सत्यमेव जयते

Defence Production of IT Division

Department of Defence

Ministry of Defence

User Manual Defence Exim Portal

Version 1.0 (Draft)

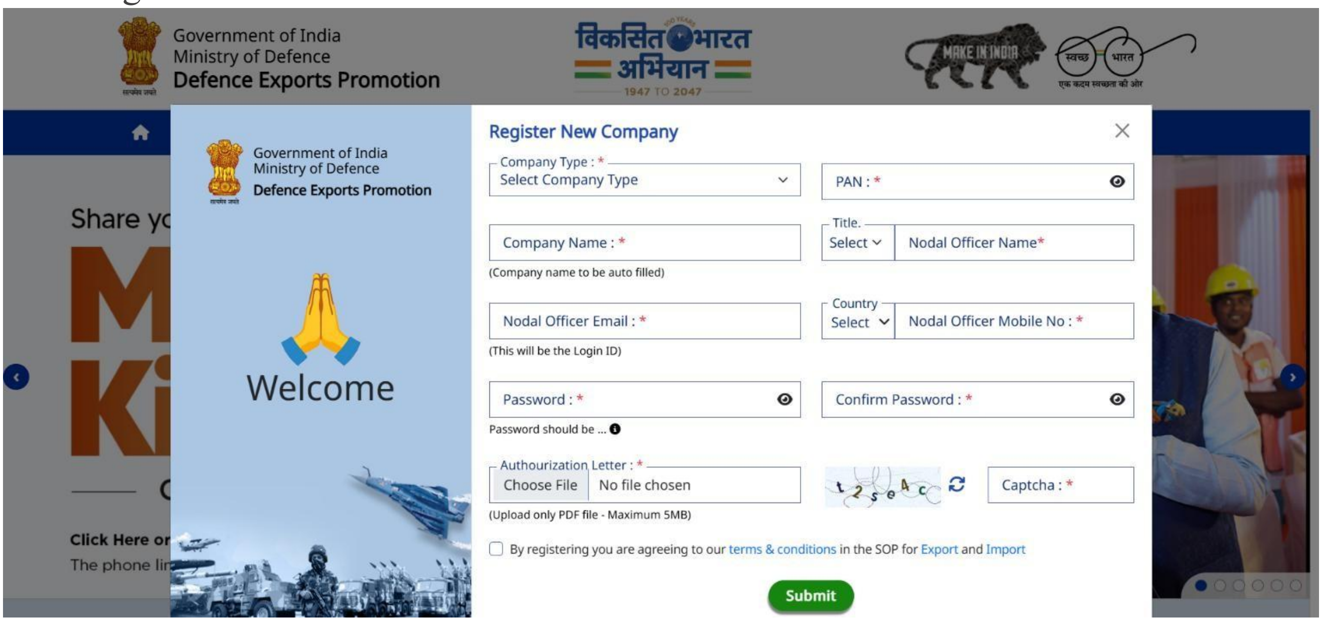
Table of Contents

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



How to Register

Follow the steps given below to register:

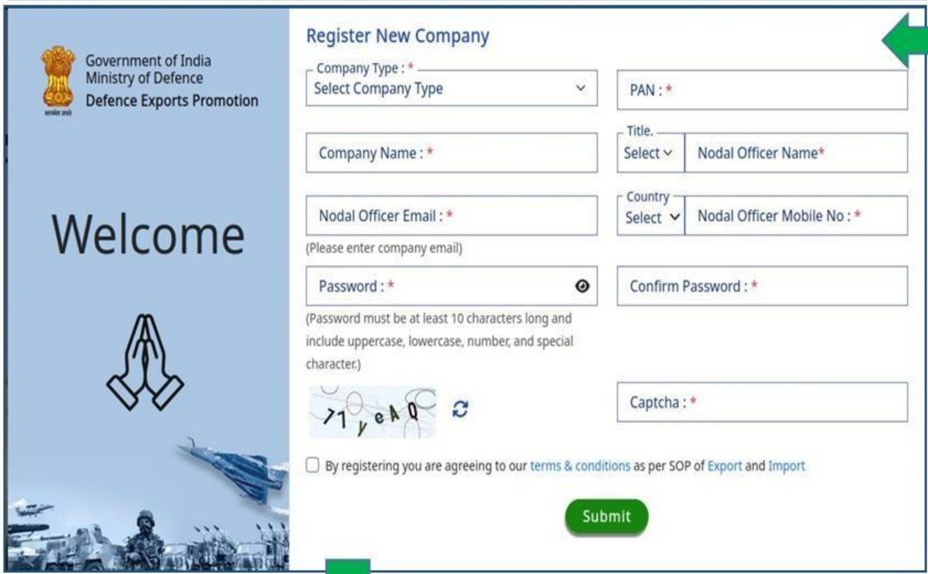
Pre-Requisites

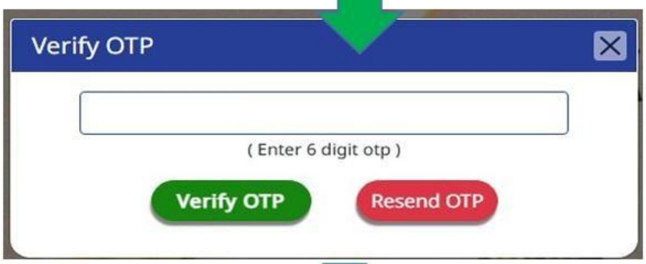
Authorization of Company

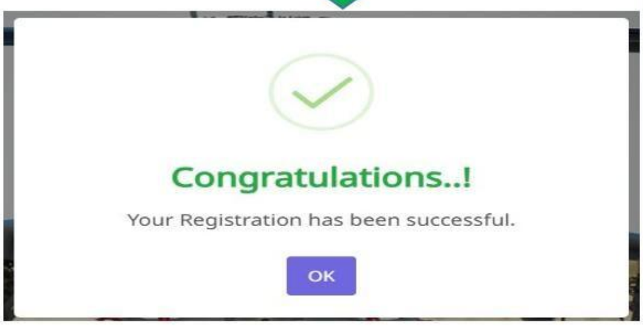
1. Valid Email ID and Mobile No
2. Valid PAN No
3. Valid DSC (Tier 2/3)

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.







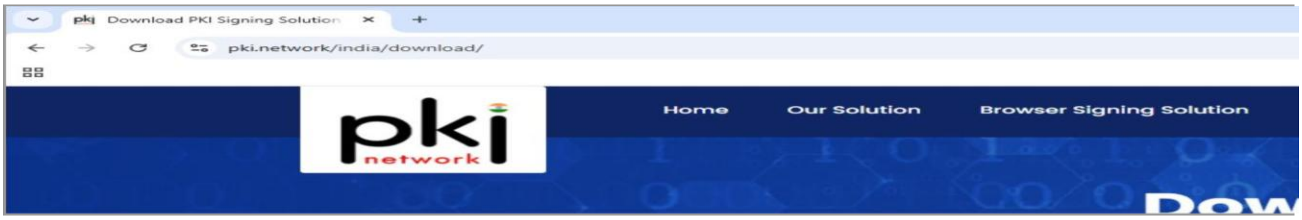
After Registration

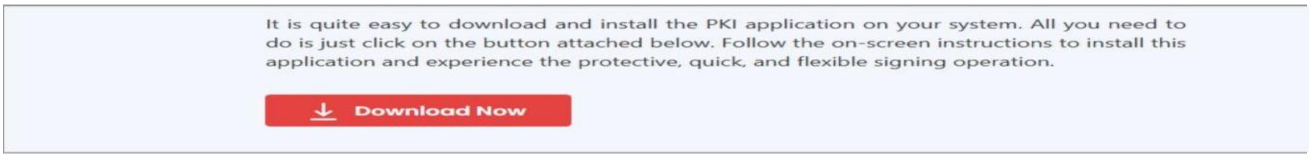
1. Login with email id and password.
2. Verify the Nodal Officer using DSC.
3. Choose Register Type.
4. Go to profile from User icon.
5. Edit Company details.
6. Enter IEC number.
7. Upon verification,Export/OGEL application can be filed.
8. For Import,fill the Profile in all respect.

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.


Home / Downloads

Downloads

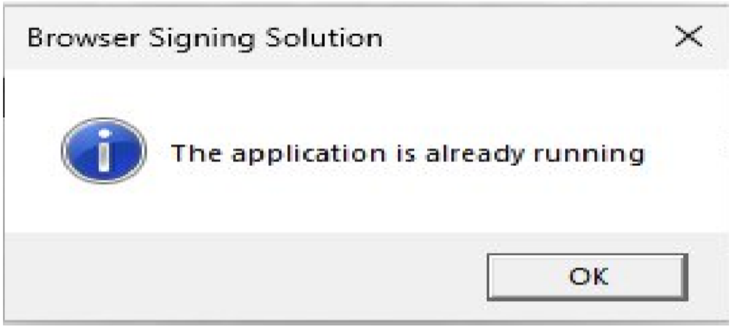
ProxKey Token - Downloads

Particulars	Last Supported Version	Download Link
Windows (All Versions)	Windows 11 Windows Server 2022	Download
Linux - Ubuntu	Ubuntu 24.04 LTS Ubuntu Server 24.04 LTS	Download
Linux - Redhat	RHEL 9.4 (Fedora 40)	Download
Apple - MAC OS	MacOS 15 Sequoia	Download
Brochure		Download
User Manual		Download

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.

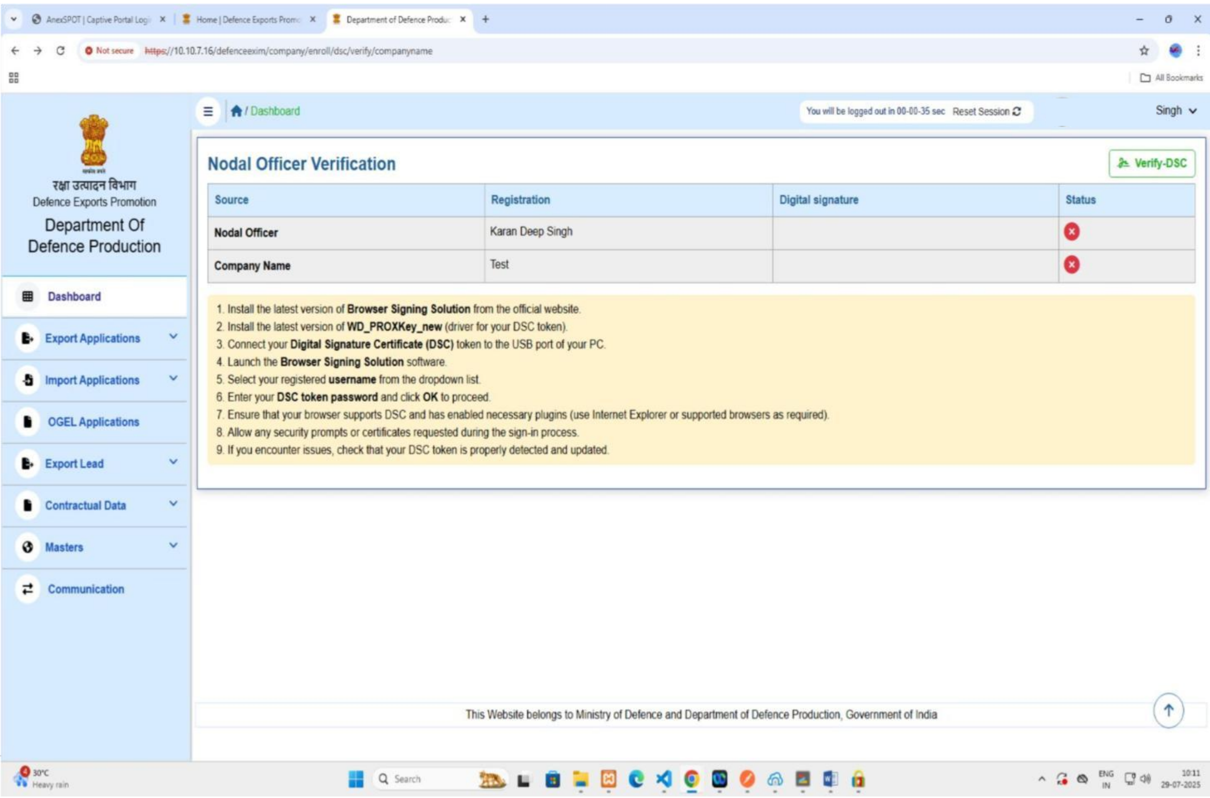
4) Launch/start the **Browser Signing Solution** software by clicking on the icon on the desktop.

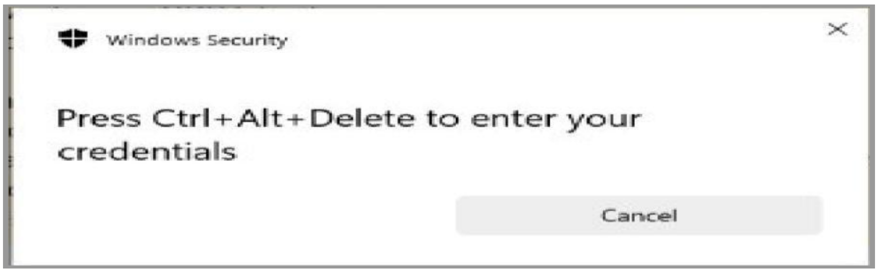
5) Login to the Defence Exim portal. Page will appear as below:

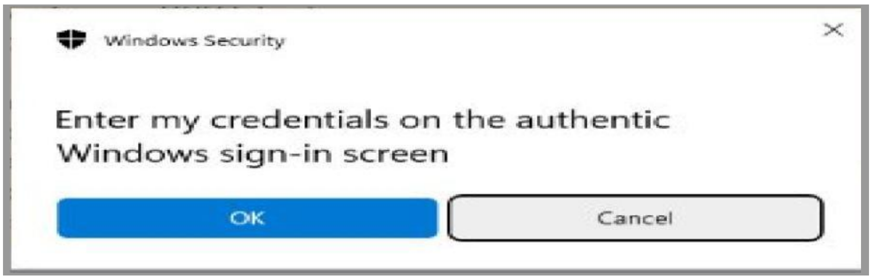


Click on verify-DSC.

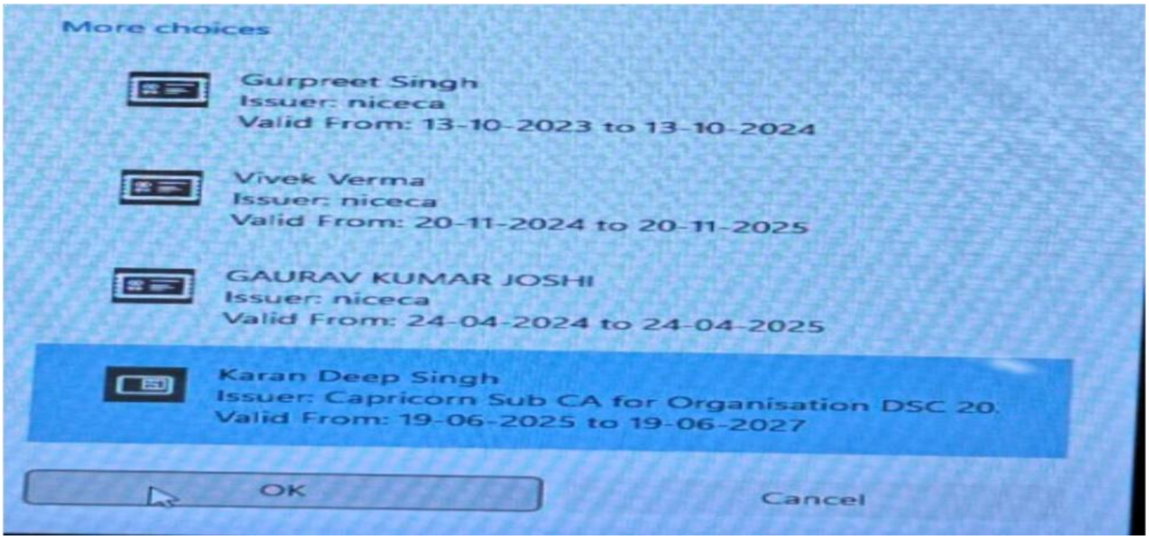
6) A prompt will appear as below. Press Ctrl + Alt + Delete as suggested.



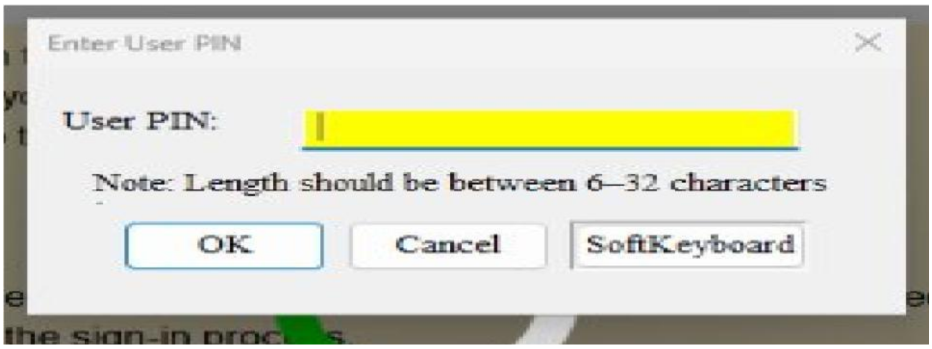




7) Select your registered **username** from the drop-down list which will appear.

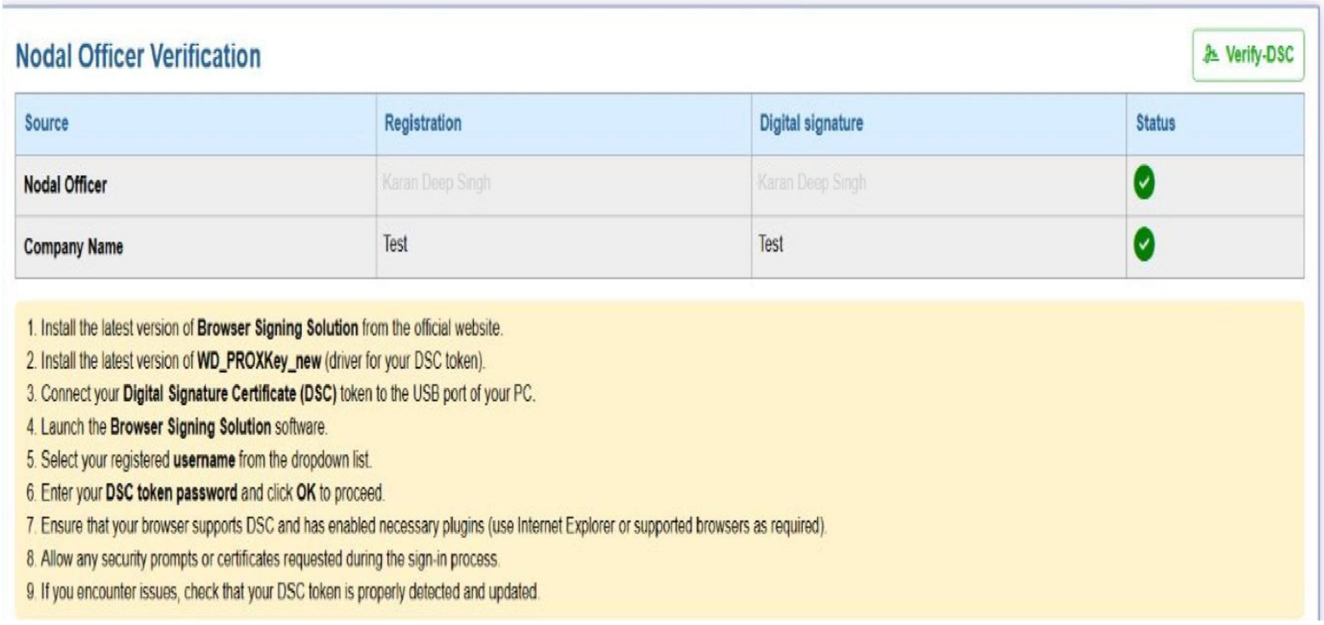


8) Enter your **DSC User Pin** and click **OK** to proceed.

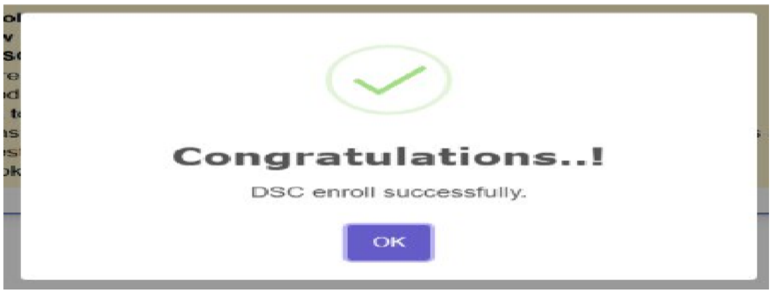


9) If the User PIN is correct, then DSC enrolment will be successful.

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



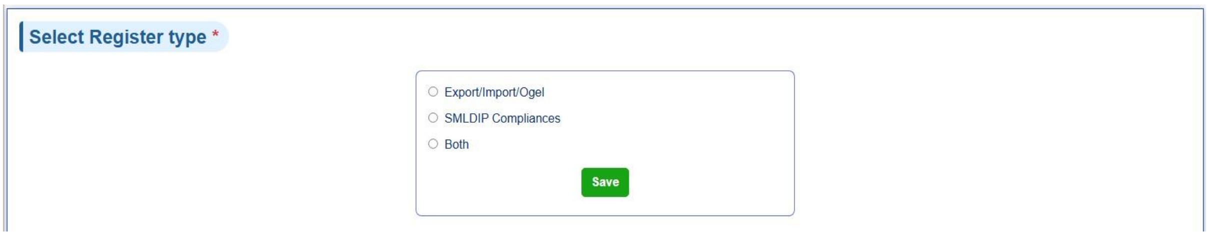
NOTE: If Nodal officer and the company name is same then Nodal officer is verified.



Register Type

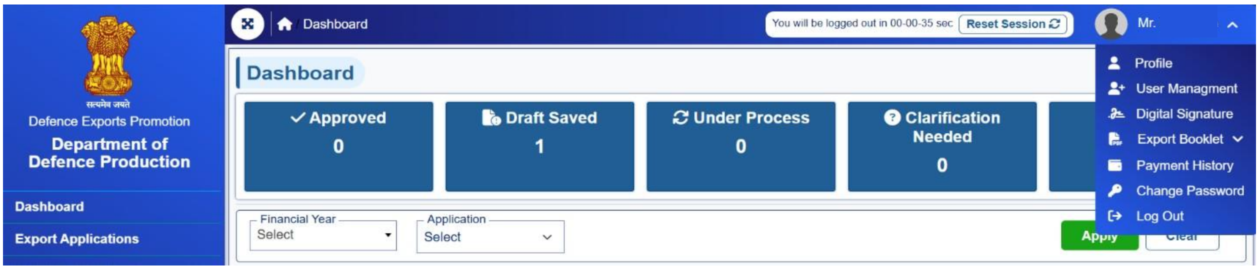
1. Select the **Register Type** option.
2. Choose one of the following:
    - **Export/Import/OGL**
        1. **Export and OGEL** – Subject to Verification of IEC details.
        2. **Import**- Subject to details filed under Profile (Company Turnover, Board of

           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.

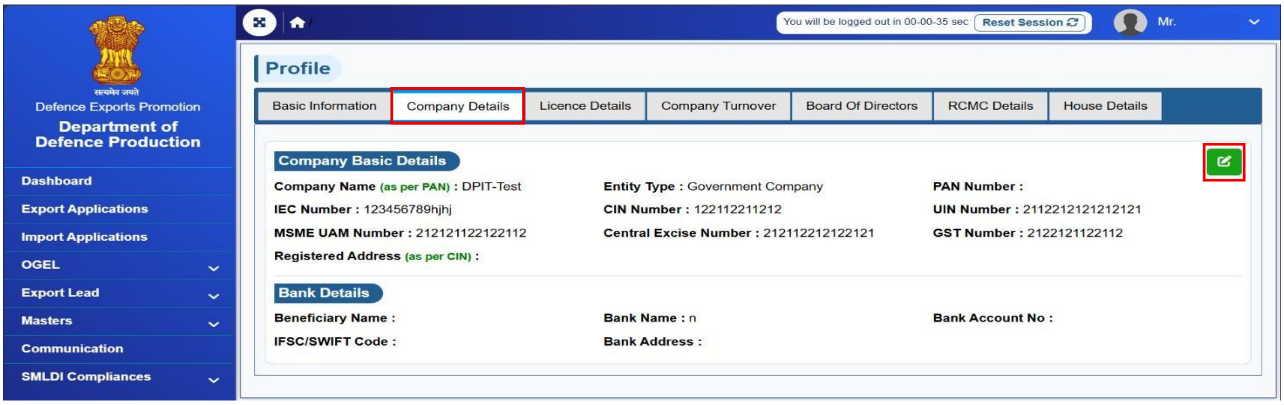


Profile Page

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



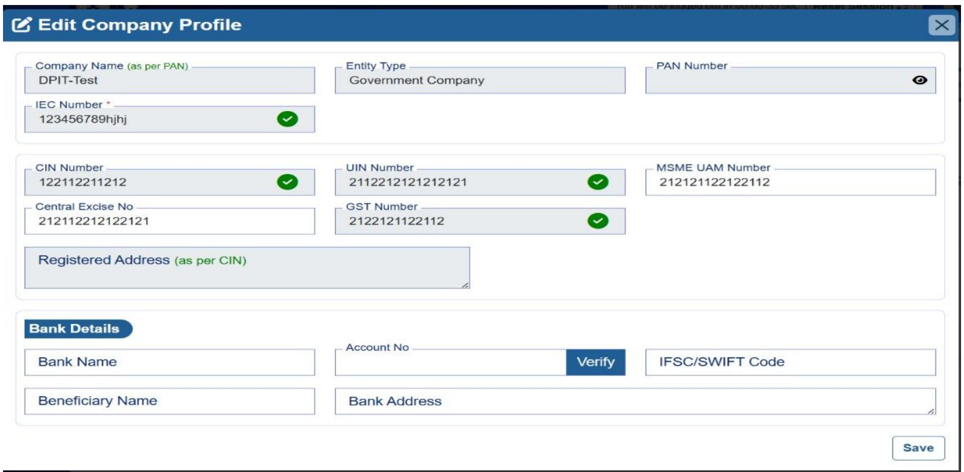
3. The **Profile page** will open, where you can view and update your details.



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**.

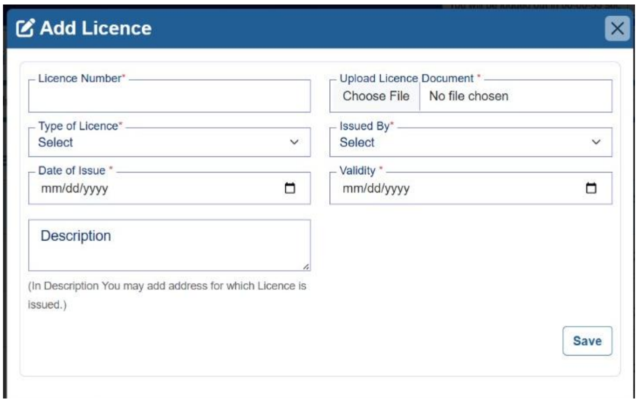


License Details:

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.

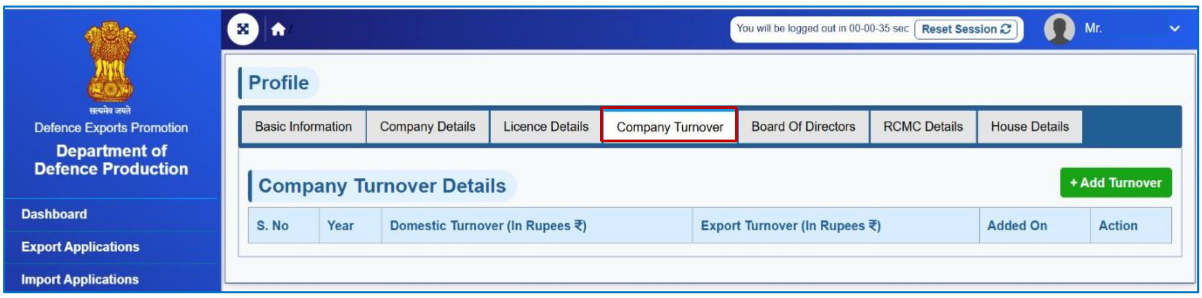
- These details are **mandatory** for submitting Importer Applications.

After Clicking Add License:

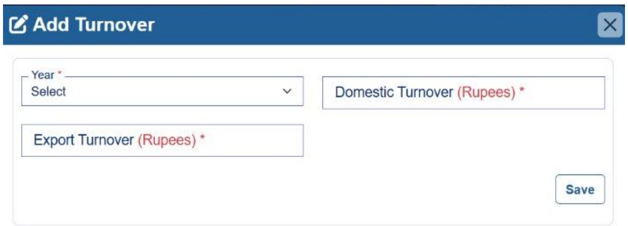


Filling Company Turnover in Profile

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.



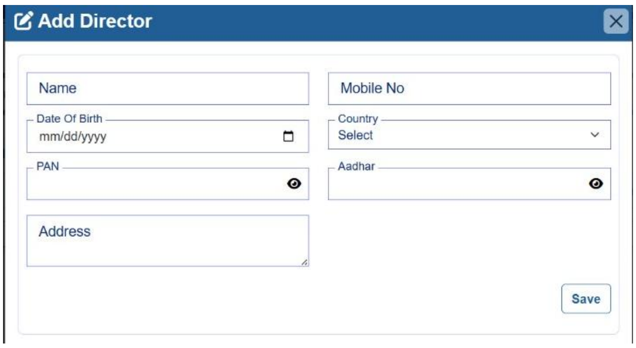
After Clicking Add Turnover:



Filling Board of Directors in Profile

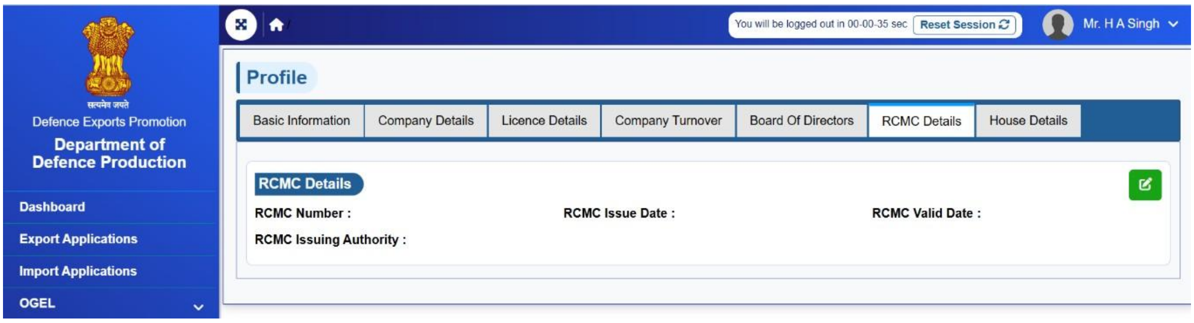
1. Click on **Board of Directors** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add Director** option to enter a new director's information.
3. Enter the **Name, Designation, DIN/PAN Number, and Contact Details** for each director.
4. Ensure all mandatory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

After Clicking Add Director Button this form will appear:

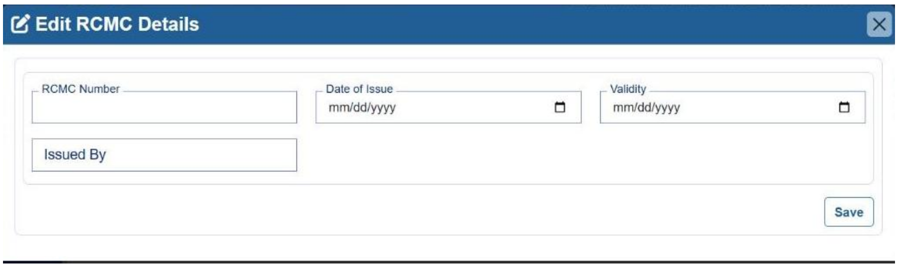


Filling RCMC Details in Profile

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.

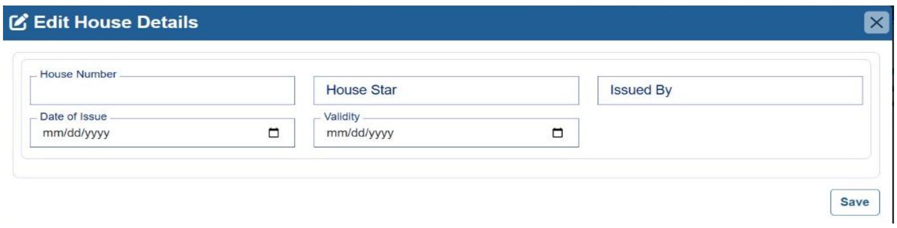


After Clicking on Edit option this form will appear:



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.



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.

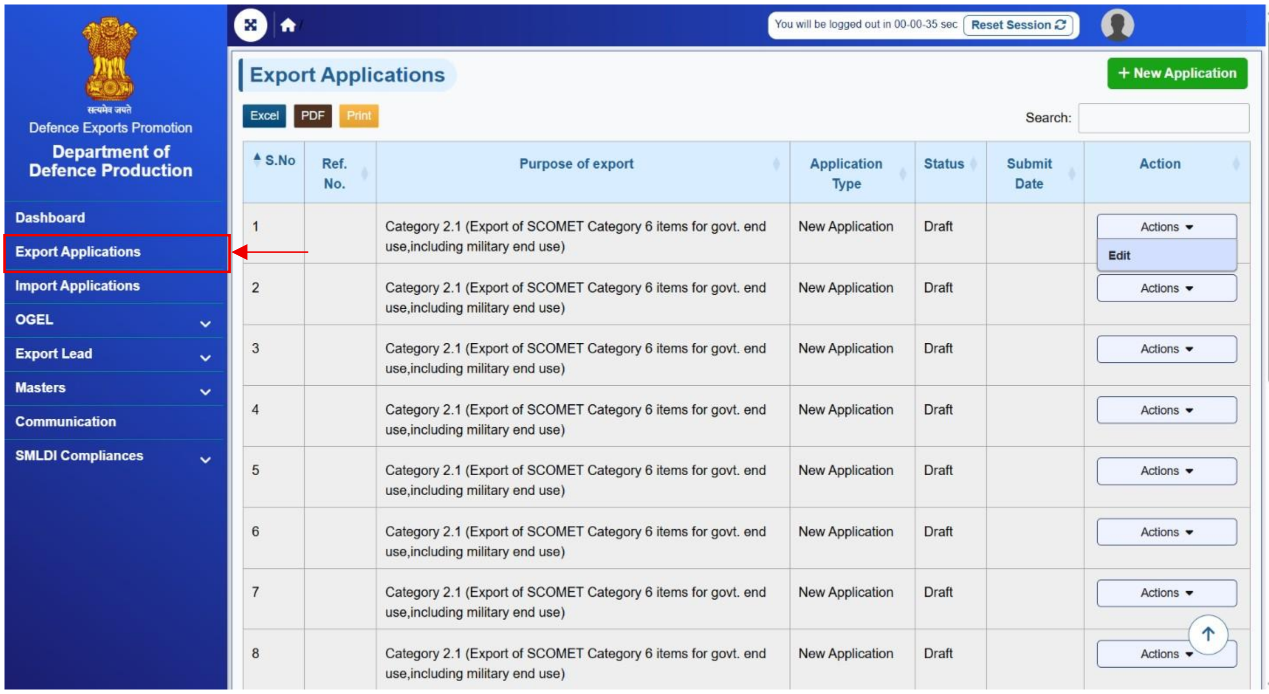
Step 3: Captcha – Enter the characters displayed in the captcha image to verify human interaction and enhance security.

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.



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**

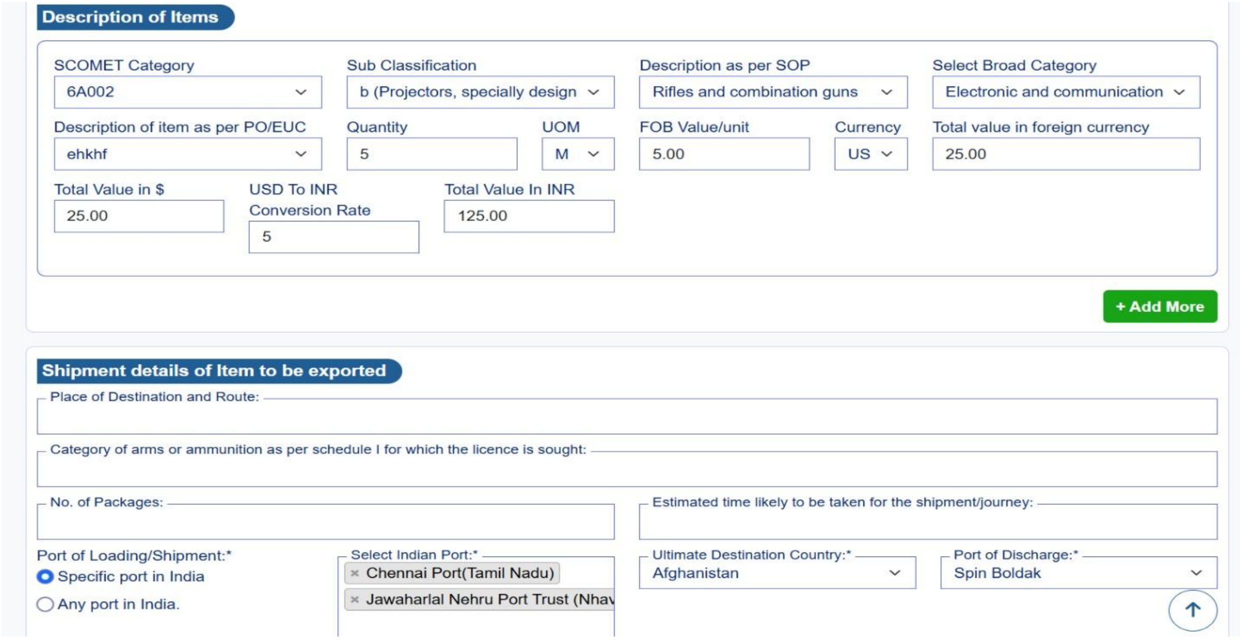
- Located within the Action column, a dropdown menu provides additional options for managing applications.
- Selecting Edit Application opens the application form, enabling modifications or updates to the existing details.
- If the status of the application is "Certificate Generated" (i.e., submitted 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.

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

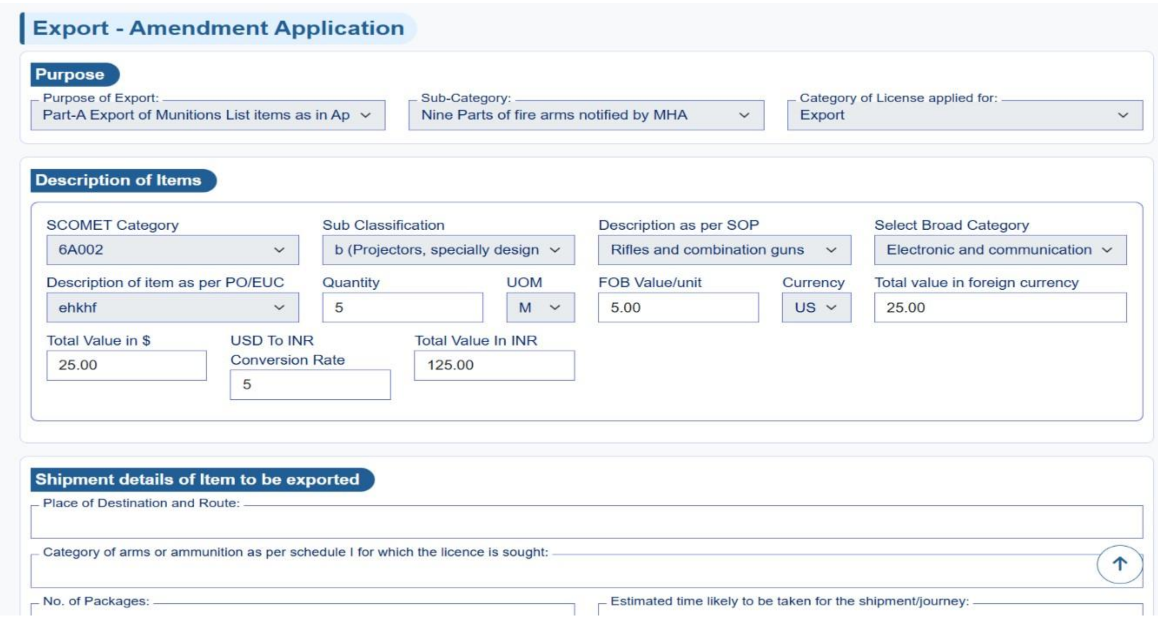
Repeat Order

- 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.



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.

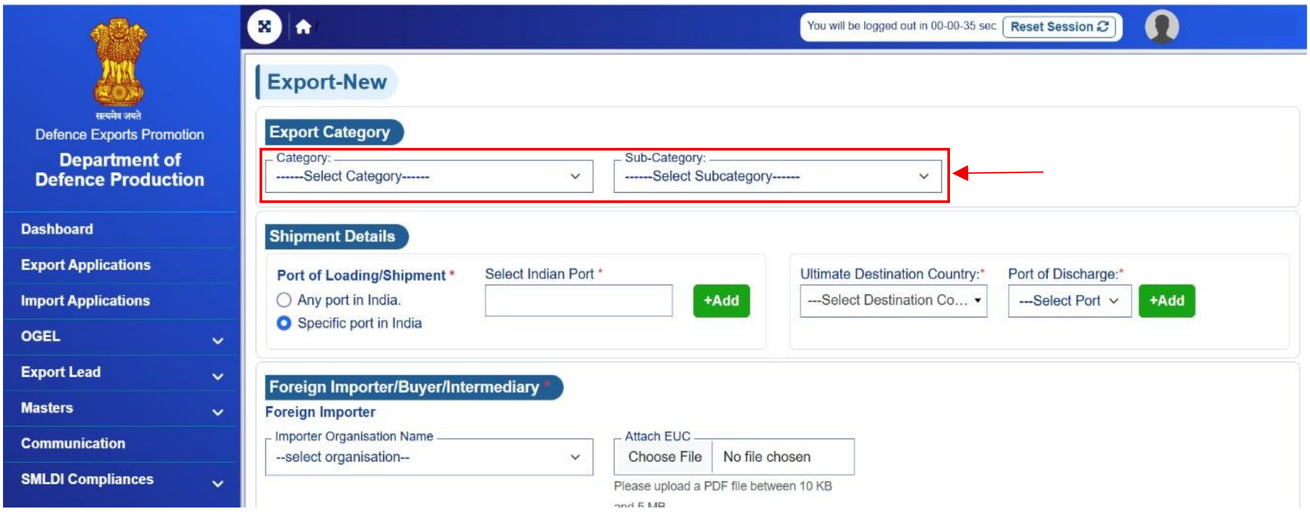


c) Fill Actual Export

- 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.

How to Add a New Export Application

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

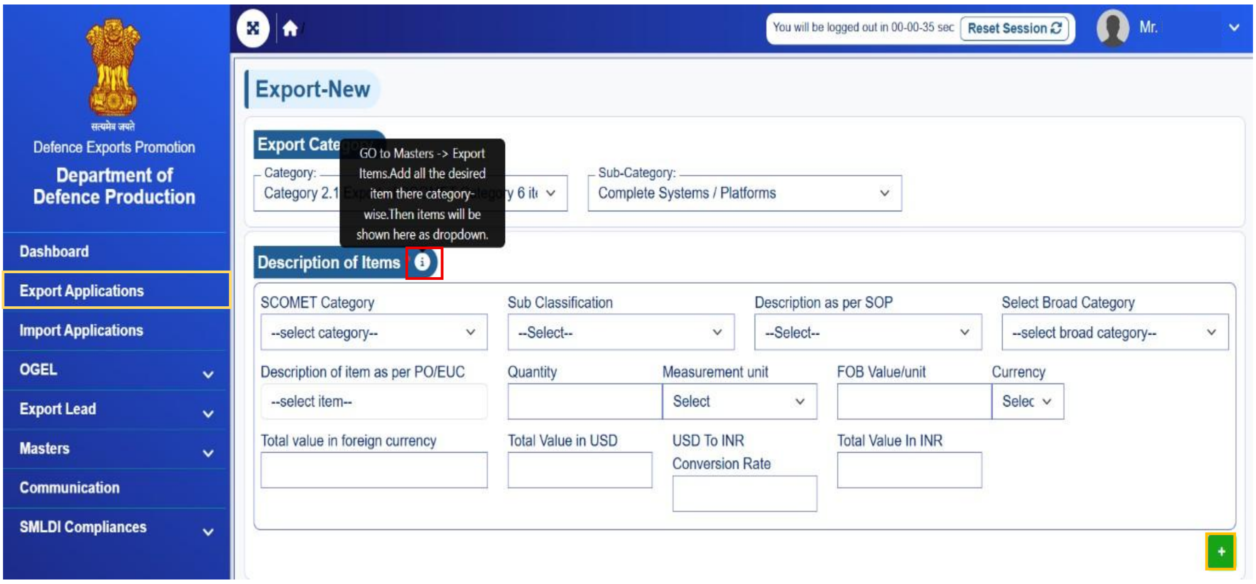


Step 1: Select Export Category

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.



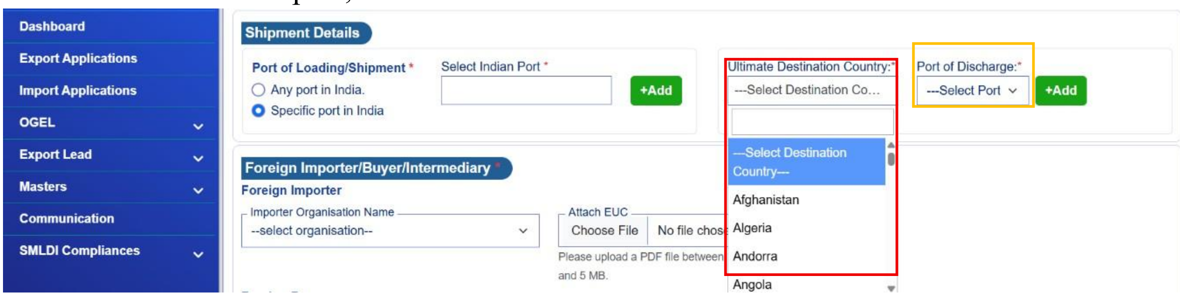
Step 2: Enter Shipment Details

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.



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

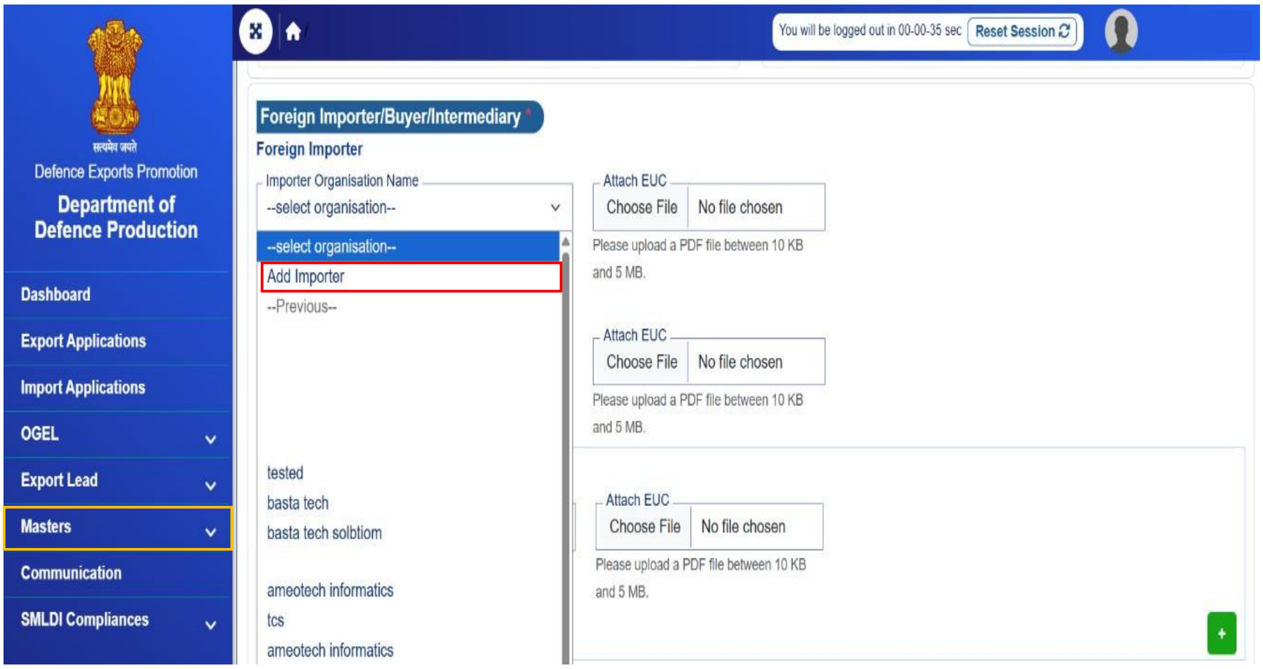
- Once the **Country** is selected, the corresponding ports for that country will be displayed.
- If the required port is not available in the list, please email **DDP** with justification for adding the port.

Step 3: Add Foreign Importer

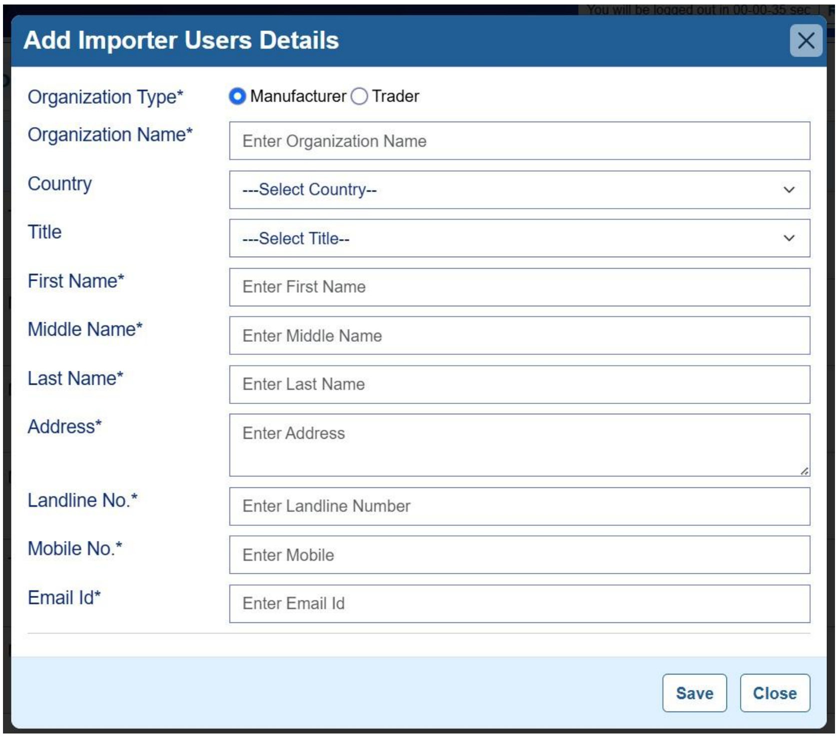
1. In the Importer Organization Name field, click on the dropdown menu.
2. Two options will be available:
   - Add Importer – Enter the importer's details (Organization Name, Contact Person, Address, Email, Phone, etc.) and save.
   - Previously Added – Select an importer that has already been saved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

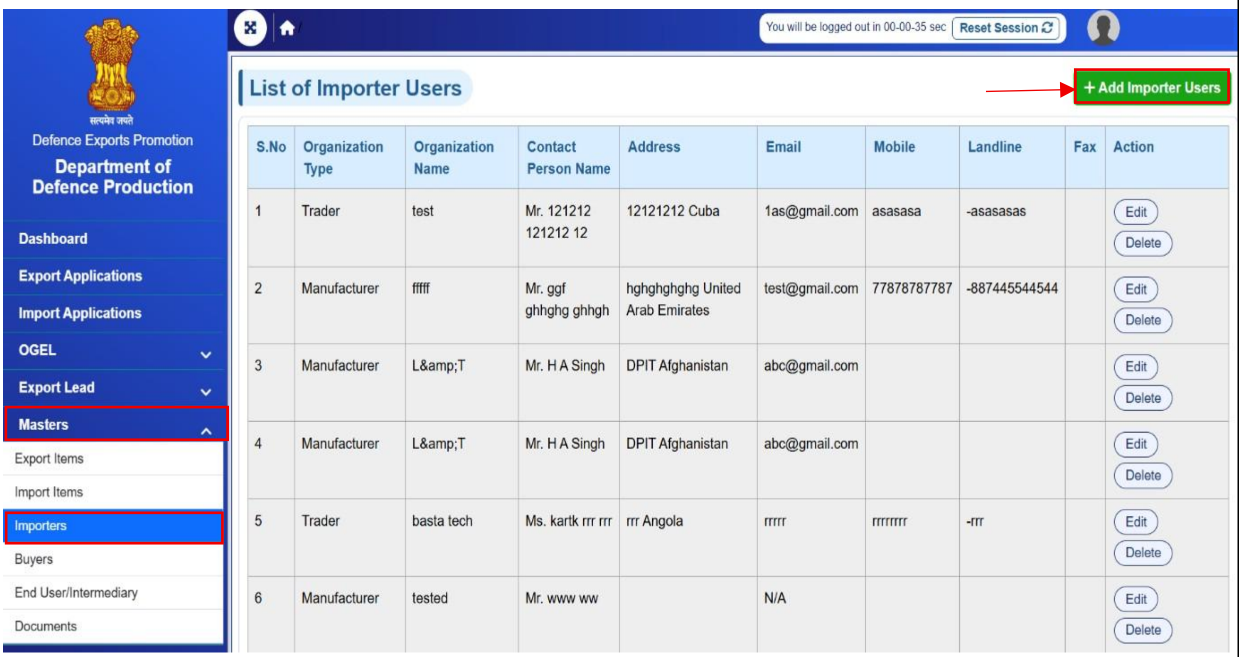


After clicking on Add Importer, the following form will be displayed:



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.

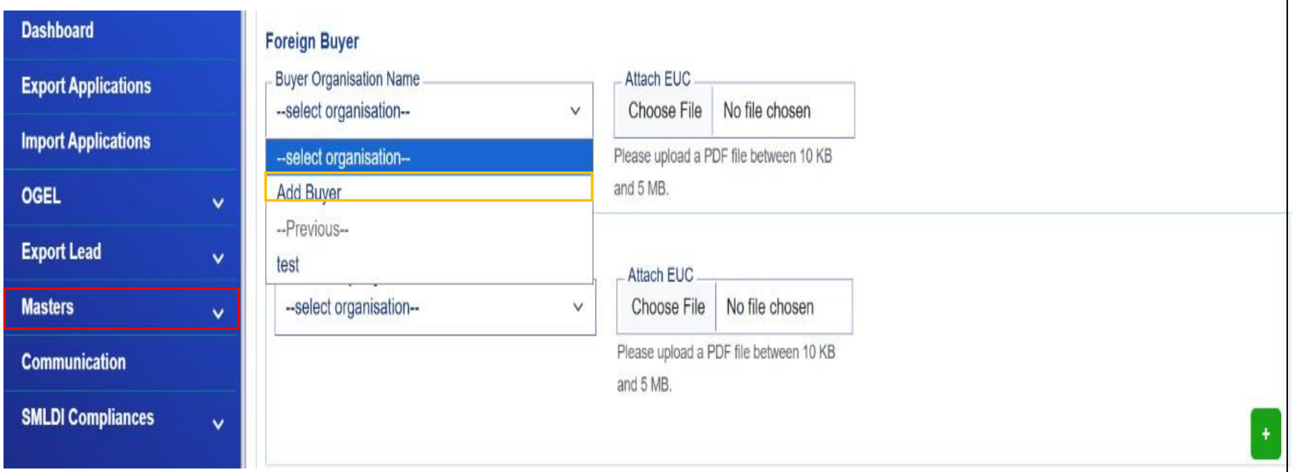


After clicking on Add Importer Users, the following form is displayed for completion:

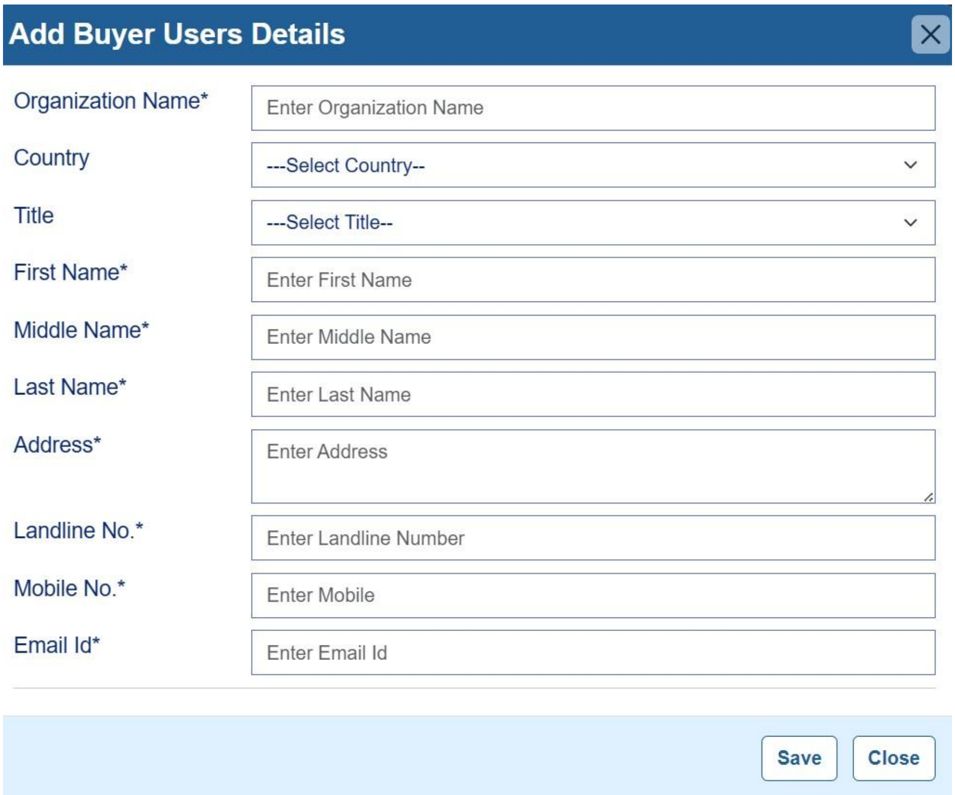
1. Attach the **EUC (End User Certificate)**:
   - Click **Choose File** and upload a PDF (10 KB – 5 MB).
   - The Format of EUC is available in SOP dated 12.09.2025.

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.



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

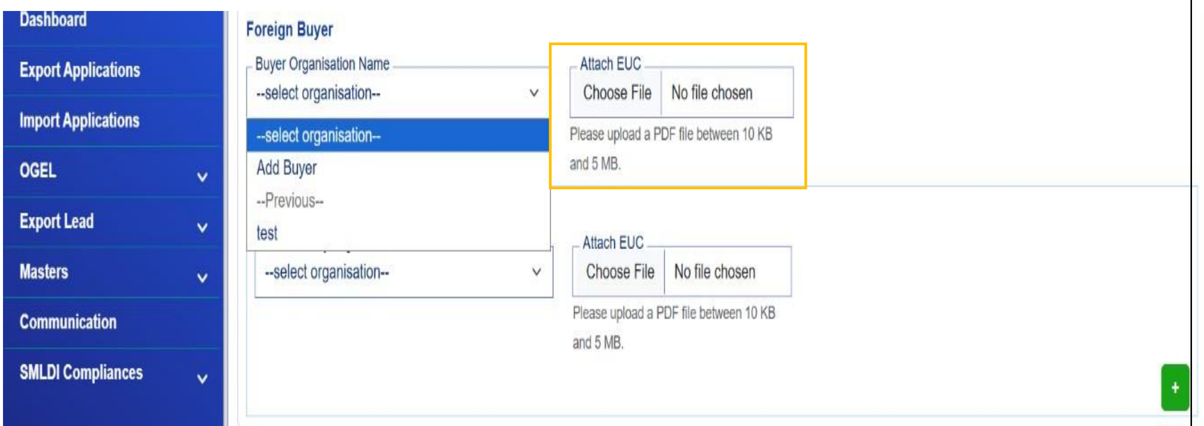


1. Buyers can also be managed from Masters → Buyers:

- 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.

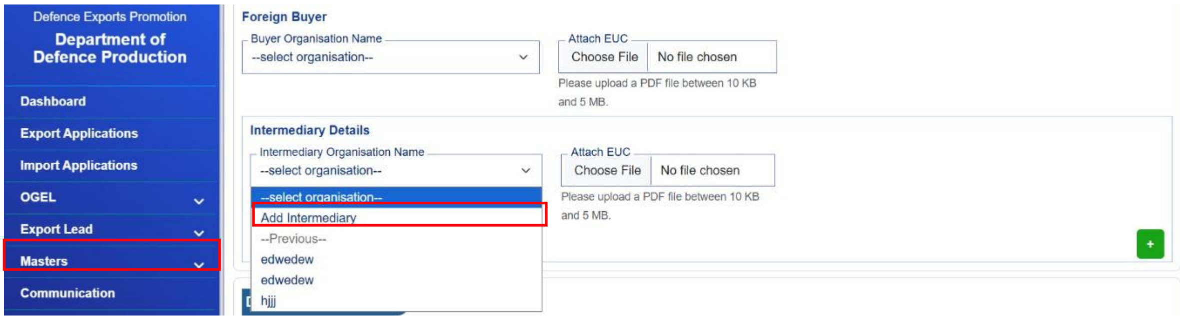
2. Attach the EUC:

- 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.



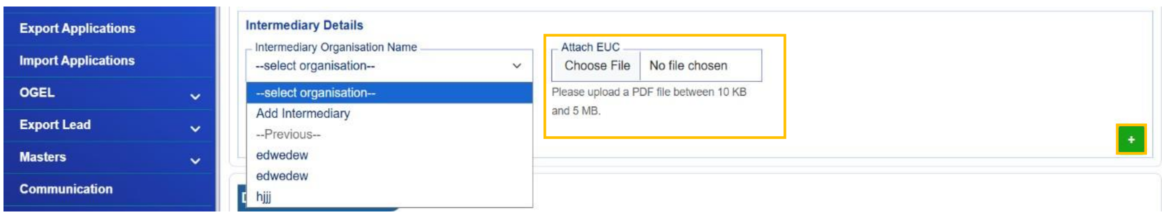
Step 5: Add Intermediary*

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.



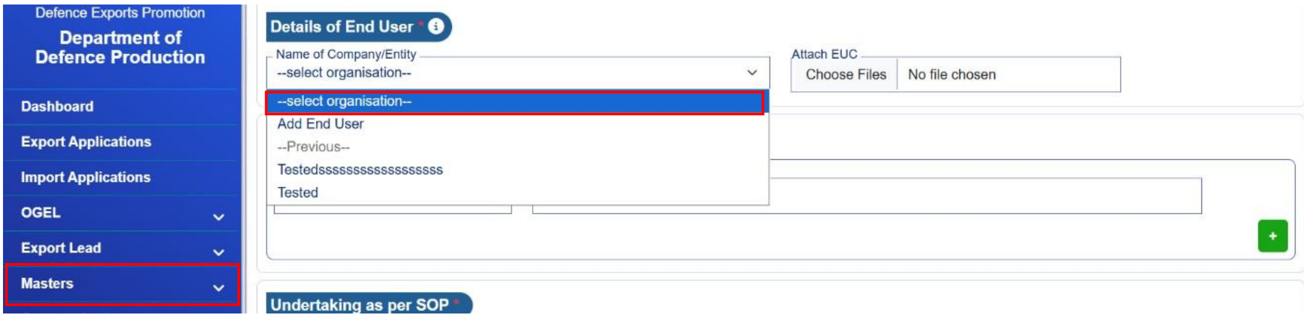
Attach the EUC:

- 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.

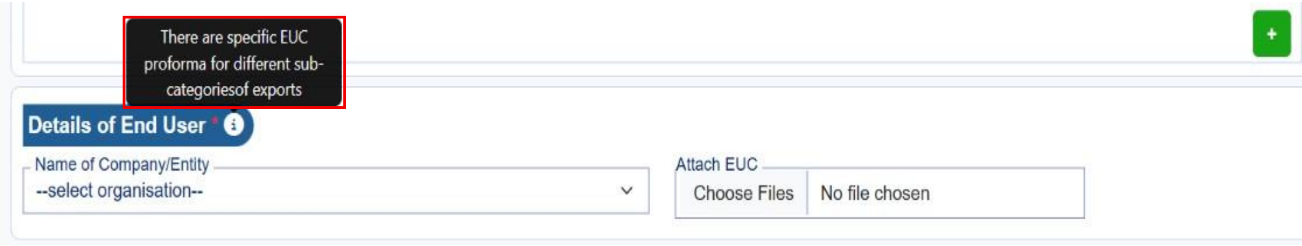


Step 6: Add Details of End User

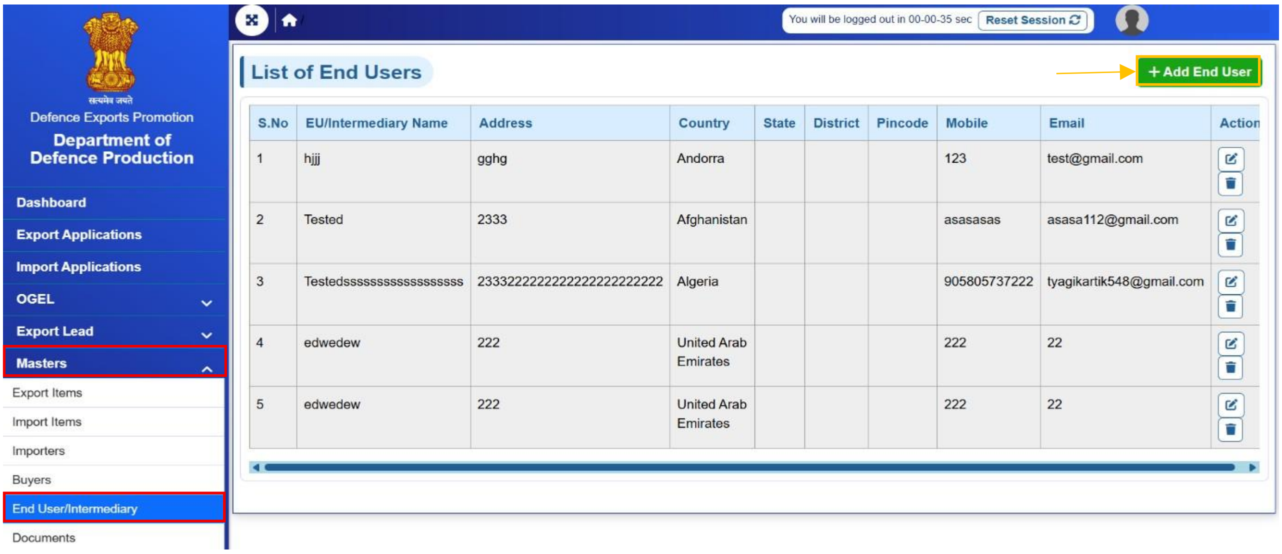
1. In the Name of Company / Entity field, click the dropdown menu.
2. The following options are available:
    - Add End User – Enter the details (Organization Name, Contact Person, Address, Email, Phone, etc.) and save. Once the details are saved, the End User will appear under the Previous option.
    - 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.



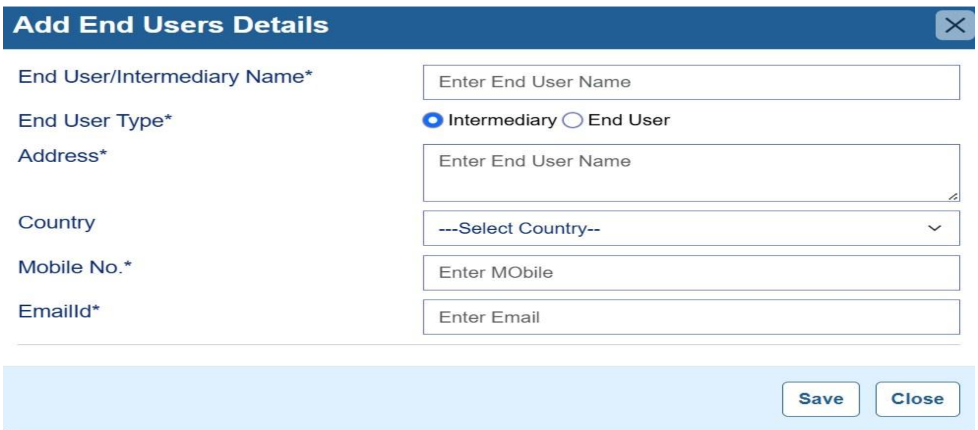
When you click on the 'i' button next to 'Details of End User,' this message will appear.



OR

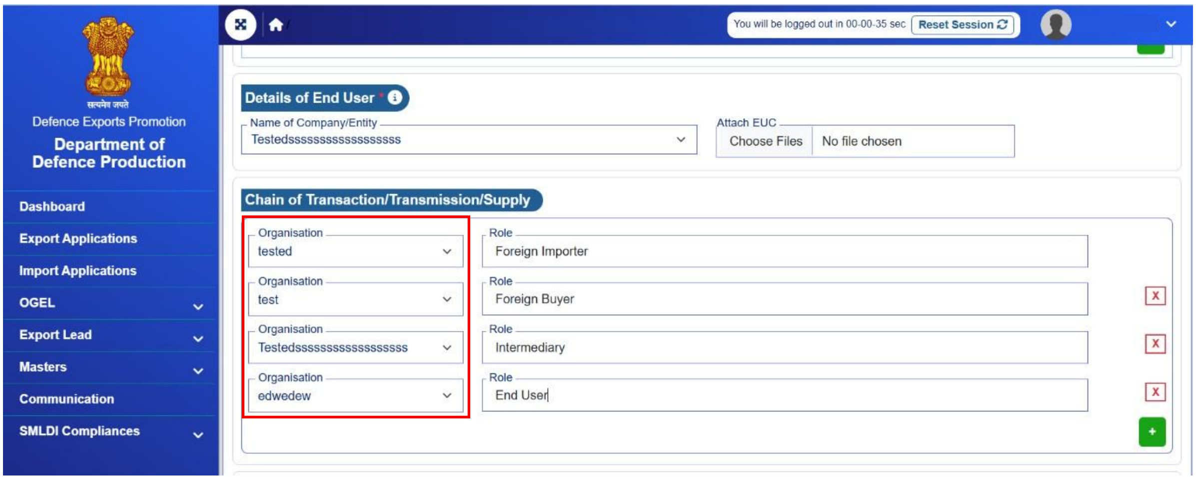


After clicking on + Add End User, the following form is displayed:



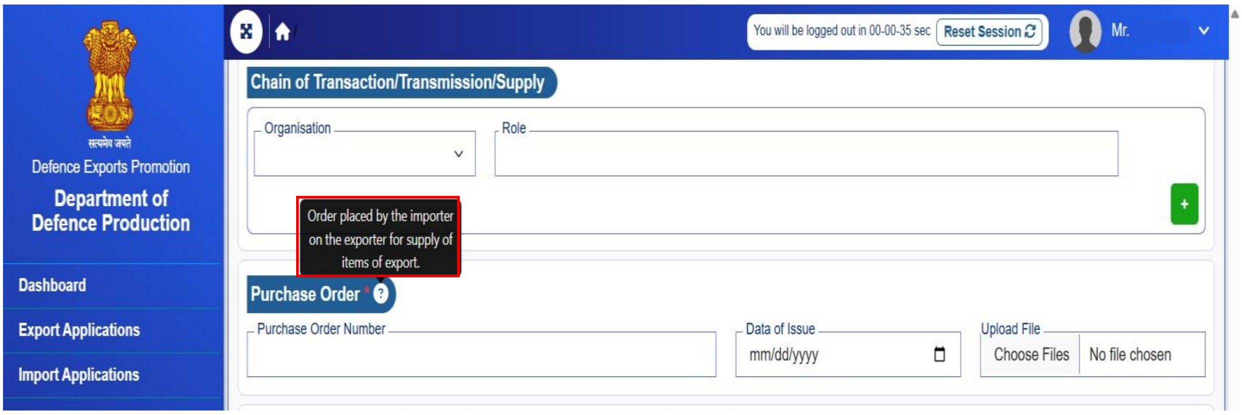
Step 7: Fill Chain of Transaction / Transmission / Supply

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.



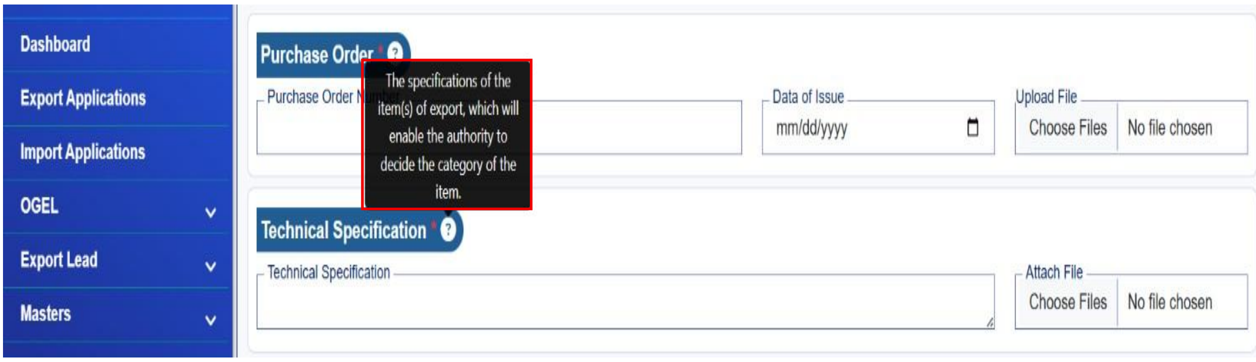
Step 8: Purchase Order*(Mandatory)

- 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.



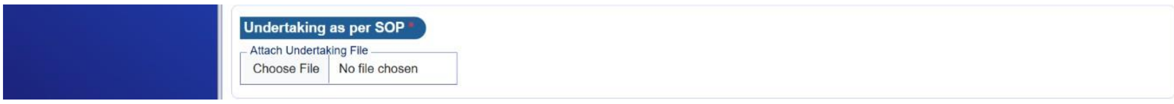
Step 9: Technical Specification*(Mandatory)

- 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.



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

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



Step 11: Add Any Other Information (Optional)

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

Step 12: Select Offset Obligation

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

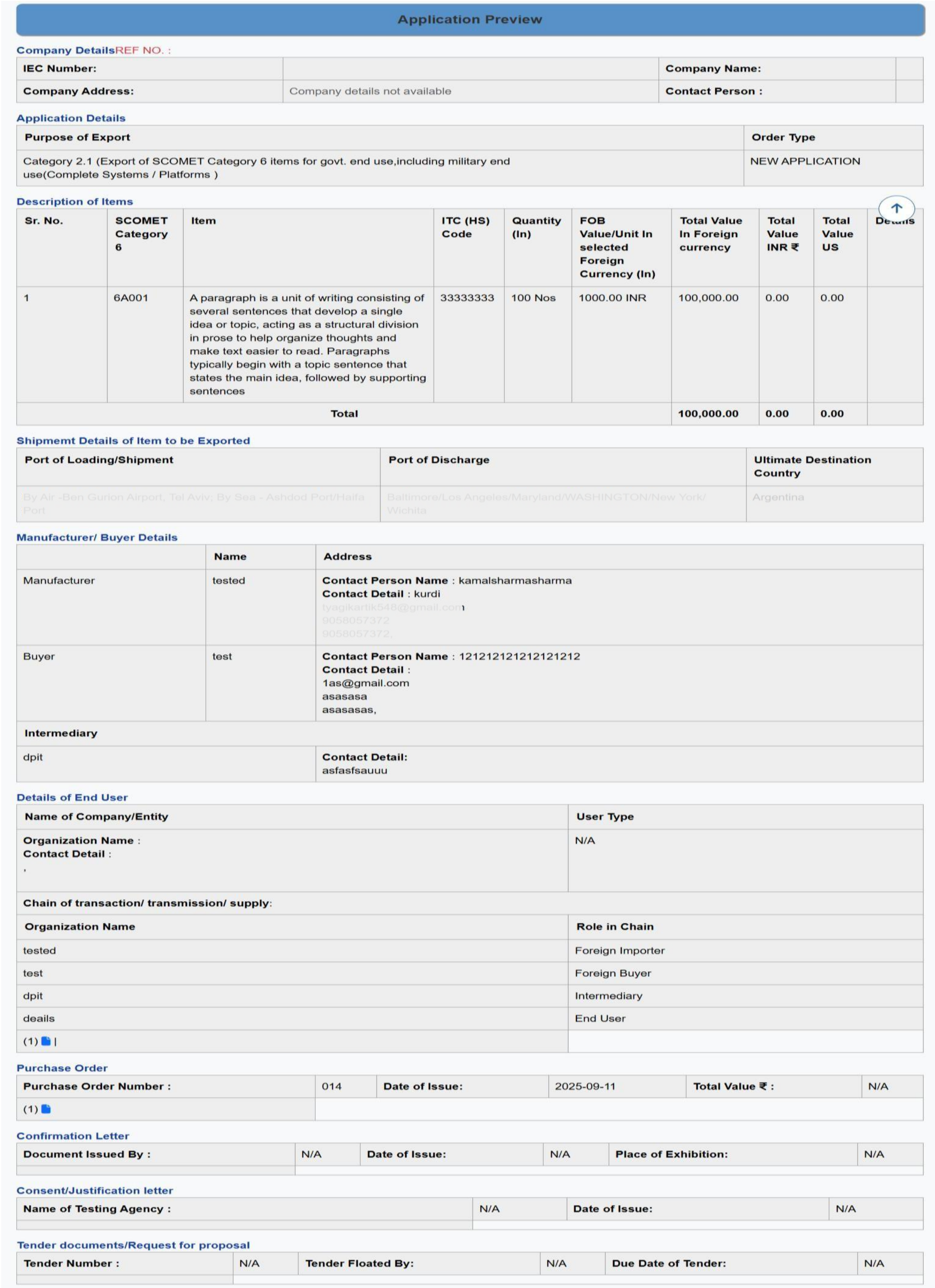
Step 13: Saving and Submitting an Export Application

1. **Save as Draft** o While filling a new export application, you can click Save as Draft to save your progress.

   o All the information you have entered will be saved and appear when you reopen the application.

2. Review Saved Application

- Open the draft application to recheck all the details.



Application Preview

Company Details REF 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**	

Shipmemt 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 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

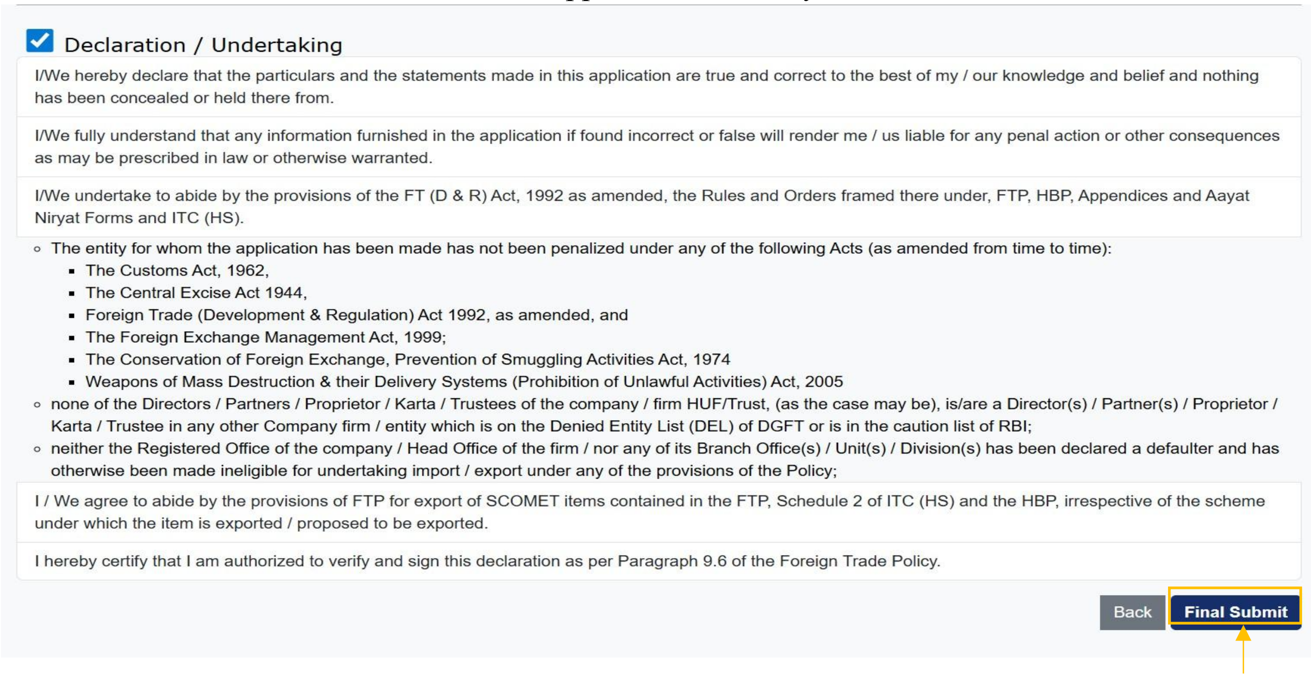
Tender documents/Request for proposal

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

1. **Back or Final Submit**

   - 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).

- 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
- 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;
- 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

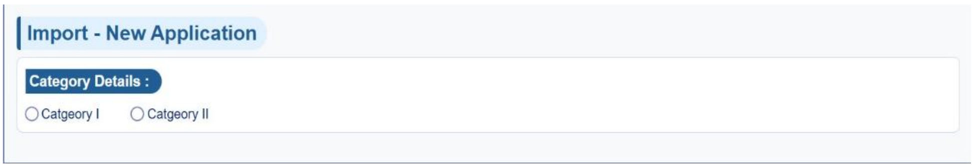
2. **View Submitted Application**
   - Once submitted, the application will appear in the list under the Export tab.

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.

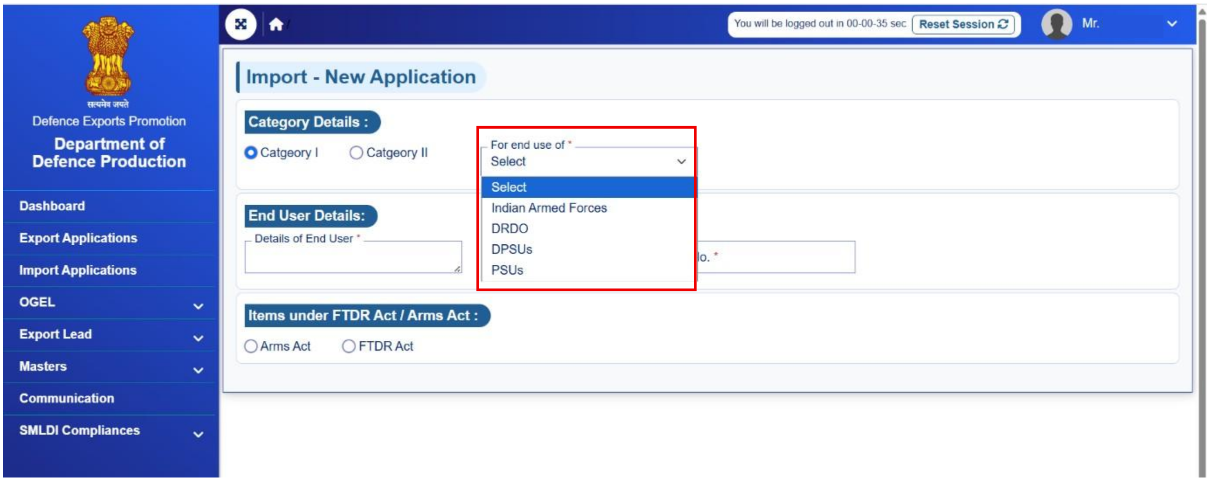


1.2 End User Details:

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:

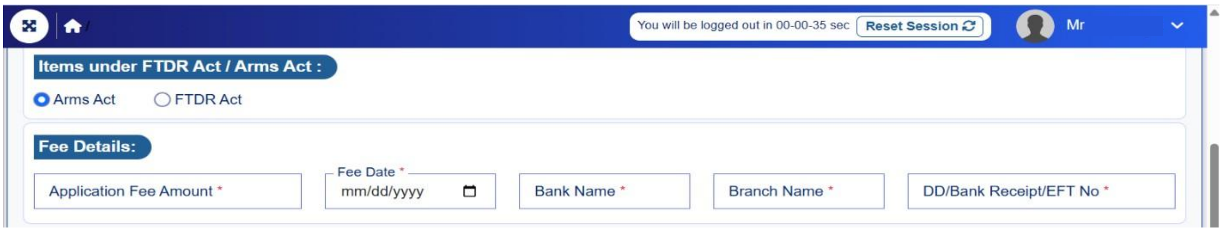
- **Arms Act:** Select this option if your imported items are governed by the Arms Act.
- **FTDR Act:** Select this option if the import falls under the Foreign Trade (Development and Regulation) Act.



1.3 Arms Act Details

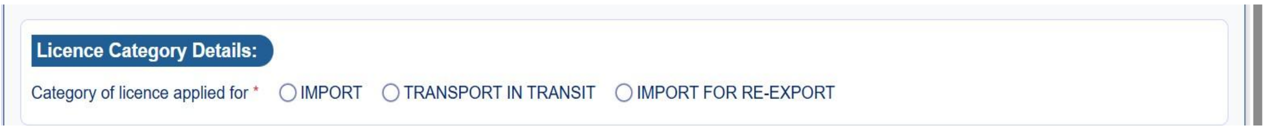
After selecting **Arms Act**, the portal will display a series of new fields for you to fill in:

- **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**.

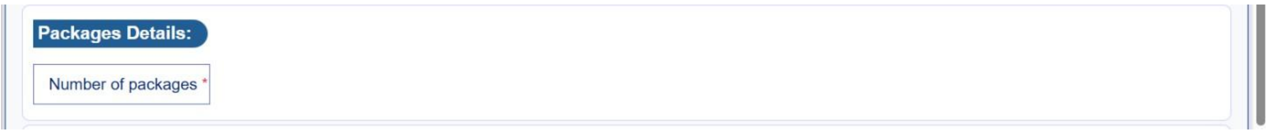


1.4 License Category Details: Here, you need to specify the purpose of the license:

- **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.



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

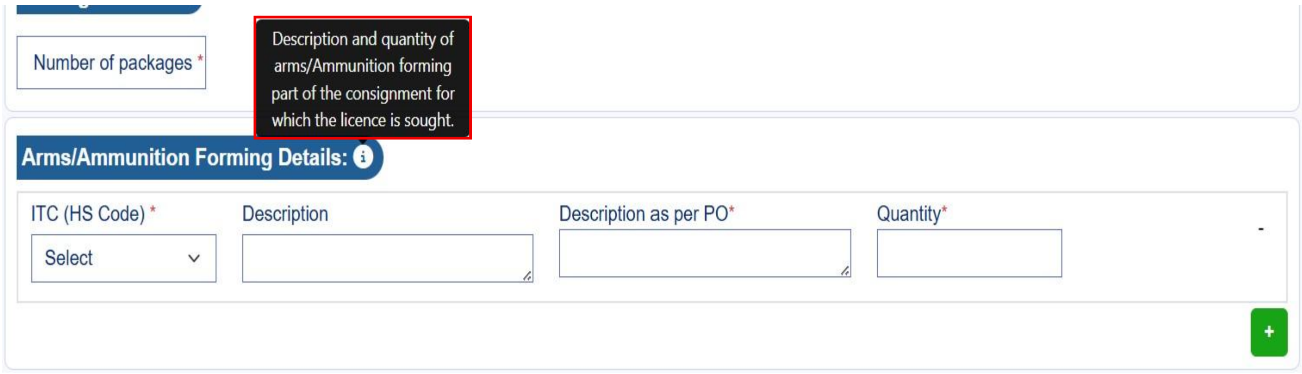


1.5 Arms/Ammunition Forming Details:

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.



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.

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.

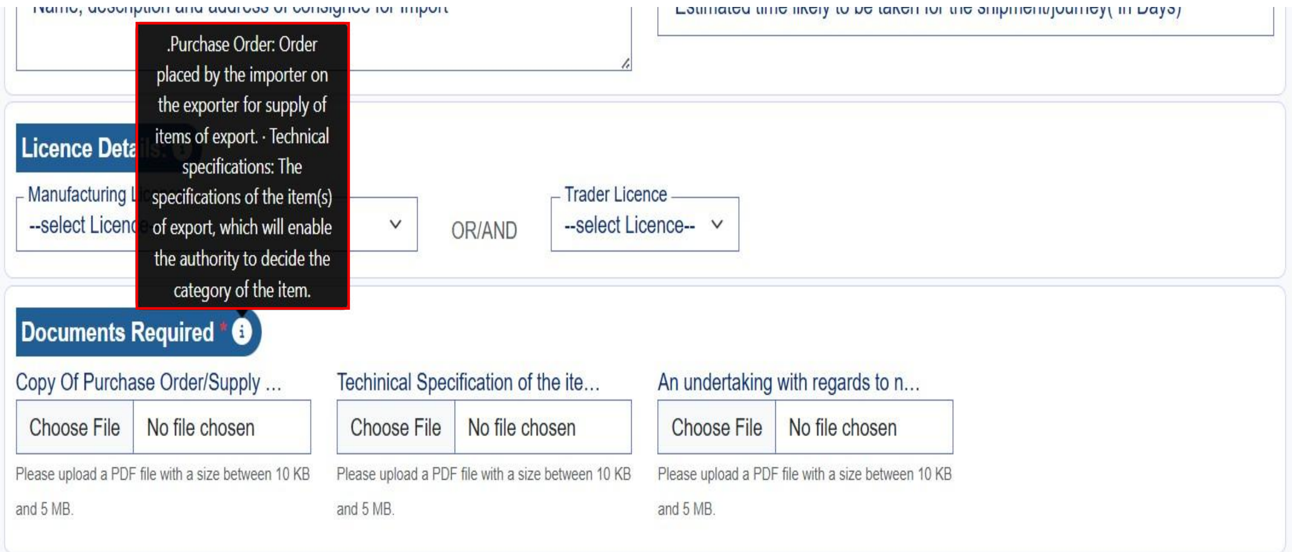
1.8 Documents Required:

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.

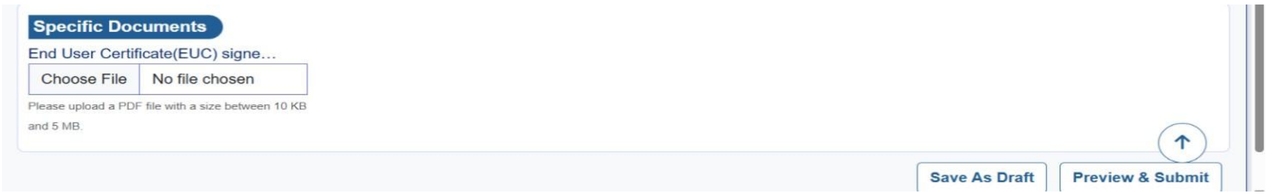
  Each document must be a PDF file between **10 KB and 5 MB**. The OR/AND notation indicates that you may be required to upload one, two, or all three documents, depending on your application.

- **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.



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:

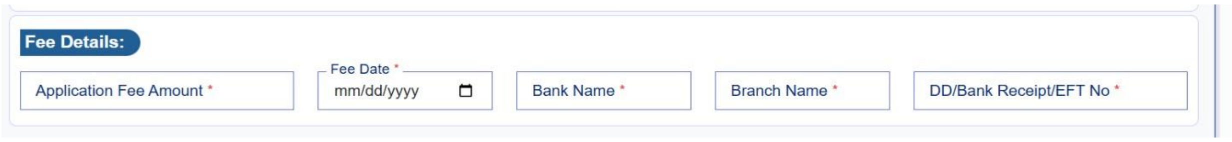
You must provide the total Cost, Insurance, and Freight (CIF) value.

- **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.

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.



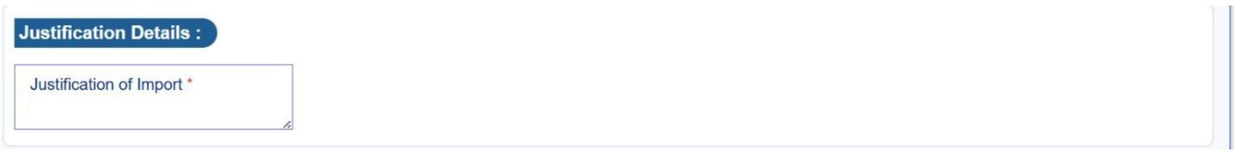
1.13 Purpose & Factory Details:

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.

1.14 Justification Details:

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



1.15 Canalised Item Details:

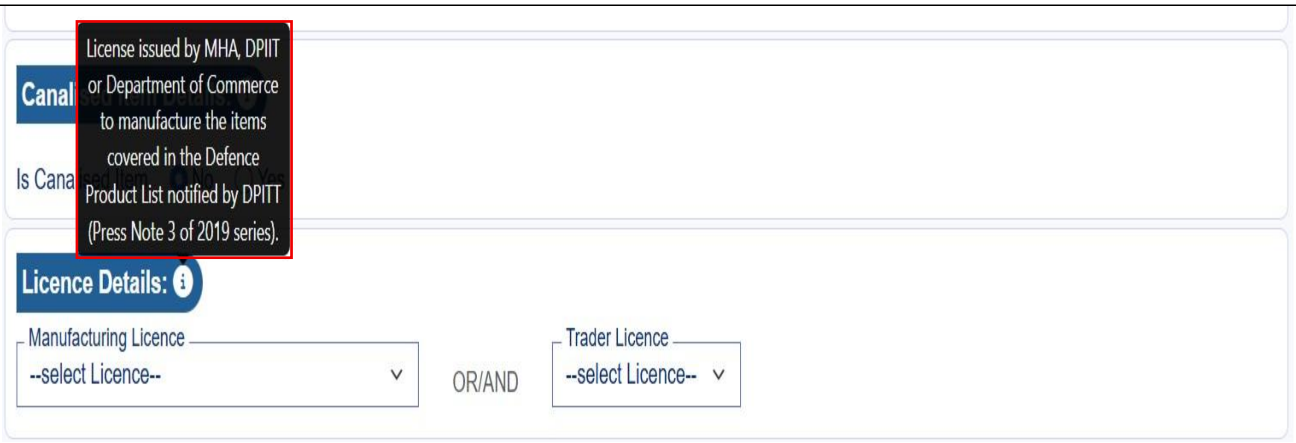
This section determines if the item is a canalized item, which is an item that can only be imported or exported through a specific agency. The **"i" button** next to the title of this section provides a helpful tooltip. When you hover over it, a definition of a canalizing agency appears. The tooltip 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.

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.



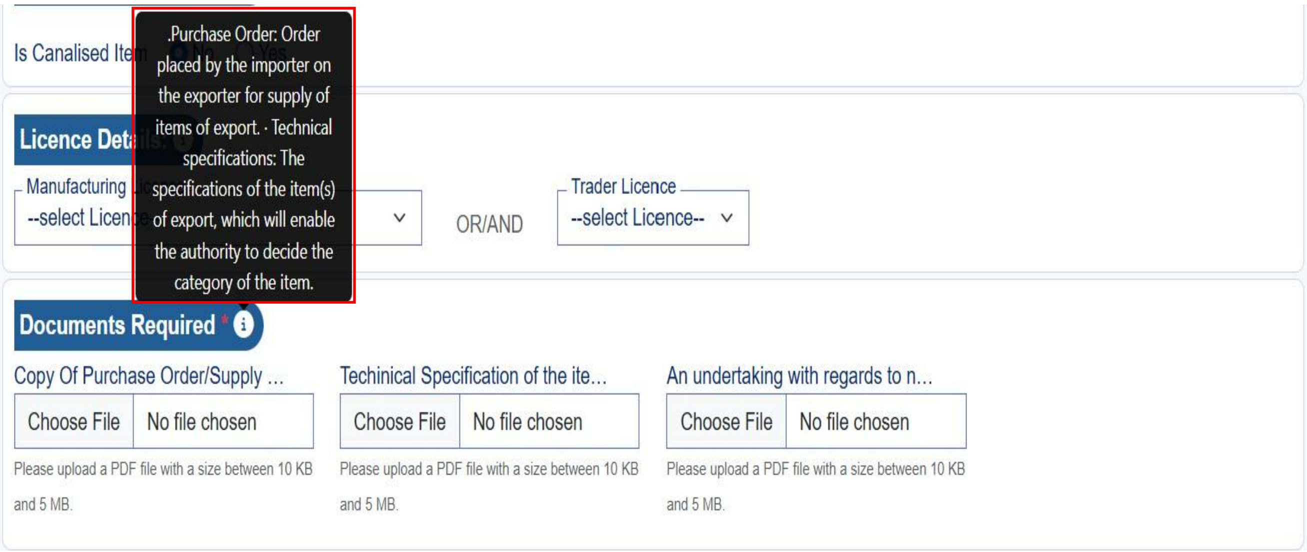
1.17 Documents Required:

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.

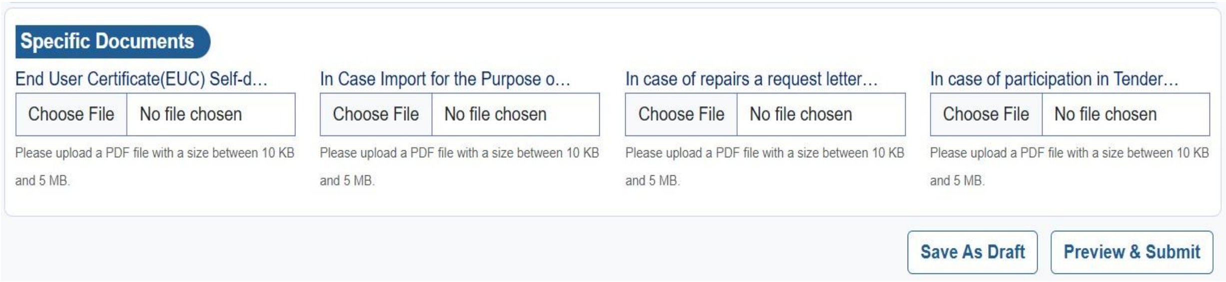
- **Copy of Purchase Order/Supply Order:** Upload a copy of the official purchase order or supply order.
- **Technical Specification of the item:** Upload a document detailing the technical specifications of the item.
- **An undertaking with regards to non-circumvention of sanctions/restrictions:** Provide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



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.



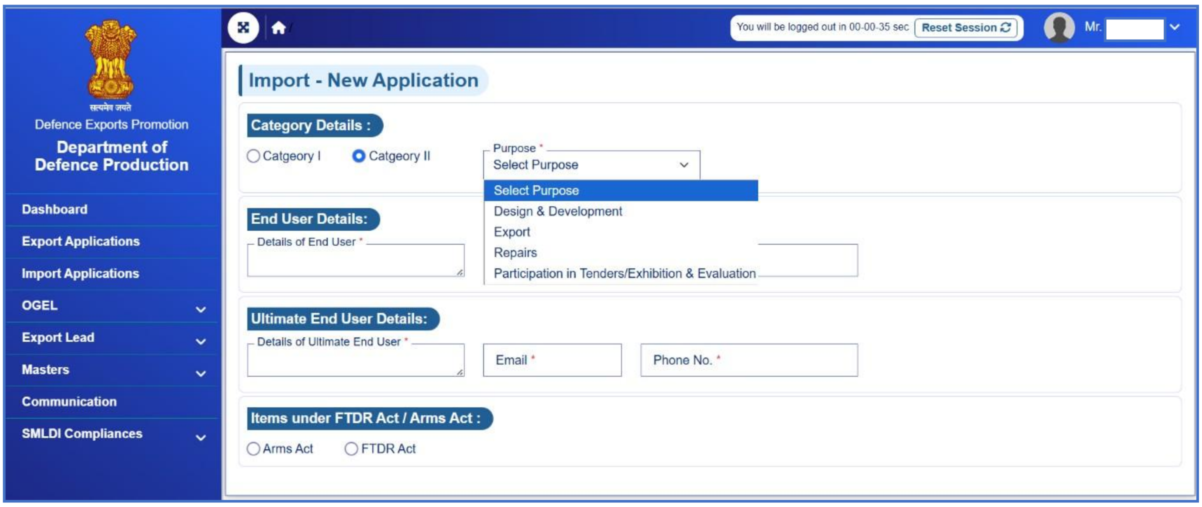
1.19 Application Submission

- **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.



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.

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**

1.23 Packages Details:

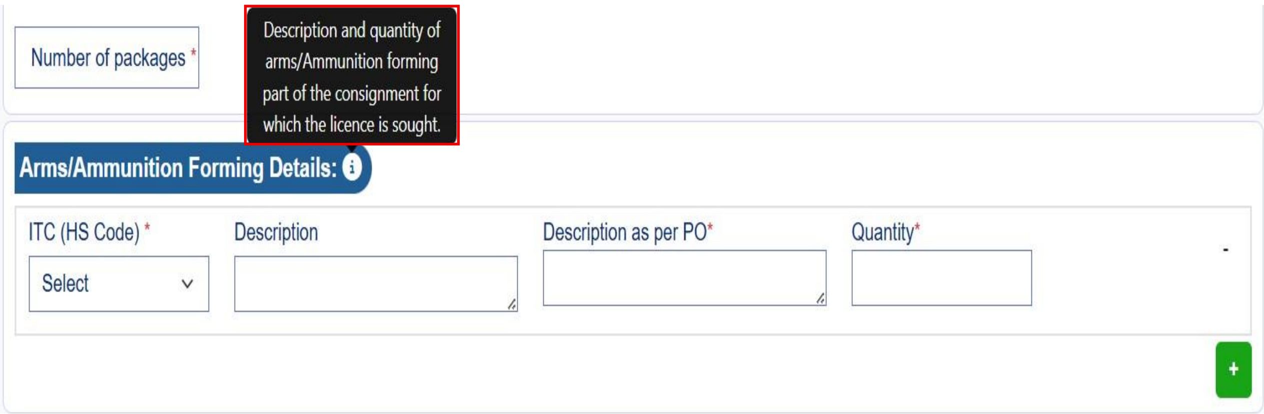
This section is for entering the **Number of packages** for the consignment.

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.



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.

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.

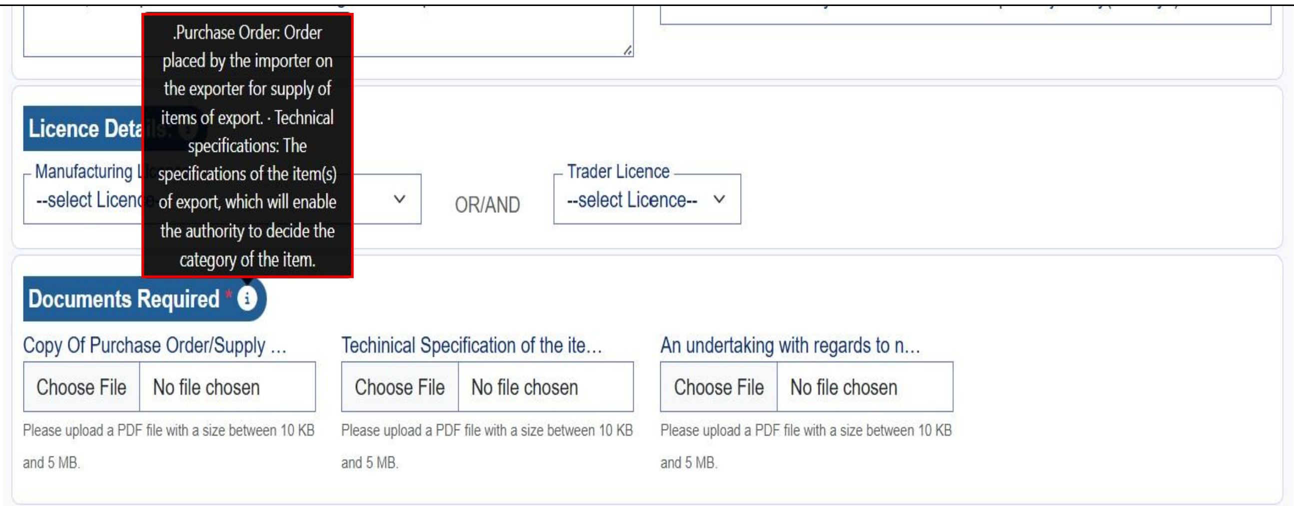
1.27 Documents Required:

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.

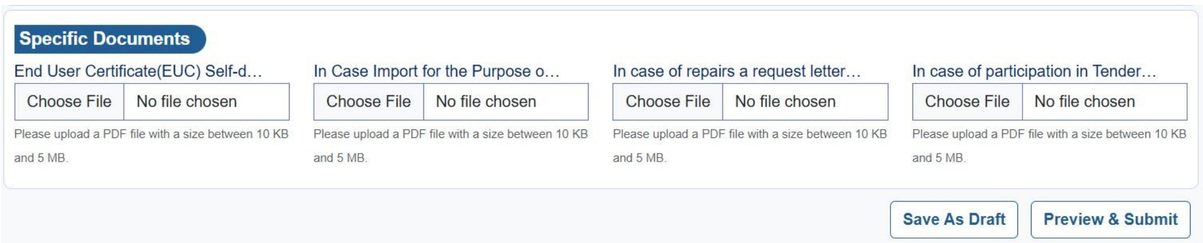
- **Copy of Purchase Order/Supply Order:** Upload a copy of the official purchase order or supply order.
- **Technical Specification of the item:** Upload a document detailing the technical specifications of the item.
- **An undertaking with regards to non-circumvention of sanctions/restrictions:** Provide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



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.



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.

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**.**

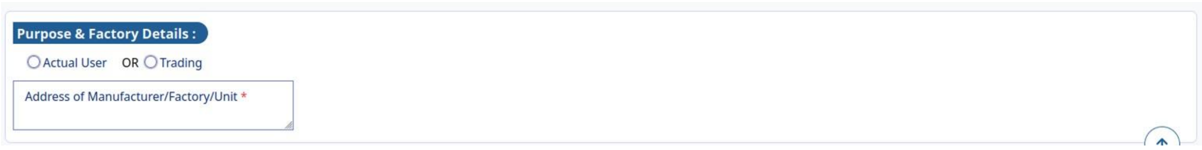
1.32 Fee Details:

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.

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.



1.34 Justification Details:

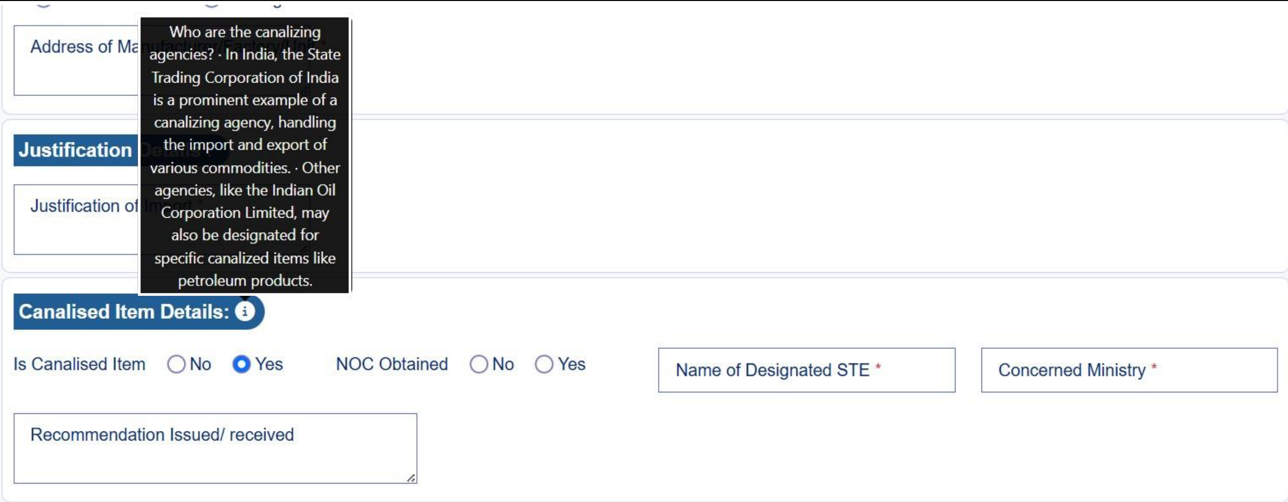
Provide a detailed justification for the import in the **Justification of Import** text field.

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.

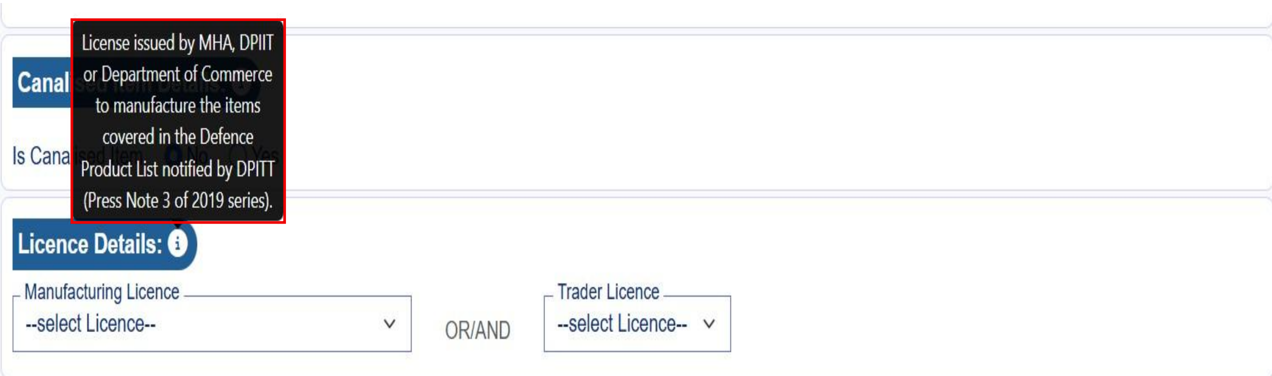
- **Is Canalised Item:** Select **Yes** or **No**.
- When you select **Yes**, additional fields will appear to specify the details of the canalized import. You will need to provide the following information:
    - **NOC Obtained:** Select **Yes** or **No** to indicate if a No Objection Certificate has 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.



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.



1.37 Documents Required:

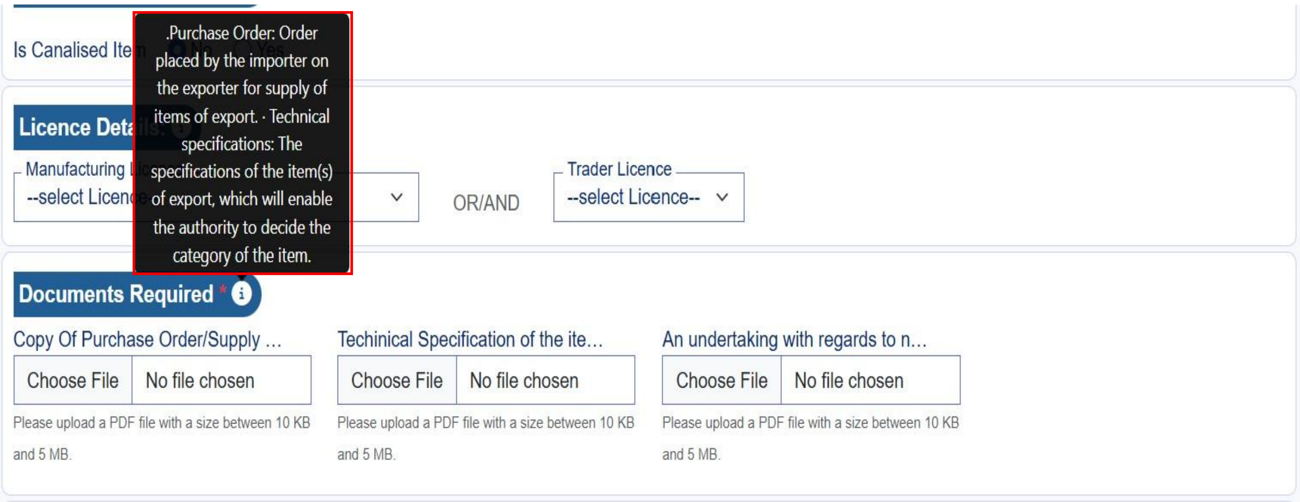
This section is for uploading all the necessary supporting documents for your application. The i button here provides important clarifications on the documents you need to submit. When you hover over the icon, a tooltip will appear, explaining what each of the standard documents is:

- **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.

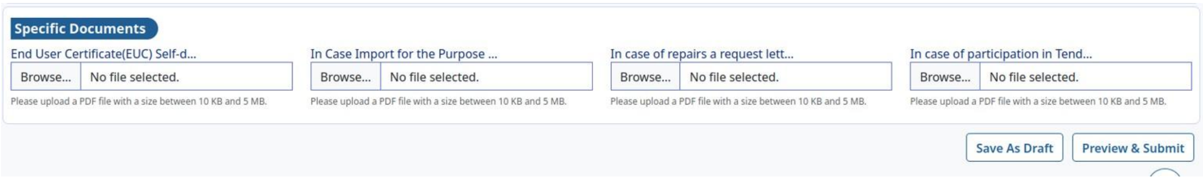
- **Technical Specification of the item:** Upload a document detailing the technical specifications of the item.
- **An undertaking with regards to non-circumvention of sanctions/restrictions:** Provide a signed undertaking confirming that you will not circumvent any sanctions or restrictions.



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.



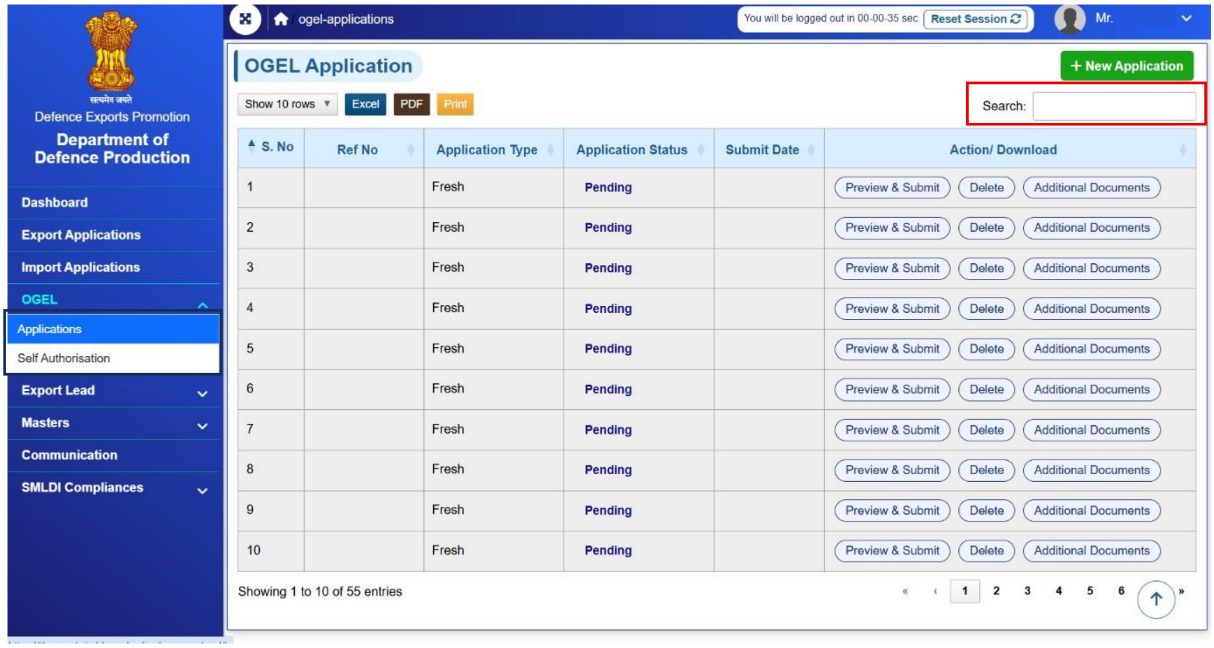
1.39 Submission:

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.

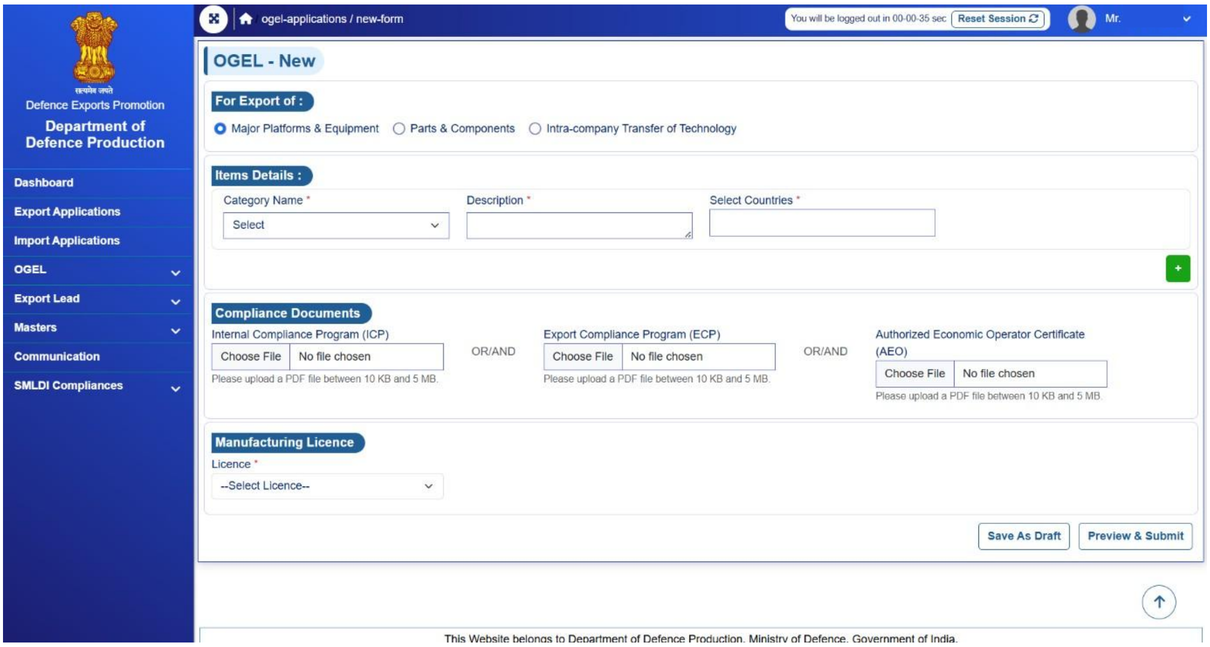
Managing OGEL Applications

- 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.



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:

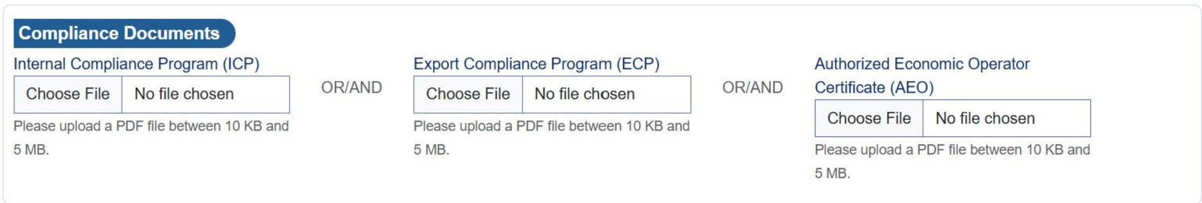
This section requires you to provide details about the items you are exporting.

- **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.

1.4Compliance 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:

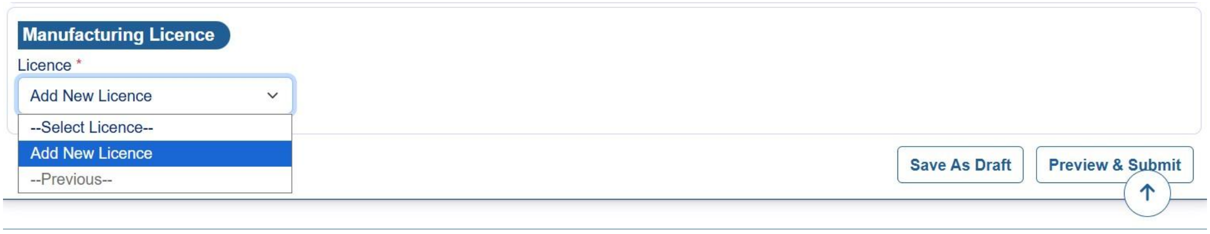
- **Select Licence:** This is the default option.
- **Add New Licence:** Choose this option to add a new license to the system.
- **Previous:** This option will list any previously saved licenses that you can select.

1.6Submission:

- 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.



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.

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.

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.

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.

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.

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.

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:

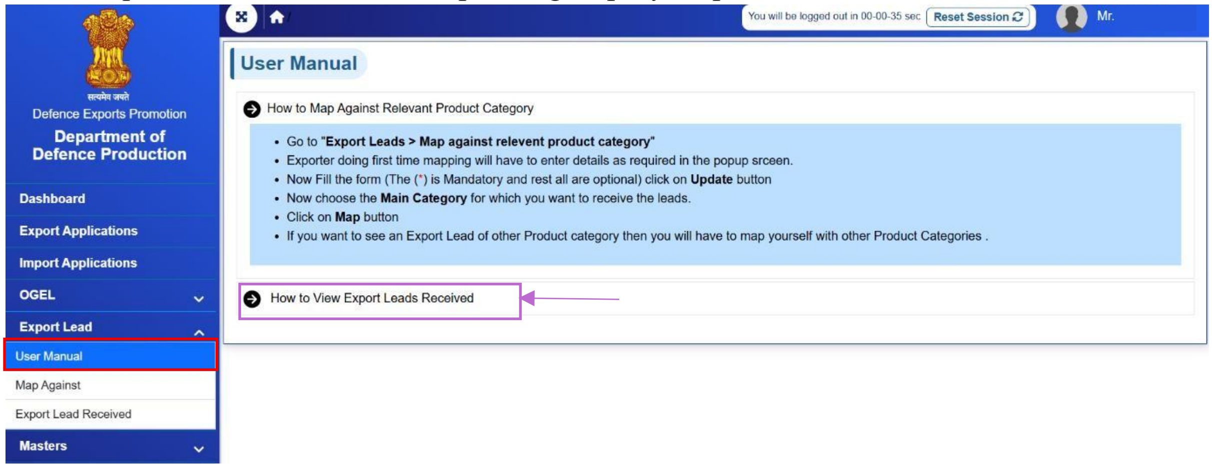
- User Manual
- Map Against
- Export Lead Received

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.

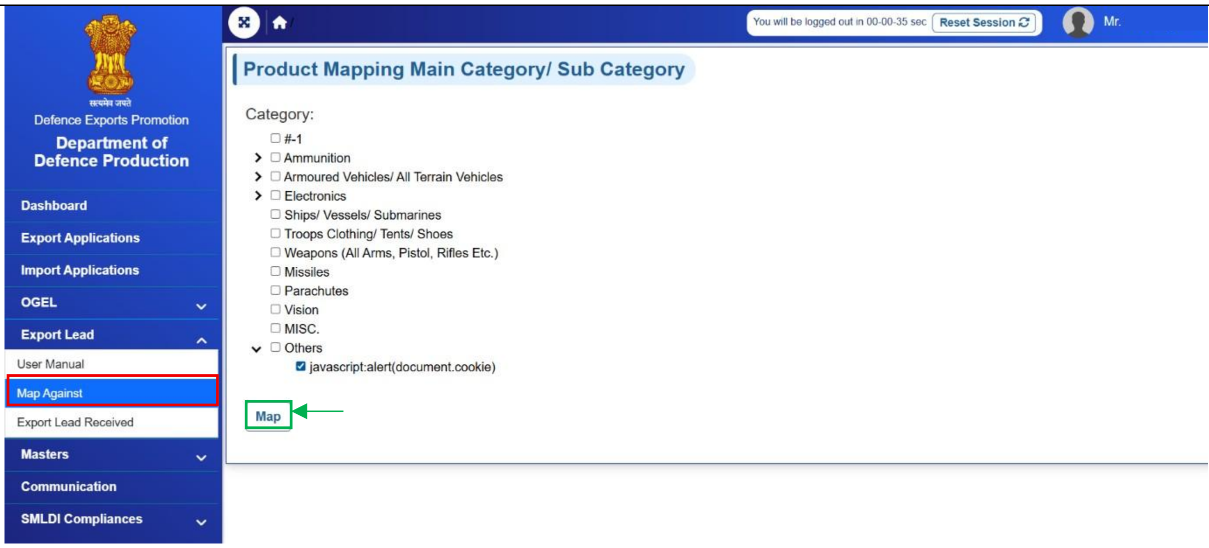


Map Against

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.


You will be logged out in 00-00-35 sec
Reset Session
Mr.
Defence Exports Promotion
Department of Defence Production
Dashboard
Export Applications
Import Applications
OGEL
Export Lead
User Manual
Map Against
Export Lead Received
Masters
Communication
SMLDI Compliances
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.

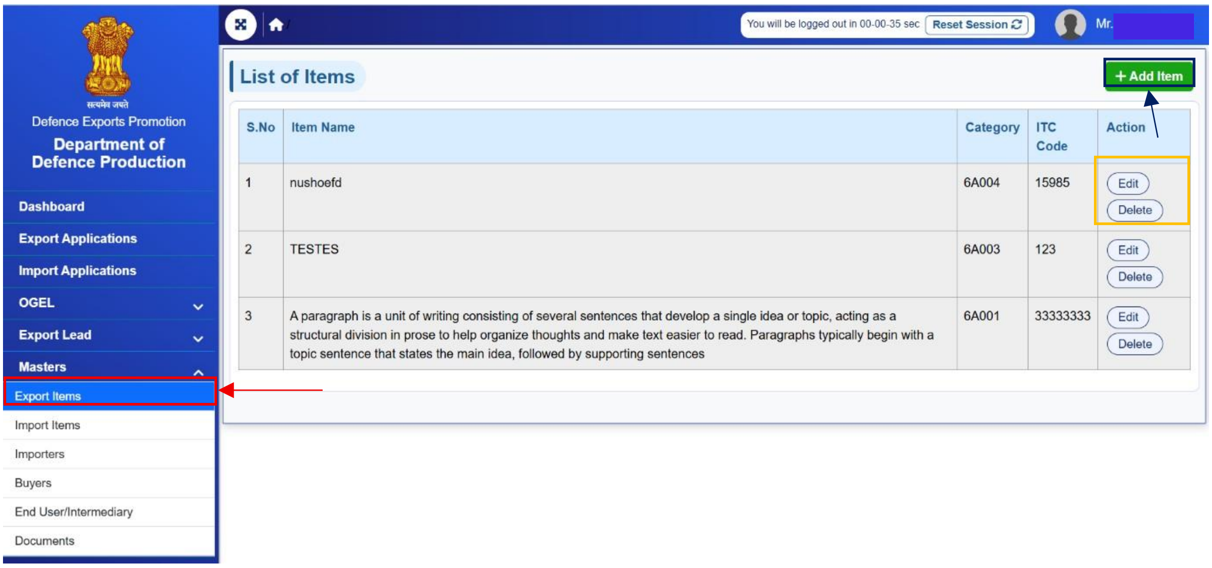
---

1. Export Items

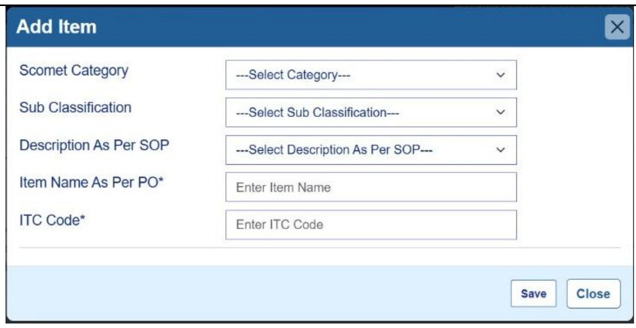
a) Items that are to be exported must be added to the Item Master first.

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**.



When clicked on +Add Item in Export Items.

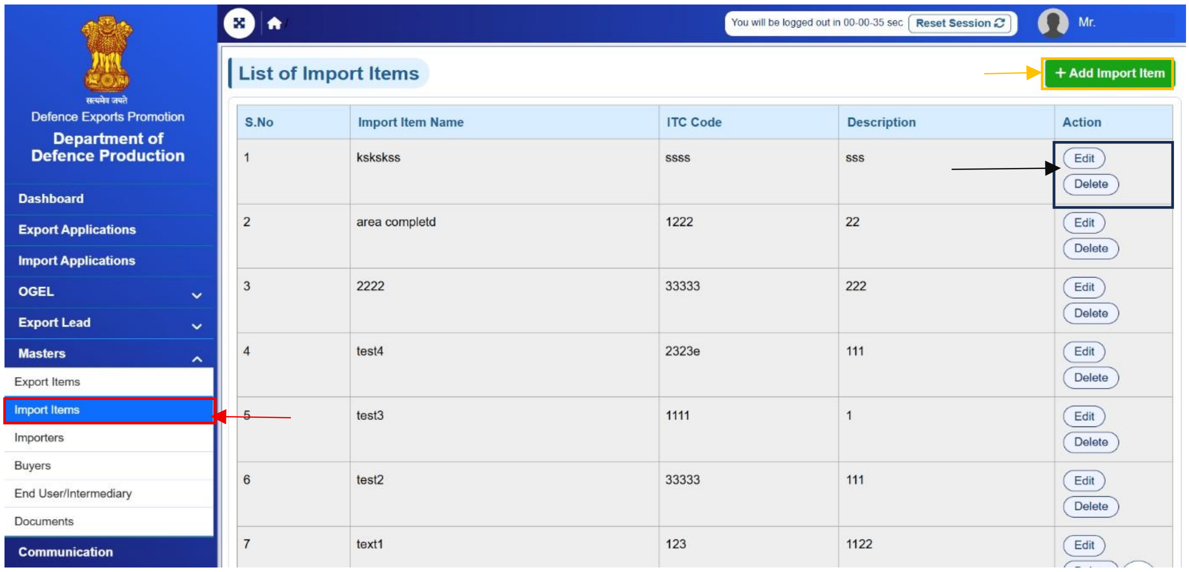


When clicked on Edit button from Action Column.

2. Import Items

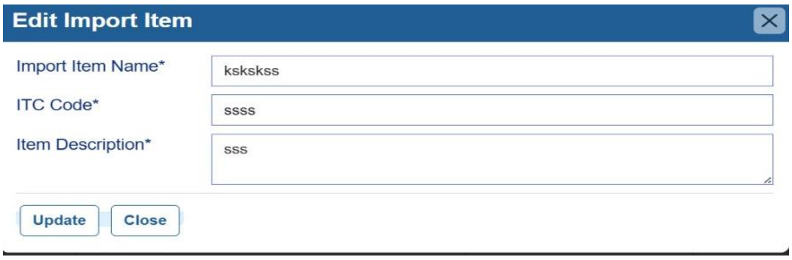
a) Items that are to be imported must be added to the Item Master first.
b) Stored import items may be used later during the application filling process.

- 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.



When Clicked on Add Import Item

When Clicked on Edit Option from Action:



When Clicked on Delete option from Action:

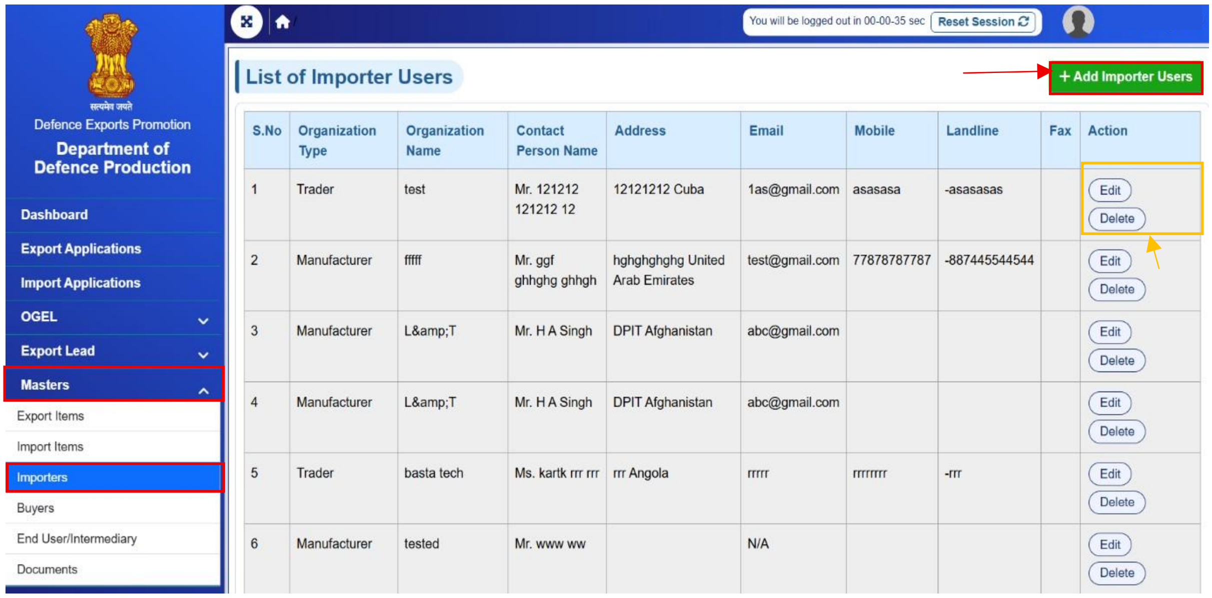
3. Importers

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.



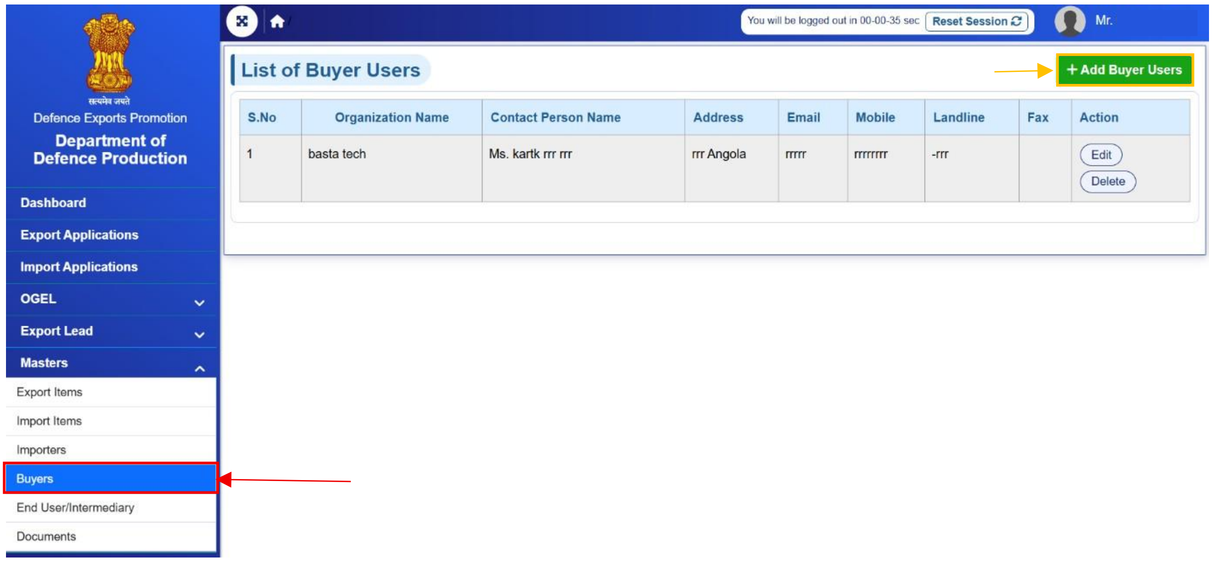
After Clicking Add Importer Users fill this form: -

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.



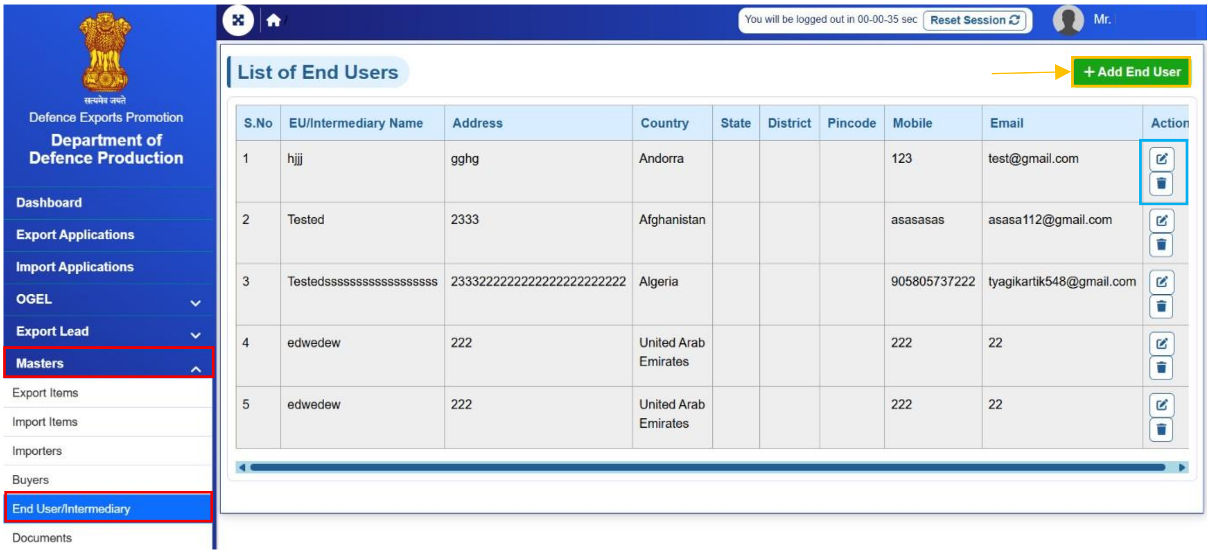
After clicking on Add Buyer Users, the following form will be displayed:

5.End User / Intermediary

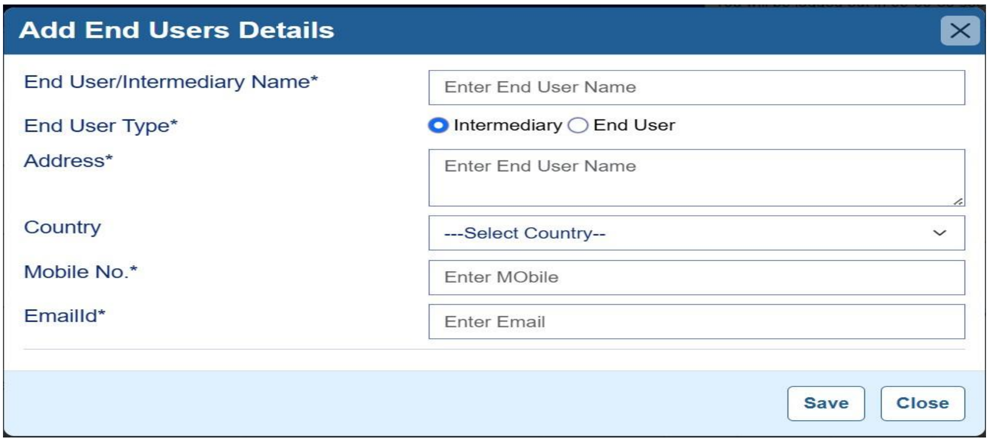
a) End User's details must be added to the End User/ Intermediary Master first.

b) 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:
    1. Click + Add End User/Intermediary.
    2. Enter the required details, including Name, Country, Contact, etc.
    3. Click Save.
- Records can be edited or deleted as required.



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

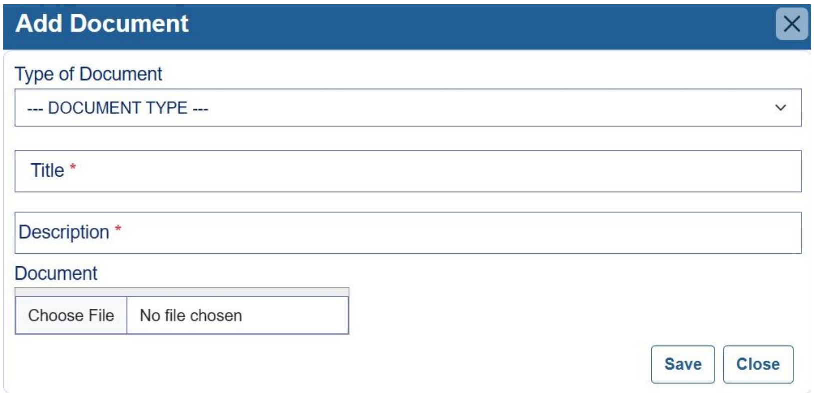


6.Documents

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.



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.

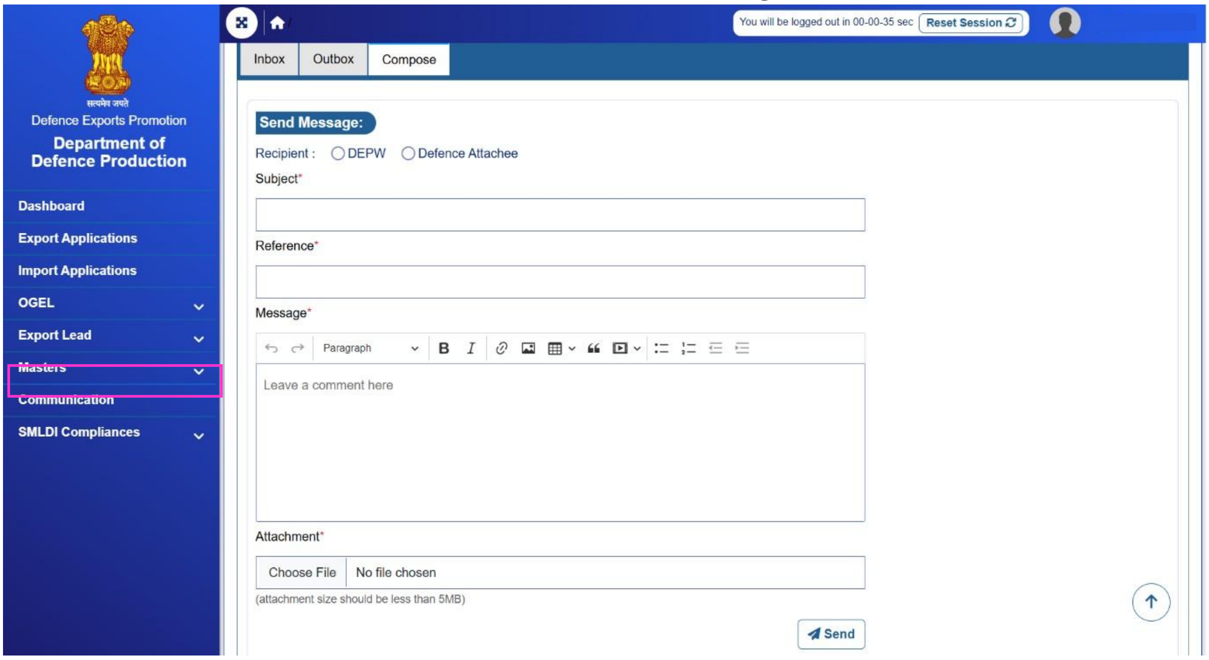
---

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. o 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.

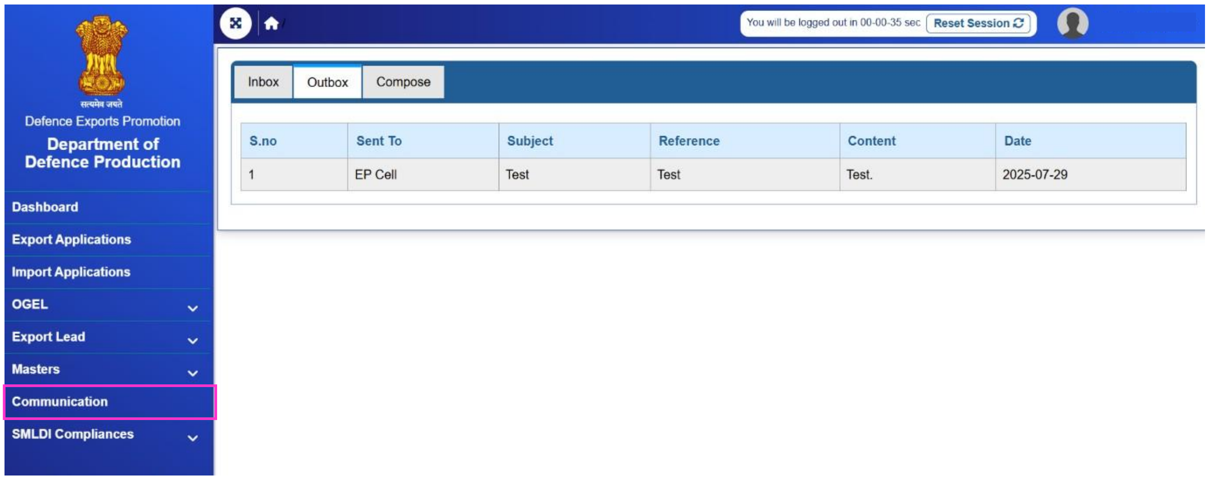


2. Outbox

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

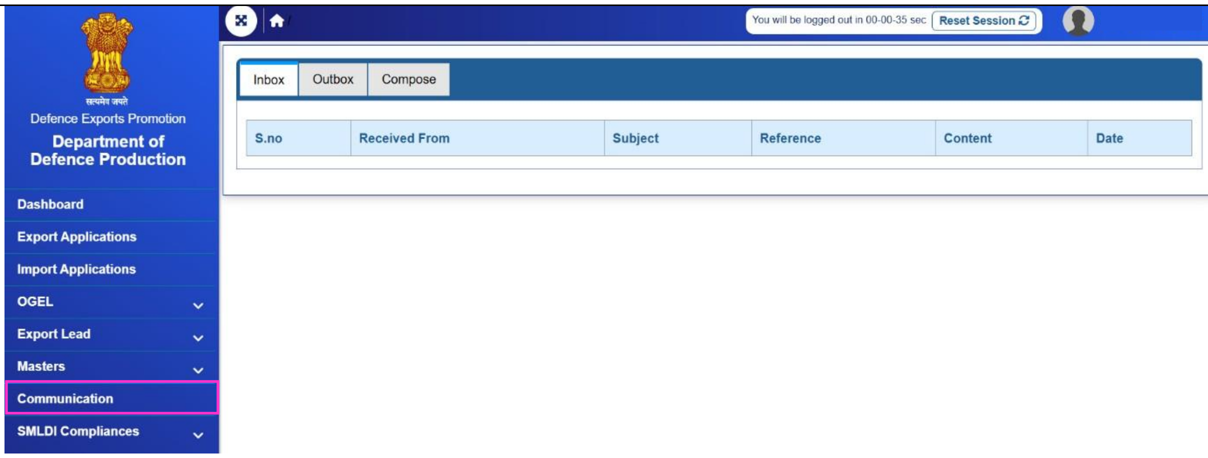


3.Inbox

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 o
    - **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



सत्यमेव जयते
Defence Exports Promotion
Department of Defence Production
Dashboard
Export Applications
Import Applications
OGEL
Export Lead
Masters
Communication
SMLDI Compliances
You will be logged out in 00-00-35 sec
Reset Session
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* .

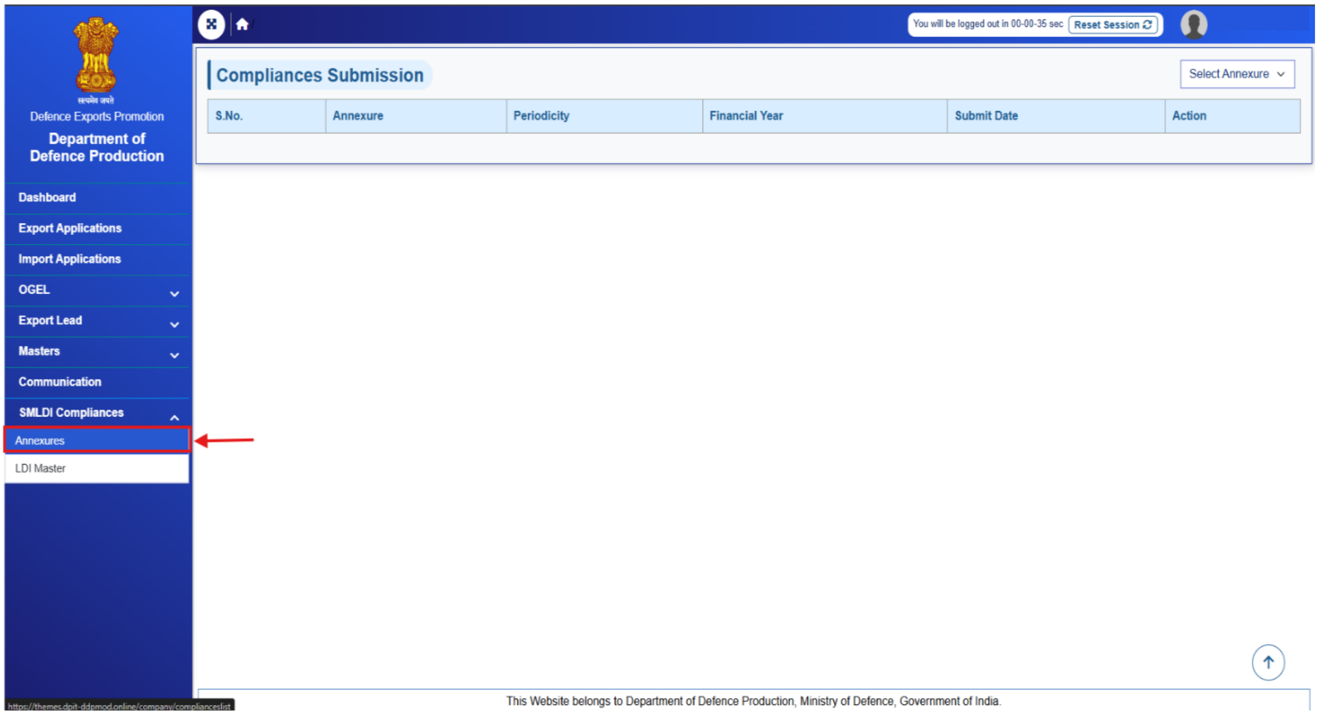
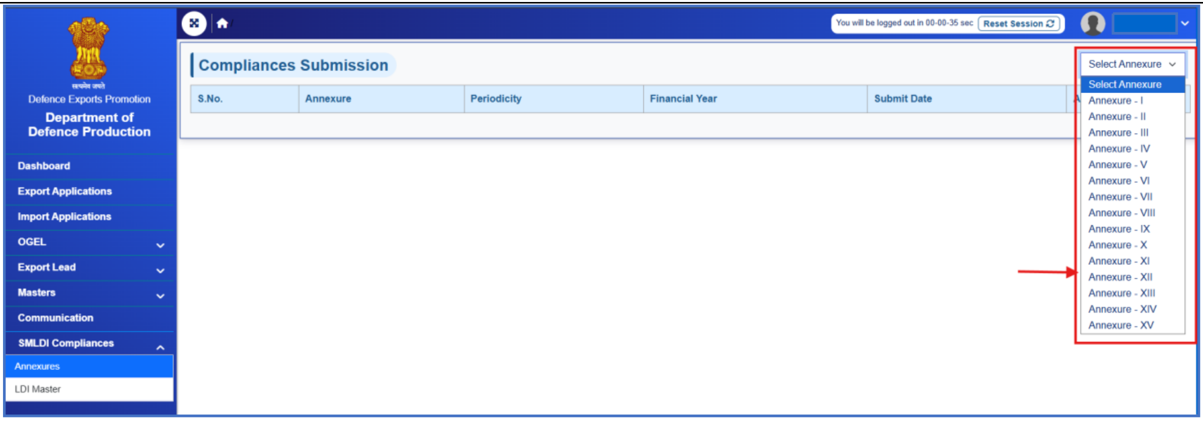


FIGURE 1

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



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

Follow the steps to fill the Annexure-1.

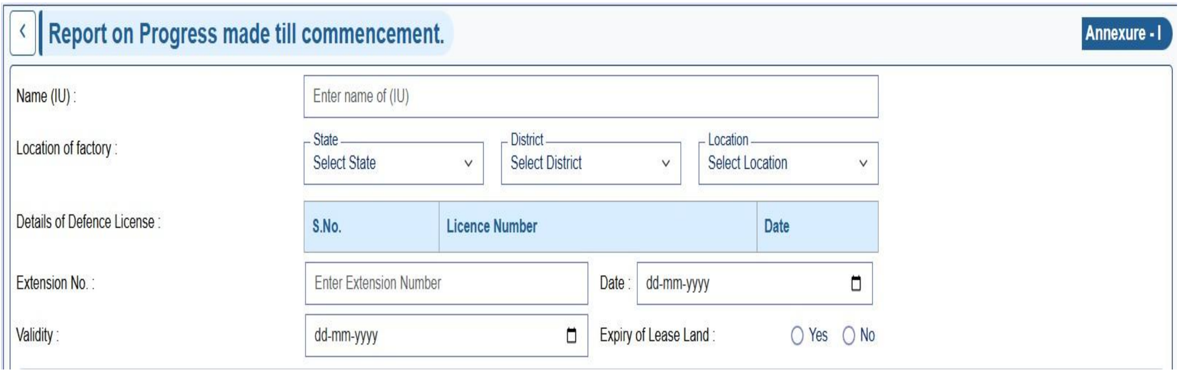


FIGURE 3

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.

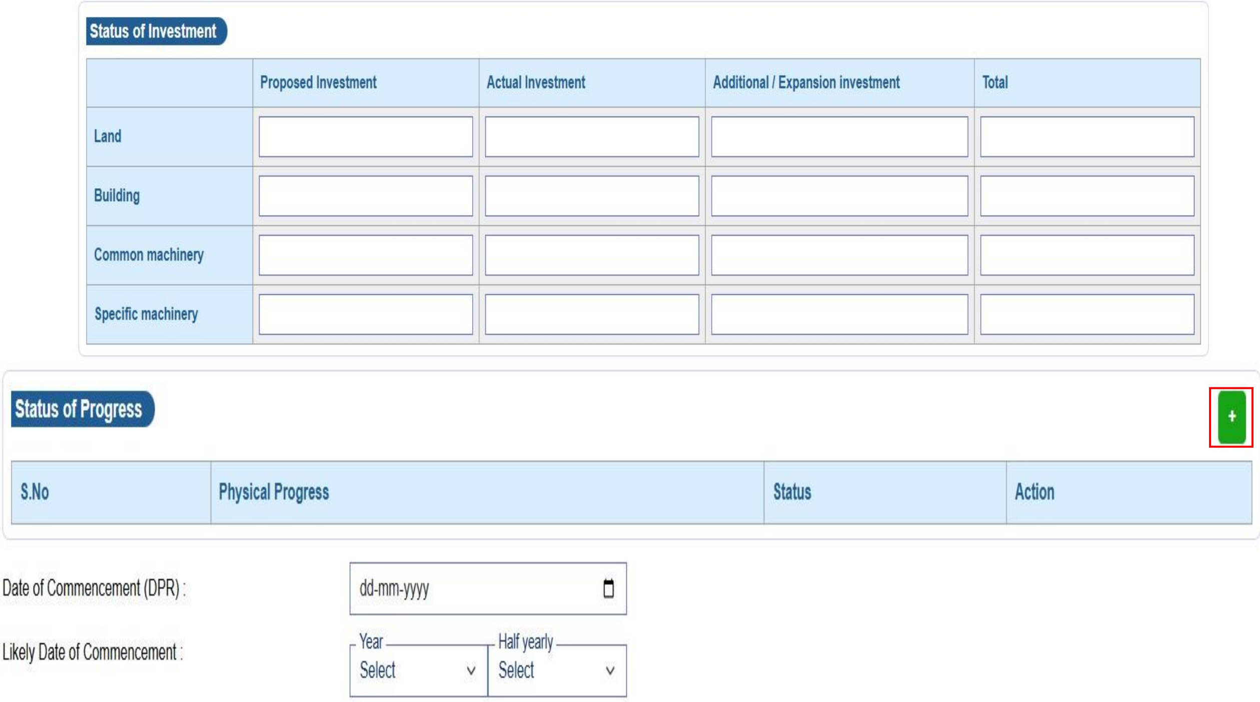


FIGURE 5

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.

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.

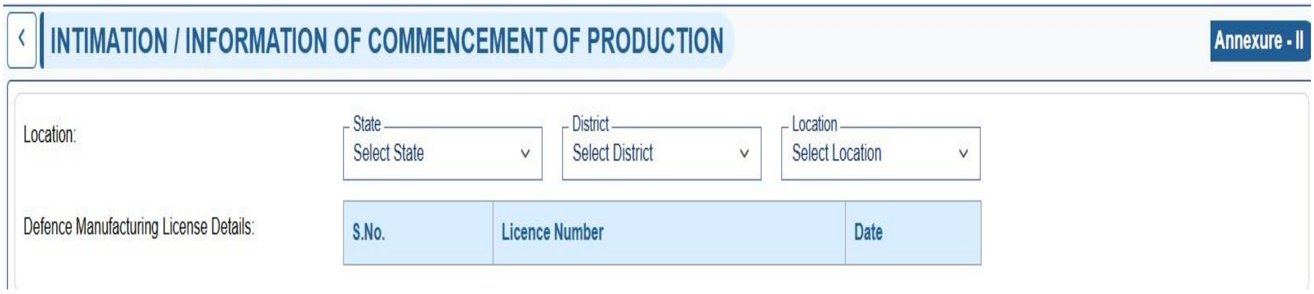


FIGURE 7

Steps:1-

- **Location Details:**
  - State Dropdown: Select the state where the production unit is located. o 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.

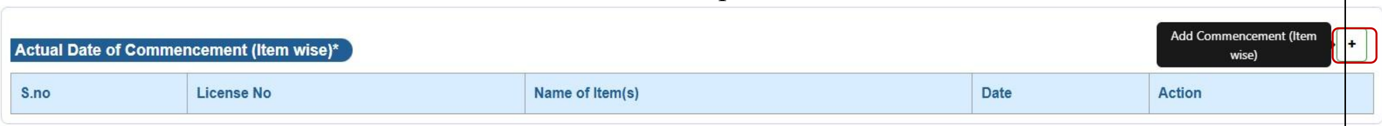


FIGURE 8

Step:2- Actual Date of Commencement

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

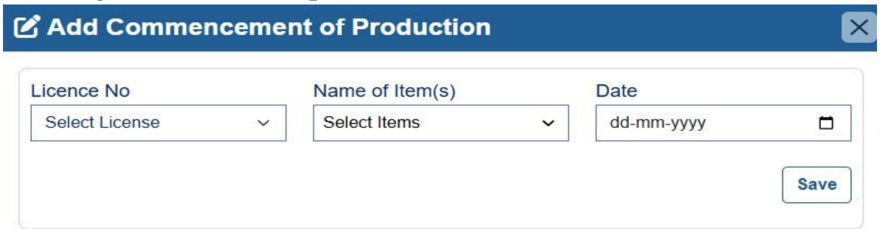


FIGURE 9

Step:3- Add Commencement of Production

- **Access the Form**
  - o Navigate to the *Add Commencement of Production* section in the application.
  - o A form will appear with three fields: **Licence No**, **Name of Item(s)**, and **Date** as in *Figure 9*.
- **Select Licence Number** o Click on the **Licence No** dropdown. o From the list, select the license under which production is being commenced.
- **Select Item Name(s)** o Click on the **Name of Item(s)** dropdown. o Choose the appropriate item(s) associated with the selected license.
- **Enter Commencement Date**
  - o In the **Date** field, enter the production commencement date in the format **dd-mm-yyyy**.
  - o Alternatively, click on the **calendar icon** to select the date.
- **Save the Record**
  - o After filling in all fields, click the **Save** button.
  - o 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**
  - o In row (a) Land, enter the value of land investment in rupees.
  - o If the premises are rented, enter the capitalized value of the rent.
- **Enter Investment in Building**
  - o 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.

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

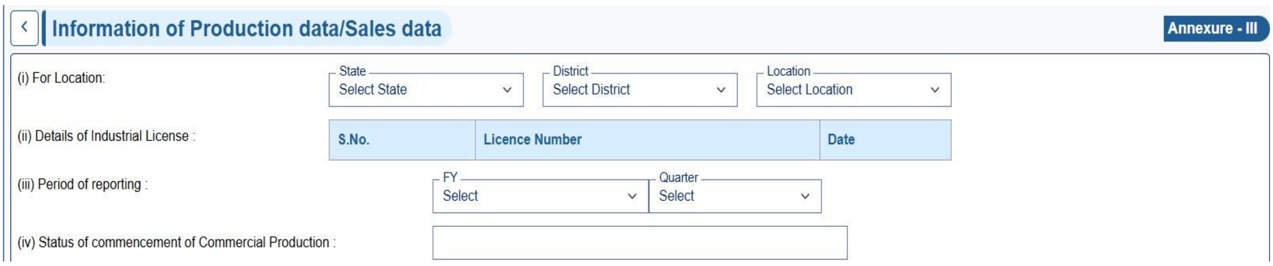


FIGURE 12

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.

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.

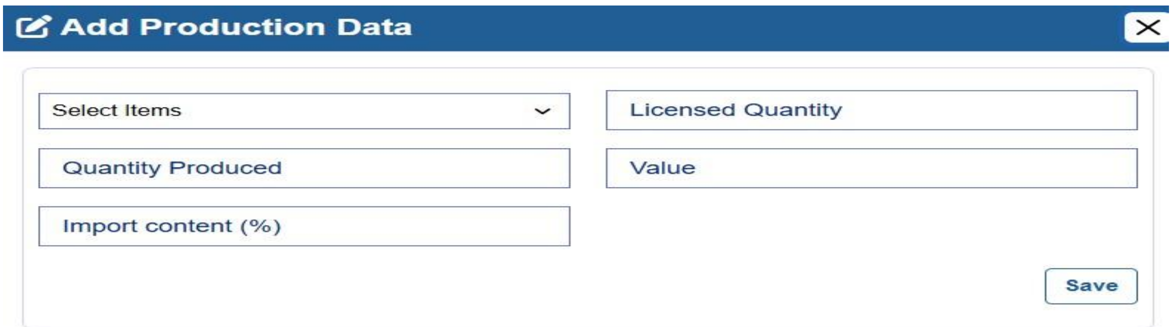


FIGURE 14

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.**

FIGURE 16

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.

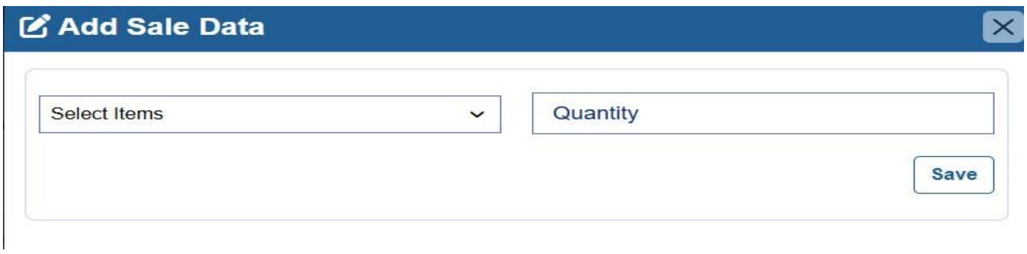


FIGURE 17

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.

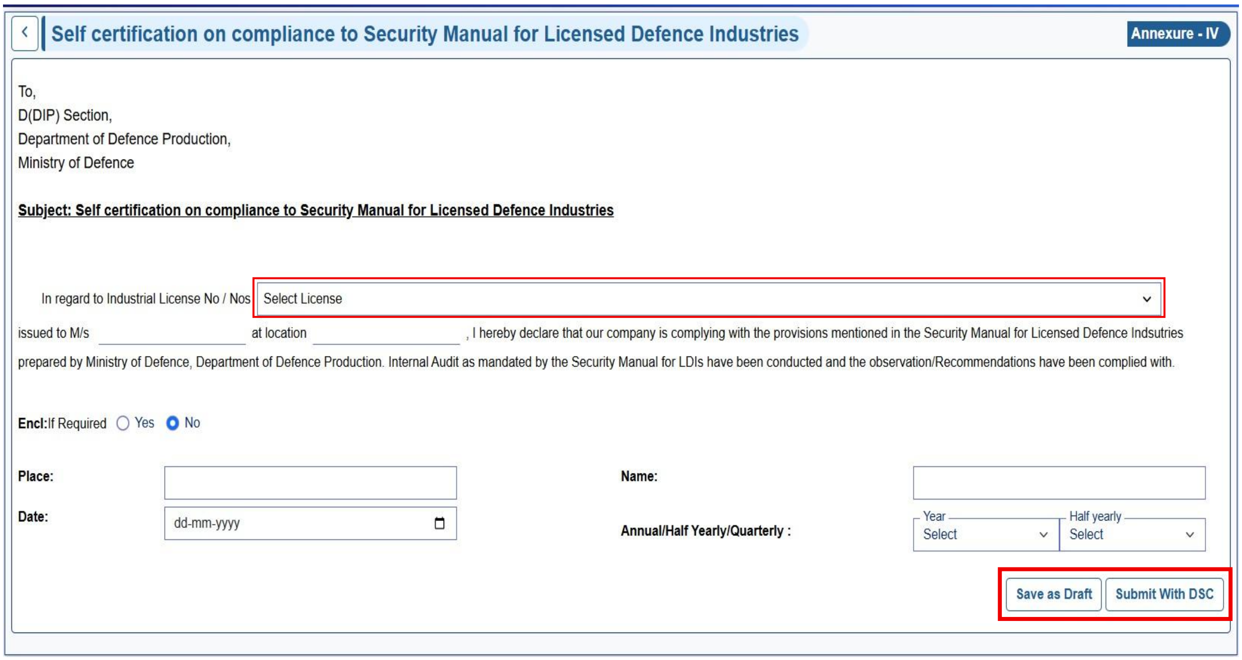


FIGURE 19

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.

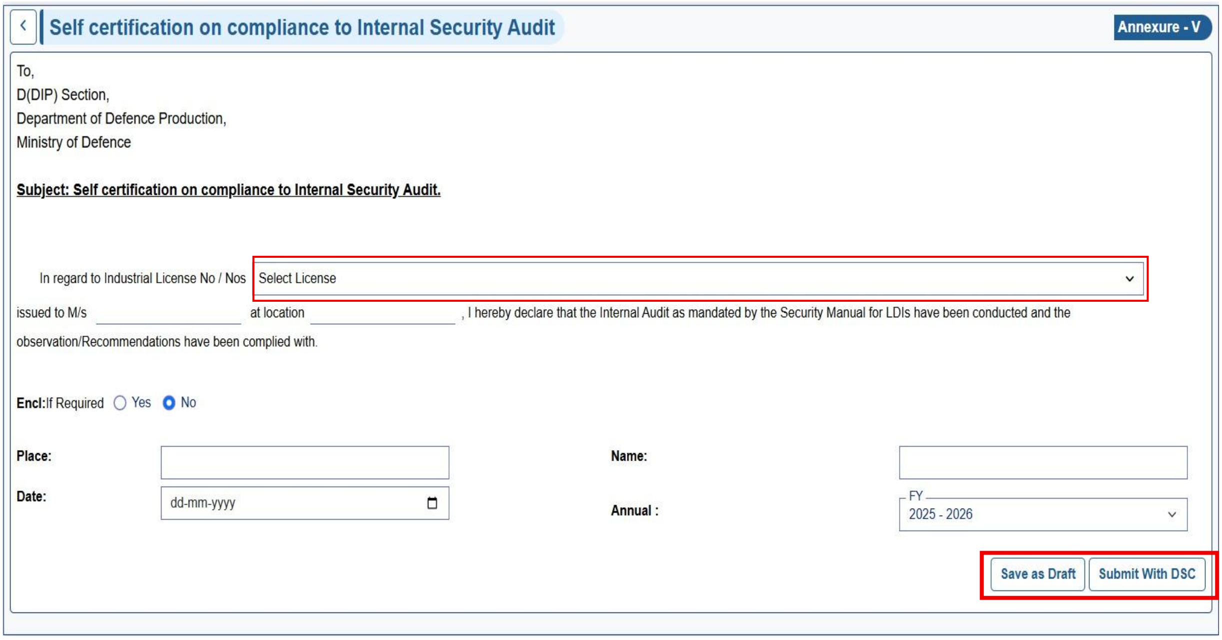


FIGURE 20

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.

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.

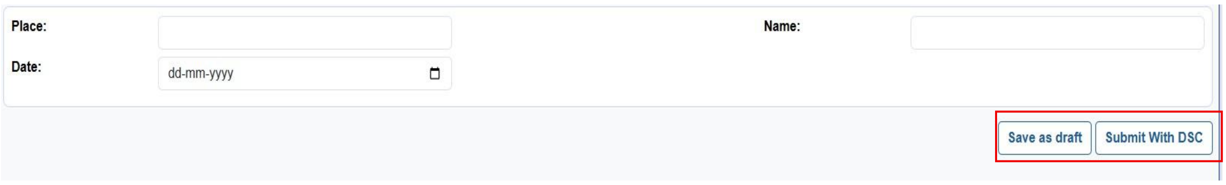


FIGURE25

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/Unearthed 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.

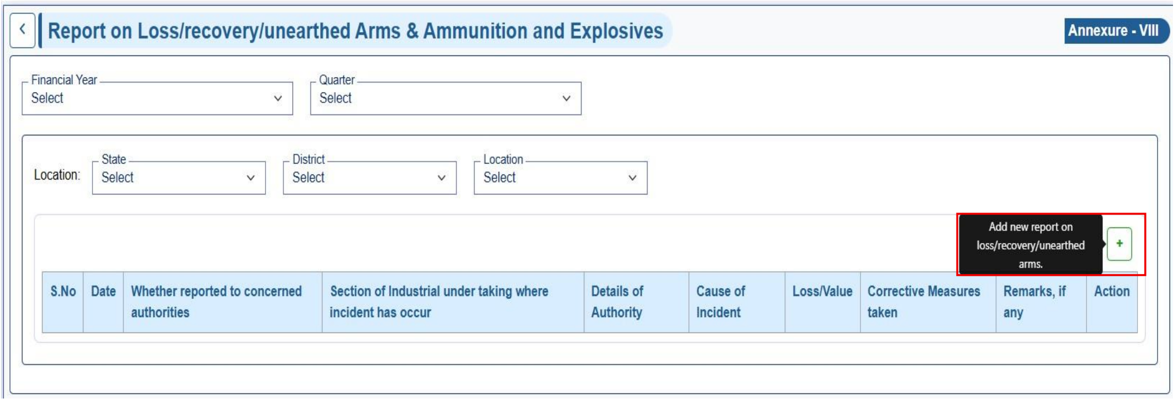


FIGURE26

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/unearthed arms).

FIGURE 27

Step 2: Add Report on Loss/Recovery/Unearthed 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.**

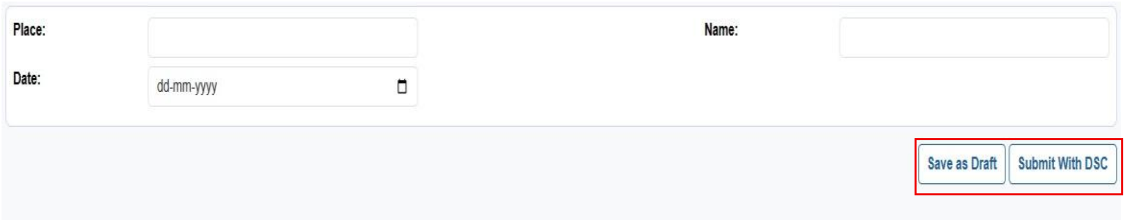


FIGURE28

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).

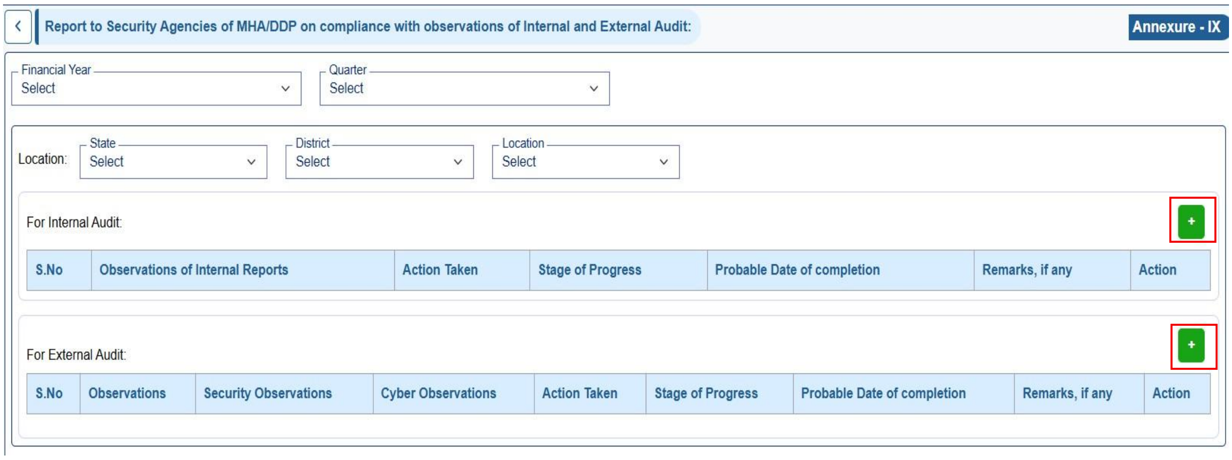


FIGURE 29

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.

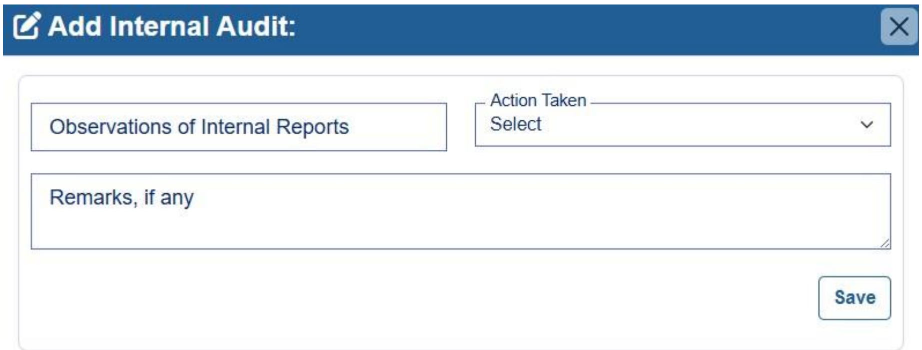


FIGURE 30

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.**

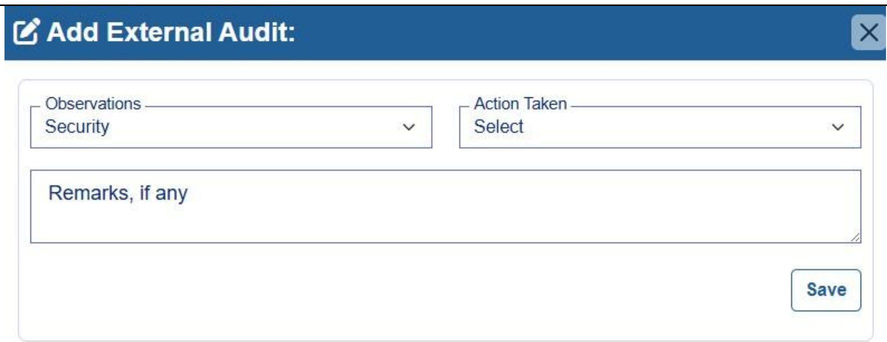


FIGURE 31 **Step**

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.**

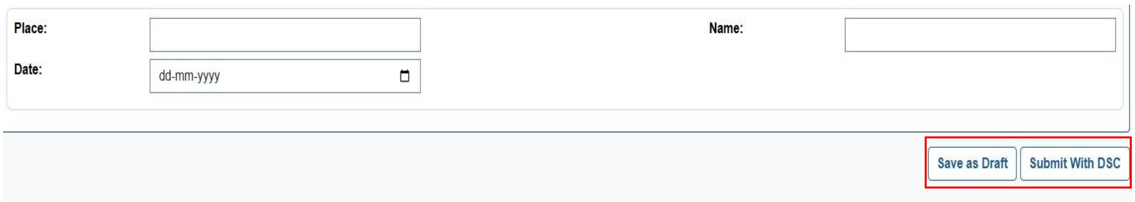


FIGURE32

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.

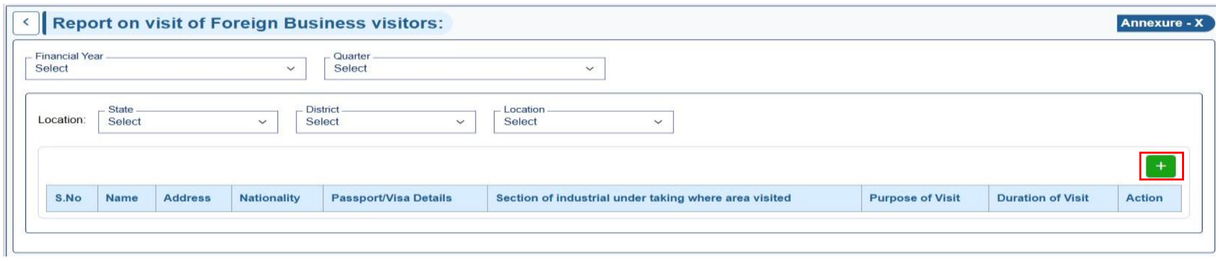


FIGURE33

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.

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.

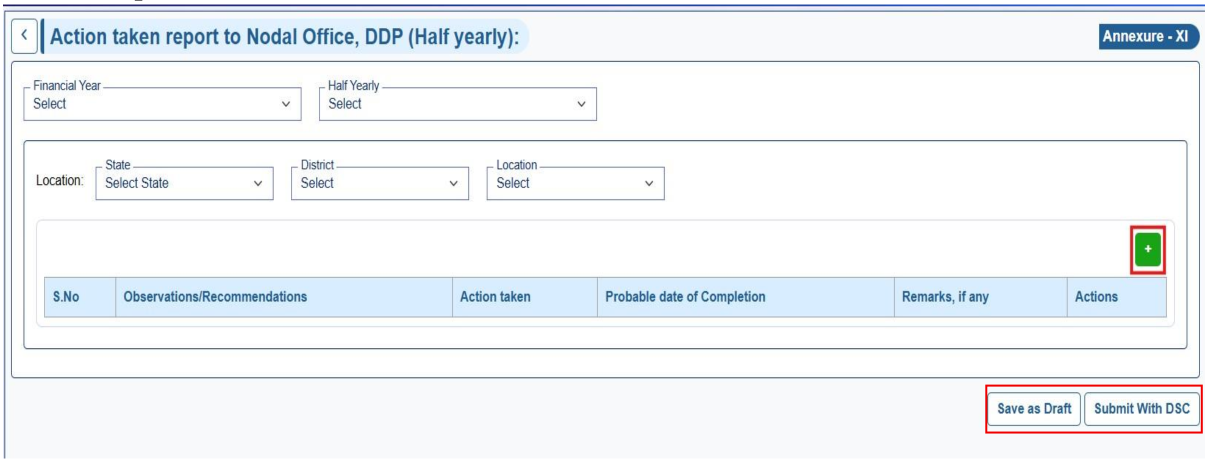


FIGURE35

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.

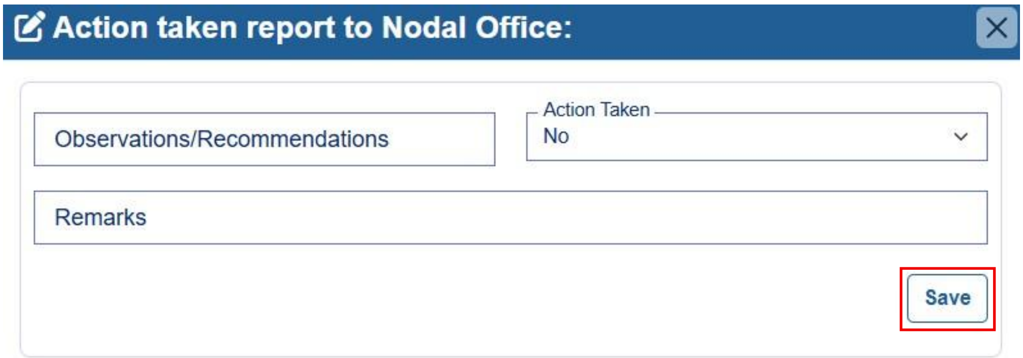


FIGURE 36

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.

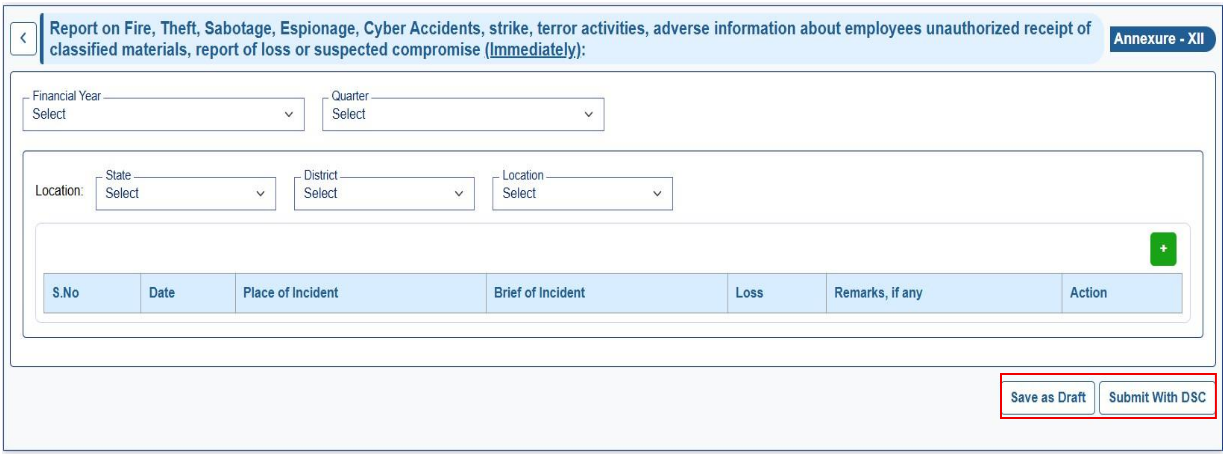


FIGURE37

Step 1: Select Reporting Period and Location

- **Financial Year:** Select the relevant financial year from the dropdown list.
- **Quarter**: Choose the specific quarter for which the incident is being reported.
- **Location:**
- **State:** Select the State where the incident occurred.
- **District:** Select the District.
- **Location:** Specify the exact Location.
- **Add Data:** Click + button to add the Data about incident.

FIGURE 38

Step 2: Enter Incident Details

- **Date:** Select or enter the date of the incident (format: dd-mm-yyyy).
- **Place of Incident:** Enter the specific location or place where the incident occurred.
- **Brief of Incident:** Provide a concise summary describing the nature and key details of the incident.
- **Loss:** Specify the type and extent of loss suffered due to the incident (e.g., physical damage, loss of materials, data breach).

- **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.

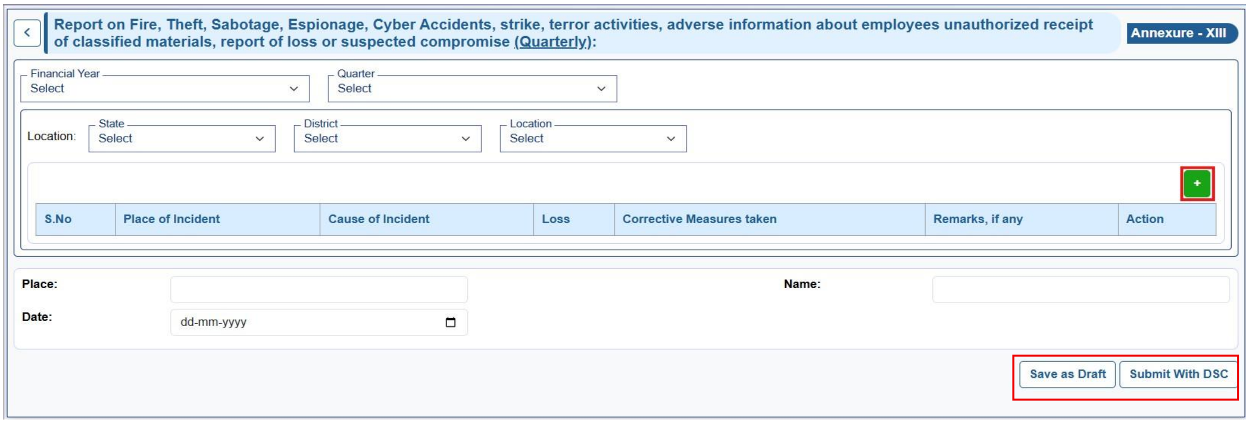


FIGURE 39

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

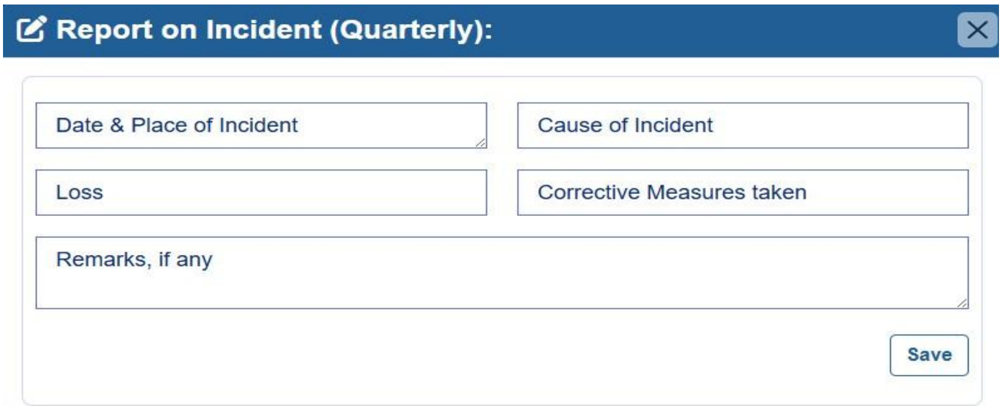


FIGURE 40

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.

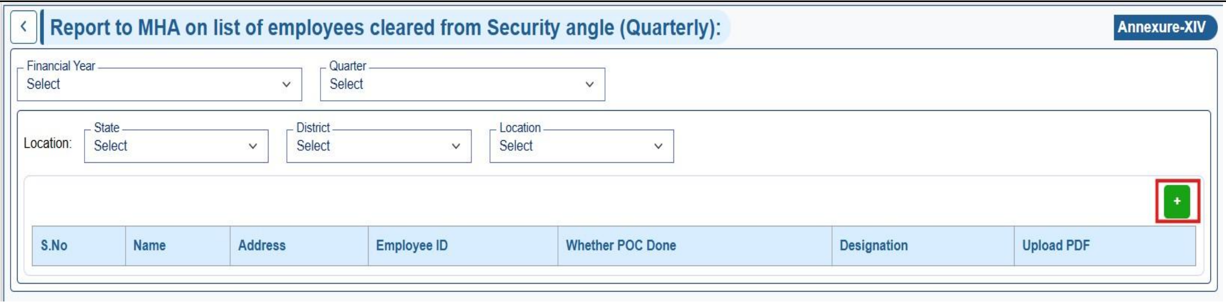
Step 3: Submit Details

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.



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.

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.

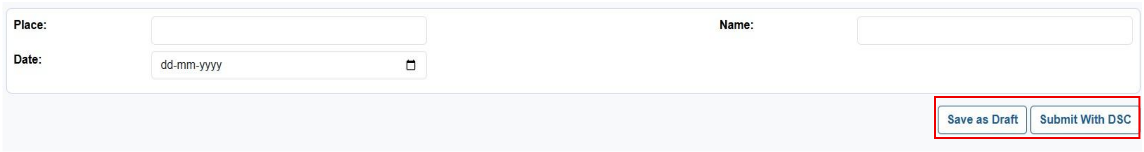


FIGURE 42

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.

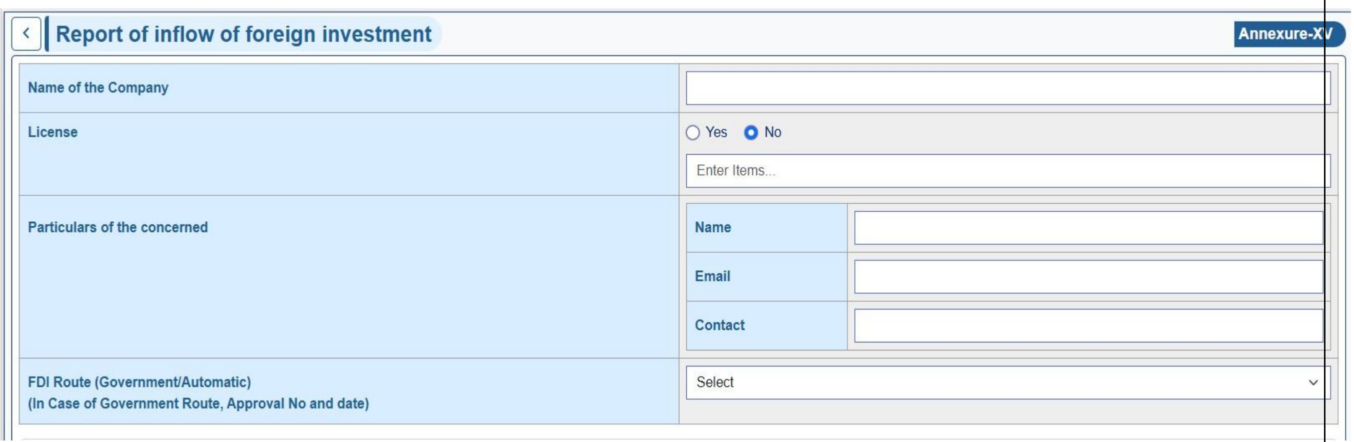


FIGURE 43

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.

FIGURE 44

Step 2: Details of Foreign Investors

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

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.

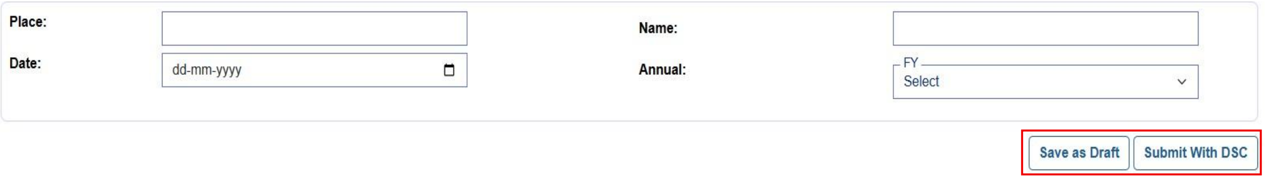


FIGURE 46

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.