

# **WAREHOUSE LICENSING ON ICEGATE 2.0**

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## **USER MANUAL**

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**Version 1.07**

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## 1. Getting Started

Welcome to the user manual of ICEGATE 2.0 '**Warehouse Licensing**' functionality. The manual offers a detailed account of all the features incorporated in the functionality and explains the steps involved in completing the Warehouse Licensing' process on ICEGATE 2.0.

## 2. Brief about User Manual

### (a) Purpose:

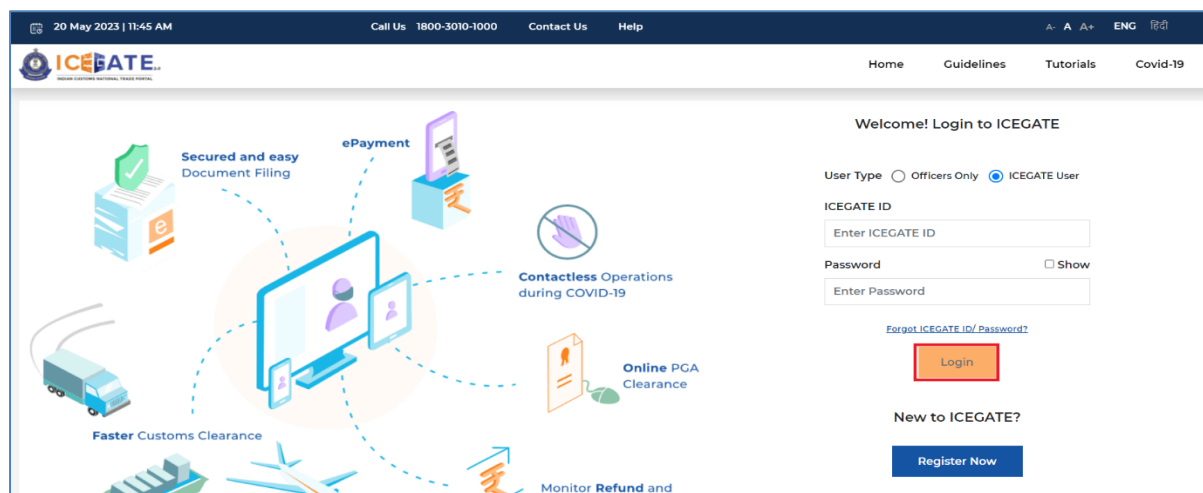
The user manual is designed to provide step by step illustration of all the steps that are involved in the Warehouse Licensing process.

### (b) Intended Audience:

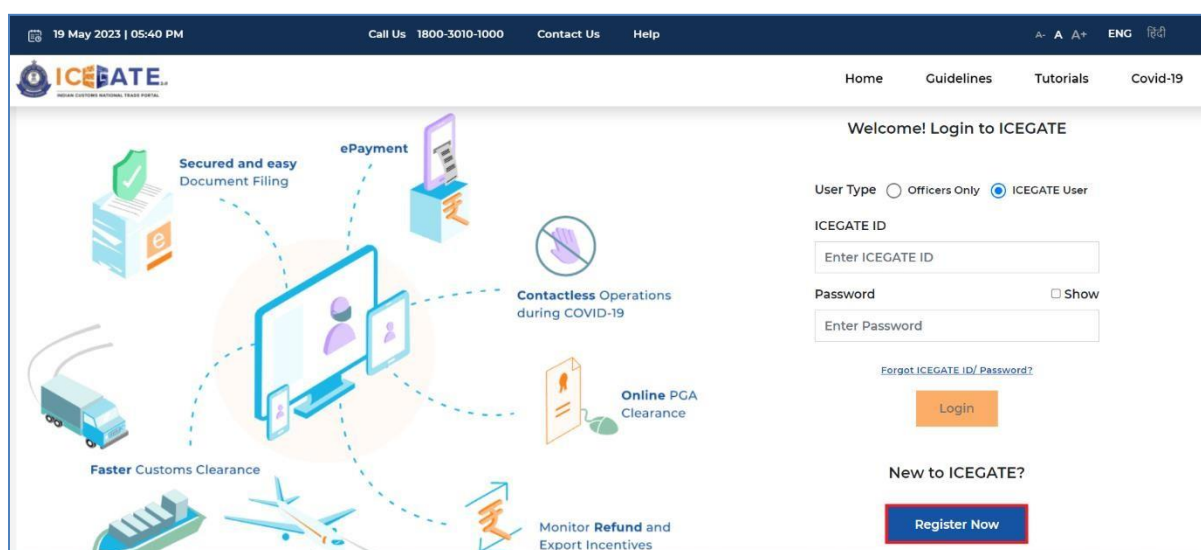
This user manual is intended for use by all the Warehouse Licensees users who wish to avail of Warehousing services of the ICEGATE portal.

### 3. How to Start

- (a) Please follow the steps enumerated for obtaining a new warehouse licensing registration on ICEGATE portal.



- (b) For new Warehouse Licensing registrations, click on the **<Register Now>** button outlined in red as shown in the screen below.



## 4. Warehouse Licensing Process

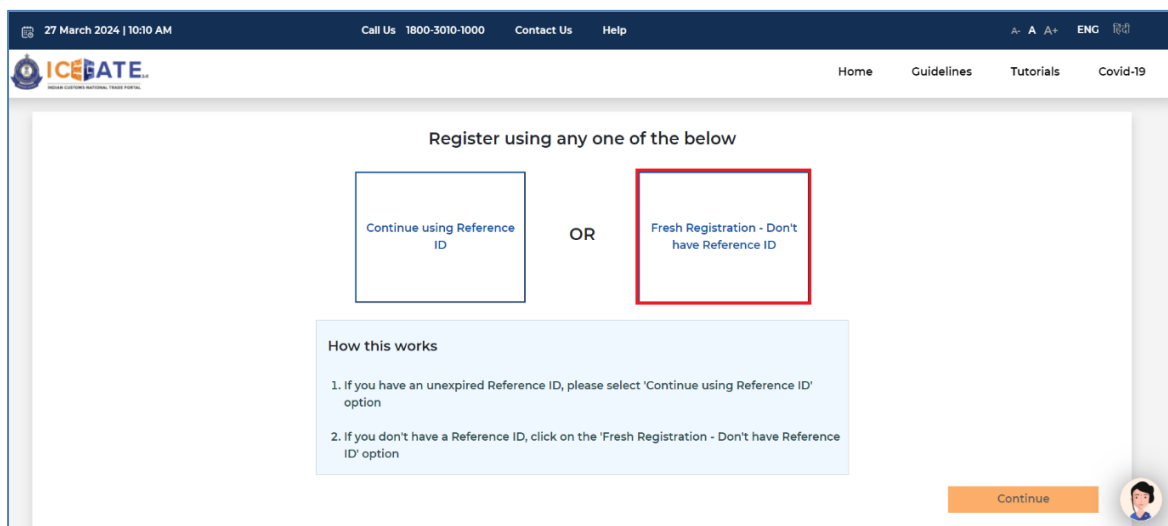
(a) The warehouse licensing application process has five key sections that are as follows:

- i. Role Selection
- ii. Verification of GSTIN Details
- iii. Verification of User Details
- iv. Verification of Mobile and Email address
- v. Filling and Submission of the Role Registration Form

(b) These sections are divided into simple steps and are explained below.

### 4.1 How to Register: A Stepwise Guide for Registration

(a) For new/ fresh warehouse licence registration where Reference ID is not generated, the user should click on the '**Fresh Registration - Don't have Reference ID**' option.



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Register using any one of the below

Continue using Reference ID    OR    Fresh Registration - Don't have Reference ID

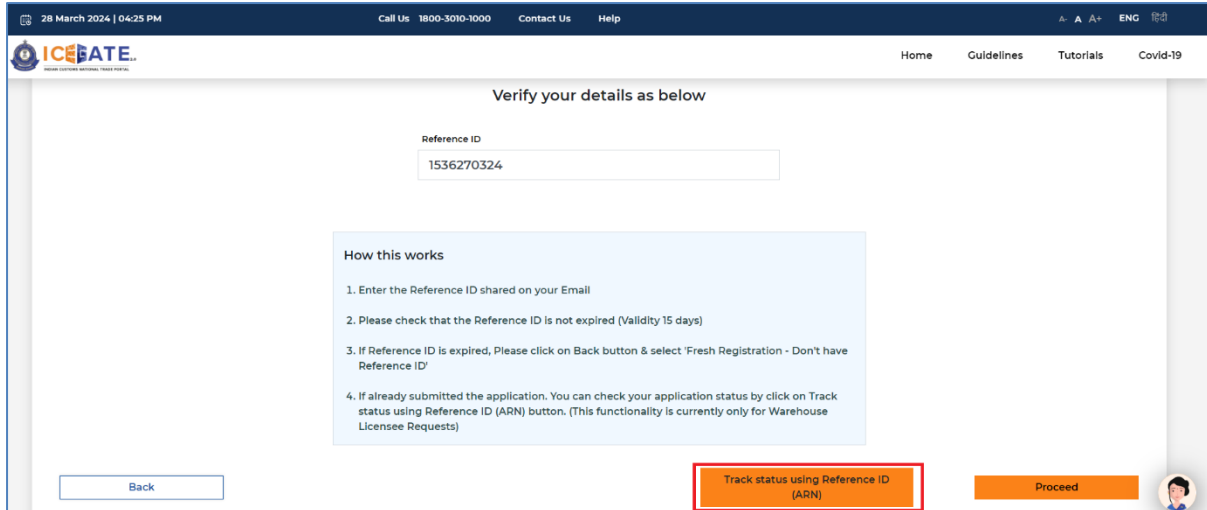
**How this works**

1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option
2. If you don't have a Reference ID, click on the 'Fresh Registration - Don't have Reference ID' option

Continue

(b) If the user has a Reference ID which is valid and was generated within the last 15 days, he/she should click on the '**Continue using Reference ID**' option.

- (c) On clicking '**Continue using Reference ID**', the user will also find an option for tracking the status of a submitted application. This facility is available on clicking the **<Track Status using Reference ID (ARN)>** button.



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Verify your details as below

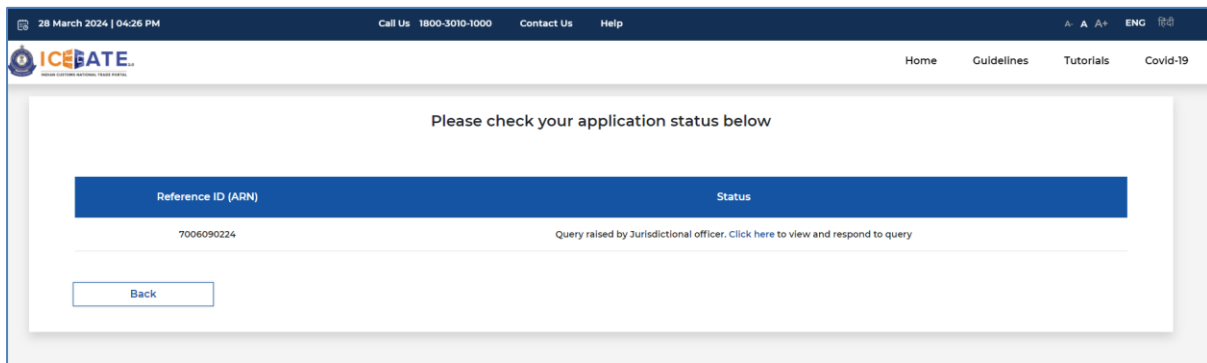
Reference ID  
1536270324

**How this works**

1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'
4. If already submitted the application. You can check your application status by click on Track status using Reference ID (ARN) button. (This functionality is currently only for Warehouse Licensee Requests)

Back    **Track status using Reference ID (ARN)**    Proceed

- (d) On clicking the **<Track Status using Reference ID (ARN)>** button, the user can check the application status.



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Please check your application status below

Reference ID (ARN)	Status
7006090224	Query raised by Jurisdictional officer. <a href="#">Click here to view and respond to query</a>

Back

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Register using any one of the below

Continue using Reference ID

OR

Fresh Registration - Don't have Reference ID

**How this works**

1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option
2. If you don't have a Reference ID, click on the 'Fresh Registration - Don't have Reference ID' option

[Continue](#)

#### 4.1.1 Select Warehouse Licensing Role

- (a) On clicking the <**Continue**> button, the system will display the set of options from which the user can select the requisite **Warehouse Licensing Role** and then he/she should click on the <**Proceed**> button.

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ECCS

Freight Forwarder

Importer/ Exporter

Non IEC Holder/ UIN Holder

NVOCC

Participating Government Agency

SEZ

Shipping Agent

Shipping Line

Train Operators

Warehouse Licensee


[Back](#)
[Proceed](#)

#### 4.1.2 Enter GSTIN Number

- (a) Enter GSTIN number and click on the <Proceed> button. The user can go back to the previous page by clicking on the <Back> button.



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### Enter Below Role Details

Warehouse Licensee


GSTIN

Back Proceed

#### 4.1.3 Select Role Detail

- (a) On clicking <**Proceed**> button above, the system fetches the contact details available in GSTN/DGFT records. The user will have to select the radio button and click on <**Proceed**> button. These contact details would be used for authenticating all the transactions and communications in ICEGATE.

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### Enter Below Role Details

Role Details  
Warehouse Licensee

Name  
INVITROGEN BIOSERVICES INDIA PRIVATE LIMITED

Please select your preferred communication details from the below

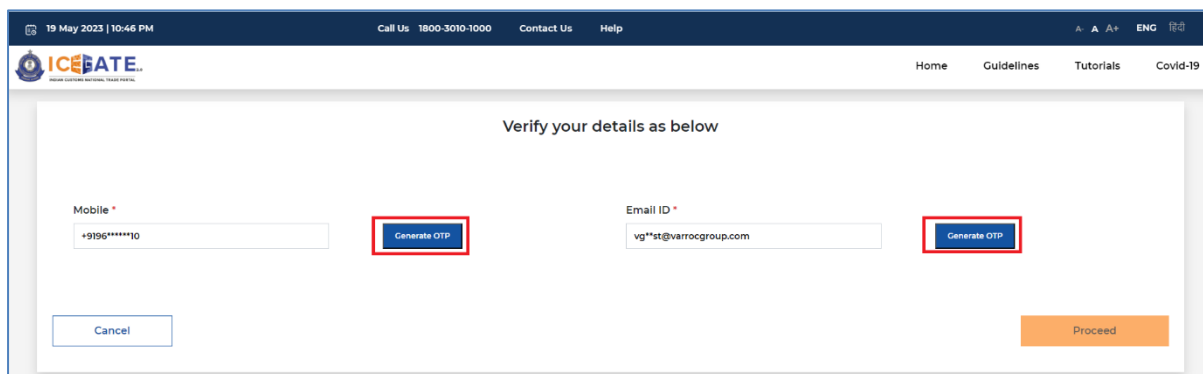
Code	Email	Phone
<input checked="" type="radio"/> GSTIN36AABC13134K1ZO	naxxxxxxdy@thermofisher.com	96XXXXXX77

If you want to register using any other email/mobile, please update your contact details with GSTIN.

Back Proceed

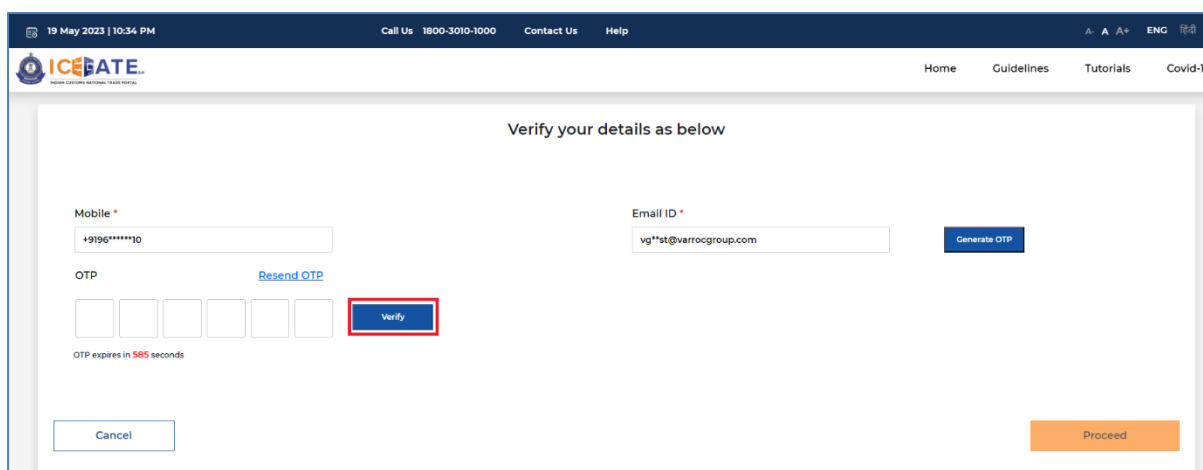
#### 4.1.4 Verification of User Details

- (a) On clicking the **<Proceed>** button, the system will display the following screen to verify the selected Phone Number and email ID.

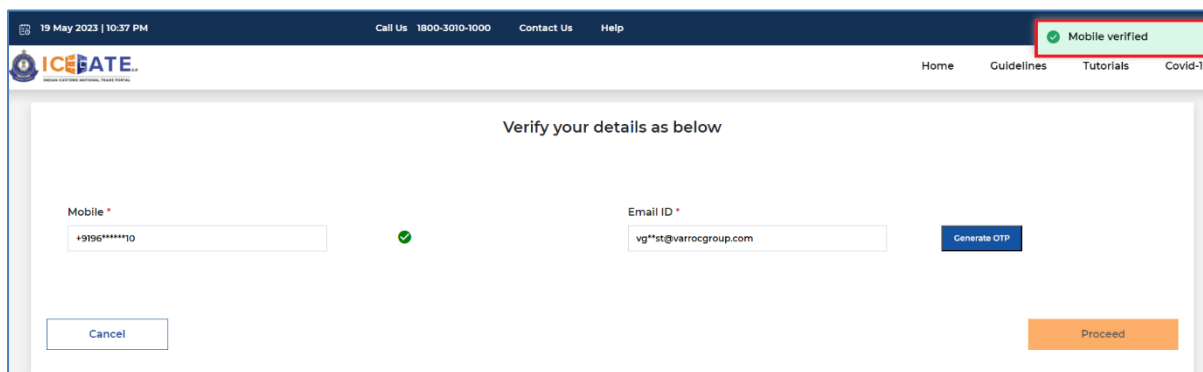


##### 4.1.4.1 Verification of Mobile Number

- (a) For authenticating the mobile number, the user should click on the **<Generate OTP>** button under the '**Mobile**' option. A six-digit OTP will be generated and sent to the user's mobile number.
- (b) If the OTP is invalid, an Error message will be displayed.
- (c) In case of not receiving the OTP verification code, click on **<Resend OTP>** as displayed in the screen below.
- (d) The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.

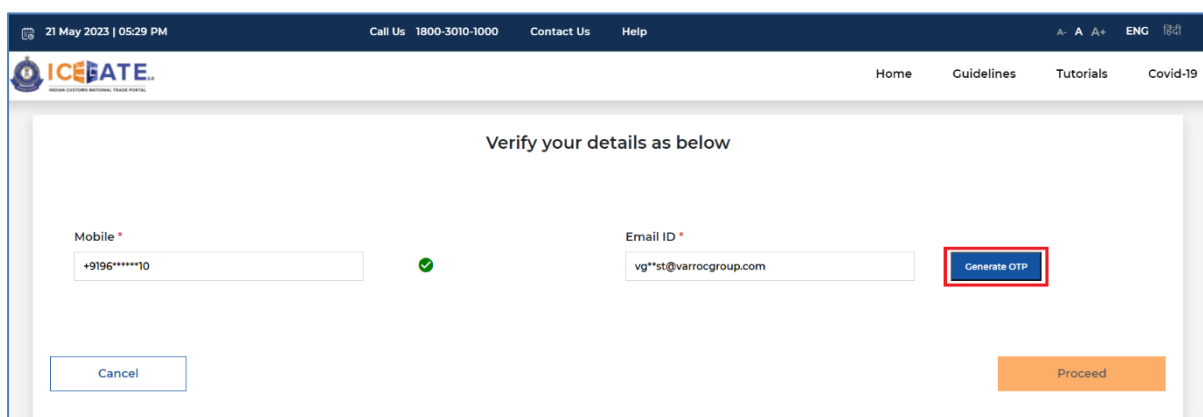


- (e) On successful verification of OTP, the system will display the message “**Mobile Verified**” on the screen and a check mark will appear next to the Mobile field.



#### 4.1.4.2 Verification of Email ID

- (a) Similarly, on clicking the **<Generate OTP>** button against the Email ID, a six-digit OTP would be generated and sent to the user's email address.




- (b) If the OTP is invalid, an error message would be displayed.
- (b) In case of not receiving the OTP verification code, the user should click on **<Resend OTP>** option as displayed in the screen below.
- (c) The user should validate the received OTP within a set interval of 600 seconds. Else, the OTP will expire.


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Verify your details as below


Mobile \*  

Email ID \*

OTP        [Resend OTP](#)


OTP expires in 570 seconds


- (d) On successful verification of OTP, the system will display the message “**Email Verified**” on the screen and a check mark will appear next to the Email field.

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Verify your details as below

Mobile \*  


Email ID \*  


- (e) Click on the <**Proceed**> button.


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Verify your details as below

Mobile \*  

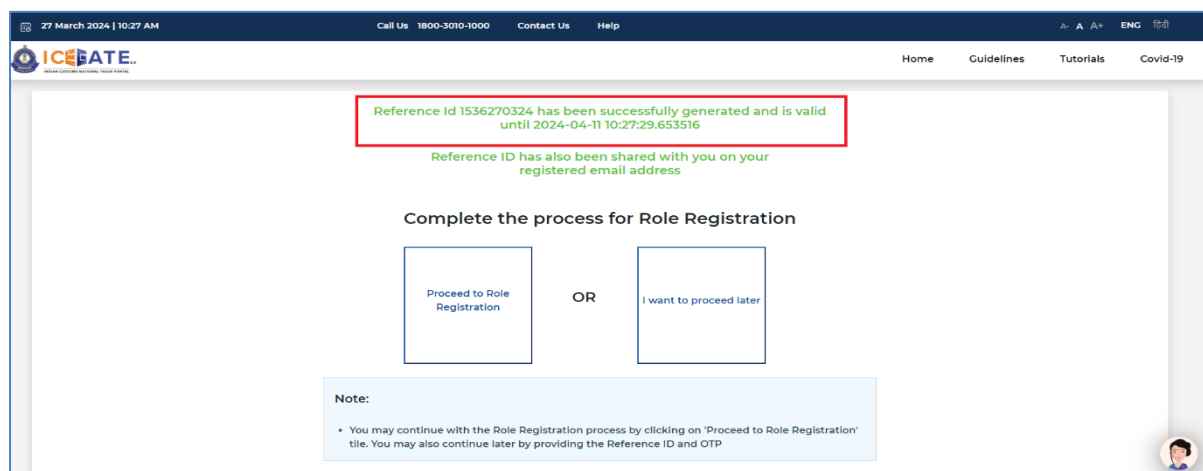
Email ID \*  



#### 4.1.5 Generation of Reference ID

- (a) After OTP validation is completed, click on the <**Proceed**> button, the system will generate a **Reference ID** along with its expiry date (valid for 15 days).
- (b) In case the user does not complete the remaining steps within the expiry date, the process of generation of Reference ID will need to be performed again.

- (c) The system will send the generated Reference ID to the registered Email ID of the user.



#### 4.1.6 Process for Role Registration

- (a) After completing the previous step, the users will have two options to complete the role registration process on ICEGATE -
- The user can continue with the Role Registration process by clicking on '**Proceed to Role Registration**' button.
  - The user can continue the role registration process later by clicking the '**I want to proceed later**' button.
- (b) Whenever the user needs to proceed with the process of registration, he/she will have to select the option '**Continue using Reference ID**' as shown in *para 7.2* of this advisory. The system will ask the Reference ID and authenticate the user using OTP on email/mobile.

##### 4.1.6.1 Proceeding to Role Registration

- (a) To continue the process of role registration, the user needs to click on the '**Proceed to Role Registration**' option and the system will display the following screen

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Reference Id 1536270324 has been successfully generated and is valid until 2024-04-11 10:27:29.653516

Reference ID has also been shared with you on your registered email address

**Complete the process for Role Registration**

OR

**Note:**

- You may continue with the Role Registration process by clicking on 'Proceed to Role Registration' tile. You may also continue later by providing the Reference ID and OTP

#### 4.1.6.2 Role Registration Form

- (a) On selecting the above option, the system will display the role registration form to be filled by the user. The displayed form has six segments namely:
- Instructions
  - Part I (page 1)
  - Part I (page 2)
  - Part II (page 1)
  - Part II (page 2)
  - Declaration
- (b) The user will have to provide the details of all mandatory fields (\*) in both the Segments and upload necessary documents.

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**Role-Based Registration**

Instructions | Part I (page 1) | Part I (page 2) | Part II (page 1) | Part II (page 2) | Declaration

**Instructions:**

- This application form is for new applicants applying for a license under section 57 or section 58 or section 58A of the Customs Act, 1962.
- This form is not applicable for seeking permission under section 65 of the Customs Act for which different form has been provided.
- A public bonded warehouse is strictly for warehousing of goods belonging to third parties. The applicant seeking a license for a public bonded warehouse shall declare that goods imported by him shall not be stored in the public bonded warehouse for which the application has been made.
- An applicant shall be eligible to obtain separate licenses for a private warehouse for storage of the goods imported by him, and a public bonded warehouse for storage of goods of third parties. There shall be no bar in a single site being securely partitioned and distinctly marked on a ground plan, for being licensed separately as public and private bonded warehouses.
- The applicant is required to fill up Parts I and II only. Part III and IV are for Official Use. All fields marked with asterisk (\*) are compulsory.
- The following documents (PDF) are required to be uploaded while filling the application:
  - Document showing constitution (Proprietorship, Partnership, Limited Liability Partnership etc.)
  - ID Proof of Proprietor, Partner, Director etc.
  - Property ownership/Lease agreement/Rent agreement
  - Ground plan, with clearly marked areas occupied by third parties (if applicable), access points for pedestrians, vehicles and all other access points including doors/windows
  - Fire Safety Audit Certificate
  - Solvency Certificate issued by a Scheduled Bank

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(iii) Property ownership/lease agreement/rent agreement  
(iv) Ground plan, with clearly marked areas occupied by third parties (if applicable), access points for pedestrians, vehicles and all other access points including doors/windows  
(v) Fire Safety Audit Certificate  
(vi) Solvency Certificate issued by a Scheduled Bank  
(vii) Passport of Voter ID card of the applicant signing the declaration

7. The following documents are also required to be uploaded, where applicable:  
(i) IEC (if any)  
(ii) CSTIN (if any)  
(iii) Central Excise Registration (if any)  
(iv) Warehouse license (if previously issued)  
(v) Proposed operations (if applied under section 58A)  
(vi) Clearances obtained from relevant authorities for storage of special cargo under any law

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### Role Based Registration

Instructions **Part I (Page 1)** Part I (Page 2) Part II (Page 1) Part II (Page 2) Declaration


Please provide details below

1. Name of Authorized signatory filing this application on behalf of the Applicant entity \* 1.1 PAN No of Authorized Signatory \*

[Validate PAN](#)

2. Name of Entity \* 2.1 PAN No Entity \*

[Validate PAN](#)

2.2 Please upload PDF copy of Letter of Authorization \* 

[Attach](#) or Drop your files


\* File Size Limit is 1500KB only in PDF/JPG

3. GSTIN \*

4. Email ID \*


5. Mobile Number \*

6. Digilocker verification for Aadhar Number of the Authorized Signatory \*

 Not Verified [Validate Aadhaar](#)

7. Constitution of business \*

☒ (i) Proprietorship  
☐ (ii) Partnership  
☐ (iii) Limited Liability Partnership  
☐ (iv) Registered Public Limited Company  
☐ (v) Registered Private Limited Company  
☐ (vi) Registered Trust  
☐ (vii) Society/Cooperative society  
☐ (viii) Others

7.2 Upload PDF document in respect of constitution \* 

[Attach](#) Or Drop Your Files

8. Bank Account details:

(a) Name of the Bank \*

(b) Branch of the Bank \*

(c) Address of the Bank \*

(d) Account No \*

**(viii) Others**

**7.1 Specify the constitution, if serial no. (viii) has been selected \***

Others

9. Registered office of the applicant entity:

(a) Address line 1 *	(b) Address line 2
<input type="text" value="Enter Address line 1"/>	<input type="text" value="Enter Address line 2"/>
(c) State *	(d) Pin code *
<input type="text" value="--Select--"/>	<input type="text"/>
(e) Telephone *	(f) Fax
<input type="text" value="+91 Enter Telephone No"/>	<input type="text" value="+91 Enter Fax"/>
(g) Email *	(h) Website, if any
<input type="text" value="Enter Email"/>	<input type="text" value="Enter Website"/>

**(c) Click on <Continue> button.**

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Instructions    Part I (page 1)    **Part I (page 2)**    Part II (page 1)    Part II (page 2)    Declaration

Please provide details below

10. Details of registrations (Please upload relevant PDF documents):

(i) Import Export Code (if any)	(ii) Central Excise Registration No. (if any)
<input type="text" value="Enter Code"/>	<input type="text" value="Enter Code"/>
(ii)(a) Upload PDF copy of CEx Regn ⓘ	
<input type="button" value="Attach"/> Or Drop Your Files	
(iii) Details of warehouse license issued, if any:	
(a) Date of issue of license	(b) Commissionerate file No
<input type="text" value="DD-MM-YYYY"/>	<input type="text" value="Enter File No"/>
(c) Attach PDF copy of warehouse license ⓘ	
<input type="button" value="Attach"/> Or Drop Your Files	

(iv) Whether the applicant entity is a Licensed Customs Broker?

☐ Yes    ☐ No

(v) Whether the applicant entity is AEO?

☐ Yes    ☐ No

**11. Details of Proprietor/Partners/Directors etc. - 1**

(i) Name *	(ii) Designation *
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>
(iii) Address line 1 *	(iv) Address line 2
<input type="text" value="Enter Address line 1"/>	<input type="text" value="Enter Address line 2"/>
(v) DIN (if applicable)	11.1 Please upload PDF copies of ID proof ⓘ
<input type="text" value="Enter DIN"/>	<input type="button" value="Attach"/> Or Drop Your Files



<p>(iv) Whether the applicant entity is a Licensed Customs Broker?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>(iv)(a) If yes, please provide details</p> <p><input type="text" value="Enter Details"/></p>
<p>(v) Whether the applicant entity is AEO?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>(v)(a) If yes, please provide details</p> <p><input type="text" value="Enter Details"/></p>

[➕ Add More Names & Details](#)

12. Name & Designation of the Authorized Signatory:

<p>(i) Name *</p> <p><input type="text" value="Enter Name"/></p>	<p>(ii) Designation *</p> <p><input type="text" value="Enter Designation"/></p>
------------------------------------------------------------------	---------------------------------------------------------------------------------

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Declaration

Please provide details below

1. Address of the proposed site or building:

<p>(a) Address line 1 *</p> <p><input type="text" value="Enter Address line 1"/></p>	<p>(b) Address line 2</p> <p><input type="text" value="Enter Address line 2"/></p>
<p>(c) State *</p> <p><input type="text" value="--Select--"/></p>	<p>(d) Pin code *</p> <p><input type="text"/></p>

2. Port Code (Customer Port) \*

3. Boundaries of the warehouse:

<p>(a) North *</p> <p><input type="text" value="Enter Details"/></p>	<p>(b) South *</p> <p><input type="text" value="Enter Details"/></p>
----------------------------------------------------------------------	----------------------------------------------------------------------

<p>(c) West *</p> <p><input type="text" value="Enter Details"/></p>	<p>(d) East *</p> <p><input type="text" value="Enter Details"/></p>
---------------------------------------------------------------------	---------------------------------------------------------------------

<p>4. Property holding rights of the applicant entity*</p> <p><input type="radio"/> (a) Owner    <input type="radio"/> (b) Lease/Rent</p>	<p>4.1 Upload supporting document (PDF) *</p> <div style="border: 1px dashed #ccc; padding: 5px; text-align: center;"> <a href="#">Attach</a>    Or Drop Your Files         </div>
<p>5. Type of warehouse license applied for*</p> <p><input type="radio"/> (a) Public (Section 57)    <input type="radio"/> (b) Private (Section 58)    <input type="radio"/> (c) Special (Section 58A)</p>	

**Note:** Point 6 will only be displayed if the user selects the option (c) "Special (Section 58A)".


<p>5. Type of warehouse license applied for*</p> <p><input type="radio"/> (a) Public (Section 57)    <input type="radio"/> (b) Private (Section 58)    <input checked="" type="radio"/> (c) Special (Section 58A)</p>	<p>6. If the goods proposed to be stored are notified under section 58A, whether the applicant was previously engaged in supply of</p> <p><input type="radio"/> (a) Ship stores    <input type="radio"/> (b) Airline stores    <input type="radio"/> (c) Diplomatic stores    <input type="radio"/> (d) Stores for duty free shops    <input type="radio"/> (e) None</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>5. Type of warehouse license applied for*</p> <p><input type="radio"/> (a) Public (Section 57)    <input type="radio"/> (b) Private (Section 58)    <input checked="" type="radio"/> (c) Special (Section 58A)</p>	<p>6. If the goods proposed to be stored are notified under section 58A, whether the applicant was previously engaged in supply of</p> <p><input checked="" type="radio"/> (a) Ship stores    <input type="radio"/> (b) Airline stores    <input type="radio"/> (c) Diplomatic stores    <input type="radio"/> (d) Stores for duty free shops    <input type="radio"/> (e) None</p>
<p>6.1 If yes, please give details *</p> <p><input type="text" value="Enter Details"/></p>	

**5. Type of warehouse license applied for\***
☐ (a) Public (Section 57) ☐ (b) Private (Section 58) ☒ (c) Special (Section 58A)

**6. If the goods proposed to be stored are notified under section 58A, whether the applicant was previously engaged in supply of**
☐ (a) Ship stores ☐ (b) Airline stores ☐ (c) Diplomatic stores ☐ (d) Stores for duty free shops ☒ (e) None

**6.2 If no, please provide documents regarding proposed operations \***

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**For example:**

1. an applicant seeking a license for storage of goods to be supplied to a duty free shop may provide documents relating to his operation of a DFS at the airport or a contract allotted to the applicant by a port / airport;
2. an independent airline store operator provide documents of contract with airlines (this would not be necessary for an airline itself);
3. a ship store operator may provide supporting documents or contracts or requisitions from shipping lines or ships, as the case may be.

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Declaration

Please provide details below

**7. Contact details at site / premises:**  

**(a) Telephone \***  

+91 Enter Telephone No

**(b) Fax**  

+91 Enter Fax

**(c) Email \***  

Enter Email

**(d) Website, if any**  

Enter Website

**8. Description of site / premises:**  

**(a) Floor area \***  

Enter Details

**(b) Number of stories \***

**(c) Area or cubic capacity for storage \***

**(d) Type of construction of walls \***  

Enter Details

**(e) Type of construction of the roof \***  

Enter Details

**(f) Building built in which year \***  


Enter Details

**(g) If building recently remodeled, when?**  

Enter Details

**(h) Whether premises authorized for commercial use by local govt\***  
☐ Yes ☐ No

**Upload copy of ground plan \***  

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**Note: The ground plan should iner alla –**  

1. identify and mark areas occupied by third parties
2. identify the location and size of all access to the site/building to pedestrian and vehicles
3. identify the location and size of all other access to the site/building including doors and windows

**9. Security facilities at the premises, existing or proposed:**  
**Burglar Alarm System:**  

**(a) Whether the premise is protected by Burglar Alarm System? \***  
☐ Yes ☐ No

**CCTV Facility:**  

**(b) Is there a CCTV monitoring system installed to cover the surrounding area of the site and storage area \***  
☐ Yes ☐ No

**(c) Please indicate the no. of cameras installed \***  

Enter Details

**(d) No. of hours/days of recording accessible at any point of time? \***  

Enter Details

**Security Personnel:**  

**(e) Details of arrangements for round the clock security provided for the warehouse? \***  

Enter Details

**(f) Name & details of firm contracted for security services \***  


Enter Details

**(g) No. of personnel to be deployed on each shift for round the clock security \***  

Enter Details

**Fire Security:**

(h) Please browse and upload a fire safety audit certificate issued by a qualified independent agency \*

 **Attach** Or Drop Your Files


**10. Goods:**

(a) Estimated maximum value of duty involved on the goods proposed to be stored at any point of time (Rs in lakh up to 2 decimal places)


(b) Whether sensitive goods (as defined in circular 21/2016-Cus) are proposed to be stored (Yes/No)? Please provide details

(c) Have any special facilities for storage (such as, cold storage, storage of liquid bulk cargo, hazardous goods etc.) been built (Yes/No)? Please provide details

(d) If any permits required for storage of special cargoes under any law for the time being in force, please browse and upload relevant clearances obtained from competent authorities \*

 **Attach** Or Drop Your Files

**11. Please attach a copy of Solvency Certificate, as applicable, issued by a schedule bank \***

 **Attach** Or Drop Your Files

(d) Click on <Continue> button.

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Instructions Part I (page 1) Part I (page 2) Part II (page 1) Part II (page 2) **Declaration**

**DECLARATION**

☐ 1. I am a citizen of India

Browse and upload copy of Passport or Voter ID Card \*

 **Attach** Or Drop Your Files

OR

☐ 1. We are a registered or incorporated entity in India

☐ 2. I/We undertake to comply with such terms & conditions as may be specified by the Principal Commissioner of Customs or the Commissioner of Customs.

☐ 3. I / We have not been declared insolvent or bankrupt by a court or tribunal.

☐ 4. I/We have not been convicted for an offence under any law.

☐ 5. I/We have neither been penalized or convicted nor are being prosecuted for an offense under the Customs Act, 1962 or Central Excise Act, 1944 or Finance Act, 1994

☐ 6. There is no bankruptcy or criminal proceeding against me/us.

7. Specify details of situation/reasons if any of the above (sr. no. 1 to 6) is not applicable

I/We hereby declare that the information given in this application form is true, correct and complete in every respect and that I am authorized to sign on behalf of the Licensee. I further undertake that if any particulars declared by me/us are proved to be false, the licence granted to me/us shall be liable to be cancelled and I/we shall be liable for action under Customs Act, 1962.

Date  
27-03-2024

Place

(e) The user can validate and save the filled form by clicking on “**Validate and Save**” button. User can preview the filled application before submission using “**Preview Your Application**” button.

☐ 6. There is no bankruptcy or criminal proceeding against me/us.

7. Specify details of situation/reasons if any of the above (sr. no. 1 to 6) is not applicable  
 Enter Details

I/We hereby declare that the information given in this application form is true, correct and complete in every respect and that I am authorized to sign on behalf of the Licensee. I further undertake that if any particulars declared by me/us are proved to be false, the licence granted to me/us shall be liable to be cancelled and I/we shall be liable for action under Customs Act, 1962.

Date  
 27-03-2024

Place  
 Enter Place

### 4.1.6.3 Form Submission

- (a) On completion of filling of the form, the user needs to click on the **<Submit>** button for submission of the form.

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**DECLARATION**  
 I/We hereby declare that the information given in this application form is true, correct and complete in every respect and that I am authorized to sign on behalf of the Licensee. I further undertake that if any particulars declared by me/us are proved to be false, the licence granted to me/us shall be liable to be cancelled and I/we shall be liable for action under Customs Act, 1962.

Date  
 27-03-2024  
 Place

- (b) After completing the role-based registration successfully, the application would be forwarded to the approving authority of ICEGATE.

## 4.2 Registering using Reference ID

- (a) If the user has an unexpired Reference ID, he can select the **'Continue using Reference ID'** option and click on the **<Continue>** button for continuing the role selection or accessing the partially filled registration form as draft.

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Register using any one of the below

Continue using Reference ID

OR

Fresh Registration - Don't have Reference ID

**How this works**

1. If you have an unexpired Reference ID, please select 'Continue using Reference ID' option
2. If you don't have a Reference ID, click on the 'Fresh Registration - Don't have Reference ID' option

[Continue](#)

#### 4.2.1 Verification of Reference ID

- (a) On clicking the <**Continue**> button, the user needs to verify the Reference ID received on the registered email-id.
- (b) If the entered Reference ID has expired, the user needs to click on <**Back**> button and select the “**Fresh Registration– Don’t Have Reference ID**” option.
- (c) If the entered Reference ID is invalid, Error message will be displayed.

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Verify your details as below

**Reference ID**

AB10100

❌ Error: Reference ID is Invalid  
❌ Error: Reference Id should have 10 characters only

**How this works**

1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'

[Back](#)
[Proceed](#)

- (d) If the entered Reference ID is valid and unexpired, the user shall be able to click on the proceed button.

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Verify your details as below

Reference ID  
1536270324

How this works

1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'
4. If already submitted the application. You can check your application status by click on Track status using Reference ID (ARN) button. (This functionality is currently only for Warehouse Licensee Requests)

Back    Track status using Reference ID (ARN)    **Proceed**

#### 4.2.2 Verification of Details using Mobile Number

- On clicking the **<Proceed>** button, the user must verify the registered mobile number.
- Select the **'Mobile'** radio button and click on the **<Verify>** button. A six-digit OTP will be generated and sent to the user's mobile number.
- If the entered OTP is invalid, an error message would be displayed.
- If the OTP is not received, click on **<Resend OTP>** option.

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Verify your details as below

Generate OTP    ☒ Mobile    ☐ Email    **Verify**

Back    Submit

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Verify your details as below

Generate OTP ☒ Mobile ☐ Email [Verify](#)

OTP [Resend OTP](#)

5 2 9 4 7 9

OTP sent  
OTP expires in 591 seconds

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

- (e) On clicking the <**Submit**> button, the system will display the registration form to be filled by the user.

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Role-Based Registration

Details of Organisation Details of Authorised Parent User

Customs Broker Code (CHA Code)\*  
Enter Number

Entity Type\*  
Select

Entity Name\*  
VARROC ENGINEERING LIMITED

PAN of the Entity\*  
AAACV24203

GSTIN\*  
24AAACV242032ZL33AAACV24203TIP,07AAACV24203ZK,08AAACV24203TZL,27AAACV24203TZL,29AAACV24203TZE,06AAACV24203TZM,05AAACV24203TZO

Customs Location  
Select Locations

Mobile Number\*  
+919673001330

Email\*  
vg.gst@varrogroup.com

Attach a self-attested Copy Of CHA License\*  
[Attach](#) Or Drop Your Files

[Save as draft](#) [Next](#)

This is for registering your organisation on ICEGATE and creating a Parent user. The Parent user login will have Master User rights for your organisation and will be able to create multiple child user logins which can be used to transact on your behalf. Child users will have limited access and rights as compared to the Parent user

## 4.2.3 Verification of Details using Email-ID

- (a) On clicking the <**Continue**> button as enumerated in 7.3.1, the user must verify the registered email ID.

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Verify your details as below

Generate OTP    ☐ Mobile    ☒ Email    **Verify**

**Back**    **Submit**

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Verify your details as below

Generate OTP    ☐ Mobile    ☒ Email    **Verify**

OTP    **Resend OTP**

**1 2 9 6 0 1**

OTP expires in 575 seconds

**Back**    **Submit**

- (b) On clicking the <**Submit**> button, the system will display the registration form to be filled by the user.

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Role-Based Registration

**Instructions**    Part I (page 1)    Part I (page 2)    Part II (page 1)    Part II (page 2)    Declaration


Please provide details below

1. Name of Applicant \*    1.1 PAN No. of Applicant \*

Enter Name    Enter PAN    **Validate PAN**

2. Name of Entity \*    2.1 PAN No. of Entity \*

INVITROGEN BIOSERVICES INDIA PRIVATE LIMITED    Enter PAN    **Validate PAN**

2.2 Please upload PDF copy of Letter of Authorization \* 

**Attach**    Or Drop Your Files

3. GSTIN \*

36AABCI3134K1ZO,27AABCI3134K1ZN,09AABCI3134K1ZL,19AABCI3134K1ZK,24AABCI3134K1ZT,29AABCI3134K1ZH,06AABCI3134K1ZR,33AABCI3134K1ZU,29AABCI3134K1ZJ

4. Email Id \*    5. Mobile number \*

Nagabushana.Reddy@thermofisher.com    +919644556688

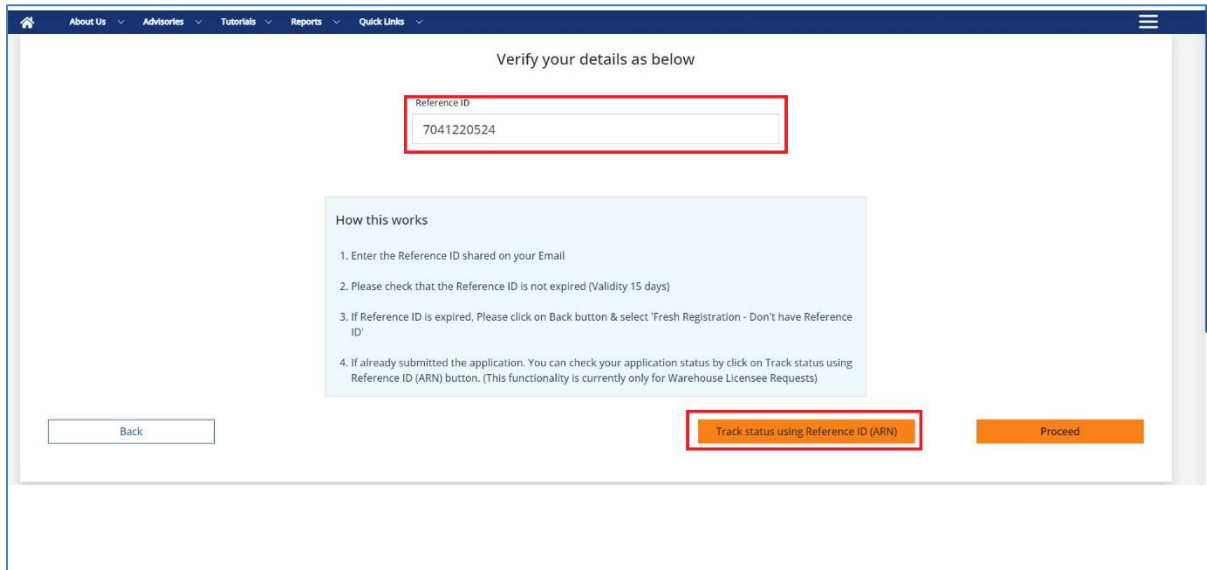
6. Dislike our Website for Author Number of the Applicant \*    7. Constitution of the Entity \*

- (c) Kindly refer to the [Section 4.1.6.2](#) to view the application form.



## 5. Track Query Status and Reply

- (a) If the admin officer wishes to raise query, they can raise their query. In this case, user shall be notified of the query on email as well as their dashboard. User can respond to query via dashboard.
- (b) The user can check the status of their request by providing reference ID and click on **“Track Status using Reference ID”** button.



Verify your details as below

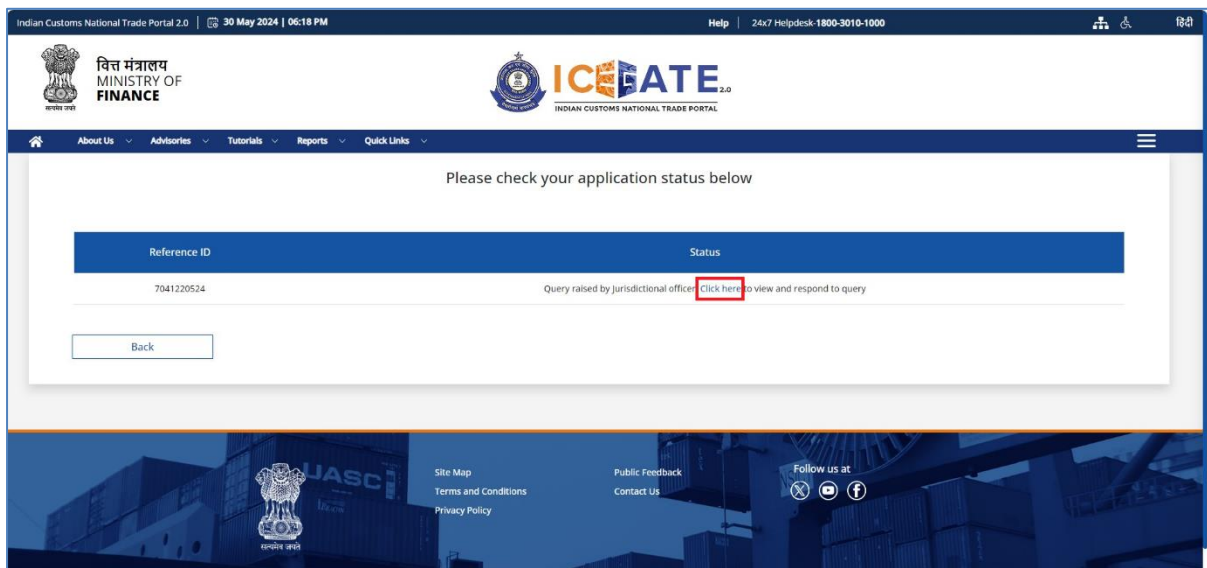
Reference ID  
7041220524

How this works

1. Enter the Reference ID shared on your Email
2. Please check that the Reference ID is not expired (Validity 15 days)
3. If Reference ID is expired, Please click on Back button & select 'Fresh Registration - Don't have Reference ID'
4. If already submitted the application. You can check your application status by click on Track status using Reference ID (ARN) button. (This functionality is currently only for Warehouse Licensee Requests)

Back Track status using Reference ID (ARN) Proceed

- (c) When clicking the above button, the user will be redirected to a new page where he can track the status of the submitted request by clicking on the **“Click here”** link.



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Please check your application status below

Reference ID	Status
7041220524	Query raised by jurisdictional officer <a href="#">Click here to view and respond to query</a>

Back

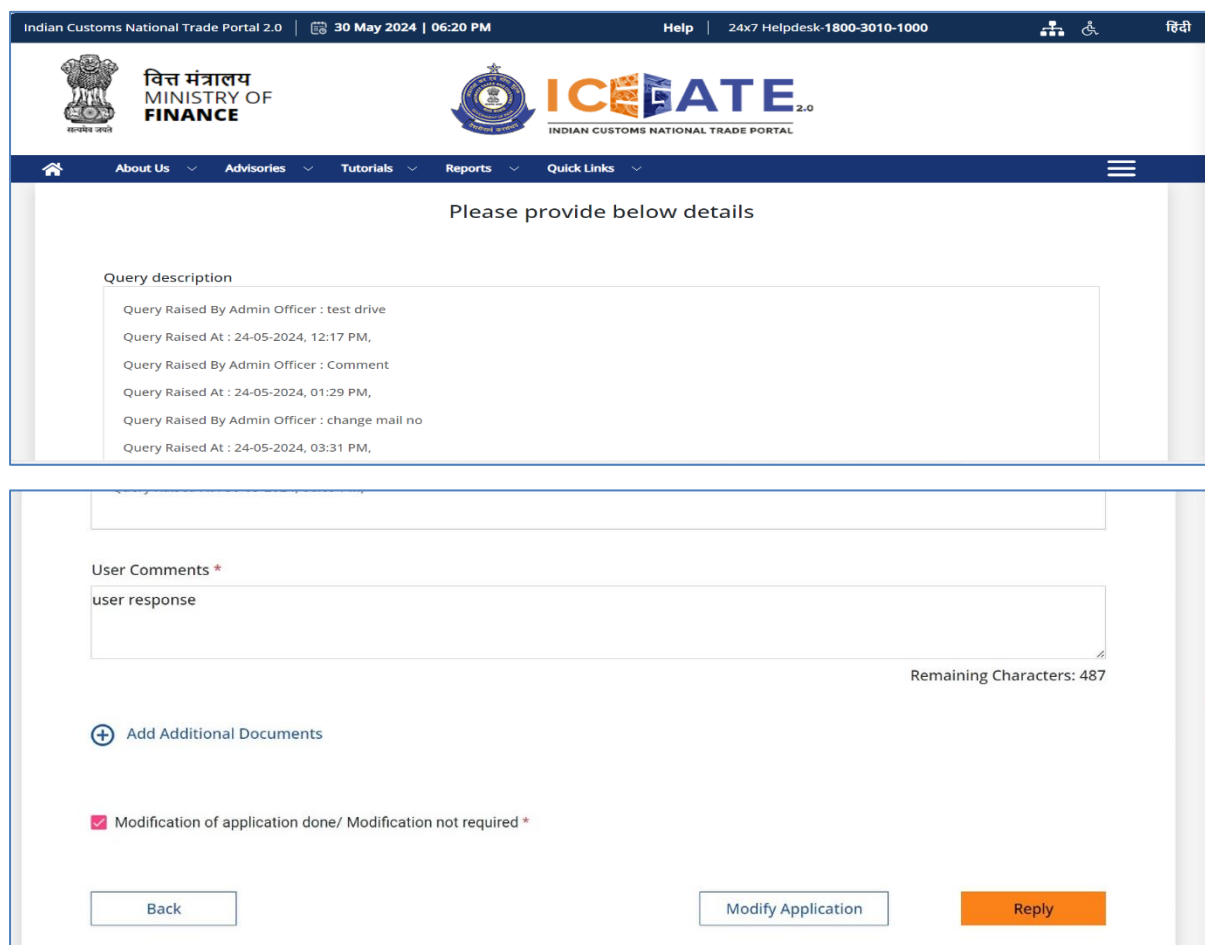
UASC

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- (d) On clicking the link above, the user will be redirected to a new page from where the user can view and respond to the query raised by the admin officer.



The screenshot displays the ICEGATE 2.0 web portal. At the top, there is a header with the Indian Customs National Trade Portal 2.0 logo, the date and time (30 May 2024 | 06:20 PM), a Help link, a 24x7 Helpdesk number (1800-3010-1000), and a language selector (हिंदी). Below the header, there is a navigation bar with links for About Us, Advisories, Tutorials, Reports, and Quick Links. The main content area is titled "Please provide below details" and contains a "Query description" section with a list of queries raised by an admin officer. Below this, there is a "User Comments" section with a text area for the user's response. A "Remaining Characters: 487" indicator is shown next to the text area. Below the text area, there is a link to "Add Additional Documents" and a checkbox for "Modification of application done/ Modification not required". At the bottom, there are three buttons: "Back", "Modify Application", and "Reply".

- (e) The user can respond to the query raised by the admin officer in the following ways:
- Click on the **"Reply"** button for Clarification/explanation on the query raised in text field.
  - Click on the **"Modify Application"** button for correction in the information provided in any of the fields of the application form. In this case the user will be required to resubmit the application form.
  - Click on **"Add Supporting Documents"** link for uploading of additional documents as may be required by the officer.
- (f) In all the above three ways, the user will be required to provide a comment in the **"User Comment"** box. It is also mandatory to check on the statement **'Modification of application done/Modification not required'**.

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User Comments \*

user response

Remaining Characters: 487

+ Add Additional Documents

☒ Modification of application done/ Modification not required \*

Back | Modify Application | Reply

- (g) On clicking the <Reply> button, the system will display a message – **“Successfully Replied to the Query”** and upon replying to the query, the status of the application will be changed to **‘Query Replied by the User’**.

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Successfully Replied To the Query

Please check your application status below

Reference ID	Status
7041220524	Query replied by user.

Back

- (h) Once the user replies to the query, the request will be forwarded to the admin officers. Subsequently, as per the satisfaction of the Officer, he can approve or reject the user response.

## 6. Contact Us

The contact details are as follows:

### **ADG, ICEGATE**

Director General of Systems & Data Management, CBIC

1<sup>st</sup> Floor, CR Building, IP Estate,

New Delhi – 110 109

Toll Free No: 1800-3010-1000

The user can also drop their queries at:

Email: [icegatehelpdesk@icegate.gov.in](mailto:icegatehelpdesk@icegate.gov.in)

