No. CLE-HO/POL/DFIS/2019

July 3, 2019

Members of the Council

**Sub : Issue of Import Certificates – Procedural issues**

Dear Member

Please note the following procedural regulations in issue of Import Certificates by CLE.

1. **REGISTRATION IN CUSTOMS ICEGATE WEBSITE**

Please note that registration in ICEGATE WESSITE (<https://icegate.gov.in>) is compulsoary to avail Import Certificate facility.

There are only two ways of registering in ICEGATE website i.e. either through **SIMPLIFIED REGISTRATION** or **REGISTRATION USING CLASS III DIGITAL CERTIFICATE OF THE EMPLOYEE/ CHIEF EXECUTIVE** as detailed below.

**SIMPLIFIED REGISTRATION**

* Click “Simplified registration” menu in <https://icegate.gov.in> . The following menu will appear

Auto IEC Registration

|  |  |
| --- | --- |
| Enter IEC  |  |
| Enter GSTIN  |  |
| Enter Password  |  |
| Captcha  |  |

* **Please SEARCH for the password sent from ICEGATE in your e-mail ID/ Mobile which has been used at the time of GST registration**
* Then insert the IEC Code, GST Number and password (which has been sent by ICEGATE to the e-mail ID used at the time of GST registration).
* Once this process is completed, the following menu appears.

|  |  |
| --- | --- |
| Enter your ICEGATE ID |  |
| e-mail ID | xxxxxxx |
| Mobile Number | Xxxxxxx |
| Enter New Password |  |
| Confirm Password  |  |

*Note : Please note that the e-mail ID registered with GSTN and Mobile No. registered with GSTN will automatically appear in the above menu.*

* The company has to enter the desired ICEGATE username (ICEGATE ID) and PASSWORD ( This username and password has to be remembered for future use). Thereafter, OTP will be sent to the e-mail ID and mobile no. used for GST registration (which can also be seen in the above menu). Upon entering this OTP, the registration process is completed.
* To check whether the registration is successful, the company has to use the ICEGATE username and PASSWORD and go to LOG IN/SET-UP menu in <https://icegate.gov.in> and enter the website. Welcome to ICEGATE menu will appear.

**REGISTRATION USING CLASS III DIGITAL CERTIFICATE OF THE EMPLOYEE / CHIEF EXECUTIVE**

* The member having Class III Digital Certificate for their employee/ can to LOG IN/SET-UP menu in <https://icegate.gov.in> and follow the steps. The REGISTRATION ADVISORY and REGISTRATION DEMO are available in this Menu.
1. **UPLOADED IMPORT CERTIFICATES**
* Once the Import Certificate is uploaded by CLE in the website <https://icegate.gov.in>, the member will get DRN/ IRN number in his e-mail ID which is registered with GSTN. This DRN/IRN Number has to be given while filing bill of entry .
* Members have informed that while filing Bill of Entry, they are required to give the ICEGATE ID of the authority who has uploaded the Import Certificate. Please find below the ICEGATE IDs of concerned CLE offices.

|  |  |
| --- | --- |
| CHENNAI  | CLEINDIA1984 |
| DELHI | CLEDELHI1984 |
| KOLKATA | CLEKOLKATA1984 |
| MUMBAI | CLEMUMBAI1984 |
| KANPUR | CLEKANPUR1984 |
| AGRA | CLEAGRA1984 |
| JALANDHAR | CLEJALANDHAR1984 |

1. **ISSUING IMPORT CERTIFICATES**
* If there are any problems in obtaining Customs Clearance for the uploaded Import Certificates, you may ask for physical copy of the digitally signed Import Certificate from the concerned office of CLE.
* Members have to register in ICEGATE to avail Import Certificate facility. However, for urgent cases wherein members are not registered in ICEGATE, physical copy of Import Certificate can be issued in the past, with signature and seal , but it is the Customs prerogative to accept this physical copy for clearance.
1. **COURIER IMPORTS/ IMPORTS FROM SEZ/ EPZ/ BONDED WAREHOUSE**
* In case of the above imports, physical copies of the digitally signed IC or physical IC as the case may be can be given.
1. **ISSUANCE OF MULTIPLE ICS ON THE SAME DAY TO A MEMBER**
* Once the Import Certificate is uploaded by CLE, the DRN/ RIN Number alone is sent by the system to the e-mail ID of the member. The member will not be able to view the Import Certificate.
* In cases where more than one IC is issued to same member on a single day, the member will not be able to co-relate the bill of entry for which IC is issued.
* Hence, concerned Regional Offices have been advised to inform the member through e-mail on which IC is issued for which Bill of entry in the following format.

|  |  |
| --- | --- |
| **Bill of entry No.**  | **IC No** |
|  |  |
|  |  |

1. Some members have informed that the Customs Officers are not able to use the DRN/IRN numbers generated by the system for the ICs issued by CLE. In such cases, the following details may be provided to CLE to take-up the issue.

|  |  |
| --- | --- |
| Name of the company |  |
| IE Code  |  |
| Bill of Entry Number  |  |
| Import Certificate Number |  |
| DRN Number  |  |
| IRN Number |  |
| Name of Customs Official and Designation |  |
| Mobile number of Customs official |  |

Thanks & regards,

**R.Selvam**

Executive Director