HOW TO APPLY?

How to Apply for an IEC Code

To apply for an **IEC Code (Importer Exporter Code)** in India, follow these steps:

Step 1: Visit the DGFT Website

1. Go to the official website of the **Directorate General of Foreign Trade (DGFT)**: https://www.dgft.gov.in.
2. Register on the DGFT portal using your **PAN number**, valid **email ID**, and **mobile number**. This will generate login credentials for the online application.

Step 2: Login and Start the IEC Application

1. After registration, log in using the credentials received.
2. On the dashboard, select the **"Apply for IEC"** option under the **"Services"** tab.
3. The application form will open.

Step 3: Fill in the Application Form (ANF 2A)

You will need to provide the following details:

- **Personal/Business Details**: Name, address, PAN number (individual or business), nature of the business, etc.
- **Bank Details**: Bank account number, IFSC code, and a cancelled cheque or bank certificate.

Step 4: Upload the Required Documents

Ensure you have scanned copies of the following documents to upload:

- **PAN Card** (mandatory).
- **Proof of Address** (utility bill, rent agreement, or ownership document).
- **Bank Certificate or Cancelled Cheque** showing the entity's name.
- **Passport-size Photograph** (if applicable).

Step 5: Submit the Application

1. Review the details you've entered and uploaded.

2. Submit the application form.

Step 6: Get the IEC Code

- After submitting the form, you will receive an **IEC certificate** via email with a unique 10-digit code.
- The processing time usually takes around **1-5 working days**.

Key Points to Note:

- The **IEC code is valid for a lifetime**, and there is no need for renewal.
- Even individuals or businesses not involved in commercial activities like exports or imports must still obtain an IEC for specific business-related purposes.