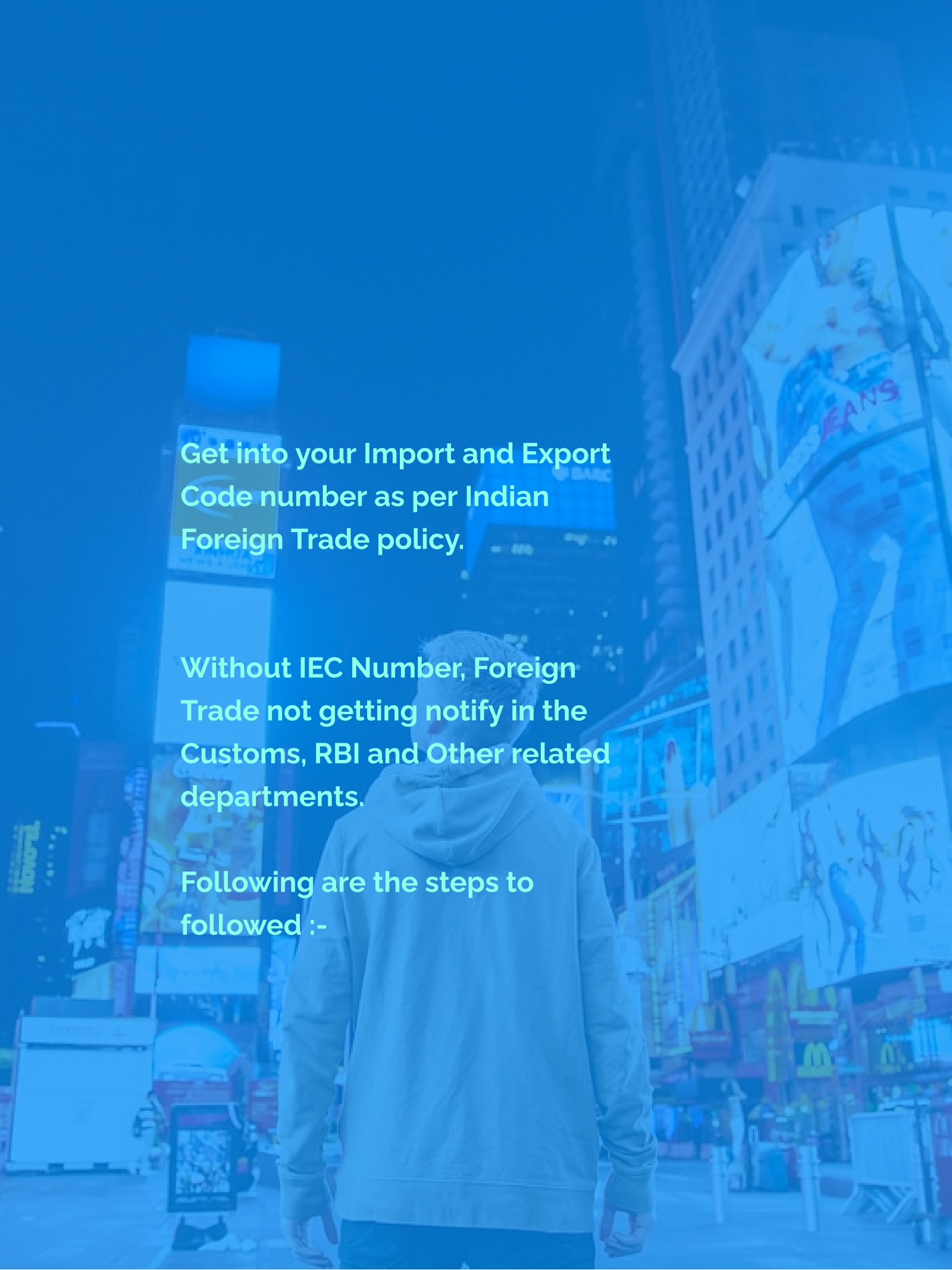


How to Generate IMPORT EXPORT CODE CERTIFICATE (IEC)



By Santosh Mahabdi
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Get into your Import and Export
Code number as per Indian
Foreign Trade policy.

Without IEC Number, Foreign
Trade not getting notify in the
Customs, RBI and Other related
departments.

Following are the steps to
followed :-



Step 1

Access DGFT sight

Go to dgft site and registered and login with mail id and password. You may refer can picture.





Step 2

Your company details for IEC

To begin with go to the DGFT sight, click on SERVICES, then click on second-line, View IEC Related Details, and IEC Profile Management.

Please be ready with **Cancel Cheque, Pan Card Number, Aadhar Card Number** with scan copy of PDF. This helps you to Complete your work in minimum time.



Step 3

Create Your Login

Use the sidebar to start uploading the mail ID and login, your telephone number for OTP purpose with dgft sight and aadhar card

The screenshot displays the DGFT website interface. At the top, there is a header with the Government of India logo, the Ministry of Commerce and Industry, and navigation links including Home, About DGFT, Services, My Dashboard, Regulatory Updates, Learn, Indian Trade Service, and RTI. A search bar is also present.

The main content area features a large blue banner with the text "Glad to see you" and an illustration of a person at a computer. Below this, there is a "LOGIN" and "REGISTER" section. The "LOGIN" form includes fields for "User Name*" (with a placeholder "Enter your Email ID"), "Password*", and a "Forgot Password" link. A CAPTCHA image with the text "BGH4M" is shown, followed by a field to "Type the above CAPTCHA Code." and a "Login" button. A "Create a new user" link is also available.

Below the login section, there are several service tiles with "Explore" buttons:

- Apply for IEC**: To apply for an IEC, PAN, bank account & valid address in the name of the firm is mandatory. Address may be physically verified by the DGFT on issuance of the IEC. Please keep your PAN, bank details and firm details ready before applying.
- Link your profile to IEC**: In case the IEC is already available, link your IEC with your user profile. Please keep your digital signature token ready before linking.
- View IEC Profile**: The Import-Exporter Profile captures important details with respect to the importing or exporting firm as registered with DGFT. The IEC is the primary part of the Profile. In addition to the IEC, details such as RCMC, Industrial Registration Details, Status Holder details, Past Export Performance etc. are captured under this profile.
- Print IEC**: Print your IEC Certificate containing Firm Name, Address, IEC Number, and Branch Details. New certificates also contain a unique QR code that can be used to verify the certificate online.
- Update/Modify IEC**: To modify an IEC, click and modify the IEC details and submit the request for auto approved modification.
- Surrender IEC**: Request for online surrender of IEC. The IEC will be suspended for any transactions and will need to be revoked by filing revocation of suspension.
- Request Removal from DEL**: Apply here for requesting removal of IEC from Denied Entity List (DEL) and start applying for DGFT benefits and schemes again.
- Request Revoke Suspension**: In case the IEC has been suspended / surrendered, use this option to raise a request to revoke the suspension from IEC.
- Manage Users Linked to IEC**: More than one user can be added to a given IEC. Users may be added as primary or secondary users. You may further add permissions for a given user to access each of the respective schemes under DGFT.
- IEC Help & FAQs**: Refer to the Help & FAQs on IEC module.

The footer contains a grid of links categorized under "ABOUT US", "SERVICES", "REGULATORY", "LEARN", and "CONTACT US". The "CONTACT US" section provides the address of the Directorate General of Foreign Trade (DGFT) in New Delhi, India, along with a phone number and email address.

At the bottom, there is a footer with the text: "Last Updated 14-06-2021 | Visitor Count 5837788 | Browser and Display Compatibility | Website Policy | Terms & Conditions | Disclaimer. This website belongs to Directorate General of Foreign Trade, Ministry of Commerce and Industry, Government of India."



By Advocate Santosh Mahabdi
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Get the help for import and export code which is very basic documentation.

Let me show you everything you need to know to
confidently help your staff how to make and Update IEC

FOR ANY ASSISTANCE CONTACT US

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