

**Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Foreign Trade
Udyog Bhavan, New Delhi-110011**

Policy Circular No. 17 (RE-2013)/2009-2014

dated the 30th January, 2015

To

All Regional Authorities




Subject: Guidelines for processing of online IEC applications and IEC check list

In continuation of the guidelines for processing online IEC applications, issued vide Policy Circular No. 15 dated the 31st December 2014, following further instructions and check list are laid down for processing of the IEC applications:

i) **RA's office would process the IEC applications, as per the following check list :**

IEC application check-list

Sl.No	Nature of check	Details of the check	YES	NO	
1	Signatory details	Whether the <i>details of signatory (name), as filled in the application form, match with the name as in the copy of uploaded document [Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN] ?</i>			
2.	<u>Applicant entity's details</u> ↴	<u>Proprietorship Firm</u>			
	(i) Check applicant entity's details	Whether the <i>details of Proprietor (name), as filled in the application form, match with the name as in the copy of PAN uploaded ?</i>			
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt ?*</i>			
	<u>Applicant entity's details</u> ↴	<u>Partnership firm</u>			
	A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form, match with the details mentioned in the uploaded copy of PAN ?</i>			
		a) <u>Name of the entity</u>			
		b) <u>Date of Incorporation</u>			
		c) <u>PAN</u>			
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt ?*</i>			
	B) (i) Check Partners' details	Whether the <i>number and name of Partners, as filled in the application form, match with the details as in the Partnership deed ?</i>			
a) <u>Number of Partners</u>					
b) <u>Name of Partners</u>					
(ii) Cross-check Partners' PAN details	Whether the <i>Partner details, as filled in the application form, match with the details available on the website of Income Tax Deptt ? *</i>				

<u>Applicant entity's details</u> 		<u>LLP/ Private/ Public/Govt. Undertaking / Section 25 Company</u>		
(A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form</i> , match with the <i>uploaded copy of PAN</i> ?			
	a) <u>Applicant Entity's name</u>			
	b) <u>Date of Incorporation</u>			
	c) <u>Permanent Account Number</u>			
(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN</i> , match with the <i>information available on the website of Income Tax Deptt ? *</i>			
(B) Verify DIN of Partner/ Director	Whether the <i>Partner/Director's details, as filled in the application form</i> , match with the <i>DIN on the Ministry of Corporate Affairs website ?**</i>			
(C) (i) Check Registration details	Whether the <i>Registration Number, as filled in by the applicant</i> , match with the <i>Certificate of Incorporation uploaded by the applicant ?</i>			
(ii) Verify Company details with LLPIN/CIN	Whether the <i>Registration Number, Date of Incorporation and Company Name as in the Certificate of Incorporation</i> , match with the <i>information on the website of Ministry of Corporate Affairs?***</i>			
<u>Applicant entity's details</u> 		<u>Registered Society/Trust</u>		
(A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form</i> , match with the <i>uploaded copy of PAN</i> ?			
	a) <u>Applicant Entity's name</u>			
	b) <u>Date of Incorporation</u>			
	c) <u>Permanent Account Number</u>			
(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN</i> , match with the <i>information available on the website of Income Tax Deptt ?*</i>			
(iii) Cross-check name of the applicant	Whether the <i>applicant's name, as filled in the application form</i> , match with the <i>name as in the copy of PAN uploaded?</i>			
(B) Check Registration details	Whether the <i>Registration Number, as filled in by the applicant</i> , match with the <i>Registration Certificate of the Society/ Copy of the Trust Deed uploaded by the applicant?</i>			
<u>Applicant entity's details</u> 		<u>HUF Firm</u>		
(i) Check applicant entity's detail	Whether the following <i>details filled in the application</i> , match with details available on the <i>website of Income Tax Deptt ?*</i>			
	a) <u>Applicant/ Entity's name</u>			
	b) <u>Date of Birth/Incorporation</u>			
	c) <u>Permanent Account Number</u>			
ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN</i> , match with the <i>information available on the website of Income Tax Deptt ?*</i> :			
iii) Cross-check name of the applicant	Whether the <i>Karta's name, as filled in the application form</i> , match with the <i>name as in the copy of PAN uploaded ?</i>			

3.	Check address of the applicant entity	Whether the <i>address, as indicated in Part A (ii) of the application</i> , match with the address as mentioned in the Sale deed or Rental / Lease Agreement or latest copy of electricity /Telephone bill? #		
4.	Check Bank details of the applicant entity	Whether the following <i>details, as filled by the applicant entity</i> , match with the uploaded cancelled cheque or Bank Certificate?		
		<u>Name of the Account Holder</u>		
		<u>Account number</u>		
		<u>Bank's name</u>		
		<u>Bank Branch</u>		
		<u>IFS code of the Bank</u>		
5.	Other Remarks, if any			

* PAN details of the applicant/entity /partner should be verified from the website of Income Tax Department by clicking on “Know your PAN” by filling in Date of Birth/Date of Incorporation and name of the applicant/entity /partner (<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourPanLink.html>)

**Partner/Director details, should be verified from Ministry of Corporate Affairs website by clicking on “View Company Master Data” and accessing the “Verify DIN-Pan Details of the Director” by entering DIN as indicated in the application. (http://www.mca.gov.in/MCA21/Master_data.html)

*** CIN; Company Name; Registration Number/Date of Incorporation should be verified from Ministry of Corporate Affairs website by clicking on “View Company Master Data” and entering LLPIN/CIN as indicated in the application (http://www.mca.gov.in/MCA21/Master_data.html)

Latest Electricity/ Telephone bill would mean bill within the last three months of the date of submission of the application form.

- ii) Application forms with all “Yes” ticked would lead to an e-IEC being generated and emailed to the applicant. Applicant would also be informed of successful generation of IEC on his account through system-generated sms.
- iii) Application forms with one or more “No” ticked would lead to rejection of the application and a rejection letter (with reasons) would be emailed to the applicant.
- iv) Applicant whose application is rejected may submit a fresh application form after paying the requisite fees.

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[F.No.01/93/180/20/AM-13/ PC-2(B)]

