

Advisory for ICEGATE Account Transfer Functionality for PGA/CHA USERS

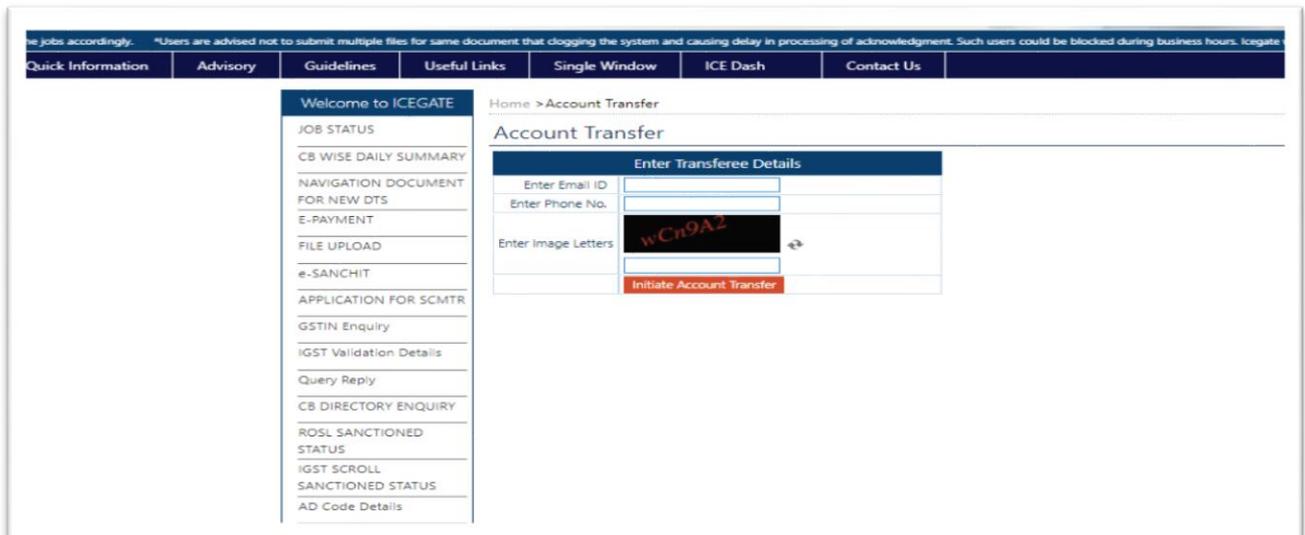
ICEGATE has introduced the Account Transfer Facility of the ICEGATE registered users. This facility is available for the users registered under Custom Broker/CHA and Partner Govt. Agency/PGA category.

Using **ICEGATE Account Transfer** functionality, a PGA/CHA user(transferor) is able to transfer his/her ICEGATE ID to a new ICEGATE PGA/CHA user(transferee). This functionality is available under ICEGATE login for parent and child ICEGATE(PGA/CHA) users.

❖ Account Transfer Process for Child PGA/CHA ICEGATE USER

Step 1:

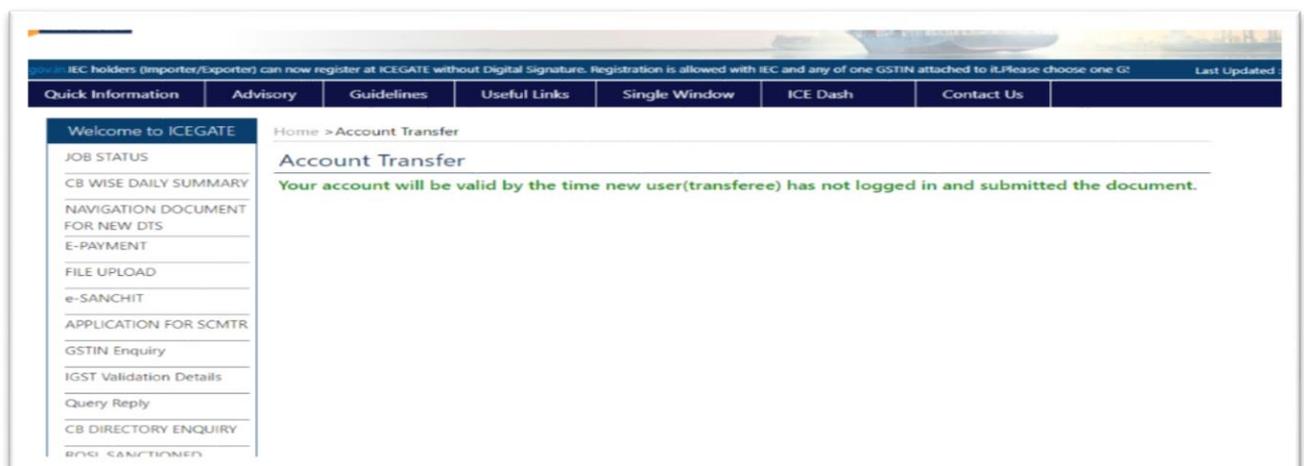
- Login into ICEGATE. On left panel click on Account Transfer, Account Transfer page appears



The screenshot shows the ICEGATE web portal interface. At the top, there is a navigation bar with links: Quick Information, Advisory, Guidelines, Useful Links, Single Window, ICE Dash, and Contact Us. Below this is a 'Welcome to ICEGATE' section with a list of menu items including JOB STATUS, CB WISE DAILY SUMMARY, NAVIGATION DOCUMENT FOR NEW DTS, E-PAYMENT, FILE UPLOAD, e-SANCHIT, APPLICATION FOR SCMTR, GSTIN Enquiry, IGST Validation Details, Query Reply, CB DIRECTORY ENQUIRY, ROSL SANCTIONED STATUS, IGST SCROLL SANCTIONED STATUS, and AD Code Details. The main content area is titled 'Home > Account Transfer' and 'Account Transfer'. It features a form titled 'Enter Transferee Details' with fields for 'Enter Email ID', 'Enter Phone No.', and 'Enter Image Letters'. The 'Enter Image Letters' field contains a CAPTCHA image with the text 'wCh9A2'. Below the form is a red 'Initiate Account Transfer' button.

Step 2:

Enter transferee Email ID and Phone number of the transferee and click on Initiate Account Transfer. On successful submission below screen appears:

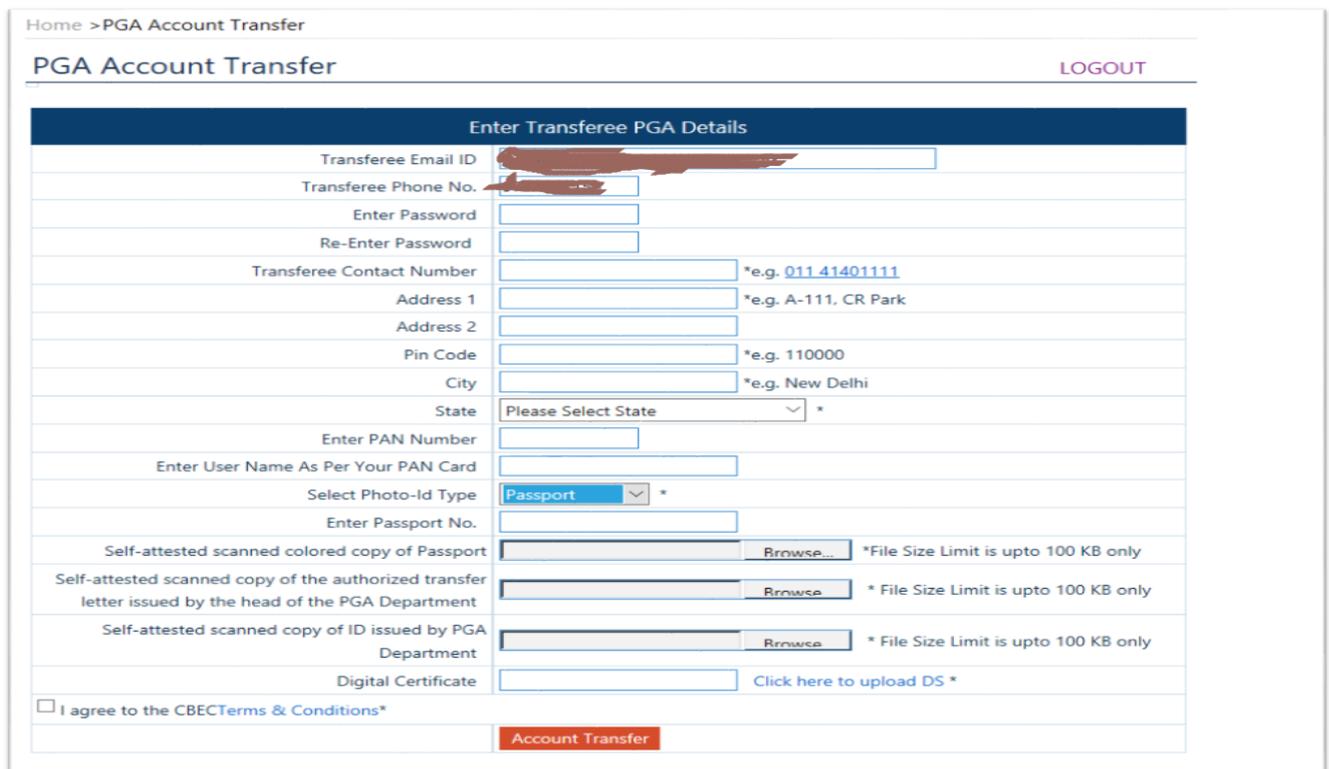


The screenshot shows the ICEGATE web portal interface after a successful account transfer. The navigation bar and 'Welcome to ICEGATE' section are the same as in the previous screenshot. The main content area is titled 'Home > Account Transfer' and 'Account Transfer'. A green message banner is displayed: 'Your account will be valid by the time new user(transferee) has not logged in and submitted the document.'

The transferee will receive User Name and temporary password over email and phone number entered by the transferor in Account Transfer screen. The transferor can initiate many account transfer request till the transferee does not logs into ICEGATE and completes the transfer process.

Step 3:

If account transfer is for PGA child user and the transferee logs into ICEGATE using User Name and temporary password shared over email and phone, following screen appears



In the above screen email id and phone number of the transferee gets pre populated. Transferee fills all the information required in the above form. The transferee needs to follow below instructions:

1. PAN number should be valid.
2. User Name must be as per PAN entered.
3. Transfer letter, PGA id and Identification document uploaded must be in pdf format.
4. Transfer letter, PGA id and Identification document uploaded should not exceed 100 KB.
5. Name of transfer letter document uploaded should not exceed 28 characters.
6. Name of PGA id document uploaded should not exceed 28 characters.
7. Name of identification document uploaded should not exceed 28 characters.

If account transfer is for CHA child user and the transferee logs into ICEGATE using User Name and temporary password shared over email and phone, following screen appears

*Request for Proposal for running Service Centres at various Customs EDI locations is available on <http://eprocure.gov.in/eprocure/eprocure>. Last date for

Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us
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Home >CHA Account Transfer

CHA Account Transfer LOGOUT

Enter Transferee (F/G Card Holder CHA) Details

Transferee Email ID	<input type="text" value="karan.dabralwipro@icegate.gov.in"/>
Transferee Phone No.	<input type="text" value="9810175018"/>
Enter Password	<input type="password"/> *
Re-Enter Password	<input type="password"/> *
Email ID	<input type="text"/> *
Enter PAN Number	<input type="text"/> *
User Name As Per Your PAN Card	<input type="text"/>
Agency Name	<input type="text"/>
Transferee Contact Number	<input type="text"/> *e.g. 011 41401111
Address 1	<input type="text"/> *
Address 2	<input type="text"/>
City	<input type="text"/> *
State	Please Select State <input type="text"/> *
Pin Code	<input type="text"/> *e.g. 110000
Select Photo-Id Type	Select ID TYPE <input type="text"/> *
Self-attested scanned copy of F/G Card	<input type="text"/> <input type="button" value="Browse..."/> * File Size Limit is upto 100 KB only
Digital Certificate	<input type="text"/> Click here to upload DS *

I agree to the CBEC [Terms & Conditions](#) *

In the above screen email id and phone number of the transferee gets pre populated. Transferee fills all the information required in the above form. The transferee needs to follow below instructions:

1. PAN number will be validated through PAN India web service.
2. PAN should not have been used for any ICEGATE registration.
3. PAN should have been registered in CHA registry.
4. Upload F/G card image in pdf format

When user clicks on Account Transfer,

- An OTP is sent to the transferee over email and phone number
- The transferee navigates to the OTP page as below:

to be on-boarded on ICEGATE MFTP module. Please check your email IDs for the template to fill. For further details please contact your respective System/Alternate System Manager. *IE

Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us
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One Time Password LOGOUT

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

ICEGATE ID TESTINGPGA100
 Regd. Email ID karan.dabralwipro@icegate.gov.in
 Regd. Phone No. 9810175018

OTP:

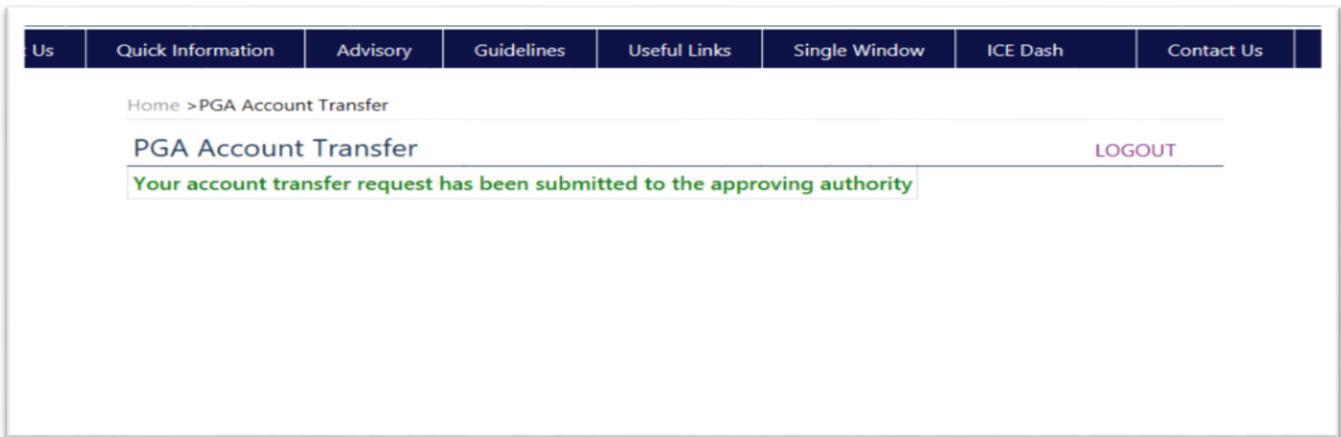
If you have trouble receiving OTP Email [Click Here](#) to receive OTP








- After OTP validation following screen appears

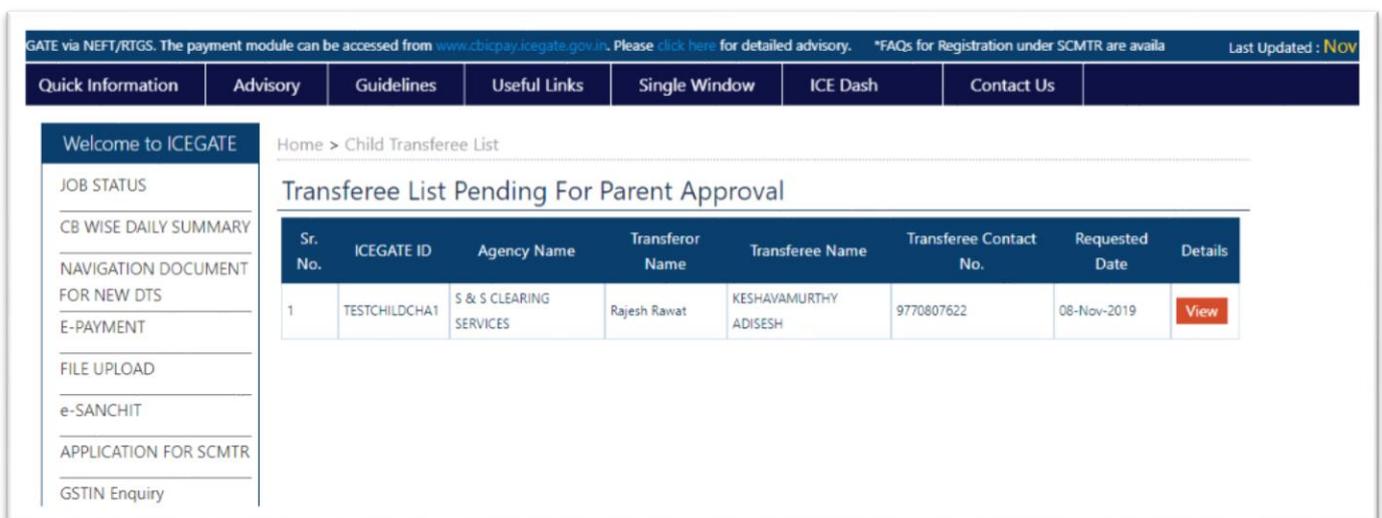


Note: At this point

1. The Account Transfer request is submitted for approval at ICEGATE admin.
2. The transferor will not be able to initiate any transfer request until the last request gets approve/rejects.
If the transferee logs into ICEGATE using User Name (ICEGATE Id) and password (he had set) and if the request has not been approved yet, below screen appears.
3. The transferee will not be able to login using User name (ICEGATE Id) and temporary password.
4. The parent ICEGATE user of the transferor needs to approve/reject the transfer request once the request is verified by ICEGATEhelpdesk.
5. The parent ICEGATE user of the transferor will receive an email for approve/reject the transfer request on its registered email id at ICEGATE.

Step 4: After Helpdesk verification of the account transfer request, parent of the transferor will get notification to approve/reject his/her secondary user(child)

Parent of the transferor logs into ICEGATE. On the left panel he/she clicks on Approve/Reject Child Transferee, following screen appears:



In above screen parent of the transferor clicks on View button

Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us
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Welcome to ICEGATE

Home > Approve/Reject Child Transferee > Child Transferee Details

Transferee Details

ICEGATE ID	TESTCHILDCHA1
Agency Name	S & S CLEARING SERVICES
PAN NO.	ABGPA4352A
Transferee Email ID	rajesh.rawatwipro@icegate.gov.in
Transferor Name	Rajesh Rawat
Transferee User Name	KESHAVAMURTHY ADISESH
Identification Type	passport
Passport No.	Ps2121
Phone1	8527419631
Phone2	9770807622
Address1	Address1
Address2	Address2
City	Indore
State	Madhya Pradesh
Pin Code	852741
Transferee Status	Helpdesk verified and comments incorporated
Last Updated	11/11/19
Digital Certificate Serial NO.	certSrNo2
DIGITAL Certificate Expiry Date	11/27/20
DIGITAL Certificate Class	3
Helpdesk Comments	TESTCHILDCHA1 verified by HD
Self-attested scanned copy of passport	Click Here
Self-attested scanned copy of F Or G Card of transferee	Click Here
Reason/Comment *	<input type="text"/>
Approve Reject	

If the parent ICEGATE user of the transferor rejects the transfer request, the transferee and the transferor will receive notification about the rejection. At this point the transferor will be able to initiate a fresh account transfer request.

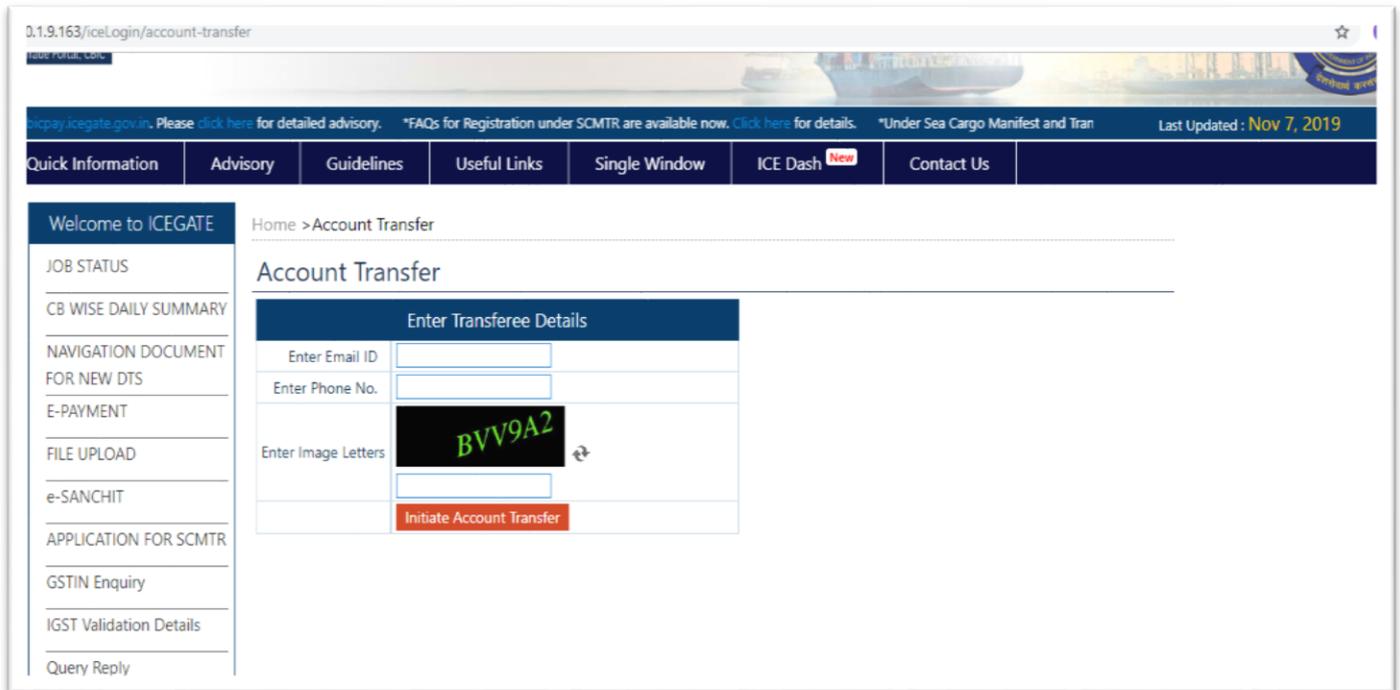
Step 5:

1. If the parent of transferor approves the transfer request, the request goes for ICEGATE admin approval.
2. If ICEGATE admin approves the transfer request
 - a) The transferor and the transferee will receive notification for the same.
 - b) The transferor will not be able to login into ICEGATE.
 - c) The transferee will be able to login using User name (ICEGATE Id) and password (he/she had set while uploading documents)
3. If ICEGATE admin rejects the transfer request, the transferor and the transferee will receive email about the same and the transferor may initiate a fresh account transfer request.

❖ Account Transfer Process for Parent PGA/CHA ICEGATE USER

Step 1:

Login into ICEGATE. On left panel click on Account Transfer. If logged in user is a PGA parent below screen appears



0.1.9.163/iceLogin/account-transfer

iceportal, cbic

icpay.icegate.gov.in. Please click here for detailed advisory. *FAQs for Registration under SCMTR are available now. Click here for details. *Under Sea Cargo Manifest and Tran Last Updated: Nov 7, 2019

Quick Information | Advisory | Guidelines | Useful Links | Single Window | ICE Dash **New** | Contact Us

Welcome to ICEGATE

Home > Account Transfer

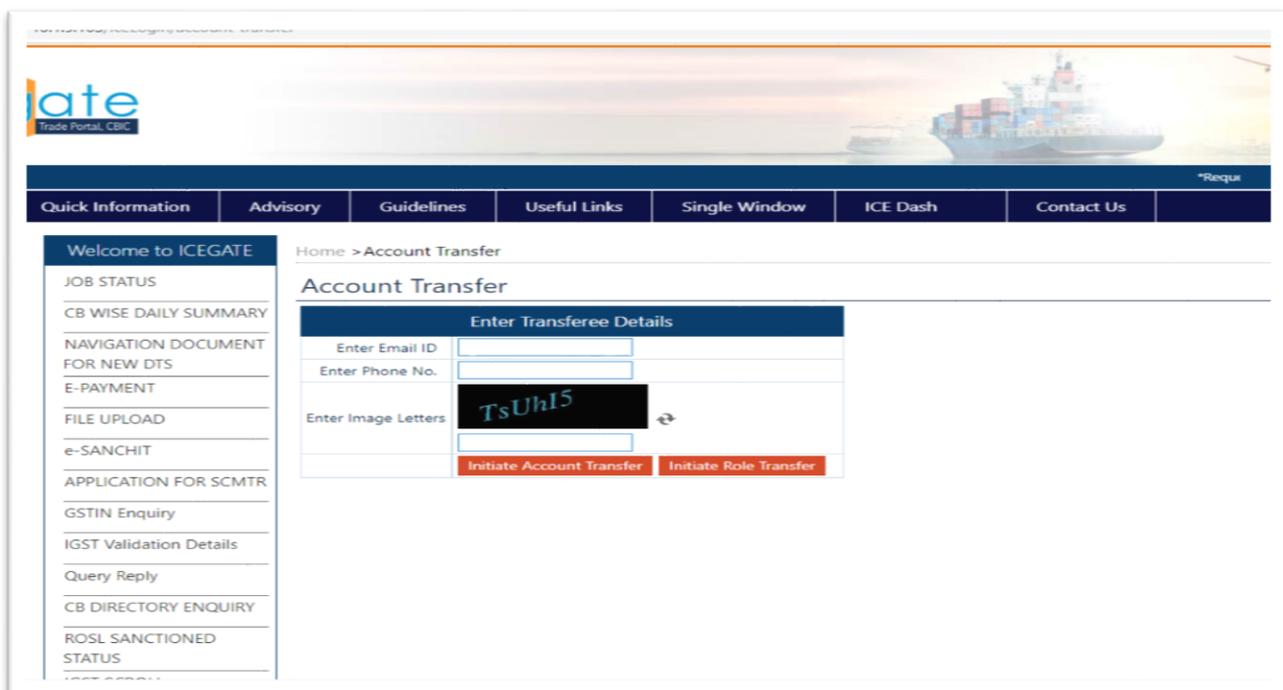
Account Transfer

Enter Transferee Details	
Enter Email ID	<input type="text"/>
Enter Phone No.	<input type="text"/>
Enter Image Letters	
	<input type="text"/>
<input type="button" value="Initiate Account Transfer"/>	

Left Panel Menu:

- JOB STATUS
- CB WISE DAILY SUMMARY
- NAVIGATION DOCUMENT FOR NEW DTS
- E-PAYMENT
- FILE UPLOAD
- e-SANCHIT
- APPLICATION FOR SCMTR
- GSTIN Enquiry
- IGST Validation Details
- Query Reply

Login into ICEGATE. On left panel click on Account Transfer. If logged in user is a CHA parent below screen appears



ate Trade Portal, CBIC

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Welcome to ICEGATE

Home > Account Transfer

Account Transfer

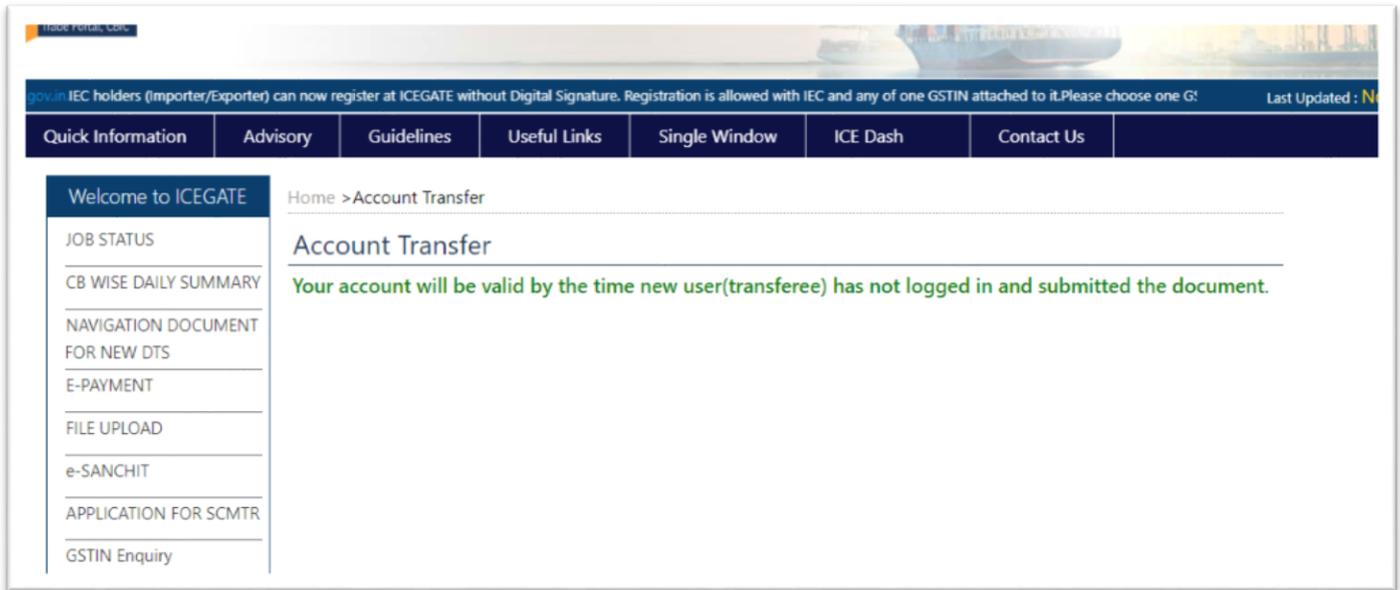
Enter Transferee Details	
Enter Email ID	<input type="text"/>
Enter Phone No.	<input type="text"/>
Enter Image Letters	
	<input type="text"/>
<input type="button" value="Initiate Account Transfer"/> <input type="button" value="Initiate Role Transfer"/>	

Left Panel Menu:

- JOB STATUS
- CB WISE DAILY SUMMARY
- NAVIGATION DOCUMENT FOR NEW DTS
- E-PAYMENT
- FILE UPLOAD
- e-SANCHIT
- APPLICATION FOR SCMTR
- GSTIN Enquiry
- IGST Validation Details
- Query Reply
- CB DIRECTORY ENQUIRY
- ROSL SANCTIONED STATUS

Step 2:

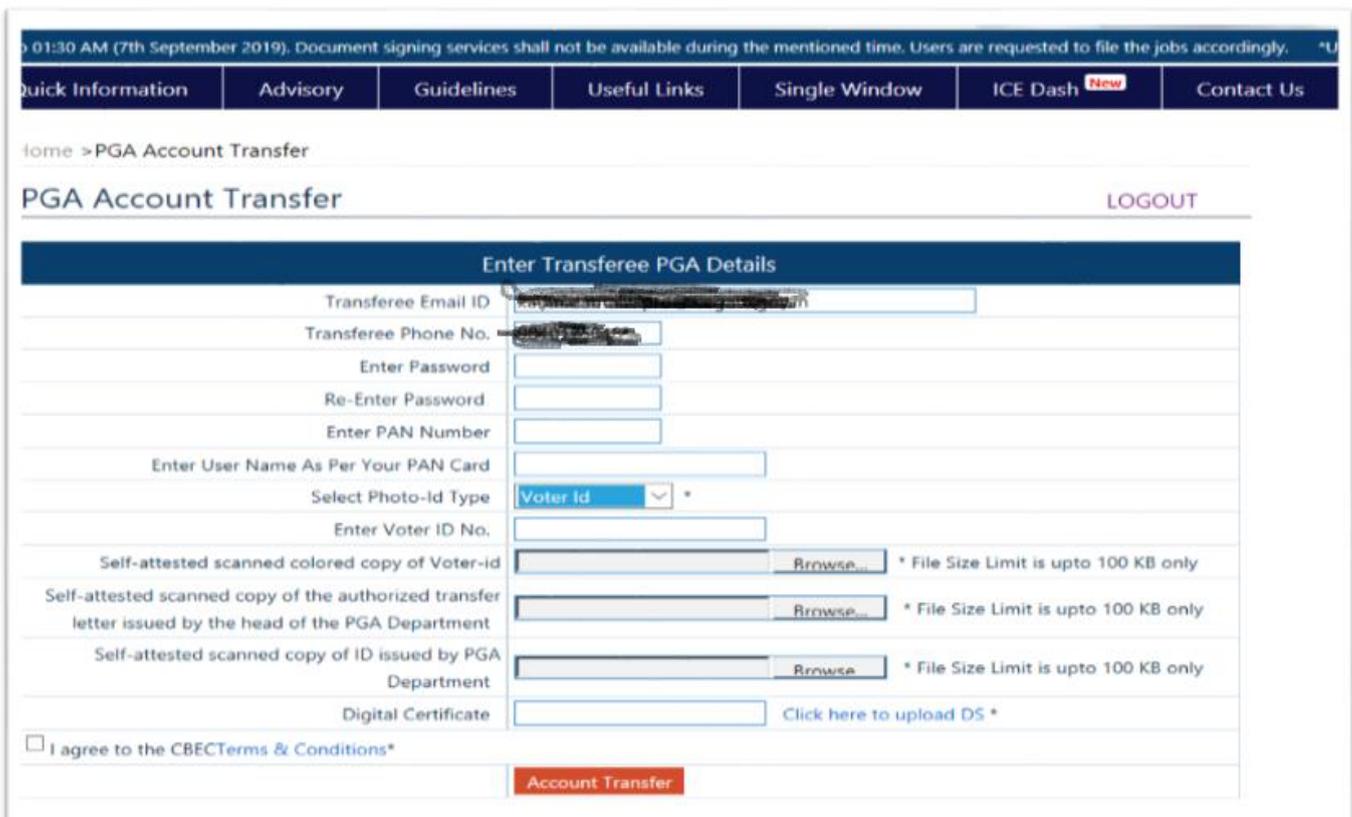
Enter transferee Email ID and Phone number of the transferee and click on Initiate Account Transfer.



The transferee will receive User Name and temporary password over email and phone number entered by the transferor in above screen. The transferor can initiate many transfers till the transferee does not logs into ICEGATE and completes the transfer process.

Step 3:

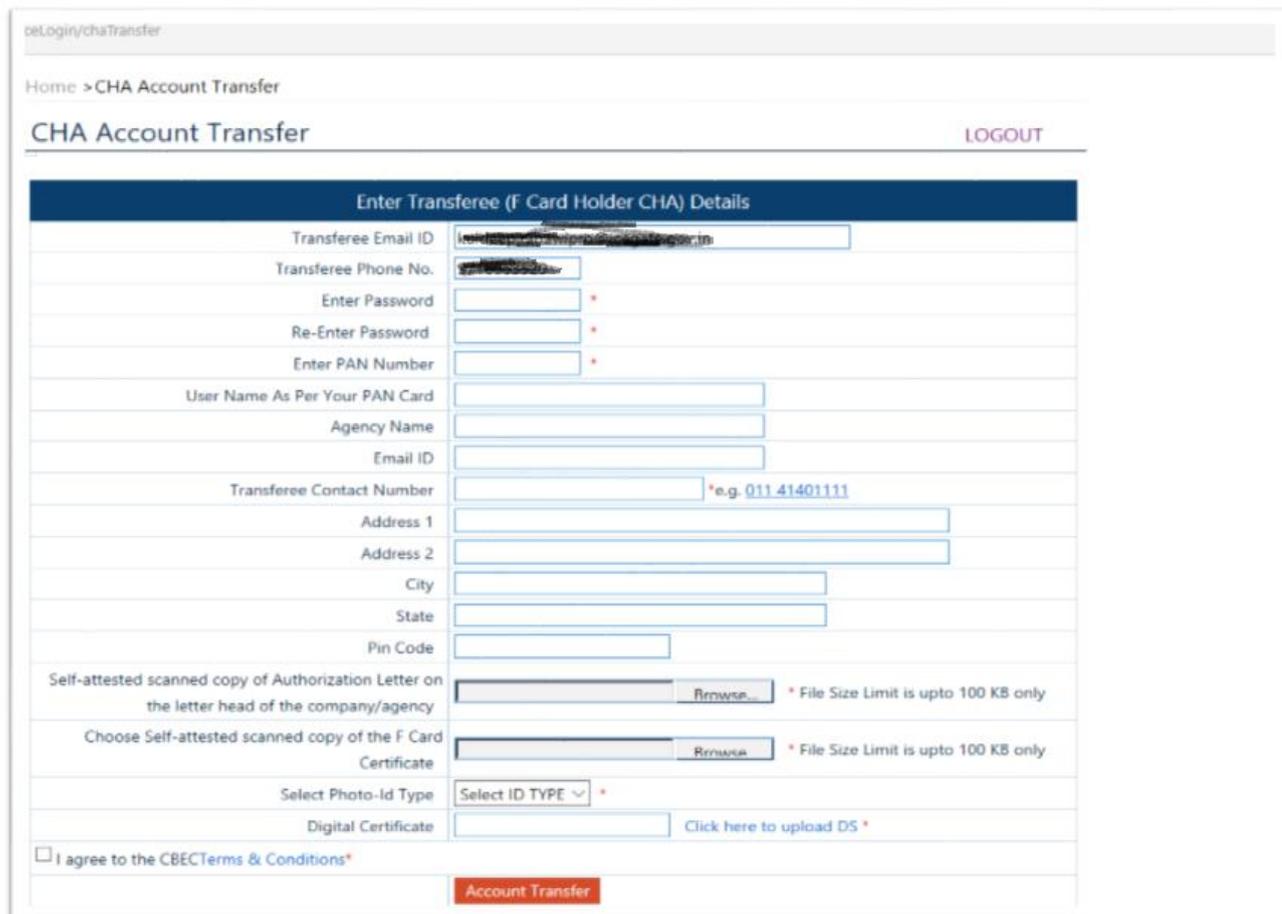
The transferee logs into ICEGATE using User Name and temporary password shared over email and phone. If account transfer is for PGA ICEGATE user below screen appears:



The transferee lands on the above screens. Transferee fills all the information required in the above form. The transferee needs to follow below instructions:

1. PAN number should be valid
2. User Name must be as per PAN entered.
3. Transfer letter, PGA id and Identification document uploaded must be in pdf format.
4. Transfer letter, PGA id and Identification document uploaded should not exceed 100 KB.
5. Name of transfer letter document uploaded should not exceed 28 characters.
6. Name of PGA id document uploaded should not exceed 28 characters.
7. Name of identification document uploaded should not exceed 28 characters.

If account transfer is for CHA ICEGATE user below screen appears:



- In the above screen if CHA enters valid PAN, all the information registered with the PAN is populated on the screen.
- The CHA transferee is supposed to upload authorization letter issued by the firm in pdf format only.
- The CHA transferee is supposed to upload F card image in pdf format only.

When user clicks on Account Transfer,

- An OTP is sent to the transferee over email and phone number
- The transferee navigates to the OTP page as below:

Submitting the bids is 18th October 2019. [Click to view](#). *Maintenance activity is scheduled on 6th September 2019 from 10:30 PM (6th September 2019) to 01:30 AM

Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us
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One Time Password LOGOUT

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

ICEGATE ID	DELETE123
Regd. Email ID	veep.kashyap@icegate.gov.in
Regd. Phone No.	9807511429
OTP:	<input type="text"/>
	<input type="button" value="Submit"/>

If you have trouble receiving OTP Email [Click Here](#) to receive OTP

After OTP validation following screen appears

*Request for Proposal for running Service Centres

Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us
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Home > CHA Account Transfer

CHA Account Transfer LOGOUT

Your account transfer request has been submitted to the approving authority

Note:

1. The Account Transfer request is submitted for approval at ICEGATE admin.
2. The transferor will not be able to initiate any transfer request until the last request gets approve/rejects. If the transferee logs into ICEGATE using User Name (ICEGATE Id) and password (he had set) and if the request has not been approved yet, below screen appears.
3. The transferee will not be able to login using User name (ICEGATE Id) and temporary password.
4. The parent ICEGATE user of the transferor needs to approve/reject the transfer request once the request is verified by ICEGATE helpdesk.
5. The parent ICEGATE user of the transferor will receive an email for approve/reject the transfer request on its registered email id at ICEGATE.

Step 4:

1. If ICEGATE admin approves the transfer request
 - a) The transferor and the transferee will receive notification for the same.
 - b) The transferor will not be able to login into ICEGATE.
 - c) The transferee will be able to login using User name (ICEGATE Id) and password (he/she had set while uploading documents)
2. If ICEGATE admin rejects the transfer request, the transferor and the transferee will receive email about the same and the transferor may initiate a fresh account transfer request.

➤ **F card holder CHA ICEGATE Primary User(transferor) Role Transfer to F card holder CHA Secondary ICEGATE USER**

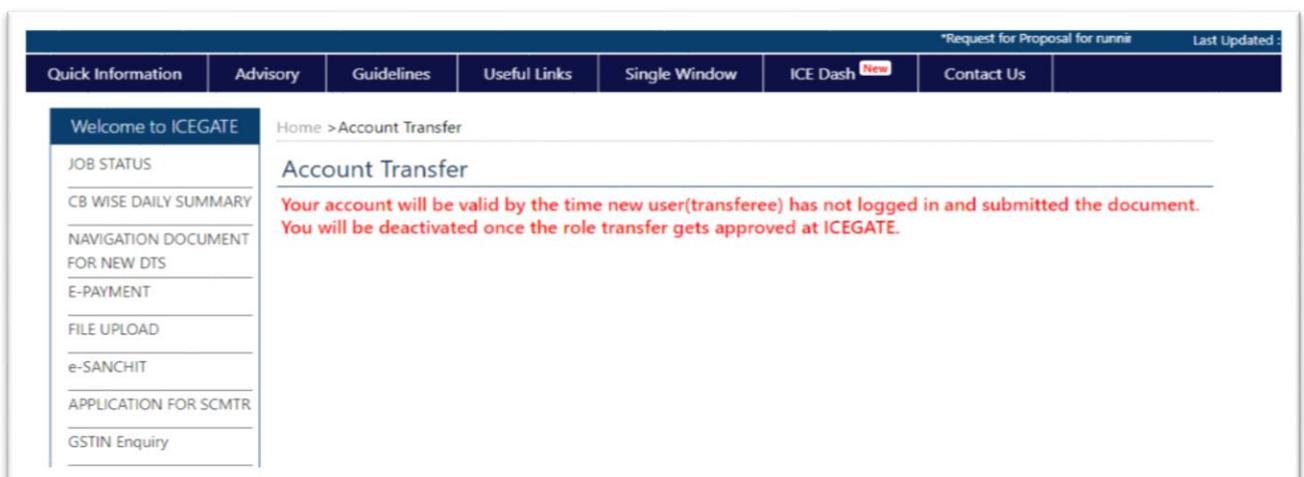
The CHA primary ICEGATE user (transferor) can initiate role transfer only to existing F card holder CHA secondary(transferee) ICEGATE user. For CHA primary user role transfer following conditions must be fulfilled:

1. The transferor must be a CHA F card holder primary user at ICEGATE.
2. The Transferee must be a secondary user registered under the transferor.
3. The transferee must hold F card.
4. The CHA primary (the transferor) or secondary user (the transferee) must not be undergoing Account Transfer process at ICEGATE.

Step 1:

CHA primary user logs into ICEGATE. On left panel clicks on Account Transfer below screen appears:

The transferee will receive User Name and temporary password over email and phone number entered by the transferor in Role Transfer screen. The transferor can initiate many role transfer request till the transferee does not logs into ICEGATE and completes the transfer process.



➤ **Step 2:**

The transferee logs into ICEGATE using user name/password shared over email and mobile SMS. Below screen appears:

Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us
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Home > CHA Role Transfer

CHA Role Transfer

F Card Holder CHA Details	
Transferee Email ID	<input type="text"/>
Transferee Phone No.	<input type="text"/>
Enter PAN Number	<input type="text" value="AAACA2737L"/>
User Name As Per Your PAN Card	<input type="text" value="MARIAPPAN CHELLAM SWAMINATHAN"/>
Email ID	<input type="text" value="SOLAIMALAI@gmail.com"/>
Address 1	<input type="text" value="Address 1"/>
Address 2	<input type="text" value="Address 2"/>
City	<input type="text" value="Noida"/>
State	<input type="text" value="Uttar Pradesh"/>
Pin Code	<input type="text" value="787878"/>
Transferee Contact Number	<input type="text" value="5252525252"/>
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 100 KB only
Choose Self-attested scanned copy of the F Card Certificate	<input type="button" value="Choose File"/> No file chosen * File Size Limit is upto 100 KB only
<input type="checkbox"/> I agree to the CBEC Terms & Conditions *	
<input type="button" value="Submit"/>	

In the above screen details of the transferee (secondary user) gets populated.

In the above screen the transferee is supposed to upload his F card image and authorization letter issued by the firm in pdf format only.

On submission of the form below screen appears:

Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us
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Home > CHA Role Transfer

CHA Role Transfer

[LOGOUT](#)

Your PGA account transfer request has been submitted to the approving authority

Useful Note:

1. On successful submission, the role transfer request will go for ICEGATE admin approval.
2. Once the request gets approved, the transferor ICEGATE id is deactivated and all the secondary users registered under transferor gets registered under the transferee.
3. The transferee gets promoted to primary user.
4. The ICEGATE id of the transferor is deactivated as per ICEGATE policy.
5. If the role transferor request is rejected by ICEGATE admin, the transfer request details is removed from ICEGATE database and user can reinitiate the Role Transfer request afresh.
6. The transferor and the transferee is informed by email for approval/rejection of his role transfer request.