USER MANUAL

Bank Account Management on ICEGATE 2.0

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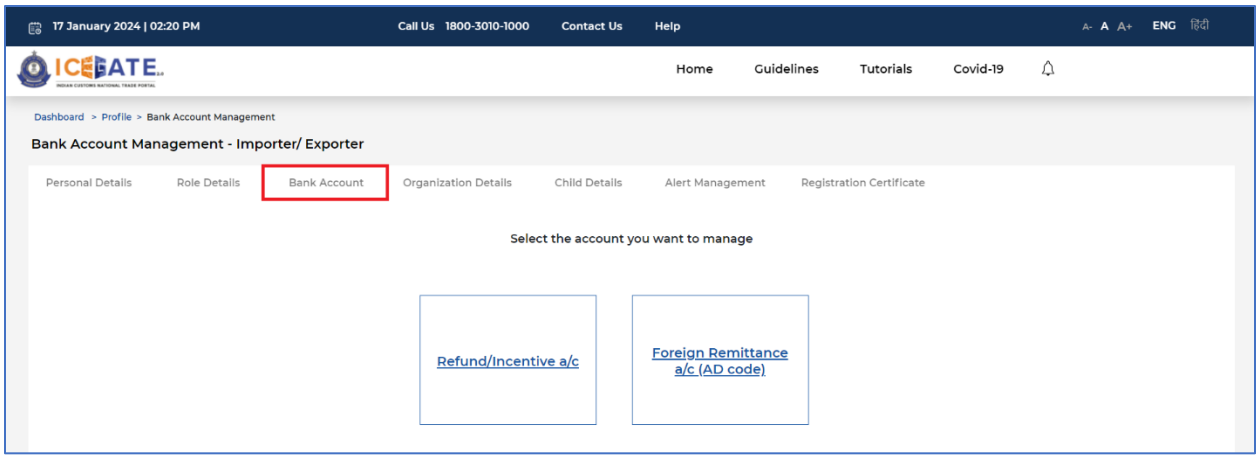
1 Bank Account Management

The user manual covers detailed information pertaining to registration of Bank Account(s) on ICEGATE for the purposes of collection of export incentives and declaration of banks used for making foreign remittances.

- On clicking the tab <**Bank Account**>, the system will display two types of accounts as shown in the screen below.

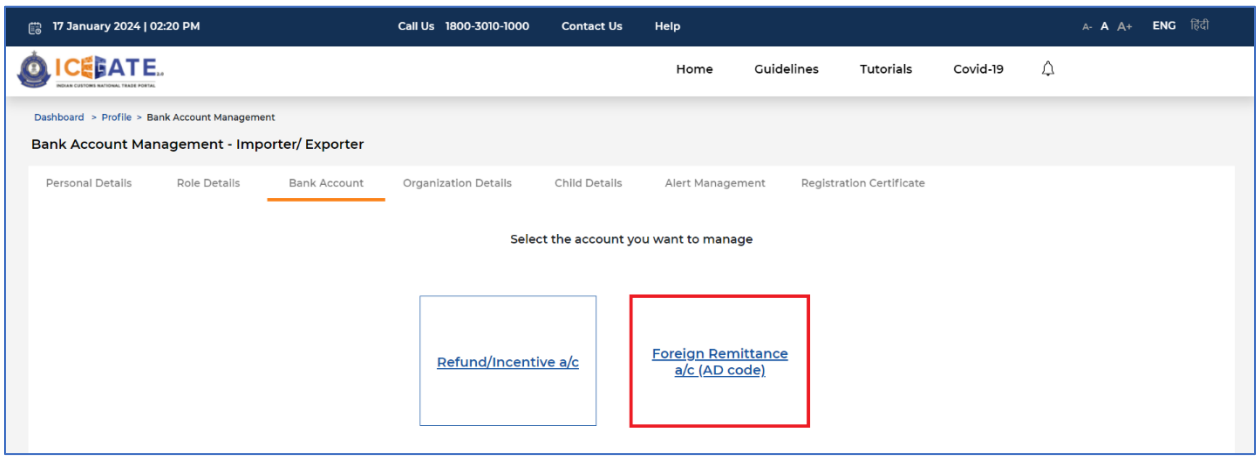
1. Refund/Incentive Account and
2. Foreign Remittance Account (Authorized Dealer Code)



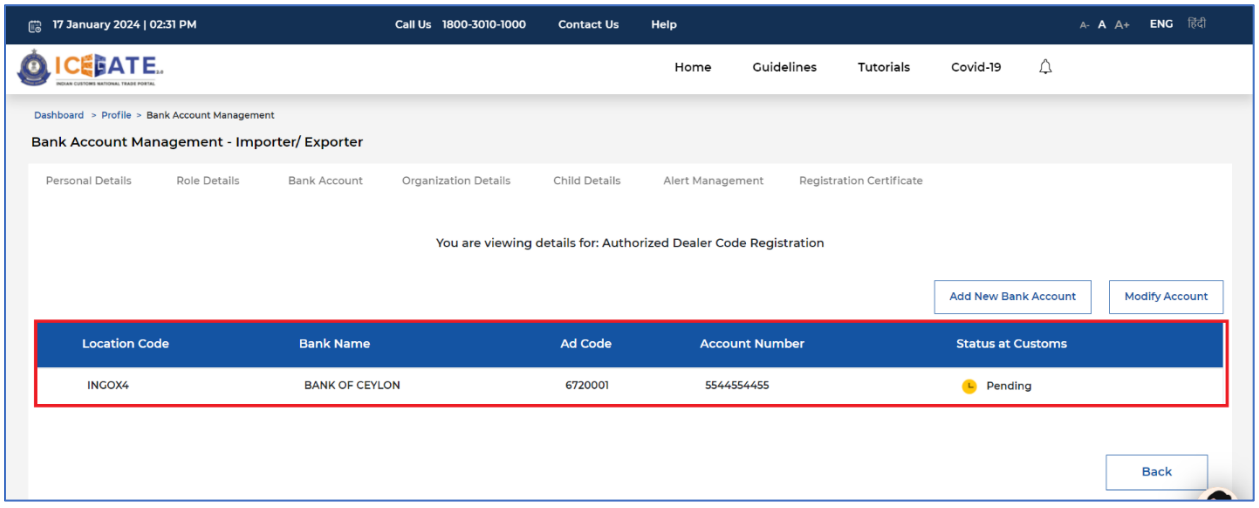
1.1 Foreign Remittance Account (AD Code)

The foreign remittances account will show the declaration of banks used for making foreign remittances.

- Select Foreign Remittance Account (Authorized Dealer Code) highlighted in red box as shown in the screen below.



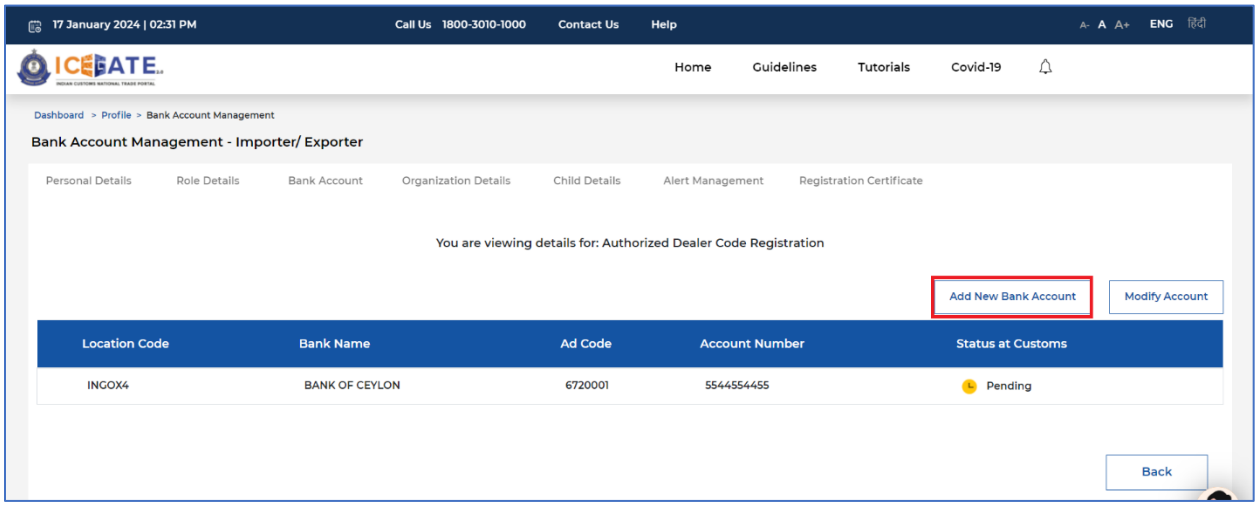
On selecting the account, the system will display the parameters such as Location Code, Bank Name, AD Code, Account Number, and Status at Customs.



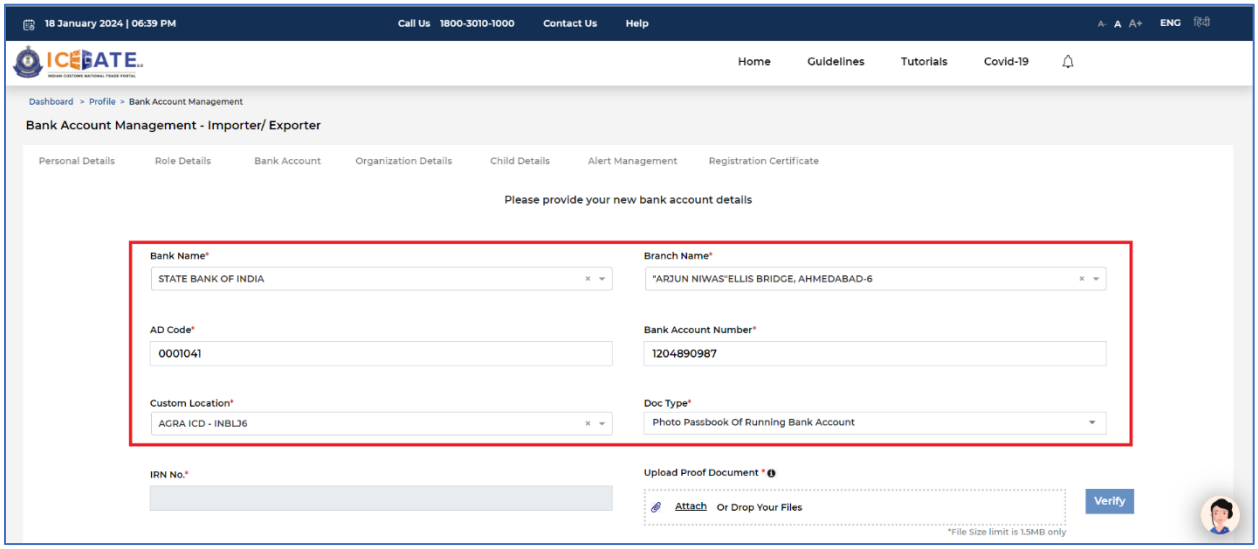
1.1.1 Add New Bank Account

Kindly follow the below steps to add new bank account -

Step-1: Click on <**Add New Bank Account**> button.

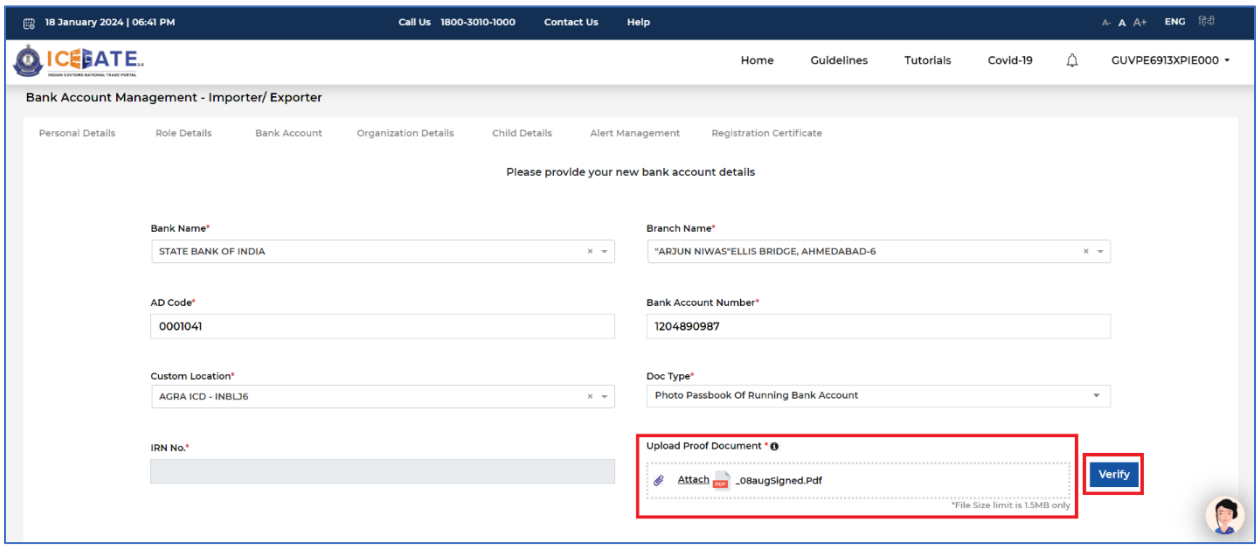


Step-2: Select the Bank Name and Branch Name from dropdown menu, enter Bank Account Number, select Custom Location and Doc Type.

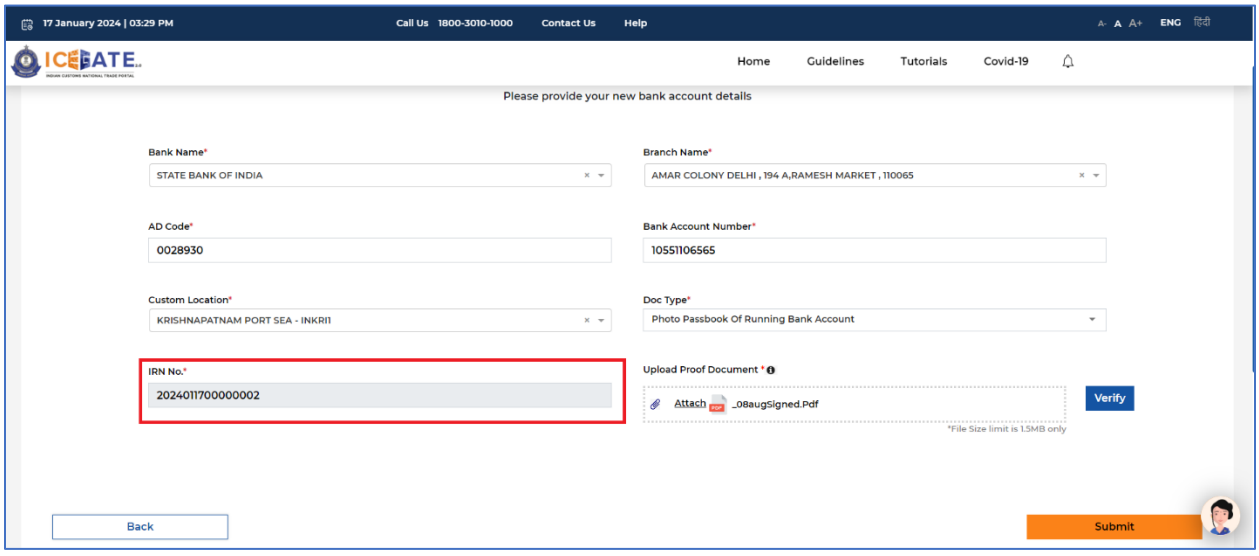


Step-3: Upload proof document for Identify verification and click on <**Verify**> button.

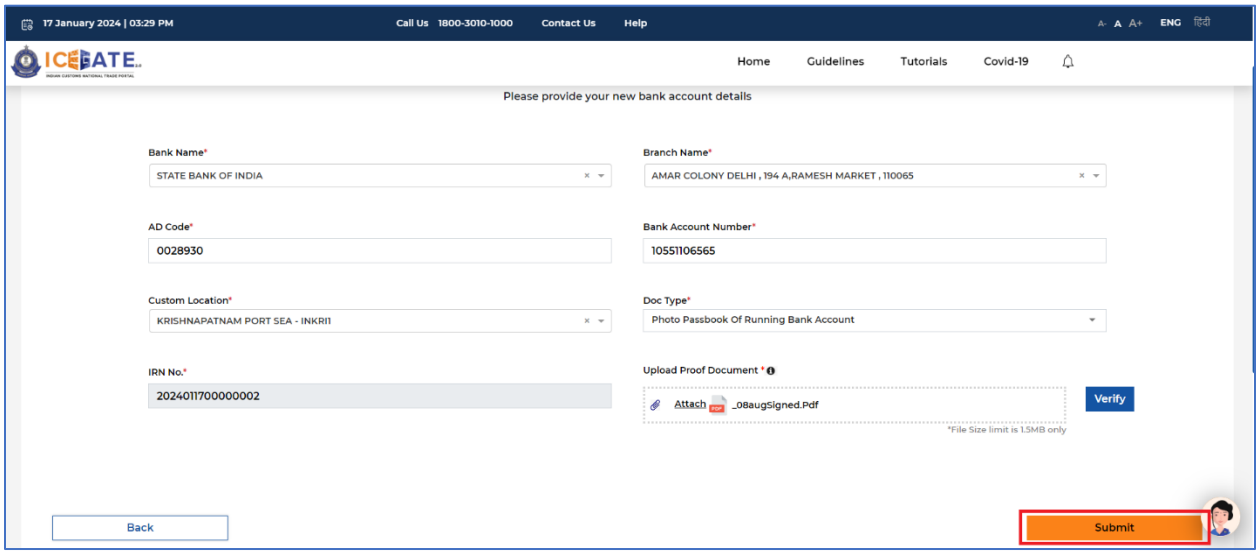
Please refer to section 2 for the list of supporting documents that need to be uploaded.



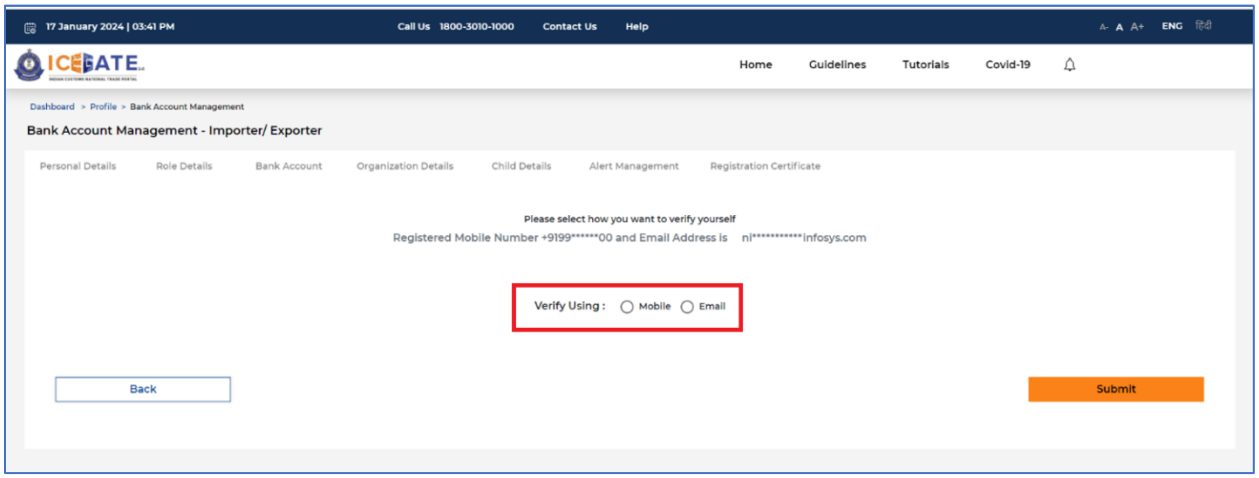
Step-4: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.



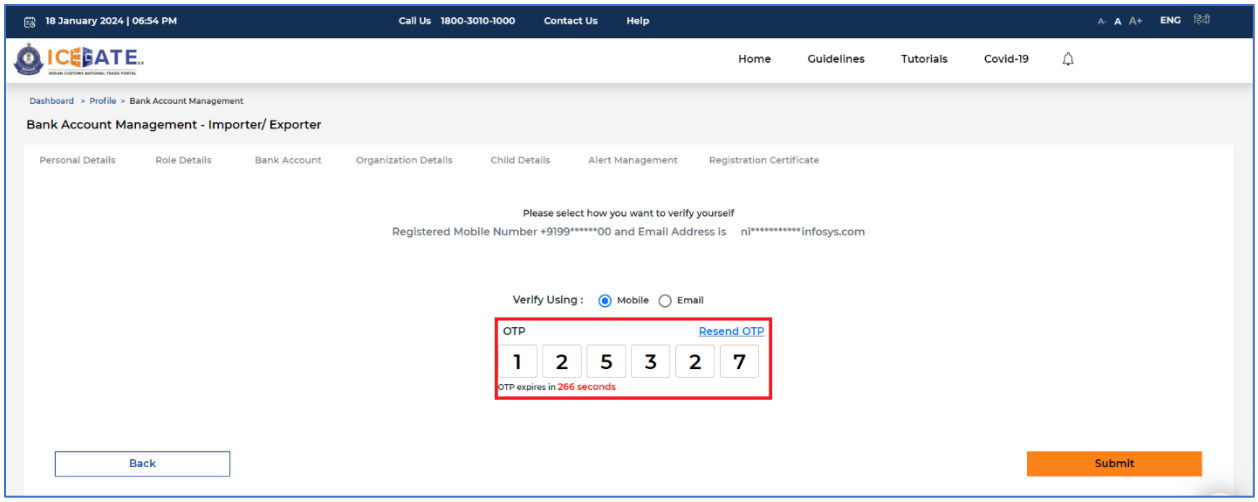
Step-5: Click on <**Submit**> button.



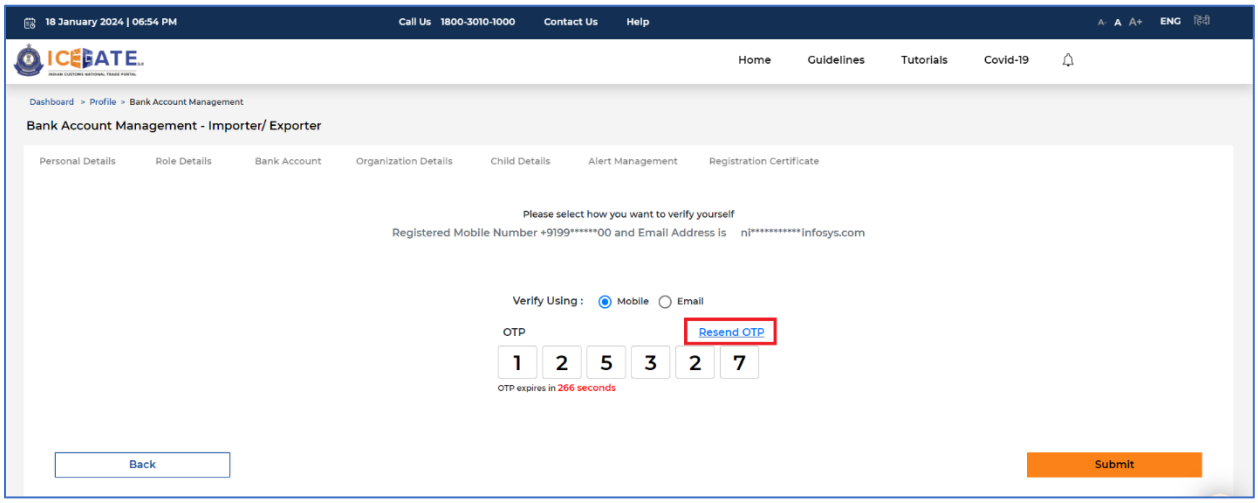
Step-6: The user has to verify his/her details by selecting the option Mobile/Email.



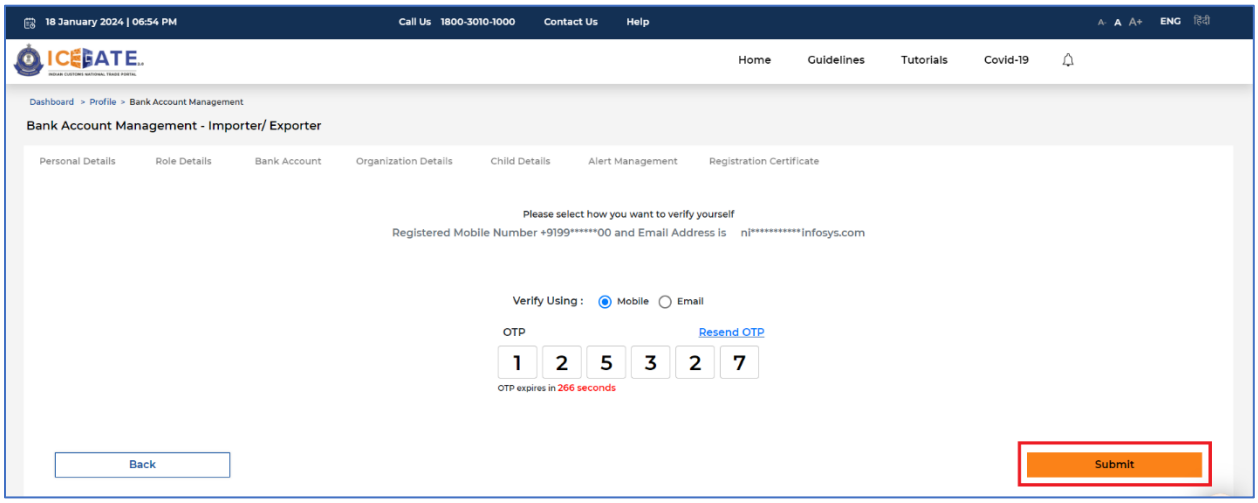
Step-7: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.



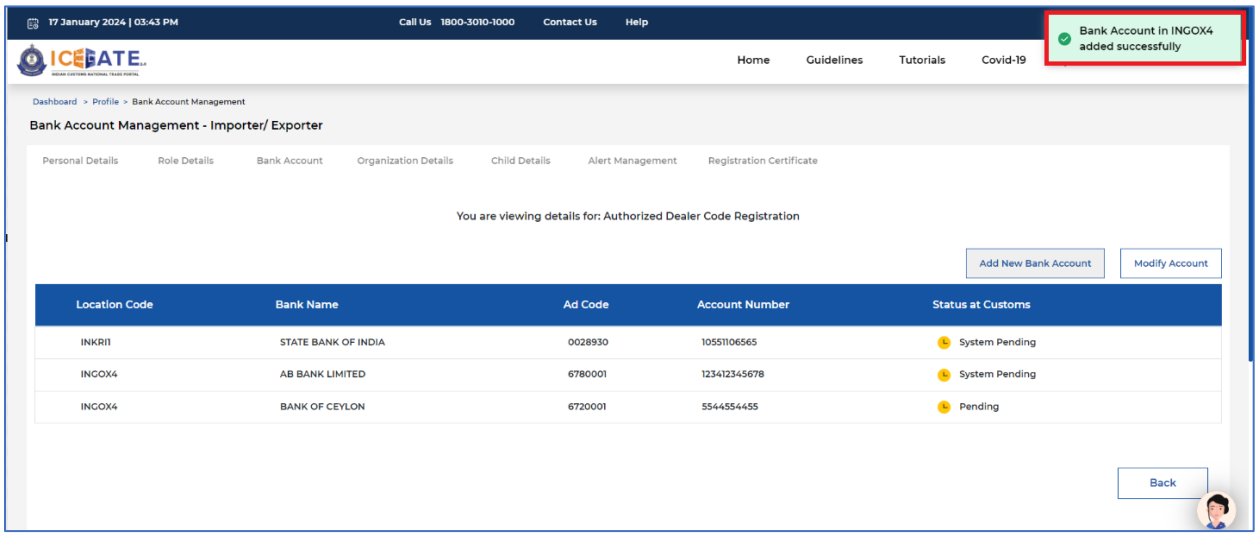
Step-8: In case the user has not received OTP then click on ***Resend OTP*** link.



Step-9: Click on <**Submit**> button.



Step-10: System will display the message captioned as '**Bank Account added successfully'**.

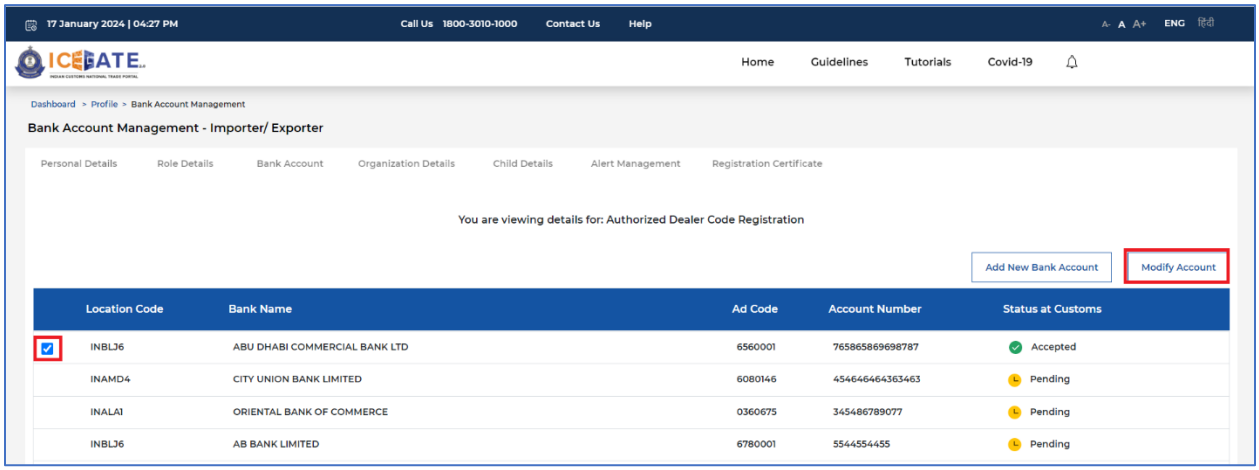


1.1.2 Modify Account

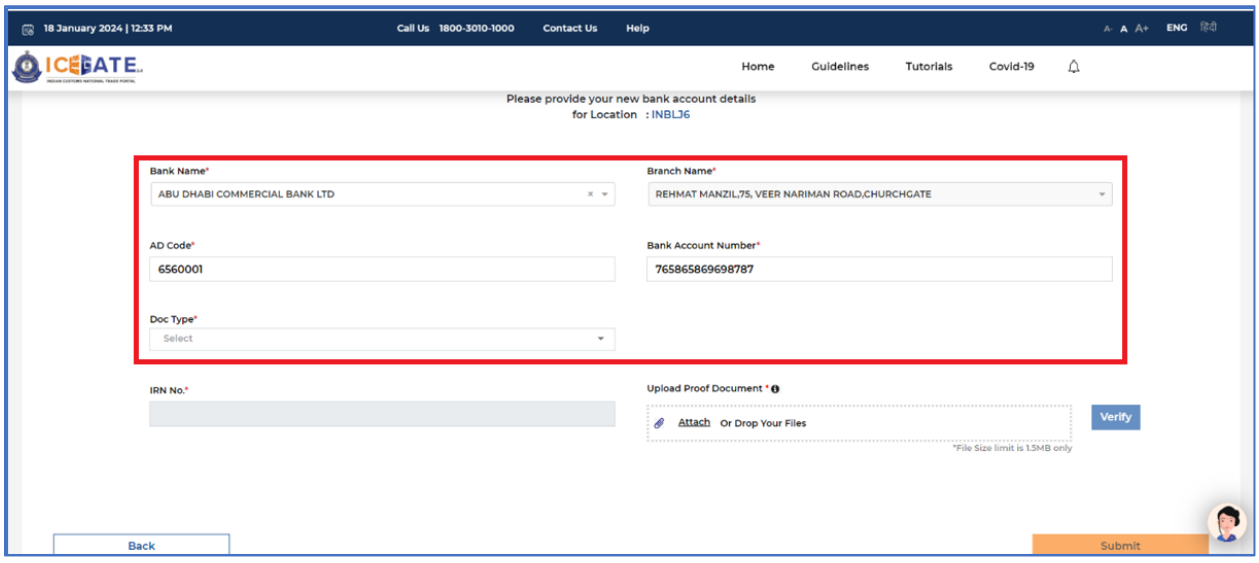
The user can modify only those bank accounts whose status at Custom is reflected as "**Accepted.**"

Please follow the steps to modify an account.

Step-1: The user needs to select an account from the displayed list, if available, then click <**Modify Account**> button.

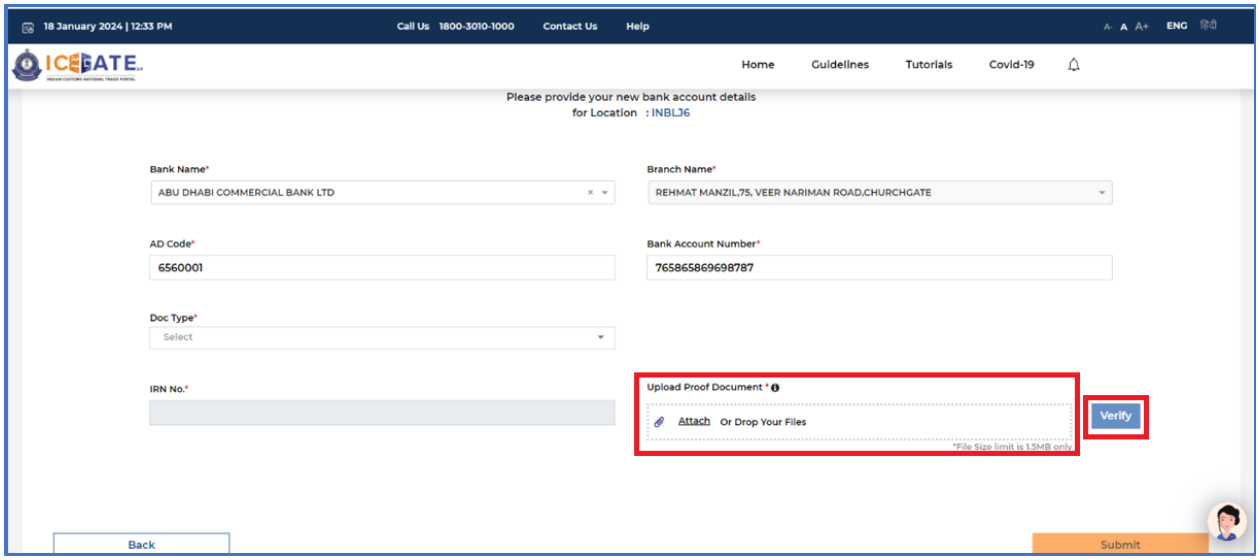


Step-2: Select the Bank Name and Branch Name from dropdown menu, enter Bank Account Number, and select Doc Type

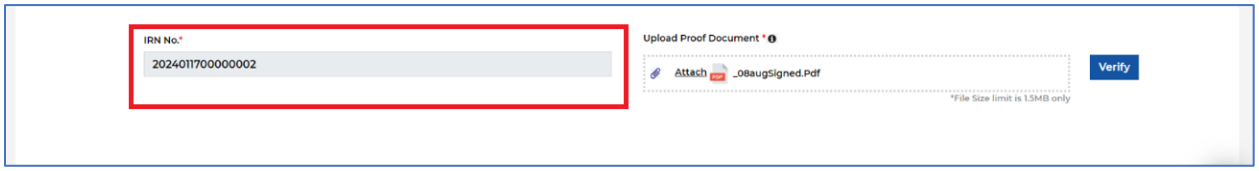


Step-3: Upload proof document for Identify verification and click on <**Verify**> button.

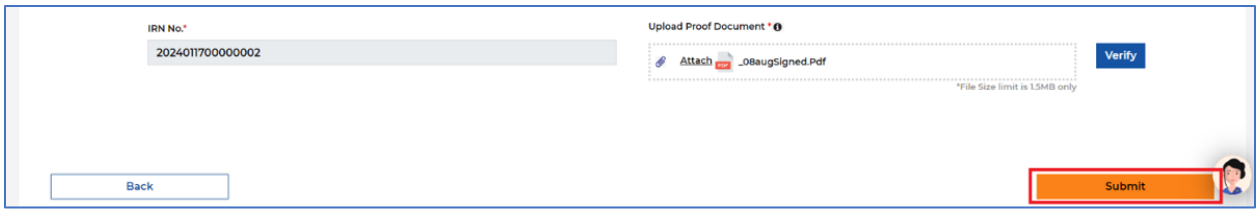
Please refer to section 2 for the list of supporting documents that need to be uploaded.



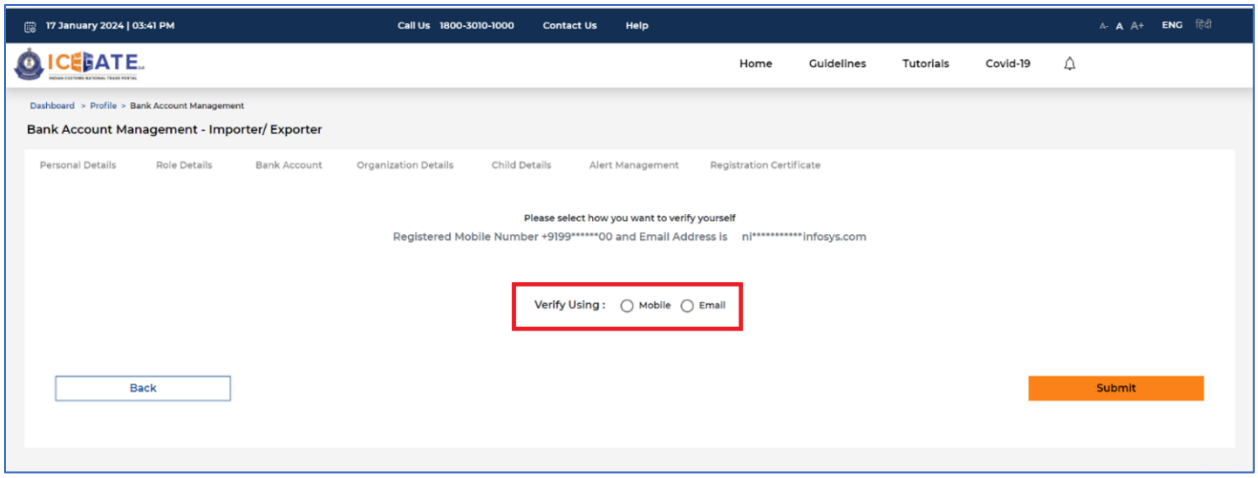
Step-4: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.



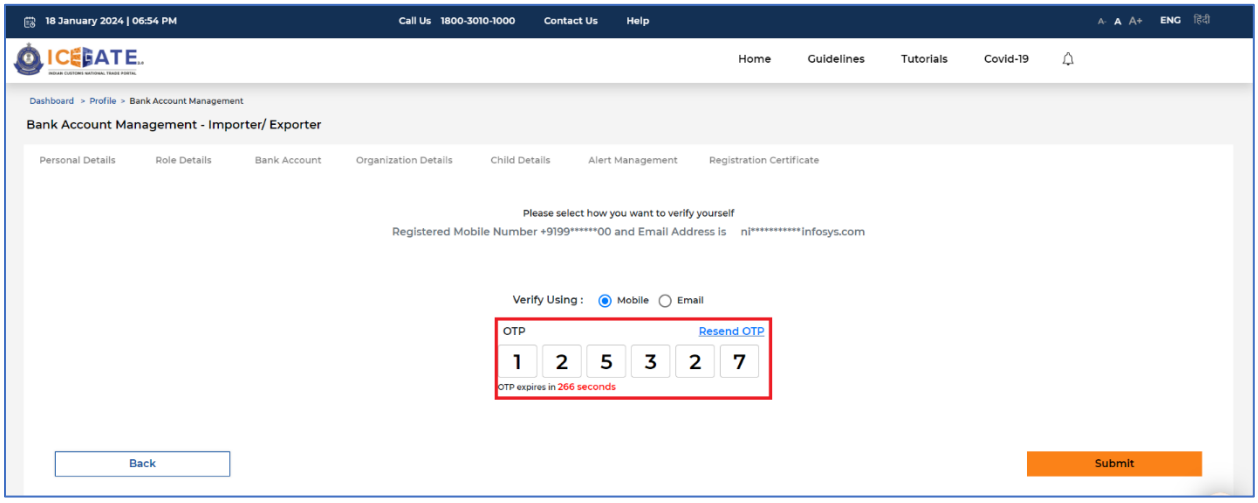
Step-5: Click on <**Submit**> button.



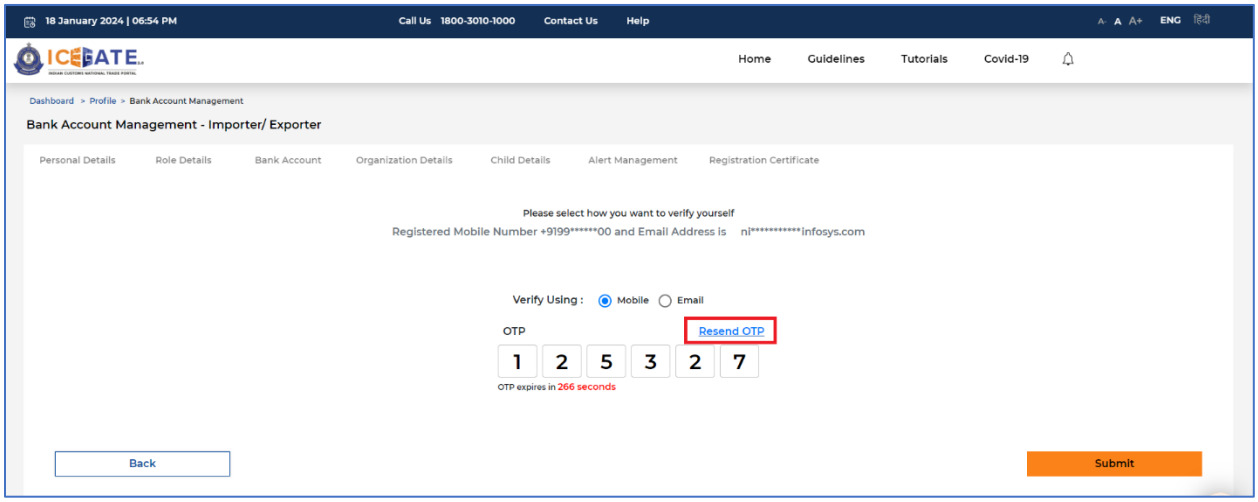
Step-6: The user has to verify the details by selecting the option Mobile/Email.



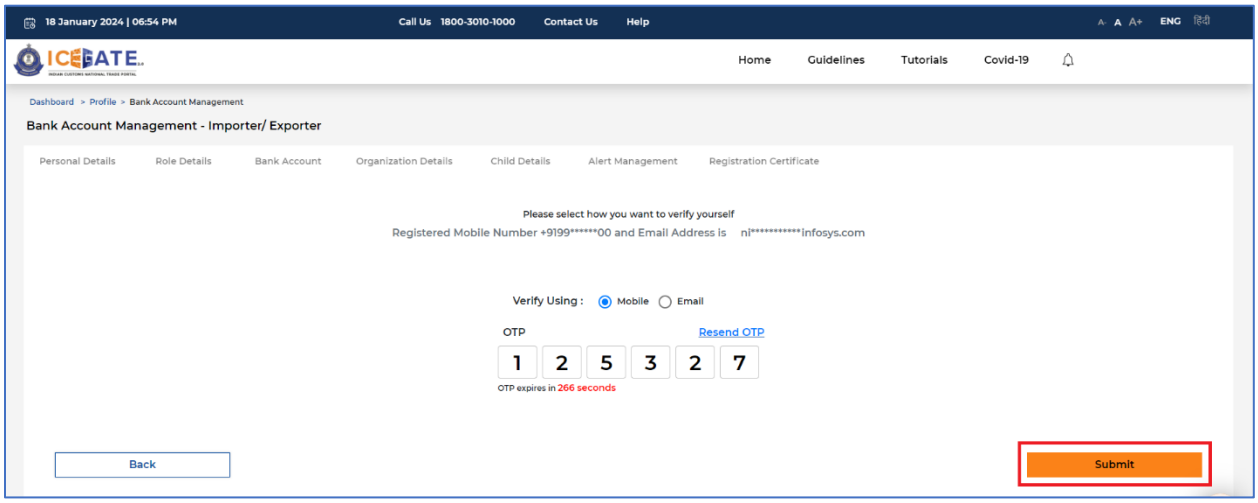
Step-7: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.



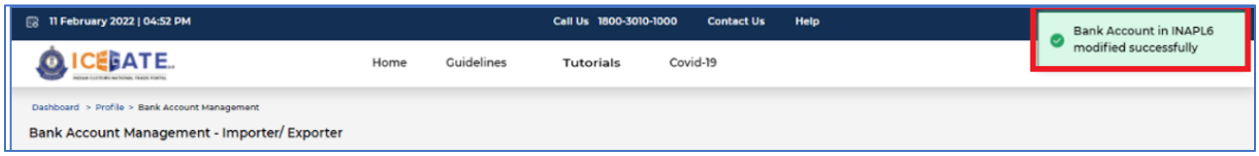
Step-8: In case the user has not received OTP then click on ***Resend OTP*** link.



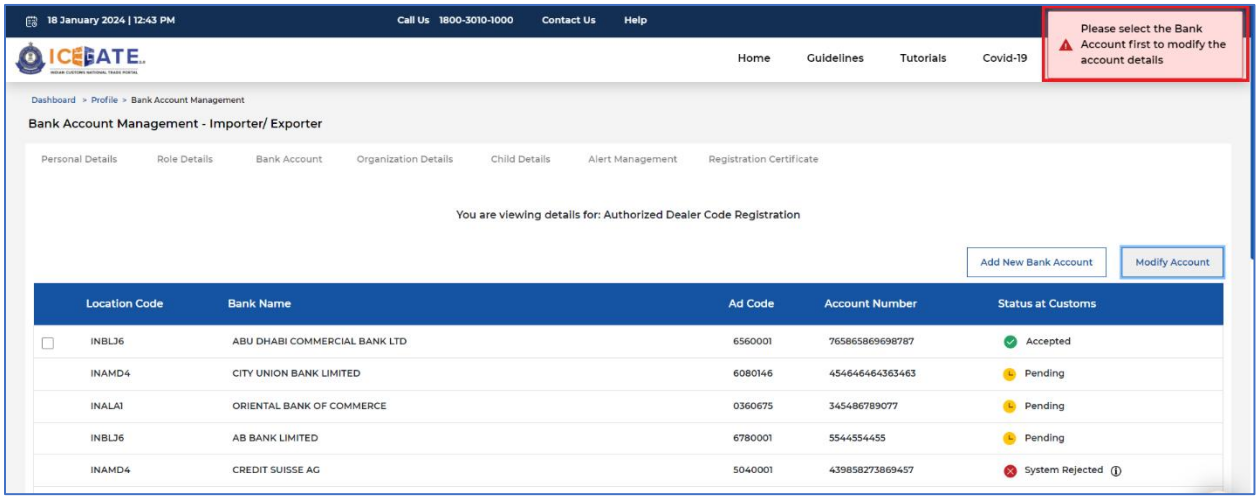
Step-9: Click on <**Submit**> button.



Step-10: System will display the message captioned as '**Bank Account modified successfully'**.

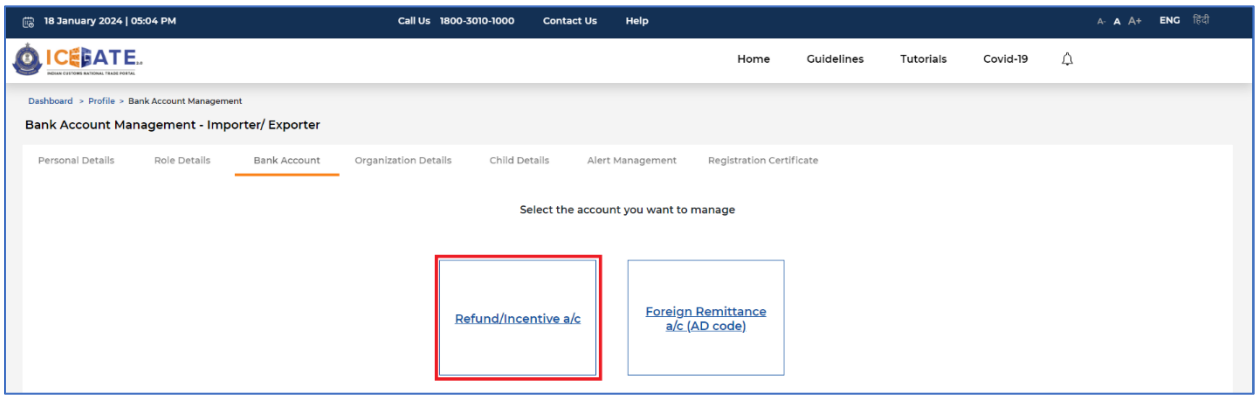


Note: If the user does not wish to select an account before clicking on the <**Modify Account**> button. In this case, the system will display an error message.

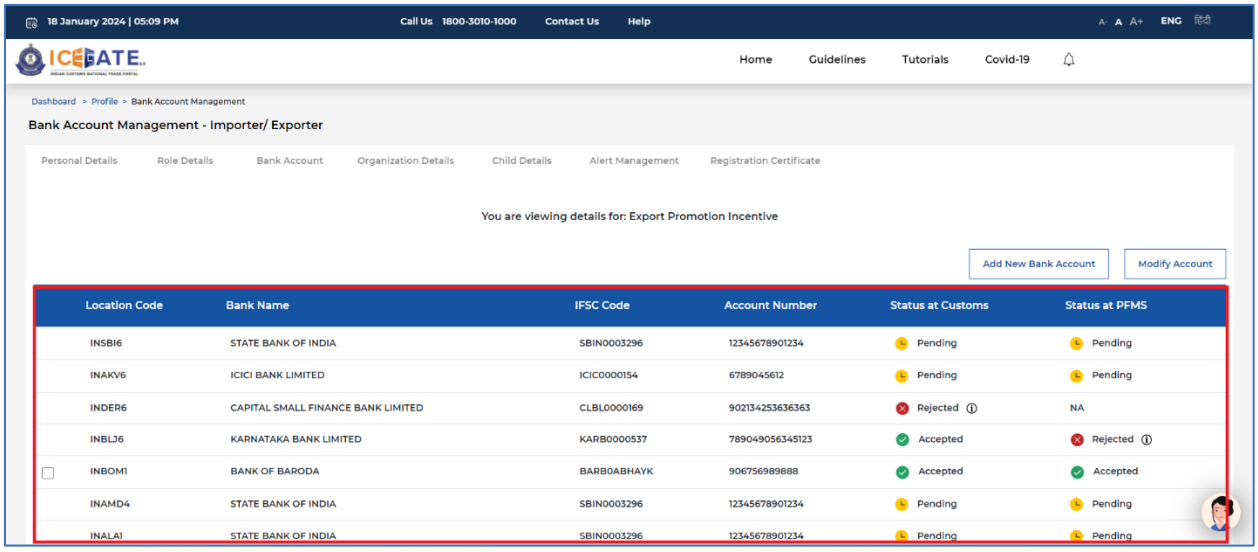


1.2 Refund/Incentive Account

The user will select Refund/Incentive account.



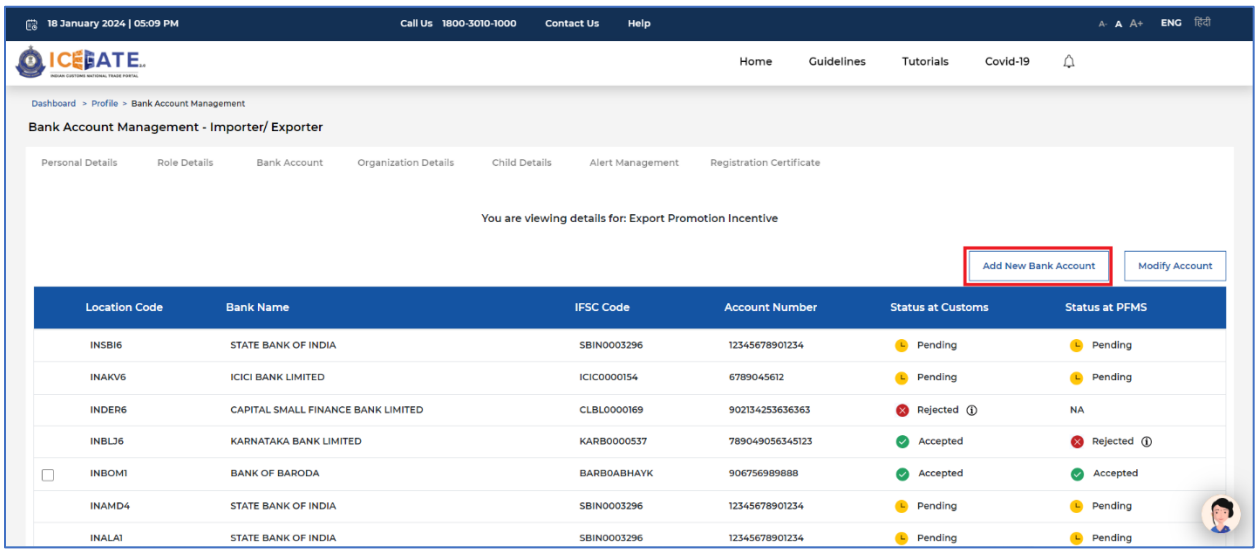
On selecting an account, the system will display the bank account details such as Location Code, Bank Name, IFSC Code, Account Number, and Status at Customs, and Status at PFMS mapped to the specific location code.



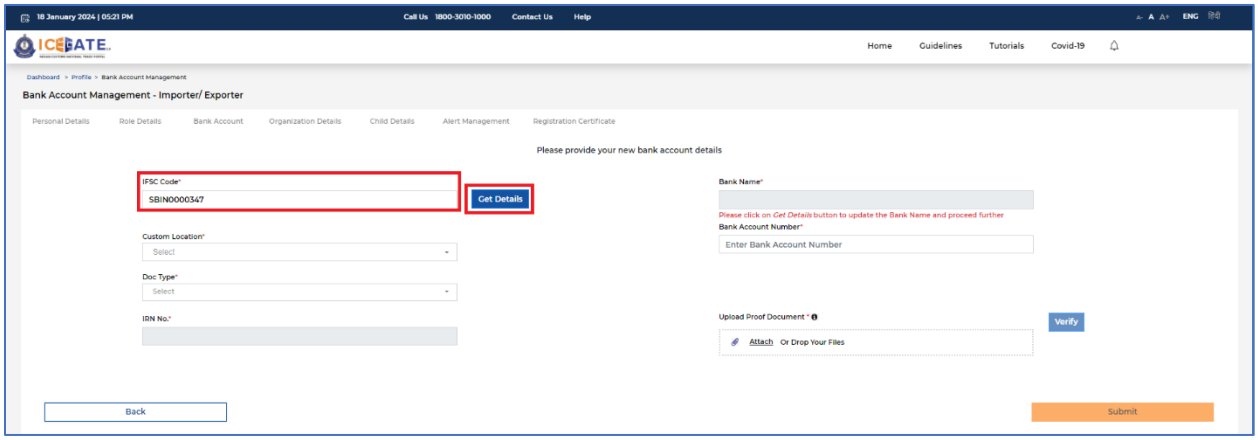
1.2.1 Add New Bank Account

Kindly follow the below steps to add new bank account -

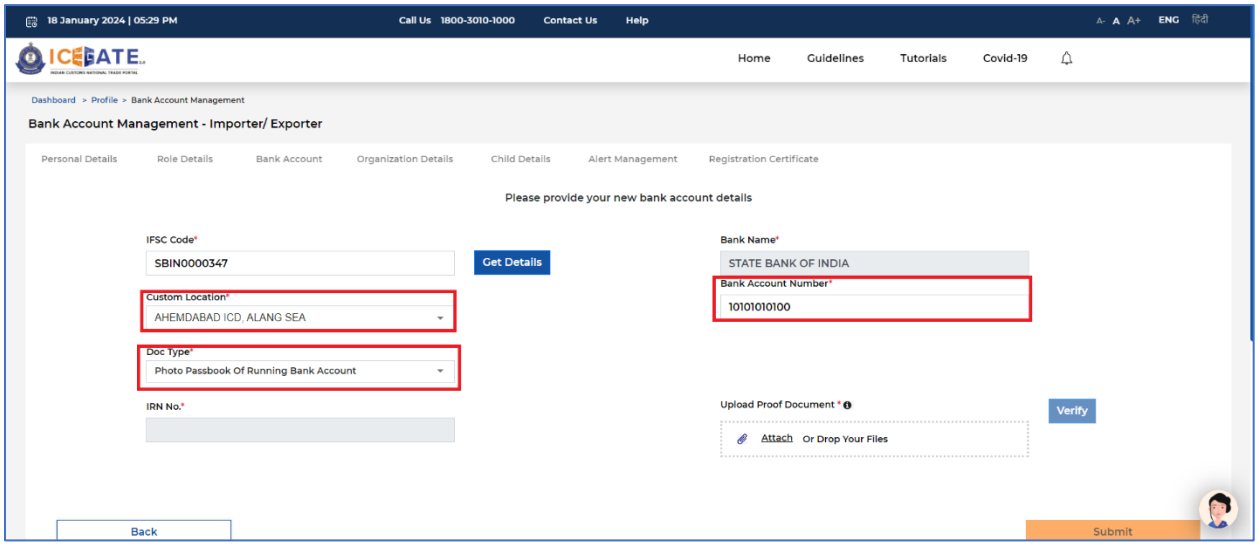
Step-1: Click on <**Add New Bank Account**> button.



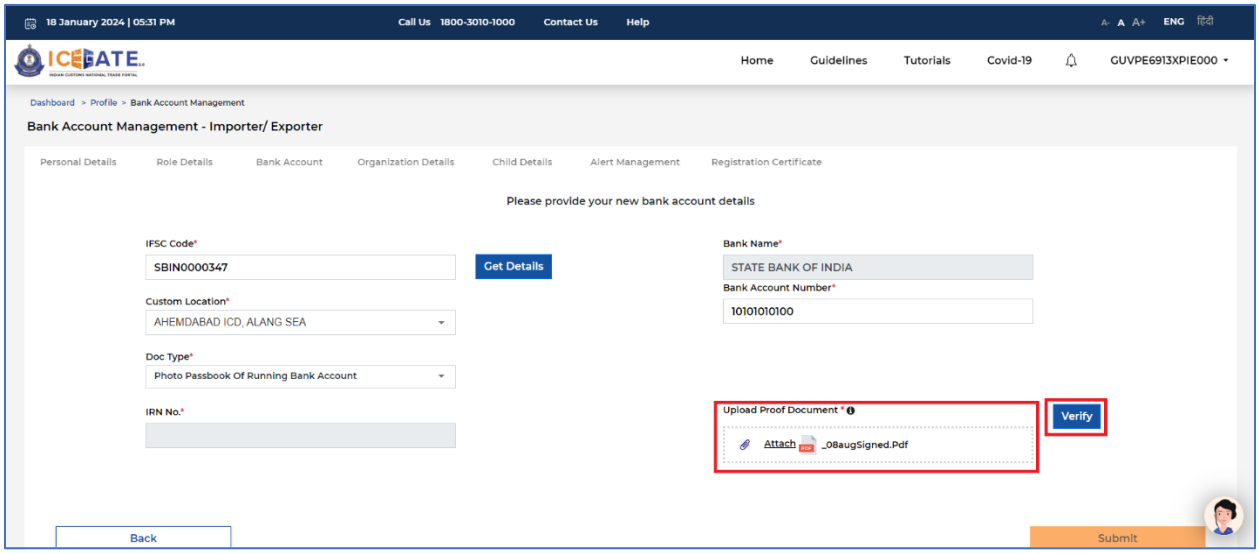
Step-2: Enter valid IFSC code and click on <**Get Details**> button.



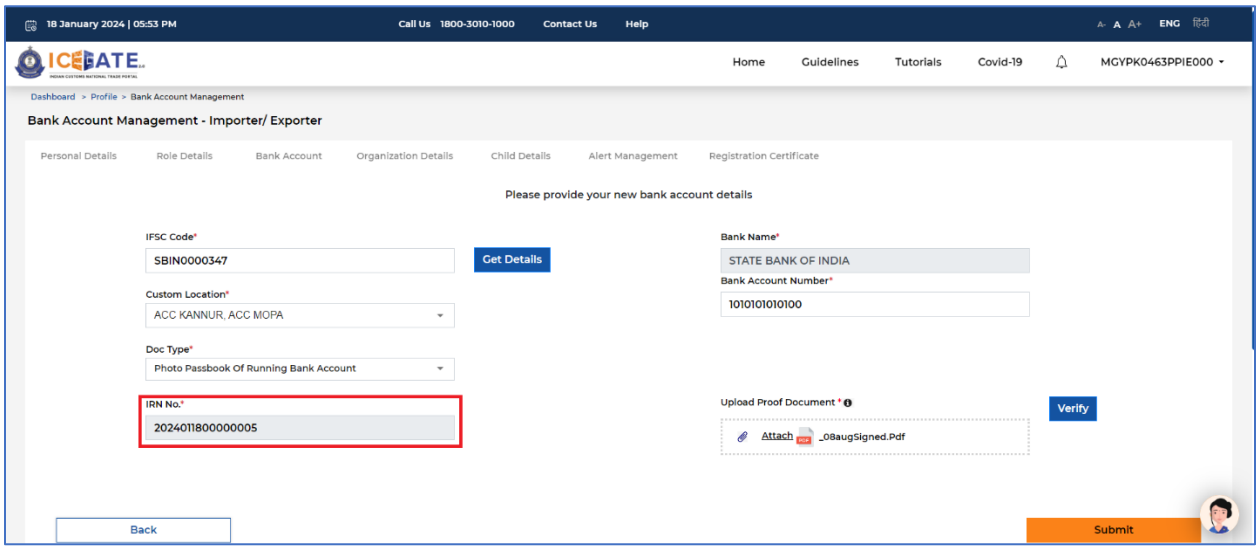
Step-3: Select Custom location from the drop down, enter Bank Account Number, select Document Type.



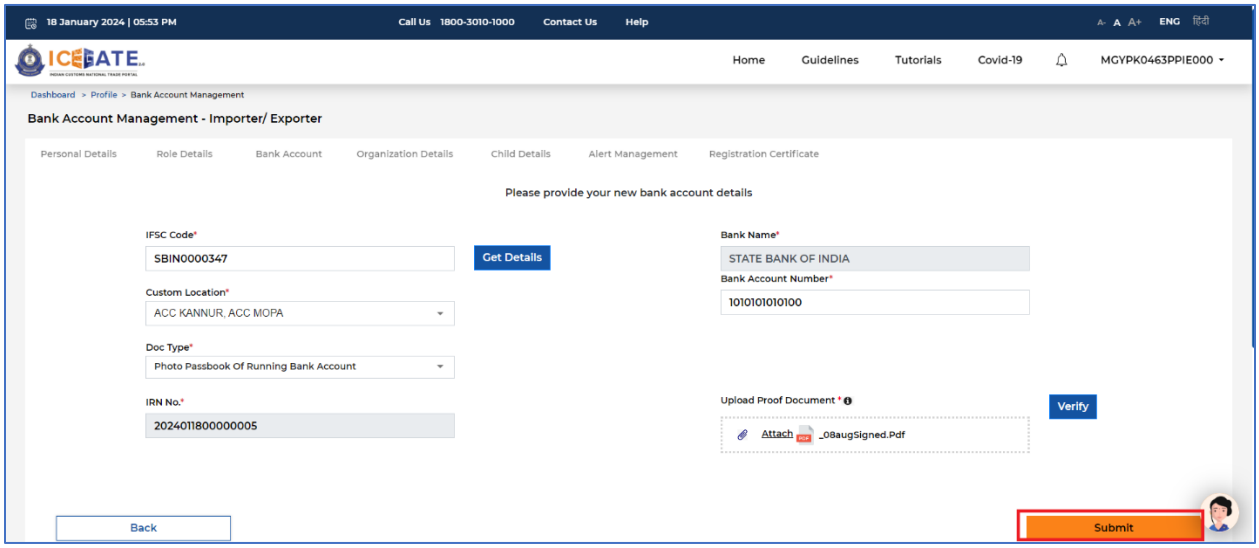
Step-4: Upload proof document for identity verification and click on <**Verify**> button.



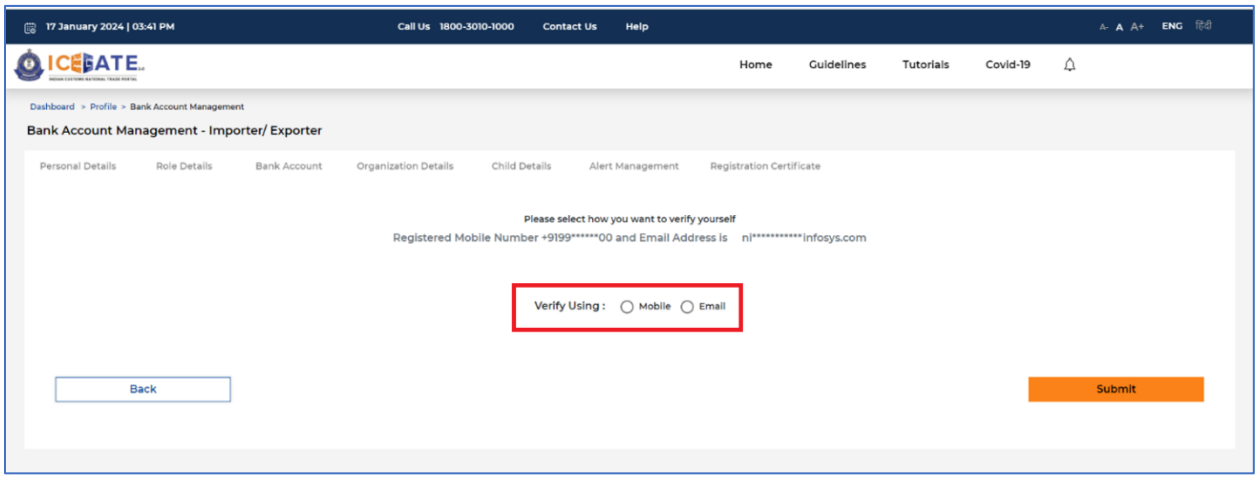
Step-5: On clicking the Verify button, the system will auto-populate the IRN number under IRN No. field.



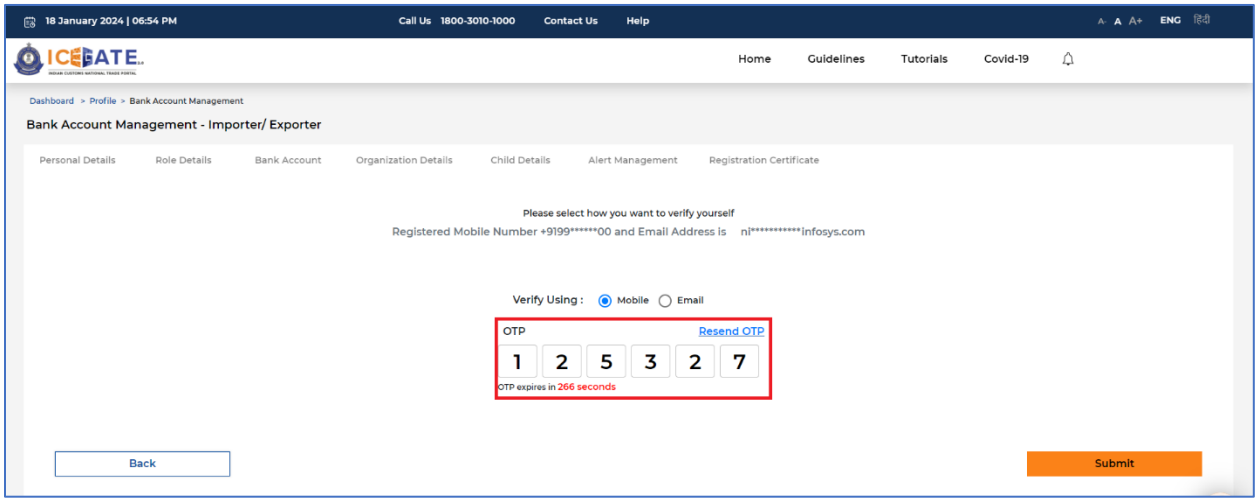
Step-6: Click on <**Submit**> button.



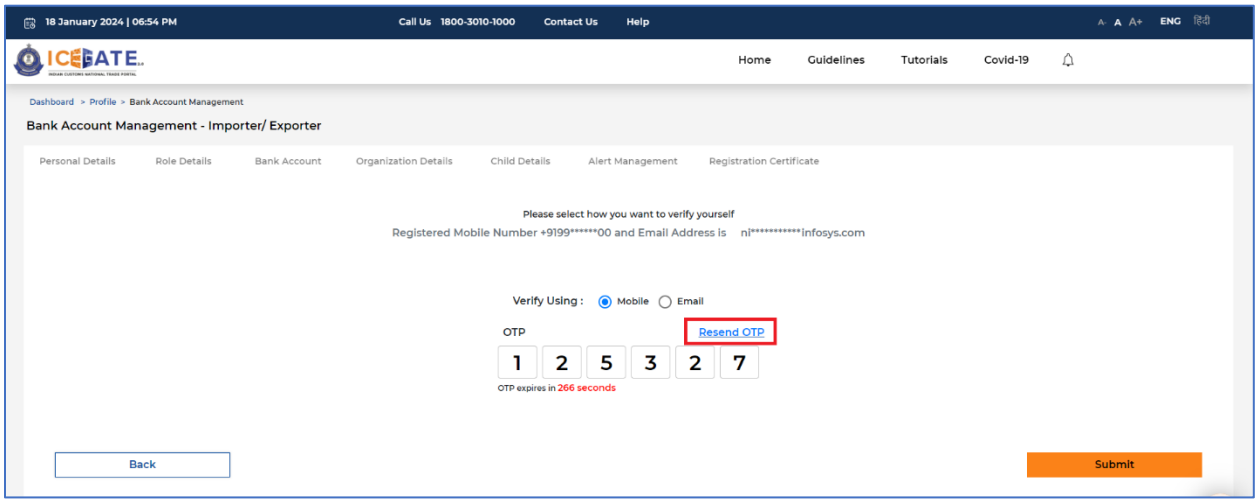
Step-7: The user has to verify his/her details by selecting the option Mobile/Email.



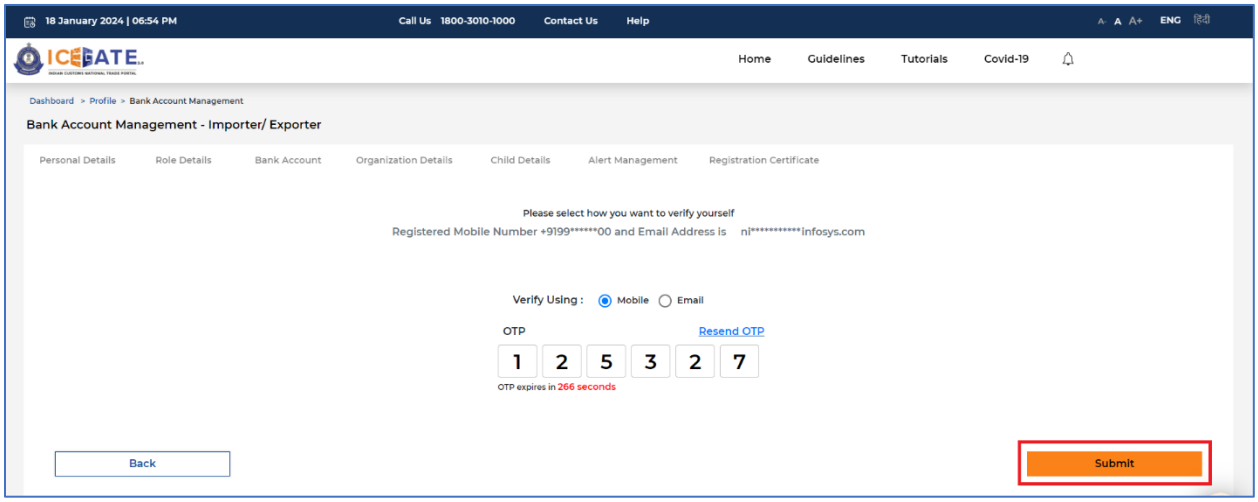
Step-8: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.



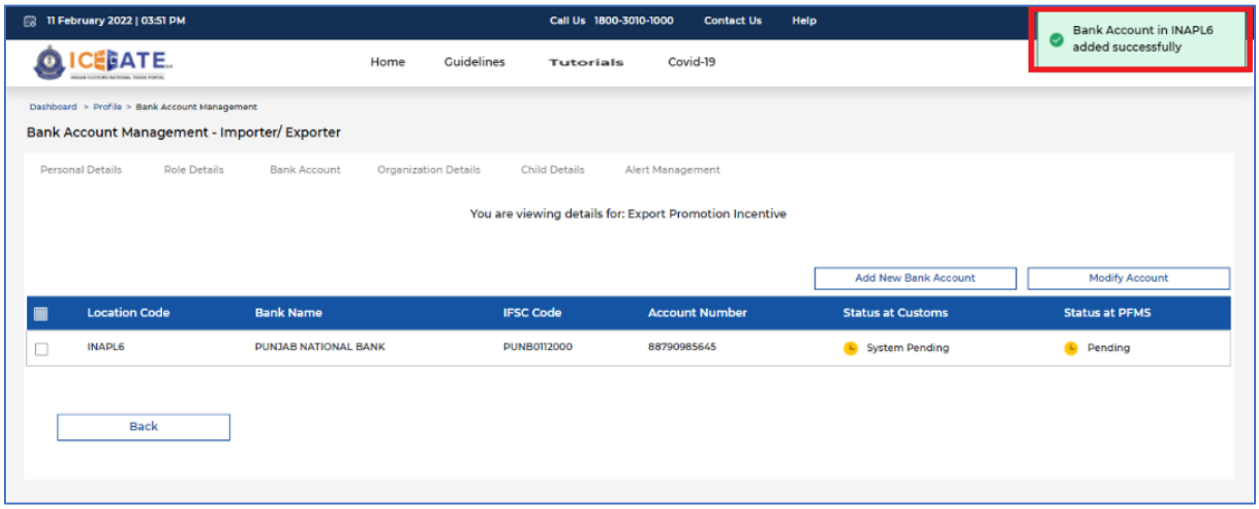
Step-9: In case the user has not received OTP then click on ***Resend OTP*** link.



Step-10: Click on <**Submit**> button.



Step-11: System will display the message captioned as '**Bank Account added successfully'**.

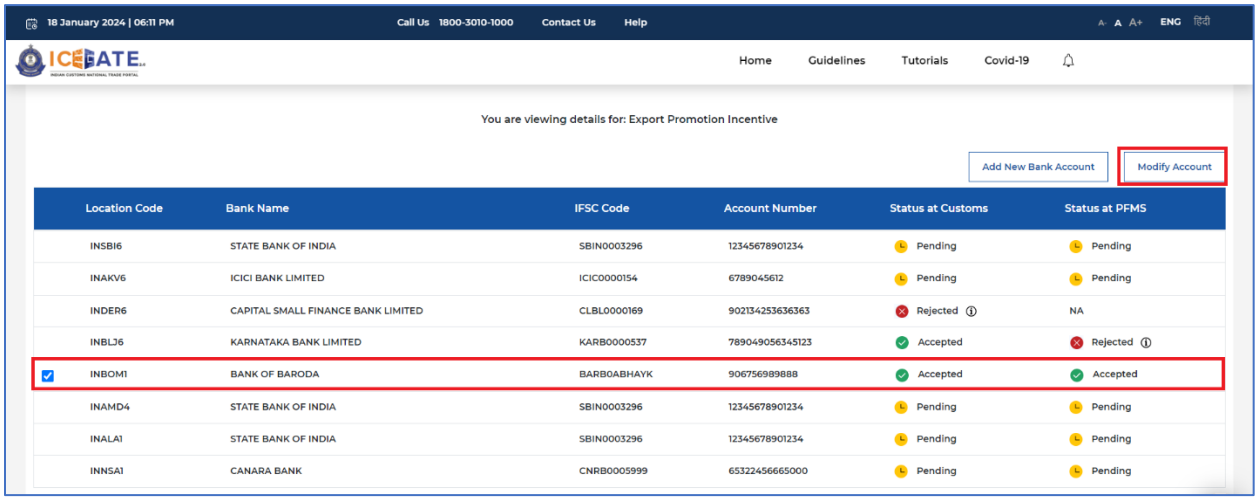


1.2.2 Modify Account

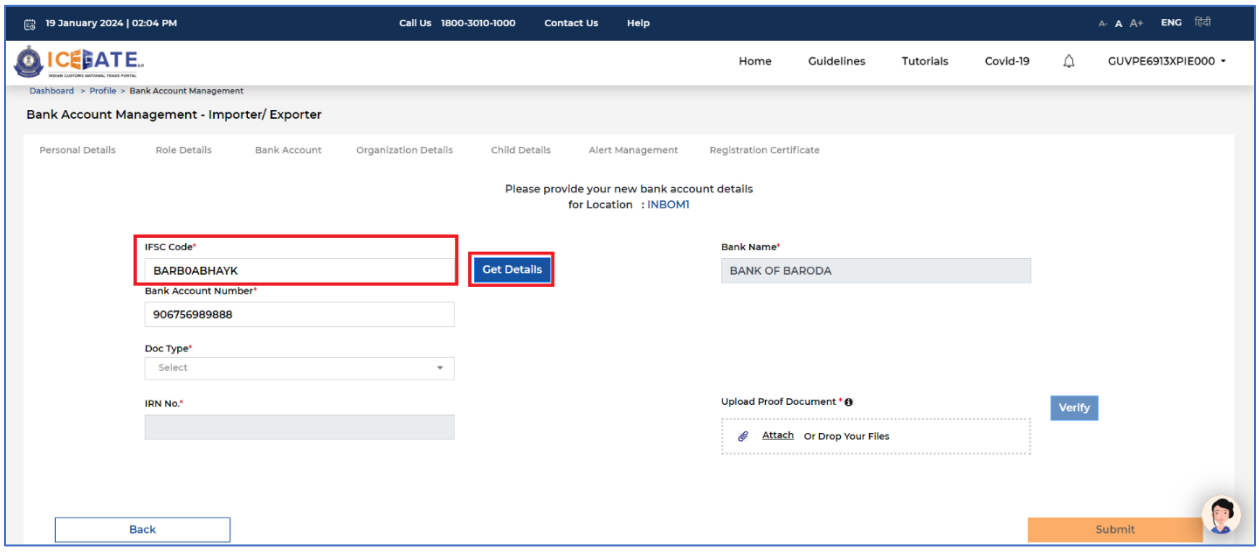
The user can modify only those Bank account whose status at Custom and PFMS reflected as "**Accepted.**"

Please follow the steps below to modify an account.

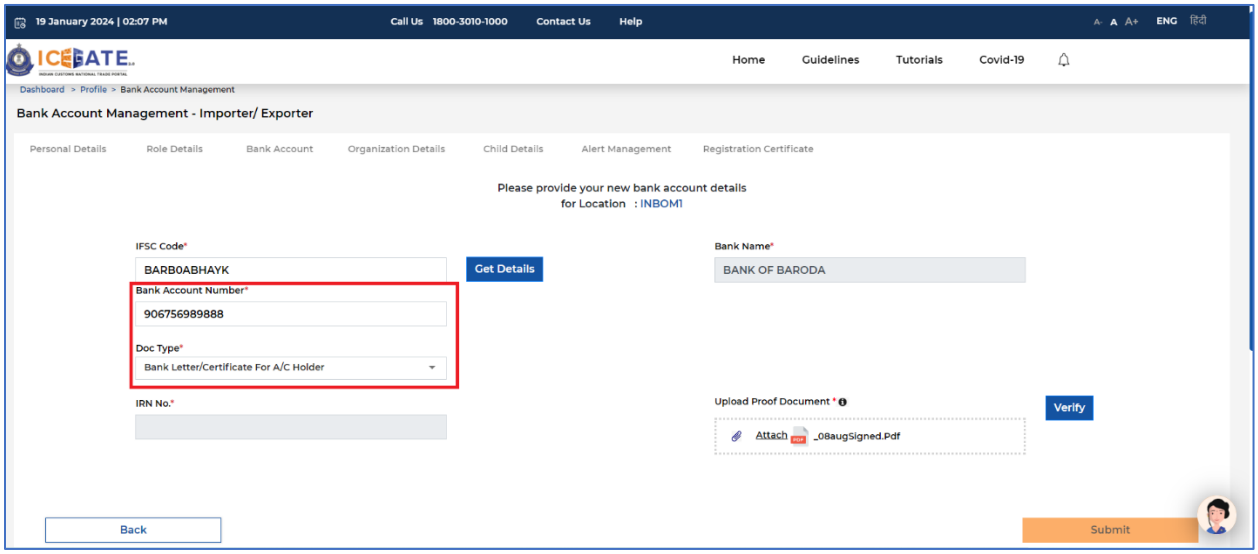
Step-1: The user needs to select an account from the displayed list, if available, then click <**Modify Account**> button



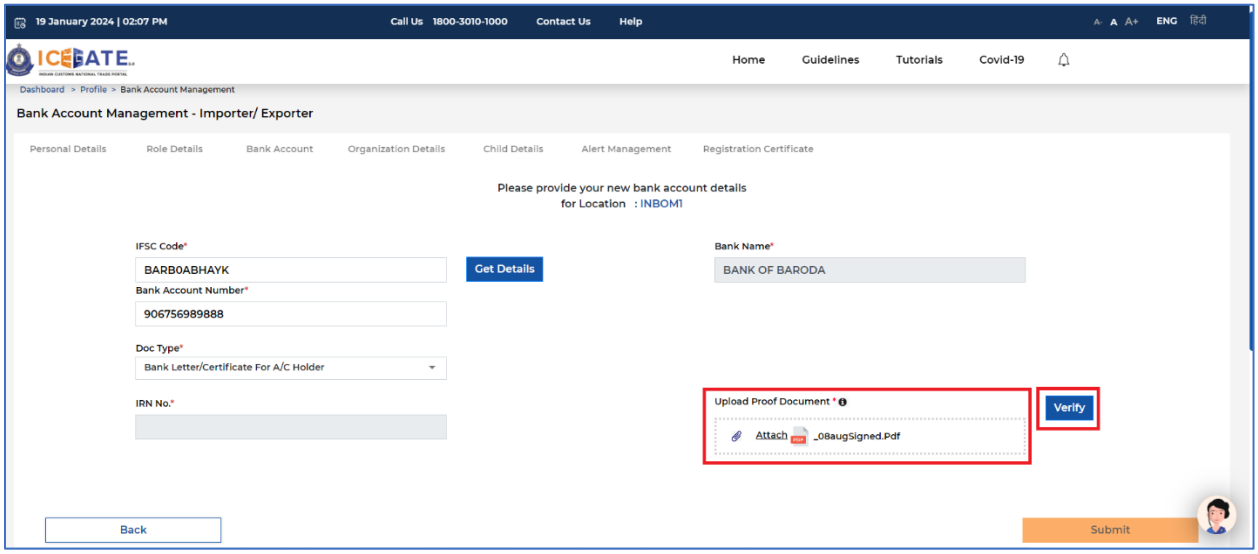
Step-2: Enter valid IFSC code and click on <**Get Details**> button.



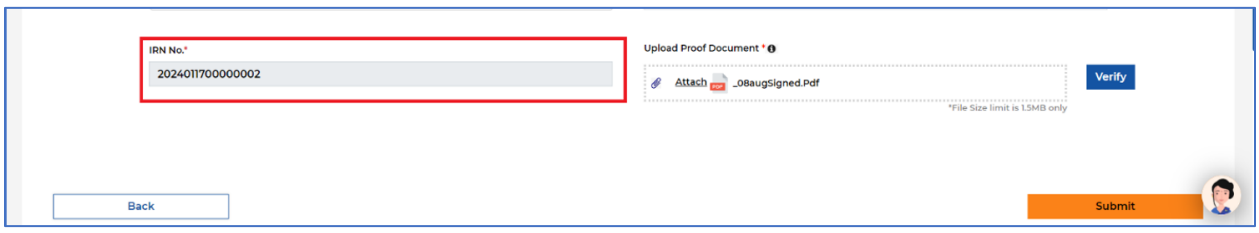
Step-3: Enter Bank Account Number, select Document Type.



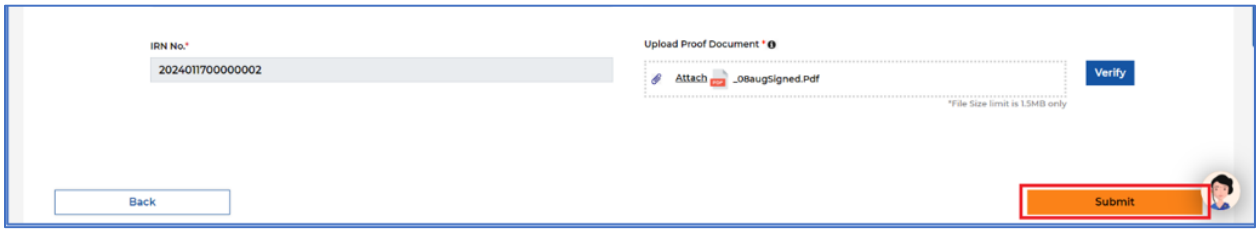
Step-4: Upload proof document and click on <**Verify**> button.



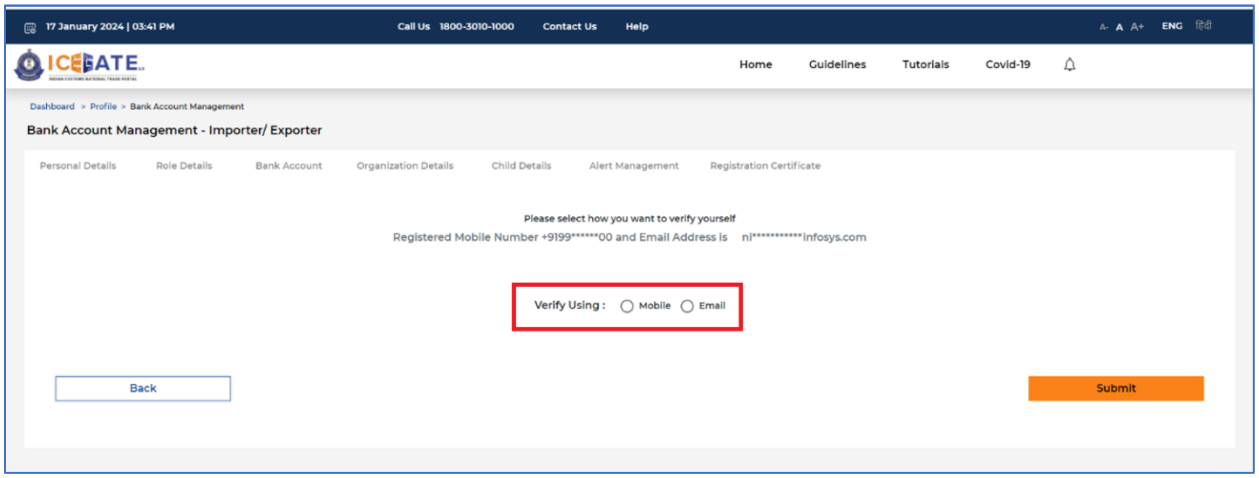
Step-5: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.



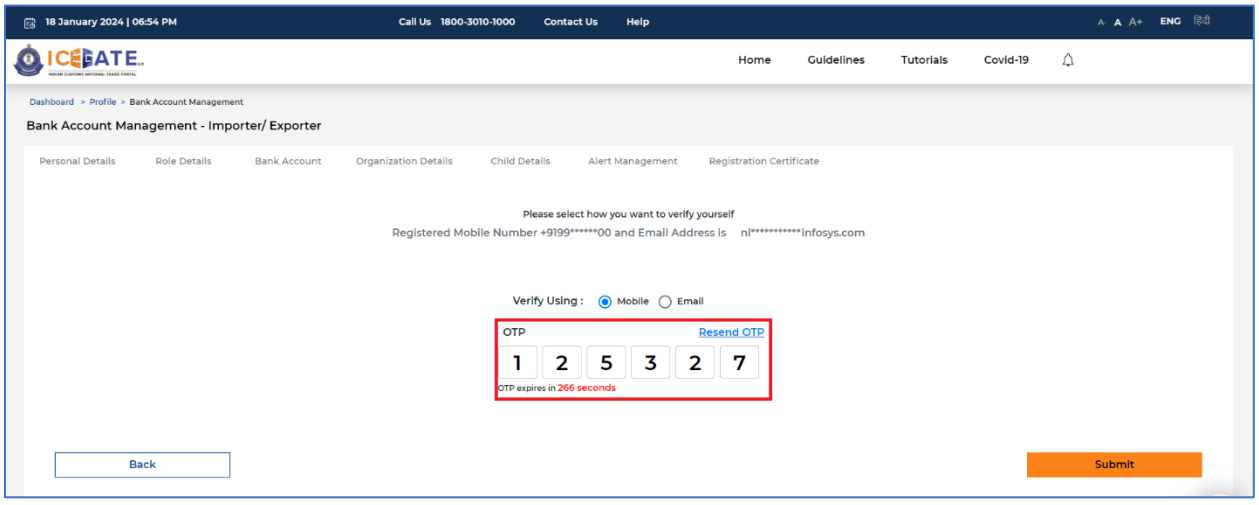
Step-6: Click on <**Submit**> button.



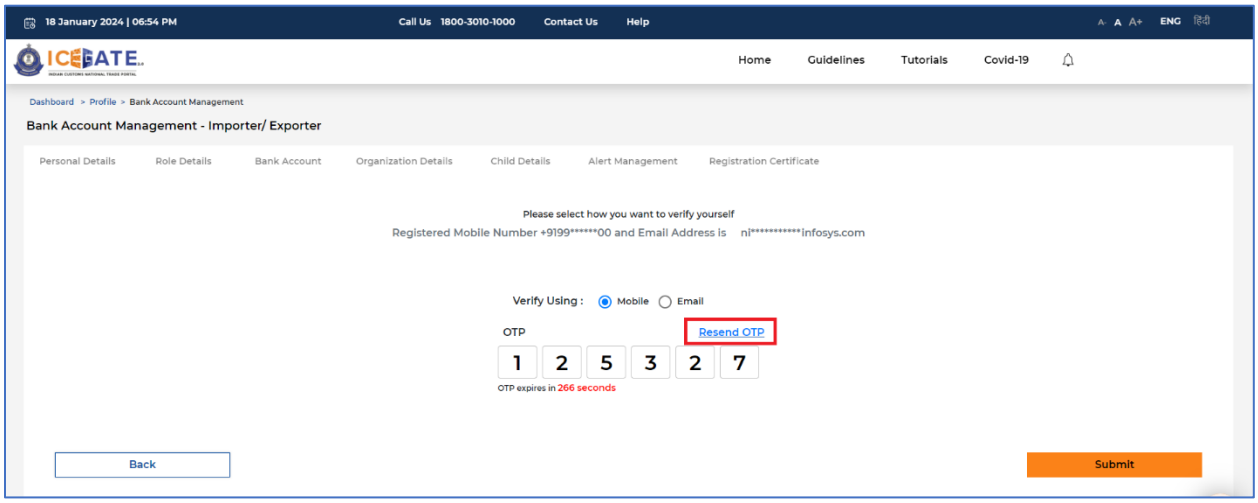
Step-7: The user has to verify his/her details by selecting the option Mobile/Email.



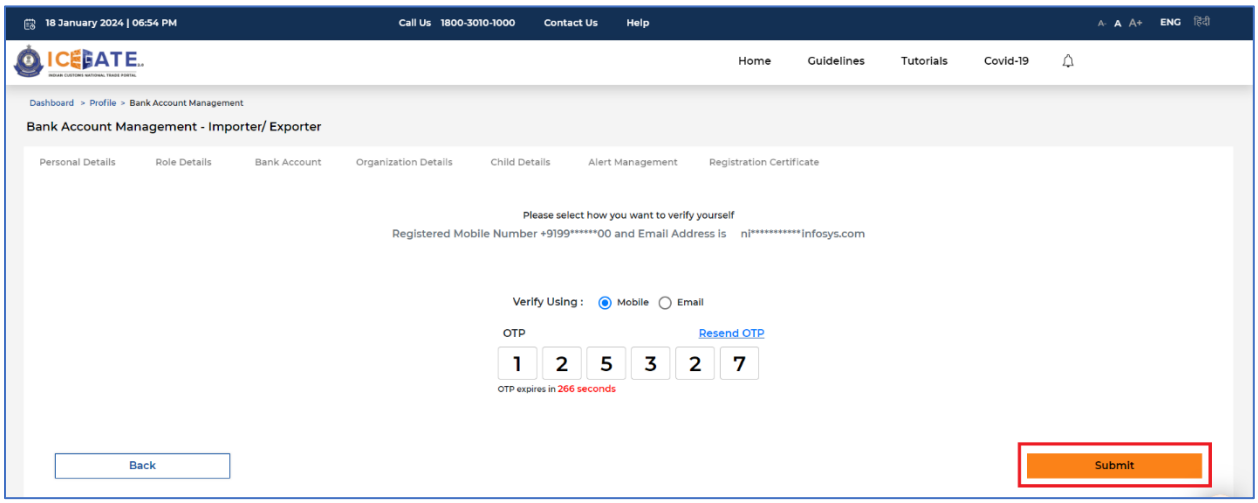
Step-8: On selecting the option, the system will send an OTP to the registered Mobile or Email Address. The OTP must be entered by the user within the stipulated time.



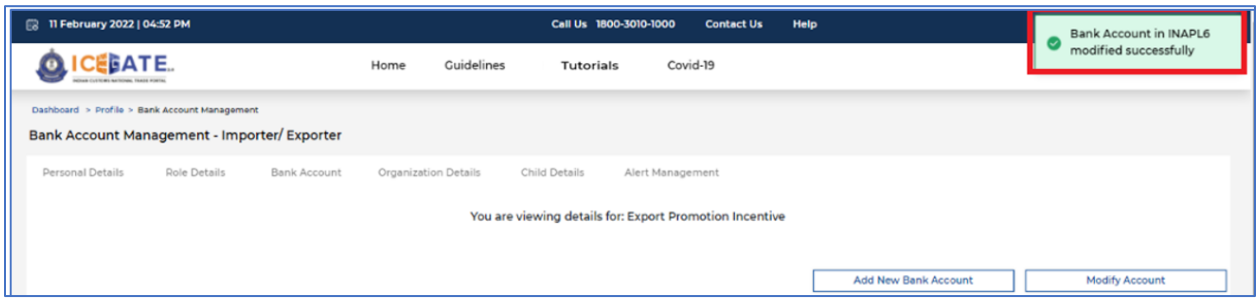
Step-9: In case the user has not received OTP then click on ***Resend OTP*** link.



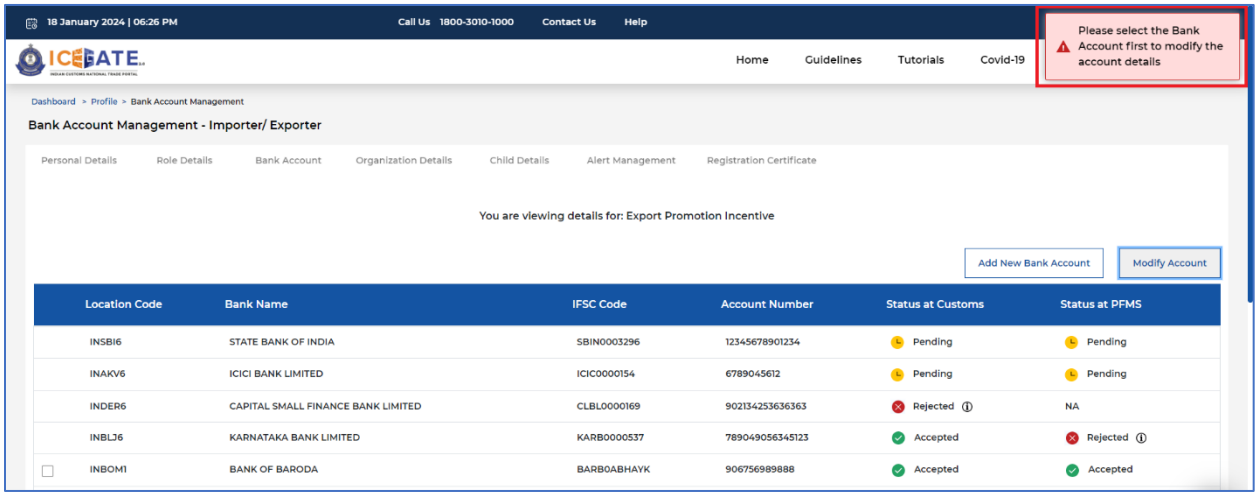
Step-10: Click on <**Submit**> button.



Step-11: System will display the message captioned as '**Bank Account modified successfully'**.



Note: If the user does not wish to select an account before clicking on the <**Modify Account**> button. In this case, the system will display an error message.



2 Upload Document Requirements

Kindly refer **Circular number 25/2023** and the documents that need to be uploaded for purpose of approval to Add/Modify Bank account are as follows-

A. Bank Authorization Letter incorporating the following details-
   I. Name of the exporter and exporter address
   II. IEC No. issued by DGFT to the said exporter.
   III. PAN associated with IEC No.
   IV. Bank account number associated with said IEC No.
   V. Name of the of said Bank account No.
   VI. Confirmation by the Bank, that PAN linked with the said Bank account is same as the PAN linked with said IEC No.
   VII. Bank AD Code/ IFSC Code, as the case may be.
   VIII. Name, address, contact details and official email-ID of the Bank branch where the said Bank account No. is held.

B. Copy of cancelled cheque related to said Bank account No. (or latest bank statement of said Bank account endorsed by the Bank).