

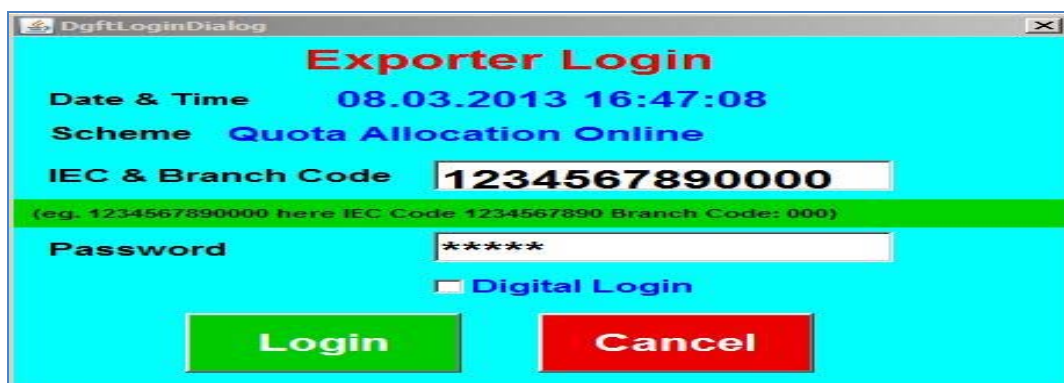
Registration Certificate Help

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1. How to Login

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



The screenshot shows a window titled "DgftLoginDialog" with a cyan background. The title bar includes a close button. The main content area displays "Exporter Login" in red. Below this, the date and time "08.03.2013 16:47:08" are shown in blue. The scheme "Quota Allocation Online" is also in blue. The "IEC & Branch Code" field contains "1234567890000" in black text. A green bar below this field contains the text "(eg. 1234567890000 here IEC Code 1234567890 Branch Code: 000)". The "Password" field contains "*****" in black text. There is a checkbox labeled "Digital Login" which is currently unchecked. At the bottom, there are two buttons: a green "Login" button and a red "Cancel" button.

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



Exporter Login

Date & Time **08.03.2013 10:44:33**

Scheme **Quota Allocation Online**

IEC & Branch Code

(eg. 1234567890000 here IEC Code 1234567890 Branch Code: 000)


Password

Digital Login

Login **Cancel**

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 an 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.

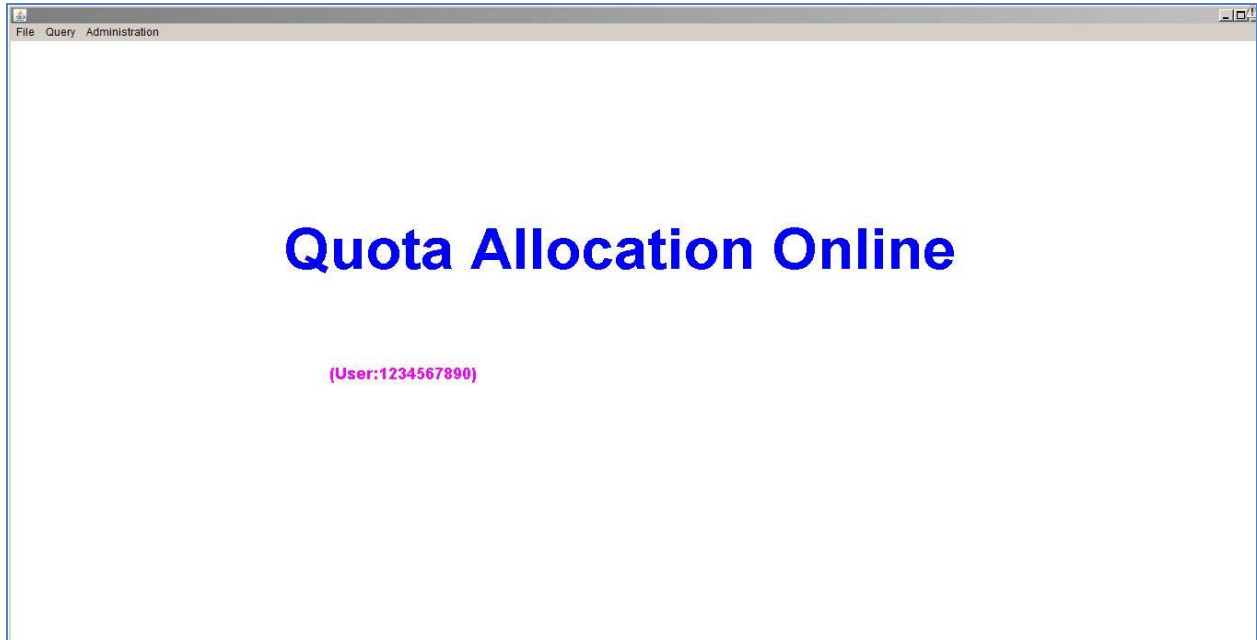


Certificate Name	Serial No	Issuer Name	Validity Date
TEST DGFT - 652...	4d 9e e3 67	CN=(n)Code Solu...	Thu Jul 24 00:00:...
test test DGFT - 2...	05 b4 ce	CN=e-Mudhra Su...	Wed Aug 21 19:5...

OK **Cancel**

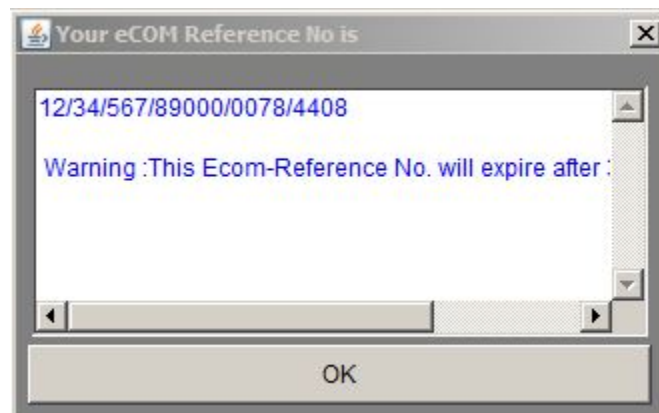
2. Creation of an Application

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.

The screenshot shows a software window titled "RegistrationDialog" with a light blue background. It is divided into three main sections: (A) Applicant's Details, (B) Contract Registration Details, and (C) Validity. Section (A) contains fields for IEC Number (1234567890), Branch Code (0), Ecom Ref. No. (12/34/567/89000/0078/4545), Ref. No., Name of the Firm/Company (DGFT TEST IEC), AddressLine 1 (GATE NO 2, UDYOG BHAWAN), AddressLine 2 (11-RAFI MARG), City/State (DELHI), and Pin Code (110011). Section (B) includes Item Description (2 Cotton Yarn), Notification No. (40/2011), Notification Date (31.03.2011), and fields for Total Entitled Quota, Quota Already Used, Quota Applied For, and UOM (KGS, K.G). It also has fields for Balance, Activity Type (Export), Value in US \$, and Equivalent Value in Rs. Section (C) shows Foreign Buyer Details (Name, Postal Address, Phone No., Fax No., Contract Ref No., Contract Date, E-mail) and Payment Terms (1 Irrevocable Letter of Credit). A validity period of 30 days is noted. At the bottom, there are buttons for Add, Update, Clear, Close, Submit, and Print.

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.

The screenshot displays the 'RegistrationDialog' application window. It is divided into three main sections: (A) Applicant's Details, (B) Contract Information, and (C) Validity. A small 'Addition' message box is overlaid on the window, displaying the text 'Successfully Added' and an 'OK' button. The main window contains various input fields and buttons. The 'Add' button at the bottom is highlighted with a green border.

(A) Applicant's Details

IEC Number	1234567890	Branch Code	0	Find
Ecom Ref. No.	12/34/567/89000/0078/4408	Ref. No.		
Name of the Firm/Company	DGFT TEST IEC			
AddressLine 1	GATE NO 2. UDYOG BHAWAN			
AddressLine				
City/State				
Pin Code				

(B) Contract Information

Item Description		UOM	
Total Entitled	1000	BAL	Bales
Balance	100.0		

(C) Validity

: 30 days of issue of RC.

Foreign Buyer Details :

Name	Aman Verma		
Postal Address	Navin Shahdra, New Delhi 110011		
Phone No.	01123231354	Fax No.	01123434567
Contract Ref No.	ref/009	Contract Date	12.12.2012
E-mail	contact.aman@gmail.com		
Payment Terms	1	Irrevocable Letter of Credit	

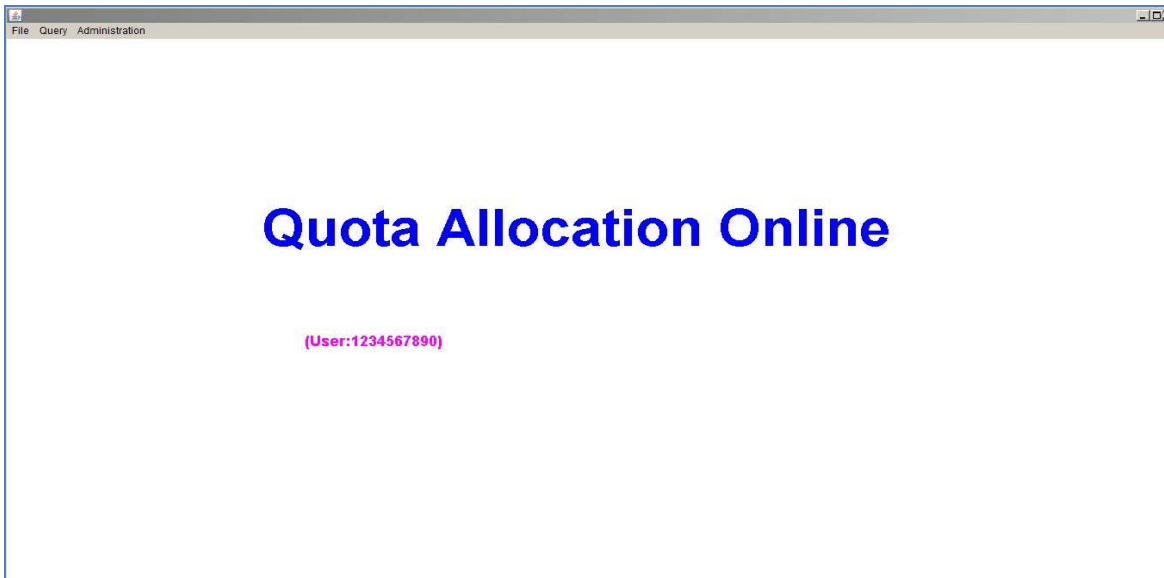
Buttons: Add, Update, Clear, Close, Submit, Print

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3. To Update Application

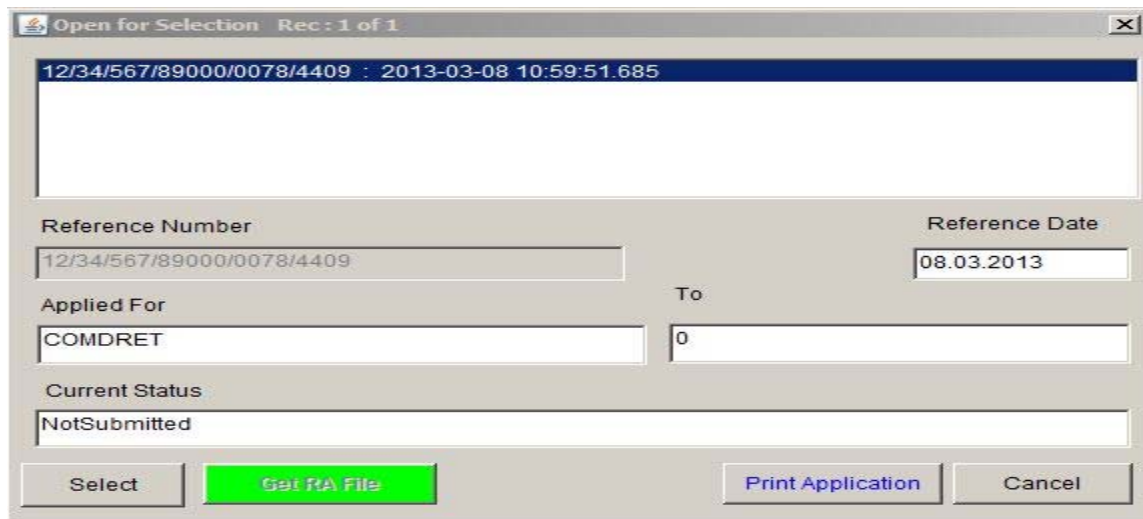
3.1 To update your application please go to **File** and select **Open** option on main menu as shown below.

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.

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3.3 After clicking the **Select** button **RC main screen** will appear as shown below:

RegistrationDialog

(A) Applicant's Details

IEC Number: 1234567890 Branch Code: 0 Find

Ecom Ref. No.: 12/34/567/89000/0078/4545 Ref. No.:

Name of the Firm/Company: DGFT TEST IEC

AddressLine 1: GATE NO 2, UDYOG BHAWAN

AddressLine 2: 11-RAFI MARG

City/State: DELHI

Pin Code: 110011

(B) Contract Registration Details

Notification No: 40/2011 Notification Date: 31.03.2011

Item Description: 2 Cotton Yarn

Total Entitled Quota: Quota Already Used: Quota Applied For: UOM: KGS K.G

Balance: Activity Type: Export

Value in US \$: Equivalent Value in Rs.:

Foreign Buyer Details :

Name: Country: ALL

Postal Address:

Phone No.: Fax No.:

Contract Ref No.: Contract Date:

E-mail:

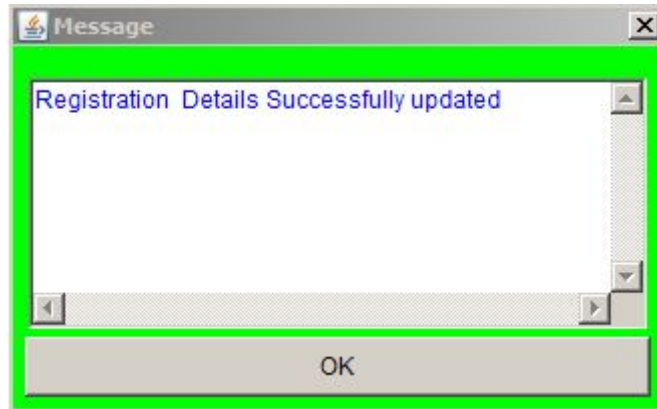
Payment Terms: 1 Irrevocable Letter of Credit

(C) Validity : 30 days of issue of RC.

Add Update Clear Close Submit Print

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.

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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.

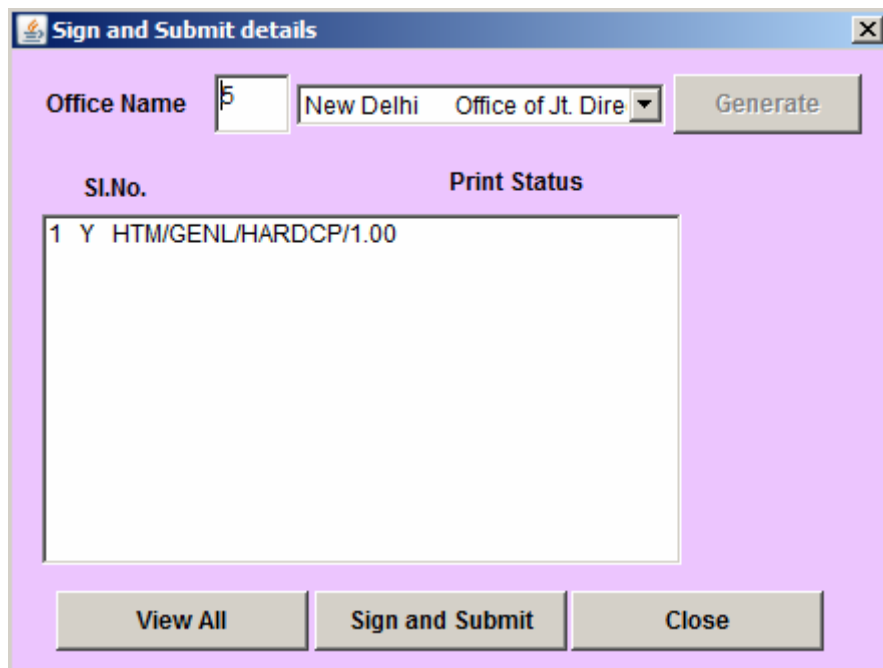


4.2 Select the desired **Office Name** and click on “**Generate**” button as marked in green.

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:

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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):

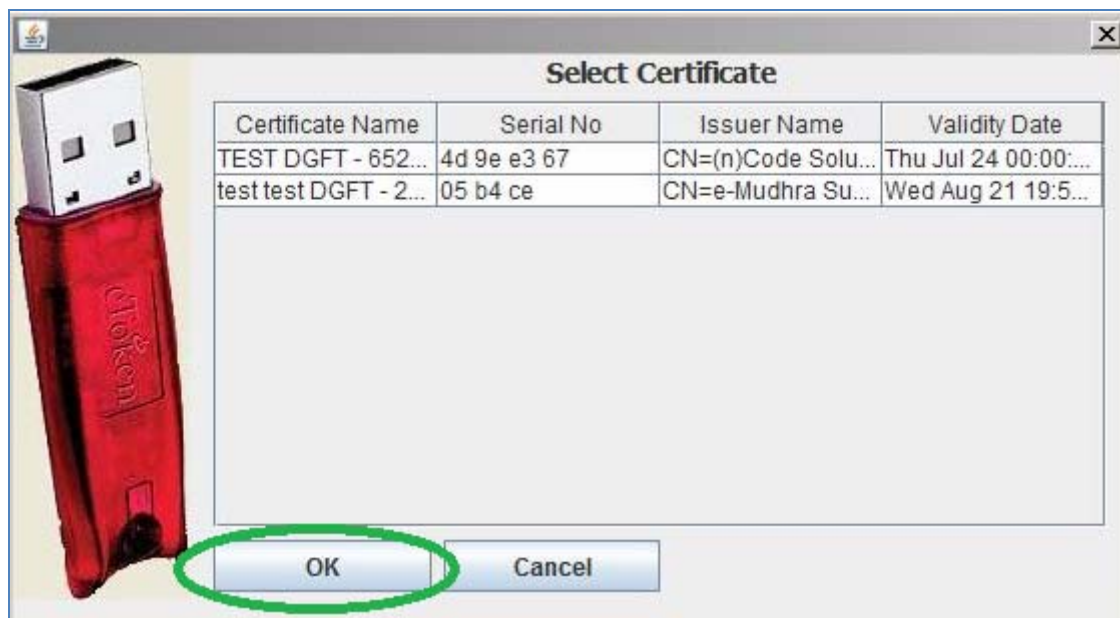
Email(s):

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

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



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

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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.

Application Submission Details	
Ecom Ref. No.:	12/34/567/89000/0078/4603
Document Attacher:	DGFT TEST IEC
Staus:	Application Successfully Signed.
Submitted To :	Office of Jt. Director General of Foreign Trade , New Delhi
Application Submission Status :	Successful.
Application Details :	Your Application for `Registration Certificate` has been received electronically in Office of Jt. Director General of Foreign Trade , New Delhi Successfully on 17.04.2013 Your File Number is: 05/21/091/00018/AM14 and Key Number is : 238 Please quote above number(s) for communication with this office.
<input type="button" value="Close Application"/>	

4.9 Application has been submitted successfully.

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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.

Reference Number	Reference Date
12/34/567/89000/0078/4408	2013-03-08 10:56:18.495
12/34/567/89000/0078/4405	2013-03-07 17:20:36.616
12/34/567/89000/0078/4407	2013-03-07 16:43:26.522
12/34/567/89000/0078/4402	2013-03-07 15:49:38.915
12/34/567/89000/0078/4401	2013-03-07 15:36:58.64
12/34/567/89000/0078/4395	2013-03-06 18:10:30.76
12/34/567/89000/0078/4394	2013-03-06 17:55:56.207

Reference Number:

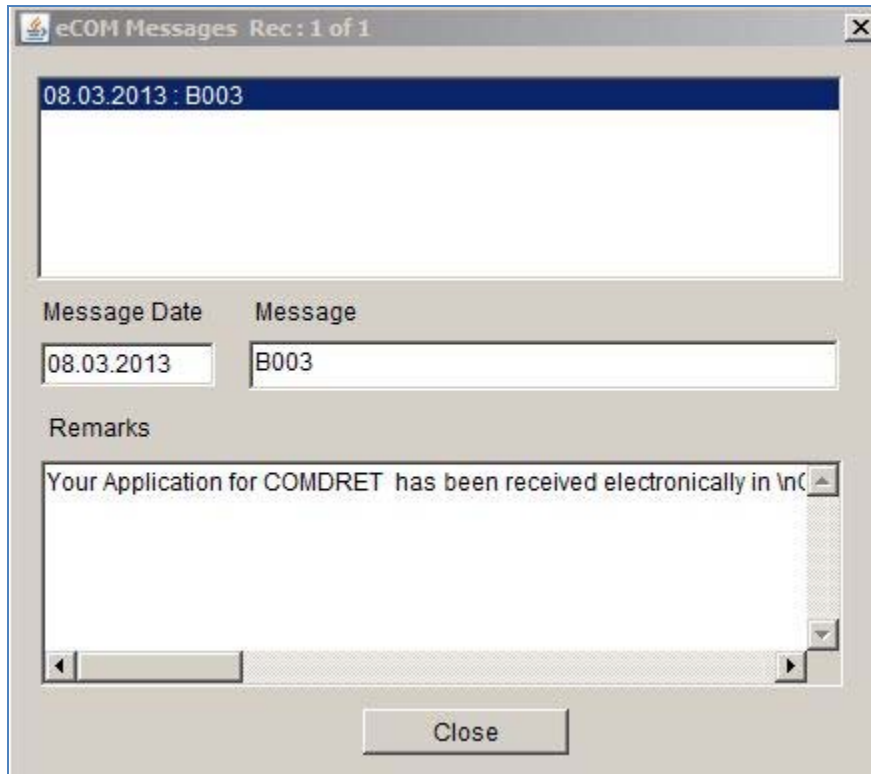
Reference Date:

Applied For:

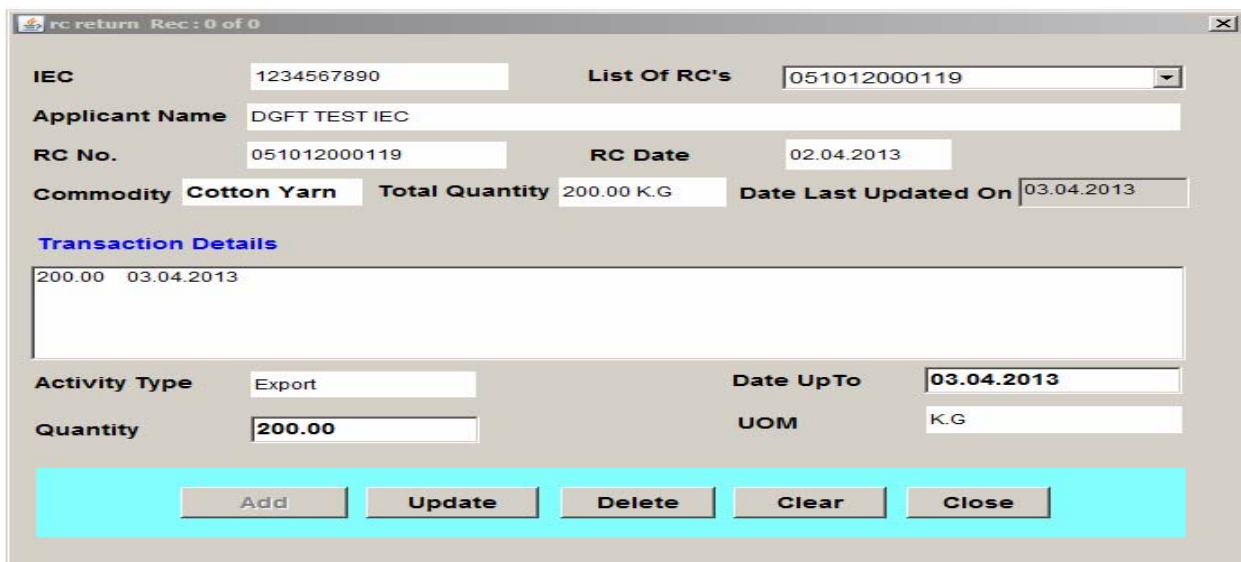
To:

Current Status:

5.2 Select your file and click on “Select” button. Following message box will appear.



5.3 You can check status of your application



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