

F.No. 19(2)/2018/D(EPC)
Government of India
Ministry of Defence
Department of Defence Production
D(EPC)

New Delhi, 1st October, 2025

Sub : Amendment of Standard Operating Procedure (SOP) for issue of Import Authorization by Ministry of Defence, Department of Defence Production for Import of items listed as notified by DGFT & MHA.

1. Preamble

- 1.1 The Import of items for defence end use are governed by the SOP issued by Department of Defence Production (DDP) in the Ministry of Defence (MoD), from time to time. DDP grants Import Authorisation under FTD&R Act 1992 and Arms Act 1959 under power delegated by DGFT & MHA.
- 1.2 Directorate General of Foreign Trade (DGFT) vide Order No. 01/93/180/41/PC-2(B)/AM-17[E-3347] dated 28/05/2018 (**Annexure-I**) has delegated the authority under FTD&R Act, 1992 to the Department of Defence Production (DDP) to grant authorisation to import items mentioned against ITC(HS) listed in Annexure to the said Order, for defence use.
- 1.3 The Ministry of Home Affairs (MHA) vide Notification No. V-11026/23/2021-Arms(Pt.I) dated 19/1/2024 (**Annexure-II**) has delegated the powers and functions under Section 10 of Arms Act 1959 to the Department of Defence Production (DDP) for import of items against ITC(HS)/Exim code as specified in Annexure to the said Notification, for defence use. In terms of Section 10 of Arms Act, 1959 and Rule 2(37) of Arms Rule 2016, import of parts or components of Arms and Ammunition are subject to grant of license under the Act and Rules made thereunder.
- 1.4 As per DGFT's Amendment Order 2017 dated 25.07.2017 [F.No. 01/93/180/16/AM-16 (PC-2(B))], Central Government or agencies, undertakings owned and controlled by Central Government are exempted from taking license for import of items for defence purpose under FTD&R Act. (**Annexure-III**).



2. Import Categories

To facilitate import of items **for Defence use** by agencies/entities not covered by the DGFT's order dated 25.7.2017, i.e. private companies and entities, the process to grant authorisation by DDP is divided into following categories :-

Category-1: Items for the end use on standalone basis or after fitment into a system by Indian Armed Forces, DRDO, DPSUs and items for use in manufacturing Defence items by PSUs.

Category-2: Items for the purpose of design & development, repairs, participation in Tender/Exhibition, Testing & Evaluation and export after manufacturing the item mentioned in Manufacturing License of importer.

3. Mode of Application and Document Required

3.1 Mode of Application Online Application for grant of Import Licence are to be filed on prescribed portal. Application for import of Arms and Ammunition to be filed in FORM A – 10 under Arms Rule 2016 and for other restricted items to be filed under FTD&R Act 1992 in the format given on the portal.

3.2 Documents Required

3.2.1 Common Documents

- i. Copy of either Purchase/Supply Order issued by the end user or Contract signed between supplier and end user.
- ii. Technical specification of the item(s) intended to be imported.
- iii. An undertaking with regard to no change in Board of Director(BoD) of the company subsequent to grant of manufacturing license or a copy of approval issued by the Competent Authority reflecting subsequent change in BoD post grant of license.
- iv. Manufacturing License/Dealer License: Importer should have either valid Manufacturing License of the products to be manufactured with intended import of items (i.e imported items getting used in manufacture of product for which importer has Manufacturing License) or Dealer License.

3.2.2 Specific Documents: In addition to the above common documents, following documents specific for each category may be submitted :-

Category - 1

- i. End User Certificate (EUC) signed by the applicant and counter signed by authorised person of the end user Defence Organisation.

Category - 2

- i. Self-declaration of the end use of the items of import.
- ii. Copy of export authorisation if import is for the purpose of export.
- iii. A copy of request letter issued to the importer by authorised authority of the Indian Armed Forces, DRDO, DPSUs or PSUs, for repair of an item.
- iv. Copy of Tender/ Confirmation of participation in Exhibition/ Justification for Testing & Evaluation.
- v. Undertaking in **Annexure - IV of SOP** for export of items imported for participation in Tender or Exhibition or for Testing & Evaluation.

4. Examination Procedure

- 4.1 Applications submitted online on portal will be scrutinized and discrepancy, if any, will be communicated to the Applicant within 05 working days.
- 4.2 DDP will confirm the Purchase Order/ Supply Order/End User Certificate from the authority issuing these documents at the address/details provided in the application under intimation to the importer. In case of no response by the End User within 15 days, the application will be returned to the importer and will be treated as closed.
- 4.3 Application submitted for import under Category 2 shall be processed in consultation with MHA.
- 4.4 DDP would also seek the inputs of the Security Agencies to establish the bonafides of the importer(s) after issuing license in cases where firm do not hold Industrial / Manufacturing license or there has been a change in Board of Directors of the firms having Industrial License/Manufacturing License.
- 4.5 However, Security inputs received under both categories would be valid for 2 years unless an adverse report is received from the security agencies.
- 4.6 Import Licenses issued by DDP shall be endorsed to the Internal Security Wing of MHA.

5. Validity of Import License.

- 5.1 Validity of the Import Licence issued by this Department for various purpose is as under :

Category 1 : Concurrent with schedules indicated in supply order/purchase order as extended from time.

Category 2 : 12 Months

- 5.2 Renew of Import License is subject to the written confirmation from End User for both categories.

6. Examination Fee for the Applications

- 6.1 The applications filed under FTD&R Act shall be accompanied by application fees as indicated in the Appendix 2K of Aayat-Niryat Form (ANF) notified by DGFT and for applications filed under Arms Act, the applicable fee would be as specified in Schedule IV of the Arms Rules 2016 as amended from time to time.
- 6.2 Fees must be paid through DD or Cheque to be issued in favour of AO (DAD) Ministry of Defence (Civil), till provision for online payment is made on the portal.
- 6.3 Grant of Import License is subject to receipt of requisite fees in the DDP.

7. Time Frame

Import licence will be issued within 30 days subject to verification by end user and receipt of confirmation of MHA as the case may be.

8. Certificate of Utilization

8.1 On receipt of the Import License and the execution of the orders by the importer, the Applicant shall submit a Certificate of Utilization with the following declaration, within three months of the date of import in Category-1

- i. It is certified that the items imported by the undersigned has been used for the purpose as stated in the import application i.e.,
- ii. The items imported by us shall not be used for any other purpose that relates to development of weapons of mass destruction and their delivery system(s); and
- iii. If required, the verification of possession of item(s)/documents will be provided by the User to the Agencies nominated by MHA/DGFT/MoD.



9. Monitoring

- 9.1 The importer shall furnish Mandatory Quarterly reports in prescribed format **(Appendix V)** along with supporting documents in online mode as prescribed.
- 9.2 CEO/MD of the importing company shall be responsible to ensure timely submission of reports to DS(DIP), DDP, Ministry of Defence in the prescribed manner.
- 9.3 In the event of failure to submit report in the prescribed manner, the Defence Industrial Licence/ Dealer's Licence of the Importing Company shall be liable to be cancelled.

10. Competent Authority to Grant Import Licence

Joint Secretary (DIP), Department of Defence Production is the competent authority for granting of Import Licence.

11. Record Keeping

The Importer shall maintain records for a minimum period of 10 years from the date of application. The records would be opened to verification by the authorized inspecting agency of the Government, as and when asked for.

12. Penalty

Any wrongdoing, submission of incorrect information & forged/ fraudulent documents will attract action under the law. This may also warrant cancellation of importer Exporter Code (IEC), cancellation of Defence Industrial License / Trade License, financial penalties as well as criminal prosecution as per the extant provisions under various laws and their amendments issued from time to time, as may be applicable.


(B. Asha Nair)

Under Secretary To The Government Of India

(On letter Head of Importing Agency)

**IMPORT OF ITEMS FOR PARTICIPATION IN TENDER/EXHIBITION OR FOR
TESTING AND EVALUATION****UNDERTAKING**

This is to certify that the following items imported as samples for participation in Tender/Exhibition/Testing & Evaluation, shall be exported back within a period of six (6) months from the date of import and proof of such export shall be provided within two months of the date of export:

S.No	Item	ITC(HS) Code	Quantity

Name and designation of the authorised signatory of Importer

Date.....

Place.....

Stamp.....