



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Registration Certificate for Exports

Version 1.0

October 2023

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1. Introduction and accessing DGFT Portal

This document is the help file for Registration Certificate for Exports in the new system. To access the newportal, navigate to <https://dgft.gov.in>.

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 11 +.

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

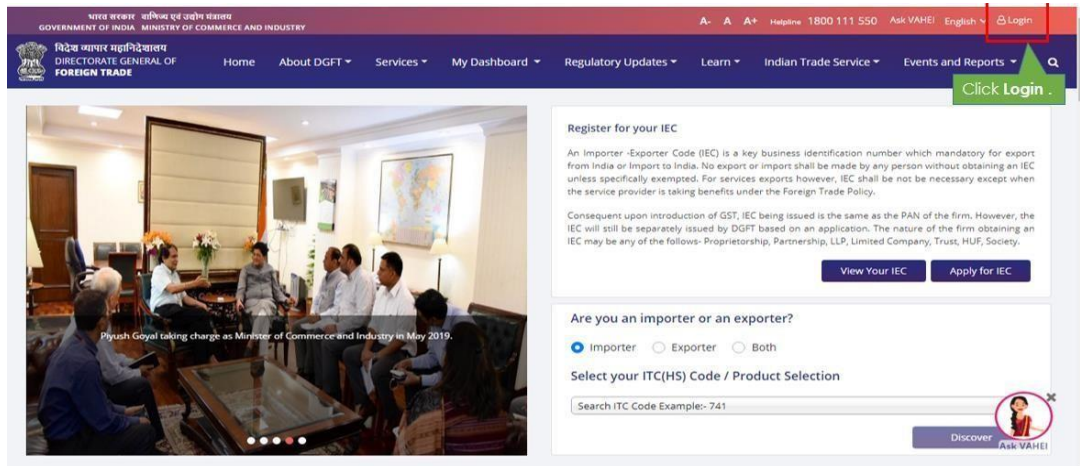
2. Contact @DGFT

To raise a concern to DGFT the user may call the given Toll Free Helpline number given on the DGFT Portal or raise a request using the “**Contact@DGFT**” page.

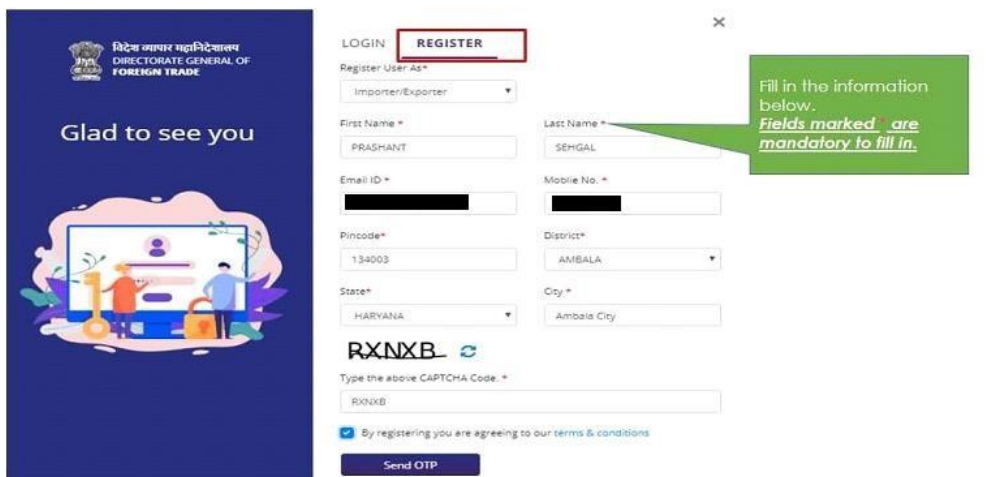
3. Registering on New Portal

To Register on Directorate General Foreign Trade (DGFT) portal you would require:

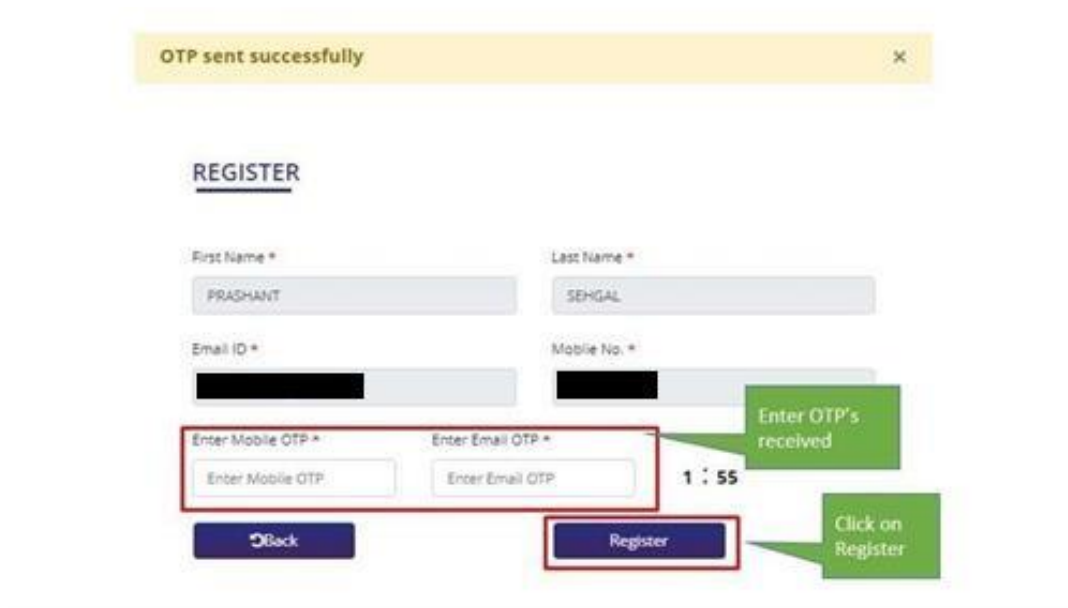
- a) Internet Connection
- b) Valid Email and Mobile Phone Number. Then proceed with the following steps:
 1. Visit the DGFT website and proceed with registration process.



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



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



4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

You can change your password here. Please keep your password safe.
All fields are mandatory

Current Password*

New Password*

Confirm Password*

Password Hint:

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



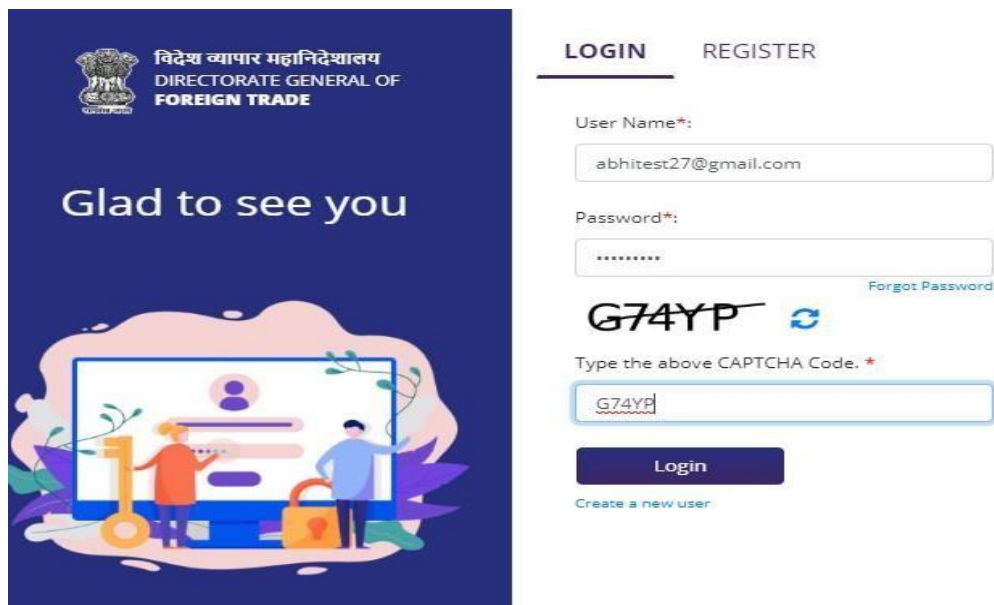
Type the above CAPTCHA Code.

Submit

4. Forgot Password

If you have already registered and forgot the password, you may use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps:

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



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

FORGOT PASSWORD

User Name (Registered Email)*

WPDDR

Type the above CAPTCHA Code. *

Submit

[Back to Login Window?](#)

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

FORGOT PASSWORD

Are you sure you wish to be sent a new password?

OK

Cancel

6. System will validate the email id provide by you and send the once time password on the registered email id and mobile if email address is registered with DGFT. Registered User will be linked to an IEC to proceed with Status Holder Certificate on Customer Portal.

5. Apply for RC for Import

To Apply for Status Holder certificate on the DGFT portal you would require:

- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active Importer Exporter Code (IEC).
- User should have Export Performance data in IEC profile (Export Details tab).
- Active Firm's Bank account for entering its details in the Application and to make onlinepayment of the application fee

Then proceed with the following steps:

- Visit the DGFT website and login in to the portal with valid credentials.
- Navigate to **Services** → **Certificate Management** → **Import Management Certificate** → **Registration Certificate for Imports**.

The screenshot displays the DGFT portal interface. At the top, the navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulations', 'Learn', 'Trade Statistics', and 'Indian Trade Service'. A dropdown menu is open under 'Services', with 'Export Management System' highlighted in red. A blue arrow points to this menu item. Below the navigation, the user's dashboard is visible, showing 'Rajkumar's Dashboard' with a last login of 12-Oct-2023 15:43:33 and a password expiry of 03-Jan-2024. The dashboard includes a 'For Your Action Notifications' section with several messages regarding deficient and pending applications. A 'Valid IEC Status' widget shows '0 Authorisations Issued'. A 'Frequently Accessed Links' section contains buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'. At the bottom, the 'RC for Export' section is visible, featuring a red-bordered button labeled 'Apply for RC for Export' and a white-bordered button labeled 'Revalidation of RC for Exports'.

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

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	ARNEXPORTREGC03665122AM24	12/10/2023 17:34	[REDACTED]	12/10/2023 17:34	[REDACTED]	Action

Showing 1 to 1 of 1 entries

Start Fresh Application Proceed With Existing Application

4. The first tab is Application Type. From the **“Apply For”** dropdown select the category for which the Registration Certificate is to be applied. Basis the selection, values in Trade Type and Public Notice/Notification No./Tariff Quota will auto-populate.

Application Type

Application For: New Registration Certificate

Apply For*: RC for Export of Rice

Trade Type: EXPORT

Public Notice/Notification No./Tariff Quota: 04/2013 dated 02 July 2013

Declaration*: I/We have updated my/our profile in ANF-1(My IEC profile)

Clear All Save & Next

5. The second tab is Applicant Details tab. Select the Branch Code and the respective RA Office from the dropdown. All the other details like Address, Pincode and State will auto-populate on the basis of the selected Branch Code.

Firm's Details

IEC Number: [REDACTED]

IEC Name: [REDACTED]

Branch Code*: [REDACTED]

Address: [REDACTED]

Pin Code: [REDACTED]

District: CENTRAL DELHI

State: DELHI

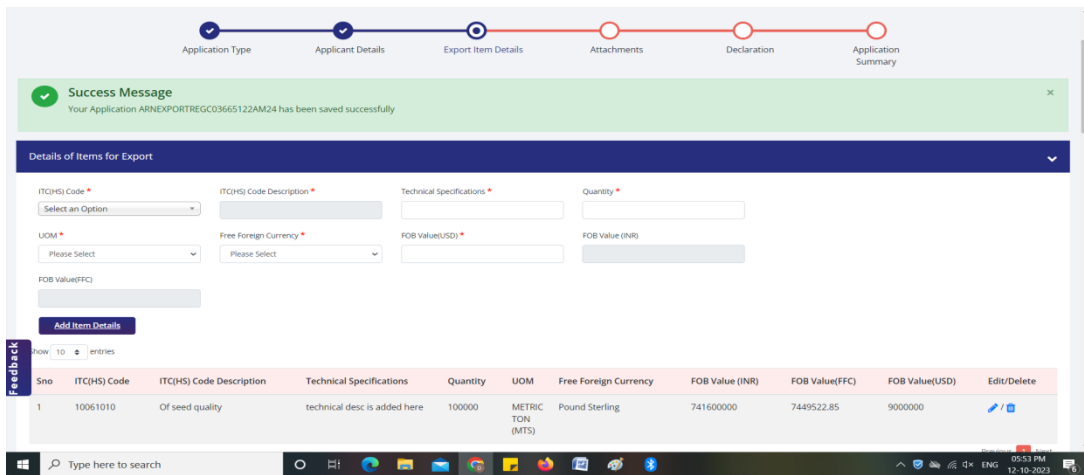
Email as per IEC: [REDACTED]

Mobile Number as per IEC: [REDACTED]

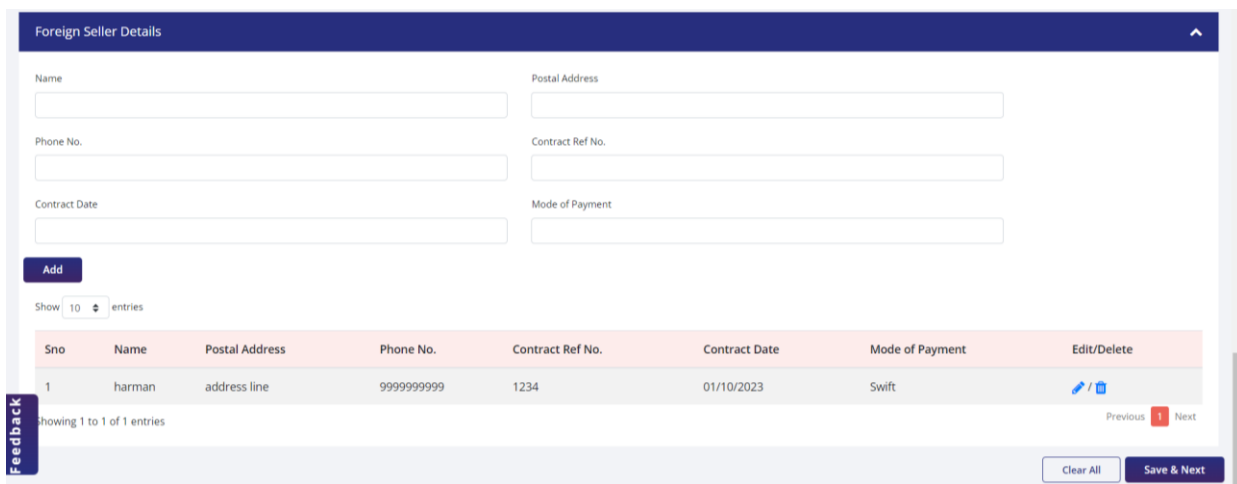
Select Jurisdiction RA Office*: DGFT(HQ)

Clear All Save & Next

6. On the third tab, various details such as item details, past year import details and Foreign Supplier Details are to be filled.
 - Under the **“Details of items for Export”** section, details of items against which RC is being applied are to be entered. These include ITC(HS) code, Technical Specifications, Quantity, UOM etc. After adding all the required details click Add button and the details will be added to the grid just below.

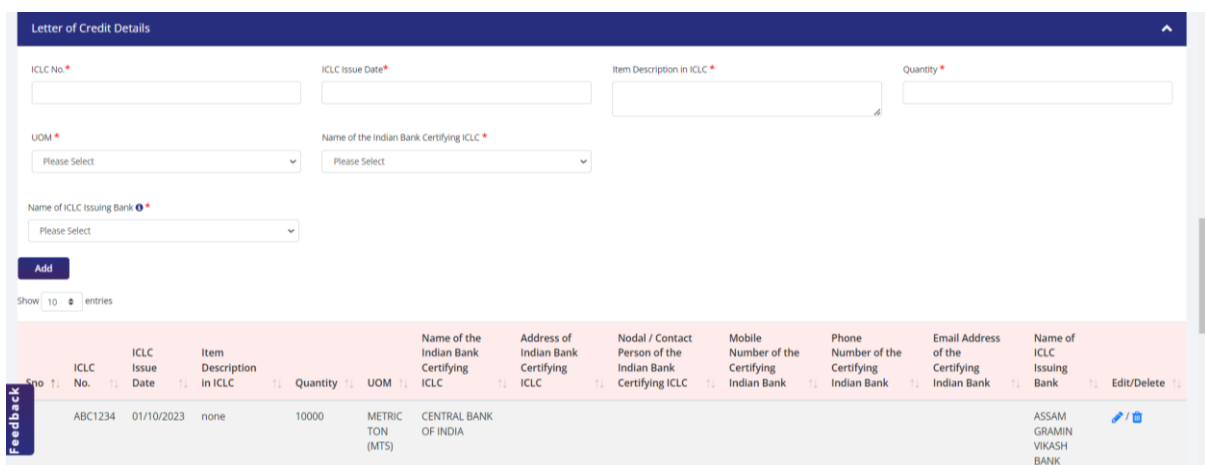


- The second section of this tab is “Foreign Seller Details” involves logging the foreign seller details.



- The third section is the “Letter of Credit Details”. Under this section, ICLC Number, ICLC issue Date, Name of the Indian Bank Certifying ICLC, Name of ICLC Issuing Bank etc are to be entered.

Note: Only one ICLC can be added in one application.



- The fourth section is “Past Export Performance (for all Products/Services)”. Value of the exports done in past 3 years is to be entered in this section.

Sno	Financial Year	Value (In INR) (In Crore)	Edit/Delete
1	2020-21	10	/ /
2	2021-22	10	/ /
3	2022-23	19	/ /

Last Section on this tab is “Other Details”, wherein Port of Loading, Country of Destination and Port of Destination are to be specified.

Sno	Port of Loading in India	Country of Destination (Unloading)	Port of Destination (Unloading)	Edit/Delete
1	INAJM5-ADANI PORTS AND SPECIAL ECONOMIC ZONE-Non EDI	ANGUILLA	Meads Bay Beach	/ /

- Next tab is Attachments. Attachments for Registration Certificate are mandatory. Select the type of attachment from the Attachment type dropdown followed by adding an attachment and entering the remarks corresponding to it.

Note: Atleast one attachment is mandatory to be uploaded.

Attachment Type	Remark	View/Add More Attachments	Delete
Sales Contract /Performa Invoice		view	/

- Under Declaration tab, accept the terms and conditions by clicking the checkbox then click on Save & Next button to proceed to next tab.

1. 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. I/We fully understand that any information furnished in the application 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.

2. 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 is in the caution list of RBI.

3. 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.

4. that I/We have updated the IEC profiles in ANF 1.

5. I/We hereby certify that: 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): The Customs Act, 1962, The Central Excise Act, 1944, Foreign Trade (Development & Regulation) Act 1992, as amended, and The Foreign Exchange Management Act, 1999; The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005

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

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

9. After declaration, next tab is Application Summary. User will submit the application on this screen. After going through the application summary user has to sign the application using Adhaar e-sign.

Application Type Applicant Details Export Item Details Attachments Declaration Application Summary

Success Message
 Your Application ARNEXPORTREGC03665122AM24 has been saved successfully

[Print Summary](#)

Application Type

Application For: New Registration Certificate	Apply For: RC for Export of Rice	File Number: NA
Trade Type: EXPORT	Public Notice: 04/2013 dated 02 July 2013	

Application Details

IEC Name: ██████████	Branch Code: 001.GATE NO 3, UDYOG BHAWAN	Address: ██████████
Pincode: ██████████	District: CENTRAL DELHI	State: DELHI
Email: ██████████	Mobile Number: ██████████	Jurisdiction RA Office: ██████████

10. After the successful signing the user has to pay the fees against the process and a file number will be generated for future reference purposes.

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 Applicant Email Applicant Address

Application Type Service Type Application Number

Service Description	Fees Amount (₹)
Apply for Registration Certificate for Imports	100000

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

 DGFT, Udyog Bhawan, New Delhi	
<u>E-PAYMENT RECEIPT</u>	
IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2023-10-12 03:44:30
IP Address	192.168.136.36
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Apply for Registration Certificate for Imports
Mode of Signature	Digital Signature
<u>PAYMENT DETAILS</u>	
Transaction Id	2196593
Total Fee Amount (in INR)	100000.00
Date of Submission	2023-10-12 03:44:30
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2023-10-12 03:44:30

6. My Dashboard (Submitted Applications)

1. User can check status of Submitted applications, check details of payment details, view lifecycle and approved certificates via My Dashboard → SubmittedApplications.
2. User can also print the summary of the submitted from dashboard. By clicking on Print button under Action, user will be redirected to Summary Page and Print Summary button will be there.

[Print Summary](#)

Applicant Type

Application For :
New Registration Certificate

Trade Type :
EXPORT

Apply For :
RC for Export of Rice

Public Notice :
04/2013 dated 02 July 2013

File Number :
NA

Application Details

IEC Name :
[REDACTED]

Pincode :
[REDACTED]

Email :
[REDACTED]

Branch Code :
001.GATE NO 3, UDIYOG BHAWAN

District :
CENTRAL DELHI

Mobile Number :
[REDACTED]

Address :
[REDACTED]

State :
DELHI

Jurisdiction RA Office :
[REDACTED]

Apply for Registration Certificate for Exports

Applicant Type

Application for	Apply for	Trade Type	Public Notice/Notification No./Tariff Quota	File Number
New Registration Certificate	RC for Export of Rice	EXPORT	04/2013 dated 02 July 2013	NA

Applicant Details

IEC Name	IEC Number	Branch Code	Address	Pincode	District	State	Email	Mobile Number	Jurisdiction RA Office
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	CENTRAL DELHI	DELHI	[REDACTED]	[REDACTED]	[REDACTED]

Export Item Details

Sl.No.	ITC(HS) Code	ITC(HS) Code Description	Technical Specifications	Quantity	UOM	Foreign Currency	FOB Value(INR)	FOB Value(FC)	FOB Value(USD)
1	10061010	Of seed quality	none	10000.0	METRIC TON (MTS)	Pound Sterling	1.5658E7	157267.7	190000.0
Total FOB Value (USD) :							190000.0		
Total FOB Value (INR) :							1.5658E7		
Total FOB Value (FC) :							157267.7		

3. User can also check the lifecycle by clicking the “View Life Cycle” button under Actions dropdown.

[VIEW LIFE CYCLE](#)

Showing result for : Application Sub process -> Apply for Registration Certificate for Imports Application Number - ARNIMPORTREGC00206663AM24 File Number - HQRREGCAPPLY00000144AM24

Sl.No.	Action	Action Date	Action By
1	Submitted	12/10/2023 03:44:32 PM	Importer/Exporter

Previous 1 Next