

**FAQs**  
**Advance Authorisation Scheme/Special Advance Authorisation Scheme**

Q1. What is Advance Authorisation Scheme?

- ➔ Advance Authorisation (AA) is a duty exemption scheme for exporters provided by DGFT.
- ➔ It incentivizes the import of raw materials which will be processed further to be exported
- ➔ The raw materials need to be physically incorporated in a product. (Ex – Cannot use imported fabric under AA scheme as packaging material)
- ➔ Input-Output relation is based in the guidelines

Q2. What are the exemptions under AA Scheme?

- ➔ Under the Advance Authorisation Scheme, the following duties are exempt:
  - Basic customs duty
  - Education cess
  - Social welfare cess
  - Anti-dumping duty
  - Countervailing duty
  - Safeguard duty
- ➔ IGST and compensation cess are also exempted.

Q3. Who is Eligible for Advance Authorisation Scheme?

- ➔ The physical incorporation of the imported materials in exportable products is established based on the standard input-output norms (SION) or based on self-declaration. In the absence of SION, one can apply to the Norms Committee.
- ➔ Moreover, if the exporter is an 'Authorized Economic Operator'(AEO) certificate holder under the common accreditation program of the CBIC, they can apply for advance authorization under the self-ratification scheme as well.

Q4. What is Special Advance Authorization Scheme (SAAS)?

- ➔ This Scheme allows duty-free import of input fabric, including interlining for shipping articles of apparel and clothing accessories. The Authorization is issued based on the Standard Input Output Norms or prior fixation of DGFT.
- ➔ Under this Scheme, exporters shall be eligible for All Industry Rates of Duty Drawback for non-fabric inputs, as determined by Central Government for this Scheme.

Q5. What are the conditions for special advance authorization?

- ➔ Special Advance Authorization for garments is based on the following:
  - Inputs allowed for Special Advance Authorization
  - Standard Input-Output Norms
  - Self-Declaration
  - Annual Advance Authorization

Q6. What is the Value Addition?

- ➔ Exporters are eligible for all industry duty drawback rates for non-fabric inputs as determined by the Central Government for the Special Advance Authorization for Garments Scheme. The value of any information used on which benefit drawback is claimed or intended to be claimed is equal to 22% of the Free On Board (FOB) value of export realized.

- ➔ Minimum Value Addition: Under Special advance authorization, the minimum Value Addition to be achieved is 15%, except for physical exports for which payments are not received in freely convertible currency and other specified export products.

Q7. How is minimum Value Addition calculated?

The Value Addition is calculated in the following manner:

$$VA = (A - B) * 100 / B$$

Where: A – FOB value of exports realized / FOR value of supply received

B – CIF value of inputs covered by Authorization plus any other materials used on which benefit of duty drawback (DBK) is claimed or intended to be claimed

- ➔ Under Advance Authorization, the minimum Value Addition to be achieved is 15%, except for physical exports for which payments are not received in freely convertible currency and other specified export products.

Q8. What are the prerequisites for applying for Advance Authorisation (AA)?

- ➔ Importers needs to register on DGFT Website by login on <https://www.dgft.gov.in/>
- ➔ Link the existing IEC (For more details please see IEC section FAQ's)
- ➔ Register the DSC under My Dashboards > View and Register Digital Signatures Token

Then they can apply for AA under Services > Advance Authorisation /DFIA > Apply for Advance Authorisation (ANF 4A)

Q9. Where we can apply for AA or where we can get the link to apply for AA?

- ➔ Services > Advance Authorisation /DFIA > Apply for Advance Authorisation (ANF 4A)

Q10. All branch code options are not reflecting in the application. How should I enter some other branch code?

- ➔ Branch details are populated from IEC profile. If all branch details are not coming, please modify your IEC.

Q11. Why do I get the popup of Outstanding Authorisation details?

- ➔ Outstanding authorization details popup shows the details of authorisations issued on your IEC and having export obligation to be fulfilled.

Q12. What to do if “Outstanding Authorisation Details” popup is not showing the updated details?

- ➔ If details are wrong for active authorization, please make sure all the export bills and import bills are updated in the repository.

My dashboard > Repositories > Bills Repository

- ➔ If authorization is closed and showing active, please apply for “Manual EODC”.
- ➔ Services > Advance Authorisation /DFIA > Apply for Manual EODC

Q13. Where do I see my submitted applications and how can I get a print?

- ➔ Please follow the below path to get the authorization / file number for Advance Authorisation
- ➔ My Dashboard > Submitted Applications
- ➔ Select, Type of Scheme ☐ Advance Authorisation (AA) & Type of Sub Scheme ☐ Issuance of Advance Authorisation

- ➔ In the action section, select print.
- ➔ User will be able to see the submitted application and can click on “Print” button to get the print.

Q14. Where do I see my approved authorization and letters?

- ➔ Please follow the below path to get the authorization / file number for Advance Authorisation
- ➔ My Dashboard > Submitted Applications
- ➔ Select, Type of Scheme ☐ Advance Authorisation (AA) & Type of Sub Scheme ☐ Issuance of Advance Authorisation
- ➔ In the action section, select “View Approved Letters”

Q15. How can I raise request for withdraw of any submitted application?

- ➔ Please follow the below path to search submitted application for Advance Authorisation
- ➔ My Dashboard > Submitted Applications
- ➔ Select, Type of Scheme ☐ Advance Authorisation (AA) & Type of Sub Scheme ☐ Issuance of Advance Authorisation.
- ➔ In the action section, select ‘Withdraw’.

Q16. How can I link norms fixed by committee in the application form of advance authorization?

Please follow the given path:

- ➔ Open the application form and navigate to Export details screen.
- ➔ In the norms committee meeting section click on ‘yes’ or ‘No’.
- ➔ Please click “Yes” if norms committee meeting was conducted prior to 2020 and for which digitized export or input item details are not present in the system.
- ➔ If the applicant has selected “yes” above then the applicant will have to enter ‘Meeting Number’, ‘Meeting Date’ and ‘HQ File Number’. After entering these details applicant can fill the export item grid as per the approved norms.
- ➔ In case user has selected “No” and meeting details are reflecting in the grid then to select export and respectively mapped input items, please click on ‘View Export’ link from the list of approved files available in system. Please note, export and input items should correspond to same file.
- ➔ Click on “Add” button and all the export items will be added in the export items grid.
- ➔ Applicant will have to edit each item in the export grid and enter the required quantity for respective item.
- ➔ Based on the entered export item quantity and norms approved, input details grid on the next screen will be populated.

Q17. What can I do if I am not able to proceed as GSTN, RCMC and Industrial registration details were blank and non-editable?

- ➔ Branch details are populated from IEC. In case the RCMC, GSTN or Industrial details are not populated, please modify IEC.

Q18. Why am I getting warning message for currency exchange rates?

- ➔ Currency exchange rates in the system are updated based on the latest notification released by the Central Board of Indirect taxes & Customs (CBIC). If exchange rates are modified in the system, all currency related values in the draft application are modified based on the updated rates.
- ➔ For latest currency exchange rates from CBIC please follow the given link:  
<https://www.cbic.gov.in/Exchange-Rate-Notifications>

Q19. Why Supporting manufacturer details are mandatory?

- ➔ Advance Authorisation shall be issued either to a manufacturer exporter or merchant exporter tied to supporting manufacturer. Therefore if the preferred activity of the IEC is “Merchant Exporter”, providing details of supporting manufacturer are mandatory.

Q20. How much minimum value addition is required for advance authorization?

- ➔ Minimum value addition is required to be achieved under Advance Authorisation is 15%.
- ➔ Export Products where value addition could be less than 15% are given in Appendix 4D.
- ➔ In case of Tea, minimum value addition shall be 50%.

Q21. Value addition is calculated based on values in which currency?

- ➔ Value addition in the application form is calculated based on the “Freely Convertible Currency selected by the applicant in the application form.

Q22. Past Years Export / deemed supplies details are not coming correct in the application form, how should I correct it?

- ➔ Past Years Export / deemed supplies details are populated from IEC profile. In case details are not populated correctly, please modify IEC.

Q23. How to add invalidation details/ indigenously procured item details and supplier details in the application form for advance authorization?

Please follow the given path:

- ➔ Open the application form and go to “Additional Input’ tab
- ➔ In the invalidation details section click on “Select Input Item”. Tick and add item in the grid.
- ➔ Click on edit icon in the invalidation grid for the added item
- ➔ Enter the Quantity to be invalidated and save.

For entering Supplier details:

- ➔ Click on ‘Indigenous supplier details /SEZ supplier details’
- ➔ Select the input item serial number from the drop down for which supplier is to be added
- ➔ Enter the quantity to be procured from the respective supplier
- ➔ Click on ‘Add’
- ➔ Populate the Supplier details (IEC, Branch code etc.) and click on ‘Add’ to save supplier details.

Q24. How to enter wastage claim details for any input item in the application form for advance authorization?

Please follow the given path:

- ➔ Open the application form and go to “Additional Input’ tab
- ➔ In the wastage claim section click on “Select Input Item”. Tick and add item in the grid.
- ➔ Click on edit icon in the wastage claim grid for the added item
- ➔ Enter the justification and wastage claim percent.
- ➔ Click on ‘Update’.

Q25. What is Validity period for import of Advance Authorisation?

- ➔ Validity period for import of Advance Authorisation shall be 12 months from the date of issue of Authorisation.

Q26. On Declaration Page of AA application, I am unable to proceed further, or System is not

allowing me to click on “Save and Next”.

- ➔ If user profile is not updated, please update your ‘logged in’ user profile before submitting the application by clicking on your Username > Profile in the top right corner of website. If Designation is not appearing, the same needs to be updated on profile of User to proceed further.

Q27. Why I am not able to edit the “Input as per” field of selected Input Item?

- ➔ If the inputs are populated as per SION data, this field will not be editable for user to change.

Q28. What is the application fee for Advance Authorisation?

- ➔ Application fee for import License for restricted item / permission / certificate / Advance Authorization / DFIA / EPCG Authorization is ‘One per thousand or part thereof subject to a minimum of Rs. Five Hundred and maximum of Rupees one lakh on CIF value/duty saved amount of Authorization/ license / permission’.

Q29. What if I’m unsure about the ‘ITC(HS) Code’ for the product to be exported/ imported?

- ➔ ITC(HS) Codes are necessary information that must be filled in for importing/exporting products. Request you to connect with technical experts to identify the ITC(HS) codes for your concerned products before imports.

Q30. What if I’m unsure about the ‘Technical characteristics’ for the product to be imported/exported?

- ➔ Technical detail is important information that is requested. It is necessary to fill in relevant information in this field. Please connect with the manufacturer of your product for more details on this.

Q31. How and when do we use bulk upload for uploading Export items?

- ➔ Applicant is advised to use bulk upload functionality in case multiple item details are to be entered in the application form.
- ➔ Please click on “Download Sample Excel” to download the sample excel.
- ➔ Enter details of all items to be exported in sample excel.
- ➔ Click on “Bulk Upload” and choose file to Upload.
- ➔ Click on “Upload” and details of all the items will start reflecting in the grid.

Q32. Where can I see my CBIC transmission details for Advance Authorisation?

- ➔ Please follow the below path to get the authorization / file number for Advance Authorisation
- ➔ My Dashboard > Submitted Applications
- ➔ Select, Type of Scheme ☐ Advance Authorisation (AA) & Type of Sub Scheme ☐ Issuance of Advance Authorisation
- ➔ In the action section, select ‘Transmission Details’.

Q33. Where can I view my previous authorisation details?

- ➔ All the previously issued authorisations and scrips can be viewed under “My Authorisations” in IEC profile.

Q34. What if I discover an error after submitting the authorisation?

- ➔ For all application that are not yet submitted, you can modify the application from the “Drafts” section on the website. In case you have submitted the authorisation application, no changes can be made in the submitted application but applicant can raise request for ‘withdraw’ request of the submitted application.

Q35. How will I get to know that whether my payment process is successful or Unsuccessful?

- ➔ After Successful payment you will get the Acknowledgement stating the Successful Submission of application. The Application Status can be tracked using 'Track Status' and Receipt could again be printed.
- ➔ My Dashboard > Submitted Application

Q36. How can I request for changes in the issued authorisation?

- ➔ Applicant may apply for amendment of advance authorization for modification in the issued authorisation.

Q37. How do I cancel my authorisation?

- ➔ Issued advance authorization can be surrendered by the authorization holder by applying for

'Closure of Advance Authorisation'.

Q38. Why do I have to pay additional fees while submitting the updated application after deficiency was issued?

- ➔ If CIF value of authorization in application form is increased, applicable fees will also increase therefore applicant will have to pay the difference amount while submitting application.

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