

How to Update or Modify Your IEC Registration Details?



When you first register for an IEC Registration (Import Export Code), you may not realize that you'll need to update or modify it in the future. Whether it's due to a change in business structure, address, or contact details, updating your IEC certificate is a vital step to ensure that your business complies with regulations and operates smoothly in the global market. In this blog, we'll walk you through the simple process of updating or modifying your Import Export Code registration details, ensuring that your business stays on track with the latest legal and operational requirements.

Why Do You Need to Update Your IEC Registration?

Your [IEC Registration](#) is an essential part of running a business involved in international trade. It serves as a unique identifier for your business when dealing with customs and other regulatory authorities. If your business undergoes any changes—such as changes in company name, ownership, address, or even the addition of new branches—you must update your IEC

details. Failure to do so may result in unnecessary delays in shipments, non-compliance with regulations, or even penalties.

Types of Modifications You Can Make to Your IEC Registration

1. Business Name or Structure Change

If your business undergoes a name change or changes its legal structure (like converting from a partnership to a private limited company), you need to update your IEC details.

2. Change of Address

If you've relocated to a new office or warehouse, it's important to modify your IEC Registration with the new address.

3. Change in Authorized Signatory

If there's a change in the person authorized to sign export-related documents, you must inform the Directorate General of Foreign Trade (DGFT).

4. Addition or Deletion of Branches

If you've opened new branches or closed existing ones, you need to modify your IEC registration details accordingly.

5. Change in Bank Account Details

As your IEC is linked to your business's bank account, any changes in account details (like a change of bank) should be updated to avoid discrepancies in transactions.

The IEC Registration Update Process

Updating or modifying your IEC Certificate is a straightforward process that can be done through the DGFT's online portal. Here's how you can go about it:

1. Log In to the DGFT Portal

First, you need to log into the official DGFT website using your credentials. If you haven't created an account, you'll need to do so before proceeding.

2. Navigate to the IEC Modification Section

Once you're logged in, go to the 'Services' tab and select 'Modify IEC'.

3. Fill in the Necessary Details

You will be asked to provide the updated details, such as the new business name, address, bank account information, or authorized signatory. Ensure that all information is accurate and complete.

4. Upload the Supporting Documents

Depending on the type of change, you may need to submit supporting documents, such as a new address proof, a copy of the updated PAN card, or a board resolution if the authorized signatory has changed.

5. Submit the Application

After filling in all the details and uploading the required documents, submit your application for modification.

6. Fee Payment

There might be a nominal fee for modifying your Import Export Code registration. The fee details will be provided during the submission process.

7. Verification and Confirmation

Once you submit the modification request, the DGFT will verify the information. Upon approval, you will receive an updated IEC certificate. The verification process can take a few days, so be patient.

Important Things to Keep in Mind When Updating IEC Details

- **Accuracy is Key:** Ensure that all the information you provide is accurate to avoid any issues later. Even a small mistake can delay the approval process.
- **Supporting Documents:** Double-check that you upload the correct documents. This is crucial for the smooth processing of your modification request.

- **Timeliness:** It's important to update your IEC details promptly whenever there's a change in your business to ensure compliance with customs and other regulatory bodies.
- **Payment of Fees:** Make sure to check the applicable fees for IEC modification. These fees are subject to change, so always check the latest fee structure on the DGFT portal.

How Barcode Registration Can Be a Part of Your IEC Update

In addition to modifying your IEC registration, if your business is involved in exporting products, you might also need to update your barcode registration details. Barcode registration helps in identifying your products globally and is essential for inventory management and customs clearance.

If you haven't already registered your products with a barcode, it's a good idea to do so. Here's a brief overview of the barcode registration process:

1. **Choose a Barcode Provider:** First, you need to select a barcode provider accredited by the GS1 organization in India.
2. **Register Your Products:** Once you choose a provider, you'll need to submit details about your products for barcode assignment.
3. **Pay Barcode Registration Fees:** The fees for barcode registration vary depending on the number of barcodes you need. Make sure to check the latest Barcode Registration Fees and pay accordingly.
4. **Print the Barcode:** After successful registration, you'll receive your barcodes, which can be printed on your product packaging.

Updating your [Barcode Registration](#) details is just as important as updating your IEC registration, as both work hand in hand to streamline the export process and ensure your products comply with global standards.

In conclusion, updating or modifying your IEC registration is a crucial task for businesses involved in international trade. By following the simple steps outlined above, you can ensure that your registration details remain current, avoiding any legal or operational issues.

Along with this, don't forget to keep your barcode registration up to date as well to enhance your business's credibility and ease the export process.

FAQs About IEC Registration Update

1. What is the cost of modifying IEC registration?

The cost of modifying your IEC registration depends on the type of modification and the applicable DGFT fee at the time of submission. Check the DGFT portal for the current fee structure.

2. How long does it take to modify IEC registration details?

The process of modifying your IEC details typically takes around 7-10 working days after submission. However, the time frame may vary based on the complexity of the modification and the DGFT's verification process.

3. Do I need to update my IEC every time I change my business details?

Yes, it's essential to update your Import Export Code registration whenever there's a significant change in your business details, such as name, address, or ownership. This ensures that your business remains compliant with trade regulations.

Source: https://www.flexsocialbox.com/read-blog/19348_how-to-update-or-modify-your-iec-registration-details.html

For more information related to trademark objections, please contact us at info@corpbiz.io or call us at +91-9121230280.