



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Registration Certificate for Imports

Version 1.0

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Table of Contents

1. Introduction and accessing DGFT Portal.....	3
2. Contact @DGFT.....	3
3. Registering on New Portal	4
4. Forgot Password	6
5. Apply for RC for Import	8
6. My Dashboard (Submitted Applications)	13

1. Introduction and accessing DGFT Portal

This document is the help file for Registration Certificate for Imports 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.

The screenshot shows the DGFT website homepage. The header includes the Government of India logo and the text 'GOVERNMENT OF INDIA MINISTRY OF COMMERCE AND INDUSTRY'. The main navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'Events and Reports'. A 'Click Login' button is visible in the top right corner. The main content area features a banner image of Piyush Goyal and a section titled 'Register for your IEC'. This section explains that an IEC is a key business identification number and provides instructions on how to apply. Below this, there is a section titled 'Are you an importer or an exporter?' with radio buttons for 'Importer', 'Exporter', and 'Both'. A search bar for ITC(HS) Code is also present.

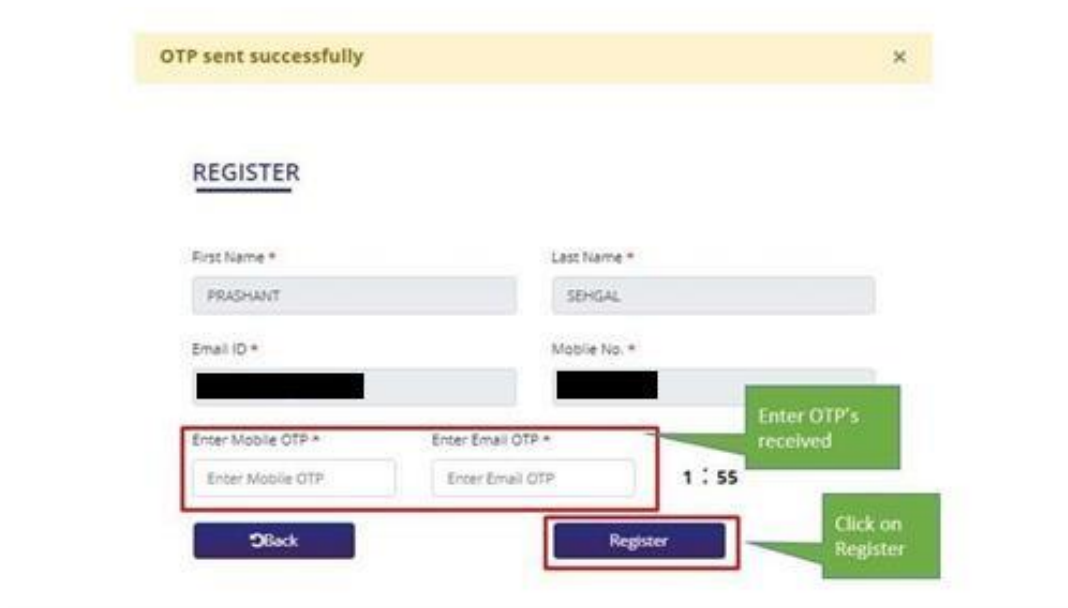
2. Enter the Registration Details.
 - Select Register User as **“Importer/Exporter”**

The screenshot shows the registration form on the DGFT portal. The form is titled 'REGISTER' and includes the following fields:

- Register User As*: Importer/Exporter (dropdown menu)
- First Name*: PRASHANT
- Last Name*: SEHGAL
- Email ID*: [Redacted]
- Mobile No. *: [Redacted]
- Pincode*: 134003
- District*: AMBALA
- State*: HARYANA
- City*: Ambala City
- CAPTCHA: RXNXB

 A green callout box on the right side of the form states: 'Fill in the information below. Fields marked * are mandatory to fill in.' At the bottom of the form, there is a checkbox for 'By registering you are agreeing to our terms & conditions' and a 'Send OTP' button.

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.



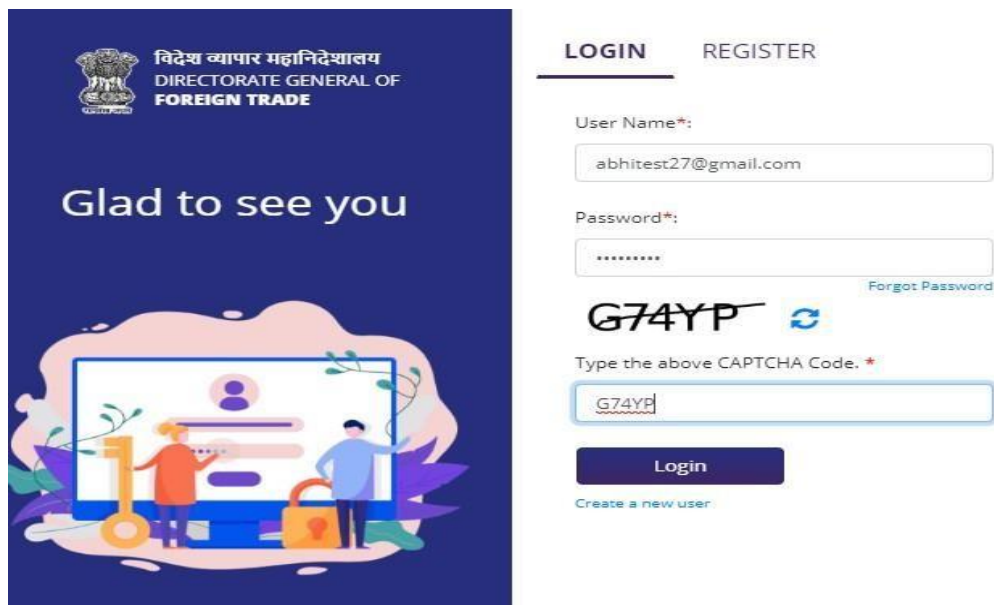
Type the above CAPTCHA Code.

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:

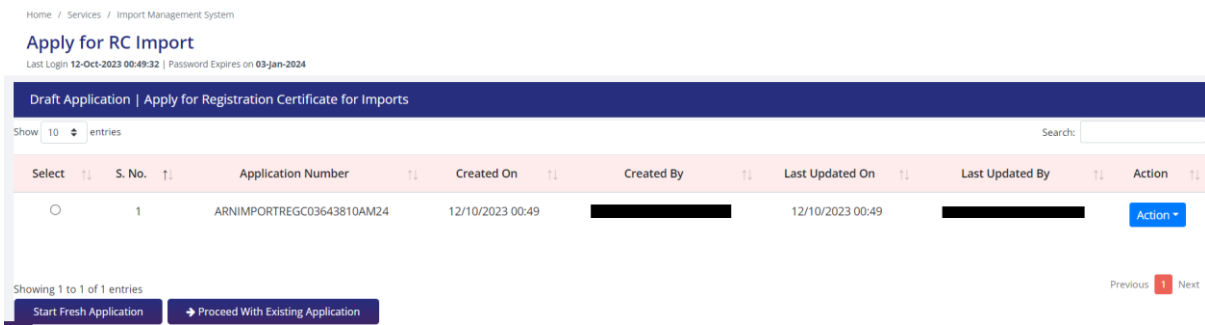
- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active Importer Exporter Code (IEC).
- User should have Export Performance data in IEC profile (Export Details tab).
- Active Firm's Bank account for entering its details in the Application and to make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

Then proceed with the following steps:

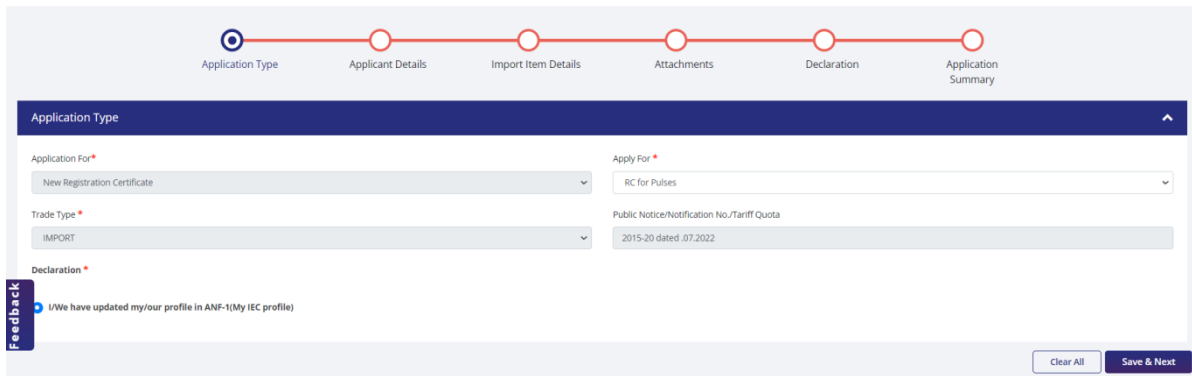
- Visit the DGFT website and login in to the portal with valid credentials.
- Navigate to **Services → Certificate Management → Import Management Certificate → Registration Certificate for Imports.**

The screenshot displays the DGFT portal interface. At the top, the navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulations', 'Learn', 'Trade Statistics', 'Indian Trade Service', and 'RTI'. A dropdown menu is open under 'Services', with 'Import 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' and 'For Your Action Notifications'. A 'Valid IEC Status' indicator shows '0 Authorisations Issued'. On the right, there are buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'. The main content area is titled 'Import Management System' and contains a section 'What is Import Management System' and 'Services under Import Management System'. The 'Registration Certificate for Imports' service is highlighted with a red border in the 'Services under Import Management System' section.

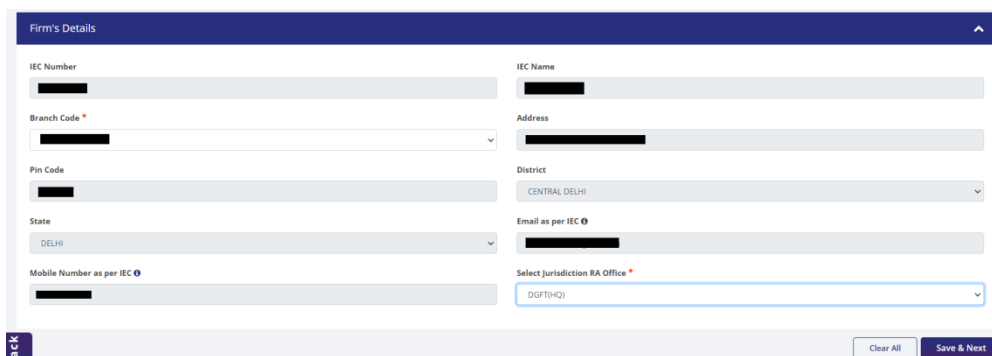
3. Click on **“Start Fresh Application”** button or click on **“Proceed with Existing Application”** button in case user already saved a draft application.



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.



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.



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 Import”** 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.

Success Message
Your Application ARNIMPORTREGC03643810AM24 has been saved successfully

Details of Items for Import

ITC(HS) Code *
Please Select

ITC(HS) Code Description *

Technical Specifications *

Quantity *

UOM *
Please Select

Free Foreign Currency *
Please Select

CIF Value(USD) *

CIF Value (INR)

CIF Value(FFC)

Country of Origin *
Please Select

Add

Sno	ITC(HS) Code	ITC(HS) Code Description	Technical Specifications	Quantity	UOM	Free Foreign Currency	CIF Value (INR)	CIF Value(FFC)	CIF Value(USD)	Country of Origin	Edit/Delete
1	07136000	Pigeon peas (Cajanus cajan)	the technical specifications are entered here	100000	METRIC TON (MTS)	Pound Sterling	824000000	8277247.61	10000000	MOZAMBIQUE	/ /

Showing 1 to 1 of 1 entries

Total CIF Value(USD) 10000000 Total CIF Value (INR) 824000000 Total CIF Value(FFC) 8277247.61

- Under the “Details of import under RC for Import in preceding 3 years” section details of import made in last 3 years are to be registered.

Note: If no import is done in a particular year under RC for Import, please enter 0 in fields QUANTITY & CIF VALUE (INR). Also, adding values for all the 3 years is mandatory.

Details of import under RC for Import in preceding 3 years

Year *
Please Select

ITC(HS) Code *
07136000

Quantity *

UOM *
Please Select

CIF Value (INR) *

Add

Note : If no import is done in a particular year under RC for import, please enter 0 in fields QUANTITY & CIF VALUE (INR).

Year	ITC(HS) Code	Quantity	UOM	CIF Value (INR)	Edit/Delete
2020-21	07136000	0	METRIC TON (MTS)	0	/ /
2021-22	07136000	100	METRIC TON (MTS)	90000000	/ /
2022-23	07136000	1100	METRIC TON (MTS)	100000000	/ /

Showing 1 to 3 of 3 entries

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

Foreign Seller Details

Name Postal Address

Phone No. Contract Ref No.

Contract Date Mode of Payment

Add

Show 10 entries

Sno	Name	Postal Address	Phone No.	Contract Ref No.	Contract Date	Mode of Payment	Edit/Delete
1	harman	address line	9999999999	1234	01/10/2023	Swift	

Showing 1 to 1 of 1 entries

Feedback

Clear All **Save & Next**

7. 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.

Application Type Applicant Details Import Item Details **Attachments** Declaration Application Summary

Success Message
Your Application ARNIMPORTRREGC03643810AM24 has been saved successfully

Attachment

Attachment Type
Please select
Please select
Sales Contract /Performa Invoice
Proof of Advance Payment
Others

Remark

Uploaded Document List
Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
Others		view	

Upload Attachments

Feedback

Clear All **Save & Next**

8. 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 and 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 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 Designation
 Email Mobile
 Office Address
 Residential Address

Feedback

Clear All **Save & Next**

- 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.

Apply for RC Import
 Last Login 12-Oct-2023 13:27:56 | Password Expires on 03-Jan-2024

Application Type Applicant Details Import Item Details Attachments Declaration Application Summary

[Print Summary](#)

Applicant Type

Application For: New Registration Certificate Apply For: RC for Pulses
 Trade Type: IMPORT Public Notice: 2015-20 dated. 07.2022

Application Details

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

- 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: [Redacted] Applicant Email: [Redacted] Applicant Address: [Redacted]

Application Type: Import Management System Service Type: Apply for Registration Certificate for Imports Application Number: ARNIMPORTREGC0020663AM24

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

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

[Submit](#)


 DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

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

PAYMENT DETAILS

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 :
IMPORT

Apply For :
RC for Pulses

Public Notice :
2015-20 dated .07.2022

Application Details

IEC Name :
██████████

Pincode :
██████

Email :
██████████

Branch Code :
██████████

District :
██████████

Mobile Number :
██████████

Address :
██

State :
UTTAR PRADESH

Jurisdiction RA Office :
██████████

Apply for Registration Certificate for Imports

Applicant Type

Application for	Apply for	Trade Type	Public Notice/Notification No./Tariff Quota
New Registration Certificate	RC for Pulses	IMPORT	2015-20 dated .07.2022

Applicant Details

IEC Name	IEC Number	Branch Code	Address	Pincode	District	State	Email	Mobile Number	Jurisdiction RA Office
██████	██████	██████	████████████████████	██████	██████	UTTAR PRADESH	██████████	██████	DGFT(HQ)

Import Item Details

Sl.No.	ITC(HS) Code	ITC(HS) Code Description	Technical Specifications	Quantity	UOM	Foreign Currency	CIF Value(INR)	CIF Value(FC)	CIF Value(USD)	Country of Origin
1	07133110	Urad	noone	34567.0	METRIC TON (MTS)	Pound Sterling	8.1E8	8294930.87	9000000.0	MALAWI
Total CIF Value (USD) :							9000000.0			
Total CIF Value (INR) :							8.1E8			
Total CIF Value (FC)							8294930.87			

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

Page 13 of 13