

Directorate General of Foreign Trade

User Help File

Restricted Export

Version-3.0

Table of Contents

1.	Introduction and Accessing DGFT Portal.	3
2.	Contact@DGFT	3
3.	Registering on New Portal	3
4.	Forgot Password	4
5.	Apply for Restricted Exports	6
6.	Apply for Amendment of Restricted Exports	17
7.	Apply for Revalidation of Restricted Exports	29
8.	Apply for Exports of sample or exhibits gifts spares replacement	.39
9.	Apply for Amendment of Exports of sample or exhibits gifts spares replacement	48
10.	. Apply for Revalidation of Exports of sample or exhibits gifts spares replacement	59
11.	Actions that can be performed on the submitted application	66

1. Introduction and Accessing DGFT Portal

This document is the help file for Restricted exports in the new system. To access the new portal, navigate to https://dgft.gov.in

Users are advised to refer to the latest help file available under Learn > Application Manuals 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.



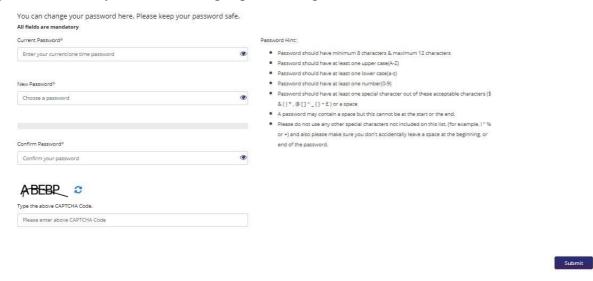
- 2. Enter the Registration Details.
 - Select Register User as "Importer/Exporter"



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.



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.



- 3. Enter captcha code shown on the screen.
- 4. Click on the submit button.

×



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



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 Identity Card application on Customer Portal.

5. Apply for Restricted Exports

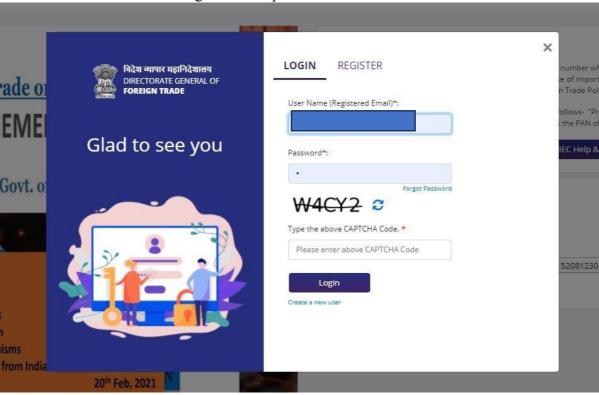
To Apply for Restricted exports on the DGFT portal you would require:

Pre-requisites:

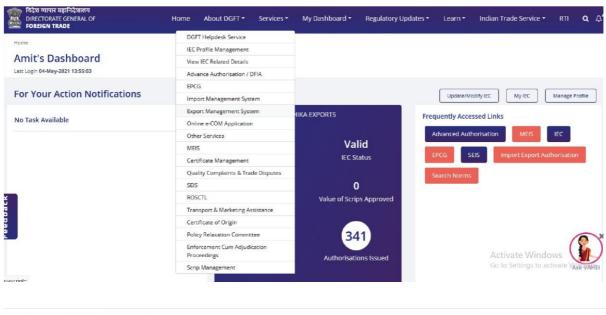
- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

Then proceed with the following steps:

1. Visit the DGFT website and login into the portal with valid credentials.



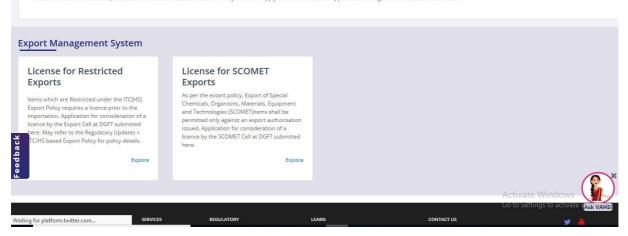
2. Navigate to Services > Export Management System > Licence for Restricted exports > Exports of restricted Items > Apply for New Authorization



Export Management System

What is Export Management System

DGFT as under the FTDR Act notifies various restrictions or quota or conditions on certain category of exports from India. These restrictions may require a licence or registration prior to the exports. The modules here allow exporters to apply for export licenses, quotas and other registrations which are issued to be by DGFT. Some such modules covered herein are Export License for Restricted Items, Export License for SCOMET Items, License under Indo US Memorandum, License under Indo EU besides others. You may choose to apply and monitor all such applications through the modules available below.



Restricted Exports

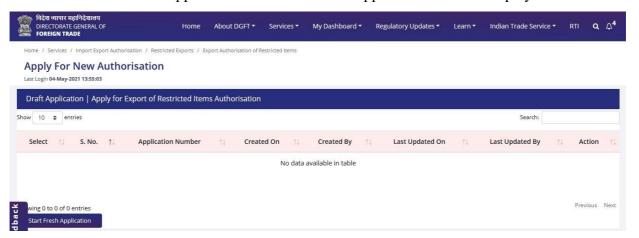
What is Restricted Exports?

ns which are Restricted under the ITC(HS) Export Policy requires a licence prior to the importation. Application for consideration of a licence by the Export Cell at DGFT submitted here. May refer to the Regulatory Updates > ITC/HS based Export Policy for policy details

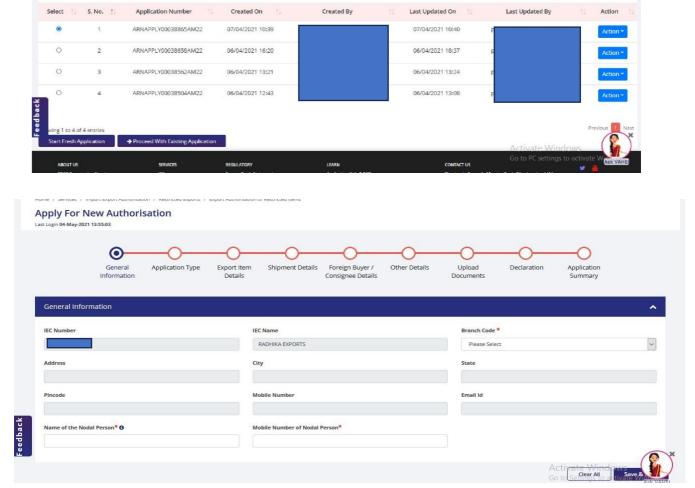


Items which are Restricted under the HL(Hs) Export Policy requires a licence prior to the importation. Application for consideration of a licence by the Export Cell at DGFT submitted here. May refer to the Regulatory Updates > ITC/HS based Export Policy for policy details. Apply-

3. User will reach to Draft Applications screen. All draft applications will be displayed here.



4. In Draft Application Screen. Click on "Start Fresh Application" button or click on "Proceed with Existing Application" button in case user already saved a draft application.



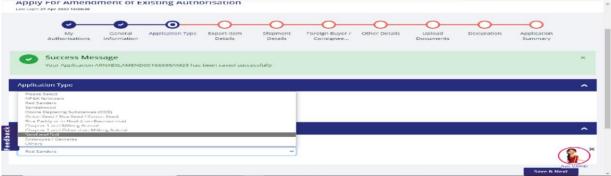
- 5. On General Information screen.
- a) Select the Branch code and all the information related to Branch code will get auto populated
- b) Fill the name and mobile number of nodal person,

General Application Information	ype Export Item Shipment Details Foreign Buyer / Details Consignee Details	Other Details Upload Declaration Application Documents Summary
General Information		
IEC Number	IEC Name	Branch Code *
0		001-6-B LALMANI BLDG 2ND FL 25/31, DR A M RD BHULESHWAR, MUME
Address	City	State
6-B LALMANI BLDG 2ND FL 25/31	MUMBAI	MAHARASHTRA
Pincode	Mobile Number	Email Id
400002		
Name of the Nodal Person* ()	Mobile Number of Nodal Person★	
NAME		

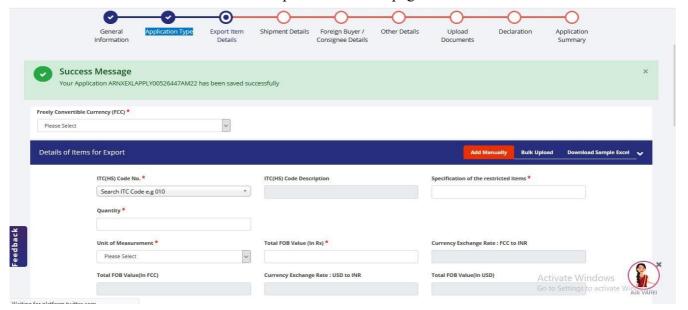
6. After entering all the details in Applicant Information then clicks on "Save and Next" button to reach "Application Type"

Note: In application type page application type will be auto populated.

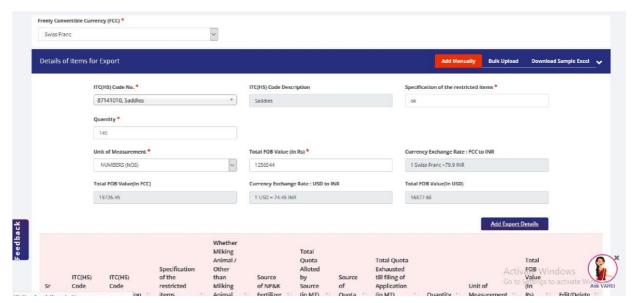
Select Export Type from the Export Type Category dropdown.



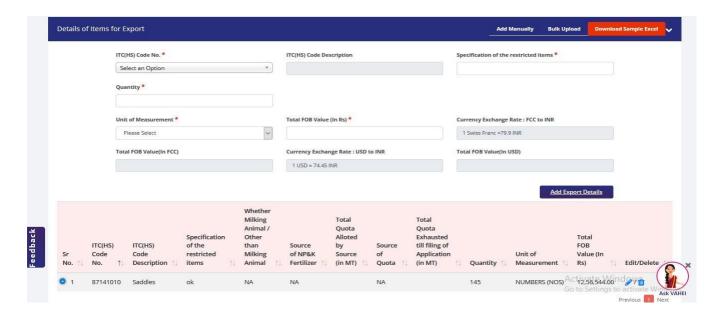
7. Click on save and next button to reach Export Item details page.

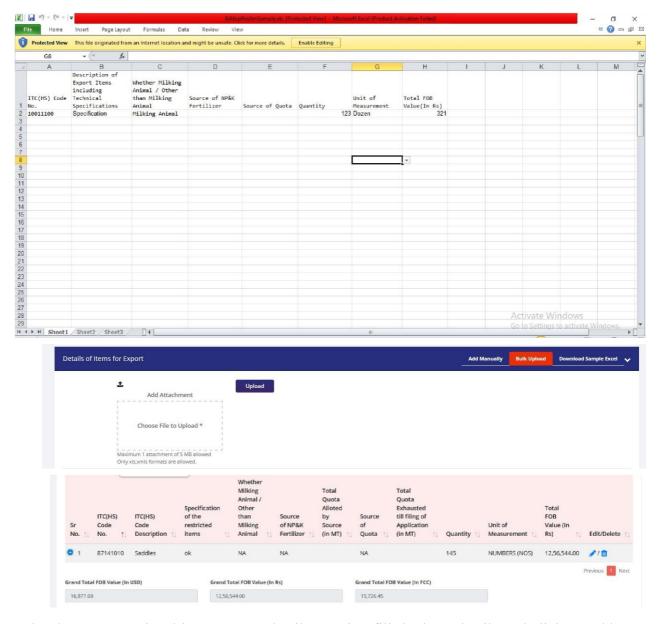


- 8. In export details page, select the Freely Convertible Currency (FCC) based on which FCC of the items added will be calculated.
- 9. Now you can add the "item for export" manually or bulk upload then the items will be added to the table.
- a) For adding the items manually, fill the Item details under the Details of items export section and click on add button

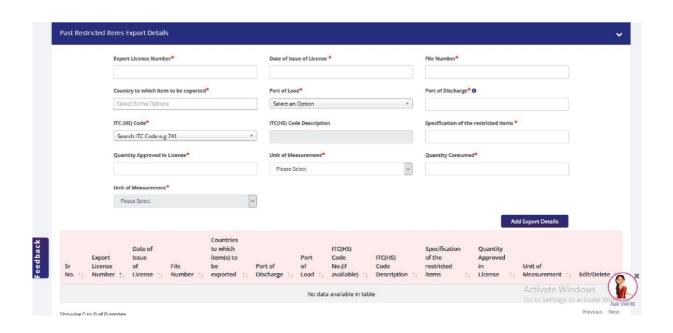


b) Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then uploads the modified excel sheet.

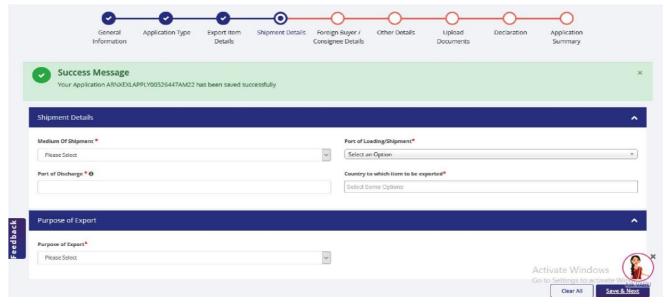




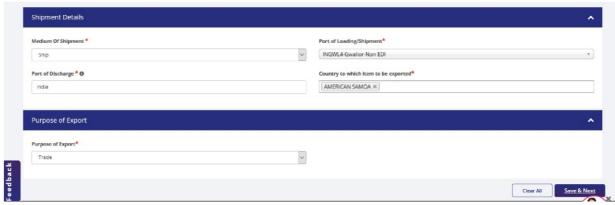
10. Now under the "past restricted item exports details" section fill the item details and click on add button, then he past restricted export items will be added to the table. Add the details only if past export exists.



11. Now click on save and next button to reach shipment details page.

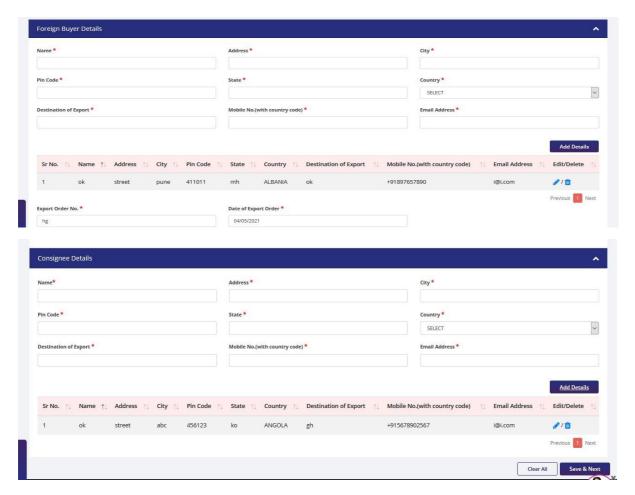


12. Enter the shipment details and select the purpose of the export from the dropdown values, then click on save and next button to reach foreign buyer details page.

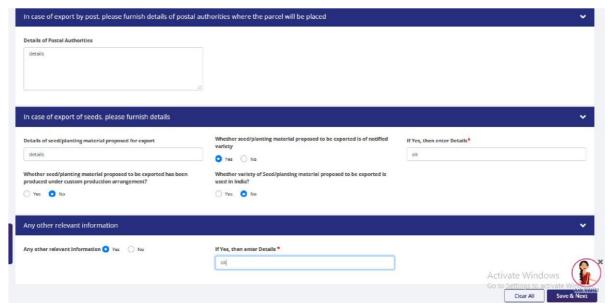


13. In Foreign Buyer/ Consignee details page, fill the details of foreign buyer and the consignee and click on add details button then the details will be added to the table

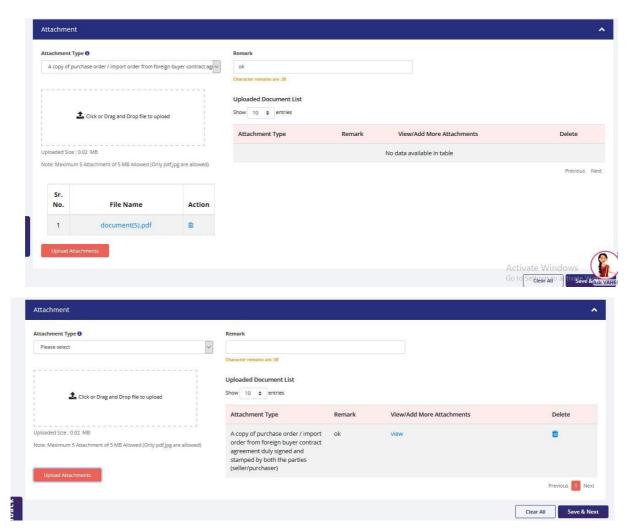
Note: add the mobile number with country code and also add the export order number and date of export order.



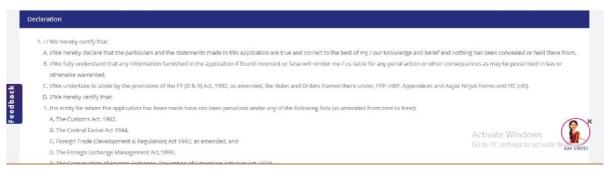
- 14. Now click on save and next button to reach other details page.
- 15. In other details page, enter all the details. If user selects the yes radio button, then details of the respective field should be mentioned



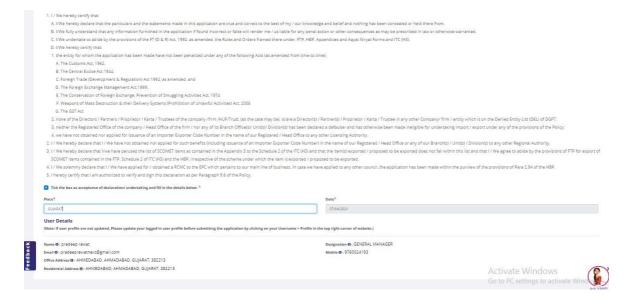
- 16. Click on save and next button to reach "Upload Documents" page
- 17. In "Upload Documents" page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



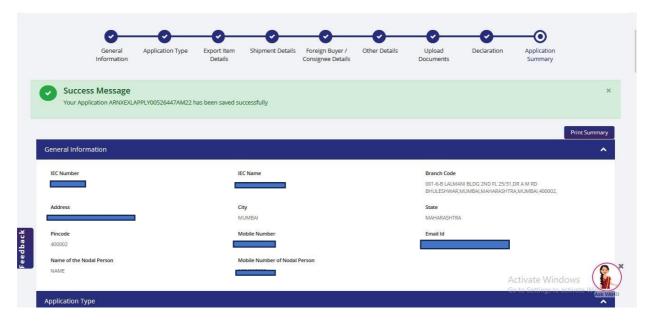
18. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



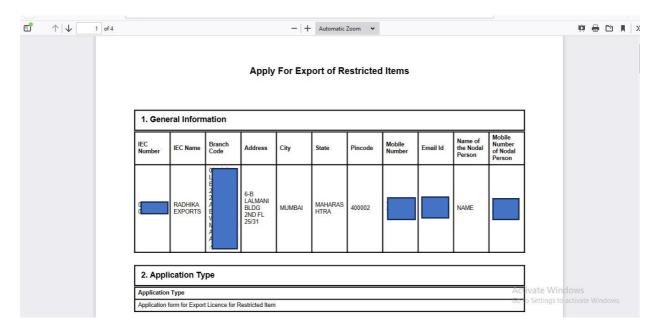
19. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



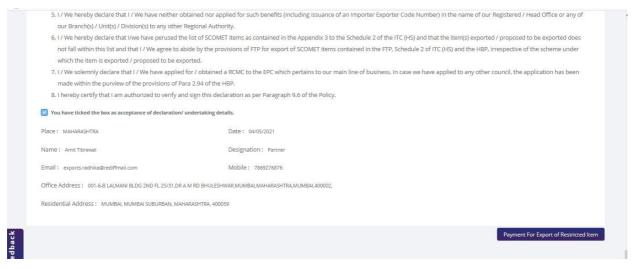
20. Details entered by the user will be Saved, Draft of the application will be created and user will reach to **Application Summary** screen.



21. Click on print button present in the summary page to print the application summary.



22. In the application summary screen, click on proceed with payment to make payment for the application.



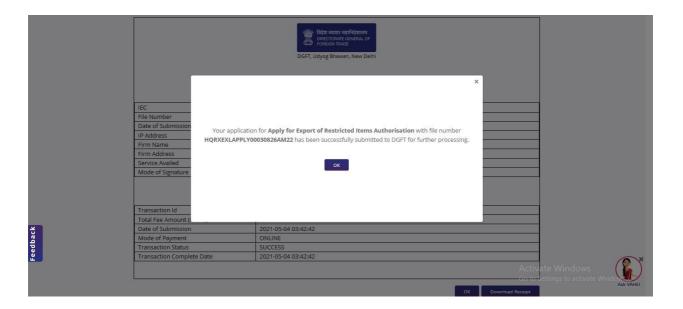
23. On application fee payment screen user can verify the fee details and click on "Submit" button to make the payment against application.

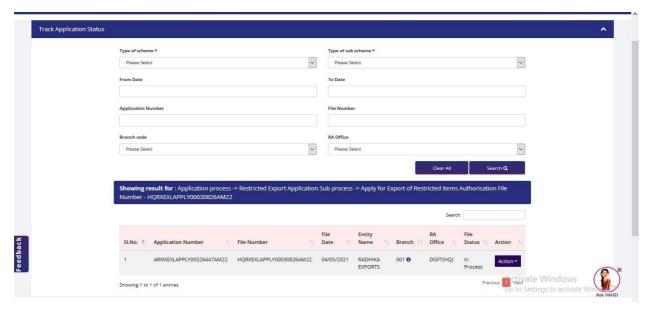
Payments made from corporate acco		reflect in the system based on when approval is given from the checker account.
Applicant Name	Applicant Email	Applicant Address
A	cl _p	6-B LALMANI BLDG 2ND FL 25/31
application Type	Service Type	Application Number
Restricted Export	A A	APRODUCES EL COURSE SE PARTICIO
	Service Description	Fees Amount (₹)
	Apply for Export of Restricted Items Authorisation	1000.0
ove you already paid in Miscellaneous Payment	System (eMPS) / Legacy Draft Application? Yes No	
		Submit

24. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

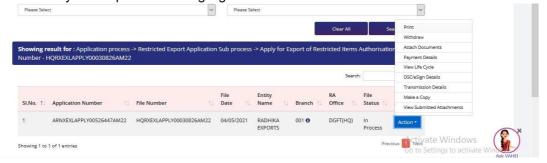


25. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





26. With Action button you can perform the highlighted actions



6. Apply for Amendment of Restricted Exports

To Amend the Restricted exports on the DGFT portal you would require:

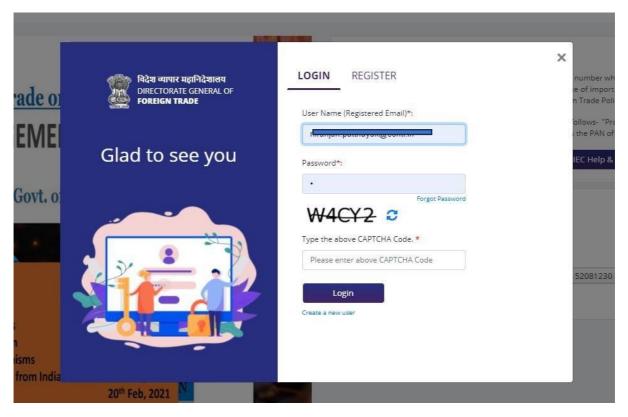
Pre-requisites:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

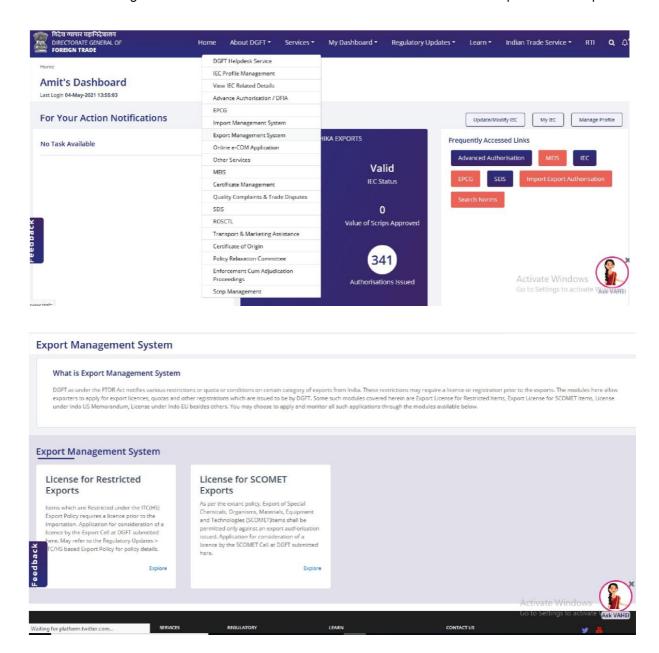
c) Approved and issued restricted export

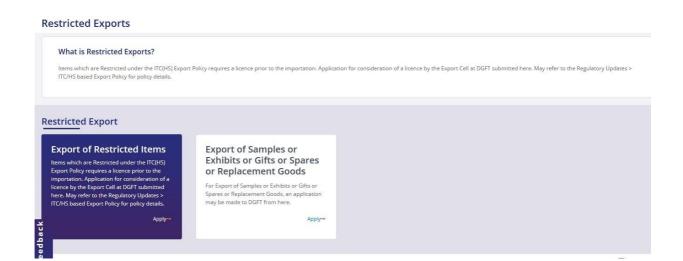
Then proceed with the following steps:

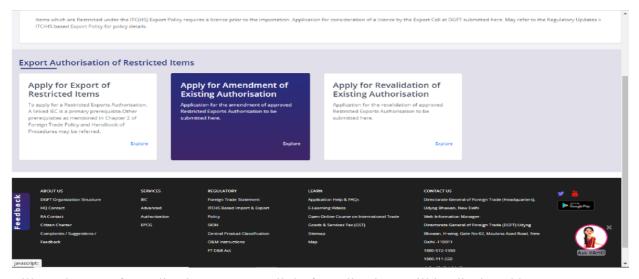
1. Visit the DGFT website and login into the portal with valid credentials.



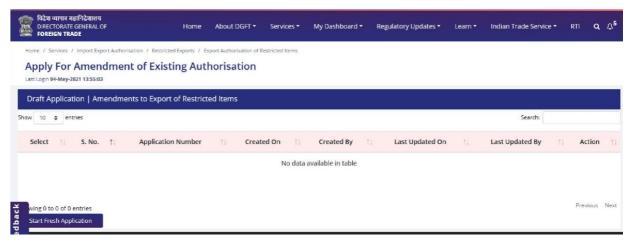
2. Navigate to Services > Export Management System > Licence for Restricted exports > Exports of restricted Items > Apply for amendment of existing application







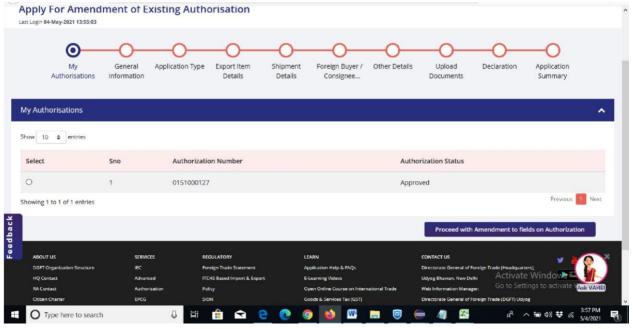
3. User will reach to Draft Applications screen. All draft applications will be displayed here.



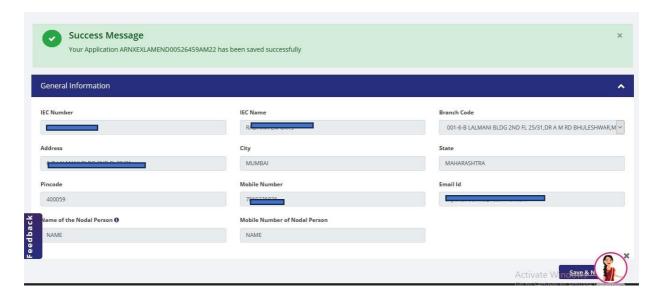
4. In Draft Application Screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.



5. When user starts a fresh application, user will be directed to my authorization page, select an authorization and click on "proceed with amendment to fields on authorization" button.

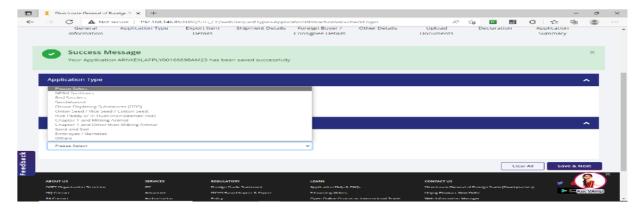


6. Applicant will reach General information page where the details will be autopoulated. Then click on save and next button.

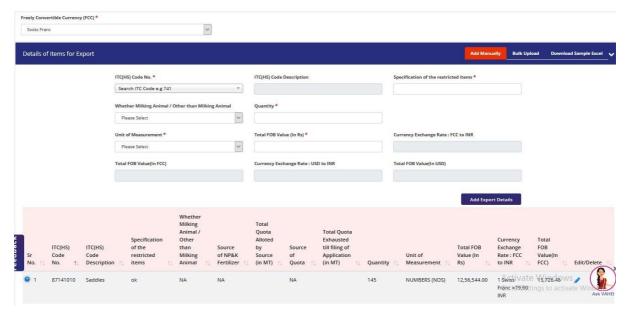


7. After entering all the details in Applicant Information then clicks on "Save and Next" button to reach "Application Type"

Note: In application type page application type will be auto populated. The user will be able to update the Export Type from the Export Type Category dropdown in the Application Type screen.



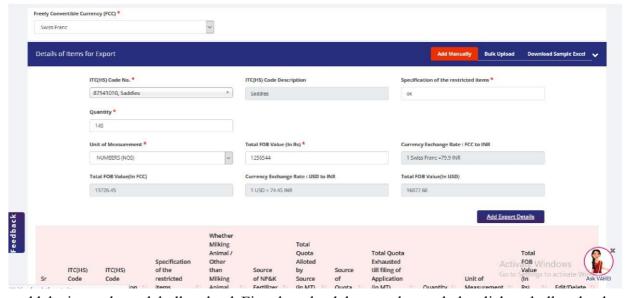
8. Click on save and next button to reach Export Item details page.



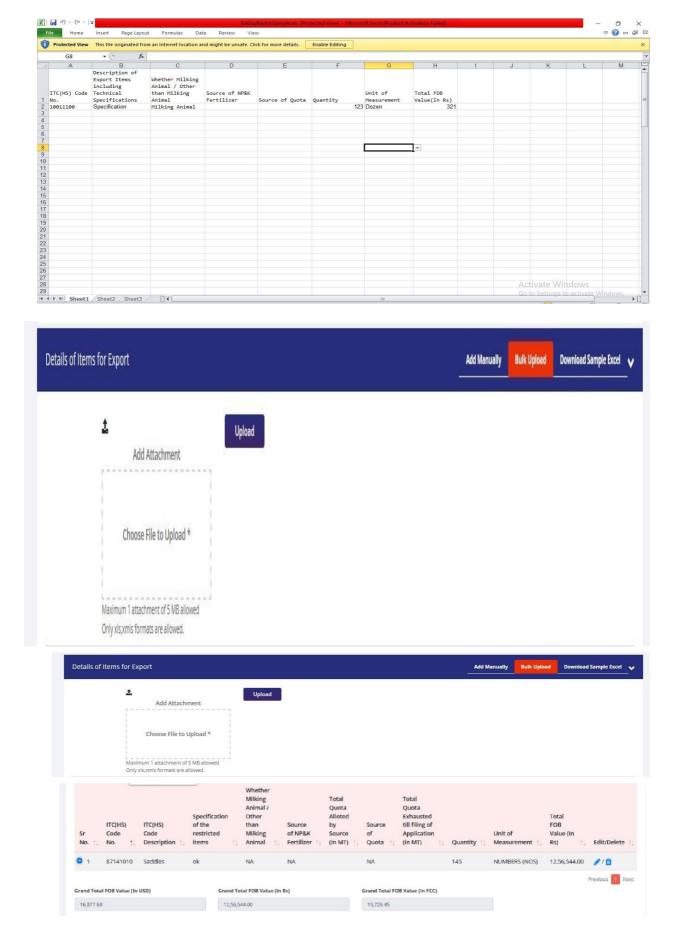
9. In export details page, the Freely Convertible Currency (FCC) and the item details will be auto populated from the authorization issued.

Note: user can modify the FCC and the details of item for export section, but user cannot modify the past export details.

- 10. Now you can add the "item for export" manually or bulk upload then the items will be added to the table.
- a. For adding the items manually, fill the Item details under the Details of items export section and click on add button

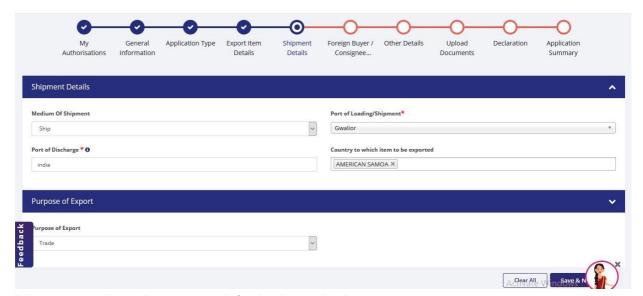


b. Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then uploads the modified excel sheet.

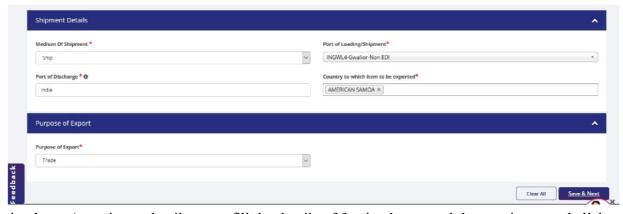


11. Now click on save and next button to reach shipment details page.

Note: in shipment details page, port and country can only be changed.

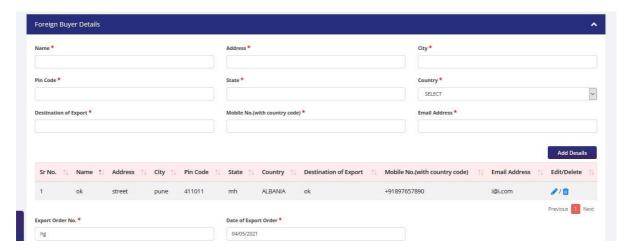


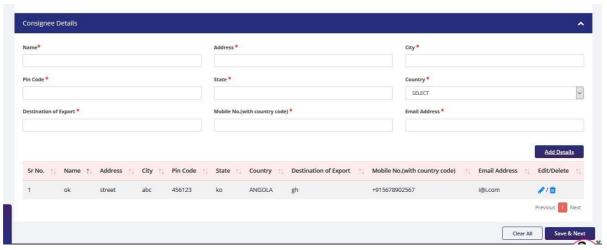
12. Then click on save and next button to reach foreign buyer details page.



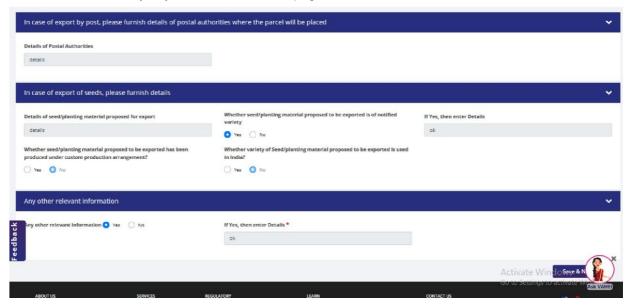
13. In foreign buyer/ consignee details page, fill the details of foreign buyer and the consignee and click on add details button then the details will be added to the table

Note: add the mobile number with country code and also add the export order number and date of export order. And user can add foreign buyer and consignee details in amendment application.

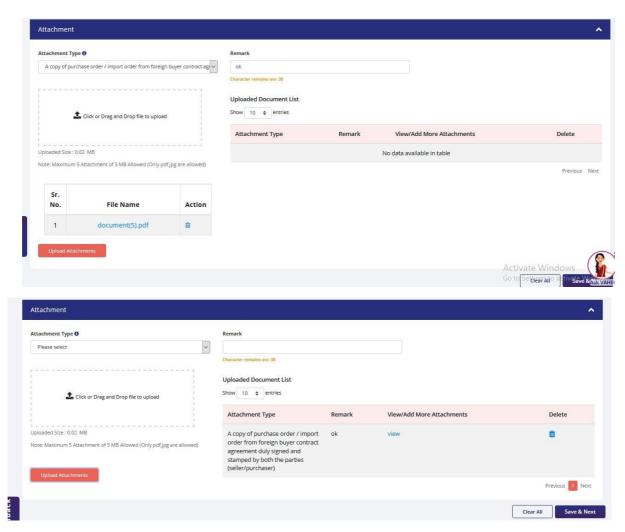




- 14. Now click on save and next button to reach other details page.
- 15. User will not be able to modify any filed in other details page.



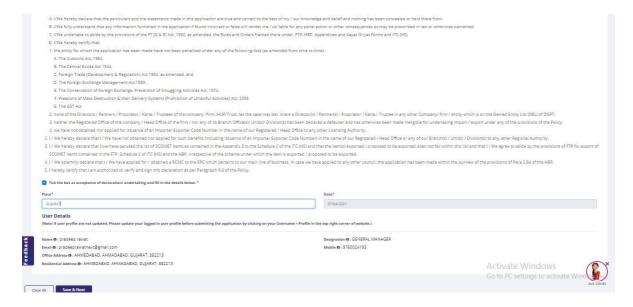
- 16. Click on save and next button to reach "Upload Documents" page
- 17. In "Upload Documents" page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



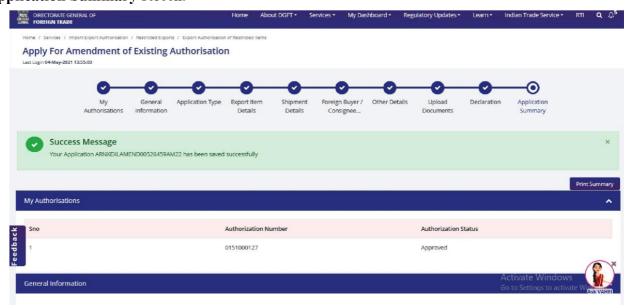
18. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



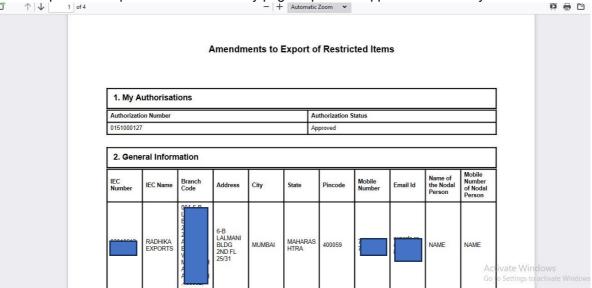
19. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



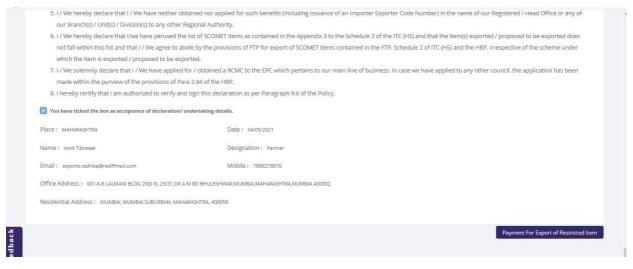
20. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to Application Summary screen.



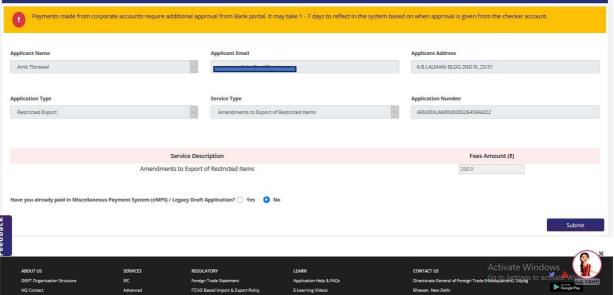
21. Click on print button present in the summary page to print the application summary.



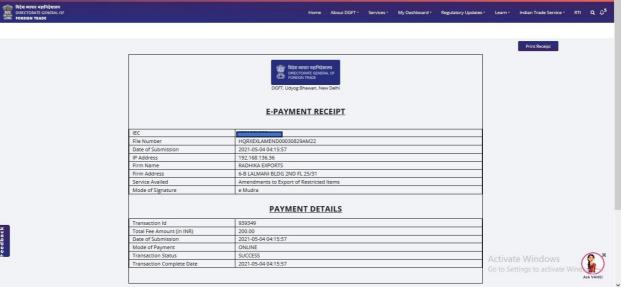
22. In the application summary screen, click on proceed with payment to make payment for the application.



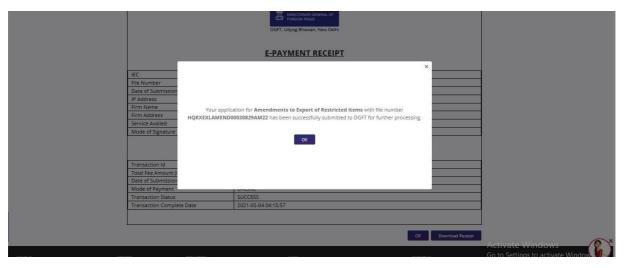
23. On application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

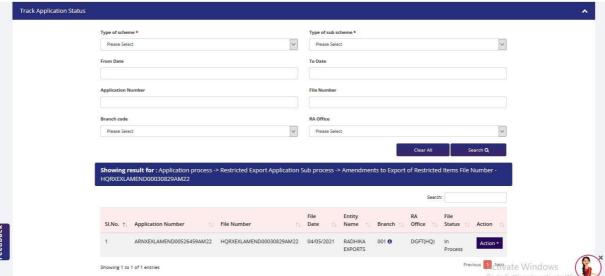


24. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

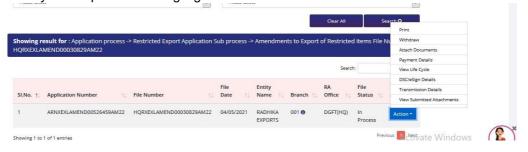


25. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





26. With Action button you can perform the highlighted actions



7. Apply for Revalidation of Restricted Exports

To Revalidate the Restricted Export on the DGFT portal you would require:

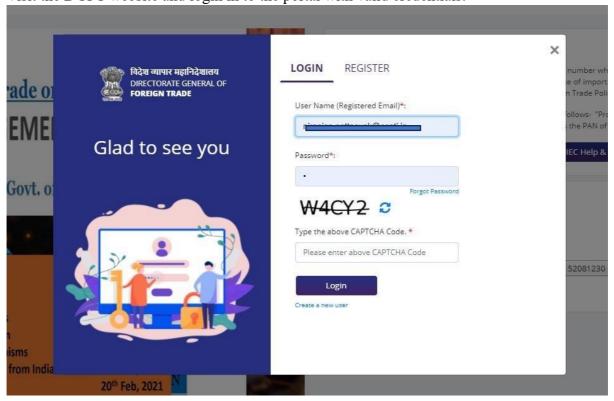
Pre-requisites:

- d) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- e) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

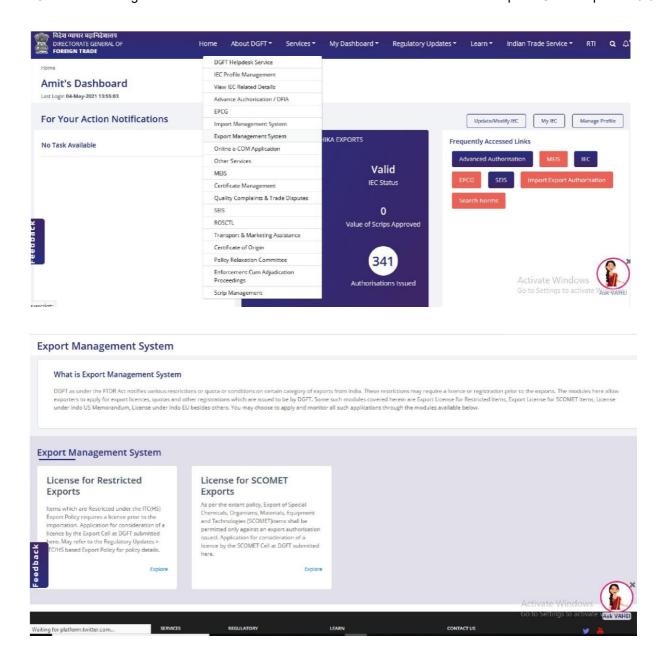
f) Approved and issued restricted export

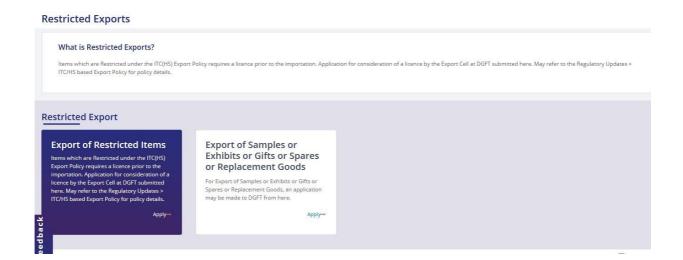
Then proceed with the following steps:

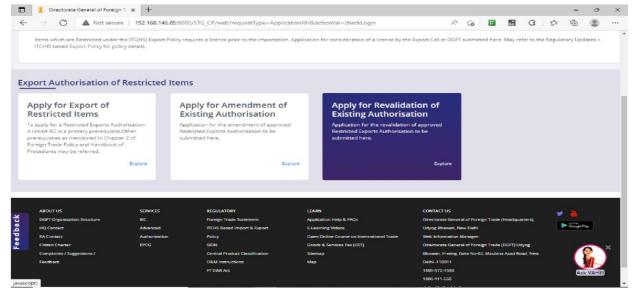
1. Visit the DGFT website and login in to the portal with valid credentials.



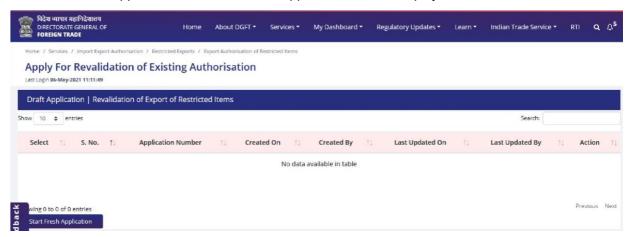
2. Navigate to Services > Export Management System > Licence for Restricted exports > Exports of restricted Items > Apply for revalidation of existing application







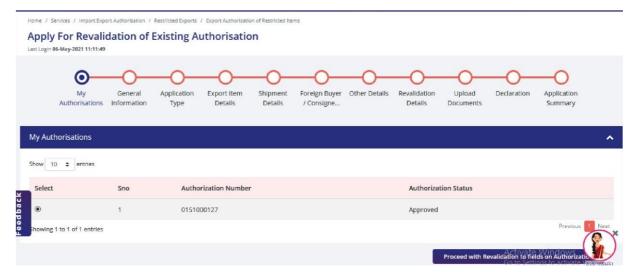
3. User will reach to Draft Applications screen. All draft applications will be displayed here.



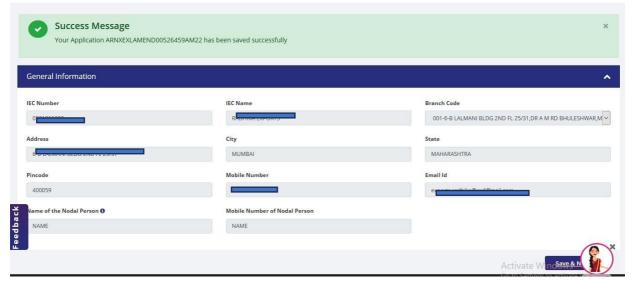
4. In Draft Application Screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.



5. When user starts a fresh application, user will be directed to my authorization page, select an authorization and click on "proceed with revalidation to fields on authorization" button.

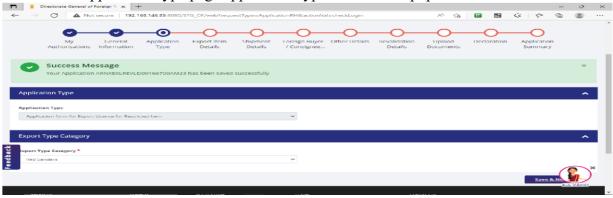


6. Applicant will reach General information page where the details will be auto populated. Then click on save and next button.

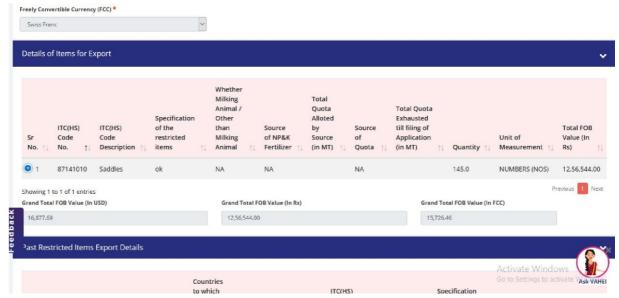


7. After entering all the details in Applicant Information then clicks on "Save and Next" button to reach "Application Type"

Note: In application type page application type will be auto populated.



8. Click on save and next button to reach Export Item details page.

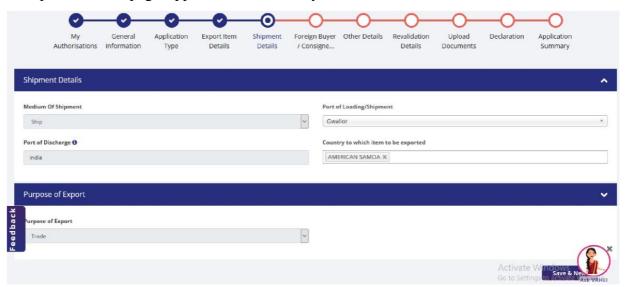


9. In export details page, the Freely Convertible Currency (FCC) and the item details will be auto populated from the authorization issued.

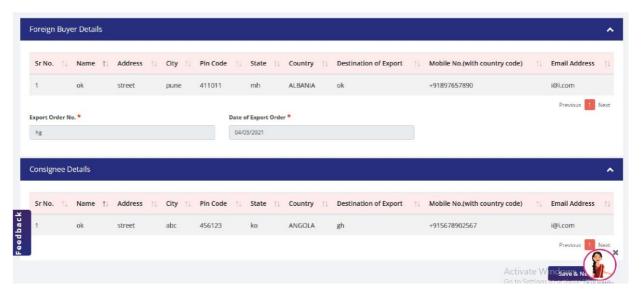
Note: user cannot modify any fields in this page

10. Now click on save and next button to reach shipment details page.

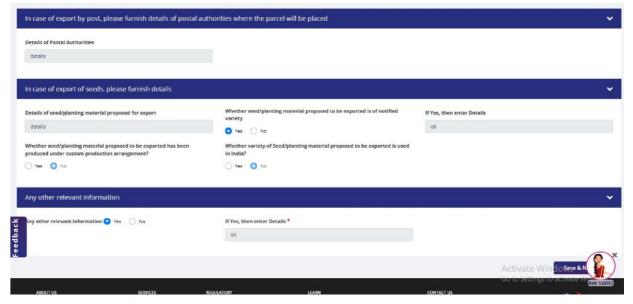
Note: in shipment details page, applicant can"t edit any fields.



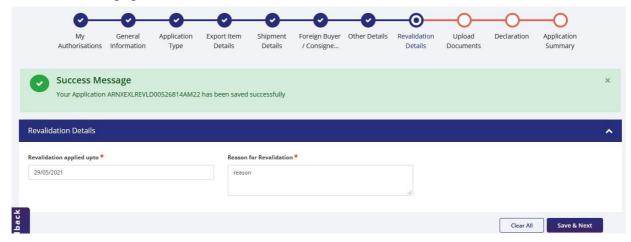
- 11. Then click on save and next button to reach foreign buyer details page.
- 12. In foreign buyer/ consignee details page, all the details will be auto populated and user cannot edit any fields in this page.



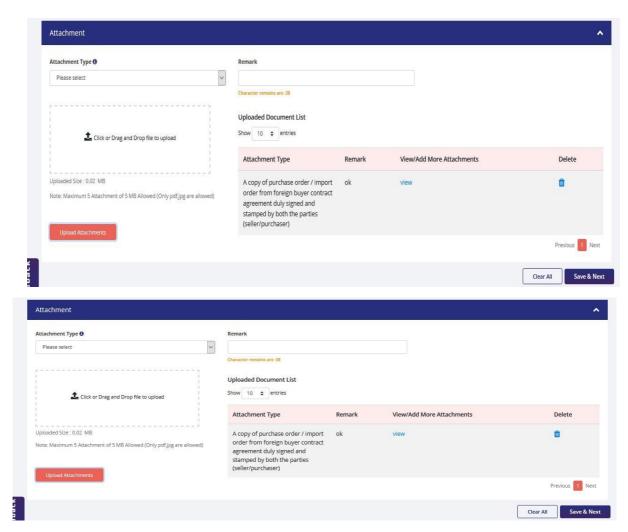
- 13. Now click on save and next button to reach other details page.
- 14. User will not be able to modify any filed in other details page.



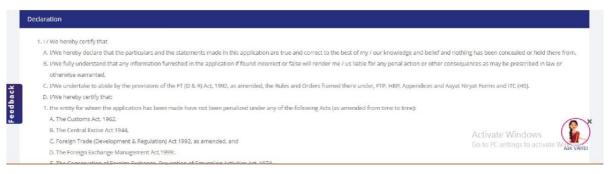
- 15. Click on save and next button to reach "revalidation details" page.
- 16. In revalidation details page, enter the reason for revalidation and revalidation date.



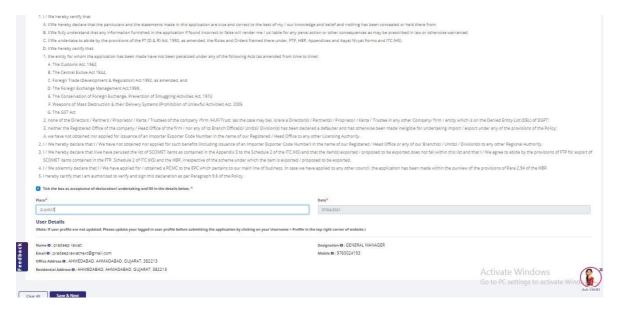
- 17. Click on save and next button to reach "Upload Documents" page
- 18. In "Upload Documents" page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



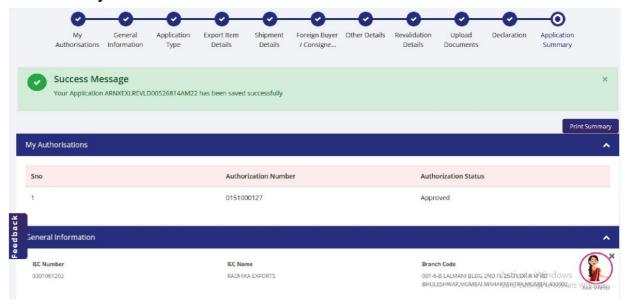
19. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



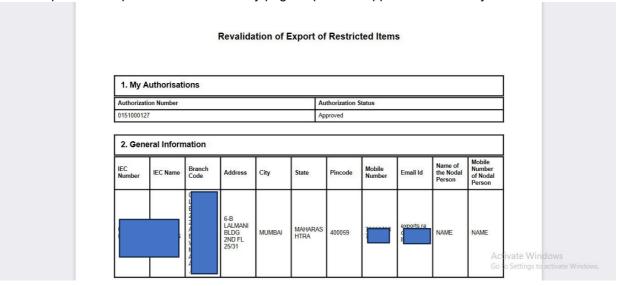
20. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



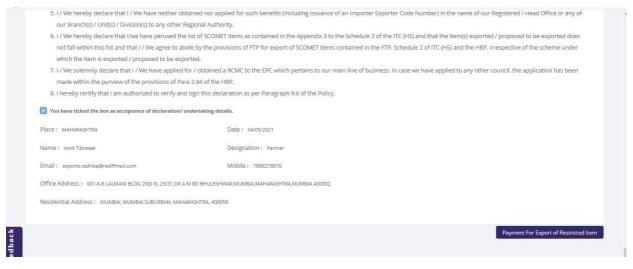
21. Details entered by the user will be Saved, Draft of the application will be created and user will reach to **Application Summary** screen.



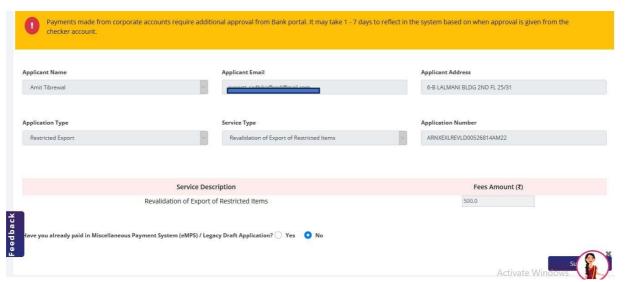
22. Click on print button present in the summary page to print the application summary.



23. In the application summary screen, click on proceed with payment to make payment for the application.



24. On application fee payment screen user can verify the fee details and click on "Submit" button to make the payment against application.

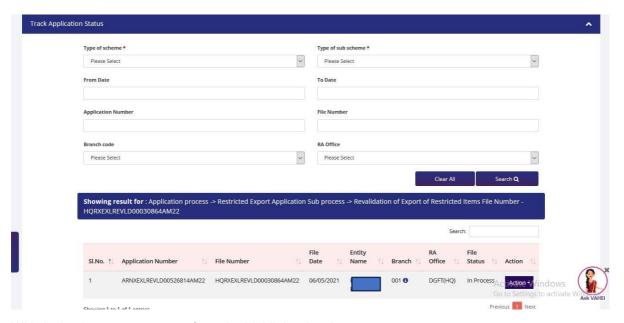


25. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

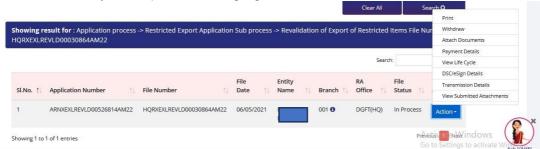


26. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard





27. With Action button you can perform the highlighted actions



8. Apply for Exports of sample or exhibits gifts spares replacement

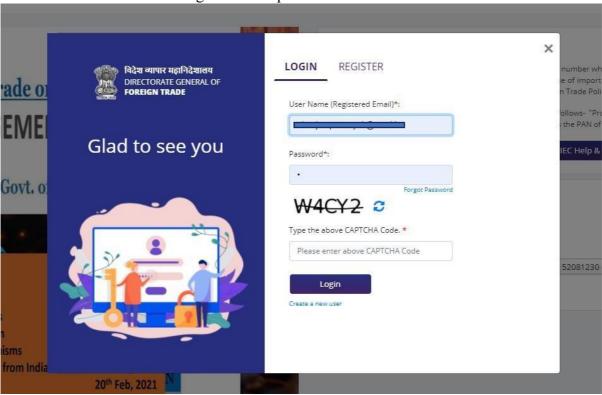
To Apply for Export of Samples or Exhibits Gifts Spares Replacement on the DGFT portal you would require:

Pre-requisites:

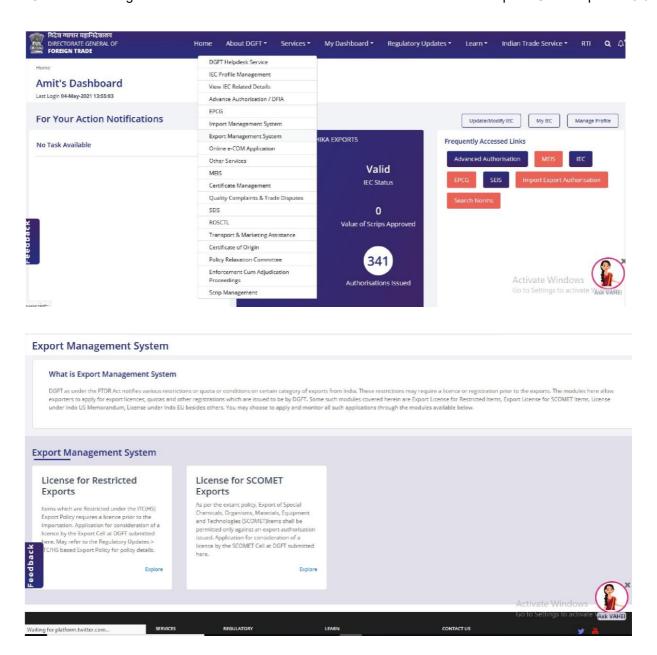
- c) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- d) Active Firm"s Bank account for entering its details in the Application and to make online payment of the application fee

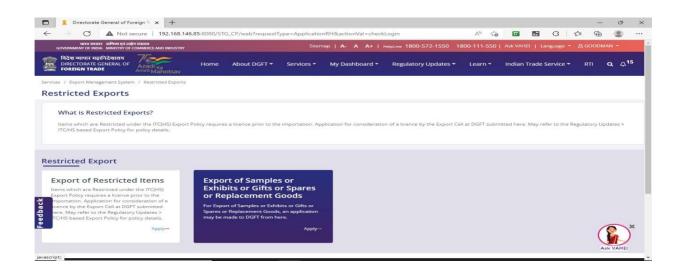
Then proceed with the following steps:

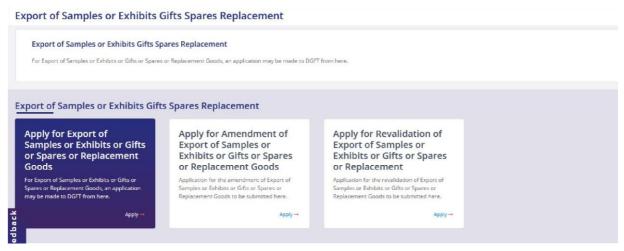
27. Visit the DGFT website and login in to the portal with valid credentials.



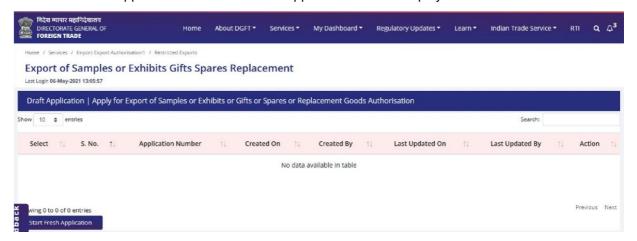
28. Navigate to Services > Export Management System > Licence for Restricted exports > Export of Samples or Exhibits Gifts Spares Replacement > Apply for New Authorization



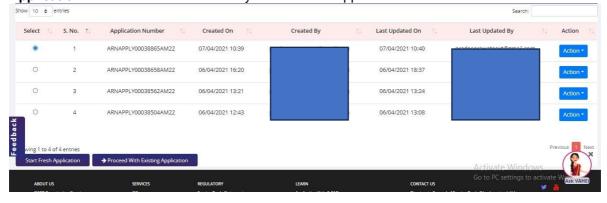




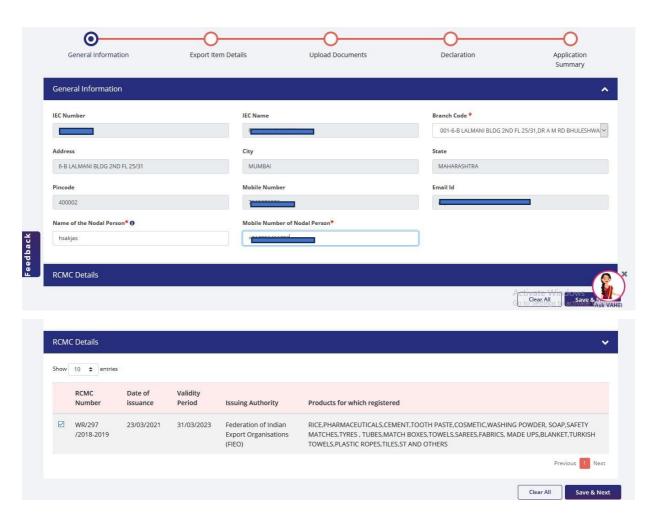
29. User will reach to Draft Applications screen. All draft applications will be displayed here.



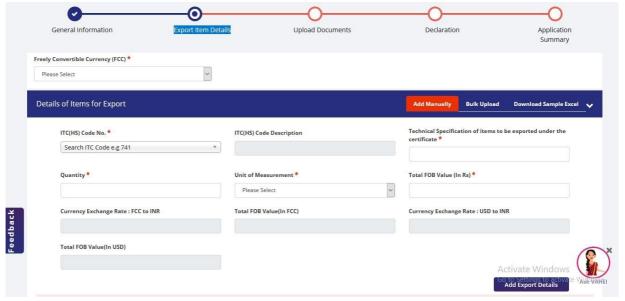
30. In Draft Application screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.



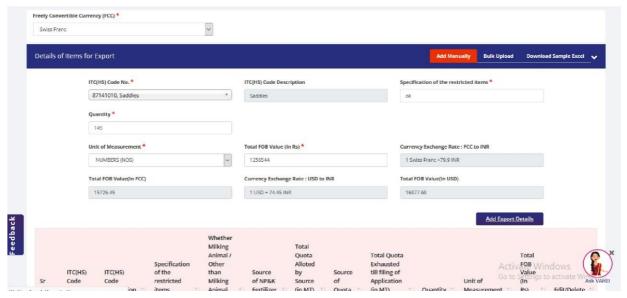
- 31. On General Information screen.
- c) Select the Branch code the all the information related to Branch code will we auto populated
- d) Fill the name of nodal person and mobile number of nodal person
- e) Tick the RCMC details required



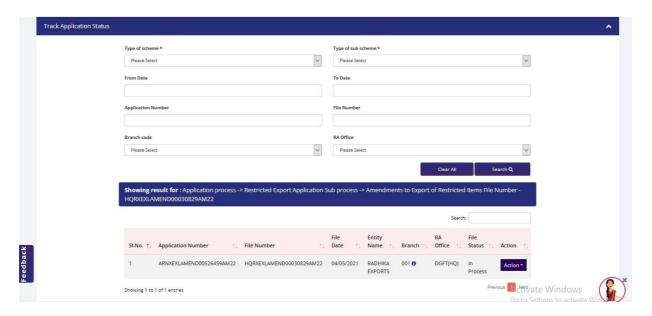
32. After entering all the details in Applicant Information then clicks on "Save and Next" button to reach "Export Item Details"



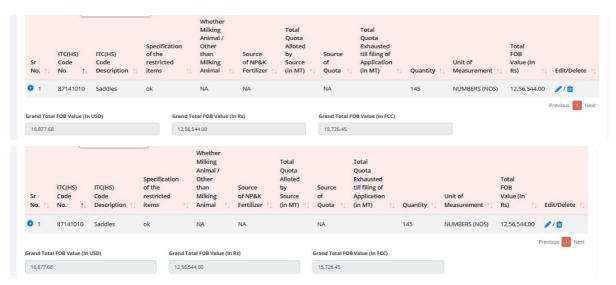
- 33. In export details page, select the Freely Convertible Currency (FCC) based on which fcc of the items added will be calculated.
- 34. Now you can add the "item for export" manually or bulk upload then the items will be added to the table.
- a.a.For adding the items manually, fill the Item details under the Details of items export section and click on add button



a.b.Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then upload the modified excel sheet.



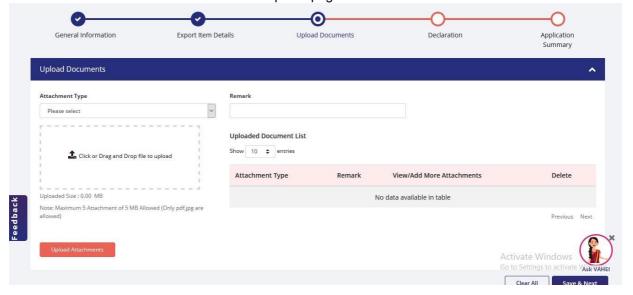




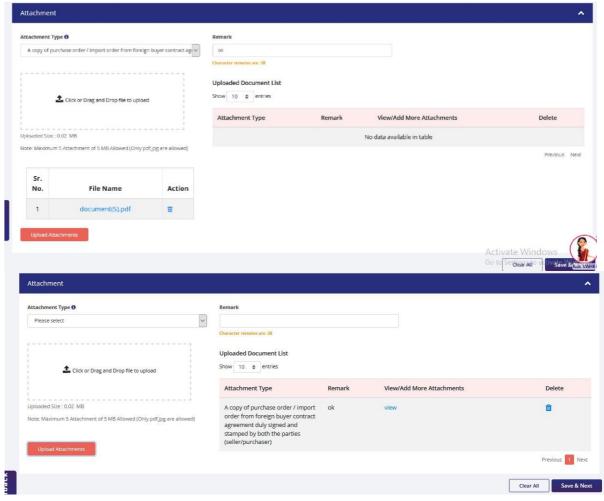
35. Now under the "purpose of exports" section fill the fill the purpose of export and then click on save and next button.



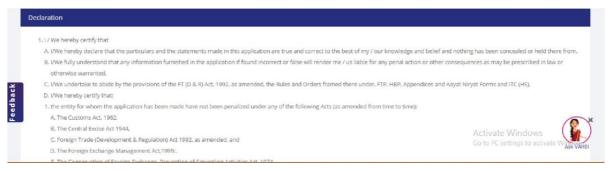
36. Now click on save and next button to reach upload page.



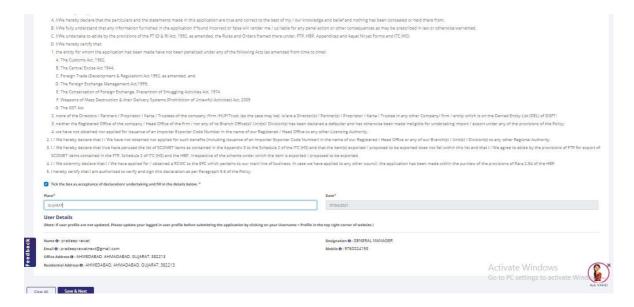
- 37. Click on save and next button to reach "Upload Documents" page
- 38. In "Upload Documents" page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



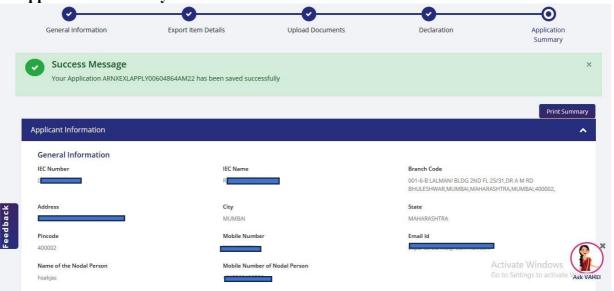
39. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



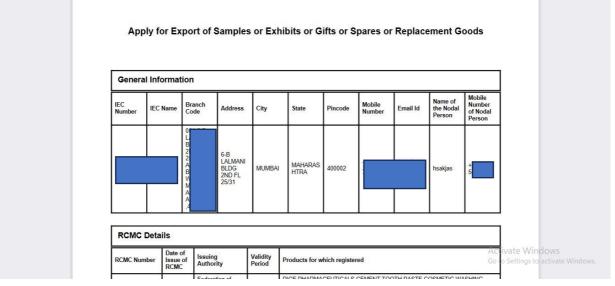
40. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



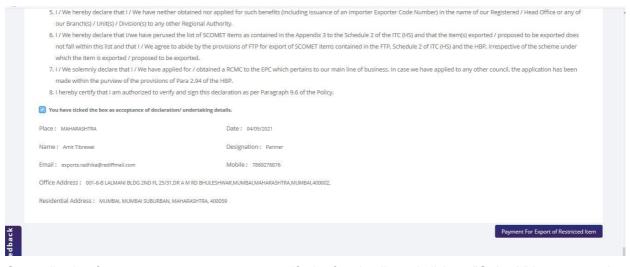
41. Details entered by the user will be Saved, Draft of the application will be created and user will reach to **Application Summary** screen.



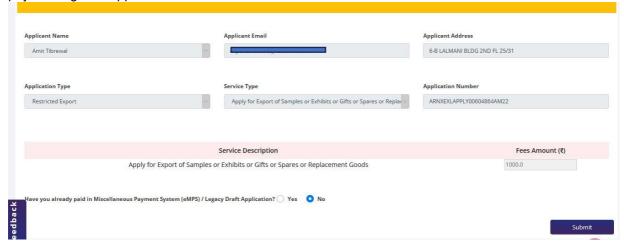
42. Click on print button present in the summary page to print the application summary.



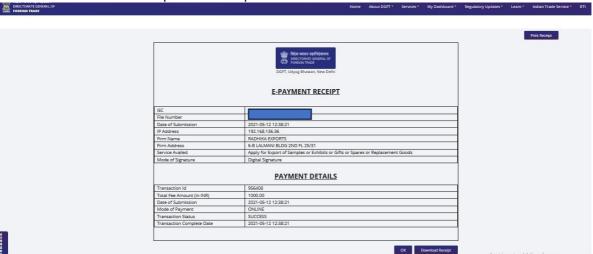
43. In the application summary screen, click on proceed with payment to make payment for the application.



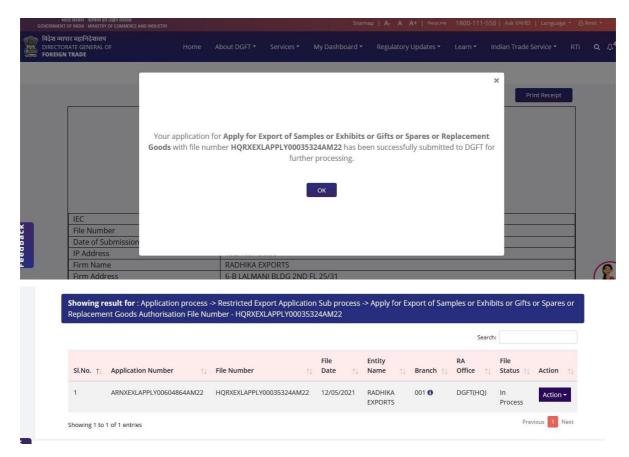
44. On application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.



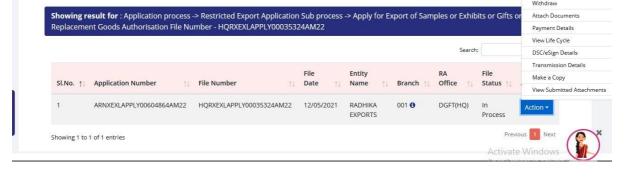
45. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.



46. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard



47. With Action button you can perform the highlighted actions



9. Apply for Amendment of Exports of sample or exhibits gifts spares replacement

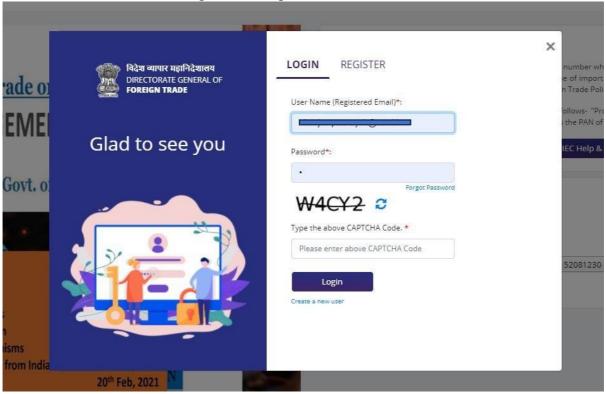
To Amend the Exports of sample or exhibits gifts spares replacement on the DGFT portal you would require:

Pre-requisites:

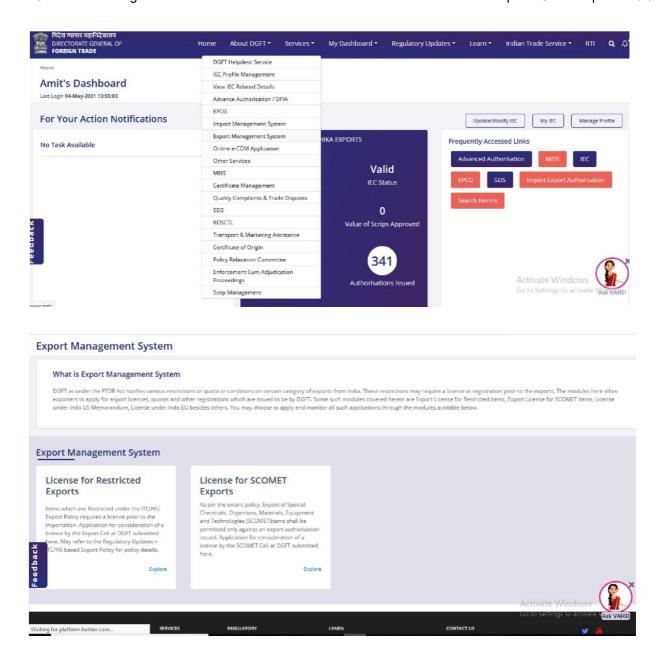
- g) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- h) Active Firm"s Bank account for entering its details in the Application and to make online payment of the application fee
- i) Approved and issued Exports of sample or exhibits gifts spares replacement

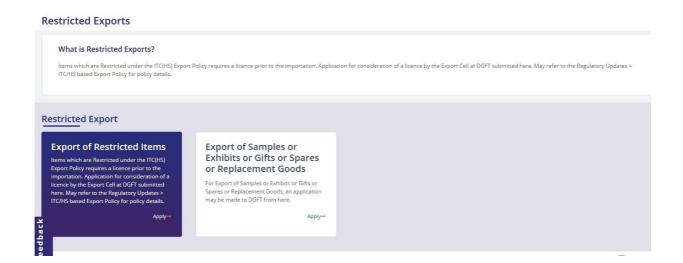
Then proceed with the following steps:

27. Visit the DGFT website and login in to the portal with valid credentials.



28. Navigate to Services > Export Management System > Licence for Restricted exports > Exports of restricted Items > Apply for amendment of existing application







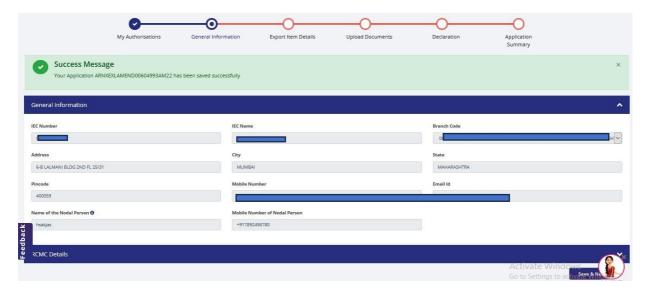
29. User will reach to Draft Applications screen. All draft applications will be displayed here.



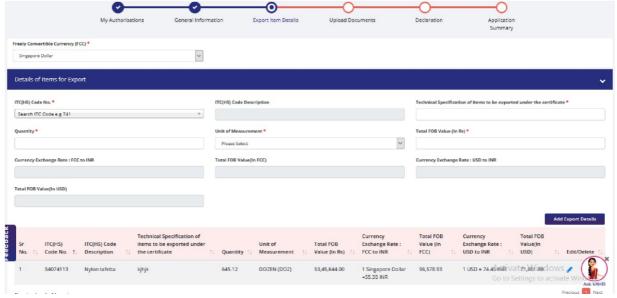
- 30. In Draft Application screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.
- 31. When user starts a fresh application, user will be directed to my authorization page, select an authorization and click on "proceed with amendment to fields on authorization" button.



32. Applicant will reach General information page where the details will be auto populated. Then click on save and next button.



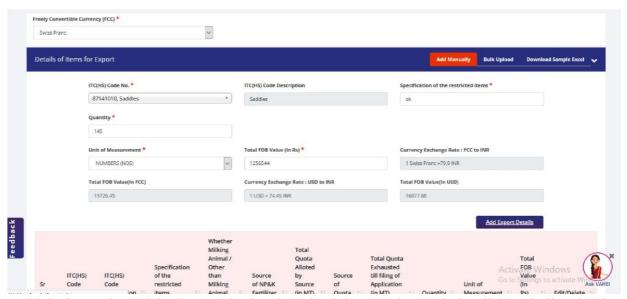
33. Click on save and next button to reach Export Item details page.



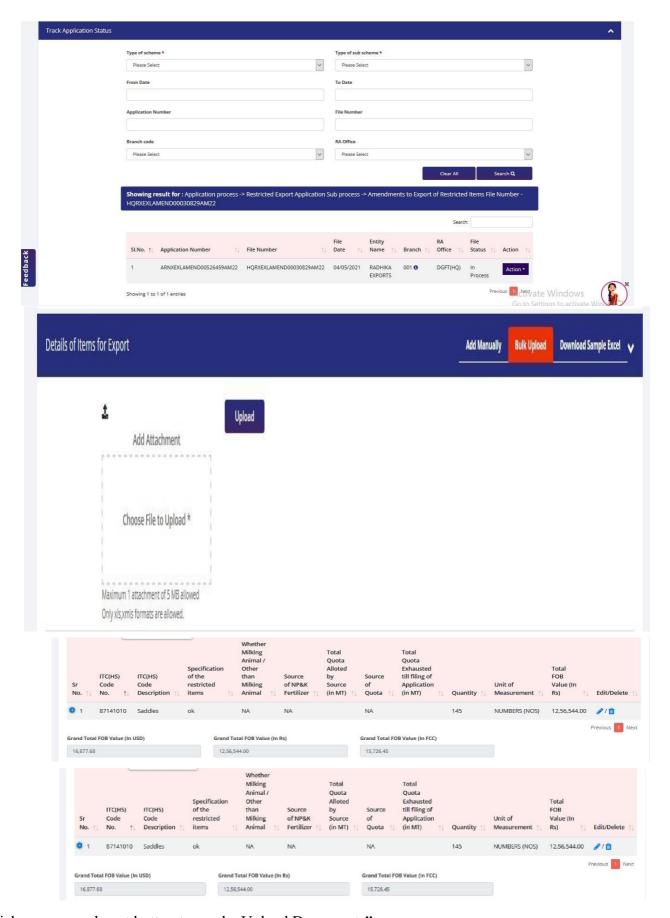
34. In export details page, the Freely Convertible Currency (FCC) and the item details will be auto populated from the authorization issued.

Note: user can modify the fcc and the details of item for export section but user cannot modify the purpose of export.

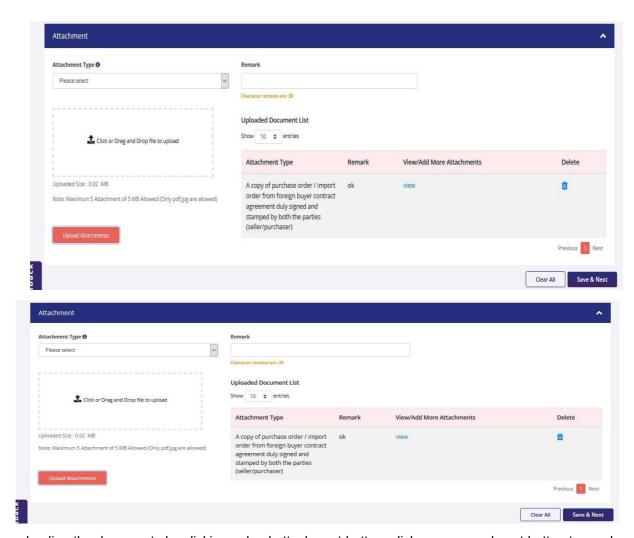
- 35. Now you can add the "item for export" manually or bulk upload then the items will be added to the table.
- a. For adding the items manually, fill the Item details under the Details of items export section and click on add button



b. Now to add the items through bulk upload. First download the sample excel, the click on bulk upload button then upload the modified excel sheet.



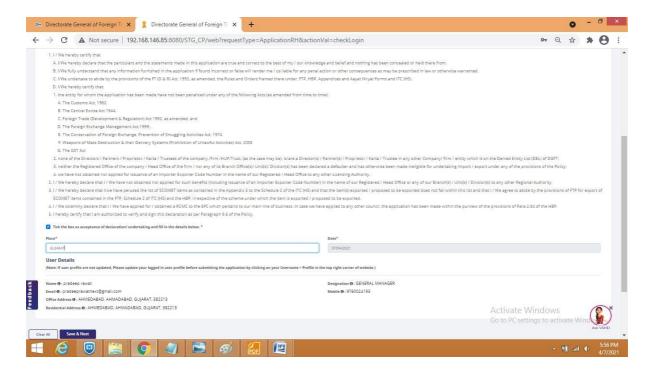
- 36. Click on save and next button to reach "Upload Documents" page
- 37. In "Upload Documents" page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



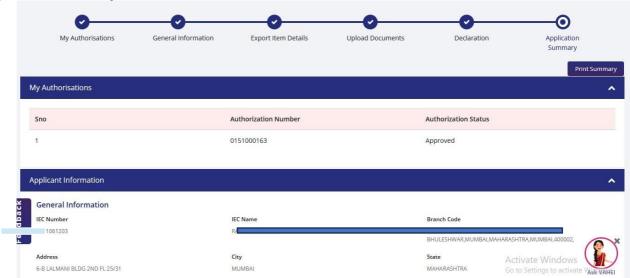
38. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



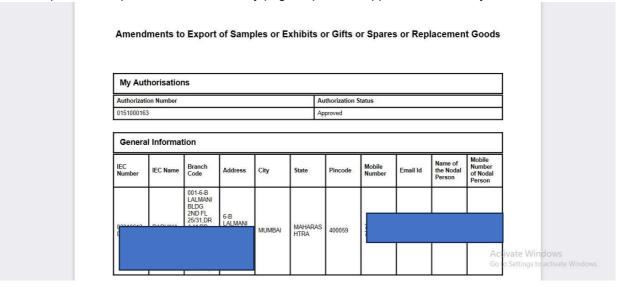
39. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



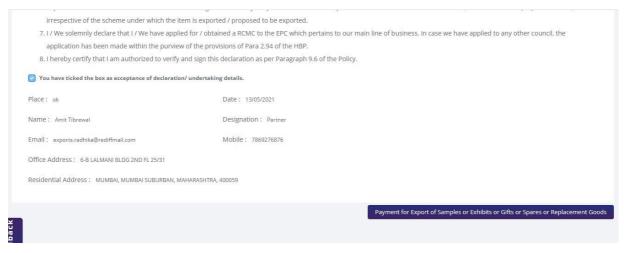
40. Details entered by the user will be Saved, Draft of the application will be created and user will reach to **Application Summary** screen.



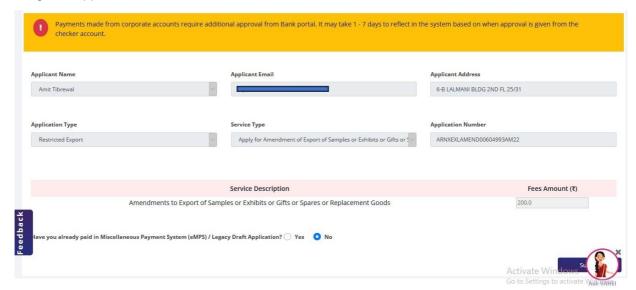
41. Click on print button present in the summary page to print the application summary.



42. In the application summary screen, click on proceed with payment to make payment for the application.



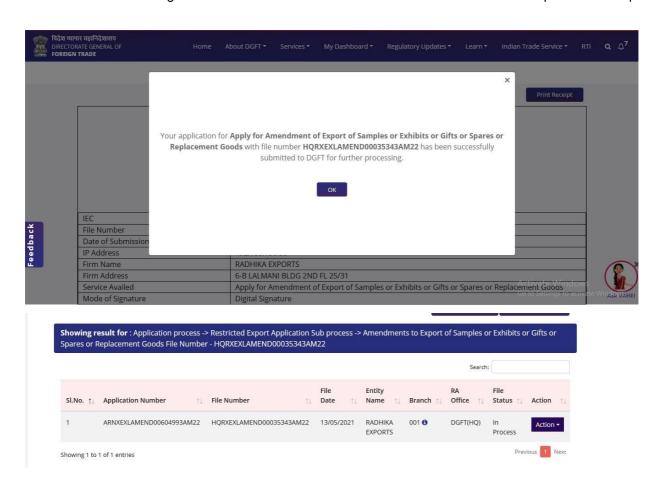
43. On application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.



44. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.



45. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on Epayment receipt, user will be redirected to Submitted applications via My Dashboard



46. With Action button you can perform the highlighted actions



10. Apply for Revalidation of Exports of sample or exhibits gifts spares replacement

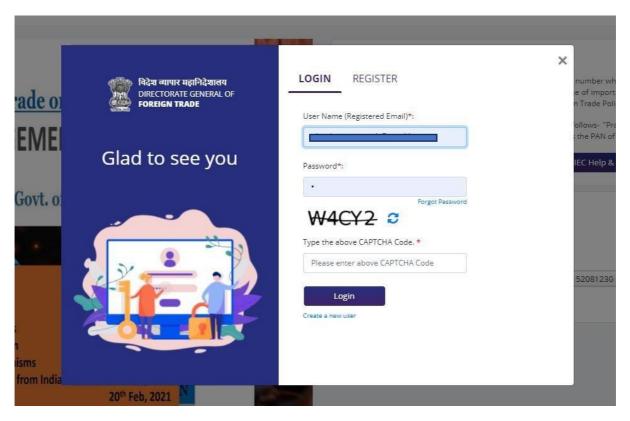
To Revalidate the Exports of sample or exhibits gifts spares replacement on the DGFT portal you would require:

Pre-requisites:

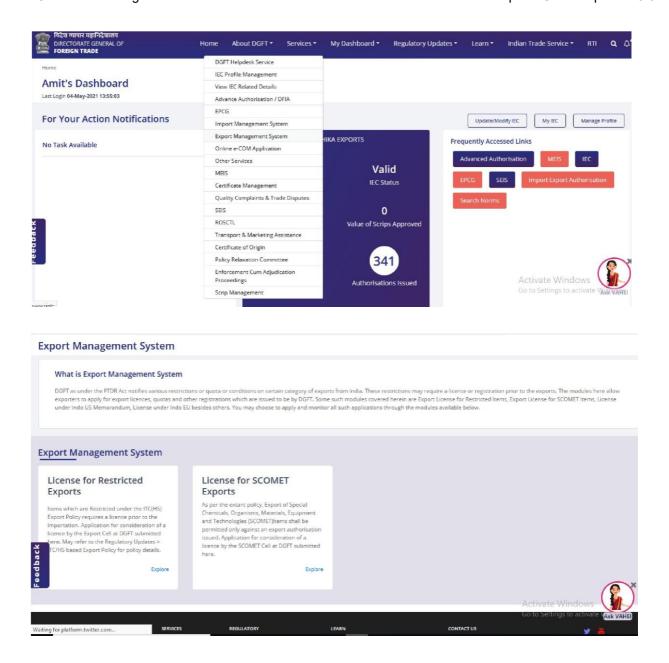
- j) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- k) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee
- 1) Approved and issued Exports of sample or exhibits gifts spares replacement

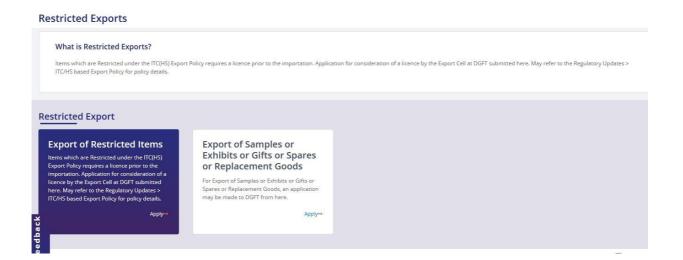
Then proceed with the following steps:

47. Visit the DGFT website and login into the portal with valid credentials.



48. Navigate to Services > Export Management System > Licence for Restricted exports > Exports of sample or exhibits gifts spares replacement > Apply for Revalidate of existing application



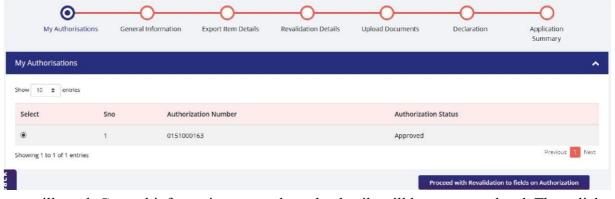




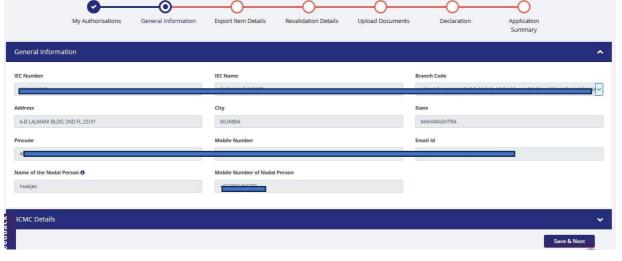
49. User will reach to Draft Applications screen. All draft applications will be displayed here.

→ Proceed With Existing Application

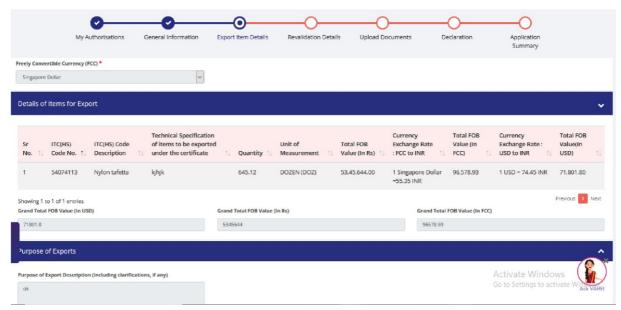
- 50. In Draft Application Screen Click on "Start Fresh Application" button or click on "Proceed with Existing Application" Button in case user already saved a draft application.
- 51. When user starts a fresh application, user will be directed to my authorization page, select an authorization and click on "proceed with amendment to fields on authorization" button.



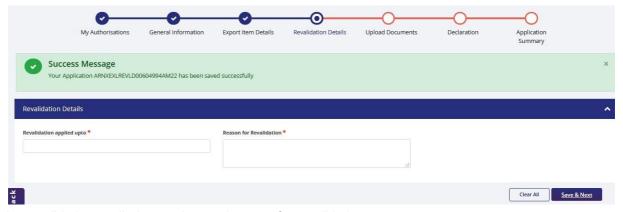
52. Applicant will reach General information page where the details will be auto-populated. Then click on save and next button.



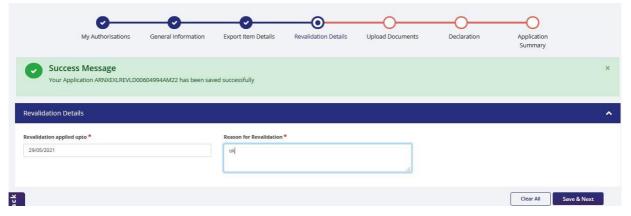
53. Click on save and next button to reach Export Item details page.



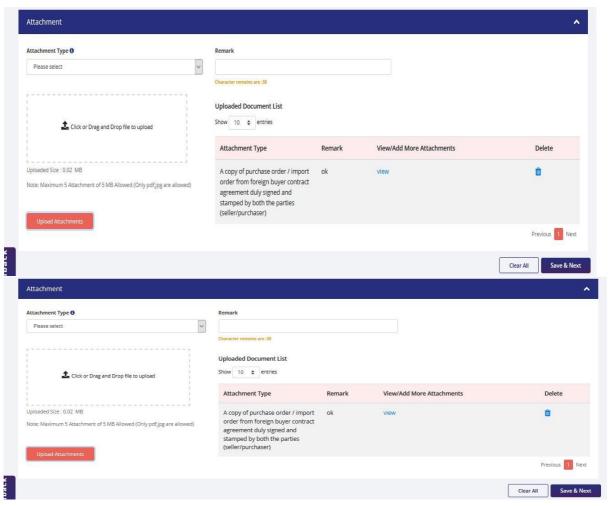
- 54. In export details page, applicant cannot modify any field values
- 55. Click on save and next button to reach revalidation page



56. Enter the revalidation applied up to date and reason for revalidation



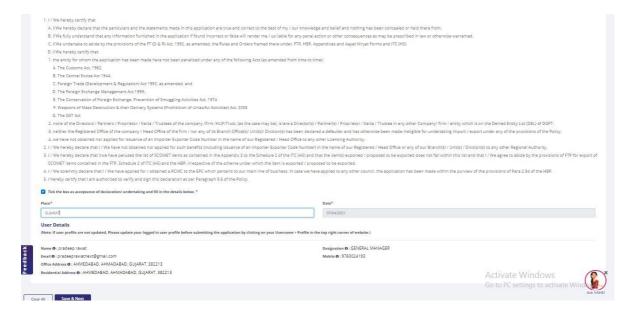
- 57. Click on save and next button to reach "Upload Documents" page
- 58. In "Upload Documents" page attach all the required documents with remarks Note: user can attach maximum of 5 attachments of same type.



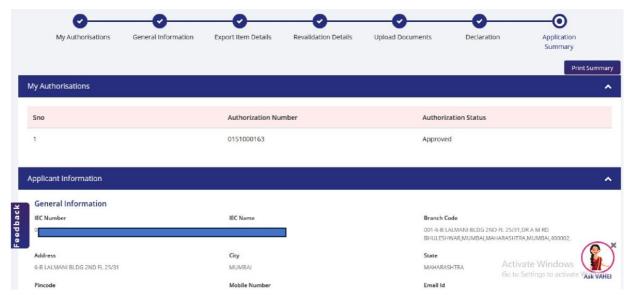
59. After uploading the documents by clicking upload attachment button, click on save and next button to reach declaration page.



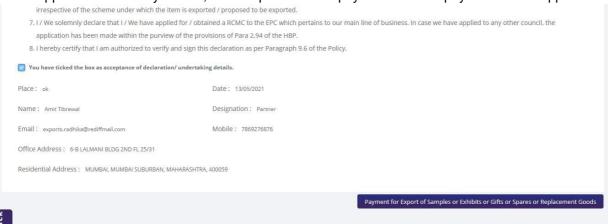
60. On declaration screen, user will select terms and conditions check box to accept it. User can update "Place" field if required and then click on "Save and Next" button.



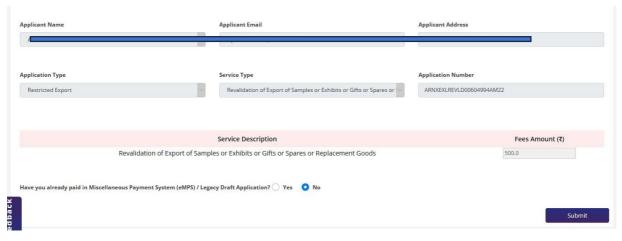
61. Details entered by the user will be Saved, Draft of the application will be created, and user will reach to **Application Summary** screen.



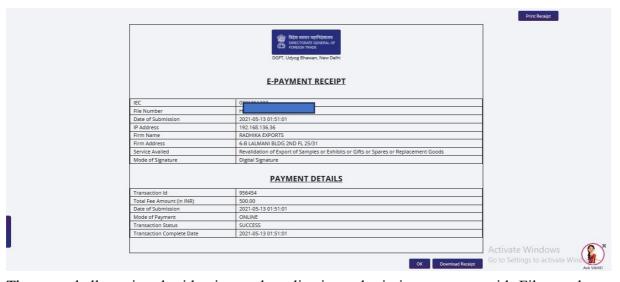
- 62. Click on print button present in the summary page to print the application summary.
- 63. In the application summary screen, click on proceed with payment to make payment for the application.



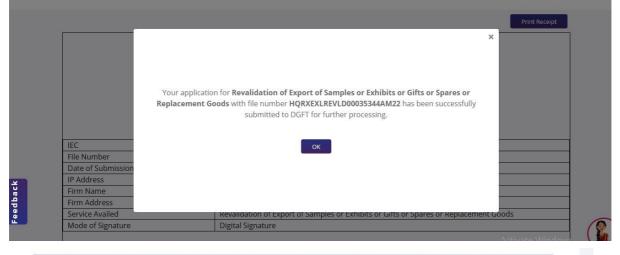
64. On application fee payment screen user can verify the fee details and click on "**Submit**" button to make the payment against application.

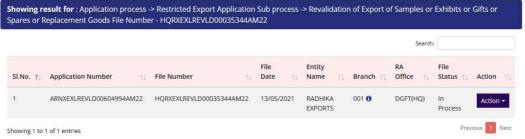


65. After Successful Payment, the user will be redirected to the DGFT Website and the receipt shall be displayed, the user can also download/print the receipt.

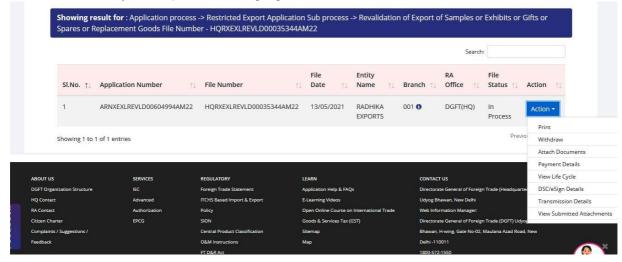


66. The user shall receive the identity card application submission message with File number on the screen. User will also receive email/SMS for file submission. If User clicks on OK button on E-payment receipt, user will be redirected to Submitted applications via My Dashboard





67. With Action button you can perform the highlighted actions



11. Actions that can be performed on the submitted application

To perform actions on the Submitted restricted exports application on the DGFT portal you would require:

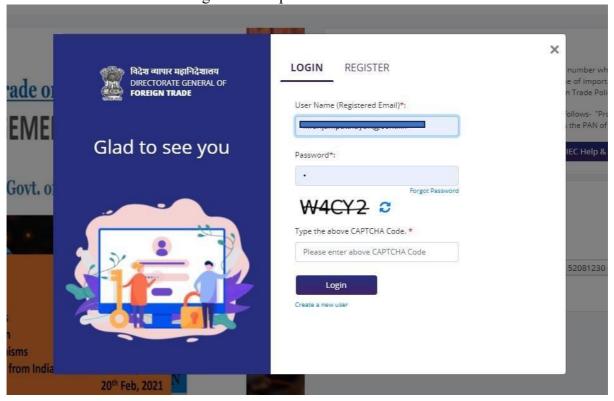
Pre-requisites:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- b) Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee

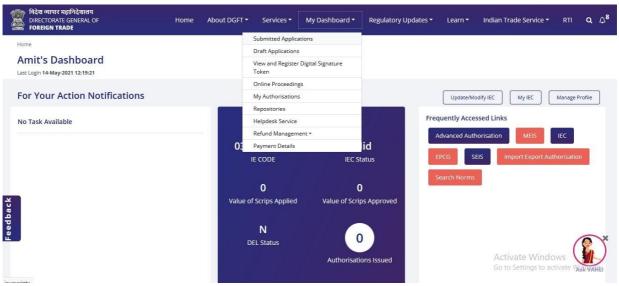
c) Submitted restricted exports application

Then proceed with the following steps:

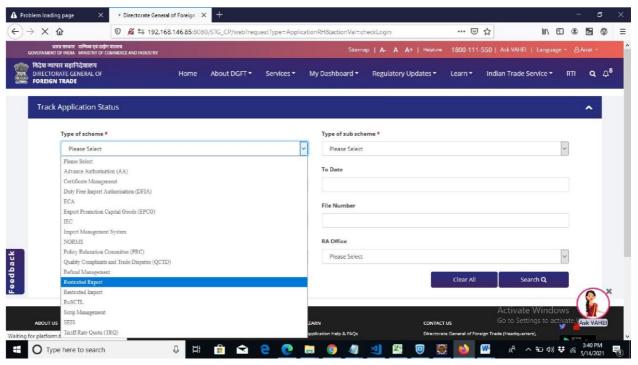
1. Visit the DGFT website and login into the portal with valid credentials.



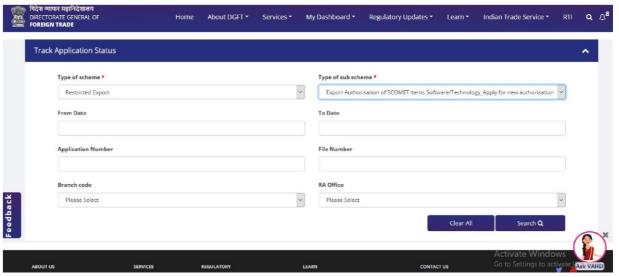
2. Navigate to My Dashboard > submitted application



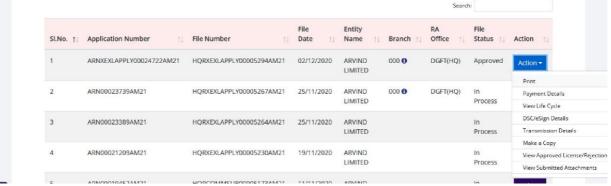
3. Select the Type of scheme as Restricted export



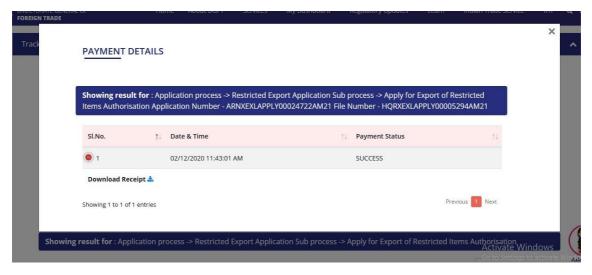
4. Select the Type of sub scheme as export of sample or exhibits gifts sparse replacement authorization (for new authorization or amendment or revalidation)



5. In search reselt click on action button of a desired file.



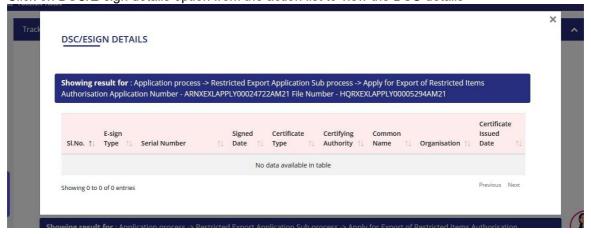
6. Now click on Payment details button to view the payment details



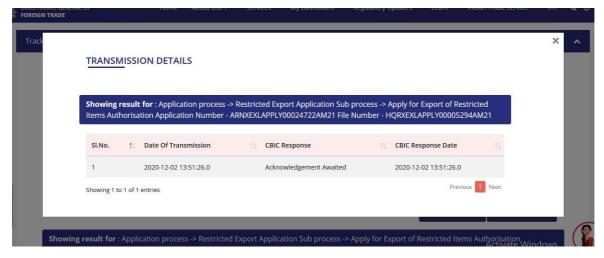
7. Click on view life cycle option from the action list to view the life cycle



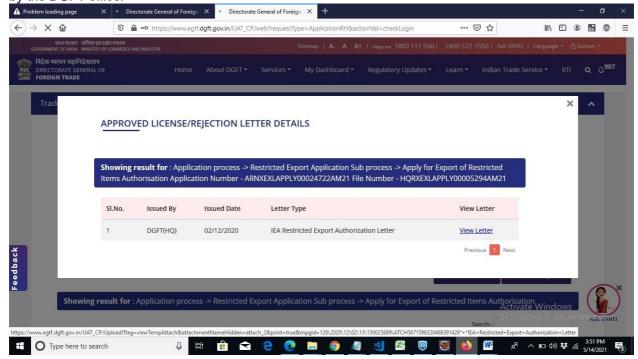
8. Click on DSC/E-sign details option from the action list to view the DSC details



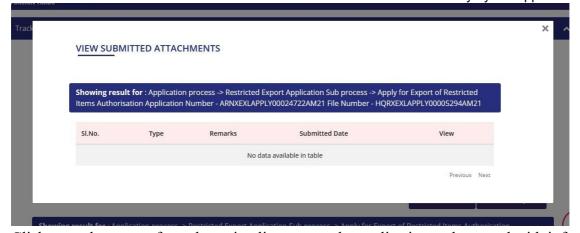
9. Click on the transmission details option from the action list to view the transmission details



10. View approval/rejection letters from the action list and click on view letter hyper link to view the letters issued by the DGFT officer



11. Click on view submitted attachment to view the attachments submitted already by the applicatant.



12. Click on make a copy from the action list to copy the application and proceed with it from draft list mentioned in section 4



13. Click on print option to view and print the submitted application.

