



Version 1.0 (Draft)

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Registration

The Registration tab provides access to the registration features through a dropdown menu containing the following options:

1. **New Registration** – Allows the creation of a new user account or registration for the portal.
2. **How to Register** – Provides detailed instructions and guidance on completing the registration process.



New Registration

Register New Company

Company Type : *
Select Company Type

PAN : *

Company Name : *
(Company name to be auto filled)

Title :
Select

Nodal Officer Name *

Nodal Officer Email : *
(This will be the Login ID)

Country :
Select

Nodal Officer Mobile No : *

Password : *
Password should be ...

Confirm Password : *

Authorization Letter : *
Choose File No file chosen
(Upload only PDF file - Maximum 5MB)

Captcha : *

☐ By registering you are agreeing to our [terms & conditions](#) in the SOP for Export and Import

Submit

How to Register

Follow the steps given below to register:

Government of India
Ministry of Defence
Defence Exports Promotion

विकसित भारत
अभियान
1947 TO 2047

HOME About Documents Registration Login Verify Certificate Important Links

BRAHMOS

The Supersonic Warrior of Aatmanirbhar Defence

Welcome

Register New Company

Company Type : *
Select Company Type

PAN : *

Company Name : *

Title :
Select

Nodal Officer Name *

Nodal Officer Email : *
(Please enter company email)

Country :
Select

Nodal Officer Mobile No : *

Password : *
(Password must be at least 10 characters long and include uppercase, lowercase, number, and special character.)

Confirm Password : *

Captcha : *

☐ By registering you are agreeing to our [terms & conditions](#) as per SOP of Export and Import

Submit

Pre-Requisites

Authorization of Company

1. Valid Email ID and Mobile No
2. Valid PAN No
3. Valid DSC (Tier 2/3)

Steps to Register

1. Visit Defence Exim Portal and click on Registration.
2. Enter the registration details.
3. Company name will appear automatically if PAN is verified.
4. Choose the password (as per Policy) of your choice.
5. Agree to terms and conditions.
6. On submission, OTP will be sent to email and mobile.
7. Enter the OTP.
8. Upon OTP verification, message will appear for successful registration.

Verify OTP

(Enter 6 digit otp)

Verify OTP Resend OTP

✓

Congratulations..!

Your Registration has been successful.

OK

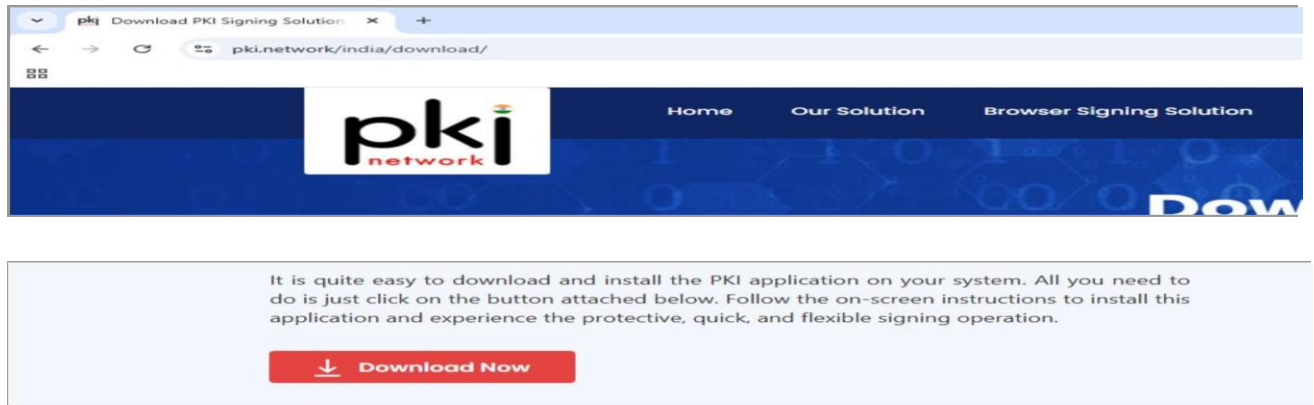
After Registration

1. Login with email id and password.
2. Verify the Nodal Officer using DSC.
3. Choose Register Type.
4. Go to profile from User icon.
5. Edit Company details.
6. Enter IEC number.
7. Upon verification, Export/OGEL application can be filed.
8. For Import, fill the Profile in all respect.

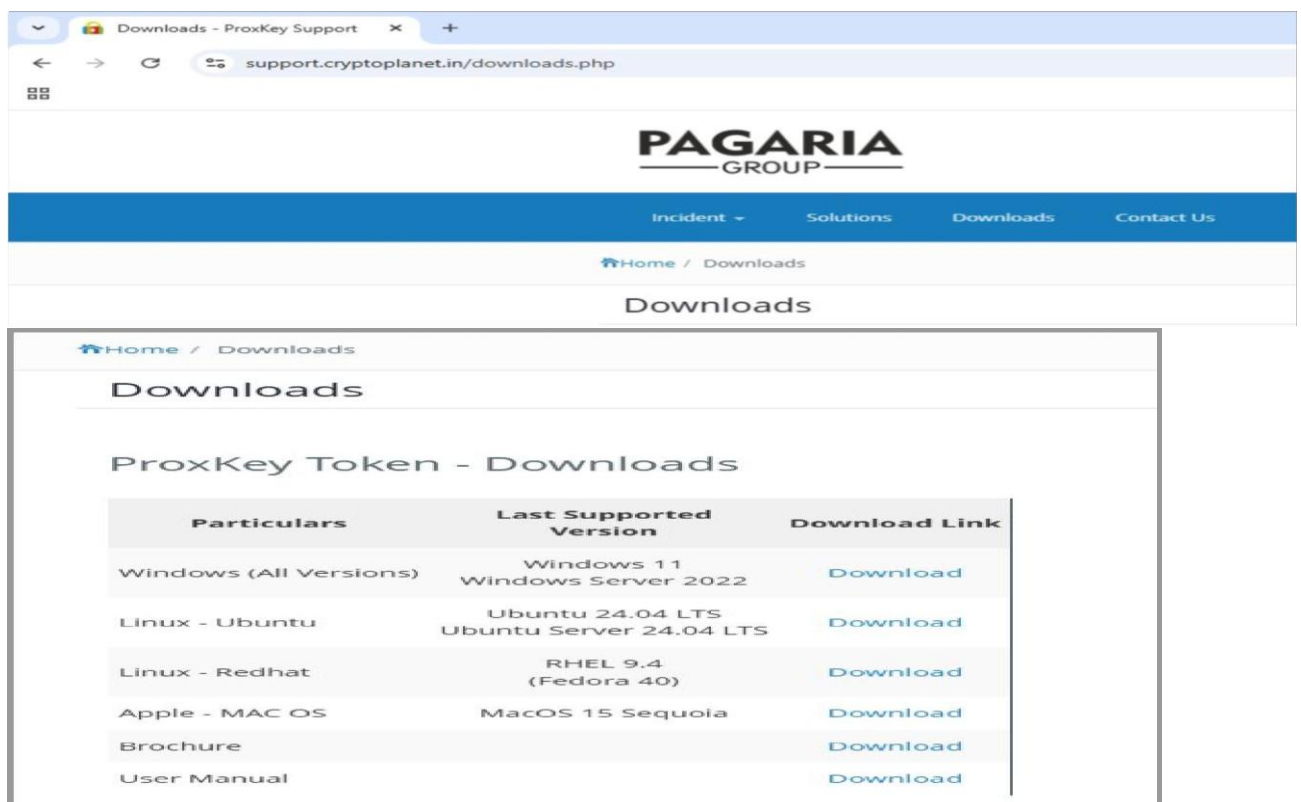
DSC Based Verification

Follow these steps given below to verify DSC: -

- 1) Download the latest version of [Browser Signing Solution](#) from the official website and install.



- 2) Download the latest version of [WD PROXKey new](#) (driver for your DSC token) and install.

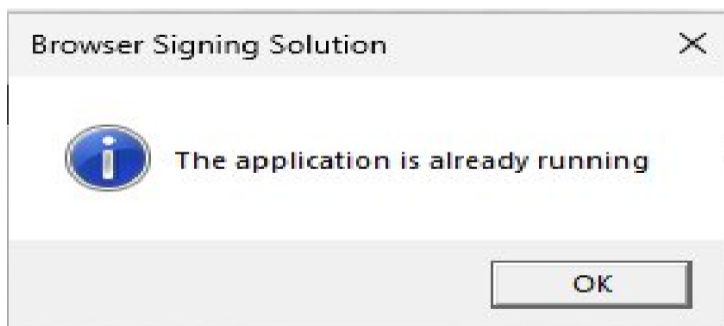


- 3) Start both the applications installed via steps 1 and 2 above. Connect your **Digital Signature Certificate (DSC)** token to the USB port of your PC.

4) Launch/start the **Browser Signing Solution** software by clicking on the icon on the desktop.

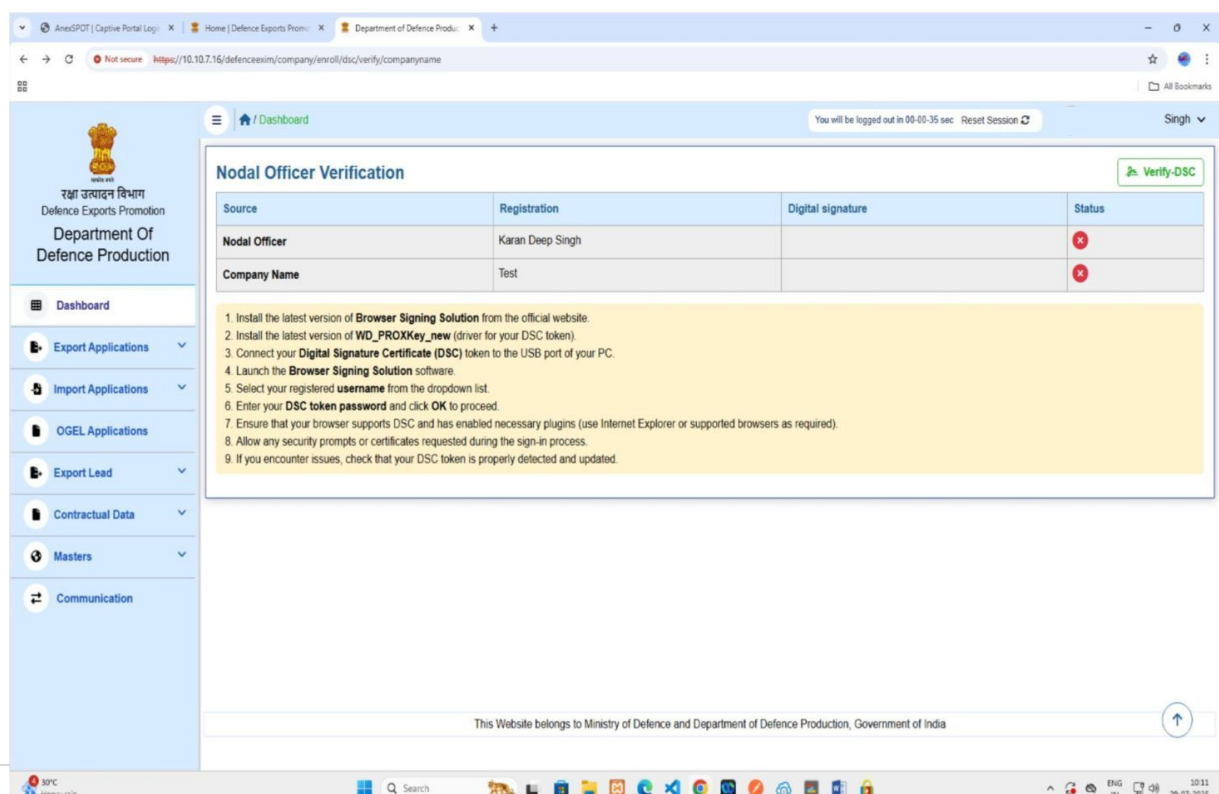


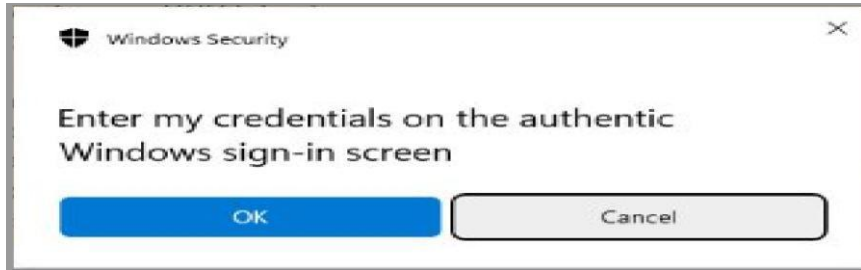
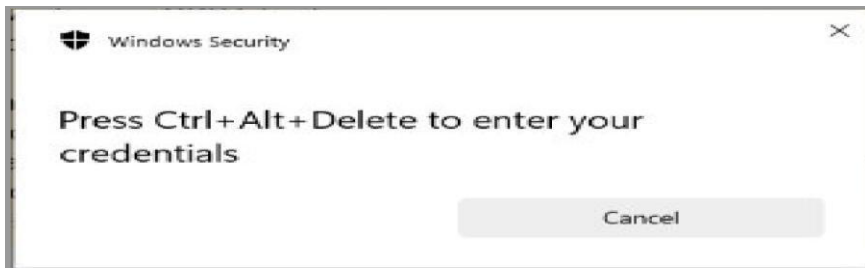
5) Login to the Defence Exim portal. Page will appear as below:



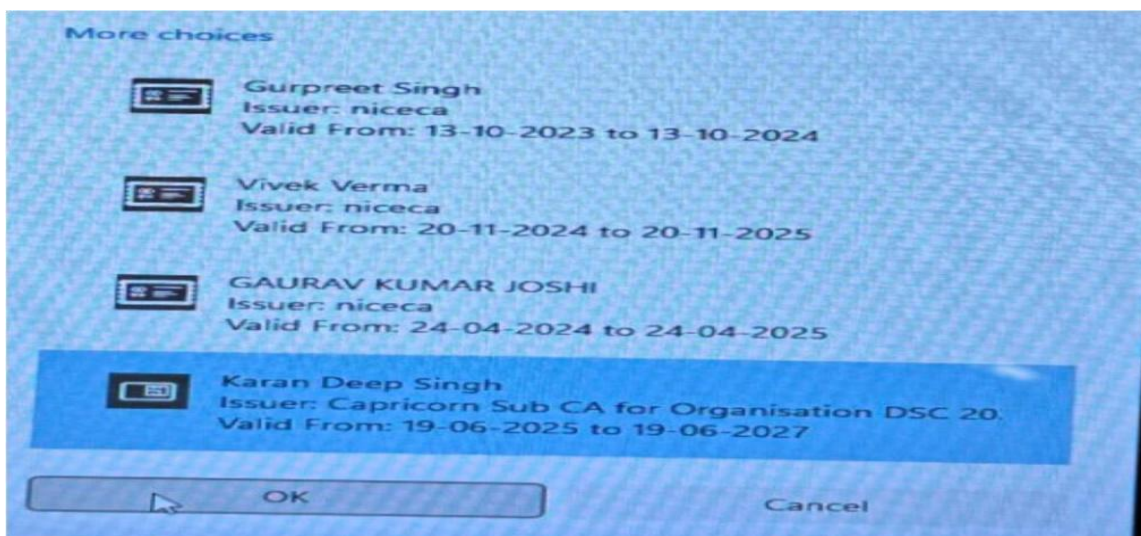
Click on verify-DSC.

6) A prompt will appear as below. Press Ctrl + Alt + Delete as suggested.

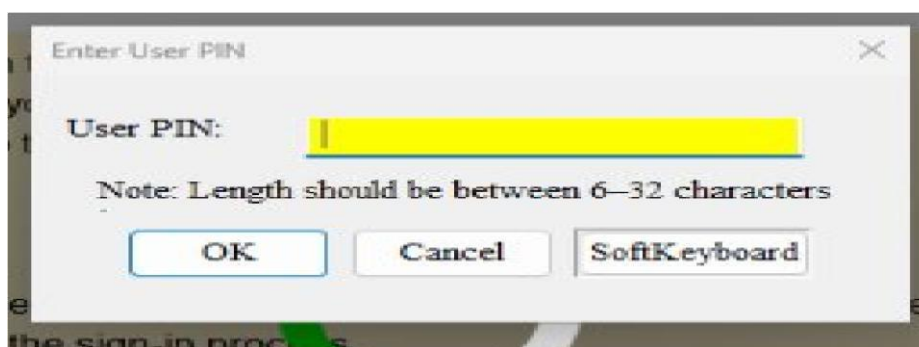




7) Select your registered **username** from the drop-down list which will appear.



8) Enter your **DSC User Pin** and click **OK** to proceed.



9) If the User PIN is correct, then DSC enrolment will be successful.

10) On click of OK, window will appear as below:

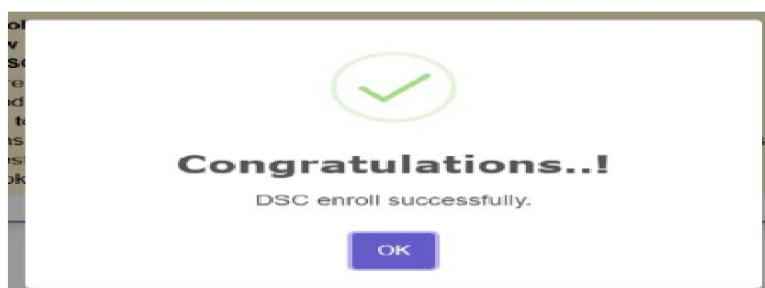
Nodal Officer Verification

Verify-DSC

Source	Registration	Digital signature	Status
Nodal Officer	Karan Deep Singh	Karan Deep Singh	✓
Company Name	Test	Test	✓

1. Install the latest version of **Browser Signing Solution** from the official website.
2. Install the latest version of **WD_PROXKey_new** (driver for your DSC token).
3. Connect your **Digital Signature Certificate (DSC)** token to the USB port of your PC.
4. Launch the **Browser Signing Solution** software.
5. Select your registered **username** from the dropdown list.
6. Enter your **DSC token password** and click **OK** to proceed.
7. Ensure that your browser supports DSC and has enabled necessary plugins (use Internet Explorer or supported browsers as required)
8. Allow any security prompts or certificates requested during the sign-in process.
9. If you encounter issues, check that your DSC token is properly detected and updated.

NOTE: If Nodal officer and the company name is same then Nodal officer is verified.



Register Type

1. Select the **Register Type** option.
2. Choose one of the following:
 - **Export/Import/OGL**
 1. **Export and OGEL** – Subject to Verification of IEC details.
 2. **Import-** Subject to details filed under Profile (Company Turnover, Board of Directors, RCMC Details, House Details)
 - **SMLDI Compliances**
 - **Both**
3. Select the option as per your requirement.
4. The chosen Register Type can be changed later if needed.

Select Register type *

☐ Export/Import/Ogel

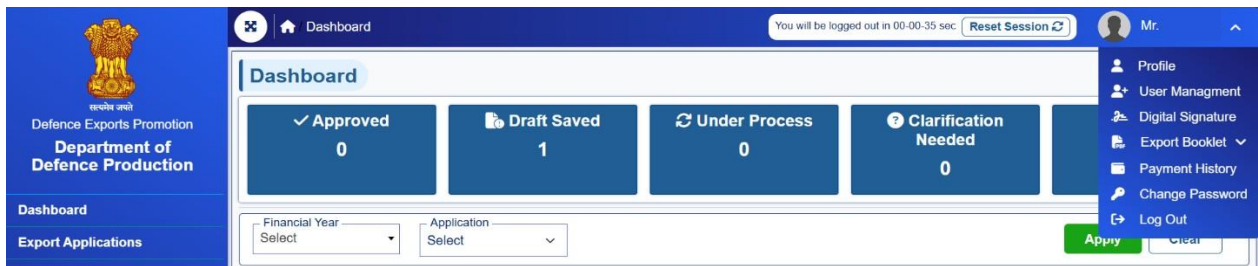
☐ SMLDIP Compliances

☐ Both

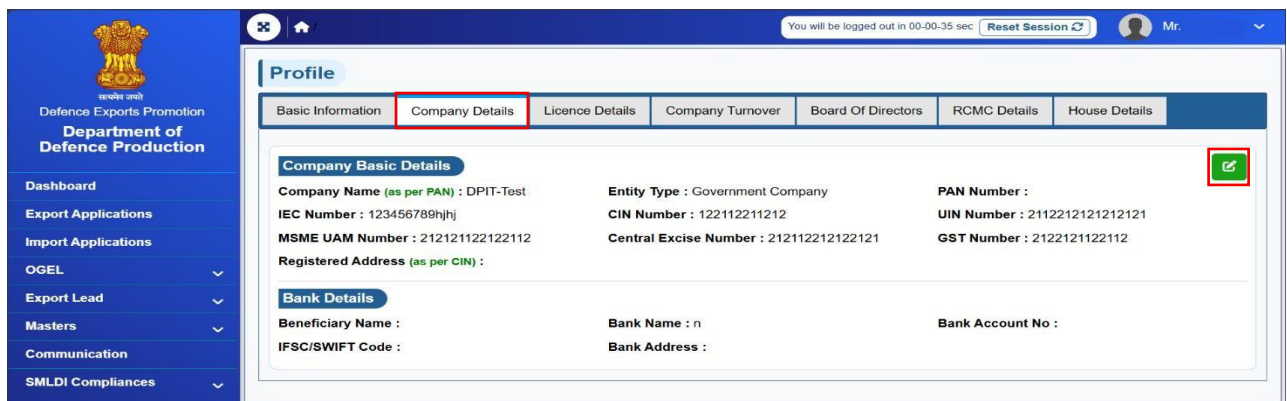
Save

Profile Page

1. Click on the **down arrow** next to your username (top-right corner of the screen).
2. A dropdown menu will appear.



3. The **Profile** page will open, where you can view and update your details.



Filling Company Details in Profile

1. Click on **Company Detail** in the Profile section.
2. Click the **Edit** option to update details.
3. Enter the **IEC Number** (mandatory for Export/OGEL permissions).
4. Complete all other sub-pages under the Profile section.

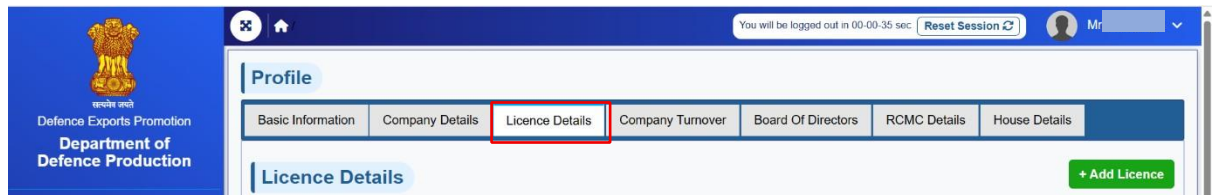
These details are mandatory for submitting **Importer Applications**.

Edit Company Profile

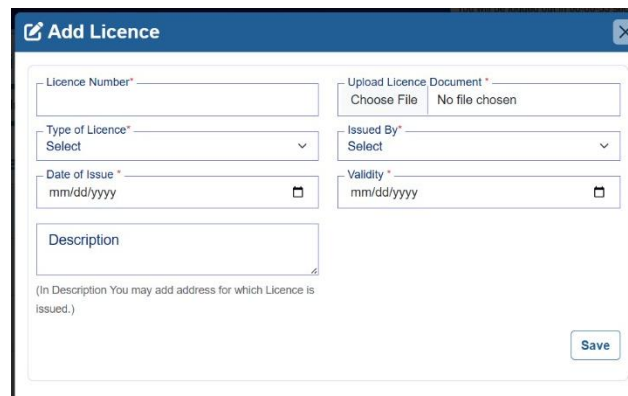
Company Name (as per PAN) : DPIT-Test Entity Type : Government Company PAN Number :
IEC Number : 123456789hjh UIN Number : 2112212121212121 MSME UAM Number : 212121122122112
Central Excise No : 212112212122121 GST Number : 2122121122112
Registered Address (as per CIN) :
Bank Details :
Bank Name : Account No : Verify IFSC/SWIFT Code :
Beneficiary Name : Bank Address :
Save

License Details:

1. Click on **License Detail** in the **Profile** section.
 2. Click the **Edit** option to update existing details, or click the **Add License** option to enter a new license.
 3. Enter the **License Number** and other mandatory information.
 4. Complete all other sub-pages under the **Profile** section.
- These details are **mandatory** for submitting Importer Applications.



After Clicking Add License:

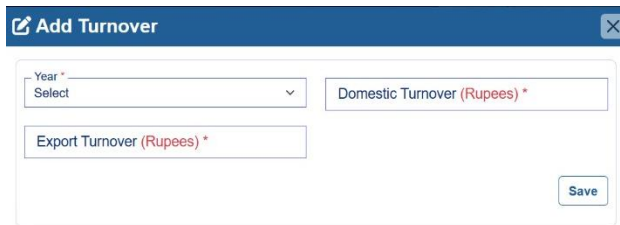


Filling Company Turnover in Profile

1. Click on **Company Turnover** in the **Profile** section.
 2. Click the **Edit** option to update details or the **Add** option to enter new turnover information.
 3. Enter the **Annual Turnover** details for the required financial year(s).
 4. Ensure all mandatory fields are completed before saving.
- These details are **mandatory** for submitting Importer Applications.



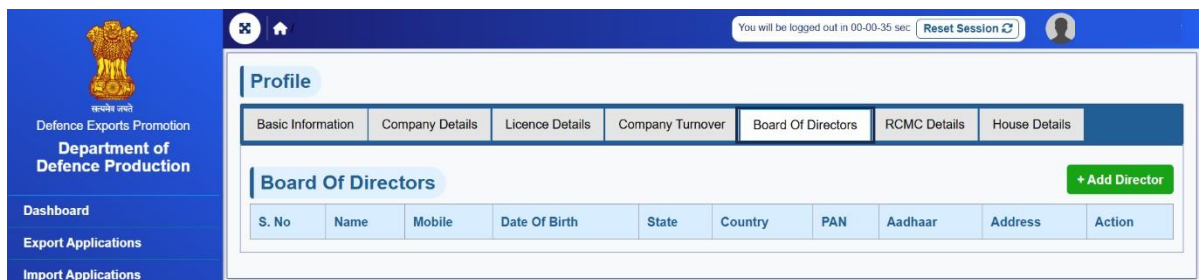
After Clicking Add Turnover:



The 'Add Turnover' form is a modal window with a blue header. It contains three input fields: 'Year' (a dropdown menu with 'Select' as the placeholder), 'Domestic Turnover (Rupees) *', and 'Export Turnover (Rupees) *'. A 'Save' button is located at the bottom right of the form.

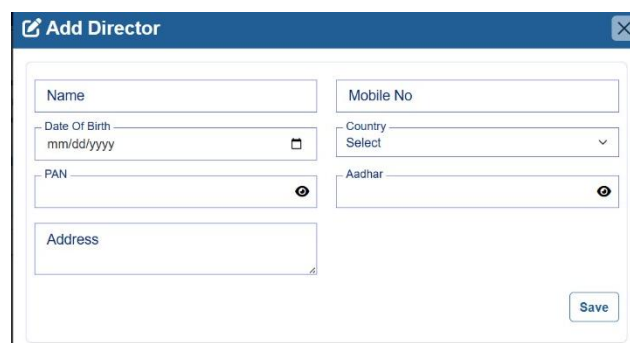
Filling Board of Directors in Profile

1. Click on **Board of Directors** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add Director** option to enter a new director's information.
3. Enter the **Name, Designation, DIN/PAN Number, and Contact Details** for each director.
4. Ensure all mandatory fields are completed before saving.
 - These details are **mandatory** for submitting Importer Applications.



The screenshot shows the 'Profile' page of the Department of Defence Production. The left sidebar contains the department's logo and navigation links: 'Dashboard', 'Export Applications', and 'Import Applications'. The main content area has a 'Profile' tab selected, showing a list of tabs: 'Basic Information', 'Company Details', 'Licence Details', 'Company Turnover', 'Board Of Directors', 'RCMC Details', and 'House Details'. The 'Board Of Directors' tab is active, displaying a table with columns: 'S. No', 'Name', 'Mobile', 'Date Of Birth', 'State', 'Country', 'PAN', 'Aadhaar', 'Address', and 'Action'. A green '+ Add Director' button is located at the top right of the table.

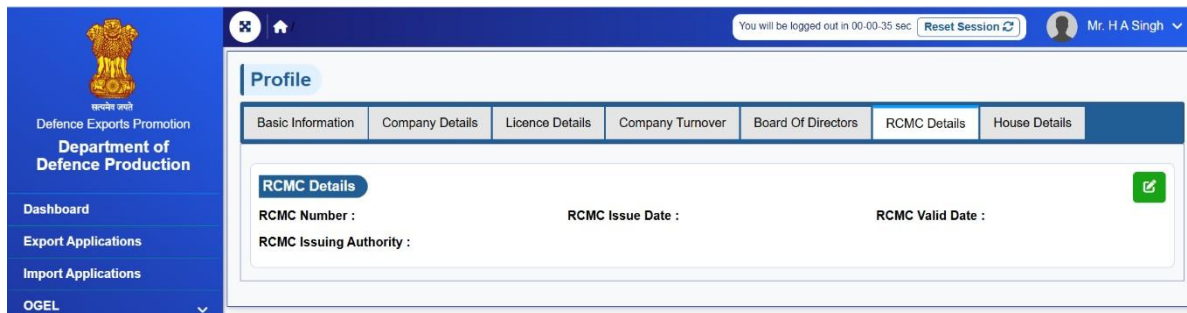
After Clicking Add Director Button this form will appear:



The 'Add Director' form is a modal window with a blue header. It contains several input fields: 'Name', 'Mobile No', 'Date Of Birth' (with a calendar icon), 'Country' (a dropdown menu with 'Select' as the placeholder), 'PAN' (with an eye icon), 'Aadhar' (with an eye icon), and 'Address'. A 'Save' button is located at the bottom right of the form.

Filling RCMC Details in Profile

1. Click on **RCMC Details** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add RCMC** option to enter a new Registration-Cum-Membership Certificate.
3. Enter the **RCMC Number, Issuing Authority (Export Promotion Council/Commodity Board), Issue Date, and Validity Date**.
4. Ensure all mandatory fields are filled in before saving.
 - These details are **mandatory** for submitting Importer Applications.

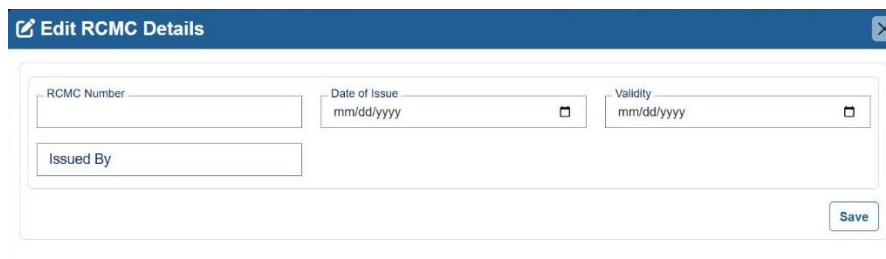


The screenshot shows the 'Profile' section of the application. The 'RCMC Details' tab is selected. The form contains the following fields:

- RCMC Number :
- RCMC Issue Date :
- RCMC Valid Date :
- RCMC Issuing Authority :

A green edit icon is visible in the top right corner of the form.

After Clicking on Edit option this form will appear:



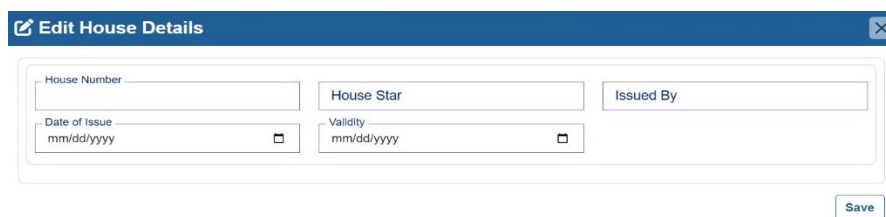
The 'Edit RCMC Details' form contains the following fields:

- RCMC Number
- Date of Issue (mm/dd/yyyy)
- Validity (mm/dd/yyyy)
- Issued By

A 'Save' button is located at the bottom right of the form.

Filling House Details in Profile

1. Click on **House Details** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add House** option to enter new information.
3. Enter the **Address, City, State, PIN Code, and Contact Number**.
4. Ensure all mandatory fields are completed before saving.
 - o These details are **mandatory** for submitting Importer Applications.



The 'Edit House Details' form contains the following fields:

- House Number
- House Star
- Issued By
- Date of Issue (mm/dd/yyyy)
- Validity (mm/dd/yyyy)

A 'Save' button is located at the bottom right of the form.

Login Page



The Login page provides secure access to the portal. The following fields are required to log in:

Step 1: Email/IEC Number – Enter the registered email address or Importer Exporter Code (IEC) number.

Step 2: Password – Enter the account password associated with the provided email/IEC number.

Step 3: Captcha – Enter the characters displayed in the captcha image to verify human interaction and enhance security.

Step 4: If the password is not available, use the **Forgot Password** option to reset it; otherwise click on the Login button to proceed further.

Step 5: Enter the **OTP** received on the registered email address or mobile number to complete the login process.

Export Application

The Export Application tab provides access to all submitted export applications, with options to create a new application, or to view, edit existing applications.

The screenshot displays the 'Export Applications' page. The left sidebar shows the navigation menu with 'Export Applications' highlighted. The main content area features a table with the following columns: S.No, Ref. No., Purpose of export, Application Type, Status, Submit Date, and Action. The table lists 8 draft applications, all categorized as 'Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)'. The 'Action' column for each row includes an 'Edit' button and an 'Actions' dropdown menu. A red arrow points to the 'Export Applications' tab in the sidebar.

S.No	Ref. No.	Purpose of export	Application Type	Status	Submit Date	Action
1		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼ Edit
2		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
3		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
4		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
5		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
6		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
7		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
8		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼

Page Overview

This page provides access to all export applications along with options for creating, managing, and downloading application records.

1. Applications List

o A table displaying all submitted and draft applications.

The table includes the following columns:

- Reference No. – A unique identifier assigned to each application.
- Purpose of Export – The stated reason for the export.
- Application Type – The category or classification of the application.
- Status – The current stage of the application (e.g.,
 - **Draft** – The application has been started but not yet submitted. It can be edited or updated before submission.
 - **Submitted** – The application has been completed and submitted for review or approval. No further edits can be made unless it is sent back.
 - **Approved** – The application has been reviewed and accepted by the authority. No further changes are allowed.).
- Submit Date – The date on which the application was submitted.
- Actions – Available operations for the respective application (e.g., Edit- Allows editing of the application.).

2. New Application

- The + New Application button allows the user to initiate and complete a new export application form.



3. Download Options

- The application list can be exported or printed through the following options:
 - Excel – Exports the list in Microsoft Excel format.
 - PDF – Generates a PDF copy of the list.
 - Print-Prints the list directly.



4. Search Functionality

- A search box is provided to enable quick retrieval of applications by entering keywords such as the Reference No. or Purpose of Export.



5. Action Menu

- Located within the Action column, a dropdown menu provides additional options for managing applications.
- Selecting Edit Application opens the application form, enabling modifications or updates to the existing details.
- If the status of the application is “Certificate Generated” (i.e., submitted successfully), the Action Menu will display the following additional options:
 - **Repeat Order**
 - **File Amendment**
 - **Fill Actual Export**

If the application status is set to Draft, the Action Menu will display only the Edit option.

Department of Defence Production		↑ S.No	Ref. No.	Purpose of export	Application Type	Status	Submit Date	Action
Dashboard		1		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼ Edit
Export Applications		2		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Draft		Actions ▼
Import Applications								
OGEL								

If the application status is Certificate Generated, these will be displayed in the Action Menu.

Department of Defence Production		↑ S.No	Ref. No.	Purpose of export	Application Type	Status	Submit Date	Action
Dashboard		1		Category 2.1 (Export of SCOMET Category 6 items for govt. end use, including military end use)	New Application	Certificate Generated		Actions ▼ Repeat Order File Amendment Fill Actual Export
Export Applications		2		2.3 (b) (Tender/RFP/NIT)	New Application	Draft		Actions ▼
Import Applications		3		2.3 (b) (Tender/RFP/NIT)	New Application	Draft		
OGEL								
Export Lead								

Repeat Order

- This option allows the user to create a new application based on the details of a previously submitted one.
- Most of the information from the earlier application is auto-filled, reducing the effort required to re-enter data.
- The user can make necessary changes (such as quantity, dates, or minor details) before submitting the new order.
- Useful for businesses that frequently export similar consignments.

Description of Items

SCOMET Category

6A002

Sub Classification

b (Projectors, specially design

Description as per SOP

Rifles and combination guns

Select Broad Category

Electronic and communication

Description of item as per PO/EUC

ehkhf

Quantity

5

UOM

M

FOB Value/unit

5.00

Currency

US

Total value in foreign currency

25.00

Total Value in \$

25.00

USD To INR Conversion Rate

5

Total Value In INR

125.00

+ Add More

Shipment details of Item to be exported

Place of Destination and Route:

Category of arms or ammunition as per schedule I for which the licence is sought:

No. of Packages:

Estimated time likely to be taken for the shipment/journey:

Port of Loading/Shipment:*

☒ Specific port in India

☒ Chennai Port(Tamil Nadu)
 ☒ Jawaharlal Nehru Port Trust (Nhav

☐ Any port in India.

Ultimate Destination Country:*

Afghanistan

Port of Discharge:*

Spin Boldak

↑

b) File Amendment

- This option enables the user to request corrections or modifications to an already submitted application.
- Amendments may include changes in details such as exporter information, consignment details, or shipping information.
- The system typically prompts the user to specify the reason for the amendment and upload supporting documents, if required.
- Once submitted, the amended request goes through the verification/approval workflow again.

Export - Amendment Application

Purpose

Purpose of Export:

Part-A Export of Munitions List items as in Ap

Sub-Category:

Nine Parts of fire arms notified by MHA

Category of License applied for:

Export

Description of Items

SCOMET Category

6A002

Sub Classification

b (Projectors, specially design

Description as per SOP

Rifles and combination guns

Select Broad Category

Electronic and communication

Description of item as per PO/EUC

ehkhf

Quantity

5

UOM

M

FOB Value/unit

5.00

Currency

US

Total value in foreign currency

25.00

Total Value in \$

25.00

USD To INR Conversion Rate

5

Total Value In INR

125.00

Shipment details of Item to be exported

Place of Destination and Route:

Category of arms or ammunition as per schedule I for which the licence is sought:

No. of Packages:

Estimated time likely to be taken for the shipment/journey:

↑

c) Fill Actual Export

- When Fill Actual Export is clicked, a list appears displaying the following columns:
 - Serial Number
 - Item Name
 - Export Quantity – previously entered data is displayed here, and the user can update or fill the export quantity.
 - Date of Export – previously entered data is displayed here, and the user can update or fill the date of export.
- In the previously filled data, a Delete option is available, which allows the user to remove the entire entry for that row.

Actual Export Against Authorization No.			
S.No	Item Name	Export Quantity	Date Of Export
1	ehkhf	Previously Filled Data : 10	Previously Filled Data : 2025-09-01 Delete
			mm/dd/yyyy
Submit			

How to Add a New Export Application

Follow the steps below to fill the form after clicking + **New Application** button:

The screenshot shows the 'Export-New' form. The 'Export Category' section is highlighted with a red box, containing 'Category' and 'Sub-Category' dropdown menus. A red arrow points to the 'Sub-Category' dropdown. Below this is the 'Shipment Details' section with fields for 'Port of Loading/Shipments', 'Select Indian Port', 'Ultimate Destination Country', and 'Port of Discharge'. The 'Foreign Importer/Buyer/Intermediary' section includes a field for 'Foreign Importer' and an 'Attach EUC' button.

Step 1: Select Export Category

1. Choose Category and Sub-Category

- Select the appropriate Category and Sub-Category from the dropdown menus.
- The options are defined as per the SOP dated 12.09.2025.
- The Sub-Category options will change based on the Category you select.

2. Add Description of Item

- After selecting the Category and Sub-Category, a Description field will appear.
- Enter the details of your item(s) in this field.
- To add more items, click the '+ Add' button.
 - When you click on the 'i' button next to 'Description of Items' this message will appear.

Export-New

Export Category

Category: Category 2.1 Sub-Category: Complete Systems / Platforms

Description of Items ⓘ

GO to Masters -> Export Items. Add all the desired item there category-wise. Then items will be shown here as dropdown.

SCOMET Category: --select category-- Sub Classification: --Select-- Description as per SOP: --Select-- Select Broad Category: --select broad category--

Description of item as per PO/EUC: --select item-- Quantity: Measurement unit: Select FOB Value/unit: Currency: Selec

Total value in foreign currency: Total Value in USD: USD To INR Conversion Rate: Total Value In INR:

+ Add

Step 2: Enter Shipment Details

1. Port of Loading / Shipment*

- Choose either Any Port in India or a Specific Port in India.

If Specific Port in India is selected:

- A dropdown list of ports will be displayed.
- You may either type in the search box or scroll through the list to locate the desired port.
- If the required port is not listed, click on +Add, enter the necessary details for the new port, and save the information.

Shipment Details

Port of Loading/Shipment* Select Indian Port* +Add

☐ Any port in India

☒ Specific port in India

Foreign Importer/Buyer/Intermediary

Foreign Importer

Importer Organisation Name: --select organisation--

Attach EUC: Choose File No file chosen

Please upload a PDF file between and 5 MB.

Ultimate Destination Country*: --Select Destination Co... --Select Destination Country--

Port of Discharge*: --Select Port -- +Add

Afghanistan

Algeria

Andorra

Angola

1. Ultimate Destination Country

- Select the appropriate **Country** from the dropdown menu.
- If the required country or port is not available in the list, kindly send an email to **DDP** with proper justification requesting that the port be added.

2. Port of Discharge

- Once the **Country** is selected, the corresponding ports for that country will be displayed.
- If the required port is not available in the list, please email **DDP** with justification for adding the port.

Step 3: Add Foreign Importer

1. In the Importer Organization Name field, click on the dropdown menu.
2. Two options will be available:
 - Add Importer – Enter the importer's details (Organization Name, Contact Person, Address, Email, Phone, etc.) and save.
 - Previously Added – Select an importer that has already been saved earlier.

Note: A new Foreign Importer can be added in two ways:

- By clicking directly on Add Importer in this section, or
- By navigating to Masters > Importer tab and entering the details there.

The screenshot shows the 'Foreign Importer/Buyer/Intermediary' form. On the left is a blue sidebar with the Department of Defence Production logo and navigation menu. The main content area has a header 'Foreign Importer/Buyer/Intermediary' and a sub-header 'Foreign Importer'. Below this is a dropdown menu for 'Importer Organisation Name' with options: '--select organisation--', '--select organisation--', 'Add Importer' (highlighted with a red box), and '--Previous--'. To the right of the dropdown are three 'Attach EUC' sections, each with a 'Choose File' button and a 'No file chosen' status. Below these are three instructions: 'Please upload a PDF file between 10 KB and 5 MB.' At the bottom right is a green plus icon.

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Foreign Importer/Buyer/Intermediary
Foreign Importer

Importer Organisation Name
--select organisation--
--select organisation--
Add Importer
--Previous--

Attach EUC
Choose File No file chosen
Please upload a PDF file between 10 KB and 5 MB.

Attach EUC
Choose File No file chosen
Please upload a PDF file between 10 KB and 5 MB.

Attach EUC
Choose File No file chosen
Please upload a PDF file between 10 KB and 5 MB.

tested
basta tech
basta tech solbtion
ameotech informatics
tcs
ameotech informatics

After clicking on Add Importer, the following form will be displayed:

Add Importer Users Details

Organization Type*

☒ Manufacturer ☐ Trader

Organization Name*

Enter Organization Name

Country

---Select Country---

Title

---Select Title---

First Name*

Enter First Name

Middle Name*

Enter Middle Name

Last Name*

Enter Last Name

Address*

Enter Address

Landline No.*

Enter Landline Number

Mobile No.*

Enter Mobile

Email Id*

Enter Email Id

Save

Close

Importers can also be managed from the Masters → Importers tab:

- All importer records are displayed, including Organization Type, Organization Name, Contact Person, Address, Email, Mobile, Landline, and Fax.
- Existing records can be edited or deleted.
- The option + Add Importer Users (top-right) allows addition of new records.

सत्यमेव जयते

Defence Exports Promotion

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End User/Intermediary

Documents

You will be logged out in 00:00:35 sec

Reset Session

List of Importer Users

+ Add Importer Users

S.No	Organization Type	Organization Name	Contact Person Name	Address	Email	Mobile	Landline	Fax	Action
1	Trader	test	Mr. 121212 121212 12	12121212 Cuba	1as@gmail.com	asasasa	-asasasas		Edit Delete
2	Manufacturer	ffff	Mr. ggf ghhghg ghghg	hghghghghg United Arab Emirates	test@gmail.com	77878787787	-887445544544		Edit Delete
3	Manufacturer	L&T	Mr. H A Singh	DPIT Afghanistan	abc@gmail.com				Edit Delete
4	Manufacturer	L&T	Mr. H A Singh	DPIT Afghanistan	abc@gmail.com				Edit Delete
5	Trader	basta tech	Ms. kartk rrr rrr	rrr Angola	rrrrr	rrrrrrrr	-rrr		Edit Delete
6	Manufacturer	tested	Mr. www ww		N/A				Edit Delete

After clicking on Add Importer Users, the following form is displayed for completion:

Add Importer Users Details

Organization Type* ☒ Manufacturer ☐ Trader

Organization Name*

Country

Title

First Name*

Middle Name*

Last Name*

Address*

Landline No.*

Mobile No.*

Email Id*

Save **Close**

1. Attach the **EUC (End User Certificate)**:

- Click **Choose File** and upload a PDF (10 KB – 5 MB).
- The Format of EUC is available in SOP dated 12.09.2025.

Step 4: Add Foreign Buyer*

1. In the Buyer Organization Name field, click the dropdown menu.
2. Two options will be available:
 - **Add Buyer** – Enter the buyer details (Organization Name, Contact Person, Address, Email, Phone, etc.) and save.
 - **Previously Added** – Select a buyer that already exists. Any newly added buyer will also appear under this option.

Foreign Buyer

Buyer Organisation Name

Attach EUC

Choose File **No file chosen**

Please upload a PDF file between 10 KB and 5 MB.

Attach EUC

Choose File **No file chosen**

Please upload a PDF file between 10 KB and 5 MB.

+

After clicking on Add Buyer, the following form will be displayed:

Add Buyer Users Details ✕

Organization Name*	Enter Organization Name
Country	---Select Country--
Title	---Select Title--
First Name*	Enter First Name
Middle Name*	Enter Middle Name
Last Name*	Enter Last Name
Address*	Enter Address
Landline No.*	Enter Landline Number
Mobile No.*	Enter Mobile
Email Id*	Enter Email Id

Save

Close

1. Buyers can also be managed from Masters → Buyers:

- The list of buyers is displayed with details such as **Organization Name, Contact Person, Email, Mobile, etc.**
- Existing buyers can be edited or deleted.
- The option + **Add Buyer Users** allows addition of new buyers.

2. Attach the EUC:

- Select **Choose File** to upload a PDF file (size between **10 KB – 5 MB**).
- Use the + button to attach additional files if required.
- The Format of EUC is available in SOP dated 12.09.2025.

Dashboard

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Foreign Buyer

Buyer Organisation Name

--select organisation--

--select organisation--

Add Buyer

--Previous--

test

--select organisation--

Attach EUC

Choose File

No file chosen

Please upload a PDF file between 10 KB and 5 MB.

Attach EUC

Choose File

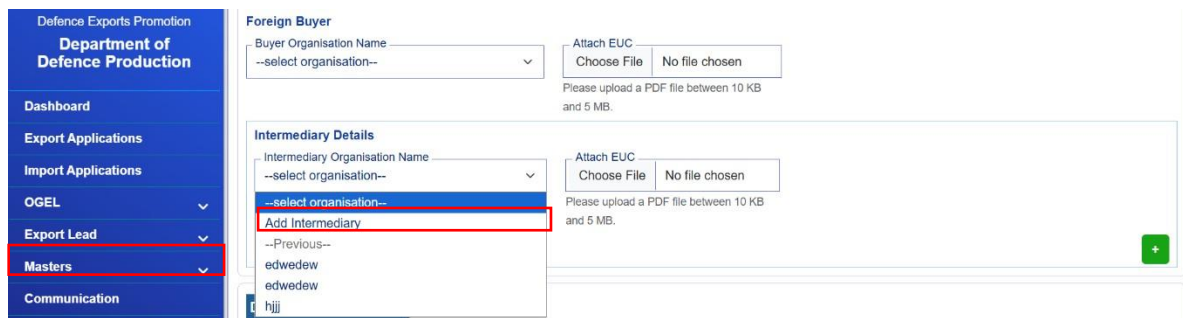
No file chosen

Please upload a PDF file between 10 KB and 5 MB.



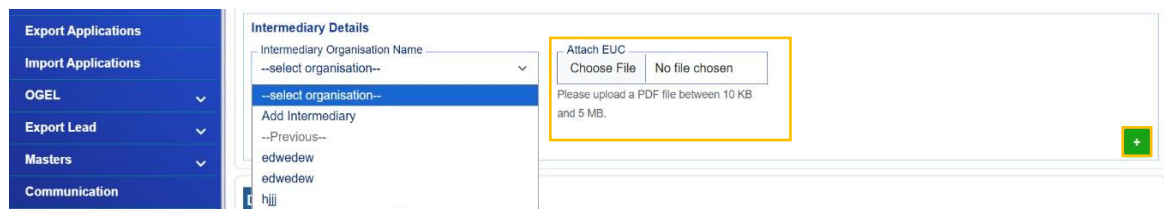
Step 5: Add Intermediary*

1. In the Intermediary Organization Name field, click the dropdown menu.
2. The following options are available:
 - Add Intermediary – Enter the details (Organization Name, Contact Person, Email, Phone, etc.) and save.
 - Previously Added – Select an intermediary that already exists.
3. Intermediaries can also be managed from the Masters tab, if available.



Attach the EUC:

- Select **Choose File** and upload a PDF file (size between **10 KB – 5 MB**).
- Use the + button to attach additional files, if required.
- The Format of EUC is available in SOP dated 12.09.2025.



Step 6: Add Details of End User

1. In the Name of Company / Entity field, click the dropdown menu.
2. The following options are available:
 - Add End User – Enter the details (Organization Name, Contact Person, Address, Email, Phone, etc.) and save. Once the details are saved, the End User will appear under the Previous option.
 - Previous – Select an End User that already exists.
3. Attach the EUC:
 - Select Choose File and upload a PDF file (size between 10 KB – 5 MB).
 - Use the + button to attach additional files, if required.
 - The Format of EUC is available in SOP dated 12.09.2025.

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Details of End User ⓘ

Name of Company/Entity
--select organisation--

Attach EUC
Choose Files No file chosen

Add End User
--Previous--
Testedssssssssssssssss
Tested

Undertaking as per SOP

When you click on the 'i' button next to 'Details of End User,' this message will appear.

There are specific EUC proforma for different sub-categories of exports

Details of End User ⓘ

Name of Company/Entity
--select organisation--

Attach EUC
Choose Files No file chosen

OR

Defence Exports Promotion
Department of Defence Production

Dashboard
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Import Applications
OGEL
Export Lead
Masters
Export Items
Import Items
Importers
Buyers
End User/Intermediary
Documents

You will be logged out in 00:00:35 sec [Reset Session](#)

List of End Users

+ Add End User

S.No	EU/Intermediary Name	Address	Country	State	District	Pincode	Mobile	Email	Action
1	hiji	gghg	Andorra				123	test@gmail.com	✎ ✖
2	Tested	2333	Afghanistan				asasasas	asasa112@gmail.com	✎ ✖
3	Testedssssssssssssssss	233322222222222222222222	Algeria				905805737222	tyagikartik548@gmail.com	✎ ✖
4	edwedew	222	United Arab Emirates				222	22	✎ ✖
5	edwedew	222	United Arab Emirates				222	22	✎ ✖

After clicking on + Add End User, the following form is displayed:

Add End Users Details

End User/Intermediary Name*

Enter End User Name

End User Type*

☒ Intermediary
☐ End User

Address*

Enter End User Name

Country

---Select Country--

Mobile No.*

Enter MOBILE

EmailId*

Enter Email

Save

Close

Step 7: Fill Chain of Transaction / Transmission / Supply

1. In this section, the organizations are to be linked.
2. Two fields will appear:
 - Organisation – The dropdown will display only the Importer, Buyer, Intermediary, and End User selected earlier.
 - Role in Organisation – Enter the role (for example: Foreign Importer, Foreign Buyer, End User).
3. The + button may be used to add additional records, if required.

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Details of End User

Name of Company/Entity
Testedssssssssssssssss

Attach EUC
Choose Files No file chosen

Chain of Transaction/Transmission/Supply

Organisation tested	Role Foreign Importer
Organisation test	Role Foreign Buyer
Organisation Testedssssssssssssssss	Role Intermediary
Organisation edwedew	Role End User

+

Step 8: Purchase Order*(Mandatory)

- Fill in the purchase order number, date of issue, and upload the file.
- When you click on the ? button next to "Purchase Order," a help message will appear.

Defence Exports Promotion
Department of Defence Production

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Import Applications

Chain of Transaction/Transmission/Supply

Organisation
Role

+

Purchase Order ?

Order placed by the importer on the exporter for supply of items of export.

Purchase Order Number
Data of Issue
mm/dd/yyyy

Upload File
Choose Files No file chosen

Step 9: Technical Specification*(Mandatory)

- Fill in the purchase order number, date of issue, and choose the file and attach it.
- When you click on the '?' button next to "Purchase Order," a help message will appear.

Purchase Order ?

Purchase Order Number

Data of Issue: mm/dd/yyyy

Upload File: Choose Files No file chosen

Technical Specification ?

Technical Specification

Attach File: Choose Files No file chosen

The specifications of the item(s) of export, which will enable the authority to decide the category of the item.

Step 10: Upload Undertaking as per SOP*(Mandatory)

- Click **Choose File**, select the PDF (10 KB – 5 MB), and upload.

Undertaking as per SOP *

Attach Undertaking File

Choose File No file chosen

Step 11: Add Any Other Information (Optional)

- In **Additional Info**, type any extra details.
- In **Additional File**, click **Choose File** and upload a supporting document.

Any Other Information (Additional Document)

Additional Information

Additional File: Choose File No file chosen

Step 12: Select Offset Obligation

- Answer the question: **Is it For Offset Obligation?**
- Choose **Yes** or **No**.

Is It For Offset Obligation: * ☐ yes ☒ No

Save as draft

↑

Step 13: Saving and Submitting an Export Application

- Save as Draft**
 - While filling a new export application, you can click Save as Draft to save your progress.
 - All the information you have entered will be saved and appear when you reopen the application.

Is It For Offset Obligation: ☐ yes ☒ No

Save as draft

2. Review Saved Application

- Open the draft application to recheck all the details.

Application Preview

Company DetailsREF NO. :

IEC Number:

Company Name:

Company Address:

Company details not available

Contact Person :

Application Details

Purpose of Export

Order Type

Category 2.1 (Export of SCOMET Category 6 items for govt. end use,including military end use(Complete Systems / Platforms)

NEW APPLICATION

Description of Items

Sr. No.	SCOMET Category 6	Item	ITC (HS) Code	Quantity (In)	FOB Value/Unit In selected Foreign Currency (In)	Total Value In Foreign currency	Total Value INR ₹	Total Value US	Details
1	6A001	A paragraph is a unit of writing consisting of several sentences that develop a single idea or topic, acting as a structural division in prose to help organize thoughts and make text easier to read. Paragraphs typically begin with a topic sentence that states the main idea, followed by supporting sentences	33333333	100 Nos	1000.00 INR	100,000.00	0.00	0.00	
Total						100,000.00	0.00	0.00	

Shipment Details of Item to be Exported

Port of Loading/Shipment	Port of Discharge	Ultimate Destination Country
By Air -Ben Gurion Airport, Tel Aviv; By Sea - Ashdod Port/Haifa Port	Baltimore/Los Angeles/Maryland/WASHINGTON/New York/ Wichita	Argentina

Manufacturer/ Buyer Details

	Name	Address
Manufacturer	tested	Contact Person Name : kamalsharmasharma Contact Detail : kurdi tyagikartik548@gmail.com 9058057372
Buyer	test	Contact Person Name : 121212121212121212 Contact Detail : 1as@gmail.com asasasa asasasas,
Intermediary		
dpit		Contact Detail: asfasfsauuu

Details of End User

Name of Company/Entity	User Type
Organization Name : Contact Detail : ,	N/A
Chain of transaction/ transmission/ supply:	
Organization Name	Role in Chain
tested	Foreign Importer
test	Foreign Buyer
dpit	Intermediary
deails	End User
(1)	

Purchase Order

Purchase Order Number :	014	Date of Issue:	2025-09-11	Total Value ₹ :	N/A
(1)					

Confirmation Letter

Document Issued By :	N/A	Date of Issue:	N/A	Place of Exhibition:	N/A

Consent/Justification letter

Name of Testing Agency :	N/A	Date of Issue:	N/A

Tender documents/Request for proposal

Tender Number :	N/A	Tender Floated By:	N/A	Due Date of Tender:	N/A

1. Back or Final Submit

- o At the bottom of the draft, you will see two options:
 - Back – To return to make changes.
 - Final Submit – To submit the application officially.

☒ Declaration / Undertaking

I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my / our knowledge and belief and nothing has been concealed or held there from.

I/We fully understand that any information furnished in the application if found incorrect or false will render me / us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.

I/We undertake to abide by the provisions of the FT (D & R) Act, 1992 as amended, the Rules and Orders framed there under, FTP, HBP, Appendices and Aayat Niryat Forms and ITC (HS).

- o The entity for whom the application has been made has not been penalized under any of the following Acts (as amended from time to time):
 - The Customs Act, 1962,
 - The Central Excise Act 1944,
 - Foreign Trade (Development & Regulation) Act 1992, as amended, and
 - The Foreign Exchange Management Act, 1999;
 - The Conservation of Foreign Exchange, Prevention of Smuggling Activities Act, 1974
 - Weapons of Mass Destruction & their Delivery Systems (Prohibition of Unlawful Activities) Act, 2005
- o none of the Directors / Partners / Proprietor / Karta / Trustees of the company / firm HUF/Trust, (as the case may be), is/are a Director(s) / Partner(s) / Proprietor / Karta / Trustee in any other Company firm / entity which is on the Denied Entity List (DEL) of DGFT or is in the caution list of RBI;
- o neither the Registered Office of the company / Head Office of the firm / nor any of its Branch Office(s) / Unit(s) / Division(s) has been declared a defaulter and has otherwise been made ineligible for undertaking import / export under any of the provisions of the Policy;

I / We agree to abide by the provisions of FTP for export of SCOMET items contained in the FTP, Schedule 2 of ITC (HS) and the HBP, irrespective of the scheme under which the item is exported / proposed to be exported.

I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.6 of the Foreign Trade Policy.

Back

Final Submit

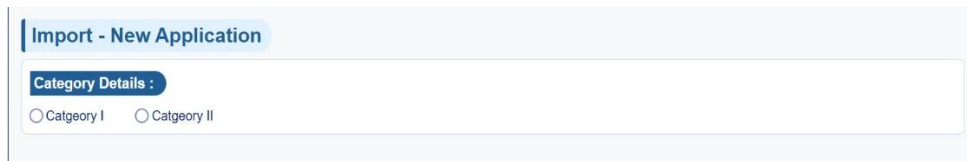
- ## 2. View Submitted Application
- o Once submitted, the application will appear in the list under the Export tab.

Import - New Application

1.1 Category I Application

After selecting **Import** from the New Application dialog box, you will be directed to the **Import - New Application** page. This page allows you to select the category of your application.

- **Category Details:** This section requires you to choose the appropriate category for your application.
- Now we will choose **Category I** by selecting the radio button.

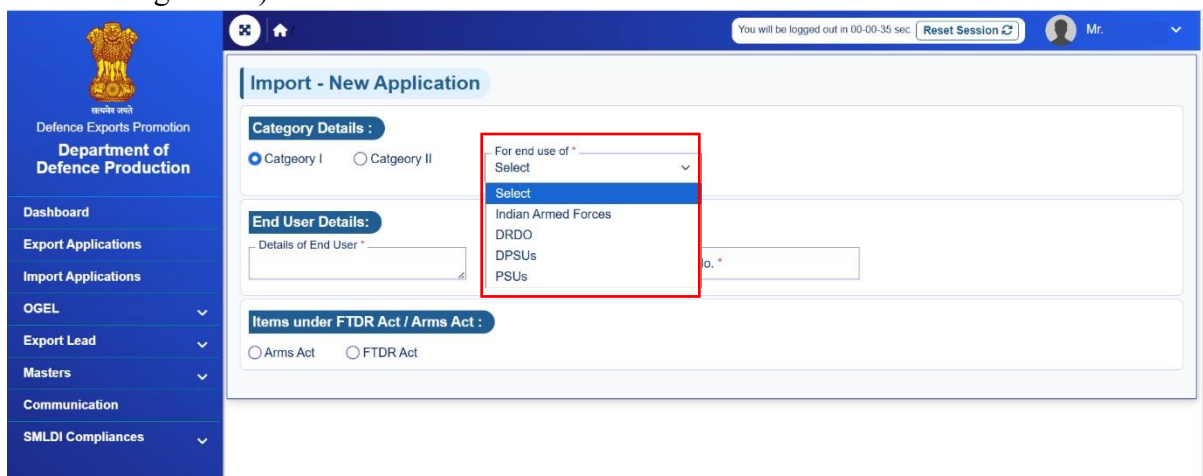


The screenshot shows the 'Import - New Application' page. Under the 'Category Details' section, there are two radio buttons: 'Category I' (which is selected) and 'Category II'.

1.2 End User Details:

After selecting the appropriate category, you will need to choose the End use of the imported item from a dropdown menu. The available options are:

- **Indian Armed Forces**
- **DRDO**
- **DPSUs**
- **PSUs**
- You will also need to enter the contact details of the end user, including their **email** and **phone number**.
- **Items under FTDR Act / Arms Act:** In this section, you must specify which legal act applies to your imported items:
- **Arms Act:** Select this option if your imported items are governed by the Arms Act.
- **FTDR Act:** Select this option if the import falls under the Foreign Trade (Development and Regulation) Act.

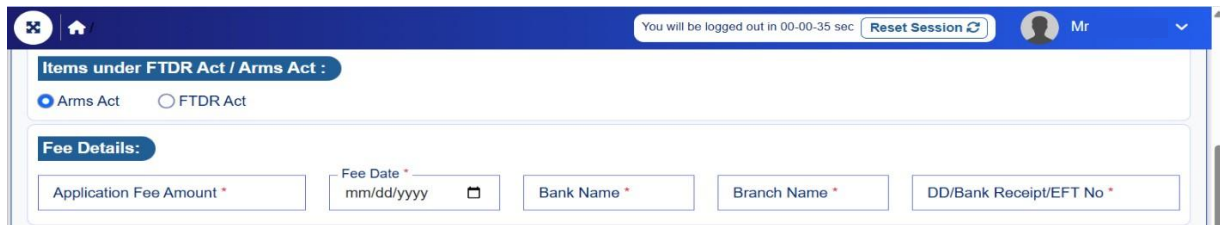


The screenshot shows the 'Import - New Application' page. The 'End User Details' section is highlighted with a red box. It contains a dropdown menu labeled 'For end use of' with a list of options: Indian Armed Forces, DRDO, DPSUs, and PSUs. Below the dropdown is a text input field for 'Details of End User'. The 'Items under FTDR Act / Arms Act' section is also visible, with radio buttons for 'Arms Act' and 'FTDR Act'.

1.3 Arms Act Details

After selecting **Arms Act**, the portal will display a series of new fields for you to fill in:

- **Fee Details:** This section requires you to provide payment details for the application fee. You must enter the **Application Fee Amount**, the **Fee Date**, the **Bank Name**, the **Branch Name**, and the **DD/Bank Receipt/EFT No**.



The screenshot shows a web interface with a blue header bar. On the left, there's a sidebar with 'Items under FTDR Act / Arms Act' and radio buttons for 'Arms Act' (selected) and 'FTDR Act'. The main content area is titled 'Fee Details:' and contains five input fields: 'Application Fee Amount *', 'Fee Date *' (with a date picker icon), 'Bank Name *', 'Branch Name *', and 'DD/Bank Receipt/EFT No *'. At the top right of the header, there's a session timer 'You will be logged out in 00:00:35 sec' and a 'Reset Session' button. A user profile 'Mr.' is also visible.

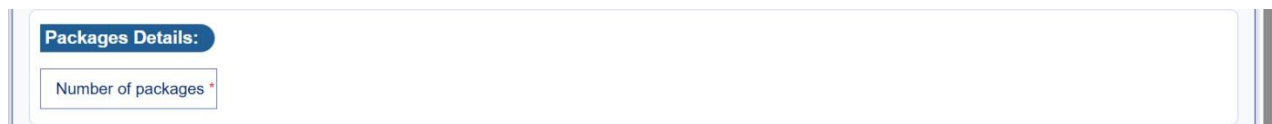
1.4 License Category Details: Here, you need to specify the purpose of the license:

- **IMPORT:** For applications to import items.
- **TRANSPORT IN TRANSIT:** For transporting items through the country to another destination.
- **IMPORT FOR RE-EXPORT:** For importing items with the intent to export them again later.



The screenshot shows a section titled 'Licence Category Details:'. Below the title, it says 'Category of licence applied for *' followed by three radio buttons: 'IMPORT', 'TRANSPORT IN TRANSIT', and 'IMPORT FOR RE-EXPORT'.

Packages Details: Enter the total **Number of packages** being imported.



The screenshot shows a section titled 'Packages Details:'. Below the title, there is a single input field labeled 'Number of packages *'.

1.5 Arms/Ammunition Forming Details:

This is a critical section for providing detailed specifications of the arms or ammunition.

The **"i" icon** here provides a tooltip with a key definition. When hovered over, it clarifies that this section is for entering the description and quantity of the arms/ammunition that form part of the consignment for which the license is being sought. You will need to fill in:

- **ITC (HS Code):** Select the correct HS code from the dropdown menu.
- **Description:** Enter a detailed description of the item.
- **Description as per PO:** Provide the description exactly as it appears on the official Purchase Order.
- **Quantity:** Enter the total quantity.
- The **+** **icon** allows you to add multiple items to your application.

Number of packages *

Description and quantity of arms/Ammunition forming part of the consignment for which the licence is sought.

Arms/Ammunition Forming Details: ⓘ

ITC (HS Code) *	Description	Description as per PO *	Quantity*
Select ▼			

+

1.6 Transport Details:

Here you will need to provide information on the logistics of the import:

- **Port of Import and Re-Export (with route of transport):** The point of entry into the country and the transport route.
- **Place of destination and route of consignment to be imported:** The final destination of the consignment and its intended route.
- **Name, description and address of consignee for Import:** Enter the full name, a brief description, and the complete address of the individual or entity who will receive the imported goods.
- **Estimated time likely to be taken for the shipment/journey (in Days):** Provide an estimate of the number of days the shipment will take to complete its journey.

Transport Details :

Port of Import and Re-Export (with route of transport)*	Place of destination and route of consignment to be imported*
Name, description and address of consignee for Import*	Estimated time likely to be taken for the shipment/journey(In Days)*

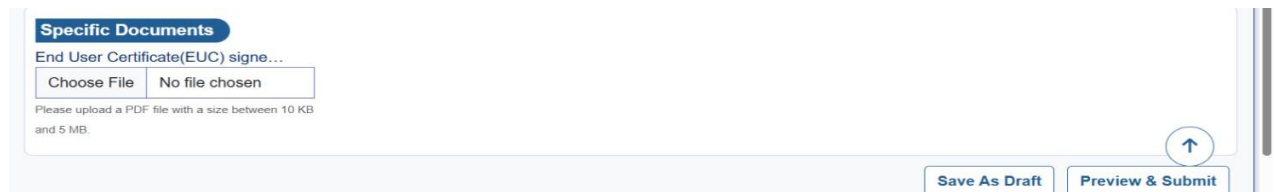
1.7 Licence Details:

Here, you will specify the type of license you hold for the import. The **"i" icon** provides a tooltip with a key definition. The license must be issued by the Ministry of Home Affairs (MHA), DPIIT, or the Department of Commerce.

- **Manufacturing Licence:** If you hold a manufacturing license, select it from the dropdown menu.
- **Trader Licence:** If you hold a trader license, select it from the dropdown menu.
- You will select one of the two options as per your license.

1.9 Specific Documents:

- **End User Certificate (EUC) signed:** You must upload a signed End User Certificate (EUC), which confirms that the imported items will be used for the specified purpose by the designated end-user.



Application Submission

- **Save As Draft:** This option allows you to save the progress you have made on the application form without submitting it. You can return to your saved draft at any time from the Dashboard to continue filling it out.
- **Preview & Submit:** Once you have completed all the required fields and attached the necessary documents, click this button to preview your entire application. After reviewing the information, you can submit the application for processing.

1.10 FTDR Act Details

This section requires you to provide details for your application under the Foreign Trade (Development and Regulation) Act.

Items Details: You must specify the items you are importing.

- **ITC (HS Code):** Select the appropriate code from the dropdown menu.
- **Description:** Provide a brief description of the item.
- **Details as per PO:** Enter the details as they appear on your Purchase Order.
- **Country of Origin:** Select the country from which the item originates.
- **Quantity:** Specify the number of units you are importing.
- **Measurement Unit:** Select the unit of measurement from the dropdown menu.



1.11 CIF Details:

You must provide the total Cost, Insurance, and Freight (CIF) value.

- **Total CIF Value in INR:** Enter the total value of your consignment in Indian Rupees.
- **CIF Value in Foreign Currency:** Enter the CIF value in the foreign currency used for the transaction.
- **Currency:** Select the foreign currency from the dropdown menu.

CIF Details:

Total CIF Value in INR* ₹ INR

CIF Value in foreign Currency*

Currency*

Selec ▾

1.12 Fee Details:

This section requires you to provide payment details for the application fee.

- **Application Fee Amount:** Enter the total fee amount.
- **Fee Date:** Enter the date the fee was paid.
- **Bank Name:** Enter the name of the bank where the fee was paid.
- **Branch Name:** Enter the name of the bank branch.
- **DD/Bank Receipt/EFT No:** Provide the corresponding transaction number.

Fee Details:

Application Fee Amount*

Fee Date* mm/dd/yyyy 

Bank Name*

Branch Name*

DD/Bank Receipt/EFT No*

1.13 Purpose & Factory Details:

In this section, you must provide details about the purpose of the imported item and the manufacturing location.

- **Actual User OR Trading:** Indicate whether you are the actual end-user of the item or if you are trading it.
- **Address of Manufacturer/Factory/Unit:** Enter the full address of the manufacturing facility or unit.

Purpose & Factory Details :

☐ Actual User OR ☐ Trading

Address of Manufacturer/Factory/Unit*

1.14 Justification Details:

- **Justification of Import:** In this required field, provide a detailed justification for the import of the items.

Justification Details :

Justification of Import*

1.15 Canalised Item Details:

This section determines if the item is a canalized item, which is an item that can only be imported or exported through a specific agency. The **"i" button** next to the title of this section provides a helpful tooltip. When you hover over it, a definition of a canalizing agency appears. The tooltip clarifies that in India, the State Trading Corporation of India is a prominent example, and other agencies like Indian Oil Corporation Limited may also be designated for specific items.

- **Is Canalised Item:** Select **Yes** or **No**.
- When you select **Yes**, additional fields will appear to specify the details of the canalized import. You will need to provide the following information:
 - **NOC Obtained:** Select **Yes** or **No** to indicate if a No Objection Certificate has been obtained.
 - **Name of Designated STE:** Provide the name of the Designated State Trading Enterprise (STE).
 - **Concerned Ministry:** Enter the name of the concerned government ministry.
 - **Recommendation Issued/received:** Provide details of the recommendation letter that has been issued or received.

The screenshot shows a web form titled "Canalised Item Details:". A tooltip is visible over the "i" icon, stating: "Who are the canalizing agencies? · In India, the State Trading Corporation of India is a prominent example of a canalizing agency, handling the import and export of various commodities. · Other agencies, like the Indian Oil Corporation Limited, may also be designated for specific canalized items like petroleum products." The form includes the following fields:

- Address of Manufacturer:** A text input field.
- Justification:** A text input field.
- Is Canalised Item:** Radio buttons for ☐ No and ☒ Yes.
- NOC Obtained:** Radio buttons for ☐ No and ☐ Yes.
- Name of Designated STE *:** A text input field.
- Concerned Ministry *:** A text input field.
- Recommendation Issued/ received:** A text input field.

1.16 Licence Details:

Here, you will specify the type of license you hold for the import. The **"i" icon** provides a tooltip with a key definition. The license must be issued by the Ministry of Home Affairs (MHA), DPIIT, or the Department of Commerce.

- **Manufacturing Licence:** If you hold a manufacturing license, select it from the dropdown menu.
- **Trader Licence:** If you hold a trader license, select it from the dropdown menu.
- You will select one of the two options as per your license.

Canal
Is Canal

License issued by MHA, DPIIT or Department of Commerce to manufacture the items covered in the Defence Product List notified by DPITT (Press Note 3 of 2019 series).

Licence Details:

Manufacturing Licence
--select Licence--

OR/AND

Trader Licence
--select Licence--

1.17 Documents Required:

This section is for uploading all the necessary supporting documents for your application. The **i** button here provides important clarifications on the documents you need to submit. When you hover over the icon, a tooltip will appear, explaining what each of the standard documents is:

- **Purchase Order:** This is the order placed by the importer for the supply of the items.
- **Technical Specification:** This document provides a detailed technical breakdown of the item, allowing the approving authority to correctly categorize it.

NOTE: Each document must be a PDF file between **10 KB and 5 MB**. The OR/AND notation indicates that you may be required to upload one, two, or all three documents, depending on your application.

- **Copy of Purchase Order/Supply Order:** Upload a copy of the official purchase order or supply order.
- **Technical Specification of the item:** Upload a document detailing the technical specifications of the item.
- **An undertaking with regards to non-circumvention of sanctions/restrictions:** Provide a signed undertaking confirming that you will not circumvent any sanctions or restrictions.

Is Canalised Item

Licence Details

Manufacturing Licence
--select Licence--

OR/AND

Trader Licence
--select Licence--

Purchase Order: Order placed by the importer on the exporter for supply of items of export. - Technical specifications: The specifications of the item(s) of export, which will enable the authority to decide the category of the item.

Documents Required

Copy Of Purchase Order/Supply ...

Choose File
No file chosen

Please upload a PDF file with a size between 10 KB and 5 MB.

Technical Specification of the ite...

Choose File
No file chosen

Please upload a PDF file with a size between 10 KB and 5 MB.

An undertaking with regards to n...

Choose File
No file chosen

Please upload a PDF file with a size between 10 KB and 5 MB.

1.18 Specific Documents:

This section requires you to upload specific documents based on the license category you selected. Each document must be a PDF file between 10 KB and 5 MB.

- **End User Certificate (EUC) signed:** You must upload a signed End User Certificate (EUC), which confirms that the imported items will be used for the specified purpose by the designated end-user.
- **In Case Import for the Purpose of Design & Development...:** Upload a document related to design and development if applicable.
- **In case of repairs a request letter...:** Upload a request letter for repairs if applicable.
- **In case of participation in Tenders...:** Upload documents related to tender participation if applicable.

Specific Documents

End User Certificate(EUC) Self-d...	In Case Import for the Purpose o...	In case of repairs a request letter...	In case of participation in Tender...
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
Please upload a PDF file with a size between 10 KB and 5 MB.	Please upload a PDF file with a size between 10 KB and 5 MB.	Please upload a PDF file with a size between 10 KB and 5 MB.	Please upload a PDF file with a size between 10 KB and 5 MB.

Save As Draft

Preview & Submit

1.19 Application Submission

- **Save As Draft:** This option allows you to save the progress you have made on the application form without submitting it. You can return to your saved draft at any time from the Dashboard to continue filling it out.
- **Preview & Submit:** Once you have completed all the required fields and attached the necessary documents, click this button to preview your entire application. After reviewing the information, you can submit the application for processing.

1.20 Category II Application

After selecting **Import** from the New Application dialog box and choosing **Category II**, you will be directed to this page. This category requires you to provide additional details, particularly regarding the purpose of the import and the ultimate end user.

- **Category Details:** This section confirms your selection of **Category II**. It also includes a dropdown menu for **Purpose**, where you must select the reason for your application. Your choices typically include:
 - Design & Development
 - Export
 - Repairs
 - Participation in Tenders/Exhibition & Evaluation
- **End User Details:** In this section, you will provide the details of the immediate end user of the imported item. You will also need to enter the contact details of this end user, including their **Email** and **Phone No.**
- **Ultimate End User Details:** This section is for cases where the end user listed above is not the final consumer of the product. You must provide the name, email, and phone number of the ultimate end user, which is the final destination for the imported item.
- **Items under FTDR Act / Arms Act:** You must specify which legal act governs your imported items by selecting either **Arms Act** or **FTDR Act**. Your selection here will determine the remaining fields that appear on the form.

The screenshot displays the 'Import - New Application' form within the Department of Defence Production portal. The interface includes a sidebar with navigation links such as 'Dashboard', 'Export Applications', 'Import Applications', 'OGEL', 'Export Lead', 'Masters', 'Communication', and 'SMLDI Compliances'. The main form area is titled 'Import - New Application' and contains the following sections:

- Category Details :** This section includes radio buttons for 'Category I' and 'Category II' (which is selected). A dropdown menu for 'Purpose *' is open, showing options: 'Select Purpose', 'Design & Development', 'Export', 'Repairs', and 'Participation in Tenders/Exhibition & Evaluation'.
- End User Details:** This section contains a text input field for 'Details of End User *'.
- Ultimate End User Details:** This section includes a text input field for 'Details of Ultimate End User *', and separate input fields for 'Email *' and 'Phone No. *'.
- Items under FTDR Act / Arms Act :** This section features two radio buttons: 'Arms Act' and 'FTDR Act'.

The top of the page shows a user profile 'Mr. [Name]' and a session timer indicating 'You will be logged out in 00:00:35 sec' with a 'Reset Session' link.

1.21 Arms Act Details

When you select the **Arms Act** option, the form will adjust to display fields specific to items regulated under the Arms Act. This section is structured to collect detailed information about the item, as well as packaging, licensing, and transport details.

Fee Details: This section is for entering information about the application fee payment.

- **Application Fee Amount:** Enter the total amount of the fee paid.
 - **Fee Date:** Select the date of the fee payment.
 - **Bank Name:** Enter the name of the bank where the payment was made.
 - **Branch Name:** Enter the name of the bank branch.
-
- **DD/Bank Receipt/EFT No:** Enter the Demand Draft, Bank Receipt, or Electronic Funds Transfer (EFT) number.

Items under FTDR Act / Arms Act :

☒ Arms Act ☐ FTDR Act

Fee Details:

Application Fee Amount *

Fee Date *
dd / mm / yyyy 

Bank Name *

Branch Name *

DD/Bank Receipt/EFT No *

1.22 Licence Category Details:

Here, you will specify the type of license you are applying for. Your options are:

- **IMPORT**
- **IMPORT IN TRANSIT**
- **IMPORT FOR RE-EXPORT**

Licence Category Details:

Category of licence applied for * ☐ IMPORT ☐ TRANSPORT IN TRANSIT ☐ IMPORT FOR RE-EXPORT

1.23 Packages Details:

This section is for entering the **Number of packages** for the consignment.

Packages Details:

Number of packages *

1.24 Arms/Ammunition Forming Details:

This is a critical section for providing detailed specifications of the arms or ammunition.

The **"i"** icon here provides a tooltip with a key definition. When hovered over, it clarifies that this section is for entering the description and quantity of the arms/ammunition that form part of the consignment for which the license is being sought. You will need to fill in:

- **ITC (HS Code):** Select the correct HS code from the dropdown menu.
- **Description:** Enter a detailed description of the item.
- **Description as per PO:** Provide the description exactly as it appears on the official Purchase Order.
- **Quantity:** Enter the total quantity.
- The **+** icon allows you to add multiple items to your application.

The screenshot shows a form titled "Arms/Ammunition Forming Details:". Above the form, a tooltip box contains the text: "Description and quantity of arms/Ammunition forming part of the consignment for which the licence is sought." The form itself has a header bar with the title and an information icon. Below the header, there are four input fields: "ITC (HS Code) *" with a dropdown menu showing "Select", "Description", "Description as per PO*", and "Quantity*". A green "+" button is located at the bottom right of the form.

1.25 Transport Details:

This section is for providing logistics information. You must fill in the:

- **Port of Import and Re-Export (with route of transport):** Specify the port where the items will enter the country, along with the planned transportation route. This field ensures proper tracking and customs procedures are followed.
- **Place of destination and route of consignment to be imported:** Provide the final destination for the consignment and the route it will take after passing through the import port.
- **Name, description and address of consignee for Import:** Enter the full name, a brief description, and the complete address of the individual or entity who will receive the imported goods. This information is crucial for delivery and legal verification.
- **Estimated time likely to be taken for the shipment/journey (in Days):** Provide an estimate of the number of days the shipment will take to complete its journey.

The screenshot shows a form titled "Transport Details:". It contains four input fields arranged in a 2x2 grid: "Port of Import and Re-Export (with route of transport)*", "Place of destination and route of consignment to be imported*", "Name, description and address of consignee for Import*", and "Estimated time likely to be taken for the shipment/journey(In Days)*". A blue upward arrow icon is located at the bottom right of the form.

1.26 Licence Details:

Here, you will specify the type of license you hold for the import. The **"i" icon** provides a tooltip with a key definition. The license must be issued by the Ministry of Home Affairs (MHA), DPIIT, or the Department of Commerce.

- **Manufacturing Licence:** If you hold a manufacturing license, select it from the dropdown menu.
- **Trader Licence:** If you hold a trader license, select it from the dropdown menu.
- You will select one of the two options as per your license.



The screenshot shows a web form for 'Licence Details'. At the top, there are two input fields: 'Name of the consignee for Import*' and 'Estimated time likely to be taken for the shipment/journey(In Days)*'. Below these is a section titled 'Licence Details:' with an information icon. Under this section, there are two dropdown menus: 'Manufacturing Licence' and 'Trader Licence', both currently showing '--select Licence--'. Between these dropdowns is the text 'OR/AND'. A red box highlights the information icon, and a tooltip appears over it with the following text: 'License issued by MHA, DPIIT or Department of Commerce to manufacture the items covered in the Defence Product List notified by DPIIT (Press Note 3 of 2019 series)'.

1.27 Documents Required:

This section is for uploading all the necessary supporting documents for your application. The **'i' button** here provides important clarifications on the documents you need to submit. When you hover over the icon, a tooltip will appear, explaining what each of the standard documents is:

- **Purchase Order:** This is the order placed by the importer for the supply of the items.
- **Technical Specification:** This document provides a detailed technical breakdown of the item, allowing the approving authority to correctly categorize it.

NOTE: Each document must be a PDF file between **10 KB and 5 MB**. The OR/AND notation indicates that you may be required to upload one, two, or all three documents, depending on your application.

- **Copy of Purchase Order/Supply Order:** Upload a copy of the official purchase order or supply order.
- **Technical Specification of the item:** Upload a document detailing the technical specifications of the item.
- **An undertaking with regards to non-circumvention of sanctions/restrictions:** Provide a signed undertaking confirming that you will not circumvent any sanctions or restrictions.

Purchase Order: Order placed by the importer on the exporter for supply of items of export. Technical specifications: The specifications of the item(s) of export, which will enable the authority to decide the category of the item.

Licence Data

Manufacturing Licence --select Licence--

OR/AND

Trader Licence --select Licence--

Documents Required

Copy Of Purchase Order/Supply ...

Choose File No file chosen

Technical Specification of the ite...

Choose File No file chosen

An undertaking with regards to n...

Choose File No file chosen

Please upload a PDF file with a size between 10 KB and 5 MB.

1.28 Specific Documents:

This section may require you to upload additional documents based on the purpose of your application.

- **End User Certificate (EUC) signed:** Upload a signed EUC, which confirms the imported items will be used for the specified purpose by the designated end-user.
- **In Case Import for the Purpose of Tender/Exhibition & Evaluation:** If applicable, upload documents related to your tender, exhibition, or evaluation.
- **In case of repairs a request letter is to be uploaded:** If the purpose of import is for repairs, you must upload an official request letter.
- **In case of participation in Tender upload tender document:** If you are participating in a tender, upload the tender document.

Specific Documents

End User Certificate(EUC) Self-d...

Choose File No file chosen

In Case Import for the Purpose o...

Choose File No file chosen

In case of repairs a request letter...

Choose File No file chosen

In case of participation in Tender...

Choose File No file chosen

Please upload a PDF file with a size between 10 KB and 5 MB.

Save As Draft Preview & Submit

1.29 Submission:

After completing all the fields and uploading the required documents, you have two options:

- **Save As Draft:** This option allows you to save the application to be completed later.
- **Preview & Submit:** This button allows you to review all the information and documents before officially submitting the application.

1.30 FTDR Act Details

This section requires you to provide details for your application under the Foreign Trade (Development and Regulation) Act.

Items Details: This section is for providing comprehensive information about the items being imported. You will need to fill out the following fields:

- **Select ITC (HS Code):** Choose the correct HS Code from the dropdown menu.
- **Description:** Enter a detailed description of the item.
- **Details as per PO:** Provide details as they are listed on the official Purchase Order.
- **Country of Origin:** Select the country where the item was manufactured.
- **Quantity:** Enter the total quantity of the item.
- **Measurement Unit:** Select the appropriate unit of measurement from the dropdown.
- **Unit CIF Value in INR:** Enter the CIF (Cost, Insurance, and Freight) value of a single unit in Indian Rupees.
- **Broad Category:** Select the broad category that the item falls under.

NOTE - The + icon in the "Items Details" box allows you to **add a new item** to your application. After you have filled in the details for one item (e.g., ITC Code, Description, Quantity), clicking this icon will generate a new, blank set of fields directly below the first one. This lets you provide information for multiple items within a single application.

Items Details:

Select ITC (HS Code) *	Description *	Details as per PO *	Country of Origin *	Quantity *	Measurement Unit *
Select			Select Country		Select
₹ INR	Unit CIF Value in INR *	Broad Category *			
		Select			

+

1.31 CIF Details:

This section is for providing the financial details related to the import.

- **Total CIF Value in INR:** Enter the total CIF value of the consignment in Indian Rupees.
- **CIF Value in foreign Currency:** Enter the CIF value in a foreign currency.
- **Currency:** Select the specific foreign currency from the dropdown menu.

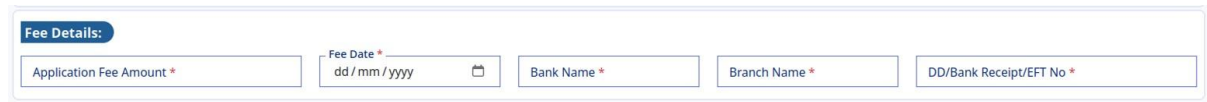
CIF Details:

Total CIF Value in INR *	₹ INR	CIF Value in foreign Currency *	Currency *
			Select

1.32 Fee Details:

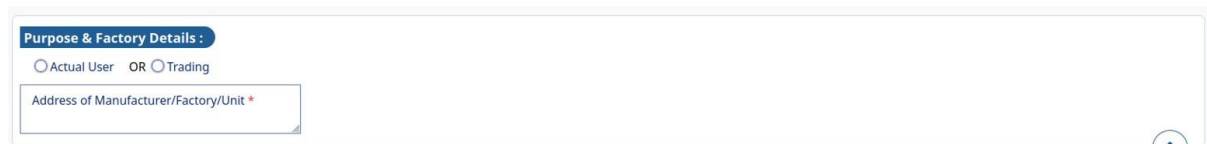
This section is for entering information about the application fee payment.

- **Application Fee Amount:** Enter the total amount of the fee paid.
- **Fee Date:** Select the date of the fee payment.
- **Bank Name:** Enter the name of the bank where the payment was made.
- **Branch Name:** Enter the name of the bank branch.
- **DD/Bank Receipt/EFT No:** Enter the Demand Draft, Bank Receipt, or Electronic Funds Transfer (EFT) number.

A screenshot of the 'Fee Details' form. It has a title bar 'Fee Details:' in a blue box. Below it are five input fields: 'Application Fee Amount *', 'Fee Date *' (with a date picker icon and 'dd / mm / yyyy' placeholder), 'Bank Name *', 'Branch Name *', and 'DD/Bank Receipt/EFT No *'.

1.33 Purpose & Factory Details:

- You must select either **Actual User** or **Trading** to define the purpose of the import.
- **Address of Manufacturer/Factory/Unit:** Enter the full address of the manufacturing factory or unit.

A screenshot of the 'Purpose & Factory Details' form. It has a title bar 'Purpose & Factory Details :'. Below it are two radio buttons: 'Actual User' and 'Trading'. Below that is a text input field for 'Address of Manufacturer/Factory/Unit *'. There is a small blue circular icon with an upward arrow in the bottom right corner.

1.34 Justification Details:

Provide a detailed justification for the import in the **Justification of Import** text field.

A screenshot of the 'Justification Details' form. It has a title bar 'Justification Details :'. Below it is a text input field for 'Justification of Import *'.

1.35 Canalised Item Details:

This section determines if the item is a canalized item, which is an item that can only be imported or exported through a specific agency.

The **"i" button** next to the title of this section provides a helpful tooltip. When you hover over it, a definition of a canalizing agency appears. The tooltip clarifies that in India, the State Trading Corporation of India is a prominent example, and other agencies like Indian Oil Corporation Limited may also be designated for specific items.

- **Is Canalised Item:** Select **Yes** or **No**.
- When you select **Yes**, additional fields will appear to specify the details of the canalized import. You will need to provide the following information:
 - **NOC Obtained:** Select **Yes** or **No** to indicate if a No Objection Certificate has been obtained.
 - **Name of Designated STE:** Provide the name of the Designated State Trading Enterprise (STE).
 - **Concerned Ministry:** Enter the name of the concerned government ministry.
 - **Recommendation Issued/received:** Provide details of the recommendation letter that has been issued or received.

Address of Manufacturer

Justification

Justification of

Canalised Item Details: ⓘ

Is Canalised Item ☐ No ☒ Yes NOC Obtained ☐ No ☐ Yes

Name of Designated STE *

Concerned Ministry *

Recommendation Issued/ received

Who are the canalizing agencies? - In India, the State Trading Corporation of India is a prominent example of a canalizing agency, handling the import and export of various commodities. Other agencies, like the Indian Oil Corporation Limited, may also be designated for specific canalized items like petroleum products.

1.36 Licence Details:

Here, you will specify the type of license you hold for the import. The "i" icon provides a tooltip with a key definition. The license must be issued by the Ministry of Home Affairs (MHA), DPIIT, or the Department of Commerce.

- **Manufacturing Licence:** If you hold a manufacturing license, select it from the dropdown menu.
- **Trader Licence:** If you hold a trader license, select it from the dropdown menu.
- You will select one of the two options as per your license.

Canal

Is Cana

License issued by MHA, DPIIT or Department of Commerce to manufacture the items covered in the Defence Product List notified by DPIIT (Press Note 3 of 2019 series).

Licence Details: ⓘ

Manufacturing Licence --select Licence--

OR/AND

Trader Licence --select Licence--

1.37 Documents Required:

This section is for uploading all the necessary supporting documents for your application. The i button here provides important clarifications on the documents you need to submit. When you hover over the icon, a tooltip will appear, explaining what each of the standard documents is:

- **Purchase Order:** This is the order placed by the importer for the supply of the items.
- **Technical Specification:** This document provides a detailed technical breakdown of the item, allowing the approving authority to correctly categorize it.

Each document must be a PDF file between **10 KB and 5 MB**. The OR/AND notation indicates that you may be required to upload one, two, or all three documents, depending on your application.

- **Copy of Purchase Order/Supply Order:** Upload a copy of the official purchase order or supply order.

- **Technical Specification of the item:** Upload a document detailing the technical specifications of the item.
- **An undertaking with regards to non-circumvention of sanctions/restrictions:** Provide a signed undertaking confirming that you will not circumvent any sanctions or restrictions.

The screenshot shows a web form with the following sections:

- Licence Details:** Includes a dropdown for 'Manufacturing Licence' (with a tooltip: '.Purchase Order: Order placed by the importer on the exporter for supply of items of export. Technical specifications: The specifications of the item(s) of export, which will enable the authority to decide the category of the item.') and a dropdown for 'Trader Licence'.
- Documents Required:** Contains three upload fields:
 - Copy Of Purchase Order/Supply ...**: 'Choose File' button, 'No file chosen', 'Please upload a PDF file with a size between 10 KB and 5 MB.'
 - Technical Specification of the ite...**: 'Choose File' button, 'No file chosen', 'Please upload a PDF file with a size between 10 KB and 5 MB.'
 - An undertaking with regards to n...**: 'Choose File' button, 'No file chosen', 'Please upload a PDF file with a size between 10 KB and 5 MB.'

1.38 Specific Documents:

This section may require you to upload additional documents based on the purpose of your application.

- **End User Certificate (EUC) signed:** Upload a signed EUC, which confirms the imported items will be used for the specified purpose by the designated end-user.
- **In Case Import for the Purpose of Tender/Exhibition & Evaluation:** If applicable, upload documents related to your tender, exhibition, or evaluation.
- **In case of repairs a request letter is to be uploaded:** If the purpose of import is for repairs, you must upload an official request letter.
- **In case of participation in Tender upload tender document:** If you are participating in a tender, upload the tender document.

The screenshot shows the 'Specific Documents' section with four upload fields:

- End User Certificate(EUC) Self-d...**: 'Browse...' button, 'No file selected.', 'Please upload a PDF file with a size between 10 KB and 5 MB.'
- In Case Import for the Purpose ...**: 'Browse...' button, 'No file selected.', 'Please upload a PDF file with a size between 10 KB and 5 MB.'
- In case of repairs a request lett...**: 'Browse...' button, 'No file selected.', 'Please upload a PDF file with a size between 10 KB and 5 MB.'
- In case of participation in Tend...**: 'Browse...' button, 'No file selected.', 'Please upload a PDF file with a size between 10 KB and 5 MB.'

At the bottom right, there are two buttons: 'Save As Draft' and 'Preview & Submit'.

1.39 Submission:

After completing all the fields and uploading the required documents, you have two options:

- **Save As Draft:** This option allows you to save the application to be completed later.
- **Preview & Submit:** This button allows you to review all the information and documents before officially submitting the application.

Managing OGEL Applications

- This page displays a list of all your OGEL (Open General Export License) applications.
- You can sort the table by columns such as **S. No**, **Ref No**, **Application Type**, **Application Status**, and **Submit Date**.
- The **Action/Download** column provides several options for each application:
 - **Preview & Submit:** Allows you to review and submit a pending application.
 - **Delete:** Deletes a draft application.
 - **Additional Documents:** Upload additional documents if required.
- To start a new OGEL application, click the + New Application button in the top-right corner.
- You can also export the application list as an Excel or PDF file, or click Print to create a hard copy.

The screenshot shows the 'OGEL Application' management page. On the left is a sidebar with the Department of Defence Production logo and navigation links: Dashboard, Export Applications, Import Applications, OGEL (selected), Applications, Self Authorisation, Export Lead, Masters, Communication, and SMLDI Compliances. The main header includes a home icon, 'ogel-applications', a session timer ('You will be logged out in 00:00:35 sec'), a 'Reset Session' button, and a user profile 'Mr.'. Below the header, there's a '+ New Application' button and a search bar. The table below lists 10 applications, all with 'Fresh' type and 'Pending' status. Each row has three action buttons: 'Preview & Submit', 'Delete', and 'Additional Documents'. At the bottom, it says 'Showing 1 to 10 of 55 entries' and has a pagination control showing page 1 of 6.

S. No	Ref No	Application Type	Application Status	Submit Date	Action/ Download
1		Fresh	Pending		Preview & Submit Delete Additional Documents
2		Fresh	Pending		Preview & Submit Delete Additional Documents
3		Fresh	Pending		Preview & Submit Delete Additional Documents
4		Fresh	Pending		Preview & Submit Delete Additional Documents
5		Fresh	Pending		Preview & Submit Delete Additional Documents
6		Fresh	Pending		Preview & Submit Delete Additional Documents
7		Fresh	Pending		Preview & Submit Delete Additional Documents
8		Fresh	Pending		Preview & Submit Delete Additional Documents
9		Fresh	Pending		Preview & Submit Delete Additional Documents
10		Fresh	Pending		Preview & Submit Delete Additional Documents

Creating a New OGEL Application

This page is where you will create a new OGEL application. It is divided into several sections where you will provide details about the items for export, compliance documents, and manufacturing license information. We will explain each section in detail.

1.1 For Export of:

This section allows you to specify the purpose of your export. Select one of the following options based on the items you are exporting:

- **Major Platforms & Equipment:** Select this option for the export of complete defence systems or major equipment.
- **Parts & Components:** Choose this for applications involving the export of individual parts or components of a defence item.
- **Intra-company Transfer of Technology:** This is for transferring technology within your own company.

1.2 Major Platforms & Equipment:

When we select the **Major Platforms & Equipment** from the 'For Export of' section, some fields will appear and must be filled in.

1.3 Items Details:

This section requires you to provide details about the items you are exporting.

- **Category Name:** This is a mandatory dropdown menu. You must select the appropriate category code for your items from the list provided (e.g., **6A010.f**, **6A010.g**, **6A010.h**, **6A015**, **6A014**).
- **Description:** Provide a detailed description of the items you are exporting.
- **Select Countries:** This is a mandatory field where you must choose the destination country or countries for your export.
- **Add New Item:** You can add multiple items by clicking the '+' icon button located at the bottom-right corner.



1.4 Compliance Documents:

This section requires you to upload the necessary compliance documents to support your application.

- **Internal Compliance Program (ICP):** Click Choose File to upload your ICP document.
- **Export Compliance Program (ECP):** Click Choose File to upload your ECP document.
- **Authorized Economic Operator Certificate (AEO):** Click Choose File to upload your AEO certificate.
- Please note that you may be required to upload one or more of these documents, and the file size for each document should be between 10 KB and 5 MB



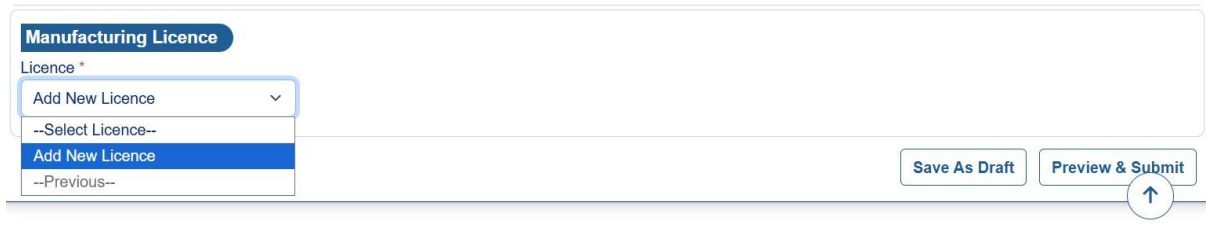
1.5 Manufacturing License:

This section allows you to link a manufacturing license to your application. The dropdown menu provides three options:

- **Select Licence:** This is the default option.
- **Add New Licence:** Choose this option to add a new license to the system.
- **Previous:** This option will list any previously saved licenses that you can select.

1.6 Submission:

- Once you have completed all the fields, you have two options:
 - o Click Save as Draft to save your progress and return to the form later.
 - o Click Preview & Submit to finalize and submit your application.



The screenshot shows the 'Manufacturing Licence' section of a form. It features a dropdown menu for 'Licence *' with options: 'Add New Licence', '--Select Licence--', 'Add New Licence', and '--Previous--'. To the right of the dropdown are two buttons: 'Save As Draft' and 'Preview & Submit'. Below the 'Preview & Submit' button is a circular icon with an upward-pointing arrow.

1.7 Parts & Components:

When we select the **Parts & Components** from the '**For Export of**' section, some fields will appear and must be filled in. Choose this for applications involving the export of individual parts or components of a defence item. This selection will tailor the rest of the form to fields relevant to your choice.



The screenshot shows the 'For Export of :' section with three radio button options: 'Major Platforms & Equipment', 'Parts & Components' (which is selected), and 'Intra-company Transfer of Technology'.

1.8 Items Details:

This section requires you to provide details about the items you are exporting.

- **Category Name:** This is a mandatory dropdown menu. You must select the appropriate category code for your items from the list provided (e.g., **6A010.f**, **6A010.g**, **6A010.h**, **6A015**, **6A014**).
- **Description:** Provide a detailed description of the items you are exporting.
- **Select Countries:** This is a mandatory field where you must choose the destination country or countries for your export.
- **Add New Item:** You can add multiple items by clicking the '+' icon button located at the bottom-right corner.



The screenshot shows the 'Items Details :' section. It contains three input fields: 'Category Name *' (a dropdown menu with 'Select' and a list of codes: 6A010.f, 6A010.g, 6A010.h, 6A015, 6A014), 'Description *', and 'Select Countries *'. A green '+' button is located at the bottom right of the form. Below the form, there are two sections: 'Export Compliance Program (ECP)' and 'Authorized Economic Operator'.

1.9 Compliance Documents:

This section requires you to upload the necessary compliance documents to support your application.

- **Internal Compliance Program (ICP):** Click Choose File to upload your ICP document.
- **Export Compliance Program (ECP):** Click Choose File to upload your ECP document.
- **Authorized Economic Operator Certificate (AEO):** Click Choose File to upload your AEO certificate.
- Please note that you may be required to upload one or more of these documents, and the file size for each document should be between 10 KB and 5 MB.

The screenshot shows a section titled "Compliance Documents" with three upload areas. The first is for the "Internal Compliance Program (ICP)", the second for the "Export Compliance Program (ECP)", and the third for the "Authorized Economic Operator Certificate (AEO)". Each area has a "Choose File" button and a "No file chosen" text. Below each button is a note: "Please upload a PDF file between 10 KB and 5 MB." The sections are separated by "OR/AND" text. At the bottom right of the section are two buttons: "Save As Draft" and "Preview & Submit".

1.10 Intra-company Transfer of Technology:

When we select the **Intra-company Transfer of Technology** from the 'For Export of' section, some fields will appear and must be filled in. This is for transferring technology within your own company. This selection will tailor the rest of the form to fields relevant to your choice.

The screenshot shows a section titled "For Export of :". It contains three radio button options: "Major Platforms & Equipment", "Parts & Components", and "Intra-company Transfer of Technology". The "Intra-company Transfer of Technology" option is selected, indicated by a blue dot.

1.11 Items Details:

This section requires you to provide details about the items you are exporting.

- **Category Name:** This is a mandatory dropdown menu. You must select the appropriate category code for your items from the list provided (e.g., **6A010.f**, **6A010.g**, **6A010.h**, **6A015**, **6A014**).
- **Description:** Provide a detailed description of the items you are exporting.
- **Select Countries:** This is a mandatory field where you must choose the destination country or countries for your export.
- **Add New Item:** You can add multiple items by clicking the '+' icon button located at the bottom-right corner.

The screenshot shows a section titled "Items Details :". It contains three mandatory fields: "Category Name", "Description", and "Select Countries". The "Category Name" field is a dropdown menu with a list of options: "Select", "6A010.f", "6A010.g", "6A010.h", "6A015", and "6A014". The "Description" field is a text input box. The "Select Countries" field is a text input box. A green "+" button is located at the bottom right of the section. Below the "Select Countries" field, there are two tabs: "Export Compliance Program (ECP)" and "Authorized Economic Operator".

1.12 Compliance Documents:

This section requires you to upload the necessary compliance documents to support your application.

- **Internal Compliance Program (ICP):** Click Choose File to upload your ICP document.
- **Export Compliance Program (ECP):** Click Choose File to upload your ECP document.
- **Authorized Economic Operator Certificate (AEO):** Click Choose File to upload your AEO certificate.
- Please note that you may be required to upload one or more of these documents, and the file size for each document should be between 10 KB and 5 MB.

Compliance Documents		
Internal Compliance Program (ICP)	OR/AND	Export Compliance Program (ECP)
Choose FileNo file chosen		Choose FileNo file chosen
Please upload a PDF file between 10 KB and 5 MB.		Please upload a PDF file between 10 KB and 5 MB.
	OR/AND	Authorized Economic Operator Certificate (AEO)
		Choose FileNo file chosen
		Please upload a PDF file between 10 KB and 5 MB.

1.13 OGEL Self Authorisation

- This page, accessible from the left-hand menu, allows you to view all your self-authorised applications.
- The table displays key details for each application, including **S. No, License No, SA Date, Fob Value (USD), Foreign Buyer, Name of Importer, Destination Country, and End User.**
- You can use the **Search** bar to quickly find a specific self-authorised application.
- You can export the application list as an **Excel** or **PDF file**, or click **Print** to create a hard copy.

Export Lead

When Export Lead is selected from the left menu, three options are displayed:

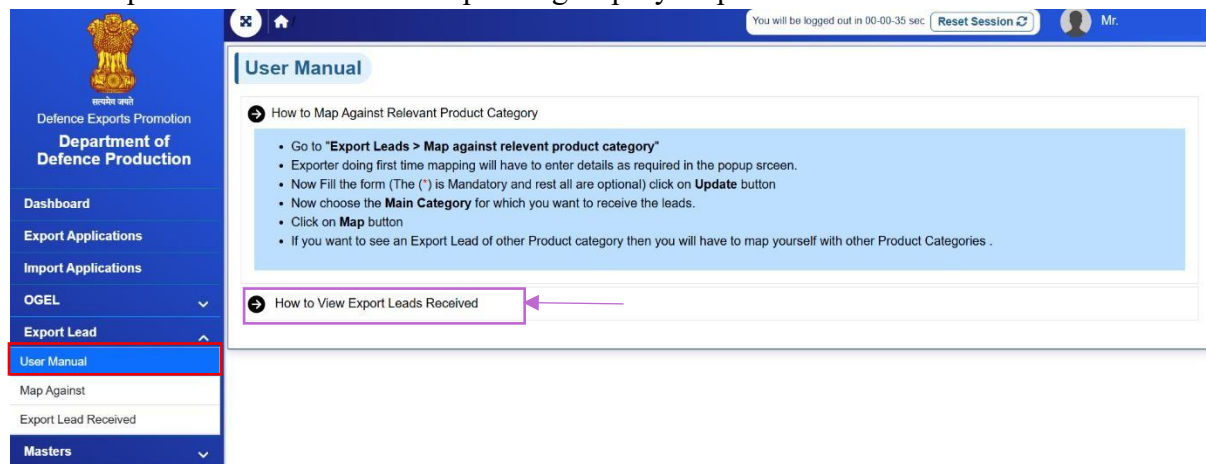
- User Manual
- Map Against
- Export Lead Received

User Manual

This section provides two guides:

1. How to Map Against Relevant Product Category
2. How to View Export Leads Received

Select a question to view the corresponding step-by-step instructions.



Map Against

This section allows selection of product categories to receive export leads relevant to the business.

Steps:

- Navigate to Export Lead > Map Against.
- A list of Main Categories and Sub-Categories will be displayed.
- Select the checkbox for the category or sub-category that corresponds to the product.
 - Example: Under Electronics, options such as Ships/Vessels/Submarines or Weapons may be selected.
- Multiple categories may be selected.
- Click the Map button.
- Once mapped, export leads related to the selected categories will be received.
- To modify the selection, return to this section and update the preferences as required.



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Mr.

Product Mapping Main Category/ Sub Category

Category:

- ☐ #1
- > ☐ Ammunition
- > ☐ Armoured Vehicles/ All Terrain Vehicles
- > ☐ Electronics
 - ☐ Ships/ Vessels/ Submarines
 - ☐ Troops Clothing/ Tents/ Shoes
 - ☐ Weapons (All Arms, Pistol, Rifles Etc.)
 - ☐ Missiles
 - ☐ Parachutes
 - ☐ Vision
 - ☐ MISC.
- ▼ ☐ Others
 - ☒ javascript:alert(document.cookie)

Map

Masters

The **Masters** section allows addition and management of important details such as Export Items, Import Items, Importers, Buyers, End Users, and Documents.

1. Export Items

- a) Items that are to be exported must be added to the Item Master first.
- b) Stored export items may be used later during the application filling process.

- Navigate to **Masters > Export Items**.
- The page displays a list of **Export Items**.
- To add a new item:
 1. Click **+ Add Item**.
 2. Enter the following details:
 - **Item Name**
 - **Category**
 - **ITC Code**
 3. Click **Save** to add the item.
- To edit an item, click **Edit**.
- To delete an item, click **Delete**.

The screenshot displays the 'Export Items' page. On the left, a sidebar contains the 'Export Items' menu item, which is highlighted with a red box and a red arrow. The main content area shows a table titled 'List of Items' with the following data:

S.No	Item Name	Category	ITC Code	Action
1	nushoefd	6A004	15985	Edit Delete
2	TESTES	6A003	123	Edit Delete
3	A paragraph is a unit of writing consisting of several sentences that develop a single idea or topic, acting as a structural division in prose to help organize thoughts and make text easier to read. Paragraphs typically begin with a topic sentence that states the main idea, followed by supporting sentences	6A001	33333333	Edit Delete

In the top right corner of the table, there is a green '+ Add Item' button, which is highlighted with a yellow box and a blue arrow.

When clicked on +Add Item in Export Items.

Add Item

Scomet Category: ---Select Category---

Sub Classification: ---Select Sub Classification---

Description As Per SOP: ---Select Description As Per SOP---

Item Name As Per PO*: Enter Item Name

ITC Code*: Enter ITC Code

Save Close

When clicked on Edit button from Action Column.

Edit Item

Scomet Category: 6A004

Sub Classification: (a) Bombs, torpedoes, rockets, missiles, othe

Description As Per SOP: torpedoes

Item Name As Per PO*: nushoefd

ITC Code*: 15985

Update Close

2. Import Items

- a) Items that are to be imported must be added to the Item Master first.
- b) Stored import items may be used later during the application filling process.

- Navigate to Masters > Import Items.
- The page displays a list of Import Items.
- To add a new import item:
 1. Click + Add Import Item.
 2. Enter the following details:
 - Import Item Name
 - ITC Code
 - Description
 3. Click Save to add the item.
- To update or remove items, use the Edit and Delete options.



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List of Import Items

[+ Add Import Item](#)

S.No	Import Item Name	ITC Code	Description	Action
1	kskskss	ssss	sss	Edit Delete
2	area complet	1222	22	Edit Delete
3	2222	33333	222	Edit Delete
4	test4	2323e	111	Edit Delete
5	test3	1111	1	Edit Delete
6	test2	33333	111	Edit Delete
7	text1	123	1122	Edit Delete

When Clicked on Add Import Item

Add Import Item

Import Item Name*

Enter Item Name

ITC Code*

Enter ITC Code

Item Description*

Save

Close

When Clicked on Edit Option from Action:

Edit Import Item

Import Item Name*

kskskss

ITC Code*

ssss

Item Description*

sss

Update

Close

When Clicked on Delete option from Action:

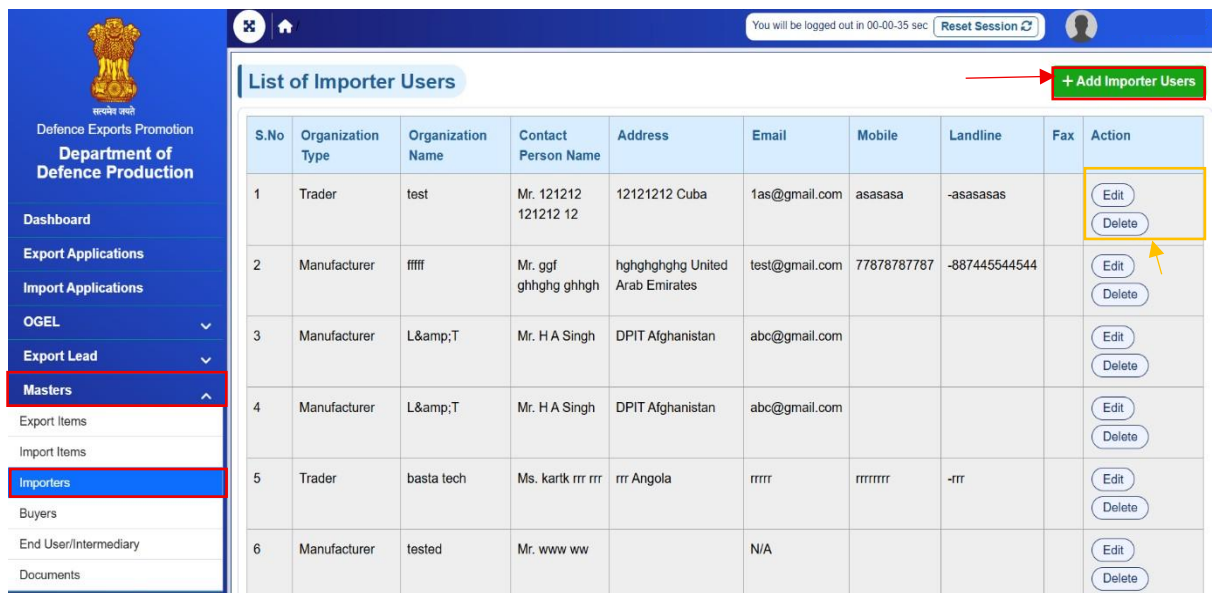
themes.dpit-ddpmod.online says

Import Item deleted successfully

OK

3. Importers

- a) Foreign Importer details must be added to the Importer Master first.
 - b) Stored Importer details may be used later during the application filling process.
- Navigate to Masters > Importers.
 - The page displays a list of Importers.
 - To add a new importer:
 1. Click + Add Importer.
 2. Enter the following details:
 - Importer Name
 - Country ▪ Contact Details
 3. Click Save.
 - Importer records can be edited or deleted using the respective Edit and Delete buttons.



S.No	Organization Type	Organization Name	Contact Person Name	Address	Email	Mobile	Landline	Fax	Action
1	Trader	test	Mr. 121212 121212 12	12121212 Cuba	1as@gmail.com	asasasa	-asasasas		Edit Delete
2	Manufacturer	ffff	Mr. ggf ghghg ghgh	ghghghghg United Arab Emirates	test@gmail.com	77878787787	-887445544544		Edit Delete
3	Manufacturer	L&T	Mr. H A Singh	DPIT Afghanistan	abc@gmail.com				Edit Delete
4	Manufacturer	L&T	Mr. H A Singh	DPIT Afghanistan	abc@gmail.com				Edit Delete
5	Trader	basta tech	Ms. kartk rrr rrr	rrr Angola	rrrrr	rrrrrrr	-rrr		Edit Delete
6	Manufacturer	tested	Mr. www ww		N/A				Edit Delete

After Clicking Add Importer Users fill this form: -



Add Importer Users Details

Organization Type*

☒ Manufacturer ☐ Trader

Organization Name*

Enter Organization Name

Country

---Select Country---

Title

---Select Title---

First Name*

Enter First Name

Middle Name*

Enter Middle Name

Last Name*

Enter Last Name

Address*

Enter Address

Landline No.*

Enter Landline Number

Mobile No.*

Enter Mobile

Email Id*

Enter Email Id

Save

Close

4. Buyers

- a) Buyer's details must be added to the Buyer Master first.
 - b) Stored Buyer details may be used later during the application filling process.
- Navigate to Masters > Buyers.
 - The page displays a list of Buyers.
 - To add a new buyer:
 1. Click + Add Buyer.
 2. Enter the following details:
 - Buyer Name
 - Country
 - Contact Details
 3. Click Save.
 - Buyer information can be managed using the Edit and Delete options.

The screenshot shows the 'List of Buyer Users' interface. On the left is a sidebar menu with options: Dashboard, Export Applications, Import Applications, OGEL, Export Lead, Masters, Export Items, Import Items, Importers, Buyers (highlighted with a red box and a red arrow), End User/Intermediary, and Documents. The main area displays a table titled 'List of Buyer Users' with columns: S.No, Organization Name, Contact Person Name, Address, Email, Mobile, Landline, Fax, and Action. The table contains one row with the following data: S.No: 1, Organization Name: basta tech, Contact Person Name: Ms. kartk rrr rrr, Address: rrr Angola, Email: rrrrr, Mobile: rrrrrrr, Landline: -rrr, Fax: , and Action: Edit, Delete. A green '+ Add Buyer Users' button is located at the top right of the table.

After clicking on Add Buyer Users, the following form will be displayed:

The 'Add Buyer Users Details' form is displayed. It includes the following fields and their placeholder texts:

- Organization Name*: Enter Organization Name
- Country: ---Select Country---
- Title: ---Select Title---
- First Name*: Enter First Name
- Middle Name*: Enter Middle Name
- Last Name*: Enter Last Name
- Address*: Enter Address
- Landline No.*: Enter Landline Number
- Mobile No.*: Enter Mobile
- Email Id*: Enter Email Id

At the bottom right, there are 'Save' and 'Close' buttons.

5.End User / Intermediary

- End User's details must be added to the End User/ Intermediary Master first.
 - Stored End Users details may be used later during the application filling process.
- Navigate to Masters > End User/Intermediary.
 - The page displays a list of End Users / Intermediaries.
 - To add a new record:
 - Click + Add End User/Intermediary.
 - Enter the required details, including Name, Country, Contact, etc.
 - Click Save.
 - Records can be edited or deleted as required.

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List of End Users [+ Add End User](#)

S.No	EU/Intermediary Name	Address	Country	State	District	Pincode	Mobile	Email	Action
1	hiji	gghg	Andorra				123	test@gmail.com	Edit Delete
2	Tested	2333	Afghanistan				asasasas	asasa112@gmail.com	Edit Delete
3	Testedssssssssssssssss	23332222222222222222222222222222	Algeria				905805737222	lyagikartik548@gmail.com	Edit Delete
4	edwedew	222	United Arab Emirates				222	22	Edit Delete
5	edwedew	222	United Arab Emirates				222	22	Edit Delete

After clicking on + Add End User, the following form will be displayed:

Add End Users Details

End User/Intermediary Name*

End User Type* ☒ Intermediary ☐ End User

Address*

Country

Mobile No.*

EmailId*

[Save](#) [Close](#)

6.Documents

- a) Frequently used documents may be stored.
 - b) Stored documents may be used later while filling the application.
- Navigate to Masters > Documents.
 - The page displays a list of Documents.
 - To add a new document:
 1. Click + Add Document.
 2. Enter the details, such as Document Name, or upload a file if required.
 3. Click Save.
 - Documents can be edited or deleted as required.

Add Document

Type of Document

--- DOCUMENT TYPE ---

Title *

Description *

Document

Choose File

No file chosen

Save

Close

Communication Tab

The Communication tab allows users to send, receive, and manage messages within the portal. Upon selecting Communication from the left side menu, the Compose Message page is displayed first. From this page, new messages can be composed and sent. Users may also switch to Inbox to view received messages, or Outbox to review sent messages.

1. Compose Message

This page is used to create and send a new message.

Steps to send a message:

1. Navigate to Communication > Compose.
2. Complete the following fields:
 - Recipient – Select the intended recipient of the message.
 - Subject* – Enter the subject of the message (mandatory).
 - Reference* – Provide a reference number or relevant details (mandatory).
 - Message* – Type the message content here (mandatory).
 - Attachment* – Upload a file if required (mandatory).
3. Click the Send button to transmit the message.

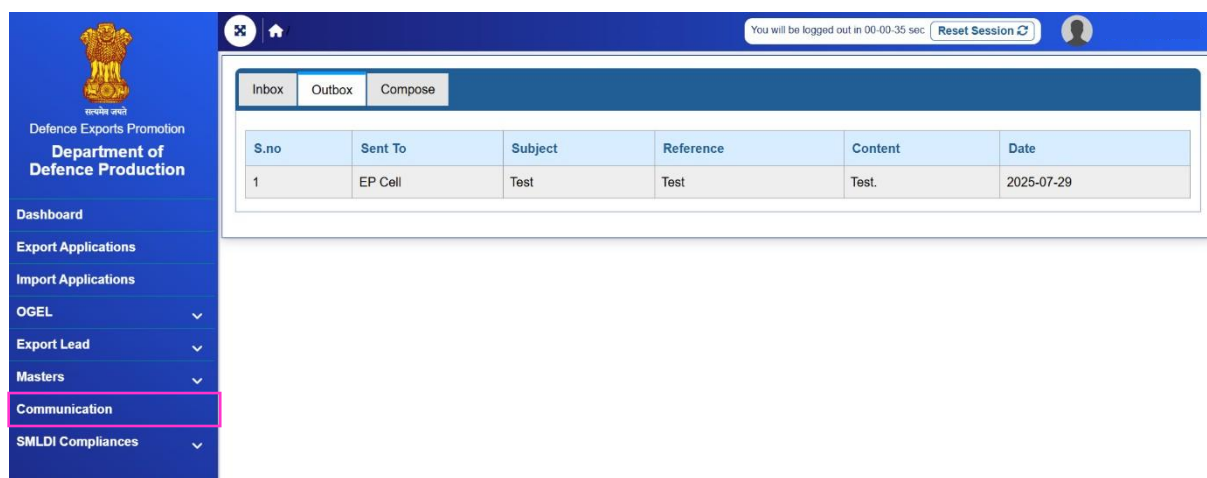
The screenshot displays the 'Compose Message' interface. On the left is a blue sidebar with the Department of Defence Production logo and a menu including Dashboard, Export Applications, Import Applications, OGEL, Export Lead, Masters (highlighted with a red box), Communication, and SMLDI Compliances. The main content area has a top navigation bar with 'Inbox', 'Outbox', and 'Compose' tabs. Below this, the 'Send Message:' form includes: a 'Recipient' field with radio buttons for 'DEPW' and 'Defence Attachee'; a 'Subject*' text field; a 'Reference*' text field; a 'Message*' text area with a rich text editor toolbar; and an 'Attachment*' section with a 'Choose File' button and a note that attachment size should be less than 5MB. A 'Send' button is at the bottom right. A session timer at the top right indicates 'You will be logged out in 00:00:35 sec' with a 'Reset Session' link.

2. Outbox

The Outbox displays all messages that have been sent.

Steps to view sent messages:

1. Navigate to Communication > Outbox.
2. A table will be displayed showing the details of sent messages, including:
 - S.No. – Serial number
 - Sent To – Name of the recipient
 - Subject – Subject of the message
 - Reference – Reference number or details
 - Content – Brief content of the message
 - Date – Date when the message was sent



3. Inbox

The **Inbox** displays all messages that have been received.

Steps to view received messages:

3. Navigate to **Communication > Inbox**.
 4. A table will be displayed showing the details of received messages, including:
 - **S.No.** – Serial number
 - **Received From** –Name of the sender
 - **Subject** – Subject of the message
 - **Reference** – Reference number or details.
 - **Content** – Brief content of the message
 - **Date** – Date when the message was received
-



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Inbox

Outbox

Compose

S.no

Received From

Subject

Reference

Content

Date

SMLDI COMPLIANCES

SMLDI stands for *Security Manual for Licensed Defence Industries* in India.

It prescribes “minimum standards of security and other safeguards” that licensees must put in place, especially when handling classified information, materials, or defence-related manufacturing.

Overview of the page:

- Go to SMLDI Compliances and Choose Annexures as shown in *Figure 1*.

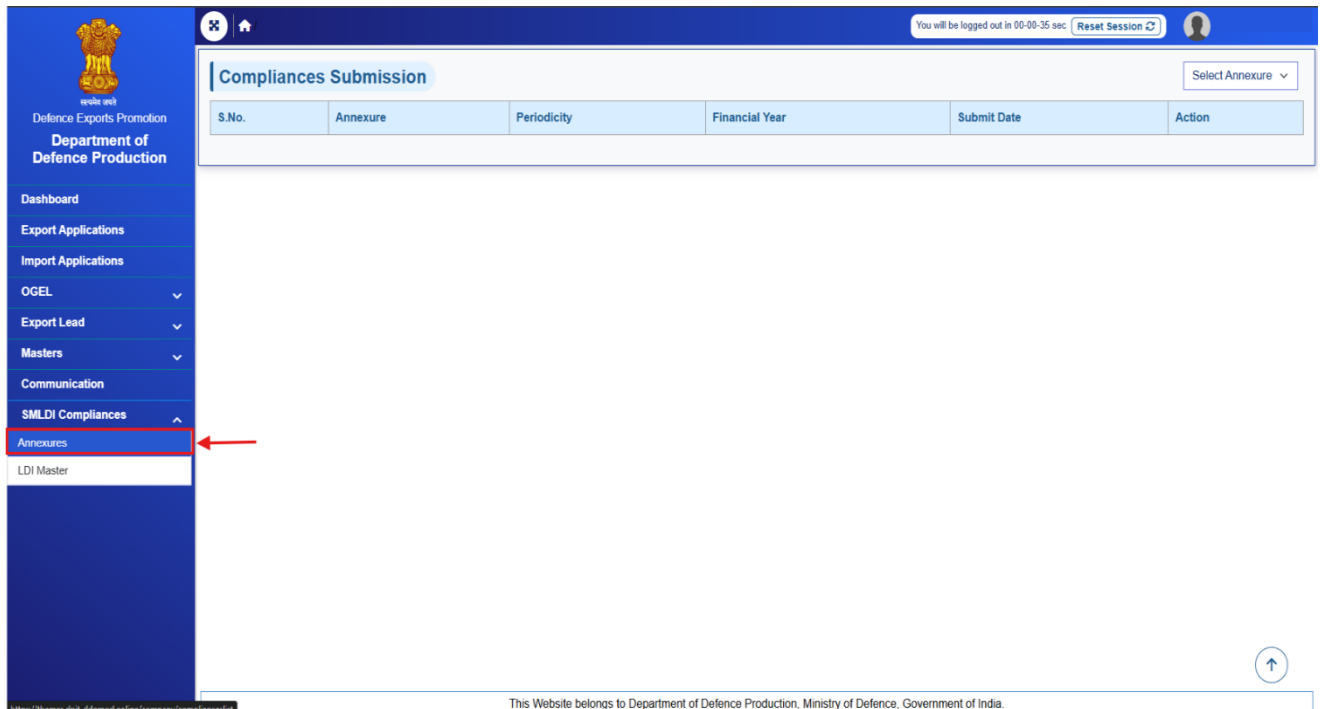


FIGURE 1

- There are multiple annexures in the tab.
- Select the Annexure from Select Annexures dropdown menu on Top right corner as shown in *Figure 2*.

Compliances Submission

S.No.	Annexure	Periodicity	Financial Year	Submit Date
Select Annexure - Annexure - I - Annexure - II - Annexure - III - Annexure - IV - Annexure - V - Annexure - VI - Annexure - VII - Annexure - VIII - Annexure - IX - Annexure - X - Annexure - XI - Annexure - XII - Annexure - XIII - Annexure - XIV - Annexure - XV				

Annexure-1: The Annexure -1 is about the track the progress till commencement.

Follow the steps to fill the Annexure-1.

Report on Progress made till commencement. Annexure - I

Name (IU) :

Location of factory :

Details of Defence License :

S.No.	Licence Number	Date
Enter Extension Number Date : dd-mm-yyyy		

Validity :

Expiry of Lease Land : ☐ Yes ☐ No

FIGURE 3

STEP:1

- Enter the Name of Internation Unit.
- Enter the factory location.
- Select State, District, Location of the company from the dropdowns
- Enter the Defence License details.
- Enter Extension No., Date, Validity and Expiry of Lease Land as in [Figure 3](#).

FIGURE 4

STEP:2- Status of Investment

- Enter all status of investment in [Figure 4](#)
- Enter all the investment details of Land investment.
- Enter all investment details of Building investment.

- Enter the Common Machinery and Specific Machinery investment details.

Status of Investment

	Proposed Investment	Actual Investment	Additional / Expansion investment	Total
Land				
Building				
Common machinery				
Specific machinery				

Status of Progress

S.No	Physical Progress	Status	Action
------	-------------------	--------	--------

Date of Commencement (DPR) :

dd-mm-yyyy

Likely Date of Commencement :

Year

Half yearly

Select

Select

FIGURE 5

Step:3- Status of Progress

- Enter the Date of Commencement.
- Also select the likely Date of Commencement by selecting year and half yearly from dropdown.
- Mentioned in figure 5.

Additional Information, if any

Additional Information

Place:
Name:

Date:

dd-mm-yyyy

Save as Draft

Submit With DSC

FIGURE 6

Step:4- Additional Information

- Enter the additional information.
- Enter the place, Name, Date.
- After filling the details Click submit button.

Annexure-2:

- **Title :** *Intimation / Information of Commencement of Production*
- **Annexure Reference:** Annexure – II under SMLDI compliance *Figure 7*.
- **Purpose:** This form is used to notify the concerned authority regarding the commencement of production under a Defence Manufacturing License.

Location: State Select State District Select District Location Select Location

Defence Manufacturing License Details:

S.No.	Licence Number	Date
-------	----------------	------

FIGURE 7

Steps:1-

- **Location Details:**
 - State Dropdown: Select the state where the production unit is located.
 - District Dropdown: Select the relevant district corresponding to the state.
 - Location Dropdown: Choose the specific location within the district.
- **Defence Manufacturing License Details:**
 - S. No.: Serial number of entries.
 - Licence Number: Enter the Defence Manufacturing License number issued by the competent authority.
 - Date: Mention the date of commencement of production.

Actual Date of Commencement (Item wise)*

S.no	License No	Name of Item(s)	Date	Action
------	------------	-----------------	------	--------

Add Commencement (Item wise) +

FIGURE 8

Step:2- Actual Date of Commencement

- To enter the details, click the (+) button.
- After clicking it a form will open.

Add Commencement of Production

Licence No Select License Name of Item(s) Select Items Date dd-mm-yyyy

Save

FIGURE 9

Step:3- Add Commencement of Production

- **Access the Form**
 - Navigate to the *Add Commencement of Production* section in the application.
 - A form will appear with three fields: **Licence No**, **Name of Item(s)**, and **Date** as in *Figure 9*.
- **Select Licence Number** ○ Click on the **Licence No** dropdown. ○ From the list, select the license under which production is being commenced.
- **Select Item Name(s)** ○ Click on the **Name of Item(s)** dropdown. ○ Choose the appropriate item(s) associated with the selected license.
- **Enter Commencement Date**
 - In the **Date** field, enter the production commencement date in the format **dd-mm-yyyy**.
 - Alternatively, click on the **calendar icon** to select the date.
- **Save the Record**
 - After filling in all fields, click the **Save** button.
 - The system will store the details and confirm that the commencement of production has been added successfully.

Actual Investment		
S.No.	Premises	Rupees (s)
a	Land (for rented premises, Capitalised value of the same to be indicated)	
b	Building	
c	Plant & Machinery	
	(i) Indigenous	
	(ii) Imported	
	(a) CIF Value	
	(b) Landed Cost	
	(iii) Total [(i)+(ii)+(iii)]	

FIGURE 10

Step:4- Actual Investment

- **Enter Investment in Land**
 - In row (a) Land, enter the value of land investment in rupees.
 - If the premises are rented, enter the capitalized value of the rent.
- **Enter Investment in Building**
 - In row (b) **Building**, enter the cost of investment in the building structure in rupees.
- **Enter Investment in Plant & Machinery**

- Under row **(c) Plant & Machinery**, provide the details of machinery investments:
 - (i) Indigenous:** Enter the amount invested in machinery procured within the country.
 - (ii) Imported:** Provide investment details for imported machinery.
 - (a) CIF Value:** Enter the *Cost, Insurance, and Freight* value.
 - (b) Landed Cost:** Enter the total cost after customs duty, transportation, and handling charges.
 - (iii) Total:** Enter the sum of Indigenous, Imported CIF Value, and Landed Cost.

Additional Information, if any

Any other information (If any faced during implementation of the project)

Place:

Name:

Date:

dd-mm-yyyy

Save as Draft

Submit With DSC

FIGURE 11

Step:5- Additional Information

- Enter the place, Name, Date.
- After filling the details Click submit with DSC button.

Annexure-3:

- **Title:** Information of Production Data / Sales Data
- **Annexure Reference:** Annexure – III under SMLDI compliance Figure 8.
- **Purpose:** This form is used to capture details of production and sales data, linked to the industrial license, for a specific reporting period

Information of Production data/Sales data

Annexure - III

(i) For Location:

State

Select State

District

Select District

Location

Select Location

(ii) Details of Industrial License :

S.No.

Licence Number

Date

(iii) Period of reporting :

FY

Select

Quarter

Select

(iv) Status of commencement of Commercial Production :

FIGURE 12

Step:1-

• Location Details

- State Dropdown: Select the state where the production or sales activity is carried out.
- District Dropdown: Choose the district corresponding to the selected state.
- Location Dropdown: Select the exact location within the district.

- **Industrial License Details**

- **Licence Number:** Enter the industrial license number issued by the authority.
- **Date:** Specify the date related to the license or commencement of operations.
- **Period of Reporting o FY Dropdown:** Select the financial year for which data is being reported.
 - **Quarter Dropdown:** Choose the relevant quarter (Q1, Q2, Q3, Q4) of the selected financial year.
- **Status of Commencement of Commercial Production** o Provide the current status of whether commercial production has commenced or not.

(v) Production Data :

S.No.	Item	Licensed Quantity (if applicable)	Quantity Produced	Value	Import content (%)	Action
-------	------	-----------------------------------	-------------------	-------	--------------------	--------

Add Production Data 

FIGURE 13

Step:2- Production Data

- **Add Button:** Click the button to add the Production Data
- **Select Items (dropdown,):** Choose the product to which the data applies.
- **Licensed Quantity:** The licensed/approved quantity for the chosen item. Must be a non-negative number.
- **Quantity Produced:** Units produced in the reporting period. Must be a non-negative number. If your policy restricts production to licensed limits, this may not exceed Licensed Quantity.
- **Value:** Monetary value of the produced quantity. Enter numbers only; decimals allowed. Currency is based on system settings.
- **Import content (%):** Portion of imported materials in the item. Enter 0–100; decimals allowed.
- **Save:** Save the data.

 **Add Production Data** 

Select Items 

Quantity Produced

Import content (%)

Licensed Quantity

Value

Save

FIGURE 14

(vi) Sale data: (please tick the appropriate box and furnish details of the entities)

Add Sale Data +

S.No.	Item	Quantity	Value (in INR)	Entity to whom sold	Action
				Domestic (organisation)	Export (countries)

FIGURE 15

Step:3- Save Data

- **Add Button:** To add the sale data, click on (+) button in the top right corner of *Figure 15*.
- **Select Items Dropdown:** Choose the items from dropdown from *Figure 16*.
- **Quantity:** Add the quantity of the selected items.
- **Values:** Enter the value of the items.
- **Export Countries:** Select the countries in which the items have to be imported.
- **Domestic (organization):** Enter the name of the local buyer/organization.
- **Click Save.**

Add Sale Data
✕

Select Items
▼

Value

Domestic (organisation)

Quantity

Export (countries)
▼

Save

FIGURE 16

(vii) Stock in hand/Balance Stock

Add Stock Data +

S.No.	Item	Quantity	Action

Step 4: Stock in hand/Balance Stock

- **Add Button:** To add the data, click on (+) button.
- **Select Items:** Choose the items from the dropdown.
- **Quantity:** Enter the quantity of the selected item.

Add Sale Data
✕

Select Items
▼

Quantity

Save

FIGURE 17

Step 5: Additional Data

Place: Enter the place of signing.

Name: Enter the name of the authorized signatory.

Date: Select the signing date.

Submit: To submit all the data which is entered Choose Submit with DSC.

Save as Draft: Save the data as draft if not submitting.



FIGURE 18

Annexure-4:

- **Title:** Self certification on compliance to Security Manual for Licensed Defence Industries.
- **Annexure Reference:** Annexure – IV under SMLDI compliance *Figure 19*.
- **Purpose:** To declare that the company complies with the Security Manual for Licensed Defence Industries and that the mandated internal audit has been conducted and observations/compliance actions are completed for the selected period.

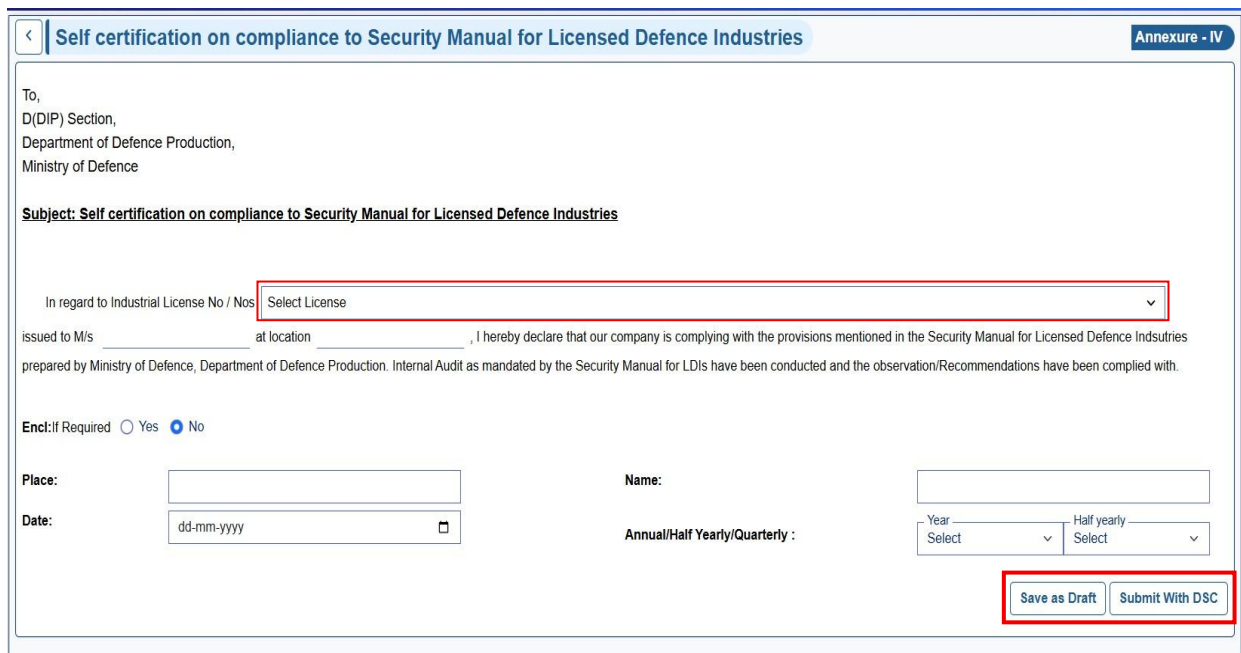


FIGURE 19

How to fill

Steps:

1. **Select License:** Choose the relevant Industrial License number.
2. Verify the name and location of which the license has issued.
3. **Encl:** If Required: Choose Yes or No.
4. **Place:** Enter the place of signing.
5. **Name:** Enter the name of the authorized signatory.
6. **Date:** Select the signing date.
7. **Annual/Half Yearly/Quarterly:**
 - a) Year: Select the year.
 - b) Half yearly/Quarterly: Select the applicable period (e.g., H1/H2 or the relevant quarter), as available.
8. Click Save as Draft to store and edit later.
9. Click Submit with DSC to finalize submission with digital signature.

Annexure-5:

- **Title:** Self certification on compliance to Internal Security Audit.
- **Annexure Reference:** Annexure – V under SMLDI compliance *Figure 20* .
- **Purpose:** Declare that the Internal Security Audit mandated by the Security Manual for LDIs has been conducted and that observations/recommendations have been complied with for the selected year.

< Self certification on compliance to Internal Security Audit Annexure - V

To,
D(DIP) Section,
Department of Defence Production,
Ministry of Defence

Subject: Self certification on compliance to Internal Security Audit.

In regard to Industrial License No / Nos Select License

issued to M/s _____ at location _____, I hereby declare that the Internal Audit as mandated by the Security Manual for LDIs have been conducted and the observation/Recommendations have been complied with.

Encl: If Required ☐ Yes ☒ No

Place: _____ Name: _____

Date: dd-mm-yyyy Annual : FY 2025 - 2026

FIGURE 20

How to fill

Steps:

1. **Select License:** Choose the relevant Industrial License number.
2. Verify the name and location of which the license has issued.
3. **Encl:** If Required: Choose Yes or No.
4. **Place:** Enter the place of signing.
5. **Name:** Enter the name of the authorized signatory.
6. **Date:** Select the signing date. 7. **Annual/Half Yearly/Quarterly:**
 - a. Year: Select the year.
 - b. Half yearly/Quarterly: Select the applicable period (e.g., H1/H2 or the relevant quarter), as available.
8. Click Save as Draft to store and edit later.
9. Click Submit with DSC to finalize submission with digital signature.

Annexure-6:

- **Title:** Annual Cyber Security Audit in case of classified information.
- **Annexure Reference:** Annexure – VI under SMLDI compliance *Figure 21* .
- **Purpose:** Record annual cyber security audit observations for locations handling classified information, along with actions, progress, and completion timelines.

S.No	Observations of Annual Cyber Security Audit	Action Taken	Stage of Progress	Probable Date of completion	Remarks, if any	Action
------	---	--------------	-------------------	-----------------------------	-----------------	--------

FIGURE 21

Step 1: Annual Cyber Security Audit

FY dropdown: Select the financial year from the dropdown.

Location: Select the location.

Add Data: Click the + button to open the “Annual Cyber Security Audit” pop-up form.

FIGURE 22

Fill the fields:

- **Observations of Annual Cyber Security:** Enter the audit observation.
- **Action Taken:** Choose from the dropdown list.
- **Probable Date of completion:** Pick a date.
- **Stage of Progress:** Describe current status.
- **Remarks, if any:** Add notes.

Step 2:

- **Place:** Enter the place of signing.
- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.

Annexure-7:

- **Title:** Internal Inspection Reports of Manufacturing facilities.
- **Annexure Reference:** Annexure – VII under SMLDI compliance *Figure 23*.
- **Purpose:** Capture the results of internal inspections at each manufacturing location for the selected FY and half-year.

FIGURE23

Step 1:

Financial Year: Select FY.

Select: Select Half yearly period.

Location: Select Location.

Add Button: Click the + button (Add Internal Inspection Reports).

FIGURE 24

Step 2: In the pop-up, fill:

- **Observations of Internal Reports**
- **Action Taken:** Choose from the dropdown menu
- **Progress:** Stage of Progress
- **Enter Date:** Probable Date of completion
- **Remarks, if any**

Click Save. The entry appears in the table.

FIGURE25

Step 3:

- **Place:** Enter the place of signing.
- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.

Annexure-8:

- **Title:** Report on Loss/Recovery/Uneared Arms & Ammunition and Explosives.
- **Annexure Reference:** Annexure – VIII under SMLDI compliance Figure 26.
- **Purpose:** Capture details of any incident involving loss, recovery, or unearthing of arms, ammunition, or explosives, including reporting status and corrective measures.

Report on Loss/recovery/uneared Arms & Ammunition and Explosives

Annexure - VIII

Financial Year: Select Quarter: Select

Location: State: Select District: Select Location: Select

S.No	Date	Whether reported to concerned authorities	Section of Industrial under taking where incident has occur	Details of Authority	Cause of Incident	Loss/Value	Corrective Measures taken	Remarks, if any	Action
Add new report on loss/recovery/uneared arms.									

FIGURE26

Step 1:

- **Financial Year:** Select FY.
- **Quarter:** Select Quarter.
- **Location:** Select State, District, and Location.
- **Add Button:** Click the + button (Add new report on loss/recovery/uneared arms).

Add Report on Loss/recovery/uneared Arms

Date: dd-mm-yyyy Reported to concerned authorities: Select

Section of Industrial under taking where incident has occur

Cause of Incident Loss/Value

Corrective Measures taken

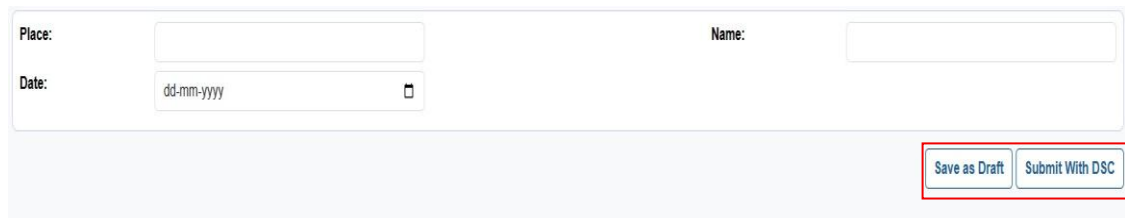
Remarks, if any

Save

FIGURE 27

Step 2: Add Report on Loss/Recovery/Uneearthed Arms (pop-up)

- **Date:** Select the incident date.
- **Reported to concerned authorities:** Choose the applicable option.
- **Section of industrial undertaking where incident has occurred:** Specify the shop/area/department.
- **Cause of Incident:** Describe what led to the incident.
- **Loss/Value:** Enter the loss or value involved.
- **Corrective Measures taken:** Note the actions implemented.
- **Remarks, if any:** Add any additional details.
- **Click Save to add the entry to the table.**



The screenshot shows a web form with three input fields: 'Place:', 'Name:', and 'Date:'. The 'Date:' field is populated with 'dd-mm-yyyy' and has a calendar icon. At the bottom right, there are two buttons: 'Save as Draft' and 'Submit With DSC'. The buttons are highlighted with a red rectangular border.

FIGURE28

Step 3:

- **Place:** Enter the place of signing.
- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.

Annexure-9:

- **Title:** Report to security Agencies of MHA/DDP on compliance with observation of Internal and External Audit.
- **Annexure Reference:** Annexure – IX under SMLDI compliance *Figure 29*.
- **Purpose:** Provide a periodic report to MHA/DDP security agencies on compliance with observations from Internal and External Audits (including security and cyber).

Report to Security Agencies of MHA/DDP on compliance with observations of Internal and External Audit:

Annexure - IX

Financial Year: Select

Quarter: Select

Location: State: Select

District: Select

Location: Select

For Internal Audit:

+

S.No	Observations of Internal Reports	Action Taken	Stage of Progress	Probable Date of completion	Remarks, if any	Action
------	----------------------------------	--------------	-------------------	-----------------------------	-----------------	--------

For External Audit:

+

S.No	Observations	Security Observations	Cyber Observations	Action Taken	Stage of Progress	Probable Date of completion	Remarks, if any	Action
------	--------------	-----------------------	--------------------	--------------	-------------------	-----------------------------	-----------------	--------

FIGURE 29

Step 1:

- **Financial Year:** Select FY.
- **Quarter:** Select Quarter.
- **Location:** Select State, District, and Location.
- **Add Data:** Click on + buttons to add the Internal Audit and External Audit data.

Add Internal Audit:

×

Observations of Internal Reports

Action Taken: Select

Remarks, if any

Save

FIGURE 30

Step 2: Add Internal Audit

- **In the pop-up, fill:**
 - Observations of Internal Reports
 - **Action Taken:** Select action taken
 - Remarks, if any
- **Click Save. The entry appears in the table.**

Add External Audit:

Observations
Security

Action Taken
Select

Remarks, if any

Save

FIGURE 31 Step

3: Add External Audit

- **In the pop-up, fill:**
- Observations of Internal Reports
- **Action Taken:** Select action taken
- Remarks, if any
- **Click Save. The entry appears in the table.**

Place:

Name:

Date:

dd-mm-yyyy

Save as Draft

Submit With DSC

FIGURE32

Step 4:

- **Place:** Enter the place of signing.
- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.

Annexure-10:

- **Title** Report on visit of Foreign Business visitors.
- **Annexure Reference:** Annexure – X under SMLDI compliance *Figure 33*.
- **Purpose:** To keep records of foreign visitors.

Report on visit of Foreign Business visitors:
Annexure - X

Financial Year
Select

Quarter
Select

Location:

State
Select

District
Select

Location
Select

+

S.No	Name	Address	Nationality	Passport/Visa Details	Section of Industrial under taking where area visited	Purpose of Visit	Duration of Visit	Action
------	------	---------	-------------	-----------------------	---	------------------	-------------------	--------

FIGURE33

Step 1: – Report on visit of Foreign Business visitors

- **Financial Year:** Select FY.
- **Quarter:** Select Quarter.
- **Location:** Select State, District, and Location.
- **Add Data:** Click on + button to add data.

Add Report on Loss/Recovery/Uneared Arms

Name

Address

Nationality
Select

Passport/Visa Details

Section of Industrial Undertaking where area visited

Duration of Visit

Purpose of Visit

Save

FIGURE 34

Step 2:

Click Save. The entry appears in the table

Annexure – XI:

Title: Action taken report to Nodal Office, DDP (Half yearly)

Annexure Reference: Annexure – XI under SMLDI compliance.

Purpose: To submit a half-yearly action taken report to the Nodal Office, DDP, detailing compliance status on various observations and recommendations.

Action taken report to Nodal Office, DDP (Half yearly): Annexure - XI

Financial Year
Select

Half Yearly
Select

Location: State
Select State

District
Select

Location
Select

S.No	Observations/Recommendations	Action taken	Probable date of Completion	Remarks, if any	Actions
------	------------------------------	--------------	-----------------------------	-----------------	---------

Save as Draft Submit With DSC

FIGURE35

Step 1: Select Report Period and Location

- **Financial Year:** Select the relevant financial year from the dropdown list.
- **Half Yearly:** Choose the specific half-year period (e.g., H1, H2).
- **Location:**
- **State:** Select the concerned state.
- **District:** Select the district within the chosen state.
- **Location:** Specify the exact location under the selected district.
- **Add Data:** Click on + button to add new data.

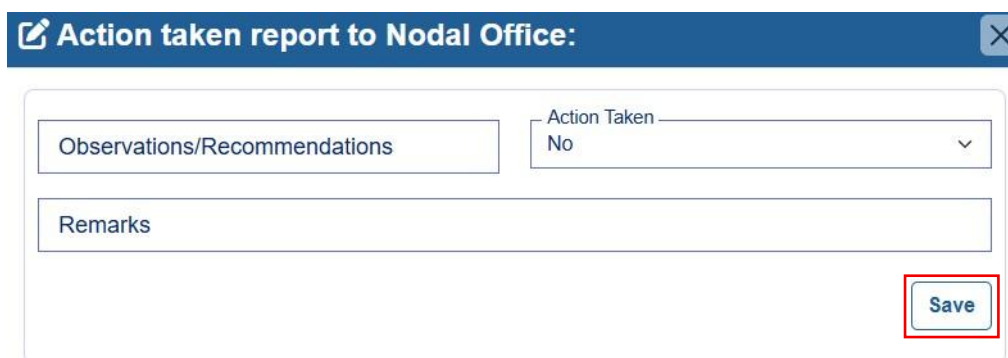


FIGURE 36

Step 2: Action taken report to Nodal Office

- **In the pop-up, fill:**
- Observations of Internal Reports
- **Action Taken:** Select action taken
- Remarks, if any
- **Click Save. The entry appears in the table.**

Step 3: Submit in *Figure 36*

Submit: To submit all the data which is entered Choose Submit with DSC.

- **Save as Draft:** Save the data as draft if not submitting.

Annexure – XII:

- **Title:** Report on Fire, Theft, Sabotage, Espionage, Cyber Accidents, Strike, Terror Activities, Adverse Information about Employees, Unauthorized Receipt of Classified Materials, Report of Loss or Suspected Compromise (Immediately)
- **Annexure Reference:** Annexure – XII under SMLDI compliance.
- **Purpose:**
To immediately report any incident related to fire, theft, sabotage, espionage, cyber accidents, strikes, terror activities, adverse information about employees, unauthorized receipt of classified materials, or any loss/suspected compromise. This enables timely response and action by the authorities.

- **Remarks:** Add any additional comments, clarifications, or relevant information about the incident (optional).

Step 3: Submit [Figure 37](#)

- **Place:** Enter the place of signing.
- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.

Annexure – XIII:

- **Title:** Report on Fire, Theft, Sabotage, Espionage, Cyber Accidents, Strike, Terror Activities, Adverse Information about Employees, Unauthorized Receipt of Classified Materials, Report of Loss, or Suspected Compromise (Quarterly)
- **Annexure Reference:** Annexure – XIII under SMLDI compliance.
- **Purpose:** To submit a quarterly report on critical incidents such as fire, theft, sabotage, espionage, cyber accidents, strike, terror activities, adverse information about employees, unauthorized receipt of classified materials, and report any loss or suspected compromise. This report facilitates periodic assessment and monitoring by relevant authorities.

Report on Fire, Theft, Sabotage, Espionage, Cyber Accidents, strike, terror activities, adverse information about employees unauthorized receipt of classified materials, report of loss or suspected compromise (Quarterly):

Financial Year: Select Quarter: Select

Location: State: Select District: Select Location: Select

S.No	Place of Incident	Cause of Incident	Loss	Corrective Measures taken	Remarks, if any	Action
+						

Place: Name: Date: dd-mm-yyyy

Save as Draft Submit With DSC

FIGURE 39

Step 1: Select Report Period and Location

- **Financial Year:** Select the relevant financial year from the dropdown menu.
- **Quarter:** Choose the relevant quarter for reporting (Q1, Q2, Q3, or Q4).
- **Location:**
 - State: Select the state where the incident occurred.
 - District: Select the district within the state.
 - Location: Specify the specific location.
- **Add Data:** Click on + button to add new data

Report on Incident (Quarterly):

Date & Place of Incident

Cause of Incident

Loss

Corrective Measures taken

Remarks, if any

Save

FIGURE 40

Step 2: Fill in Incident Details

Complete the following fields in the pop-up:

- **Date & Place of Incident:** Enter the date when the incident occurred and the specific place/location.
- **Cause of Incident:** Provide a brief description of the cause or reason behind the incident.
- **Loss:** Specify the nature and extent of any loss (material, data, financial, etc.) resulting from the incident.
- **Corrective Measures Taken:** Describe the corrective actions or measures implemented to address, mitigate, or prevent recurrence of the incident.
- **Remarks, if any:** Add any additional comments, information, or context relevant to the incident.

Step 3: Submit Details

Figure 39

- **Place:** Enter the place of signing.
- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.

Annexure – XIV:

- **Title:** Report to MHA on List of Employees Cleared from Security Angle (Quarterly)
- **Annexure Reference:** Annexure – XIV under SMLDI compliance.
- **Purpose:** To submit a quarterly report to the Ministry of Home Affairs (MHA) detailing the list of employees who have been cleared from a security perspective, including details of Police Verification/Character Certificate (PCC) and relevant documentation for record and compliance.

Report to MHA on list of employees cleared from Security angle (Quarterly): Annexure-XIV

Financial Year: Quarter:

Location: State: District: Location:

+

S.No	Name	Address	Employee ID	Whether POC Done	Designation	Upload PDF
------	------	---------	-------------	------------------	-------------	------------

Step 1: Select Reporting Period and Location

- **Financial Year:** Select the appropriate financial year from the dropdown.
- **Quarter:** Select the quarter (Q1, Q2, Q3, or Q4) for which data is being reported.
- **Location:**
- **State:** Select the state.
- **District:** Select the district.
- **Location:** Select the specific location/unit.

Add Data: Click + button to add new Data.

Add Report to MHA on list of employees ✕

Name:

Address:

Employee ID:

Designation:

Whether POC Done:

FIGURE 41

Step 2: Enter Employee Details

Complete the following fields in the pop-up form:

- **Name:**
Enter the full name of the employee.
- **Address:**
Provide the current, complete residential address of the employee.
- **Employee ID:**
Input the unique Employee Identification Number assigned to the employee.
- **Designation:**
State the employee's job title or functional designation.
- **Whether POC Done:**

Select "Yes" or "No" from the dropdown to indicate if (PCC) has been completed for the employee.

The screenshot shows a form with three input fields: "Place:" with a text box, "Name:" with a text box, and "Date:" with a date picker showing "dd-mm-yyyy". At the bottom right, there are two buttons: "Save as Draft" and "Submit With DSC". The "Submit With DSC" button is highlighted with a red rectangle.

FIGURE 42

Step 3: Submit

Place: Enter the place of signing.

Name: Enter the name of the authorized signatory.

Date: Select the signing date.

Submit: To submit all the data which is entered Choose Submit with DSC.

Save as Draft: Save the data as draft if not submitting.

Annexure – XV:

- **Title:** Report of Inflow of Foreign Investment
- **Annexure Reference:** Annexure – XV under SMLDI compliance.
- **Purpose:**
To record and report details of foreign investment inflows into the company, including licensing status, contact information of responsible persons, and the FDI (Foreign Direct Investment) route. This ensures regulatory compliance and transparency in foreign investment reporting.

The screenshot shows a form titled "Report of inflow of foreign investment" with a tab labeled "Annexure-XV". The form is divided into several sections: "Name of the Company" with a text box, "License" with radio buttons for "Yes" and "No" (the "No" button is selected), and "Enter Items..." with a text box. Below this is a section for "Particulars of the concerned" with three sub-sections: "Name", "Email", and "Contact", each with a text box. At the bottom, there is a section for "FDI Route (Government/Automatic) (In Case of Government Route, Approval No and date)" with a dropdown menu showing "Select".

FIGURE 43

STEP 1: FILL COMPANY AND INVESTMENT DETAILS

- **Name of the Company:** Enter the full official name of the company that is reporting the inflow.
- **License:** Indicate if the company holds a relevant license by selecting "Yes" or "No". If "Yes," specify the license details in the text field.

Particulars of the concerned

- **Name:** Enter the name of the contact person responsible for the foreign investment report
- **Email:** Enter the email address for correspondence.
- **Contact:** Enter the contact phone number for the responsible person.

FDI Route (Government/Automatic)

- Select the applicable FDI route from the dropdown.

Details of Foreign Investors							
S.No	Name of Foreign Investor	Percentage Shareholding	Country	Nature of Investment (FDI, FII, FPI, QFI etc.)	Value (in INR)	Action	

FIGURE 44

Step 2: Details of Foreign Investors

Add Data: Click on + button to add new data.

 **Add new entry of Foreign Investors** 

Country

Select Countries

Nature of Investment

Select

FIGURE 45

Step 4: Add new entry of Foreign Investors

Fill the details: *Figure 45*

- **Name:** Enter the name of the foreign investor.
- **Percentage of Shareholding:** Enter the share percentage investor is holding.
- **Country:** Select the country from the dropdown.
- **Nature:** Enter the Nature of Investment.
- **Values:** Enter the values of shareholding in Rupees.

Place:		Name:	
Date:	dd-mm-yyyy	Annual:	FY Select

Save as Draft

Submit With DSC

FIGURE 46

Step 3: Submit

Place: Enter the place of signing.

- **Name:** Enter the name of the authorized signatory.
- **Date:** Select the signing date.
- **Annual:** Enter financial year
- **Submit:** To submit all the data which is entered Choose Submit with DSC.
- **Save as Draft:** Save the data as draft if not submitting.