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GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
DEPARTMENT OF COMMERCE  
DIRECTORATE GENERAL OF FOREIGN TRADE**

**PUBLIC NOTICE NO. 54 / (2015-2020)  
NEW DELHI: Dated the // January, 2017**

**Subject: -Amendment in Chapter 2 of the Handbook of Procedure (2015-20).**

In exercise of powers conferred under paragraph 2.04 of the Foreign Trade Policy, 2015-2020, the Director General of Foreign Trade hereby amends para 2.14(A) of the Handbook of Procedure (2015-20) as well as the provision in the Public Notice No.58 dated 1.2.2016 and Appendix 2K of FTP(2015-20) as under:

Sl no.	HBP Para/ Public Notice Appendix	Provision	Revised Provision
1.	2.14 A	<p>When an IEC holder seeks modification/change of Branch Office/Head Office/Registered Office address in its IEC and which involves a shift in its jurisdictional RA, a request to that effect will have to be made to the new RA to whose jurisdiction the applicant is shifting its Office. A copy of this request with application details is to be submitted to the old RA from where the original IEC was issued.</p> <p>On the basis of this request, the old RA (the custodian of the IEC file till now) will transfer the IEC file to the new RA (the new custodian) which shall make appropriate amendment based on the transferred file and fresh documents submitted to it by the applicant. The new RA shall allow the person in its new address to carry out necessary functions and also apply for eligible benefits as per FTP.</p>	<p>When an IEC holder seeks modification/change of Branch Office/Head Office/Registered Office address in its IEC and which involves a shift in its jurisdictional RA, <b>a request to that effect will have to be made to RA concerned under whose jurisdiction the applicant exists.</b></p> <p>On the basis of this request, <b>the RA (custodian of the IEC file till now) will process such requests and amend IEC, if found appropriate, under intimation to the RA under whose jurisdiction the applicant wants transfer.</b> The new RA shall allow the person in its new address to carry out necessary functions and also apply for eligible benefits as per FTP</p>

2	PN No.58 dated 1.2.2016	Online IEC applications once rejected will not be processed any further. Applicant's desirous of seeking IEC will have to apply afresh, by paying the processing fees of Rs 500/-	Applicants are required to pay fees of Rs.500/- (Rupees five hundred only) for IEC application. <b>If the application is rejected, applicant shall be able to rectify the grounds on which previous application was rejected, without paying any further fees .</b>
3.	Appendix 2k	<b>7. Adjustment of Fee:</b> In cases, where a new Advance Authorization, EPCG and Duty Credit Scrip is issued by RA in lieu of the earlier Authorization (which has been cancelled by RA, on the request of the firm, on account of non-registration at the Customs Port), the application fees paid in the earlier Authorization will be adjusted by the RA for the new Authorization. However, a minimum application fee of Rs.200/- shall be paid for the new Authorization. Head of Office of concerned RA while issuing Authorizations under this provision shall ensure proper linkage with the earlier cancelled Authorization	In cases, where a new Advance Authorization, EPCG and Duty Credit Scrip is issued by RA in lieu of the earlier Authorization (which has been cancelled by RA, on the request of the firm, on account of non-registration at the Customs Port), <b>or in case the RA suggests the firm to file application under correct scheme</b> the application fees paid in the earlier Authorization will be adjusted by the RA for the new Authorization. However, a minimum application fee of Rs.200/- shall be paid for the new Authorization. Head of Office of concerned RA while issuing Authorizations under this provision shall ensure proper linkage with the earlier cancelled Authorization.

2. **Effect of this Public Notice:** Amendments/modifications in procedure are being notified.



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