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(Part-I, Section-1)
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi -110 011**

**Public Notice No. 76(RE-2013)/2009-2014
New Delhi, Dated the 27th of November, 2014**

Subject: Amendment in ANF 2A of Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014.

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby amends the ANF 2A [Application Form for Issue / Modification in Importer Exporter Code Number (IEC)] Handbook of Procedure Vol. I (Appendices and Aayat Niryat Forms), 2009-2014 and further notifies that:

- i) The existing form ANF 2A is being replaced by another format as attached herewith. The existing form exists in physical format as well as in online format. Application for new Importer-Exporter Code (IEC) w.e.f. 01.01.2015 will have to be filed in online mode only, along with all requisite documents.
- ii) After receipt of applications complete in all respects, the decision regarding grant or refusal of IEC will be taken and communicated by the concerned Regional Authorities (RA) of DGFT within two working days.
- iii) The facility of filing online application for IEC will also be available through e-biz portal of DIPP, after its integration with DGFT's system.

2. Effect of Public Notice:

The existing form ANF 2A, is being replaced by another format, online filing of which along with all requisite documents will be mandatory w.e.f 01.01.2015, and decision regarding grant or refusal of IEC will be conveyed within two working days by the concerned jurisdictional RA. Facility of filing online application for IEC will also be available on the e-biz portal of DIPP, after its integration with DGFT's system.

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Director General of Foreign Trade
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[F.No.01/93/180/20/AM-13/ PC-2(B)]

ANF 2A

APPLICATION FORM FOR ISSUE/MODIFICATION IN IMPORTER EXPORTER CODE(IEC) NUMBER

Part A

- Please read the detailed guidelines before filling up this form. Click [here](#) to read the guidelines.
- Click [here](#) for information about requisite documents to be uploaded. The documents should be uploaded in digital format–GIF, JPEG size not exceeding 5MB.
- Ensure that the requisite documents are legible before uploading.

**Digital
Photograph
of the
Applicant
(3x3cm)**

Applicant Details		
i. Name of entity in whose name IEC is required		
ii. Address: <i>(Registered Office Address is required in case of Companies/ Head Office Address is required for all other categories)</i>	Flat/Plot/Block No.:	
	Street/Area/Locality:	
	State: ▼	District: ▼
	City:	PIN Code:
iii Landline telephone no. , if any (with area code)		
iv Mobile No.	Primary Mobile No.	
	Other Mobile No, if any	
v Email ID / Website Address:	Primary Email ID <i>(for correspondence with DGFT):</i>	Alternate Email ID, if any:
	Website (if any):	FAX No.(if any, with area code)
vi Nature of concern / entity (Please tick relevant category):	<input type="radio"/> Proprietorship <input type="radio"/> Partnership <input type="radio"/> Limited Liability Partnership <input type="radio"/> Private limited <input type="radio"/> Public Limited <input type="radio"/> Govt. undertaking <input type="radio"/> Section 25 Company <input type="radio"/> Registered Society <input type="radio"/> Trust <input type="radio"/> HUF	
vii:(a) Preferred Activities : (Please tick the relevant category)	Merchant Exporter	<input type="radio"/>
	Manufacturer Exporter	<input type="radio"/>
	Service Provider	<input type="radio"/>
vii.(b) Others (please specify):		
viii Bank Account Details of the Applicant's entity:		
1. Name of the account holder		
2. Account Number:		
3. Name of the Bank:		
4. Branch address of the Bank:		
5. IFS Code :		
SUBMIT HERE TO PROCEED FURTHER		
Enter Registration Code: <i>(As received on mobile/ email provided as above)</i> and continue:		

Part B : Branch Details												
i Enter number of Branches/ Divisions/Units/Factories located in India and abroad:												▽
ii Address of Branches, Divisions, Units, Factories located in India and abroad	Flat/Plot/Block No.:											
	Street/Area/Locality:											
	State: ▾		District:		▽							
	City:		PIN Code:									
Part C : Please fill in the following details:												
Part C 1 In case the entity is a Proprietor firm :												
1.a) Name of Proprietor												
b) Residential Address	Flat/Plot/Block No.:											
	Street/Area/Locality:											
	State: ▾		District:		▽							
City:		PIN Code:										
c) Aadhar Card Number, if available:												
Part C 2: In case the entity is Partnership firm												
1.PAN details of the entity	Name as in PAN											
	Date of Incorporation (DD/MM/YYYY)											
	PAN											
2. Enter the number of partners in the Partnership Firm : ▾												
3. Fill in the following details for each partner:												
a. Name as in PAN												
b Father's name												
c. Date of Birth (DD/MM/YYYY)												
d. Residential Address of the Partner:	Flat/Plot/Block No.:											
	Street/Area/ Locality:											
	State: ▾		District:		▽							
	City:		PIN Code:									
e. Mobile No.												
f. PAN:												
g. Aadhar Card Number, if available												
Part C 3: In case the entity is a Limited Liability Partnership/ Private/ Public/Govt. Undertaking / Section 25 Company: ▾												
1.PAN details of the firm:	Name as in PAN											
	Date of Incorporation											
	PAN											
2. LLPIN /CIN (whichever is applicable)												
3. Registration Certification No.												
4. Enter the number of Partners/Directors in the Firm/Company : ▾												

5. Fill in the following details for each Partner/Director:																												
a. Name																												
b PAN																												
c. Director Identity Number																												
d. Aadhar Card Number, if available																												
Part C 4: In case the entity is a Registered Society/Trust**																												
<i>** (Individuals /Charitable institutions/ Registered NGOs importing goods, which have been exempted from Customs duty under Notification issued by the Ministry of Finance for bonafide use by victims affected by natural calamity may refer to the para 2.03 of handbook of procedure and use Permanent IEC No 0100000134)</i>																												
1. PAN details of the Society/Trust:		Name as in PAN																										
		Date of Incorporation																										
		PAN																										
2. Registration Number:																												
3. Details of the Secretary/ Chief Executive of the Society; or Managing Trustee of the Trust																												
a. Name as in PAN																												
b. Residential Address					Flat/Plot/Block No.:																							
					Street/Area/ Locality:																							
					State: <input type="text"/>					District <input type="text"/>																		
					City					PIN																		
c. Aadhar Card No. if available																												
Part C 5: In case the entity is a HUF																												
1. PAN details of the Entity:		Name as in PAN																										
		Date of Incorporation																										
		PAN																										
2.Details of the Karta																												
a. Name as in PAN																												
b. Residential Address					Flat/Plot/Block No.:																							
					Street/Area/ Locality:																							
					State: <input type="text"/>					District <input type="text"/>																		
					City					PIN																		
3. Aadhar Card Details, if available																												

Part D: DECLARATION/UNDERTAKING

1	<p>I/We hereby certify that :</p> <p>A. the entity for whom the application has been made have not been penalized under any of the following Acts (as amended from time to time):</p> <ul style="list-style-type: none"> (i) The Customs Act, 1962, (ii) The Central Excise Act 1944, (iii) Foreign Trade (Development & Regulation) Act 1992, and (iv) The Foreign Exchange Management Act,1999; (v) The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974 <p>B. none of the Directors / Partners / Proprietor / Karta / Trustees of the company /firm /HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company/ firm / entity which is on the Denied Entity List (DEL) of DGFT;</p>
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	<p>C. neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s)/ Unit(s)/ Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;</p> <p>D. we have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered / Head Office to any other Licensing Authority</p>
2	I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC (HS) Classification of Export & Import Items.
3.	I/We fully understand that if any information furnished in the application is found incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
4.	I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or withheld therefrom.
5	I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

Tick the box as acceptance of declaration/ undertaking and fill in the details below.

Place:

Date:

Name of the applicant*:

Designation:

Official Address:


Telephone/Mobile No:

Email of the applicant:

PAN of the signatory applicant*:

CLICK [HERE](#) TO UPLOAD DOCUMENTS AND THE APPLICATION FORM

Part E:

1. Click HERE to review the information submitted and check the documents uploaded. Ensure that all requisite columns are filled in and legible copies of requisite documents have been uploaded.
2. Click HERE to pay the fees.
3. Select the Jurisdictional RA to submit the IEC application : 
4. Click HERE to digitally sign* and submit the application form online to Jurisdictional RA. OR Click HERE to print the filled up application form. The print out of the application form duly signed* may then be submitted either, through post or handed over physically in the office of the concerned Jurisdictional RA's office.
Note* Application has to be signed by Proprietor/ Managing Partner/ Designated Partner /Director/ Secretary or Chief Executive of the Society/ Managing Trustee / Karta as the case may be.

DETAILED GUIDELINES FOR ISSUE / MODIFICATION OF IMPORT EXPORT CODE NUMBER (IEC)

I Who needs to apply: All who intend to import/export, are required to have an IEC. However certain categories of Importer/ Exporter are exempted from those obtaining IEC. The list of such categories of such categories is at paragraph 2.03 of Handbook of Procedure.

Click [Here](#) to see the exempted categories

II Application Process:

- Step 1 : Click on the link "Online IEC application" on DGFT website <http://dgft.gov.in>.
- Step 2 : Fill up Applicant Details in **Part A** and submit.
- Step 3 : Registration Code will be sent at the email and / mobile number provided by the applicant. It will enable the applicant to fill further details in the Application form. Remember or write down the Registration Code at any safe place. This may be required in case of deficiency note requiring refilling of information/documents.
- Step 4 : Fill in relevant columns in **Part B and C**.
- Step 5 : The Declaration/Undertaking as in **Part D** may be read carefully and the box underneath it may be ticked as token of having read and accepted the Declaration/Undertaking. The details of the signatory applicant may also be filled thereafter.
- Step 6 : The digital photograph, requisite documents (as detailed below) and the application form may then be uploaded.
- Step 7 : In **Part E**, review the information submitted and check to ensure that documents uploaded are legible and then pay the application/modification fee.
- Step 8 : Select the concerned Jurisdictional Regional Authority. Details of appropriate Regional Authority are also available at <http://dgft.gov.in/exim/2000/map.html>.
- Step 9 : **Filing application along with the requisite documents 'online' is mandatory.** Those with digital signatures can sign the application form digitally and submit it to Jurisdictional RA.

OTHERS

Take a print out of the complete form. The duly signed application form is then required to be submitted through post or handed over in the office of the concerned Jurisdictional Regional Authority.

- Step 10 : On submission of the form, a confirmatory message/sms of receipt would be sent on the registered email/ mobile number.
- Step 11 : After processing of documents/details an e-IEC will be generated and sent through e-mail.
Or a deficiency letter would be sent on e-mail.
- Step:12 Deficiency can be removed by re-login onto the "Online IEC application" on DGFT website and filling the form afresh with appropriate application fee.

NOTE Applicants seeking modification in IEC, please check instructions in Para (VI) of the detailed guidelines.

III. IEC application fee for new IEC OR amendment in existing IEC is Rs.500/-

IV Mode of Payment of application fee:

- For payment of fee the applicant can use the Electronic Fund Transfer (EFT from the bank account of the applicant) mode or pay through his credit /debit card.
- For Electronic Fund Transfer (EFT), the Applicant should have a Net Banking Account with one of the following designated banks:

- | | |
|--------------------------|------------------------------|
| i. HDFC Bank | ii. ICICI Bank |
| iii. Bank of India | iv. State Bank of India |
| v. Central Bank of India | vi. Punjab National Bank |
| vii. IDBI | viii. Axis Bank |
| ix. Union Bank of India | x. Oriental Bank of Commerce |

V: Tick and upload the requisite documents as detailed below:

A	Proprietor-ship	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Proprietor. • Copy of PAN card of the Proprietor. • Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these). • Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased. • Bank Certificate as per Annexure-I / Cancelled Cheque bearing pre-printed name of applicant and A/C No.
B	Partnership firm	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Managing Partner. • Copy of PAN card of Managing Partner. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence (any one of these) of the Managing Partner. • Copy of Partnership Deed. • Sale deed in case business premises is self-owned or Rental / Lease Agreement, in case office space are rented/ leased. • Bank Certificate as per Annexure-I /Cancelled Cheque bearing pre-printed name of Managing Partner & A/C No.
C	Limited Liability Partnership Firm Government Undertaking Public Limited Company Private Limited Company Section 25 Company	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Designated Partner. • Copy of PAN card of Designated Partner in case of LLP firm/Director of the Company signing the application. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence (any one of these) of the Managing Partner/Director signing the application. • Registration certificate of the firm/Company • Sale deed in case business premises is self-owned or Rental / Lease Agreement, in case office space is rented/ leased. • Bank Certificate as per Annexure-I /Cancelled Cheque bearing pre-printed name of Designated Partner/ Director of the company signing the application & A/C No • Memorandum of Articles of Association in case of Section 25 Company.

D	Registered Society	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive. • Copy of PAN card of the Secretary or Chief Executive signing the application. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application. • Sale deed in case business premises is self-owned or Rental / Lease Agreement, in case office space is rented/ leased. • Copy of the Trust Deed/ Memorandum of Association • Registration Certificate of the Society /Trust • Bank Certificate as per Annexure-I /Cancelled Cheque bearing pre-printed name of the Secretary or Chief Executive signing the application and A/C No.
	Trust	
E	HUF	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Karta. • Copy of PAN card of the Karta. • Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these) of the Karta. • Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased. • Bank Certificate as per Annexure-I/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.

VI Modification in Import Export Code (IEC) number*

(*Before seeking modification in IEC, kindly carry out necessary modifications in other requisite/supporting documents, and these documents may be uploaded as requisite proof of changes made.)

1. For Modification, enter the IEC Number :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Click [here](#), to modify and update the existing details as in Part A,B and C

3. Declaration /Undertaking as in Part D may be accepted and details there under may be filled. Thereafter, the requisite documents and the application form may be uploaded.

4. In Part E,

(i) Review the information submitted and check the documents uploaded.

(ii) Pay application fee of Rs 500/- for modification in the IEC number.

(iii) Select the Jurisdictional RA to submit the form.

(iv) Digitally sign and submit the application form online to Jurisdictional RA
OR

Print the filled up application form. The duly signed printed version of the filled up application form may then be submitted either, through post or handed over physically in the office of the concerned Jurisdictional RA's office.

FORMAT OF BANK CERTIFICATE FOR ISSUANCE OF IEC

(To be issued on the official letter head of the Bank)

Ref No.

To

.....
.....
.....

(Name and address of the issuing authority)

Sir/ Madam

..... (Name of the bank/branch) certify that
M/s..... (Name and Address of the account holder) is/ are maintaining a
Savings Bank Account / Current Account (tick whichever is applicable) No. with us, since
...

Affix
Passport
Size
Photograph
of the
applicant

Note: The photograph as affixed and attested is of the account holder.

(Signature of the issuing authority)
(Not below the rank of Manager)

Name
Designation
IFS Code of the issuing bank:

Date:
Place:

(Banks'
Stamp)