

**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DEPARTMENT OF COMMERCE  
OFFICE OF THE ZONAL JOINT DIRECTOR GENERAL OF FOREIGN TRADE  
(CLA),  
'A', WING, INDRAPRASTHA BHAWAN, I.P. ESTATE,  
NEW DELHI -110 002**

**GUIDELINES FOR APPLICANTS APPLYING FOR FRESH IEC**

**\*\*CAUTION\*\***

**It has been observed that some unscrupulous elements are offering unsolicited help in obtaining IEC from the office. Applicants are advised to directly contact counter assistance (located at office entrance) or PRO on 011-23378740.**

**1. 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. ([Click here to view sample](#))

**2. 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. For those having registered office at Delhi, Gurgaon, Noida, Faridabad, Palwal, Meerut, Ghaziabad, they can submit applications at Zonal Joint Director General of Foreign Trade (CLA) , 'A' Wing, Indraprastha Bhawan, I.P. Estate, New Delhi – 110 002.

**3. 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.

**4. 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.

**5. Application procedure**

An application has to be submitted at the office of Zonal JDGFT (CLA) , New Delhi which includes an application form duly filled in along with documents (List has been provided below) and fees. The application form can be downloaded from here [Import Export Code Application FORM](#)

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

### **A. For Fresh IEC(Para 2.9 of Handbook of Procedure Vol.I 2009-14):-**

1. Covering letter.
2. Application Form (ANF-2A, Part A, B & D) to be filled in and all pages to be signed by the applicant.
3. Application must be accompanied by documents as per details given below:
  - 3.1 Bank Certificate as per the Proforma (Part B) in the application. The Banker must certify:-
    - (a) The details of the a/c including the nature of a/c, the a/c number with date from which the account is maintained by the applicant firm,
    - (b) Registered/official address of the firm, and
    - (c) Photograph of the applicant.

The signing official of the Bank must put his/her official name seal with designation.

- 3.2 (a) In case of Limited companies (both Private and Public Ltd.):
  - (i) Extract of Board of Resolution in favour of the applicant.
  - (ii) Memorandum of Association along with Certificate of Incorporation.
  - (iii) Form 32 in case of change of Directors and Form 18 in case of change of Registered office-whenever applicable.
- (b) In case of Partnership firm:
  - (i) Notarized Partnership Deed showing date of formation of the firm.
  - (ii) No Objection Certificate from other Partners/HUF.
- 3.3 Self certified copy of Permanent Account Number Card (PAN Card- both sides) issued by Income Tax Department. The application for IEC to be made only after obtaining the PAN from the Income Tax Department.

3.4 Two passport size photographs of the applicant.

3.5 Self addressed envelope with ₹ 30 postal stamp.

3.6 Demand draft/Pay Order for ₹ 250/-

### **B. For Duplicate IEC:-**

Please refer Para 2.9 and 2.14 of HBP(Vol.I)-2009-14(updated on 23.8.2010). Documents to be submitted:-

1. All documents as applicable for fresh IEC
2. In addition, an affidavit as per Appendix 24.
3. Copy of FIR
4. Demand draft/Pay Order for ₹ 200/-

### **C. For modification of existing IEC:-**

1. Application form Part A, C & D to be filled in and all pages of the application to be signed.
2. Proof of change of name/address/branches/constitution of Ltd. companies etc.(Form 32/Form 18)
3. Fresh Bank certificate certifying the detail of the bank A/c, registered address, and photographs of the applicant in case of change of applicant(whose photo is to be affixed in the IEC)
4. Demand draft/Pay order for ₹ 1000/- for modification of existing IEC in name, constitution, address is made within 90 days from such change then no fee is required to be paid.

### **7. Fees:**

- ₹ 250/- for Fresh IEC
- ₹ 200/- for duplicate IEC
- ₹ 1000/- for modification of existing IEC in name, constitution & address; if the application is submitted within 90 days from such change then no fee is required to be paid.

The amount should be in the form of Demand Draft/Pay order from any designated bank in favour of **Zonal Joint Director General of Foreign Trade, (CLA), New Delhi.** Treasury Receipt from the following designated Central Bank of India branches is also accepted ([Click here to view sample](#))

- Udyog Bhawan, New Delhi – 110011
- 10, Community Centre, Lawrence Road, Delhi-11035
- 18/4, Asaf Ali Road, New Delhi – 110001
- 55, Madhubani, Nehru Place, New Delhi-110019.

### **C. Counter Assistance:-**

The staff at the IEC counter will check the documents as per the check list, which need to be filed by him/her. If the documents are not sufficient, then he/she will return the application there and then.

### **8. How to submit application**

Application can be submitted in person by Authorised Representative of the Company at the R & I counters in the office **Or** It can be sent by post/courier.

## 9. Processing of Application

The application can be submitted at the counter in person at the office or it can be sent through Post/Courier. An acknowledgement in form of a receipt having File Number is generated on receipt of application. The file number is used for any correspondence/query regarding the IEC application submitted to the office. The application is then sent to IEC section where it is processed. If the application is found complete in all aspects (as per requirements prescribed) an IEC is generated, or else a deficiency letter stating the nature of deficiency is prepared and sent to the applicant. Replies are awaited in cases where deficiency letter is issued and after due compliance by the applicant the IEC is allotted.

## 10. Issue and Despatch of IEC

IEC allotment letter is sent through post at the registered office mentioned by the applicant in the application. Similarly deficiency letters are sent to applicant by post.

## 11. IEC application status available on the website of CLA ([www.dgft.gov.in/dgftcla](http://www.dgft.gov.in/dgftcla) )

### File No for IEC application

A new option to know the file number has been introduced for all exporter who are sending their application through Post/Courier. The applicant has to input PAN number to get the file number.

### Status of IEC Application

The applicant can know the status of the IEC application using option "Status of IEC Application" on the website of CLA.

### IEC issued day wise

IEC's issued daily can be viewed on the website using option "IEC issued day wise"

### File No for IEC application

Applicant's who have sent their application through post/courier can know their file number using option "File No for IEC application"

## 12. The **BIN (Business Identification Number) number generated by the customs authorities** can be viewed on:

<http://www.dgft.gov.in/dgftcla>

<http://www.dgft.gov.in>

<http://www.icegate.gov.in>

## 13. Help contact

PBX No. Tel-011-23379111, 23379112, 23379113

e-mail : [helpdesk-cla@nic.in](mailto:helpdesk-cla@nic.in)

Public Relation Officer - 23378740