

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

- |      |      |   |
|------|------|---|
| I)   | 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)  | II)  | Certificate from the Banker of the applicant firm in the specified format   |
| III) | III) | Self certified copy of Permanent Account Number (PAN) issued by Income Tax Authorities.   |
| IV)  | IV)  | Two copies of passport size photographs of the applicant  |
| V)   | V)   | Photograph on the banker's certificate should be attested by the banker of the applicant.   |
| VI)  | VI)  | Self addressed envelope and stamp of Rs.30.   |
| VII) | VII) | These documents may be kept secured in a file cover.  |

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. 1. Only one copy of the application should be submitted.
2. 2. Each individual page of the application has to be signed by the applicant.
3. 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.**

# Part A

## APPLICATION FORM FOR ISSUANCE OF IEC NUMBER

### To be filled by the Issuing Authority

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<b>IEC Details--</b>
i. IEC Number
ii. Date of Issue
iii. Issuing Authority

### To be filled by the applicants

Un-attested Photograph 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**

<b>1. Applicant Firm Details</b>
i. Name
ii. Address (Registered Office in case of Companies and Head Office in case of Others)
iii. Address of all Branches/Divisions/Units/Factories located in India & abroad (attach extra sheet if required)
iv. Telephone*
v. Email address (for correspondence with DGFT)*

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

<b>3. Nature of Concern (please tick)</b>		( √ )
i. Government Undertaking		
ii. Public Limited Company		
iii. Private Limited Company		
iv. Proprietorship		
v. Partnership		
vi. Others		

<b>4. Type of Exporter (please tick)</b>		( √ )
i. Merchant Exporter		
ii. Manufacturer Exporter		
iii. Service Provider		
iv. Others (please specify)		
v. Merchant cum Manufacturer		

<b>5. Bank Account Details</b>	
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	

<b>6. PAN Details</b>	
i. PAN Number	
iii. Issuing Authority	

<b>8. Application Fee Details</b>	
Amount (Rs)—Rupees	
Demand Draft	
Date of Issue	
Name of the Bank on which drawn	
Bank Branch on which drawn	

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

Place  
Date

# Part B

## APPENDIX 18 A

### FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC

(To be issued on the official letter head of the Bank)

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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. .... with us 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 .....

Date: .....  
Place: .....

(Banks  
Stamp)

## **Part C**

### **For Modification of Import Export Code Number**

IEC Number-

#### **1- Details of Modification**

SN	Details of Modification required	
	Existing details	Modification required
Modification -1		
Modification -2		
Modification -3		

#### **2. Documents to be submitted in support of the claim**

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

Signature of the Applicant

Name

Designation

Official Address

Telephone

Residential Address

Email Address

Place

Date

## PART D

### DECLARATION/UNDERTAKING

1. I/We hereby 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.
  - a. 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
  - b. 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(s)/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,
  - c. /We hereby certify that neither the Registered Office/Head Office of the firm/company nor any of its Branch Office(s)/Unit(s)/Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import/export under any of the provisions of the Policy.

<b>5-NRI interest in the firm-Kindly tick one of the following:</b>
(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; or
(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.
<b>In case of NRI interest/holding with repatriation benefits in the firm/company, please furnish</b>
i. RBI Approval Number
ii. RBI Approval Date

6. I/We hereby declare that I/We have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered/Head Office or any of our Branch(s)/Unit(s)/Division(s) to any other Licensing Authority.
7. I hereby certify that I am authorised 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