START EXPORT INDIA

RoDTEP Claim and E-scrip Checklist

Check eligibility, confirm the shipping bill claim and track the duty credit.

DGFT Notification 41/2026-27 continued RoDTEP through 31 December 2026 for eligible exports. Check later notices and the schedule in effect for your shipment date before claiming.

1. Check eligibility before filing

- [ ] Identify your export category. Check Appendix 4R for DTA exports or Appendix 4RE for eligible AA, EOU or SEZ exports.
- [ ] Match the eight-digit ITC (HS) code and description. Record the applicable rate, unit and per-unit cap, if any.
- [ ] Check the shipping bill draft for the RoDTEP claim and required declaration on each eligible line item.
- [ ] Match the item code, quantity, unit and FOB value against your export records before approving filing.

2. Track Customs processing and the scroll

- [ ] Save the filed shipping bill number, date and customs location. Verify that the item claim appears on the filed record.
- [ ] If the scroll is missing, check Customs processing and whether the carrier filed the gateway EGM where applicable.
- [ ] Once Customs generates the scroll, confirm the sanctioned credit for the shipping bill in your ICEGATE credit ledger.

3. Generate the e-scrip in ICEGATE

- [ ] Sign in with the correct IEC. Open the e-scrip or credit ledger service and select the RoDTEP scheme.
- [ ] In Scrip Generation, choose the available scroll entries for the relevant customs location. Review and generate the e-scrip.
- [ ] In Scrip Details, save the scrip number, issued amount, remaining balance and expiry shown by ICEGATE.
- [ ] Check DGFT's Annual RoDTEP Return guidance for your IEC and financial year, and keep the supporting records.

Claim and e-scrip record

Shipping bill number, date and customs location

ITC (HS) code, appendix, rate and cap

Scroll number, date and sanctioned amount

E-scrip number, balance and expiry

Official references

DGFT scheme extension

Official 4R and 4RE schedule update

ICEGATE e-scrip advisory

DGFT annual return guidance

Return to the RoDTEP guide