

## **SOP for creation of Custodian Code**

In order to facilitate electronic transaction or message exchange between Custodian of the Customs Location and D G Systems (ICEGATE), Custodian Code is assigned to Custodian by ICEGATE.

In above connection following step needs to be followed: -

1. Request for creation of Custodian Code in prescribed format must be submitted through System Manager/Alternate System Manager/Commissioner of Customs of the Customs Location to the Shift Manager, ICEGATE on [icegate.shiftmanager@icegate.gov](mailto:icegate.shiftmanager@icegate.gov) in by e-mail.
2. Documents to be enclosed with this application :
  - a. Copy of Notification / Public Notice issued by Commissioner of Customs under section 45 of the Customs Act, 1962 (52 of 1962).
  - b. Copy of Notification/Public Notice issued by Commissioner of Customs under Section 8 of the Customs Act, 1962.
  - c. Non-Disclosure Agreement (NDA) between Custodian & the Department (CBIC).

**ANNEXURE-I  
APPLICATION FORM  
(REQUEST FOR CREATION OF THE CUSTODIAN CODE)**

	Description/Notes	To be filled by Agency
1	Customs Location	
2	Location Code of the Custom Facility	
3	Type of Customs Facility	Select appropriate CFS <input type="checkbox"/> Port/Terminal <input type="checkbox"/> ICD Custodian <input type="checkbox"/> Air Custodian/ACC <input type="checkbox"/> LCS <input type="checkbox"/>
4	Name of the Custodian	
5	Head Office Address of the Custodian	
6	Date of commencement of operation at the location (in case of non-EDI location)	
7	Site office Address of the Custodian	
8	Contact Telephone No at Customs Site.	
9	Mobile No/ alt. Contact No.	
10	Email Address	
11	Names of other locations with port code where the Custodian has operations	

12	Documents to be enclosed with this application	<p>(i). Copy of Notification / Public Notice issued by Commissioner of Customs under section 45 of the Customs Act, 1962 (52 of 1962).</p> <p>(ii). Copy of Notification/Public Notice issued by Commissioner of Customs under Section 8 of the Customs Act, 1962.</p> <p>(iii). (iii). Non-Disclosure Agreement (NDA) between Custodian &amp; the Department(CBIC).</p>
	<p><b>Submitted by</b></p> <p><b>Name of the Agency Rep:</b></p> <p><b>Designation:</b></p> <p><b>Signature:</b></p> <p><b>Office Seal:</b></p> <p><b>Date:</b></p>	<p><b>Customs Verification:</b></p> <p><b>Verified by</b></p> <p><b>Name:</b></p> <p><b>Designation:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p> <p><b>Countersigned:</b></p> <p><b>Systems Manager Name:</b></p> <p><b>Date:</b></p> <p><b>Office Seal:</b></p>