

## **Advisory for procedure for Shipping Line Code allotment and ICEGATE Login and SCMTR registration Reg.**

Shipping Line/ASC must be having a valid Shipping Line code issued by Customs authority for registration at ICEGATE for SCMTR.

### **1- If any ASC/Shipping Line doesn't have Shipping Line code:**

- a. Shipping Line/ASC needs to approach System/Alt. System Manager of respective Customs Location for SL code allotment with following documents.
  - i. Memorandum & articles of Association
  - ii. Certificate of Incorporation
  - iii. Directors PAN card/Passport & Residential proof
  - iv. Company PAN Card
  - v. Agency Agreement
  - vi. Office Address Proof
  - vii. Authorized Signatories
  - viii. Annexure I (Carrier Agency Registration Form)
  - ix. Shop & Establishment
  - x. Board Resolution
  - xi. Port Registration Copy
  
- b. System/Alt. System Manager will endorse the shared documents and process the request for allotment of Shipping Line code to the officers of DG Systems-ICEGATE.

### **2- If ASC/Shipping Line Have Shipping Line code:**

ASC needs to visit ICEGATE website (<https://www.icegate.gov.in/iceLogin/loginAction>) and apply for ICEGATE ID registration. Steps are:

- Click on link "**Sign up now**"
- Create ICEGATE ID & Email id
  - ✓ Select User Role Shipping Lines:
  - ✓ If User is Parent, then User Type will be "Shipping Lines"
  - ✓ If User is authorised/Child, then User Type will be "Shipping Line Authorized Person"
- Please refer the Registration advisory & Demo for shipping line registration at ICEGATE website.

Once registration process completed at ICEGATE end, user will be informed with ICEGATE ID & Password.

### **3- SCMTR Registration Process for ASC role:**

Once SL/ASC successfully registered with ICEGATE, would be eligible for SCMTR registration under ASC role. Please refer the detailed SCMTR Registration advisory.

Link: <https://icegate.gov.in/SeaManifestRegulation.html>