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(Part-I, Section-1)

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Directorate General of Foreign Trade  
Udyog Bhawan, New Delhi -110 011

**Public Notice No. 84/2009-2014 (RE-2010)**

**11<sup>th</sup> November 2011**

**Subject: Modification of ANF2A of Handbook of Procedures, Vol. I, 2009-2014 - Application form for IEC.**

In exercise of the powers conferred under Paragraph 2.4 of the Foreign Trade Policy, 2009-14, the following amendments are made in ANF2A of the Handbook of Procedures, Vol. I, 2009-2014:

1. Serial No. 1 (Applicant Firm Details) - Part A of ANF2A is amended as under:

| 1.   | Applicant Details                      |  |  |             |  |                      |           |  |  |  |
|--|--|--|--|-------------|--|----------------------|-----------|--|--|--|
| i. Name:   |  |  |  |             |  |                      |           |  |  |  |
| ii. Address:<br>(Registered Office Address is required in case of Companies. Head Office Address is required for all other categories)   | Flat/Plot/Block No.:                   |  |  |             |  |                      |           |  |  |  |
|  | Street/Area/Locality:                  |  |  |             |  |                      |           |  |  |  |
|  | City:                                  |  |  |             |  |                      |           |  |  |  |
|  | State:                                 |  |  |             |  |                      | PIN Code  |  |  |  |
| iii. For endorsing Addresses of Branches, Divisions, Units, Factories located in India & abroad, please attach extra sheet if require. However, please use the same address format as specified above] |  |  |  |             |  |                      |           |  |  |  |
| iv. Telephone / Fax Nos.   | Area Code along with Telephone/Fax No. |  |  |             |  |                      |           |  |  |  |
| Landline (1):  |  |  |  |             |  |                      |           |  |  |  |
| Landline (2)*:   |  |  |  |             |  |                      |           |  |  |  |
| Fax No.*:  |  |  |  |             |  |                      |           |  |  |  |
| v. Email ID / Website Address:   | Email ID: For correspondence with DGFT |  |  |             |  | Alternate Email ID:* |           |  |  |  |
|  |  |  |  |             |  |                      |           |  |  |  |
|  | Website Address:* (if any)             |  |  |             |  |                      |           |  |  |  |
| vi. Full Name, Designation and Mobile Number of the Signatory (Signatory's photograph is to be affixed on the Bank Certificate).   | First Name                             |  |  | Middle Name |  |                      | Last Name |  |  |  |
|  |  |  |  |             |  |                      |           |  |  |  |
|  | Designation:                           |  |  |             |  |                      |           |  |  |  |
|  | Mobile Number:                         |  |  |             |  |                      |           |  |  |  |

**Note 1:** When the name of an individual is required to be filled up, full name (in the order - First name, Middle name and Surname should be filled up as far as possible, without using any abbreviations.  
**For example**, please fill up the full name - ANIL KUMAR SINGH (instead of abbreviated forms like ANIL K SINGH; ANIL SINGH; A.K.SINGH; A KUMARSINGH; A.KUMAR SINGH; ANILSINGH; ANILKUMAR SINGH etc.)  
**This note applies to the entire ANF, particularly to Sr. No. 2 so that wherever the name / father's name are required to be filled up, they are filled up correctly.**

Fields marked \* are optional. All others are mandatory

2. Serial No. 6 (PAN Details) – Part A of ANF2A is amended as under:

| 6.  | PAN Details:                  |  |  |  |  |  |   |  |  |  |  |  |
|---|-------------------------------|--|--|--|--|--|---|--|--|--|--|--|
| i. PAN Number:<br>(Alphanumeric Field – Size 10)        |                               |  |  |  |  |  |   |  |  |  |  |  |
| ii. PAN Issuing Authority:                              |                               |  |  |  |  |  |   |  |  |  |  |  |
| iii. Name as appearing on the PAN Card:                 |                               |  |  |  |  |  |   |  |  |  |  |  |
| iv. Date as mentioned on PAN Card:                      | Date of Birth for Individuals |  |  |  |  |  | Date of Incorporation for all other categories (Trusts/ HUFs / Firms / LLPs / Companies etc.) |  |  |  |  |  |
|   |                               |  |  |  |  |  |   |  |  |  |  |  |
| v. Father's Name in case of PAN allotted to Individuals |                               |  |  |  |  |  |   |  |  |  |  |  |

3. In the Part B (Format of Bank Certificate for Issue of IEC) of ANF2A the following is added at end (below the Designation of the Banker):

“Email ID of the Banker: .....

[Email ID of the official issuing this Bank Certificate]”

### **Effect of Public Notice:**

- Complete PAN details, Telephone Numbers, Email IDs, and Mobile Number (of the Signatory of the ANF2A) have been made mandatory fields; while Alternate Email ID, Website Address are optional. This is required to facilitate updating the IEC records. No payment of application fee is required till 31.3.2012 for such updating of IEC Records.
- Email ID of the Banker would assist RA to cross-check the issuance of the Bank Certificate from the Banker, if in doubt.
- Several instances have come to the notice of DGFT wherein several IECs get allocated when the applicant does not indicate the full name of the individuals. Hence it is now being made mandatory that full name (in the order - First Name, Middle Name and Last Name) should be filled up, without using any abbreviations wherever in ANF2A the name of an individual is required to be filled up.
- An illustrative example is given in Annexure A to this Public Notice.

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**(F.No.01/93/180/04/AM-12/PC-2(B))**

**Annexure A to Public Notice No. 84/2009-2014 (RE-2010) Dated 11<sup>th</sup> November 2011**

An Illustrative Example to fill up Serial No. 1 (Applicant Firm Details) - Part A of ANF2A

|  |  |  |          |                          |          |          |   |          |          |          |          |          |          |
|--|--|--|----------|--------------------------|----------|----------|---|----------|----------|----------|----------|----------|----------|
| <b>1.</b>  | <b>Applicant Details</b>                     |  |          |                          |          |          |   |          |          |          |          |          |          |
| i. Name:   | <b>Directorate General of Foreign Trade</b>  |  |          |                          |          |          |   |          |          |          |          |          |          |
| ii. Address:<br>(Registered Office Address is required in case of Companies. Head Office Address is required for all other categories)   | Flat/Plot/Block No.:                         | <b>Udyog Bhawan, H-Wing, Gate No. 2,</b> |          |                          |          |          |   |          |          |          |          |          |          |
|  | Street/Area/Locality:                        | <b>Maulana Azad Road</b>                 |          |                          |          |          |   |          |          |          |          |          |          |
|  | City:  | <b>New Delhi</b>                         |          |                          |          |          |   |          |          |          |          |          |          |
|  | State:                                       | <b>Delhi</b>                             | PIN Code | <b>1</b>                 | <b>1</b> | <b>0</b> | <b>0</b>  | <b>1</b> | <b>1</b> |          |          |          |          |
| iii. For endorsing Addresses of Branches, Divisions, Units, Factories located in India & abroad, please attach extra sheet if require. However, please use the same address format as specified above]   |  |  |          |                          |          |          |   |          |          |          |          |          |          |
| iv. Telephone / Fax Nos.   | Area Code along with Telephone/Fax No.       |  |          |                          |          |          |   |          |          |          |          |          |          |
| Landline (1):  | <b>0</b>                                     | <b>1</b>                                 | <b>1</b> | <b>2</b>                 | <b>2</b> | <b>2</b> | <b>2</b>  | <b>1</b> | <b>2</b> | <b>3</b> |          | <b>4</b> |          |
| Landline (2)*:   |  |  |          |                          |          |          |   |          |          |          |          |          |          |
| Fax No.*:  | <b>0</b>                                     | <b>1</b>                                 | <b>1</b> | <b>2</b>                 | <b>2</b> | <b>2</b> | <b>2</b>  | <b>5</b> | <b>6</b> | <b>7</b> |          | <b>8</b> |          |
| v. Email ID / Website Address:   | Email ID: For correspondence with DGFT       |  |          |                          |          |          | Alternate Email ID:*                                |          |          |          |          |          |          |
|  | <a href="mailto:dgft@nic.in">dgft@nic.in</a> |  |          |                          |          |          |   |          |          |          |          |          |          |
|  | Website Address:*(if any)                    |  |          |                          |          |          | <a href="http://dgft.gov.in">http://dgft.gov.in</a> |          |          |          |          |          |          |
| vi. Name, Designation and Mobile Number of the Signatory (Signatory's photograph is to be affixed on the Bank Certificate).  | First Name                                   |  |          | Middle Name              |          |          | Last Name   |          |          |          |          |          |          |
|  | <b>Prabhu</b>                                |  |          | <b>Arun</b>              |          |          | <b>Sinha</b>  |          |          |          |          |          |          |
|  | Designation:                                 |  |          | <b>Company Secretary</b> |          |          |   |          |          |          |          |          |          |
|  | Mobile Number:                               |  |          | <b>0</b>                 | <b>8</b> | <b>7</b> | <b>2</b>  | <b>7</b> | <b>9</b> | <b>9</b> | <b>1</b> | <b>2</b> | <b>3</b> |
| <p><b>Note 1:</b> When the name of an individual is required to be filled up, full name (in the order - First name, Middle name and Surname should be filled up as far as possible, without using any abbreviations.</p> <p><b>For example</b>, please fill up the full name - ANIL KUMAR SINGH (instead of abbreviated forms like ANIL K SINGH; ANIL SINGH; A.K.SINGH; A KUMARSINGH; A.KUMAR SINGH; ANILSINGH; ANILKUMAR SINGH etc.)</p> <p><b>This note applies to the entire ANF and to Sr. No. 2 so that wherein names / father's name are required to be filled up, they are filled up correctly.</b></p> |  |  |          |                          |          |          |   |          |          |          |          |          |          |

Fields marked \* are optional. All others are mandatory

----- End of Illustrative example -----