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.*

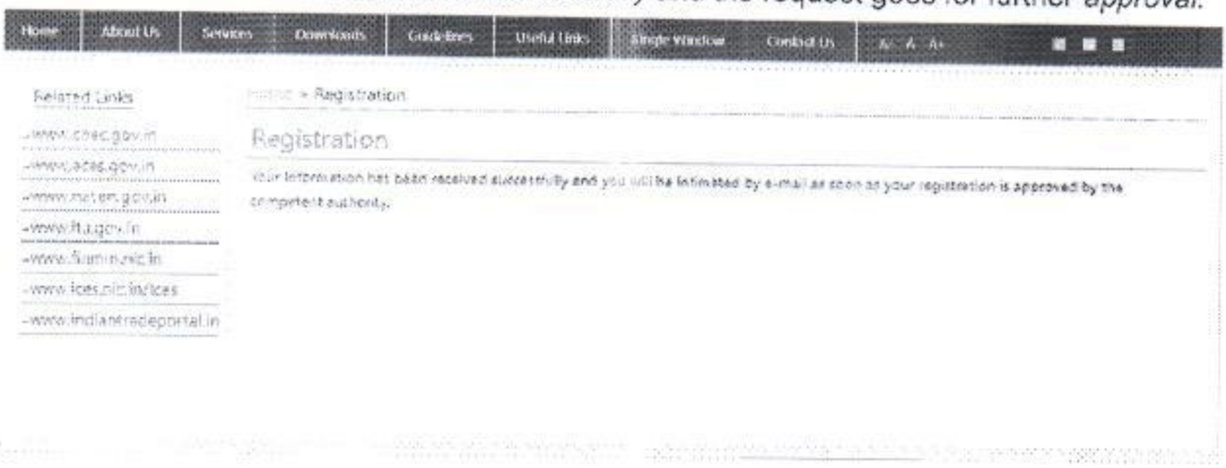
IV. *The GSTIN/UIN code entered while registering, displays the information for your verification. Once the registrant affirms their data, further process of data capturing is initiated. In case any rectification is required, the registrant may approach ICEGATE HELPDESK.*

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.*

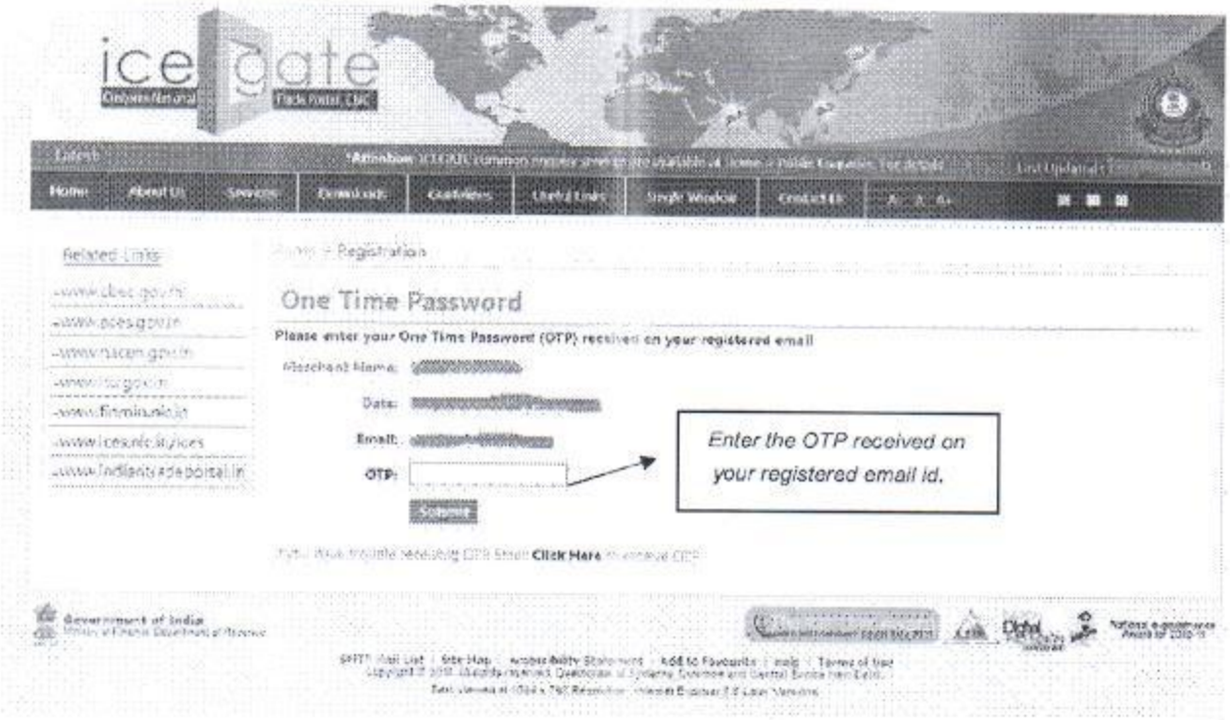
VI. While uploading the DSC certificate, if 'PKI applet error' is received, please verify *the java setup on your local machines. The local machine requires to have Java version 1.8 or higher to support this activity. For further details, please refer to the* detailed guide 'Java Setup for DSC' *in Downloads 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.*



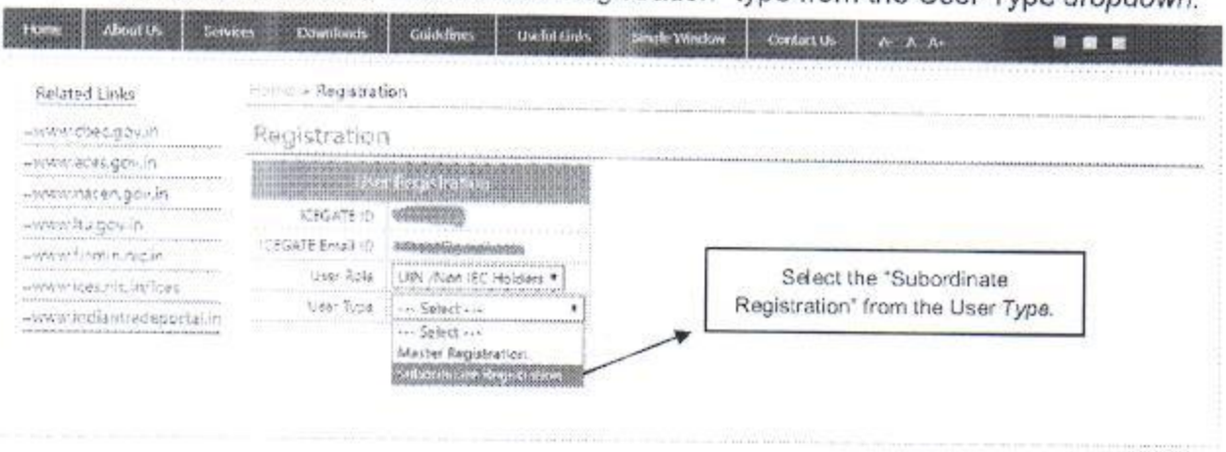
➢ *The user enters the OTP received on the registered email id.*



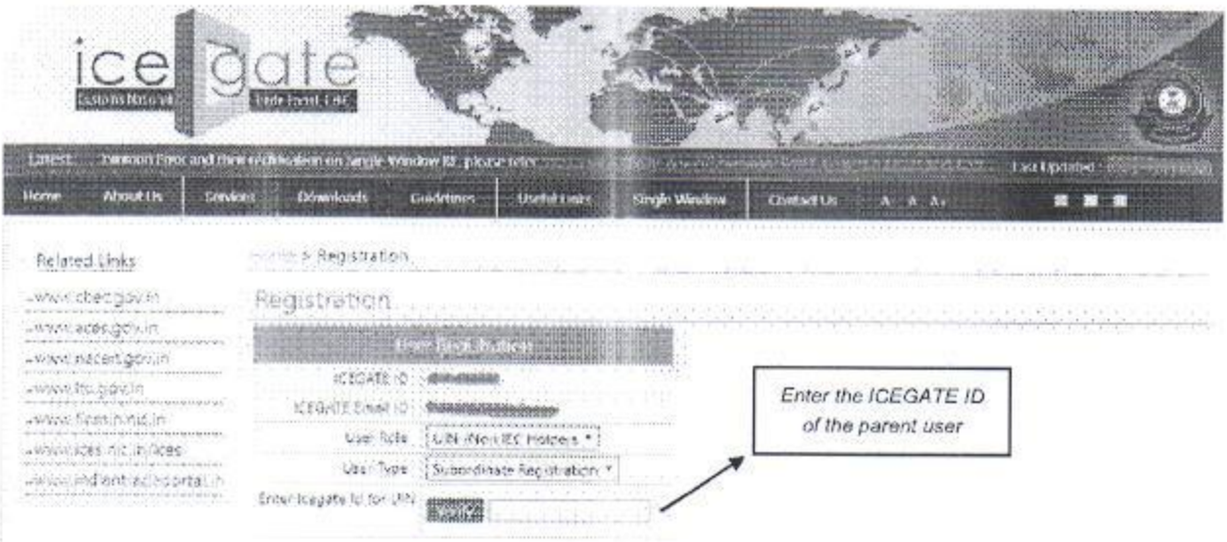
➢ The user's form is submitted successfully *and the request goes for further approval.*

SIGN UP AS SUBORDINATE

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



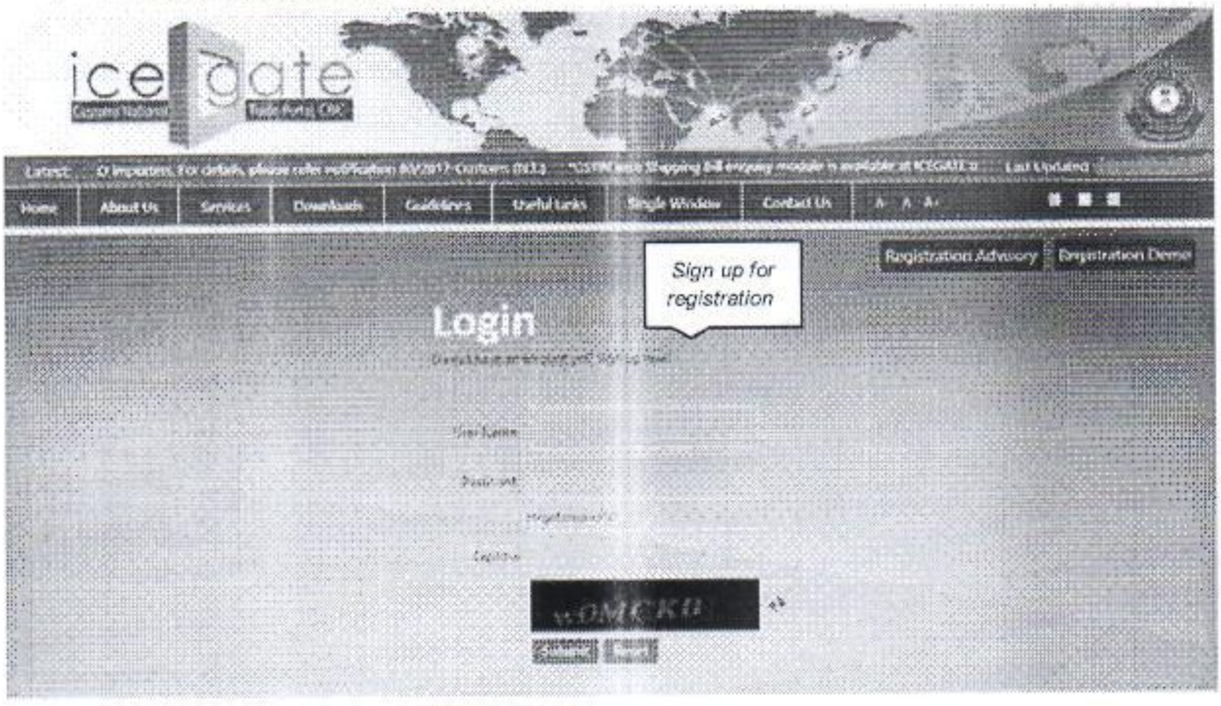
- *The user enters the ICEGATE ID of his/her Master (parent) user and clicks on the verify button.*



SIGN UP AS NEW USER

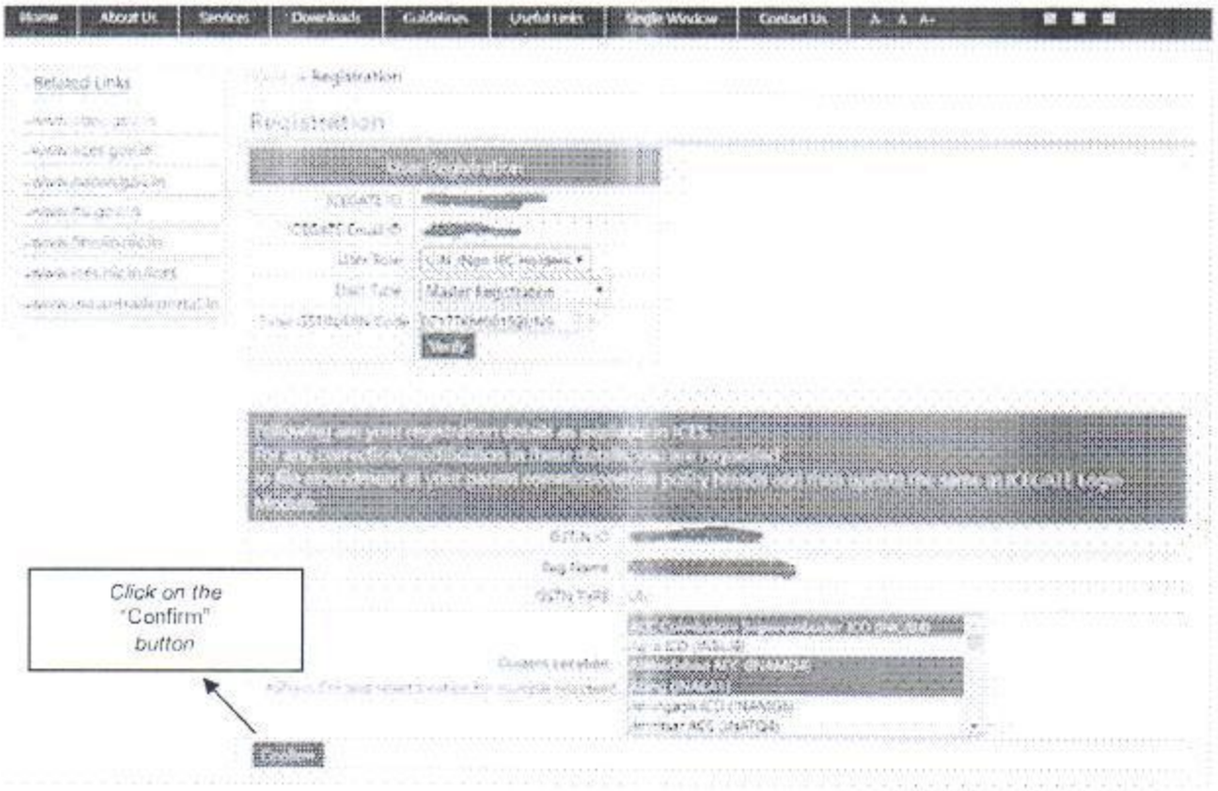
- *The* user logs on to the ICEGATE website and clicks on the "*User* Login/Sign Up" *link under Our Services section.*

- 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.*

- *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.*



विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIR
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 15th 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

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*

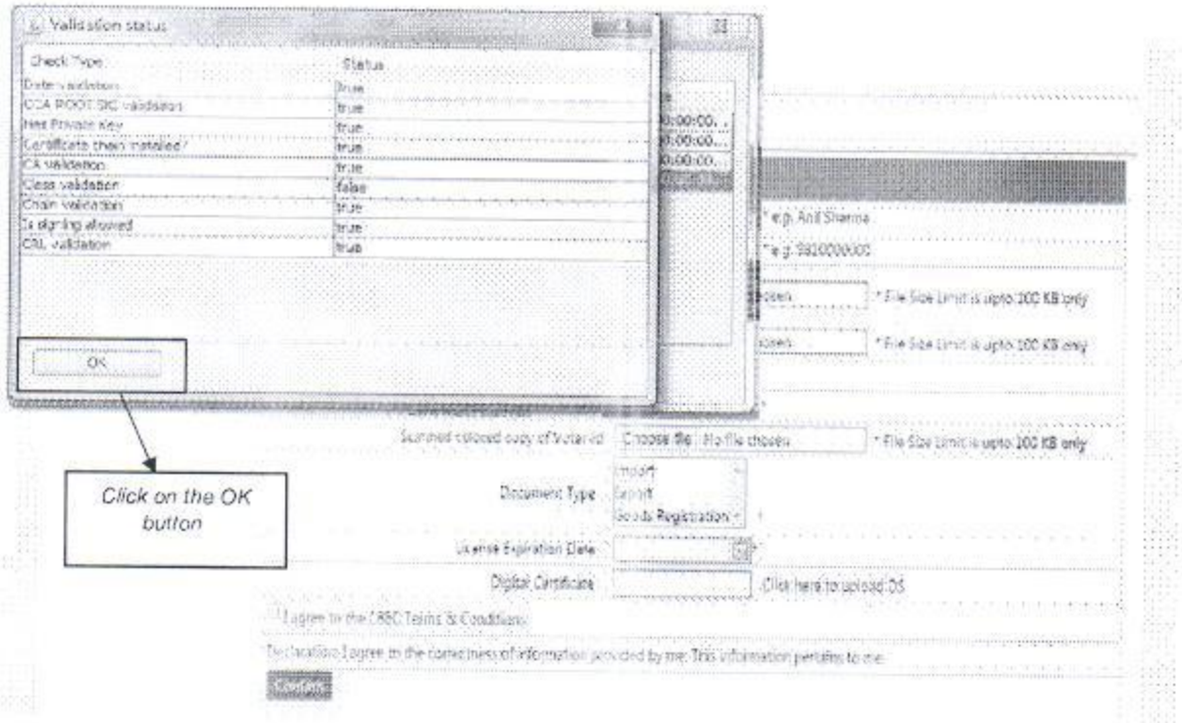
The users are therefore advised to share any one of the above mentioned ID proofs.

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.

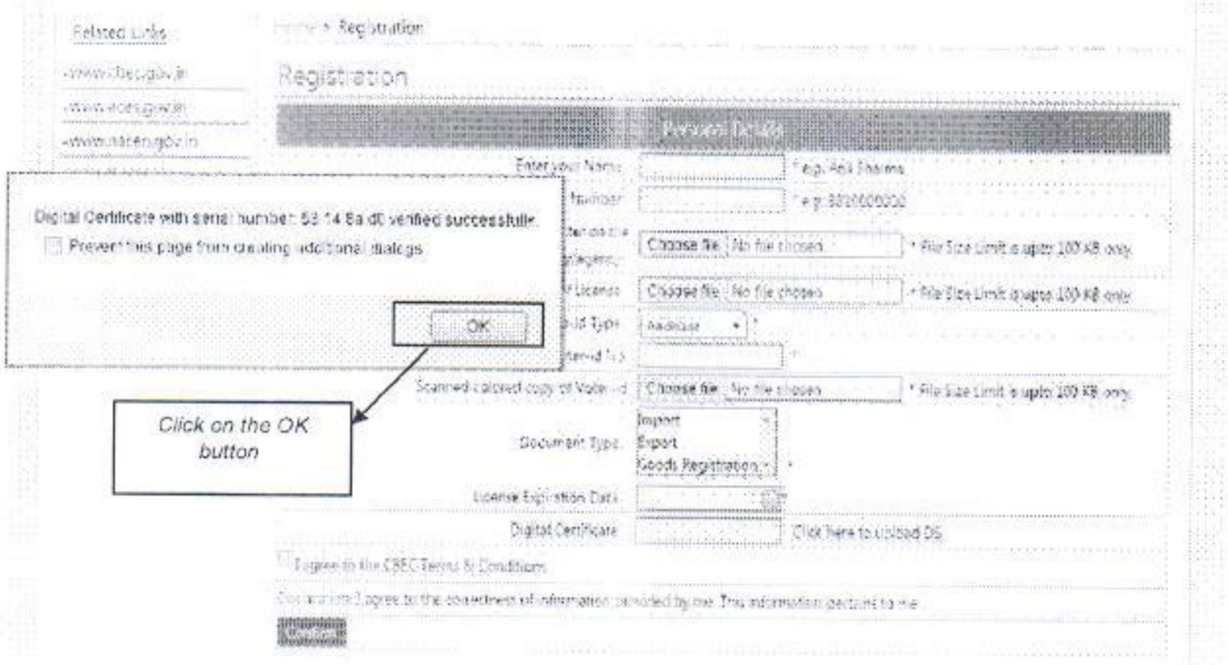
In case any further clarifications are required for registering at ICEGATE, please reach out to us through any of the following contact details:

Phone	Email
1800 3010 1000	registration@icegate.gov.in

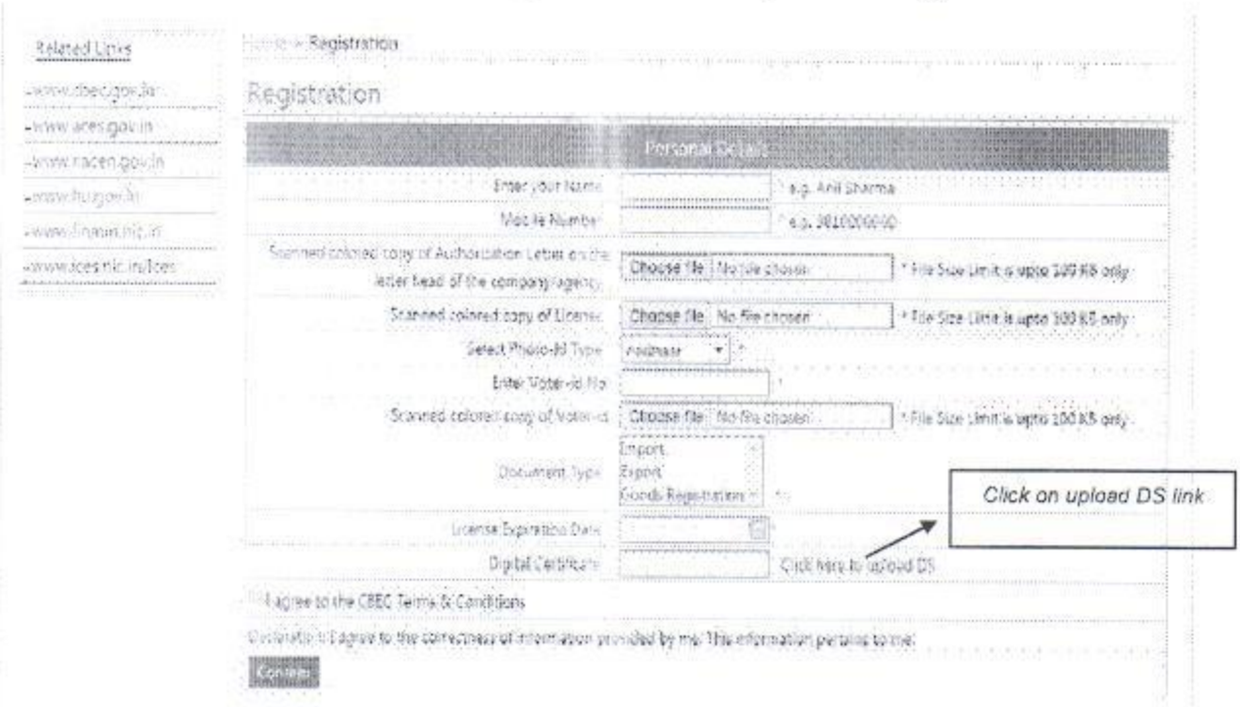
- *The user checks the Validation Status of the Digital Certificate which is uploaded and then clicks on the Ok button.*



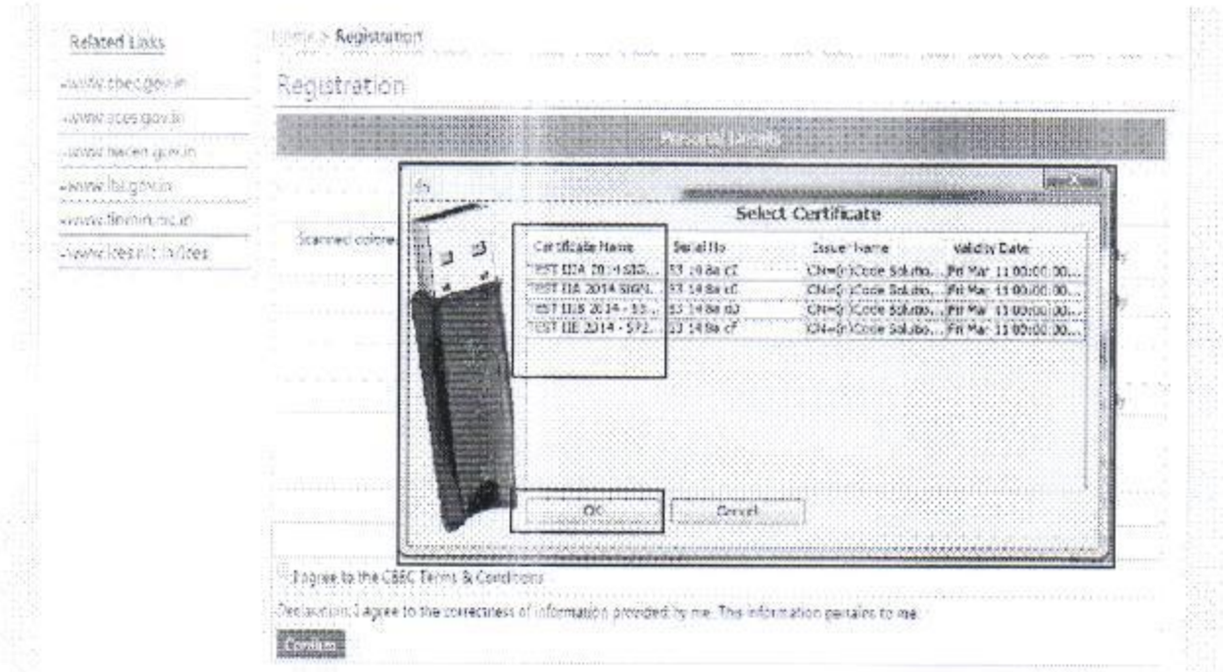
- *The user views the pop up message and clicks on the OK button.*



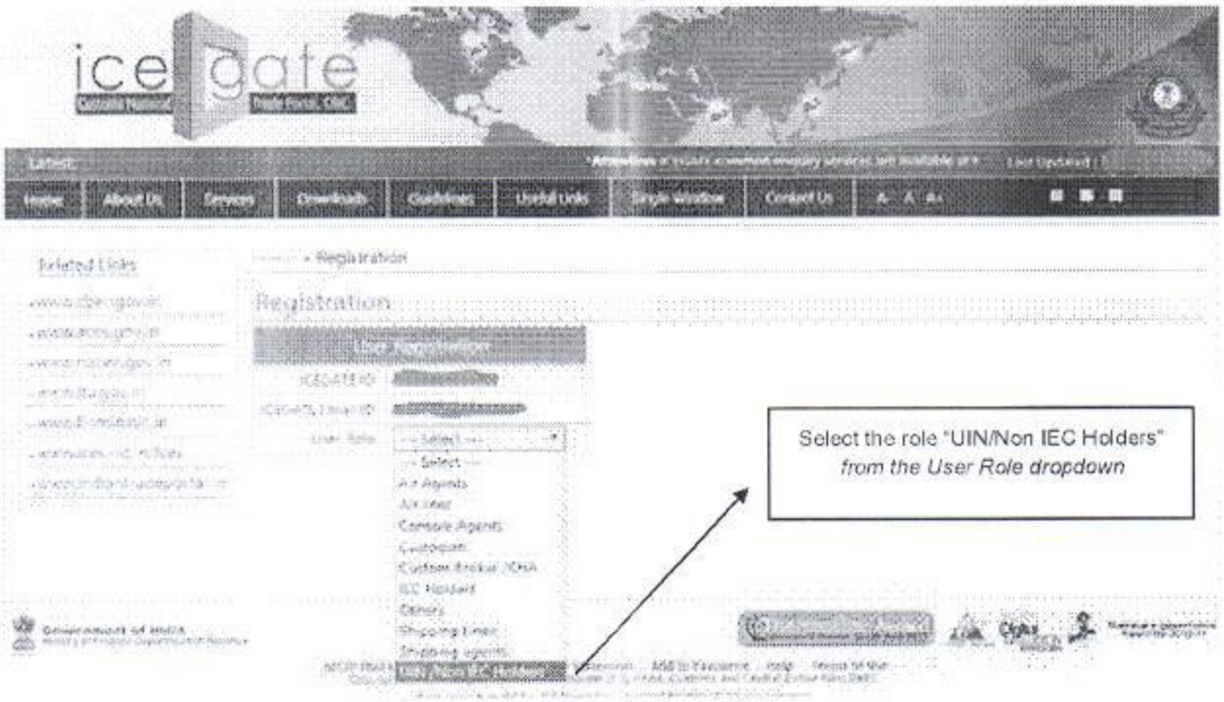
- *The user clicks on **Click here to upload DS** link to upload the Digital Certificate.*



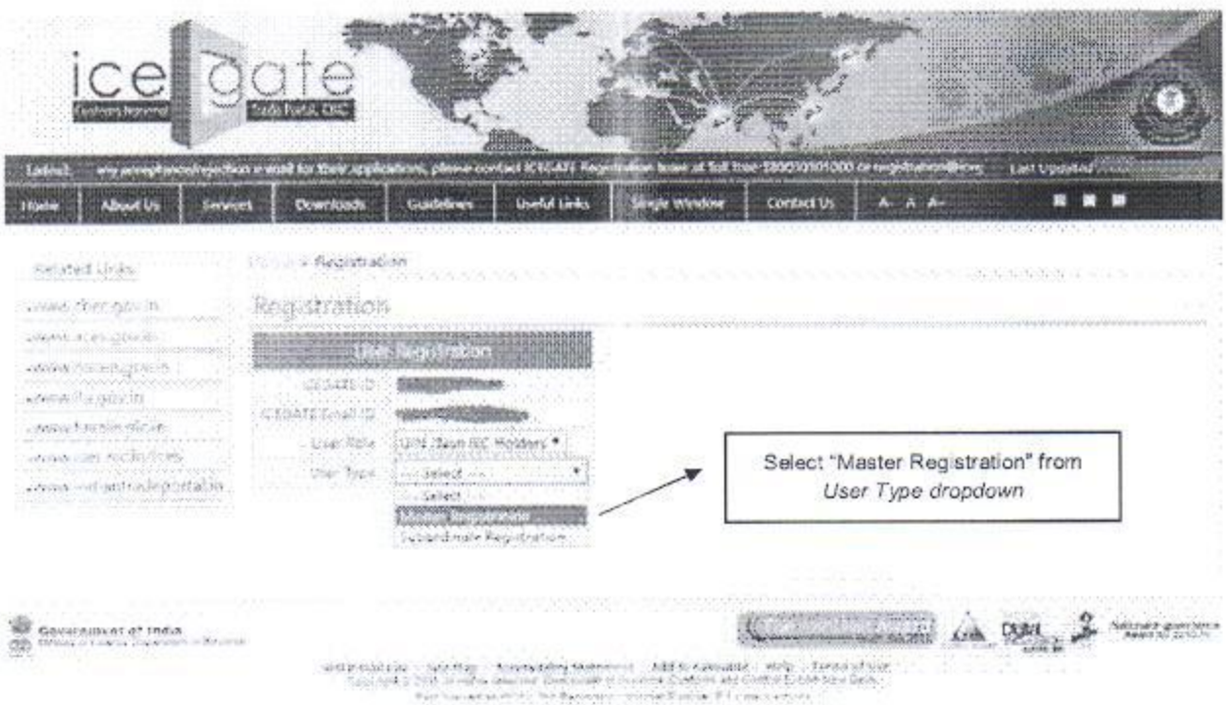
- *After clicking on the Upload DS link, the user has to select the certificate and then click on OK button*



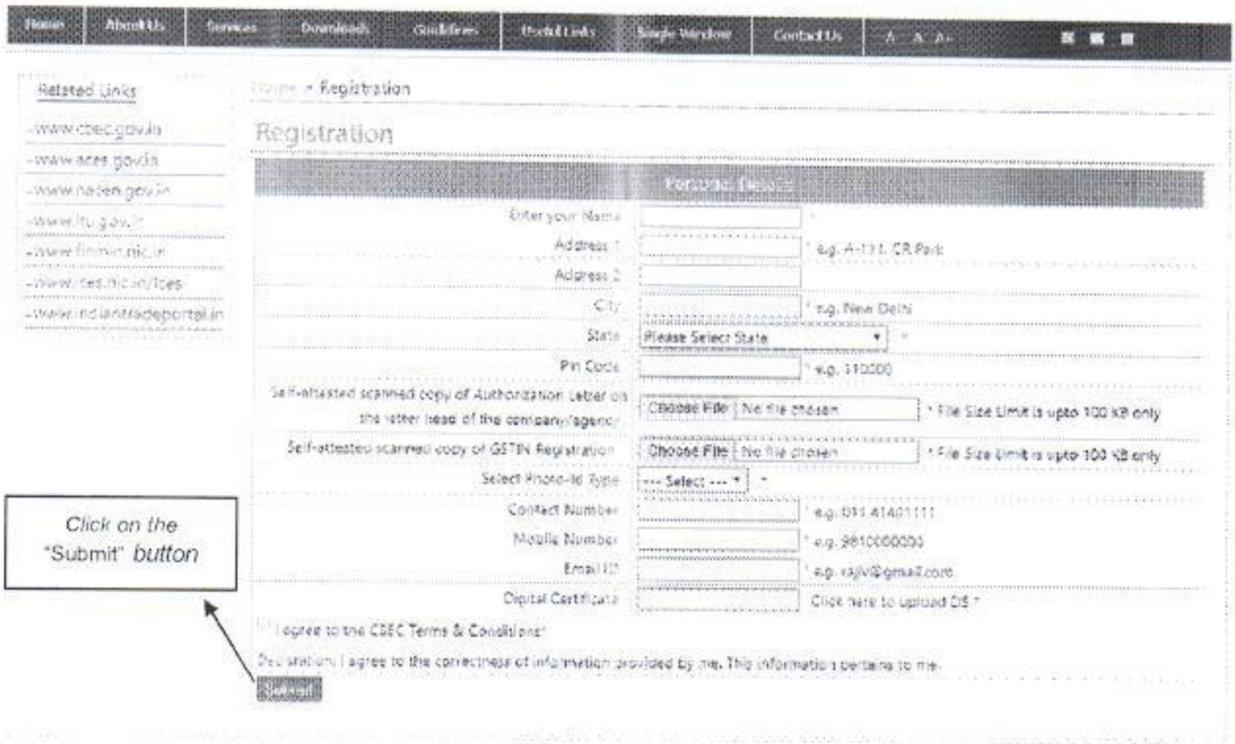
➢ The user selects the role "UIN/Non IEC Holders" from the User Role *dropdown*.



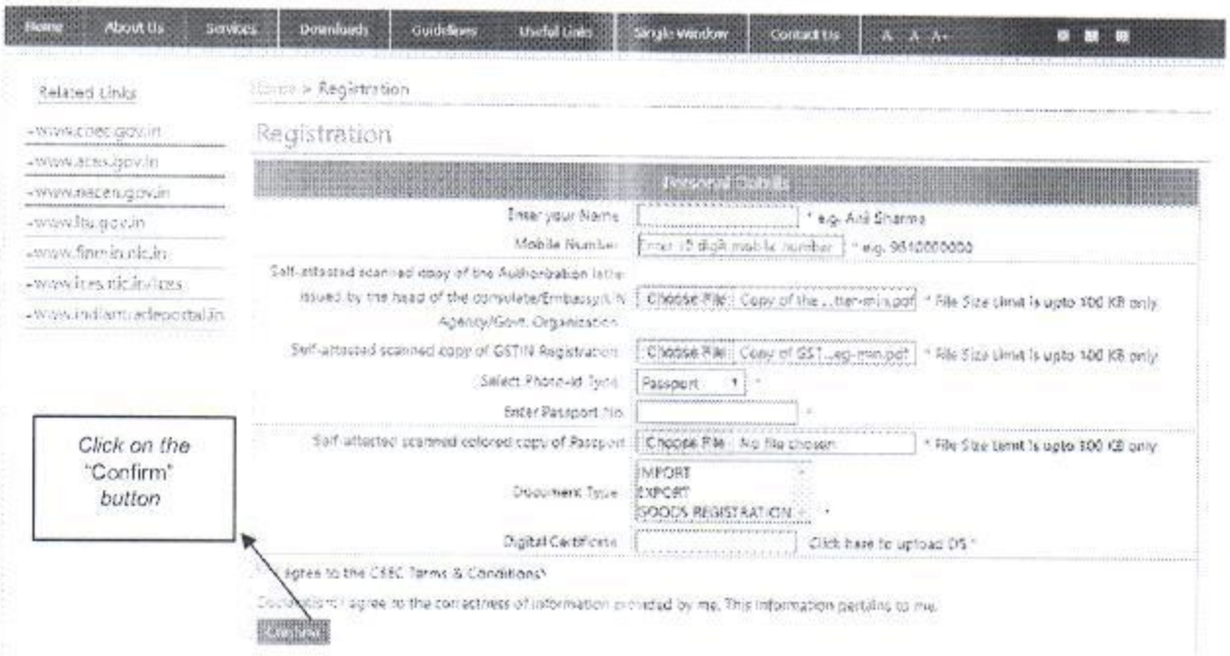
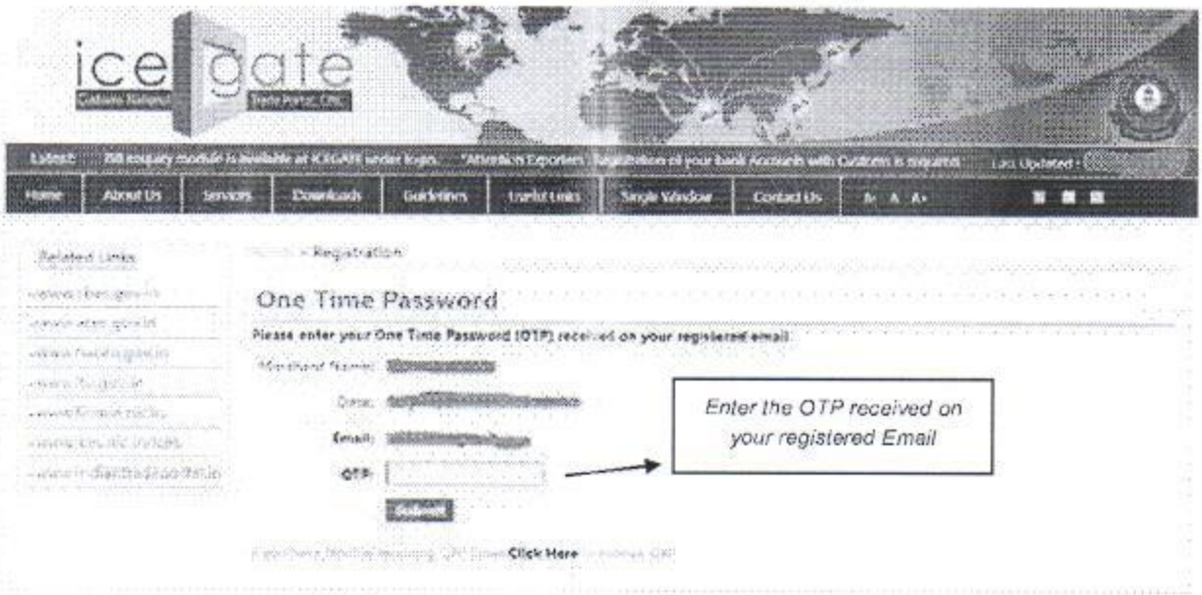
➢ The user selects the "Master Registration" type from the User Type *dropdown*.



- *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.*



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



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