

**To be published in the Gazette of India Extraordinary
(Part-I, Section-1)
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi -110 011**

**Public Notice No. 76(RE-2013)/2009-2014
New Delhi, Dated the 27th of November, 2014**

Subject: Amendment in ANF 2A of Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014.

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby amends the ANF 2A [Application Form for Issue / Modification in Importer Exporter Code Number (IEC)] Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014 and further notifies that:

- i) The existing form ANF 2A is being replaced by another format as attached herewith. The existing form exists in physical format as well as in online format. Application for new Importer-Exporter Code (IEC) w.e.f. 01.01.2015 will have to be filed in online mode only, along with all requisite documents.
- ii) After receipt of applications complete in all respects, the decision regarding grant or refusal of IEC will be taken and communicated by the concerned Regional Authorities (RA) of DGFT within two working days.
- iii) The facility of filing online application for IEC will also be available through e-biz portal of DIPP, after its integration with DGFT's system.

2. Effect of Public Notice:

The existing form ANF 2A, is being replaced by another format, online filing of which along with all requisite documents will be mandatory w.e.f 01.01.2015, and decision regarding grant or refusal of IEC will be conveyed within two working days by the concerned jurisdictional RA. Facility of filing online application for IEC will also be available on the e-biz portal of DIPP, after its integration with DGFT's system.

(Pravir Kumar)
Director General of Foreign Trade
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[F.No.01/93/180/20/AM-13/ PC-2(B)]

ANF 2A

APPLICATION FORM FOR ISSUE/MODIFICATION IN IMPORTER EXPORTER CODE(IEC) NUMBER

Part A

- Please read the detailed guidelines before filling up this form. Click [here](#) to read the guidelines.
- Click [here](#) for information about requisite documents to be uploaded. The documents should be uploaded in digital format–GIF, JPEG size not exceeding 5MB.
- Ensure that the requisite documents are legible before uploading.

*Digital
Photograph
of the
Applicant
(3x3cm)*

Applicant Details	
i. Name of entity in whose name IEC is required	
ii. Address: (Registered Office Address is required in case of Companies/ Head Office Address is required for all other categories)	Flat/Plot/Block No.:
	Street/Area/Locality:
	State: <input type="text"/> District: <input type="text"/>
	City: <input type="text"/> PIN Code: <input type="text"/>
iii Landline telephone no., if any (with area code)	
iv Mobile No.	Primary Mobile No. <input type="text"/>
	Other Mobile No, if any <input type="text"/>
v Email ID / Website Address:	Primary Email ID (for correspondence with DGFT): <input type="text"/> Alternate Email ID, if any: <input type="text"/>
	Website (if any): <input type="text"/> FAX No.(if any, with area code) <input type="text"/>
vi Nature of concern / entity (Please tick relevant category):	<input type="radio"/> Proprietorship <input type="radio"/> Partnership <input type="radio"/> Limited Liability Partnership <input type="radio"/> Private limited <input type="radio"/> Public Limited <input type="radio"/> Govt. undertaking <input type="radio"/> Section 25 Company <input type="radio"/> Registered Society <input type="radio"/> Trust <input type="radio"/> HUF
vii:(a) Preferred Activities : (Please tick the relevant category)	Merchant Exporter <input type="radio"/>
	Manufacturer Exporter <input type="radio"/>
	Service Provider <input type="radio"/>
vii.(b) Others (please specify):	
viii Bank Account Details of the Applicant's entity:	
1. Name of the account holder	
2. Account Number:	
3. Name of the Bank:	
4. Branch address of the Bank:	
5. IFS Code :	
SUBMIT HERE TO PROCEED FURTHER	
Enter Registration Code: (As received on mobile/ email provided as above) and continue:	

Part B : Branch Details									
i Enter number of Branches/ Divisions/Units/Factories located in India and abroad: <input type="text"/>									
ii Address of Branches, Divisions, Units, Factories located in India and abroad	Flat/Plot/Block No.:								
	Street/Area/Locality:								
	State: <input type="text"/>			District: <input type="text"/>					
	City:			PIN Code:					

Part C : Please fill in the following details:

Part C 1 In case the entity is a Proprietor firm :

1.a) Name of Proprietor									
b) Residential Address	Flat/Plot/Block No.:								
	Street/Area/Locality:								
	State: <input type="text"/>			District: <input type="text"/>					
	City:			PIN Code:					
c) Aadhar Card Number, if available:									

Part C 2: In case the entity is Partnership firm

1.PAN details of the entity	Name as in PAN								
	Date of Incorporation (DD/MM/YYYY)								
	PAN								
2. Enter the number of partners in the Partnership Firm : <input type="text"/>									
3. Fill in the following details for each partner:									
a. Name as in PAN									
b Father's name									
c. Date of Birth (DD/MM/YYYY)									
d. Residential Address of the Partner:	Flat/Plot/Block No.:								
	Street/Area/ Locality:								
	State: <input type="text"/>			District: <input type="text"/>					
	City:			PIN Code:					
e. Mobile No.									
f. PAN:									
g. Aadhar Card Number, if available									

Part C 3: In case the entity is a Limited Liability Partnership/ Private/ Public/Govt.

Undertaking / Section 25 Company: <input type="text"/>									
1.PAN details of the firm:	Name as in PAN								
	Date of Incorporation								
	PAN								
2. LLPIN /CIN (whichever is applicable)									
3. Registration Certification No.									
4. Enter the number of Partners/Directors in the Firm/Company : <input type="text"/>									

5. Fill in the following details for each Partner/Director:													
a. Name													
b PAN													
c. Director Identity Number													
d. Aadhar Card Number, if available													
Part C 4: In case the entity is a Registered Society/Trust**													
** (Individuals /Charitable institutions/ Registered NGOs importing goods, which have been exempted from Customs duty under Notification issued by the Ministry of Finance for bonafide use by victims affected by natural calamity may refer to the para 2.03 of handbook of procedure and use Permanent IEC No 0100000134)													
1. PAN details of the Society/Trust:		Name as in PAN											
		Date of Incorporation											
		PAN											
2. Registration Number:													
3. Details of the Secretary/ Chief Executive of the Society; or Managing Trustee of the Trust													
a. Name as in PAN													
b. Residential Address		Flat/Plot/Block No.:											
		Street/Area/ Locality:											
		State:								District			
		City								PIN			
c. Aadhar Card No. if available													
Part C 5: In case the entity is a HUF													
1. PAN details of the Entity:		Name as in PAN											
		Date of Incorporation											
		PAN											
2. Details of the Karta													
a. Name as in PAN													
b. Residential Address		Flat/Plot/Block No.:											
		Street/Area/ Locality:											
		State:								District			
		City								PIN			
3. Aadhar Card Details, if available													

Part D: DECLARATION/UNDERTAKING

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ul style="list-style-type: none"> (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act, 1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p>
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	<p>C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.
3.	I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
4.	I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld therefrom.
5	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place:

Date:

Name of the applicant*:

Designation:

Official Address:

Telephone/Mobile No:

Email of the applicant:

PAN of the signatory applicant*:

CLICK [HERE](#) TO UPLOAD DOCUMENTS AND THE APPLICATION FORM

Part E:

1. Click HERE to review the information submitted and check the documents uploaded. Ensure that all requisite columns are filled in and legible copies of requisite documents have been uploaded.
2. Click HERE to pay the fees.
3. Select the Jurisdictional RA to submit the IEC application : ▼
4. Click HERE to digitally sign* and submit the application form online to Jurisdictional RA. OR Click HERE to print the filled up application form. The print out of the application form duly signed* may then be submitted either, through post or handed over physically in the office of the concerned Jurisdictional RA's office.
Note* Application has to be signed by Proprietor/ Managing Partner/ Designated Partner /Director/ Secretary or Chief Executive of the Society/ Managing Trustee / Karta as the case may be.

DETAILED GUIDELINES FOR ISSUE / MODIFICATION OF IMPORT EXPORT CODE NUMBER (IEC)

I Who needs to apply: All who intend to import/export, are required to have an IEC. However certain categories of Importer/ Exporter are exempted from those obtaining IEC. The list of such categories of such categories is at paragraph 2.03 of Handbook of Procedure.

Click Here to see the exempted categories

II Application Process:

- Step 1 : Click on the link "Online IEC application" on DGFT website <http://dgft.gov.in>.
- Step 2 : Fill up Applicant Details in **Part A** and submit.
- Step 3 : Registration Code will be sent at the email and / mobile number provided by the applicant. It will enable the applicant to fill further details in the Application form. Remember or write down the Registration Code at any safe place. This may be required in case of deficiency note requiring refilling of information/documents.
- Step 4 : Fill in relevant columns in **Part B and C**.
- Step 5 : The Declaration/Undertaking as in **Part D** may be read carefully and the box underneath it may be ticked as token of having read and accepted the Declaration/ Undertaking. The details of the signatory applicant may also be filled thereafter.
- Step 6 : The digital photograph, requisite documents (as detailed below) and the application form may then be uploaded.
- Step 7 : In **Part E**, review the information submitted and check to ensure that documents uploaded are legible and then pay the application/modification fee.
- Step 8 : Select the concerned Jurisdictional Regional Authority. Details of appropriate Regional Authority are also available at <http://dgft.gov.in/exim/2000/map.html>.
- Step 9 : **Filing application along with the requisite documents 'online' is mandatory.** Those with digital signatures can sign the application form digitally and submit it to Jurisdictional RA.

OTHERS

Take a print out of the complete form. The duly signed application form is then required to be submitted through post or handed over in the office of the concerned Jurisdictional Regional Authority.

- Step 10 : On submission of the form, a confirmatory message/sms of receipt would be sent on the registered email/ mobile number.
- Step 11 : After processing of documents/details an e-IEC will be generated and sent through e-mail.
Or a deficiency letter would be sent on e-mail.
- Step:12 Deficiency can be removed by re-login onto the "Online IEC application" on DGFT website and filling the form afresh with appropriate application fee.

NOTE Applicants seeking modification in IEC, please check instructions in Para (VI) of the detailed guidelines.

III. IEC application fee for new IEC OR amendment ~~for~~ existing IEC is Rs.500/-

IV Mode of Payment of application fee:

- For payment of fee the applicant can use the Electronic Fund Transfer (EFT from the bank account of the applicant) mode or pay through his credit /debit card.
- For Electronic Fund Transfer (EFT), the Applicant should have a Net Banking Account with one of the following designated banks:

- | | |
|--------------------------|------------------------------|
| i. HDFC Bank | ii. ICICI Bank |
| iii. Bank of India | iv. State Bank of India |
| v. Central Bank of India | vi. Punjab National Bank |
| vii. IDBI | viii. Axis Bank |
| ix. Union Bank of India | x. Oriental Bank of Commerce |

V: Tick and upload the requisite documents as detailed below:

A	Proprietor-ship	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Proprietor. • Copy of PAN card of the Proprietor. • Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these). • Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased. • Bank Certificate as per Annexure-I / Cancelled Cheque bearing pre-printed name of applicant and A/C No.
B	Partnership firm	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Managing Partner. • Copy of PAN card of Managing Partner. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence (any one of these) of the Managing Partner. • Copy of Partnership Deed. • Sale deed in case business premises is self-owned or Rental / Lease Agreement, in case office space are rented/ leased. • Bank Certificate as per Annexure-I /Cancelled Cheque bearing pre-printed name of Managing Partner & A/C No.
C	Limited Liability Partnership Firm Government Undertaking Public Limited Company Private Limited Company Section 25 Company	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Designated Partner. • Copy of PAN card of Designated Partner in case of LLP firm/Director of the Company signing the application. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence (any one of these) of the Managing Partner/Director signing the application. • Registration certificate of the firm/Company • Sale deed in case business premises is self-owned or Rental / Lease Agreement, in case office space is rented/ leased. • Bank Certificate as per Annexure-I /Cancelled Cheque bearing pre-printed name of Designated Partner/ Director of the company signing the application & A/C No • Memorandum of Articles of Association in case of Section 25 Company.

D	Registered Society	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive. • Copy of PAN card of the Secretary or Chief Executive signing the application. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application. • Sale deed in case business premises is self-owned or Rental / Lease Agreement, in case office space is rented/ leased. • Copy of the Trust Deed/ Memorandum of Association • Registration Certificate of the Society /Trust • Bank Certificate as per Annexure-I /Cancelled Cheque bearing pre-printed name of the Secretary or Chief Executive signing the application and A/C No.
	Trust	
E	HUF	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Karta. • Copy of PAN card of the Karta. • Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these) of the Karta. • Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased. • Bank Certificate as per Annexure-I/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.

VI Modification in Import Export Code (IEC) number*

(*Before seeking modification in IEC, kindly carry out necessary modifications in other requisite/supporting documents, and these documents may be uploaded as requisite proof of changes made.)

1. For Modification, enter the IEC Number :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Click [here](#), to modify and update the existing details as in Part A,B and C

3. Declaration /Undertaking as in Part D may be accepted and details there under may be filled. Thereafter, the requisite documents and the application form may be uploaded.

4. In Part E,

(i) Review the information submitted and check the documents uploaded.

(ii) Pay application fee of Rs 500/- for modification in the IEC number.

(iii) Select the Jurisdictional RA to submit the form.

(iv) Digitally sign and submit the application form online to Jurisdictional RA

OR

Print the filled up application form. The duly signed printed version of the filled up application form may then be submitted either, through post or handed over physically in the office of the concerned Jurisdictional RA's office.

FORMAT OF BANK CERTIFICATE FOR ISSUANCE OF IEC

(To be issued on the official letter head of the Bank)

Ref No.

To

.....
.....
.....

(Name and address of the issuing authority)

Sir/ Madam

..... (Name of the bank/branch) certify that
M/s..... (Name and Address of the account holder) is/ are maintaining a
Savings Bank Account / Current Account (tick whichever is applicable) No. with us, since

Affix
Passport
Size
Photograph
of the
applicant

Note: The photograph as affixed and attested is of the account holder.

(Signature of the issuing authority)
(Not below the rank of Manager)

Name
Designation
IFS Code of the issuing bank:

Date:
Place:

(Banks'
Stamp)

To be published in the Gazette of India Extraordinary Part-I, Section (I)

Government of India
Ministry of Commerce & Industry
Department of Commerce
Udyog Bhawan, New Delhi

Public Notice. 79 / (RE-2013)/2009-2014

Dated the 31 December, 2014

Subject: Amendments in “Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)” as notified vide Public Notice No. 76 dated the 27th of November, 2014 and Para 9.1 of Handbook of Procedure vol.1 (2009-14)

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby amends Part V of the “Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)” as notified vide Public Notice No. 76 (RE-2013)/2009-2014 dated the 27th of November, 2014 and Para 9.1 of Handbook of Procedure vol.1 (2009-14)

2. The amended Part V of the “Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)” is highlighted in **bold** and would read as under:

V: Tick and upload the requisite documents as detailed below:		
A	Proprietorship	<ul style="list-style-type: none">• Digital Photograph (3x3cms) of the Proprietor.• Copy of PAN card of the Proprietor.• Copy of Passport (first & last page)/Voter’s I-Card/ Driving Licence/UID (Aadhar card) (any one of these).• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.
B	Partnership firm	<ul style="list-style-type: none">• Digital Photograph (3x3cms) of the Managing Partner.• Copy of PAN card of the applicant entity.• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.• Copy of Partnership Deed.• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.• Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing pre-printed name of the applicant entity and A/C No.
C	LLP firm	<ul style="list-style-type: none">• Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application.• Copy of PAN card of the applicant entity.• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.
	Government Undertaking	
	Public Limited Company	

	Private Limited Company Section 25 Company	<ul style="list-style-type: none"> • Certificate of incorporation as issued by the RoC • Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. • Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing pre-printed name of the company and A/C No .
D	Registered Society Trust	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive. • Copy of PAN card of the applicant entity. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application. • Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. • Registration Certificate of the Society / Copy of the Trust Deed • Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing pre-printed name of the Registered Society or Trust and A/C No.
E	HUF	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Karta. • Copy of PAN card of the Karta. • Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta. • Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill. • Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.

3. Para 9.1 of Handbook of Procedure vol.1 is being modified to be read as under:

Applicants seeking modification in IEC for any change in name /address, change in Partners/Directors, change in nature of concern e.g. Private Limited to Public Limited; change in type of activity e.g. from merchant to manufacturer exporter; or addition of Branch Offices/factory, etc. will be required to submit online application for modification in IEC and pay Rs 500 /- as application fee.

4. **Effect of this Notification:** Part V of the "Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)" of ANF 2A as notified vide Public Notice No. 76 (RE-2013)/2009-2014 dated the 27th of November, 2014 , is modified to provide for inclusion of certain additional documents, as highlighted in Para 2 above. Further, Para 9.1 of Handbook of Procedure vol.1 stands modified to the effect that applicants will have to submit online application for modification in IEC and pay Rs 500 /- as application fee.

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Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi-110011

Policy Circular No.15 (RE-2013)/2009-2014
December, 2014

Dated the 31st

To

All Regional Authorities

Subject: Guidelines for Regional Authorities (RAs) to process Online IEC Applications

The following guidelines are laid down as instructions for the Regional Authorities to process Online IEC Applications:

Part A: General Information:

1. From 1.1.2015, all applications for IEC would be made in online mode only. All applicants will have to fill IEC application and also upload all required documents online.
2. All IEC Certificates would also be issued by the concerned RA (with his digital signature) in digital format only. The applicant can take a print out of the digitally signed IEC, as and when required.
3. Applicants with digital signatures would sign the application with their digital signature and submit the same online.
4. In case the applicant does not possess digital signature, then he would be required to take a print out of the filled up application (without attachments), sign the same and submit it to the concerned RA, either by Post or at the counter.
5. All applications must be processed and disposed within two working days of their receipt.
6. RAs would record their observations with reference to the application, based on which either an e-IEC or a rejection letter, along with the reasons for rejection, would be issued. RA would also print the office note generated by the system on the application received for their office record.
7. There is no provision for issue of deficiency letter in the new system. If the IEC application is rejected, the applicant would be required to file a fresh application.
8. The authorised officer (not below the rank of FTDO) in the Regional Authorities (RAs) as in Appendix 1 of Handbook of Procedure (vol.1) (2009-2014) will be the competent authority to issue/reject applications for IEC.

Part B: What to Examine/Verify:

1. **Applicant entity's details:**

- a) In case of Proprietorship firms: To verify Name, Date of Birth and PAN, as filled in the application form and as mentioned in the uploaded PAN, from the website of Income Tax Department.
- b) In case of Partnership firms :
 - i. To verify Name, Date of Incorporation and PAN of the entity, as filled in the application form and as mentioned in the uploaded PAN, from the website of Income Tax Department.
 - ii. To verify Name, Date of Birth and PAN of the Partners as filled in the application form, from the website of Income Tax Department.
- c) In case the entity is Limited Liability Partnership/ Private/ Public/Govt. Undertaking / Section 25 Company:

- i. To verify Name, Date of incorporation and PAN of the entity, as filled in the application form and as mentioned in the uploaded PAN, from the website of Income Tax Department.
 - ii. To verify and cross-check the number, names and other details of Partners/Directors from the LLPIN/CIN information available on the Ministry of Corporate Affairs website.
- d) In case the entity is a Registered Society/Trust or a HUF:
To verify Name, Date of incorporation and PAN of the Society/Trust as filled in the application form and as mentioned in the uploaded PAN, from the website of Income Tax Department.
2. **Applicant entity's address verification:** To verify the applicant entity's address cross-check the address as indicated in Part A (ii) with that of the address as mentioned in the Sale deed (in case business premises is self-owned); or Rental / Lease Agreement (in case office space is rented/ leased); or latest electricity /telephone bill.
 3. **Verification of the bank details of the applicant entity:** Name of the Account Holder, Account number, Bank's name and Branch and IFS code as filled in by the applicant in Part A (viii) needs to be cross-checked from the cancelled cheque/ bank certificate as uploaded.

Part C: Procedure for verification of details from websites by RAs:

- RAs can cross-check and verify Applicant entity's Name, Date of Birth/Date of Incorporation, PAN of the entity from the link as below:
<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourPanLink.html>
- The LLPIN/CIN details of the Firm/Company may similarly be cross verified from the Ministry of Corporate Affairs website: http://www.mca.gov.in/MCA21/Master_data.html , by taking the steps listed therein.

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[F.No.01/93/180/20/AM-13/ PC-2(B)]

To be published in the Gazette of India Extraordinary Part-I, Section (I)

**Government of India
Ministry of Commerce & Industry
Department of Commerce
Udyog Bhawan, New Delhi**

Public Notice 80 / (RE-2013)/2009-2014

Dated the 06 January, 2015

Subject: Online IEC applications: Postponement of the date of operationalisation of Public Notice No. 76 dated the 27th of November, 2014

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby postpones the date of operationalisation of the Public Notice No. 76 (RE-2013) /2009-2014 dated 27th of November, 2014 vide which amendments in ANF 2A of Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014 were made.

2. Vide the Public Notice No. 76 (RE-2013), IEC applications were mandated to be submitted online with effect from 01.01.2015. However, due to some unforeseen technical problems it has not been possible to operationalise the new online IEC system. Therefore, till such time the new online system is operationalised and made effective, from a new date to be notified subsequently, applicants seeking to obtain IEC may fill the Application Form and submit requisite documents and fees (Rs.250/-) to the concerned jurisdictional RAs as per the procedure, as existing prior to 01/01/2015.

3. **Effect of this Public Notice:** Operationalization of Public Notice No. 76 (RE-2013)/2009-2014 dated the 27th of November, 2014, vide which amendments in ANF 2A of Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014 were notified, has been postponed and the new date for the same will be notified at a later date. Till such time the new system is operationalised, applicants seeking IEC may submit their applications in the earlier format as per the earlier procedure (existing prior to 01/01/2015), along with requisite documents and fees to the concerned jurisdictional RA.

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Director General of Foreign Trade
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[F.No.01/93/180/20/AM-13/ PC-2(B)]

To be published in the Gazette of India Extraordinary Part-I, Section (I)

**Government of India
Ministry of Commerce & Industry
Department of Commerce
Udyog Bhawan, New Delhi**

Public Notice. 83/ (RE-2013)/2009-2014

Dated the 30th January, 2015

Subject: Online IEC applications: Operationalisation of the Public Notice No. 76 dated 27/11/2014.

The operationalisation of the mandatory system of online applications for IEC with effect from 01/01/2015 was notified vide Public Notice 76 dated 27/11/2014. This was, however, kept in abeyance vide Public Notice No. 80 dated 6.1.2015.

2. Now, in exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby notifies operationalisation of the new system of applications for online IEC with effect from 01/02/2015. Applicants having access to net-banking facility with the following ten notified banks, namely, i) HDFC Bank; ii) ICICI Bank; iii) Bank of India; iv) State Bank of India; v) Central Bank of India; vi) Punjab National Bank; vii) IDBI; viii) Axis Bank; ix) Union Bank of India; x) Oriental Bank of Commerce, can apply online in the format notified vide Public Notice No. 76 (RE-2013), dated 27/11/2014 as per detailed guidelines laid down in Public Notice No.79 dated 31/12/2014.

3. Applicants who do not have access to net banking through the above banks can submit manual applications for IEC as before (existing prior to 01/02/2015), in physical form in the existing format (ANF-2A) and procedure with documents as prescribed therein, until further notice.

4. Effect of this Public Notice: The new system of online applications for IEC as per the Public Notice No. 76 (RE-2013)/2009-2014 dated the 27th November, 2014 will be operationalized with effect from 01/02/2015. The facility of submission of application in manual mode will, however, continue for those applicants who do not have access to net banking facility with the ten notified banks, as listed in Para 2 above. Applicants, applying for IEC in manual mode, may utilise the existing format (ANF 2A, as existing prior to 01/02/2015) and procedure to submit applications to RA's office with documents as prescribed therein.

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Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi-110011

Policy Circular No. 17 (RE-2013)/2009-2014

dated the 30th January, 2015

To

All Regional Authorities

Subject: Guidelines for processing of online IEC applications and IEC check list

In continuation of the guidelines for processing online IEC applications, issued vide Policy Circular No. 15 dated the 31st December 2014, following further instructions and check list are laid down for processing of the IEC applications:

- i) RA's office would process the IEC applications, as per the following check list :

IEC application check-list

Sl.No	Nature of check	Details of the check	YES	NO
1	Signatory details	Whether the <i>details of signatory (name), as filled in the application form, match with the name as in the copy of uploaded document [Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN] ?</i>		
2.	<u>Applicant entity's details</u> <input type="checkbox"/>	<u>Proprietorship Firm</u>		
	(i) Check applicant entity's details	Whether the <i>details of Proprietor (name), as filled in the application form, match with the name as in the copy of PAN uploaded ?</i>		
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt ?*</i>		
	<u>Applicant entity's details</u> <input type="checkbox"/>	<u>Partnership firm</u>		
	A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form, match with the details mentioned in the uploaded copy of PAN ?</i>		
		a) <u>Name of the entity</u>		
		b) <u>Date of Incorporation</u>		
		c) <u>PAN</u>		
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt ?*</i>		
	B) (i) Check Partners' details	Whether the <i>number and name of Partners, as filled in the application form, match with the details as in the Partnership deed ?</i>		
		a) <u>Number of Partners</u>		
		b) <u>Name of Partners</u>		
	(ii) Cross-check Partners' PAN details	Whether the <i>Partner details, as filled in the application form, match with the details available on the website of Income Tax Deptt ? *</i>		

<u>Applicant entity's details</u>	<u>LLP/ Private/ Public/Govt. Undertaking / Section 25 Company</u>		
(A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form</i> , match with the uploaded copy of PAN ?		
	a) <u>Applicant Entity's name</u>		
	b) <u>Date of Incorporation</u>		
	c) <u>Permanent Account Number</u>		
(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN</i> , match with the information available on the website of Income Tax Deptt ? *		
(B) Verify DIN of Partner/ Director	Whether the <i>Partner/Director's details, as filled in the application form</i> , match with the <i>DIN on the Ministry of Corporate Affairs website</i> ?**		
(C) (i) Check Registration details	Whether the <i>Registration Number, as filled in by the applicant</i> , match with the <i>Certificate of Incorporation uploaded by the applicant</i> ?		
(ii) Verify Company details with LLPIN/CIN	Whether the <i>Registration Number, Date of Incorporation and Company Name as in the Certificate of Incorporation</i> , match with the information on the website of Ministry of Corporate Affairs?***		
<u>Applicant entity's details</u>	<u>Registered Society/Trust</u>		
(A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form</i> , match with the uploaded copy of PAN ?		
	a) <u>Applicant Entity's name</u>		
	b) <u>Date of Incorporation</u>		
	c) <u>Permanent Account Number</u>		
(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN</i> , match with the information available on the website of Income Tax Deptt ?*		
(iii) Cross-check name of the applicant	Whether the <i>applicant's name, as filled in the application form</i> , match with the name as in the copy of PAN uploaded?		
(B) Check Registration details	Whether the <i>Registration Number, as filled in by the applicant</i> , match with the <i>Registration Certificate of the Society/ Copy of the Trust Deed uploaded by the applicant</i> ?		
<u>Applicant entity's details</u>	<u>HUF Firm</u>		
(i) Check applicant entity's detail	Whether the following <i>details filled in the application</i> , match with details available on the website of Income Tax Deptt ?*		
	a) <u>Applicant/ Entity's name</u>		
	b) <u>Date of Birth/Incorporation</u>		
	c) <u>Permanent Account Number</u>		
ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN</i> , match with the information available on the website of Income Tax Deptt ?*:		
iii) Cross-check name of the applicant	Whether the <i>Karta's name, as filled in the application form</i> , match with the name as in the copy of PAN uploaded ?		

3.	Check address of the applicant entity	Whether the <i>address, as indicated in Part A (ii) of the application</i> , match with the address as mentioned in the Sale deed or Rental / Lease Agreement or latest copy of electricity /Telephone bill? #		
4.	Check Bank details of the applicant entity	Whether the following <i>details, as filled by the applicant entity</i> , match with the uploaded cancelled cheque or Bank Certificate?		
		<u>Name of the Account Holder</u>		
		<u>Account number</u>		
		<u>Bank's name</u>		
		<u>Bank Branch</u>		
		<u>IFS code of the Bank</u>		
5.	Other Remarks, if any			

* PAN details of the applicant/entity /partner should be verified from the website of Income Tax Department by clicking on "Know your PAN" by filling in Date of Birth/Date of Incorporation and name of the applicant/entity /partner (<https://incometaxindiaefiling.gov.in/e-filing/Services/KnowYourPanLink.html>)

**Partner/Director details, should be verified from Ministry of Corporate Affairs website by clicking on "View Company Master Data" and accessing the "Verify DIN-Pan Details of the Director" by entering DIN as indicated in the application. (http://www.mca.gov.in/MCA21/Master_data.html)

*** CIN; Company Name; Registration Number/Date of Incorporation should be verified from Ministry of Corporate Affairs website by clicking on "View Company Master Data" and entering LLPIN/CIN as indicated in the application (http://www.mca.gov.in/MCA21/Master_data.html)

Latest Electricity/ Telephone bill would mean bill within the last three months of the date of submission of the application form.

- ii) Application forms with all "Yes" ticked would lead to an e-IEC being generated and emailed to the applicant. Applicant would also be informed of successful generation of IEC on his account through system-generated sms.
- iii) Application forms with one or more "No" ticked would lead to rejection of the application and a rejection letter (with reasons) would be emailed to the applicant.
- iv) Applicant whose application is rejected may submit a fresh application form after paying the requisite fees.

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[F.No.01/93/180/20/AM-13/ PC-2(B)]

To be published in the Gazette of India Extraordinary

(Part-I, Section-1)
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi -110 011

Public Notice No. 84 (RE-2013)/2009-2014
New Delhi, dated the 10th February, 2015

Subject: New format for e-IEC- introduction of Appendix 18B -1 (Format of e-IEC) in Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014.

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby introduces a new format for issuance of e-IEC as Appendix 18B-1 in the Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014 and further notifies that:

- i) The existing format, Appendix 18B, will continue to be in force for IEC numbers being issued in physical form, based on manual applications.
- ii) New IEC numbers, based on online applications, will however be issued in electronic form as per the new format for e-IEC (Appendix 18B-1) as attached.

The concerned Regional Authorities (RA) of DGFT, after receipt of online applications complete in all respects, would process the documents/details as in the IEC application and communicate the decision regarding grant or refusal of IEC, through system generated sms on the registered mobile number of the applicant. Simultaneously, the system will also generate and send the e-IEC to the applicant through email; or as the case may be generate a rejection letter, conveying the grounds for rejection through email.

2. Effect of Public Notice:

A new format for issue of IEC numbers in electronic form i.e. e-IEC, based on online applications, is being introduced as Appendix 18B-1. Further, it is notified that decision regarding grant or refusal of IEC will be conveyed to the applicant through sms and system generated letter, on the registered email address of the applicant.

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[F.No.01/93/180/20/AM-13/ PC-2(B)]

FORMAT OF ELECTRONIC IMPORTER - EXPORTER CODE (e-IEC)

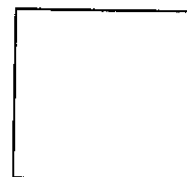
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF _____ DIRECTOR GENERAL OF FOREIGN TRADE

(Full Address)

CERTIFICATE OF ELECTRONIC IMPORTER - EXPORTER CODE (e-IEC)

[This is a computer generated certificate. The authenticity of this certificate may be verified by clicking on the link "View your IEC" on the DGFT's website (<http://dgtf.gov.in>) and filling in the e-IEC number and minimum three letters of the name of the e-IEC holder.]

1. Name
2. Address
3. Name and Designation of the signatory applicant whose photograph has been uploaded
4. Address of the Branch/Div./Unit, if any:
5. IEC number:
6. Date of issue:
7. PAN:



digital photograph

Place:

Date:

Name and Designation of the Issuing Authority

Note: In case of any change in the name/address or constitution of e-IEC holder as per para 9.1 of Handbook, the e-IEC holder shall cease to be eligible to import or export against the IEC number after expiry of 90 days from the date of such change unless in the meantime, the consequential changes are effected in the e-IEC by the concerned licensing authority.

To be published in the Gazette of India Extraordinary

(Part-I, Section-1)
Government of India
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Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi -110 011

Public Notice No.85 (RE-2013)/2009-2014
New Delhi, dated the 13th February, 2015

**Subject: Fees for Online IEC Applications: Corrigendum to Public Notice. 79 / (RE-2013)/
2009-2014 dated the 31st December, 2014.**

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby notifies that the application fee for online IEC, notified vide Public Notice. 79/(RE-2013)/2009-2014 dated the 31st December, 2014 should be read as Rs 250/- instead of Rs 500/- .

2. Effect of Public Notice:

The application fee for online IEC is corrected to read as Rs 250/-.

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