

CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

Date: 4th 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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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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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 - D ID have Reference ID	Don't)				
	How this works					
	 If you have an unexpired Reference ID, please select 'Continue using Refere option 	nce ID'				
	2. If you don't have a Reference ID, click on the 'I don't have Reference ID' opti	on				
					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				
	 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 SFZ		Customs Broker	NVOCC	Shipping Agent	Airline	
	E-seal Vendor	Custodian	Consol Agent	Consol Agent Importer/Exporter Shipping I		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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IEC Code: Back	Enter bele	ow role details sez ostin	Proceed	
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62	022 All rights reserved. Directorate General of Systems & D This site is best v	ata Management, Central Board of Indirect Ta iewed in 1366X768 resolution.	axes and Customs, New Delhi	

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

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Enter belov sez	w role details Users				
	GSTIN				
			Proceed		
About ICEGATE About Us Contact Us Helip Covid-19	Accessibility Accessibility Statement Site Map Link To Us Public Feedback Terms and Conditions	Contact Directorate General Data Management Ist Floor, CR Buildin New Delhi - 110095 1800-3010-1000 Icegatehelpdesk@ld	of Systems & g, IP Estate segate.gov.in		
	Call US 1800-3010-1000 Contact US Enter below SEZ About ICECATE About US Contact US Help Covid 19	Cail Us 1800-3010-1000 Contact Us Help Enter below role details SEZ Users CSTIN CONTACT About ICECATE About US Contact Us Help Covid-19 Contact US Contact US Contact US Contact US Covid-19 Contact US Contact US Contact US Contact US Covid-19 Contact US Contact US Contact US Contact US Covid-19 Contact US Contact US Contact US Contact US Covid-19 Contact US Contact US Contact US Contact US Contact US Covid-19 Contact US Contact US Contact US Contact US Contact US Contact US Contact US Covid-19 Contact US Contact Contact	Call US 1800-3010-1000 Contact US Help Home Enter below role details SEZ Users CSTIN Contact US About ICECATE About ICECATE About US Contact US Help Covid-19 Covid-19 Covid-19 Contact US Terms and Conditions Contact US	Call US 1800-3010-1000 Contact US Help Home Cuidelines Enter below role details SEZ Users SEZ Users STIN STIN STIN Contact US Proceed Monu ICECATE Accessibility About ICECATE Accessibility Statement. Contact US Ste Map Link To US Directorate Central of Systems & Date Management: Toto Management: Ste Map Link To US Public Feedback: Covid-19 Terms and Conditions	Call Us 1800-3010-1000 Contact Us Heip A A A* Home Cuidelines Tutorials Enter below role details SEZ Users SEZ Users SET Users

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.

9 May 2023 09:57 PM	Call Us 1800-3010-1000 Contact Us Help	
CEBATE.		Home Guidelines Tutorials Covid
	Confirm below role details	
Role Details Customs Broker	Name VARROC ENGINEERING LIMITED	
Please select your preferred communication details	from the below	
Code	Email	Phone
GSTIN 24AAACV2420J2ZN	vg*st@varrocgroup.com	96*****10
GSTIN 33AAACV2420JIZP	vg**st@varrocgroup.com	96*****0
GSTIN 07AAACV2420JIZK	vg**st@varrocgroup.com	96*****10
GSTIN 08AAACV242031ZI	vg**st@varrocgroup.com	96*****10
GSTIN 27AAACV242031ZI	vg**st@varrocgroup.com	96*****10
GSTIN 29AAACV2420JIZE	vg**st@varrocgroup.com	96*****10
GSTIN 06AAACV2420J1ZM	vg**st@varrocgroup.com	96*****10
GSTIN 05AAACV2420JIZO	vg**st@varrocgroup.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.

👸 19 May 2023 10:46 PM	Call Us 1800-3010-1000 Contact Us H	Help			A- A A+	ENG हिंदी
			Home	Guidelines	Tutorials	Covid-19
	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
		Verify yo	ur det	ails as below				
	Mobile *			Email ID *				
	+9]96*****10			vg**st@varrocgroup.com	Gen	erate OTP		
	OTP Resend OTP							
		Verify						
	OTP expires in 585 seconds							
	Cancel						Proceed	•

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

8	19 May 2023 10:37 PM	Call Us 1800-3010-1000	Contact Us	Help				Mobile verified	
Ó						Home	Guideline	s Tutorials	Covid-19
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	Mobile *				Email ID *				
	+9196*****10	⊘			vg**st@varrocgroup.com	Gener	ate OTP		
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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 May 2023 10:49 PM	Call Us 1800-3010-1000	Contact Us Help		Email verified	
			Home	Guidelines Tutorials	Covid
	Ve	erify your details as below			
Mobile * +9196*****10	0	Email ID * vg*fs@varrocgroup.com	ø		
Cancel				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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BATE.			Home	Guidelines	Tutorials	с
SEZ Entity Details	Bond Details	Details of	Authorized 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-Id *				
+918385950331		ankitgupta1566@gmail.com				
CST IN •		Primary Address & PIN *				
19AAEFI8174MIZP		Address	Pin			
City •		State *			~	
Additional Address 1 & PIN		SEZ Dort Code *				
Address Pin	•	Select Port Code			~	
Latter of Authorization (LOA) to be unleaded *	-	LOA Number t				
Letter of Authorization (LOA) to be uploaded -		LOA Number *				
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Mobile number		e-mail-iu				
102020201		anniguptaisoologimaii.com				
CST IN *		Primary Address & PIN *				
ISPACEIO//HVIZP		123 Indirapurum	210006			
City •		State *				
delhi		GUJARAT			~	
Additional Address 1 & PIN		SEZ Port Code *				
Address Pin	•	GIFT SEZ LTD(INGNC6)			~	
Letter of Authorization // OA) to be uploaded *	-	LOA Number *				
Attach @ 08auoSigned Pdf .4.		35566666666				
Note: LOA Document should be digitally signed.						
Date of Issuance of LOA *		Validity Date of LOA *				
20-07-2023	Ē	31-08-2023				
Issuing authority name for LOA *		Issuing authority address for LOA *				
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Validity Date of LOA * Date of Issuance of LOA * ÷ 20-07-2023 31-08-2023 Issuing authority name for LOA • Issuing authority address for LOA * SEZ Auth delhi LOA Registration Purpose * Manufacturing, Trading, Warehousing, Developer/co-developer, IT & ITES(IT enabled services), Others * Back About ICEGATE Accessibility Contact About Us Contact Us Accessibili Site Map Link To Us



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.

(ii) 01 August 2023 12:07 PM	Call Us 1800-3010-1000 Contact Us H	teip A- A A+ ENG 🕅	दी
		Home Guidelines Tutorials Cov	rid-19
SEZ Entity Details	Bond Details	Details of Authorized person from the SEZ Entity	
Bond Amount * 500000		Bond Acceptance Date*	
Bond Expiry Date * 31-08-2023	tio:	BC percentage * 0	
Note: Bond expiry Late should be equal to Validity Late o	n Lux.	Next	
Follow	About ICEGATE About Us Contact Us Help Covid-19 W US	Accessibility Contact Accessibility Statement Directorate General of Systems & Data Maragement (CCATE) Sile Map bit Ploor, CE Mulding, IP State Link To Us New Delmin 10005 Public Feedback 1800-5001-5000 Tarms and Conditions icegate/leficegate 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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		Home Guidelines Tutorials C
SEZ Entity Details	Bond Details	Details of Authorized person from the SEZ Entity
Name of the Authorized person from the SEZ	Unit *	PAN number of Authorized person *
KUSUM LATA		AQ*****2C
Self- attested Scanned copy of PAN card of A	uthorized person *	Scanned colored copy of Authorization letter from Authorized person from SEZ Unit *
🖋 Attach Or Drop Your Files		🔗 Attach Or Drop Your Files
Authorization letter issue date		DSC of Authorized person *
	Ē	Click to Update DSC
I hereby confirm that the uploaded LOA do	ocument is digitally signed and understand that the registratic	n 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.

(ii) 01 August 2023 12:10 PM	Call Us 1800-3010-1000 Contact Us Help		A- A A+ ENG हिंदी
		Home Guidelines	Tutorials Covid-19
	Reference Id 4805010823 has been successfully generated. Reference ID has also been shared with you on your registered email address OK		
स्पर्ध सम Follow us रि	About ICEGATE Accessibility About Us Accessibility Contact Us Site Map Help Link To Us Covid-39 Public Feedback Terms and Conditions Privacy Policy	Contact Directorata General of Systems & Dara Munagement (DCCATE) Bar Mono (DB Building, IF Estate New Delhi - T0055 1800-5000 Cegatehelpdeix@icegata.gov.in Web Information Manager: webmaster.icegate@icegata.gov.in	
	© 2022 All rights reserved. Directorate General of Systems & Data Management, Central Board of Indirect Taxes and C This site is best viewed in 1366X768 resolution.	ustoms, New Delhi	



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

Creation of Reference ID for SEZ no-replyregistration@icegate.gov.in To: @icegate.gov.in	Tuesday, August 01,	2023 12:59PM Show Details
Dear User,		
Your Reference ID 2112:00823 has been successfully created for SEZ on ICEGATE which has been submitted for verification	and approval.	
-CBIC		
		1

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: Output: Discource@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 cannot be approved as LOA document is not digitally signed. System Rejected entered to be signed is not found. File name EmployeeKit.pdf . Please apply for fresh SEZ registration using digitally signed LOA -CBIC	Ref ID: 211 ²

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: Cangan Contemportation@icegate.gov.in	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