

## **HELP FOR APPLICANTS APPLYING FOR FRESH IEC ONLINE**

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## 1. Pre-requisite

1. A scanned or digital copy of valid Permanent Account Number (PAN). Image file should consist of both side of PAN.
2. Scanned or digital photograph of applicant.
3. Scanned copy of Bank Certificate.
4. Scanned copy of PAN , applicant Photograph , Bank Certificate should in **gif** format. Exporters are advised to used the compressed version of gif formats.
5. Other mandatory documents as per the Para 2.9 of Handbook of Procedures of Vol I 2009-14. These documents must be in **pdf** format only. Please refer to Appendix A.
6. Make sure that size of individual document requires to be submit online in gif /pdf format should not exceed 300 KB.
7. Exporter must have a Net banking account with one of the following designated banks
  - a) HDFC BANK
  - b) ICICI BANK
  - c) BANK OF INDIA
  - d) STATE BANK OF INDIA
  - e) CENTRAL BANK OF INDIA
  - f) PUNJAB NATIONAL BANK
  - g) IDBI
  - h) UTI/AXIS BANK
  - i) UNION BANK OF INDIA
8. All date should be entered in DD.MM.YYYY format.
9. All fields marked as (\*) are mandatory.

## **2. Important to Know**

### **i. What is IEC?**

IMPORTER EXPORTER CODE ( in short IEC ) is a ten digit number granted by Directorate General of Foreign Trade under Ministry of Commerce and Industry, to any bonafide person/ company for carrying out import/export.

### **ii. Where to get an IEC from?**

IEC can be obtained from any of the Zonal and Regional offices of Director General of Foreign Trade depending on area/region where the individual/company is located.

### **iii. Legal Provisions**

#### **As per Foreign Trade (Development and Regulation) Act 1992**

Importer-Exporter Code Number

No person shall make any import or export except under an Importer-exporter Code Number granted by the Director General or the officer authorised by the Director General in this behalf, in accordance with the procedure specified in this behalf by the Director General.

### **iv. Need/Use of IEC**

IEC forms the primary document for recognition by Government of India as an Exporter/Importer. On the basis of IEC, companies can obtain various benefits on their exports/imports from DGFT, Customs, Export Promotion Council etc.

### **v. Application procedure**

An application has to be submitted online at dgft web site <http://dgft.gov.in> duly filled in along with documents as per the Para 2.9 of Handbook of Procedures of Vol I 2009-14 and fees.

### **vi. Mandatory documents with application for IEC**

**For IEC Online Application Please refer to the appendix A and Para 2.9 of Handbook of Procedure Vol.I 2009-14**

### 3. How to file IEC Online application

1. In order to get a fresh IEC , Exporter required to visit dgft web site at <http://dgft.gov.in> .
2. Click on “IEC Online Application” option.
3. Exporter will be prompted to enter a valid PAN .

[Screen : 1]

A screenshot of a web application window titled "IEC Online". The window has a light gray background. At the top, there is a blue header bar with the text "IEC Online" and a close button (X). Below the header, the text "Enter your PAN" is displayed in blue. In the center, there is a white rectangular box containing the text "ABCDE1234X" in red. Below this box, there are two buttons: "Submit" and "Cancel".

In case of exporter feed a invalid PAN , system will display the “**Invalid PAN**” message otherwise exporter will be directed to the IEC Main Menu.

[Screen : 2]

A screenshot of a web application window titled "IEC Online". The window has a light gray background. At the top, there is a blue header bar with the text "IEC Online" and a close button (X). Below the header, the text "Importer Exporter Code (IEC)" is displayed in blue. The rest of the window is empty.

This Screen contains following Options:

Options	Sub Options	Description
File	Create:	This is to create a new IEC application details.
	Open:	This is to open an existing IEC file.
	Logout:	This closes the application.
Query	Status:	This shows the current status of the IEC application.

## Create an IEC online application

1. To Create a new IEC Application , selects “Create” option from the “File” menu. System will generate and display new ‘ECOM Reference No.’.

[Screen :3]



On clicking the ‘OK’ button the user is forwarded to the ‘IEC Master’ Screen for feeding of party details.  
[Screen : 4]

A screenshot of the "IEC Master Dialog" form. The form contains various input fields and dropdown menus for entering party details. The fields include: File Number (AR03VF12V3E0000079/04/05), Date (20/12/2010), Control (0), Company / Firm name (with a note "(Enter details as per Registered Certificate)"), Address1, Address2, City/State, Pin, Telephone, Fax, Firm Name (with a dropdown for "Government Undertake"), Date of Establishment, Register Type (with a dropdown for "Merchant Exporter"), PAN, PAN Date, PAN Issuing Authority, A/C type (with a dropdown for "CA"), Branch, and Appl. Fee. There are also fields for Name and Designation of the person whose photograph has been affixed on the bank Certificate. At the bottom, there are checkboxes for "Bank Certificate", "Photo", and "Declaration", and a "Remember" checkbox. The form also has a "Print" button and a "Close" button.

### 3.2 Add Master details

5. Input the details like Name , address including city , state, pincode , phone/fax , email, Date of Establishment, PAN date, PAN Issuing authority, Banker Name, Bank Account Number , Name and Designation of Person whose photograph has been affixed on the Bank Certificate .

6. To provide appropriate firm nature, exporter type, bank account type use drop down option.

7. Please tick check box [PAN/Bank Certificate/Photo/Declaration] as these documents are mandatory for a New online IEC Application.

8. For Firm Type

Firm Type	Mandatory Field
Proprietorship	Date of birth
Government Undertaking , Public Limited, Private Limited, Partner Ship, Others, None	Date of Establishment In case of Firm Type : Others , Type of firm need to filled in the adjacent field also.

9. In case of exporter type ( Others ) : specify exporter type in the adjacent field.

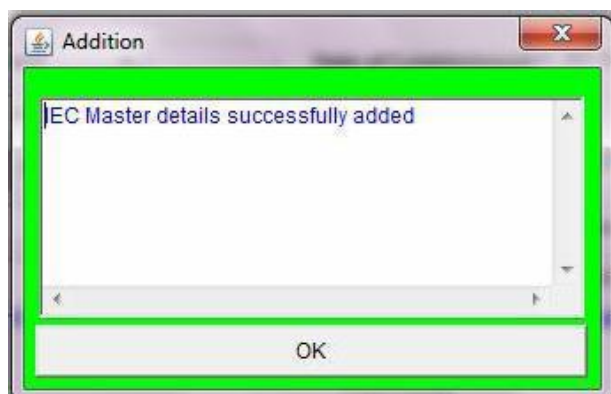
10. Duly filled IEC Application Master Screen will look like this  
[Screen :5]

The screenshot shows the 'IEC Master Detail' form with the following fields and values:

- File Number:** ABCDE1234X0000785635
- Dated:** 30.12.2013
- Company / Firm:** (Enter details as per Registered certificate)
- Name (M/o):** VARDHMAN INTRAMFENT LTD
- Address1:** 412-B PHILADELPHIA
- Address2:** SUBASH PLACE
- City/State:** NEW DELHI
- Pin:** 110034
- Phone/Fax:** 91-011-2456978
- E-mail:** vardhman.89@gmail.com
- Firm Nature:** 2 Public Limited
- Exporter Type:** 5 Merchant/Manufacturer
- PAN:** ABCDE1234X
- PAN Date:** 11.12.2008
- PAN Issuing Authority:** INCOME TAX DELHI
- A/C Type:** 2 SB
- Banker:** State Bank of India
- A/C No.:** 1100112340
- Appl. Fee:**
- Name and Designation of the person whose photograph has been affixed on the Bank Certificate:**
  - Name:** S K SINGLA
  - Designation:** DIRECTOR
- Payment Details:**
  - ☒ PAN
  - ☒ Bank Certificate
  - ☒ Photo
  - ☒ Declaration
- Buttons:** EFT, Verify EFT, Branch, Director, Add, Update, Submit, Close, Print

Press Add Button to Add the Master details. System will display the message “IEC Master details successfully added “ .

[Screen :6]



EFT, Verify EFT , Payment Details , Branch , Director, Upload document, Update , Submit button will become enable.

[Screen : 7]

A screenshot of a complex form titled "IEC Master Dialog". The form is divided into several sections. At the top, there are fields for "File Number" (AB/CDE12/34/00/0378/3635), "Dated" (30.12.2010), and a "Normal" dropdown. Below this is a section for "Company / Firm" with a text input field containing "WARDHMAN INSTRUMENTS LTD" and an "Upload Document" button. The form then has fields for "Address1" (412-B PRITAMPURA), "Address2" (SUEASH PLACE), "City/State" (NEW DELHI), "Pin" (110034), "Phone/Fax" (91-011-2455973), and "E-mail" (wardhman.ltd@gmail.com). There is a note: "Note : Date should be in DD.MM.YYYY". Below this are fields for "Firm Nature" (2 Public Limited), "Date of Establishment" (01.12.2007), "Exporter Type" (5 Merchant/Manufacturer), "PAN" (ABCDE1234X), "PAN Date" (11.12.2008), "PAN Issuing Authority" (INCOME TAX DELHI), "A/C Type" (2 SE), "Banker" (STATE BANK OF INDIA), and "A/C No." (1100112340). At the bottom, there are fields for "Name" (S K SINGLA) and "Designation" (DIRECTOR). Below these are checkboxes for "Payment Details", "PAN", "Bank Certificate", "Photo", "Declaration", and "Mandatory". At the very bottom, there are buttons for "EFT", "Verify EFT", "Branch", "Director", "Add", "Update", "Submit", "Close", and "Print".



### 3.3 Add branch details

1. Press Branch Button. Initial Branch entry detail form will look like this

[Screen : 8]

IEC Branch Rec : 0 of 0

File Number: AB/CD/E12/34X00/0078/3635

Branch \*:

Address:

City/State:

Pin:

Buttons: Add, Update, Delete, Clear, Close

2. Input Branch Address, city/state and Pincode. Press Add Button to add branch details.
3. Exporter can modify the branch details first by selecting the branch record in the list box followed by **Update** button.
4. Press Clear Button to Clear the existing details and add another branch.

[Screen : 9]

IEC Branch Rec : 1 of 1

1 : SCO 350 3RD FLOOR

File Number: AB/CD/E12/34X00/0078/3635

Branch \*: 1

Address: SCO 350 3RD FLOOR

City/State: CHANDIGARH

Pin: 160022

Buttons: Add, Update, Delete, Clear, Close

- [Screen : 10]

IEC Branch Rec : 1 of 2

1 : SCO 350 3RD FLOOR  
2 : A-7 SIPCOT INDUSTRIAL COMPLEX

File Number: AB/CD/E12/34X00/0078/3635 Branch \*: 1

Address: SCO 350 3RD FLOOR SECTOR 34A

City/State: CHANDIGARH Pin: 160022

Buttons: Add, Update, Delete, Clear, Close

### 3.4 Add Directors details

1. Press Director Button on the IEC Master Menu.
2. Add all Directors details one by one.
3. Make sure Name of Director should be same as specified in bank certificate.
4. Use Add button to add the individual director detail. Once the Director details added system will display the message like

[Screen : 11]

100 Director List: Rec: 0 of 0

File Number: ABCDE123-60000783835

Name:

( Name as in the Bank Certificate - Example : First name Second Name Last Name)

First Name: ABC

Middle Name: DEF

Last Name: GHI

Address: 123 MAIN STREET NEW YORK

City/State: NEW YORK

Phone(s): 0105-008970

Add Update Delete Clear Cancel Close

5. For Updation in Director detail , use the list box to select the desired director details and modify it. Press the Update Button.

### 3.5 Payment / Verification of Fee for IEC issuance using Electronic Fund Transfer( EFT)

Click on the EFT button to make the online payment of fee.

A dialog is displayed to select the Bank (eg. ICICI Bank ,HDFC Bank ,SBI Bank ,IDBI Bank ,UTI Bank etc.) from the list .

[Screen : 12]

Online Payment of App. Fee New

Reference: **AB/CD/E12/34X00/0078/3635**

Appl. Fee Required (Rs.) **250**

Transfer Rs. **250**

From Bank

**HDFC -(HDFC Bank Limited)**

OK Cancel

**Note: 1. Verification facility for un-successful transaction will be available only for the date on which EFT request was made.**

**2. Payments which are not attached to DGFT application but debited from Payer's bank a/c will be credited to the Payer's a/c directly by collecting bank on T+2 basis without any reference to DGFT.**

1. Select the Bank through which Payment is to be made from the drop down list.
2. Fill the IEC Fee amount in Indian Rupees. After selecting bank and filling the amount, click on OK button. The screen appears like this :
3. A table appears displaying the details DGFT reference number, Ecom-reference number, Selected bank, Amount and Name of the Firm. The window appears like this :

[Screen : 13]

The screenshot shows the 'Electronic Fund Transfer' interface of the Directorate General of Foreign Trade, Government of India. It features a header with the government emblem and the ministry name. Below the header is a table with the following details:

DGFT Reference No.	2008-DI-JD-1633 1/183000
Export Reference No.	AB-CD-512/4524-8078-3435
Company name	
Transfer to DGFT Rs.	250.0
Transfer through	IDBI Bank Limited

Below the table is a 'Pay Now!' button.

4. Click on “Pay Now” button.

5. Corporate Internet Banking website of the Selected Bank is opened . Login screen of the selected bank appears.

6. Enter the login ID and password provided by the Selected bank for making online transactions. Click on OK/Go button . (For eg. the CIB login screen of IDBI bank will look like this )

[Screen : 14]

The screenshot shows the 'Payment Login' screen of the IDBI Bank website. The page has a green header with the IDBI logo. The main content area includes a 'Payment Login' section with input fields for 'User ID' (containing '1207752') and 'Password'. Below these fields are 'Go' and 'Cancel' buttons. To the left of the login section is a graphic with the text 'what can do for you?' and 'a technology-led & service-driven, financial services marketing company managed with intellectual integrity'. To the right is a 'DENYO' logo. At the bottom, there is a section for 'Not an IDBI Bank Customer?' with a link to 'Give us your details' and a section for 'IDBI Bank account holders' with a link to 'Register For Free today'.

If the details entered by the exporter are valid, the Payment screen appears. This screen displays the details of the request made.

[Screen : 15]

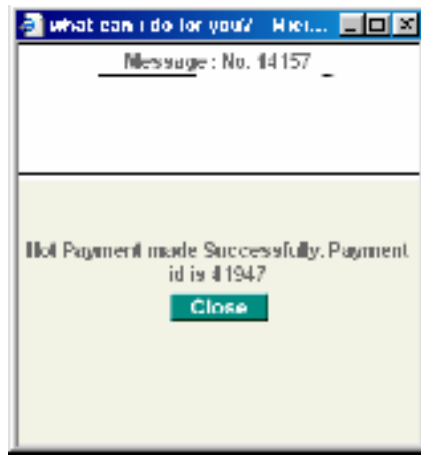
5. Click on OK button to proceed further.

[Screen : 16]

8. Enter the transaction ID and password (This may be same as Login ID/password or may be different as provided by the bank). Click on OK button.

9. The payment request is submitted to the server of the bank and account is debited. Bank will generate BID number. This BID number can be used for future reference to the bank.

[Screen: 17]



10. Click on Close button. The status message from DGFT end is displayed on the screen whether the transaction was successful or not.

- B) Click on “Close Window” button the Payment details window is closed.
- C) If the above screen doesn’t appear after the payment is successfully made at the bank and any of the given below conditions arise then click on “**Verify EFT**” button on the screen of the main application form.
- “The page cannot be displayed” message comes.
  - If the payment was successful but before the exporter returns to DGFT return web page the Internet connection breaks.

DGFT server does not show any status for the successful payment made at the bank.

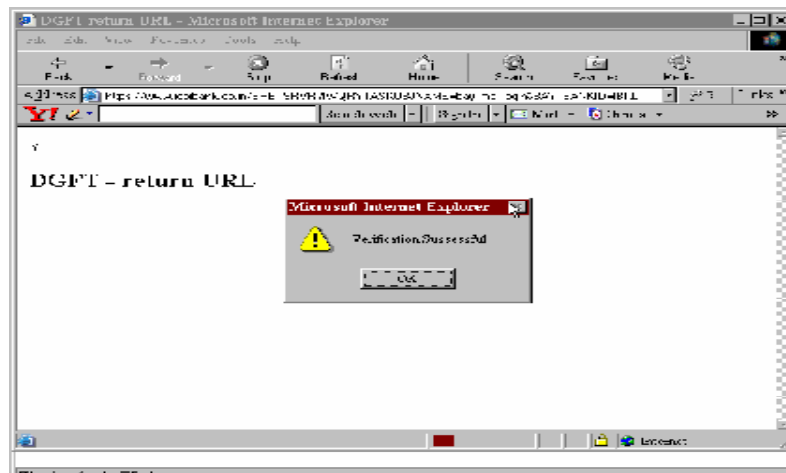
- D) When the above shown HTML page is displayed then Click on “Close Window” button the Payment details window is closed.
- E) If the Payment was successful then open the Fee Details form by clicking on the “Fee Details” button on the main screen. Fee details of the EFT payment made should be added in the list box of payments made. This EFT payment can be just viewed from this screen . The details cannot be updated or edited.
- F) If the Payment was successful at Bank and above shown HTML page is displayed with Successful status , Continue with the filling of other information of the application . If the payment was successful at Bank but above shown HTML page is not displayed then , Verify the transaction by clicking on “Verify EFT” on the main IEC Master application menu.
- G) A dialog box appears. In the list box the list of unsuccessful payments against the selected E-Com reference number is displayed. The list box will display the list of only unsuccessful payments.

- H) Select the request from the list for which verification is to be done, by double clicking on the request from the list.
- I) Enter the BID number (BID No. can be taken from the Bank's Corporate Internet website or request the Bank to get BID No.)  
 -BID Number is mandatory for doing verification.  
 After entering valid BID No. click on OK button.

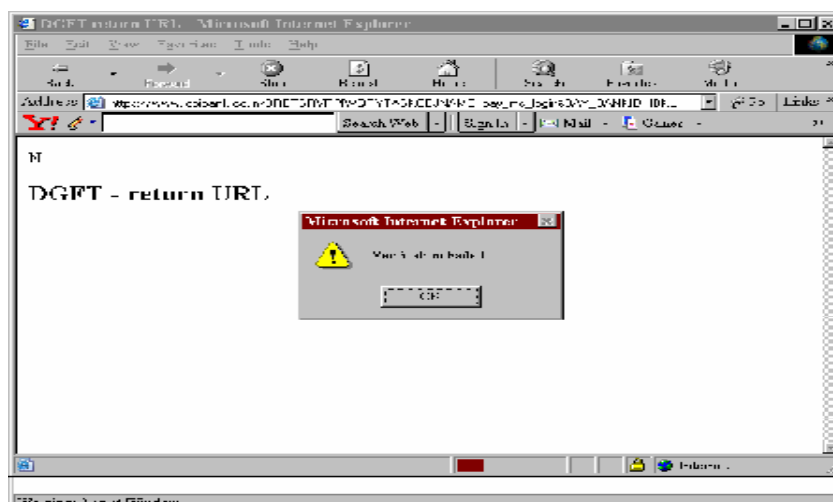
20.The generated request goes to the designated Bank's website and payment is verified from the database of the Bank's server.

21. If the payment was successful then a message of Successful payment will pop up and status returns to DGFT web page . "Successful" message will be displayed against the "Transaction Status" in the Table. (Example given below shows the Status message of IDBI Bank)

[Screen : 18]



[Screen :19]



22. If the payment was un-successful then a message of Unsuccessful payment will pop up and status returns to DGFT web page .”Un-Successful” message will be displayed against the “Transaction Status” in the Table.
23. For further verification , return to Online Licence application form , click on EFT details button.
24. A dialog box appears . Please check if the request for which verification was done is added to the list. If the transaction was successful the payment made will be added to the list.
25. If the payment made is not added to the list then the transaction was un-successful. Once the EFT payment is successful , It will added automatically to the Payment details. System will accept only EFT payment and will not allow manual entry of BR/DD details.

### 3.6 Documents upload

Exporter should press the Upload Document button to upload the mandatory document with IEC online application. Upload document dialog will appear as shown below :

[Screen : 20]



Here Select

1. PANC to upload PAN Copy
2. FOTO to upload Photograph of Applicant
3. BKYC to upload Bank Certificate Copy
4. MOAS to upload the Memorandum of association
5. EBRA to upload Extract of Board Resolution
6. FM32 to upload Form 32 in case of change of Directors
7. FM18 to upload Form 18 in case of change of Registered office-whenever applicable.

PAN Card , Photograph and Bank Certificate is mandatory for all the applicants. While in case of other mandatory documents , please refer Appendix A .

For example , To upload photo graph Select FOTO Option as shown below and click Upload Document.



[Screen : 21]

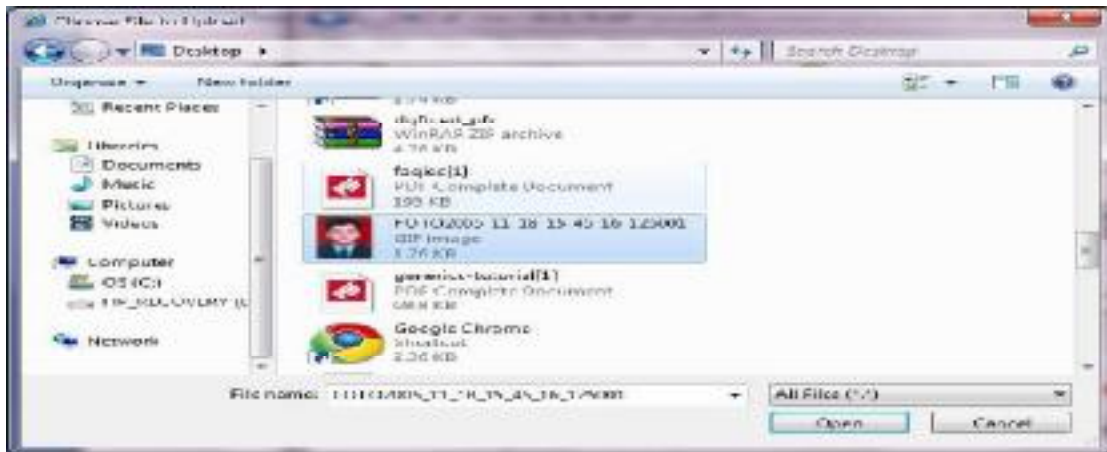


A new Window will appear on the screen like this

[Screen :22]

Press Browse button to select the folder where scanned copy of applicant's photograph exist.  
Select the photograph file and press Open button. Photograph copy should be in GIF format only.

[Screen : 23]



Once the photograph file is selected , Upload Document button need to be pressed.  
On successful uploading of document System will display the message as shown below.

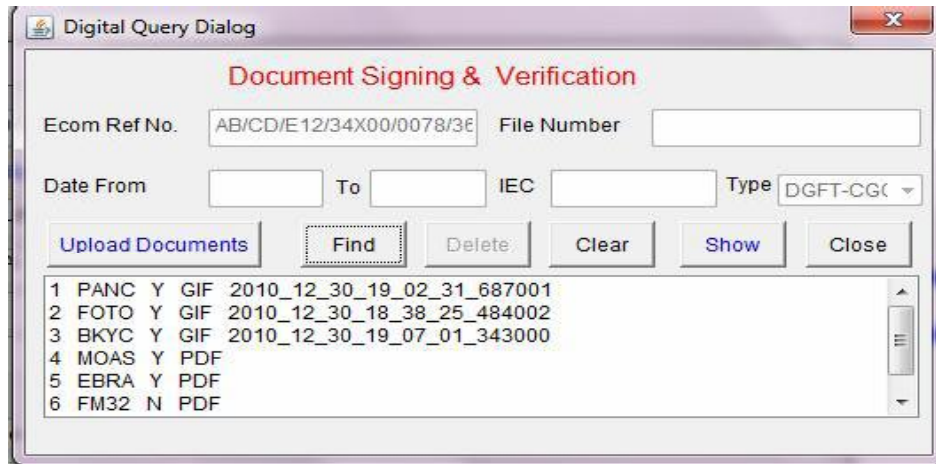
[Screen : 24]

File Upload Status	
Ecom Ref. No.:	AB/CD/E12/34X00/0078/3635
Applicant Name :	VARDHMAN INSTRUMENTS LTD
Document Name :	Photo.
Document Uploading Status :	Successful
Close	

In case of exporter want to change the Photograph , he need to select the Photo option from Upload Document Dialog as shown in screen 22 and select the new photograph for upload.

By pressing FIND button, Dialog will be refreshed and show all the documents currently attached with the application as shown in Screen 25.

[Screen: 25]



The window is titled "Digital Query Dialog" and contains a sub-header "Document Signing & Verification". It features several input fields: "Ecom Ref No." with the value "AB/CD/E12/34X00/0078/3E", "File Number" (empty), "Date From" (empty), "To" (empty), "IEC" (empty), and "Type" set to "DGFT-CG". Below these fields are buttons for "Upload Documents", "Find", "Delete", "Clear", "Show", and "Close". A list box at the bottom displays the following data:

1	PANC	Y	GIF	2010_12_30_19_02_31_687001
2	FOTO	Y	GIF	2010_12_30_18_38_25_484002
3	BKYC	Y	GIF	2010_12_30_19_07_01_343000
4	MOAS	Y	PDF	
5	EBRA	Y	PDF	
6	FM32	N	PDF	

Show Button can be used to see the uploaded document in the browser against selected option.

In the same way Exporter can upload the other documents.

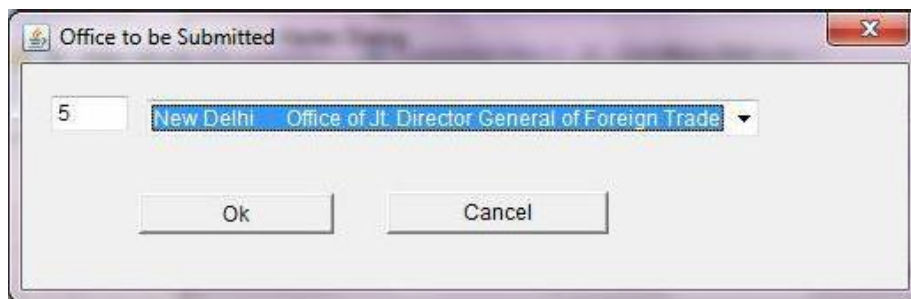
### 3.7 Print IEC Application

Once the application is complete in all respect, exporter can take the printout of IEC application by pressing PRINT button in the IEC Master Menu as shown in Screen 5. A sample application shown in Appendix B.

### 3.8 Submission of IEC Application to Regional Authority

Once Application is complete in all respect Click the **Submit Button** on the IEC Master Menu following dialog box will appear. Select the Office Name from the drop down menu.

[Screen: 26]

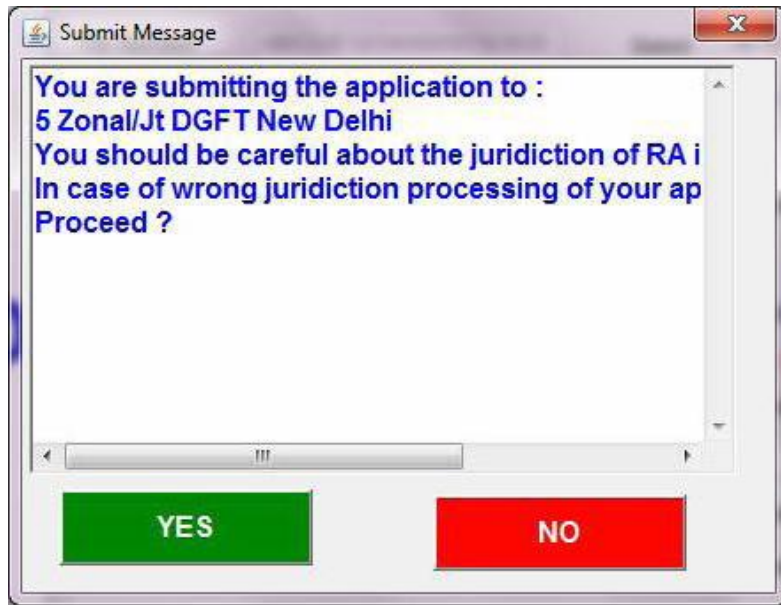


The dialog box is titled "Office to be Submitted". It contains a text field with the value "5" and a dropdown menu showing "New Delhi Office of Jt. Director General of Foreign Trade". At the bottom are "Ok" and "Cancel" buttons.

Click **OK Button**.

The following Submit message box will appear wherein the selected Office Code along with Office Name will appear. Click on **Yes Button** to submit the application.

[Screen: 27]



System will prompt exporter to be careful about the jurisdiction of RA from where exporter its IEC application to be processed. Press NO to select another RA for submission. Press YES to submit the IEC application to selected RA.

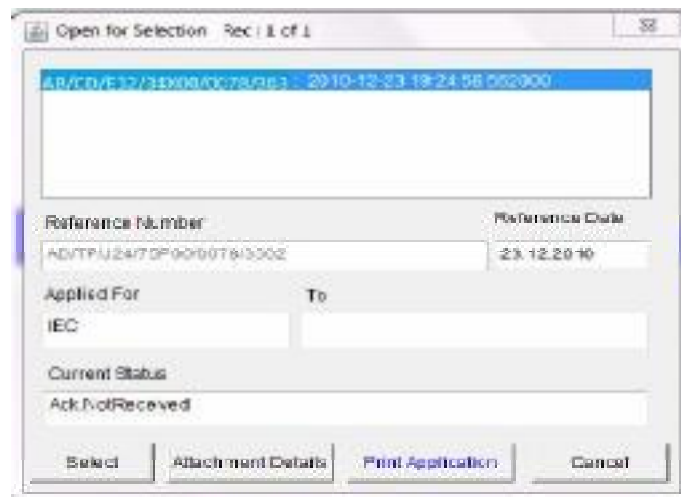
System will check deficiency if any, before submitting the Application to RA. In case of any deficiency , System will not allow exporter to submit it till all the deficiency is removed.

Click **Sign Button** on the above dialog box when **Ecom Reference Number along with Successfully Submitted message** will displayed on the web page

#### 4. IEC Online Application Status Query

After submitting IEC Application successfully exporter can see the current status of IEC application at regional office using Query option and by selecting ecomRef Number/File Number in the Screen 28. Exporter can view the Application and attachment details using **Print Application** and **Attachment Details** Button. System will show the Online status of IEC application as shown in Screen29.

[Screen: 28]



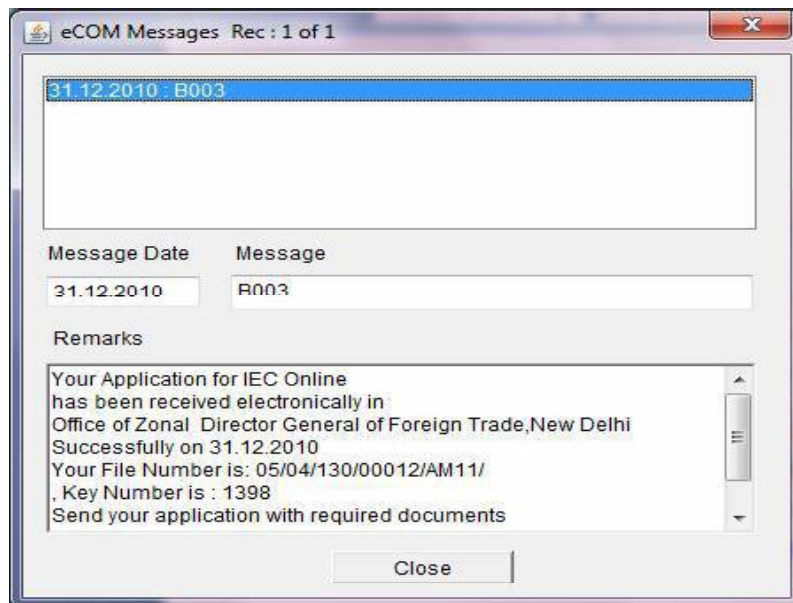
The screenshot shows a window titled "Open for Selection Rec : 1 of 1". It contains a list box with one entry: "LR/CO/E32/21418/0078/003 - 2010-12-23 19:24:58 052900". Below the list box are several fields: "Reference Number" with value "AD/TP/U24/7DP/000076/0002", "Reference Date" with value "23.12.2010", "Applied For" with value "IEC", and "Current Status" with value "Ack/NotReceived". At the bottom are four buttons: "Select", "Attachment Details", "Print Application", and "Cancel".

Reference Number	Reference Date
AD/TP/U24/7DP/000076/0002	23.12.2010

Applied For: IEC

Current Status: Ack/NotReceived

[Screen: 29]



The screenshot shows a window titled "eCOM Messages Rec : 1 of 1". It contains a list box with one entry: "31.12.2010 : B003". Below the list box are fields for "Message Date" (31.12.2010) and "Message" (B003). A "Remarks" section contains the following text: "Your Application for IEC Online has been received electronically in Office of Zonal Director General of Foreign Trade, New Delhi Successfully on 31.12.2010. Your File Number is: 05/04/130/00012/AM11/. Key Number is : 1398. Send your application with required documents". At the bottom is a "Close" button.

Message Date	Message
31.12.2010	B003

Remarks:

Your Application for IEC Online has been received electronically in Office of Zonal Director General of Foreign Trade, New Delhi Successfully on 31.12.2010. Your File Number is: 05/04/130/00012/AM11/. Key Number is : 1398. Send your application with required documents

## 5.1 Appendix A

### Document details

Firm Type	Document Code	Mandatory (Yes/No)	Type of Document	Document Name
None	PANC	Y	GIF	Permanent Account Number Card.
None	FOTO	Y	GIF	Photo.
None	BKYC	Y	GIF	Bank Certificate.
Govt. Undertaking	PANC	Y	GIF	Permanent Account Number Card.
Govt. Undertaking	MOAS	Y	PDF	Memorandum of Association along with Certificate of Incorporation.
Govt. Undertaking	FOTO	Y	GIF	Photo.
Govt. Undertaking	FM32	N	PDF	Form 32 in case of change of Directors.
Govt. Undertaking	FM18	N	PDF	Form 18 in case of change of Registered office- wherever applicable.
Govt. Undertaking	EBRA	Y	PDF	Extract of Board of Resolution.
Govt. Undertaking	BKYC	Y	GIF	Bank Certificate.
Public Limited	PANC	Y	GIF	Permanent Account Number Card.
Public Limited	MOAS	Y	PDF	Memorandum of Association along with Certificate of Incorporation.
Public Limited	FOTO	Y	GIF	Photo.
Public Limited	FM32	N	PDF	Form 32 in case of change of Directors.
Public Limited	FM18	N	PDF	Form 18 in case of change of Registered office- wherever applicable.
Public Limited	EBRA	Y	PDF	Extract of Board of Resolution.
Public Limited	BKYC	Y	GIF	Bank Certificate.
Pvt. Limited	PANC	Y	GIF	Permanent Account Number Card.
Pvt. Limited	MOAS	Y	PDF	Memorandum of Association along with Certificate of Incorporation.
Pvt. Limited	FOTO	Y	GIF	Photo.
Pvt. Limited	FM32	N	PDF	Form 32 in case of change of Directors.
Pvt. Limited	FM18	N	PDF	Form 18 in case of change of Registered office- wherever applicable.
Pvt. Limited	EBRA	Y	PDF	Extract of Board of Resolution.
Pvt. Limited	BKYC	Y	GIF	Bank Certificate.
Proprietorship	PANC	Y	GIF	Permanent Account Number Card.
Proprietorship	FOTO	Y	GIF	Photo.
Proprietorship	BKYC	Y	GIF	Bank Certificate.
Partnership	PANC	Y	GIF	Permanent Account Number Card.
Partnership	NPSD	Y	PDF	Notarized Partnership Deed.

Partnership	NOCP	Y	PDF	No Objection Certificate from other Partners/HUF.
Partnership	FOTO	Y	GIF	Photo.
Partnership	BKYC	Y	GIF	Bank Certificate.
Others	PANC	Y	GIF	Permanent Account Number Card.
Other	FOTO	Y	GIF	Photo.
Others	BKYC	Y	GIF	Bank Certificate.

## 5.2 Appendix B

### Sample IEC Online Application

#### **ANF2A - Application Form for Issue / Modification in Importer Exporter Code Number (IEC)**

#### **Part A**

[ To be filled by the Issuing Authority ]

<b>IEC Details</b>			
i. IEC Number			
ii. Date of Issue			
iii. Issuing Authority			
Application For: <b>Import Exporter Code (IEC)</b>			
Ecom No:	AB/CD/E12/34X00/0078/3635	Submission Date:	30.12.2010
Submitted to: Office of Jt. Director General of Foreign Trade , New Delhi			
RLA File No:	05/04/130/00012/AM11/	File Date:	31.12.2010



[Fields marked \* are optional. All others are mandatory]

<b>1. Application Firm Details</b>	
i. Name	VARDHMAN INSTRUMENTS LTD
ii. Address (Registered Office in case of companies and Head office in case of others)	412-B PRITAMPURA
iii. Address of all Branches/division/units/Factories located in India & abroad (attach extra sheet if required)	Branch Address : (1) SCO 350 3RD FLOOR , SECTOR 34A , CHANDIGARH , PIN-160022



	Branch Address : (2) A-7 SIPCOT INDUSTRIAL COMPLEX ,CUDALORE , TAMILNADU , PIN-607005
iv.Telephone	91-011-2456978
v. Email address(for correspondence with DGFT)*	<u>vardhman.ltd@gmail.com</u>
vi.Name and Designation of the person whose photograph has been affixed on the Bank Certificate.	S K SINGLA,DIRECTOR

<b>2. Details of Proprietor/Partners/ Directors/Karta/ Trustee of the applicant firm (attach extra sheet if required)</b>	
<b>Total Numbers of Partners/Directors/ Karta/ Trustee in the applicant firm</b>	[1]
<b>Following information may be provided for each Proprietor/Partners/ Directors/Karta/Trustee of the applicant firm.</b>	
Details (1) i.Name	(1) SHRI S K SINGLA
ii.Father's Name	LATE SHRI B K SINGLA
iii.Residential Address	55 KHUR PUR ROAD SIKRI PATIALA PUNJAB PUNJAB
iv.Telephone	0156-568970

<b>3. Nature of Concern</b>	Public Limited
-----------------------------	----------------

<b>4. Type of Exporter</b>	Merchant/Manufacturer
----------------------------	-----------------------

<b>5. Bank Account Details</b>	
(i) Bank Name & Address	STATE BANK OF INDIA
(ii) Type of Bank Account	SB
(iii).Bank account Number	1100112340
(v). Year of opening Bank account.	

<b>6. PAN Details</b>	
(i) PAN Number	ABCDE1234X dated : 11.12.2008
(ii) Issuing Authority	INCOME TAX DELHI

<b>7. Application Fee Details</b>	
Amount(Rs)---Rupees	250.00
Demand Draft	Fee Type: [EFT], No. : 2345876
Date of Issue	15.12.2010
Name of the Bank and its Branch on which drawn	IDBI New Delhi

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

## Part B

### APPENDIX 18 A

#### FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC

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



**कापेरेशन बैंक**  
**Corporation Bank**

सहायक शाखा, पटना बजार, प्लॉट नं.7, मेन मार्केट, पंकज प्लाजा, सेक्टर-6, द्वारका, नई दिल्ली -110075  
Dwarka Branch, 1st Floor, Plot No.7, Main Market, Pankaj Plaza, Sector-6, Dwarka, New Delhi -110075  
दूरभाष/Ph: 011- 25086616 / 25074826 ई-मेल / E-mail : cb0624@corpbank.co.in वेबसाइट / Website : www.corpbank.in

Ref: OR/2103/ 2010

The Joint D.G.F.T  
(C.L.A) I.T.O  
I.P.Bhawan  
New Delhi-110002

Dear Sir,

We certify that M/S Euphoria Intl. D -1/23, Palam Ext. Near Shiksha Bharti School, Sector-7, Dwarka, New Delhi-110045 is maintaining a current account CBCA 100035 with us since 12.11.2010.

कापेरेशन बैंक  
CORPORATION BANK

**Authorized Signatory**  
आधिकारिक हस्ताक्षरकर्ता  
Dwarka Br., Sector-6, New Delhi-75  
Date: 13.11.2010

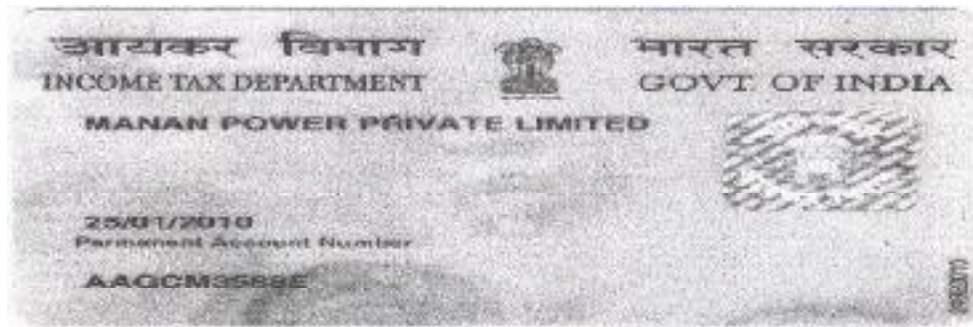
Place: New Delhi



Anoop Kumar  
अनूप कुमार  
कापेरेशन बैंक  
Dwarka Branch, Sector-6, New Delhi-75  
आधिकारिक हस्ताक्षरकर्ता  
Dwarka Br., Sector-6, New Delhi-75

Enclosures :

PAN CARD COPY



## Other Documents

1. Memorandum of Association along with Certificate of Incorporation.
2. Extract of Board of Resolution.
3. Form 32 in case of change of Directors.

## **PART- D**

### **DECLARATION UNDERTAKING**

1. 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 held there from.

2. I/We fully understand that any information furnished in the application if 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.

3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items.

4. a.I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act 1992 and FERA/FEMA

b. I/We hereby certify that none of the Proprietor/ Partner(s)/ Director(s)/ Karta/ Trustee of the firm/company, as the case may be, is/are a Proprietor/Partner(s) /Director(s)/ Karta/ Trustee in any other firm/Company which (i) has come to the adverse notice of DGFT, (ii). is in the caution list of RBI,

c. /We hereby certify that neither the Registered Office/Head Office of the firm/company 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.

#### **5.NRI interest in the firm-Kindly tick one of the following**

i. There is no non-resident interest in the firm/company and no non resident investment with or without repatriation benefits has been made in the firm/company; or

ii. There is non-resident interest in the firm/company and non resident investment without repatriation benefits in the firm/company is held with the general/specific permission of RBI; o

iii. There is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm/company is held with the specific permission of RBI

#### **In case of NRI interest/holding with repatriation benefits in the firm/company, please furnish**

i RBI Approval Number

ii RBI Approval Date

6.I/We hereby declare that I/We have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered/Head Office or any of our Branch(s)/Unit(s)/Division(s) to any other Licensing Authority

7. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place

Date

Signature of the Applicant:

Name:

Designation:

Official Address

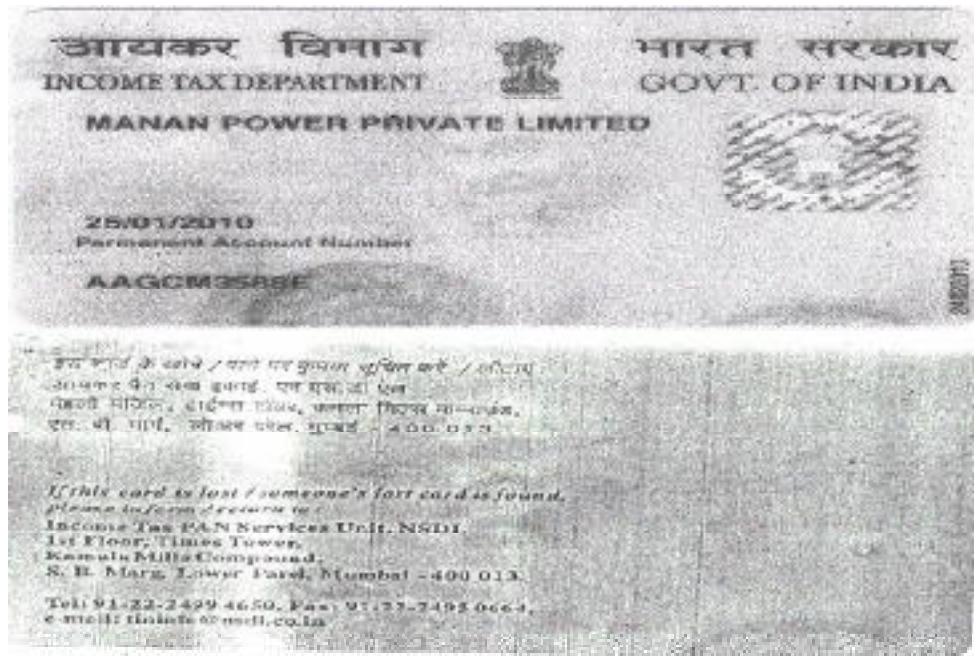
Telephone

Residential Address

Email Address

### 5.3 Annexure C

#### Sample PAN Copy



## 5.4 Annexure D

### Sample Bank Certificate copy

  
**कापेरेशन बैंक**  
**Corporation Bank**

संयोजित बैंक का शाखा बैंक / A Premier Public Sector Bank

**द्वारका शाखा, पहला मंजिल, प्लॉट नं.7, मेन मार्केट, पन्नाज प्लाज़ा, सेक्टर-6, द्वारका, नई दिल्ली -110075**  
**Dwarka Branch, 1st Floor, Plot No.7, Main Market, Panraj Plaza, Sector-6, Dwarka, New Delhi -110075**  
दूरभाष/Ph: 011- 2508618 / 25074896 ई-मेल / E-mail : cb0624@corpbank.co.in वेबसाइट / Website : www.corpbank.in

Ref: OR/2103/ 2010

The Joint D.G.F.T.  
(C.L.A) I.T.O  
I.P.Bhawan  
New Delhi-110002

Dear Sir,

We certify that M/S Euphoria Intl. D -1/23, Palam Ext. Near Shiksha Bharti School, Sector-7, Dwarka, New Delhi-110045 is maintaining a current account CBCA 100035 with us since 12.11.2010.

समस्त नगरपालिका बैंक  
CORPORATION BANK

**Authorised Signatory**  
आदेशित हस्ताक्षरकर्ता  
Thakur Dr., Sector-6, New Delhi-75  
Date: 13.11.2010

Place: New Delhi

*Photo of Hestup  
Gurmit Singh Bhatti*

*Authorised Signatory*

*Thakur Dr. 5-179*

Thakur Dr. 5-179  
Thakur Dr. 5-179  
Thakur Dr. 5-179

5.5 Annexure E  
Sample copy of Form 18

**FORM 18**  
[Pursuant to section 148 of the  
Companies Act, 1956]

Notice of situation or change of situation of registered office

Note - All fields marked in \* are to be mandatorily filled.

1. This form is for ☒ New company ☐ Existing company

2. (a) \*Form 1A reference number (Service request number (SRN) of Form 1A) or corporate identity number (CIN) of company

(b) Global location number (GLN) of company

3. (a) Name of the company:

(b) Address of the registered office of the company

(c) Name of office of existing Registrar of Companies (RoC)

4. Purpose of the form ☐ Change within local limits of city, town or village  
☐ Change outside local limits of city, town or village  
☐ Change in office of RoC within same state  
☐ Change in state within office of same RoC  
☐ Change in state outside office of existing RoC

4. Notice is hereby given that

(a) The address of the registered office of the company with effect from ☐  (DDMM/YYYY) is ☐ The date of incorporation of the company is

\*Address Line I

Line II

\*City

\*District

\*State

\*Country

\*Pin code

\*e-mail ID

(b) \*Name of office of proposed RoC or new RoC

(c) The full address of the police station under whose jurisdiction the registered office of the company is situated

\*Name

\*Address Line I

Line II

\*City

\*State

\*Pin code

Page 1 of 2

CADDSoft INDIA PVT. LTD.  
*Signature*  
Director



5 (a) SRN of Form23

(b) SRN of relevant form

(Mention the SRN of related Form 1AD, 21, if applicable)

6 (a) Date of order of company law board (CLB) or any other competent authority

(b) Resolution number

**Attachments**

1. Optional attachment(s) - if any

Attach

List of attachments

**Verification**

To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

☐ I have been authorised by the Board of directors' resolution number

dated

☒ I am authorised to sign and submit this form.

(DD/MM/YYYY)

To be digitally signed by

Managing director or director or manager or secretary of the company

Designation

Director

\*Director identification number of the director or Managing Director, or Income-tax permanent account number (income-tax PAN) of the manager, or Membership number, if applicable or income-tax PAN of the secretary (secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN)

01243714

**Certificate**

It is hereby certified that I have verified the above particulars (including attachment(s)) from the records of

CADDSOFT INDIA PRIVATE LIMITED

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☒ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or ☐ Company secretary (in whole-time practice)

Whether associate or fellow

☒ Associate

☐ Fellow

Membership number or certificate of practice number

505205

Modify

Check Form

Prescrutiny

Submit

For office use only:

This e-Form is hereby registered

Digital signature of the authorising officer

Confirm submission



5.6 Annexure F  
Sample copy of Form 32

**FORM 32**

(Prescribed to Sections 103(2), 264(2) of 2001(1)(b) and 266, 267 of the Companies Act, 1956)

Particulars of appointment of Managing Director, directors, manager and secretary and the changes among them or consent of candidate to act as a Managing Director or director or manager or secretary of a company and/or undertaking to take and pay for qualification shares

Note: All fields marked in \* are to be mandatorily filled.

1. This form is for: ☒ New company ☐ Existing company

2. (a) Form 32 reference number (Service request number (SRN) of Form 32) or corporate identity number (CIN) of company: AS7510641

(b) Global location number (GLN) of company: [Blank]

3. (a) Name of the company: CADDOR INDIA PRIVATE LIMITED

(b) Address of the registered office of the company: [Blank]

(c) e-mail ID of the company: [Blank]

4. Number of Managing Director, director(s) for which the form is being filed: 2

5. Details of the Managing Director, directors of the company

1. Details of the Managing Director or director of the company

Director Identification Number (DIN): 01263714

Name: RAJEEV KUMAR ARORA

Father's name: KAPIL DEV ARORA

Present residential address: 15-COT, AGARSI APARTMENT, SECTOR 9 ROHINI, DELHI DELHI India 110089

Nationality: IN Date of birth: 25/02/1971

(\*) Appointment: ☐ Continuation ☐ Change in designation

Designation: Director Date of appointment or change in designation: [Blank] (DD/MM/YYYY)

Category: [Blank]

Whether chairman, executive director, non-executive director: ☐ Chairman ☐ Executive director ☒ Non-executive director

CIN of the director to whom the appointment is submitted: [Blank]

Name of the director to whom the appointment is submitted: [Blank]

Name of the company or institution whose nominee the appointee is: [Blank]

a) (a) (i) In case of cessation: ☐ Director ☐ Managing Director ☐ Secretary

Reason for cessation: [Blank] (DD/MM/YYYY) due to: [Blank]

Page 1 of 4

CADDOR INDIA PRIVATE LIMITED  
Director

II. Details of the Managing Director or director of the company

Director identification number (DIN)

02461979

Pre-fill

Name

SHALINI ARORA

Father's name

RAMESH LAL CHINDA

Present residential address

CA-15/C DDA FLATS  
HARI NAGAR  
DELHI  
India 110064

Nationality

IN

Date of birth

21/10/1978

(\*) Appointment ☐ Cessation ☐ Change in designation

Designation

Director

Date of appointment or  
change in designation

Category

Promoter

(DD/MM/YYYY)

Whether chairman, executive director, non-executive director

☐ Chairman ☐ Executive director ☒ Non-executive director

DIN of the director to whom the appointee is alternate

Pre-fill

Name of the director to whom the  
appointee is alternate

Name of the company or institution  
whose nominee the appointee is

e-mail ID

In case of cessation

Hereby confirmed that the above mentioned ☐ Director ☐ Managing Director is not associated with the company  
with effect from (DD/MM/YYYY) due to

6. Number of manager[s], secretary[s] for which the form is being filed

7. Details of the manager or secretary of the company

1. Details of the manager or secretary of the company

Incorporation certificate number (PAN)

☐ Appointed ☐ Deceased

Whether the manager is a foreigner? ☐ Yes ☐ No

Whether associate or fellow ☐ Associate ☒ Fellow

Whether a member of the company

First name

Middle name

Last name

Paternal name

First name

Middle name

Last name

Whether resident or non-resident

Resident

Non-resident

City

State

Postal code

Country

Gender

Male

Date of birth

(DD/MM/YYYY)

Designation

Date of appointment or resignation

(DD/MM/YYYY)

Phone No.

CABDS&R INDIA PVT. LTD.

*Keyur M. Shah*  
Director



Verification I

- ☒ 1. I confirm that the information given above is true to the best of my knowledge and belief.
- ☐ 2. It is also hereby confirmed that the consent of the appointee Managing Director, director(s) has been filed as an attachment to this eForm (applicable only in the case of a public company)

Attachments:

1. Evidence of payment of stamp duty where qualification shares is involved  
(This will be mandatory only if the director giving consent agrees to pay for at least one share)

Attach

2. Consent(s) of the appointee Managing Director, director(s)

Attach

3. Declaration regarding qualification shares

Attach

4. Evidence of occupation

Attach

5. Optional document(s) - if any

Attach

List of attachments:

Remove attachment

Verification II

To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

☐ I have been authorised by the Board of directors, resolution number \_\_\_\_\_ dated \_\_\_\_\_ (DD/MM/YYYY) to sign and submit this form.

☐ I am authorised to sign and submit this form.

To be digitally signed by

Director or director or managing director or secretary of the company, the sole or an existing company; person signing and form should be different from the person in whose respect the form is being filed)

Signature

Designation

Director

Director identification number of the director or Managing Director, or income-tax PAN of the manager, or Membership number, if applicable or income-tax PAN of the secretary (secretary of a company who is not a member of ICSI, may quote his/her income-tax PAN)

01243714

Certificate

It is hereby certified that I have verified the above particulars(including attachment(s)) from the records of

CADDSoft INDIA PRIVATE LIMITED

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

- ☒ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or ☐ Company secretary (in whole-time practice)

Whether associate or fellow

☒ Associate

☐ Fellow

Chartered  
Accountant

Membership number or certificate of practice number

505205

Modify

Cancel entry

Prescrutiny

Submit

For office use only:

This e-Form is hereby registered

Digital signature of the authorising officer

Confirm submission

CADDSoft INDIA PVT. LTD.

Legal Director