## Application for IEC

A. Documents to be kept handy prior to the application

1. PAN Number of the entity (proprietorship/partnership/LLP/Private Limited/Limited/etc.) mentioning their complete address and date of incorporation.
2. PAN Number of Partners/Directors/Trustees along with their Aadhar Number with complete address.
3. Electricity Bill/Telephone Bill/Shop & Establishment Certificate/Leave & Licence Agreement validating address as evidence for address proof.
4. Cancelled Cheque or Certificate from Bankers
5. Class 3 Digital Signature OR Aadhaar number registration.
6. Registration cum Membership Certificate from any Export Promotion Council listed by DGFT

\**This is required when benefit other than drawback from customs are sought to be availed*

Note – If any Export Certification is required for exports, then the respective agency shall notify the exporter.

B. For plain vanilla exports, where export benefits other than drawback are not sought.

(i) Visit DGFT website at <https://www.dgft.gov.in/CP/>

(ii) Create User ID and Password by following indicated steps to open DGFT Profile Account

(iii) Re-login to your account & select “Profile Management” from “Services” tab

(iii) Upload PAN, Bank details, Certificate or Cancelled Cheque, and Address Proof

(iv) Confirm all details uploaded on profile along with uploads

(v) Click on Apply for IEC on dashboard after finishing (i) to (iv)

(vi) Pay fees & print IEC

Note – Digital Signature class 3, has to be registered later for claiming various export or duty free benefits from Dgft. Or aadhaar based registration of the authorised person.

C. For exports under incentivising schemes such as Advance Authorization, Export Promotion Capital Goods (EPCG), Remission of Duties and Taxes on Export Products (RoDTEP), Rebate of State and Central Taxes and Levies (RoSCTL), etc.

Follow (i) to (ii) as mentioned above. Once done, follow the below mentioned steps

(a) Insert Digital Signature in the Computer Slot.

(b) Install the application driver from USB token.

(c) Download and install Digital Signature Utility through http://embridge.emudhra.com

(d) Back on the DGFT Profile, select My Dashboard

(e) Select “View & Register Digital Signature Token”

Note – There is an alternate provided by DGFT to register through Aadhar E-Sign.

Once Digital Signature is registered or aadhaar is used, follow steps (iii) to (vi).