

Government of India / भारत सरकार
Ministry of Commerce and Industry/ वाणिज्य एवं उद्योग मंत्रालय
Department of Commerce / वाणिज्य विभाग
Directorate General of Foreign Trade / विदेश व्यापार महानिदेशालय

Vanijya Bhawan, New Delhi

Dated: 2nd April 2024

Trade Notice No. 01/2024-25

To,

1. All Regional Authorities
2. All Members of Trade and Industry
3. Export Promotion Councils/ Commodity Boards/ Chambers of Commerce & Industry

Subject: Directives regarding submission of digitized ANFs, Appendices etc.

In adherence to the Directorate General of Foreign Trade's commitment to facilitating exports and imports, emphasizing efficient, transparent, and accountable delivery systems, significant efforts have been directed towards digitising a substantial number of the Aayat Niryat Forms (ANFs) and Appendices pursuant to the Foreign Trade Policy. Consequently, applications pertaining to said ANFs and Appendices must be exclusively submitted online via the DGFT Website (<https://dgft.gov.in>), eliminating the necessity for physical or soft copies of these documents.

2. Additionally, it should be duly noted that Importer-Exporter Code (IEC) details are available online to DGFT (HQ), Regional Authorities (RAs), Export Promotion Councils (EPCs), and other pertinent entities. Likewise, Registration-cum-Membership Certificates (RCMCs) are electronically accessible through DGFT Online Systems. Moreover, Micro, Small, and Medium Enterprises (MSMEs) status as recorded in the MSME UDYAM Registration Portal (<https://udyamregistration.gov.in>) is similarly accessible through electronic exchanges integrated into DGFT online systems.

3. Furthermore, certain ANFs and Appendices necessitate certification by professionals such as Chartered Accountants, Chartered Engineers, Cost Accountants, Company Secretaries, among others, and may not be entirely digitized presently. Nonetheless, ongoing endeavours are directed towards digitalization of these forms, enabling said certifying authorities to digitally certify all relevant ANFs and Appendices

directly on the DGFT Website. Until such digital signature processes are fully implemented, copies of these documents may be uploaded online.

4. With regard to the foregoing, it is reiterated that **no hard or soft copies of digitized ANFs, Appendices, IEC, RCMC, or MSME Udyam Registration certificates need to be submitted to DGFT (HQ) or its Regional Authorities. Additionally, there is no requirement to upload such documents alongside online applications.**

5. It is further emphasized that **all deficiency letters and correspondences pertaining to online applications must be issued and responded to exclusively online.** Physical paper responses to such communications should not be entertained.

6. Any difficulty in complying with the above or feedback concerning the same may be communicated via email to DGFT (HQ) at egtf-dgft@gov.in

This is issued with the approval of competent authority.

(Md. Moin Afaque)
Deputy Director General of Foreign Trade

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