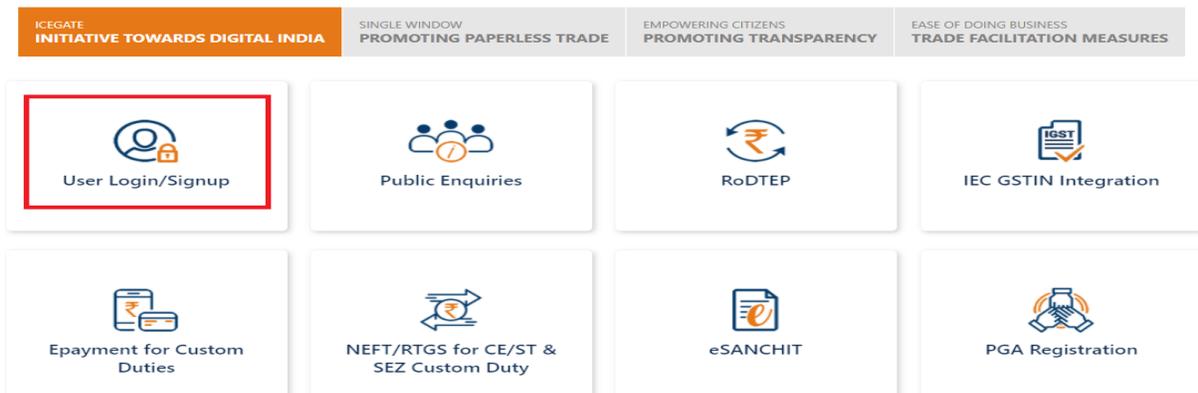# ICEGATE

Advisory for Parent Custodian to update GSTIN against their Custodian Code and both ICEGATE ID & GSTIN for each of their respective Child Custodians

ICEGATE has rolled out a functionality for Parent Custodians to add GSTIN against their Custodian Code and both ICEGATE ID & GSTIN for each of their Child Custodians. The details can be added post login on ICEGATE Portal. Considering the need of catering the issues being faced by trade in day-to-day data exchange, this functionality has been developed.

The option of adding the details is available post login on the ICEGATE Portal.

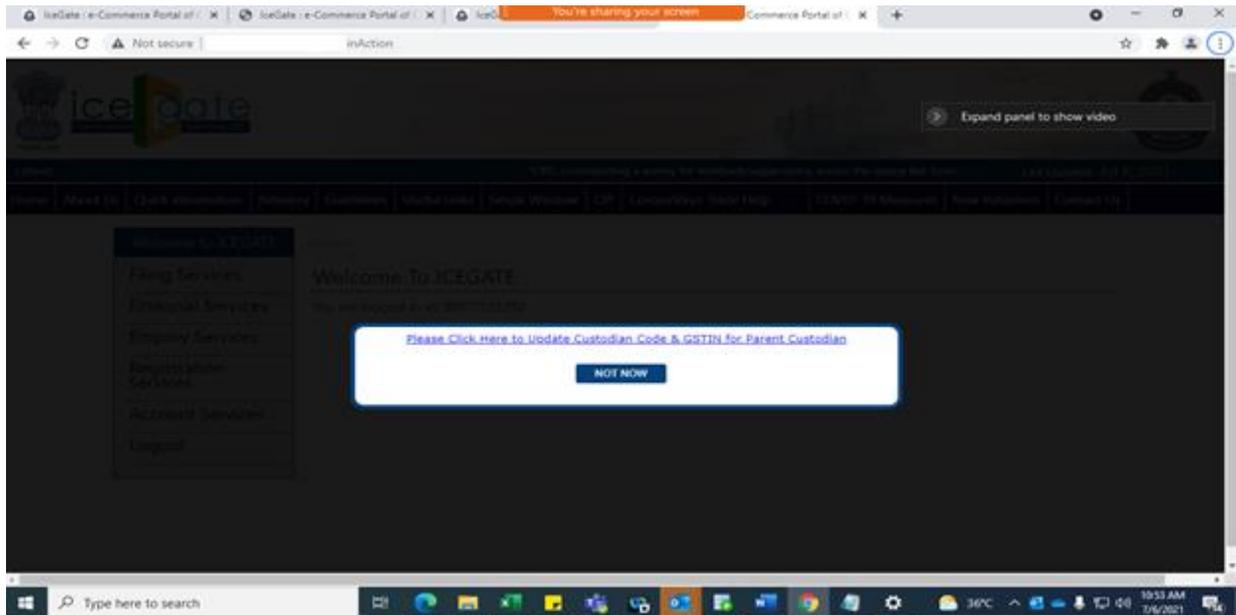**A. Adding Details for Parent Custodians**

1. Please visit https://www.icegate.gov.in/ to login into the portal.

2. Enter the details to login into the portal
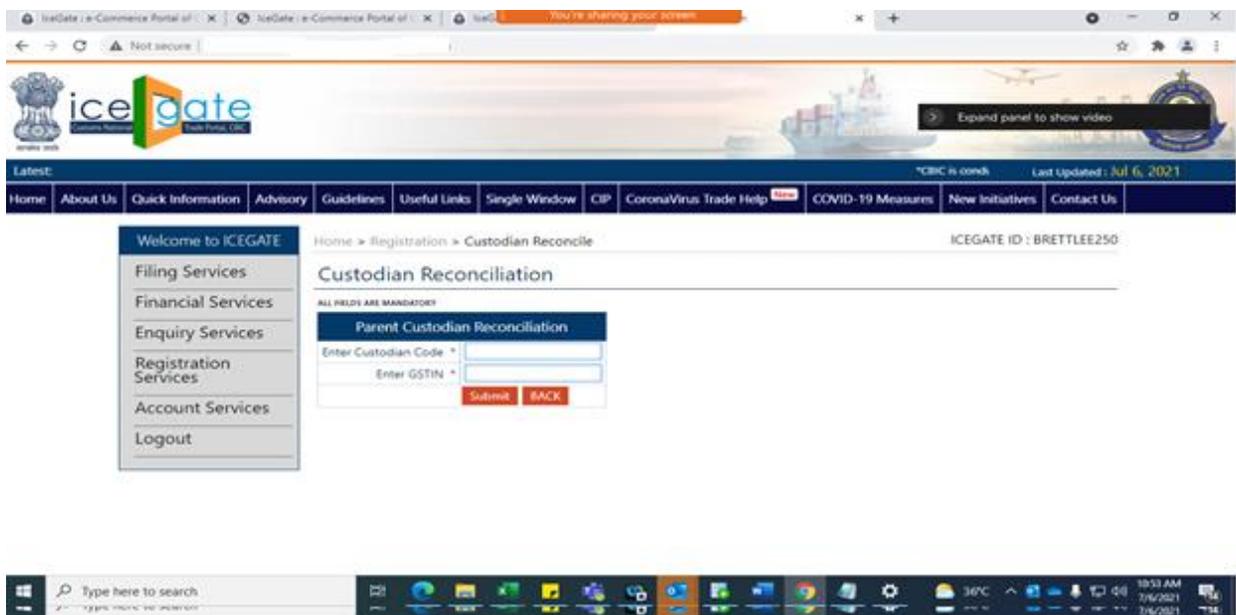
3. Following Pop-Up will be displayed.

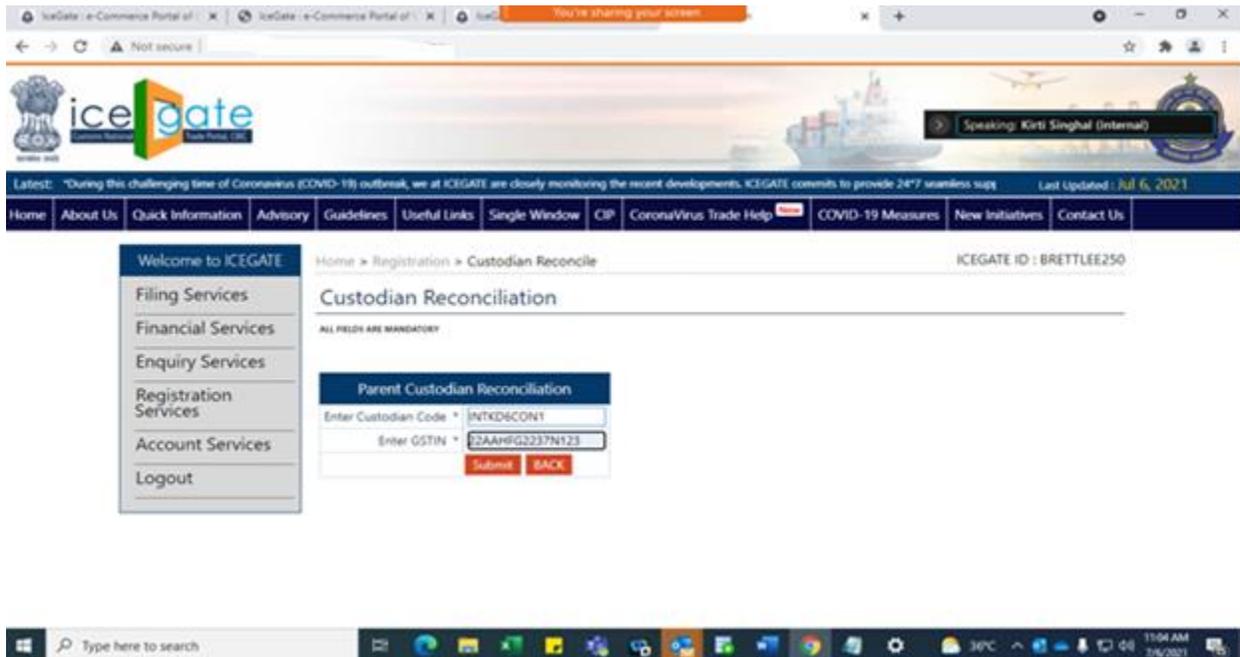4. Once the mentioned option is clicked, below page will be opened.
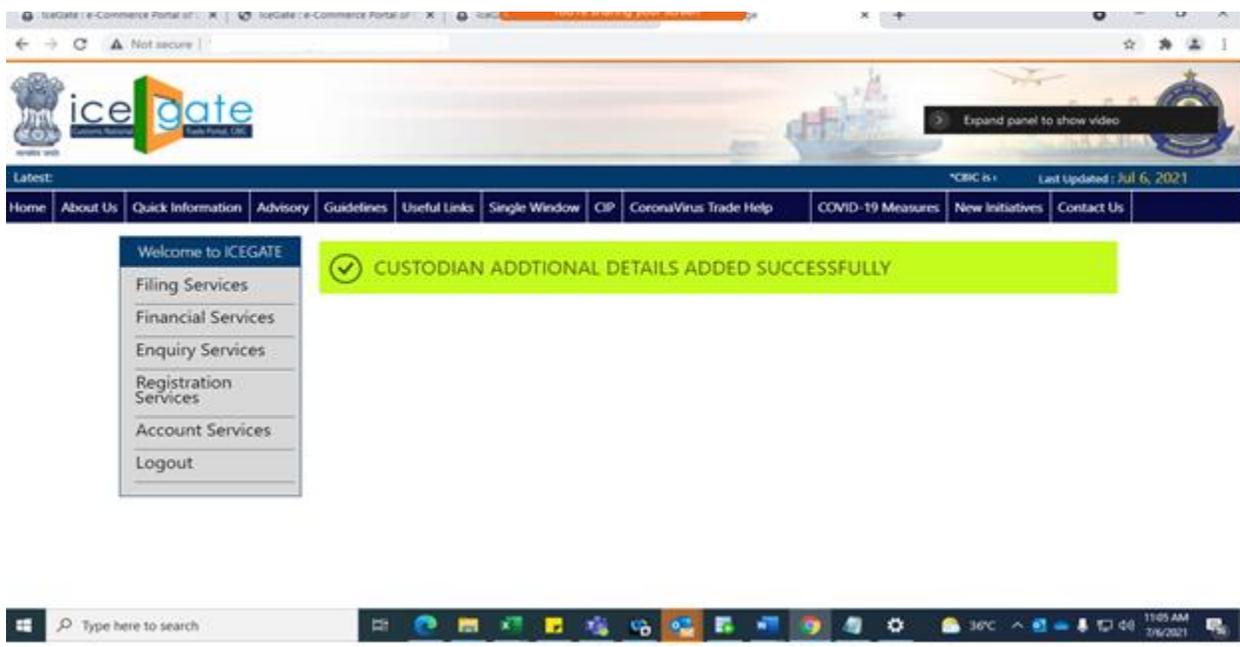
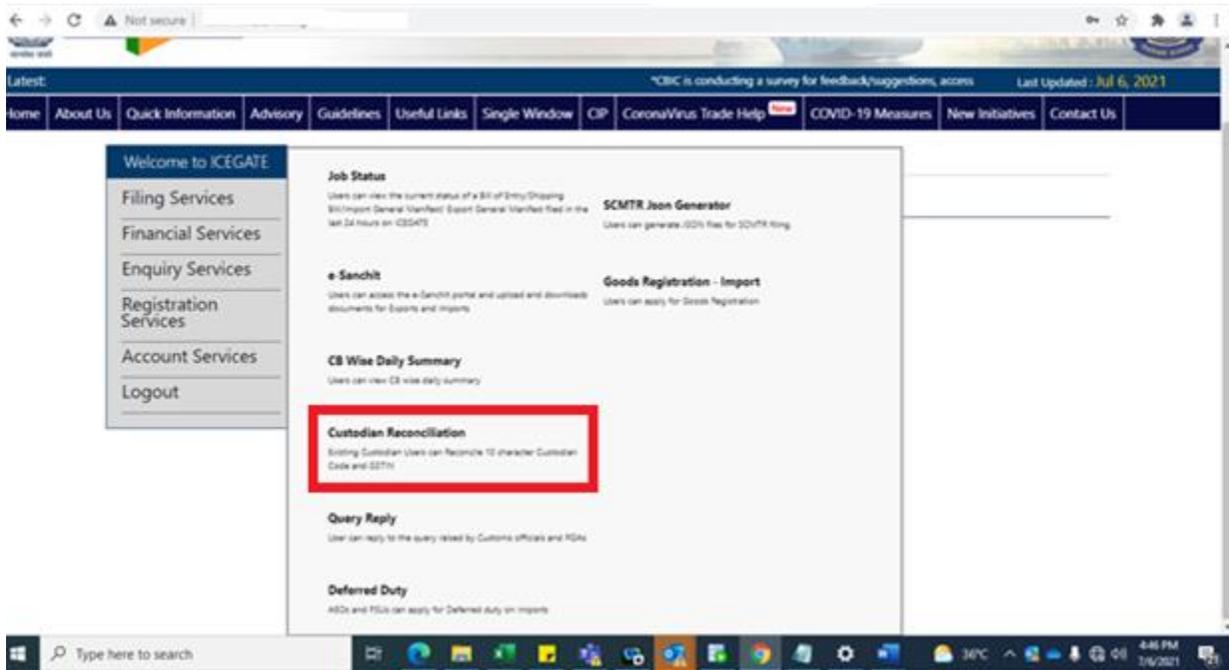5. Parent Custodian needs to enter their Custodian Code and GSTIN to get it mapped

6. Once the correct details entered, following message will be appeared on home page.
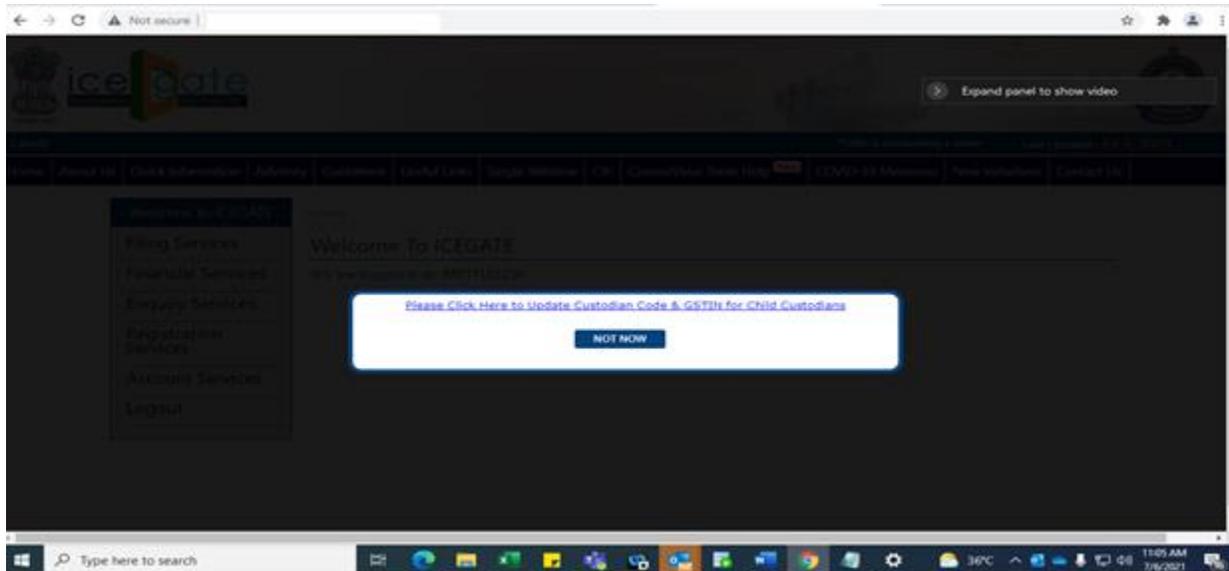
B.   Adding Details for Child Custodians by Parent Custodians

1. Once Parent Custodian add their details, they will be able to add details pertaining to their respective Child Custodians. Click on the below mentioned link to update Child Details.

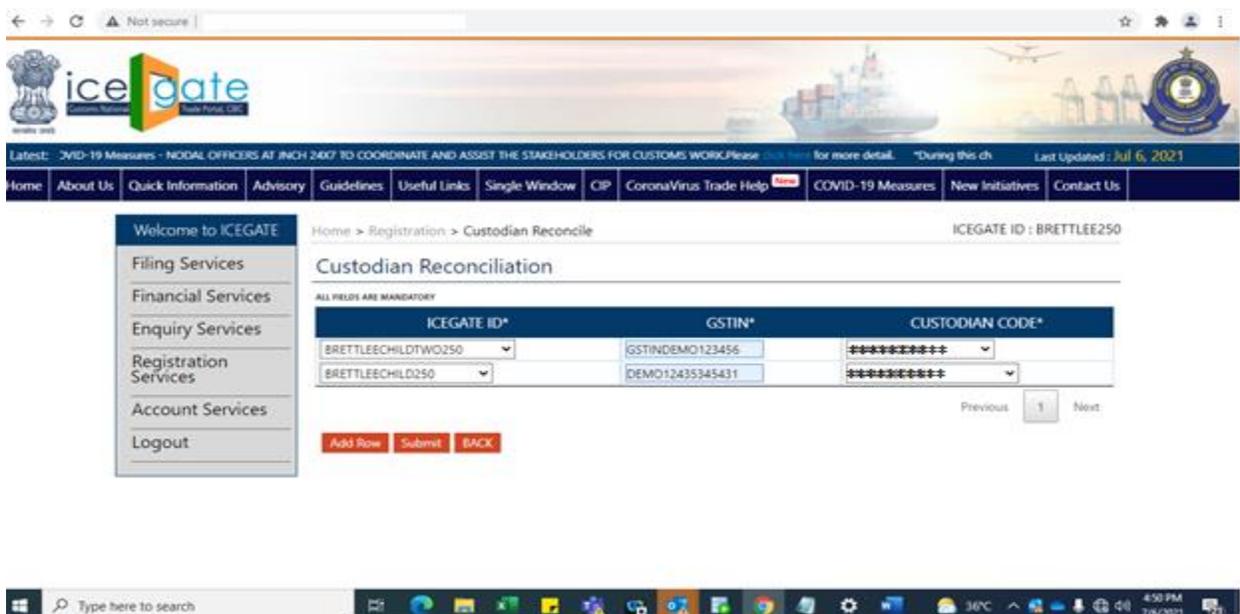2. Following page will be displayed to proceed further.

s

3. Once mentioned link is clicked, below page will be displayed.

4. Parent Custodian needs to add following details to update the details of their child custodians.
    a. ICEGATE ID
    b. GSTIN ID
    c. Custodian Code will be selected from the drop down.

Details for multiple Custodian can be added by clicking on "Add Row" button. An error will be displayed, if same custodian gets repeated in another row.

5. Click Submit to proceed.

6. *Following message will be displayed. Please read the message carefully before proceeding with submitting the request. **Once submitted, details cannot be updated.***

7. Once details are submitted, following message will be displayed.