



## दि प्लास्टिक एक्सपोर्ट प्रमोशन कौन्सिल

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग द्वारा प्रायोजित)  
क्रिस्टल टावर, गुंडिवली रोड क्र. 3, ऑफ सर एम व्ही रोड, अंधेरी (पूर्व), मुंबई ४०० ०६९, भारत  
दूरध्वनी : ९१-२२-२६८३ ३९९१/९२ फ़ैक्स : ९१-२२-२६८३ ३९९३  
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### THE PLASTICS EXPORT PROMOTION COUNCIL

(Sponsored by the Ministry of Commerce & Industry, Department of Commerce, Government of India)  
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Ref : Plexh/Cir/1688

13.12.2018

To,  
All the members of Plexconcil / COA

Dear Members,

**Sub : Regarding clarification on requirement of documents for online IEC applications**

**Ref. : Trade notice no. 39/2018-19 dated 12.12.2018**

We wish to draw your attention to the TN No. 23/2018-19 dated 08.08.2018 <http://dgft.gov.in/sites/default/files/Trade%20Notice%20No-39%20dt-12.12.2018.pdf> issued for mandatory filling of IEC application through online mode with following two documents :-

- Address proof the applicant entity; and
- Cancelled Cheque bearing entity's pre-printed name or bank certificate.

However, despite of above Trade Notice, it is given to understand exporters are still facing difficulty and having confusion about as to in whose name IEC is going to be issued and also about the address and proof thereof

Therefore, we clarify with regard to the requirement of TN 39/2018-19;

- IEC is to be issued in the name of the firm. So application has to be made in the name of a firm.
- Since, there is a need to keep record as to who is submitting application on behalf of the firm, the person/individual who is submitting the application on behalf of the firm is the applicant.

**It is to be noted that the mobile no. and email id of the applicant will be used for verification and subsequent log in. Both cannot be changed simultaneously at any point of time.**

Detailed information on supporting documents are also given in the said TN, to download the complete Trade notice please click on <http://dgft.gov.in/sites/default/files/Trade%20Notice%20No-39%20dt-12.12.2018.pdf>

Members are requested to take note of above Trade notice.

With best regards,  
Yours sincerely,

Sribash Dasmohapatra  
Executive Director