

# USER MANUAL

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# REGISTRATION ON ICEGATE <sub>2.0</sub>

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# Licensing and Copyright Information

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Suggestion to make the present manual more user-friendly and result oriented, are welcome.

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# 1. Getting Started

Welcome to the User Manual of ICEGATE<sub>2.0</sub> 'Registration' functionality. The manual offers a detailed account of all the features incorporated in the functionality and explains the steps involved in completing the registration on ICEGATE<sub>2.0</sub>.

## 2. Brief about the User Manual

### Purpose

The user manual is designed to provide step by step illustration of all the steps that are in corporate in the Registration process.

### Intended Audience

This user manual is intended for use by all the stakeholders who wish to avail services of the ICEGATE portal. The business/roles that are allowed registration on ICEGATE are listed in Para 5.1 of this manual.

## 3. Overview

The new registration module of ICEGATE aims at simplifying the overall process of completing registration at ICEGATE for accessing ICEGATE Dashboard and availing the services therein. During the process, few key details such as GSTIN, PAN etc. will be validated online and users will be required to provide minimal details for obtaining the registration. Once the process is completed, users are provided with a system generated ICEGATE ID and password for accessing the ICEGATE dashboard.

Kindly go through this manual and follow the step-by-step process for completing your registration.

## 4. Abbreviations

Sr. No.	Term/Acronym	Description
1.	CBIC	▪ Central Board of Indirect Taxes and Customs
2.	CHA	▪ Customs House Agent
3.	CTO	▪ Container Train Operator
4.	DGFT	▪ Directorate General of Foreign Trade
5.	DSC	▪ Digital Signature Certificate
6.	ECCS	▪ Express Cargo Clearance System
7.	GSTN	▪ Goods and Services Tax Network
8.	GSTIN	▪ Goods and Services Tax Identification Number
9.	ICEGATE	▪ Indian Customs Electronic Data Interchange(EDI) Gateway
10.	ICES	▪ Indian Customs EDI System
11.	IEC	▪ Import Export Code
12.	NVOCC	▪ Non-Vessel Owning Common Carrier
13.	OTP	▪ One Time Password
14.	PAN	▪ Permanent Account Number
15.	PGA	▪ Participating Government Agency
16.	SEZ	▪ Special Economic Zones
17.	UIN	▪ Unique Identification Number

## 5. About User Registration

The new ICEGATE<sub>2.0</sub> provides access to two types of users—the External Users i.e., Trade users such as Customs Brokers, Shipping Lines, etc. including Participating Government Agencies (PGAs) and the Internal Users of CBIC i.e., ICEGATE officials. In this manual the registration process for the External Users only are being discussed.

The Login ID (i.e., ICEGATE ID) and Password will be assigned by the approving authority of ICEGATE on completion of the registration process.

### 5.1 Roles Eligible for Registration on ICEGATE

The following External Users are eligible to apply for ICEGATE registration:

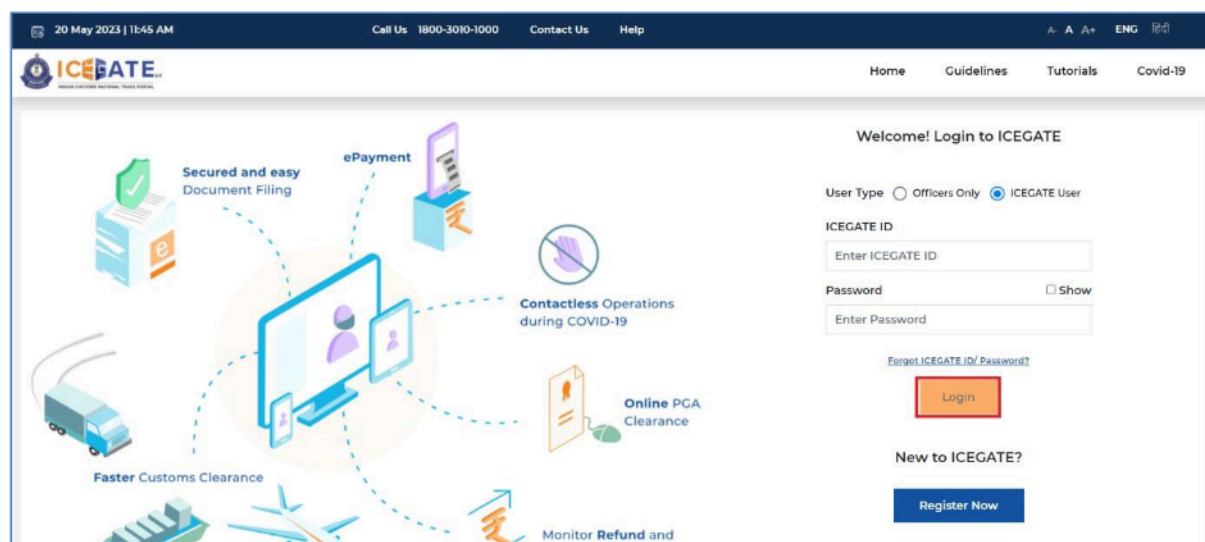
Sl. No.	Name of Role
1.	Airline
2.	Authorized Terminal Operator
3.	Console Agent
4.	Customs Broker(CHA)
5.	Custodian
6.	E-Seal Vendor
7.	PGA's
8.	Non-IEC Holder / UIN Holder
9.	Freight Forwarder
10.	Importer/Exporter
11.	NVOCC
12.	Shipping Line
13.	Shipping Agent
14.	Container Train Operator(CTO)
15.	ECCS
16.	Special Economic Zones(SEZ)Entity

## 6. How to Start

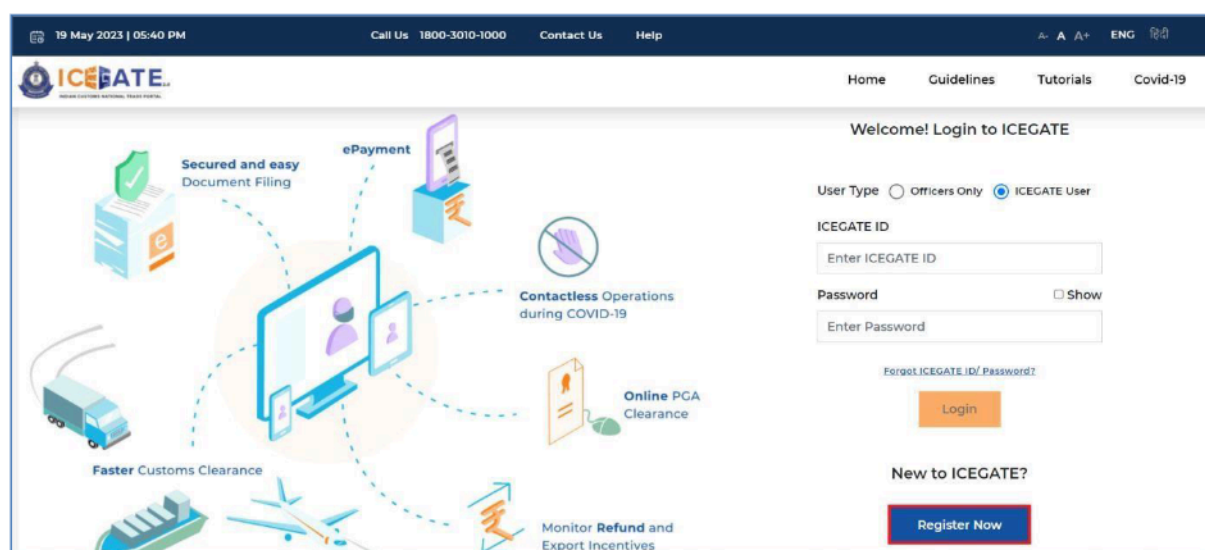
Please follow the steps enumerated for obtaining a new registration on ICEGATE portal.

### Step-1

- Kindly note, existing users of ICEGATE (i.e., users already registered on ICEGATE<sub>1.0</sub>) are not required to obtain a fresh registration. The user can directly login by providing their ICEGATE ID and Password without having to register again. In such cases, the '**User Type**' that needs to be selected shall be '**ICEGATE User**'.



- For new registrations, click on the **<Register Now>** button outlined in red as shown in the screen below.



## 7. Registration Process

The registration process has five key sections that are as follows-

1. Role Selection
2. Verification of GSTIN Details
3. Verification of User Details
4. Verification of Mobile and Email address
5. Filling and Submission of the Role Registration Form

These sections are divided into simple steps and are explained below:

### 7.1 Pre-requisites for User Registration

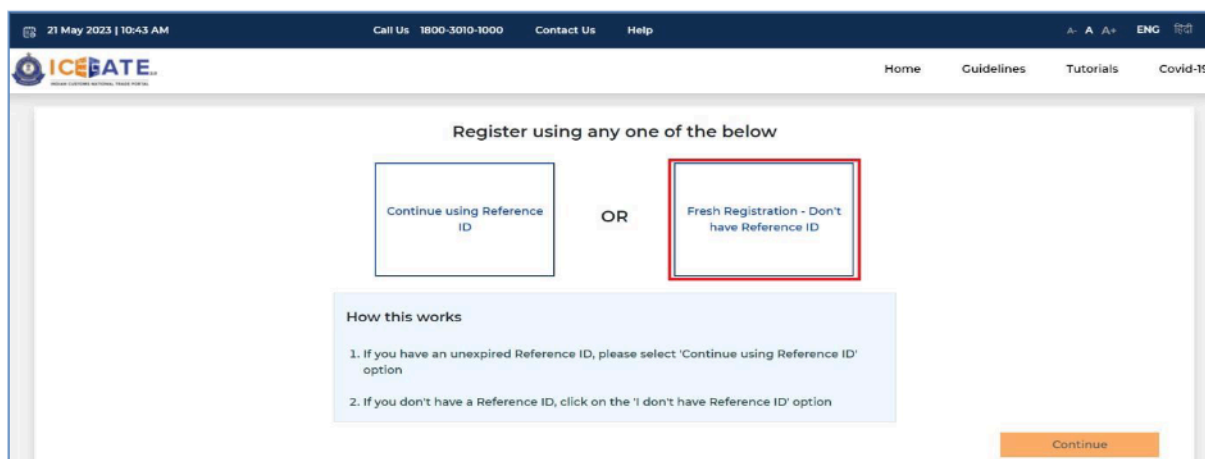
- The user's Email ID registered with GSTN (and DGFT in case of Importers/Exporters)
- The user's Mobile Number registered with GSTN (and DGFT in case of Importers/Exporters).



- Key documents/information required for registration: The user must keep a self-attested soft copy of the commercial license (e.g., IE Code, Shipping Line License, CHA license, etc.) ready. Additionally, the authorized representative (Parent user) must keep these details handy: valid PAN, Aadhaar (linked with Digi-locker), DSC and a self-attested soft copy of authorization letter issued by the organization for conducting business on ICEGATE.
- The name entered in the registration form must match with the name in PAN records.
- Kindly refer to **Annexure-A** for a detailed list of documents required for each role.
- Additionally, users must also refer to **Annexure-B** wherein general guidelines pertaining to the registration process are provided for user's ease.

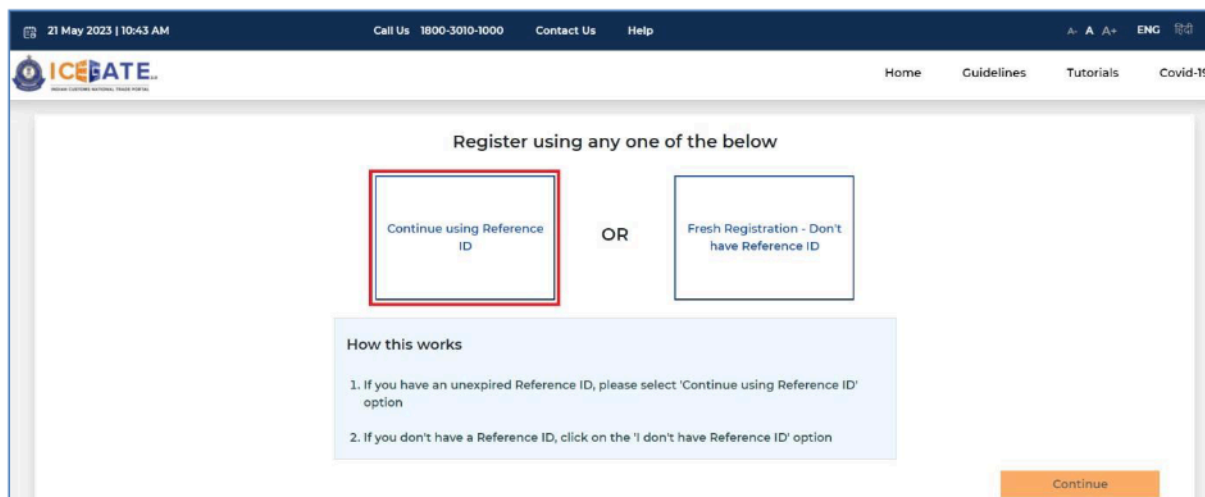
## 7.2 How the Users Should Register

For new/ fresh registration where Reference ID is not generated, the user should click on the '**Fresh Registration-Don't have Reference ID**' option and click on the **<Continue>** button.



The screenshot shows the ICEGATE registration portal. At the top, there is a header with the date '21 May 2023 | 10:43 AM', contact information, and navigation links. The main heading is 'Register using any one of the below'. Below this, there are two options: 'Continue using Reference ID' and 'Fresh Registration - Don't have Reference ID'. The 'Fresh Registration' option is highlighted with a red rectangular box. Below these options, a section titled 'How this works' provides instructions: '1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option' and '2. If you don't have a Reference ID, click on the 'I don't have Reference ID' option'. At the bottom right, there is an orange 'Continue' button.

- If the user has an unexpired Reference ID, he/she should click on the '**Continue using Reference ID**' option.



This screenshot is identical to the previous one, showing the ICEGATE registration portal. However, in this instance, the 'Continue using Reference ID' option is highlighted with a red rectangular box, while the 'Fresh Registration' option is not. The rest of the page content, including the 'How this works' section and the 'Continue' button, remains the same.

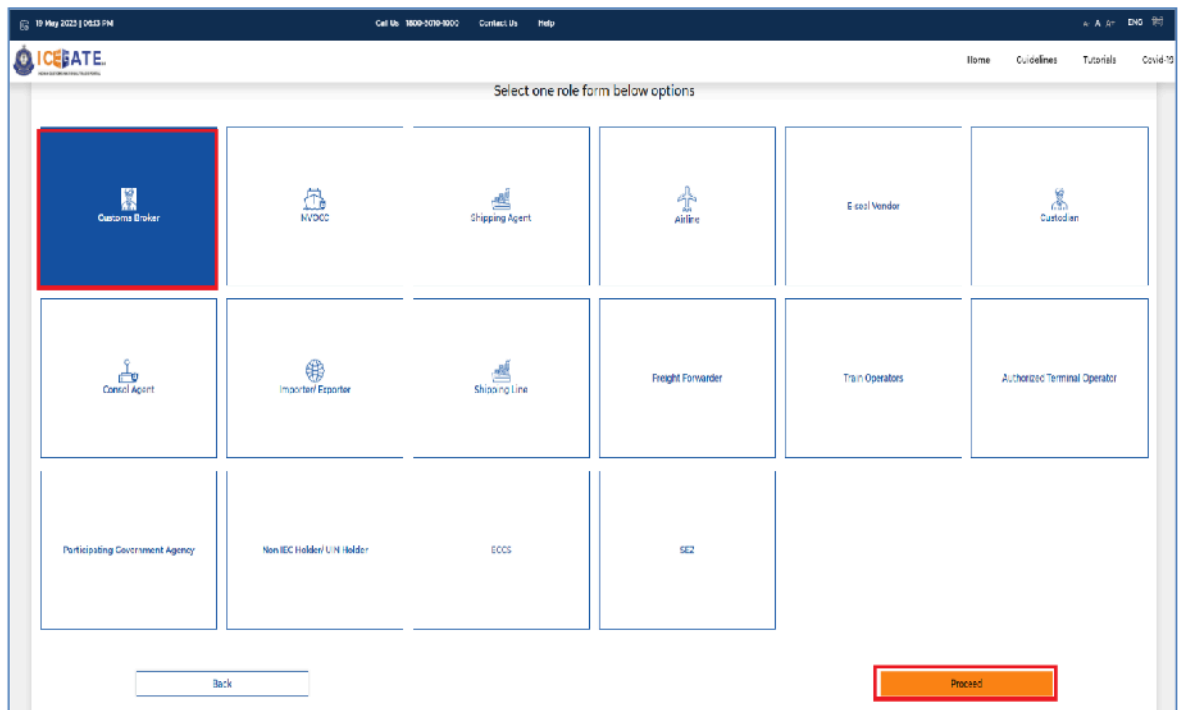
### 7.2.1 Selecting a Role

Date:

9 | Page

Version 1.01

On clicking the **<Continue>** button, the system will display the set of options from which from which the user can select the requisite **Role** and then he/she should click on the **<Proceed>** button.



The screenshot shows the ICEGATE portal interface. At the top, there is a header with the date and time (19 May 2022 | 05:53 PM), contact information (Call Us: 1800-909-9000, Contact Us, Help), and navigation links (Home, Guidelines, Tutorials, Covid-19). Below the header, the main content area is titled "Select one role from below options". It displays a grid of 18 role selection buttons arranged in three rows and six columns. The first button, "Customs Broker", is highlighted with a red border. The other roles include: INVOCC, Shipping Agent, Airline, E-cel Vendor, Custodian, Consol Agent, Importer/Exporter, Shipping Line, Freight Forwarder, Train Operators, Authorized Terminal Operator, Participating Government Agency, Non IEC Holder/ U/N Holder, ECCS, and SEZ. At the bottom of the grid, there are two buttons: "Back" and "Proceed", with the "Proceed" button highlighted in orange.

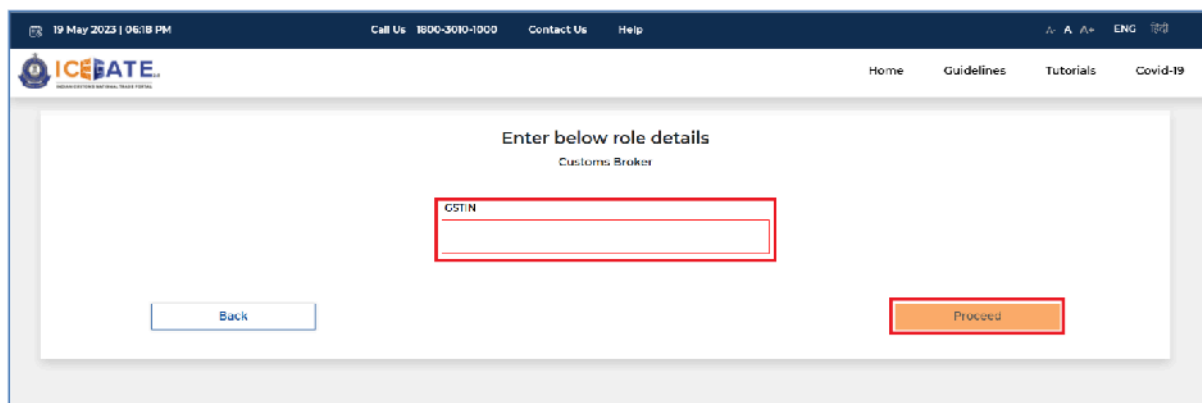
Role	Role	Role	Role	Role	Role
Customs Broker	INVOCC	Shipping Agent	Airline	E-cel Vendor	Custodian
Consol Agent	Importer/Exporter	Shipping Line	Freight Forwarder	Train Operators	Authorized Terminal Operator
Participating Government Agency	Non IEC Holder/ U/N Holder	ECCS	SEZ		

Back Proceed

## 7.2.2 Verification of GSTIN Details

On clicking the **<Proceed>** button, the user will need to enter and verify the GSTIN. In case of an Importer/Exporter, the system will also ask for a valid IEC.

- On successful validation, the user will be able to click on the **<Proceed>** button.
- The user can go to the previous page by clicking on the **<Back>** button.



19 May 2023 | 06:18 PM

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Home Guidelines Tutorials Covid-19

Enter below role details  
Customs Broker

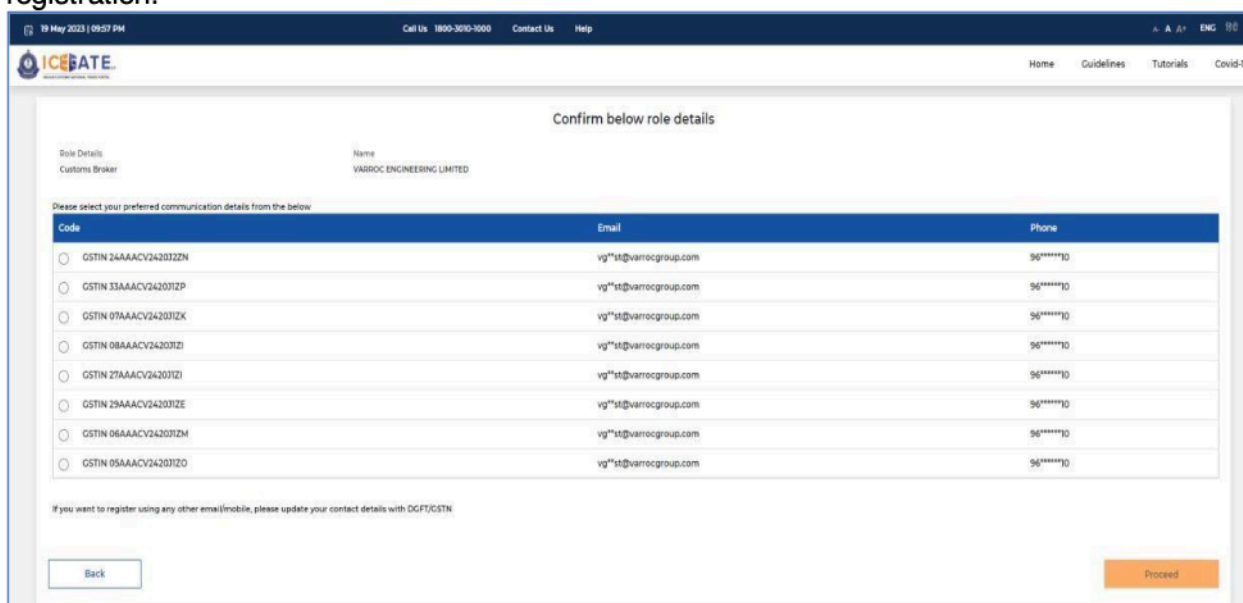
GSTIN

Back Proceed

## 7.2.3 Selecting Contact Details

On clicking the **<Proceed>** button, the system fetches the contact details available in GSTN/DGFT records. The user can then select any of the contact details listed and **<Proceed>**. The selected contact details would be used for authenticating all the transactions and communications in ICEGATE.

In case the user does not wish to proceed with any of the contact details listed in this screen and would like to obtain registration using any other email/phone no., then he/she should update the contact details in GSTN (DGFT in case of Importer/Exporter) and then try again for ICEGATE registration.



19 May 2023 | 06:57 PM

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Confirm below role details

Role Details: Customs Broker Name: VARROC ENGINEERING LIMITED

Please select your preferred communication details from the below

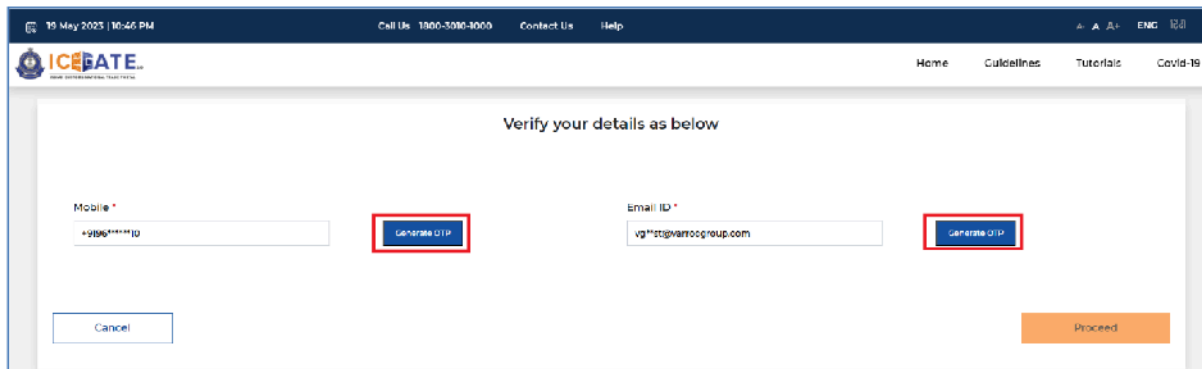
Code	Email	Phone
<input type="radio"/> GSTIN 24AAACV2420322N	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 33AAACV242032P	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 07AAACV242032X	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 08AAACV242032I	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 27AAACV242032I	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 29AAACV242032E	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 06AAACV242032M	vg**st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 05AAACV242032O	vg**st@varrogroup.com	96*****10

If you want to register using any other email/mobile, please update your contact details with DGFT/GSTN.

Back Proceed

## 7.2.4 Verification of User Details

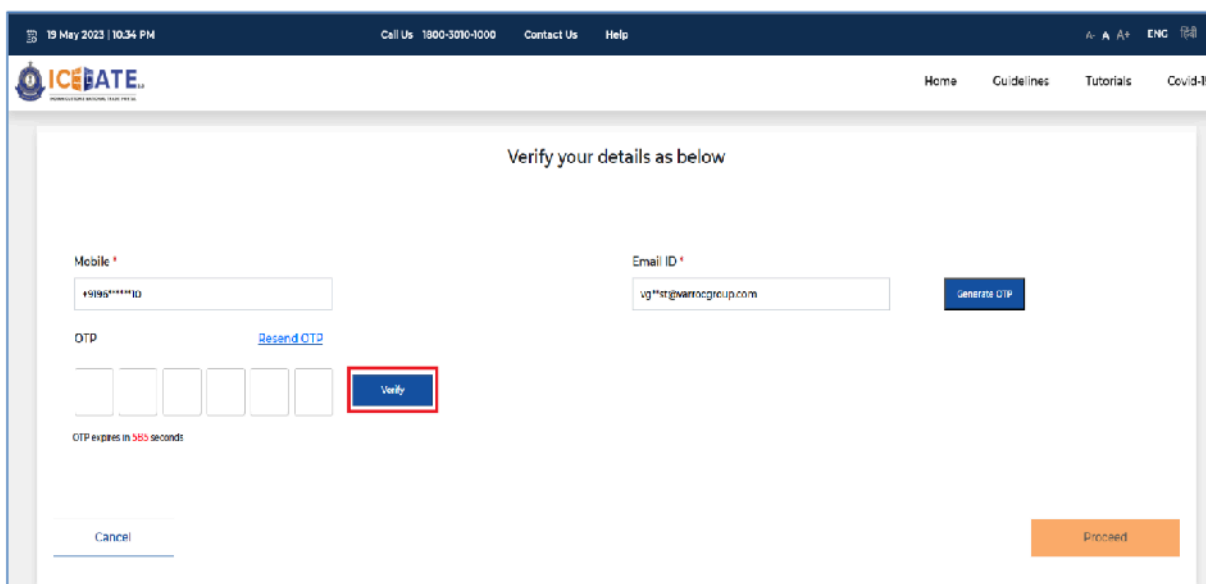
On clicking the **<Proceed>** button, the system will display the screen to verify the selected Phone Number and email ID.



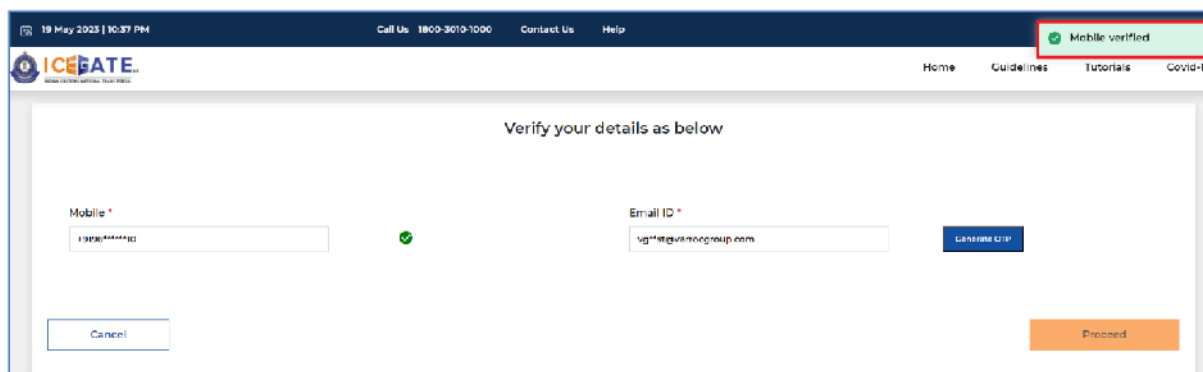
### 7.2.4.1 Verification of Mobile Number

For authenticating the mobile number, the user should click on the **<Generate OTP>** button under the '**Mobile**' option. A six-digit OTP will be generated and sent to the user's mobile number.

- If the OTP is invalid, an error message would be displayed.
- In case of not receiving the OTP verification code, the user should click on **<Resend OTP>** option as displayed in the screen below.
- The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.



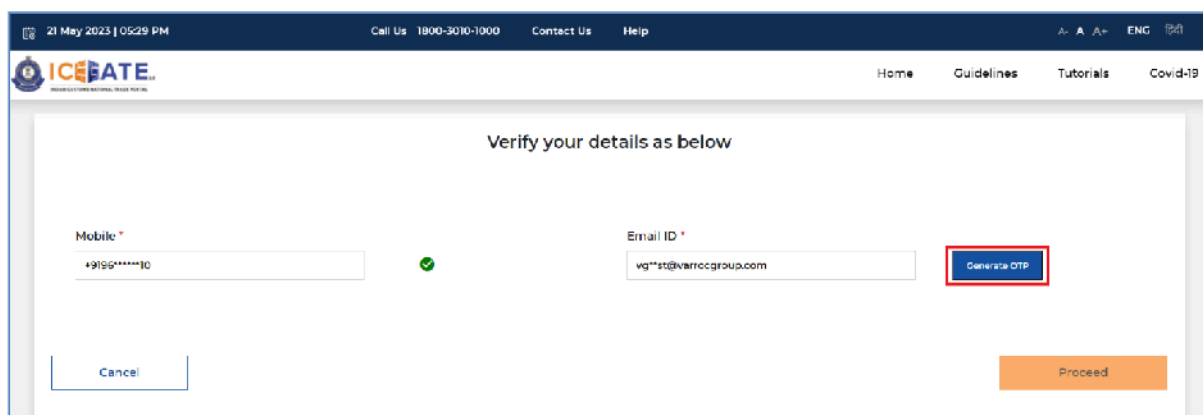
On successful verification of OTP, the system will display the message “**Mobile Verified**” on the screen.



The screenshot shows the ICEGATE portal interface. At the top, a green notification box in the header says "Mobile verified". The main content area is titled "Verify your details as below". It contains two input fields: "Mobile" with a green checkmark and "Email ID" with the value "vg\*\*st@varrocgroup.com". There are "Cancel" and "Proceed" buttons at the bottom.

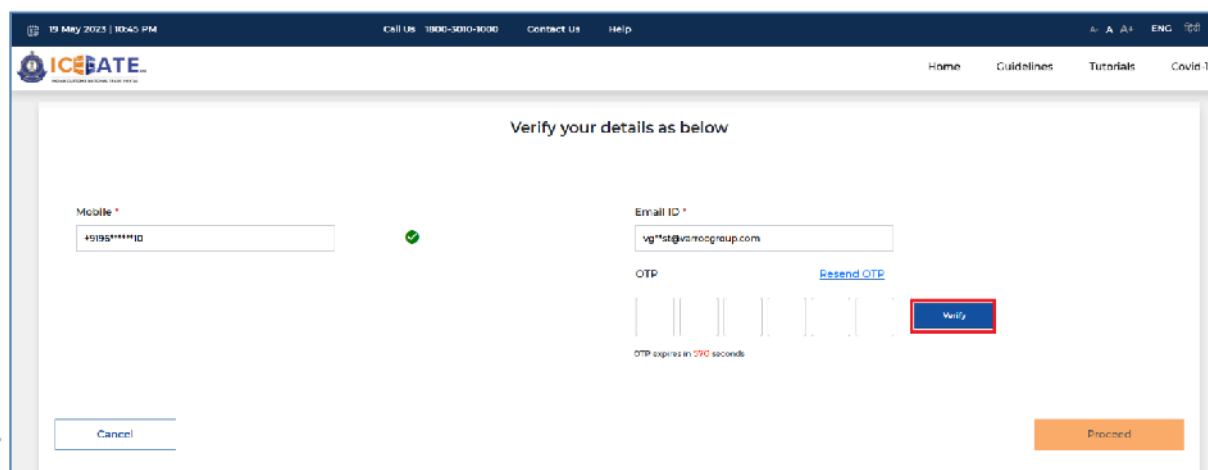
#### 7.2.4.2 Verification of Email ID

Similarly, on clicking the **<Generate OTP>** button against the Email ID, a six-digit OTP would be generated and sent to the user's Email address.



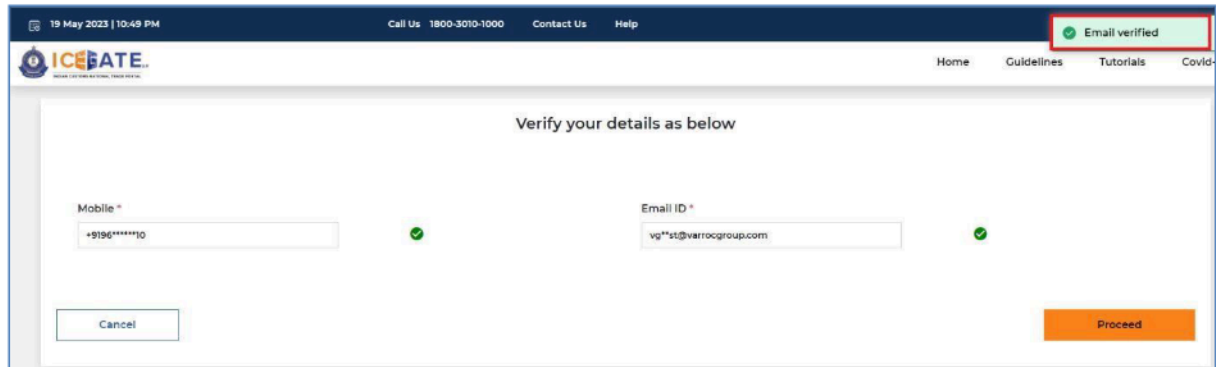
The screenshot shows the ICEGATE portal interface. The "Mobile" field has a green checkmark. The "Email ID" field contains "vg\*\*st@varrocgroup.com". The "Generate OTP" button is highlighted with a red box. There are "Cancel" and "Proceed" buttons at the bottom.

- If the OTP is invalid, an error message would be displayed.
- In case of not receiving the OTP verification code, the user should click on **<Resend OTP>** option as displayed in the screen below.
- The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.

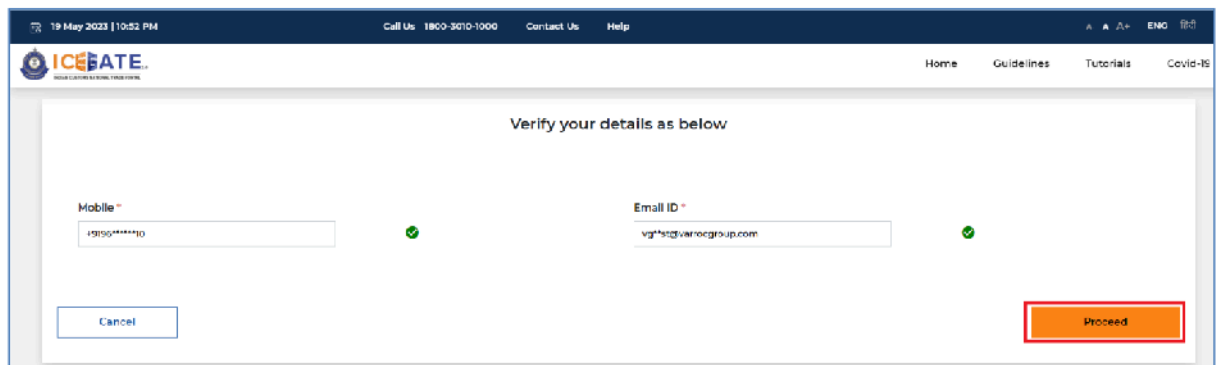


The screenshot shows the ICEGATE portal interface. The "Mobile" field has a green checkmark. The "Email ID" field contains "vg\*\*st@varrocgroup.com". Below the email field, there is an "OTP" input field with a "Resend OTP" link. A "Verify" button is highlighted with a red box. A timer at the bottom indicates "OTP expires in 590 seconds". There are "Cancel" and "Proceed" buttons at the bottom.

On successful verification of OTP, the system will display the message “**Email Verified**” on the screen.

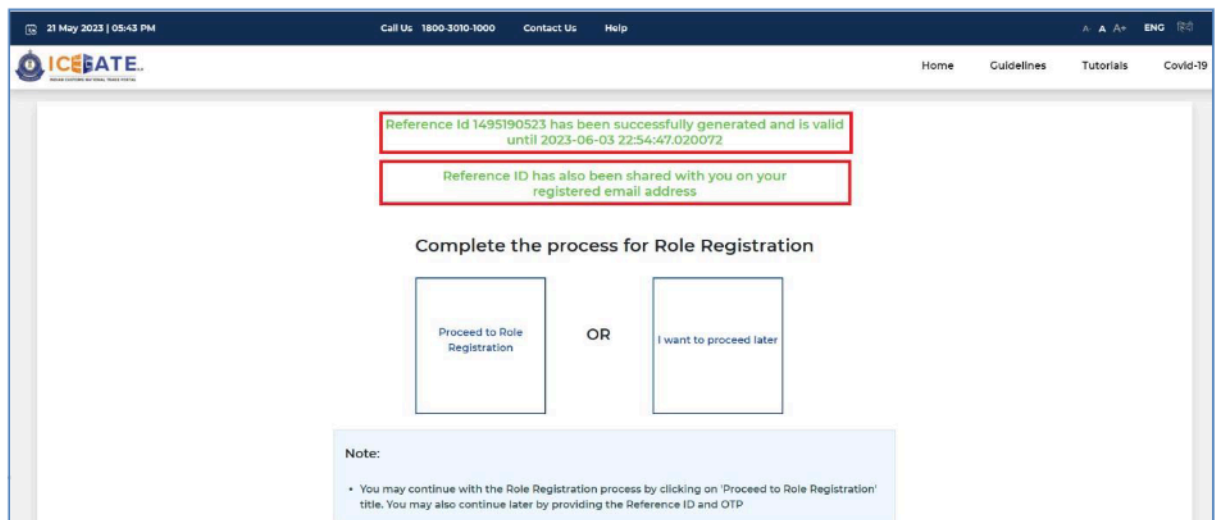


Click on the <**Proceed**> button.



## 7.2.5 Generation of Reference ID

- After OTP validation is completed click on the <**Proceed**> button, the system will generate a **Reference ID** along with its expiry date (valid for 15 days).
- In case the user does not complete the remaining steps within the expiry date, the process of generation of Reference ID will need to be performed again.
- The system will send the generated Reference ID to the registered Email ID of the user.



## 7.2.6 Process for Role Registration

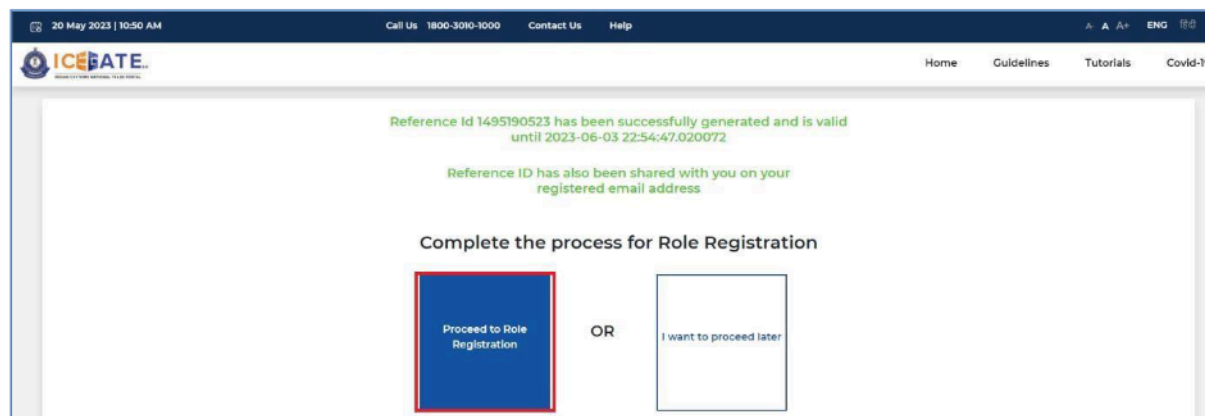
After completing the previous step, the users will have two options to complete the role registration process on ICEGATE:

1. The user can continue with the role registration process by clicking on the '**Proceed to Role Registration**' button.
2. The user can continue the role registration process later by clicking the '**I want to process later**' button.

Whenever the user needs to proceed with the process of registration, he/she will have to select the option '**Continue using Reference ID**' as shown in Para 7.2 of this advisory. The system will ask the Reference ID and authenticate the user using OTP on email/mobile.

### 7.2.6.1 Proceeding to Role Registration

To continue the process of role registration, the user needs to click on the '**Proceed to Role Registration**' option and the system will display the following screen:

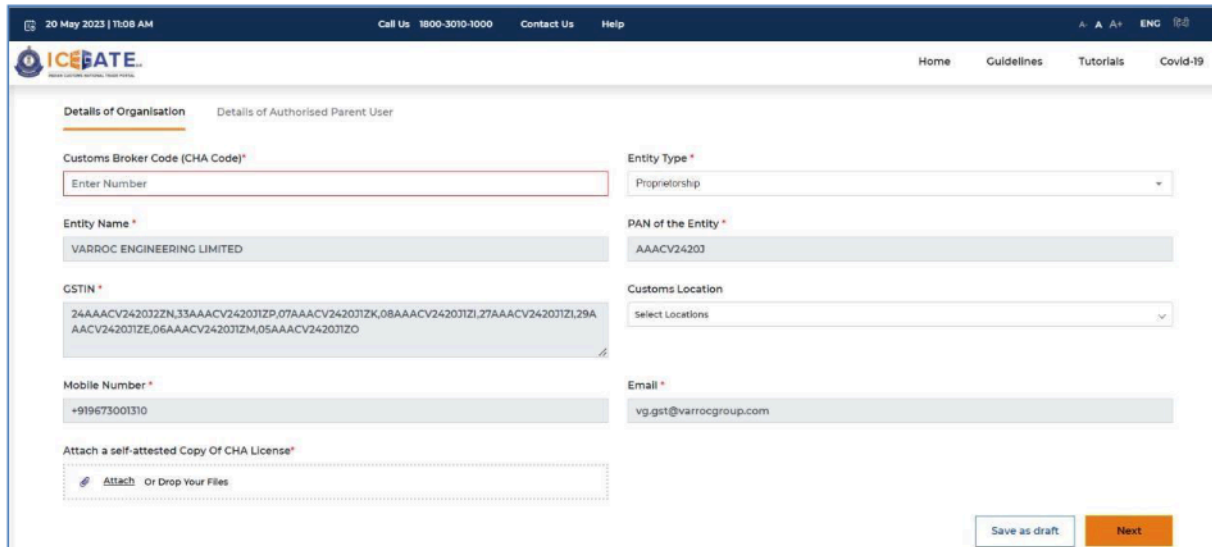


### 7.2.6.2 Role Registration Form

On selecting the above option, the system will display the role registration form to be filled by the user. The displayed form has two segments namely:

1. Details of Organization
2. Details of Authorized Parent User

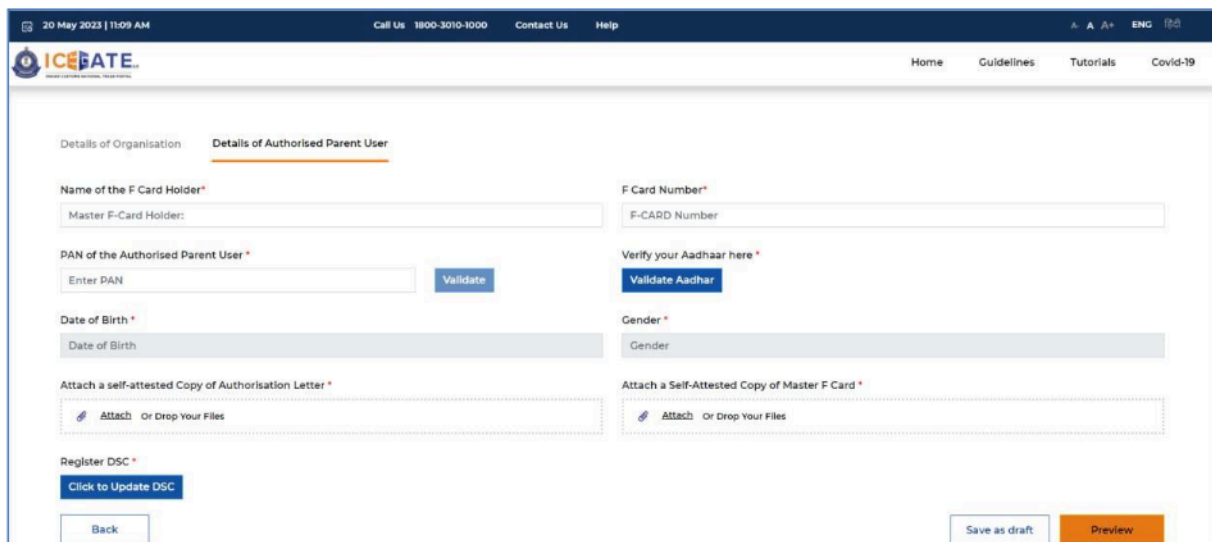
The user will have to provide the details of all mandatory fields(\*) in both the Segments and upload the necessary documents.



The screenshot shows the 'Details of Organisation' segment of the role registration form. The form includes the following fields and sections:

- Customs Broker Code (CHA Code)\*:** A text input field with the placeholder 'Enter Number'.
- Entity Type\*:** A dropdown menu with 'Proprietorship' selected.
- Entity Name\*:** A text input field containing 'VARROC ENGINEERING LIMITED'.
- PAN of the Entity\*:** A text input field containing 'AAACV2420J'.
- GSTIN\*:** A text input field containing '24AAACV2420J2Z,33AAACV2420J1ZP,07AAACV2420J1ZK,08AAACV2420J1ZI,27AAACV2420J1ZL,29AAACV2420J1ZE,06AAACV2420J1ZM,05AAACV2420J1ZO'.
- Customs Location:** A dropdown menu with 'Select Locations' selected.
- Mobile Number\*:** A text input field containing '+919673001310'.
- Email\*:** A text input field containing 'vg.gst@varrogroup.com'.
- Attach a self-attested Copy Of CHA License\*:** A section with an 'Attach' button and the text 'Or Drop Your Files'.
- Buttons:** 'Save as draft' and 'Next' buttons at the bottom right.

Click on the <Next> button.



The screenshot shows the 'Details of Authorised Parent User' segment of the role registration form. The form includes the following fields and sections:

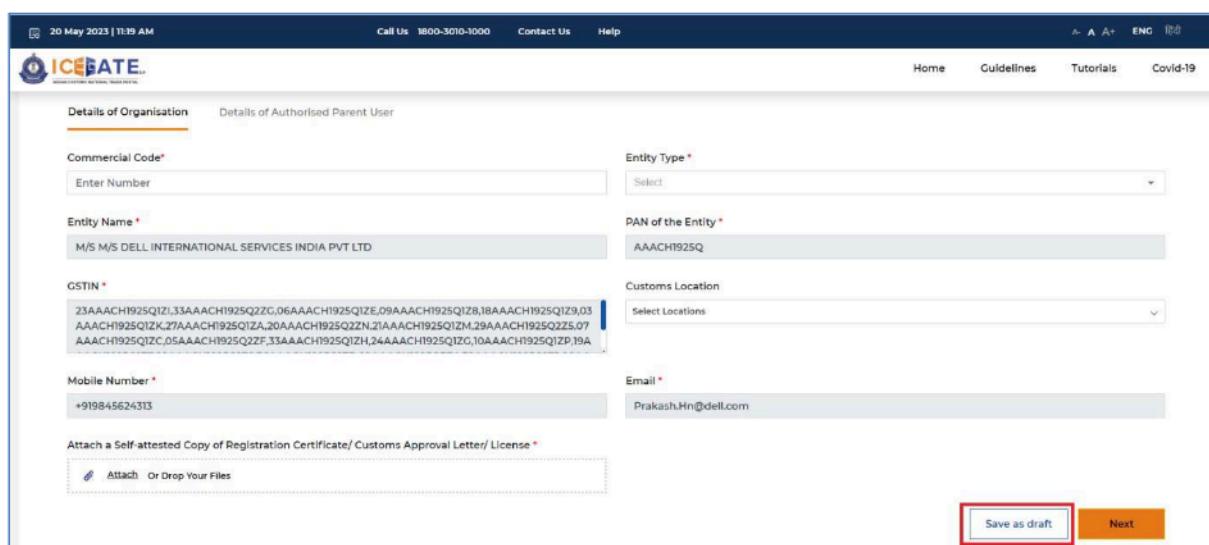
- Name of the F Card Holder\*:** A text input field with the placeholder 'Master F-Card Holder:'.
- F Card Number\*:** A text input field with the placeholder 'F-CARD Number'.
- PAN of the Authorised Parent User\*:** A text input field with the placeholder 'Enter PAN' and a 'Validate' button.
- Verify your Aadhaar here\*:** A section with a 'Validate Aadhar' button.
- Date of Birth\*:** A text input field with the placeholder 'Date of Birth'.
- Gender\*:** A dropdown menu with 'Gender' selected.
- Attach a self-attested Copy of Authorisation Letter\*:** A section with an 'Attach' button and the text 'Or Drop Your Files'.
- Attach a Self-Attested Copy of Master F Card\*:** A section with an 'Attach' button and the text 'Or Drop Your Files'.
- Register DSC\*:** A section with a 'Click to Update DSC' button.
- Buttons:** 'Back', 'Save as draft', and 'Preview' buttons at the bottom.



- The user can choose to save partially filled form as a draft for completing it later by clicking on the **<Save as Draft>** button. The saved form will be available by providing Reference ID and OTP sent on Email/mobile as explained in Para 7.2.6.3.
- **!!Action** The user can view the filled form by clicking on the **<Preview>** button. This will show a preview of the form filled by the user.
- **!!Action** The user can go back to the previous page by clicking on the **<Back>** button.

### 7.2.6.3 Saving the Application Format as Draft

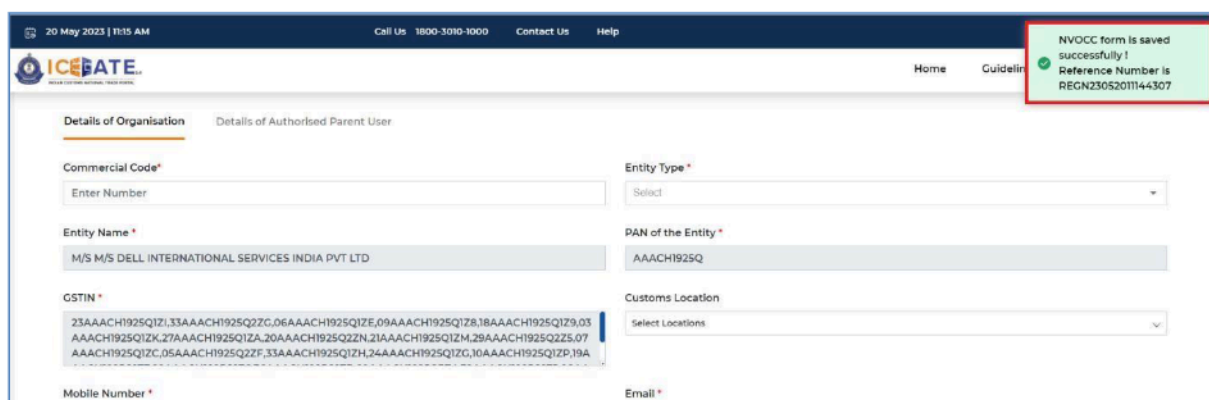
- The user can save the form in draft mode till submission. The user needs to click on the button **<Save as Draft>** and the application filed by the user would be saved in draft mode.



The screenshot shows the ICEGATE application form with the following details:

- Commercial Code:** Enter Number
- Entity Type:** Select
- Entity Name:** M/S M/S DELL INTERNATIONAL SERVICES INDIA PVT LTD
- PAN of the Entity:** AAACH1925Q
- GSTIN:** 23AAACH1925Q1Z1,33AAACH1925Q2ZC,06AAACH1925Q1ZE,09AAACH1925Q1Z8,18AAACH1925Q1Z9,03AAACH1925Q1ZK,27AAACH1925Q1ZA,20AAACH1925Q2ZN,21AAACH1925Q1ZM,29AAACH1925Q2Z5,07AAACH1925Q1ZC,05AAACH1925Q2ZF,33AAACH1925Q1ZH,24AAACH1925Q1ZG,10AAACH1925Q1ZP,19A
- Customs Location:** Select Locations
- Mobile Number:** +919845624313
- Email:** Prakash.Hn@deli.com
- Attach a Self-attested Copy of Registration Certificate/ Customs Approval Letter/ License:** Attach Or Drop Your Files
- Buttons:** Save as draft (highlighted with a red box), Next

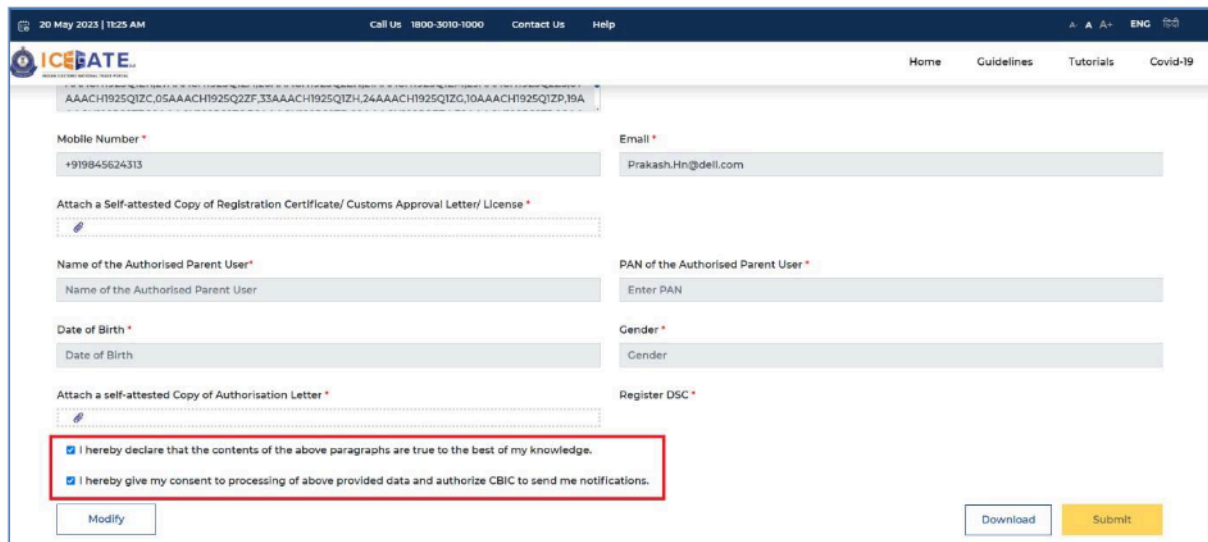
- If the user saves the application as a draft, the system will generate a **Reference Number** for the application form and it would be displayed on the screen shown below:



The screenshot shows the ICEGATE application form with the following details:

- Commercial Code:** Enter Number
- Entity Type:** Select
- Entity Name:** M/S M/S DELL INTERNATIONAL SERVICES INDIA PVT LTD
- PAN of the Entity:** AAACH1925Q
- GSTIN:** 23AAACH1925Q1Z1,33AAACH1925Q2ZC,06AAACH1925Q1ZE,09AAACH1925Q1Z8,18AAACH1925Q1Z9,03AAACH1925Q1ZK,27AAACH1925Q1ZA,20AAACH1925Q2ZN,21AAACH1925Q1ZM,29AAACH1925Q2Z5,07AAACH1925Q1ZC,05AAACH1925Q2ZF,33AAACH1925Q1ZH,24AAACH1925Q1ZG,10AAACH1925Q1ZP,19A
- Customs Location:** Select Locations
- Mobile Number:** +919845624313
- Email:** Prakash.Hn@deli.com
- Buttons:** Save as draft (highlighted with a red box), Next
- Notification:** NVOCC form is saved successfully! Reference Number is REGN23052011144307 (highlighted with a green box)

**Declaration:** Before submitting the application, the user must declare that all information provided in the application form (including attachments) is correct and should authorize CBIC to process the information provided.



20 May 2023 | 11:25 AM

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AAACH1925QZC,05AAACH1925QZF,33AAACH1925QZH,24AAACH1925QZG,10AAACH1925QZP,19A

Mobile Number \*  
+919845624313

Email \*  
Prakash.Hn@deli.com

Attach a Self-attested Copy of Registration Certificate/ Customs Approval Letter/ License \*

Name of the Authorised Parent User \*  
Name of the Authorised Parent User

PAN of the Authorised Parent User \*  
Enter PAN

Date of Birth \*  
Date of Birth

Gender \*  
Gender

Attach a self-attested Copy of Authorisation Letter \*

☒ I hereby declare that the contents of the above paragraphs are true to the best of my knowledge.

☒ I hereby give my consent to processing of above provided data and authorize CBIC to send me notifications.

Modify Download Submit

- The user can go back to the previous page by clicking on **<Modify>** button. The **Modify** button can only be used before submission.
  - The **'Download'** button can be used to download the form filled by the user thus far.

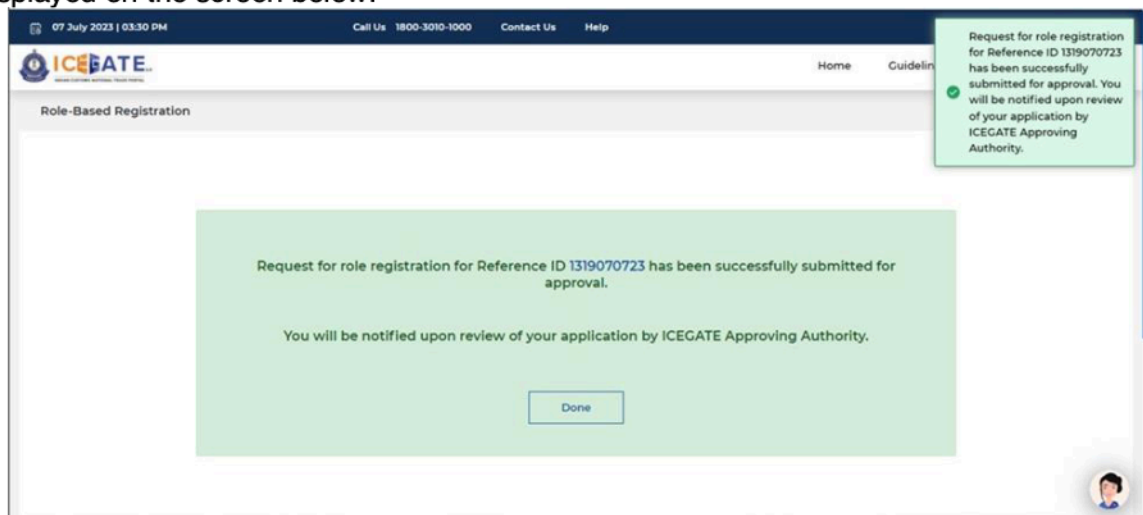
#### 7.2.6.4 Form Submission

On completion of filling of the form, the user needs to click on the **<Submit>** button for submission of the form.



Back Save as Draft Submit

Once the form is submitted, the system will generate a **Reference ID** for the application as displayed on the screen below.



07 July 2023 | 03:30 PM

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Home Guidelines

Role-Based Registration

Request for role registration for Reference ID 1319070723 has been successfully submitted for approval.

You will be notified upon review of your application by ICEGATE Approving Authority.

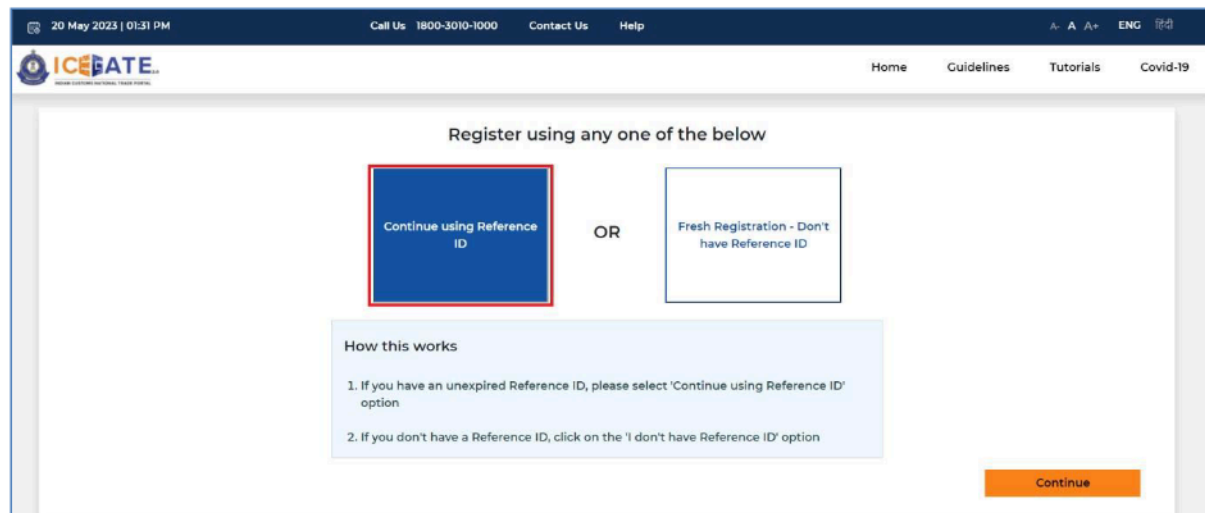
Done

Request for role registration for Reference ID 1319070723 has been successfully submitted for approval. You will be notified upon review of your application by ICEGATE Approving Authority.

After completing the role based registration successfully, the application would be forwarded to the approving authority of ICEGATE.

### 7.3 Registering using Reference ID

If the user has an unexpired Reference ID, he can select the '**Continue using Reference ID**' option and click on the **<Continue>** button for continuing the role selection or accessing the partially filled registration form as draft.

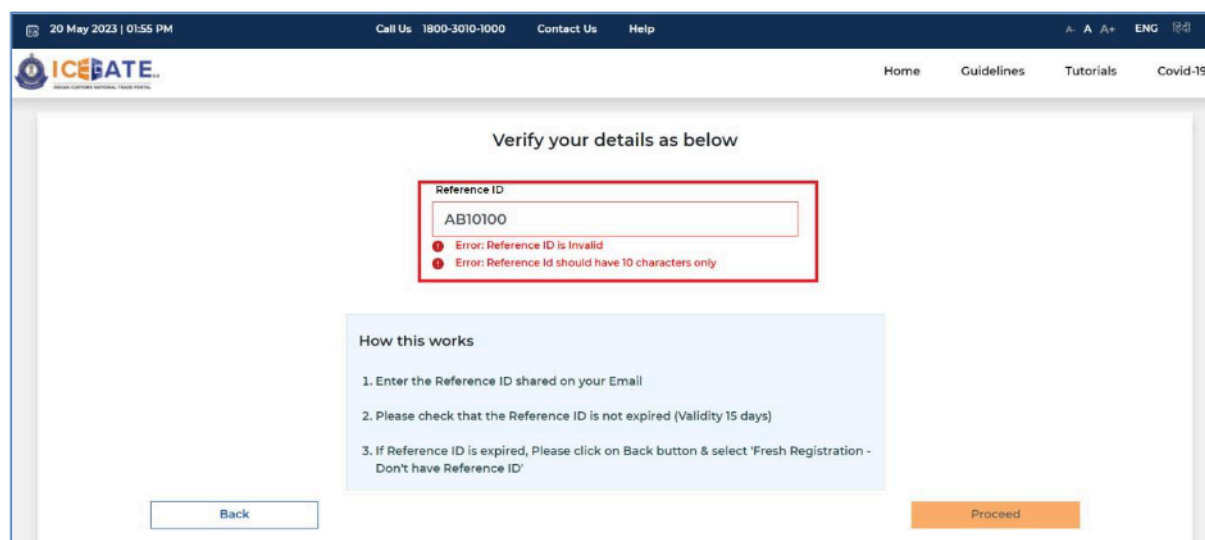


The screenshot shows the ICEGATE registration page. At the top, there is a header with the date '20 May 2023 | 01:31 PM', contact information, and navigation links. The main heading is 'Register using any one of the below'. Below this, there are two options: 'Continue using Reference ID' (highlighted with a red box) and 'Fresh Registration - Don't have Reference ID'. An 'OR' separator is between them. Below the options, a section titled 'How this works' provides instructions: 1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option. 2. If you don't have a Reference ID, click on the 'I don't have Reference ID' option. At the bottom right, there is an orange 'Continue' button.

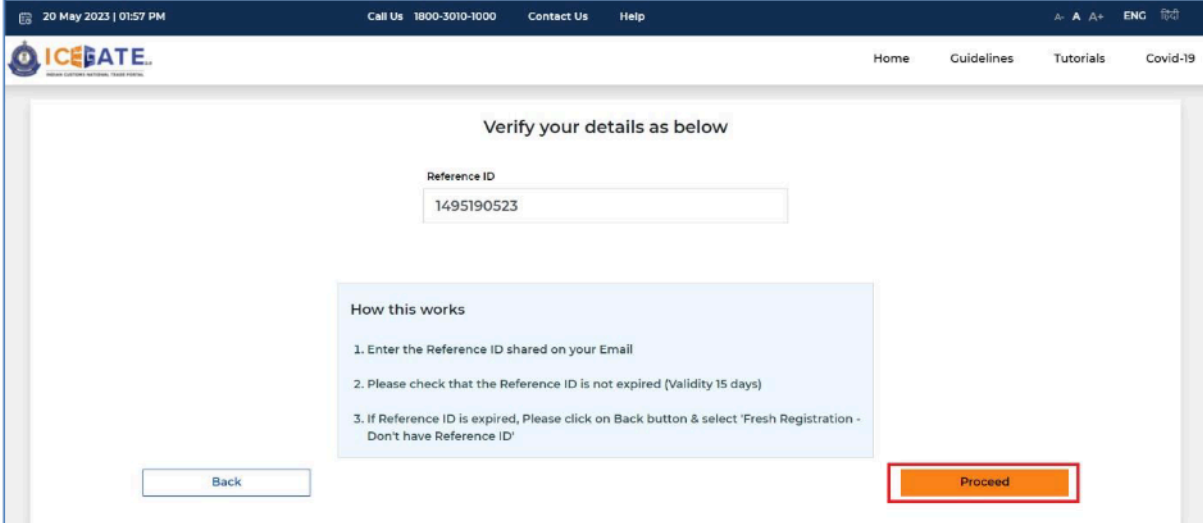
#### 7.3.1 Verification of Reference ID

On clicking the **<Continue>** button, the user needs to verify the Reference ID received on the registered email-id.

- If the entered Reference ID has expired, the user needs to click on **<Back>** button and select the **"Fresh Registration– Don't Have Reference ID"** option.
- If the entered Reference ID is invalid, error message would be displayed.



The screenshot shows the ICEGATE verification page. The heading is 'Verify your details as below'. There is a text input field for 'Reference ID' containing 'AB10100'. Below the field, there are two error messages: 'Error: Reference ID is Invalid' and 'Error: Reference ID should have 10 characters only'. Below the input field, a section titled 'How this works' provides instructions: 1. Enter the Reference ID shared on your Email. 2. Please check that the Reference ID is not expired (Validity 15 days). 3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'. At the bottom left, there is a 'Back' button, and at the bottom right, there is an orange 'Proceed' button.



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Verify your details as below

Reference ID  
1495190523

How this works

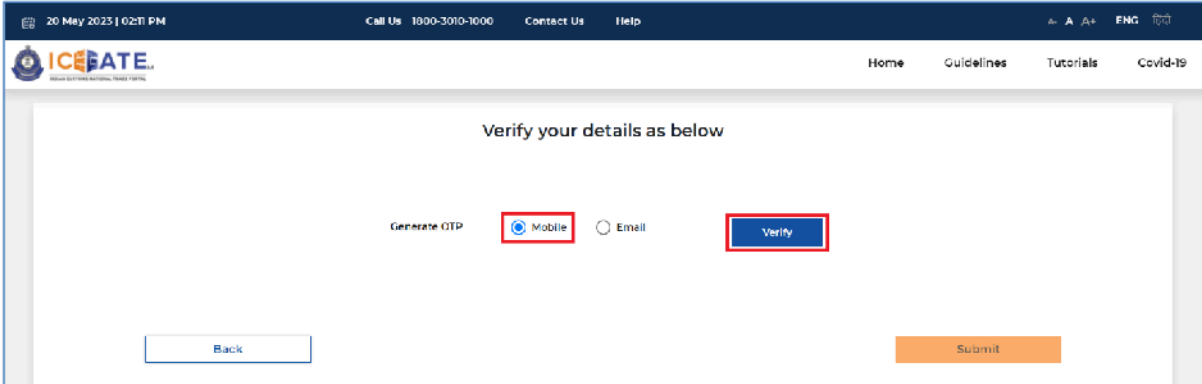
1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'

Back
Proceed

### 7.3.2 Verification of Details using Mobile Number

On clicking the <Continue> button, the user has to verify the registered mobile number.

- Select the '**Mobile**' radio button and click on the <Verify> button. A six-digit OTP will be generated and sent to the user's mobile number.
- If the entered OTP is invalid, an error message would be displayed.
- If the OTP is not received, click on <Resend OTP> option.



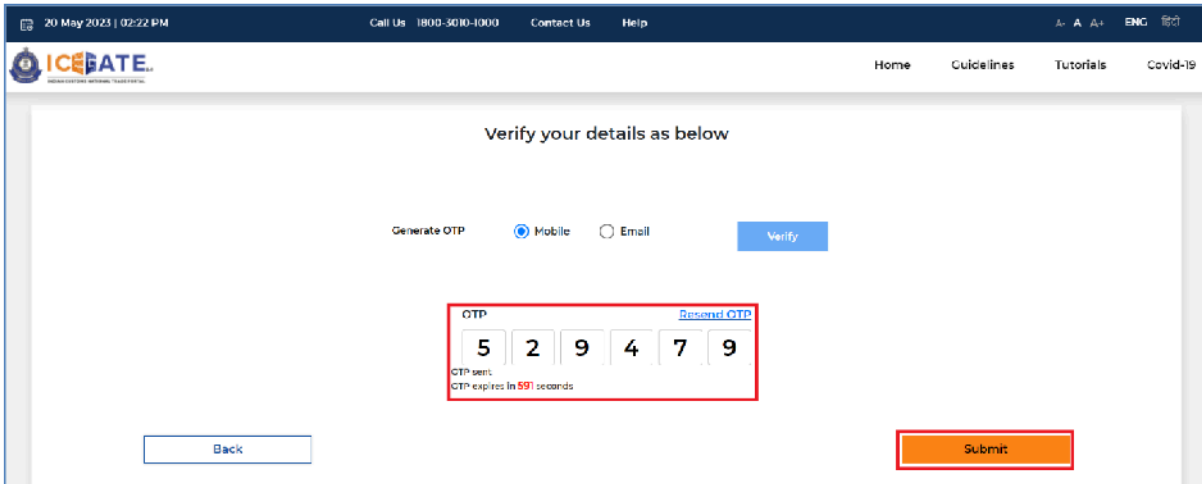
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Verify your details as below

Generate OTP    ☒ Mobile    ☐ Email    Verify

Back
Submit



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Verify your details as below

Generate OTP    ☒ Mobile    ☐ Email    Verify

OTP    Resend OTP

5   2   9   4   7   9

OTP sent:  
OTP expires in 591 seconds

Back
Submit

□

On clicking the <**Submit**> button, the system will display the registration form to be filled by the user.

### 7.3.3 Verification of Details using Email-ID

On clicking the <**Continue**> button as enumerated in 7.3.1, the user has to verify the registered Email ID.

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### Verify your details as below

Generate OTP
☐ Mobile
☒ Email
Verify

OTP Resend OTP  

1

2

9

6

0


1

OTP expires in 575 seconds

Back
Submit

On clicking the <**Submit**> button, the system will display the registration form to be filled by the user.

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Role-Based Registration

**Details of Organisation**
Details of Authorised Parent User

Customs Broker Code (CHA Code)\*

Enter Number

---

Entity Name \*

VARROC ENGINEERING LIMITED

---

GSTIN \*

26AAACV242022N33AAACV242027ZL07AAACV242027ZL08AAACV242027ZL27AAACV242027ZL28AAACV242027ZE06AAACV242027ZM05AAACV242027ZD

---

Mobile Number \*

+919673001330

---

Attach a self-attested Copy Of CHA License\*

Attach   Or Drop Your Files

---

Entity Type \*

Select

---

PAN of the Entity \*

AAACV24203

---

Customs Location

Select Locations

---

Email \*

vg.gm@varrogroup.com

---

Save as draft
Next

This is for registering your organisation on ICEGATE and creating a Parent user. The Parent user login will have Master User rights for your organisation and will be able to create multiple child user logins which can be used to transact on your behalf. Child users will have limited access and rights as compared to the Parent user.

## 8. Annexures

### 8.1 Annexure A – Registration Documents Checklist

Role	Entity Documents	Authorized Person Documents
Customs Broker	CHA License	Authorization Letter, F Card/ G Card, DSC
Importer/Exporter	IEC License	Authorization Letter, DSC
Airline	Airline License	Authorization Letter, DSC
Shipping Line	Shipping Line License / Customs Approval Letter	Authorization Letter, DSC
Shipping Agent	Shipping Agency License / Customs Approval Letter	Authorization Letter, DSC
Custodian	Customs Approval Letter/ Notification/ License	Authorization Letter, DSC
Console Agent, Authorized Terminal Operator, NVOCC, Freight Forwarder, Container Train Operator	Registration Certificate/ Customs Approval Letter/ License	Authorization Letter, DSC
PGA (Headquarter/ Regional Office)	-	PGA Identity Card, DSC

#### Notes:

1. Each document listed above must be self-attested and legible.
2. The documents must be scanned in colour and in JPG/PDF format. The file size must be less than 1500 KB.
3. Where the organization type is Private Limited or Public Limited Company, the applicant must provide authorization letter as listed above or a copy of the board resolution authorizing the user.



## **8.2 Annexure B – Guidelines for Registering on ICEGATE**

### **8.2.1 General Guidelines**

- Registration on ICEGATE can only be done with the email ID and contact number as registered with GSTN (or DGFT in case of Importers/Exporters). In case the user wants to register with different contact details, the same will need to be updated with GSTN/DGFT before initiating registration on ICEGATE.
- IEC number/GSTIN or any other details filled in during the registration process should match with the respective self-attested copies uploaded in the registration form.
- Name of the organization must match with the name mentioned on PAN.
- Name of the Authorized Person (Parent user) must match with the name as per PAN and Aadhaar.
- Reference ID generated during the process is valid for 15 days. The user will have to complete the registration process i.e., submit the registration form within the said expiry period. Failing to do so will result in deletion of the Reference ID from records and the user will have to re-initiate the process from the beginning.
- Unlike earlier, ICEGATE ID would be generated by the system after the registration is approved by the ICEGATE approving authority.
- DSC uploaded must belong to the user and should not be expired.
- OTPs should be typed in carefully; after 3 incorrect OTPs the registration process will be terminated for security reasons.

### **8.2.2 Specific Guidelines**

#### Guidelines where Entity Type is Proprietor

- Name of the proprietor should match with that on the scanned self-attested copy of the IEC uploaded by the applicant.
- In case, the name of the applicant is not mentioned on the IEC, self-attested scanned copy of the Authorization letter from the Proprietor needs to be uploaded authorizing the applicant to register on ICEGATE on behalf of the Proprietor.

#### Guidelines where Entity Type is Private Limited or Public Limited Company

- Name of the entity should match with that mentioned on the scanned copy of the license uploaded by the applicant at the time of ICEGATE registration.
- Applicant can upload Board Resolution taken in the last 6 months or Authorization letter authorizing the parent user to register on ICEGATE on behalf of the Company.

#### Board Resolution Document Guidelines

- Name of Directors on the Board Resolution should be the same as that available on the website of Ministry of Corporate affairs.



- The board resolution should be endorsed by the company secretary (along with his/her signature, seal, and registration details) where the company is required to utilize the services of the company secretary as per prevailing law/statute. Where there is no obligation on the company to utilize the services of the company secretary, the board resolution should be endorsed by one of the directors.
- The applicant should be authorized for “ICEGATE/ Customs (Import/Export)/ AD Code registration” in the board resolution.
- The board resolution should have been taken during the last 6 months.
- The company seal/stamp should also be affixed on the Board Resolution.
- Board Resolution should be on the letter head of the company.
- Kindly refer to [Annexure C](#) for sample format of the Board Resolution.

#### Authorization Letter Guidelines

- Name of the directors on authorization letter should be the same as that available on the website of Ministry of Corporate affairs.
- Authorization letter should be signed by at least two directors.
- Applicant should be authorized for “ICEGATE/ Customs (Import/ Export)/ AD Code registration” on the authorization letter.
- Name of the directors and company seal/stamp should be affixed with their respective signatures on the authorization letter.
- Authorization Letter should be on the letter head of the Company.
- Kindly refer to [Annexure C](#) for sample format of the authorization letter.

#### Guidelines where Entity Type is a Firm

- Name of the entity should match with that mentioned on the scanned copy of the license uploaded by the applicant at the time of ICEGATE registration.
- Applicant must provide an authorization letter authorizing the parent user to register on ICEGATE on behalf of the firm.

#### Authorization Letter Guidelines

- Authorization letter should be signed by at least two partners.
- Applicant should be authorized for “ICEGATE/ Customs (Import/Export)/ AD Code registration” on the authorization letter.
- Name of the partners and the company seal/stamp should be affixed with their respective signatures on the authorization letter.
- Authorization letter should be on the letter head of the firm.
- Refer to [Annexure C](#) for sample format of the authorization letter.

### 8.3 Annexure C – Sample Formats for Board Resolution & Authorization Letter

#### BOARD RESOLUTION

(To be printed on Organization Letter Head)

CERTIFIED TRUE COPY OF RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS/ PARTNERS OF **(Company Name)** HELD ON **(Date)** AT **(Address)**

**RESOLVED THAT** the Company has decided that Mr./Ms. **XYZ**, **Designation** is the authorized signatory of the organization and are hereby authorized to sign and submit all necessary papers, letters, forms, for ICEGATE registration and import/export work.

**RESOLVED FURTHER THAT** Mr.**ABC** having **PAN Card No.ABC7890H8**,second **Director/Partner** of the Company is hereby authorized to sign all documents on behalf of the company or in absence of **Mr./Ms XYZ** who is the authorized signatory.

For,

**Name of the Company**

Signature			
Name	Mr.XYZ	Mr.ABC	
Designation	Partner	Partner	Partner

**(Company Stamp)**

## **AUTHORISATION LETTER**

(To be printed on the Organizational Letter Head)

This is to certify that MR / Mrs. **XXXXX**, S/o, W/o **XXXXXXXX (D.O.B)** whose signature is appended below, is hereby authorized to sign all documents submitted to apply for registration with ICEGATE portal of Indian Customs and to operate all activities regarding Import and export through ICEGATE on behalf of our company/firm **(company/firm name and address)**

Authorized Signatory (to whom authorization is given)

**Mr/Ms. XXXX**

For,

**(Company/Firm name and stamp, authorized name, signatory and date)**

**Note:**

**\*\*ID proof will be of the person who is authorized to work on behalf of the company**

**\*\*Signatures of majority of Directors/ Partners of the Company/ Firm are required**

## 9. Contact Us

The contact details are as follows:

**Director General of System** 1<sup>st</sup> Floor, CR Building,

IP Estate New Delhi – 110002

Toll Free No : 1800-3010-1000

The user can also drop their queries at Email: [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in)

