

Directorate General of Systems and Data Management
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

Date: November 28, 2022

Category: Customs
Issued by: ICEGATE

Subject: Advisory for ECCS users for registration on ICEGATE.

The ICEGATE User Registration module registers users on ICEGATE website including Custom Broker License Holders (F-card and G-card holders), IEC holders (and IEC authorized persons), Shipping Lines, Shipping agents, Airlines, Air Agents, Console Agents, existing ECCS users etc.

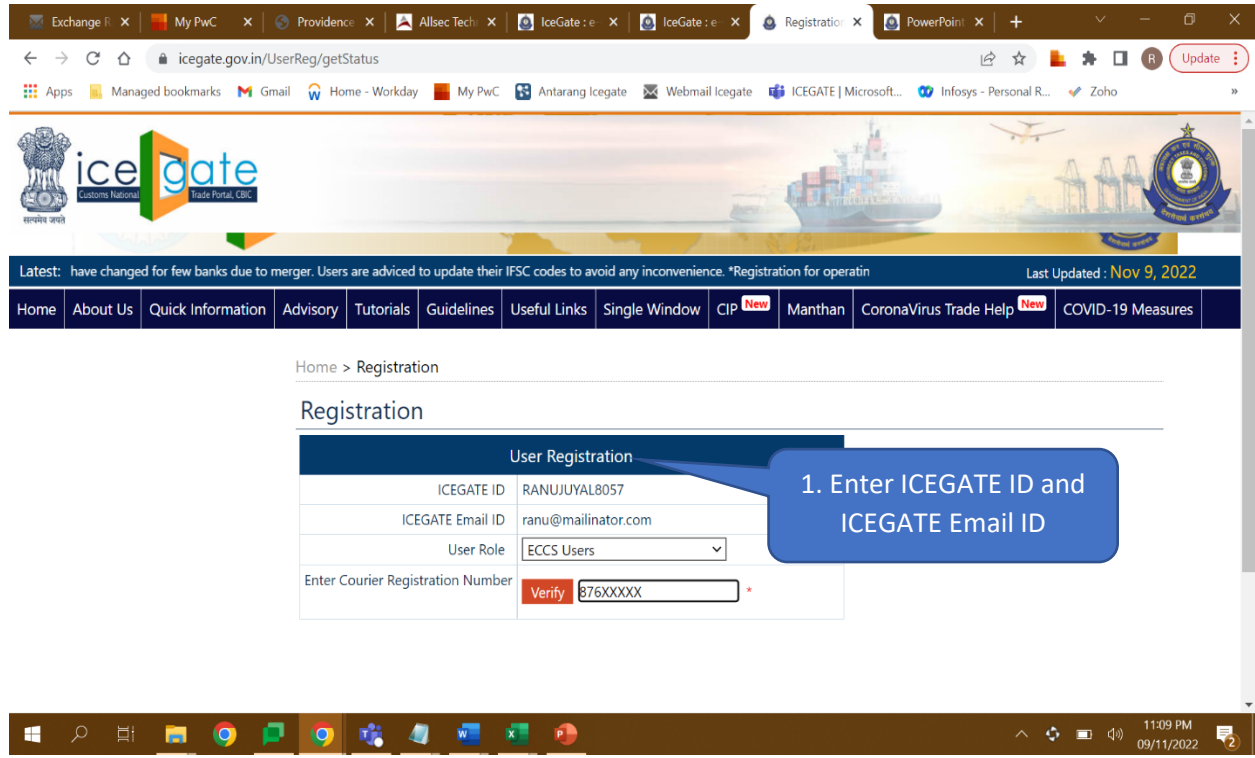
HOW TO SIGN UP AS ECCS USER ON ICEGATE

- (i). To register as an ECCS user on ICEGATE, the user must have a Courier Registration Number.
- (ii). While registering on ICEGATE, details against a particular Courier Registration Number would be pre-populated from the user profile related to the said Courier Registration Number in ECCS for the user to confirm the said details.
- (iii). Such prepopulated data cannot be changed in ICEGATE and for any rectification required by the user, the respective Directory Manager or Policy branch at ECCS needs to be approached.
- (iv). Other details such as Phone Number, Email id, DSC etc. would be sought from the user during the Registration process.
- (v). ECCS users who want to get registered at ICEGATE must register with their registered Email ID available at ECCS and Mobile Number available with ECCS and GSTN.
- (vi). Users should ensure that their Digital Signature Token (Class-III Individual Type) (Sign in & encryption) is plugged into their system before starting the Registration process. It is mandatory for all the users to upload their Digital Signature Certificate (DSC) at the time of registration.
- (vii). List of Documents required for the Registration (to be uploaded as .pdf file) is as under:
 - Self-attested scanned copy of Authorization Letter signed by majority of directors;
 - Self-attested scanned copy of Courier License;
 - Self-attested copy of PAN Card;
 - Self-attested scanned Copy of any one of the following documents issued by an authority/Government in India: Driving License, Passport, Aadhaar Card (preferred) and Voter ID card.
- (viii). After completing the registration process successfully, the registration request would be forwarded to the Department for approval.
- (ix). In case of approval of user registration request, an acknowledgement e-mail with their login credentials (User ID and Password) will be sent to the registered Email id. In case of rejection, reason for rejection will be sent to the registered Email id.

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Step by Step Guide for Registration:

Step 1.



Exchange R x My PwC x Providence x Allsec Tech x IceGate : e x IceGate : e x Registratio x PowerPoint x +

icegate.gov.in/UserReg/getStatus

ice gate
Customs National Trade Portal, CBIC

Latest: have changed for few banks due to merger. Users are adviced to update their IFSC codes to avoid any inconvenience. *Registration for operatin Last Updated : Nov 9, 2022

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Home > Registration

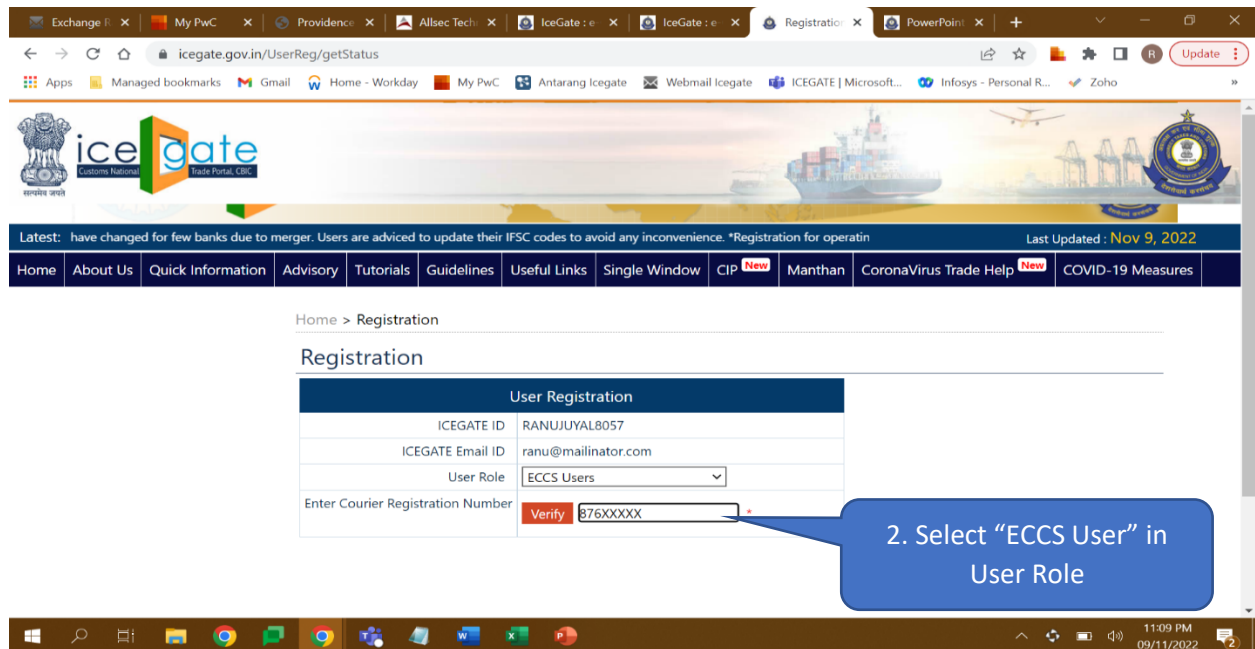
Registration

User Registration	
ICEGATE ID	RANUJUYAL8057
ICEGATE Email ID	ranu@mailinator.com
User Role	ECCS Users
Enter Courier Registration Number	Verify <input type="text" value="876XXXXX"/>

1. Enter ICEGATE ID and ICEGATE Email ID

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Step 2.



Exchange R x My PwC x Providence x Allsec Tech x IceGate : e x IceGate : e x Registratio x PowerPoint x +

icegate.gov.in/UserReg/getStatus

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Registration

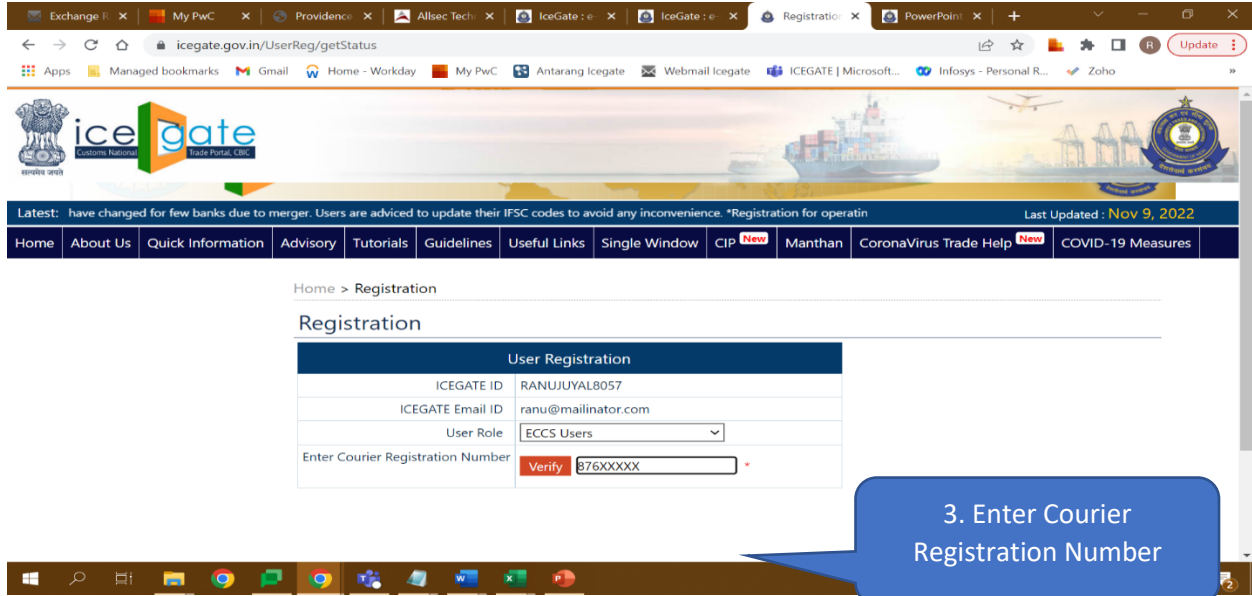
User Registration	
ICEGATE ID	RANUJUYAL8057
ICEGATE Email ID	ranu@mailinator.com
User Role	ECCS Users
Enter Courier Registration Number	Verify <input type="text" value="876XXXXX"/>

2. Select "ECCS User" in User Role

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Step 3.

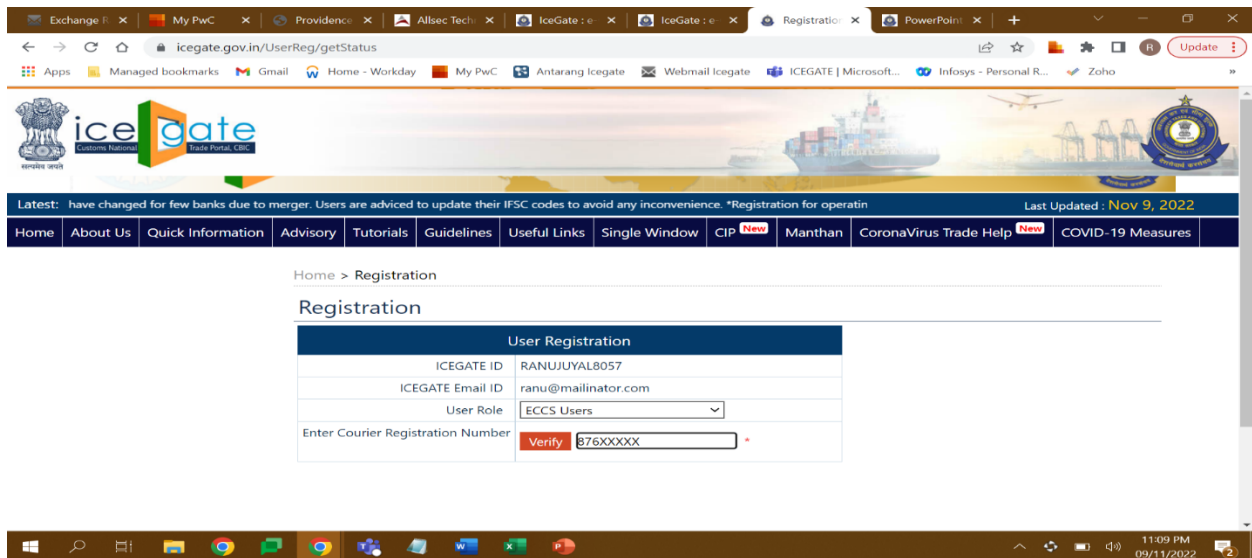


The screenshot shows the ICEGATE registration page. The 'User Registration' form is displayed with the following details:

User Registration	
ICEGATE ID	RANUJUYALB057
ICEGATE Email ID	ranu@mailinator.com
User Role	ECCS Users
Enter Courier Registration Number	<input type="text" value="876XXXXX"/>

A blue callout box points to the 'Verify' button next to the 'Enter Courier Registration Number' field, with the text: "3. Enter Courier Registration Number".

Step 4.



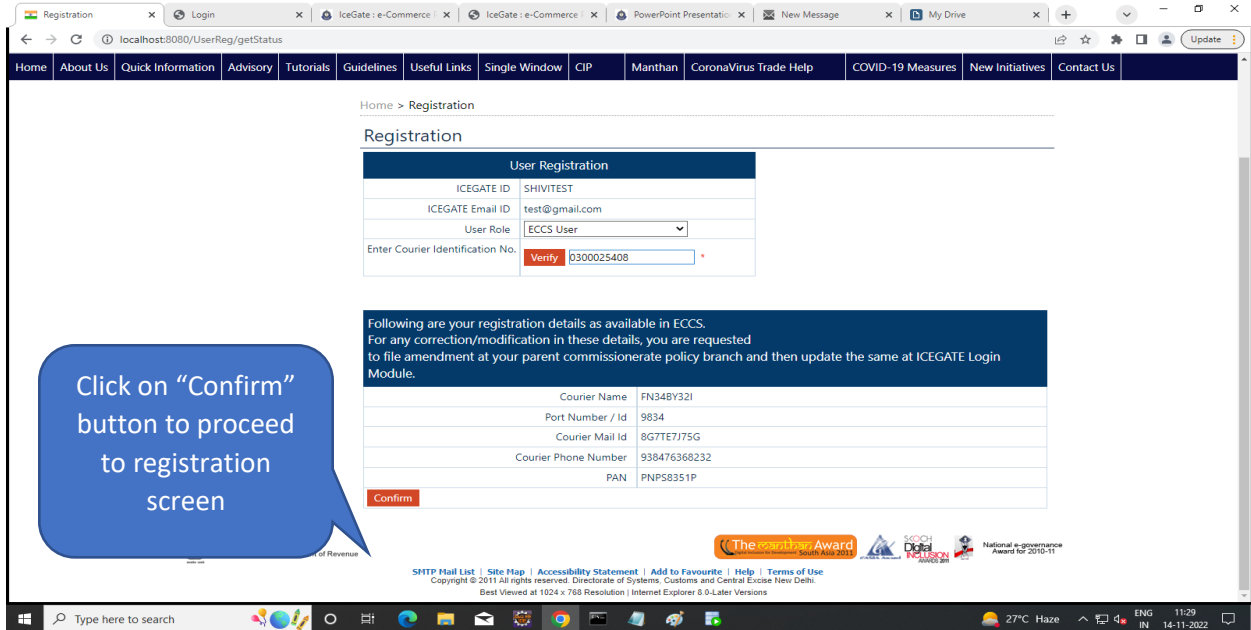
The screenshot shows the same ICEGATE registration page as in Step 3. The 'Verify' button is highlighted with a blue callout box containing the text: "4. Click on 'Verify' button".

On clicking "Verify" button, the ICEGATE System will fetch the data from the ECCS directories and displays it for verification by the user.

- Courier Name
- Port Number
- Courier Mail ID
- Courier Phone Number
- PAN Number

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Step 5.



Home > Registration

Registration

User Registration

ICEGATE ID	SHIVITEST
ICEGATE Email ID	test@gmail.com
User Role	ECCS User
Enter Courier Identification No.	Venty 0300025408

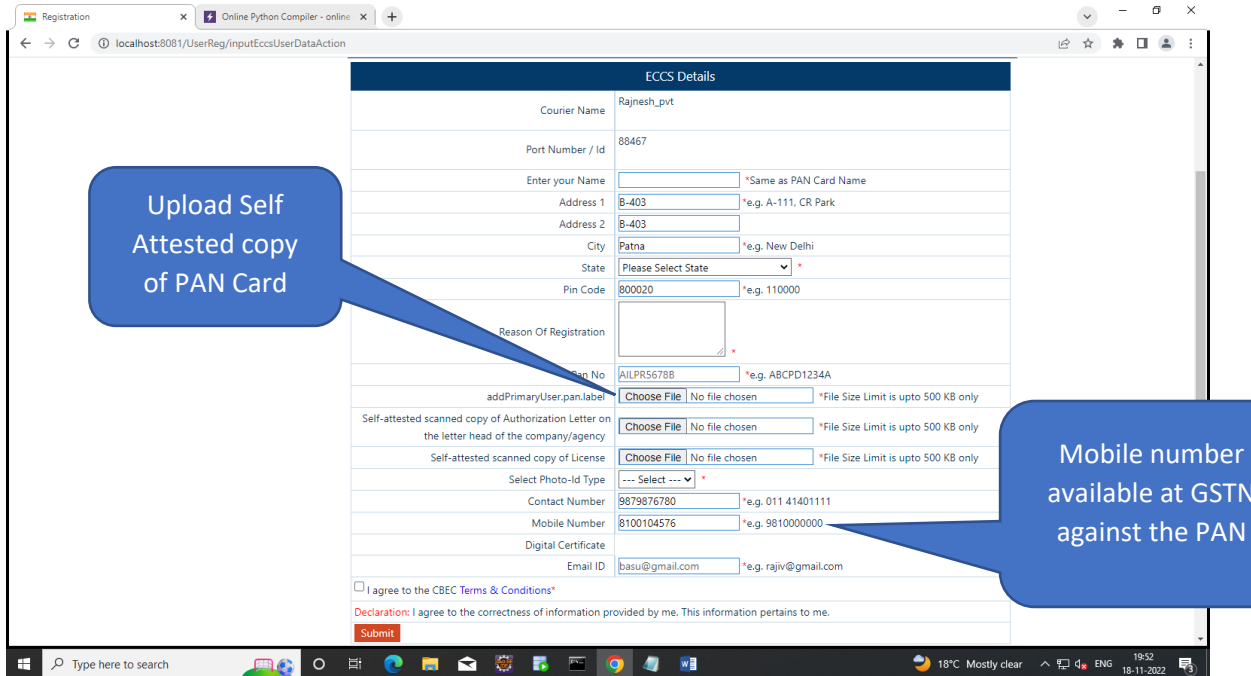
Following are your registration details as available in ECCS.
For any correction/modification in these details, you are requested to file amendment at your parent commissionerate policy branch and then update the same at ICEGATE Login Module.

Courier Name	FN34BY321
Port Number / Id	9834
Courier Mail Id	8G7TE7J75G
Courier Phone Number	938476368232
PAN	PNPS8351P

Confirm

Click on "Confirm" button to proceed to registration screen

Step 6.



ECCS Details

Courier Name	Rajnish_pvt
Port Number / Id	88467
Enter your Name	<input type="text"/> *Same as PAN Card Name
Address 1	B-403 *e.g. A-111, CR Park
Address 2	B-403
City	Patna *e.g. New Delhi
State	Please Select State *
Pin Code	800020 *e.g. 110000
Reason Of Registration	<input type="text"/>
Registration No	ALLPR5678B *e.g. ABCPD1234A
addPrimaryUser.pan.label	<input type="button" value="Choose File"/> No file chosen *File Size Limit is upto 500 KB only
Self-attested scanned copy of Authorization Letter on the letter head of the company/agency	<input type="button" value="Choose File"/> No file chosen *File Size Limit is upto 500 KB only
Self-attested scanned copy of License	<input type="button" value="Choose File"/> No file chosen *File Size Limit is upto 500 KB only
Select Photo-Id Type	--- Select ---
Contact Number	9879876780 *e.g. 011 41401111
Mobile Number	8100104576 *e.g. 9810000000
Digital Certificate	<input type="text"/>
Email ID	basu@gmail.com *e.g. rajiv@gmail.com

I agree to the CBEC Terms & Conditions*

Declaration: I agree to the correctness of information provided by me. This information pertains to me.

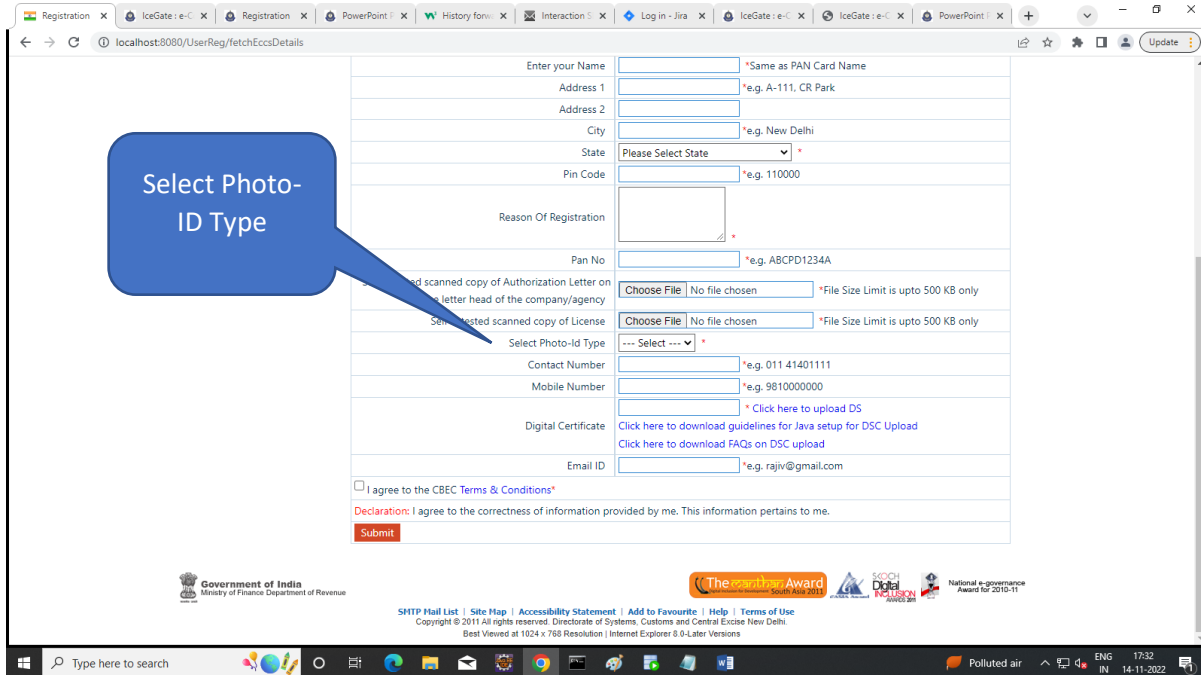
Submit

Upload Self Attested copy of PAN Card

Mobile number available at GSTN against the PAN

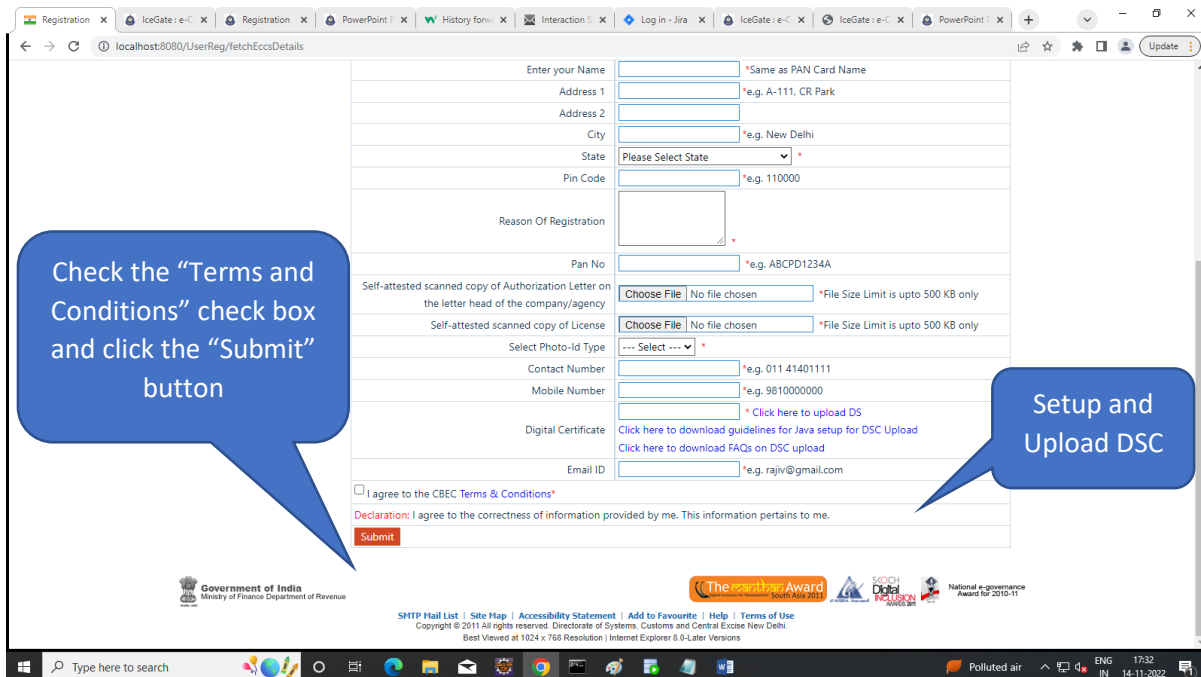
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Step 7.



Select Photo-ID Type

Step 8.

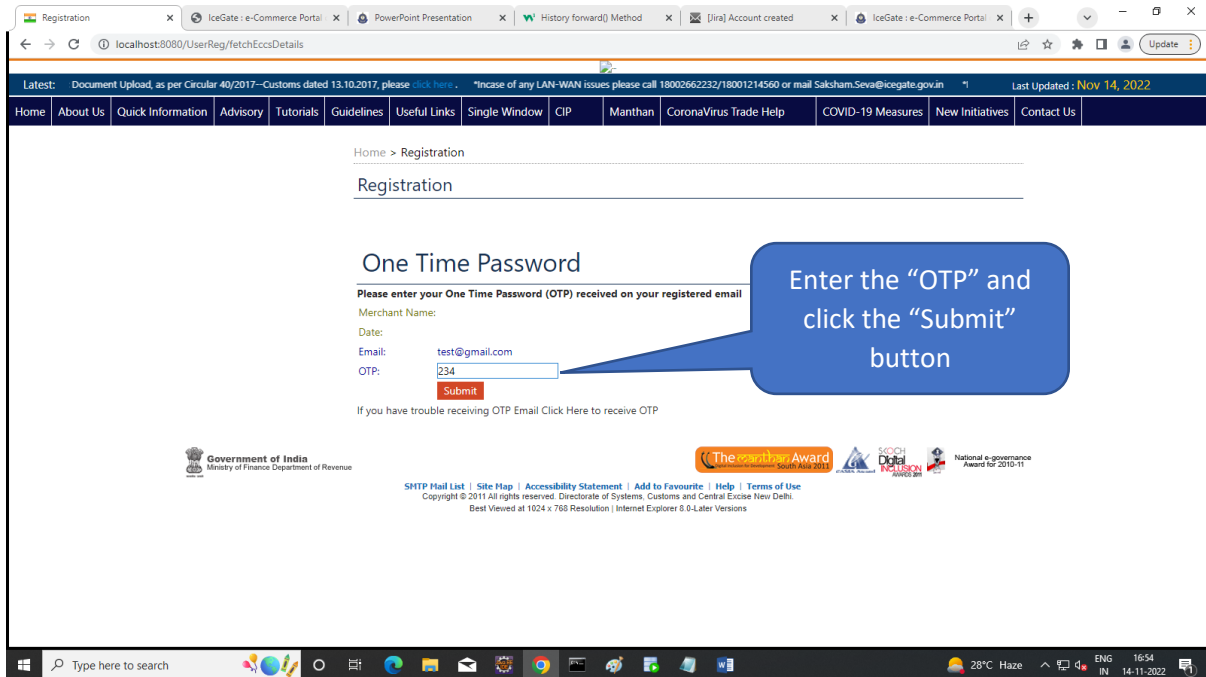


Check the "Terms and Conditions" check box and click the "Submit" button

Setup and Upload DSC

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Step 9.



Registration

Home > Registration

Registration

One Time Password

Please enter your One Time Password (OTP) received on your registered email

Merchant Name:

Date:

Email: test@gmail.com

OTP:

Enter the "OTP" and click the "Submit" button

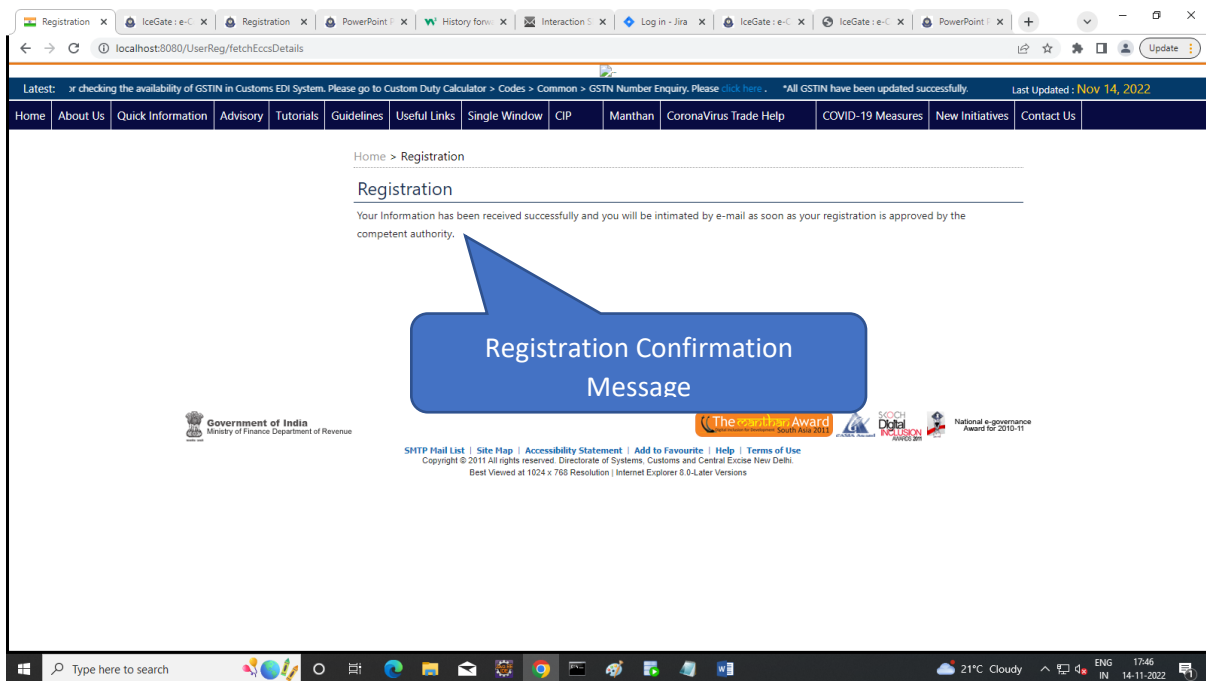
If you have trouble receiving OTP Email Click Here to receive OTP

Government of India
Ministry of Finance Department of Revenue

The Excellence Award
SOCI Digital Transformation Awards
National e-governance Award for 2010-11

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Step 10.



Registration

Home > Registration

Registration

Your Information has been received successfully and you will be intimated by e-mail as soon as your registration is approved by the competent authority.

Registration Confirmation Message

Government of India
Ministry of Finance Department of Revenue

The Excellence Award
SOCI Digital Transformation Awards
National e-governance Award for 2010-11

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