

OFFICE OF THE ZONAL JT.DIRECTOR GENERAL OF FOREIGN TRADE  
(CLA), 'A' WING, I.P.BHAWAN, NEW DELHI - 2

TRADE NOTICE NO. 1/AM.10 Dated /06/2009

[A] Submission of IEC Application on Special Counter

To facilitate time bound disposal of the applications for issuance of IEC Numbers, it is hereby informed to the Trade / Industry that the applications received at the special counter between 10.00 am to 1.00 pm for issue of IEC, from Partner / Proprietor / Director / Karta / Authorised person (as per proforma enclosed), will be examined in the IEC section on the same day and in case of any deficiency / discrepancy, the application will be returned to the applicant on the **same day**. Moreover, applications received after 1.00 pm will be examined and in case of any deficiency / discrepancy, the application will be returned on the very **next day by 1.00 pm, to the applicant**. In such cases, application will be returned from the R&I counter between 3.30 pm to 5.00 pm on surrender of token issued against the application and production of a valid Identity Card/Authority Letter.

[B] Submission of additional information in IEC Application as per P.N.No.187 read with P.C.No.94 both dt.16.6.2009

As regards Public Notice No.187 (RE-2008)/2004-09 and Policy Circular No. 94 (RE 2008) / 2004-2009 and 16th June, 2009, attention of the Trade & Industry and Bankers is invited towards provisions that the application (ANF2) for issuance of fresh IEC or modification of IEC shall indicate the name and designation of the person whose photograph is affixed on the Bank Certificate. A photograph of the person along with his / her name and designation is also to be affixed on the IEC No. to be issued (Appendix 18 B). Two similar photographs of the same person should also be attached with the application.

The trade may please note and comply accordingly to avoid delay.

(SANJAY RASTOGI)  
ZONAL JT.DIRECTOR GENERAL OF FOREIGN TRADE

**OFFICE OF THE ZONAL JT.DIRECTOR GENERAL OF FOREIGN TRADE  
(CLA), 'A' WING, I.P.BHAWAN, NEW DELHI - 2**

**INTERNAL INSTRUCTION No. 1**

**Dated /06/2009**

Attention is invited to Public Notice No.187 (RE-2008)/2004-09 read with Policy Circular No. 94(RE 2008)/2004-2009 both dated 16th June, 2009 and Trade Notice No. /AM10 dated /06/2009.

Henceforth, in addition to the existing procedure being followed for IEC applications, all the Officials are to follow the instructions as below:-

**a) Additional information/documents required:-**

The application (ANF2) for issuance of fresh IEC or modification of IEC shall indicate the name and designation of the person whose photograph is to be affixed on the Bank Certificate. A photograph of the person alongwith his /her name and designation shall also be affixed on the IEC No. to be issued (Appendix 18 B).

**b) Limited Verification of new IEC Number:-**

Physical verification of 10% of the IEC Nos. issued in a particular month shall be carried out in the next coming month. The physical verification of selected units must be completed in the month next to the issuance of the Code Number.

**(i) Selection of IEC for verification:-**

While selecting the IECs for physical verification, IEC section is to take up those cases first where the Bank Account has been opened within 6 months from date of IEC application. Physical verification of partnership / proprietorship firms may be carried out more than of the Companies which are registered under the Companies. Act. These files should be kept separately in the IEC section and handed over to the Verification Team.

**(ii) Formation of Team for verification:-**

The physical verification shall be carried out by a team of two officials (other than those whose has dealt with the particular IEC application) to be led by an officer not below the rank of FTDO. Verification Team will be on monthly Rotation Basis. A separate Register should be maintained by the IEC section showing the details of inspections done. This Register will be handed over to the inspection team for the next month.

**(iii) Subsequent action to be taken if any adverse facts are found during inspection :-**

In case any discrepancy is found in any of the IECs by the inspecting team, immediate necessary action must be taken in terms of disabling of the IEC and the following up as per existing provisions.

P.T.O.

**(iv) Despatch of IECs –**

IEC certificates shall be sent to the applicants on the address indicated in the application **by registered post only**. In exceptional cases, as decided by the Head of Office , such certificates may be handed over to the applicants.

**(v) Action against IECs received back undelivered from Postal Authorities.**

In case any certificate is returned undelivered by postal authorities, RA may take immediate necessary action in terms of disabling the Code No. on EDI and carry out a thorough antecedent check of the firm before IEC is made operational again.

**A monthly report on the physical verification must be sent to DGFT( HQ) in ECA Division regularly.**

The abovesaid procedure should be strictly followed. Any lapse found will be viewed seriously and responsibility will be fixed at the individual level.

[VIRENDRA SINGH]  
JT.DIRECTOR GENERAL OF FOREIGN TRADE

**PROFORMA FOR AUTHORITY LETTER (IN COMPANY LETTER HEAD) IS TO BE GIVEN ALONG WITH THIS TRADE NOTICE NO. \_\_\_\_\_ WHICH IS REQUIRED TO BE GIVEN WITH APPLICATION IF NOT SUBMITTED BY APPLICANT HIMSELF.**

**AUTHORISATION**

To

The O/o zonal Jt. DGFT  
(CLA), I.P. BHAWAN  
NEW DELHI-2.

Date: -

Sub: - Submission of IEC application

Photograph attested  
by applicant

Sir,

I \_\_\_\_\_ Proprietor / Partner / Director / Karta of  
M/s \_\_\_\_\_ hereby authorise Sh./Smt. \_\_\_\_\_  
s/d of \_\_\_\_\_ r/o \_\_\_\_\_  
who is working as \_\_\_\_\_ in my firm / company to submit application of IEC in  
your office. The signature / photo of Sh./Smt. \_\_\_\_\_ is attested

Yours faithfully,

( \_\_\_\_\_ )  
Signature of Authorised Signatory

( \_\_\_\_\_ )  
Signature with Seal

( \_\_\_\_\_ )  
Attested with Seal and Signature