

Defence Exim Portal User Registration



Pre-Requisites

1. Valid Email ID and Mobile No
2. Valid PAN No
3. Valid DSC (Tier 2/3) #
4. Authorization Letter of Company #

Steps to Register

1. Visit Defence Exim Portal and click on Registration.
2. Enter the registration details.
3. Company name will appear automatically if PAN is verified.
4. Choose the password (as per Policy) of your choice.
5. Agree to terms and conditions.
6. On submission, OTP will be sent to email and mobile.
7. Enter the OTP.
8. Upon OTP verification, message will appear for successful registration.

Register New Company

Company Type : *
Select Company Type

PAN : *

Company Name : *
(Company name to be auto filled)

Title :
Select

Nodal Officer Name *

Nodal Officer Email : *
(This will be the Login ID)

Country :
Select

Nodal Officer Mobile No : *

Password : *
Password should be ...

Confirm Password : *

Authorization Letter : *
Choose File No file chosen
(Upload only PDF file - Maximum 5MB)

Captcha : *

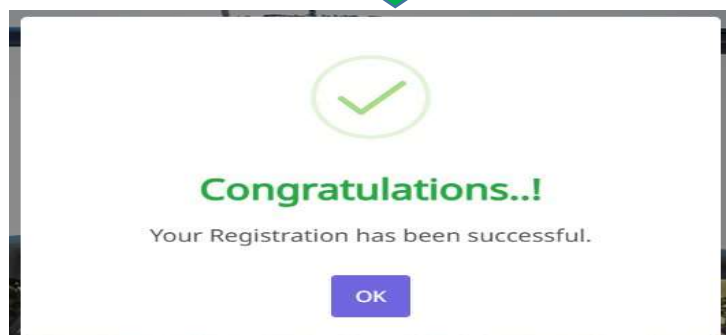
☐ By registering you are agreeing to our [terms & conditions](#) in the SOP for Export and Import

Submit

Verify OTP

(Enter 6 digit otp)

Verify OTP **Resend OTP**



After Registration

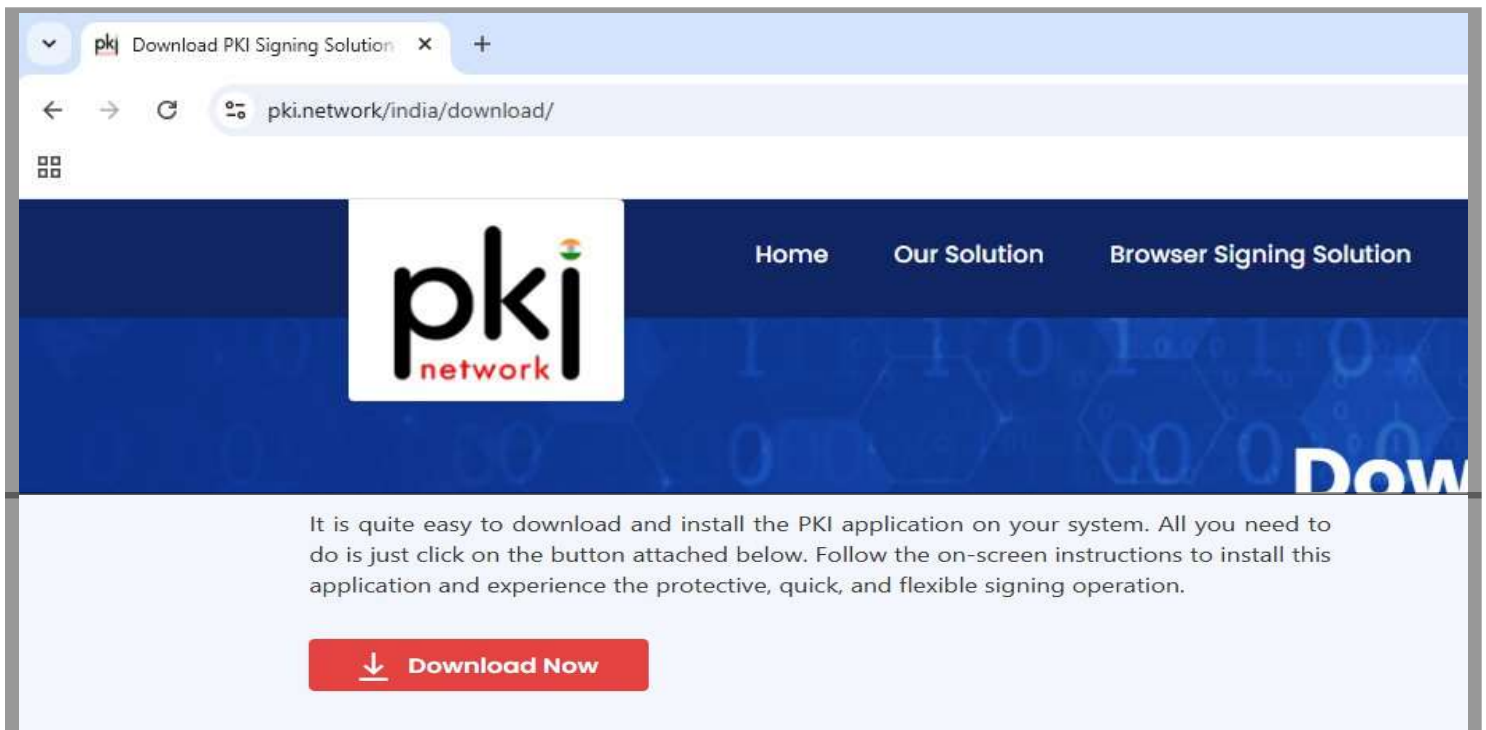
1. Login with email id and password.
2. Verify the Nodal Officer using DSC.
3. Choose Register Type.
4. Go to profile from User icon.
5. Edit Company details.
6. Enter IEC number.
7. Upon verification, Export/OGEL application can be filed.
8. For Import, fill the Profile in all respect.

Authorization letter in the name of Nodal officer is must. DSC should be in the name of Nodal Officer.

Defence Exim Portal

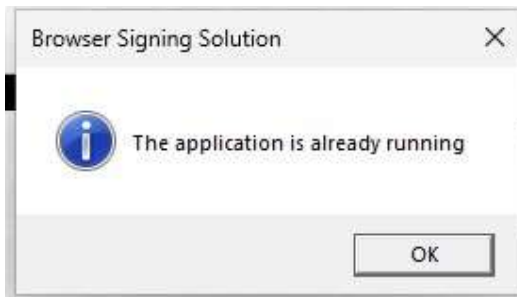
DSC Based Verification

- 1) Download the latest version of [Browser Signing Solution](#) from the official website and install.



- 2) Download and Install the Software provided by User's DSC (OEM)
- 3) Launch/start the **Browser Signing Solution** software by clicking on the icon on the desktop. Also start the application installed at step 2. Connect Your DSC Token into PC/Laptop.





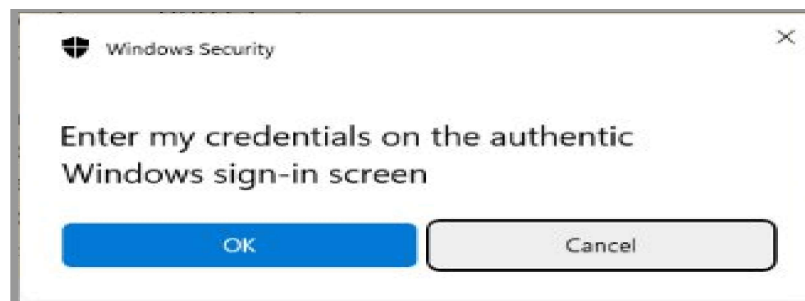
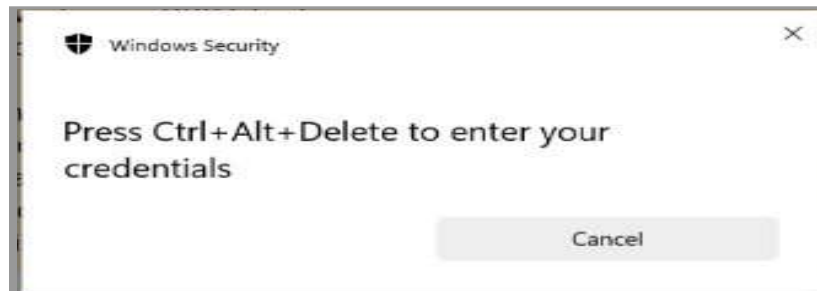
A window will appear as above.

5) Login to the defence exim portal. Page will appear as below:

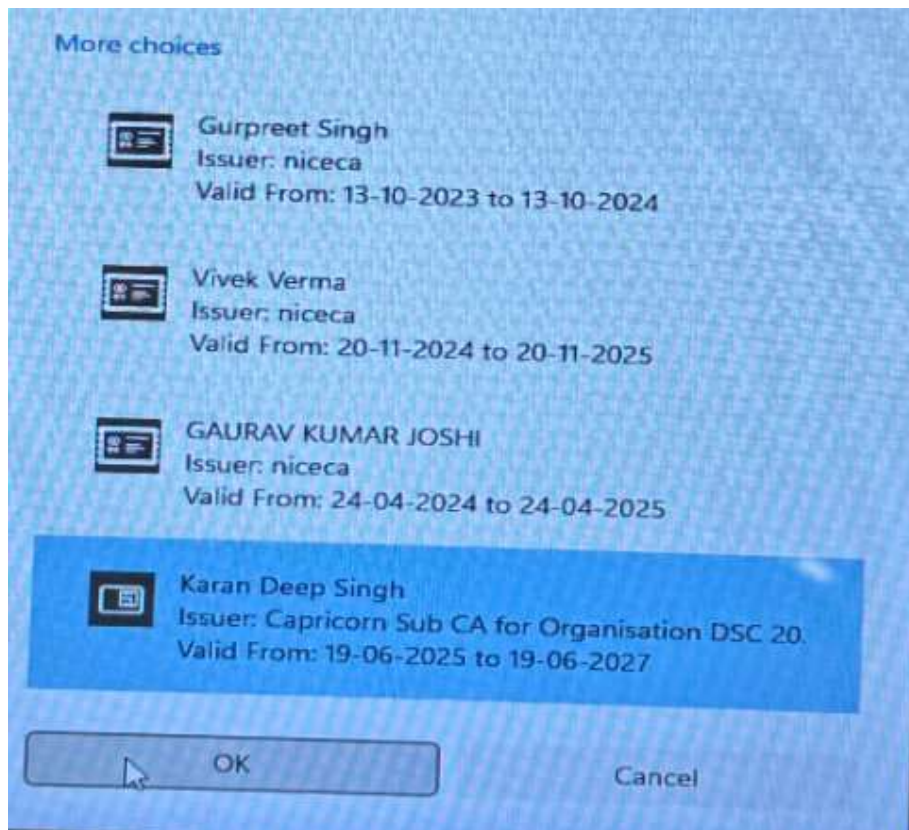


Click on verify-DSC.

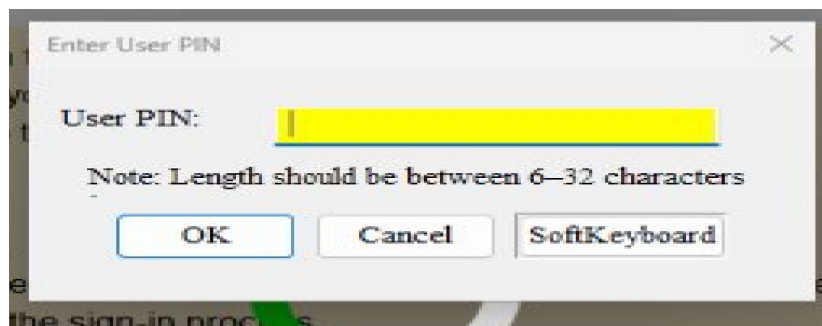
6) A prompt will appear as below. Press Ctrl + Alt + Delete as suggested.



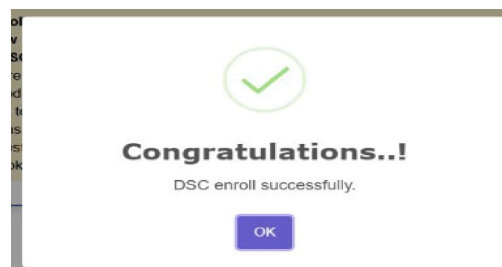
7) Select your registered **username** from the drop-down list which will appear as below:



8) Enter your **DSC User Pin** and click **OK** to proceed.



9) If the User PIN is correct, then DSC enrollment will be successful.



10) On click of OK, window will appear as below:

Nodal Officer Verification

[Verify-DSC](#)

Source	Registration	Digital signature	Status
Nodal Officer	Karan Deep Singh	Karan Deep Singh	✓
Company Name	Test	Test	✓

1. Install the latest version of **Browser Signing Solution** from the official website.
2. Install the latest version of **WD_PROXKey_new** (driver for your DSC token).
3. Connect your **Digital Signature Certificate (DSC)** token to the USB port of your PC.
4. Launch the **Browser Signing Solution** software.
5. Select your registered **username** from the dropdown list.
6. Enter your **DSC token password** and click **OK** to proceed.
7. Ensure that your browser supports DSC and has enabled necessary plugins (use Internet Explorer or supported browsers as required).
8. Allow any security prompts or certificates requested during the sign-in process.
9. If you encounter issues, check that your DSC token is properly detected and updated.

If Nodal officer and the company name is same then Nodal officer is verified.

Register Type

1. Select the **Register Type** option.
2. Choose one of the following:
 - **Export/Import/OGEL**
 1. **Export and OGEL** – Subject to Verification of IEC details.
 2. **Import-** Subject to details filed under Profile (Company Turnover, Board of Directors, RCMC Details, House Details)
 - **SMLDI Compliances**
 - **Both**
3. Select the option as per your requirement.
4. The chosen Register Type can be changed later if needed.

Select Register type *

☐ Export/Import/Ogel

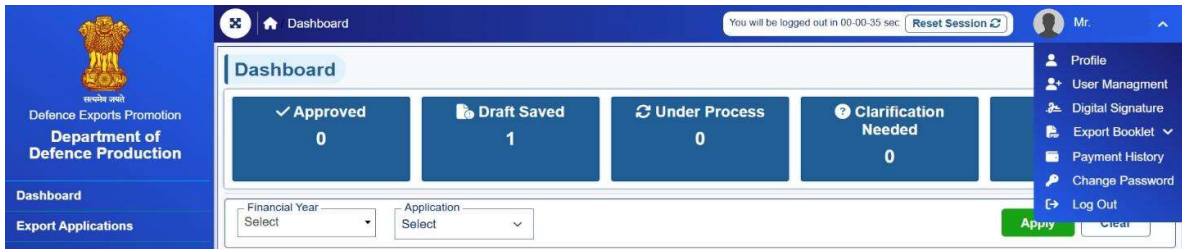
☐ SMLDIP Compliances

☐ Both

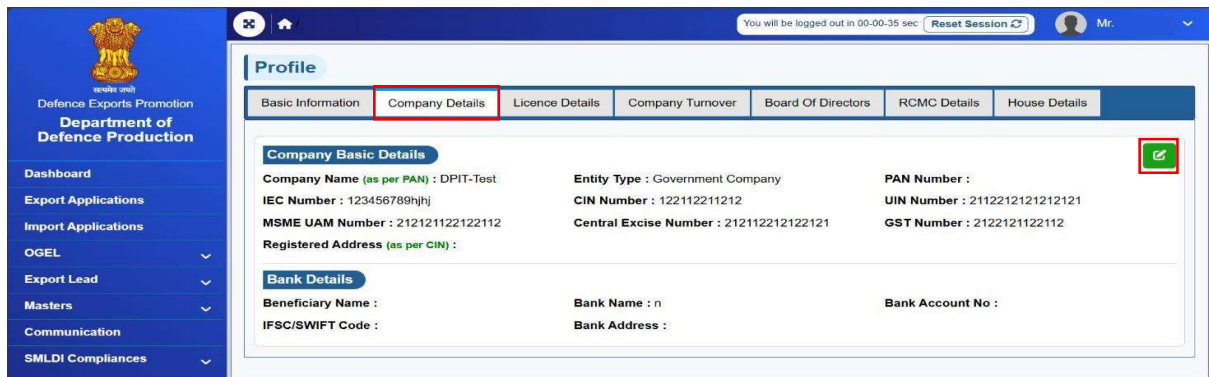
Save

Profile Page

1. Click on the **down arrow** next to your username (top-right corner of the screen).
2. A dropdown menu will appear.



3. The **Profile** page will open, where you can view and update your details.



Filling Company Details in Profile

1. Click on **Company Detail** in the Profile section.
2. Click the **Edit** option to update details.
3. Enter the **IEC Number** (mandatory for Export/OGEL permissions).
4. Complete all other sub-pages under the Profile section.

These details are mandatory for submitting **Importer Applications**.

Edit Company Profile

Company Name (as per PAN): DPIT-Test
IEC Number: 123456789hjhj ✓

Entity Type: Government Company
CIN Number: 122112211212 ✓
Central Excise No: 2121122121221

PAN Number:
UIN Number: 21122121212121 ✓
GST Number: 2122121122112 ✓
MSME UAM Number: 212121122122112

Registered Address (as per CIN):

Bank Details

Bank Name:
Beneficiary Name:
Account No:
Bank Address:
IFSC/SWIFT Code:
Verify
Save

License Details:

1. Click on **License Detail** in the **Profile** section.
 2. Click the **Edit** option to update existing details, or click the **Add License** option to enter a new license.
 3. Enter the **License Number** and other mandatory information.
 4. Complete all other sub-pages under the **Profile** section.
- These details are **mandatory** for submitting Importer Applications.



After Clicking Add License:

The 'Add Licence' form contains the following fields:

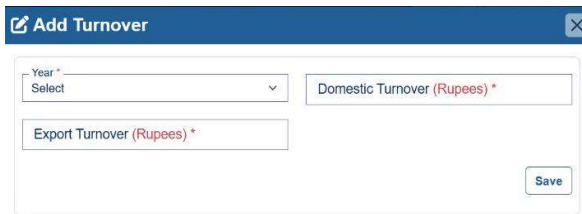
- Licence Number*
- Type of Licence* (Select)
- Date of Issue* (mm/dd/yyyy)
- Description
- (In Description You may add address for which Licence is issued.)
- Upload Licence Document* (Choose File, No file chosen)
- Issued By* (Select)
- Validity* (mm/dd/yyyy)
- Save

Filling Company Turnover in Profile

1. Click on **Company Turnover** in the **Profile** section.
 2. Click the **Edit** option to update details or the **Add** option to enter new turnover information.
 3. Enter the **Annual Turnover** details for the required financial year(s).
 4. Ensure all mandatory fields are completed before saving.
- These details are **mandatory** for submitting Importer Applications.



After Clicking Add Turnover:



The 'Add Turnover' form is a modal window with a blue header. It contains three input fields: 'Year' (a dropdown menu with 'Select' as the placeholder), 'Domestic Turnover (Rupees) *', and 'Export Turnover (Rupees) *'. A 'Save' button is located at the bottom right of the form.

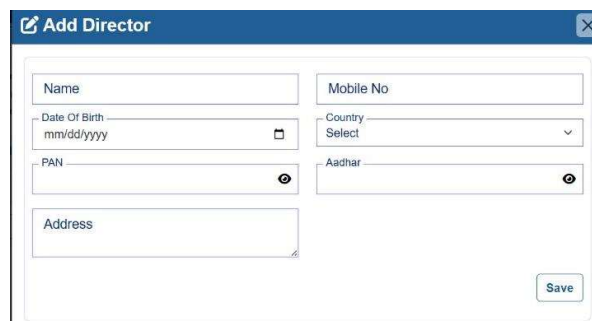
Filling Board of Directors in Profile

1. Click on **Board of Directors** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add Director** option to enter a new director's information.
3. Enter the **Name, Designation, DIN/PAN Number, and Contact Details** for each director.
4. Ensure all mandatory fields are completed before saving.
 - These details are **mandatory** for submitting Importer Applications.



The screenshot shows the 'Profile' page of the Department of Defence Production. The left sidebar contains the department's logo and navigation links: 'Dashboard', 'Export Applications', and 'Import Applications'. The main content area has a 'Profile' header and a tabbed interface with tabs for 'Basic Information', 'Company Details', 'Licence Details', 'Company Turnover', 'Board Of Directors', 'RCMC Details', and 'House Details'. The 'Board Of Directors' tab is active, showing a table with columns: 'S. No', 'Name', 'Mobile', 'Date Of Birth', 'State', 'Country', 'PAN', 'Aadhaar', 'Address', and 'Action'. A '+ Add Director' button is located at the top right of the table.

After Clicking Add Director Button this form will appear:



The 'Add Director' form is a modal window with a blue header. It contains several input fields: 'Name', 'Mobile No', 'Date Of Birth' (with a calendar icon), 'Country' (a dropdown menu with 'Select' as the placeholder), 'PAN', 'Aadhaar', and 'Address'. A 'Save' button is located at the bottom right of the form.

Filling RCMC Details in Profile

1. Click on **RCMC Details** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add RCMC** option to enter a new Registration-Cum-Membership Certificate.
3. Enter the **RCMC Number, Issuing Authority (Export Promotion Council/Commodity Board), Issue Date, and Validity Date.**
4. Ensure all mandatory fields are filled in before saving.
 - These details are **mandatory** for submitting Importer Applications.

The screenshot shows the 'Profile' section of the application. The 'RCMC Details' tab is selected. The form contains the following fields:

- RCMC Number :
- RCMC Issue Date :
- RCMC Valid Date :
- RCMC Issuing Authority :

A green edit icon is visible in the top right corner of the form.

After Clicking on Edit option this form will appear:

The screenshot shows the 'Edit RCMC Details' form. The form contains the following fields:

- RCMC Number
- Date of Issue (mm/dd/yyyy)
- Validity (mm/dd/yyyy)
- Issued By

A 'Save' button is located at the bottom right of the form.

Filling House Details in Profile

1. Click on **House Details** in the **Profile** section.
2. Click the **Edit** option to update existing details or the **Add House** option to enter new information.
3. Enter the **Address, City, State, PIN Code, and Contact Number.**
4. Ensure all mandatory fields are completed before saving.
 - o These details are **mandatory** for submitting Importer Applications.

The screenshot shows the 'Edit House Details' form. The form contains the following fields:

- House Number
- House Star
- Issued By
- Date of Issue (mm/dd/yyyy)
- Validity (mm/dd/yyyy)

A 'Save' button is located at the bottom right of the form.