



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

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**

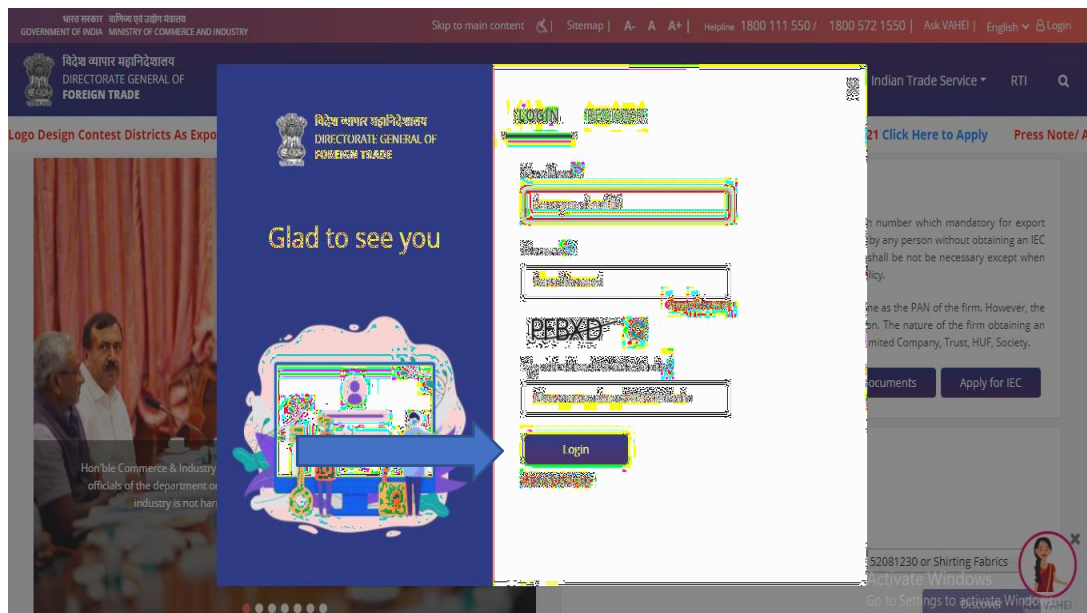
To raise a concern to DGFT the user may call the given Toll Free Helpline number given on the DGFT Portal or raise a request using the “**Contact@DGFT**” page.

3. Record Scrip Transfer Information - Initiation Process

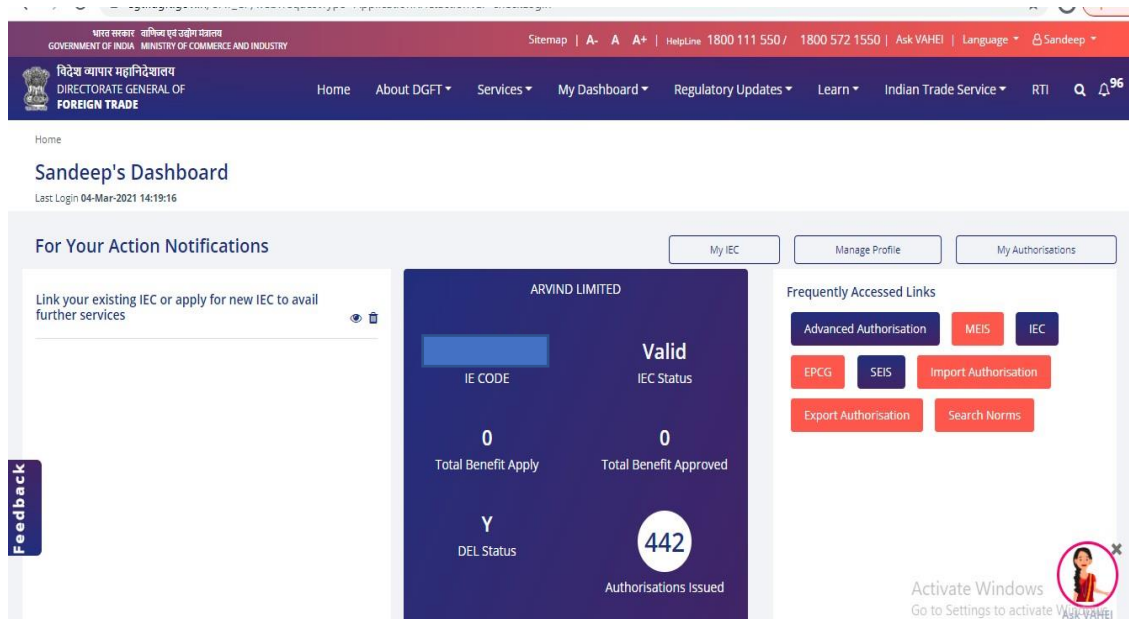
- 1 Visit the DGFT website (<https://www.dgft.gov.in/CP/>).



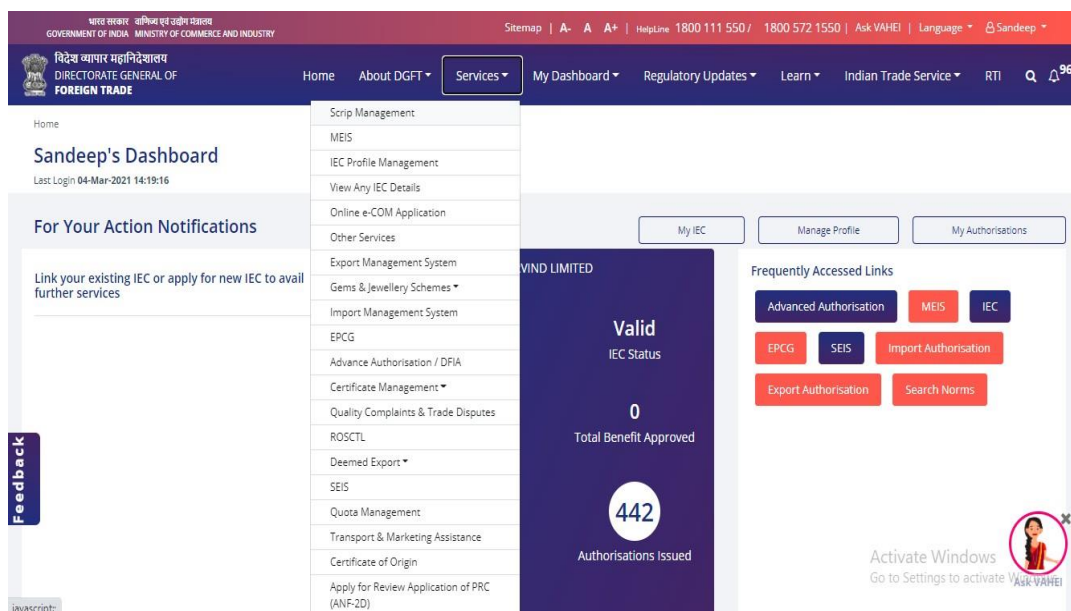
- 2 Click on the Login button and enter the valid credentials.



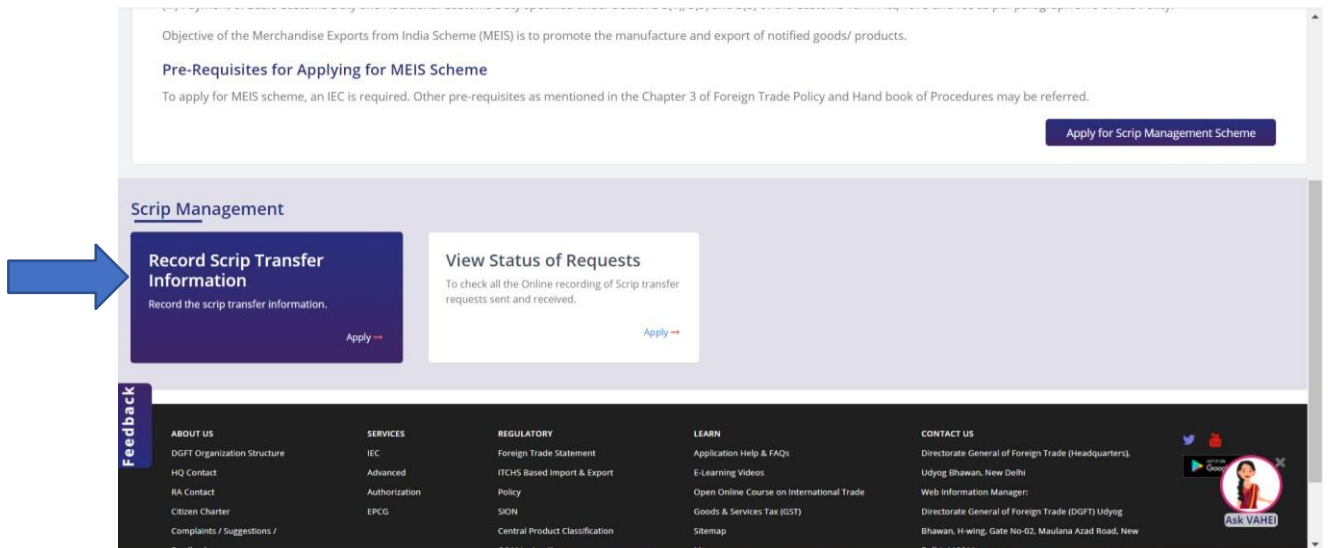
- 3 Post login, "My dashboard" will get displayed.



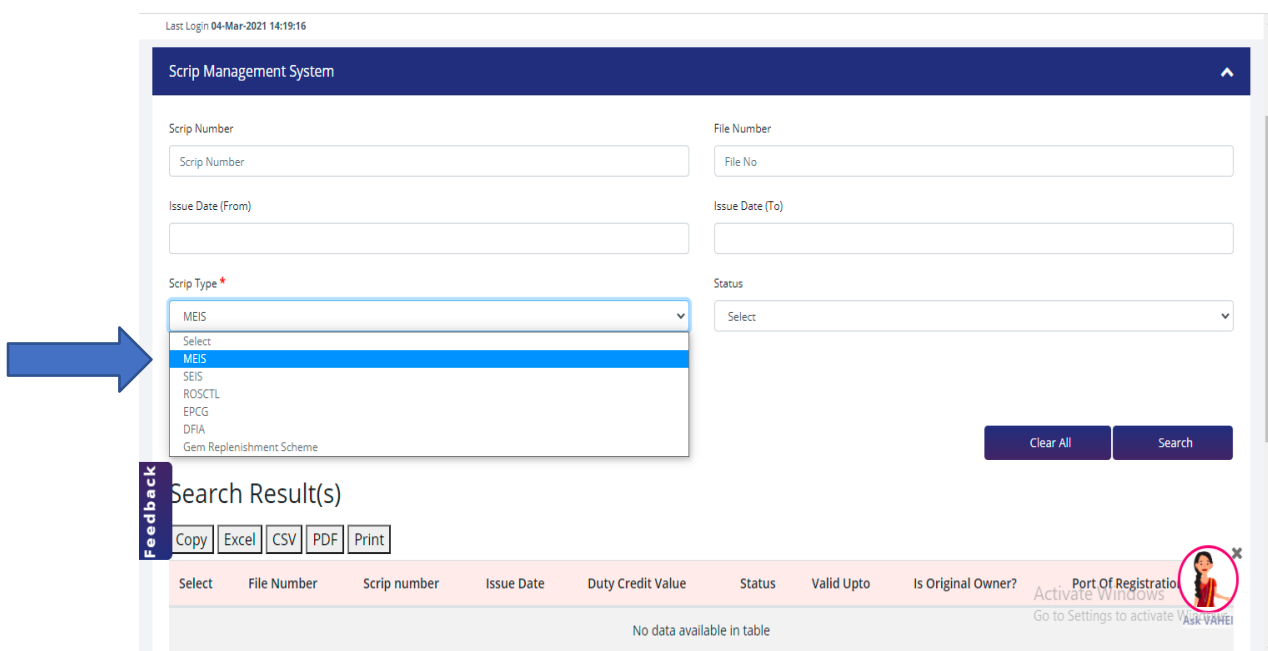
4 Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.



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




- 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.



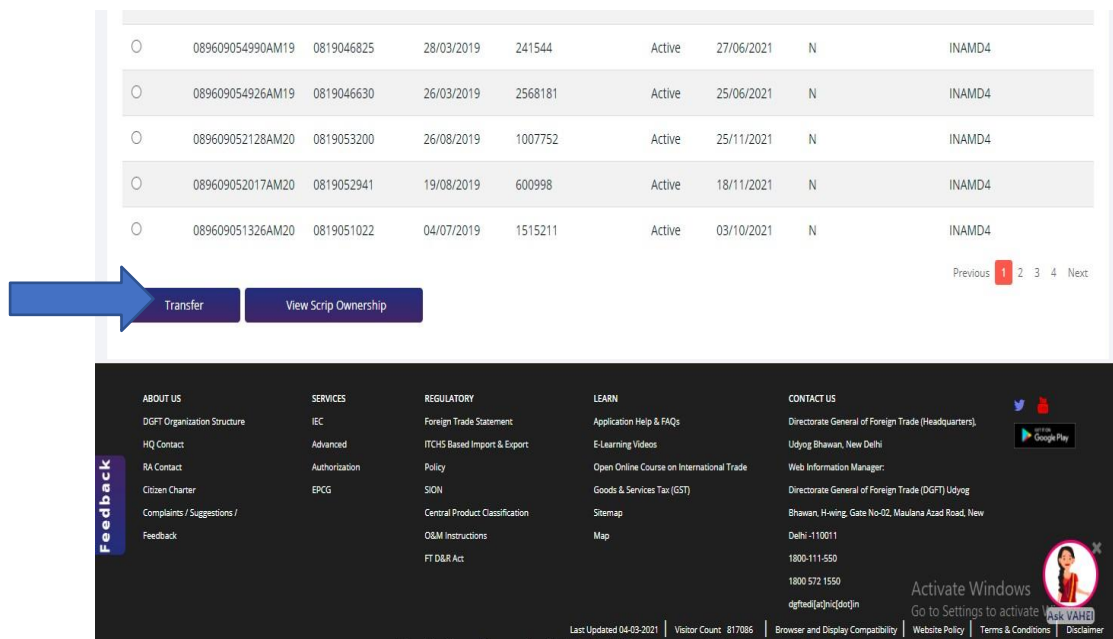
7 List of all the scrips as per the search criteria will get displayed.

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

Previous 1 2 3 4 5 6 

[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.



The screenshot shows a list of scrips with columns for selection, file number, scrip number, issue date, duty credit value, status, valid upto, is transferred, and port of registration. Below the list are two buttons: 'Transfer' and 'View Scrip Ownership'. A blue arrow points to the 'Transfer' button. At the bottom of the page, there is a footer with navigation links, contact information, and a feedback section.

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

Scrip Type MEIS	Scrip Number 0819057762	Duty Value Scrip 1495282
Issued Date 28/05/2020	Validity 25/01/2026	Port Code INAMD4

IEC Details (Receiver)

IEC to whom transfer is to be made

Find

IEC Number

Entity Name

Address

City

State

Feedback

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 mentioned for the transferee is correct and corroborated with the material records of transfer available to me.

Activate Windows
Go to Settings to activate Windows
Ask VAHEI

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

Issued Date 28/05/2020	Validity 14/02/2022	Port Code INNSA1
---------------------------	------------------------	---------------------

IEC Details (Receiver)

IEC to whom transfer is to be made

Find

IEC Number

Entity Name

Address

City

State

Feedback

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 mentioned for the transferee is correct and corroborated with the material records of transfer available to me.
4. I understand that DGFT or any of its regional offices (including SEZ RAs) would not be responsible in any manner, in case a dispute arises between me and the transferee regarding the sale of this scrip, or the value of the scrip after the transfer is recorded on the DGFT server. In this regard, I also declare that I have gone through the Trade Notice 42 dated 11.01.2019 and Trade Notice 03 dated 03.04.2019
5. I understand that any mis-declaration made herein shall make me liable for legal action under the relevant provisions of the Foreign Trade(Development and Regulation)

Ask VAHEI

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 mentioned for the transferee is correct and corroborated with the material records of transfer available to me.
4. I understand that DGFT or any of its regional offices (including SEZ RAs) would not be responsible in any manner, in case a dispute arises between me and the transferee regarding the sale of this scrip, or the value of the scrip after the transfer is recorded on the DGFT server. In this regard, I also declare that I have gone through the Trade Notice 42 dated 11.01.2019 and Trade Notice 03 dated 03.04.2019
5. I understand that any mis-declaration made herein shall make me liable for legal action under the relevant provisions of the Foreign Trade(Development and Regulation) Act 1992 as amended.

Accept

Note:

1. OTP will be sent to the registered Contact Number of the IEC.
2. Only Aadhaar e-signing is allowed.
3. The request needs to be accepted by the receiving firm to complete the recording of scrip transfer transaction.

OTP Verification

Mobile No. *

Send Mobile OTP

Feedback

Ask VAHEI

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.

Accept

Note:

1. OTP will be sent to the registered Contact Number of the IEC.
2. Only Aadhaar e-signing is allowed.
3. The request needs to be accepted by the receiving firm to complete the recording of scrip transfer transaction.

OTP Verification

Mobile No. *

Send Mobile OTP 14:4

Enter OTP (Mobile)

729555

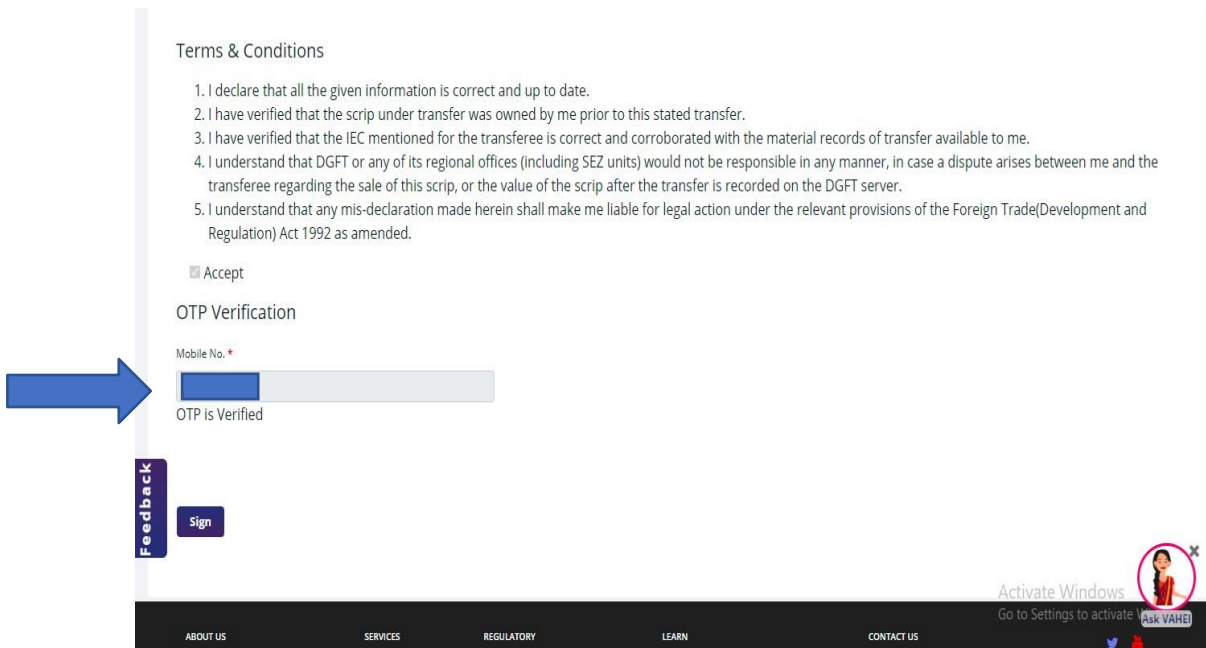
Verify Mobile

Feedback

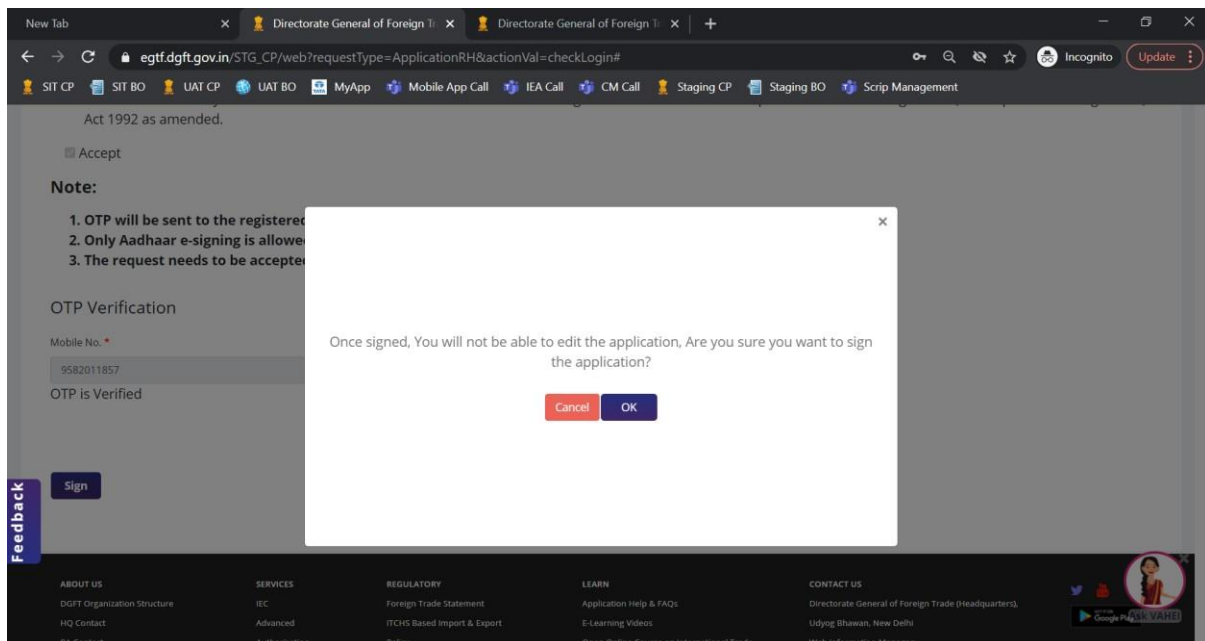
Sign

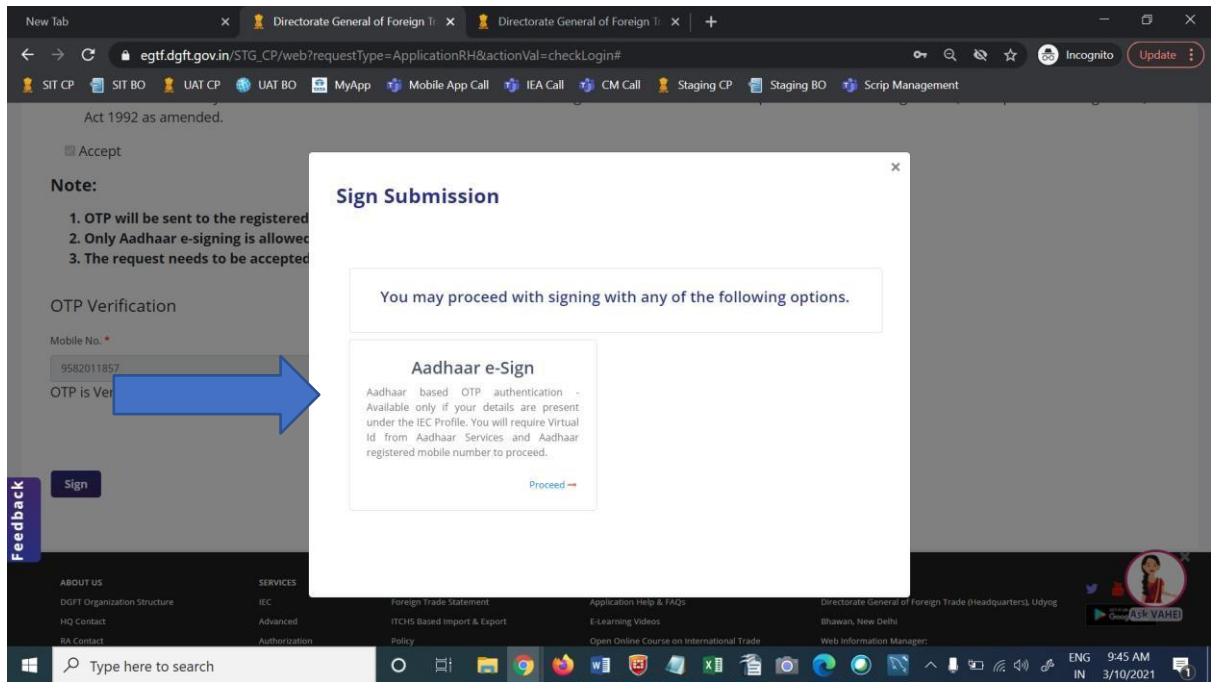
Ask VAHEI

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

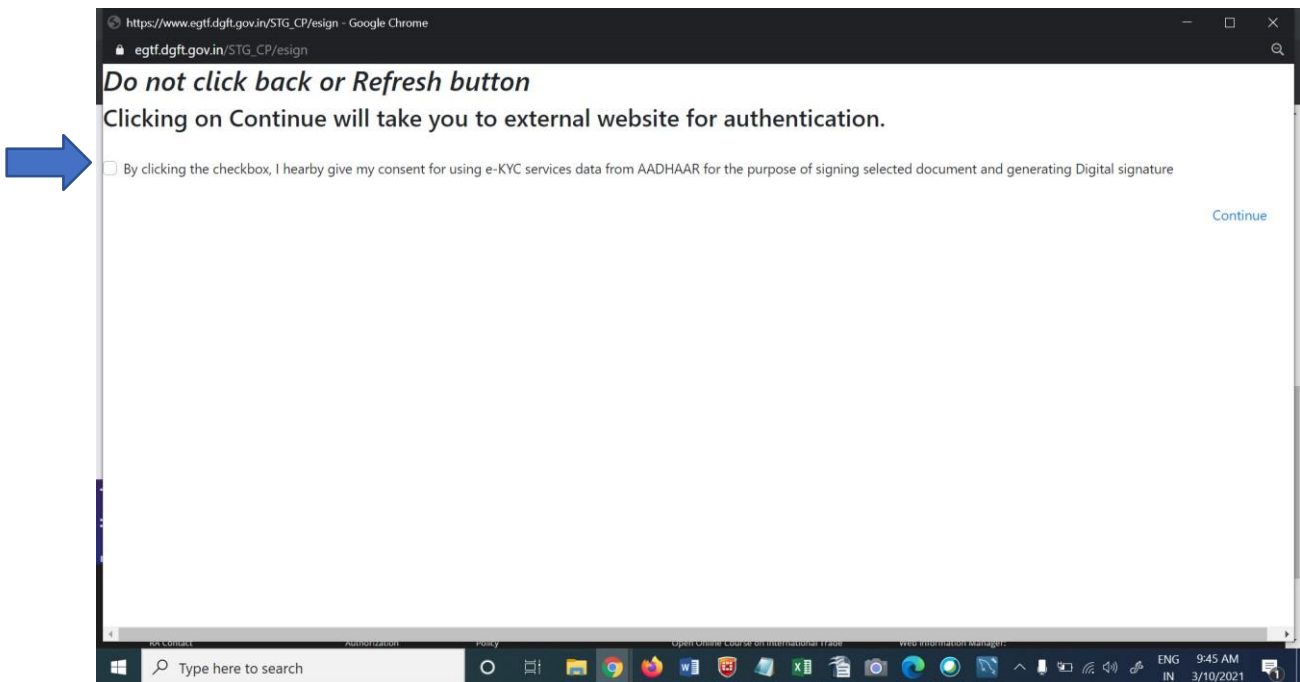


B Aadhar E-Sign—User will be notified with message for Aadhar E-sign. After clicking OK, user will be redirected to Sign Submission screen (refer below screenshot).

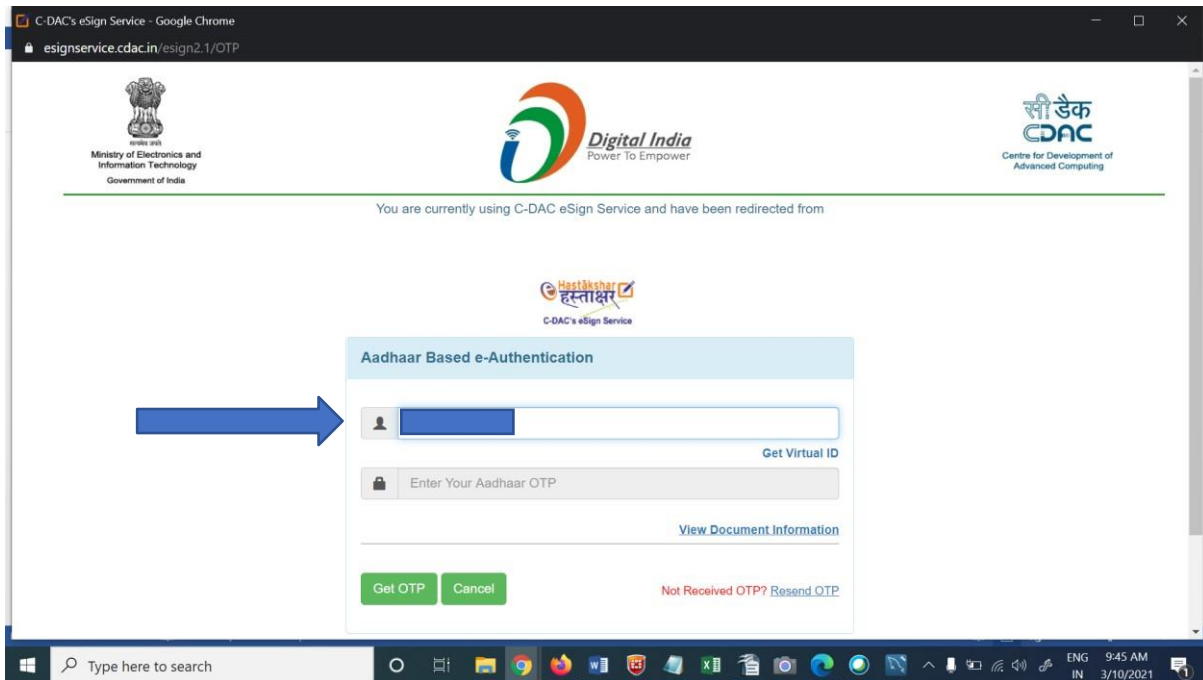




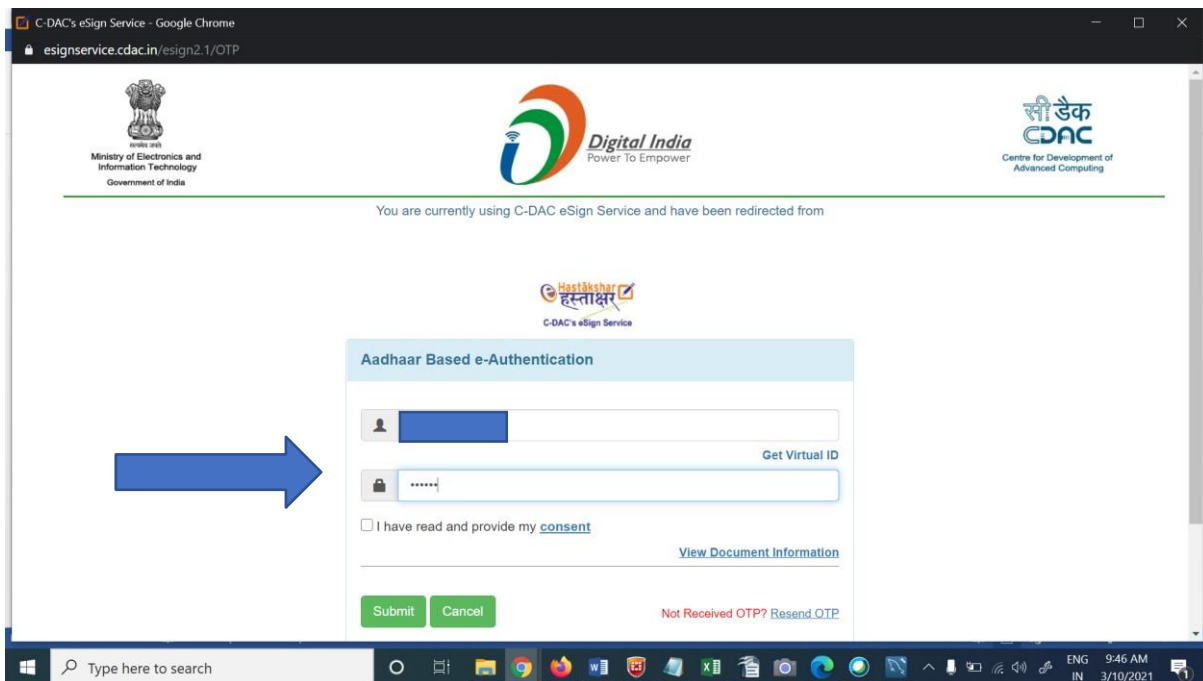
14 User will be redirected to below screen where he has to select the check box and click on “Continue”.



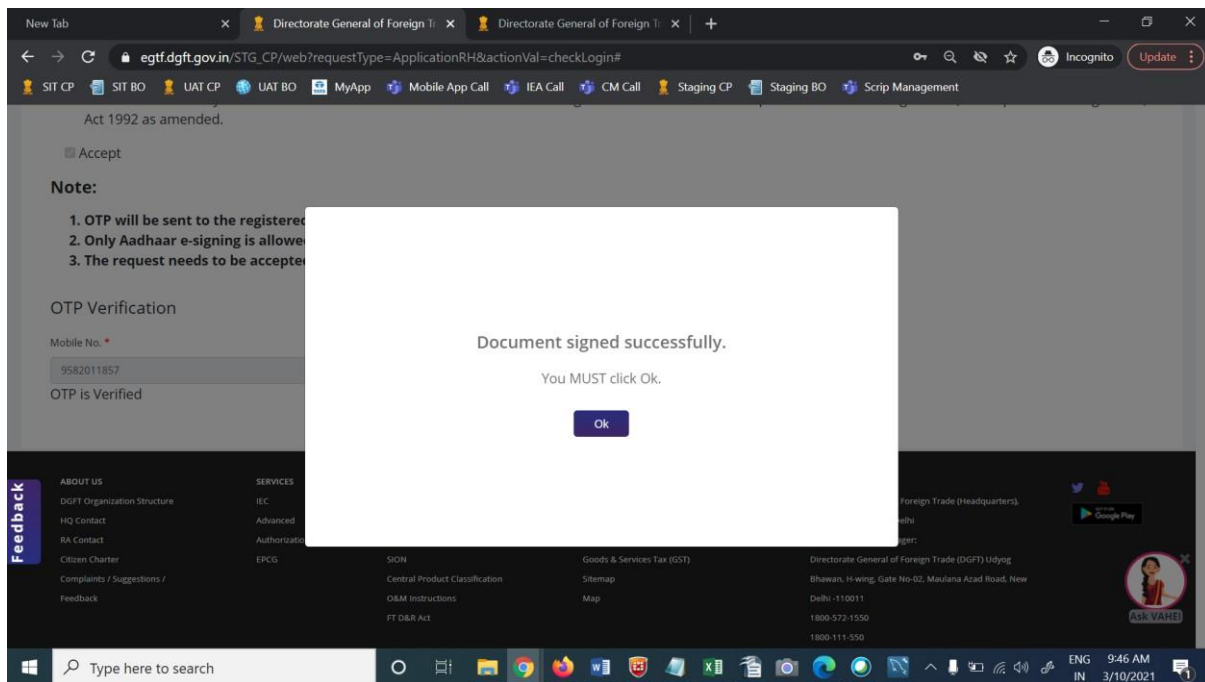
15 Enter Aadhaar number and click on “GET OTP”.



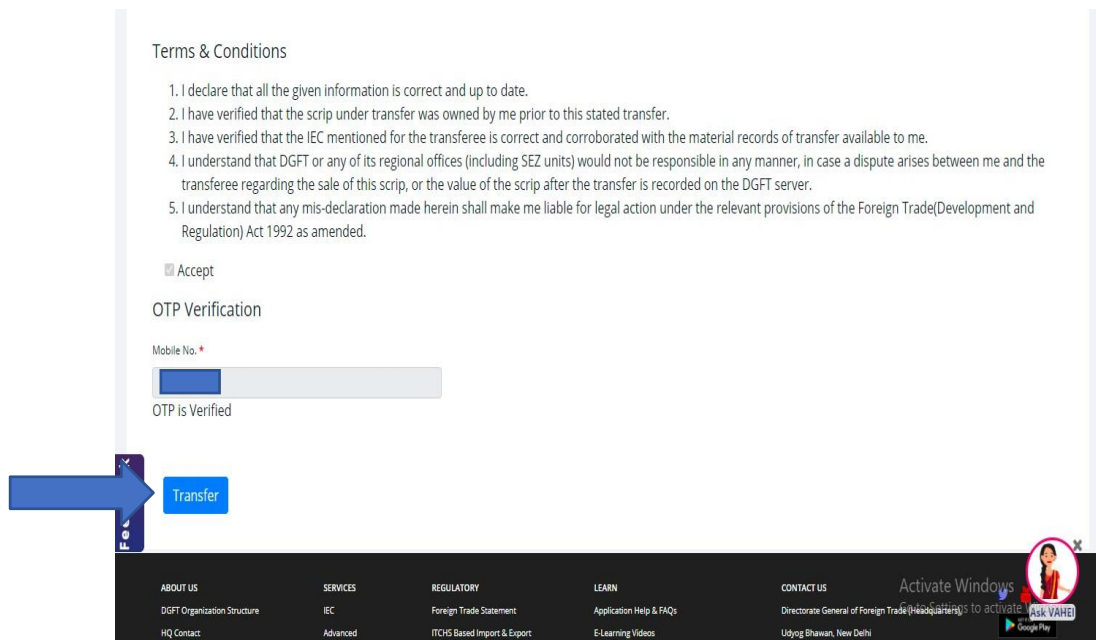
16 Enter the received OTP and click on ‘Submit’.



17. After successful verification user is notified for same.

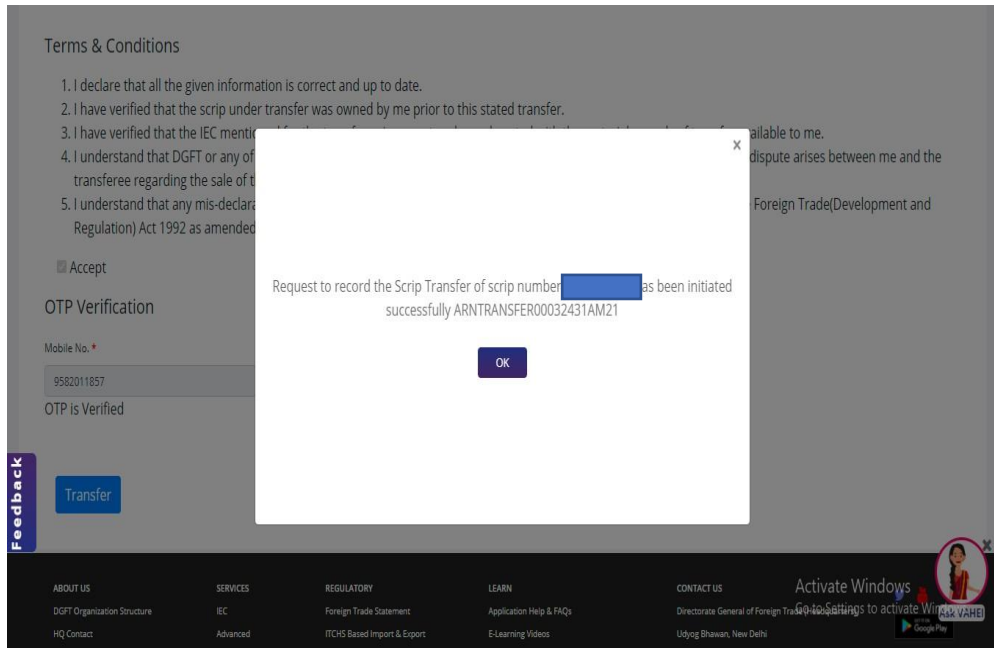


17. Once the application is successful signed, user has to click on 'transfer' to initiate the record of transfer scrip.



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.



4. View Status of Requests - Transfer Acceptance Process

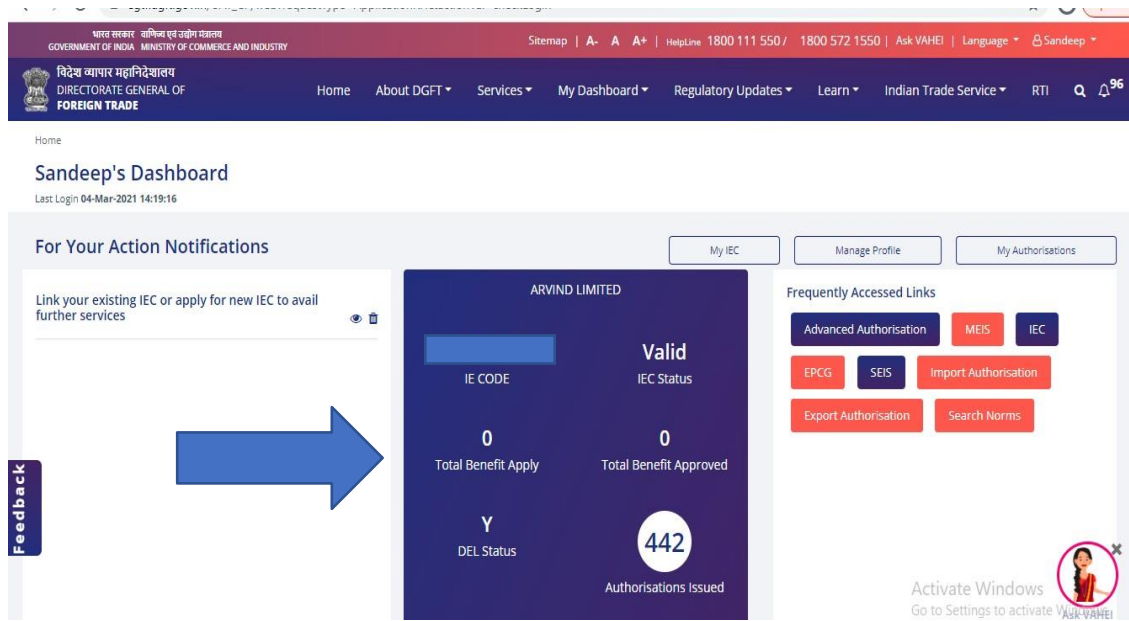
- 1 Visit the DGFT website (<https://www.dgft.gov.in/CP/>).

The screenshot shows the DGFT website homepage. The header includes the Government of India logo and navigation links. The main content area features a large banner for a 'Joint Meeting of Board of Trade and Council for Trade Development and Promotion' held on 6th June 2019. To the right, there is a 'Register for your IEC' section with a form. The form includes a 'Register for your IEC' heading, a paragraph explaining the IEC, a 'Register for your IEC' button, and a section for 'Are you an importer or an exporter?' with radio buttons for 'Importer', 'Exporter', and 'Both'. Below this is a 'Select your ITC(HS) Code / Product Selection' section with a search bar and a 'Discover' button.

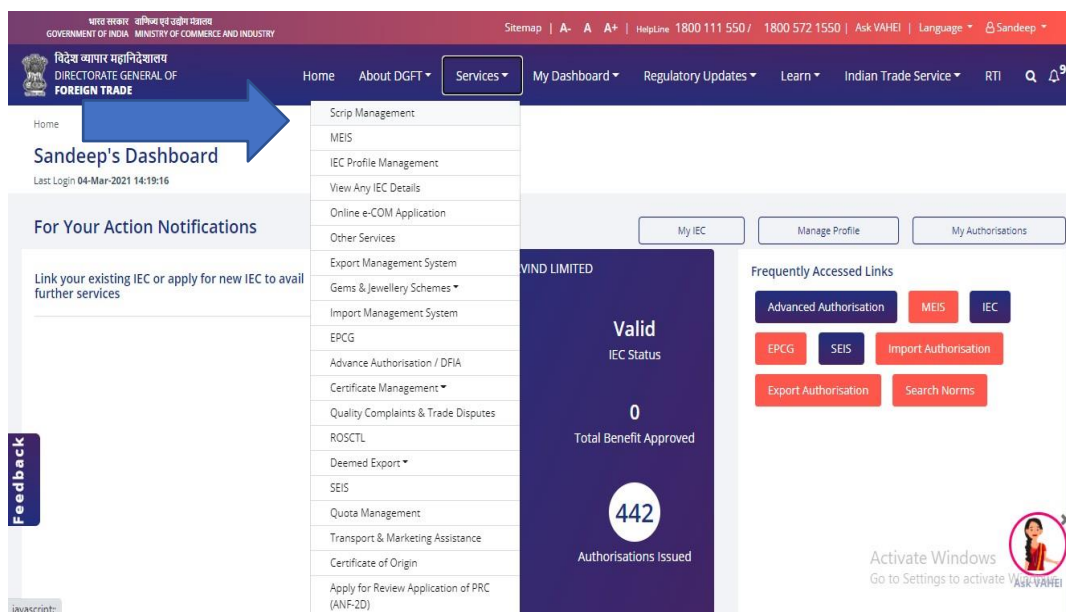
- 2 Click on the Login button and enter the valid credentials.

The screenshot shows the DGFT website homepage with a login overlay. The overlay is a blue box with the text 'Glad to see you' and a large blue arrow pointing to the 'Login' button. The background shows the website's navigation and content, including the 'Register for your IEC' section.

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’.

(ii) Payment of Central excise duties on domestic procurement of inputs or goods,
 (iii) Payment of Basic Customs Duty and Additional Customs Duty specified under Sections 3(1), 3(3) and 3(5) of the Customs Tariff Act, 1975 and fee as per paragraph 3.18 of this Policy.
 Objective of the Merchandise Exports from India Scheme (MEIS) is to promote the manufacture and export of notified goods/ products.
Pre-Requisites for Applying for MEIS Scheme
 To apply for MEIS scheme, an IEC is required. Other pre-requisites as mentioned in the Chapter 3 of Foreign Trade Policy and Hand book of Procedures may be referred.

[Apply for Scrip Management Scheme](#)

Scrip Management

Record Scrip Transfer Information
 Record the scrip transfer information.
[Apply](#)

View Status of Requests
 To check all the Online recording of Scrip transfer requests sent and received.
[Apply](#)

Feedback

ABOUT US SERVICES REGULATORY LEARN CONTACT US
 DGFT Organization Structure IEC Foreign Trade Statement Application Help & FAQs Directorate General of Foreign Trade (Headquarters) Ask VAHEI

- 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.

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 GOVERNMENT OF INDIA | MINISTRY OF COMMERCE AND INDUSTRY
 Sitemap | A- A+ | Helpline 1800 111 550 / 1800 572 1550 | Ask VAHEI | Language | Ishwarya

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 DIRECTORATE GENERAL OF FOREIGN TRADE
 Home About DGFT Services My Dashboard Regulatory Updates Learn Indian Trade Service RTI 517

Home
Ishwarya's Dashboard
 Last Login 08-Dec-2020 11:23:51

View Transfer Request

Scrip Number

Request Id

Request Type *
 Select
 Select
 Received Transfer Requests
 Sent Transfer Requests

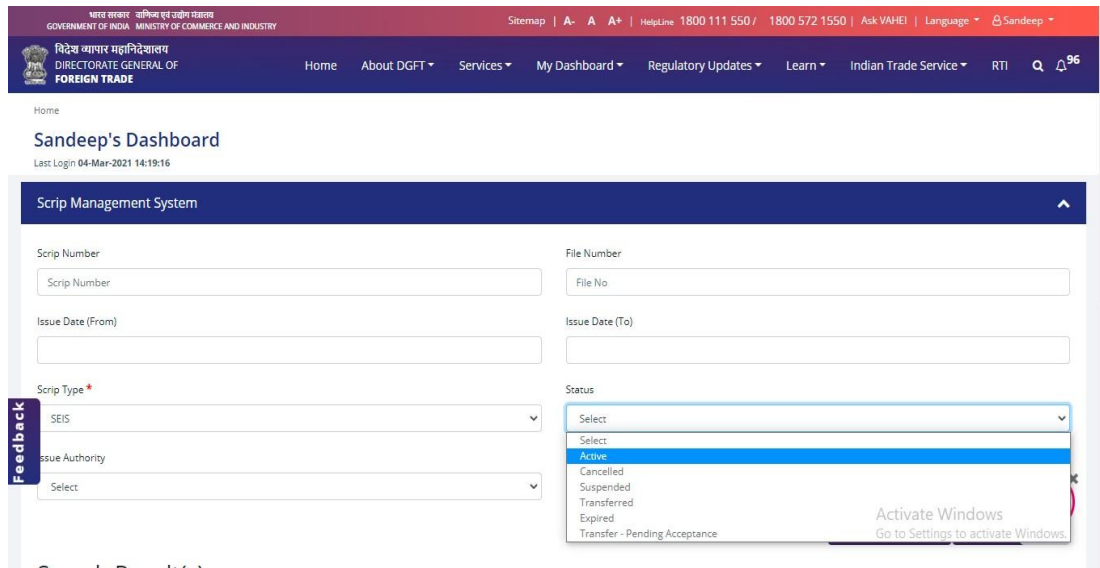
Request Status
 Select

Transfer Initiation Date To

Scrip Type *
 Select

Feedback

Ask VAHEI



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

Scrip Type *

Select

Clear All Search

Search Result(s)

Copy Excel CSV PDF Print

Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNTRANSFER0032431AM21	0888003421 (ARVIND LIMITED)	0388016213 (SANDVIK ASIA PVT. LTD)	0819057762	2021-03-04 19:47:33.0		Transfer - Pending Acceptance	Action
2	ARNTRANSFER0032419AM21	0795014422 (INDIAN DESIGNS EXPORTS PVT LTD)	0388016213 (SANDVIK ASIA PVT. LTD)	0719050335	2021-03-04 17:46:50.0		Transfer - Pending Acceptance	Action
3	ARNTRANSFER0032331AM21	AAGFI4548H (INTERNATIONAL LEATHER CLOTHIERS)	0388016213 (SANDVIK ASIA PVT. LTD)	0219092408	2021-03-03 12:50:27.0	2021-03-03 12:51:18.0	Rejected	Action
4	ARNTRANSFER0032322AM21	AAGFI4548H (INTERNATIONAL	0388016213	0219092407	2021-03-03	2021-03-03	Approved	Action

Feedback

Activate Windows Go to Settings to activate Windows.

Ask VAHEI

4. Click on ‘Action -> Accept’.

Search Result(s)

Copy Excel CSV PDF Print

Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNTRANSFER00032431AM21	0888003421 (ARVIND LIMITED)	0388016213 (SANDVIK ASIA PVT. LTD)	0819057762	2021-03-04 19:47:33.0		Transfer - Pending Acceptance	Action Accept Reject View Ownership
2	ARNTRANSFER00032419AM21	0795014422 (INDIAN DESIGNS EXPORTS PVT LTD)	0388016213 (SANDVIK ASIA PVT. LTD)	0719050335	2021-03-04 17:46:50.0		Transfer - Pending Acceptance	
3	ARNTRANSFER00032331AM21	AAGFI4548H (INTERNATIONAL LEATHER CLOTHIERS)	0388016213 (SANDVIK ASIA PVT. LTD)	0219092408	2021-03-03 12:50:27.0	2021-03-03 12:51:18.0	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	Ask VAHEI

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

Search Result(s)

Copy Excel CSV PDF Print

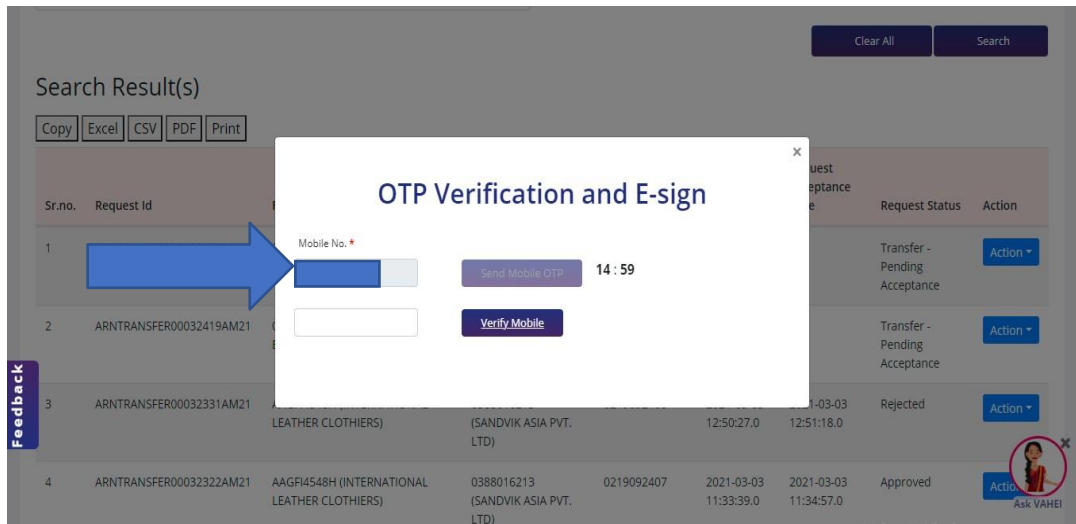
Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNTRANSFER00032431AM21	0888003421 (ARVIND LIMITED)	0388016213 (SANDVIK ASIA PVT. LTD)	0819057762	2021-03-04 19:47:33.0		Transfer - Pending Acceptance	Action
2	ARNTRANSFER00032419AM21	0795014422 (INDIAN DESIGNS EXPORTS PVT LTD)	0388016213 (SANDVIK ASIA PVT. LTD)	0719050335	2021-03-04 17:46:50.0		Transfer - Pending Acceptance	
3	ARNTRANSFER00032331AM21	AAGFI4548H (INTERNATIONAL LEATHER CLOTHIERS)	0388016213 (SANDVIK ASIA PVT. LTD)	0219092408	2021-03-03 12:50:27.0	2021-03-03 12:51:18.0	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	Ask VAHEI

OTP Verification and E-sign

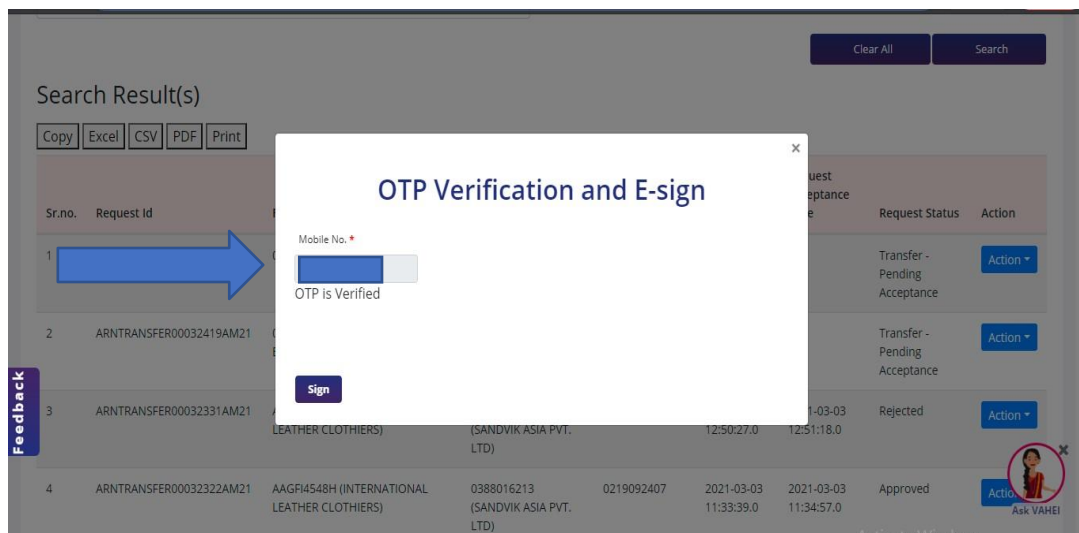
Mobile No. *

[Send Mobile OTP](#)

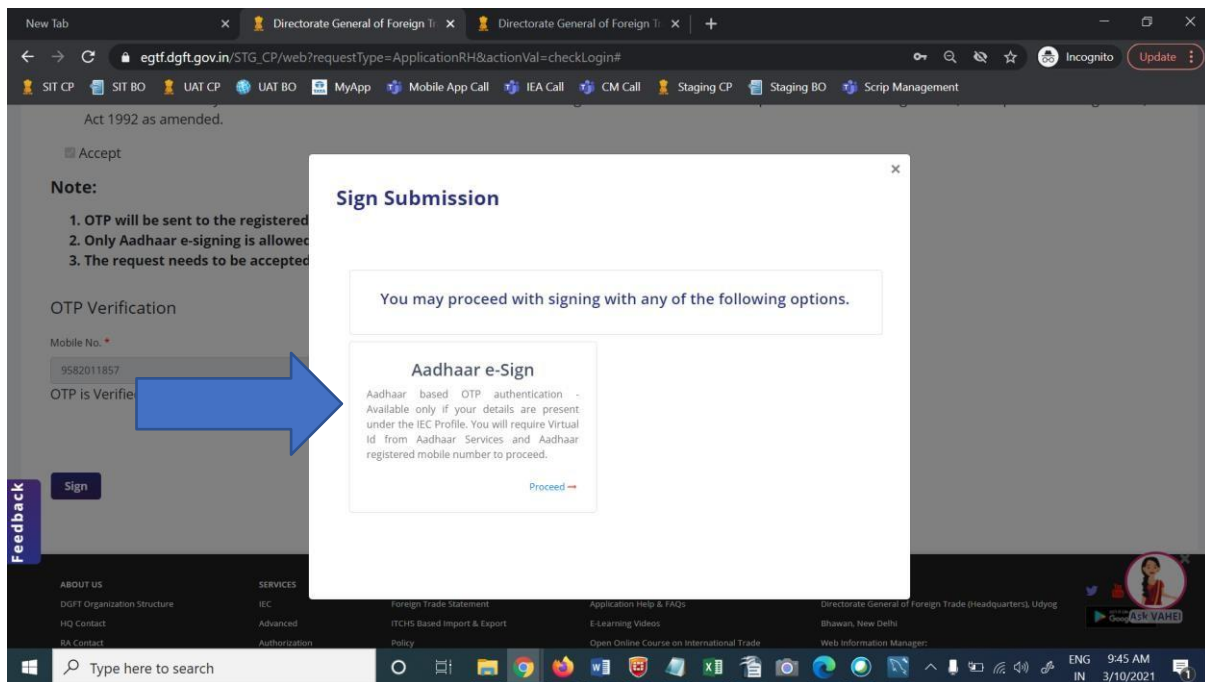
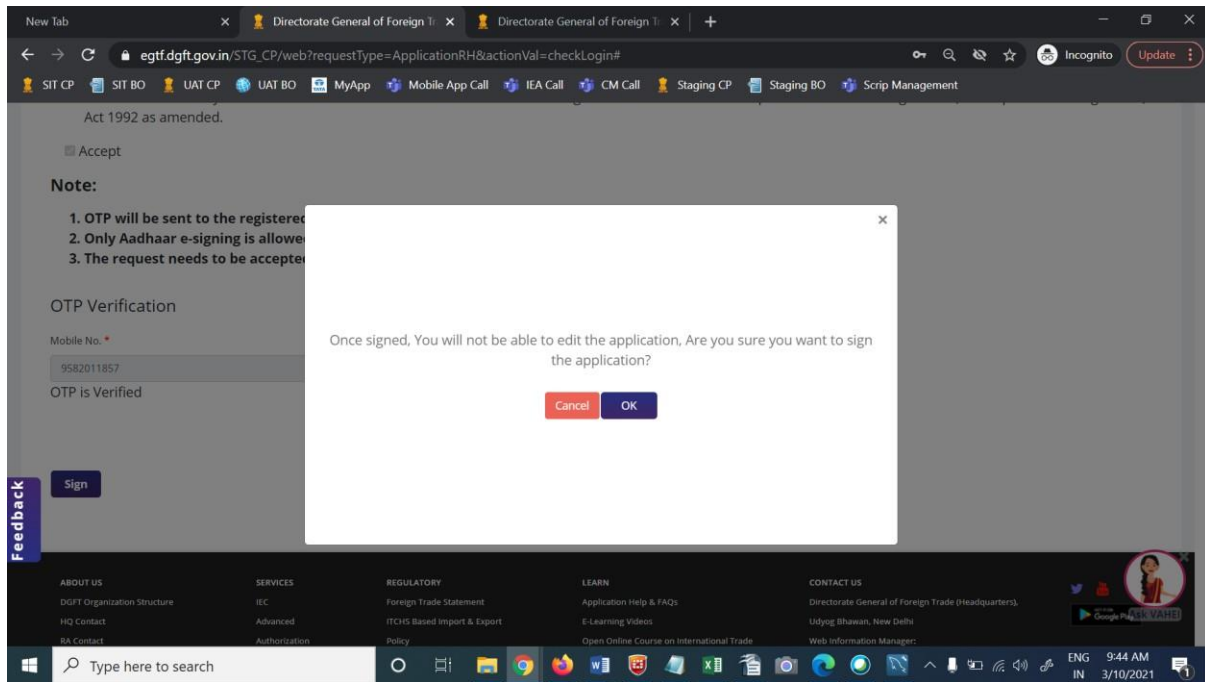
6. User will have to enter the 6 Digit OTP in the field and click on the “Verify mobile”.



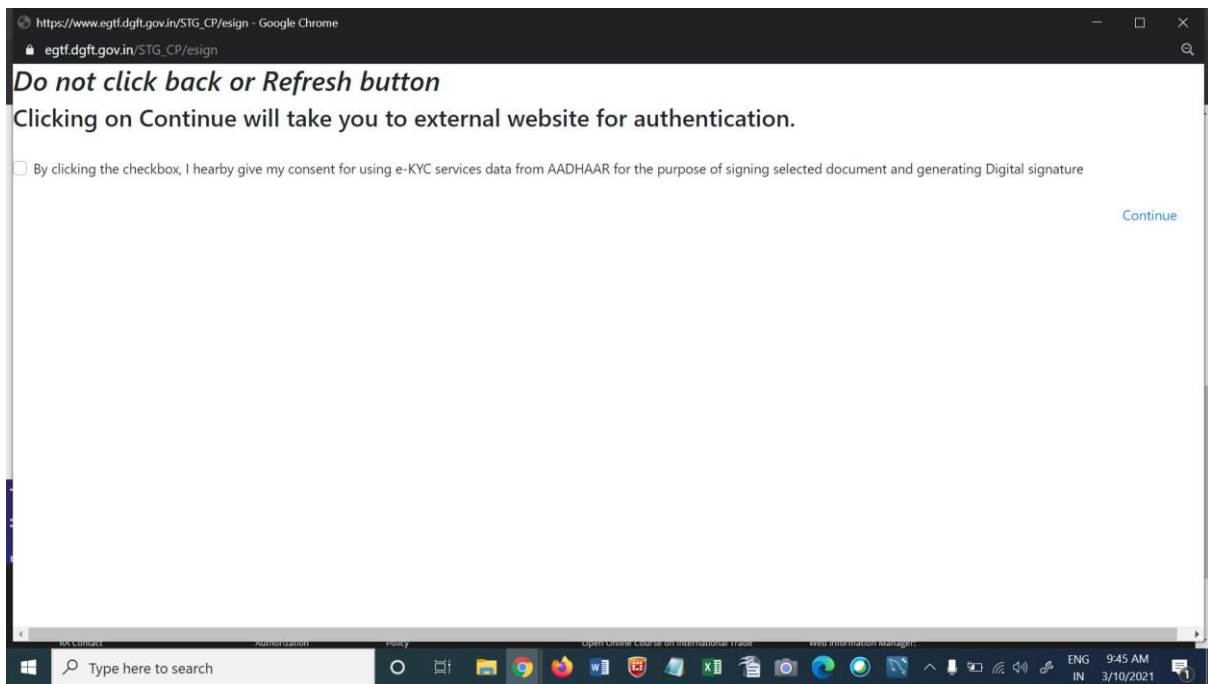
7. After verifying the OTP, user must click on the “Sign” and then click on the “Accept” to accept the scrip.



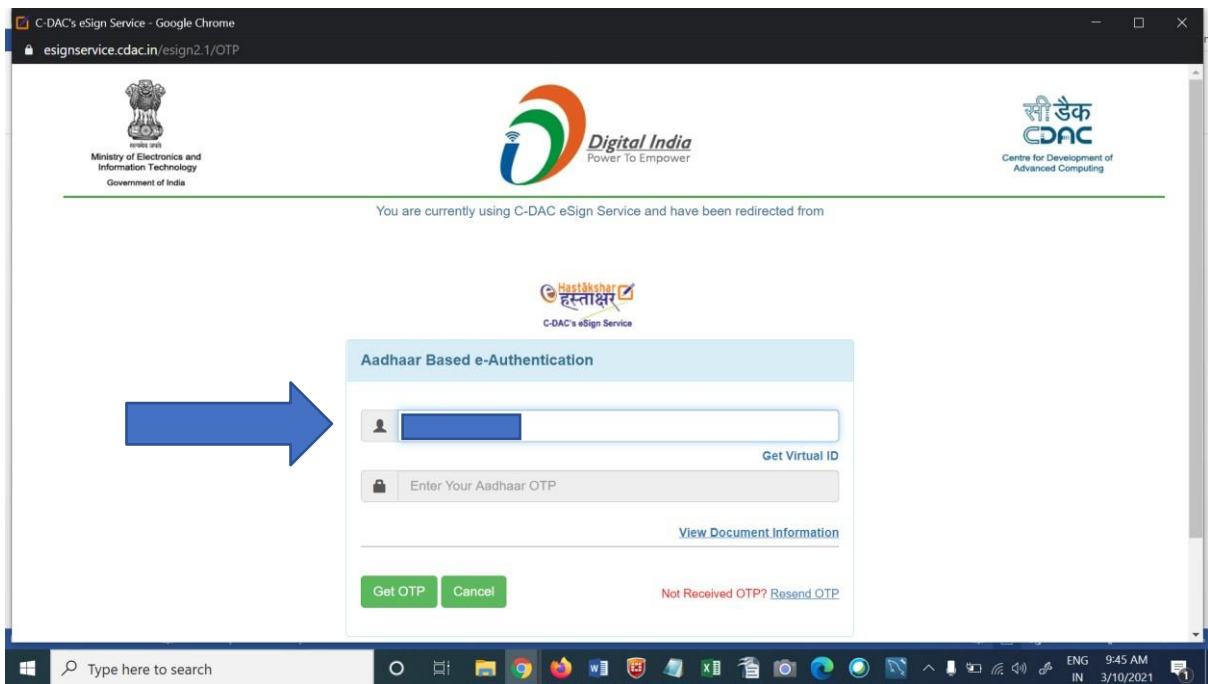
8. Aadhar E-Sign—User will be notified with message for Aadhar E-sign. After clicking OK, user will be redirected to Sign Submission screen (refer below screenshot).



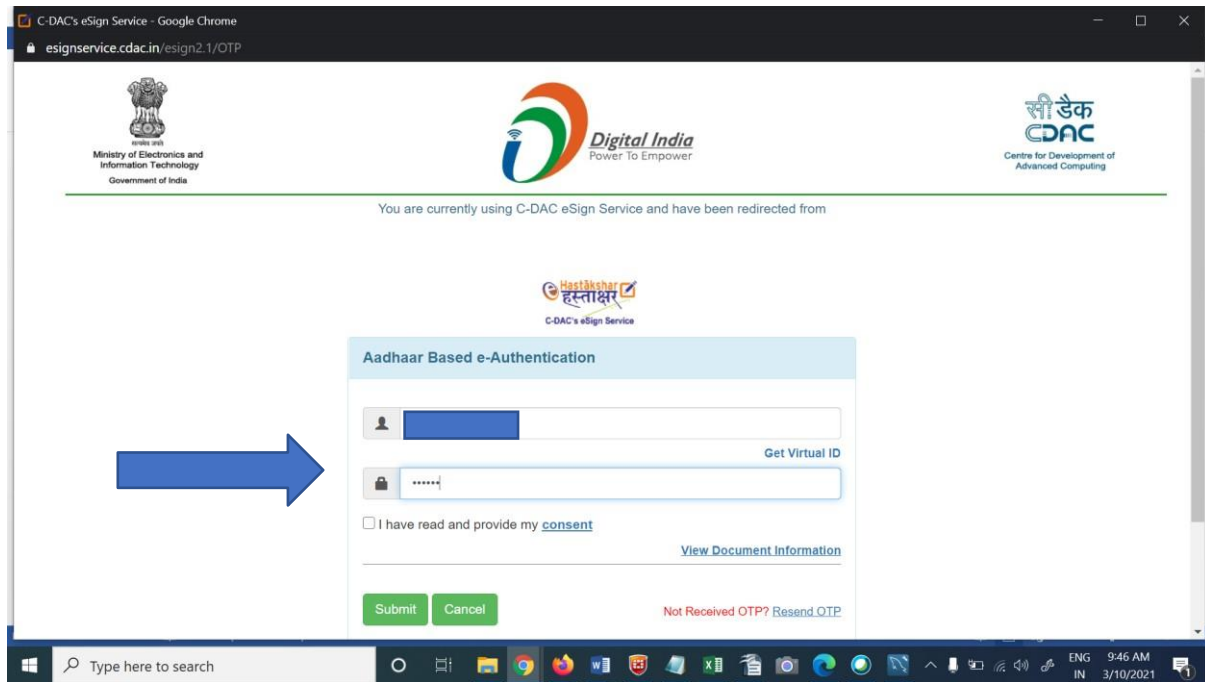
9. User will be redirected to below screen where he has to select the check box and click on “Continue”.



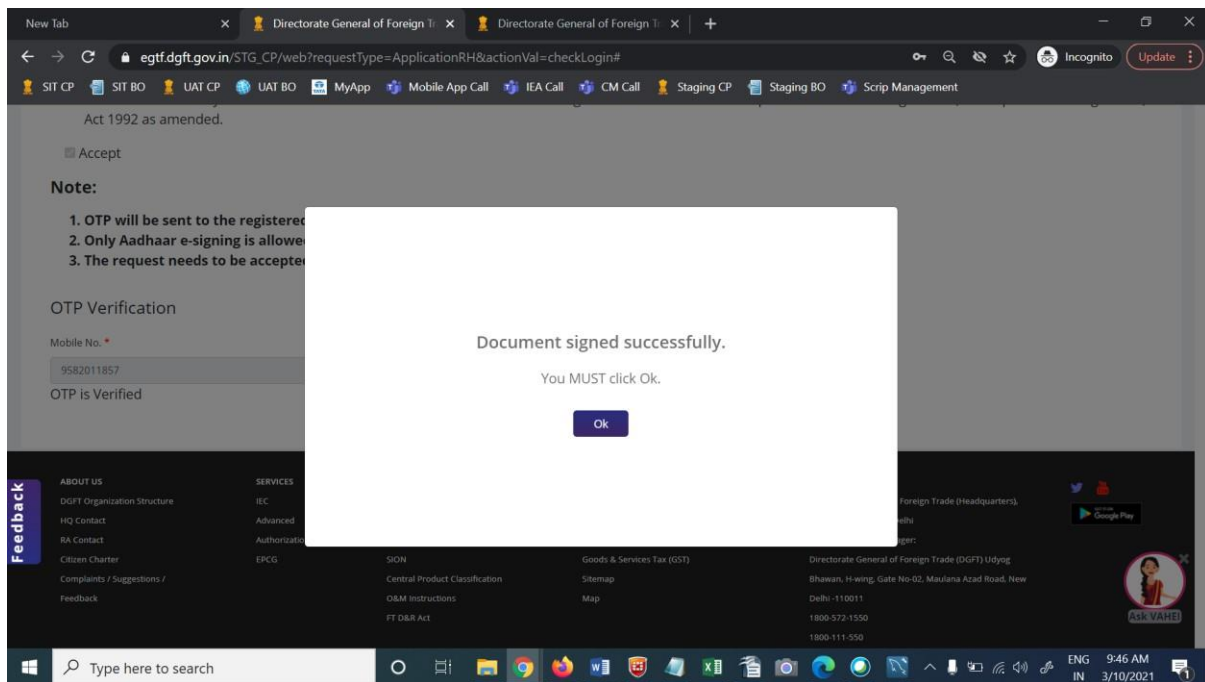
10. Enter Aadhar number and click on “GET OTP”.



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.

Search Result(s)

Copy Excel CSV PDF Print

Feedback

Clear All Search

You have accepted the Scrip Transfer request of scrip number [redacted] having ARNTRANSFER0032431AM21

OK

Sr.no.	Request Id	Request Status	Action
1	ARNTRANSFER0032431AM21	Transfer - Pending Acceptance	Action
2	ARNTRANSFER0032419AM21	Transfer - Pending Acceptance	Action
3	ARNTRANSFER0032331AM21	Rejected	Action
4	ARNTRANSFER0032322AM21	Approved	Action

2021-03-03 11:18.0

2021-03-03 11:33:39.0

2021-03-03 11:34:57.0

AAGFI4548H (INTERNATIONAL LEATHER CLOTHIERS)

0388016213 (SANDVIK ASIA PVT. LTD)

0219092407

Ask VAHEI

Activate Windows

5. View Status of Requests - Transfer Rejection Process

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



The screenshot shows the DGFT website homepage. The header includes the Government of India logo and the text 'विदेश व्यापार महानिदेशालय' and 'DIRECTORATE GENERAL OF FOREIGN TRADE'. The navigation menu contains 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Regulatory Updates', 'Learn', 'Indian Trade Service', and 'RTI'. Below the header, there are several banners and a 'Register for your IEC' section. The 'Register for your IEC' section contains the following text:

Register for your IEC

An Importer-Exporter Code (IEC) is a key business identification number which mandatory for export from India or Import to India. No export or import shall be made by any person without obtaining an IEC unless specifically exempted. For services exports however, IEC shall be not be necessary except when the service provider is taking benefits under the Foreign Trade Policy.

Consequent upon introduction of GST, IEC being issued is the same as the PAN of the firm. However, the IEC will still be separately issued by DGFT based on an application. The nature of the firm obtaining an IEC may be any of the follows- Proprietorship, Partnership, LLP, Limited Company, Trust, HUF, Society.

Buttons: IEC Help Documents, Apply for IEC

Are you an importer or an exporter?

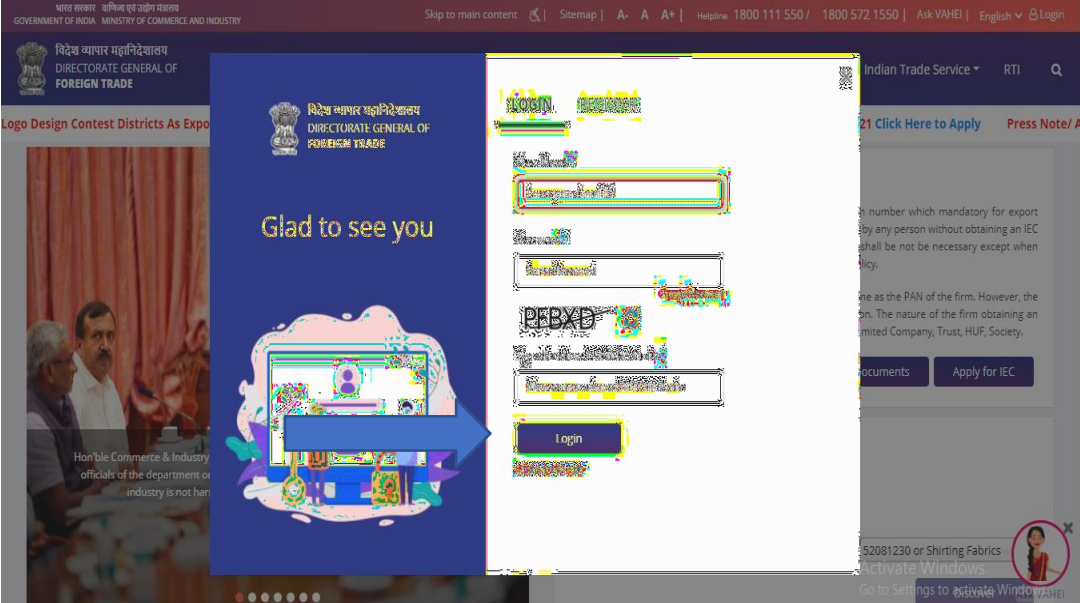
Importer Exporter Both

Select your ITC(HS) Code / Product Selection

Search based on ITC(HS) Code or Product Description. e.g. 52081230 or Shirting Fabric

Buttons: Activate Windows, Go to Settings, Discover, Ask VAHEI

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



The screenshot shows the DGFT website homepage with a login form overlay. The login form has the following fields:

Username

Password

Remember Me

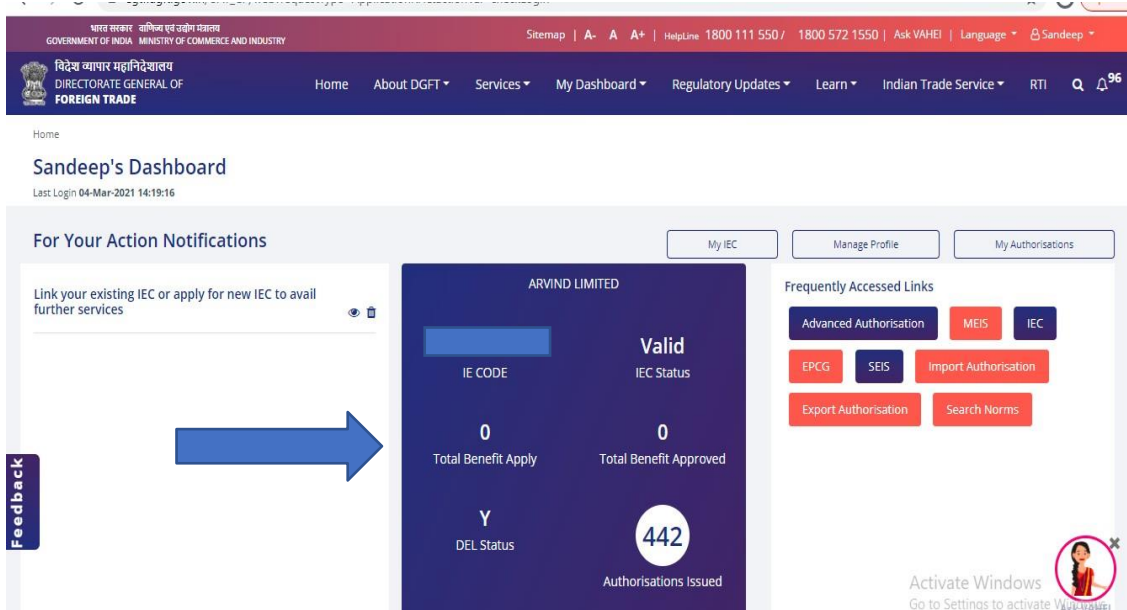
Forgot Password

Register

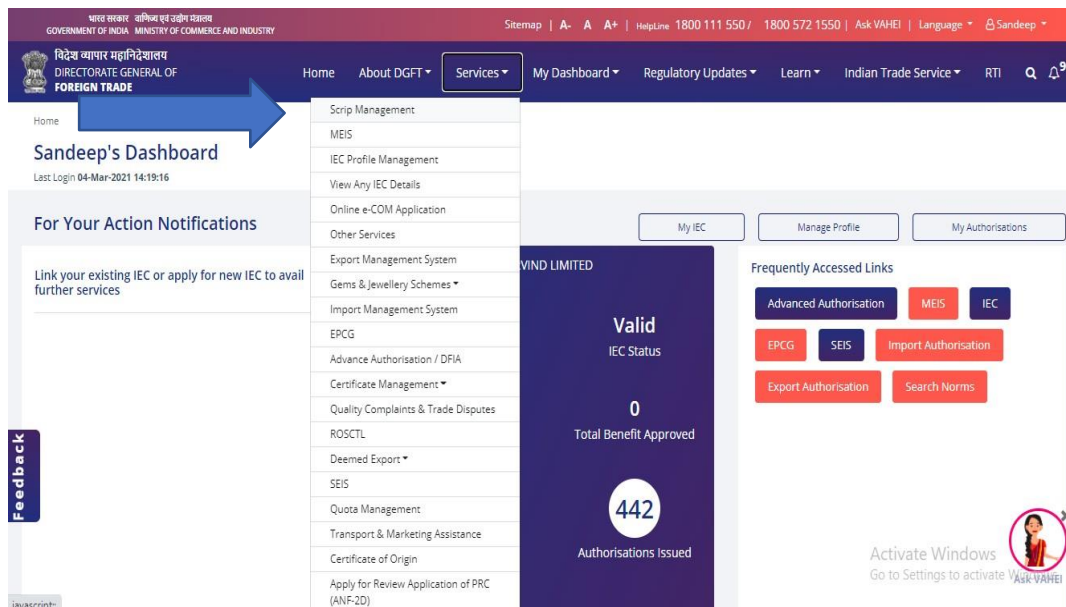
Login

The background of the login form shows a banner with the text 'Glad to see you' and a graphic of a laptop and a person. The banner also includes the text 'Hon'ble Commerce & Industry officials of the department of industry is not here'.

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

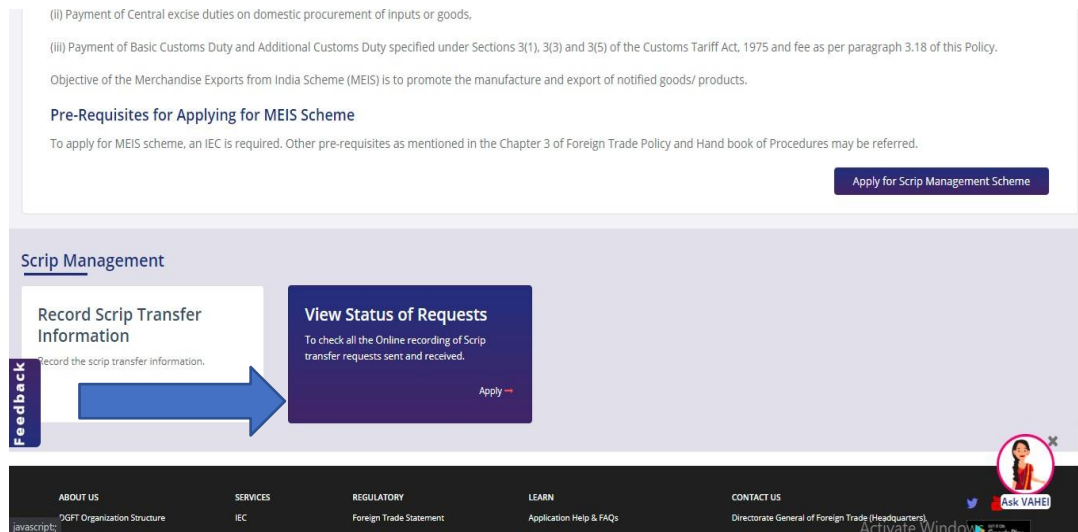


4 Navigate to “Services -> MEIS / SEIS / RoSCTL/ Scrip Management”.



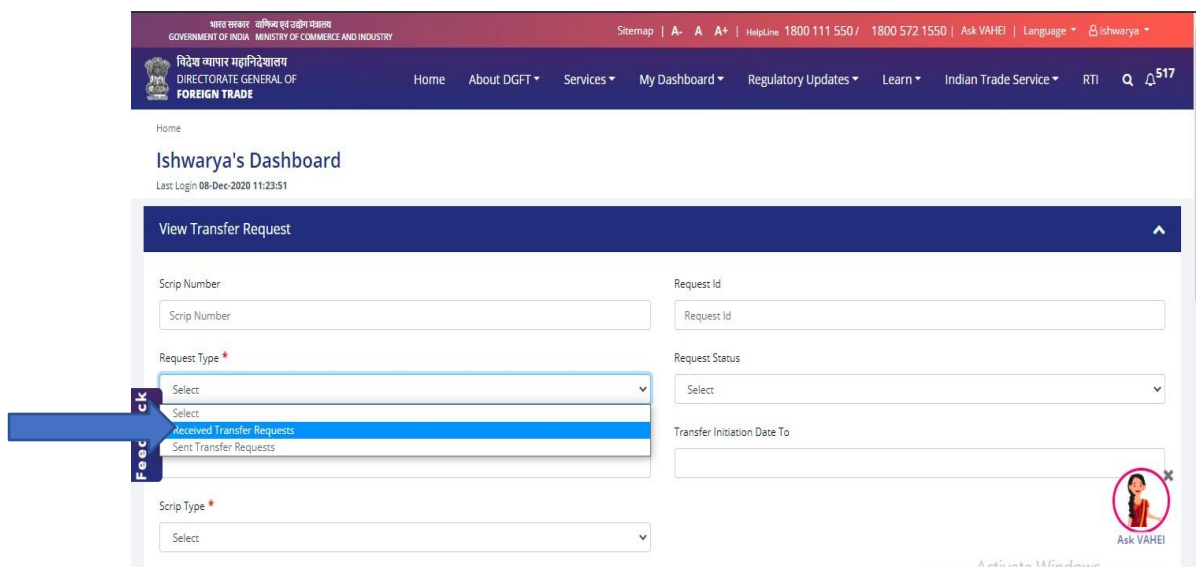
4. On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get

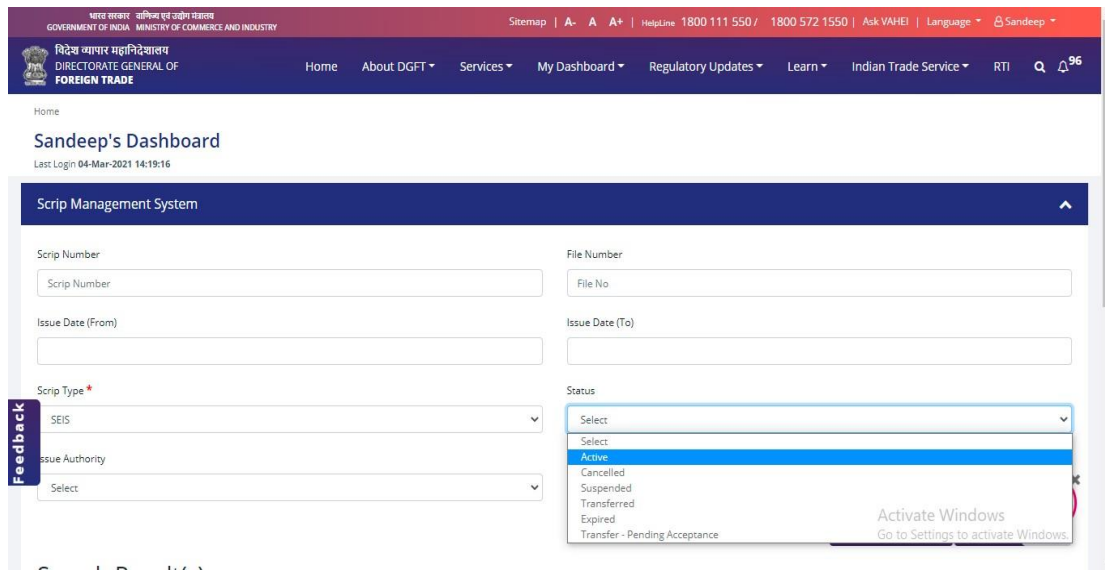
displayed. User can click on ‘View Status of Requests’.



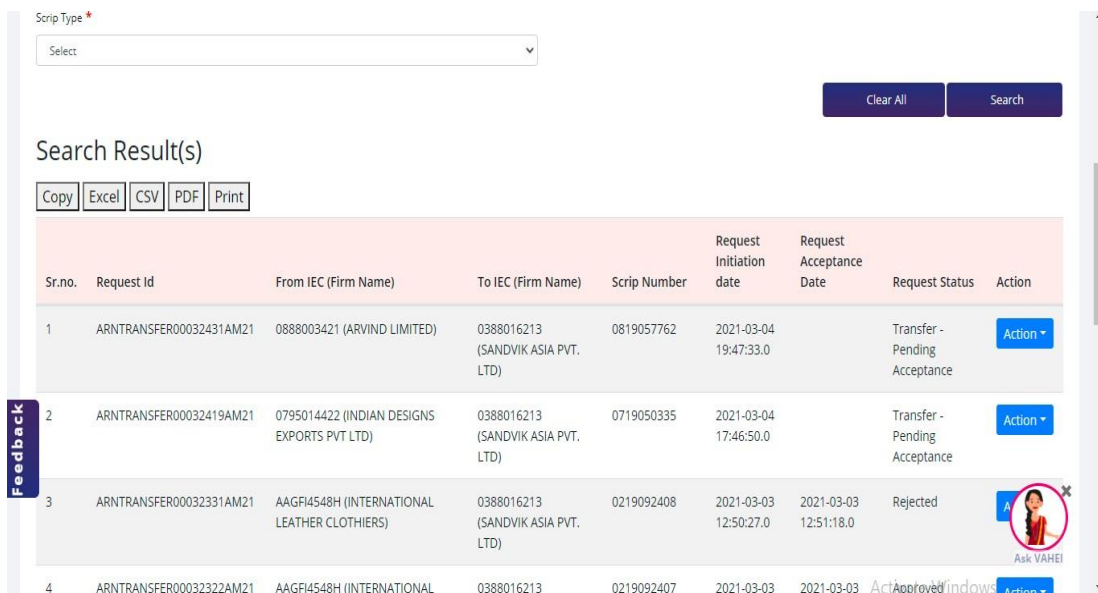
4. In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.

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

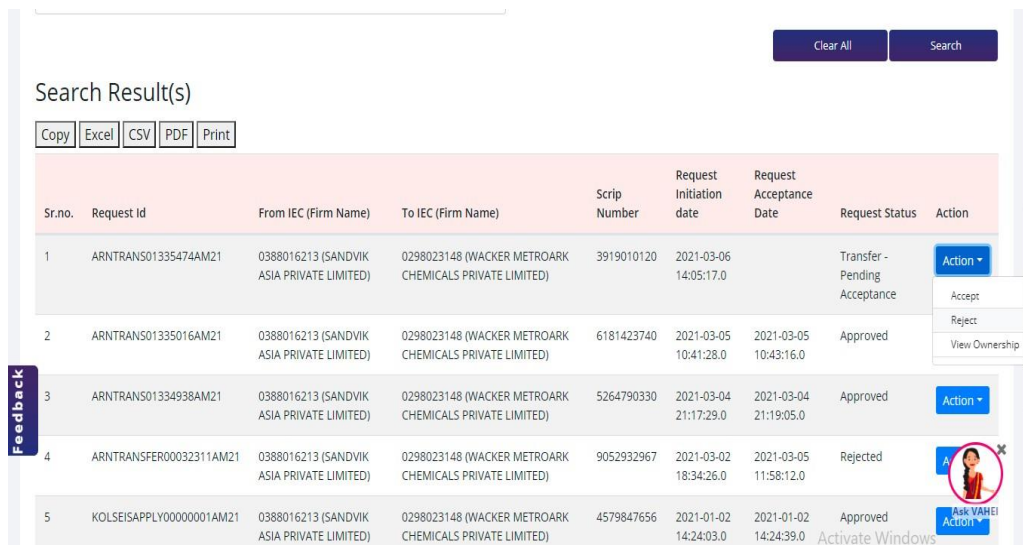




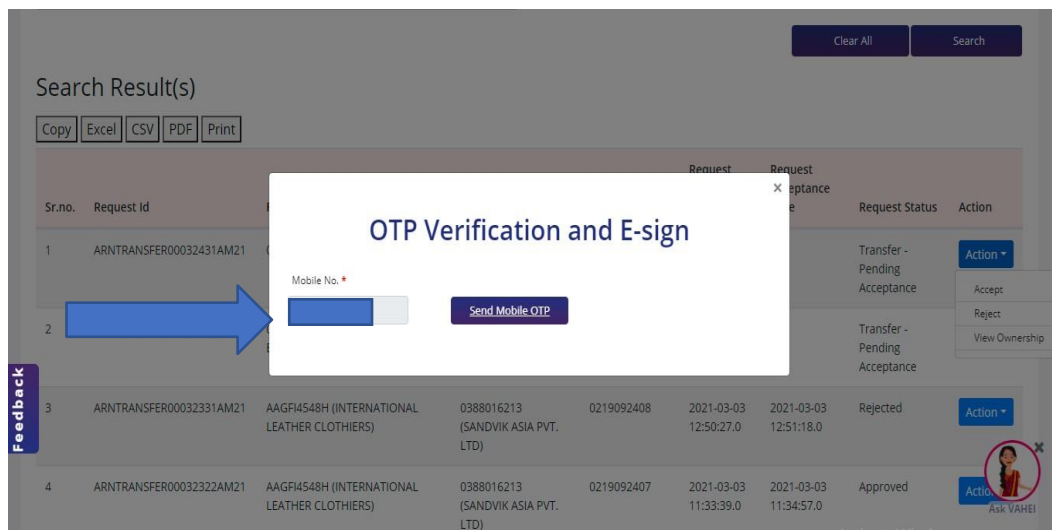
5. List of all the scrips as per the search criteria will get displayed.



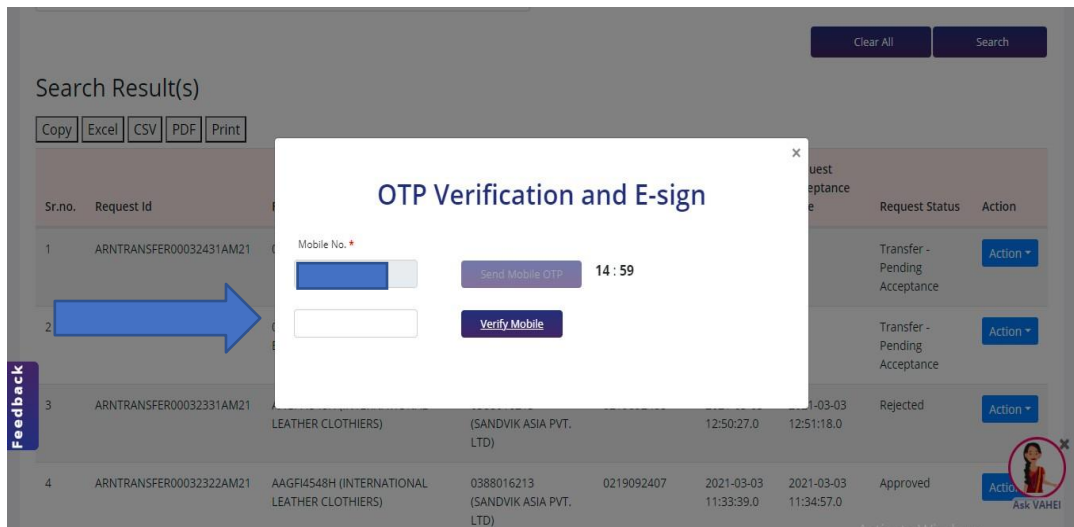
- After Searching the record, User must navigate to the “Action” and can act on the scrip. In this case, user is rejecting the scrip so clicking on “Reject” button.



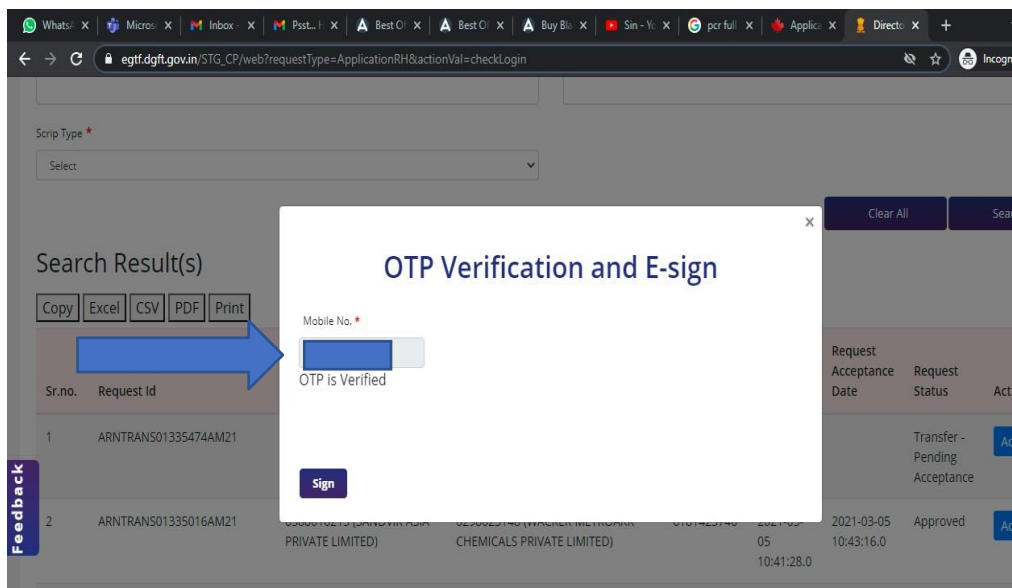
- When user Click on the Reject button, a new pop up open for the OTP verification on registered number.



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

Sr.no. Request Id

1	ARNTRANS01335474AM21
2	ARNTRANS01335016AM21
3	ARNTRANS01334938AM21

Feedback

10:41:28.0

Request Acceptance Date Request Status Action

Transfer - Pending Acceptance Action

2021-03-05 10:43:16.0 Approved Action

2021-03-04 21:19:05.0 Approved Action Ask VAHEI

You have rejected the Scrip Transfer request of scrip number [redacted] having ARNTRANS01335474AM21

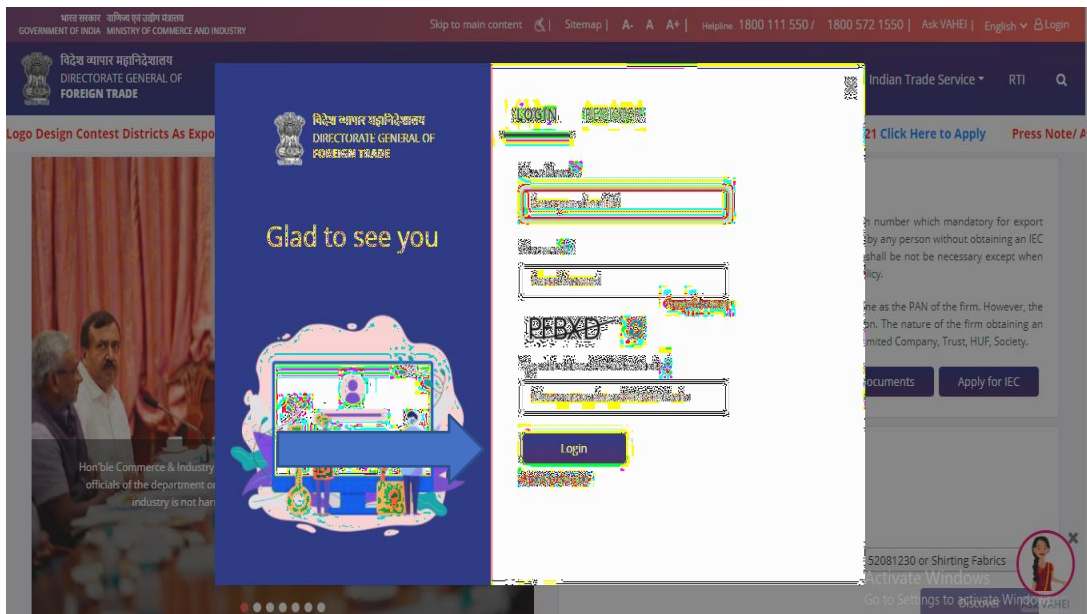
OK

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.

The screenshot displays the user's dashboard with the following key information:

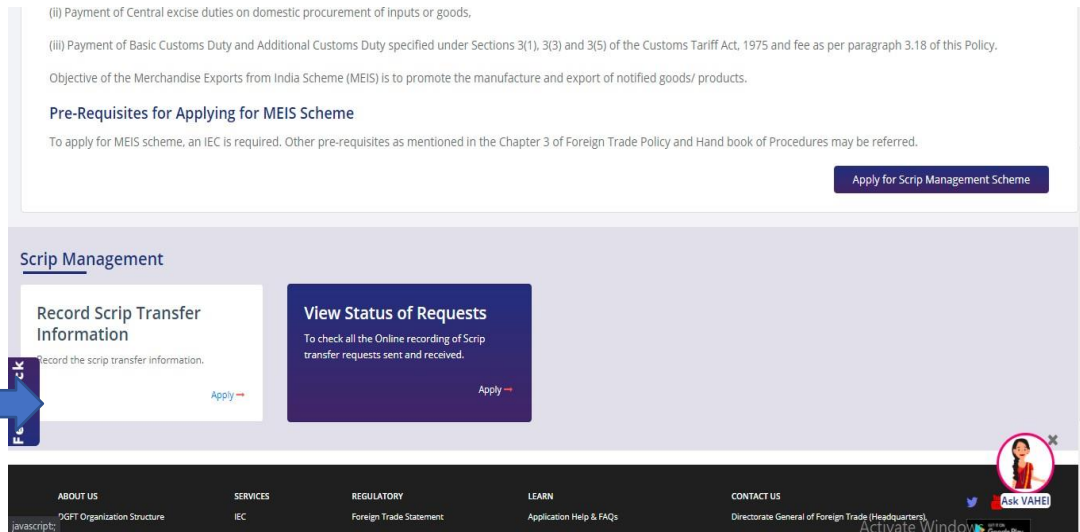
- Company Name:** ARVIND LIMITED
- IEC Number:** 0888003421
- IEC Status:** Valid
- Total Benefit Apply:** 0
- Total Benefit Approved:** 0
- DEL Status:** Y
- Authorisations Issued:** 442

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

The screenshot shows the 'Services' dropdown menu with the following options:

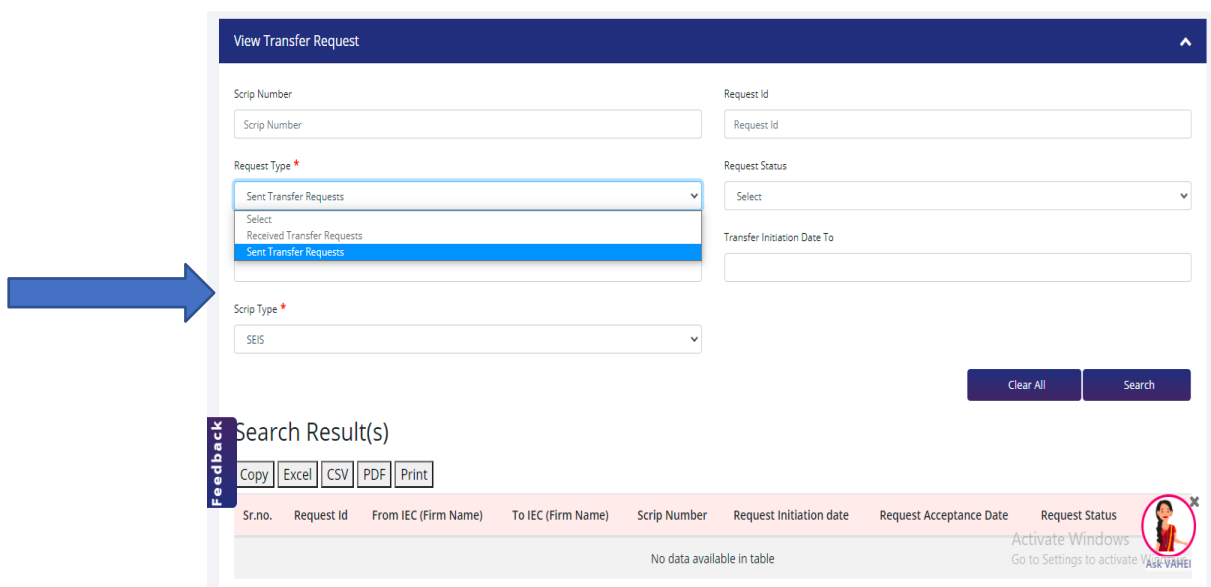
- Scrip Management
- MEIS
- IEC Profile Management
- View Any IEC Details
- Online e-COM Application
- Other Services
- Export Management System
- Gems & Jewellery Schemes
- Import Management System
- EPCG
- Advance Authorisation / DFIA
- Certificate Management
- Quality Complaints & Trade Disputes
- ROSCTL
- Deemed Export
- SEIS
- Quota Management
- Transport & Marketing Assistance
- Certificate of Origin
- Apply for Review Application of PRC (ANF-2D)

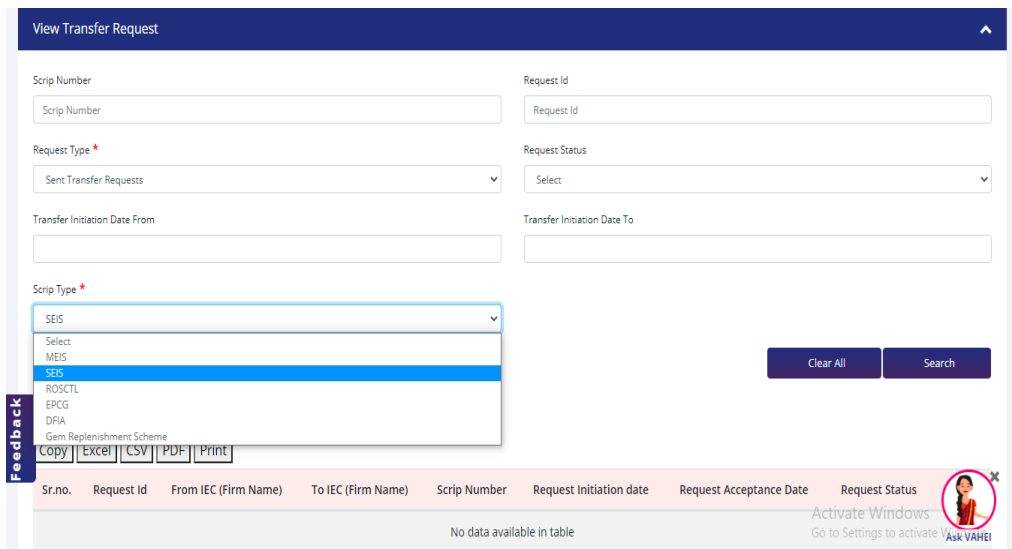
5 On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get displayed. User can click on ‘Record Scrip Transfer Information’ tile.



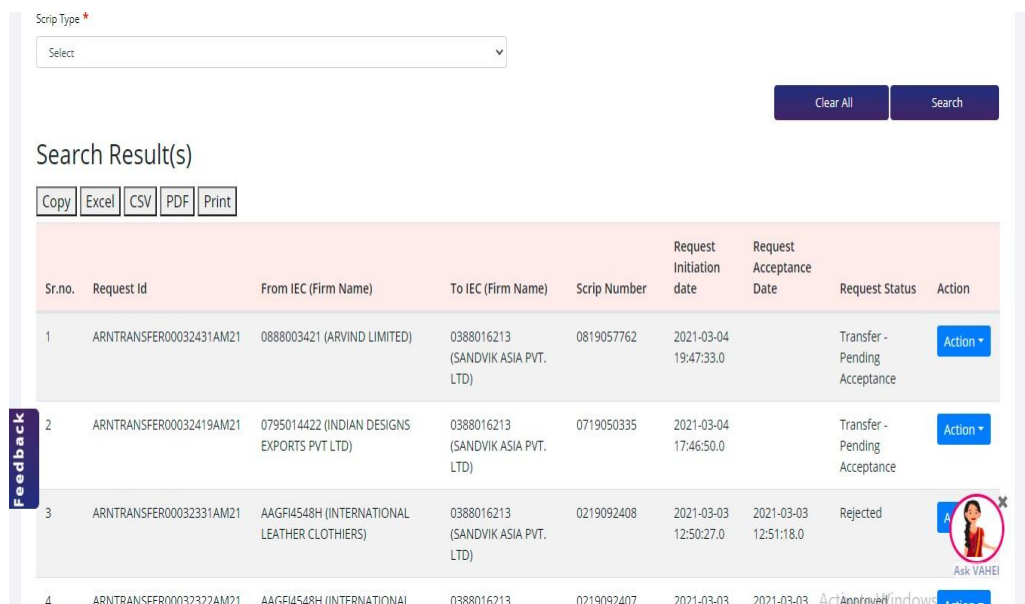
6 In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.

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





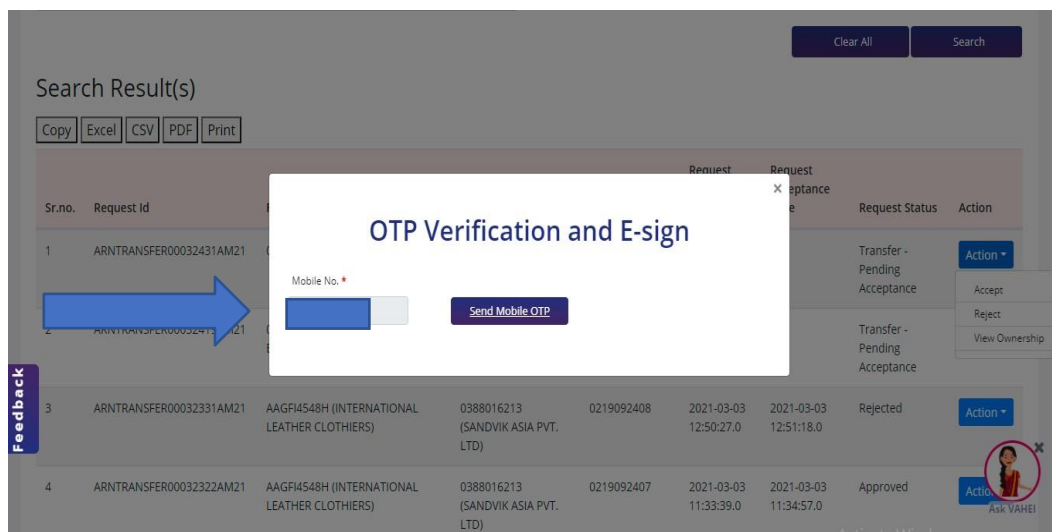
7 List of all the scrips as per the search criteria will get displayed.



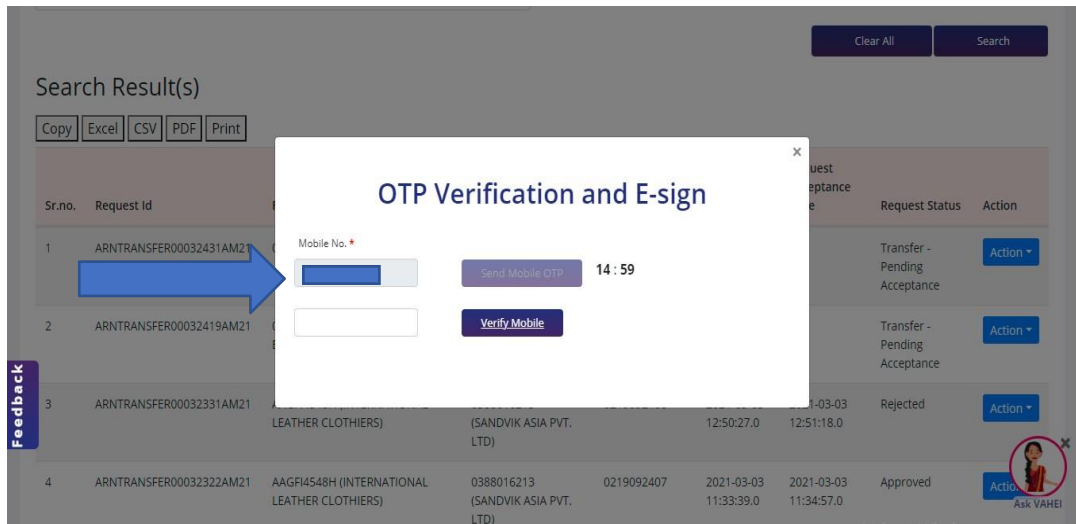
8 After Searching the Record, User have to go to the Action button and can take action on the scrip. In this case, user is Withdrawing the scrip so click on withdraw button.

Sr.no.	Request Id	Requester (Party Name)	Requestee (Party Name)	Request No.	Request Date	Request Status	Action
3	ARNTRANS01334938AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	0298023148 (WACKER METROARK CHEMICALS PRIVATE LIMITED)	5264790330	2021-03-04 21:17:29.0	2021-03-04 21:19:05.0	Approved
4	ARNTRANSFER00032311AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	0298023148 (WACKER METROARK CHEMICALS PRIVATE LIMITED)	9052932967	2021-03-02 18:34:26.0	2021-03-05 11:58:12.0	Rejected
5	ARNTRANSFER00032306AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	3315003891 (SUBHANI ENTERPRISES)	3073838461	2021-03-02 17:20:51.0		Transfer - Pending Acceptance
6	DLISEISAPPLY00008069AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	3315003891 (SUBHANI ENTERPRISES)	3919012489	2021-02-27 09:52:56.0	2021-03-02 19:57:28.0	Withdrawn
7	DLISEISAPPLY00008069AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	3315003891 (SUBHANI ENTERPRISES)	3919012488	2021-02-26 11:07:32.0	2021-02-26 11:08:58.0	Approved
8	DLISEISAPPLY00008069AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	0201013231 (SPECIALITY RESTAURANTS LIMITED)	3919012487	2021-02-25 16:10:59.0		Transfer - Pending Acceptance
9	DELSEISAPPLY00000427AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	3315003891 (SUBHANI ENTERPRISES)	1516088313	2021-02-25 11:02:53.0		Transfer - Pending Acceptance
10	DELSEISAPPLY00000427AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	3315003891 (SUBHANI ENTERPRISES)	887533291	2021-02-24 21:18:34.0		Transfer - Pending

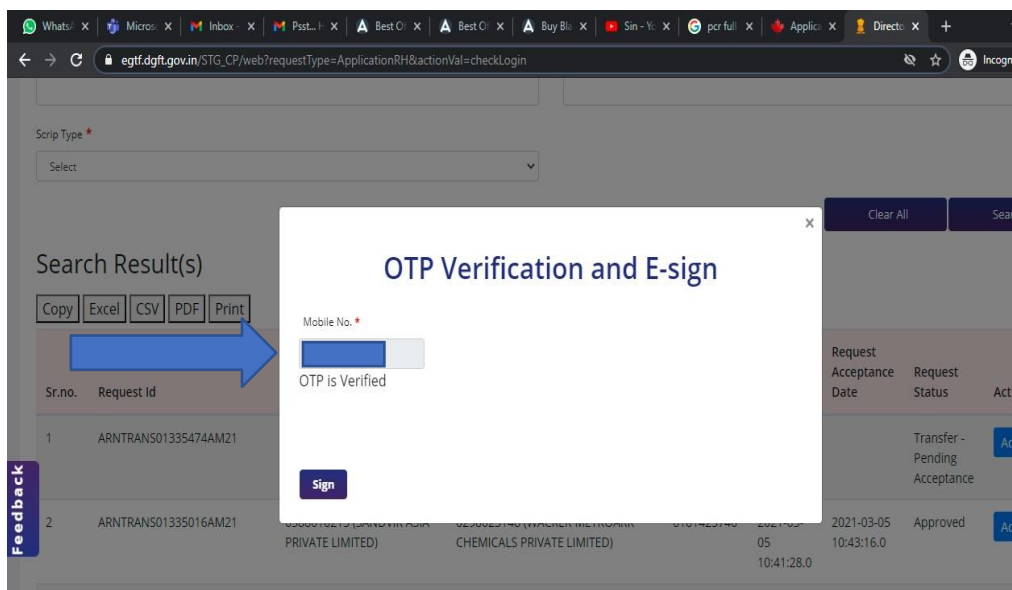
9 When user Click on the Withdraw button, a new pop up open for the OTP verification on registered number.



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.


2	ARNTRANS01335016AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	0298023148 (WACKER METROARK CHEMICALS PRIVATE LIMITED)	6181423740	2021-03-05 10:41:28.0	2021-03-05 10:43:16.0	Approved	Action
3	ARNTRANS01334938AM21					2021-03-04 21:19:05.0	Approved	Action
4	ARNTRANSFER00032311AM21					2021-03-05 11:58:12.0	Rejected	Action
5	ARNTRANSFER00032306AM21						Transfer - Pending Acceptance	Action
6	DLISEISAPPLY00008069AM21					2021-03-02 19:57:28.0	Withdrawn	Action
7	DLISEISAPPLY00008069AM21					2021-02-26 11:08:58.0	Approved	Action
8	DLISEISAPPLY00008069AM21	0388016213 (SANDVIK ASIA PRIVATE LIMITED)	0201013231 (SPECIALITY RESTAURANTS LIMITED)	3919012487	2021-02-25 16:10:59.0		Transfer - Pending Acceptance	Action

Feedback

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

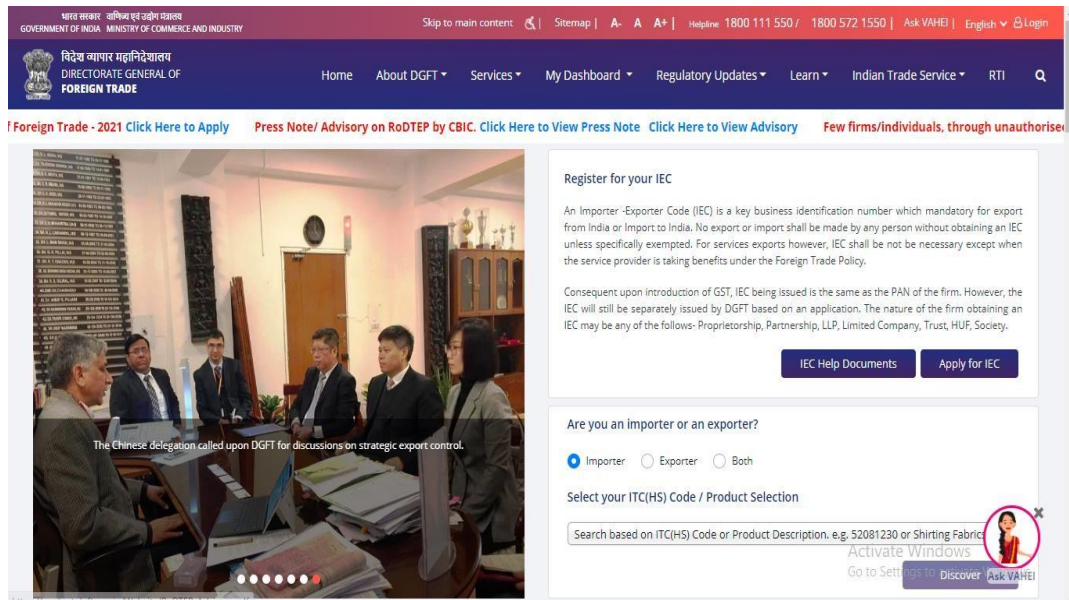
OK

Active Windows
Go to Start to activate Windows



7. View Scrip Ownership (Logged In User)

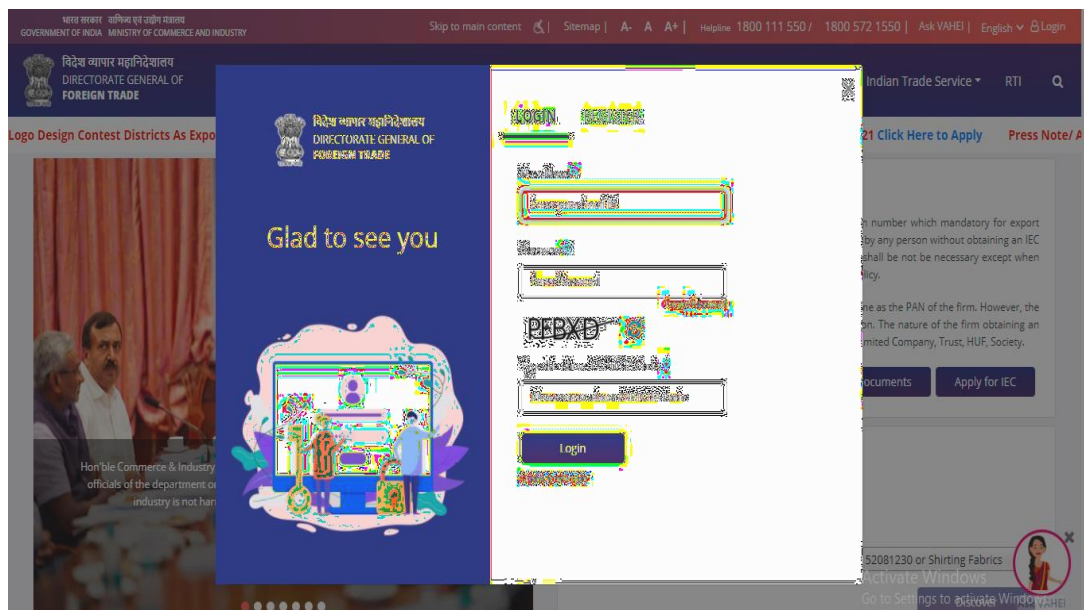
- 1 Visit the DGFT website (<https://www.dgft.gov.in/CP/>).



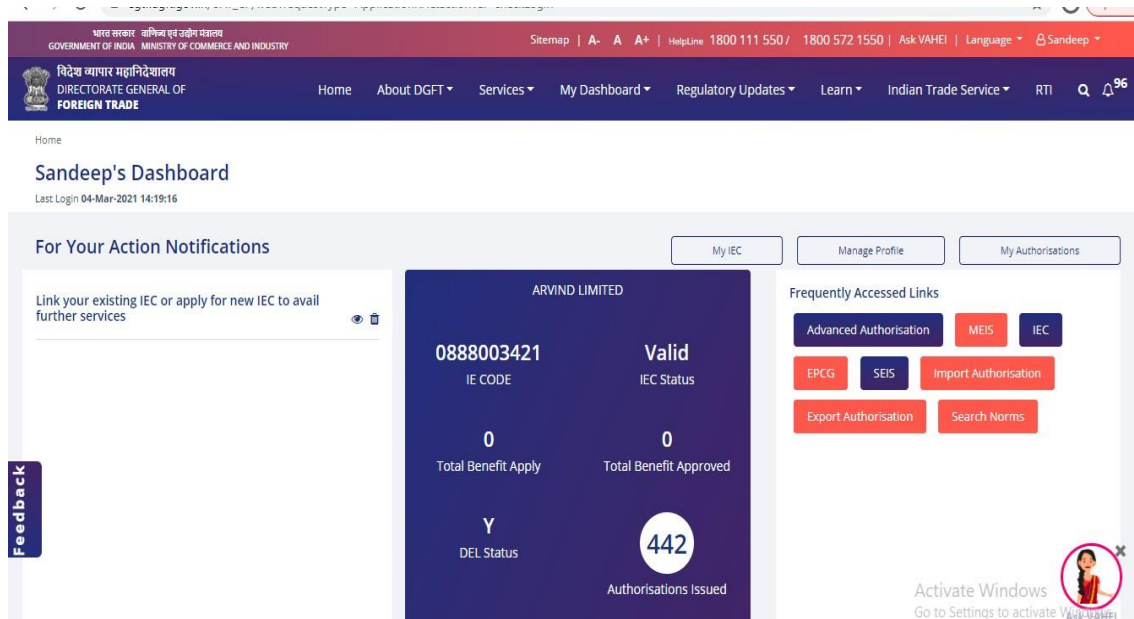
- 2 Click on the Login button and enter the valid credentials.

Note: User can check ownership of a scrip

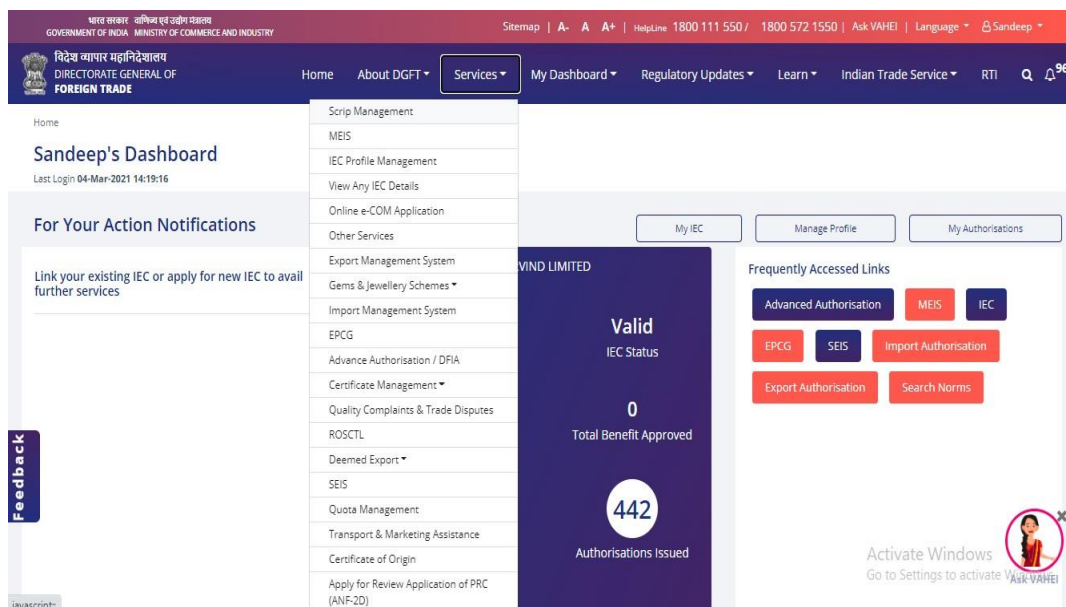
1. By logging into the system
2. If the user has Scrip Number, Scrip Issuance Date & IEC Number of Original Owner, then without login also user can check.



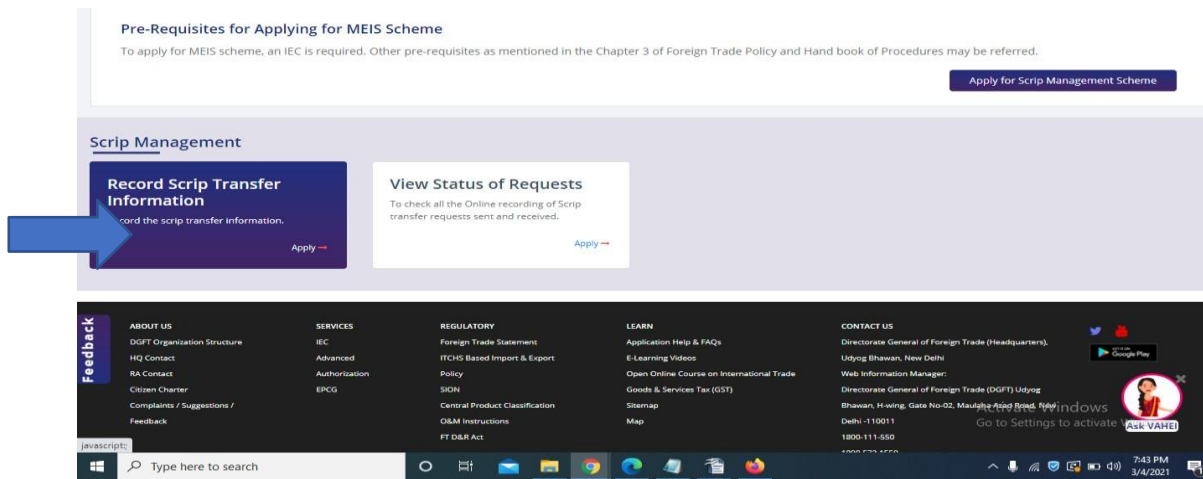
3. Post login, “My dashboard” will get displayed.



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

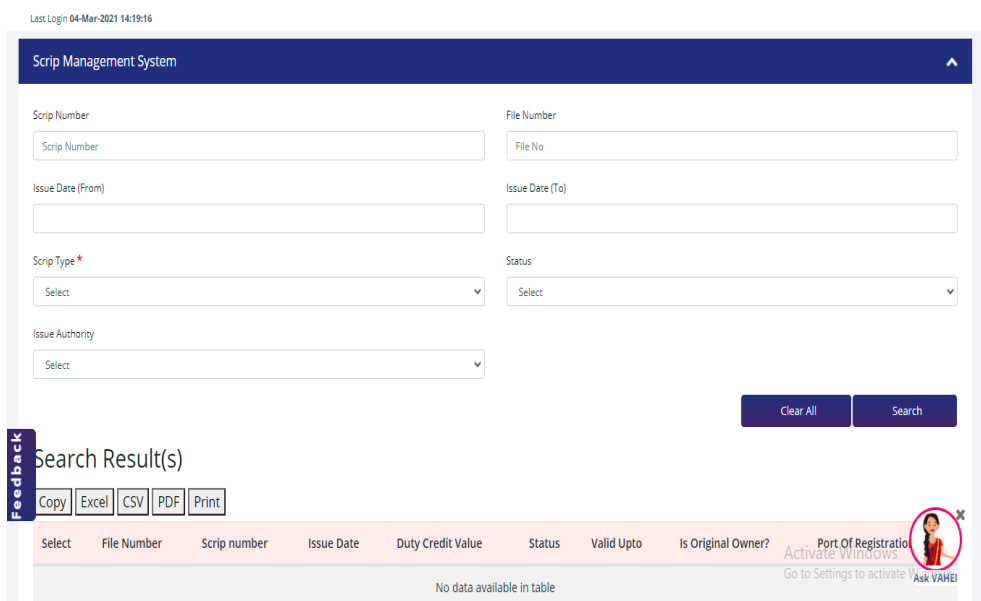


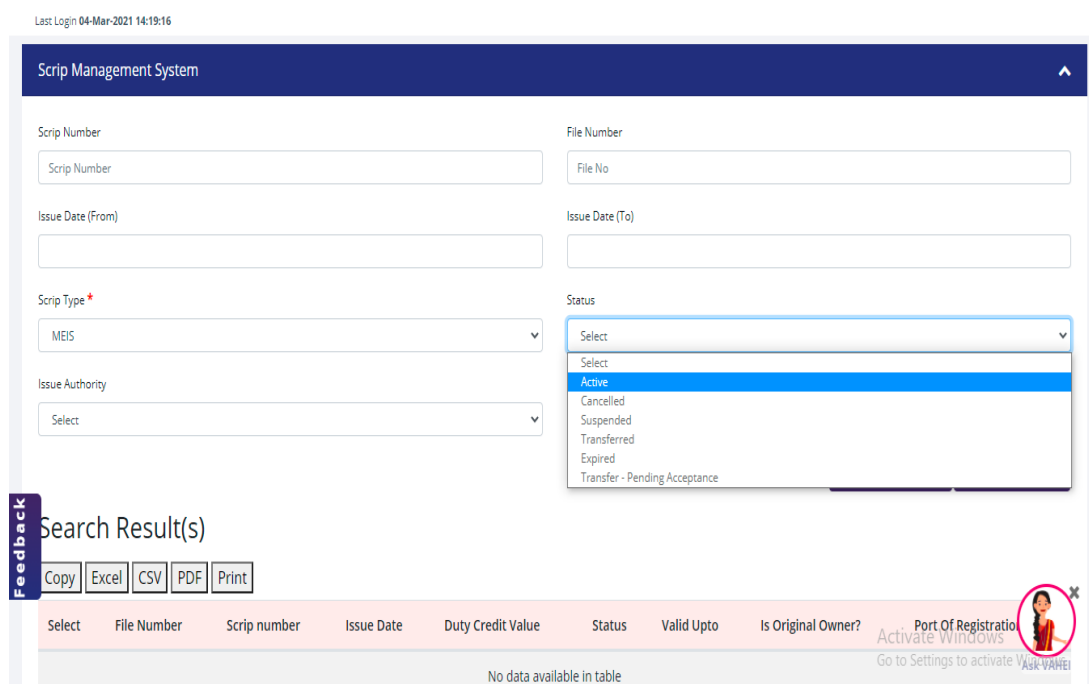
5. On click of ‘Scrip Management/MEIS/SEIS/RoSCTL’ various tiles will be get displayed. User can click on ‘Record Scrip Transfer Information’ tile.



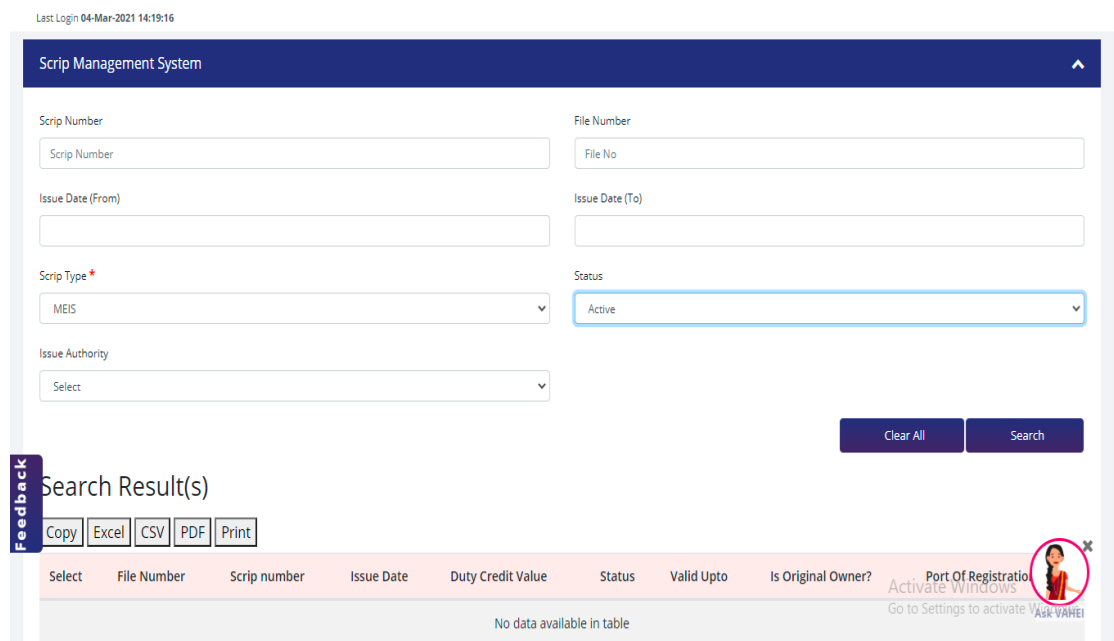
6. In search parameters, user must select the mandatory field ‘Scrip type’ and click on ‘Search’.

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.

Scrip Management System ^

Scrip Number File Number

Issue Date (From) Issue Date (To)

Scrip Type * Status

Issue Authority

Search Result(s)

Select	File Number	Scrip number	Issue Date	Duty Credit Value	Status	Valid Upto	Is Original Owner?	Port Of Registration
<input type="radio"/>	272109051032AM20	2719010441	23/07/2019	292641	Transferred	22/07/2021	N	INBOM4

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

<input type="radio"/>	272109051032AM20	2719010441	23/07/2019	292641	Transferred	22/07/2021	N	INBOM4
<input type="radio"/>	089809052808AM20	0819058030	30/12/2019	421924	Transferred	28/10/2025	N	INAMD4
<input type="radio"/>	272109051284AM20	2719010693	23/08/2019	4609103	Transferred	22/08/2021	N	INBOM4
<input type="radio"/>	312109052831AM20	3119037591	10/07/2019	5733300	Transferred	09/07/2021	N	INNSA1
<input type="radio"/>	312109055765AM20	3119040540	04/10/2019	3197353	Transferred	03/10/2021	N	INBOM4
<input type="radio"/>	089809051418AM20	0819052832	19/08/2019	1009297	Transferred	18/08/2021	N	INSB16
<input type="radio"/>	272109051480AM20	2719010930	30/09/2019	4532219	Transferred	29/09/2021	N	INBOM4
<input type="radio"/>	089809051426AM20	0819052712	13/08/2019	2306123	Transferred	12/08/2021	N	INSB16
<input type="radio"/>	312109051419AM20	3119038712	07/08/2019	2870022	Transferred	06/08/2021	N	INNSA1
<input checked="" type="radio"/>	272109051669AM20	2719011106	09/10/2019	491041	Transferred	08/12/2021	N	INBOM4

Previous 1 2 3 4 5 ... 14 Next

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

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🔍 🔔

Original Owner's Details

Scrip Number	Issue Date	Validity
2719011106	09/10/2019	08/12/2021
IEC	Firm/Company	Address
0388016213	SANDVIK ASIA PRIVATE LIMITED	MUMBAI PUNE ROAD, DAPODIPUNE, Contact No: 919371457234
City	State	Category
PUNE	MAHARASHTRA	MEIS
Issuing Authority	Port of Registration	
Office of Development Commissioner, SEEPZ-SEZ	INBOM4-AIR CARGO COMPLEX, SAHAR, ANDHERI(E) MUMBAI 400099	

Current Owner's Details

IEC	Firm/Company	Address
0305089030	VIVID VISIONS TREXIM PRIVATE LIMITED	440-443,F WING,SOLARIS 1,
City	State	
MUMBAI	MAHARASHTRA	
Issuing Authority	Port of Registration	
Office of Development Commissioner, SEEPZ-SEZ	INBOM4-AIR CARGO COMPLEX, SAHAR, ANDHERI(E) MUMBAI 400099	

Current Owner's Details

IEC	Firm/Company	Address
0305089030	VIVID VISIONS TREXIM PRIVATE LIMITED	440-443,F WING,SOLARIS 1,
City	State	
MUMBAI	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)

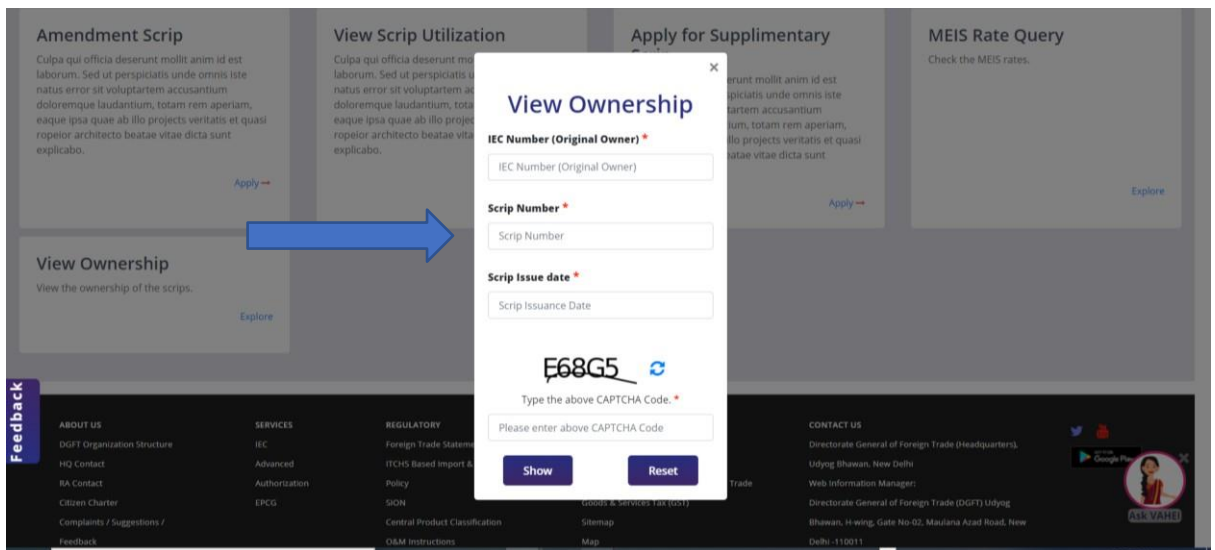


8. View Scrip Ownership (Anonymous User)

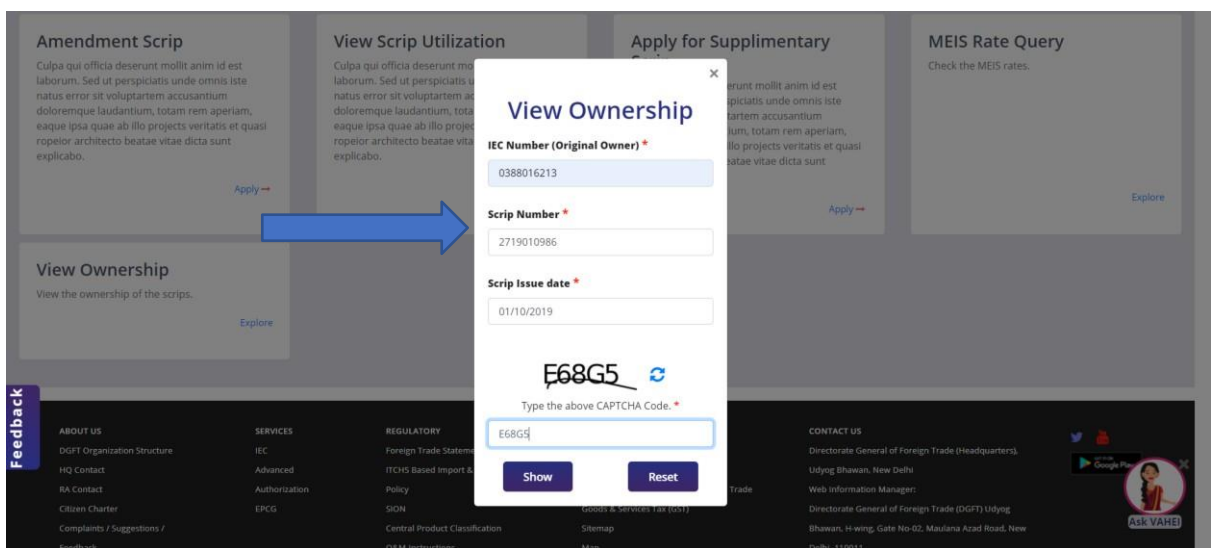
- 1 Visit the DGFT website (<https://www.dgft.gov.in/CP/>).

- 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.

The screenshot shows the 'Original Owner's Details' section of the Scrip Management User Help File v2.0 interface. The header includes the DGFT logo and navigation links: Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. The details are as follows:

Scrip Number	Issue Date	Validity
271902086	01/10/2019	30/09/2021
IEC	Firm/Company	Address
0388016213	SANDVIK ASIA PRIVATE LIMITED	MUMBAI PUNE ROAD, DAPODI PUNE, Contact No: 913371457234
City	State	Category
PUNE	MAHARASHTRA	MSIS
Issuing Authority	Part of Registration	
Office of Development Commissioner, SEEPZ, I/2	MEDGA-40 DIGHI TALERA NAGAR PUNE ALANDY ROAD DIGHI PUNE	

A 'Feedback' button is visible on the left side of the interface.

The screenshot shows the 'Current Owner's Details' and 'Transfer Details' sections of the Scrip Management User Help File v2.0 interface. The 'Current Owner's Details' section includes:

IEC	Firm/Company	Address
0388016213	SANDVIK ASIA PRIVATE LIMITED	MUMBAI PUNE ROAD, DAPODI PUNE, Contact No: 913371457234
City	State	
PUNE	MAHARASHTRA	

The 'Transfer Details' section includes a table with columns for Transfer Initiation Date, Transfer Acceptance Date, From IEC, and To IEC. A blue arrow points to the first row of the table.

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 11:06:31.0	5011002985 (SHWETA PAPER INDUSTRIES PRIVATE LIMITED)	0388016213 (SANDVIK ASIA PRIVATE LIMITED)

The interface also features a 'Feedback' button on the left and a footer with navigation links: ABOUT US, SERVICES, REGULATORY, LEARN, and CONTACT US.

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.

The screenshot shows a search interface with the following details:

- Script Type:** SEIS
- Status:** Active
- Issue Authority:** Select
- Buttons:** Clear All, Search
- Search Result(s):**
 - Copy, Excel, CSV, PDF, Print
 - Table with columns: Select, File Number, Scrip number, Issue Date, Duty Credit Value, Status, Valid Upto, Is Transferred, Port Of Registration.
 - Row 1: PUNSEISAPPLY00026829AM22, 0301006752, 29/09/2021, 5,00,00,000.00, Active, 28/09/2022, N, INAMD4.
 - Buttons: Transfer, View Scrip Ownership
- Footer:** ABOUT US, SERVICES, REGULATORY, LEARN, CONTACT US. Includes a search bar and a system tray showing the date 19-19 01-10-2021.

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

The screenshot shows a Terms & Conditions page with a pop-up dialog box. The dialog box contains the following text:

Scrip transfer can only be initiated After 3 days of issuance date of scrip

OK

The background page includes a 'State' dropdown, 'Terms & Conditions' section with numbered points, and a 'Note' section with three bullet points. The system tray at the bottom shows the date 19-18 01-10-2021.

b. (Today’s Date) > = Last Scrp 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.”

The screenshot shows a search result table with the following data:

Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNSCRTRNSF02418350AM22	030 EXP	[Redacted]	0311003311	2021-09-26 19:34:25.0	2021-09-27 19:42:13.0	Approved	Action

The 'Request Acceptance Date' column is highlighted with a red box. The footer of the page shows the date and time: 19:56 27-09-2021.

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

The screenshot shows a search result table with the following data:

Select	File Number	Scrip number	Issue Date	Duty Credit Value	Status	Valid Upto	Is Transferred	Port Of Registration
<input checked="" type="checkbox"/>	03AS07607813AM22	0311003311	26/04/2021	30,66,331.50	Active	26/04/2022	Y	INMUL6

The 'Scrip number' column is highlighted with a red box. Below the table are buttons for 'Transfer' and 'View Scrip Ownership'.

The error message pop-up contains the following text:

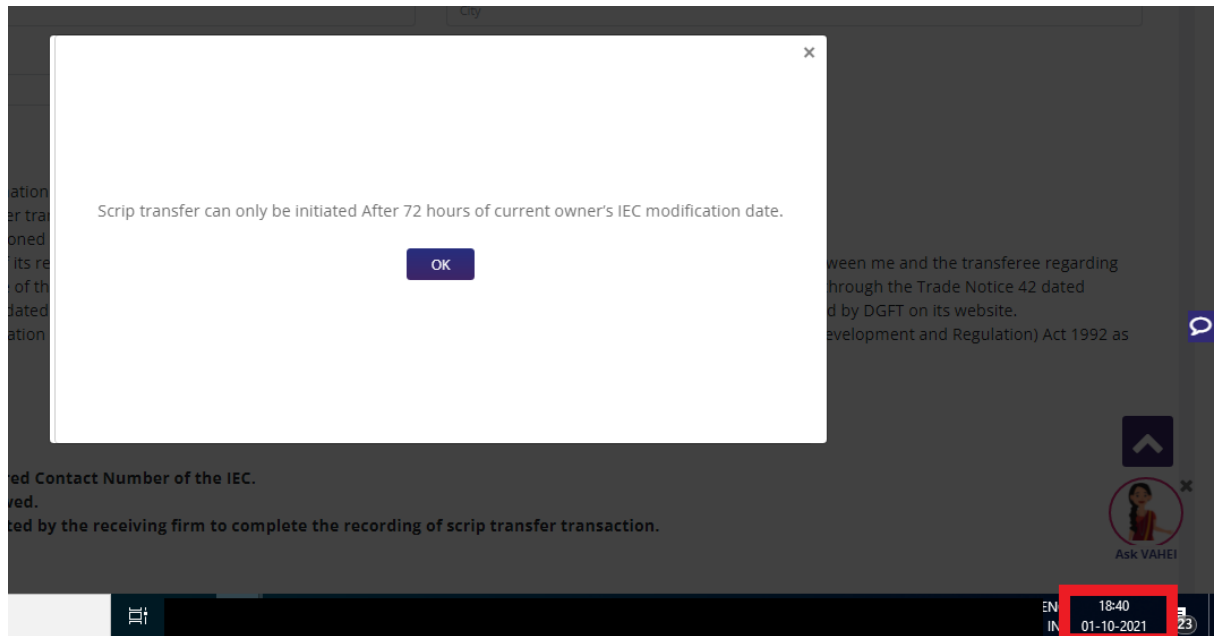
Scrip transfer can only be initiated After 72 hours of last scrip transfer acceptance date.

There is an 'OK' button at the bottom of the pop-up.

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”



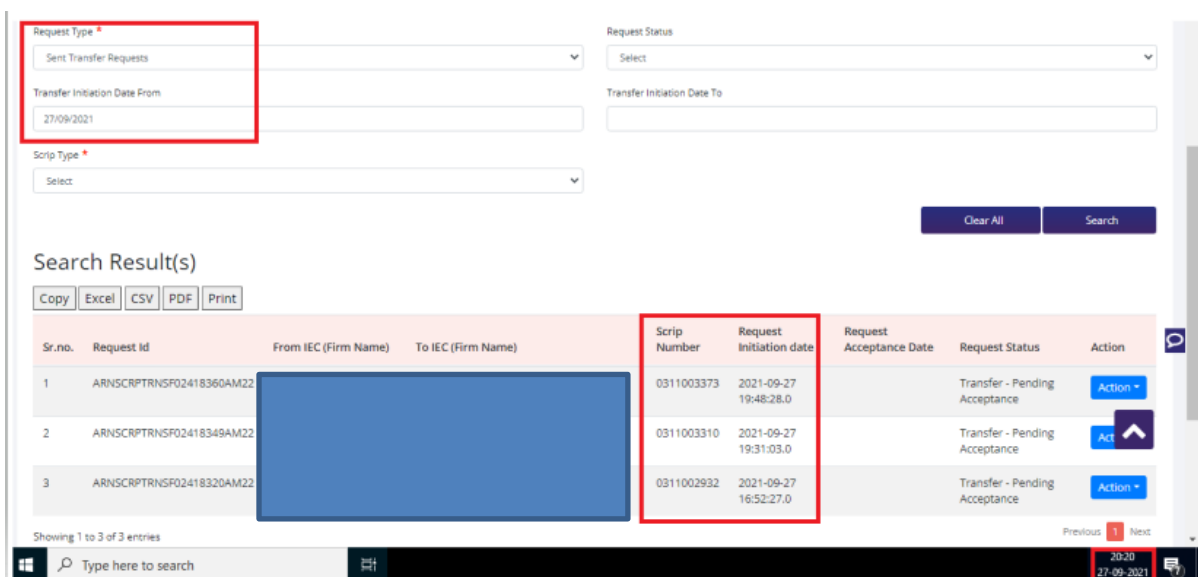
d. Per IEC allowance criteria for scrip transfer initiation and acceptance.

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”.

Search results(5)

Copy Excel CSV PDF Print

Select	File Number	Scrip number	Issue Date	Duty Credit Value	Status	Valid Upto	Is Transferred	Port Of Registration
<input checked="" type="radio"/>	03A507609828AM22	0311003505	03/05/2021	37,87,452.00	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609804AM22	0311003507	03/05/2021	36,87,371.50	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609806AM22	0311003508	03/05/2021	38,69,027.50	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609840AM22	0311003515	03/05/2021	37,45,915.50	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609874AM22	0311003524	03/05/2021	26,20,620.00	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609876AM22	0311003525	03/05/2021	30,03,477.50	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609875AM22	0311003526	03/05/2021	37,33,170.00	Active	03/05/2022	N	INMUL6
<input type="radio"/>	03A507609842AM22	0311003584	05/05/2021	36,71,515.50	Active	05/05/2022	N	INMUL6
<input type="radio"/>	03A507602608AM22	0311003586	05/05/2021	39,36,015.00	Active	05/05/2022	N	INMUL6
<input type="radio"/>	03A507612968AM22	0311003706	11/05/2021	33,70,342.784	Active	11/05/2022	N	INMUL6

Transfer View Scrip Ownership

ASK VAHEI

2017 27-09-2021



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.

Search Result(s)

Copy Excel CSV PDF Print

Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNSCRPTRNSF02725035AM22	[Redacted]	[Redacted]	0319223133	2021-10-06 16:50:12.0		Transfer - Pending Acceptance	Action
2	ARNSCRPTRNSF02725032AM22	[Redacted]	[Redacted]	0319223131	2021-10-06 16:46:36.0	2021-10-08 17:39:03.0	Approved	Action
3	ARNSCRPTRNSF02725030AM22	[Redacted]	[Redacted]	031922312	2021-10-06 16:44:46.0	2021-10-08 17:38:14.0	Approved	Action
4	ARNSCRPTRNSF02724998AM22	[Redacted]	[Redacted]	0319223135	2021-10-06 14:34:03.0	2021-10-08 14:58:18.0	Approved	Action

Showing 1 to 4 of 4 entries

Windows taskbar: 17:39 08-10-2021

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

Search Result(s)

Copy Excel CSV PDF Print

Only 3 scrip transfer requests acceptance are allowed in 1 day(s).

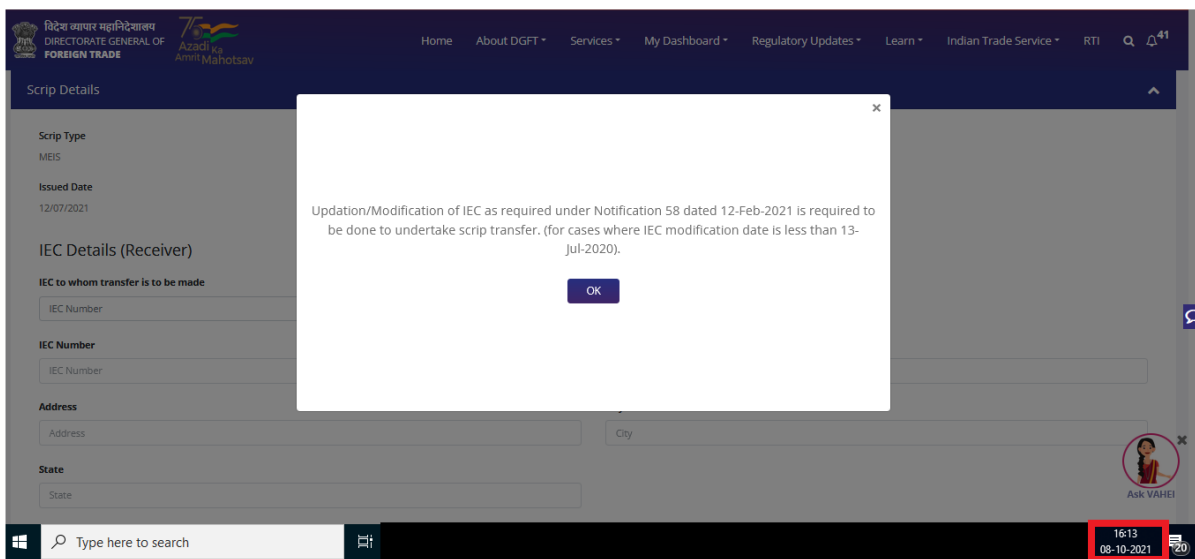
OK

Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNSCRPTRNSF02725035AM22	[Redacted]	[Redacted]	0319223133	2021-10-06 16:50:12.0		Transfer - Pending Acceptance	Action
2	ARNSCRPTRNSF02725032AM22	[Redacted]	[Redacted]	0319223131	2021-10-06 16:46:36.0	2021-10-08 17:39:03.0	Approved	Action
3	ARNSCRPTRNSF02725030AM22	[Redacted]	[Redacted]	031922312	2021-10-06 16:44:46.0	2021-10-08 17:38:14.0	Approved	Action
4	ARNSCRPTRNSF02724998AM22	[Redacted]	[Redacted]	0319223135	2021-10-06 14:34:03.0	2021-10-08 14:58:18.0	Approved	Action

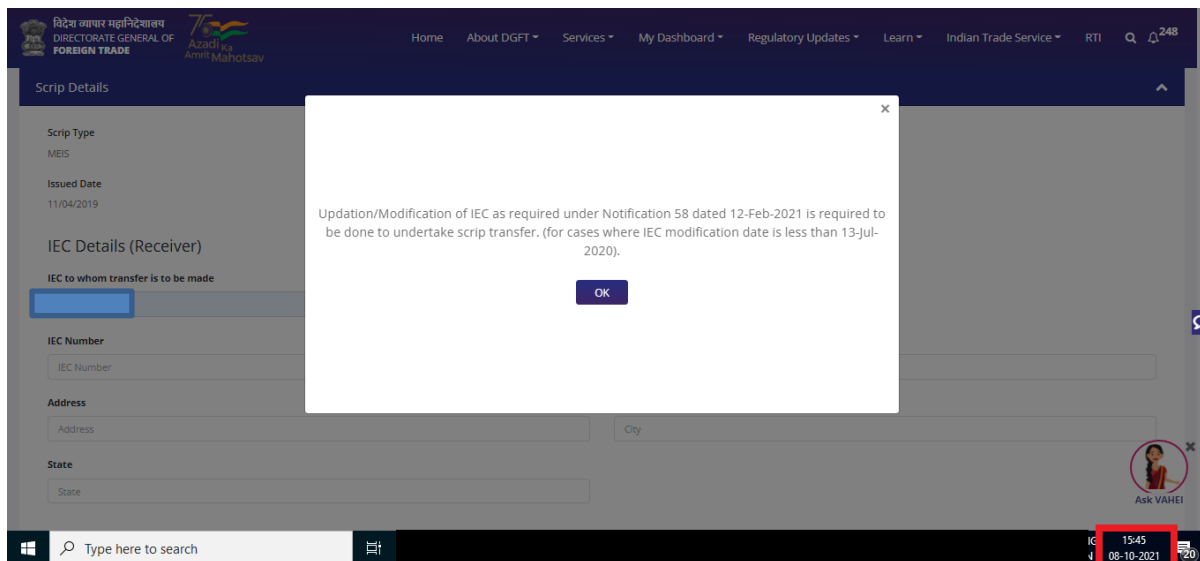
Windows taskbar: 17:45 08-10-2021

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

Search Result(s)

Copy Excel PDF Print

Sr.no.	Request Id	From IEC (Firm Name)	To IEC (Firm Name)	Scrip Number	Request Initiation date	Request Acceptance Date	Request Status	Action
1	ARNSCRPTNSF00002811AM23			0319304050	2022-04-06 20:49:38.0		Transfer - Pending Acceptance	Action Accept Reject View Ownership

Showing 1 to 1 of 1 entries

15:01 06-04-2022

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

Search Result(s)

Copy Excel PDF Print

OTP Verification and E-sign

Mobile No. *

[Send Mobile OTP](#)

Sr.no.	Request Id	F	E	Date	Request Status	Action
1	ARNSCRPTNSF00002811AM23				Transfer - Pending Acceptance	Action Previous 1 Next

Showing 1 to 1 of 1 entries

15:01 06-04-2022