

# 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

Information	Advisory	Guidelines	Useful L	inks Single Win	dow ICE D	ash	Contact Us	
		Welcome to I	CEGATE	Home >Account Tra	nsfer			
		JOB STATUS		Account Tran	sfer			
		CB WISE DAILY	SUMMARY		Enter Transfere	e Details		
		NAVIGATION DO	OCUMENT	Enter Email ID				
		E-PAYMENT		Enter Phone No.	7			
		FILE UPLOAD		Enter Image Letters	wCn9A2	e		
		e-SANCHIT			Initiate Account To	portor		
		APPLICATION FO	OR SCMTR		Initiate Account In	inster		
		GSTIN Enquiry						
		IGST Validation	Details					
		Query Reply						
		CB DIRECTORY B	ENQUIRY					
		ROSL SANCTION STATUS	NED					
		IGST SCROLL SANCTIONED ST	TATUS					
		AD Code Details	5					

#### Step 2:

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

IEC holders (importer/	Exporter)	can now re	egister at ICEGATE wit	hout Digital Signature. I	Registration is allowed with	IEC and any of one GS	TIN attached to it.Please choo	ose one G? Last Updat
uick Information	Adv	isory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us	
Welcome to ICEG	ATE	Home	>Account Transfe	r				
JOB STATUS		Acco	ount Transfe	er				
CB WISE DAILY SUM	IMARY	Your	account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted	the document.
NAVIGATION DOCU	MENT							
E-PAYMENT								
FILE UPLOAD								
e-SANCHIT								
APPLICATION FOR S	CMTR							
GSTIN Enquiry								
	nils							
IGST Validation Deta								
IGST Validation Deta Query Reply								



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

A Account Transfer	LOGOUT
En	ter Transferee PGA Details
Transferee Email ID	
Transferee Phone No. 4	
Enter Password	
Re-Enter Password	
Transferee Contact Number	*e.g. <u>011 41401111</u>
Address 1	*e.g. A-111, CR Park
Address 2	
Pin Code	*e.g. 110000
City	*e.g. New Delhi
State	Please Select State $\checkmark$ *
Enter PAN Number	
Enter User Name As Per Your PAN Card	
Select Photo-Id Type	Passport ×
Enter Passport No.	
Self-attested scanned colored copy of Passport	Browse *File Size Limit is upto 100 KB only
Self-attested scanned copy of the authorized transfer	t File Size Limit is unte 100 KB ante
letter issued by the head of the PGA Department	Rrowce File Size Limit is upto 100 Kb only
Self-attested scanned copy of ID issued by PGA	File Size Limit is upto 100 KB only
Department	
Digital Certificate	Click here to upload DS *
I agree to the CBECTerms & 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 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



y       Guidelines       Useful Links       Single Window       ICE Dash       Ice       Contact Us         me >CHA Account Transfer       Image: Select Dash       Image: Select Dash<	*Request for	Proposal for running S	Service Centres at v	rarious Custo	ms EDI locations	is available on http	
Imme >CHA Account Transfer         HA Account Transfer         LOGOUT         Enter Transferee (F/G Card Holder CHA) Details         Transferee Phone No.       Reserve Colspan="2">Reserve Colspan= 2"         Colspan= 2000         Colspan= 2000         Colspan= 2000         Reserve Colspan= 2000         Reserve Colspan= 2000         Colspan= 2000         Reserve Colspan= 2000         Select ID TYPE *         Select ID TYPE * <td co<="" th=""><th>sory Guidelines Useful Links</th><th>Single Window</th><th>ICE Dash Ne</th><th>• c</th><th>ontact Us</th><th></th></td>	<th>sory Guidelines Useful Links</th> <th>Single Window</th> <th>ICE Dash Ne</th> <th>• c</th> <th>ontact Us</th> <th></th>	sory Guidelines Useful Links	Single Window	ICE Dash Ne	• c	ontact Us	
HA Account Transfer         Enter Transferee Email ID         Image: Transferee Email ID         Image: Transferee Phone No.         Image: Transferee Contact Number	ome >CHA Account Transfer						
Enter Transferee Email ID   Transferee Email ID   Transferee Email ID   Transferee Phone No.   Enter Password   Enter Password   Enter Password   Email ID   Email ID   Enter PANNumber   Enter PANNumber   User Name As Per Your PAN Card   Agency Name   Transferee Contadt Number   Transferee Contadt Number   City   Address 1   Address 2   City   Please Select State   Pin Code   Self-attested scanned copy of F/G Card   Nagree to the CBECTerms & Conditions*	HA Account Transfer					LOGOUT	
Transferee Email ID       Figure Research and the processing and the procesing and the	Enter Transfe	eree (F/G Card H	Holder CHA)	Details			
Transferee Phone No.   Enter Password   Re-Enter Password   Enter PAN Number   Enter PAN Number   User Name As Per Your PAN Card   Agency Name   Transferee Contact Number   Transferee Contact Number   Address 1   Address 2   City   State   Please Select State   Pin Code   Self-attested scanned copy of F/G Card   KB only   Digital Certificate   City   Self-attested scanned copy of F/G Card   KB only   Digital Certificate   Citk here to upload DS *	Transferee Email ID	rejeski erikeliwipr	-tangate:gov.i	Antonia			
Enter Password   Re-Enter Password   Email ID   Enter PAN Number   Ouser Name As Per Your PAN Card   Agency Name   Agency Name   Transferee Contact Number   *e.g. 011 41401111   Address 1   Address 2   City   *e.g. 110000   Self-attested scanned copy of F/G Card   KB only   Self-attested scanned copy of F/G Card   I agree to the CBECTerms & Conditions*	Transferee Phone No.	9823987622"	]				
Re-Enter Password   Ernail ID   Enter PAN Number   User Name As Per Your PAN Card   Agency Name   Agency Name   Transferee Contact Number   *e.g. 011 41401111   Address 1   Address 2   Citty   *e.g. 011 41401111   Kate   Please Select State   *e.g. 110000   Self-attested scanned copy of F/G Card   KB only   Digital Certificate   I agree to the CBECTerms & Conditions*	Enter Password		•				
Email ID   Enter PAN Number   User Name As Per Your PAN Card   Agency Name   Agency Name   Transferee Contact Number   Transferee Contact Number   Address 1   Address 2   Address 2   Citty   Please Select State   Y   Pin Code   Self-attested scanned copy of F/G Card   KB only   Digital Certificate   Click here to upload DS *   I agree to the CBECTerms & Conditions*	Re-Enter Password		]•				
Enter P AN Number   User Name As Per Your PAN Card   Agency Name   Transferee Contact Number   Transferee Contact Number   Address 1   Address 2   Address 2   City   *   Address 2   City   *   Please Select State   *   Pin Code   *   Self-attested scanned copy of F/G Card   KB only   Digital Certificate   Click here to upload DS *   I agree to the CBECTerms & Conditions*	Email ID			*			
User Name As Per Your PAN Card Agency Name Transferee Contact Number Address 1 Address 2 Address 2 Address 2 Address 2 Please Select State * Please Select State * * * * * * * * * * * * * * * * * * *	Enter PAN Number		]•				
Agency Name	User Name As Per Your PAN Card						
Transferee Contact Number       *e.g. 011 41401111         Address 1       *         Address 2       *         Address 2       *         City       *         State       Please Select State         Pin Code       *e.g. 110000         Select Photo-Id Type       Select ID TYPE         Self-attested scanned copy of F/G Card       Browse * File Size Limit is upto 100         KB only       Digital Certificate         I agree to the CBECTerms & Conditions*       Account Transfer	Agency Name						
Address 1 Address 2 Address 2 City Address 2 State Please Select State *  Pin Code Select Photo-Id Type Select ID TYPE * Self-attested scanned copy of F/G Card Digital Certificate I agree to the CBECTerms & Conditions* Account Transfer	Transferee Contact Number		*e	.g. 011 414	01111		
Address 2 City City Address 2 Flease Select State Fin Code Select Photo-Id Type Select ID TYPE Self-attested scanned copy of F/G Card Digital Certificate Click here to upload DS* I agree to the CBECTerms & Conditions* Account Transfer	Address 1					•	
City       *         State       Please Select State       *         Pin Code       *e.g. 110000         Select Photo-Id Type       Select ID TYPE         Self-attested scanned copy of F/G Card       Browse * File Size Limit is upto 100         Digital Certificate       Click here to upload DS *         I agree to the CBECTerms & Conditions*       Account Transfer	Address 2						
State       Please Select State <ul> <li>Please Select State</li> <li>Select ID TYPE</li> <li>Select ID TYPE</li> <li>Browse * File Size Limit is upto 100</li> <li>KB only</li> <li>Click here to upload DS *</li> <li>I agree to the CBECTerms &amp; Conditions*</li> </ul>	City				*		
Pin Code       *e.g. 110000         Select Photo-Id Type       Select ID TYPE         Self-attested scanned copy of F/G Card       Browse * File Size Limit is upto 100         Digital Certificate       Click here to upload DS *         I agree to the CBECTerms & Conditions*       Account Transfer	State	Please Select Sta	te	× •			
Select Photo-Id Type Select ID TYPE - Self-attested scanned copy of F/G Card KB only Digital Certificate Click here to upload DS * I agree to the CBECTerms & Conditions* Account Transfer	Pin Code		•	e.g. 11000	0		
Self-attested scanned copy of F/G Card Digital Certificate I agree to the CBECTerms & Conditions* Account Transfer	Select Photo-Id Type	Select ID TYPE	-				
Digital Certificate Click here to upload DS * I agree to the CBECTerms & Conditions* Account Transfer	Self-attested scanned copy of F/G Card	KB only		Browse	* File Size Li	mit is upto 100	
I agree to the CBECTerms & Conditions* Account Transfer	Digital Certificate			Click here	to upload DS *	1	
Account Transfer	I agree to the CBECTerms & Conditions*						
		Account Transfer					

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:

zalek information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us	
One Time Pass	word				LOGOUT		
Please enter your	One Time Passwo	rd (OTP) received	on your registered	email			
ICEGATE ID TE	STINGPGA100						
Regd. Email ID ka	ran.dabralwipro@ic	egate.gov.in					
Regd. Phone No. 98	10175018						
OTP: 71	0981						
	ubmit						
If you have trouble re	ceiving OTP Email	lick Hereto receive (	OTP				
1.6							
				3	<b>A</b>		•

• After OTP validation following screen appears



s	Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us
	Home >PGA Accoun	t Transfer					
	PGA Account	Transfer				LO	GOUT
	Your account tran	nsfer request l	has been submi	itted to the appr	oving authority		

Note: At this point

- 1. The Account Transfer request is submitted for approval at ICEGATE admin.
- 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:** 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:

uick Information	Advisory	Guidelines	Useful Links	Single Wi	ndow ICE Dash	Contact U	s	
Welcome to ICEG	GATE Hom	e > Child Transfe	ree List					
JOB STATUS	Tra	nsferee List	Pending For	Parent Ap	proval			
CB WISE DAILY SUM	IMARY SI	ICEGATE ID	Agency Name	Transferor Name	Transferee Name	Transferee Contact No.	Requested Date	Details
FOR NEW DTS	1	TESTCHILDCHA1	S & S CLEARING	Rajesh Rawat	KESHAVAMURTHY	9770807622	08-Nov-2019	View
e-SANCHIT			SERVICES		AUISESIN			
APPLICATION FOR S	SCMTR							
GSTIN Enquiry								

In above screen parent of the transferor clicks on View button



dvisory	Guidelines	Useful Links	Single Window	ICE Dash	New	Contact Us		
Walso			us (Deiest Child Transfe	child T		- Dataila		
weico	me to ICEGALE	Home > Appro	ve/Reject Child Transfe	ree > Child Ir	anstere	e Details		
JOB STA	ATUS	Transferee	e Details					
CB WIS	E DAILY SUMMARY	ICEGATE ID			TESTCH	LDCHA1		
NAVIGA	TION DOCUMENT	Agency Name			S & S CL	EARING SERVICES		
FOR NE	W DTS	PAN NO.			ABGPA4	352A		
E-PAYM	IENT	Transferee Email ID	)		rajesh.ra	watwipro@icegate.gov.i	in	
511.5 LID		Transferor Name			Rajesh R	awat		
FILE UP	LOAD	Transferee User Na	ame		KESHAV	AMURTHY ADISESH		
e-SANC	CHIT	Identification Type			passport			
APPLIC	ATION FOR SCMTR	Passport No.			Ps2121			
GSTIN	nauin	Phone1			8527419	631		
		Phone2			9770807	622		
IGST Va	lidation Details	Address1			Address	1		
Query R	Reply	Address2			Address	2		
CB DIRE	ECTORY ENOURY	City			Indore			
		State			Madhya	Pradesh		
ROSL S/	ANCTIONED	Pin Code			852741			
	ROLL	Transferee Status			Helpdes	k verified and comments	s incorporated	
SANCTI	ONED STATUS	Last Updated			11/11/1	•		
AD Cod	le Details	Digital Certificate S	Serial NO.		certSrNo	2		
		DIGITAL Certificate	Expiry Date		11/27/2	0		
VIEW PI	ROFILE	DIGITAL Certificate	Class		3			
Account	t Transfer	Helpdesk Comm	hents		TESTCH	IILDCHA1 verified by	HD	
Approv	e/Reject Child	Self-attested sca	anned copy of passport		Click	Here		
Transfer	ree	Self-attested sca	anned copy of F Or G Card	d of transferee	Click	Here		
Public R Enquiry	Rotation No	Reason/Comme	nt *				1.	
APPLICA	ATION FORM	Approve R	leject					
ROTATIO	ON NO ENOLIRY							

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 transferrequest
  - 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	t-transfer							¢
Note Portal, Core					here and	L'inflater Maria	A State	and the second sec
bicpay.icegate.gov.in <b>. Please</b>	click here for d	letailed advisory. *FA	Qs for Registration unde	r SCMTR are available now.	Click here for details.	*Under Sea Cargo Manif	fest and Tran	Last Updated : Nov 7, 2019
Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us		
Welcome to ICEGA	ATE Hom	ne >Account Transfe	er					
JOB STATUS	Ac	count Transfe	er					
CB WISE DAILY SUMN	MARY	En	ter Transferee Deta	ails				_
NAVIGATION DOCUM	IENT	Enter Email ID						
FOR NEW DTS	Er	nter Phone No.						
E-PAYMENT			-17/0A2					
FILE UPLOAD	Ente	er Image Letters	BVV9m	સ				
e-SANCHIT		Init	iate Account Transfer					
APPLICATION FOR SC	MTR							
GSTIN Enquiry								
IGST Validation Detail	ls							
Query Reply								

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

DITE See Portal, CBIC						-	N.	
uick Information	Advi	sory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us	*Requ
Welcome to ICEC	ATE	Home >	Account Trans	fer				
JOB STATUS		Acco	unt Transf	er				
CB WISE DAILY SUN	IMARY		E	nter Transferee Det	ails			
NAVIGATION DOCU	MENT	Ente	r Email ID					
FOR NEW DTS		Enter F	Phone No.					
E-PAYMENT				-11-15				
FILE UPLOAD		Enter Im	age Letters	TsUnio	÷			
e-SANCHIT								
APPLICATION FOR S	CMTR		In	itiate Account Transfer	Initiate Role Transfer			
GSTIN Enquiry								
IGST Validation Deta	ails							
Query Reply								
CB DIRECTORY ENG	UIRY							
ROSL SANCTIONED								
STATUS								



# Step 2:

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

in IEC holders (Importer/E	Exporter) can no	w register at ICEGATE wit	thout Digital Signature. I	Registration is allowed with	IEC and any of one GS	TIN attached to it.Please choose of	one G: Last Update
uick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us	
Welcome to ICEG	ATE Ho	ne >Account Transfe	er				
JOB STATUS	A	count Transfe	er				
CB WISE DAILY SUM	MARY Yo	ur account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted the	e document.
NAVIGATION DOCU	MARY Yo	ur account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted the	e document.
CB WISE DAILY SUM	MARY Yo MENT	ur account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted the	e document.
CB WISE DAILY SUM NAVIGATION DOCUL FOR NEW DTS E-PAYMENT	MARY Yo MENT	ur account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted the	e document.
CB WISE DAILY SUM NAVIGATION DOCUL FOR NEW DTS E-PAYMENT FILE UPLOAD	MARY Yo	ur account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted the	e document.
CB WISE DAILY SUM NAVIGATION DOCUL FOR NEW DTS E-PAYMENT FILE UPLOAD e-SANCHIT	MARY Yo	ur account will be	valid by the time	e new user(transfer	ee) has not logg	ed in and submitted the	e document.

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:

ick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us
me >PGA Account	Transfer					
GA Account	Transfer				LOGO	TUT
		Enter 1	Transferee PGA De	ails		
	Transf	eree Email ID				
	Transfere	e Phone No.	No. Aligner			
	En	ter Password				
	Re-Ent	er Password				
	Enter	PAN Number				
Enter Us	er Name As Per Yo	our PAN Card				
	Select P	hoto-Id Type	ier id 🛛 🛩 *			
	Enter	Voter ID No.				
Self-attested s	canned colored co	py of Voter-id		Browse * File	Size Limit is upto 100 KB	only
Self-attested scanned letter issued by th	d copy of the authors he head of the PGA	Department		Browse * File	e Size Limit is upto 100 KB	only
Self-attested so	canned copy of ID	Department		Browse * File	e Size Limit is upto 100 KB	only
	Digit	tal Certificate		Click here to uploa	d DS *	
I agree to the CBECT	erms & Condition	s*				



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:

>CHA Account Transfer	
Account Transfer	LOGOUT
Enter Trar	sferee (F Card Holder CHA) Details
Transferee Email ID	Leviel Barrett Their Different Barrier in
Transferee Phone No.	2##WWW35520
Enter Password	
Re-Enter Password	•
Enter PAN Number	•
User Name As Per Your PAN Card	
Agency Name	
Email ID	
Transferee Contact Number	*e.g. 011 41401111
Address 1	
Address 2	
City	
State	
Pin Code	
attested scanned copy of Authorization Letter on the letter head of the company/agency	Renwse * File Size Limit is upto 100 KB onl
Choose Self-attested scanned copy of the F Card Certificate	Rimuse * File Size Limit is upto 100 K8 onl
Select Photo-Id Type	Select ID TYPE ~
Digital Certificate	Click here to upload DS *

- 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:

itting 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	
One Time Pas	sword				LOGOUT		
Please enter your	One Time Passwo	rd (OTP) received	l on your registered	email			
ICEGATE ID	DELETE123						
Regd. Email ID	veelerekesteviprose	icegneegowin					
Regd. Phone No.	<b>340751%</b> #29						
OTP:							
	Submit						
If you have trouble	receiving OTP EmailC	lick Hereto receive	OTP				

# After OTP validation following screen appears

*Request for Proposal for running								
Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us		
Home >CHA Accoun	t Transfer							
CHA Account	Transfer				LOG	GOUT		
Your account tran	nsfer request	has been submi	tted to the appro	oving 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.



# Step4:

- 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
  - d) 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 ICEGATEUSER

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 transferrequest till the transferee does not logs into ICEGATE and completes the transfer process.

						*Request for Proposal for n	unnii Last Updat
Quick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash New	Contact Us	
Welcome to ICEC	GATE Ho	me >Account Transfe	er				
JOB STATUS	A	ccount Transfe	er				
CB WISE DAILY SUN	MMARY Yo	ur account will be	valid by the time	e new user(transfere	ee) has not logged	d in and submitted the	document.
	N.						
NAVIGATION DOCU FOR NEW DTS	JMENT	u will be deactiva	ted once the role	transfer gets appro	wed at ICEGATE.		
NAVIGATION DOCU FOR NEW DTS E-PAYMENT	JMENT	u will be deactiva	ted once the role	transfer gets appro	wed at ICEGATE.		
NAVIGATION DOCU FOR NEW DTS E-PAYMENT FILE UPLOAD		u will be deactiva	ted once the role	transfer gets appro	wed at ICEGATE.		
NAVIGATION DOCU FOR NEW DTS E-PAYMENT FILE UPLOAD e-SANCHIT		u will be deactiva	ted once the role	transfer gets appro	wed at ICEGATE.		
NAVIGATION DOCU FOR NEW DTS E-PAYMENT FILE UPLOAD e-SANCHIT APPLICATION FOR S	JMENT YC	u will be deactiva	ted once the role	transfer gets appro	wed at ICEGATE.		



# ➤ Step 2:

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

ome >CHA Role Transfer	
HA Role Transfer	
	F Card Holder CHA Details
Transferee Emai	
Transferee Phone	No.
Enter PAN Num	ber AAACA2737L
User Name As Per Your PAN C	ard MARIAPPAN CHELLAM SWAMINATHAN
Emai	I ID SOLAIMALAI@gmail.com
Addres	ss 1 Address 1
Addres	ss 2 Address 2
(	City Noida
St	tate Uttar Pradesh
Pin Co	ode 787878
Transferee Contact Num	ber 5252525252
Self-attested scanned copy of Authorization Letter the letter head of the company/age	er on Choose File No file chosen * File Size Limit is upto 100 KB only
Choose Self-attested scanned copy of the F Certific	Card Choose File No file chosen * File Size Limit is upto 100 KB only
I agree to the CBECTerms & Conditions*	

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:

uick Information	Advisory	Guidelines	Useful Links	Single Window	ICE Dash	Contact Us
ome >CHA Role Tr	ansfer					
CHA Role Tra	nsfer				LOGOUT	
our PGA accour	it transfer requ	uest has been s	ubmitted 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.