

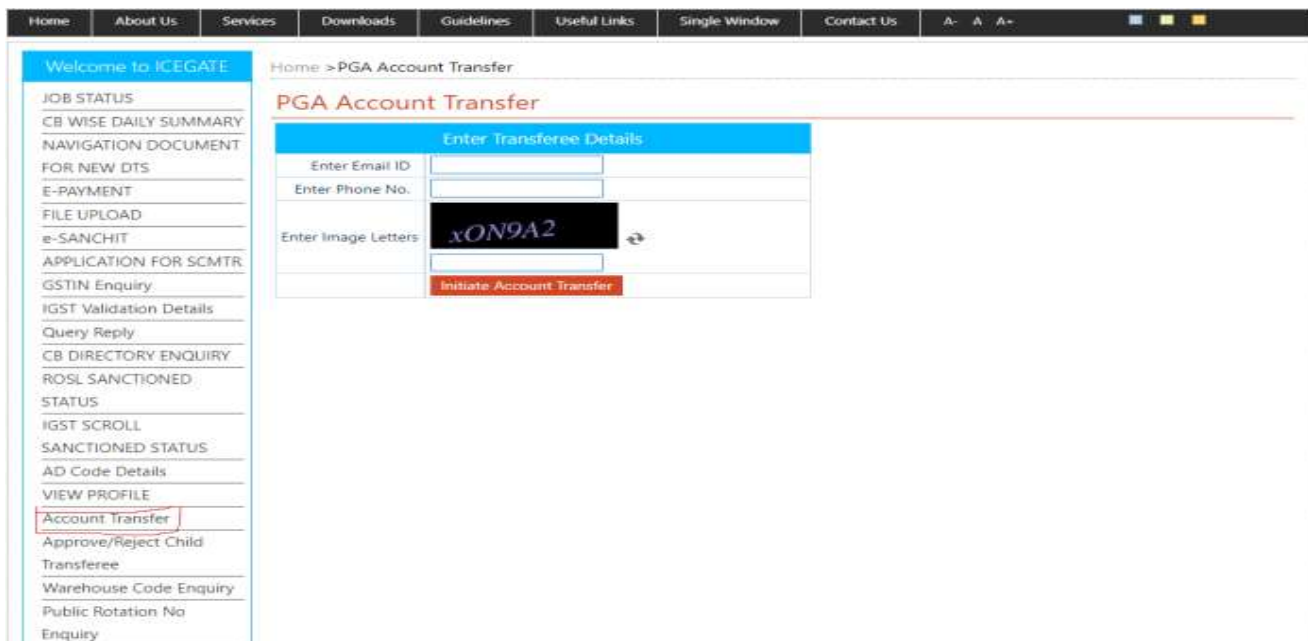
## Advisory for ICEGATE Account Transfer Functionality for PGA user's

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

### ❖ Account Transfer Process for Child PGA ICEGATE USER

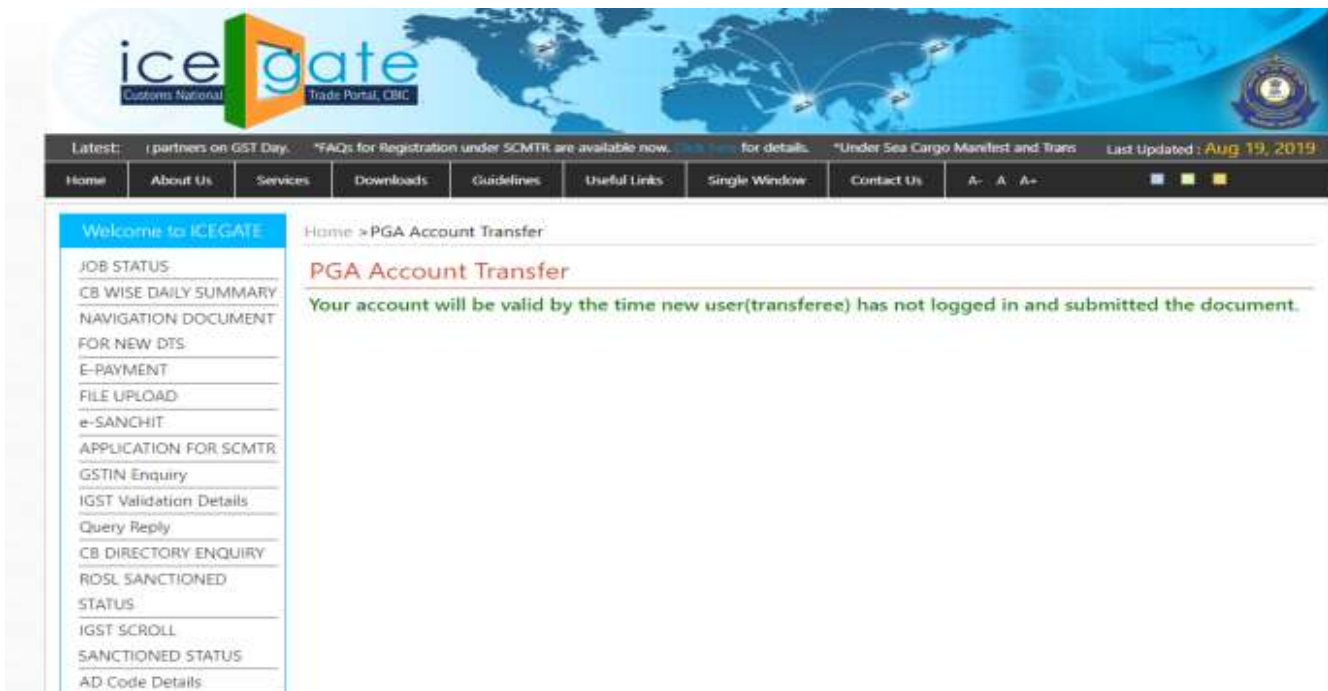
#### Step 1:

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



#### Step 2:

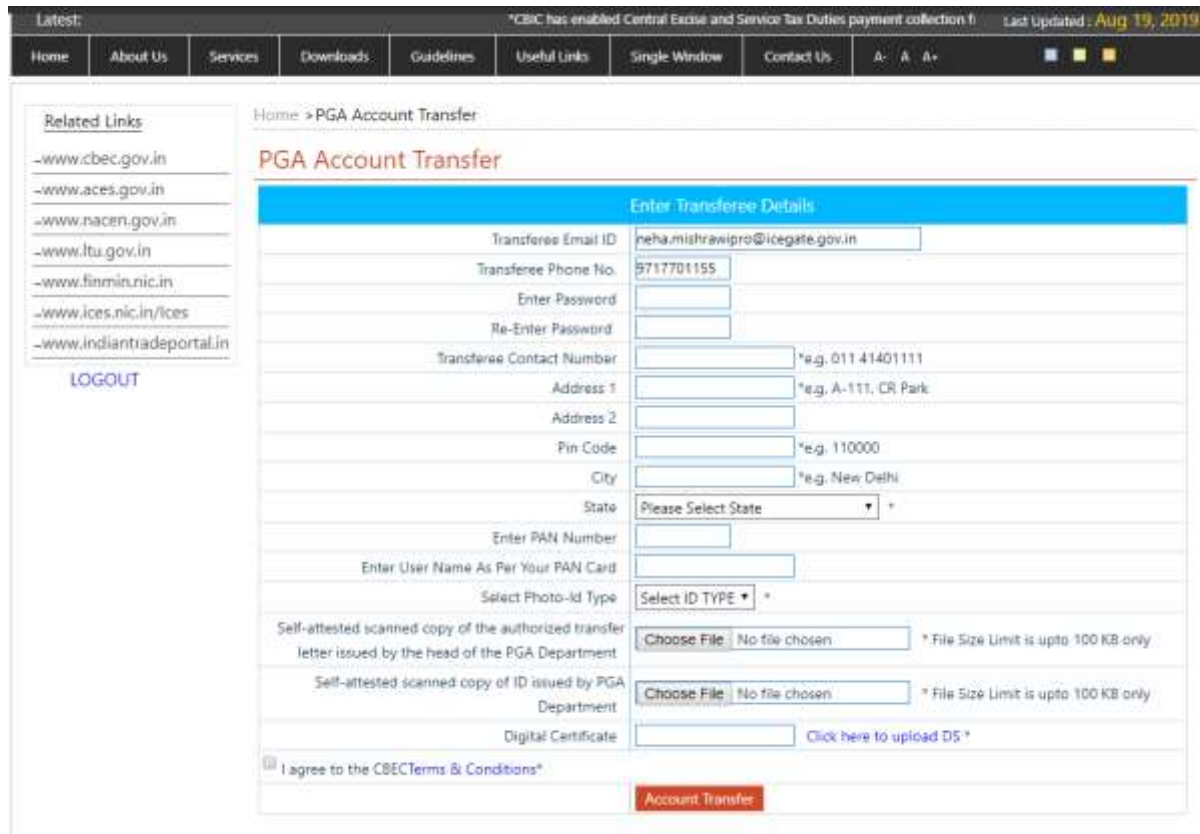
Enter transferee Email ID and Phone number of the transferee and click on Initiate Account Transfer.



The transferee will receive User Name and temporary password over email and phone number entered by the transferor in PGA 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:**

The transferee logs into ICEGATE using User Name and temporary password shared over email and phone.



The transferee lands on the above screens. 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.

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:



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Latest: unloading the Draft Technical Guide on the New Sea Cargo Manifest Regulations. Last Updated : Aug 19, 2019

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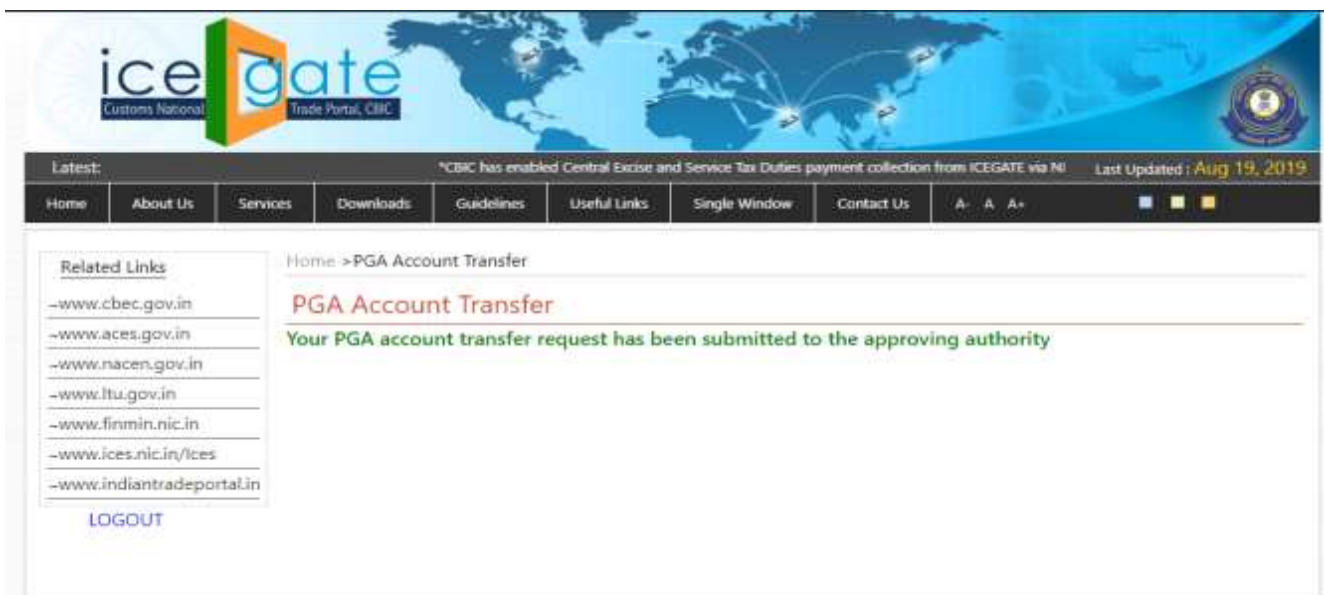
### One Time Password

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

ICEGATE ID USERTIGER  
 Regd. Email ID neha.mishrawipro@icegate.gov.in  
 Regd. Phone No. 9717701155  
 OTP:

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

- After OTP validation following screen appears



ice gate  
Customs National Trade Portal, CBIC

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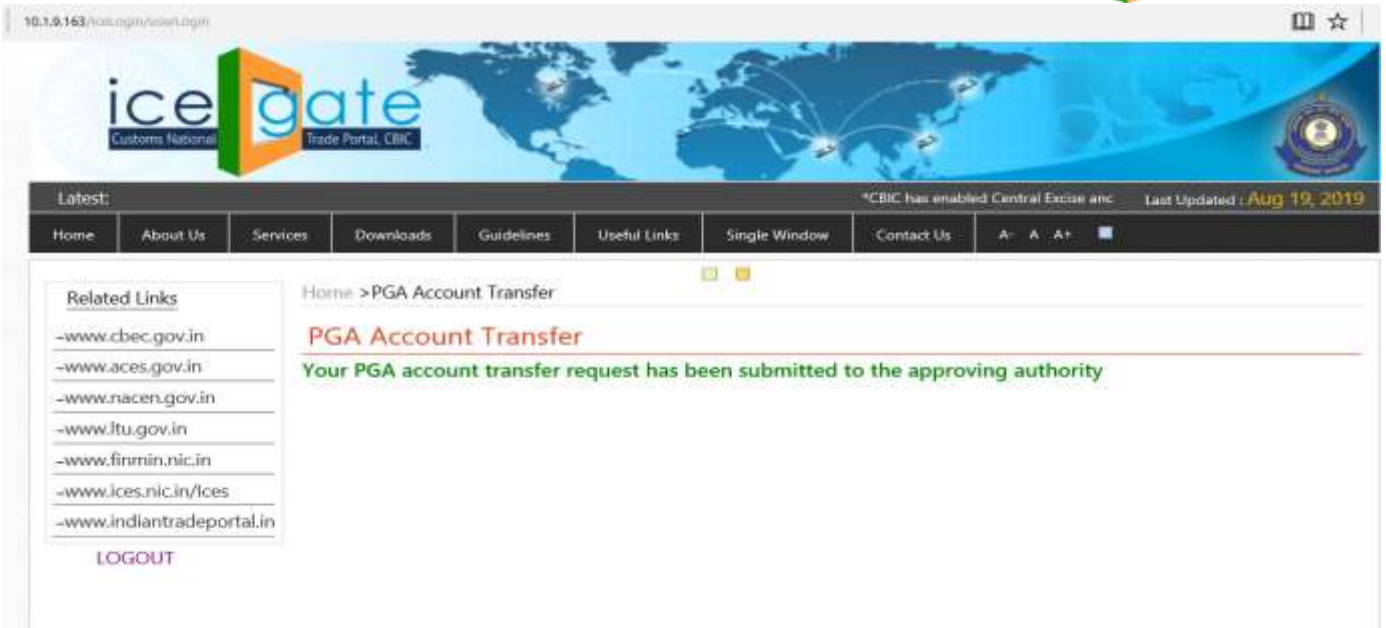
Home > PGA Account Transfer

### PGA Account Transfer

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

**Note:** At this point

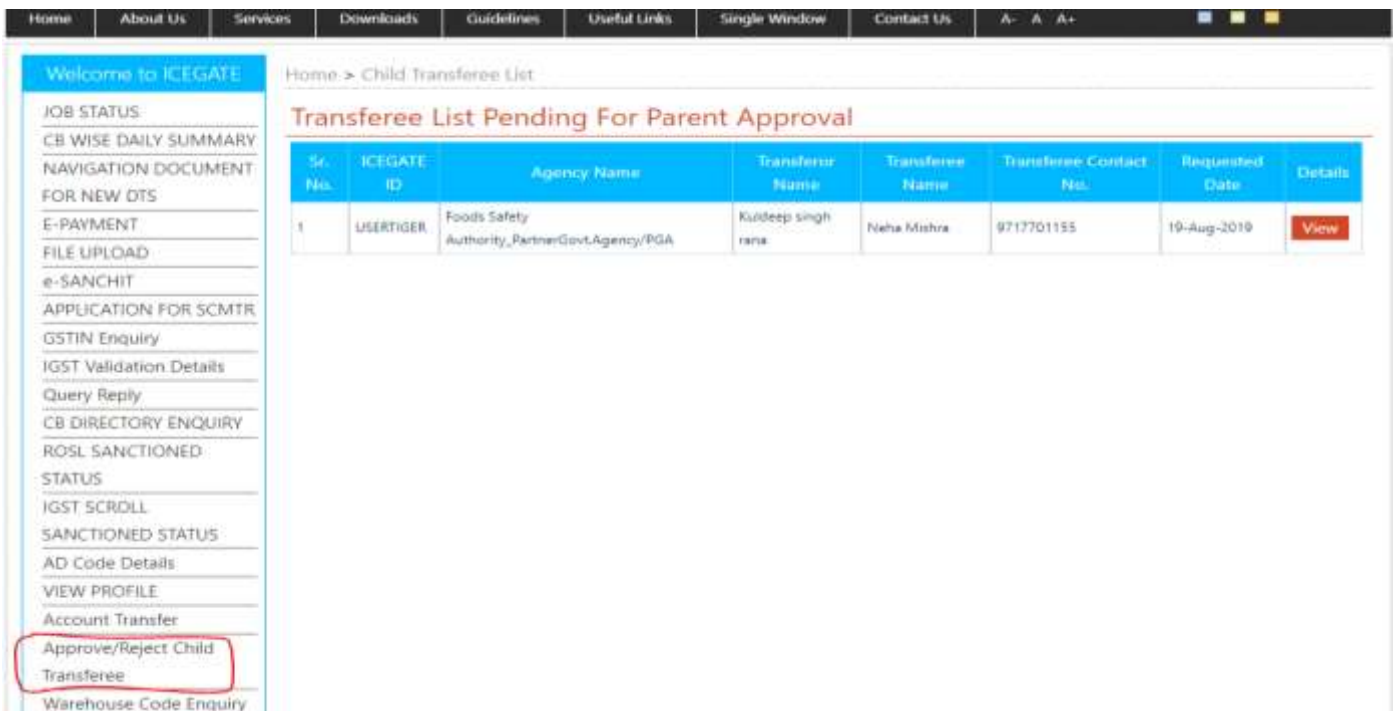
1. The PGA Account Transfer request is submitted for approval at ICEGATE admin.
2. The transferor will not be able to initiate any transfer request until the last request gets approve/rejects.
3. If the transferee logs into ICEGATE using User Name (ICEGATE Id) and password (he had set) and if the request has not been approved yet, below screen appears



4. The transferee will not be able to login using User name (ICEGATE Id) and temporary password.
5. The parent ICEGATE user of the transferor needs to approve/reject the transfer request once the request is verified by ICEGATE helpdesk.
6. 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:**

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

<ul style="list-style-type: none"> <li>JOB STATUS</li> <li>CB WISE DAILY SUMMARY</li> <li>NAVIGATION DOCUMENT FOR NEW DTS</li> <li>E-PAYMENT</li> <li>FILE UPLOAD</li> <li>e-SANCHIT</li> <li>APPLICATION FOR SCMTR</li> <li>GSTIN Enquiry</li> <li>IGST Validation Details</li> <li>Query Reply</li> <li>CB DIRECTORY ENQUIRY</li> <li>ROSL SANCTIONED STATUS</li> <li>IGST SCROLL SANCTIONED STATUS</li> <li>AD Code Details</li> <li>VIEW PROFILE</li> <li>Account Transfer</li> <li>Approve/Reject Child Transferee</li> <li>Warehouse Code Enquiry</li> <li>Public Rotation No Enquiry</li> <li>ROTATION NO APPLICATION FORM</li> <li>ROTATION NO ENQUIRY</li> <li>COCHI02 WEB FORM</li> <li>DEFERRED DUTY</li> <li>GOODS REGISTRATION - IMPORT</li> <li>WBE LEDGER</li> <li>MANAGE USER</li> <li>CHANGE PASSWORD</li> </ul>	<h3 style="text-align: center; color: #A52A2A;">Transferee Details</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>ICEGATE ID</td> <td>USERTIGER</td> </tr> <tr> <td>Agency Name</td> <td>Foods Safety Authority_PartnerGovt.Agency/PQA</td> </tr> <tr> <td>PQA Code</td> <td>CDRUG</td> </tr> <tr> <td>PQA Email Id</td> <td>karan.dabralwipro@icegate.gov.in</td> </tr> <tr> <td>Transferee Email ID</td> <td>neha.mishrawipro@icegate.gov.in</td> </tr> <tr> <td>Transferor Name</td> <td>Kuldeep singh rana</td> </tr> <tr> <td>Transferee User Name</td> <td>Neha Mishra</td> </tr> <tr> <td>Identification Type</td> <td>passport</td> </tr> <tr> <td>Passport No.</td> <td>N6660656</td> </tr> <tr> <td>Phone1</td> <td>9999336023</td> </tr> <tr> <td>Phone2</td> <td>9717701155</td> </tr> <tr> <td>Address1</td> <td>kampur</td> </tr> <tr> <td>Address2</td> <td>Delhi</td> </tr> <tr> <td>City</td> <td>Delhi</td> </tr> <tr> <td>State</td> <td>Delhi</td> </tr> <tr> <td>Pin Code</td> <td>110025</td> </tr> <tr> <td>Transferee Status</td> <td>Helpdesk verified and comments incorporated</td> </tr> <tr> <td>Last Updated</td> <td>8/19/19</td> </tr> <tr> <td>Digital Certificate Serial NO.</td> <td>certSrNo12</td> </tr> <tr> <td>DIGITAL Certificate Bpiry Date</td> <td>1/8/21</td> </tr> <tr> <td>DIGITAL Certificate Class</td> <td>3</td> </tr> <tr> <td>Helpdesk Comments</td> <td>USERTIGER verified by helpdesk.</td> </tr> <tr> <td>Self-attested scanned copy of passport</td> <td style="text-align: center;"><a href="#">Click Here</a></td> </tr> <tr> <td>Self-attested scanned copy of PGA ID</td> <td style="text-align: center;"><a href="#">Click Here</a></td> </tr> <tr> <td>Self-attested scanned copy of transfer letter</td> <td style="text-align: center;"><a href="#">Click Here</a></td> </tr> <tr> <td>Reason/Comment *</td> <td>USERTIGER approved by parent.</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Reject"/> </td> </tr> </table>	ICEGATE ID	USERTIGER	Agency Name	Foods Safety Authority_PartnerGovt.Agency/PQA	PQA Code	CDRUG	PQA Email Id	karan.dabralwipro@icegate.gov.in	Transferee Email ID	neha.mishrawipro@icegate.gov.in	Transferor Name	Kuldeep singh rana	Transferee User Name	Neha Mishra	Identification Type	passport	Passport No.	N6660656	Phone1	9999336023	Phone2	9717701155	Address1	kampur	Address2	Delhi	City	Delhi	State	Delhi	Pin Code	110025	Transferee Status	Helpdesk verified and comments incorporated	Last Updated	8/19/19	Digital Certificate Serial NO.	certSrNo12	DIGITAL Certificate Bpiry Date	1/8/21	DIGITAL Certificate Class	3	Helpdesk Comments	USERTIGER verified by helpdesk.	Self-attested scanned copy of passport	<a href="#">Click Here</a>	Self-attested scanned copy of PGA ID	<a href="#">Click Here</a>	Self-attested scanned copy of transfer letter	<a href="#">Click Here</a>	Reason/Comment *	USERTIGER approved by parent.	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	
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Agency Name	Foods Safety Authority_PartnerGovt.Agency/PQA																																																						
PQA Code	CDRUG																																																						
PQA Email Id	karan.dabralwipro@icegate.gov.in																																																						
Transferee Email ID	neha.mishrawipro@icegate.gov.in																																																						
Transferor Name	Kuldeep singh rana																																																						
Transferee User Name	Neha Mishra																																																						
Identification Type	passport																																																						
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Phone1	9999336023																																																						
Phone2	9717701155																																																						
Address1	kampur																																																						
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City	Delhi																																																						
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Self-attested scanned copy of PGA ID	<a href="#">Click Here</a>																																																						
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<input type="button" value="Approve"/> <input type="button" value="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.

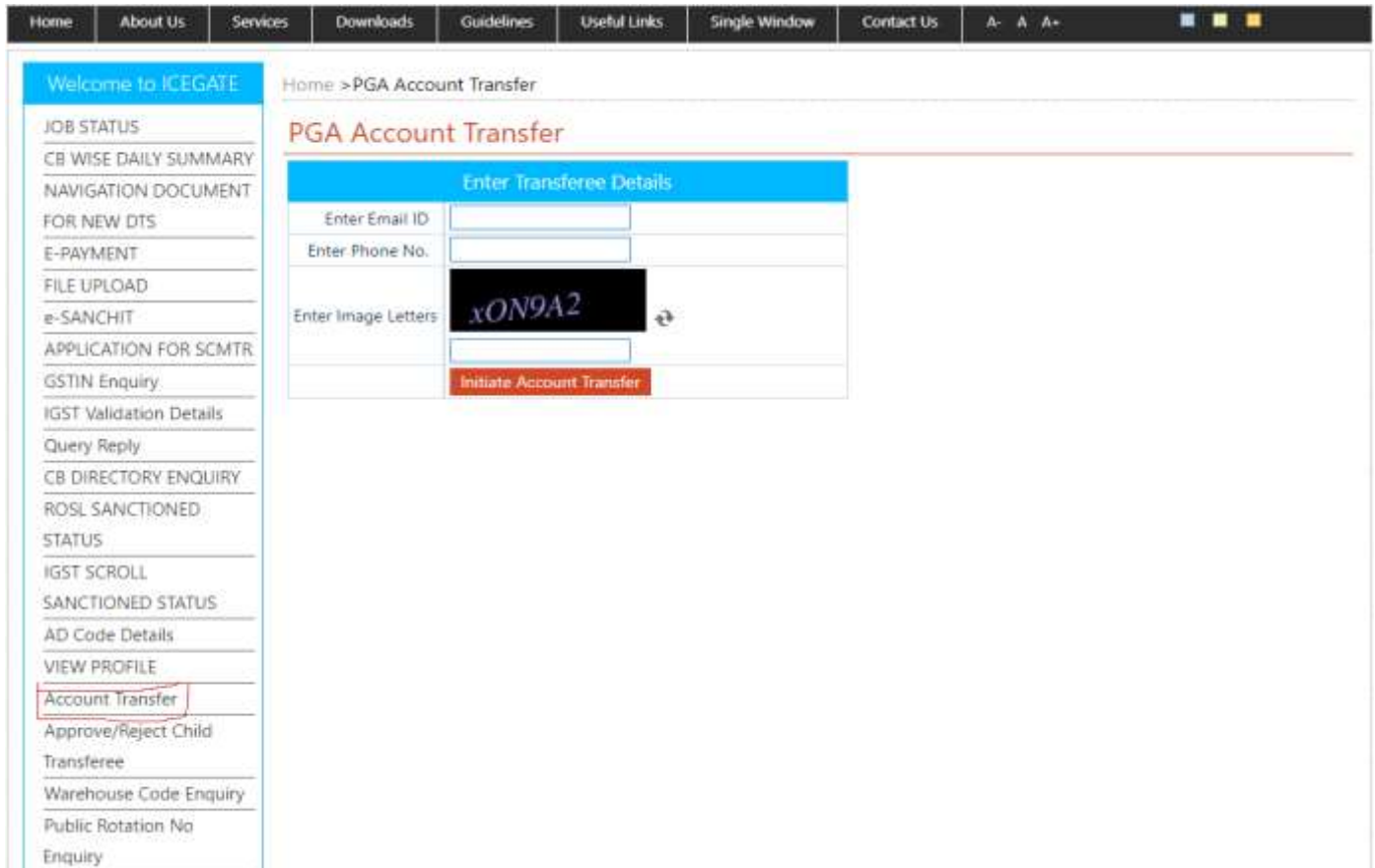
**Step 5:**

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 ICEGATE USER


### Step 1:

Login into ICEGATE. On left panel click on Account Transfer



Home > PGA Account Transfer

### PGA Account Transfer

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

### Step 2:

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



Home > PGA Account Transfer

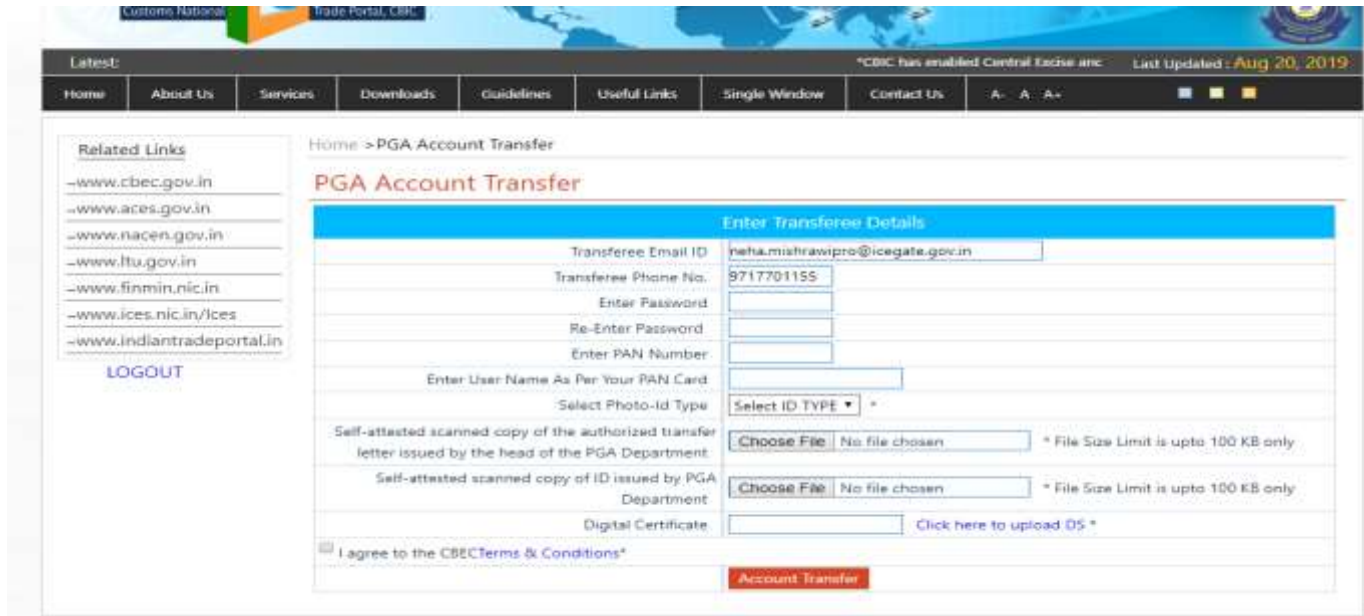
### PGA Account Transfer

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 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.



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

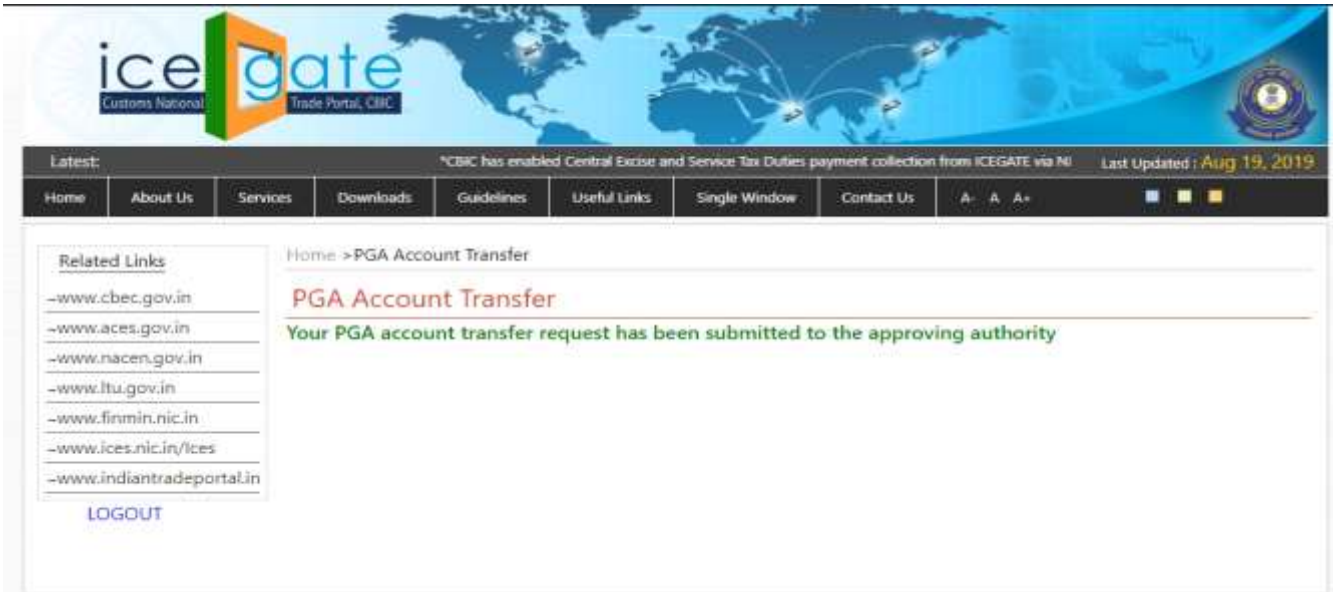
1. PAN number should be valid
2. User Name must be as per PAN entered.
3. Transfer letter, PGA id and Identification document uploaded must be in pdf format.
4. Transfer letter, PGA id and Identification document uploaded should not exceed 100 KB.
5. Name of transfer letter document uploaded should not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

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:



After OTP validation following screen appears



**Note:** At this point

1. The PGA 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.
3. 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



4. The transferee will not be able to login using User name (ICEGATE Id) and temporary password.

**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.