

ADVISORY FOR DEACTIVATION OF REGISTERED ICEGATE ID

Various request for deactivation of ICEGATE ID are received regularly. In order to facilitate the process of de-activation, this advisory is being issued.

1. User needs to send the request for de-activation on email: - registration@icegate.gov.in along with following details.
 - ❖ ICEGATE ID:
 - ❖ Email ID:
 - ❖ User Role:
 - ❖ User Type:
 - ❖ PAN No:
 - ❖ Mobile No:
 - ❖ Reason for Deactivation:
2. User will provide specified documents as mentioned in Annexure – A in support of reason for de-activation.
3. Once details/documents are in order, the ICEGATE ID will be deactivated.
4. The Helpdesk Team may request for supportive documents in case the details/document submitted are incomplete/not in order. Once in order, user’s ICEGATE ID will be deactivated.
5. If request is received for deactivation of Principal user’s ICEGATE ID and any child user is associated with Principal user, then all associated Child ICEGATE ID would be deactivated automatically.

Annexure - A

Sr. No.	Reason for Deactivation	Specified Documents
1	Employee left the firm	<ul style="list-style-type: none">• Copy of Resignation/Relieving letter on the firm’s letter head.
2	Employee transferred to another department within the firm	<ul style="list-style-type: none">• Scanned copy of declaration of the said movement on the firm’s letter head
3	Change in registered email ID	<ul style="list-style-type: none">• Request to change registered email address should be received from the registered email address itself (<i>Optional</i>)• Scanned copy of request to change registered email address on the firm’s letter head
4	Change in firm’s registered PAN / firm’s name / address	<ul style="list-style-type: none">• Request should be received from the registered e-mail ID only• Scanned copy of request to change registered PAN / firm’s name / address on the firm’s letter head
5	Legal changes in the firm	<ul style="list-style-type: none">• Scanned copy of Authority Letter/Certificate for legal changes.• All previous documents submitted at the time of registration• Board resolution for legal changes in the firm
6	Any other reason	<ul style="list-style-type: none">• Request should be received from the registered e-mail ID only• Deactivation justification• Authorization letter on the firm’s letter head