



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

**October-2023**

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## 1. Introduction to EPCG Committee and Accessing DGFT Portal

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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.

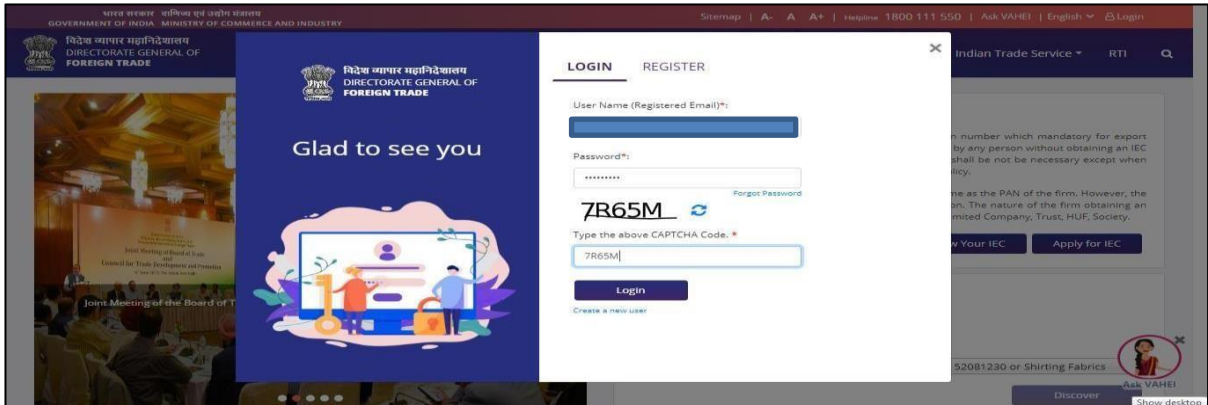


Figure 1. Customer portal Login Screen

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

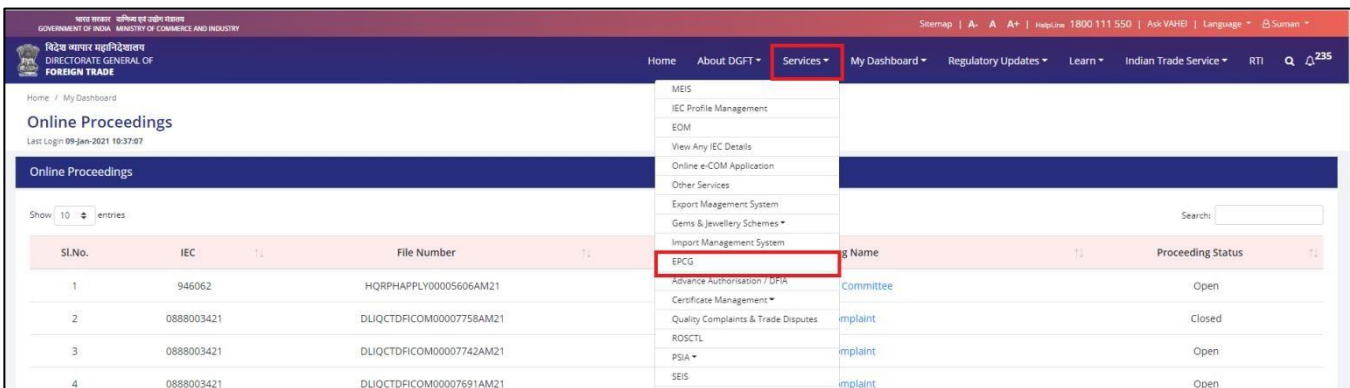
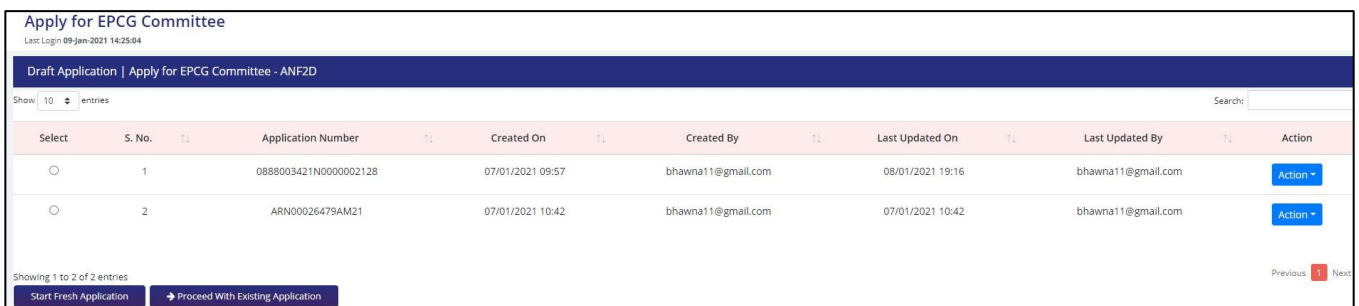


Figure 2. EPCG Committee: Navigation

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 23<sup>rd</sup> Jan, 2020.
- **Committee Type:** Pre default value will be selected as 'EPCG Committee'.

The screenshot shows the 'Applicant Details' section of the form. It includes two radio buttons for 'Application Type': 'Fresh Application' (which is selected) and 'Review Application'. Below this, the 'Committee Type' is set to '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.

This screenshot shows the 'Applicant Details' form with several fields populated. The 'Branch Code' dropdown is open, showing options 0, 1, and 2. The 'Entity's Branch Address' is filled with 'LAKRI FAZALPUR NATIONAL HIGHWAY-24DELHI ROAD Contact No: 919837080942MORADABAD244001'. The 'Applicant Name' field contains 'AC'. The 'Scheme Name' is set to 'Export Promotion Capital Goods(EPCG)'. Other fields like 'Mobile Number' and 'Request of the firm' are also visible.

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

This screenshot shows the 'Applicant Details' form with the 'Branch Code' dropdown set to '0'. The 'Entity's Branch Address' is 'LAKRI FAZALPUR NATIONAL HIGHWAY-24DELHI ROAD Contact No: 919837080942MORADABAD244001'. The 'Applicant Name' is 'AC'. The 'Mobile Number' is '7869276876'. The 'Scheme Name' is 'Export Promotion Capital Goods(EPCG)'. The 'Request of the firm' and 'Reason/Justification' fields are also visible.

Figure 6: Branch Code

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

The screenshot shows the 'Applicant Details' form. The 'Scheme Name' dropdown menu is highlighted with a red border and contains the text 'Export Promotion Capital Goods(EPCG)'. Other fields include Branch Code, Entity's Branch Address, Applicant Name, Email-id, Mobile Number, Reason Type, and Reason/Justification.

Figure 7: Scheme Type: EPCG

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

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

The screenshot shows the 'Applicant Details' form with the 'Request of the firm' dropdown menu highlighted in red. The dropdown menu is open, showing a list of options including 'Please Select', 'Condonation of delay in submitting Installation Certificate', 'Condonation of Blockwise EO Fulfillment', 'Extension of 1 block EO Period', 'Extension of Total EO Period', 'Extension of Import Validity Period', 'Third Party Exports', 'Nexus related issues', and 'Others'. Other fields are filled with example data.

Figure 8: Reason Type

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

The screenshot shows the 'Applicant Details' form with the 'Reason/Justification' text area highlighted in red. The text area contains the placeholder text 'Enter the Reason/Justification for the selected scheme and reason'. Other fields are filled with example data.

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.

Sl.No.	Authorisation/Scrip/Other Reference Number	Edit/Delete
1	6445	

**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.

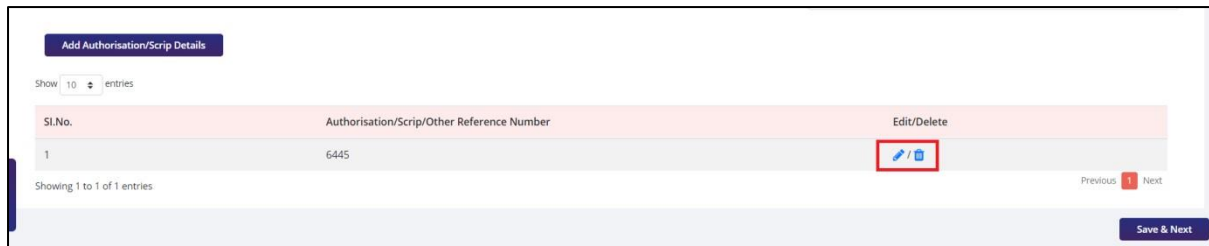


Figure 15: Edit/Delete view

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

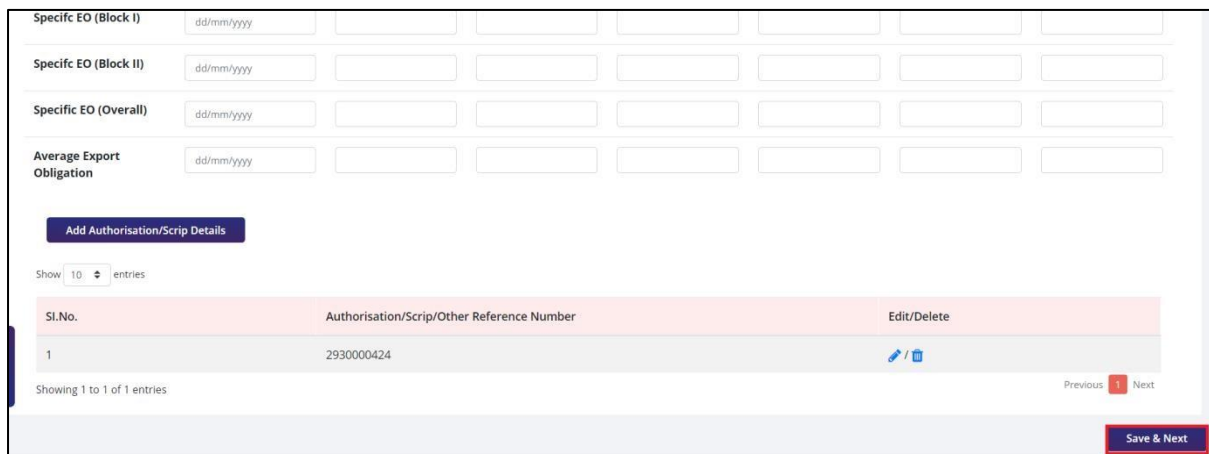


Figure 16: Save and Next

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.

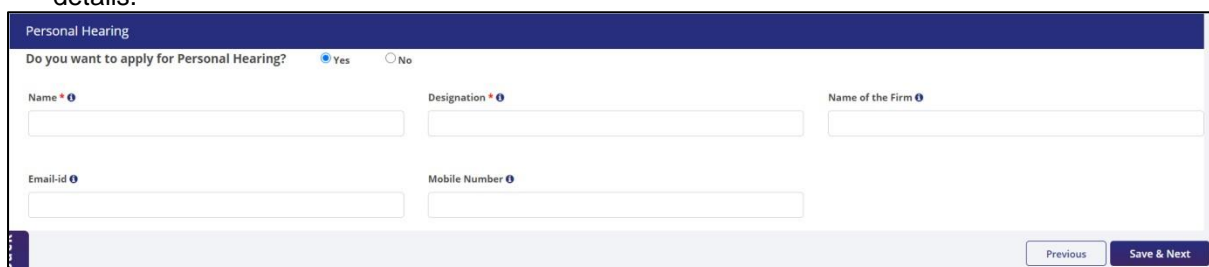


Figure 18: Personal Hearing view

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

Attachment Type	Remark	View/Add More Attachments	Delete
OTHER	Test remarks added	<a href="#">view</a>	

**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.

**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).

- The Customs Act,1962,
- The Central Excise Act 1944,
- Foreign Trade (Development & Regulation) Act 1992, and
- The Foreign Exchange Management Act,1999;
- The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
- The GST Act.
- 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\*  Date\*

Entity  09/01/2021

**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  Suman saini Designation  Importer/Exporter in own company.  
 Email  bhawna11@gmail.com Mobile  9730715591  
 Office Address  NARODA ROAD  
 Residential Address  Noida, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301

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

[Print Summary](#)

**Application 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 :  Designation : Analyst

Email-id : test@gmail.com Mobile Number :  Name of the Firm : Test and Co

**Authorisation Details**

SR. no	Authorisation Type	EPCG Authorisation Number	Scheme	Duty Saved Value Allowed (in Rs.)	Duty Saved Value Allowed (in FC)	Import Validity (Initial)	Total EO Period (Date of Expiry)	Date of Issuance of Authorisation	RA File Number	Duty Saved Value utilised (in Rs.)	Duty Saved Value utilised (in FC)	Import Validity (Revised)	Specific Export Obligation (INR)	Specific Export Obligation (FC)	Average Export Obligation
1	CIF based Authorisation	2930000424	Zero duty EPCG Scheme	407563.00	NA	31/05/2018	30/11/2022	30/11/2016	292102100054AM17	NA	NA	NA	2445378.000	36201.000	378235020.020
	<b>EO Details</b>		<b>Date of Expiry of EO Period</b>			<b>EO to be fulfilled (in Rs.)</b>	<b>EO to be fulfilled (in FC)</b>		<b>EO fulfilled (in Rs.)</b>	<b>EO fulfilled (in FC)</b>		<b>EO Unfulfilled (in Rs.)</b>		<b>EO Unfulfilled (in FC)</b>	
	Specific EO (Block I)		NA			1222689.000	NA	NA	NA	NA		1222689.000		NA	
	Specific EO (Block II)		NA			1222689.000	NA	NA	NA	NA		1222689.000		NA	
	Specific EO (Overall)		NA			2445378.000	NA	NA	NA	NA		2445378.000		NA	
	Average Export Obligation		30/11/2016			378235020.020	NA	NA	NA	NA		NA		NA	

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

Place\*  Date\*


**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

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.


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

**E-PAYMENT RECEIPT**

IEC	<input type="text"/>
File Number	HQREPCGPRAPP00030865AM22
Date of Submission	2021-05-06 12:21:45
IP Address	192.168.136.36
Firm Name	<input type="text"/>
Firm Address	<input type="text"/>
Service Availed	<input type="text"/>
Mode of Signature	Digital Signature

**PAYMENT DETAILS**

Transaction Id	939396
Total Fee Amount (in INR)	2000.00
Date of Submission	2021-05-06 12:21:45
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2021-05-06 12:21:45

Figure 24: Receipt

## 4. View and Track Status

User can track the status of the submitted application.

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

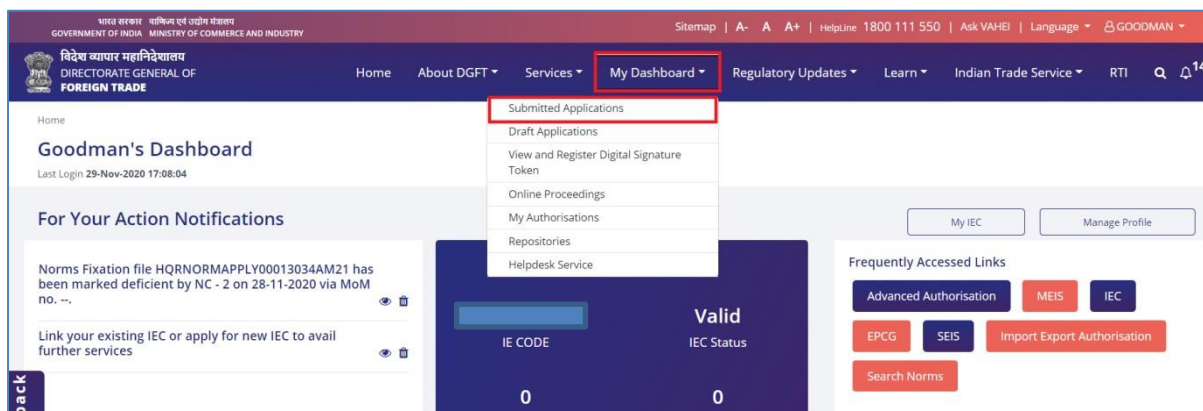


Figure 25: View and Track status

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

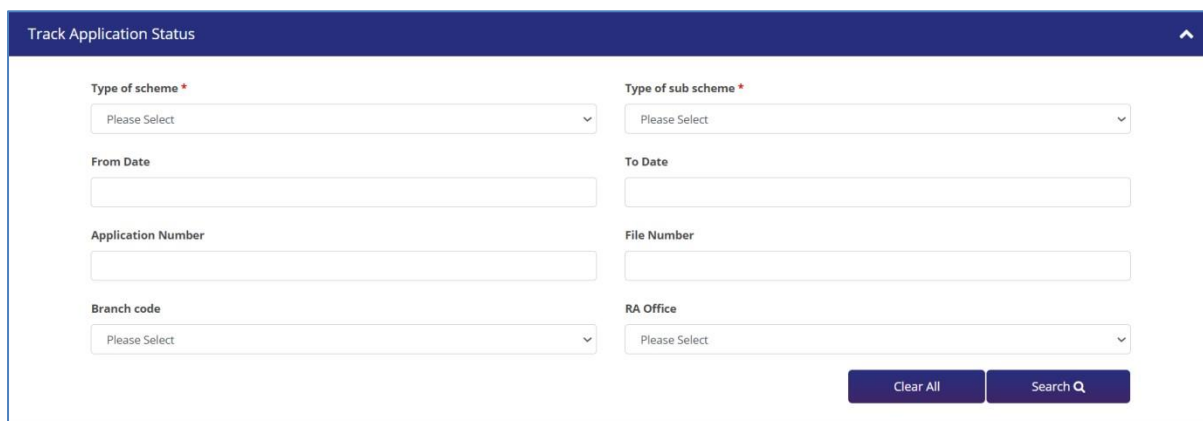


Figure 26: Track Application status

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

Showing result for : Application process -> Export Promotion Capital Goods (EPCG) Application Sub process -> Apply for EPCG Committee - ANF2D

Search:

Sl.No. ↑	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNEPCGPRAPPAPPLY00526813AM22	HQREPCGPRAPP00030865AM22	06/05/2021	A.C. BROTHERS	000		Action
2	ARNEPCGPRAPPAPPLY00526713AM22	HQREPCGPRAPP00030854AM22	05/05/2021	A.C. BROTHERS	000		Action
3	ARNEPCGPRAPPAPPLY00526653AM22	HQREPCGPRAPP00030852AM22	05/05/2021	A.C. BROTHERS	001		Action
4	ARNEPCGPRAPPAPPLY00526635AM22	HQREPCGPRAPP00030844AM22	05/05/2021	A.C. BROTHERS	001		Action

Figure 27: File details 5.

Click on Action button to view the various File details

Showing result for : Application process -> Export Promotion Capital Goods (EPCG) Application Sub process -> Apply for EPCG Committee - ANF2D

Search:

Sl.No. ↑	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNEPCGPRAPPAPPLY00526813AM22	HQREPCGPRAPP00030865AM22	06/05/2021	A.C. BROTHERS	000		Action
2	ARNEPCGPRAPPAPPLY00526713AM22	HQREPCGPRAPP00030854AM22	05/05/2021	A.C. BROTHERS	000		Action
3	ARNEPCGPRAPPAPPLY00526653AM22	HQREPCGPRAPP00030852AM22	05/05/2021	A.C. BROTHERS	001		Action
4	ARNEPCGPRAPPAPPLY00526635AM22	HQREPCGPRAPP00030844AM22	05/05/2021	A.C. BROTHERS	001		Action

Showing 1 to 4 of 4 entries

Previous

- Print
- Withdraw
- Attach Documents
- Payment Details
- View Life Cycle
- DSC/eSign Details
- Transmission Details
- Make a Copy
- View Submitted Attachments

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.

**ADD ADDITIONAL ATTACHMENT**

Remarks \*

Enter Remarks

Click or Drag and Drop file to upload

Uploaded Size : 0.00 MB

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

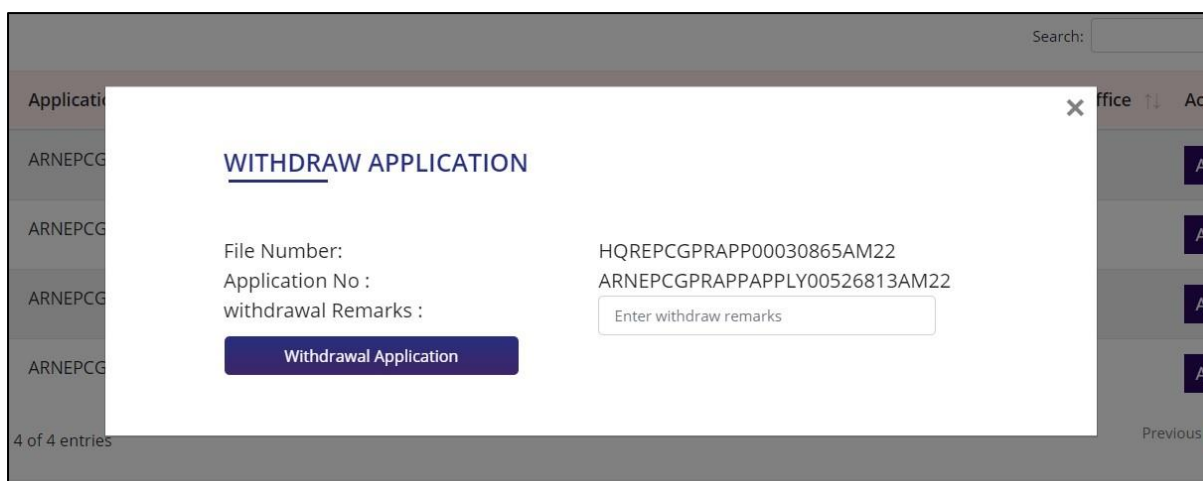
**Submit**

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.



The screenshot shows a web application interface with a modal window titled "WITHDRAW APPLICATION". The modal contains the following information:

- File Number:** HQREPCGPRAPP00030865AM22
- Application No :** ARNEPCGPRAPPAPPLY00526813AM22
- withdrawal Remarks :** A text input field with the placeholder "Enter withdraw remarks".
- Withdrawal Application:** A blue button.

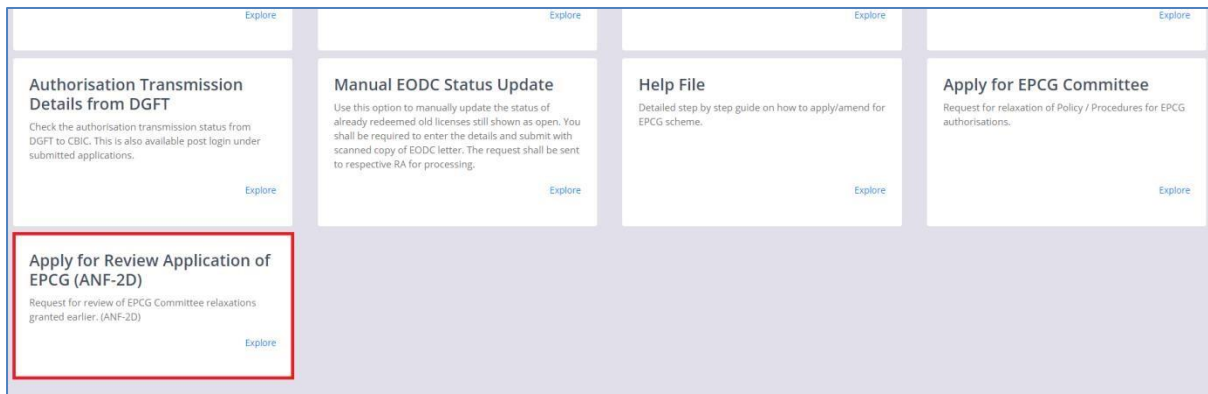
The background shows a table with application entries, including columns for "Application No", "File No", "Status", "Office", and "Action". The first four rows show application numbers starting with "ARNEPCG".

**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

(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: AC Bros      Designation: Partner  
 Email: [Redacted]      Mobile: [Redacted]  
 Office Address: [Redacted]  
 Residential Address: [Redacted]

As per Appendix 2K form, you have to pay a sum of Rs. 5000 for Application

<b>Remarks*</b> Enter Remarks	<b>Meeting Number*</b> EPCG/8/MEET/May202122/1	<b>Meeting Date*</b> 5th/May/2021
<b>Case Serial Number*</b>	<b>File Number*</b> HQREPCGPRAPP00030844AM22	<b>Decision*</b> Decided

Click or Drag and Drop file to upload      **Sign**

**Figure 32: Sign initiate review**

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

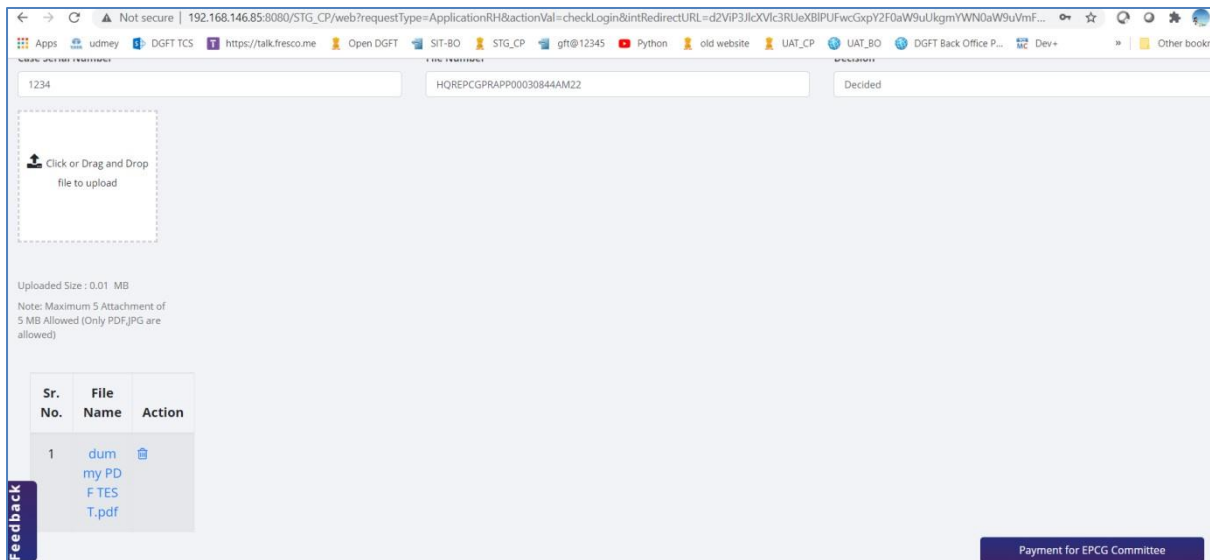


Figure 33: Payment for Review

## 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

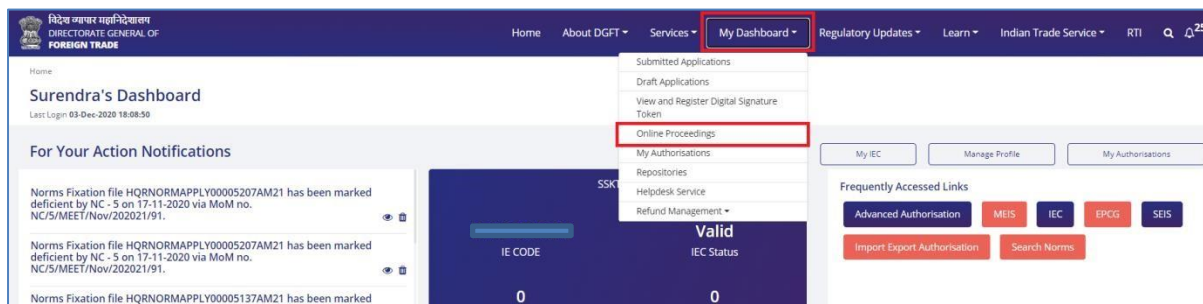


Figure34. My Dashboard >> Online Proceeding

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

Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status
1	2993001221	HQREPCGPRAPP00030894AM22	Policy Relaxation Committee(PRC)	Open
2	2993001221	HQREPCGPRAPP00030866AM22	Policy Relaxation Committee(PRC)	Open
3	2993001221	HQRRCAPPLY00030859AM22	Policy Relaxation Committee(PRC)	Open
4	2993001221	HQREPCGPRAPP00030852AM22	Policy Relaxation Committee(PRC)	Open
5	2993001221	05EAEP41419AM21	Issuance of EPCG/Post-Export EPCG Authorisation	Closed
6	2993001221	05EAEP25346AM21	Issuance of EPCG/Post-Export EPCG Authorisation	Closed

Figure 35: Online proceeding grid view

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

Home / My Dashboard  
**Online Proceedings**  
 Last Login 14-Jan-2021 15:32:05

**Online Proceedings**

Show 10 entries Search:

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 36: 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 14-Jan-2021 15:32:05

**Online Proceedings**

IEC: [ ] Firm Name: [ ]  
 File Number: [ ] Proceeding Name: [ ]

Show 10 entries Search:

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 37: Click on UDIN number**

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

**APPROVED LETTER DETAILS**

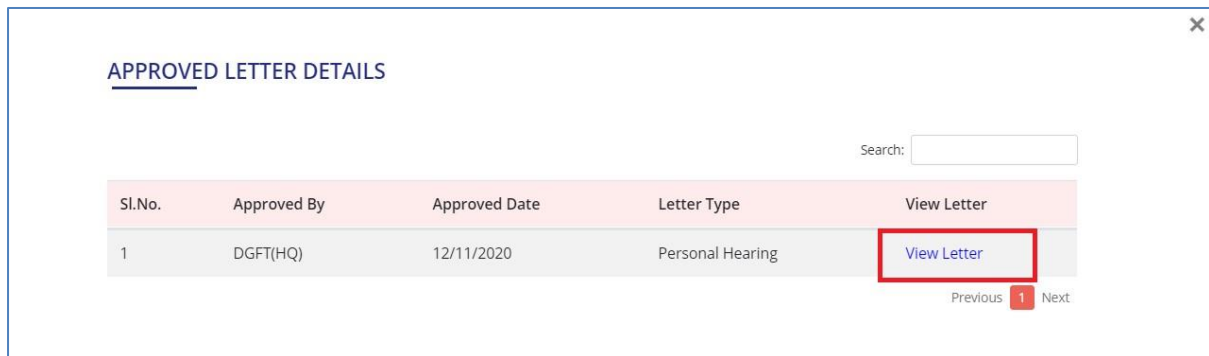
Search:

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

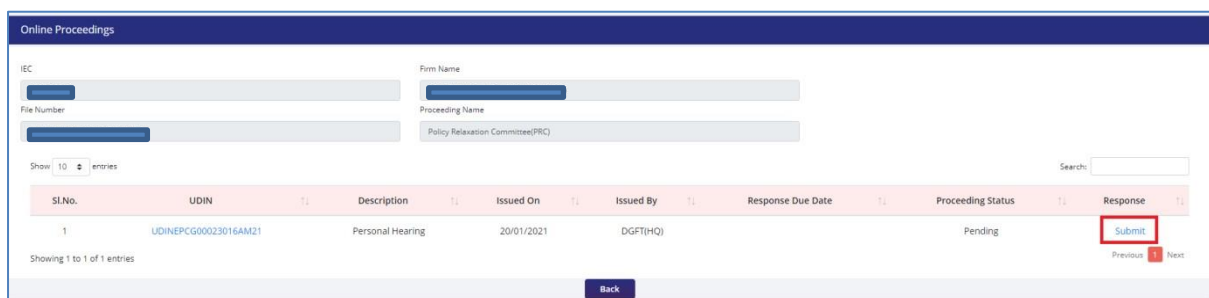
**Figure 38. Personal hearing approved letter details**

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



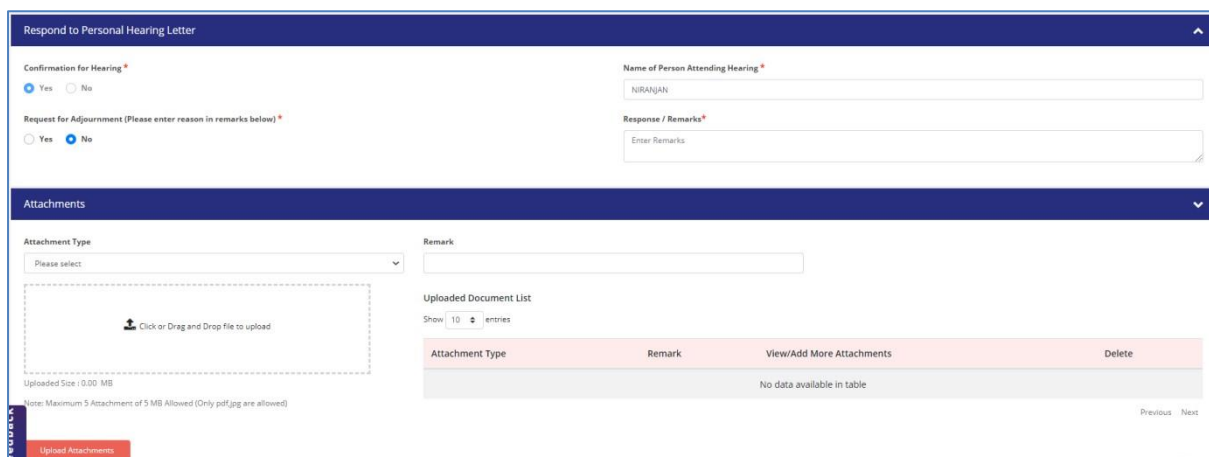
**Figure 40: Submit Response link**

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

**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 42: 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: Delhi Date: 21/01/2021

Back Sign

Figure 43: 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) / Partners(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.

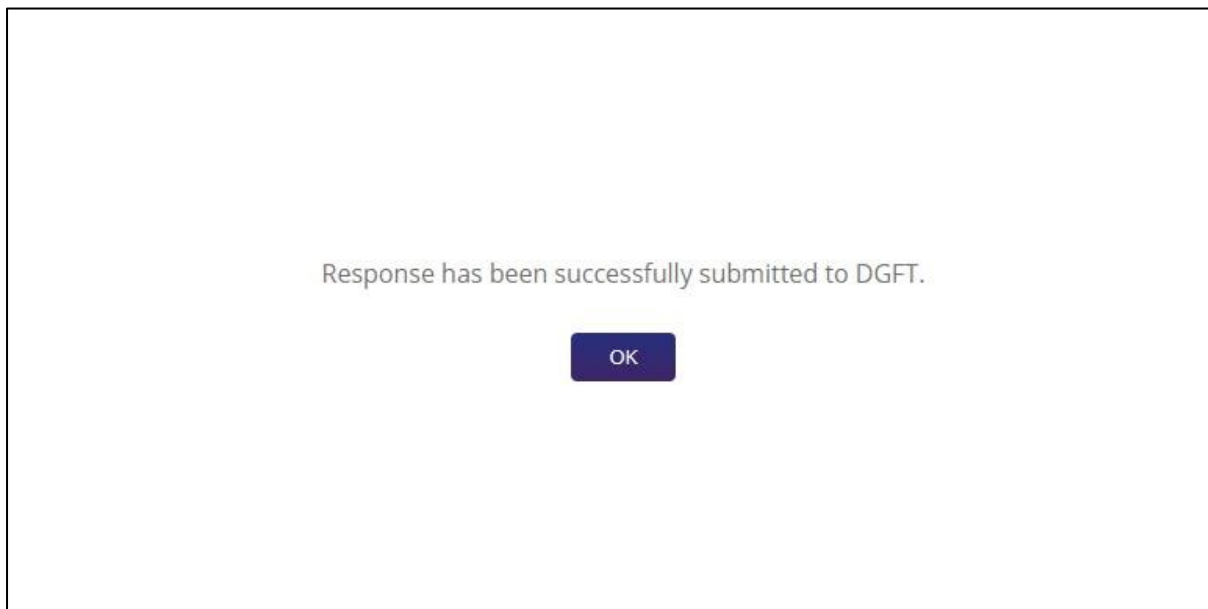
5. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy

You have ticked the box as acceptance of declaration/ undertaking details. Place : Date :  
Delhi 21/01/2  
021

[Feedback](#) [Back](#) [Submit](#)

**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

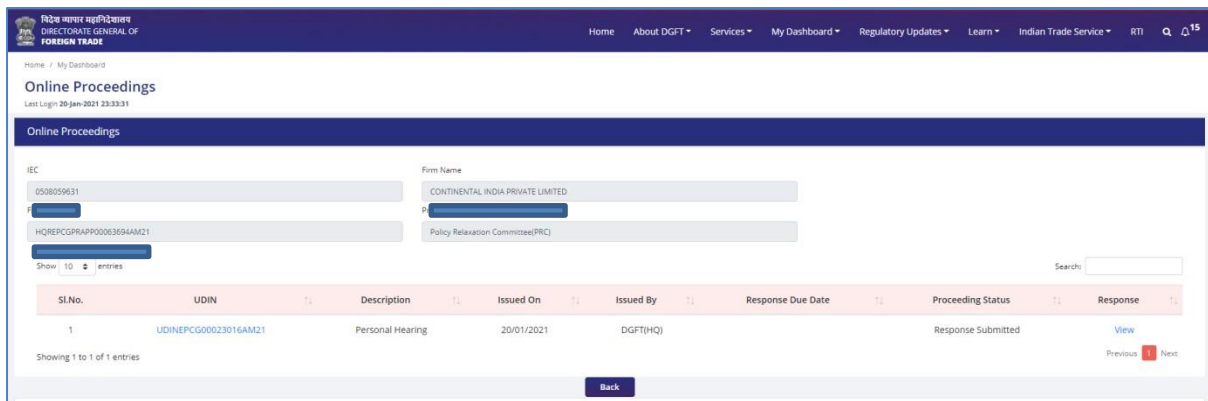


Figure 46:Response submitted

**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.