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OFFICE OF THE ADDITIONAL DIRECTOR GENERAL (SYSTEMS), WZU
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F. No. IV (6)/2/2020   **Date: 27.09.2022**
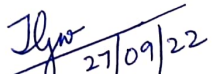
Advisory No. 07/SYS/WZU/2022

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.

4.2 Business Details: -
   i.   As shown above, this includes the Name of Authorized Courier - Alphabets in upper or lower case can be entered.
   ii. Existing authorized courier registration number – Not a mandatory field. For those Couriers who want to convert existing registration number to PAN based Registration No.
   iii. PAN Number - Shall be 10 characters in proper format.
   iv. 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.

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:*	BCOM	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:*	Choose File WhatsApp I....38 PM.jpeg
Scanned copy of any ID Proof (Passport, Driving License / Aadhaar card):*	Choose File WhatsApp I....1) - Copy.pdf	Official Telephone:*	2800224
Residential Telephone:	25004500	Mobile Number:*	9819827696
Fax:		E-mail:*	vijay@gmail.com

+ 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.

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.

SIGNATURE OF THE APPLICANT/AUTHORISED SIGNATORY* :	Choose File No file chosen
Date:* :	Tue Aug 30 12:16:02 IST 2022
Place:* :	

(All the fields marked with * are mandatory.)

Captcha :

rGGMGrM

[ ] Refresh

Submit

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).

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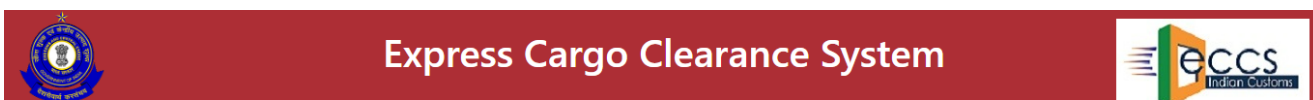
Thank you for submitting your registration application. It will be processed shortly.
In case of any queries, kindly contact the Port Admin of the concerned ICT.

Your Application Registration Number is
CZFPP5528PACBLR

OK

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.