Date: 4th August 2023

Category: Customs
Issued by: ICEGATE

Advisory for SEZ Registration on ICEGATE 2.0

1. Introduction

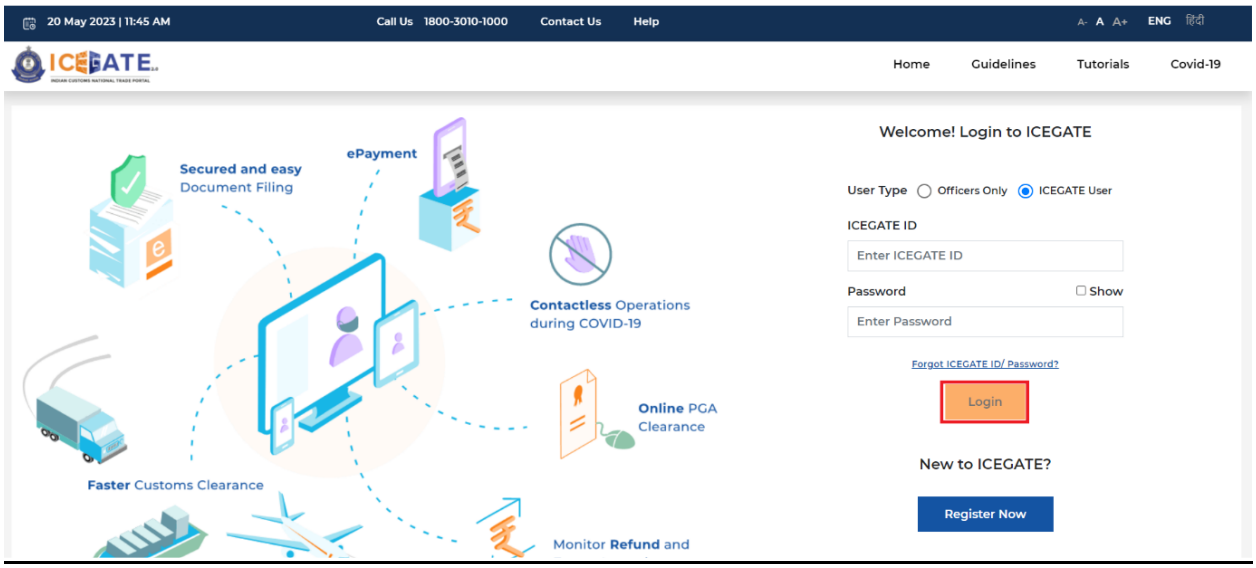
Registration facility for SEZ Units has been provisioned on the new ICEGATE portal in order to support the migration of Custom processes in SEZ to CBIC.

Through this facility, SEZ units can submit the registration request on ICEGATE Portal after providing the required details. After the approval of SEZ officers on ICEGATE Portal and successful system validation, SEZ units shall receive ICEGATE credentials, Warehouse code and Bond number.

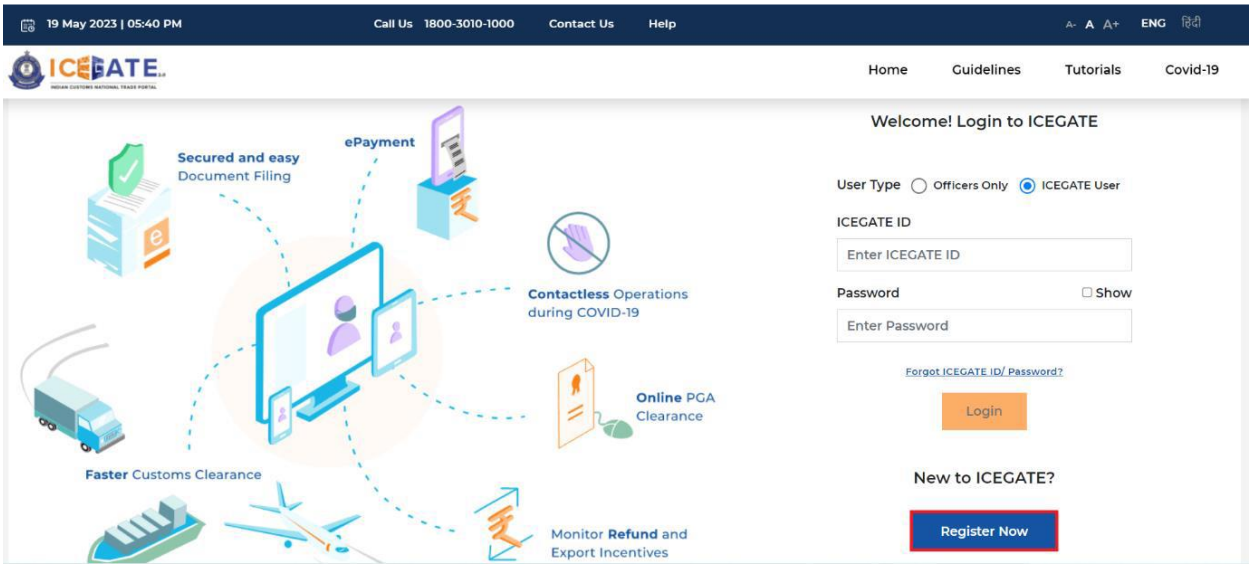
2. Step wise guide for SEZ units to register on ICEGATE Portal

Please follow the below-mentioned steps for obtaining a new SEZ Registration on ICEGATE portal. Kindly note, existing users of ICEGATE (i.e., users already registered on ICEGATE 1.0) are not required to obtain a fresh registration and they can directly log-in to the new ICEGATE 2.0 portal.

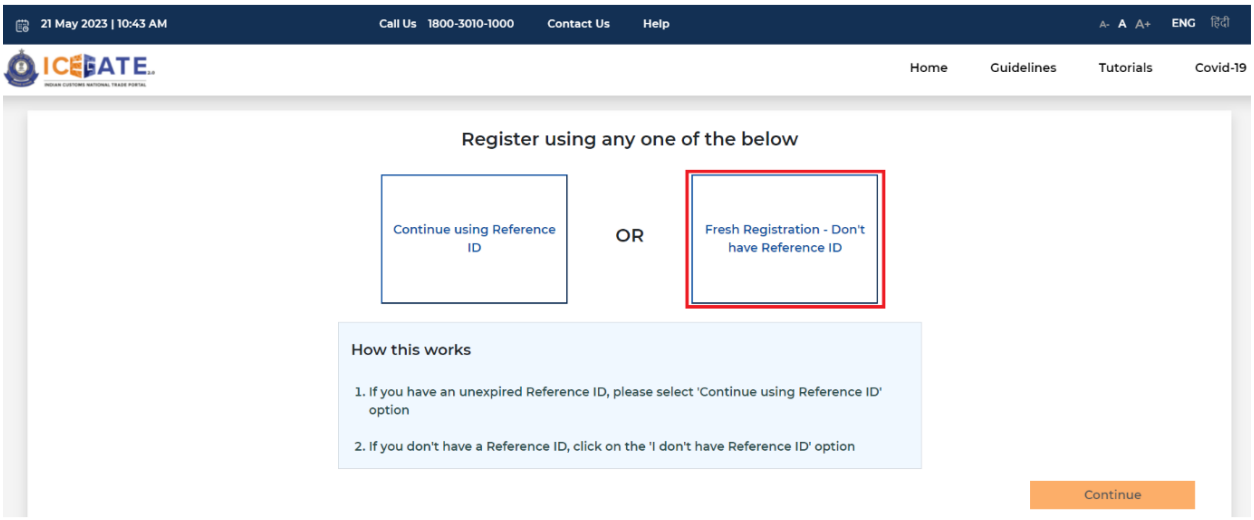
a) If the user has already registered earlier, the user can directly login by providing their ICEGATE ID and Password without having to register again. In such cases, the *'User Type'* that needs to be selected shall be *'ICEGATE User'*.



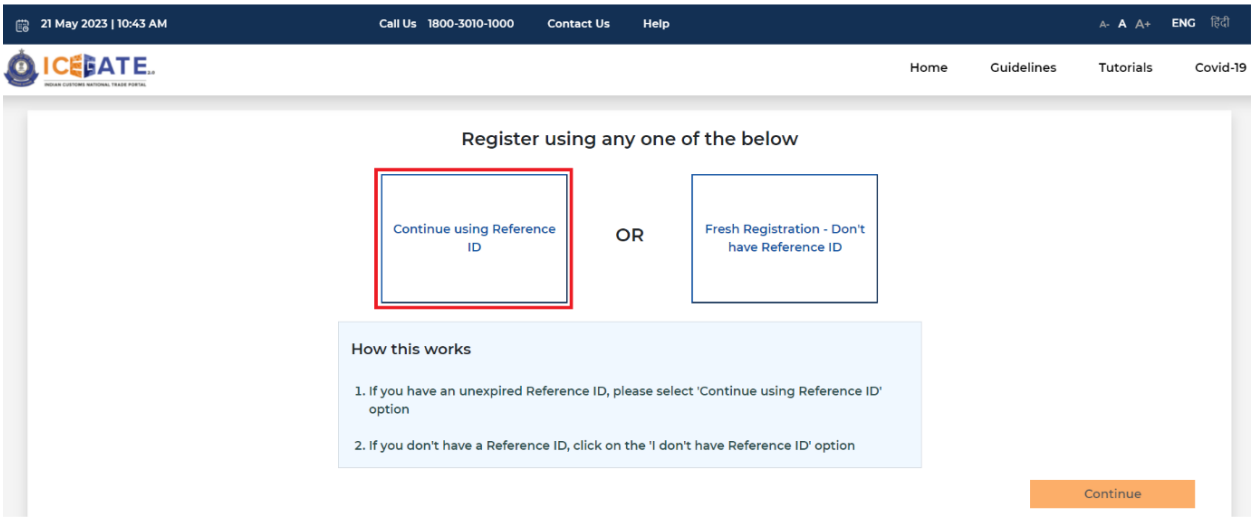
b) For new registrations, click on the button <Register Now> button as shown in the screen below highlighted in red box.



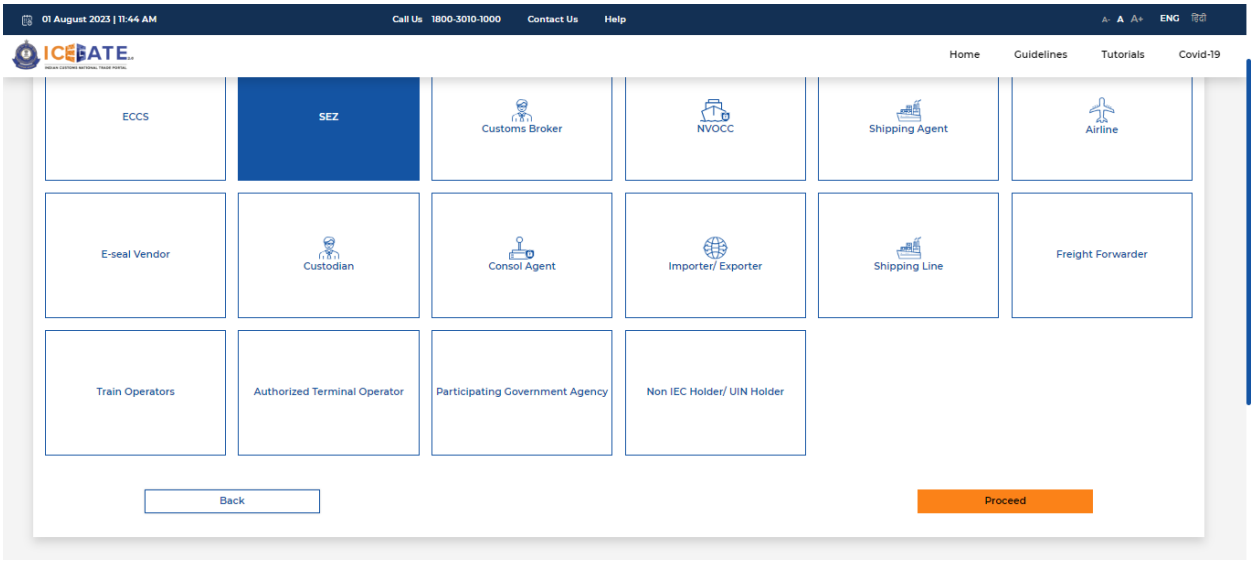
c) If the user is attempting the Registration for the first time and doesn't have a Reference ID, the user will have to click on the 'Fresh Registration- Don't have Reference ID' option and click on the <Continue> button.



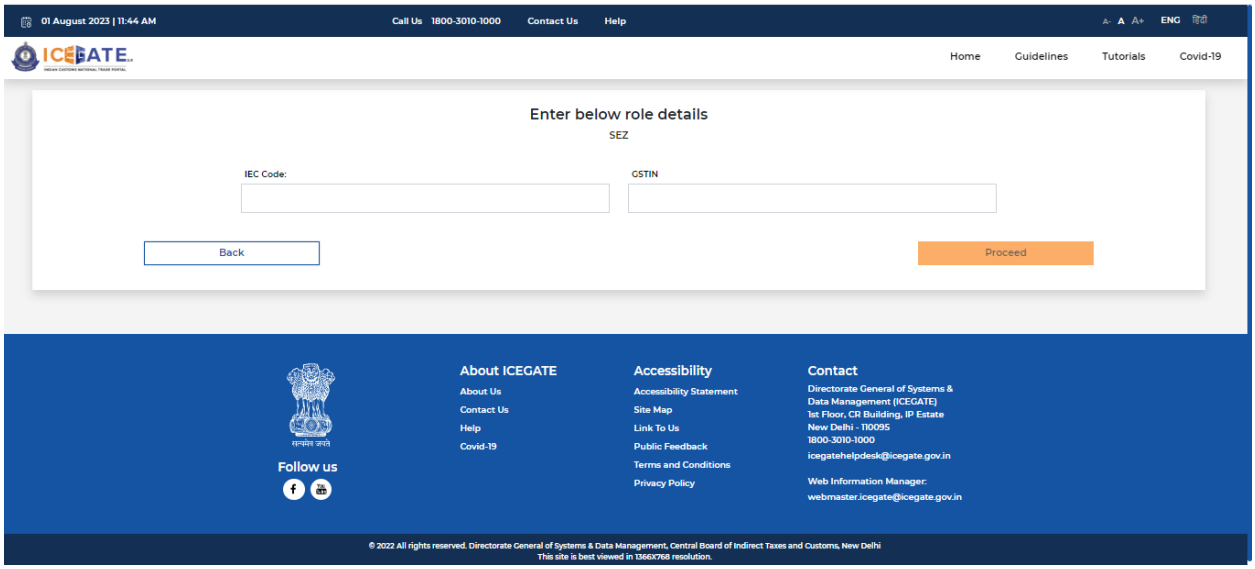
If the user has an unexpired Reference ID, click on the '**Continue using Reference ID**' option.



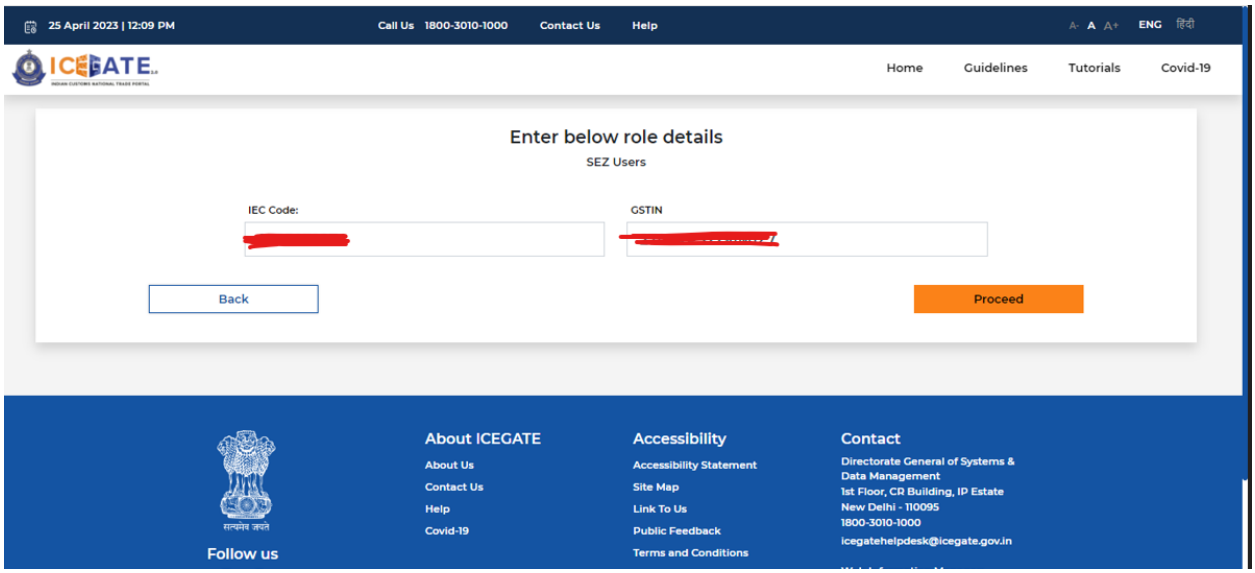
d) On clicking the <Continue> button, the system will display the below screen from where the user will have to select a Role and click on the <Proceed> button. User to select the role as 'SEZ' for SEZ Registration.



e) On clicking the <Proceed> button, the system will display the below screen where the user needs to enter and verify the IEC and GSTIN



f) User needs to enter IEC and GSTIN and click on <Proceed> button.



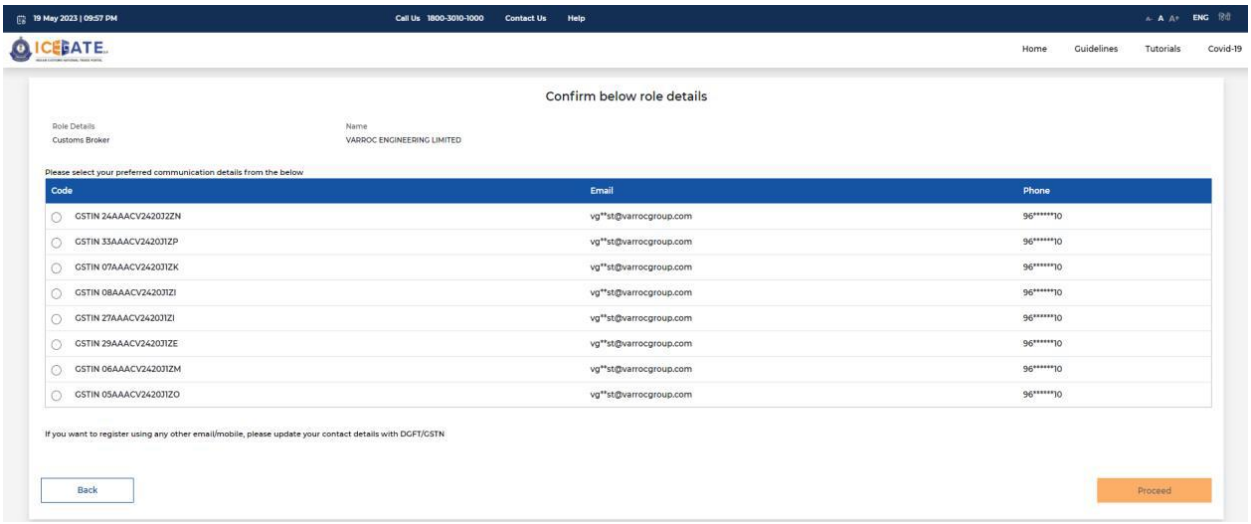
Please note that in order to proceed ahead:

- IEC and GSTIN should be valid and correct, i.e. registered with DGFT and GSTN respectively.
- IEC and GSTIN entered by unit should belong to the same entity
- IEC should be not blacklisted, suspended or cancelled

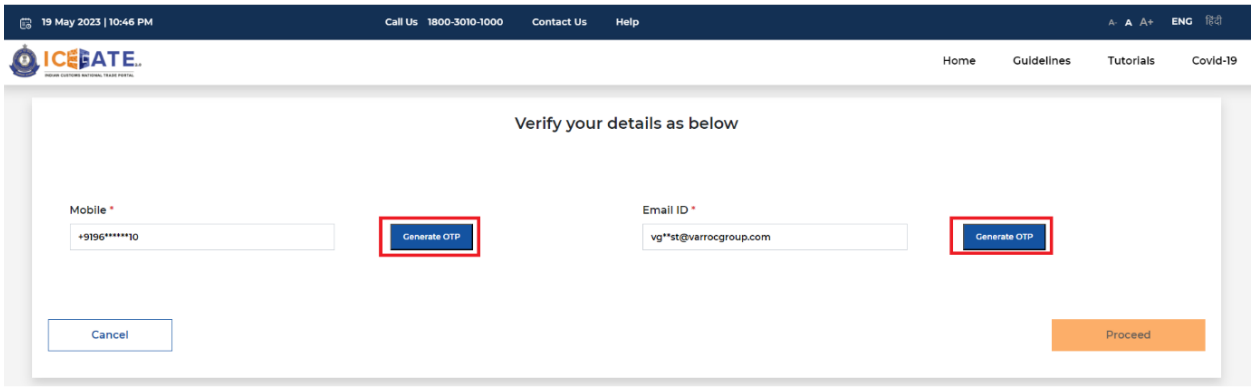
g) On clicking the <Proceed> button, The system will display the below screen from which user can select the contact details which will be used for obtaining ICEGATE

registration. These contact details are fetched from GSTN/DGFT records based on the IEC and GSTIN provided in the previous step and the selected contact details will be used for authenticating all the transactions and actions on ICEGATE.

In case the user does not wish to proceed with either of the contact details options provided in this screen and want to obtain registration using any other email/mobile, the user shall be required to first update the contact details with GSTN (DGFT in case of Importer/Exporters) and then try again on ICEGATE.

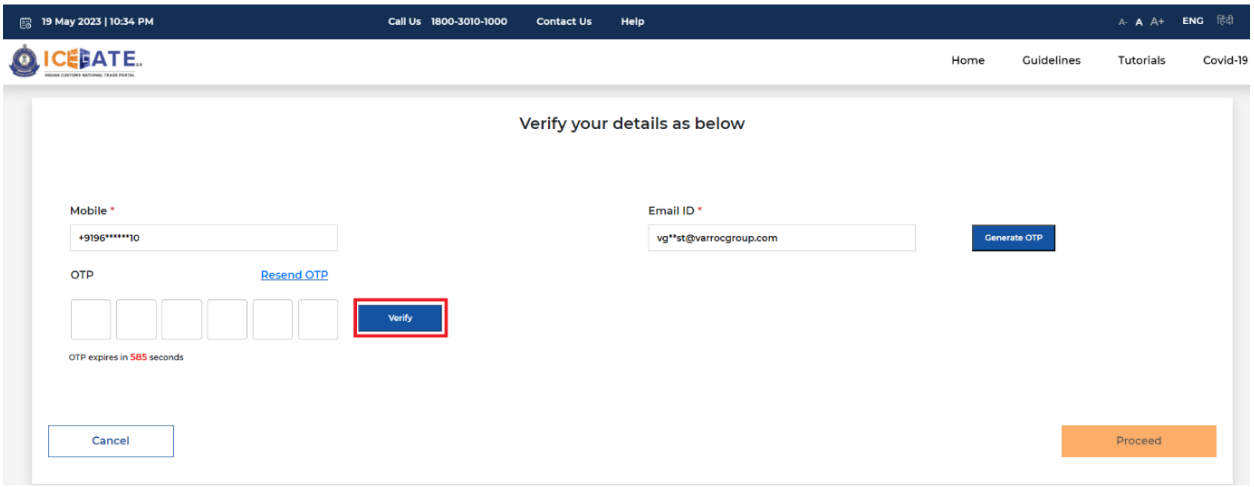


h) On clicking the <Proceed> button, The system will display the below screen where user will verify the selected Mobile Number and Email ID.

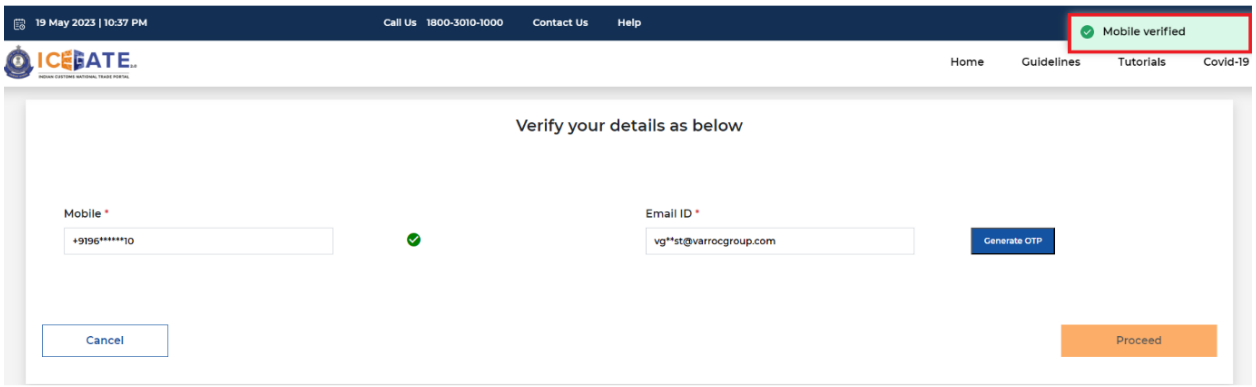


i) On selecting the Mobile option, the users need to click on the <Generate OTP> button. A six-digit OTP will be generated and sent to the user's mobile number.
- If the OTP is invalid, an Error message will be displayed.

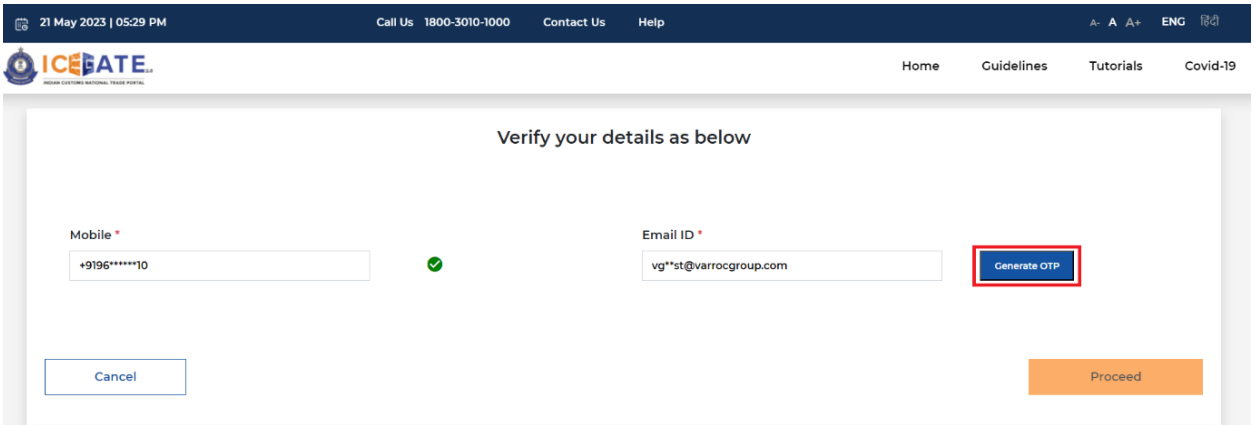
- In case of not receiving the OTP verification code, click on <Resend OTP> as shown in below screen.
- The user must validate the received OTP within a set interval of 600 seconds. Otherwise, the OTP will expire.



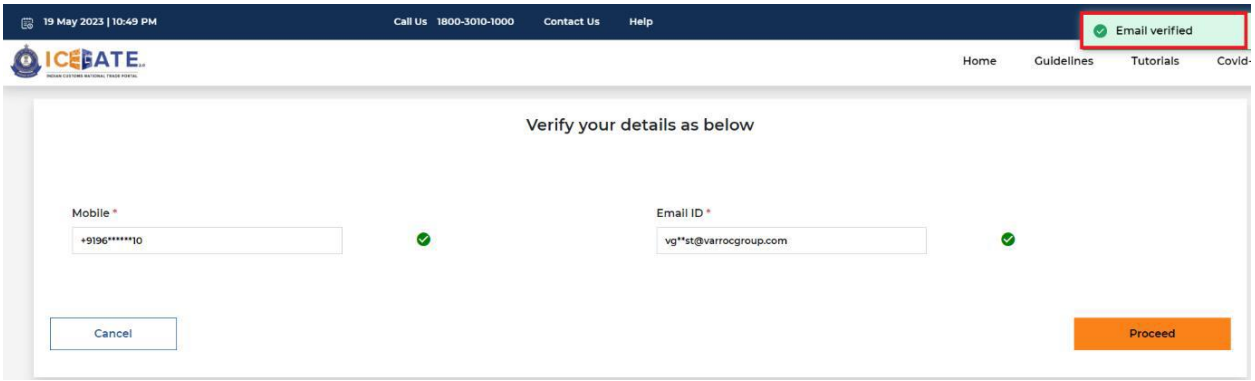
j) On successful verification of OTP, the system will display the message “Mobile Verified” on the screen.



k) Similarly, on clicking on the <Generate OTP> button against the Email ID, a six-digit OTP will be generated and sent to the user's Email address



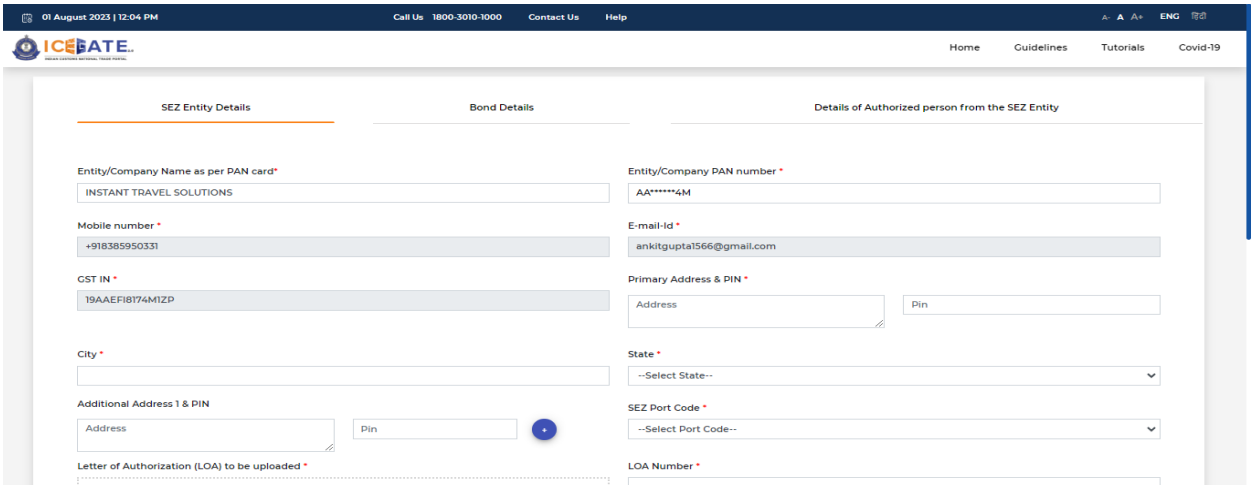
l) On successful verification of OTP, the system will display the message “Email Verified” on the screen.



m) On clicking on <Proceed, user shall be redirected to the SEZ Registration form. The form consists of 3 parts-

- SEZ Entity Details
- Bond Details
- Details of Authorized person from the SEZ Entity

n) In the SEZ Entity details tab, Entity name, Entity PAN, Mobile Number, Email ID and GSTIN number are pre-populated and non-editable fields. The remaining fields are to be filled by the SEZ unit.


01 August 2023 | 12:04 PM
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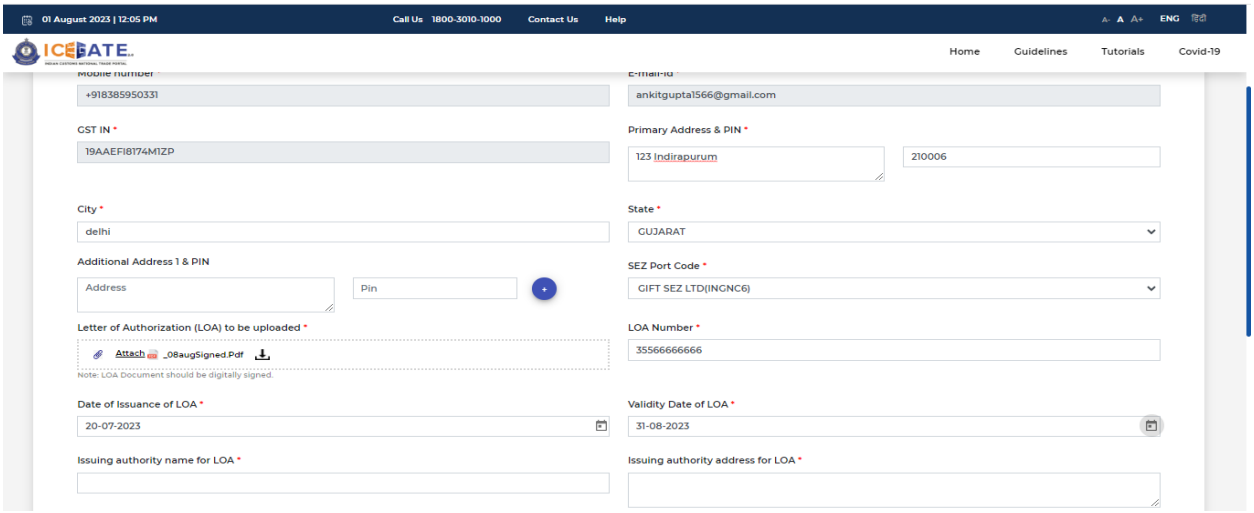
SEZ Entity Details
Bond Details
Details of Authorized person from the SEZ Entity
Entity/Company Name as per PAN card*
INSTANT TRAVEL SOLUTIONS
Entity/Company PAN number *
AA******4M
Mobile number *
+918385950331
E-mail-Id *
ankitgupta1566@gmail.com
GST IN *
19AAEFI8174M1ZP
Primary Address & PIN *
Address
Pin
City *
State *
--Select State--
Additional Address 1 & PIN
Address
Pin
SEZ Port Code *
--Select Port Code--
Letter of Authorization (LOA) to be uploaded *
LOA Number *


01 August 2023 | 12:05 PM
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ankitgupta1566@gmail.com
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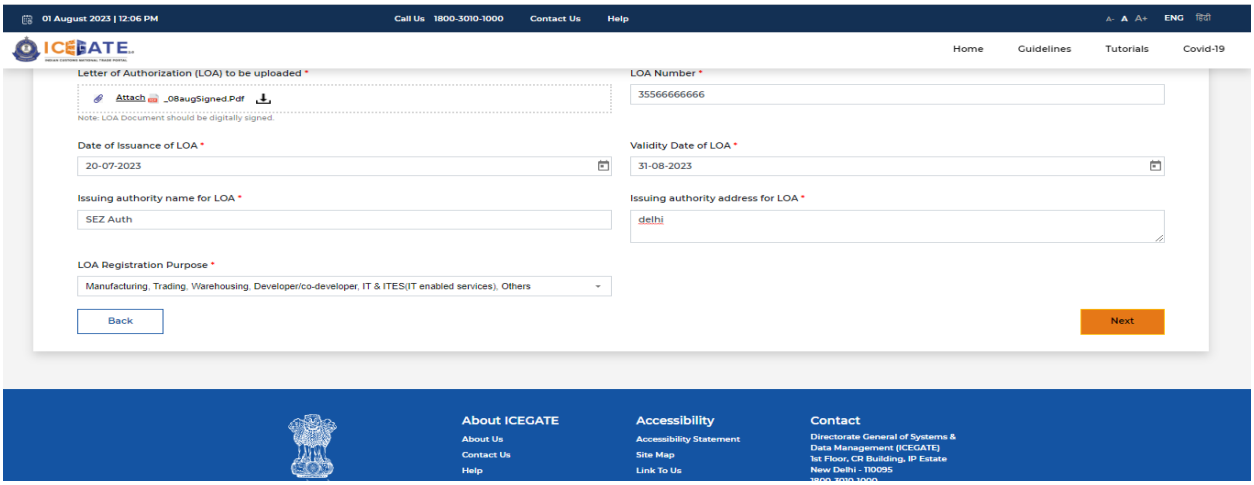
19AAEFI8174M1ZP
Primary Address & PIN *
123 Indirapurum
210006
City *
delhi
State *
GUJARAT
Additional Address 1 & PIN
Address
Pin
SEZ Port Code *
GIFT SEZ LTD(INGNC6)
Letter of Authorization (LOA) to be uploaded *
Attach _08augSigned.Pdf
Note: LOA Document should be digitally signed.
LOA Number *
35566666666
Date of Issuance of LOA *
20-07-2023
Validity Date of LOA *
31-08-2023
Issuing authority name for LOA *
Issuing authority address for LOA *


01 August 2023 | 12:06 PM
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Letter of Authorization (LOA) to be uploaded *
Attach _08augSigned.Pdf
Note: LOA Document should be digitally signed.
LOA Number *
35566666666
Date of Issuance of LOA *
20-07-2023
Validity Date of LOA *
31-08-2023
Issuing authority name for LOA *
SEZ Auth
Issuing authority address for LOA *
delhi
LOA Registration Purpose *
Manufacturing, Trading, Warehousing, Developer/co-developer, IT & ITES(IT enabled services), Others
Back
Next
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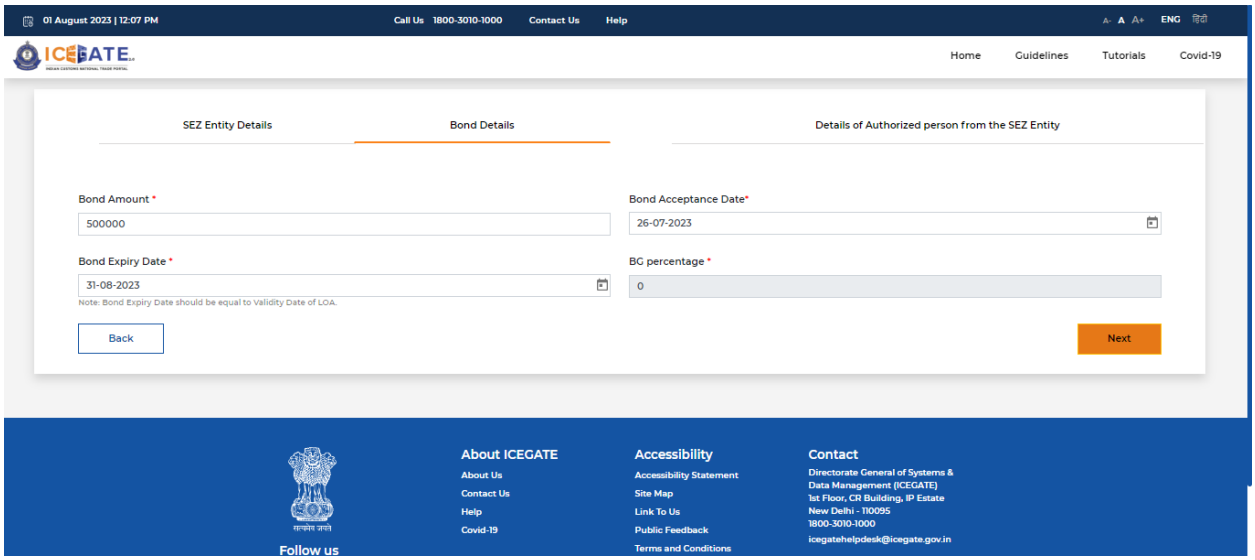
Accessibility
Accessibility Statement
Site Map
Link To Us
Contact
Directorate General of Systems & Data Management (ICEGATE)
1st Floor, CR Building, IP Estate
New Delhi - 110095

Points to be noted by SEZ units while filling the SEZ Entity Details

- In case multiple addresses to be added, (+) button can be used. Please Primary address and Pin are mandatory, additional address and Pin are not mandatory.
- LOA document to be uploaded should be digitally signed.
- LOA number should be unique for every SEZ Registration. Only one registration shall be allowed for one IEC, one GSTN and one LOA number.

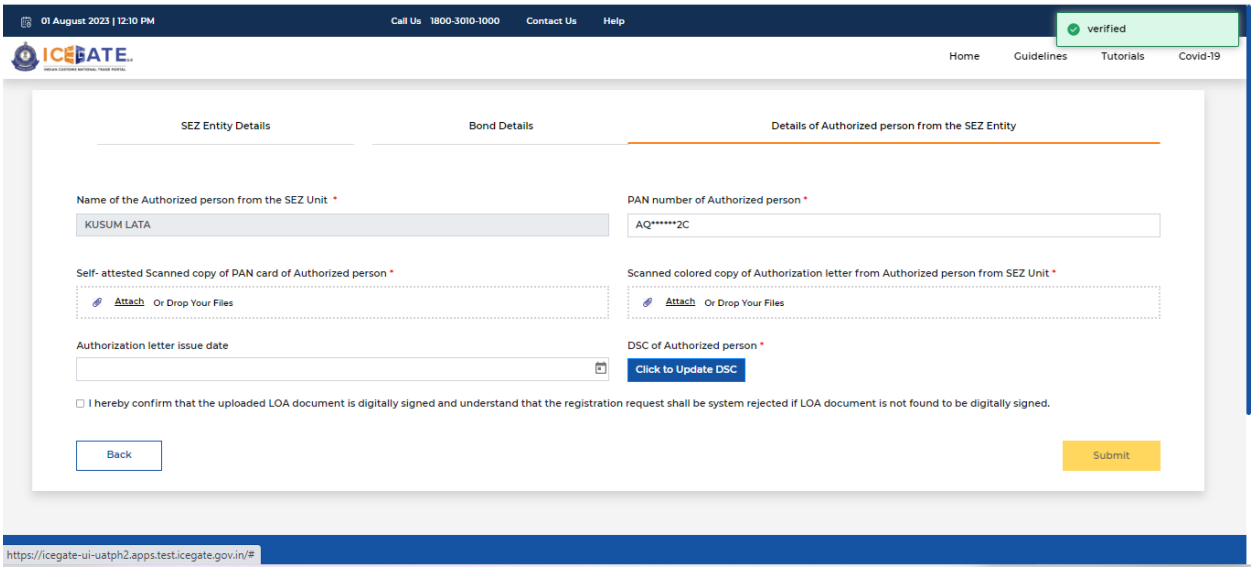
o) User shall proceed to Bond Details.



Points to be noted by SEZ units while filling the SEZ Entity Details

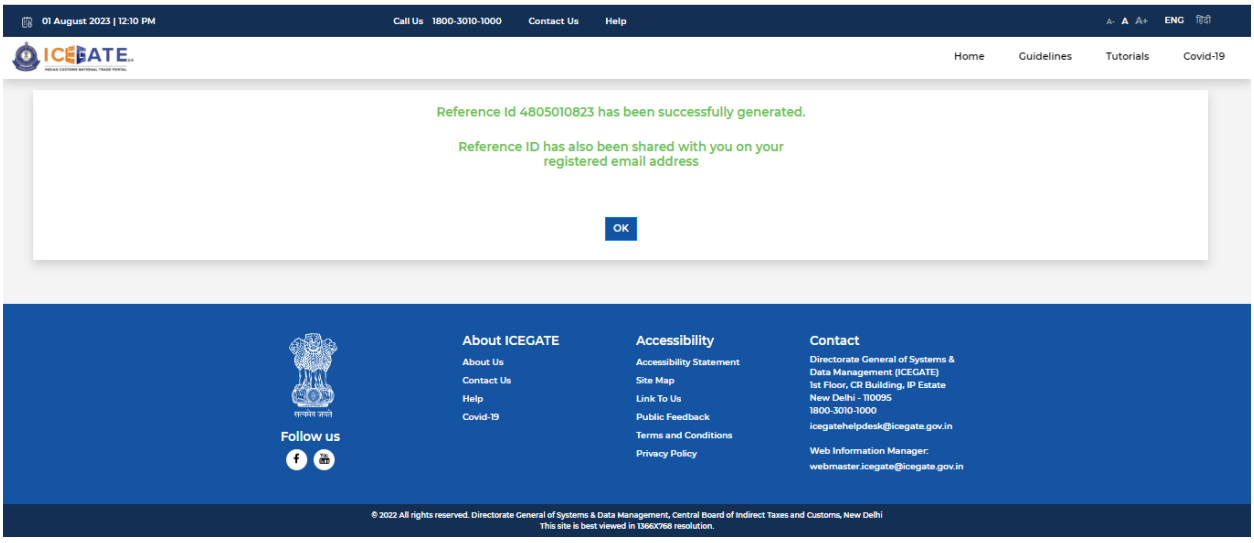
- Bond Expiry date is to be same as Validity date of LOA
- BG percentage has been set to 0 and is non-editable during SEZ Registration

p) User shall proceed to Details of Authorized person from the SEZ Entity

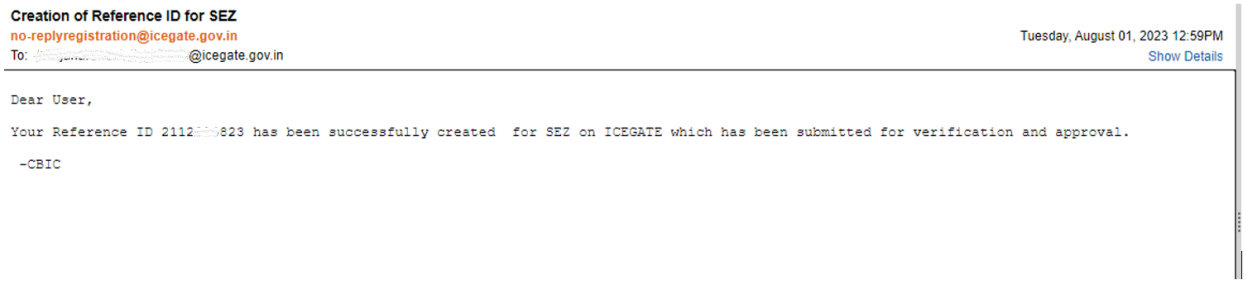


q) Once all details are filled, user to check the undertaking that the LOA upladed is digitally signed and that registration request shall be system rejected if LOA document is not found to be digitially signed. User shall then click on the Submit button.

r) A reference ID shall be generated and shared on the registered email address of the user on successful submission of SEZ Registration request. Registration request will be submitted for approval of aligned SEZ Officer at the port and subequent system validation of provided details at Customs end.



s) Sample email for reference ID creation and shared with user.



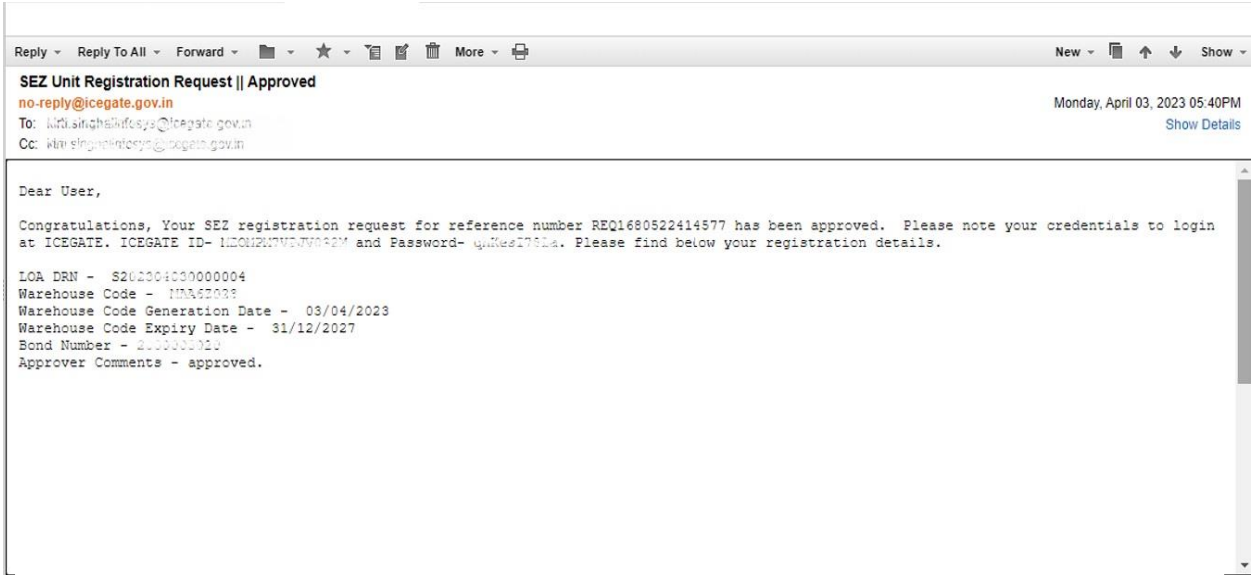
Creation of Reference ID for SEZ
no-replyregistration@icegate.gov.in
To: [redacted]@icegate.gov.in
Tuesday, August 01, 2023 12:59PM
Show Details

Dear User,

Your Reference ID 2112[redacted]823 has been successfully created for SEZ on ICEGATE which has been submitted for verification and approval.

-CBIC

t) When request is approved by the SEZ officer and system validations are successfully done at Customs end, user shall be notified of the successful registration through email and SMS.
Sample email for successful SEZ registration on ICEGATE is provided below for reference



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SEZ Unit Registration Request || Approved
no-reply@icegate.gov.in
To: [redacted]
Cc: [redacted]
Monday, April 03, 2023 05:40PM
Show Details

Dear User,

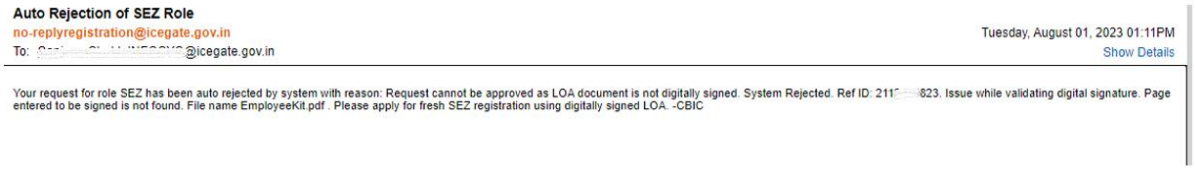
Congratulations, Your SEZ registration request for reference number REQ1680522414577 has been approved. Please note your credentials to login at ICEGATE. ICEGATE ID- [redacted] and Password- [redacted]. Please find below your registration details.

LOA DRN - S2023040300000004
Warehouse Code - [redacted]
Warehouse Code Generation Date - 03/04/2023
Warehouse Code Expiry Date - 31/12/2027
Bond Number - [redacted]
Approver Comments - approved.

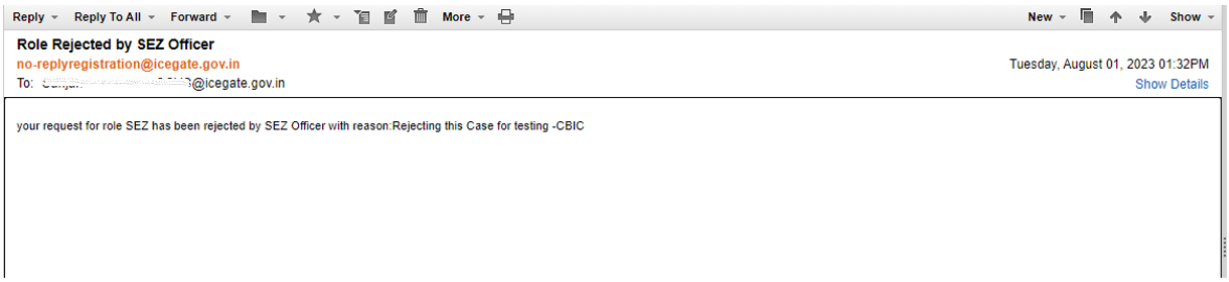
u) If SEZ Registration request is rejected by the SEZ officer or system validation fails for the provided details, SEZ Units shall be notified of the rejection via email. In this case, a fresh registration shall be done by the SEZ Units.

v) Unsuccessful Registration scenarios are provided below:

1. Auto rejection of SEZ registration: Request shall be auto rejected by the system if uploaded LOA document is not digitally signed. Sample email for auto rejected of SEZ registration if LOA document is not digitally signed.



2. Rejection by SEZ officer: If the request is rejected by the SEZ officer, the comments provided by the SEZ officer shall be provied to the SEZ Unit in the rejection email. SEZ Unit may refer to the comments provided by the SEZ officer and submit a fresh registration request. Sample email for Rejection for SEZ registration request by SEZ officer.



3. System validation failure: The request approved by SEZ officer but if not validated by the system successfully shall be rejected and error code provided by the system shall be provided to the SEZ Unit in the rejection email. Sample email for system validation failure of SEZ registration request.

SEZ Unit may refer to the below list of error code and description in case of system validation failure and submit a fresh registration request.

ERROR CODE	ERROR DESCRIPTION
01	Duplicate request ID
02	No records found in address and bond tables

03	Sez unit already registered
04	Invalid IEC code
05	Invalid PAN for the given IEC
06	Invalid GSTIN
07	Invalid PAN for the given GSTIN
08	Invalid sez port code
09	Entity Name is declared null
10	Sez Unit no is not null. It should null for fresh message
11	Duplicate primary address record in address details
12	Primary address not found
13	Duplicate LOA found(more than one record in LOA-BOND details
14	Registration purpose is declared null
15	Invalid Registration Purpose
21	IEC in address not matching with IEC in control table
22	address or city or state or pin is null in address details
31	LOA number is already registered with SEZ unit
32	BOND IEC/GSTIN not match with master IEC/GSTIN
33	IRN number declared as null
34	IRN invalid
35	BOND AMOUNT is declared as zero or null
36	BOND_NO_NEW should be null but declared
37	BOND Issue date declared as null
38	Bond expiry date is null or not matching with loa expiry date
39	LOA_DOC_NAME OR LOA_NUMBER OR LOA_ISSUE_DATE OR LOA_EXP_DATE OR AUTHORITY_ADD declared as null
40	BG percent is greater than zero
77	Application Internal error
88	Refer Error Code 11 & 12
99	Refer Error Code 13

For any further queries or help kindly contact ICEGATE Helpdesk Team on icegatehelpdesk@icegate.gov.in or 1800-3010-1000