विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

सत्यमेव जयते

Directorate General of Foreign Trade

User Help File

(Scrip Management)

Version 2.0

May 2022

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1. Introduction and Accessing DGFT Portal

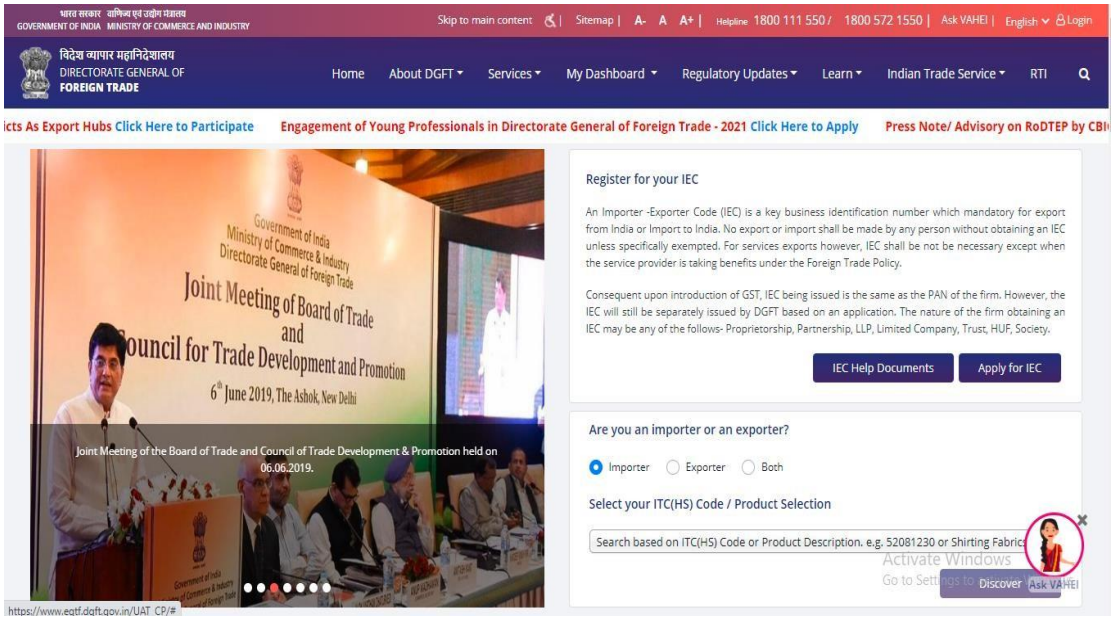
This document is the help file for Scrip Management in the new system. To access the new portal, navigate to https://dgft.gov.in
The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 11 +
Users are advised to refer to the latest help file available under Learn > Application Manuals in the DGFT Portal.

2. Contact@DGFT

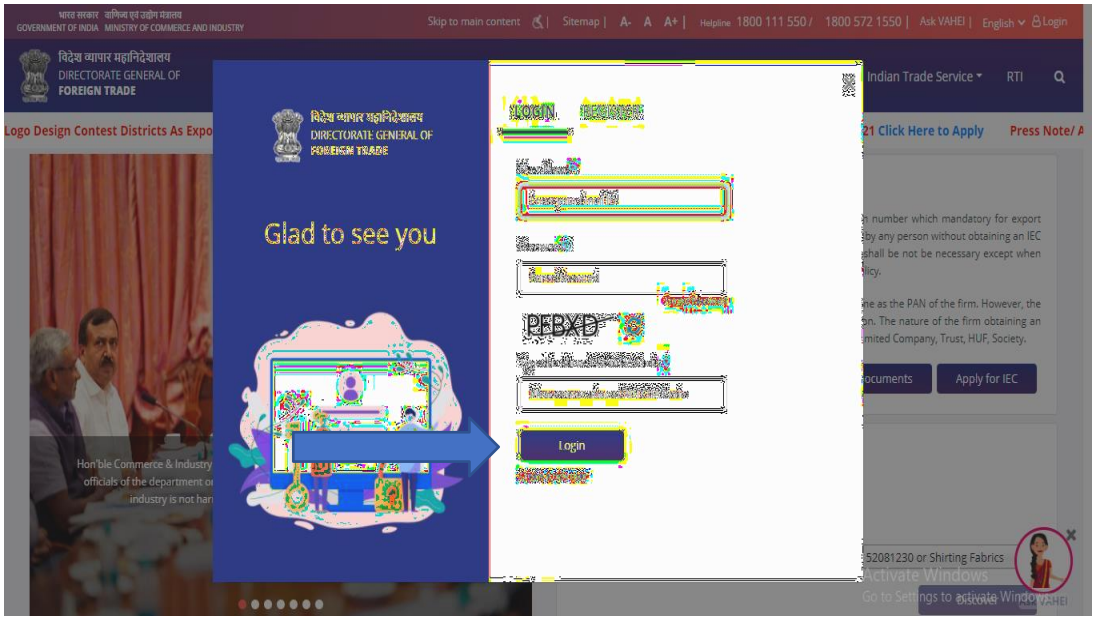
To raise a concern to DGFT the user may call the given Toll Free Helpline number given on the DGFT Portal or raise a request using the "**Contact@DGFT**" page.

3. Record Scrip Transfer Information - Initiation Process

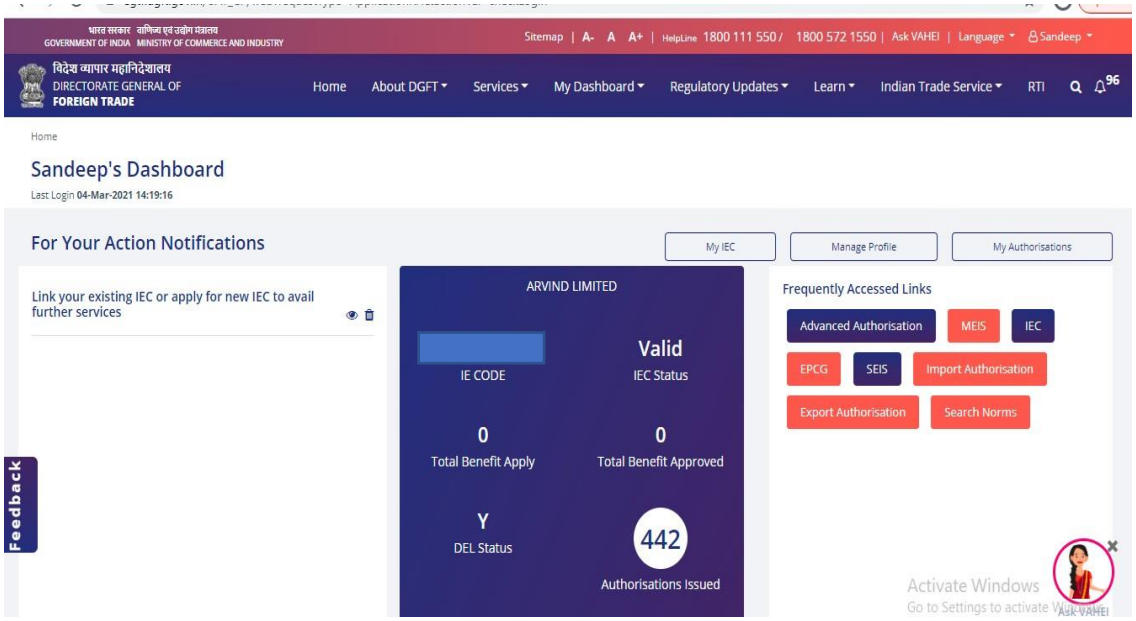
1 Visit the DGFT website (https://www.dgft.gov.in/CP/).



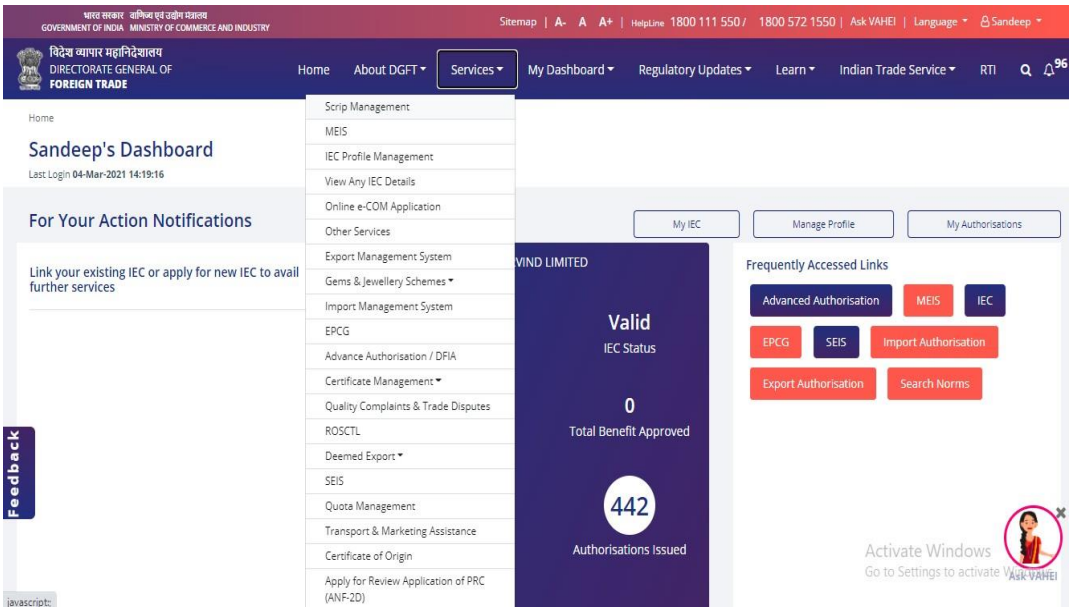
2 Click on the Login button and enter the valid credentials.



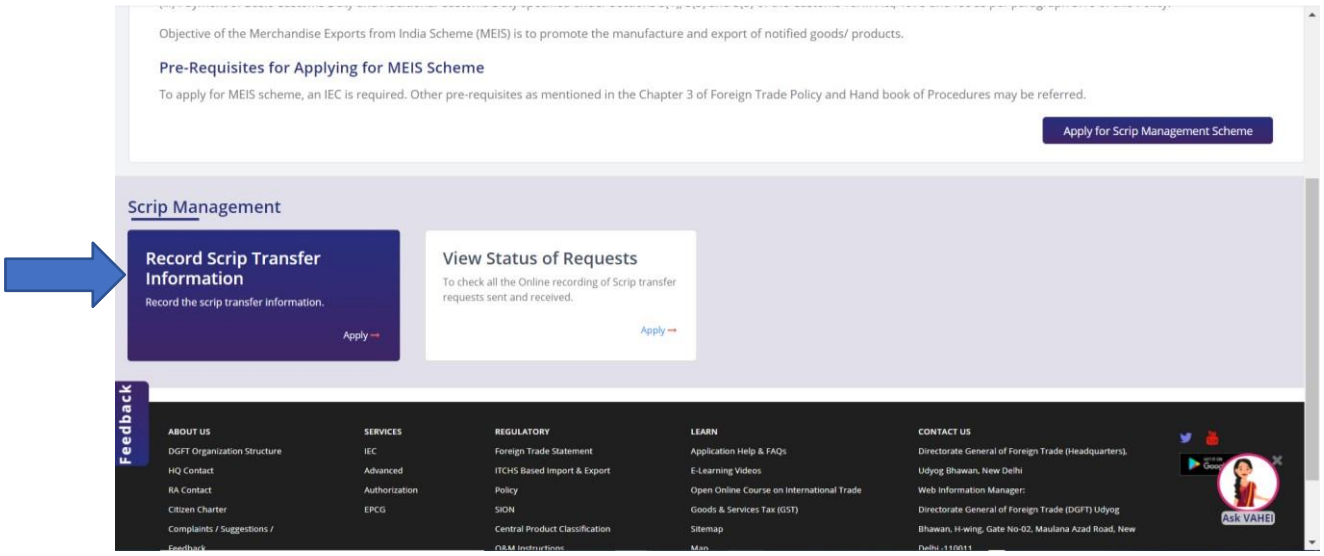
3 Post login, “My dashboard” will get displayed.



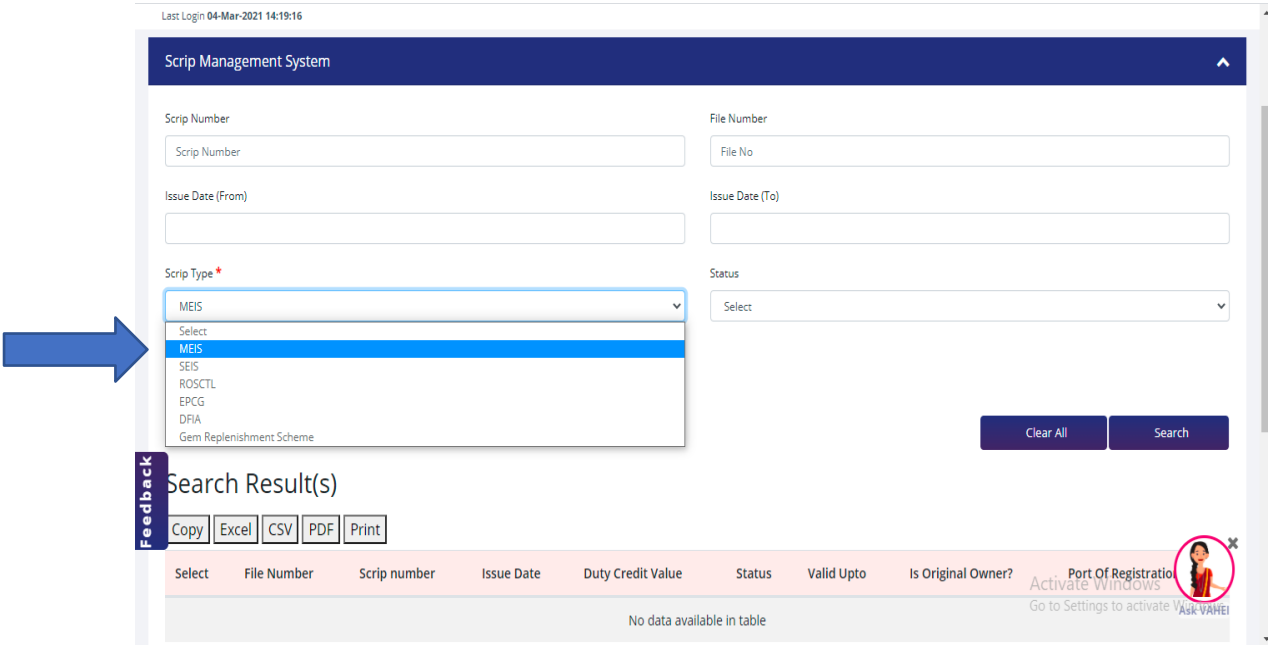
4 Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.



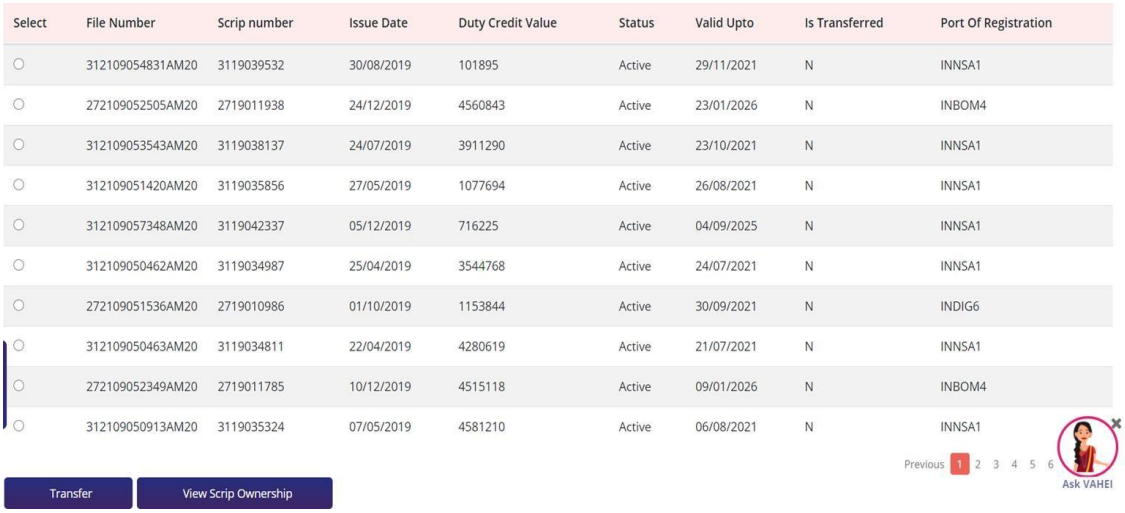
5 On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get displayed. User can click on ‘Record Scrip Transfer Information’ tile.



6 In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.
Note: All other search parameters are optional and can be used as per the convenience of the user.



7. List of all the scrips as per the search criteria will get displayed.



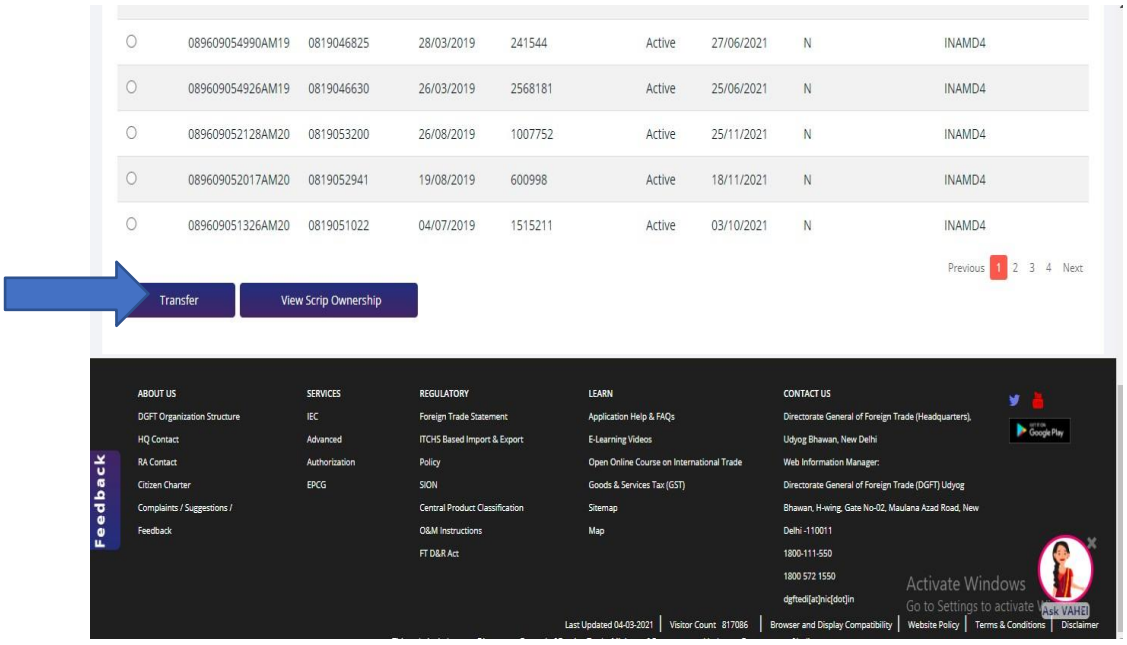
Select	File Number	Scrip number	Issue Date	Duty Credit Value	Status	Valid Upto	Is Transferred	Port Of Registration
○	312109054831AM20	3119039532	30/08/2019	101895	Active	29/11/2021	N	INNSA1
○	272109052505AM20	2719011938	24/12/2019	4560843	Active	23/01/2026	N	INBOM4
○	312109053543AM20	3119038137	24/07/2019	3911290	Active	23/10/2021	N	INNSA1
○	312109051420AM20	3119035856	27/05/2019	1077694	Active	26/08/2021	N	INNSA1
○	312109057348AM20	3119042337	05/12/2019	716225	Active	04/09/2025	N	INNSA1
○	312109050462AM20	3119034987	25/04/2019	3544768	Active	24/07/2021	N	INNSA1
○	272109051536AM20	2719010986	01/10/2019	1153844	Active	30/09/2021	N	INDIG6
○	312109050463AM20	3119034811	22/04/2019	4280619	Active	21/07/2021	N	INNSA1
○	272109052349AM20	2719011785	10/12/2019	4515118	Active	09/01/2026	N	INBOM4
○	312109050913AM20	3119035324	07/05/2019	4581210	Active	06/08/2021	N	INNSA1

Previous 1 2 3 4 5 6

Ask VAHEI

Transfer View Scrip Ownership

8 User can select the scrip for which he/she wants to record the transfer information. Click on the 'Transfer' button.



○	089609054990AM19	0819046825	28/03/2019	241544	Active	27/06/2021	N	INAMD4
○	089609054926AM19	0819046630	26/03/2019	2568181	Active	25/06/2021	N	INAMD4
○	089609052128AM20	0819053200	26/08/2019	1007752	Active	25/11/2021	N	INAMD4
○	089609052017AM20	0819052941	19/08/2019	600998	Active	18/11/2021	N	INAMD4
○	089609051326AM20	0819051022	04/07/2019	1515211	Active	03/10/2021	N	INAMD4

Previous 1 2 3 4 Next

Transfer View Scrip Ownership

Feedback

ABOUT US
DGFT Organization Structure
HQ Contact
RA Contact
Citizen Charter
Complaints / Suggestions / Feedback

SERVICES
IEC
Advanced Authorization
EPCG

REGULATORY
Foreign Trade Statement
ITCHS Based Import & Export Policy
SION
Central Product Classification
O&M Instructions
FT D&R Act

LEARN
Application Help & FAQs
E-Learning Videos
Open Online Course on International Trade
Goods & Services Tax (GST)
Sitemap
Map

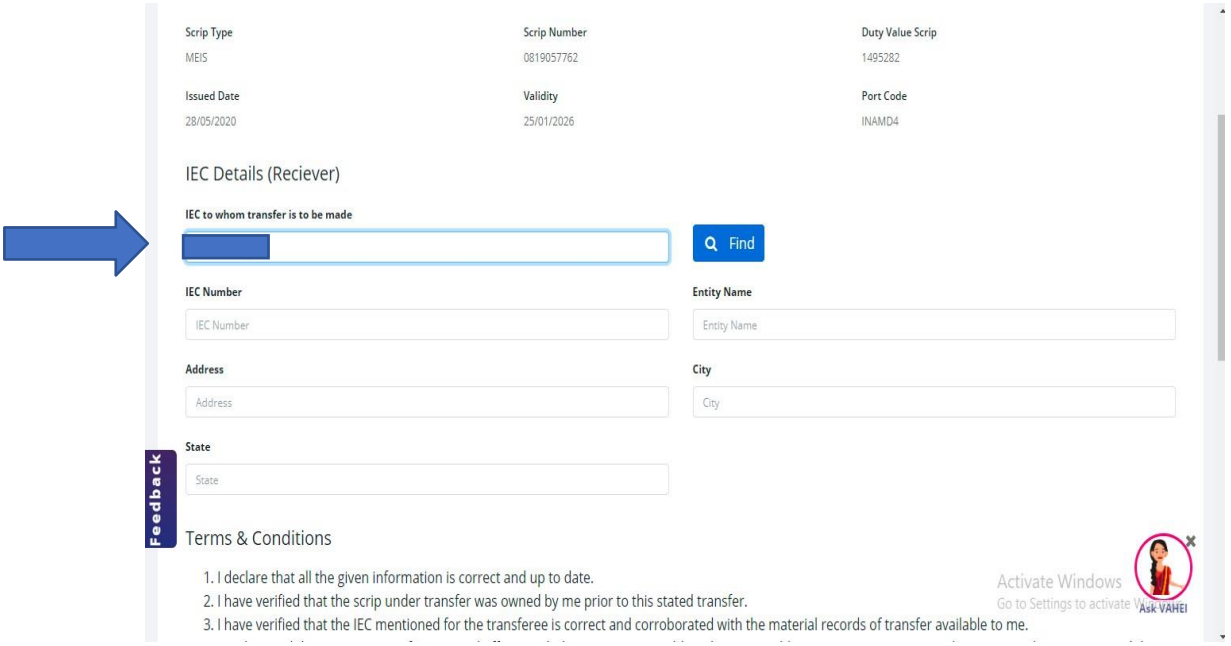
CONTACT US
Directorate General of Foreign Trade (Headquarters), Udyog Bhawan, New Delhi
Web Information Manager: Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New Delhi -110011
1800-111-550
1800 572 1550
dgftedi[at]nic[dot]in

Activate Windows
Go to Settings to activate Windows.

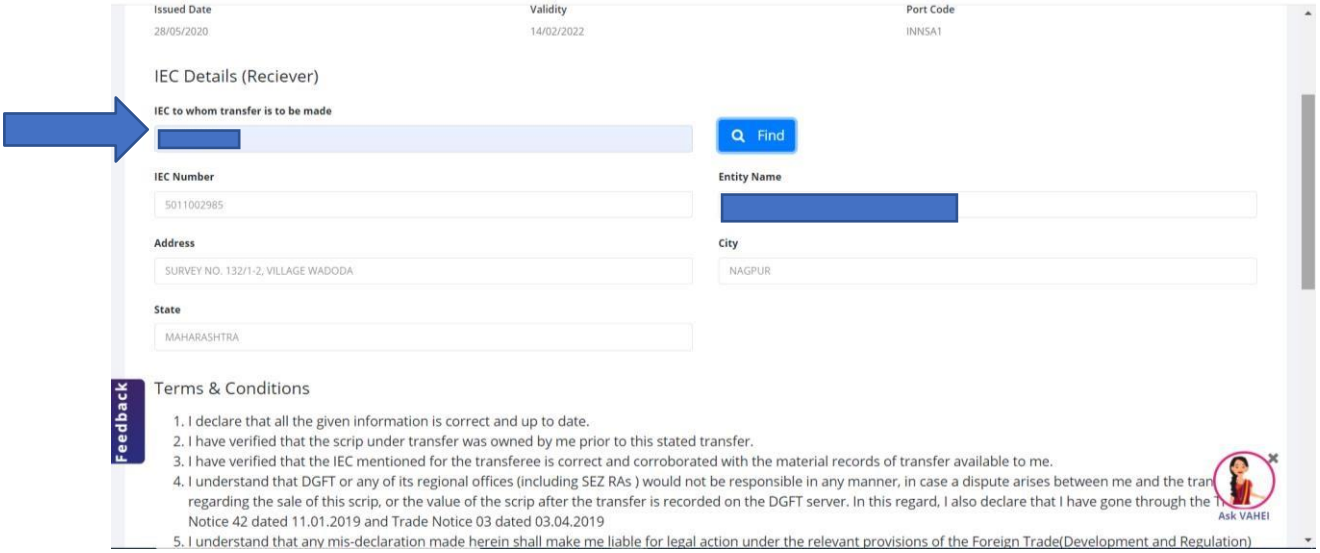
Ask VAHEI

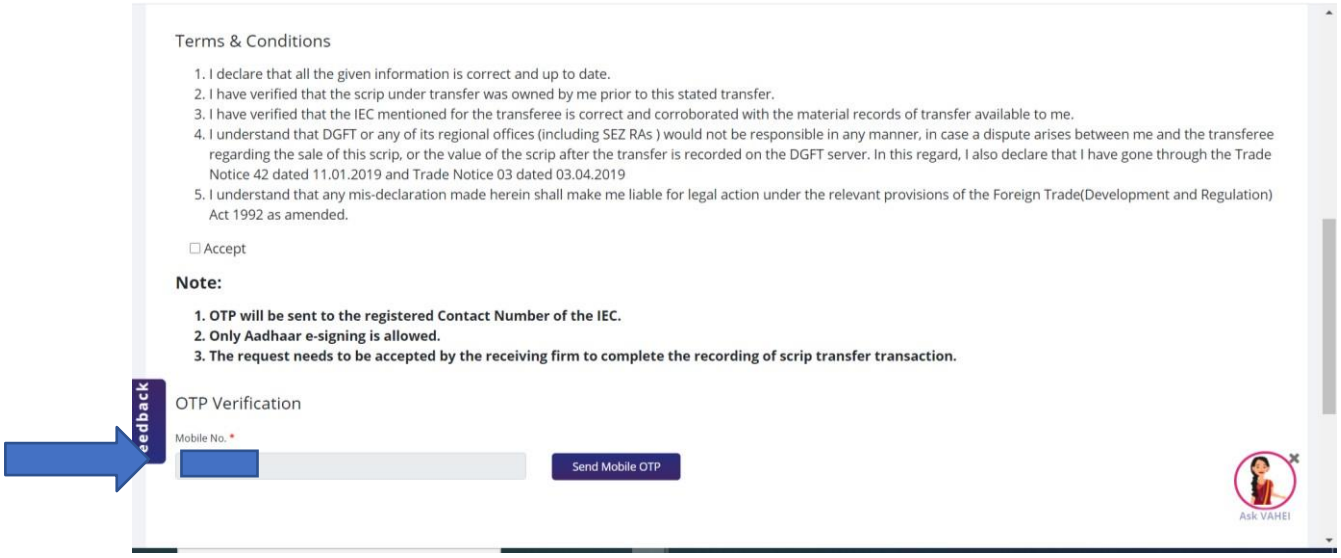
Last Updated 04-03-2021 | Visitor Count 817086 | Browser and Display Compatibility | Website Policy | Terms & Conditions | Disclaimer

9 Enter the IEC number of the receiving entity in favor of whom the transfer needs to be recorded.

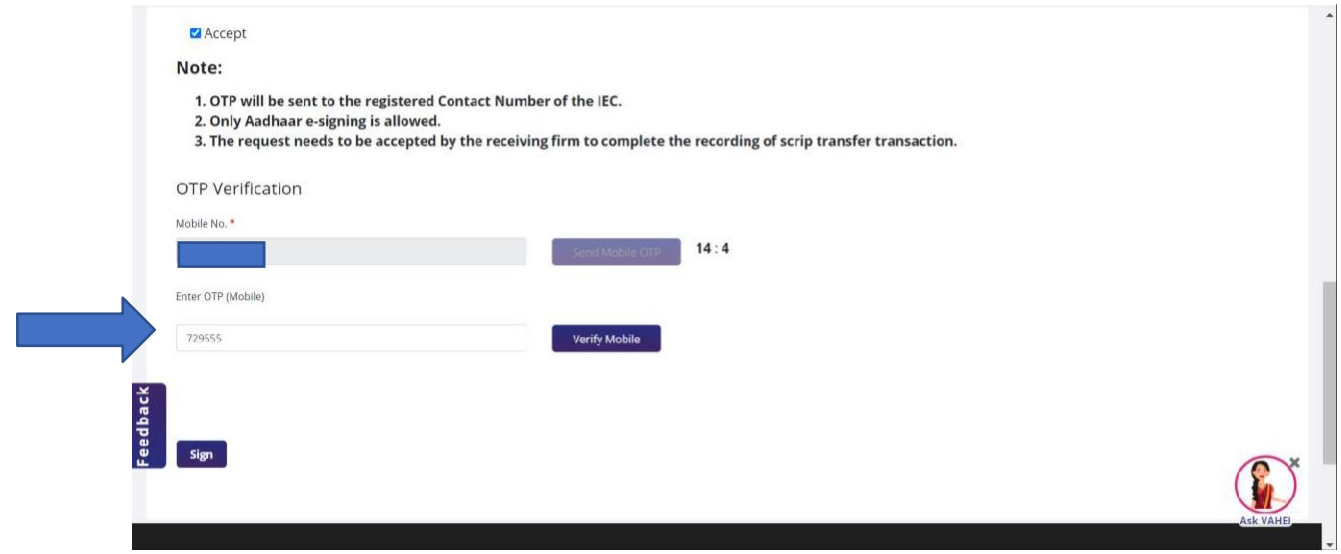


10 After entering the IEC details, user have to click on the Find button. Receiver details auto-filled in the IEC details.

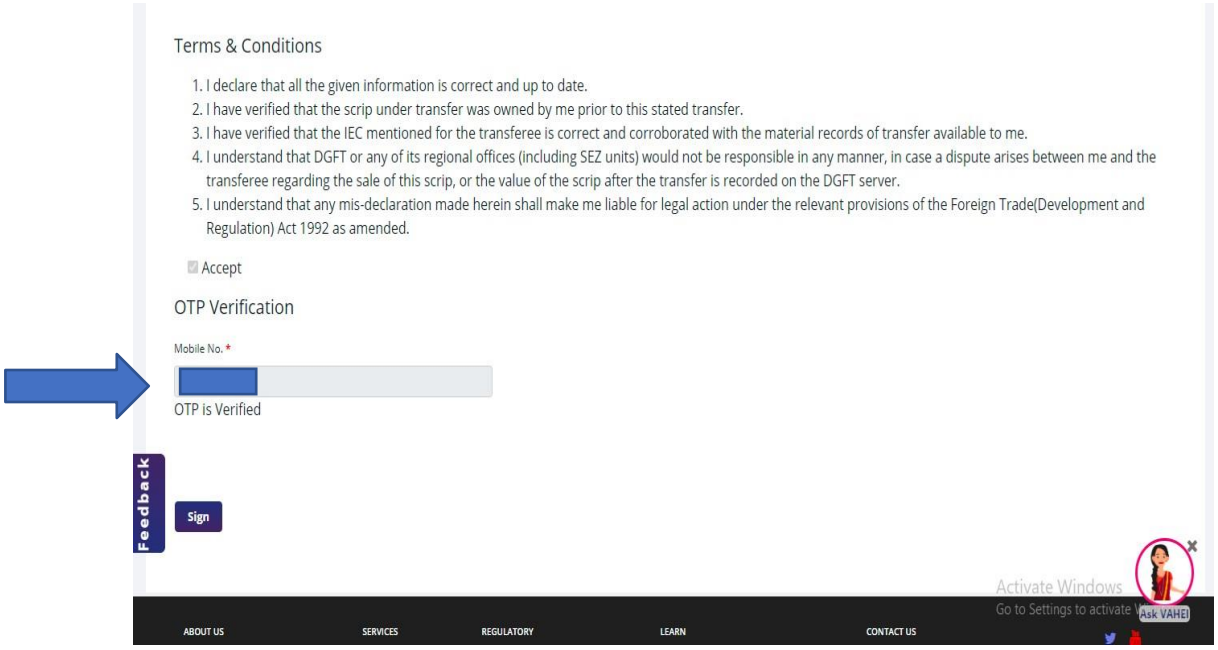




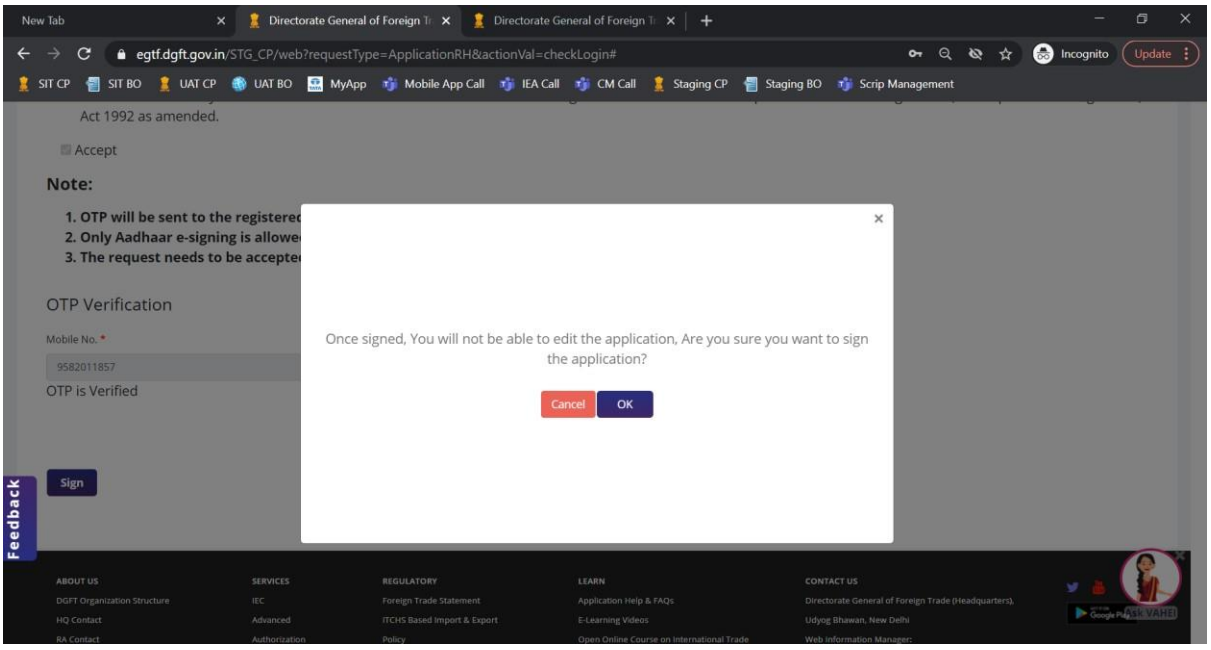
11. Accept the "Terms and Conditions".
Proceed with OTP verification. Click on 'Send Mobile OTP'. Once the OTP is received, enter the OTP, and click 'Verify Mobile'
Note: OTP will be sent to the IEC's registered contact number and not on the Applicant's contact number. OTP will be valid for 15minutes.

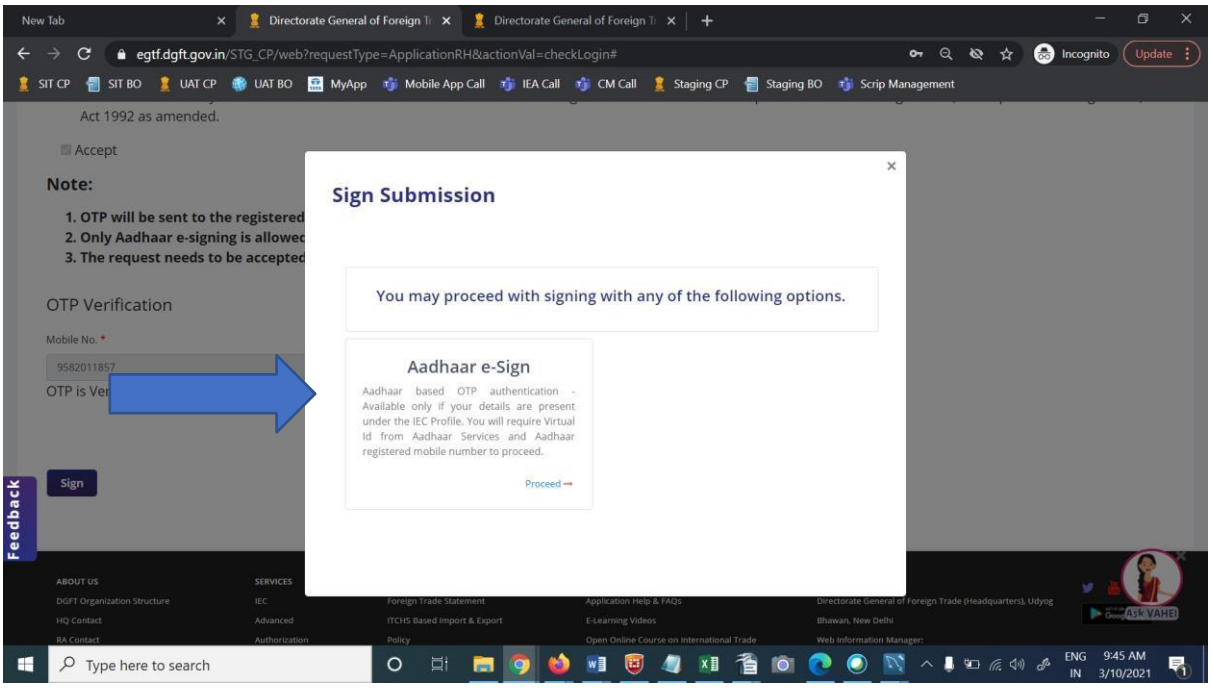


12. Upon successful verification, 'OTP is verified' note will get displayed on the screen. Click on 'Sign' to proceed with Aadhaar e-signing verification.

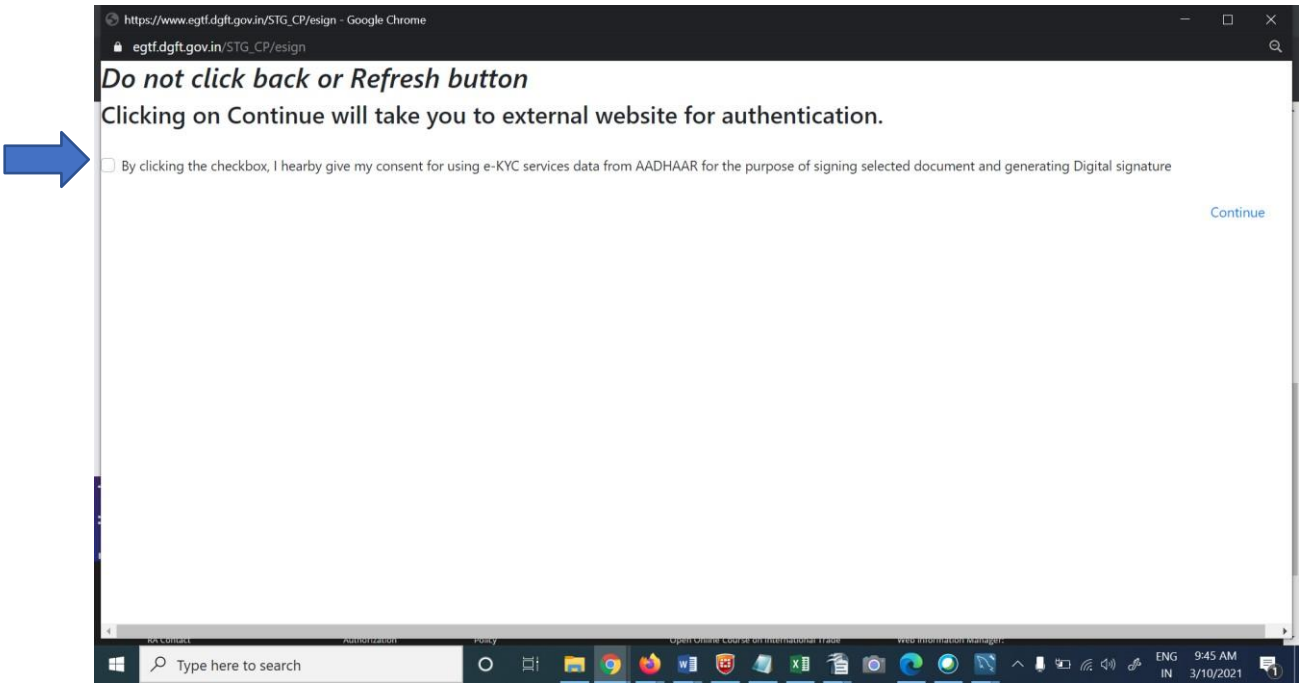


Ɓ Aadhar E-Sign—User will be notified with message for Aadhar E-sign. After clicking OK, user will be redirected to Sign Submission screen (refer below screenshot).

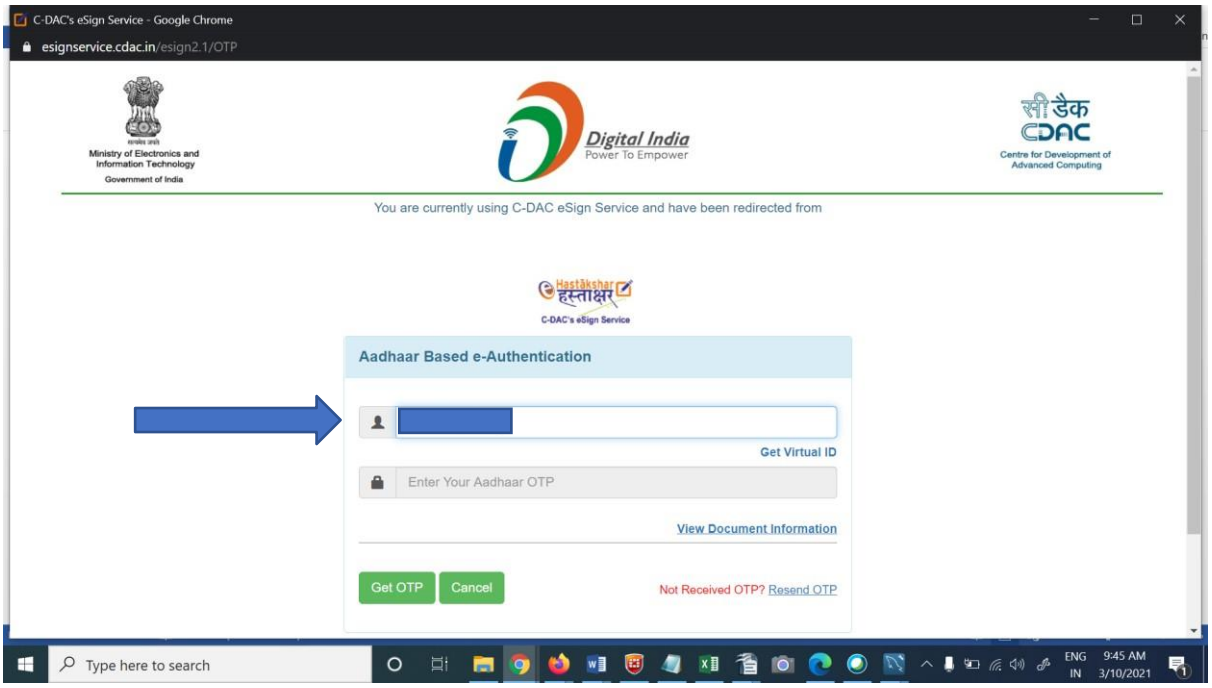




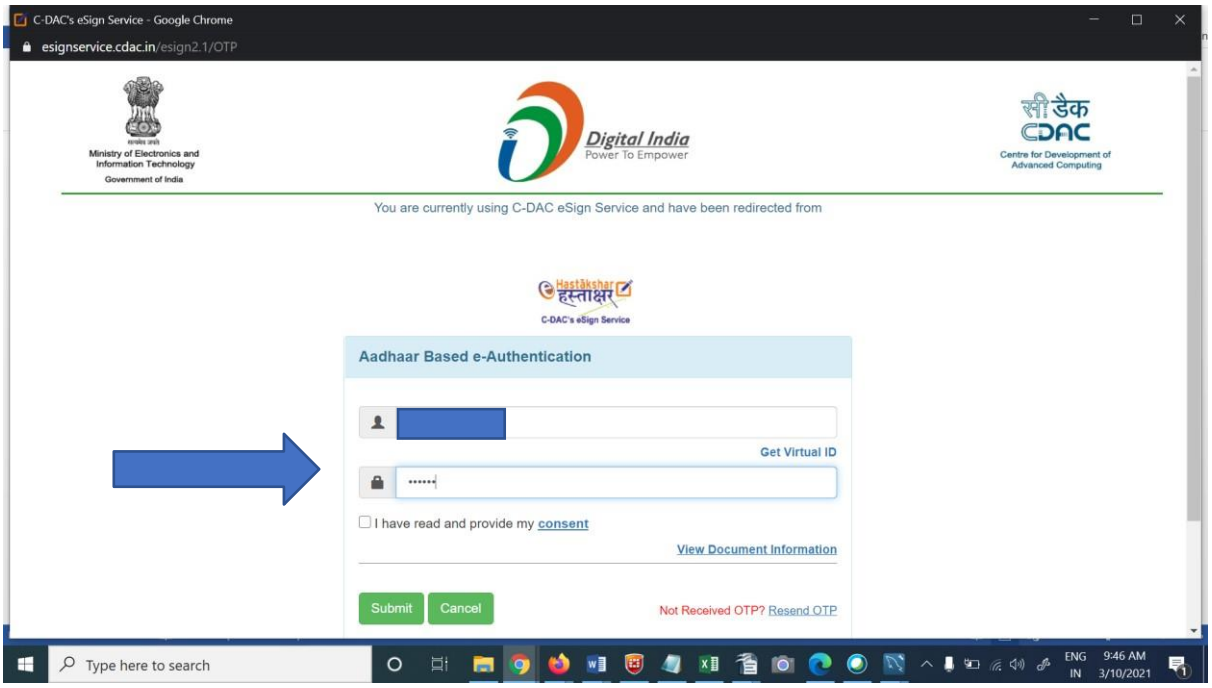
14 User will be redirected to below screen where he has to select the check box and click on “Continue”.



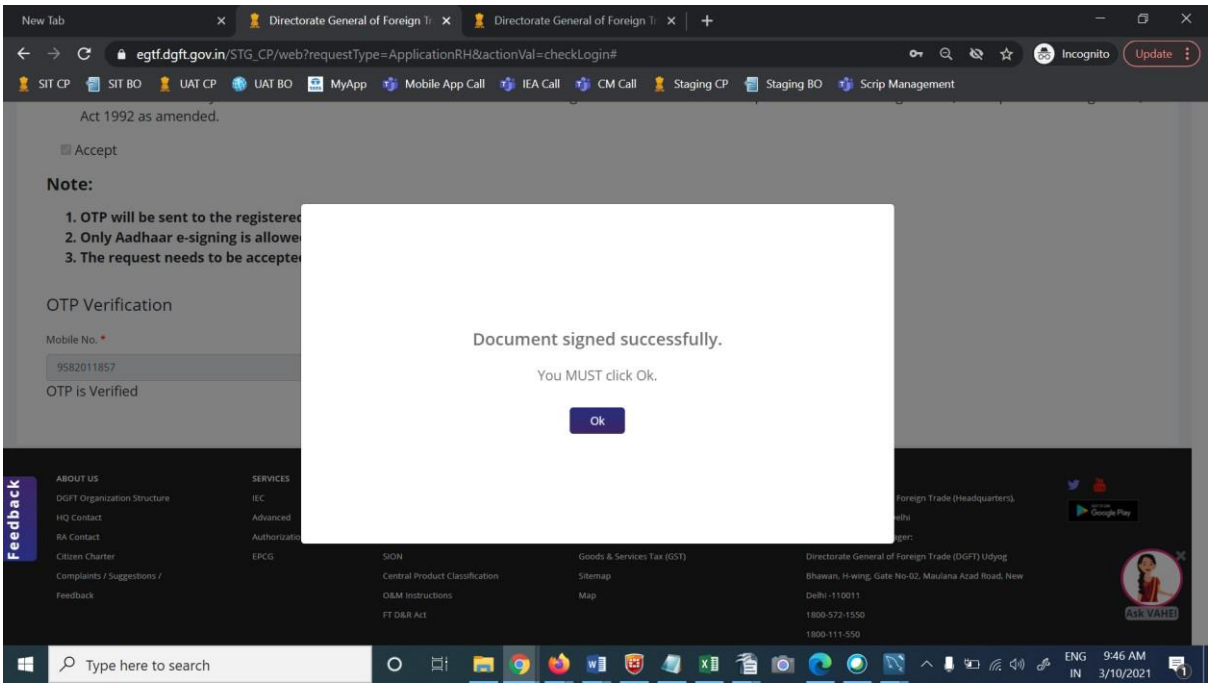
15 Enter Aadhar number and click on “GET OTP”.



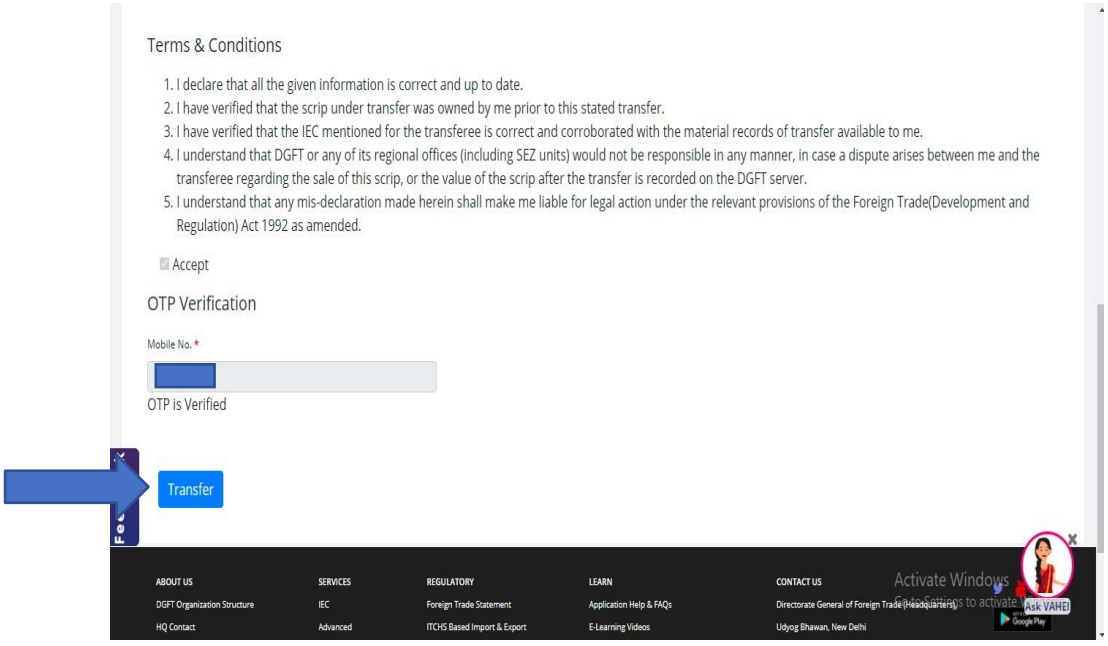
16 Enter the received OTP and click on ‘Submit’ .



17. After successful verification user is notified for same.

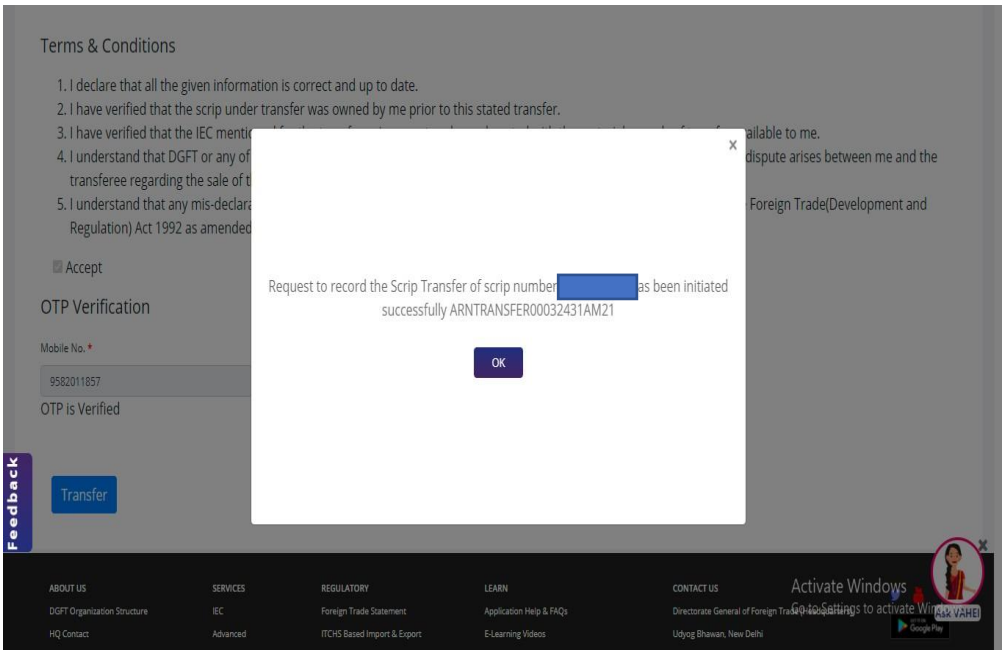


17. Once the application is successful signed, user has to click on ‘transfer’ to initiate the record of transfer scrip.



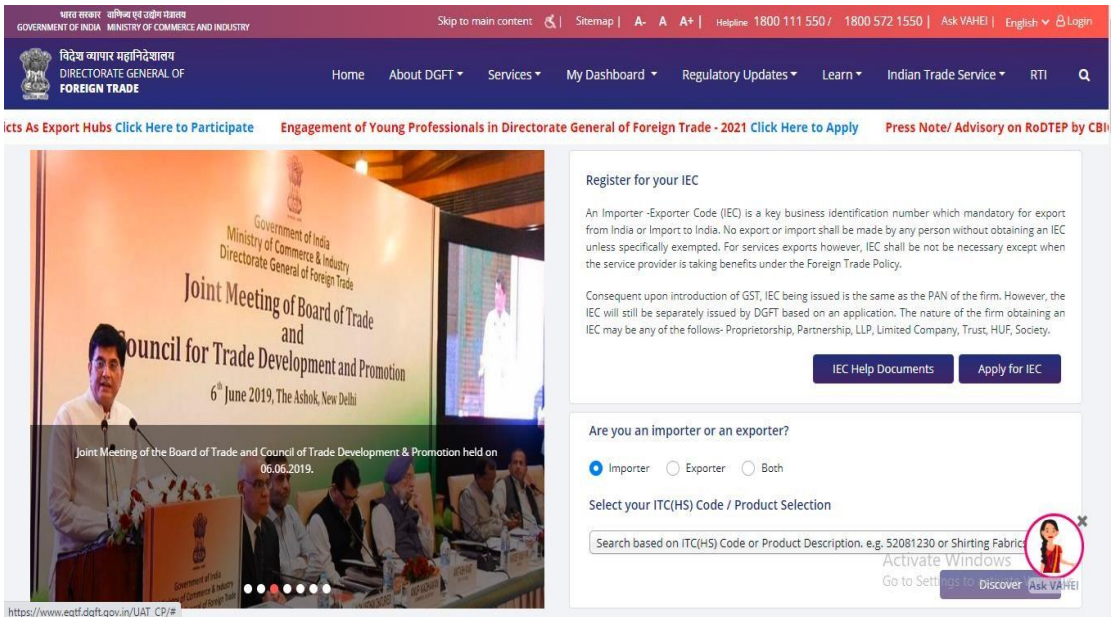
17. Upon successful submission of the record of transfer scrip request,

- Success message will get displayed on the screen.
- Notification will be sent to the registered contact number and email id of IEC (both sending & receiving party) and applicant.

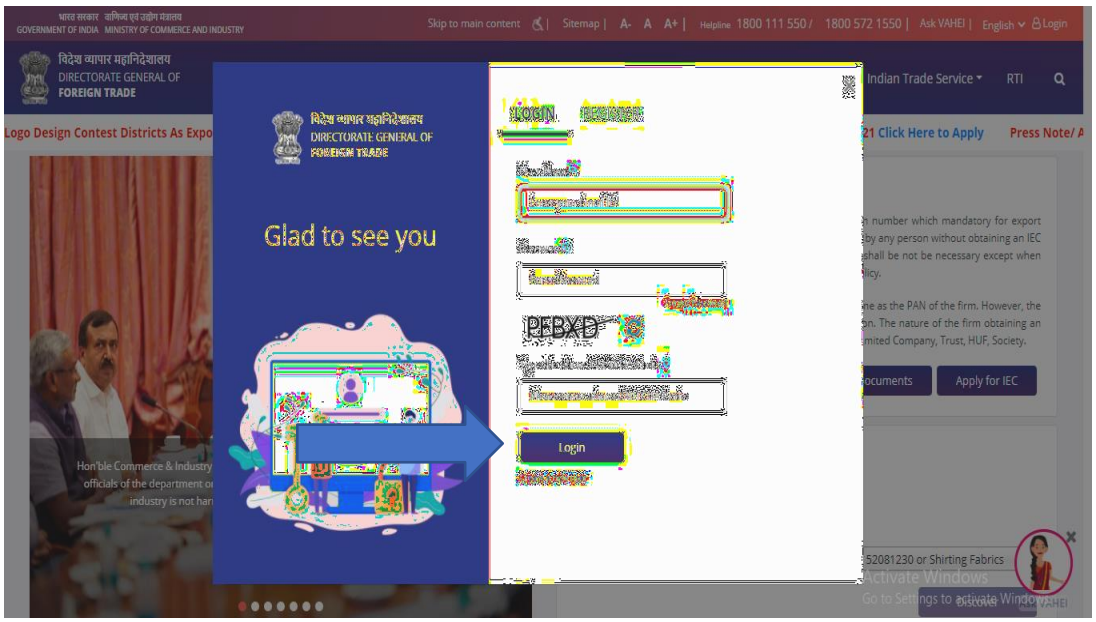

Terms & Conditions
1. I declare that all the given information is correct and up to date.
2. I have verified that the scrip under transfer was owned by me prior to this stated transfer.
3. I have verified that the IEC menti
ailable to me.
4. I understand that DGFT or any of
dispute arises between me and the
transferee regarding the sale of t
5. I understand that any mis-declara
Foreign Trade(Development and
Regulation) Act 1992 as amended
Accept
OTP Verification
Mobile No. *
9582011857
OTP is Verified
Transfer
Request to record the Scrip Transfer of scrip number
as been initiated
successfully ARNTRANSFER00032431AM21
OK
Feedback
ABOUT US
DGFT Organization Structure
HQ Contact
SERVICES
IEC
Advanced
REGULATORY
Foreign Trade Statement
ITCHS Based Import & Export
LEARN
Application Help & FAQs
E-Learning Videos
CONTACT US
Udyog Bhawan, New Delhi
Activate Windows
Go to Settings to activate Win
ASK VAHEI

4. View Status of Requests - Transfer Acceptance Process

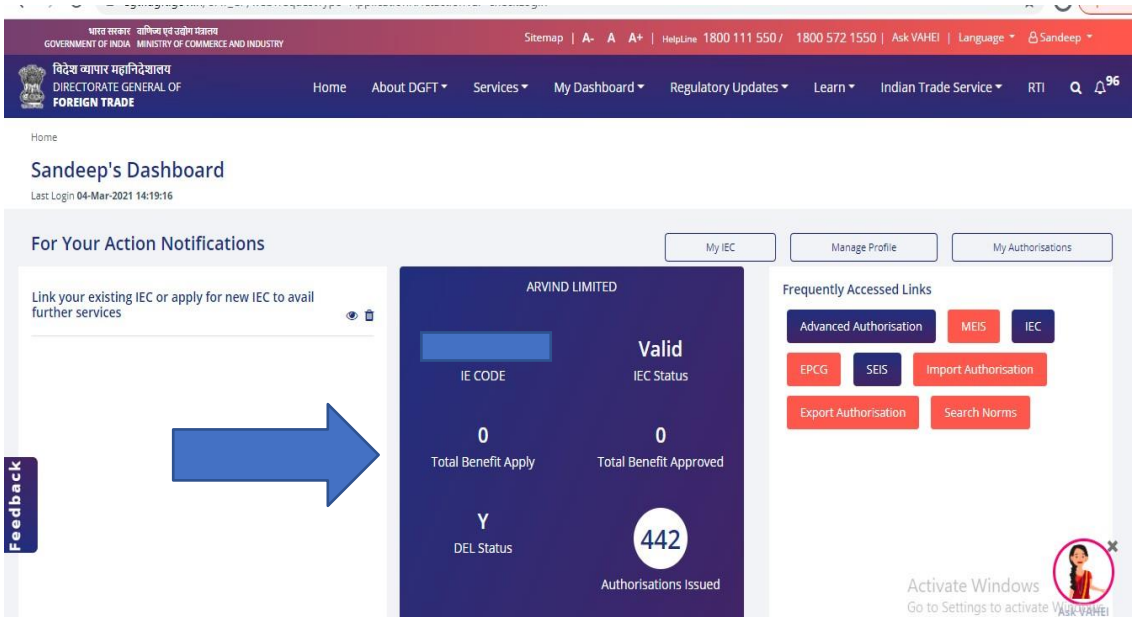
1 Visit the DGFT website (https://www.dgft.gov.in/CP/).



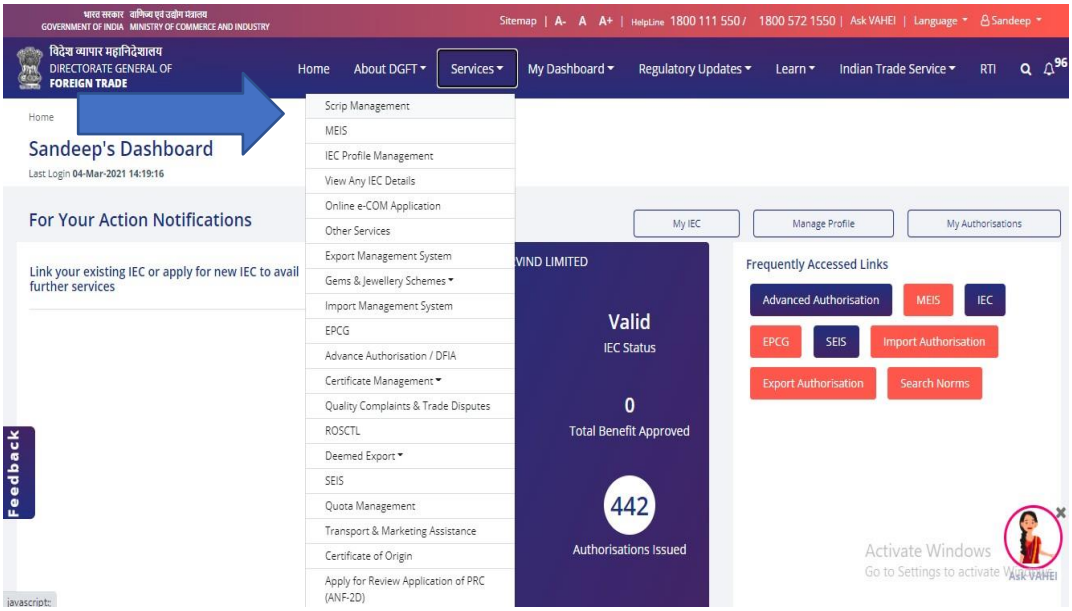
2 Click on the Login button and enter the valid credentials.



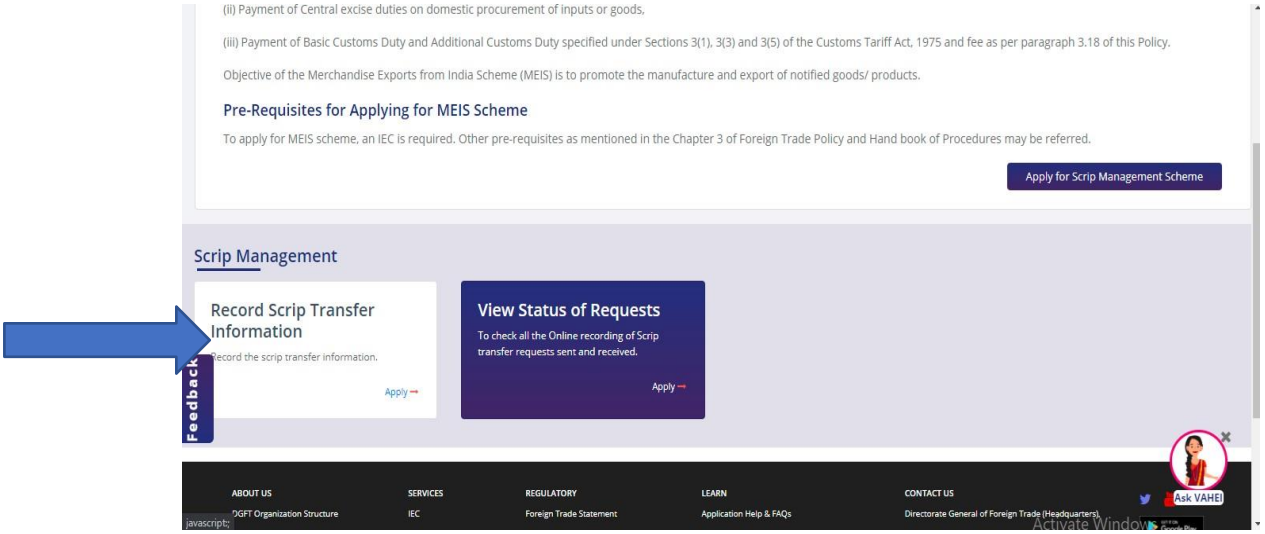
3 Post login, “My dashboard” will get displayed.



4 Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.

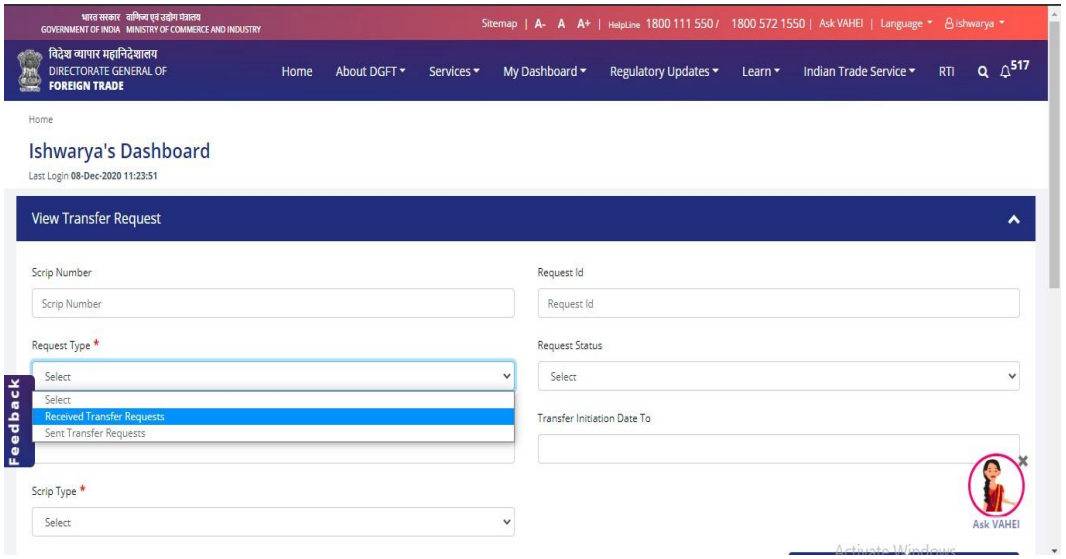


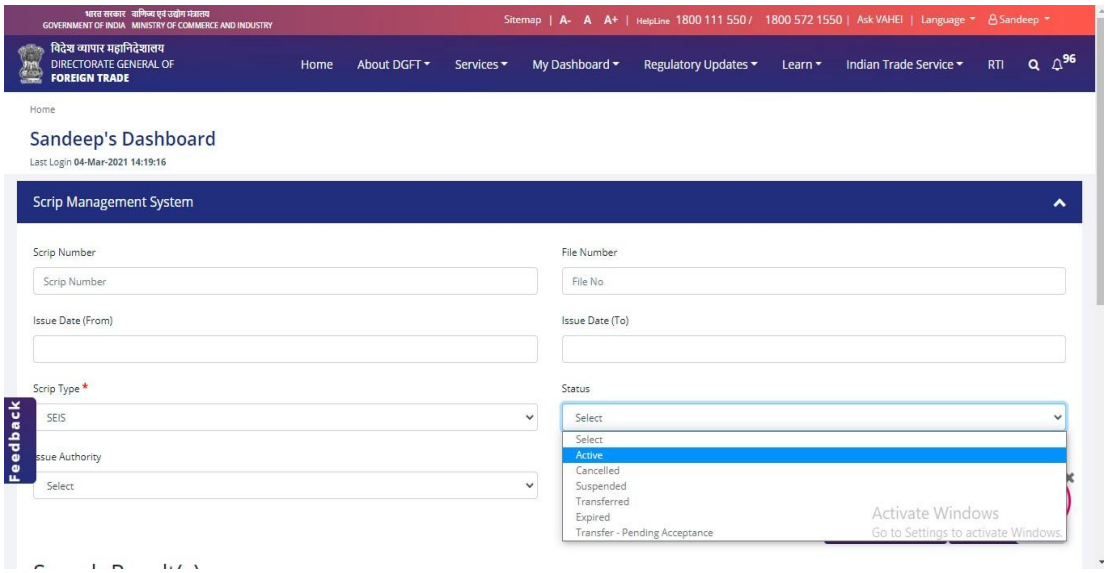
5 On click of 'Scrip Management/MEIS/SEIS/RoSCTL' various tiles will be get displayed. User can click on 'View Status of Requests".



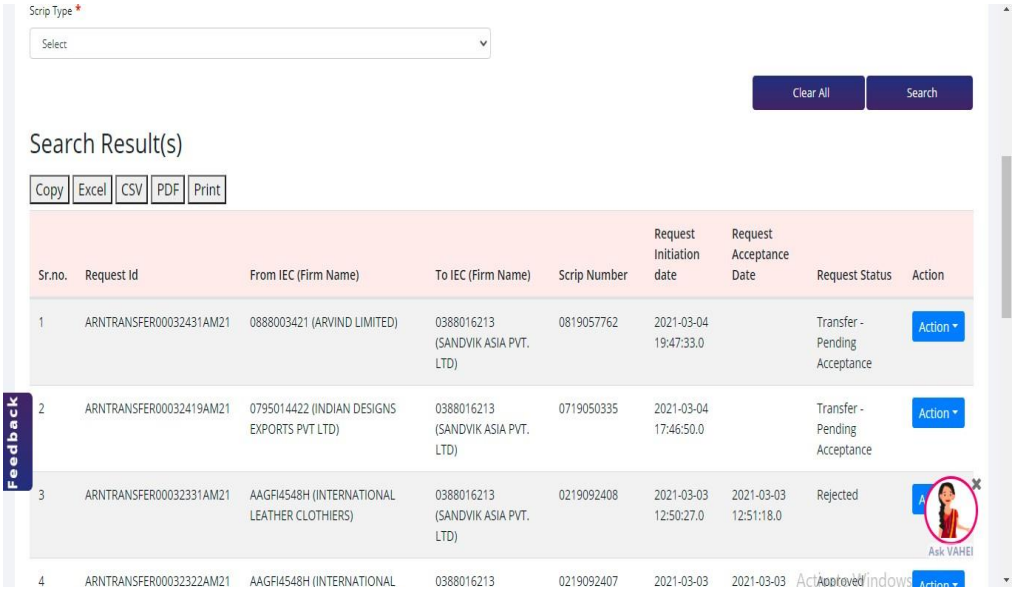
6 In search parameters, user must select the mandatory field 'Scrip type' and click on 'Search'.

Note: All other search parameters are optional and can be used as per the convenience of the user.

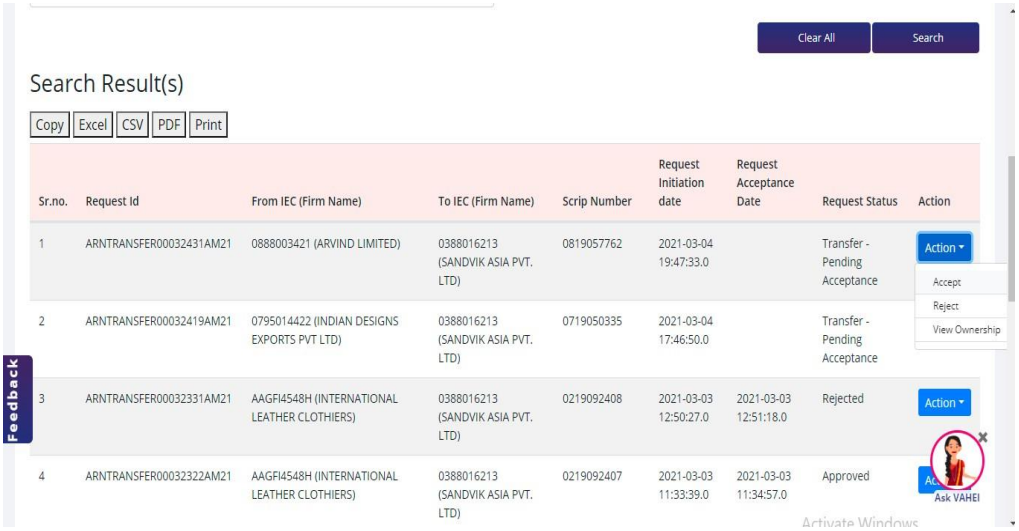




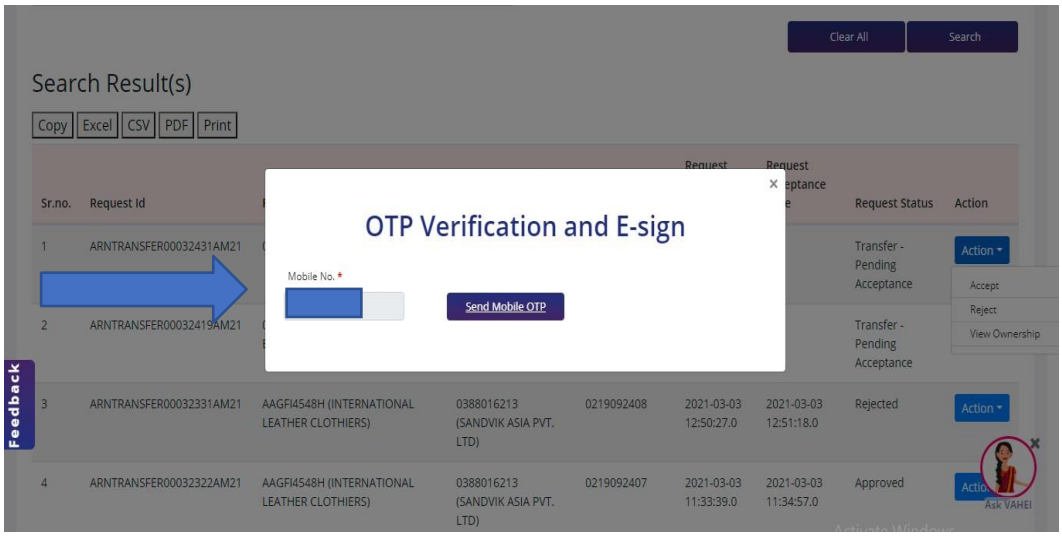
4. List of all the scrips as per the search criteria will get displayed.



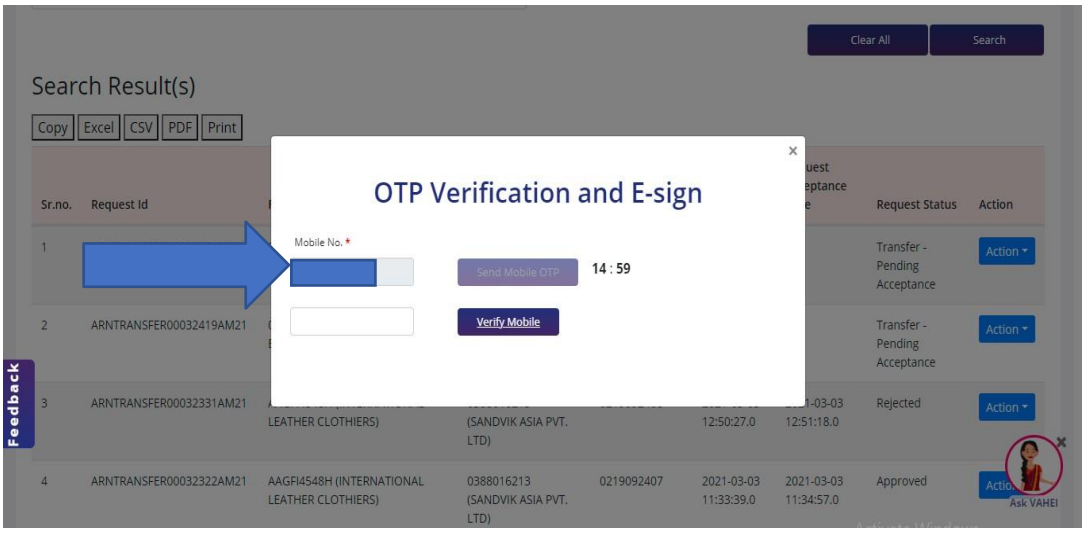
4. Click on ‘Action -> Accept”.



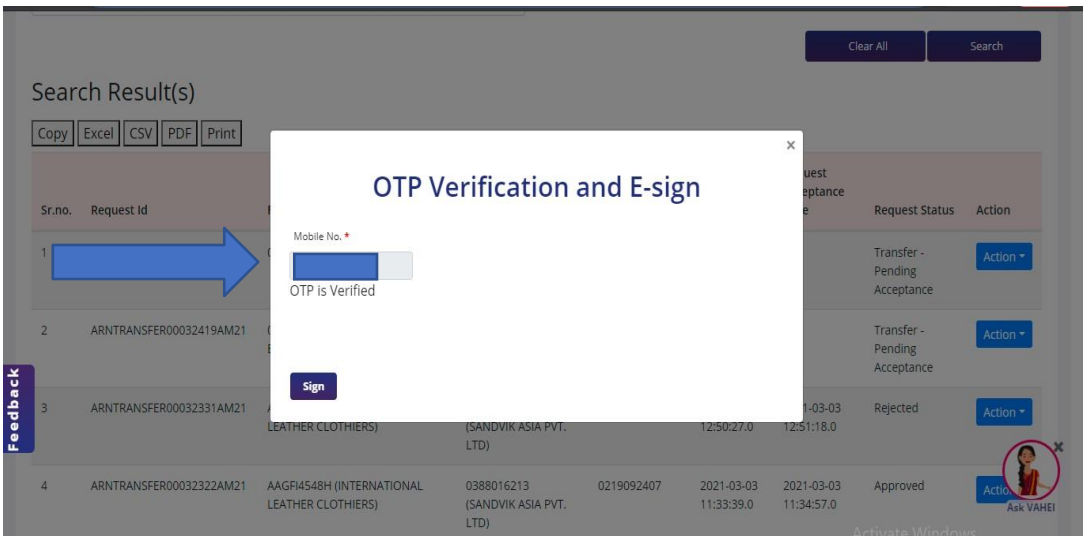
5. When user Click on the accept button, a pop up will open for the OTP verification on registered number.



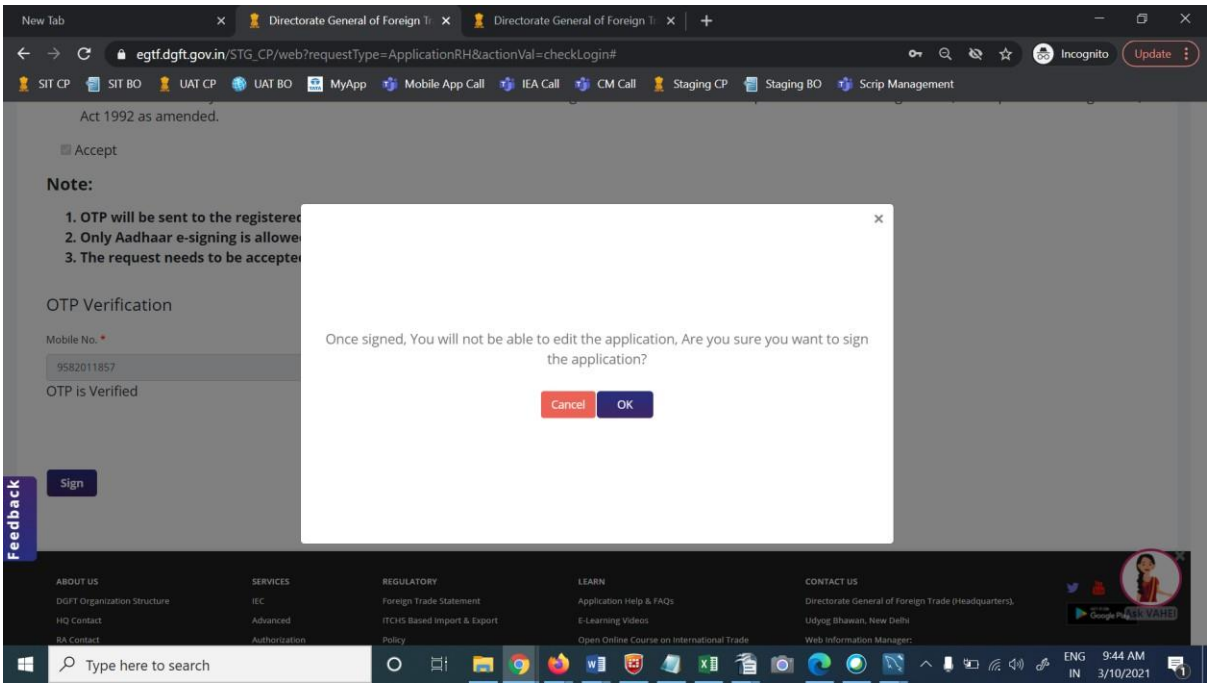
6. User will have to enter the 6 Digit OTP in the field and click on the “Verify mobile” .

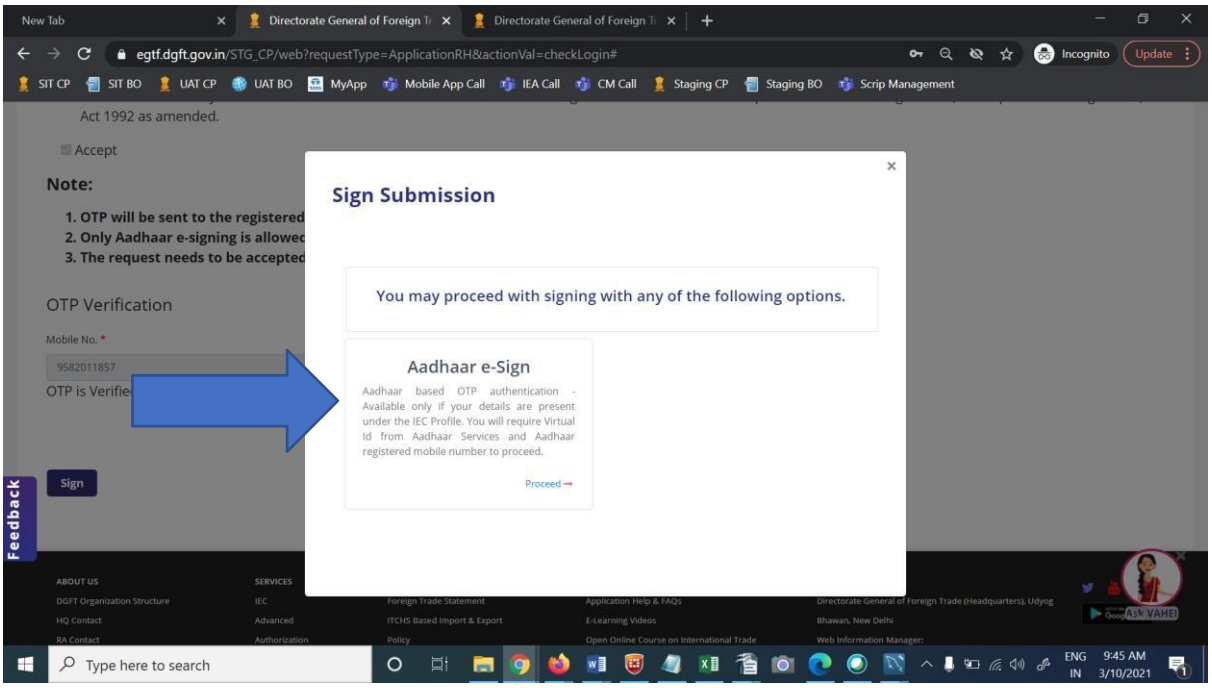


7. After verifying the OTP, user must click on the “Sign” and then click on the “Accept” to accept the scrip.

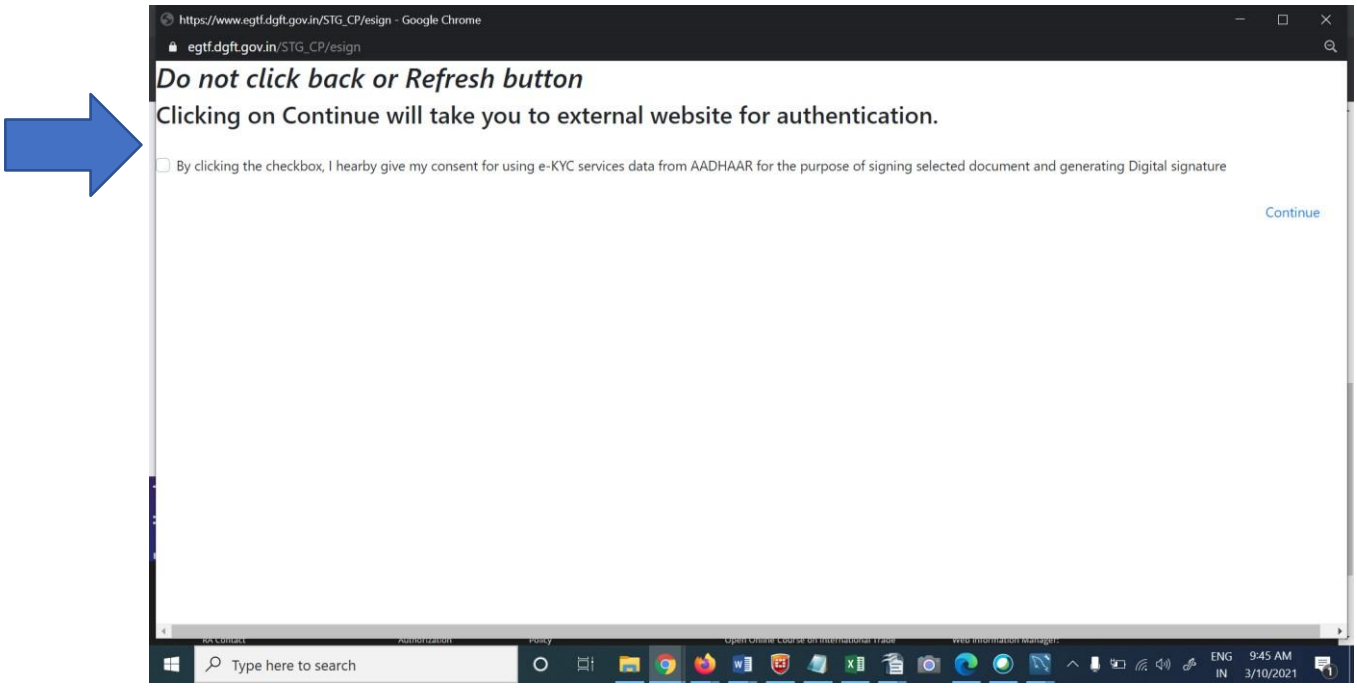


8. Aadhar E-Sign—User will be notified with message for Aadhar E-sign. After clicking OK, user will be redirected to Sign Submission screen (refer below screenshot).

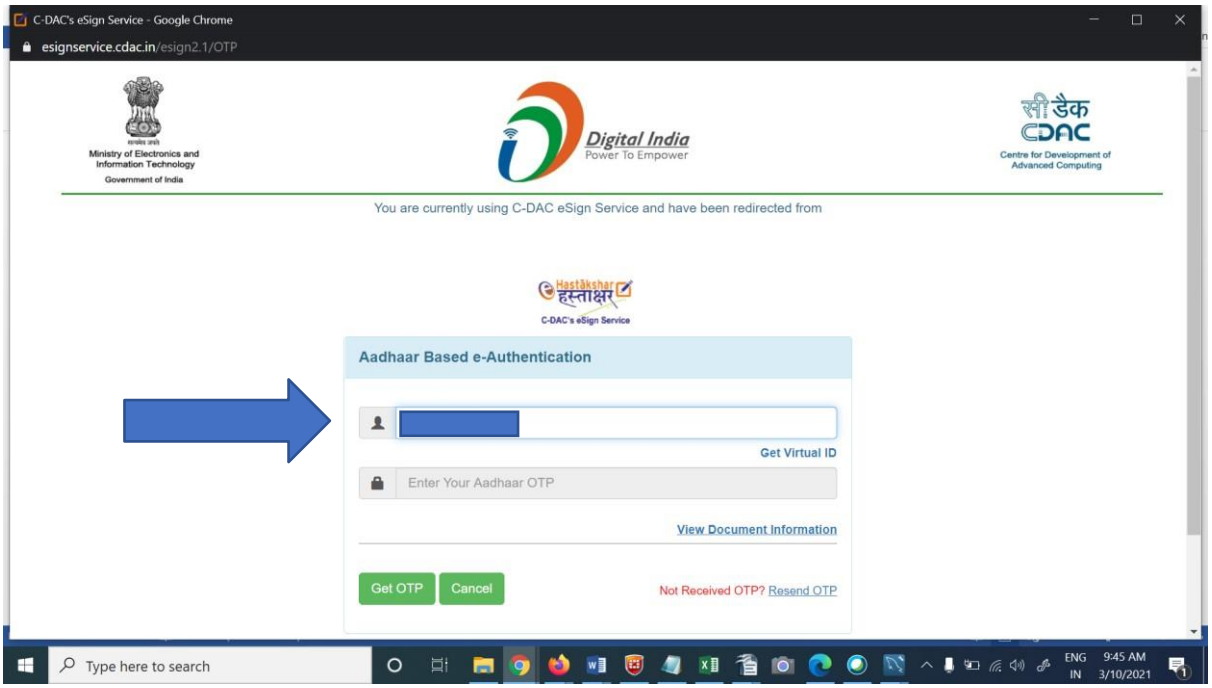




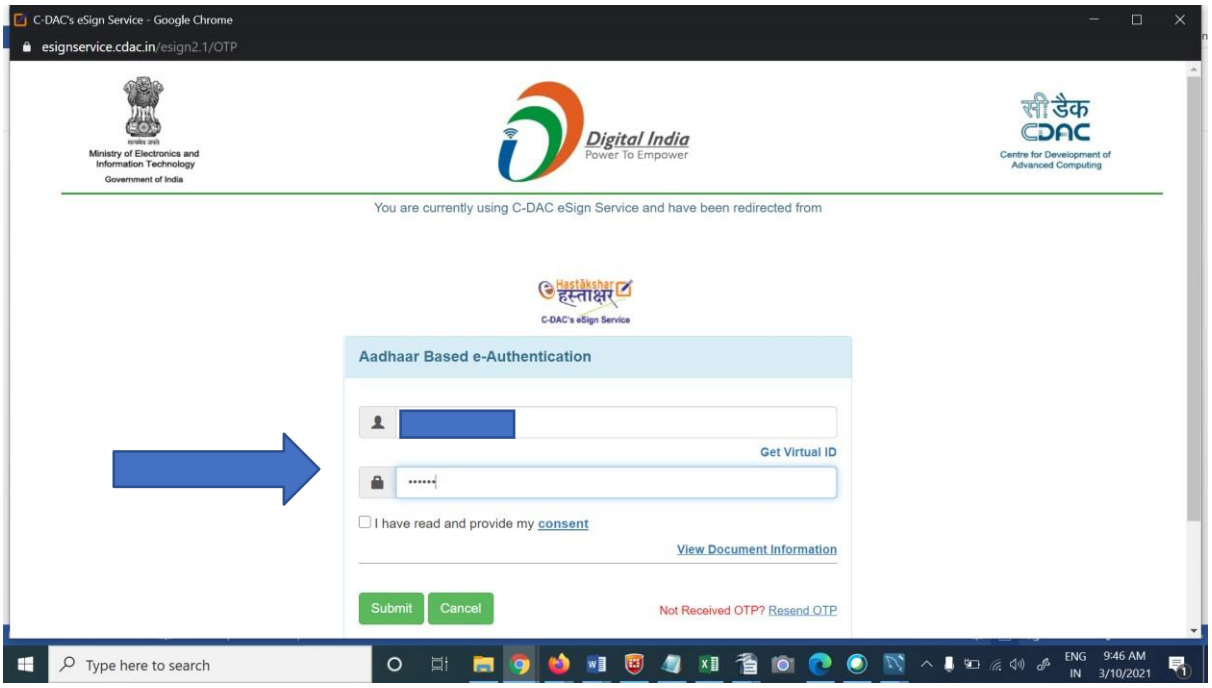
9. User will be redirected to below screen where he has to select the check box and click on “Continue”.



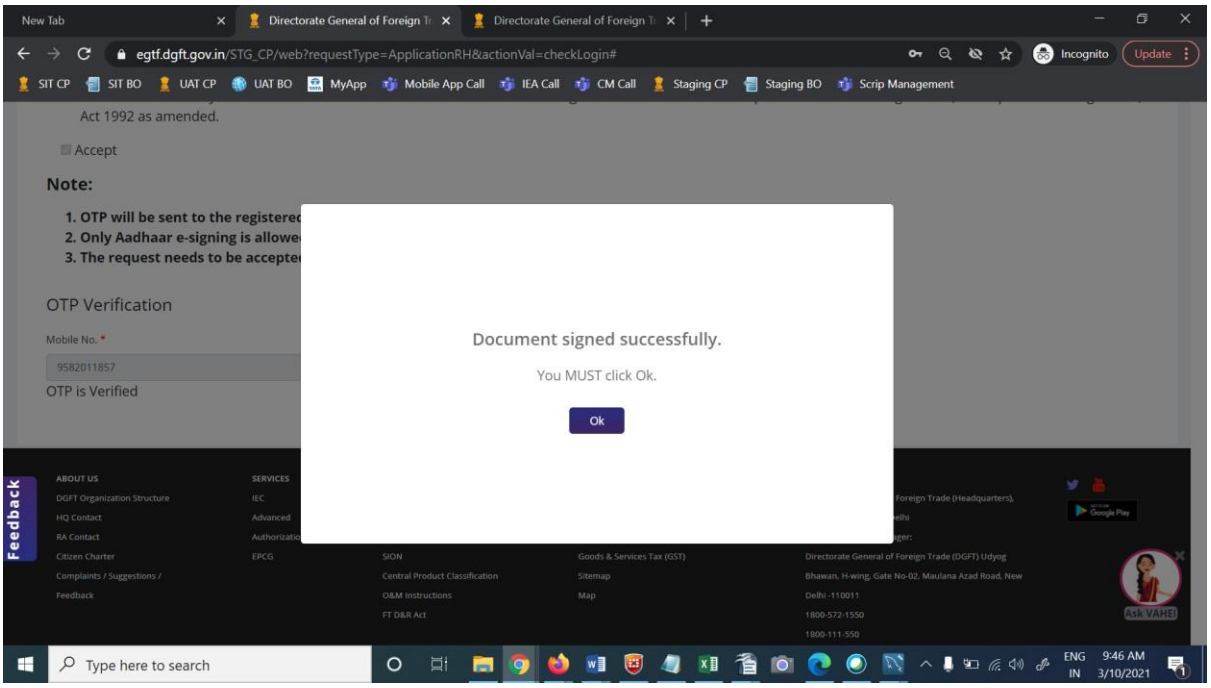
10. Enter Aadhar number and click on “GET OTP”.



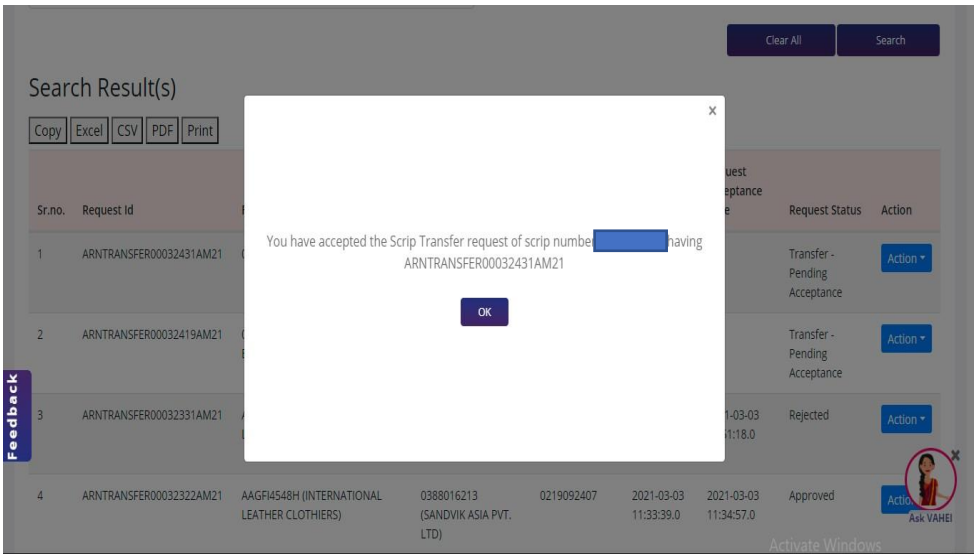
11. Enter the received OTP and click on ‘Submit’.



12. After successful verification user is notified for same.

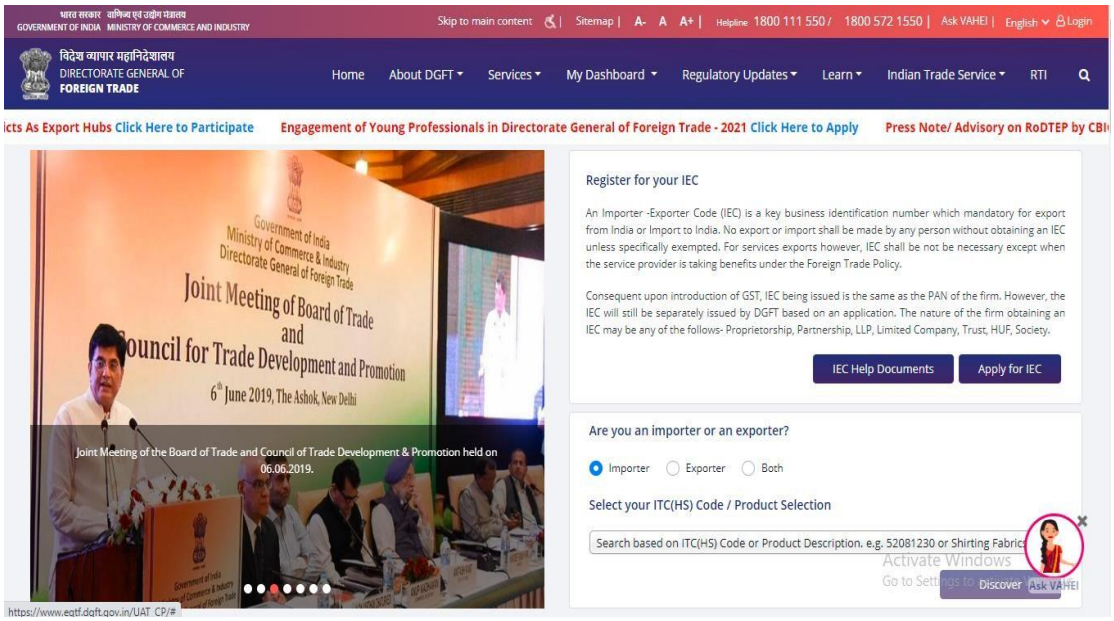


13. After clicking on "Accept", user will be notified by a message on interface, registered mobile no and email address (acceptance request) with scrip number and request id for both sender and recipient side.

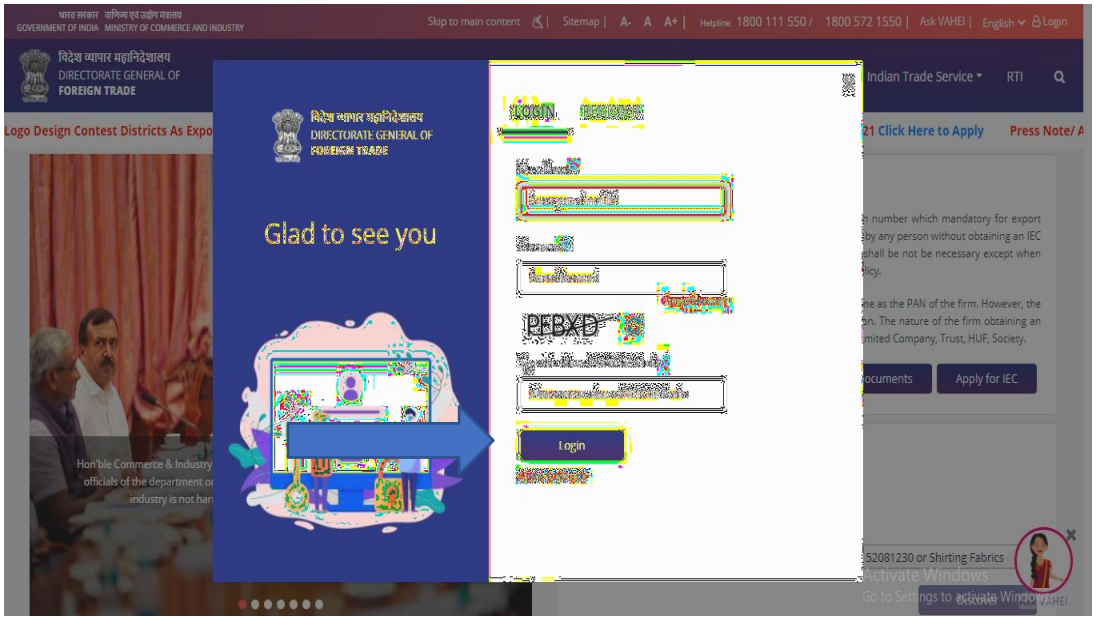

Clear All
Search
Search Result(s)
Copy
Excel
CSV
PDF
Print
Sr.no.
Request Id
Request Status
Action
1
ARNTRANSFER00032431AM21
Transfer - Pending Acceptance
Action
2
ARNTRANSFER00032419AM21
Transfer - Pending Acceptance
Action
3
ARNTRANSFER00032331AM21
Rejected
Action
4
ARNTRANSFER00032322AM21
AAGFI4548H (INTERNATIONAL LEATHER CLOTHIERS)
0388016213 (SANDVIK ASIA PVT. LTD)
0219092407
2021-03-03 11:33:39.0
2021-03-03 11:34:57.0
Approved
You have accepted the Scrip Transfer request of scrip numbe having ARNTRANSFER00032431AM21
OK
Feedback
Ask VAHEI
Activate Windows

5. View Status of Requests - Transfer Rejection Process

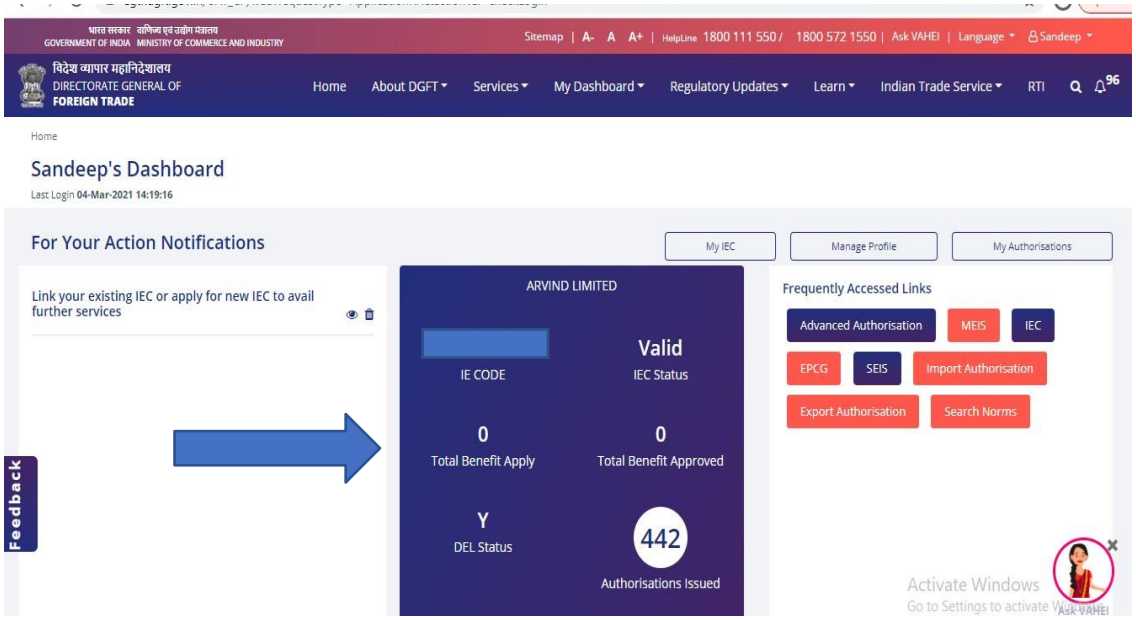
1 Visit the DGFT website (https://www.dgft.gov.in/CP/).



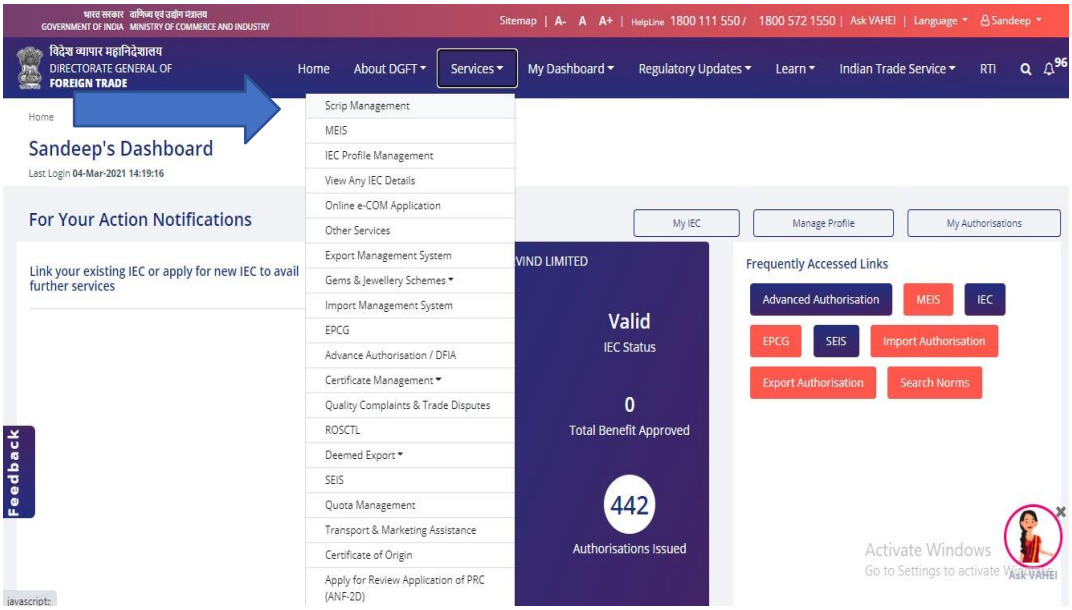
2 Click on the Login button and enter the valid credentials.



3 Post login, “My dashboard” will get displayed.

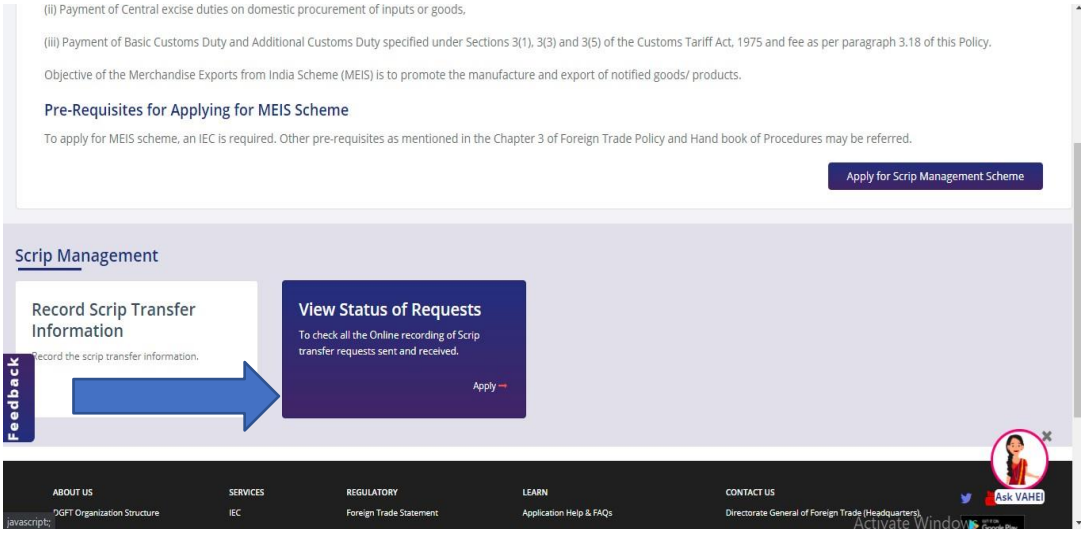


4 Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.



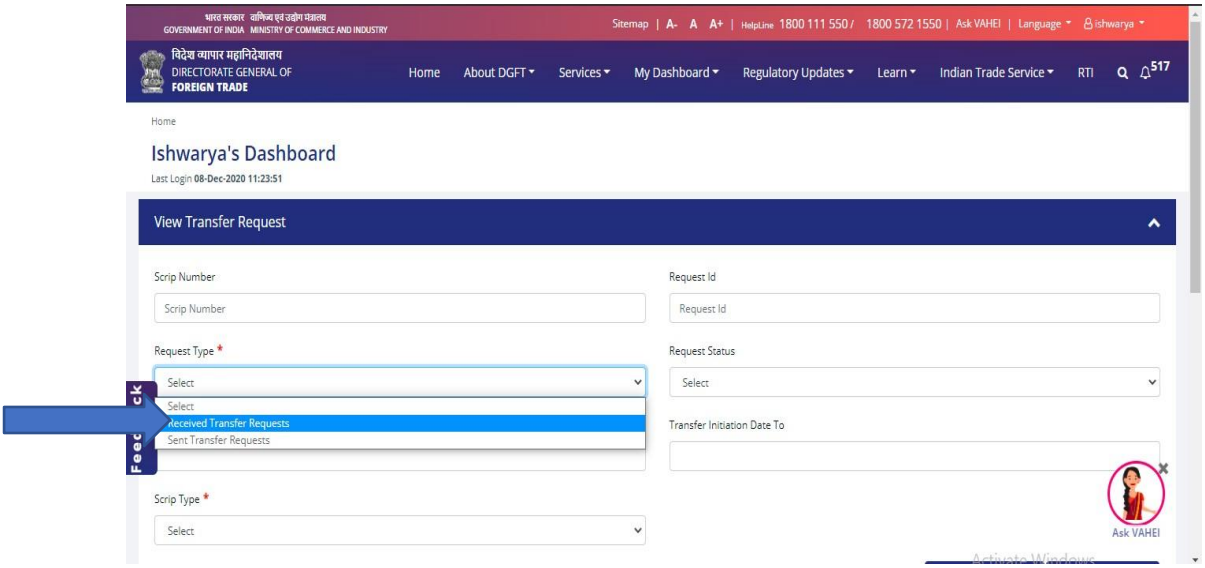
4. On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get

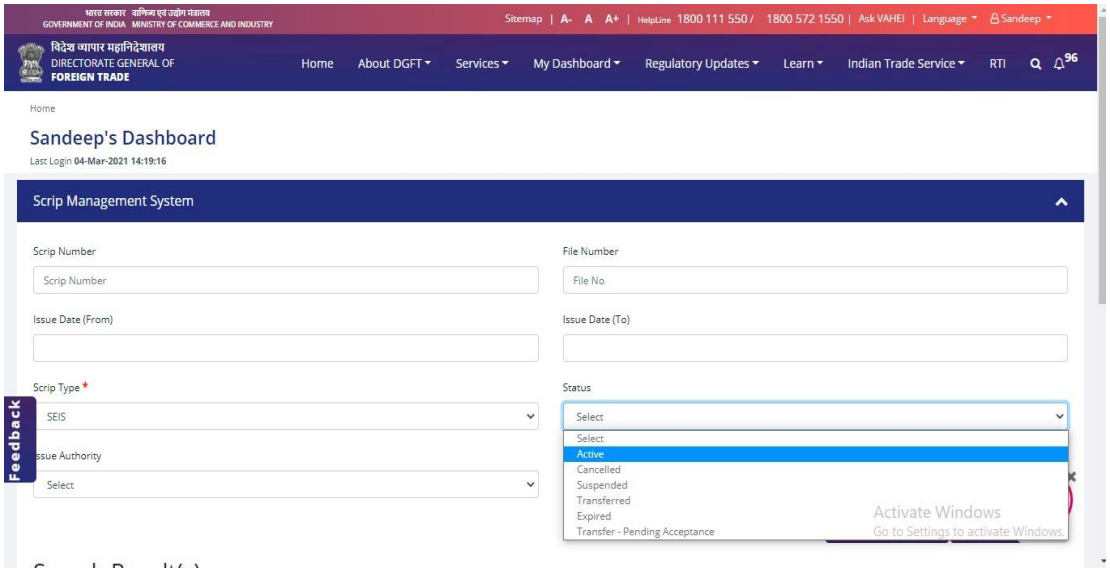
displayed. User can click on ‘View Status of Requests’.



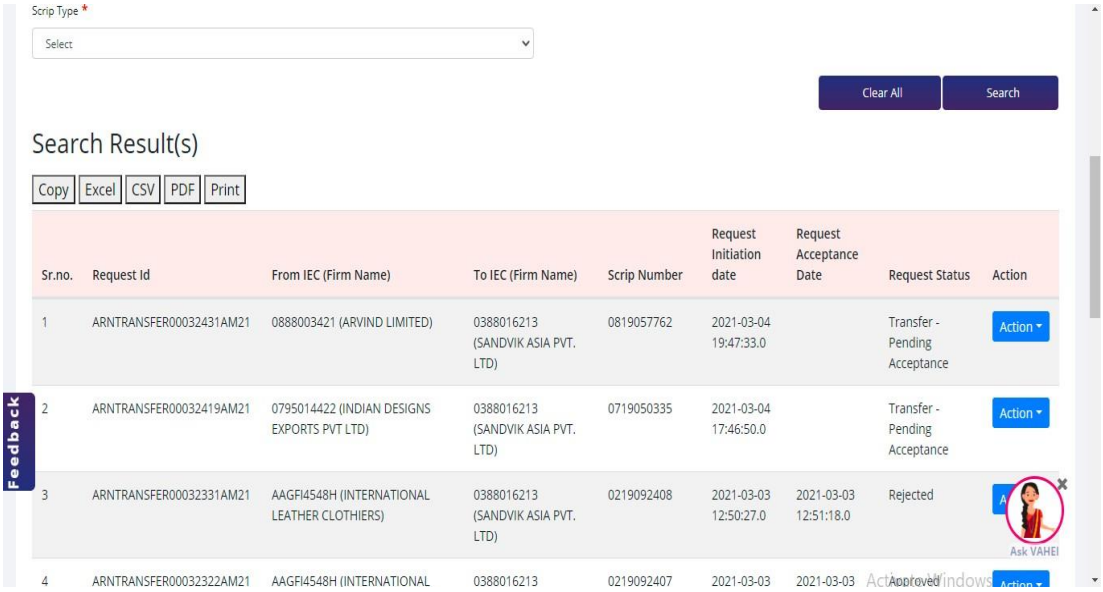
4. In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.

Note: All other search parameters are optional and can be used as per the convenience of the user.

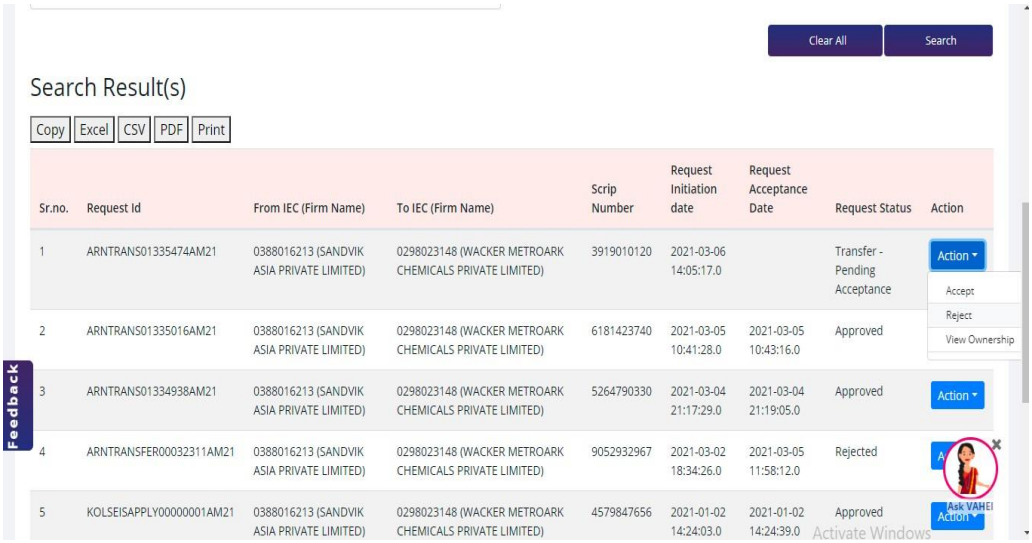




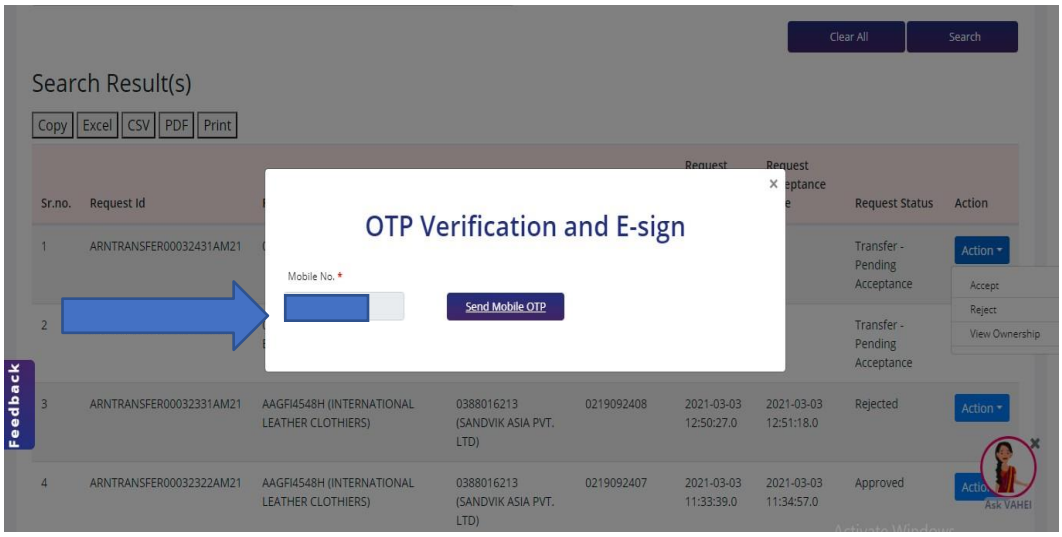
5. List of all the scrips as per the search criteria will get displayed.



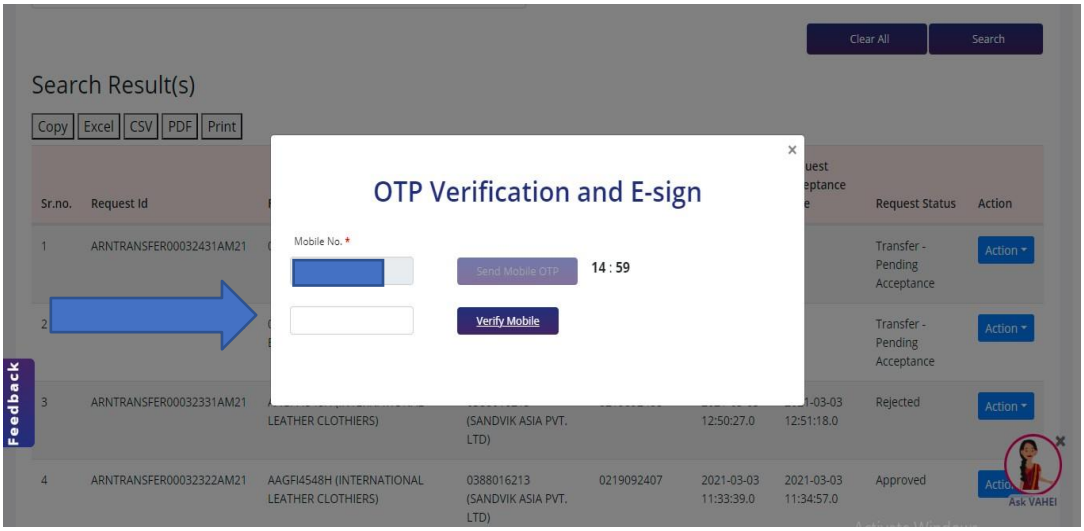
6. After Searching the record, User must navigate to the "Action" and can act on the scrip. In this case, user is rejecting the scrip so clicking on "Reject" button.



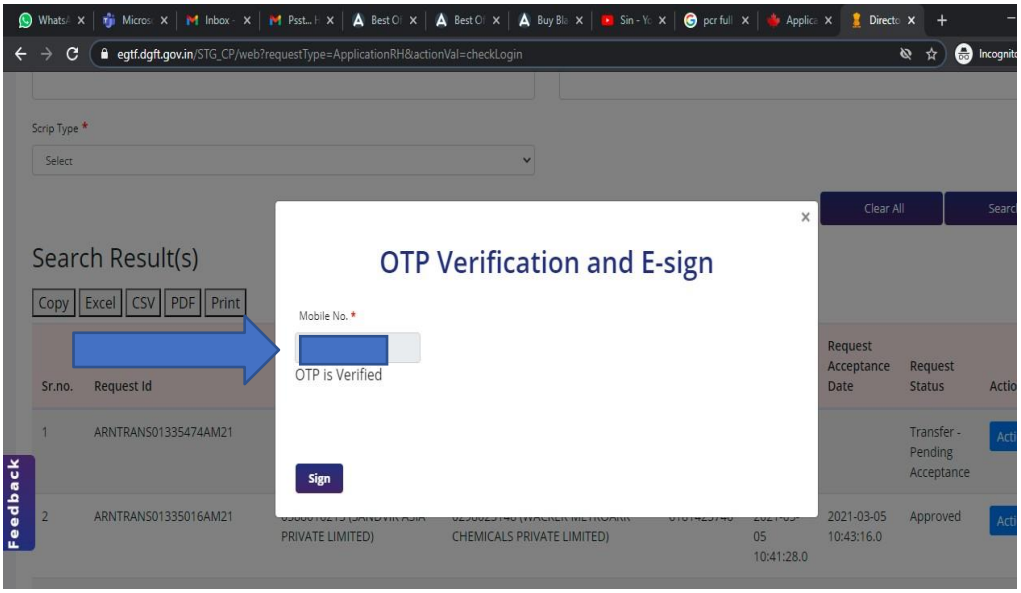
7. When user Click on the Reject button, a new pop up open for the OTP verification on registered number.



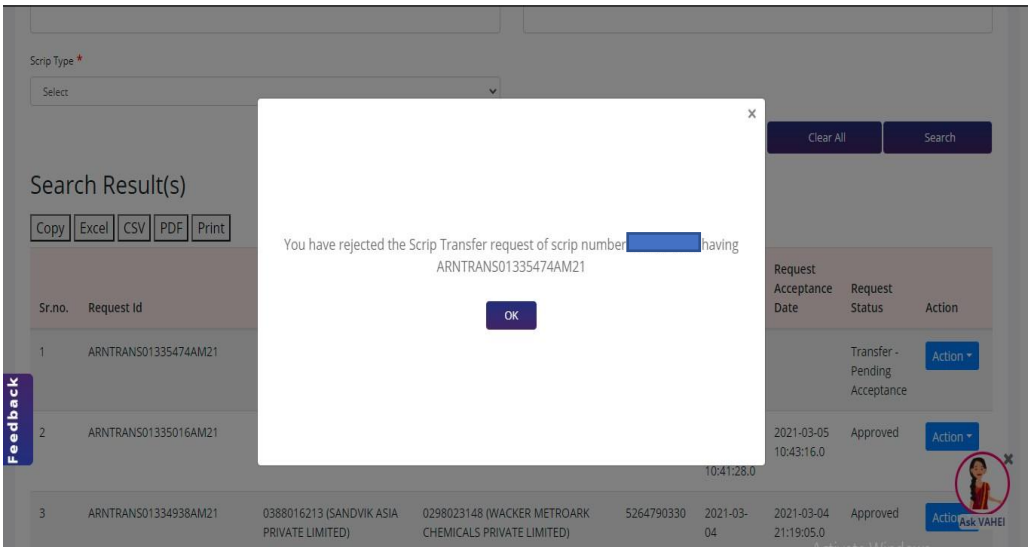
8. User will have to enter the 6 Digit OTP in the field and click on the verify mobile button.



9. After verifying the OTP, user Have to click on the Sign button to reject the scrip.

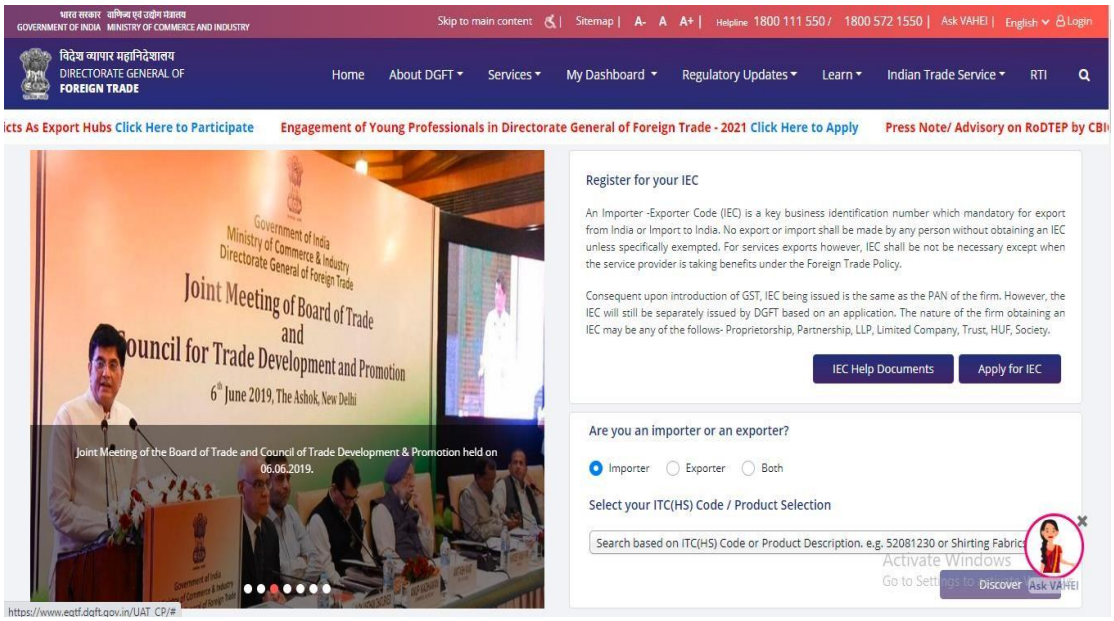


10. After Click on Sign, user will be notified by a message on interface, registered mobile no and email address (acceptance request) with scrip number and request id for both sender and recipient side .

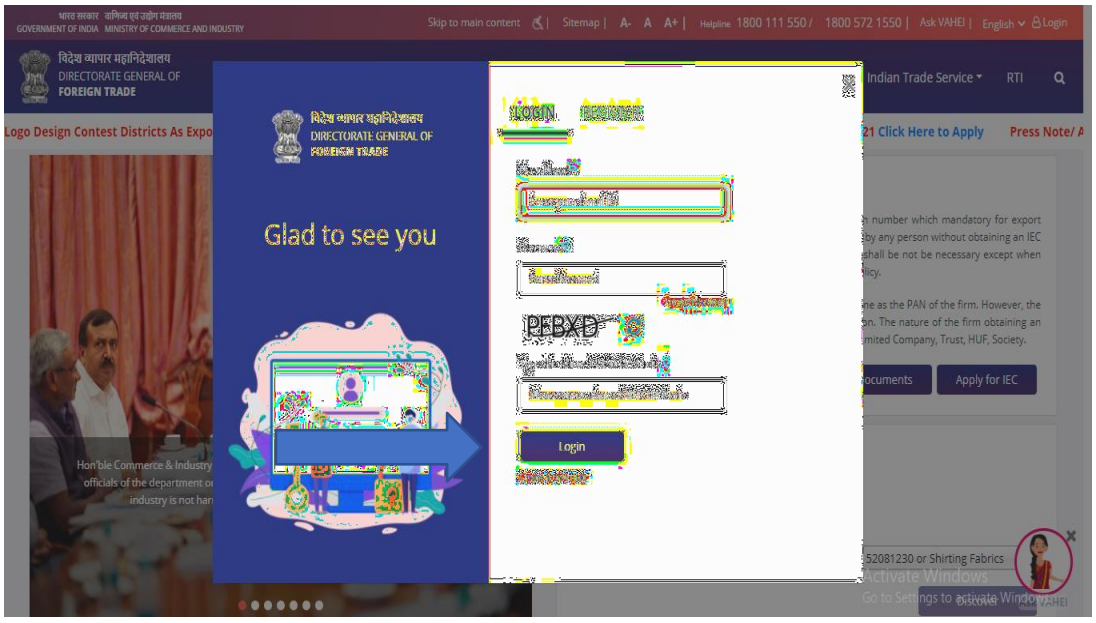

Scrip Type *
Select
Clear All
Search
Search Result(s)
Copy
Excel
CSV
PDF
Print
You have rejected the Scrip Transfer request of scrip number having ARNTRANS01335474AM21
OK
Sr.no.
Request Id
Request Acceptance Date
Request Status
Action
1
ARNTRANS01335474AM21
Transfer - Pending Acceptance
Action
2
ARNTRANS01335016AM21
2021-03-05 10:43:16.0
Approved
Action
10:41:28.0
3
ARNTRANS01334938AM21
0388016213 (SANDVIK ASIA PRIVATE LIMITED)
0298023148 (WACKER METROARK CHEMICALS PRIVATE LIMITED)
5264790330
2021-03-04
2021-03-04 21:19:05.0
Approved
Feedback
Ask VAHEI

6. View Status of Requests - Transfer Withdraw Process

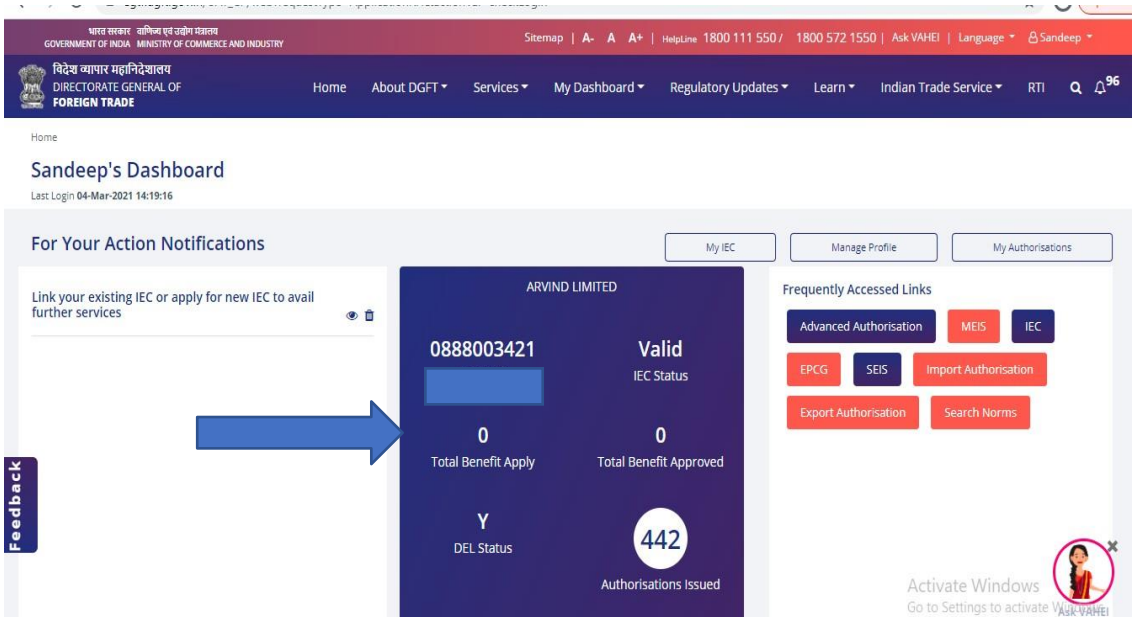
1 Visit the DGFT website (https://www.dgft.gov.in/CP/).



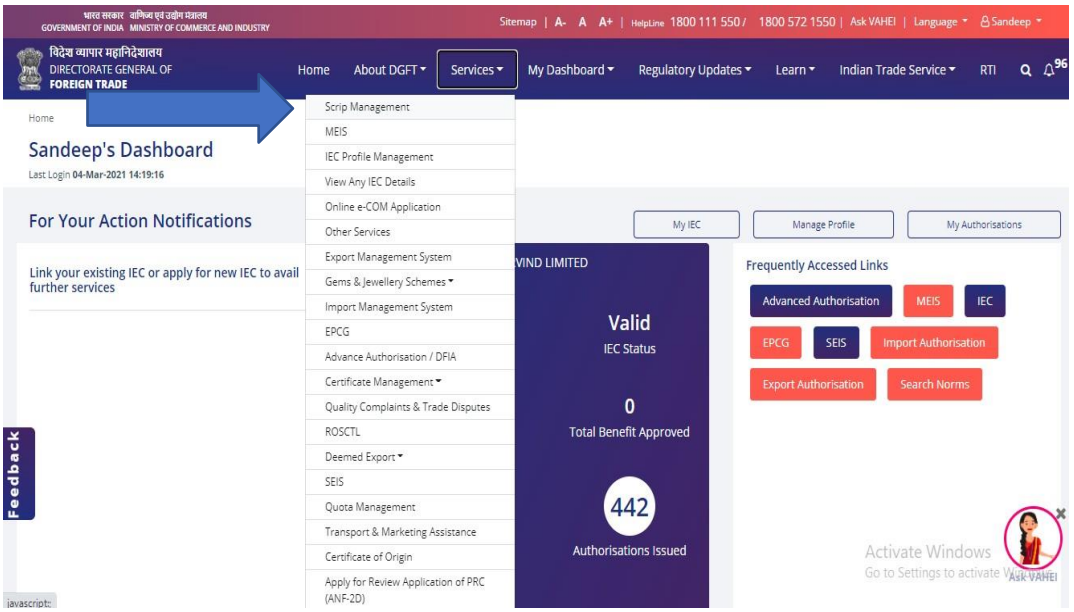
2 Click on the Login button and enter the valid credentials.



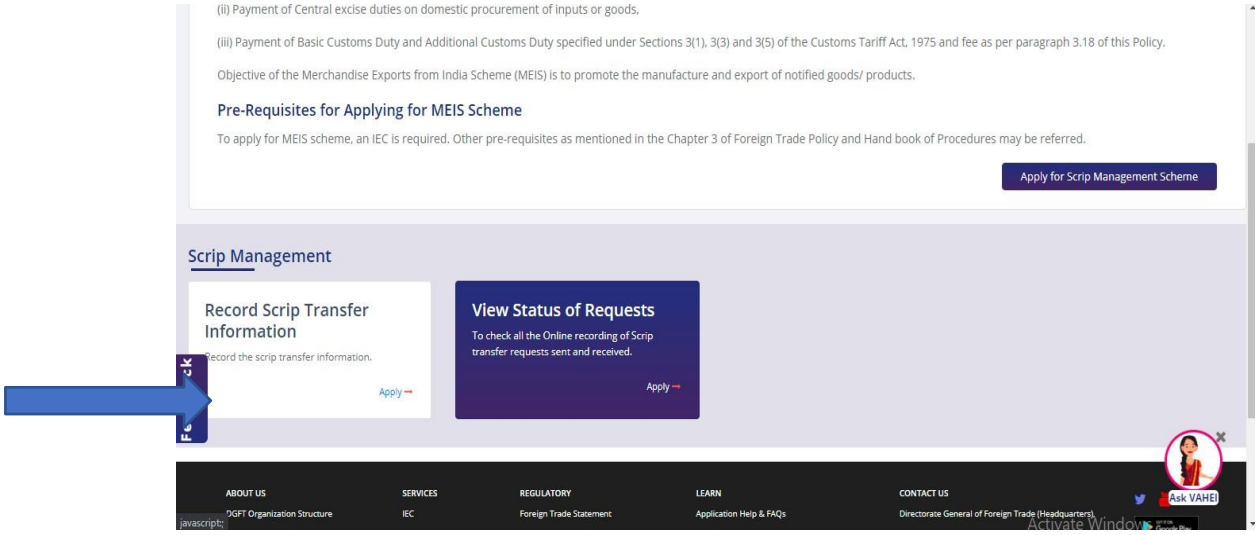
3 Post login, “My dashboard” will get displayed.



4 Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.

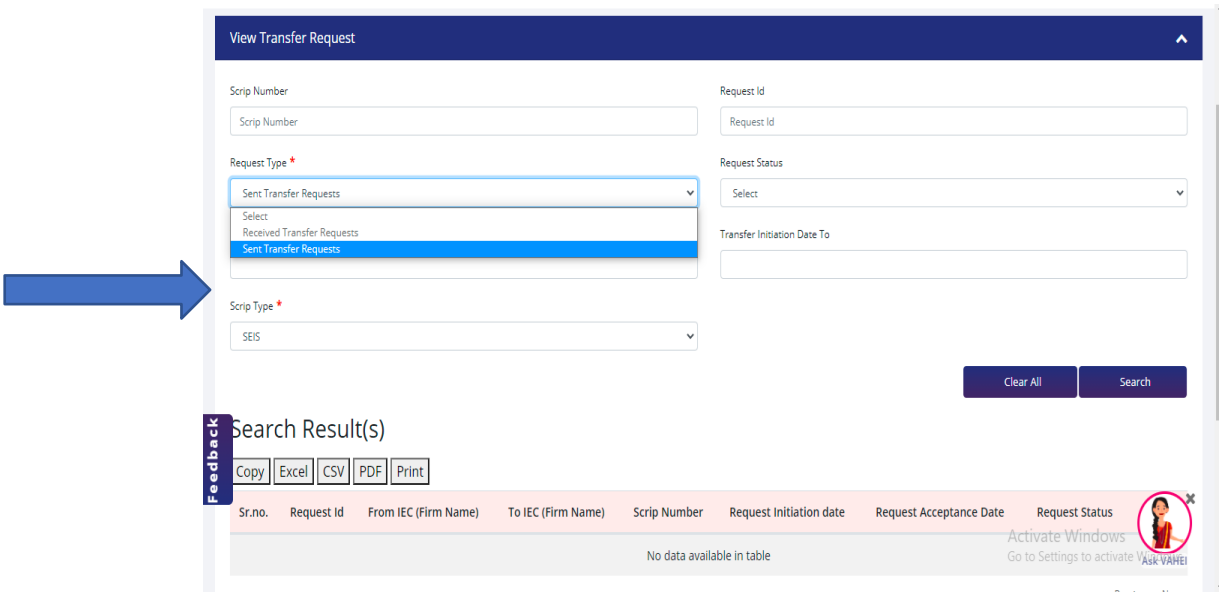


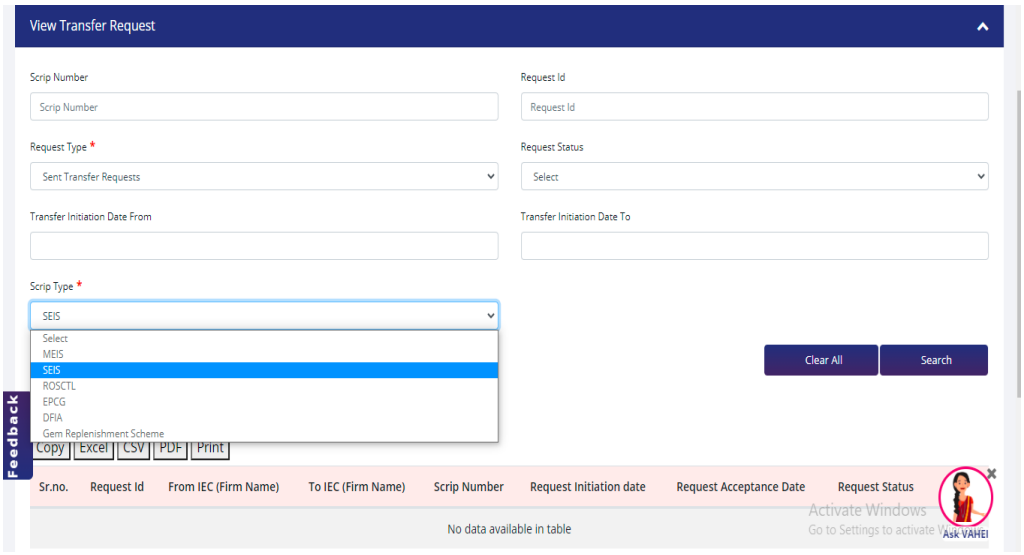
5 On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get displayed. User can click on ‘Record Scrip Transfer Information’ tile.



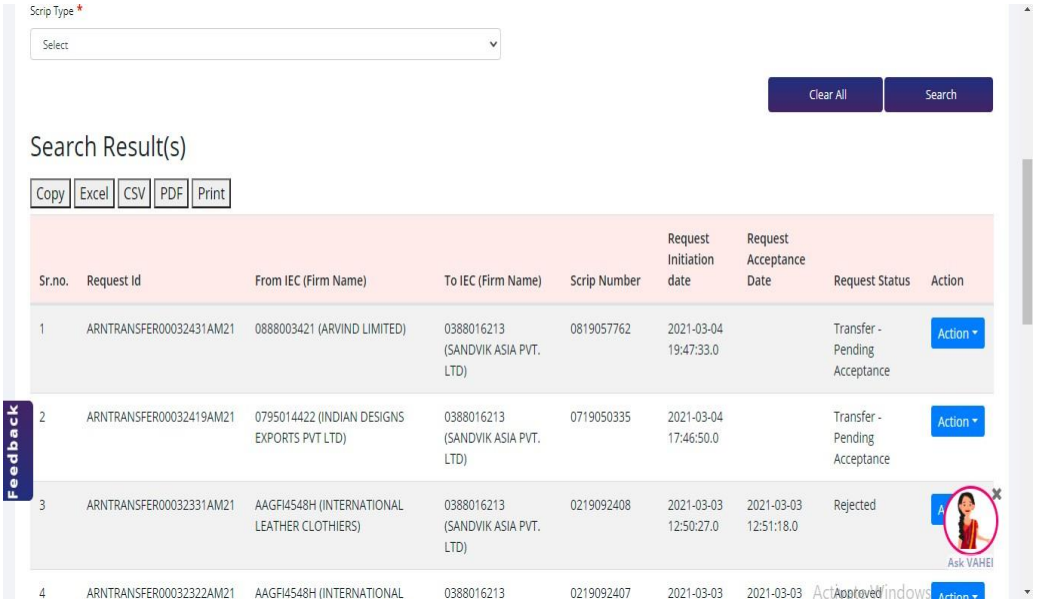
6 In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.

Note: All other search parameters are optional and can be used as per the convenience of the user.



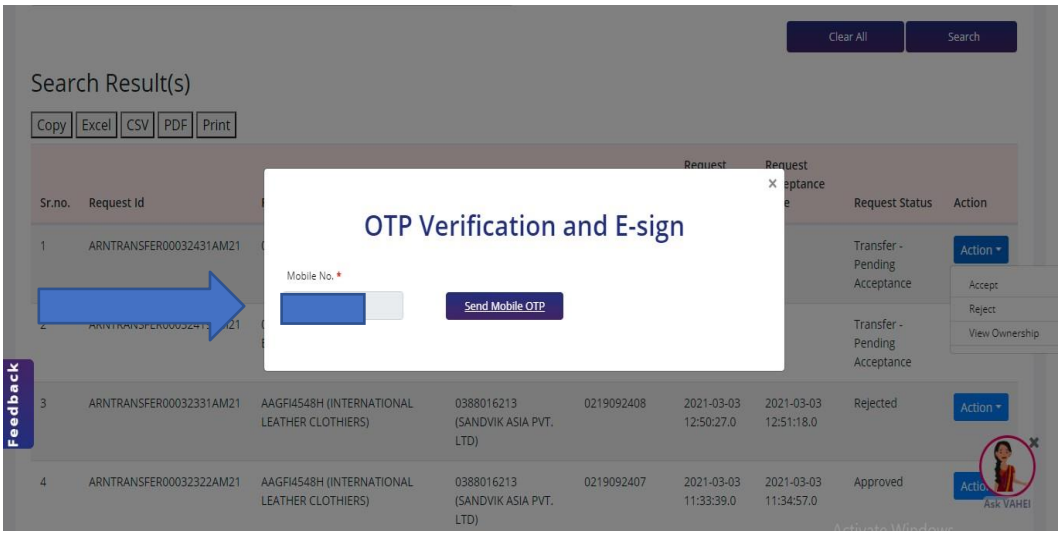


7. List of all the scrips as per the search criteria will get displayed.

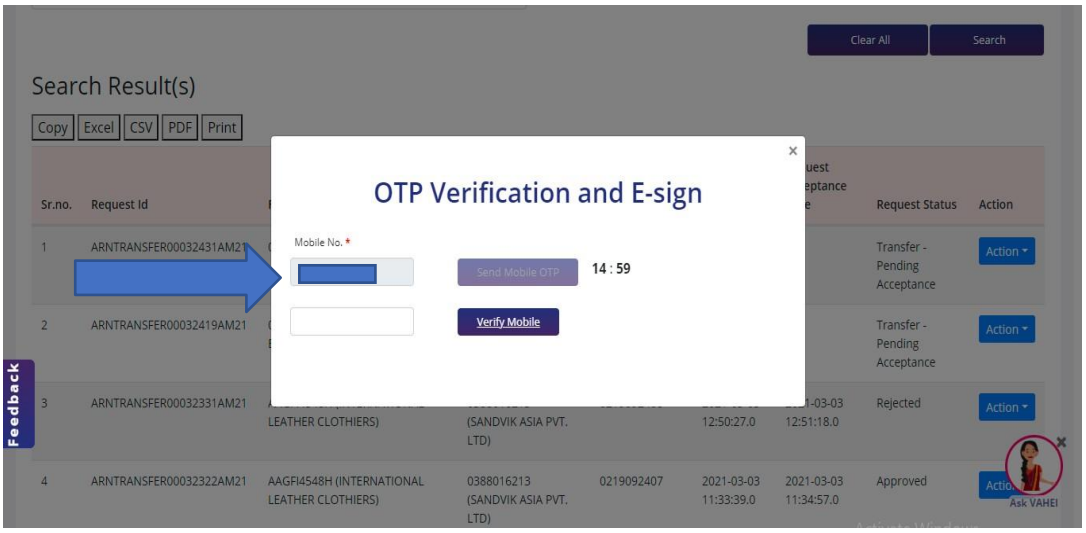


8 After Searching the Record, User have to go to the Action button and can take action on the scrip. In this case, user is Withdrawing the scrip so click on withdraw button.

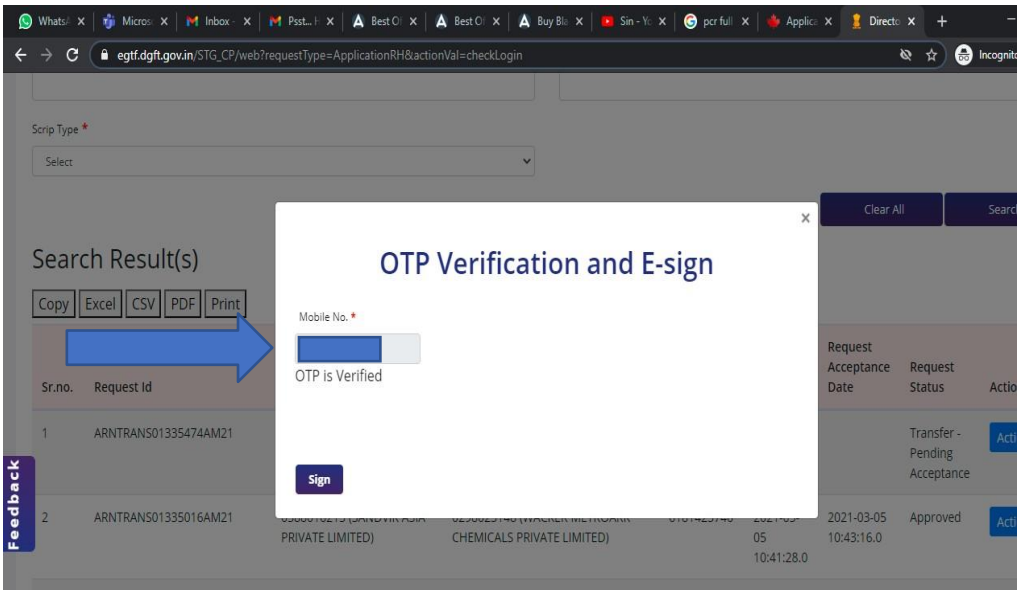
9 When user Click on the Withdraw button, a new pop up open for the OTP verification on registered number.



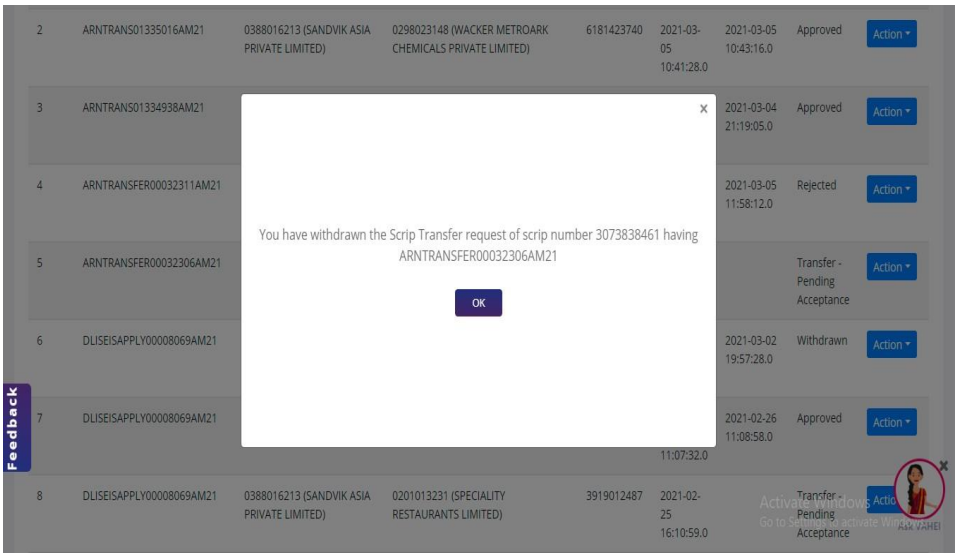
10 User Have to enter the 6 Digit OTP in the field and click on the verify mobile button.



10. After verifying the OTP, user Have to Click on the Sign button to withdraw the scrip.

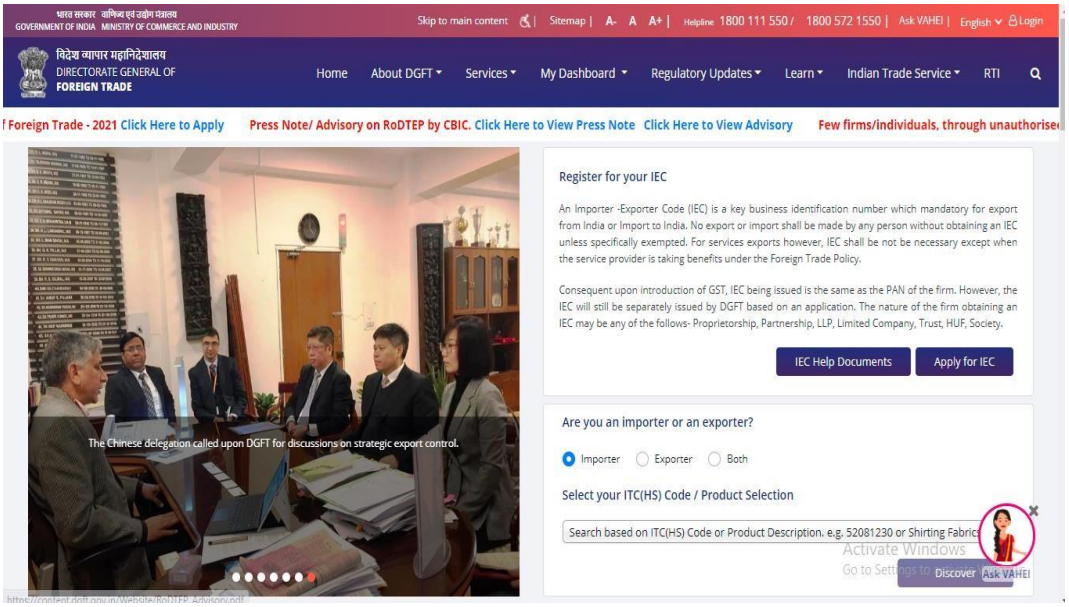


11. After Click on Sign, user will be notify by a message on interface, registered mobile no and email address (acceptance request) with scrip number and request id for both sender and recipient side.


You have withdrawn the Scrip Transfer request of scrip number 3073838461 having ARNTRANSFER00032306AM21
OK
Feedback

7. View Scrip Ownership (Logged In User)

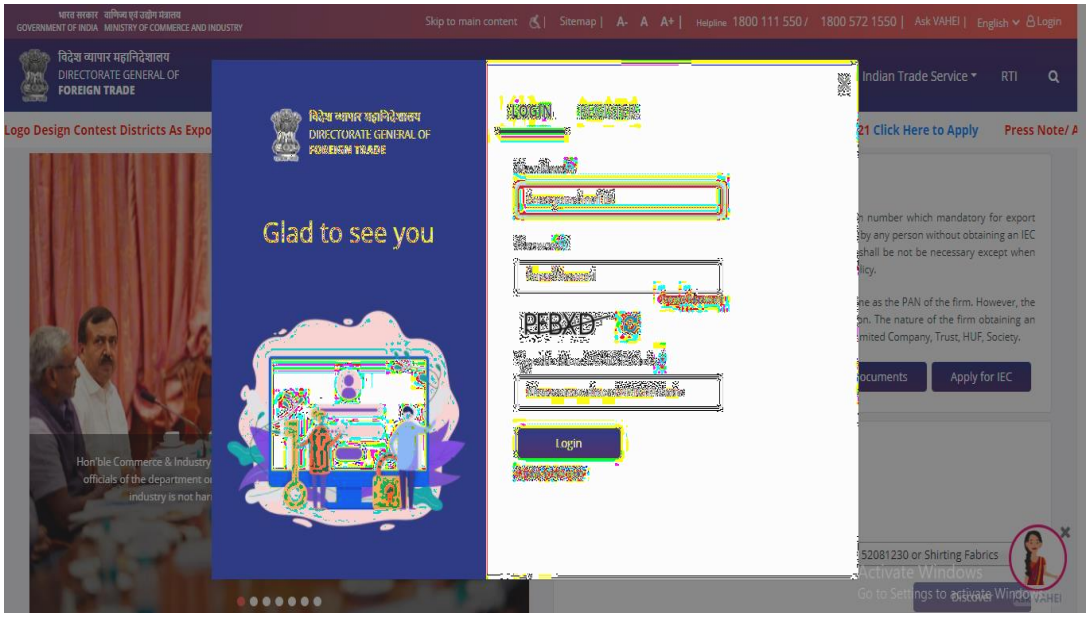
1 Visit the DGFT website (https://www.dgft.gov.in/CP/).



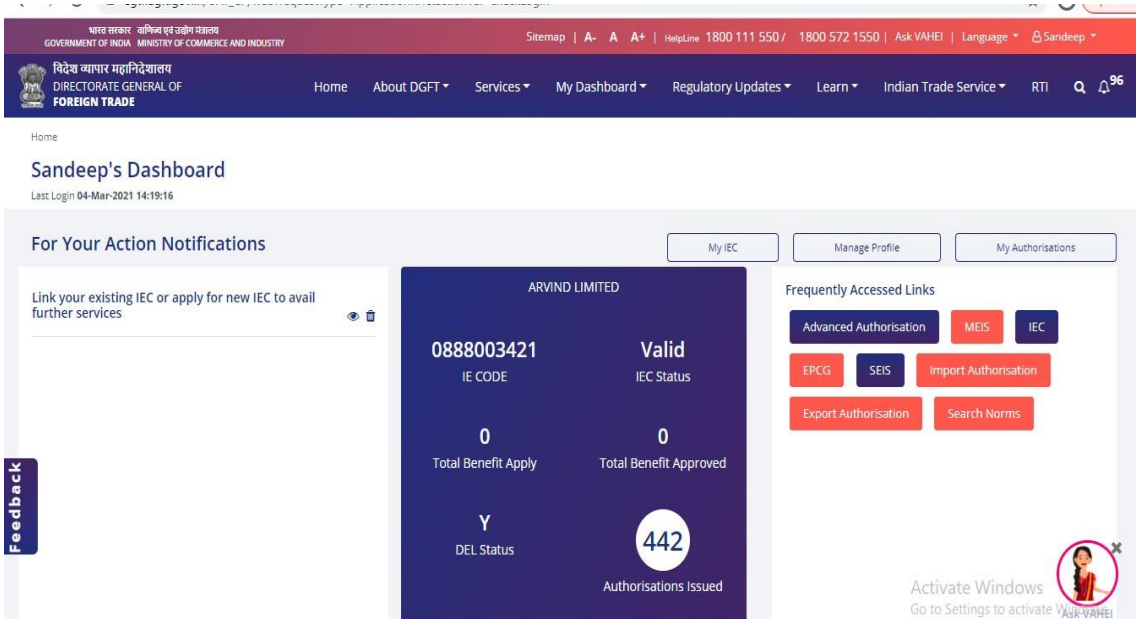
2 Click on the Login button and enter the valid credentials.

Note: User can check ownership of a scrip

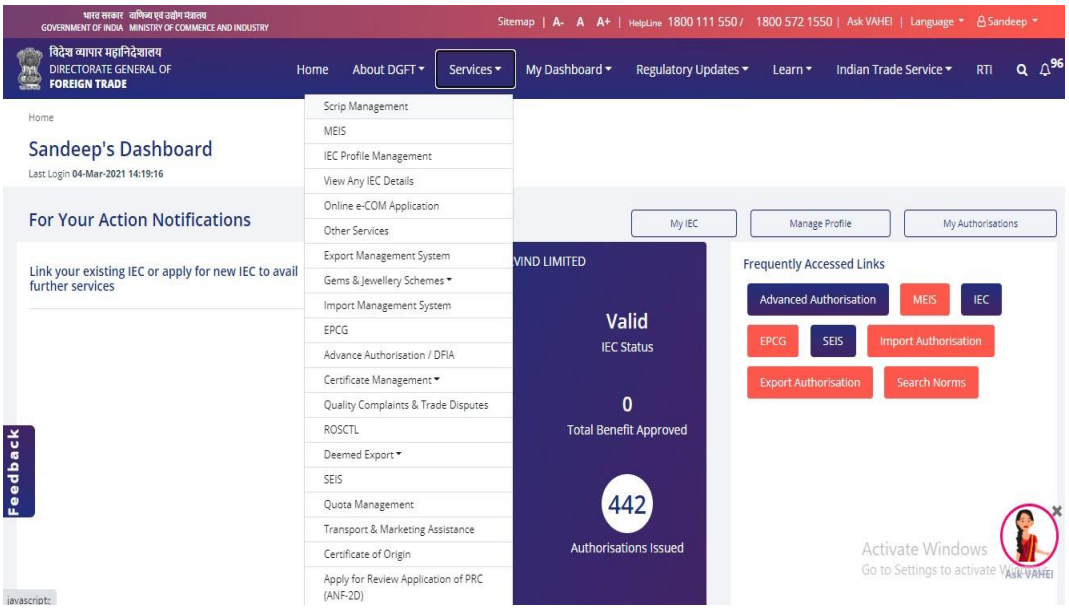
1. By logging into the system
2. If the user has Scrip Number, Scrip Issuance Date & IEC Number of Original Owner, then without login also user can check.



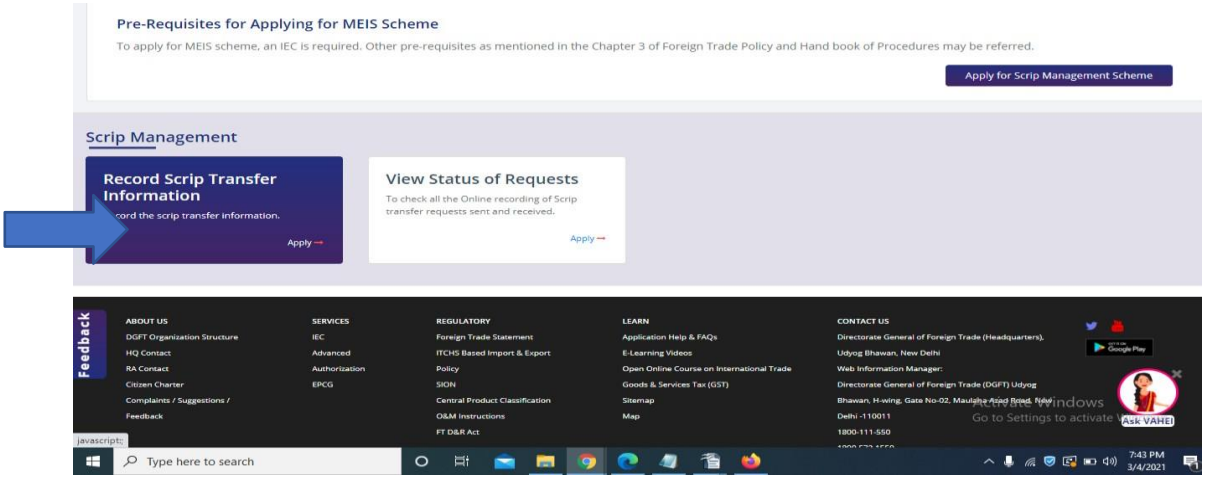
3. Post login, “My dashboard” will get displayed.



4. Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.

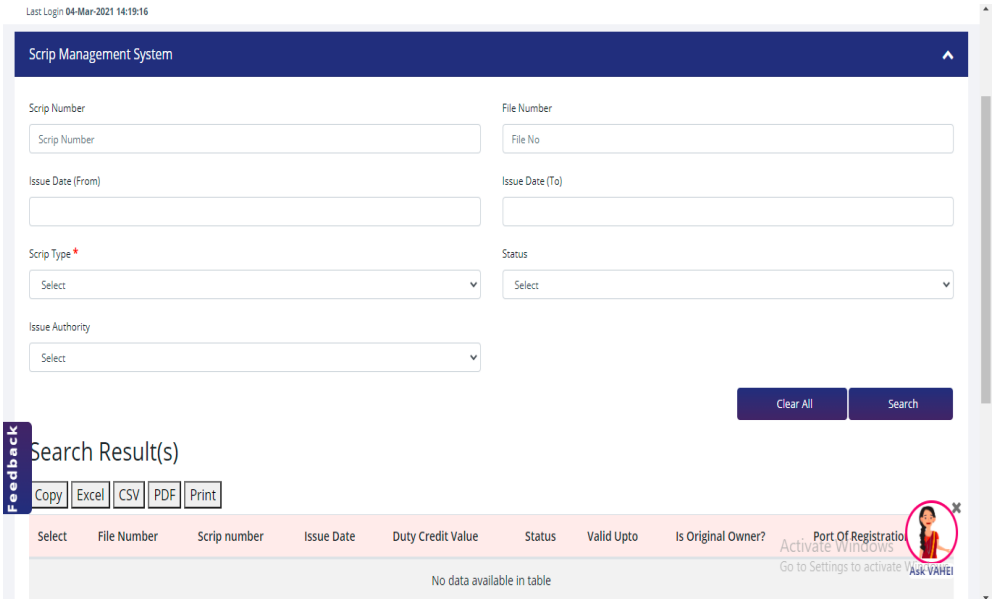


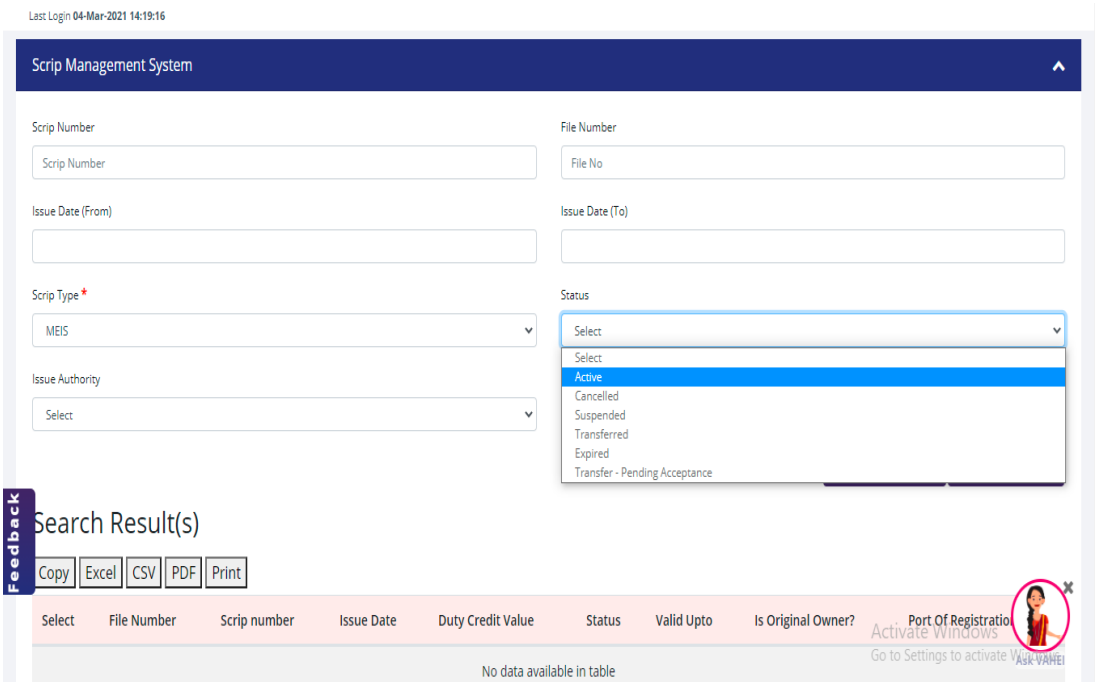
5. On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get displayed. User can click on ‘Record Scrip Transfer Information’ tile.



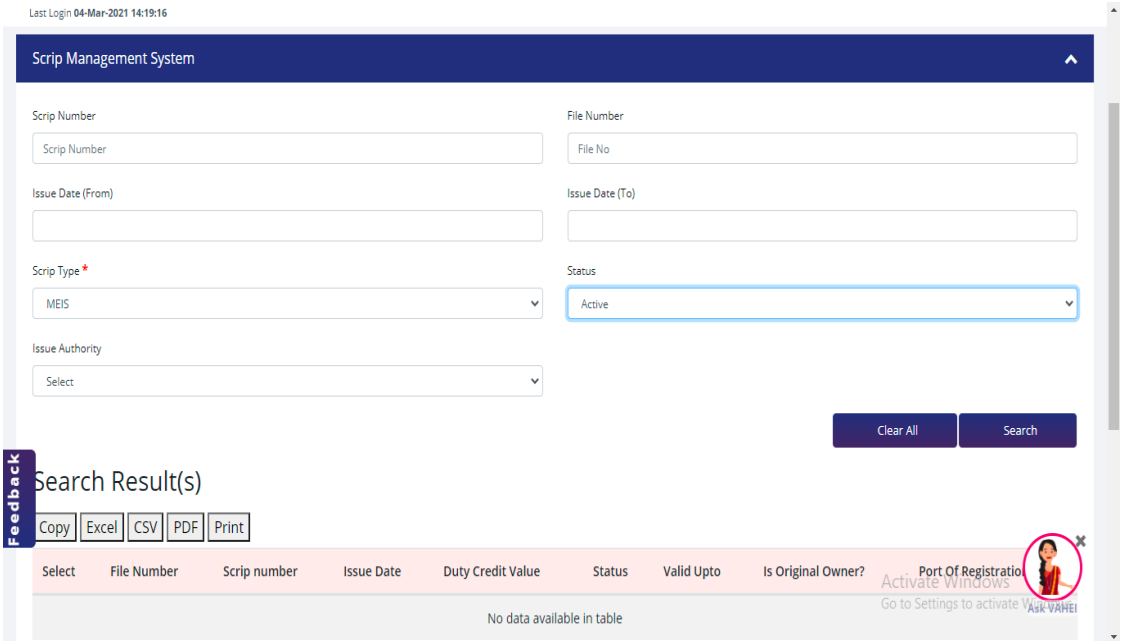
6. In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.

Note: All other search parameters are optional and can be used as per the convenience of the user.

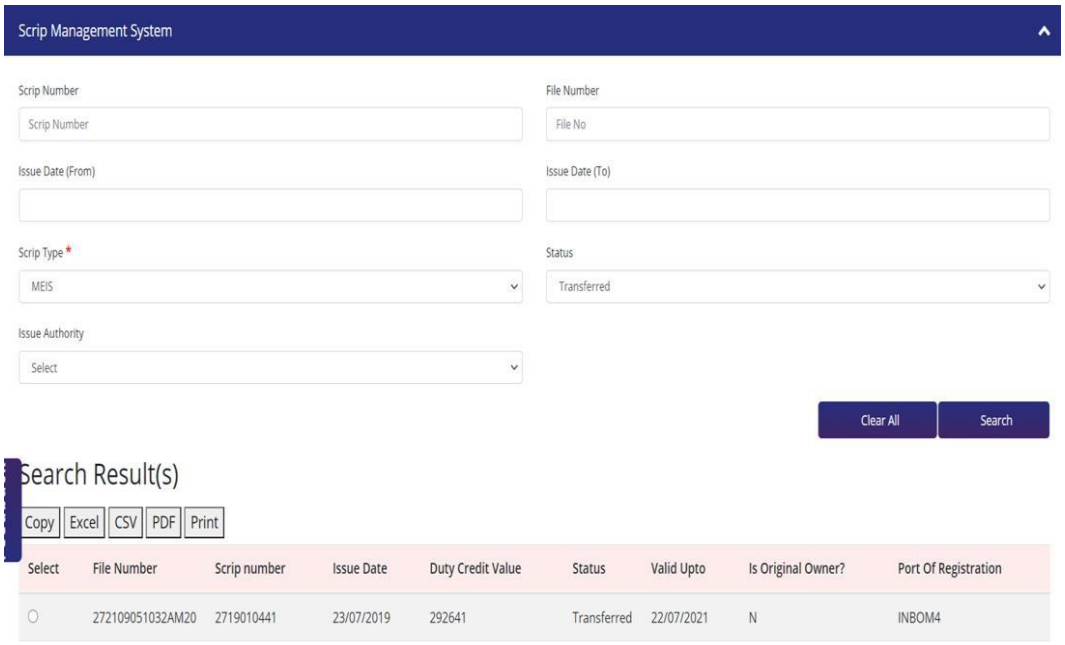




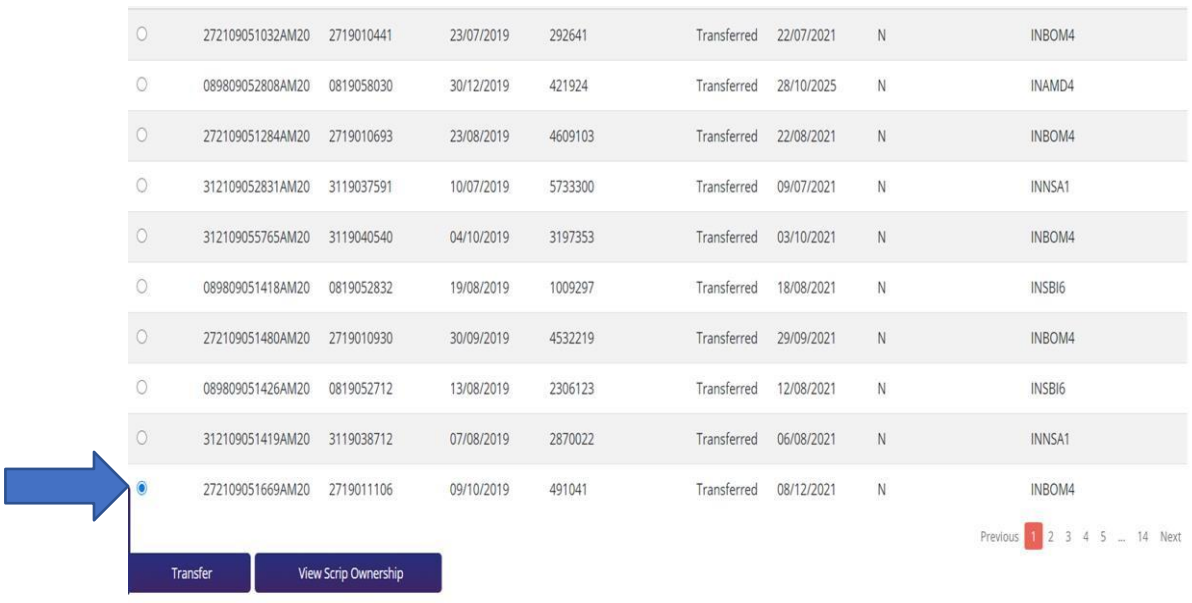
7. After selecting the search parameters criteria, user must click on “Search” to display the records.



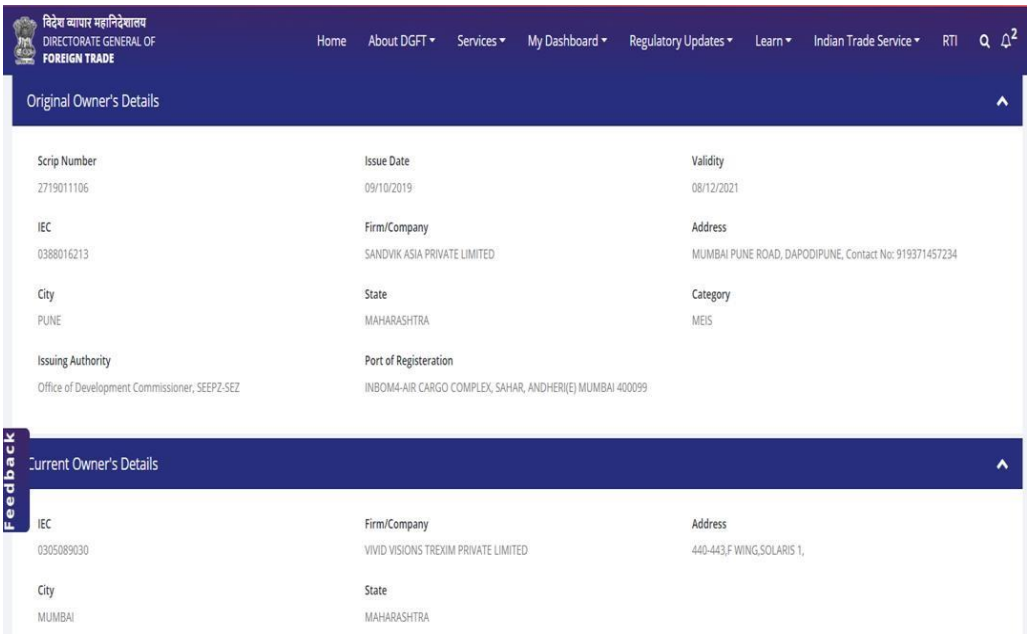
8. List of all the scrips as per the search criteria will get displayed.

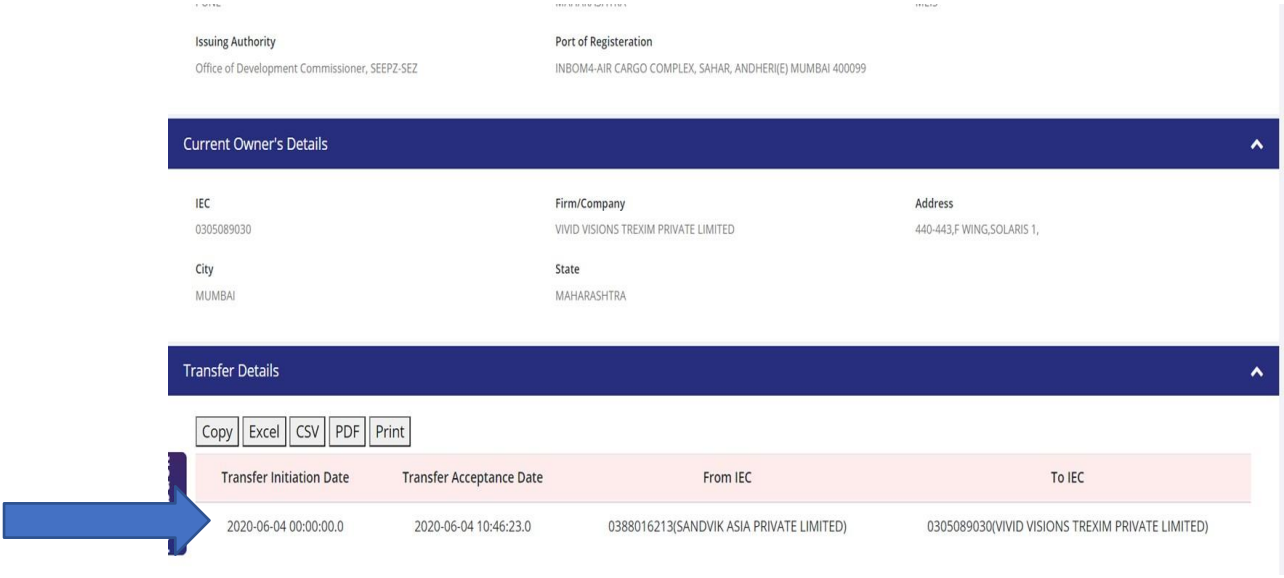


9. Select a scrip for which user would like to check the ownership details.



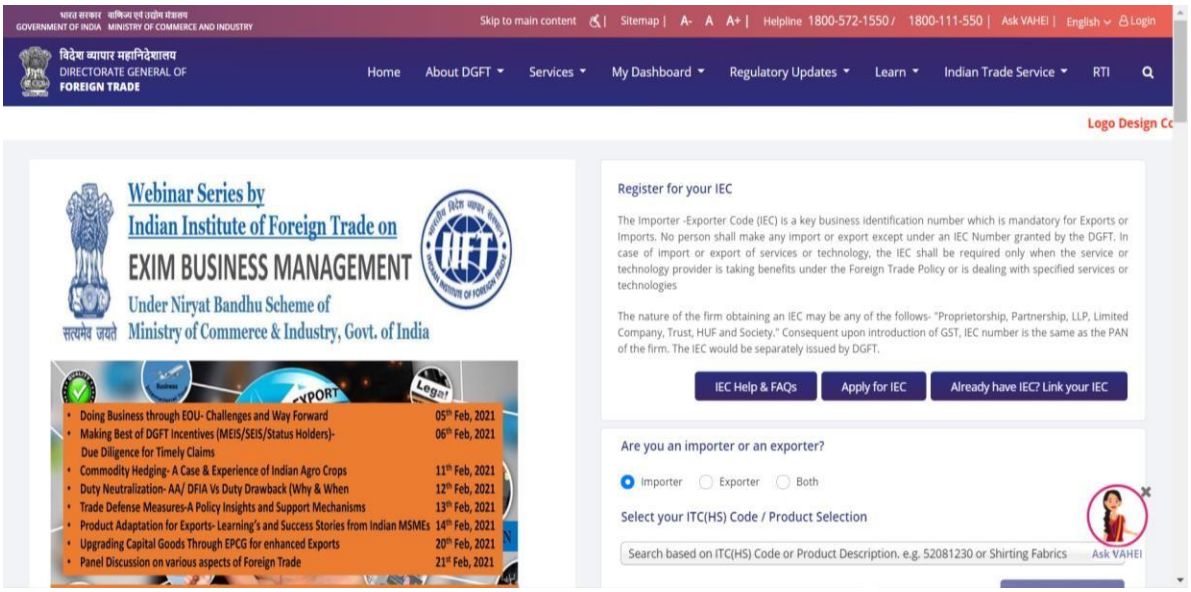
10. After selecting scrip, user can be able to View Ownership by click on “View Scrip Ownership” button.


विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Original Owner's Details
Scrip Number
2719011106
Issue Date
09/10/2019
Validity
08/12/2021
IEC
0388016213
Firm/Company
SANDVIK ASIA PRIVATE LIMITED
Address
MUMBAI PUNE ROAD, DAPODIPUNE, Contact No: 919371457234
City
PUNE
State
MAHARASHTRA
Category
MEIS
Issuing Authority
Office of Development Commissioner, SEEPZ-SEZ
Port of Registeration
INBOM4-AIR CARGO COMPLEX, SAHAR, ANDHERI(E) MUMBAI 400099
Feedback
Current Owner's Details
IEC
0305089030
Firm/Company
VIVID VISIONS TREXIM PRIVATE LIMITED
Address
440-443,F WING,SOLARIS 1,
City
MUMBAI
State
MAHARASHTRA

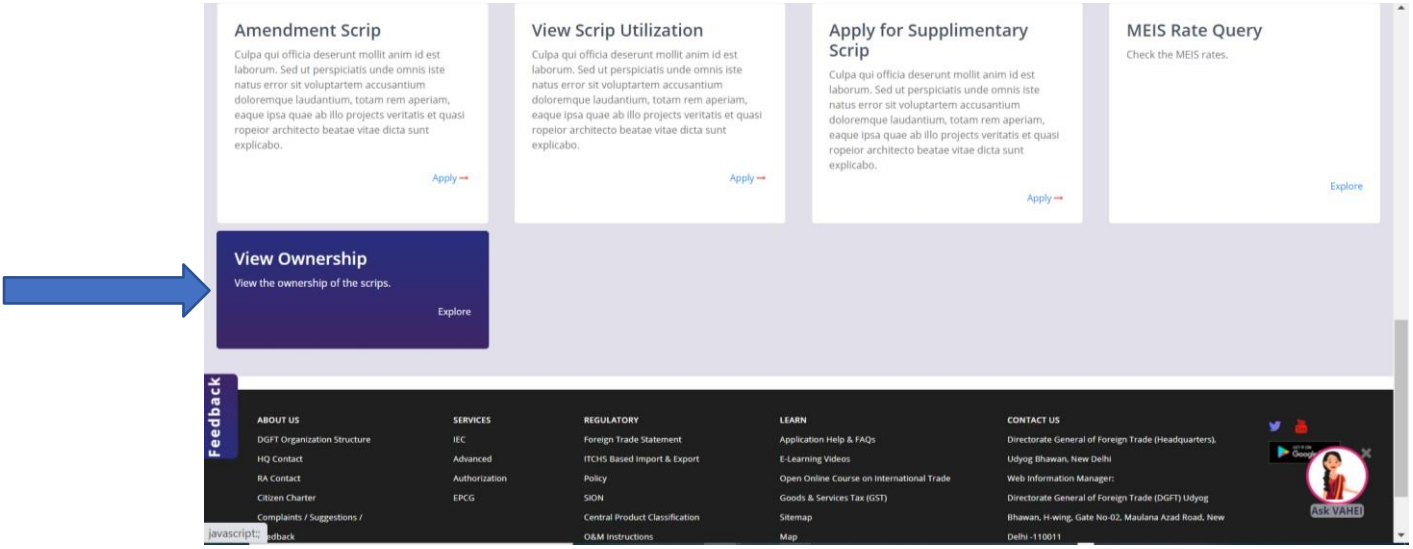

Issuing Authority
Office of Development Commissioner, SEEPZ-SEZ
Port of Registeration
INBOM4-AIR CARGO COMPLEX, SAHAR, ANDHERI(E) MUMBAI 400099
Current Owner's Details
IEC
0305089030
Firm/Company
VIVID VISIONS TREXIM PRIVATE LIMITED
Address
440-443,F WING,SOLARIS 1,
City
MUMBAI
State
MAHARASHTRA
Transfer Details
Copy
Excel
CSV
PDF
Print
Transfer Initiation Date
Transfer Acceptance Date
From IEC
To IEC
2020-06-04 00:00:00.0
2020-06-04 10:46:23.0
0388016213(SANDVIK ASIA PRIVATE LIMITED)
0305089030(VIVID VISIONS TREXIM PRIVATE LIMITED)

8. View Scrip Ownership (Anonymous User)

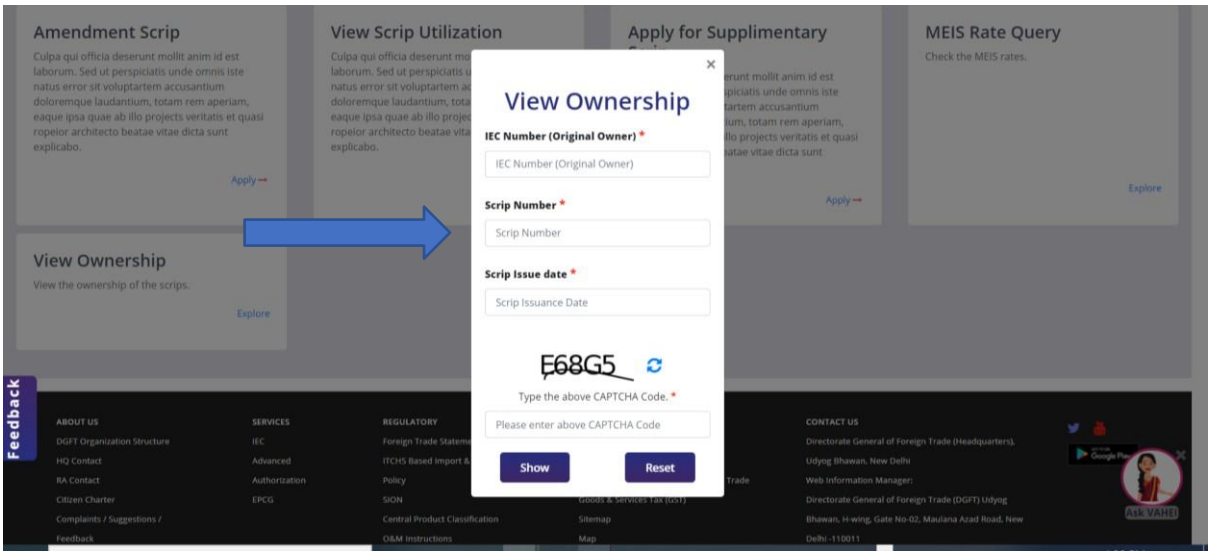
1 Visit the DGFT website (https://www.dgft.gov.in/CP/).



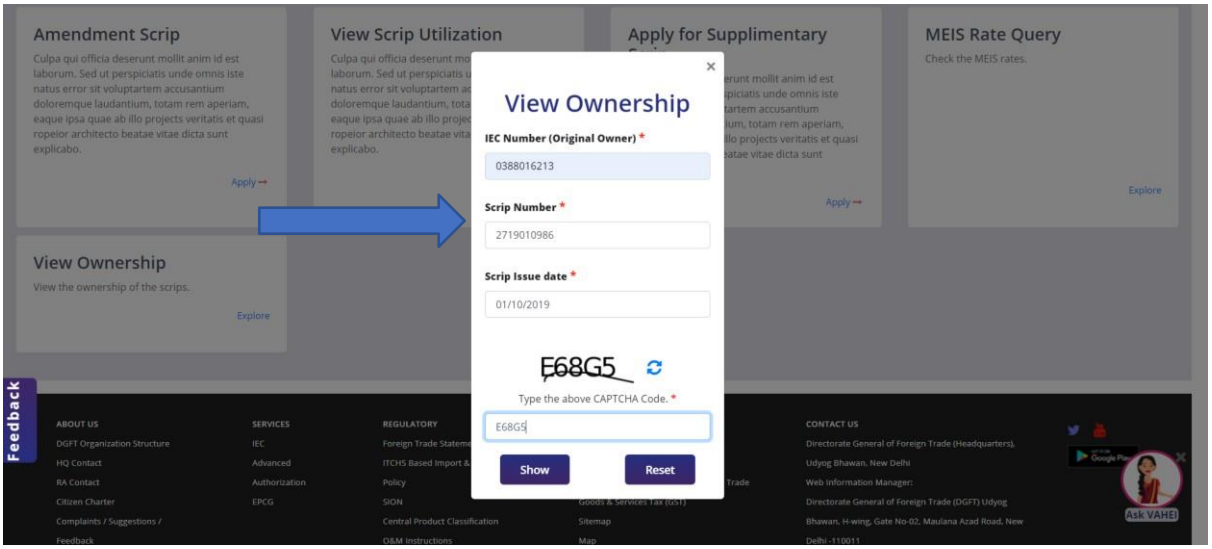
2 Navigate to “Services -> MEIS / SEIS / RoSCTL -> View Ownership”.



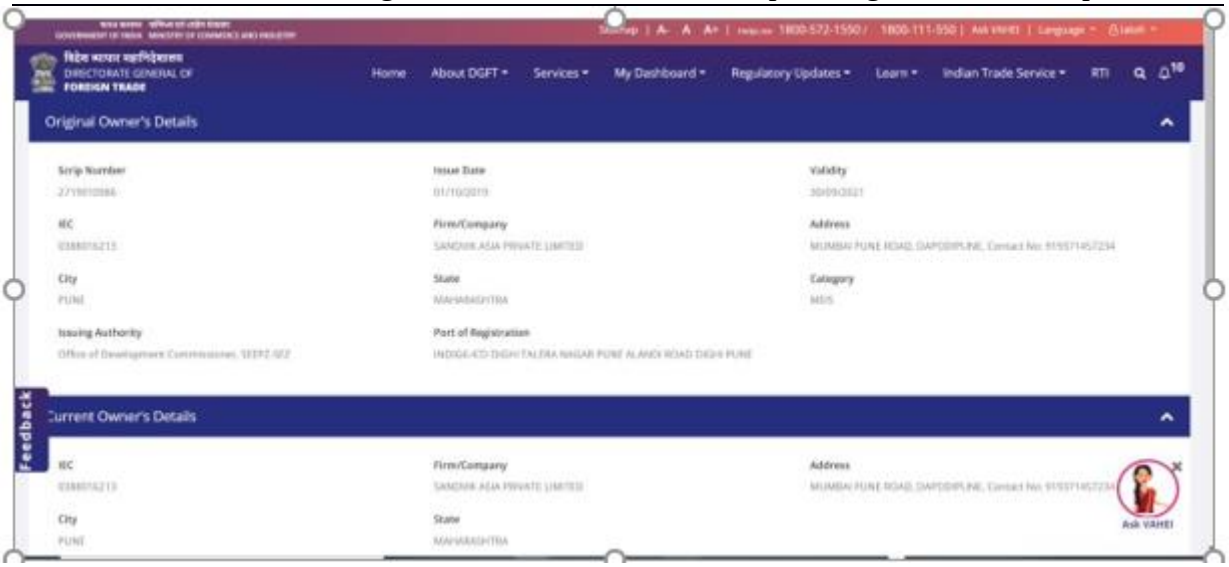
3 After clicking on “View Ownership” user will be redirected to “View Ownership” screen

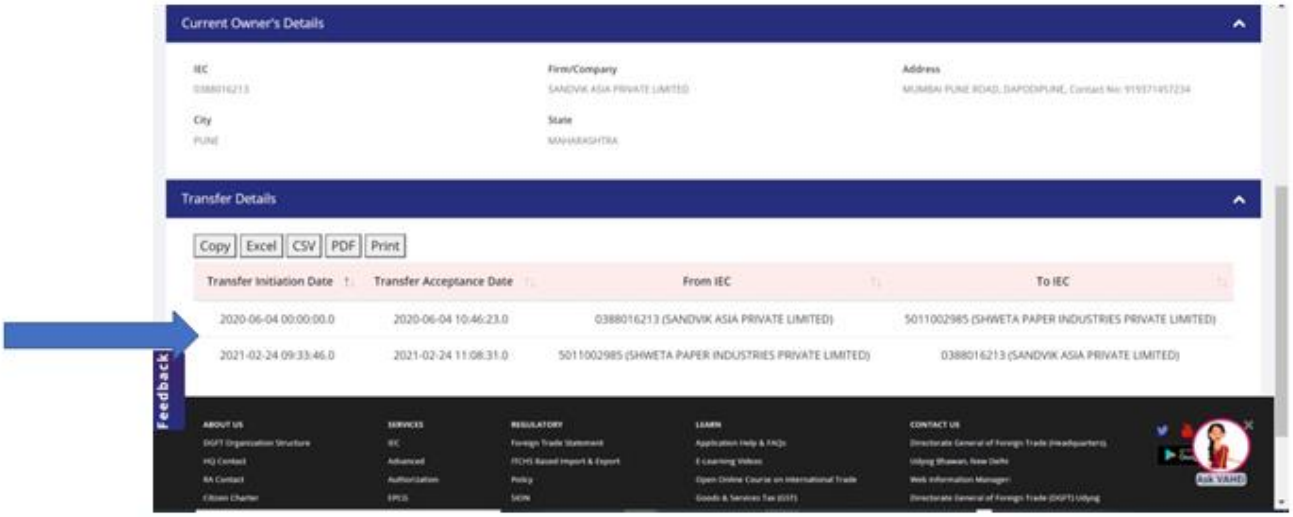


4 Users need to fill details of mandatory fields on screen and click on “Show”



5 User is redirected to below screen where he can check the ownership details of scrip.
Note: All the transfer details will be captured in “Transfer Details” section on the screen.


DIRECTORATE GENERAL OF FOREIGN TRADE
Home
About DGFT
Services
My Dashboard
Regulatory Updates
Learn
Indian Trade Service
RTI
Original Owner's Details
Scrip Number
Issue Date
Validity
IEC
Firm/Company
Address
City
State
Category
Issuing Authority
Port of Registration
Current Owner's Details
IEC
Firm/Company
Address
City
State
Feedback
Ask VAHEI


Current Owner's Details
IEC
Firm/Company
Address
City
State
Transfer Details
Copy
Excel
CSV
PDF
Print
Transfer Initiation Date
Transfer Acceptance Date
From IEC
To IEC
2020-06-04 00:00:00.0
2020-06-04 10:46:23.0
0388016213 (SANDVIK ASIA PRIVATE LIMITED)
5011002985 (SHWETA PAPER INDUSTRIES PRIVATE LIMITED)
2021-02-24 09:33:46.0
2021-02-24 11:08:31.0
5011002985 (SHWETA PAPER INDUSTRIES PRIVATE LIMITED)
0388016213 (SANDVIK ASIA PRIVATE LIMITED)
Feedback
ABOUT US
SERVICES
REGULATORY
LEARN
CONTACT US
Ask VAHEI

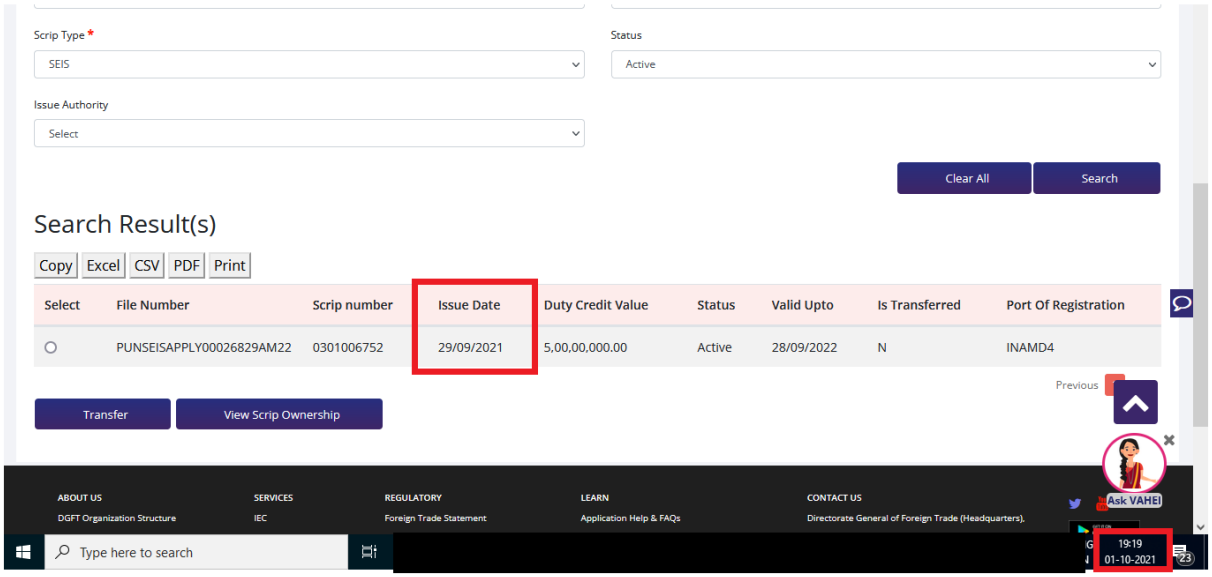
9. Condition based Scrip Transfer

Conditions of Scrip Transfer are applicable for all the scrips except for DFIA and Post Export EPCG scrips.

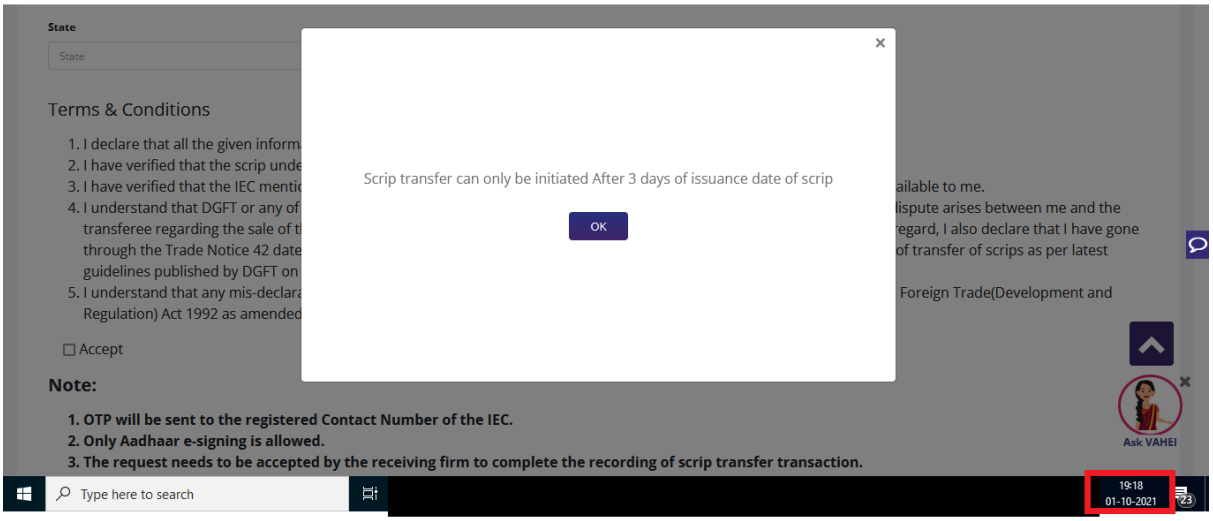
Scrip transfer process: User will be able to allow to initiate scrip transfer only when the below conditions are satisfied.

a. **(Today's Date) > = Scrip Issue Date + 72 Hours**

- Scrip is issued by the officer and user tries to transfer it within 72 hours.



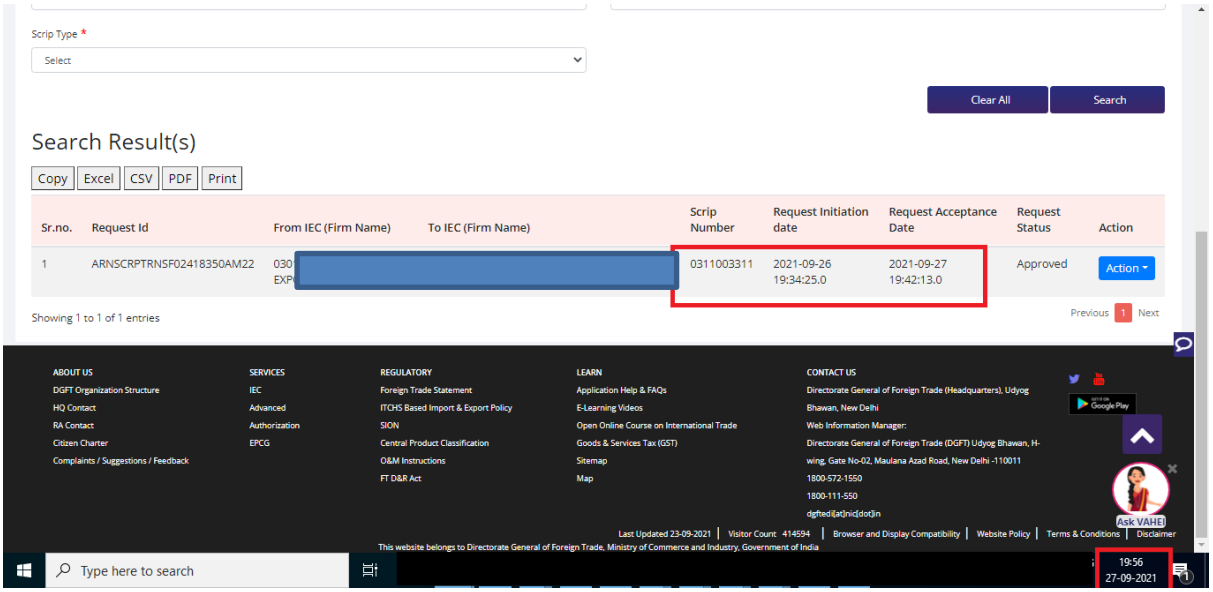
- Pop-up will be there "Scrip transfer can be initiated after 3 days of issuance".



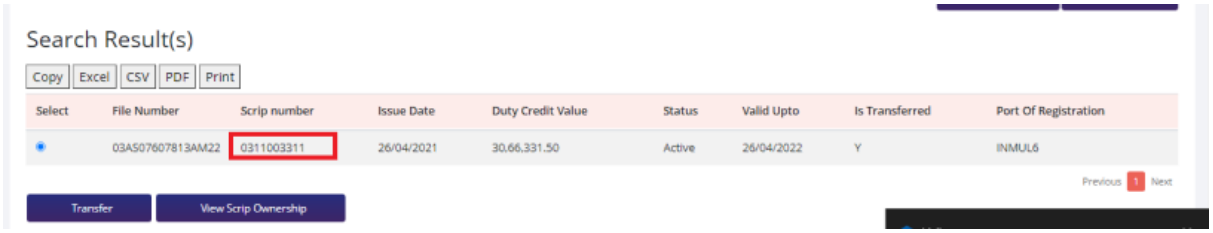
b. (Today's Date) > = Last Scrip Transfer Acceptance Date (if applicable) + 72 Hours

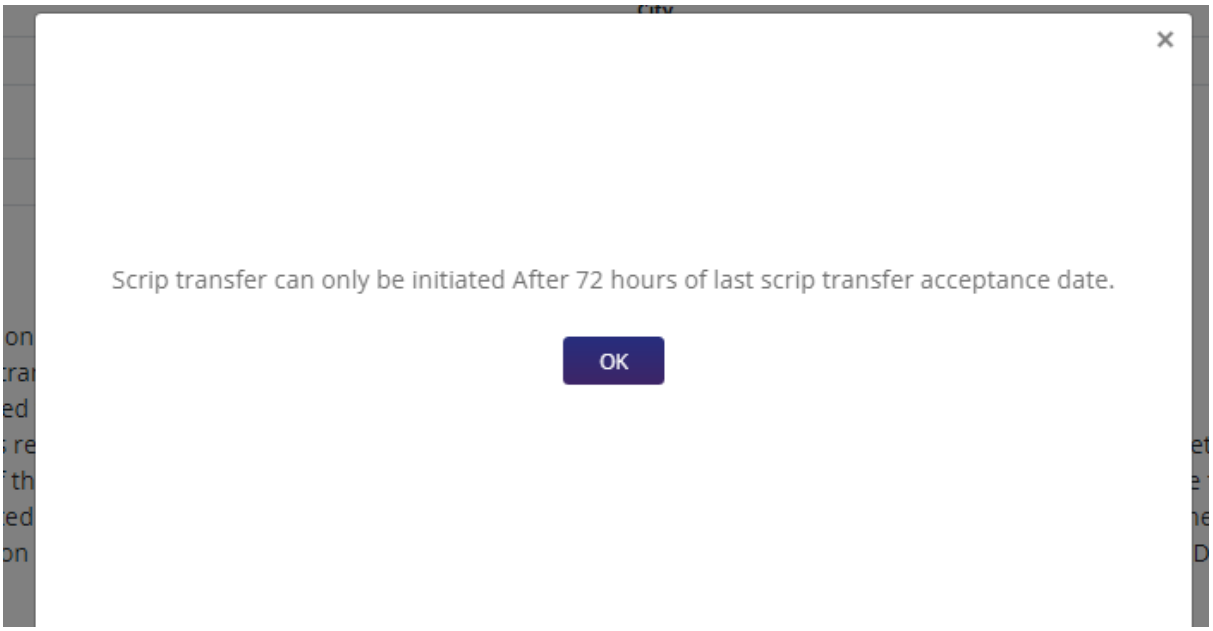
Note: This will be applicable for "accepted" scrip transfer request status and not for "rejected" & "withdrawn".

- If user tries to transfer the scrip on the same day of acceptance. User will get an error pop-up "72 hours not completed yet."



- Go to transfer screen and select the scrip and click on Transfer button.

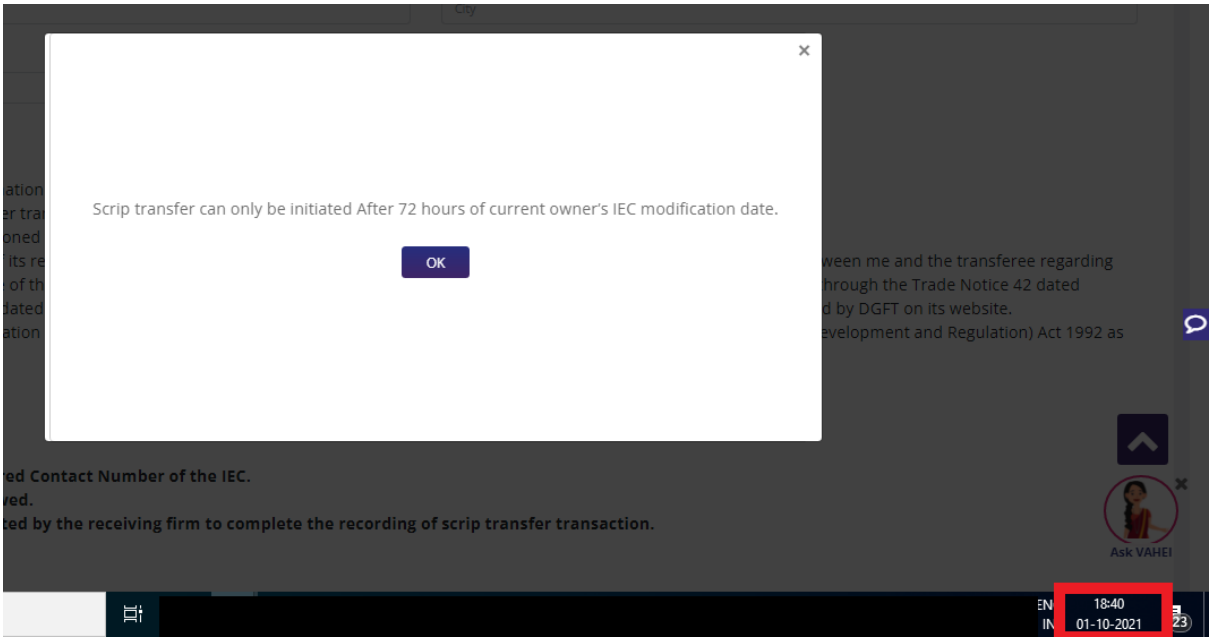




c. (Today's Date) > = Current Owner's IEC Modification Date* + 72 Hours

Note – *This will be any type of IEC modification.

- User has modified the IEC and tries to initiate transfer within 72 hours of modification. Pop-up will be there "Scrip transfer can be done after 72 hours"



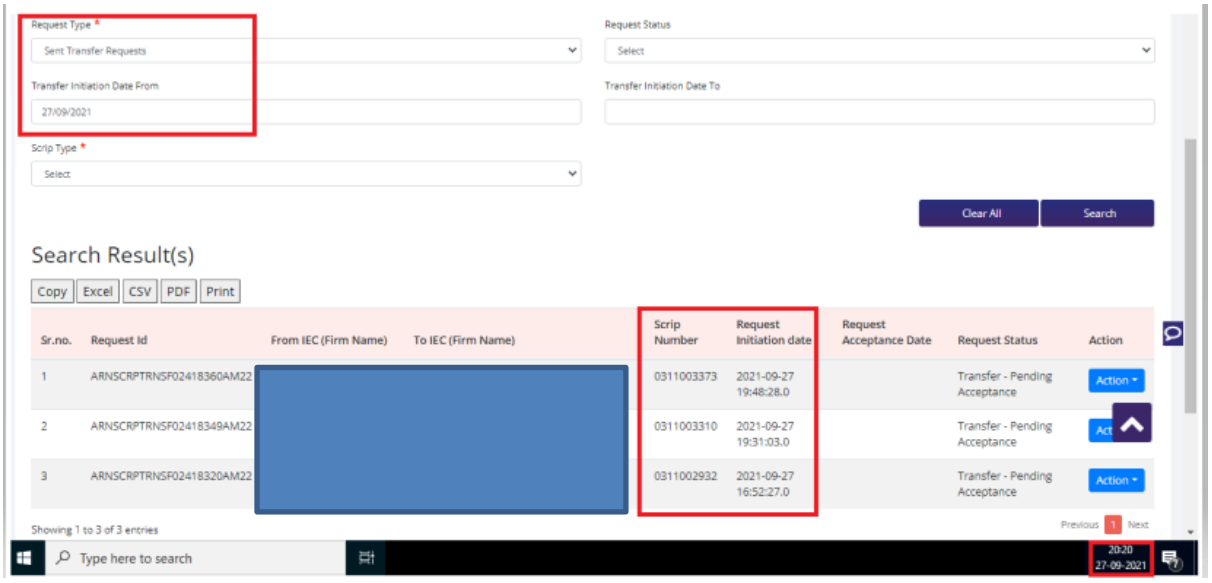
d. Per IEC allowance criteria for scrip transfer initiation and acceptance.

That is, in a period of 24 hours, an IEC can initiate / accept 3 scrips.

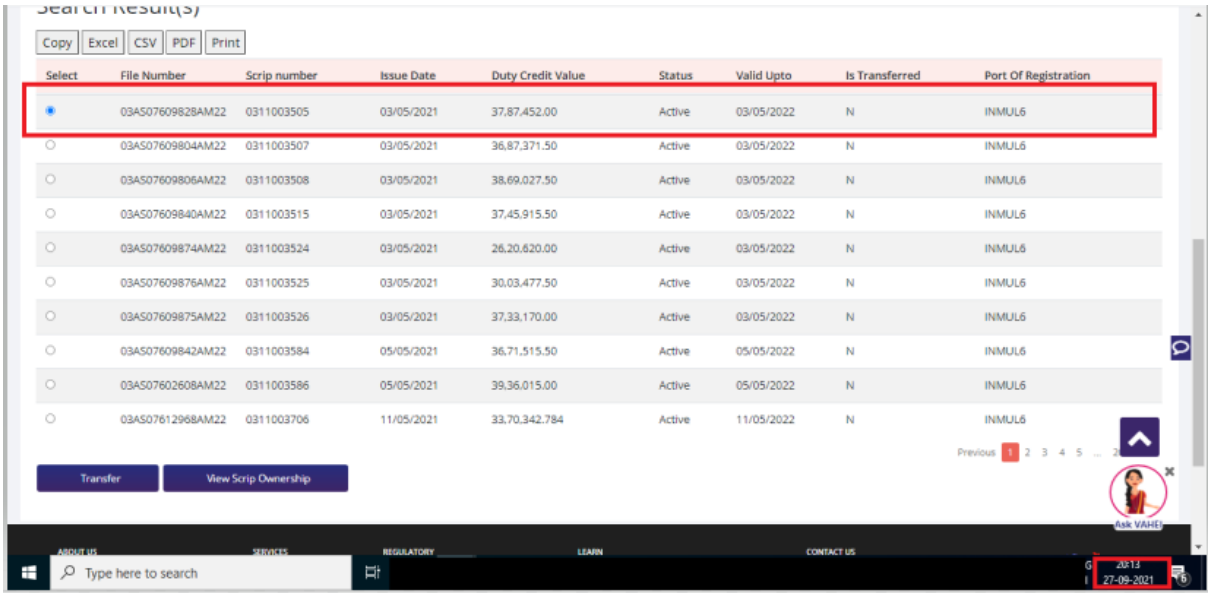
i) 3 scrip transfer initiations every 24 hours

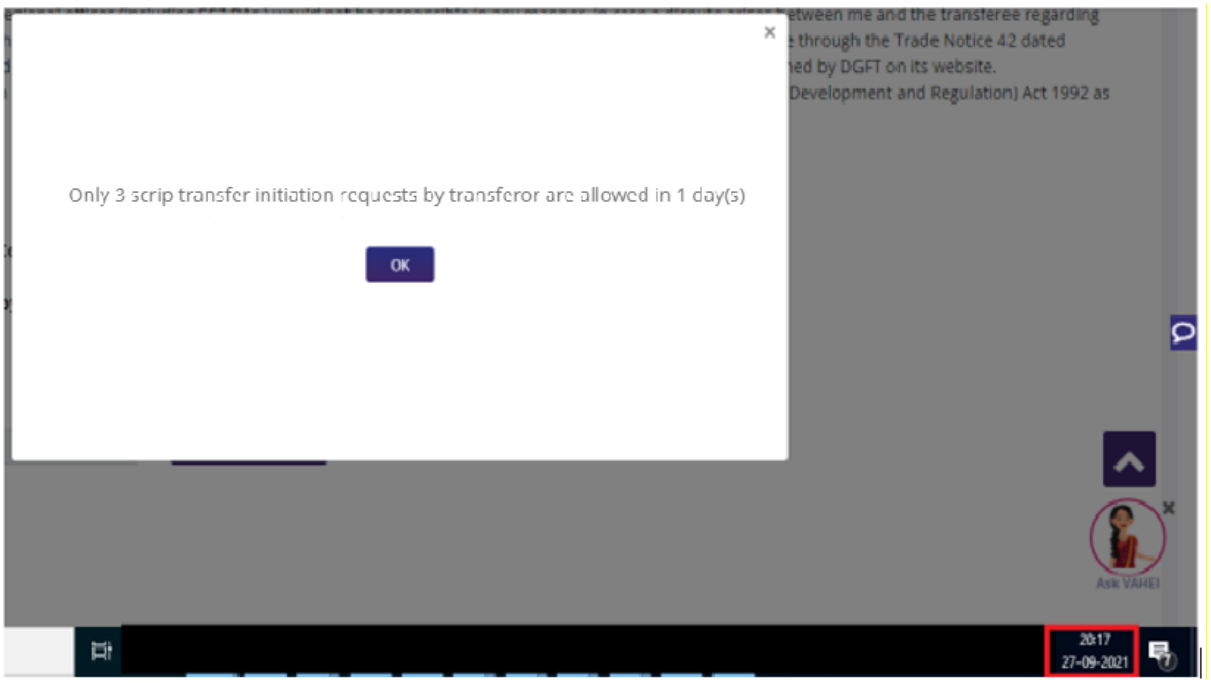
If user has already done 3 transfers in a day. On 4th transfer user will get an error pop-up of "3 transfer can be done every 24 hours".

- Users initiate 3 transfers in a day



- On 4th transfer, pop-up will be there “3 transfer allowed in a day”.

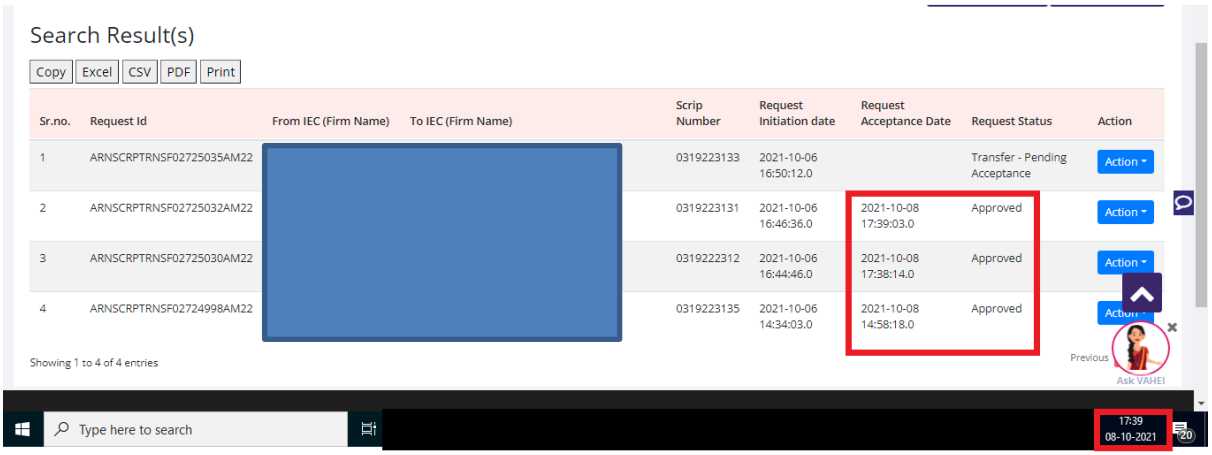




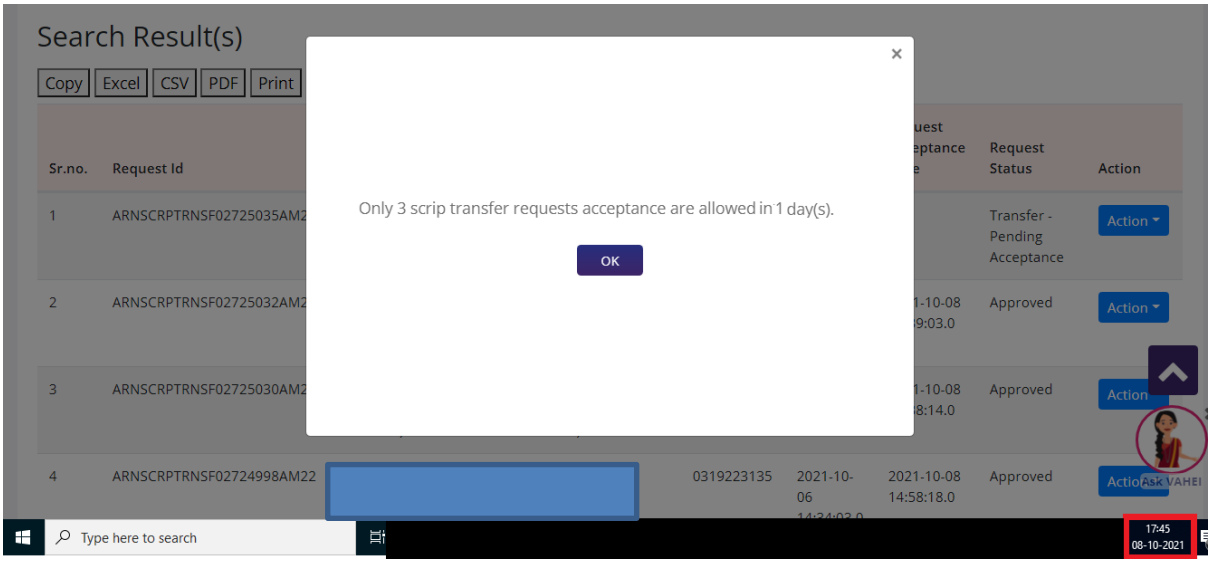
ii) 3 scrips acceptance every 24 hours

If user has already accepted 3 scrips in a day. On 4th acceptance user will get an error pop-up of “3 acceptance is allowed in every 24 hours”.

- User accepted 3 scrips in a day.

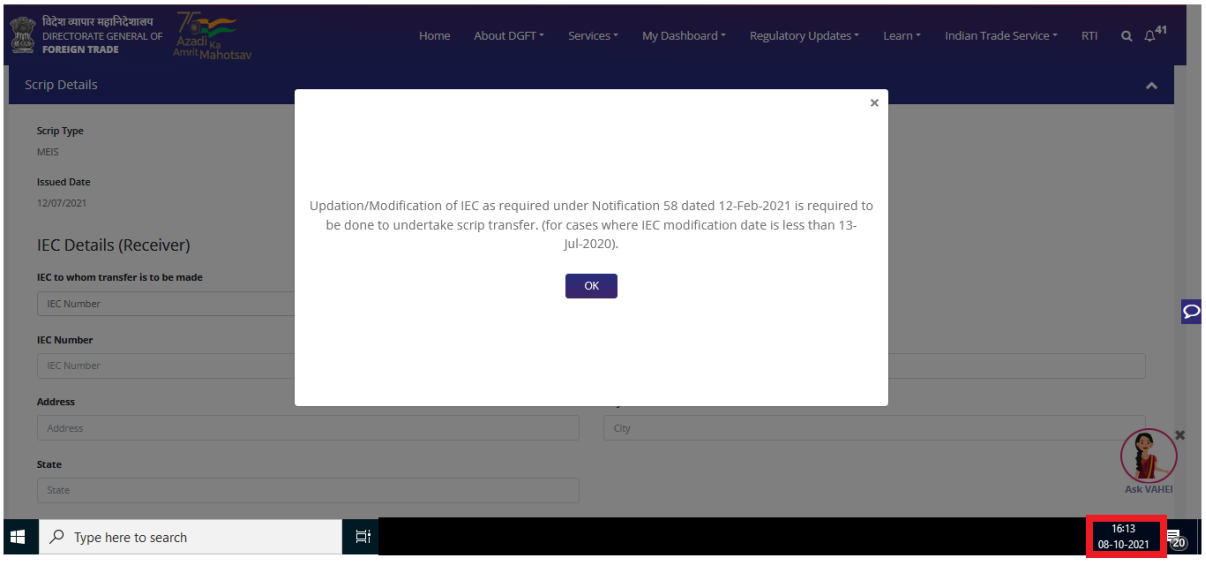


- On 4th acceptance, pop-up will be there "3 acceptance allowed in a day".

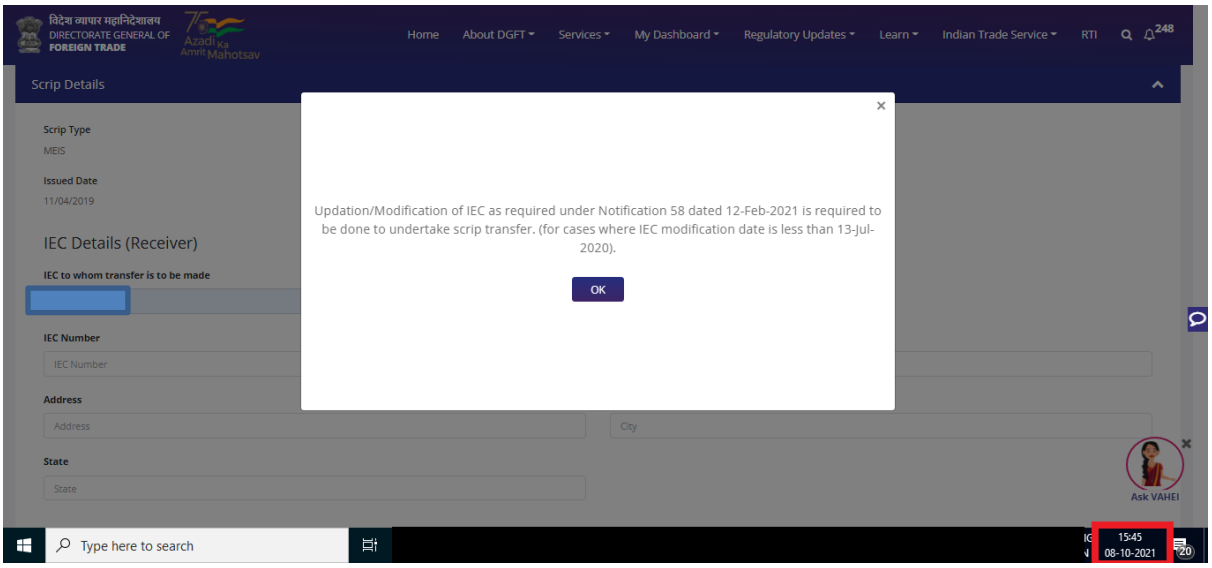


iii) Allow scrip transfer for IECs modified post 13-Jul-2020.

- If the transferor's IEC is not modified post 13-Jul-2020, scrip transfer is not allowed by the user and error pop-up will be there.

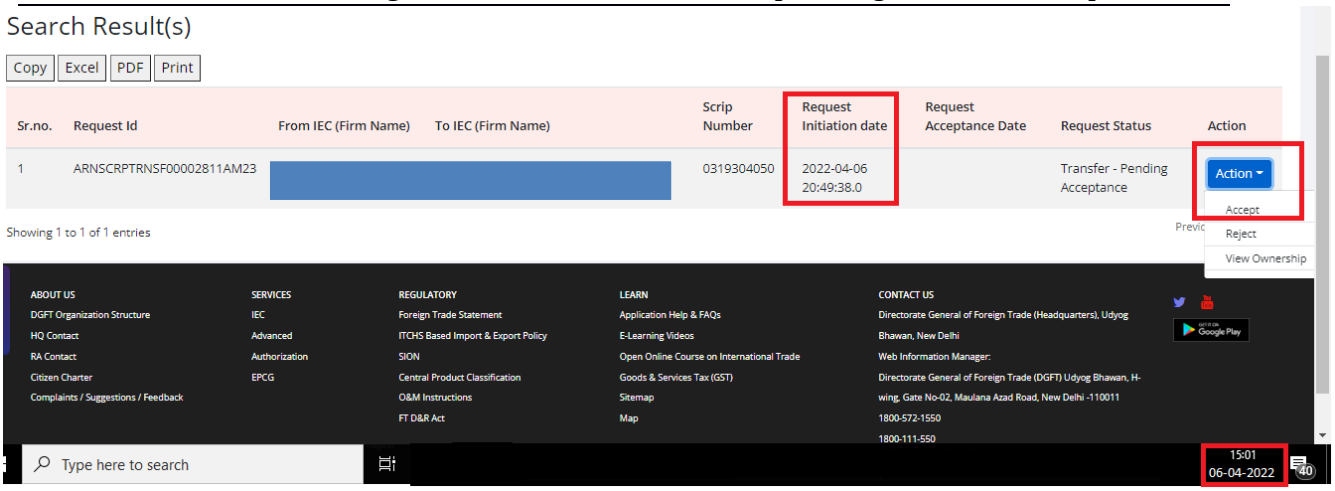
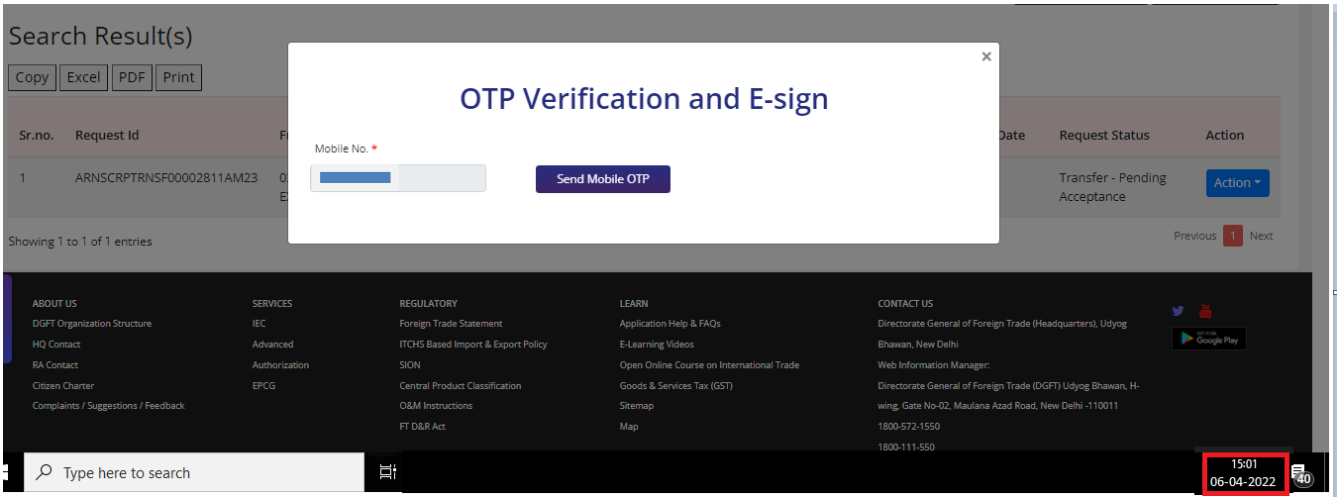


- If the transferee's IEC is not modified post 13-Jul-2020, scrip transfer is not allowed to the user and error pop-up will be there.



iv) **Allow acceptance of scrip transfer (by the buyer) immediately after date and time of raising record transfer request in the system**.

- User has received the scrip and tries to accept it immediately after initiation



- On click to **Accept** button, OTP Verification and E-sign screen will be there.