USER MANUAL

Bank Account Management on ICEGATE 2.0

Version: 1.02

Date: 01 Oct 2026

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1 Overview

ICEGATE has established secure API-based integration with participating banks to facilitate real-time verification of bank account details submitted for AD Code (ADC) and Incentive (INC) services.

Before submitting a request, users must ensure that the submitted details, including Account Number, IFSC Code, AD Code, PAN, IEC, and other relevant information, are accurate and consistent with the records maintained by the respective bank. The verification outcome displayed on ICEGATE is entirely dependent on the response received from the concerned bank's verification system.

2 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.

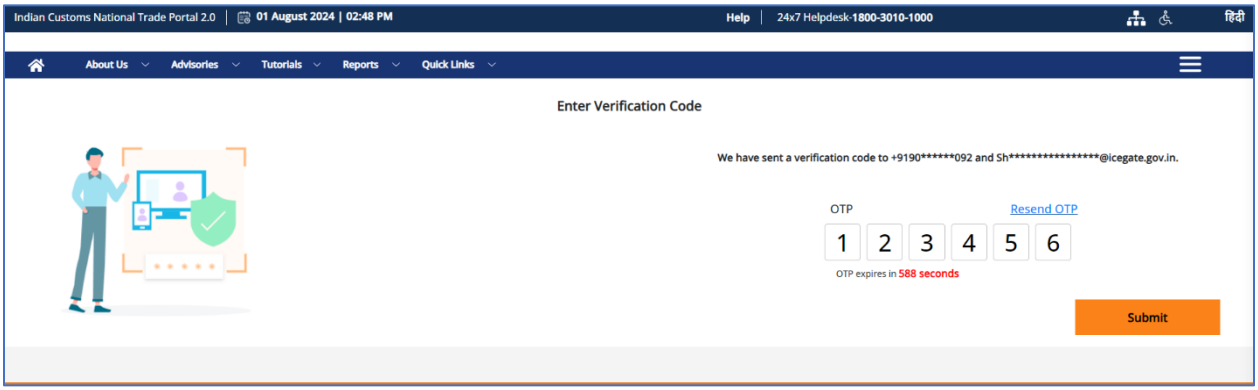
3 Navigation for Trade Users

The trade user may follow the steps below to access the Bank Account Registration page:

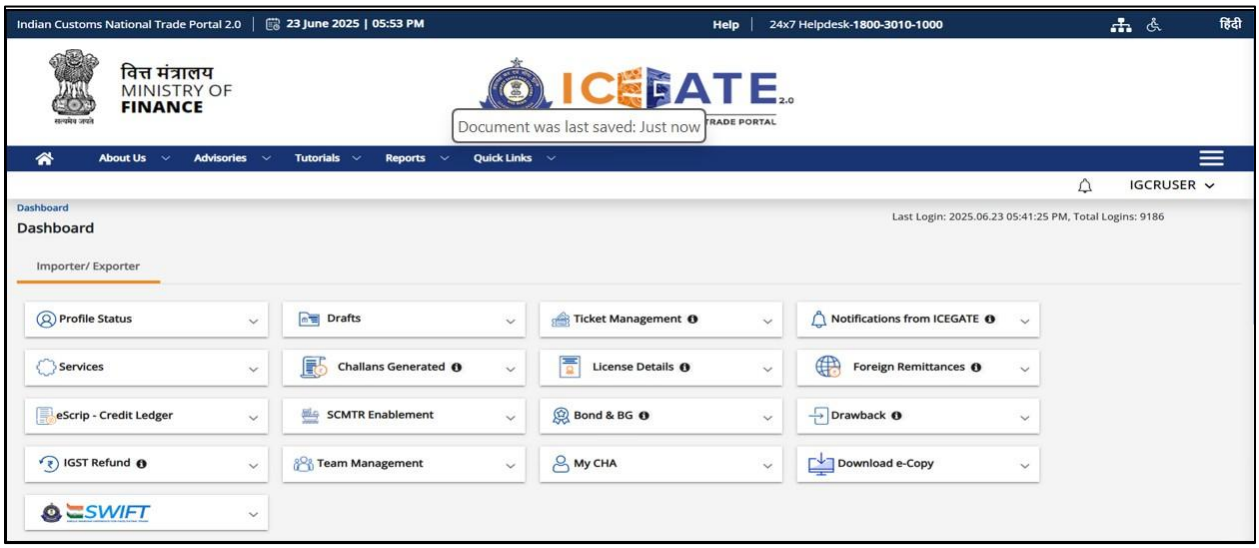
- **Step-1:** The trade users can access the ICEGATE dashboard by providing their ICEGATE ID and Password and clicking on the Login button. In such a case, the 'User Type' that needs to be selected shall be 'ICEGATE User'.



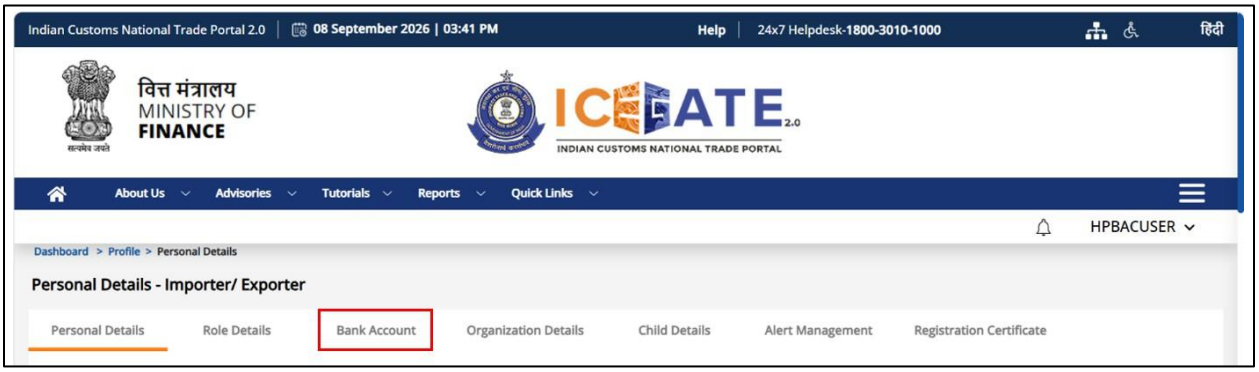
➢ **Step-2:** The user will enter the received OTP and click the <**Submit**> button.



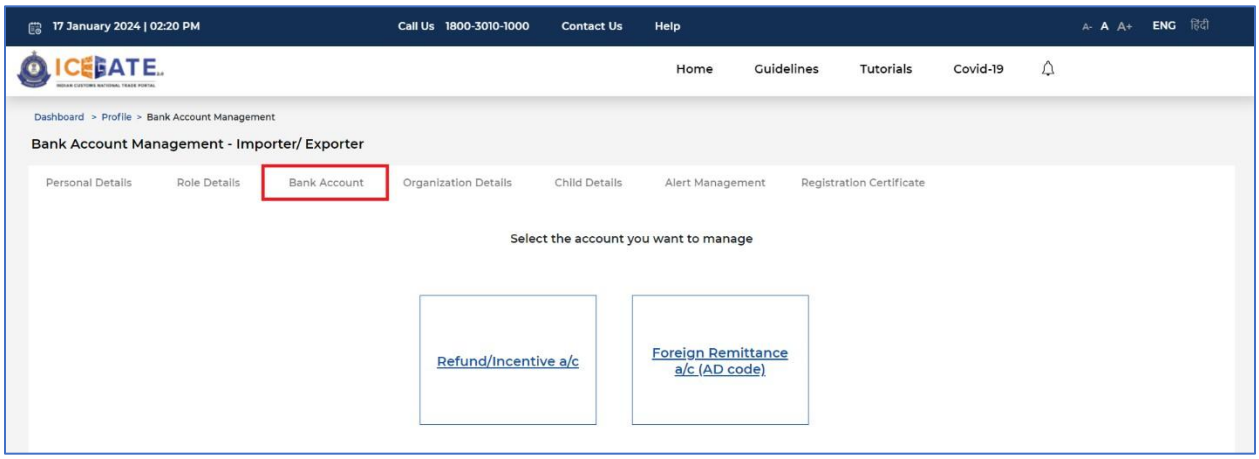
➢ **Step-3:** On successful login, the system will display the dashboard screen as follows:



- **Step-4:** The user will then click the Profile status widget and click on Bank Account tab.



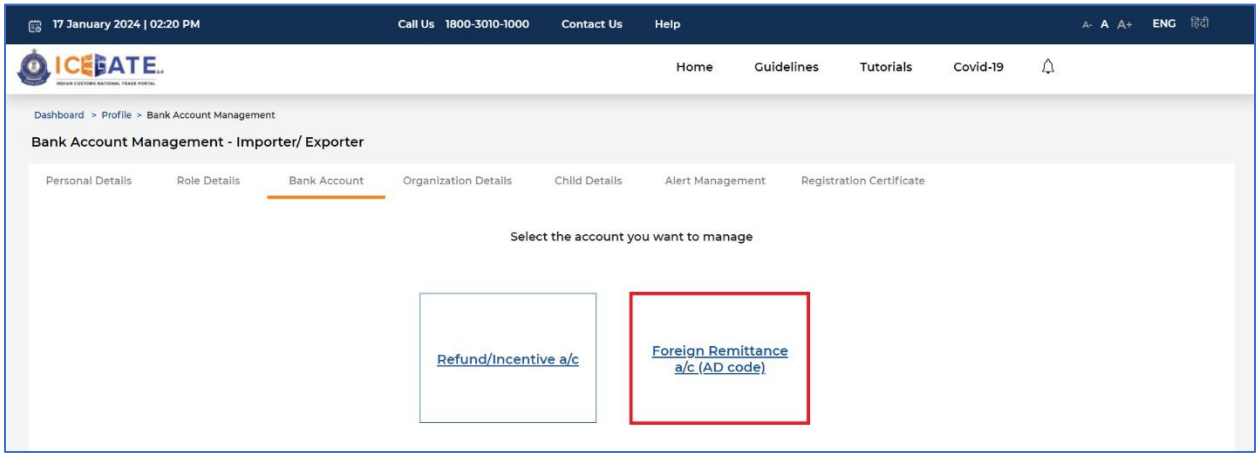
- **Step-5:** On clicking the tab <**Bank Account**>, the system will display two types of accounts as shown in the screen below.
  1. Refund/Incentive Account and
  2. Foreign Remittance Account (Authorized Dealer Code)



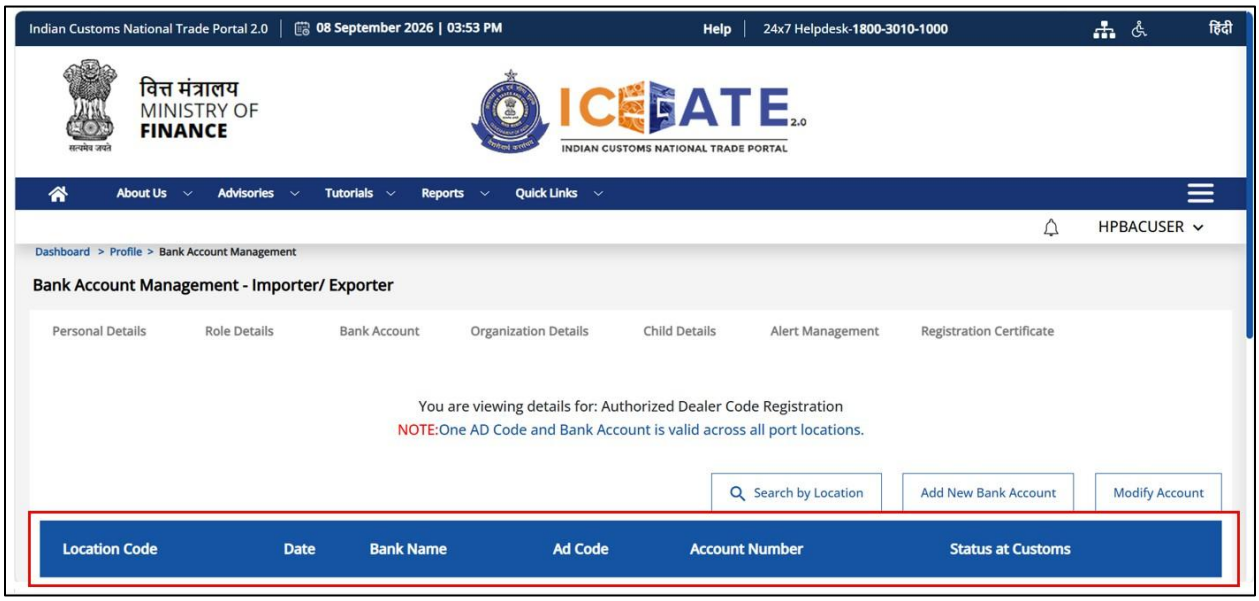
4 Foreign Remittance Account (AD Code)

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.



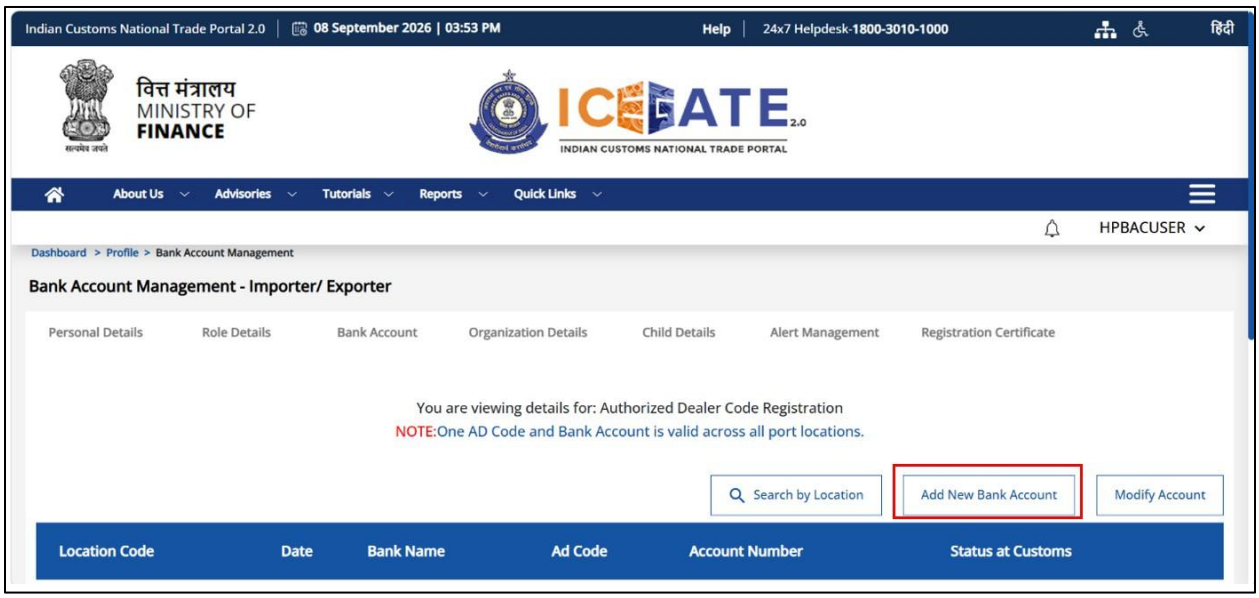
On selecting the account, the system will display parameters such as Location Code, Date, Bank Name, AD Code, Account Number, and Status at Customs.



4.1 Add New Bank Account

Kindly follow the steps below to add new bank account -

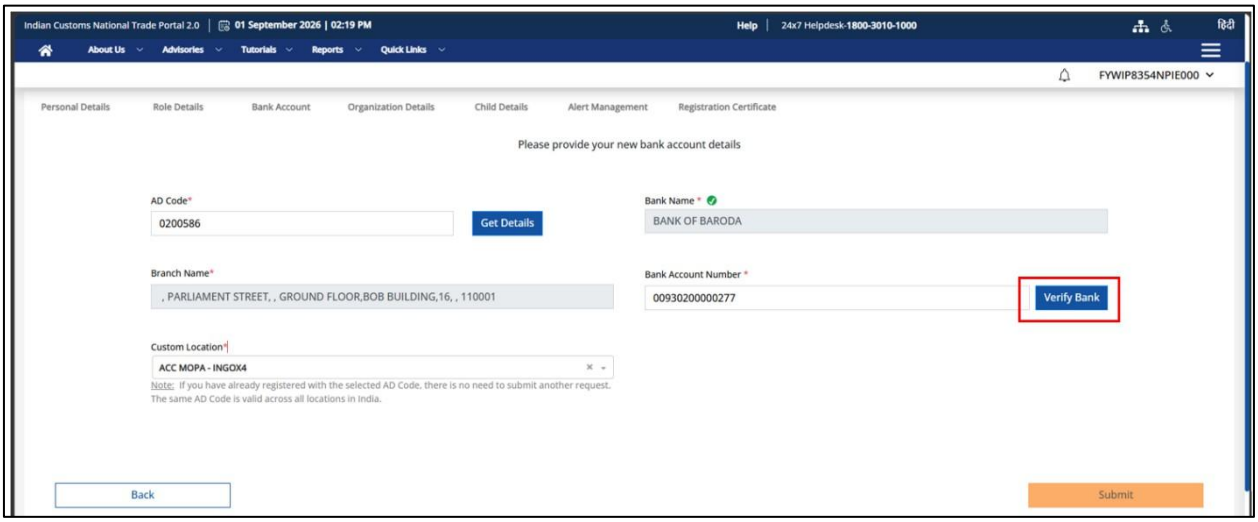
Step-1: Click on <**Add New Bank Account**> button.



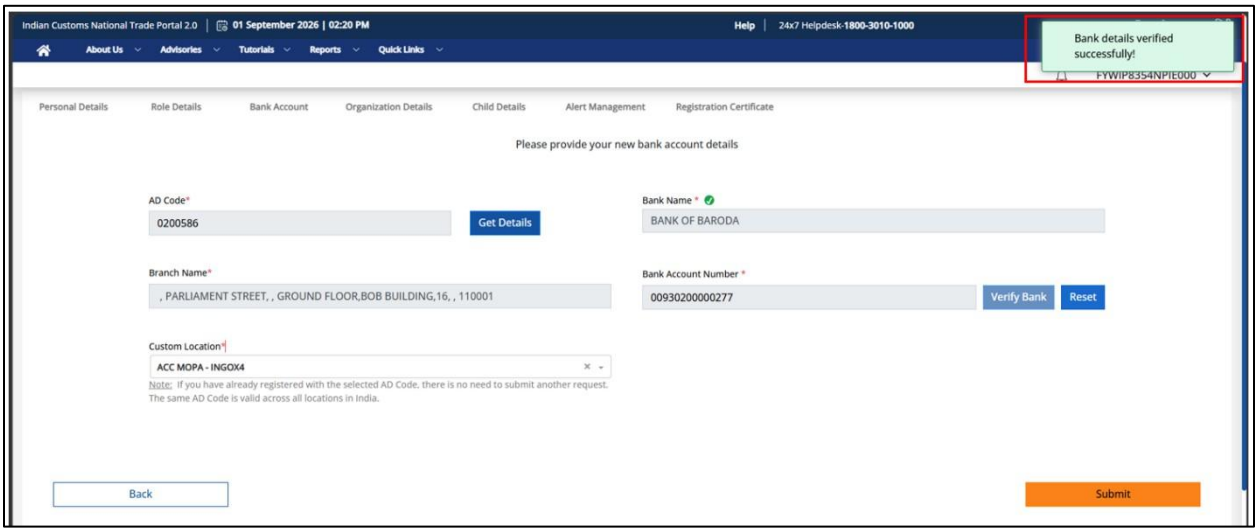
Step-2: User enters the AD code and clicks on 'Get Details' button. On clicking 'Get Details' button, user gets Bank name and Branch name auto populated, in case multiple branches are attached to one AD code, then user will get dropdown to choose the branch. Further there are two cases: the bank may or may not be integrated with the ICEGATE.

Bank Integrated with ICEGATE

Step-3(a): If the bank is integrated with ICEGATE, then the tabs for Doc type, Uploading of Proof document and IRN No. are omitted from the screen, and the user will only enter the Bank account number and select the Custom location from the Drop down. In this process, the user can select only one location for an AD code entered by the user.

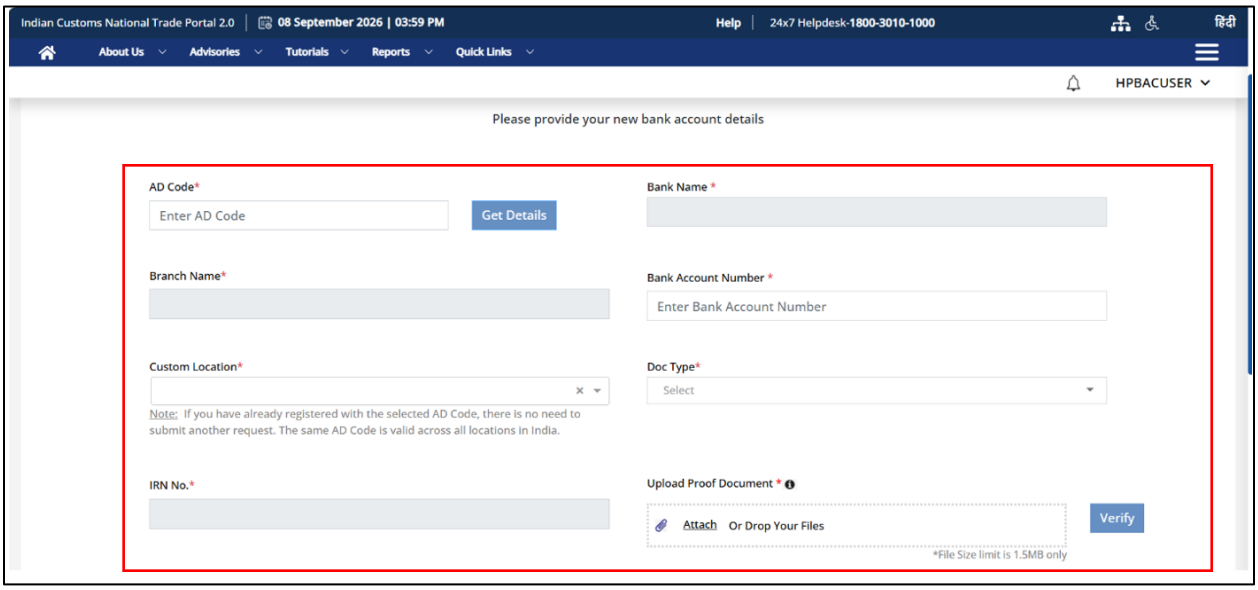


User then clicks on ‘Verify’ button and upon successful verification gets a confirmation pop-up message.



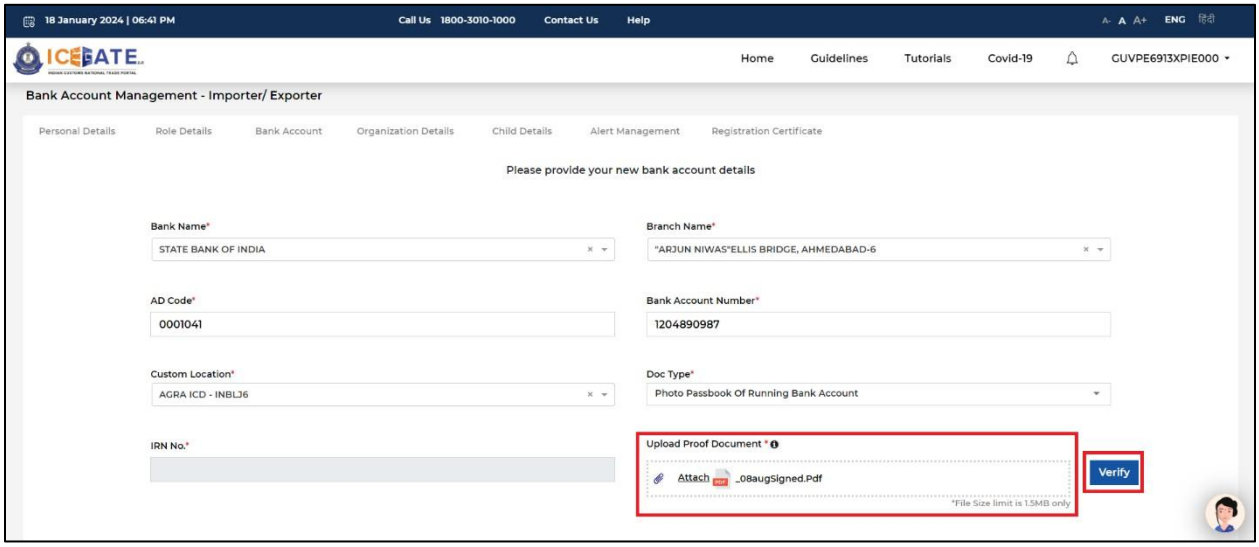
Bank Not Integrated with ICEGATE

Step-3(b): If the bank is not integrated with ICEGATE, then the user selects the Bank Name and Branch Name from dropdown menu, enters Bank Account Number, select Custom Location and Doc Type.

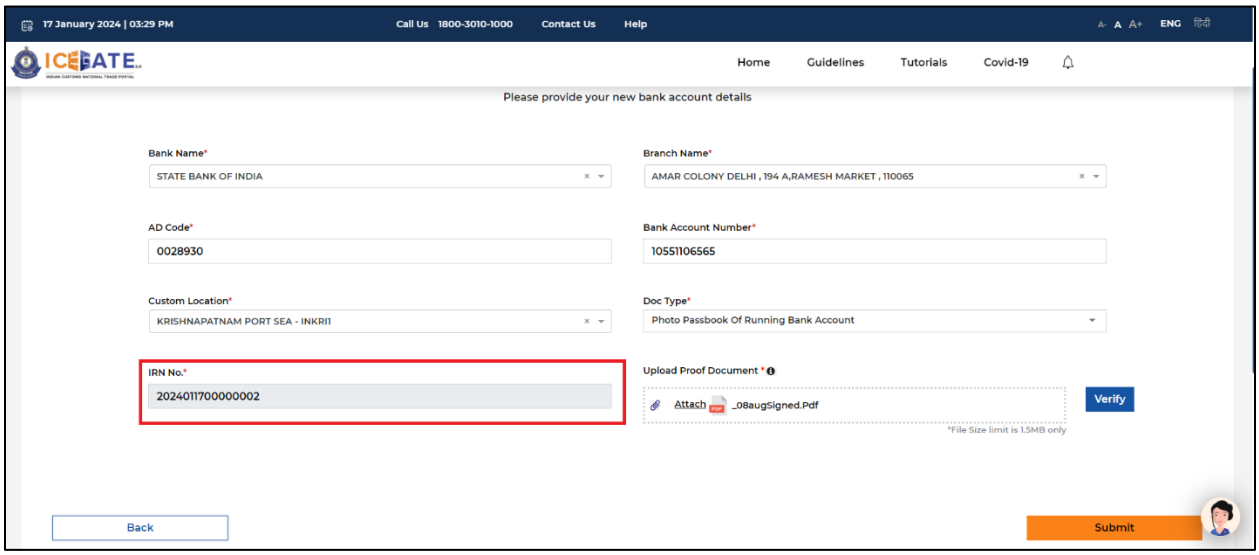


User then upload proof documents for Identify verification and click on <**Verify**> button.

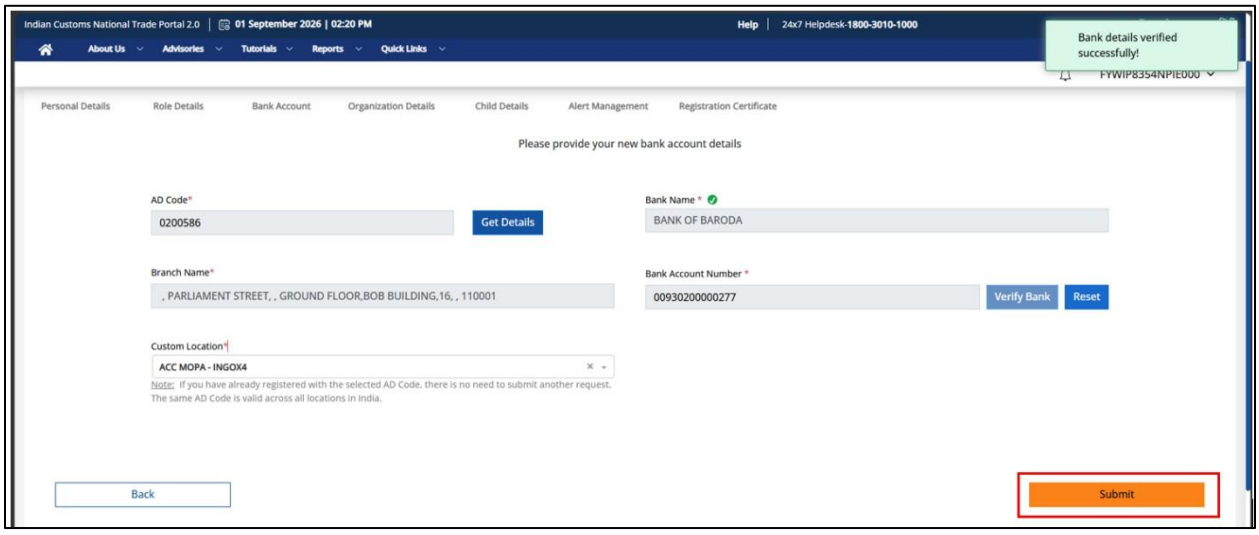
Please refer to **Section 6** for the list of supporting documents that need to be uploaded.



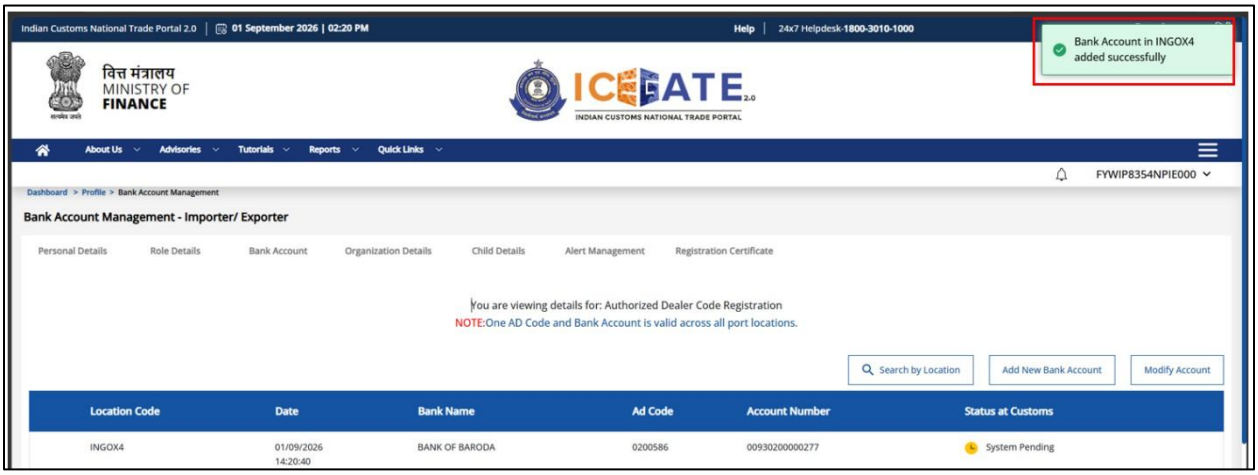
On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.



Step-4: After appropriate action as explained above in steps 3(a) and 3(b), user then clicks on <Submit> button.



Step-5: System will display the message captioned as '**Bank Account added successfully'**.



In case of ADC code verification, the following user details are verified by the banks:

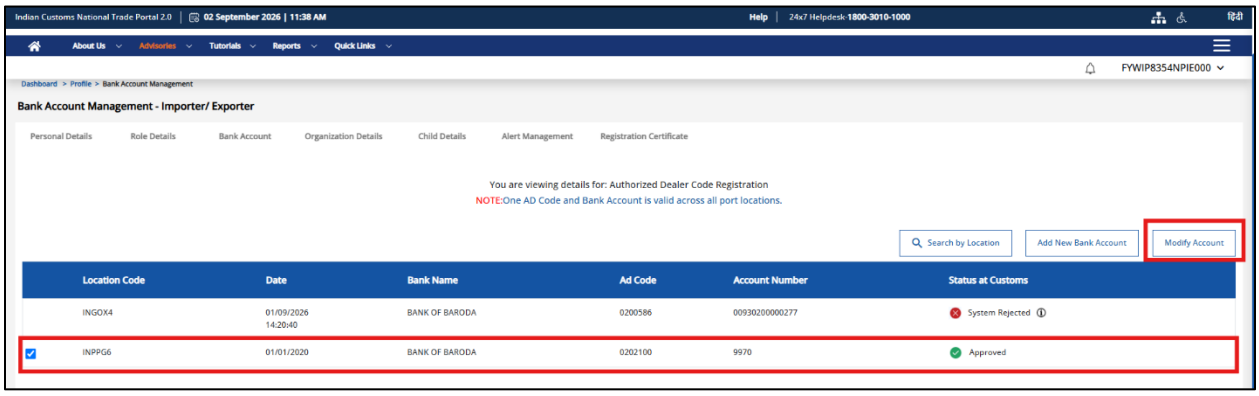
- Unique Request ID
- PAN
- AD Code
- IEC
- Bank account number linked with AD code

4.2 Modify Account

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

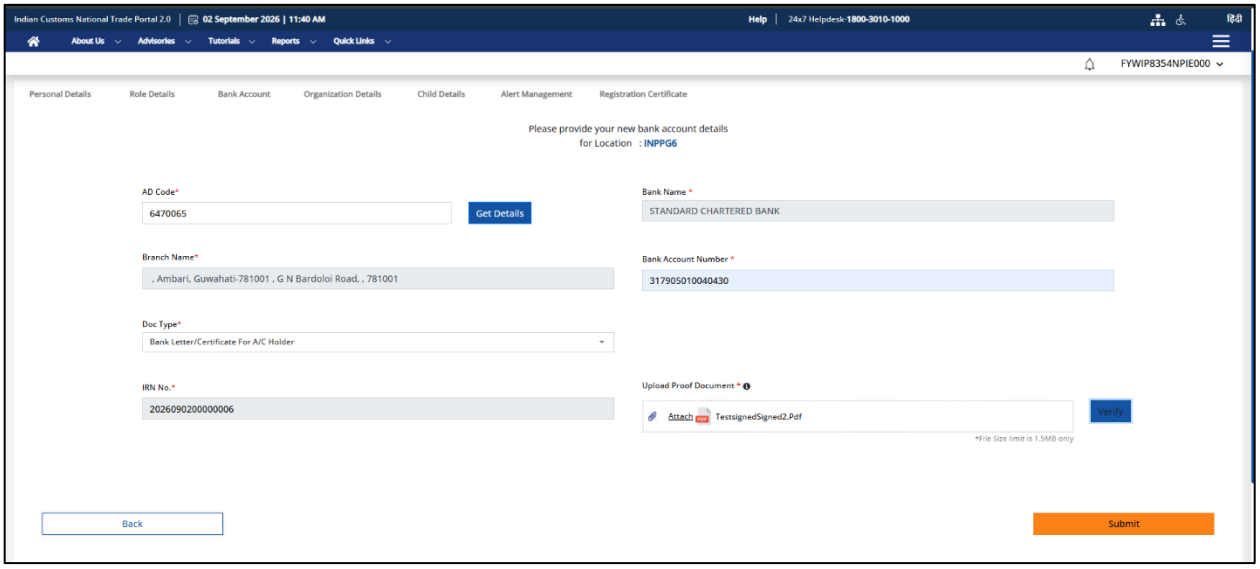
Please follow the steps to modify an account.

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



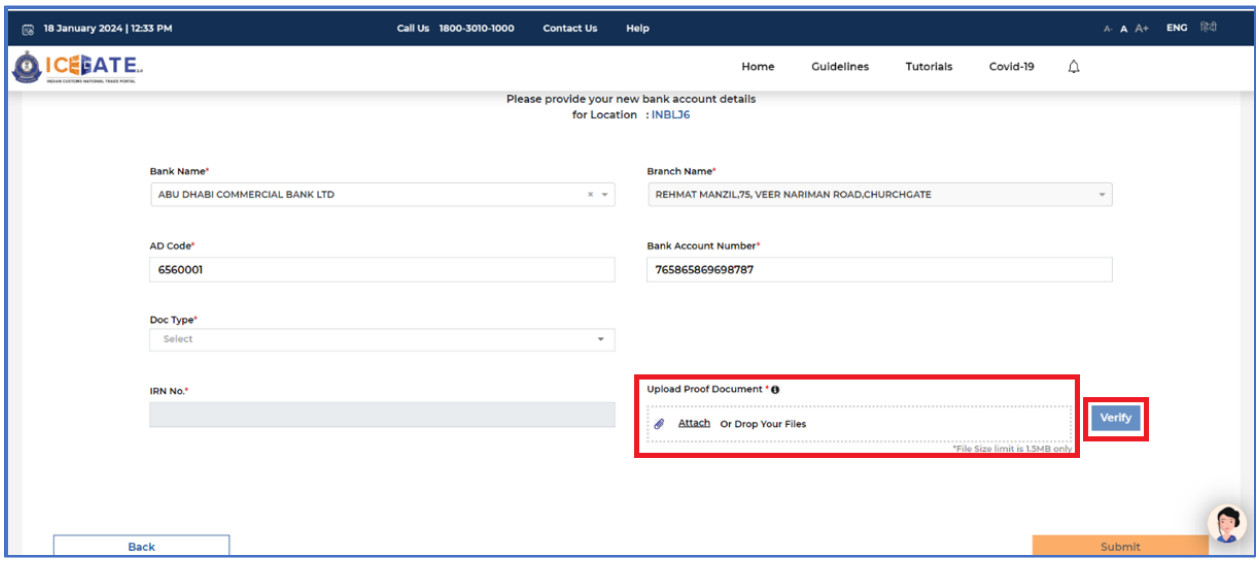
Step-2: As explained in steps 3(a) and 3(b) above in this document, on the basis, if the bank is integrated with ICEGATE or not, the user can view appropriate screen and can modify details like Bank Name and Branch Name from dropdown menu, Bank Account Number, Doc type. For representational purposes only, in this document, we are showcasing the second case where the bank is not integrated with ICEGATE.

User enters valid AD code and clicks on 'Get Details'.

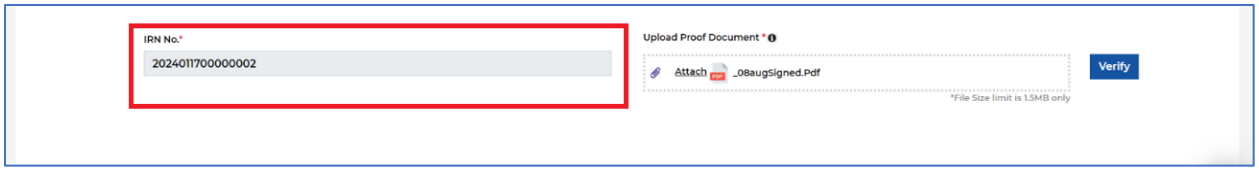


Step-3: Upload proof document for Identify verification and click on <**Verify**> button.

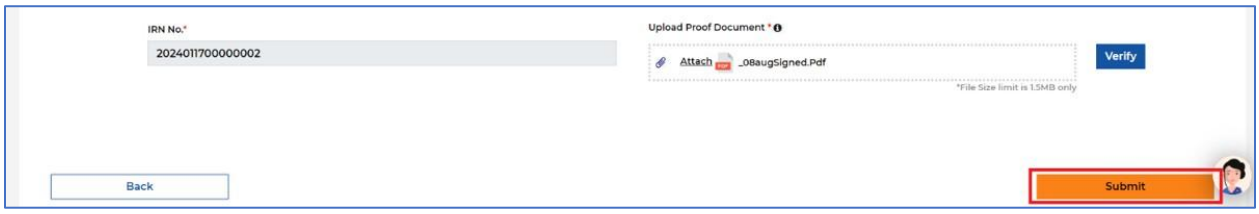
Please refer to **Section 6** for the list of supporting documents that need to be uploaded.



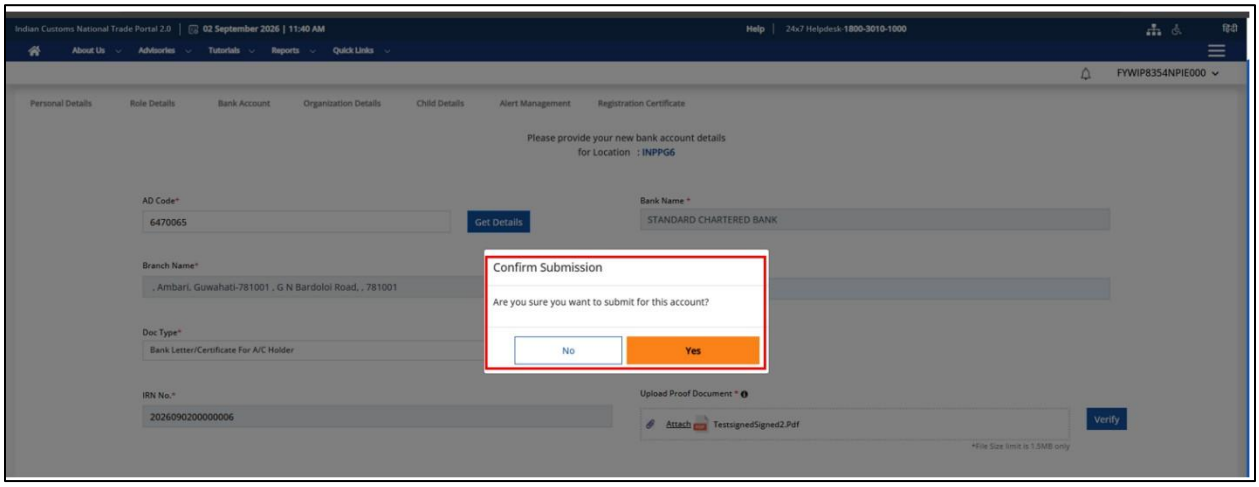
Step-4: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.



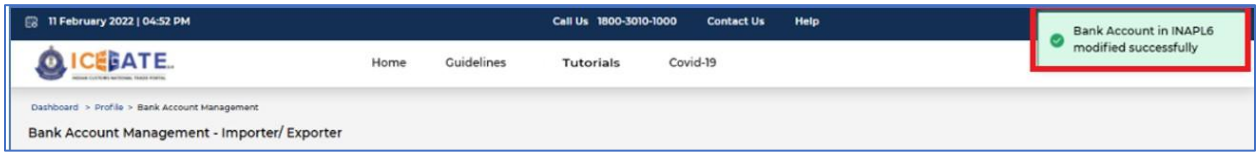
Step-5: Click on <**Submit**> button.



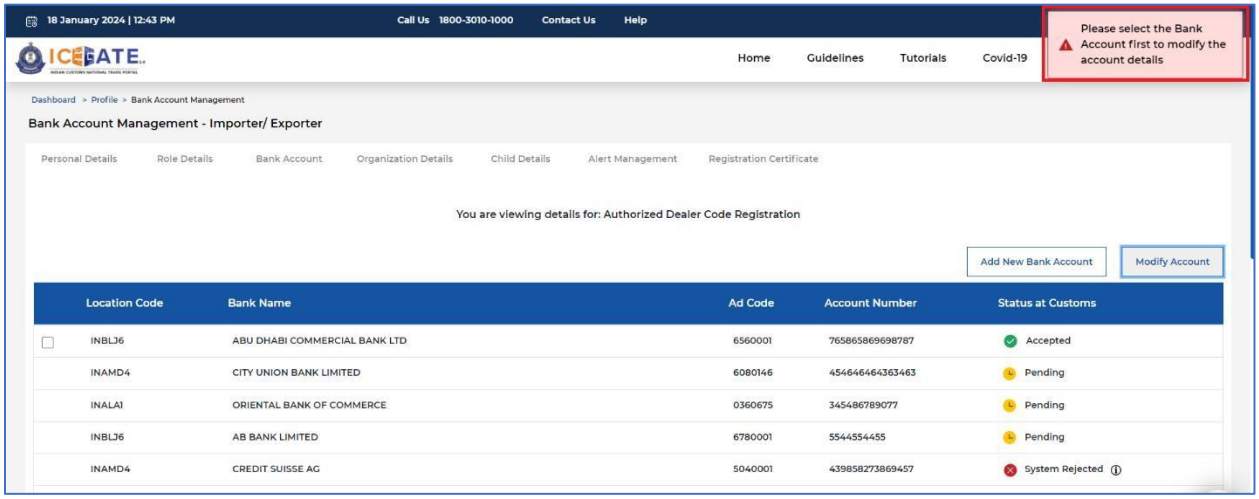
Step-6: System will display a prompt message on the screen if the user wants to proceed with the action.



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

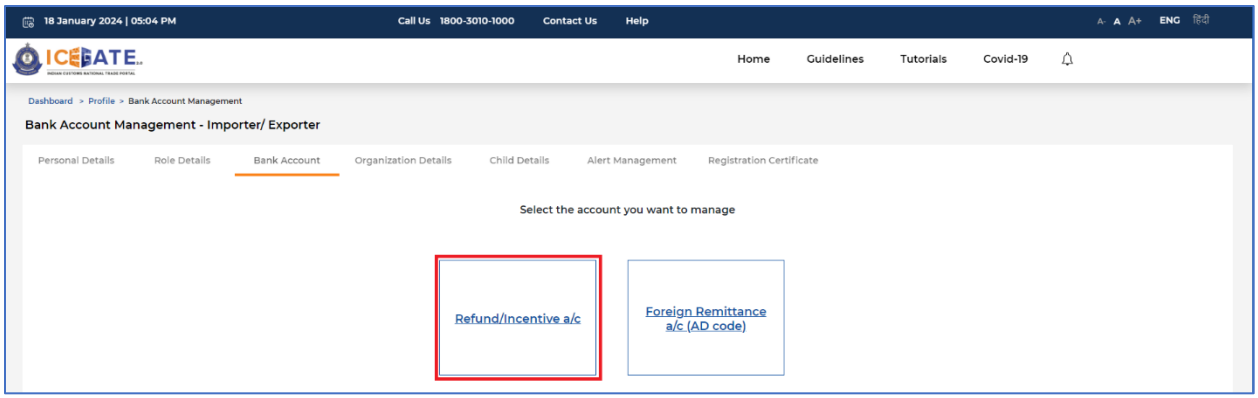


Note: If the user does not wish to select an account before clicking on the <**Modify Account**> button. In this case, the system will display an error message.



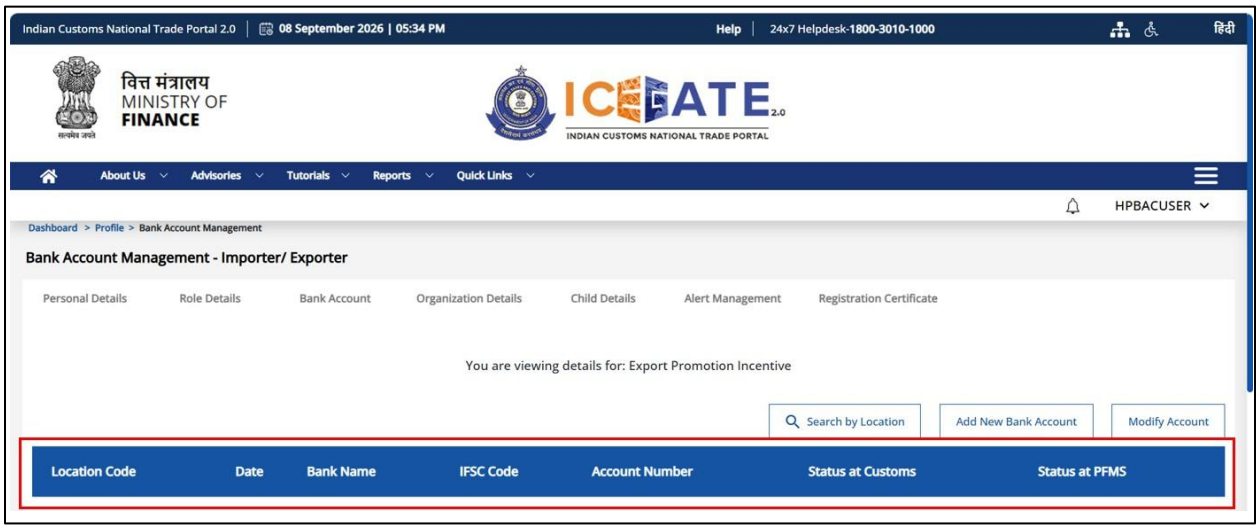
5 Refund/Incentive Account

The user will select Refund/Incentive account.



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

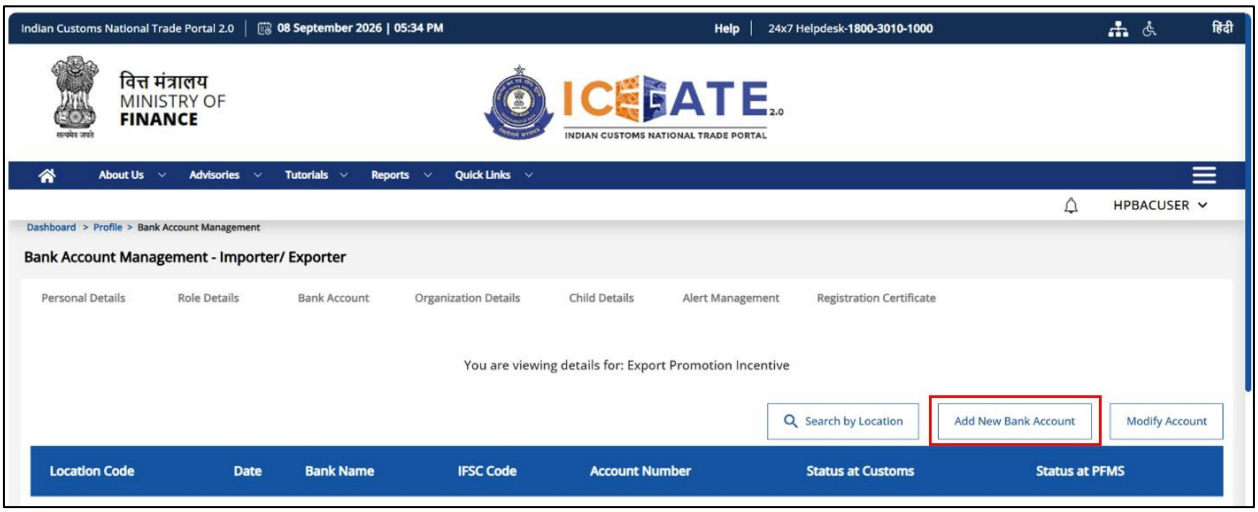
User may add his savings account or current account details here.



5.1 Add New Bank Account

Kindly follow the steps below to add new bank account -

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

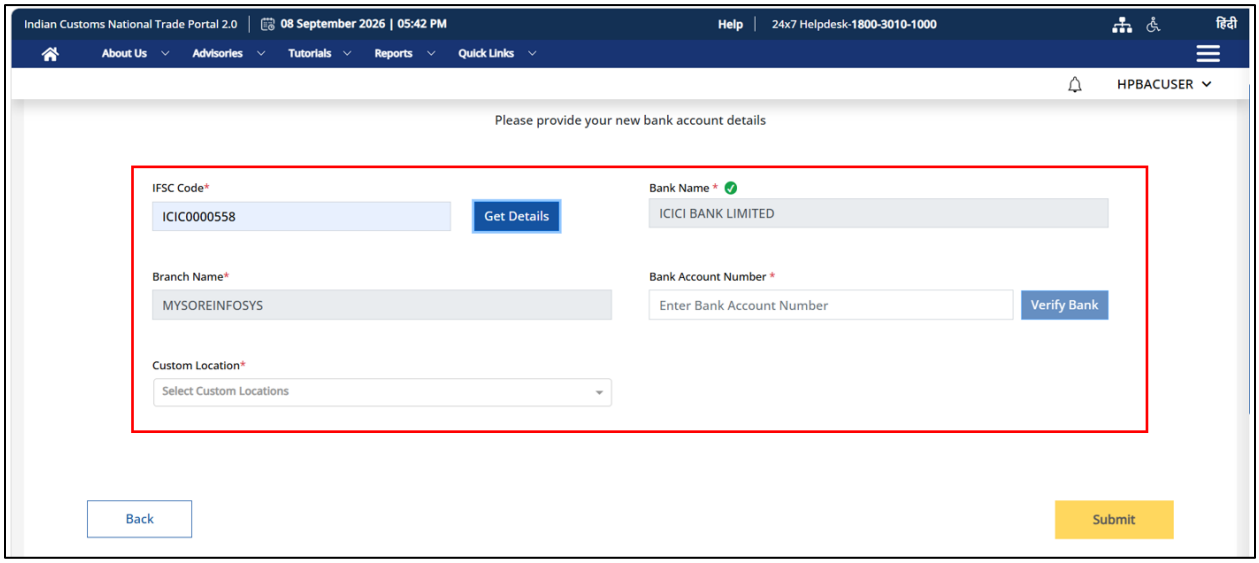


Step-2: Enter valid IFSC code and click on <Get Details> button. User will get Bank name and Branch name auto populated.

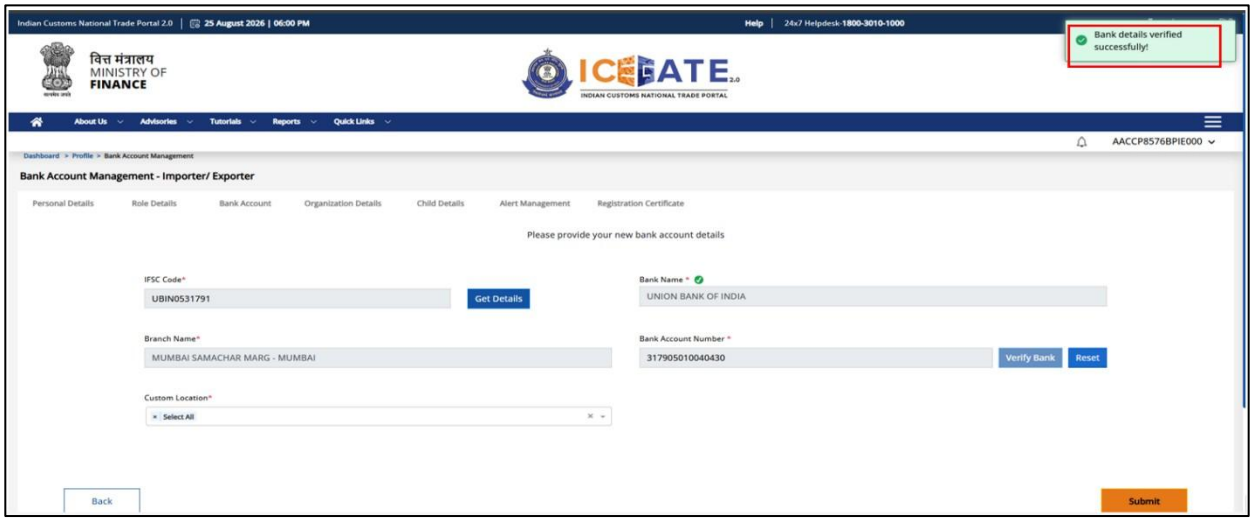
***As explained above in steps 2, 3(a) and 3(b) for the AD code process, the user may proceed depending on whether the bank is integrated with ICEGATE or not. The steps remain the same and may be followed exactly as above.**

Bank Integrated with ICEGATE

Step-3(a): If the bank is integrated with ICEGATE, then the tabs for Doc type, Uploading of Proof document and IRN No. are omitted from the screen, and the user will only enter the Bank account number and select the Custom location from the Drop down

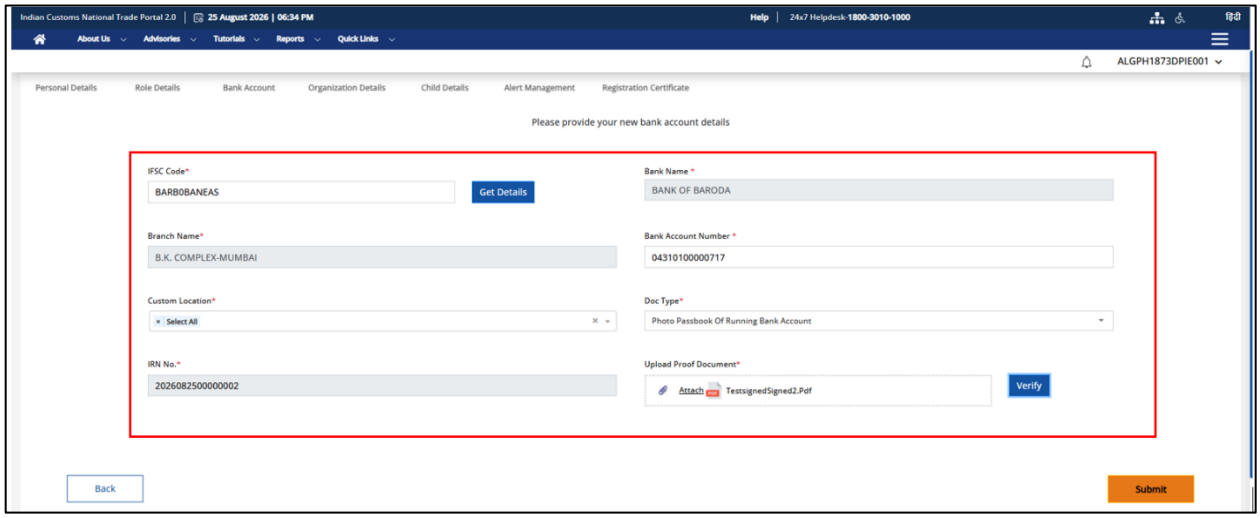


User then clicks on 'Verify' button and upon successful verification gets a confirmation pop-up message.



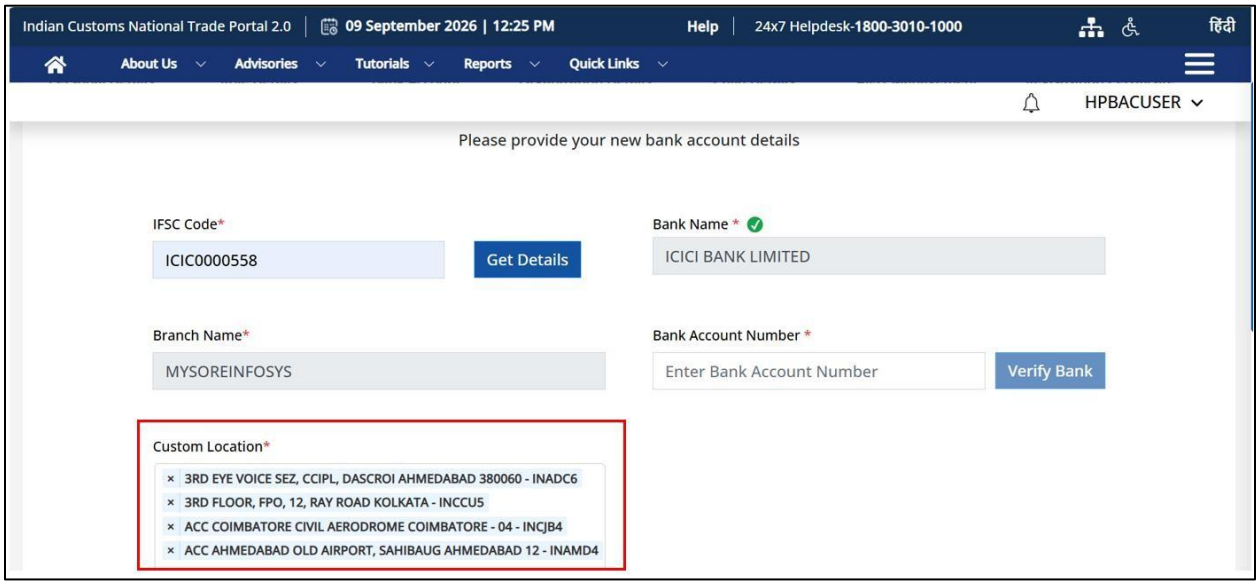
Bank Not Integrated with ICEGATE

Step-3(b): If the bank is not integrated with ICEGATE, then the user selects the Bank Name and Branch Name from dropdown menu, enters Bank Account Number, select Custom Location and Doc Type.

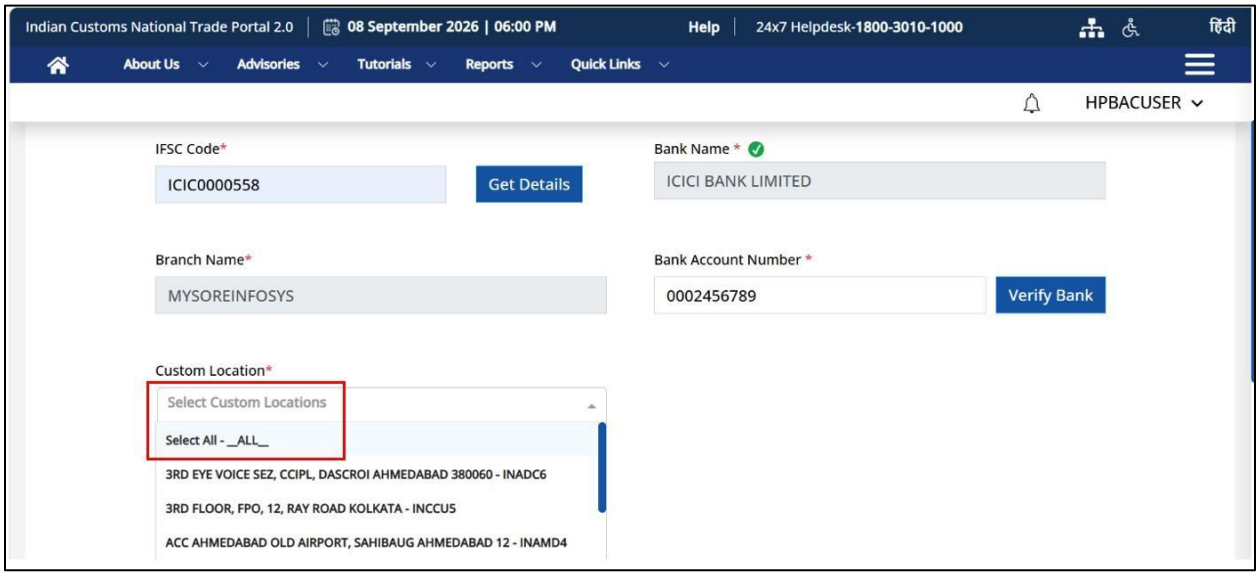


***In case of Refund/Incentive Account, the user can also select multiple or all customs locations by selecting the 'Select All' option from the dropdown menu.**

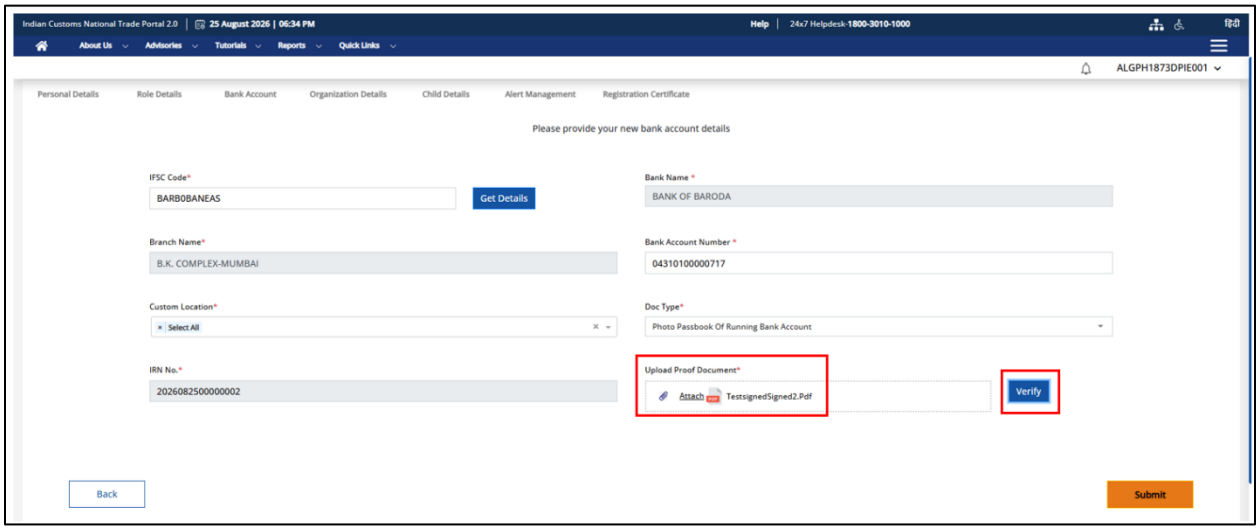
Selecting Multiple Locations



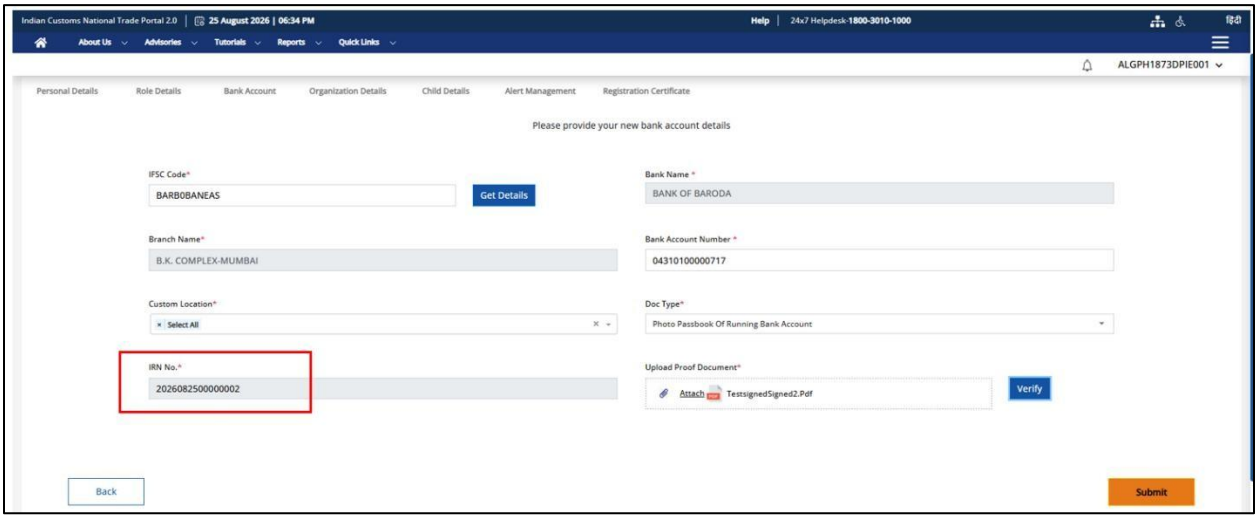
Select All Option



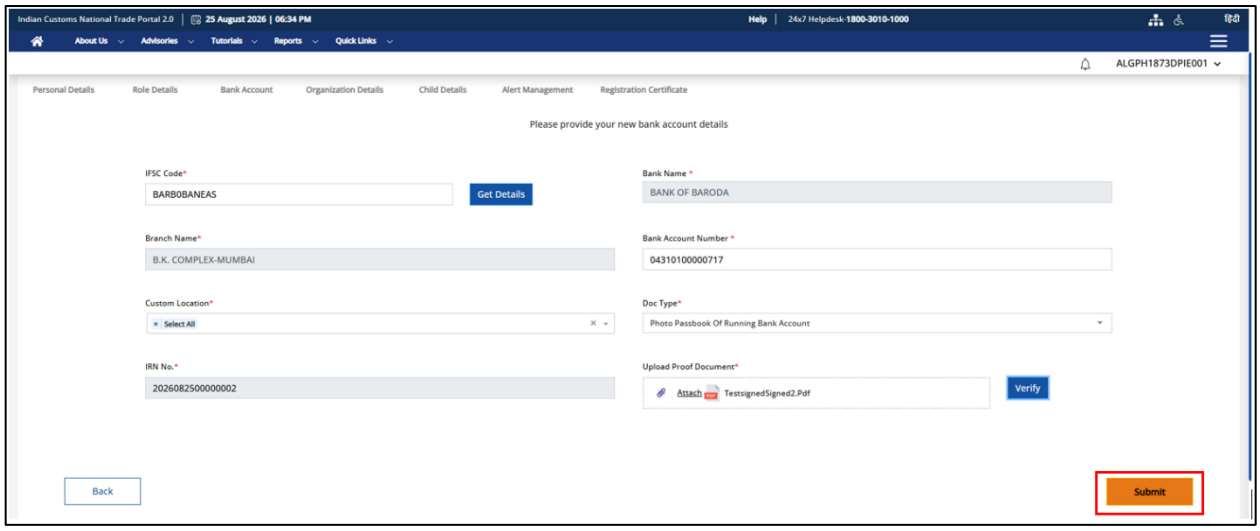
User then upload proof document for identity verification and click on <**Verify**> button.



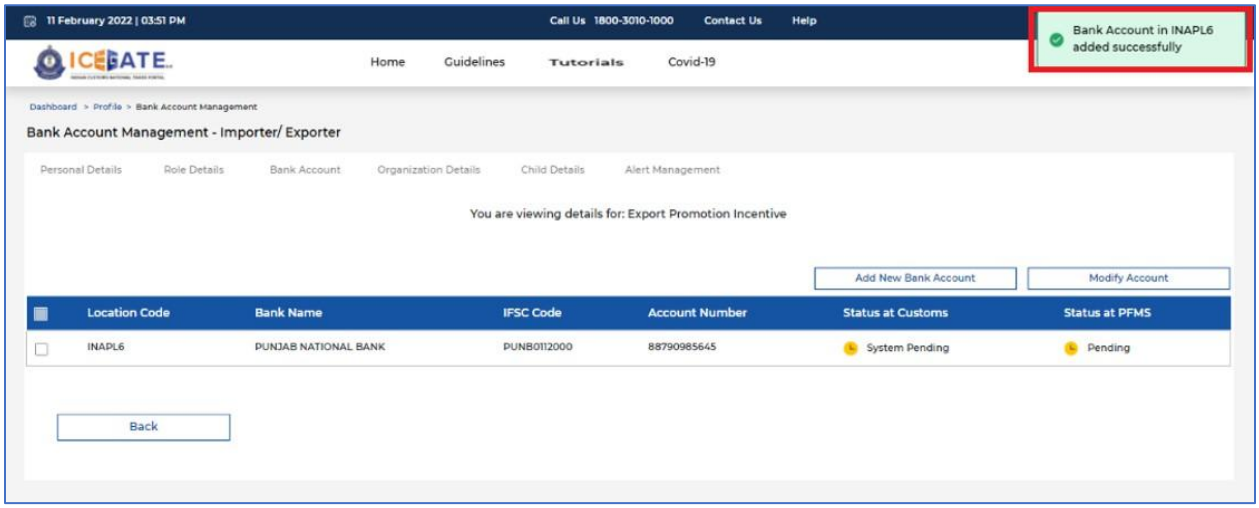
On clicking the Verify button, the system will auto-populate the IRN number under IRN No. field.



Step-4: After appropriate action as explained above in steps 3(a) and 3(b), user then clicks on <Submit> button



Step-5: System will display the message captioned as '**Bank Account added successfully'**.



In case of INC code verification, the following user details are verified by the banks:

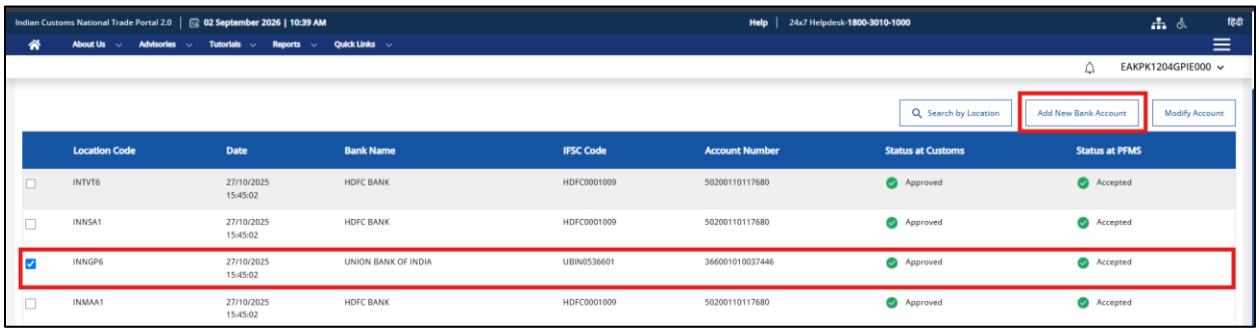
- Unique Request ID
- PAN
- IFSC Code
- Bank account number

5.2 Modify Account

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

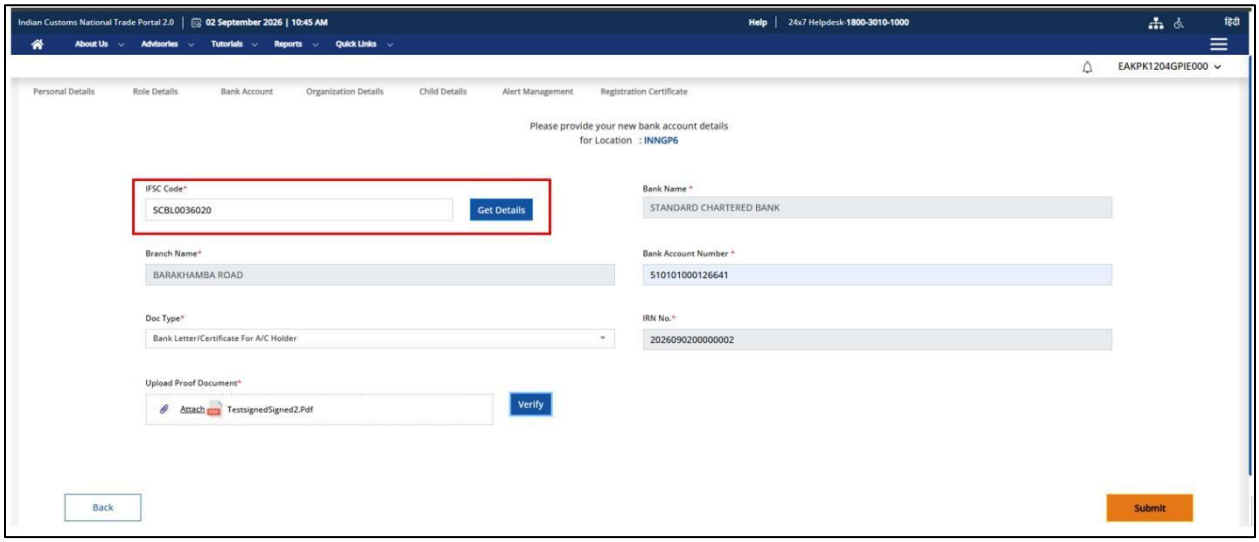
Please follow the steps below to modify an account.

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

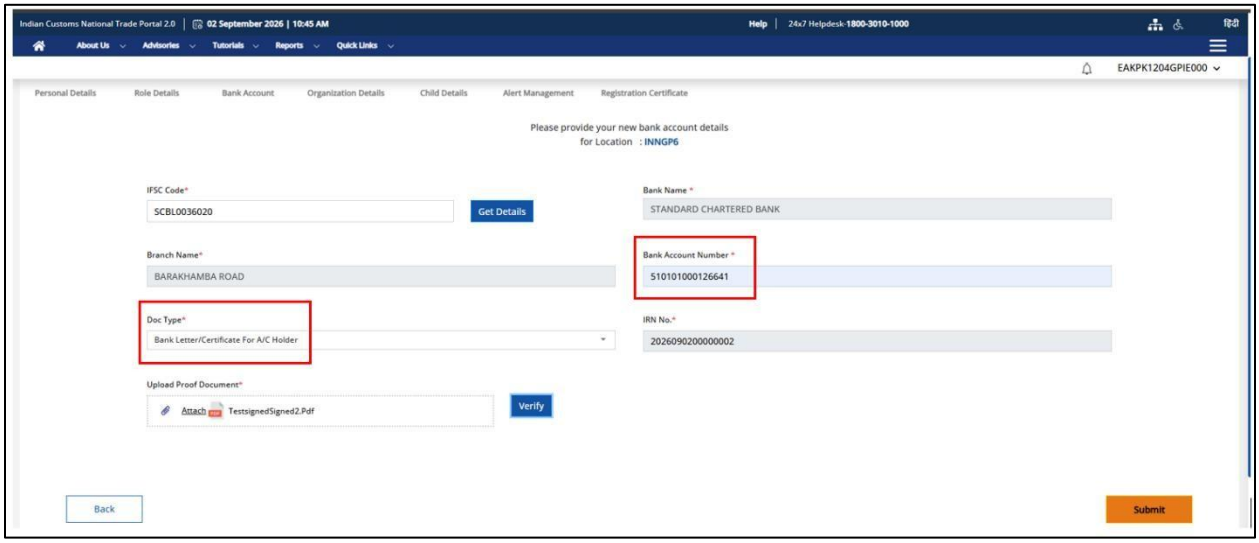


Step-2: As explained in steps 3(a) and 3(b) above in this document, on the basis, if the bank is integrated with ICEGATE or not, the user can view appropriate screen and can modify details like Bank Name and Branch Name from dropdown menu, Bank Account Number, Doc type. For representational purposes only, in this document, we are showcasing the second case where the bank is not integrated with ICEGATE

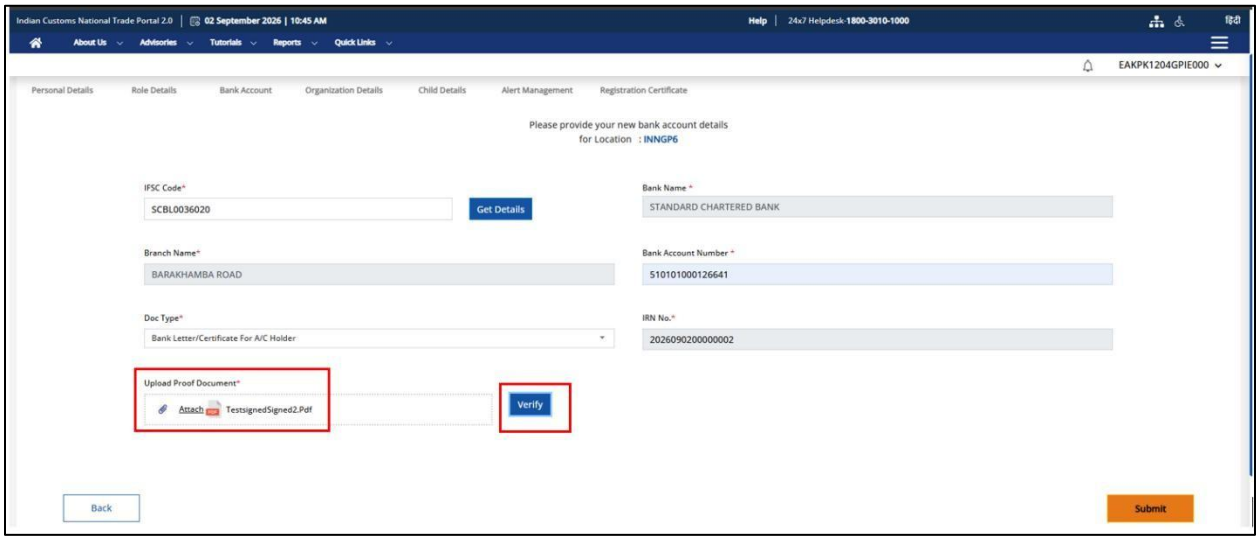
User enters valid IFSC code and clicks on 'Get Details'.



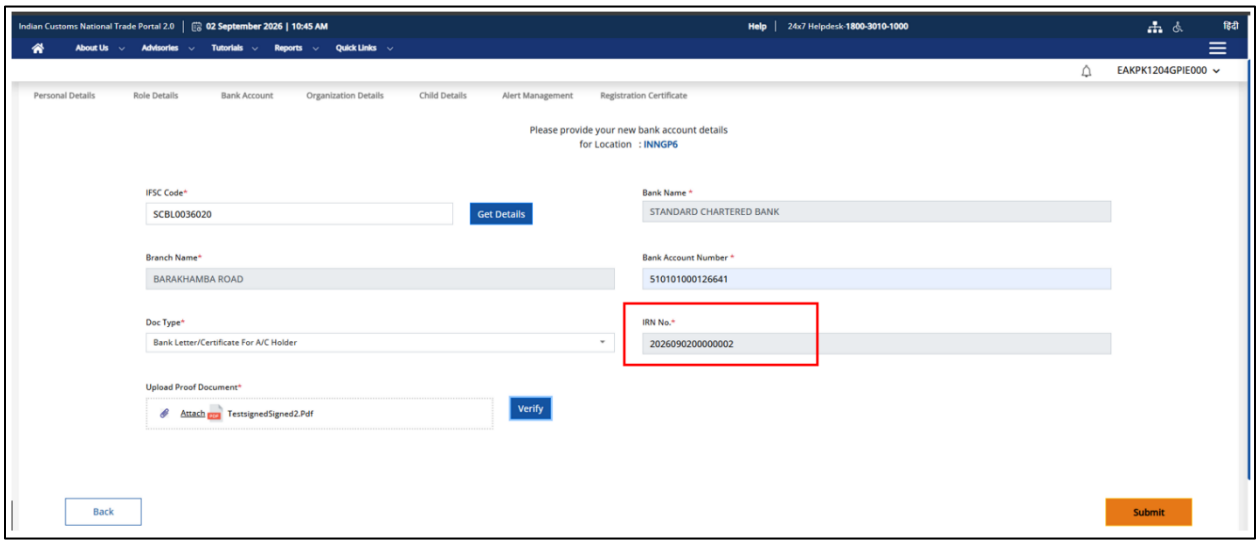
Step-3: Enter Bank Account Number, select Document Type.



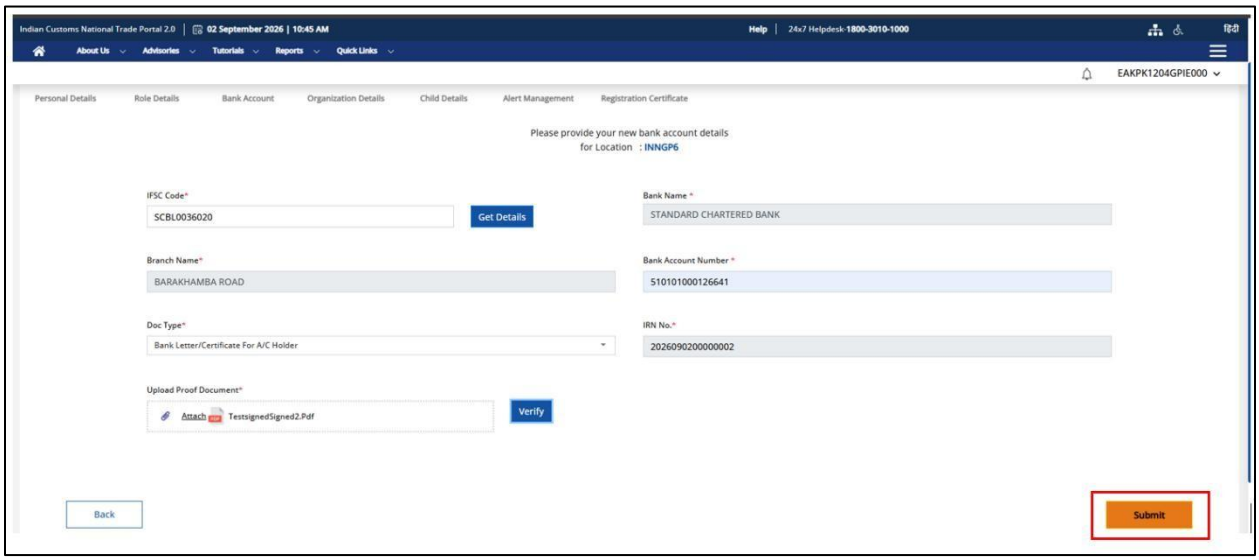
Step-4: Upload proof document and click on <**Verify**> button.



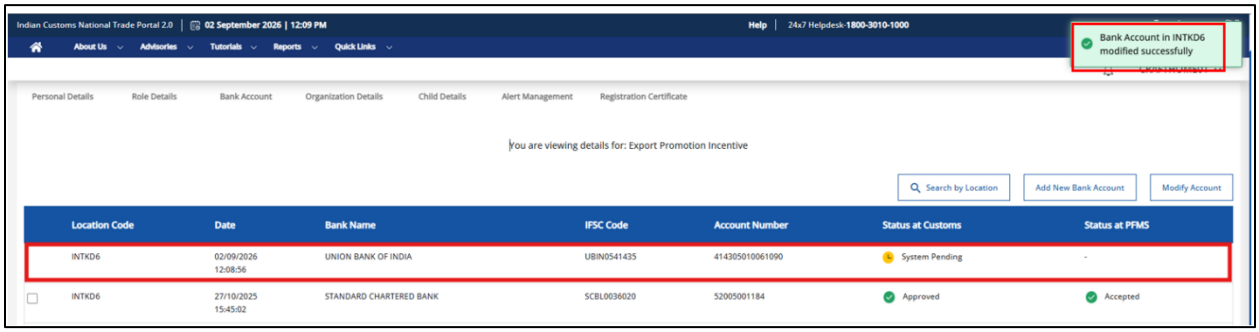
Step-5: On clicking Verify button, the system will auto-populate the IRN number under IRN No. field.



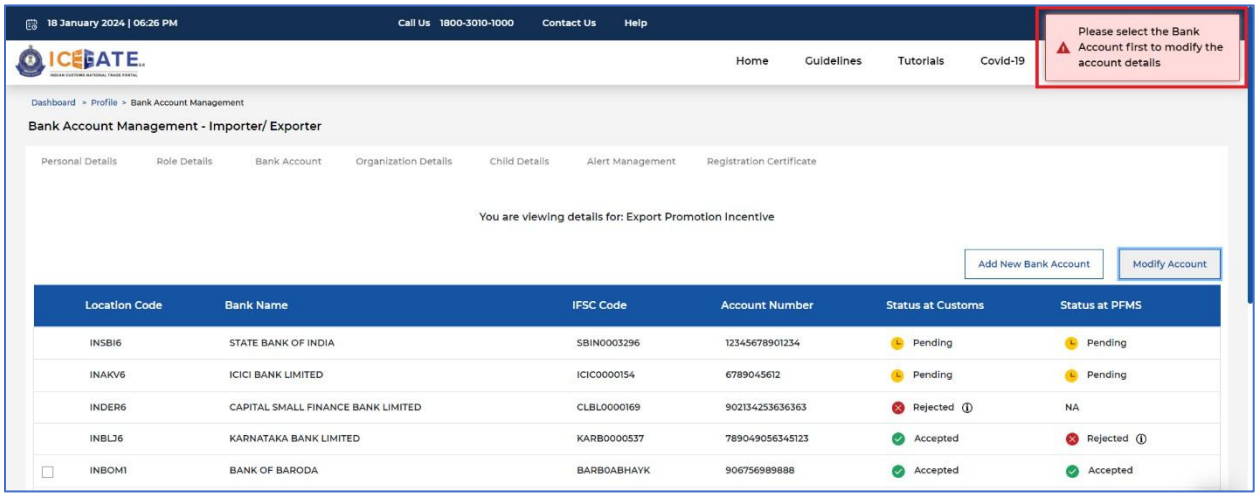
Step-6: Click on <**Submit**> button.



Step-7: 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.



6 Upload Document Requirements

Kindly refer to **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 holder 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).

7 Contact Us

The contact details are as follows:

ICEGATE, Directorate General of Systems

1st Floor, CR Building, IP Estate

New Delhi – 110002

Toll Free No: 1800-3010-1000

The user can also drop their queries at:

Email: icegatehelpdesk@icegate.gov.in

