Steps wise procedure to become an exporter.

Importer Exporter Code (IEC)

What is IEC

- Import Export Code (IEC) is a unique identification number that is issued by the Directorate General of Foreign Trade (DGFT)

- IEC is a mandatory requirement to make exports from or Imports into India.

How to apply for new IEC

❖ Application for new IEC can be made online through DGFT website - https://www.dgft.gov.in

❖ Guidelines for all processes are available on the homepage by navigating to "Learn" tab > "Application Help & FAQs".

❖ In the first step, applicant needs to register with DGFT website by navigating to "Login" Button

❖ After registration and creating the account, login and click "Apply for IEC" from the dashboard and follow the steps.

❖ Requirements for creation of IEC are.

1. Active Permanent Account Number (PAN)

2. Scanned documents of proof of establishments, address proof and Bank account proof.

3. Active Digital Signature (DSC) or Aadhar of Firm's member.

❖ Application fee for application is Rs 500/- which can be paid online (by debit card/ credit card /net banking

❖ Email and contact details provided should be easily accessible to applicant for verification and authentication via OTP.

❖ IEC application processing is completely automated, and there is no need to visit DGFT office. Soft copy of IEC will be generated which does not require any physical signature.

❖ IEC once issued is valid permanently. However, updation every year is mandatory.

❖ Only **one IEC is issued against one PAN.**