

Uttarakhand

Export - Import Guide

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The aim of Uttarakhand Export - Import Guide is to make our readers aware of the basic issues involved in importing goods into India. The Guide is specifically designed for small businesses or individuals intending to establish a small business involved in importing goods from overseas.

Below are the various links to know and apply:

Export Finance	How to Export	How to Import
Pre-Shipment and Post Shipment Export Finance	Starting Exports	Starting Imports
Payment Methods in Export Import	Starting Export Introduction	Starting Import Introduction
Payment Collection Against Bills	Basic Planning for Export	Preliminaries for Starting Import Business
Letter of Credit (L/c)	Identifying Products for Export	Registration of Importers
Trade Documents	Market Selection	Guidelines and Rules for Import
Pre-Shipment Trade Finance	SWOT Analysis	Selecting the Overseas Exporter
Post Shipment Finance	Registration of Exporters	Import License
Forfeiting Factoring	Export License	Import Trade Governing Bodies
Bank Guarantees	Myths About Exporting	Import of Samples
Transport Risk	Export Sales Leads	Finalizing the Terms of Import
Contract Credit Risk	Exporting Product Samples	Import Duties
Country Political Risk	Export Pricing and Costing	Import Risks
Currency Risk	Understanding Foreign Exchange Rates	Import Incentives under Special Schemes
Export Import (Exim) Policy	Appointing A Sales Agents	Methods of Payment in Import Trade
Foreign Exchange Management Act (FEMA)	Export Risks Management	Import of Personal Baggage
Fedai Guidelines	Packaging and Labelling of Goods	Import of Gifts
IEC	Inspection Certificates and Quality Control	Import of Cars Vehicle Commercial and Non-Commercial
IEC - Importers Exporters Code Number	Export Documents	Import of Gold and Silver by NRI
Glossary	Custom Procedure for Export	Custom Clearance of Imported Goods
Glossary of International Trade Terms	Invisible Export	Import of Drugs and Medicine
Export Import Trade Terms	Export To SAARC	Import of Scrap and Waste Products
Incoterms	Export To CIS	Import Laptops and Computers
	Organisations Supporting Exporters	Import Dos and Dents

Introduction

India exports around 7500 commodities to about 190 countries, and imports around 6000 commodities from 140 countries. India's top five trading partners continue to be USA, China, UAE, Saudi Arabia and Hong Kong. India's Foreign Trade i.e. Exports and Imports are regulated by Foreign Trade Policy notified by Central government in exercise of powers conferred by section-5 of foreign trade (Development and Regulation) Act 1992. Presently Foreign Trade Policy 2015-20 is effective from 1st April'2015. As per FTD & R act, export is defined as an act of taking out of India any goods by land, sea or air and with proper transaction of money.

Starting Exports:

Export in itself is a very wide concept and lot of preparations is required by an exporter before starting an export business. To start export business, the following steps may be followed:

1. Establishing an Organisation

To start the export business, first a sole Proprietary concern/ Partnership firm/Company has to be set up as per procedure with an attractive name and logo.

2. Opening a Bank Account

A current account with a Bank authorized to deal in Foreign Exchange should be opened.

3. Obtaining Permanent Account Number (PAN)

It is necessary for every exporter and importer to obtain a PAN from the Income Tax Department. (To apply PAN Card [Click here](#)).

4. Obtaining Importer-Exporter Code (IEC) Number

- As per the Foreign Trade Policy, it is mandatory to obtain IEC for export/import from India. Para 2.05 of the FTP, 2015-20 lays down the procedure to be followed for obtaining an IEC, which is PAN based.
- An application for IEC is filed online at www.dgft.gov.in as per ANF 2A, online payment of application fee of Rs. 500/- through net Banking or credit/debit card is made along with requisite documents as mentioned in the application form. (For more information [Click here](#)).

5. Registration cum membership certificate (RCMC)

For availing authorization to import/ export or any other benefit or concession under FTP 2015-20, as also to avail the services/guidance, exporters are required to obtain RCMC granted by the concerned Export Promotion Councils/ FIEO/Commodity Boards/ Authorities.

6. Selection of product

All items are freely exportable except few items appearing in prohibited/ restricted list.

After studying the trends of export of different products from India proper selection of the product(s) to be exported may be made.

7. Selection of Markets

An overseas market should be selected after research covering market size, competition, quality requirements, payment terms etc. Exporters can also evaluate the markets based on the export benefits available for few countries under the FTP. Export promotion agencies, Indian Missions abroad, colleagues, friends, and relatives might be helpful in gathering information.

8. Finding Buyers

Participation in trade fairs, buyer seller meets, exhibitions, B2B portals, web browsing are an effective tool to find buyers. EPC's, Indian Missions abroad, overseas chambers of commerce can also be helpful. Creating multilingual Website with product catalogue, price, payment terms and other related information would also help.

9. Sampling

Providing customized samples as per the demands of Foreign buyers help in getting export orders. As per FTP 2015-2020, exports of bonafide trade and technical samples of freely exportable items shall be allowed without any limit.

10. Pricing/Costing

Product pricing is crucial in getting buyers' attention and promoting sales in view of international competition. The price should be worked out taking into consideration all expenses from sampling to realization of export proceeds on the basis of terms of sale i.e. Free on Board (FOB), Cost, Insurance & Freight (CIF), Cost & Freight(C&F), etc. Goal of establishing export costing should be to sell maximum quantity at competitive price with maximum profit margin. Preparing an export costing sheet for every export product is advisable.

11. Negotiation with Buyers

After determining the buyer's interest in the product, future prospects and continuity in business, demand for giving reasonable allowance/discount in price may be considered.

12. Covering Risks through ECGC

International trade involves payment risks due to buyer/ Country insolvency. These risks can be covered by an appropriate Policy from Export Credit Guarantee Corporation Ltd (ECGC). Where the buyer is placing order without making advance payment or opening
letter

of Credit, it is advisable to procure credit limit on the foreign buyer from ECGC to protect against risk of non-payment.(To know more about ECGC [Click here](#)).

Processing an Export Order

1. Confirmation of order

On receiving an export order, it should be examined carefully in respect of items, specification, payment conditions, packaging, delivery schedule, etc. and then the order should be confirmed. Accordingly, the exporter may enter into a formal contract with the overseas buyer.

2. Procurement of Goods

After confirmation of the export order, immediate steps may be taken for procurement/manufacture of the goods meant for export. It should be remembered that the order has been obtained with much efforts and competition, so the procurement should also be strictly as per buyer's requirement.

3. Quality Control

In today's competitive era, it is important to be strict quality conscious about the export goods. Some products like food and agriculture, fishery, certain chemicals, etc. are subject to compulsory pre-shipment inspection. Foreign buyers may also lay down their own standards/specifications and insist upon inspection by their own nominated agencies. Maintaining high quality is necessary to sustain in export business.

4. Finance

Exporters are eligible to obtain pre-shipment and post-shipment finance from Commercial Banks at concessional interest rates to complete the export transaction. Packing Credit advance in pre-shipment stage is granted to new exporters against lodgment of L/C or confirmed order for 180 days to meet working capital requirements for purchase of raw material/finished goods, labour expenses, packing, transporting, etc. Normally Banks give 75% to 90% advances of the value of the order keeping the balance as margin. Banks adjust the packing credit advance from the proceeds of export bills negotiated, purchased or discounted.

Post Shipment finance is given to exporters normally up to 90% of the Invoice value for normal transit period and in cases of usance export bills up to notional due date. The maximum period for post-shipment advances is 180 days from the date of shipment. Advances granted by Banks are adjusted by realization of the sale proceeds of the export bills. In case export bill becomes overdue Banks will charge commercial lending rate of interest.

5. Labelling, Packaging, Packing and Marking

The export goods should be labelled, packaged and packed strictly as per the buyer's specific instructions. Good packaging delivers and presents the goods in top condition and in attractive way. Similarly, good packing helps easy handling, maximum loading, reducing shipping costs and to ensuring safety and standard of the cargo. Marking such as address, package number, port and place of destination, weight, handling instructions, etc. provides identification and information of cargo packed.

6. Insurance

Marine insurance policy covers risks of loss or damage to the goods during the while the goods are in transit. Generally in CIF contract the exporters arrange the insurance whereas for C&F and FOB contract the buyers obtain insurance policy.

7. Delivery

It is important feature of export and the exporter must adhere the delivery schedule. Planning should be there to let nothing stand in the way of fast and efficient delivery.

8. Customs Procedures

It is necessary to obtain PAN based Business Identification Number (BIN) from the Customs prior to filing of shipping bill for clearance of export good and open a current account in the designated bank for crediting of any drawback amount and the same has to be registered on the system.

In case of Non-EDI, the shipping bills or bills of export are required to be filled in the format as prescribed in the Shipping Bill and Bill of Export (Form) regulations, 1991. An exporter need to apply different forms of shipping bill/ bill of export for export of duty free goods, export of dutiable goods and export under drawback etc.

Under EDI System, declarations in prescribed format are to be filed through the Service Centers of Customs. A checklist is generated for verification of data by the exporter/CHA. After verification, the data is submitted to the System by the Service Center operator and the System generates a Shipping Bill Number, which is endorsed on the printed checklist and returned to the exporter/CHA. In most of the cases, a Shipping Bill is processed by the system on the basis of declarations made by the exporters without any human intervention. Where the Appraiser Dock (export) orders for samples to be drawn and tested, the Customs Officer may proceed to draw two samples from the consignment and enter the particulars thereof along with details of the testing agency in the ICES/E system.

Any correction/amendments in the check list generated after filing of declaration can be made at the service center, if the documents have not yet been submitted in the system and the shipping bill number has not been generated. In situations, where corrections are required to be made after the generation of the shipping bill number or after the goods have been brought into the Export Dock, amendments is carried out in the following manners.

1. The goods have not yet been allowed "let export" amendments may be permitted by the Assistant Commissioner (Exports).
2. Where the "Let Export" order has already been given, amendments may be permitted only by the Additional/Joint Commissioner, Custom House, in charge of export section.

In both the cases, after the permission for amendments has been granted, the Assistant Commissioner / Deputy Commissioner (Export) may approve the amendments on the system on behalf of the Additional /Joint Commissioner. Where the printout of the Shipping Bill has already been generated, the exporter may first surrender all copies of the shipping bill to the Dock Appraiser for cancellation before amendment is approved on the system.

9. Customs House Agents

Exporters may avail services of Customs House Agents licensed by the Commissioner of Customs. They are professionals and facilitate work connected with clearance of cargo from Customs.

10. Documentation

FTP 2015-2020 describe the following mandatory documents for import and export.

- Bill of Lading/ Airway bill
- Commercial invoice cum packing list
- shipping bill/ bill of export/ bill of entry (for imports)

(Other documents like certificate of origin, inspection certificate etc may be required as per the case.)

11. Submission of documents to Bank

After shipment, it is obligatory to present the documents to the Bank within 21 days for onward dispatch to the foreign Bank for arranging payment. Documents should be drawn under Collection/Purchase/Negotiation under L/C as the case may be, along with the following documents

- Bill of Exchange
- Letter of Credit (if shipment is under L/C)
- Invoice
- Packing List
- Airway Bill/Bill of Lading
- Declaration under Foreign Exchange
- Certificate of Origin/GSP
- Inspection Certificate, wherever necessary
- Any other document as required in the L/C or by the buyer or statutorily.

12. Realization of Export Proceeds

As per FTP 2015-2020, all export contracts and invoices shall be denominated either in freely convertible currency of Indian rupees, but export proceeds should be realized in freely convertible currency except for export to Iran. Export proceeds should be realized in 9 months.

IEC CODE Number and India IEC Code Application Form Online

IEC CODE

Information on online application for e-IEC

- (i) [Instructions for filling up the e-IEC application form.](#)
- (ii) [List of documents required to be uploaded along with the application form.](#)
- (iii) [Online e-IEC Application Format.](#)
- (iv) [Format of Bank Certificate*](#)
(*Bank Certificate is required only if cancelled cheque is not available).
- (v) [List of Regional Authorities \(RAs\) of DGFT \(with their Jurisdiction\) to whom print out of applications is to be submitted*.](#)
(*Not required if application is signed with digital signatures).
- (vi) [e-IEC Format.](#)
- (vi) [Check-List of details checked by Regional Authorities before issuance of IEC.](#)

Importer Exporter Code Number

New Ayaat Niryaat Forms with section wise (2012-2013)

Definition of IEC Code

Full form of IEC Code Number

India IEC Code No Notification

Eligibility, Legal Provisions and Conditions for IEC Code Number

Application for Grant of IEC Number

IEC Code Online Application Form

List Of Regional Authorities Of DGFT And The Corresponding Office of RBI, Exchange Control

Department Validity of IEC Code No

Duplicate Copy of IEC Code Number

Surrender of IEC Number

Application Fee For IEC Code Number

Territorial Jurisdiction of Regional Authorities

Filing of IEC Code Application

Profile of Importer/ Exporter

Self Addressed Stamped Envelope

IEC No: Exempted Categories

Guidelines for Application of IEC Code Number.

Definition of IEC Code

IEC Code is unique 10-digit code issued by DGFT - Director General of Foreign Trade , Ministry of Commerce, Government of India to Indian Companies.

Full form of IEC Code

Full form of IEC Code is "Importer Exporter Code". To import or export in India, IEC Code is mandatory. No person or entity shall make any Import or Export without IEC Code Number.

IEC Code No Notification

Directorate General of Foreign Trade(DGFT) issued a Policy Circular No.15 (RE-2006)/2004-2009 Date: 27th July, 2006 for New System for issuance of Importer-Exporter Code Number.

Eligibility, Legal Provisions and Conditions for IEC Code Number

Eligibility condition and Legal Provisions are given for IEC Code Number Application in Foreign Trade (Regulation) Rules, 1993 Ministry of Commerce, Notification No. GSR 791 (E), dated 30-12-1993.

Application for Grant of IEC Number

An application for grant of IEC number shall be made by the Registered/Head Office of the applicant and apply to the nearest Regional Authority of Directorate General Foreign Trade, the Registered office in case of company and Head office in case of others, falls in the 'Aayaat Niryaat Form - ANF2A' and shall be accompanied by documents prescribed therein. In case of STPI/ EHTP/ BTP units, the Regional Offices of the DGFT having jurisdiction over the district in which the Registered/ Head Office of the STPI unit is located shall issue or amend the IECs.

Only one IEC would be issued against a single PAN number. Any proprietor can have only one IEC number and in case there are more than one IECs allotted to a proprietor, the same may be surrendered to the Regional Office for cancellation.

IEC Code Online Application Form

The application can be download Form in PDF or Word. This is called "Aayaat Niryaat Form - ANF2A". Along with IEC Code Number Application Form it is necessary to submit Appendix-18B Attested by Applicant's Banker in his letter head with two passport size photo).

List Of Regional Authorities Of DGFT And The Corresponding Office of Reserve Bank of India, Exchange Control Department

You can find the list of Foreign Exchange Control Department of the RBI as given in [Appendix-18D](#).

Validity of IEC Code No

An IEC number allotted to an applicant shall be valid for all its branches/divisions/units/factories as indicated in the format of IEC given in [Appendix- 18B](#).

Duplicate Copy of IEC Number

Where an IEC Number is lost or misplaced, the issuing authority may consider requests for grant of a duplicate copy of IEC number, if accompanied by an affidavit.

Surrender of IEC Number

If an IEC holder does not wish to operate the allotted IEC number, he may surrender the same by informing the issuing authority. On receipt of such intimation, the issuing authority shall immediately cancel the same and electronically transmit it to DGFT for onward transmission to the Customs and Regional Authorities.

Application Fee For IEC Code Number

Application Fee: Rs. 500.00

Mode of Payment: In Demand Draft/ Pay Order from any designated bank in favour of Zonal Joint Director General of Foreign Trade or Payment through EFT (Electronic Fund Transfer by Nominated Bank by DGFT Like HDFC Bank, ICICI Bank, State Bank of India, UTI Bank, Punjab National Bank, Central Bank etc) or Application fee can deposited by TR6 Challan with Duplicate Copy in any branch of Central Bank of India and TR6 Challan need to be submit along with IEC Code Application.

Specified fee shall be paid for making an application under any provision of the Policy and Handbook of Procedure Volume-I. The scale of fee, mode of payment, procedure for refund of fee and the categories of persons exempted from the payment of fee are contained in Appendix-21B.

Territorial Jurisdiction of Regional Authorities

Every application, unless otherwise specified, shall be submitted to the Regional Authority of Directorate General Foreign Trade, as per the territorial jurisdiction of the Regional authorities indicated in Policy and Handbook of Procedure Volume-I.

Filing of Application

Application can be filed online in DGFT website, details of online links are given below.

Every application for an Import/Export licence/ certificate/ Authorisation/ permission or any other purpose should be complete in all respects as required under the relevant provisions of the Policy/Procedures and shall be signed by the applicant as defined in paragraph 9.9 of the Policy. An incomplete application is liable to be rejected giving specific reason for rejection. However in case of manual applications, the applicant would furnish a soft copy of the application in MS word format.

Profile of Importer/ Exporter

Each Importer/Exporter shall be required to file importer/ exporter profile once with the Regional Authority in Part 1 of 'Aayaat Niryaat Form - ANF2A'. Regional Authority shall enter the information furnished in Part 1 of 'Aayaat Niryaat Form ANF-2A' in their database so as to dispense with the need for asking the repetitive information. In case of any change in the information given in Part 1 of 'Aayaat Niryaat Form ANF-2A', importer/exporter shall intimate the same to the Regional Authority.

Self-Addressed Stamped Envelope

The applicant shall furnish a self-addressed envelope of 40 x 15 cm with postal stamp affixed on the envelope as follows for all documents required to be sent by Speed Post:

a	Within local area	Rs. 25.00
b	Up to 200 Kms.	Rs. 25.00

C	Between 200 to 1000 Kms	Rs. 30.00
D	Beyond 1000 Kms.	Rs. 50.00

IECNo:Exempted Categories

The following categories of importers or exporters are exempted from obtaining Importer - Exporter Code (IEC) number:

- I. Importers covered by clause 3 (1) [except sub-clauses (e) and (l)] and exporters covered by clause 3(2) [except sub-clauses (i) and (k)] of the Foreign Trade (Exemption from application of Rules in certain cases) Order, 1993.
- II. Ministries/Departments of the Central or State Government.
- III. Persons importing or exporting goods for personal use not connected with trade or manufacture or agriculture.
- IV. Persons importing/exporting goods from/to Nepal provided the CIF value of a single consignment does not exceed Indian Rs.25,000.
- V. Persons importing/exporting goods from/to Myanmar through Indo-Myanmar border areas provided the CIF value of a single consignment does not exceed Indian Rs.25,000.

However, the exemption from obtaining Importer-Exporter Code (IEC) number shall not be applicable for the export of Special Chemicals, Organisms, Materials, Equipment's and Technologies (SCOMET) as listed in Appendix- 3, Schedule 2 of the ITC(HS) except in the case of exports by category(ii) above.

- VI. The following permanent IEC numbers shall be used by the categories of importers/ exporters mentioned against them for import/ export purposes.

S. No.	Code Number	Categories of Importers / Exporters
1	010000011	All Ministries / Departments of Central Government and agencies wholly or partially owned by them.
2	010000029	All Ministries / Departments of any State Government and agencies wholly or partially owned by them.
3	010000037	Diplomatic personnel, Counselor officers in India and officials of UNO and its specialised agencies.
4	010000045	Indians returning from / going abroad and claiming benefit under Baggage Rules.
5	010000053	Persons / Institutions / Hospitals importing or <u>exporting</u> goods for personnel use, not connected with trade or manufacture or agriculture.

6	010000061	Persons importing / exporting goods from /to Nepal
7	010000070	Persons importing / exporting goods from /to Myanmar through Indo-Myanmar border areas
8	010000088	Ford Foundation
9	010000096	Importers importing goods for display or use in fairs / exhibitions or similar events under provisions of ATA carnet This IEC number can also be used by importers importing for exhibitions/fairs as per Para 2.29 of HBPv1.
10	010000100	Director, National Blood Group Reference Laboratory, Bombay or their authorized offices.
11	010000126	Individuals / Charitable Institution /Registered NGOs importing goods, which have been exempted from Customs duty under Notification issued by Ministry of Finance for bonafide use by victims affected by natural calamity.
12	010000134	Persons importing / exporting permissible goods as notified from time to time, from / to China through Gunji, Namgaya Shipkila and Nathula ports, subject to value ceilings of single consignment as given in Para 2.8(iv) above.
13	010000169	Non-commercial imports and exports by entities who have been authorized by Reserve Bank of India.

Note:

Commercial Public Sector Undertaking (PSU) who have obtained PAN will however be required to obtain Importer Exporter Code number. The permanent IEC number as mentioned above, shall be used by non-commercial PSUs.

Guidelines for Application of IEC Code Number.

Mandatory Requirements to apply for IEC Code Number

1. Covering letter
2. Fill Part A, B & D of the application form.
3. Application must be accompanied by documents as per details given below:
 - 3.1 Bank Certificate from the bank on Bank letter head as per proforma (Part B) given in the application.
 - a. In case of Proprietorship firms, please furnish
 - i) Date of Birth of individual
 - ii) Number of IECs held along with their details
 - b. In case of Companies, please furnish

- i) Extract of Board of Resolution.
- ii) MOA with Form 32 and ROC in case of change in Directors.

c. In case of others

- i) Notarised Partnership Deed showing date of formation.
- ii) No Objection Certificate from other partners/HUF.

3.2 Self certified copy of Permanent Account Number (PAN) issued by income Tax Authorities.

3.3 Two copies of passport size photographs of the applicant. The photograph pasted on the banker's certificate must be attested by the banker with Seal and Signature of the applicant.

4. The application must be submitted in Duplicate.
5. Each individual page of the application must be signed by the applicant.
6. Self-addressed envelope stamped with Rs. 25 (Local Address) & for others Rs.30/-. These documents may be kept secured in a file cover.

Check List of Documents to apply for IEC Code

1. Covering Letter on your company's letter head for issue of new IEC Code Number.
2. Two copies of the application in prescribed format (Aayaat Niryaat Form ANF 2A) must be submitted to your regional Jt.DGFT Office.
3. Each individual page of the application has to be signed by the applicant.
4. Part 1 & Part 4 has to be filled in by all applicants. In case of applications submitted electronically.
5. No hard copies of Part 1 may be submitted. However, in cases where applications are submitted otherwise, hard copy of Part 1 has to be submitted.
6. Only relevant portions of Part 2 need to be filled in.
7. Rs 250.00 Bank Receipt (in duplicate)/Demand Draft/EFT details evidencing payment of application fee in terms of [Appendix21B](#).
8. Certificate from the Banker of the applicant firm in the format given in [Appendix 18A](#).
9. Self-certified copy of PAN issuing letter or PAN (Permanent Account Number) Card issued by Income Tax Authority.
10. Two copies of passport size photographs of the applicant duly attested by the Banker of the applicant.
11. Self-addresses envelope with Rs.25/- postal stamp for delivery of IEC certificate by registered post or challan/DD of Rs.100/- for speed post.

How to submit IEC Code application

Application can be submitted in person/by Authorised Employee of the Company at the R & I counters in the office Or It can be sent by post/courier.

Processing of IEC Code Application

The application can be submitted at the counter in person at the office or it can be sent through Post/Courier. An acknowledgement in form of a receipt having File Number is generated on receipt of application. The file number is used for any correspondence/query regarding the IEC application submitted to the office. The application is then sent to IEC section where it is processed. If the application is found complete in all

aspects (as per requirements prescribed) an IEC is generated, or else a deficiency letter stating the nature of deficiency is prepared and sent to the applicant. Replies are awaited in cases where deficiency letter is issued and after due compliance by the applicant the IEC is allotted.

Issue and Dispatch of IEC Code

IEC allotment letter is sent through post at the registered office mentioned by the applicant in the application. Similarly, deficiency letters are sent to applicant by post.

About IEC Application Status

File No for IEC application

A new option to know the file number has been introduced for all exporter who are sending their application through Post/Courier. The applicant has to input PAN number to get the file number.

Status of IEC Application

The applicant can know the status of the IEC application using option "Status of IEC Application" on the website of CLA.

IEC issued day wise

IEC's issued daily can be viewed on the website using option "IEC issued day wise".

File No for IEC application

Applicants who have sent their application through post/courier can know their file number using option "File No for IEC application".

IEC Code Number Related links

DGFT Online IEC Code Number Application [Form -ANF-2A](#)

View Your IEC Status: <http://dgft.delhi.nic.in:8100/dgft/iecprint>

IEC Status at Custom(BIN):

<http://164.100.9.176/iecstatus.html>

<http://www.dgft.gov.in/dgftcla>

<http://www.dgft.gov.in>

<http://www.icegate.gov.in>

DGFT Zonal Office New Delhi: IEC Help contact

PBX No. Tel-011-23379111, 23379112, 23379113

e-mail: jdgftcla@hotmail.com

Public Relation Officer: Tel-011- 23378740