



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Status Holder Certificate (Certificate Management)

Version 3.0

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1. Introduction and Accessing DGFT Portal

This document is the help file for Status Holder Certificate in the new system. To access the new portal, 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.

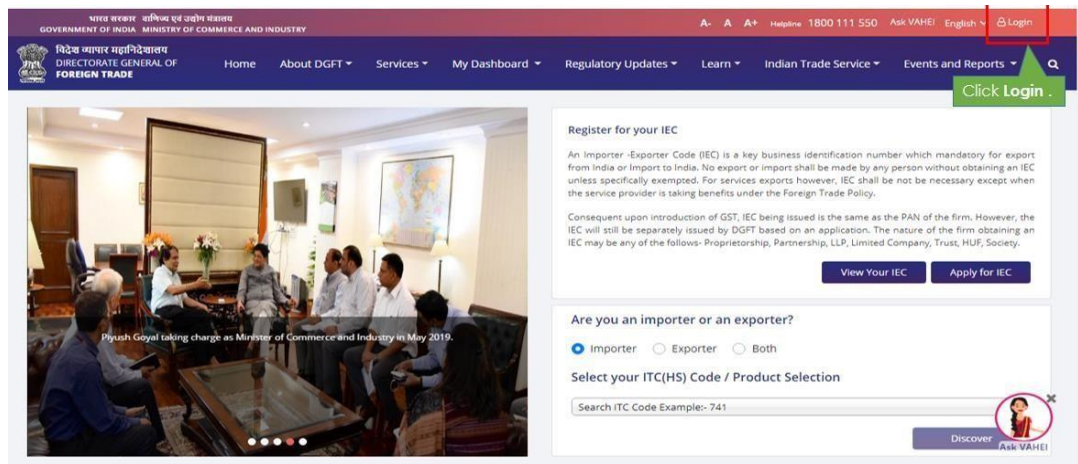
3. Registering on New Portal

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 Status Holder Certificate

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

Pre-requisites:

- 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 online payment 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** → **Status Holder Certificate**

The screenshot shows the DGFT portal interface. The top navigation bar includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'RTI'. A dropdown menu is open under 'Services', with 'Certificate Management' highlighted. Below the navigation, the 'Ac's Dashboard' shows 'For Your Action Notifications' with several deficiency notices. The 'My Schemes' section includes 'Advance Authorisation' and 'Export Promotion Capital Goods'. The 'Frequently Accessed Links' section contains buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', and 'SEIS'. The 'Certificate Management' page is displayed below, featuring a 'What is Certificate Management' section and a 'PROCESSES IN CERTIFICATE MANAGEMENT' section with four cards: 'Status Holder Certificate', 'Free Sales and Commerce Certificate', 'End User Certificate', and 'Print Certificates'. The 'Status Holder Certificate' card is highlighted with a red box. The 'Identity Card' card is also visible at the bottom left.

What is Certificate Management

To facilitate the management of various certificates issued by DGFT such as the Identity card, Free sale and Commerce Certificate, End User Certificate, and Status Holder Certificate, an Importer/exporter may choose to apply for a certificate and manage. Pre-requisites as mentioned in Chapter 2, Chapter 3 and Chapter 4 of Foreign Trade Policy and Hand Book of Procedures may be referred.

PROCESSES IN CERTIFICATE MANAGEMENT

Status Holder Certificate
The certificate issued to the Indian exporters that have excelled in International trade and made a significant contribution to the country's foreign exchange earnings. The certificate is issued to the exporters having outstanding performance in the previous 2 years out of 4 years and meeting required conditions as prescribed in the Foreign Trade Policy (FTP). Various privileges have been awarded to the Status Holders only to boost export production and thereby increase inflow of foreign exchange earnings for the country.

Free Sales and Commerce Certificate
A Free Sale and Commerce Certificate is a certificate issued confirming that the product is freely sold in the country but without any indication that the product is evaluated for safety and efficacy and is registered for use in the country. It gives an assurance from a foreign agency that the products listed on the certificate are freely sold and manufactured in the country seeking to export a particular item. An Importer / Exporter may choose to apply for Free Sale and Commerce Certificate or Application for free sale & commerce certificate for items other than medical devices / instruments.

End User Certificate
Apply for an End-user certificate (EUC). A document used in international transfers, including sales and arms provided as aid, of weapons and ammunition to certify that the buyer is the final recipient of the materials, and is not planning on transferring the materials to another party. In case of import of any freely importable item in India, if a foreign Government insists on certification of end user of the item, before permitting export of the same from their country.

Print Certificates
Print the generated certificates.

Identity Card
Click Here to Apply and Manage Identity Card.

Help and FAQs
Refer to User Manual and FAQs for the Module.

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

Status Holder Certificate
Last Login 14-Jun-2021 16:58:44

Draft Application | Status Holder Certificate

Show 10 entries

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input type="radio"/>	1	ARNSTATAPPLY00167567AM23	04/05/2022 14:54		04/05/2022 14:57		Action

Showing 1 to 1 of 1 entries

Start Fresh Application Proceed With Existing Application

- First screen is the **“Applicant Details”**. User will be able to select the Sector of Export. In sector of export, if Gems and jewellery is chosen then only export performance data of 2 years out of total 4 years is mandatory in IEC profile otherwise export performance data of 3 years out of 4 years is mandatory in IEC profile. IEC Number of the firm, Name, Exporter type, address, telephone and email details will be auto-populated as per IEC and will click on **“Save & Proceed”**.

Applicant Details

IEC Number of the firm
CDCPB8808A

Name
RKB Sons Limited

Exporter Type
Manufacturer Exporter

Address
GATE NO 3, UDYOG BHAWAN,11-RAFI MARG Contact No: 9911229509,DELHI,D

Telephone
9953931136

Email id of the Contact Person
rkbansal1990@gmail.com

RA Office
RA DELHI

Export Type Sector
 Goods Services

Website *
xyz.com

Brief Description of Business Line *
test description

Email ID for Business Queries *
test@xyz.com

Number of employees as on 31st March of Last Financial year : *
20

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

- Next is Status Holder Details screen.

Status Holder Details

Category of Status applied for *
Please Select

Current Year *
2020-21

Till Month *
Please Select

Type of Exports in US \$ (FOB/FOR value/Foreign Exchange Earned)		2019-20	2018-19	2017-18
Exports of Goods without Weightage	0.00	47,99,169.00	49,74,454.00	31,00,790.00
Exports of Services	0.00	0.00	0.00	0.00
FOR value converted in US \$ for Deemed Exports	0.00	0.00	0.00	0.00
Exports of goods to SEZs/EOUS/EHTPs/STPs/BTPs	0.00	0.00	0.00	0.00
Total	0.00	47,99,169.00	49,74,454.00	31,00,790.00

Feedback

- Note-1 : A shipment can be included only once in one of the categories eligible for double weightage.
- Note-2 : In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr - Jul of Current Year if exports of 4 months are counted, or Apr - Nov of Current Year if exports of 8 months are counted).

On this page, User can select the Category of Status applied for. There are 5 categories given below:

1. One Star Export House
2. Two Star Export House
3. Three Star Export House
4. Four Start Export House
5. Five Star Export House

For One Star Category, Export performance should be 3 Million (in USD), for Two Star category 25 Million, for Three Star 100 Million, Four Star 500 Million and for Five Star 2000 Million (USD)

If User selects 'One Star Export House, Please specify field will be displayed with below values in dropdown:

MSME as defined in Micro, Small & Medium Enterprises Development (MSMED) Act 2006.

Manufacturing units having ISO/BIS.

Units located in North Eastern States including Sikkim and Jammu & Kashmir.

Units located in Agri Export Zones

For above values, if chosen by User, he/she will get the double weightage for star status

Category of Status applied for *
One Star Export House

Please specify *
Please Select

	Current Year * 2020-21			
	Till Month* Please Select			
Type of Exports in US \$ (FOB/FOR value/Foreign Exchange Earned)		2019-20	2018-19	2017-18
Exports of Goods without Weightage	0.00	47,99,169.00	49,74,454.00	31,00,790.00
Exports of Services	0.00	0.00	0.00	0.00
FOR value converted in US \$ for Deemed Exports	0.00	0.00	0.00	0.00
Exports of goods to SEZs/EOUs/EHTPs/STPs/BTPs	0.00	0.00	0.00	0.00
Total	0.00	47,99,169.00	49,74,454.00	31,00,790.00

- Note-1 : A shipment can be included only once in one of the categories eligible for double weightage.
- Note-2 : In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr - Jul of Current Year if exports of 4 months are counted, or Apr - Nov of Current Year if exports of 8 months are counted)
- Note-3 : If the exports are in any other currency other than US\$ like Euro etc, these shall be converted to US\$ as per rate notified by customs for particular month for export purposes.

Note: Export Performance data should be auto-populated from IEC profile of User (Export Details in IEC).

Calculation details:

- Export of Goods without weightage will be user enterable. (1st row in above screenshot)
- Exports of Services without weightage will be enterable (2nd row in above screenshot)
- FOR value converted in US\$ for Deemed Exports will be **Other Deemed Exports from IEC profile.**
- Exports of goods to SEZs/EOUs/EHTOs/STPs/BTPs will be **Supplies to EOU/BHP/EHTP/EHTP/STPI (from IEC profile) + Supplies to SEZs (from IEC profile)**
- Exports of Goods and Services with double weightage (in case of 1 star category only) formula is **2*[(Direct Exports from IEC profile+Exports of Services from IEC profile) – (Export of goods without weightage + Exports of Services without weightage)]**

Category of Status applied for*
One Star Export House

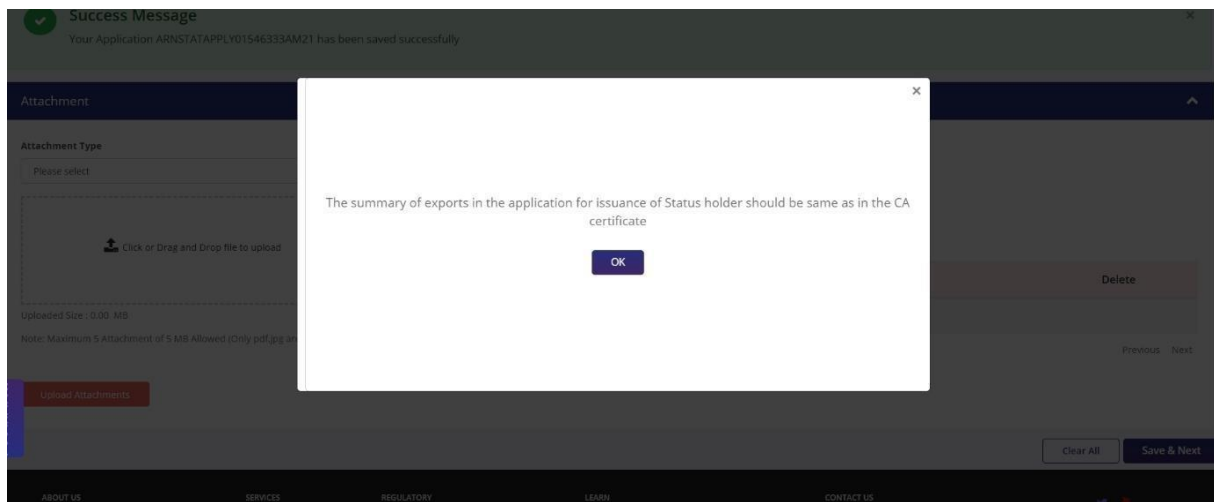
Please specify*
Please Select
MSME as defined MSME Act 2006
Manufacturing units having ISO/BIS
Units located in North Eastern States including Sikkim and Jammu & Kashmir
Units located in Agri Export Zones
None

Type of Exports in US \$ (FOB/FOR value/Foreign Exchange Earned)	Till Month* Please Select	2019-20	2018-19	2017-18
Exports of Goods without Weightage	0.00	47,99,169.00	49,74,454.00	31,00,790.00
Exports of Services	0.00	0.00	0.00	0.00
FOR value converted in US \$ for Deemed Exports	0.00	0.00	0.00	0.00
Exports of goods to SEZs/EoUs/EHTPs/STPs/BTPs	0.00	0.00	0.00	0.00
Total	0.00	47,99,169.00	49,74,454.00	31,00,790.00

- **Note-1** : A shipment can be included only once in one of the categories eligible for double weightage.
- **Note-2** : In case application is filed on basis of current years' exports, please specify the period (say e.g. Apr - Jul of Current Year if exports of 4 months are counted, or Apr - Nov of Current Year if exports of 8 months are counted)
- **Note-3** : If the exports are in any other currency other than US\$ like Euro etc, these shall be converted to US\$ as per rate notified by customs for particular month for export purposes.

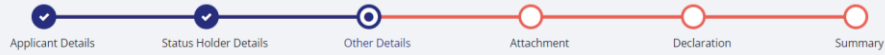
Note: Exports of Goods and Services with double weightage row will appear for One Star Export House.

Similarly Exporter can apply for any star category as per export performance (current year & previous 4 years)



“The summary of exports in the application for issuance of Status holder should be same as in the CA certificate” will appear on Save & Next button.

6. Next is the Other Details tab. Under this tab user has to fill in the details of exports of top 5 merchandise in last financial year and details of exports of top 5 services in last financial year.



Success Message
Your Application ARNSTATAPPLY03551882AM24 has been saved successfully

Details of exports of top 5 Merchandise in last financial year (if any)

ITC(HS) code for First Item 010130 - Asses	Description Asses
ITC(HS) code for Second Item 010410 - Sheep	Description Sheep
ITC(HS) code for Third Item Please Select	Description
ITC(HS) code for Fourth Item Please Select	Description
ITC(HS) code for Fifth Item Please Select	Description

% age of Top 5 items in total merchandise exports of last financial year

Feedback



Details of exports of top 5 Service in last financial year (if any)

CPC code for First Item Please Select	Description
CPC code for Second Item Please Select	Description
CPC code for Third Item Please Select	Description
CPC code for Fourth Item Please Select	Description
CPC code for Fifth Item Please Select	Description

% age of Top 5 service categories in total service exports of last financial year

Next, on this tab the Skilling and Mentorship Details are to be filled if the application is being applied for Two Star or above.

Skilling and Mentorship Details

Financial Year (For current and next 5 years) Please Select	Duration of the training Program (in Weeks) Please Select	District of the Training Program Please Select	Likely number of Trainees intended to be taken Please Select
Likely Venue of the Training	Start Date (Month in MM/YY)	End Date (Month MM/YY)	Email id of the Contact Person

Remarks

ADD

Show 10 entries

SNO	Financial Year (For current and next 5 years)	Duration of the training Program (in Weeks)	District of the Training Program	Likely number of Trainees intended to be taken	Likely Venue of the Training	Start Date (Month in MM/YY)	End Date (Month MM/YY)	Email id of the Contact Person	Remarks	Edit/Delete
1	2023-24	12	AGAR MALWA	90	City Center	01/07/2023	01/10/2023	test@gmail.com	test remarks	

Showing 1 to 1 of 1 entries

- Whether the status holder will be including factory visits/warehouse visits during the skilling and mentorship program? No Yes
- Whether the status holder will be collaborating with any Industrial Cluster? No Yes
- Whether the status holder will be collaborating with any Knowledge partner? No Yes
- Whether the status holder will be providing interaction with Export Import Manager/Supply Chain Manager/ Logistics Manager for the Trainees? No Yes
- Whether the status holder will be providing Skilling and Mentorship Certificate at the end of the Training? No Yes

7. Next tab is Attachments. Attachments for Status Holder 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: CA Certificate is mandatory to be uploaded.

8. Under declaration, accept the terms, condition by clicking on checkbox, and click on Save & Next button.

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 Aadhaar e-sign.

The screenshot displays a progress bar at the top with five steps: Applicant Details, Status Holder Details, Attachment, Declaration, and Summary. The 'Summary' step is currently active. Below the progress bar is a green success message box stating: "Success Message: Your Application ARNSTATAPPLY00166226AM23 has been saved successfully".

The 'APPLICATION SUMMARY' section contains the following details:

- IEC Number: [Redacted]
- IEC Name: [Redacted]
- Exporter Type: Manufacturer Exporter
- Sector of Export: Gems and Jewelry
- Address: [Redacted]
- Email: [Redacted]
- Telephone: [Redacted]
- RA Office: RA DELHI

The 'Status Holder Details' section shows:

- Category of Status applied for: One Star Export House
- Please specify: MSME as defined MSMED Act 2006
- Year of Application: 2022-23
- Till Month: April
- 2021-22
- 2020-21
- 2019-20: Ask VAHEI

A 'Feedback' button is visible on the left side of the 'Status Holder Details' section.

10. After the successful submission of the file, a unique file number will generate for future reference purposes.

The screenshot shows a white pop-up window titled "Acknowledgement". The text inside the window reads: "You have successfully applied for Status Holder Certificate. Your File no is: DLISTATAPPLY00000014AM23". There is an "OK" button at the bottom center of the pop-up. The background shows a blurred view of the application interface.

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 → Submitted Applications.
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](#)

APPLICATION SUMMARY

IEC Number : ██████████ Goods : Fish or Marine Products Services : NA Telephone : ██████████ Brief Description of Business Line : test description	IEC Name : ██████████ Others-Please specify : Address : ██████████ RA Office : RA DELHI Email ID : test@xyz.com	Exporter Type : Manufacturer Exporter Gems and Jewellery Product: No Email : ██████████ Website : xyz.com Number of employees as on 31st March of Last Financial year : 10
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Status Holder Details

Category of Status applied for : One Star Export House Please specify : MSME as defined MSMED Act,2006

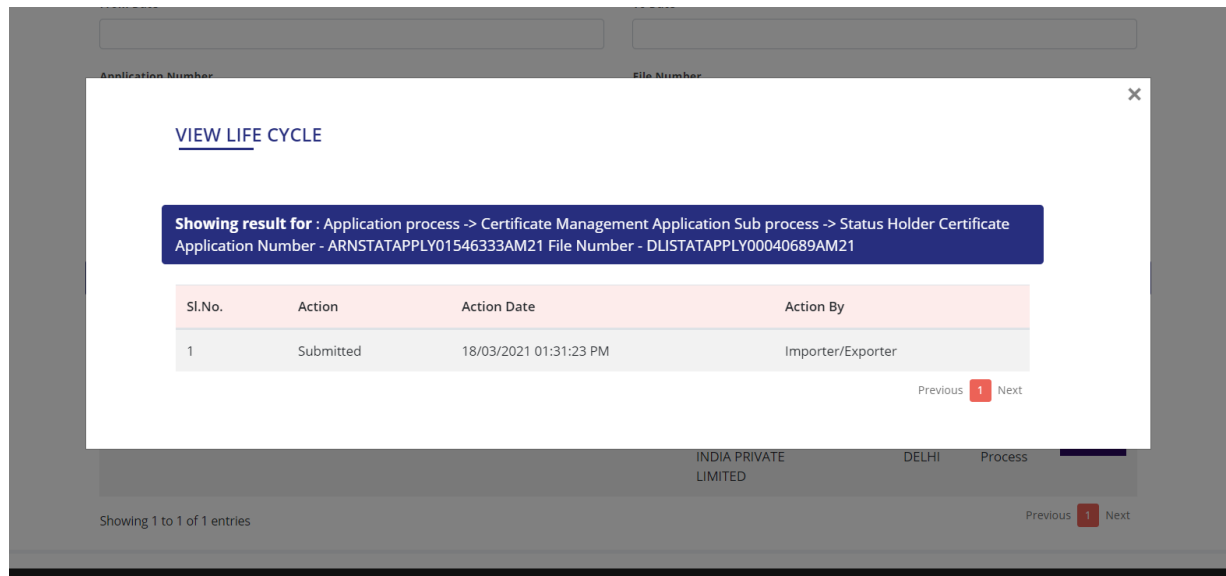
	Year of Application 2023-24			
Type of Exports (FOB/FOR value/Foreign Exchange Earned)	Till Month December	2022-23	2021-22	2020-21

ANF- 1B

Application Form for Status Holder Certificate

1. Application Summary			
IEC Number	██████████	IEC Name	██████████
Exporter Type	Manufacturer Exporter	Goods	Fish or Marine Products,
Services		Gems and Jewellery Products	No
Address	██████████	Email	██████████
Telephone	██████████	RA Office	RA DELHI
Website	xyz.com	Brief Description of Business Line	test description
Email ID for Business Queries	test@xyz.com	Number of employees as on 31st March of Last Financial year	10

3. User can also check the life cycle of application by click on “View life cycle” button under Actions.



The screenshot displays a modal window titled "VIEW LIFE CYCLE" with a close button (X) in the top right corner. Below the title, a blue banner provides the following information: "Showing result for : Application process -> Certificate Management Application Sub process -> Status Holder Certificate Application Number - ARNSTATAPPLY01546333AM21 File Number - DLISTATAPPLY00040689AM21". Below this banner is a table with the following data:

Sl.No.	Action	Action Date	Action By
1	Submitted	18/03/2021 01:31:23 PM	Importer/Exporter

Navigation controls include "Previous" and "Next" buttons with a red square containing the number "1" between them. The background of the application shows the text "INDIA PRIVATE LIMITED DELHI Process" and "Showing 1 to 1 of 1 entries" at the bottom.

4. Similarly, User can respond to deficiency of a deficient file via ‘Respond to Deficiency’ button under Action. User will be able to update the application form as per deficiency remarks and will submit the application again. File number will be same for Respond to deficiency.

By choosing Amendment as Yes or No, User can submit the form (editable fields or attachment) as per requirement.

7. Print Certificate

User can print the certificate by using Print Certificate node under Certificate Management.

Certificate Management

Last Login 22-Mar-2021 15:04:14

What is Certificate Management

To facilitate the management of various certificates issued by DGFT such as the Identity card, Free sale and Commerce Certificate, End User Certificate, and Status Holder Certificate, an importer/exporter may choose to apply for a certificate and manage. Pre-requisites as mentioned in Chapter 2, Chapter 3 and Chapter 4 of Foreign Trade Policy and Hand Book of Procedures may be referred.

PROCESSES IN CERTIFICATE MANAGEMENT

Status Holder Certificate

The certificate issued to the Indian exporters that have excelled in international trade and made a significant contribution to the country's foreign exchange earnings. The certificate is issued to the exporters having outstanding performance in the previous 2 years out of 4 years and meeting required conditions as prescribed in the Foreign Trade Policy (FTP). Various privileges have been awarded to the Status Holders only to boost export production and thereby increase inflow of foreign exchange earnings for the country.

[Explore](#)

Free Sales and Commerce Certificate

A Free Sale and Commerce Certificate is a certificate issued confirming that the product is freely sold in the country but without any indication that the product is evaluated for safety and efficacy and is registered for use in the country. It gives an assurance from a foreign agency that the products listed on the certificate are freely sold and manufactured in the country seeking to export a particular item. An Importer / Exporter may choose to apply for Free Sale and Commerce Certificate or Application for free sale & commerce certificate for items other than medical devices / instruments.

[Explore](#)

End User Certificate

Apply for an End-user certificate (EUC). A document used in international transfers, including sales and arms provided as aid, of weapons and ammunition to certify that the buyer is the final recipient of the materials, and is not planning on transferring the materials to another party. In case of import of any freely importable item in India, if a foreign Government insists on certification of end user of the item, before permitting export of the same from their country.

[Explore](#)

Print Certificates

Print the generated certificates.

[Explore](#)

[Status Holder Certificate](#)

[Free Sales and Commerce Certificate](#)

[End User Certificate](#)

Show 10 entries

Select	Certificate Name	File Number
<input checked="" type="checkbox"/>	One Star Export House	057510500398AM16

Showing 1 to 1 of 1 entries

Previous **1** Next

[Print Certificate](#)