

Registration and Updation of AD (Authorised Dealer Code) in EDI 1.5

Copy of Public Notice 31/2019, dated 26th November 2019

1. The registration of AD Code (Authorised Dealer Code) in EDI 1.5 System for the purpose of foreign currency remittance in the Exporter's bank account is done by EDI Section. Issuance and functioning of AD Code to Bank branch is governed by the regulations/guidelines and master circulars issued by RBI. The EDI Section is maintaining updated database of AD Codes issued by RBI to various Bank branches. This Database has been provided by ICEGATE for the purpose of verification of the AD Code received for registration/updatons in EDI 1.5.2.

2 The following issues have been observed in this regard:

- a) The CHAs/Exporters are giving wrong AD Code of their Bank branch as there is mismatch in the address of the bank issuing letter in favor of the Exporter and that appearing in the system. Hence, all Exporters/CHAs are advised to provide correct AD Code of the Bank Branch having their account.
- b) The AD Code of bank branch is not reflected in ICES System even though the said AD Code is certified by the Bank branch. In some cases, the AD Code given by the Bank branch does not match with that provided by RBI to Customs.
- c) Some of the Branches of the Banks do not provide their own branch AD Code even though it was issued to them by RBI and is active. Instead, they provide the AD Code of some other branch. Therefore, Some banks are not providing AD Code of correct branch.

In view of above, it is hereby, directed that for first time registration or updation in already registered AD Code of bank branch for export remittance in EDI 1.5 system, the following procedure shall be followed:

REGISTRATION OF FRESH AD CODE:

3. The Exporter/CHA shall email to the Director / Asstt. Commissioner of Customs , Technical (Headquarter), ICD, Patparganj, Delhi at icd.ppg@icegate.gov.in attaching the following documents :
 - a) Exporter's letter addressed to Asstt./Deputy Commissioner of Customs, ICD, Patparganj, Delhi, with a request for registration of AD Code alongwith exporter's email ID.
 - b) AD Code letter from Bank (Self attested).
 - c) Self attested copies of the following documents:
 - (i) IEC
 - (ii) RCMC Registration
 - (iii) Aadhar Copy of Director/Proprietor/Partner
 - (iv) PAN card of Exporter
 - (v) PAN card copy of Copy of Director/Proprietor/Partner
 - (vi) GST Registration Certificate
 - (vii) Address proof (Electricity Bill, Telephone Bill)
 - (viii) ITR for last 3 years
 - (ix) Bank Statement for last 6 months
 - d) Bank branch's letter mentioning the details of AD Code of corresponding bank account of Exporter. The letter shall clearly mention that the details of AD Code are being provided in accordance to the regulations/guidelines issued by RBI in this regard.

- e) The letter should also mention the authorized e-mail ID of the Bank branch for verification of any detail in case of any doubt and for fast processing of registration of AD Code. The communication with Bank branch, if any, will also be shared with the e-mail ID of Exporter.
- f) Exporter's authority letter in favour of CHA authorizing him to submit documents on their behalf for registration of AD Code.
- g) Self Attested copy of Pass of Authorized CHA Person.

UPDATION/CHANGE OF ALREADY REGISTERED AD CODE:

4. The same method as above along with documents mentioned below:

Exporter's letter mentioning the reason for updation or change in AD Code and cancellation of previously registered AD Code. The letter should also mention the authorized e-mail ID of the Bank branch in order to verify of any detail, in case of any doubt and for fast processing of the same.

- 5. On the basis of the abovesaid documents at step 3 & 4, the Technical (HQ) branch, ICD Patparganj, Delhi shall enter the AD Codes in the EDI1.5. All the communications will be done from icd.ppg@icegate.gov.in only to Bank branch or to Exporter.
- 6. Any documents needed in person shall be communicated to the applicant with a time slot to show & verify the originals to the Superintendent (Technical) Headquarters.
- 7. Difficulties, if any, faced in the implementation of this Public Notice may be brought to the notice of Commissioner, O/o The Commissioner of Customs, Patparganj & other ICDs, Delhi-110 096.