

Importer Exporter Code Number (IEC)

GUIDELINES FOR APPLICANTS

A-Applying for new IEC number- Kindly fill Part A, B & D of this application form

1. One copy of the application must be submitted.
2. Each individual page of the application has to be signed by the applicant.
3. **Application must be accompanied by documents as per details given below:**
 - I) Demand Draft of Rs.1000 evidencing payment of application fee in favor of the concerned regional office of DGFT. Money can also be paid through Electronic Fund Transfer (EFT).
 - II) Certificate from the Banker of the applicant firm in the specified format
 - III) Self certified copy of Permanent Account Number (PAN) issued by Income Tax Authorities.
 - IV) Two copies of passport size photographs of the applicant
 - V) Photograph on the banker's certificate should be attested by the banker of the applicant.
 - VI) Self addressed envelope and stamp of Rs.30.
 - VI) These documents may be kept secured in a file cover (White PolithineTransparent).

The above documents may be sent by post or hand delivered at the concerned regional DGFT office.

B-Applying for modification of existing IEC number- Kindly fill Part A, C & D of this application form

1. Only one copy of the application should be submitted.
2. Each individual page of the application has to be signed by the applicant.
3. **Application must be accompanied by documents as per details given below:**

A-Documentary Proof:

a. In case of Proprietorship firms, please furnish

- i. Date of Birth of individual
- ii. Number of IECs held along with their details

b. In case of Companies, please furnish

Date of incorporation

c. In case of others

Date of formation

B-Demand Draft details evidencing payment of application fee in terms of Appendix 21B. (No fee is payable for modification/amendment if such application is made in 60 days. Otherwise, a fee of Rs.200 may be paid in form of demand draft. No fee is required for inclusion of PAN no. in the old IEC.

4. Original copy of existing IEC.

F. SL. No. 0020.

Part-A

APPLICATION FORM FOR ISSUANCE OF IEC NUMBER

To be filled by the Issuing Authority

IEC Details--
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

To be filled by the applicants

Un-attested photo- graph of the applicant. Identical photograph should be used on the Bank certificate.
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Note: Please state 'Not Applicable' wherever the information/data is not applicable to you.
Fields marked* are optional. All others are mandatory.

1. Applicant /Firms Details
i. Name
ii. Address (Registered Office in case of Companies and Head Office in case of Others)
iii. Address of all Branches/Divisional/Units/Factories located in India & abroad (attach extra sheet if required)
iv. Telephone*
v. E-mail address (for correspondence with DGFT)*

2. Details of Proprietor/Partners/Directors/ Karta/Trustee of the applicant firm (Attach extra sheet if required)
Total Number of Partners/Directors/ Karta/Trustee of the applicant firm
Following information may be provided for each Proprietor/Partners/Directors/Karta/ Trustee of the applicant firm
i. Name
ii. Father's Name
iii. Residential Address
iv. Telephone

3. Name of Concern (Please tick)
i. Government Undertaking
ii. Public Limited Company
iii. Private Limited Company
iv. Proprietorship
v. Partnership
vi. Others

4. Type of Exporter (Please tick)
i. Merchant exporter
ii. Manufacturer exporter
iii. Service provider
iv. Others(Please specify)
v. Merchant cum Manufacturer

5. Bank Account Details
i. Name of the Bank
ii. Address of the Bank
iii. Type of Bank Account
iv. Bank Account Number
v. Year of opening Bank Account

6. PAN Details
i. PAN Number
ii. Issuing Authority

7. Application Fee Details
Amount(Rs.) – Rupees
Demand Draft No.
Date of issue
Name of the Bank on which drawn
Bank Branch on which drawn

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address

PART B

APPENDIX 18 A

FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC

(To be issued on the official letterhead of the Bank)

Ref No.....

To

.....
.....
.....

(Name and address of the licensing authority)

Sir/Madam,

We certify that M/s.....
(Name and Address of the applicant) are maintaining a Savings Bank Account/Current
Account (tick whichever is applicable) No..... since

Affix Passport Size Photograph of the applicant
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Note: The Banker must identify and attest the photograph.

(Signature of the Banker)
Name
Designation.....

(Banks Stamp)

Date:
Place:

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PART C

For Modification of Import Export Code Number

IEC Number: -

1. Details of Modification

Sl. No.	Details of Modification	
	Existing details	Modification required
Modification -1		
Modification -2		
Modification -3		

2. Documents to be submitted in support of the claim

a. In case of Proprietorship firms, please furnish documentary evidence regarding
i. Date of Birth of individual
ii. Number of IECs held along with their details
b. In case of Companies, please furnish documentary evidence regarding
i. Date incorporation
c. In case of others
i. Date of formation

Signature of the Applicant

Place:

Name

Date:

Designation

Official Address

Telephone

Residential Address

Email Address

PART -D

DECLARATION/UNDERTAKING

1. I/We here by declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.
2. I/We fully understand that any information furnished in the application if found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items.
4. I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act, 1992 and FERA/FEMA.
 - a. I/We hereby certify that none of the Proprietor/Partner(s)/Director(s)/Karta/Trustee of the firm/company, as the case may be, is/are a Proprietor/Partner (as)/Director(s)/Karta/Trustee in any other firm/company which (i) has come to the adverse notice of DGFT, (ii) is in the caution list of RBI.
 - b. I/We hereby certify that neither the Registered/Head Office of this firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter and as otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.
5. NRI Interest in the firm- kindly tick one of the following:
 - (i) There is no non-resident interest in the firm/company and no non-resident investment with or without repatriation benefits has been made in the firm/company; or
 - (ii) There is non-resident interest in the firm/company and non-resident investment without repatriation benefits in the firm/company is held with the general/specific permission of RBI.
 - (iii) There is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm/company is held with the specific permission of RBI.

In case of NRI interest/holding with repatriation benefits in the firm/company, please furnish

- i. RBI Approval Number
- ii. RBI Approval Date

6. I/We hereby declare that I/We have not obtained nor applied for issuance of Importer-Exporter Code Number in the name of our Registered/Head Office or any of our Branche(s)/Unit(s)/Division(s) to any other Licensing Authority.
7. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Signature of the Applicant

Place

Name

Date

Designation

Official Address

Telephone

Residential Address

Email Address