

Bank Account Management – User Manual

USER MANUAL

Bank Account Management on ICEGATE 2.0

Bank Account Management – User Manual

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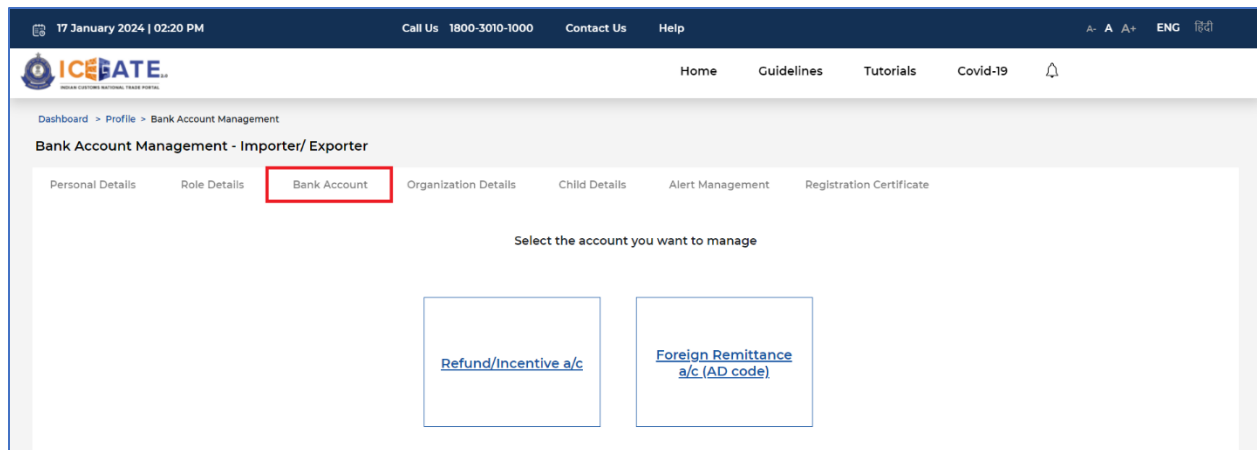
Bank Account Management – User Manual

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)

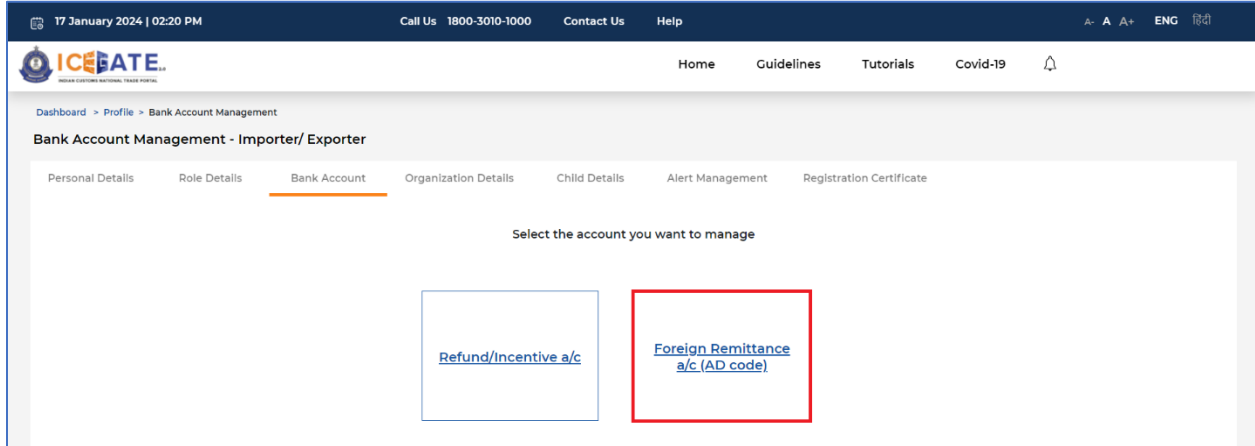


Bank Account Management – User Manual

1.1 Foreign Remittance Account (AD Code)

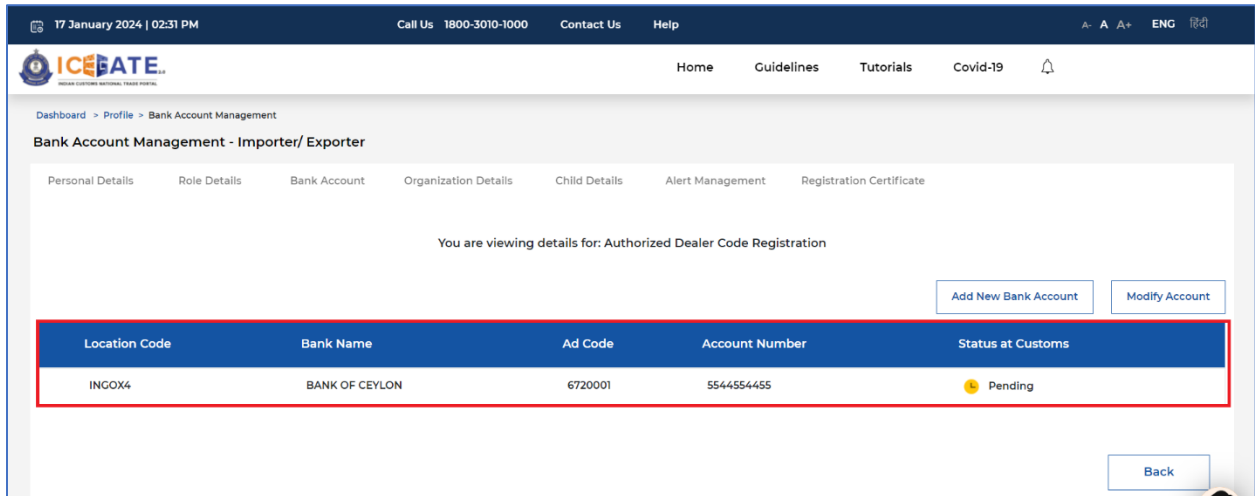
The foreign remittances account will show the declaration of banks used for making foreign remittances.

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



The screenshot shows the ICEGATE portal with the user logged in as an Importer/Exporter. The 'Bank Account' tab is selected. Two options are presented: 'Refund/Incentive a/c' and 'Foreign Remittance a/c (AD code)'. The latter is highlighted with a red box.

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



The screenshot shows the details for the selected 'Foreign Remittance a/c (AD code)'. The interface displays a table with the following information:

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
INGOX4	BANK OF CEYLON	6720001	5544554455	● Pending

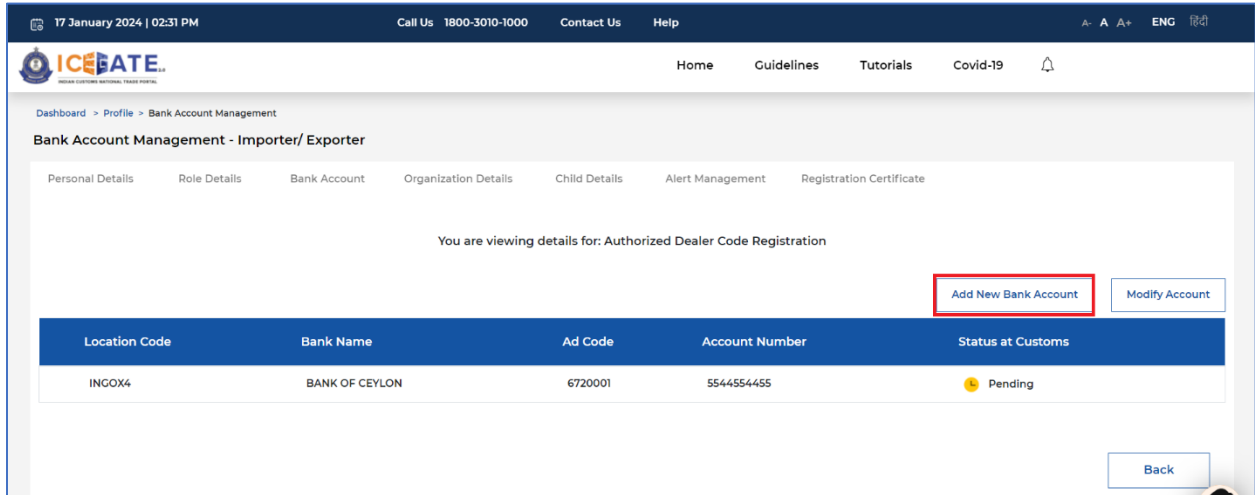
Buttons for 'Add New Bank Account' and 'Modify Account' are visible above the table. A 'Back' button is at the bottom right.

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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.

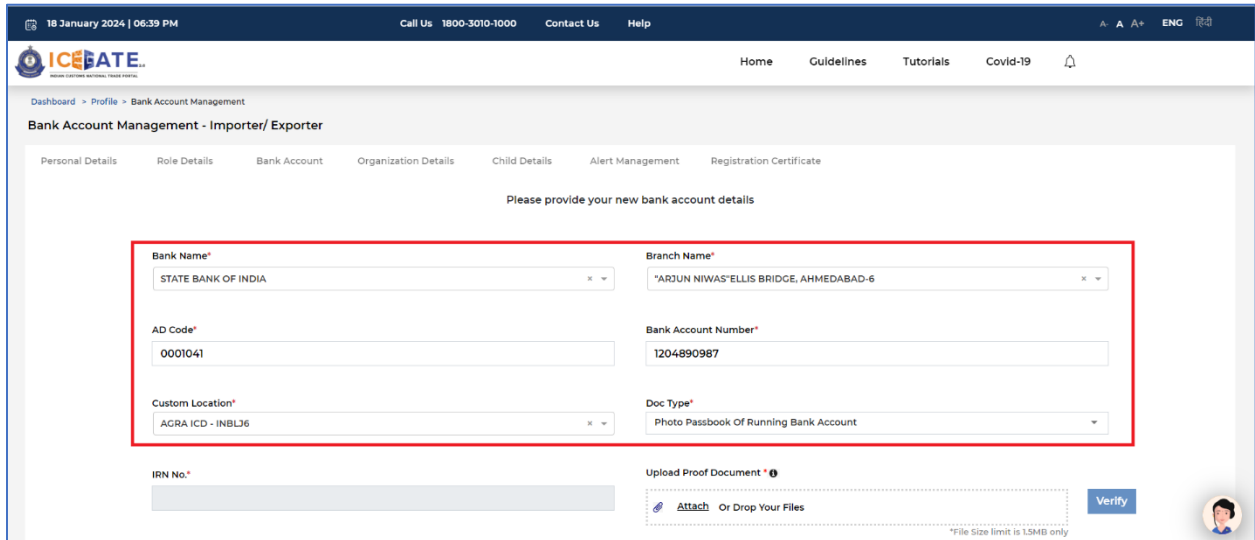


The screenshot shows the ICEGATE portal interface. The top navigation bar includes the ICEGATE logo, date and time (17 January 2024 | 02:31 PM), contact information (Call Us 1800-3010-1000), and links for Contact Us and Help. The main header contains links for Home, Guidelines, Tutorials, and Covid-19. The breadcrumb trail is Dashboard > Profile > Bank Account Management. The page title is Bank Account Management - Importer/ Exporter. Below the title, there are tabs for Personal Details, Role Details, Bank Account, Organization Details, Child Details, Alert Management, and Registration Certificate. The Bank Account tab is selected. The page content shows a message: "You are viewing details for: Authorized Dealer Code Registration". Below this message, there is a table with the following data:

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
INGOX4	BANK OF CEYLON	6720001	5544554455	Pending

At the bottom right of the table, there is a "Back" button. Above the table, there are two buttons: "Add New Bank Account" (highlighted with a red box) and "Modify Account".

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



The screenshot shows the ICEGATE portal interface. The top navigation bar includes the ICEGATE logo, date and time (18 January 2024 | 06:39 PM), contact information (Call Us 1800-3010-1000), and links for Contact Us and Help. The main header contains links for Home, Guidelines, Tutorials, and Covid-19. The breadcrumb trail is Dashboard > Profile > Bank Account Management. The page title is Bank Account Management - Importer/ Exporter. Below the title, there are tabs for Personal Details, Role Details, Bank Account, Organization Details, Child Details, Alert Management, and Registration Certificate. The Bank Account tab is selected. The page content shows a message: "Please provide your new bank account details". Below this message, there is a form with the following fields:

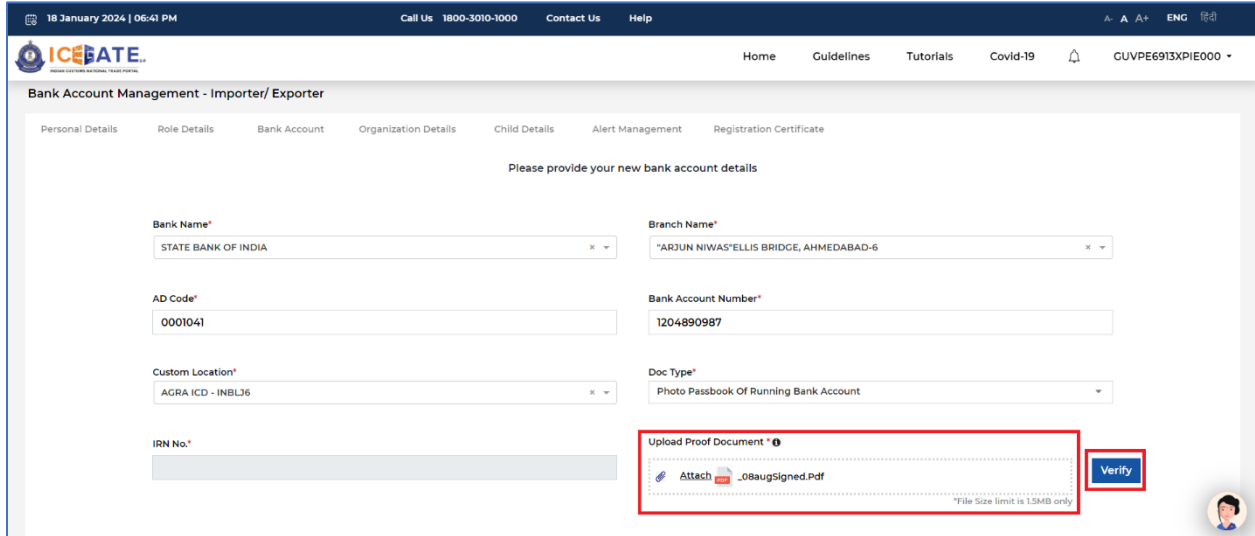
- Bank Name* (Dropdown menu): STATE BANK OF INDIA
- Branch Name* (Dropdown menu): ARJUN NIWAS ELLIS BRIDGE, AHMEDABAD-6
- AD Code* (Text field): 0001041
- Bank Account Number* (Text field): 1204890987
- Custom Location* (Dropdown menu): AGRA ICD - INBL36
- Doc Type* (Dropdown menu): Photo Passbook Of Running Bank Account
- IRN No.* (Text field): [Empty]
- Upload Proof Document* (File upload area): Attach Or Drop Your Files

At the bottom right of the form, there is a "Verify" button. A note at the bottom right states: "File Size limit is 1.5MB only".

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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.



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Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details

Bank Name* STATE BANK OF INDIA

Branch Name* ARJUN NIWAS ELLIS BRIDGE, AHMEDABAD-6

AD Code* 0001041

Bank Account Number* 1204890987

Custom Location* AGRA ICD - INBL36

Doc Type* Photo Passbook Of Running Bank Account

IRN No.*

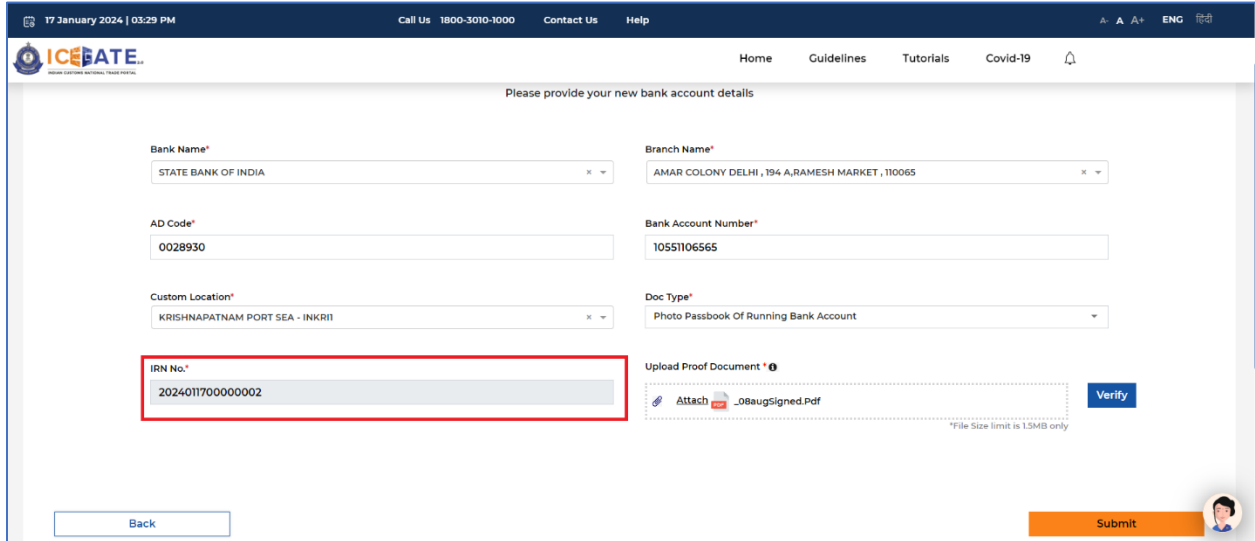
Upload Proof Document * 0

Attach _08augSigned.Pdf

*File Size limit is 1.5MB only

Verify

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



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Please provide your new bank account details

Bank Name* STATE BANK OF INDIA

Branch Name* AMAR COLONY DELHI , 194 A,RAMESH MARKET , 110065

AD Code* 0028930

Bank Account Number* 10551106565

Custom Location* KRISHNAPATNAM PORT SEA - INKR11

Doc Type* Photo Passbook Of Running Bank Account

IRN No.* 2024011700000002

Upload Proof Document * 0

Attach _08augSigned.Pdf

*File Size limit is 1.5MB only

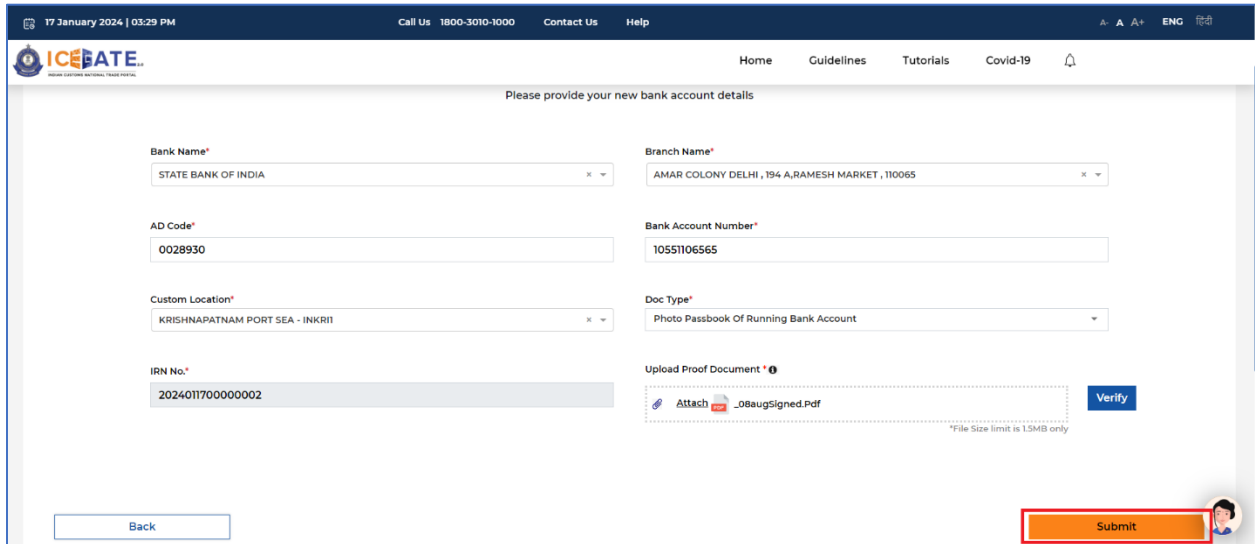
Verify

Back

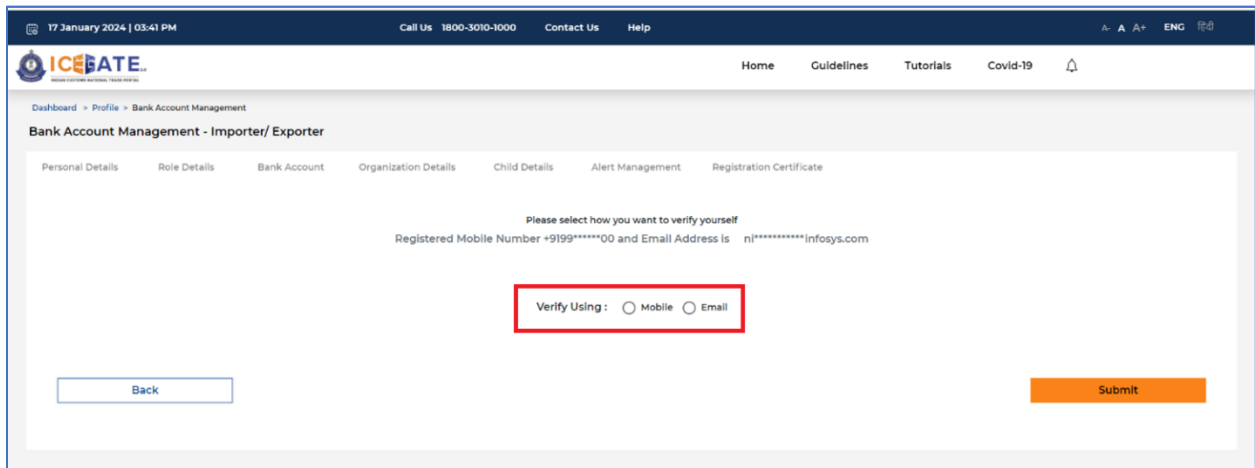
Submit

Bank Account Management – User Manual

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.

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ICEGATE

Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

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

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

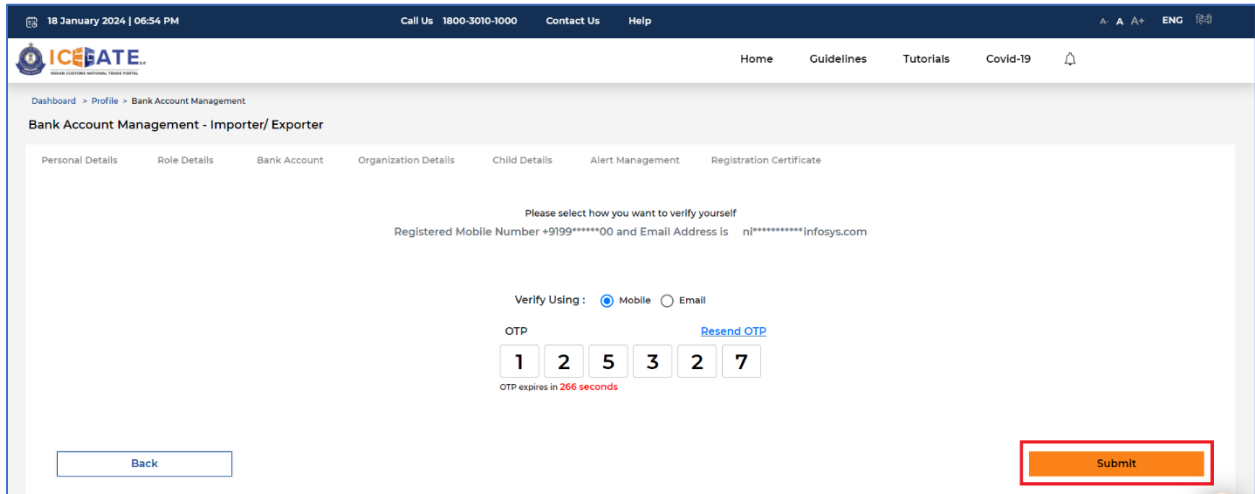
1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

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Step-9: Click on <Submit> button.



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

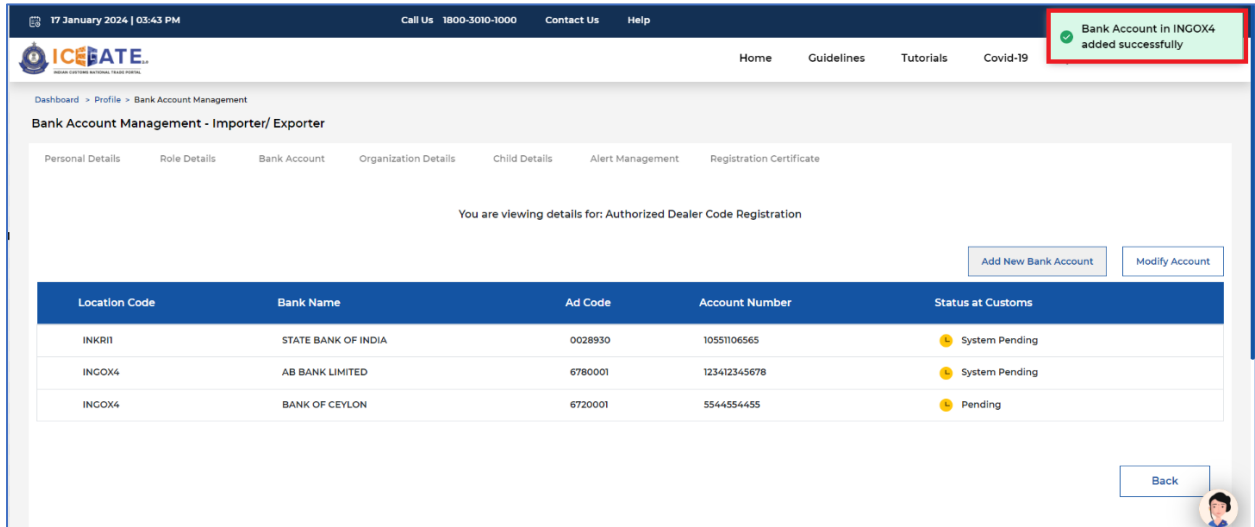
Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP
1 2 5 3 2 7
Resend OTP
OTP expires in 266 seconds

Back Submit

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



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Bank Account In INGOX4 added successfully

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Authorized Dealer Code Registration

Add New Bank Account Modify Account

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
INKRI1	STATE BANK OF INDIA	0028930	10551106565	System Pending
INGOX4	AB BANK LIMITED	6780001	123412345678	System Pending
INGOX4	BANK OF CEYLON	6720001	5544554455	Pending

Back

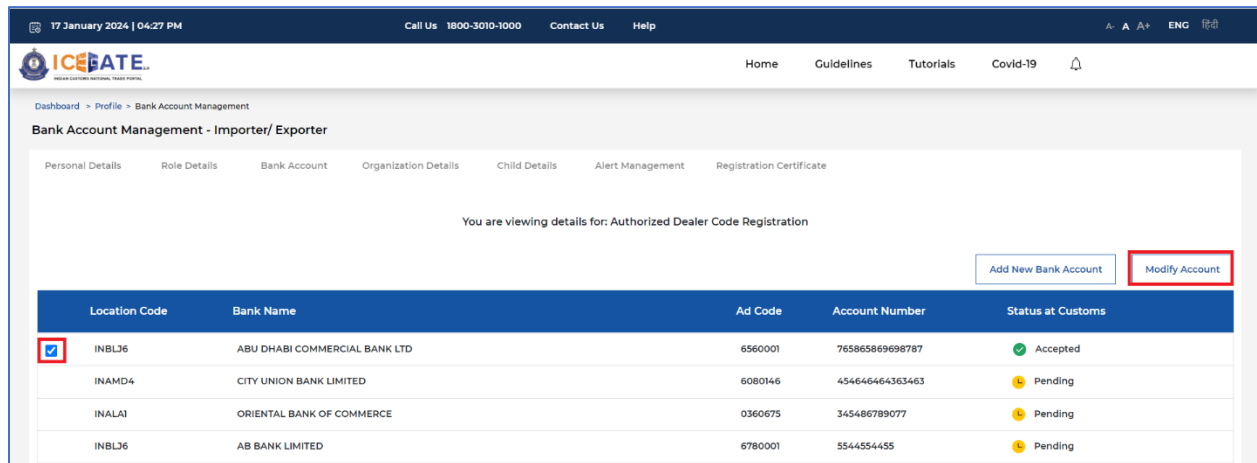
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1.1.2 Modify Account

The user can modify only those bank accounts whose status at Customs 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.



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

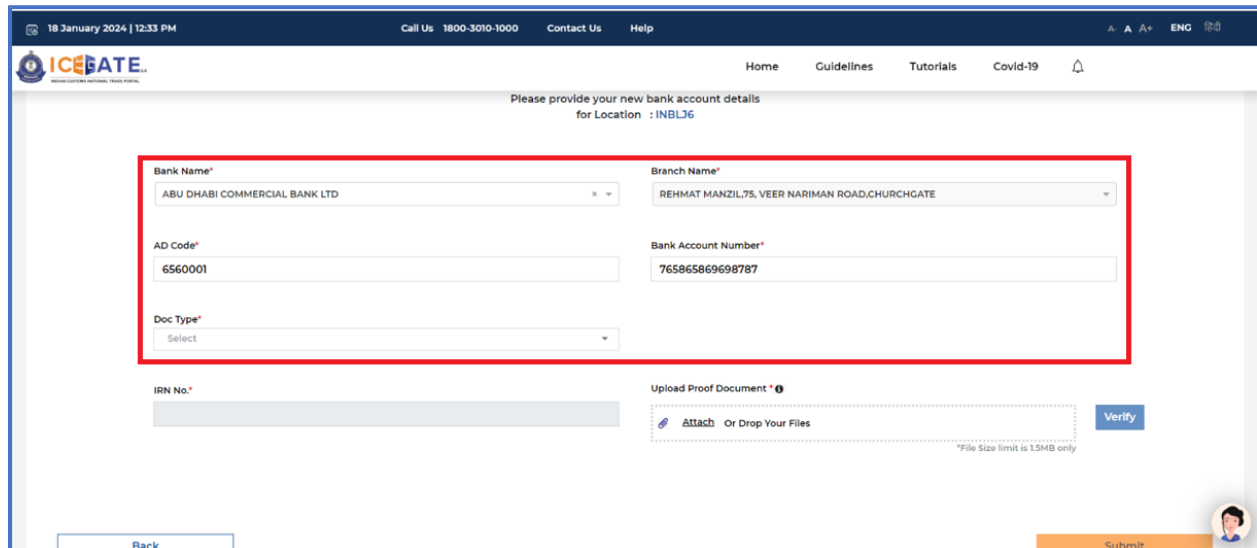
Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Authorized Dealer Code Registration

Add New Bank Account **Modify Account**

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
<input checked="" type="checkbox"/>	INBLJ6 ABU DHABI COMMERCIAL BANK LTD	6560001	765865869698787	Accepted
<input type="checkbox"/>	INAMD4 CITY UNION BANK LIMITED	6080146	454646464363463	Pending
<input type="checkbox"/>	INALAI ORIENTAL BANK OF COMMERCE	0360675	345486789077	Pending
<input type="checkbox"/>	INBLJ6 AB BANK LIMITED	6780001	5544554455	Pending

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



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Please provide your new bank account details for Location : INBLJ6

Bank Name* ABU DHABI COMMERCIAL BANK LTD


Branch Name* REHMAT MANZIL, 75, VEER NARIMAN ROAD, CHURCHGATE

AD Code* 6560001

Bank Account Number* 765865869698787

Doc Type* Select

IRN No.*

Upload Proof Document * 

Attach Or Drop Your Files

Verify

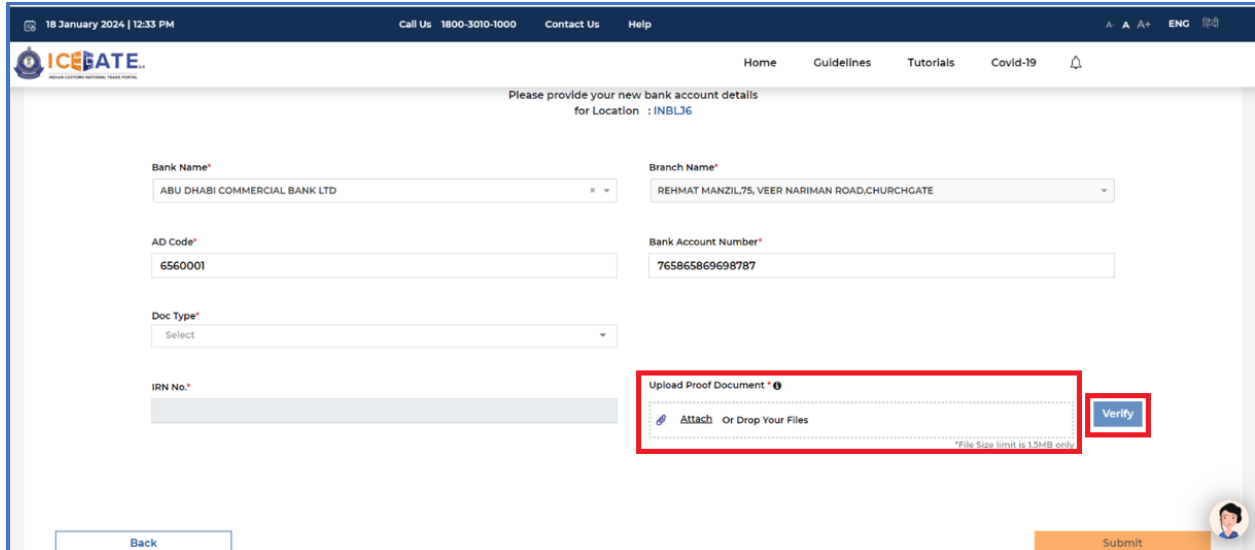
*File Size limit is 1.5MB only

Back Submit

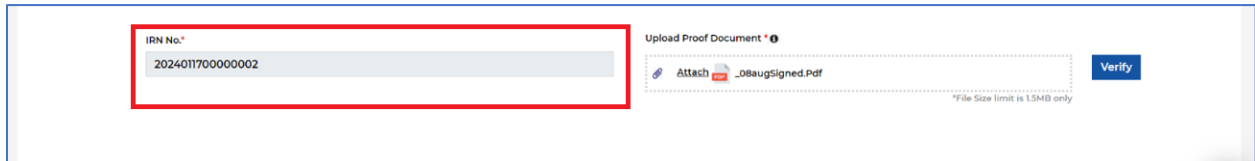
Step-3: Upload proof document for Identify verification and click on **<Verify>** button.

Please refer to [section 2](#) for the list of supporting documents that need to be uploaded.

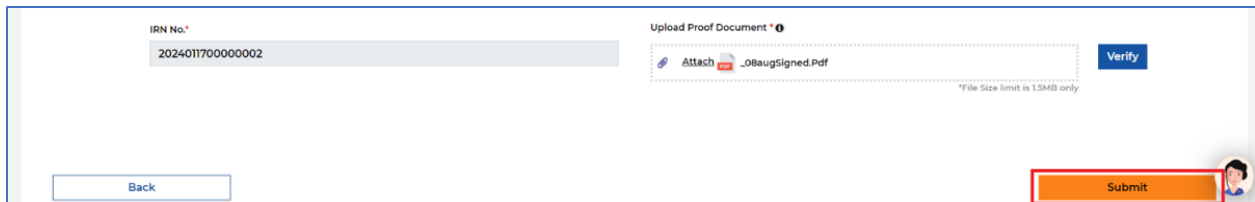
Bank Account Management – User Manual



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

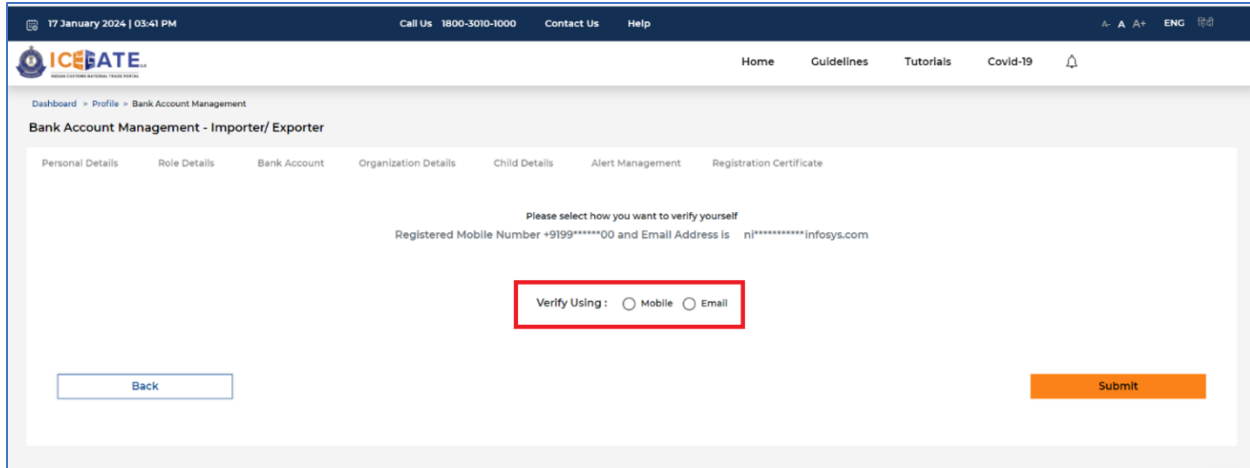


Step-5: Click on <Submit> button.



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

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

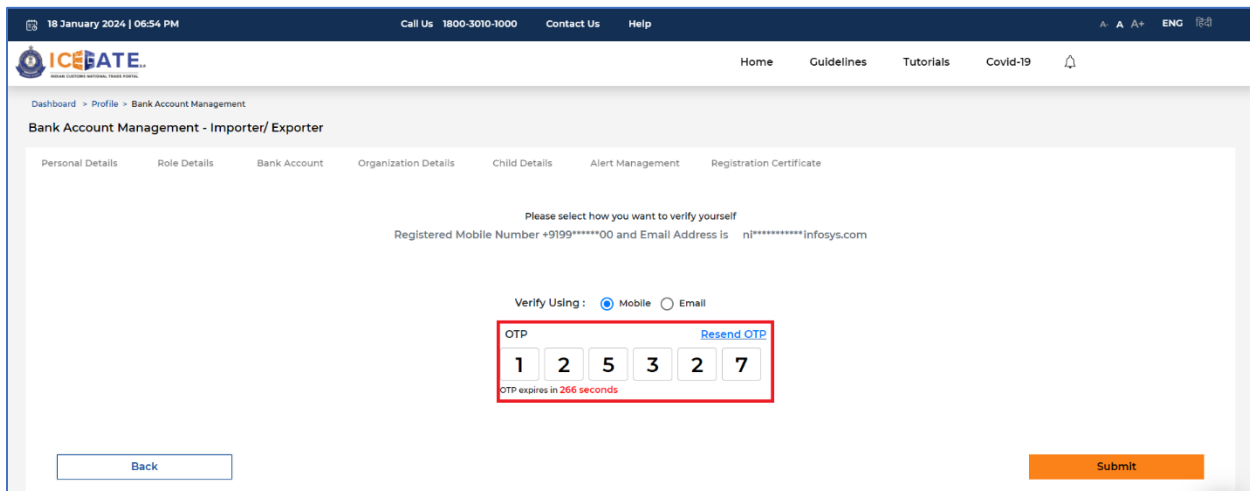
Please select how you want to verify yourself

Registered Mobile Number +9199*****00 and Email Address is ni*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

Back Submit

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.



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself

Registered Mobile Number +9199*****00 and Email Address is ni*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

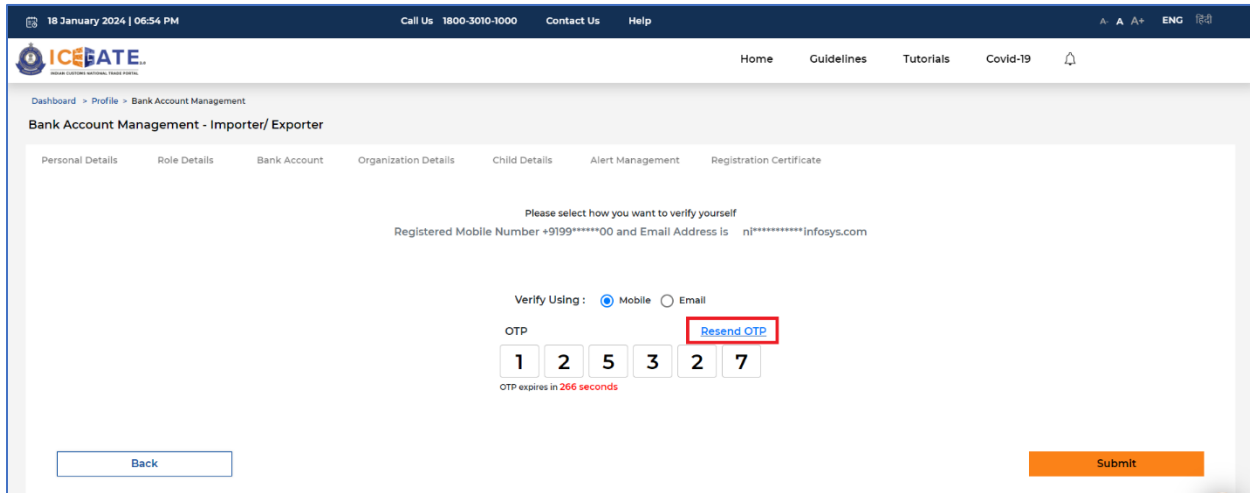
OTP 1 2 5 3 2 7 Resend OTP

OTP expires in 266 seconds

Back Submit

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

Bank Account Management – User Manual



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using: ☒ Mobile ☐ Email

OTP

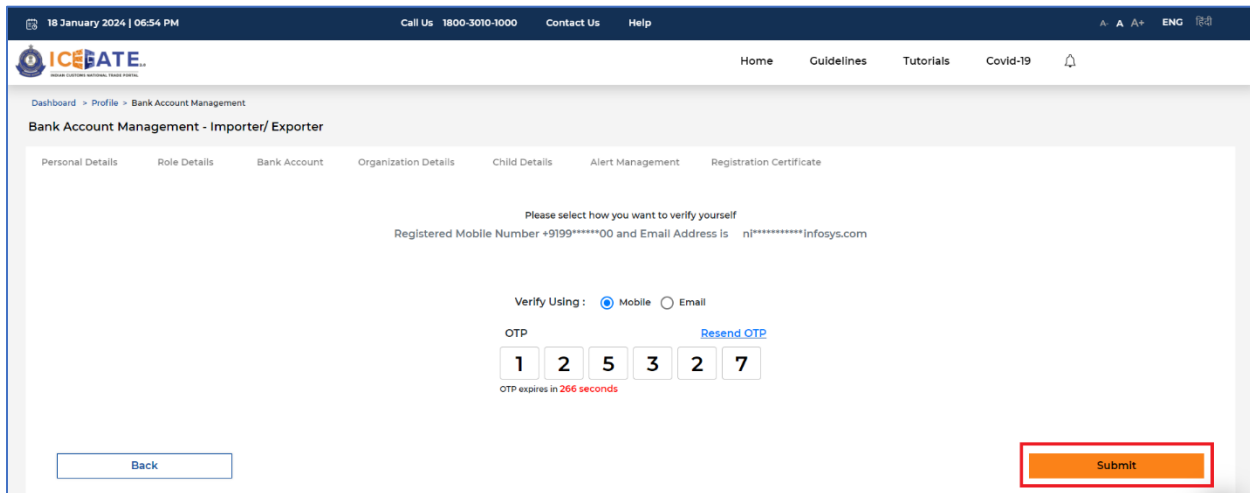
1 2 5 3 2 7

Resend OTP

OTP expires in 266 seconds

Back Submit

Step-9: Click on <Submit> button.



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Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using: ☒ Mobile ☐ Email

OTP

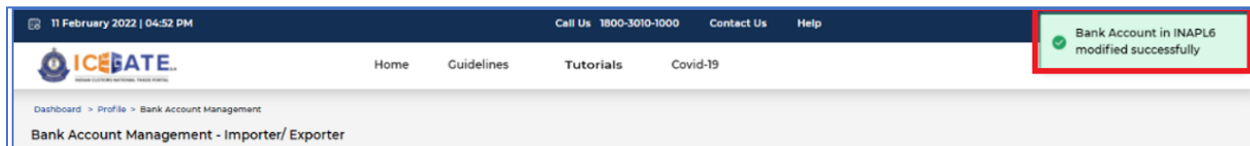
1 2 5 3 2 7

Resend OTP

OTP expires in 266 seconds

Back Submit

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



11 February 2022 | 04:52 PM

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Bank Account in INAPL6 modified successfully

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

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.

Bank Account Management – User Manual

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Please select the Bank Account first to modify the account details

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Authorized Dealer Code Registration

Add New Bank Account Modify Account

Location Code	Bank Name	Ad Code	Account Number	Status at Customs
<input type="checkbox"/> INBLJ6	ABU DHABI COMMERCIAL BANK LTD	6560001	765865869698787	Accepted
INAMD4	CITY UNION BANK LIMITED	6080146	454646464363463	Pending
INALA1	ORIENTAL BANK OF COMMERCE	0360675	345486789077	Pending
INBLJ6	AB BANK LIMITED	6780001	5544554455	Pending
INAMD4	CREDIT SUISSE AG	5040001	439858273869457	System Rejected ⓘ

1.2 Refund/Incentive Account

The user will select Refund/Incentive account.

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Select the account you want to manage

Refund/Incentive a/c Foreign Remittance a/c (AD code)

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.

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

You are viewing details for: Export Promotion Incentive

[Add New Bank Account](#) [Modify Account](#)

Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	9021342536363	Rejected ①	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected ①
<input type="checkbox"/> INBOM1	BANK OF BARODA	BARBOABHAYK	906756989888	Accepted	Accepted
INAMD4	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INALA1	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending

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.

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Home Guidelines Tutorials Covid-19

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

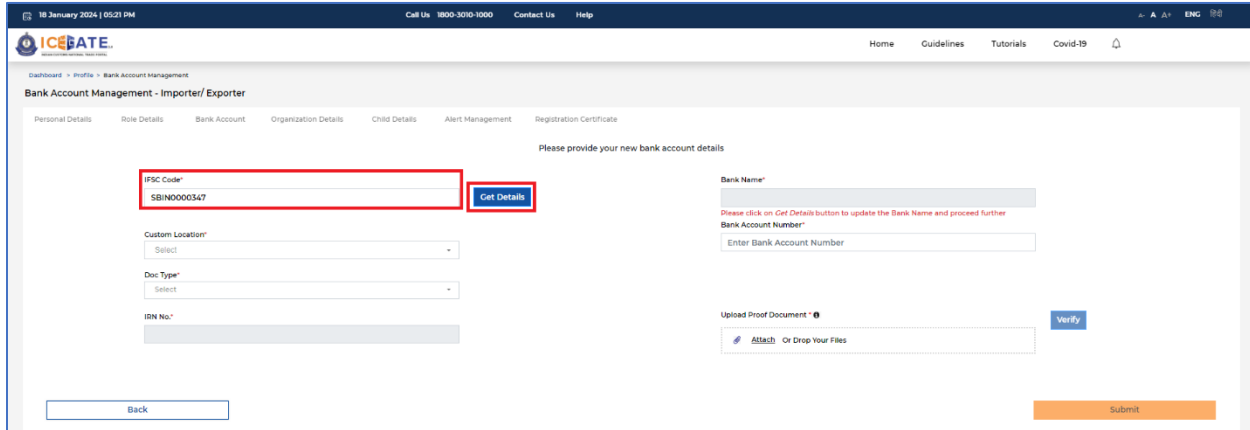
You are viewing details for: Export Promotion Incentive

[Add New Bank Account](#) [Modify Account](#)

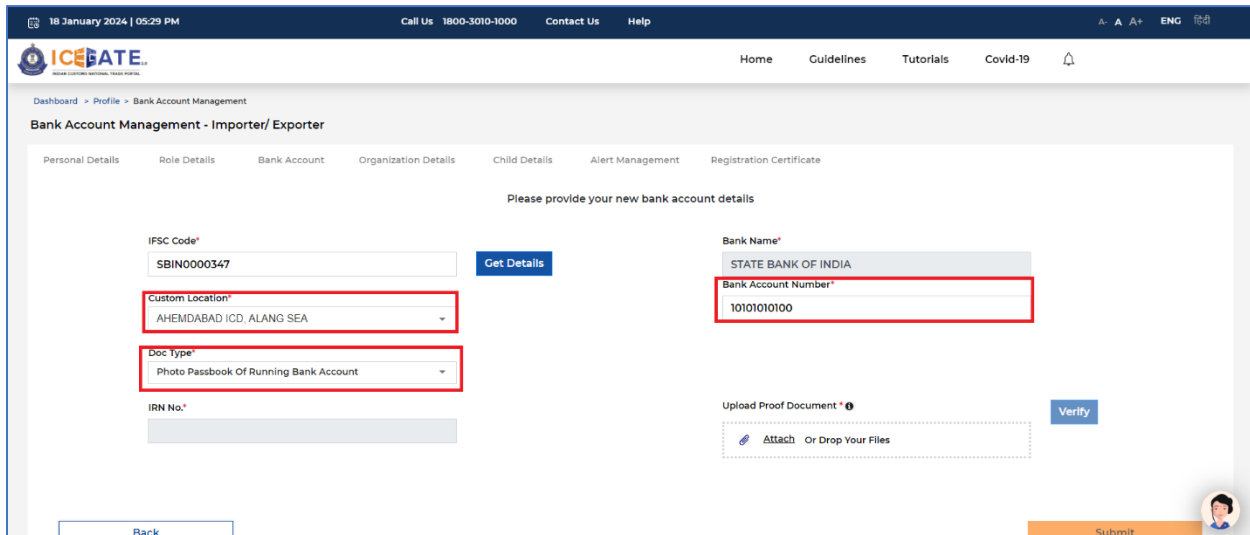
Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	9021342536363	Rejected ①	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected ①
<input type="checkbox"/> INBOM1	BANK OF BARODA	BARBOABHAYK	906756989888	Accepted	Accepted
INAMD4	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INALA1	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending

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

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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.

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details

IFSC Code*
SBIN0000347 [Get Details](#)

Bank Name*
STATE BANK OF INDIA

Custom Location*
AHMEDABAD ICD, ALANG SEA

Bank Account Number*
10101010100

Doc Type*
Photo Passbook Of Running Bank Account

IRN No.*

Upload Proof Document * [Attach](#) _08augSigned.Pdf [Verify](#)

[Back](#) [Submit](#)

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

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Home Guidelines Tutorials Covid-19 MGYPK0463PPIE000

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details

IFSC Code*
SBIN0000347 [Get Details](#)

Bank Name*
STATE BANK OF INDIA

Custom Location*
ACC KANNUR, ACC MOFA

Bank Account Number*
10101010100

Doc Type*
Photo Passbook Of Running Bank Account

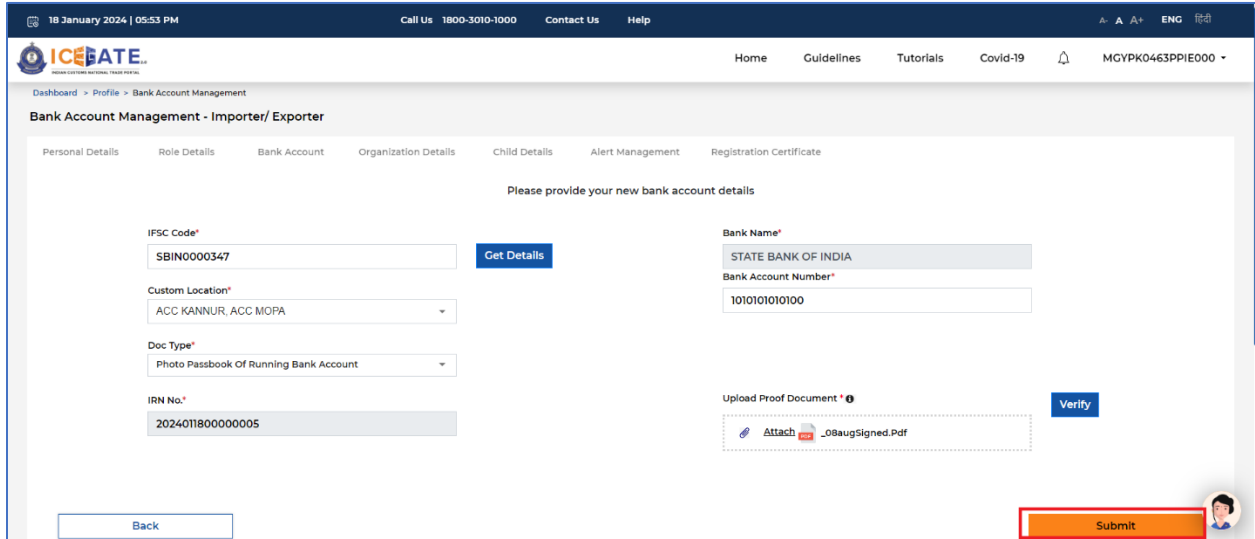
IRN No.*
2024011800000005

Upload Proof Document * [Attach](#) _08augSigned.Pdf [Verify](#)

[Back](#) [Submit](#)

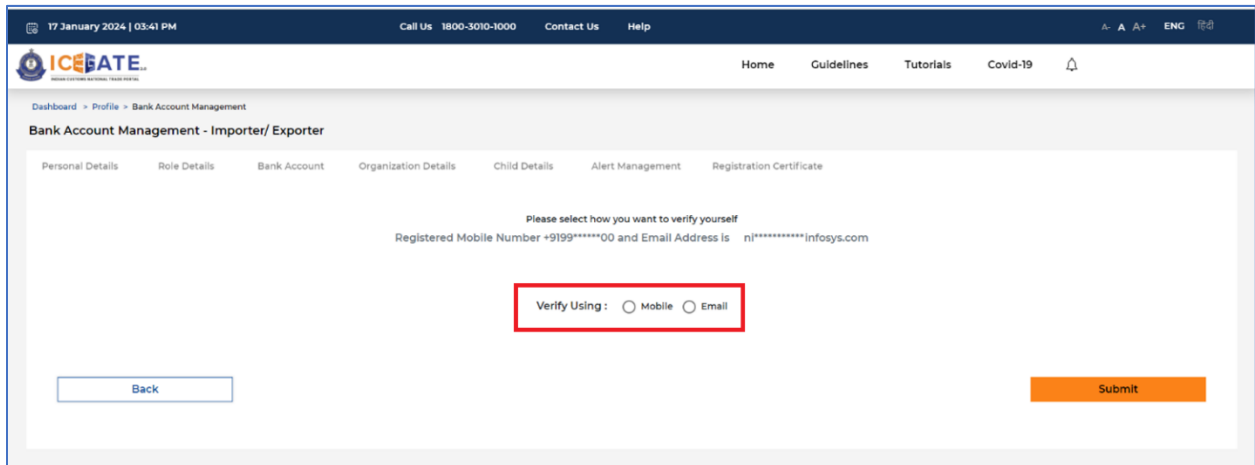
Step-6: Click on <Submit> button.

Bank Account Management – User Manual



The screenshot shows the 'Bank Account Management - Importer/Exporter' page. The user is prompted to 'Please provide your new bank account details'. The form includes fields for IFSC Code (SBIN000347), Custom Location (ACC KANNUR, ACC MOPA), Doc Type (Photo Passbook Of Running Bank Account), IRN No. (2024011800000005), Bank Name (STATE BANK OF INDIA), and Bank Account Number (10101010100). There is an 'Upload Proof Document' section with an 'Attach' button and a file named '_08augSigned.Pdf'. A 'Verify' button is next to the upload section. A 'Back' button is at the bottom left, and a 'Submit' button is at the bottom right.

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



The screenshot shows the verification step. The user is prompted to 'Please select how you want to verify yourself'. The registered mobile number is +9199*****00 and the email address is n*****@infosys.com. There are two radio buttons: 'Mobile' and 'Email'. The 'Verify Using' section is highlighted with a red box. A 'Back' button is at the bottom left, and a 'Submit' button is at the bottom right.

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.

Bank Account Management – User Manual

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

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

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Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Step-10: Click on <Submit> button.

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Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP
1 2 5 3 2 7
Resend OTP

OTP expires in 266 seconds

Back Submit

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

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management

You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

	Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
<input type="checkbox"/>	INAPL6	PUNJAB NATIONAL BANK	PUNB0112000	88790985645	System Pending	Pending

Back

Bank Account in INAPL6 added successfully

Bank Account Management – User Manual

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

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Home Guidelines Tutorials Covid-19

You are viewing details for: Export Promotion Incentive

Add New Bank Account **Modify Account**

Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSBI6	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	9021342536363	Rejected ①	NA
INBLJ6	KARNATAKA BANK LIMITED	KARBO000537	789049056345123	Accepted	Rejected ①
<input checked="" type="checkbox"/> INBOM1	BANK OF BARODA	BARBOABHAYK	906756989888	Accepted	Accepted
INAMD4	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INALA1	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INNSA1	CANARA BANK	CNRB0005999	65322456665000	Pending	Pending

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

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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details for Location : INBOM1

IFSC Code*
BARBOABHAYK **Get Details**

Bank Name*
BANK OF BARODA

Bank Account Number*
906756989888

Doc Type*
Select

IRN No.*

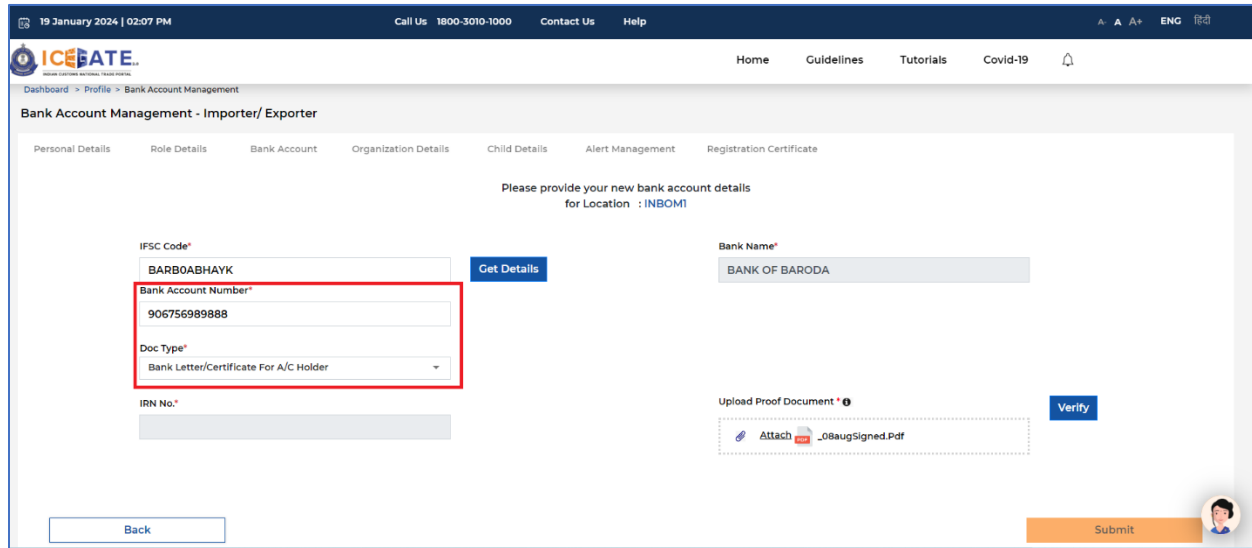
Upload Proof Document * ① **Verify**

Attach Or Drop Your Files

Back Submit

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

Bank Account Management – User Manual



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details for Location : INBOMI

IFSC Code*
BARB0ABHAYK

Bank Account Number*
906756989888

Doc Type*
Bank Letter/Certificate For A/C Holder

Bank Name*
BANK OF BARODA

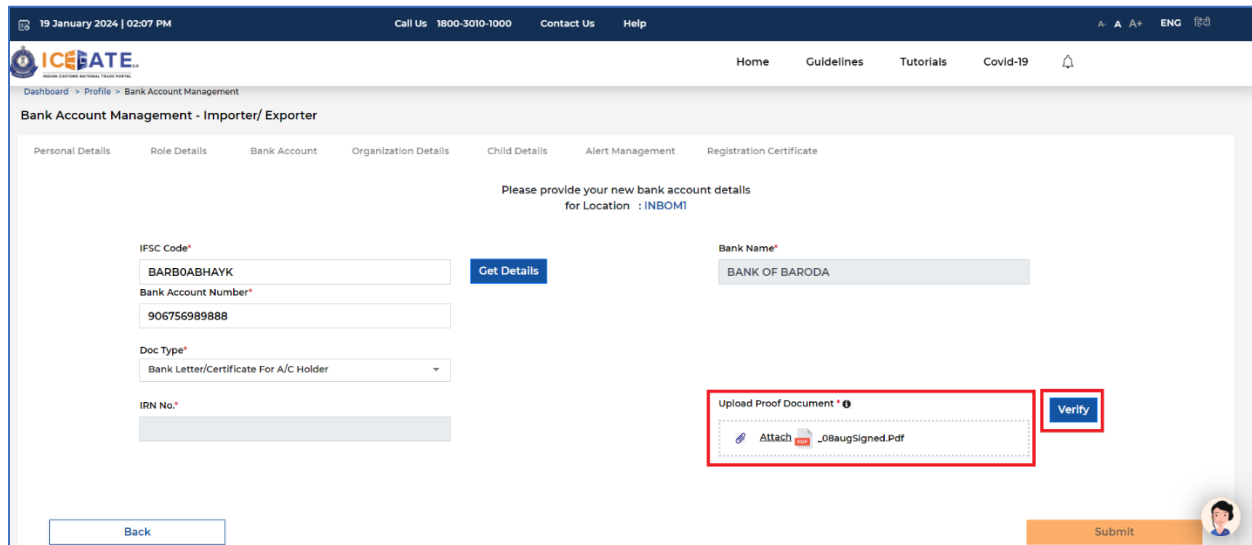
Get Details

Upload Proof Document *
Attach .08augSigned.Pdf

Verify

Back Submit

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



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please provide your new bank account details for Location : INBOMI

IFSC Code*
BARB0ABHAYK

Bank Account Number*
906756989888

Doc Type*
Bank Letter/Certificate For A/C Holder

Bank Name*
BANK OF BARODA

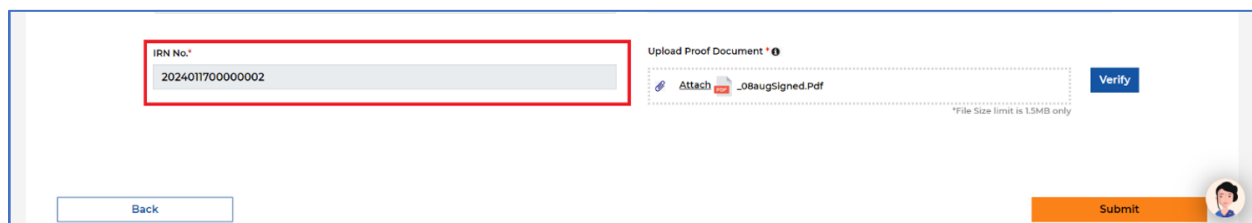
Get Details

Upload Proof Document *
Attach .08augSigned.Pdf

Verify

Back Submit

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



IRN No.*
2024011700000002

Upload Proof Document *
Attach .08augSigned.Pdf

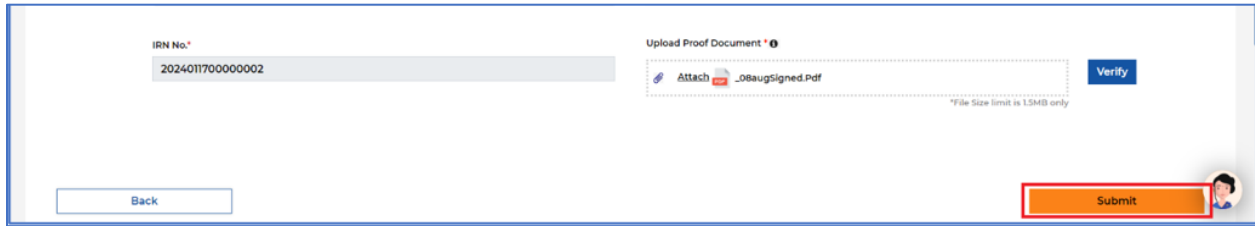
Verify

Back Submit

*File Size limit is 1.5MB only

Bank Account Management – User Manual

Step-6: Click on <Submit> button.



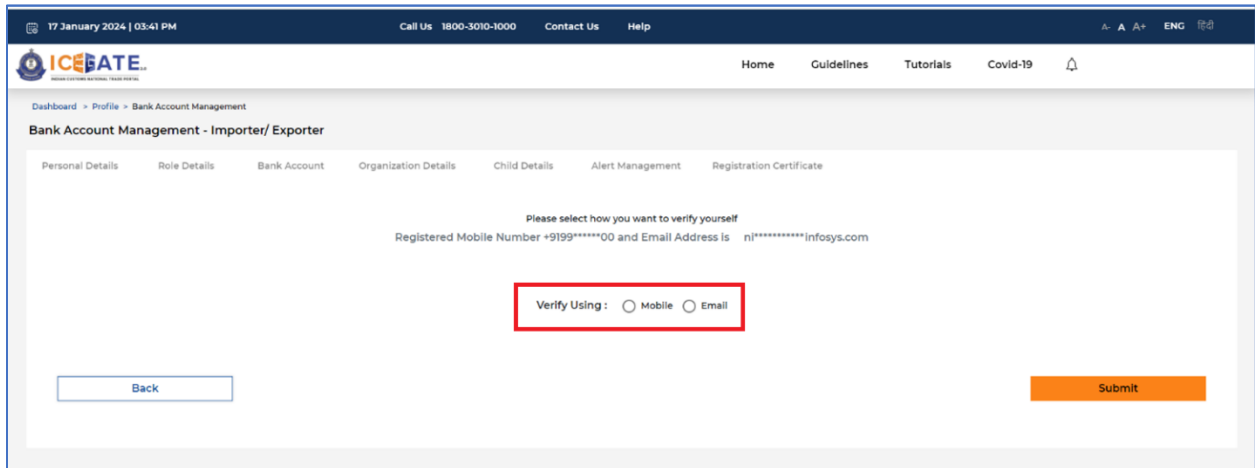
IRN No.*
2024011700000002

Upload Proof Document *
Attach [_08augSigned.pdf](#) Verify

*File Size limit is 1.5MB only

Back Submit

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



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

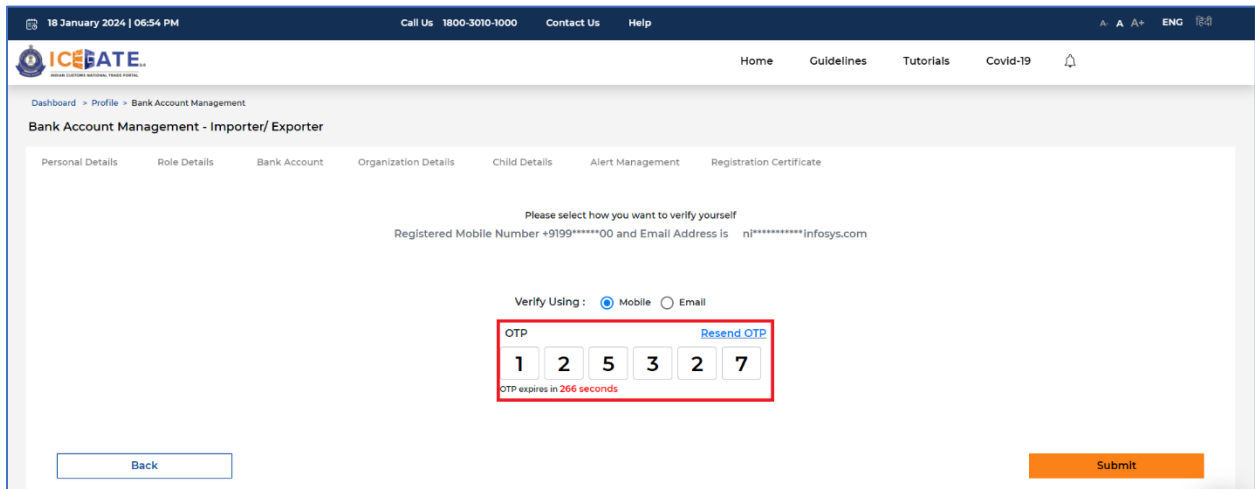
Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

Back Submit

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.



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Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP Resend OTP

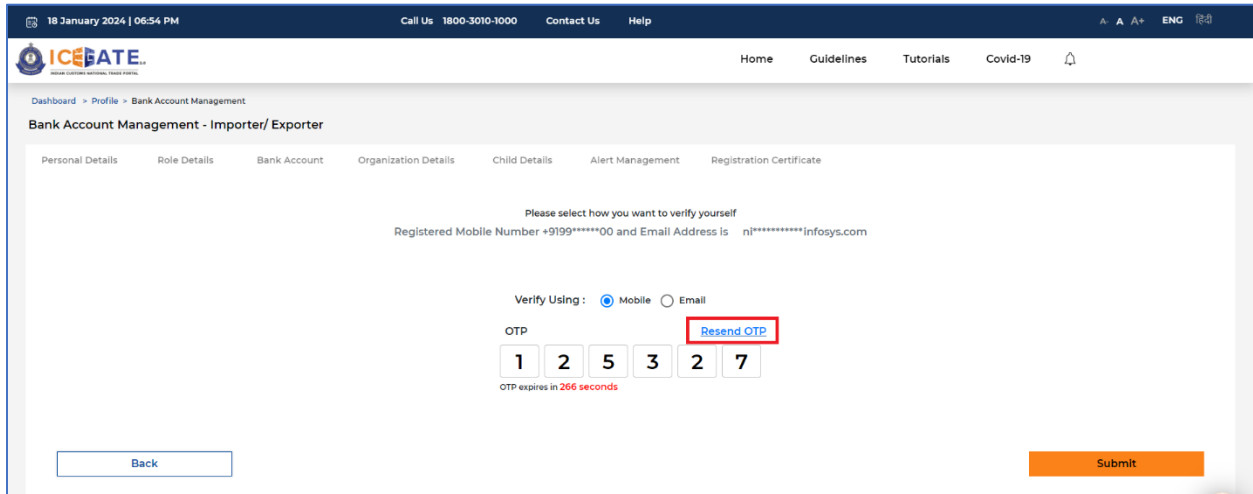
1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Bank Account Management – User Manual

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



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP

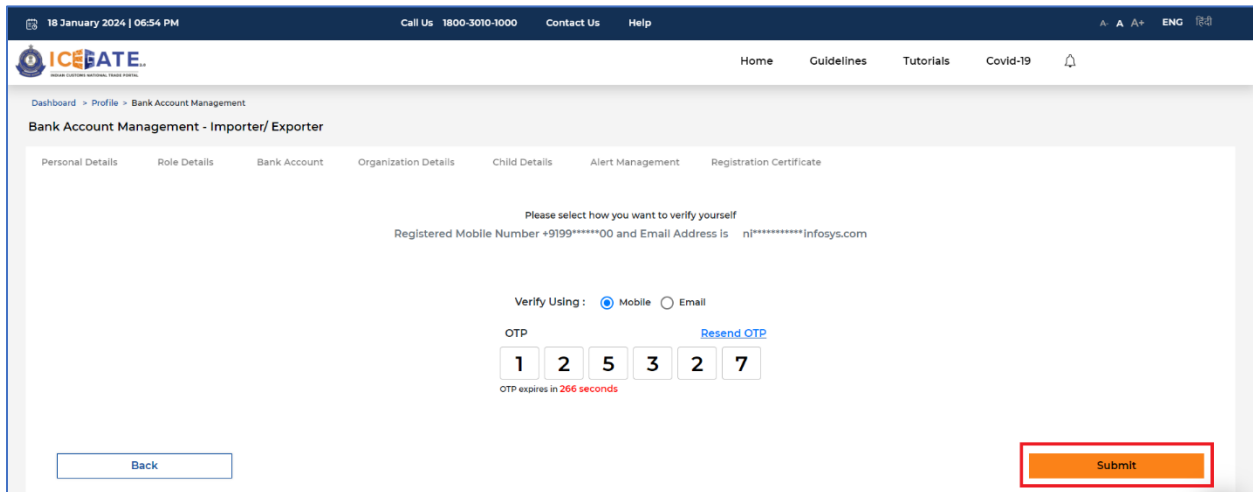
1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Resend OTP

Step-10: Click on <Submit> button.



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management Registration Certificate

Please select how you want to verify yourself
Registered Mobile Number +9199*****00 and Email Address is n*****@infosys.com

Verify Using : ☒ Mobile ☐ Email

OTP

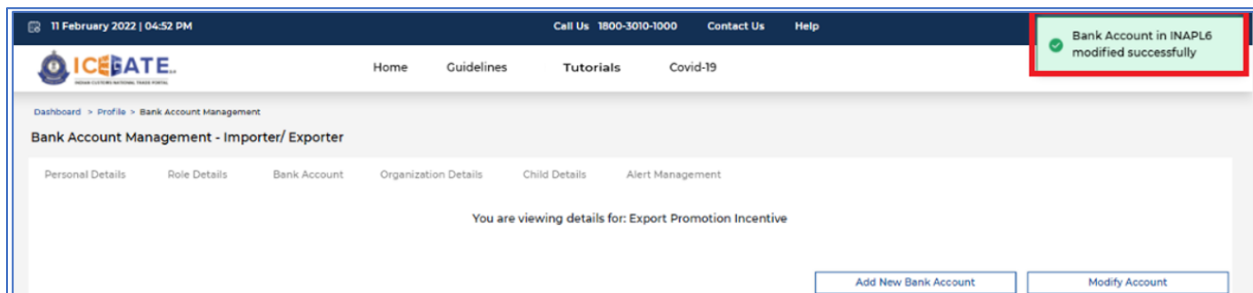
1 2 5 3 2 7

OTP expires in 266 seconds

Back Submit

Resend OTP

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



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Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details Role Details Bank Account Organization Details Child Details Alert Management

You are viewing details for: Export Promotion Incentive

Add New Bank Account Modify Account

Bank Account in INAPL6 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.

Bank Account Management – User Manual

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Please select the Bank Account first to modify the account details

Dashboard > Profile > Bank Account Management

Bank Account Management - Importer/ Exporter

Personal Details
Role Details
Bank Account
Organization Details
Child Details
Alert Management
Registration Certificate

You are viewing details for: Export Promotion Incentive

Add New Bank Account
Modify Account

Location Code	Bank Name	IFSC Code	Account Number	Status at Customs	Status at PFMS
INSB16	STATE BANK OF INDIA	SBIN0003296	12345678901234	Pending	Pending
INAKV6	ICICI BANK LIMITED	ICIC0000154	6789045612	Pending	Pending
INDER6	CAPITAL SMALL FINANCE BANK LIMITED	CLBL0000169	902134253636363	Rejected	NA
INBLJ6	KARNATAKA BANK LIMITED	KARB0000537	789049056345123	Accepted	Rejected
<input type="checkbox"/> INBOM1	BANK OF BARODA	BARBOABHAYK	906756989888	Accepted	Accepted

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).