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Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade

Public Notice No. 27/2015-2020
New Delhi, Dated: 08 August, 2018

Subject: Amendment in Para 2.08 of the Handbook of Procedure 2015-2020.

S.O. (E): In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2015-2020), the Director General of Foreign Trade hereby amends the following provision in Para 2.08 and 2.14 of the Handbook of Procedure (2015-20) on Importer-Exporter Code (IEC) as under:

Existing Para	Revised Para
<p>2.08 Application for IEC</p> <p>(a) Exporters / Importers shall file an online application in ANF 2A format for grant of e-IEC with digital signatures along with requisite documents and paying the applicable fee. The facility of filing online application for IEC is also available through e-biz portal of DIPP.</p> <p>(b) Deficiency in the application form has to be removed by re-logging onto the "Online IEC application" on DGFT website and resubmitting the form along with the requisite documents.</p>	<p>2.08 Application for IEC</p> <p>(a) Exporters / Importers shall file online application in ANF 2A format with applicable fee and requisite documents.</p> <p>(b) IEC will be system auto generated and applicant will be informed through e-mail and sms that a computer generated e-IEC is available on its registered email id. Applicant can also view and print its e-IEC after completion of the submission process of application by logging into the IEC module.</p> <p>(c) The applicant is required to submit online application with the following details /documents (scanned copies to be submitted/ uploaded) along with the IEC application:</p> <p>(i) Cancelled cheque bearing entity's pre-printed name or Bank certificate in prescribed format ANF-2A(I) ;</p> <p>(ii) Address proof of the applicant entity as detailed in the application.</p>

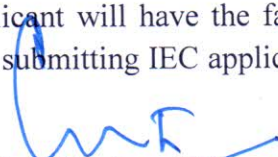
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	<p>(d) RAs would conduct post-verification of online IECs as per the guidelines.</p>
<p>2.14 Modification of IEC</p> <p>(a) Modifications in e-IEC's/ IEC's can be done online only. Applicants seeking modification in their IEC's may log on to dgft.nic.in and click on Importer Exporter Code (IEC) under Quick Links and select "Modify your IEC" to amend their e-IEC's and IEC's in physical format by paying requisite fees and submitting requisite documents to the concerned jurisdictional RA, from where IEC was originally issued. List of RAs, along with their jurisdiction is given in Appendix 1A.</p> <p>(c) RAs shall consider applications seeking modification in IEC, involving change in PAN, by ensuring that liabilities of the previous applicant/applicant firm are transferred to the new applicant/applicant firm whose PAN will be reflecting in the modified</p>	<p>2.14 Modification/Cancellation of IEC</p> <p>(a) Modifications in IECs / e-IEC's can be done online only. Applicants seeking modification in their IECs / e-IEC's may log on to dgft.nic.in and click on Importer Exporter Code (IEC) under Quick Links and select "Modify your IEC" to amend their e-IECs and IECs in physical format with applicable fees and requisite documents.</p> <p>Applicant shall upload relevant document/s to substantiate the changes sought to be made, besides uploading the signed copy of the modification application. The modification application has to be signed by Proprietor/ Managing Partner/ Designated Partner /Director / Company Secretary in case of companies or Chief Executive of the Society/ Managing Trustee / Karta as the case may be, before uploading/submitting the online application.</p> <p>However, request for (i) Cancellation of existing numeric IEC and (ii) PAN change in existing numeric IECs has to be made to the concerned jurisdictional Regional Authority. Once RAs have changed the PAN and the change is reflected on central server, such applicant can seek further modifications online, if any so desired.</p> <p>(c) RAs shall consider applications seeking modification in IEC (all numeric), involving change in PAN, by ensuring that liabilities of the previous applicant/applicant firm are transferred to the new applicant/applicant firm whose PAN will be reflecting in the modified IEC.</p>

<p>IEC. RAs must also share the modified IEC, with the changed PAN incorporated in it, with all concerned authorities.</p> <p>(d) RAs shall also take cognizance of the applications digitally signed by power of attorney holders/authorised signatories.</p>	<p>(d) Deleted.</p>
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Effect of the Notification: Procedure for filling online application for IEC/ modification in IEC/e-IEC is laid down. IEC will henceforth be system generated and applicant will have the facility of taking a print out of IEC. Further, requirement of Digital Signature for submitting IEC applications is done away.


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