**Advisory for procedure for Shipping Line Code allotment and ICEGATE Login and SCMTR registration Reg.**

Shipping Line/ASC must be having a valid Shipping Line code issued by Customs authority for registration at ICEGATE for SCMTR.

1- **If any ASC/Shipping Line doesn’t have Shipping Line code:**
   a. Shipping Line/ASC needs to approach System/Alt. System Manager of respective Customs Location for SL code allotment with following documents.
      i. Memorandum & articles of Association
      ii. Certificate of Incorporation
      iii. Directors PAN card/Passport & Residential proof
      iv. Company PAN Card
      v. Agency Agreement
      vi. Office Address Proof
      vii. Authorized Signatories
      viii. Annexure I (Carrier Agency Registration Form)
      ix. Shop & Establishment
      x. Board Resolution
      xi. Port Registration Copy
   b. System/Alt. System Manager will endorse the shared documents and process the request for allotment of Shipping Line code to the officers of DG Systems-ICEGATE.

2- **If ASC/Shipping Line Have Shipping Line code:**

   ASC needs to visit ICEGATE website ([https://www.icegate.gov.in/iceLogin/loginAction](https://www.icegate.gov.in/iceLogin/loginAction)) and apply for ICEGATE ID registration. Steps are:
   - Click on link **"Sign up now"**
   - Create ICEGATE ID & Email id
     - Select User Role Shipping Lines:
       - If User is Parent, then User Type will be “Shipping Lines”
       - If User is authorised/Child, then User Type will be “Shipping Line Authorized Person”
     - Please refer the Registration advisory & Demo for shipping line registration at ICEGATE website.

   Once registration process completed at ICEGATE end, user will be informed with ICEGATE ID & Password.

3- **SCMTR Registration Process for ASC role:**

   Once SL/ASC successfully registered with ICEGATE, would be eligible for SCMTR registration under ASC role. Please refer the detailed SCMTR Registration advisory.

   Link: [https://icegate.gov.in/SeaManifestRegulation.html](https://icegate.gov.in/SeaManifestRegulation.html)