

No.01/93/180/20/AM-13/PC-2(B)
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade

Udyog Bhawan, New Delhi
Dated: 12.02.2016

Trade Notice No. 18 /2016

To :

- 1. All IEC holders/applicants**
- 2. All EPCs / All Chambers of Trade and Industries**
- 3. FIEO/ASSOCHAM/CII**
- 4. All RA's of DGFT**

Subject: Instruction on applications for IEC / modification in IEC –regd.

Reference is invited to the Notification No. 34 dated 29th January, 2016 vide which para 2.05 (c) of the FTP (2015-20) has been amended. As per the amended para only two documents, namely (i) copy of the PAN Card of the business entity, and (ii) cancelled cheque bearing entity's pre-printed name or Bank certificate in prescribed format ANF-2A (i), are required to be uploaded, besides the digital photograph, along with the application for IEC. Subsequently, vide Public Notice No. 58 dated 01.02.2016 revised format for online IEC (ANF-2A), format of Bank Certificate [ANF-2A (i)] and the Check List for processing of the IEC application were notified.

2. As IEC applications in manual mode will only be accepted till 31.3.2016, henceforth applicants seeking IEC through manual mode are required to submit their application in the format notified vide Public Notice no 58 dated 1.2.2016 along with signatory applicant's photograph and only the two documents, as indicated above. RA's should also ensure that henceforth applications in manual mode are accepted only in the revised format with the documents listed above. RA's must also ensure that IEC's are issued only as per the check list notified vide PN No.58 dated 1.2.2016. However, pending manual applications will not be rejected for being filed under the old norms. If fit for acceptance as per the norms prevailing when filed, these applications will be processed and accepted expeditiously. If they are found to be deficient under these old norms, RAs will consider and process them under the above new simplified arrangement and pass them if they meet the new requirements. If these pending applications are not eligible even under the new simplified norms, RAs will give applicants an opportunity to provide additional documents / information as per the new simplified arrangement and process the applications expeditiously on satisfactory compliance.

3. As regards modification in IEC, applicant is required to upload documents corresponding to the modification required in their IEC. For e.g change in address may be corroborated by any document like a sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill, bearing the applicant entity's name and new address.

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