

Procedure of Application For Registration of Import Export Code In India

Application for Grant of IEC No.	An application for Grant of IEC number shall be made by the Registered /Head Office of the applicant and apply to the nearest Regional Authority of DGFT (Directorate General Foreign Trade). The Application can be downloaded Form in PDF or Word. This is called “ Aayaat Niryaat Form ANF₂A” along with IEC Code Number Application Form It is necessary to submit Appendix 18B Attested by Applicants’ Banker in his letter head with tow passport size photo)
Application Fees	Rs.250.00
Mode of Payment	In demand draft of any bank or payment through EFT (Electronic Fund Transfer) Nominated Bank by DGFT Like HDFC Bank, ICICI Bank, SBI, UTI Bank, PNB, or Application fee can deposited by TR6 Challan with Duplicate Copy in any branch of Central Bank of India and TR6 Challan need to be submitted along with IEC Code Application. The Scale of fee, Mode of Payment , Procedure for refund of fee and the categories of Persons exempted from the payment of fee are contained in Appendix 21B
Filling of Application.	Application Can be filed online in DGFT website , details of online links are given below: http://dgft.delhi.nic.in An incomplete application is liable to be rejected giving specific reason for rejection. However in case of manual applications, the applications, the applicant would furnish a soft copy of the application in MS Word format.
Documents to Apply for IEC Code	1. Copy of Pan Card of the applicant-Self certified 2. Current Bank Account. 3. Bankers’ Certificate 4. IEC code number. 5. Covering Letter on your company’s head for issue of new IEC Code Number. 6. Two copy of application in prescribed format (AAYAT NIRYAAT Form ANF₂A) must be submitted to your regional JT.DGFT OFFICE. 7. Each page of Application Form should be signed be the applicant. The Physical application containing required documents should reach DGFT RLA concerned within 15 days of its online submission. Part I & Part 4 has to be filled in by all the applicants. In case of application submitted electronically. Hard copy of Part I should be submitted only in

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Case of Application filled otherwise.
Only relevant portion of Part 2 need to be filed in.

8. Rs.250.00 Bank receipt in terms of Appendix 21 B
9. Certificate of the Banker of the applicant firm in the format given in Appendix 18A.
10. Two copies of passport size photographs of the applicant duly attested by the banker of the applicant.
11. Self Addresses envelope with Rs. 25/- postal stamp for delivery of IEC certificate by registered post or challan/DD of Rs. 100. /- for speed post.