

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
OFFICE OF THE ZONAL JOINT DIRECTOR GENERAL OF FOREIGN
TRADE (CLA),
'A', WING, INDRAPRASTHA BHAWAN, I.P. ESTATE,
NEW DELHI -110 002**

GUIDELINES FOR APPLICANTS APPLYING FOR FRESH IEC

****CAUTION****

It has been observed that some unscrupulous elements are offering unsolicited help in obtaining IEC from the office. Applicants are advised to directly contact counter assistance (located at office entrance) or PRO on 011-23378740.

❖ **What is IEC?**

IMPORTER EXPORTER CODE (in short IEC) is a ten digit number granted by Directorate General of Foreign Trade under Ministry of Commerce and Industry, to any bonafide person/ company for carrying out import/export. ([Click here to view sample](#))

❖ **Where to get an IEC from?**

IEC can be obtained from any of the Zonal and Regional offices of Director General of Foreign Trade depending on area/region where the individual/company is located. For those having registered office at Delhi, Gurgaon, Noida, Faridabad, Palwal, Meerut, Ghaziabad, they can submit applications at Zonal Joint Director General of Foreign Trade (CLA) , 'A' Wing, Indraprastha Bhawan, I.P. Estate, New Delhi – 110 002.

❖ **Legal Provisions**

As per Foreign Trade (Development and Regulation) Act 1992

Importer-Exporter Code Number

No person shall make any import or export except under an Importer-exporter Code Number granted by the Director General or the officer authorised by the Director General in this behalf, in accordance with the procedure specified in this behalf by the Director General.

❖ **Need/Use of IEC**

IEC forms the primary document for recognition by Government of India as an Exporter/Importer. On the basis of IEC, companies can obtain various benefits on their exports/imports from DGFT, Customs, Export Promotion Council etc.

❖ **Application procedure**

An application has to be submitted at the office of Zonal JDGFT (CLA) , New Delhi which includes an application form duly filled in along with documents (List has been provided below) and fees. The application form can be downloaded from here [Import Export Code Application FORM](#)

❖ **Mandatory Documents**

1. Covering letter
2. Fill Part A, B & D of the application form.
3. Application must be accompanied by documents as per details given below:
 - 3.1 Bank Certificate from the bank on Bank letter head as per proforma (Part B) given in the application.
 - a. In case of Proprietorship firms, please furnish
 - i) Date of Birth of individual
 - ii) Number of IECs held along with their details
 - b. In case of Companies, please furnish
 - i) Extract of Board of Resolution.
 - ii) MOA with Form 32 and ROC in case of change in Directors.
 - c. In case of others
 - i) Notorised Partnership Deed showing date of formation.
 - ii) No Objection Certificate from other partners/HUF.
 - 3.2 Self certified copy of Permanent Account Number (PAN) issued by income Tax Authorities.
 - 3.3 Two copies of passport size photographs of the applicant. The photograph pasted on the banker's certificate must be attested by the banker with Seal and Signature of the applicant.
4. The application must be submitted in Duplicate.
5. Each individual page of the application must be signed by the applicant.
6. Self addressed envelope stamped with Rs. 15 (Local Address) & for others Rs.30/-. These documents may be kept secured in a file cover.

❖ Fees

Application fee is Rs. 250/- which can be paid through Demand Draft/ Pay Order from any designated bank in favour of **Zonal Joint Director General of Foreign Trade, CLA, New Delhi.** Treasury Receipt from the following designated Central Bank of India branches is also accepted ([Click here to view Sample](#))

- (1) Udyog Bhavan, New Delhi-110011.
- (2) 10, Community Centre, Lawrence Road, Delhi-110 035
- (3) 18/4 Asaf Ali Road, New Delhi 110 001.
- (4) 55, Madhubani, Nehru Place, New Delhi - 110 019.

❖ How to submit application

Application can be submitted in person/by Authorised Employee of the Company at the R & I counters in the office **Or** It can be sent by post/courier.

❖ Processing of Application

The application can be submitted at the counter in person at the office or it can be sent through Post/Courier. An acknowledgement in form of a receipt having File Number is generated on receipt of application. The file number is used for any correspondence/query regarding the IEC application submitted to the office. The application is then sent to IEC section where it is processed. If the application is found complete in all aspects (as per requirements prescribed) an IEC is generated, or else a deficiency letter stating the nature of deficiency is prepared and sent to the applicant. Replies are awaited in cases where deficiency letter is issued and after due compliance by the applicant the IEC is allotted.

❖ **Issue and Despatch of IEC**

IEC allotment letter is sent through post at the registered office mentioned by the applicant in the application. Similarly deficiency letters are sent to applicant by post.

❖ **IEC application status available on the website of CLA**

File No for IEC application

A new option to know the file number has been introduced for all exporter who are sending their application through Post/Courier. The applicant has to input PAN number to get the file number.

Status of IEC Application

The applicant can know the status of the IEC application using option "Status of IEC Application" on the website of CLA.

IEC issued day wise

IEC's issued daily can be viewed on the website using option "IEC issued day wise"

File No for IEC application

Applicant's who have sent their application through post/courier can know their file number using option "File No for IEC application"

The **BIN (Business Identification Number) number generated by the customs authorities** can be viewed on:

<http://www.dgft.gov.in/dgftcla>

<http://www.dgft.gov.in>

<http://www.icegate.gov.in>

❖ **Help contact**

PBX No. Tel-011-23379111, 23379112, 23379113

e-mail : jdgftcla@hotmail.com

❖ Public Relation Officer - 23378740