Document Briefcase

Use: This is a section where permanent documents can be kept by the CHA/Importer and can be tagged with any NOC application.

Following 6 documents can be permanently kept in the briefcase. Since these documents are not consignment specific, these documents will be available for CHA/IMPORTER to select at the time of filing NOC application.

- Narcotics Certificate
- Product Approval Certificate
- IE Code License
- FSSAI License
- Ministry of Agriculture Permit
- Ministry of Animal Husbandry permit

Following questions will be answered in this document:

- How to manage documents in a briefcase?
- How to Tag a document from Briefcase at the time of filing NOC Application?
How to manage documents in a briefcase?

Menu Option: CHA/IMPORTER → Profile → Document Briefcase

Home Page: You can view the summary of your documents with document type, files count and last updated date and time.

For each document type, you can maintain multiple versions indicated by Files Count.
Click on View document link against a document type to view all the versions with a date and time stamp as shown in picture on the next page.
On the above page, in the bottom section you will see the below screen: You can upload more versions of the document from this section by entering the relevant fields and finally uploading the document.
How to Tag a document from Briefcase at the time of filing NOC Application?

While filing the application, on the second page of the application, you will see an option Select Document from Briefcase. Click on the link.
You will see a pop up screen displaying all the versions of the document that have been uploaded in briefcase till date with date and time stamp.

Click on Attach link to attach the relevant version of the document with the application.