

Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi -110 011

Trade Notice No. 23/2018-19
New Delhi, Dated the 8th August, 2018

Subject: Amendment in Policy and Procedure for online IEC applications - regd

It has been observed that exporters/importers are facing various problems in obtaining and modifying Importer-Exporter Code due to, inter alia, internet browser dependencies and other browser settings of digital signatures. In any case, PAN of the entity has been made IEC w.e.f 1.7.2017 vide Trade Notice No 9 dated 12.6.2017 and thus only one IEC is issued against one PAN. Therefore, in order to automate the process of issue of IEC and thereby simplifying the business procedures for improving "Ease of doing business", automatic PAN verification has been now enforced in the IEC system. For this purpose, the DGFT vide Public Notice No 27 dated 8.8.2018 has notified that IEC will henceforth be system generated and applicant will have the facility of taking a print out of IEC. Further, following the integration of PAN web service of CBDT with DGFT's web server and automatic system based verification of PAN details with PAN database of CBDT, requirement of Digital Signature for submitting IEC applications is being done away with and Para 2.08 and 2.14 on IEC have been accordingly revised.

2. Detailed guidelines in the matter are laid down here as under:

(i) With the Integration of PAN web service of CBDT with DGFT's web server, requirement of copy of PAN as one of the mandatory documents for Applicant's validation is removed. Accordingly, **effective from 9.8.2018**, online applications for IEC will require only 2 documents to be uploaded electronically. ie. (i) Address Proof of the applicant entity (as detailed in annex), and (ii) Cancelled cheque bearing entity's pre-printed name or Bank certificate.

(ii) Digital signature for submitting applications for fresh Importer-Exporter Code (IEC) or amendment of IEC will not be required **w.e.f. 9 .8.2018**.

(iii) On submission of complete application with fees and requisite documents, IEC will be auto-generated and intimation regarding allotment of IEC will be sent to the applicant, through sms and email, with the hyperlink to download and print the e-IEC.

(iv) RAs would conduct post-verification of online IECs as per the guidelines. Applicant will be liable for penal/criminal action for furnishing of wrong / incomplete information and IEC will be suspended/ cancelled in such cases besides taking other legal action against the applicant.

(v) As per the current practice, an e-IEC holder shall update his profile immediately after issuance of e-IEC. ANF-1 of the Handbook of Procedure (2015-20) contains the profile of the importer/exporter. IEC Holder shall be responsible for updating the same as and when a change takes place immediately or in any case at least once in a year as per para 2.15 of Handbook of Procedure (2015-20).

(vi) Entities seeking any benefit from any authority, by claiming status as manufacturer exporter, will have to prove its credence for the same, independently to that authority.



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**GUIDELINES ON THE ONLINE APPLICATION FORM FOR
ISSUE/MODIFICATION IN IMPORTER EXPORTER CODE (IEC) NUMBER**

- Online application for IEC requires only 2 documents i.e.
 - (i) Address proof the applicant entity; and
 - (ii) Cancelled Cheque bearing entity's pre-printed name or Bank Certificate, to be uploaded.
- Documents accepted as address proof of the applicant entity are:
 - (i) Sale deed in case business premise is self-owned; **or**
 - (ii) Rental/Lease Agreement in case office is rented/ leased; **or**
 - (ii) Latest electricity / Landline/ Mobile telephone bill in the name of applicant entity
- Format of Bank Certificate is as per attached ANF-2A(i)
- Applicants must ensure that only relevant legible documents are uploaded.
- Documents should be uploaded in digital format–GIF, JPEG, size not exceeding 5MB.
- It should be ensured that details filled in the application match with the details as in the uploaded documents, i.e.
 - (i) Address proof, and (ii) Cancelled Cheque or Bank Certificate.
- Modifications in e-IEC need to be corroborated with corresponding documents. Accordingly, before seeking modification in e-IEC, necessary modifications in other requisite/supporting documents may be completed and only the updated documents substantiating the changes sought while modifying the IEC may be submitted.
- At any given time, an IEC holder/applicant can change either its email id or mobile number. Request for amendment in both email id as well as mobile number, at the same time, will not be entertained.
- A new Module has been created for Regional Authorities to facilitate PAN modification in IECs issued prior to 01.07.2017 and also for cancellation of IECs.
- Suggestive list of documents for modification in IEC is annexed.

List of Suggestive Documents for seeking modification in e-IEC.

Upload only relevant document/s corresponding to the change/s sought in the application for modification in IEC. A suggestive list of documents is tabulated below:	
A	<p>Proprietorship</p> <ul style="list-style-type: none"> • Modification in PAN details(not number) : Copy of modified PAN card of the Proprietor. • Modification/Change in name & address of Proprietor: Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card) (any one of these). • Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill • Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. • Any statutory document substantiating any other change sought in IEC.
B	<p>Partnership firm</p> <ul style="list-style-type: none"> • Modification/ Change in name as in PAN details (not number): Copy of modified PAN card of the applicant entity. • Modification/Change in Partner: (i) Copy of Partnership Deed; (ii) Updated Copy of Passport of the Managing Partner (first & last page)/Voter's I-Card/ UID (Aadhar card) (any one of these). • Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill • Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. • Any statutory document substantiating any other change sought in IEC
C	<p>LLP firm</p> <p>Government Undertaking</p> <p>Public Limited Company</p> <p>Private Limited Company</p> <p>Section 25 Company</p> <p>One Director Company</p> <ul style="list-style-type: none"> • Modification/ Change in name as in PAN details (not number) : (i) Copy of modified PAN card of the applicant entity. (ii) Changes as incorporated in Certificate of incorporation issued/modified by the RoC, if applicable; • Modification/Change in Designated Partner/Director: (i) Updated Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) (any one of these) of the Designated Partner/Director (ii) DIN Details as in the Ministry of Corporate Affair's website • Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill • Change in Bank Details: Bank Certificate as per ANF 2A (I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. • Any other change: Any statutory document substantiating change sought in IEC.

D	Registered Society	<ul style="list-style-type: none"> • For change in Secretary or Chief Executive/ Managing Trustee : Updated Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) (any one of these) of the Secretary or Chief Executive/ Managing Trustee • Modification/ Change in name as in PAN details (not number): Copy of modified PAN card of the applicant entity. • Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill • Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. • .Any other change: (i) Registration Certificate of the Society / Copy of the Trust Deed; (ii) Any statutory document substantiating change sought in IEC..
	Trust	
E	HUF	<ul style="list-style-type: none"> • For change in Karta: • Updated Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card) (any one of these) of the Karta. • Modification/ Change in name as in PAN details (not number) : Copy of modified PAN card of the Karta. • Change in entity's address: Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity / Landline/ Mobile telephone bill • Change in Bank Details: Bank Certificate as per ANF2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. • Any statutory document substantiating any other change sought in IEC.

ANF-2A(i)

FORMAT OF BANK CERTIFICATE FOR ISSUANCE OF IEC

(To be issued on the official letter head of the Bank)
(Name of the bank/branch address detail)

Ref No.

To

Office of the Regional Authority of DGFT

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.....
.....

(please fill in the address of the concerned jurisdictionRegional Authority)

Sir/ Madam

It is certified that M/s. (Name of the account holder)*.....
..... whose address as per the bank records is
.....
is/ are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No.
.....with us, since

Affix
Passport
Size
Photograph of
the authorised
account
holder*

Note:The photograph as affixed and attested is of the account holder**. [This does not apply in cases where the account holder is an institute/ company (LLP/ Private/ Public/Govt. Undertaking / Section 25 Company)]

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

Name.....
Designation
IFS Code of the issuing bank:
Email id of the bank:.....

Date:
Place:

(Banks'
Stamp)

* Name and Address of the account holder is as per the records maintained by the bank.
**Account holder is the signatory applicant in the application form for Importer Exporter Code (IEC)

