

CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

Date: 4<sup>th</sup> August 2023

Category: Customs Issued by: ICEGATE

# Advisory for SEZ Registration on ICEGATE 2.0



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### 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'.

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			Enter ICEGATE ID	
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Faster Customs Clearance	X			
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b) For new registrations, click on the button <Register Now> button as shown in the screen below highlighted in red box.



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			ICEGATE ID	
			Enter ICEGATE ID	
	A	Contactless Operations during COVID-19	Password	Show
	2	during covid-is	Enter Password	
			Forgot ICEGATE ID/ F	tassword?
		- Clearance	Login	l i
Faster Customs Clearance	``		New to ICEC	ATE?
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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.

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	Register using any one of the below					
	Continue using Reference OR Fresh Registration ID have Reference					
	How this works					
	<ol> <li>If you have an unexpired Reference ID, please select 'Continue using Ref option</li> </ol>	ference ID'				
	2. If you don't have a Reference ID, click on the 'l don't have Reference ID' $\sigma$	option				
				C	Continue	

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



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	Register using any one of the below				
	Continue using Reference ID OR Fresh Registration - Don't have Reference ID				
	How this works				
	1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option				
	2. If you don't have a Reference ID, click on the 'I don't have Reference ID' option				
				Continue	

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.

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T	ECCS	SEZ	Customs Broker	NVOCC	Shipping Agent	Airline	
	E-seal Vendor	Custodian	Consol Agent	Importer/Exporter	Shipping Line	Freight Forwarder	
	Train Operators	Authorized Terminal Operator	Participating Government Agency	Non IEC Holder/ UIN Holder			
	Ba	sck			Prov	ceed	

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



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SEZ		
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About ICEGATE     Accessibility     Contact       About Us     Accessibility Statement     Directorate General of Systems & Data Management (CLGATE) Int Prov. CE Buildong, IP States Help     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong, IP States Help Contact     Data Management (CLGATE) Int Prov. CE Buildong and Contactor Help Contact     Data Management (CLGATE) Int Prov. CE Buildong and Contactor Help Contact     Data Management (CLGATE)     Data Management (CLGATE)       Contact     Data Management, Central Baard of Indirect Taxes and Custorn, New Dalki     Data Management, Central Baard of Indirect Taxes and Custorn, New Dalki		

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

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		w role details Users				
IEC Code:		GSTIN				
Back				Proceed		
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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



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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.

	Confirm below role	details		
		Getans		
Role Details Customs Broker	Name VARROC ENGINEERING LIMITED			
Please select your preferred communication details fro	m the below			
Code	Email		Phone	
GSTIN 24AAACV2420J2ZN	vg**st@varrocgro	oup.com	96*****10	
GSTIN 33AAACV2420J1ZP	vg**st@varrocgro	sup.com	96*****10	
O GSTIN 07AAACV2420JIZK	vg**st@varrocgro	pup.com	96*****10	
GSTIN 08AAACV242031ZI	vg**st@varrocgro	oup.com	96*****10	
GSTIN 27AAACV2420J1ZI	vg**st@varrocgro	oup.com	96*****10	
O GSTIN 29AAACV242031ZE	vg**st@varrocgro	pup.com	96*****10	
GSTIN 06AAACV2420J1ZM	vg**st@varrocgro	oup.com	96*****10	
GSTIN 05AAACV2420JIZO	vg**st@varrocgro	oup.com	96*****10	

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

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	Verify your d	letails as below				
Mobile * +9196*****10	Cenerate OTP	Email ID * vg*st@varrocgroup.com	Genet	rate OTP		
Cancel					Proceed	

 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.



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• 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.

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Ó					Home	Guidelines	Tutorials	Covid-19
		Verity you	ir det	ails as below				
	Mobile *			Email ID *				
	+9196*****10			vg**st@varrocgroup.com	Gene	erate OTP		
	OTP Resend OTP							
		Verify						
	OTP expires in 585 seconds							
						_		- 1
	Cancel						Proceed	

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

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Mobile * +9196*****	10	ø			Emaili ID * vg*st@varrocgroup.com	Gene	rate OTP		
Cance								Proceed	

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



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	Ver	ify your details as below				
Mobile * +9196*****10	ø	Email ID * vg*st@varrocgroup.com		Generate OTP		
Cancel					Proceed	-

I) On successful verification of OTP, the system will display the message "Email Verified" on the screen.

🜐 19 мау 2023   10:49 РМ	Call Us 1800-3010-1000	Contact Us Help		Email verified
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	Ve	rify your details as below		
Mobile * +9196*****10	٥	Email ID * vg*st@varrocgroup.com	G	
Cancel			1	Proceed

- 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.



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SEZ Entity Details	Bond Details	Details of Aut	horized person from t	he SEZ Entity		
Entity/Company Name as per PAN card*		Entity/Company PAN number *				
INSTANT TRAVEL SOLUTIONS		AA******4M				
Mobile number *		E-mail-ld *				
+918385950331		ankitgupta1566@gmail.com				
GST IN *		Primary Address & PIN *				
19AAEFI8174MIZP		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 *				
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+918385950331		ankitgupta1566@gmail.com				
CST IN *		Primary Address & PIN *				
19AAEFI8174MIZP		123 Indirapurum	210006			
City *		State *				
delhi		GUJARAT			~	
Additional Address 1 & PIN		SEZ Port Code •				
Address	Pin 🔸	GIFT SEZ LTD(INGNC6)			~	
Letter of Authorization (LOA) to be uploaded *		LOA Number *				
🔗 🗕 Attach 🧰 _08augSigned.Pdf 🛃		35566666666				
Note: LOA Document should be digitally signed.						
Date of Issuance of LOA *		Validity Date of LOA *				
20-07-2023		31-08-2023			Ē	P.
Issuing authority name for LOA *		Issuing authority address for LOA *				
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Manufacturing, Trading, Warehousing, Developer/co-developer, IT & ITES(IT enabled services), Others   Back  Next  About ICEGATE Access/bility Contact Directorate General of Systems &	20-07-2023			31-08-2023		÷
LOA Registration Purpose * Manufacturing, Trading, Warehousing, Developer/co-developer, IT & ITES/IT enabled services), Others Back Next	Issuing authority name for LOA •			Issuing authority address for	LOA •	
Back Next Next	SEZ Auth			delhi		
About Us Accessibility Statement Directorate General of Systems &	Manufacturing, Trading, Warehousing	), Developer/co-developer, IT & ITI	ES(IT enabled services), Others	Ŧ		
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Contact Us Site Map htt Foror, CP Building DE State		), Developer/co-developer, IT & IT	ES(IT enabled services), Others	•		Next



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.

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		Home Guid	idelines Tutorials Covid-19
SEZ Entity Details	Bond Details	Details of Authorized person from the SEZ E	Entity
Bond Amount * 500000		Bond Acceptance Date* 26-07-2023	Ē
Bond Expiry Date • 31-08-2023 Note: Bond Expiry Date should be equal to Validity of	E .	BC percentage*	
Note: Bond Expiry Date should be equal to validity D	Jate of LUA.		Next
	About ICEGATE About Us Contact Us Help Covid-19 Oblow Us	Accessibility         Contact           Accessibility Statement         Directorate General of Systems & Data Management (CECATE)           Site Map         Data Management (CECATE)           Link To Us         New Deats - 10099           Public Feedback         1800-3000 1000           Terms and Conditions         icegate/helpdes@icegate.gov.in	

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



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SEZ Ent	ity Details	Bond Details	Details of Authorized person from the SEZ Entity 
Name of the Authorized pers	on from the SEZ Unit *		PAN number of Authorized person *
KUSUM LATA			AQ*****2C
	of PAN card of Authorized person		Scanned colored copy of Authorization letter from Authorized person from SEZ Unit *
Attach Or Drop Your Fi			Attach Or Drop Your Files
Authorization letter issue dat	e		DSC of Authorized person *
		1	Click to Update DSC
I hereby confirm that the u	uploaded LOA document is digital	ly signed and understand that the registration	on request shall be system rejected if LOA document is not found to be digitally signed.
Back			Submit

- 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.

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	Reference ID has also	has been successfully generat been shared with you on your d email address	ed.	
		ок		
्राप्स कर सप्स कर Follow us र े के	About ICEGATE About Us Contact Us Help Covid:19	Accessibility Accessibility Statement Site Map Link To Us Public Feedback Terms and Conditions Privacy Policy	Contact Directorate General of Systems & Data Management (CECATE) het Roer, CR Building, JP Estate New Dehir: 10005 1800-3010-10005 icegateheipdesk@icegate gow.in Web Information Manager. webmaster.icegate@icegate gov.in	
	2022 All rights reserved. Directorate General of Systems & This site is bes	Data Management, Central Board of Indirect Taxes t viewed in 1366X768 resolution.	and Customs, New Delhi	



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

Tuesday, August 01	, 2023 12:59PM Show Details
on and approval.	
1	Tuesday, August 01

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



- 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:



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1. <u>Auto rejection of SEZ registration</u>: 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.

Auto Rejection of SEZ Role no-replyregistration@icegate.gov.in To: Oracle of the mission?@icegate.gov.in	Tuesday, August 01, 2023 01:11PM Show Details
Your request for role SEZ has been auto rejected by system with reason: Request cannol be approved as LOA document is not digitally signed. System Rejected. Ref ID: 211 <sup>o</sup> entered to be signed is not found. File name EmployeeKit.pdf. Please apply for fresh SEZ registration using digitally signed LOACBIC	823. Issue while validating digital signature. Page

2. <u>Rejection by SEZ officer</u>: 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.

Reply - Reply To All - Forward - 🖿 - ★ - 👕 🖆 🏛 More - 🖶	New - 🕅 🛧 🕁 Show -
Role Rejected by SEZ Officer no-replyregistration@icegate.gov.in To: Calgarian Sector	Tuesday, August 01, 2023 01:32PM Show Details
your request for role SEZ has been rejected by SEZ Officer with reason. Rejecting this Case for testing -CBIC	

3. <u>System validation failure:</u> 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.

Role Rejected by ICES	
no-replyregistration@icegate.gov.in	Monday, July 31, 2023 03:43PM
To: see a second s	Show Details
Dear User, Your request for role SEZ has been rejected from ICES with reason: 07 -CBIC	

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



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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
	LOA_DOC_NAME OR LOA_NUMBER OR LOA_ISSUE_DATE OR LOA_EXP_DATE OR
39	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