



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Importer Exporter Code (IEC) Module

Version 4.1

Updated on Feb- 2026

Contents

1. Introduction and Accessing DGFT Portal	3
2. Contact @DGFT	4
3. Registering on New Portal	4
4. Forget Password	7
5. Applying for New IEC	8
6. Linking Login with Already Existing IEC	19
7. Registering yours DSC	22
8. Register for Aadhar E-Sign	26
9. Modify IEC	29
10. Surrender Request for IEC	39
11. Revoke Suspension Request for IEC	41
12. Revoke Cancellation Request for IEC	44
13. Manage Users Linked to IEC	47
14. Request for Removal from DEL for IEC	49
15. Request for Merger/Demerger of IEC's	52
16. View and Modify RCMC Details	56
17. View and Modify Industrial Registration Details	59
18. View and Modify Authorized Economic Operator (AEO) Details	63
19. View and Modify Export Details for Financial year	66
20. View Flag Details	70
21. View IEC Details, Status Holder Details, Authorizations/Scripts Details & IEC Life Cycle Summary	74
22. View and Track Submitted Request	78
23. View Any IEC Details	84
24. Note on Digital Signature Certificate (DSC)	87
25. List of Abbreviations	94
26. What's New	95

Document Release Note:

Name	Version	Date	Description
IEC	2.0	May-2022	This document details the User training at CP side.
	3.0	July-2023	Updated document details the User training at CP side
	4.0	Jan-2025	Updated document details the User training at CP side
	4.1	Feb-2025	IEC Apply and Modify Process. Bank Validation changes.

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 +

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 request using the “**Contact@DGFT**” page.

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.

For International Trade related issues Operationalised. Please see Trade notice No. 29/2021-2022 for details. For reactivation of IEC, IEC holders are requested to kindly update their IEC online.

Districts as Export Hubs

Honble Prime Minister in his Independence Day speech on 15th August, 2019 highlighted the need to channelize the unique potential of each District of the country and convert them into export hubs. Taking his vision forward, Department of Commerce through DGFT launched the "Districts as Export Hubs" initiative and since then has been working with the States/UTs and the districts directly to create institutional mechanisms for facilitating exports of identified products/services from the Districts.

[Click Here to Know More](#)

Register for your IEC

The Importer -Exporter Code (IEC) is a key business identification number which is mandatory for all Importers and Exporters. No person shall make any import or export except under an IEC Number granted by the DGFT. In case of import or export of services or technology, the IEC shall be required only when the

Screen 1

2. Enter the Registration Details.
 - Select Register User as “**Importer/Exporter**”

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Glad to see you

REGISTER

Register User As*
Importer/Exporter

Note: Register here if you are an Indian Importer / Exporter and wish to apply / link an IEC.

First Name * [REDACTED] Last Name [REDACTED]

Email ID * [REDACTED] Mobile No. * [REDACTED]

Pincode* [REDACTED] District* [REDACTED]

State* [REDACTED] City* [REDACTED]

NGD88

Type the above CAPTCHA Code. *

NGD88

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

Send OTP

Screen 2

3. Enter the OTPs received on email and mobile number.



REGISTER

First Name *

Last Name

Email ID *

Mobile No. *

Enter Email OTP *

Enter Mobile OTP *

14 : 29

Back

Register

Screen 3

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*
Enter your current/time password.

New Password*
Choose a password

Confirm Password*
Confirm your password

Password Hint:

- Password should have minimum 6 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 (\$ & ! " . @ [] ^ _ - =) in 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.

Type the above CAPTCHA Code.

Please enter above CAPTCHA Code

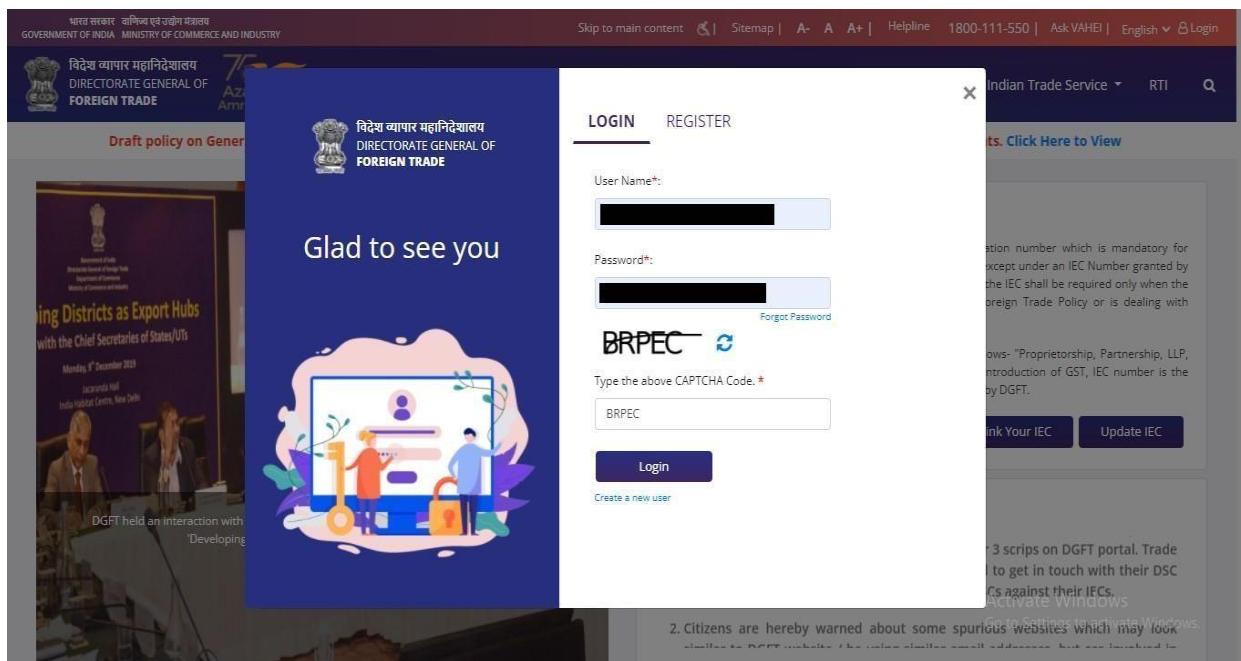
Submit

Screen 4

4. Forget Password

If you are a registered user and forgot the password, you can use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps.

1. Visit the DGFT website and click on Forgot Password hyperlink.



Screen 5

2. Enter registered email id in the username field and captcha code displayed on the screen.
3. Click on the submit button.

FORGOT PASSWORD

User Name*

B3774

Type the above CAPTCHA Code.*

Submit

[Back to Login Window?](#)

Screen 6

4. Click OK to proceed with the forgot password or click cancel to go back to previous screen.

**Screen 7**

5. System will validate the email id provide by you and send the one-time password on the registered email id and mobile if email address is registered with DGFT.

5. Applying for New IEC

To Apply for Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal). User should have an active Firms Permanent Account Number (PAN) and its details like Name as per Pan, Date of Birth, or Incorporation.

Note: These details will be validated with the Income Tax Department site.

- b) Scanned Documents for Upload in the System (PDF Only and Max file size of 5 MB).

- a. Proof of establishment/incorporation/registration.

- i. Partnership
 - ii. Registered Society
 - iii. Trust
 - iv. HUF
 - v. Others

- b. Proof of Address can be any one of the following documents:

- i Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
- ii Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
 - iii In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in Favor of the firm along with the address proof is to be submitted as a single PDF document.
- c. Proof of Firm's Bank Account
 - i Cancelled Cheque
 - ii Bank Certificate

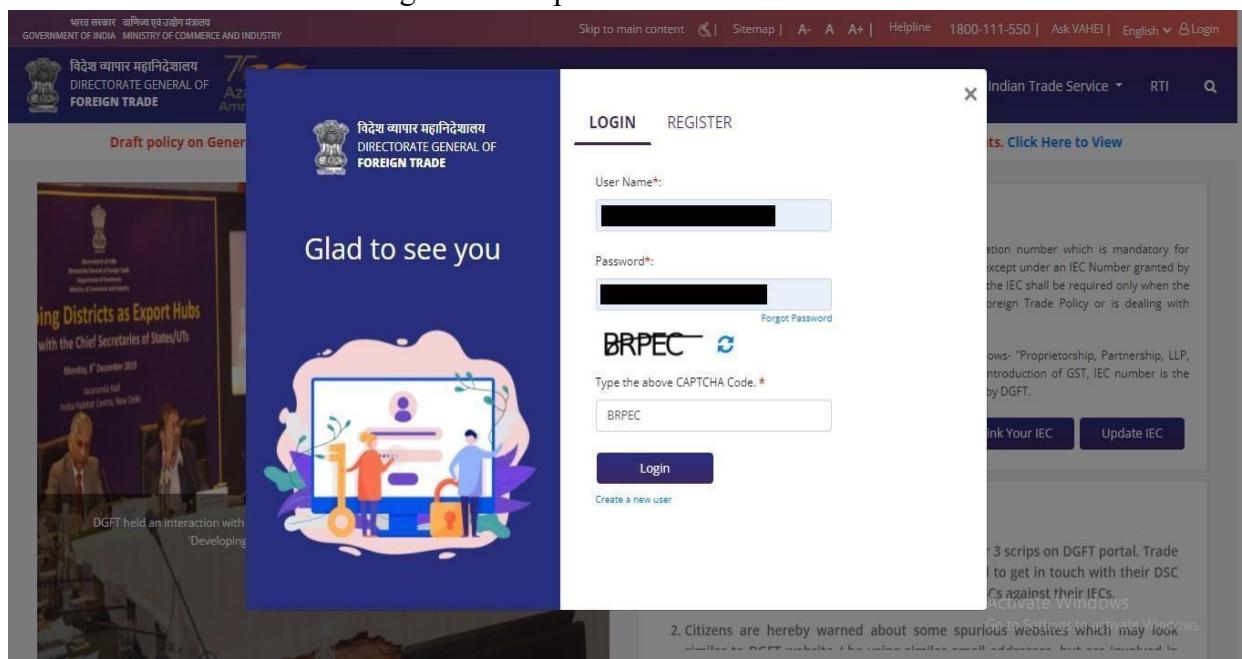
Note: Bank Details to be validated from NPCI. And validation response time varies bank to bank and expected within 2 weeks. IEC will be created on successful account validation only.

- d) User should have an active DSC or Aadhaar of the firm's member for submission.
- e) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee.

Note: User will not be able to continue with application if the Firm's PAN has already been used for registration of IEC with DGFT. (Either PAN Based IEC or Numeric IEC)

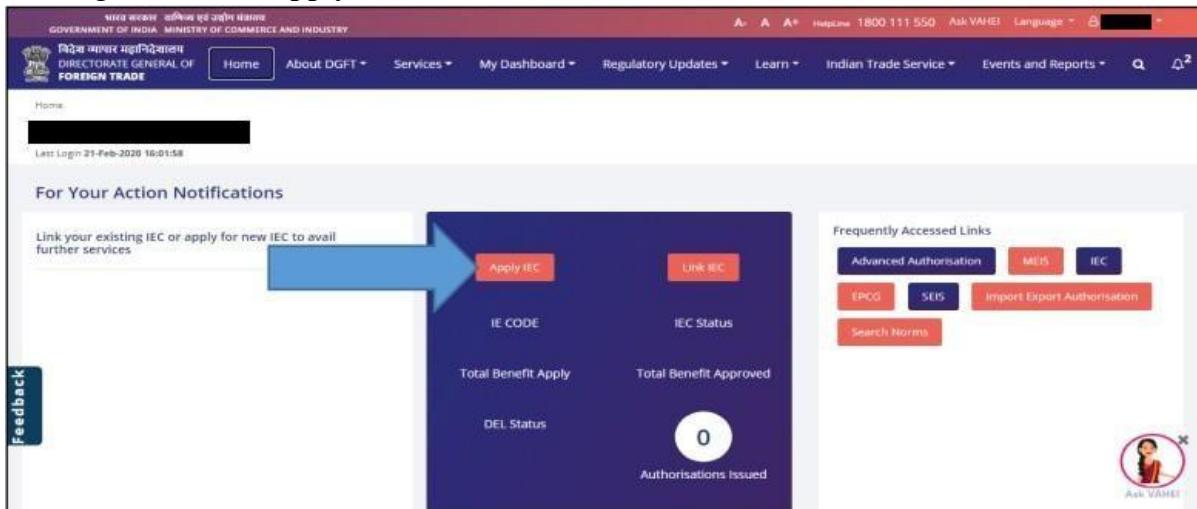
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 8

2. Post login click on “Apply for IEC” on the Dashboard.



Screen 9

3. Click on “Start Fresh Application” button or click on “Proceed with Existing Application” Button in case user already saved a draft application.



Screen 10

4. Enter the details in the General Information Section

(All the Mandatory fields have been marked with a Red Asterisk (*).)

The Draft will only be saved if the Mandatory details in the “Basic Details” Section and

Screen 11

“Firm Address Details” Section is filled.

- Select nature of Concern/Firm.
- Enter Firm Name
- PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation

Note: These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.

- Select Preferred Activities from the given values.
- “Whether the firm is located in Special Economic Zone (SEZ)?” & “Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme?” – On the basis of these questions RA or SEZ mapping of offices will be done.
- Enter corporate entity number (CIN). After entering CIN, the system will verify CIN from the Ministry of Corporate Affairs (MCA) server and will fetch Firm Details and Director Details if available.
- Enter GSTIN Number of Concern/Firm if applicable.
- Enter Firm Mobile No. (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.
- Enter Firm Email id (For correspondence with DGFT). User can update the mobile number after validation with OTP received on given number.

Firm Address Details

Address Line 1 *	Address Line 2	PIN Code *						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
City *	State *	District *						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
Jurisdictional DGFT RA *	<input type="text"/> <div style="border: 1px dashed #ccc; padding: 5px; text-align: center; margin-top: 10px;"> Click or Drag and Drop file to upload <small>Uploaded Size : 0.00 MB</small> <small>Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf are allowed)</small> </div>							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Sr. No.</th> <th style="text-align: center; padding: 5px;">File Name</th> <th style="text-align: center; padding: 5px;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1</td> <td style="text-align: center; padding: 5px;">Kalmeshwar Lease Agreement.pdf</td> <td style="text-align: center; padding: 5px;">View</td> </tr> </tbody> </table>		Sr. No.	File Name	Action	1	Kalmeshwar Lease Agreement.pdf	View
Sr. No.	File Name	Action						
1	Kalmeshwar Lease Agreement.pdf	View						

Note:

Please upload supporting documents as Proof of Address. This can be any of the following:

1. Sale Deed, Rent agreement, lease deed, electricity bill, telephone landline bill, mobile, postpaid bill, MoU.
2. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id.
3. In case the address proof is not in the name of the applicant firm, a no-objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof may be submitted.

Screen 12

- j. Enter firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.
- k. Attach address proof of the Firm. This mandatory for Address verification. Address Proof can be any one of the following documents:
 - i. Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
 - ii. Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id.
 - iii. In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.

Branch Details

Whether the firm is located in Special Economic Zone (SEZ)? * YES NO

Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme? * YES NO

GSTIN Number

Address Line 1 * Address Line 2 City *

PIN Code * State * District *

Branch Details Table

Sl. No.	Branch Code	Is It SEZ?	Is It EOU?	Is Active Branch?	GSTIN	Address Line 1	Address Line 2	City	District	State	PIN Code	Edit / Delete
1	BR001	NO	NO	NO	9876543210	Address Line 1	Address Line 2	City	District	State	PIN Code	Edit / Delete

Add Search:

Screen 13

- I. Enter branch details if any.
- II. Enter GSTIN number, Address, City, Pin code of the branch(es) linked with the above importer exporter code.
5. Enter the details in the “Details of Proprietor/Partner/Director/Karta/Managing Trustee “Section.

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Details of Proprietor/Partner/Director/Karta/Managing Trustee

Member Type * DIN (Dir. Identification Number) Is the Director a Foreign National?

Name as per PAN database * Permanent Account Number(PAN) * Date of Birth as per PAN *

Title * Name * Father Name *

Address Line 1 * Address Line 2 City *

PIN Code * State * District *

Mobile Number *

Add Feedback

Screen 14

- a. DIN (Dir. Identification Number) is auto fetched from Ministry of External Affairs based the CIN number provides above in general information section. **Note:** The user will not be able to delete the director details fetched from MCA.

- b. PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
- c. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
- d. In case the Director is not an Indian National, tick the check box **“Is the Director a Foreign national?”**

6. Enter the details in the **“Bank Account Details” Section.**

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Bank Account Details

Account Number *

Account Holder Name *

IFSC Code *

Bank Name * Please Select

Branch Name * Is Primary?

Add Attachment

Choose File to Upload *

Note: Bank Account details are electronically validated through the Public Financial Management System (PFMS). You may, however, submit the supporting documents as Proof of Firm's Bank Account. This document can be a pre-printed Cancelled Cheque or Bank Certificate as per the proforma specified.

Maximum 1 attachment of 5 MB allowed.
Only pdf formats are allowed.

Add

Screen 15

- a. Under Bank Account Section, enter Account Number, Account Holder Name, IFSC code, Bank Name, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).
 - i. The Account Holder name should be same as Firm Name.
 - ii. Bank Accounts added by applicant to be verified from NPCI. Validation response time varies bank to bank.
 - iii. Applicant is not allowed to proceed in case bank account validation status received as Failed.
 - iv. If bank account validation status is In Progress, then applicant may submit application. But application status will remain under automatic review until bank validation status is received from NPCI. And application will be Auto Approved only if bank account validation status is success. Other wise file will be rejected in case of failed validation.
- 7. Enter the details in the **“Other Details (Exports Sectors preferred)” Section.** Select the reason and answering the question “Why you are applying for IEC or where this IEC will be utilized”.



Success Message
Draft Application Number [REDACTED] has been successfully saved.

Other Details (Preferred sectors of operations) !

Import Export Others

Import Export Others

Chemicals And Allied Products
 Electronic Products
 Engineering Products
 Fish and Marine Products
 Food Products

Screen 16

8. Read and Accept the Declaration.



Success Message
Draft Application Number [REDACTED] has been successfully saved.

Declaration

I/We hereby certify that :

A. The entity for whom the application has been made have not been penalized/have been penalized under any of the following Acts (as amended from time to time) in the last five years:

- 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 Acts
- SEZ Acts and Rules

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;

Screen 17

- 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
- I/We hereby declare that the particulars and the statements made in this application are true and correct to the and nothing has been concealed or withheld there ANF 3B from.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. In case of ineligible claim / over claim , I shall be obligation to refund ineligible claim / over claim in electronic mode/ any other permitted mode of payment with interest at the rate with interest at the rate prescribed under section 28 A A of The Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized , at any stage , if asked to do so by the DGFT.
- 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 *

DELHI

Date

18-04-2022

[Clear All](#)

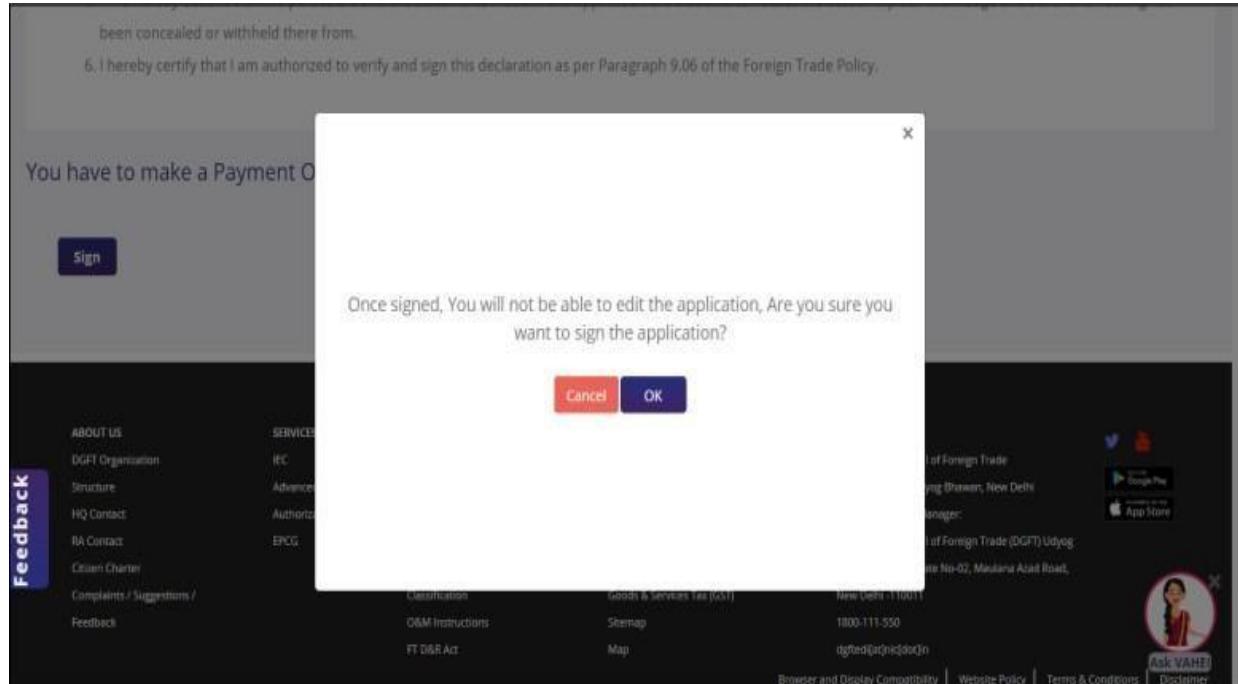
[Save & Next](#)



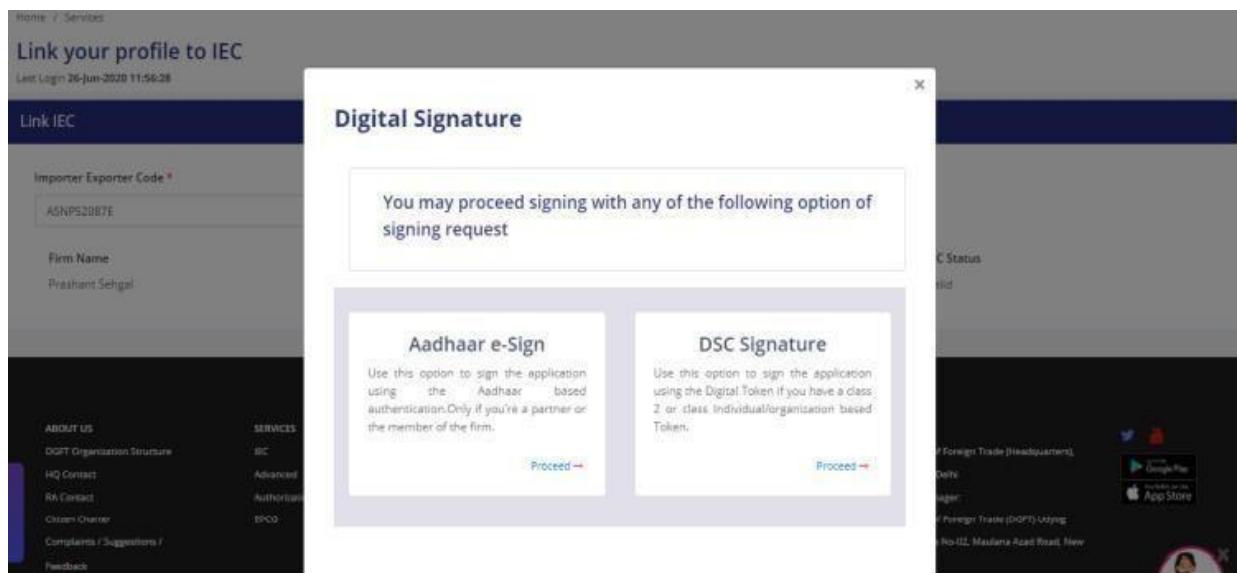
Screen 18

Under declaration, accept the terms and condition by clicking on check box and enter place.

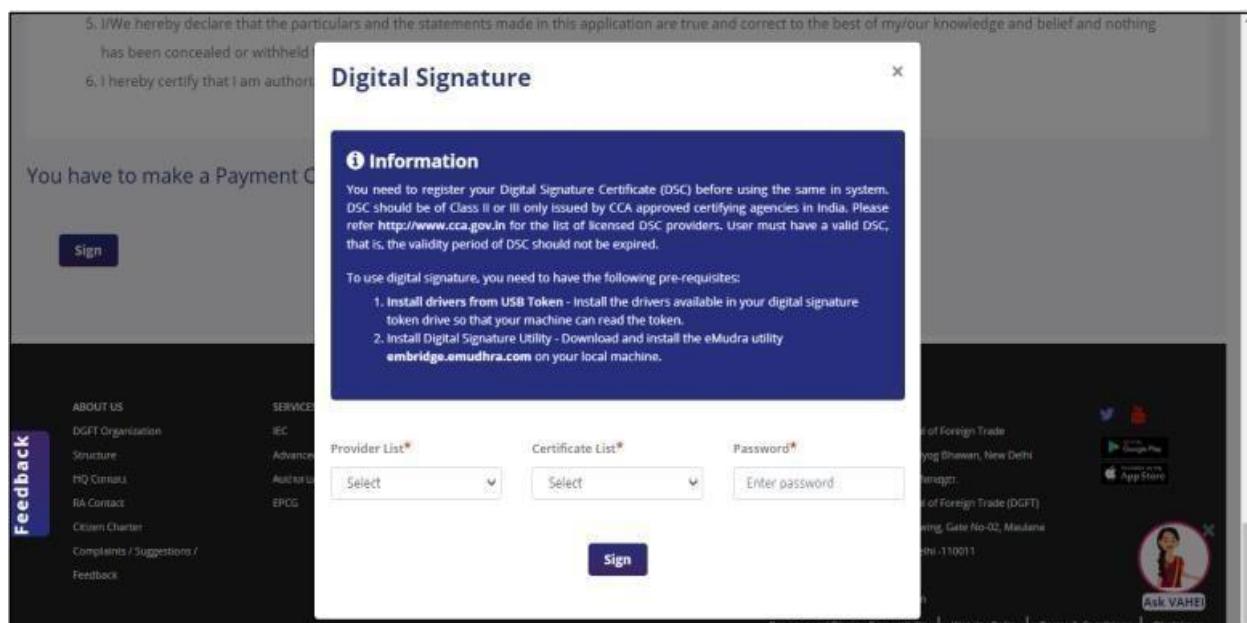
- Check the Application Summary and click on Sign button to sign the application using digital token or Aadhaar.



Screen 19



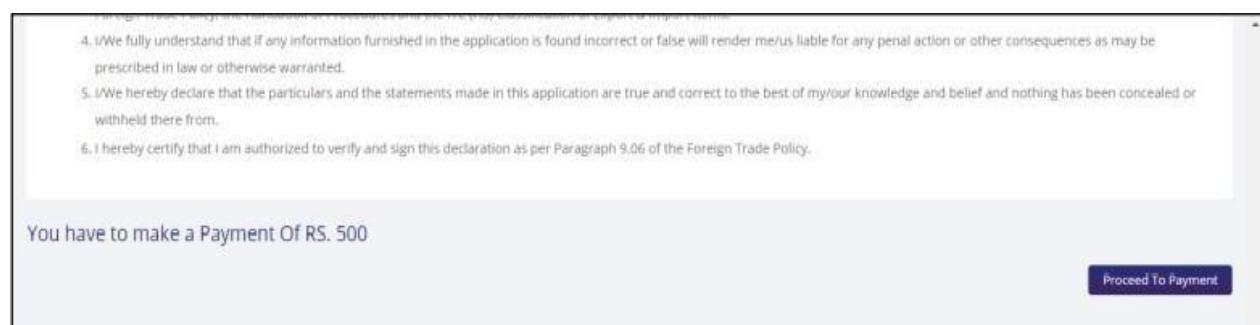
Screen 20



Screen 21

10. Confirm and proceed to make the payment against application.

For Payment you shall be redirected to Payment Gateway (Bharatkosh). The Application of IEC Fee is Rs 500.



Screen 22

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

In case of failure of Payment, please wait for an hour to reflect the payment from the Payment Gateway (Bharat Kosh)

IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Apply for IEC
Mode of Signature	Digital Signature
<u>PAYMENT DETAILS</u>	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-30 04:41:55

Screen 23

The user shall receive the IEC Certificate in the email (used while applying for IEC) and if required the User can download the IEC Certificate after login the DGFT Website and using “**Print Certificate**” feature in “**Manage IEC**”

The IEC shall be transmitted to CBIC, and the transmission status can be seen by Navigating to “**My IEC**” and checking the IEC Status bar with “**CBIC Transmission Status**”

Note: Bank Account details verified from NPCI in near real time (in few seconds). But for some banks account validation may take up to 2 weeks. Application will be submitted with status Under Automatic Review for applications where bank account verification status is pending with NPCI and application status will update (Rejected or Auto Approved) on receiving on bank verification status.

For Your Action Notifications

Link your existing IEC or apply for new IEC to avail further services

IE CODE: [REDACTED] IEC Status: Valid

0 Value of Scrips Applied 0 Value of Scrips Approved

N DEL Status 12 Authorisations Issued

Feedback

Frequently Accessed Links

- Advanced Authorisation
- MEIS
- IEC
- EPCG
- SEIS
- Search Norms

Ask VAHEI

Screen 24

6. Linking Login with Already Existing IEC

To Link an existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC / Aadhar for Proprietor or Members of the Firm

Then proceed with the following steps:

- Visit the DGFT website and login into the portal with valid credentials.

Glad to see you

LOGIN REGISTER

User Name*:

Password*:

Forgot Password

Type the above CAPTCHA Code. *

BRPEC

BRPEC

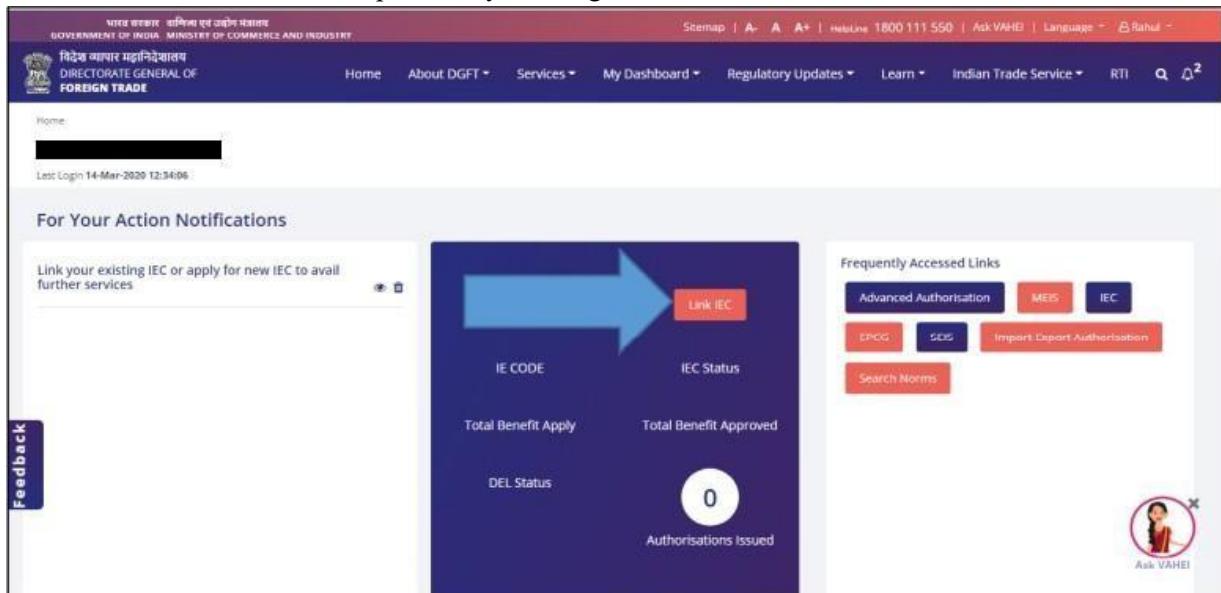
Login

Create a new user

Link Your IEC Update IEC

Screen 25

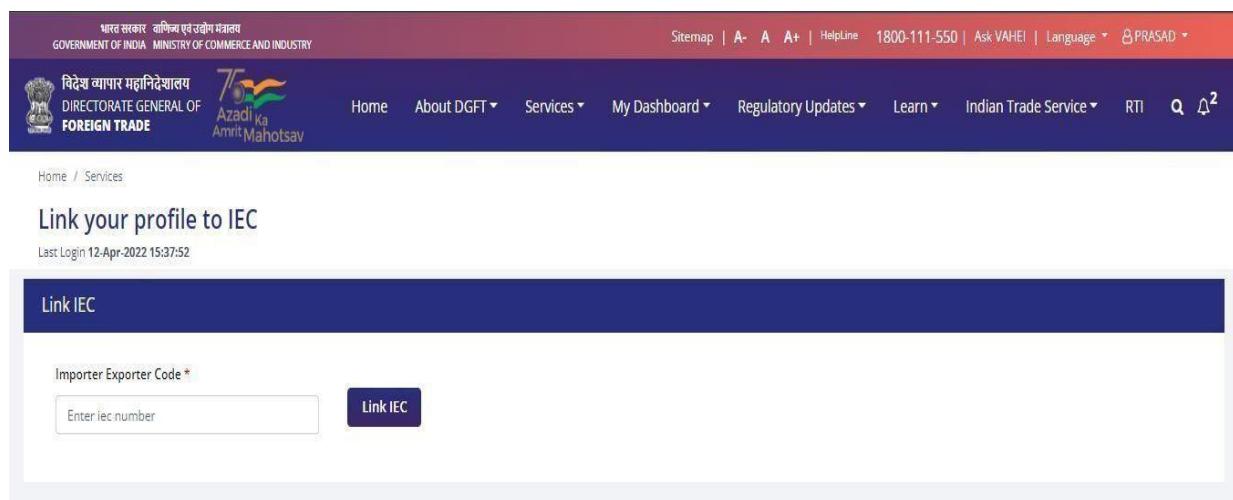
2. Proceed with Link IEC process by clicking on “Link IEC” button on dashboard.



Screen 26

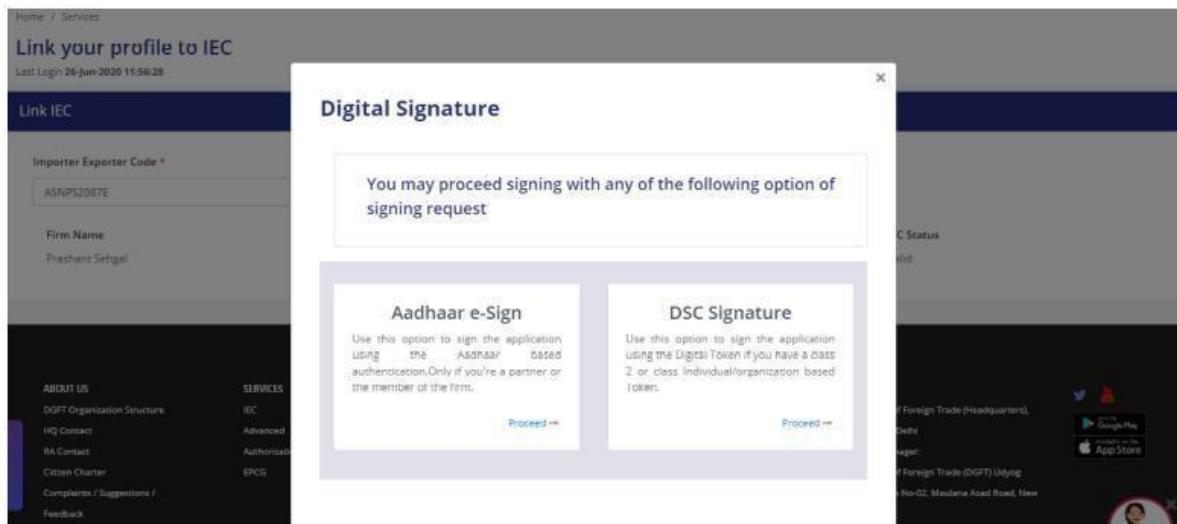
3. Now Enter your IEC number which you want to link to your profile in Importer Exporter Code field and then click on Link IEC.

a. On clicks of Link IEC button the IEC number is validated, and Digital signature window is opened in a Pop-Up.



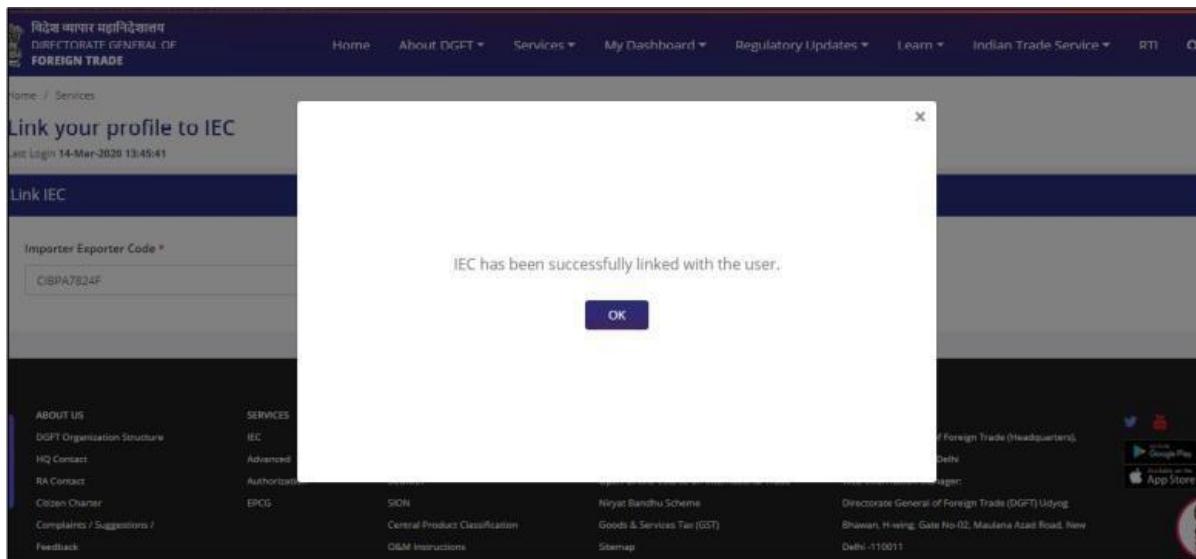
Screen 27

- Proceed with Digital Signature process with your digital signature details
 - Read the Information and Install the Pre-requisites for Digital Signature.
 - Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
 - Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
 - Enter your e-Pass Token inside the enter Password field.



Screen 28

4. After Success in digital signature process the IEC Linked successfully message is displayed.



Screen 29

5. If linking of IEC is successfully done user will be able to see IEC number under the

For Your Action Notifications

Link your existing IEC or apply for new IEC to avail further services

IE CODE: [REDACTED] IEC Status: Valid

0 Value of Scrips Applied 0 Value of Scrips Approved

N DEL Status 12 Authorisations Issued

Feedback

Frequently Accessed Links

Advanced Authorisation MEIS IEC EPCG

SEIS Search Norms

Ask VAHEI

Screen 30

7. Registering yours DSC

Refer the section on [digital signature](#) for more details.

1. Visit the DGFT website and login to the DGFT Portal.

Note: Registration of DSC can only be done once user has applied for an IEC or linked an existing IEC to the user profile.

Register for your IEC

An Importer-Exporter Code (IEC) is a key business identification number which is mandatory for exports from India or imports to India. No export or import shall be made by any person without obtaining an IEC unless specifically exempted. For services exports however, IEC shall not be necessary except when the service provider is taking benefits under the Foreign Trade Policy.

Consequent upon introduction of GST, IEC being issued is the same as the PAN of the firm. However, the IEC will still be separately issued by DGFT based on an application. The nature of the firm obtaining an IEC may be any of the following- Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society.

View Your IEC Apply for IEC

Are you an importer or an exporter?

Importer Exporter Both

Select your ITC(HS) Code / Product Selection

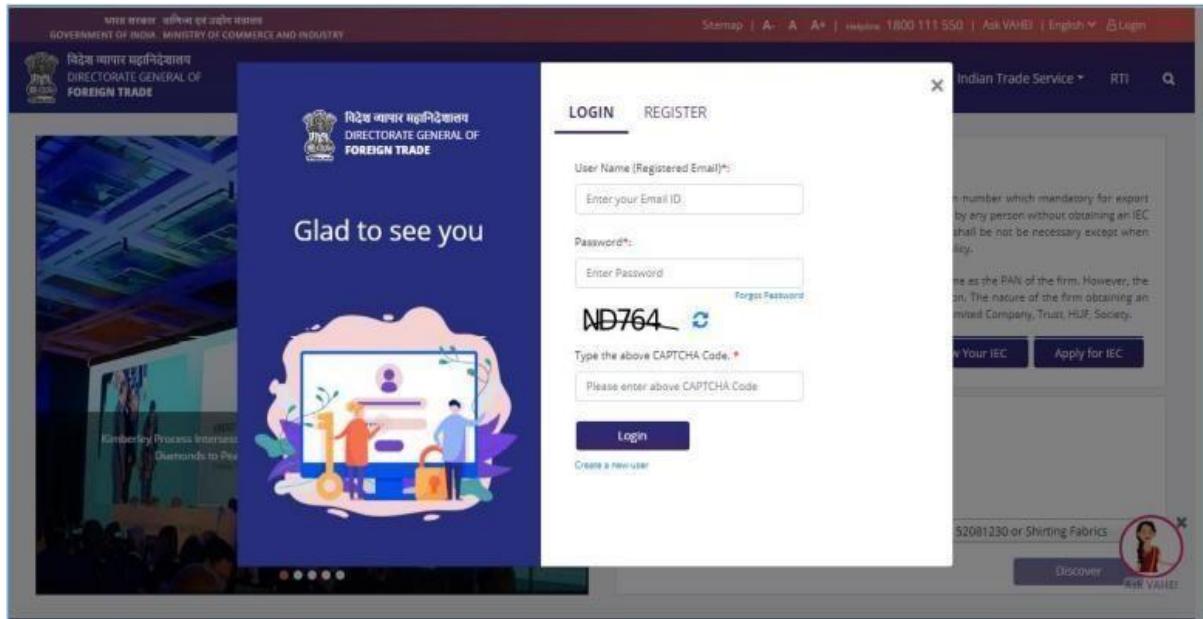
Search ITC Code Examples: 741

Discover Ask VAHEI

Screen 31

2. Enter the Login Details.

- a. Enter registered Email ID as username and your password
- b. Enter Captcha code
- c. Press Login Button



Screen 32

3. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token

Screen 33

4. Read the information and install all pre-requisites for Digital signature and then click on “Register New DSC”.

View and Register Digital Signature Token

Last Login 18-Apr-2022 13:58:03

i Information

You need to register your Digital Signature Certificate (DSC) before using the same in system. DSC should be of Class II or III only issued by CCA approved certifying agencies in India. Please refer <http://www.cca.gov.in> for the list of licensed DSC providers. User must have a valid DSC, that is, the validity period of DSC should not be expired.

To use digital signature, you need to have the following pre-requisites:

1. Install drivers from USB Token - Install the drivers available in your digital signature token drive so that your machine can read the token.
2. Install Digital Signature Utility - Download and install the eMudra utility emudra.emudhra.com on your local machine.

User Details

User Name: MONIKA

Email Id:

Feedback

Register For Aadhaar E-sign

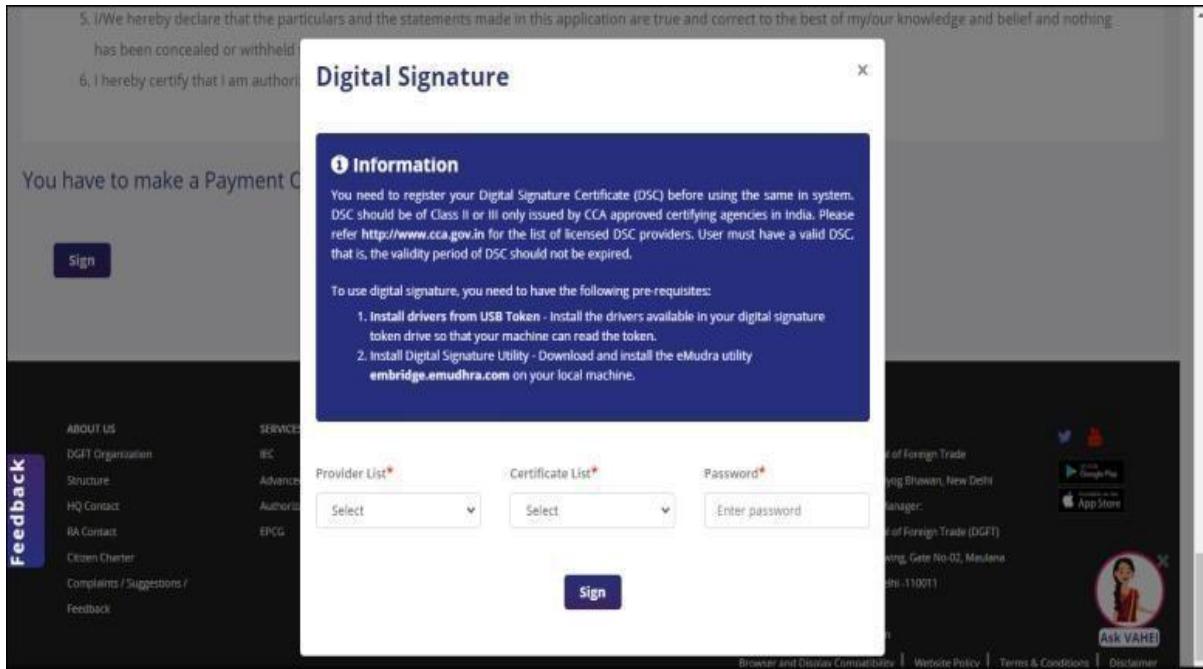
PAN* Please Enter PAN

Name As Per PAN* Please Enter Name As Per PAN

Screen 34

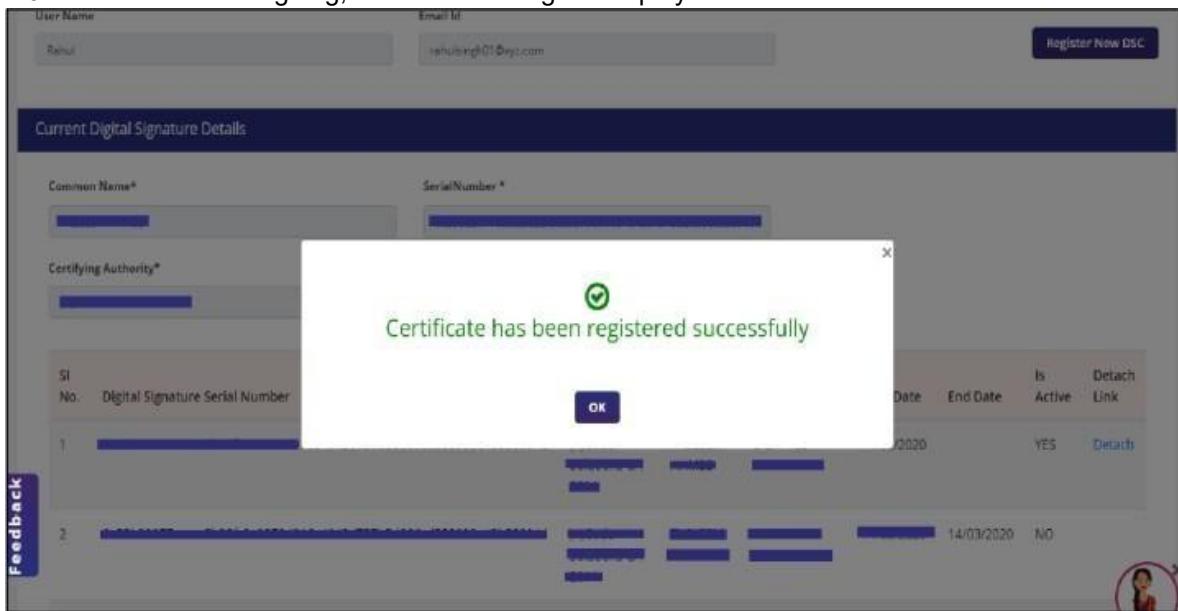
5. Select your Digital Signature details and process with your digital signature details.

- Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
- Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
- Enter your e-Pass Token inside the enter Password field.



Screen 35

6. After Successful signing, Success message is displayed.



Screen 36

7. Once user successfully register the Digital signature details then you can view the digital signature details under current digital signature details, and you can perform any action on

IEC with the active Digital Signature.

Screen 37

8. Register for Aadhar E-Sign

Visit the DGFT website and login to the DGFT Portal.

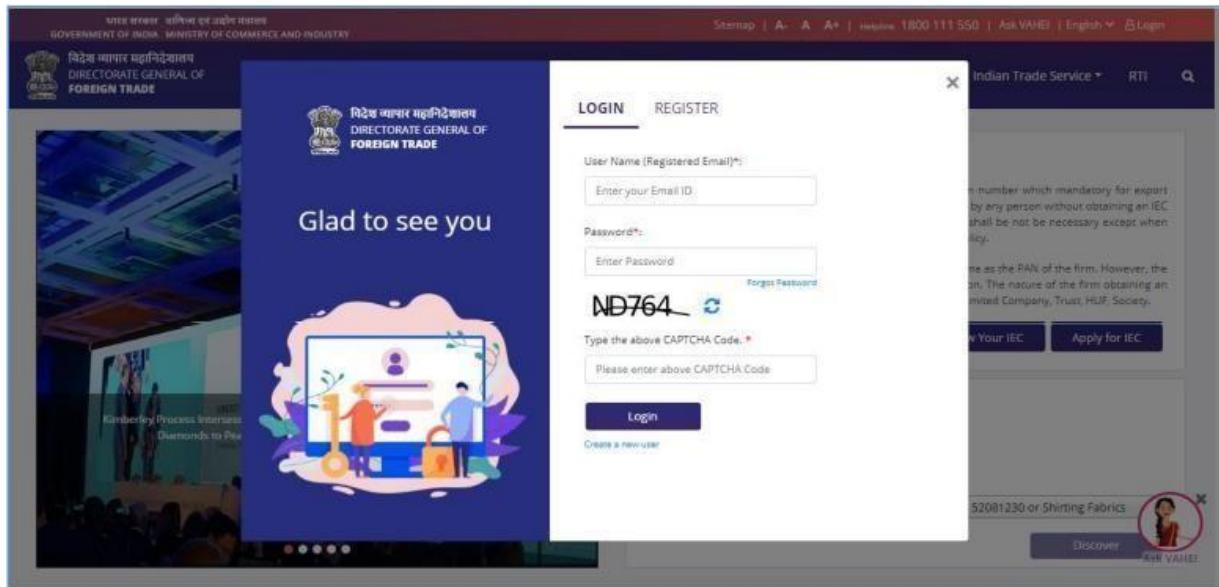
Note: Registration of Aadhar E-Sign can only be done once user has applied for an IEC or linked an existing IEC to the user profile.

The screenshot shows the official website of the Directorate General of Foreign Trade (DGFT) of the Ministry of Commerce and Industry. At the top, there is a banner featuring a photograph of Piyush Goyal taking charge as Minister of Commerce and Industry in May 2019. Below the banner, there is a registration form for an IEC (Import-Export Code). The form includes fields for 'Are you an importer or an exporter?' (with radio buttons for Importer, Exporter, and Both), 'Select your ITC(HS) Code / Product Selection', and a search bar for 'Search ITC Code Example: 744'. There is also a 'Discover Ask VAHAI' button with a circular profile picture. The website has a dark blue header with various navigation links and a 'Click Login' button.

Screen 38

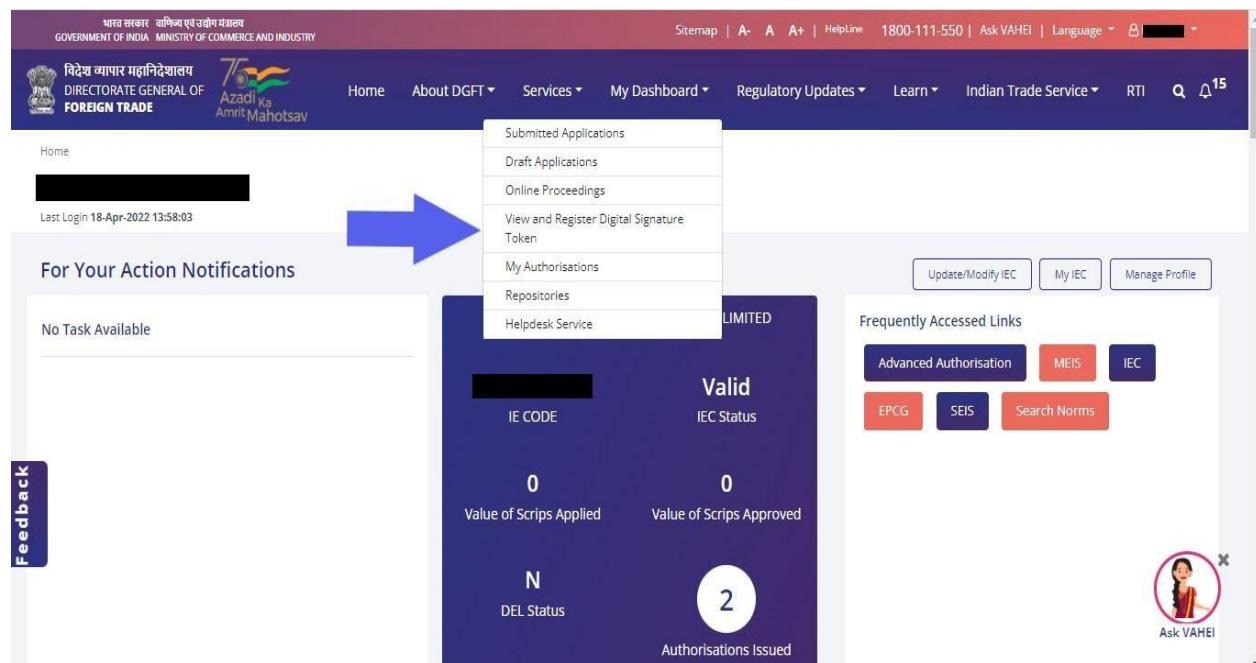
1. Enter the Login Details.

- Enter registered Email ID as username and your password
- Enter Captcha code
- Press Login Button



Screen 39

2. Proceed with Register Digital signature details through navigating to My Dashboard->View and Register Digital Signature Token.

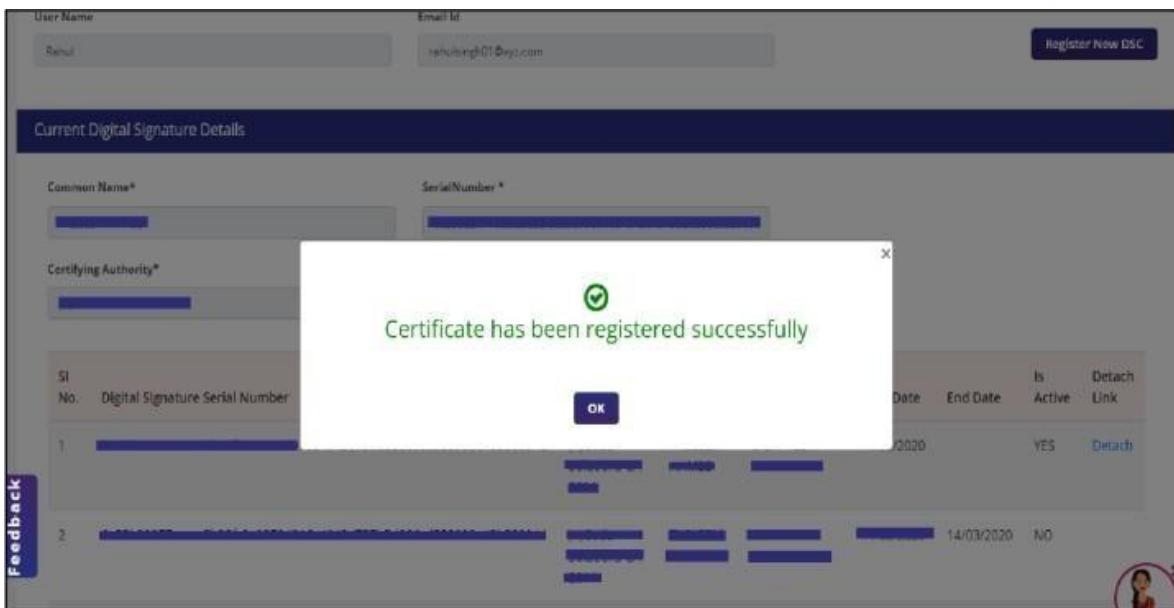


Screen 40

3. Enter PAN number, Name as per PAN and DOB.
4. Click on Register for Aadhar E-Sign button. A window will open for Aadhar Based eAuthentication on external website
5. Enter your virtual id or Aadhar number and click Get OTP button. You will receive OTP on your number registered with Aadhar agency. Enter OTP and click on submit button.

**Screen 41**

6. After Successful signing, Success message is displayed.



Screen 42

7. Once user successfully register the Aadhar E-Sign details then you can view the digital signature details under current digital signature details, and you can perform any action on IEC with the active signature.

SI No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Start Date	End Date	Is Active	Detach Link
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	YES	Detach
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	NO	 Ask VAHE!

Screen 43

9. Modify IEC

Modify Importer Exporter Code (IEC) on the DGFT portal you would require:

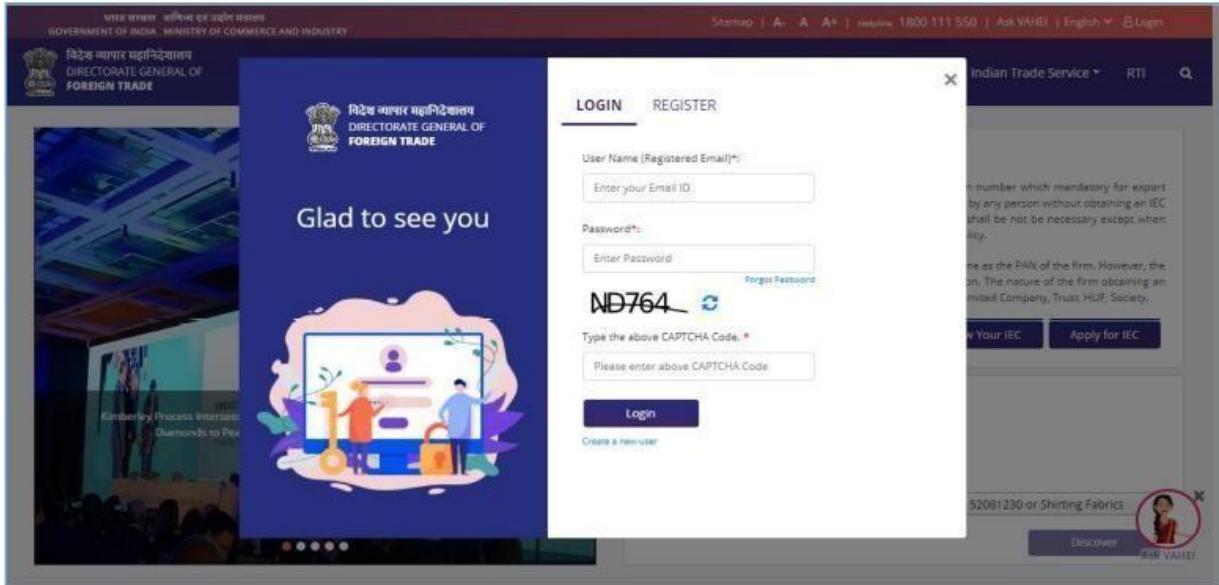
- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- Active and Valid IEC in your user profile.
- User should have an active DSC / Aadhar for Proprietor or Members of the Firm.
- Active Firms Bank account to make online payment of the modification fee.

The user will be able to modify the PAN in case of Numeric IECs, such cases will be sent to RA Officer for approval and after approval the changes shall be sent to CBIC.

Note: User will not be able to continue with modification application if IEC is in suspended or cancelled state

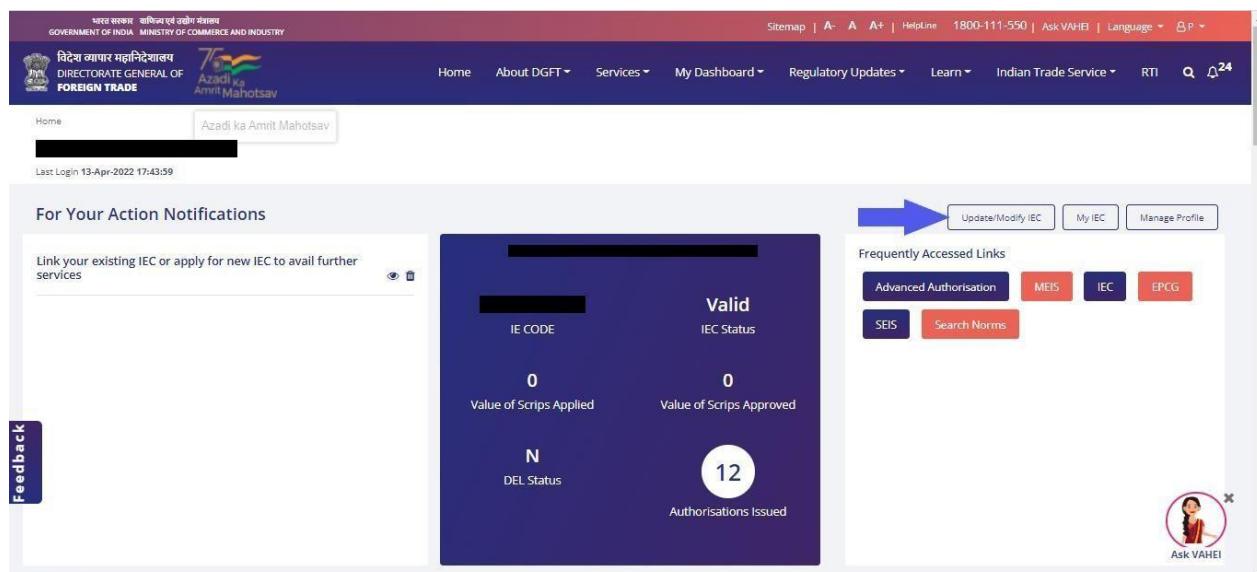
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 44

2. Post login click on “Update/Modify IEC” on the Dashboard or navigate to “Services □ IEC Profile Management □ Update/Modify IEC”.



Screen 45

Screen 46

IEC Profile Management

Last Login 18-Apr-2022 17:44:30

What is IEC

An Importer -Exporter Code (IEC) is a key business identification number which mandatory for export from India or Import to India. No export or import shall be made by any person without obtaining an IEC unless specifically exempted. For services exports however, IEC shall not be necessary except when the service provider is taking benefits under the Foreign Trade Policy.

Consequent upon introduction of GST, IEC being issued is the same as the PAN of the firm. However, the IEC will still be separately issued by DGFT based on an application. The nature of the firm obtaining an IEC may be any of the follows- Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society.

Pre-Requisites for Applying for IEC

IEC may be applied on behalf of a firm which may be a Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society. Firm must have a PAN, bank account in the name of the firm and a valid address before applying. Address may be physically verified by the DGFT on issuance of the IEC. Please keep your PAN, bank details and firm details ready before applying.

IEC

View IEC Profile

The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Print IEC

Print your IEC Certificate containing the Firm Name, Address, IEC Number, Date of Issue and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online.

Update/Modify IEC

To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

Surrender IEC

Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Screen 47

- Click on start fresh application button or click on proceed with Existing Application Button in case user already saved a draft application.

Blr. सरकार विभिन्न एवं उद्योग मंत्रालय
GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE
Azadi Ka
Amrit Mahotsav

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI Q 15

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

Modify IEC

Last Login 18-Apr-2022 17:44:30

Draft Application | Modification of IEC

Show 10 entries Search:

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 Previous Next

Start Fresh Application

Screen 48

4. Modify the details in the General Information Section. (If required).

Blr. सरकार विभिन्न एवं उद्योग मंत्रालय
GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE
Azadi Ka
Amrit Mahotsav

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI Q 15

Home / My Dashboard / Importer Exporter Code (IEC) / View and Manage IEC

Modify IEC

Last Login 18-Apr-2022 17:44:30

Feedback

General Information Details of Proprietor/Partner/Direct... Bank Information Other Details (Preferred sectors of operations) Declaration Application Summary

Basic Details

Note: The IEC Update / Modification request are auto approved except for the cases where the Importer/Exporter have done:
a) Change of PAN of the Firm for numeric IECs or
b) Change in Nature of Concern for the firm or
c) Change in Partner/Signatory Details where the nature of concern is Partnership, LLP, HUF, Trust or Society
Kindly upload supporting documents in the respective sections for faster processing of your application.

Nature of concern/Firm *

Firm Name *

Screen 49

Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information Details of Proprietor/Partner/Direct... Bank Information Other Details (Preferred sectors of operations) Declaration Application Summary

Basic Details

Firm Address Details

Address Line 1 *: 2-04 Service Industry Center, DC, Janakpuri

Address Line 2: Transport Authority Bldg

PIN Code *: 110058

City *: New Delhi

State *: DELHI

District *: WEST DELHI

Jurisdictional DGFT RA *: RA DELHI

Feedback

Click or Drag and Drop file to upload

Note: Please upload supporting documents as Proof of Address. This can be any of the following:

Screen 50

- Modify firm address, City and PIN. Based on the PIN enter by user state, district and Jurisdictional DGFT RA will be selected by system.
- Modify attachment of address proof of the Firm, if required. Address Proof can be any one of the following documents:
 - Sale Deed, rent agreement, lease deed, electricity bill, telephone land line bill, mobile, post-paid bill, MoU, Partnership deed
 - Other acceptable documents (for proprietorship only): Aadhar card, passport, voter id
 - In case the address proof is not in the name of the applicant firm, a no objection certificate (NOC) by the firm premises owner in favor of the firm along with the address proof is to be submitted as a single PDF document.

Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information Details of Proprietor/Partner/Direct... Bank Information Other Details (Preferred sectors of operations) Declaration Application Summary

Basic Details

Firm Address Details

Branch Details

Whether the firm is located in Special Economic Zone (SEZ)? * YES NO

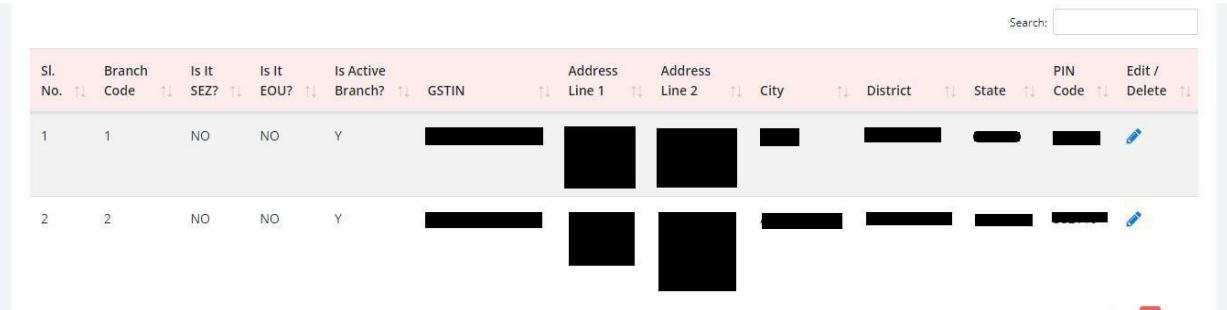
Whether the firm is located in Export Oriented Unit (EOU) Scheme, Electronic Hardware Technology Park (EHTP) Scheme, Software Technology Park (STP) Scheme or Bio-Technology Park (BTP) scheme? *

Is Active Branch?

GSTIN Number

Feedback

Screen 51



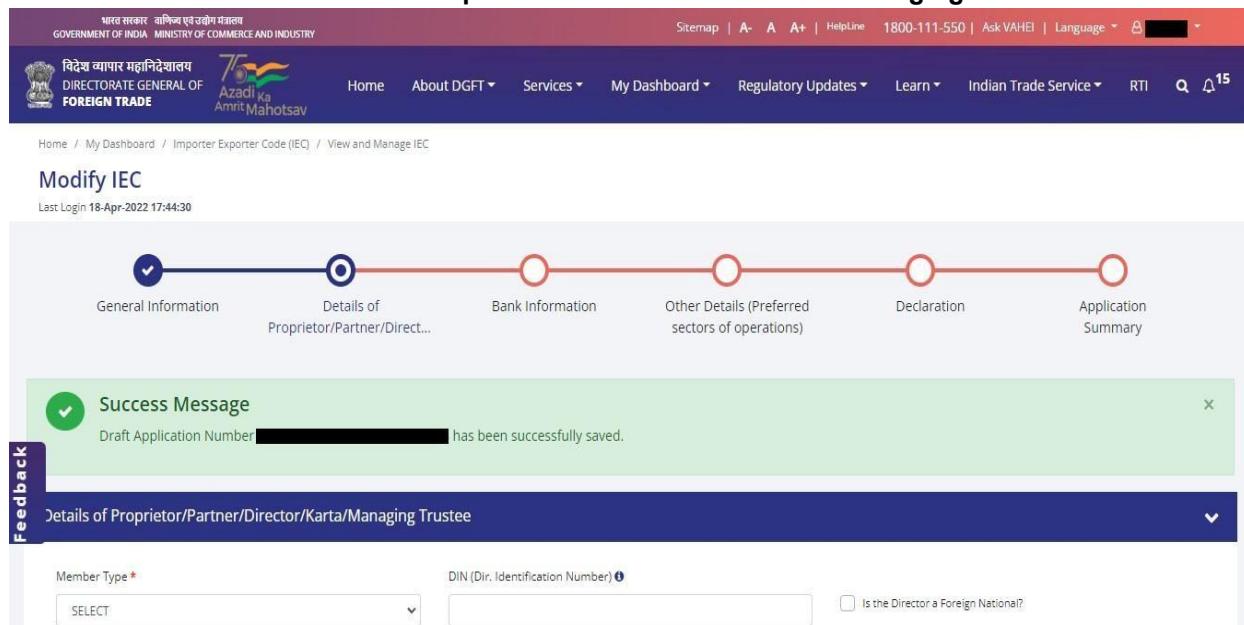
Showing 1 to 2 of 2 entries

Previous 1 Next

Clear All Save & Next

Screen 52

5. Enter the details in the “Details of Proprietor/Partner/Director/Karta/Managing Trustee” Tab.



Screen 53

- PAN, Name (As per PAN Database) and Date of Birth/ Date of Incorporation – These details will be verified real-time from the CBDT database. Please note Name (as per PAN Database) should include “First Name, middle name and last name” provided while registering for PAN with CBDT/NSDL.
 - Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
 - In case the Director is not an Indian National, tick the check box “**Is the director a Foreign national?**”

6. Modify the details in the “Bank Account Details” Section. (If required).

Home / My Dashboard / Importer/Exporter Code (IEC) / View and Manage IEC

Modify IEC

Last Login 18-Apr-2022 17:44:30

General Information Details of Proprietor/Partner/Direct... Bank Information Other Details (Preferred sectors of operations) Declaration Application Summary

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Bank Account Details

Feedback

Account Number *	Account Holder Name * <small>(i)</small>	IFSC Code *
Bank Name *	Branch Name *	<input type="checkbox"/> Is Primary?
<input type="button" value="Please Select"/>		
<input type="button" value="Upload"/>		

Screen 54

- Under Bank Account Section, enter Account Number, Account Holder Name, IFSC code, Bank Name, Branch Name and attach proof (Cancelled Bank Cheque / Bank certificate).
 - The Account Holder name should be same as Firm Name.
 - Bank Accounts added by applicant to be verified from NPCI. Validation response time varies bank to bank.
 - Applicant is not allowed to proceed in case bank account validation status received as Failed.
 - If bank account validation status is In Progress, then applicant may submit application. But application status will remain under automatic review until bank validation status is received from NPCI. And application will be processed by DGFT office only if bank account validation status is success. Otherwise, file will be rejected/ marked deficient in case of failed validation.

7) Modify the details in the “Other Details (Exports Sectors preferred)” Section. (If required).

Modify IEC

Last Login 18-Apr-2022 17:44:30

Success Message
Draft Application Number [REDACTED] has been successfully saved.

Other Details (Preferred sectors of operations)

Import Export Others

Feedback

Import Export Others

Chemicals And Allied Products
 Electronic Products
 Engineering Products

Screen 55

8) Under declaration, accept the terms and condition by clicking on check box and enter place.

- I hereby declare that no claim under this SEIS pertains to Transfer of export performance, which not permitted under Para 3.17 of FTP , 2015-20.
- I have gone through Appendix 3D and the Central Product Classification provisional list (as updated from time to time) and the services for which SEIS claim is being made fall under the Codes as mentioned in Appendix 3D.
- 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.
- I/We hereby declare that the particulars and the statements made in this application are true and correct to the and nothing has been concealed or withheld there ANF 3B from.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. In case of ineligible claim / over claim , I shall be obligation to refund ineligible claim / over claim in electronic mode/ any other permitted mode of payment with interest at the rate with interest at the rate prescribed under section 28 A A of The Customs Act 1962, from the date of issue of scrip in the relevant Head of Account of Customs within one month. I understand that I shall also be under obligation to surrender the scrip whether partially utilized or fully unutilized , at any stage , if asked to do so by the DGFT.
- 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.

Feedback

Place *****

Date

Clear All **Save & Next**

Screen 56

9) Check the Application Summary and click on Sign button to sign the application using digital token of the Firm and proceed to make the payment against application.

prescribed in law or otherwise warranted.

5. 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 there from.

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

By registering you are agreeing to our terms & conditions

Place

DELHI

Date

19-04-2022

Sign

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:



Available on Google Play

Screen 57

Confirm and proceed to make the payment against application.

been concealed or withheld there from.

6. 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 to make a Payment O

Sign

Once signed, You will not be able to edit the application, Are you sure you want to sign the application?

Cancel

OK

Feedback

ABOUT US

DGFT Organisation

Structure

HQ Contact

RA Contact

Citizen Charter

Complaints / Suggestions /

Feedback

SERVICES

IEC

Advanced

Authorization

EPCG

Classification

O&M Instructions

FT DIR Act

Goods & Services Tax (GST)

Shipping

Map

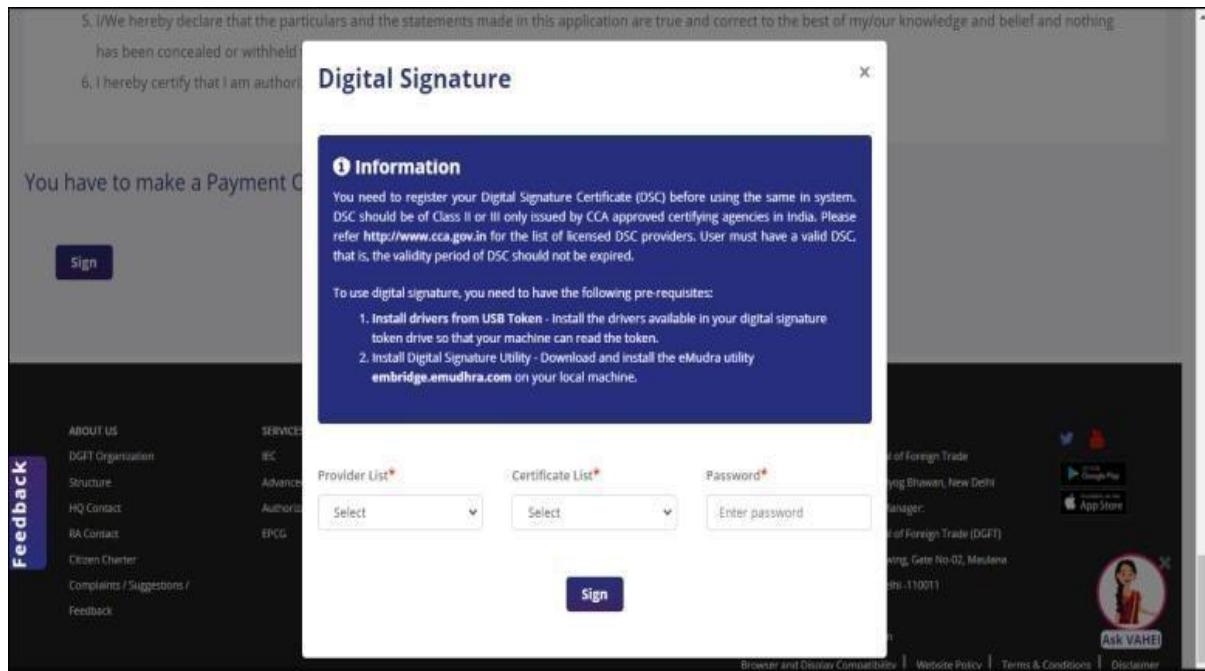
New Users (11071)

1800-111-550

dgfted@icidoc.in

[Browser and Display Compatibility](#) | [Website Policy](#) | [Terms & Conditions](#) | [Disclaimer](#)

Screen 58



Screen 59

For Payment you shall be redirected to Payment Gateway (Bharat Kosh). The Modification of IEC Fee is Rs 200

After Successful Payment the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the user can also download the receipt.

IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Apply for iec
Mode of Signature	Digital Signature
PAYMENT DETAILS	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-30 04:41:55

Screen 60

The user shall receive the IEC Certificate in the email (used while applying for IEC) and if required the User can download the IEC Certificate after login the DGFT Website and using “Print Certificate” feature in “Manage IEC”

Note: Bank Account details verified from NPCI in near real time (in few seconds). But for some banks account validation may take up to 2 weeks. Application will be submitted with

status Under Automatic Review for applications where bank account verification status is pending with NPCI and status will update (Rejected/ Deficient/ Auto Approved/ In Progress) on receiving on bank verification status.

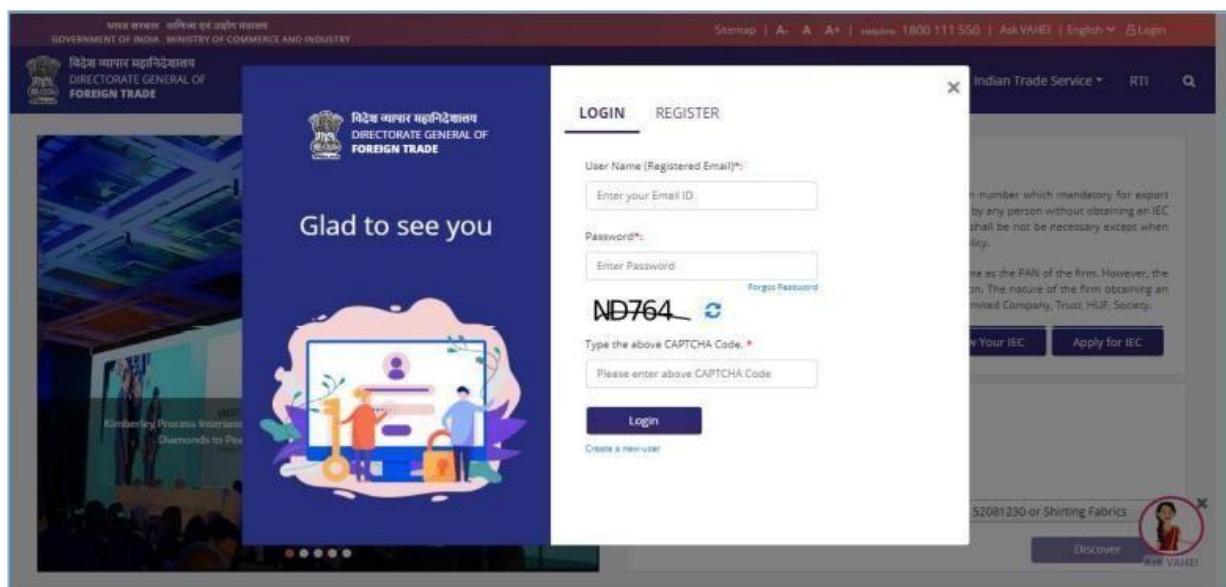
10. Surrender Request for IEC

To Surrender an existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC which contains the details of the Firm/ Aadhar for Proprietor or Members of the Firm.
- IEC with 'Active' Status

Then proceed with the following steps:

- Visit the DGFT website and login into the portal with valid credentials.



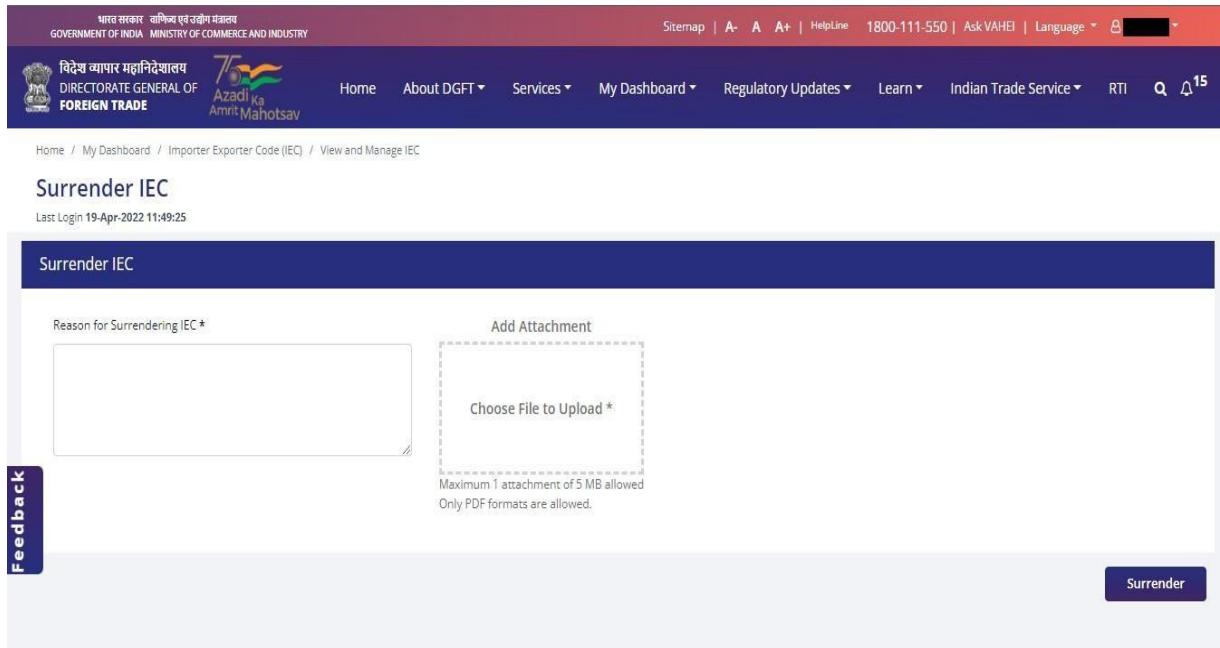
Screen 61

- Proceed with Surrender IEC process by clicking on "My IEC" button on dashboard or from "Services-> IEC Profile Management".

Screen 62

3. Now select the Surrender IEC tab and click on It. **Screen 63**

4. Now Enter the reason for Surrender of your IEC & provide the supporting documents for surrender request and then click on Surrender button
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.



Reason for Surrendering IEC *

Add Attachment

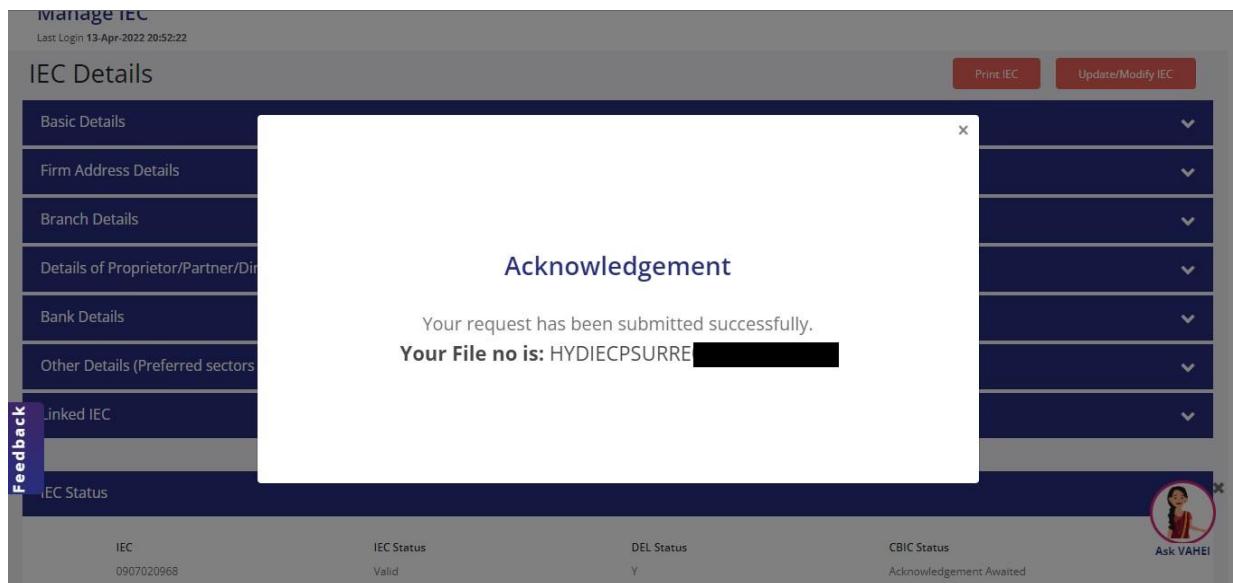
Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Surrender

Screen 64

6. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.



Manage IEC

IEC Details

Basic Details

Firm Address Details

Branch Details

Details of Proprietor/Partner/Dir

Bank Details

Other Details (Preferred sectors)

Linked IEC

IEC Status

Print IEC

Update/Modify IEC

Acknowledgement

Your request has been submitted successfully.

Your File no is: HYDIECP SURRE [REDACTED]

IEC: 0907020968

IEC Status: Valid

DEL Status: Y

CBIC Status: Acknowledgement Awaited

Ask VAHEI

Screen 65

11. Revoke Suspension Request for IEC

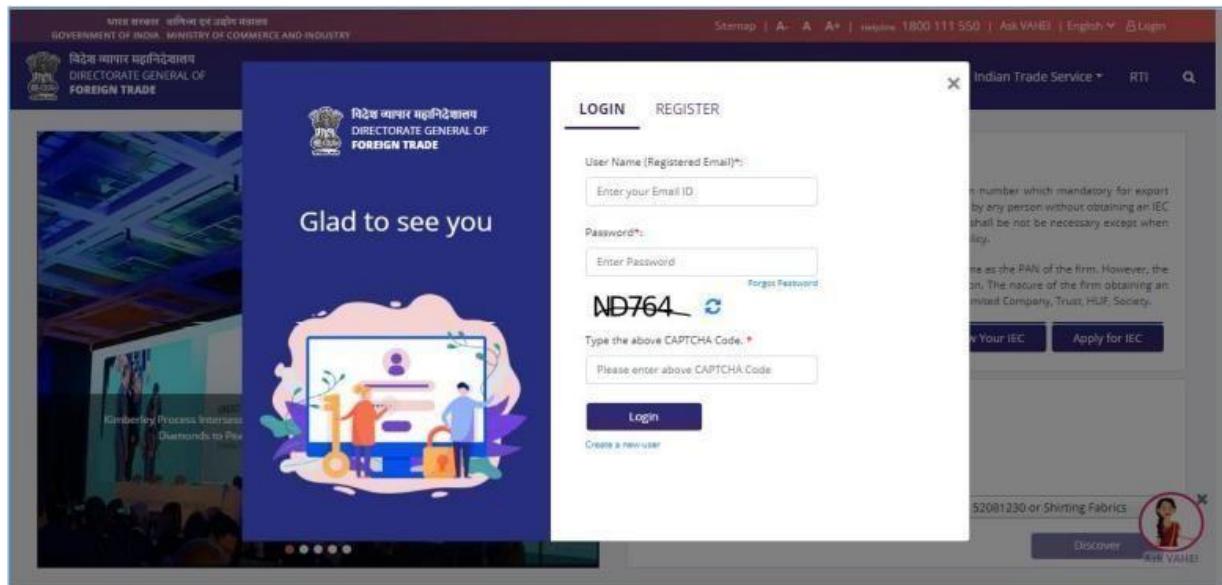
To Revoke the Suspension on your existing Importer Exporter Code (IEC) on the DGFT portal you would require

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an active DSC which contains the details of the Firm c)
with Suspended Status

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 66

2. Proceed with Surrender IEC process by clicking on “**My IEC**” button on dashboard or from “**Services-> IEC Profile Management**”.

Screen 67

3. Now select the Request Revoke Suspension tab and click on It.

IEC

View IEC Profile
The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Print IEC
Print your IEC Certificate containing the Firm Name, Address, IEC Number, Date of Issue and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online.

Update/Modify IEC
To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

Surrender IEC
Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and DGFT benefits and schemes.

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Request for Merger /

Screen 68

- Now Enter the reason for Revoke Suspension of your IEC & provide the supporting documents for Revoke Suspension and then click on Revoke Suspension button.
- Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

IEC Status

IEC: [REDACTED]
Firm Name: [REDACTED]
IEC Status: Suspended

Update Date: 31/03/2020
Order Number: DELDEL5NIC37031

Revoke Suspension

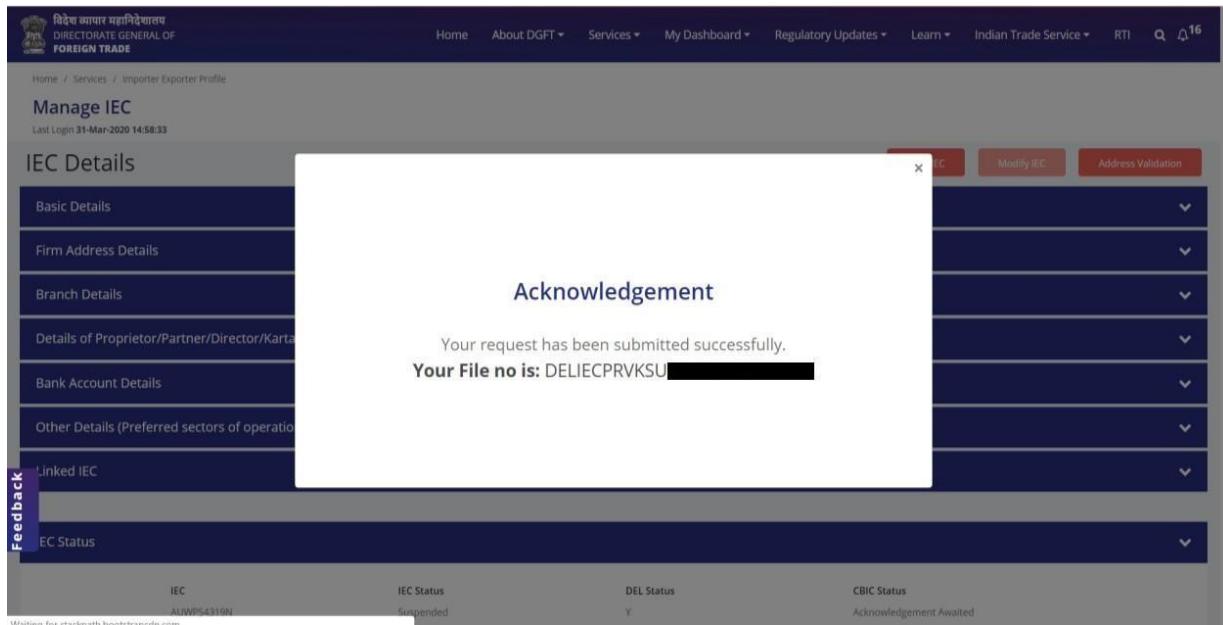
Reason for Revoke Suspension *
I Want you to revoke my Suspension with xxx reason and I'm providing the supporting document with me.

Supporting document.pdf
Choose File to Upload *
Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Revoke Suspension

Screen 69

6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response



Screen 70

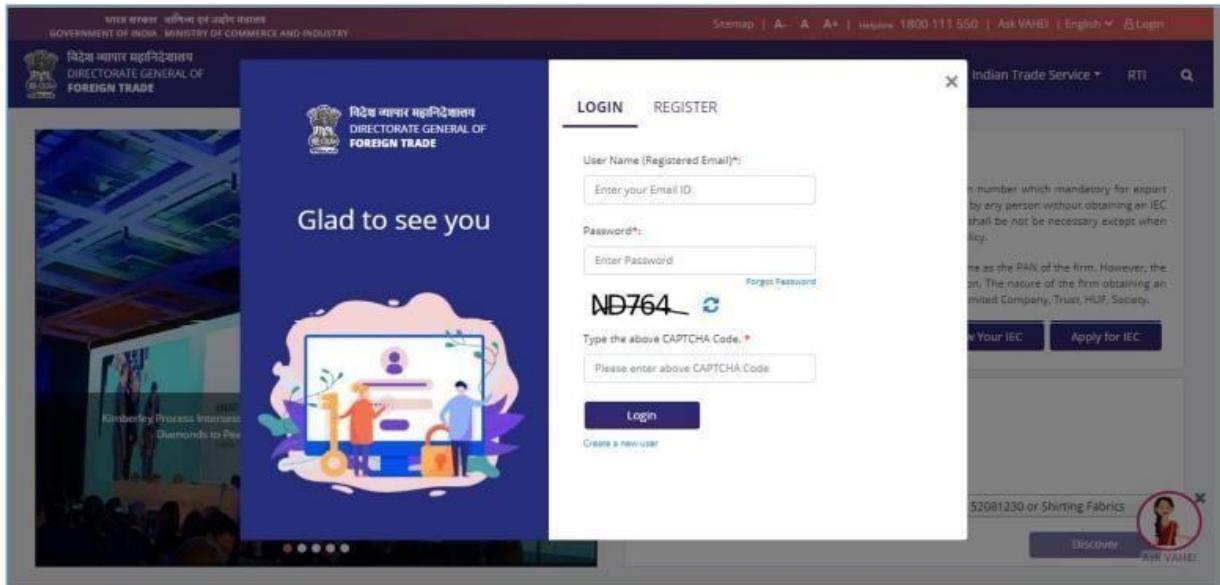
12. Revoke Cancellation Request for IEC

To Revoke the Cancellation on your existing Importer Exporter Code (IEC) 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 DSC which contains the details of the Firm c) with Suspended Status

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 71

2. Proceed with Surrender IEC process by clicking on “**My IEC**” button on dashboard or from “**Services-> IEC Profile Management**”.

The screenshot shows the DGFT dashboard. On the left, there is a sidebar for 'For Your Action Notifications' which says 'No Task Available'. On the right, there is a main content area with a sidebar for 'IEC Profile Management' which is highlighted with a blue arrow. The main content area displays 'Valid IEC Status', '0 Value of Scrips Approved', and '2 Authorisations Issued'.

Screen 72

3. Now select the Request Revoke Cancellation tab and click on It.

IEC

View IEC Profile
The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export/Performance etc. are captured under this profile.

Print IEC
Print your IEC Certificate containing the Firm Name, Address, IEC Number, Date of Issue and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online.

Update/Modify IEC
To modify an IEC, click and modify the IEC details and submit the request for auto-approved modification.

Surrender IEC
Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Feedback

Screen 73

4. Now Enter the reason for Revoke Cancellation of your IEC & provide the supporting documents for Revoke Cancellation and then click on Revoke Cancellation button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Last Login 13-Apr-2022 20:52:22

IEC Status

IEC [REDACTED]
Firm Name [REDACTED]
IEC Status Valid

Update Date 06/04/2022
Order Number HQRSNIC14850

Revoke Cancellation

Reason for Revoke Cancellation *
Enter Reason

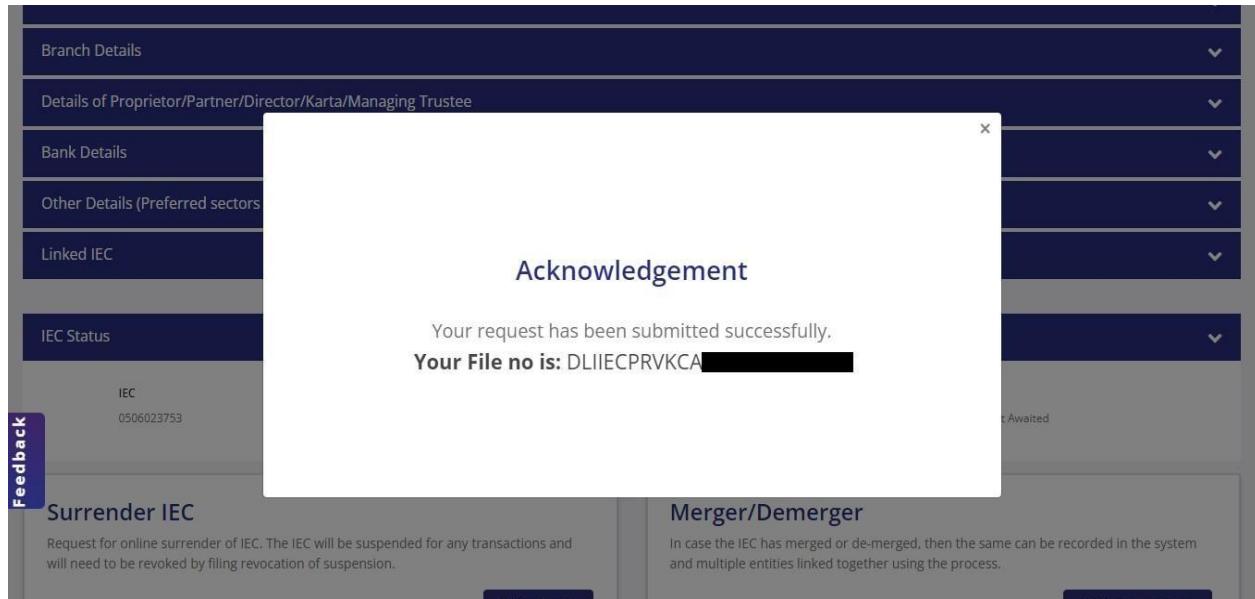
Add Attachment
Choose File to Upload *
Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Submit

Feedback

Screen 74

6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response



Screen 75

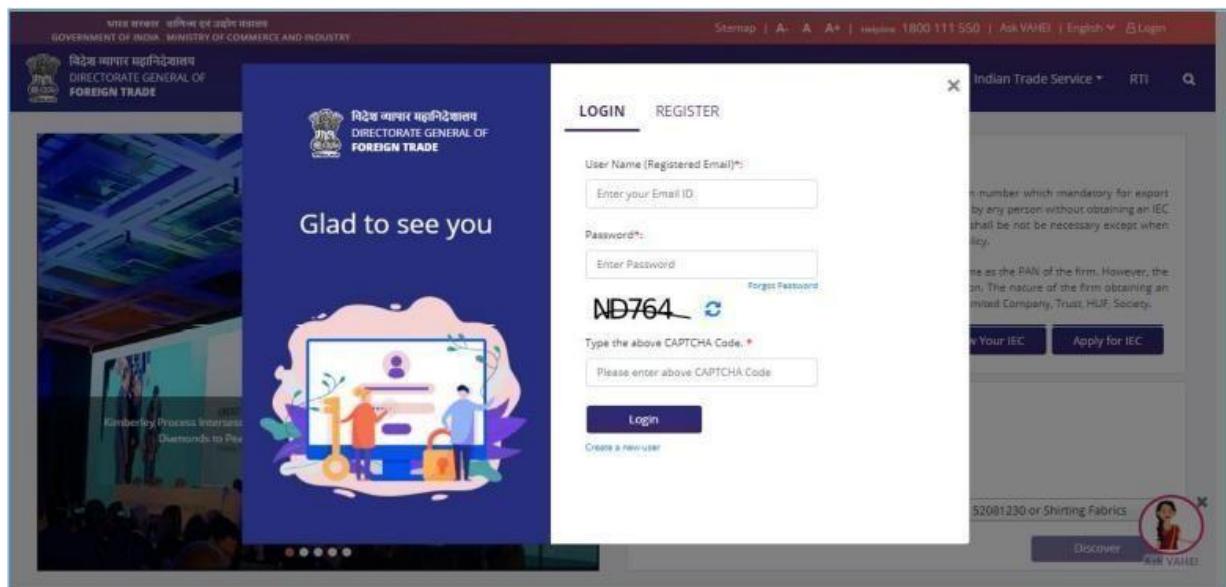
13. Manage Users Linked to IEC

To add more than one user on your existing Importer Exporter Code (IEC) as primary or secondary users 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 DSC which contains the details of the Firm

Then proceed with the following steps:

1. Visit the DGFT website and login in to the portal with valid credentials.



Screen 76

2. Proceed with Surrender IEC process by clicking on “**My IEC**” button on dashboard or from “**Services-> IEC Profile Management**”.

The screenshot shows the DGFT dashboard with the 'Services' menu open. The 'IEC Profile Management' option is highlighted with a blue arrow. The dashboard includes a summary section for 'TECHNOLOGIES PRIVATE LIMITED' showing 'Valid IEC Status', '0 Value of Scrips Approved', and '2 Authorisations Issued'. There are also 'Frequently Accessed Links' for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. A 'Feedback' button is visible on the left.

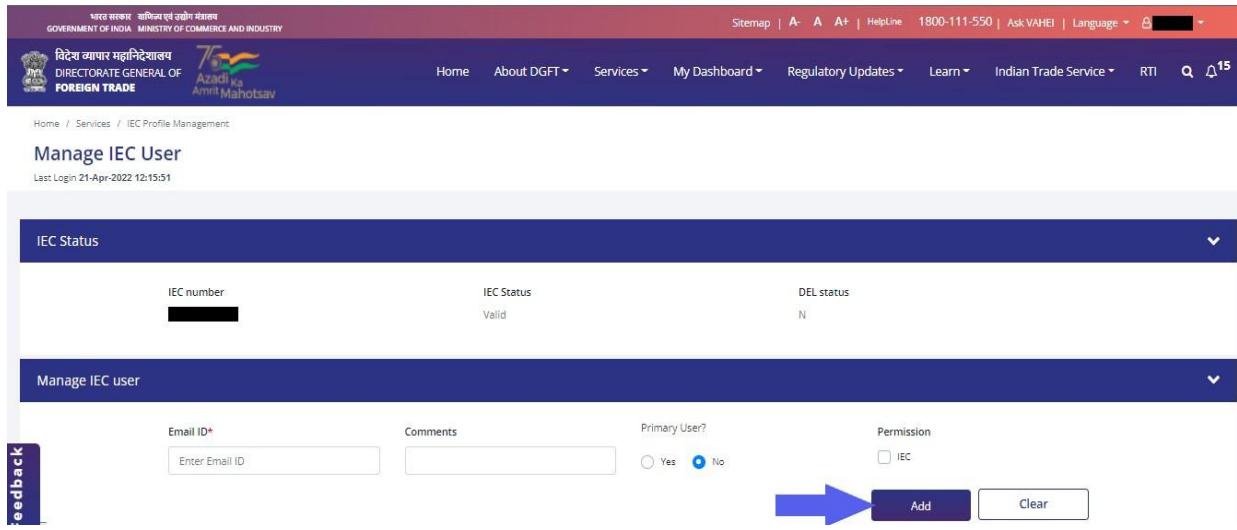
Screen 77

3. Now select the Manager Users Linked to IEC tab and click on It.

The screenshot shows the 'IEC' section of the DGFT dashboard. It includes options for View IEC Profile, Print IEC, Update/Modify IEC, Surrender IEC, Request Removal from DEL, Request Revoke Suspension, Request Revoke Cancellation, and Manage Users Linked to IEC. The 'Manage Users Linked to IEC' button is highlighted with a blue arrow.

Screen 78

4. Now Enter the Email ID, Comments, Select Yes/No to mark it as Primary user & give Permission for IEC by clicking the tick box and then click on add button.



IEC Status

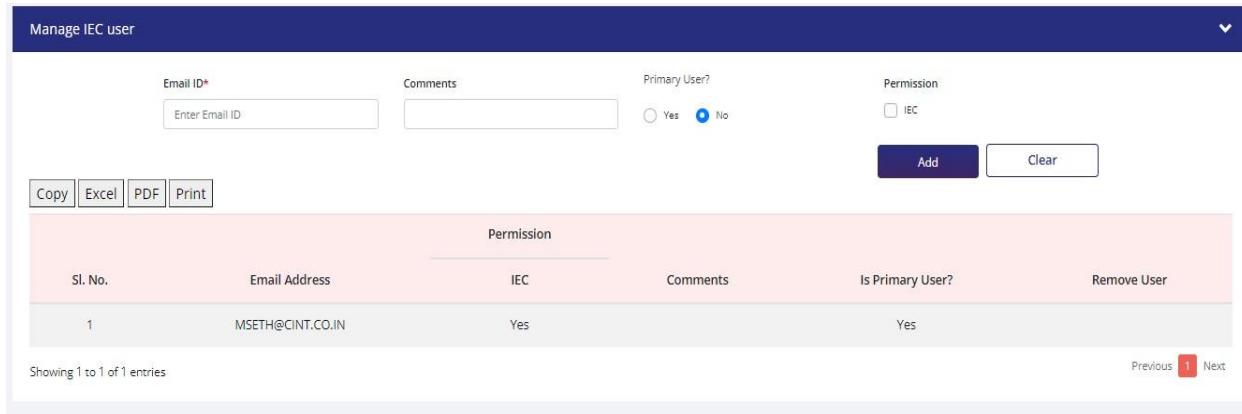
IEC number	IEC Status	DEL status
[REDACTED]	Valid	N

Manage IEC user

Email ID*	Comments	Primary User?	Permission
<input type="text" value="Enter Email ID"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> IEC
→ Add Clear			

Screen 79

5. Added details will be shown as below.



Manage IEC user

Email ID*	Comments	Primary User?	Permission		
<input type="text" value="Enter Email ID"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> IEC		
Copy Excel PDF Print Add Clear					
Permission					
Sl. No.	Email Address	IEC	Comments	Is Primary User?	Remove User
1	MSETH@CINT.CO.IN	Yes		Yes	Remove User

Showing 1 to 1 of 1 entries

Previous 1 Next

Screen 80

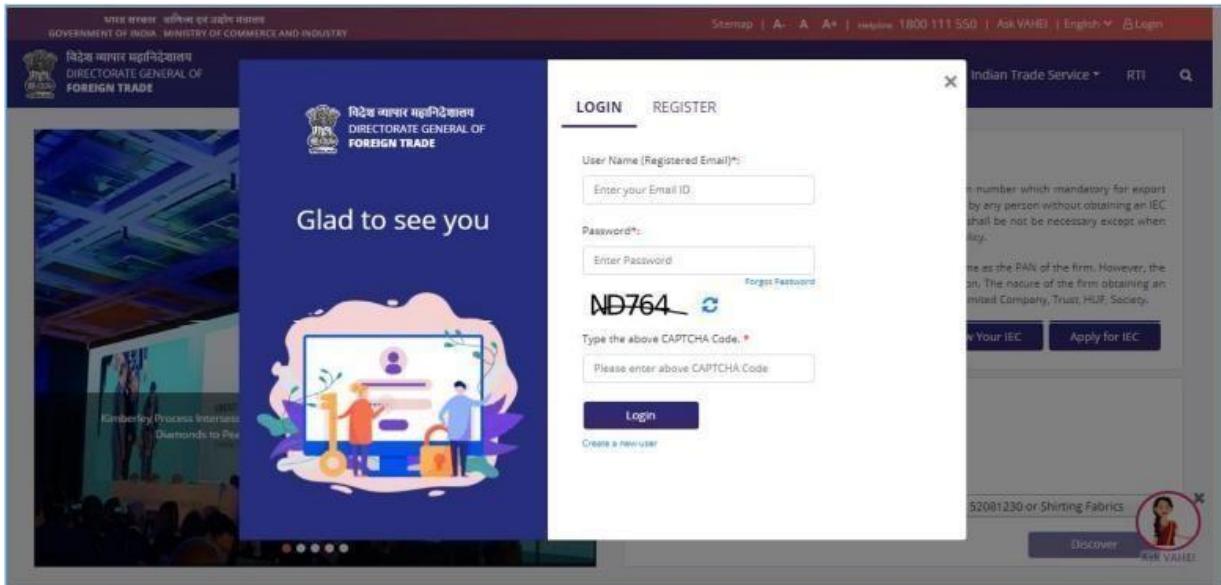
14. Request for Removal from DEL for IEC

To Revoke the DEL order (Denied Entity List) on your existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- IEC with Active DEL orders.

Then proceed with the following steps:

- Visit the DGFT website and login into the portal with valid credentials.



Screen 81

2. Proceed with Surrender IEC process by clicking on “**My IEC**” button on dashboard or from “**Services-> IEC Profile Management**”.

Screen 82

3. Now select the Request Remove from DEL tab and click on It.

IEC

View IEC Profile

The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Feedback

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Apply

Print IEC

Print your IEC Certificate containing the Firm Name, Address, IEC Number, Date of Issue and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online.

Feedback

Update/Modify IEC
To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

Feedback

Apply

Surrender IEC
Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Feedback

Apply

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Feedback

Apply

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Feedback

Apply

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Feedback

Apply

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Feedback

Apply

Request for Merger /

Screen 83

4. Now Select the Active DEL orders from the DEL order List & then Enter the reason for Remove from DEL of your IEC for selected DEL orders & provide the supporting documents for same and then click on Submit button.
5. Window will pop-up for the Digital signature and then proceed with DSC details and submit therequest .

Last Login 13-Apr-2022 20:52:22

IEC Status

IEC	Firm Name	IEC Status
[REDACTED]	[REDACTED]	Valid
Update Date	Order Number	
06/04/2022	HQRSCN1C14850	

Revoke Cancellation

Reason for Revoke Cancellation *

Enter Reason

Add Attachment

Choose File to Upload *

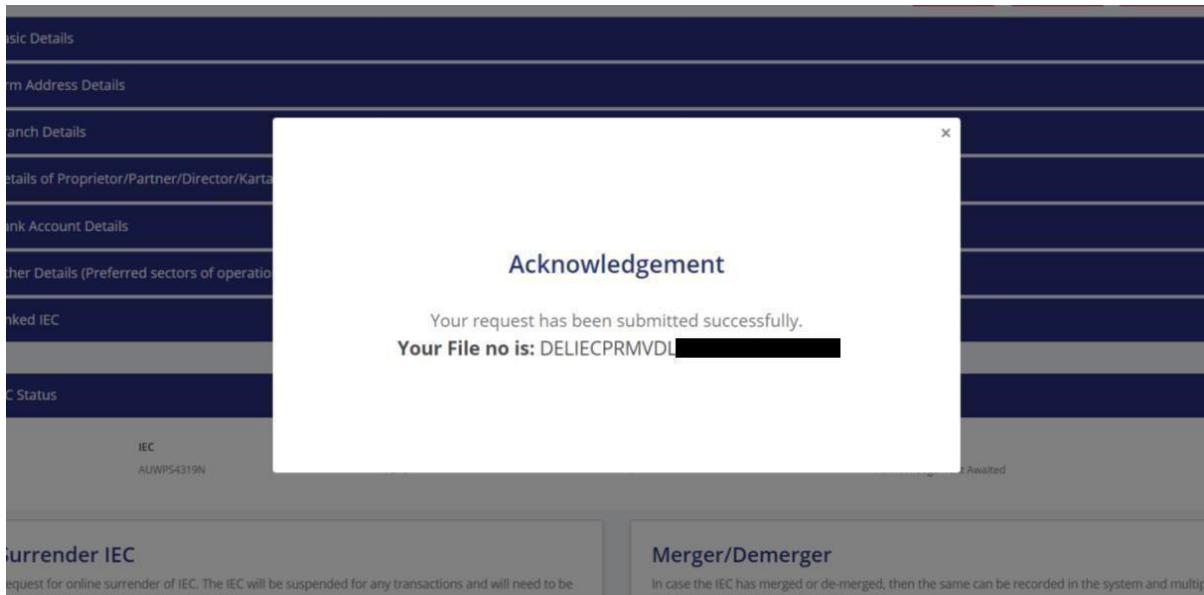
Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Feedback

Submit

Screen 84

6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.



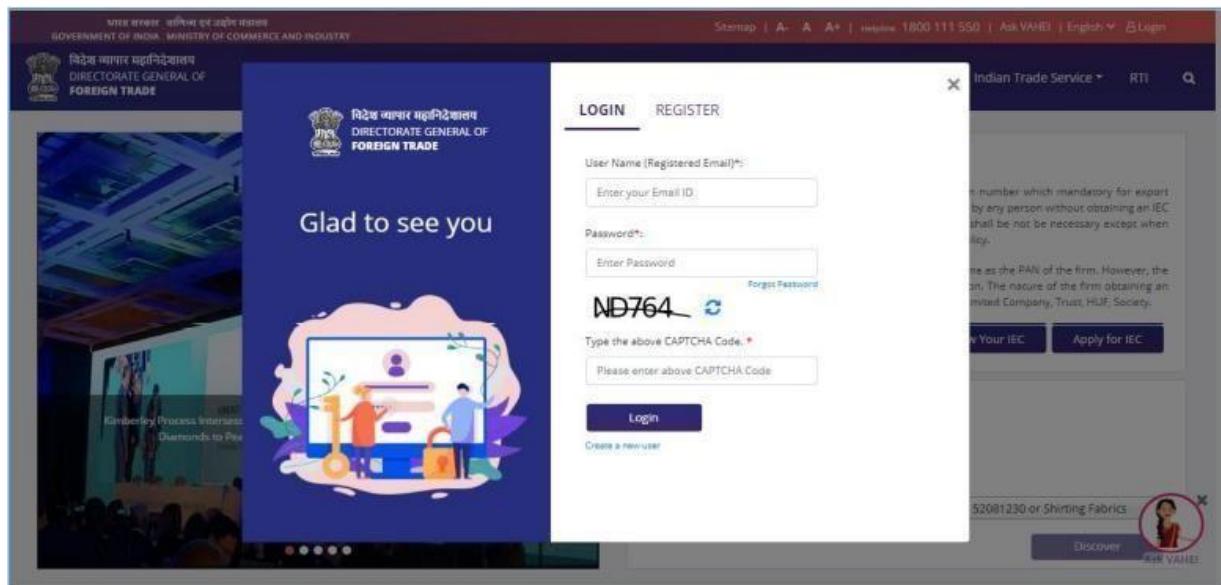
Screen 85

15. Request for Merger/Demergers of IEC's

To Merger/Demerge your Importer Exporter Code (IEC) with another IEC on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- IECs to be Merged/Demerged. Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 86

2. Proceed with Surrender IEC process by clicking on “**My IEC**” button on dashboard or from “**Services-> IEC Profile Management**”.

Screen 87

3. Now select the Request for Merger / Demerger tab and click on It.

Screen 88

4. Now Select the type of request from Merger/Demerger.

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Request for Merger / Demerger
In case the IEC has merged or de-merged, then the same can be recorded in the system and multiple entities linked together using the process.

Feedback

You have requested for merger/demerger.
What do you want to apply as?

Merger Demerger

Screen 89

5. Now Enter the IEC number of Other IEC you want Merge/Demerge, Select Order date of court and End date of IEC, Enter the reason for the Request and click on submit button, then Window will pop-up for the Digital signature and then proceed with DSC details and submit the request.

Monika's Dashboard
Last Login 19-Apr-2022 12:08:21

Add New IEC

New IEC No.*
Enter new IEC no.

Firm Name*
Enter firm name

Merger

Order date by court*
Enter order date by court

End date of Old IEC*
Enter end date of Old IEC

Reason For Merger*
Enter Reason

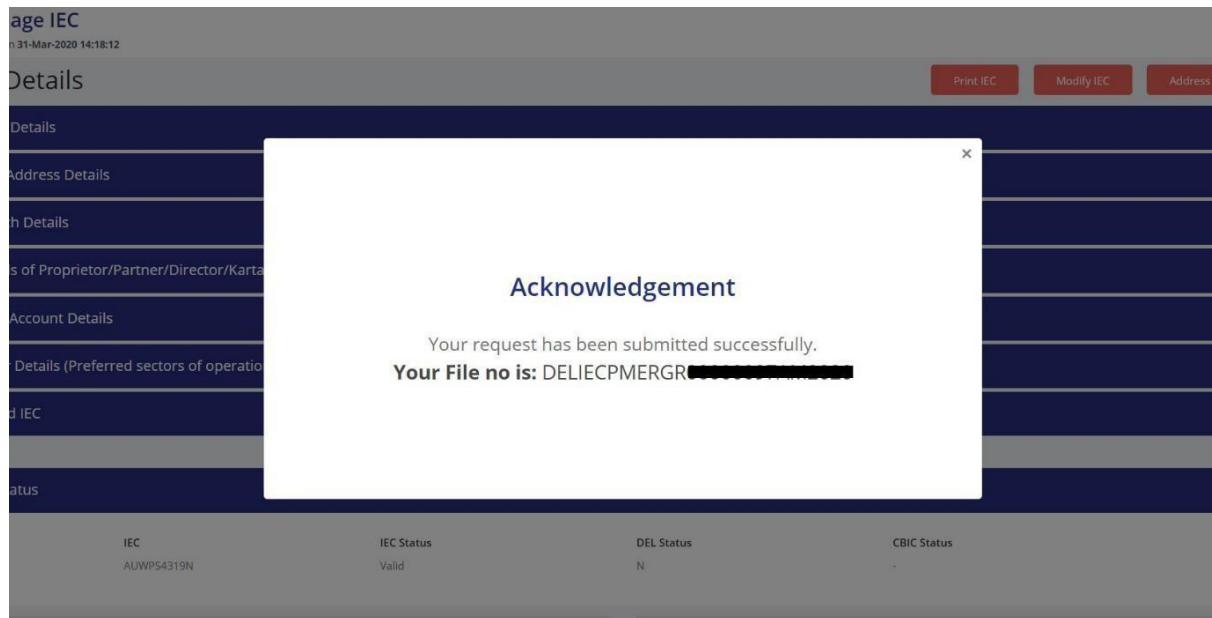
Add Attachment
Choose File to Upload *
Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

Feedback

SUBMIT

Screen 90

6. Now Proceed with the digital signature details and submit the DSC details and user will be able to see Acknowledgement pop-up with file number as a success response.



Screen 91

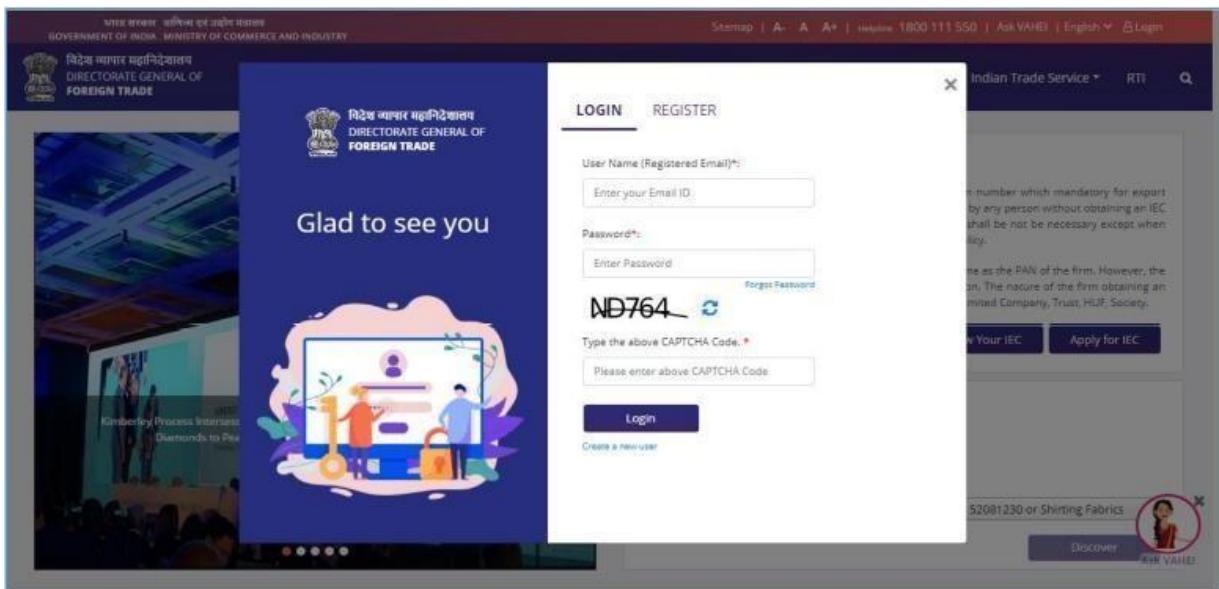
16. View and Modify RCMC Details

To View/Modify your RCMC detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 92

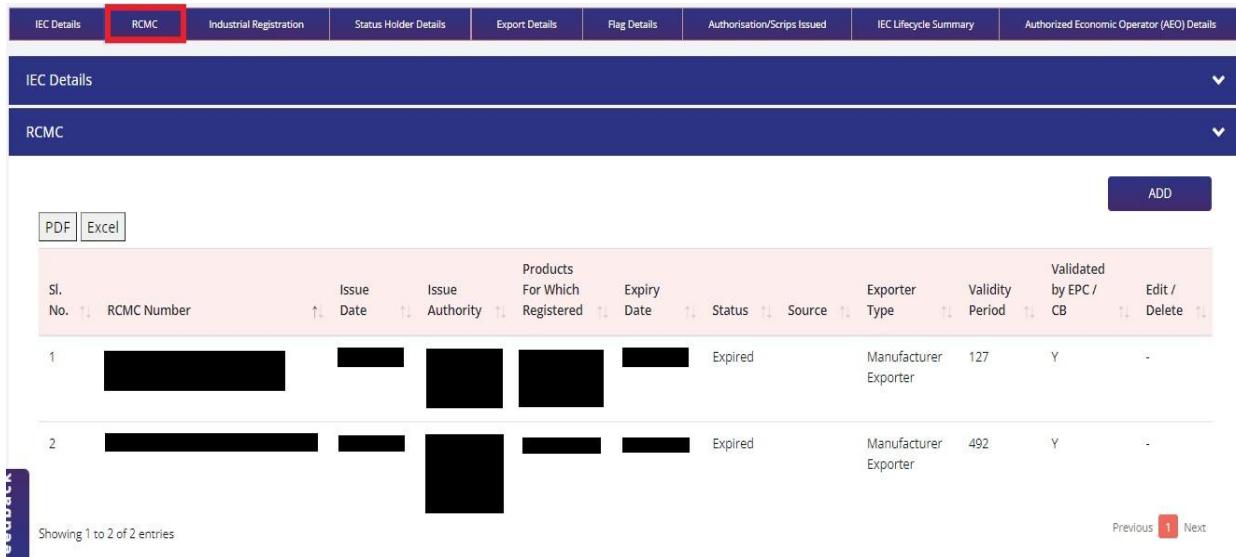
2. Proceed with Surrender IEC process by clicking on “**Manage Profile**” button on dashboard or from “**Services-> IEC Profile Management**”.

Screen 93

3. Now select the View IEC Profile Tab and click on It.

Screen 94

4. Now Select the RCMC tab from Horizontal bar.



IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

PDF Excel

ADD

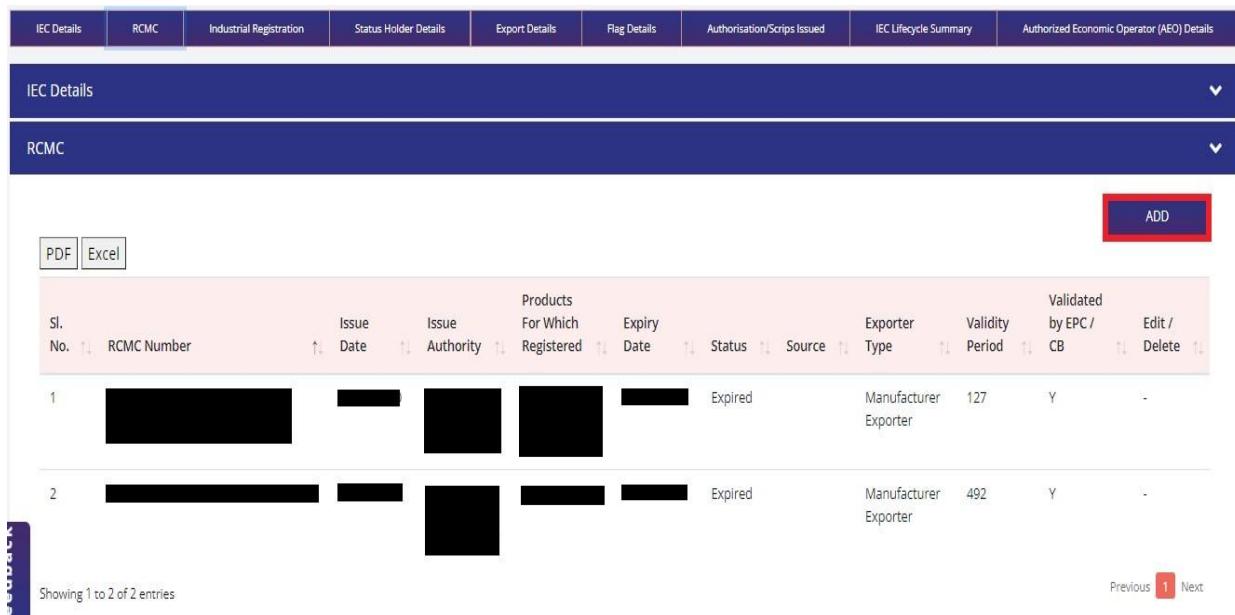
Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	492	Y	-

Showing 1 to 2 of 2 entries

Previous **1** Next

Screen 95

5. Now Click on ADD button to add RCMC details.



IEC Details **RCMC** Industrial Registration Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

PDF Excel

ADD

Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired	[REDACTED]	Manufacturer Exporter	492	Y	-

Showing 1 to 2 of 2 entries

Previous **1** Next

Screen 96

6. Now Enter RCMC Number, select Issue Authority, Product for which registered, Issue Date of RCMC certificate, Expiry Date of Certificate and provide the supporting proof and click on Add button.

Showing 1 to 2 of 2 entries

RCMC Number *	Enter RCMC Number	Issue Authority *	Please Select
Products For Which Registered *	Enter Products for which registered	Issue Date *	Enter Issue Date
Expiry Date *	Enter Expiry Date	Exporter Type *	Please Select
Validity Period *		Source *	Manually added by Exporter
<div style="border: 1px dashed #ccc; padding: 5px; margin-bottom: 5px;"> Add Attachment Choose File to Upload * <small>Maximum 1 attachment of 5 MB allowed Only PDF formats are allowed.</small> </div>		ADD	

Screen 97

7. Once the detail is successfully added you can see your RCMC details under the table below the RCMC Tab.

Success Message
Data Saved Successfully.

IEC Details											
RCMC											
PDF Excel ADD											
Sl. No.	RCMC Number	Issue Date	Issue Authority	Products For Which Registered	Expiry Date	Status	Source	Exporter Type	Validity Period	Validated by EPC / CB	Edit / Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	127	Y	-
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Expired		Manufacturer Exporter	492	Y	-
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Manually added by Exporter	Merchant Cum Manufacturer Exporter	311	/	

Screen 98

17. View and Modify Industrial Registration Details

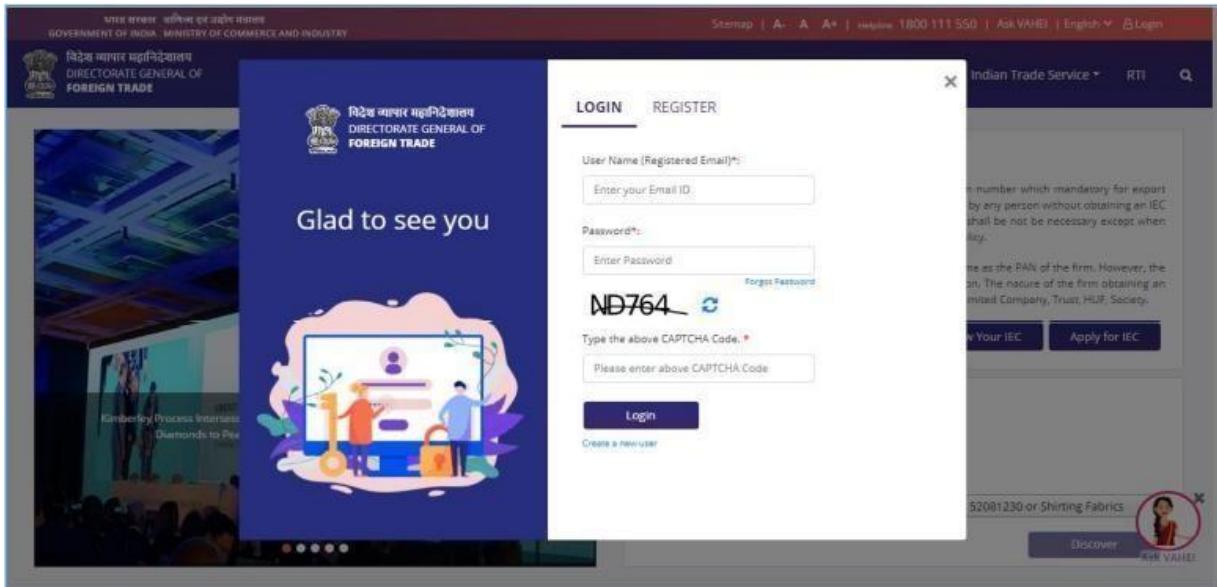
To View/Modify your Industrial Registration detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).'

b) Valid IEC Linked with your profile.

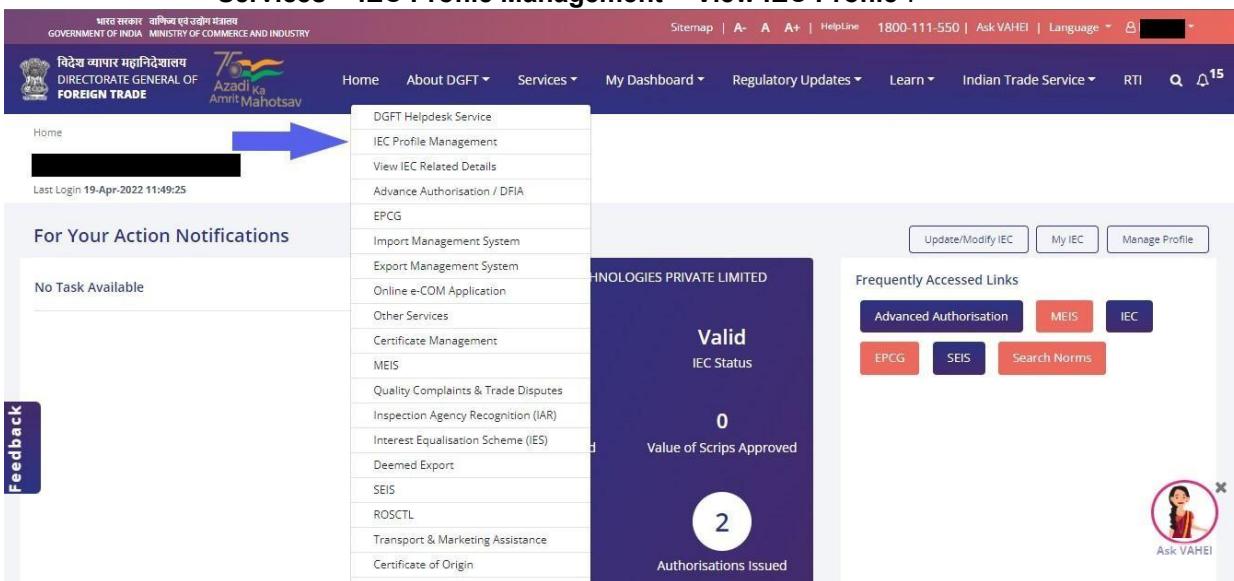
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 99

2. Proceed with Surrender IEC process by clicking on “**Manage Profile**” button on dashboard or from “**Services-> IEC Profile Management ->View IEC Profile**”.



Screen 100

3. Now select the View IEC Profile Tab and click on It.

IEC

View IEC Profile

The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

[Apply ➔](#)

Update/Modify IEC

To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

[Apply ➔](#)

Surrender IEC

Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

[Apply ➔](#)

Request Removal from DEL

Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

[Apply ➔](#)

Request Revoke Suspension

In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

[Apply ➔](#)

Request Revoke Cancellation

In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

[Apply ➔](#)

Manage Users Linked to IEC

More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

[Apply ➔](#)

Request for Merger /

Screen 101

4. Now Select the Industrial Registration tab from Horizontal bar

IEC Details RCMC **Industrial Registration** Status Holder Details Export Details Flag Details Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

Industrial Registration

[Copy](#) [Excel](#) [PDF](#) [Print](#) [ADD](#)

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Screen 102

5. Now Click on ADD button to add Industrial Registration details.

IEC Details RCMC Industrial Registration

Copy Excel PDF Print ADD

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Showing 1 to 1 of 1 entries Previous 1 Next

Screen 103

6. Now Select Registration type of Industry, Registration Number of Industry, Issue Authority, Product for which registered, Date of Issue and provide the supporting proof and click on Add button.

Registration Type *

SSI (Small Scale Industry) DIC IEM

Registration Number *

Enter Registration Number

Issuing Authority *

Enter Issuing Authority

Date of Issue *

Enter Date of Issue

Products for which registered *

Enter Products for which registered

Add Attachment

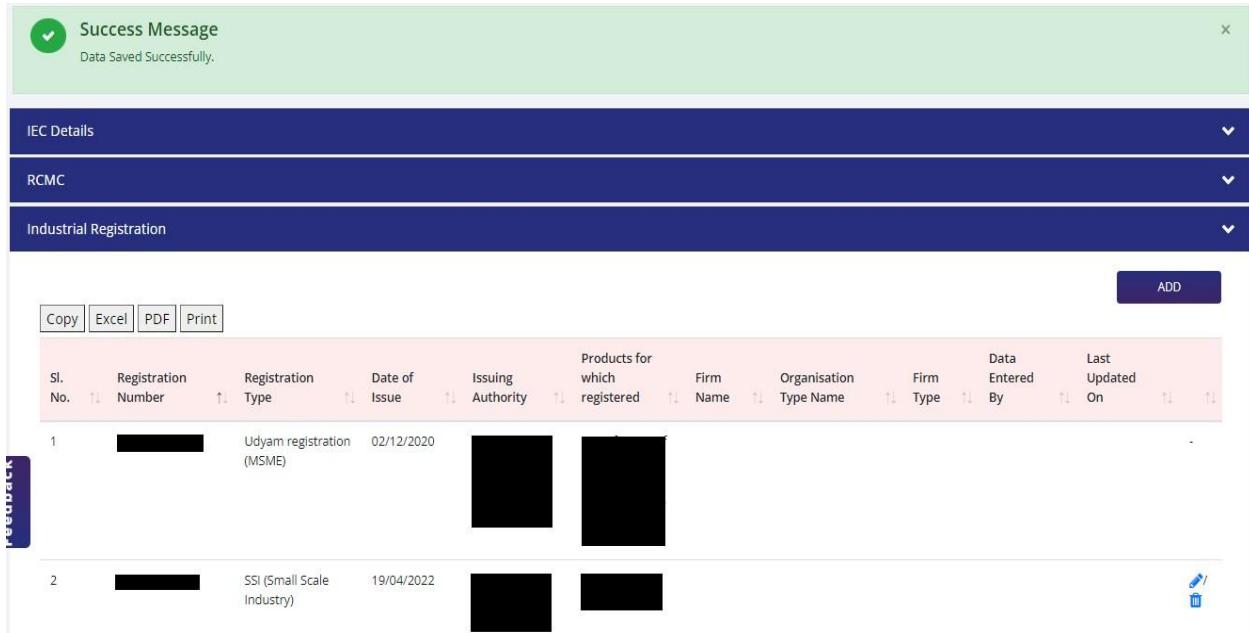
Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

ADD

Screen 104

7. Once the detail is successfully added you can see your Industrial Registration details under the table below the Industrial Registration Tab.



Success Message
Data Saved Successfully.

IEC Details

RCMC

Industrial Registration

ADD

Copy Excel PDF Print

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered	Firm Name	Organisation Type Name	Firm Type	Data Entered By	Last Updated On
1	[REDACTED]	Udyam registration (MSME)	02/12/2020	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	SSI (Small Scale Industry)	19/04/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

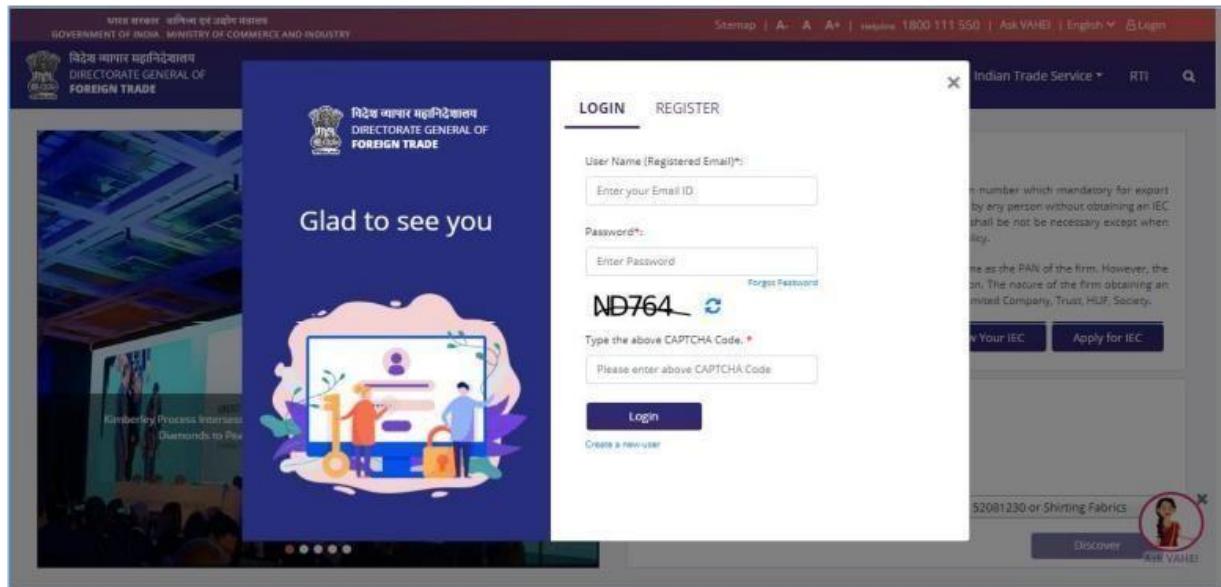
Screen 105

18. View and Modify Authorized Economic Operator (AEO) Details

To View/Modify your Authorized Economic Operator (AEO) detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- Valid IEC Linked with your profile. Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 106

2. Proceed with Surrender IEC process by clicking on “**Manage Profile**” button on dashboard or from “**Services-> IEC Profile Management ->View IEC Profile**”.

The screenshot shows the DGFT dashboard with the 'Services' menu open. The 'IEC Profile Management' option is highlighted with a blue arrow. The dashboard includes a 'For Your Action Notifications' section, a central IEC status summary, and a 'Frequently Accessed Links' panel.

Screen 107

3. Now select the View IEC Profile Tab and click on It.

The screenshot shows the 'IEC' tab selected on the dashboard. The 'View IEC Profile' tab is highlighted with a blue arrow. Other tabs include 'Update/Modify IEC', 'Surrender IEC', 'Request Removal from DEL', 'Request Revoke Suspension', 'Request Revoke Cancellation', and 'Manage Users Linked to IEC'.

Screen 108

4. Now Select the Authorized Economic Operator (AEO) Details tab from Horizontal bar.

Monika's Dashboard

Last Log in: 19-Apr-2022 15:17:38

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
IEC Details								
RCMC								
Industrial Registration								
Status Holder Details								
Export/ Import/ Turnover Details								
Flag Details								
Authorisation/Scrips Issued								
IEC Lifecycle Summary								
Authorized Economic Operator (AEO) Details								

Feedback

[Copy](#) [Excel](#) [PDF](#) [Print](#)

ADD

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
---------	------------------------	----------------------------	---------------

Screen 109

5. Now Click on **ADD** button to add Authorized Economic Operator (AEO) Details.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scrips Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
IEC Details								
RCMC								
Industrial Registration								
Status Holder Details								
Export/ Import/ Turnover Details								
Flag Details								
Authorisation/Scrips Issued								
IEC Lifecycle Summary								
Authorized Economic Operator (AEO) Details								

Feedback

[Copy](#) [Excel](#) [PDF](#) [Print](#)

ADD

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
---------	------------------------	----------------------------	---------------

Screen 110

6. Now Enter AEO Certificate number, AEO Certificate Issue Date & Validity Upto and Provide supporting proof and click on Add button.

Copy Excel PDF Print

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
No data available in table			

Showing 0 to 0 of 0 entries

AEO certificate number *

AEO certificate issue date *

Validity Upto *

Add Attachment

Choose File to Upload *

Maximum 1 attachment of 5 MB allowed
Only PDF formats are allowed.

ADD

Screen 111

7. Once the detail is successfully added you can see your AEO Details under the table below the AEO Tab.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details								
<div style="background-color: #c8e6c9; padding: 5px;"> ✓ Success Message Data Saved Successfully. </div>																
<div style="background-color: #1a237e; color: white; padding: 5px;"> IEC Details ▼ RCMC ▼ Industrial Registration ▼ Status Holder Details ▼ Export/ Import/ Turnover Details ▼ Flag Details ▼ Authorisation/Scripts Issued ▼ IEC Lifecycle Summary ▼ Authorized Economic Operator (AEO) Details ▼ </div>																
<p>Copy Excel PDF Print</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>AEO certificate number</th> <th>AEO certificate issue date</th> <th>Validity Upto</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> </tbody> </table> <p>/ /</p>									Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto	1	██████████	██████████	██████████
Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto													
1	██████████	██████████	██████████													

Screen 112

19. View and Modify Export Details for Financial year

To View/Modify your Export detail corresponding to your Importer Exporter Code (IEC) on the DGFTportal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Valid IEC Linked with your profile. Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.

Directorate General of Foreign Trade (DGFT) Portal Login Page

Exports

	Value in INR	Value in USD
Direct Exports*	10,23,541	1,07,300.00
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	10,23,541.00	1,07,300.00
Supplies to EOQ/EHTP/BTP/STP*	0	0
Supplies to SEZ*	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOQ/EHTP/BTP/STP + Other Deemed Exports + Supplies to SEZ)	0.00	0.00
Total Exports (Sub-Total + Total Deemed Exports)	10,23,541.00	1,07,300.00

Imports

	Value in INR	Value in USD
Direct Imports	0	0
Supplies From SEZs	0	0
Total Imports (Direct Imports + Supplies from SEZs)	0.00	0.00

Trade in Services

	Value in INR	Value in USD
Export of Services	0	0
Import to Services	0	0

Turnover | P&L

Profit/Loss	Annual Turnover
1,07,300.00	2,08,01,621.00

Note: Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA). For the purposes of converting the Deemed export value INR to USD, Please use the rate as notified by RBI for the given period when the realisation had taken place.

Save

Screen 113

2. Proceed with Surrender IEC process by clicking on “Manage Profile” button on dashboard or from “Services-> IEC Profile Management ->View IEC Profile”.

Directorate General of Foreign Trade (DGFT)

भारत सरकार वाणिज्य एवं उद्योग मंत्रालय
GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY

Directorate General of Foreign Trade
Azadi Ka Amrit Mahotsav

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI Search 15

Last Login: 19-Apr-2022 11:49:25

For Your Action Notifications
No Task Available

Feedback

View IEC Profile
The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Update/Modify IEC
To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

Surrender IEC
Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Feedback

Update/Modify IEC My IEC Manage Profile

Frequently Accessed Links
Advanced Authorisation MEIS IEC
EPCG SEIS Search Norms

Ask VAHEI

Screen 114

3. Now select the View IEC Profile Tab and click on It.

IEC

View IEC Profile
The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Update/Modify IEC
To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

Surrender IEC
Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Request Removal from DEL
Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Request Revoke Suspension
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation
In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Manage Users Linked to IEC
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Feedback

Request for Merger /

Feedback

Screen 115

4. Now Select the Export Details tab from Horizontal bar.

Monika's Dashboard

Last Login 19-Apr-2022 16:04:46

IEC Details RCMC Industrial Registration Status Holder Details **Export Details** Flag Details Authorisation/Scrips Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details ▾

RCMC ▾

Industrial Registration ▾

Status Holder Details ▾

Export/ Import/ Turnover Details ▾

Feedback

Financial Year 2019-20

Exports	Value in INR	Value in USD
Direct Exports*	7623541	107800
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	76,23,541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*	0	0
Supplies to SEZ *	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00

Screen 116

5. Now select Financial Year from the Drop Down to add Export details for One Financial Year.

Export/ Import/ Turnover Details ▾

Financial Year 2019-20

Exports	Value in INR	Value in USD
Direct Exports*	7623541	107800
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	76,23,541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*	0	0
Supplies to SEZ *	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)	0.00	0.00

Feedback

Screen 117

6. Now Add Direct Export, Third Party Exports, Total Exports, Supplies to SEZ, Supplies to EOU, Other Deemed Export, Total Deemed Exports and Annual domestic turnover and click on Save button.

Exports		Value in INR	Value in USD
Direct Exports*		7623541	107800
Third Party Exports*		0	0
Sub-Total (Direct Exports + Third Party Exports)		7623541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*		0	0
Supplies to SEZ *		0	0
Other Deemed Exports*		0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)		0.00	0.00
Total Exports (Sub-Total + Total Deemed Exports)		7623541.00	1,07,800.00
Good Imports		Value in INR	Value in USD
Direct Imports		0	0
Supplies From SEZs		0	0
Total Imports (Direct Imports + Supplies from SEZs)		0.00	0.00
Trade in Services		Value in INR	Value in USD
Export of Services			
Import to Services			
Turnover P&L			
Profit/Loss	1,07,800.00	Annual Turnover	2,08,09,821.00
<small>Note: Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA). * For the purpose to converting the Deemed export value INR to USD, Please use the rate as notified by CBIC for the given period when the realisation had taken place.</small>			
		 Save	

Screen 118

7. Once the detail is successfully saved you can view details of export by selecting Financial Year.

Export/ Import/ Turnover Details			
Financial Year			
<input style="width: 100%;" type="text" value="2019-20"/> 			
Exports		Value in INR	Value in USD
Direct Exports*		7623541	107800
Third Party Exports*		0	0
Sub-Total (Direct Exports + Third Party Exports)		7623541.00	1,07,800.00
Supplies to EOU/EHTP/BTP/STPI*		0	0
Supplies to SEZ *		0	0
Other Deemed Exports*		0	0
Total Deemed Exports (Supplies to EOU/EHTP/BTP/STPI + Other Deemed Exports + Supplies to SEZ)		0.00	0.00

Screen 119

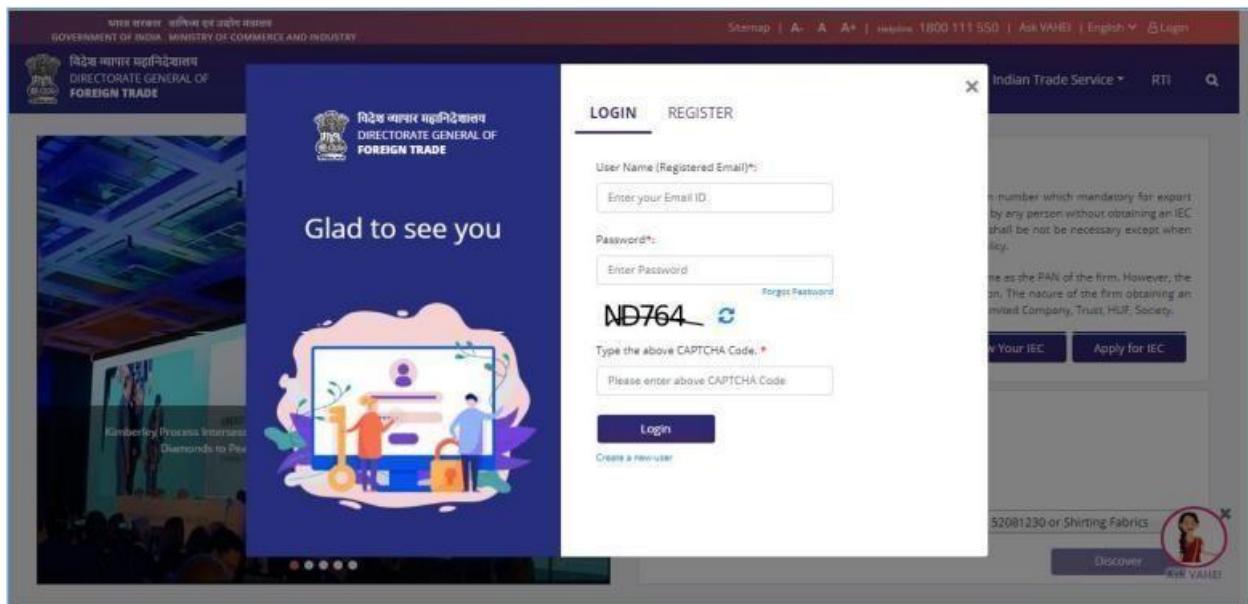
20. View Flag Details

To View Flag details, corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) Valid IEC Linked with your profile. Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.

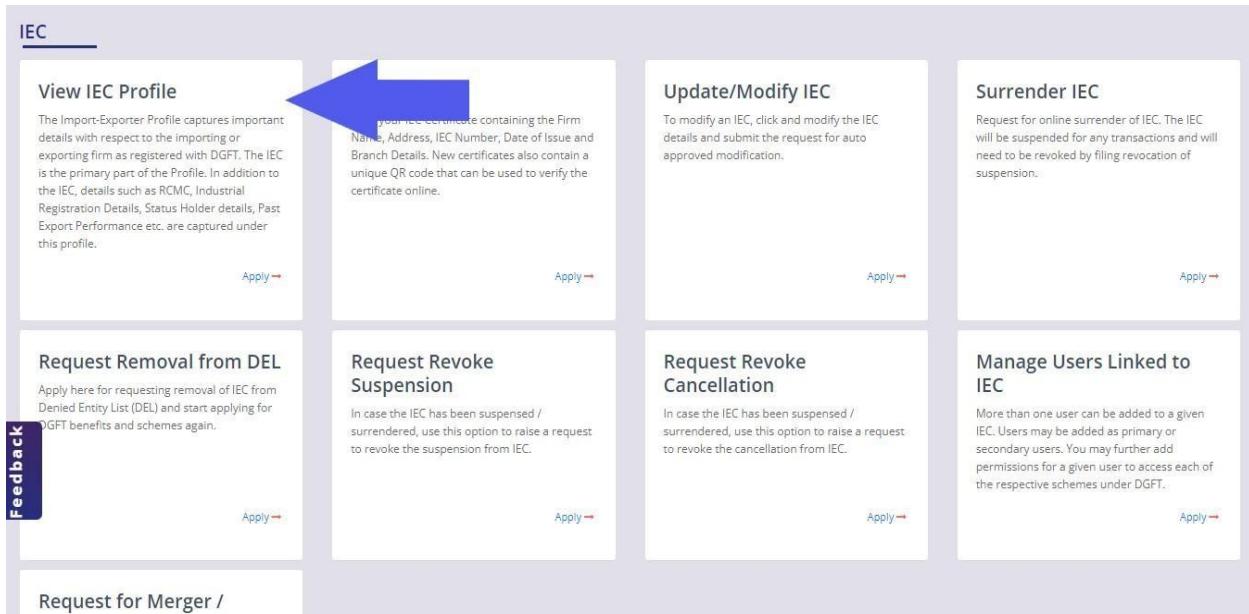


Screen 120

2. Proceed with Surrender IEC process by clicking on “Manage Profile” button on dashboard or from “Services-> IEC Profile Management ->View IEC Profile”.

Screen 121

3. Now select the View IEC Profile Tab and click on It.



IEC

View IEC Profile

The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Feedback

Request Removal from DEL

Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Request Revoke Suspension

In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Request Revoke Cancellation

In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Surrender IEC

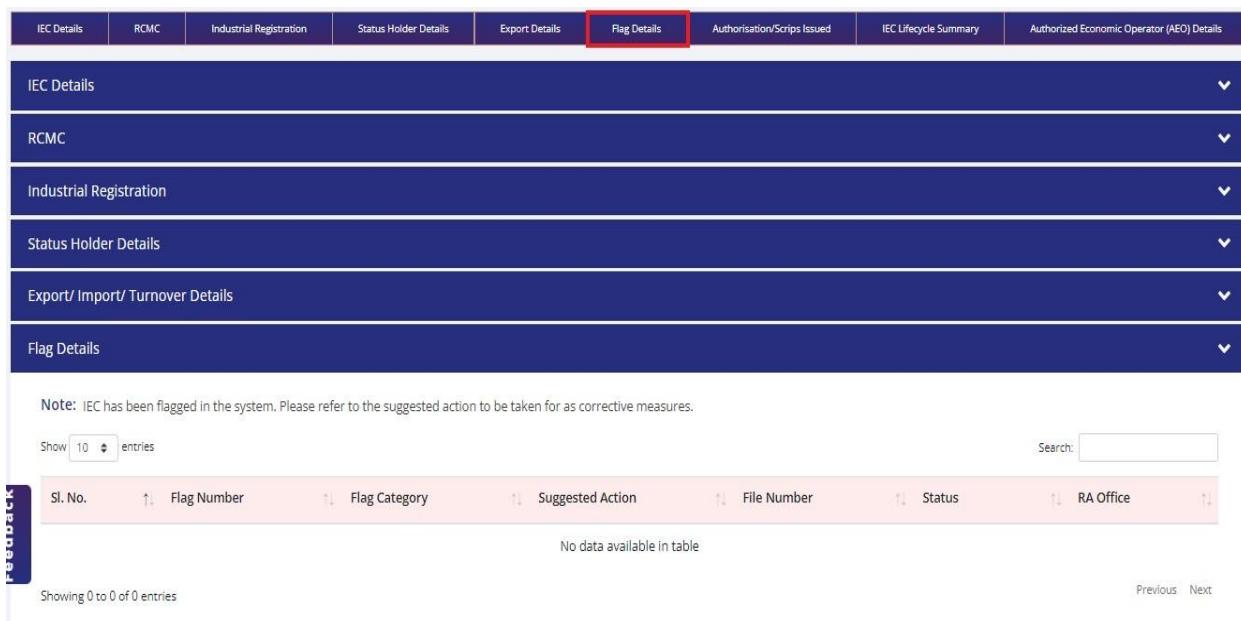
Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Manage Users Linked to IEC

More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Screen 122

4. Now Select the Flag Details tab from Horizontal bar to View IEC Details.



IEC Details RCMC Industrial Registration Status Holder Details Export Details **Flag Details** Authorisation/Scripts Issued IEC Lifecycle Summary Authorized Economic Operator (AEO) Details

IEC Details

RCMC

Industrial Registration

Status Holder Details

Export/ Import/ Turnover Details

Flag Details

Note: IEC has been flagged in the system. Please refer to the suggested action to be taken for as corrective measures.

Show 10 entries Search:

Sl. No.	Flag Number	Flag Category	Suggested Action	File Number	Status	RA Office
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Screen 123

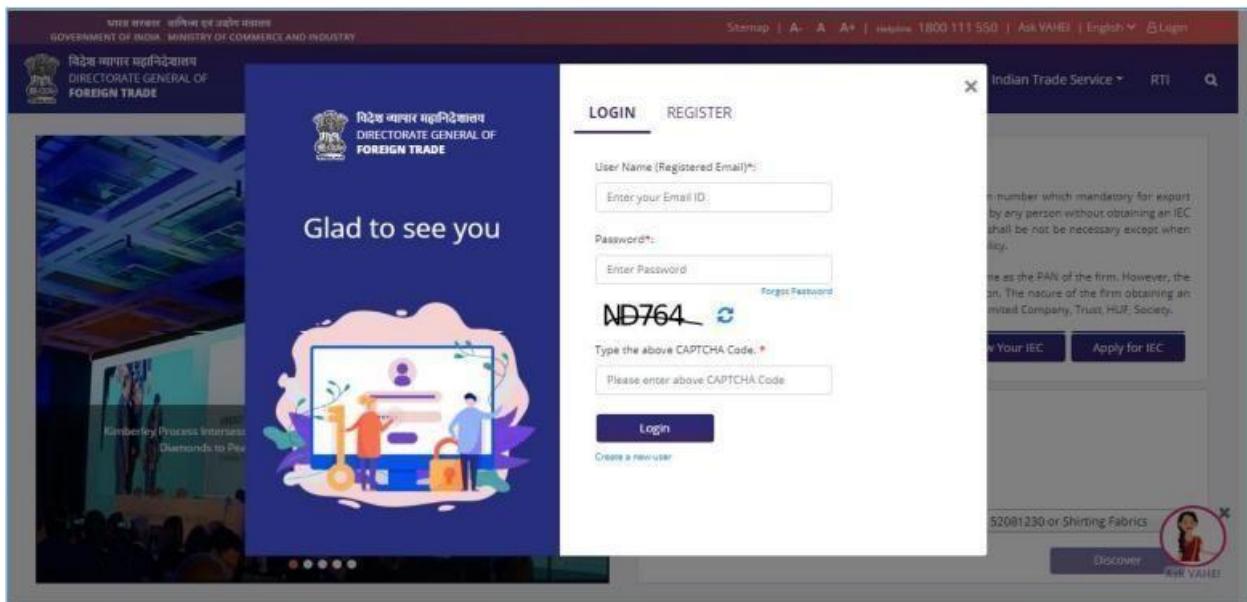
21. View IEC Details, Status Holder Details, Authorizations/Scripts Details & IEC Life Cycle Summary

To View IEC details, Status house Details, Authorization/Scrips Issued Details & IEC Life Cycle Summary corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

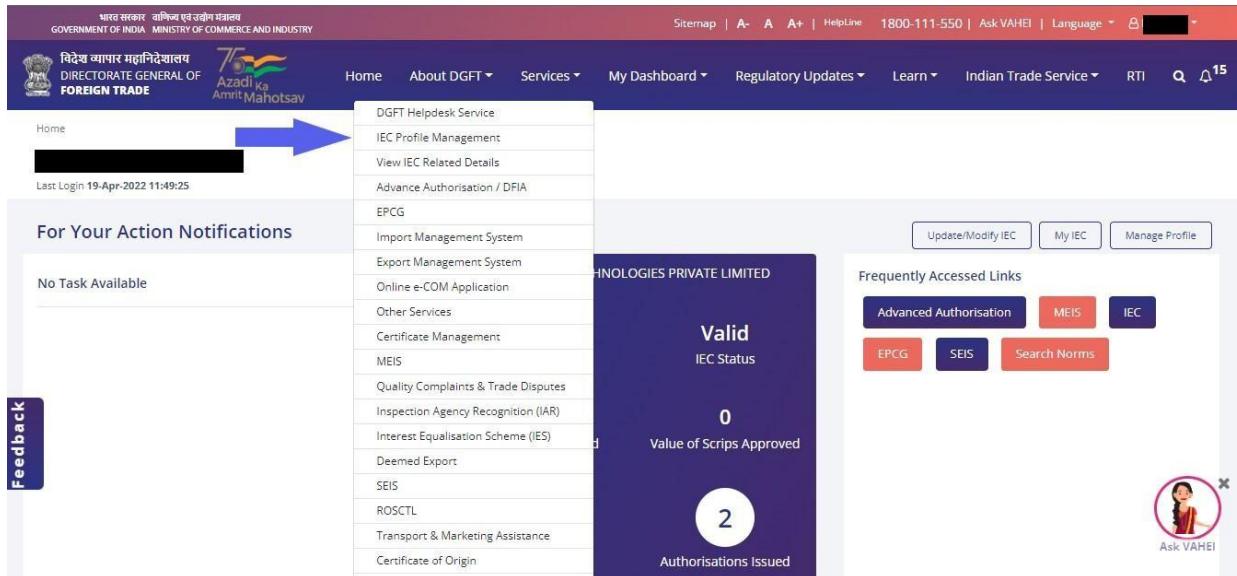
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 124

2. Proceed with Surrender IEC process by clicking on “**Manage Profile**” button on dashboard or from “**Services-> IEC Profile Management ->View IEC Profile**”.



Home | About DGFT | Services | My Dashboard | Regulatory Updates | Learn | Indian Trade Service | RTI | 15

Home | Last Login 19-Apr-2022 11:49:25

For Your Action Notifications

No Task Available

Feedback

DGFT Helpdesk Service | IEC Profile Management | View IEC Related Details | Advance Authorisation / DFIA | EPCG | Import Management System | Export Management System | Online e-COM Application | Other Services | Certificate Management | MEIS | Quality Complaints & Trade Disputes | Inspection Agency Recognition (IAR) | Interest Equalisation Scheme (IES) | Deemed Export | SEIS | ROSCTL | Transport & Marketing Assistance | Certificate of Origin

TECHNOLOGIES PRIVATE LIMITED

Valid IEC Status | 0 Value of Scrips Approved | 2 Authorisations issued

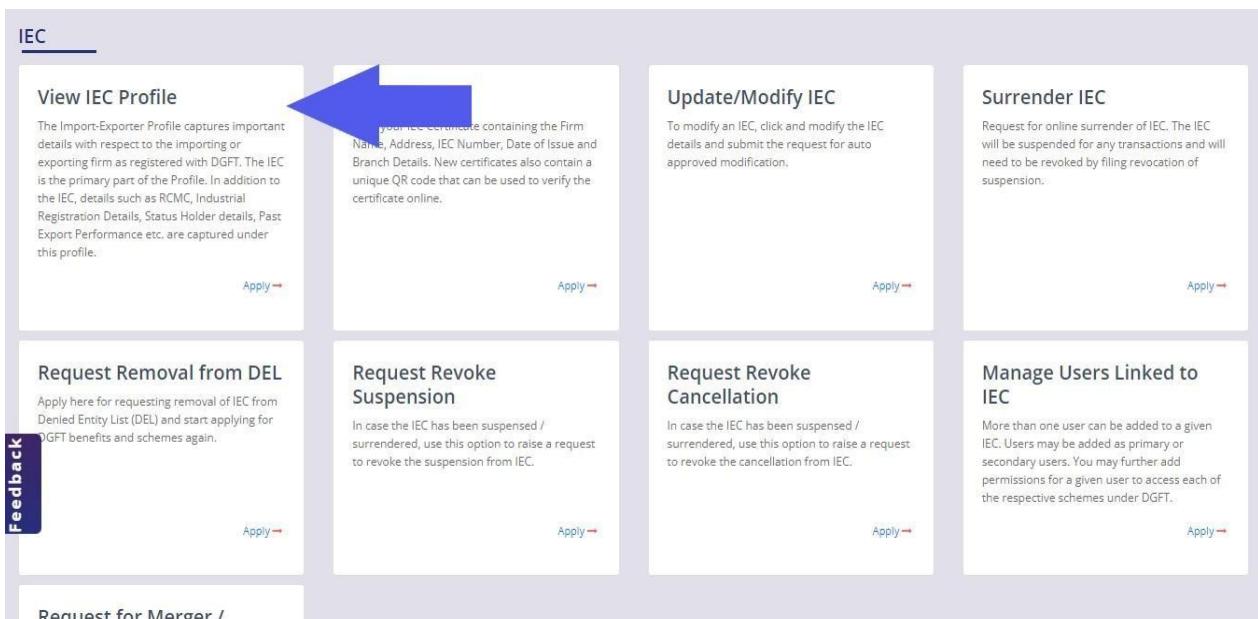
Update/Modify IEC | My IEC | Manage Profile

Frequently Accessed Links: Advanced Authorisation, MEIS, IEC, EPCG, SEIS, Search Norms

Ask VAHEI

Screen 125

3. Now select the View IEC Profile Tab and click on It.



IEC

View IEC Profile

The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.

Apply →

Update/Modify IEC

To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.

Apply →

Surrender IEC

Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.

Apply →

Feedback

Request Removal from DEL

Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.

Apply →

Request Revoke Suspension

In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.

Apply →

Request Revoke Cancellation

In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC.

Apply →

Manage Users Linked to IEC

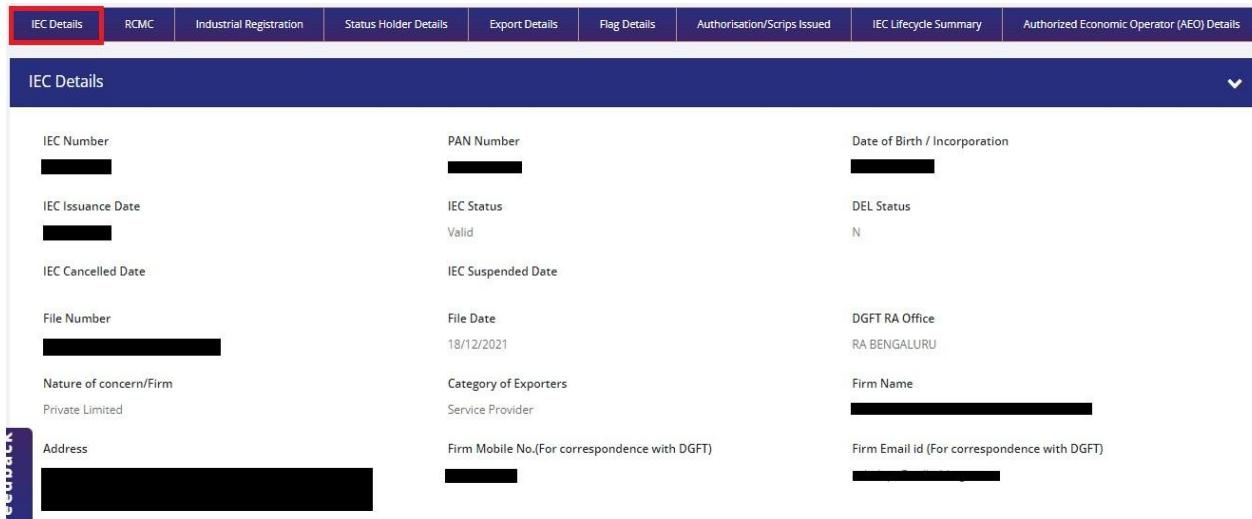
More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.

Apply →

Request for Merger /

Screen 126

4. Now Select the IEC Details tab from Horizontal bar to View IEC Details.

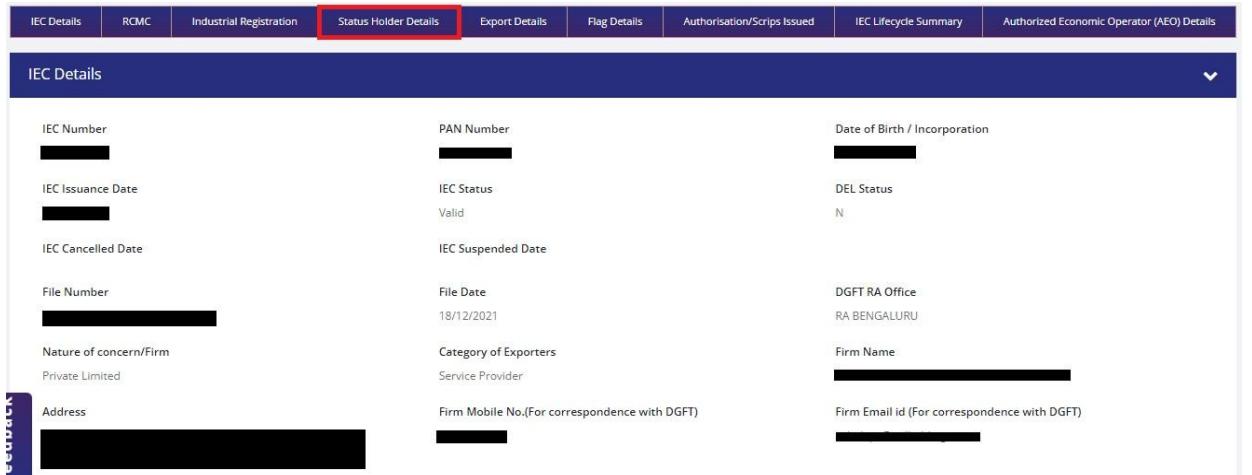


IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
[REDACTED]	[REDACTED]	[REDACTED]
IEC Issuance Date	IEC Status	DEL Status
[REDACTED]	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
[REDACTED]	18/12/2021	RA BENGALURU
Nature of concern/Firm	Category of Exporters	Firm Name
Private Limited	Service Provider	[REDACTED]
Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)
[REDACTED]	[REDACTED]	[REDACTED]

Screen 127

5. Now Select the Status House Details tab from Horizontal bar to View Status House Details.



IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
[REDACTED]	[REDACTED]	[REDACTED]
IEC Issuance Date	IEC Status	DEL Status
[REDACTED]	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
[REDACTED]	18/12/2021	RA BENGALURU
Nature of concern/Firm	Category of Exporters	Firm Name
Private Limited	Service Provider	[REDACTED]
Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)
[REDACTED]	[REDACTED]	[REDACTED]

Screen 128



Status Holder Details

Star Rating :	
Certificate Number/Issuing Authority *	Date of issuance and validity *
[REDACTED]	[REDACTED]

Screen 129

6. Now Select the Authorisation/Scripts Details tab from Horizontal bar to View Authorisation/Scripts Details.

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details																																	
IEC Details <div style="border: 1px solid black; padding: 10px;"> <table border="0"> <tr> <td>IEC Number</td> <td>PAN Number</td> <td>Date of Birth / Incorporation</td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> <tr> <td>IEC Issuance Date</td> <td>IEC Status</td> <td>DEL Status</td> </tr> <tr> <td>[REDACTED]</td> <td>Valid</td> <td>N</td> </tr> <tr> <td>IEC Cancelled Date</td> <td>IEC Suspended Date</td> <td></td> </tr> <tr> <td>File Number</td> <td>File Date</td> <td>DGFT RA Office</td> </tr> <tr> <td>[REDACTED]</td> <td>18/12/2021</td> <td>RA BENGALURU</td> </tr> <tr> <td>Nature of concern/Firm</td> <td>Category of Exporters</td> <td>Firm Name</td> </tr> <tr> <td>Private Limited</td> <td>Service Provider</td> <td>[REDACTED]</td> </tr> <tr> <td>Address</td> <td>Firm Mobile No.(For correspondence with DGFT)</td> <td>Firm Email id (For correspondence with DGFT)</td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> </table> </div>									IEC Number	PAN Number	Date of Birth / Incorporation	[REDACTED]	[REDACTED]	[REDACTED]	IEC Issuance Date	IEC Status	DEL Status	[REDACTED]	Valid	N	IEC Cancelled Date	IEC Suspended Date		File Number	File Date	DGFT RA Office	[REDACTED]	18/12/2021	RA BENGALURU	Nature of concern/Firm	Category of Exporters	Firm Name	Private Limited	Service Provider	[REDACTED]	Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)	[REDACTED]	[REDACTED]	[REDACTED]
IEC Number	PAN Number	Date of Birth / Incorporation																																							
[REDACTED]	[REDACTED]	[REDACTED]																																							
IEC Issuance Date	IEC Status	DEL Status																																							
[REDACTED]	Valid	N																																							
IEC Cancelled Date	IEC Suspended Date																																								
File Number	File Date	DGFT RA Office																																							
[REDACTED]	18/12/2021	RA BENGALURU																																							
Nature of concern/Firm	Category of Exporters	Firm Name																																							
Private Limited	Service Provider	[REDACTED]																																							
Address	Firm Mobile No.(For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)																																							
[REDACTED]	[REDACTED]	[REDACTED]																																							

Screen 130

Authorisation/Scripts Issued <div style="border: 1px solid black; padding: 10px;"> <table border="0"> <tr> <td colspan="9"> EPCG <div style="display: flex; justify-content: space-between;"> Show 10 entries Search: <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SI No.</th> <th>File Number</th> <th>Authorisation Number</th> <th>Authorisation Type</th> <th>Issue Date</th> <th>Import Validity</th> <th>EO Period(In Years)</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08EAEPG06799AM21</td> <td>0831000440</td> <td>Zero duty EPCG Scheme</td> <td>20/01/2021</td> <td>6</td> <td></td> <td>Approved</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Showing 1 to 1 of 1 entries Previous 1 Next </div> </td> </tr> </table></div>									EPCG <div style="display: flex; justify-content: space-between;"> Show 10 entries Search: <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SI No.</th> <th>File Number</th> <th>Authorisation Number</th> <th>Authorisation Type</th> <th>Issue Date</th> <th>Import Validity</th> <th>EO Period(In Years)</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08EAEPG06799AM21</td> <td>0831000440</td> <td>Zero duty EPCG Scheme</td> <td>20/01/2021</td> <td>6</td> <td></td> <td>Approved</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Showing 1 to 1 of 1 entries Previous 1 Next </div>									SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status		1	08EAEPG06799AM21	0831000440	Zero duty EPCG Scheme	20/01/2021	6		Approved	
EPCG <div style="display: flex; justify-content: space-between;"> Show 10 entries Search: <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SI No.</th> <th>File Number</th> <th>Authorisation Number</th> <th>Authorisation Type</th> <th>Issue Date</th> <th>Import Validity</th> <th>EO Period(In Years)</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08EAEPG06799AM21</td> <td>0831000440</td> <td>Zero duty EPCG Scheme</td> <td>20/01/2021</td> <td>6</td> <td></td> <td>Approved</td> <td></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Showing 1 to 1 of 1 entries Previous 1 Next </div>									SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status		1	08EAEPG06799AM21	0831000440	Zero duty EPCG Scheme	20/01/2021	6		Approved										
SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status																												
1	08EAEPG06799AM21	0831000440	Zero duty EPCG Scheme	20/01/2021	6		Approved																												
AA <div style="display: flex; justify-content: space-between;"> Show 10 entries Search: <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SI No.</th> <th>File Number</th> <th>Authorisation Number</th> <th>Authorisation Type</th> <th>Issue Date</th> <th>Import Validity</th> <th>EO Period(In Years)</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center;">No data available in table</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Showing 0 to 0 of 0 entries Previous Next </div>									SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status		No data available in table																	
SI No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status																												
No data available in table																																			
DFIA <div style="display: flex; justify-content: space-between;"> Show 10 entries Search: <input type="text"/> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SI No.</th> <th>File Number</th> <th>Authorisation Number</th> <th>Issue Date</th> <th>Authorisation Validity Period</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="7" style="text-align: center;">No data available in table</td> </tr> </tbody> </table>									SI No.	File Number	Authorisation Number	Issue Date	Authorisation Validity Period	Status		No data available in table																			
SI No.	File Number	Authorisation Number	Issue Date	Authorisation Validity Period	Status																														
No data available in table																																			

Screen 131

7. Now Select the IEC Lifecycle Summary tab from Horizontal bar to View IEC Lifecycle and various state and action Taken on your IEC.

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
██████████	██████████	██████████
IEC Issuance Date	IEC Status	DEL Status
██████████	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
██████████	18/12/2021	RA BENGALURU
Nature of concern/Firm	Category of Exporters	Firm Name
Private Limited	Service Provider	██████████
Address	Firm Mobile No. (For correspondence with DGFT)	Firm Email id (For correspondence with DGFT)
██████████	██████████	██████████

Screen 132

IEC Lifecycle Summary

Sl. No.	Date	Order Type	Order Number	Action Taken By	Source File Number	Remarks
1	19/11/2020	Modification	██████████	RA OFFICE	████	Modification of IEC
2	28/12/2020	Modification	██████████	RA OFFICE	████	Modification of IEC
3	23/07/2021	Modification	██████████	RA OFFICE	████	Modification of IEC

Showing 1 to 3 of 3 entries

Previous 1 Next

Screen 133

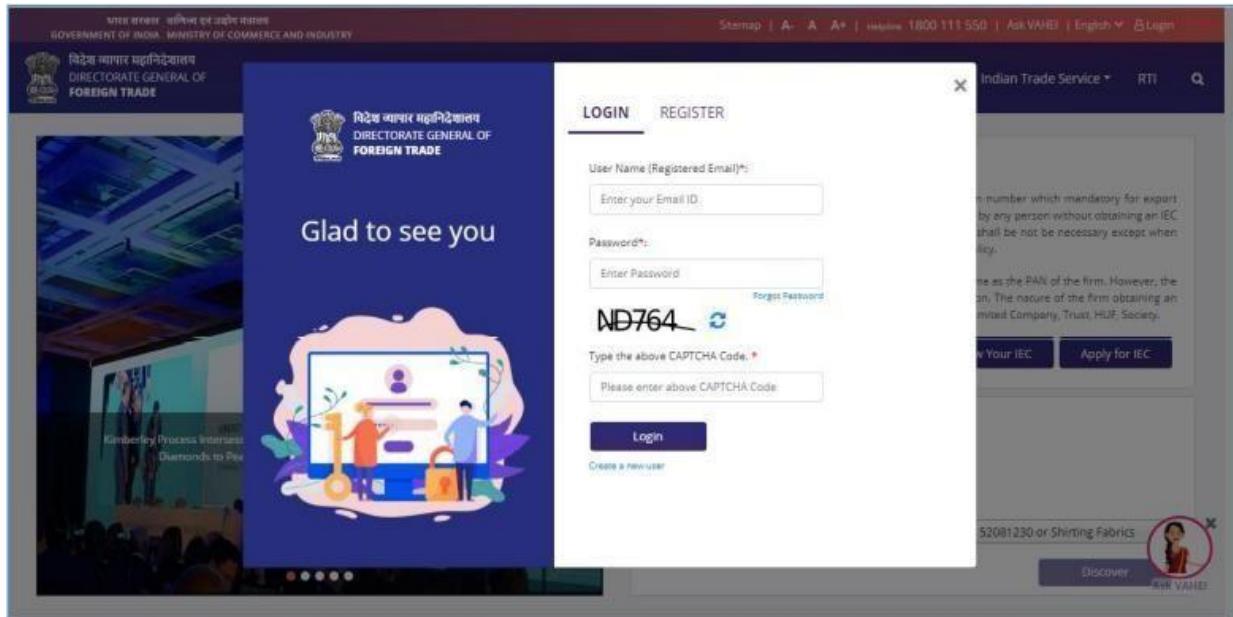
22. View and Track Submitted Request

To View & Track submitted Requests details corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) IEC Linked with your profile.

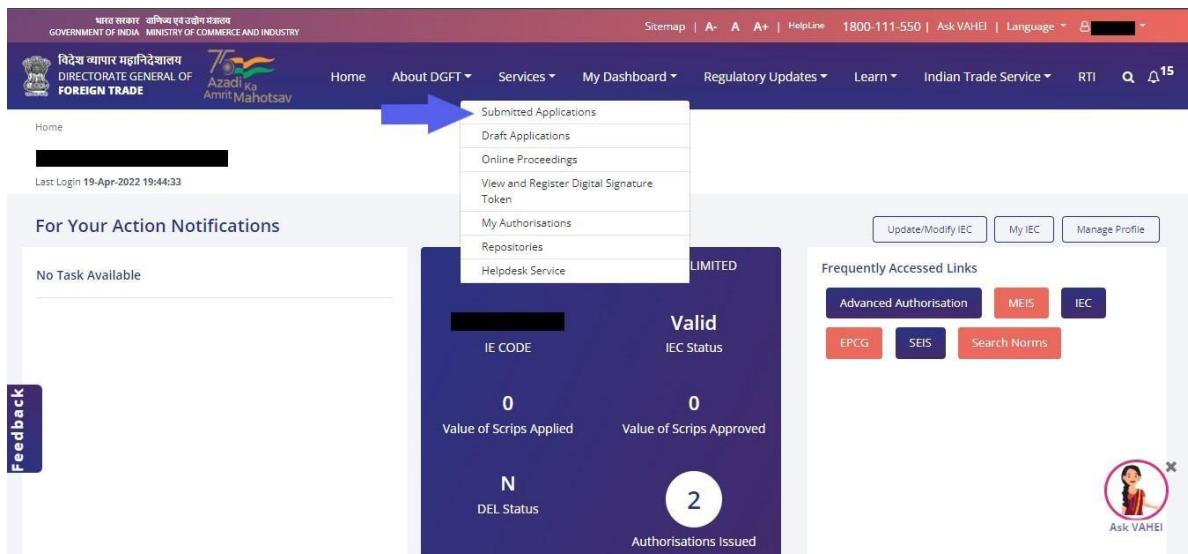
Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



Screen 134

2. Proceed by clicking on Menu “My Dashboard-> Submitted Applications”.

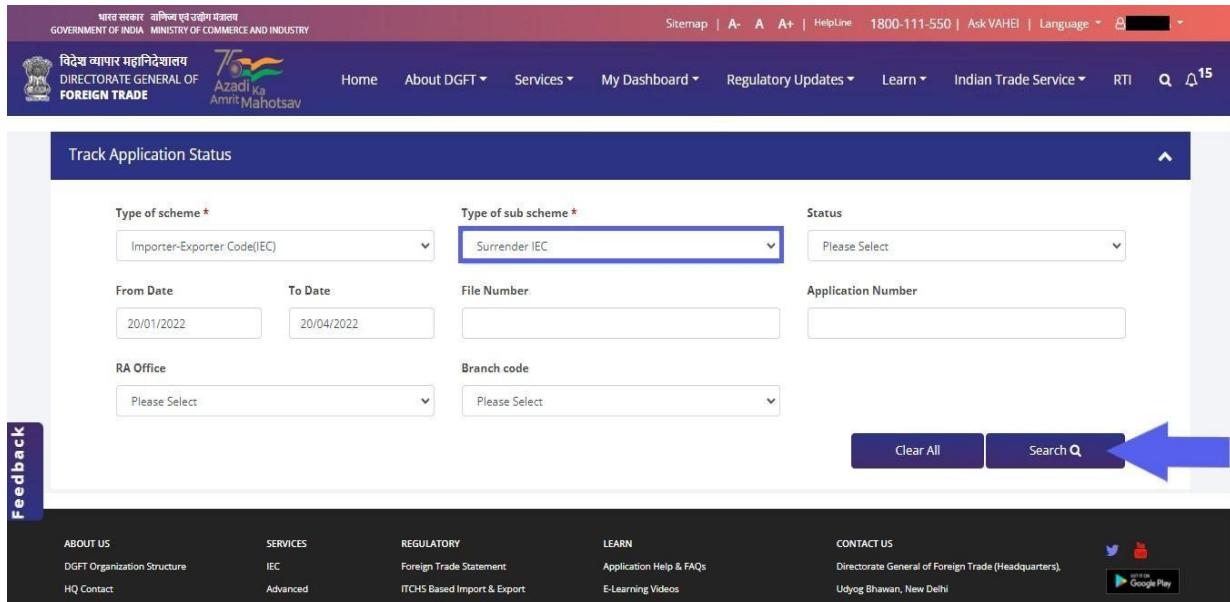


Screen 135

3. You can search the Application or File based on two classification and other optional details.

Select the type of scheme and sub scheme to track any request, rest all the fields are optional like Branch, From Date, To Date, Application Number & File Number and based on these criteria's you can search any file by clicking on search button.

[Example: To Search Surrender IEC file, user will select type of scheme: Importer- Exporter Code (IEC) and sub-scheme: Surrender IEC. This search criteria will give list of all the Surrender IEC Applications submitted to DGFT till date.]



Track Application Status

Type of scheme *: Importer-Exporter Code(IEC)

Type of sub scheme *: Surrender IEC

Status: Please Select

From Date: 20/01/2022

To Date: 20/04/2022

File Number:

Application Number:

RA Office: Please Select

Branch code: Please Select

Clear All

Search 

Feedback

ABOUT US: DGFT Organization Structure, HQ Contact

SERVICES: IEC, Advanced

REGULATORY: Foreign Trade Statement, ITCHS Based Import & Export

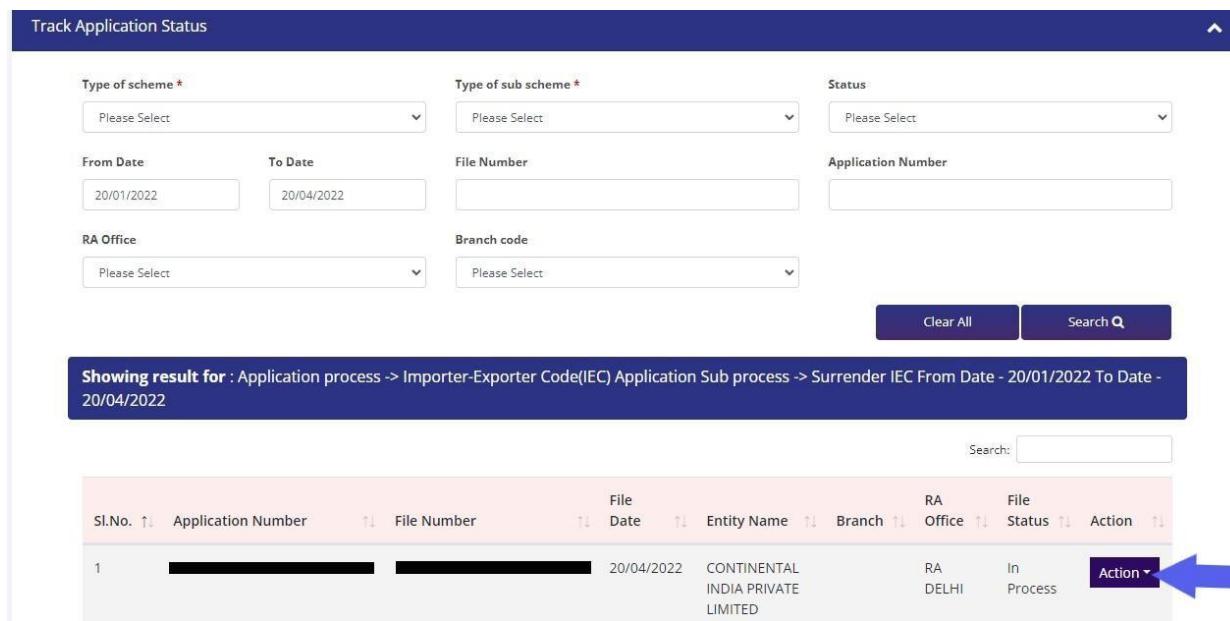
LEARN: Application Help & FAQs, E-Learning Videos

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

Social media icons: Twitter, YouTube, Google Play

Screen 136

4. After clicking on search, the list of all requests submitted by user will be displayed. User can click on 'Action' to check what all actions can be performed on this.



Track Application Status

Type of scheme *: Please Select

Type of sub scheme *: Please Select

Status: Please Select

From Date: 20/01/2022

To Date: 20/04/2022

File Number:

Application Number:

RA Office: Please Select

Branch code: Please Select

Clear All

Search 

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date - 20/04/2022

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	<input type="text"/>	<input type="text"/>	20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED	<input type="text"/>	RA DELHI	In Process	Action 

Screen 137

5. On click of action button for a file, few option will be displayed in drop down menu according to the type of request or application and status of the application.

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date - 20/04/2022

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	[REDACTED]	[REDACTED]	20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED		RA DELHI	In Process	Action ▾

Showing 1 to 1 of 1 entries

Previous

Next

- [Print](#)
- [Withdraw](#)
- [Attach Documents](#)
- [View Life Cycle](#)
- [DSC/eSign Details](#)
- [Transmission Details](#)
- [View Submitted Attachments](#)

ABOUT US	SERVICES	REGULATORY	LEARN	CONTACT US
DGFT Organization Structure	IEC	Foreign Trade Statement	Application Help & FAQs	Directorate General of Foreign Trade (Headquarters)
HQ Contact	Advanced	ITCHS Based Import & Export	E-Learning Videos	Udyog Bhawan, New Delhi
RA Contact	Authorization	Policy	Open Online Course on International Trade	Web Information Manager:
Citizen Charter	EPCG	SION	Goods & Services Tax (GST)	Directorate General of Foreign Trade (DGFT) Udyog

Screen 138

Few options available are:

- Print:** To print the submitted application.
- Attach Documents:** User can attach extra documents for the submitted request, if the request is in 'In progress' status.

Showing result for : 20/04/2022

ADD ADDITIONAL ATTACHMENT

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)

Sign and Submit

Screen 139

- Payment Details:** User can check the payment details and download the receipt for the submitted application.

d) **View Life Cycle:** To check the life cycle of the request. Example, to track which action is taken when and by whom.

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC From Date - 20/01/2022 To Date -

VIEW LIFE CYCLE

Sl.No.	Action	Action Date	Action By
1	Submitted	20/04/2022 10:23:01 AM	Importer/Exporter

Previous **1** Next

UT U
T On
contact
Advanced Authorization ITCH5 Based Import & Export Policy E-Learning Videos Open Online Course on International Trade Udyog Bhawan, New Delhi Web Information Manager

Screen 140

e) **DSC/e-sign Details:** To check the DSC and e-sign details.

DSC/ESIGN DETAILS

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC Application Number - ARNIECPURRE00165763AM23 File Number - DLIECPURRE00005717AM23

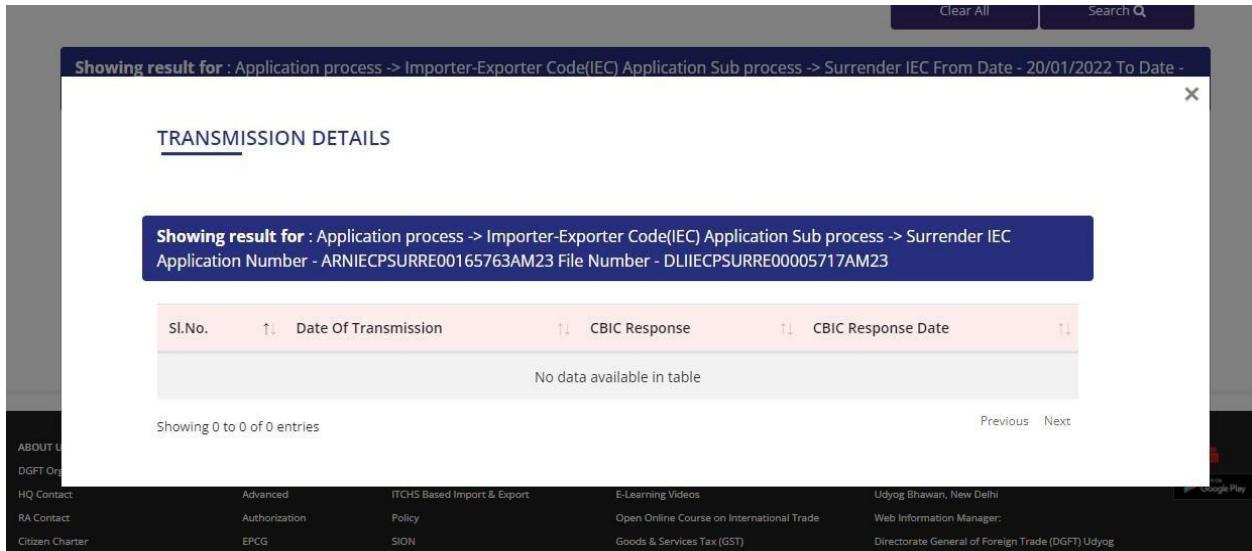
Sl.No.	E-sign Type	Serial Number	Signed Date	Certificate Type	Certifying Authority	Common Name	Organisation	Certificate Issued Date
No data available in table								

Showing 0 to 0 of 0 entries Previous Next

UT U
T On
contact
Advanced Authorization ITCH5 Based Import & Export Policy E-Learning Videos Open Online Course on International Trade Udyog Bhawan, New Delhi Web Information Manager

Screen 141

f) **Transmission Details:** To track the status of transmission to Customs, CBIC response and CBIC Response time.

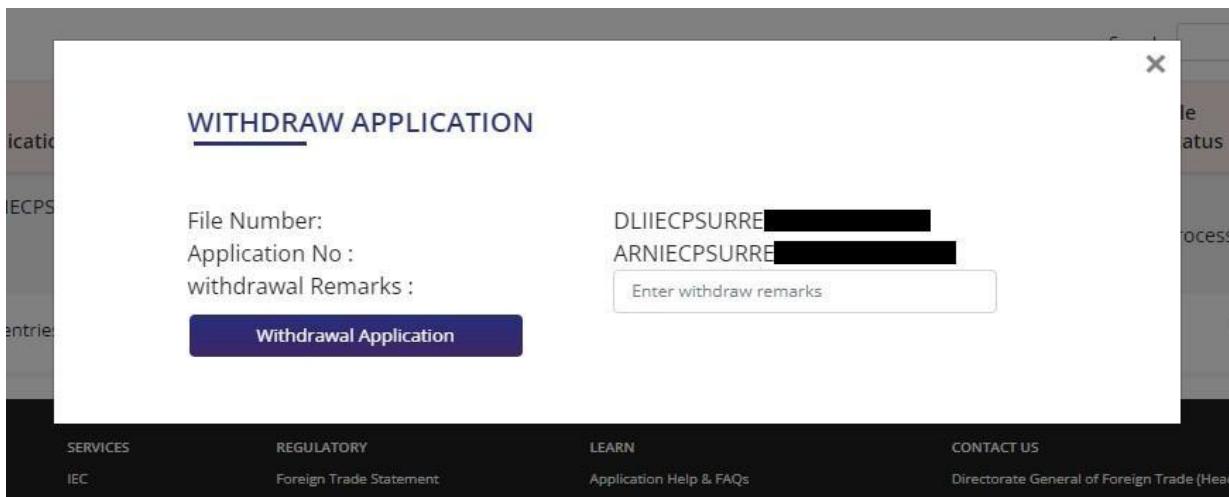


Screen 142

g) **View Approved Letter:** In case the status of the request is 'Approved', then user can check and download the approved letter.

h) **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.



Screen 143

i) **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, RA office, Deficiency letter, Remarks and user can respond to this deficiency by clicking on respond. User can respond in two ways either by doing amendments in the previous application or by not amending.

Sno	Deficiency issued date	RA office	Deficiency View	Previous Respond	Remarks
1	25/06/2020	RA DELHI	View	sdad	The requester is not eligible

Respond to Deficiency [Respond](#)

First Previous [Next](#) Last

[View Previous Responds](#)

Screen 144

23. View Any IEC Details

To View Importer Exporter Code (IEC) details on the DGFT portal you would require:

- Importer/Exporter Code.
- Firm Name (Enter at least first three characters.).

1. Visit the DGFT website and login to the DGFT Portal.

Screen 145

- Click on “Services” and click “View IEC Related Details”.

The screenshot shows the DGFT IEC Module User Help File V4.1. The main content area is titled 'View IEC Related Details'. It features a sidebar on the left with links to various services: DGFT Helpdesk Service, IEC Profile Management, View IEC Related Details, Verify UDIN, Advance Authorisation / DFIA, EPCG, Import Management System, Export Management System, Online e-COM Application, Other Services, MEIS, SEIS, RoSCTL, Transport & Marketing Assistance, Quality Complaints & Trade Disputes, and Deemed Export. The main content area includes a 'Beware of Fraudsters/fake emails/websites claiming to...' warning, a 'Register for your IEC' section with a registration form, and an 'ANNOUNCEMENTS' section with a list of items. The URL <http://dgft.gov.in/> is visible at the bottom left.

Screen 146

3. Enter following details

- Enter Importer/Exporter Code.
- Enter Firm Name. **iii) Enter Captcha Code**

The screenshot shows the DGFT IEC Module User Help File V4.1. The main content area is titled 'View IEC Related Details'. It features a sidebar with various service links and a main content area with a 'View Any IEC' modal. The modal requires the Importer/Exporter Code, Firm Name, and CAPTCHA code. The URL <http://dgft.gov.in/> is visible at the bottom left.

Screen 147

- Click on View IEC button. Details of the IEC will be shown to the user.

भारत सरकार
GOVERNMENT OF INDIA
वार्तालाभ एवं उद्योग मंत्रालय
MINISTRY OF COMMERCE AND INDUSTRY

Skip to main content | Sitemap | A- A A+ | Helpline 1800 111 550 | Ask VAHEI | English Login

विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI

Services / View Any IEC Details

IEC Details

IEC Number	PAN Number	Date of Birth / Incorporation
<input type="text"/>	<input type="text"/>	<input type="text"/>
IEC Issuance Date	IEC Status	DEL Status
04/05/2020	Valid	N
IEC Cancelled Date	IEC Suspended Date	
File Number	File Date	DGFT RA Office
<input type="text"/>	04/05/2020	RA DELHI
Nature of concern/Firm	Category of Exporters	Firm Name
One person company	Service Provider	<input type="text"/>
Address	Ask VAHEI	

Screen 148

24. Note on Digital Signature Certificate (DSC)

Introduction

DGFT is introducing support to generic digital signature in the new application which will enable individual and organization-based class-2 and class-3 digital signature certificate (DSC). Support to DGFT IEC based certificates will also continue in the new application for a limited time.

Digital Signature Certificate (DSC) should be of Class-2 or Class-3 only issued by CCA approved certifying agencies in India. Please refer www.cca.gov.in for the list of licensed DSC providers. User must have a valid DSC that is the validity period of DSC should not be expired.

One Time Setup of Digital Signature Token in your Desktop / Laptop

Users are required to perform the following one-time setup in their desktop and laptop machines to enable digital signature software.

- 1. Install drivers from USB Token** – Plug in your USB Token key containing the DSC and install the drivers available in your digital signature token drive so that your machine can read the token.
- 2. Install Digital Signature Utility** - Download and install the eMBridge utility from <https://embridge.emudhra.com> on your local machine. You will require Administrator rights with full access privilege to install the utility. In case you face any issues while installing the eMBridge utility, please contact us at the DGFT helpline number posted on website or emudhra technical support available on <https://embridge.emudhra.com>.

Once the setup is done, you will be able to use the DSC in the new DGFT application for applying / modifying for IEC, linking your profile to IEC and signing submissions. The following validation will be done with the DSC and details from IEC profile.

Type of Entity	Validation	Allowed Tokens
Proprietorship, HUF	Serial Number under Subject in DSC matches the SHA 256 hash of PAN in IEC Profile	Class-2 & 3 Individual and Organisation Based Tokens
Other than Proprietorship, HUF	Organisation Name (O) in DSC matches the Name as per PAN database in IEC profile	Class-2 & 3 Organisation Based Tokens
All entities (for signing submission only)	Based on IEC embedded in the Digital Token	DGFT IEC Token

System Requirements for usage of DSC

- Desktop Browser: Internet Explorer 11+ / Google Chrome 70+ / Mozilla Firefox 70+
- Valid class 2 or class 3 Digital Signature Certificate (DSC) obtained from a DSC provider(<http://www.cca.gov.in>)
- Windows 32 / 64 bit, Linux, MacOS
- Windows: Admin access to install the eMBridge component (<https://embridge.emudhra.com>)

25. List of Abbreviations

The following abbreviations have been used in the document.

Table 1: Abbreviations

Abbreviation	Expanded Form
ANF	Aayaat Niryaat Form
BTP	Bio-Technology Park
CBIC	Central Board of Indirect Taxes and Customs
CIN	Company Identification Number
DGFT	Directorate General of Foreign Trade
DIN	Director Identification Number
DPIN	Designated Partner Identification Number
DSC	Digital Signature Certificate
DTA	Domestic Tariff Area
EHTP	Electronic Hardware Technology Park
EOU	Export Oriented Units
GSTIN	Goods and Service Tax Identification Number
IEC	Importer Exporter Code
LLPIN	Limited Liability Partnership Identification Number
MCA	Ministry of Corporate Affairs
PAN	Permanent Account Number

PFMS	Public Financial Management System
SEZ	Special Economic Zone
STP	Software Technology Park

26. What's New

The Following New Functionalities were implemented in the module

1. **Update/Modify IEC Icon on the Dashboard Page** - To Modify Importer Exporter Code (IEC) on the DGFT portal, Post login click on “**Update/Modify IEC**” on the Dashboard.
2. **Revoke Cancellation Request for IEC**
3. **View Flag Details**