

Procedure for filing MEIS Application with shipments to OFAC Countries
(SBs not having eBRCs)

Note : Shipping Bills to OFAC Countries without eBRC –Iran/Sudan/Libya- to be applied in a separate MEIS application. It cannot be clubbed with SBs having eBRCs.

Open following link or Go to <http://dgft.gov.in> – Services- Online Ecom Applicationp- Select respective scheme

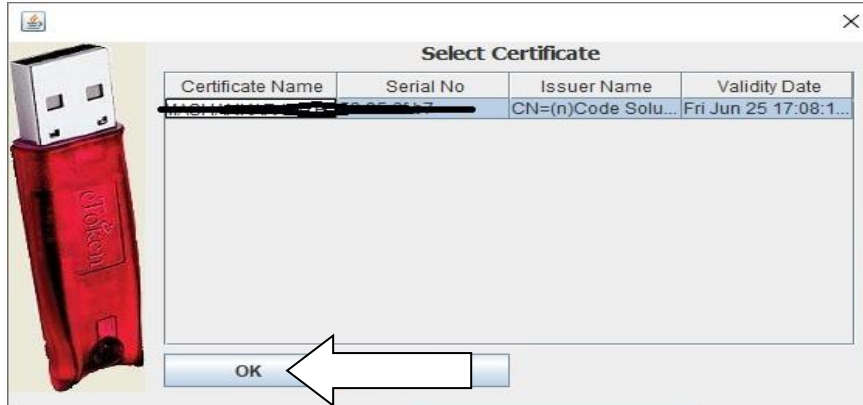
<http://dgftcom.nic.in/eComapplications.html>

Step: 1
Click on MEIS



The screenshot shows a window titled "DgftLoginDialog" with a cyan background. At the top, it says "Exporter Login" in red. Below that, it displays the "Date & Time" as "23.07.2019 11:34:30" and the "Scheme" as "Merchandise Exports From India Scheme". There is a text box for "IEC & Branch Code" with a hint below it: "(eg. 1234567890000 here IEC Code 1234567890 Branch Code: 000)". Below this is a "Password" text box and a checked checkbox for "Digital Login". At the bottom, there are two buttons: a green "Login" button and a red "Cancel" button. A white arrow points to the "Login" button.

Step: 2
Select Certificate



The screenshot shows a "Select Certificate" dialog box. On the left is an image of a red USB drive. The main area contains a table with the following data:

Certificate Name	Serial No	Issuer Name	Validity Date
XXXXXXXXXX	XXXXXXXXXX	CN=(n)Code Solu...	Fri Jun 25 17:08:1...

Below the table is an "OK" button. A white arrow points to the "OK" button.

Step: 3
Enter PIN (DSC pin)



The screenshot shows a "Verify User PIN" dialog box. It has a title bar and a close button. Below the title bar, it says "Now verify your User PIN:" with a user icon. There is a text box for "User PIN:" containing ten dots. Below this is a checkbox for "Enable soft keyboard". At the bottom, there are three buttons: "Change User PIN", a highlighted "Login" button, and a "Cancel" button. A white arrow points to the "Login" button.

Step: 4

Menu for Merchandise Export from India Scheme (MEIS) Scrip

Exporter's Profile and Status of application filed in last one year

Applicant Details

Login Type: Digitally Signed Time: 23.07.2019 11:35:41

IEC: [REDACTED] Branch: 0

Name: LE MERITE EXPORTS LIMITED

Address: B1 101 B BOOMRANG CHANDIVALA EARN, ROAD, BOWIN, ANDHERE EAST MUMBAI, MAHARASH

Scheme wise Details

Scheam Name	No. of Appl.	No. Auth/Durt Scrip Issue	Pending
MEIS	16	16	0

Status of Merchandise Export from India Scheme (MEIS) Application

Ecom Ref	RA File	Action Date	File Status
[REDACTED]	[REDACTED]	25.09.2018	Authorisation Printed
[REDACTED]	[REDACTED]	12.12.2018	Authorisation Printed
[REDACTED]	[REDACTED]	20.11.2018	Authorisation Printed
[REDACTED]	[REDACTED]	20.11.2018	Authorisation Printed
[REDACTED]	[REDACTED]	06.06.2018	Authorisation Printed
[REDACTED]	[REDACTED]	06.06.2018	Authorisation Printed
[REDACTED]	[REDACTED]	02.04.2018	Authorisation Printed
[REDACTED]	[REDACTED]	19.03.2018	Authorisation Printed
[REDACTED]	[REDACTED]	25.01.2018	Authorisation Printed
[REDACTED]	[REDACTED]	20.05.2017	Authorisation Printed
[REDACTED]	[REDACTED]	02.04.2017	Authorisation Printed

* Double click in the above list to View/Print File Status

Applicant's Activities

Application Create New Incomplete Application View Status Exit

Repository Shipping Bill Repository Add EDI SB to Rep. View BRC Details Replace Manually Entered SB with EDI SB

Update Profile Mobile and Email RCMC Details Ind. Licence Past Performance

Click on - Create New

Step: 4

Your eCOM Reference No is

[REDACTED]

Warng :This Ecom-Reference No. will expire after 365 days

OK

Step: 5

Select Normal Exports.

MEIS SELECTION SCREEN

1. ECOM Reference No. : [REDACTED]
This reference no. will not be valid after 30 days. Please submit file within 30 days of generation of ECOM No.

2. Were your exports made to Projects Abroad? If so, please select "Project Exports" else select "Normal Exports".
(Project Exports are defined as per para 9.42A of FTP 2015-20 and have to be applied for MEIS as per Trade Notice 14 dated 30.05.2018)

NORMAL EXPORTS ← **PROJECT EXPORTS**

Step: 5

Select Export Licensing Year and Port of Registration

Tick the checkbox - Exports to Shipments to [Iran/Sudan/Libya](#) without eBRC

Merchandise Exports From India Scheme (MEIS)

File Number: 12/34/567/89000/0555/4098 Dated: 13.05.2019 IEC: 1234567890 Br: 0 Find

Name: DGFT TEST IEC

Address: GATE NO 2, UDYOG BHAWAN
11-RAFI MARG
DELHI
PIN: 110011

Exporter type: 2 Manufacturer Exporte
Nature of Concern: 1 Government Undertak
Exporter Status: 0 None

Export Licensing Year based on LEO Date: 01.04.2018 To: 31.03.2019

Port of Registration: INBOM4 Bombay Air Cargo

Select Preferred Dispatch Mode of Duty Credit Scrip: Speed Post

☒ Exports to OFAC Countries (Iran/Sudan/Libya) without eBRC ?

FOB in Rs.: 0.00 Split Licenses Required? ☐
Duty Credit in Rs.: 0.00 No. of Split Licenses: 0

Split Details

Buttons: Add, Update, Close, Submit, Fee Details, Pay Online, Verify Pay, SB Repository, Shipping Bill, Upload Documents, Preview Application

Step: 7

Message

MEIS Record Successfully Added

OK

Step: 8

Click the SB Repository Button on main screen.

Eligible Shipping Bills without eBRC to the OFAC Countries – [Iran/Sudan/Libya](#) will be listed in the SB selection window.

Shipping Bills (Max 500) for IEC: [REDACTED]

Shipping Bills

Shipping Bill No. [REDACTED] INNSA1 Nhava Sheva Sea Shipping Bill Date (Range) 28.08.2012 23.07.2019 Search

List of Available EDI Shipping Bill

List of Selected EDI Shipping Bill

SB No SB Date SB Port Export Date

> >> < <<

Details of Already Selected EDI Shipping Bill

Add to SHB Repository Show SHB Details Close

Step: 9

Shipping Bills (Max 500) for IEC: [REDACTED]

Shipping Bills

Shipping Bill No. [REDACTED] INTUT1 Tuticorin Sea Shipping Bill Date (Range) 28.08.2012 23.07.2019 Search

List of Available EDI Shipping Bill

List of Selected EDI Shipping Bill

SB No SB Date SB Port Export Date

[REDACTED] INTUT1 28.03.2019 28.03.2019

> >> < <<

Details of Already Selected EDI Shipping Bill

Add to SHB Repository Show SHB Details Close

Move them to the right side and Click OK. Sbs will get attached to the application.

Shipping Bills (Max 500) for IEC: [REDACTED]

Shipping Bills

Shipping Bill No: [REDACTED] Custom Port of Export: INTUT1 Tuticorin Sea Shipping Bill Date (Range): 28.08.2012 23.07.2019 Search

List of Available EDI Shipping Bill

SB No	SB Date	SB Port	Export Date
[REDACTED]	28.03.2019	28.03.2019	

List of Selected EDI Shipping Bill

Details of Already Selected EDI Shipping Bill

Add to SHB Repository Show SHB Details Close

Message

Shipping Bills attached to your application: [REDACTED]

OK

Step: 10

Open Shipping Bill screen . It shows SB details .

MEIS Shipping Bill Details Rec : 1 of 9

SB No	Dated	PORT	INTUT1	FOB (Rs.)
[REDACTED]	13.03.2019	PORT:INTUT1		17108250.00
[REDACTED]	14.03.2019	PORT:INTUT1		3945133.60
[REDACTED]	14.03.2019	PORT:INTUT1		8365620.00
[REDACTED]	27.03.2019	PORT:INTUT1		8269200.00

File No: [REDACTED] Custom Port: INTUT1 Tuticorin Sea

SB No: [REDACTED] SB Date: [REDACTED]

FOB(Rs.): [REDACTED] Total SB: 9 Maximum 50 Shipping Bill

LEO Date: [REDACTED] Date of Export: [REDACTED]

BRC No: [REDACTED] Realisation Dt: 18.03.2019

Country: IRN IRAN (ISLAMIC REPUBLIC C) Remarks: EDI Shipping Bill & EDI BRC-Upl.Dt:20.03.2019

Delete Close Product Details

Step: 11

Click on Product details

MEIS Product Details Rec : 1 of 1

SB No: ~~6074000~~ Invoice No: ~~SS/001/2018~~ Country: SDN SUDAN

SB Date: 04.04.2018 Inv. SI No: 1 Country Group: B MEIS Rate

LEO Date: 05.04.2018 ITC(HS): 62053000 Days Elapsed: 403

Item Description: BOY'S WOVEN SHIRTS MADE OF COTTON Is it a HandiCraft Item? ☐ FIRC Amount in Rs. 0.00

FOB in FC: 31200.00 Allowed FOB FC: 31200.00 FC Code: EUR EURO Conv. Rate: 79.05 FOB(In Rs.): 2,466,360.00

Actual Rate%: 4.00 Allowed Rate%: 4.00 Entl. Before Cut: 0.00 Cut %: 2 Entl. after Cut: 0.0 Recovery(if any): 0.00 Actual Entitlement: 0.00

Close

In the FIRC Box (on right side ,above item description) , Fill in the FIRC Amount in Rs for every export product.

System will auto calculate the MEIS benefit using the minimum value of SB FOB in Rs and FIRC inrs.

MEIS Product Details Rec : 1 of 1

SB No: ~~6074000~~ Invoice No: SS/001/2018 Country: SDN SUDAN

SB Date: 04.04.2018 Inv. SI No: 1 Country Group: B MEIS Rate

LEO Date: 05.04.2018 ITC(HS): 62053000 Days Elapsed: 403

Item Description: BOY'S WOVEN SHIRTS MADE OF COTTON Is it a HandiCraft Item? ☐ FIRC Amount in Rs. 345670.0

FOB in FC: 31200.00 Allowed FOB FC: 31200.00 FC Code: EUR EURO Conv. Rate: 79.05 FOB(In Rs.): 2466360.00

Actual Rate%: 4.00 Allowed Rate%: 4.00 Entl. Before Cut: 13826.00 Cut %: 2 Entl. after Cut: 13549.0 Recovery(if any): 0.00 Actual Entitlement: 13549.00

Close

Close Product Details Window

Step: 12

Merchandise Exports From India Scheme (MEIS)

File Number: [REDACTED] Dated 23.07.2019 IEC [REDACTED] Br. 0 Find

Name [REDACTED]

Address [REDACTED]
[REDACTED]
[REDACTED]

PIN 400072

Exporter type 5 Merchant/Manufactur
Nature of Concern 2 Public Limited
Exporter Status 0 None

Export Licensing Year based on LEO Date 01.04.2018 To 31.03.2019
Port of Registration INNSA1 Nhava Sheva Sea
Select Preferred Dispatch Mode of Duty Credit Scrip Speed Post
☐ Exports to OFAC Countries (Iran/Sudan/Libya) without eBRC ?

FOB in Rs. 97,544,800.00 Split Licenses Required? ☐
Duty Credit in Rs. 1,045,140.00 No. of Split Licenses 0
Split Details

Add Update Close Submit

Fee Details

Pay Online

Verify Pay

SB Repository

Shipping Bill

Upload Documents

Preview Application

Pay online and Verify Pay

Step: 13
Click on Pay Online

PAYMENT INITIATION SCREEN

Kind Attentions

While making online payments some customers are facing problems with Corporate Net Banking Facility of banks like SBI / ICICI Banks etc . Efforts are being made to resolve this technical issue. The inconvenience caused regretted.

DGFT REFERENCE NO. 0000001000

Applicant Name LE MERCH EXPORTS LIMITED

Scheme Name Merchandise Exports from India Schem

ECOM Ref No. 00/00/00/0000000000000000

Actual Fee payable (Rs) 1000

TOTAL NO.OF SUCCESSFUL TRANSACTIONS : 0

TOTAL AMT ALREADY PAID (Rs): 0

Enter Fee Amt. (Rs) 1000.0

Please Note :

1. Use Print-Application button to see detail of successful payment made.
2. Unsuccessful payment status at DGFT site can be verified upto 12:00 PM on the same day after which if amount is debited from your account it will be refunded by the concerned bank directly to your account.

Step: 14
Click on Submit

PAYMENT CONFIRMATION SCREEN

DGFT REFERENCE NO. 0000001000

Applicant Name LE MERCH EXPORTS LIMITED

Customer Ref.ID 200000000032041

Scheme Merchandise Exports from India Schem

ECOM Ref No. 00/00/00/0000000000000000

Fee Amt (Rs) 1000.0

Step: 15

Select payment option Credit / Debit / Debit+ATM PIN / Internet Banking


Credit Card >

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card



Card Number

Enter card number

Expiration Date

Month

Year

CVV/CVC

Card Holder Name

Enter card holder name


Make Payment

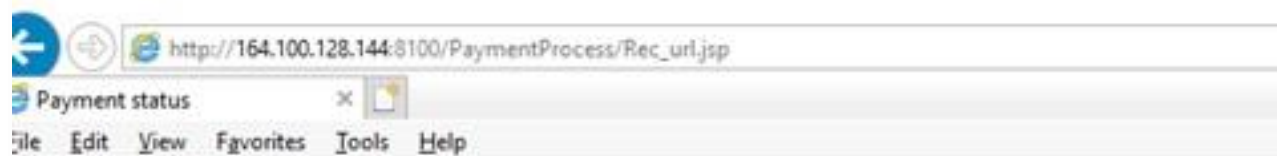
Cancel

Merchant Name

DGFT - Director General of Foreign Trade

Payment Amount: ₹ 1000.00





Your transaction is unsuccessful.	
Ecom Ref. Number	02/02/08/125800/0625/1082
Party Name	I E MERITE EXPORTS LIMITED
Customer Ref. Number	201007311630041
Transaction Amount	1000.00
Error code	0300
Error Description	PGS10001-Success

Step: 16
Select Pay verify option form main menu

Search...

Screen For Payment Verification

ECOM Ref. No.	Customer Ref. No.	Amt. in Rs.	Select
XXXXXXXXXXXX00054000	XXXXXXXXXXXX00054000	1000.00	<input type="radio"/>
XXXXXXXXXXXX00054000	XXXXXXXXXXXX00054000	1000.00	<input type="radio"/>

VERIFY

Note : Please ensure the following :

1. Check the ECOM Number mentioned against a transaction is correct one before selecting it to verify it.
2. Select the transaction for which your account is already debited against the ECOM . Verification of payment is available till 24:00 hrs on the same day only.
3. Payment where debit account has already taken place and status is unsuccessful at DGFT side is not verified on the same will be credit back Billdesk Payment Gateway in 6-7 working days.

Select transaction

http://164.100.128.144:8100/PaymentProcess/rec_var_url.jsp

Verification

View Favorites Tools Help

Your Transaction is successful.

Customer Ref. Number	201907231215220000
Ecom. Ref. No.	000000000000000000000000
Transaction Reference Number	000000000000000000000000
Bank Reference Number	000000
Transaction Amt.	1000.00
Transaction Time	23-07-2019 12:21:22
Note :	Note : 1. In case your transaction is unsuccessful and amount is debited from your account pl. verify the transaction by clicking on the Verify 2. if the payment is successful than you need not verify the payment.

Close window and proceed for Submission of application.

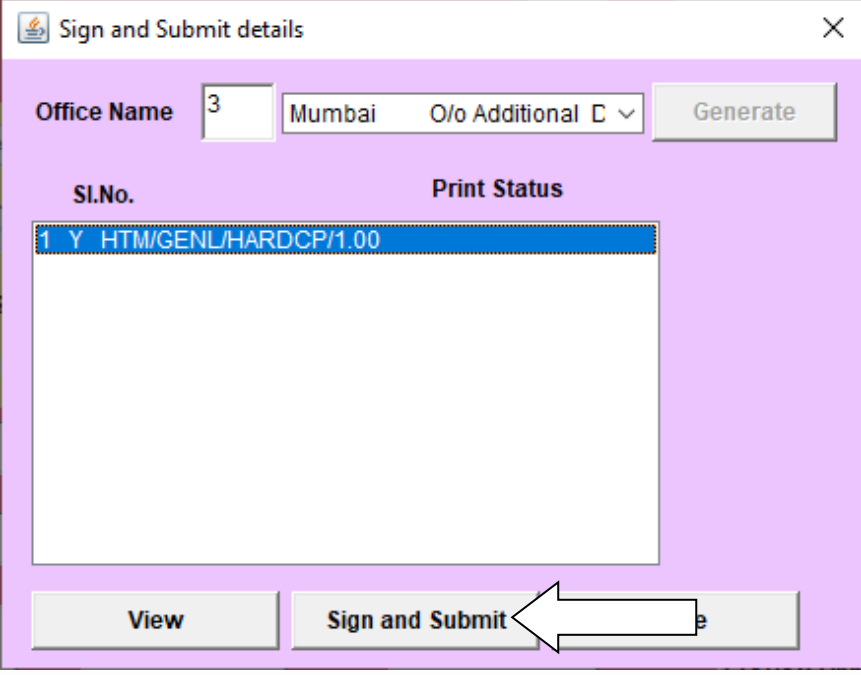
Step: 16
Click in Submit

The screenshot shows the 'Merchandise Exports From India Scheme (MEIS)' application form. The form is divided into several sections. At the top, there are fields for 'File Number', 'Dated' (23.07.2019), 'IEC', 'Br.' (0), and a 'Find' button. Below this, there are fields for 'Name', 'Address', and 'PIN' (400072). To the right of these fields, there are dropdown menus for 'Exporter type' (5), 'Nature of Concern' (2), and 'Exporter Status' (0). Further right, there are buttons for 'Fee Details', 'Pay Online', 'Verify Pay', 'SB Repository', 'Shipping Bill', 'Upload Documents', and 'Preview Application'. In the center, there is a section for 'Export Licensing Year based on LEO Date' (01.04.2018 to 31.03.2019), 'Port of Registration' (INNSA1), 'Nhava Sheva Sea', 'Select Preferred Dispatch Mode of Duty Credit Scrip' (Speed Post), and a checkbox for 'Exports to OFAC Countries (Iran/Sudan/Libya) without eBRC?'. At the bottom, there are fields for 'FOB in Rs.' (07,84,19,00), 'Split Licenses Required?' (No), 'No. of Split Licenses' (0), 'Duty Credit in Rs.' (4,04,14,00), and a 'Split Details' button. At the very bottom, there are buttons for 'Add', 'Update', 'Close', and 'Submit'.

Step: 17
Select office Name and click on Generate button.

The screenshot shows two windows. The top window is titled 'Sign and Submit details'. It has a field for 'Office Name' (b), a dropdown menu for 'All' and 'None', and a 'Generate' button. Below this, there is a 'Print Status' section with a 'Sign' button. At the bottom, there are buttons for 'View', 'Submit', and 'Close'. The bottom window is titled 'Submit Message'. It contains the following text: 'You are submitting this Non-Automated applicati', 'DGFT RA Mumbai', 'On Successful Submission, it will be manually', 'processed in RA and Authorisation', 'will be dispatched by Speed Post to', 'LE MERITE EXPORTS LIMITED', 'B1 104 D BOOMERANG, CHANDIVALI FARM', 'ROAD, POWAI', 'ANDHERI EAST MUMBAI, MAHARASHTRA'. At the bottom of this window, there are two buttons: 'YES' (green) and 'NO' (red).

Click on Submit button.

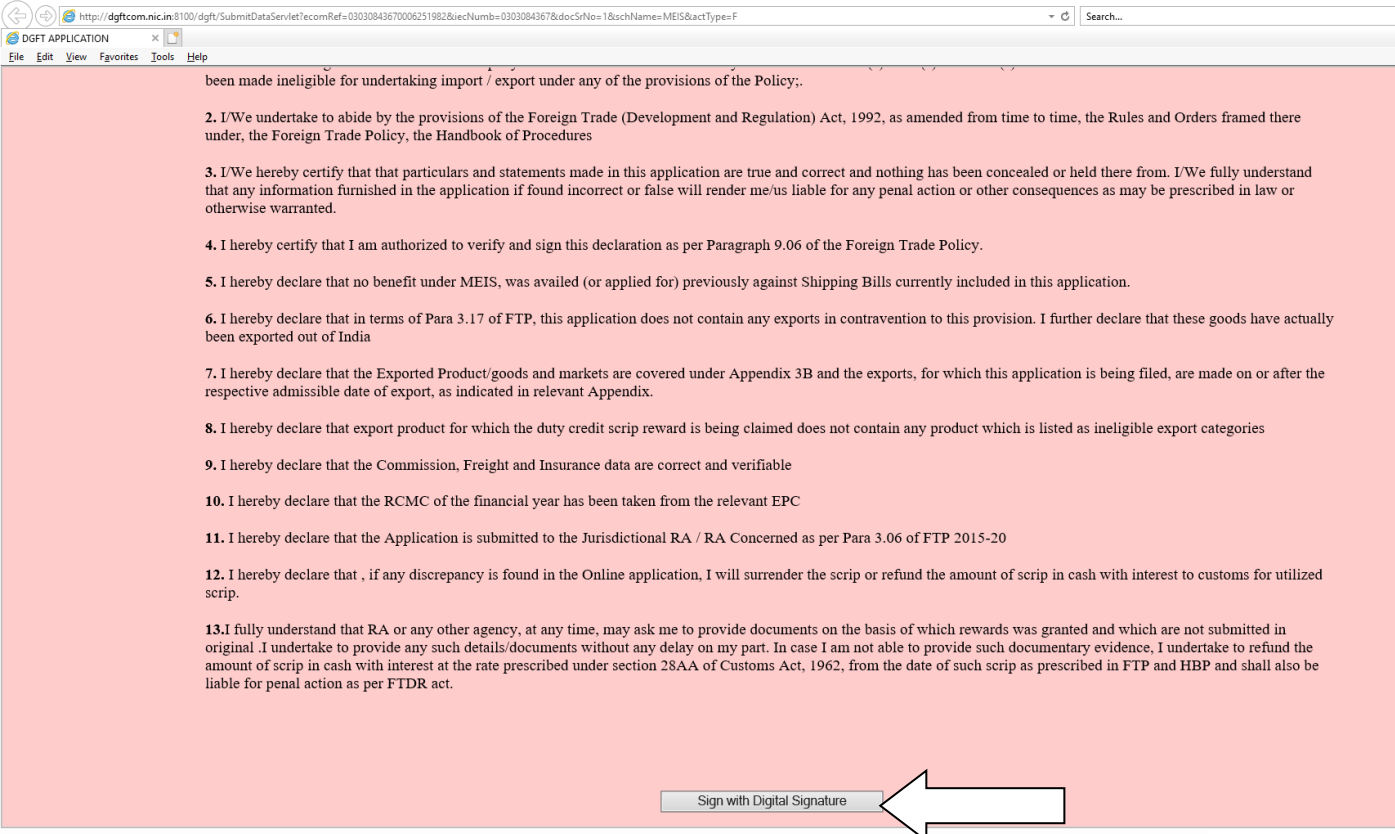


Sign and Submit details

Office Name O/o Additional

Sl.No.	Print Status
1	Y HTM/GENL/HARDCP/1.00

Step: 17
Click on Sign with Digital Signature



been made ineligible for undertaking import / export under any of the provisions of the Policy;.

2. 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

3. I/We hereby certify that that particulars and statements made in this application are true and correct 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.

4. I hereby certify that I am authorized to verify and sign this declaration as per Paragraph 9.06 of the Foreign Trade Policy.

5. I hereby declare that no benefit under MEIS, was availed (or applied for) previously against Shipping Bills currently included in this application.

6. I hereby declare that in terms of Para 3.17 of FTP, this application does not contain any exports in contravention to this provision. I further declare that these goods have actually been exported out of India

7. I hereby declare that the Exported Product/goods and markets are covered under Appendix 3B and the exports, for which this application is being filed, are made on or after the respective admissible date of export, as indicated in relevant Appendix.

8. I hereby declare that export product for which the duty credit scrip reward is being claimed does not contain any product which is listed as ineligible export categories

9. I hereby declare that the Commission, Freight and Insurance data are correct and verifiable

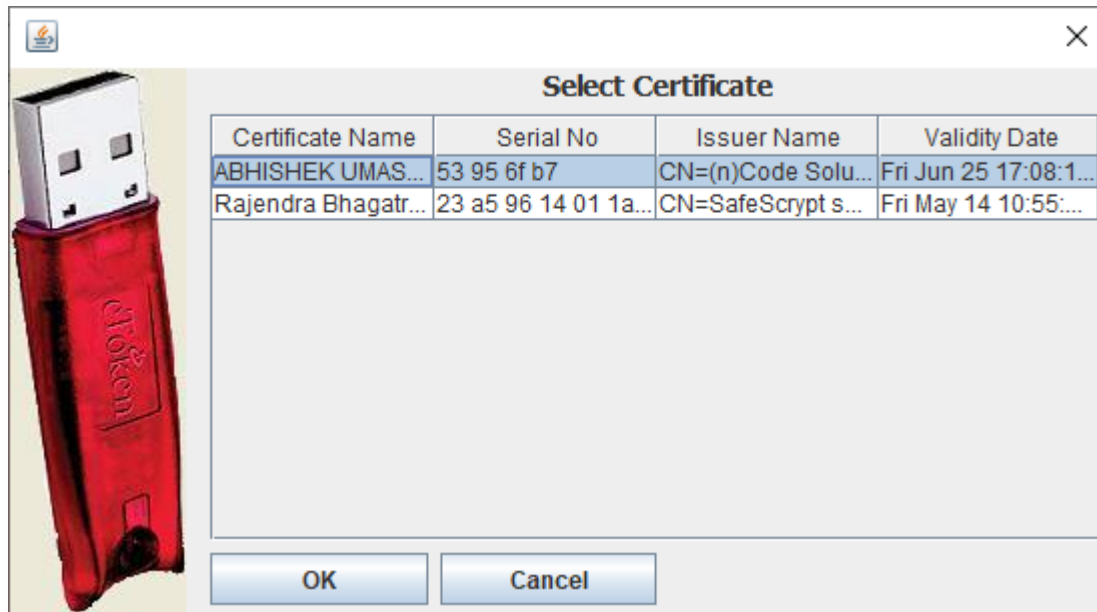
10. I hereby declare that the RCMC of the financial year has been taken from the relevant EPC

11. I hereby declare that the Application is submitted to the Jurisdictional RA / RA Concerned as per Para 3.06 of FTP 2015-20

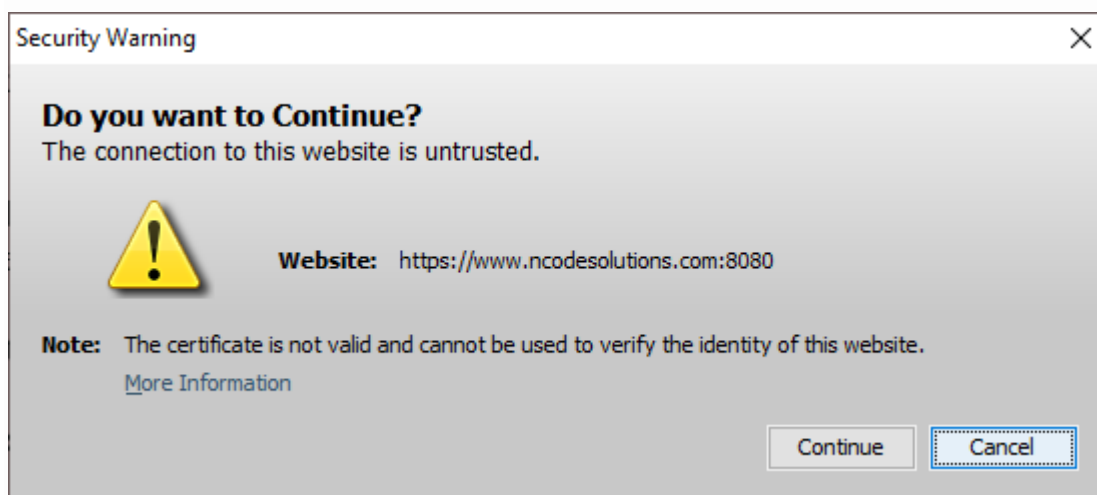
12. I hereby declare that , if any discrepancy is found in the Online application, I will surrender the scrip or refund the amount of scrip in cash with interest to customs for utilized scrip.

13. I fully understand that RA or any other agency, at any time, may ask me to provide documents on the basis of which rewards was granted and which are not submitted in original .I undertake to provide any such details/documents without any delay on my part. In case I am not able to provide such documentary evidence, I undertake to refund the amount of scrip in cash with interest at the rate prescribed under section 28AA of Customs Act, 1962, from the date of such scrip as prescribed in FTP and HBP and shall also be liable for penal action as per FTDR act.

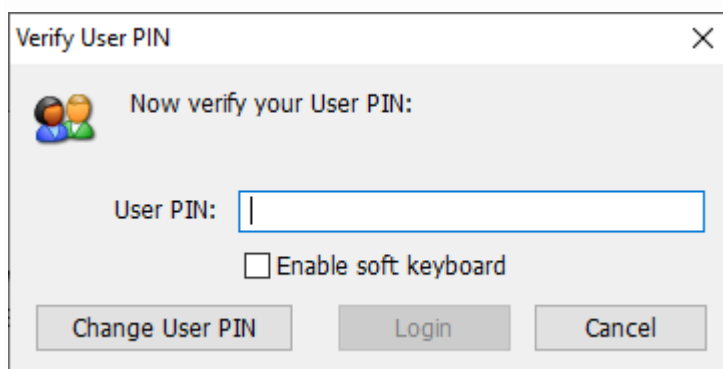
Select Certificate



Click on Continue



Enter DSC pin and login



The screenshot shows a web browser window with the address bar displaying 'http://164.100.128.143:8100/dgft/NewSignSubmit'. The browser has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area displays a table titled 'Application Submission Details'.

Application Submission Details	
Ecom Ref. No.:	03/03/084/36700/0625/1982
Document Attacher:	
Staus:	Application Successfully Signed.
Submitted To :	O/o Additional Director General of Foreign Trade , Mumbai
Application Submission Status :	Successful.
Application Details :	
Submission Details :	Your MEIS Application is Non-Automated; it will be Manually Processed at RA. Your Scrip will be dispatched by Speed Post
<input type="button" value="Close Application"/>	

After submission of application, need to submit physical copy of FIRC in concern RA office.

Note:

- Late cut will be calculated in online module, but while processing at Regional office, late cut can be modified by the officials before issuance of scrip.
- As there is no eBRC, no need to open the eBRC window in the SB repository Module to attach or manually type brc.
- Currently OFAC countries -Iran, Sudan, Libya and Syria – are enabled in the system for applying MEIS benefits.
If any other OFAC countries are to be enabled, please request DGFT HQ Policy Division -3 to enable it.