

SOP for creation of Custodian Code

In order to facilitate electronic transaction or message exchange between Custodian of the Customs Location and D G Systems (ICEGATE), Custodian Code is assigned to Custodian by ICEGATE.

In above connection following step needs to be followed: -

1. Request for creation of Custodian Code in prescribed format must be submitted through System Manager/Alternate System Manager/Commissioner of Customs of the Customs Location to the Shift Manager, ICEGATE on icegate.shiftmanager@icegate.gov in by e-mail.
2. Documents to be enclosed with this application:
 - a. Copy of Notification / Public Notice issued by Commissioner of Customs under section 45 of the Customs Act, 1962 (52 of 1962).
 - b. Copy of Notification/Public Notice issued by Commissioner of Customs under Section 8 of the Customs Act, 1962.
 - c. Non-Disclosure Agreement (NDA) between Custodian & the Department (CBIC).

ANNEXURE-I
APPLICATION FORM
(REQUEST FOR CREATION OF THE CUSTODIAN CODE)

Sl. No.	Description/Notes	To be filled by Agency
1	Customs Location	
2	Location Code of the Custom Facility	
3	Type of Customs Facility	Select appropriate CFS <input type="checkbox"/> Port/Terminal <input type="checkbox"/> ICD <input type="checkbox"/> Custodian <input type="checkbox"/> Air Custodian/ACC <input type="checkbox"/> LCS <input type="checkbox"/>
4	Name of the Custodian	
5	Head Office Address of the Custodian	
6	Date of commencement of operation at the location (in case of non-EDI location)	
7	Site office Address of the Custodian	
8	Contact Telephone No at Customs Site.	
9	Mobile No/ alt. Contact No.	
10	Email Address	
11	Names of other locations with port code where the Custodian has operations	

Directorate General of Systems and Data Management
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS

12	Documents to be enclosed with this application	<p>(i). Copy of Notification / Public Notice issued by Commissioner of Customs under section 45 of the Customs Act, 1962 (52 of 1962).</p> <p>(ii). Copy of Notification/Public Notice issued by Commissioner of Customs under Section 8 of the Customs Act, 1962.</p> <p>(iii). (iii). Non-Disclosure Agreement (NDA) between Custodian & the Department (CBIC).</p>
	<p>Submitted by</p> <p>Name of the Agency Rep:</p> <p>Designation:</p> <p>Signature:</p> <p>Office Seal:</p> <p>Date:</p>	<p>Customs Verification:</p> <p>Verified by</p> <p>Name:</p> <p>Designation:</p> <p>Signature:</p> <p>Date:</p> <p>Countersigned:</p> <p>Systems Manager Name:</p> <p>Date:</p> <p>Office Seal:</p>