



सत्यमेव जयते

# Trade CONNECT

Directorate General of Foreign Trade  
Department of Commerce  
Ministry of Commerce & Industry | Government of India

## Directorate General of Foreign Trade

User Guide for Intent Claim Form Version 1.1

Jan 2026

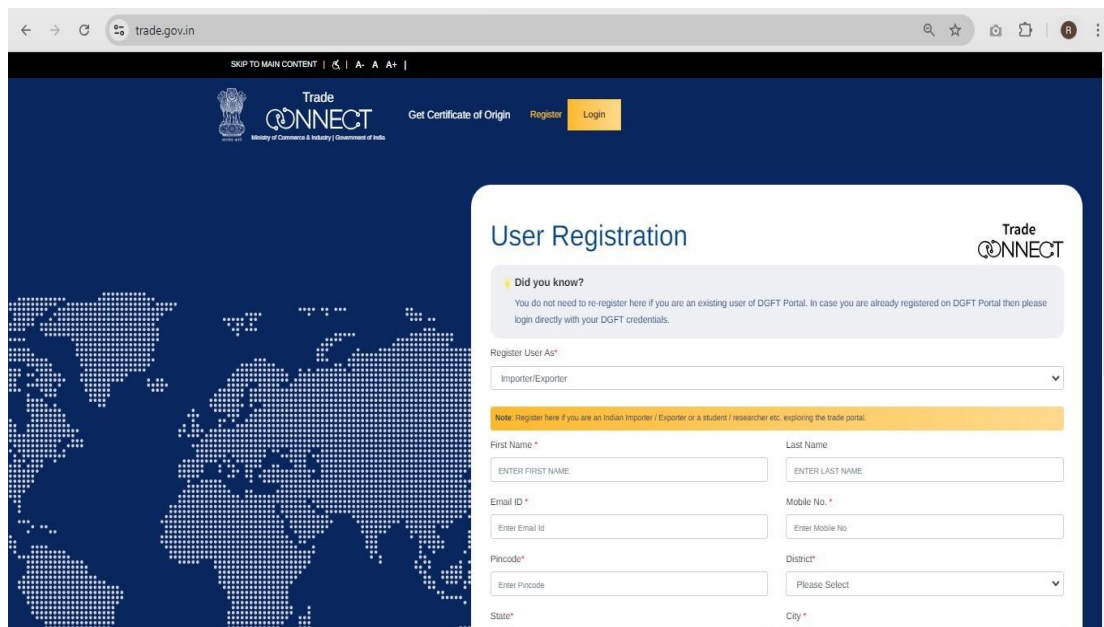
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# Registration/ Login of Exporters

Step 1: Open the Trade Connect Website <https://www.trade.gov.in/>

Step 2: Click on Register Button (For First Time User – Not Yet registered on either Trade Connect Portal or DGFT Customer Portal)



The screenshot shows the Trade Connect website interface. The header includes the Trade Connect logo, the Ministry of Commerce & Industry, Government of India, and navigation links for 'Get Certificate of Origin', 'Register', and 'Login'. The main content area features a 'User Registration' form with a 'Did you know?' section and a 'Register User As\*' dropdown menu set to 'Importer/Exporter'. The form includes fields for First Name, Last Name, Email ID, Mobile No., Pincode, District, State, and City.

Step 3: User Registration Tab opens→ Select Register user as “Importer/Exporter” and fill in all the basic details.

Step 4: After Submitting the details, user will receive the OTP for registration, then the user will get credentials in their registered mail ID using which user logs in to the website. After successful login users will have to change password and login again.

Note:

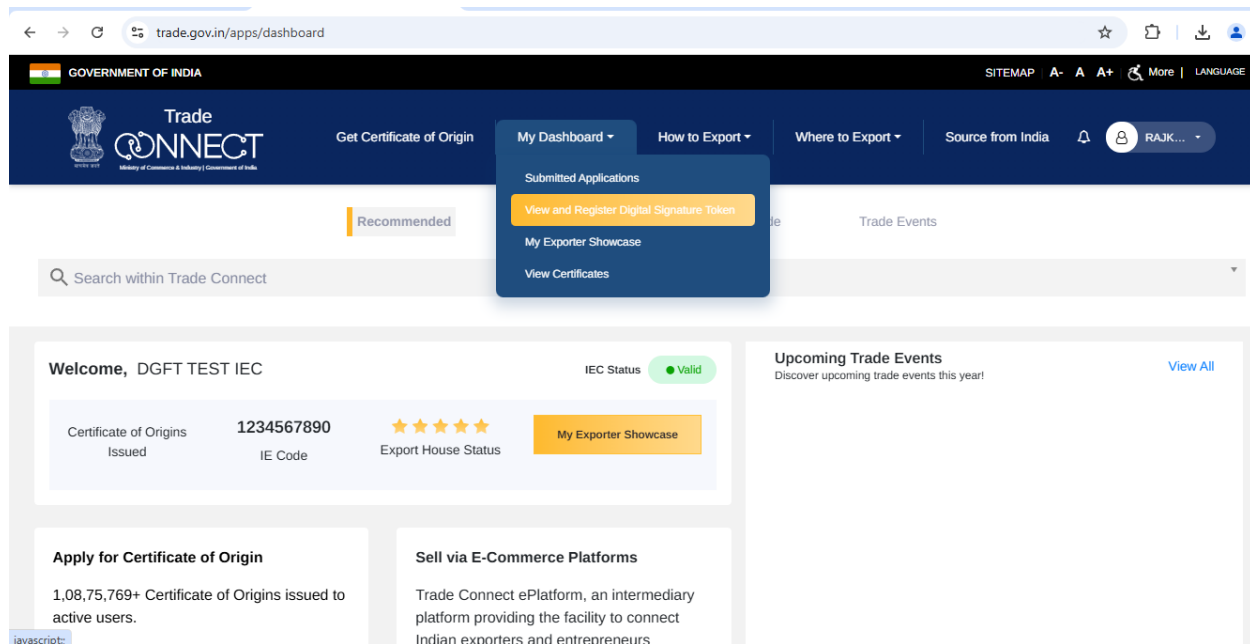
1. Exporters/ Importers already registered on the DGFT Customer Portal i.e., <https://www.dgft.gov.in/CP/> can utilize same email id and password to login on the Trade Connect Portal.
2. Ensure IEC has been linked to the logged In Email Id on DGFT Customer Portal to ensure filling of an application for Certificate of Origin.
3. For more details refer Trade Notice No. 13/2024-25 dated 16.08.2024. [Click Here](#)

Once User Logged-In on the Trade Connect Portal, On dashboard, Linked IEC and Firm Name will be visible.

The screenshot displays the Trade Connect dashboard for a user named 'DGFT TEST IEC'. The page features a dark blue header with the 'Trade CONNECT' logo and navigation links: 'Get Certificate of Origin', 'My Dashboard', 'How to Export', 'Where to Export', and 'Source from India'. A search bar is located below the header. The main content area includes a 'Welcome, DGFT TEST IEC' message with an 'IEC Status' indicator showing 'Valid'. Below this, there are sections for 'Certificate of Origins Issued' (1234567890), 'Export House Status' (5 stars), and a 'My Exporter Showcase' button. On the right, there is a section for 'Upcoming Trade Events' with a 'View All' link. At the bottom, there are two promotional cards: 'Apply for Certificate of Origin' (1,08,75,769+ active users) and 'Sell via E-Commerce Platforms' (Trade Connect ePlatform).

# Registration of Digital Token/ Aadhar

Step 1: Once Exporter/ Importer Logged In on the portal, click on “My Dashboard” > “View and Register Digital Signature Token”



Step 2: Click on “Register New DSC” or “Register for Aadhaar E-sign” for utilizing the same during submission of an application.

Note:

For DSC and Aadhaar related Queries may please refer [User Manual](#).

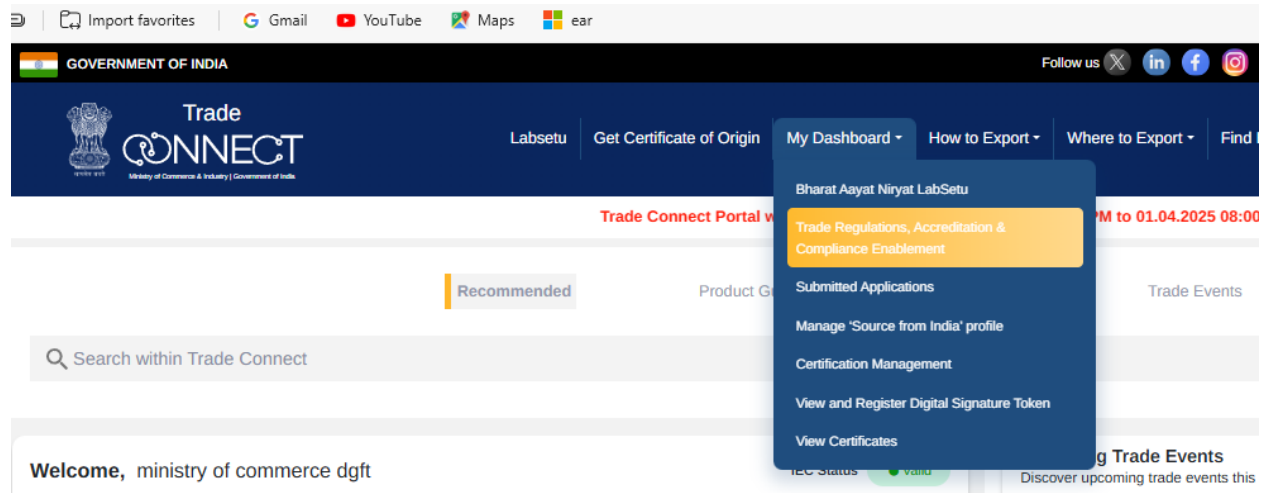
## **Intent Application:**

“The Intent Form is an online application available under the Refund Module of the EPM system, to be submitted by exporters for claiming refund of certification fees for LAB certificates obtained. By submitting this form, the exporter declares their intent to claim refund for a selected financial (claim) year.

The form captures the claim year, exporter’s basic details, and details of the certificate and certification agency. This information is used to verify eligibility and to determine the refund amount as per the applicable scheme guidelines.

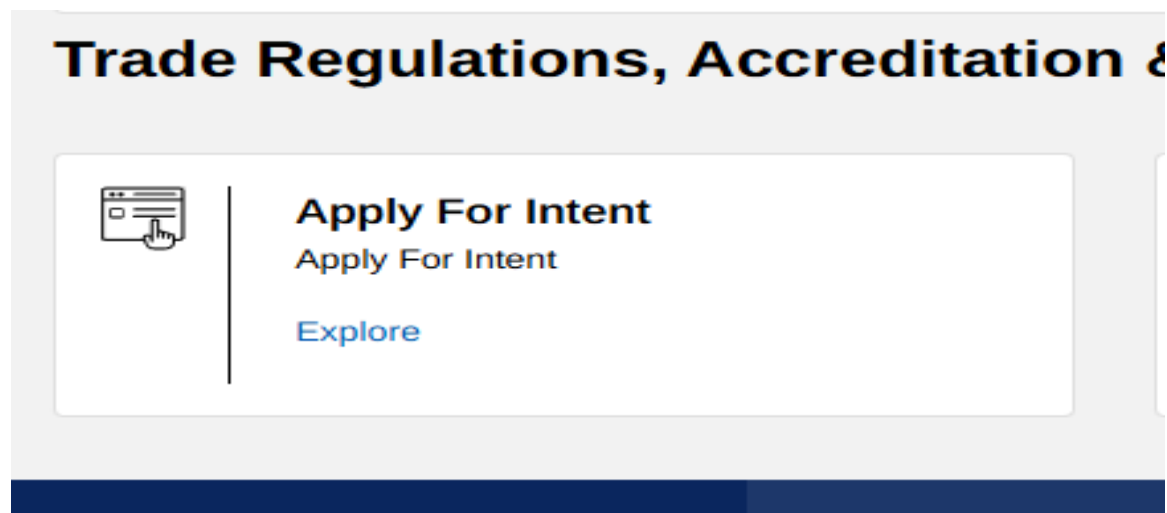
## Navigation

“My Dashboard < Trade Regulations, Accreditation & Compliance Enablement (TRACE)< Apply for Intent



## Apply for Profile

**Step 1:** Click on “Apply for Intent”, for creation of draft for file submission.



- For Creation of fresh/new draft, click on “Start Fresh Application”.
- To proceed with the existing draft, select the draft and click on “Proceed with Existing Application”.

## Step 2: Filling in an application form:

### Section 1: Exporter's Basic Details

This section displays the basic details of the exporter as registered with DGFT. In these sections fields are auto populated and non-editable. The exporter is required to verify the information displayed and proceed further.

The screenshot shows the 'Export Refund Lab Testing' application form. The breadcrumb is '/ Export Refund Lab Testing'. The user's last login is '15-Jan-2025 17:58:41' and the password expires on '03-Feb-2026'. A progress bar at the top shows 'Intent Form' as the current step and 'Intent Declaration' as the next step. The form fields are:

- Claim Year: Please Select (dropdown)
- IEC: [Redacted]
- Firm Name: [Redacted]
- Type of Exporter: Proprietorship
- MSME/Non-MSME: MSME
- Type of MSME: Medium

### Section 2: Certification and Certifying Agency Details

In this section, the exporter is required to provide details of the LAB certificate obtained, along with the details of the respective certification agency. The information provided in this section is used to verify the certification and to determine the eligible refund amount.

The screenshot shows the 'Lab & Certificate Details' application form. The breadcrumb is 'Lab & Certificate Details'. The form fields are:

- Sector: Please Select (dropdown)
- Have you filed an application for this certification on this portal before?:  Yes  No
- Certification Name: Please Select (dropdown)
- Type of Certification: Please Select (dropdown)
- Priority Certification: [Empty text box]
- Certifying Agency: [Empty text box]
- Certifying Agency Address: [Empty text box]
- Purpose for obtaining certification: [Empty text box]
- Country of Export: Please Select (dropdown)
- Amount (exclusive of taxes) - INR: [Empty text box]
- Amount (inclusive of taxes) - INR: [Empty text box]

- Sector

Select the relevant sector under which the product and certification fall.

- Have you filed an application for this certification on this portal before?  
(Yes/No)

Select Yes if you have previously applied for this certification on this portal.

Select No if this is the first time you are submitting details for this certification.

On click of Yes you can select the files you have submitted before and the certificate details will be auto populated and will be editable.

- Certification Name

Select the name of the certificate for which refund is being claimed.

- Certifying Agency

Enter the certification agency's details that issued the certificate.

- Certifying Agency Address

Enter the address of the laboratory/testing facility where the product was tested.

- Purpose for obtaining certification

Enter the purpose for obtaining certification

- Country of Export

Select the country where you are exporting.

- Amount (Exclusive of Taxes) in INR

Enter the actual certification fee paid, excluding GST or any other taxes, in Indian Rupees. This amount will be considered for calculation of the eligible refund.

- Amount (Inclusive of Taxes) in INR

Enter the actual certification fee paid, Including GST or any other taxes, in Indian Rupees.

Certification Name	Type of Certification	Certifying Agency	Purpose for obtaining certification	Country of Export	Amount (exclusive of taxes ) - INR	Edit
No data available in table						

Total Intended Amount

After filling in all the mandatory fields, click on “Add” to save the certificate details in the table displayed below the form.

- Selection of Certificate

The Certificate Name field displays a list of eligible certifications.

If your certificate is available in the list, select the appropriate certificate and proceed.

If your certificate is not available in the list, select “Others” and manually enter the certificate name in the field provided.

After entering the certificate details, click on “Add” to include it in the table.

### Section 3 – Export Compliance Information (Applicable Only if “Others” is Selected)

If the exporter selects “Others” as the Certificate Name, an additional section (Section 3) will be displayed automatically.

In this section, the exporter must provide further details related to the selected certificate, as required for verification and processing of the refund claim. All mandatory fields in this section must be filled before proceeding to the next step.

**Export Compliance Information**

Type of Certification\*  Nature of certification\*  Frequency of renewal

Do you face repeat/redundant testing requirements for the same product in different countries?  Are accredited labs in India adequate for your product certification?

Testing Period

High cost

Limited accredited labs

Long timelines


Buyer-mandated exclusive labs

Repetitive testing

Lack of technical guidance

Documentation gap

Others

 English

After filling in all these details, click on save and next and proceed.

## Declaration

Accept the declaration confirming the correctness of the information provided. After accepting the declaration.

**Declaration**

I/We hereby confirm that the information provided is accurate to the best of my/our knowledge. Any discrepancy in above will result in suspension of my IEC \*

Click on SIGN and Submit to complete the submission of the Intent Form.

The screenshot displays a web application interface with a dark blue header and a sidebar on the left. The sidebar contains the text "Lab Tesing" and "s Dashboard". The main content area is partially obscured by a white modal window. The modal window has a close button (X) in the top right corner and contains the following text: "Acknowledgement", "You have successfully applied for Apply for Intent", and "Your File no is: [redacted]". The background shows a form with a "To Date" field containing "04/02/2026" and a "Branch Code" field.

## Revision History

Version	2.0
Date	15-Nov -2025
Revision	First Release

For any assistance or feedback on Trade Connect ePlatform,  
please reach out to us:

Email: [tradeconnect-dgft@gov.in](mailto:tradeconnect-dgft@gov.in)

Website: <https://www.trade.gov.in>

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Trade Connect ePlatform