



JT. DGFT MUMBAI TRADE NOTICE

-COPY OF-
TRADE NOTICE NO.4/AM07
Dated 12th March, 2007

Filing of Transferability request for DFIA scheme through online mode.

The Office of the Zonal Joint Director General of Foreign Trade, Mumbai, has great pleasure to inform the members of trade that DGFT has introduced the facility of electronic filing of Transferability request for DFIA scheme through online mode. Facility to file the request online is a step to develop the system for filing post licensing requests online for other schemes in near future. Therefore all the members of trade are hereby requested to extend the support to make the system fully successful.

Exporters shall use following steps while filing the Transferability request for DFIA scheme through online mode:

- I. On the basis of a secured password or digital signature the applicant can access the option for Transferability request for DFIA.
- II. For filing e-applications, the password holder for IEC based login or digital signature for digital mode will have to access the official DGFT website <http://www.dgft.gov.in/> He will then have to access the database by clicking on the relevant option button on the screen under the caption "e-commerce schemes". At this point, the server will verify the authenticity of the user's identity by asking for the password.
- III. After successful authentication, the password holder may login and menu driven screens will emerge; wherein the firm shall be required to fill the information under the menu "**DFIA Transferability**"
- IV. The applicant shall enter all the relevant data including **Authorisation number** for which they are submitting the request for DFIA **Transferability**. Before final transmission of the file the applicant should do proper scrutiny and modification of the data. Upon successful transmission of data, a message will appear on the screen confirming the receipt of the application and displaying the file number and key number allotted against the application by this office.
- V. Subsequently the firm shall have to submit the hard copy of the application at the concerned Counter in this office quoting the file number and key number allotted against their electronic application. This application should be complete in all respects and all the documents as prescribed by exim policy for issuance of transferability of DFIA should be submitted.
- VI. The hard copy of the application submitted by the exporter will be scrutinized by this office and in case any deficiency is found, it will be made available to the firm at the respective counter. The applicant should comply the query and submit the letter/documents indicating the respective Post licensing (PRO with scheme code 160) and licensing file number at the concerned Counter.

Exporters may also note that the fresh manual requests for transferability of DFIA's will not be entertained by this office in future.

Sd/-
(Vijay N. Shewale)
Zonal Joint Director General of Foreign Trade

Issued by:
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Office of the Zonal Joint Director General of Foreign Trade
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