



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Application for ANF-4B (NORMS) Module

Version 2.0

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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. 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. 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)

4. Processing of 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

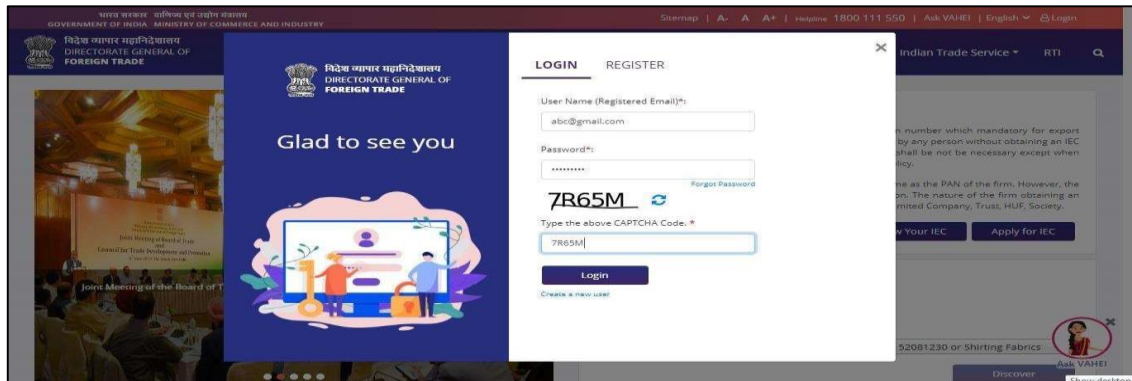


Figure 1. Customer portal Login Screen

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

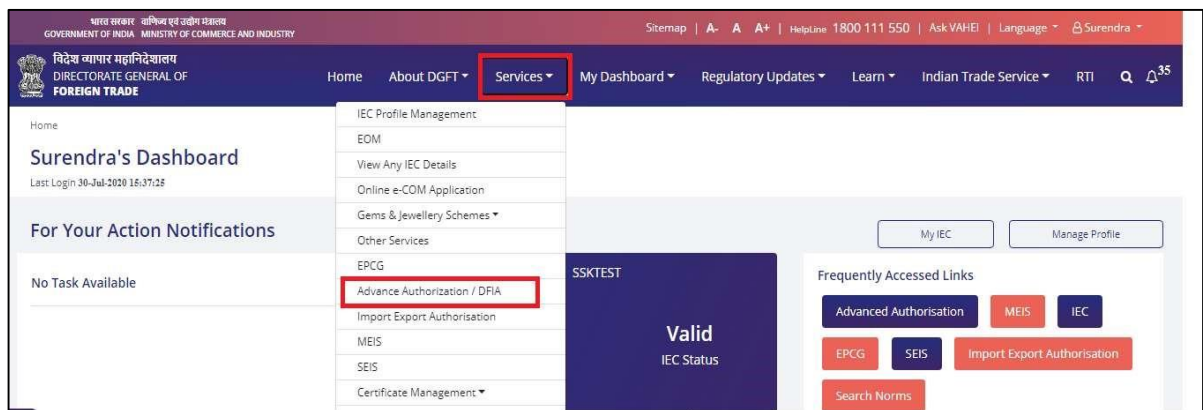


Figure 2. Navigation

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

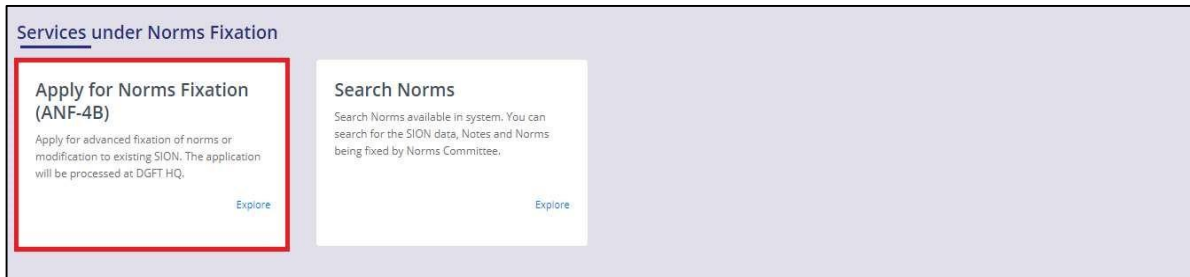


Figure 3. Apply for Norms Fixation

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.

The screenshot displays the 'Draft Application | Norms Fixation' interface. It features a table with the following columns: Select, SI No., Application Number, Created On, Created By, Last Updated On, Last Updated By, and Action. The table contains 10 rows of application data. Below the table, there are two buttons: 'Start Fresh Application' and 'Proceed With Existing Application'. A 'Feedback' button is visible on the left side of the table. The user's profile 'Ashwini VANEI' is shown in the bottom right corner.

Select	SI No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	BPVPG4542NW000000191	29/07/2020 00:11	test_norms@gmail.com	30/07/2020 11:23	test_norms@gmail.com	Action
<input type="radio"/>	2	ARN00000429AM21	29/07/2020 16:12	test_norms@gmail.com	30/07/2020 10:22	test_norms@gmail.com	Action
<input type="radio"/>	3	ARN00000426AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	4	ARN00000427AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	5	ARN00000425AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	6	ARN00000428AM21	29/07/2020 16:11	test_norms@gmail.com	29/07/2020 16:11	test_norms@gmail.com	Action
<input type="radio"/>	7	ARN00000422AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
<input type="radio"/>	8	ARN00000423AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
<input type="radio"/>	9	ARN00000424AM21	29/07/2020 16:10	test_norms@gmail.com	29/07/2020 16:10	test_norms@gmail.com	Action
<input type="radio"/>	10	BPVPG4542NW0000000373	28/07/2020 12:06	test_norms@gmail.com	29/07/2020 16:01	test_norms@gmail.com	Action

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.

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 Number	Date of issuance	Validity Period	Issuing Authority	Products for which registered
<input checked="" type="checkbox"/> 8796220227	01/02/2020	30/09/2020	Sports Goods Export Promotion Council (SQEPC)	CRICKET KIT
<input type="checkbox"/> 885555555555	28/06/2020	07/08/2020	Apparel Export Promotion Council	h

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.
<input checked="" type="checkbox"/> 001	DILSHAD GARDEN,PK Road,DELHI,DELHI,CENTRAL DELHI,110011,		
<input type="checkbox"/> 002	DILSHAD GARDEN,PK Road,DELHI,DELHI,CENTRAL DELHI,110011,		
<input checked="" type="checkbox"/> 003	ARUN VIHAR,JAIL MORE,DELHI,DELHI,EAST DELHI,110095.	27AAACR4849R2ZQ	
<input type="checkbox"/> 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.



Figure 8.Industrial Registration Details

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

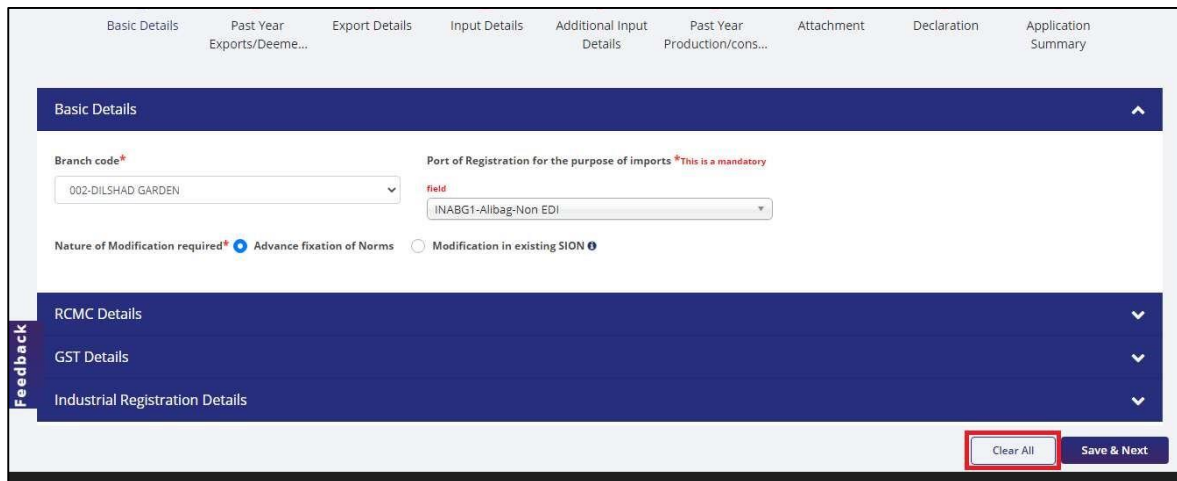


Figure 9.Clear All Button

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

The screenshot displays a web form titled 'Basic Details'. It includes a 'Branch code' dropdown menu with the value '002-DILSHAD GARDEN' and a 'Port of Registration for the purpose of imports' dropdown menu with the value 'INABG1-Allbag-Non EDI'. Below these fields, there are two radio buttons under the heading 'Nature of Modification required*'. The first radio button, labeled 'Advance fixation of Norms', is selected. The second radio button is labeled 'Modification in existing SION'. On the left side of the form, there is a vertical 'Feedback' button. At the bottom right, there are two buttons: 'Clear All' and 'Save & Next'. The 'Save & Next' button is highlighted with a red border.

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

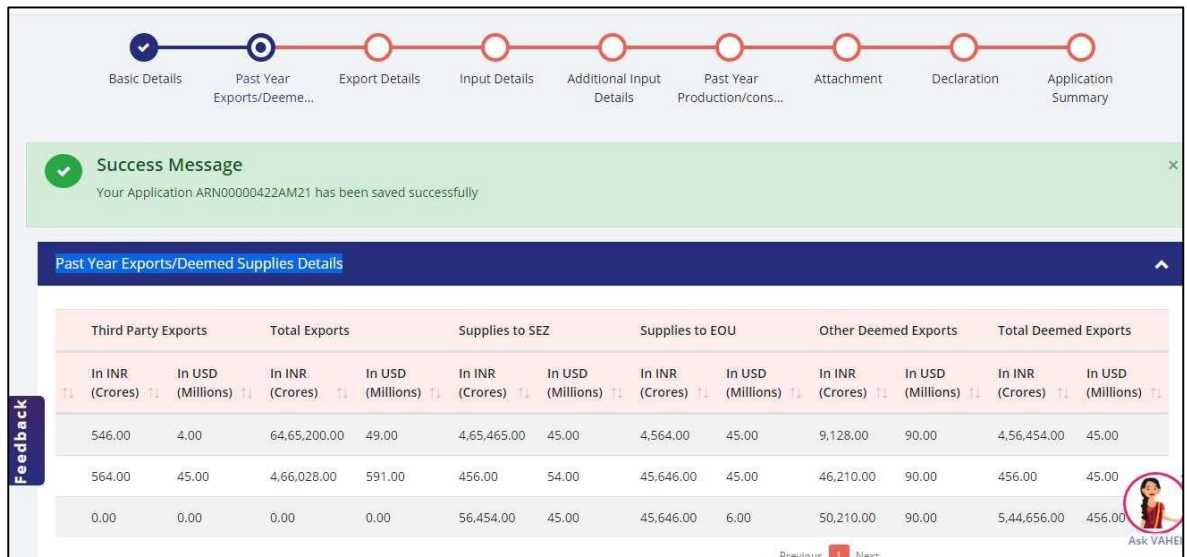


Figure 11.Past Year Export/ Deemed Supplies Details

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) *	<input type="text" value="0.00"/>
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification in INR (Crores) *	<input type="text" value="0.00"/>
Total Entitlement in INR (Crores) *	<input type="text" value="10.00"/>
Balance Entitlement in INR(Crores) *	<input type="text" value="10.00"/>

Figure 12.Past Year Export/ Deemed Supplies Details

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

The screenshot displays a web application interface. At the top, there is a table with 11 columns. The first column contains the year '2019-20'. The following six columns contain the value '0.00'. The seventh column contains '56,454.00', the eighth '45.00', the ninth '45,646.00', the tenth '6.00', and the eleventh '50,210.00'. Below the table, it says 'Showing 1 to 3 of 3 entries' with 'Previous' and 'Next' navigation links. The main form area contains four rows of input fields:

Total FOB Value of Exports in Preceeding Financial Years (INR) *	<input type="text" value="69,31,228.00"/>
CIF Value of Authorisations Already Obtained Under Self-Declaration / Self-Ratification (INR) *	<input type="text" value="0.00"/>
Total Entitlement (INR) *	<input type="text" value="10,00,00,000.00"/>
Balance Entitlement (INR) *	<input type="text" value="10,00,00,000.00"/>

At the bottom left, there is a 'back' button. At the bottom right, there are two buttons: 'Clear All' and 'Save & Next'. The 'Save & Next' button is highlighted with a red border.

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

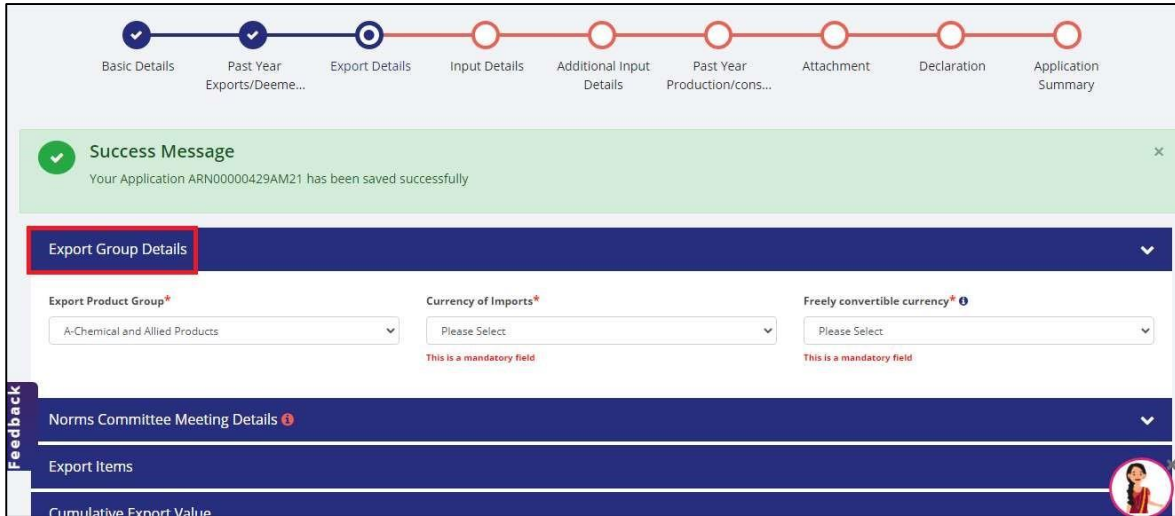


Figure 14. Export group details

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

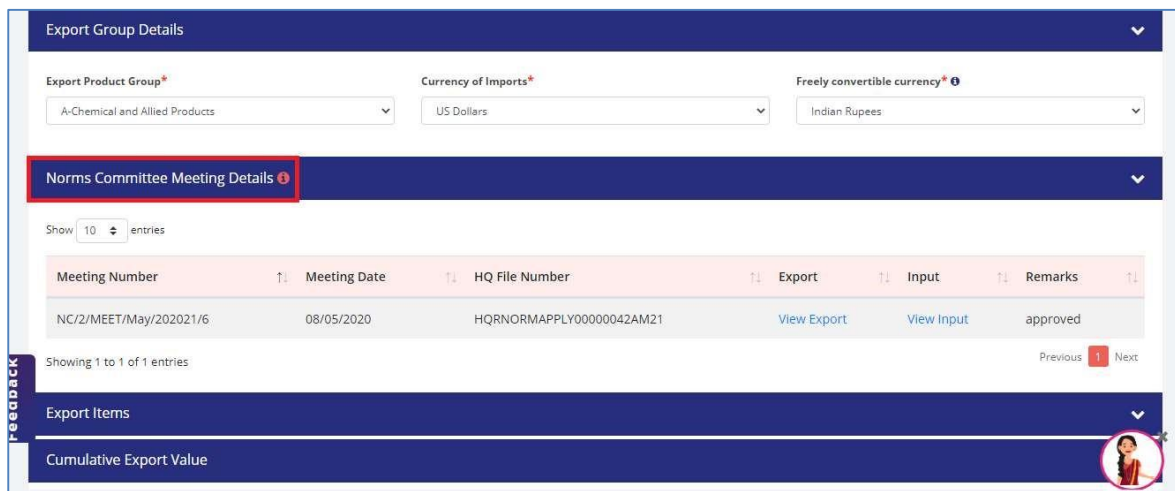


Figure 15. Norms Committee Meeting Details

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

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

The screenshot shows a web form titled "INPUT DETAILS" with a dark blue header. The form is divided into three columns and contains the following fields:

- Column 1 (Left):** Export Serial No* (dropdown), Input Description* (text), UOM* (dropdown), Total Quantity Invalidated (text), Total CIF value (in freely convertible currency)* (text), Source of Import (dropdown).
- Column 2 (Middle):** Inputs as per* (dropdown), Technical Features / Description (text), Purpose of requirement Relationship /utility /application of import or export* (dropdown), Total Quantity to be imported (text), CIF invalidated(In Rs)* (text).
- Column 3 (Right):** Serial No. (text), ITC (HS) Code* (dropdown), Total Quantity Required* (text), Total CIF Value (INR)* (text), CIF value Invalidated (in freely convertible currency)* (text).

A vertical "FEEDBACK" button is on the left side. An "Add" button is at the bottom right.

Figure 19.Input Details

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

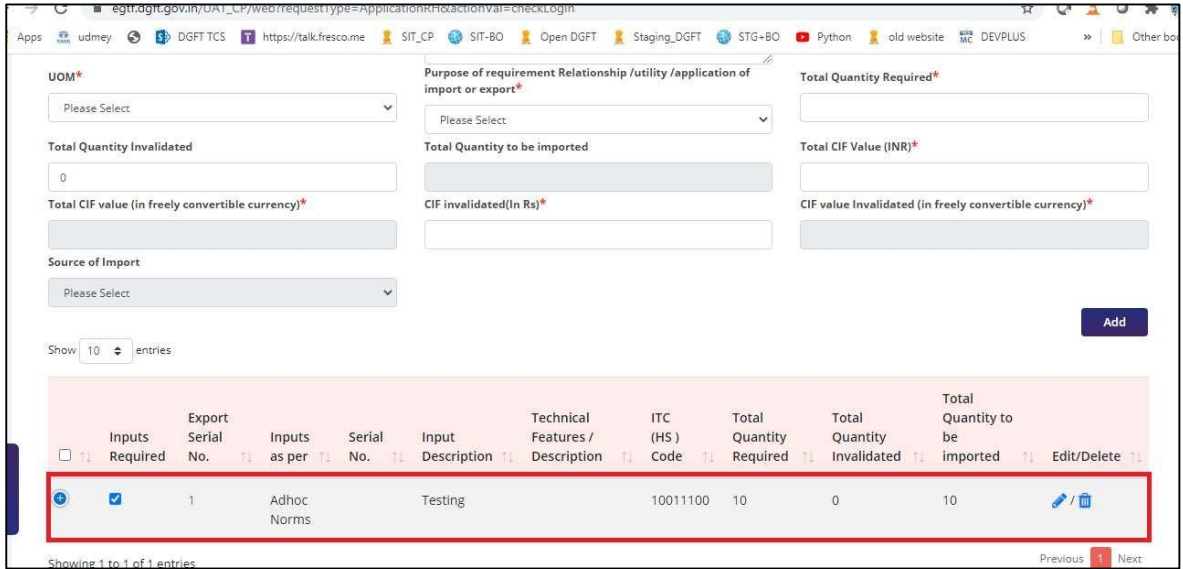


Figure 20. Input Details: Add button Functionality

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



Figure 21. Selected Input details grid



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)

The screenshot shows a form titled "Cumulative Import Value" with a dropdown arrow. It contains several input fields arranged in a grid:

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	

At the bottom right, there are two buttons: "Clear All" and "Save & Next".

Figure 23.Input Details: Add button Functionality

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

This screenshot is identical to Figure 23, but the "Save & Next" button at the bottom right is highlighted with a red rectangular box to indicate the user's next action.

Figure 24.Save & next button Screen

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



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

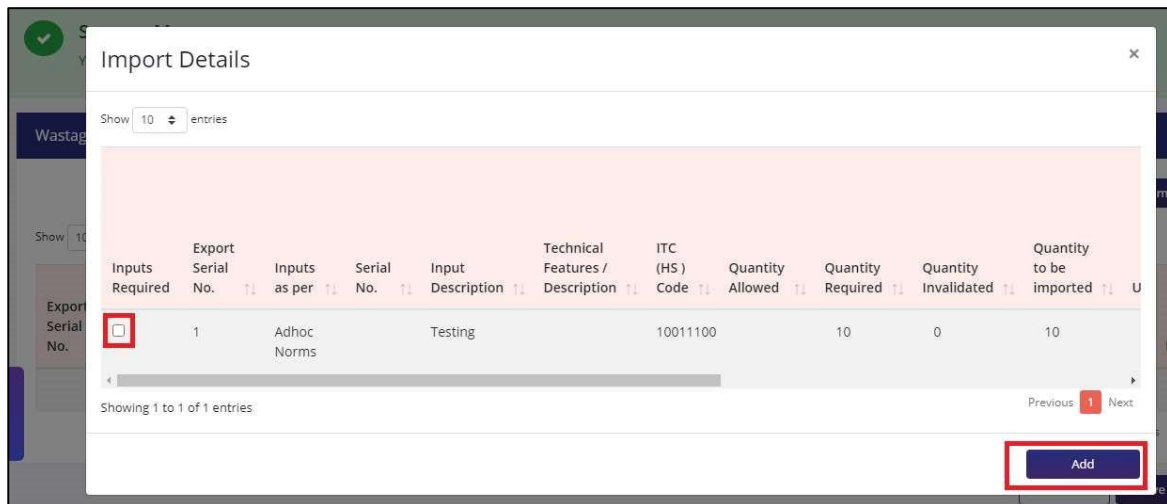


Figure 26. Wastage claimed add button functionality

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

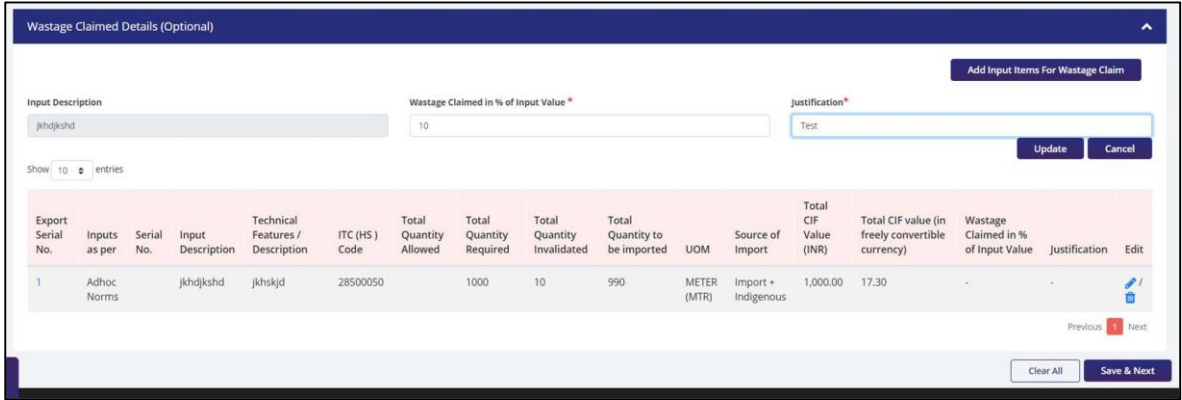


Figure 27. Wastage claimed details grid view

27. Details will be successfully be added in the grid



Figure 28. Wastage claimed details grid view

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



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

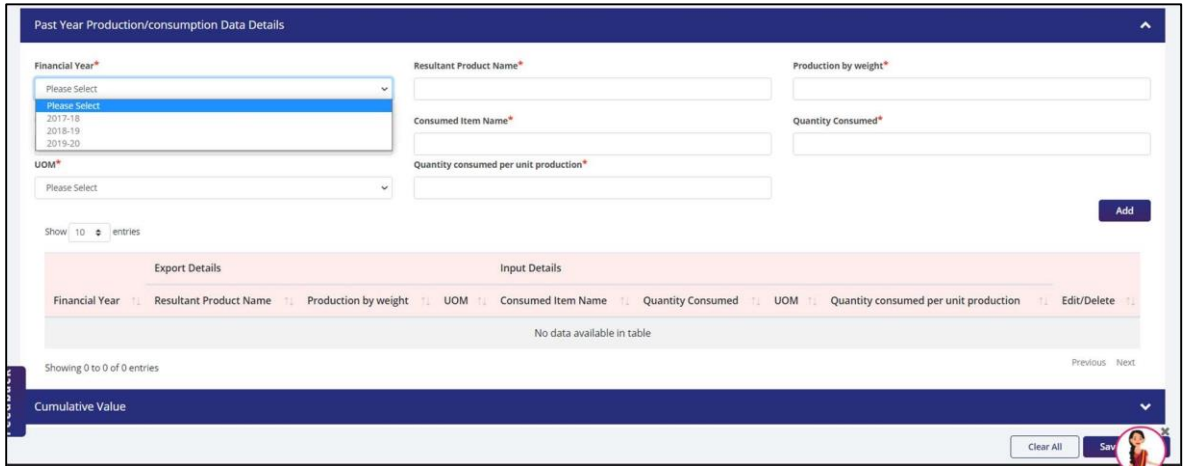


Figure 30.Past Year Production/Consumption Data Details

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

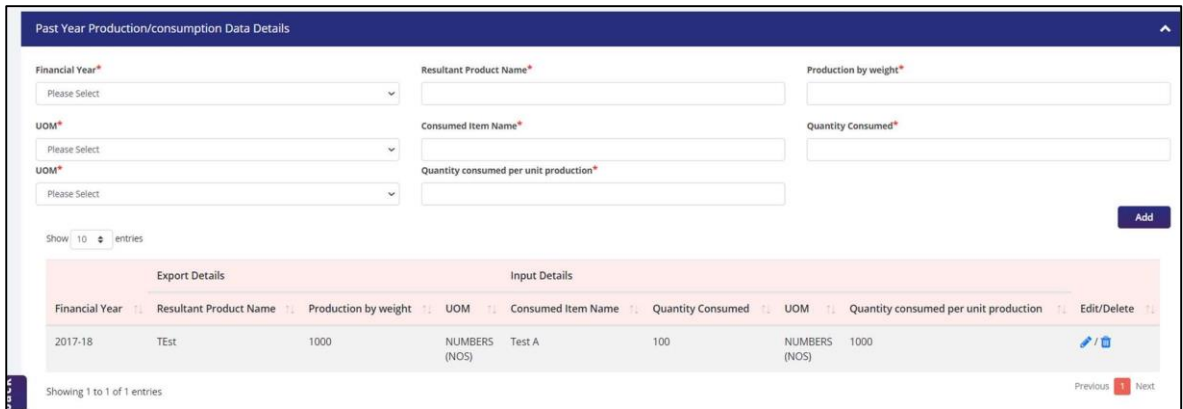


Figure 31.Past Year Production/Consumption Data grid view

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

Financial Year	Total production by weight	Total Quantity Consumed
2018-19	44444444444	44444444444

Figure 32.Past Year Production/Consumption Data Details

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

Financial Year*
2017-18

Past Year Consumption Details

Cumulative Value

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

Showing 1 to 1 of 1 entries

Clear All Save & Next

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.

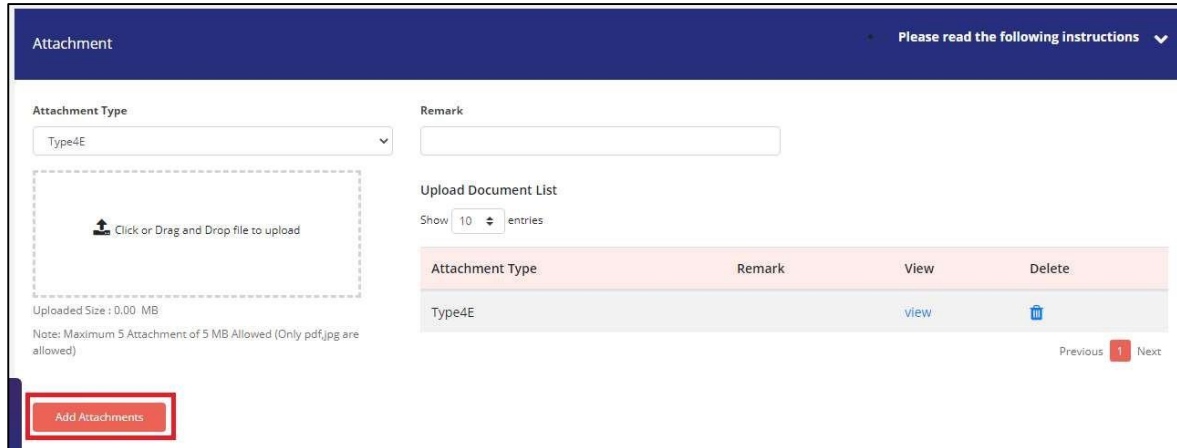


Figure 34: Attachment Type: jpg,pdf allowed

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

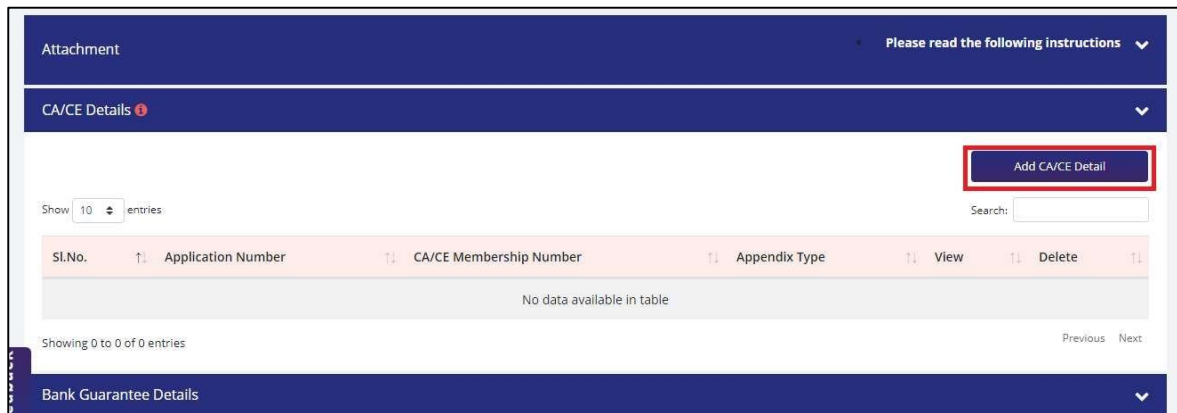


Figure 35.CA/CE: Add details

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 entries

Select	Sl.No.	Application No.	CA/CE Membership Number	Appendix Type	View
<input type="checkbox"/>	1		7654321	5A	view
<input type="checkbox"/>	2		7654321	5B	view
<input type="checkbox"/>	3		7654321	5A	view
<input type="checkbox"/>	4		7654321	5C	view
<input type="checkbox"/>	5	BFVPG4542NN0000000243	12345	5A	view
<input type="checkbox"/>	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

<input type="checkbox"/>	1		7654321	5A	view
<input type="checkbox"/>	2		7654321	5B	view
<input type="checkbox"/>	3		7654321	5A	view
<input type="checkbox"/>	4		7654321	5C	view
<input checked="" type="checkbox"/>	5	BFVPG4542NN0000000243	12345	5A	view
<input checked="" type="checkbox"/>	6	BFVPG4542NN0000000246	7654321	5C	view
<input type="checkbox"/>	7	BFVPG4542NN0000000253	7654321	5A	view
<input type="checkbox"/>	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.



Figure 38.CA/CE: Grid view

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



Figure 39.Add Bank Guarantee Details

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

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

Reset Search

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
<input type="radio"/>	Bank Guarantee	12345	28/07/2020	31/07/2020	SBIN0999999		15000	Active	RA DELHI	Not Utilised
<input type="radio"/>	Bank Guarantee	1	01/07/2020	31/07/2020	HDFC0001402		10000	Active	1111	Not Utilised
<input type="radio"/>	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

Reset Search

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
<input type="radio"/>	Bank Guarantee	12345	28/07/2020	31/07/2020	SBIN0999999		15000	Active	RA DELHI	Not Utilised
<input type="radio"/>	Bank Guarantee	1	01/07/2020	31/07/2020	HDFC0001402		10000	Active	1111	Not Utilised
<input checked="" type="radio"/>	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

Add

Figure 41. Add Bank Guarantee Details

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

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

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

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

Figure 43.Save & Next button details

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

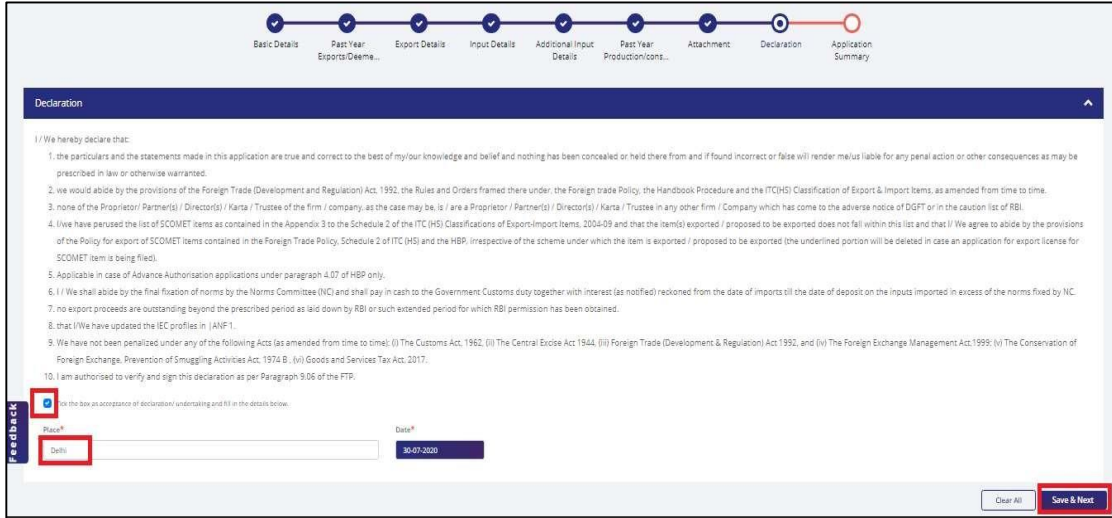
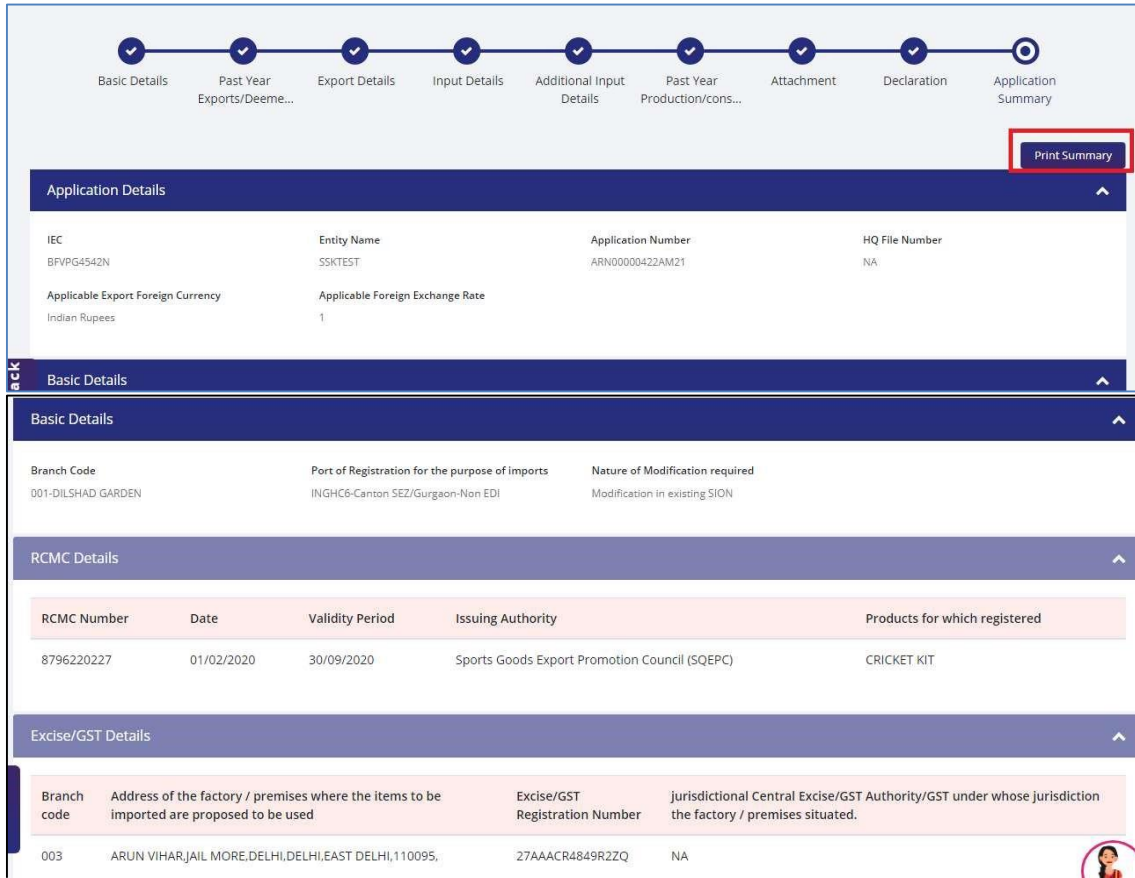


Figure 44. Declaration

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



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 Preceeding 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	bhhkghk	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 / FORvalue 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 [ANF 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 : h27233@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

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

5. View and Track Status

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

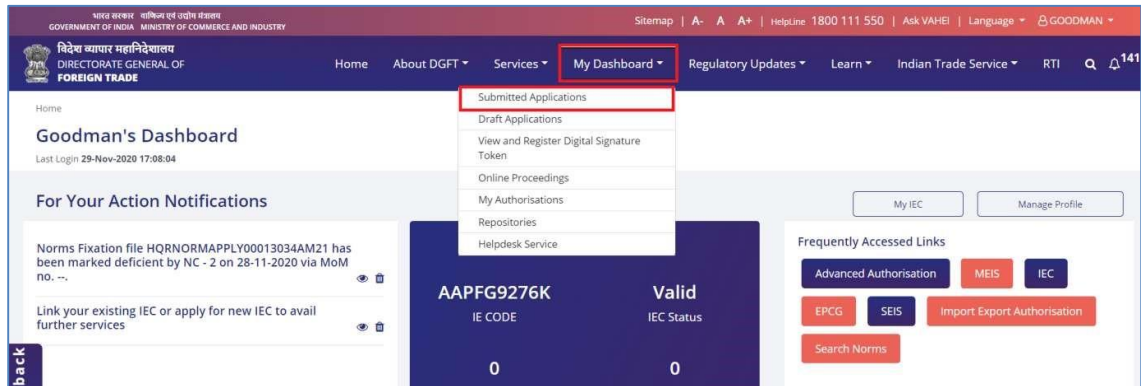


Figure 48: View and Track status

- On Click of submitted application below mentioned screen will appear

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
File Status In Process							
2	ARNNORMAPPLY00108497AM21	HQRNORMAPPLY00013148AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action
3	ARNNORMAPPLY00108384AM21	HQRNORMAPPLY00013145AM21	01/12/2020	GOODMAN GLOBUS	000	DGFT(HQ)	Action

Figure 51: File status

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

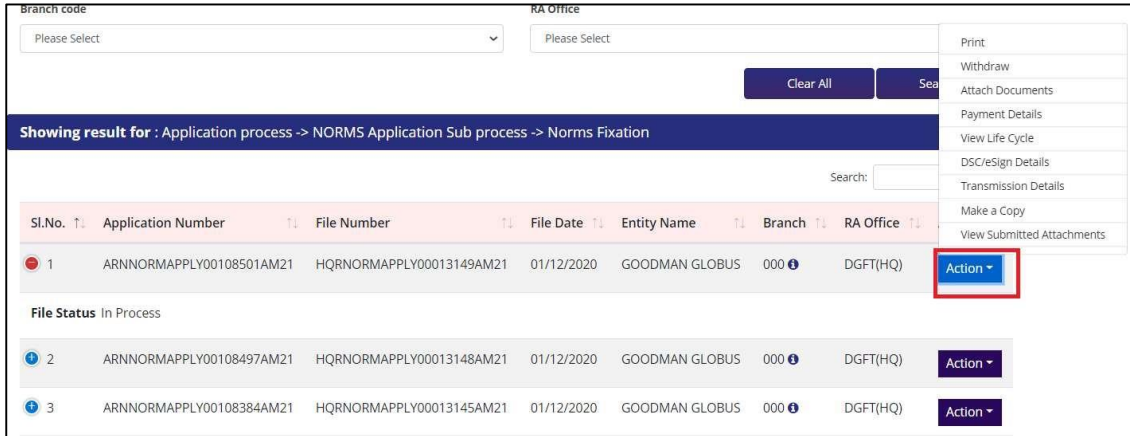


Figure 52: Action button details

- **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.

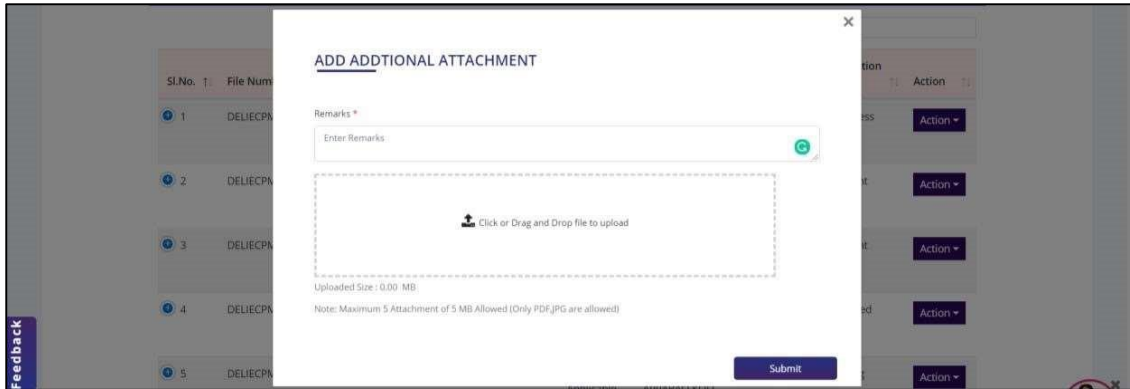


Figure 53: Attach Document

- **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
 2. **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

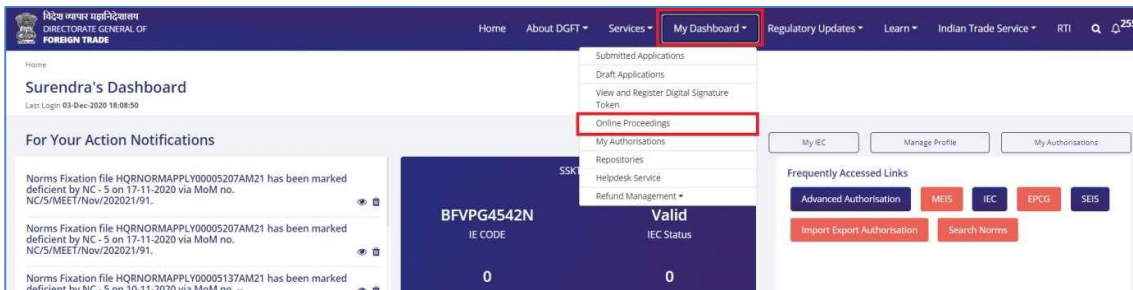


Figure 55. My Dashboard >> Online Proceeding

- 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

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

Figure 56. Online proceeding grid view

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

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

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINORM00003291AM21	Personal Hearing	12/11/2020	DGFT(HQ)	26/11/2020	Pending	Submit

Figure 58. Click on UDIN number

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



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

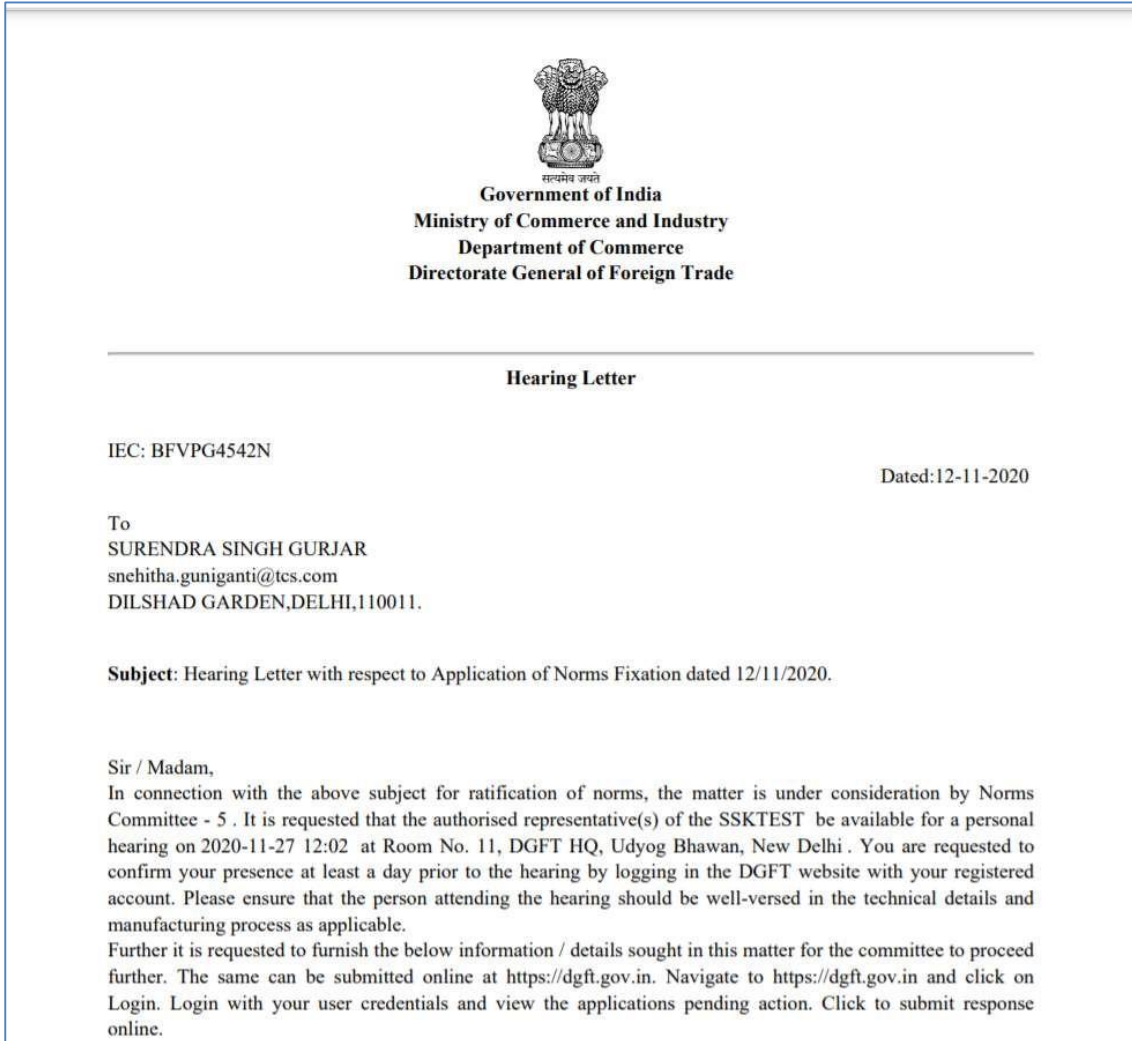


Figure 61. Personal hearing letter

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

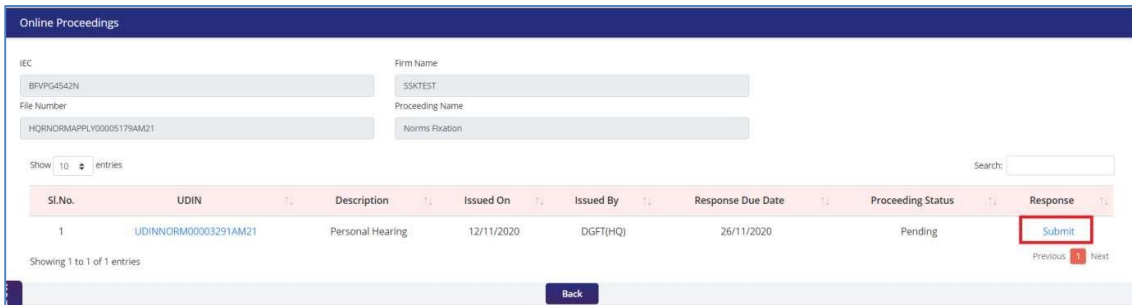


Figure 62. Submit Response link

- 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 Adjourment 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

Figure 63. Personal Hearing response

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

Figure 64. Sign document

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

The screenshot shows a web form titled "Declaration" with a blue header. The form contains several sections of text, including a list of laws and regulations (A, B, C, D) and a section for user declaration (1-5). Below the text, there is a checkbox labeled "You have ticked the box as acceptance of declaration/ undertaking details." which is checked. To the right of this checkbox, there are fields for "Place:" (Delhi) and "Date:" (04/12/2). Below these fields is a "Back" button. In the bottom right corner, a "Sign" button is highlighted with a red rectangular box.

Figure 65. E-sign document

- User will click on submit button to submit the response

This screenshot is identical to Figure 65, showing the same "Declaration" form with the same text and fields. However, in this version, the "Submit" button in the bottom right corner is highlighted with a red rectangular box, while the "Sign" button is no longer present.

Figure 66. Submit button

- Response will be submitted successfully

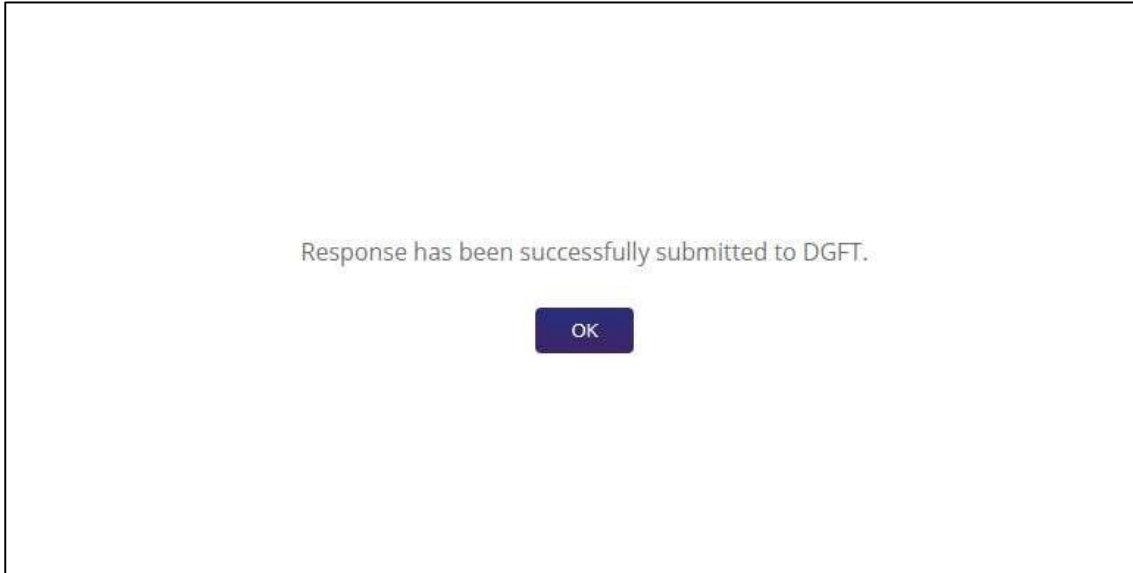


Figure 67. Response submitted successfully

- 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

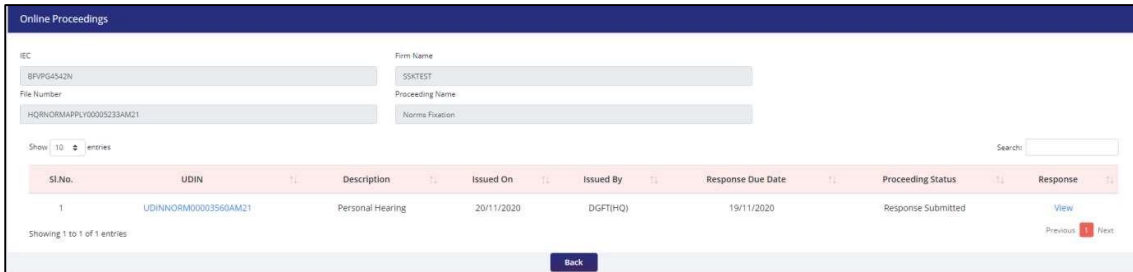


Figure 68. Response submitted

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



Figure 69. Proceeding status

7. Search Norms

- User will click on ‘Search Norms’

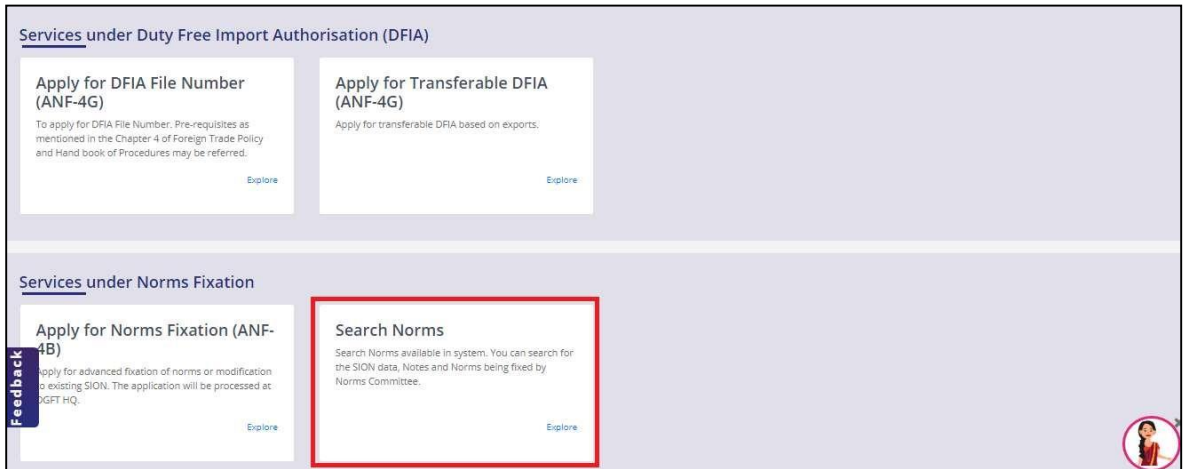


Figure 70. Search Norms card

- 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

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

Figure 73. Search Type: Standard IO Norms

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

Select Standard IO Norms SION Chapter Notes

Export Product Group * SION Serial No Export Item (contains)

8P5E2

Type the above CAPTCHA Code.

Select	SION Serial No	Export Item	Export Item Quantity and UOM	Quantity	UOM	SION Notes	Inputs Allowed	Chapter notes
<input type="radio"/>	A1	Deleted				View Notes	View Import	View chapter notes
<input type="radio"/>	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
<input type="radio"/>	A3	1,2-Dihydro 2-Oxyquinoxaline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	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

<input type="radio"/>	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
<input type="radio"/>	A6	1-(3-Chloropropyl)-2-Benzimidazoline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A7	1-(4-Fluorobenzyl) 2-Chloro Benzi- midazole	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A8	1-(4-Piperidiny)- 5-Chloro-2-Benzi- midazolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A9	1-(Paratoly)-3-Methyl-5-Pyrazolone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	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

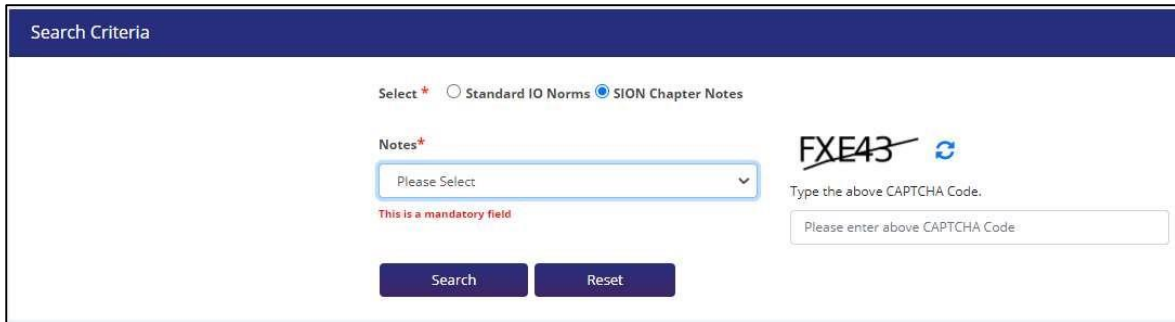
- User will click on View notes link to view the Export Item notes
- User will click on View import link to view the input allowed
- User will click on View chapter notes link to view the chapter notes description

<input type="radio"/>	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
<input type="radio"/>	A3	1,2-Dihydro 2-Oxyquinoxaline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	A4	1-(2,6-Dichlorophenyl)-2-Indolinone	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	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
<input type="radio"/>	A6	1-(3-Chloropropyl)-2-Benzimidazoline	1.000 K.G	1.000	K.G	View Notes	View Import	View chapter notes
<input type="radio"/>	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

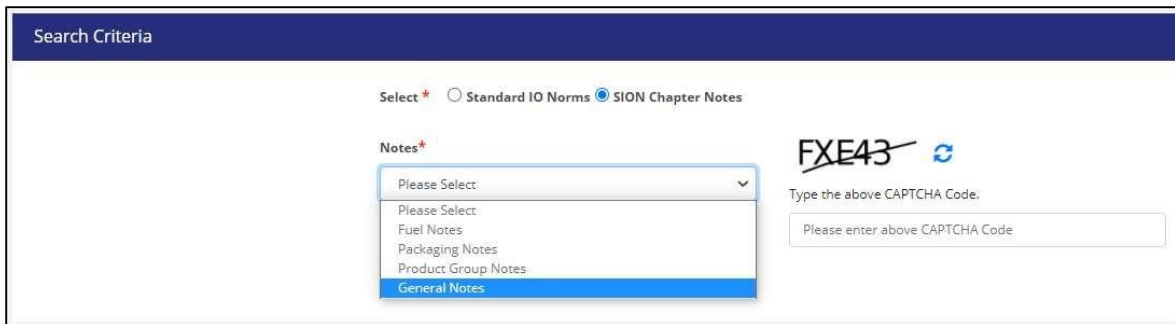
For Search Type: SION Chapter Notes

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



The screenshot shows a web form titled "Search Criteria" with a dark blue header. Below the header, there are two radio buttons: "Standard IO Norms" (unselected) and "SION Chapter Notes" (selected). Below this, there is a dropdown menu labeled "Notes*" with "Please Select" as the current selection. A red error message below the dropdown reads "This is a mandatory field". To the right of the dropdown is a CAPTCHA image showing the text "FXE43" and a refresh icon. Below the CAPTCHA is a text input field with the placeholder "Please enter above CAPTCHA Code." and a label "Type the above CAPTCHA Code." At the bottom of the form are two buttons: "Search" and "Reset".

Figure 77.SION Chapter Notes




This screenshot is similar to Figure 77, but the "Notes*" dropdown menu is open, displaying a list of options: "Please Select", "Please Select:", "Fuel Notes", "Packaging Notes", "Product Group Notes", and "General Notes". The "General Notes" option is highlighted in blue. The rest of the form, including the radio buttons, CAPTCHA, and search/reset buttons, remains the same as in Figure 77.

Figure 78. Notes Drop down

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

Notes*



Type the above CAPTCHA Code.

[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