

# 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	

<b>6. Industrial Registration Details</b>
i. SSI/IEM/LOI or IL Registration Number
ii. Date of Issue
iii. Issuing Authority
iv. Products for which registered

<b>7. Service Tax Registration Details (in case of Service providers)</b>
i. Service Tax Registration Number
ii. Issuing Authority
iii. Services for which registered

<b>8. RCMC Details</b>
i. RCMC Number
ii. Date of Issue
iii. Issuing Authority
iv. Valid upto
v. Products for which registered

<b>9. Status House Details</b>
i. One/Two/Three/Four/Five Star
ii. Certificate Number
iii. Date of Issue
iv. Issuing Authority
v. Valid Upto

<b>10. PAN Details</b>
i. PAN Number
iii. Issuing Authority

<b>11. Excise Details</b>
i. Excise Registration Number
ii. Issuing Authority

<b>12. VAT Details</b>
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.

Signature of the Applicant

Place

Date

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**

<b>IEC Details--</b>
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/Nil' wherever the information / data is not applicable to you.  
Fields marked \* are optional. All others are mandatory

<b>1.</b>	<b>Applicant Details</b>									
<b>1. Name:-</b>										
<b>Address</b> (Registered office address is required in case of companies head office address is required for all other categories )	<b>Flat/Plot/Blockno:</b>									
	<b>Street/Area / Locality</b>									
	<b>City</b>									
	<b>State :</b>		<b>PIN CODE</b>							
For endorsing addresses of Branches , Division , Units , factories located in india & abroad , please attach extra sheet it require However ,please use the same address format as specified above)										
<b>Iv , Telephone / fax no</b>		<b>Area code along with Telephone / Fax no :</b>								
<b>Landline (1)</b>										
<b>Landline (2)</b>										
<b>Fax no :</b>										
<b>V : Email id / website Address :</b>		<b>Email id : for correspondence with DGFT</b>					<b>Allernate Email Id :</b>			
		<b>Website Address: ( if any)</b>								
<b>Vi : Full Name Designation and mobile number of the signatory (signatory,s photograph is to be afixed on the bank certificate )</b>	<b>First Name</b>		<b>Middle Name</b>			<b>Last Name</b>				
	<b>Designation</b>									
		<b>Mobile Number</b>								
<b>Note :</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 the full name anil kumer singh ( instead of abbreviated forms like anil k singh anil singh , A.k singh , A kumar singh , Anil singh , Anil kumar singh 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.										

<b>2. Details of Proprietor / Partners / Directors / Karta / Trustee of the applicant firm (attach extra sheet if required)</b>	
Total Number of Partners / Directors / Karta / Trustee in the applicant firm:-	
<b>Following information may be provided for each Proprietor / Partners / Directors / Karta / Trustee of the applicant firm</b>	
i. Name	
ii. Father's Name	
iii. Residential Address	
iv. Telephone	
<b>3. Nature of Concern (please tick) (√)</b>	
i. Government Undertaking	
ii. Public Limited Company	
iii. Private Limited Company	
iv. Proprietorship	
v. Partnership	
vi. Others	
<b>4. Type of Exporter (please tick) (√)</b>	
i. Merchant Exporter	
ii. Manufacturer Exporter	
iii. Service Provider	
iv. Others (please specify)	
v. Merchant cum Manufacturer	
<b>5. Bank Account Details</b>	
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	
<b>6. PAN Details</b>	
i. PAN Number	
ii. Issuing Authority	
<b>8. Application Fee Details</b>	
Amount (Rs)—Rupees	
Demand Draft	
Date of Issue	
Name of the Bank and its Branch on which drawn	

Signature of the Applicant

Place

Date:-

Name

Designation

Official Address

Telephone

Residential Address

Email Address

## **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

Signature of the Applicant

Place

Date:-

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.

Signature of the Applicant

Place

Date

Name

Designation

Official Address

Telephone

Residential Address

Email Address

ON BRANCH ADDRESSED OFFICIAL LETTER HEAD

To

Dy D.G.F.T  
Patel Nagar,  
Dehradun.

Sir,

We certify that M/s. \_\_\_\_\_ Private Limited Address : \_\_\_\_\_ pin code..... is maintaining a  
Current Account No. .... with us since .....

. Photo of Sh ..... , Director of M/s .....

Affix  
Passport  
Size  
Photograph of the  
applicant cross sign  
by banker and  
stamp

Note: The Banker must identify and attest the photograph. **Sign & Stamp** Partly on Photo and partly on letter head.

Date: .....  
Place: .....

(Signature of the Banker)  
Name .....  
Designation .....  
Registration No.....

(Banks  
Stamp)

**EMAIL ID OF BANKER SIGNING AUTH**



## GUIDELINES FOR APPLICANTS

### A-Applying for new IEC number- Kindly fill Part A, B & 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) Demand Draft of Rs. 250/- - in favour of Dy. D. G. F. T. payable at Dehradun.
  - II) Certificate from the Banker of the applicant firm in the specified format incl email of manager of bank, cert. on branch letter head bearing branch address.
  - III) Self certified copy of Permanent Account Number (PAN) issued by Income Tax Authorities.+ Back side of PAN card is must on same page company and director, copy of moa/aoa,
  - IV) List of director including name, father name, address, pin, mobile/phone
  - V) Two copies of passport size photographs of the applicant Separately must be identical as bank certificate and ANF2A FORM
  - VI) Photograph on the banker's certificate should be attested by the banker of the applicant.
  - VII) Two envelope + stamped with Rs. 30/- each
  - VIII) These documents may be kept secured in a file cover.
  - IX) Each page of application must be sign by applicant. In case of firm/ company only one partner /director shall be applicant. Other partner shall give authority to applicant partner to apply IEC Code. In case of Company Resolution in favour of Director applicant with MOU & AOU is required.
  - X) Applicant shall sign applicant each form at the place above the line specified as "Signature of the Applicant" strictly followed.
  - XI) PIN code of city every where required. Nil should be given every where.
  - XII) Applicant email, Mobile, resi. Fixed phone, Factory Phone must.
  - XIII) Applicant address should be adjuctly same as printed in the bank certificate.
  - XIV) Please register your address of factory with near by Post office. In case of return of post of IEC will cost you 1100/- each time.
  - XV) One blank set of Form should be given signed. With 3 letter head in favour of Dy DGFT, Dehradun signed from Applicant.

XV) Landline Telephone in the name of company or director is must, a copy of bill self certified is required. If not available purchase a tata/ relaince/any land line phone. It is available at market in single day.