



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
**FOREIGN TRADE**

## Directorate General of Foreign Trade

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### User Help File

### Interest Equalization Scheme (IES) User Manual for Exporters

Version 2.0

July 2022

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## **1. Introduction and Accessing DGFT Portal**

This document is the help file for basic IEC functions in the new system. To access the new portal, navigate to <https://dgft.gov.in>

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12 +

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in the DGFT Portal.

## **2. Contact@DGFT**

To raise any concern to DGFT the user may call the given Toll Free Helpline number given on the DGFT Portal or raise a service request through DGFT Helpdesk service under Services → “DGFT Helpdesk Service”.

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### 3. Registering on New Portal

To Register on Directorate General Foreign Trade (DGFT) portal you would require:

- a) Internet Connection
- b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

1. Visit the DGFT website and proceed with registration process.
2. Enter the Registration Details.

Select Register User as **“Importer/Exporter”**

LOGIN REGISTER

Register User As\*  
Importer/Exporter

First Name \*  
PRASHANT

Last Name \*  
SEHGAL

Email ID \*  
[Redacted]

Mobile No. \*  
[Redacted]

Pincode\*  
134003

District\*  
AMBALA

State\*  
HARYANA

City \*  
Ambala City

RXNXB

Type the above CAPTCHA Code. \*  
RXNXB

By registering you are agreeing to our terms & conditions.

Send OTP

Fill in the information below. Fields marked \* are mandatory to fill in.

OTP sent successfully

REGISTER

First Name \*  
PRASHANT

Last Name \*  
SEHGAL

Email ID \*  
[Redacted]

Mobile No. \*  
[Redacted]

Enter Mobile OTP \*  
Enter Mobile OTP

Enter Email OTP \*  
Enter Email OTP

1 : 55

Back Register

Enter OTP's received

Click on Register

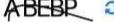

3. Enter the OTPs received on email and mobile number.
4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.

You can change your password here. Please keep your password safe.  
All fields are mandatory.

Current Password\*

New Password\*

Confirm Password\*

Type the above CAPTCHA Code.

Submit

Password Hint:

- Password should have minimum 8 characters & maximum 12 characters.
- Password should have at least one upper case(A-Z)
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ & ! ) \* , @ [ ] ^ \_ { } - = ) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list. (for example, ! " % or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

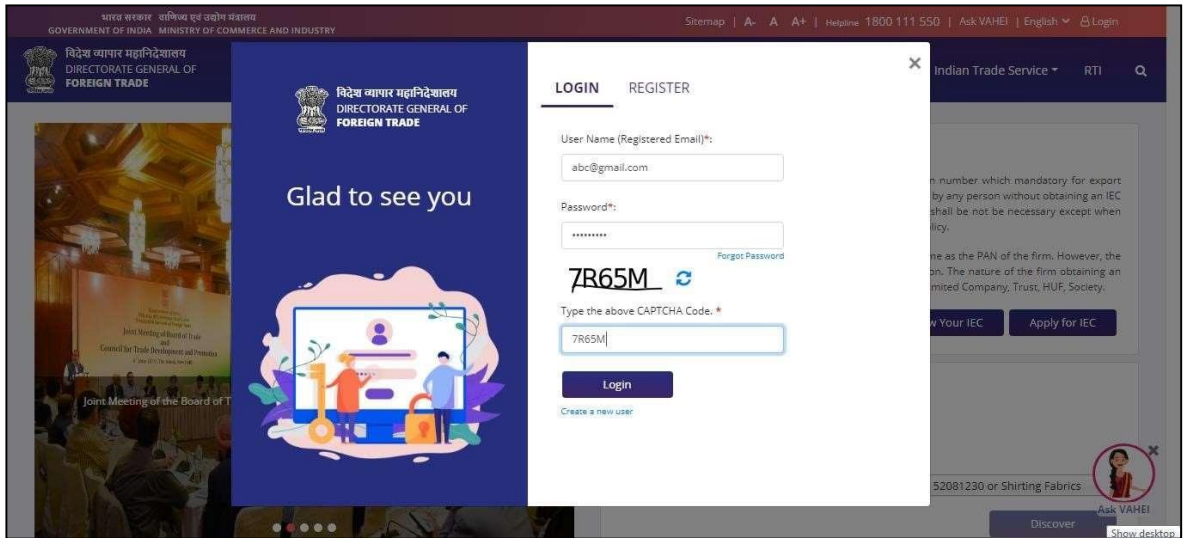
## **4. Pre-Requisites for Interest Equalization Scheme**

To Apply for Interest Equalization Scheme on the DGFT portal you would require:

- a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).
  - b) User should have an 'Active IEC '
  - c) User should have an active DSC or Aadhaar e-sign of the firm's member for submission.
  - d) Firm's bank account with active and validated details for generating the UIN.
  - e) IEC DEL status should be N
-

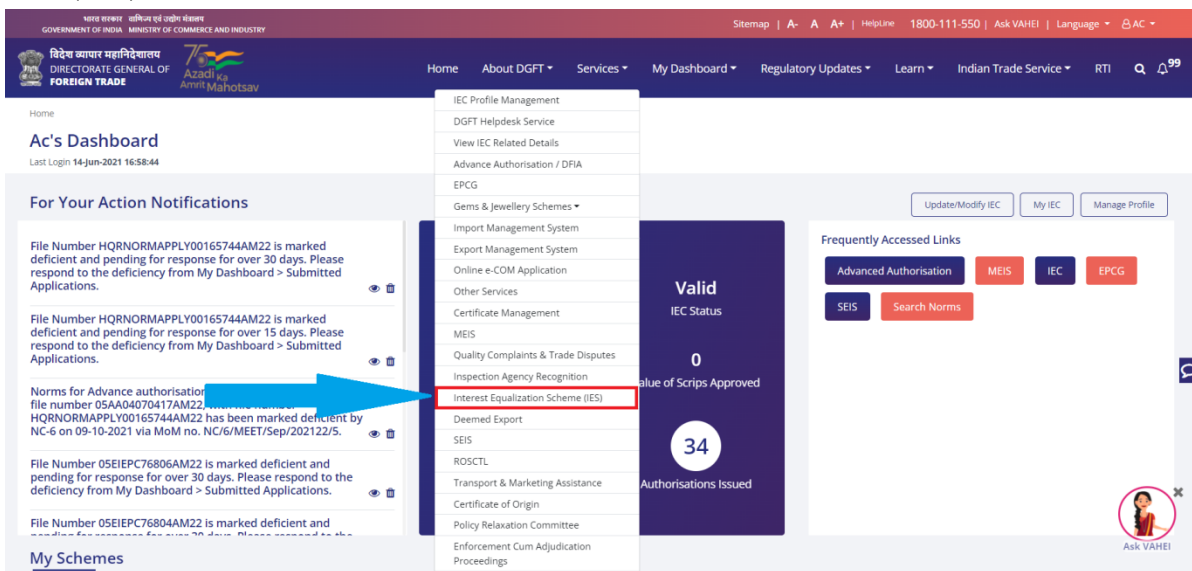
## 5. Apply for Interest Equalization Scheme

Then proceed with the following steps:

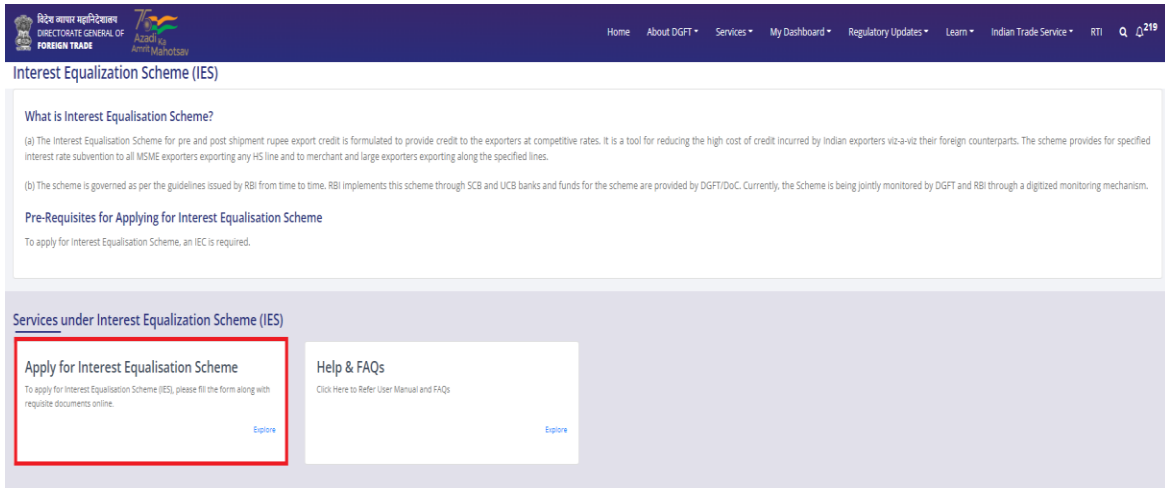


1. Visit the DGFT website <https://www.dgft.gov.in/CP> and login in to the portal using valid credentials.

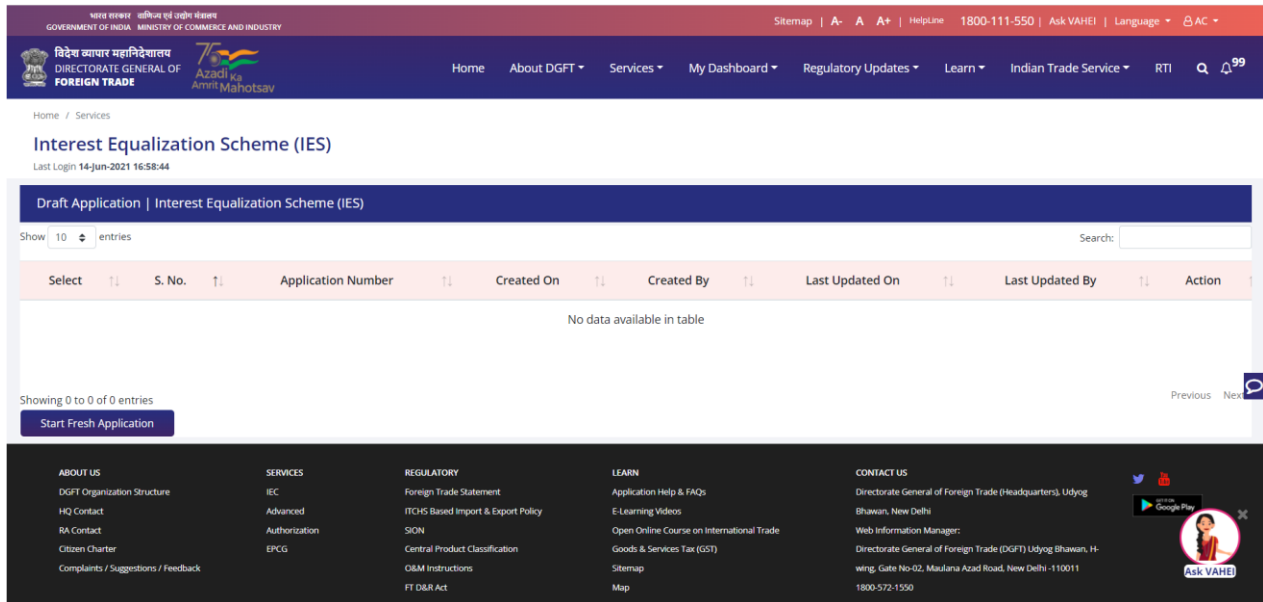
2. Post login click on navigate using Menu “**Services >> Interest Equalization Scheme (IES)**”.



3. Click on **“Interest Equalization Scheme (IES)”**, system will navigate the user to Interest Equalization Scheme Page.



4. Click on **“Start Fresh Application”** button or click on **“Proceed with Existing Application”** Button incase user already saved a draft application.





5. After clicking on “**Start Fresh Application**”, system will navigate the user to the Basic details.

The screenshot shows the top navigation bar of the Directorate General of Foreign Trade website. The main heading is "Interest Equalization Scheme (IES)". Below the heading is a progress bar with six steps: Basic Details, IES Details, Benefits Takes, Attachment, Declaration, and Application Summary. The "Basic Details" step is currently selected. A dropdown menu is open under "Basic Details", showing options: Basic Details, Address Details, MSME Details, and Other Details. At the bottom right of the page, there are "Clear All" and "Save & Next" buttons.

- On Basic Details Screen - System will show the Basic details, Address details, MSME details and Other details

As user clicks on the Basic Details dropdown on the screen, system will display all the details (as seen in below screenshot) linked with user's IEC

The screenshot shows the "Basic Details" form in the Interest Equalization Scheme (IES) application. The form is displayed in a grid layout with the following fields:

IEC	PAN	Firm Name
[Redacted]	[Redacted]	A C BROTHERS
Date of Birth / Incorporation	IEC Issuance Date	Nature of concern/Firm
01/07/1993	14/08/2021	Partnership
Annual Turnover of the firm (Last FY in INR)	Exporter Type	
[Empty]	Manufacturer Exporter	

At the bottom right of the page, there are "Clear All" and "Save & Next" buttons.

After Basic Details, “Address details” is the next step where-in the user has to select a branch from the options in “Branch” dropdown which are added to the IEC.

### Interest Equalization Scheme (IES)

Last Login 14-Jun-2021 16:58:44

The screenshot shows a progress bar at the top with six steps: Basic Details (active), IES Details, Benefits Takes, Attachment, Declaration, and Application Summary. Below the progress bar are sections for 'Basic Details', 'Address Details', 'MSME Details', and 'Other Details'. In the 'Address Details' section, the 'Branch' dropdown menu is open, showing a list of options. The 'Address Line 1' and 'Address Line 2' fields are currently empty.

As a branch is selected, its corresponding details are auto-populated as shown below.

This screenshot shows the same form as above, but with the 'Branch' dropdown menu selected. The 'Address Line 1' field is populated with 'LAKRI FAZALPUR NATIONAL', 'Address Line 2' with 'HIGHWAY-24 DELHI ROAD', 'City' with 'MORADABAD', 'State' with 'UTTAR PRADESH', and 'Pin Code' with '244001'.

Next comes the MSME details, these details are also extracted from the IEC of the user.

### Interest Equalization Scheme (IES)

Last Login 14-Jun-2021 16:58:44

- Basic Details
- Address Details
- MSME Details

Show 10 entries

Sl. No.	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered
1	090041208344 PART-2	SSI (Small Scale Industry)	07/03/2015	07-03-2015	HANDICRAFT

Showing 1 to 1 of 1 entries

Previous Next

- Other Details

Clear All

The last step on Basic Details screen is the “Other Details” section where-in user has to enter certain details like number of employees in the firm, whether the applicant is from a south eastern state etc. The labels with (\*) mark are mandatory to fill, and without filling these details user won’t be able to move forward in the application.

### Interest Equalization Scheme (IES)

Last Login 14-Jun-2021 16:58:44

- Basic Details
- Address Details
- MSME Details
- Other Details

No. of Employees \*

Application on behalf of \*  
Please Select

Whether applicant is (if applicable)  
 SC/ST  Women

Whether applicant is from North Eastern State \*  
 Yes  No

I We have updated my/our profile in ANF-1 (My IEC profile)

Clear All

ASK VAHE!

- As the I/E is done with the basic details screen, next part of the application is the “IES Details” screen. At this stage an application number (ARN) will be generated for the application which will be displayed on the top.

The first part of the IES Details is filling in the product details.

The screenshot shows the 'IES Details' screen. At the top, a progress bar indicates the current step is 'IES Details', with other steps being 'Basic Details', 'Benefits Takes', 'Attachment', 'Declaration', and 'Application Summary'. A green success message box states: 'Success Message: Your Application Number ARNIESCAPPLY00910892AM23 has been saved successfully'. Below this is the 'IES Details' form with fields for Sector, ITC(HS) Code, ITC(HS) Product Description, Technical Characteristics, and County of Export. An 'Add Details' button is present. Below the form is a table with columns: Sr.No, Sector, ITC(HS) Code, ITC(HS) Product Description, Technical Characteristics, County of Export, and Action. The table currently shows 'No data available in table'. A 'Feedback' button is visible on the left side.

**Note:** User can choose only one sector of products for one application with facility of adding items with different ITC(HS) code within the same sector.

The screenshot shows a message dialog box with the text: 'Only one sector / multiple ITCHS are allowed for one application.' and an 'OK' button. The background shows a blurred view of the application interface with a success message at the top: 'Message: Application Number ARNIESCAPPLY03082231AM22 has been saved successfully'.

Next and the last sub-section of the IES Details screen is the “Banks Details” section in which the user selects the bank from which the loan is to be procured. By default all the banks available in the IEC are selected, however the user can select/deselect as per the needs.

**Bank Detail**

**Note:**

- The bank details are as per your IEC Profile. In case the Bank Account details are not visible, please modify your IEC.
- Select the Bank from which the loan is to be procured. In case you do not have an account with the bank.

[View IES valid Bank List.](#)

Show 10 entries

Select	Account No	Account Holder Name	IFS Code	Bank Name	Branch Name
<input checked="" type="checkbox"/>	[REDACTED]	A C BROTHERS	[REDACTED]	BANK OF BARODA	IBB CIVIL LINE MORADABAD
<input checked="" type="checkbox"/>	[REDACTED]	A C BROTHERS	[REDACTED]	STATE BANK OF INDIA	COMMERCIAL BRANCH, MORADABAD

Showing 1 to 2 of 2 entries

Previous Next

Clear All Save & Next

- Next the user clicks on “Save & Next” button, and system will take user to next screen which is “benefit Takes”. On this screen user gives in the details of benefits that user is availing from the DGFT till date. These details are auto-populated from IEC, also user can add new benefits if required.

Progress: Basic Details (✓) IES Details (✓) **Benefits Takes** (○) Attachment (○) Declaration (○) Application Summary (○)

**Success Message**  
Your Application Number ARNIESCAPPLY03082231AM22 has been saved successfully

**Benefits Takes**

**Note:** Please specify the benefits availed from DGFT.

Subsidy/Incentive/Duty Nullification Schemes availed \*  
Please Select

File Number \*  
[REDACTED]

License/Script Number \*  
[REDACTED]

Date of Approval \*  
[REDACTED]

CIF / Scrip Value of Benefit \*  
[REDACTED]

Status \*  
Please Select

Add Details

Show 10 entries

Sr.No	Subsidy/Incentive/Duty Nullification Schemes availed	File Number	License/Script Number	Date of Approval	CIF / Scrip Value of Benefit	Status	Action
1	EPCG	292102100054AM17	2930000424	30/11/2016	0.0	Approved	-
2	EPCG	292102100018AM20	2930000546	30/07/2019	0.0	Approved	-
3	EPCG	292102100020AM20	2930000545	30/07/2019	0.0	Approved	-
4	EPCG	292102100021AM18	2930000453	30/06/2017	0.0	Approved	-

Ask VAHEI

- Clicking the Save & Next button takes user to the “Attachment” screen. The I/E has to upload relevant application using the following steps:
  - Select the attachment type i.e. Export Orders or IES Attachments.
  - Upload the relevant attachment which can be of pdf or jpg formats only.
  - Enter the Remarks (Optional).
  - Click on “Upload Attachments” button.

- Proceeding further in the application, next comes the “Declaration” screen User has to read and accept the terms and condition and click on save and next button to view the application summary.

- An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary.

**Basic Details**

<b>Application Number</b> ARNIESCAPPLY03082231AM22	<b>File Number</b>	
<b>IEC</b> [REDACTED]	<b>PAN</b> [REDACTED]	<b>Firm Name</b> A C BROTHERS
<b>Date of Birth / Incorporation</b> 01/07/1993	<b>IEC Issuance Date</b> 14/08/2021	<b>Nature of concern/Firm</b> Partnership
<b>Annual Turnover of the firm (Last FY in INR)</b>	<b>Exporter Type</b> Manufacturer Exporter	

**Address Details**

<b>Branch</b> [REDACTED]	<b>Address Line 1</b> LAKRI FAZALPUR NATIONAL	<b>Address Line 2</b> HIGHWAY-24 DELHI ROAD
<b>City</b> MORADABAD	<b>State</b> UTTAR PRADESH	<b>Pin Code</b> 244001

**MSME Details**

Sl.No	Registration Number	Registration Type	Date of Issue	Issuing Authority	Products for which registered
1	090041208344 PART-2	SSI (Small Scale Industry)	07/03/2015	07-03-2015	HANDICRATF

- i. I had provided all the details and that are true in my knowledge.
- ii. I had provided all the details of Subsidy/Incentive/Duty nullification Schemes that i had availed.
- iii. This application does not contain any ITC (HS) products which are ineligible under IES as specified in ANNEXURE-A of DoC's Notification No. RBI/2015-16/259 dated December 4, 2015, as amended from time to time.
- 3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, as amended from time to time, the Rules and Orders framed there under, the Foreign Trade Policy, the Handbook of Procedures..
- 4. I/We hereby certify that that particulars and statements made in this application are true and correct and nothing has been concealed or held therefrom.
- 5. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.
- 6. We have not availed/availing benefits under Production Linked Incentive Scheme.

You have ticked the box as acceptance of declaration/ undertaking details.

Place : UTTAR PRADESH

Date : 06/07/2022

Name : AC Bros

Designation : Partner

Email : [REDACTED]

Mobile : [REDACTED]


Office Address : [REDACTED]

Residential Address : [REDACTED]

Feedback

Sign

After the successful payment of Rs.200 and submission of the application a new File number and a UIN number will be generated. This UIN number can be used by the I/E to view the file's status. The UIN number is valid for 1 year from date of generation.



विदेश व्यापार महानिदेशालय  
DIRECTORATE GENERAL OF  
FOREIGN TRADE  
DGFT, Udyog Bhawan, New Delhi

### E-PAYMENT RECEIPT

IEC	[REDACTED]
File Number	HQRIESCAPPLY00368609AM22
Date of Submission	2022-03-21 05:28:49
IP Address	0:0:0:0:0:1
Firm Name	A C BROTHERS
Firm Address	[REDACTED]
Service Availed	Interest Equalization Scheme (IES)
Mode of Signature	Digital Signature

### PAYMENT DETAILS

Transaction Id	2062403
Total Fee Amount (in INR)	200.00
Date of Submission	2022-03-21 05:28:49
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2022-03-21 05:28:49

The UIN number will be available in the Acknowledgement letter generated corresponding to the submitted file. To view the letter user has to navigate through submitted applications. The whole step by step process is elaborated in the next section.

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## 6. Viewing the Submitted Application and Acknowledgement Letter

Post successful submission of the file, user can view the submitted application.

Step 1 – Click on My Dashboard >> Submitted Applications

The screenshot shows the DGFT portal interface. At the top, there is a navigation bar with the DGFT logo and the text 'GOVERNMENT OF INDIA, MINISTRY OF COMMERCE AND INDUSTRY'. The main navigation menu includes 'Home', 'About DGFT', 'Services', 'My Dashboard', 'Indian Trade Service', and 'RTI'. A red arrow points to the 'My Dashboard' menu item, which has a dropdown menu open. The dropdown menu contains the following options: Submitted Applications (highlighted with a red box), Draft Applications, Online Proceedings, MIS Reports, View and Register Digital Signature Token, My Authorisations, Repositories, View Case Status, and Helpdesk Service. Below the navigation bar, the user's dashboard is visible, showing 'Ac's Dashboard' with the last login time '14-Jun-2021 16:58:44'. There are sections for 'For Your Action Notifications' with several entries regarding deficient applications, 'My Schemes' with 'Advance Authorisation' and 'Export Promotion Capital Goods', and 'Frequently Accessed Links' with buttons for 'Advanced Authorisation', 'MEIS', 'IEC', 'EPCG', 'SEIS', and 'Search Norms'. A 'Submitted Applications' card is also visible, showing 'Value of Scrips Applied' as 0 and 'Value of Scrips Approved' as 0, with a 'DEL Status' of 'N' and 'Authorisations Issued' as 34.

Step 2 – Select “Interest Equalization Scheme (IES)” as the “Type of scheme” from dropdown and “Interest Equalization Scheme (IES)” as the “Type of sub scheme”

The screenshot shows the search filters section of the DGFT portal. The 'Type of scheme' dropdown menu is open, showing a list of schemes including 'Export Promotion Capital Goods (EPCG)', 'GEM Replenishment Scheme', 'IEC', 'Import Management System', 'Inspection Agency Recognition (IAR)', 'Interest Equalization Scheme (IES)' (highlighted in blue), 'Miscellaneous Payment', 'NORMS', 'Policy Relaxation Committee (PRC) and Policy Clarification (PC)', 'Quality Complaints and Trade Disputes (QCTD)', 'RCMC', 'Refund Management', 'Restricted Export', 'Restricted Import', 'RoSCTL', 'SCOMET', 'Scrip Management', 'SEIS', 'Tariff Rate Quota (TRQ)', and 'Transport and Marketing Assistance (TMA)'. The 'Type of sub scheme' dropdown menu is also open, showing a list of sub-schemes including '---Selected---', 'Interest Equalization Scheme (IES)', and 'IES Application Room'. The search filters include 'Status' (Please Select), 'Application Number', 'From Date' (14/10/2021), 'To Date' (14/01/2022), 'RA Office' (Please Select), and 'Branch code' (Please Select). There are 'Clear All' and 'Search Q' buttons at the bottom of the search filters section.

Step 3 – Click on “Search” button  
All the available results will be displayed in a grid

Track Application Status

Type of scheme \*  
Please Select

Type of sub scheme \*  
Please Select

Status  
Please Select

From Date  
14/10/2021

To Date  
14/01/2022

File Number

Application Number

RA Office  
Please Select


Branch code  
Please Select

Clear All Search

Showing result for : Application process -> Interest Equalization Scheme (IES) Application Sub process -> Interest Equalization Scheme (IES) From Date - 14/10/2021 To Date - 14/01/2022

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNIESCAPPLY03082231AM22	HQRIESCAPPLY00252360AM22	14/01/2022	A C BROTHERS	001	DGFT(HQ)	Approved	Action
2	ARNIESCAPPLY03079791AM22	HQRIESCAPPLY00251656AM22	30/12/2021	A C BROTHERS	002	DGFT(HQ)	Approved	Action
3	ARNIESCAPPLY03079123AM22	HQRIESCAPPLY00251569AM22	24/12/2021	A C BROTHERS	000	DGFT(HQ)	Approved	Action



Step 4 – To view the “Acknowledgement Letter” generated click on “Action” button alongside the respective file.

Search:

Sl.No.	Application Number	File Number	File Date	Entity Name	Branch	RA Office	File Status	Action
1	ARNIESCAPPLY04164291AM22	HQRIESCAPPLY00368609AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	Action
2	ARNIESCAPPLY04166457AM22	HQRIESCAPPLY00368603AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	Action
3	ARNIESCAPPLY04166427AM22	HQRIESCAPPLY00368599AM22	21/03/2022	A C BROTHERS	001	DGFT(HQ)	Approved	Action
4	ARNIESCAPPLY04166367AM22	HQRIESCAPPLY00368588AM22	21/03/2022	A C BROTHERS	002	DGFT(HQ)	Approved	Action
5	ARNIESCAPPLY04166342AM22	HQRIESCAPPLY00368584AM22	21/03/2022	A C BROTHERS	000	DGFT(HQ)	Approved	Action

Print  
Payment Details  
View Life Cycle  
DSC/eSign Details  
View Approved License/Rejection Letter

Step 5 – Click on the “View Letter” button to view the letter.

APPROVED LICENSE/REJECTION LETTER DETAILS

Showing result for : Application process -> Interest Equalization Scheme (IES) Application Sub process -> Interest Equalization Scheme (IES) Application Number - ARNIESCAPPLY04164291AM22 File Number - HQRIESCAPPLY00368609AM22

Sl.No.	Issued By	Issued Date	Letter Type	View Letter
1	DGFT(HQ)	21/03/2022	IES Acknowledgement Letter	View Letter

Previous 1 Next

The “Acknowledgement Letter” will open up as shown below.

The screenshot displays the 'ACKNOWLEDGEMENT LETTER' for the Interest Equalization Scheme (IES). It includes a QR code, a unique identifier (UDINIESC00000871AM23), and a table with the following data:

<b>File Number</b>	HQIESCAPPLY00650397AM23	<b>UIN Number</b>	[REDACTED]
<b>UIN Issue Date</b>	06-07-2022	<b>UIN Expiry Date</b>	06-07-2023
<b>1. Basic Details</b>			
<b>IEC Number</b>	[REDACTED]	<b>PAN</b>	[REDACTED]
<b>Firm Name</b>	A.C BROTHERS	<b>Date of Birth / Incorporation</b>	01-07-1993
<b>IEC Issuance Date</b>	[REDACTED]	<b>Nature of concern/Firm</b>	Partnership
<b>Annual Turnover of the firm (Last FY in Crore INR)</b>	0.00	<b>Exporter Type</b>	Manufacturer Exporter
<b>2. Address Details</b>			
<b>Branch</b>	[REDACTED]	<b>Address Line 1</b>	UNIT-3- 12 KM ROYA MILESTONE
	DELHI ROAD N H 24		