F. No. 238/12/2025-Wind(ii)
Government of India
Ministry of New and Renewable Energy
(Wind Division)

Atal Akshay Urja Bhavan
Lodhi Road, New Delhi-110003
Dated:24th October, 2025

OFFICE MEMORENDUM

Subject: Monitoring of the import of Renewable Energy Components through Renewable Energy Equipment Import Monitoring System (REEIMS) -regarding.

The undersigned is directed to refer to Directorate General of Foreign Trade, Department of Commerce, Ministry of Commerce and Industry's notification No. 40/2025-26 dated 10th October, 2025 regarding 'Amendment in Import Policy Condition of specific items covered under Chapter 70, 73, 84 and 85 of ITC (HS) 2022, Schedule–I (Import Policy) (https://mnre.gov.in/en/notice/amendment-in-import-policy-condition-of-specific-items-covered-under-chapter-70-73-84-and-85-of-itc-hs-2022-schedule-i-import-policy/)'.

2.   The above notification amended the Import Policy Condition of specific items for mandatory registration on the Renewable Energy Equipment Import Monitoring System (REEIMS) portal.

3. Ministry of New and Renewable Energy along with National Informatics Centre (NIC) has developed the online portal for implementation of above notification. The online portal is available at https://reeims.mnre.gov.in. All concern importers can register the details of their import through this portal. The following steps are to be followed for registration on the portal;

    a. The importers need to register based on the IEC (import Export code generated with DGFT).

    b. After submission of the application, the importer needs to generate the certificate from REEIMS portal.

    c. The final generated certificate will be available for download. The same certificate can be seen on the front end of the portal.

4.   The detailed user manual for registration and certificate generation on REEIMS portal is attached herewith. For any further queries and assistance, the following officials may be contacted:

Sr No	Name of the Officer	Designation	Details	Phone No	Mail id
1	Ms Priya	Scientist D, MNRE	For queries related to import of solar equipment	8375975366	priya.mnre@gov.in
2	Sh Vikram Dhaka	Scientist D, MNRE	For queries related to import of wind equipment	7060334373	vikram.mnre@gov.in
3	Sh Ashok Saxena	Scientist-E, NIC	For queries related to REEIMS portal	9450290034	ashok.saxena@nic.in

Vikram
24.10.25

5. This issues with the approval of Secretary, MNRE.

(Vikram Dhaka)
Scientist- 'D'

To
All concerned stakeholders

Copy for information to:

i. PPS to Director General, Foreign Trade (Department of Commerce)
ii. PPS to Secretary, MNRE
iii. PPS to Joint Secretary (Wind), MNRE
iv. PPS to Joint Secretary (Solar), MNRE
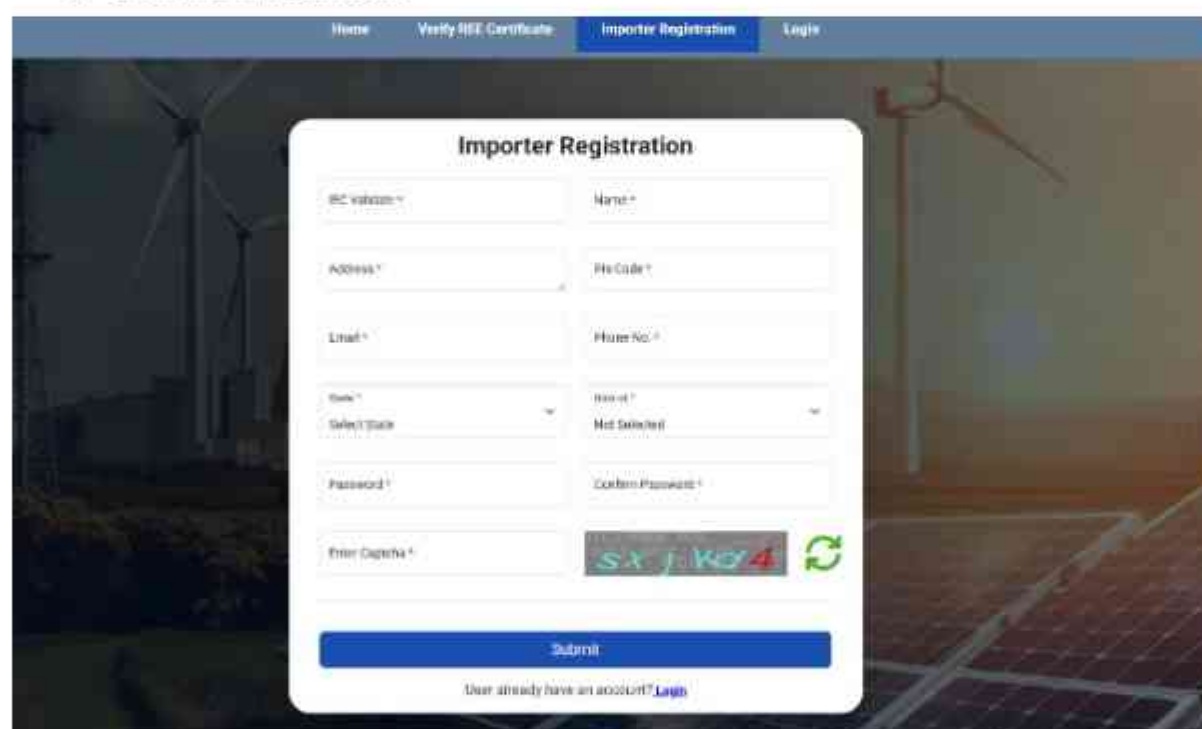v. PA to Scientist E (Solar Manufacturing)/Scientist-E (Wind), MNRE

Importer Manual: Renewable Energy Equipment Import Monitoring System

This manual provides detailed instructions for navigating the Renewable Energy Equipment Import Monitoring System (REEIMS) portal, covering the login process, dashboard functions, new application submission, and certificate download procedures.

1. Registration Process

New Importer must register themselves to access the REEIMS portal.

1. Navigate to the REEIMS Home page and click on "Importer Registration".
2. In the designated fields, enter your **IEC code** for validation. The fields "Name", "Address", "Pin", will be auto fetched via API, importers need to fill the "Email", "Phone Number", "State", and "District" fields.
3. Enter your New Password (Password length must be minimum 8 characters, with 1 Capital letter, 1 Small letter, 1 Special Character, 1 Small character, 1 Numeric). And then confirm password.
4. Enter the **captcha** displayed on the screen.
5. Click the **Submit** button.

2. Login Process

Registered Importers must use their self-created credentials to access the REEIMS portal using the IEC Code.

1. Navigate to the REEIMS Login Screen.
2. In the designated fields, enter your **IEC code** or **username**.
3. Enter your created **password**.
4. Enter the **captcha** displayed on the screen.
5. Click the **Login** button.

Login Page

2. Importer Dashboard Overview

Upon successful login, the Importer will see various options available on the home page (Dashboard).

Menu Item	Purpose	Details
New Applications	Allow to create new application	4 Step Process
Submitted Applications	Allows viewing of all applications previously submitted.	Certificates can be downloaded for prior submitted applications from this window.
Draft Applications	Allows access to partially filled applications.	Applications that have not yet reached final submission can be edited from here.
Cancelled Applications	Allows to view cancelled applications by Importer.	

A. Step 1 - New Application: The application will be filled from "New Application" Section.

Dashboard Page

B. Step 2 – The partially filled applications will be saved in the "Draft Application" section.

Draft Application Page

C. Step 3 – The submitted applications will be saved in the "Submitted Application" section. Here importer can edit the submitted application, Cancel the submitted application or Self approve the submitted application under "Action" Tab. After Self Approval Importer can download the Certificate from "Action" Tab.

3. Guide to fill a New Application

Creating a new application to request an import certificate is a **6-step process**.

Step 1: Import Detail

This section covers the details of the exporter and the import logistics.

1. **Exporter Details:**

   a. Enter the **Exporter Name** (Text/Number).

   b. Enter the **Exporter Address** (Text/Number).

   c. Select the **Exporter Country / Region** from the Dropdown list.

   d. Select the **Country / Region of Origin** from the Dropdown list.

   e. Enter the **Port of Exportation** (Text/Number).

   f. Select the **Expected Date of Export** using the Date Picker (this field is validated).

   Importer Details:

   g. Select the **Purpose of Import** from the Dropdown. Options include: Self Use, Export, Manufacturing, or Retail Trading, For supply under EPC contract/ System installation, R&D and associated activities.

   h. Select the **Mode of Transportation** from the Dropdown. Options include: Air, Sea, or Road.

   i. Select the **Expected Port of Entry** from the Dropdown.

   j. Select the **Expected Date of Import** using the Date Picker.

Step 1: Import Details

Step 2: Items Detail