

**Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade**

**Policy Circular No. 21(RE-2005)/2004-2009**

Dated 17th August, 2005

**Sub : Submission of Aayaat Niryaat Forms - regarding**

1. A single common application 'Aayaat Niryaat Form' for DGFT related applications has been designed and put in operation from 08 April, 2005. Representations have been received from Trade & Industry regarding difficulties being faced in downloading and submitting these forms to Regional Licensing Authorities. For the benefit of Trade & Industry, the Aayaat Niryaat Form and the Appendices to the Handbook of Procedures (Volume 1) have been made available on the DGFT website [www.nic.in/eximpol](http://www.nic.in/eximpol). Users can click the concerned link on the Aayaat Niryaat Form/Appendices to view and download the specific application to be filed with the Licensing Authority. Guidelines to applicants may also be perused for ascertaining the supporting documents to be submitted along with the form.

2. The Aayaat Niryaat Form has also been made EDI compatible. Applicants filing the applications online on the DGFT website need to fill in only relevant details, as asked for in the ECOM module, i.e. DEPB module, EPCG module etc. Part 1 of the Aayaat Niryaat Form has also been inbuilt into the ECOM module. Applicants need to fill in the required information (of Part 1) i.e. details regarding RCMC, Industrial Registration, Excise Registration, Service Tax, VAT Registration and Past Performance (Export and Domestic) only once, on an annual basis, and update the information as and when changes occur. This information can be filled in by the ECOM user by clicking 'Administration' and then 'Update Profile' in the ECOM Module.

3. Since the relevant information asked for in the Aayaat Niryaat Form has been captured in the ECOM module, only a single signed hard copy of the ECOM application (as generated on the DGFT website link 'Print Application') along with supporting documents should be submitted to the Licensing Authorities and there is no need to submit duly filled applications in the Aayaat Niryaat format also.

However, applicants who do not submit the licensing applications through the EDI mode (and submit the applications manually) should submit two signed copies of the applications (only relevant portion(s) of the Aayaat Niryaat Form) in the Aayaat Niryaat format to the Licensing Authority along with the supporting documents specified. Option for online filing of Part 1 of the Aayaat Niryaat Form is also available to applicants who submit applications manually. In such cases where Part 1 has been filed online by the applicant (and updated as and when required), Part 1 may not be submitted by the applicant each time he makes a manual application.

4. It has been observed that, at times, the users of the ECOM module do not fill in the complete list of import and export items in the structured format and mention 'As per list attached' only. ECOM users are advised to refrain from such practices as they hinder the EDI message exchange system with Customs.

5. As part of efforts to simplify procedures and reduce transaction costs, DGFT is also making efforts to do away with the system of submitting hard copies to the Licensing Authority in case of licensing applications relating to Advance Licences (fixed norm cases), EPCG, Served from India and Restricted Item licences (excluding SCOMET items). This facility will be extended in cases where the licensing applications have been filed with digital signature and licence fee paid through EFT mode on the DGFT website. In such cases, the supporting documents (wherever required) will be filed on the ECOM module by scanning and digitally signing these documents. The EDI software for operationalising this system will be available to the users in the next 6 to 8 weeks. In order to avail of this facility, Trade & Industry is requested to obtain digital certificates (details available on DGFT website) and EFT accounts with any of the following i.e. ICICI bank, IDBI bank, UTI bank, HDFC bank and State Bank of India at the earliest.

*Sd/-*

(ANIL AGGARWAL)

Joint Director General of Foreign Trade

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