Please refer ***https://dgft.gov.in*** for latest FAQs & Help Documents

Information about Service Exports from India Scheme (SEIS)

Q1. What is SEIS?

SEIS Scheme, under the Foreign Trade Policy 2015-20, provides for a mechanism under which service providers who had provided any of the eligible notified services [as in Appendix 3D] in a financial year are entitled for certain benefits. Benefits are in the nature of duty-free credit scrip which can be used for payment of basic customs duty and certain other duties. These scrips are also freely transferable

Q2. Who is eligible for Service Exports from India Scheme?

Service Eligible: Only Services rendered under
> **Mode I:** Cross Border Trade i.e. Supply of a service from India to any other country and
> **Mode II:** Consumption abroad i.e. Supply of a service from India to service consumers of any other country.

Services not Eligible: Supply of a Service through
> **Mode III:** Commercial Presence i.e. Supply of a service from India through Commercial Presence in any other Country and
> **Mode IV:** Presence of Natural persons in any other country – not eligible for reward under this scheme.

Other categories of ineligible services may be found in Public notice 45 dated 05.12.2017.

To be eligible under this Scheme, the service provider shall have minimum net free foreign exchange earnings of $15,000 in the preceding financial year.

For Individual Service Providers and Sole Proprietorships, such minimum net free foreign exchange earnings criteria are $10,000 in the preceding financial year.
To claim the incentives, the service provider is required to have an active IEC Code at the time of rendering such services.

In case the IEC holder is manufacturer of goods as well as service provider, then the foreign exchange earnings and Total Expenses/ payment/ remittances to be considered for service provider only.

Q3. Are all the SEIS Services eligible for SEIS benefits?

Only services that are notified and listed in Appendix 3D (https://www.dgft.gov.in/CP/?opt=appendices) are eligible

Q4. What is the entitlement value of the SEIS benefits?

The rate of reward is based on Net foreign Exchange earned and is listed in Appendix 3D (https://www.dgft.gov.in/CP/?opt=appendices).

Q5. Can we submit our SEIS Claims for previous financial years?

For a service rendered in year 0, claims can be filed upto 31st March of the Year 3.
However, if submitted after 31st March of Year 1, certain late cut / penalty is applicable on the total entitlement.

Q6. Are payments in Indian rupees eligible?

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Yes, payments received in Indian Rupees on specified services, shall be treated as receipt in deemed foreign exchange for services as listed in Appendix 3E (Public notice 46 dated 05.12.2017 may be seen)

Q7. What are the prerequisites of filing application for Service Exports from India Scheme?
- Importer/Exporter needs to register on DGFT Website by login on https://www.dgft.gov.in/
- Link the existing IEC (For more details please see IEC section FAQ's)
- Register the DSC or Register for Aadhaar E-sign under My Dashboard > View and Register Digital Signatures Token
- Then Importer/Exporter may apply for Service Exports from India Scheme under **Services > SEIS.**

Q8. What is the application fee for Fresh Application of Service Exports from India Scheme?

Application fees for SEIS is as per appendix 2K (https://www.dgft.gov.in/CP/?opt=appendices). Please note that this amount shall change in future as per DGFT notification.

Q9. I don't have DSC/e-Sign. Can I submit the application?

DSC/e-Sign is mandatory for the application submission. You cannot submit the application without DSC/e-Sign. However, you can make the draft of application.

Q10. How many times I can apply for SEIS scheme in one financial year?

Application for one financial year can be made only once by one IEC holder. In case of wrong submission to any RA, request to the Policy 3 Section in DGFT HQs is required to be made, so that the IEC is enabled to apply again. However, utmost caution should be exercised while filing application, so that it is not submitted to the wrong jurisdictional RA. Policy circular 25 DTED 01.07.2019 may be referred to (https://content.dgft.gov.in/Website/Policy%20Circular%20No.%2025.pdf)

Q11. My application is PRC approved. How will I mention the PRC application number?

In case you have a Policy relaxation committee or other approvals you can mention details under PRC details section while submitting your application.

Q12. What are the mandatory documents for filling of the SEIS application?
- ANF 3B and accompanying CA/CS Certificate is mandatory for SEIS application.

However, you may attach any other supporting document to your application by selecting other options in attachment.

Q13. How many invoices can be attached to single SEIS Application?

There is no limit on number of invoices in a single application.

Q14. Where will I get notified for my application of Service Exports from India Scheme?

Service Exports from India Scheme notification goes on Email ID and Mobile Number registered under IEC.

Q15. What do I do if I don't receive any update on my application?

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Firstly, please ensure that the application is still not in your drafts. Next, you may check the status under the "My Dashboard >>Submitted Applications" tab.

Even then, if your query hasn't been resolved, please contact the DGFT helpdesk (1800111550) for support.

Q16.   How will I get to know that whether my payment is Successful or Unsuccessful?

Once the payment is processed, you will get the e-payment receipt which shows the transaction status. The application status can be tracked using 'Track Status' and Receipt could again be printed.

You can also check the status of your payment through Services >> View IEC Related Details >> Payment Status for an Application by providing application reference number and IEC code.

Q17.   How do I withdraw my application?

You can withdraw application within 2 days of submission under my dashboard >> submitted application >> type of scheme "SEIS" >> type of sub scheme "Apply for SEIS – ANF 3D" >> Search >> Actions >> Withdraw application.

Q18.   Will I receive refund for the application fee payment if I withdraw application after submission?

There is no provision for a refund in case you withdraw your application

Q19.   What will I do if my application is communicated to be deficient?

DGFT Officer shall mark your application as deficient if any deficiency is found in the application. You can respond to the deficiency of your application under my dashboard >> submitted application >> type of scheme "SEIS ">> type of sub scheme "Apply for SEIS – ANF 3D" >> Search >> Action button >> Respond to Deficiency.

You can view the reason of deficiency and deficiency letter against your application in submitted application.

You can make the amendment in the application or you can respond to deficiency with remarks and supporting documents.

Q20.   Where I can see the status of my submitted applications?

You can see the status of your submitted application under My Dashboard >> Submitted Applications >> Type of Scheme as "SEIS" >> Type of Sub Scheme as "Apply for SEIS" and click on the Search button. You will get all the submitted applications.

Q21.   Where can I take the print of submitted application?
You can take the print of your submitted application under My Dashboard >> Submitted Applications >> Type of Scheme as "SEIS" >> Type of Sub Scheme as "Apply for SEIS" and click on the Search button. You will get all the submitted applications.

Click on the Action button and print.

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Q22.   Where can I check the progress on my submitted application?

You can check the progress of your submitted application under My Dashboard >> Submitted Applications >> Type of Scheme as "SEIS" >> Type of Sub Scheme as "Apply for SEIS" and click on the Search button. You will get all the submitted applications.

Click on Action >> View Life Cycle to get the progress on your submitted application.

Q23.   Where can I get the approval or rejection letter for my submitted application?

You can see the approval/rejection letter issued against your submitted application under My Dashboard >> Submitted Applications >> Type of Scheme as "SEIS" >> Type of Sub Scheme as "Apply for SEIS" and click on the Search button. You will get all the submitted applications.

Click on Action >> View Approved/Rejection Letter.

Q24.   Where can I see scrip issued against my application?

You can see the scrip issued against your submitted application under Services >>SEIS>>View and Print Scrip. Search scrip using different parameters available under this node.

You can also view the scrip using My Dashboard >> My Authorizations.

Q25.   Where can I raise an amendment request for certain details as printed on my scrip?

You can raise amendment request for the scrip under Services >> SEIS >>Amendment of Scrip Issued. Search scrip using different parameters available under this node and click on the Amendment of Scrip button.

Q26.   Under what circumstances can an amendment request be made for my scrip?

For the following reasons only, one can submit an amendment request of scrip: -
- Extension of validity Period.
- Change in Entity Name
- Change in Entity Address

For change in entity name, IEC should be modified before raising this request and same must appear at the time of raising request.

Q27.   Where can I View SEIS rates for any service?

You can see SEIS rates for any service under Services >> SEIS >> View SEIS Rates. Enter Provisional CPC code and Service name to view rates for the service.

Q28.   How to Record Scrip Transfer & View Scrip Ownership?

You can refer below URL to the step by step guide mentioned for Record Scrip Transfer & View Scrip Ownership.
https://content.dgft.gov.in/Website/Scrip%20Management%20User%20Manual%20-%20v1.0.pdf

You can also refer to the frequently asked questions related to Record Scrip Transfer & View Scrip Ownership using below URL.
https://content.dgft.gov.in/Website/Scrip%20Management%20FAQs%20v1.0.pdf

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Q29. What needs to be done if Designation is coming blank in the last page?

In case your designations details are coming blank then you need to update your profile details. You can navigate to logged-in user profile and click on edit button to make changes.

Q30. What needs to be done if City & State not fetching while filling the application?

If state and city are coming blank, then you need to update your branch details in your IEC through **Services >> IEC Profile Management >> Update/Modify IEC**.

Q31. Whiling filling RCMC details are not fetching what needs to do?

If RCMC details are coming blank, then you need to update your RCMC details through **Services >> IEC Profile Management >> View IEC Profile > RCMC.**

Q32. User is getting an error of Invalid date format after uploading Invoice details what needs to do?

Date format is restricted in bulk upload template. You need to download new template available on the website or you need to follow instructions given on the website and instructions sheet in bulk upload template.

Q33. Payment successful but application is still in draft?

In case payment is successfully debited from your account and file number is not generated or draft application still exits, then kindly verify your payment under **services >> e-Misc. Payment Service >> Payment Details.** If payment is showing success, then kindly log ticket with the DGFT from creating file number against your ARN number.

Q34. What needs to be done if the payment status is showing booked?
<div align="center">**OR**</div>

Q35. What needs to be done payment status is showing as Submitted/Confirmed/Initiated?

You need to wait for 4 hours. System will validate the payment and update status against your application. You can reverify your payment post 4 hours through services >> e-Misc. Payment Service >> Payment Details.

Q36. How can we split SEIS Scrip?

You can split SEIS scrip through split scrip functionality provided in the application. Based on your decision, system will split the as per configuration. System will not allow to enter scrip value manually.

Q37. What needs to be entered under Port of Registration if the exporter is a Service Provider.

You need to select port of export through which service(s) was exported. You may refer FTP chapter 3 for more details.

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