



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Export Promotion Mission (EPM) Exporter Version 1.0

Updated on Jan-2026

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1. Introduction and Accessing DGFT Portal

This document is the help file for basic IEC 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.

2. Contact@DGFT

To raise any concern to DGFT the user may call the given Toll Free Helpline number given on the DGFT Portal or raise a service request through DGFT Helpdesk service under Services ☐

“DGFT Helpdesk Service”.

3. Registering on New Portal

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

- a) Internet Connection
- b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

1. Visit the DGFT website and proceed with registration process.
2. Enter the Registration Details.

Select Register User as **“Importer/Exporter**

LOGIN REGISTER

Register User As*
Importer/Exporter

First Name*
PRASHANT

Last Name*
SEHGAL

Email ID*
[Redacted]

Mobile No.*
[Redacted]

Pincode*
134003

District*
AMBALA

State*
HARYANA

City*
Ambala City

RXNXB

Type the above CAPTCHA Code.*
RXNXB

☒ By registering you are agreeing to our [terms & conditions](#)

Send OTP

Fill in the information below.
Fields marked * are mandatory to fill in.

OTP sent successfully

REGISTER

First Name*
PRASHANT

Last Name*
SEHGAL

Email ID*
[Redacted]

Mobile No.*
[Redacted]

Enter Mobile OTP*
Enter Mobile OTP

Enter Email OTP*
Enter Email OTP

1 : 55

Back Register

Enter OTP's received


Click on Register

3. Enter the OTPs received on email and mobile number.
4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.


You can change your password here. Please keep your password safe.

All fields are mandatory


Current Password*




New Password*



Confirm Password*



ABEBP 

Type the above CAPTCHA Code.

Password Hint:

- Password should have minimum 8 characters & maximum 12 characters.
- Password should have at least one upper case(A-Z)
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ & ! * , @ [] ^ _ { } - E) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list; (for example, ! " % or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

Submit

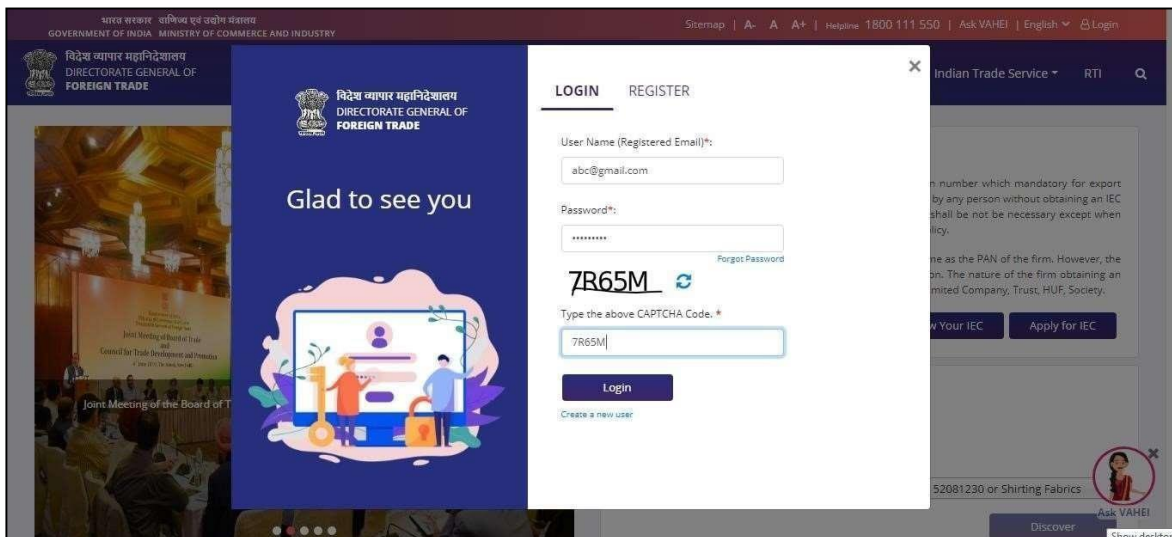
4. Pre-Requisites for Export Promotion Mission

To Apply for Interest Equalization Scheme on the DGFT portal you would require:

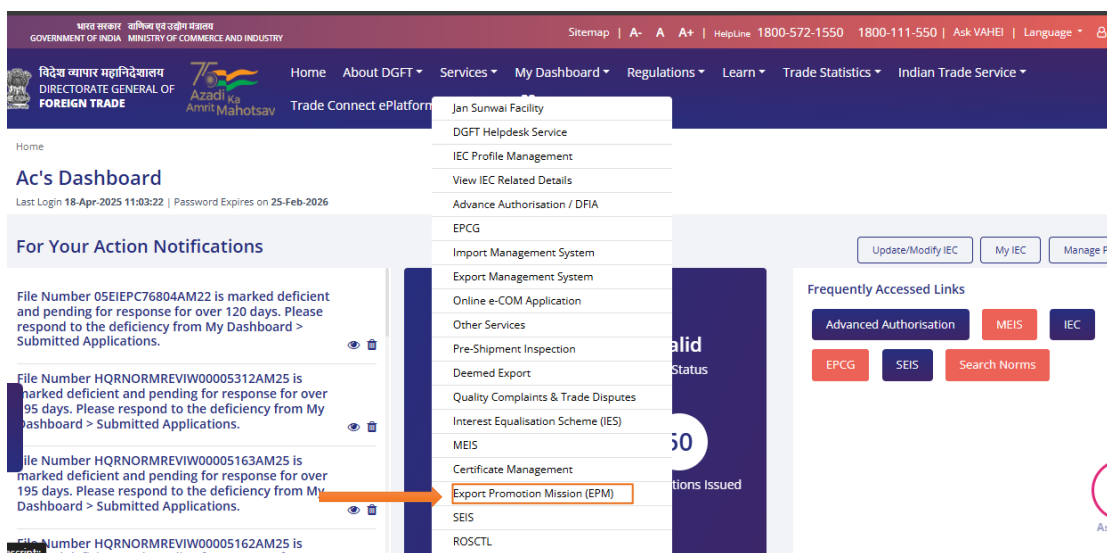
- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) User should have an 'Active IEC '
- c) User should have an active DSC or Aadhaar e-sign of the firm's member for submission.
- d) Firm's bank account with active and validated details for generating the UIN.
- e) IEC DEL status should be N

5. Apply for Export Promotion Scheme

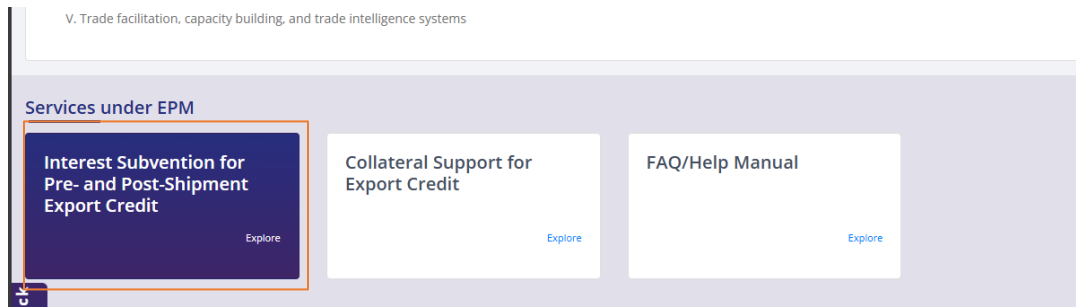
Then proceed with the following steps:



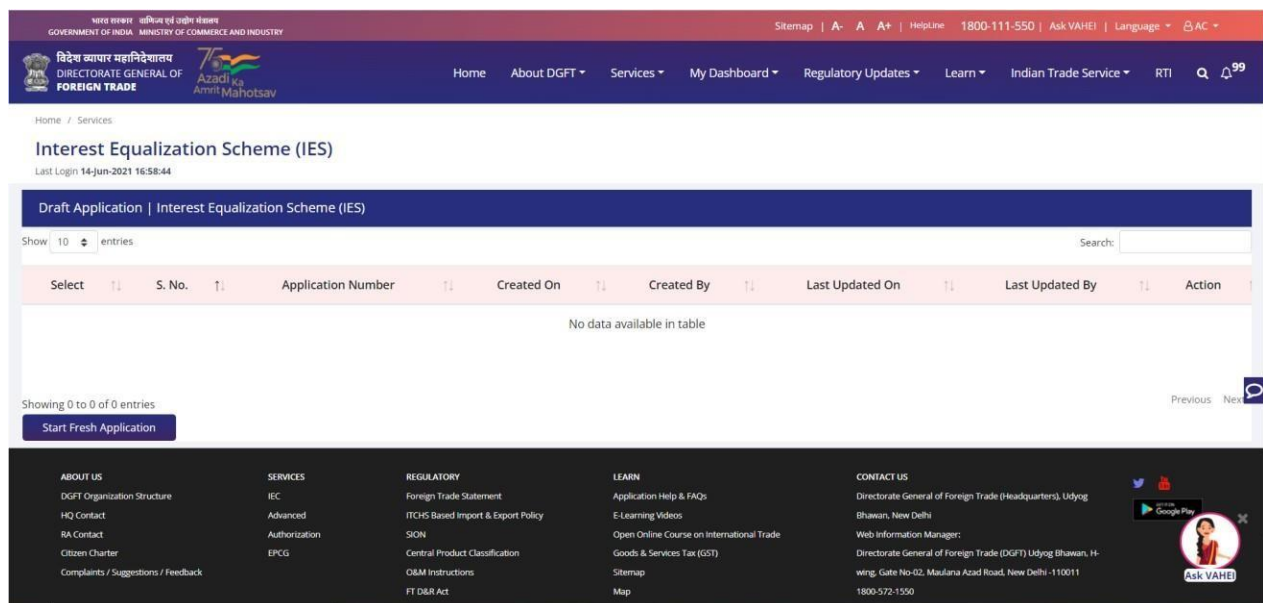
1. Visit the DGFT website <https://www.dgft.gov.in/CP> and login in to the portal using valid credentials.
2. Post login click on navigate using Menu **“Services >> Export Promotion Mission (EPM)”**.



3. Click on **“Interest Subvention for Pre- and Post- Shipment Export Credit or Collateral Support For Export Credit”**, system will navigate the user to Export Promotion Scheme Page.

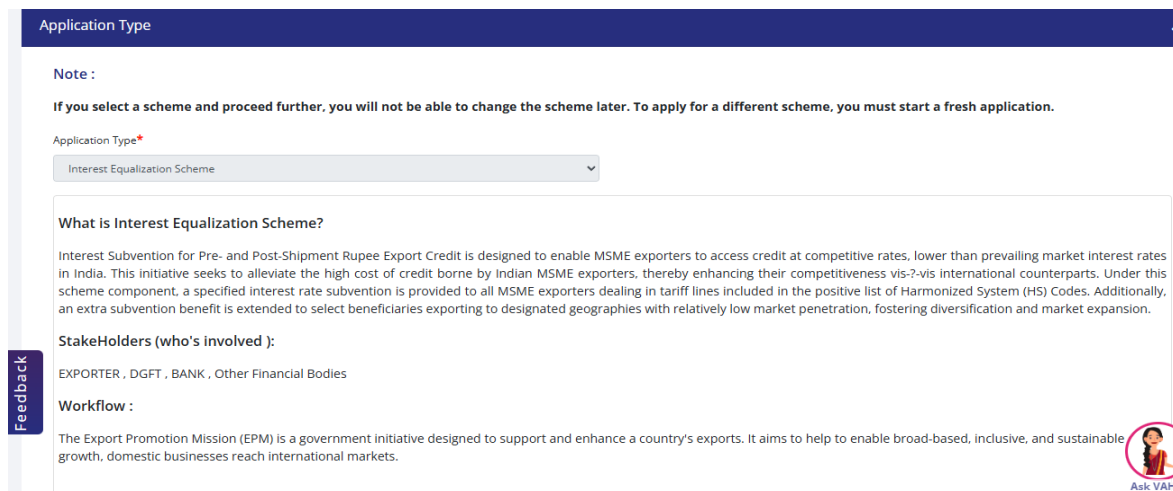


4. Click on **“Start Fresh Application”** button or click on **“Proceed with Existing Application”** Button incase user already saved a draft application.



5. After clicking on **“Start Fresh Application”**, system will navigate the user to the Application Type Tab.

1. Application Type Tab: select Application Type (Scheme) and proceed further



Application Type

Note :

If you select a scheme and proceed further, you will not be able to change the scheme later. To apply for a different scheme, you must start a fresh application.

Application Type*

Interest Equalization Scheme

What is Interest Equalization Scheme?

Interest Subvention for Pre- and Post-Shipment Rupee Export Credit is designed to enable MSME exporters to access credit at competitive rates, lower than prevailing market interest rates in India. This initiative seeks to alleviate the high cost of credit borne by Indian MSME exporters, thereby enhancing their competitiveness vis-à-vis international counterparts. Under this scheme component, a specified interest rate subvention is provided to all MSME exporters dealing in tariff lines included in the positive list of Harmonized System (HS) Codes. Additionally, an extra subvention benefit is extended to select beneficiaries exporting to designated geographies with relatively low market penetration, fostering diversification and market expansion.

StakeHolders (who's involved):

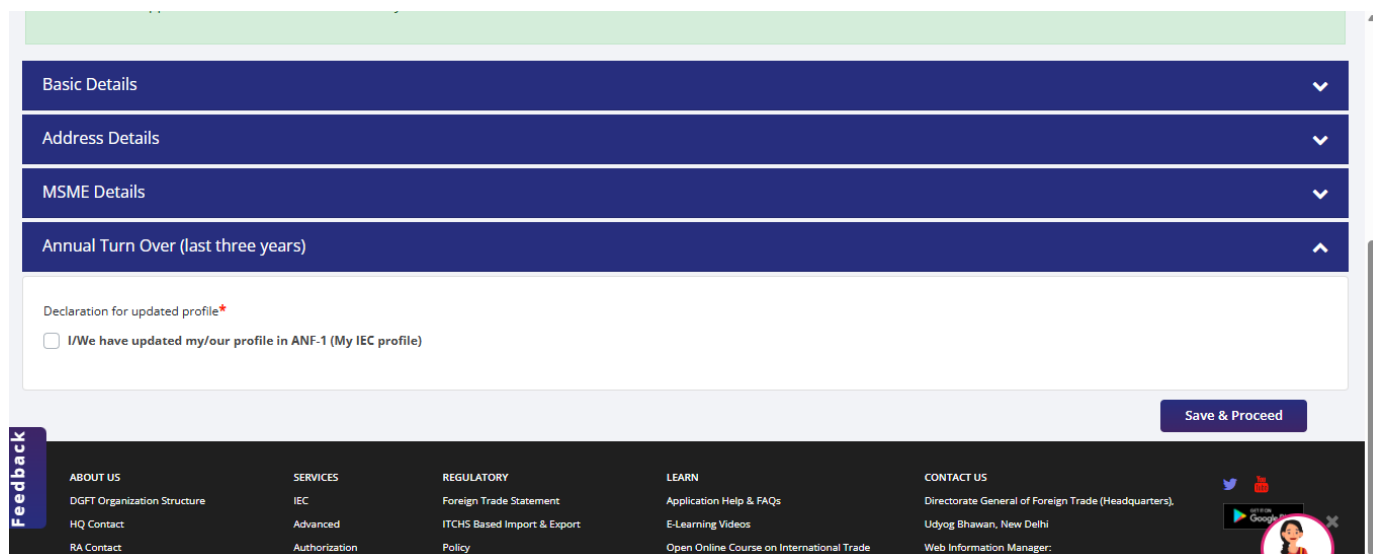
EXPORTER , DGFT , BANK , Other Financial Bodies

Workflow :

The Export Promotion Mission (EPM) is a government initiative designed to support and enhance a country's exports. It aims to help to enable broad-based, inclusive, and sustainable growth, domestic businesses reach international markets.

Ask VANI

2. Next tab is “Basic Details” tab: At this stage an application number (ARN) will be generated for the application which will be displayed on the top.



Basic Details

Address Details

MSME Details

Annual Turn Over (last three years)

Declaration for updated profile*

☐ I/We have updated my/our profile in ANF-1 (My IEC profile)

Save & Proceed

Feedback

ABOUT US
DGFT Organization Structure
HQ Contact
RA Contact

SERVICES
IEC
Advanced
Authorization

REGULATORY
Foreign Trade Statement
ITCHS Based Import & Export
Policy

LEARN
Application Help & FAQs
E-Learning Videos
Open Online Course on International Trade

CONTACT US
Directorate General of Foreign Trade (Headquarters),
Udyog Bhawan, New Delhi
Web Information Manager:

Twitter
YouTube
Google Plus

On Basic Details Screen - System will show the Basic details, Address details, MSME details and Annual Turn Over

- As user clicks on the Basic Details dropdown on the screen, system will display all the details (as seen in below screenshot) linked with user's IEC

Application Type Basic Details Other Details Item Details Attachment Declaration Summary

Success Message
Your Application has been saved successfully

Basic Details

IEC Number 2993001221	PAN Aaffa3252M	Firm Name A C BROTHERS
Date of Birth /Incorporation 01/07/1993	IEC Issuance Date 06/10/1993	Nature of Concern/Firm Partnership
Exporter Type Manufacturer Exporter	Applicant's Name*	Applicant's Contact*

Address Details

MSME Details

Annual Turn Over (last three years)

Address Details

Branch* Please Select	Address Line 1	Address Line 2
City	District	State
Pincode		

MSME Details

Annual Turn Over (last three years)

Declaration for updated profile*

- After Basic Details, “Address details” is the next step where-in the user has to select a branch from the options in “Branch” dropdown which are added to the IEC.

- Next comes the MSME details, these details are also extracted from the IEC of the user.

MSME Details

S.NO	Registration Number	Registration Type	Date of Issue	Issuing Authority	Product for which Registered	MSME Type
1	UDYAM-UP-59-0005148	Udyam registration (MSME)	15/03/2021	MSME	NA	

Annual Turn Over (last three years)

Declaration for updated profile*

☐ I/We have updated my/our profile in ANF-1 (My IEC profile)

Annual Turn Over (last three years)

FINANCIAL - YEAR	Annual Turn Over (In Crore INR)	Annual Export Turnover (In Crore INR)
2022-23	<input type="text" value="0"/>	<input type="text" value="0"/>
2023-24	<input type="text" value="0"/>	<input type="text" value="0"/>
2024-25	<input type="text" value="0"/>	<input type="text" value="0"/>
Average	<input type="text" value="0"/>	<input type="text" value="0"/>

- The last step on Basic Details screen is the “Annual Turn Over ” section where user has to enter the annual turn over and annual export turn over for past three years.
- The last is Declaration:

Declaration for updated profile*

☒ I/We have updated my/our profile in ANF-1 (My IEC profile)

back

3. As the I/E is done with the basic details screen, next part of the application is the “Other Details” screen.

- In this section where-in user has to enter certain details like number of employees in the firm, whether the applicant is from a south eastern state etc. The labels with (*) mark are mandatory to fill, and without filling these details user won't be able to move forward in the application.
- Next sub-section of the Other Details screen is the “Banks Details” section in which the user selects the bank from which the loan is to be procured. By default all the banks available in the IEC appear, however the user can select only one of them.

- Last sub-section of the Other Details screen is the “Loan Details” section in which the user enter the Loan Details.

4. Next the user clicks on “Save & Next” button, and system will take user to next screen which is “Item Details”. On this screen user gives in the details of the products

Note: User can choose only one sector of products for one application with facility of adding items with different ITC(HS) code within the same sector.

5. Clicking the Save & Next button takes user to the “Attachment” screen.
- The I/E has to upload relevant application using the following steps:
 - Select the attachment type i.e. Export Orders or IES Attachments based on the scheme selected.
 - Upload the relevant attachment which can be of pdf or jpg formats only. -Enter the Remarks (Optional).
 - Click on “Upload Attachments” button.

6. Proceeding further in the application, next comes the “Declaration” screen
User has to read and accept the terms and condition and click on save and next button to view the application summary.

ii. I had provided all the details of Subsidy/Incentive/Duty nullification Schemes that I had availed.

iii. This application does not contain any ITC (HS) products which are ineligible under IES as specified in ANNEXURE-A of DoC's Notification No. RBI/2015-16/259 dated December 4, 2015, as amended from time to time.

3. 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.

4. I/We hereby certify that the particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom.

5. I/We fully understand that any information furnished in the application if 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.

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

7. We have not availed/availing benefits under Production Linked Incentive Scheme.

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

Place* Date*

User Details
(Note: If user profile is not updated. Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name Designation
Email Mobile
Office Address
Residential Address

7. An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary.

Basic Details


Application Number ARNIESCAPPLY03082231AM22	File Number	
IEC [REDACTED]	PAN [REDACTED]	Firm Name A C BROTHERS
Date of Birth / Incorporation 01/07/1993	IEC Issuance Date 14/08/2021	Nature of concern/Firm Partnership
Annual Turnover of the firm (Last FY in INR)	Exporter Type Manufacturer Exporter	

Address Details

Branch [REDACTED]	Address Line 1 LAKRI FAZALPUR NATIONAL	Address Line 2 HIGHWAY-24 DELHI ROAD
City MORADABAD	State UTTAR PRADESH	Pin Code 244001

MSME Details

Sl.No	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered
1	090041208344 PART-2	SSI (Small Scale Industry)	07/03/2015	07-03-2015	HANDICRAFT



i. I had provided all the details and that are true in my knowledge.

ii. I had provided all the details of Subsidy/Incentive/Duty nullification Schemes that i had availed.

iii. This application does not contain any ITC (HS) products which are ineligible under IES as specified in ANNEXURE-A of DoC's Notification No. RBI/2015-16/259 dated December 4, 2015, as amended from time to time.

3. 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...

4. I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held 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.

6. We have not availed/availing benefits under Production Linked Incentive Scheme.

☒ You have ticked the box as acceptance of declaration/ undertaking details.

Place : UTTAR PRADESH

Date : 06/07/2022

Name : AC Bros

Designation : Partner

Email : [REDACTED]

Mobile : [REDACTED]

Office Address : [REDACTED]

Residential Address : [REDACTED]

Feedback

Sign

After the successful payment of Rs.200 and submission of the application a new File number and a UIN number will be generated. This UIN number can be used by the I/E to view the file's status. The UIN number is valid for 1 year from date of generation.

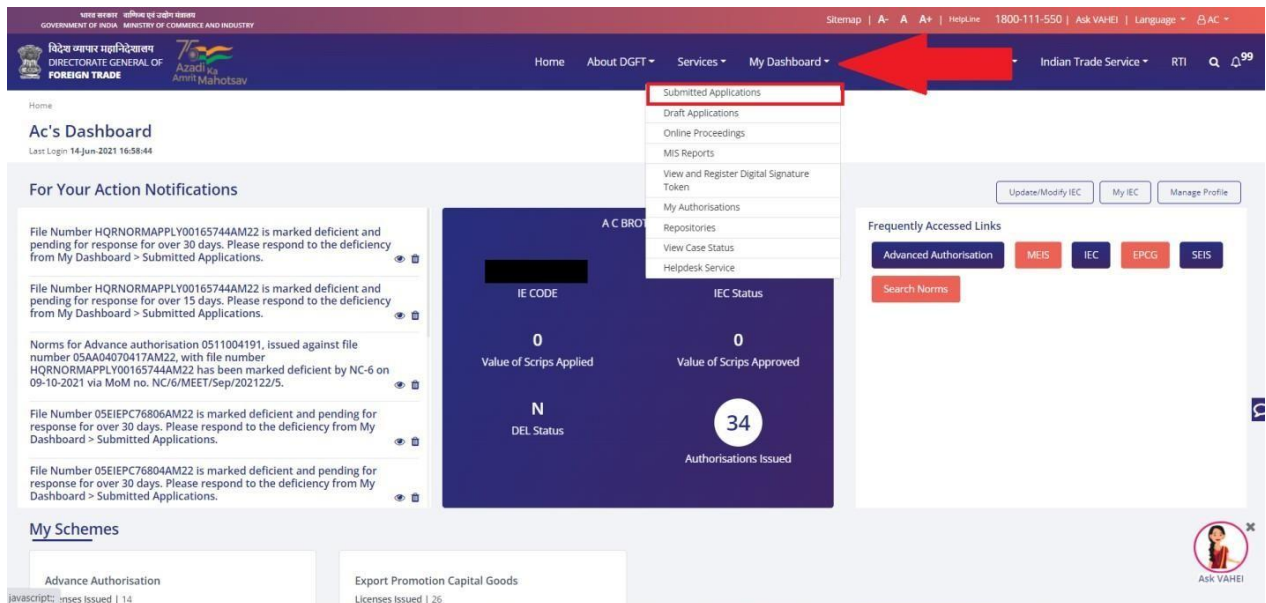
 DGFT, Udyog Bhawan, New Delhi	
<u>E-PAYMENT RECEIPT</u>	
IEC	[REDACTED]
File Number	HQRIESCAPPLY00003155AM24
Date of Submission	2023-07-26 10:26:31
IP Address	0:0:0:0:0:0:1
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Interest Equalization Scheme (IES)
Mode of Signature	Digital Signature
<u>PAYMENT DETAILS</u>	
Transaction Id	3146973
Total Fee Amount (in INR)	200.00
Date of Submission	2023-07-26 10:26:31
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2023-07-26 10:26:31

The UIN number will be available in the Acknowledgement letter generated corresponding to the submitted file. To view the letter user has to navigate through submitted applications. The whole step by step process is elaborated in the next section.

6. Viewing the Submitted Application and Acknowledgement Letter

Post successful submission of the file, user can view the submitted application.

Step 1 – Click on My Dashboard >> Submitted Applications



Step 2 – Select “Export Promotion Mission” as the “Type of scheme” from dropdown and “Scheme” as the “Type of sub scheme”

Track Application Status

Type of scheme *	Type of sub scheme *	Status
<input type="text" value="Export Promotion Mission"/>	<input type="text" value="IES"/>	<input type="text" value="Please Select"/>
From Date	To Date	File Number
<input type="text" value="06/12/2025"/>	<input type="text" value="05/01/2026"/>	<input type="text"/>
		Draft Number
		<input type="text"/>

Step 3 – Click on “Search” button

All the available results will be displayed in a grid

Track Application Status

Type of scheme * Type of sub scheme * Status

From Date To Date File Number Application Number

RA Office Branch code

[Clear All](#) [Search](#)

Showing result for : Application process -> Interest Equalization Scheme (IES) Application Sub process -> Interest Equalization Scheme (IES) From Date - 14/10/2021 To Date - 14/01/2022

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNIESCAPPLY03082231AM22	HQRIESCAPPLY00252360AM22	14/01/2022	A C BROTHERS	001	DGFT(HQ)	Approved	Action
2	ARNIESCAPPLY03079791AM22	HQRIESCAPPLY00251656AM22	30/12/2021	A C BROTHERS	002	DGFT(HQ)	Approved	Action
3	ARNIESCAPPLY03079123AM22	HQRIESCAPPLY00251569AM22	24/12/2021	A C BROTHERS	000	DGFT(HQ)	Approved	Action

Step 4 – To view the “Acknowledgement Letter” generated click on “Action” button alongside the respective file.

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNIESCAPPLY04164291AM22	HQRIESCAPPLY00368609AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	Action
2	ARNIESCAPPLY04166457AM22	HQRIESCAPPLY00368603AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	Action
3	ARNIESCAPPLY04166427AM22	HQRIESCAPPLY00368599AM22	21/03/2022	A C BROTHERS	001	DGFT(HQ)	Approved	Action
4	ARNIESCAPPLY04166367AM22	HQRIESCAPPLY00368588AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	Action
5	ARNIESCAPPLY04166342AM22	HQRIESCAPPLY00368584AM22	21/03/2022	A C BROTHERS	000	DGFT(HQ)	Approved	Action

Step 5 – Click on the “View Letter” button to view the letter.

APPROVED LICENSE/REJECTION LETTER DETAILS

Showing result for : Application process -> Interest Equalization Scheme (IES) Application Sub process -> Interest Equalization Scheme (IES) Application Number - ARNIESCAPPLY04164291AM22 File Number - HQRIESCAPPLY00368609AM22

Sl.No.	Issued By	Issued Date	Letter Type	View Letter
1	DGFT(HQ)	21/03/2022	IES Acknowledgement Letter	View Letter

Previous [1](#) Next

The “Acknowledgement Letter” will open up as shown below.

Upload

1 / 3 | 100% + | [Icons]

UDINIESC00000514AM24

ACKNOWLEDGEMENT LETTER

Interest Equalization Scheme (IES)
(Valid for FY2023-24)

File Number	HQRIESCAPPY00003155AM24	UDIN Number	IES000002519AM24
UDIN Issue Date	26-07-2023	UDIN Expiry Date	31-03-2024

1. Basic Details

IEC Number	[REDACTED]	PAN	[REDACTED]
Firm Name	[REDACTED]	Date of Birth / Incorporation	01-07-1993
IEC Issuance Date	06-10-1993	Nature of concern/Firm	Partnership
Annual Turnover of the firm (Last FY in Crore INR)	12.00	Exporter Type	Manufacturer Exporter

2. Address Details

Branch	[REDACTED]	Address Line 1	[REDACTED]
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