



# MSME Exporters' Handbook

Tamil Nadu MSME Trade and Investment Promotion Bureau (M-TIPB)

September 2021



# MSME Exporters' Handbook

---

Tamil Nadu MSME Trade and Investment Promotion Bureau (M-TIPB)

September 2021



## Table of Contents

<b>Introduction</b>	<b>1</b>
<b>Definitions</b>	<b>2</b>
<b>Abbreviations</b>	<b>3</b>
<b>1 Stage I: Pre-export</b>	<b>5</b>
<b>1.1 Basic requirements</b>	<b>6</b>
<b>1.2 Things to know before you export</b>	<b>16</b>
<b>2 Stage II: Export</b>	<b>23</b>
<b>2.1 Export of goods through sea</b>	<b>24</b>
<b>2.2 Export of goods through air</b>	<b>34</b>
<b>3 Stage III: Handling payments</b>	<b>41</b>
<b>Annexure 1: Export of services</b>	<b>44</b>
<b>Annexure 2: Schemes/ incentives available for export in India</b>	<b>45</b>
<b>Annexure 3: International opportunity listings</b>	<b>49</b>

## Document Information

Category	Information
Document	MSME Exporters' Handbook
Prepared by	Tamil Nadu MSME Trade and Investment Promotion Bureau (M-TIPB) through the Federation of Indian Export Organisations (FIEO)
Creation date	22 September 2021
Current version	Version 1.0

## Document Revision History

Version no.	Revision date	Prepared by	Revision description	Approval date

# INTRODUCTION



This document is a handbook for MSME exporters developed by the Tamil Nadu MSME Trade and Investment Promotion Bureau (M-TIPB) in collaboration with the Federation of Indian Export Organisations (FIEO). It introduces an MSME to the world of exports – and it does so in simple language. This handbook has been written from the perspective of an MSME exporter looking to export goods. Subsequent versions of this document will cover further topics like export of services, etc.

## 1. STAGE I: PRE-EXPORT

A simple three stage framework has been used throughout this document to explain the export processes:

**Stage I:** Pre-export: Initial statutory requirements, completion of all the pre-export paper work and sharing of samples.

**Stage II:** Export: Execution of order and delivery of supplies at the Importer's end.

**Stage III:** Realisation of payment: Securing your funding and handling delays/ defaults.

## 2. STAGE II: EXPORT

A block diagram of the overall process has been provided below:

### Statutory Requirements:

DSC  
Bank A/C  
PAN

GST  
Udyam  
IEC

RCMC  
ICEGATE

Interfacing with  
Govt./ Banks/ FIs  
for schemes and financing

Export of  
goods through  
sea or air

Claiming refunds  
and other post-  
export benefits

## 3. STAGE III: HANDLING PAYMENTS



## ANNEXURE

## INTRODUCTION



### 1. STAGE I: PRE-EXPORT

**“Air Cargo Complex”** is a relay station between the Exporter’s unit and the airport, where containers are stored before actual export through air.

**“Authorised Dealer (AD) Bank”** is the bank in which the Exporter has a current bank account.

**“Buyer”** is the importer who buys the Goods/ Services from the Exporter.

### 2. STAGE II: EXPORT

**“Container Freight Station (CFS)”** is a relay station between the Exporter’s unit and the port, where containers are stored before actual export through sea.

**“Customs House Agents (CHA)”** are the private agents who assist the Exporter in facilitating the entire export process.

**“Exporter”** is the MSME proposing to export/ exporting manufactured goods or services to other countries.

**“Freight Forwarders”** are the private agents of the Shipping Lines/ Airlines with whom the Exporter/ CHA interface with, for export.

**“Goods”** are the goods exported to the Buyer, by the Exporter.

### 3. STAGE III: HANDLING PAYMENTS

**“Loading Port”** is the port from which the goods are exported, in India.

**“Services”** are the services provided to the Buyer, by the Exporter.

**“Unloading Port”** is the port from which the goods are unloaded, in the Buyer’s country.

### ANNEXURE

## Abbreviations

### 1. STAGE I: PRE-EXPORT

BL	Bill of Lading
BRC	Business Realisation Certificate
CBIC	Central Board of Indirect Taxes and Customs
CFS	Container Freight Station
CHA/ CB	Customs House Agents/ Customs Brokers
COO	Certificate of Origin
DGFT	Directorate General of Foreign Trade, Govt. of India
DoPPQS	Directorate of Plant Protection, Quarantine & Storage
ECGC	Export Credit Guarantee Corporation of India
EIA	Export Inspection Agency
EPC	Export Promotion Council
EPCG	Export Promotion Capital Goods
EU	European Union
FEMA	Foreign Exchange Management Act
FF Agent	Freight Forwarding Agent
FIEO	Federation of Indian Export Organisations
FTA	Free Trade Agreement
FTP 2015 - 2020	Foreign Trade Policy 2015 - 2020
Gol	Government of India
GoTN	Government of Tamil Nadu
GST	Goods and Services Tax
GSTIN	GST Identification Number

### 2. STAGE II: EXPORT

HSN	Harmonised System of Nomenclature
ICC	International Chamber of Commerce
IEC	Import Export Code
IES	Interest Equalisation Scheme
INCOTERMS	International Commercial Terms
ITC	Input Tax Credit
LEO	Let Export Order
MCA	Ministry of Corporate Affairs
MFN	Most Favoured Nation
M-TIPB	Tamil Nadu MSME Trade and Investment Promotion Bureau
NSDL	National Securities Depository Limited
PAN	Permanent Account Number
PTA	Preferential Trade Agreement
RBI	Reserve Bank of India
RCMC	Registration Cum Membership Certificate
REX	Registered Exporter System
RoDTEP	Remission of Duties and Taxes on Export Products
RoSCTL	Rebate of State and Central Taxes and Levies
UTITSL	UTI Infrastructure Technology and Services Limited

### 3. STAGE III: HANDLING PAYMENTS

### ANNEXURE



# STAGE I: PRE-EXPORT

This section details the mandatory statutory requirements that you, the Exporter, shall need to comply with before actual export of their goods. Additionally, this section also provides details of other requirements that can be fulfilled at this stage, to ensure a smooth export process later on.

**Note:** All the websites, rates and timelines mentioned in this section are sourced from the respective websites of the Govt. dept./ service provider. Please check and confirm the same with them before finalisation.

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



## 1. Registration of Organisation (based on type of Business Entity)



### Details/ Key Requirements

- If you are planning to start your organisation as a Sole Proprietorship, Shops & Establishment License can be obtained, from the Labour Department, GoTN.
- If you are planning to register as a Public Limited Company/ Private Limited Company/ LLP, then you shall need to register with the Ministry of Corporate Affairs (MCA), GoI.



### Tentative Cost Involved

- Shops and Establishment License can be obtained in 5-10 working days.
- For MCA registration, it can take a maximum of 7-10 working days.



### Timelines

- Shops and Establishment License can be obtained in 5-10 working days.
- For MCA registration, it can take a maximum of 7-10 working days.



### Website for registration/ application

- Labour Department portal ([www.labour.tn.gov.in/services/users/login](http://www.labour.tn.gov.in/services/users/login)) for Shops and Establishment License.
- Online portal ([www.mca.gov.in](http://www.mca.gov.in)) of MCA for registration of organisation other than sole proprietorship.

3. STAGE III:  
HANDLING  
PAYMENTS

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT

## 2. Digital Signature Certificate (DSC)



### Details/ Key Requirements

- You will need a Class 3 DSC for use on different portals.
- The DSC shall need to be obtained online from a certified agency, who has been authorised by the Ministry of Corporate Affairs (MCA), GoI.



### Tentative Cost Involved

- Prices range between INR 3,000 and INR 3,500.



### Timelines

- Can be obtained in 2-3 working days.



### Website for registration/ application

- List of DSC vendors is available on the website of Ministry of Corporate Affairs (MCA). ([www.mca.gov.in/MinistryV2/certifyingauthorities.html](http://www.mca.gov.in/MinistryV2/certifyingauthorities.html))

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



## 3. Current Bank Account



### Details/ Key Requirements

- You will need to open a Current Account with any Scheduled Commercial Bank in India, which deals with foreign exchange. This bank will hereafter be referred to as the Authorised Dealer (AD) Bank.
- Make a note of the bank's SWIFT Code. This will come in handy in Step no. 10.



### Tentative Cost Involved

- Free.
- Bank may ask you for a minimum amount to be deposited into the account when opening.



### Timelines

- Can be obtained in 2-3 working days.



### Website for registration/ application

- Depends on the bank.

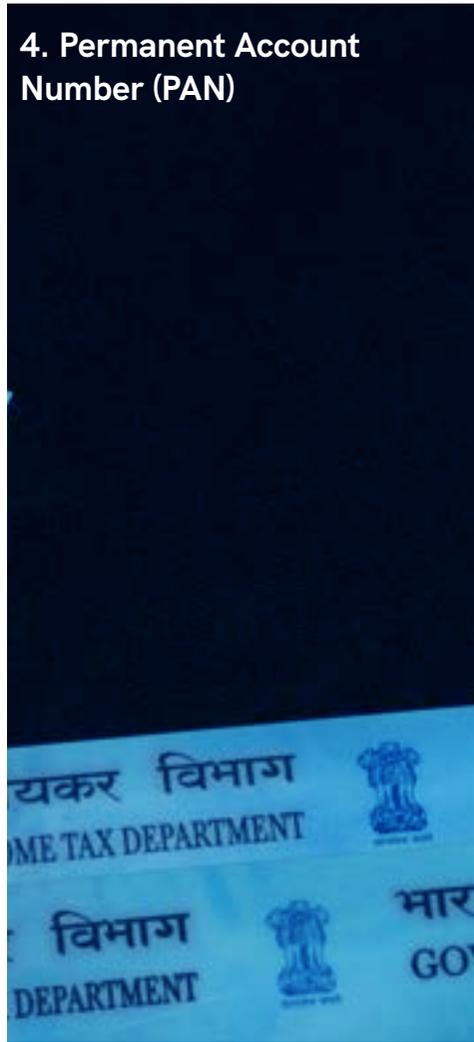
2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### Details/ Key Requirements

- You will need to apply for a PAN for your organisation.
- If you are a Sole Proprietorship, your personal PAN will suffice.



### Tentative Cost Involved

- INR 110 for Physical PAN Card.
- INR 72 for e-PAN.



### Timelines

- 15-20 days for physical PAN Card.
- 48 hours for e-PAN.



### Website for registration/ application

- Online portal of NSDL  
([www.onlineservices.nsd.com/paam/endUserRegisterContact.html](http://www.onlineservices.nsd.com/paam/endUserRegisterContact.html)) (or)
- Online portal of UTITSL  
([www.pan.utiitsl.com/PAN/index.jsp](http://www.pan.utiitsl.com/PAN/index.jsp))

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



## 5. Goods and Services Tax (GST) Registration



### Details/ Key Requirements

- You will need to get your organisation GST registered. On registration you will be given a 15-digit GST Identification Number (GSTIN).
- Exported goods are eligible for zero-rated supply under GST (no GST applicable). You can charge GST on your goods (% of GST depends on the goods), and claim refund of the same later, (OR) claim Input Tax Credit.



### Tentative Cost Involved

- Free



### Timelines

- If no queries are raised by the department, within 3 working days.
- If queries are raised and responded to, within 7 working days of response to queries.



### Website for registration/ application

- Online GST portal ([reg.gst.gov.in/registration](http://reg.gst.gov.in/registration))

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



## 6. Udyam Registration



### Details/ Key Requirements

- You will need to register yourself on the Udyam website of the Ministry of MSME, Govt. of India.
- You will need your PAN, GST and Aadhaar Numbers for the same.



### Tentative Cost Involved

- Free



### Timelines

- Reference Number is provided immediately.
- The Udyam registration no. (along with certificate) is e-mailed in 7 working days.



### Website for registration/ application

- Online Udyam portal  
([www.udyamregistration.gov.in/](http://www.udyamregistration.gov.in/))

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



## 7. Import Export Code (IEC)



### Details/ Key Requirements

- You will need to apply for an IEC for export from India.
- No organisation in India can export without an IEC from the DGFT, Govt. of India.
- Register as an "Importer/ Exporter" on the new registration application page, when prompted.



### Tentative Cost Involved

- INR 500.



### Timelines

- e-IEC (and a certificate for the same) will be generated immediately on the portal, after filling the required details.



### Website for registration/ application

- Online portal of DGFT  
([www.dgft.gov.in/CP/?opt=iec-profile-management](http://www.dgft.gov.in/CP/?opt=iec-profile-management))

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## 1.1 Basic requirements

### 1. STAGE I: PRE-EXPORT

#### 8. Registration cum Membership Certificate (RCMC)



#### Details/ Key Requirements

- You will need to obtain an RCMC from an authorised Export Promotion Council (EPC) of the Department of Commerce, Govt. of India. This registration is required for availing benefits under the Foreign Trade Policy.
- The EPC required to be registered with, is linked to the type of goods you wish to export. E.g., If your goods are related to tea and tea products, you will need to register with the Tea Board.
- If your product does not fall under any of the EPCs then you should register with FIEO. You can also register with FIEO if you are exporting multiple products.



#### Tentative Cost Involved

- Fees start from INR 5,000.
- You need to check with the respective EPC.



#### Timelines

- Same day, once documents are uploaded.



#### Website for registration/ application

- List of all EPCs is available on the website of FIEO. ([www.fieo.org/view\\_section.php?lang=0&id=0,34,551](http://www.fieo.org/view_section.php?lang=0&id=0,34,551))

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT

## 9. Registered Exporter System (REX) Registration



**Details/  
Key Requirements**

- REX is a self-certification scheme introduced by the European Union (EU), for exporters. This is applicable only to those exporting to the EU, and if the value of consignment is above EUR 6,000.
- It enables exporters to obtain a Certificate of Origin (explained in later sections), easily, through a self-assessment of the EU's Generalised Scheme Preferences (GSP) rules.
- The IEC and an Exporter profile (containing basic information on the company and the goods to be exported) are required for obtaining the REX certificate.
- Once REX registration is obtained, you can issue a self-certified Certificate of Origin for your goods. A consolidated statement of self-certified COOs shall need to be uploaded monthly on the online portal of the local authority (EIAs, Spices Board, etc.).



**Tentative Cost Involved**

- None.



**Timelines**

- Can take 15-30 days.



**Website for registration/  
application**

- Details of authorised agencies for Rex registration and procedure available on the website of DGFT ([www.dgft.gov.in/CP/?opt=information-rex-system](http://www.dgft.gov.in/CP/?opt=information-rex-system)).

ANNEXURE

# 1.1 Basic requirements

1. STAGE I:  
PRE-EXPORT



2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### Details/ Key Requirements

- Finally, you should register on the ICEGATE portal of the Customs Department.
- Your ID Proof (Aadhar, Driving License, Passport or Voter ID Card) is required, along with a copy of the IEC Certificate.
- The SWIFT Code of the bank (discussed in Step 2) will also need to be registered with the portal, during new user registration.



### Tentative Cost Involved

- Free.



### Timelines

- Immediate, once documents are uploaded.



### Website for registration/ application

- Online ICEGATE portal ([www.icegate.gov.in](http://www.icegate.gov.in)) of the Customs Department.



## 1.2 Things to know before you export

In addition to the basic requirements above, there are a few other things you should know about. This will help you be better prepared before you export.

### 1. Finalisation of product category:

Ensure that your product is exportable from India. This is defined by an HSN-based Import-Export Policy, formulated by the DGFT. Products are classified under three categories:

- **Free:** Free to export without any permission from DGFT, unless a specific event-based ban is placed by the government.
- **Restricted:** Authorisation shall need to be obtained from DGFT, on their online portal. The list of restricted products is available here ([www.dgft.gov.in/CP/?opt=itchs-import-export](http://www.dgft.gov.in/CP/?opt=itchs-import-export)), on the DGFT website. Examples of restricted products are neem seeds, processed silica sand, bio-diesel and other fuel containing less than 70% petroleum, brass wind instruments, live animals such as bulls, cows, etc.
- **Prohibited:** Cannot be exported. The list of prohibited products is available here ([www.dgft.gov.in/CP/?opt=itchs-import-export](http://www.dgft.gov.in/CP/?opt=itchs-import-export)), on the DGFT website. Examples of prohibited products are live birds, bamboos, anti-epileptic drugs, etc.

### 2. Understanding costs and risks associated with exports:

#### Defining obligations of the Exporter and the Buyer:

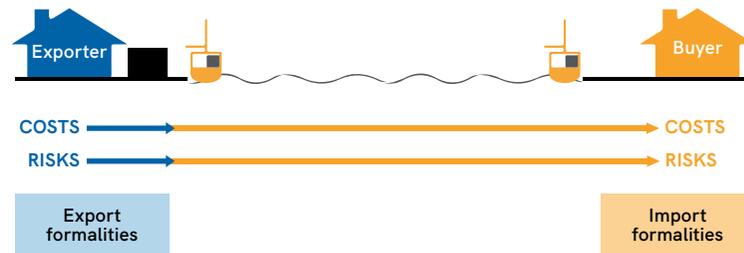
- Both the Exporter and the Buyer need to understand and define the responsibilities and risks involved in the actual transport of the goods, before agreeing on the actual costs involved. In order to overcome any language barriers for the same, and to clearly demarcate responsibilities, the International Chamber of Commerce (ICC) has defined a set of terms, which is binding on all trade contracts across the globe. These terms are called the International Commercial Terms, commonly referred to as the INCOTERMS.
- These INCOTERMS clearly communicate the tasks, costs, and risks associated with actual export of goods from one country to the other. These terms are revised regularly to reflect global trade developments, and the latest version was updated in 2020.

# 1.2 Things to know before you export

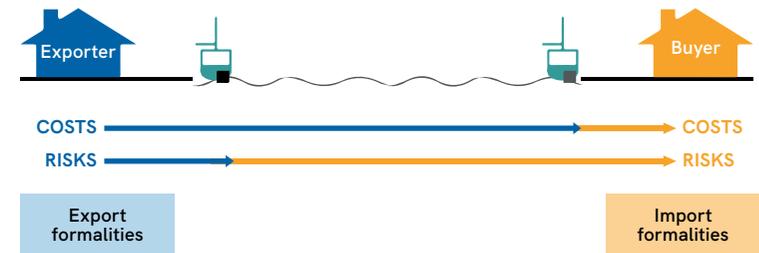
## INCOTERMS for export through sea

1. STAGE I:  
PRE-EXPORT

**FAS Free Alongside Ship**  
(Insert named port of loading)  
Incoterms® 2020

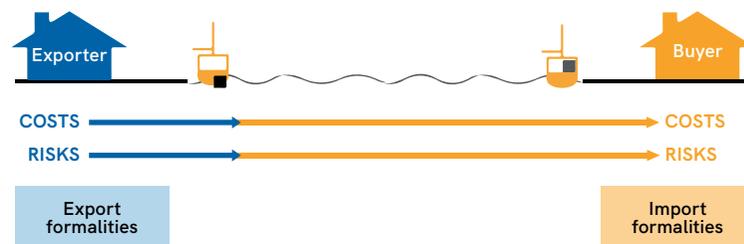


**CFR Cost and Freight**  
(Insert named port of destination)  
Incoterms® 2020

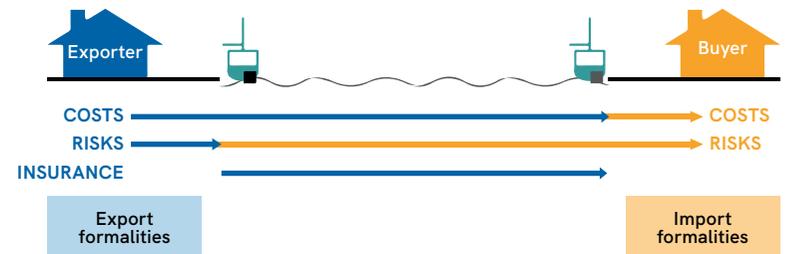


2. STAGE II:  
EXPORT

**FOB Free on Board**  
(Insert named port of loading)  
Incoterms® 2020



**CIF Cost, Insurance and Freight**  
(Insert named port of destination)  
Incoterms® 2020



3. STAGE III:  
HANDLING  
PAYMENTS

**Payment Terms:** There are different types of Payment Terms, independent of the INCOTERM specified. A detailed explanation of the same, has been provided in Stage 3.

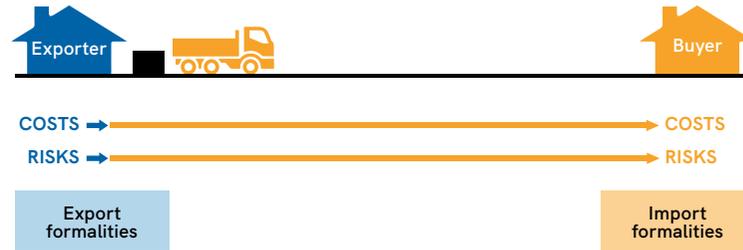
- Blue indicates Exporter's responsibility
- Orange indicates Buyer's responsibility
- Green indicates mixed or shared responsibility

# 1.2 Things to know before you export

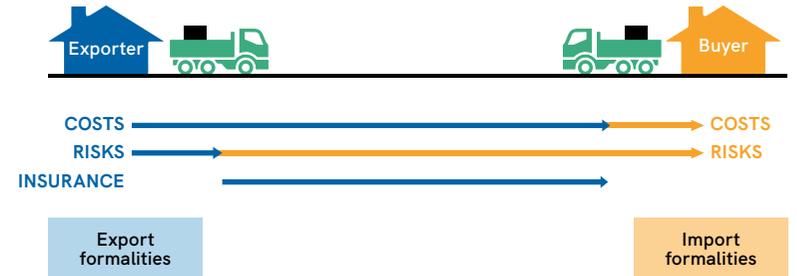
## INCOTERMS for export through other modes of transport

1. STAGE I:  
PRE-EXPORT

**EXW Ex Works**  
(Insert named place of delivery)  
Incoterms® 2020

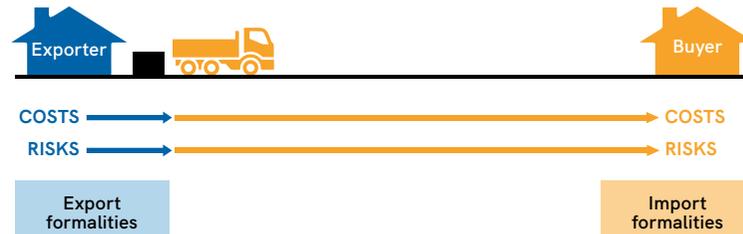


**CIP Carriage and Insurance Paid To**  
(Insert named place of destination)  
Incoterms® 2020

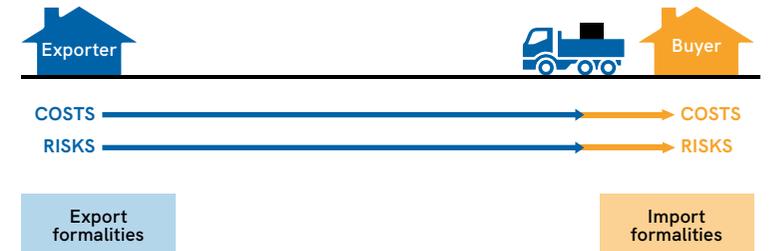


2. STAGE II:  
EXPORT

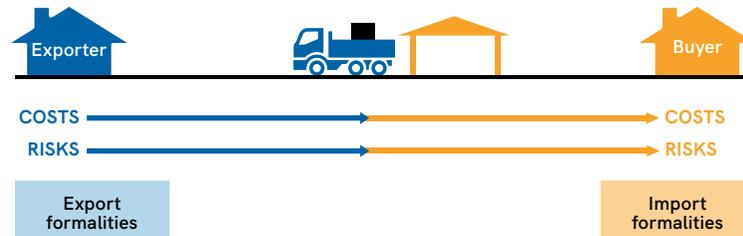
**FCA Free Carrier**  
(Insert named place of delivery)  
Incoterms® 2020



**DAP Delivered at Place**  
(Insert named place of destination)  
Incoterms® 2020



3. STAGE III:  
HANDLING  
PAYMENTS



■ **Blue** indicates Exporter's responsibility  
 ■ **Orange** indicates Buyer's responsibility  
 ■ **Green** indicates mixed or shared responsibility

ANNEXURE

# 1.2 Things to know before you export

## INCOTERMS for export through other modes of transport

1. STAGE I:  
PRE-EXPORT

**CPT Carriage Paid To**  
(Insert named place of destination)  
Incoterms® 2020



**DPU Delivered at Place Unloaded**  
(Insert named place of destination)  
Incoterms® 2020



2. STAGE II:  
EXPORT

**DDP Delivered Duty Paid**  
(Insert named place of destination)  
Incoterms® 2020



3. STAGE III:  
HANDLING  
PAYMENTS

■ **Blue** indicates Exporter's responsibility  
 ■ **Orange** indicates Buyer's responsibility  
 ■ **Green** indicates mixed or shared responsibility

## 1.2 Things to know before you export

### 1. STAGE I: PRE-EXPORT

#### 3. Interfacing/ Preliminary interactions with external organisations

You are encouraged to interface with the following organisations before actual export. Interfacing (and in some cases, finalisation of the relationship/ agreement) will help you have a smooth export process.

- **Government (including for schemes and incentives)/ Banks/ Lending Institutions:** There are multiple organisations which provide financial assistance to the Exporters (especially MSME Exporters).

- The Government of India and the Government of Tamil Nadu have schemes which aid Exporters (especially MSME Exporters) by providing financial assistance. The list of these schemes, along with their key benefits and contact details, has been given in Annexure 2 of this document.

- Free Trade Agreements (FTAs)/ Preferential Trade Agreements (PTAs)/ Most Favoured Nation (MFN) tariffs exist between India and other trade partner countries. These agreements provide details on reduced import tariff and duties for specific products, in both India and the Buyer country. (E.g., according to an existing PTA between India and Chile, if you export rock salt from India to Chile, the Buyer in Chile has to pay a 20% reduced import duty/ tariff on the goods. This reduction is not applicable to the Buyer if they are importing from other countries. Hence, the overall cost for the Buyer is reduced if he buys from you.) This information will prove advantageous to you, when negotiating with the Buyer. You can click here ([www.youtube.com/watch?v=NoI9X5Y-EaM](http://www.youtube.com/watch?v=NoI9X5Y-EaM)) for a video by M-TIPB and FIEO, explaining the same in detail.

- FIEO maintains a portal: [www.indiantradeportal.in](http://www.indiantradeportal.in), which provides you product-specific and country-specific tariff/ duty concessions, in line with existing FTAs and PTAs between India and other trade partner countries. Export Policy for each product is also available. It has an easy-to-use interface and is free. You are encouraged to make use of the site.

- FIEO Southern Region has a tie-up with certain banks in Tamil Nadu, which facilitates quicker financial assistance for MSMEs aiming to export. This is being done through FIEO's Exporter Incubation Program. For more information on the same, you can contact FIEO.

- **Customs House Agents (CHA)/ Customs Brokers (CB)/ Clearing Agents:** CHAs are private agents authorised and licensed by the Customs Department to act as your agent for export of goods. You may appoint a CHA to interface with the Customs Department and complete the required procedures for Export. The CHA will be more effective in communicating with the Customs officials, as CHAs are expected to know all laws, rules and procedures relating to the Customs Department. CHAs will also interface with the Freight Forwarder (explained later in this section), on your behalf, to handle all logistic needs and costs during the actual export. The costs involved for the same (such as freight expenses, port expenses, insurance fees, etc.) will be borne by the CHA and the same will be charged to you, the Exporter. This will be discussed with you and mutually decided.

- FIEO maintains an aggregator website: [www.easeoflogistics.com](http://www.easeoflogistics.com), which provides you with all information on CHAs, FF Agents, Shipping Lines, etc. It has an easy-to-use interface and is free. You will only need to enter your loading port and unloading port, and all details of CHAs, FF Agents and Shipping Lines are provided to you. You are encouraged to make use of the site.

### 3. STAGE III: HANDLING PAYMENTS

### ANNEXURE

## 1.2 Things to know before you export

### 1. STAGE I: PRE-EXPORT

- While selecting CHAs, you shall need to keep the following in mind:
  - ~ CHAs shall need to know the complete process of export, from picking-up the goods from the Exporter's unit to loading the same onto the ship.
  - ~ There are certain CHAs that possess specialised knowledge and experience for handling certain goods. Exporters are advised to look out for such CHAs and engage them, if their goods require such expertise.
  - ~ Spending time to fix on a good CHA will enable a smooth and seamless export process. Hence, you are advised to find a reputed CHA in the sector you are exporting in.

### 2. STAGE II: EXPORT

- **Freight Forwarders:** Freight Forwarders are private agents responsible for the movement of goods, after the goods have been handed over for loading onto the ship, and till the same is delivered at the Buyer's end. This also depends on the terms of contract and INCOTERMS decided. They are an integral part of the export chain, and are involved in all modes of export (sea, road, rail and air). They can arrange storage for the goods, and are also equipped to negotiate freight rates with the Shipping Lines. The CHA can also act as the Freight Forwarder, if you so desire, and if the CHA has the capability for the same.
- **Export Credit Guarantee Corporation of India (ECGC):** ECGC is an organisation under the Government of India, that provides a risk coverage/ insurance for the Exporter, for a fee. If the Exporter does not receive payment from the Buyer within the stipulated period, ECGC pays the same to the Exporter. However, quality disputes are not covered. You are recommended to avail of this facility by ECGC.

### 3. STAGE III: HANDLING PAYMENTS

- **Certifications:** Based on the goods to be exported, different certifications are mandated by the Buyer and the Government. You will need to obtain the same. So please check with your respective EPC or FIEO for this information.

### 4. Sharing of samples with your Buyer

- Buyers may ask for product samples before placing a confirmed order. Hence, it is essential that the samples are made from good quality raw materials. Extra care should be taken when sending a costly product for export. Secrecy is also an important factor when sending a sample, especially if there is a risk of copying the original product.
- Samples can be sent through courier/ speed post (or) through the normal shipping process for exports. If your samples can be sent through courier/ speed post (samples are small, and can be easily carried), please send them through the same.
- If the product falls under the "Free" category, the Customs Department will clear exports of the sample, without any restrictions. Samples can be exported any number of times. On the package/ box, they shall be marked "Sample, Not for Sale", in clear, indelible ink. Invoice and Packing List (explained in the next section) shall also need to be sent to the Buyer, with the same "Sample, Not for Sale" mentioned.
- Depending on the value of the sample, a self-declaration is enough to be filed with Customs (for samples of value up to INR 10,000) or a value certificate from the bank may be required (for samples of value up to INR 25,000). If the sample value is beyond INR 25,000, you need to apply for and obtain a waiver certificate from the AD Bank.

### ANNEXURE



## STAGE II: EXPORT

Once the sampling has been done, and the Buyer is satisfied with the samples, the Buyer will release a Purchase Order to you, the Exporter. This Purchase Order will define the terms of supply and payment. At this stage, you are now ready to export the actual goods as per the Purchase Order. Goods can be exported through sea or through air. The process for both these modes has been detailed in this section.

**Note:** All the websites, rates and timelines mentioned in this section are sourced from the respective websites of the Govt. dept./ service provider. Please check and confirm the same with them before finalisation.

## 2.1 Export of goods through sea

There are multiple modes of export available, depending on the Buyer country. Currently, from Tamil Nadu, 85% of exports is done through sea. A brief process of the same has been given in this sub-section.

### 1. Book Shipping Line



1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



#### Process Step

- Before actual goods are manufactured and made ready for export, you can book your container and the required space in the ship via the Freight Forwarder, or directly with the Shipping line. The CHA can also do this on your behalf.
- You are advised to plan your delivery schedule and book your cargo space well in advance. Speak to your CHA/ Freight Forwarder at least 15 days in advance, for the same. This has a cost impact, and also reduces hassle in later processes.



#### Documents involved and brief description

- None.



#### Cost involved

- Depends on the destination Buyer country and product.



#### Time taken

- Immediate, once date and destination are chosen.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

### 2. Finalise Invoice and Packing List



Process Step

- After goods are manufactured and ready at your unit, you need to send the Invoice and the Packing List (also known as an Invoice-cum-Packing List) to the CHA (via e-Mail).



Documents involved and brief description

- **Invoice:** Other than the regular items in the **Invoice-cum-Packing List**, it shall mandatorily need to contain:
  - IEC.
  - GSTIN.
  - HSN Code of the product.
  - Details on Duty Drawback and any other incentives you intend to claim.
  - Breakup of GST (including IGST) and details regarding Input Tax Credit (ITC) refund that you intend to claim. If you are claiming ITC refunds, bond details also need to be provided here.
  - Registered Exporter System (REX) Certificate no. (applicable only if export is to members of the European Commission.)
- **Packing List:** This document includes details about the nature, weight, and dimensions of the goods. It also mentions how the goods were packed, and notes any marks or numbers present on the exterior of the box, crate, or other container used to protect the goods during transit.



Cost involved

- None.



Time taken

- N.A.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 3. Finalise Shipping Bill

 **Process Step**

- After obtaining the Invoice and the Packing List from you, the CHA will use these documents to make the draft Shipping Bill. This draft will need to be approved by you, and the CHA will then upload the approved Shipping Bill on ICEGATE portal and obtain approval from the Customs Department.

 **Documents involved and brief description**

- **Shipping Bill:** This document contains the list of goods that are to be exported, along with the quantity, value (in both INR and USD) and packing details. These details, along with details mentioned in the Invoice-cum-Packing List earlier (such as IGST, ITC refunds, Duty Drawback refunds, Duty Drawback details, etc.) shall need to be checked thoroughly and confirmed.

 **Cost involved**

- None.

 **Time taken**

- Immediate, once the documents are uploaded.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 4. Obtain Certificate of Origin

 **Process Step**

- Simultaneously, the CHA can obtain a Certificate of Origin (COO) from the Exporter's respective EPC/ FIEO/ Chambers of Commerce.
- If you are exporting to an FTA country, and if your products are eligible for duty concession, you need to obtain a Preferential COO. The CHA can also obtain the same for you, on your behalf.
- Both a regular COO and a Preferential COO can be obtained on DGFT's online platform.

 **Documents involved and brief description**

- **Certificate of Origin (COO)/ Preferential Certificate of Origin (Preferential COO):** This is a document which certifies the origin country of the exported goods.
- The COO is a key document that is required by the Buyer to release the payment to the Exporter.

 **Cost involved**

- Varies between INR 100 - INR 200, for every shipment.

 **Time taken**

- Can be obtained within an hour, on the online portal of DGFT.

## 2.1 Export of goods through sea

### 5. Confirm container allocation



1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



#### Process Step

- The CHA will now need to interface with the Freight Forwarder for allocation of a container, based on the booking done in step no. 1. The documents from the previous stage will be used for this purpose.
- **For Full Container Load (FCL)** - where the Exporter's goods require one or multiple dedicated containers), specific containers will be allocated.
- **For Less than Container Load (LCL)** - where the Exporter's goods are small and do not require dedicated containers), Forwarding agent will specify the Container Freight Station (CFS) where the goods will need to be brought to.
- In both cases, the Freight Forwarder will provide the CHA with a **Booking Advice Receipt** that the container has been allocated.



#### Documents involved and brief description

- Documents from previous stage (Invoice, Packing List and Shipping Bill).
- Booking Advance Receipt provided to you by the CHA (obtained from the FF Agent).



#### Cost involved

- Depends on the Shipping Line. This cost will be borne by the CHA (part of the CHA fee to you).



#### Time taken

- Depends on the container availability for the Shipping Line.
- If the container is available, Forwarding Agent will immediately allocate the same.
- If the container is not available, CHA will need to wait till container is available.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



**6. Load container/  
Move goods**



Process Step

- After the Freight Forwarder allocates and specifies the container to the CHA,
  - For FCL, CHA will move the container to the Exporter's unit, and load the goods into it. The container will then be moved to the CFS.
  - For LCL, CHA will move the goods to the CFS/ port where the containers are parked.
- From this stage onwards (including this stage), your Shipping Bill number will be logged in by the Customs Department security personnel at each gate of the CFS/ port. This will be tracked by the Customs Department to ensure quick turnaround in processes.



Documents involved and brief description

- N.A.



Cost involved

- N.A.



Time taken

- N.A.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

### 7. Obtain sanitary certificates



#### Process Step

- Once the container has reached the CFS, the CHA shall ensure that all cleaning and sanitary procedures are done and certificates obtained accordingly (in line with the Buyer's requirement).
- Some certifications that may be needed (depending on the goods, list is not exhaustive) are:
  - **Phytosanitary Certificate:** Provided by the Directorate of Plant Protection, Quarantine & Storage (DoPPQS), for food and agro-based goods. The CHA will need to get in touch with the DoPPQS for the same.
  - **Fumigation Certificate (if applicable):** CHA will need to get fumigation done from a private service provider, and get a certification from them after completed.



#### Documents involved and brief description

- For Phytosanitary Certificate: Documents from previous stages (Invoice, Packing List and Shipping Bill) will need to be shared with DoPPQS.
- For Fumigation Certificate: None.



#### Cost involved

- For Phytosanitary Certificate: Inspection fee for DoPPQS, for obtaining Phytosanitary Certificate - max of INR 100.
- Fumigation: Depends on the service provider. List of GoI accredited service providers is given on the DoPPQS' website.



#### Time taken

- Ideally, CHA should complete all procedures and certifications the same day container is brought into the CFS.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

### 8. Interface with Customs Department for verification and sealing



#### Process Step

- Once the certificates are obtained, the container shall be verified and sealed by the Customs department. Based on the risk of the goods, and based on a random selection by the Customs online system, the Customs Department will do a physical examination of the goods. This will be facilitated by CHA. Once the container/ goods are found to be satisfactory, a Let Export Order (LEO) is issued by the Customs Department. This LEO confirms that the goods can be exported.
- Customs will also provide an e-seal on the ICEGATE Portal, immediately once the physical seal is provided.
- Self-sealing option is granted by the Customs Department to Exporters who have shown consistent compliance.



#### Documents involved and brief description

- Let Export Order (LEO) is a document provided by the Customs Department which certifies that the goods are now ready to be exported.



#### Cost involved

- None.



#### Time taken

- If the container and goods are in line with the Customs regulations, the container will be sealed and LEO will be issued immediately.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 9. Load goods onto ship

 **Process Step**

- CHA will now assist the Freight Forwarder with the loading of the container onto the ship. The Freight Forwarder or the Shipping Line will issue the Bill of Lading to the Exporter, certifying that the Shipping Line has now received the goods onto the ship.

 **Documents involved and brief description**

- **Bill of Lading (BL):** This is a legally-binding document that confirms that the goods are in receipt of the Shipping Line. The Freight Forwarder of the Shipping Line will issue the same.

 **Cost involved**

- Depends on the Shipping Line and the FF Agent. This cost will be borne by the CHA (part of the CHA fee to you).

 **Time taken**

- Bill of Lading is issued after goods are loaded onto the ship.

## 2.1 Export of goods through sea

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

### 10. Track Export General Manifest (EGM)



Process Step

- After the goods are loaded onto the ship, the Master of the Ship will need to file an **Export General Manifest (EGM)** with the Customs Department on the ICEGATE portal. The Ship is allowed to leave the port only after this EGM is filed.
- You are not involved in this process. However, you (and the CHA) are advised to keep track of this, as this impacts benefits such as getting Drawback, GST refund, etc.



Documents involved and brief description

- Bill of Lading from previous stage.



Cost involved

- None.



Time taken

- EGM has to be filed immediately by the Master, once all the containers are loaded onto the ship.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 1. Book Airline



#### Process Step

- Before actual goods are manufactured and made ready for export, you can book the required cargo space in the airplane via the Freight Forwarder, or directly with the Airline. The CHA can also do this on your behalf.
- You are advised to plan your delivery schedule and book your cargo space well in advance. Speak to your CHA/ Freight Forwarder at least 1 week in advance, for the same. This has a cost impact, and also reduces hassle in later processes.



#### Documents involved and brief description

- None.



#### Cost involved

- Depends on the Airline.



#### Time taken

- Immediate, once date and airline and destination are chosen.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 2. Finalise Invoice and Packing List



#### Process Step

- After goods are manufactured and ready at the Exporter's unit, you need to send the Invoice and the Packing List (also known as an Invoice-cum-Packing List) to the CHA (via e-Mail).
- Ensure that your goods are packed in line with the guidelines prescribed by the International Air Transport Association (IATA).



#### Documents involved and brief description

- **Invoice:** Other than the regular items in the Invoice-cum-Packing List, it shall mandatorily need to contain:
  - IEC.
  - GSTIN.
  - HSN Code of the product.
  - Details on Duty Drawback and any other incentives you intend to claim.
  - Breakup of GST (including IGST) and details regarding Input Tax Credit (ITC) refund that you intend to claim. If you are claiming ITC refunds, bond details also need to be provided here.
  - Registered Exporter System (REX) Certificate no. (applicable only if export is to members of the European Commission.)
- **Packing List:** This document includes details about the nature, weight, and dimensions of the goods. It also mentions how the goods were packed, and notes any marks or numbers present on the exterior of the box, crate, or other container used to protect the goods during transit.



#### Cost involved

- Depends on the destination Buyer country and product.



#### Time taken

- Immediate, once date and destination are chosen.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

### 3. Finalise Shipping Bill



#### Process Step

- After obtaining the Invoice and the Packing List from you, the CHA will use these documents to make the draft **Shipping Bill**. This draft will need to be approved by you, and the CHA will then upload the approved Shipping Bill on ICEGATE portal and obtain approval from the Customs Department.



#### Documents involved and brief description

- **Shipping Bill:** This document contains the list of goods that are to be exported, along with the quantity, value (in both INR and USD) and packing details. These details, along with details mentioned in the Invoice-cum-Packing List earlier (such as IGST, ITC refunds, Duty Drawback refunds, Duty Drawback details, etc.) shall need to be checked thoroughly and confirmed.



#### Cost involved

- None.



#### Time taken

- Immediate, once the documents are uploaded.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 4. Obtain Certificate of Origin



#### Process Step

- Simultaneously, the CHA can obtain a Certificate of Origin (COO) from the Exporter's respective EPC/ FIEO/ Chambers of Commerce.
- If you are exporting to an FTA country, and if your products are eligible for duty concession, you need to obtain a Preferential COO. The CHA can also obtain the same for you, on your behalf.
- Both a regular COO and a Preferential COO can be obtained on [DGFT's online platform](#).



#### Documents involved and brief description

- **Certificate of Origin (COO)/ Preferential Certificate of Origin (Preferential COO):** This is a document which certifies the origin country of the exported goods.
- The COO is a key document that is required by the Buyer to release the payment to the Exporter.



#### Cost involved

- Varies between INR 100 - INR 200, for every shipment.



#### Time taken

- Can be obtained within an hour, on the online portal of DGFT.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

### 5. Move goods



 Process Step

- The CHA will now move the goods to an Air Cargo Complex.
- The Freight Forwarder will issue a **Terminal advice** to the CHA, indicating the terminal number from which the airline would leave.

 Documents involved and brief description

- Documents from previous stage (Invoice, Packing List and Shipping Bill).
- Terminal advice from the Freight Forwarder, provided to the CHA.

 Cost involved

- Depends on the Airline. This cost will be borne by the CHA (and later charged to you).

 Time taken

- Immediate.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



 **Process Step**

- Once the goods have reached the Air cargo complex, they shall need to be verified and sealed by the Customs department. Once the Customs official finds the goods to be in order, they will pass the Shipping Bill with a Let Export Order (LEO) and confirm that the goods can be exported. The same will also reflect on the ICEGATE portal.

 **Documents involved and brief description**

- **Let Export Order (LEO)** is a document provided by the Customs Department which certifies that the goods are now ready to be exported.

 **Cost involved**

- None.

 **Time taken**

- If the goods are in line with the Customs regulations and documents submitted, LEO will be issued immediately.

## 2.2 Export of goods through air

1. STAGE I:  
PRE-EXPORT

2. STAGE II:  
EXPORT

3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE



### 7. Load goods into Airplane



#### Process Step

- The CHA will now assist the Freight Forwarder with the loading of the goods onto the airplane. The Freight Forwarder and the Airline confirm the same, and issue the Airway Bill to the Exporter, certifying that the Airline has now received the goods onto the airplane.



#### Documents involved and brief description

- **Airway Bill:** This is a legally-binding document that confirms that the goods are in possession of the Airline.



#### Cost involved

- Depends on the Airline and the FF Agent. This cost will be borne by the CHA (and later charged to you).



#### Time taken

- Immediate, after the goods are loaded.

## STAGE III: HANDLING PAYMENTS

Your payments will be made based on your terms negotiated with the Buyer. However, there are a few things to keep in mind to ensure hassle-free payments.

## 3 Handling payments

1. STAGE I:  
PRE-EXPORT

Sl.	Type of Payment	Description	Details/ Process involved
<p>As per FEMA, you, as an Exporter, are not allowed to send export documents directly to the Buyer for payment. All documents will have to go through your AD bank, to the Buyer's bank. Payment will be initiated by the Buyer's bank, once documents are found to be satisfactory.</p> <p>Certain Exporters are allowed to send documents directly to the Buyer. This is based on their track record of transactions. This is provided by the AD Bank. You may contact your AD bank to obtain similar privileges, for your exporting organisation. However, in this case, ECGC may not be able to entertain claims in case of default by the Buyer.</p>			
1	Consignment	<ul style="list-style-type: none"> <li>Payment will be made to the Exporter only after goods are sold in Buyer country.</li> </ul>	<ul style="list-style-type: none"> <li>This payment method involves a high risk to the Exporter, and hence, is not recommended. The process for the same is not explained here.</li> <li>Even though it is not recommended, this type of payment is mainly used by Exporters who have distributors or third-party agents in the Buyer's country.</li> </ul>
2	Open account	<ul style="list-style-type: none"> <li>Buyer receives goods from the Exporter on credit, with payment to follow at a later date. Payment is made to the Exporter after a defined time period (30 days, 60 days or 90 days).</li> </ul>	<ul style="list-style-type: none"> <li>This payment method involves lesser risk than the previous method, but is still not recommended.</li> </ul>
3	Documents Collection	<ul style="list-style-type: none"> <li>Payment made to Exporter's bank, through Buyer's bank, after goods are unloaded and cleared.</li> </ul>	<p>This method is executed exclusively between banks acting on behalf of both the Buyer and the Exporter.</p> <p>After the goods have been shipped, the Exporter sends the required documents (Invoice, Packing List, COO, Bill of Lading) to their AD bank. The AD bank sends the same to the Buyer's bank. Then payment may be made to the Exporter, in two ways:</p> <ul style="list-style-type: none"> <li>Documents against Payment (DAP): In this method, once the Buyer's bank is in receipt of the documents, the payment will be made to the Exporter.</li> <li>Documents against Acceptance (DA): Here, the Buyer will provide their bank with a definite commitment for payment at a later fixed date (30/ 60/ 90 days). Once this commitment is fixed by the Buyer to their bank, the documents are released to the Buyer.</li> </ul>

2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

## 3 Handling payments

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

Sl.	Type of Payment	Description	Process involved
4	Letter of Credit	<ul style="list-style-type: none"> <li>Guarantee given by the Buyer's bank to the Exporter, before delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Letter of credit is one of the most well-known terms of payment in international trade. It is also one of the most secure payment methods available, and is highly recommended for Exporters.</li> <li>The "Letter of credit" is a guarantee by the Buyer's bank, which specifies that the payment will be made to the Exporter, if certain terms and conditions are fulfilled. These terms and conditions are detailed in the Letter of credit, and mostly have to do with inspecting the documents accompanying the goods (Invoice, Packing List, COO, Bill of Lading), rather than the goods themselves.</li> </ul>
5	Advance Payment	<ul style="list-style-type: none"> <li>Advance Payment made upfront to the Exporter, before shipment.</li> </ul>	<ul style="list-style-type: none"> <li>Payment can be completed on mutually accepted terms between the Buyer and the Exporter. Typically, Exporters who manufacture goods with high demand or tailor-made/ customized goods use this payment method.</li> </ul>



## Annexure 1: Export of services

Export of service is defined under section 2(6) of the IGST Act, which specifies the following:

### 1. STAGE I: PRE-EXPORT

“Export of services” means the supply of any service when,

the supplier of service is located in India;

the recipient of service is located outside India;

the place of supply of service is outside India;

the payment for such service has been received by the supplier of service in convertible foreign exchange or in Indian rupees wherever permitted by the Reserve Bank of India; and

the supplier of service and the recipient of service are not merely establishments of a distinct person.

### 2. STAGE II: EXPORT

There are no interfaces required with any government organisations for this type of export. While claiming GST refunds, the Invoice and the Bank Realisation Certificate (BRC - which indicates receipt of payment) is required as proof.

### 3. STAGE III: HANDLING PAYMENTS

## ANNEXURE

The following services are eligible for incentives under Foreign Trade Policy:

Professional services.

Research and Development services.

Rental/ leasing services without operators.

Audio-visual services.

Construction and related engineering services.

Educational services.

Environmental services.

Health and social services.

Tourism and travel services.

Recreational, cultural and sporting services.

Transport & auxiliary services.

Other business services.

## Annexure 2: Schemes/ Incentives available for export in India

Sl.	Name of scheme/ incentive	Key details of scheme/ incentive	Further details available on
1	International Trade Fair Assistance	<ul style="list-style-type: none"> <li>50% of the rent paid towards stall/ space in an international trade fair/ exhibition, is reimbursed (up to a maximum of INR 15 lakh per fair/ exhibition).</li> </ul>	MSME Dept. website <a href="http://www.msmeonline.tn.gov.in/registration.php">www.msmeonline.tn.gov.in/registration.php</a>
2	Remission of Duties and Taxes on Export Products (RoDTEP)	<ul style="list-style-type: none"> <li>RoDTEP stands for Remission of Duties and Taxes on Export Products. It is a new scheme that is applicable with effect from January 1st, 2021, formed to replace the MEIS Scheme. The scheme provides Exporters refunds on the embedded taxes and duties, that were previously non-recoverable. Mandi tax, VAT, Coal cess, Central Excise duty on fuel etc. will now be refunded under this particular scheme.</li> <li>This is being provided through the Customs Department, as a scrip, which can be used for payment of duty (or) can be transferred to anyone who wants to use this against payment of Customs Duty.</li> </ul>	DGFT website. <a href="http://www.dgft.gov.in/CP/?opt=RoDTEP">www.dgft.gov.in/CP/?opt=RoDTEP</a>
3	Rebate of State and Central Taxes and Levies (RoSCTL)	<ul style="list-style-type: none"> <li>The Scheme for Rebate of State and Central Taxes and Levies (RoSCTL) on export of garments and made-ups, was introduced to enhance the competitiveness of these sectors. This scheme will continue till 1st March, 2024 for apparel/ garments (under Chapter 61 and 62) and Made-ups (under Chapter 63).</li> </ul>	
4	Advance Authorisation Scheme	<ul style="list-style-type: none"> <li>Advance Authorisation Scheme allows duty-free import of inputs, which are physically incorporated in an export product.</li> <li>Under the Advance Authorisation Scheme, the following duties are exempt: basic customs duty, education cess, social welfare cess, anti-dumping duty, countervailing duty, and safeguard duty. IGST and compensation cess are also exempted.</li> </ul>	DGFT website. <a href="http://www.dgft.gov.in/CP/?opt=adnavce-authorisation">www.dgft.gov.in/CP/?opt=adnavce-authorisation</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 2: Schemes/ Incentives available for export in India

Sl.	Name of scheme/ incentive	Key details of scheme/ incentive	Further details available on
5	Duty Drawback of Customs	<ul style="list-style-type: none"> <li>Duty Drawback Scheme aims to provide the refund/ recoupment of custom and excise duties paid on inputs or raw materials, and service tax paid on the input services used in the manufacture of export goods.</li> <li>The all-industry rate of Duty Drawback is available for most of the traded products, and rates are being notified by CBIC. After export, the drawback amount will be credited to the exporters account automatically (normally credited within one week).</li> <li>If the Exporter feels that the rate for their goods need to be re-looked at, they can approach the Customs Department for revision and fixation of the brand rate, for the same.</li> </ul>	CBIC Website
6	Export Promotion Capital Goods (EPCG) Scheme	<ul style="list-style-type: none"> <li>EPCG Scheme is to facilitate import of capital goods, free of duty, for producing quality goods and services, and for enhancing India's manufacturing competitiveness.</li> <li>EPCG Scheme allows import of capital goods for pre-production, production and post-production at zero customs duty. These manufactured goods are to be used for export purposes only.</li> </ul>	DGFT Website <a href="http://www.dgft.gov.in/CP/?opt=epcg">www.dgft.gov.in/CP/?opt=epcg</a>
7	Interest Equalisation Scheme (IES)	<ul style="list-style-type: none"> <li>The Interest Equalisation Scheme (IES) was introduced on 1st April 2015 to provide pre-shipment and post-shipment export credit to exporters in INR.</li> <li>Interest Equalisation rate ranges from 3% to 5% for exports by MSME manufacturers. A total of 416 products (excluding MSME exporters) are eligible for this benefit @ 3% IE rates.</li> </ul>	RBI Website

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 2: Schemes/ Incentives available for export in India

Sl.	Name of scheme/ incentive	Key details of scheme/ incentive	Further details available on
8	Towns of Export Excellence (TEE)	<ul style="list-style-type: none"> <li>As per the Foreign Trade Policy 2015-2020, an area/ cluster that realizes an annual export turnover of INR 750 crores or more will be declared as "Town of export excellence". However, for TEE in handicraft, handlooms, agriculture and fisheries sector, threshold limit is INR 150 crore.</li> <li>The main objective of this scheme is to develop infrastructure in export production clusters.</li> </ul>	DGFT Website <a href="http://www.dgft.gov.in/CP/?opt=ft-policy">www.dgft.gov.in/CP/?opt=ft-policy</a>
9	Market Access Initiative (MAI) Scheme	<ul style="list-style-type: none"> <li>MAI scheme plays a catalytic role to promote exports of Indian goods and services by providing financial support to eligible agencies to undertake necessary initiatives and projects.</li> </ul>	Website of the Ministry of Commerce and Industry, Govt. of India
10	Status Holder Scheme	<ul style="list-style-type: none"> <li>Status Holders are business leaders who have excelled in international trade and have successfully contributed to the country's foreign trade.</li> <li>This unique Provision has been specified under the FTP to issue Status Holder certificates to certain category of exporters. The objective is to boost export production as well as to enhance exports performances of the country. The Policy provides such Exporters with certain facilities and privileges.</li> <li>A snapshot of the Status Category and the required export performance value required in USD, has been given below:               <ul style="list-style-type: none"> <li>One Star Export House: Export Performance (FOB) of USD 3 Million</li> <li>Two Star Export House: Export Performance (FOB) of USD 25 Million</li> <li>Three Star Export House: Export Performance (FOB) of USD 100 Million</li> <li>Four Star Export House: Export Performance (FOB) of USD 500 Million</li> <li>Five Star Export House: Export Performance (FOB) of USD 2000 Million</li> </ul> </li> </ul>	DGFT Website

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 2: Schemes/ Incentives available for export in India

Sl.	Name of scheme/ incentive	Key details of scheme/ incentive	Further details available on
11	Gold Card Scheme	<ul style="list-style-type: none"> <li>Ministry for Commerce &amp; Industry has proposed issuance of a Gold Card to creditworthy exporters with good track record for easy availability of export credit.</li> <li>Gold Card holder exporters will be granted better terms of credit including rates of interest than those extended to other exporters by the banks.</li> </ul>	RBI Website <a href="http://www.rbi.org.in/scripts/NotificationUser.aspx?Id=1639&amp;Mode=0#1">www.rbi.org.in/scripts/NotificationUser.aspx?Id=1639&amp;Mode=0#1</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 3: International opportunity listings

The service providers whose services are commonly used, are listed below. Exporters should carry out their own due diligence prior to using any of these service providers.

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
1. Global B2B Aggregators and Initiatives in the promotion and facilitation of MSMEs					
1.1	Global Sources	Free	<ul style="list-style-type: none"> <li>Alerts for specific product categories</li> <li>Submit free RFP</li> <li>Access to sponsored Trade Shows</li> <li>Chat/Request a Sample from the Seller</li> <li>Keyword search for Product Categories</li> </ul>	<ul style="list-style-type: none"> <li>India Sources: partners- FIEO, ESC, Indian Silk Export Promotion Council</li> </ul>	<a href="http://www.globalsources.com">www.globalsources.com</a>
1.2	Tradeboss	Free	<ul style="list-style-type: none"> <li>International B2B Marketplace, More than 1,800,000 Business Owners &amp; Decision Makers use TradeHolding.com B2B Network every month.</li> </ul>	<ul style="list-style-type: none"> <li>For Specialized features, there are premium plans on credit basis</li> </ul>	<a href="http://www.tradeboss.com">www.tradeboss.com</a>
1.3	Global Connect B2B (GCB2B)	Free	<ul style="list-style-type: none"> <li>B2B e-marketplace and transactional portal. Registration only for Singapore businesses. Leads available for other non-singapore entities.</li> </ul>	<ul style="list-style-type: none"> <li>In collaboration with Bizmann System (s) Pte Ltd and Singapore Business Federation (SBF)</li> </ul>	<a href="http://www.globalconnectb2b.com">www.globalconnectb2b.com</a>
1.4	Linker.Store from Global Linker	Free. Services accessible only after sign up.	<ul style="list-style-type: none"> <li>Knowledge hub, eCommerce Community, Online Store</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge hub, eCommerce Community, Online Store</li> </ul>	<a href="http://www.globallinker.com/linker_store">www.globallinker.com/linker_store</a>

## Annexure 3: International opportunity listings

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
1. Global B2B Aggregators and Initiatives in the promotion and facilitation of MSMEs					
1.5	Global Trade Helpdesk	Free	<ul style="list-style-type: none"> <li>Single online portal for comparing demand for products, market analysis, tariff and market access conditions, details of buyers, find business partners.</li> </ul>	<ul style="list-style-type: none"> <li>Multi-agency initiative: ITC, UNCTAD, WTO, targeted for MSMEs. Access to TradeMap, Market Access Map, Export Potential Map, Trade Information Portals, WTO TFA Database, Sustainability Map, ePing, Rules of Origin Facilitator. Has a user-friendly interface.</li> </ul>	<a href="http://www.globaltradehelpdesk.org">www.globaltradehelpdesk.org</a>
1.6	B2B.lk	Free	<ul style="list-style-type: none"> <li>B2B listings and purchase inquiries</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 3 Quotations per purchase inquiry. Linked to eTenders. lk: Tender Alert Service from Sri Lanka</li> </ul>	<a href="http://www.b2b.lk">www.b2b.lk</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 3: International opportunity listings

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
1. Global B2B Aggregators and Initiatives in the promotion and facilitation of MSMEs					
1.7	India Mart	Free + paid (for better highlights) @ Rs. 30,000/yr	<ul style="list-style-type: none"> <li>Online B2B marketplace</li> </ul>	<ul style="list-style-type: none"> <li>Holds 60% market share of the online B2B Classified space in India</li> </ul>	<a href="http://www.indiamart.com">www.indiamart.com</a>
1.8	Alibaba	Free + paid Alibaba Gold Membership starting from Rs 99,000/yr	<ul style="list-style-type: none"> <li>Online B2B marketplace</li> </ul>	<ul style="list-style-type: none"> <li>Get paid for customer feedback (part of user research)</li> </ul>	<a href="http://www.globalconnectb2b.com">www.globalconnectb2b.com</a>
1.9	TradeKey	Free + paid premium services (VIP   GoldKey Plus   GoldKey   SilverKey) *rate to be inquired	<ul style="list-style-type: none"> <li>Online B2B marketplace</li> </ul>		<a href="http://www.tradekey.com">www.tradekey.com</a>
1.10	BizViet.Net	Free	<ul style="list-style-type: none"> <li>International B2B Marketplace, based out of Vietnam. Listings from several developed and developing countries. For latest trade leads.</li> </ul>		<a href="http://www.bizviet.net/">www.bizviet.net/</a>
1.11	Amazon (through their Digital Kendra portal)	Free + Paid	<ul style="list-style-type: none"> <li>Provides simpler onboarding process for MSMEs.</li> </ul>		<a href="http://www.amazon.in">www.amazon.in</a>
1.12	e-Bay	Paid. Free for 6 months for FIEO Members.	<ul style="list-style-type: none"> <li>Provides simpler onboarding process for MSMEs.</li> </ul>		<a href="http://www.ebay.in">www.ebay.in</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 3: International opportunity listings

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
2. Targeted/Country specific B2B Aggregators for the promotion of MSMEs					
2.1	Indian Business Portal	Free	<ul style="list-style-type: none"> <li>B2B Platform, International Trade hub for Indian Exporters and foreign buyers launched by FIEO. It also focusses on marketing GI products from India</li> </ul>	<ul style="list-style-type: none"> <li>Powered by Globallinker</li> </ul>	<a href="http://www.indianbusinessportal.in">www.indianbusinessportal.in</a> <a href="http://fieo.globallinker.com/onlinestore">fieo.globallinker.com/onlinestore</a>
2.2	FIEO Offering from Indian Exporters	<ul style="list-style-type: none"> <li>Free access to listings. Exporters Registering on FIEO have varied subscription fees to avail paid perks.</li> </ul>	<ul style="list-style-type: none"> <li>Trade Inquiries, creation of free online store and increase visibility via Globallinker</li> </ul>	<ul style="list-style-type: none"> <li>Linked to Indian Trade Portal for tenders. FIEO Mall. Partners with Enterprise Europe Network for international visibility</li> </ul>	<a href="http://www.fieo.org/Offrings-from-Indian-Exporters.php">www.fieo.org/Offrings-from-Indian-Exporters.php</a>
2.3	Srilanka Trade Mart	<ul style="list-style-type: none"> <li>Free Registration</li> <li>3 Packages: Bronze (\$99 for 12 months), Silver (\$135 for 12 months) and Gold (\$199 for 12 months)</li> </ul>	<ul style="list-style-type: none"> <li>B2B Marketplace for Suppliers &amp; Service Providers. Discover 10000+ Products</li> </ul>	<ul style="list-style-type: none"> <li>Listing will also be done in indian trade mart, dubai mart and malaysia trade mart under silver and gold packages</li> </ul>	<a href="http://www.srilankatrademart.com">www.srilankatrademart.com</a>
2.4	Business Tips.ph	<ul style="list-style-type: none"> <li>Free + \$99/yr Premium Membership</li> </ul>	<ul style="list-style-type: none"> <li>For businesses in Philippines. Online visibility.</li> </ul>		<a href="http://www.businesstips.ph/submit-company/">www.businesstips.ph/submit-company/</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 3: International opportunity listings

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
2.5	Otivr	N.A	<ul style="list-style-type: none"> <li>International Tech B2B Marketplace</li> </ul>	<ul style="list-style-type: none"> <li>Acts as a gateway to Europe and Nordics for Indian IT SMEs as they have a strong foothold in European and Nordics region.</li> </ul>	<a href="http://www.otivr.com">www.otivr.com</a>
<b>3. Integrated Service Providers for MSMEs</b>					
3.1	Global Linker	<ul style="list-style-type: none"> <li>Free Sign up. Discounted Prices for Services used: eg. Website creation 40% off with GoDaddy</li> </ul>	<ul style="list-style-type: none"> <li>Digitising SMEs: creation of eCommerce Website, Business Profile, finding Business Connections</li> </ul>	<ul style="list-style-type: none"> <li>Privilege Partner: Free trials and prenegotiated offers on specific services. Needs inquiry for partnership details.</li> </ul>	<a href="http://www.globallinker.com">www.globallinker.com</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE

## Annexure 3: International opportunity listings

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
3.2	International Network for SME	<ul style="list-style-type: none"> <li>Strategic Member: 10000 Euros (INR.884148)</li> <li>Sustaining Member: 8000 Euros (INR.707318)</li> <li>Full Member: 5000 Euros( INR.442074)</li> </ul>	<ul style="list-style-type: none"> <li>Training opportunities, Voting rights, INSME's Board, Access to conferences' presentations and contacts, Access to INSMEAcademy webinars, Possibility to hold an INSMEAcademy webinar, Dissemination activities (INSMEnews, INSMEblog, etc.), Scouting of funding and matchmaking opportunities, Participation in joint projects as INSME partner, Advising and mentoring by INSME experts, Access to Expert portfolio, Targeted INSME Alert Service and INSME Insights, Co-branding , Co-editing of INSME publications and Media communication.</li> </ul>	<ul style="list-style-type: none"> <li>OECD body: non-profit. Individual SMEs cannot apply for membership in the INSME Association, only the profit/ non profit organisations, public body and international intergovernmental organisation can become a member of INSME.</li> </ul>	<a href="http://www.insme.org">www.insme.org</a>
3.3	MSME Mart	<ul style="list-style-type: none"> <li>Free Registration. Gold Membership with paid services: 7080/year. 30 days free trial. SC/ST Members- Free</li> </ul>	<ul style="list-style-type: none"> <li>Product Catalogue, Keyword Generation and Search Engine Optimisation, Business Inquiry Management, Domestic Tender Alert, Country Specific Notices, RFQ, Trade Leads, Visibility, Digital Profile</li> </ul>	<ul style="list-style-type: none"> <li>By NSIC. Trade leads. Takes 48 hours to confirm registration.</li> </ul>	<a href="http://www.msmemart.com">www.msmemart.com</a>

## Annexure 3: International opportunity listings

Sl.	Portal Name	Subscription Amount (INR)	Services Offered	Additional Info	Relevant Links
4. Consultancy and Tech Support for SMEs					
4.1	D&B iAccess	N.A	<ul style="list-style-type: none"> <li>Provider of business intelligence only on Indian entities. B2B data, insights and AI driven platforms. Verification of business partners (Specifically SMEs in India). Indian business directory.</li> </ul>	<ul style="list-style-type: none"> <li>Can be used as a verification partner before listings are made public.</li> </ul>	<a href="http://www.dnb.co.in">www.dnb.co.in</a> <a href="http://www.dnb.com">www.dnb.com</a>
4.2	Zauba Corp	N.A	<ul style="list-style-type: none"> <li>Assessment of financial performance of businesses you deal with. Accessing critical documents for verification: Articles of Association, Memorandum of Association, Balance Sheet etc.</li> </ul>	<ul style="list-style-type: none"> <li>Can be used as a verification partner before listings are made public.</li> </ul>	<a href="http://www.zaubacorp.com">www.zaubacorp.com</a>

1. STAGE I:  
PRE-EXPORT2. STAGE II:  
EXPORT3. STAGE III:  
HANDLING  
PAYMENTS

ANNEXURE







For any clarifications in this document, please contact:



**Tamil Nadu MSME Trade and Investment Promotion Bureau (M-TIPB)**

1st Floor, SIDCO Corporate Office Building,  
Thiru Vi Ka Industrial Estate,  
Guindy, Chennai - 600032.  
Phone: +91 44 29530112/ 29530113/ 29530114  
e-Mail: [contact@tnmtipb.in](mailto:contact@tnmtipb.in)