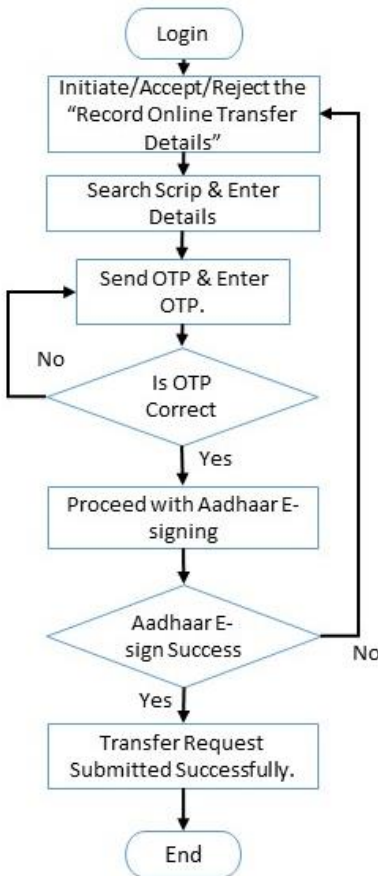
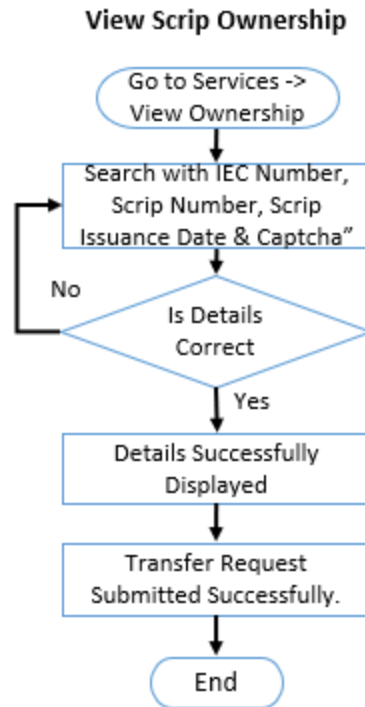


Please refer <https://dgft.gov.in> for latest FAQs & Help Documents

Scrip Management – Record Scrip Transfer & View Scrip Ownership

Initiate/Accept/Reject/Withdraw Request to Record Scrip Transfer





Frequently Asked Questions

Q1. What are the technical requirements for applying for recording a Scrip Transfer?

- Importer/Exporter needs to register on DGFT Website by login on <https://www.dgft.gov.in/>
- Link the existing IEC <https://www.dgft.gov.in/CP/?opt=application-help>
- Register for Aadhaar E-sign under My Dashboard > View and Register Aadhaar E-sign
- Scrip Management under Services > Record Scrip Transfer.
- Both transacting IEC's (sending & receiving) should be in Valid and the Scrip being transferred should be Active.
- Only the member (director, partner, trustee etc.) of the IEC will be able to e-sign using Aadhaar and will be able to initiate the online record of scrip transfer or accept/reject the requests.

Q2. What to do if I do not receive the OTP?

- The OTP will be sent to the IEC registered contact mobile number and not on the logged in user's mobile number.
- You may wait for the OTP or use 'Resend OTP' option after 15 minutes.
- The OTP is valid only for 15 Mins.

Q3. On which contact number will I receive the OTP?

OTP will be sent on the registered IEC contact number and not on the logged in user's mobile number.

Q4. Will the OTP be sent to the email id?

No, OTP will only be sent on the registered contact number of IEC.

Q5. What should I do when OTP expires?

Click on the "Resend OTP" button and the OTP will be sent again on the registered mobile number of IEC.

Q6. What should I do if OTP entered is not verified?

Enter the correct OTP again. Else, reinstate the transaction from the beginning.

Q7. Would I be able to sign with the DSC the request to record Scrip Transfer?

No, only Aadhaar E-signing is allowed while submitting the request to record scrip transfer and accept/reject the requests.

Q8. How will I be able to track the submitted Transfer request?

To view the request after Login you may navigate "Services -> Scrip Management / SEIS / MEIS / RoSCTL -> View Status of Request"

Q9. Can I send more than one scrip in single request?

No, Transfer of only one scrip can be initiated in a single request.

Q10. Is there any fee/charge to record the online transfer of request?

No, the request to record scrip transfer is free of charge.

Q11. Can I transfer the Scrip I have received from someone?

Yes, a received scrip can be transferred to another importer/exporter. However, you need to record this transfer request using the DGFT Portal.

Q12. Can I withdraw the transfer request once submitted?

Yes, a transfer request submitted once can be withdrawn after 48 hrs by the Importer/Exporter who has initiated the transaction to record scrip transfer.

Q13. If I have received a "Record Transfer Request" how can I accept/reject it?

To Accept/Reject the request after Login you may navigate "Services -> Scrip Management / SEIS / MEIS / RoSCTL -> View Status of Request". Search the request with respective search parameters and then navigate to "Action -> Accept/Reject".

Q14. Till what time can I withdraw my request?

A request can be withdrawn only after 48hrs of submission and can be withdrawn till the status of the request id "Transfer – Pending Acceptance".

Q15. How to differentiate if the Active Scrip is originally mine or I have received it from someone else?

There is a flag "Is Scrip Transferred?" if it is 'No' then the you are the original owner of the scrip otherwise; the scrip is being transferred to you.

Q16. What should I do if I am not able to search my scrip in the new system or not able to check the ownership details?

- Kindly ensure you are entering the right details. If still it is not visible, kindly log a request using <https://www.dgft.gov.in/CP/?opt=complaintsuggestion>
- Use the Category 'MEIS' / 'SESI' / 'ROSCTL' and Sub-category 'Online System' and provide the details of the scrips which are not visible for team to investigate and respond.

Note: the newly issued scrips will take 24 Hours to reflect in the new system.

Q17. I am unable to transfer or accept the scrip as my IEC is Suspended/Cancelled.

- Only the IEC's in the 'Valid' Status will be able to Transfer or Accept/Reject the Scrips in the system.
- To get the IEC's status update kindly read IEC's FAQ <https://www.dgft.gov.in/CP/?opt=application-help>

Q18. Will an anonymous user be able to check Scrip Ownership Details?

Yes, anonymous user can also check the Scrip Ownership.

Q19. How can I View the Ownership of the scrip?

You may search a scrip using the Original Owner's IEC, Scrip Number and Scrip Issuance Date.