

**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. If an applicant is Non resident Indian (NRI) and there is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm it is mandatory to submit the scanned copy of RBI approval letter.
10. All fields marked as (*) are mandatory.
11. Please make the popup blocker off in your browser setting.
12. **Before submitting the IEC online application applicant must ensure that the documents attached are properly visible and complete otherwise application likely to be treated as deficient.**

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 authorized 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]



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]



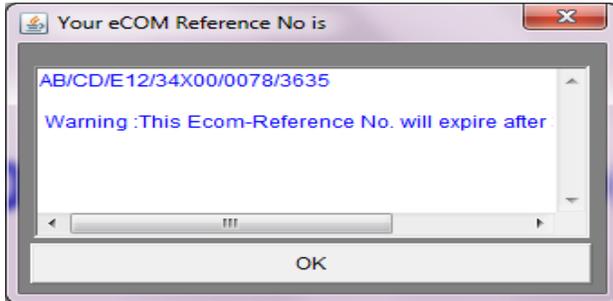
This Screen contains following Options:

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]

IEC Master Dialog

File Number: AB/CD/E12/34X00/0078/3635 Dated: 30.12.2010 0 Valid IEC

Company / Firm (Enter details as per Registered certificate) Upload Document

Name (M/s.) *

Flat/Plot/BlockNo. Street/Area/Locality'

City and State * Pin *

Phone/Fax E-mail

(Example : 91-011-23062912) Note : Date should be in DD.MM.YYYYY

Firm Nature * 1 Government Underta Date of Establishment * (DD.MM.YYYY)

Exporter Type * 1 Merchant Exporter

PAN * ABCDE1234X PAN Date * PAN Issuing Authority *

A/C Type * 1 CA Banker *

Appl. Fee * A/C No. *

Name and Designation of the person whose photograph has been affixed on the Bank Certificate

Name * Designation *

Print

Check Payment Details PAN Bank Certificate Photo Declaration NRI Status * Mandatory

EFT Verify EFT Branch Director Add Update Submit Close NRI Details

Note: If subsequent page is not appearing, please ensure that Popup Blocker is turned off

3.2 Add Master details

5. On the IEC Master dialog input the party name first and press Add button. System will display the message “IEC Master details successfully added” . On IEC Master details dialog Screen “Payment details”, “EFT” and “Verify EFT” button become enable. Applicant should make the payment of fee for the issuance of IEC through EFT first. Applicant should pay the IEC Fee by using EFT mode as described in the Section [\[3.5 Payment / Verification of Fee for IEC issuance using Electronic Fund Transfer\(EFT\)\]](#). Without making the payment system will not allow exporter to go ahead.

Applicant can check the Payment status by pressing the Payment Details button. On successful payment All other options such as Branch , Director, Upload document, Update , Submit button will become enable on the IEC Main dialog Screen. Applicant is required to fill other details such as 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 along with Branch details , directors details etc. In the Master Detail screen Pincode is mandatory.

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/NRI] 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 Dialog' window with the following fields and values:

- File Number:** AB/CD/E12/34X00/0078/3635
- Dated:** 30.12.2010
- Valid IEC:** 0
- Company / Firm:** (Enter details as per Registered certificate)
- Name (M/s.):** VARDHMAN INSTRUMENTS LTD
- Flat/Plot/BlockNo.:** 412-B PRITAM PURA
- Street/Area/Locality:** SUBHAS PALACE
- City and State:** NEWDELHI
- Pin:** 110034
- Phone/Fax:** 9-011-2456978
- E-mail:** vardhman.ltd@gmail.com
- Firm Nature:** 2 Public Limited
- Exporter Type:** 5 Merchant/Manufacturer
- PAN:** ABCDE123X
- PAN Date:** 11.12.2008
- PAN Issuing Authority:** INCOMETAX DELHI
- A/C Type:** 2 SB
- Banker:** STATE BANK OF INDIA
- Appl. Fee:** 250
- A/C No.:** 1100112340
- Name and Designation of the person whose photograph has been affixed on the Bank Certificate:**
 - Name:** S K SINGLA
 - Designation:** DIRECTOR
- Checkboxes (all checked):** PAN, Bank Certificate, Photo, Declaration, NRI Status
- Buttons:** CFT, Verify EFT, Branch, Director, Add, Update, Submit, Close, Print

Note : If subsequent page is not appearing please ensure that Popup Blocker is turned off.

Press Add Button to Add the Master details. System will display the message “IEC Master details successfully added “. [Screen :6]

The screenshot shows the 'IEC Master Dialog' window. It contains the following fields and controls:

- File Number:** AB/CD/E12/34X00/0078/3635
- Dated:** 30.12.2010
- Valid IEC:** 0
- Company / Firm:** (Enter details as per Registered certificate)
- Name (M/s.) *:** VARDHMAN INSTRUMENTS LTD
- Flat/Plot/BlockNo.:** 412-B PRITAM PURA
- Street/Area/Locality*:** SUBHAS PALACE
- City and State *:** NEWDELHI
- Pin *:** 110034
- Phone/Fax:** 9-011-2456978
- E-mail:** vardhman.ltd@gmail.com
- Firm Nature *:** 2 Public Limited
- Date of Establishment *:** 01.12.2007 (DD.MM.YYYY)
- Exporter Type *:** 5 Merchant/Manufacturer
- PAN *:** ABCDE123X
- PAN Date *:** 11.12.2008
- PAN Issuing Authority *:** INCOMETAX DELHI
- A/C Type *:** 2 SB
- Banker *:** STATE BANK OF INDIA
- Appl. Fee *:** 250
- A/C No. *:** 1100112340
- Name and Designation of the person whose photograph has been affixed on the Bank Certificate:**
 - Name *:** S K SINGLA
 - Designation *:** DIRECTOR
- Buttons:** Check Payment Details, PAN (checked), Bank Certificate (checked), Photo (checked), Declaration (checked), NRI Status (unchecked), EFT, Verify EFT, Branch, Director, Add, Update, Submit, Close, NRI Details, Print, Upload Document.
- Note:** * Mandatory
- Footer Note:** Note : If subsequent page is not appearing please ensure that Popup Blocker is turned off.

If the applicant is NRI (Non resident Indian) then select the check box **NRI Status** . On Selecting the NRI Status NRI Details button will appear on the screen as shown below [Screen : 7]

This screenshot is identical to the previous one, but with the **NRI Status** checkbox checked. Consequently, the **NRI Details** button is now visible at the bottom right of the form.

To feed NRI details visit section 3.9 [ADD NRI details]

In case applicant change status from NRI to Resident Indian deselect the check box NRI Status on the main Screen. Change in the applicant status from NRI to resident Indian [RI] prompt system to remove all the earlier attached documents and applicant need to be uploaded all requisite document afresh.

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

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

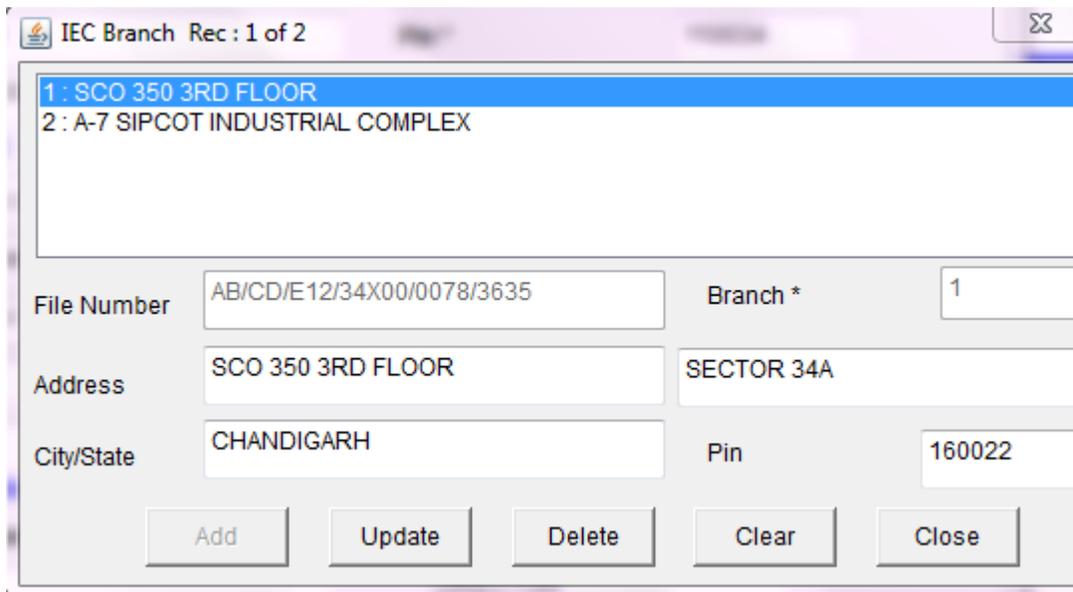
City/State: CHANDIGARH

Pin: 160022

Add Update Delete Clear Close

4. Multiple branch address in the dialog will look like

[Screen : 10]



The screenshot shows a dialog box titled "IEC Branch Rec : 1 of 2". It contains a list box with two entries: "1 : SCO 350 3RD FLOOR" and "2 : A-7 SIPCOT INDUSTRIAL COMPLEX". Below the list box are several input fields: "File Number" (AB/CD/E12/34X00/0078/3635), "Branch *" (1), "Address" (SCO 350 3RD FLOOR), "City/State" (CHANDIGARH), "Sector" (SECTOR 34A), and "Pin" (160022). At the bottom are buttons for "Add", "Update", "Delete", "Clear", and "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]



The screenshot shows a dialog box titled "IEC Director List Rec : 0 of 0". It contains a list box (currently empty) and several input fields: "File Number" (ABCDE1234X0000783635), "Code" (empty), "Director" (Shri S K SINGLA), "Father / Mother" (LATE SHRI B K SINGLA), "Address" (55 KHUR PUR ROAD SIKRI), "City/State" (PUNJAB), "Pin" (456091), and "Phone(s)" (0156-568970). Below the fields are buttons for "Add", "Update", "Delete", "Clear", "Copy", and "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.

From Bank

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. In case of payee bank is HDFC Bank, applicant will direct to HDFC Bank web site directly from this screen.

3. For the Payee's bank is other than HDFC Bank, A Screen 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]

DGFT Reference No	2010-12-30 16:55:17.093000
Ecom Reference No	AB/CD/E12/34X00/0078/3635
Company name	
Transfer to DGFT Rs .	250.0
Transfer through	IDBI Bank Limited

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]

Microsoft Internet Explorer
Address: https://www.idbibank.co.in/BRETSRVR?WQRYTASKOBJNAME=bay_mc_login&BAY_BANKID=IBKL

idbi bank

what can i do for you?
a technology-led & service-driven, financial services marketing company managed with intellectual integrity

Not an idbi bank customer ? - Give us your details and will have our representative call on you or contact our nearest branch and open an account today! [Click here.](#)

idbi bank account holders - To access the Online Payment Service, you need to have an i-netbanking login and password. Click here to [Register](#) for Free today and get a host of services and benefits.

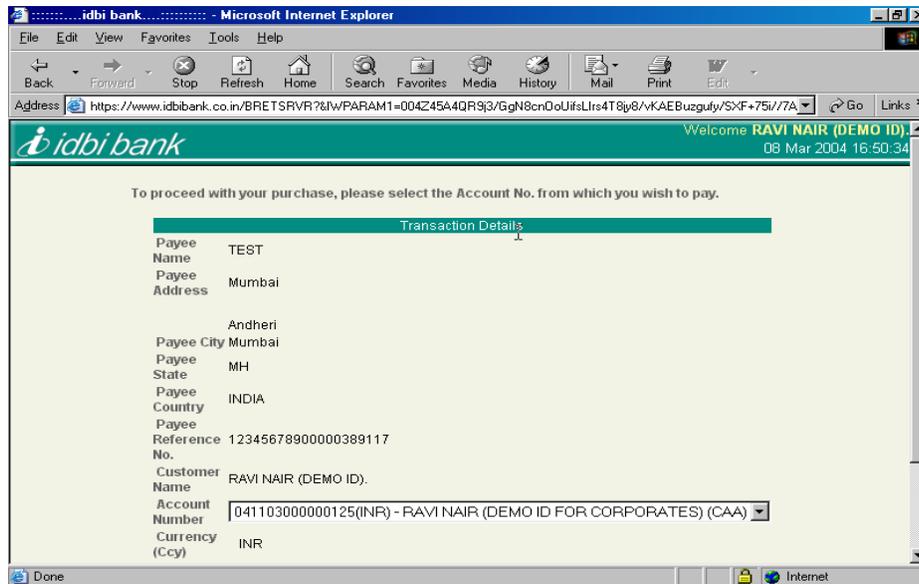
Payment Login

User ID: 1207752
Password: [REDACTED]

VeriSign Secure Site
click to verify

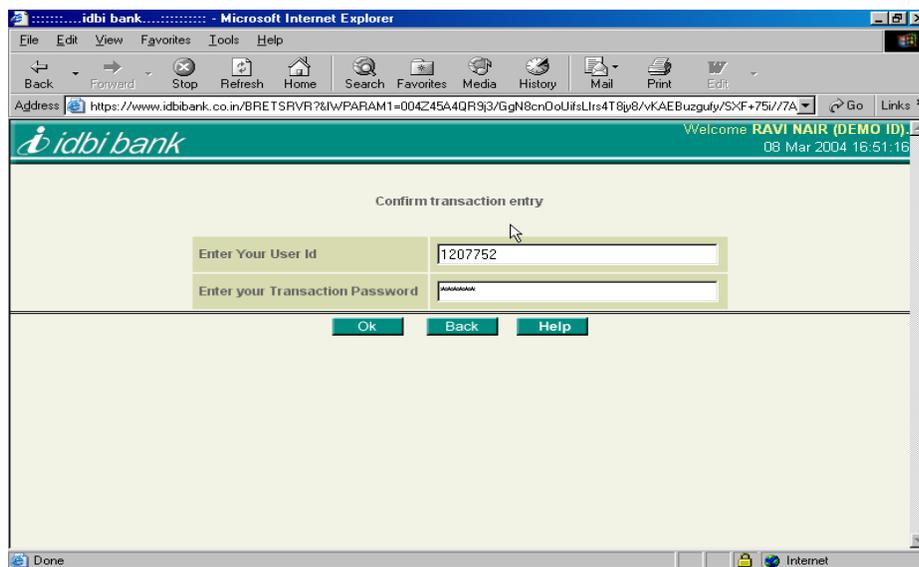
If the details entered by the exporter are valid, the Payment screen appears. This screen displays the details of the request made.

[Screen : 15]



5. Click on OK button to proceed further.

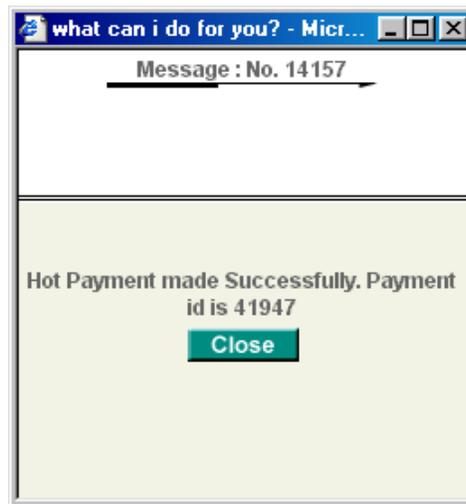
[Screen : 16]



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 IEC Master Screen.
- “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.

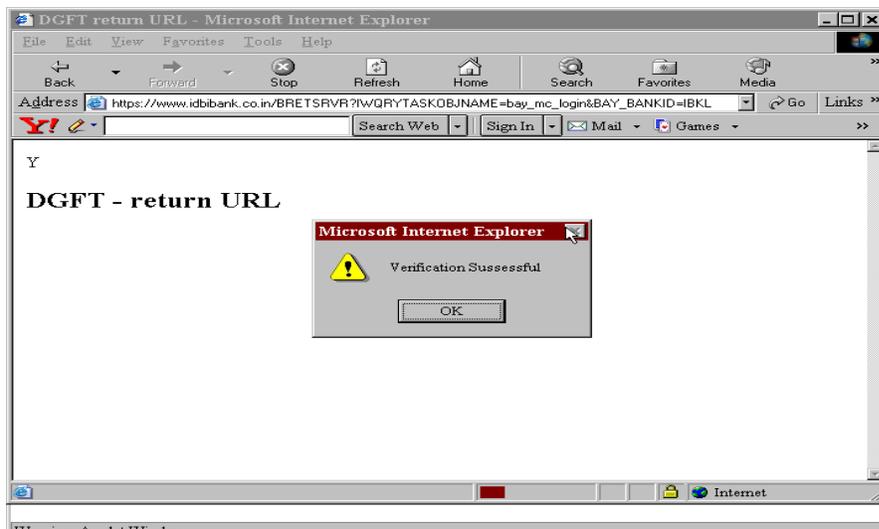
DGFT server does not show any status for the successful payment made at the bank.

- 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 “Payment 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 un 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.

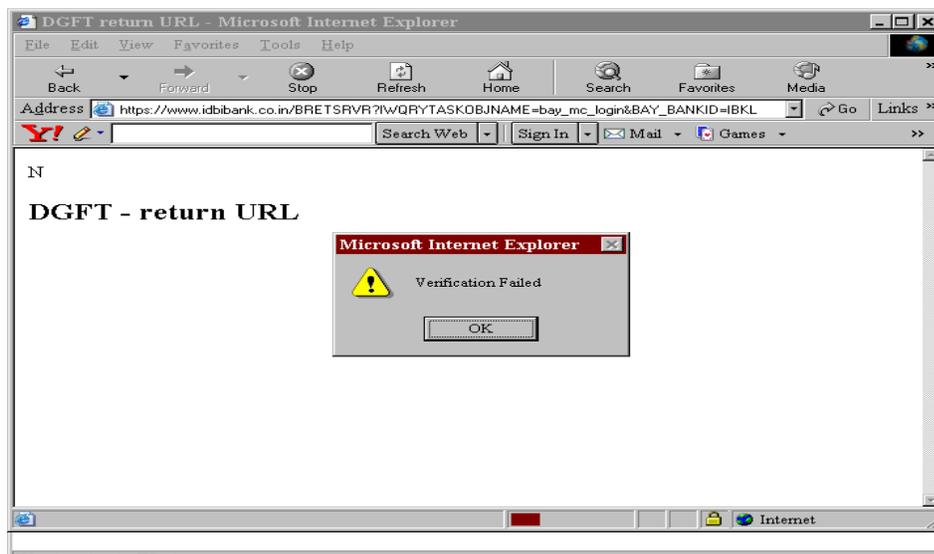
- H) Select the request from the list for which verification is to be done, by double clicking on the request from the list.
- I) Enter the BID number (BID No. can be taken from the Bank's Corporate Internet website or request the Bank to get BID No.)
 - BID Number is mandatory for doing verification.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

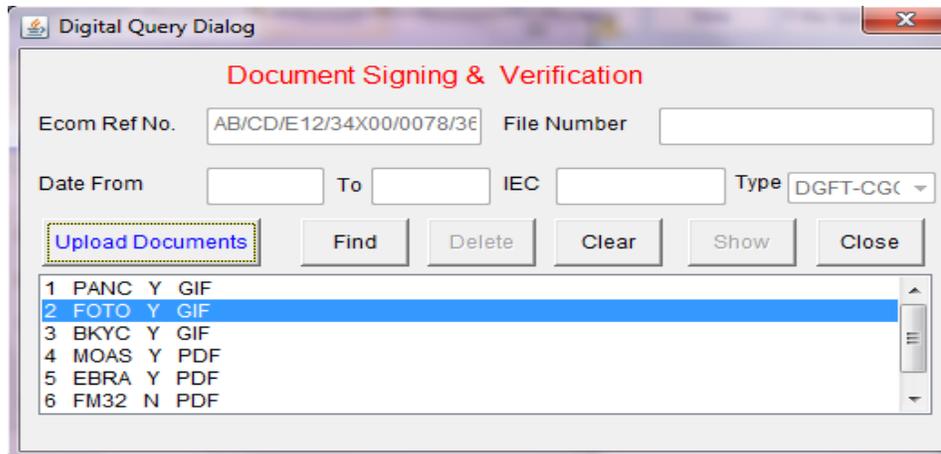
1. PANC to upload PAN Copy
2. FOTO to upload Photograph of Applicant
3. BKYC to upload Bank Certificate Copy
4. MOAS to upload the Memorandum of association
5. EBRA to upload Extract of Board Resolution
6. FM32 to upload Form 32 in case of change of Directors
7. FM18 to upload Form 18 in case of change of Registered office-whenever applicable.
8. AOTH to upload any other relevant document , if required.
9. ANFP will remain disable always.
10. NRID to upload the RBI approval letter . (Applicable in case of NRI)

Note : Uploading of RBI approval letter is mandatory if NRI select Paragraph 5iii on the screen 27A otherwise the application will be treated as incomplete and deficient.

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

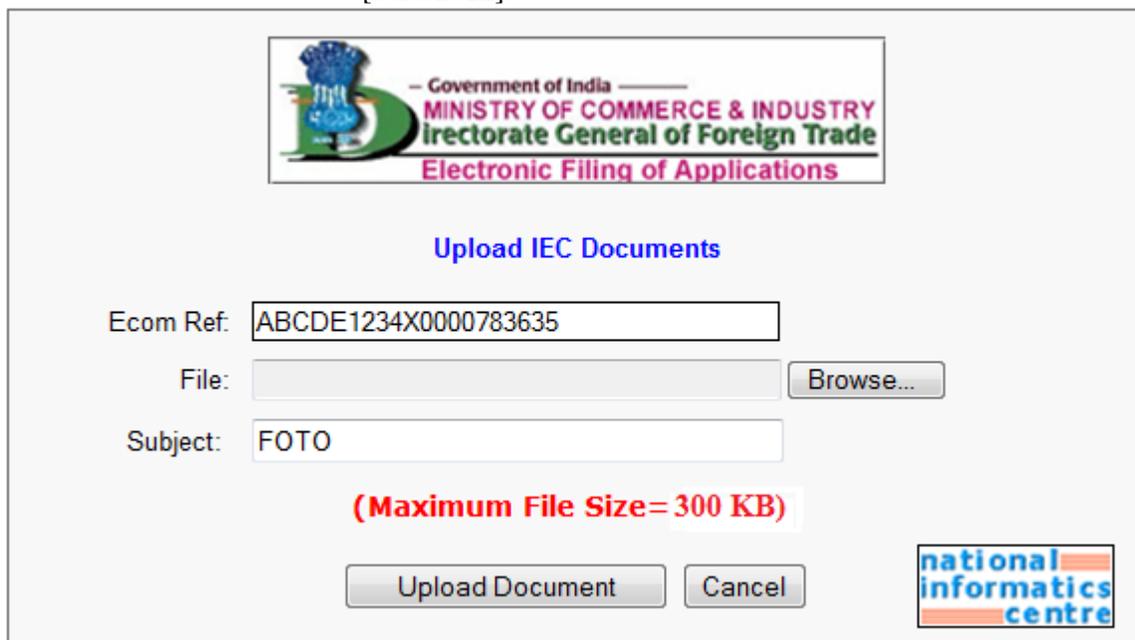
For example , To upload photo graph Select FOTO Option as shown below and click Upload Document

[Screen : 21]



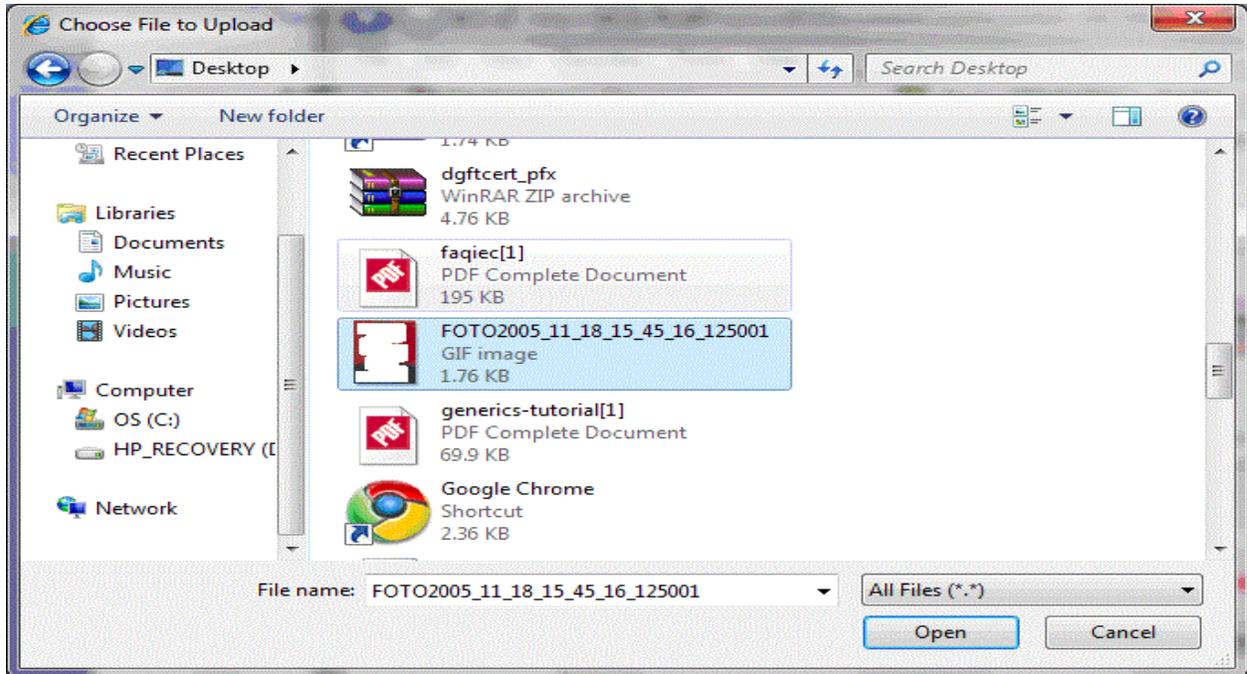
A new Window will appear on the screen like this

[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.

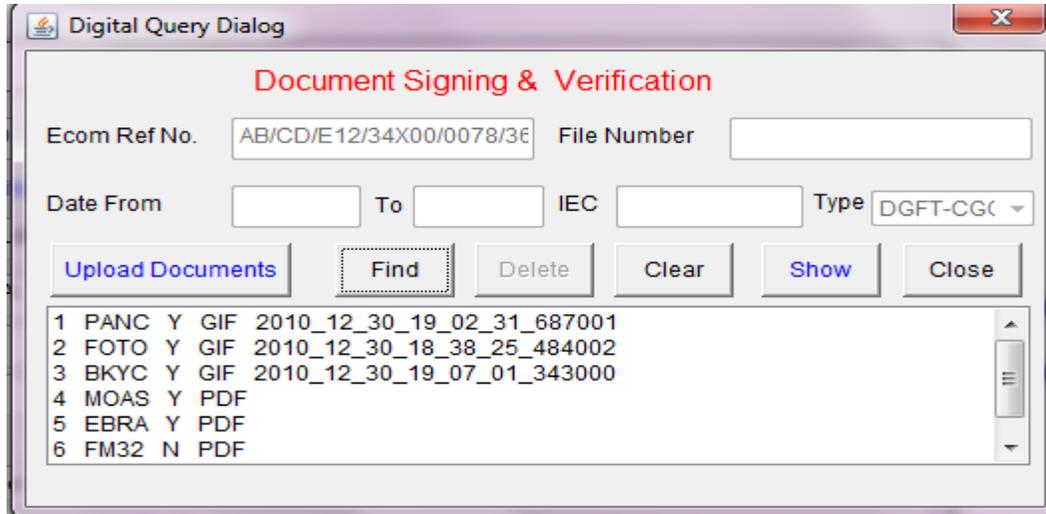
[Screen : 24]

File Upload Status	
Ecom Ref. No.:	AB/CD/E12/34X00/0078/3635
Applicant Name :	VARDHMAN INSTRUMENTS LTD
Document Name :	Photo.
Document Uploading Status :	Successful
<input type="button" value="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]



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. Here It is important to Note that

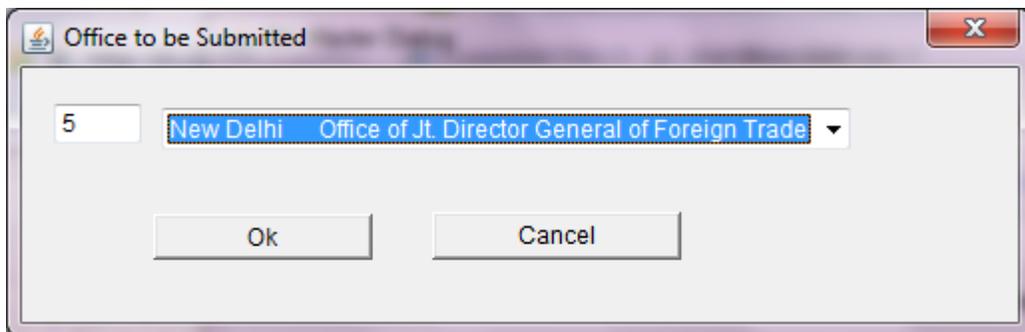
3.7 Print IEC Application

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.

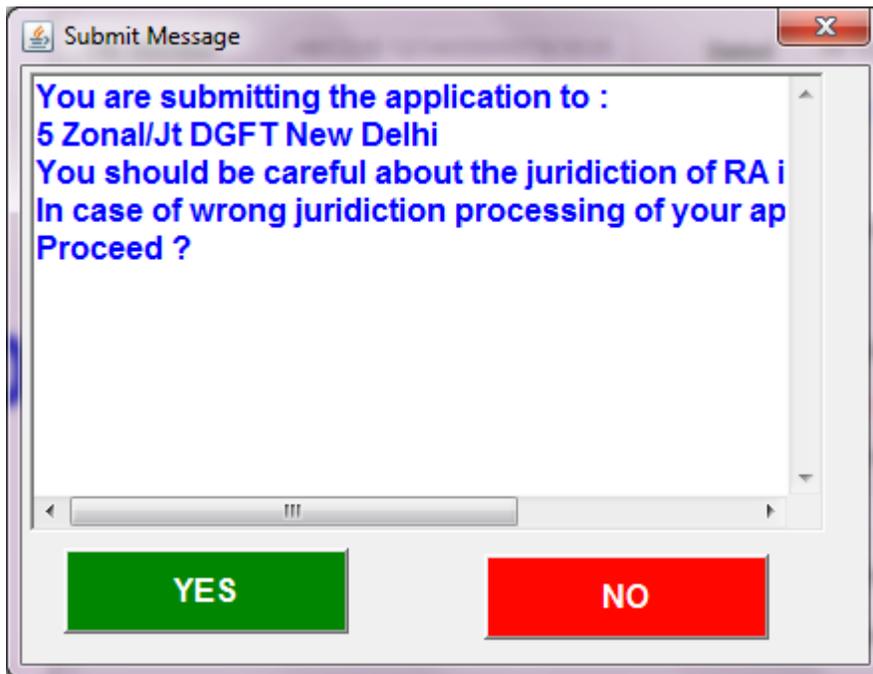
[Screen: 26]



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.

After Pressing Yes button on the dialog , System will display complete IEC Online application in ANF in the new browser window as shown in Appendix B. Here applicant requires to Press Submit button for final submission of IEC online application to selected RA. **On the main IEC master dialog screen all buttons except Print and Close will become disable and Applicant Submission Successful will be shown** on the web page

**Application Submission
Details**

Ecom Ref. No.: AB/CD/E12/34X00/0078/3635
Document Attacher: VARDHMAN INSTRUMENTS LTD
Submitted To : **Office of Jt. Director General of Foreign Trade , New Delhi**
Application Submission Status : **Successful.**

In case applicant choose to press Cancel Button , IEC Online application will not be submitted to the selected RA and applicant is required to open the application afresh.

3.9 ADD NRI Details

Select the check box NRI Status and press NRI Details button. New Dialog screen will appear as shown below in [Screen 27A]



The dialog box shows three types of category

5i – 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.

5ii- 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.

5iii- There is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm.

Choose the appropriate category. In case of category 5iii it is mandatory for an applicant to fill RBI approval Number and Approval date as shown in Screen 27B . for the category 5i and 5ii these details are optional.

[Screen 27B]

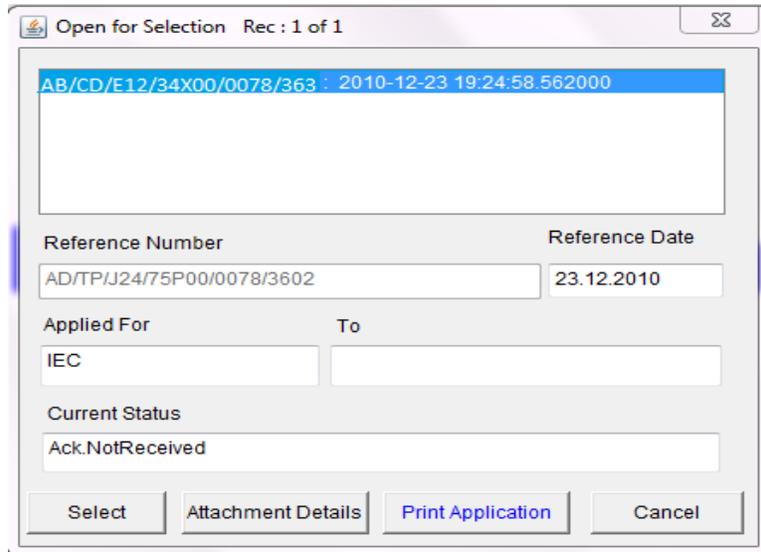


Press the add button to add the details and close the window using Close button.

4. IEC Online Application Status Query

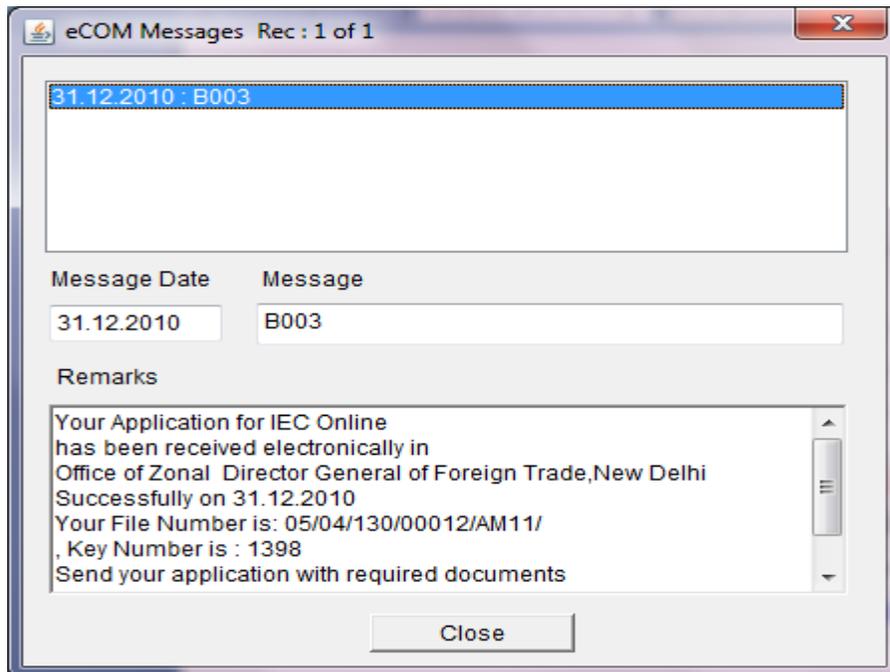
After submitting IEC Application successfully exporter can see the current status of IEC application at regional office using Query option and by selecting ecomRef Number/File Number in the Screen 28. Exporter can view the Application and attachment details using **Print Application** and **Attachment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

[Screen: 28]



The screenshot shows a dialog box titled "Open for Selection" with "Rec : 1 of 1" in the top right corner. The main content area contains a list of application records, with the first record highlighted in blue: "AB/CD/E12/34X00/0078/363 : 2010-12-23 19:24:58.562000". Below the list, there are several input fields and buttons. The "Reference Number" field contains "AD/TP/J24/75P00/0078/3602" and the "Reference Date" field contains "23.12.2010". The "Applied For" field contains "IEC" and the "To" field is empty. The "Current Status" field contains "Ack.NotReceived". At the bottom, there are four buttons: "Select", "Attachment Details", "Print Application", and "Cancel".

[Screen: 29]



The screenshot shows a dialog box titled "eCOM Messages" with "Rec : 1 of 1" in the top right corner. The main content area contains a list of messages, with the first message highlighted in blue: "31.12.2010 : B003". Below the list, there are several input fields and a text area. The "Message Date" field contains "31.12.2010" and the "Message" field contains "B003". The "Remarks" field 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, there is a "Close" button.

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.
None	AOTH	N	PDF	Any other relevant document
None	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]
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.
Govt. Undertaking	AOTH	N	PDF	Any other relevant document
Govt. Undertaking	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]
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.
Public Limited	AOTH	N	PDF	Any other relevant document
Public Limited	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]
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.
Pvt. Limited	AOTH	N	PDF	Any other relevant document
Pvt. Limited	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]
Proprietorship	PANC	Y	GIF	Permanent Account Number Card.
Proprietorship	FOTO	Y	GIF	Photo.
Proprietorship	BKYC	Y	GIF	Bank Certificate.
Proprietorship	AOTH	N	PDF	Any other relevant document
Proprietorship	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]
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.
Partnership	AOTH	N	PDF	Any other relevant document
Partnership	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]
Others	PANC	Y	GIF	Permanent Account Number Card.
Other	FOTO	Y	GIF	Photo.
Others	BKYC	Y	GIF	Bank Certificate.
Others	AOTH	N	PDF	Any other relevant document
Others	NRID	N	PDF	RBI Approval Order Copy [applicable in case of NRI only]

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]

IEC Details			
i.IEC Number			
ii. Date of Issue			
iii. Issuing Authority			
Application For: Import Exporter Code (IEC)			
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]

1. Application Firm Details	
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/Factorieslocated 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)*	vardhman.ltd@gmail.com
vi.Name and Designation of the person whose photograph has been affixed on the Bank Certificate.	S K SINGLA,DIRECTOR

2. Details of Proprietor/Partners/ Directors/Karta/ Trustee of the applicant firm (attach extra sheet if required)	
Total Numbers of Partners/Directors/ Karta/ Trustee in the applicant firm	[1]
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

3. Nature of Concern	Public Limited
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4. Type of Exporter	Merchant/Manufacturer
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5. Bank Account Details	
(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.	

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

7. Application Fee Details	
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
Name
Designation
Official Address
Telephone
Residential Address
Email Address

Place
Date

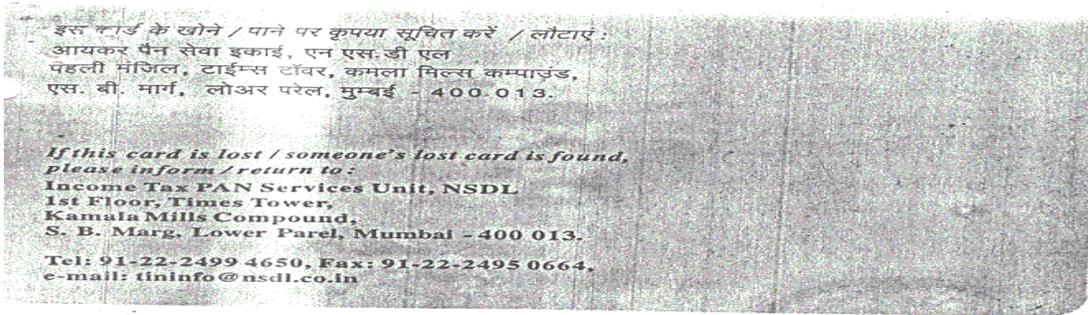
Part B
APPENDIX 18 A
FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC
(To be issued on the official letter head of the Bank)



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

Signature of the Applicant:

Date

Name:

Designation:

Official Address

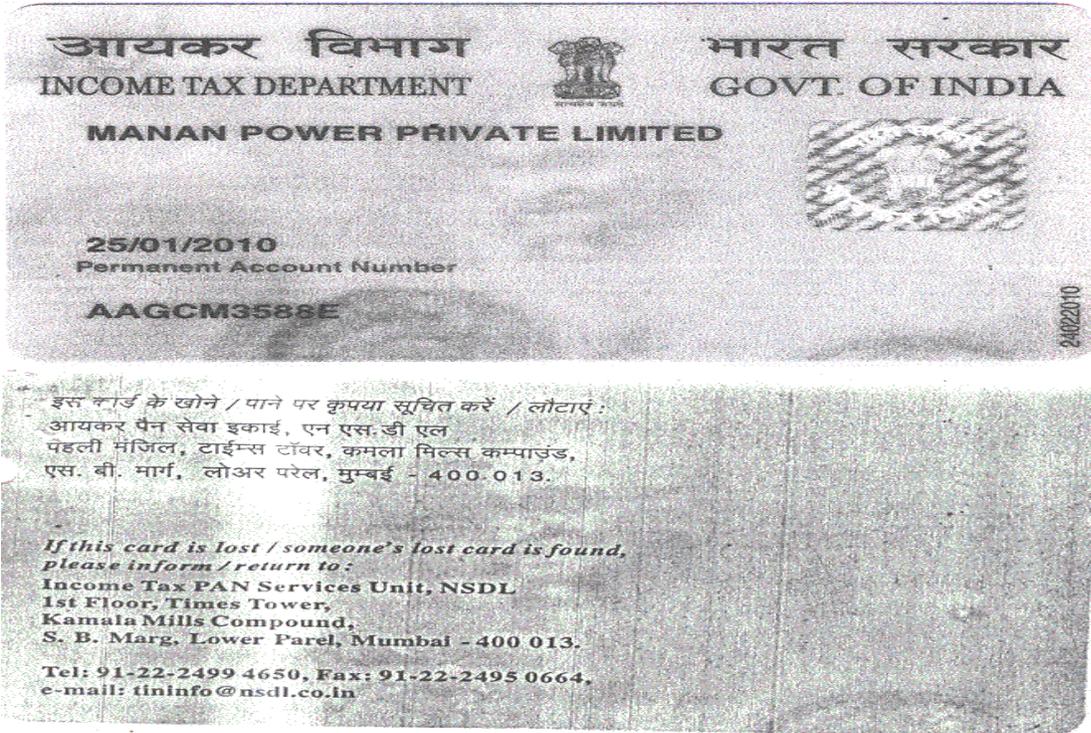
Telephone

Residential Address

Email Address

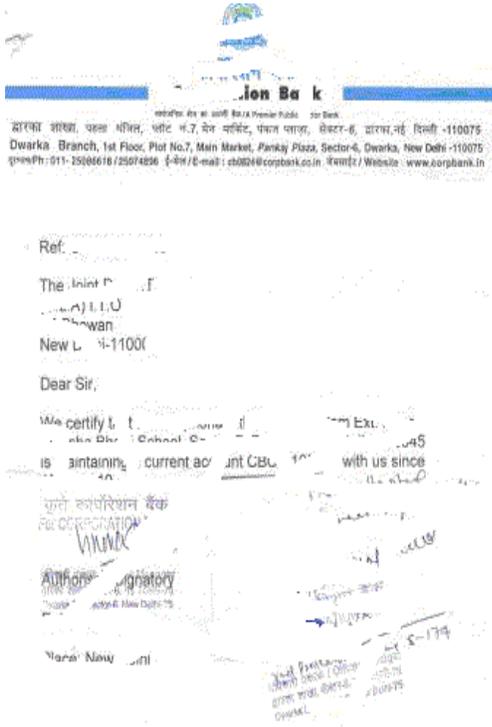
5.3 Annexure C

Sample PAN Copy



5.4 Annexure D

Sample Bank Certificate copy



5.5 Annexure E
Sample copy of Form 18

FORM 18

[Pursuant to section 146 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)
- (d) 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

(DD/MM/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

Registrar of Companies, National Capital Territory of Delhi and Haryana

(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

Handwritten signature and stamp

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

(DD/MM/YYYY)

(b) Edition number

Attachments

1. Optional attachment(s) - if any

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

to sign and submit this form

(DD/MM/YYYY)

I am authorised to sign and submit this form.

To be digitally signed by

Managing director or director or manager or secretary of the company



*Designation

*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)

Certificate

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

SINCE 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

For office use only:

This e-Form is hereby registered

Digital signature of the authorising officer

[Handwritten signature and scribbles]

6. Number of manager(s), secretary(s) for which the form is being filed

7. Details of the manager or secretary of the company

I. Details of the manager or secretary of the company

Income-tax permanent account number (PAN) Appointment Cessation

Whether the secretary is a member of ICSI Yes No

Whether associate or fellow Associate Fellow

Membership number of the secretary

First name

Middle name

Last name

Father's name

First name

Middle name

Last name

Present residential address Line I

Line II

City

State Pin code

ISO country code

Country

Phone Fax

Date of birth (DD/MM/YYYY)

Designation

Date of appointment or cessation (DD/MM/YYYY)

e-mail ID

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)
- 2. Consent(s) of the appointee Managing Director, director(s)
- 3. Declaration regarding qualification shares
- 4. Evidence of cessation
- 5. Optional attachment(s) - if any

List of attachments

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

Managing Director or director or manager or secretary of the company (In case of an existing company, person signing the form should be different from the person in whose respect the form is being filed)

Designation

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)

Certificate

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

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

For office use only:

This e-Form is hereby registered

Digital signature of the authorising officer