

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

Trade Notice No. 02/2015

Dated 26.05.2015

To

- 1. All IEC Holders**
- 2. All EPCs**
- 3. All RA's of DGFT**

Subject: Updation of Importer-Exporter Profile –regarding.

The new Foreign Trade Policy 2015-20 has identified trade facilitation and enhancing the ease of doing business as its major focus areas and it is Government's endeavour and commitment to move towards paperless processing. In this regard, a facility has been provided to importer/ exporter to upload his basic details and documents in the Importer-Exporter Profile. Once uploaded on the Importer-Exporter Profile, the importer/ exporter will not be required to submit these documents each time he/she/it applies for authorisations/scrips under different schemes of the FTP.

2. In the matter attention is drawn to para 2.15 of Handbook of Procedure (2015-20) which lays down the following:

“2.15 Profile of Importer / Exporter

(a) **ANF-1** contains the profile of the importer/exporter. IEC Holder shall be responsible for updating the same as and when a change takes place immediately or in any case at least once in a year.

(b) Documents which are uploaded in the Importer-Exporter Profile are not required to be filed each time the importer/exporter applies for authorisations/ scrips under different schemes of this FTP.”

3. It is accordingly requested that Importers/Exporters may update their Importer-Exporter Profile **by 15th June, 2015** by logging into the DGFT website (<http://dgft.gov.in/>) and clicking on the icon “IEC Profile Updation” and updating the requisite information with their digital signature.

4. Further, all EPCs are requested to update the details of RCMCs issued to its members on the DGFT website, for linking of the same with the Importer-Exporter Profiles latest **by 15th June, 2015** so that their members can avail the benefit of paper-less submission of applications.

5. All EPCs are also requested to exhort their members the necessity to update Importer-Exporter Profile on DGFT website **by 15th June, 2015** to facilitate online submission of applications.

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