



विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE

Directorate General of Foreign Trade

User Help File

Closure of Advance Authorisation

Version 1.0

FEBRUARY 2022

Table of Contents -

1. Introduction and Accessing DGFT Portal.....	3
2. Contact@DGFT.....	3
3. Login to the new Portal.....	4
4. Apply for Closure of Advance Authorisation.....	5
(a)With Validation.....	6
(b)Without Validation.....	15
5. Adding EDI/ Non-EDI Shipping bills.....	23
6. Adding Bill of Entry.....	28
7. Adding GST invoices.....	31
8. Adding TR-6 Challan.....	33
9. Updating Part- E of the Shipping bill.....	35
10. Updating freight, insurance, discount etc. In e-BRC.....	38
11. Performing actions on the submitted files.....	41

1. Introduction and Accessing DGFT Portal

This document is the help file for Closure function for Advance Authorisation in the new system. To access the new portal, navigate to <https://dgft.gov.in>. Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal. For accessing the Closure of Advance Authorisation follow the navigation: Services ->Advance Authorisation/DFIA -> Closure of Advance Authorisation.

2. Contact@DGFT

To raise any concern to DGFT the user may call the given Toll-Free Helpline number given on the DGFT Portal or raise a request using the "Contact@DGFT" page.

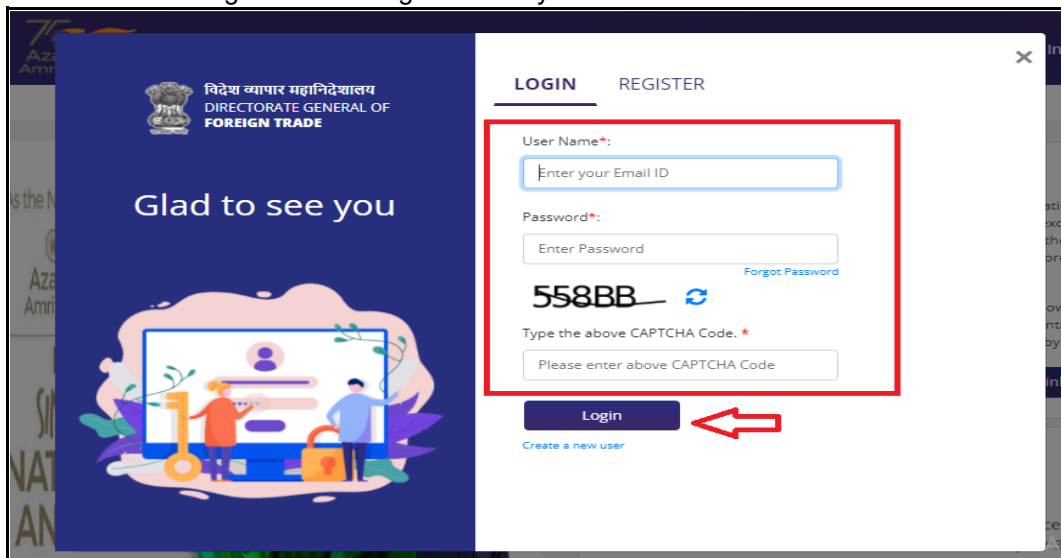
3. Login to the new Portal

To Login on Directorate General Foreign Trade (DGFT) portal you would require:

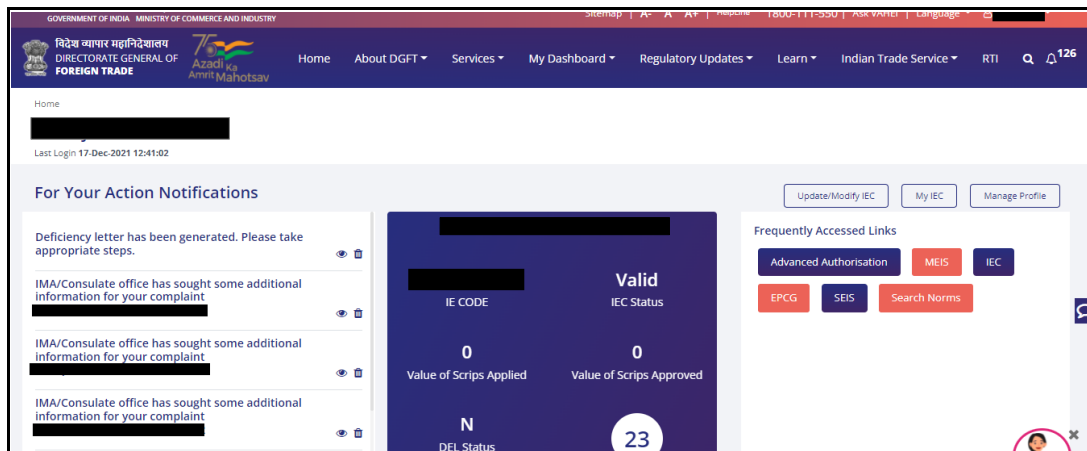
- Internet Connection
- Valid User ID and password provided to log in.

Then proceed with the following steps.

- Visit the DGFT website and proceed with Login by entering the User ID, Password and captcha then click on the login button to log in to the system.



- Once you logged in successfully you will be able to see your Dashboard.



4. Closure of Advance Authorisation

Introduction:-

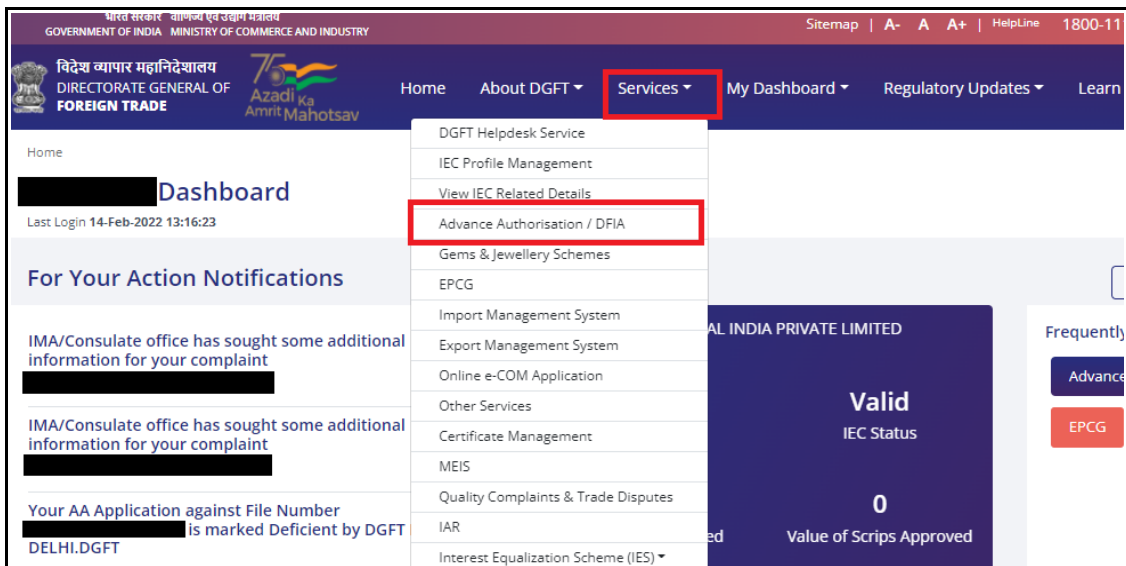
This section covers the process of applying for the Closure of Advance Authorisation.

Pre-conditions for applying for Closure of Advance Authorisation:

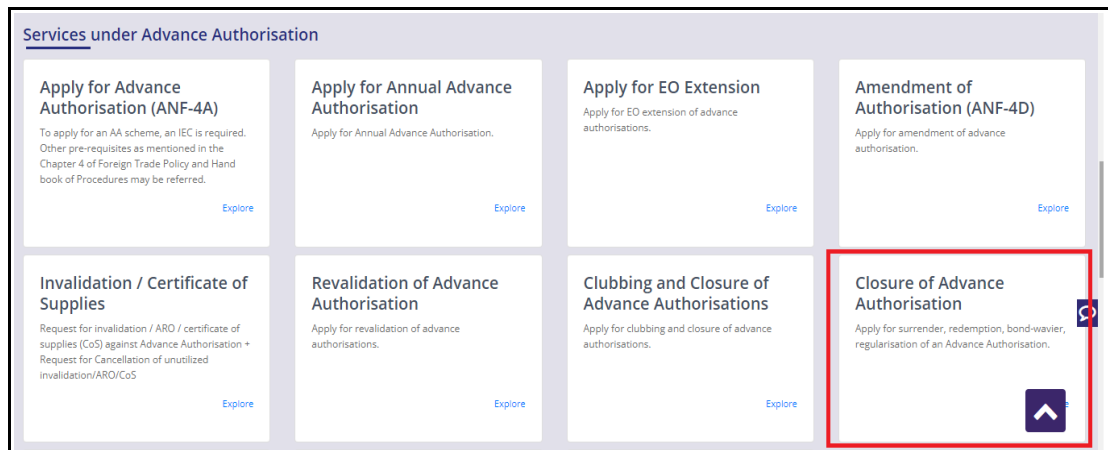
1. IEC Entity has already Imported Items by paying customs duty.
2. The applicant has an 'Active' IEC and is logged into the DGFT Customer Portal.
3. E-Sign and DSC are enabled for submission.
4. The applicant is authorised to draft and submit applications for an IEC.
5. All exports & imports should be done.
6. For surrender of the license, no export & import should be done.

To apply for Closure of Advance Authorisation is as follows:

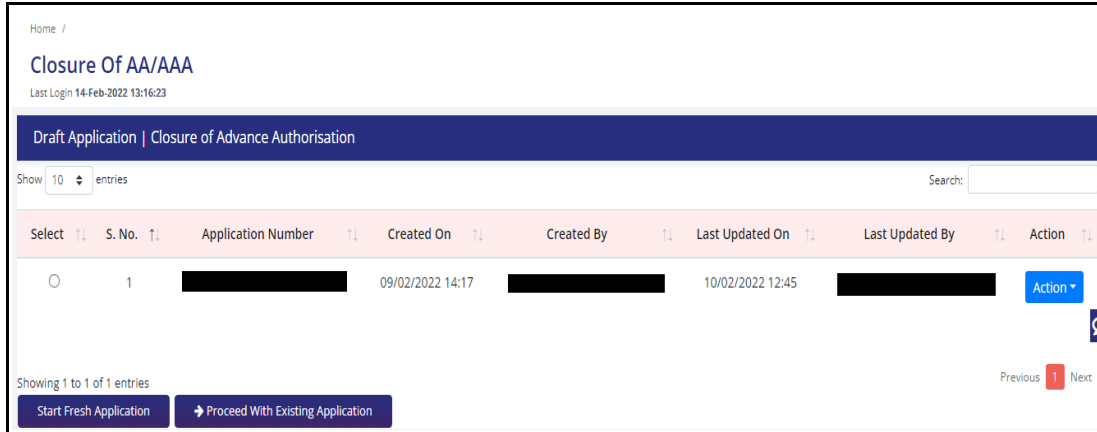
1. Login to the portal with valid credentials and click on **Service** option present on the top of the screen.
2. Then select **Advance Authorisation/DFIA**.



3. Scroll down to find the **Closure of Advance Authorisation** node and click on apply button, you will be redirected to the application page.

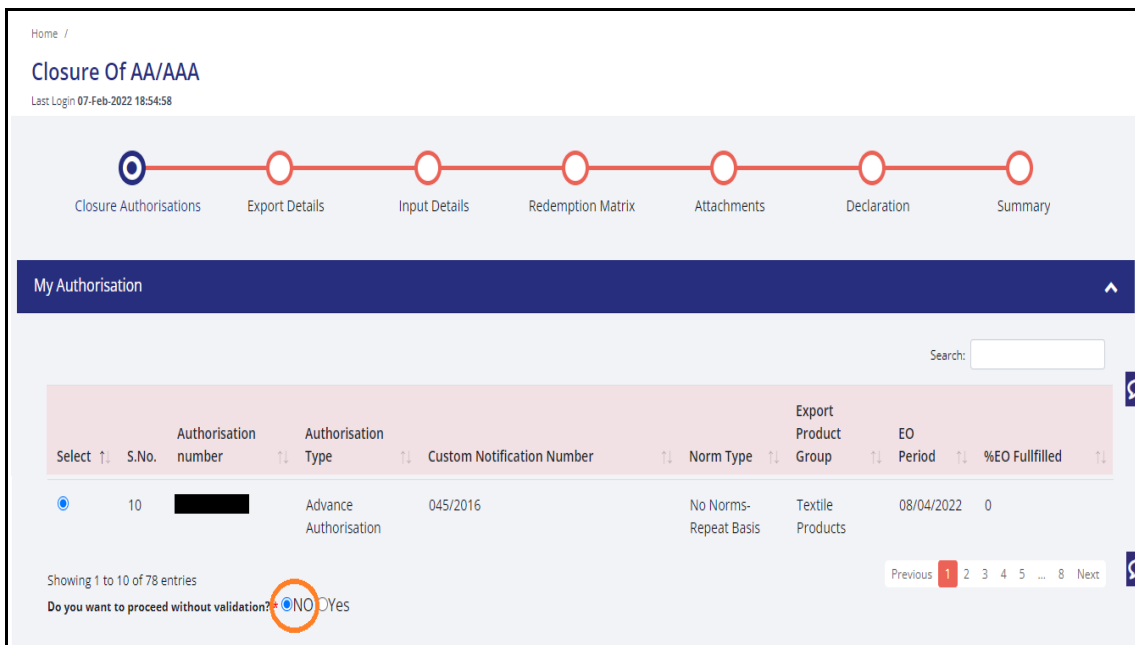


- You can either proceed with the draft application or create a new application, for proceeding with the draft application select the radio button of the corresponding application and click on the Proceed with existing application button present in the bottom of the screen and go ahead with an application form where you left.



- For **Start Fresh Application**, the user have to select the license for which Closure needs to be applied. There are 2 ways for proceed further-
 - With Validation
 - Without Validation

(a) With Validation- If the user selects **NO** from the options then all validation will be applied in the application, no data exceptions will be made. All the data should be present in the shipping bills, bill of entry, GST invoices, etc. Else application will not be process further.



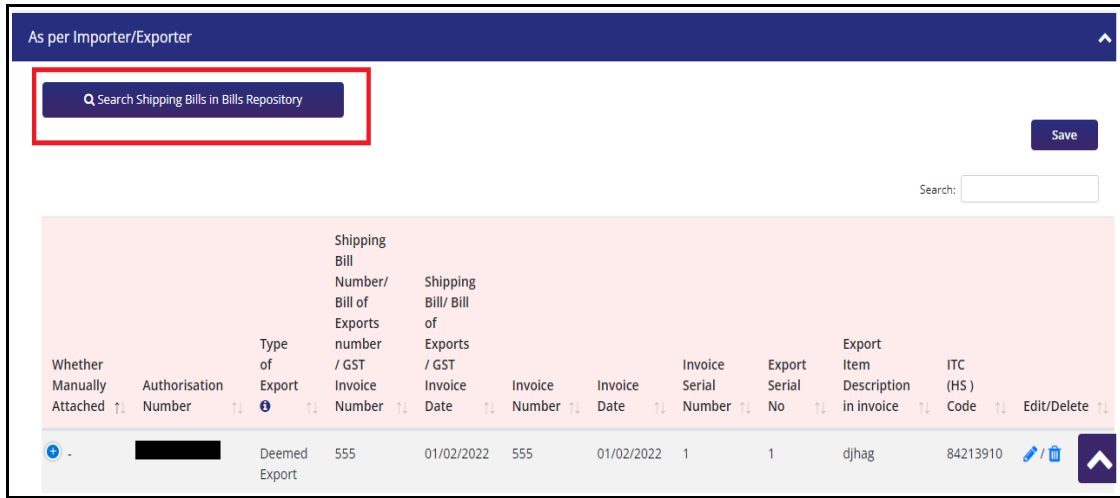
Note:- Amendment needs to be done for the licenses approved before 1st December 2020 before applying for the closure.

- After selecting the License & process with validation, click on **Save & Proceed**.

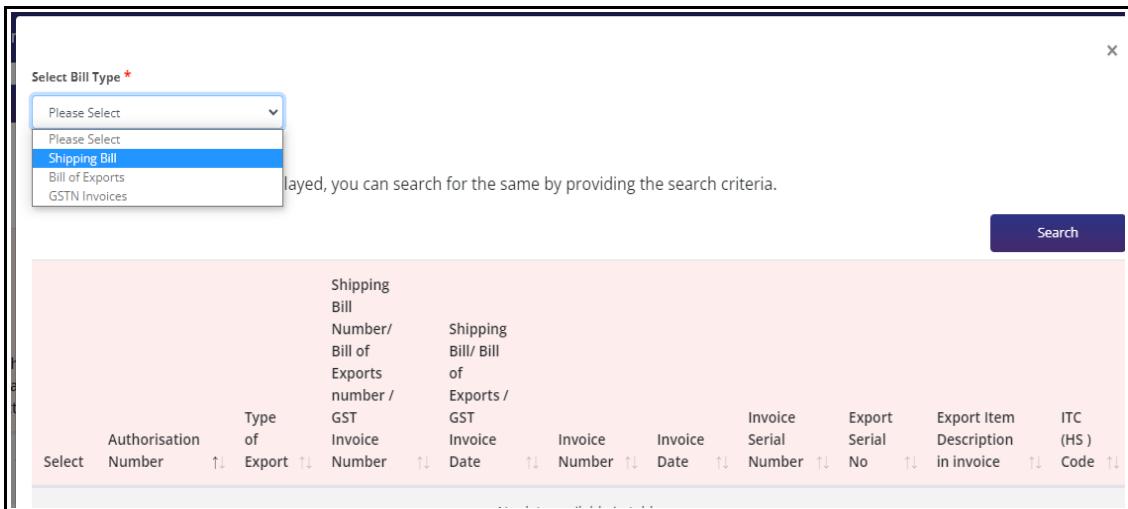
7. Export details tab will be shown next.

- **As Endorsed in Aurhorisation** table shows the export item details present in the license.
- **As per Shipping bills/GST Invoices/ Bill of Exports** table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.
- **As per Importer/Exporter** table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

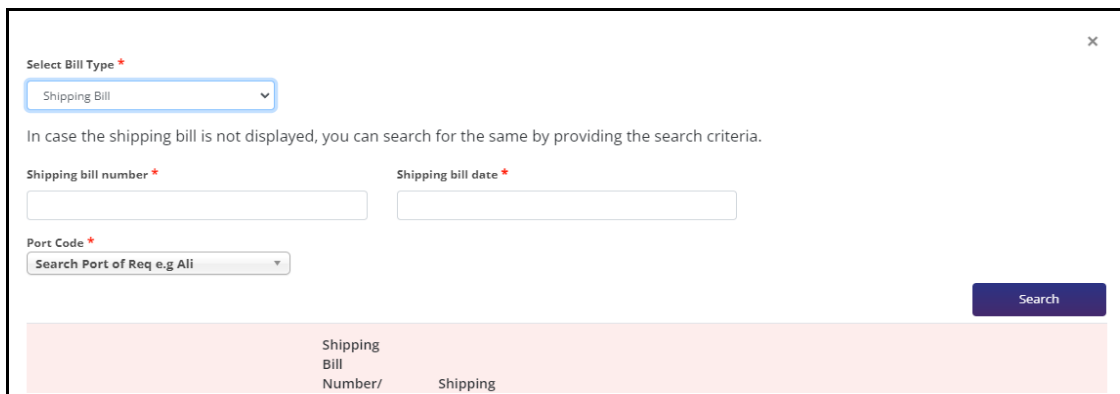
- User can also search data from the repository & attach in the application by clicking on **Search Shipping bills in Bill Repository.**



- To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.



- Then Enter **Shipping bill number, Shipping bill date & Port code** correctly. Click on **Search.**



- Select the Shipping bill & click on **Add** button.

In case the shipping bill is not displayed, you can search for the same by providing the search criteria.

Select	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code
<input type="checkbox"/>	██████████	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910

Showing 1 to 1 of 1 entries

- Similarly, **GST invoices & bill of export** can be added in the application.

Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are **unutilized & correctly mapped to the authorisation number & scheme.**

- User can edit **Export serial no. & UOM** of an item by clicking on edit button. After making changes click on **Update & then save** button.

As per Importer/Exporter

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	Edit/Delete
<input type="checkbox"/>	██████████	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- **Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping bills attached in the application.

Export Realization Details

Authorisation Number	Shipping Bill no. /Bill of exports/Gst invoices	eBRC No.	Currency of Realisation	eBRC Value	eBRC value in applicable export FCC	Net Realized FCC

8. After verifying all the details click on **Save & Proceed.**

9. Input details tab will be shown next.

- **As Endorsed in Aurhorisation** table shows the input item details present in the license.
- **As per Bill of entries/GST Invoices** table shows data from the Bill od entries & GST invoices present in the repository for that authorisation number.
- **As per Importer/Exporter** table also s shows data from the Bill od entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

Export Details Input Details Redemption Matrix Attachments Declaration Summary

As endorsed in Authorisation

Note:
Please validate the mapping between authorisation input items and input items received from bill of entries. Navigate to My Dashboard > Bills Repository > Bill of Entry and select map input items from import items list.

Authorisation Number	Export Serial No	Inputs as per	Input Item Serial No	Input Name	Input Item technical features/ Description	ITC (HS) Code	Total Quantity Required	Quantity Invalidated	UOM	Total CIF Value (INR)
[Redacted]	1	Adhoc Norms	1	EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	(+ or - 3%) GSM 203 (Tolerance + or - 10%)	52114200	8554.0	0.0	SQUARE METER (SQM)	15,92,113.25

As per Bill of Entries/GST Invoices

Authorisation Number	BOE / GST Invoice Number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total CIF Value (INR)	Foreign Currency as per Invoice	Total CIF value (in Applicable foreign currency)
[Redacted]	2403627	18/01/2021	1	EP NO 216 C 100% COTTON WVN DENIM FABRIC	52094200	8312.91	SQUARE METER (SQM)	10,03,173.60	US Dollars	13,556.40

As per Importer/Exporter

Search Bill Of Entry in Bills Repository

Save

Search:

Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Edit/Delete
[Redacted]	1	Indigenously Procured	1	444	01/02/2022	1	kjn	84213910	1000.0	

- User can search & add **Bill of entry** by selecting **Imported Directly**. To search & add **GST invoices** user have to select **Indigenously Procured**.

- Tax Receipt Details** table shows the details of TR-6 Challan. User can also search & add the TR6 challan if present in the repository.

- Additional Input Details** table shows the data automatically from the issued authorisation.

- Value Addition details** will be auto-calculated from all the export & import item of the authorisation.

10. After verifying all the details click on **Save & Proceed**.

11. Next tab is of **Redemption matrix**.

Export Item Name	Quantity	UOM	Input Name	Quantity	UOM
EP NO - 213 C = WOMENS APRON DRESSES (STYLE NO. 685113/560564) MADE OF 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC (+ or -3%)	2000.0	NUMBERS (NOS)	EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	6580.0	SQUARE METER (SQM)
EP NO - 215 C = WOMENS TIERED DRESSES (STYLE NO. 685119) MADE OF 100% TENCEL (LYOCELL)	0.0	NUMBERS (NOS)	EP NO 215 C 100% TENCEL (LYOCELL) WVN DENIM FABRIC	0.0	SQUARE METER (SQM)

The Value in matrix will be auto-calculated based on the details in Importer/Exporter table accordingly items will fall in Regularisation & Bond Waiver. The values in the matrix can also be edited by the user.

Note:- In RA, both the system generated & user edited matrix will be submitted.

Penalty will be auto-calculated but user can also edit it & pay in the closure application.

Note:- In RA, both the system calculated & user edited penalty will be submitted.

12. After verifying the details click on **Save & proceed**.

13. In **Attachment Tab**, upload the necessary documents & click on **Save & Proceed**.

Attachment

Attachment Type: Please select
 TR6 Challan
 Shipping Bills, eBRC, Bill of Entries, Bill of exports, GST Invoice
 Appendix 4H/4I duly certified by CA

Remark:

Uploaded Document List
 Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Uploaded Size : 0.00 MB
 Note: Maximum 5 Attachment of 5 MB Allowed (Only pdf are allowed)

Upload Attachments

CA/CE Details

Clear All Save & Proceed

CA/CE Details

Note:

1. Applicant can either add CA/CE certificate in the repository or attach its scanned copy directly in the attachment section of application
2. To add CA/CE details in the repository please follow the given path: My Dashboard >> Repositories >> CA/CE Repository OR [Link of CA/CE Repository](#)
3. After adding CA/CE details it should be approved by CA/CE in case of an online application.
4. Once approved by CA/CE, applicant can search and attach in the application.

Add CA/CE Detail

Show 10 entries Search:

Sl.No.	Application Number	CA/CE Membership Number	Appendix Type	View	Delete
No data available in table					

Showing 0 to 0 of 0 entries Previous

14. Read the declaration & tick the check box. After that click in **Save & proceed**.

6. I/ We hereby declare that no export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained.

7. No export proceeds are outstanding beyond the prescribed period as laid down by RBI or such extended period for which RBI permission has been obtained. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the FTP.

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

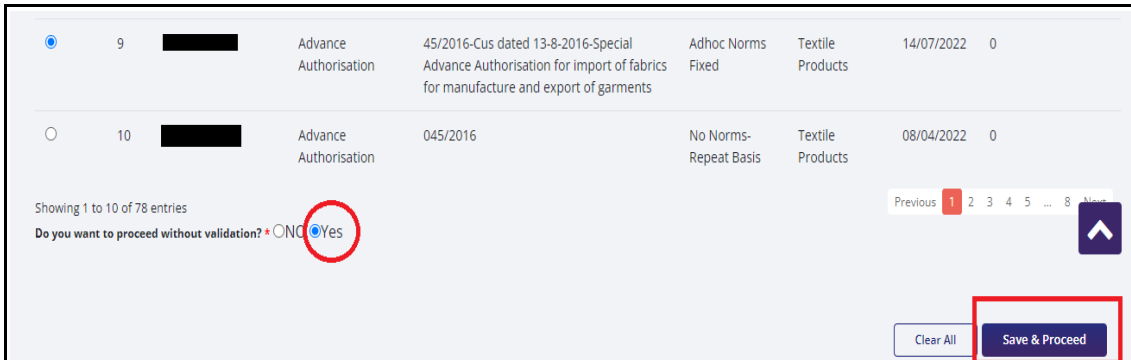
Place* HARYANA Date* 14/02/2022

User Details
 (Note: If user profile are not updated, Please update your logged in user profile before submitting the application by clicking on your Username > Profile in the top right corner of website.)

Name: [Redacted] Designation: DESIGNATED PARTNER
 Email: [Redacted] Mobile: [Redacted]
 Office Address: [Redacted]
 Residential Address: [Redacted]

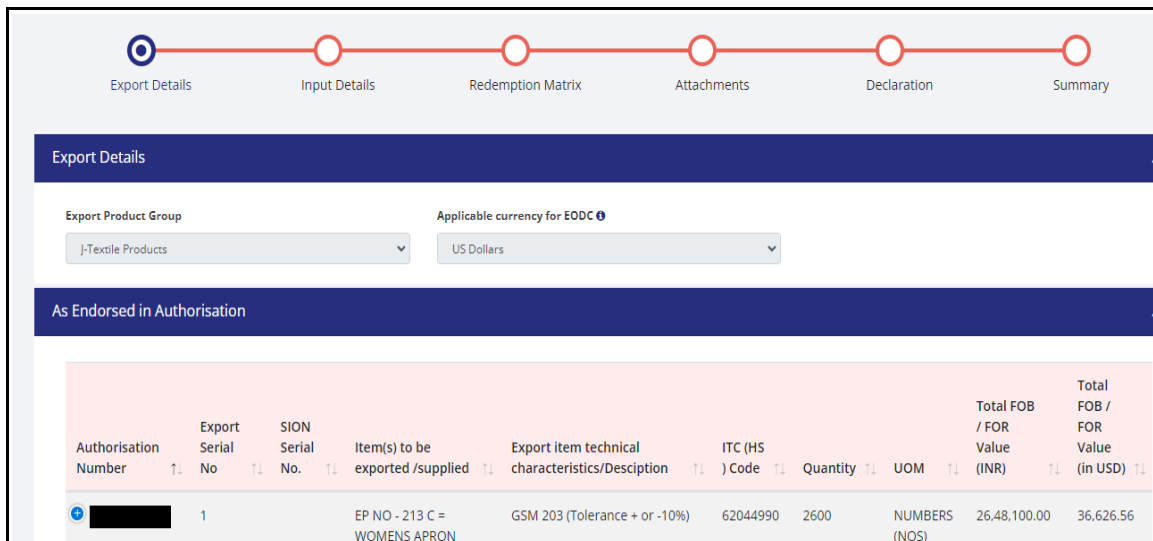
Clear All Save & Proceed

(b) Without Validation- If the user selects **YES** from the options then no validation will be applied in the application, data exceptions will be made. Application can be submitted even if some data is missing.



Note:- Amendment needs to be done for the licenses approved before 1st December 2020 before applying for the closure.

8. After selecting the License & process with validation, click on **Save & Proceed**.
9. Export details tab will be shown next.
 - **As Endorsed in Aurhorisation** table shows the export item details present in the license.
 - **As per Shipping bills/GST Invoices/ Bill of Exports** table shows data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number.
 - **As per Importer/Exporter** table also shows the data from the shipping bill, GST invoices & bill of exports present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.



As per Shipping Bills/GST Invoice/Bill of Exports

Authorisation Number	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total FOB / FOR Value (INR)
[Redacted]	555	01/02/2022	555	01/02/2022	1	djhag	84213910	2000	NUMBERS (NOS)	2,00,000.00

Showing 1 to 1 of 1 entries

As per Importer/Exporter

Q Search Shipping Bills in Bills Repository

Save

Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
-	[Redacted]	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	[Edit/Delete]

- User can also search data from the repository & attach in the application by clicking on **Search Shipping bills in Bill Repository**.

As per Importer/Exporter

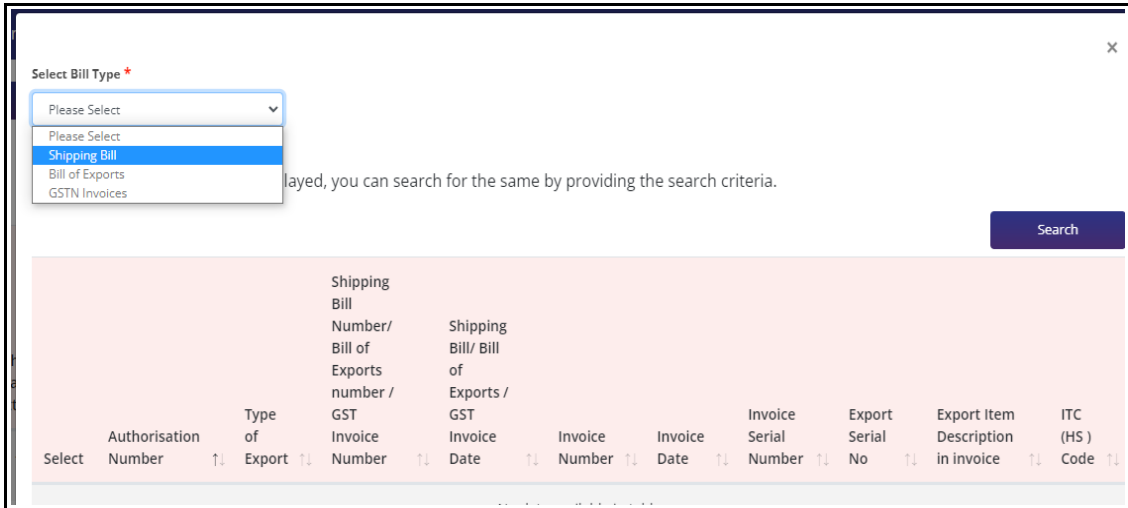
Q Search Shipping Bills in Bills Repository

Save

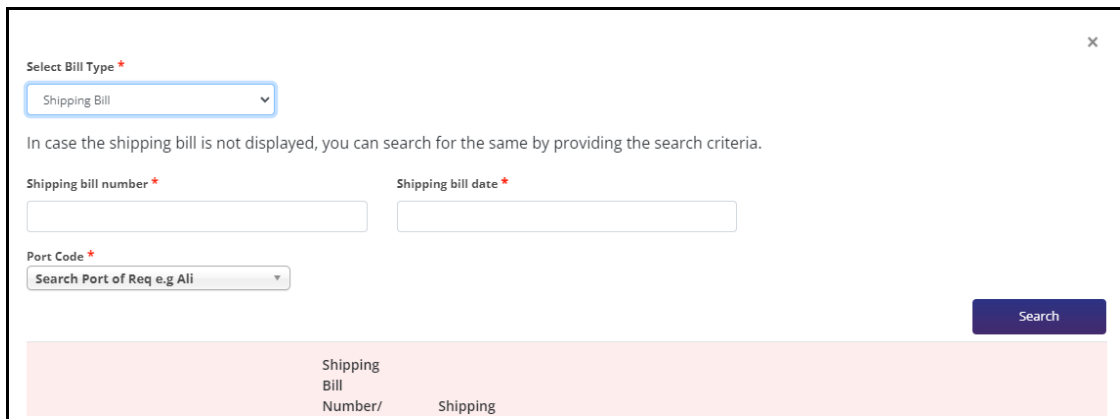
Search:

Whether Manually Attached	Authorisation Number	Type of Export	Shipping Bill Number/ Bill of Exports number / GST Invoice Number	Shipping Bill/ Bill of Exports / GST Invoice Date	Invoice Number	Invoice Date	Invoice Serial Number	Export Serial No	Export Item Description in invoice	ITC (HS) Code	Edit/Delete
-	[Redacted]	Deemed Export	555	01/02/2022	555	01/02/2022	1	1	djhag	84213910	[Edit/Delete]

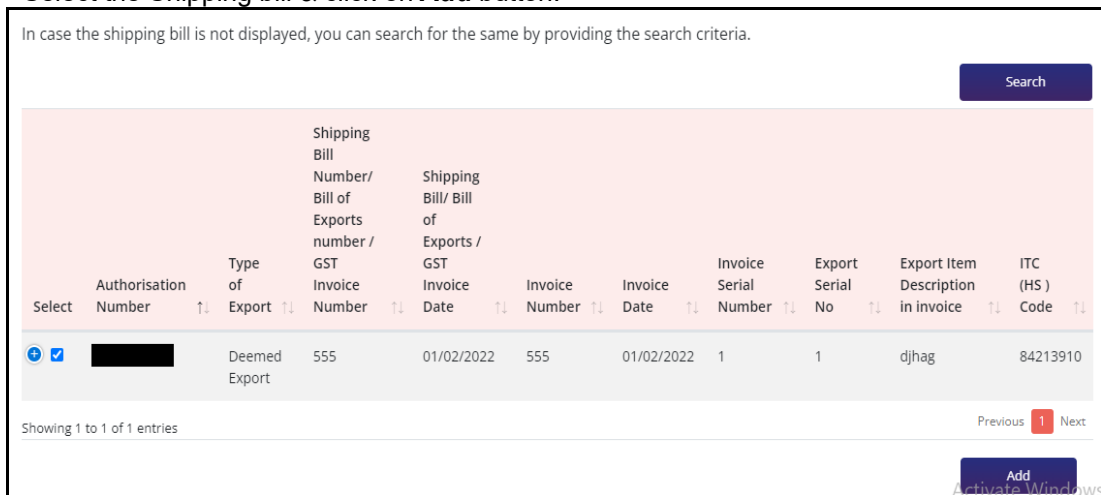
- To Search Shipping bill select **Shipping bill** from the Search Bill type drop-down.



- Then Enter **Shipping bill number, Shipping bill date & Port code** correctly. Click on **Search**.



- Select the Shipping bill & click on **Add** button.



- Similarly, **GST invoices & bill of export** can be added in the application.

Note- Only those shipping bills, GST invoices & Bill of export will be shown in the search tab which are unutilized & correctly mapped to the authorisation number & scheme.

- User can edit **Export serial no. & UOM** of an item by clicking on edit button. After making changes click on **Update** & then **save** button.

- Export Realisation Details** table shows the e-BRC details submitted by the bank for the shipping bills attached in the application.

8. After verifying all the details click on **Save & Proceed**.

9. Input details tab will be shown next.

- As Endorsed in Authorisation** table shows the input item details present in the license.
- As per Bill of entries/GST Invoices** table shows data from the Bill of entries & GST invoices present in the repository for that authorisation number.
- As per Importer/Exporter** table also shows data from the Bill of entries & GST invoices present in the repository for that authorisation number but user can delete the entries of the bills which he/she doesn't want to consider in the redemption matrix as the data in this table is considered for the redemption matrix.

Authorisation Number	Export Serial No	Inputs as per	Input Item Serial No	Input Name	Input Item technical features/Description	ITC (HS) Code	Total Quantity Required	Quantity Invalidated	UOM	Total CIF Value (INR)
[Redacted]	1	Adhoc Norms	1	EP NO 213 C 76% COTTON 24% LYOCELL/ REIFBRA WVN DENIM FABRIC	(+ or -3%) GSM 203 (Tolerance + or - 10%)	52114200	8554.0	0.0	SQUARE METER (SQM)	15,92,113.25

As per Bill of Entries/GST Invoices

Authorisation Number	BOE / GST Invoice Number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity	UOM	Total CIF Value (INR)	Foreign Currency as per Invoice	Total CIF value (in Applicable foreign currency)
+	2403627	18/01/2021	1	EP NO 216 C 100% COTTON WVN DENIM FABRIC	52094200	8312.91	SQUARE METER (SQM)	10,03,173.60	US Dollars	13,556.40

As per Importer/Exporter

Search Bill Of Entry in Bills Repository

Save

Search:

Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Edit/Delete
+	1	Indigenously Procured	1	444	01/02/2022	1	kjn	84213910	1000.0	

- User can search & add **Bill of entry** by selecting **Imported Directly**. To search & add **GST invoices** user have to select **Indigenously Procured**.

Details of Bill of Entry/GST Invoice

Select Bill Type *

--Select--

Imported Directly

Indigenously Procured

Search

Select	Authorisation Number	Export serial Number	Type of Input	Import serial Number	BOE/GST Invoice number	BOE / GST Invoice Date	Invoice Serial Number	Input Item Description in invoice	ITC (HS) Code	Quantity as per Invoice	Qu...
--------	----------------------	----------------------	---------------	----------------------	------------------------	------------------------	-----------------------	-----------------------------------	----------------	-------------------------	-------

- Tax Receipt Details** table shows the details of TR-6 Challan. User can also search & add the TR6 challan if present in the repository.

TAX RECEIPT DETAILS

Search TR6 Details in Bills Repository

Challan Number	Challan Date	Amount of Challan Paid (in INR)	Challan Interest	Remarks	Edit/Delete
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

- **Additional Input Details** table shows the data automatically from the issued authorisation.

ADDITIONAL INPUT DETAILS				
Authorisation Number	Claim under reduced benefits of Appendix 4D	Serial Number from Appendix 4D	Remarks	
[REDACTED]	No	NA	NA	

Showing 1 to 1 of 1 entries

Previous 1 Next

Authorisation Number	Item(s) declared do not fall under Appendix 4J	Serial Number from Appendix 4J	Remarks	
[REDACTED]	Yes	NA	NA	

Showing 1 to 1 of 1 entries

Previous 1 Next

- **Value Addition details** will be auto-calculated from all the export & import item of the authorisation.

Value Addition Details						
	Declared	Fulfilled FOB	Minimum FOB Required	Short Fall by Value	Min VA Required	% Fulfilled
EO by Value (in applicable Foreign Currency)	222948.04	0.0	1527.22	1527.22	15.0	0.0

Showing 1 to 1 of 1 entries

Previous 1 Next

10. After verifying all the details click on **Save & Proceed**.

11. Next tab is of **Redemption matrix**.

Export Details
Input Details
Redemption Matrix
Attachments
Declaration
Summary

✔ **Success Message**
Your Application [REDACTED] has been saved successfully

Redemption
Regularization
Bond Waiver
Surrender

# Of Authorisations	#Of Export Items	#Of Input Items
1	5	5

Export Item Name	Quantity	UOM	Input Name	Quantity	UOM
EP NO - 213 C = WOMENS APRON DRESSES (STYLE NO. 685113/560564) MADE OF 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC (+ or -3%)	2000.0	NUMBERS (NOS)	EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	6580.0	SQUARE METER (SQM)
EP NO - 215 C = WOMENS TIERED DRESSES (STYLE NO. 685119) MADE OF 100% TENCEL (LYOCELL)	0.0	NUMBERS (NOS)	EP NO 215 C 100% TENCEL (LYOCELL) WVN DENIM FABRIC	0.0	SQUARE METER (SQM)

The Values in the matrix will have to be entered by the user manually for Redemption, Bond Waiver & Regularisation for the items.

Redemption Regularization **Bond Waiver** Surrender

# Of Authorisations	#Of Export Items	#Of Input Items
1	5	5

Export Item Name	Quantity	UOM	Input Name	Quantity	UOM
			EP NO 213 C 76% COTTON 24% LYOCELL/ REFIBRA WVN DENIM FABRIC	5580.0	SQUARE METER (SQM)

Penalty to be paid(in INR) 15.27

Penalty as per Importer / Exporter 15.27

Clear All Save & Proceed

Penalty will be auto-calculated but user can also edit it & pay in the closure application.

Note:- In RA, both the system calculated & user edited penalty will be submitted.

12. After verifying the details click on **Save & proceed**.

13. In **Attachment Tab**, upload the necessary documents & click on **Save & Proceed**.

Attachment

Attachment Type: Please select

Remark:

Uploaded Document List

Show 10 entries

Attachment Type	Remark	View/Add More Attachments	Delete
No data available in table			

Upload Attachments

CA/CE Details

Clear All Save & Proceed

CA/CE Details

Note:

1. Applicant can either add CA/CE certificate in the repository or attach its scanned copy directly in the attachment section of application
2. To add CA/CE details in the repository please follow the given path: My Dashboard >> Repositories >> CA/CE Repository OR [Link of CA/CE Repository](#)
3. After adding CA/CE details it should be approved by CA/CE incase of an online application.
4. Once approved by CA/CE, applicant can search and attach in the application.


Add CA/CE Detail

Show 10 entries Search:

Sl.No.	Application Number	CA/CE Membership Number	Appendix Type	View	Delete
No data available in table					

Showing 0 to 0 of 0 entries Previous

16. After Payment is successful E-Receipt will be generated & File Number.

 विदेश व्यापार महानिदेशालय DIRECTORATE GENERAL OF FOREIGN TRADE DGFT, Udyog Bhawan, New Delhi	
E-PAYMENT RECEIPT	
IEC	[REDACTED]
File Number	[REDACTED]
Date of Submission	2022-02-14 06:54:49
IP Address	0:0:0:0:0:0:1
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Closure Of Advance Authorisation
Mode of Signature	Digital Signature
PAYMENT DETAILS	
Transaction Id	1994196
Total Fee Amount (in INR)	15.27
Date of Submission	2022-02-14 06:54:49
Mode of Payment	ONLINE
Transaction Status	SUCCESS

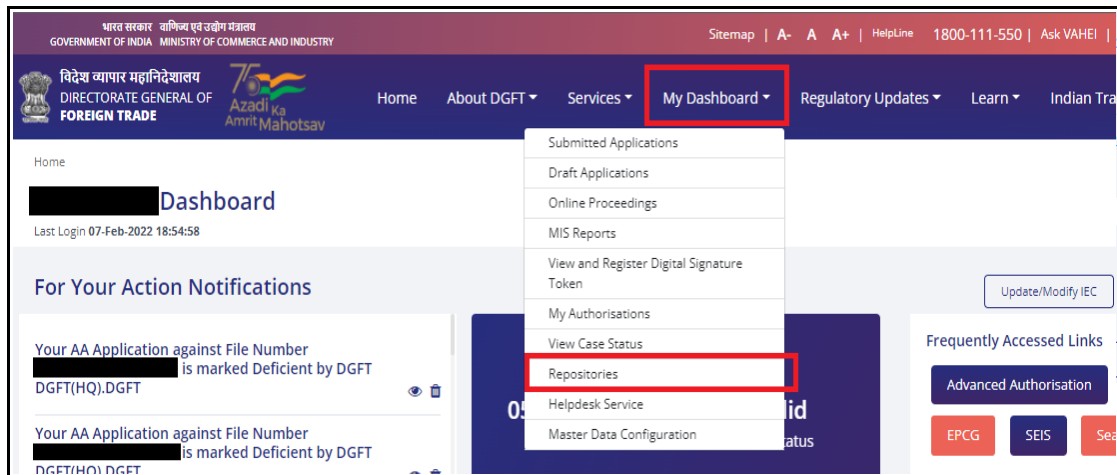
The File is submitted to RA office.

5. Adding EDI / Non-EDI Shipping bills

EDI & Non-EDI shipping bills can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 Cl details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

<h4>Bills Repositories</h4> <p>View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.</p> <p>Explore</p>	<h4>CA / CE Repository</h4> <p>Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.</p> <p>Explore</p>	<h4>View/Approve</h4> <p>Access CA / CE Repository appendices related to Advance Authorisation</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

- In select bill drop-down, select the **Shipping Bill** option and then click on add **Shipping Bill** button, you will be redirected to draft shipping bill application page.

The screenshot shows the 'Bills Repository' page with the 'Select Bill' dropdown menu open. The dropdown menu lists the following options: Shipping Bill (highlighted), Bank Realisations (e-BRC), Bill of Entry, GSTN Invoices, TR-6 Challan, and Bill of Exports. Other visible fields include 'IEC *' and 'Port Type'.

The screenshot shows the 'Bills Repository' page with the 'Add Shipping Bill' button highlighted in a red box. The page displays various input fields for creating a shipping bill, including 'Shipping Bill Number', 'From Date', 'To Date', 'File Number', 'Authorisation Number', 'Port Code', 'Min', and 'Max'. The 'Add Shipping Bill' button is located at the bottom of the form.

- Click on **Start fresh application** button to create a shipping bill.

The screenshot shows the 'Draft Application | Shipping Bill' page. It features a table with columns: Select, S. No., Application Number, Created On, Created By, and Last Updated. The table is currently empty, displaying the message 'No data available in table'. Below the table, there is a 'Start Fresh Application' button.

6. Now fill all the required details and make sure, these points are satisfied:

- Make sure all the values are correctly entered.
- Correct **Scheme code** should be selected in the **Export Item Details section**.
- Invoice serial no is the same as the export serial number entered in Advance Authorisation file number application in the Part-E section.
- **License number** should be entered correctly in the **Part-E section**.

Note:- Manual entry of EDI Shipping bills is allowed for the bills prior to 1st April 2020. Non-EDI shipping bills of any date can be added manually.

Shipping Bill

IEC No of Exporter <input type="text"/>	Shipping Bill Number * <input type="text"/>	Shipping Bill Date * <input type="text"/>
Port Type <input type="radio"/> EDI <input checked="" type="radio"/> NON-EDI	Port of Export * <input type="text" value="Please Select"/> <small>Search Port of Registration</small>	Destination Port <input type="text" value="Please Select"/>
EGM Number <input type="text"/>	Date of Export(EGM Date) <input type="text"/>	Export Country * <input type="text" value="Please Select"/>
Flight No/Vessel Code <input type="text"/>	Flight Date/Sailing <input type="text"/>	Date of LEO * <input type="text"/>
Total FOB value(in INR) * <input type="text"/>	Total FOB value in USD <input type="text"/>	USD exchange rate <input type="text"/>
Total FOB Value In Foreign Currency <input type="text"/>	Foreign Currency <input type="text" value="Please Select"/>	Foreign Currency exchange rate <input type="text"/>

Export Item Details

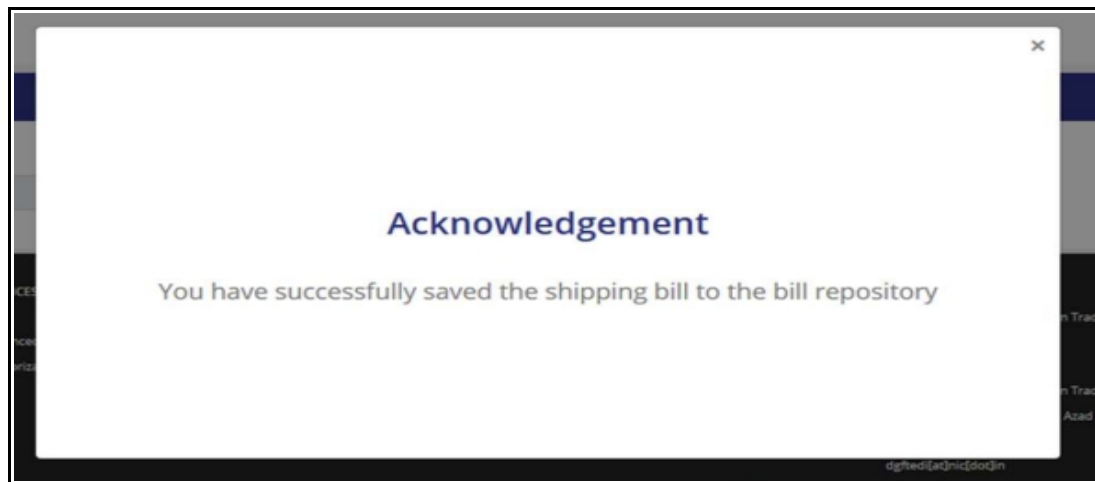
Note: Please enter the correct scheme code to avail benefits in the respective schemes.

Invoice Number of the Shipping Bill * <input type="text"/>	Serial number in the Invoice Number * <input type="text"/>	Description of Item of Exports <input type="text"/>
ITC(HS) Code * <input type="text" value="Search ITC Code e.g 741"/>	Product Group Code <input type="text" value="Please Select"/>	Item serial number in the group <input type="text"/>
SIGN Number <input type="text" value="Search SIGN Serial Number e.g A347"/>	Scheme Code <input type="text" value="Please Select"/>	Reward Scheme request * <input type="radio"/> YES <input checked="" type="radio"/> NO
Total Quantity * <input type="text"/>	Unit of measure code * <input type="text" value="Please Select"/>	FOB Value In Rs * <input type="text"/>
FOB value realized in the foreign currency code * <input type="text"/>	Foreign Currency Code * <input type="text" value="Please Select"/>	Foreign currency exchange rate in INR while time of shipping bill * <input type="text"/>
Unit in Rs * <input type="text"/>	Present Market Value (PMV) in Rs. * <input type="text"/>	

Part E License Details

Serial number in the invoice Number * <input type="text"/>	Invoice Number * <input type="text"/>	File No <input type="text"/>
License No <input type="text"/>	Serial No. of Item as on License (Part E) * <input type="text"/>	Quantity of export under the license * <input type="text"/>
Unit of measure code * <input type="text" value="Please Select"/>	Bill of Entry Number <input type="text"/>	Bill of Entry Date <input type="text"/>
Imported Goods Used * <input type="radio"/> YES <input checked="" type="radio"/> NO		

7. Now click on the **Save** button, the Shipping bill be successfully created and acknowledgement will be displayed to the user.

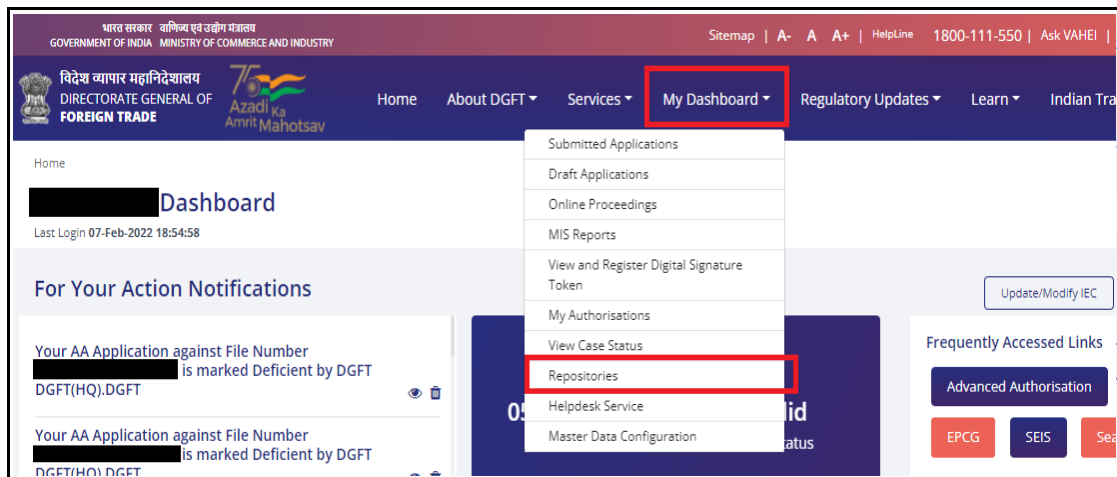


6. Adding GST Invoices

GST Invoices can be added to the bill repository, which will be useful for proceeding with the application for Closure.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 CI details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

4. In select bill drop-down, select the **GSTN Invoices** option and then click on **Add GSTN Invoices** button.

The screenshot shows the 'Bills Repository' page with the following fields and options:

- IEC ***: A text input field containing a redacted value.
- Port Type**: A dropdown menu with the option 'Select Some Options'.
- Select Bill ***: A dropdown menu with the following options:
 - Select--
 - Shipping Bill
 - Bank Realisations (e-BRC)
 - Bill of Entry
 - GSTN Invoices** (highlighted in blue)
 - TR-6 Challan
 - Bill of Exports

The screenshot shows the 'Bills Repository' page with the following fields and options:

- IEC ***: A text input field containing a redacted value.
- Select Bill ***: A dropdown menu with the option 'GSTN Invoices' selected.
- GSTN Invoices Number**: A text input field.
- From Date**: A date input field with the value '17/11/2021'.
- To Date**: A date input field with the value '15/02/2022'.
- Port Type**: A dropdown menu with the option 'Select Some Options'.
- GSTN Invoice Status**: A dropdown menu with the option 'Please Select'.
- Buttons**: Three buttons are visible: 'Search', 'Reset', and 'Add GSTN Invoices' (highlighted with a red border).

5. Now fill all the required details and make sure, these points are satisfied:
- If the user wants to add the GST invoice for exports then select the type of GST as **Export**.
 - If the user wants to add the GST invoice for Import then select the type of GST as **Import**.
 - Enter correct **authorisation number** against which GST is being applied in supply details tab.
 - For **Advance Authorisation**, the Export & Import serial field will shown as drop-down. User have to select the serial no. from the drop-down.

Note:- Serial number in the export & import drop-down will be auto-populated from the license according to the authorisation number entered by the user.

- For **EPCG**, user have to enter export & import serial number Manually.
- For **Export type GST invoice**, import serial number is not mandatory.

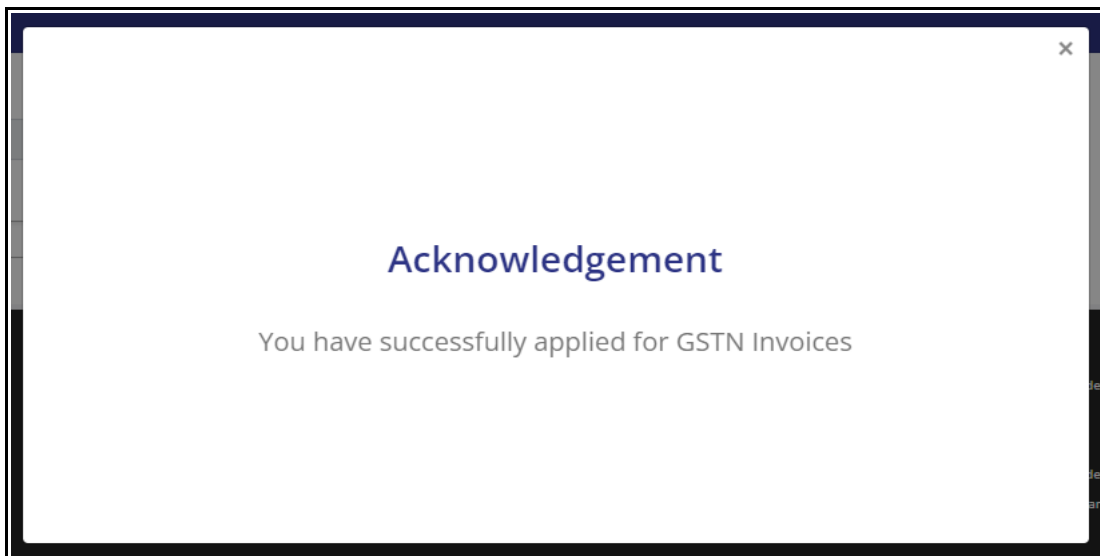
GSTN Invoices

IEC Number * <input type="text"/>	GSTN Invoice Number * <input type="text"/>	GSTN Invoice Date * <input type="text"/>
Date Of Supply * <input type="text"/>	Total Value(in INR) * <input type="text"/>	Total number of export items * <input type="text" value="0"/>
Recipient GSTN * <input type="text"/>	GSTN of Supplier * <input type="text"/>	
Type * Please Select ▼ Export import		

Supply Details

Authorization Number * <input type="text"/>	Export Serial Number * Please Select ▼ <small style="color: red;">This is a mandatory field</small>	Import Serial number * Please Select ▼
Serial number in the invoice Number * <input type="text"/>	Serial No. of Item as on License (Part E) * <input type="text"/>	
ITC (HS) Code * Search ITC Code e.g 741 Check the ITC(HS) Codes here	Description of Items of Supply * <input type="text"/>	Total Quantity * <input type="text"/>
Unit of measure code * Please Select ▼	Value in Rs * <input type="text"/>	Central Goods & Services Tax (CGST) * <input type="text"/>
Integrated Goods & Services Tax (IGST) * <input type="text"/>	State Goods & Services Tax (SGST) * <input type="text"/>	Total Tax Paid * <input type="text" value="0"/>

- After adding all the details click on **Save** button, the GST Invoice has been successfully created and acknowledgement will be displayed to the user.

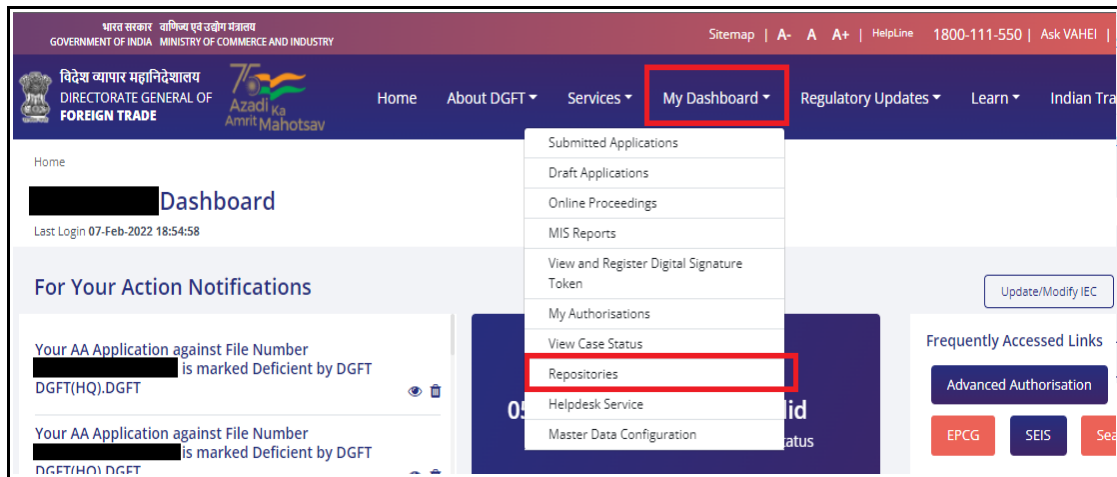


7. Adding Bill Of Entry

Bill of Entry can be fetched from the customs if not present in the user's repository.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 Cl details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

- In select bill drop-down, select the **Bill of Entry** option and then click on **Get Bill of Entry from ICEGATE** button.

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Port Type

Select Bill *
 --Select--
 Shipping Bill
 Bank Realisations (e-BRC)
Bill of Entry
 GSTN Invoices
 TR-6 Challan
 Bill of Exports

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill *
Bill of Entry

Bill of Entry Number

From Date

To Date

Port Type

Authorisation Number

Search

Important Note:

- Enter the **License number & Port of Registration**. After that click on **Get details from Customs** button. Data will be fetched & transferred to the user's Repository.

Get Bill of Entry from ICEGATE
Last Login 07-Feb-2022 18:54:58

Get Bill of Entry from ICEGATE

Important Note:
In case the details are not received from ICEGATE, then it is suggested to please raise a ticket at ICEGATE portal to resolve the same.

IEC *

License No*

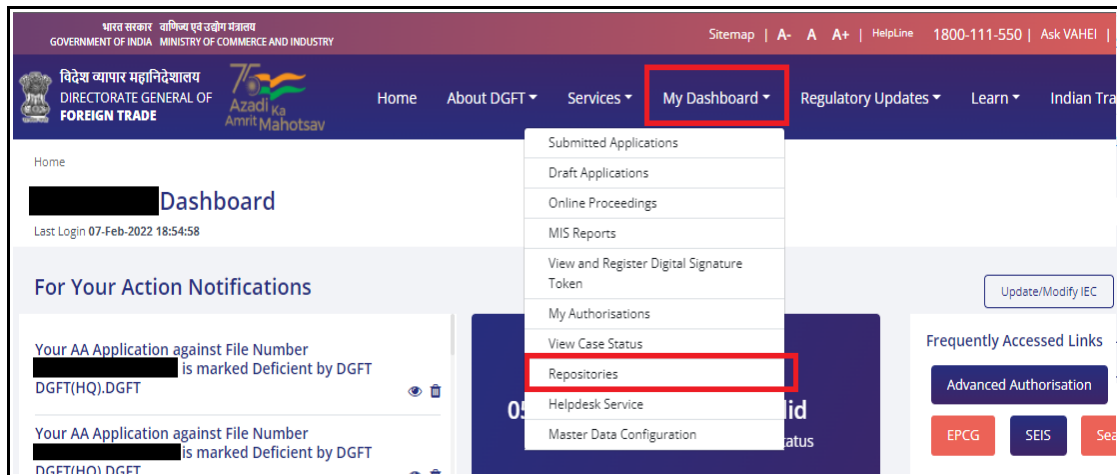
Port of Registration for the purpose of imports*
Select an Option

8. Adding TR-6 Challan

TR-6 Challan can be added manually in the repository.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 Cl details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

- In select bill drop-down, select the **TR-6 Challan** option and then click on **Add TR-6 Challan** button.

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Port Type

Select Bill *
--Select--
Shipping Bill
Bank Realisations (e-BRC)
Bill of Entry
GSTN Invoices
TR-6 Challan
Bill of Exports

Bills Repository
Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill *
TR-6 Challan

TR-6 Challan Number

From Date

To Date

Port Type

Authorisation against which TR-6 is recorded

Challan Status

- Enter all the details & attach relevent documents. Submit application.

TR-6 Challan
Last Login 07-Feb-2022 18:54:58

TR-6 Challan

IEC

Authorisation against which TR-6 is recorded *

TR-6 Challan Number *

Amount Paid (in INR) *

Reason *

File against which paid (if not specified earlier) *

Challan Date *

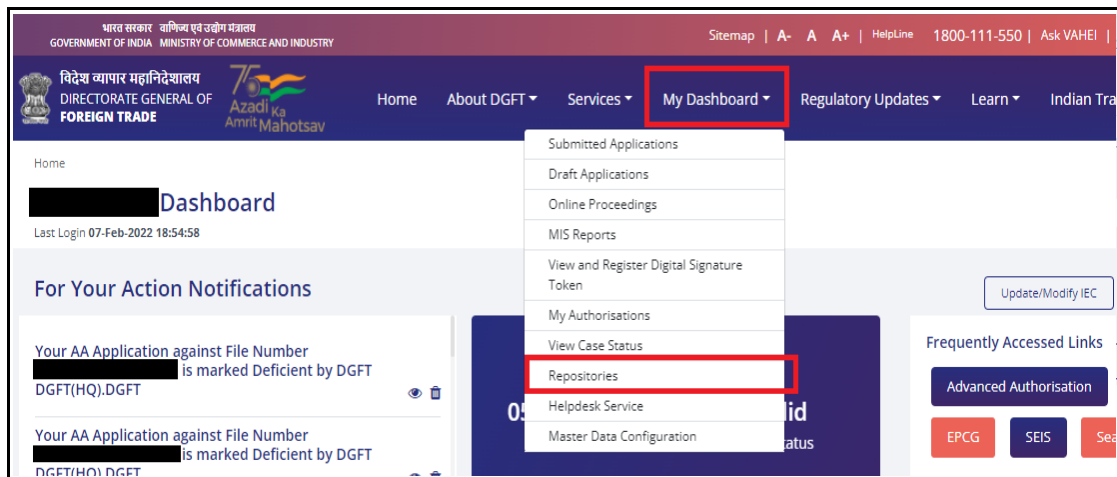
Scheme *

9. Updating Part- E of the Shipping bill

User can update FOB value, license number, file number & Serial number of an item in Shipping bill part-E section.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 Challans etc. details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online.
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system.

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

- In select bill drop-down, select the **Shipping Bill** option & enter the search parameters to find the Shipping bill which needs to be updated & then click on **Search** button.

- Then scroll down to find the shipping bill & click on Shipping bill no. hyperlink.

Copy Excel CSV PDF Print

Shipping Bill Number	Shipping Bill Date	FOB (in INR)	FOB (in FCC)	Port Type (EDI / NON-EDI / SEZ)	Custom / SEZ File Number	License No	Port Code	Status	M.F	Remove Shipping Bill
537	05/07/2019	1,61,608.54	-	EDI			NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037	Loaded	1	

6. In Part-E section click on **Action** button.

Part E License Details												
<input type="button" value="Copy"/> <input type="button" value="Excel"/> <input type="button" value="CSV"/> <input type="button" value="PDF"/> <input type="button" value="Print"/>												
Serial number in the invoice Number	Invoice No	File No	License No	Quantity of export under the license	Unit of measure code	Total FOB value(in INR)	FOB in FCC	Bill of Entry Number	Bill of Entry Date	Imported Goods Used	Serial No. of Item as on License (Part E)	Action
1				168.00	NUMBERS (NOS)	161608	2374					Action

7. Update the required details & then click on **Update**.

UPDATE SERIAL NO. OF ITEM AS ON LICENSE (PART E) ✕

Serial No. of Item as on License (Part E)

File No License No Total FOB value(in INR) FOB in FCC

Note:- (a) The user can update the fields only if the data is missing or incorrect. Correct or valid data is non-editable.

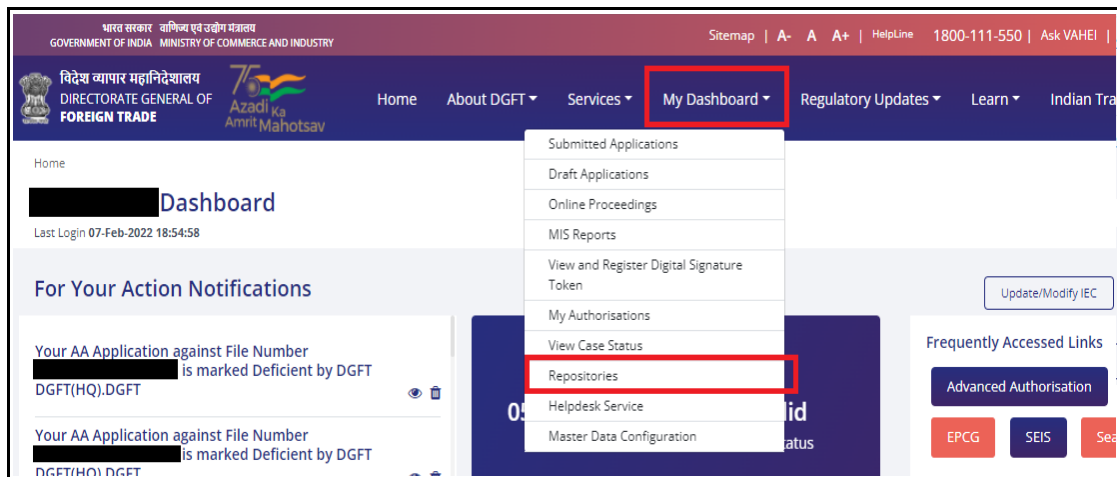
(b) The shipping bills which are not utilized can only be updated. User needs to delete the draft of the application then proceed further for the updation.

10. Updating freight, insurance, discount etc. In e-BRC

The User can update the freight, insurance, discount etc. related charges in repository. Multiplication Factor (MF) will be recalculated when the user saves these values.

User may proceed with the following steps:

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the **login button** to log in to the system.
2. At Home screen click on **My Dashboard** then select **Repositories** from the drop-down.



3. Now click on explore hyperlink in the **Bill Repository** node, you will be redirected to the bill repository page.

What is Repositories

Repositories is the centralised database for various transactional data such as shipping bills, bank realisation, bill of export Engineers for various schemes offered by DGFT.

Currently the following repositories are available.

1. Bills Repository - This consists of the shipping bills from CBIC and SEZ, bill of exports from SEZ, Bank Realisations, TR-6 Challans etc. details. The user can also add the details manually in the repository.
2. CA / CE Repository - There will be a provision for chartered accountants (CA) and chartered engineers (CE) to be on-board the e-submissions from CA/CE with respect to the various application submissions done by the importer / exporters online
3. Bank Guarantee (BG) and Letter of Undertaking (LOU) Repository - Users can record the BG and LOU details in the system

Accessing Repositories

Bills Repositories

View / Add Shipping Bill, Bank Realisation, Bill of Exports, Bill of Entry, TR-6 Challans etc.

[Explore](#)

CA / CE Repository

Access CA / CE Repository to view and add appendices related to various schemes such as Advance Authorisation and EPCG.

[Explore](#)

View/Approve

Access CA / CE Repository appendices related to Advance Authorisation

- In select bill drop-down, select the **Bank Realisation (e-BRC)** option & enter the search parameters to find the e-BRC which needs to be updated & then click on **Search** button.

Home / My Dashboard / Repositories

Bills Repository

Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Port Type

Select Bill *

- Select--
- Shipping Bill
- Bank Realisations (e-BRC)**
- Bill of Entry
- GSTN Invoices
- TR-6 Challan
- Bill of Exports

Bills Repository

Last Login 07-Feb-2022 18:54:58

Bills Repository

IEC *

Select Bill * Bank Realisations (e-BRC)

Bank Realisations (e-BRC) Number

From Date **To Date**

Shipping Bill Number **Shipping Bill Date**

Shipping Bill Port **Bill Id**

Authorisation Number **Utilisation Status** Yes No

Search **Reset**

- Scroll down to find the e-BRC which needs to be updated & click on Bank Realisation hyperlink.

Copy Excel CSV PDF Print

Bank Realisation Number	Bank Realisation Date	Date on which the amount is realized in the bank	FOB value realized in the foreign currency code	Bill ID	Shipping Bill Number	Shipping Bill Date	Shipping Bill Port	Bank Realisation Status	Utilisation Status
CNRB0002 ██████████	13/02/2019	07/02/2019	470	██████████	██████████	13/11/2018	NEW CUSTOM HOUSE, IGI AIRPORT, NEW DELHI - 110037	Fresh	No

6. Click on **Edit** button to unfreeze the fields which can be updated.

The screenshot shows a web form with two dropdown menus at the top, both set to 'US Dollars'. Below them is a text input field containing '470.44' with the label 'Net Realized Value(FC)'. To the left is a dashed box labeled 'Add Attachment' with the text 'Choose File to Upload *' and a note: 'n 1 attachment of 5 MB allowed *formats are allowed.'. At the bottom right, there are two buttons: 'Save' and 'Edit', with the 'Edit' button highlighted by a red rectangular box.

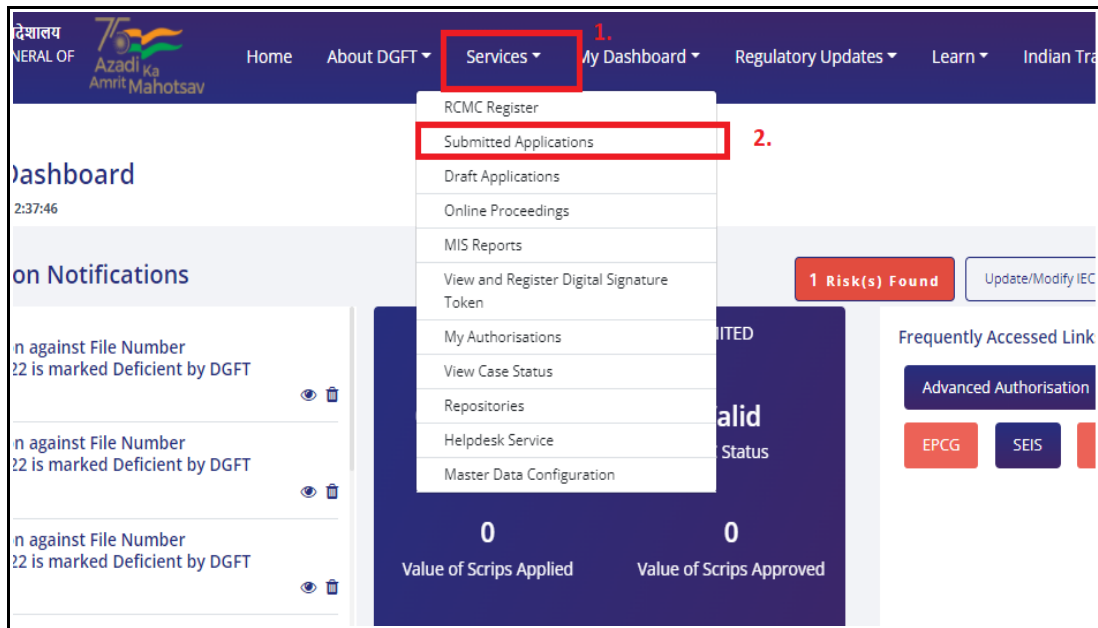
7. Update the fields & then click on **Save** button.

The screenshot shows a web form with several fields highlighted by red boxes. The fields include: 'Commission value paid by the exporter' (text input with '0.00'), 'Foreign currency code for the commission value' (dropdown menu with 'US Dollars'), 'Discount value' (text input), 'Foreign currency code of the discount' (dropdown menu with 'US Dollars'), 'Insurance value' (text input with '0.00'), 'Insurance foreign currency code' (dropdown menu with 'US Dollars'), 'Other Deduction Value' (text input), 'Other Deduction foreign currency code' (dropdown menu with 'US Dollars'), 'Invoice Number *' (text input with 'L84EXOU183490001'), 'Freight' (text input with '0.00'), 'Freight Foreign currency code' (dropdown menu with 'US Dollars'), and 'Currency code for the realized amount *' (dropdown menu with 'US Dollars').

11. Performing actions on Submitted application

Various actions can be performed on the submitted Closure file, for this we need a submitted Advance authorisation Closure File number application. Proceed with the following steps.

1. Visit the DGFT portal website and proceed with Login by entering the User ID, Password and captcha, then click on the login button to log in to the system.
2. Once you land on Dashboard then click on 'my dashboard' option, click on submitted application option from the dropdown, you will be redirected to track status screen.



3. In the track status search parameter, select the type of scheme as **Advance Authorisation scheme** and type of sub-scheme as **Closure of Advance Authorisation**. Enter the search parameter to search the file.

The screenshot shows the 'Track Application Status' search form. It includes the following fields:

- Type of scheme *: Advance Authorisation (AA)
- Type of sub scheme *: Closure of Advance Authorisation
- Status: Please Select
- From Date: 15/11/2021
- To Date: 15/02/2022
- File Number: [Empty]
- Application Number: [Empty]
- RA Office: Please Select
- Branch code: Please Select

Buttons for 'Clear All' and 'Search Q' are located at the bottom right of the form.

4. Now click on the **action button** and view the list of options available under action that can be

performed.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	Action
2	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	Action

5. If the file is **PROCESS** then following actions will be available.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	Action
File Status In Process							
2	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	
3	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	000	DGFT(HQ)	
4	[REDACTED]	[REDACTED]	28/01/2022	[REDACTED]	003	RA DELHI	

- Print
- Withdraw
- Attach Documents
- Payment Details
- View Life Cycle
- DSC/eSign Details
- Transmission Details
- Make a Copy
- View Submitted Attachments

Click on the **Print** option, to view the submitted application and print the same. To view, the payment details click on **payment details** option in the dropdown. For viewing the lifecycle of the application click on **view life cycle** button, similarly, for **DSC signature details**, **transmission details**, **view submitted attachments**, select the respective options from the list.

6. If the file is **APPROVED** or **REJECTED** then following actions will be available.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Action
File Status Approved							
2	[REDACTED]	[REDACTED]	25/01/2022	[REDACTED]	000	DGFT(HQ)	
3	[REDACTED]	[REDACTED]	21/01/2022	[REDACTED]	000	DGFT(HQ)	
4	[REDACTED]	[REDACTED]	21/01/2022	[REDACTED]	000	DGFT(HQ)	

- Print
- Payment Details
- View Life Cycle
- DSC/eSign Details
- Transmission Details
- Make a Copy
- View Approved License/Rejection
- View Submitted Attachments

By clicking on the **View Approved License/Rejection** user can view the letter issues by the RA Officer.

7. If the file is DEFICIENT then the following actions will be available.

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	Action
1	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Action
2	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Action
3	[REDACTED]	[REDACTED]	27/01/2022	[REDACTED]	000	DGFT(HQ)	Action
4	[REDACTED]	[REDACTED]	18/01/2022	[REDACTED]	003	DGFT(HQ)	Action
5	[REDACTED]	[REDACTED]	17/01/2022	[REDACTED]	003	RA DFI HI	Action

- User can respond to deficiency & make the changes which RA officer has mentioned.

DEFICIENCY LETTER

Showing result for : Application process -> [REDACTED] Application Sub process -> [REDACTED]
 Application Number - [REDACTED] File Number - [REDACTED]

Sno	Deficiency issued date	RA office	Deficiency View	Previous Respond	Remarks	Respond to Deficiency
1	27/01/2022	DGFT(HQ)	View	[REDACTED]	The requester is not eligible	Respond

- There are two ways of responding for deficiency- (A) Without Amendment (B) With Amendment

(A) For Without Amendment-

- User have to click on NO button when asked to amend the application.

DEFICIENCY LETTER

Do you want to amend application?

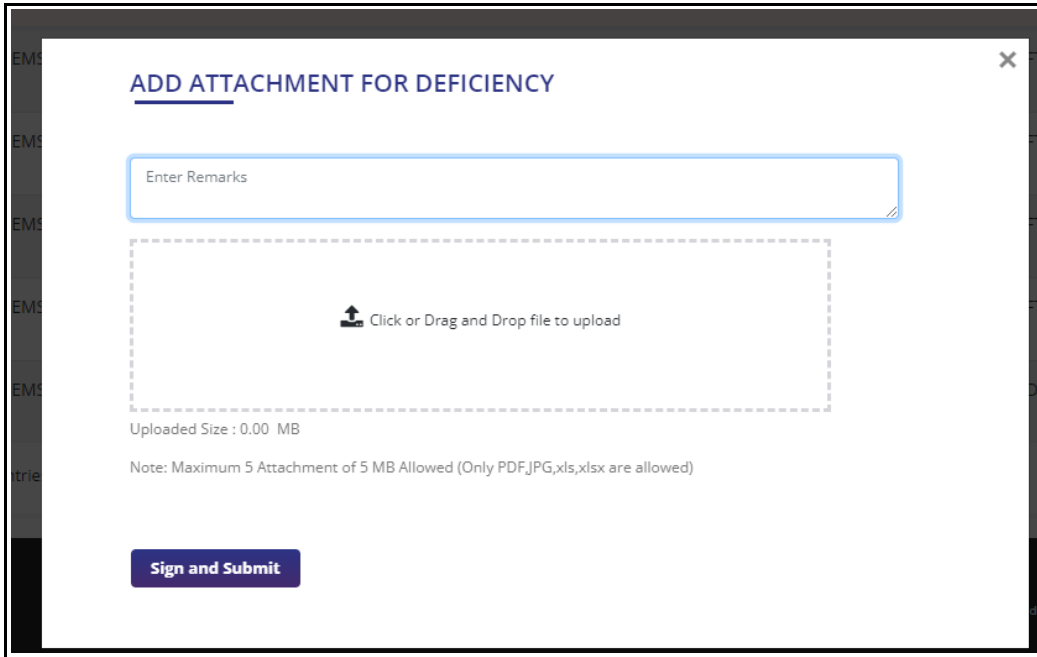
Yes OR No

- Then click on YES to proceed futher for without amendment.

Modifications made in the application form will not be stored. Are you sure you want to select "No" ?

No Yes

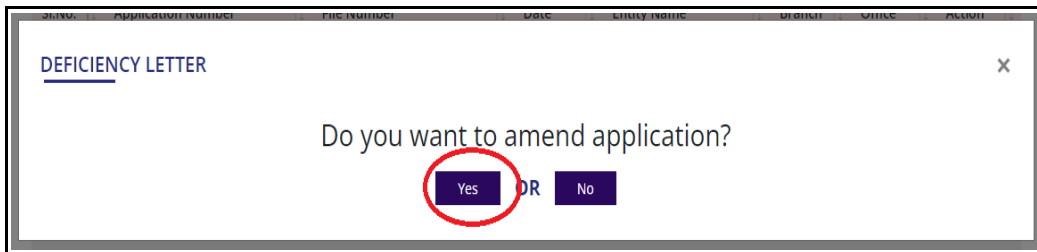
- After clicking on YES, an attachment screen will appear where user can upload the documents which were asked by RA or needs to be attached with remarks.



- Then click on Sign and Submit button to complete the process.

(B) For With Amendment-

- User have to click on YES button when asked to amend the application.



- After clicking on YES, the application will open & the user can make changes in the whole application.
- After making necessary changes submit the application with remarks to complete the process.

