

## Incremental Export Incentivisation Scheme Help

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#### 1. Login (Using IEC and Password)

1.1 Enter **IEC & Branch Code** and **Password** as shown below:



The screenshot shows a window titled "DgftLoginDialog" with a cyan background. At the top, it says "Exporter Login" in red. Below that, it displays "Date & Time 17.10.2014 18:06:15" and "Scheme INCSCH" in blue. There are two input fields: "IEC & Branch Code" with the value "1234567890000" and "Password" with "\*\*\*\*\*". A green bar below the IEC field contains the text "(eg. 1234567890000 here IEC Code 1234567890 Branch Code: 000)". There is a checkbox for "Digital Login" which is currently unchecked. At the bottom, there are two buttons: a green "Login" button and a red "Cancel" button.

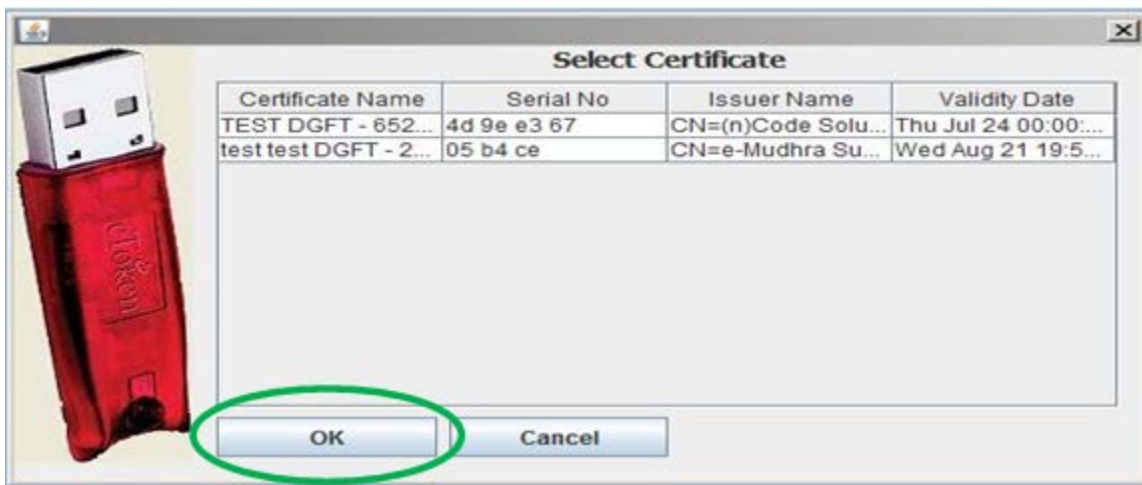
1.2 After successful login move to step 3(create an application)

#### 2. Login (Using Digital Signature Certificate)

2.1 Exporter can login with Digital Certificate by marking the checkbox as shown below, then click on **Login** button.



2.2 After pressing the **Login** button, following screen will appear. Select the Digital Certificate and click “**OK**” button.



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### 3. Create an Application

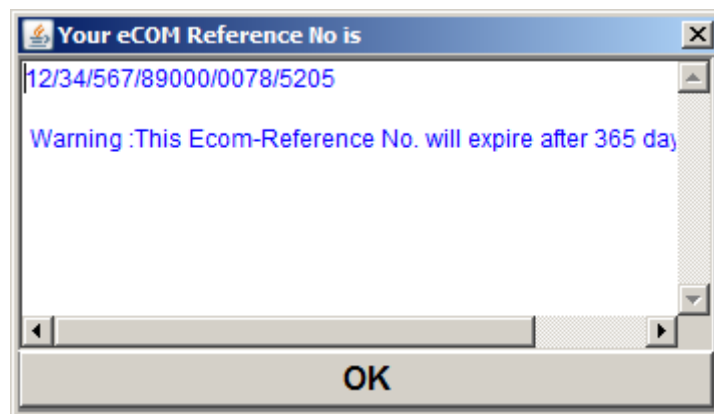
3.1 On pressing OK button of step 2.2, following screen will appear:

## Incremental Exports Incentivisation Scheme

(User:1234567890)

3.2 To create a new application click on **File** menu and then select the option **Create**

3.3 On selecting the **Create** option from **File Menu** a message box showing the **e-COM Reference number** will be generated as shown in the screen below. Press **OK**.



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3.4 The following **Incremental Export Incentivisation Scheme Screen** will appear.

3.5 All the details like **IEC**, **Name** and **Address** will be automatically displayed.

3.6 Select “**Port of Registration**” and enter “**Alternate Email Id/Alternate Telephone**” to update your information.

3.7 By default **Export Year** will be 2012-2013. In case exporter need to **claim the benefits for export on annual basis for Year 2013-2014** , **Pl. change Export Year 2012-2013 to 2013-2014. Remember to avoid any problem follow exact format for export Year [YYYY-YYYY]. [field is circled in red ]**

**In case of exporter need to claim the benefits for export on annual basis for Year 2013-2014 than enter the Export in USD Prev. to Pev. FY [applicable for FY 2013-2014] . for claim on IEIS scheme annual basis this field should be greater than Zero. It means exporter who have not made any export in Year 2011-2012 not entitled to claim the **benefits for export on annual basis for Year 2013-2014. [field is circled in red ]**.**

**In case of Export Year 2013-2014 the labels showing Export period on the screen will changes accordingly.**

For eg. Screen labels for the different Export Year are as shown in the table

Claim Basis	Export Year	Labels
Quarterly	EY : 2012-2013	Export: 2011-12 Export : 2012-13

	<b>EY1 : 2011-2012</b> <b>EY2 : 2012-2013</b>  <b>P1 : 1st Jan2012- 31<sup>st</sup> March 2012</b> <b>P2 : 1st Jan2013- 31<sup>st</sup> March 2013</b>	<b>Export 1st Jan2012- 31<sup>st</sup> March 2012</b> <b>Export 1st Jan2013- 31<sup>st</sup> March 2013</b>
<b>Annual</b>	<b>2013-2014</b>  <b>EY1 : 2012-2013</b> <b>EY2 : 2013-2014</b>  <b>P1 : 1st Apr 2012- 31<sup>st</sup> Mar 2013</b> <b>P2 : 1st Apr 2013- 31<sup>st</sup> Mar 2014</b>	<b>Export: 2012-2013</b> <b>Export : 2013-2014</b> <b>Export 1st Apr 2012- 31<sup>st</sup> Mar 2013</b> <b>Export 1st Apr 2013- 31<sup>st</sup> Mar 2014</b>

**Note : EY : Export Year**

**EY1 : Previous Export Year**

**EY2 : Current Export Year**

**P1 : Period of Export for EY1**

**P2 : Period of Export for EY2**

**IncentiveScheme**

File Number: 12/34/567/89000/0078/5205      Dated: 17.10.2014

IEC No.: 1234567890      Branch Code: 0      Find

Name: QBDGFT TEST IEC      Port Of Registration: INCNB1 Car-Nicobar

Address: 568, NIC-DGFT      Street/Block No.: UDYOG BHAWAN

City/Locality: NEW DELHI      Pincode: 110011

Telephone No.: 011-25346      Alternate Telephone No.:

Email id: aks@ub.nic.in      Alternate Email Id:

Fin.Year of Export eg. 2013-2014: 2013-2014      Export in USD in Prev. to Prev. FY: 15000.0  
 [applicable for FY 2013-2014 onwards]

Export:2012-2013		Export:2013-2014	
FOB In US \$	1600	FOB In US \$	320000
Incr. Growth Abslt.(US \$)	318,400.00	Incr. Growth %(US \$)	19,900.00
Export:1st Apr'2012-31st Mar'2013		Export:1st Apr'2013-31st Mar'2014	
FOB In US \$	1600	FOB In US \$	320000
FOB In Rs.	96000	FOB In Rs.	19200000
Incr. Growth in USD	318,400.00	Incr. Growth USD %	19,900.00
Incr. Growth in Rs.	19,104,000.00	Incr. Growth in Rs. %	19,900.00
Calculated Exch. Rate	60.00	Calculated Exch. Rate	60.00

Calculate

Entitlement claimed: 382,080.00      Entitlement @ 2%: 382,080.00

Allowed Entitlement: 382,080.00

Split Licence?      Total Split:      Split Licence Details

Add      Update      Close      Print      Submit

**In case of exporter need to claim the benefits for export on annual basis for Year 2012-2013 than skip the field Export in USD Prev. to Prev. FY [applicable for FY 2010-2011] by pressing TAB key . for claim on IEIS scheme quarterly basis for Export Year 2012-2013 , [field is circled in red ]**

3.8 Enter the Values in the different fields like FOB in US\$ , FOB in Rs. for different EY1 and EY2 .

3.9 Press “**Calculate**” button to calculate Incremental growth. Calculation are made as per following details:

**Calculation Formulas**

**Suppose EY1 : 2012-2013**

**EY2 : 2013-2014**

**P1 : 1st Apr 2012- 31<sup>st</sup> Mar 2013**

**P2 : 1st Apr 2013- 31<sup>st</sup> Mar 2014**

**Export: EY1 / Export: EY2**

**1. Increment Growth absolute:** Difference between exports in current year and previous year in US\$

i.e. FOB in US\$ **EY2** - FOB in US\$ **EY1**

**Incr. Growth %:** It is the total percentage of the Increment growth absolute (explained above) in US\$.

i.e. [FOB in US\$ **EY2** - FOB in US\$ **EY1**]/FOB in US\$ **EY1**

**Incr. Growth in US\$:** Difference between exports in current year and previous year in USD

i.e. [FOB in US\$ (**P2**)]- [FOB in US\$(**P1**)]

**Incr. Growth in US\$ %:** It is the total percentage of the Incr. Growth in USD (explained above)

i.e. [FOB in US\$(**P2**) - FOB in US\$(**P1**)]/ FOB in US\$(**P2**)

**Increment Growth in Rs:** Difference between exports in current year and previous year in rupees.

i.e. [FOB in Rs. (**P2**)]-FOB in Rs. (**P1**)

**Increment Growth in Rs. %:** It is the total percentage of the Incr. Growth in rupees (explained above).

i.e. [FOB in Rs. (**P2**)]-FOB in Rs. (**P1**)]/ FOB in Rs. (**P2**)

**Entitlement at 2 %:** Entitlement is given to the exporter if the incremental growth is high which is calculated by applying the following formula.

i.e. [FOB in Rs. (**P2**)]-FOB in Rs. (**P1**)]/100\*2.

**Note :**

**1. Entitlement at 2 % value is limited to Rs. 20 Lakh for application filled on quarterly basis for EY 2012-2013.**

**2. Entitlement at 2 % value is limited to Rs. 1 Cr. for application filled on annual basis for EY 2013-2014.**

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3.10 Press **Add** button to add the details first.

To update the details , changes the requisite value and Press the update button.

The screenshot shows the 'IncentiveScheme' application window. It contains a form with various fields for file details, contact information, and financial data. A 'Fin. Year of Export' field is highlighted in green. A 'Calculate' button is visible, and a 'Split Licence?' checkbox is present. A pop-up window titled 'Updation' displays the message 'Successfully updated' and an 'OK' button.

File Number	12/34/567/89000/0078/5205	Dated	17.10.2014
IEC No.	1234567890	Branch Code	0 Find
Name	QBDGFT TEST IEC	Port Of Registration	INCNB1 Car-Nicobar
Address	568, NIC-DGFT	Street/Block No.	UDYOG BHAWAN
City/Locality	NEW DELHI	Pincode	110011
Telephone No.	011-25346		
Email id	aks@ub.nic.in		
Fin. Year of Export eg. 2013-2014	2013-2014		
<b>Export:2012-2013</b>			
FOB In US \$	1,600.00		
Incr. Growth Abslt.(US \$)	318,400.00		
<b>Export:1st Apr'2012-31st Mar'2013</b>			
FOB In US \$	1,600.00	FOB in US \$	320,000.00
FOB In Rs.	96,000.00	FOB in Rs.	19,200,000.00
Incr. Growth in USD	318,400.00	Incr. Growth USD %	19,900.00
Incr. Growth in Rs.	19,104,000.00	Incr. Growth in Rs. %	19,900.00
Calculated Exch. Rate	60.00	Calculated Exch. Rate	60.00
<b>Calculate</b>			
Entitlement claimed	382,080.00	Entitlement @ 2%	382,080.00
Allowed Entitlement	382,080.00		
<input type="checkbox"/> Split Licence? Total Split 0 Split Licence Details			
Add Update Close Print Submit			

**Please Remember :**

1. Entitlement at 2 % value is limited to Rs. 20 Lakh for application filled on quarterly basis for EY 2012-2013.
2. Entitlement at 2 % value is limited to Rs. 1 Cr. for application filled on annual basis for EY 2013-2014.

To proceed further compilation of above two conditions is mandatory depending on your claim basis. Entitlement Claimed values should satisfy this condition hence change Entitlement Claimed value accordingly .

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#### 4. Split License Details

If entitlement is more than 5 Lakhs exporter can opt for split license.

4.1 To do so check on “**Split License?**” “Checkbox.

Enter number of splits in “**Total Split**” field and click on “**Split License Details**” button as show below.

[Please Note: Total Split is the number of split license that user wants to avail]

The screenshot shows a software interface with the following elements:  
- Entitlement claimed: 19,999,998.00  
- Entitlement @ 2%: 19,999,998.00  
- Allowed Entitlement: 19,999,998.00  
- A checkbox labeled "Split Licence?" is checked.  
- A field labeled "Total Split" contains the value "2".  
- A button labeled "Split Licence Details" is highlighted with a red oval.  
- At the bottom, there are buttons for "Add", "Update", "Close", "Print", and "Submit".

4.3 Following screen will appear.

The screenshot shows a dialog box titled "Incentive Split Rec : 0 of 0". It contains the following fields and buttons:  
- File Number: 12/34/567/89000/01  
- Sr No.: 1  
- Total SrNO: 1  
- Total Entitlement: 19,999,998.00  
- Remaining Entitlement: 19,999,998.00  
- Split Value: (empty field)  
- Port of Reg.: INCNB  
- Car-Nicobar (dropdown menu)  
- Buttons: Add, Update, Delete, Clear, Close

Enter “**Split Value**” which should be a multiple of 5 lakhs.

[Please Note: Split value is the value which is entered by the user in multiples of 5 lakhs]

4.5 Press “**Add**” button.

**Split License details** are successfully submitted.

To update existing Split License details press “**Update**” button.

To delete existing Split License details press “**Delete**” button.

## 5. Update Application

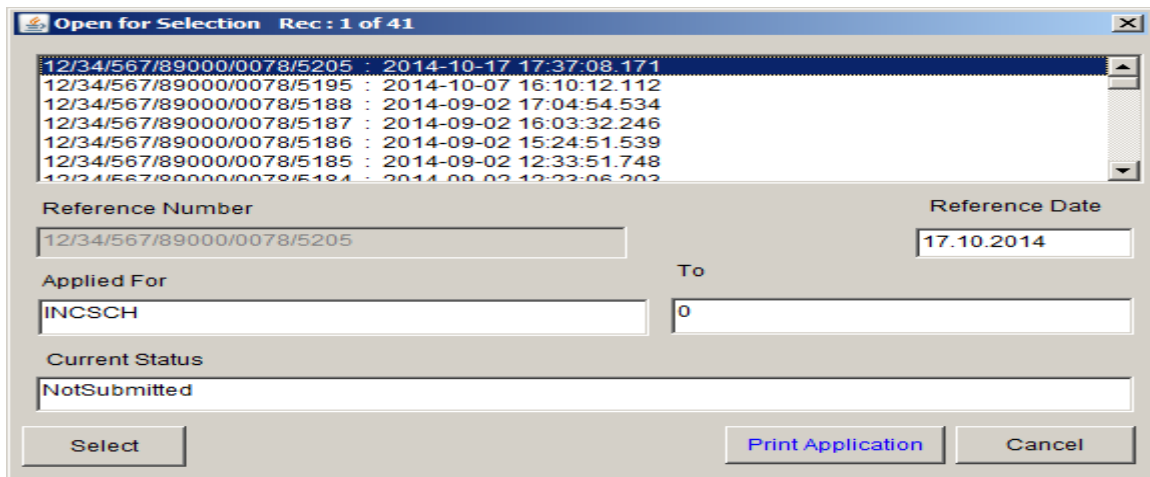
5.1 To update your application go to **File** and select **Open** option on main menu as shown below.

**Note:** After successfully submitting of an application you cannot update your application.





5.2 Following message box will appear. Select the file and click “Select” button.



5.3 With the **select** option you can select the data to update:

5.4 Following screen will appear.

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The screenshot displays the 'IncentiveScheme' application window. It contains various input fields for user information and application details. A modal dialog box titled 'Updation' is open in the center, displaying the message 'Successfully updated' and an 'OK' button. Below the dialog, there is a 'Calculate' button and a table of financial data.

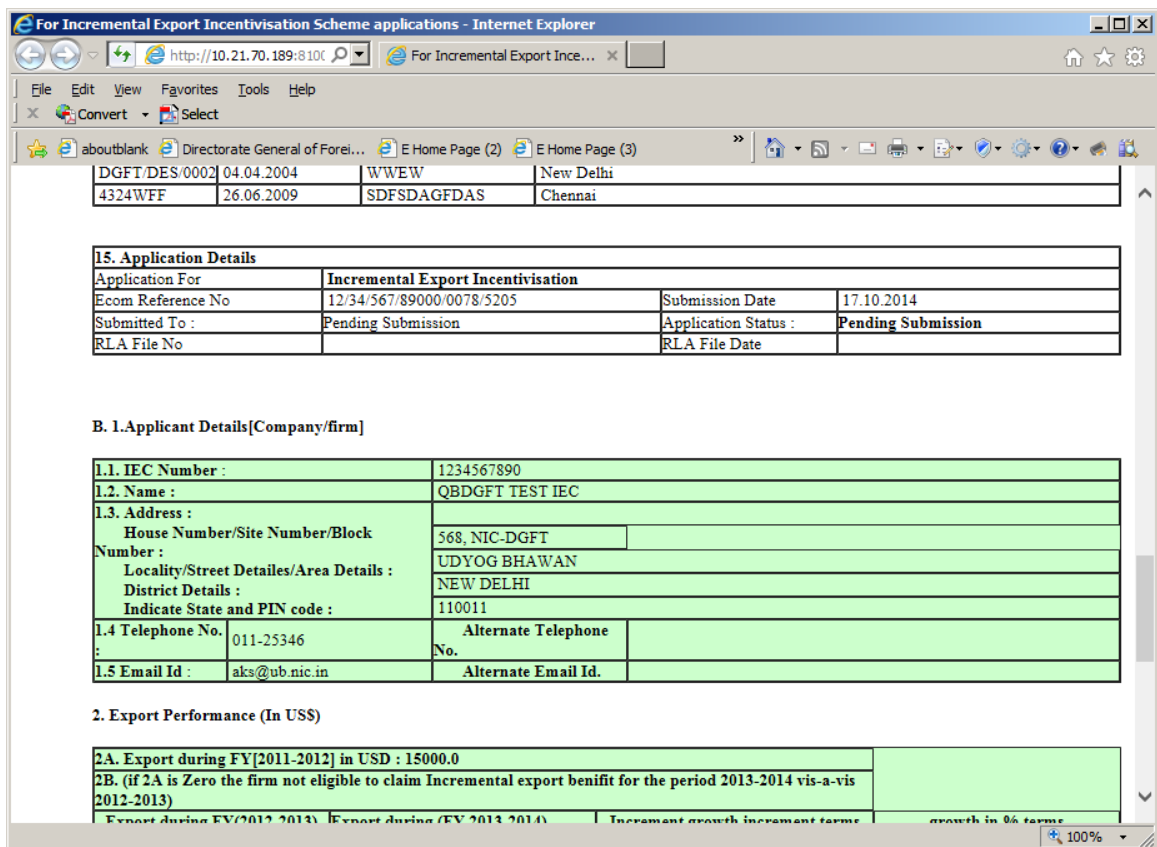
File Number	12/34/567/89000/0078/5205	Dated	17.10.2014
IEC No.	1234567890	Branch Code	0 Find
Name	QBDGFT TEST IEC	Port Of Registration	INCNB1 Car-Nicobar
Address	568, NIC-DGFT	Street/Block No.	UDYOG BHAWAN
City/Locality	NEW DELHI	Pincode	110011
Telephone No.	011-25346		
Email id	aks@ub.nic.in		
Fin. Year of Export eg. 2013-2014	2013-2014		
<b>Export:2012-2013</b>			
FOB In US \$	1,600.00		
Incr. Growth Abslt.(US \$)	318,400.00		
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FOB In US \$	1,600.00	FOB in US \$	320,000.00
FOB In Rs.	96,000.00	FOB in Rs.	19,200,000.00
Incr. Growth in USD	318,400.00	Incr. Growth USD %	19,900.00
Incr. Growth in Rs.	19,104,000.00	Incr. Growth in Rs. %	19,900.00
Calculated Exch. Rate	60.00	Calculated Exch. Rate	60.00
<b>Calculate</b>			
Entitlement claimed	382,080.00	Entitlement @ 2%	382,080.00
Allowed Entitlement	382,080.00		
<input type="checkbox"/> Split Licence? Total Split 0 Split Licence Details			
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Close"/> <input type="button" value="Print"/> <input type="button" value="Submit"/>			

5.5 You can update any field as per your requirements. After modifying data click on “**Update**” button.

5.6 Following message box will pop up.

5.7 Your application has been updated successfully.

5.8 To take the print of application Press **Print button** on the main dialog screen. Application detail will be shown in the new browser window as under

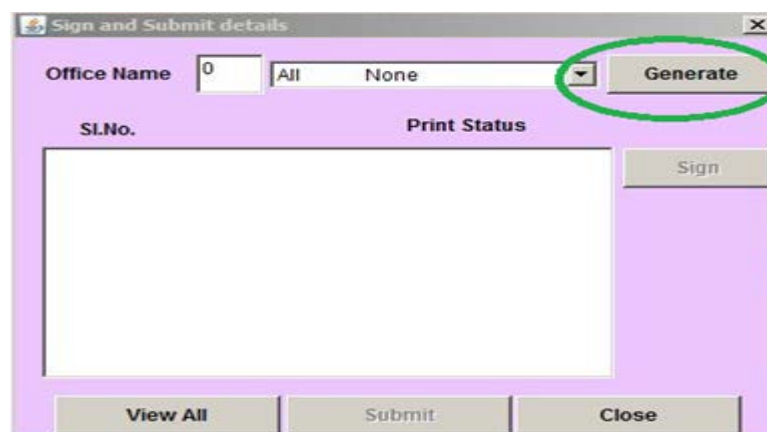


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## 6. Submit an Application

6.1 Click on” **Submit**” button in the main incremental export incentivisation scheme Screen, with this option the completed application can be submitted to any of DGFT Offices for processing:

Following message box will appear:

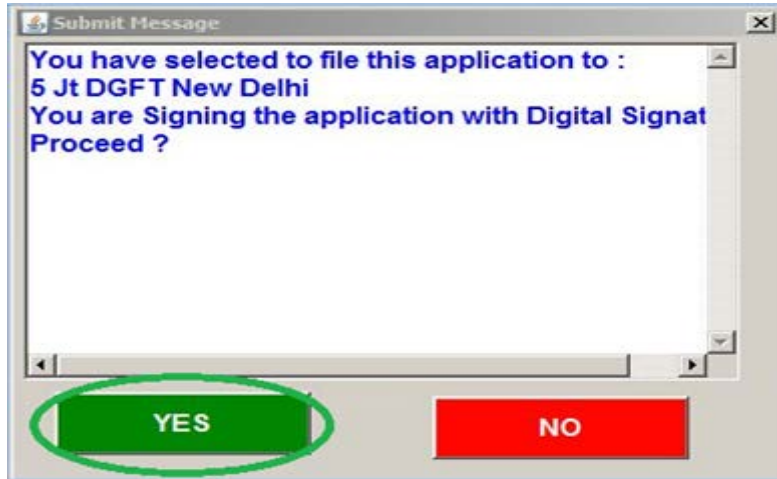


7.2 Select the desired **Office Name** and click on “**Generate**” button as marked in green.

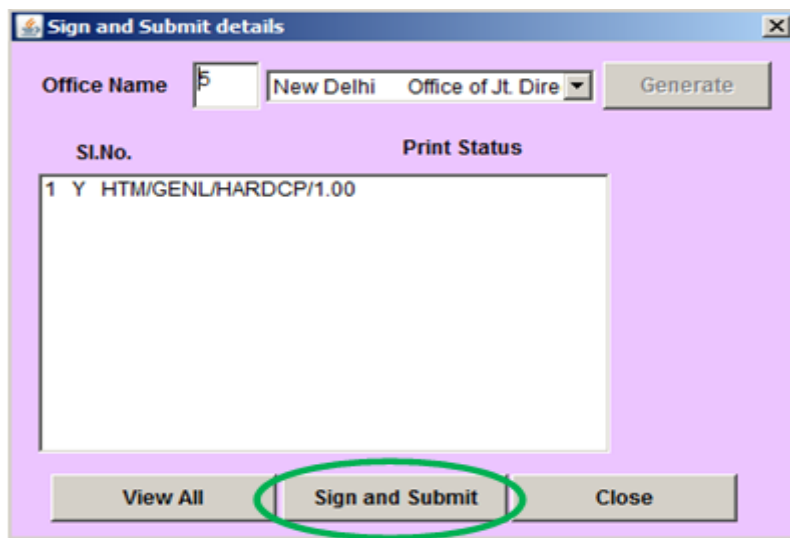
Following message box will appear. Click on “Yes” Button as marked

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(Office Name: Office in which application has to be submitted.)

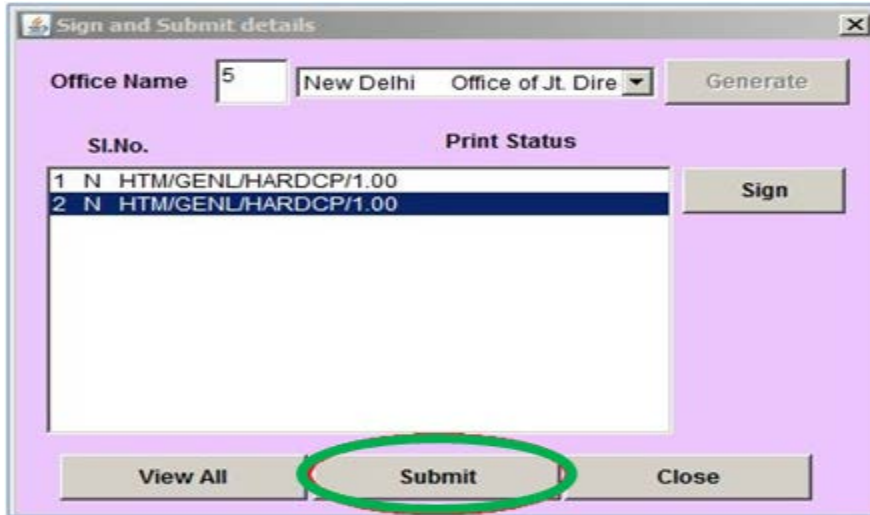


6.4 Now select the list item and click on “Sign and Submit” button, as shown below:

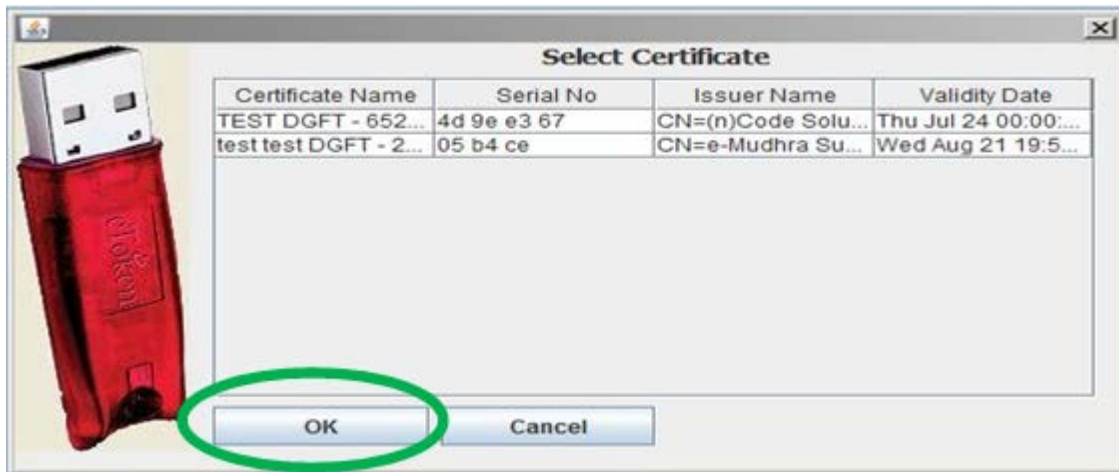


### In case of Application size is too large

6.5 In above screen, based on the size of application it will be automatically split into multiple parts. You need to sign each part separately and submit it all parts are signed digitally as shown below.



6.6 On clicking the **Submit** button following message will appear on the browser:



It confirms that your each partition is successfully signed. Then Exporter needs to click on **Sign with Digital Signature** button (marked in Green as shown above) for submitting the application.

Click on the **Sign** button as marked in the above screen. Print format will get open up on the browser, then click on “**Sign with Digital Signature**”, as shown below:

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I hereby declare that particulars and statements made in this application are true and correct and nothing has been concealed or held back from. I fully understand that any information furnished in application if found incorrect or false will render my firm / company and me liable for any penal action or other consequences as may be prescribed under FTDR Act or under any other law or otherwise warranted.

Place: NEW DELHI

Signature: \_\_\_\_\_

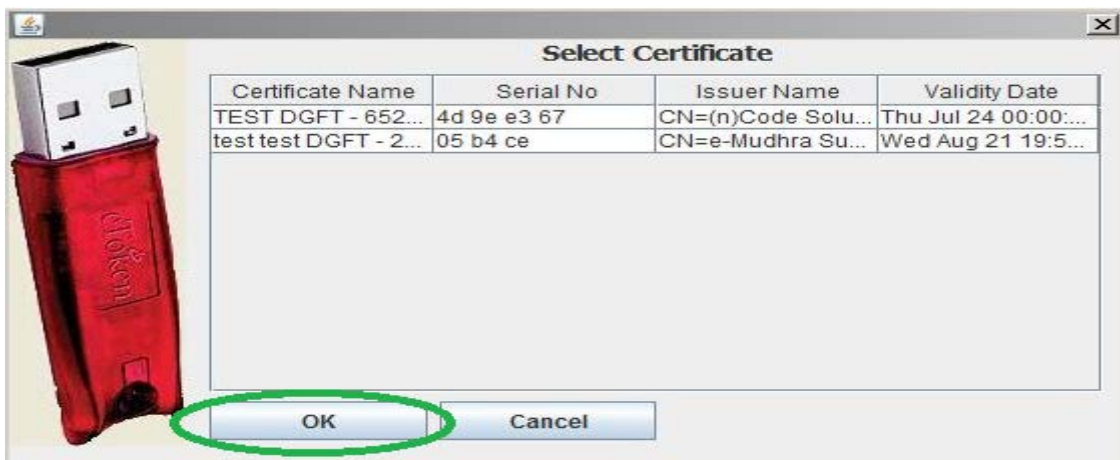
Date: 11.07.2013 e-mail: aia@subnic.in(Personal) Name: DGFT TEST EC

Documents to be submitted: \_\_\_\_\_ Designation: \_\_\_\_\_

CA Certificate certifying the exports for 2011-12 and 2012-13 to specified markets Telephone No (Official): \_\_\_\_\_

CA will also certify incremental exports for each quarter as per annexure to ANF IF. e-mail (Official): \_\_\_\_\_

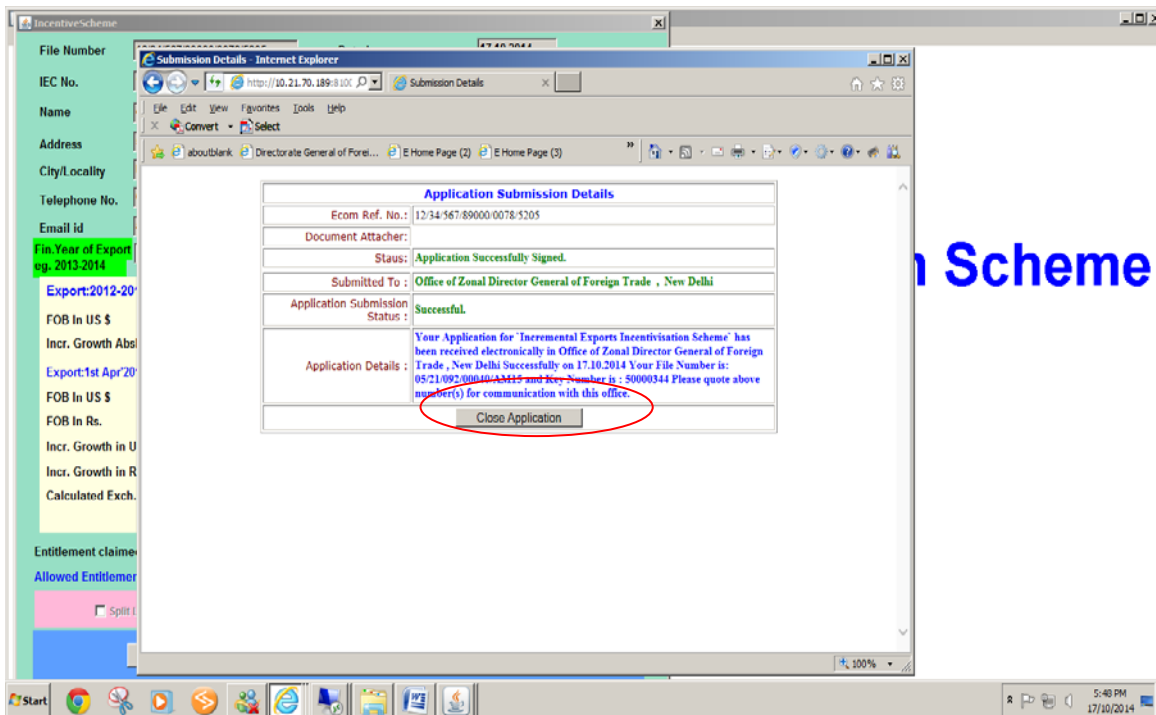
6.7 On clicking the “**Sign with Digital Signature**” button, following screen will appear



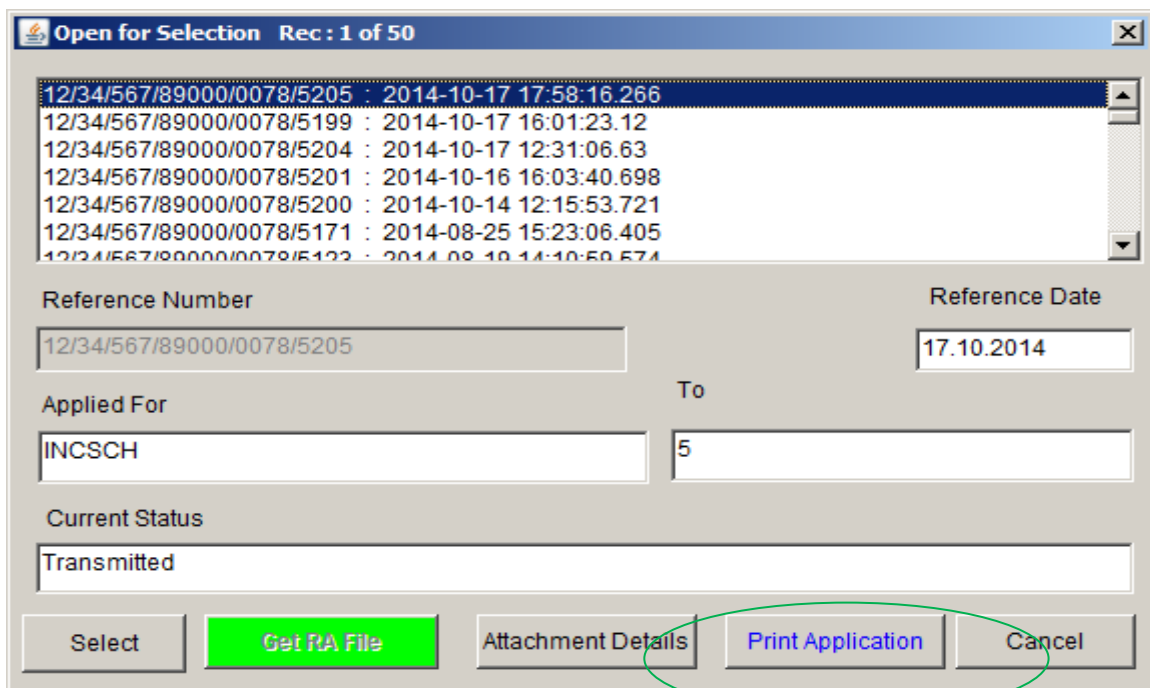
6.8 Again select “**Digital Certificate**” from the above screen and press “**OK**” button.

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On clicking **OK** button, following message box will appear. It confirms that your application is successfully submitted. You can note down information for further reference.



- Application has been submitted successfully.
- To take “**prints out**” of your submitted application go to main menu and click on “**Query**” button and select “**Status**” option. Following dialog box will appear.
- Mention file name on the print out.
- Attach physical documents and then submit the form to RA concerned.



6.11 To take print out click on “**Print Application**” button as show above.



## 7. Checking Application status

7.1 To check status of your application go to main menu and then click on “**Query**” button and select “**Status**” option. Following message box will appear.

The screenshot shows a dialog box titled "Open for Selection Rec: 1 of 50". It contains a list of application records with columns for Reference Number, Reference Date, Applied For, and To. Below the list are input fields for Reference Number (12/34/567/89000/0078/5205) and Reference Date (17.10.2014). There are also fields for Applied For (INCSCH) and To (5). The Current Status is displayed as "Transmitted". At the bottom, there are five buttons: "Select" (circled in red), "Get RA File" (highlighted in green), "Attachment Details", "Print Application", and "Cancel".

Reference Number	Reference Date	Applied For	To
12/34/567/89000/0078/5205	2014-10-17 17:58:16.266	INCSCH	5
12/34/567/89000/0078/5199	2014-10-17 16:01:23.12		
12/34/567/89000/0078/5204	2014-10-17 12:31:06.63		
12/34/567/89000/0078/5201	2014-10-16 16:03:40.698		
12/34/567/89000/0078/5200	2014-10-14 12:15:53.721		
12/34/567/89000/0078/5171	2014-08-25 15:23:06.405		
12/34/567/89000/0078/5122	2014-08-10 14:10:50.574		

7.2 Select your file and click on “**Select**” button. Following message box will appear.

The screenshot shows a dialog box titled "eCOM Messages Rec: 1 of 1". It displays a message from 17.10.2014 with the message ID B003. Below the message ID are input fields for Message Date (17.10.2014) and Message (B003). The Remarks section contains the following text: "Your Application for 'Incremental Exports Incentivisation Scheme' has Office of Zonal Director General of Foreign Trade , New Delhi Successfully on 17.10.2014 Your File Number is: 05/21/092/00040/AM15 and Key Number is : 50000344 Please quote above number(s) for communication with this office." A "Close" button is located at the bottom.

7.3 You can check status of your application from the above screen.