

Guide for MEIS Application Filing

1. Setup your system for DGFT application filing with the instructions available at <http://dgftcom.nic.in/Exim/2000/HelpTlogin.pdf>
2. Open DGFT Homepage <http://dgft.gov.in>
3. On left Side Quick Links Menu Panel,
 - a. Select Online Application to DGFT -> Online Ecom Application
 - b. Select Merchandise Exports from India Scheme
4. Below Screen appears.



Login with Digital Signature Certificate

5. Below Screen appears:



Please refer the below link for detailed instructions on Shipping Bill Repository

<http://dgftcom.nic.in/Exim/2000/depbbrchelp/brcdepb%20.htm>

Following steps are to be completed for attaching a Shipping Bill to MEIS Application

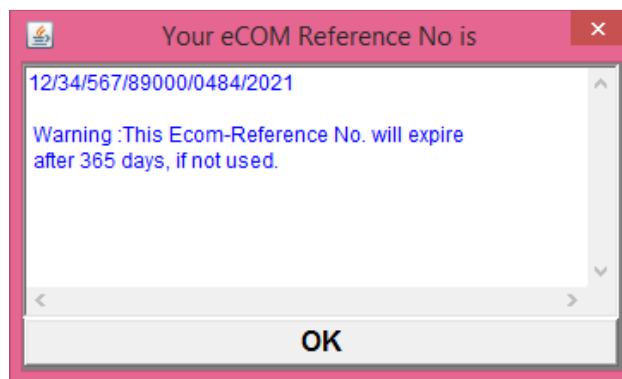
1. Add shipping bills to repository
2. Attach eBRC to Shipping Bill
3. Update Freight, Insurance and Commission values, if any , in eBRC.

Step-by-step instructions are available on above link

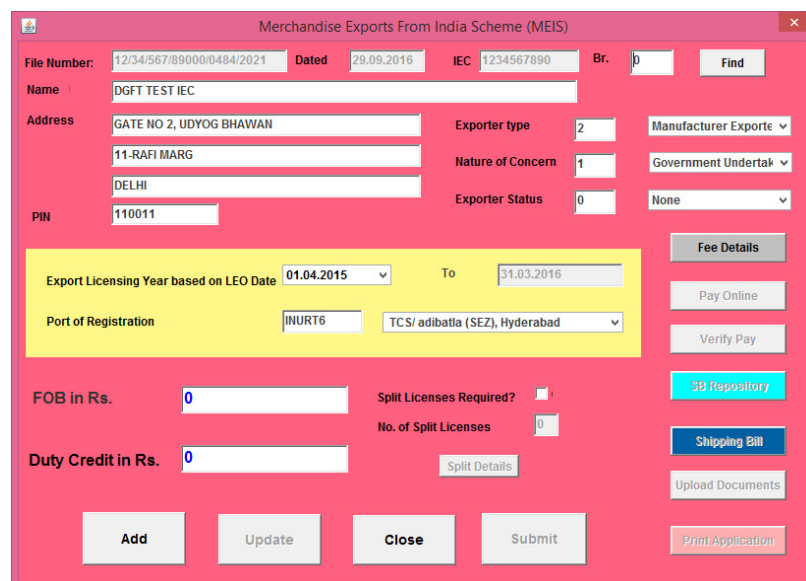
4. Create MEIS Application

From Top Menu Panel, Select File – Create.

An Ecom Reference No will be generated. Click OK

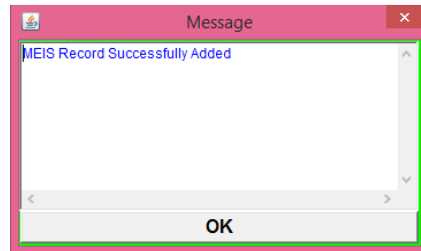


5. MEIS application Main Screen Opens as below:

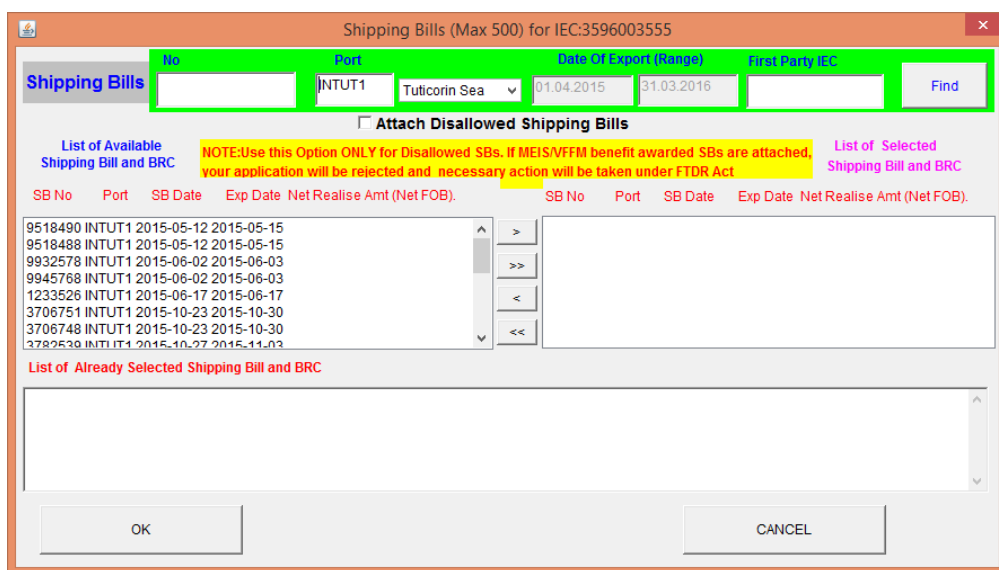
A screenshot of the "Merchandise Exports From India Scheme (MEIS)" application main screen. The window has a pink border and a white background. At the top, the title bar reads "Merchandise Exports From India Scheme (MEIS)" with a close button (X) on the right. The main content area is divided into several sections. The top section contains input fields for "File Number:" (12/34/567/89000/0484/2021), "Dated" (29.09.2016), "IEC" (1234567890), and "Br." (0), along with a "Find" button. Below this is a "Name" field (DGFT TEST IEC) and an "Address" section with fields for "GATE NO 2, UDYOG BHAWAN", "11-RAFI MARG", "DELHI", and "PIN" (110011). To the right of the address fields are "Exporter type" (2), "Nature of Concern" (1), and "Exporter Status" (0). Further right are three dropdown menus: "Manufacturer Exporte", "Government Undertak", and "None". Below the address fields is a yellow highlighted section for "Export Licensing Year based on LEO Date" with a dropdown menu set to "01.04.2015" and a "To" field set to "31.03.2016". Below this is a "Port of Registration" section with a dropdown menu set to "INURT6" and another dropdown menu set to "TCS/ adibatia (SEZ), Hyderabad". At the bottom left are fields for "FOB in Rs." (0) and "Duty Credit in Rs." (0), along with a "Split Licenses Required?" checkbox and a "No. of Split Licenses" field (0). At the bottom center is a "Split Details" button. On the right side, there are several buttons: "Fee Details", "Pay Online", "Verify Pay", "Shipping Repository", "Shipping Bill", "Upload Documents", and "Print Application". At the bottom of the window are four buttons: "Add", "Update", "Close", and "Submit".

- a. Select the Export License Period based on LEO Date from the drop-down Menu

- b. Select the Port of Registration From the Drop Down Menu
- c. Click Add Button
- d. Below message appears on screen



6. Click the button **SB REPOSITORY** to select and attach Shipping bills to this application



- Eligible shipping bills will be listed on left panel. Move the shipping bills to right panel and click OK. Shipping Bills gets attached to the application.
- Shipping Bills of multiple EDI ports can be attached to one MEIS Application. In the SB selection window (diagram shown above) , you can attach SBs from different EDI ports by selecting the desired port from the drop down box.

Note: It is mandatory that at least one Shipping Bills should be included in the application for the Port of Registration selected on main screen.

- Maximum number of shipping Bills allowed in an application is **50**
- How to attach the disallowed Shipping Bills in new application :
On the Shipping Bill Selection Screen, (see the picture below) type **the Disallowed SB No** in the box and **TICK** the Check Box **Attach Disallowed Shipping Bills**
Shipping Bill will be shown in the List of Available Shipping Bill box below. Move the SB to the right side ie. List of Selected Shipping Bill Box.

Click OK - Shipping Bill gets attached to the application.

NOTE: Use this Option ONLY for Disallowed SBs. If MEIS benefit awarded SBs are attached, your application will be rejected and necessary action will be taken under FTDR Act

SB No	Port	SB Date	Exp Date	Net Realise Amt (Net FOB)
2051128	INNSA1	2015-07-27	2015-07-29	

- Handicraft Item Rate Updation: For Shipping bills with handicraft items, open the Shipping Bill screen – Product Details Screen – Tick the Checkbox **is it a Handicraft item?** MEIS benefit will be recalculated with Handicraft Rate
7. Click on **PAY ONLINE** button and make online payment
 8. Click on **VERIFY PAY** and verify your payment
 9. **Click on Submit Button**

Office Name: 0 All None Generate

SI.No. Print Status Sign

View Submit Close

Select the DGFT Regional Office to which MEIS application to be submitted and click Generate Button.

A document will be displayed in the box. Select the Document and click Submit

A pink coloured page appears, go to the end of the page , click on SIGN AND SUBMIT

Your application will be submitted to the DGFT office and File number will be displayed.