

Mandatory Requirements to apply for IEC Code Number

1. PAN Number
2. Current Bank Account
3. Bankers Certificate
4. IEC Code Number
Application Fee
Rs 250.00
(Expert TIP : Pay via EFT (Electronic Fund Transfer), and submit IEC Online Application form, If you wish to receive IEC Number instantly)
5. The physical application containing required documents should reach DGFT RLA concerned within 15 days of its online submission.
6. E-mail is not mandatory. If it is provided it will facilitate faster communication.

Check List of Documents to apply for IEC Code

7. Covering Letter on your company's letter head for issue of new IEC Code Number.
8. Two copies of the application in prescribed format (Aayaat Niryaat Form ANF 2A) must be submitted to your regional Jt.DGFT Office.
9. Each individual page of the application has to be signed by the applicant.
10. Part 1 & Part 4 has to be filled in by all applicants. In case of applications submitted electronically.
11. No hard copies of Part 1 may be submitted. However in cases where applications are submitted otherwise, hard copy of Part 1 has to be submitted.
12. Only relevant portions of Part 2 need to be filled in.
13. Rs 250.00 Bank Receipt (in duplicate)/Demand Draft/EFT details evidencing payment of application fee in terms of Appendix 21B.
14. Certificate from the Banker of the applicant firm in the format given in Appendix 18A.
15. Self certified copy of PAN issuing letter or PAN (Permanent Account Number) Card issued by Income Tax Authority.
16. Two copies of passport size photographs of the applicant duly attested by the Banker of the applicant.
17. Self addresses envelope with Rs.25/- postal stamp for delivery of IEC certificate by registered post or challan/DD of Rs.100/- for speed post.