

Government of India / भारत सरकार
Ministry of Commerce and Industry / वाणिज्य एवं उद्योग मंत्रालय
Department of Commerce / वाणिज्य विभाग
Directorate General of Foreign Trade / विदेश व्यापार महानिदेशालय

Dated: August 25, 2026
Vanijya Bhawan, New Delhi

Trade Notice No. 22/2026-27

To,

1. All Pre-Shipment Inspection Agencies
2. All Members of Trade and Industry
3. All Customs Authorities

Subject: Enhancements in the Pre-Shipment Inspection Agency (PSIA)/Pre-Shipment Inspection Certificate (PSIC) process – reg.

Kind reference is invited to Trade Notice No. 03/2022-23 dated 26 April 2022, wherein DGFT introduced and subsequently enhanced the electronic filing and recognition process for Pre-Shipment Inspection Agencies (PSIAs) and the issuance and verification of Pre-Shipment Inspection Certificates (PSICs). These initiatives were aimed at reducing manual processes and strengthening the PSIA/PSIC module through digital enablement.

2. In continuation of the above, and with a view to further strengthen, building compliance into the system, reducing reliance on manual intervention, and enhance transparency in the process, the following changes are being implemented in the PSIA/PSIC module on the DGFT portal:

- i. The date of inspection, while generating the PSIC, has been standardised as DD/MMM/YYYY.
- ii. PSIC shall be generated and issued only on the date of inspection. The system shall not permit generation or issuance of a PSIC on any subsequent date.
- iii. A facility has been provided for authorized PSIA users to upload and maintain signature and stamp images. These shall be auto embedded in the PSIC, eliminating the requirement of manual signing, stamping and re-uploading.
- iv. During PSIC generation, Inspector shall be required to select the Inspector's name from a system-populated drop-down list. The corresponding Inspector's details shall be auto populated.

- v. The permissible limit for photograph attachments of inspection has been enhanced from 5 to 10 numbers, at 5 MB each; and the permissible size for the mandatory video attachment of inspection has been enhanced from 10 MB to 50 MB (permitted formats remain MP4, AVI, MTS, MOV, FLV, WMV).
- vi. Based on the selected country of inspection, registered instruments shall now be available through a drop-down list. Upon selection, the relevant instrument details shall be auto fetched from the system and displayed as read-only, minimizing manual errors.

3. **Process for Uploading Signature and Stamp images of Inspectors:**

- i. Log in to the DGFT portal using valid credentials.
- ii. Navigate to *Services* → *Pre-Shipment Inspection* → *Upload Scanned Signature & Stamp for PSIC Generation*.
- iii. Search and select the PSIA user for whom the signature and stamp are required to be uploaded or updated.
- iv. Upload the scanned signature and official stamp in the prescribed format and complete the submission process.

Support Channel

4. For any help and guidance on this process, users are encouraged to reach out to the DGFT Helpdesk with respect to any guidance and resolution of issues faced, suggestions, or feedback related to the PSIA/PSIC module. Support is available through the following channels:

- i. Raise a service request ticket through the DGFT Helpdesk Service on DGFT Website → *Services* → *DGFT Helpdesk Service*
- ii. Call the toll-free-Helpline number 1800-572-1550 / 1800-111-550
- iii. Send an email to the Helpdesk on dgftedi@nic.in.

This is issued with the approval of the DG, DGFT.

(Manoj Kumar Meena)
Deputy Director, DGFT

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