

12 	सीमाशुल्क प्रधान आयुक्त (आयात) का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (IMPORT), तकनीकी अनुभाग, हवाई माल संकुल सहार, अंधेरी पूर्व, मुंबई- ४०० ०९९ TECHNICAL CELL, AIR CARGO COMPLEX, SAHAR, ANDHERI (EAST), MUMBAI – 400 099 Email ID: pro.acc-sahar@gov.in Phone No: 022 26816696
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Date: 12.09.2025

Public Notice No. 40/2025

Subject: Launch of Bank Account and AD Code Registration

Dashboard on ICEGATE

1. Introduction of New Dashboard

All concerned are hereby informed that a dedicated 'Bank Account and AD Code Registration Dashboard' has been launched on the ICEGATE Portal. This Dashboard displays details of AD accounts and all incentive bank accounts, which are registered, pending registration with the place of pendency and rejected. The Dashboard availability with Helpdesk ensures guidance over phone or email as well. **"Bank Account Management" Dashboard** exists under the Financial Services Menu, where users can select *Authorized Dealer (AD) Code Registration* and view the current registration status—e.g., Approved, Deactivated, or Rejected. This initiative is aimed at simplifying the registration and management of bank accounts and Authorized Dealer (AD) Codes for IEC holders, thereby enhancing transparency and ease of doing business.

2. Erstwhile Process

Previously, the registration of an AD Code with an associated bank account in ICES was a one-time requirement per Customs EDI Port for filing documents such

as Shipping Bills. An AD Code had to be registered separately at every Port where the IEC intended to transact. This registration could be done online via the ICEGATE ID or physically at the respective Custom House, and approvals were required from officers at each individual Port.

3. Revised Process under New System

Under the new process, AD Code registration with associated bank account is required only once at any one Customs Port. Once approved, the same AD Code will be made available system-wide across all Customs locations. Any new registration or modification of an AD Code must be made online through ICEGATE and will be approved by the officer assigned under the CLK role at the Port of application.

Further, any amendment to a registered AD Code (such as changes in bank details) must be made only at the Port where it was originally registered. Multiple AD Codes and bank accounts can continue to be registered against an IEC as before.

4. Treatment of Existing AD Code Registrations

For existing AD Codes, the system has automatically considered the Customs Port where the last Shipping Bill was filed using that AD Code as the Port of registration. The IEC holder can view the Port of registration for each AD Code under their ICEGATE login, by navigating to the 'Bank Account Management' section. Any change in details of a particular AD Code must be made at the designated Port only.

5. User Manual and Guidance

To assist users, a User Manual on Bank Account Management has been made available on the ICEGATE portal. This manual provides step-by-step instructions for:

- a. Adding or modifying a Foreign Remittance (AD Code) account,
- b. Adding or modifying a Refund/Incentive account,
- c. Uploading required documents.

Users are advised to refer to the Manual before initiating any request for registration or modification.

6. Dashboard Features

The dashboard provides a comprehensive view of all AD Codes and bank accounts linked to an IEC. It displays:

- a. Successfully registered bank accounts,
- b. Pending registration requests, with port location,
- c. Rejected requests, along with reasons for rejection.

After logging in, user may navigate to **Financial Services → Bank Account Management → Authorized Dealer (AD) Code Registration** to access their Dashboard and check status updates. It is mandatory to have all required documents—such as the bank’s AD Code letter, a cancelled cheque or bank statement, IEC Certificate, GST Registration, PAN, and a Class-3 DSC—available and uploaded via e-SANCHIT. Users will see various status indicators such as *System Pending*, *Customs Approved*, or *Customs Rejected*. This enables users to track the status of their applications in real-time.

7. Assistance and Contact Details

For further assistance or queries, stakeholders may contact the ICEGATE Helpdesk via the following:

- a. Toll-free Number: 1800-3010-1000
- b. Email: icegatehelpdesk@icegate.gov.in

In case of difficulties, trade may also contact officers/staff posted in the EDI Section or escalate the matter to the Additional/Joint Commissioner of Customs, Import Commissionerate, Mumbai Customs Zone-III, for necessary action.

(Manish Chandra)
Pr. Commissioner of Customs,
Import, Air Cargo Complex,
Mumbai Customs Zone-III

Copy:

1. The Principal Chief Commissioner of Customs, Mumbai, Customs Zone-III.
2. The Commissioner of Customs (Export), ACC, Mumbai
3. All Additional/Joint Commissioners of Customs (Import), ACC, Mumbai
4. All Additional/Joint Commissioner of Customs (Export), ACC, Mumbai
5. All Deputy/Assistant Commissioners of Customs (Import & Export), ACC, Mumbai
6. Trade Associations
7. CB Associations (BCBA)
8. MIAL / Air India
9. AC, EDI for uploading on the ACC website
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