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OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (SYSTEMS), WZU
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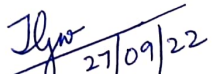
Advisory No. 07/SYS/WZU/2022

Subject: Advisory for Online Courier Registration Module in ECCS

An online Courier Registration module has been introduced in ECCS to reduce the human interface in the process of Courier registration and to increase trade facilitation.

2. The Regulation 7 of the Courier Imports and Exports (Electronic Declaration and Processing) Regulations, 2010 prescribes that every person intending to operate as an Authorised Courier shall make an application to the Principal Commissioner / Commissioner of Customs in Form I. The Regulation 10(7) prescribes that an Authorised Courier, who is already registered in an ICT shall transact business in other Customs airports within the country subject to an intimation to the Principal Commissioner / Commissioner of Customs in Form J.
3. At present, the entire registration process is manual. An application along with supporting documents is submitted physically by the Courier companies to the Competent Authority i.e. Principal Commissioner / Commissioner of Customs. This process has been made online through this module.
4. The online registration module has been launched only for new Courier companies (Form – I for registration). The courier companies can apply for fresh registration and upload supporting documents through a basic webform on the URL: <https://courier.cbic.gov.in/>. The registration form and supporting documents filed by courier company would be available online to the Port admin. of the concerned ICT for further processing.
5. All the concerned stakeholders are requested to use the new module for registration. Any feedback / observations / suggestions / issues may be emailed to systems.wzumumbai@gov.in. The feedback from concerned stakeholders will be helpful to improve the module further.

This issues with the approval of the ADG, WZU, Systems, Mumbai.


Jay G. Waghmare.
Deputy Director.

User Manual for Online Courier Registration Module (OCRM)

1. Introduction

This application enables Courier users to apply for fresh registration online. This will be a responsive webpage which will be open to Courier users without any login to apply for registration online.

2. OCRM Description

The Courier users, who are not registered at any ICT will be able to apply for registration online through Courier CBIC website URL: <https://courier.cbic.gov.in/> by filling the Form I on the website.

3. Registration Application Process

Step 1: User can enter the mentioned URL: <https://courier.cbic.gov.in/> of CBIC site, click on 'Courier Registration' and then select Form-I. Registration application form shall appear.

Step 2: By clicking at Form-I, the form will directly open (no login credentials required).

Step 3: Once the form is visible, the user needs to fill Online Courier Registration Form appropriately, without missing any mandatory fields which have (*) Red Asterix symbol.

Step 4: At the bottom of the form user can see Captcha. On entering correct Captcha in given space the form will be submitted and the Result page shall be visible.

Step 5: In the Result page user can see a popup message and shall get an ARN (Application Reference Number). This concludes the registration application process.

4. OCRM Process Description

The courier who wants proceed with Online Registration shall enter the above-mentioned URL of the CBIC website.



4.1 On Selecting the Courier Registration Tab and then Form-I as shown above, the courier user shall be able to see the Courier Registration Form-I as indicated below. Courier users need to fill the required details.

COURIER REGISTRATION - FORM I	
[see regulation 7(1)]	
BUSINESS DETAILS	
Name of the Authorized Courier*:	<input type="text" value="Prathamesh"/>
Existing Authorized Courier Registration Number:	<input type="text" value="CZFPP6528P21220"/>
Constitution of Business*:	<input type="text" value="Proprietorship"/>
Name of ICT where Registration is required:	<input type="text" value="Mumbai"/>
PAN Number*:	<input type="text" value="CZFPP6528P"/>
Scanned copy of PAN Number*:	<input type="text" value="Choose File"/> WhatsApp (1...1) - Copy.pdf
ADDRESS OF REGISTERED OFFICE	
Flat/Building/Plot Number*:	<input type="text" value="108"/>
Road/Street Name, Locality*:	<input type="text" value="Manpada"/>
State*:	<input type="text" value="Maharashtra"/>
Telephone No.:	<input type="text" value="2800837"/>
E-mail*:	<input type="text" value="ppalkar@gmail.com"/>
Name of Premises/Building*:	<input type="text" value="Sarvoday Park"/>
City*:	<input type="text" value="Dombivli"/>
Pin Code*:	<input type="text" value="421201"/>
Fax:	<input type="text"/>

4.2 Business Details: -

- As shown above, this includes the Name of Authorized Courier - Alphabets in upper or lower case can be entered.
- Existing authorized courier registration number – Not a mandatory field. For those Couriers who want to convert existing registration number to PAN based Registration No.
- PAN Number - Shall be 10 characters in proper format.
- Constitution of Business - Can be selected from the available drop down menu. if 'Others' option is selected from the drop-down then need provide appropriate specification in blank box available besides.

- v. Name of ICT where registration is required - Can be selected from the drop-down menu.
- vi. Scanned copy of PAN Number - Shall be in PDF format & not exceeding 2MB.

4.3 Address of Registered Office: -

- i. Flat / Building/ Plot Number – Numbers and values in upper or lower case can be entered here.
- ii. Name of Premises / Building - Alphabets in upper or lower case can be entered in this field.
- iii. Road/ Street name, Locality - Alphabets in upper or lower case can be entered in this field.
- iv. City - Alphabets in upper or lower case can be entered in this field.
- v. State - Alphabets in upper or lower case can be entered in this field.
- vi. Pin code Number - Should be six-digit number.
- vii. Telephone Number – 11-digit number must be entered.
- viii. Fax Number maximum - 11-digit number must be entered.
- ix. E-mail address - Need to have @ & .com mentioned and alphabets in lower case can be added.

DETAILS OF PROPRIETOR/PARTNER/DIRECTOR	
Name*:	Prathamesh
Educational Qualification*:	BE
Name of Premises/Building*:	Sky Park
City*:	Dombivli
Pin Code No*:	421201
Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card)*:	Choose File WhatsApp I...1) - Copy.pdf
Residential Telephone:	2800837
Fax:	
Designation*:	Proprietor
Flat/Building/Plot No*:	B-108
Road/Street Name, Locality*:	Phadke road
State*:	Maharashtra
Upload Photo of the PROPRIETOR / PARTNER / DIRECTOR*:	Choose File WhatsApp I...38 PM.jpeg
Official Telephone*:	22459728
Mobile Number*:	7208855534
E-mail*:	ppalkar@gmail.com
+ ADD ROW	
DETAILS OF AUTHORIZED SIGNATORY	
Name*:	Abhishek
Educational Qualification*:	BE
Name of Premises/Building*:	Ram Nivas
City*:	Thane
Pin Code No*:	420210
Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card)*:	Choose File WhatsApp I...1) - Copy.pdf
Residential Telephone:	2700345
Fax:	
Designation*:	Director
Flat/Building/Plot No*:	B-13
Road/Street Name, Locality*:	Marpada
State*:	Maharashtra
Upload Photo of the AUTHORISED SIGNATORY*:	Choose File WhatsApp I...38 PM.jpeg
Official Telephone*:	229088237
Mobile Number*:	8652533055
E-mail*:	abhi@gmail.com

4.4 Details of Proprietor/Partner/Director: -

- i. As indicated above, it includes Name – Alphabets in upper or lower case can be entered here.
- ii. Designation - Can be selected from the available drop-down menu. If 'Others' option is selected from the drop-down then blank box must be filled.
- iii. Educational Qualification - Alphabets in upper or lower case can be entered in this field.
- iv. Flat / Building/ Plot Number - Alphabets in upper and lower case with numeric value and some character like (-) can be added.

- v. Name of Premises / Building - Alphabets in upper or lower case can be entered in this field.
- vi. Road/ Street name, Locality - Alphabets in upper or lower case can be entered in this field.
- vii. City - Alphabets in upper or lower case can be entered in this field.
- viii. State - Alphabets in upper or lower case can be entered in this field.
- ix. Pin code – Six digit numeric value is required.
- x. Upload Photo of the PROPRIETOR/PARTNER/DIRECTOR - Need to upload the photo in JPEG format which shall not exceed 2MB.
- xi. Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card) - Need to upload the scanned copy in PDF format which shall not exceed 2MB.
- xii. Official Telephone Number - 11 digit number must be entered.
- xiii. Residential Telephone Number - 11 digit number must be entered.
- xiv. Mobile Number - 10 digit number must be entered.
- xv. Fax Number - 11 digit number must be entered.
- xvi. E-mail address - Need to have '@' & '.com' mentioned and alphabets in lower case can be added.

4.5 Details of Authorized Signatory:-

- i. This includes Name of Authorized Signatory - Characters in upper or lower case can be entered here.
- ii. Designation – Appropriate designation of Authorized Signatory shall be mentioned here in upper or lower case of alphabets.
- iii. Flat / Building/ Plot Number - Alpha numeric values in upper or lower case can be entered here.
- iv. Name of Premises / Building - Alphabets in upper or lower case can be entered in this field.
- v. Road/ Street name, Locality - Alphabets in upper or lower case can be added here.
- vi. City - Alphabets in upper or lower case can be added here.
- vii. State - Alphabets in upper or lower case can be added here.
- viii. Pin code Number - Six digit numeric value is required.
- ix. Upload Photo of the AUTHORISED SIGNATORY - Need to upload the photo in JPEG format which shall not exceed 2MB.
- x. Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card) - Need to upload the scanned copy in PDF format which shall not exceed 2MB.
- xi. Official Telephone Number - 11 digit number must be entered.
- xii. Residential Telephone Number - 11 digit number must be entered.
- xiii. Mobile Number - 10 digit number must be entered.
- xiv. Fax No - 11 digit number must be entered.
- xv. E-mail address - Need to have '@' & '.com' mentioned and alphabets in lower case can be added.

DETAILS OF EMPLOYEES (APPOINTED ECCS RELATED WORK)			
Name*:	Vijay	Designation*:	Manager
Educational Qualification*:	B.COM	Flat/Building/Plot No*:	A-202
Name of Premises/Building*:	Radha Vihar	Road/Street Name, Locality*:	Gandhi Marg
City*:	Kalyan	State*:	Maharashtra
Pin Code No*:	400200	Upload Photo of the CLERK*:	<input type="button" value="Choose File"/> WhatsApp I...38 PM.jpeg
Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card)*:	<input type="button" value="Choose File"/> WhatsApp I...1) - Copy.pdf	Official Telephone*:	2800224
Residential Telephone:	25004500	Mobile Number*:	9819827696
Fax:		E-mail*:	vijay@gmail.com
<input type="button" value="+ ADD ROW"/>			
No. of Consignments Cleared during last three financial years*:	2	Value of cargo cleared during last three financial years*:	800
Duty paid as Authorized Courier during last three financial years*:	200		
DETAILS OF BANK ACCOUNT			
Bank Account Number*:	780123456098	Name of Bank*:	ICICI
Name of the Branch*:	Tilak Nagar	Branch Address*:	Char rasta road, Tilak Nagar

4.6 Details of employees:-

- i. As indicated above this includes Name of employee - Characters in upper or lower case can be entered here.
- ii. Designation – Appropriate designation shall be mentioned here in upper or lower case of alphabets.
- iii. Educational Qualification - Alphabets in upper or lower case can be entered in this field.
- iv. Flat / Building/ Plot Number - Alpha numeric values in upper or lower case can be entered here.
- v. Name of Premises / Building - Alphabets in upper or lower case can be entered in this field.
- vi. Road/ Street name, Locality - Alphabets in upper or lower case can be added here.
- vii. City - Alphabets in upper or lower case can be added here.
- viii. State - Alphabets in upper or lower case can be added here.
- ix. Pin code Number - Six digit numeric value is required.
- x. Upload Photo of the CLERK – Need to upload the photo in JPEG format which shall not exceed beyond 2MB
- xi. Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card) – Need to upload the scanned copy in PDF format which shall not exceed beyond 2MB.
- xii. Official Telephone Number - 11 digit number must be entered.
- xiii. Residential Telephone Number - 11 digit number must be entered.
- xiv. Mobile Number - 10 digit number must be entered.
- xv. Fax No - 11 digit number must be entered.
- xvi. E-mail address – Need to have '@' & '.com' mentioned and alphabets in lower case can be added.

4.7 Details of Consignments Cleared:-

- i. Number of Consignments Cleared during last three financial years – Only numeric values shall be added in this field.

- ii. Value of cargo cleared during last three years – Only numeric values shall be added in this field.
- iii. Duty paid as Authorized Courier during last three financial years – Only numeric values shall be added in this field.

4.8 Details of bank account:-

- i. Bank Account Number – Should add minimum 12 digits and maximum 16 digits of numeric value.
- ii. Name of Bank – Alphabets in upper or lower case can be entered in this field.
- iii. Name of the Branch – Alphabets in upper or lower case can be entered in this field.
- iv. Branch Address – Alpha numeric values in upper or lower case can be entered here.

GST REGISTRATION DETAILS			
GSTIN*:	<input type="text" value="789123456789012"/>	Date of Issue*:	<input type="text" value="20-08-2022"/>
Whether the registration as Authorized Courier held under these Regulations was cancelled or suspended*:	<input checked="" type="radio"/> YES <input type="radio"/> NO		
Whether the applicant or any of the persons proposed to be employed by him have been penalized, convicted or prosecuted under any of the provisions of the Customs Act, 1962 or any other law for the time being in force*:	<input checked="" type="radio"/> YES <input type="radio"/> NO		
Whether applicant has been convicted in any court of law, or any criminal proceedings are pending before any court of law against the applicant*:	<input checked="" type="radio"/> YES <input type="radio"/> NO		
Certificate issued by a scheduled bank or such other proof for being financially viable*:	<input type="button" value="Choose File"/> WhatsApp 1...1) - Copy.pdf	Details of Bond*:	<input type="button" value="Choose File"/> WhatsApp 1...1) - Copy.pdf
Details of Security*:	<input type="button" value="Choose File"/> WhatsApp 1...1) - Copy.pdf		
I / We declare that all particulars given herein are true and correct*:	<input checked="" type="checkbox"/>		
I / We hereby affirm that I/We have read the Courier Imports and Exports (Electronic Declaration and Processing) Regulations, 2010 and agree to abide by them*:	<input checked="" type="checkbox"/>		

4.9 GST registration details:-

- i. As indicated above, need to add GSTIN number of 15 characters in proper format and select date of GST registration.
- ii. It is mandatory to answer all questions by selecting radio buttons with either ‘Yes’ or ‘No’ options.
- iii. Also it is mandatory to upload scanned copy in PDF format where required and file size shall be below 2MB.

UNDERTAKING	
I/We undertake to :-	<input checked="" type="checkbox"/>
obtain an authorisation, from each of the consignees or consignors of the imported goods for whom or from whom he has imported such goods; or consignees or consignors of such export goods which he proposes to export, to the effect that he may act as agent of such consignee or consignor, as the case may be, for clearance of such imported or export goods by the proper officer*:	<input checked="" type="checkbox"/>
file electronic declarations, for clearance of imported or export goods, through a person who has passed the examination referred to in regulation 8 or regulation 19 of the Customs House Agents Licensing Regulations, 2004 and who are duly authorised under section 145 of the Customs Act, 1962*:	<input checked="" type="checkbox"/>
Advise our consignor or consignee to comply with the provisions of the Act, rules and regulations made thereunder and in case of non-compliance thereof, we shall bring the matter to the notice of the Assistant Commissioner of Customs or Deputy Commissioner of Customs*:	<input checked="" type="checkbox"/>
Verify the antecedent, correctness of Importer Exporter Code (IEC) Number, identity of our clients and the functioning of client in the declared address by using reliable, independent, authentic documents, data or information*:	<input checked="" type="checkbox"/>
Exercise due diligence to ascertain the correctness and completeness of any information which we submit to the proper officer with reference to any work related to the clearance of imported goods or of export goods*:	<input checked="" type="checkbox"/>
Not withhold information communicated to us by an officer of customs, relating to assessment and clearance of imported goods as well as inspection, examination and Clearance of export goods, from a consignor or consignee who is entitled to such information*:	<input checked="" type="checkbox"/>
Not withhold any information relating to assessment and clearance of imported goods or of export goods, from the Assessing Officer*:	<input checked="" type="checkbox"/>
Not attempt to influence the conduct of any officer of Customs in any matter pending before such officer or his subordinates by the use of threat, false accusation, duress or offer of any special inducement or promise of advantage or by the bestowing of any gift or favour or other thing or value*:	<input checked="" type="checkbox"/>
Maintain records and accounts in such form and manner as may be directed from time to time by an Assistant Commissioner of Customs or Deputy Commissioner of Customs for a period of five years and submit them for inspection to the Assistant Commissioner of Customs or an officer authorised by him, wherever required*:	<input checked="" type="checkbox"/>
Comply with the provisions and abide by all the provisions of the Act and the rules, regulations, notifications and orders issued there under*:	<input checked="" type="checkbox"/>
Intimate any change in respect of the information provided in the aforesaid application within a period of 30 days*:	<input checked="" type="checkbox"/>

SIGNATURE OF THE APPLICANT/AUTHORISED SIGNATORY* : No file chosen

Date*: Tue Aug 30 12:16:02 IST 2022

Place*:

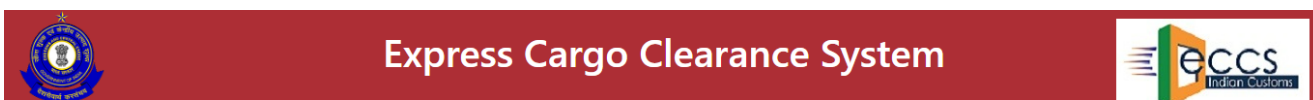
(All the fields marked with * are mandatory.)

Captcha :
rGGMGrM

Important Links: Visit CBIC site | Visit DGFT site
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4.10 Undertaking and Form Submission:-

- i. As indicated above, need to select all check boxes to proceed.
- ii. Applicant / Authorised Signatory - Need to upload the scanned copy of signature in JPEG format which shall not exceed 2MB. After adding all required details, user should enter the appropriate captcha and Click on submit for submission of form.
- iii. Refresh – On clicking ‘Refresh’, new Captcha will appear but the content filled in form will not get refreshed.
- iv. Submit Tab - On clicking ‘Submit’, the user will receive the ARN (Application Reference Number).



Thank you for submitting your registration application. It will be processed shortly.
In case of any queries, kindly contact the Port Admin of the concerned ICT.

Your Application Registration Number is
CZFPP5528PACBLR

4.11 Above mentioned is the Application Registration Number (ARN) that user will receive once the appropriate filling is done and the Form-I gets submitted.