



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE AND INDUSTRY
OFFICE OF THE JOINT DIRECTOR GENERAL OF FOREIGN TRADE,
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Trade Notice No. ³²~~31~~AM16 dated 13.10.2017

Sub: Common Deficiencies in IEC

Trade may kindly note the following common mistakes and avoid them while filing IEC application:-

1. The official address given in Part-D of application which is in the fourth page of application should be the same address as given in contact details in the 1st page of the application.
2. Similarly, the designation of the Signatory in Part-D of the application should be appropriately given and it should be Proprietor in case of Proprietary Firms, Partner or Managing Partner in case of Partnership firms including LLP and Director in case of Limited/Private Limited companies, Karta in case of HUF and Managing Trustee in case of Trust. Only these persons can file the IEC application and Designation also should be appropriately given. Other Designations like Chief Executive etc., should not be given.
3. E-mail ID of the applicant should be given and not the mail ID of any other person.
4. Similarly, in case of modification application, the Part-C should give the existing details and modification sought clearly.
5. In case of one Party Companies, the same Director details may be fed twice since minimum two Directors details will be sought by the system.
6. In Bank certificate IFSC Code is mandatory to be mentioned and it should be signed by Bank Manager only.

Please note that IEC applications filed are filed with Directorate General of Foreign Trade Central Server at Delhi and hence we cannot modify (or) correct any detail fed by you and we also do not have any option to issue a deficiency letter even it is a minor error and the entire application has to be rejected and a fresh application needs to be filed.

S. Sasikumar

(S. SASIKUMAR)

JOINT DIRECTOR GENERAL OF FOREIGN TRADE

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Copy to:-

1. Notice Board
2. Deccan Chamber of Commerce Industries & Agriculture, 305, Gulmohar Centre Point, Near Viman Nagar Junction, Off Nagar Road, Pune 411014
3. Maharashtra Chamber Of Commerce Industries & Agriculture, 505, A-Wing, MCCIA Trade Tower, ICC Complex, 403, Senapati Bapat Road, Pune - 411016
4. Federation of India Export Organization, Unit No 3A, Fourth Floor, Times Square, E Wing, Andheri-Kurla Road, Chimatpada, Marol, Andheri East, Mumbai - 400059
5. Dr. Sonia Sethi, IAS- Head of Office & Additional Director General of Foreign Trade , Nishtha Bhavan, 48, Vithaldas Thackersey Marg, Churchgate, Mumbai-20, for information.
6. Shri K.C. Rout , Addl.DGFT, O/o Director General of Foreign Trade, Room No. 102, Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New Delhi -110 011 Mail ID: kcrou@nic.in, for information.
7. RA Pune Website

With a request to disseminate this information through your magazine/ News letters