

IMPORT EXPORT CODE

INTRODUCTION:

Import Export Code (also known as IEC) is a 10 digit identification number that is issued by the DGFT (Director General of Foreign Trade), Department of Commerce, Government of India. It is also known as Importer Exporter Code. It is mandatory for companies and businesses to obtain this code to start a business that deals with import and export in the Indian Territory. It is not possible to deal with export or import business without this code.

An individual or a company who wants to do international business can get an IEC. Individuals can use either the name of their company or their name directly to apply for IEC.

IE Code registration is permanent registration which is valid for a lifetime. Hence, there will be no hassles for updating, filing and renewal of IE Code registration. It is valid until the business exists or the registration is revoked or surrendered. Further, unlike tax registrations like GST registration or PF registration, the importer or exporter does not require to file any filings or follow any other compliance requirement like annual filing.

As IE code registration is one-time and requires no additional compliance, it is recommended for all companies and LLPs to obtain IE code after incorporation.

Instances where Import Export Code is Mandatory:

- Custom authorities need it to clear shipments during imports.
- The bank needs it to transfer the money when imports are made.
- Similarly, during export of shipments, the IEC is required.
- When exporter is supposed to receive money in foreign currency, IEC code is required to transfer the money to his account directly

Exemption from Import Export Code:

An Import Export Code is required for import of any type of goods by a business. However, the following category of persons are exempted from obtaining an IE Code:

1. Importer and export by central Government or agencies or undertakings for defence purpose or other specified lists under Foreign Trade (exemption from the application of Rules in certain cases) Order, 1993.
2. Import or Export of Goods for personal use.

- IEC is not mandatory for all traders who are registered under GST. In all such cases, the PAN of the trader shall be construed as new IEC code for the purpose of import and export.

BENEFITS OF IMPORT EXPORT CODE (IEC) REGISTRATION:

1. Expansion of Business:

IEC assists you in taking your services or product to the global market and grow your businesses.

2. Availment of Certain Benefits from DGFT:

The Companies could avail several benefits of their imports/ exports from the DGFT, Export Promotion Council, Customs, etc., on the basis of their IEC registration.

3. No filing of returns:

IEC does not require the filing of any returns. Once allotted, there isn't any requirement to follow any sort of processes for sustaining its validity. Even for export transactions, there isn't any requirement for filing any returns with DGFT.

4. Easy Processing:

It is fairly easy to obtain IEC code from the DGFT within a period of 10 to 15 days after submitting the application. There isn't any need to provide proof of any export or import for getting IEC code.

5. No need for Renewal:

IEC code is effective for the lifetime of an entity and requires no renewal. After it is obtained, it could be used by an entity against all export and import transactions.

DOCUMENTS REQUIRED FOR APPLYING OF IMPORT EXPORT CODE:

Different documents are required by different entities to get IEC code and these are given below:

Sole Proprietorship	Partnership Firm	LLP	Trust	HUF
Digital photograph (3*3)	Digital photograph (3*3) of the managing partner	Digital photograph (3*3) of the designated partner/director of the company signing the application	Digital photograph (3*3) of the secretary/chief executive/signatory applicant	Digital photograph (3*3) of the Karta
Copy of pan card of the proprietor	Copy of partnership deed	Applicant's copy of pan card	Registration certificate of society/copy of the trust deed	Copy of pan of Karta

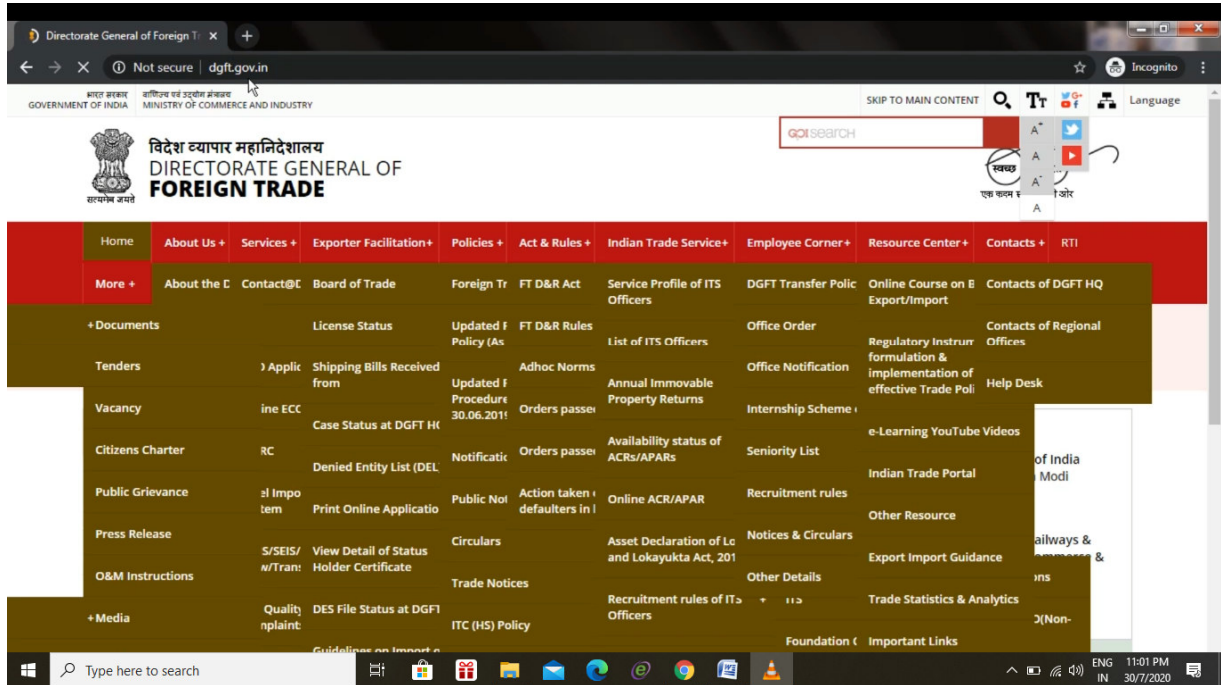
Sole Proprietorship	Partnership Firm	LLP	Trust	HUF
Copy of passport/voter id/driving license/UID	Copy of passport/voter id UID/driving license/PAN of the managing partner signing the application	Copy of passport/voter id UID/driving license/PAN of the managing partner/director signing the application	Copy of passport/voter id UID/driving license/PAN of the managing trustee/chief executive signing the application	Copy of passport/voter id UID/driving license/PAN of Karta
If the business is self-owned, then sale-deed	Sale-deed, in the case of self-owned business	Sale-deed, in the case of self-owned business	Sale-deed, in the case of self-owned business	Sale-deed, in the case of self-owned business
If the business is rented, then rental/lease agreement	If the business is rented, then rental/lease agreement	If the business is rented, then rental/lease agreement	If the business is rented, then rental/lease agreement	If the business is rented, then rental/lease agreement
Bank certificate as per ANF 2A/ Cancelled cheque bearing blueprinted name of the applicant firm and account no.	Bank certificate as per ANF 2A/ Cancelled cheque bearing blueprinted name of the applicant entity and A/c no.	Bank certificate as per ANF 2A/ Cancelled cheque bearing blueprinted name of the applicant entity and A/c no.	Bank certificate as per ANF 2A/ Cancelled cheque bearing blueprinted name of the applicant entity and A/c no.	Bank certificate as per ANF 2A/ Cancelled cheque bearing blueprinted name of the applicant entity and A/c no.

REGISTRATION PROCESS FOR IMPORT EXPORT CODE:

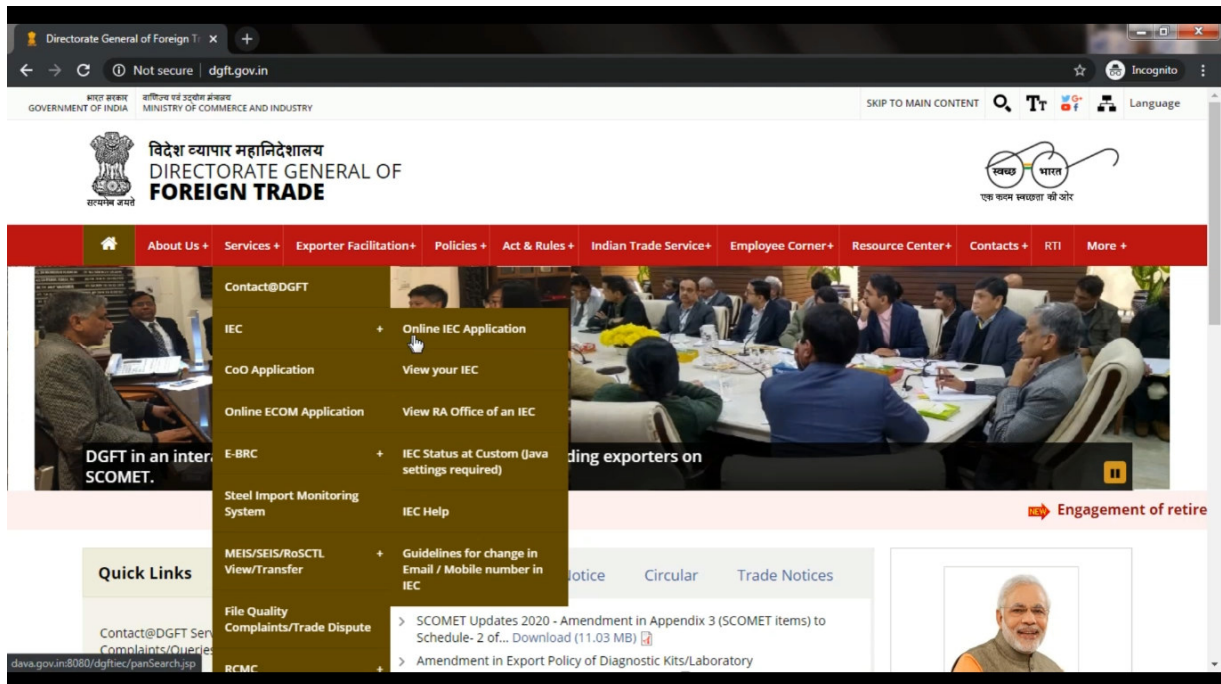
An online application needs to be filled on the portal www.dgft.gov.in. The application is to be made in Form ANF2A. Documents as mentioned above needs to be submitted with the application along with non refundable application fee of Rs. 500.00.

The step by step procedure for application of IEC is as under:

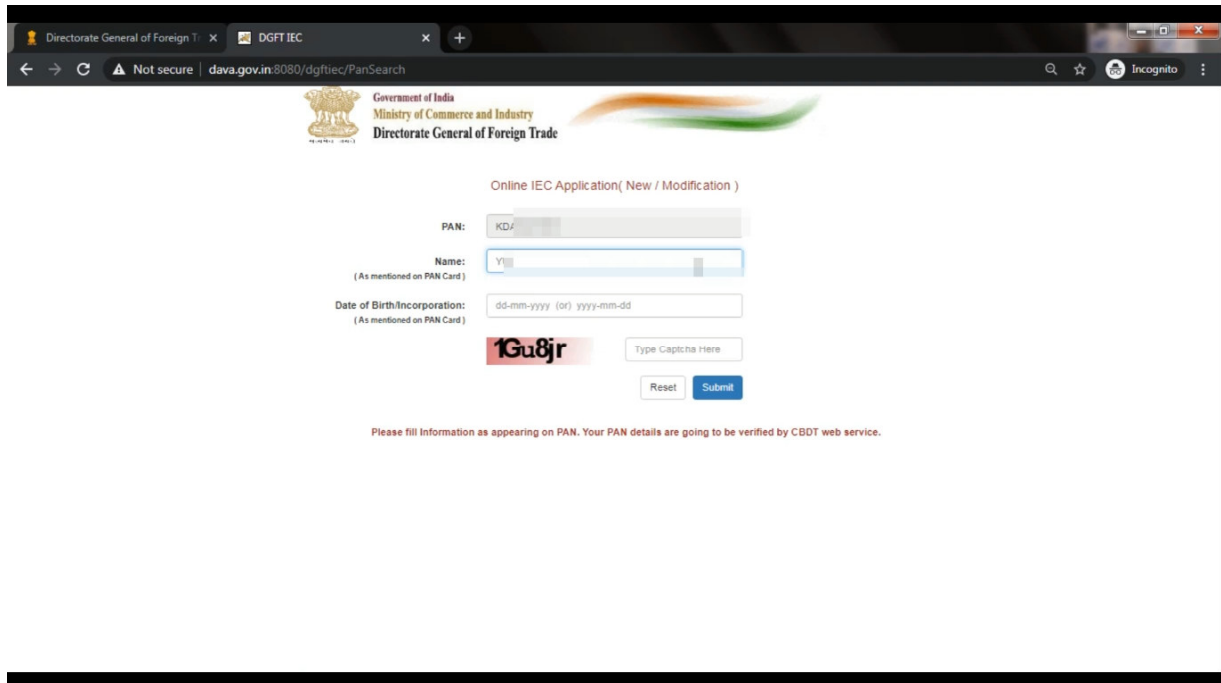
Step-1: Go to the portal-www.dgft.gov.in



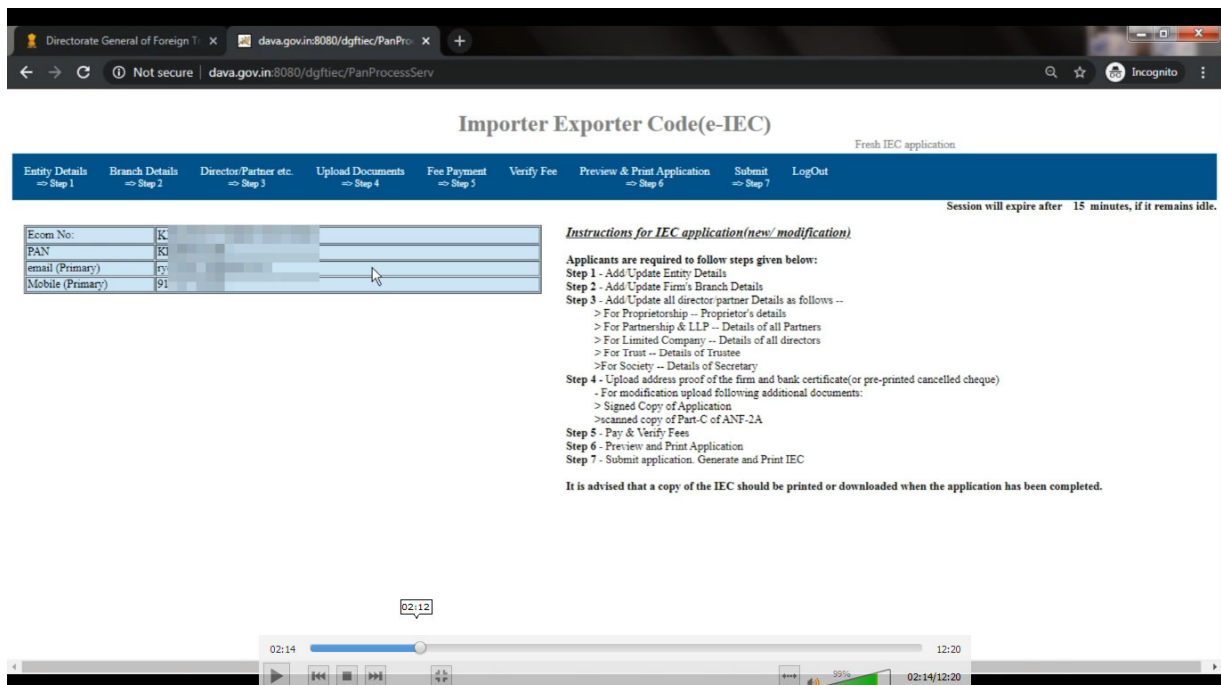
Step-2: Select Online Application for IEC under Services Tab



Step-3: Enter the details like – PAN of the applicant entity and other details as desired to create the login details.



Step-4: Fill in the application and upload the desired documents.



Directorate General of Foreign Trade | dava.gov.in:8080/dgftiec/PanProcessServ

Importer Exporter Code(e-IEC)

Fresh IEC application

Entity Details => Step 1
Branch Details => Step 2
Director/Partner etc. => Step 3
Upload Documents => Step 4
Fee Payment => Step 5
Verify Fee
Preview & Print Application => Step 6
Submit => Step 7
LogOut

Session will expire after 13 minutes, if it remains idle.

Ecom No:	K
PAN	KI
email (Primary)	51
Mobile (Primary)	91

APPLICANT ENTITY DETAILS

*Entity Name(3-84)	07
*Entity Address (3-35)	ES
Address line2 (3-35)	in
*City(3-50)	jinb
*State	HARYANA
*District	JIND
*PIN Code(6 Digit)	12
*Mobile(Primary)(12-14)	91
*email (Primary)(4-70)	51
*PAN(10)	KI
*Name on PAN Card(3-84)	YI
*Date of Incorporation/DoB as on PAN(YYYY-MM-DD)	15
*Nature of Concern	Proprietorship
*Preferred Activity	Merchant Exporter
(Other Preferred Activity)(0-50)	
*Bank A/C No.(0-20)	04
*A/C Holder Name(4-70)	Re
*Bank Name(3-70)	DE
*Branch Name(3-70)	CR

04:16

04:17 12:20

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Importer Exporter Code(e-IEC)

Fresh IEC application

Entity Details => Step 1
Branch Details => Step 2
Director/Partner etc. => Step 3
Upload Documents => Step 4
Fee Payment => Step 5
Verify Fee
Preview & Print Application => Step 6
Submit => Step 7
LogOut

Session will expire after 12 minutes, if it remains idle.

Ecom No:	K
PAN	KI
email (Primary)	51
Mobile (Primary)	91

*Bank A/C No.(0-20)	04
*A/C Holder Name(4-70)	Re
*Bank Name(3-70)	DE
*Branch Name(3-70)	CR
*IFSC(11) In Uppercase	
CIN (in case of limited company)(0-21)	
Registration Certificate No(0-25)	

APPLICANT DETAILS

*Name of Applicant(3-50)	
*Designation(3-50)	
*Applicant Address(3-100)	
*Applicant Mobile No.(12-14)(Add 91)	
*Applicant email(4-70)	
*PAN(CCCCNNNNC)	
*Date of Submission (YYYY-MM-DD)	
*Place of Submission(3-50)	

UPDATE and SAVE

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Importer Exporter Code(e-IEC)

Fresh IEC application

Entity Details => Step 1 |
 Branch Details => Step 2 |
 Director/Partner etc. => Step 3 |
 Upload Documents => Step 4 |
 Fee Payment => Step 5 |
 Verify Fee |
 Preview & Print Application => Step 6 |
 Submit => Step 7 |
 LogOut

Session will expire after 15 minutes, if it remains idle.

Ecom No:	KI
PAN	KI
email (Primary)	51
Mobile (Primary)	91

Note: For foreign address enter Pin Code as 000000 and then enter other details in address columns.

Firm's Branch Detail	
Branch Sl. No	0
*Address line1(3-35)	76
Address line2(0-35)	
*City(3-50)	
*State	Please Select State
*District	Select State First
*PIN(6 digit)	
<input type="button" value="ADD"/>	

BRANCH DETAILS

id	Address	City	View	Edit	Delete

06:14

06:15 12:20

99% 06:15/12:20

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Importer Exporter Code(e-IEC)

Entity Details => Step 1 |
 Branch Details => Step 2 |
 Director/Partner etc. => Step 3 |
 Upload Documents => Step 4 |
 Fee Payment => Step 5 |
 Verify Fee |
 Preview & Print Application => Step 6 |
 Submit => Step 7 |
 LogOut

Session will expire after 15 minutes, if it remains idle.

Ecom No:	KI
PAN	KI
email (Primary)	51
Mobile (Primary)	91

Note: For foreign address enter Pin Code as 000000 and then enter other details in address columns.(PAN details are not mandatory.)

Director/Proprietor/Partner/Karta/Manging Trustee	
Dir Sl. No	0
DIN (Dir. Identification No) NNNNNNNN	
*Title	Mr.
*Name(3-70)	76
*PAN (CCCCNNNNG)	
*Name on PAN(3-70)	
*Date of Birth (YYYY-MM-DD)	19
*Father's name(3-70)	
*Address(0-50)	
Add Line2 (0-50)	
*City(0-50)	
*State	Please Select State
*District	Select State First
*PIN	

DIRECTOR DETAILS

Sl.	Name	City	View	Edit	Delete

06:59

07:00 12:20

99% 07:00/12:20

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Importer Exporter Code(e-IEC)

Session will expire after 14 minutes, if it remains idle.

Entity Details => Step 1

Branch Details => Step 2

Director/Partner etc. => Step 3

Upload Documents => Step 4

Fee Payment => Step 5

Verify Fee

Preview & Print Application => Step 6

Submit => Step 7

LogOut

Ecom No:	
PAN	
email (Primary)	
Mobile (Primary)	

Document Code	Type	View Edit Delete
Document Description		
ADDRESS=Address Proof		
BANKCR=Bank Certificate Cancelled Cheque		
DCLDOC=Signed Copy of Application		
PRICMD=Part-C Modification Form		

Upload Documents

Document Category:

Document Type:

Choose File: attachment 1.pdf Upload File

Size of the documents should not be more than 5MB

Please upload the following documents:

1. Address Proof of Firm(One of the Following Documents):
 -Sale deed | Rent agreement | Lease Deed | Electricity bill | Telephone Land line bill | Mobile Postpaid bill | MOU | Partnership Deed

-Other acceptable documents(for Proprietorship only): Aadhar Card | Passport | Voter Id

-In case the address proof is not in the name of the applicant firm, a No Objection Certificate(NOC) by the firm premises owner in favour of the firm along with the address proof is to be submitted as a single PDF document

2. Bank Certificate/ Pre-Printed Cancelled Cheque

09:08

09:23 12:20

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Importer Exporter Code(e-IEC)

Session will expire after 14 minutes, if it remains idle.

Entity Details => Step 1

Branch Details => Step 2

Director/Partner etc. => Step 3

Upload Documents => Step 4

Fee Payment => Step 5

Verify Fee

Preview & Print Application => Step 6

Submit => Step 7

LogOut

Ecom No:	KI
PAN	KI
email (Primary)	xyz
Mobile (Primary)	91

Document Code	Type	View Edit Delete
Document Description		
ADDRESS=Address Proof		
BANKCR=Bank Certificate Cancelled Cheque		
DCLDOC=Signed Copy of Application		
PRICMD=Part-C Modification Form		

File has been uploaded successfully.

Upload Documents

Document Category:

Document Type:

Choose File: attachment 1.pdf Upload File

Size of the documents should not be more than 5MB

Please upload the following documents:

1. Address Proof of Firm(One of the Following Documents):
 -Sale deed | Rent agreement | Lease Deed | Electricity bill | Telephone Land line bill | Mobile Postpaid bill | MOU | Partnership Deed

-Other acceptable documents(for Proprietorship only): Aadhar Card | Passport | Voter Id

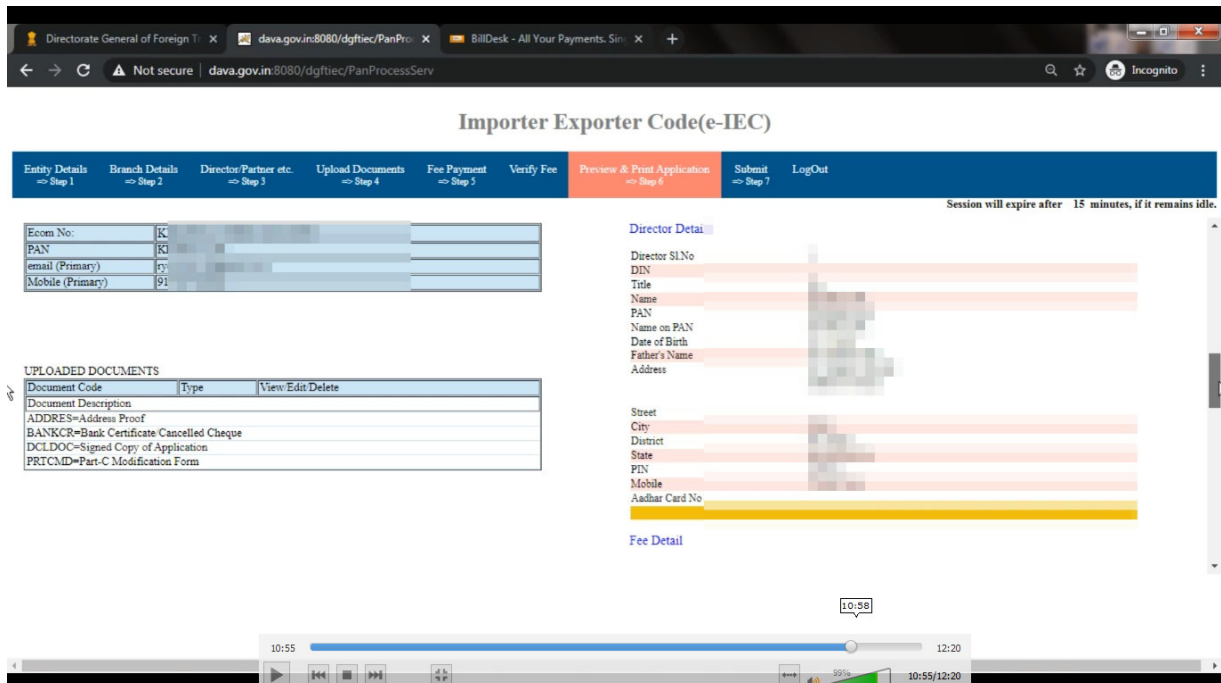
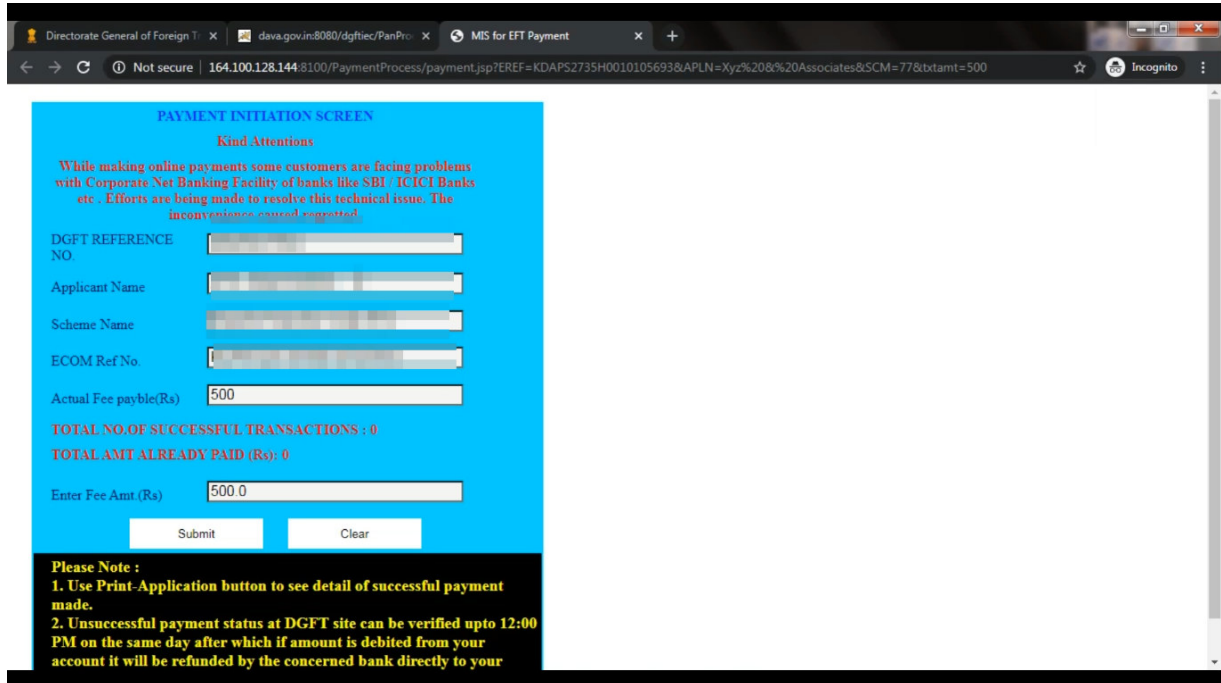
-In case the address proof is not in the name of the applicant firm, a No Objection Certificate(NOC) by the firm premises owner in favour of the firm along with the address proof is to be submitted as a single PDF document

2. Bank Certificate/ Pre-Printed Cancelled Cheque

09:48

09:57 12:20

Step-5: Make the payment of the application fee, preview the details entered and submit the application.



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Importer Exporter Code(e-IEC)

Entity Details => Step 1 | Branch Details => Step 2 | Director/Partner etc. => Step 3 | Upload Documents => Step 4 | Fee Payment => Step 5 | Verify Fee | Preview & Print Application => Step 6 | **Submit => Step 7** | LogOut

Session will expire after 15 minutes, if it remains idle.

Ecom No.:	KI
PAN	KI
email (Primary)	py
Mobile (Primary)	91

Minimum Rs.500 - application fee required.

UPLOADED DOCUMENTS

Document Code	Type	View/Edit/Delete
Document Description		
ADDRESS=Address Proof		
BANKCR=Bank Certificate Cancelled Cheque		
DCLDOC=Signed Copy of Application		
PRICMD=Part-C Modification Form		

If the information entered is found correct, IEC is issued by the DGFT.

SURRENDER OF IMPORT EXPORT CODE:

Import Export Code can be surrendered at any point in time, if the business is closed or there is no need to IEC by the business. An application needs to be made to the DGFT for the surrender of the IEC.