



# اتاق بازرگانی، صنایع، معادن و کشاورزی ایران

Iran Chamber of Commerce, Industries, Mines & Agriculture

تاریخ: ۱۳۹۹/۰۴/۰۷

شماره: ۱۷/۲۵۸۲/ص

پیوست: دارد

اتوماسیون اداری

## باسمه تعالی


### رؤسای محترم تشکل های وابسته به اتاق ایران

با سلام و احترام،

به استحضار می رساند، بنا به اعلام وزارت امور خارجه کشورمان، وزارت امور خارجه هند با ارسال یادداشتی، با اشاره به ضرورت تسهیل کسب و کار و تجارت، برخی تغییرات انجام گرفته در سیستم گمرکی هند، رویه جدید ثبت مدارک صادرات و واردات از طریق پورتال ملی گمرک هند و نحوه بارگزاری مدارک به منظور انجام امور تجاری از سوی مقامات گمرکی هند را به تمامی نمایندگان سیاسی مقیم دهلی اعلام نموده است.

در رویه جدید و با تأکید بر مکاتبات بدون کاغذ Paperless نیازی به ارائه اسناد به صورت فیزیکی به مقامات گمرک هند نخواهد بود و تجار به جای تحویل دستی اسناد به گمرک، می بایست از طریق وب سایت اختصاص داده شده به این امر اقدام نمایند و به این منظور نیاز است تا متقاضیان به وب سایت [www.icegate.gov.in](http://www.icegate.gov.in) مراجعه و در بخش eSanchit مدارک خود را بارگزاری نمایند.

در همین رابطه، دستور العمل دریافتی از مقامات گمرکات هند و توضیحات تفصیلی در این خصوص در قالب فایل های پیوست جهت استحضار و اطلاع رسانی لازم به اعضای آن تشکل ایفاد می گردد.

  
محمدرضا کرباسی  
معاون بین الملل

بدون مهر برجسته فاقد اعتبار می باشد

## ADVISORY TO ALL FOR REGISTERING AS UIN/NON IEC HOLDER

1. Every UIN/Non IEC Holder can have two kinds of registration – a Master Registration (parent user) and Subordinate Registration (their child user).
2. Master user is required to approve the registration of each of their employees, as child users.
3. After completing the registration process successfully, the users are advised to wait for the registration request to get approved by the Department.
  - For Master (parent) User:
    - In case of approval, 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.
  - For Subordinate (child) User:
    - In case of approval, an acknowledgement e-mail with the 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.
4. If the child user no longer works with the parent user, the parent user needs to disable the child user.

While registering on ICEGATE for UIN/Non IEC Holder role, please consider the following points:

- I. The registration process keeps a check on impersonation and repudiation etc. The principal/parent user is given access at the application level with proper role mapping, enabling them to approve or to disable their child user(s).
- II. In case the email ID is already registered on ICEGATE, please check the user ID created against the same, within your organization.
- III. At the time of registration, soft copy of the GSTIN Registration, Self-attested scanned copy of the Authorization letter issued by the head of the consulate/Embassy/UN Agency/Govt. Organization, and a soft copy of personal identification document such as passport or Aadhaar or voter ID to be submitted.
- IV. The GSTIN/UIN code entered while registering, displays the information for your verification. Once the registrant affirms their data, further process of data capturing is initiated. In case any rectification is required, the registrant may approach ICEGATE HELPDESK.
- V. All the users are required to use their Digital Signature token (Class III Individual Type), plugged into their systems before starting the registration process. It is mandatory for all the users to upload their Digital Signature Certificate (DSC) at the time of registration.
- VI. While uploading the DSC certificate, if 'PKI applet error' is received, please verify the java setup on your local machines. The local machine requires to have Java version 1.8 or higher to support this activity. For further details, please refer to the detailed guide 'Java Setup for DSC' in Downloads on ICEGATE website (<https://www.icegate.gov.in/Download/JavaSetupForDSC.pdf>).
- VII. In case DSC upload is unsuccessful and the 'Class not found' error is received, please contact your respective DSC vendor.

➤ The user's form is submitted successfully and the request goes for further *approval*.

[Home](#) | [About Us](#) | [Services](#) | [Downloads](#) | [Guidelines](#) | [Useful Links](#) | [Single View](#) | [Contact Us](#) | [A](#) | [A](#) | [A](#)

**Related Links**

- [www.cbec.gov.in](#)
- [www.aces.gov.in](#)
- [www.mca.gov.in](#)
- [www.ftu.gov.in](#)
- [www.fimn.gov.in](#)
- [www.feds.in/india](#)
- [www.indiantradeportal.in](#)

**Registration**

your information has been received successfully and you will be informed by e-mail as soon as your registration is approved by the competent authority.



- The user enters the OTP received on the registered email id.

**ice gate**  
Toll Free 1800 121 2345

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**Related Links**

- [www.dce.gov.in](#)
- [www.ices.gov.in](#)
- [www.nice.gov.in](#)
- [www.finein.in](#)
- [www.finein.nic.in](#)
- [www.ices.nic.in](#)
- [www.indiantradeportal.in](#)

**One Time Password**

Please enter your One Time Password (OTP) received on your registered email

Merchant Name:

Date:

Email:

OTP:

**Enter the OTP received on your registered email id.**

[Click Here](#) for more information on OTP

Government of India  
Ministry of Trade, Department of Commerce

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- The user's form is submitted successfully and the request goes for further approval.

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Toll Free 1800 121 2345

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**Related Links**

- [www.dce.gov.in](#)
- [www.ices.gov.in](#)
- [www.nice.gov.in](#)
- [www.finein.in](#)
- [www.finein.nic.in](#)
- [www.ices.nic.in](#)
- [www.indiantradeportal.in](#)

**Registration**

Your information has been received successfully and you will be contacted by email as soon as your registration is approved by the competent authority.

Government of India  
Ministry of Trade, Department of Commerce

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[SIGN UP AS SUBORDINATE](#)

- ✎ The user selects the "Subordinate Registration" type from the User Type *dropdown*.

Related Links

- [www.ches.gov.in](http://www.ches.gov.in)
- [www.acet.gov.in](http://www.acet.gov.in)
- [www.nacen.gov.in](http://www.nacen.gov.in)
- [www.bu.gov.in](http://www.bu.gov.in)
- [www.fimc.gov.in](http://www.fimc.gov.in)
- [www.icea.in/infops](http://www.icea.in/infops)
- [www.indianaircorporation.in](http://www.indianaircorporation.in)

Registration

Registration

REGATE ID

REGATE Email ID

User Role

User Type

Subordinate Registration

Master Registration

Public Registration

Select the "Subordinate Registration" from the User Type.

- Y The user enters the ICEGATE ID of his/her Master (parent) user and clicks on the verify button.

The screenshot shows the IceGate website's registration page. The header features the 'icegate' logo and a world map. The navigation bar includes links for Home, About Us, Services, Downloads, Registration, and Single Window. The main content area is titled 'Registration' and contains a 'User Registration' section. This section has four input fields: 'ICEGATE ID', 'ICEGATE Email ID', 'User Role', and 'User Type'. A red box highlights the 'ICEGATE ID' field, with an arrow pointing to it from a text box that says 'Enter the ICEGATE ID of the parent user'. Below these fields is a 'Register' button. The page also includes a 'Related Links' section on the left with various web addresses.



## SIGN UP AS NEW USER

- The user logs on to the ICEGATE website and clicks on the "User Login/Sign Up" link under Our Services section.



- The user clicks on the "Sign up Now" link.



- The user enters "GSTIN/UIN code" in the field and then clicks on the "Verify" button.

**ice gate**  
e-Governance

Home | About Us | Services | Downloads | Guidelines | Useful Links | Single Window | Contact Us | A A A+

Related Links:  
[www.icegate.gov.in](http://www.icegate.gov.in)  
[www.ices.gov.in](http://www.ices.gov.in)  
[www.ices.gov.in](http://www.ices.gov.in)  
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Registration

Registration

ICOWT ID:

ICOWT Email ID:

User Role:

User Type:

Enter GSTIN/UIN Code:

Enter the GSTIN/UIN Code and click on verify button

Governments of India  
Ministry of Finance Department of Revenue

- The below details populate based on the GSTIN/UIN code entered earlier. After verification of populated data, select the custom location for filling and click on the "Confirm" button.

**ice gate**  
e-Governance

Home | About Us | Services | Downloads | Guidelines | Useful Links | Single Window | Contact Us | A A A+

Related Links:  
[www.icegate.gov.in](http://www.icegate.gov.in)  
[www.ices.gov.in](http://www.ices.gov.in)  
[www.ices.gov.in](http://www.ices.gov.in)  
[www.ices.gov.in](http://www.ices.gov.in)  
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[www.ices.gov.in](http://www.ices.gov.in)  
[www.ices.gov.in](http://www.ices.gov.in)

Registration

Registration

ICOWT ID:

ICOWT Email ID:

User Role:

User Type:

Enter GSTIN/UIN Code:

Click on the "Confirm" button

Confirm





विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

No. D.II/453/18(4)/2018

The Ministry of External Affairs, Government of India, presents its compliments to all the Diplomatic Missions, United Nations & its specialised Agencies and International Organisations in India and has the honour to share modifications effected in the process for customs systems for export and import processes.

The changes have been undertaken with an aim to streamline and make Customs processes completely paperless. One amongst the aforesaid changes has been the uploading of supporting documents online instead of submitting physically the same to the Customs.. The facility to upload documents using the eSanchit portal on ICEGATE website has been there for more than two years. In export, the facility was optional but w.e.f. 15 February 2020, has been made mandatory.

The Custom Authorities have conveyed that importers/exporters or any of their authorized persons are at the liberty to engage the services of any authorized Custom Broker or the take the registration themselves (including Diplomatic Missions) for self-uploading the documents. The registration facility is already available on ICEGATE based on Unique Identification Number (UIN) issued under Goods and Services Tax (GST) law. A note from Custom Authorities on compliance requirement of Diplomatic Missions for facilitating handling of diplomatic consignments along with an advisory for registration is attached.

Esteemed Missions, if they so wish, may register under the ICEGATE against UIN for smooth handling of their diplomatic pouches/consignments. Esteemed Embassy will appreciate that these changes are a step towards green and clean governance and in no manner interfere or breach the privileges or immunities accorded to the diplomatic mail or pouches under relevant conventions.

Ministry of External Affairs, Government of India, presents its compliments to all the Diplomatic Missions, United Nations & its specialised Agencies and International Organisations in India the assurances of its highest consideration.

New Delhi  
12 June 2020

**Diplomatic Missions; United Nations/Specialised Agencies;  
and International Organisations  
New Delhi**





**Note on compliance requirement of Embassies  
for facilitating handling of diplomatic consignments**

*In continuance to the trade facilitation measures and furthering the ease of doing business, suitable changes have been made in the Customs System from time to time. These changes aim to further streamline the export and import processes and make Customs processes completely paperless.*

2. *One amongst the aforesaid changes has been the uploading of supporting documents online instead of physically submitting the same to the Customs officers. The facility to upload documents using the eSanchit portal on ICEGATE website has been there for more than two years now. In exports, the facility was optional but w.e.f 15<sup>th</sup> February 2020, the same was made mandatory.*

3. *As can be appreciated, this is a step towards green governance. For uploading of documents on eSanchit, having an ICEGATE ID and a Digital Signature Certificate (DSC) are the prerequisites. The importers/exporters or any of their authorised persons are at the liberty to engage the services of any authorized Customs Broker for the same or take the registration themselves on ICEGATE for self-uploading of the documents.*

4. *Accordingly, for any diplomatic consignments, a registration facility is already available on ICEGATE based on Unique Identification Number (UIN) issued under Goods and Services Tax (GST) law. The registration advisory outlining the step by step process to that effect is also available on the ICEGATE website. The link to the advisory is -*

*[https://www.icegate.gov.in/Download/Registration\\_Advisory\\_UIN.pdf](https://www.icegate.gov.in/Download/Registration_Advisory_UIN.pdf)*

5. *It is mentioned that these changes are a part of already existing compliance requirements and do not impose any additional checks for the diplomatic consignments which will continue to get the same level of facilitation as before.*

- VIII. Documentation requirements are based on selected role type while registration. The following table lists the type of documents necessary for each user at the time of registration. Please note that all documents uploaded need to be self-attested:
- IX. The maximum allowed size for softcopy to be uploaded during registration is 100 KB and should be in PDF format. Refrain from using multiple dot and special characters to the file name.

Users / Documents	Scanned Copy of Authorization Letter issued by Consulate/UN Agency (.pdf)	Scanned Copy of GSTIN Registration(.pdf)	Scanned Copy of Passport, Aadhaar Card, Voter ID card (.pdf)
UIN/Non IEC Holder	✓	✓	✓

- X. Only the following ID proofs will be considered valid:
- Aadhaar card
  - Passport
  - Voter ID card

**The users are therefore advised to share any one of the above mentioned ID proofs.**

- XI. Once registered, data cannot be changed in the system. To facilitate any update, please deactivate the current user and re-register on ICEGATE with the updated details  
ICEGATE will not be responsible if users are unable to file documents, in case the user license has been suspended or revoked.

In case any further clarifications are required for registering at ICEGATE, please reach out to us through any of the following contact details:

Phone	Email
1800 3010 1000	<a href="mailto:registration@icegate.gov.in">registration@icegate.gov.in</a>



- The user checks the Validation Status of the Digital Certificate which is uploaded and then clicks on the OK button.

Check Type	Status
Date validation	true
CRA ROOT pkg validation	true
Has Private Key	true
Certificate chain installed?	true
CA validation	true
Class validation	false
Chain validation	true
Is signing allowed	true
CRL validation	true

OK

Click on the OK button

- The user views the pop up message and clicks on the OK button.

Registration

Success Pop Up

Digital Certificate with serial number: 53 14 8a d5 verified successfully.

☐ Prevent this page from creating additional dialogs.

OK

Click on the OK button

- The user clicks on **Click here to upload DS link** to upload the Digital Certificate.

**Related Links**

- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)

**Registration**

**Personal Details**

Enter your Name:  e.g. Anil Sharma

Mobile Number:  e.g. 9810000000

Scanned colored copy of Authorization Letter on the letter head of the company/agent:  Choose file / No file chosen \* File Size Limit is upto 200 KB only

Scanned colored copy of License:  Choose file / No file chosen \* File Size Limit is upto 200 KB only

Select Photo-ID Type:  Indicate

Enter Photo-ID No:

Scanned colored copy of Voter-ID:  Choose file / No file chosen \* File Size Limit is upto 200 KB only

Document Type:  Import, Export, Goods Registration

License Expiry Date:

Digital Certificate:  [Click here to upload DS](#)

☐ I agree to the CBEC Terms & Conditions

☐ Declaration: I agree to the correctness of information provided by me. This information pertains to me.

- After clicking on the **Upload DS link**, the user has to select the certificate and then click on **OK button**

**Related Links**

- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)
- [www.aces.gov.in](#)

**Registration**

**Select Certificate**

Scanned color:

Certificate Name	Serial No	Issue Name	Validity Date
TEST 004 2014 - 510...	01 14 00 00	Cheng-Koon Solu...	01 Mar 11 00:00:00...
TEST 004 2014 - 510...	01 14 00 00	Cheng-Koon Solu...	01 Mar 11 00:00:00...
TEST 004 2014 - 510...	01 14 00 00	Cheng-Koon Solu...	01 Mar 11 00:00:00...
TEST 004 2014 - 510...	01 14 00 00	Cheng-Koon Solu...	01 Mar 11 00:00:00...

☐ I agree to the CBEC Terms & Conditions

☐ Declaration: I agree to the correctness of information provided by me. This information pertains to me.



- The user selects the role "UIN/Non IEC Holders" from the User Role *dropdown*.

The screenshot shows the 'ice gate' website header with a navigation bar containing links like Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, Contact Us, and a language selector. Below the header, there's a 'Related Links' section on the left. The main content area is titled 'Registration' and contains a form. The 'User Role' dropdown menu is open, showing a list of roles: Select, Select, A/R Agents, A/R User, Corporate Agents, Customs, Custom Broker/Owner, IEC Holders, General, Shipping Agent, and Shipping Agent. The option 'UIN/Non IEC Holders' is highlighted at the bottom of the list. An arrow points from a text box to this option. The text box contains the instruction: 'Select the role "UIN/Non IEC Holders" from the User Role dropdown'.

- The user selects the "Master Registration" type from the User Type *dropdown*.

The screenshot shows the same 'ice gate' website header and navigation bar. The 'Registration' form is displayed. The 'User Type' dropdown menu is open, showing a list of types: Select, Select, Master Registration, and Second-time Registration. The option 'Master Registration' is highlighted. An arrow points from a text box to this option. The text box contains the instruction: 'Select "Master Registration" from User Type dropdown'.

- The user enters the personal details in the registration form, uploads the DSC and click on the confirm button. The steps to upload the digital signature will be same as of master user.

Home	About Us	Services	Downloads	Guidelines	Help & Link	Single Window	Contact Us	A A A
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Related Links

- [www.cbicc.gov.in](#)
- [www.aad.gov.in](#)
- [www.nacen.gov.in](#)
- [www.itu.gov.in](#)
- [www.fimn.gov.in](#)
- [www.resnic.in/ices](#)
- [www.indiantradeportal.in](#)

Home > Registration

### Registration

Personal Details	
Enter your Name	
Address 1	Eg. A-121, CR Park
Address 2	
City	Eg. New Delhi
State	Please Select State
Pin Code	Eg. 110006
Self-attested scanned copy of Authorization Letter on the letter head of the company/agent	Choose File (No file chosen) * File Size Limit is upto 100 KB only
Self-attested scanned copy of GSTIN Registration	Choose File (No file chosen) * File Size Limit is upto 100 KB only
Select Branch type	Select ...
Contact Number	Eg. 011-41401111
Mobile Number	Eg. 9810000000
Email ID	Eg. rajiv@gmail.com
Digital Certificate	Click here to upload DSC

☐ I agree to the CBIC Terms & Conditions

☐ Declaration: I agree to the correctness of information provided by me. This information pertains to me.

Click on the  
"Submit" button



- The user enters the personal details in the registration form and clicks on the confirm button

Home > Registration

### Registration

**Personal Details**

Name:  \* e.g. Anil Sharma  
 Mobile Number:  \* e.g. 9810000000

Self-attested scanned copy of the Authorization letter issued by the head of the consulate/Embassy/Air Agency/Govt. Organisation:  Choose File: Copy of the .....pdf \* File Size limit is upto 100 KB only

Self-attested scanned copy of GSTIN Registration:  Choose File: Copy of GST .....pdf \* File Size limit is upto 100 KB only

Select Photo ID Type:  Passport

Enter Passport No.:

Self-attested scanned colored copy of Passport:  Choose File: No file chosen \* File Size limit is upto 100 KB only

Document Type:  IMPORT  
 EXPORT  
 GOODS REGISTRATION

Digital Certificate:  Click here to upload DS

I agree to the CSEC Terms & Conditions

I declare that I agree to the correctness of information entered by me. This information pertains to me.

**Confirm**

Click on the "Confirm" button

- The user enters the OTP received on the registered email id.

ice gate  
Customs Clearance

Latest: 200 enquiry module is available at ICEGATE portal login. \*Attention Exports: Registration of your bank Account with Customs is required. Last Updated: 11/01/2017

Home > Registration

### One Time Password

Please enter your One Time Password (OTP) received on your registered email.

Name:

Email:

OTP:

**Confirm**

Enter the OTP received on your registered Email

Click Here