

Date: 12th October 2023

Category: Customs
Issued by: ICEGATE
Approved by: ECCS

USER MANUAL

ECCS REGISTRATION ON ICEGATE_{2.0}

Introduction

Please refer to Section 51A of the Customs Act, 1962 and subsequent CBIC Notification No. 20/2022-Customs (N.T.) dated 30th March 2022 vide which the Customs (Electronic Cash Ledger) Regulations, 2022 were notified. In this regard, please refer to Advisory dated November 28, 2022 issued by ICEGATE.

All Authorized Couriers registered in the Express Cargo Clearance System (ECCS) are hereby advised to get themselves registered in ICEGATE portal to avail the facility of Electronic Cash Ledger (ECL).

However, existing users of ICEGATE (i.e., users already registered on ICEGATE_{1.0}) are not required to obtain a fresh registration and they can directly log-in to the new ICEGATE_{2.0} portal.

Further, in order to guide the stakeholders about the process of applying in ICEGATE portal, this advisory is being issued.

Through this facility, authorized couriers in ECCS can submit the registration request on ICEGATE Portal after providing the requisite details. After the approval by ECCS admin officers on ICEGATE Portal and successful system validation, authorized couriers in ECCS shall receive ICEGATE credentials to access the ICEGATE website.

A. How to Register/Sign Up as ECCS User on ICEGATE

- I. Required Documents/Information:
 - a. The following documents are required to be submitted by the individual authorized on behalf of the registering entity while applying for registration on the ICEGATE User Registration Module:
 - i. Self-attested scanned copy of Authorization Letter signed by:
 - Proprietor in Proprietorship firm;
 - All partners in Partnership firm or LLP;
 - In case of corporate entity:
 - Majority of the number of Directors/Designated Partners in the entity, as the case may be; or,
 - Company Secretary clearly referring to and enclosing therewith a Board Resolution in this regard.
 - ii. Self-attested scanned copy of Courier License;
 - iii. Self-attested copy of Company PAN Card;
 - iv. Self-attested scanned Copy of any one of the following documents issued by a statutory authority or State/Central Government in India for the authorized individual:
 - Driving License

- Passport
- Aadhaar Card (preferred)
- Voter ID card

b. The following information may be kept ready before filling out the ICEGATE User Registration Module, namely: -

S. No.	Name of Field	Details of Field	Field Pertaining to
1.	PAN Number	PAN number of Courier entity (pre-populated from ECCS Database)	Courier service entity
2.	Courier Name	Name of entity as registered with ECCS (pre-populated from ECCS Database)	Courier service entity
3.	Enter your name	Entity Name to be entered by the user which should be the same as used in PAN	Courier service entity
4..	Port Code	Port Code of the entity (pre-populated from ECCS Database)	Courier service entity
5.	Address of Company	Please enter address of the entity as per the Courier Registration Form (pre-populated from ECCS Database)	Courier service entity
6.	City	As per the Courier Registration Form	Courier service entity
7.	State	As per the Courier Registration Form	Courier service entity
8.	PIN Code	As per the Courier Registration Form	Courier service entity
9.	Mobile Number	Mobile Number of Authorized Individual	Authorized individual
10.	Reason of Registration	Registration for ECL	Courier service entity
11.	Email ID	Registered email id of the courier service entity with ECCS/GSTN (pre-populated from ECCS Database)	Courier service entity
12.	Photo ID Number	ID Number of ID Proof of Authorized Individual submitted	Authorized individual

S. No.	Name of Field	Details of Field	Field Pertaining to
13.	Self-attested copy of ID Proof	Legible scanned copy of ID Proof, self-attested by Authorized Individual	Authorized individual
14.	Authorization Letter	<p>Legible scanned copy of Authorization Letter mentioning following details:</p> <p>(a) Name of Authorized Individual with Designation;</p> <p>(b) Authorization Letter signed by:</p> <ol style="list-style-type: none"> I. Proprietor in Proprietorship firm; II. All partners in Partnership firm; III. In case of corporate entity: <ul style="list-style-type: none"> • Majority of the number of Directors/Designated Partners in the entity, as the case may be; or, • Company Secretary clearly referring to and enclosing therewith a Board Resolution in this regard. <p>(c) Names, Designations and official stamp of all signatories with entity Seal to be clearly visible;</p>	Authorized individual
15.	Self-attested copy of scanned License	Legible scanned copy of Courier License issued by Customs, self-attested by Authorized Individual	Courier service entity
16.	Self-attested copy of PAN	Legible scanned copy of PAN, self-attested by Authorized Individual	Courier service entity
17.	DSC Issue Authority	Details of DSC Issuing Authority	

II. The process for registration is given below:

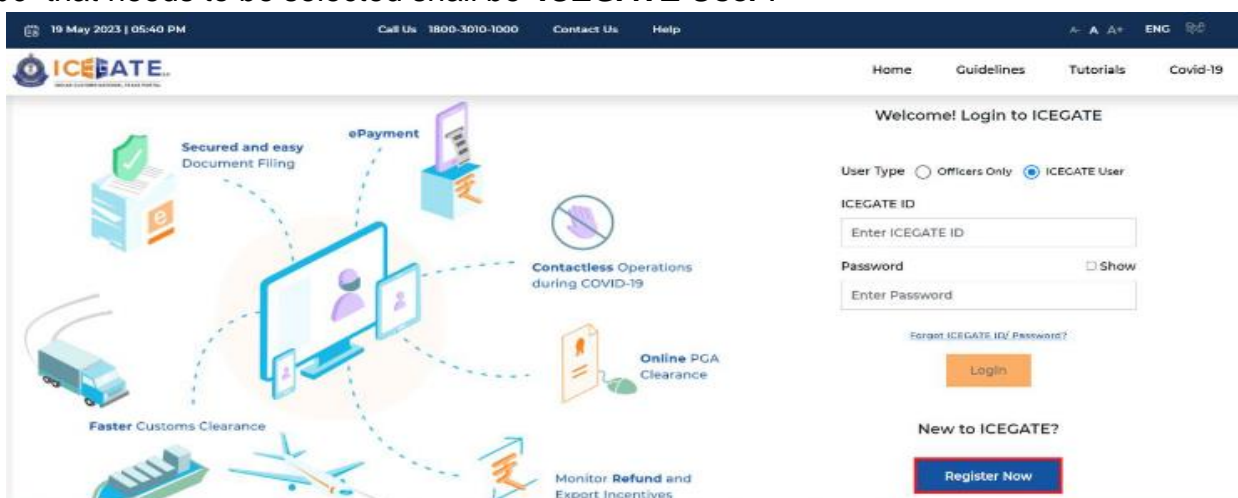
- (i) To register as an ECCS user on ICEGATE, the user must have a Courier Registration Number.

- (ii) While registering on ICEGATE, the entity Name, entity PAN and Address against a particular Courier Registration Number would be pre-populated from the user profile related to the said Courier Registration Number in ECCS for the user to confirm the said details.
 - (iii) Such pre-populated data cannot be changed in ICEGATE and for any rectification required by the user, the respective Directory Manager or Policy branch at ECCS needs to be approached.
 - (iv) ECCS users who want to get registered at ICEGATE must register with their registered Email ID available at ECCS and Mobile Number available with ECCS and GSTN.
 - (v) Users should ensure that their Digital Signature Token (Class-III Individual Type) (Sign-in & encryption) is plugged into their system before starting the Registration process. It is mandatory for all the users to upload their Digital Signature Certificate (DSC) at the time of registration.
- III. After completing the registration process successfully, the registration request would be forwarded to the Department for approval.
- IV. In case of successful registration of the user, an acknowledgement e-mail with their login credentials (User ID and Password) will be sent to the registered Email id. In case of rejection, reason for rejection will be sent to the registered Email id.

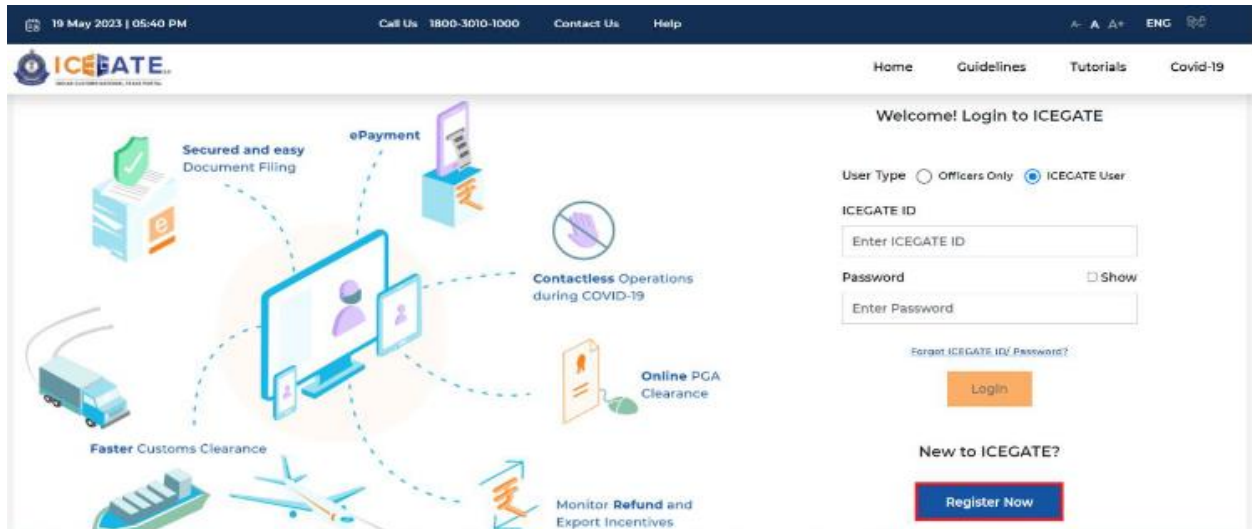
B. Step-wise guide for Authorized Couriers to register on ICEGATE Portal

Please follow the below-mentioned steps for obtaining a new ECCS Registration on ICEGATE portal:

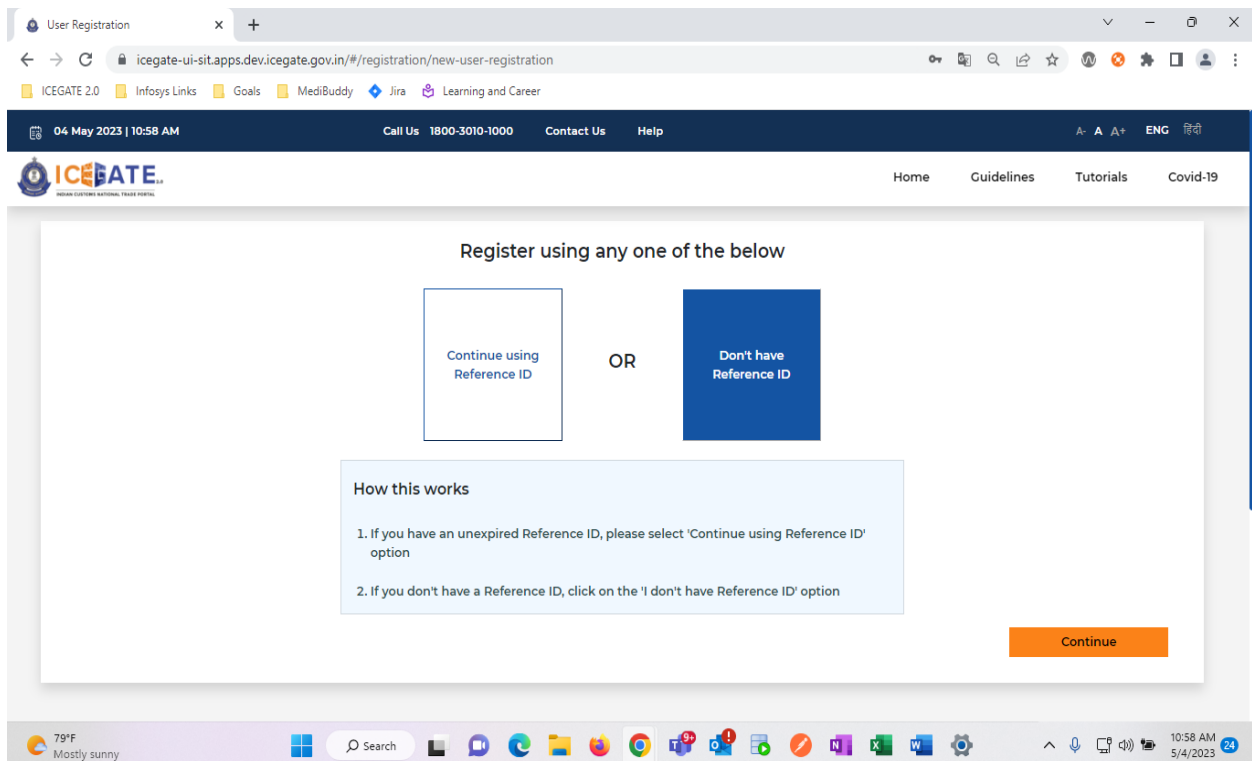
- (a) If the user has already registered earlier, the user can directly login by providing their ICEGATE ID and Password without having to register again. In such cases, the 'User Type' that needs to be selected shall be '**ICEGATE User**'.



(b) For new registrations, click on the **<Register Now>** button as shown in the screen below highlighted in red box.



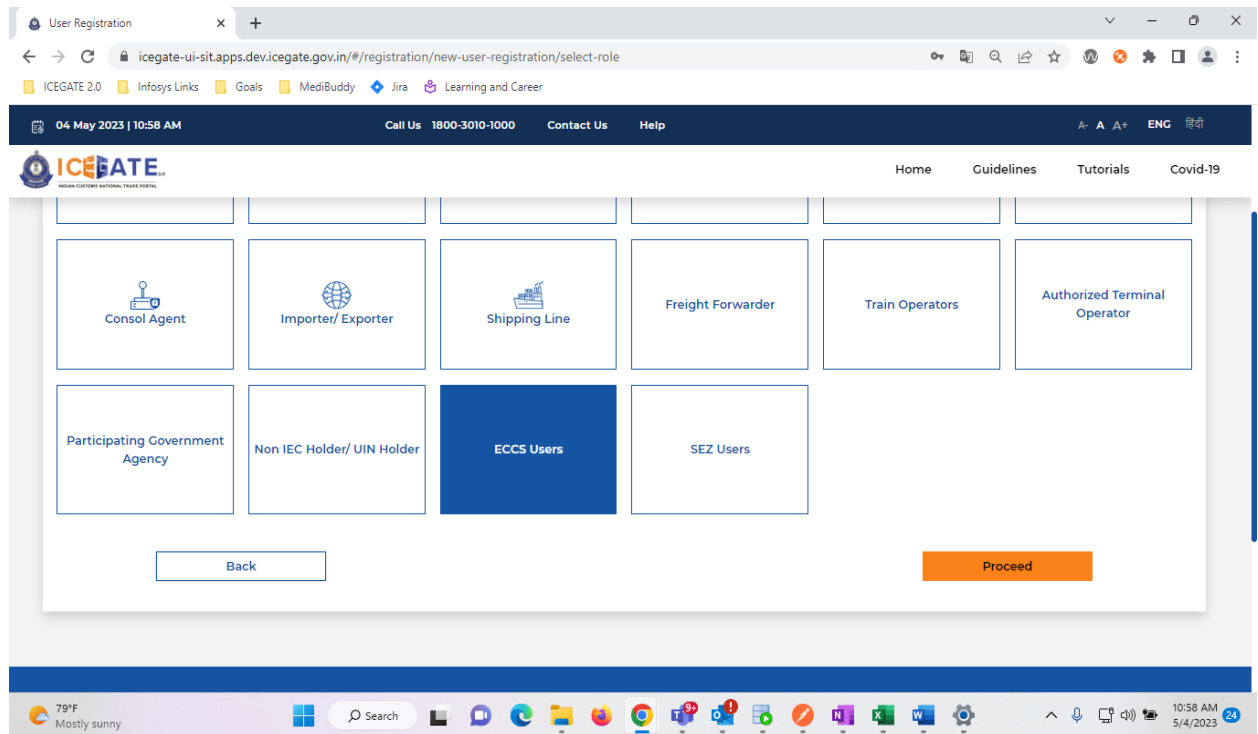
(c) If the user is attempting the Registration for the first time and doesn't have a Reference ID, the user will have to click on the **'Fresh Registration- Don't have Reference ID'** option and click on the **<Continue>** button.



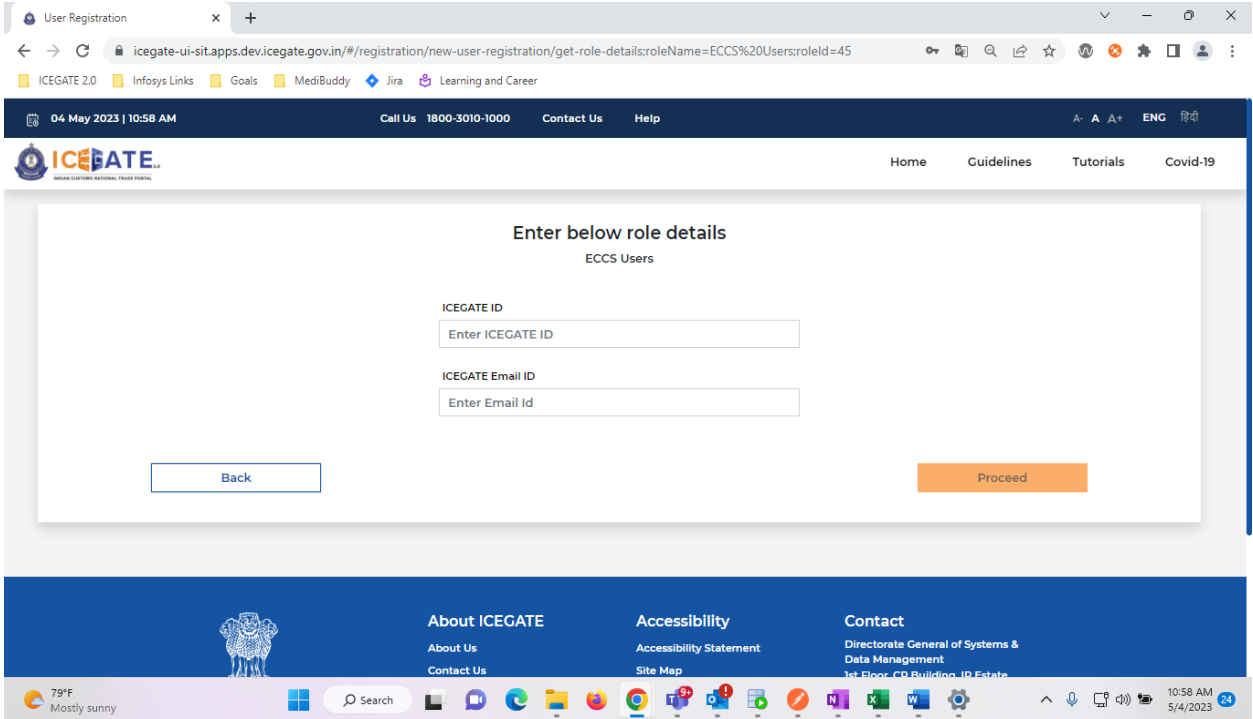
(d) If the user has an unexpired Reference ID, click on the **'Continue using Reference ID'** option.



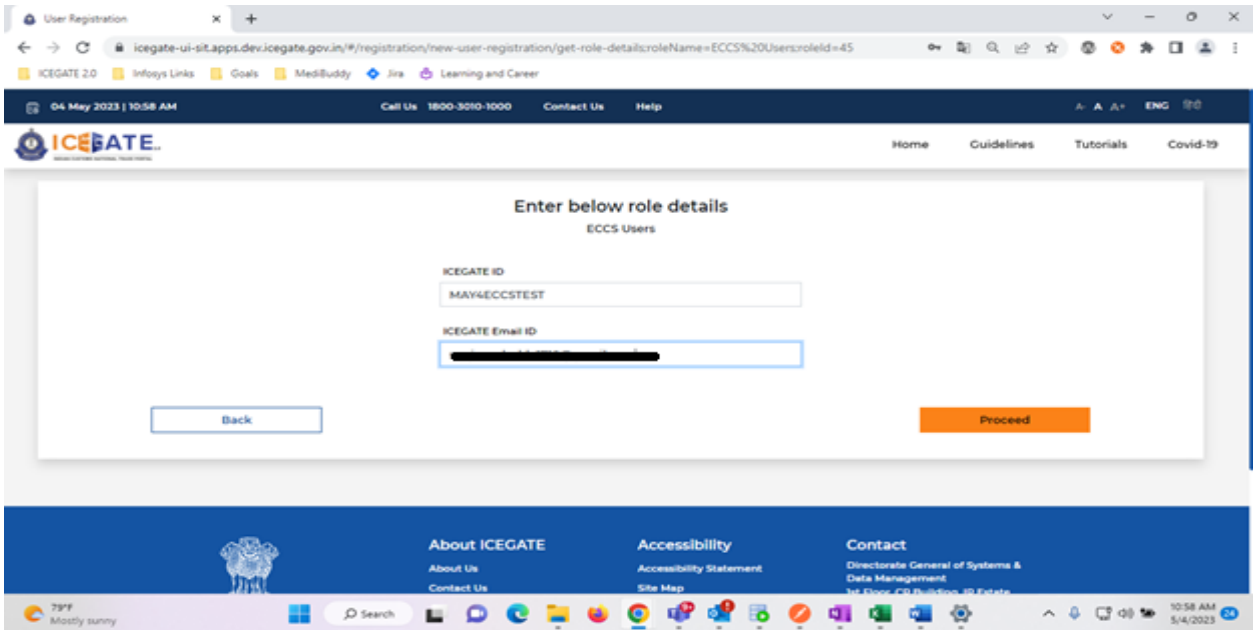
(e) On clicking the **<Continue>** button, the system will display the screen below from where the user will have to select a Role and click on the **<Proceed>** button. User should select the role '**ECCS users**' for ECCS Registration.



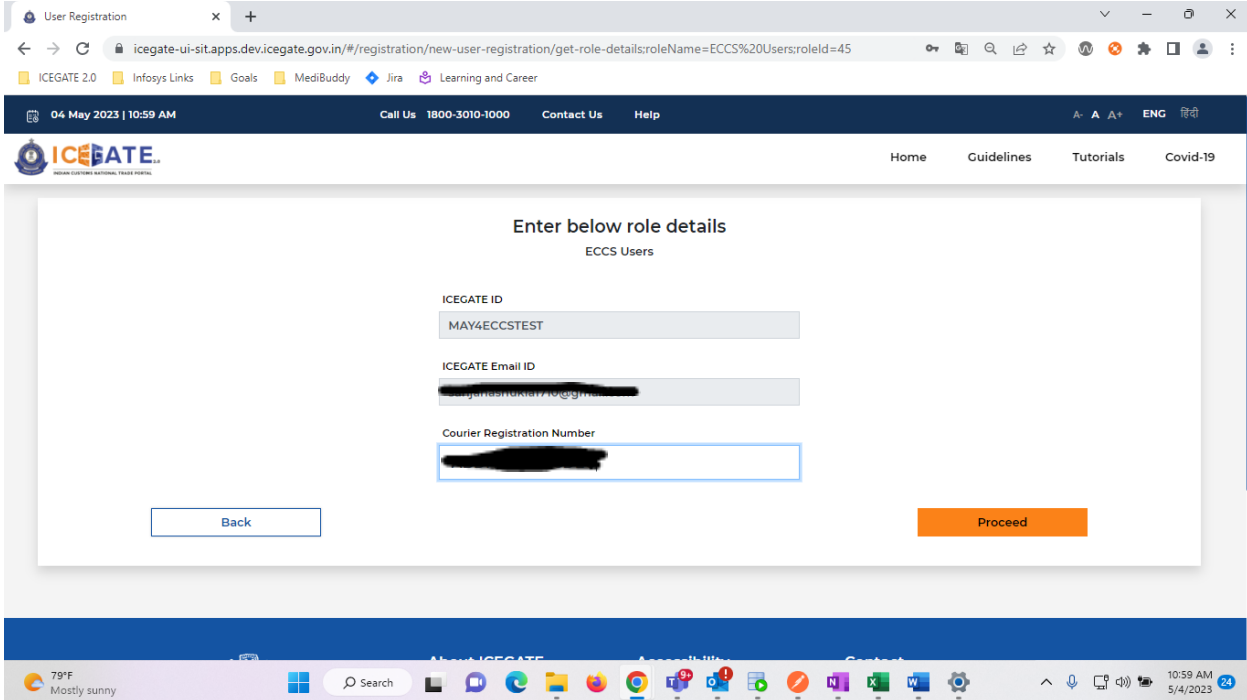
(f) On clicking the **<Proceed>** button, the system will display the screen below where the user needs to enter ICEGATE ID and Email ID. The ICEGATE ID is the username selected by the user and email ID is the email to which the user has access.



- (g) Please note that in order to proceed ahead:
- ICEGATE ID will be the unique username for ICEGATE Login.
 - Email id should be valid.



- (h) On clicking "**Proceed**" button, the screen below will be displayed prompting to enter "**courier registration number**".



User Registration

icegate-ui-sit.apps.dev.icegate.gov.in/#/registration/new-user-registration/get-role-details:roleName=ECCS%20Users:roleId=45

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Enter below role details

ECCS Users

ICEGATE ID
MAY4ECCSTEST

ICEGATE Email ID
[Redacted]

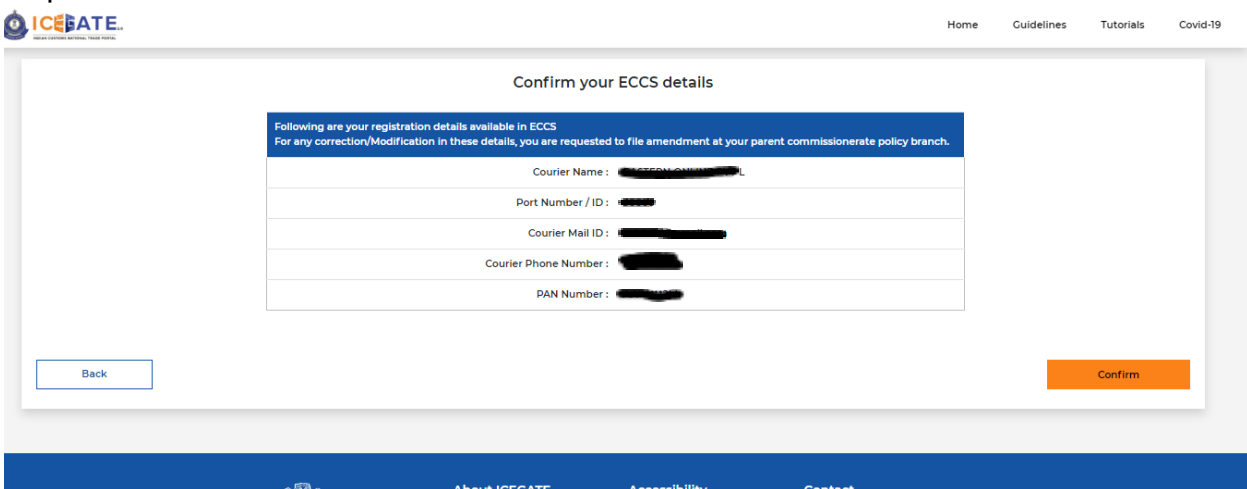
Courier Registration Number
[Redacted]

Back | Proceed

79°F Mostly sunny | Search | 10:59 AM 5/4/2023

(i) The applicant should enter the Courier Registration Number and click on **<Proceed>** button. Subsequently, the system will display the screen below wherein the user can view the details fetched from ECCS directory on the basis of Courier Registration Number provided in the previous step.

In case the applicant does not wish to proceed with either of the contact details options provided in this screen and desires to obtain registration using any other email ID/mobile number, the applicant shall be required to first update the contact details with the ECCS Directory before proceeding. The applicant is requested to contact the ECCS helpdesk for the same.



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Confirm your ECCS details

Following are your registration details available in ECCS
For any correction/Modification in these details, you are requested to file amendment at your parent commissionerate policy branch.

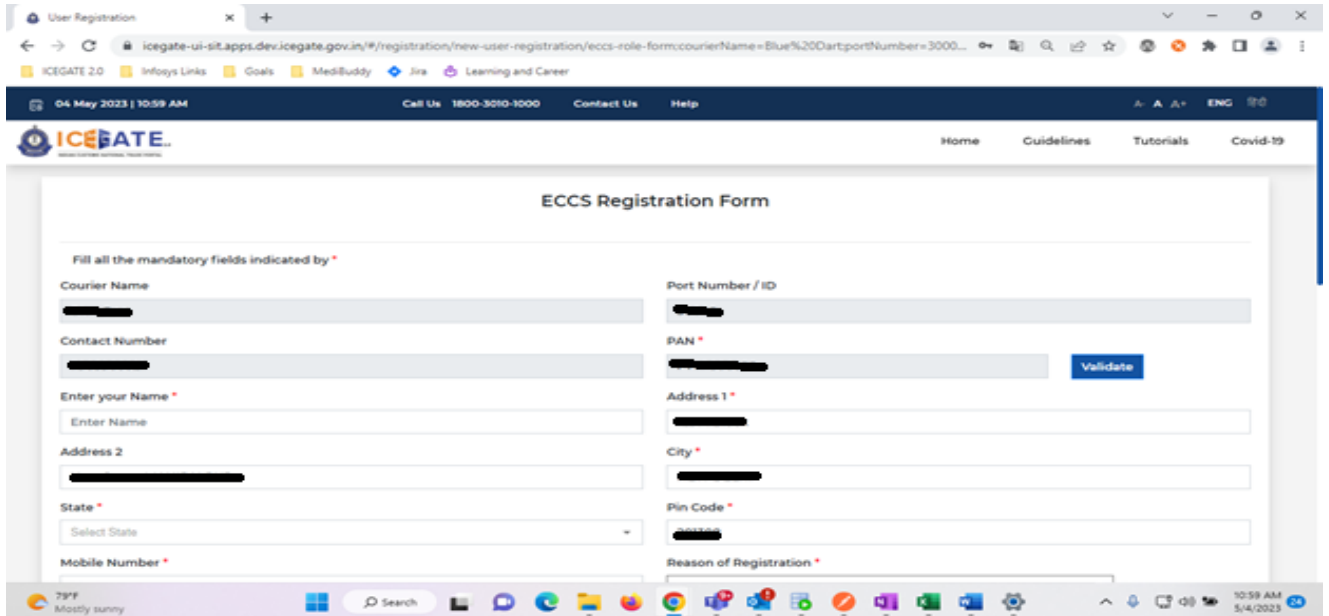
Courier Name :	[Redacted]
Port Number / ID :	[Redacted]
Courier Mail ID :	[Redacted]
Courier Phone Number :	[Redacted]
PAN Number :	[Redacted]

Back | Confirm

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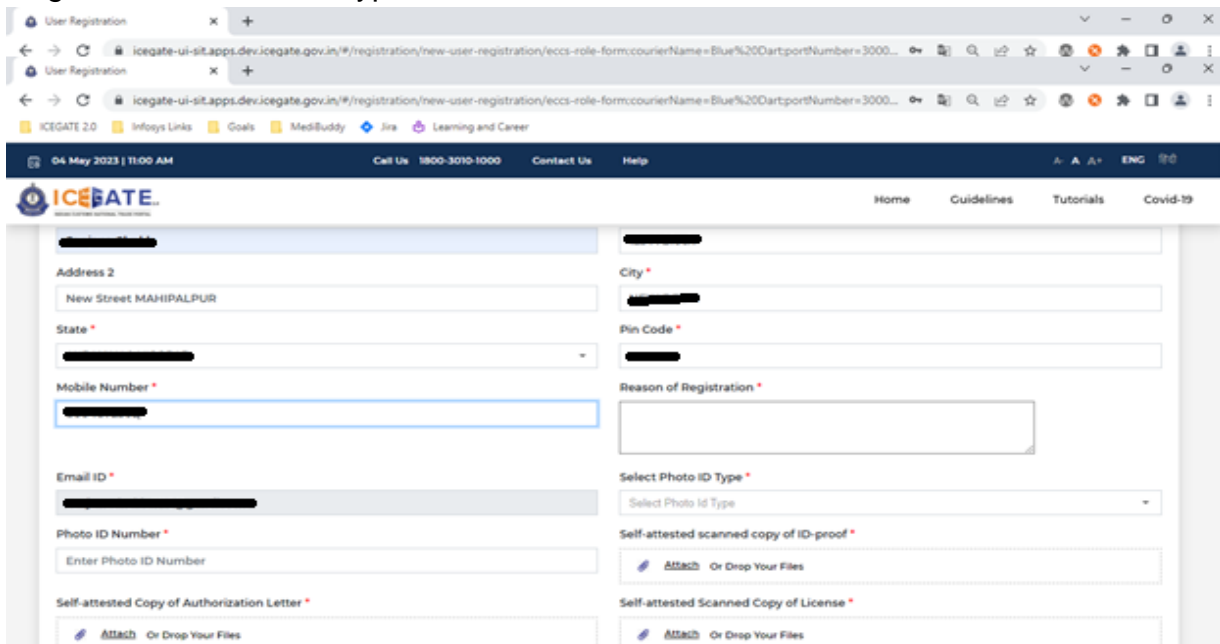
(j) On clicking the <**Confirm**> button, the system will display the screen below wherein the applicant will have to enter the details for registration like the courier name, port number, contact number etc. PAN and address would be auto-populated.

The applicant has to enter the name in “**Enter your Name**” as per the name in the applicant’s PAN. Subsequently the applicant should click on the ‘**Validate**’ button to proceed. The system will validate the name entered as per PAN and will display message as “**Verified**” on the screen.



The screenshot shows the 'ECCS Registration Form' on the ICEGATE portal. The form is divided into two columns. The left column contains fields for: Courier Name, Contact Number, Enter your Name (with a placeholder 'Enter Name'), Address 2, State (a dropdown menu), and Mobile Number. The right column contains fields for: Port Number / ID, PAN (with a 'Validate' button), Address 1, City, Pin Code, and Reason of Registration. A note at the top of the form says 'Fill all the mandatory fields indicated by *'. The browser's address bar shows the URL: 'icegate-ui-sit.apps.dev.icegate.gov.in/#/registration/new-user-registration/eccs-role-form?courierName=Blue%20Dart&portNumber=3000...'. The system clock shows '04 May 2023 | 10:59 AM'.

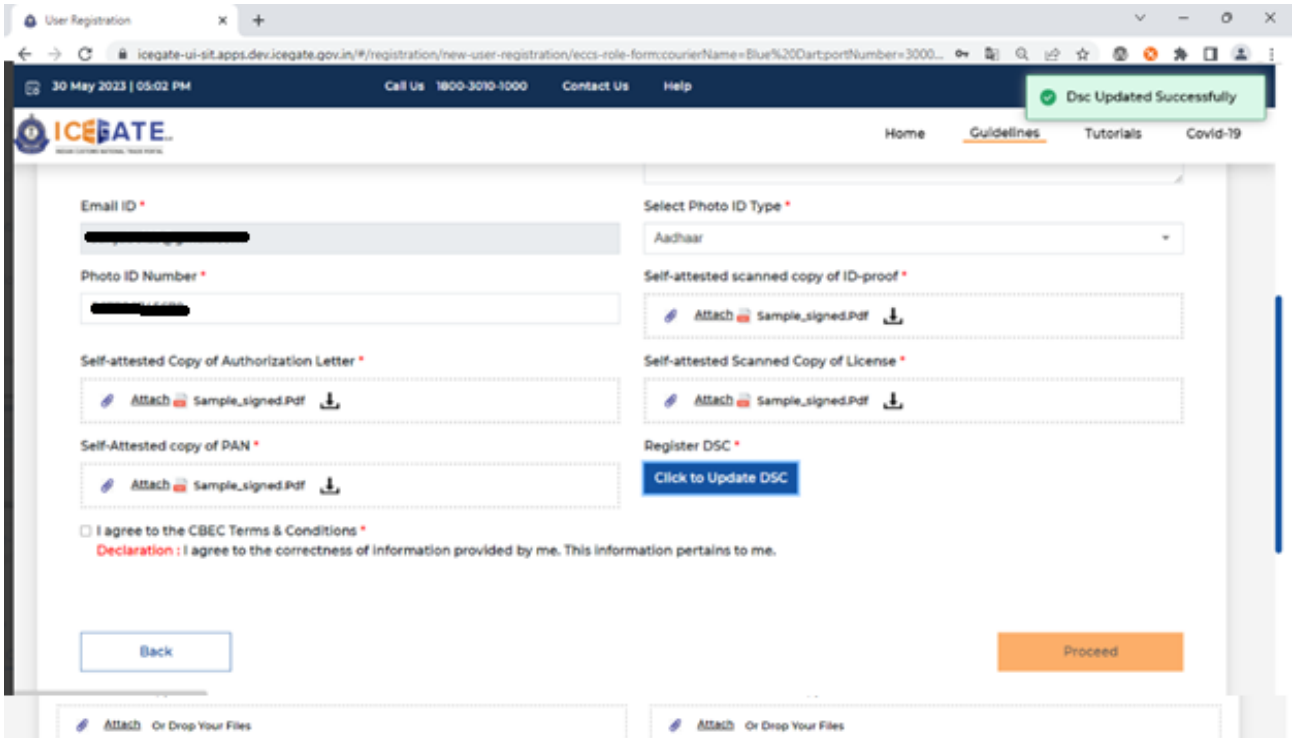
(k) As the next step the applicant should provide basic details like Reason of Registration, Photo ID Type, and Photo ID Number.



The screenshot shows the continuation of the 'ECCS Registration Form'. The left column contains fields for: Address 2 (with the value 'New Street MAHIPALPUR'), State, Mobile Number, Email ID, Photo ID Number (with a placeholder 'Enter Photo ID Number'), and Self-attested Copy of Authorization Letter (with an 'Attach' button). The right column contains fields for: City, Pin Code, Reason of Registration, Select Photo ID Type (a dropdown menu), Self-attested scanned copy of ID-proof (with an 'Attach' button), and Self-attested Scanned Copy of License (with an 'Attach' button). The browser's address bar shows the same URL as in the previous screenshot. The system clock shows '04 May 2023 | 11:00 AM'.

- (I) The applicant should also upload the documents listed below:
- i. Self-attested scanned copy of Authorization Letter signed by:
 - Proprietor in Proprietorship firm;
 - All partners in Partnership firm or LLP;
 - In case of corporate entity:
 - Majority of the number of Directors/Designated Partners in the entity, as the case may be; or,
 - Company Secretary clearly referring to and enclosing therewith a Board Resolution in this regard.
 - ii. Self-attested scanned copy of Courier License;
 - iii. Self-attested copy of Company PAN Card;
 - iv. Self-attested scanned Copy of any one of the following documents issued by a statutory authority or State/Central Government in India for the authorized individual:
 - Driving License
 - Passport
 - Aadhaar Card (preferred)
 - Voter ID card

As the next step enter DSC by clicking on “**Click to Update DSC**” button. On validating the DSC successfully, the message will be displayed to the user on the screen.

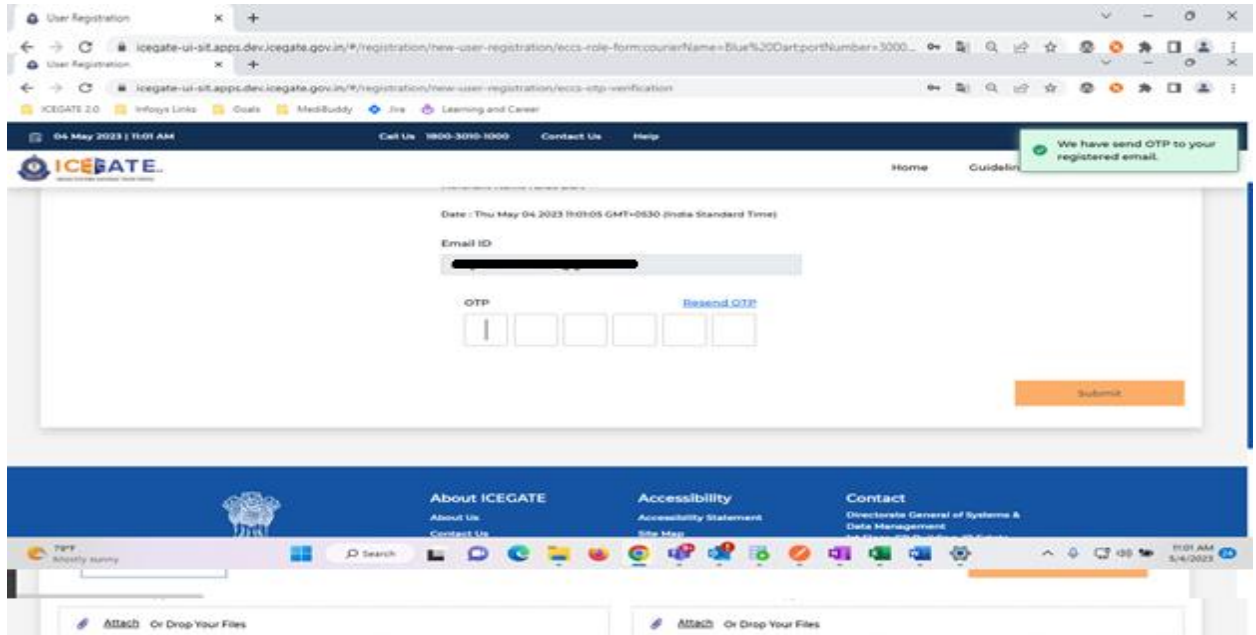


The screenshot shows the ICEGATE user registration interface. At the top, there is a navigation bar with the ICEGATE logo and contact information. A green notification banner at the top right displays "Dsc Updated Successfully". The main form area contains several input fields and upload sections:

- Email ID ***: A text input field with a masked value.
- Photo ID Number ***: A text input field with a masked value.
- Select Photo ID Type ***: A dropdown menu with "Aadhaar" selected.
- Self-attested scanned copy of ID-proof ***: An upload section with a "Sample_signed.Pdf" file attached.
- Self-attested Copy of Authorization Letter ***: An upload section with a "Sample_signed.Pdf" file attached.
- Self-Attested copy of PAN ***: An upload section with a "Sample_signed.Pdf" file attached.
- Register DSC ***: A section containing a blue button labeled "Click to Update DSC".

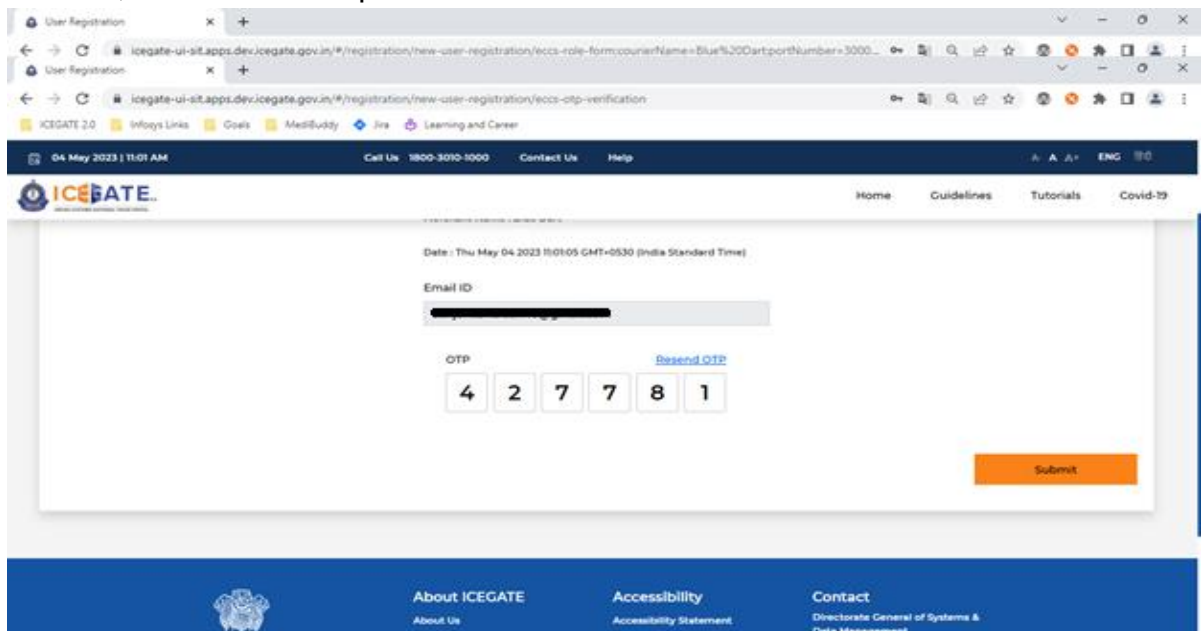
At the bottom of the form, there is a checkbox for "I agree to the CBEC Terms & Conditions *" and a red "Declaration" text. Navigation buttons "Back" and "Proceed" are located at the bottom of the form area.

(m) On clicking the **<Proceed>** button, user will get the screen for OTP verification and a six-digit OTP would be sent to the registered email ID.

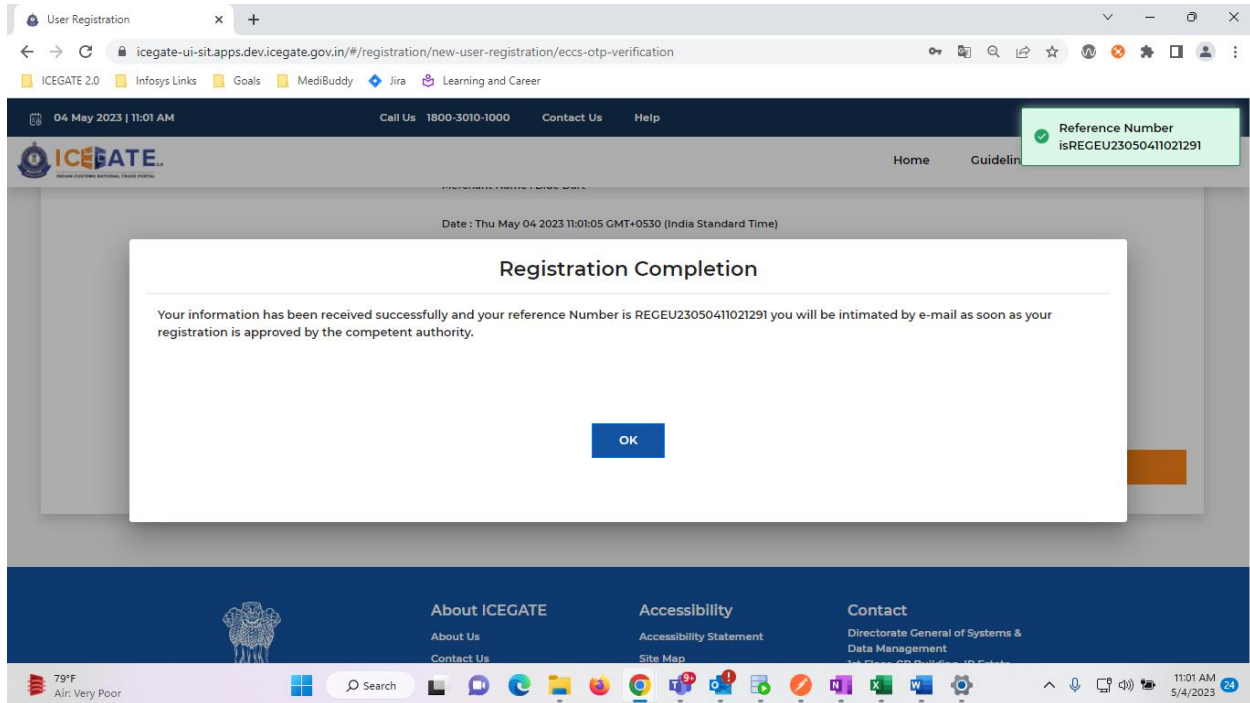


(n) On entering the OTP and clicking the **<Submit>** button:

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



(n) On clicking <Submit> Button and on successful verification of OTP, the registration application will be submitted and reference number will be generated and displayed to the user. The application will be sent to ECCS admin officers for approval and credentials will be received by the user on the registered e-mail id as soon as the application is approved by the officer.



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