

# Registration Advisory of Participating Government Agencies in ICEGATE

A new category of registration is required for PGAs in ICEGATE registration module to allow PGAs to use E-SANCHIT module for upload of document and verification.

PGAs are assumed to be government authorised body who will not be involved in any exchange of messages and will not be bound by any location constraint as it is with other ICEGATE registered users.

Below are the steps for the user to register as PGA:

1. The user enters the custom ICEGATE ID and valid email ID to proceed with registration. For PGA registration, the email ID will be validated and checked for any email ID ending with **gov.in** and **nic.in**.

Latest: Loading the supporting documents i.e. e-Sanchit, has been made mandatory from 01.04.2018. All Customs Brokers and self-filers are informed. Last Updated: May 7, 2018

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Home > ICEGATE Partnership Registration

### ICEGATE Partnership Registration

ICEGATE Id:

e-Mail Id:

\*ICEGATE Id should not contain any blank spaces.  
\*ICEGATE Id should not contain special characters except "-" and "\_".  
\*ICEGATE Id should not exceed 25 characters.  
\* E-mail id should not exceed 50 characters.  
\*ICEGATE Id may be alpha-numeric characters.

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- After checking the availability for ICEGATE ID and email ID, the user will select the role **Partner Govt. Agency/ PGA** from the User Role dropdown. This role will be used by PGAs for registration into ICEGATE registration module.

The screenshot shows the ICEGATE registration interface. At the top, there is a banner with the ICEGATE logo and a world map. Below the banner, a navigation bar contains links for Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, and Contact Us. A 'Latest' news section mentions IGST refund status. The main content area is titled 'Registration' and contains a 'User Registration' form. The form fields are: ICEGATE ID (NEWPGA1234), ICEGATE Email ID (newpga@agency.gov.in), User Role (Partner Govt. Agency/ PGA), and User Type (--- Select ---). A dropdown menu is open for the User Role field, showing options: Air lines, Console Agents, Custodian, Partner Govt. Agency/ PGA (highlighted), IEC Holders, Others, Shipping Lines, and Shipping agents. The footer includes the Government of India logo, Ministry of Finance Department of Revenue, and several award logos like 'The e-governance Award' and 'National e-governance Award for 2010-11'.

- After selecting the role from the User Role dropdown, the User Type dropdown will be enabled where the users would be registering as **Headquarter Office PGA** or **Regional Office PGA** for parent and child users respectively.

This screenshot shows the same ICEGATE registration page as above, but with the User Type dropdown menu open. The User Role dropdown is now closed and set to 'Partner Govt. Agency/ PGA'. The User Type dropdown menu shows options: --- Select ---, Headquarter Office PGA (highlighted), and Regional Office PGA. The rest of the page layout, including the banner, navigation bar, and footer, remains the same as in the previous screenshot.

4. In case user selects **Headquarter Office PGA** from the User Type dropdown.
  - The user needs to provide the PGA code in the **Enter the PGA Code** field which will be unique for verifying the PGA.
  - Below this field, **Enter PGA Registered Email id** field for generic email ID is also required. This email id will belong to the HOD who will communicate with the user regarding the registration.
  - During registration, validation will be done against a combination of PGA Code and generic Email fields.

Latest: cation, will not be able to submit documents/jobs at ICEGATE. No acknowledgement will be generated for documents filed either by Web uplo Last Updated : May 25, 2018

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Home > Registration

### Registration

**User Registration**

ICEGATE ID	TESTINGSFDSADF
ICEGATE Email ID	sdfsadf@email.com
User Role	Participating Govt. Agency/ PGA ▼
User Type	Headquarter Office PGA ▼
Enter the PGA Code	<input style="width: 90%;" type="text"/> *
Enter PGA Registered Email id	Verify <input style="width: 90%;" type="text"/> *

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5. After the PGA Code and the Generic Email id is validated, the details of given PGA code and email ID will be displayed. Below is the screenshot for the CHA user. For PGA Headquarters, details of PGA such as PGA code, agency name, etc. will be displayed.
 

**NOTE: The Custom Location field would not appear for the PGA user.**

User Type: License Holder/ F Card Holder

Enter CHA PAN No.:  \*

Following are your registration details as available in ICS.  
For any correction/modification in these details, you are requested to file amendment in your parent commissionerate policy branch and then update the same at ICEGATE Login Module.

Pan No	AAOFFC
Agency Name	RDSH INTERNATIONAL LOGISTICS
Address 1	RUKHOUSE FIRST FLOOR PLOT NO. 320
Address 2	SECTOR 1A, GANDHEDHAM, KUTCH
City	Mumbai
State	GUJARAT
Pin Code	370001
Contact Number	-
Email ID	-
Custom Location	<input type="text" value="ACC Coimbatore Shipenumbur ICD (9FCB4)"/> <input type="text" value="Agra ICD (9NLR6)"/> <input type="text" value="Ahmedabad ACC (9NAM04)"/> <input type="text" value="Alang (9NAL1)"/> <input type="text" value="Amnagon ICD (9NAM06)"/> <input type="text" value="Amritsar ACC (9MATQ4)"/>

**Custom**

6. After the user confirmation on the details displayed against PGA code, personal information form will be displayed. The user uploads the below mentioned document.
  - Authorisation letter from PGA department head
  - Office ID issued by PGA department
  - Personal photo government ID like (Aadhaar, Passport, Voter card)

Home > Registration

### Registration

**Personal Details**

Enter your Name  \* e.g. Anil Sharma

Mobile Number  \* e.g. 9810000000

Scanned colored copy of Authorization Letter on the letter head of the company/agency  No file chosen \* File Size Limit is upto 100 KB only

Scanned colored copy of License  No file chosen \* File Size Limit is upto 100 KB only

Select Photo id type  \*

Enter Voter-id No.  \*

Scanned colored copy of Voter-id  No file chosen \* File Size Limit is upto 100 KB only

Document Type  \*  
Export  
Goods Registration

License Expiration Date  \*

Digital Certificate  [Click here to upload DS](#)

I agree to the CBEC Terms & Conditions

**Declaration:** I agree to the correctness of information provided by me. This information pertains to me.

7. The user clicks on **Click here to upload DS** link to upload the Digital Certificate.

Home > Registration

### Registration

**Personal Details**

Enter your Name  \* e.g. Anil Sharma

Mobile Number  \* e.g. 9810000000

Scanned colored copy of Authorization Letter on the letter head of the company/agency  No file chosen \* File Size Limit is upto 100 KB only

Scanned colored copy of License  No file chosen \* File Size Limit is upto 100 KB only

Select Photo-Id Type  \*

Enter Voter-id No.  \*

Scanned colored copy of Voter-id  No file chosen

Document Type  \*  
Export  
Goods Registration

License Expiration Date  \*

Digital Certificate  [Click here to upload DS](#)

I agree to the CBEC Terms & Conditions

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Click on upload DS link

8. After clicking on the Upload DS link, the user has to select the certificate and then click on OK.

Home > Registration

**Registration**

Personal Details

Scanned colored copy of Voter-id

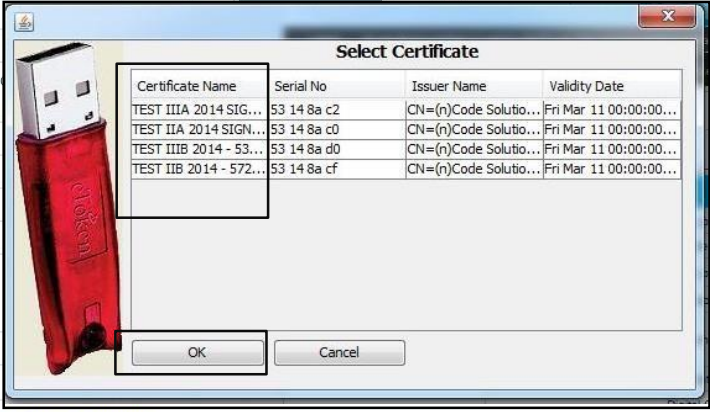
**Select Certificate**

Certificate Name	Serial No	Issuer Name	Validity Date
TEST IIIA 2014 SIG...	53 14 8a c2	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...
TEST IIA 2014 SIGN...	53 14 8a c0	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...
TEST IIIB 2014 - 53...	53 14 8a d0	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...
TEST IIB 2014 - 572...	53 14 8a cf	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...

I agree to the CBEC Terms & Conditions

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**Confirm**



9. The user checks the Validation Status of the Digital Certificate which is uploaded and then clicks on the Ok button.

**Validation status**

Check Type	Status
Date validation	true
CCA ROOT SKI validation	true
Has Private Key	true
Certificate chain installed?	true
CA validation	true
Class validation	false
Chain validation	true
Is signing allowed	true
CRL validation	true

**Click on the OK button**

Scanned colored copy of Voter-id

Document Type: Goods Registration

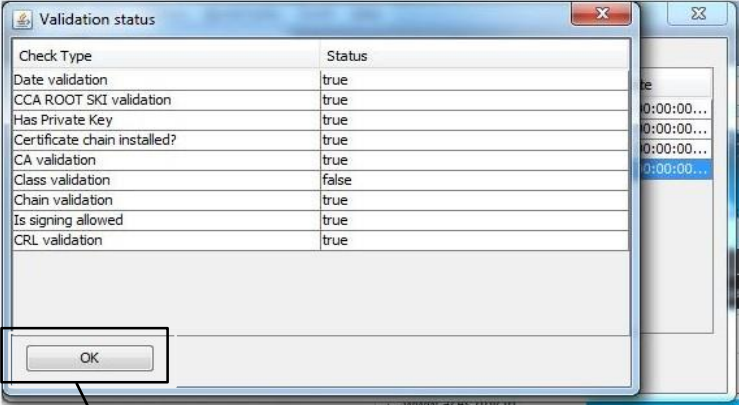
License Expiration Date

Digital Certificate

I agree to the CBEC Terms & Conditions

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**Confirm**



10. The user views the pop up message and clicks on the OK button. The certificate serial number will then have populated into the text box for Digital Certificate.

The screenshot shows the 'Registration' page with a 'Personal Details' form. A pop-up message is displayed over the form, stating: 'Digital Certificate with serial number: 53 14 8a d0 verified successfully.' Below this message is a checkbox labeled 'Prevent this page from creating additional dialogs' and an 'OK' button. An arrow points from the 'OK' button to a callout box that says 'Click on the OK button'. The form fields include: 'Enter your Name' (with example 'e.g. Anil Sharma'), 'Number' (with example 'e.g. 9810000000'), 'Choose file' for 'No file chosen' (with note '\* File Size Limit is upto 100 KB only'), 'Choose file' for 'No file chosen' (with note '\* File Size Limit is upto 100 KB only'), 'Photo-Id Type' (dropdown menu with 'Aadhaar' selected), 'Photo-Id No.', 'Scanned colored copy of Voter-id' (with note '\* File Size Limit is upto 100 KB only'), 'Document Type' (dropdown menu with 'Import', 'Export', and 'Goods Registration' options), 'License Expiration Date' (calendar icon), and 'Digital Certificate' (with link 'Click here to upload DS'). At the bottom, there is a checkbox for 'I agree to the CBEC Terms & Conditions', a 'Declaration' statement, and a 'Confirm' button.

11. The user enters the remaining personal details in the registration form, and click on the confirm button.

**NOTE: The Document Type field would not appear for the PGA users.**

The screenshot shows the 'Registration' page with a 'Personal Details' form. A callout box with the text 'Click on the "Confirm" button' has an arrow pointing to the 'Confirm' button at the bottom of the form. The form fields include: 'Enter your Name' (with example 'e.g. Anil Sharma'), 'Mobile Number' (with example 'e.g. 9810000000'), 'Self-attested scanned copy of the Authorization letter issued by the head of the consulate/Embassy/UN Agency/Govt. Organization' (with 'Choose File' button and example 'Copy of the ...tter-min.pdf' and note '\* File Size Limit is upto 100 KB only'), 'Self-attested scanned copy of GSTIN Registration' (with 'Choose File' button and example 'Copy of GST...eg-min.pdf' and note '\* File Size Limit is upto 100 KB only'), 'Select Photo-Id Type' (dropdown menu with 'Passport' selected), 'Enter Passport No.', 'Self-attested scanned colored copy of Passport' (with 'Choose File' button and note '\* File Size Limit is upto 100 KB only'), 'Document Type' (dropdown menu with 'IMPORT', 'EXPORT', and 'GOODS REGISTRATION' options), and 'Digital Certificate' (with link 'Click here to upload DS \*'). At the bottom, there is a checkbox for 'I agree to the CBEC Terms & Conditions\*', a 'Declaration' statement, and a 'Confirm' button.

12. After submitting the personal information, the OTP page will be displayed. The one-time password (OTP) would be sent to the user's registered email id.

Latest: \*Attention: ICEGATE common enquiry services are available at Home > Public Enquiries. For details: Last Updated : May 15, 2018

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[-www.ltu.gov.in](#)  
[-www.finmin.nic.in](#)  
[-www.ices.nic.in/lces](#)  
[-www.indiantradeportal.in](#)

Home > Registration

### One Time Password

Please enter your One Time Password (OTP) received on your registered email

Merchant Name: SDFDSAFDSAF

Date: May 15, 2018 at 3:23:04 PM

Email: sdfasd@email.com

OTP:

**Submit**

If you have trouble receiving OTP Email [Click Here](#) to receive OTP

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13. After successfully submitting the OTP, an acknowledgement email and successful message will be displayed onto the screen.
- After approval by the required authority of ICEGATE, the user credentials are sent to the generic email(HOD) ID which was entered by the user earlier.
  - These credentials are then communicated by HOD of PGA to the registered user.

Latest: \*Attention: ICEGATE common enquiry Last Updated : May 15, 2018

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Related Links  
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[-www.ltu.gov.in](#)  
[-www.finmin.nic.in](#)  
[-www.ices.nic.in/lces](#)  
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Home > Registration

### Registration

Your Information has been received successfully and you will be intimated by e-mail as soon as your registration is approved by the competent authority.

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14. In-case the user selects **Regional Office PGA** from the User Type dropdown in step 4. The user then needs to provide the ICEGATE ID of the parent in the **Enter the ICEGATE ID of HQ** field and also the generic email id in the **Enter PGA Registered Email id** field.

The screenshot shows the ICEGATE registration page. At the top, there is a navigation bar with links for Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, and Contact Us. A status bar indicates the latest update on May 25, 2018. The main content area is titled 'Registration' and contains a 'User Registration' form. The form fields are as follows:

User Registration	
ICEGATE ID	TESTINGSFDSADF
ICEGATE Email ID	sdfsadf@email.com
User Role	Participating Govt. Agency/ PGA ▼
User Type	Regional Office PGA ▼
Enter the ICEGATE ID of PGA HQ	<input type="text"/> *
Enter PGA Registered Email id	<input type="text"/> <input type="button" value="Verify"/> *

At the bottom of the page, there are logos for the Government of India, Ministry of Finance Department of Revenue, The e-governance Award South Asia 2011, and the National e-governance Award for 2010-11. There is also a footer with links for SMTP Mail List, Site Map, Accessibility Statement, Add to Favourite, Help, and Terms of Use.

15. After the user enters the correct ICEGATE Id and the generic email id, clicks on the **Verify** button. The personal information form will be displayed. The user enters the information, uploads the document and also uploads the Digital Signature Certificate. The mandatory document required for PGA registration are as follows.

- Authorisation letter from PGA department head
- Office ID issued by PGA department
- Personal photo government ID like (Aadhaar, Passport, Voter card)

**NOTE: The steps to upload the digital signature will be same as of Headquarter Office PGA (parent user).**



Home > Registration

## Registration

**Personal Details**

Enter your Name  \* e.g. Anil Sharma

Mobile Number  \* e.g. 9810000000

Scanned colored copy of Authorization Letter on the letter head of the company/agency  No file chosen \* File Size Limit is upto 100 KB only

Scanned colored copy of License  No file chosen \* File Size Limit is upto 100 KB only

Aadhaar \*

Enter Voter-id No.  \*

Scanned colored copy of Voter-id  No file chosen \* File Size Limit is upto 100 KB only

Document Type  Import  
Export  
Goods Registration \*

License Expiration Date  \*




Digital Certificate  [Click here to upload D5](#)

I agree to the CBEC Terms & Conditions

**Declaration:** I agree to the correctness of information provided by me. This information pertains to me.

Click on the Confirm button

16. The user clicks on the confirm button and then enters the OTP on the next page. The one-time password (OTP) would be sent to the user's registered email id.

Latest: **\*Attention: ICEGATE common enquiry services are available at Home > Public Enquiries. For details :** Last Updated : **May 15, 2018**

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Home > Registration

## One Time Password

**Please enter your One Time Password (OTP) received on your registered email**

**Merchant Name:** SDFDSAFDSAF


**Date:** May 15, 2018 at 3:23:04 PM

**Email:** sadfasd@email.com


**OTP:**

If you have trouble receiving OTP Email [Click Here](#) to receive OTP


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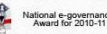
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Ministry of Finance Department of Revenue



**The e-governance Award**  
South Asia 2011



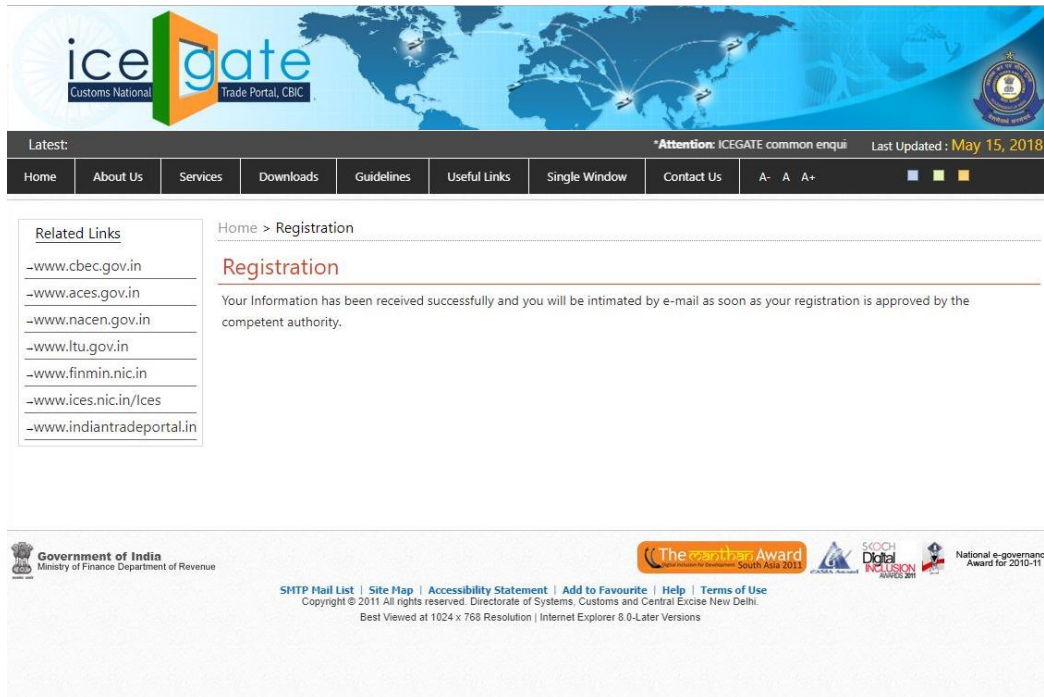
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17. After successfully submitting the OTP, an acknowledgement message would appear on the screen.
- After approval by the required authority of ICEGATE, the user credentials are sent to the generic email id which was entered by the user earlier.
  - These credentials are then communicated by HOD of PGA to the registered user.



The screenshot shows the ICEGATE website interface. At the top, there is a banner with the ICEGATE logo (Customs National Trade Portal, CBIC) and a world map. Below the banner is a navigation menu with links: Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, Contact Us, and a search bar. A notification bar at the top right says "Attention: ICEGATE common enquiry" and "Last Updated: May 15, 2018".

The main content area is titled "Home > Registration". The heading "Registration" is displayed in red. Below the heading, a message states: "Your Information has been received successfully and you will be intimated by e-mail as soon as your registration is approved by the competent authority." On the left side, there is a "Related Links" section with a list of URLs: -www.cbec.gov.in, -www.aces.gov.in, -www.nacen.gov.in, -www.ltu.gov.in, -www.finmin.nic.in, -www.ices.nic.in/lces, and -www.indiantradeportal.in.

The footer contains the Government of India logo and text: "Government of India Ministry of Finance Department of Revenue". It also features several award logos: "The e-governance Award South Asia 2011", "SOCIAL INCLUSION Awardee 2011", and "National e-governance Award for 2010-11". At the bottom, there is a copyright notice: "Copyright © 2011 All rights reserved. Directorate of Systems, Customs and Central Excise New Delhi." and a note: "Best Viewed at 1024 x 768 Resolution | Internet Explorer 8.0-Later Versions".