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**NOTE: Answers in this FAQ document are informative in nature. No legal claims can be made on basis of same. Users should refer policy documents for legal position. Please refer to Foreign Trade Policy and Handbook of Procedures for policy related matters.**

## **Apply for Duty Free Import Authorisation (DFIA)**

**Q1. What are the prerequisites for applying for Duty Free Import Authorisation (DFIA) File Number / Transferable DFIA?**

- Importers needs to register on DGFT Website by login on <https://www.dgft.gov.in/>
- Link the existing IEC (For more details please see IEC section FAQ's)
- Register the DSC under My Dashboards > View and Register Digital Signatures Token.
- For applying for "Transferable DFIA", DFIA file number shall be generated.

Then they can apply for AA under **Services > Advance Authorisation /DFIA > Apply for DFIA File Number (ANF 4G) / Transferable DFIA (ANF 4G)**

**Q2. Where we can apply for DFIA file number or where we can get the link to apply for DFIA file number?**

- Services > Advance Authorisation /DFIA > Apply for DFIA file number (ANF 4G) / Transferable DFIA (ANF 4G)

**Q3. Where we can apply for Transferable DFIA on the DFIA file number issued to me earlier?**

- Services > Advance Authorisation /DFIA > Apply for Transferable DFIA (ANF 4G) >> Select the DFIA file number in the application form.
- All submitted application details for DFIA file number process will be populated in the "transferable DFIA" application form.

**Q4. Where do I see my submitted applications for DFIA file number and DFIA file number issued to me?**

- My Dashboard > Submitted Applications
- Enter **Type of Scheme** (Select in dropdown: Duty Free Import Authorisation (DFIA)) and **Type of Sub Scheme** (Application for DFIA File Number)
- Click on **Search**
- **Click on Action** (Under the Results) > View Approved Letter

**Q5. Where do I see my submitted applications, approved authorization and letters for Transferable DFIA?**

- My Dashboard > Submitted Applications
- Enter **Type of Scheme** (Select in dropdown: Duty Free Import Authorisation (DFIA)) and **Type of Sub Scheme** (Application for Transferable DFIA)
- Click on **Search**
- **Click on Action** (Under the Results) > View Approved Letter

**Q6. How can I raise request for withdraw of any submitted application?**

- Please follow the below path to search submitted application for Advance Authorisation
- My Dashboard > Submitted Applications

- Select, Type of Scheme → Duty Free Import Authorisation (DFIA) & Type of Sub Scheme → Issuance of Advance Authorisation
- In the action section, select Withdraw

**Q7. How to confirm if I can start with the exports after applying for DFIA File number?**

- On submitting application for DFIA file number, a file number is issued to the applicant. Applicant can start with the exports with reference to same file number and no approval is required from DGFT.

**Q8. What can I do if I am not able to proceed as GSTN, RCMC and Industrial registration details were blank and non-editable?**

- Branch details are populated from IEC. In case the RCMC, GSTN or Industrial details are not populated, please modify IEC.

**Q9. Why Supporting manufacturer details are mandatory?**

- DFIA shall be issued either to a manufacturer exporter or merchant exporter tied to supporting manufacturer.

**Q10. What is minimum value addition required for applying for DFIA file number or Transferable DFIA?**

- Minimum value addition of 20% is required for applying for DFIA file number or Transferable DFIA.

**Q11. Is DFIA benefit given for items procured indigenously?**

- DFIA Benefit will be given only on Inputs for which Customs Duty has been paid. DFIA Benefit will not be given on Inputs for which drawback is intended to be claimed and for Inputs which are procured indigenously.

**Q12. Will DFIA Benefit be given on Inputs for which drawback is intended to be claimed?**

- DFIA Benefit will be given only on Inputs for which Customs Duty has been paid. DFIA Benefit will not be given on Inputs for which drawback is intended to be claimed and for Inputs which are procured indigenously.

**Q13. What to do if my shipping bills are not reflecting in the application form of 'Transferable DFIA'?**

- Please make sure shipping bills are present in the shipping bill repository with same DFIA file number.

To check or add shipping bills (Non-EDI) in the repository please follow following steps:

- a. My Dashboard>> Repository >>Bills Repositories
- b. Click on 'Explore' and select 'Bill Type' as "Shipping Bill".
- c. Enter the shipping details and click on 'search'
- d. To add Non-EDI shipping bill, click on "Add Non-EDI Shipping Bill".

- e. To get shipping bill details from customs in the repository, click on “Get Shipping Details from Customs” and enter the shipping details to be fetched from customs.

**Q14. What to do if my bills are reflecting in the repository and not in the application form?**

- Please make sure bills are in reference to same DFIA file number for which applicant is applying for transferable DFIA.
- Please make sure eBRC details of the respective shipping bills are shared with DGFT by the Bank.
- To check the eBRC details in DGFT nic portal, please visit:

<http://dgftebrc.nic.in:8100/BRCQueryTrade/index.jsp>

- After 24 hours of sharing eBRC with DGFT it will start reflecting in the customer portal and applications. To check eBRC on customer portal please follow the given path:

Login on <https://www.dgft.gov.in/>

- (i) My Dashboard > Repositories > Bill Repository.
- (ii) Select ‘Bill Type’ as ‘Bank Realisations (e-BRC)’.
- (iii) Enter eBRC details and click on “Search”.

**Q15. Why I am not able to proceed after entering the export item details in the application form of transferable DFIA?**

- Please make sure Shipping bill details are reflecting in the Shipping bill grid.
- Please make sure each item in the shipping bill grid is linked with export item details entered manually by the applicant.
- To link export item please click on “edit” and select the “Export serial No.” from the dropdown.

**Q16. What is the application fees for DFIA?**

- Application fee for import License for restricted item / permission / certificate / Advance Authorization / DFIA / EPCG Authorization is one per thousand or part thereof subject to a minimum of INR. Five Hundred and maximum of Rupees one lakh on CIF value/duty saved amount of Authorization/ license / permission.

**Q17. What is split DFIA?**

- DFIA can be split to a maximum of 20 in number, subject to a minimum of CIF value of INR 10 lakh each and multiples thereof may also be issued, on request at the time of seeking transferability. A fee of INR. 1000/- each shall be paid for each split authorization. Split-up DFIA's shall be permitted with the same port of registration as appearing on the original DFIA.

**Q18. How can I apply for Split in DFIA?**

- Applicant is required to enter the split details in the application form for ‘Transferable DFIA’ before submitting the application.

**Q19. DFIA split is in terms of value or quantity?**

- DFIA split will be in terms of value. In the application form, applicant will fill the quantity for split for each item and proportionately value will be calculated for each split authorisation.

**Q20. Why I am not able to submit the split details?**

- Please make sure minimum value of each split is INR 10 lakhs.
- Please make sure all input items are split and no item is left in the input grid for split.

**Q21. What is late cut fees and how much it is imposed on transferable DFIA?**

- If application of “Transferable DFIA” is submitted after 12 months of date of issue of ‘DFIA file number’, late cut fees is deducted from the value of authorisation issued.
- The application may be considered after imposing a late cut in the following manner:

1	Application received after the expiry of last date but within six months from the last date	2%
2	Application received after six months from the prescribed date of submission but not later than one year from the prescribed date	5%
3	Application received after 12 months from the prescribed date of submission but not later than 2 years from the prescribed date	10%

**Q22. What is the validity period of Transferable DFIA?**

- Transferable DFIA is valid for the period of 12 months from the date of issue of authorisation.

**Q23. How to add invalidation details/ indigenously procured item details and supplier details in the application form for DFIA file number / Transferable DFIA?**

Please follow the given path:

- Open the application form and go to “Additional Input’ tab
- In the invalidation details section click on “Select Input Item”. Tick and add item in the grid.
- Click on edit icon in the invalidation grid for the added item
- Enter the Quantity to be invalidated and save.

For entering Supplier details:

- Click on ‘Indigenous supplier details /SEZ supplier details’
- Select the input item serial number from the drop down for which supplier is to be added
- Enter the quantity of item to be procured from the respective supplier
- Click on ‘Add’ and supplier details will be saved.

**Q24. How to enter wastage claim details for any input item in the application form for DFIA File number and Transferable DFIA?**

Please follow the given path:

- Open the application form and go to “Additional Input’ tab
- In the wastage claim section click on “Select Input Item”. Tick and add item in the grid.
- Click on edit icon in the wastage claim grid for the added item
- Enter the justification and wastage claim percent.

- Click on 'Update'.