

# USER MANUAL

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# REGISTRATION ON ICEGATE 2.0

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Suggestion to make the present manual more user-friendly and result oriented, are welcome.

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# 1. Getting Started

Welcome to the user manual of ICEGATE 2.0 'Registration' functionality. The manual offers a detailed account of all the features incorporated in the functionality and explains the steps involved in completing the registration on ICEGATE 2.0.

## 2. Brief about User Manual

### Purpose

The user manual is designed to provide step by step illustration of all the steps that are involved in the Registration process.

### Intended Audience

This user manual is intended for use by all the stakeholders who wish to avail services of the ICEGATE portal. The business/roles that are allowed registration on ICEGATE are listed in Para 5.1 of this manual.

## 3. Overview

The new registration module of ICEGATE aims at simplifying the overall process of completing registration at ICEGATE for accessing ICEGATE Dashboard and availing the services therein. During the process, few key details such as GSTIN, PAN etc. will be validated online and users will be required to provide minimal details for obtaining the registration. Once the process is completed, users are provided with a system generated ICEGATE ID and password for accessing the ICEGATE dashboard.

Kindly go through this manual and follow the step-by-step process for competing your registration.

## 4. Abbreviations

Sr. No.	Term/Acronym	Description
1.	CBIC	▪ Central Board of Indirect Taxes and Customs
2.	CHA	▪ Customs House Agent
3.	CTO	▪ Container Train Operator
4.	DGFT	▪ Directorate General of Foreign Trade
5.	DSC	▪ Digital Signature Certificate
6.	ECCS	▪ Express Cargo Clearance System
7.	GSTN	▪ Goods and Services Tax Network
8.	GSTIN	▪ Goods and Services Tax Identification Number
9.	ICEGATE	▪ Indian Customs Electronic Data Interchange (EDI) Gateway
10.	ICES	▪ Indian Customs EDI System
11.	IEC	▪ Import Export Code
12.	NVOCC	▪ Non-Vessel Owning Common Carrier
13.	OTP	▪ One Time Password
14.	PAN	▪ Permanent Account Number
15.	PGA	▪ Participating Government Agency
16.	SEZ	▪ Special Economic Zones
17.	UIN	▪ Unique Identification Number

## 5. About User Registration

The new ICEGATE<sub>2.0</sub> provides access to two types of users—the External Users i.e., Trade users such as Customs Brokers, Shipping Lines, etc. including Participating Government Agencies (PGAs) and the Internal Users of CBIC i.e., ICEGATE officials. In this manual the registration process for the External Users only is being discussed.

The Login ID (i.e., ICEGATE ID) and Password will be assigned by the approving authority of ICEGATE on completion of the registration process.

### 5.1 Roles Eligible for Registration on ICEGATE

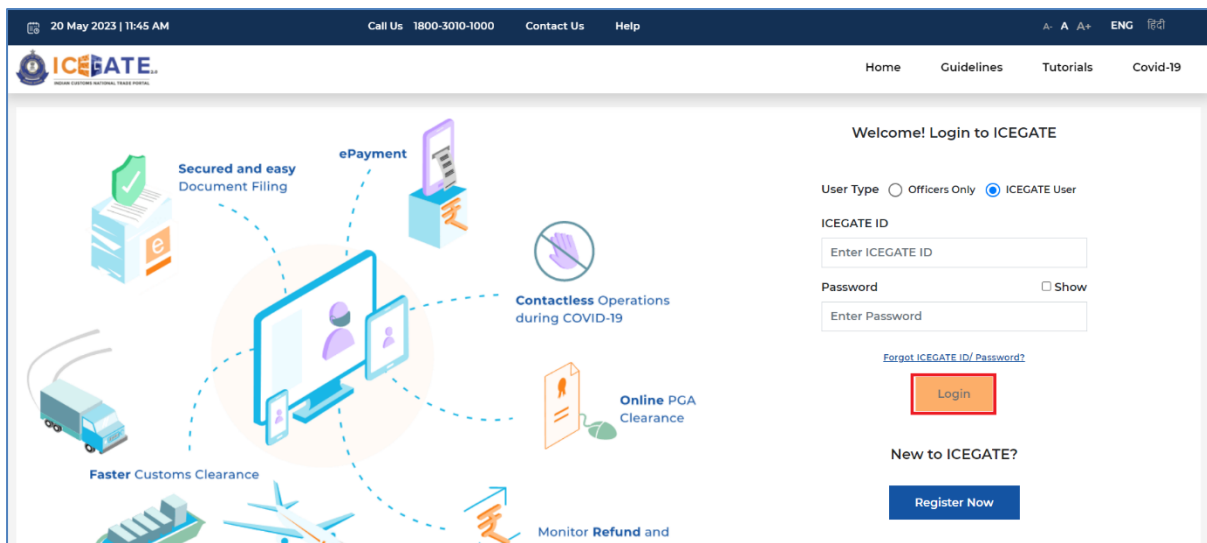
The following are the roles under the category of the External Users-

Sl. No.	Name of Role
1.	Airline
2.	Authorized Terminal Operator
3.	Console Agent
4.	Customs Broker (CHA)
5.	Custodian
6.	E-Seal Vendor
7.	PGA's
8.	Non-IEC Holder/UIN Holder
9.	Freight Forwarder
10.	Importer/Exporter
11.	NVOCC
12.	Shipping line
13.	Shipping Agent
14.	Container Train Operator (CTO)
15.	ECCS
16.	Special Economic Zones (SEZ) Entity

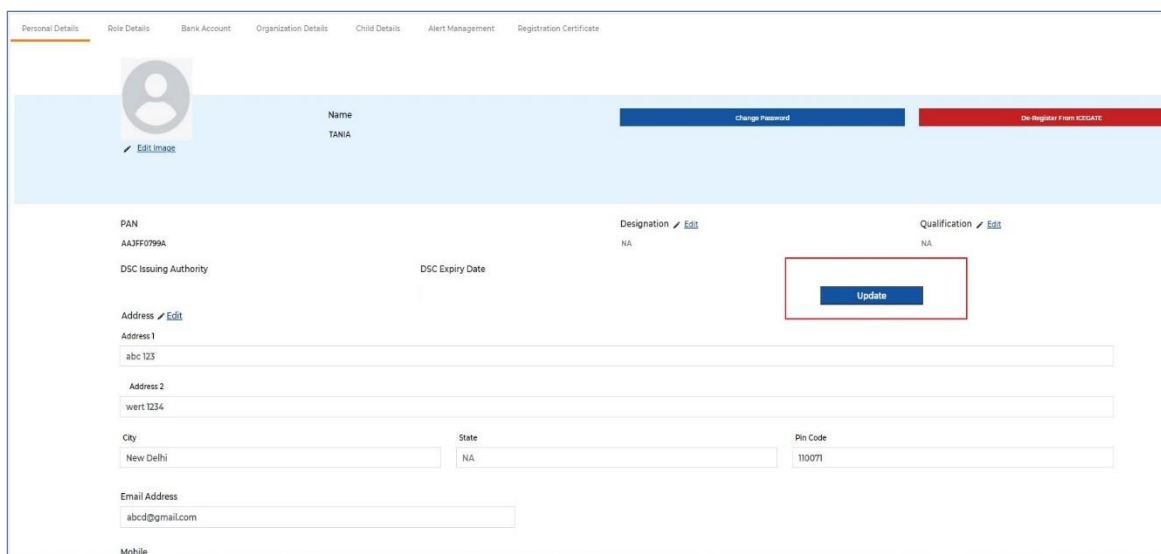
## 6. How to Start

Please follow the steps enumerated for obtaining a new registration on ICEGATE portal.

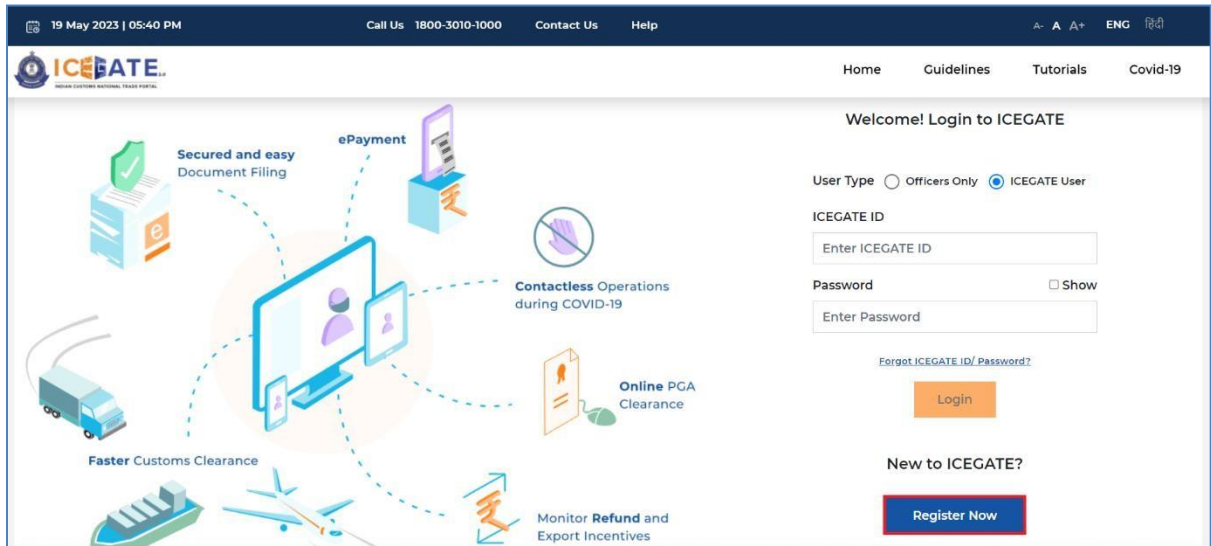
- Kindly note, existing users of ICEGATE (i.e., users already registered on ICEGATE<sub>1.0</sub> except Simplified Registration users) are not required to obtain a fresh registration. The user can directly login by providing their ICEGATE ID and Password without having to register again. In such cases, the **'User Type'** that needs to be selected shall be **'ICEGATE User'**.



- The existing Simplified Registration Users of ICEGATE<sub>1.0</sub> need to upgrade their simplified registration to DSC based registration on ICEGATE<sub>2.0</sub> to access various services. The below screen is for the Dashboard where simplified users can add their DSC to upgrade to DSC based registered users.



- For new registrations, click on the **<Register Now>** button outlined in red as shown in the screen below.





## 7. Registration Process

The registration process has five key sections that are as follows -

1. Role Selection
2. Verification of GSTIN Details
3. Verification of User Details
4. Verification of Mobile and Email address
5. Filling and Submission of the Role Registration Form

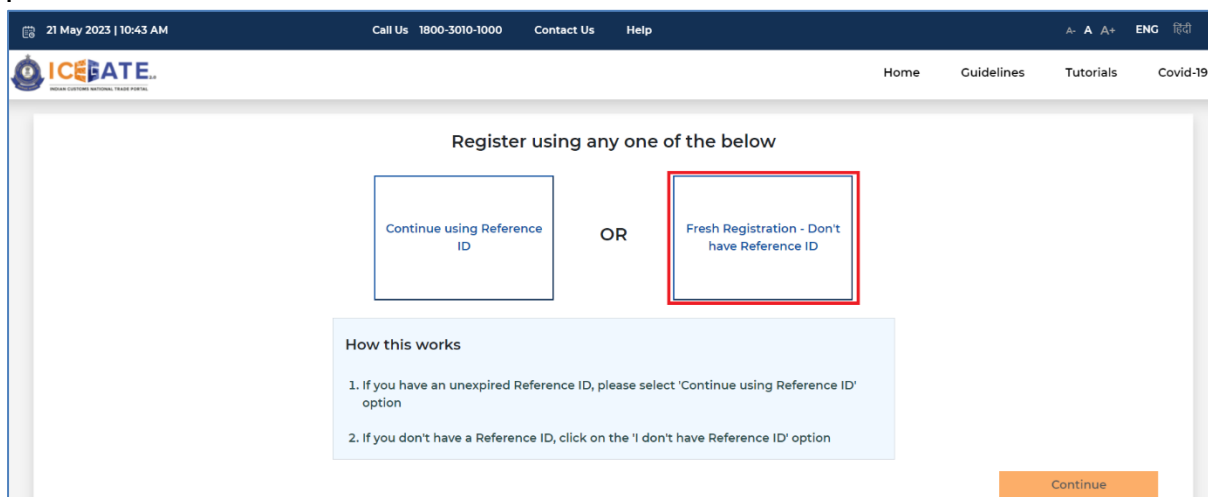
These sections are divided into simple steps and are explained below.

### 7.1 Pre-requisites for User Registration

- The user's Email ID registered with GSTN (as well as on DGFT in case of Importers/Exporters)
- The user's Mobile Number registered with GSTN(as well as on DGFT in case of Importers/Exporters)
- Key documents/information required for registration: The user must keep a self-attested soft copy of the commercial license (e.g., IE Code, Shipping Line License, CHA license, etc.) ready. Additionally, the authorized representative (Parent user) must keep these details handy: valid PAN, Aadhaar (linked with Digi-locker), DSC and a self-attested soft copy of Authorization Letter issued by the organization for conducting business on ICEGATE as mentioned in [Annexure – B](#) of this manual.
- The name entered in the registration form must match with the name in PAN records.
- Kindly refer [Annexure – A](#) for a detailed list of documents required for each role.
- Additionally, users must also refer [Annexure – B](#) wherein general guidelines pertaining to the registration process are provided for users' ease.

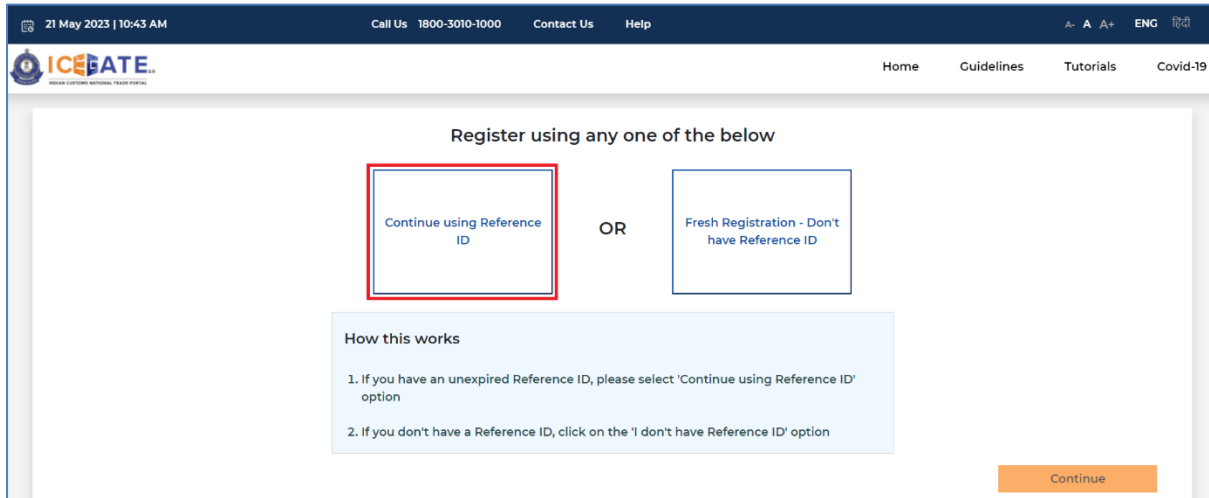
### 7.2 How to Register: A stepwise guide for registration

For new/ fresh registration where Reference ID is not generated, the user should click on the 'Fresh Registration - Don't have Reference ID ' option.



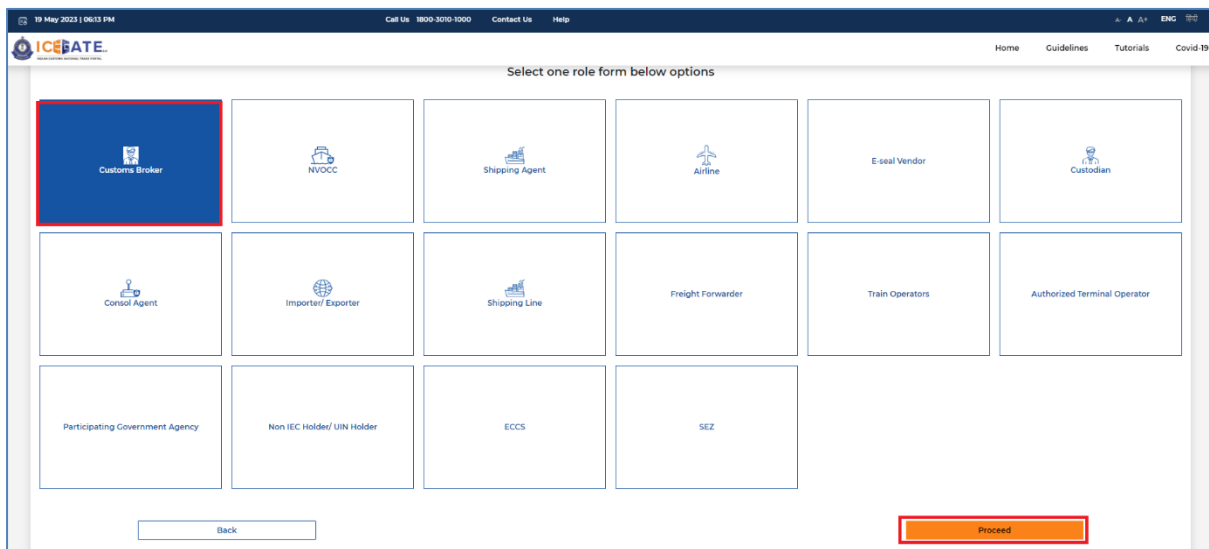
The screenshot shows the ICEGATE registration interface. At the top, there is a navigation bar with the ICEGATE logo, contact information (Call Us 1800-3010-1000, Contact Us, Help), and language options (A, A+, ENG, and a Hindi icon). Below the navigation bar, there are links for Home, Guidelines, Tutorials, and Covid-19. The main content area is titled "Register using any one of the below" and contains two options: "Continue using Reference ID" and "Fresh Registration - Don't have Reference ID". The "Fresh Registration - Don't have Reference ID" option is highlighted with a red border. Below these options, there is a section titled "How this works" with two instructions: "1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option" and "2. If you don't have a Reference ID, click on the 'I don't have Reference ID' option". At the bottom right of the form, there is a "Continue" button.

If the user has an unexpired Reference ID, he/she should click on the '**Continue using Reference ID**' option.



### 7.2.1 Selecting a Role

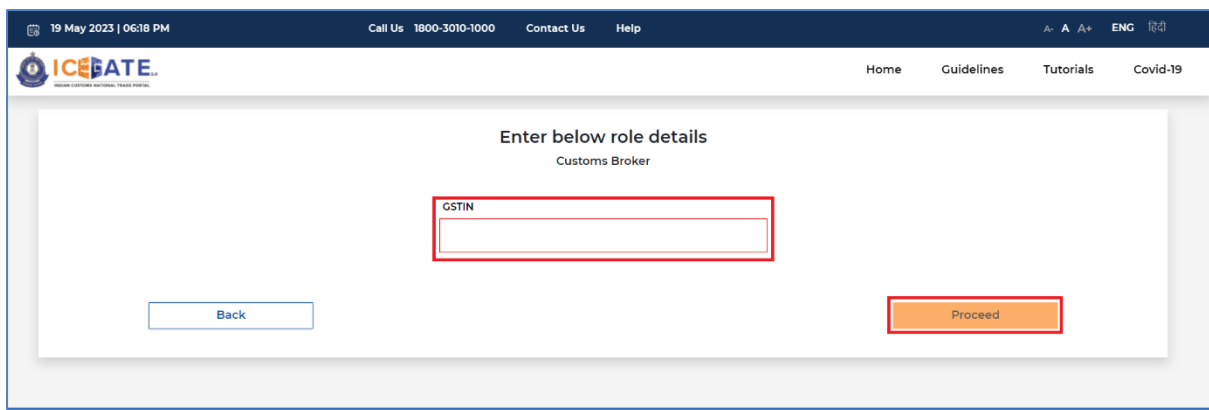
On clicking the **<Continue>** button, the system will display the set of options from which from which the user can select the requisite **Role** and then he/she should click on the **<Proceed>** button.



### 7.2.2 Verification of GSTIN Details

On clicking the **<Proceed>** button, the user will need to enter and verify the GSTIN. In case of an Importer/Exporter, the system will also ask for a valid IEC.

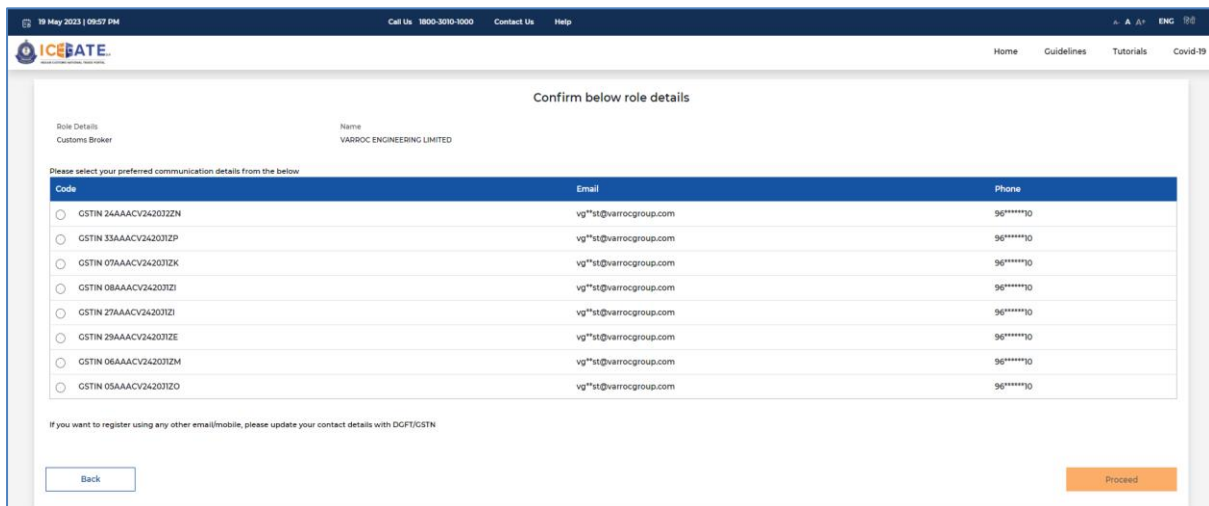
- On successful validation, user will be able to click on the **<Proceed>** button.
- The user can go back to the previous page by clicking on the **<Back>** button.



### 7.2.3 Selecting Contact Details

On clicking the **<Proceed>** button, the system fetches the contact details available in GSTN/DGFT records. The user can then select any of the contact details listed and **<Proceed>**. The selected contact details would be used for authenticating all the transactions and communications in ICEGATE.

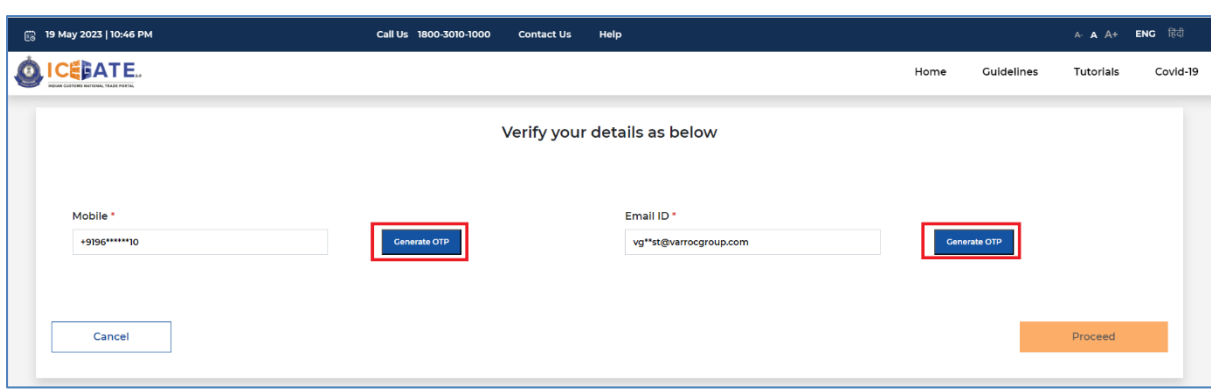
In case the user does not wish to proceed with any of the contact details listed in this screen and would like to obtain registration using any other email/phone no, then he/she should update the contact details in GSTN (as well as on DGFT in case of Importer/Exporter) and then try again for ICEGATE registration.



Code	Email	Phone
<input type="radio"/> GSTIN 24AAAACV242032ZN	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 33AAAACV242031ZP	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 07AAAACV242031ZK	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 08AAAACV242031ZI	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 27AAAACV242031ZI	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 29AAAACV242031ZE	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 06AAAACV242031ZM	vg*st@varrogroup.com	96*****10
<input type="radio"/> GSTIN 05AAAACV242031ZO	vg*st@varrogroup.com	96*****10

### 7.2.4 Verification of User Details

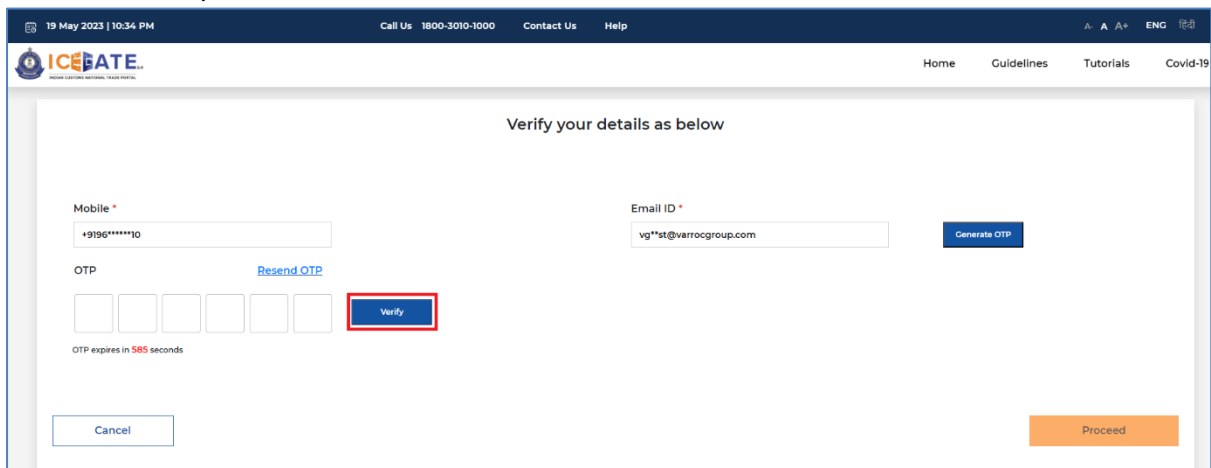
On clicking the **<Proceed>** button, the system will display the screen to verify the selected Phone Number and email ID.



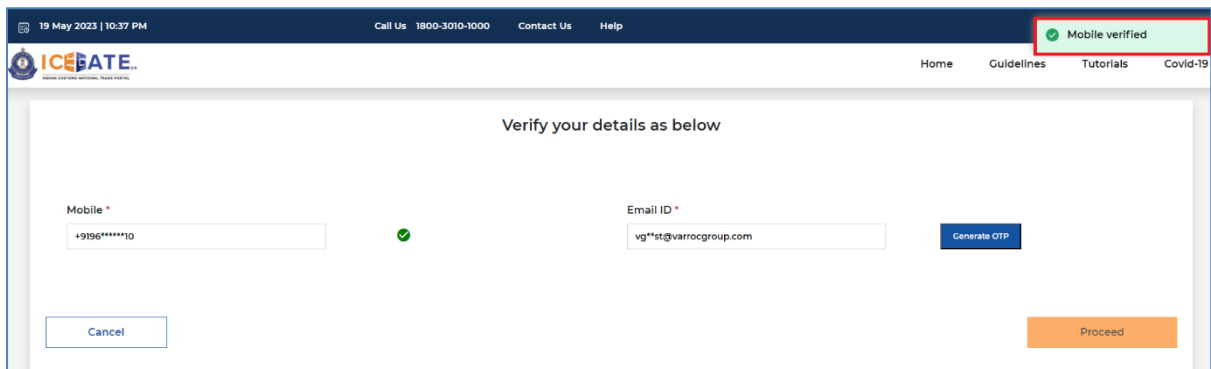
### 7.2.4.1 Verification of Mobile Number

For authenticating the mobile number, the user should click on the **<Generate OTP>** button under the '**Mobile**' option. 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.
- In case of not receiving the OTP verification code, click on **<Resend OTP>** as displayed in the screen below.
- The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.

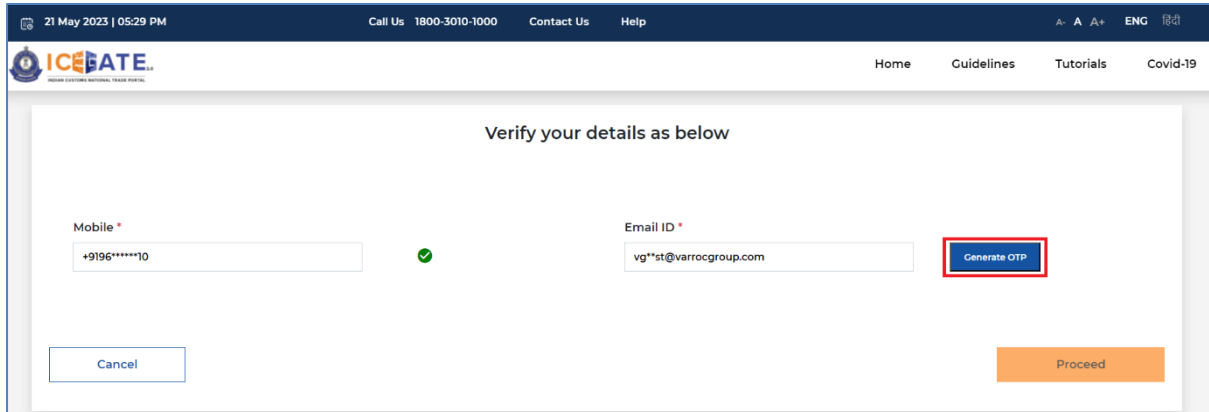


On successful verification of OTP, the system will display the message **"Mobile Verified"** on the screen.

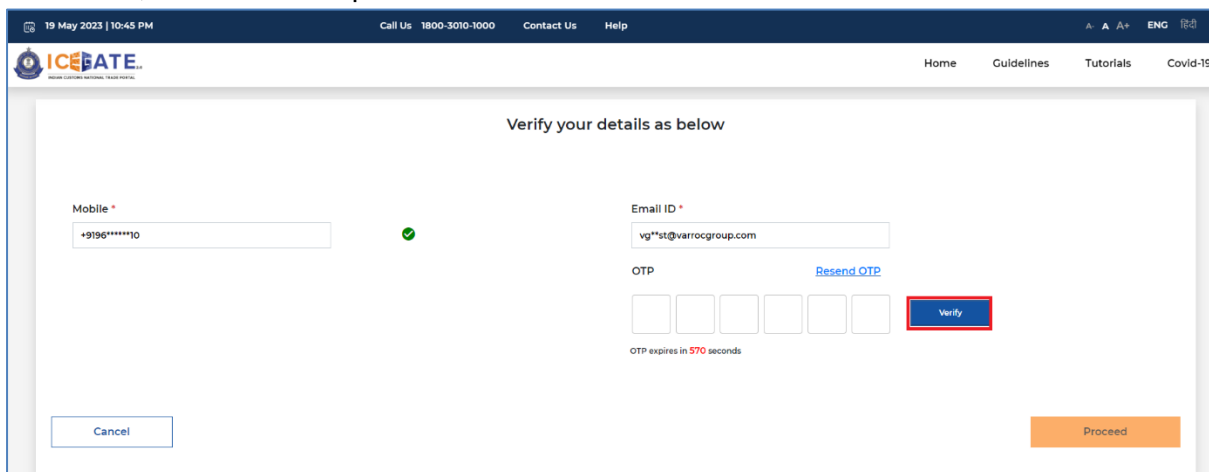


### 7.2.4.2 Verification of Email ID

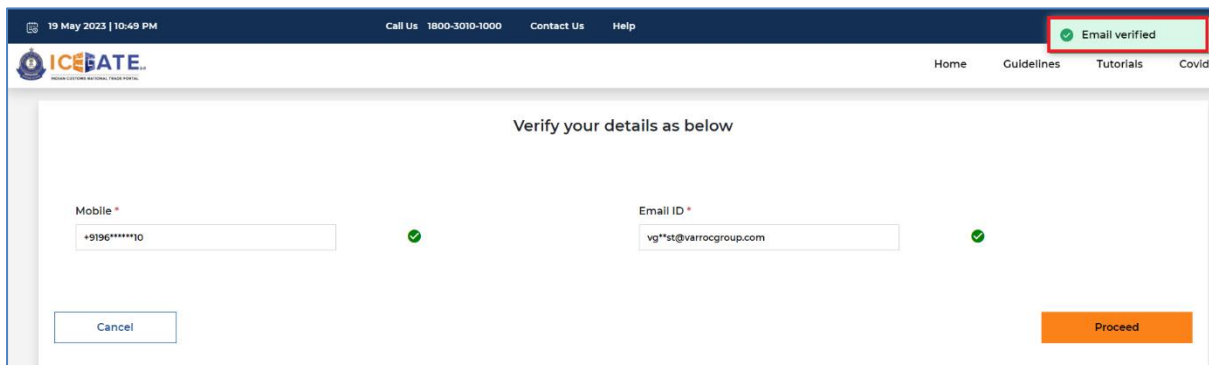
Similarly, on clicking the **<Generate OTP>** button against the Email ID, a six-digit OTP would be generated and sent to the user's Email address.



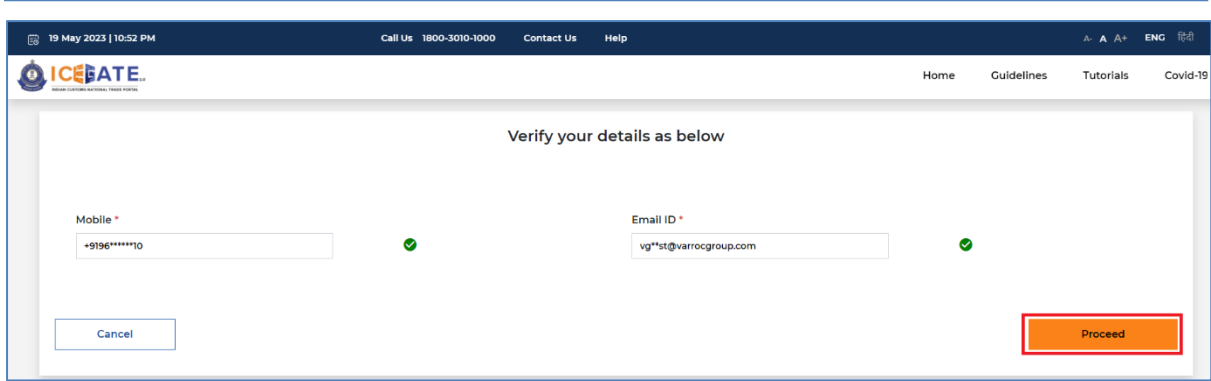
- If the OTP is invalid, an error message would be displayed.
- In case of not receiving the OTP verification code, the user should click on **<Resend OTP>** option as displayed in the screen below.
- The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.



On successful verification of OTP, the system will display the message **"Email Verified"** on the screen.

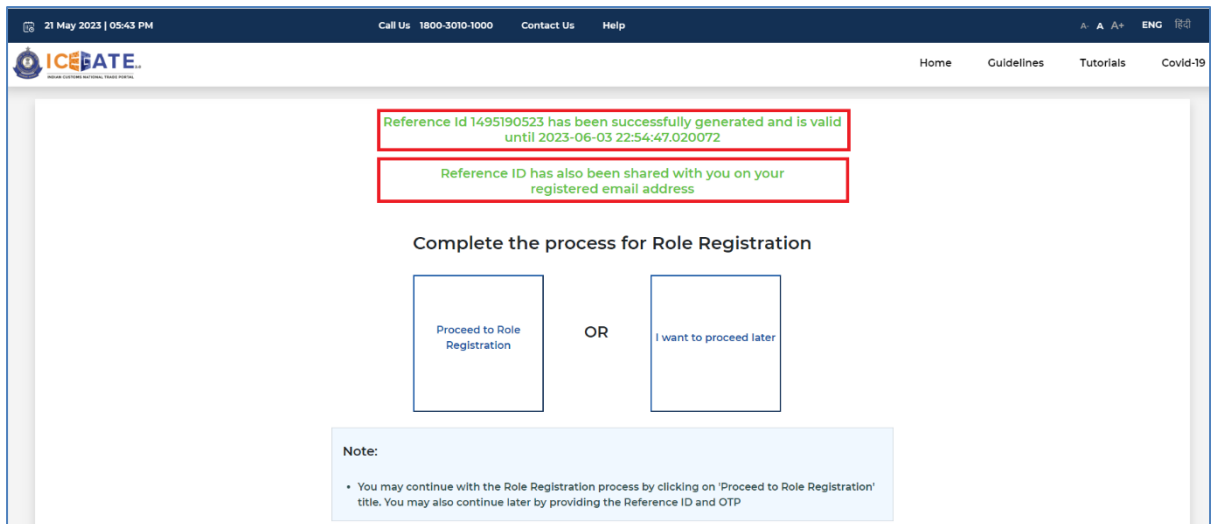


Click on the **<Proceed>** button.



### 7.2.5 Generation of Reference ID

- After OTP validation is completed click on the <**Proceed**> button, the system will generate a **Reference ID** along with its expiry date (valid for 15 days).
- In case the user does not complete the remaining steps within the expiry date, the process of generation of Reference ID will need to be performed again.
- The system will send the generated Reference ID to the registered Email ID of the user.



### 7.2.6 Process for Role Registration

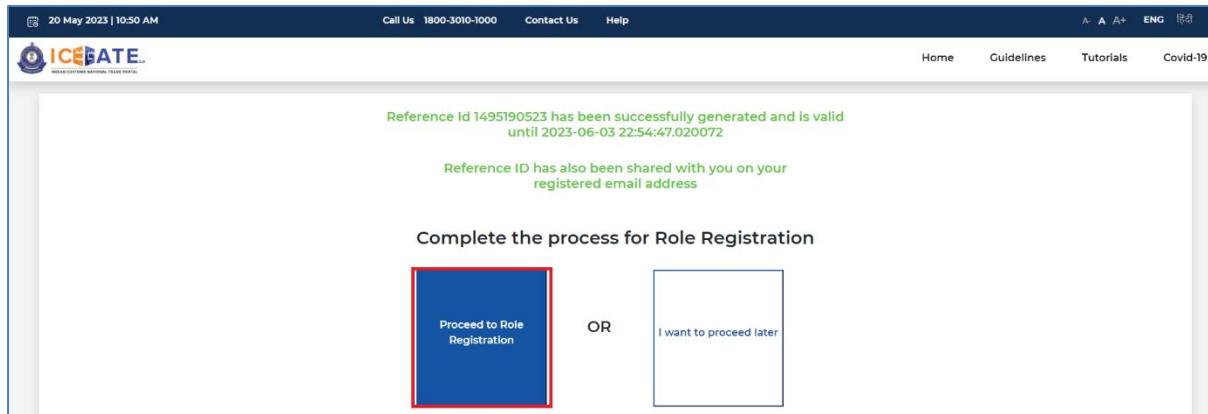
After completing the previous step, the users will have two options to complete the role registration process on ICEGATE -

1. The user can continue with the Role Registration process by clicking on '**Proceed to Role Registration**' button.
2. The user can continue the role registration process later by clicking the '**I want to process later**' button.

Whenever the user needs to proceed with the process of registration, he/she will have to select the option '**Continue using Reference ID**' as shown in Para 7.2 of this advisory. The system will ask the Reference ID and authenticate the user using OTP on email/mobile.

### 7.2.6.1 Proceeding to Role Registration

To continue the process of role registration, the user needs to click on the ‘**Proceed to Role Registration**’ option and the system will display the following screen -

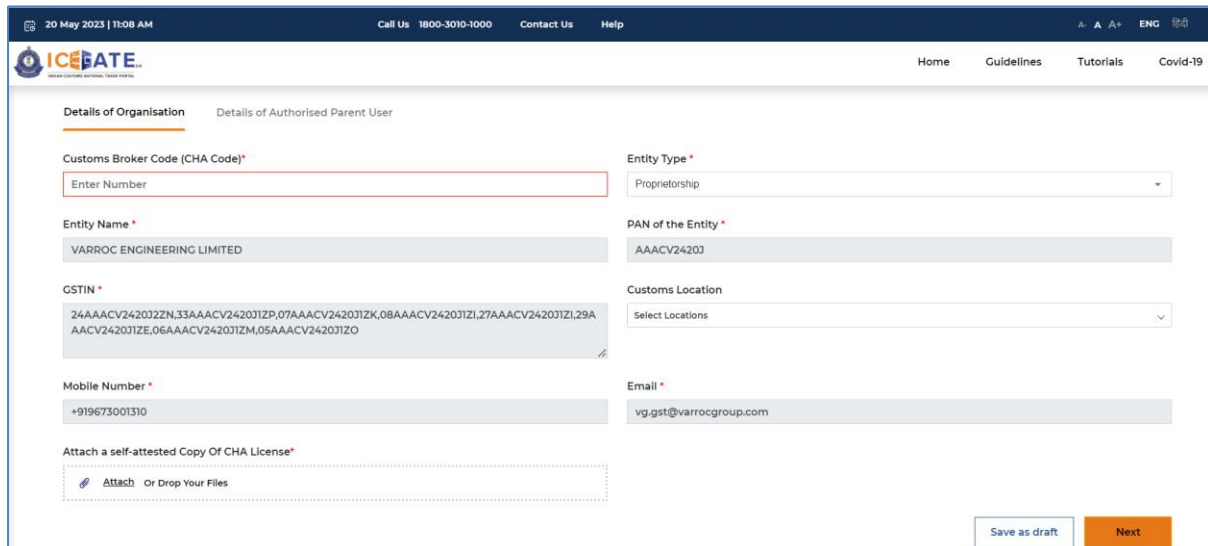


### 7.2.6.2 Role Registration Form

On selecting the above option, the system will display the role registration form to be filled by the user. The displayed form has two segments namely:

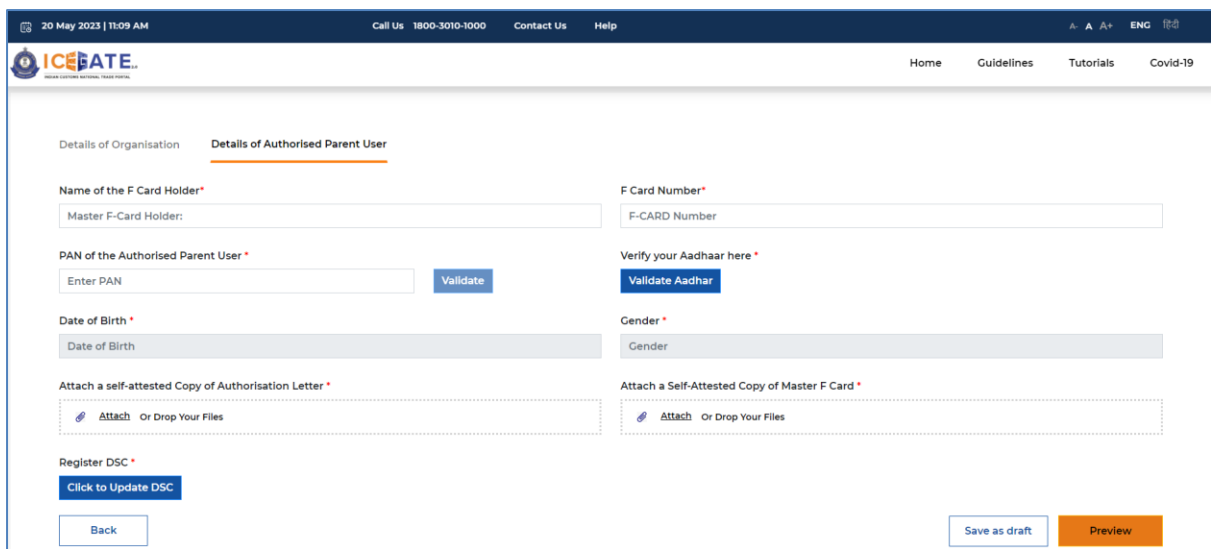
1. Details of Organization
2. Details of Authorised Parent User

The user will have to provide the details of all mandatory fields (\*) in both the Segments and upload necessary documents.



The screenshot shows the 'Role Registration Form' on the ICEGATE portal. It is divided into two segments: 'Details of Organisation' and 'Details of Authorised Parent User'. The 'Details of Organisation' segment includes fields for 'Customs Broker Code (CHA Code)\*' (with a text input 'Enter Number'), 'Entity Name\*' (filled with 'VARROC ENGINEERING LIMITED'), 'GSTIN\*' (filled with '24AAACV242032ZN,33AAACV242031ZP,07AAACV242031ZK,08AAACV242031ZI,27AAACV242031ZI,29AAACV242031ZE,06AAACV242031ZM,05AAACV242031ZO'), and 'Mobile Number\*' (filled with '+919673001310'). The 'Details of Authorised Parent User' segment includes 'Entity Type\*' (dropdown menu set to 'Proprietorship'), 'PAN of the Entity\*' (filled with 'AAACV24203'), 'Customs Location\*' (dropdown menu set to 'Select Locations'), and 'Email\*' (filled with 'vg.gst@varrogroup.com'). At the bottom, there is a section for 'Attach a self-attested Copy Of CHA License\*' with an 'Attach' button and a 'Drop Your Files' area. Two buttons, 'Save as draft' and 'Next', are located at the bottom right of the form.

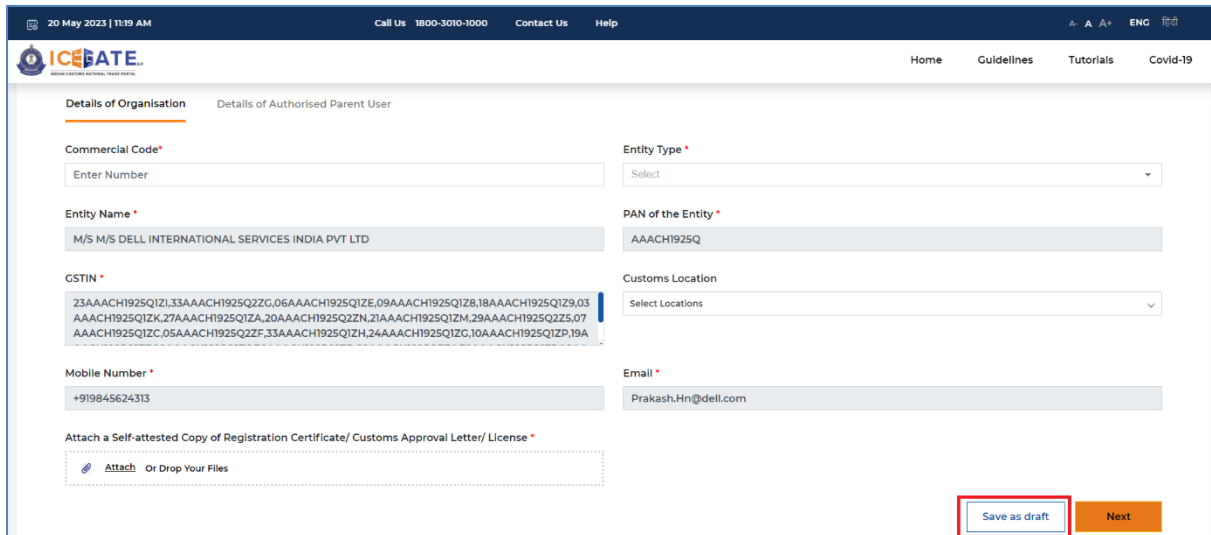
Click on the <Next> button.



- The user can choose to save partially filled form as a draft for completing it later by clicking on the <**Save as Draft**>, button. The saved form will be available by providing Reference ID and OTP sent on email/mobile as explained in Para 7.2.6.3.
- User can view the filled form by clicking on the <**Preview**> button. This will show a preview of the form filled by the user.
- User can go back to the previous page by clicking on the <**Back**> button.

### 7.2.6.3 Saving the Application Format as Draft

- The user can save the form in draft mode till submission. The user needs to click on the button <**Save as Draft**> and the application filed by the user would be saved in draft mode.



- If the user saves the application as a draft, the system will generate a **Reference Number** for the application form and it would be displayed on the screen shown below:



20 May 2023 | 11:15 AM Call Us 1800-3010-1000 Contact Us Help

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**NVOCC form is saved successfully!  
Reference Number is REGN23052011144307**

**Details of Organisation** Details of Authorised Parent User

Commercial Code\* Enter Number Entity Type\* Select

Entity Name\* M/S M/S DELL INTERNATIONAL SERVICES INDIA PVT LTD PAN of the Entity\* AAACH1925Q

GSTIN\* 23AAACH1925Q1ZI,33AAACH1925Q2ZG,06AAACH1925Q1ZE,09AAACH1925Q1Z8,18AAACH1925Q1Z9,03AAACH1925Q1ZK,27AAACH1925Q1ZA,20AAACH1925Q2ZN,21AAACH1925Q1ZM,29AAACH1925Q2Z5,07AAACH1925Q1ZC,05AAACH1925Q2ZF,33AAACH1925Q1ZH,24AAACH1925Q1ZG,10AAACH1925Q1ZP,19A Customs Location Select Locations

Mobile Number\* Email\*

**Declaration:** Before submitting the application, the user must declare that all information provided in the application form (including attachments) is correct and should authorize CBIC to process the information provided.

20 May 2023 | 11:25 AM Call Us 1800-3010-1000 Contact Us Help A- A+ ENG

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AAACH1925Q1ZC,05AAACH1925Q2ZF,33AAACH1925Q1ZH,24AAACH1925Q1ZG,10AAACH1925Q1ZP,19A

Mobile Number\* +919845624313 Email\* Prakash.Hn@deli.com

Attach a Self-attested Copy of Registration Certificate/ Customs Approval Letter/ License\*

Name of the Authorised Parent User\* Name of the Authorised Parent User PAN of the Authorised Parent User\* Enter PAN

Date of Birth\* Date of Birth Gender\* Gender

Attach a self-attested Copy of Authorisation Letter\* Register DSC\*

I hereby declare that the contents of the above paragraphs are true to the best of my knowledge.  
 I hereby give my consent to processing of above provided data and authorize CBIC to send me notifications.

Modify Download Submit

The user can go back to the previous page by clicking on <**Modify**> button. The **Modify** button can only be used before submission.

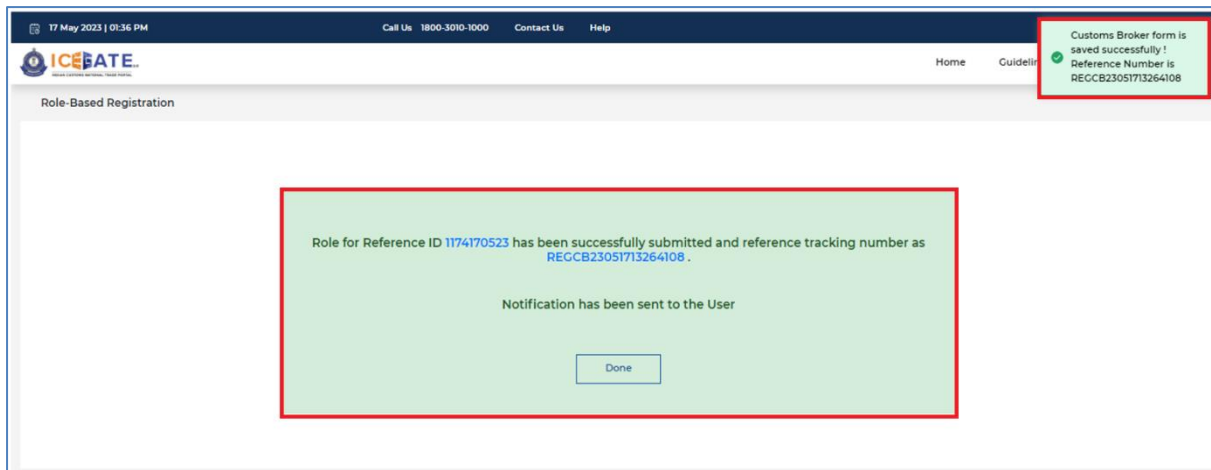
- The '**Download**' button can be used to download the form filled by the user thus far.

#### 7.2.6.4 Form Submission

On completion of filling of the form, the user needs to click on the <**Submit**> button for submission of the form .

Back Save as Draft Submit

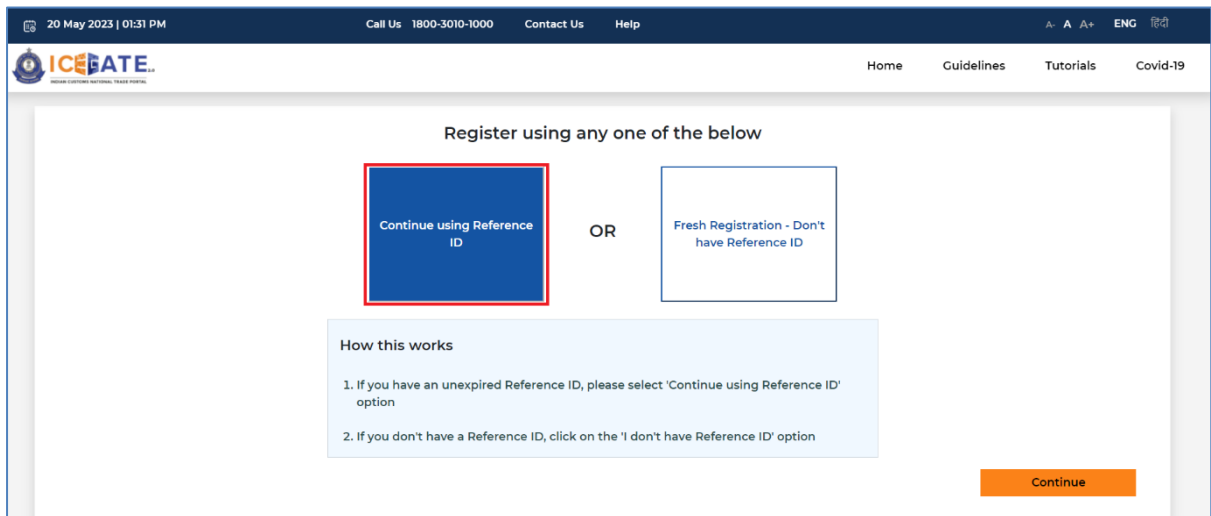
Once the form is submitted, the system will generate a **Reference ID** for the application as displayed on the screen below .



After completing the role-based registration successfully, the application would be forwarded to the approving authority of ICEGATE .

### 7.3 Registering using Reference ID

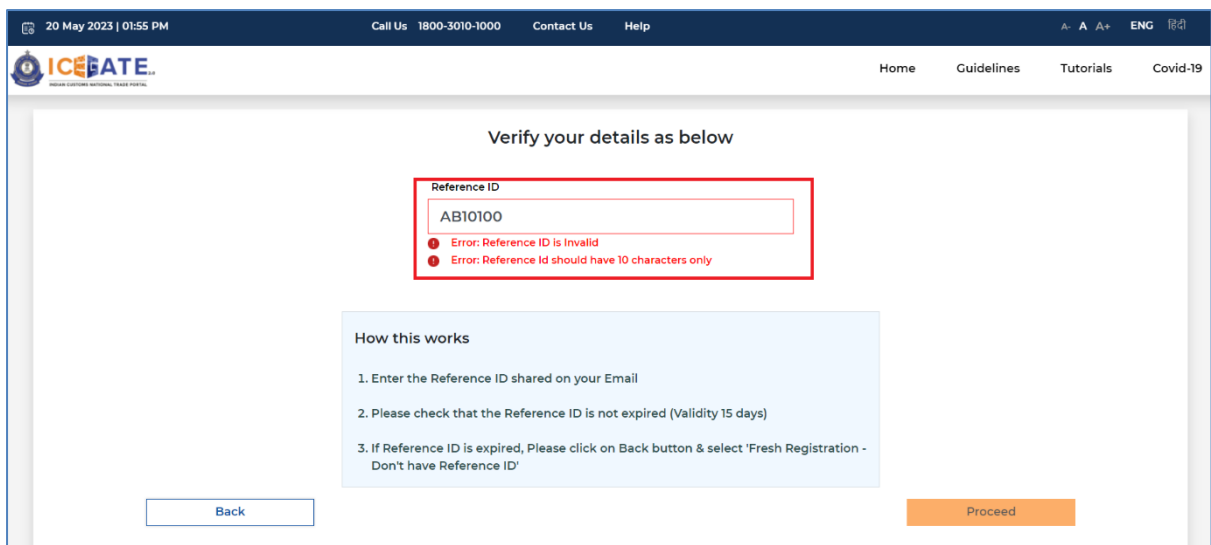
If the user has an unexpired Reference ID, he can select the '**Continue using Reference ID**' option and click on the <**Continue**> button for continuing the role selection or accessing the partially filled registration form as draft.



#### 7.3.1 Verification of Reference ID

On clicking the <**Continue**> button, the user needs to verify the Reference ID received on the registered email-id .

- If the entered Reference ID has expired, the user needs to click on <**Back**> button and select the “**Fresh Registration– Don’t Have Reference ID**” option.
- If the entered Reference ID is invalid, Error message will be displayed.



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Verify your details as below

Reference ID

AB10100

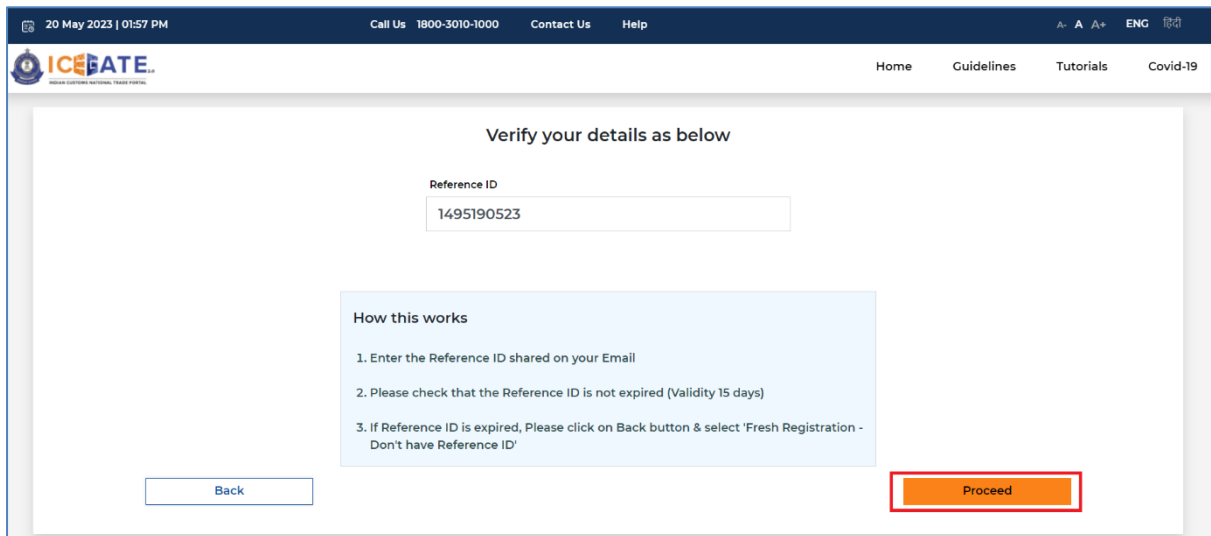
- Error: Reference ID Is Invalid
- Error: Reference Id should have 10 characters only

How this works

1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'

Back Proceed

If the entered Reference ID is valid and unexpired, the user shall be able to click on the **<Proceed>** button.



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Verify your details as below

Reference ID

1495190523

How this works

1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'

Back Proceed

### 7.3.2 Verification of Details using Mobile Number

On clicking the **<Continue>** button, the user has to verify the registered mobile number .

- Select the '**Mobile**' radio button and click on the **<Verify>** button. A six-digit OTP will be generated and sent to the user's mobile number .
- If the entered OTP is invalid, an error message would be displayed .
- If the OTP is not received, click on **<Resend OTP>** option .

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Verify your details as below

Generate OTP  Mobile  Email

20 May 2023 | 02:22 PM Call Us 1800-3010-1000 Contact Us Help A- A A+ ENG हिंदी

Home Guidelines Tutorials Covid-19

Verify your details as below

Generate OTP  Mobile  Email

OTP       [Resend OTP](#)

OTP sent  
OTP expires in 591 seconds

On clicking the <**Submit**> button, the system will display the registration form to be filled by the user .

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Role-Based Registration

Details of Organisation Details of Authorised Parent User

Customs Broker Code (CHA Code)\*  
Enter Number

Entity Type\*  
Select

Entity Name\*  
VARROC ENGINEERING LIMITED

PAN of the Entity\*  
AAACV24203

GSTIN\*  
24AAACV2420322N33AAACV24203T2P,07AAACV24203T2K,08AAACV24203T2L,27AAACV24203T2I,29AAACV24203T2E,06AAACV24203T2M,05AAACV24203T2O

Customs Location  
Select Locations

Mobile Number\*  
+919873001310

Email\*  
vg.gst@varrogroup.com

Attach a self-attested Copy Of CHA License\*  
 Or Drop Your Files

This is for registering your organisation on ICEGATE and creating a Parent user. The Parent user login will have Master User rights for your organisation and will be able to create multiple child user logins which can be used to transact on your behalf. Child users will have limited access and rights as compared to the Parent user

### 7.3.3 Verification of Details using Email-ID

On clicking the <**Continue**> button as enumerated in 7.3.1, the user has to verify the registered Email ID.

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Verify your details as below

Generate OTP  Mobile  Email

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Home Guidelines Tutorials Covid-19

Verify your details as below

Generate OTP  Mobile  Email

OTP       [Resend OTP](#)

OTP expires in 575 seconds

On clicking the <Submit> button, the system will display the registration form to be filled by the user.

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Role-Based Registration

**Details of Organisation** Details of Authorised Parent User

Customs Broker Code (CHA Code)\*  
 Entity Type\*

Entity Name\*  
 PAN of the Entity\*

GSTIN\*  
 Customs Location

Mobile Number\*  
 Email\*

Attach a self-attested Copy Of CHA License\*  
 Or Drop Your Files

This is for registering your organisation on ICEGATE and creating a Parent user. The Parent user login will have Master User rights for your organisation and will be able to create multiple child user logins which can be used to transact on your behalf. Child users will have limited access and rights as compared to the Parent user

## 8. Annexures

### 8.1 Annexure A – Registration Documents checklist

Role	Entity Documents	Authorized Individual Documents
<b>Customs Broker</b>	CHA License	Authorization Letter, F Card/ G Card, DSC
<b>Importer/Exporter</b>	IEC License	Authorization Letter, DSC
<b>Airline</b>	Airline License	Authorization Letter, DSC
<b>Shipping Line</b>	Shipping Line License / Customs Approval Letter	Authorization Letter, DSC
<b>Shipping Agent</b>	Shipping Agency License / Customs Approval Letter	Authorization Letter, DSC
<b>Custodian</b>	Customs Approval Letter/ Notification/ License	Authorization Letter, DSC
<b>Console Agent, Authorized Terminal Operator, NVOCC, Freight Forwarder, Container Train Operator</b>	Registration Certificate/ Customs Approval Letter/ License	Authorization Letter, DSC
<b>PGA (Headquarter/ Regional Office)</b>	-	PGA Identity Card, DSC

**Notes:**

1. Each document listed above must be self-attested and legible .
2. The documents must be scanned in colour and in JPG/PDF format. The file size must be less than 1500 KB .
3. Self-attested scanned copy of Authorization Letter as per Annexure C should be signed by:
  - a. Proprietor in Proprietorship firm;
  - b. All partners in Partnership firm;
  - c. In case of corporate entity (Company or LLP):
    - i. Majority of the number of Directors/Designated Partners in the entity, as the case may be; or,
    - ii. Company Secretary,

clearly referring to and enclosing therewith a Board Resolution in this regard as per **Annexure C**.

## 8.2 Annexure B – Guidelines for Registering on ICEGATE

### 8.2.1 General Guidelines

- Registration on ICEGATE can only be done with the email ID and contact number as registered with GSTN (as well as on DGFT in case of Importers/Exporters). In case the user wants to register with different contact details, the same will need to be updated with GSTN/DGFT before initiating registration on ICEGATE.
- IEC number/GSTIN or any other details filled in during the registration process should match with the respective self-attested copies uploaded in the registration form .
- Name of the organization must match with the name mentioned on PAN.
- Name of the Authorized Person (Parent user) must match with the name as per PAN and Aadhaar.
- Reference ID generated during the process is valid for 15 days. The user will have to complete the registration process i.e., submit the registration form within the said expiry period. Failing to do so will result in deletion of the Reference ID from records and the user will have to re-initiate the process from the beginning.
- ICEGATE ID would be generated by the system after the registration is approved by the ICEGATE approving authority.
- DSC uploaded must belong to the authorized person and should not be expired.
- OTPs should be typed in carefully; after 3 incorrect OTPs the registration process will be terminated for security reasons.

### 8.2.2 Specific Guidelines

#### A. Guidelines where Entity Type is Proprietor

- Name of the proprietor should match with that on the scanned self-attested copy of the IEC uploaded by the applicant.
- In case, the name of the applicant is not mentioned on the IEC, self-attested scanned copy of the Authorization Letter from the Proprietor needs to be uploaded authorizing the applicant to register on ICEGATE on behalf of the Proprietor.
- Refer to [Annexure C](#) for sample format of the Authorization Letter.

#### B. Guidelines where Entity Type is a Partnership Firm

- Name of the entity should match with that mentioned on the scanned copy of the license uploaded by the applicant at the time of ICEGATE registration.
- Applicant must provide an Authorization Letter authorizing the parent user to register on ICEGATE on behalf of the firm.

##### B.1 Authorization Letter Guidelines for Partnership Firms

- Authorization Letter should be signed by all the partners.
- Applicant should be authorized for “ICEGATE/ Customs (Import/Export)/ AD

Code registration” on the Authorization Letter.

- Name of the partners and the firm’s seal/stamp should be affixed with their respective signatures on the Authorization Letter.
- Authorization Letter should be on the letter head of the firm.
- Refer to Annexure C for sample format of the Authorization Letter.

**C. Guidelines where Entity Type is Corporate (Company or LLP)**

- Name of the entity should match with that mentioned on the scanned copy of the license uploaded by the applicant at the time of ICEGATE registration.
- Applicant can upload Board Resolution as well as Authorization Letter endorsed by the Company Secretary or by the majority of Directors/ Designated Partners authorizing the parent user to register on ICEGATE on behalf of the Corporate Entity.

**C.1 Board Resolution Document Guidelines**

- Name of Directors/Designated Partners on the Board Resolution should be the same as that available on the website of Ministry of Corporate Affairs.
- The Board Resolution should be endorsed by the Company Secretary (along with his/her signature, seal, and registration details) where the corporate entity is required to utilize the services of a Company Secretary as per prevailing law/statute. Where there is no obligation on the corporate entity to utilize the services of a Company Secretary, the Board Resolution should be endorsed by the majority of the Directors/Designated Partners.
- The applicant should be authorized for “ICEGATE/ Customs (Import/Export)/ AD Code registration” in the Board Resolution.
- The Board Resolution should have been taken during the last 6 months.
- The corporate entity seal/stamp should also be affixed on the Board Resolution.
- Board Resolution should be on the letter head of the Corporate Entity.
- Kindly refer to [Annexure C](#) for sample format of the Board Resolution.

**C.2. Authorization Letter Guidelines**

- Authorization Letter should be signed by majority number of Directors/ Designated Partners or Company Secretary, as the case may be.
- Applicant should be authorized for “ICEGATE/Customs (Import/Export)/AD Code Registration” on the Authorization Letter.
- Names of the Directors/ Designated Partners or Company Secretary should be affixed with their respective signatures on the Authorization Letter along with the seal/stamp of the corporate entity.



- Authorization Letter should be on the letter head of the Corporate Entity.
- ID proof to be uploaded in the registration form will be of the person who is authorized to work on behalf of the organization.
- Kindly refer to [Annexure C](#) for sample format of the Authorization Letter.

**8.3 Annexure C - Sample formats for Board Resolution & Authorization Letter**

**BOARD RESOLUTION**

(To be printed on Corporate Entity's Letter head)

CERTIFIED TRUE COPY OF RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS/ DESIGNATED PARTNERS OF \_\_\_\_\_  
**<Corporate Entity Name>** HELD ON \_\_\_\_\_ **<Date>**  
 AT \_\_\_\_\_ **<Address>**

**RESOLVED THAT** the \_\_\_\_\_ **<Name of the Corporate Entity>** has decided that Mr./Ms. \_\_\_\_\_ **<Name of the First Authorized Individual>**, **having PAN \_\_\_\_\_, Designation: \_\_\_\_\_** is hereby authorized to sign and submit all necessary papers, letters, forms, for ICEGATE registration and undertaking import/export work through ICEGATE.

**RESOLVED FURTHER THAT** Mr./Ms. \_\_\_\_\_ **<Name of the Second/Alternate Authorized Individual>** having **PAN \_\_\_\_\_, Designation \_\_\_\_\_** is also hereby authorized to sign all documents on behalf of the organization or in the absence of Mr./Ms. \_\_\_\_\_ **<Name of the First Authorized Individual>**.

For **<Name of the Corporate Entity>**

Signature			
Name	Mr. XYZ	Mr. ABC	Ms. PQR
Designation	Director/Designated Partner	Director/ Designated Partner	Director/ Designated Partner

**<Corporate Entity Stamp>**

## AUTHORISATION LETTER

(To be printed on Organizational Letter Head)

This is to certify that Mr./Ms. \_\_\_\_\_ <Name of the Authorized Individual>, S/o/W/o \_\_\_\_\_ **(D.O.B)** \_\_\_\_\_ **having PAN No.** \_\_\_\_\_ whose signature is appended below, is hereby authorized to sign all documents submitted to apply for registration with ICEGATE portal of Indian Customs and to operate all activities regarding Import and export through ICEGATE on behalf of our Organization **<Organization Name and Address> :**

<Signature of Authorized Signatory to whom authorization is given>

<Name of the Authorized Signatory)

**<Only in case of Company/LLP>**

[2. It is also informed that duly certified copy of the Board Resolution dated \_\_\_\_\_ authorizing Mr./Ms. \_\_\_\_\_ <Name of the Authorized Individual> is also enclosed with this Letter.]

For <Organization name>

<Signature and name of Company Secretary or majority of Directors/Designated Partners in case of Corporate Entity and Signature and name(s) of the Proprietor or all Partners in case of Firm>

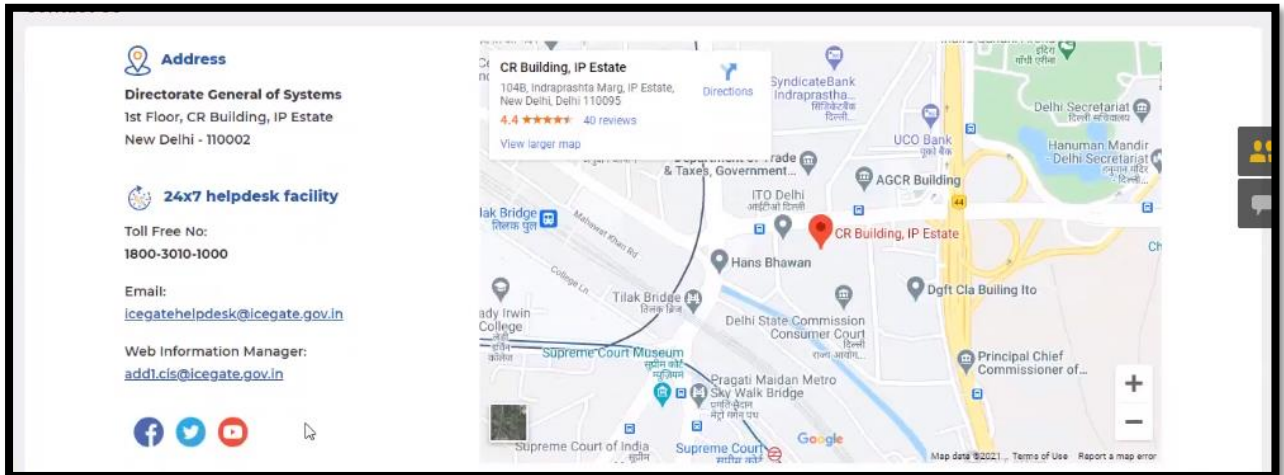
<Organization seal/stamp to be affixed)>

## 9. Contact Us

The contact details are as follows:

Toll Free No: 1800-3010-1000

The user can also drop their queries at: Email: [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in)



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