

HOW TO APPLY MEIS

- Go to www.dgft.gov.in
- And go to Online Application to DGFT >> Online ECOM Application >> MEIS (Merchant Export from India Scheme)
- Login with DSC to MEIS
- Create a new application >> Select time period as per LEO (Let Export Order)
- Add shipping bill to **Shipping Bill Repository**
- Link such SB to respective BRC after put value of freight, insurance and commission, if any.
- Then go to Open and Open the saved application and click on Shipping Bill so as to add available SB @ SBR
- Add all shipping bill to such application to avail benefits of Duty Credit Script @ prescribed % and as per export to category (A,B and C) For example : As I apply for company , who deals with chemicals and export to China so the credit available is 2% and export to China falls in category B.
- Pay the application fee that is **RS 1,000 online**
- **Verify** the fee immediately so as to confirm payment against application
- **Print the application** so as to submit the same manually.
- **Submit the application** via DSC after selecting jurisdiction.
- Go to Query and see the status of application submitted and note down the file no so as to provide @ manually documents in Covering Letter.
- Now have to ready documents for submission @ dgft office manually.
- Documents to be submitted :
 - Application in ANF-3A.
 - ANF-1 (Profile).
 - Self attested copy of E-commerce Application.
 - Self Attested copy of Board Resolution in favor of authorized signatory.
 - Self attested copy of IEC, valid RCMC and certificate of Trading House.
 - Declaration for 12.5% foreign agency commission
- All the documents to be submitted as given above.

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