## Registration on ICEGATE

A. Documents to be kept ready prior to registration

(i) Bank Certificate in specified format only. Document Code 046LO1

(ii) Digital Signature

(iii) Current Passbook Photo in PDF. Document Code 046PB1

(iv) pan of firm and partners who have banking access

(v) gst

(vi) iec

(vii) cancelled cheque.

\**Resolution should not be less than 200 DPI. It should be in Black & White. File Size should be no more than 75 kb. Multiple pages are to be clubbed but should be clearly visible.*

(iv) Download Signer Utility from <http://icegatesign.ncode.in/>

B. Follow below steps to perform Registration at Customs ICEGATE

1. Visit <https://www.icegate.gov.in/> and click on Login
2. Create User ID and Password by selecting User Role as IEC Holder
3. Upon creating profile on ICEGATE, upload PAN and Aadhar
4. Integrate Digital Signature with ICEGATE
5. Verify and complete other formalities to authenticate profile
6. Register your authorized employee/service provider using the same process if desired
7. Visit Module Tab and select Financial Services Advisory to Link your Bank
8. View Profile to Modify & Add Location. Bank will be linked to this Location
9. Upload Bank Certificate & Passbook. Then sign using Digital Signature
10. Visit <https://www.icegate.gov.in/eSANCHIT.html> to upload signed documents using the above mentioned codes and receive IRN.
11. Select AD Code Bank Account from Dropdown List. Only 1 bank account can be registered for 1 location.
12. If 1 port is already registered, click Modify to add additional ports.
13. Submit. Message will be automatically forwarded to respective ports for approval.
14. Upon receiving approval, account will reflect as registered.

At jnch, there is an additional facility given to the exporter. His bank can forward the bank certificate by mail on [edi@jawaharcustoms.gov.in](mailto:edi@jawaharcustoms.gov.in) and provide copy of the mail to their customs broker for scrutiny at customs station.

Once scrutiny is complete, the location appears on the icegate website.