

## ADVISORY TO ALL FOR REGISTERING AS UIN/NON IEC HOLDER

1. Every UIN/Non IEC Holder can have two kinds of registration – a Master Registration (parent user) and Subordinate Registration (their child user).
2. Master user is required to approve the registration of each of their employees, as child users.
3. After completing the registration process successfully, the users are advised to wait for the registration request to get approved by the Department.
  - For Master (parent) User:
    - In case of approval, an acknowledgement e-mail with their login credentials (User ID and Password) will be sent to the registered email id.
    - In case of rejection, reason for rejection will be sent to the registered email id.
  - For Subordinate (child) User:
    - In case of approval, an acknowledgement e-mail with the login credentials (User ID and Password) will be sent to the registered email id.
    - In case of rejection, reason for rejection will be sent to the registered email id.
4. If the child user no longer works with the parent user, the parent user needs to disable the child user.

While registering on ICEGATE for UIN/Non IEC Holder role, please consider the following points:

- I. The registration process keeps a check on impersonation and repudiation etc. The principal/parent user is given access at the application level with proper role mapping, enabling them to approve or to disable their child user(s).
- II. In case the email ID is already registered on ICEGATE, please check the user ID created against the same, within your organization.
- III. At the time of registration, soft copy of the GSTIN Registration, Self-attested scanned copy of the Authorization letter issued by the head of the consulate/Embassy/UN Agency/Govt. Organization, and a soft copy of personal identification document such as passport or Aadhaar or voter ID to be submitted.
- IV. The GSTIN/UIN code entered while registering, displays the information for your verification. Once the registrant affirms their data, further process of data capturing is initiated. In case any rectification is required, the registrant may approach ICEGATE HELPDESK.
- V. All the users are required to use their Digital Signature token (Class III Individual Type), plugged into their systems before starting the registration process. It is mandatory for all the users to upload their Digital Signature Certificate (DSC) at the time of registration.
- VI. While uploading the DSC certificate, if 'PKI applet error' is received, please verify the java setup on your local machines. The local machine requires to have Java version 1.8 or higher to support this activity. For further details, please refer to the detailed guide 'Java Setup for DSC' in Downloads on ICEGATE website (<https://www.icegate.gov.in/Download/JavaSetupForDSC.pdf>).
- VII. In case DSC upload is unsuccessful and the 'Class not found' error is received, please contact your respective DSC vendor.

- VIII. Documentation requirements are based on selected role type while registration. The following table lists the type of documents necessary for each user at the time of registration. Please note that all documents uploaded need to be self-attested:
- IX. The maximum allowed size for softcopy to be uploaded during registration is 100 KB and should be in PDF format. Refrain from using multiple dot and special characters to the file name.

Users / Documents	Scanned Copy of Authorization Letter issued by Consulate/UN Agency (.pdf)	Scanned Copy of GSTIN Registration(.pdf)	Scanned Copy of Passport, Aadhaar Card, Voter ID card (.pdf)
UIN/Non IEC Holder	√	√	√

- X. Only the following ID proofs will be considered valid:
- Aadhaar card
  - Passport
  - Voter ID card

**The users are therefore advised to share any one of the above mentioned ID proofs.**

- XI. Once registered, data cannot be changed in the system. To facilitate any update, please deactivate the current user and re-register on ICEGATE with the updated details  
ICEGATE will not be responsible if users are unable to file documents, in case the user license has been suspended or revoked.

In case any further clarifications are required for registering at ICEGATE, please reach out to us through any of the following contact details:

Phone	Email
1800 3010 1000	<a href="mailto:registration@icegate.gov.in">registration@icegate.gov.in</a>

## SIGN UP AS NEW USER

- The user logs on to the ICEGATE website and clicks on the “User Login/Sign Up” link under Our Services section.

### — ≡ ≡ ≡ Our Services ≡ ≡ ≡ —

ICEGATE INITIATIVE TOWARDS DIGITAL INDIA	SINGLE WINDOW PROMOTING PAPERLESS TRADE	EMPOWERING CITIZENS PROMOTING TRANSPARENCY	EASE OF DOING BUSINESS TRADE FACILITATION MEASURES
 User Login/Signup	 Public Enquiries	 Compliance Information Portal	 PGA Registration
 Epayment for Custom Duties	 NEFT/RTGS for CE/ST	 eSANCHIT	 ICE Dash

- The user clicks on the “Sign up Now” link.



The screenshot shows the ICEGATE website interface. At the top, there is a navigation bar with links: Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, Contact Us, and a search bar. Below the navigation bar, there is a main content area with a blue background. The word "Login" is prominently displayed in white. Below it, there is a form with fields for "User Name:", "Password:", "Forgot password?", and "Captcha:". A red "Submit" button and a red "Reset" button are at the bottom of the form. A white callout box with a black border points to the "Sign up for registration" link, which is located above the "Login" heading. In the top right corner, there are two buttons: "Registration Advisory" and "Registration Demo".

- The user selects the role “UIN/Non IEC Holders” from the User Role dropdown.



- The user selects the “Master Registration” type from the User Type dropdown.



- The user enters “GSTIN/UIN code” in the field and then clicks on the “Verify” button.

The screenshot shows the ICEGATE website header with the logo and navigation menu. Below the header, there is a "Related Links" section on the left and a "Registration" section on the right. The "Registration" section contains a "User Registration" form with the following fields:

ICEGATE ID	[Redacted]
ICEGATE Email ID	[Redacted]
User Role	UIN /Non IEC Holders
User Type	Master Registration
Enter GSTIN/UIN Code	[Input Field]
	Verify

A callout box with the text "Enter the GSTIN/UIN Code and click on verify button" has an arrow pointing to the "Verify" button.

Government of India  
Ministry of Finance Department of Revenue

The e-governance Award South Asia 2011

SKOCH Digital INCLUSION AWARDS 2011

National e-governance Award for 2010-11

- The below details populate based on the GSTIN/UIN code entered earlier. After verification of populated data, select the custom location for filling and click on the “Confirm” button.

The screenshot shows the ICEGATE website header and navigation menu. Below the header, there is a "Related Links" section on the left and a "Registration" section on the right. The "Registration" section contains a "User Registration" form with the following fields:

ICEGATE ID	[Redacted]
ICEGATE Email ID	[Redacted]
User Role	UIN /Non IEC Holders
User Type	Master Registration
Enter GSTIN/UIN Code	0717TKM00132UN9
	Verify

Below the form, there is a blue box with the text: "Following are your registration details as available in ICES. For any correction/modification in these details, you are requested to file amendment at your parent commissionerate policy branch and then update the same at ICEGATE Login Module."

GSTIN ID	[Redacted]
Reg Name	[Redacted]
GSTN TYPE	UN
Custom Location	<ul style="list-style-type: none"> <li>ACC Coimbatore Sriperumbudur ICD (INCIB4)</li> <li>Agra ICD (INBLU6)</li> <li>Ahmedabad ACC (INAMD4)</li> <li>Alang (INALA1)</li> <li>Amingaon ICD (INAMG6)</li> <li>Amritsar ACC (INATQ4)</li> </ul>

A callout box with the text "Click on the 'Confirm' button" has an arrow pointing to the "Confirm" button.

Confirm

- The user clicks on **Click here to upload DS** link to upload the Digital Certificate.

**Related Links**

- www.cbec.gov.in
- www.aces.gov.in
- www.nacen.gov.in
- www.ltu.gov.in
- www.finmin.nic.in
- www.ices.nic.in/Ices

Home > Registration

## Registration

Personal Details

Enter your Name	<input type="text"/>	* e.g. Anil Sharma
Mobile Number	<input type="text"/>	* e.g. 9810000000
Scanned colored copy of Authorization Letter on the letter head of the company/agency	<input type="button" value="Choose file"/> No file chosen	* File Size Limit is upto 100 KB only
Scanned colored copy of License	<input type="button" value="Choose file"/> No file chosen	* File Size Limit is upto 100 KB only
Select Photo-Id Type	<input type="text" value="Aadhaar"/>	*
Enter Voter-id No.	<input type="text"/>	*
Scanned colored copy of Voter-id	<input type="button" value="Choose file"/> No file chosen	* File Size Limit is upto 100 KB only
Document Type	<input type="text" value="Goods Registration"/>	*
License Expiration Date	<input type="text"/>	*
Digital Certificate	<input type="text"/>	<a href="#">Click here to upload DS</a>

I agree to the CBEC Terms & Conditions

**Declaration:** I agree to the correctness of information provided by me. This information pertains to me.

Click on upload DS link

- After clicking on the Upload DS link, the user has to select the certificate and then click on OK button

**Related Links**

- www.cbec.gov.in
- www.aces.gov.in
- www.nacen.gov.in
- www.ltu.gov.in
- www.finmin.nic.in
- www.ices.nic.in/Ices

Home > Registration

## Registration

Personal Details

Scanned colored		
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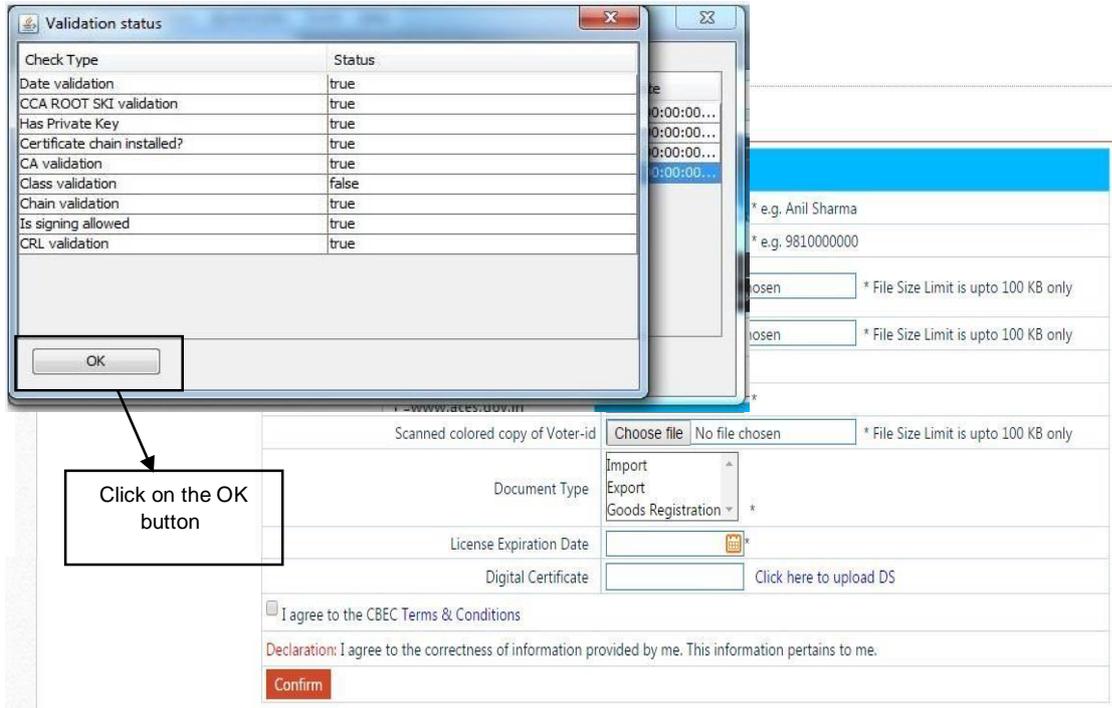
**Select Certificate**

Certificate Name	Serial No	Issuer Name	Validity Date
TEST IIIA 2014 SIG...	53 14 8a c2	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...
TEST IIA 2014 SIGN...	53 14 8a c0	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...
TEST IIIB 2014 - 53...	53 14 8a d0	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...
TEST IIB 2014 - 572...	53 14 8a cf	CN=(n)Code Solutio...	Fri Mar 11 00:00:00...

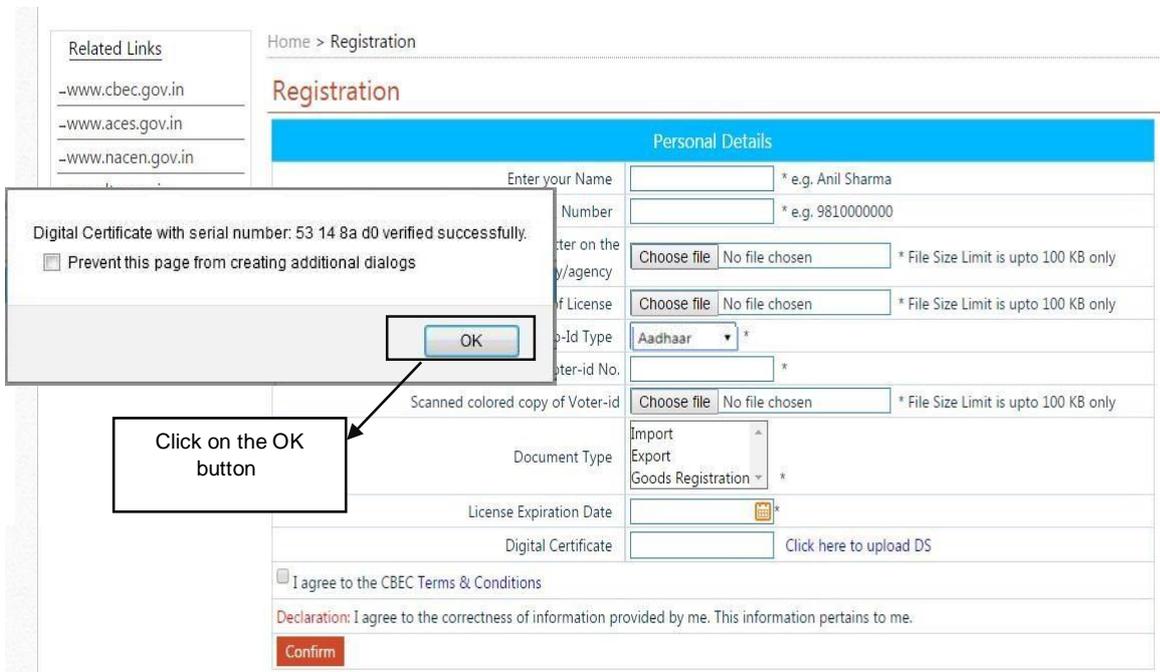
I agree to the CBEC Terms & Conditions

**Declaration:** I agree to the correctness of information provided by me. This information pertains to me.

- The user checks the Validation Status of the Digital Certificate which is uploaded and then clicks on the Ok button.



- The user views the pop up message and clicks on the OK button.



- The user enters the personal details in the registration form and clicks on the confirm button

Home > Registration

### Registration

Personal Details	
Enter your Name	<input type="text"/> * e.g. Anil Sharma
Mobile Number	<input type="text"/> Enter 10 digit mobile number * e.g. 9810000000
Self-attested scanned copy of the Authorization letter issued by the head of the consulate/Embassy/UN Agency/Govt. Organization	<input type="button" value="Choose File"/> Copy of the ...tter-min.pdf * File Size Limit is upto 100 KB only
Self-attested scanned copy of GSTIN Registration	<input type="button" value="Choose File"/> Copy of GST...eg-min.pdf * File Size Limit is upto 100 KB only
Select Photo-Id Type	Passport * <input type="text"/>
Enter Passport No.	<input type="text"/> *
Self-attested scanned colored copy of Passport	<input type="button" value="Choose File"/> No file chosen * File Size Limit is upto 100 KB only
Document Type	IMPORT EXPORT GOODS REGISTRATION *
Digital Certificate	<input type="text"/> <a href="#">Click here to upload DS</a> *

I agree to the CBEC [Terms & Conditions](#) \*

**Declaration:** I agree to the correctness of information provided by me. This information pertains to me.

**Click on the "Confirm" button**

- The user enters the OTP received on the registered email id.

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Customs National Trade Portal, CBEC

Latest: Bill enquiry module is available at ICEGATE under login. \*Attention Exporters : Registration of your bank Accounts with Customs is required Last Updated :

Home > Registration

### One Time Password

Please enter your One Time Password (OTP) received on your registered email

Merchant Name:

Date:

Email:

OTP:

If you have trouble receiving OTP Email [Click Here](#) to receive OTP

**Enter the OTP received on your registered Email**

➤ The user's form is submitted successfully and the request goes for further approval.

Home	About Us	Services	Downloads	Guidelines	Useful Links	Single Window	Contact Us	A- A A+	
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[Related Links](#)

- [www.cbec.gov.in](http://www.cbec.gov.in)
- [www.aces.gov.in](http://www.aces.gov.in)
- [www.nacen.gov.in](http://www.nacen.gov.in)
- [www.ltu.gov.in](http://www.ltu.gov.in)
- [www.finmin.nic.in](http://www.finmin.nic.in)
- [www.ices.nic.in/lces](http://www.ices.nic.in/lces)
- [www.indiantradeportal.in](http://www.indiantradeportal.in)

Home > [Registration](#)

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## Registration

Your Information has been received successfully and you will be intimated by e-mail as soon as your registration is approved by the competent authority.

# SIGN UP AS SUBORDINATE

- The user selects the “Subordinate Registration” type from the User Type dropdown.

The screenshot shows the ICEGATE website's registration page. The navigation bar includes Home, About Us, Services, Downloads, Guidelines, Useful Links, Single Window, Contact Us, and font size controls (A-, A, A+). The breadcrumb trail is Home > Registration. The main heading is 'Registration'. On the left, there is a 'Related Links' section with several government portals. The 'User Registration' form contains fields for ICEGATE ID, ICEGATE Email ID, User Role (set to 'UIN /Non IEC Holders'), and User Type. The 'User Type' dropdown menu is open, showing options for '--- Select ---', 'Master Registration', and 'Subordinate Registration', with 'Subordinate Registration' highlighted. A callout box with an arrow points to this option, containing the text: 'Select the “Subordinate Registration” from the User Type.'

- The user enters the ICEGATE ID of his/her Master (parent) user and clicks on the verify button.

This screenshot shows the same registration page as above, but with the 'Verify' button visible. The 'User Type' dropdown is now set to 'Subordinate Registration'. A new field labeled 'Enter Icegate Id for UIN' has appeared, containing a text input box and a red 'Verify' button. A callout box with an arrow points to the input field, containing the text: 'Enter the ICEGATE ID of the parent user'. The 'Related Links' and navigation bar remain the same.

- The user enters the personal details in the registration form, uploads the DSC and click on the confirm button. The steps to upload the digital signature will be same as of master user.

<a href="#">Home</a>	<a href="#">About Us</a>	<a href="#">Services</a>	<a href="#">Downloads</a>	<a href="#">Guidelines</a>	<a href="#">Useful Links</a>	<a href="#">Single Window</a>	<a href="#">Contact Us</a>	A- A A+
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Home > Registration

### Registration

Personal Details	
Enter your Name	<input type="text"/> *
Address 1	<input type="text"/> * e.g. A-111, CR Park
Address 2	<input type="text"/>
City	<input type="text"/> * e.g. New Delhi
State	<input type="text" value="Please Select State"/> *
Pin Code	<input type="text"/> * e.g. 110000
Self-attested scanned copy of Authorization Letter on the letter head of the company/agency	<input type="button" value="Choose File"/> No file chosen * File Size Limit is upto 100 KB only
Self-attested scanned copy of GSTIN Registration	<input type="button" value="Choose File"/> No file chosen * File Size Limit is upto 100 KB only
Select Photo-Id Type	<input type="text" value="--- Select ---"/> *
Contact Number	<input type="text"/> * e.g. 011 41401111
Mobile Number	<input type="text"/> * e.g. 9810000000
Email ID	<input type="text"/> * e.g. rajiv@gmail.com
Digital Certificate	<input type="text"/> <a href="#">Click here to upload DS</a> *
<input type="checkbox"/> I agree to the CBEC <a href="#">Terms &amp; Conditions</a> *	
<b>Declaration:</b> I agree to the correctness of information provided by me. This information pertains to me.	
<input type="button" value="Submit"/>	

Click on the "Submit" button



- The user enters the OTP received on the registered email id.

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Latest: \*Attention: ICEGATE common enquiry services are available at Home > Public Enquiries. For details [click here](#) Last Updated : 11/05/2011 11:00:00 AM

Home About Us Services Downloads Guidelines Useful Links Single Window Contact Us A- A A+

Home > Registration

### One Time Password

Please enter your One Time Password (OTP) received on your registered email

Merchant Name:

Date:

Email:

OTP:

Enter the OTP received on your registered email id.

If you have trouble receiving OTP Email [Click Here](#) to receive OTP

Government of India  
Ministry of Finance Department of Revenue

The eSambhar Award  
South Asia 2011

SCOD Digital Inclusion Award 2011

National e-governance Award for 2010-11

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Copyright © 2011 All rights reserved. Directorate of Systems, Customs and Central Excise New Delhi.  
Best Viewed at 1024 x 768 Resolution | Internet Explorer 8.0-Later Versions

- The user's form is submitted successfully and the request goes for further approval.

ice gate  
Customs National Trade Portal, CBIC

Latest: \*Attention: Last Updated : 11/05/2011 11:00:00 AM

Home About Us Services Downloads Guidelines Useful Links Single Window Contact Us A- A A+

Home > Registration

### Registration

Your Information has been received successfully and you will be intimated by e-mail as soon as your registration is approved by the competent authority.

Government of India  
Ministry of Finance Department of Revenue

The eSambhar Award  
South Asia 2011

SCOD Digital Inclusion Award 2011

National e-governance Award for 2010-11

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