



Directorate General of Foreign Trade

Norms Fixation (ANF 4B) User Manual

Version 3.0

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1. Introduction to Norms and Accessing DGFT Portal

This document is the help file for basic Norms functions in the new system.

Norms are used while filing for duty exemption scheme such as advance authorisation. Norms covers the import of raw materials and export of products, including the wastage in making the export product from imported raw materials.

Norms module describes the various processes in respect of Norms Fixation used for processing of Advance Authorisations.

The objectives of Norms Fixation process are to enable digitization and end to end processing of ANF4B applications, reducing the turnaround time of processing applications with Technical Authorities and Norms Committee (NC).

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

2. Prerequisite for ANF-4B (NORMS)

To Apply for ANF-4B (NORMS) on the DGFT portal user need to ensure below prerequisites are fulfilled:

- User is active and logged into the DGFT Customer Portal.
- User is authorized to draft and submit applications for an IEC.
- IEC should not be in DEL a warning message is displayed if IEC is in DEL state.
- IEC should not be cancelled or suspended. User will not be able to submit the application if IEC is cancelled or suspended.
- User is e-Sign enabled. User can sign or validate the Norms application with the Aadhaar or digital signature (DSC)

3. Norms Application (ANF-4B)

- User are requested to fill all the mandatory fields marked with asterisk (*) sign

1. User will login into the DGFT Customer portal with the valid login credentials and click on Login button

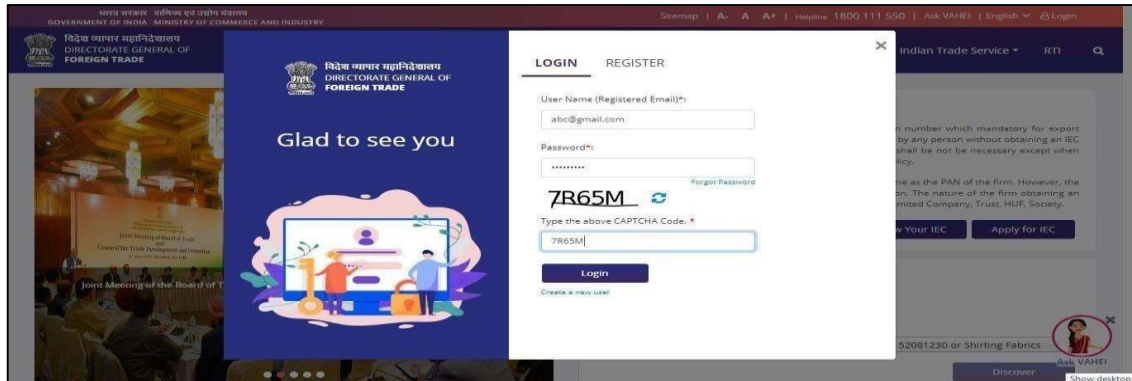


Figure 1. Customer portal Login Screen

2. Post login user will click on Services >> Advance Authorization/DFIA link as mentioned below

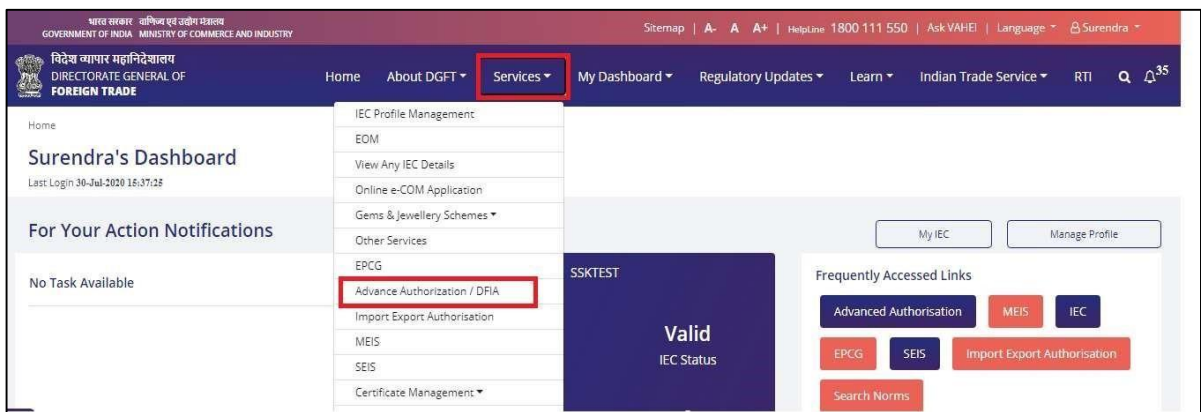


Figure 2. Navigation

3. After clicking on “Advance Authorization/DFIA”. Scroll down the page and click on “Apply for Norm Fixation” card under Services under Norm Fixation.

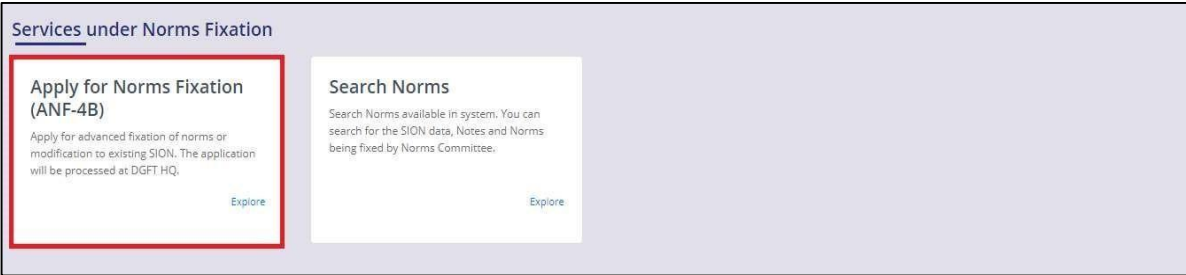


Figure 3. Apply for Norms Fixation

4. Below mentioned screen will appear

- User can start with the fresh application by clicking on Start Fresh application button.
- User can select the radio button of the already existed application and click on Proceed with Existing Application button.

Select	Sl.No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
☐	1	BPVPG4S42NVN000000191	29/05/2020 00:11	test_norms@gmail.com	30/07/2020 11:23	test_norms@gmail.com	Action
☐	2	ARN00000429AM21	29/07/2020 16:12	test_norms@gmail.com	30/07/2020 10:22	test_norms@gmail.com	Action
☐	3	ARN00000426AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
☐	4	ARN00000427AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
☐	5	ARN00000425AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
☐	6	ARN00000428AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
☐	7	ARN00000422AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
☐	8	ARN00000423AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
☐	9	ARN00000424AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
☐	10	BPVPG4S42NVN000000373	28/07/2020 12:06	test_norms@gmail.com	29/07/2020 16:01	test_norms@gmail.com	Action

Showing 1 to 10 of 18 entries

Start Fresh Application Proceed With Existing Application

Figure 4.Draft Application view screen

5. User will fill the Basic details

- Branch Code: User will select the branch code from the drop down of list of Branches listed under IEC
Note: Branch code details are captured from User IEC profile

- Port of Registration for the purpose of imports: User will select the list of existing ports

Note: Search suggestions are given as per data stored in master data.

Basic Details

Branch code* 002-DILSHAD GARDEN

Port of Registration for the purpose of imports *This is a mandatory INABG1-Alibag-Non EDI

Nature of Modification required* Advance fixation of Norms

RCMC Details

GST Details

Industrial Registration Details

Clear All Save & Next

Figure 5.Basic Details

6. User will select or check multiple or single mentioned RCMC details which are auto fetched from the IEC details

Note: RCMC certificate should be valid at the time of application submission

- RCMC Number
- Date of issuance
- Validity Period
- Issuing Authority
- Products for which registered

RCMC Details

Show 10 entries

RCMC Number	Date of issuance	Validity Period	Issuing Authority	Products for which registered
☒ 8796220227	01/02/2020	30/09/2020	Sports Goods Export Promotion Council (SQEPC)	CRICKET KIT
☐ 885555555555	28/06/2020	07/08/2020	Apparel Export Promotion Council	h

Previous Next

Figure 6.RCMC details

7. User will select or check multiple or single GST details.

Note: GST details in the application will be auto populated based on the branch code selected.

Feedback

GST Details

Show 10 entries

Branch code	Address of the factory / premises where the items to be imported are proposed to be used	GST Number	Jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated.
☒ 001	DILSHAD GARDEN,PK Road,DELHI,DELHI,CENTRAL DELHI,110011,		
☐ 002	DILSHAD GARDEN,PK Road,DELHI,DELHI,CENTRAL DELHI,110011,		
☒ 003	ARUN VIHAR,JAIL MORE,DELHI,DELHI,EAST DELHI,110095,	27AAACR4849R2ZQ	
☐ 004	MAYUR VIHAR,SBC ROAD,DELHI,DELHI,CENTRAL DELHI,110001,	33AAACR4849R2ZR	

Previous 1 Next

Industrial Registration Details

Clear All Save & Next

Figure 7.GST Details

8. User will be displayed Industrial Registration Details

Note: Industrial Registration Details will be auto populated from the user IEC profile.

MSME / IEM Registration Number/Udyog Aadhar Number	Issuing Authority	Date of Issue	Products for which registered
8796220227	TCS_DELHI	02/04/2020	CRICKET KIT

Previous 1 Next

Clear All Save & Next

Figure 8.Industrial Registration Details

9. User can click on Clear All button to clear all the input fields if required.

Basic Details

Branch code* 002-DILSHAD GARDEN

Port of Registration for the purpose of imports *This is a mandatory field INABG1-Ailbag-Non EDI

Nature of Modification required* ☒ Advance fixation of Norms ☐ Modification in existing SION

Clear All Save & Next

Figure 9.Clear All Button

10. User will click on Save & Next button to proceed further in filling the application

Basic Details

Branch code* 002-DILSHAD GARDEN

Port of Registration for the purpose of imports* This is a mandatory field INABG1-Allbag-Non EDI

Nature of Modification required* ☒ Advance fixation of Norms ☐ Modification in existing SION

Feedback

RCMC Details

GST Details

Industrial Registration Details

Clear All Save & Next

Figure 10. Save & next Screen

11. On click on Save & next button. User will land into Past Year Exports/Deemed Supplies Details.

- Past Year Exports/Deemed Supplies Details will be auto filled and auto populated

Note: Past Year Exports/Deemed Supplies Details will be auto fetched from the User IEC details.

Below prefilled multiple rows past year exports details are mentioned in the grid

- Financial Year
- Direct Exports
- Third Party Exports
- Total Exports
- Supplies to SEZ
- Total Supplies to SEZ
- Supplies to EOU
- Other Deemed Exports
- Total Deemed Exports

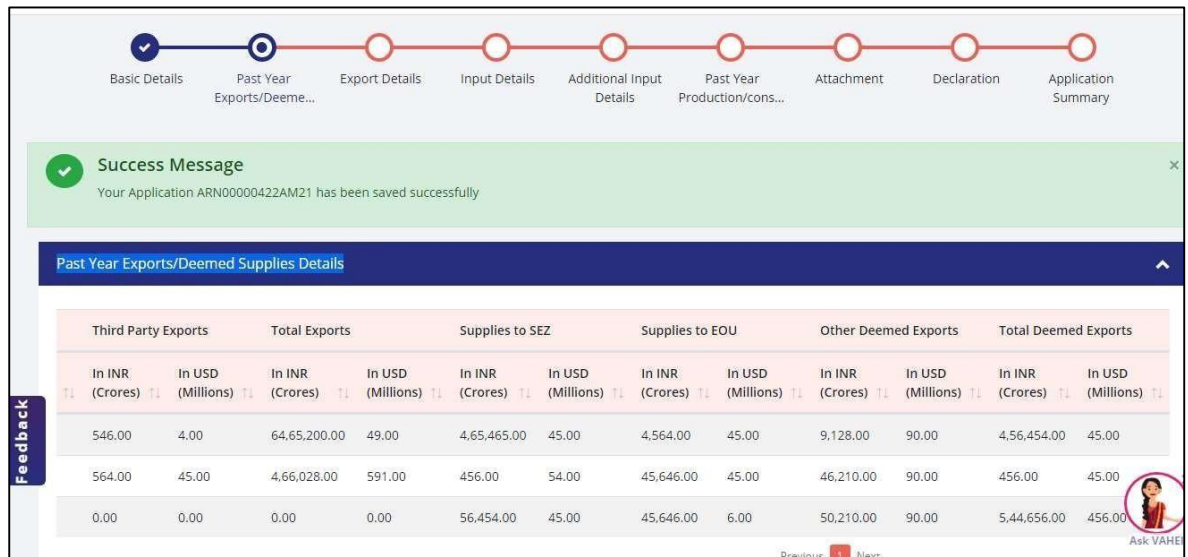


Figure 11.Past Year Export/ Deemed Supplies Details

12. User will be displayed with the mentioned mandatory fields marked in asterisk (*)

- Total FOB Value of Exports in Preceding Financial Years in INR (Crores)
- CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification in INR (Crores)
- Total Entitlement in INR (Crores)
- Balance Entitlement in INR(Crores)

Total FOB Value of Exports in Preceding Financial Years in INR (Crores) *	0.00
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification in INR (Crores) *	0.00
Total Entitlement in INR (Crores) *	10.00
Balance Entitlement in INR(Crores) *	10.00
Clear All Save & Next	

Figure 12.Past Year Export/ Deemed Supplies Details

13. User will click on Save & Next button to proceed with application.

2019-20	0.00	0.00	0.00	0.00	0.00	0.00	56,454.00	45.00	45,646.00	6.00	50,210.00
---------	------	------	------	------	------	------	-----------	-------	-----------	------	-----------

Showing 1 to 3 of 3 entries Previous 1 Next

Total FOB Value of Exports in Preceding Financial Years (INR) *	69,31,228.00
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification (INR) *	0.00
Total Entitlement (INR) *	10,00,00,000.00
Balance Entitlement (INR) *	10,00,00,000.00

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

Figure 13. Save and Next button Screen

14. User will fill the Export Details. Under Export Details.

14. User will select the below mentioned Export Group Details, mandatory input fields from the drop down

- Export Product Group
- Currency of Imports
- Freely convertible currency

Progress: Basic Details ✓ Past Year Exports/Deeme... ✓ Export Details ○ Input Details ○ Additional Input Details ○ Past Year Production/cons... ○ Attachment ○ Declaration ○ Application Summary ○

Success Message
Your Application ARN00000429AM21 has been saved successfully

Export Group Details

Export Product Group *	Currency of Imports *	Freely convertible currency *
A-Chemical and Allied Products	Please Select	Please Select
This is a mandatory field		

Norms Committee Meeting Details

Export Items

Cumulative Export Value

[Feedback](#)

Figure 14. Export group details

15. Norms Committee Meeting Details will be displayed in the grid with below mentioned details

- Meeting number

- Meeting date
- HQ File number
- Export: User will click on View Export link to view the Export details for the selected product group
- Input: User will click on View Input link to view the Input details for the selected Export group details
- Remarks

Note: Held meeting details for the selected Export Product Group will be displayed under Norms Committee Meeting Details

Export Group Details

Export Product Group* A-Chemical and Allied Products

Currency of Imports* US Dollars

Freely convertible currency* Indian Rupees

Norms Committee Meeting Details

Show 10 entries

Meeting Number	Meeting Date	HQ File Number	Export	Input	Remarks
NC/2/MET/202021/6	08/05/2020	HQRNORMAPPLY00000042AM21	View Export	View Input	approved

Showing 1 to 1 of 1 entries

Previous Next

Export Items

Cumulative Export Value

Figure 15. Norms Committee Meeting Details

16. User will fill the below mentioned mandatory Export Items inputs and Click on add button to add the item details in the grid

- Item(s) to be exported /supplied
- Export Item Technical Characteristics
- ITC (HS) Code: Auto fill based on description mapped to ITC(HS) code entered by user
- Quantity
- UOM
- Total FOB / FOR Value (INR)
- Total FOB / FOR value (in freely convertible currency): auto calculated based on currency selected by user

Figure 16.Export Item Screen

17. Cumulative Export Value will be auto filled dependent upon Export Items details added

- Grand Total FOB / FOR value of Exports to be made, excluding commission (INR)
- Grand Total FOB / FOR value of Exports to be made, excluding commission (In currency of imports)
- Grand Total FOB / FOR value of Exports to be made, excluding commission (In US \$)
- Applicable Norms Committee: Norm Committee to whom the application will be submitted for the approval

Note: Norms Committee will be selected on basis of Total FOB (Freight on Board) value and ITC(HS) code.

Figure 17.Cumulative Export Values

18. User will click on Save & Next button to proceed further with the application

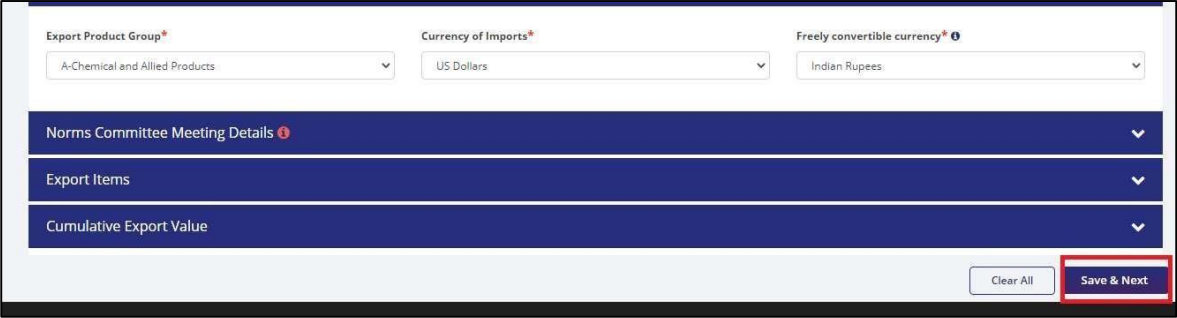
The screenshot shows a web application interface. At the top, there are three dropdown menus: 'Export Product Group*' with 'A-Chemical and Allied Products' selected, 'Currency of Imports*' with 'US Dollars' selected, and 'Freely convertible currency*' with 'Indian Rupees' selected. Below these are three blue expandable sections: 'Norms Committee Meeting Details', 'Export Items', and 'Cumulative Export Value'. At the bottom right, there are two buttons: 'Clear All' and 'Save & Next'. The 'Save & Next' button is highlighted with a red rectangular border.

Figure 18.Save & Next button Screen

19. User will fill the below mentioned mandatory input fields Input Details and click on Add button to add the Input details in the grid

- Export Serial No.: User will get the drop-down numeric value as per the input details added
- Inputs as per: Based on the Nature of Modification required
- Input Description:
- ITC (HS) Code
- UOM
- Purpose of requirement Relationship /utility /application of import or export
- Total Quantity Required
- Total Quantity Invalidated
- Total Quantity to be imported: Auto Calculated, (Quantity Required-Quantity Invalidated)
- Total CIF Value (INR)
- Total CIF value (in freely convertible currency): is the system calculated field
- CIF invalidated (In Rs)
- CIF value Invalidated (in freely convertible currency): is the system calculated field
- Source of Import: will be populated by system based on the user inputs

INPUT DETAILS

Export Serial No*

Inputs as per*

Please Select

Serial No.

Input Description*

Technical Features / Description

ITC (HS) Code*

Select an Option

UOM*

Please Select

Purpose of requirement Relationship /utility /application of import or export*

Please Select

Total Quantity Required*

Total Quantity Invalidated

0

Total Quantity to be imported

Total CIF Value (INR)*

Total CIF value (in freely convertible currency)*

CIF invalidated(In Rs)*

CIF value Invalidated (in freely convertible currency)*

Source of Import

Please Select

Add

Figure 19.Input Details

20. On clicking on Add button, the data will be added to the grid as mentioned below

UOM*

Please Select

Total Quantity Invalidated

0

Total CIF value (in freely convertible currency)*

Source of Import

Please Select

Purpose of requirement Relationship /utility /application of import or export*

Please Select

Total Quantity to be imported

CIF invalidated(In Rs)*

Total Quantity Required*

Total CIF Value (INR)*

CIF value Invalidated (in freely convertible currency)*

Add

Show 10 entries

Inputs Required	Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	Edit/Delete
☒	1	Adhoc Norms		Testing		10011100	10	0	10	 

Showing 1 to 1 of 1 entries

Figure 20.Input Details: Add button Functionality

21. User can deselect the Input required check box. By default, the input details grid check box is selected

☒	Inputs Required	Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Purpose of requirement Relationship /utility /application of import or export	Total CIF Value (INR)	Edit/Delete
☒		1	Adhoc Norms		dhykashdj	jkdhskdj	85064000	1000	10	990	Number	Import + Indigenous	Raw Materials	55,552.00	 
Total CIF value (in freely convertible currency) 572.99															
Total CIF Value Invalidated (INR) 555.52															
Total CIF value Invalidated (in freely convertible currency) 71.67															

Figure 21. Selected Input details grid

☐	Inputs Required	Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Purpose of requirement Relationship /utility /application of import or export	Total CIF Value (INR)	Edit/Delete
☐		1	Adhoc Norms		dhykashdj	jkdhskdj	85064000	1000	10	990	Number	Import + Indigenous	Raw Materials	55,552.00	 

Figure 22. Input details grid

22. Cumulative Import Value will be auto filled

- Grand Total CIF value of Imports applied for (INR)*
- Grand Total CIF value of Imports applied for (In currency of imports)
- Grand Total CIF value of Imports applied for (In US \$)
- Grand Total CIF value of Imports invalidated (INR)
- Grand Total CIF value of Imports invalidated (In currency of imports)
- Grand Total CIF value of Imports invalidated (In US \$)

User will add the below mentioned mandatory input fields in Cumulative Import Value

- Total exemption (GST duty in notional value)
- Total exemption (Basic custom duty in notional value)

Cumulative Import Value

Grand Total CIF value of Imports applied for (INR)*

1,000.00

Grand Total CIF value of Imports applied for (In currency of imports)*

17.30

Grand Total CIF value of Imports applied for (In US \$)*

10.00

Grand Total CIF value of Imports invalidated (INR)

10.00

Grand Total CIF value of Imports invalidated (In currency of imports)*

17.30

Grand Total CIF value of Imports invalidated (In US \$)*

10.00

Total exemption (GST duty in notional value)*

100

Total exemption (Basic custom duty in notional value)*

100

Clear All

Save & Next

Figure 23. Input Details: Add button Functionality

23. User will click on Save & Next button to proceed further with the application

The screenshot shows a web form titled "Cumulative Import Value". It contains several input fields for import values in INR, currency, and US dollars, as well as exemption values. At the bottom right, there are two buttons: "Clear All" and "Save & Next". The "Save & Next" button is highlighted with a red rectangle.

Figure 24.Save & next button Screen

24. User can add Wastage Claimed Details grid by clicking on the Add Input Items for Wastage Claim.

The screenshot shows a web form titled "Wastage Claimed Details". It features a table with columns for Export Serial No., Inputs as per, Serial No., Input Description, Technical Features / Description, ITC (HS) Code, Total Quantity Allowed, Total Quantity Required, Total Quantity Invalidated, Total Quantity to be imported, UOM, Source of Import, Total CIF Value (INR), Total CIF value (in freely convertible currency), Wastage Claimed in % of Input Value, and Edit. A button labeled "Add Input Items For Wastage Claim" is highlighted with a red rectangle. Below the table, there is a message "No data available in table". At the bottom right, there are "Previous" and "Next" links, and "Clear All" and "Save & Next" buttons.

Figure 25.Wastage claimed details

25. In Add Input Items for Wastage Claim. User can add the import details by selecting/checking the import detail row and click on Add button

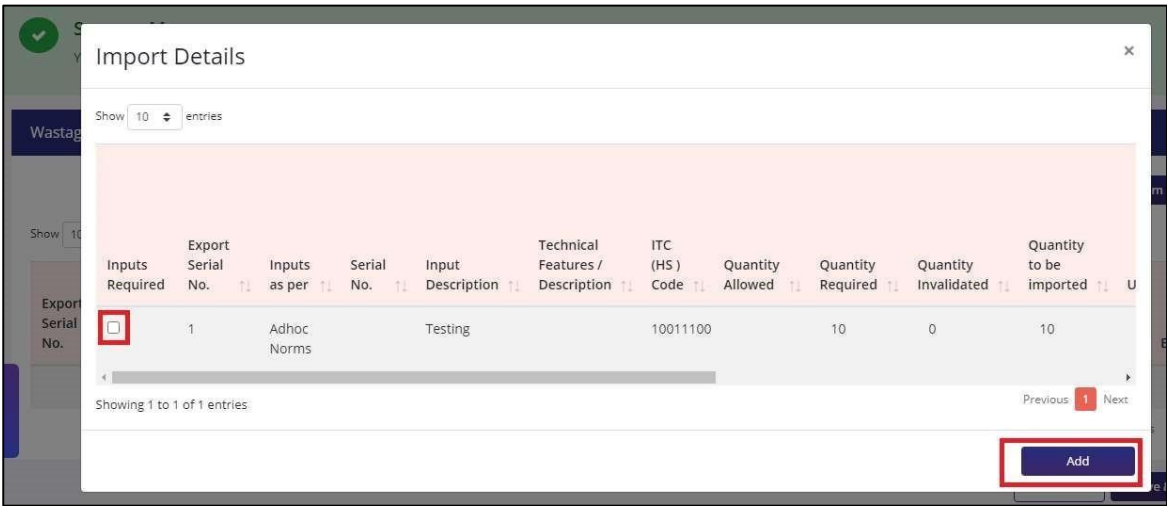


Figure 26.Wastage claimed add button functionality

26. User will provide Wastage Claimed in % of Input Value and Justification and click on update button

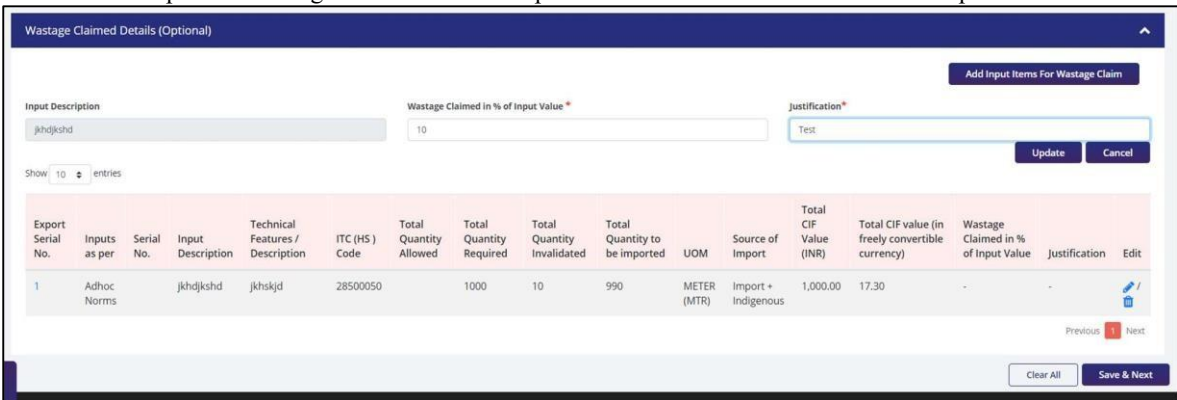


Figure 27.Wastage claimed details grid view

27. Details will successfully be added in the grid



Wastage Claimed Details (Optional)

Show 10 entries

Add Input Items For Wastage Claim

Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Allowed	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Total CIF Value (INR)	Total CIF value (in freely convertible currency)	Wastage Claimed in % of Input Value	Justification	Edit
1	Adhoc Norms		jkhdjksjd	jkhsjkd	28500050	1000	10	990		METER (MTR)	Import + Indigenous	0.00		100	Test	

Previous Next

Clear All Save & Next

Figure 28.Wastage claimed details grid view

28. User will click on Save & Next button to proceed further with the application



Wastage Claimed Details (Optional)

Show 10 entries

Add Input Items For Wastage Claim

Export Serial No.	Inputs as per	Serial No.	Input Description	Technical Features / Description	ITC (HS) Code	Total Quantity Allowed	Total Quantity Required	Total Quantity Invalidated	Total Quantity to be imported	UOM	Source of Import	Total CIF Value (INR)	Total CIF value (in freely convertible currency)	Wastage Claimed in % of Input Value	Justification	Edit
1	Adhoc Norms		jkhdjksjd	jkhsjkd	28500050	1000	10	990		METER (MTR)	Import + Indigenous	0.00		100	Test	

Previous Next

Clear All Save & Next

Figure 29.Save & next button screen

29. User will fill the Past Year Production/consumption Data Details by selecting the financial years drop down

Note: Past Three-year financial years will be displayed

Past Year Production/consumption Data Details

Financial Year*

Please Select

2017-18

2018-19

2019-20

UOM*

Please Select

Resultant Product Name*

Consumed Item Name*

Quantity consumed per unit production*

Production by weight*

Quantity Consumed*

Add

Show 10 entries

Export Details

Input Details

Financial Year	Resultant Product Name	Production by weight	UOM	Consumed Item Name	Quantity Consumed	UOM	Quantity consumed per unit production	Edit/Delete
No data available in table								

Showing 0 to 0 of 0 entries

PreviousNext

Cumulative Value

Clear All

Save

Figure 30.Past Year Production/Consumption Data Details

30. User will fill the Past Year Consumption details mandatory input fields and click on Add button to save the details in the grid

Past Year Production/consumption Data Details

Financial Year*

Please Select

UOM*

Please Select

UOM*

Please Select

Resultant Product Name*

Consumed Item Name*

Quantity consumed per unit production*

Production by weight*

Quantity Consumed*

Add

Show 10 entries

Export Details

Input Details

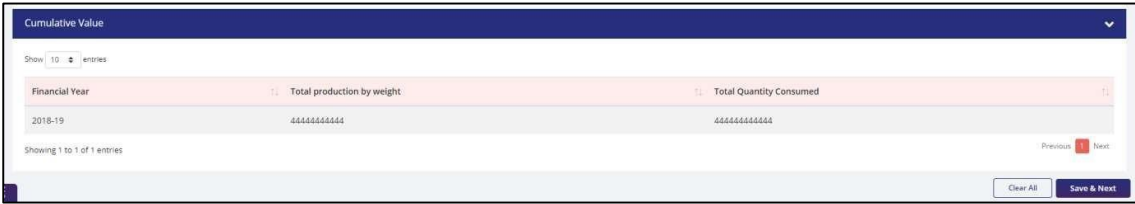
Financial Year	Resultant Product Name	Production by weight	UOM	Consumed Item Name	Quantity Consumed	UOM	Quantity consumed per unit production	Edit/Delete
2017-18	TEst	1000	NUMBERS (NOS)	Test A	100	NUMBERS (NOS)	1000	

Showing 1 to 1 of 1 entries

PreviousNext

Figure 31.Past Year Production/Consumption Data grid view

31. Cumulative values will be calculated and add under the cumulative value grid

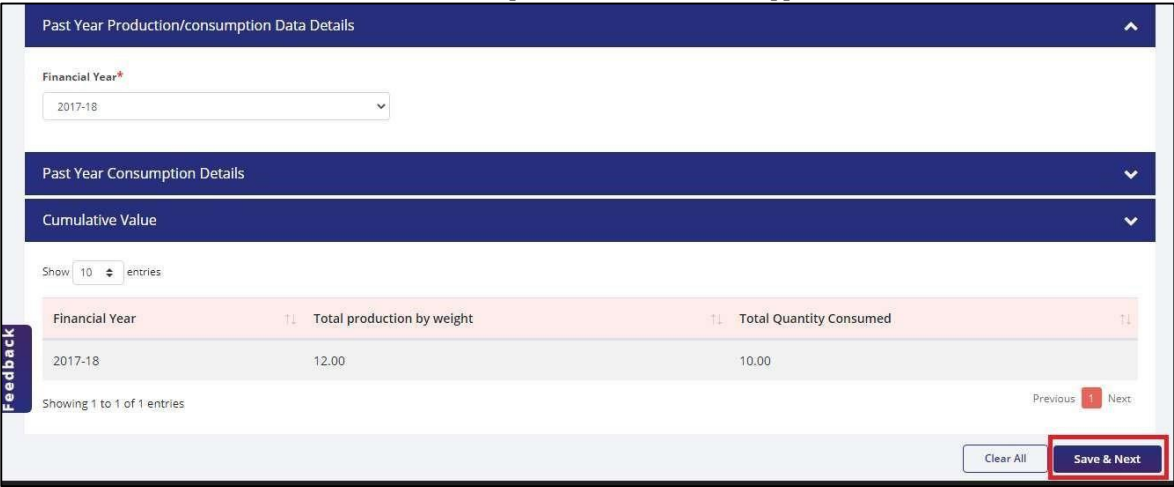


The screenshot shows a table titled 'Cumulative Value' with a dropdown arrow. Below the title, there is a 'Show 10 entries' link. The table has three columns: 'Financial Year', 'Total production by weight', and 'Total Quantity Consumed'. A single row is visible for the financial year '2018-19', with values '4444444444' and '4444444444' respectively. At the bottom, there are 'Previous' and 'Next' navigation links, and 'Clear All' and 'Save & Next' buttons.

Financial Year	Total production by weight	Total Quantity Consumed
2018-19	4444444444	4444444444

Figure 32.Past Year Production/Consumption Data Details

32. User will click on Save & Next button to proceed further with the application



The screenshot shows a form titled 'Past Year Production/consumption Data Details'. It includes a 'Financial Year*' dropdown menu set to '2017-18'. Below this are two expandable sections: 'Past Year Consumption Details' and 'Cumulative Value'. The 'Cumulative Value' section is expanded, showing a table with the same structure as Figure 32, but with values '12.00' and '10.00' for the financial year '2017-18'. At the bottom, there are 'Clear All' and 'Save & Next' buttons. The 'Save & Next' button is highlighted with a red box. A 'Feedback' button is visible on the left side of the form.

Financial Year	Total production by weight	Total Quantity Consumed
2017-18	12.00	10.00

Figure 33.save & next button screen

33. User can add maximum of 5 attachment for 5 MB and Remarks

Note: After uploading the document. Click on add attachment button to add the attachment and remarks in the grid.

Attachment

Please read the following instructions

Attachment Type

Type4E

Remark

Upload Document List

Show 10 entries

Attachment Type	Remark	View	Delete
Type4E		view	Delete

Uploaded Size : 0.00 MB

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

Add Attachments

Figure 34: Attachment Type: jpg,pdf allowed

34. User will add CA/CE Details in the grid by clicking on the Add CA/CE details button. CA/CE details are the norms approved details available in CA/CE repository

Attachment

Please read the following instructions

CA/CE Details

Add CA/CE Detail

Show 10 entries

Search:

SLNo.	Application Number	CA/CE Membership Number	Appendix Type	View	Delete
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

Bank Guarantee Details

Figure 35.CA/CE: Add details

35. User will add the details from the Appendix List by searching the appendix from search input field available

Select Appendix Enter CA / CE Registration / Membership No.

Please Select

[Search Appendix](#)

Show 10 entries

Select	Sl.No.	Application No.	CA/CE Membership Number	Appendix Type	View
☐	1		7654321	5A	view
☐	2		7654321	5B	view
☐	3		7654321	5A	view
☐	4		7654321	5C	view
☐	5	BFVPG4542NN0000000243	12345	5A	view
☐	6	BFVPG4542NN0000000246	7654321	5C	view

Figure 36.CA/CE: Search details

36. User will select or check the multiple rows and click on Attach Appendix button

☐	1		7654321	5A	view
☐	2		7654321	5B	view
☐	3		7654321	5A	view
☐	4		7654321	5C	view
☒	5	BFVPG4542NN0000000243	12345	5A	view
☒	6	BFVPG4542NN0000000246	7654321	5C	view
☐	7	BFVPG4542NN0000000253	7654321	5A	view
☐	8	BFVPG4542NN0000000244	12345	5C	view

Showing 1 to 8 of 8 entries

Previous 1 Next

[Attach Appendix](#)

Figure 37.CA/CE: Add Appendix

37. Details will be added in the grid as mentioned below.

CA/CE Details

Show10entries

Search:

Sl.No.	Application Number	CA/CE Membership Number	Appendix Type	View	Delete
1	BFVPG4542NN0000000243	12345	5A	view	
2	BFVPG4542NN0000000246	7654321	5C	view	

Showing 1 to 2 of 2 entries

PreviousNext

Bank Guarantee Details

Figure 38.CA/CE: Grid view

38. User can add Bank Guarantee Details by clicking on the Add Bank Guarantee Details

Bank Guarantee Details

Show10entries

Add Bank Guarantee Detail

Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status
No data available in table							

Showing 0 to 0 of 0 entries

PreviousNext

Clear All

Save & Next

Figure 39.Add Bank Guarantee Details

39. User can search for the Bank Guarantee details by entering input search parameter

DGFT Public

Page 25 of 49

Bank Guarantee Details

Type of Guarantee

Please Select ▼

Enter Unique Document ID

Start Date

End Date

Bank IFSC Code

Bank Details

Value (In INR)

Issued By

Status

Please Select ▼

Show 10 entries

Select	Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status	Issued By	Utilisation Status
☐	Bank Guarantee	12345	28/07/2020	31/07/2020	SBIN0999999		15000	Active	RA DELHI	Not Utilised
☐	Bank Guarantee	1	01/07/2020	31/07/2020	HDFC0001402		10000	Active	1111	Not Utilised
☐	Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23	Active	sdfs	Not Utilised

Figure 40.Search Bank Guarantee Details

40. User can select any one row containing Bank guarantee details and click on Add button

End Date

Bank IFSC Code

Bank Details

Value (In INR)

Issued By

Status

Please Select ▼

Show 10 entries

Select	Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status	Issued By	Utilisation Status
☐	Bank Guarantee	12345	28/07/2020	31/07/2020	SBIN0999999		15000	Active	RA DELHI	Not Utilised
☐	Bank Guarantee	1	01/07/2020	31/07/2020	HDFC0001402		10000	Active	1111	Not Utilised
☒	Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23	Active	sdfs	Not Utilised

Showing 1 to 3 of 3 entries

Previous 1 Next

Figure 41.Add Bank Guarantee Details

41. The details will be added in the grid as mentioned below

Bank Guarantee Details

Show 10 entries

Add Bank Guarantee Detail

Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status
Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23.00	Active

Showing 1 to 1 of 1 entries

Previous 1 Next

Clear All Save & Next

Figure 42.Add Bank Guarantee grid view

42. User will click on Save & Next button to proceed further in filling the application

Basic Details Past Year Exports/Deeme... Export Details Input Details Additional Input Details Past Year Production/cons... Attachment Declaration Application Summary

Attachment Please read the following instructions

CA/CE Details

Bank Guarantee Details

Show 10 entries

Add Bank Guarantee Detail

Type of Guarantee	Unique Document ID	Start Date	End Date	Bank IFSC Code	Bank Details	Value (In INR)	Status
Bank Guarantee	23	14/07/2020	22/07/2020	SBIN0999999		23.00	Active

Showing 1 to 1 of 1 entries

Previous 1 Next

Clear All Save & Next

Figure 43.Save & Next button details

43. User will accept the declaration, enter the place and click on Save & Next button.

Declaration

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 held there from and if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted;
- we would abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign trade Policy, the Handbook Procedure and the (ITC(HS) Classification of Export & Import items, as amended from time to time;
- none of the Proprietor/ Partner(s) / Director(s) / Karta / Trustee of the firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to the adverse notice of DGFT or in the caution list of RBI;
- I/ we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) Classifications of Export-Import Items, 2004-09 and that the item(s) exported / proposed to be exported does not fall within this list and that I/ We agree to abide by the provisions of the Policy for export of SCOMET items contained in the Foreign Trade Policy, Schedule 2 of ITC (HS) and the HBR, irrespective of the scheme under which the item is exported / proposed to be exported (the underlined portion will be deleted in case an application for export licence for SCOMET item is being filed);
- Applicable in case of Advance Authorisation applications under paragraph 4.07 of HBR only;
- I / We shall abide by the final fixation of norms by the Norms Committee (NC) and shall pay in cash to the Government Customs duty together with interest (as notified) reckoned from the date of imports till the date of deposit on the inputs imported in excess of the norms fixed by NC;
- no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained;
- that I/ We have updated the IEC profiles in IANF-1;
- We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B, (vi) Goods and Services Tax Act, 2017;
- I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP;

☐ I/ We do hereby accept the declaration/undertaking and fill in the details below:

Print

Figure 44. Declaration

44. Application summary for all the input fields entered will be shown and user can download the summary in pdf format by clicking on Print Summary button

Application Summary

Application Details

IEC BFVPG4542N	Entity Name SSKTEST	Application Number ARN00000422AM21	HQ File Number NA
Applicable Export Foreign Currency Indian Rupees	Applicable Foreign Exchange Rate 1		

Basic Details

Branch Code 001-DILSHAD GARDEN	Port of Registration for the purpose of imports INGHC6-Canton SEZ/Gurgaon-Noi EDI	Nature of Modification required Modification in existing SION
-----------------------------------	--	--

RCMC Details

RCMC Number	Date	Validity Period	Issuing Authority	Products for which registered
8796220227	01/02/2020	30/09/2020	Sports Goods Export Promotion Council (SQEPC)	CRICKET KIT

Excise/GST Details

Branch code	Address of the factory / premises where the items to be imported are proposed to be used	Excise/GST Registration Number	Jurisdictional Central Excise/GST Authority/GST under whose jurisdiction the factory / premises situated.
003	ARUN VIHAR,JAIL MORE,DELHI,DELHI,EAST DELHI,110095,	27AAACR4849R2ZQ	NA

Industrial Registration Details														
MSME / IEM Registration Number/Udyog Aadhar Number							Issuing Authority		Date of Issue		Products for which registered			
8796220227							TCS_DELHI		02/04/2020		CRICKET KIT			
Past Year Exports/Deemed Supplies Details														
Financial Year	Direct Exports		Third Party Exports		Total Exports		Supplies to SEZ		Supplies to EOU		Other Deemed Exports		Total Deemed Exports	
	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)	In INR (Crores)	In USD (Millions)
2017-18	6464654	45	546	4	6465200	49	465465	45	4564	45	9128	90	456454	45
2018-19	465464	546	564	45	466028	591	456	54	45646	45	46210	90	456	45
2019-20	0	0	0	0	0	0	56454	45	45646	6	50210	90	544656	456
Total FOB Value of Exports in Preceding Financial Years (INR):													69,31,228.00	
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification (INR) :													NA	
Total Entitlement (INR):													10,00,00,000.00	
Balance Entitlement (INR):													10,00,00,000.00	

Export Group Details							
Export Product Group		Currency of Imports		Freely convertible currency			
A-Chemical and Allied Products		US Dollars		Indian Rupees			
Export Items							
Export Serial No.	Item(s) to be exported /supplied	Export Item Technical Characteristics	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (in Rs)	Total FOB / FOR value (in freely convertible currency)
1	rhhhg	bhhkhghk	10011100	100	Number	1,000.00	1,000.00
Cumulative Export Value							
Grand Total FOB / FOR value of Exports to be made, excluding commission (in Rs):							1,000.00
Grand Total FOB / FOR value of Exports to be made, excluding commission (in currency of imports) :							1,000.00
Grand Total FOB / FOR value of Exports to be made, excluding commission (in US \$):							14.00
Norms Committee:							Norms Committee-6

Figure 45. Print summary view

45. User will have to sign the application using the DSC token or e-Sign. User will be redirected to the payment gateway for the paying the applicable application fee

8. That I/We have updated the IEC profiles in JANF 1.

9. We have not been penalized under any of the following Acts (as amended from time to time): (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 B.

10. I am authorised to verify and sign this declaration as per Paragraph 9.06 of the FTP.

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

Place : DELHI Date : 26/01/2020

Name : GOODMAN GLOBUS Designation : Designation

Email : b27233@gmail.com Mobile : 7869276876

Office Address : 000-PLOT NO 125, PHASE IV KUNDLI SECTOR 57, HSIIDC, SONIPAT, HARYANA, SONIPAT, 131028.

Residential Address : DELHI, NORTH WEST DELHI, DELHI, 110034

Sign

Figure 46.E-sign Document

46. After E-sign the application, E-payment receipt along with payment details will be generated



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	BFVPG4542N
File Number	HQRNORMAPPLY00005271AM21
Date of Submission	2020-11-26 12:13:02
IP Address	169.149.198.45
Firm Name	SSKTEST
Firm Address	DILSHAD GARDENPK RoadDELHI,110011
Service Availed	Norm Fixation
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	9511
Total Fee Amount (in INR)	500.00
Date of Submission	2020-11-26 12:13:02
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2020-11-26 12:13:02

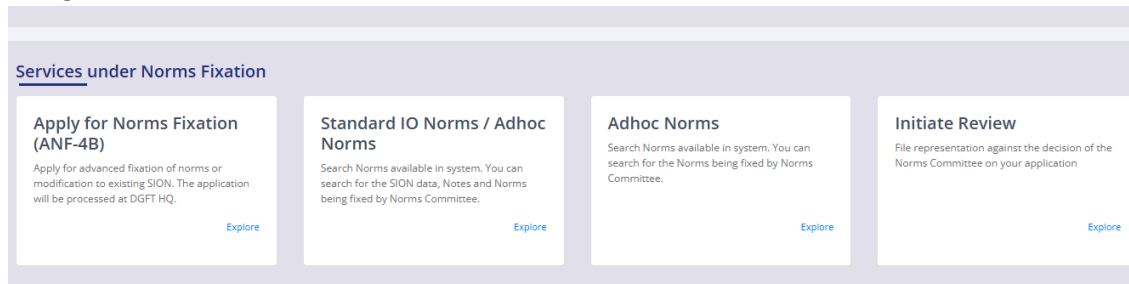
Figure 47.E-payment receipt

4. Norms Review Application

Applicants can submit Norms Review Application against already Rejected and Approved Norms applications.

To Apply for Norms Review application,

1. Login into DGFT portal with valid credentials
2. Navigate to Services > Advance Authorisation > Initiate Review



3. Enter Details
4. Sign and Submit application.

5. View and Track Status

- User can check the submitted application with the application status ☐ User will click on My Dashboard >> Submitted application

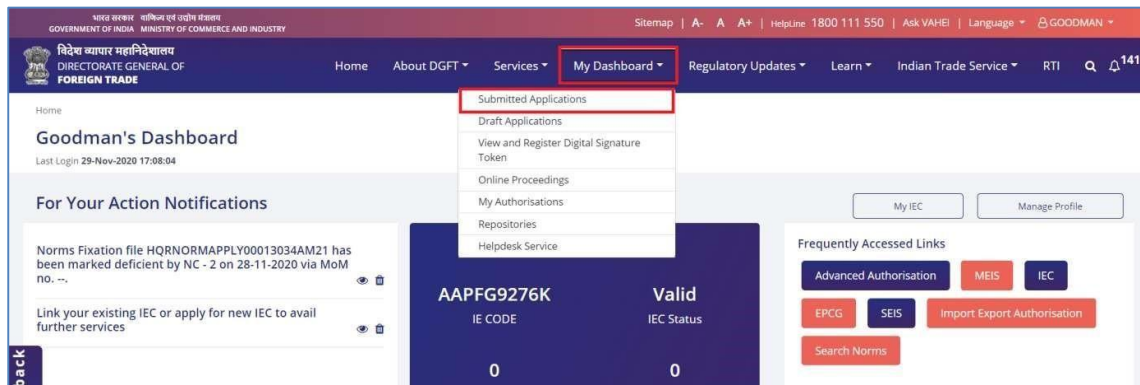
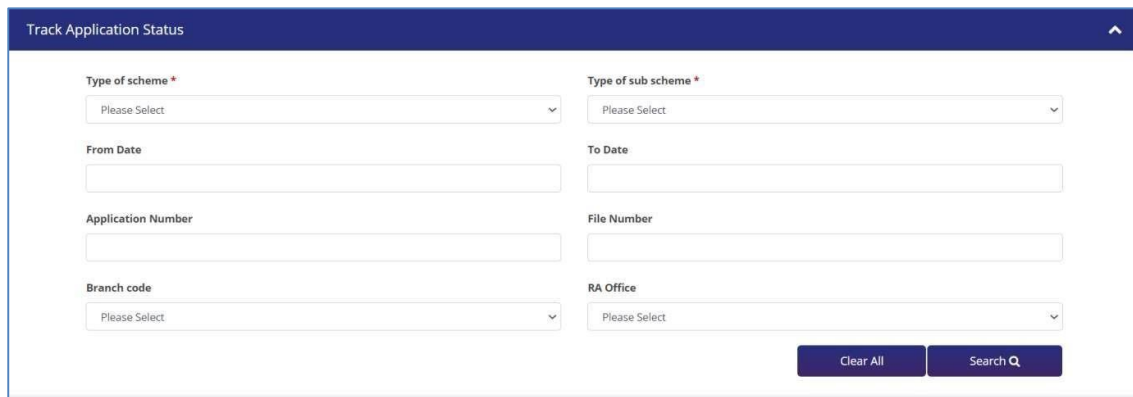


Figure 48: View and Track status

- On Click of submitted application below mentioned screen will appear



The form titled "Track Application Status" contains the following fields:

- Type of scheme * (Dropdown menu with "Please Select")
- Type of sub scheme * (Dropdown menu with "Please Select")
- From Date (Text input)
- To Date (Text input)
- Application Number (Text input)
- File Number (Text input)
- Branch code (Dropdown menu with "Please Select")
- RA Office (Dropdown menu with "Please Select")
- Clear All button
- Search button with a magnifying glass icon

Figure 49: Track Application status

- User can search the application with the below mentioned search parameters

Type of Scheme: User will select the Type of Scheme as Norms

Type of sub Scheme: Norms Fixation

From and To date: User can search the application by to and from date

Application number: User can search file with application number available

File number: User can search file with the valid File number

- User needs to enter the mandatory field to check the file details

Showing result for : Application process -> NORMS Application Sub process -> Norms Fixation

Search:

Sl.No. ↑↓	Application Number ↑↓	File Number ↑↓	File Date ↑↓	Entity Name ↑↓	Branch ↑↓	RA Office ↑↓	Action ↑↓
1	ARNNORMAPPLY00108501AM21	HQRNORMAPPLY00013149AM21	01/12/2020	GOODMAN GLOBUS	000 ⓘ	DGFT(HQ)	Action ▾
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000 ⓘ	DGFT(HQ)	Action ▾
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000 ⓘ	DGFT(HQ)	Action ▾
4	ARNNORMAPPLY00108227AM21	HQRNORMAPPLY00013141AM21	30/11/2020	GOODMAN GLOBUS	000 ⓘ	DGFT(HQ)	Action ▾

Figure 50.File details

- User will click on (+) sign to view the status of the file

Showing result for : Application process -> NORMS Application Sub process -> Norms Fixation

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNNORMAPPLY00108501AM21	HQRNORMAPPLY00013149AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action

File Status In Process

Figure 51: File status

- User will click on Action button to view the various File details

Branch code RA Office

Clear All Sea

Showing result for : Application process -> NORMS Application Sub process -> Norms Fixation

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	ARNNORMAPPLY00108501AM21	HQRNORMAPPLY00013149AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action

File Status In Process

Print

Withdraw

Attach Documents

Payment Details

View Life Cycle

DSC/eSign Details

Transmission Details

Make a Copy

View Submitted Attachments

Figure 52: Action button details

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

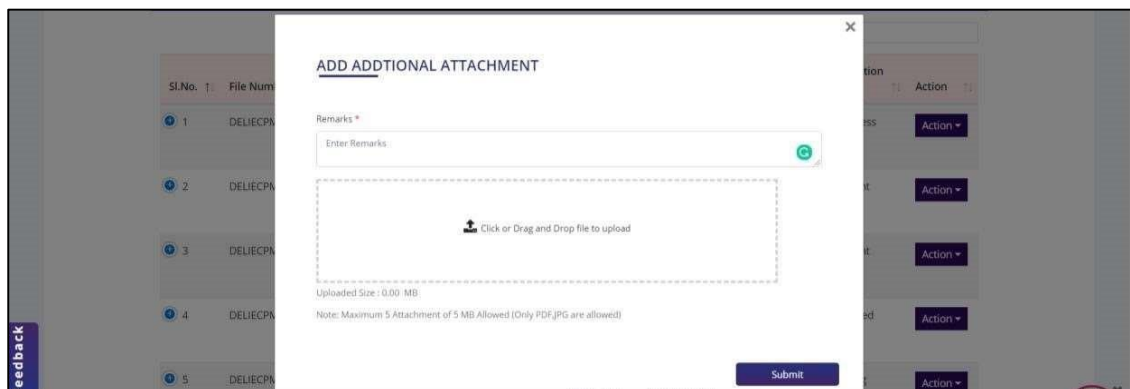


Figure 53: Attach Document

- **Payment Details:** User can check the payment details and download the receipt for the submitted application.
- **View Life Cycle:** To check the Action taken on your submitted application. Example, to track which action is taken when and by whom.
- **DSC/e-sign Details:** To check the DSC and e-sign details.
- **View Approved Letter:** In case the status of the request is 'Approved', then user can check and download the approved letter.
- **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.

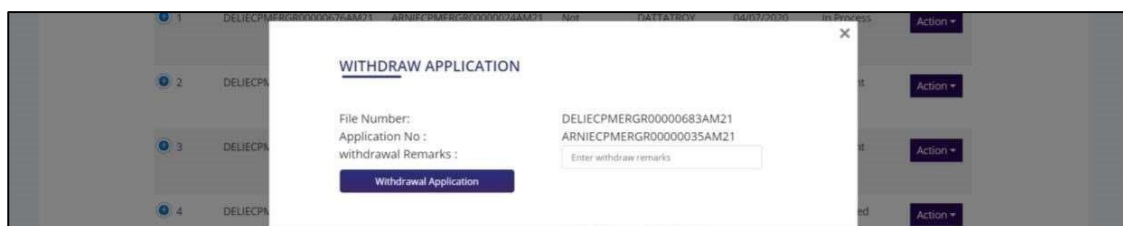


Figure 54: Withdraw File

- **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, Deficiency letter, Remarks and user can respond to this deficiency by clicking on respond to deficiency button. User can respond to deficiency in two ways:
 1. **With attachment:** User will amend the application with attachment and adding additional remarks

- Without attachment: User will amend the previous application and attach additional remarks and submit the application

6. Online Proceedings

- DGFT officer will call importer exporter for the Personal Hearing for application submitted by the Importer/Exporter with meeting date, time and venue
- Importer/Exporter will check for the personal hearing under

My Dashboard >> Online Proceedings

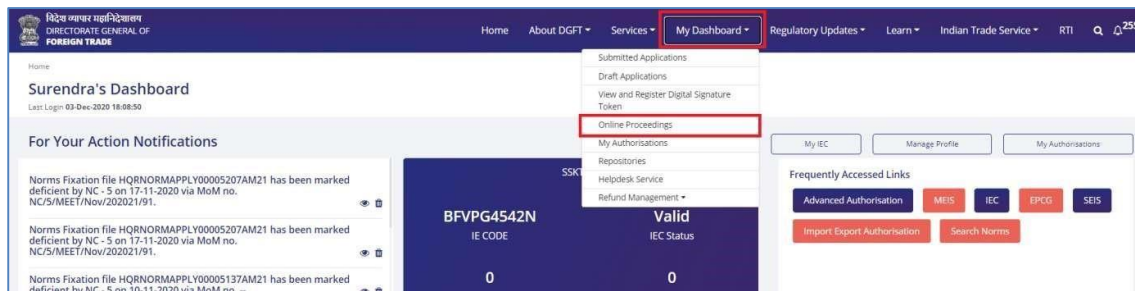


Figure 55. My Dashboard >> Online Proceeding

- After clicking on online Proceeding. Online Proceedings grid will be shown as mentioned below

IEC: will show the IEC number of the importer/exporter

File number: Norms file which is submitted by importer/exporter

Proceeding Name: Norms Fixation

Proceeding status: Status of the file submitted by importer/exporter

Online Proceedings						
Last Login: 03-Dec-2020 18:08:50						
Online Proceedings						
Show: 10 entries:	Search:					
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status		
1	BFVPG4542N	HQRNORMAPPLY00005207AM21	Norms Fixation	Open		
2	BFVPG4542N	HQRNORMAPPLY00005233AM21	Norms Fixation	Closed		
3	BFVPG4542N	HQRNORMAPPLY00005228AM21	Norms Fixation	Open		
4	BFVPG4542N	HQRNORMAPPLY00005207AM21	Norms Fixation	Open		

Figure 56. Online proceeding grid view

- User will click on Norms Fixation link to submit the personal hearing response.

Online Proceedings					
Show 10 entries		Search:			
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status	
1	BFVPG4542N	HQRNORMAPPLY00005240AM21	Norms Fixation	Open	
2	BFVPG4542N	HQRNORMAPPLY00005233AM21	Norms Fixation	Closed	
3	BFVPG4542N	HQRNORMAPPLY00005228AM21	Norms Fixation	Open	
4	BFVPG4542N	HQRNORMAPPLY00005207AM21	Norms Fixation	Open	
5	BFVPG4542N	HQRNORMAPPLY00005179AM21	Norms Fixation	Open	

Figure 57. Click on Norm Fixation

- User will click on UDIN number under UDIN heading to view the personal hearing the letter

Online Proceedings

IEC

BFVPG4542N

File Number

HQRNORMAPPLY00005179AM21

Firm Name

SSKTEST

Proceeding Name

Norms Fixation

Show 10 entries

Search:

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINNORM00003291AM21	Personal Hearing	12/11/2020	DGFT(HQ)	26/11/2020	Pending	Submit

Showing 1 to 1 of 1 entries

Previous

1

Next

Back

Figure 58. Click on UDIN number

- On click on UDIN number personal hearing approved letter details will show

APPROVED LETTER DETAILS				
		Search:		
Sl.No.	Approved By	Approved Date	Letter Type	View Letter
1	DGFT(HQ)	12/11/2020	Personal Hearing	View Letter
Previous 1 Next				

Figure 59. Personal hearing approved letter details

- User will click on View letter link to view the personal hearing letter.

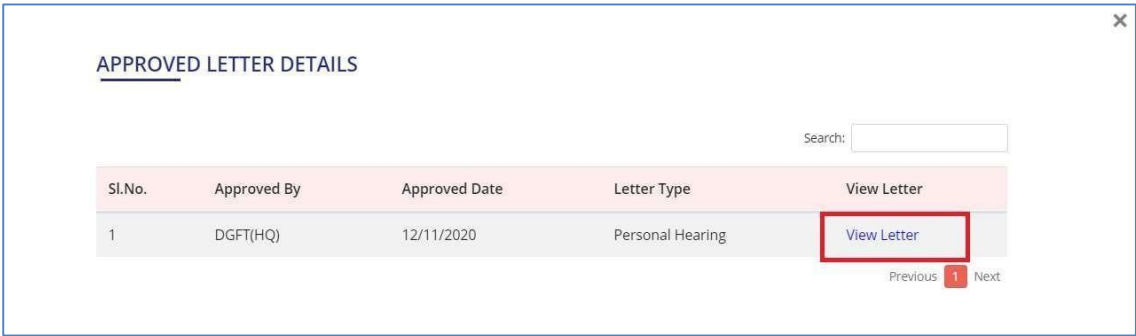


Figure 60. View Personal hearing letter link

- On click of view letter, Importer/Exporter will see the Personal hearing letter



Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Foreign Trade

Hearing Letter

IEC: BFVPG4542N Dated: 12-11-2020

To
 SURENDRA SINGH GURJAR
 snehitha.guniganti@tcs.com
 DILSHAD GARDEN, DELHI, 110011.

Subject: Hearing Letter with respect to Application of Norms Fixation dated 12/11/2020.

Sir / Madam,

In connection with the above subject for ratification of norms, the matter is under consideration by Norms Committee - 5. It is requested that the authorised representative(s) of the SSKTEST be available for a personal hearing on 2020-11-27 12:02 at Room No. 11, DGFT HQ, Udyog Bhawan, New Delhi. You are requested to confirm your presence at least a day prior to the hearing by logging in the DGFT website with your registered account. Please ensure that the person attending the hearing should be well-versed in the technical details and manufacturing process as applicable.

Further it is requested to furnish the below information / details sought in this matter for the committee to proceed further. The same can be submitted online at <https://dgft.gov.in>. Navigate to <https://dgft.gov.in> and click on Login. Login with your user credentials and view the applications pending action. Click to submit response online.

Figure 61. Personal hearing letter

- User will click on Submit link under Response heading to submit the Personal hearing response

Online Proceedings

IEC

BFVPG4542N

Firm Name

SSKTEST

File Number

HQRNORMAPPLY0005179AM21

Proceeding Name

Norms Fixation

Show

10

entries

Search

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINNORM0003291AM21	Personal Hearing	12/11/2020	DGFT(HQ)	26/11/2020	Pending	Submit Previous Next

Showing 1 to 1 of 1 entries

Back

Figure 62. Submit Response link

- After clicking on submit link under response heading.
- User provides confirmation for hearing as Yes/No by selecting the radio button. Note: Confirmation for Hearing is pre-selected as: Yes
- User can Request for Adjournment as Yes/No by selecting the radio button with additional remarks
Note: Confirmation for Hearing is pre-selected as: No

□ User will add mandatory attachment

Respond to Personal Hearing Letter

Confirmation for Hearing *
☒ Yes ☐ No

Request for Adjournment (Please enter reason in remarks below) *
☐ Yes ☒ No

Name of Person Attending Hearing *
Suhendra

Response / Remarks *
Enter Remarks

Attachments

Attachment Type
Please select

Remark

Uploaded Document List
Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Uploaded Size: 0.00 MB
Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf,jpg are allowed)

Upload Attachments

Figure 63. Personal Hearing response

- User will sign the declaration, add Place and click on save & next button

Declaration

1. I/We hereby certify that:

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

(i) The Customs Act, 1962.

(ii) The Central Excise Act 1944.

(iii) Foreign Trade (Development & Regulation) Act 1992, and

(iv) The Foreign Exchange Management Act, 1999;

(v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974.

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;

C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority

2. 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 and the ITC (HS) Classification of Export & Import Items.

3. 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.

4. 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 therefrom.

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

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

Place * Date*

Figure 64. Sign document

- On click of Save & next button. User will E-sign the document with Aadhaar or Digital signature (DSC)

Declaration

1. I/We hereby certify that:

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

(i) The Customs Act, 1962.

(ii) The Central Excise Act 1944.

(iii) Foreign Trade (Development & Regulation) Act 1992, and

(iv) The Foreign Exchange Management Act, 1999;

(v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974.

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;

C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority

2. 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 and the ITC (HS) Classification of Export & Import Items.

3. 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.

4. 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 therefrom.

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

☒ You have ticked the box as acceptance of declaration/ undertaking details. Place : Date :
Delhi : 04/12/2020

Figure 65. E-sign document

- User will click on submit button to submit the response

Declaration

1. I/We hereby certify that:

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

(i) The Customs Act, 1962;

(ii) The Central Excise Act 1944;

(iii) Foreign Trade (Development & Regulation) Act 1992; and

(iv) The Foreign Exchange Management Act, 1999;

(v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974.

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;

C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority.

2. 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 and the ITC (HS) Classification of Export & Import Items.

3. 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.

4. 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 therefrom.

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

☒ You have ticked the box as acceptance of declaration/ undertaking details. Place : Date :
Delhi 04/12/2020

[Back](#) [Submit](#)

Figure 66. Submit button

- Response will be submitted successfully

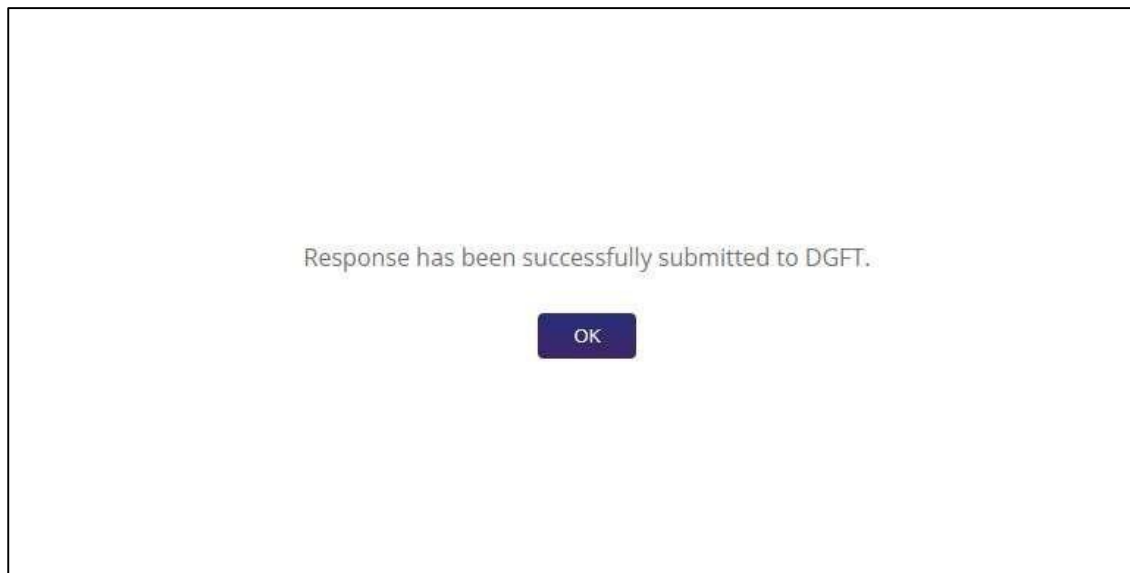


Figure 67. Response submitted successfully

- Once the response is submitted user can check the submitted response by clicking on Norm fixation link under Proceeding name heading
- User can check Response Due date, Proceeding Status and response submitted by clicking on View link button

Online Proceedings

IEC

BFVPG4542N

Form Name

SSATEST

File Number

HQNNORMAPPLY00005233AM21

Proceeding Name

Norms Fixation

Show 10 entries

Search

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINNORM00003560AM21	Personal Hearing	20/11/2020	DGFT(HQ)	19/11/2020	Response Submitted	View

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

back

Figure 68. Response submitted

- Once the action is taken on the Norms file Proceeding status will be closed

Online Proceedings

Show 10 entries

Search HQNNORMAPPLY00005233AM21

Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status
1	BFVPG4542N	HQNNORMAPPLY00005233AM21	Norms Fixation	Closed

Showing 1 to 1 of 1 entries (filtered from 49 total entries)

[Previous](#) [Next](#)

Figure 69.Proceeding status

7. Search Norms

- User will click on ‘Search Norms’

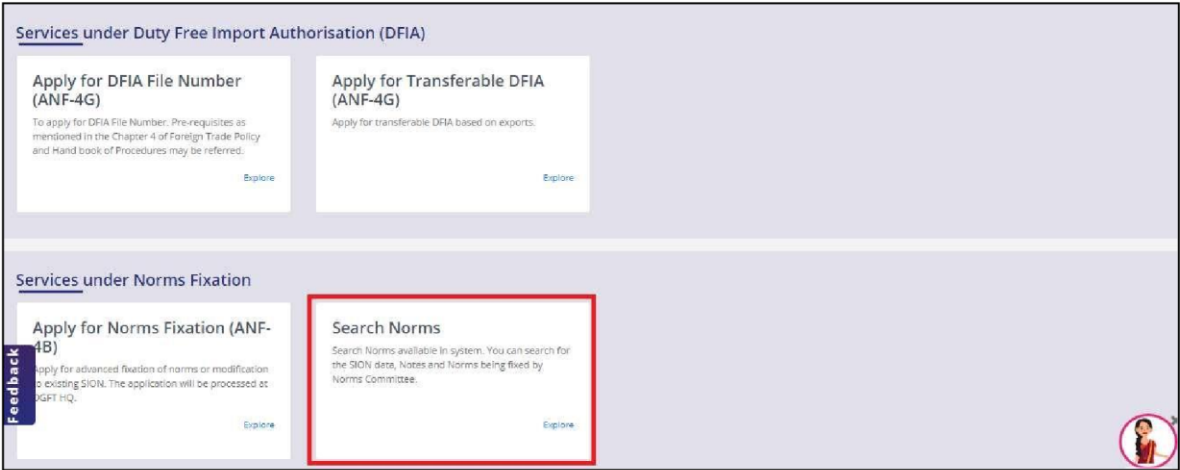


Figure 70.Search Norms card

- Below mentioned screen will appear



Figure 71.Search Norms screen

- User shall select the search criteria from the radio button available as mentioned in the below screen

- Standard IO Norms
- SION Chapter notes



Figure 72.Search Norms Criteria

- For Search Type: Standard IO Norms
- User can search for Standard IO Norms based on the following search parameters and click on the Search button.

Export Product Group: User will select the product group from the drop down
SION Serial No: User can search and select for the SION serial number Export Item
(Contains): User will enter the Export Item

Search Criteria

Select Standard IO Norms SION Chapter Notes

Export Product Group *

Please select export product group

SION Serial No

Select an Option

Export Item (contains)

4KMBH

Type the above CAPTCHA Code:

Please enter above CAPTCHA Code

Search

Reset

Show 10 entries

Search:

Select	SION Serial	Export Item	Export Item Quantity and UOM	Quantity	UOM	SION Notes	Inputs Allowed	Chapter notes	SI No
No data available in table									

Showing 0 to 0 of 0 entries

Export to PDF

Export to Excel

Previous

Next

Figure 73.Search Type: Standard IO Norms

-
-
- On click of search button, selected product group details will be shown to the user

DGFT Public

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Select ☒ Standard IO Norms ☐ SION Chapter Notes

Export Product Group SION Serial No Export Item (contains)

8P5F2

Type the above CAPTCHA Code.

Select	SION Serial No	Export Item	Export Item Quantity and UOM	Quantity	UOM	SION Notes	Inputs Allowed	Chapter notes
☐	A1	Deleted				View Notes	View Import	View chapter notes
☐	A2	1,(4-Hydroxy 3- Hydroxy Methyl Phenyl) 2-(N-Terbutyl-N-Benzyl Amino) Ethanol (Drug Intermediate of S	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A3	1,2-Dihydro 2-Oxyquinoxaline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A4	1-(2,6-Dichlorophenyl)-2-Indolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes

Figure 74. Standard IO Norms Report

- By clicking on Export to PDF or Export to Excel button to download the details of the selected export group in PDF, Excel respectively

☐	A5	1-(2-Propenyl)-1, 3-Dihydro-2-H Benzimidazol-2- One(Minimum 99percent Purity)	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A6	1-(3-Chloropropyl)-2-Benzimidazoline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A7	1-(4-Fluorobenzyl) 2-Chloro Benzi- midazole	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A8	1-(4-Piperidinyl)- 5-Chloro-2-Benzi- midazolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A9	1-(Paratolyl)-3-Methyl-5-Pyrazolone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A10	1-Ethyl-6-Fluoro-7-Chloro 1,4-dihydro-4-oxoquinoline-3-Carboxylic Acid (Norfloxacin intermediate)	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes

Showing 1 to 10 of 363 entries

Previous **1** 2 3 4 5 ... 363 Next

[Export to PDF](#) [Export to Excel](#)

Figure 75.Export Excel, PDF

- User will click on View notes link to view the Export Item notes
- User will click on View import link to view the input allowed
- User will click on View chapter notes link to view the chapter notes description

☐	A2	1,(4-Hydroxy 3- Hydroxy Methyl Phenyl) 2-(N-Terbutyl-N-Benzyl Amino) Ethanol (Drug Intermediate of S	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A3	1,2-Dihydro 2-Oxyquinoxaline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A4	1-(2,6-Dichlorophenyl)-2-Indolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A5	1-(2-Propenyl)-1, 3-Dihydro-2-H Benzimidazol-2- One(Minimum 99percent Purity)	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A6	1-(3-Chloropropyl)-2-Benzimidazoline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
☐	A7	1-(4-Fluorobenzyl) 2-Chloro Benzi- midazole	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes

Figure 76. View Notes, View import, View Chapter notes

For Search Type: SION Chapter Notes

- User can search for SION Chapter Notes by selecting the notes from the drop down, enter captcha and Click on search button

Search Criteria

Select *
☐ Standard IO Norms ☒ SION Chapter Notes

Notes*

Please Select

This is a mandatory field

Search

Reset

FXE43

Type the above CAPTCHA Code.

Please enter above CAPTCHA Code

Figure 77.SION Chapter Notes

Search Criteria

Select *
☐ Standard IO Norms ☒ SION Chapter Notes

Notes*

Please Select
Please Select
Fuel Notes
Packaging Notes
Product Group Notes
General Notes

Search

Reset

FXE43

Type the above CAPTCHA Code.

Please enter above CAPTCHA Code

Figure 78. Notes Drop down

- On click of search button, below mentioned details will appear as per the selected Notes

Notes*

Fuel Notes

E377E

Type the above CAPTCHA Code.

Please enter above CAPTCHA Code

Search Reset

[Click here to view the Fuel Notes](#)

S No	Notes Description
1	Bulk Drug and Drug Intermediates
2	Dye and Dye Intermediates
3	Glass
4	Ceramic Products
5	Paper made from wood pulp/ waste paper
6	Pesticides (Technical)/ Pesticides formulation from Basic Stage
7	Refractory Items of the following types:-
7a	Shaped and Fired
7b	Shaped and Tempered
7c	Others

Figure 79.Note Description report

- By clicking on Export to PDF or Export to Excel button to download the details of the selected export group in PDF, Excel respectively

S No	Notes Description
1	Bulk Drug and Drug Intermediates
2	Dye and Dye Intermediates
3	Glass
4	Ceramic Products
5	Paper made from wood pulp/ waste paper
6	Pesticides (Technical)/ Pesticides formulation from Basic Stage
7	Refractory items of the following types:-
7a	Shaped and Fired
7b	Shaped and Tempered
7c	Others
Showing 1 to 10 of 10 entries	
Previous 1 Next	
Export to PDF Export to Excel	

Figure 80. Export to PDF, Excel