



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

New Tariff Rate Quota (TRQ)

Version 2.1

October 2023

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1. Introduction and Accessing DGFT Portal

This document is the help file for TRQ process under Quota 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 Help & FAQs in the DGFT Portal.

2. Contact@DGFT

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

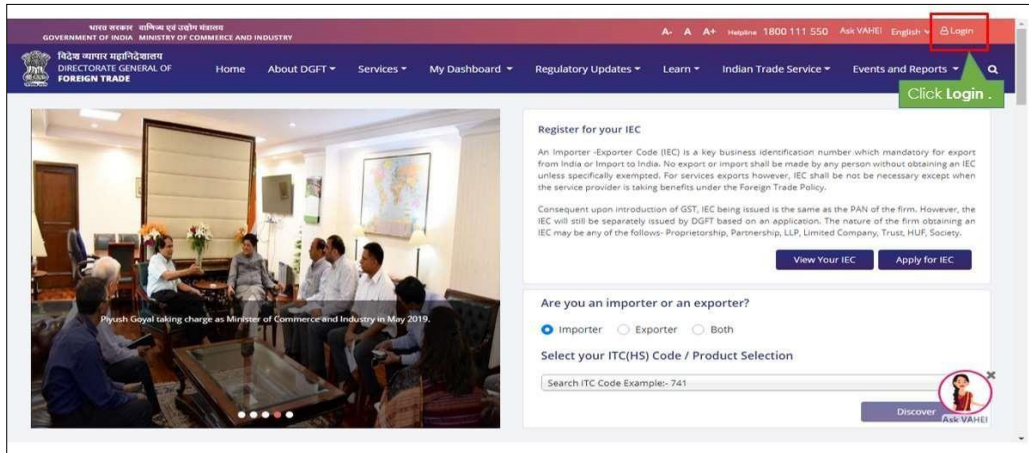
3. Registering on New Portal

To Register on Directorate General Foreign Trade (DGFT) portal you would require:

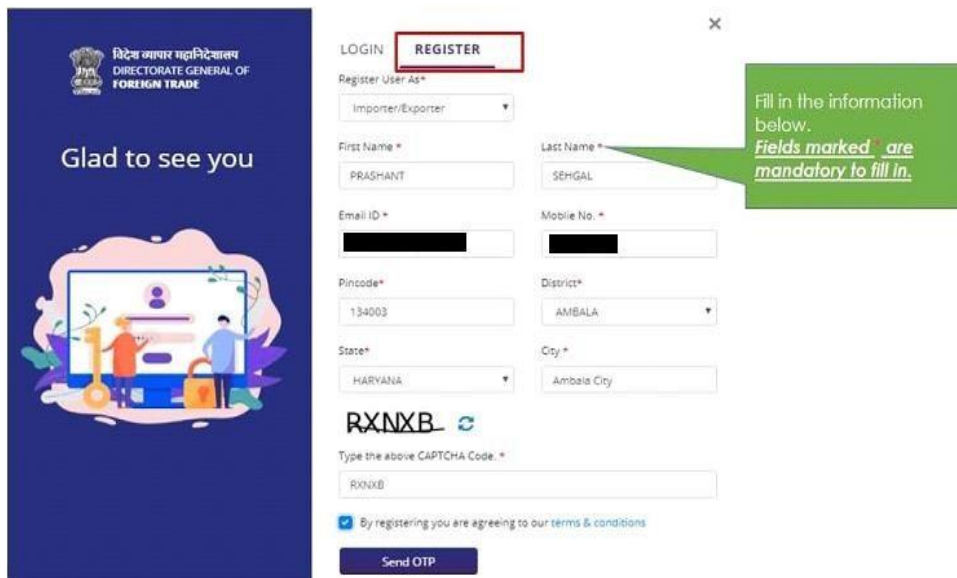
- a) Internet Connection
- b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

1. Visit the DGFT website and proceed with registration process.



2. Enter the Registration Details.
 - Select Register User as **“Importer/Exporter”**



3. Enter the OTPs received on email and mobile number.

The screenshot shows a registration form titled "REGISTER" with a yellow notification banner at the top that says "OTP sent successfully". The form contains fields for "First Name *" (PRASHANT), "Last Name *" (SEHGAL), "Email ID *", and "Mobile No. *". Below these are two OTP input fields: "Enter Mobile OTP *" and "Enter Email OTP *". A red box highlights these two fields, with a green callout bubble pointing to them that says "Enter OTP's received". Below the OTP fields are "Back" and "Register" buttons. A second green callout bubble points to the "Register" button with the text "Click on Register". A timer "1 : 55" is visible next to the OTP fields.

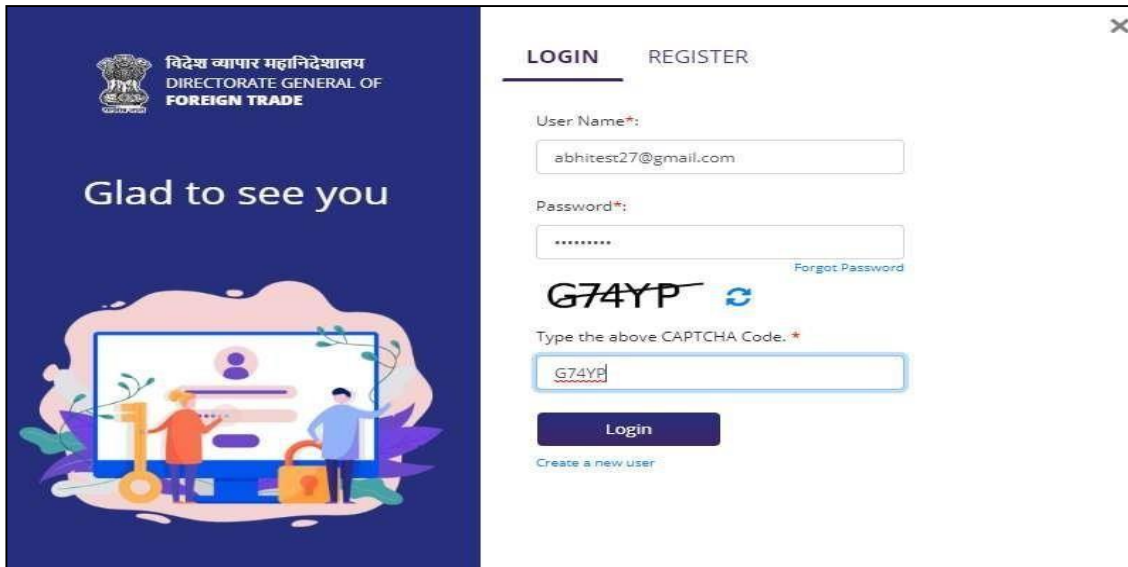
4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

The screenshot shows a "Change Password" form. At the top, it says "You can change your password here. Please keep your password safe. All fields are mandatory". There are three password input fields: "Current Password*", "New Password*", and "Confirm Password*", each with a "Show/Hide" icon. To the right of the input fields is a "Password Hint:" section with a bulleted list of requirements: minimum 8 characters, maximum 12 characters, at least one upper case (A-Z), at least one lower case (a-z), at least one number (0-9), at least one special character from a list including \$, &, !, *, @, [] ^, _ { } - E, or a space, and a note that a space cannot be at the start or end. A final bullet point asks to avoid other special characters not on the list and to avoid spaces at the beginning or end. At the bottom left is the ABEBP logo and a CAPTCHA field with the text "Type the above CAPTCHA Code." and "Please enter above CAPTCHA Code.". A "Submit" button is located at the bottom right.

4. Forgot Password

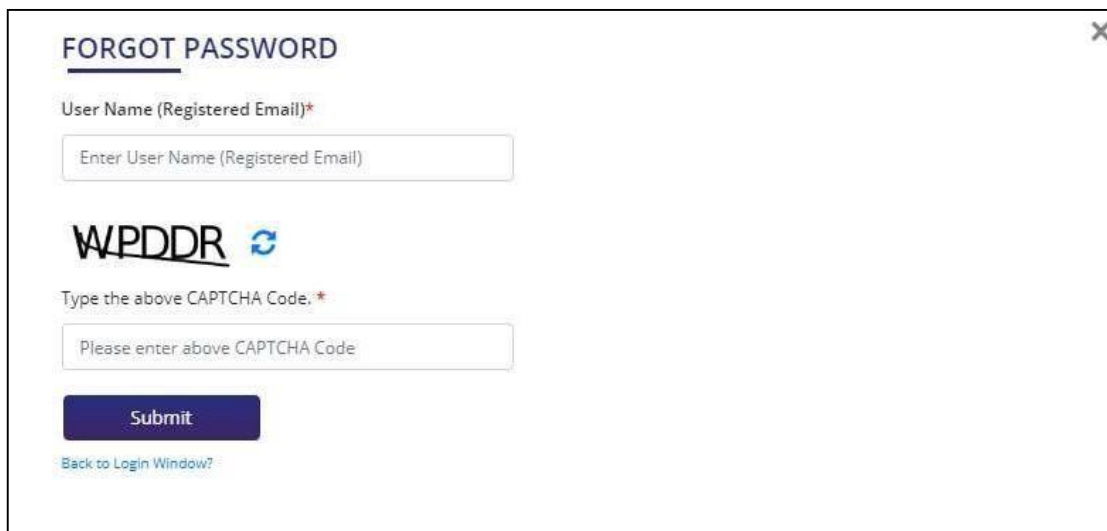
If you have already registered and forgot the password, you may use the Forgot password feature to request for a temporary new password and then set again your password by following the below given steps.

1. Visit the DGFT website and click on Forgot Password hyperlink.



The screenshot shows the DGFT website interface. On the left, there is a blue banner with the DGFT logo and the text "Glad to see you" above an illustration of a person at a computer. On the right, the "LOGIN" and "REGISTER" tabs are visible. The "LOGIN" form includes fields for "User Name*:" (containing "abhites27@gmail.com") and "Password*:" (with masked characters). A "Forgot Password" link is present next to the password field. Below the password field is a CAPTCHA image showing "G74YP" and a "Type the above CAPTCHA Code. *" field containing "G74YP". A "Login" button and a "Create a new user" link are also visible.

2. Enter registered email id in the username field.
3. Enter captcha code shown on the screen.
4. Click on the submit button.



The screenshot shows the "FORGOT PASSWORD" form. It has a title "FORGOT PASSWORD" and a close button (X). The form includes a "User Name (Registered Email)*" field with the placeholder "Enter User Name (Registered Email)". Below this is a CAPTCHA image showing "WPDDR" and a "Type the above CAPTCHA Code. *" field with the placeholder "Please enter above CAPTCHA Code". A "Submit" button is located at the bottom, and a "Back to Login Window?" link is positioned below it.

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



6. System will validate the email id provide by you and send the once time password on the registered email id and mobile if email address is registered with DGFT. Registered User will be linked to an IEC to proceed with TRQ application on Customer Portal.

5. Apply for TRQ Application

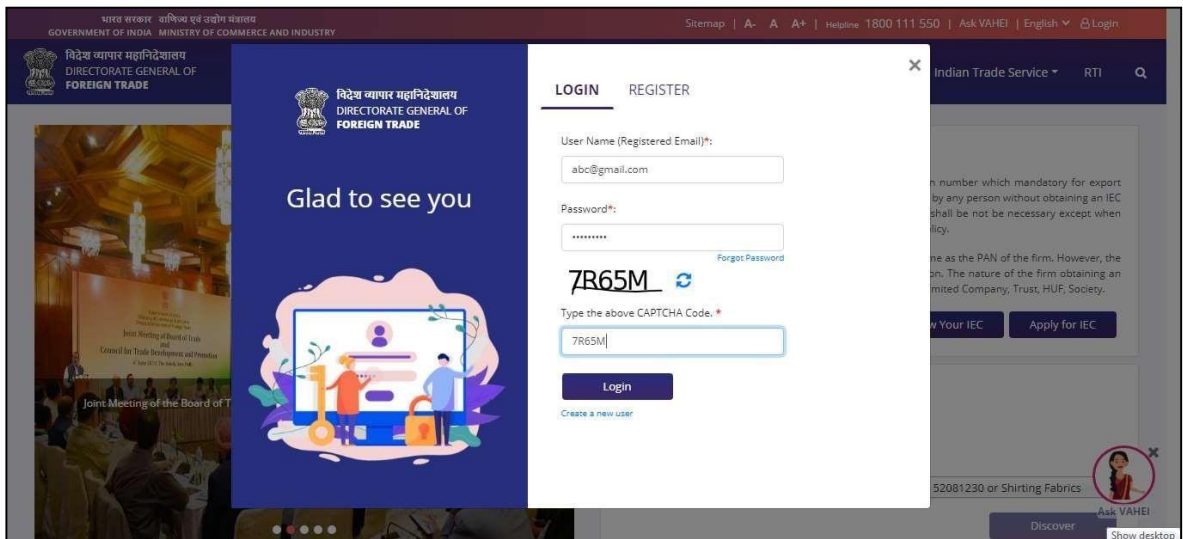
To Apply for TRQ on the DGFT portal you would require:

Pre-requisite:

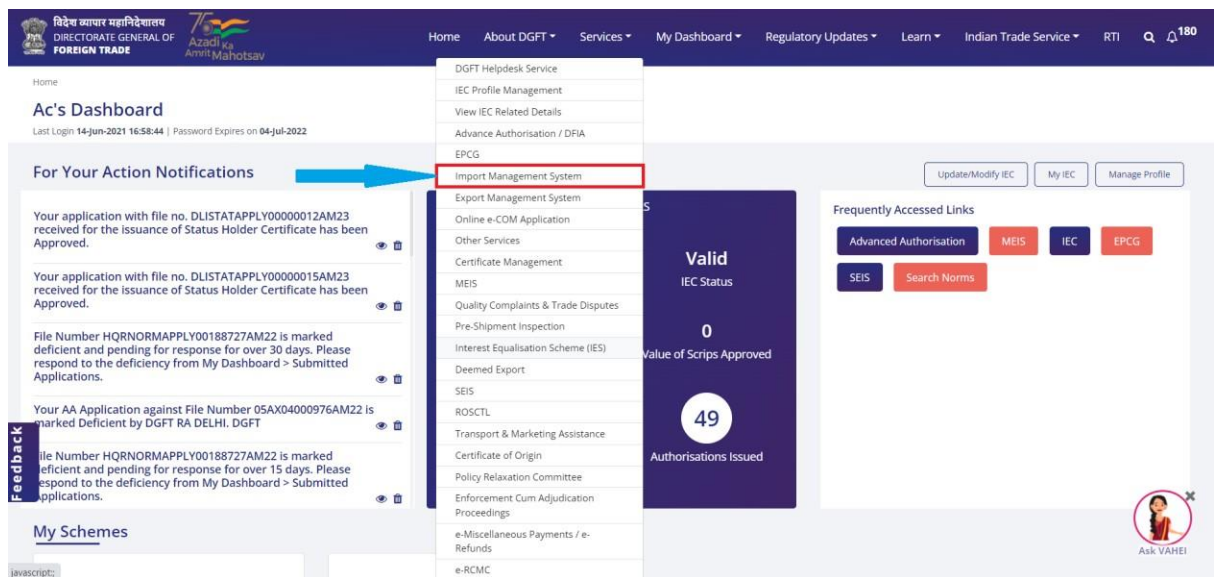
- Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
- User should have an active Importer Exporter Code (IEC).
- Active Firm's Bank account for entering its details in the Application and to make online payment of the application fee.

Then proceed with the following steps:

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



- Navigate to **Services->Import Management System->Apply for TRQ.**



1. On Apply for TRQ tile, click on “Explore” link.

Import Management System

What is Import Management System

DGFT through its power under the FTDR Act notifies various restrictions or quota or conditions on import of goods into India. These restrictions may require a licence or registration be applied for and imports. The modules here allow importers to apply for import licences, quotas and other registrations which are issued by DGFT. You may choose to apply and monitor all such applications through the modules covered herein are Import License for Restricted Items, Steel Import Management System (SIMS), Import License for Tariff Rate Quota (TRQ), Registration Certificates besides others.

Services under Import Management System

- License for Restricted Imports**
Items which are Restricted under the ITC (HS) Import Policy requires a licence prior to the importation. May refer to the Regulatory Updates ITC/HS based Import Policy for policy details. Application for consideration of a licence by the Exim Facilitation Committee (EFC) at DGFT submitted here. [Explore](#)
- Steel Import Monitoring System**
An import policy has been adopted for specific iron & steel items appearing in Chapter 72, 73 and 86 of ITC (HS), 2017. The details may be seen under the Annex to DGFT Notification 17 dated 05.09.2019. Herein the policy has been changed from 'free' to 'free subject to compulsory registration'. Registration applications in this regard may be submitted here. [Explore](#)
- Apply for TRQ**
DGFT has notified Tariff Rate Quotas (TRQ) on import of specific items. A TRQ allows a lower tariff rate on imports of a given product upto a specified quantity. May refer to para 2.61 & 2.107 of the HBP for details. To apply for TRQ please proceed here. [Explore](#)

Tariff Rate Quota (TRQ)

What is Tariff Rate Quota

DGFT has notified Tariff Rate Quotas (TRQ) on import of specific items. A TRQ allows a lower tariff rate on imports of a given product up to a specified quantity. May refer to para 2.61 & 2.107 of the HBP for details.

Processes in Tariff Rate Quota (TRQ)

- Apply for TRQ**
Items which are Restricted under the ITC(HS) Import Policy requires a license prior to the importation. May refer to the Regulatory Updates > Import, Export and SCOMET Policy details. Application for consideration of a license by the EXIM Facilitation Committee (EFC) at DGFT can be submitted here. [Explore](#)
- Amendment of TRQ**
An import policy has been adopted for specific iron and steel items appearing in Chapter 72, 73 and 86 of ITC (HS), 2017. The details may be seen under the Annex to DGFT Notification 17 dated 05.09.2019. Herein the policy has been changed from "free" to "free subject to compulsory registration". Registration applications in this regard may be submitted here. [Explore](#)
- Help and FAQs**
Refer to User Manual and FAQs for TRQ Module. [Explore](#)

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

Apply for TRQ

Last Login 14-Jun-2021 16:58:44 | Password Expires on 04-Jul-2022

Draft Application | Apply for TRQ

Show 10 entries Search:

Select	S. No.	Application Number	Created On	Created By	Last Updated On	Last Updated By	Action
<input checked="" type="radio"/>	1	ARNTRQAPPLY00168664AM23	16/05/2022 11:26	acbros.acbros@gmail.com	16/05/2022 11:26	acbros.acbros@gmail.com	Action

Showing 1 to 1 of 1 entries Previous **1** Next

[Start Fresh Application](#) [Proceed With Existing Application](#)

- On "Application Type" screen, fill all the values on screen and click on "Save and Next"

The screenshot shows the 'Application Type' screen. At the top, there is a progress bar with eight steps: Application Type (selected), Applicant Details, Import Details, Port Details, Other Details, Attachments, Declaration, and Application Summary. Below the progress bar, the 'Application Type' section is expanded, showing several input fields:

- Application For***: A dropdown menu with 'New Tariff rate Quota (TRQ)-MFN' selected.
- Apply For***: A dropdown menu with 'Please Select' selected.
- Trade Type***: A dropdown menu with 'Please select' selected.
- Public Notice/Notification No./Tariff Quota**: A text input field.
- Declaration***: A radio button group with the option 'I/We have updated my/our profile in ANF-1(My IEC profile)' selected.

 At the bottom right, there are 'Clear All' and 'Save & Next' buttons. A vertical 'Feedback' button is visible on the left side of the form.

- On "Firm's details" screen, select the branch code corresponding to which the address, pin-code, district and state will be auto-fetched from IEC then click on "Save and Next" button

The screenshot shows the 'Firm's Details' screen. At the top, there is a green success message: 'Draft Application Number ARNTRQAPPLY00168664AM23 has been successfully saved.' Below this, the 'Firm's Details' section is expanded, showing several input fields:

- IEC Number**: A text input field with a masked value.
- Branch Code***: A dropdown menu with '001_LAKRI FAZALPUR NATIONAL' selected.
- Pin Code***: A text input field with '244001' entered.
- State***: A dropdown menu with 'UTTAR PRADESH' selected.
- IEC Name**: A text input field with a masked value.
- Address**: A text input field with a masked value.
- District***: A dropdown menu with 'MORADABAD' selected.
- Email as per IEC**: A text input field with a masked value.
- Mobile Number as per IEC**: A text input field with a masked value.

 At the bottom right, there are 'Clear All' and 'Save & Next' buttons. A vertical 'Feedback' button is visible on the left side of the form.

- On "Import Details" screen, fill required input values in "Import Item Details", Details Of Imports.. and click on " Save and Next" button

The screenshot shows the 'Import Item Details' screen. It contains several input fields for item details:

- Country of Origin**: A dropdown menu with 'ALGERIA' selected.
- ITC(HS) Code***: A dropdown menu with '04021020' selected.
- ITC(HS) Code Description**: A text input field with 'Milk food for babies' entered.
- Technical Specifications***: A text input field with 'none' entered.
- Quantity***: A text input field with '10000' entered.
- UOM***: A dropdown menu with 'KILOGRAMS (KGS)' selected.
- Free Foreign Currency***: A dropdown menu with 'Pound Sterling' selected.
- CIF Value (INR)**: A text input field with '90000' entered.
- CIF Value(FFC)**: A text input field with '890.64' entered.
- CIF Value(USD)***: A text input field with '1171.87' entered.
- Currency Conversion Rate(FFC)**: A text input field with '1 Pound Sterling=101.05 INR' entered.
- USD Conversion Rate**: A text input field with '1 USD=76.8 INR' entered.

 Below these fields, there is an 'Add Import Details' button with a blue arrow pointing to it. Underneath, there is a table with the following columns: Sno, Country of Origin, ITC(HS) Code, ITC(HS) Code Description, Description of Items including Technical Specifications, Quantity, UOM, Free Foreign Currency, Currency Conversion Rate(FFC), CIF Value (INR), CIF Value(FFC), CIF Value(USD), and Edit/Delete. The table currently shows 'No data available in table'. At the bottom, there are summary fields for 'Total CIF Value(USD)', 'Total CIF Value (INR)', and 'Total CIF Value(FFC)'. A vertical 'Feedback' button is visible on the left side of the form.

Details of imports made of the item applied for in the preceding 3 licensing years

Import License Number * 12345 Date of Issue of License * 01/05/2022 File Number * DL1STATAPPLY00000015AM23 Port of Registration for Import * 15/1 STRAND ROAD, CUSTOM HOUSE, KOLKATA...

Details of imports made of the item

ITC(HS) Code * 10059000 ITC(HS) Code Description Other Description of Import Items including Technical Specifications * none Quantity Approved in License * 1000

Approved Unit Of Measurement * KILOGRAMS (KGS) Quantity Consumed * 990 Consumed Unit Of Measurement * KILOGRAMS (KGS) Balance Quantity * 10

Balanced Unit of Measurement * KILOGRAMS (KGS) Country of Origin * AMERICAN SAMOA

Add Past Import Item Detail

Feedback

Sno	ITC(HS) Code	ITC(HS) Code Description	Description of Import Items Including Technical Specifications	Quantity Approved in License	Unit of Measurement	Quantity Consumed	Unit of Measurement	Balance Quantity	Balanced Unit of Measurement	Country of Origin	Edit/Delete
No data available in table											

- After entering details on Import Details tab and Save & Next button, user will be redirected to "Port details tab."

Sanjay's Dashboard
Last Login 05-Feb-2021 15:15:52

Application Type Applicant Details Import Details Port Details Other Details Attachments Declaration Application Summary

Success Message
Draft Application Number ARNTRQAPPLY00966478AM21 has been successfully saved.

Port of Import & Purpose of Import Details

Port of Registration for import * Please Select Purpose of import * Please Select

Detailed justification of import *

Clear All Save & Next

- Based on value selected from Purpose of Import dropdown on "Port Details" screen, (Actual User, Trading, Milling & Refining and other), ribbon will be displayed on "Other Details" screen. User needs to fill the input values on "Other Details" screen and click on "Save and Next" button

Application Type Applicant Details Import Details Port Details Other Details Attachments Declaration Application Summary

Success Message
Draft Application Number ARNTRQAPPLY00966478AM21 has been successfully saved.

Other Details

Canalised Item Details

Is the item being imported by STE (State Trading Enterprise)?
 Yes No

In case of supplies to the Govt. Department (including Police / Defence Organisation), Please enclose copy of recommendation and End User Certificate.

In case of supplies to Govt.?
 Yes No

- User redirected on attachment screen. Uploading attachment is not mandatory, in case user need to upload any requirement they can upload and click on “Save and Next” button

- On “Declaration” screen, user needs to accept the terms and conditions by clicking on checkbox. Fill in the other required inputs and click “Save and Next” button

- On the “Application Summary” screen select the acceptance of declaration check box and click on Sign button to sign the application using digital token.

The screenshot shows a progress bar at the top with steps: Application Type, Applicant Details, Import Details, Port Details, Other Details, Attachments, Declaration, and Application Summary. A green success message states: "Draft Application Number ARNTRQAPPLV00168664AM23 has been successfully saved." Below this, the "Applicant Type" section shows "Application For: New Tariff Rate Quota (TRQ)-MFN", "Apply For: Para 2.60-General Tariff Rate Quota Scheme", and "Trade Type: IMPORT". The "Application Details" section includes fields for IIC Name, Branch Code, Address, Pincode, District, State, Email, and Mobile Number. A "Feedback" button is visible on the left. Below the details, there are several numbered conditions and a checkbox for "You have ticked the box as acceptance of declaration/ undertaking details." The user's details are listed: Place: UTTAR PRADESH, Date: 16/05/2022, Name: AC Bros, Designation: Partner, Office Address, Residential Address, and Mobile. A "Sign" button is present, and a message says "Kindly Pay Rs.500.0 to proceed further."

11. After clicking the “Sign” button, the “Payment for Apply for TRQ” button will be displayed

This screenshot is similar to the previous one, showing the same application details and conditions. However, the "Sign" button has been replaced by a "Payment For Apply For TRQ" button, which is highlighted with a blue arrow. The message "Kindly Pay Rs.500.0 to proceed further." remains at the bottom of the form.

12. Confirm and proceed to make the payment against application. System calculates the application payment value automatically

Payment Details


Payments made from corporate accounts require additional approval from Bank portal. It may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: [Redacted] Applicant Email: [Redacted] Applicant Address: [Redacted]


Application Type: Tariff Rate Quota (TRQ) Service Type: Apply For TRQ Application Number: ARNTRQAPPLY00168654AM23

Service Description	Fees Amount (₹)
Apply For TRQ	500

Have you already paid in Legacy Miscellaneous Payment System (eMPS) / Legacy Draft Application?
 Yes No



13. After Successful Payment, the Page shall be redirected to the DGFT Website and the receipt shall be displayed, the use can also download the receipt.



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	[Redacted]
File Number	HQRXTRQAPPLY0000006AM23
Date of Submission	2022-05-16 01:52:40
IP Address	0:0:0:0:0:1
Firm Name	[Redacted]
Firm Address	[Redacted]
Service Availed	Apply For TRQ
Mode of Signature	Digital Signature

PAYMENT DETAILS

Transaction Id	2190856
Total Fee Amount (in INR)	500.00
Date of Submission	2022-05-16 01:52:40
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-05-16 01:52:40

Your application for **Apply For TRQ** with file number **HQRXTRQAPPLY0000006AM23** has been successfully submitted to DGFT for further processing.

14. After clicking on Ok button, user will be redirected to My Dashboard → Submitted applications screen.

Type of scheme *

Type of sub scheme *

Status

From Date

To Date

File Number

Application Number

RA Office

Branch code

Showing result for : Application process -> Tariff Rate Quota (TRQ) Application Sub process -> Apply for TRQ File Number - HQRXTRQAPPLY00000006AM23

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNTRQAPPLY00168664AM23	HQRXTRQAPPLY00000006AM23	16/05/2022	[REDACTED]	001	DGFT(HQ)	In Process	Action

Showing 1 to 1 of 1 entries Previous 1 Next

6. Amendment of TRQ

Pre-requisites:

- a) Valid login credentials to DGFT Portal.
- b) User should have an active Importer Exporter Code (IEC).
- c) Firm’s active bank account to make the online payment of application fee.
- d) Issued TRQ.

- 1) Process of amendment of TRQ, navigate to Services → Import Management System → Apply for TRQ → Amendment of TRQ.
- 2) User will select approved TRQ draft and click on the amend button.
- 3) Application form of Amendment shall be same as Apply for TRQ form. Information under Application type and Applicant details are non-changeable. The Importer/Exporter can edit information under the Import details, Port Details, Other Details screen followed by uploading an attachment (If any).

Import Details Screen – Amendment of TRQ

Port Details Screen – Amendment of TRQ

Last Login 16-Jun-2021 16:58:44 | Password Expires on 04-Jul-2022


Port Details Screen – Amendment of TRQ

- 4) Next the user must accept the terms and conditions on the “Declaration” screen by clicking on the checkbox and click the “Save & Next” button.

- 5) Next is the “Application Summary” screen, on this screen user verifies all the details filled in the application so far and then click on “Payment for Amendment for TRQ” button at the end of the screen.

A payment of Rs. 200 must be paid by user for Amendment for TRQ.

Payment Details

 Payments made from corporate accounts require additional approval from Bank portal, it may take 1 - 7 days to reflect in the system based on when approval is given from the checker account.

Applicant Name: AC Bros
Applicant Email: [Redacted]
Applicant Address: [Redacted]

Application Type: Tariff Rate Quota (TRQ)
Service Type: Amendment of TRQ
Application Number: ARNTRQAMEND00168683AM23

Service Description	Fees Amount (€)
Amendment of TRQ	200

Have you already paid in Legacy Miscellaneous Payment System (eMPS) / Legacy Draft Application?
Yes No

