



**Directorate General of Systems and Data Management**  
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

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Date: 30<sup>th</sup> June 2023

Category: Customs  
Issued by: ICEGATE

**Advisory for SEZ Registration on ICEGATE  
– For SEZ Units**

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## 1. Introduction

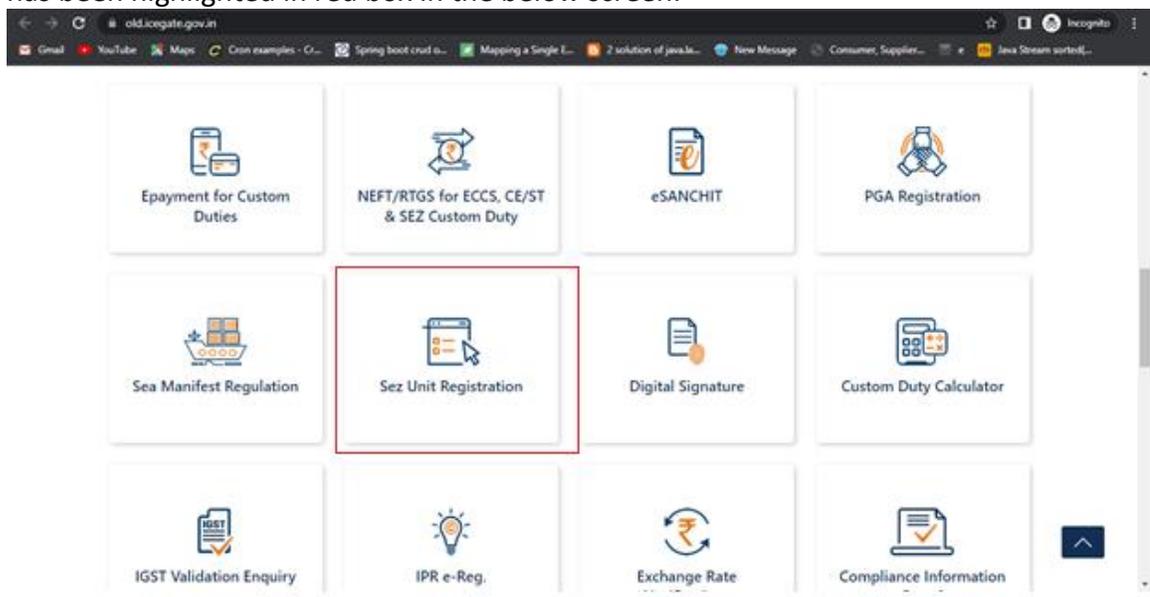
Registration facility for SEZ Units has been provisioned on ICEGATE portal in order to support the migration of Custom processes in SEZ to CBIC.

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

Please note that currently SEZ Registration on ICEGATE has been enabled for GIFT City SEZ Units only.

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

- a) SEZ Units will go to <https://old.icegate.gov.in/> and scroll down to 'Our Services'. SEZ unit shall click on the link for 'SEZ Unit Registration' provided under 'Our Services'. The same has been highlighted in red box in the below screen.

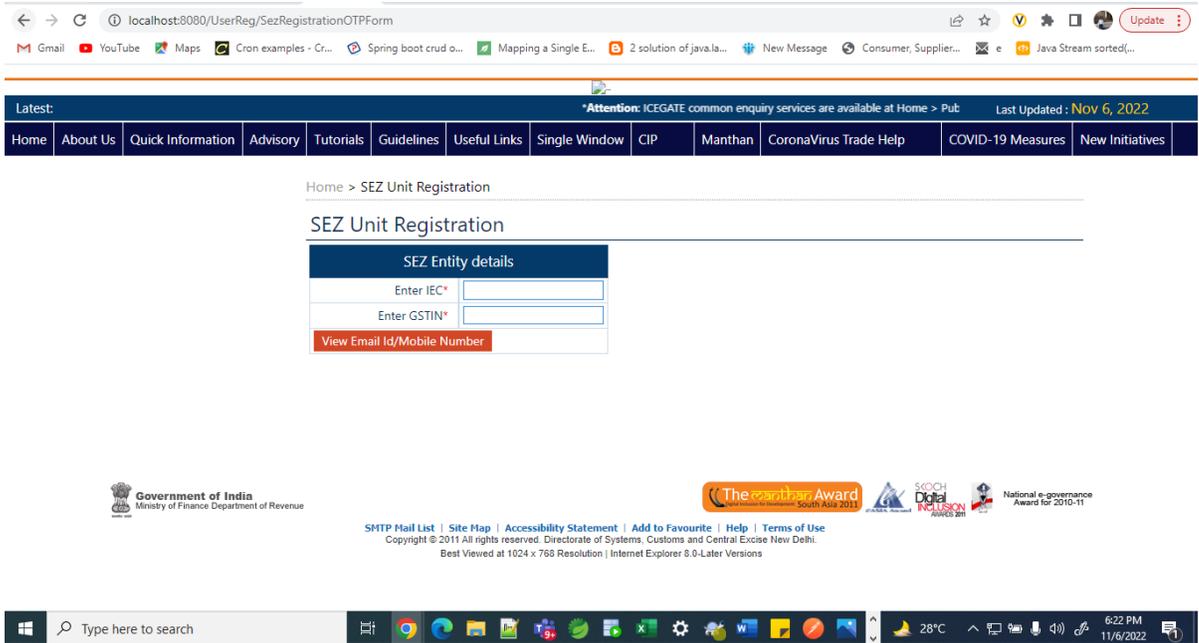


- b) SEZ Unit will be redirected to the below page, where they need to enter IEC and GSTIN and click on View Email ID/ Mobile number.

Please note that in order to proceed ahead:

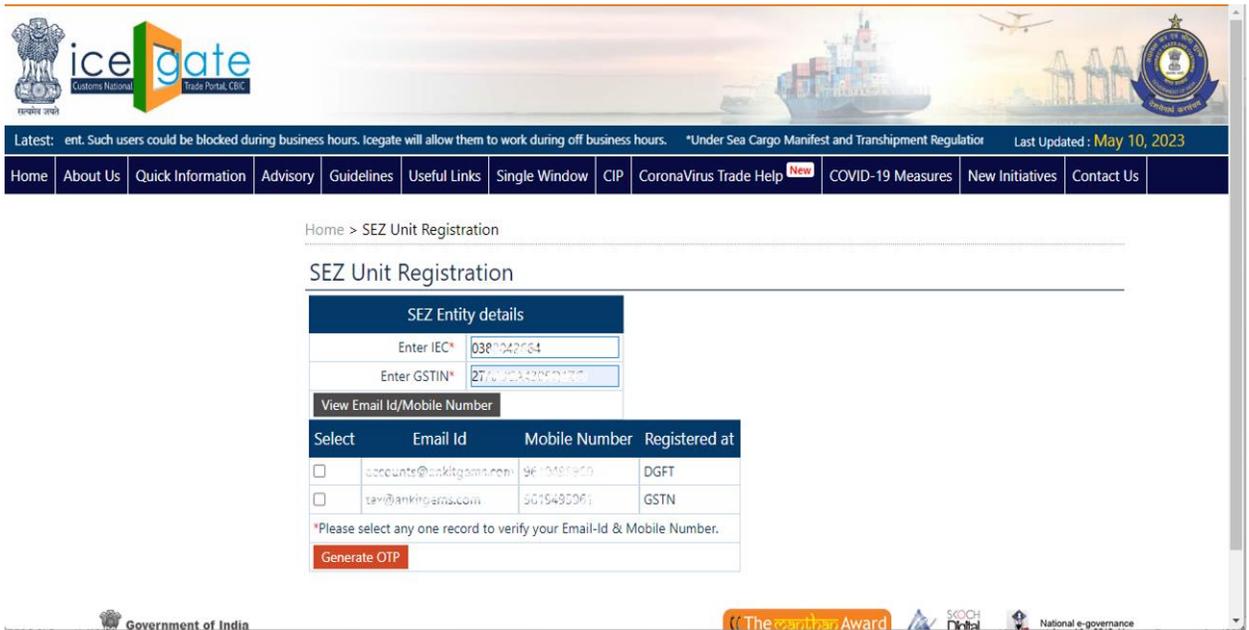
- IEC and GSTIN should be valid and correct, i.e. registered with DGFT and GSTN respectively.
- IEC and GSTIN entered by unit should belong to the same entity
- IEC should be not blacklisted, suspended or cancelled

If any of the above conditions are not met, error message shall be displayed.



The screenshot shows a web browser window at localhost:8080/UserReg/SezRegistrationOTPFom. The page title is "SEZ Unit Registration". Below the navigation menu, there is a form titled "SEZ Entity details" with two input fields: "Enter IEC\*" and "Enter GSTIN\*", and a "View Email Id/Mobile Number" button. The footer includes the Government of India logo, award logos (The e-governance Award, SOGI Digital Inclusion Award), and copyright information for 2011.

- c) Once SEZ unit enters valid and correct IEC and GSTIN, Email ID and mobile number of the user registered at DGFT and GSTN shall be displayed to the SEZ unit.



The screenshot shows the same "SEZ Unit Registration" page, but now the input fields are populated with valid values: "0381042764" for IEC and "27610342060170" for GSTIN. The "View Email Id/Mobile Number" button is now active. Below the form, a table displays the registered user details:

Select	Email Id	Mobile Number	Registered at
<input type="checkbox"/>	accounts@ankitgama.com	96-3481921	DGFT
<input type="checkbox"/>	tax@ankitgama.com	9015492091	GSTN

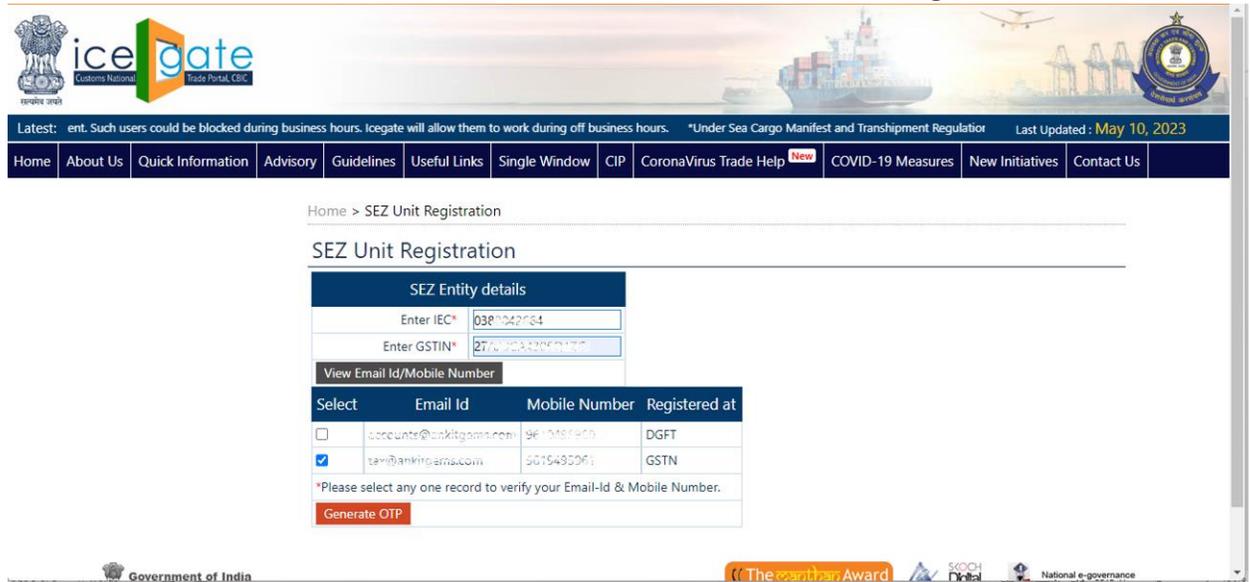
Below the table, there is a note: "\*Please select any one record to verify your Email-Id & Mobile Number." and a "Generate OTP" button. The footer remains the same as in the previous screenshot.

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- d) SEZ Unit needs to select one record for the purpose of OTP based validation on Email and mobile number, and click on Generate OTP.

Please note that all further communications regarding Registration and subsequent filing and operations, shall be done on the selected mobile number and email ID.

For instance in the below screen, SEZ unit has selected contact details registered at DGFT, therefore OTP shall be shared on Email ID and Mobile number registered at DGFT.



Latest: ent. Such users could be blocked during business hours. Icegate will allow them to work during off business hours. \*Under Sea Cargo Manifest and Transhipment Regulation Last Updated : May 10, 2023

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### SEZ Unit Registration

**SEZ Entity details**

Enter IEC\*

Enter GSTIN\*

[View Email Id/Mobile Number](#)

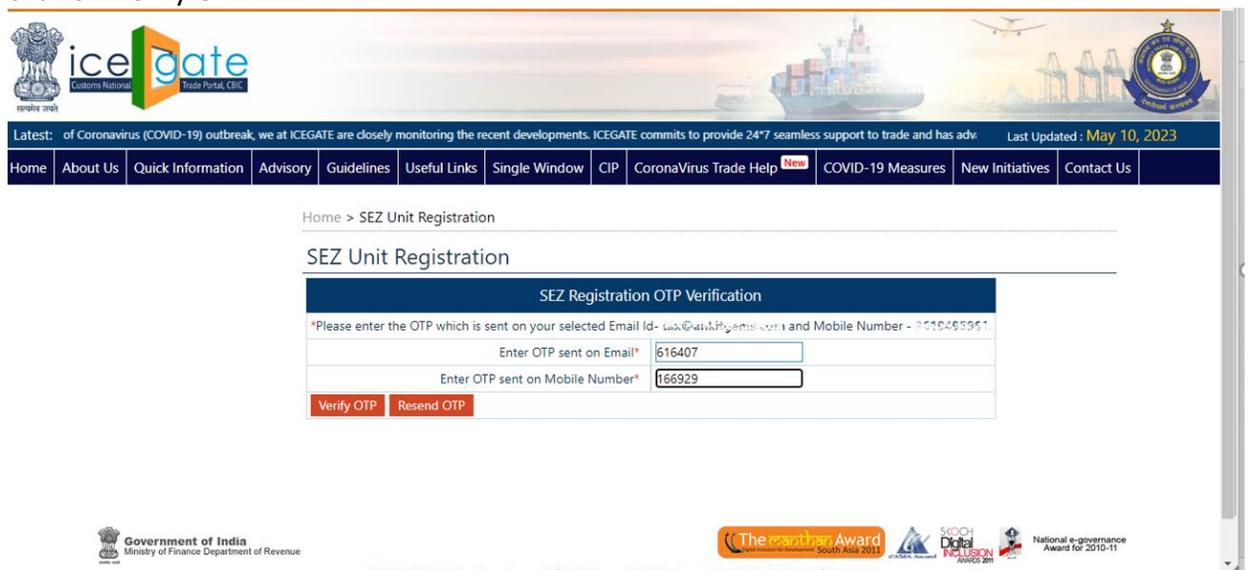
Select	Email Id	Mobile Number	Registered at
<input type="checkbox"/>	accounts@ankitgams.com	9810419400	DGFT
<input checked="" type="checkbox"/>	tanu@ankitgams.com	9019492061	GSTN

\*Please select any one record to verify your Email-Id & Mobile Number.

[Generate OTP](#)

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- e) SEZ Unit shall enter the OTPs sent on both Email ID and mobile number for verification and click on Verify OTP.



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### SEZ Unit Registration

**SEZ Registration OTP Verification**

\*Please enter the OTP which is sent on your selected Email Id- [tanu@ankitgams.com](mailto:tanu@ankitgams.com) and Mobile Number - 9019492061.

Enter OTP sent on Email\*

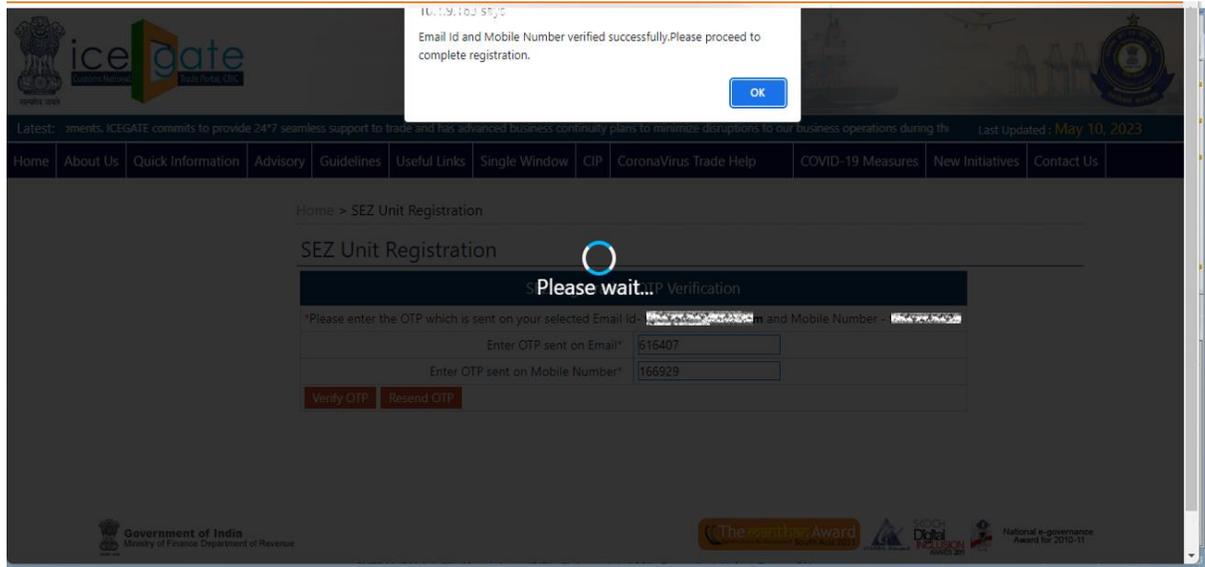
Enter OTP sent on Mobile Number\*

[Verify OTP](#) [Resend OTP](#)

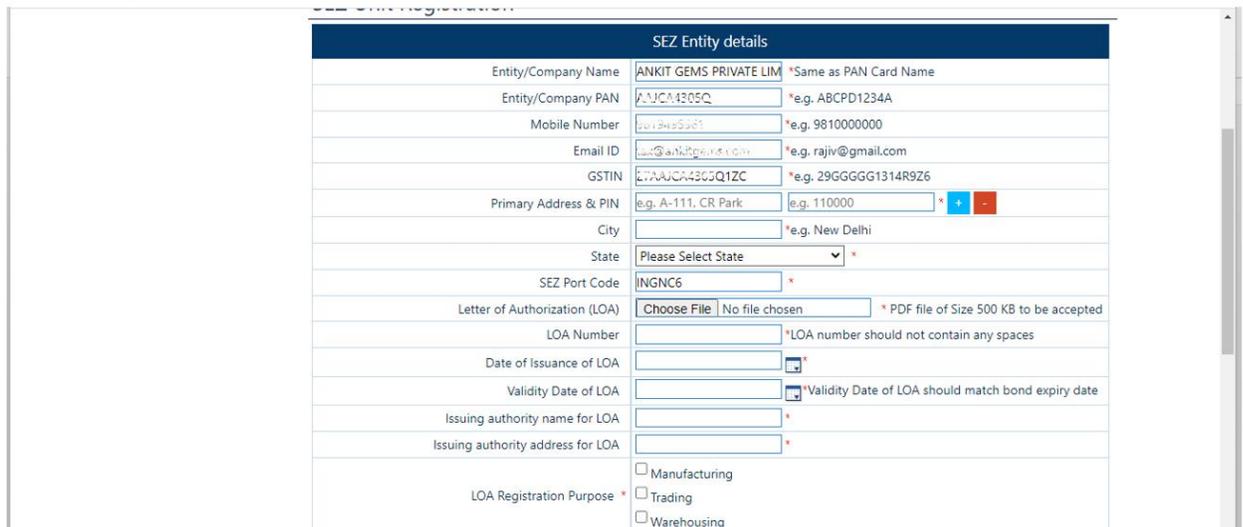
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- f) If OTP is verified successfully, SEZ Unit shall be asked to complete the Registration. SEZ unit shall then click on Proceed to Registration.



- g) SEZ Unit will be redirected to SEZ registration form. 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.



The screenshot shows the "SEZ Entity Registration" form. The "SEZ Entity details" section contains the following pre-populated and non-editable fields:

- Entity/Company Name: ANKIT GEMS PRIVATE LIM (\* Same as PAN Card Name)
- Entity/Company PAN: ANCM4305Q (\* e.g. ABCPD1234A)
- Mobile Number: 9810000000 (\* e.g. 9810000000)
- Email ID: rajiv@ankitgems.com (\* e.g. rajiv@gmail.com)
- GSTIN: 27AAJCA4305Q1ZC (\* e.g. 29GGGGG1314R9Z6)
- Primary Address & PIN: e.g. A-111, CR Park (e.g. 110000) \* + -
- City: (e.g. New Delhi)
- State: Please Select State \*
- SEZ Port Code: INGC6 \*
- Letter of Authorization (LOA): Choose File | No file chosen \* PDF file of Size 500 KB to be accepted
- LOA Number: (LOA number should not contain any spaces)
- Date of Issuance of LOA: \*
- Validity Date of LOA: \* (Validity Date of LOA should match bond expiry date)
- Issuing authority name for LOA: \*
- Issuing authority address for LOA: \*

The "LOA Registration Purpose" section includes radio buttons for:

- Manufacturing
- Trading
- Warehousing

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LOA registration purpose	<input checked="" type="checkbox"/> Trading <input type="checkbox"/> Warehousing
<b>Bond Details</b>	
Bond Amount	<input type="text"/> *
Bond Issue Date	<input type="text"/>
Bond Expiry Date	<input type="text"/> *Bond Expiry Date should match Validity Date of LOA
BG percentage	0 *
<b>Details of Authorized Person</b>	
Name of the person	<input type="text"/> *Same as PAN Card Name
PAN Number	<input type="text"/> * e.g. ABCPD1234A
Self-attested scanned colored copy of PAN	<input type="button" value="Choose File"/> No file chosen *PDF file of Size 500 KB to be accepted
Scanned color copy of Authorization letter from Authorized person from SEZ Unit	<input type="button" value="Choose File"/> No file chosen *PDF file of Size 500 KB to be accepted
Authorization Letter Issue Date	<input type="text"/>
Digital Certificate	<input type="button" value="Click here to upload DS"/> <a href="#">Click here to download guidelines for Java setup for DSC Upload</a> <a href="#">Click here to download FAQs on DSC upload</a>
Declaration: I agree to the correctness of information provided by me. This information pertains to me.	
<input type="button" value="Submit"/>	

- h) Points to be noted by SEZ units while filling the SEZ Registration form
- Mandatory fields are marked in (\*)
  - 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.
  - Bond Expiry date is to be same as Validity date of LOA
  - BG percentage under Bond Details has been set to 0 and is non-editable during SEZ Registration.
  - LOA number should be unique for every SEZ Registration. Only one registration shall be allowed for one IEC, one GSTN and one LOA number.
  - Link for guidelines for DSC upload and System /Java setup for the DSC are provided in the SEZ registration form itself.
- i) Once all details are filled, SEZ user shall click on the Submit button. Registration request will be submitted for approval of aligned SEZ Officer at the port and subsequent system validation of provided details at Customs end. A reference number is generated which is displayed on the screen and also shared with the SEZ unit on email.

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SEZ Unit Registration

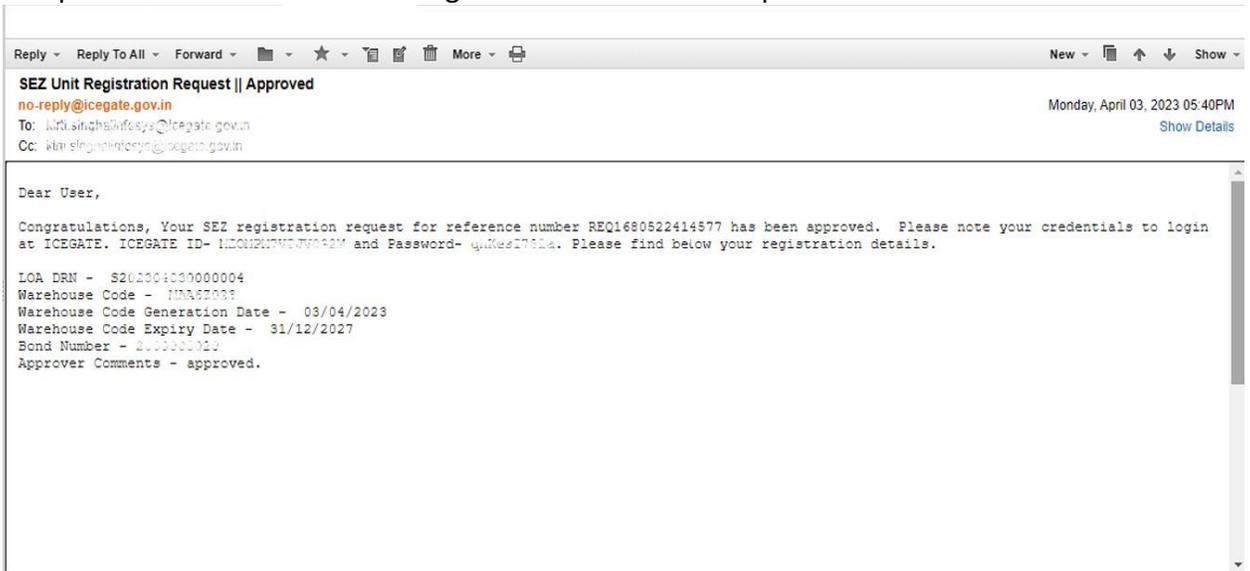
 **Your registration request has been submitted successfully and you will be intimated by e-mail as soon as your registration is approved by the competent authority. You will receive the response mail within 72 hours. Please note the reference number -REQ1667739335485.**



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Best Viewed at 1024 x 768 Resolution | Internet Explorer 8.0-Later Versions

- j) When request is approved by the SEZ officer and system validations are successfully done at Customs end, SEZ unit shall be notified of the successful registration through email and SMS.

Sample email for successful SEZ registration on ICEGATE is provided below for reference



- k) 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. Please note that the SEZ registration shall be auto rejected by the system if uploaded LOA document is not digitally signed.

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- **Rejection by SEZ officer:** If the request is rejected by the SEZ officer, the comments provided by the SEZ officer shall be provided 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.
- **System validation failure:** If the request is rejected due to system validation, error code provided by the system shall be provided to the SEZ Unit in the rejection email. 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



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For any further queries or help kindly contact ICEGATE Helpdesk Team on [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in) or [1800-3010-1000](tel:1800-3010-1000)