

Date: November 28, 2022

Category: Customs Issued by: ICEGATE

## Subject: Advisory for ECCS users for registration on ICEGATE.

The ICEGATE User Registration module registers users on ICEGATE website including Custom Broker License Holders (F-card and G-card holders), IEC holders (and IEC authorized persons), Shipping Lines, Shipping agents, Airlines, Air Agents, Console Agents, existing ECCS users etc.

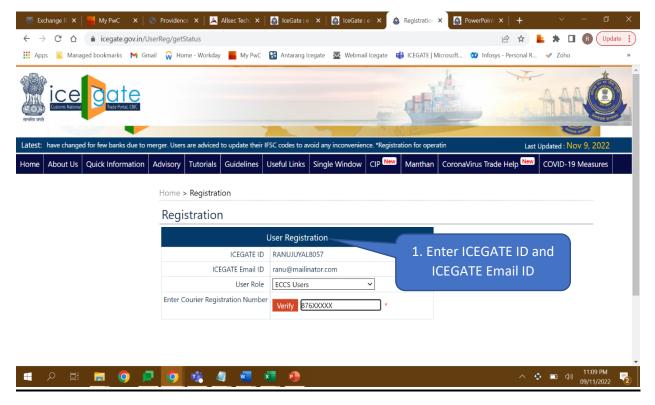
#### HOW TO SIGN UP AS ECCS USER ON ICEGATE

- (i). To register as an ECCS user on ICEGATE, the user must have a Courier Registration Number.
- (ii). While registering on ICEGATE, details 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 prepopulated 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). Other details such as Phone Number, Email id, DSC etc. would be sought from the user during the Registration process.
- (v). 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.
- (vi). 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.
- (vii). List of Documents required for the Registration (to be uploaded as .pdf file) is as under:
  - Self-attested scanned copy of Authorization Letter signed by majority of directors;
  - Self-attested scanned copy of Courier License;
  - Self-attested copy of PAN Card;
  - Self-attested scanned Copy of any one of the following documents issued by an authority/Government in India: Driving License, Passport, Aadhaar Card (preferred) and Voter ID card.
- (viii). After completing the registration process successfully, the registration request would be forwarded to the Department for approval.
- (ix). In case of approval of user registration request, 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.

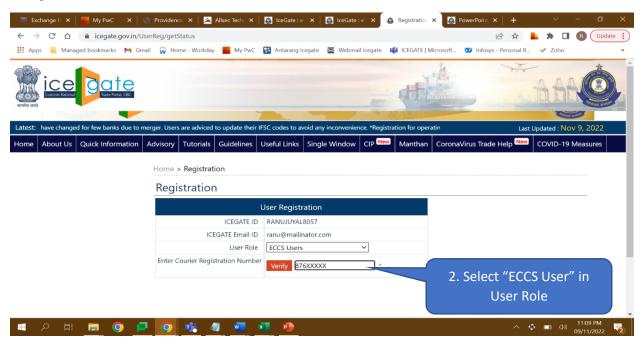


## Step by Step Guide for Registration:

## Step 1.



#### Step 2.





Step 3.

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the ECCS directories and displays it for verification by the user.

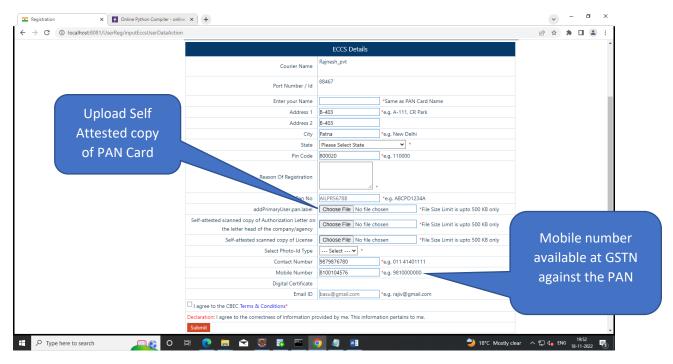
- Courier Name
- Port Number
- Courier Mail ID
- Courier Phone Number
- PAN Number



# Step 5.

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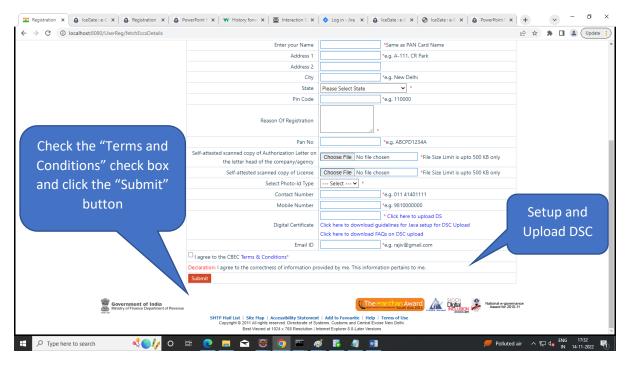




## Step 7.

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#### Step 8.





# Step 9.

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