Creating and exporting bleed in inDesign.
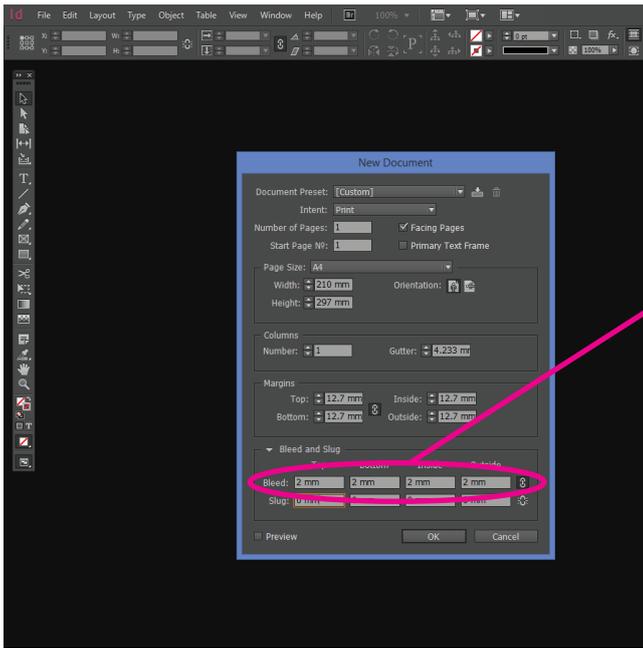
When creating a new document, under 'Bleed & Slug' make sure the bleed setting is set to 2mm for every edge.

This will create the artboard with a 2mm extention (bleed) shown in red.
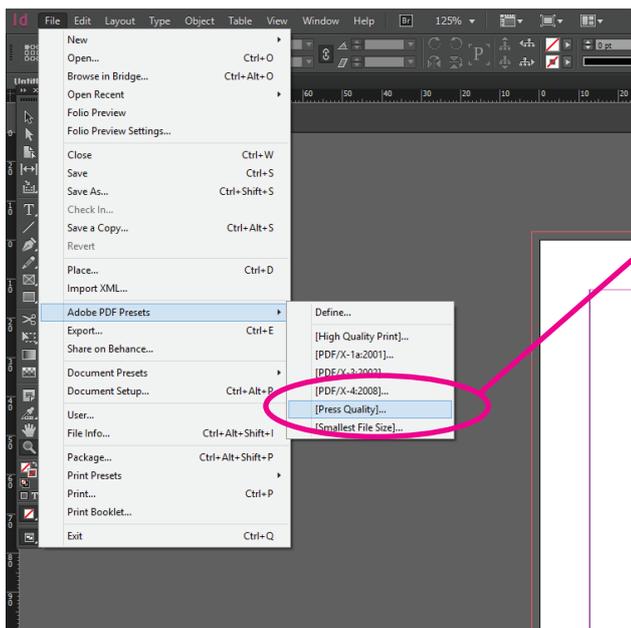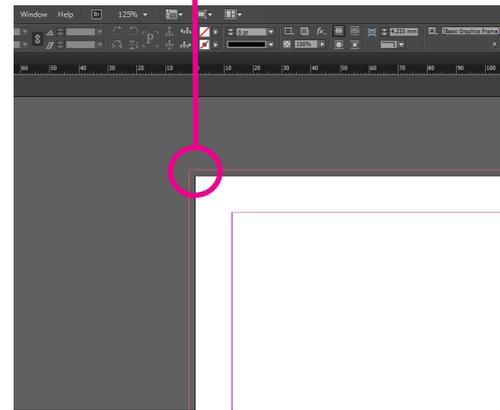
When exporting as PDF, Select 'Press Quality'

After choosing where to save the file, a dialog box will appear that gives you PDF export options.

Ensure that 'Use Document Bleed Settings' checkbox is checked.

This will ensure that the A4 file (210mm x 297mm) will be exported with the bleed extention so that the PDF will be 214mm x 301mm (2mm each edge).