



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

## Directorate General of Foreign Trade

### User Help File

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

Version 3.0

AUGUST-2023

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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**”

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 (\$ & ! ) \* , @ [ ] ^ \_ { } - E) 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**

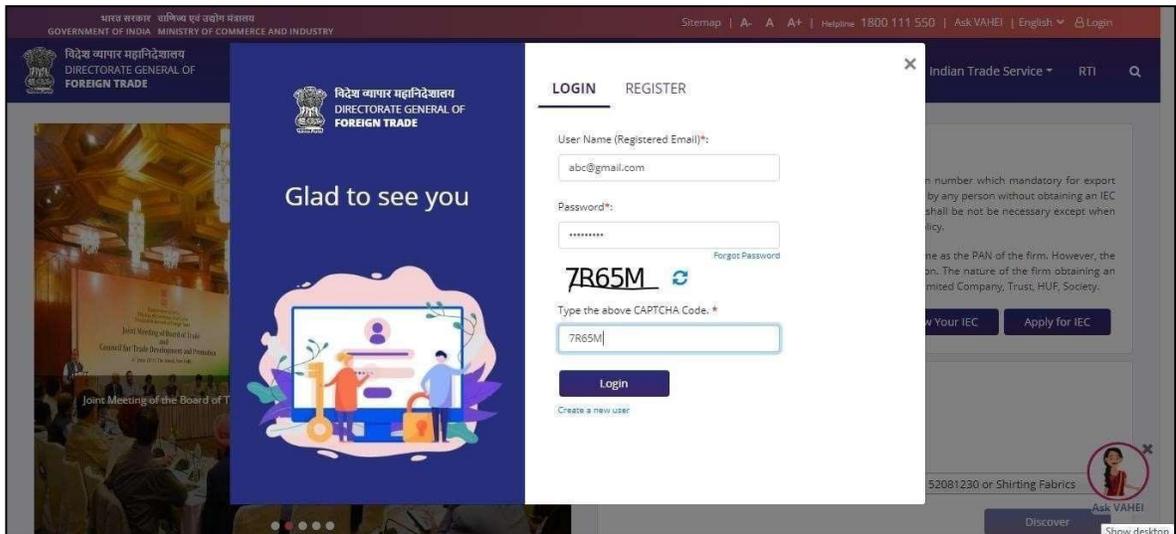
To Apply for Interest Equalization Scheme on the DGFT portal you would require: a)

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
-

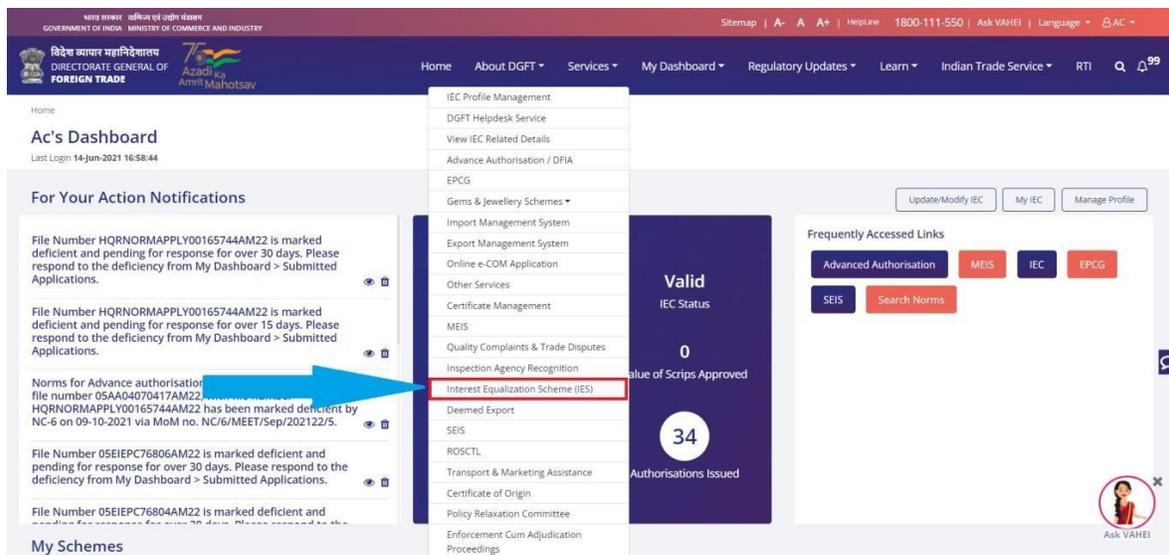
## 5. Apply for Interest Equalization Scheme

Then proceed with the following steps:

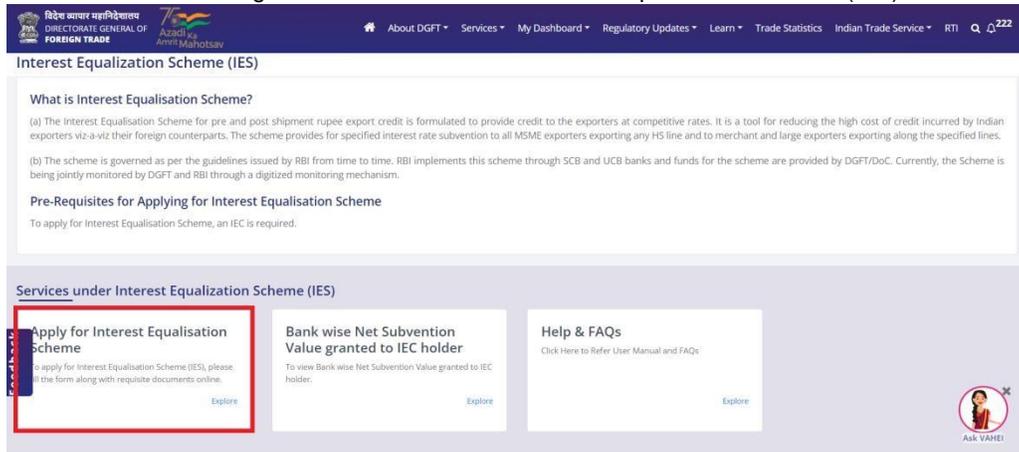


1. Visit the DGFT website <https://www.dgft.gov.in/CP> and login in to the portal using valid credentials.

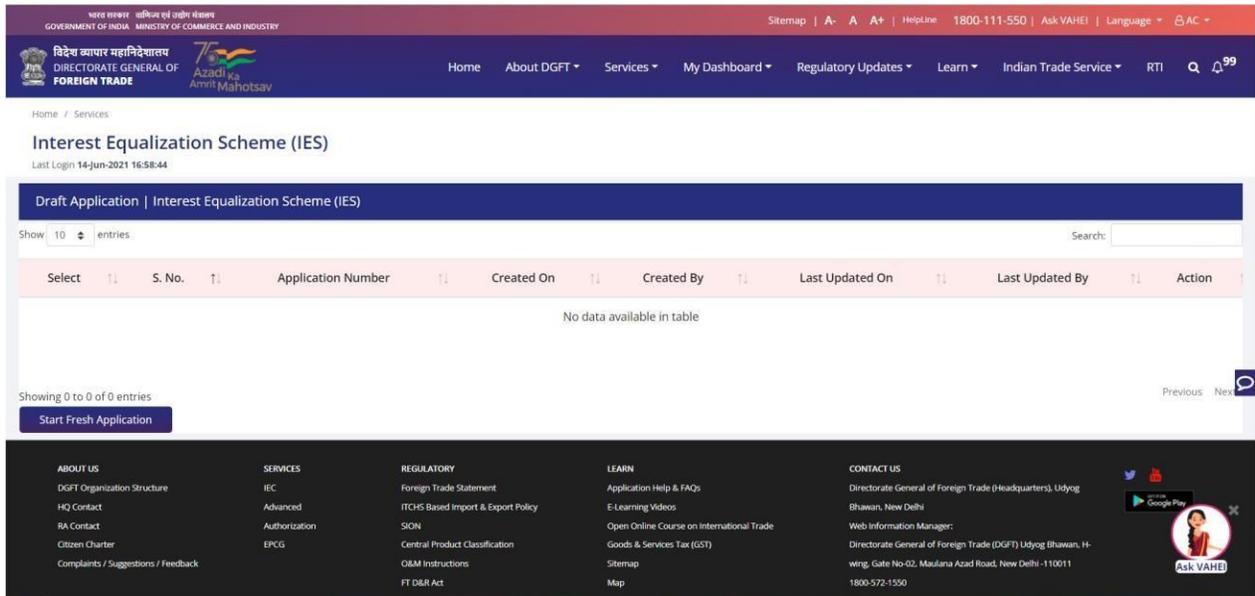
2. Post login click on navigate using Menu “Services >> Interest Equalization Scheme (IES)”.



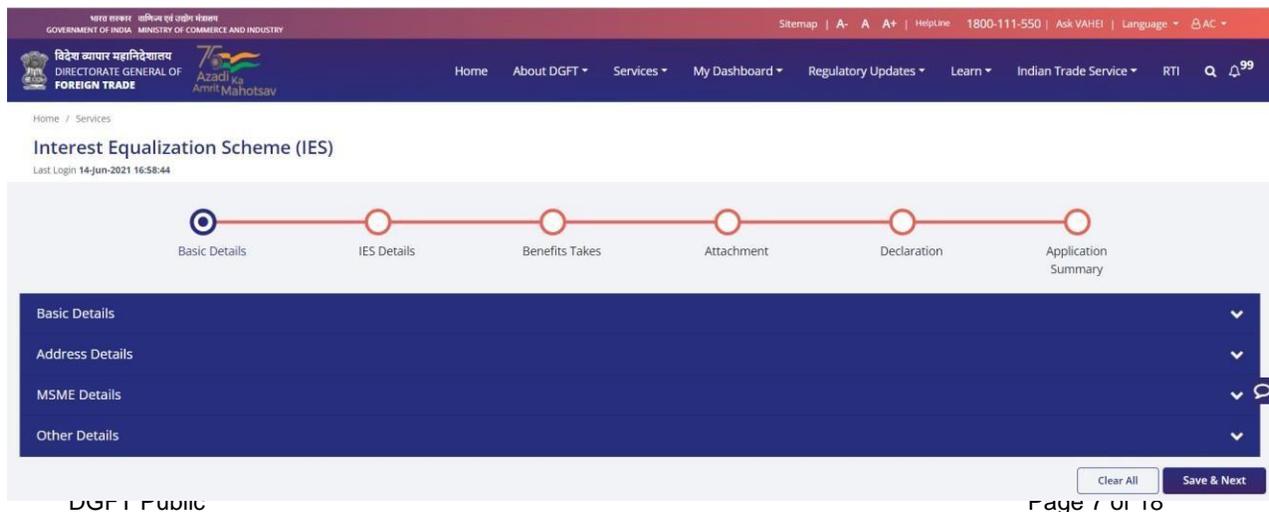
3. Click on “Interest Equalization Scheme (IES)”, system will navigate the user to Interest Equalization Scheme Page.



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.

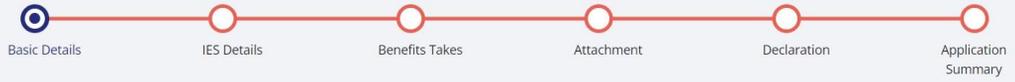


- On Basic Details Screen - System will show the Basic details, Address details, MSME details and Other details

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

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.

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



Basic Details ▼

Address Details ▲

Branch *	Address Line 1	Address Line 2
<input type="text" value=""/>	<input type="text" value="LAKRI FAZALPUR NATIONAL"/>	<input type="text" value="HIGHWAY-24 DELHI ROAD"/>
City	State	Pin Code
<input type="text" value="MORADABAD"/>	<input type="text" value="UTTAR PRADESH"/>	<input type="text" value="244001"/>

MSME Details ▼

Other Details ▼

Clear All 

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

Progress bar: Basic Details (selected), IES Details, Benefits Takes, Attachment, Declaration, Application Summary

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

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

Progress bar: Basic Details (selected), IES Details, Benefits Takes, Attachment, Declaration, Application Summary

Basic Details  
Address Details  
MSME Details  
Other Details

No. of Employees \*

Application on behalf of \*

Whether applicant is (if applicable)

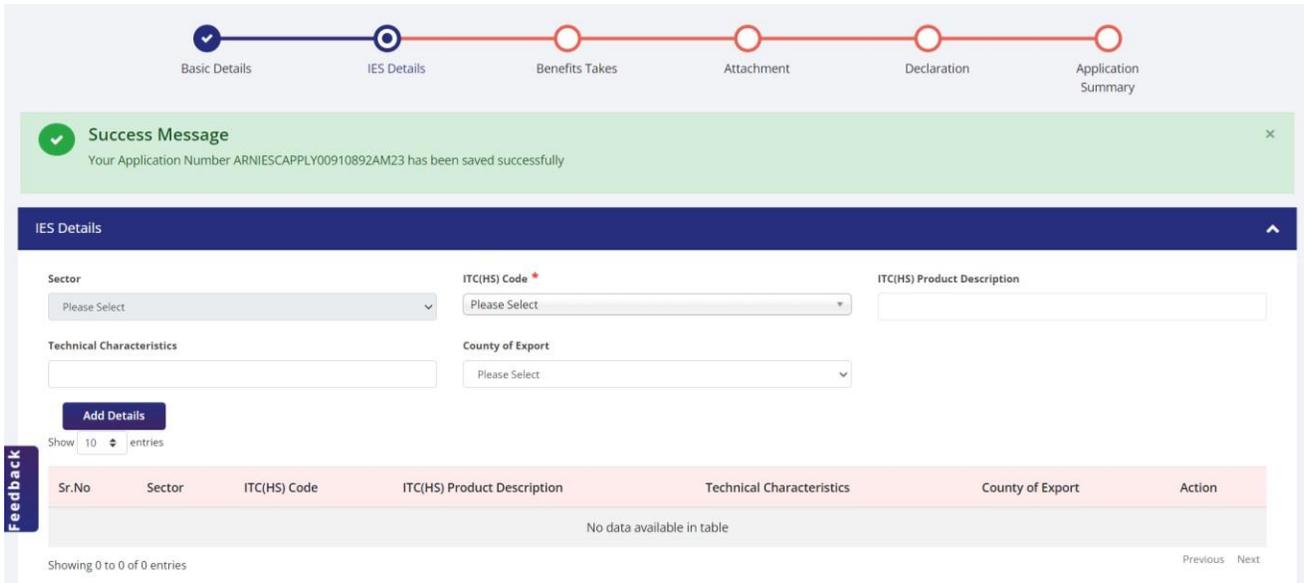
Whether applicant is from North Eastern State \*

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

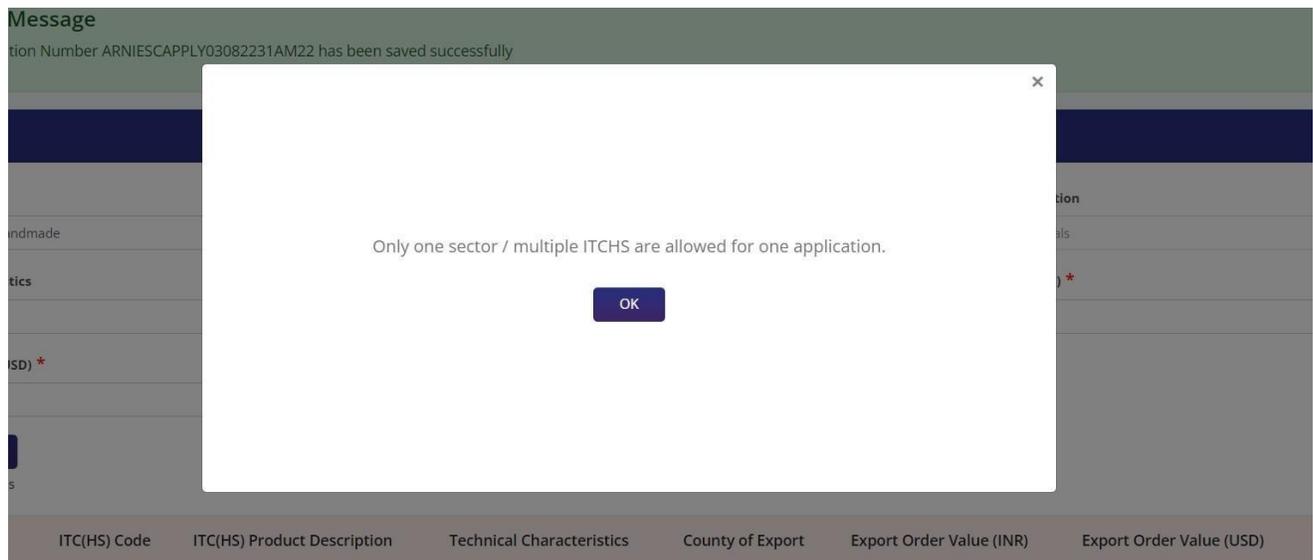
Clear All

- 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.

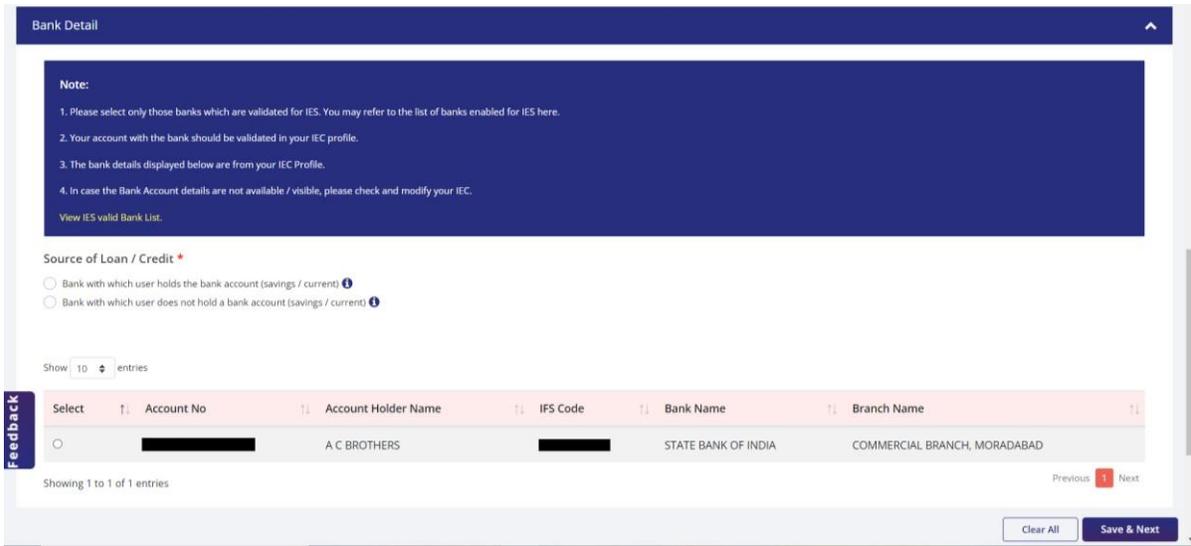
The first part of the IES Details is filling in the product details.



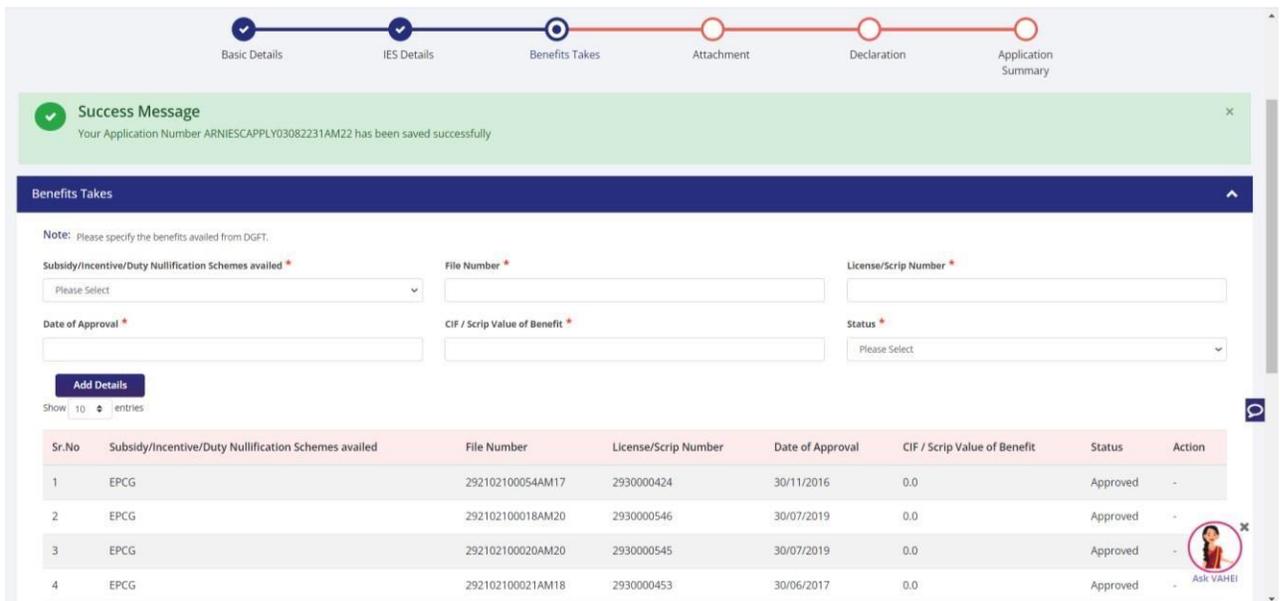
**Note:** User can choose only one sector of products for one application with facility of adding items with different ITC(HS) code within the same sector.



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 appear, however the user can select only one of them.



- 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.



- 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**

Application Number <small>ARNIESCAPPLY030R2231AM22</small>	File Number	
IEC [REDACTED]	PAN [REDACTED]	Firm Name A C BROTHERS
Date of Birth / Incorporation <small>01/07/1993</small>	IEC Issuance Date <small>14/08/2021</small>	Nature of concern/Firm Partnership
Annual Turnover of the firm (Last FY in INR)	Exporter Type Manufacturer Exporter	

**Address Details**

Branch [REDACTED]	Address Line 1 LAKRI FAZALPUR NATIONAL	Address Line 2 HIGHWAY-24 DELHI ROAD
City MORADABAD	State UTTAR PRADESH	Pin Code 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	HANDICRAFT

- 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/availed 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	
<b><u>E-PAYMENT RECEIPT</u></b>	
IEC	[REDACTED]
File Number	HQRIESCAPPLY00003155AM24
Date of Submission	2023-07-26 10:26:31
IP Address	0:0:0:0:0:0:1
Firm Name	[REDACTED]
Firm Address	[REDACTED]
Service Availed	Interest Equalization Scheme (IES)
Mode of Signature	Digital Signature
<b><u>PAYMENT DETAILS</u></b>	
Transaction Id	3146973
Total Fee Amount (in INR)	200.00
Date of Submission	2023-07-26 10:26:31
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2023-07-26 10:26:31

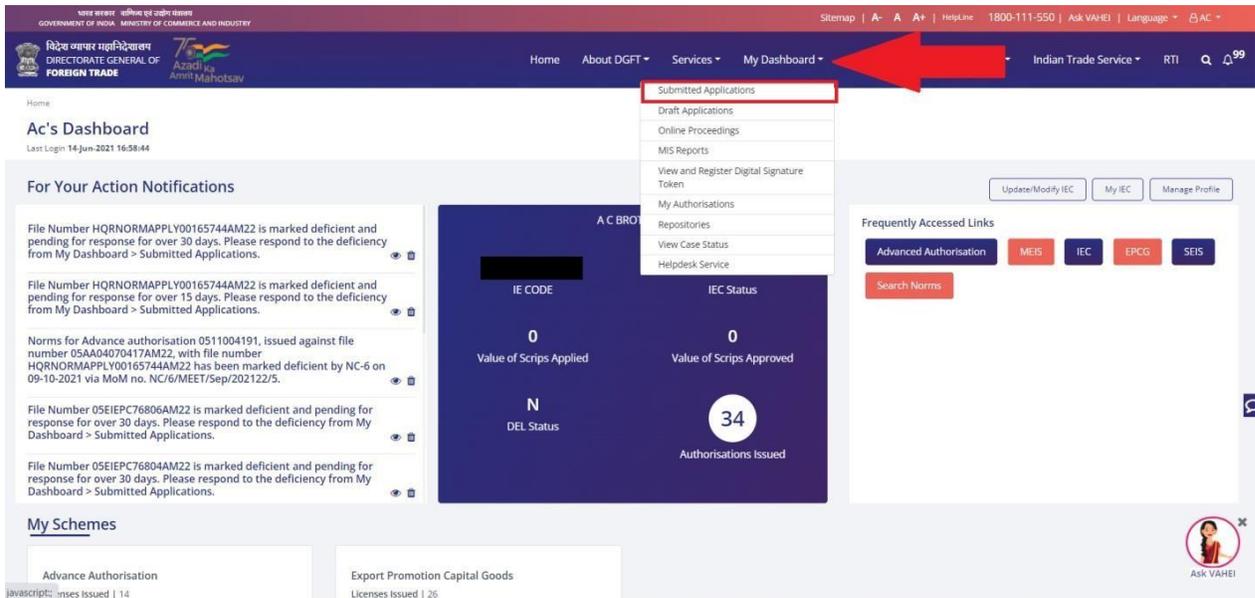
The UIN number will be available in the Acknowledgement letter generated corresponding to the submitted file. To view the letter user has to navigate through submitted applications. The whole step by step process is elaborated in the next section.

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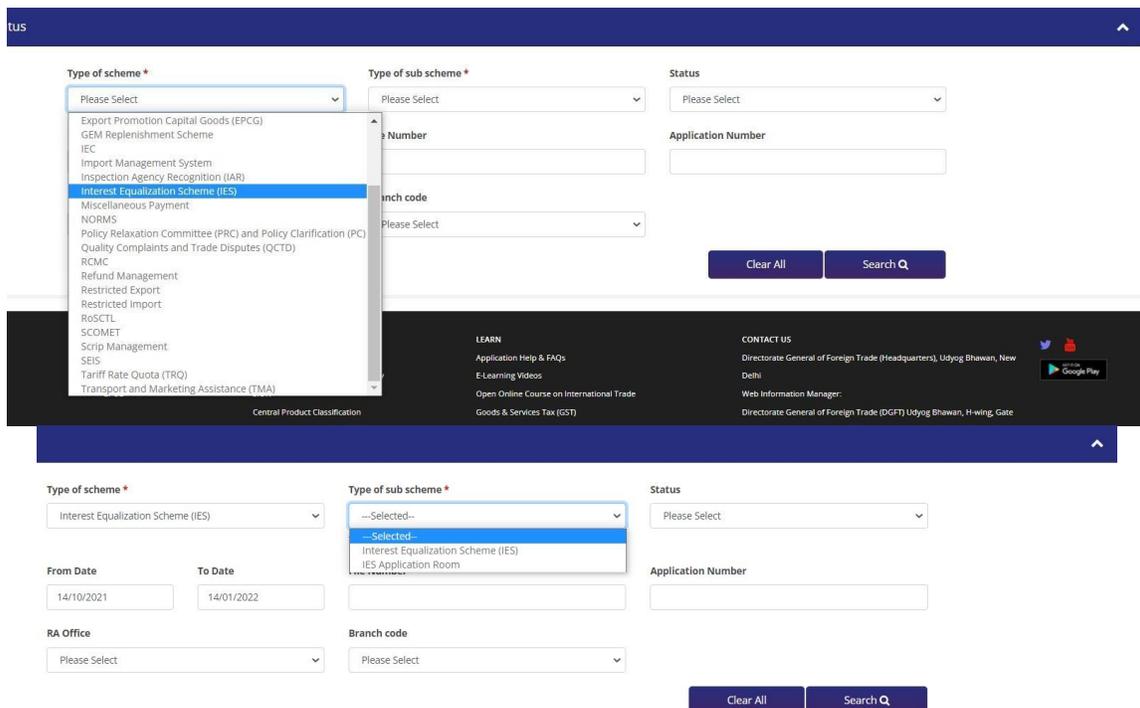
## 6. Viewing the Submitted Application and Acknowledgement Letter

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

1 – Click on My Dashboard >> Submitted Applications



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”



Step 3 – Click on “Search” button

All the available results will be displayed in a grid

**Track Application Status**

Type of scheme \*  Type of sub scheme \*  Status

From Date  To Date  File Number  Application Number

RA Office  Branch code

**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.

X

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.

Upload 1 / 3 100%

UDINIESC00000514AM24



### ACKNOWLEDGEMENT LETTER

Interest Equalization Scheme (IES)  
(Valid for FY2023-24)

File Number	HQIESCAPPLY00001155AM24	EIN Number	IES00002519AM24
EIN Issue Date	26-07-2023	EIN Expiry Date	31-03-2024

1. Basic Details

IEC Number	██████████	PAN	██████████
Firm Name	██████████	Date of Birth / Incorporation	01-07-1993
IEC Issuance Date	06-10-1993	Nature of concern Firm	Partnership
Annual Turnover of the firm (Last FY in Crore INR)	12.00	Exporter Type	Manufacturer Exporter

2. Address Details

Branch	██████████	Address Line 1	██████████
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