



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

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## 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.



Screen 1

2. Enter the Registration Details.

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

**Directorate General of Foreign Trade**  
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.

OTP sent successfully



## 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/one time password

New Password\*

Choose a password

Confirm Password\*

Confirm your password

**ABEER**

Type the above CAPTCHA Code

Please enter above CAPTCHA Code

**Password Hint:**

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

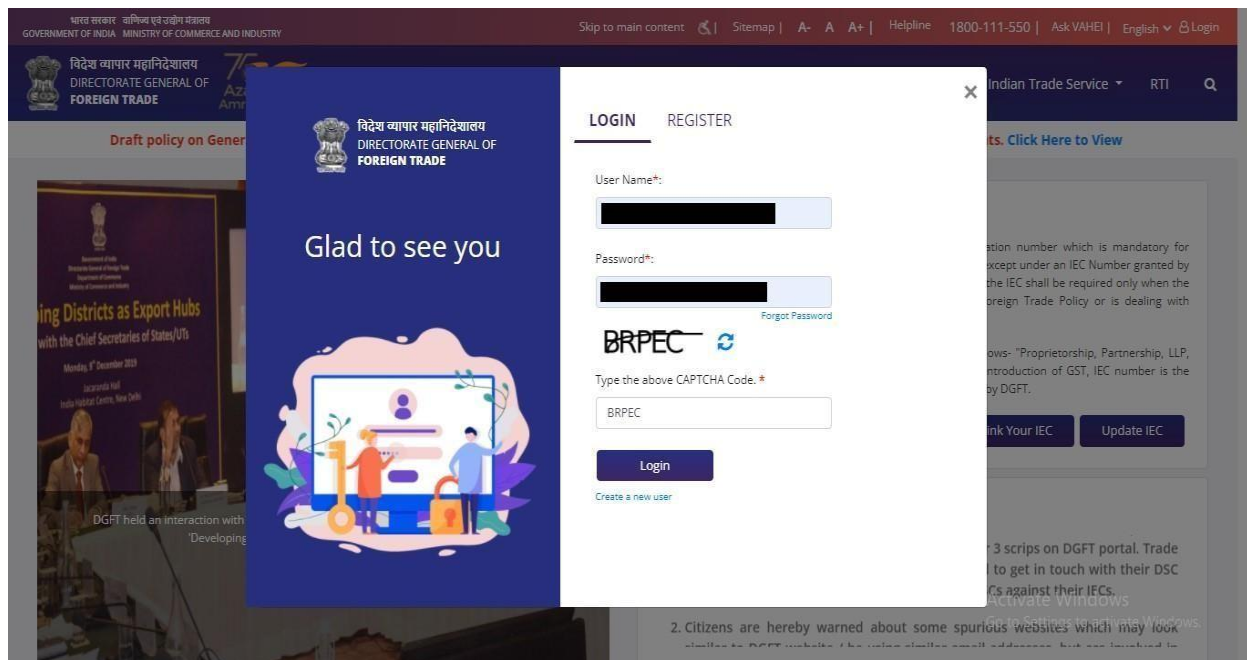
Submit

### 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 withing 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)

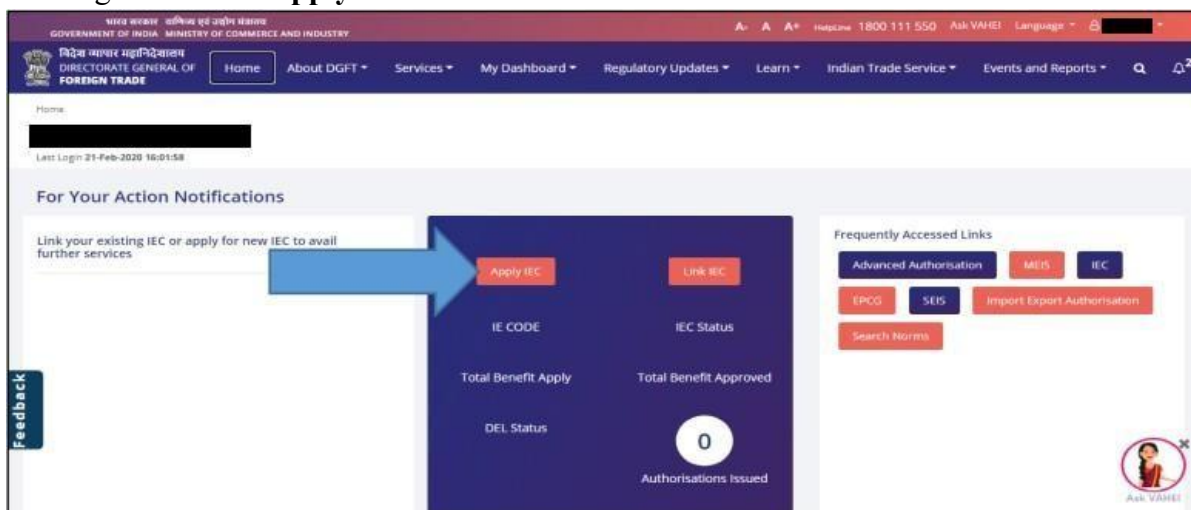
Then proceed with the following steps:

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

The screenshot displays the DGFT (Directorate General of Foreign Trade) website. At the top, there is a navigation bar with links for 'Skip to main content', 'Sitemap', 'A- A+ |', 'Helpline 1800-111-550', 'Ask VAHEI', 'English', and 'Login'. Below the navigation bar, the DGFT logo is visible on the left, and a large banner on the right says 'Glad to see you'. A login form is overlaid on the right side of the page. The form has two tabs: 'LOGIN' and 'REGISTER'. The 'LOGIN' tab is active. The form contains the following fields: 'User Name\*' (with a blacked-out input), 'Password\*' (with a blacked-out input), and 'Type the above CAPTCHA Code.\*' (with the CAPTCHA code 'BRPEC' displayed). There is a 'Forgot Password' link next to the password field. Below the CAPTCHA field is a 'Login' button. At the bottom of the form, there is a link 'Create a new user'. The background of the page shows a news article with the headline 'Draft policy on Gen...' and a photo of a meeting.

Screen 8

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



Screen 9

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



Screen 10

- 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

The screenshot displays the DGFT IEC Profile Management interface. At the top, there is a navigation bar with the DGFT logo, government of India information, and various utility links like Sitemap, HelpLine, and Language. Below this is a breadcrumb trail: Home / Services / IEC Profile Management. The main heading is 'Apply For IEC' with a subtext 'Last Login 12-Apr-2022 15:37:52'. A process flow diagram shows six steps: General Information (active), Details of Proprietor/Partner/Direct..., Bank Information, Other Details (Preferred sectors of operations), Declaration, and Application Summary. Below the flow, a 'Basic Details' section is expanded, showing a form with the following fields:

- Nature of concern/Firm \***: A dropdown menu with 'SELECT' as the current value.
- Firm Name \***: A text input field.
- Permanent Account Number(PAN) \***: A text input field.
- Name as per PAN database \***: A text input field.
- Date of Birth / Date of Incorporation \***: A date selection field.

At the bottom of the form, there is a checkbox labeled 'Whether the firm is located in Export Oriented Unit (EOU) Scheme'.

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 \*

City \*

Jurisdictional DGFT RA \*

Address Line 2

State \*

Click or Drag and Drop file to upload

Uploaded Size : 0.00 MB

Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf are allowed)

PIN Code \*

District \*

**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.

Sr. No.	File Name	Action
1	Kalmeshwar Lease Agreement.pdf	

## 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

Is Active Branch? ☐

GSTIN Number

Address Line 1 \*

Address Line 2

City \*

PIN Code \*

State \*

District \*

Search:

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
---------	-------------	------------	------------	-------------------	-------	----------------	----------------	------	----------	-------	----------	---------------

Screen 13

- l. Enter branch details if any.
  - m. 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.

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.

**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 \*

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.

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**

Account Number \* Account Holder Name \* IFSC Code \*

Bank Name \* 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.

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”.

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.

**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.

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.

**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.

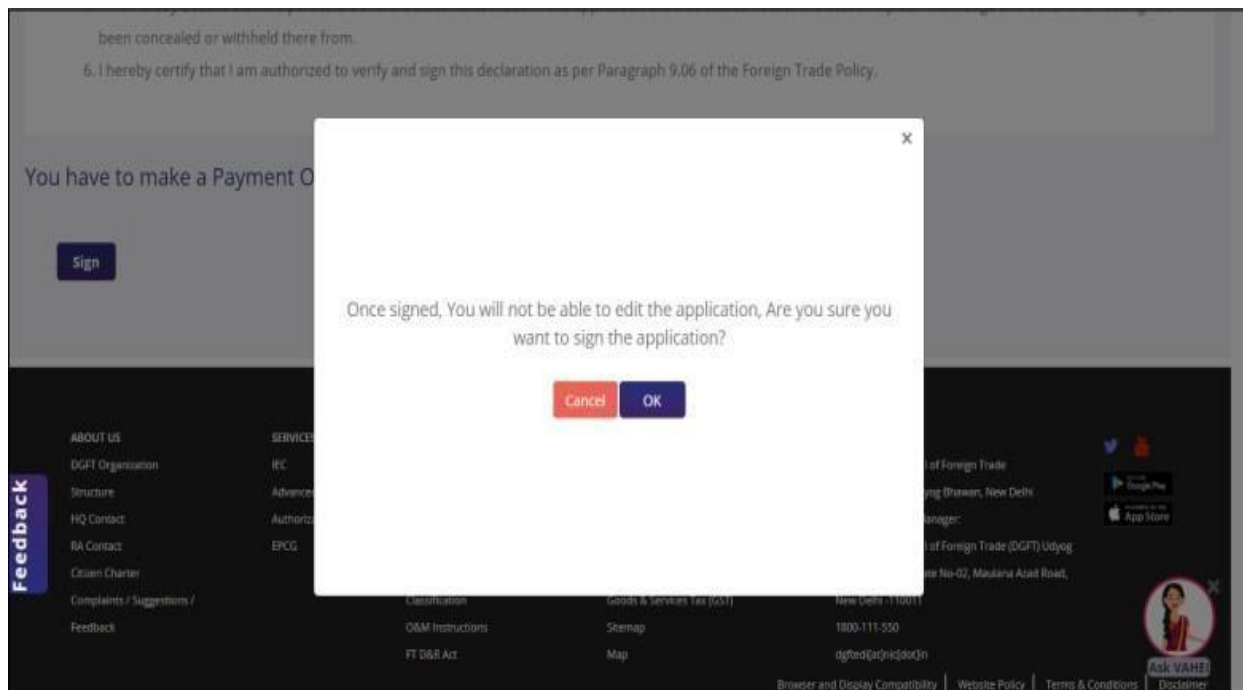
Place \*  Date

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

Screen 18

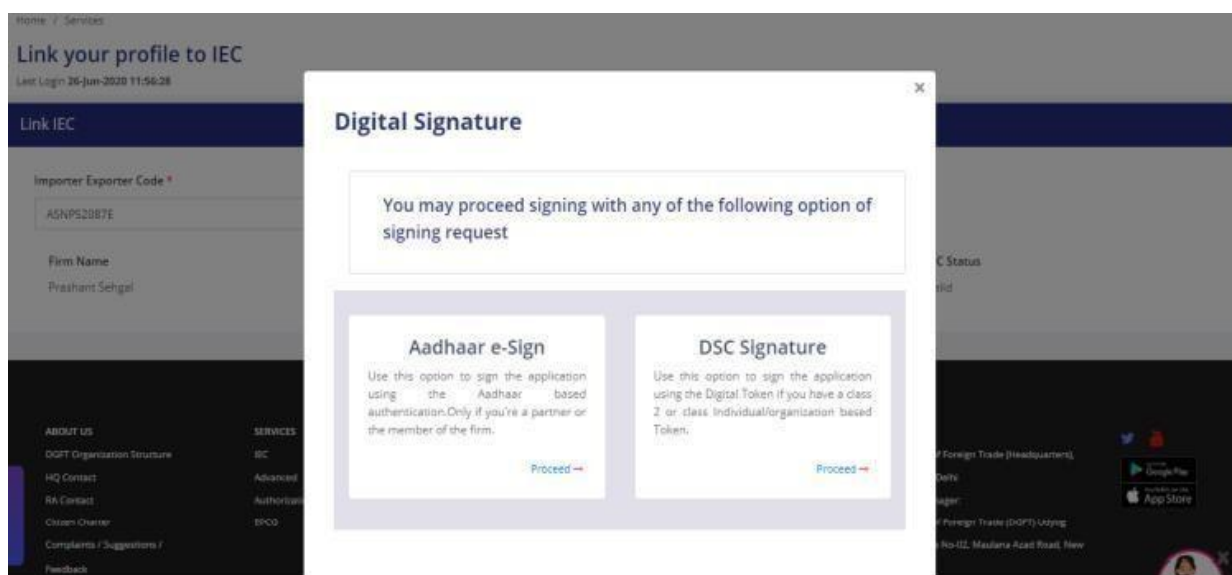
Under declaration, accept the terms and condition by clicking on check box and enter place.

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

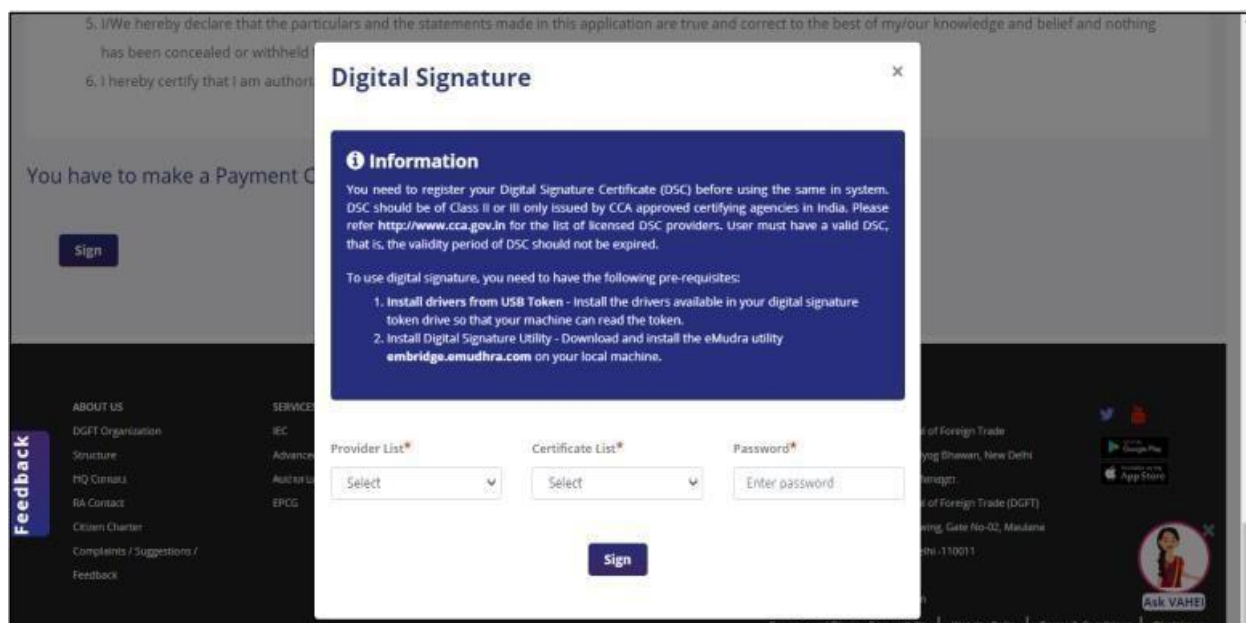


Screen 19





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.

4. 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.

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.

You have to make a Payment Of RS. 500

[Proceed To Payment](#)

**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)

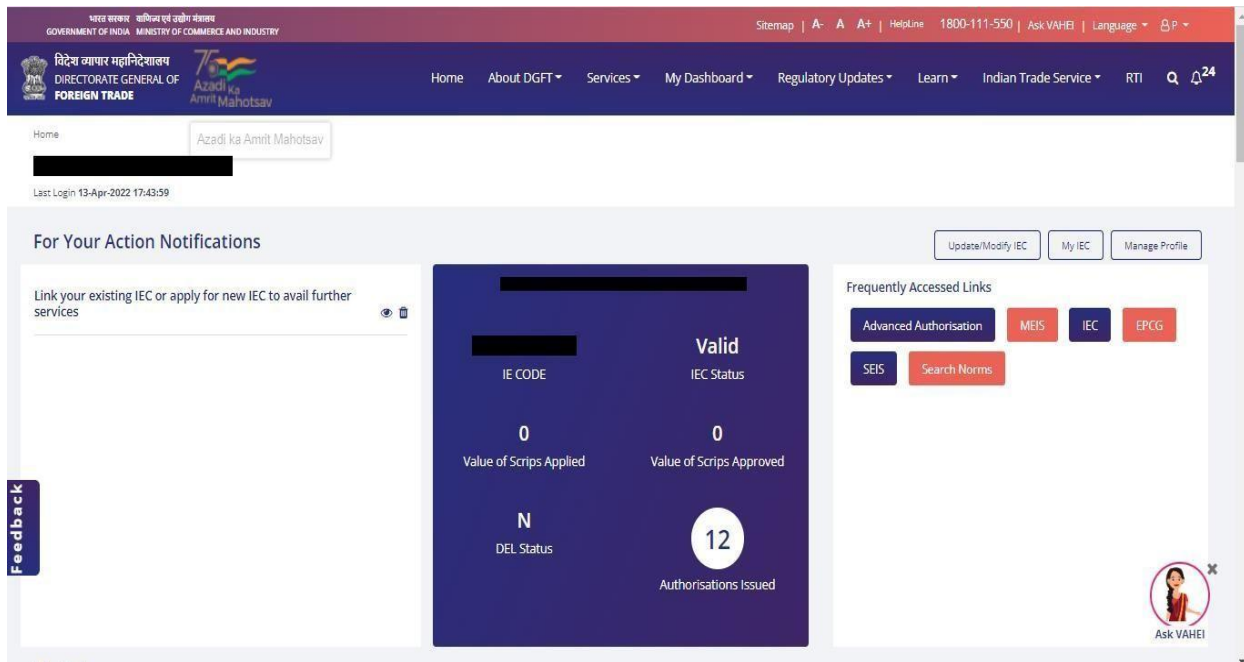
IEC	
File Number	
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	
Firm Address	
Service Availed	Apply for Iec
Mode of Signature	Digital Signature
<b><u>PAYMENT DETAILS</u></b>	
Transaction Id	2062615
Total Fee Amount (in INR)	500.00
Date of Submission	2022-03-30 04:41:55
Mode 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.



Screen 24

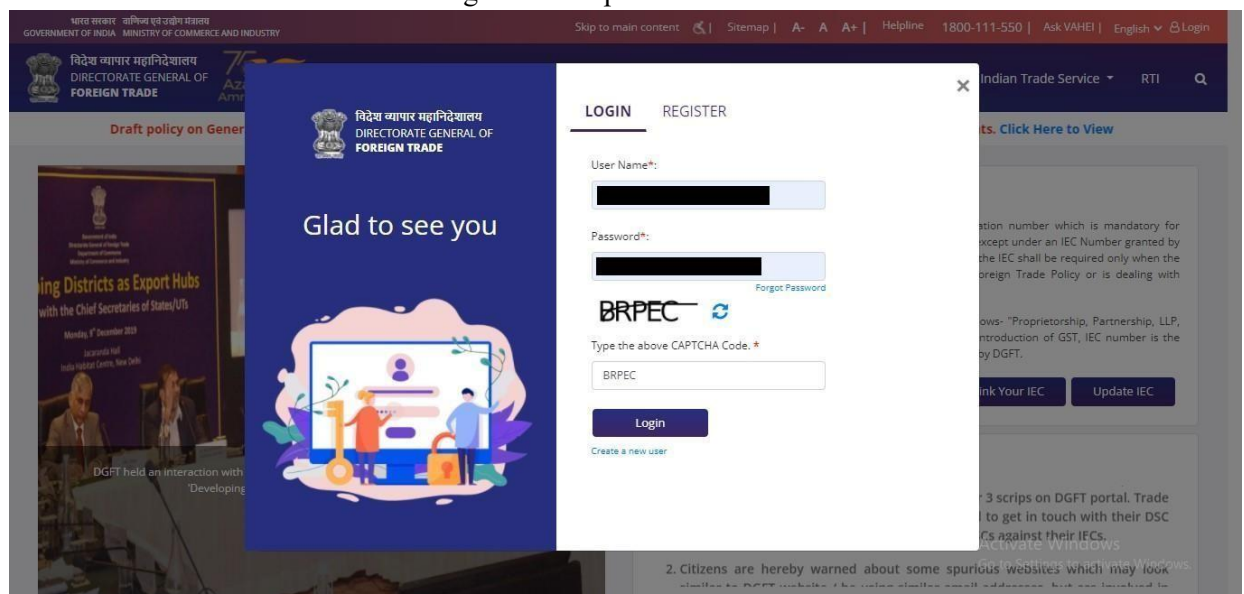
## 6. Linking Login with Already Existing IEC

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

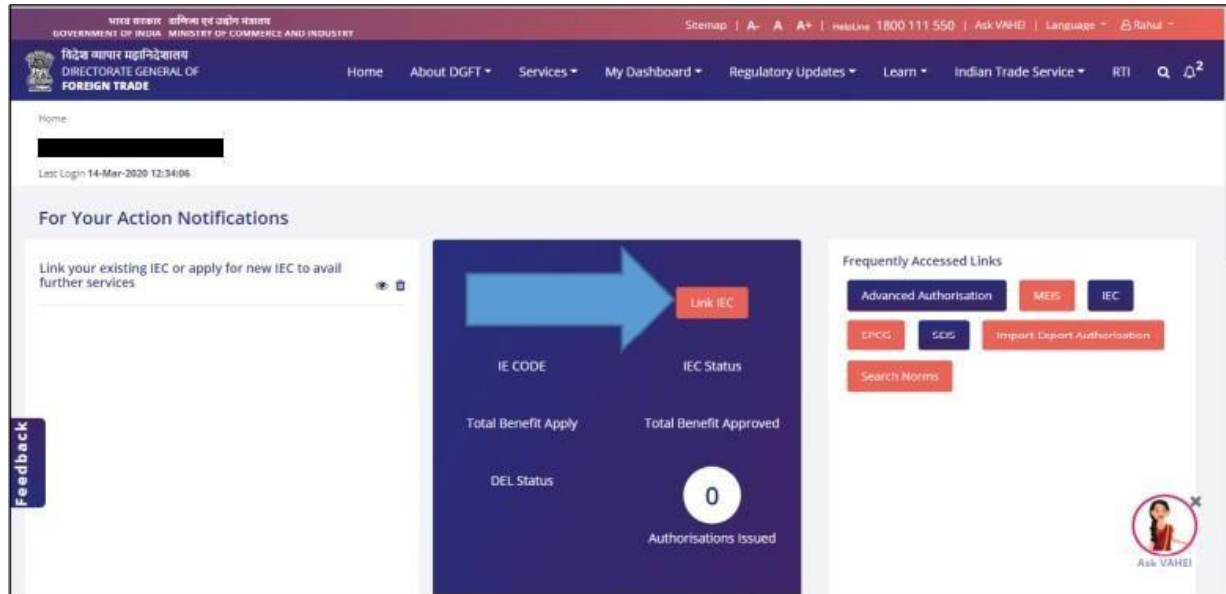
Then proceed with the following steps:

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



Screen 25

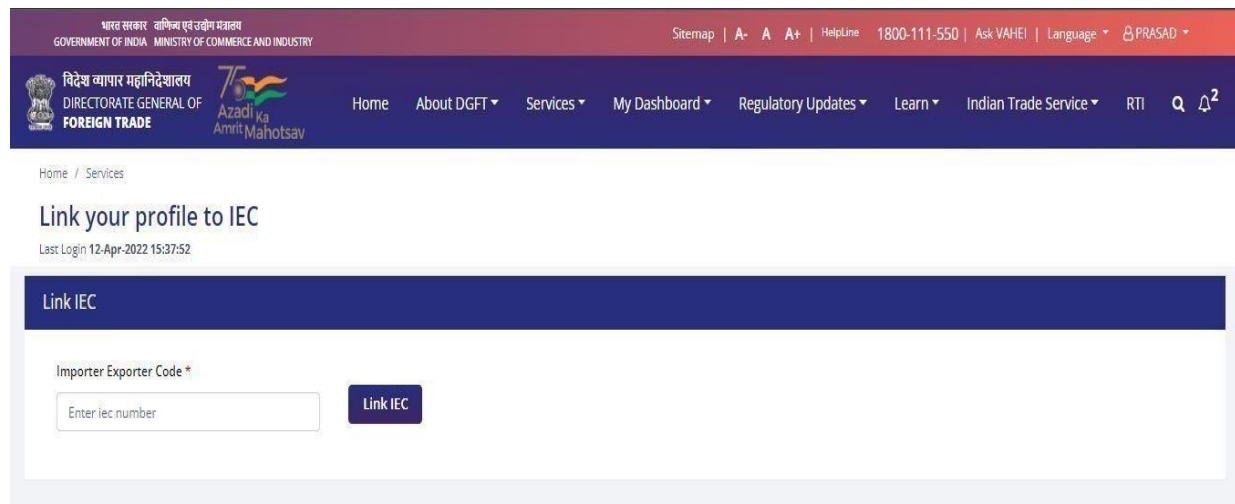
2. Proceed with Link IEC process by clicking on “**Link IEC**” button on dashboard.



**Screen 26**

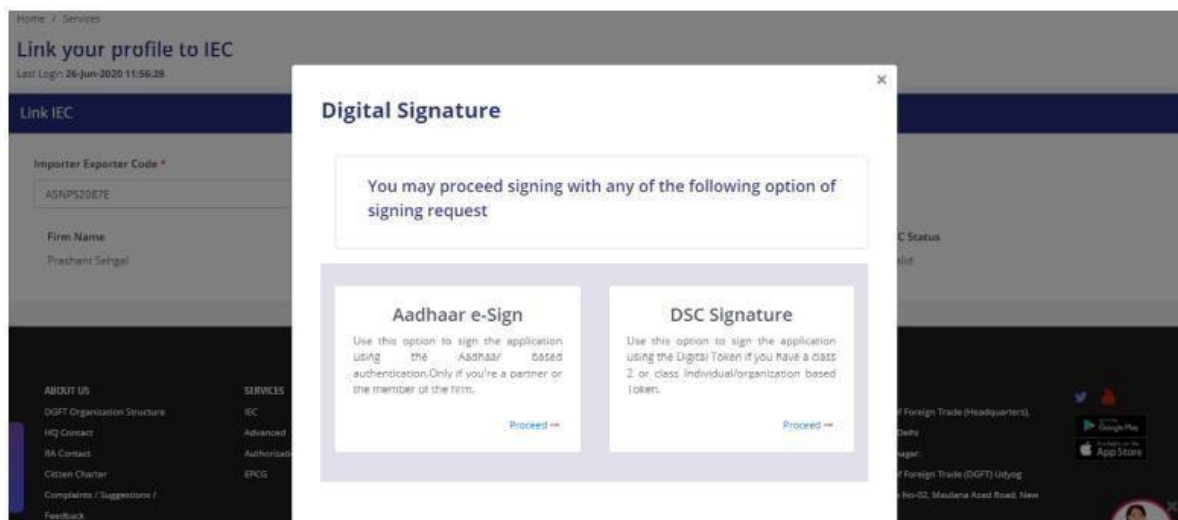
3. Now Enter your IEC number which you want to link to your profile in Importer Exporter Code field and then click on Link IEC.

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



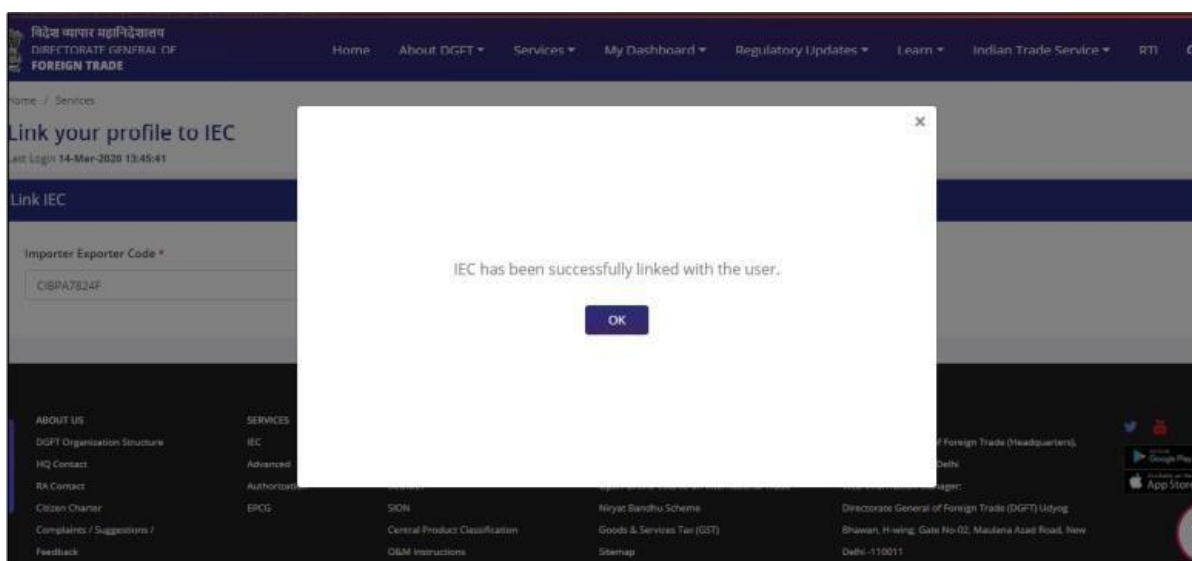
**Screen 27**

- Proceed with Digital Signature process with your digital signature details
  - a. Read the Information and Install the Pre-requisites for Digital Signature.
  - b. 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.
  - c. Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
  - d. Enter your e-Pass Token inside the enter Password field.



Screen 28

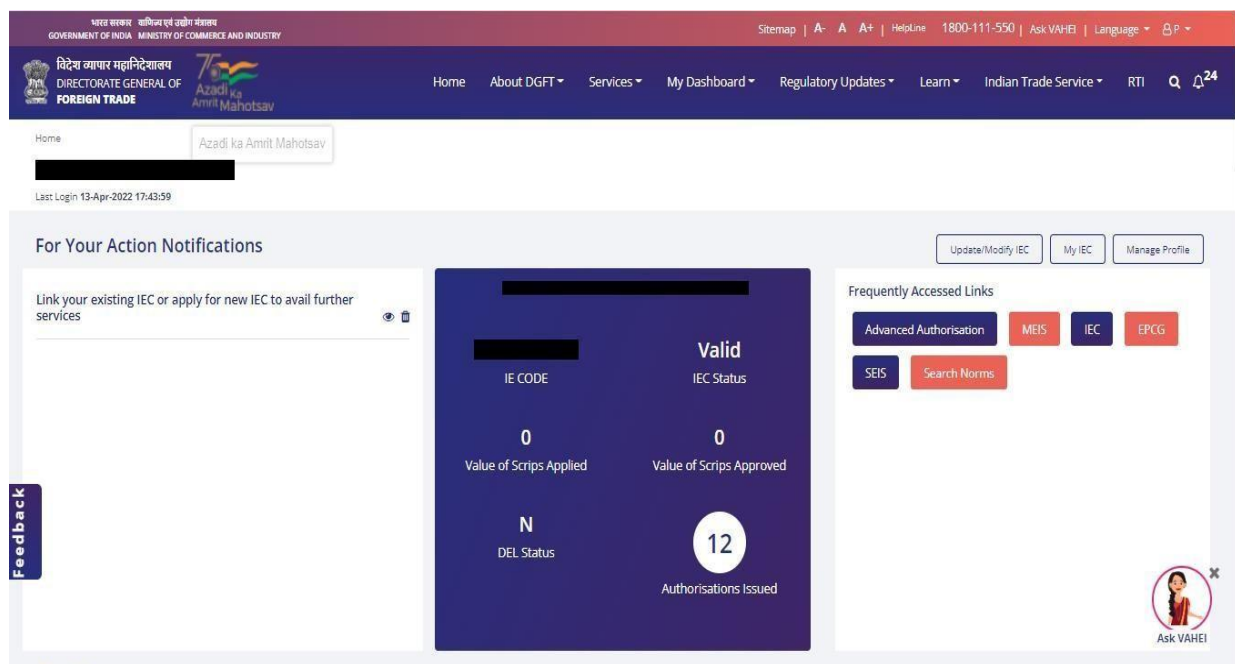
4. After Success in digital signature process the IEC Linked successfully message is displayed.



Screen 29

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





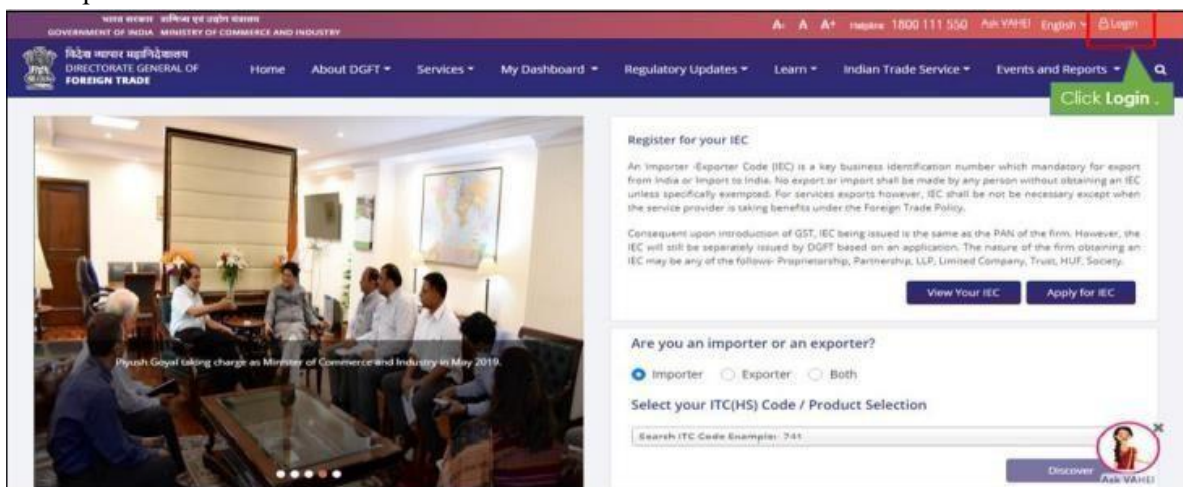
Screen 30

## 7. Registering yours DSC

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

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

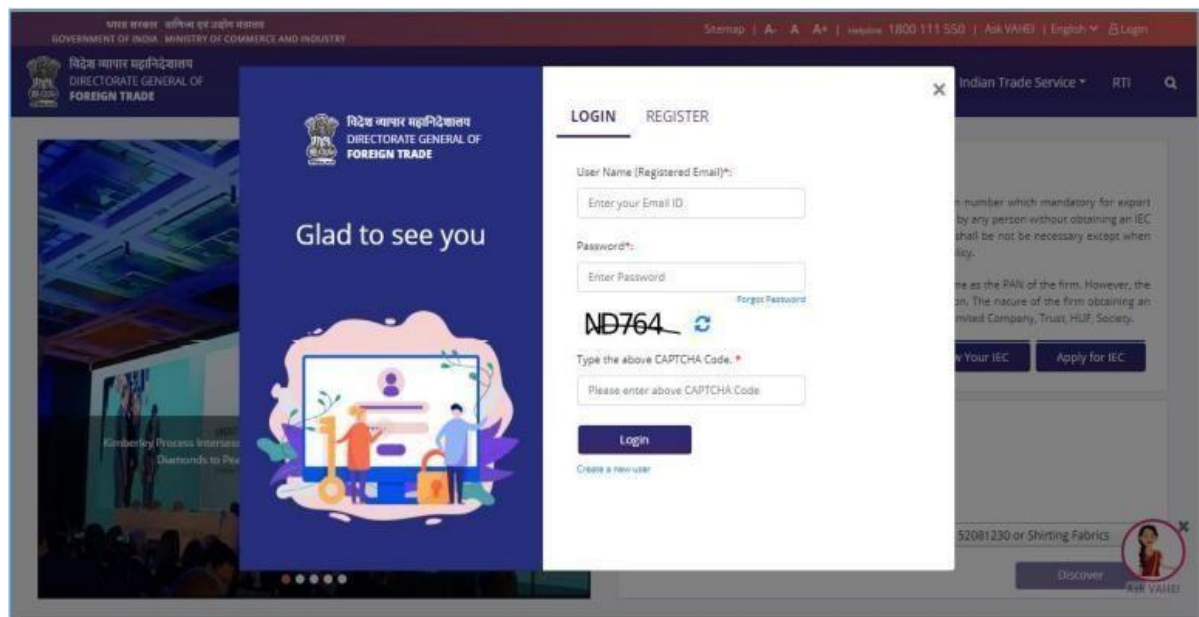
**Note:** Registration of DSC can only be done once user has applied for an IEC or linked an existing IEC to the user profile.



Screen 31

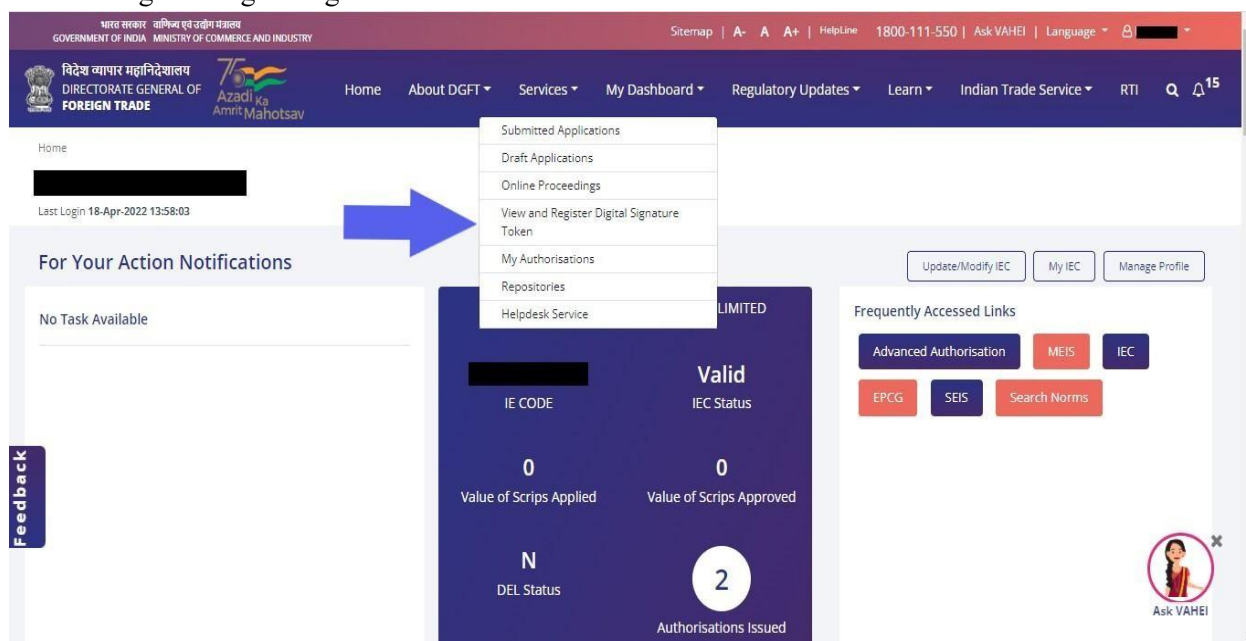
2. Enter the Login Details.

- 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".

GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

Stamp | A- | A+ | HelpLine | 1800-111-550 | Ask VAHEI | Language | MONIKA

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

Home / My Dashboard

### View and Register Digital Signature Token

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

**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 [embridge.emudhra.com](http://embridge.emudhra.com) on your local machine.

**User Details**

User Name:  Email Id:

[Register New DSC](#)

**Register For Aadhaar E-sign**

PAN\*:  Name As Per PAN\*:

[Register For Aadhaar E-sign](#)

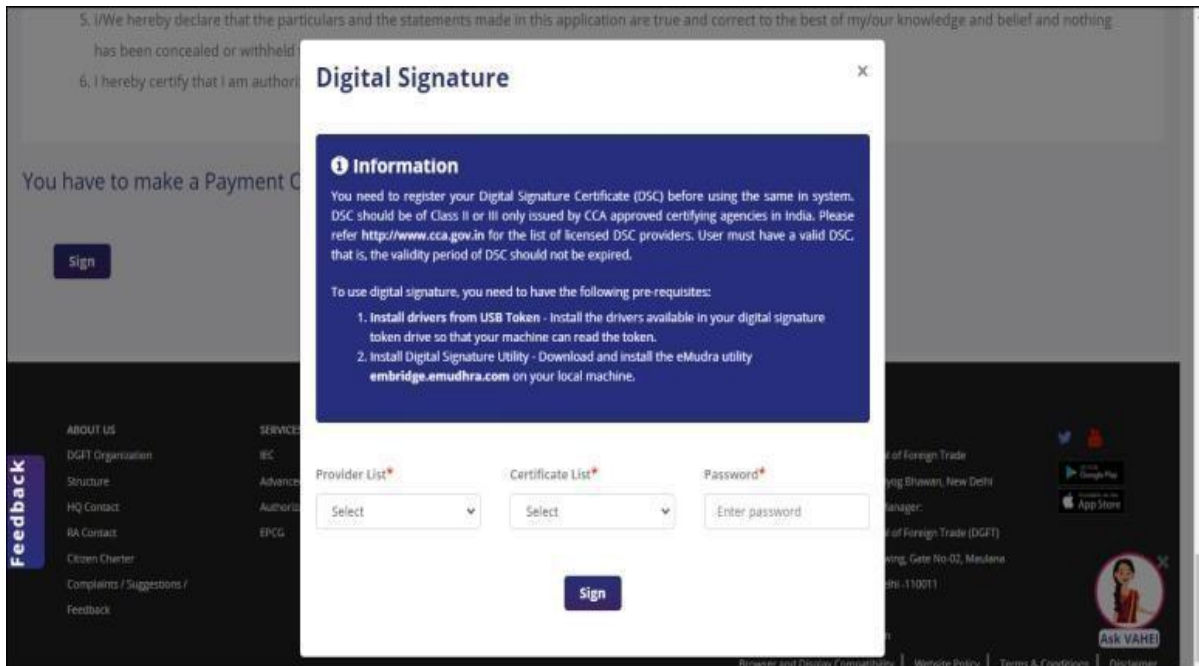
DOB\*

Feedback

**Screen 34**

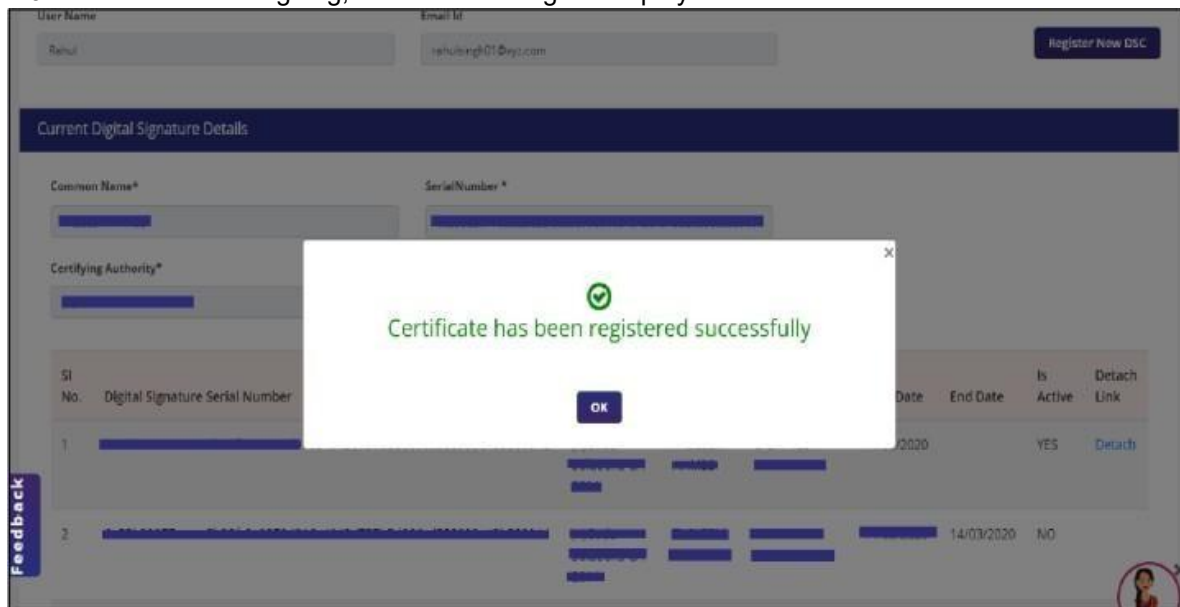
5. Select your Digital Signature details and process with your digital signature details.
  - a. Once Pre-requisites for Digital signature is done then user will be able to see list of e-Pass token on click of Provider List, Select the e-Pass token from the list.
  - b. Select Certificate for signing from Certificate list, Individual based DSC is only allowed for proprietorship type firms.
  - c. 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.


**Current Digital Signature Details**

Common Name\*  Serial Number\*

Certifying Authority\*  Organisation\*

Sl No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Valid From	Valid Till	Start Date	End Date	Is Active
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Feedback**

 Ask VAHEI

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.

GOVERNMENT OF INDIA, MINISTRY OF COMMERCE AND INDUSTRY

1800 111 550 Ask VAHEI English Login

Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service Events and Reports

**Click Login**

**Register for your IEC**

An Importer-Exporter Code (IEC) is a key business identification number which is 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 be 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**

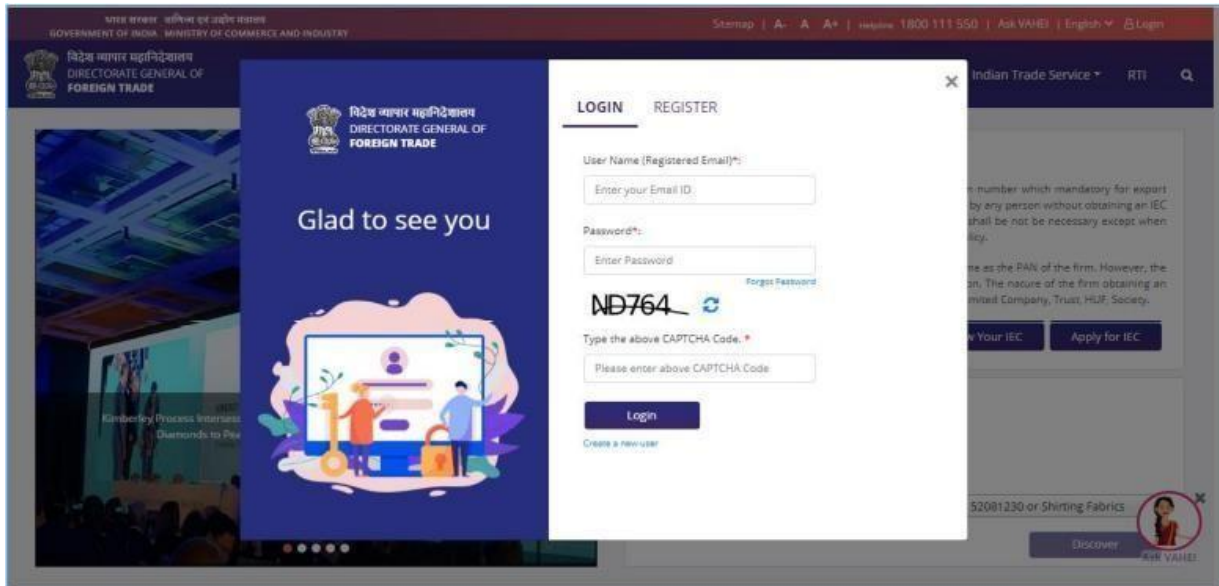
Search ITC Code Example: 741

[Discover](#)  Ask VAHEI

Screen 38

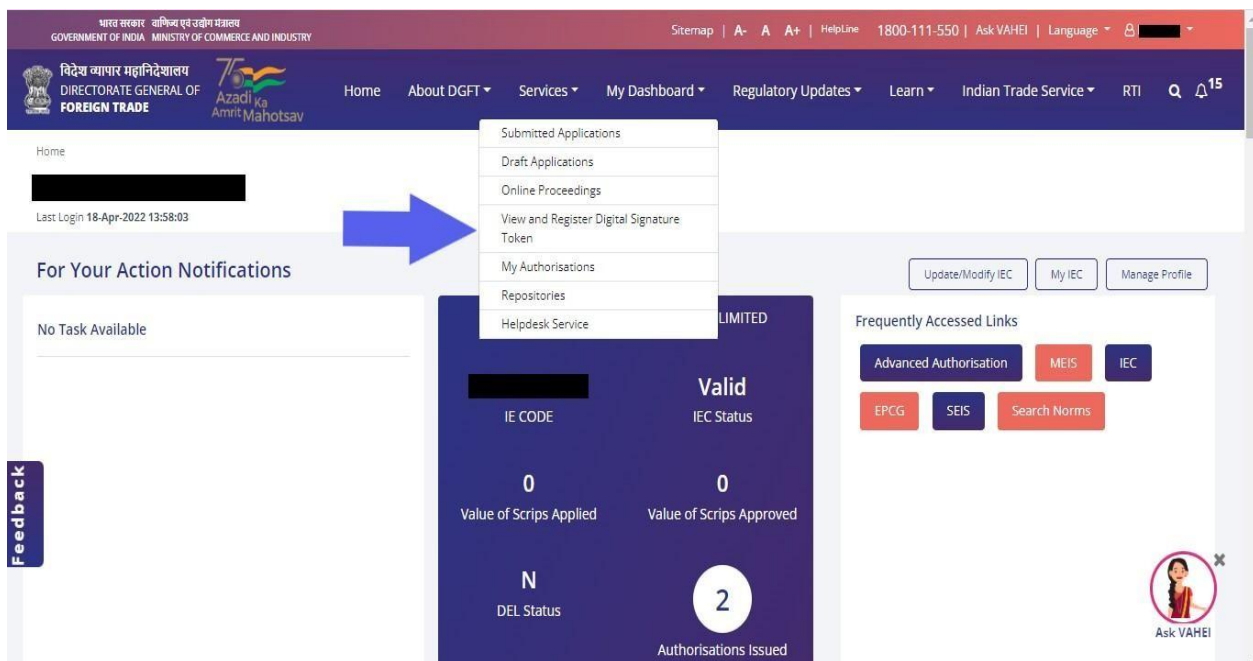
### 1. Enter the Login Details.

- 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.

SI No.	Digital Signature Serial Number	Date	End Date	Is Active	Detach Link
1	[Redacted]	[Redacted]	[Redacted]	YES	Detach
2	[Redacted]	[Redacted]	14/03/2020	NO	

**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.

**Current Digital Signature Details**

Common Name\*  Serial Number\*

Certifying Authority\*  Organisation\*

SI No.	Digital Signature Serial Number	Certifying Authority	Common Name	Organisation	Start Date	End Date	Is Active	Detach Link
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YES	<a href="#">Detach</a>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NO	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	NO	

**Feedback**

Ask VAHEI

**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.

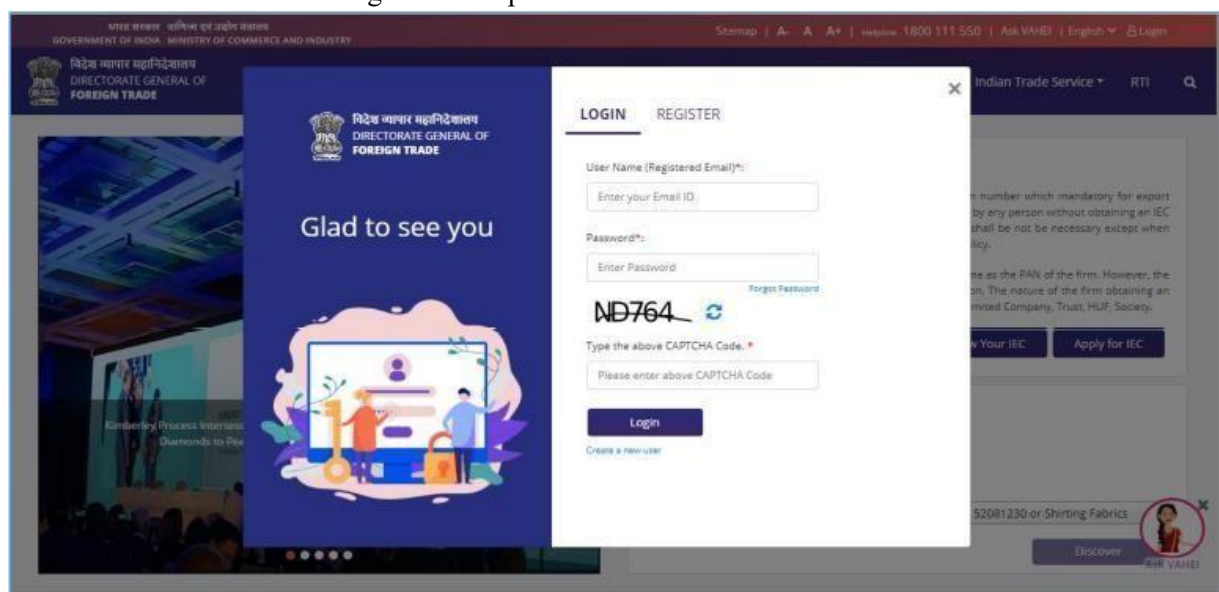
The user will be able to modify the PAN in case of Numeric IECs, such cases will be sent to RA Officer for approval and after approval the changes shall be sent to CBIC.

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



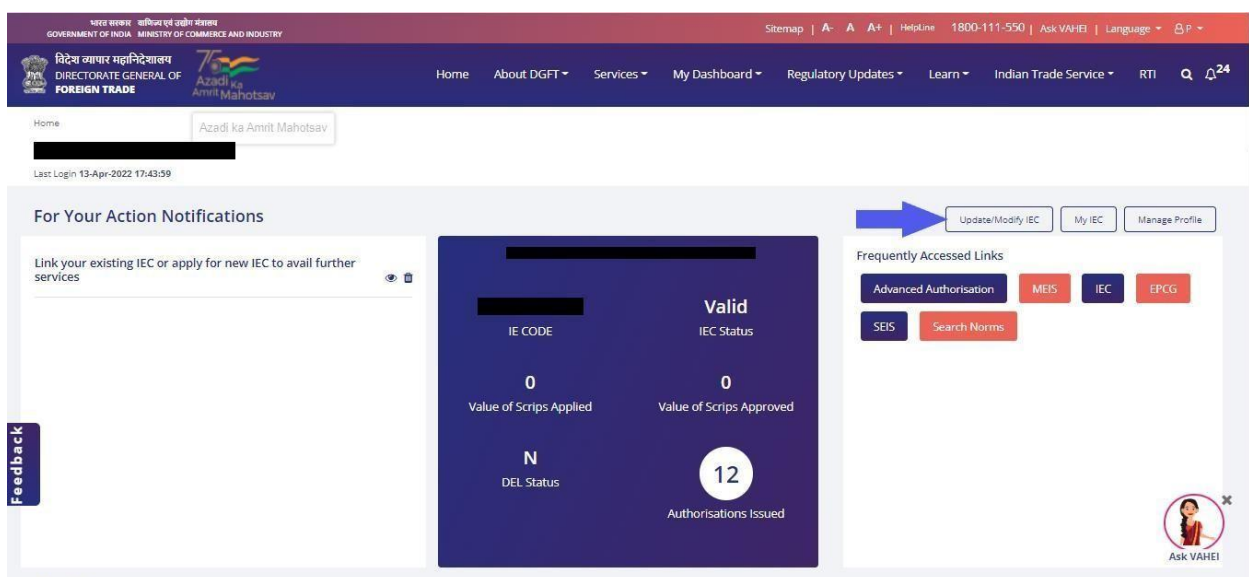
Then proceed with the following steps:

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

The screenshot shows the DGFT website interface. The top navigation bar includes links for Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. A dropdown menu for 'Services' is open, listing various services including 'IEC Profile Management', which is highlighted by a blue arrow. The main content area displays 'For Your Action Notifications' (No Task Available), a 'Valid IEC Status' card showing 0 Value of Scraps Approved and 2 Authorisations Issued, and a 'Frequently Accessed Links' section with buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. The user's profile 'Ask VAHEI' is visible in the bottom right corner.

Screen 46

## IEC Profile Management

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

The screenshot shows the 'IEC Profile Management' page. It includes a 'What is IEC' section explaining that an IEC is a key business identification number for export from India or import to India. It also mentions that IEC is issued by DGFT based on an application. Below this is a 'Pre-Requisites for Applying for IEC' section stating that the firm must have a PAN, bank account, and a valid address. The main content area features four cards: 'View IEC Profile' (with a description of the profile), 'Print IEC' (with instructions on how to print and verify the certificate), 'Update/Modify IEC' (with instructions on how to modify the IEC), and 'Surrender IEC' (with instructions on how to surrender the IEC).

Screen 47

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

भारत सरकार - Government of India - Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language MONIKA

बिदेष्ट व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

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

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

Start Fresh Application

Previous Next

## Screen 48

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

भारत सरकार - Government of India - Ministry of Commerce and Industry

Sitemap | A- A A+ | HelpLine 1800-111-550 | Ask VAHEI | Language MONIKA

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DIRECTORATE GENERAL OF FOREIGN TRADE

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

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

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 \* Private Limited

Firm Name \* C I NETWORK TECHNOLOGIES PRIVATE LIMITED

## Screen 49



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

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

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.

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

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)? \* ☐ YES ☒ NO

Is Active Branch? ☐

GSTIN Number

## Screen 51

Search:

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	1	NO	NO	Y								
2	2	NO	NO	Y								

Showing 1 to 2 of 2 entries

Previous 1 Next

Clear All Save & Next

**Feedback**

**ABOUT US**

DGFT Organization Structure

HQ Contact

RA Contact

Citizen Charter

Complaints / Suggestions /

**SERVICES**

IEC

Advanced

Authorization

EPCG

**REGULATORY**

Foreign Trade Statement

ITCS Based Import & Export

Policy

SION

Central Product Classification

**LEARN**

Application Help & FAQs

E-Learning Videos

Open Online Course on International Trade

Goods & Services Tax (GST)

Sitemap

**CONTACT US**

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

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

Screen 52

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

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DIRECTORATE GENERAL OF FOREIGN TRADE

75 Azadi Ka Amrit Mahotsav

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

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 has been successfully saved.

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

Member Type \* DIN (Dir. Identification Number)

☐ Is the Director a Foreign National?

Screen 53

- a. 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.
  - i. Enter Name, Father Name, Address, City, Pin Code, State, District and Mobile number of Proprietor/Partner/Director/Karta/Managing Trustee.
  - ii. 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 \* ⓘ   IFS Code \*

Bank Name \*   Branch Name \*   ☐ Is Primary?

Please Select

Screen 54

- 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 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

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.

**Other Details (Preferred sectors of operations)**

☒ Import ☒ Export ☒ Others

**Import** Export Others

☐ Chemicals And Allied Products

☒ Electronic Products

☐ Engineering Products

**Feedback**

### 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.

Place \*  Date

**Feedback**

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

ABOUT US SERVICES REGULATORY LEARN CONTACT US

### 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	Date
DELHI	19-04-2022

**Sign**

**Feedback**

<b>ABOUT US</b> DGFT Organization Structure HQ Contact RA Contact	<b>SERVICES</b> IEC Advanced Authorization	<b>REGULATORY</b> Foreign Trade Statement ITCHS Based Import & Export Policy	<b>LEARN</b> Application Help & FAQs E-Learning Videos Open Online Course on International Trade	<b>CONTACT US</b> Directorate General of Foreign Trade (Headquarters), Udyog Bhawan, New Delhi Web Information Manager	  
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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?

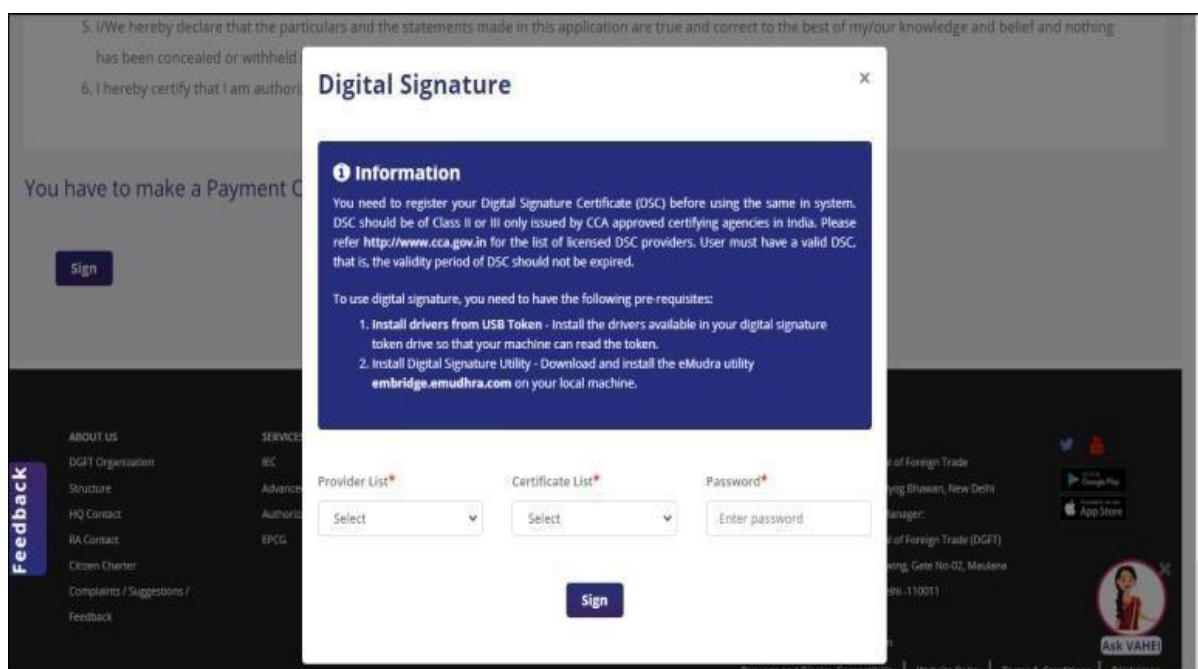
**Cancel** **OK**

**Feedback**

<b>ABOUT US</b> DGFT Organisation Structure HQ Contact RA Contact Citizen Charter Complaints / Suggestions / Feedback	<b>SERVICES</b> IEC Advanced Authoriz EPCG	<b>REGULATORY</b> Classification O&M Instructions FT D&R Act	<b>LEARN</b> Goods & Services Tax (GST) Sitemap Map	<b>CONTACT US</b> Directorate General of Foreign Trade Udyog Bhawan, New Delhi Web Information Manager Directorate of Foreign Trade (DGFT) Udyog Bhawan, New Delhi, Maulana Abul Kalam Azad Road, New Delhi - 110011 1800-111-530 dgfted[at]nic[dot]in	    
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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	
File Number	
Date of Submission	2022-03-30 04:41:55
IP Address	192.168.136.36
Firm Name	
Firm Address	
Service Availed	Apply for Iec
Mode of Signature	Digital Signature
<b><u>PAYMENT DETAILS</u></b>	
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.

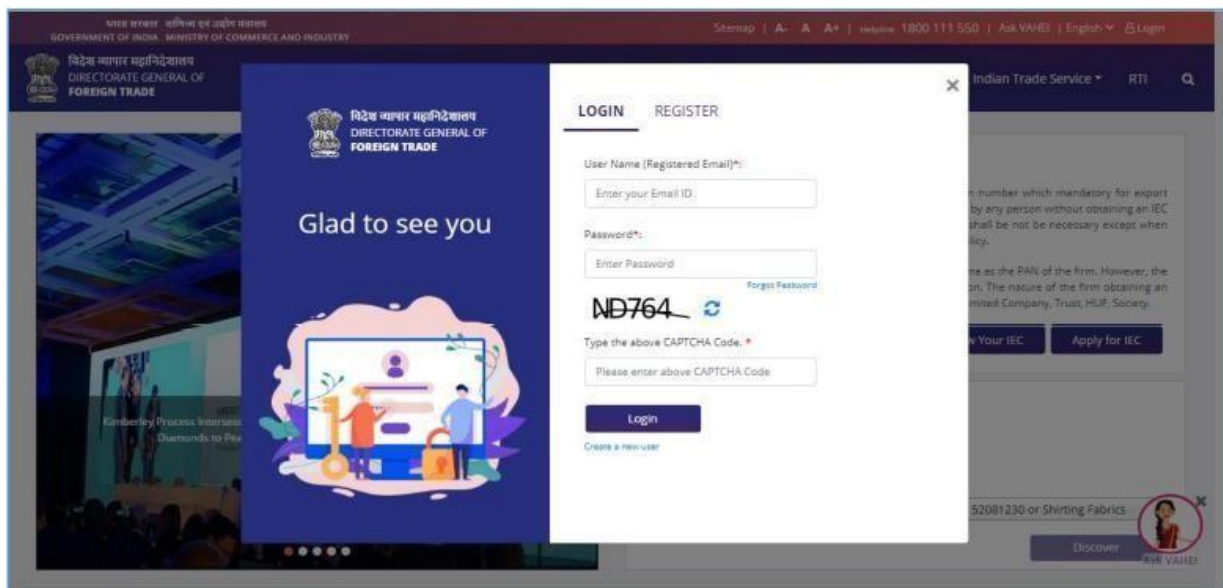
## 10. Surrender Request for IEC

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

- 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/ Aadhar for Proprietor or Members of the Firm.
- c) IEC with 'Active' Status

Then proceed with the following steps:

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



Screen 61

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 website interface. At the top, there is a navigation bar with links like 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'RTI'. A blue arrow points to the 'Services' dropdown menu, which is open, displaying a list of services. The 'IEC Profile Management' option is highlighted. Below the navigation bar, there is a 'For Your Action Notifications' section showing 'No Task Available'. On the right, there is a 'Valid IEC Status' section showing '0 Value of Scrips Approved' and '2 Authorisations Issued'. There are also 'Frequently Accessed Links' like 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'.

Screen 62

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

The screenshot shows the IEC module interface. A blue arrow points to the 'Surrender IEC' tab, which is highlighted. The interface is divided into several sections, each with a title and a brief description of the service. The sections are: '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'. Each section has an 'Apply' button. The 'Surrender IEC' section is highlighted with a blue arrow.

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.

भारत सरकार | Ministry of Commerce and Industry  
GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY

Sitemap | A- | A+ | HelpLine 1800-111-550 | Ask VAHEI | Language

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DIRECTORATE GENERAL OF FOREIGN TRADE  
75 Azadi Ka Amrit Mahotsav

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

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

## Surrender IEC

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

### Surrender IEC

Reason for Surrendering IEC \*

Add Attachment

Choose File to Upload \*

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

Feedback

Surrender

Screen 64

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

## Manage IEC

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

### IEC Details

Print IEC Update/Modify IEC

Basic Details

Firm Address Details

Branch Details

Details of Proprietor/Partner/Director

Bank Details

Other Details (Preferred sectors)

Linked IEC

IEC Status

### Acknowledgement

Your request has been submitted successfully.  
Your File no is: HYDIECPSURRE [redacted]

Feedback

IEC	IEC Status	DEL Status	CBIC Status
0907020968	Valid	Y	Acknowledgement Awaited

Ask VAHEI

Screen 65

## 11. Revoke Suspension Request for IEC

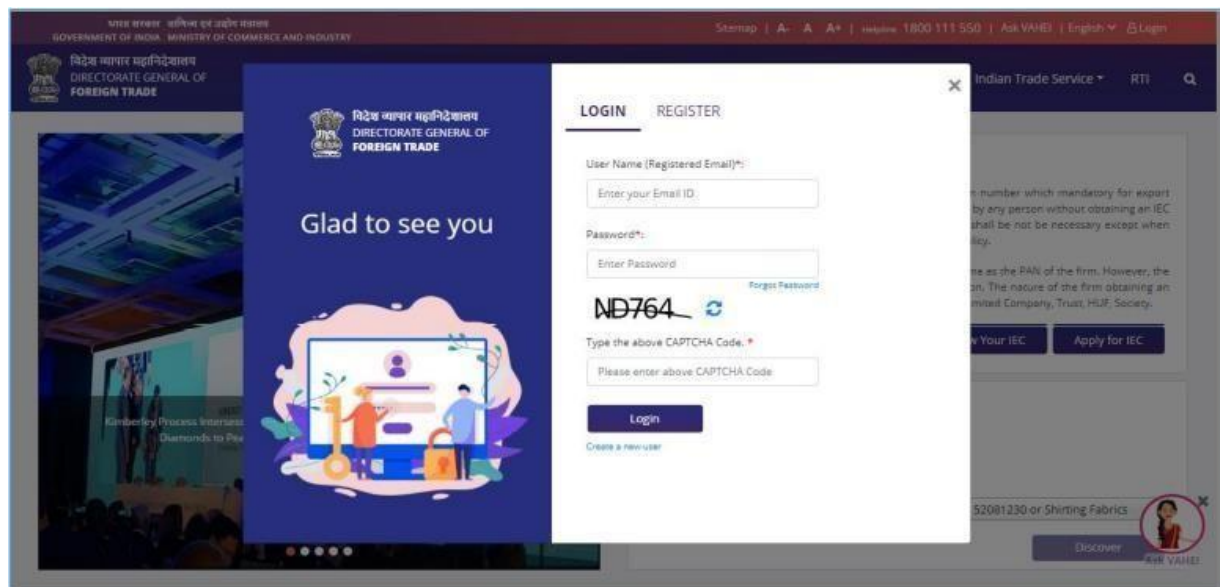
To Revoke the Suspension on your existing Importer Exporter Code (IEC) on the DGFT portal you would require

- 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

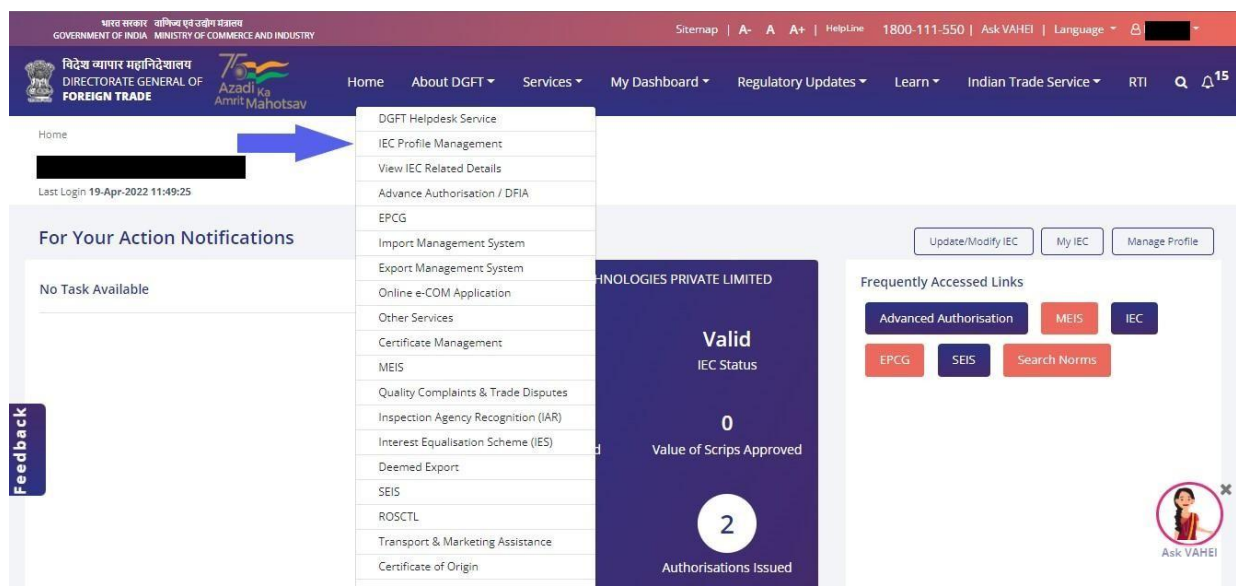
Then proceed with the following steps:

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



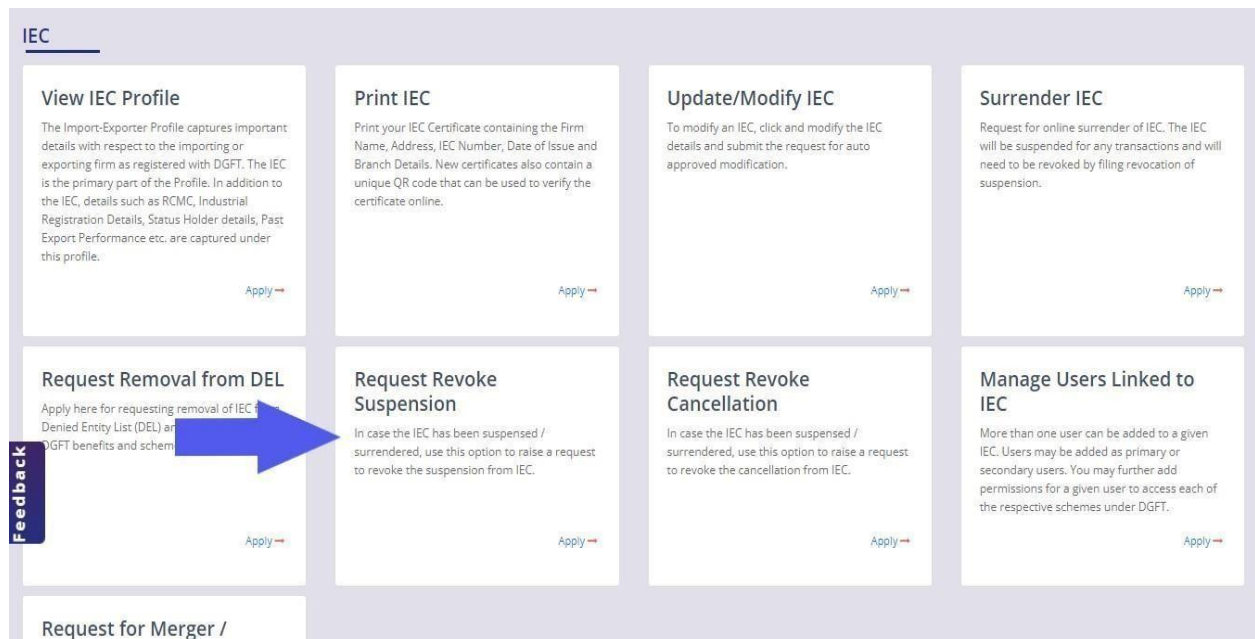
Screen 66

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



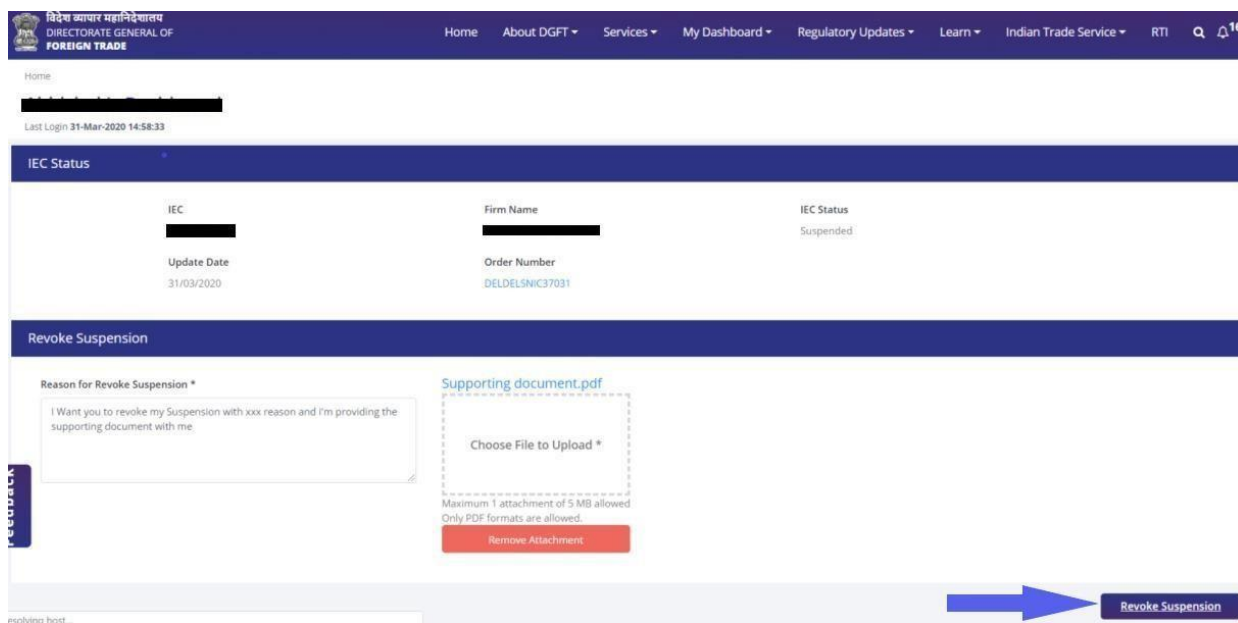
Screen 67

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



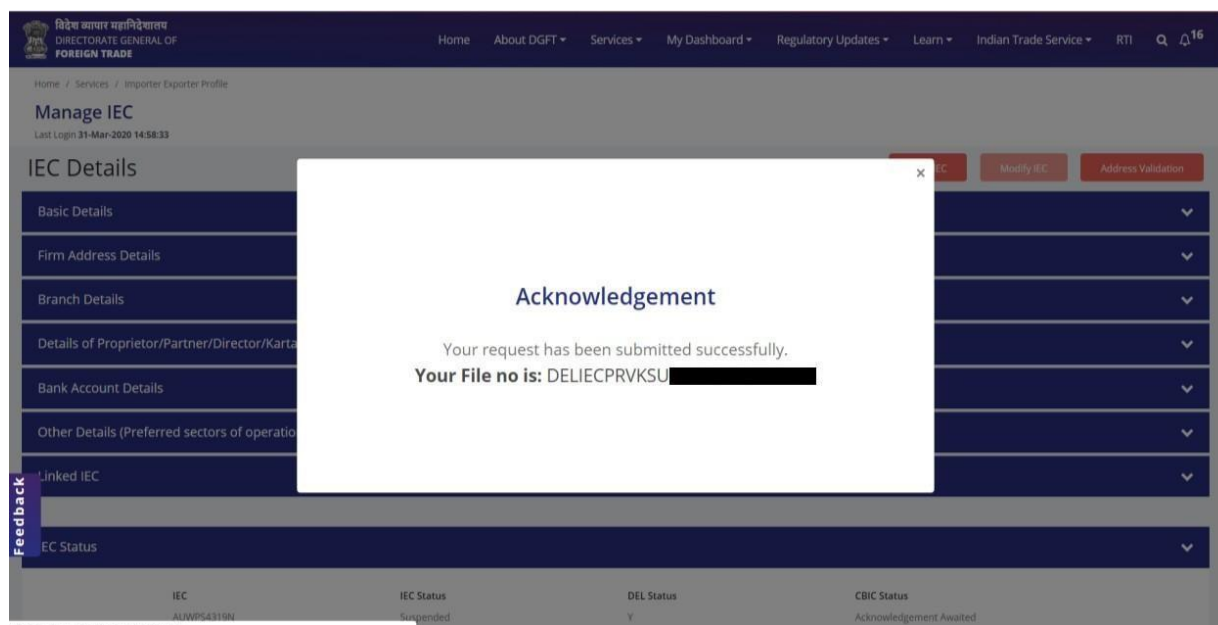
#### Screen 68

- 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.



#### 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

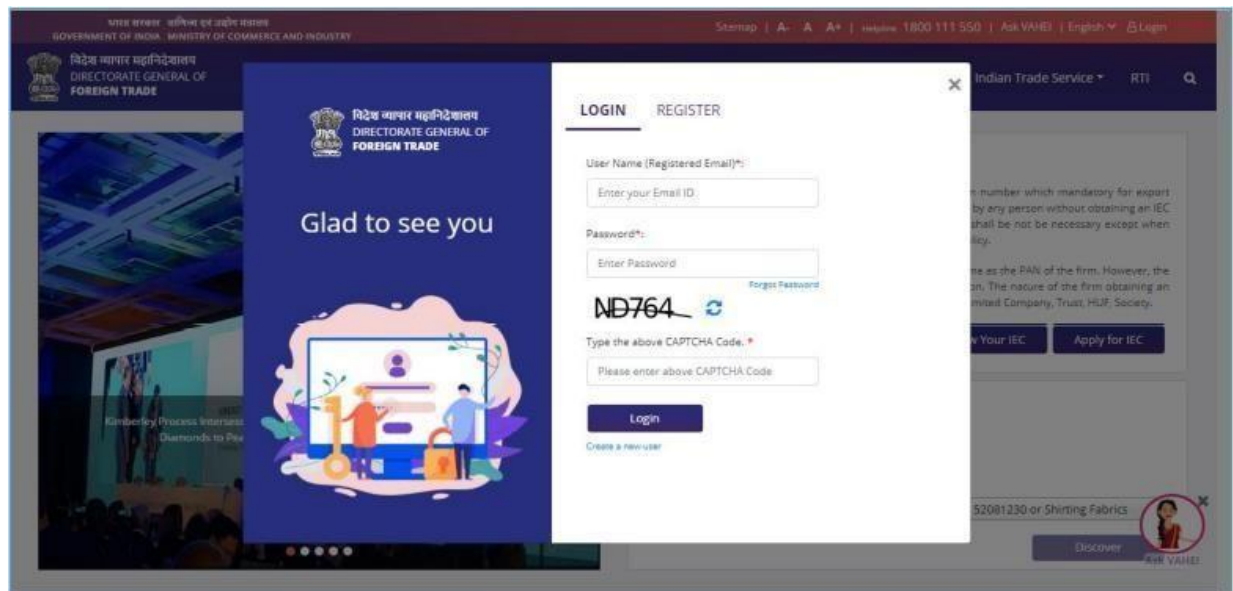
To Revoke the Cancellation on your existing Importer Exporter Code (IEC) on the DGFT portal you would require.

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC which contains the details of the Firm
- c) with Suspended Status

Then proceed with the following steps:

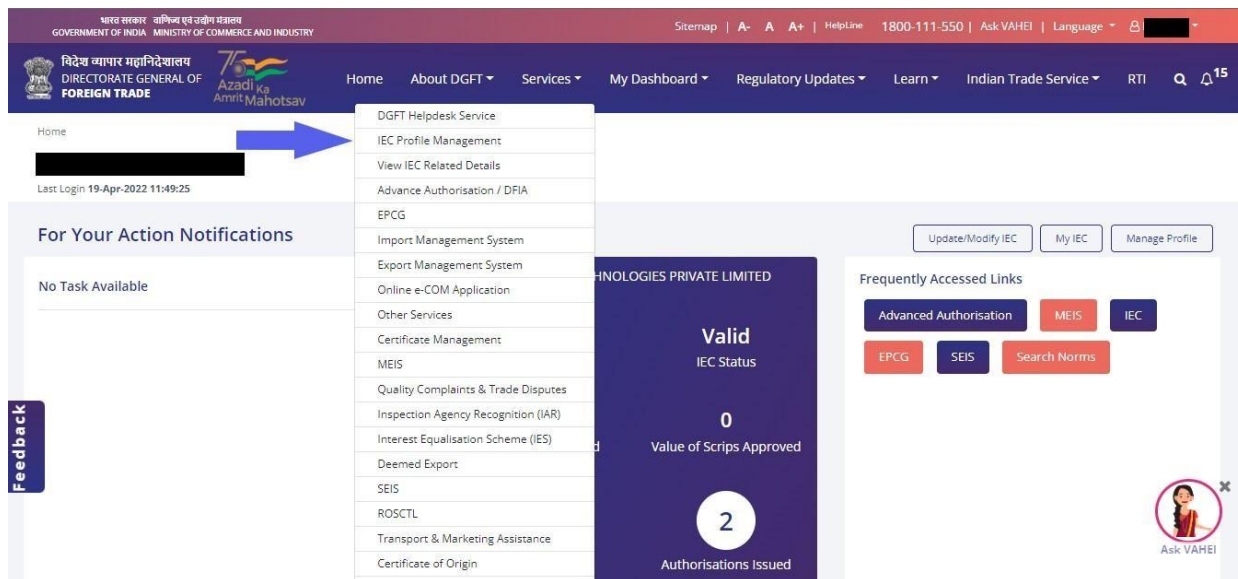
1. Visit the DGFT website and login into the portal with valid credentials.





Screen 71

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



Screen 72

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

**IEC**

<b>View IEC Profile</b> 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. <a href="#">Apply →</a>	<b>Print IEC</b> 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. <a href="#">Apply →</a>	<b>Update/Modify IEC</b> To modify an IEC, click and modify the IEC details and submit the request for auto-approved modification. <a href="#">Apply →</a>	<b>Surrender IEC</b> 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. <a href="#">Apply →</a>
<b>Request Removal from DEL</b> Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again. <a href="#">Apply →</a>	<b>Request Revoke Suspension</b> In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC. <a href="#">Apply →</a>	<b>Request Revoke Cancellation</b> In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the cancellation from IEC. <a href="#">Apply →</a>	<b>Manage Users Linked to IEC</b> 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. <a href="#">Apply →</a>

**Feedback**

Screen 73

- Now Enter the reason for Revoke Cancellation of your IEC & provide the supporting documents for Revoke Cancellation and then click on Revoke Cancellation 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 Valid
Update Date 06/04/2022	Order Number HQRSNIC14850	

**Revoke Cancellation**

Reason for Revoke Cancellation \*

Enter Reason

Add Attachment

Choose File to Upload \*

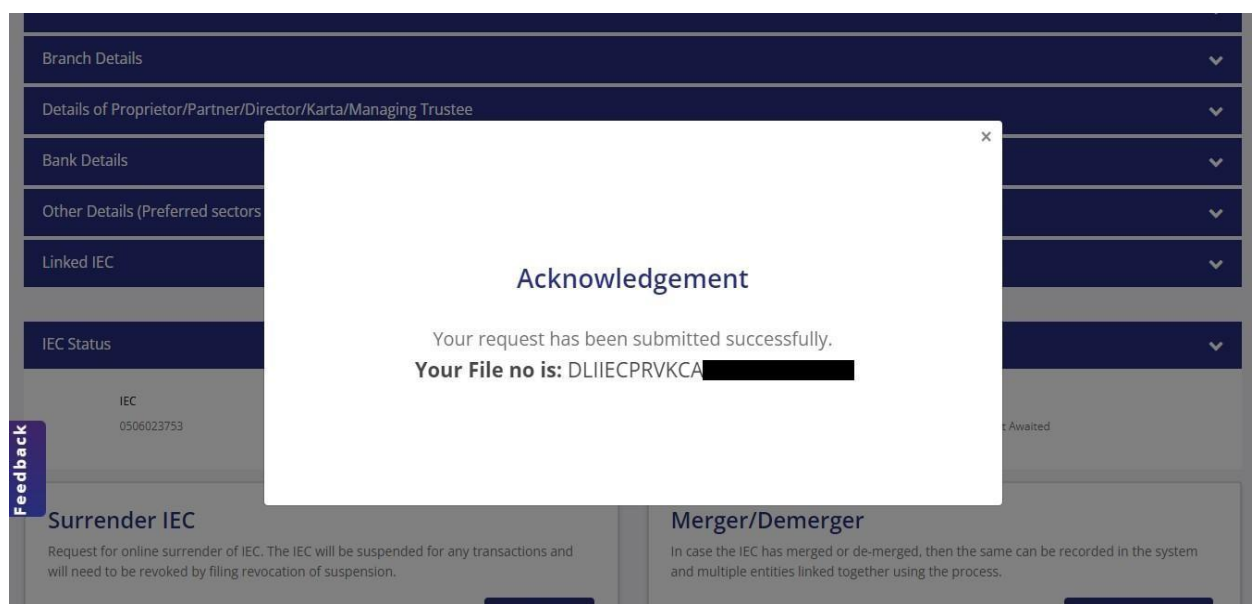
Maximum 1 attachment of 5 MB allowed  
Only PDF formats are allowed.

**Submit**

**Feedback**

Screen 74

- 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

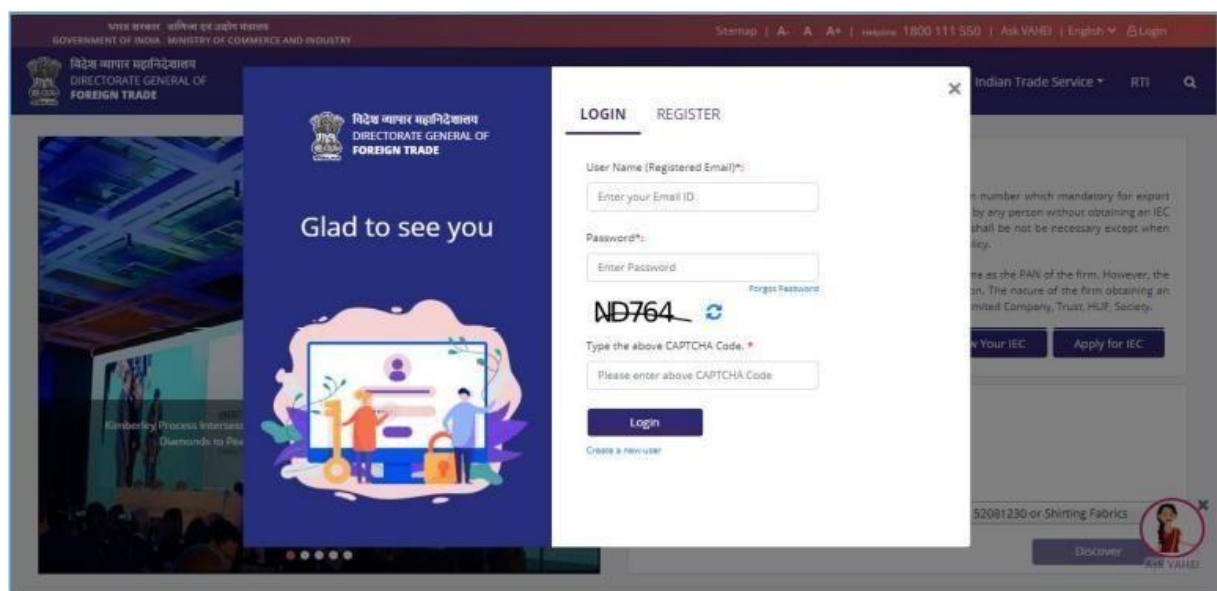
### 13. Manage Users Linked to IEC

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

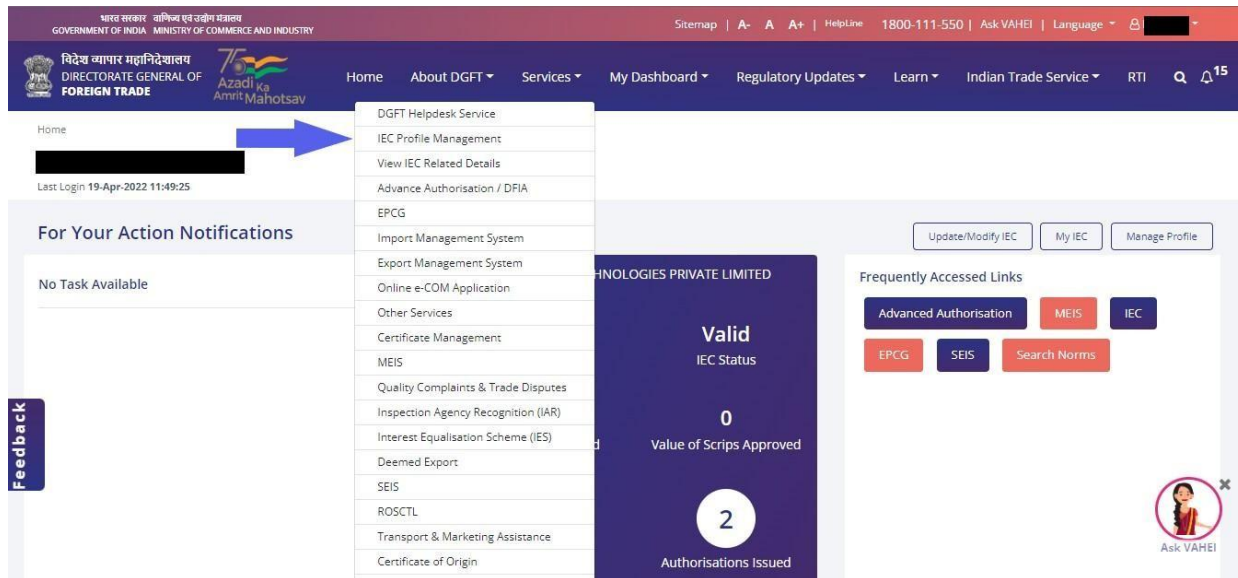
Then proceed with the following steps:

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



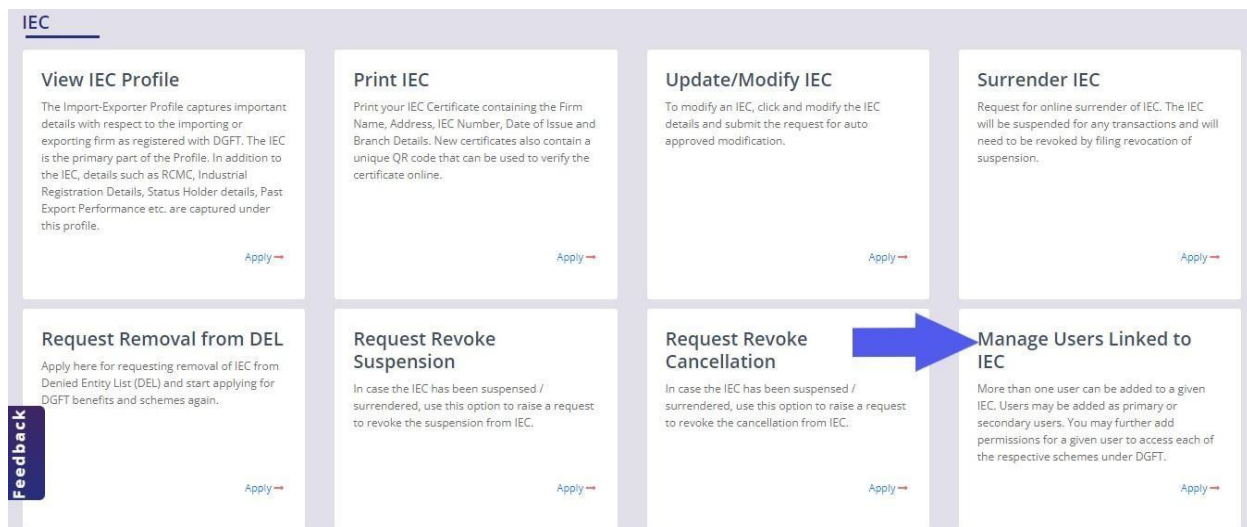
Screen 76

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



Screen 77

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



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.

Home / Services / IEC Profile Management

### Manage IEC User

Last Login 21-Apr-2022 12:15:51

IEC Status

IEC number

IEC Status

DEL status

Valid

N

Manage IEC user

Email ID\*

Comments

Primary User?

Permission

Enter Email ID

☐ Yes
☒ No

☐ IEC

Add

Clear

Screen 79

5. Added details will be shown as below.

Manage IEC user

Email ID\*

Enter Email ID

Comments

Primary User?

Yes

No

Permission

IEC

Add

Clear

Copy

Excel

PDF

Print

Permission					
Sl. No.	Email Address	IEC	Comments	Is Primary User?	Remove User
1	MSETH@CINT.CO.IN	Yes		Yes	

Showing 1 to 1 of 1 entries

Previous

1

Next

Screen 80

## 14. Request for Removal from DEL for IEC

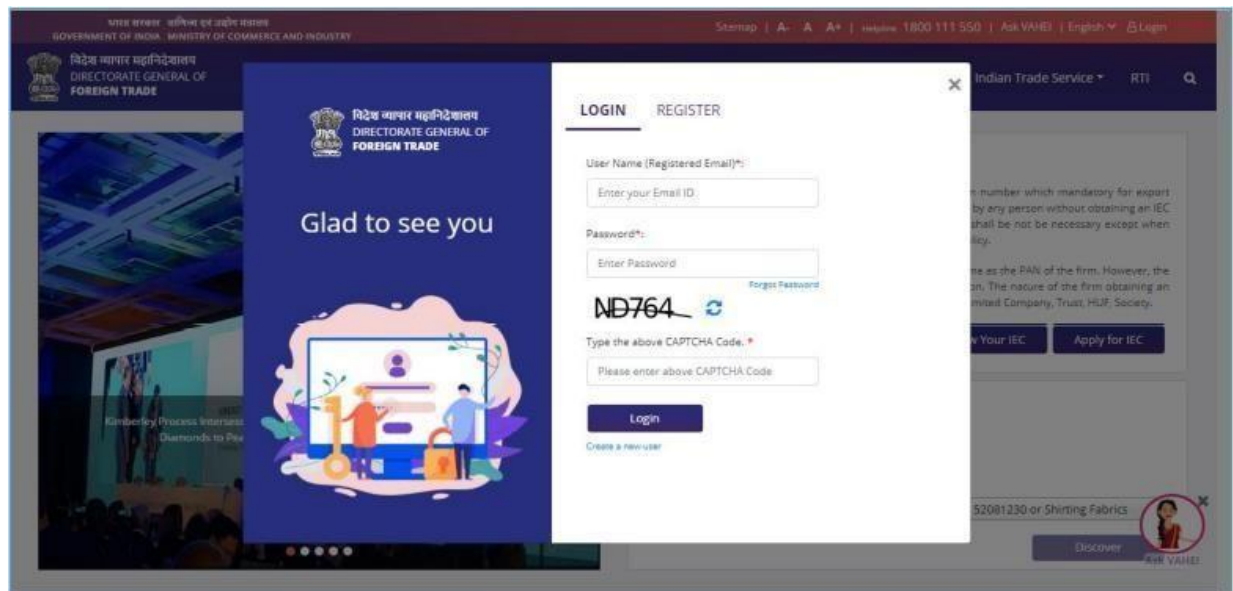
To Revoke the DEL order (Denied Entity List) on your existing Importer Exporter Code (IEC) on the DGFT portal you would require:

- 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:

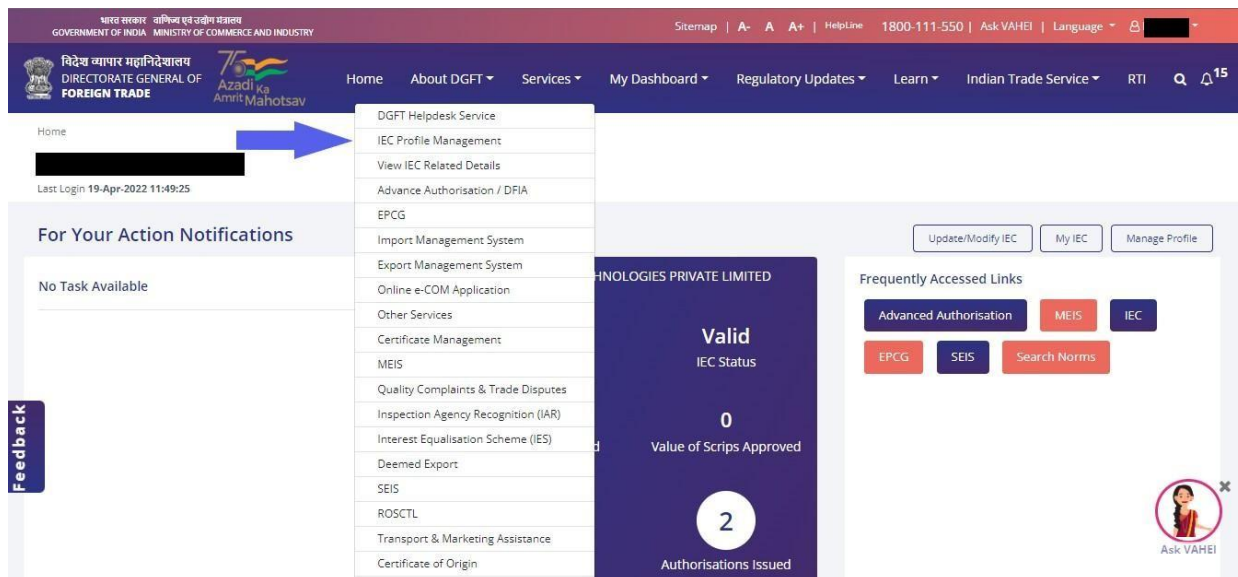
- Visit the DGFT website and login into the portal with valid credentials.





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.



The screenshot displays the IEC Module User Help File V4.1 interface. It features a grid of eight options for managing the IEC profile. A blue arrow points to the 'Request Revoke Suspension' option, which is described as: 'In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.' The other options include 'View IEC Profile', 'Print IEC', 'Update/Modify IEC', 'Surrender IEC', 'Request Removal from DEL', 'Request Revoke Cancellation', and 'Manage Users Linked to IEC'. Each option has an 'Apply' button. A 'Feedback' button is located on the left side of the grid.

Request for Merger /

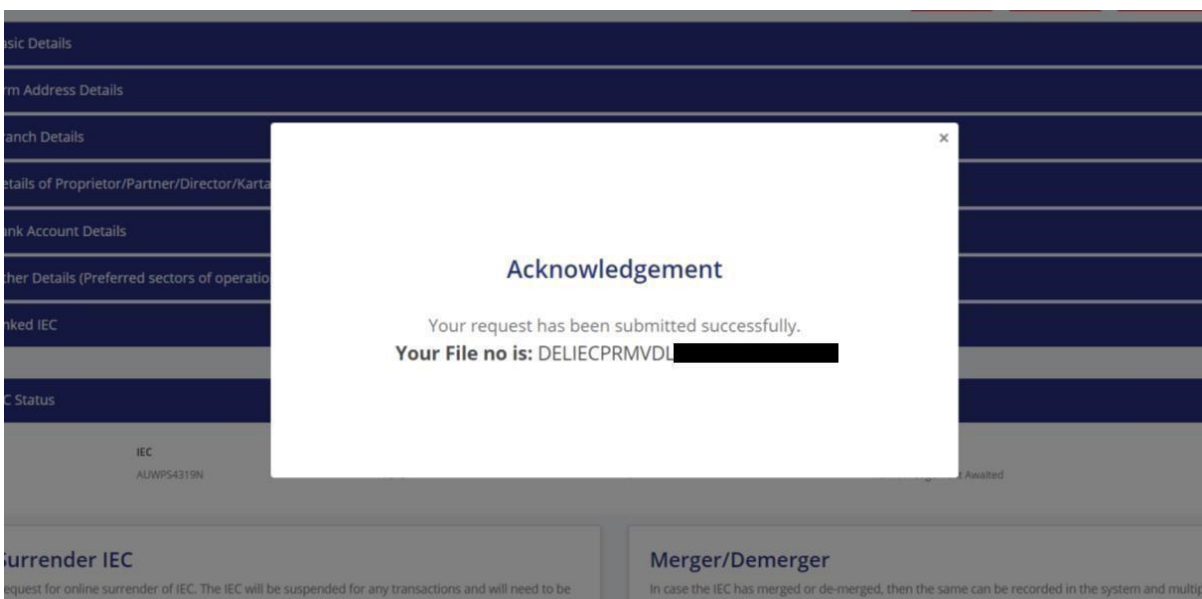
**Screen 83**

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

The screenshot shows the 'IEC Status' page. At the top, it displays the user's last login as '13-Apr-2022 20:52:22'. Below this, the 'IEC Status' section shows the IEC number, Firm Name, IEC Status (Valid), Update Date (06/04/2022), and Order Number (HQRSNIC14850). The 'Revoke Cancellation' section is highlighted with a blue bar. It contains a 'Reason for Revoke Cancellation' field with a placeholder 'Enter Reason', an 'Add Attachment' section with a 'Choose File to Upload' button, and a note: 'Maximum 1 attachment of 5 MB allowed. Only PDF formats are allowed.' A blue arrow points to the 'Submit' button at the bottom right.

**Screen 84**

- 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.



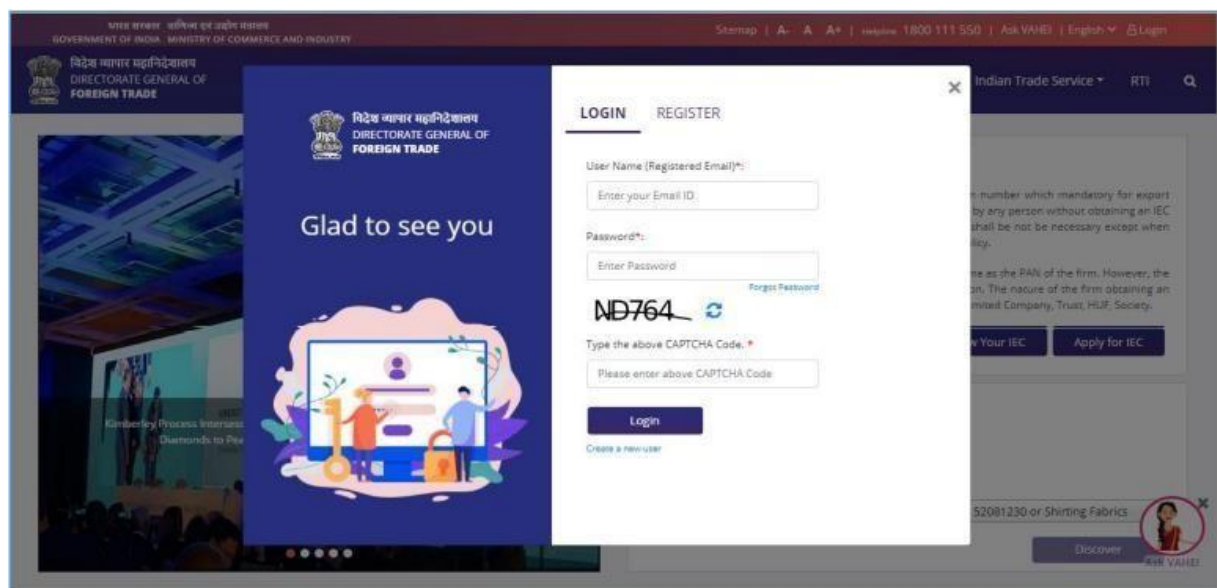
Screen 85

## 15. Request for Merger/Demerger of IEC's

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

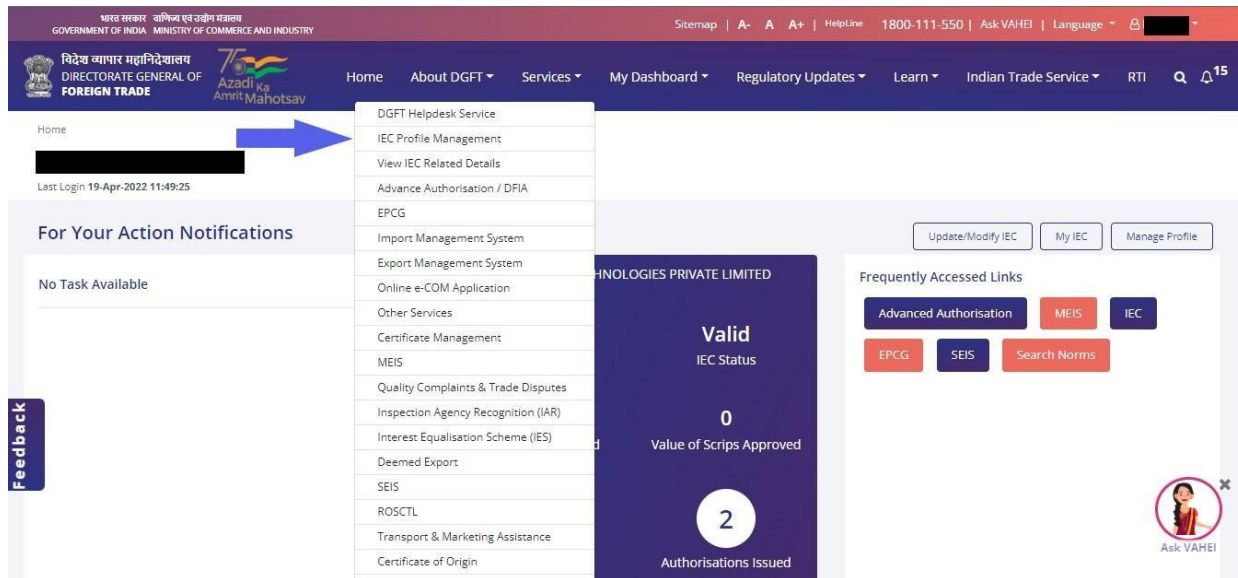
- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active DSC which contains the details of the Firm / Aadhar for Proprietor or Members of the Firm.
- IECs to be Merged/Demergered. Then proceed with the following steps:

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



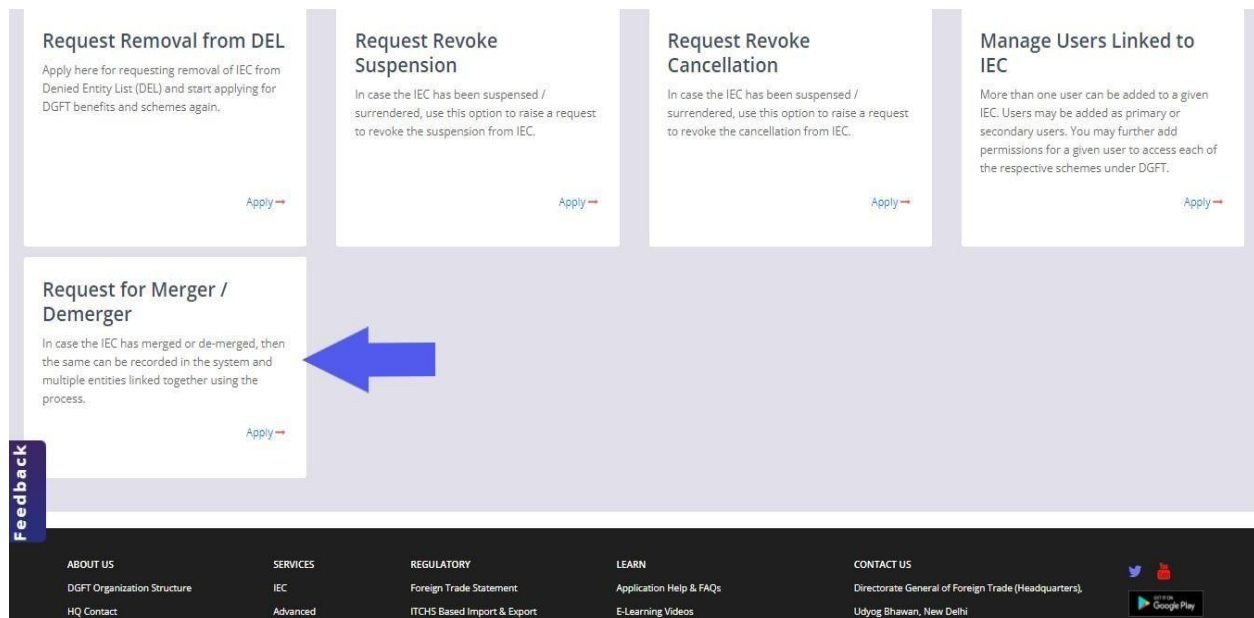
Screen 86

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



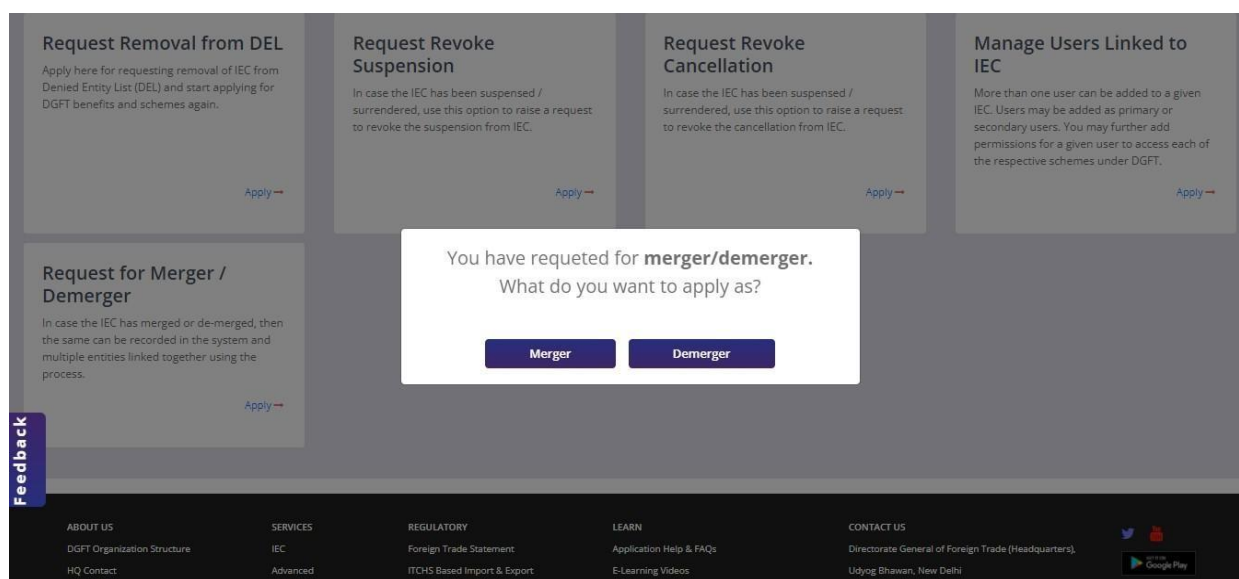
Screen 87

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.



Screen 89

- Now Enter the IEC number of Other IEC you want Merge/Demerger, 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. \*  Firm Name \*

**Merger**

Order date by court \*  End date of Old IEC \*  Reason For Merger \*

**Add Attachment**

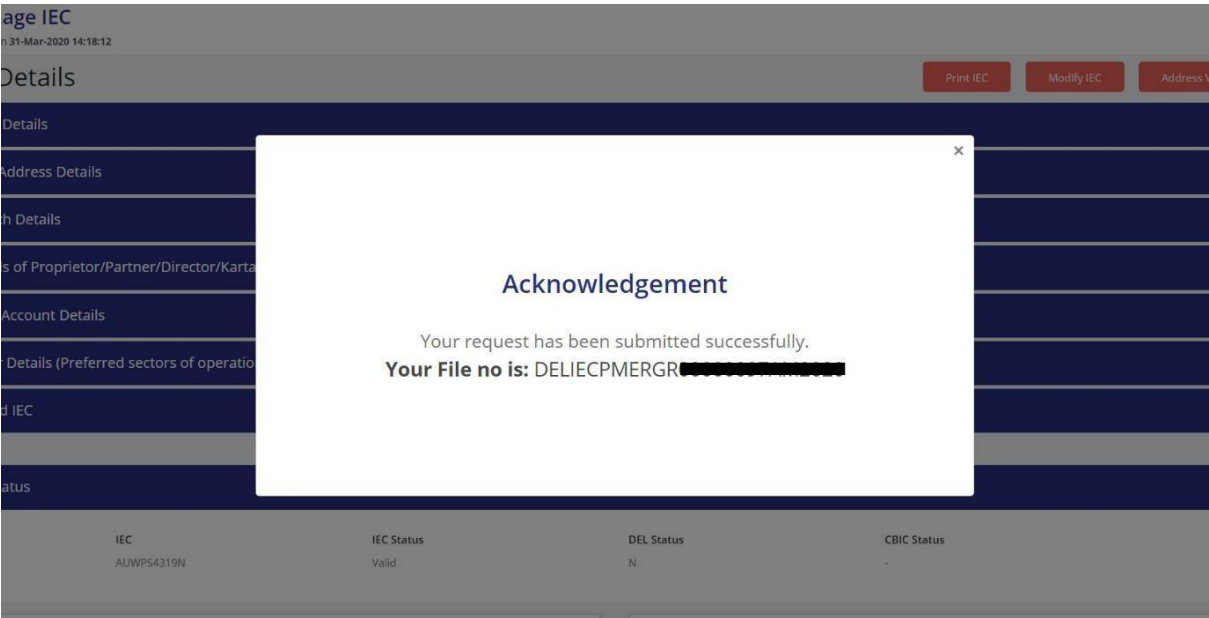
Choose File to Upload \*

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

**SUBMIT**

Screen 90

- 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

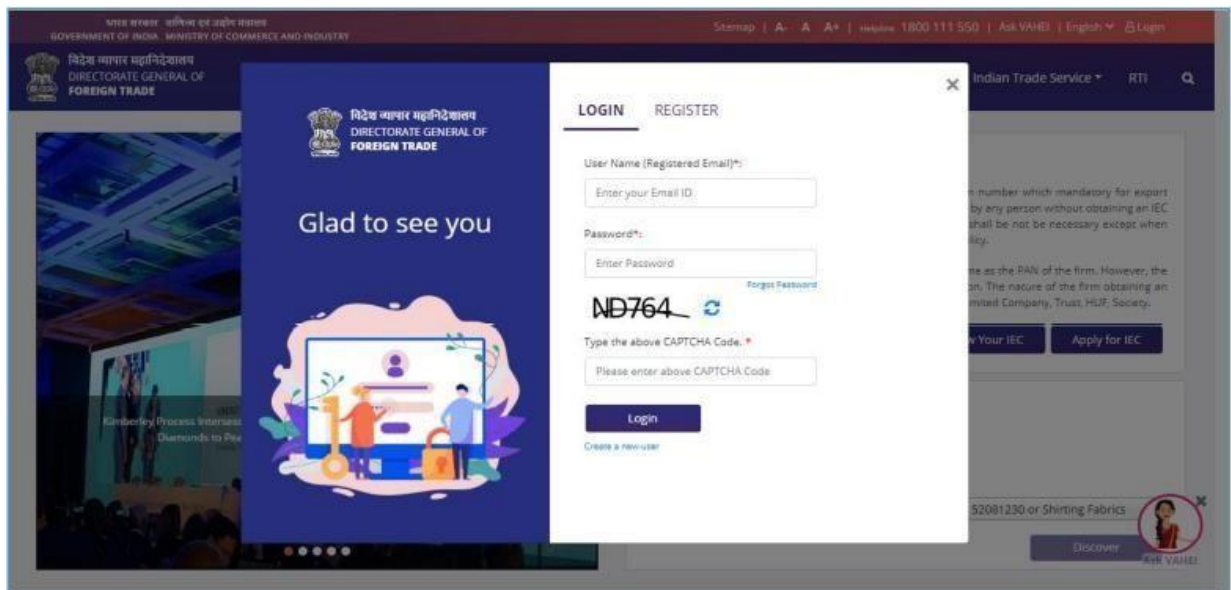
## 16. View and Modify RCMC Details

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

ADD

PDF Excel

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						Expired		Manufacturer Exporter	127	Y	-
2						Expired		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

ADD

PDF Excel

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						Expired		Manufacturer Exporter	127	Y	-
2						Expired		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 \***

**Issue Authority \***

**Products For Which Registered \***

**Issue Date \***

**Expiry Date \***


**Exporter Type \***

**Validity Period \***

**Source \***


Add Attachment

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



## 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						Expired		Manufacturer Exporter	127	Y	
2						Expired		Manufacturer Exporter	492	Y	
3						Active	Manually added by Exporter	Merchant Cum Manufacturer Exporter	311		 

## Screen 98

# 17. View and Modify Industrial Registration Details

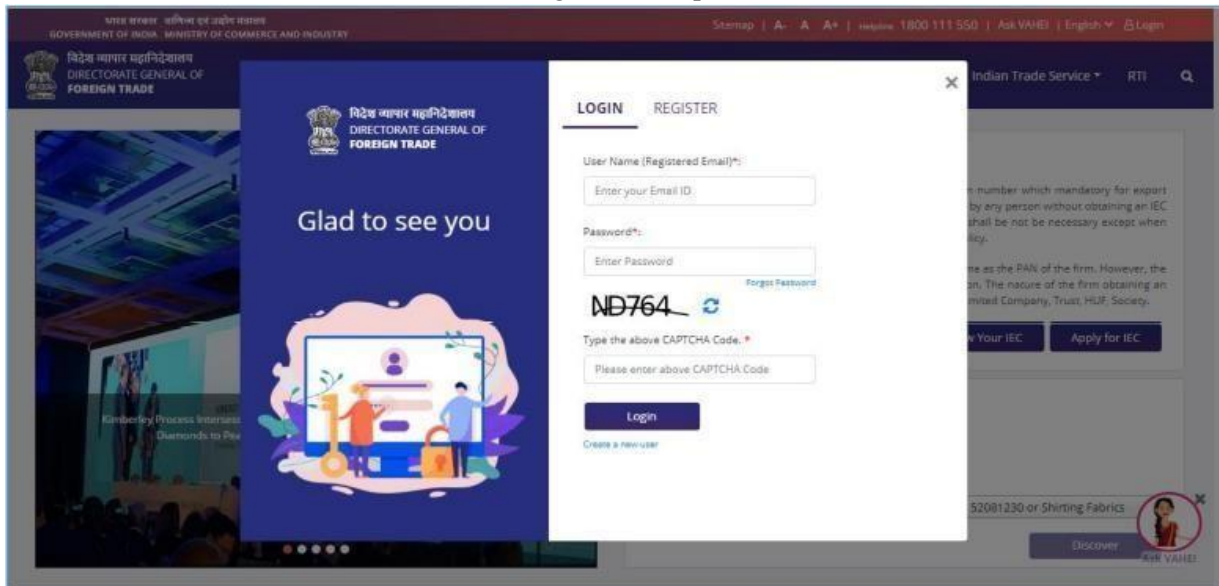
To View/Modify your Industrial Registration detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

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

b) Valid IEC Linked with your profile.

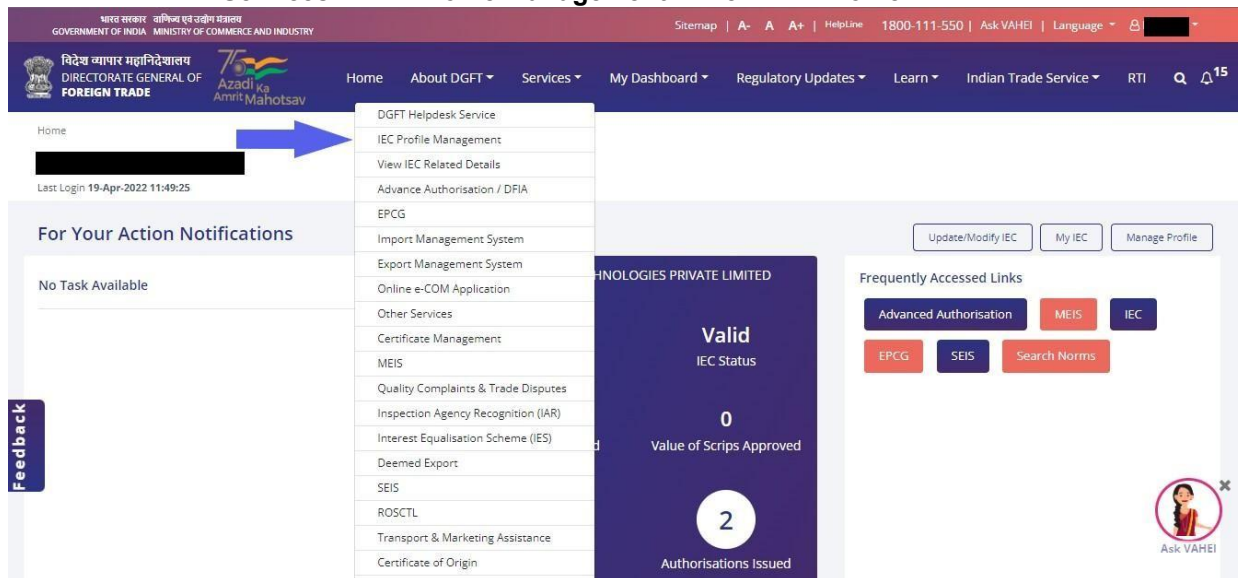
Then proceed with the following steps:

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		Udyam registration (MSME)	02/12/2020							

Showing 1 to 1 of 1 entries

Previous 1 Next

**Screen 102****5. Now Click on ADD button to add Industrial Registration details.**

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		Udyam registration (MSME)	02/12/2020							

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		Udyam registration (MSME)	02/12/2020							
2		SSI (Small Scale Industry)	19/04/2022							

**Screen 105**

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

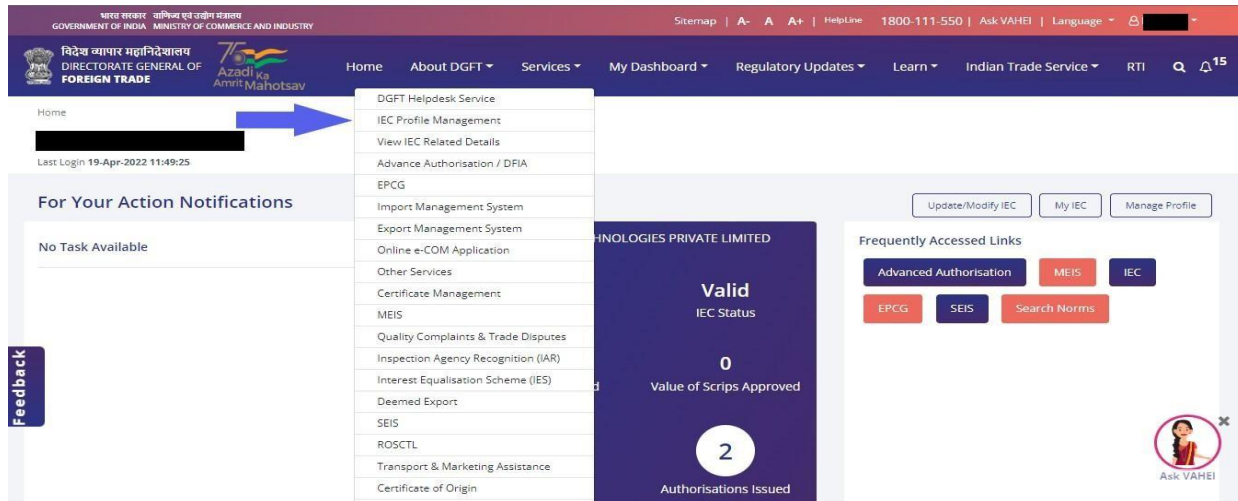
To View/Modify your Authorized Economic Operator (AEO) detail corresponding to your Importer Exporter Code (IEC) on the DGFT portal you would require:

- 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.

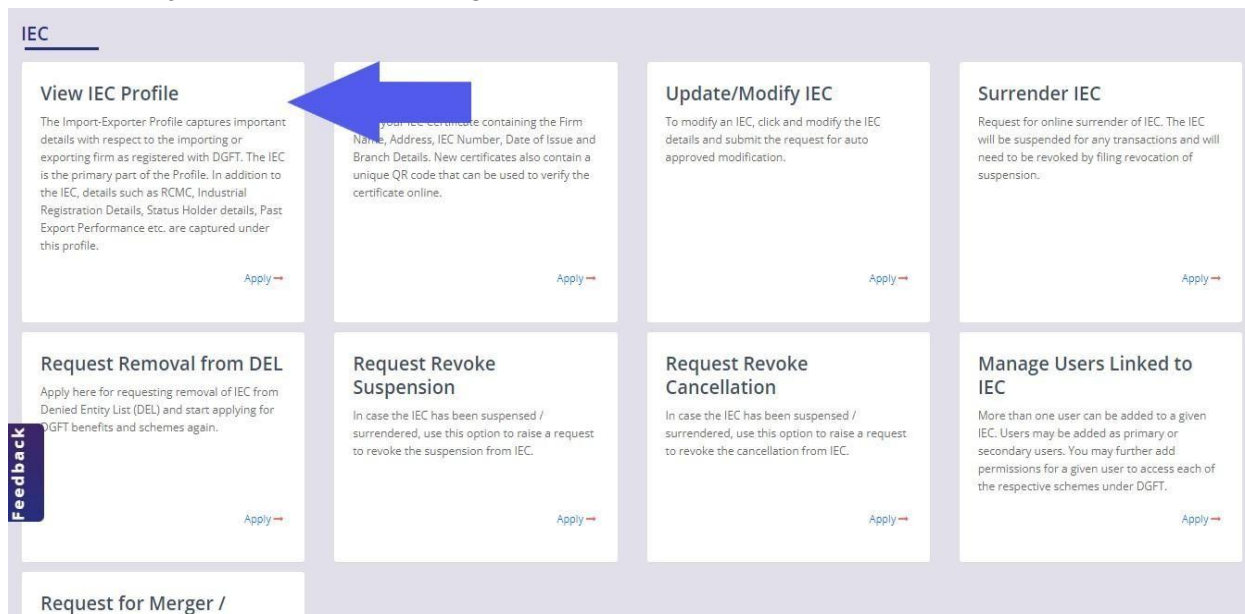
## Screen 106

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



## Screen 107

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



## Screen 108

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

## Monika's Dashboard

Last Login 19-Apr-2022 15:17:38

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

## Monika's Dashboard

Last Login 19-Apr-2022 15:17:38

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

Success Message  
Data Saved Successfully.

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

Copy Excel PDF Print

Sl. No.	AEO certificate number	AEO certificate issue date	Validity Upto
1			

ADD

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.

GOVERNMENT OF INDIA, MINISTRY OF COMMERCE AND INDUSTRY

विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF FOREIGN TRADE

Glad to see you

LOGIN REGISTER

User Name (Registered Email)\*  
Enter your Email ID

Password\*  
Enter Password

Exports	Value in INR	Value in USD
Direct Exports*	0	0
Third Party Exports*	0	0
Sub-Total (Direct Exports + Third Party Exports)	0	0
Supplies to EOU/ETP/BTP/STP*	0	0
Supplies to SEZ*	0	0
Other Deemed Exports*	0	0
Total Deemed Exports (Supplies to EOU/ETP/BTP/STP + Other Deemed Exports + Supplies to SEZ)	0	0
Total Exports (Sub-Total + Total Deemed Exports)	0	0
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	0
Trade in Services	Value in INR	Value in USD
Export to Services		
Import to Services		
Turnover & P&L		

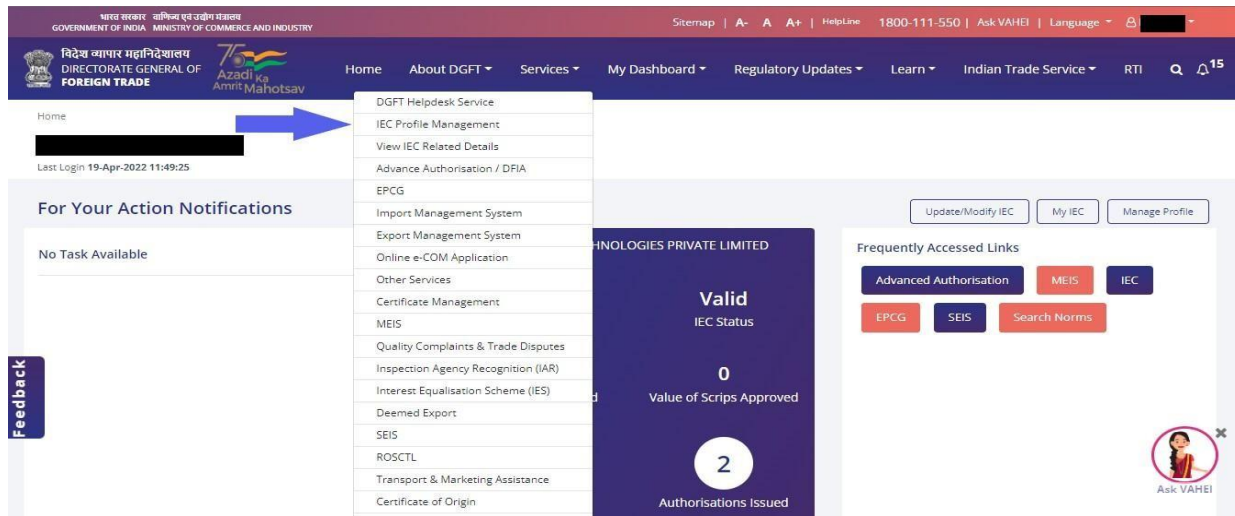
Profit/Loss: 0.00  
Annual Turnover: 0.00

100: Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA) for the purpose of converting the Deemed export value INR to USD. Please use the rate as notified by CBIC for the given period where the realization had taken place.

Save

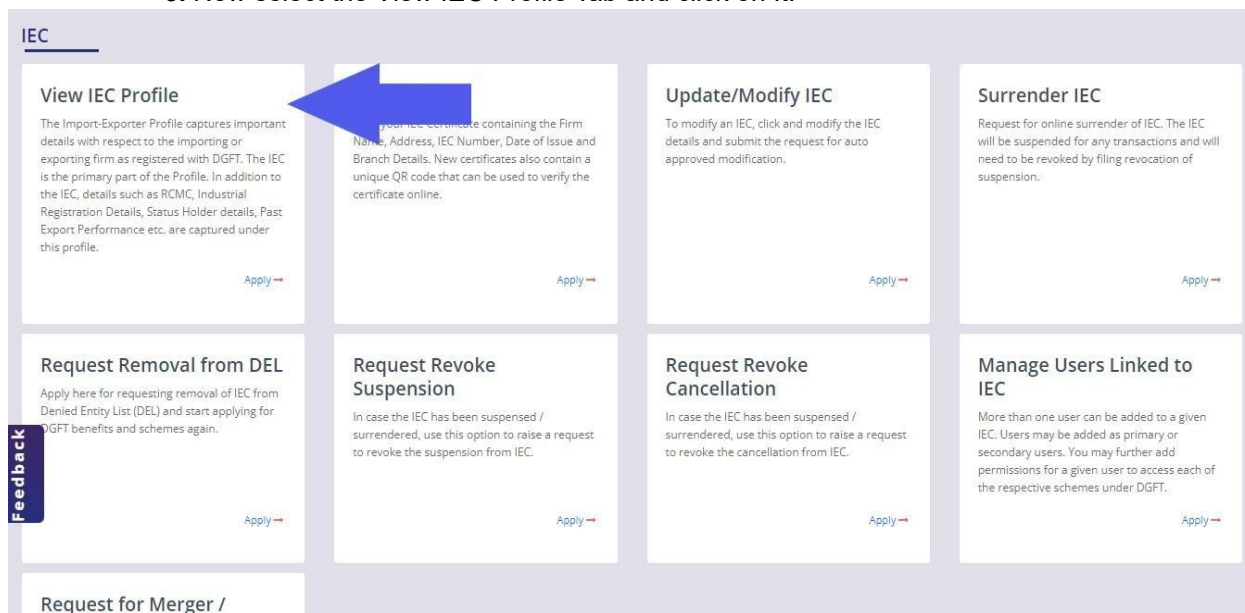
Screen 113

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



Screen 114

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



Screen 115

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



## Monika's Dashboard

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

Financial Year

2019-20

Exports	Value in INR	Value in USD
Direct Exports*	7623541	107800

Screen 116

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

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 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 )	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
Total Exports (Sub-Total + Total Deemed Exports)	76,23,541.00	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
1,10,04,815
Annual Turnover
2,08,29,621.00

Note : Annual Turnover and Profit/Loss are as per data received by DGFT from Ministry of Corporate Affairs (MCA) . For the purpose of 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.



## 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

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 119

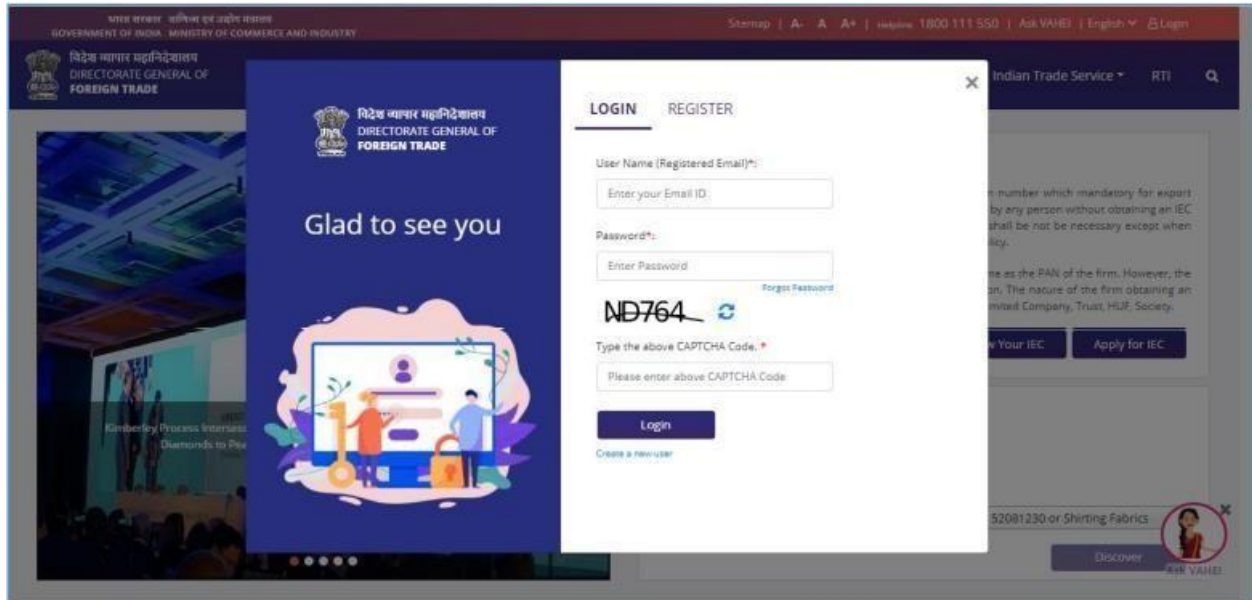
## 20. View Flag Details

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).

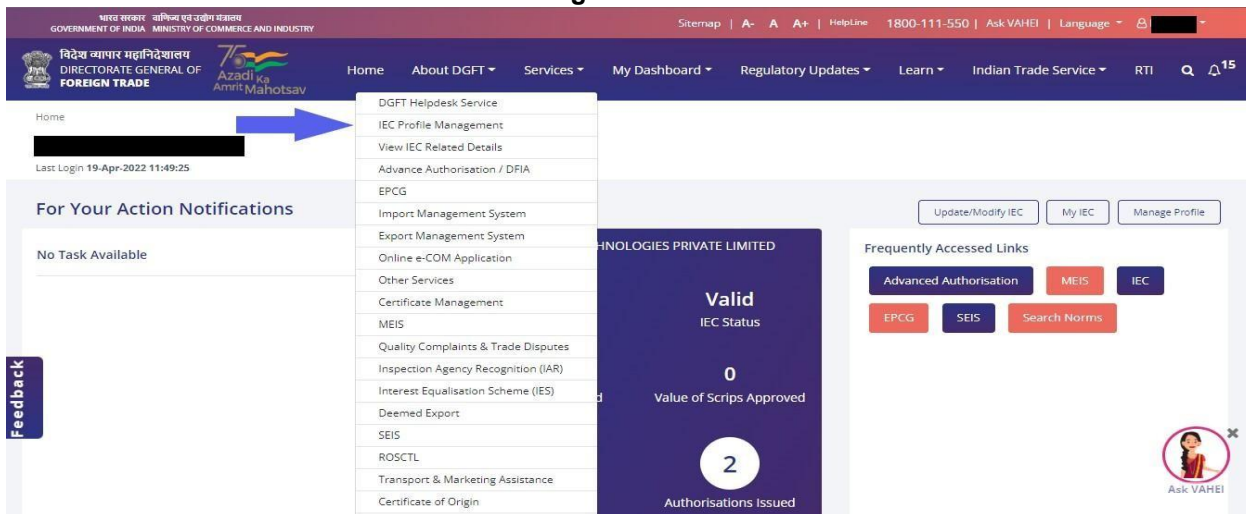
b) Valid IEC Linked with your profile. Then proceed with the following steps:

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.

[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 Entry 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 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  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**

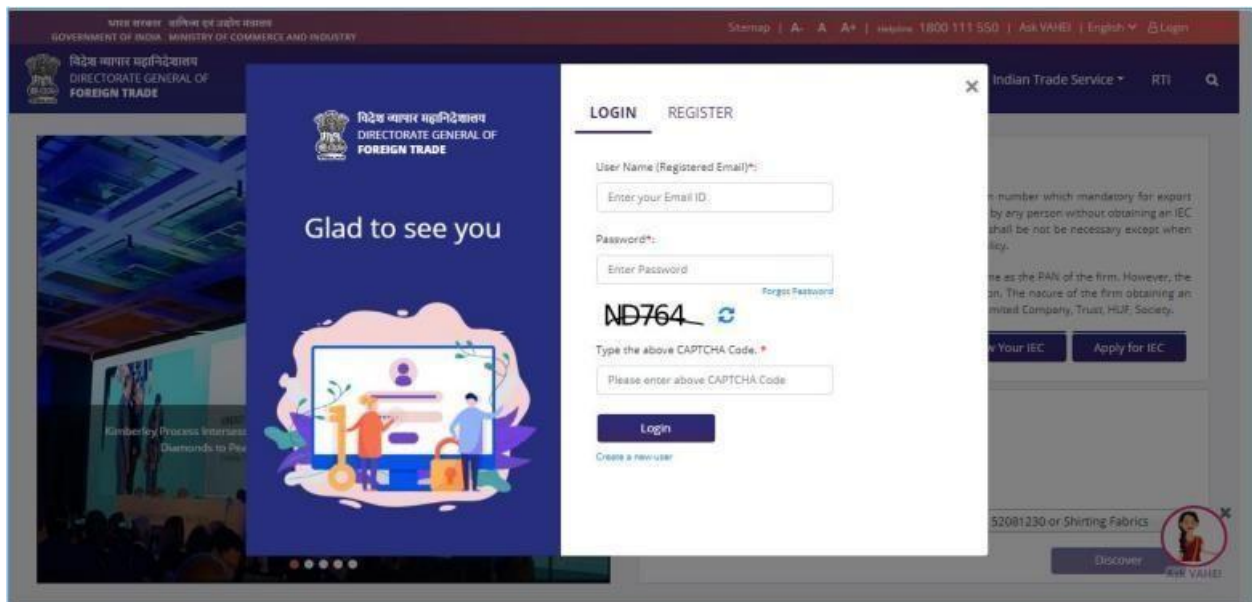
## 21. View IEC Details, Status Holder Details, Authorizations/Scripts Details & IEC Life Cycle Summary

To View IEC details, Status house Details, Authorization/Scripts 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**”.



The screenshot shows the DGFT website dashboard. The top navigation bar includes links for Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. A dropdown menu for 'Services' is open, listing various services including 'View IEC Related Details', which is highlighted by a blue arrow. The dashboard also displays a 'Valid IEC Status' card with '0 Value of Scraps Approved' and '2 Authorisations Issued'. A 'Frequently Accessed Links' section includes buttons for Advanced Authorisation, MEIS, IEC, EPCG, SEIS, and Search Norms. A 'Feedback' button is visible on the left side.

Screen 125

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

The screenshot shows the IEC module dashboard. The 'View IEC Profile' tab is selected and highlighted by a blue arrow. The dashboard contains several cards for different IEC-related actions: View IEC Profile, Update/Modify IEC, Surrender IEC, Request Removal from DEL, Request Revoke Suspension, Request Revoke Cancellation, and Manage Users Linked to IEC. Each card includes a brief description and an 'Apply' button. A 'Feedback' button is visible on the left side.

Screen 126

4. Now Select the IEC 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
<b>IEC Details</b>								
IEC Number	PAN Number		Date of Birth / Incorporation					
IEC Issuance Date	IEC Status		DEL Status					
IEC Cancelled Date	IEC Suspended Date		N					
File Number	File Date		DGFT RA Office					
Nature of concern/Firm	Category of Exporters		RA BENGALURU					
Private Limited	Service Provider		Firm Name					
Address	Firm Mobile No.(For correspondence with DGFT)		Firm Email id (For correspondence with DGFT)					

Screen 127

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

IEC Details	RCMC	Industrial Registration	Status Holder Details	Export Details	Flag Details	Authorisation/Scripts Issued	IEC Lifecycle Summary	Authorized Economic Operator (AEO) Details
<b>IEC Details</b>								
IEC Number	PAN Number		Date of Birth / Incorporation					
IEC Issuance Date	IEC Status		DEL Status					
IEC Cancelled Date	IEC Suspended Date		N					
File Number	File Date		DGFT RA Office					
Nature of concern/Firm	Category of Exporters		RA BENGALURU					
Private Limited	Service Provider		Firm Name					
Address	Firm Mobile No.(For correspondence with DGFT)		Firm Email id (For correspondence with DGFT)					

Screen 128

Status Holder Details	
Star Rating :	
Certificate Number/Issuing Authority *	Date of issuance and validity *

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

Screen 130

Authorisation/Scripts Issued

EPCG

Show 10 entries

Search:

Sl No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status
1	08EAEPC06799AM21	0831000440	Zero duty EPCG Scheme	20/01/2021		6	Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

AA

Show 10 entries

Search:

Sl No.	File Number	Authorisation Number	Authorisation Type	Issue Date	Import Validity	EO Period(In Years)	Status
--------	-------------	----------------------	--------------------	------------	-----------------	---------------------	--------

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

DFIA

Show 10 entries

Search:

Sl No.	File Number	Authorisation Number	Issue Date	Authorisation Validity Period	Status
--------	-------------	----------------------	------------	-------------------------------	--------

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: [REDACTED]

IEC Issuance Date: [REDACTED]

IEC Cancelled Date: [REDACTED]

File Number: [REDACTED]

Nature of concern/Firm: Private Limited

Address: [REDACTED]

PAN Number: [REDACTED]

IEC Status: Valid

IEC Suspended Date: [REDACTED]

File Date: 18/12/2021

Category of Exporters: [REDACTED]

Service Provider: [REDACTED]

Firm Mobile No.(For correspondence with DGFT): [REDACTED]

Date of Birth / Incorporation: [REDACTED]

DEL Status: N

DGFT RA Office: RA BENGALURU

Firm Name: [REDACTED]

Firm Email Id (For correspondence with DGFT): [REDACTED]

Screen 132

IEC Lifecycle Summary

Show 10 entries

Search: [REDACTED]

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

Showing 1 to 3 of 3 entries

Previous 1 Next

Screen 133

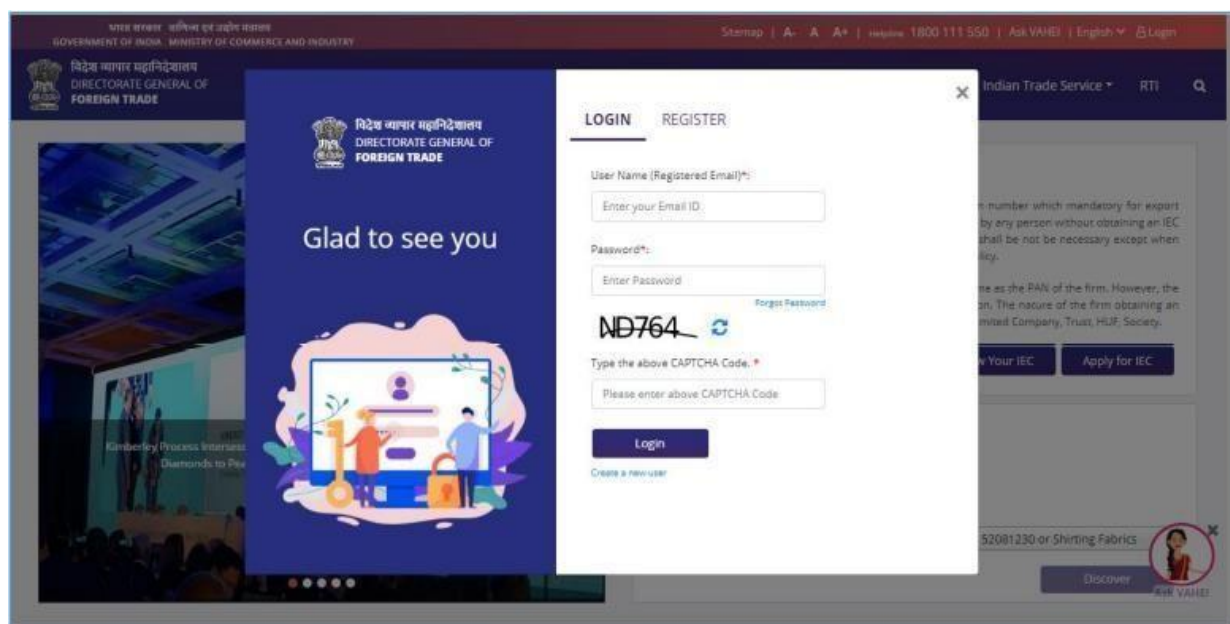
## 22. View and Track Submitted Request

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

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

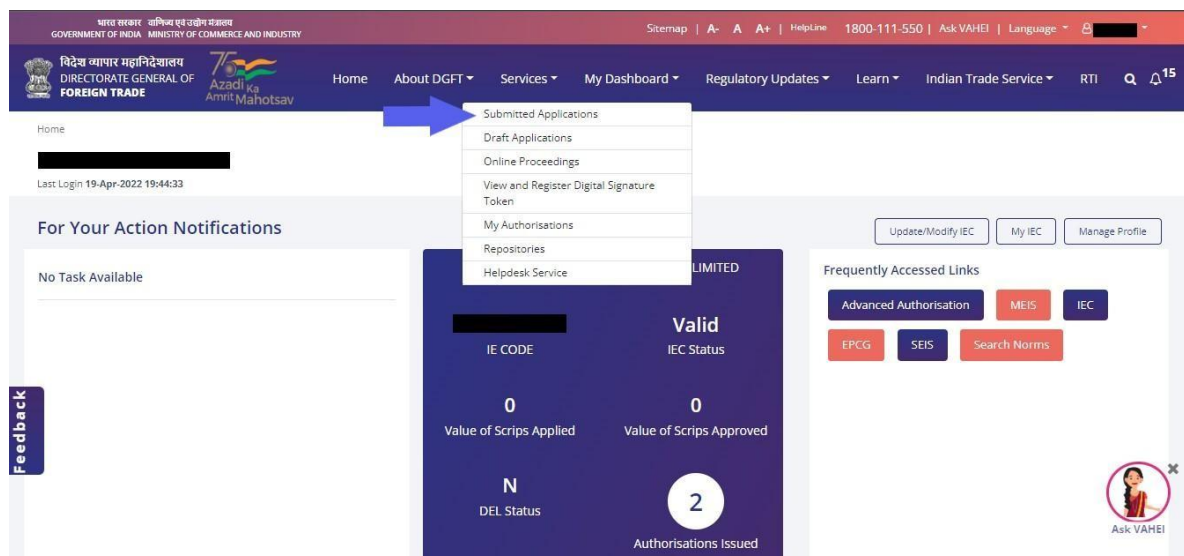
Then proceed with the following steps:

- 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 searchcriteria 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 Q

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 Q

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			20/04/2022	CONTINENTAL INDIA PRIVATE LIMITED		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	<a href="#">Action ▼</a> <ul style="list-style-type: none"> <li>Print</li> <li>Withdraw</li> <li>Attach Documents</li> <li>View Life Cycle</li> <li>DSC/eSign Details</li> <li>Transmission Details</li> <li>View Submitted Attachments</li> </ul>

Showing 1 to 1 of 1 entries

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**ABOUT US**

DGFT Organization Structure

HQ Contact

RA Contact

Citizen Charter

**SERVICES**

IEC

Advanced Authorization

EPCG

**REGULATORY**

Foreign Trade Statement

ITCS Based Import & Export

Policy

SIGN

**LEARN**

Application Help & FAQs

E-Learning Videos

Open Online Course on International Trade

Goods & Services Tax (GST)

**CONTACT US**

Directorate General of Foreign Trade (Headquarters)

Udyog Bhawan, New Delhi

Web Information Manager:

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 therequest 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**

Showing result for : Application process -> Importer-Exporter Code(IEC) Application Sub process -> Surrender IEC  
Application Number - ARNIECPSURRE00165763AM23 File Number - DLIIECPSURRE00005717AM23

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

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Authorization Policy Open Online Course on International Trade 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 - ARNIECPSURRE00165763AM23 File Number - DLIIECPSURRE00005717AM23

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

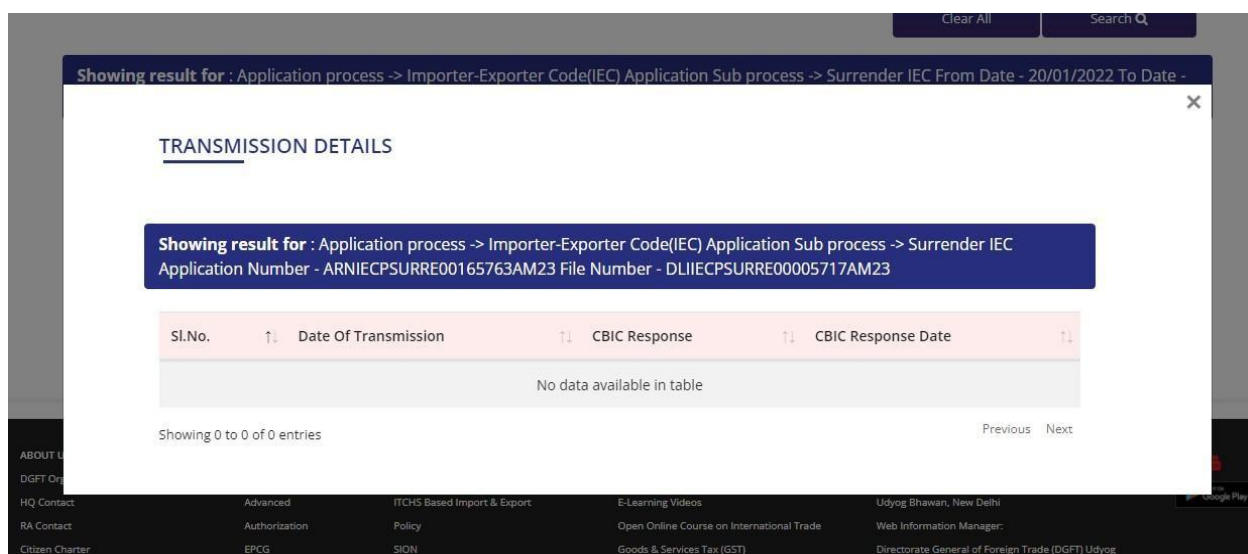
Showing 0 to 0 of 0 entries

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Authorization Policy Open Online Course on International Trade Web Information Manager

**Screen 141**

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

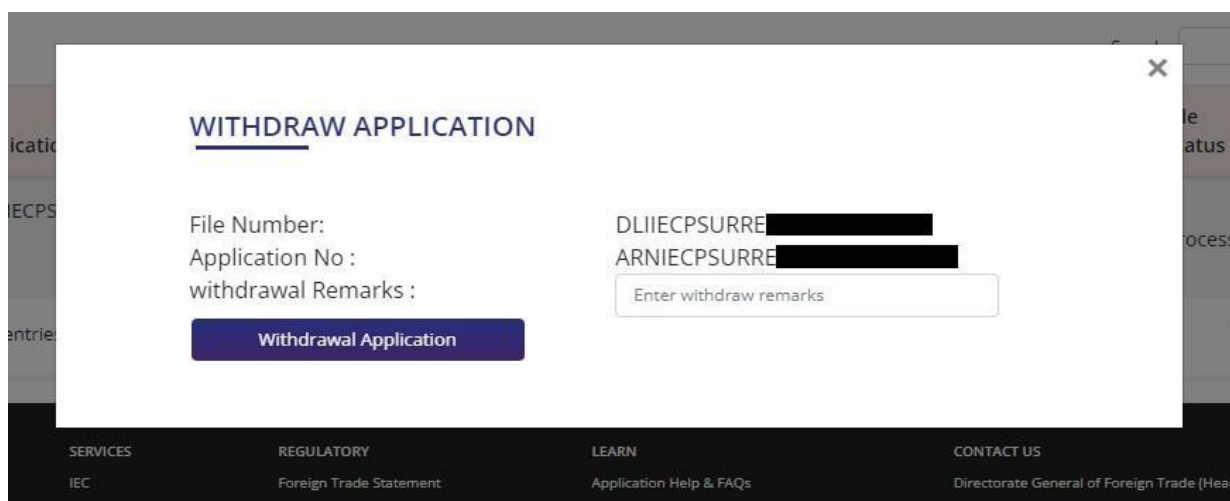


Screen 142

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

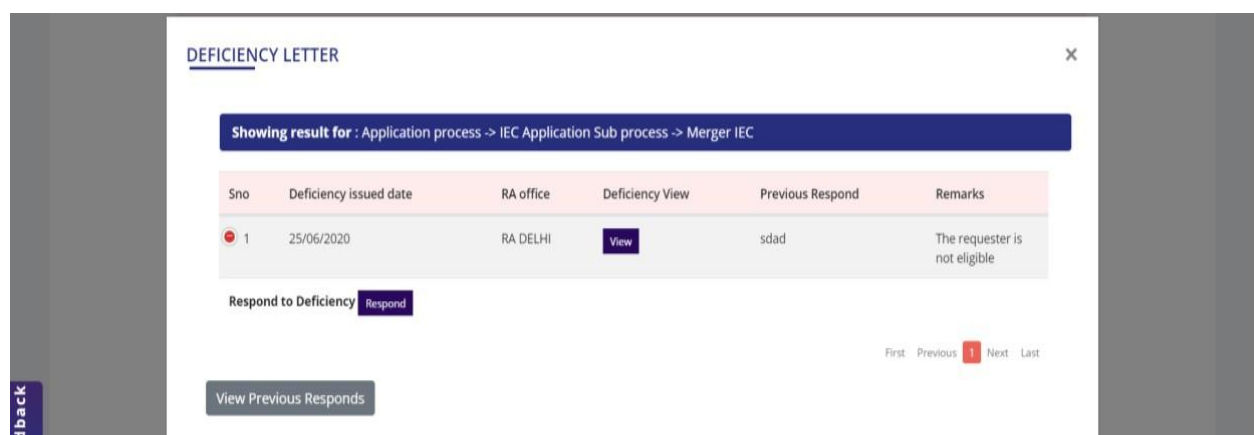
h) **Withdraw:** If the submitted request is still in 'In Progress' state then, applicant has an option to submit another request for withdraw the application.

**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.



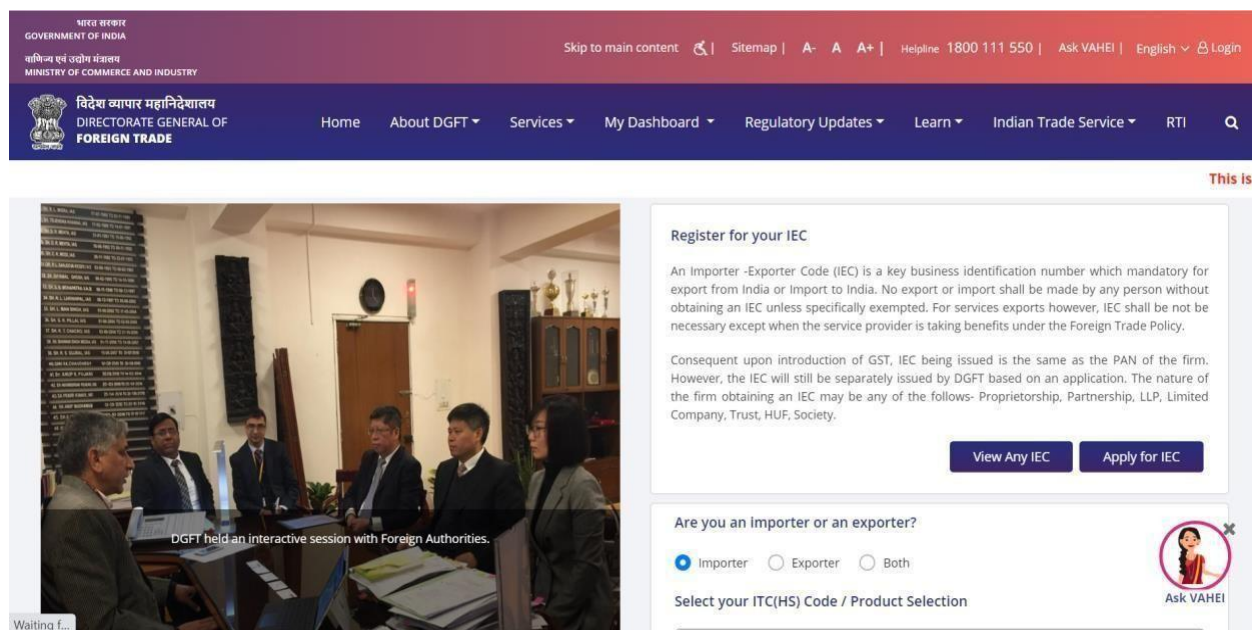
Screen 144

## 23. View Any IEC Details

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

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

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



Screen 145

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

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GOVERNMENT OF INDIA, MINISTRY OF COMMERCE AND INDUSTRY

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DIRECTORATE GENERAL OF FOREIGN TRADE

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

DGFT Helpdesk Service  
IEC Profile Management  
View IEC Related Details  
Verify UDIN  
Advance Authorisation / DFA  
EPCG  
Import Management System  
Export Management System  
Online e-COM Application  
Other Services  
MEIS  
SEIS  
RoSCTL  
Transport & Marketing Assistance  
Quality Complaints & Trade Disputes  
Deemed Export

**Beware of Fraudsters/fake emails/websites claiming to**

**Register for your IEC**

The Importer-Exporter Code (IEC) is a key business identification number which is mandatory for Exports or Imports. 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 service or technology provider is taking benefits under the Foreign Trade Policy or is dealing with specified services or technologies.

The nature of the firm obtaining an IEC may be any of the follows- "Proprietorship, Partnership, LLP, Limited Company, Trust, HUF and Society." Consequent upon introduction of GST, IEC number is the same as the PAN of the firm. The IEC would be separately issued by DGFT.

IEC Help & FAQs Apply for IEC Link Your IEC Update IEC

**ANNOUNCEMENTS**

A few firms/individuals, through unauthorised access to DSCs of few exporters, have recorded information on transfer of chapter 3 scrips on DGFT portal. Trade is cautioned to have their DSCs under safety and to get in touch with their DSC vendor to ensure no unauthorised issuance of DSCs against their IECs.

Screen 146

### 3. Enter following details

- Enter Importer/Exporter Code.
- Enter Firm Name. Iii) Enter Captcha Code

**View IEC Related Details**

The services provided under the same consist of viewing the IEC and its Denied Entity List (DEL) status, checking the status of IEC at Customs / ICEGATE. It also includes services to check the Shipping Bills received Custom File wise and IEC wise.

Please check out the services provided below.

**Services under View IEC Details**

**View Any IEC**  
View basic details of any IEC including DEL status for validation purpose by providing the IEC and atleast first three characters of the Firm Name.  
Explore

**DEL Guidelines**  
View the DEL guidelines as  
Explore

**Shipping Bills Received IEC wise**  
View the shipping bills received IEC wise.  
Explore

**View Status Holder Certificate**  
View the Status Holder Certificate for the IEC.  
Explore

**Payment Status Application**  
Check the payment status of any pending submitted application.  
Explore

**Details from**  
Check the authorisation transmission status from DGFT to CBIC. This is also available post login under submitted applications.  
Explore

**View Any IEC**

Enter Importer/Exporter Code : \*

Enter Firm Name : \*  
(Enter atleast first three characters.)

N4728

Type the above CAPTCHA Code. \*

Please enter above CAPTCHA Code

View IEC

Feedback

Ask VAHEI

Screen 147

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

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[Services](#) / [View Any IEC Details](#)

IEC Details

IEC Number

IEC Issuance Date  
04/05/2020

IEC Cancelled Date

File Number

Nature of concern/Firm  
One person company

Address

PAN Number

IEC Status  
Valid

IEC Suspended Date

File Date  
04/05/2020


Category of Exporters  
Service Provider

Date of Birth / Incorporation

DEL Status  
N

DGFT RA Office  
RA DELHI

Firm Name

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](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.

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

<b>PFMS</b>	<b>Public Financial Management System</b>
<b>SEZ</b>	<b>Special Economic Zone</b>
<b>STP</b>	<b>Software Technology Park</b>

## 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](#)