

| Instructions for Filling SEIS ANF 3B Online for Financial Year 2017-18 or 2018-19 | |
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| Step | |
| 1 | After the “Log in” go to File menu and chose create, the” SEIS FOR 2017-18 or 2018-19: Master Window” will open first. The master window is the base user interface from where all consequent steps can be done. At this stage, fill the Port of registration (port of imports) and save. After each step please go to this Master Window to add new details. |
| 2 | Go to “Fill RCMC details” and then save to return at the Master Window. To add a new entry, please clear and then add in the RCMC window. |
| 3 | <p>Fill the details of Gross Foreign Exchange Earned by clicking on Fill Earnings Details.</p> <ul style="list-style-type: none"> ○ In case of 2017-18, First for both periods 1 and 2, fill the Service Category Wise Gross Foreign Exchange earned by clicking on the Yellow Button. ○ In case of 2018-19 First, for period fill the Service Category Wise Gross Foreign Exchange earned by clicking on the Yellow Button. ○ Then fill Service category wise Gross Foreign Exchange (GFE) and then save. For submitting each service category, save the already filled GFE details and clear to add the new category. ○ Close and return to the previous window and then Fill the figures for Total Expenses/Remittances/Payments abroad as per Total of Annexure C to the ANF3B in the blank data fields for both periods. ○ Ensure to fill details for both periods and then proceed to Calculate Entitlement ○ Press Calculate Button to arrive at system calculated figures for the FY 2017-18 based on USD to INR of 64.15 (as on 01.04.2018) or FY 2018-19 based on USD to INR of 68.35 (as on 01.04.2019) then close and save to return to the master window |
| 4 | <p>Upload Documents – Six categories of documents need to be uploaded by selecting from drop down menu and submitting with DSC verification at each upload</p> <ul style="list-style-type: none"> i. RCMC Copy - Mandatory ii. Excel Sheet in pdf form , with invoice wise details as per Table at Serial no. 4 of the ANF 3B - Mandatory iii. Annexure to ANF3B (CA / CS Certificate) – Mandatory iv. Brief Write Up of services as per ANF 3B, Serial no. 5, with Service Category Wise Justification - Mandatory |

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| | <p>v. Document as per Guidelines no. 1 of ANF 3B, in case application includes payment realized in Indian Rupees for services rendered under category Appendix 3E – If applicable (optional)</p> <p>vi. Document as per Guidelines no. 2 of ANF 3B , which are sample copy of invoices – If applicable (optional)</p> <p>Please note that the document size needs to be less than 500 Kb for each upload. Upload all documents and save to return to Master Window.</p> |
| 5 | Submit No. of splits, if opted for scrip in splits, and then click on “Fill split details”. |
| 6 | Fill whether if have been penalized or not and submit details as per applicant’s declaration no. 12 of the ANF 3B. |
| 7 | Pay the fees, save and verify payment. |
| 8 | Take a print out of the application using Print Preview, to check submitted details and if any edits/modifications are required, go back to Master Window and edit the relevant field(s). |
| 9 | Before Final Submission, tick mark the box for having accepted all declarations no. 1 to 12 as per the ANF 3B. It is also advisable to take a print out of the print preview or save the print preview for future reference before final submission |
| 10 | Finally, submit and receive acknowledgement and File no. |
| | Application Submitted |