Registration Certificate Help

Index

S.No.	Contents at a glance
1.	
2.	
3.	
4.	
5.	

1. How to Login

1.1 Exporter will enter its **IEC & Branch Code** and **Password** as shown below:

1.2 Exporter can also login with Digital Certificate by marking the checkbox as shown below, then click on **Login** button.

1.3 After pressing the **Login** button, following screen will appear. Select the Digital Certificate and click "**OK**" button.

What is a Digital Certificate? A digital Certificate is like the identity of and individual, when the person transacts/interacts through the internet, it uniquely identifies any individual on the internet. It consists of an electronic file called "key pairs" containing the 'private key' and 'public key' of the individual to whom the certificates belong, which is digitally signed by the CA (Certificate Authority) to become a legally valid Digital Certificate/Digital ID.
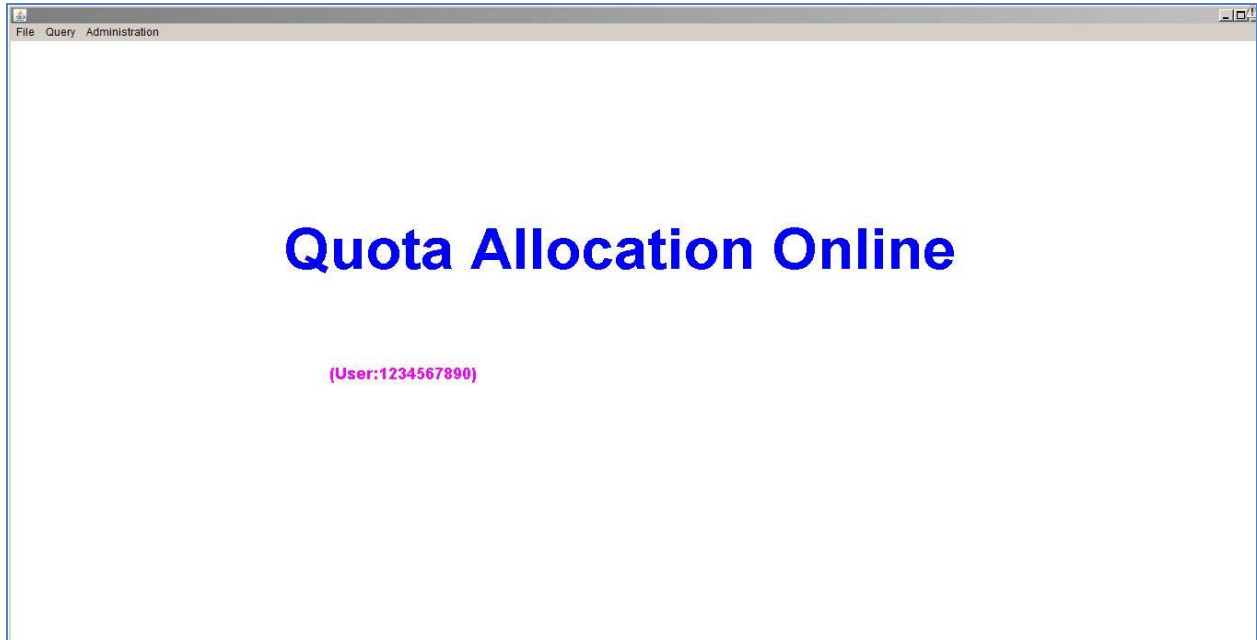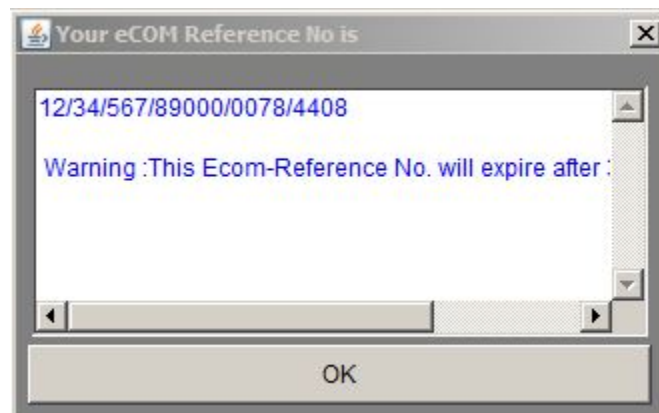
2. Creation of an Application

2.1 On pressing OK button of step 1.3, following screen will appear:

2.2 To create a new application exporter has to click on **File** menu and then select the option **Create**

2.3 On selecting the **Create** option on **File Menu** a message box showing the **eCOM Reference number** will be generated as shown in the screen below. Then press **OK**.

2.4 After pressing **OK** Button, the following **RC Screen** will appear.

2.5 All the details like **IEC, Name of Firm**, and **Address** will be automatically displayed.

2.6 Select **Item Description** enter "**Total Entitled Quota**", "**Quota Already Used**" and
    "**Quota Applied For**". Balance will be calculated according to your entered values.

Total Entitled Quota – Maximum quantity that is allowed which the exporter cannot exceed.
Quota Already Used – Quantity that had been exported by the exporter.
Quota Applied for – Quantity that exporter want to export.

2.7 Now enter Foreign Buyer Details which consists of **Name, Postal Address, Phone No.,
    Contract Ref No., Contract Ref No., Contract Date, Email** and Select "**Payment Terms**"

2.8 Press **Add** button. A message box will appear as shown below.

3. To Update Application

3.1 To update your application please go to **File** and select **Open** option on main menu as shown below.

   Note: After successfully submitting your application you can no longer update your application.
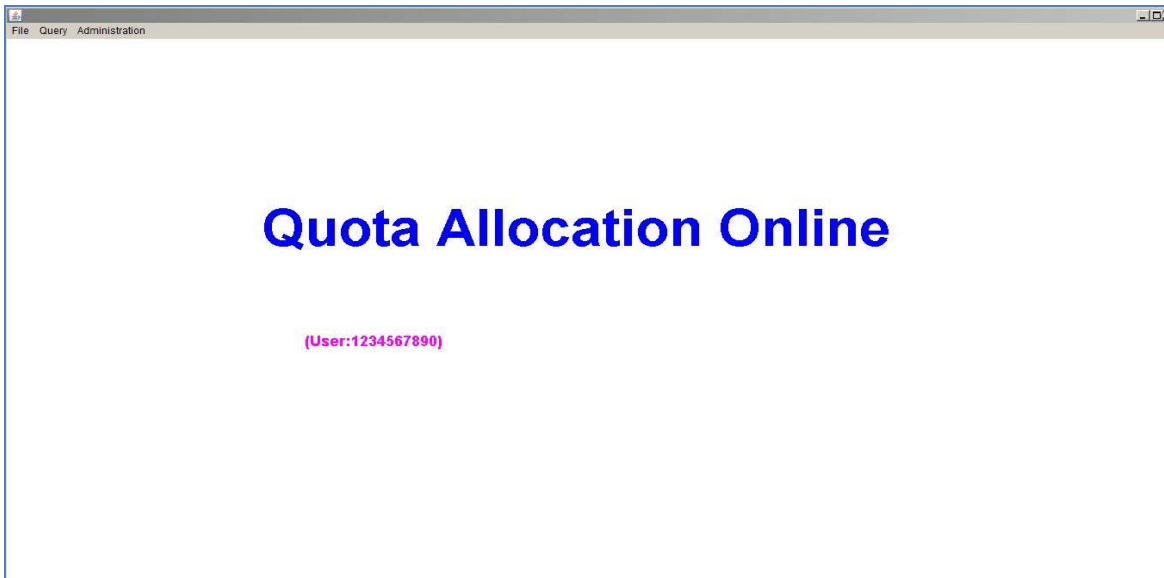
3.2 Following message box will appear. Select the file and click "**Select**" button.
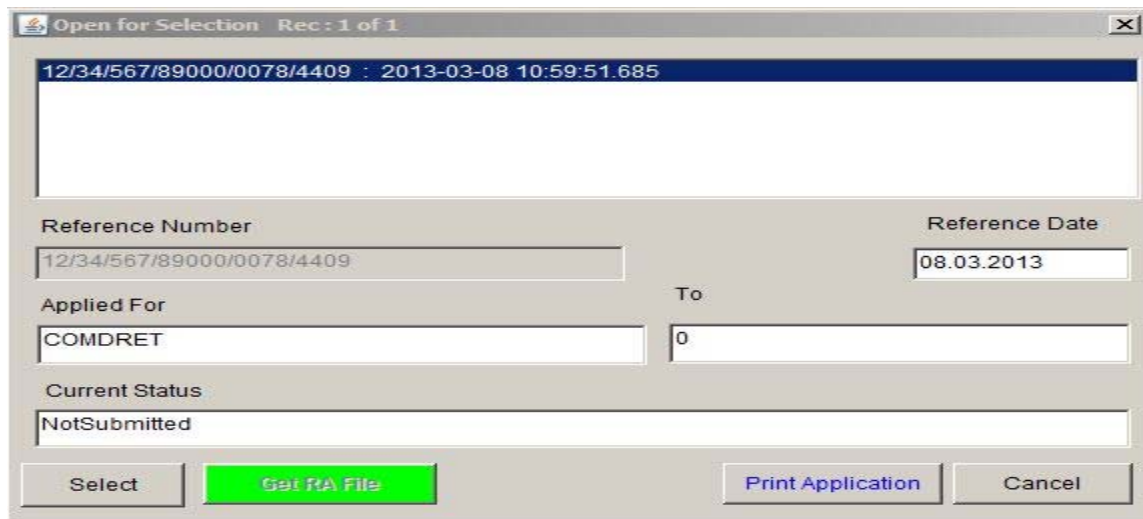
3.3 After clicking the **Select** button **RC main screen** will appear as shown below:

3.4 You can update any field as per your requirements. After updating click on the "**Update**" button.

3.5 Following message box will pop up.
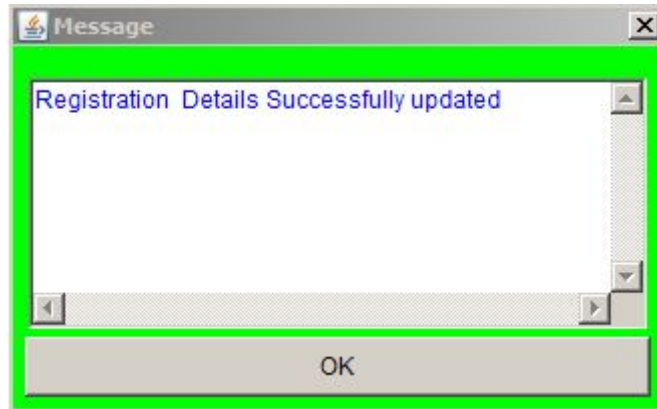
3.6 Your application has been updated successfully.

4. To Submit an Application

4.1 Now Click on" **Submit"** button in the Main Screen i.e. step 2.8,

following message box will appear.

4.2 Select the desired **Office Name** and click on "**Generate**" button as marked in green.

4.3 Following message box will appear. Click on "**Yes**" Button as marked

4.4 Now select the list item and click on **Sign and Submit** button, as shown below:
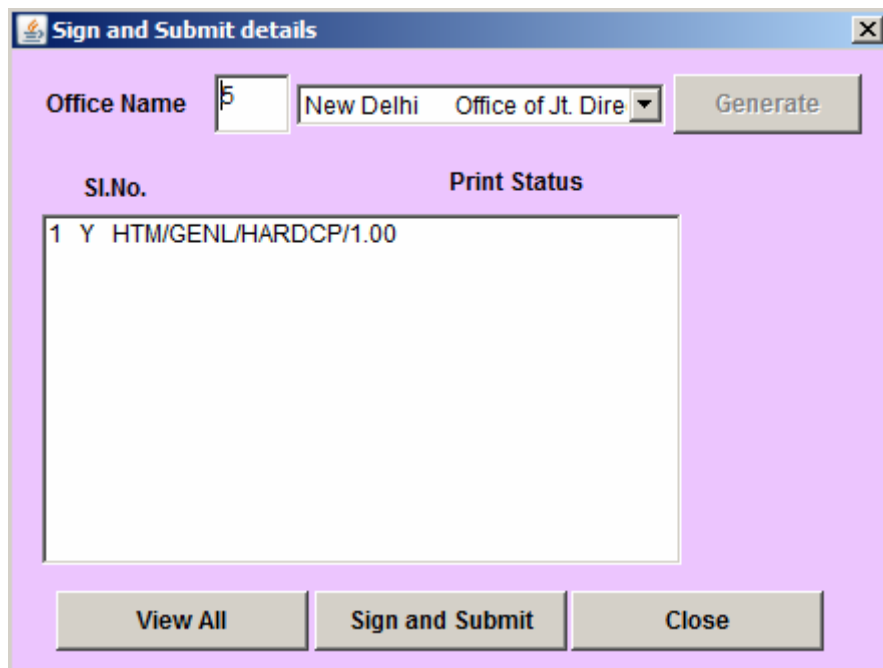
4.5 Click on the **Sign** button as marked in the above screen. Print format will get open up on the browser, then click on "**Sign with Digital Signature**", as shown below:

2. I/We hereby declare that in the name of this applicant firm, (a) no other application is being submitted or has been submitted for obtaining RC/Authorisation to any office of DGFT (either before the present RA or any other RA); and (b) that in respect of RC/Authorisation obtained earlier, if any, the proof of having exported/imported in previous RC/Authorisation has been submitted to the concerned RA.

3. I/We declare that the name of my/our firm is not in the Denied Entites List (DEL) nor we have defaulted against any previous RC/Authorisation.

4. I/We fully understand that any information/document furnished with 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.

5. I/We undertake to abide by the provisions of the FT (D & R) Act. 1992, as amended, the Rules and Orders framed there under, FTP, HBP v1 and HBP v2 and ITC (HS). I/We also undertake that in the event of non-performance after grant of Registration Certificate for export by the Directorate General of Foreign Trade. I/We shall be liable to Penal Action under Section 11(2) of Foreign Trade (Development and Regulation) Act, 1992, (as amended), including debarment from obtaining any Registraion certificate in future.

6. I hereby declare that I am authorised to verify and sign this declaration.

signature of the Applicant Place..................Date.............

Name:

Official Address (Complete):

Telephone Number(s) :
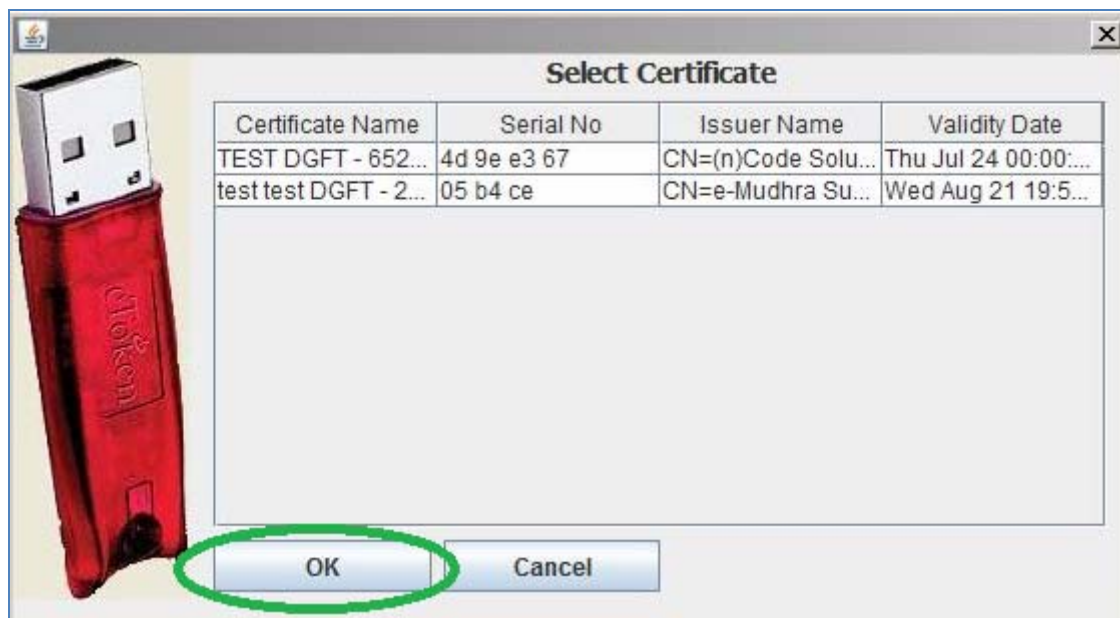
Cell Phone Number(s) :

Fax Number(s):

Email(s):

Required documents for submission for obtaining RC:

(a) proof of payment (either Letter of Credit duly authenticated by a Bank of India, or 100% advance payment (FIRC), or 25% advance payment (FIRC) and rest 75% against document)

(b) Copy of IEC

Sign with Digital Signature

4.6 On clicking the "**Sign with Digital Signature**" button, following screen will appear

Select Certificate

Certificate Name	Serial No	Issuer Name	Validity Date
TEST DGFT - 652...	4d 9e e3 67	CN=(n)Code Solu...	Thu Jul 24 00:00:...
test test DGFT - 2...	05 b4 ce	CN=e-Mudhra Su...	Wed Aug 21 19:5...

OK   Cancel

4.7 Again select "**Digital Certificate**" from the above screen and press "**OK**" button.

4.8 On clicking OK button, following message box will appear. It confirms that your application is successfully submitted. You can note down information for further reference.

4.9 Application has been submitted successfully.

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Top

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5. Checking Application status

5.1 To check status of your application go to main menu and then click on "**Query**" button and select "**Status**" option. Following message box will appear.
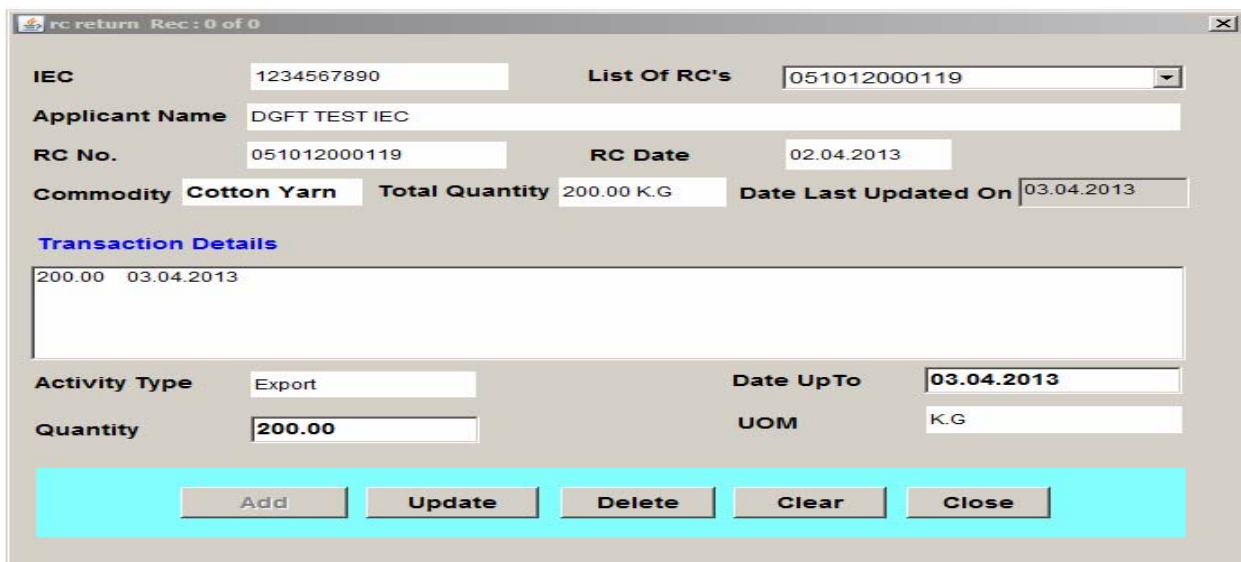
5.2 Select your file and click on "**Select**" button. Following message box will appear.
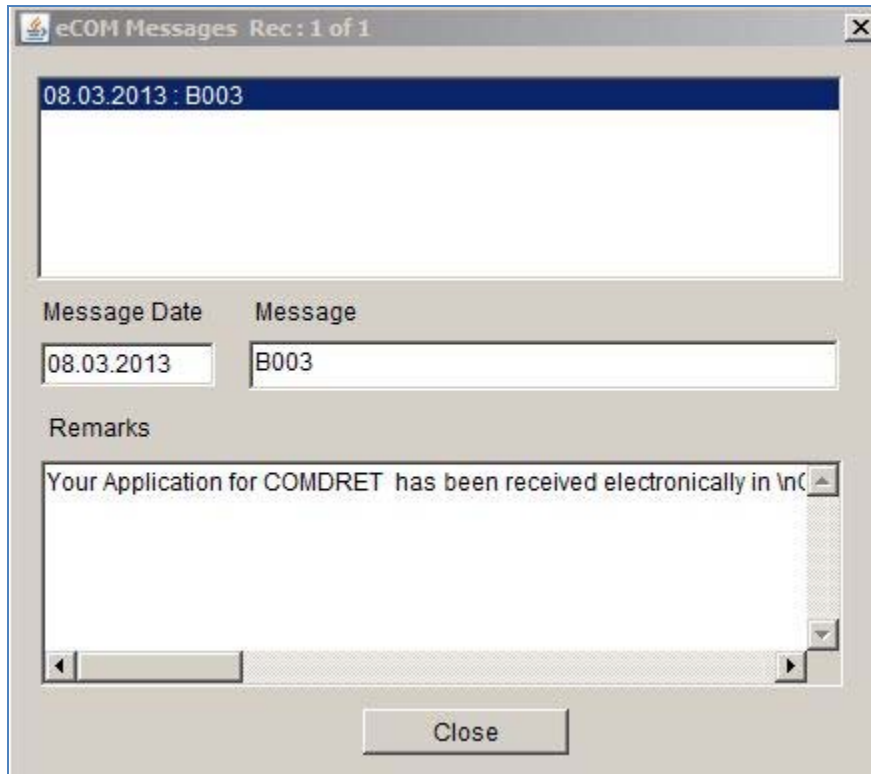
5.3 You can check status of your application

Top