



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**

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. *

Enter Mobile OTP * Enter Email OTP *

1 : 55

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.
 Please enter 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 (\$ & () ^ , @ { } ^ _ { } - =)
- 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.

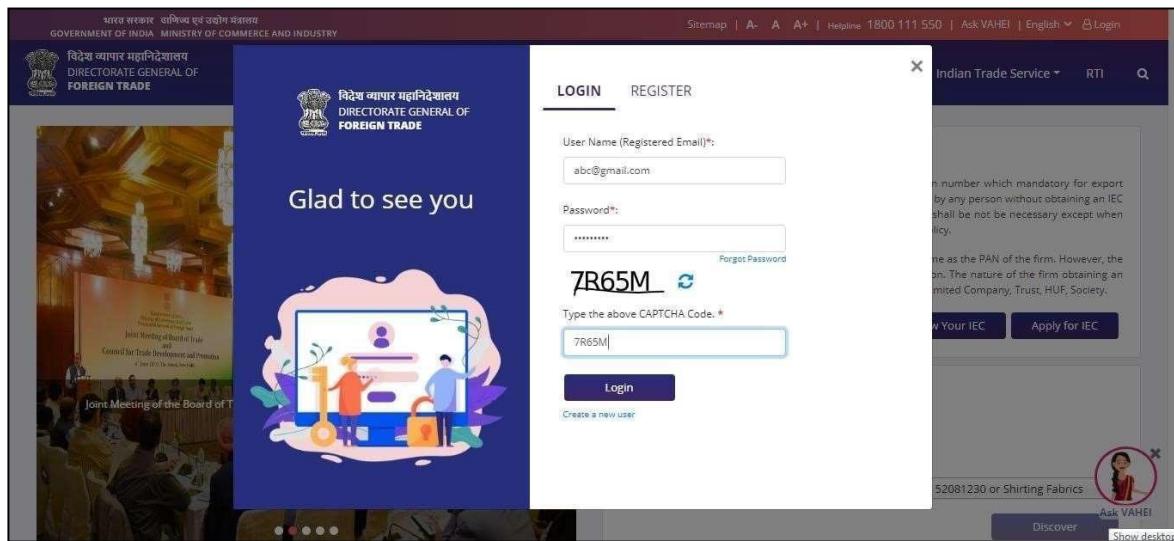
4. Pre-Requisites for Export Promotion Mission

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

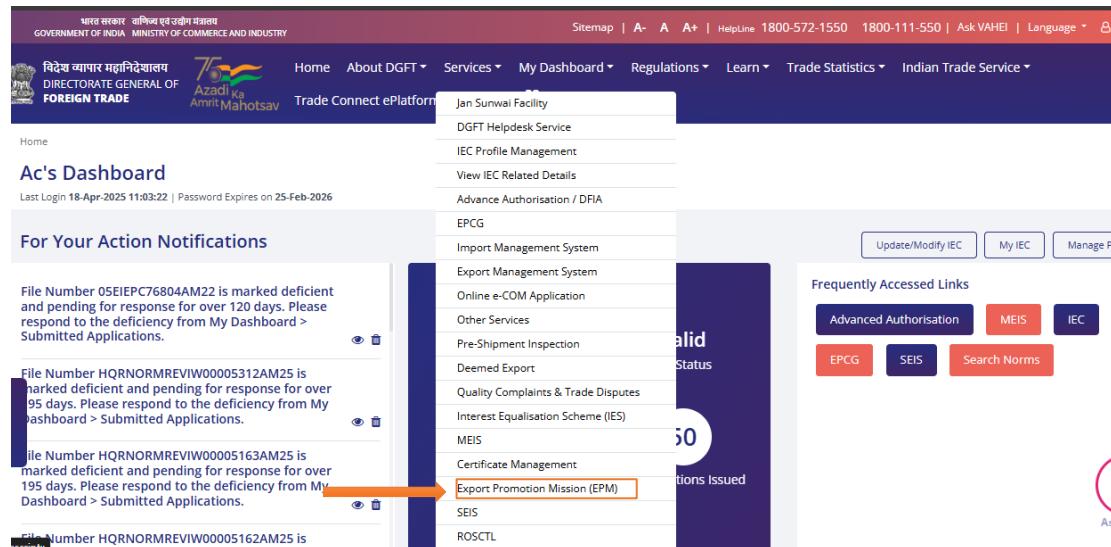
5. Apply for Export Promotion Scheme

Then proceed with the following steps:

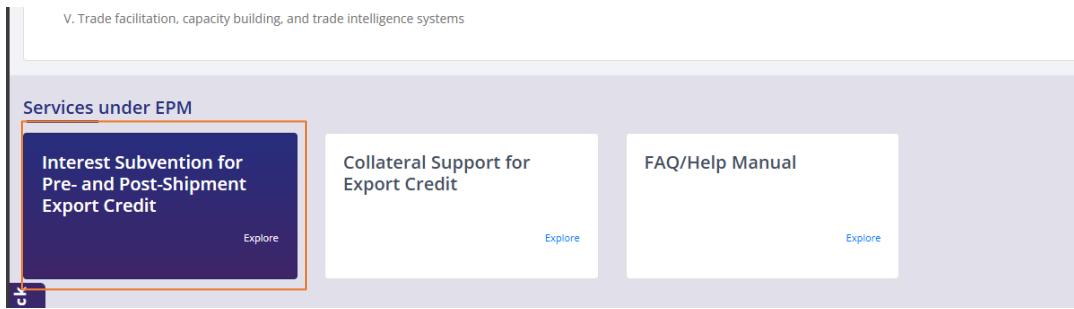


1. Visit the DGFT website <https://www.dgft.gov.in/CP> and login in to the portal using valid credentials.

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.

Draft Application | Interest Equalization Scheme (IES)

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
No data available in table							

Showing 0 to 0 of 0 entries

[Start Fresh Application](#)

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CONTACT US

Directorate General of Foreign Trade (Headquarters), Udyog Bhawan, New Delhi
Web Information Manager:
Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New Delhi - 110011
1800-572-1550





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.



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

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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

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*: [Field]

Applicant's Contact*: [Field]

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*

Ask VAHE

- 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	0	0
2023-24	0	0
2024-25	0	0
Average	0	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.

Other Details

No. of Employees: 343

Whether applicant is?(if applicable) *: SC/ST Women

Whether applicant is from North Eastern State? *: Yes No

Have you availed any other benefit: Yes No

- 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.

Bank Detail

Note:

- Please select only those banks which are validated for IES. You may refer to the list of banks enabled for IES here.
- Your account with the bank should be validated in your IEC profile.
- The bank details displayed below are from your IEC Profile.
- In case the Bank Account details are not available / visible, please check and modify your IEC.

View IES valid Bank List.

Source of Loan / Credit *

Bank with which user holds the bank account (savings / current) (i)
 Bank with which user does not hold a bank account (savings / current) (i)

Show 10 entries

Select	Account No	Account Holder Name	IFS Code	Bank Name	Branch Name
<input type="radio"/>	██████████	A C BROTHERS	██████████	STATE BANK OF INDIA	COMMERCIAL BRANCH, MORADABAD

Showing 1 to 1 of 1 entries

Feedback

Clear All Save & Next

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

Loan Details

Loan Applied for (in INR)

Estimated Interest Rate (in %) *: (i)

Invoice Date

Type of Loan

Pre-Export Credit Post-Export Credit

Save & Proceed

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

The screenshot shows a progress bar at the top with steps: Application Type, Basic Details, Other Details, Item Details (highlighted in blue), Attachment, Declaration, and Summary. Below the bar, a green success message box displays: "Success Message" and "Your Application DRAFTEPMIES00263810AM26 has been saved successfully". The main area is titled "Item Details". It contains a note: "Only one sector can be selected per application." with a "Sector" dropdown set to "Please Select". There are also dropdowns for "ITC(HS) Code" and "ITC(HS) Product Description", and input fields for "Technical Characteristics" and "Country of Export". At the bottom are "Add" and "Reset" buttons.

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.

The screenshot shows a progress bar at the top with steps: Basic Details, IES Details, Benefits Takes, Attachment (highlighted in red), Declaration, and Application Summary. Below the bar, the main area is titled "Attachment". It has a dropdown for "Attachment Type" with options "Please select", "Please select", "Export Order", and "IES Attachments", with "Please select" currently selected. There is a "Remark" input field and a "Click or Drag and Drop file to upload" area. A table titled "Uploaded Document List" shows a single row: "Attachment Type" (IES Attachments), "Remark" (empty), "View/Add More Attachments" (button), and "Delete" (button). The table notes "No data available in table". At the bottom are "Upload Attachments", "Clear All", and "Save & Next" buttons.

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 DoCs 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/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/availng benefits under Production Linked Incentive Scheme.

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

Place*
 UTTAR PRADESH

Date*
 21/03/2022

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 **•** : AC Bros
 Email **•** :
 Office Address **•** :
 Residential Address **•** :

Designation **•** : Partner
 Mobile **•** :

[Clear All](#) [Save & Next](#)

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

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

E-PAYMENT RECEIPT

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

PAYMENT DETAILS

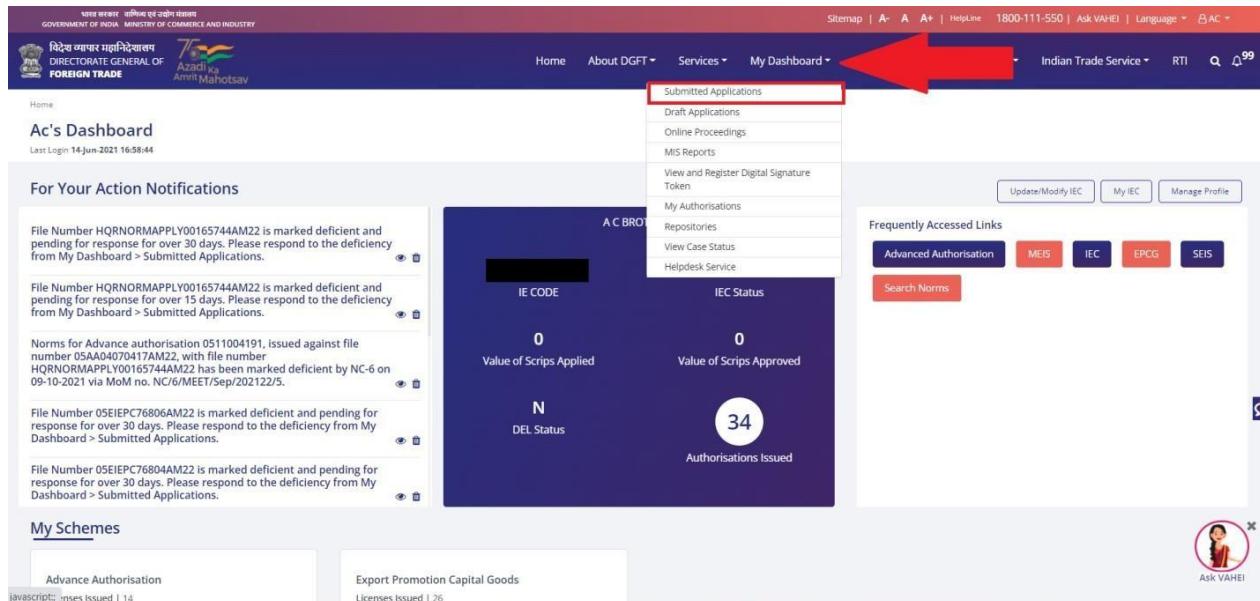
Transaction Id	3146973
Total Fee Amount (in INR)	200.00
Date of Submission	2023-07-26 10:26:31
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2023-07-26 10:26:31

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

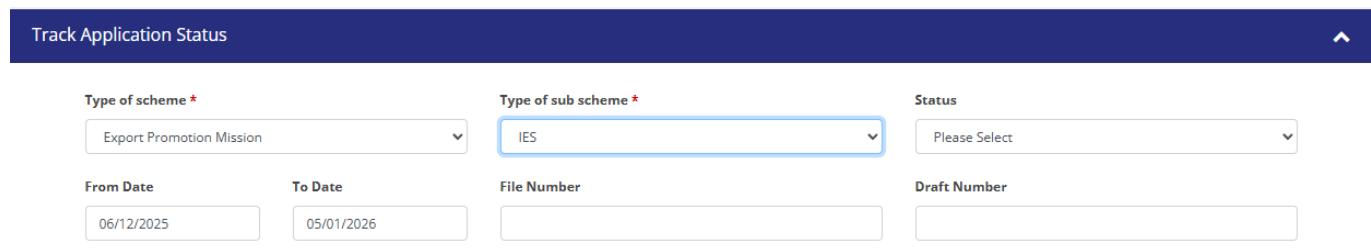
Post successful submission of the file, user can view the submitted application.

Step 1 – Click on My Dashboard >> Submitted Applications



The screenshot shows the DGFT My Dashboard interface. At the top, there is a navigation bar with links for Home, About DGFT, Services, My Dashboard (which is highlighted with a red arrow), and various service links like Indian Trade Service, RTI, and Ask VAHEI. The main content area is titled 'Ac's Dashboard' and shows 'For Your Action Notifications' with several items listed. Below this is a summary section with metrics: 0 IEC CODE, 0 Value of Scrips Applied, N DEL Status, and 34 Authorisations Issued. At the bottom, there are sections for 'My Schemes' and 'Ask VAHEI'.

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



The screenshot shows the 'Track Application Status' page. It has a search form with the following fields: 'Type of scheme *' (dropdown selected 'Export Promotion Mission'), 'Type of sub scheme *' (dropdown selected 'IES'), 'Status' (dropdown selected 'Please Select'), 'From Date' (06/12/2025), 'To Date' (05/01/2026), 'File Number' (empty input), 'Draft Number' (empty input), and 'Status' (dropdown selected 'Please Select').

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						
Please Select	Please Select	Please Select						
From Date	To Date	File Number						
14/10/2021	14/01/2022							
RA Office	Branch code	Application Number						
Please Select	Please Select							
<input type="button" value="Clear All"/> <input type="button" value="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: <input type="text"/>								
Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNIESCAPPY03082231AM22	HQRIESCAPPY00252360AM22	14/01/2022	A C BROTHERS	001	DGFT(HQ)	Approved	<input type="button" value="Action"/>
2	ARNIESCAPPY03079791AM22	HQRIESCAPPY00251656AM22	30/12/2021	A C BROTHERS	002	DGFT(HQ)	Approved	<input type="button" value="Action"/>
3	ARNIESCAPPY03079123AM22	HQRIESCAPPY00251569AM22	24/12/2021	A C BROTHERS	000	DGFT(HQ)	Approved	<input type="button" value="Action"/>



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

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNIESCAPPY04164291AM22	HQRIESCAPPY00368609AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	<input type="button" value="Action"/>
2	ARNIESCAPPY04166457AM22	HQRIESCAPPY00368603AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	<input type="button" value="Action"/>
3	ARNIESCAPPY04166427AM22	HQRIESCAPPY00368599AM22	21/03/2022	A C BROTHERS	001	DGFT(HQ)	Approved	<input type="button" value="Action"/>
4	ARNIESCAPPY04166367AM22	HQRIESCAPPY00368588AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	<input type="button" value="Action"/>
5	ARNIESCAPPY04166342AM22	HQRIESCAPPY00368584AM22	21/03/2022	A C BROTHERS	000	DGFT(HQ)	Approved	<input type="button" value="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 - ARNIESCAPPY04164291AM22 File Number - HQRIESCAPPY00368609AM22

Sl.No.	Issued By	Issued Date	Letter Type	View Letter
1	DGFT(HQ)	21/03/2022	IES Acknowledgement Letter	<input type="button" value="View Letter"/>

Previous 1 Next

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

