

**Government of India**  
**Ministry of Commerce and Industry**  
**Directorate General of Foreign Trade**  
**Udyog Bhawan, New Delhi**

Policy Circular No. 56

Dated: 29.02.2012

To,  
All RA's /Trade & Industry

Sub: 'On-line' filing of PRC.

Applications seeking relaxation of Foreign Trade Policy/Procedure are to be filed 'on-line' on DGFT's server (dgft.gov.in) using their digital signature/existing IEC + password combination.

2. Steps to be followed to file the 'on-line' application are as under:

- (i) The 'ecom application' icon may be clicked on DGFT's website to access the PRC 'on-line' facility. This icon is available along with the other DGFT 'on-line' schemes and will operate in the similar fashion.
- (ii) An ecom number will be generated on initiation of the application for request to PRC.
- (iii) Applicants should fill up the appropriate details depending upon the nature of the request through a structured data entry scheme.
- (iv) The completed application be then submitted by clicking the "submit" e-button. The application will be automatically transmitted to DGFT Hqrs and a file number will be generated and communicated to the applicant through DGFT's website.
- (v) There could be some supportive documents which an applicant would like to submit. These can be scanned and uploaded. The system has provision to upload up to 5 documents of 300 KB each in gif, html and pdf formats. Further, if required, additional documents may also be submitted by post to 'The Foreign Trade Development Officer (PRC Section)', 5<sup>th</sup> Floor, Udyog Bhawan, New Delhi-110011 or can be scanned and e-mailed to [prc@nic.in](mailto:prc@nic.in), quoting the reference number as at (iv) above.
- (vi) All subsequent status would be available 'on-line' for viewing.

3. The 'on-line' filing of PRC requests is optional at present and would become mandatory from a date to be notified later.

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