



STATE EXPORT FACILITATION CENTRE

A Collaboration of
Department of MSME&T, Govt of West Bengal

AND



XCELL - Centre for Export Facilitation
Indian Institute of Foreign Trade, Kolkata

EXPORT MADE EASY - TIPS

STEPS TO EXPORT

Basic Registration

Step I

- PAN
- GST
- Trade License
- UDYAM
- IEC
- RCMC

Pre Registration

Step II

- Identification of HS Code
- Identification of Destination market
- Identification of buyers
- Negotiation with Buyers
- Order Confirmation

Order Preparation & Shipment

Step III

- Order preparation
- Quality Certification
- Insurance from ECGC
- Customs Procedure – CHA
- Submission of Shipping & Banking documents

Realization of Export Incentives

Step IV

- Follow ups with banks
- Feedback from Customer

HS CODE

Indian Trade Classification (Harmonized System) [ITC (HS)] is a compilation of codes for all merchandise / goods for export/ import. Goods are classified based on their group or sub-group at 2/4/6/8 digits.

RCMC

RCMC is a registration cum membership certificate usually obtained from an Export Promotion Council or EPC.

LIST OF EPCs

- Export Promotion Council For Handicraft (EPCH)
- Federation Of Indian Export Organisation (FIEO)
- Engineering Export Promotion Council
- Capexil Chemical & Allied Products
- The Plastics Export Promotion Council
- Council Of Leather Exports
- Apparel Export Promotion Council
- Shellach Export Promotion Council
- Spices Board
- Agriculture And Processed Food Products Export Development Authority
- Export Promotion Council For EOUs and SEZ Units
- Gem & Jewellery Export Promotion Council
- Tea Board India
- Basic Chemicals Pharmaceuticals & Cosmetic Export Promotion Council
- Coir Board
- Jute Products Development & Export Promotion Council
- The Marine Products Export Development Authority

IEC & TECHNICAL REQUIREMENTS OF IEC

IEC or Import-Export Code is a 10 digit alpha- numeric code generated on the basis of the PAN no. of the individual applying for the same. No Import - Export business can happen from India without this relevant document. An entrepreneur willing to start an Import- export business needs to apply for the same from the DGFT website directly. An online fee of RS. 500 is charged for the same.

https://content.dgft.gov.in/Website/DGFT-Website_User_Registration.pdf

- Valid Digital Signature Token (Class II or III)
- Valid PAN
- Valid Mobile Number and Email ID.
- Valid Address Details of Branch Office
- Valid Bank Account in the name of IEC Holder
- Valid Aadhar Card matching the details with PAN Card.

An IEC allotted to an applicant shall have permanent validity, but it is mandatory to update the IEC annually so that the IEC is not deactivated



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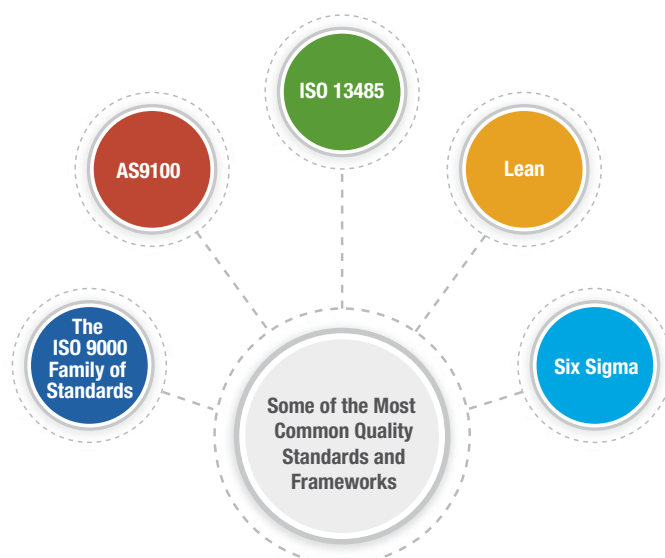
DOCUMENTS FOR SHIPPING PROCEDURES

- Purchase Order
- Letter of Credit
- Packing Credit Letter
- Commercial Invoice
- Packing List
- Annexure
- Export Value Declaration
- SDF Form
- Certificates of Origin
- Certificate of Free Sale/Export
- Certificate of Inspection/Quality Control
- Certificate of Insurance
- Bill of Exchange
- Shipment Advice
- Inland Bill of Lading
- Ocean Bill of Lading
- Shipping Bill
- GST RFD 1 and GST RFD 11, GSTR 3B
- e-BRC

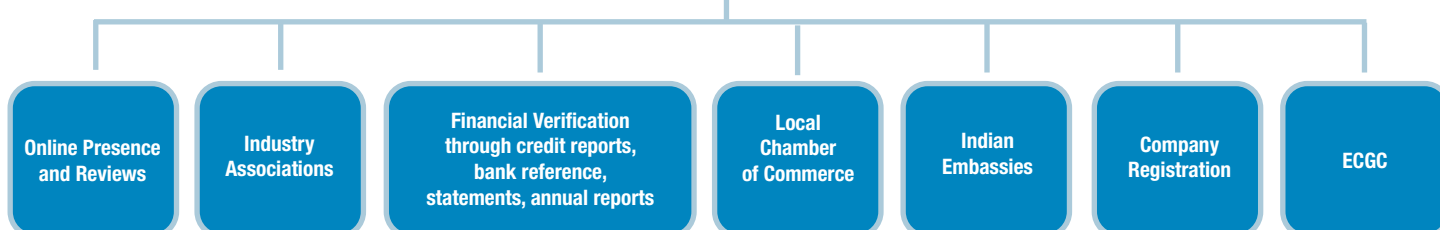


DOCUMENTS FOR BANKING PROCEDURES

- Bill of Lading/Airway Bill
- Commercial Invoice cum Packing List
- Shipping Bill
- Certificate of Origin
- Other certifications pertaining to specific product category
- NOCs & licenses
- Bill of exchange
- Letter of Credit
- Bill of Lading
- Inspection Certificate
- Seller Details



Verification of Buyers in International Market





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Components of Commercial Invoice

- ☒ Invoice number
- ☒ Invoice date
- ☒ Order number
- ☒ Total sale amount
- ☒ Currency
- ☒ Payment instructions
- ☒ Exporter/seller information (name, address, phone number, etc.)
- ☒ Exporter/seller's IE code
- ☒ Importer/buyer information (name, address, phone number, etc.)
- ☒ Notify party's information



Components of Packing List

- ☒ Seller details
- ☒ Buyer details
- ☒ Shipper details
- ☒ Invoice number,
- ☒ Date of shipment
- ☒ Mode of transport
- ☒ Carrier
- ☒ Goods quantity
- ☒ Description of Goods
- ☒ Type of package (such as a box, crate, drum, or carton)



FOREIGN TRADE POLICY OF INDIA (A BRIEF)

India's Foreign Trade Policy (FTP) 2023 provides the basic framework of policy and strategy for promoting exports and trade. It is periodically reviewed to adapt to the changing domestic and international scenario. It focusses on improving India's market share in existing markets and products as well as exploring new products and markets.

INCOTERMS



Incoterms, short for International Commercial Terms, are a set of internationally recognized rules that define the responsibilities of buyers and sellers in international trade transactions. These rules clarify who is responsible for costs, risks, and obligations related to the delivery of goods. Established by the International Chamber of Commerce (ICC), Incoterms help standardize trade practices and reduce misunderstandings between parties. There are total eleven INCO TERMS

LIST OF INCO TERMS

- ☒ EXW - Ex Works
- ☒ FCA - Free Carrier
- ☒ FAS - Free Alongside Ship
- ☒ FOB - Free on Board
- ☒ CFR - Cost and Freight
- ☒ CIF - Cost Insurance and Freight
- ☒ CPT - Carriage Paid to
- ☒ CIP - Carriage and Insurance Paid To
- ☒ DAP - Delivered at Place
- ☒ DPU - Delivered at Place Unloaded
- ☒ DDP - Delivered Duty Paid



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Export Promotional Scheme Name

- 1 MEIS Scheme (Merchandise Exports from India Scheme)
- 2 RoDTEP Scheme (Rebate of Duties & Taxes on Export Products)
- 3 SEIS Scheme (Service Export from India Scheme)
- 4 AAS Scheme (Advance Authorisation Scheme)
- 5 DFIA scheme (Duty Free Import Authorisation)
- 6 DBK Scheme (Duty Drawback Scheme)
- 7 RoSCTL Scheme (Rebate on State & Central Taxes & Levies)
- 8 EPCG Scheme (Export Promotion Capital Goods Scheme)
- 9 EOU / EHTP / STP / BTP Scheme
- 10 GST Refund for Exporters / LUT Bond Facility / 0.1% GST benefit for Merchant Exporters
- 11 TMA Scheme (Transport & Market Assistance Scheme)
- 12 Deemed Export Benefits
- 13 Star Export House / Status Holder Certificate
- 14 MAI Scheme (Market Access Initiative Scheme)
- 15 MDA Scheme (Market Development Assistance Scheme)
- 16 TEE (Towns of Export Excellence)
- 17 IES Scheme (Interest Equalization Scheme)
- 18 NIRVIK Scheme

**For detailed information scan
to get the Export Guidebook**



STATE EXPORT FACILITATION CENTRE (SEFC) – BACKGROUND

The State Export Facilitation Centre established by Department of MSME&T, Government of West Bengal in collaboration with Indian Institute of Foreign Trade, Kolkata is playing an important role in facilitating the budding and prosperous entrepreneurs of West Bengal in International Business. This centre located in Silpa Sadan, Dept of MSME, Govt of West Bengal is channelising the entrepreneur's dream of developing themselves as exporters with handholding support and necessary export-oriented information. Assistance and counselling related to domestic and International Trade are being given to these potential MSMEs by the EFC Associates trained by IIFT for promoting and developing export from Bengal.

DELIVERABLES OF CENTRALISED SEFC

- Identification of markets for the products of districts.
- Developing an export plan
- Financing export transactions
- Methods of handling orders and shipments
- Trade fair participation
- Sourcing of input material for exportable product manufacturing Locating the freight forwarders
- Letter of credit procedure
- Customs procedure
- Tariff obligation while exporting
- Non-tariff barriers
- Certification and standards

Contact details of SEFC, West Bengal

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