

[F.No.01/93/180/20/AM-13/ PC-2(B)]

**Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi -110 011**

**Trade Notice No. ~~23~~ 39 2018-19
New Delhi, Dated the 12th December, 2018**

Subject: Requirement of documents for online IEC applications – clarifications reg.

Vide Trade Notice No 23/ 2018-19 dated 8th August, 2018 DGFT had notified the new procedure for online IEC applications and mandated that online application for IEC would require only 2 documents to be uploaded i.e.

- (i) Address proof the applicant entity; and
- (ii) Cancelled Cheque bearing entity's pre-printed name or Bank Certificate.

2. It has, however, been observed that there is a confusion about as to in whose name IEC is going to be issued and also about the address and proof thereof.

3. Therefore, the following is clarified;

(i) IEC is to be issued in the name of the firm. So application has to be made in the name of a firm. The firm may be a proprietorship/ partnership/ LLP firm/ HUF firm / an individual or a company (that includes Government Undertaking/ Public or Private Limited company/ Section 25 company/One Director Company/ Registered Society/ Trust).

(ii) Since there is a need to keep record as to who is submitting application on behalf of the firm, the person/individual who is submitting the application on behalf of the firm is the applicant. For example , firm name is "Goyal and sons" , the IEC should be in the name of "Goyal & sons". If one Shri A B Goyal is submitting the application for IEC, the applicant is A B Goyal and his details such as mobile no/email id will be required as applicant. **It is to be noted that the mobile no and email id of the applicant will be used for verification and subsequent log in . Both cannot be changed simultaneously at any point of time.**

(iii) The address of the firm and documents in support of that address are required.

- (a) If the document in support of the address of the firm having firm's name (for example X) is available, the same needs to be uploaded.
- (b) In case the document in support of the address of the firm is in the name of some other name (for example Y), an NOC from Y in favour of X is **also required in addition to** document in support of address in the name of Y. Both the documents will establish the address in favour of the firm (X).

- (iv) Either of the following documents is acceptable as proof of address (the document should be in the name of the firm):
- a. Aadhaar Card or (in case of proprietorship)
 - b. Voters ID or (in case of proprietorship)
 - c. Passport or (in case of proprietorship)
 - d. Electricity/ Telephone (Landline or Mobile) Bill or
 - e. GST Registration Certificate or
 - f. Bank Certificate as in ANF 2(A) (I) (copy annexed), or
 - g. Sale/ lease/ rent deed (relevant pages indicating the seller , buyer and address details)
- (v) The proprietorship company can submit address proof in favour of individual (proprietor) and it need not necessarily be in the name of the firm.
- (vi) Clarification on Bank certificate/ pre-printed cancelled cheque:
- a. Either a pre-printed cheque or a bank certificate has to be uploaded.
 - b. Pre-printed cheque should have the name of the account holder pre-printed by the bank. A cheque without pre-printed name of the account holder is not acceptable.
 - c. Pre-printed cheque should be in the name of the firm. However, in case of proprietorship firms, pre-printed cheque may be in the name of the individual (proprietor)
 - d. Pre-printed cheque can be of a savings account or a current account.
4. This issues with the approval of the competent authority.



(S.P.Roy)

Joint Director General of Foreign Trade
Telefax#23062240

Email: shyama.roy@nic.in

ANF-2A(i)

FORMAT OF BANK CERTIFICATE FOR ISSUANCE OF IEC

(To be issued on the official letter head of the Bank)
(Name of the bank/branch address detail)

Ref No.

To

Office of the Regional Authority of DGFT

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

(please fill in the address of the concerned jurisdictionRegional Authority)

Sir/ Madam

It is certified that M/s. (Name of the account holder)*.....
..... whose address as per the bank records is
.....
is/ are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No.
.....with us, since

Affix
Passport
Size
Photograph of
the authorised
account
holder*

Note: The photograph as affixed and attested is of the account holder**. [This does not apply in cases where the account holder is an institute/ company (LLP/ Private/ Public/Govt. Undertaking / Section 25 Company)]

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

Name.....

Designation

IFS Code of the issuing bank:

Email id of the bank:.....

Date:

Place:

(Banks'
Stamp)

* Name and Address of the account holder is as per the records maintained by the bank.

**Account holder is the signatory applicant in the application form for Importer Exporter Code (IEC)