

**ANF 1**  
**PROFILE**

**Note: Please state 'Not Applicable' wherever the information/data is not applicable to you.**

<b>1. IEC Details</b>	
i. IEC Number	
ii. Date of Issue	
iii. Issuing Authority	

<b>2. Applicant Firm Details</b>	
i. Name	
ii. Address (Registered Office in case of Companies and Head Office in case of Others)	
iii. Address of all Branches/Divisions/Units/Factories located in India & abroad (attach extra sheet if required)	
iv. Telephone	
v. Email address (for correspondence with DGFT)	

<b>3. Details of Proprietor/Partners/Directors/Karta/Trustee of the applicant firm (attach extra sheet if required)</b>	
i. Name	
ii. Father's Name	
iii. Residential Address	
iv. Telephone	

<b>4. Nature of Concern (please tick)</b>		(√)
i. Government Undertaking		
ii. Public Limited Company		
iii. Private Limited Company		
iv. Proprietorship		
v. Partnership		
vi. Others		

<b>5. Type of Exporter (please tick)</b>		(√)
i. Merchant Exporter		
ii. Manufacturer Exporter		
iii. Service Provider		
iv. Others (please specify)		
v. Merchant cum Manufacturer		

**6. Industrial Registration Details**

- i. SSI/IEM/LOI or IL Registration Number
- ii. Date of Issue
- iii. Issuing Authority
- iv. Products for which registered

**7. Service Tax Registration Details (in case of Service providers)**

- i. Service Tax Registration Number
- ii. Issuing Authority
- iii. Services for which registered

**8. RCMC Details**

- i. RCMC Number
- ii. Date of Issue
- iii. Issuing Authority
- iv. Valid upto
- v. Products for which registered

**9. Status House Details**

- i. One/Two/Three/Four/Five Star
- ii. Certificate Number
- iii. Date of Issue
- iv. Issuing Authority
- v. Valid Upto

**10. PAN Details**

- i. PAN Number
- ii. Issuing Authority

**11. Excise Details**

- i. Excise Registration Number
- ii. Issuing Authority

**12. VAT Details**

- i. VAT Registration Number
- ii. Issuing Authority

### 13. Turnover Details for the preceding three licensing years

FY	Annual Domestic Turnover (Rs Lakhs)	Annual Export Turnover (Rs Lakhs)

#### DECLARATION / UNDERTAKING

1. 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 held there from.
2. I / We fully understand that any information furnished in the application if 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.
3. I / We undertake to abide by the provisions of the FT (D & R) Act, 1992, the Rules and Orders framed there under, FTP, HBP v 1 and HBP v2 and ITC (HS).
- 4
  - a. I / We hereby certify that the firm / company for whom the application has been made has not been penalized under Customs Act, Excise Act, FT (D & R) Act 1992 and FERA / FEMA.
  - b. I / We hereby certify that none of the Proprietor / Partner(s) / Director(s) / Karta / Trustee of firm / company, as the case may be, is / are a Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / Company which has come to adverse notice of DGFT.
  - c. I / We hereby certify that the Proprietor / Partner(s) / Director(s) / Karta / Trustee, as the case may be, of the firm/company is / are not associated as Proprietor / Partner(s) / Director(s) / Karta / Trustee in any other firm / company which is in the caution list of RBI.
  - d. I / We hereby certify that neither the Registered Office / Head Office of the firm/company 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.
5. I / We hereby declare that I / We have not obtained nor applied for such benefits (including issuance of an Importer Exporter Code Number) in the name of our Registered / Head Office or any of our Branch(s) / Unit(s) / Division(s) to any other Regional Authority.
- 5A. I / We hereby declare that I/we have perused the list of SCOMET items as contained in the Appendix 3 to the Schedule 2 of the ITC (HS) and that the item(s) exported / proposed to be exported does not fall within this list and that I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP v1, irrespective of the scheme under which the item is exported / proposed to be exported.
6. I / We solemnly declare that I / We have applied for / obtained a RCMC to the EPC which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of Para 2.67 and Para 2.67.1 of the HBP v1.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

## ANF 2 A

### Application Form for Issue / Modification in Importer Exporter Code Number (IEC)

#### Part A

##### To be filled by the Issuing Authority

-

IEC Details--	
i.	IEC Number
ii.	Date of Issue
iii.	Issuing Authority

##### To be filled by the applicants

Un-attested Photograph of the applicant. Identical photograph should be used on the Bank Certificate.

**Note:** Please state 'Not Applicable' wherever the information / data is not applicable to you.

Fields marked \* are optional. All others are mandatory

1. Applicant Details																				
Name																				
ii) Address: (Registered Office Address is required in case of Companies, Head Office Address is required for all other categories)	Flat/Plot/Block No:																			
	Street/Area/Locality:																			
	City :																			
	State	PINCODE																		
iii) For endorsing Addresses of Branches, Divisions, Units, Factories located in India & abroad, please attach extra sheet if require. However, please use the same address format as specified above.																				
iv Telephone / Fax Nos	Area Code along with Telephone / Fax No.																			
Landline (1)																				
Landline (2)																				
Fax No																				
v) Email ID / Website Address	Email ID: For correspondence with DGFT					Alternate Email ID:*														
	Website Address:*(if any)																			
Vi Full Name, Designation and Mobile Number of the Signatory (Signatory's photograph is to be affixed on the Bank Certificate)	First Name	Middle Name					Last Name													
	Designation:																			
	Mobile Number:																			
<b>Note 1:</b> When the name of an individual is required to be filled up, full name (in the order –First name, Middle name and Surname should be filled up as far as possible, without using any abbreviations. For example, please fill up the full name – ANIL KUMAR SINGH (instead of abbreviated forms like ANIL K SINGH; ANIL SINGH; A.K. SINGH; A KUMARSINGH; A KUMAR SINGH; ANILSINGH; ANILKUMARSINGH etc.) This note applies to the entire ANF, particularly to Sr.No.2 so that wherever the name / father's name are required to be filled up, they are filled up correctly.																				

Fields marked \* are optional. All others are mandatory.

**2. Details of Proprietor / Partners / Directors / Karta / Trustee of the applicant firm (attach extra sheet if required)**

Total Number of Partners / Directors / Karta / Trustee in the applicant firm

**Following information may be provided for each Proprietor / Partners / Directors / Karta / Trustee of the applicant firm**

i. Name

ii. Father's Name

iii. Residential Address

iv. Telephone

**3. Nature of Concern (please tick)**

(√)

i. Government Undertaking

ii. Public Limited Company

iii. Private Limited Company

iv. Proprietorship

v. Partnership

vi. Others

**4. Type of Exporter (please tick)**

(√)

i. Merchant Exporter

ii. Manufacturer Exporter

iii. Service Provider

iv. Others (please specify)

v. Merchant cum Manufacturer

**5. Bank Account Details**

i. Name of the Bank

ii. Address of the Bank

iii. Type of Bank Account

iv. Bank Account Number

v. Year of opening Bank Account

**6.**

**PAN DETAILS:**

i PAN Number: (Alphanumeric Field – Size 10)

ii PAN issuing Authority

iii Name as appearing on the PAN Card

iv Date as mentioned on PAN Card:

Date of Birth for Individuals

Date of Incorporation for all other categories (Trusts/ HUFs / Firms / LLPs / Companies etc.)

v Father's Name in case of PAN allotted to Individuals

**7. Application Fee Details**

Amount (Rs)—Rupees

Demand Draft

Date of Issue

Name of the Bank and its Branch on which drawn

Place

Date

Signature of the Applicant

Name

Designation

Official Address

Telephone

Residential Address

Email Address

**Part B**

**APPENDIX 18 A**

**FORMAT OF BANK CERTIFICATE FOR ISSUE OF IEC**

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

---

Ref No. ....

To

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

(Name and address of the licensing authority)

Sir/ Madam,

We certify that M/s..... (Name and Address of the applicant) are maintaining a Savings Bank Account / Current Account (tick whichever is applicable) No. .... with us since dated (dd/mm/yyyy)

.....

Affix  
Passport  
Size  
Photograph of the  
applicant

Note: The Banker must identify and attest the photograph.

(Signature of the Banker)  
Name .....  
Designation .....  
\*Email ID of the Banker : .....

Date: .....

Place: .....

(Banks Stamp)

\*Mandatory Field. [ Email ID of the official issuing this Bank Certificate]"

## Part C

### For Modification of Import Export Code Number

IEC Number-

#### 1- Details of Modification

SN	Details of Modification required	
	Existing details	Modification required
Modification -1		
Modification -2		
Modification -3		

#### 2. Documents to be submitted in support of the claim

<b>a. In case of Proprietorship firms, please furnish documentary evidence regarding</b>
i. Date of Birth of individual
ii. Number of IECs held along with their details
<b>b. In case of Companies, please furnish documentary evidence regarding</b>
i. Date of incorporation
<b>c. In case of others</b>
i. Date of formation

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address



## PART D

### DECLARATION/UNDERTAKING

1. 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 held there from.
2. I/We fully understand that any information furnished in the application if 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.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures and the ITC(HS) Classification of Export & Import Items.
4.
  - a. I/We hereby certify that the firm/company for whom the application has been made has not been penalized under the Customs Act, Excise Act, Foreign Trade (Development & Regulation) Act 1992 and FERA/FEMA
  - b. I/We hereby certify that none of the Proprietor/ Partner(s)/ Director(s)/Karta/Trustee of the firm/company, as the case may be, is/are a Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/Company which(i) has come to the adverse notice of DGFT, (ii). is in the caution list of RBI,
  - c. /We hereby certify that neither the Registered Office/Head Office of the firm/company 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.

<b>5-NRI interest in the firm-Kindly tick one of the following:</b>
(i) There is no non-resident interest in the firm/company and no non resident investment with or without repatriation benefits has been made in the firm/company; or
(ii) There is non-resident interest in the firm/company and non resident investment without repatriation benefits in the firm/company is held with the general/specific permission of RBI; or
(iii) There is non-resident interest in the firm/company and non-resident investment with repatriation benefits in the firm/company is held with the specific permission of RBI.
<b>In case of NRI interest/holding with repatriation benefits in the firm/company, please furnish</b>
i. RBI Approval Number
ii. RBI Approval Date

6. I/We hereby declare that I/We have not obtained nor applied for issuance of an Importer Exporter Code Number in the name of our Registered/Head Office or any of our Branch(s)/Unit(s)/Division(s) to any other Licensing Authority.
7. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.

Place  
Date

Signature of the Applicant  
Name  
Designation  
Official Address  
Telephone  
Residential Address  
Email Address

---

## GUIDELINES FOR APPLICANTS

### **A-Applying for new IEC number- Kindly fill Part A, B ,C & D of this application form**

1. One copy of the application must be submitted.
2. Each individual page of the application has to be signed by the applicant.
3. **Application must be accompanied by documents as per details given below:**
  - I) Covering letter on Company/Firm's Letter Head.
  - II) Authority letter with photograph of authorized representative of the firm who will be submitting the application at the counter.
  - III) Demand Draft of Rs.250 evidencing payment of application fee in favor of the concerned regional office of DGFT. (eg. For Delhi Office ..Zonal Jt.DGFT (CLA), New Delhi)
  - IV) Certificate from the Banker of the applicant firm in the specified format
  - V) Self certified copy of Permanent Account Number (PAN) issued by Income Tax Authorities (Front and Back).
  - VI) Two copies of passport size photographs of the applicant
  - VII) Photograph on the banker's certificate should be attested by the banker of the applicant.
  - VIII) Self addressed envelope and stamp of Rs.30.
  - IX) These documents may be kept secured in a file cover.

The above documents may be sent by post or hand delivered at the concerned regional DGFT office.

### **B-Applying for modification of existing IEC number- Kindly fill Part A,B C & D of this application form**

1. Only one copy of the application should be submitted.
2. Each individual page of the application has to be signed by the applicant.
3. Application must be accompanied by documents as per details given below:

A-Documentary Proof :

- 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  
Date of incorporation

- c. In case of others  
Date of formation

B-Demand Draft details evidencing payment of application fee in terms of Appendix 21B. (No fee is payable for modification/amendment if such application is made in 90 days. Otherwise, a fee of Rs.1000 may be paid in form of demand draft. No fee is required for inclusion of PAN no. in the old IEC.

4. Original copy of existing IEC.