



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Manual for Exporters

Policy Relaxation Committee (PRC)

Version 1.2

September 2025

Table of Contents

1. Introduction to Policy Relaxation Committee (PRC) and Accessing DGFT Portal	3
2. Prerequisite for ANF-2D (PRC)	4
3. Apply for Policy relaxation– ANF 2D	5
4. Apply for Review Application of PRC (ANF-2D).....	15
5. View and Track Status.....	19
5. Online Proceedings.....	23

1. Introduction to Policy Relaxation Committee (PRC) and Accessing DGFT Portal

This document is the help file for basic Policy Relaxation Committee (PRC) functions in the new system.

Policy Relaxation Committee (PRC) is also referred as Exemption from Policy/Procedures (EPP). DGFT may in public interest pass such orders or grant such exemption relaxation or relief, as he may deem fit and proper, on grounds of genuine hardship and adverse impact on trade to any person or class or category of persons from any provision of Foreign Trade Policy (FTP) or any Procedures. While granting such exemption, DGFT may impose such conditions as he may deem fit after consulting the Committees as in the table given below:

Sl.No.	Description	Committee
1.	All other issues except Fixation / modification of product norms	Policy Relaxation Committee (PRC)

User can apply for the Policy Relaxation through Ayaat Niryaat Form -2D (ANF-2D) form with reason and justification for the request of relaxation. All these requests are handled at the DGFT Headquarters and once the case has been approved by the committee, then the user can request the respective RA, to take corrective action.

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

2. Prerequisite for ANF-2D (PRC)

To Apply for ANF-2D (PRC) on the DGFT portal you would require:

- 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 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 PRC application with the Aadhaar or digital signature (DSC)

3. Apply for Policy relaxation– ANF 2D

To apply for the Policy Relaxation user needs to file the ANF-2D. User is requested to fill all the mandatory fields marked with asterisk (*) sign

1. Visit the DGFT website (<https://www.dgft.gov.in/CP/>) and login into the portal with valid credentials.

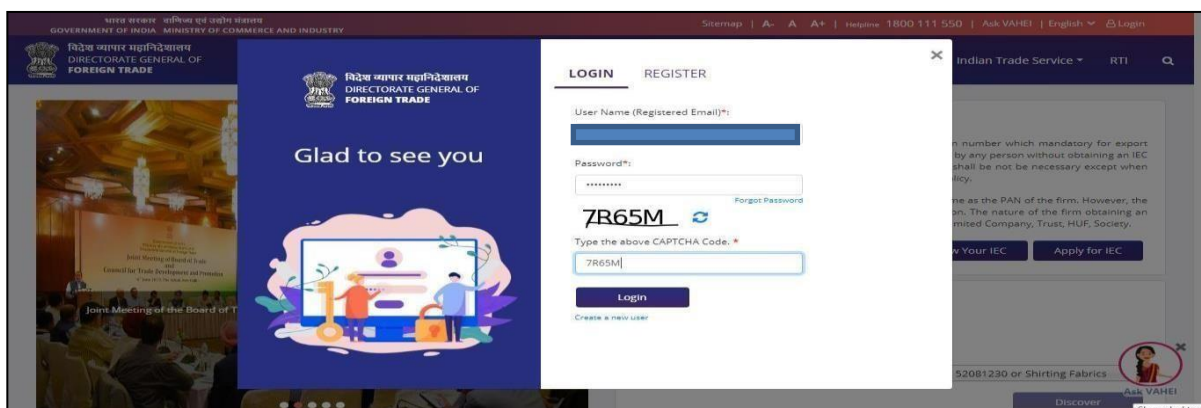


Figure 1. Customer portal Login Screen

2. If the user wants to apply for Policy Relaxation Committee, Post login clicks on **Services >> Policy Relaxation Committee >> Apply for PRC Committee** link as mentioned below

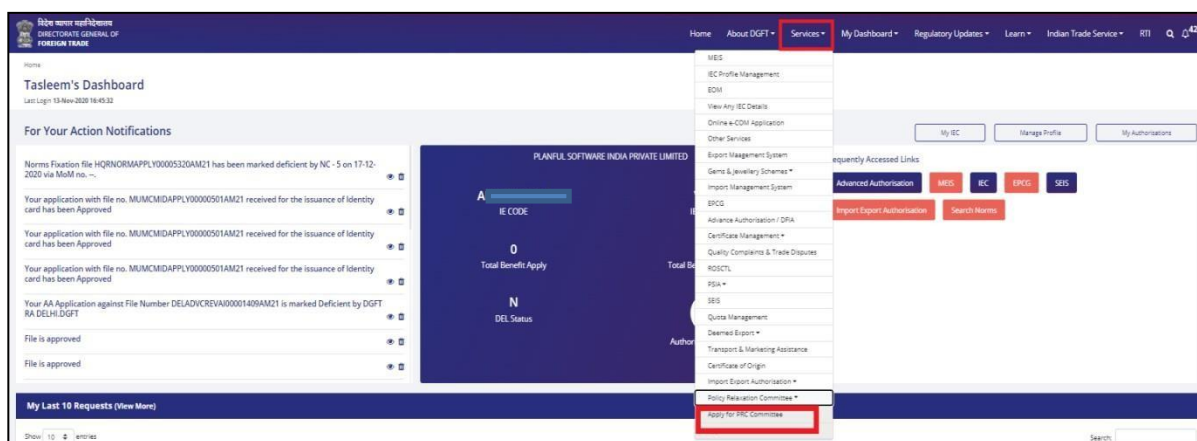


Figure 2. Navigation

3. Click on “**Apply for PRC Committee**”, user will be able to apply either for the ‘Fresh Application’ or can proceed with an existing draft.

Apply for PRC Committee

Last Login: 13-Nov-2020 16:45:32

Draft Application | Apply for PRC Committee - ANF2D

Show 10 entries

Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
No data available in table							

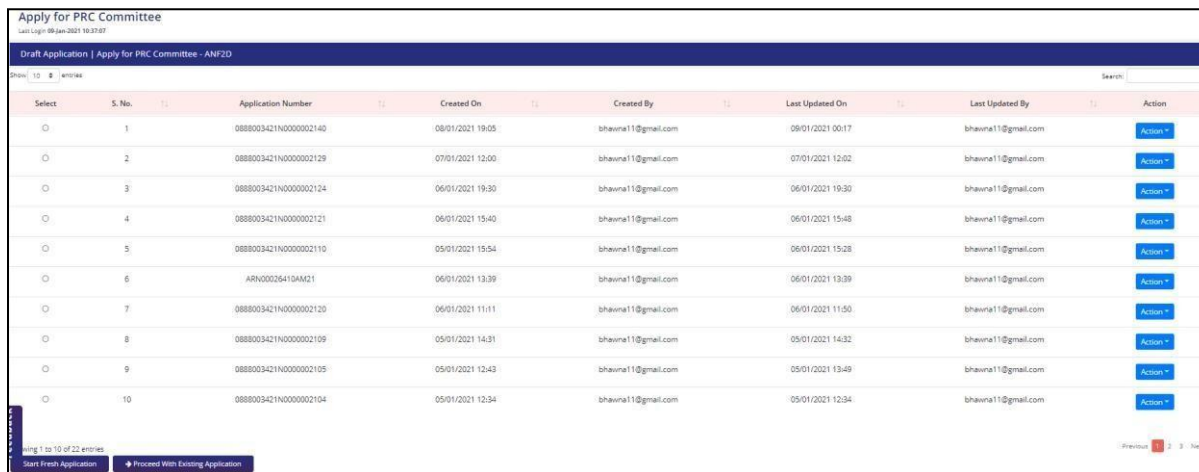
Showing 0 to 0 of 0 entries

PreviousNext

Start Fresh Application

Figure 3. Apply for PRC Committee

4. Either user can start with the fresh application by clicking on '**Start Fresh application**' or can select an already existing application and click on '**Proceed with Existing Application**'.

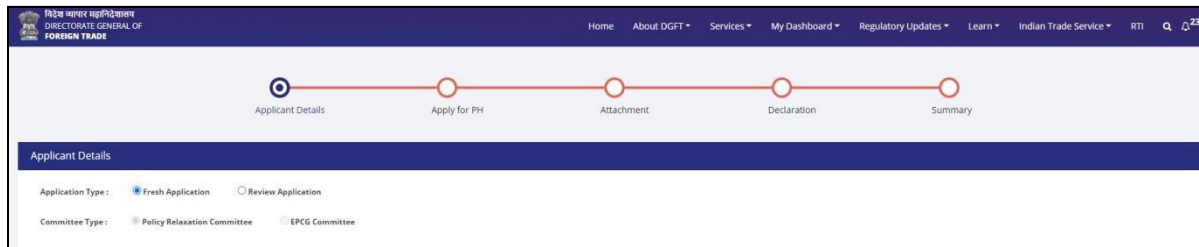


Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	0888003421N0000002140	08/01/2021 19:05	bhavna11@gmail.com	08/01/2021 00:17	bhavna11@gmail.com	Action +
<input type="radio"/>	2	0888003421N0000002129	07/01/2021 12:00	bhavna11@gmail.com	07/01/2021 12:02	bhavna11@gmail.com	Action +
<input type="radio"/>	3	0888003421N0000002124	06/01/2021 19:30	bhavna11@gmail.com	06/01/2021 19:30	bhavna11@gmail.com	Action +
<input type="radio"/>	4	0888003421N0000002121	06/01/2021 15:40	bhavna11@gmail.com	06/01/2021 15:48	bhavna11@gmail.com	Action +
<input type="radio"/>	5	0888003421N0000002110	05/01/2021 15:54	bhavna11@gmail.com	06/01/2021 15:28	bhavna11@gmail.com	Action +
<input type="radio"/>	6	ARN00036410AM21	06/01/2021 13:39	bhavna11@gmail.com	06/01/2021 13:39	bhavna11@gmail.com	Action +
<input type="radio"/>	7	0888003421N0000002120	06/01/2021 11:11	bhavna11@gmail.com	06/01/2021 11:50	bhavna11@gmail.com	Action +
<input type="radio"/>	8	0888003421N0000002109	05/01/2021 14:31	bhavna11@gmail.com	05/01/2021 14:32	bhavna11@gmail.com	Action +
<input type="radio"/>	9	0888003421N0000002105	05/01/2021 12:43	bhavna11@gmail.com	05/01/2021 13:49	bhavna11@gmail.com	Action +
<input type="radio"/>	10	0888003421N0000002104	05/01/2021 12:34	bhavna11@gmail.com	05/01/2021 12:34	bhavna11@gmail.com	Action +

Figure 4. Draft Application view screen

5. Fill the **Applicant details**

- **Committee Type:** Pre default value will be selected as 'Policy Relaxation Committee'.



Applicant Details

Application Type: ☒ Fresh Application ☐ Review Application

Committee Type: ☒ Policy Relaxation Committee ☐ EPCG Committee

Figure 5. Applicant details

6. Fill the applicant details as mentioned below

- **Branch details:** Select branch code from the list shown. Branch code list will be as per the branches listed in the IEC module.

The screenshot shows the 'Applicant Details' form. At the top, there are radio buttons for 'Application Type' (Fresh Application selected) and 'Committee Type' (Policy Relaxation Committee selected). Below this, the 'Applicant Details' section contains several fields: 'Branch Code' (a dropdown menu with options 69, 59, 68, 24, 7, and 8, highlighted by a red box), 'Entity's Branch Address', 'Mobile Number', 'Applicant Name' (with a value 'Suman'), and 'Scheme Name' (a dropdown menu with 'Please Select' selected).

Figure 6: Branch details

7. On selection of the branch code from the drop down below mentioned details will be auto filled that is captured from the IEC
 - Entity's Branch Address, Applicant Name, Email-id, Mobile Number

The screenshot shows the 'Applicant Details' form. At the top, there are radio buttons for 'Application Type' (Fresh Application selected) and 'Committee Type' (Policy Relaxation Committee selected). Below this, the 'Applicant Details' section contains several fields: 'Branch Code' (a dropdown menu with options 69, 59, 68, 24, 7, and 8, highlighted by a red box), 'Entity's Branch Address', 'Mobile Number', 'Applicant Name' (with a value 'Suman'), and 'Scheme Name' (a dropdown menu with 'Please Select' selected).

Figure 7: Applicant details

8. Select the **Scheme Name** from the list. In case the respective scheme is not listed in the list select "others" and can fill in the scheme name.

The screenshot shows the 'Applicant Details' form. At the top, there are radio buttons for 'Application Type' (Fresh Application selected) and 'Committee Type' (Policy Relaxation Committee selected). Below this, the 'Applicant Details' section contains several fields: 'Branch Code' (a dropdown menu with options 69, 59, 68, 24, 7, and 8, highlighted by a red box), 'Entity's Branch Address', 'Mobile Number', 'Applicant Name' (with a value 'Suman'), and 'Scheme Name' (a dropdown menu with a list of export schemes including EPCG, AA, MEIS, DEPB, etc., highlighted by a red box).

Figure 8: PRC: Scheme name

9. Enter Top 3 Principal Export and Import Item

Top 3 Principal Export Items

First Export Item Description *

First Export FOB Value (in INR Lakhs) *

Second Export Item Description *

Second Export FOB Value (in INR Lakhs) *

Third Export Item Description *

Third Export FOB Value (in INR Lakhs) *

Top 3 Principal Import Items

Authorisation Details

10. After entering the Authorization/Scrp details user will click on 'Add Authorization/Scrp details button to add the authorization/scrp details to the grid.

Authorization Details

Authorisation/Scrp/Other Reference Number *

Authorization / Scrp Status ⓘ

Authorization / Scrp Issue Date

Original/Extended validity of the Authorization for import

Original/ Extended Export obligation period in the Authorization

Date of first import consignment

Date of last import consignment

Date of first export shipment

Date of last export shipment

Actual imports made, Item wise(in %)

Export made within original/extended export obligation period(in %)

Export made outside the original/ extended export obligation period (in %)

Time period for which Extension in EOP or revalidation for import is sought

Unit * ⓘ

Total quantity for all items imported (Unit) * ⓘ

Actual quantity consumed and exported (Unit) * ⓘ

Balance quantity available physically (certificate/declaration to the effect shall be submitted on firm/ Company's letter head * ⓘ)

Figure 9: Authorization Details

Note: User can add 'N' number of authorization or scrip details by clicking on Add Authorization/Scrp details button.

The screenshot shows a web interface for managing authorization details. At the top, there is a button labeled 'Add Authorisation/Script Details'. Below it, a 'Show' dropdown is set to '10' with 'entries' to its right. A table with three columns is displayed: 'Sl.No.', 'Authorisation/Script/Other Reference Number', and 'Edit/Delete'. The table contains one row with '1' in the first column and '6445' in the second. The 'Edit/Delete' column contains two icons: a pencil and a trash can. Below the table, it says 'Showing 1 to 1 of 1 entries'. On the right side, there are 'Previous' and 'Next' navigation links, with '1' highlighted in red. At the bottom right, there is a blue button labeled 'Save & Next'.

Figure 10: Authorization Grid view

11. User can update/edit or delete the authorization/scrip details by clicking on edit and delete button present in the grid.

This screenshot is identical to Figure 10, but a red rectangular box highlights the 'Edit/Delete' column of the table, specifically the pencil and trash can icons for the first entry.

Figure 11: Edit/Delete view

12. Click on Save & Next button to proceed further to the next page

The screenshot shows a more complex form interface. At the top, there are two input fields: 'Export made outside the original/ extended export obligation period (in %)' and 'Time period for which Extension in EOP or revalidation for import is sought' (with a date format 'dd/mm/yyyy'). Below these are three more input fields: 'Unit *' (with a dropdown menu showing 'Yard'), 'Total quantity for all items imported (Unit) *', and 'Actual quantity consumed and exported (Unit) *'. To the right of these is a larger text area for 'Balance quantity available physically (certificate/declaration to the effect shall be submitted on firm/ Company's letter head *'. Below the form fields is a button labeled 'Add Authorisation/Script Details'. Underneath this button is a table identical to the one in Figure 10. At the bottom right, the 'Save & Next' button is highlighted with a red rectangular box.

Figure 12: Save and Next

13. After filling the Applicant Details. Fill the Personal Hearing Details.

Figure 13: Personal Hearing Radio button

14. Select 'Yes' or 'No' for 'Do you want to apply for Personal Hearing?'

15. On selection of Yes below mentioned screen will appear and User will enter the Personal Hearing details.

Figure 14: Personal Hearing view

*Currently Personal Hearing option is disabled, and pre-filled value is No.

16. Click on Save & Next button to proceed further.

Figure 15: Save and Next Button

17. Select the Attachment Type and can add remarks if required.

18. Click on Upload attachments button to add attachment and remarks to the grid as mentioned below

Attachments For PRC

Attachment Type

Please select

Remark

Character remains are :21

Uploaded Document List

Show 10 entries

Click or Drag and Drop file to upload

Uploaded Size : 0.01 MB

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

Upload Attachments

Attachment Type	Remark	View/Add More Attachments	Delete
OTHER	Test remarks added	view	

Previous

1

Next

Previous

Save & Next

Figure 16: Attachment details

18. Click on Save & next Button to proceed further.

Attachments For PRC

Attachment Type

Please select

Remark

Character remains are :21

Uploaded Document List

Show 10 entries

Click or Drag and Drop file to upload

Uploaded Size : 0.01 MB

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

Upload Attachments

Attachment Type	Remark	View/Add More Attachments	Delete
OTHER	Test remarks added	view	

Previous

1

Next

Previous

Save & Next

Figure 17: Save and Next Button

19. Accept the declaration by selecting the check box and entering Place name.

Declaration

1. I/We hereby certify that

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

a. The Customs Act, 1962,
b. The Central Excise Act 1944,
c. Foreign Trade (Development & Regulation) Act 1992, and
d. The Foreign Exchange Management Act, 1999;
e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
f. The GST Act
g. SEZ Act and Rules

B. 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 is on the Denied Entity List (DEL) of DGFT.
C. neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared as defaulter and has otherwise been made ineligible for undertaking Import/export under any of the provisions of the Policy;

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 for Export & Import items.

3. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any panel action or other consequences as may be prescribed in law or otherwise warranted. And, decision taken by PRC shall stand withdrawn.

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 held there from.

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

6. I/We hereby declare and certify that goods imported against Advance Authorization is available with me/us and has not been sold/transferred.

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

Place* Date*

Dist* 09/01/2021

User Details

(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name Suman saini Designation Importer/Exporter in own company
Email Dhawani11@gmail.com Mobile 9730715591
Office Address HARODA ROAD
Residential Address Noida, GAUTAM BUDDHA NAGAR, UTTAR PRADESH, 201301

Figure 18: Declaration

20. 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

[Print Summary](#)

Applicant Details

Branch Code : 5 Entity's Branch Address : Applicant Name :

Scheme Name : Rebate of State and Central Taxes and Levies (RoSCTL) Reason Type : Revalidation of Scrip IEC Number :

Entity Name : Email-id : Mobile Number :

Reason/Justification : Test Reason/Justification

Personal Hearing

Do you want to apply for Personal Hearing? : Yes Name : Test Designation : Analyst

Email-id : test@gmail.com Mobile Number : Name of the Firm : Test and Co

Authorisation Details

Authorisation/ Scrip/Other Reference Number	Authorisation/ Scrip Date	Authorisation/ Scrip Status	Utilization Status	Original/Extended validity of the Authorisation/scrip for Import	Date of first import consignment	Date of last import consignment	Date of first export shipment	Date of last export shipment	Actual imports made, item wise (%)	Time period for which Extension in EOP or revalidation for import is sought
A4563	10/01/2021	Approved	NA	10/01/2021	11/01/2021	11/01/2021	11/01/2021	12/01/2021	45	13/01/2021

Declaration

1. I/We hereby certify that

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

a. The Customs Act, 1962,
b. The Central Excise Act 1944,
c. Foreign Trade (Development & Regulation) Act 1992, and
d. The Foreign Exchange Management Act, 1999;
e. The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
f. The GST Act
g. SEZ Act and Rules

B. 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 is on the Denied Entity List (DEL) of DGFT.
C. neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared as defaulter and has otherwise been made ineligible for undertaking Import/export under any of the provisions of the Policy;

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 for Export & Import items.

3. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any panel action or other consequences as may be prescribed in law or otherwise warranted. And, decision taken by PRC shall stand withdrawn.

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 held there from.

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

6. I/We hereby declare and certify that goods imported against Advance Authorization is available with me/us and has not been sold/transferred.

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

Place* Date*


User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name Designation
 Email Mobile
 Office Address
 Residential Address

As per ANF form, you have to pay a sum of Rs. 2000 for Application

Figure 19: Application Summary

21. After E-sign the application, E-payment receipt along with payment details will be generated and application is successfully submitted to DGFT.



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

E-PAYMENT RECEIPT

IEC	<input type="text" value="XXXXXXXXXX"/>
File Number	HQRPRCAPPLY00057670AM21
Date of Submission	2021-01-09 01:35:37
IP Address	169.149.233.65
Firm Name	<input type="text" value="XXXXXXXXXX"/>
Firm Address	<input type="text" value="XXXXXXXXXX"/>
Service Availed	Apply for Policy Relaxation
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	476069
Total Fee Amount (in null)	2000.00
Date of Submission	2021-01-09 01:35:37
Mode of Payment	Bharatkosh
Transaction Status	SUCCESS
Transaction Complete Date	2021-01-09 01:35:37

Figure 20: Receipt

4. Apply for Review Application of PRC (ANF-2D)

User can apply for review of submitted application of PRC through following below steps:

1. Click on **Services >> Policy Relaxation Committee >> Apply for Review Application of PRC(ANF-2D)**

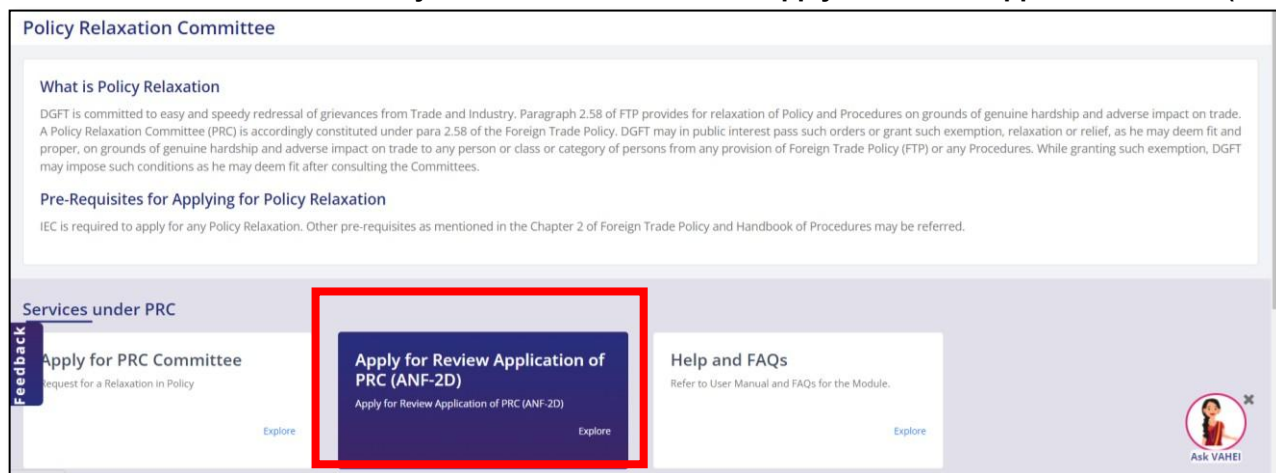


Figure 21: Apply for Review Application of PRC

2. All submitted applications of PRC and same has been decided by PRC will be shown for the review. Select the application to be reviewed and click on **Initiate Review Button**

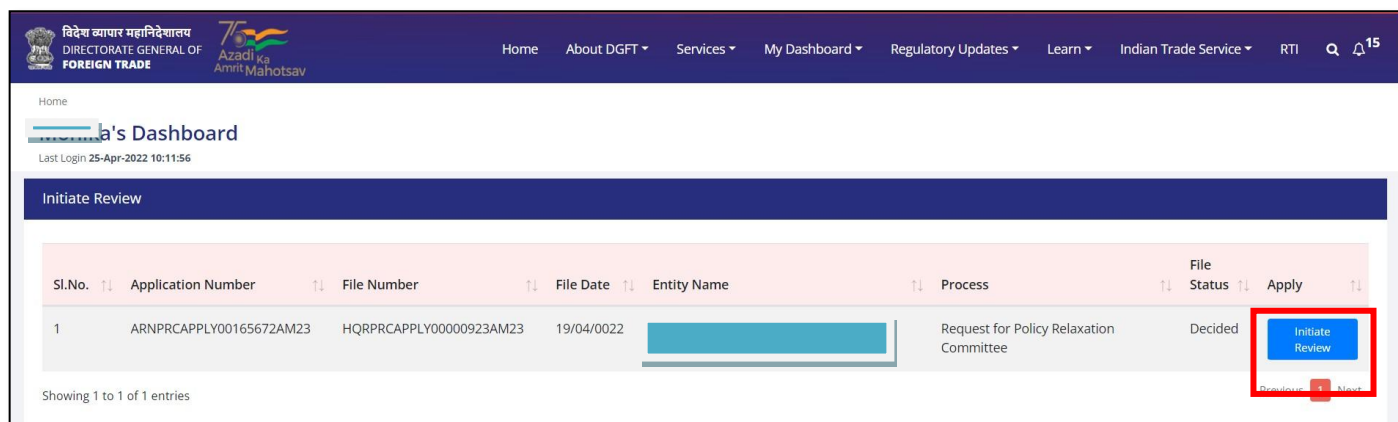


Figure 22: Initiate PRC Review

3. The previously submitted information will be displayed in the application. Enter Remarks, Case serial number and upload the required file and sign the application as shown below.

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

Place* Date*

User Details
(Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name Designation
 Email Mobile
 Office Address
 Residential Address

As per Appendix 2K form, you have to pay a sum of Rs. 5000 for Application

Remarks* Meeting Number* Meeting Date*

Case Serial Number* File Number* Decision*

Click or Drag and Drop file to upload

Uploaded Size : 0.00 MB
Note: Maximum 5 Attachment of

Figure 23: Sign for PRC Review

4. Click on **Payment for PRC Button** to go ahead

Case Serial Number* File Number* Decision*

Click or Drag and Drop file to upload

Uploaded Size : 2.64 MB
Note: Maximum 5 Attachment of 5 MB Allowed
(Only PDF,JPG are allowed)

Sr. No.	File Name	Action
1	EPCG_Committee_CP_User manual-converted.pdf	

Figure 24: Payment for PRC Review

5. Once the payment is done, click on the **Submit** button.

Payment Details

Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: [Text Field] Applicant Email: [Text Field] Applicant Address: [Text Field]

Application Type: Policy Relaxation Committee (PRC) Service Type: Apply for PRC Committee - ANF2D Application Number: ARNPRC00166515AM23

Service Description	Fees Amount (₹)
Apply for PRC Committee - ANF2D	5000

Have you already paid in Legacy Miscellaneous Payment System (eMPS) / Legacy Draft Application?
Yes ☐ No ☒

Feedback



Submit 

Figure 25: Submit for PRC Review

6. After submitting the application, payment receipt will be generated with other important information. Click on **Download Receipt** for future reference.

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

E-PAYMENT RECEIPT

IEC	[Text Field]
File Number	
Date of Submission	2022-04-25 06:10:01
IP Address	192.168.136.36
Firm Name	[Text Field]
Firm Address	[Text Field]
Service Availed	Apply for PRC Committee - ANF2D
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	2190635
Total Fee Amount (in INR)	5000.00
Date of Submission	2022-04-25 06:10:01
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-04-25 06:10:01

OK **Download Receipt**

Figure 26: Receipt for PRC Review

7. Click on **OK** Button to continue , the application **File Number** will be generated with the acknowledgment message.

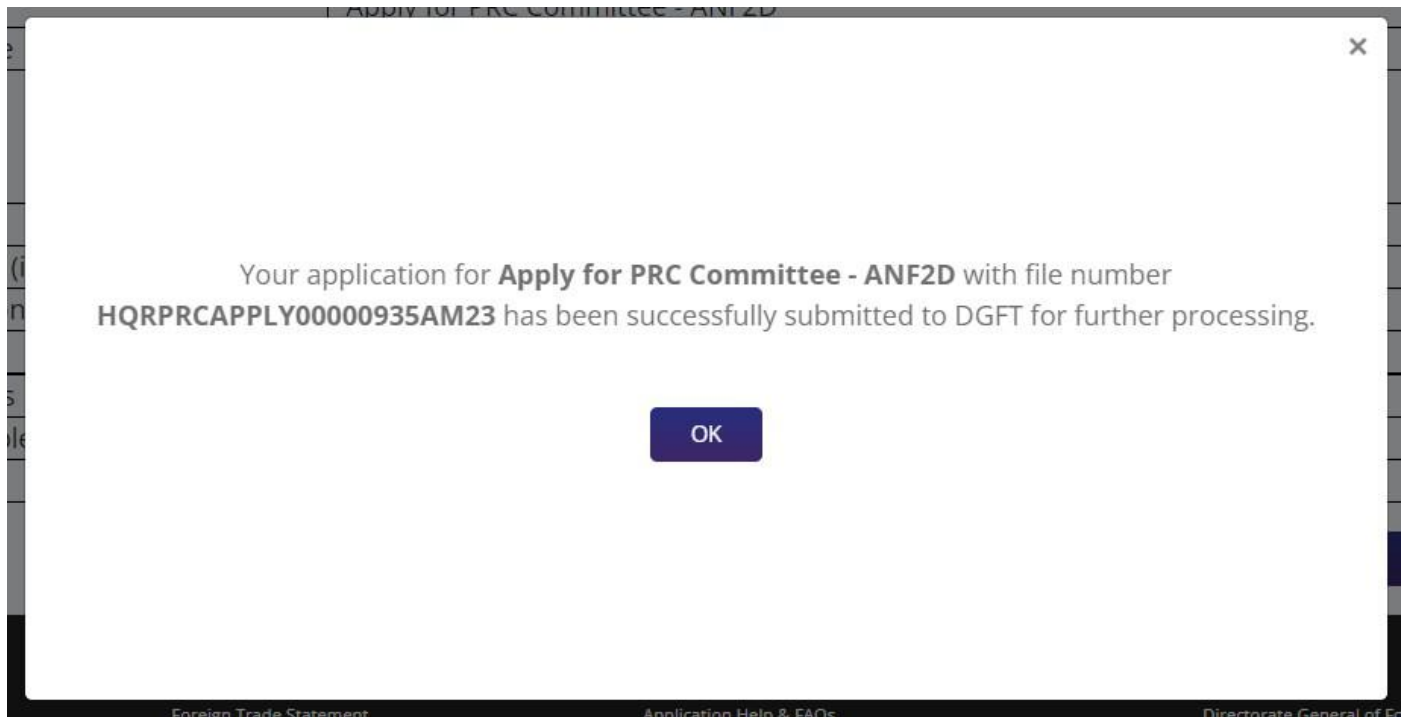


Figure 27: File number for PRC Review

5. View and Track Status

User can track the status of the submitted application.

8. Click on **My Dashboard** >> **Submitted application**

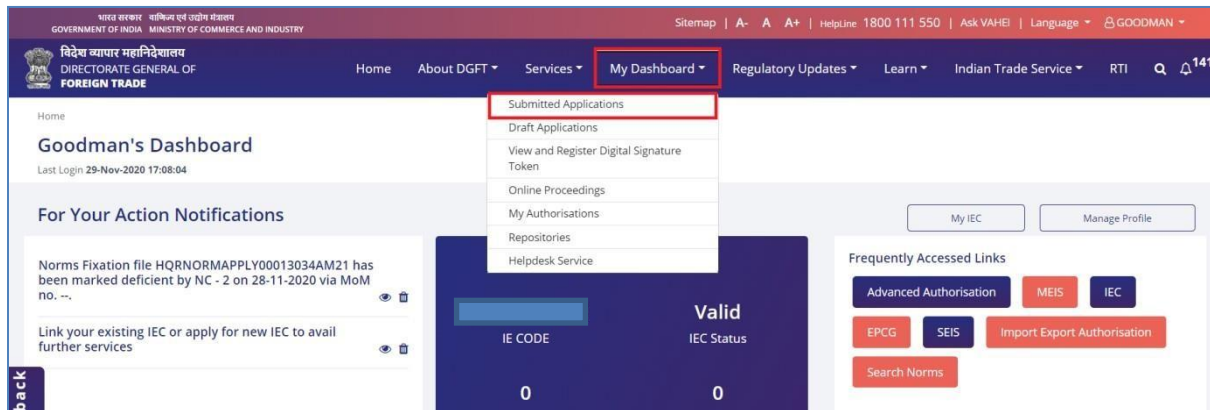


Figure 28: View and Track status

9. On Click of submitted application below mentioned screen will appear

The screenshot shows the 'Track Application Status' form. It has a dark blue header with the title 'Track Application Status'. The form contains several input fields: 'Type of scheme' and 'Type of sub scheme' (both dropdown menus), 'From Date' and 'To Date' (text input fields), 'Application Number' and 'File Number' (text input fields), 'Branch code' and 'RA Office' (both dropdown menus). At the bottom right, there are two buttons: 'Clear All' and 'Search'.

Figure 29: Track Application status

10. User can search the application with the below mentioned search parameters

- **Type of Scheme:** User will select the Type of Scheme as Policy Relaxation Committee (PRC)
- **Type of sub Scheme:** Apply for PRC Committee- ANF2D
- **From and to date:** User can search the application by through date range.
- **Application number:** User can search file with application number available
- **File number:** User can search file with the valid File number

11. User need to enter the mandatory field to check the file details

Showing result for : Application process -> Policy Relaxation Committee (PRC) and Policy Clarification (PC) Application Sub process -> Apply for PRC Committee - ANF2D

Search:

Sl.No. ↑	Application Number ↑	File Number ↑	File Date ↑	Entity Name ↑	Branch ↑	RA Office ↑	File Status ↑	Action ↑
1	0508059631N0000000009	HQRPRCAPPLY00057670AM21	09/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
2	0508059631N0000000008	HQRPRCAPPLY00057666AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	007 ⓘ		In Process	Action ▾
3	0508059631N0000000007	HQRPRCAPPLY00057665AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
4	0508059631N0000000005	HQRPRCAPPLY00057663AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
5	0508059631N0000000004	HQREPCGPRAPP00056917AM21	07/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003 ⓘ		In Process	Action ▾

Figure 30: File details

12. Click on Action button to view the various File details

Showing result for : Application process -> Policy Relaxation Committee (PRC) and Policy Clarification (PC) Application Sub process -> Apply for PRC Committee - ANF2D

Search:

Sl.No. ↑	Application Number ↑	File Number ↑	File Date ↑	Entity Name ↑	Branch ↑	RA Office ↑	File Status ↑	Action ↑
1	0508059631N0000000009	HQRPRCAPPLY00057670AM21	09/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	Action ▾
2	0508059631N0000000008	HQRPRCAPPLY00057666AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	007 ⓘ		In Process	
3	0508059631N0000000007	HQRPRCAPPLY00057665AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	
4	0508059631N0000000005	HQRPRCAPPLY00057663AM21	08/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005 ⓘ		In Process	
5	0508059631N0000000004	HQREPCGPRAPP00056917AM21	07/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003 ⓘ		In Process	Action ▾

Print
Withdraw
Attach Documents
Payment Details
View Life Cycle
DSC/eSign Details
Transmission Details
Make a Copy
View Submitted Attachments

Figure 31: Action button details

13. Print: To print the submitted application

14. Attach Documents: User can attach extra documents for the submitted application, if the request is in 'In progress' status.

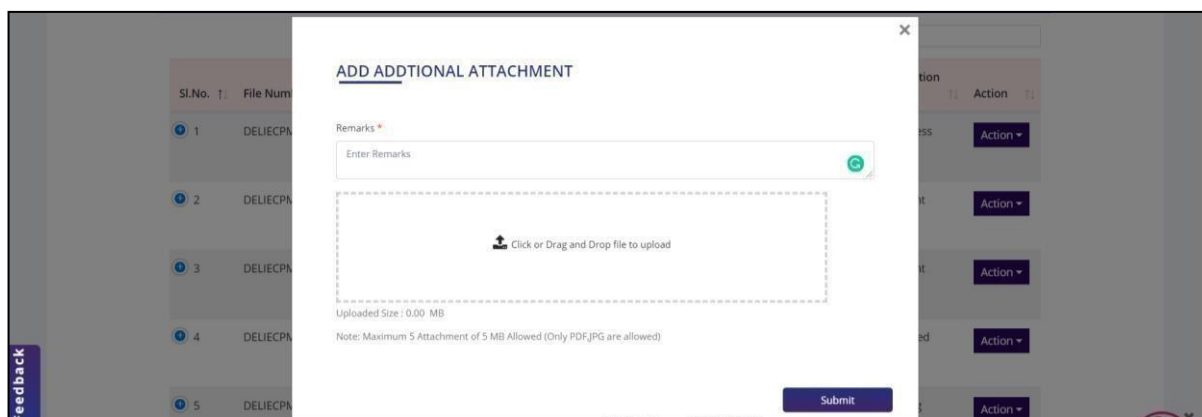


Figure 32: Attach Document

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

16. View Life Cycle: To check the Action taken on your submitted application. Example, to track which action is taken when and by whom.

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

18. 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.

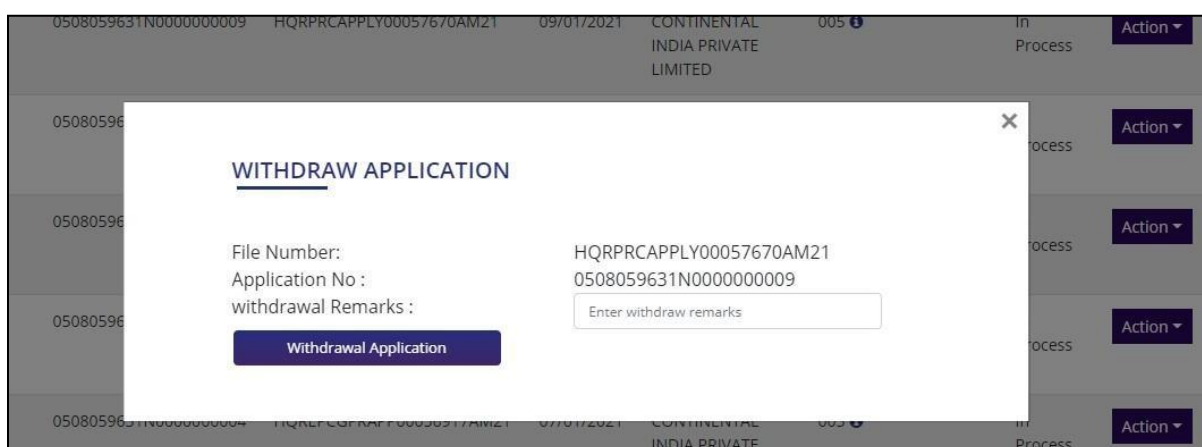


Figure 33: Withdraw File

19. 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:

- A. With amendment: User will amend the application with attachment and adding additional remarks
- B. Without amendment: User will amend the previous application and attach additional remarks and submit the application

20. Initiate Review: Once the DGFT officer take decision on the File and File status is rejected under submitted application. Importer/Exporter can apply for the initiate review with additional remarks and attachment

Note: Payment of Rs 5000 is applicable for review of application.

HQRPAPPLY00063667AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003	Rejected	Action
HQRPAPPLY00063665AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	003	In Process	Print Initiate Review View Life Cycle DSC/eSign Details Transmission Details Make a Copy View Approved License/Rejection Letter View Submitted Attachments
HQRPAPPLY00063653AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	006	Returned without action	Action
HQRPAPPLY00063650AM21	19/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	007	Deficient	Action
HQRPAPPLY00063625AM21	18/01/2021	CONTINENTAL INDIA PRIVATE LIMITED	005	In Process	Action

Figure 34: Initiate review

21. Click on Initiate Review under Action button. User will see the application summary of the submitted application for whom importer and exporter will initiate the review **22.** Enter remarks and attachment and click on Sign button

Place* Delhi Date* 23/01/2021

User Details
(Note: If user profile is not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name* [Redacted] Designation* EXIM MANAGER
Email* [Redacted] Mobile* [Redacted]
Office Address* [Redacted]
Residential Address* Faridabad, FARIDABAD, HARYANA, 121003
As per ANF form, you have to pay a sum of Rs. 5000 for Application

Remarks*
Enter Remarks

Click or Drag and Drop file to upload

Sign

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

Figure 35: Sign initiate review

23. After sign user will make the payment by clicking on Payment for Review button

As per ANF form, you have to pay a sum of Rs. 5000 for Application

Remarks*
Test Remarks

Click or Drag and Drop file to upload

Uploaded Size : 0.01 MB
Note: Maximum 5 Attachment of 5 MB Allowed (Only PDF, JPG are allowed)

Sr. No.	File Name	Action
1	dum my P D F T E ST.pdf	

Payment For Review

Figure 36: Payment for Review

5. Online Proceedings

If the DGFT officer will call importer/exporter for the Personal Hearing against the application submitted with meeting date, time and venue, he/she can check and respond under 'Online Proceeding' section

1. Importer/Exporter will check for the personal hearing under

My Dashboard >> Online Proceedings

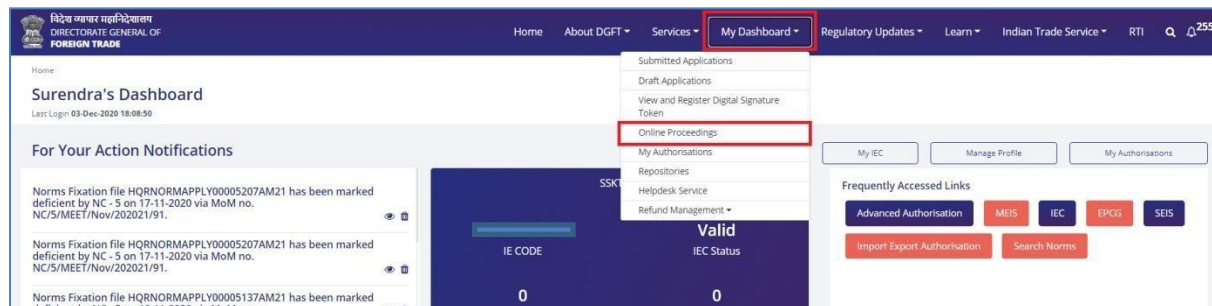


Figure 37. My Dashboard >> Online Proceeding

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

IEC: IEC number of the importer/exporter

File number: PRC committees file which is submitted by importer/exporter

Proceeding Name: Name of the Proceedings **Ex:** Grievance Committee **Proceeding**

status: Status of the file submitted by importer/exporter

Online Proceedings						
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status		
1	0888003421	DUQCTDFICOM00007825AM21	File Complaint	Open		
2	0888003421	DUQCTDFICOM00007813AM21	File Complaint	Open		
3	0888003421	DUQCTDFICOM00007798AM21	File Complaint	Open		
4	946062	HQRPHAPPLY00005716AM21	Grievance Committee	Open		

Figure 38: Online proceeding grid view

3. Click on **Proceeding Name** link to submit the personal hearing response.

Online Proceedings						
Sl.No.	IEC	File Number	Proceeding Name	Proceeding Status		
1	0888003421	DUQCTDFICOM00007825AM21	File Complaint	Open		
2	0888003421	DUQCTDFICOM00007813AM21	File Complaint	Open		
3	0888003421	DUQCTDFICOM00007798AM21	File Complaint	Open		
4	946062	HQRPHAPPLY00005716AM21	Grievance Committee	Open		
5	0888003421	DUQCTDFICOM00007790AM21	File Complaint	Open		
6	946062	HQRPHAPPLY00005606AM21	Grievance Committee	Open		

Figure 39: Click on Proceeding Name

- Click on UDIN number under UDIN heading to view the personal hearing the letter

Home / My Dashboard
Online Proceedings
Last Login 16-Jan-2021 15:32:55

Online Proceedings

IEC: Firm Name:

File Number: Proceeding Name:

Grievance Committee:

Show 10 entries

Sl.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINPH00004392AM21	Personal Hearing	11/01/2021	DGFT(HQ)		Response Submitted	View

Showing 1 to 1 of 1 entries

[Back](#)

Figure 40: Click on UDIN number

- On click of 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 41. Personal hearing approved letter details

- Click on View letter link to view the personal hearing letter.

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 42. View Personal hearing letter link

- Click on Submit link under Response heading to submit the Personal hearing response

The screenshot shows the 'Online Proceedings' interface. At the top, there are input fields for IEC, Firm Name, File Number, and Proceeding Name (Policy Relaxation Committee (PRC)). Below these is a search bar and a 'Show' dropdown set to 10 entries. A table lists proceedings with columns: SI.No., UDIN, Description, Issued On, Issued By, Response Due Date, Proceeding Status, and Response. The first entry has SI.No. 1, UDIN UDINEPCG00023016AM21, Description Personal Hearing, Issued On 20/01/2021, Issued By DGFT(HQ), Response Due Date, Proceeding Status Pending, and a 'Submit' link in the Response column. At the bottom, there are 'Previous', 'Next', and 'Back' buttons.

Figure 43: Submit Response link

8. Submit link under response heading.

9. User provides confirmation for hearing as Yes/No.

Note: Confirmation for Hearing is pre-selected as: Yes

10. Add mandatory attachment

The screenshot shows the 'Respond to Personal Hearing Letter' interface. It has two main sections. The first section, 'Confirmation for Hearing', has radio buttons for 'Yes' (selected) and 'No'. Below it, there's a 'Request for Adjournment' section with radio buttons for 'Yes' and 'No' (selected). To the right, there are input fields for 'Name of Person Attending Hearing' (NIRANJAN) and 'Response / Remarks'. The second section, 'Attachments', has a dropdown for 'Attachment Type' (Please select), a 'Remark' field, and an 'Upload Document List' section. The 'Upload Document List' section has a 'Show' dropdown set to 10 entries and a table with columns: Attachment Type, Remark, View/Add More Attachments, and Delete. The table is currently empty with the message 'No data available in table'. At the bottom, there are 'Previous' and 'Next' buttons.

Figure 44: Personal Hearing response

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

The screenshot shows the 'Declaration' interface. It contains a large text area with a declaration text. The text starts with '1. I/we hereby certify that:' followed by a list of items (A, B, C, D) and a paragraph. Below the text area, there are input fields for 'Place' and 'Date' (21/01/2021). At the bottom right, there are 'Clear All' and 'Save & Next' buttons.

Figure 45: Sign document

12. On click of Save & next button. User will E-sign the document with Aadhar 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 21/01/2021

Feedback

Sign

Back

Figure 46: E-sign document

13. Click on 'submit' 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 21/01/2021

Feedback

Back

Submit

Figure 47: Submit button

14. Response will be submitted successfully

Response has been successfully submitted to DGFT.

OK

Figure 48. Response submitted successfully

15. Once the response is submitted user can check the submitted response by clicking on Proceeding Name link under Proceeding name heading
16. User can check Response Due date, Proceeding Status and response submitted by clicking on View link button

The screenshot displays the 'Online Proceedings' section of the DGFT portal. At the top, there is a navigation bar with links: Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. Below the navigation bar, the user is logged in as 'CONTINENTAL INDIA PRIVATE LIMITED' with a last login time of 20-Jan-2021 23:33:31. The main heading is 'Online Proceedings'. Below this, there is a search bar and a table of proceedings. The table has columns: SI.No., UDIN, Description, Issued On, Issued By, Response Due Date, Proceeding Status, and Response. A single entry is shown with SI.No. 1, UDIN UDINEPCG00023016AM21, Description Personal Hearing, Issued On 20/01/2021, Issued By DGFT(HQ), Response Due Date, and Proceeding Status Response Submitted. A 'View' link is present next to the entry. At the bottom, there is a 'Back' button.

SI.No.	UDIN	Description	Issued On	Issued By	Response Due Date	Proceeding Status	Response
1	UDINEPCG00023016AM21	Personal Hearing	20/01/2021	DGFT(HQ)		Response Submitted	View

Figure 49: Response submitted