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**Government of India
Ministry of Commerce & Industry
Department of Commerce
Udyog Bhawan, New Delhi**

Public Notice. 79 / (RE-2013)/2009-2014

Dated the 31 December, 2014

Subject: Amendments in “Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)” as notified vide Public Notice No. 76 dated the 27th of November, 2014 and Para 9.1 of Handbook of Procedure vol.1 (2009-14)

In exercise of powers conferred under paragraph 2.4 of the Foreign Trade Policy (2009-2014), the Director General of Foreign Trade hereby amends Part V of the “Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)” as notified vide Public Notice No. 76 (RE-2013)/2009-2014 dated the 27th of November, 2014 and Para 9.1 of Handbook of Procedure vol.1 (2009-14)

2. The amended Part V of the “Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)” is highlighted in **bold** and would read as under:

V: Tick and upload the requisite documents as detailed below:	
A	Proprietorship <ul style="list-style-type: none">• Digital Photograph (3x3cms) of the Proprietor.• Copy of PAN card of the Proprietor.• Copy of Passport (first & last page)/Voter’s I-Card/ Driving Licence/UID (Aadhar card) (any one of these).• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.
B	Partnership firm <ul style="list-style-type: none">• Digital Photograph (3x3cms) of the Managing Partner.• Copy of PAN card of the applicant entity.• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.• Copy of Partnership Deed.• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.• Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing pre-printed name of the applicant entity and A/C No.
C	LLP firm <ul style="list-style-type: none">• Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application. Government Undertaking <ul style="list-style-type: none">• Copy of PAN card of the applicant entity. Public Limited Company <ul style="list-style-type: none">• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.

	Private Limited Company	<ul style="list-style-type: none"> • Certificate of incorporation as issued by the RoC • Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. • Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing pre-printed name of the company and A/C No .
	Section 25 Company	
D	Registered Society	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive. • Copy of PAN card of the applicant entity. • Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application. • Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. • Registration Certificate of the Society / Copy of the Trust Deed • Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing pre-printed name of the Registered Society or Trust and A/C No.
	Trust	
E	HUF	<ul style="list-style-type: none"> • Digital Photograph (3x3cms) of the Karta. • Copy of PAN card of the Karta. • Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta. • Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill. • Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.

3. Para 9.1 of Handbook of Procedure vol.1 is being modified to be read as under:

Applicants seeking modification in IEC for any change in name /address, change in Partners/Directors, change in nature of concern e.g. Private Limited to Public Limited; change in type of activity e.g. from merchant to manufacturer exporter; or addition of Branch Offices/factory, etc. will be required to submit online application for modification in IEC and pay Rs 500 /- as application fee.

4. Effect of this Notification: Part V of the "Detailed Guidelines for Issue / Modification of Importer Exporter Code Number (IEC)" of ANF 2A as notified vide Public Notice No. 76 (RE-2013)/2009-2014 dated the 27th of November, 2014 , is modified to provide for inclusion of certain additional documents, as highlighted in Para 2 **above**. Further, Para 9.1 of Handbook of Procedure vol.1 stands modified to the effect that applicants will have to submit online application for modification in IEC and pay Rs 500 /- as application fee.

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