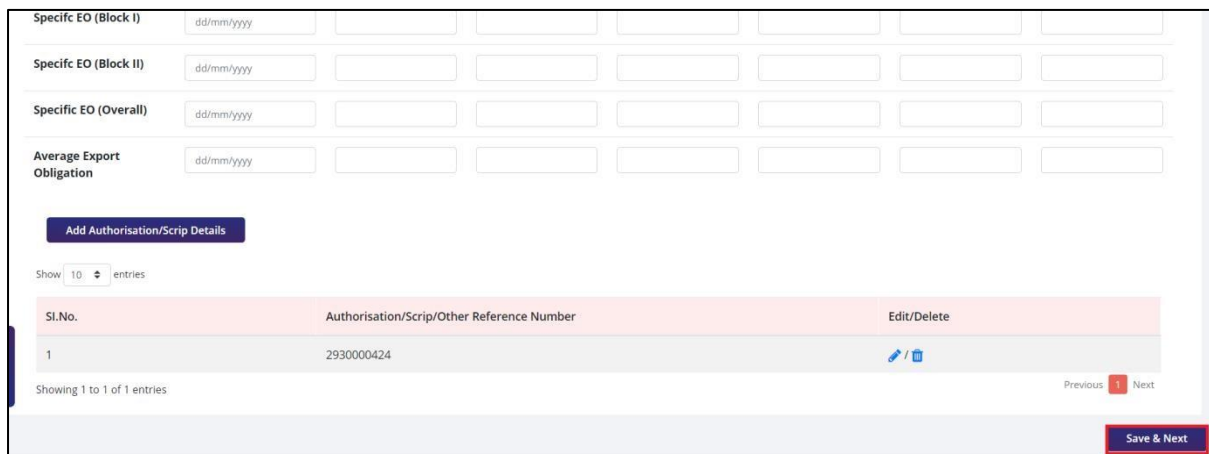
Figure 16: Save and Next

2. After filling the **Applicant Details.** Fill the **Personal Hearing** Details.

Figure 17: Personal Hearing Radio button

3. Select 'Yes' or 'No' for '**Do you want to apply for Personal Hearing?'** .
4. On selection of **Yes** below mentioned screen will appear and User will enter the Personal Hearing details.
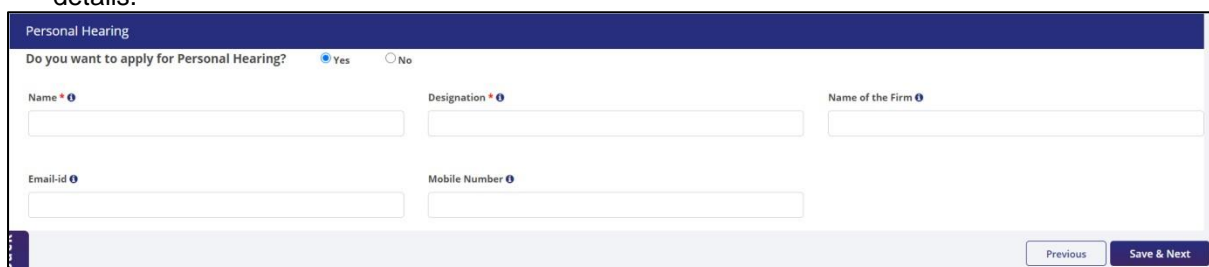
Figure 18: Personal Hearing view

5. Click on **Save & Next** button to proceed further.

Figure 19: Save and Next Button

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

Figure 20**: Attachment details**

8. Click on **Save & next** Button to proceed further.

Figure 21**: Save and Next Button**

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

Figure 22: Declaration

10. 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

SR. no	Authoris ation Type	EPCG Authoris ation Number	Scheme	Duty Saved Value Allowed (in Rs.)	Duty Saved Value Allowed (in FC)	Import Validty (Initial)	Total EO Period (Date of Expiry)	Date of Issuance of Authoris ation	RA File Number	Duty Saved Value utilised (in Rs.)	Duty Saved Value utilised (in FC)	Import Validity (Revised)	Specifc Export Obligatio n (INR)	Specifc Export Obligatio n (FC)	Average Export Obligatio n
1	CIF based Authorisa tion	2930000 424	Zero duty EPCG Scheme	407563.0 00	NA	31/05/20 18	30/11/20 22	30/11/20 16	2921021 00054AM 17	NA	NA	NA	2445378. 000	36201.00 0	3782350 20.020

EO Details	Date of Expiry of EO Period	EO to be fulfilled (in Rs.)	EO to be fulfilled (in FC)	EO fulfilled (in Rs.)	EO fulfilled (in FC)	EO Unfulfilled (in Rs.)	EO Unfulfilled (in FC)
Specifc EO (Block I)	NA	1222689.000	NA	NA	NA	1222689.000	NA
Specifc EO (Block II)	NA	1222689.000	NA	NA	NA	1222689.000	NA
Specific EO (Overall)	NA	2445378.000	NA	NA	NA	2445378.000	NA
Average Export Obligation	30/11/2016	378235020.020	NA	NA	NA	NA	NA

Figure 23: Application Summary

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

Figure 24: Receipt

4. View and Track Status

User can track the status of the submitted application.

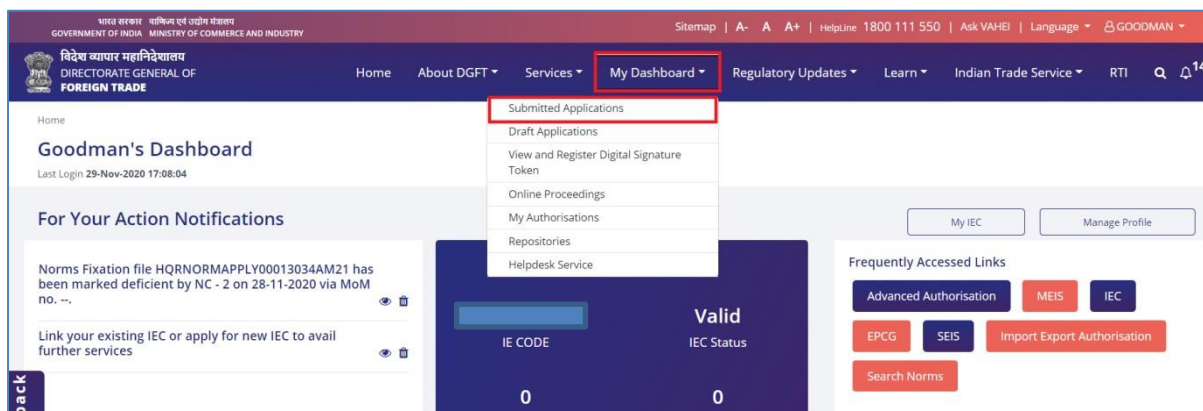1. Click on **My Dashboard** >> **Submitted application**

Figure 25: View and Track status

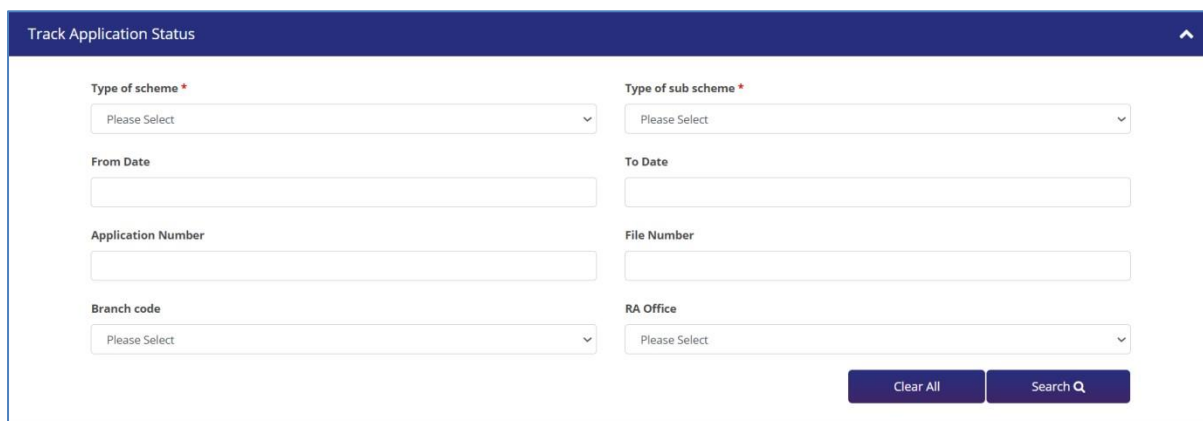2. On Click of submitted application below mentioned screen will appear

Figure 26: 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 Export Promotion Capital Good (EPCG)

Type of sub Scheme: Apply for EPCG 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

Figure 27: File details 5.

Click on Action button to view the various File details

Figure 28: Action button details

6. **Print**: To print the submitted application

7. **Attach Documents**: User can attach extra documents for the submitted application, if the request is in 'In progress' status.
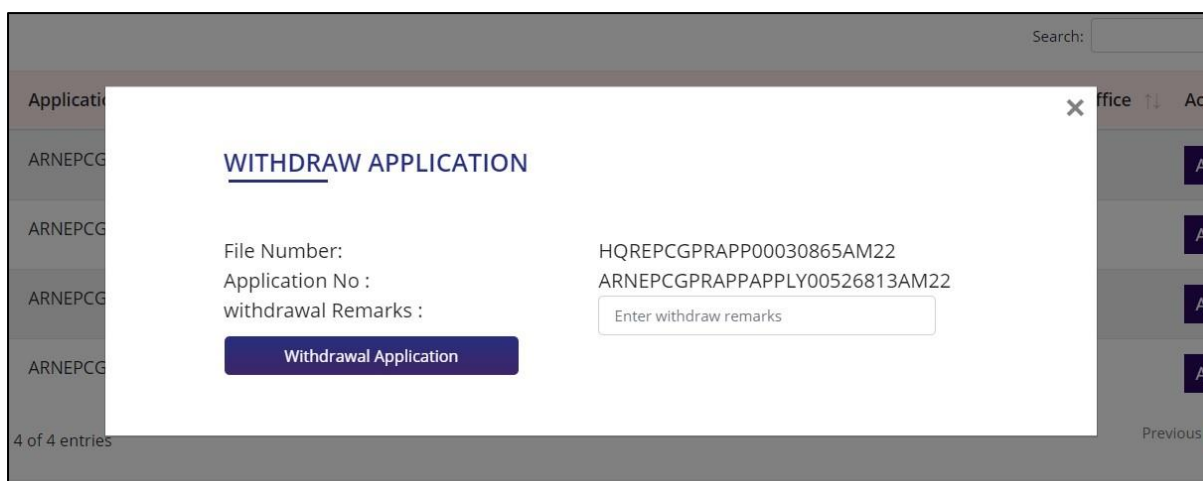
Figure 29: Attach Document

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 30: **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:

    1. With amendment : User will amend the application with attachment and adding additional remarks

    2. 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 **decided** 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.
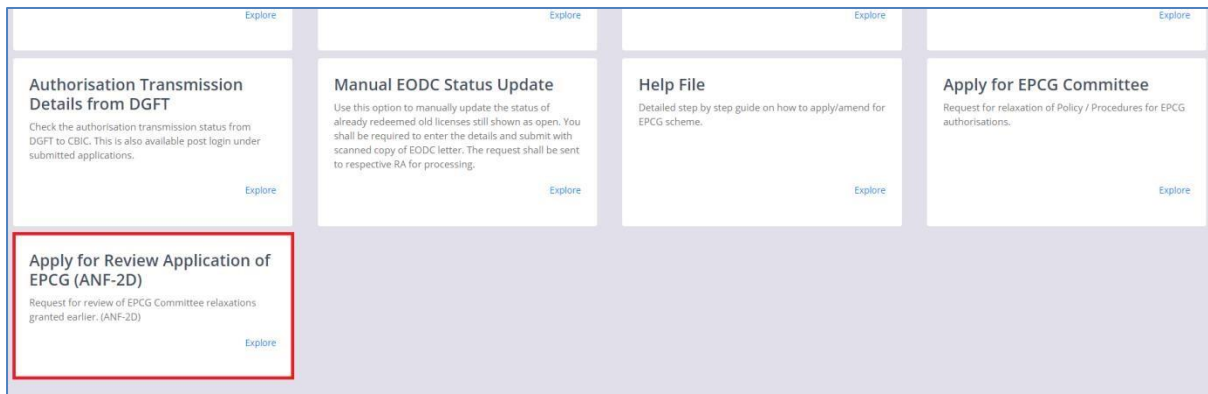
Figure 31: Initiate review

14. Click on Initiate Review tile under services >> EPCG. 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

Figure 32: Sign initiate review

16. After sign user will make the payment by clicking on Payment for Review button
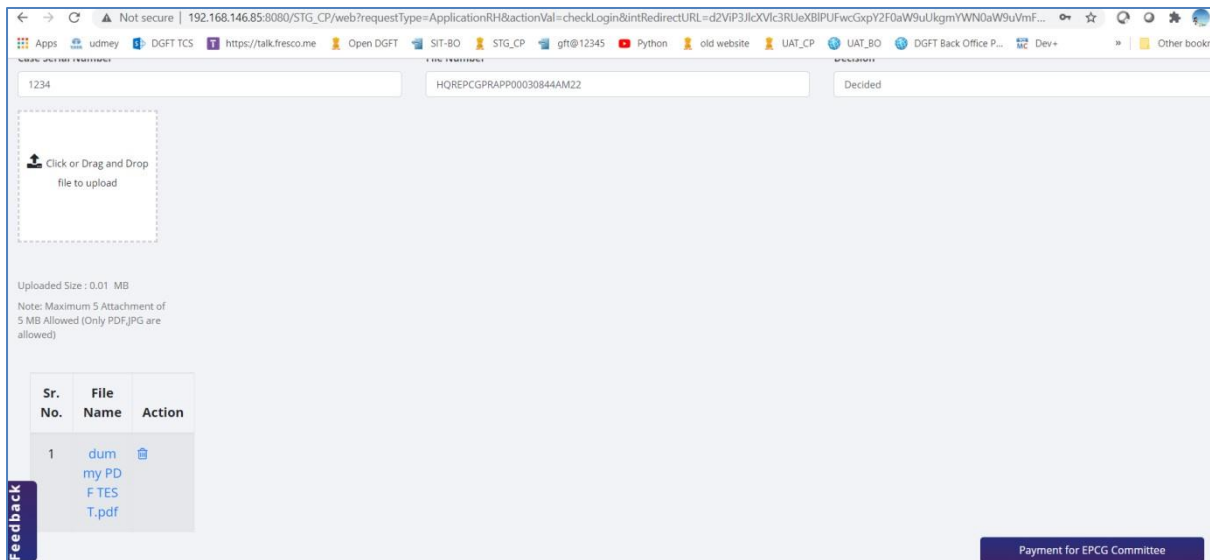
Figure 33: Payment for Review

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**
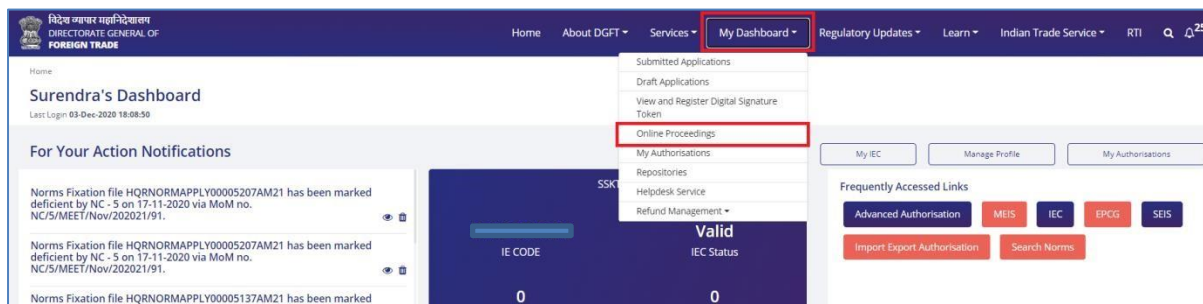
Figure34. My Dashboard >> Online Proceeding

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

    IEC: IEC number of the importer/exporter
    File number: EPCG committee file which is submitted by importer/exporter
    Proceeding Name: Name of the Proceedings
    Proceeding status: Status of the file submitted by importer/exporter

Figure 35: Online proceeding grid view

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

Figure 36: Click on Proceeding Name

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

Figure 37: Click on UDIN number

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

Figure 38. Personal hearing approved letter details

6. Click on View letter link to view the personal hearing letter.
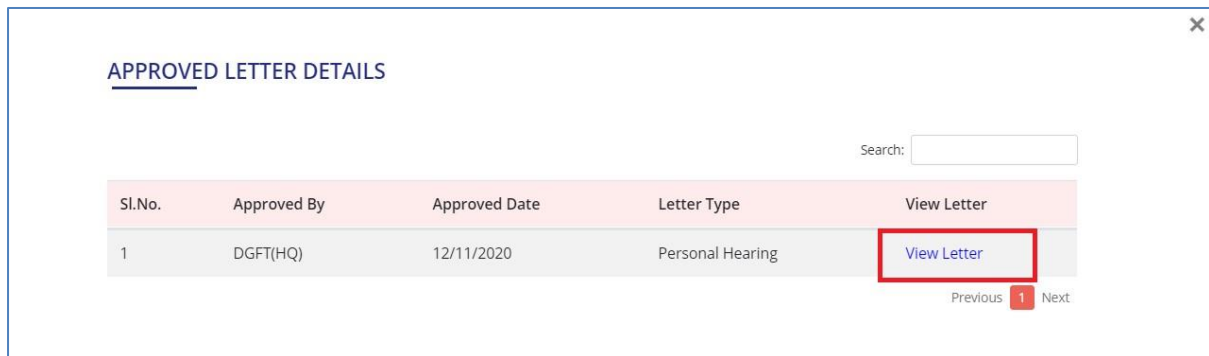
Figure 39. View Personal hearing letter link

7.   Click on Submit link under Response heading to submit the Personal hearing response
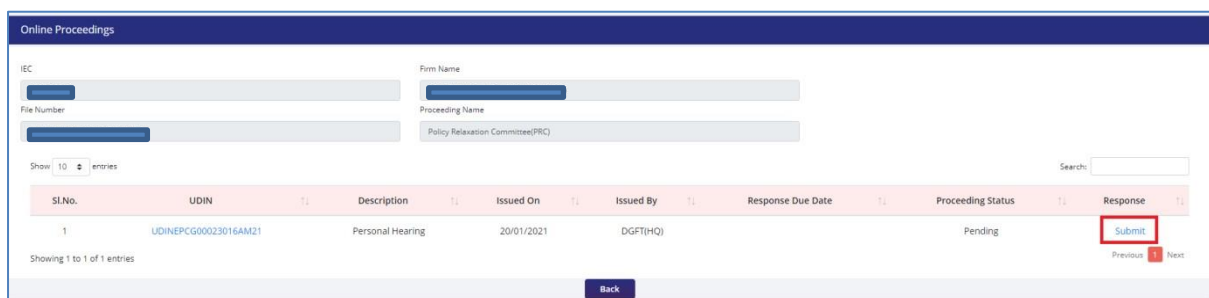
Figure 40**: Submit Response link**

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
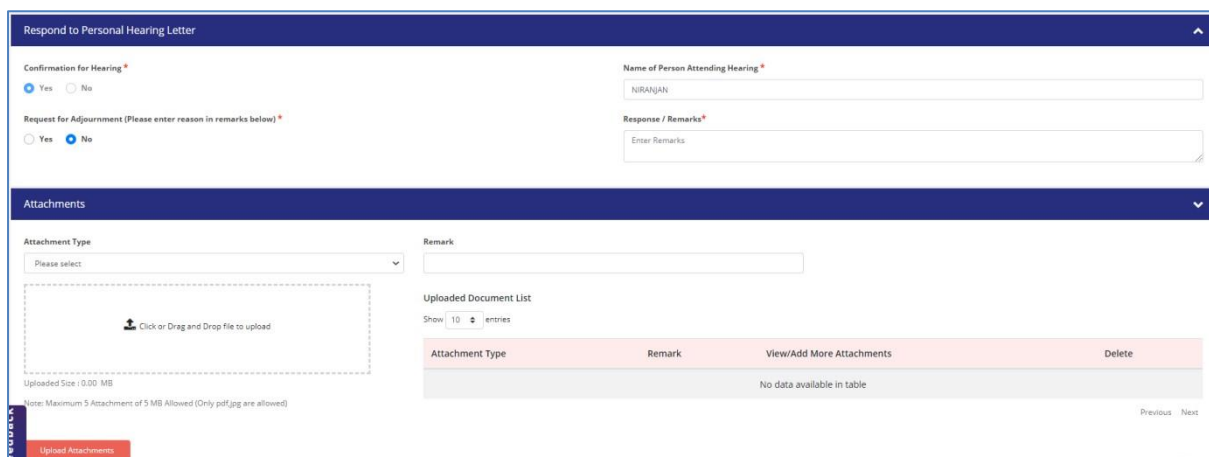
Figure 41**: Personal Hearing response**

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

Figure 42: Sign document

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

Figure 43: E-sign document

13. Click on 'submit' to submit the response

Figure 44:Submit button

14. Response will be submitted successfully
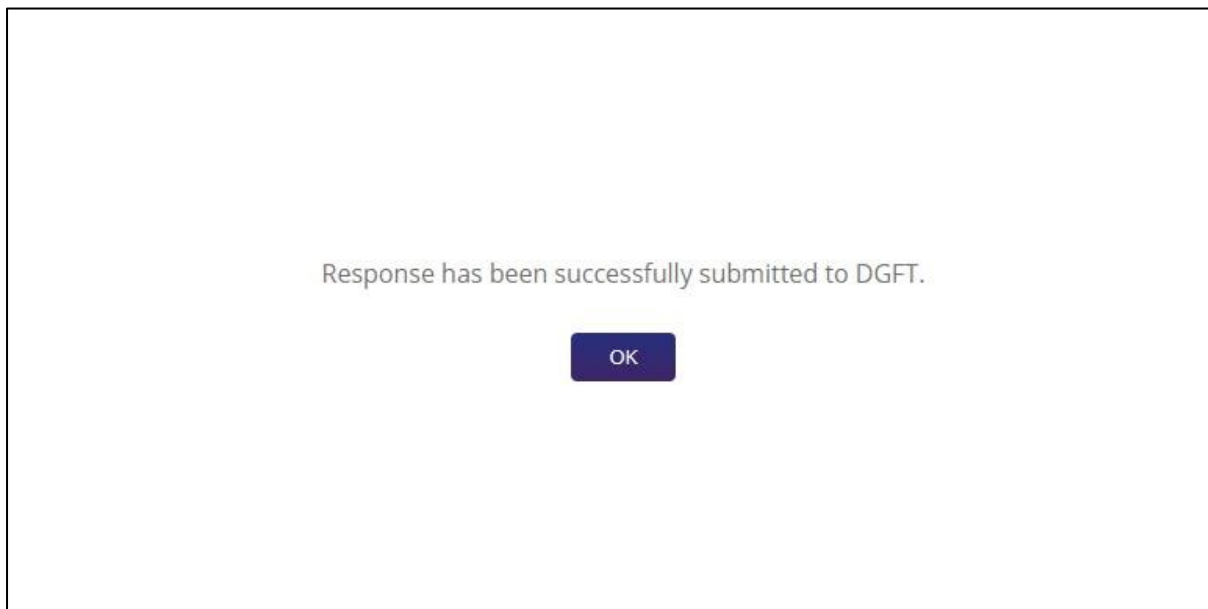
Figure 45. Response submitted successfully

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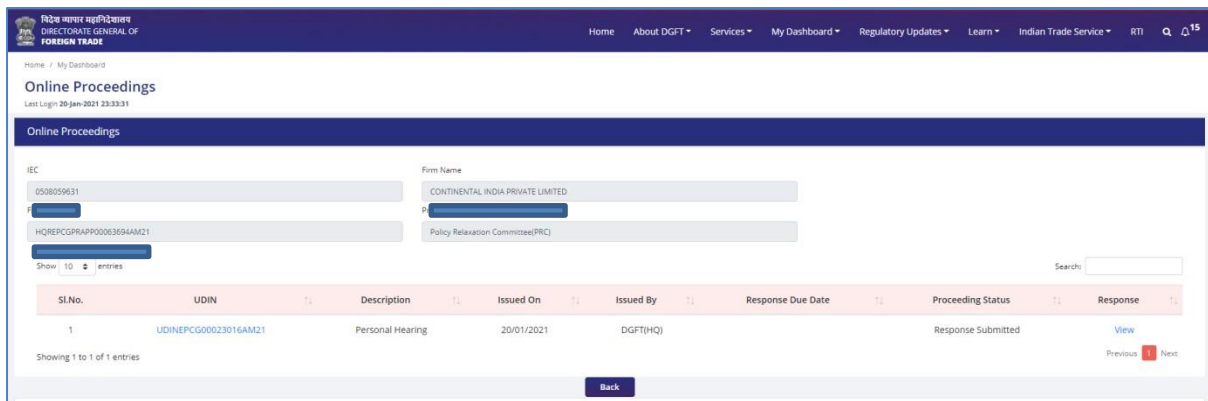16. User can check Response Due date, Proceeding Status and response submitted by clicking on View link button

Figure 46: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.