Advisory for SCMTR Registration

1. Introduction:

Central Board of Indirect Taxes and Custom (CBIC) have notified Sea Cargo Manifest and Transhipment Regulations 2018, which shall come into force from 01 August 2019. The new regulation stipulates changes in timelines and requirements for advance notice by shipping lines (vessels) arriving in India and Exports through shipping lines (vessels) out of India.

As per the new regulations, the Authorised Sea Carrier (ASC)/Authorised Sea Agent (ASA) shall submit an Arrival Manifest electronically, prior to departure from the last port of call to the Indian Port of call. And submit a Departure Manifest electronically before departure from the Indian Port of call.

SCMTR Introduces:

- Arrival Manifest in place of IGM
- Departure Manifest in place of EGM
- Arrival Transhipment Manifest in place of SMTP
- Departure Transhipment Manifest in place of Truck Summary

Arrival Manifest (AM):

- Mandatory rule of Arrival Manifest to be filed in customs before vessel getting departed from Last foreign port of call. Example for Galex westbound, Port Klang is the last foreign port of call.
- For all containers going to discharge for local or discharge for transhipment at any Indian Ports.
- Harmonized (HS) Code of 8-digit is mandatory for Arrival Manifest to customs

Departure Manifest (DM):

- Mandatory rule of Departure Manifest must be submitted to India Customs Prior Sailing of vessel from Port of Loading in India
- Applied for all containers loaded on said vessel at Indian Ports.

2. Salient Features of SCMTR:

- Covers reporting of all cargo in the ship rather than import/ export cargo (coastal cargo, same bottom cargo)
- Seeks additional details about every cargo reported (invoice value, HSN etc.)
- Time of reporting is advanced to the port of departure
- Ensures track and trace of the cargo reported
- Includes features necessary for movement of vessel within India
- Electronic capture of details sought manually through paper (Crew List etc.)
- Online Application for Entry Inward
- Enhanced, Real-time information exchange

3. Stakeholders of SCMTR:

- Authorised Sea Carrier (ASC)
- Authorised Sea Agent (ASA)
- Authorised Exporter for e-Seal (AES)
- Authorised Terminal Operator (ATO)
- Authorised Transhipper (ATP)
- Authorised Custodian (ACU)
- Authorised Notified Carrier (ANC)
- Authorised Persons of all the above

4. Registration Process:

Under the new regulations the Person acting as IEC Holders, Authorised Carriers (Authorized Sea Carrier, Authorised Transhipper), Authorised Sea Agent, Custodian, Terminal Operator, Authorised Notified Carrier shall have to be approved afresh by the proper officer. The Approval is completely online and faceless. The Application needs to be submitted online through ICEGATE Portal.

Before SCMTR registration, every user shall have to register at ICEGATE and obtain an ICEGATE ID. The new users are requested visit at www.icegate.gov.in and go through the registration advisory and demo that will assist in registration and obtaining login ID for all the Authorised persons.

Child Registration for Authorised Persons:

Every individual authorized to carry out operations under the regulation should be registered as Child user of the Entity registered. For e.g. A Shipping Line company is registered as Master and transacts through ICEGATE Portal. All the individuals authorized as signatories to carryout operations should be registered as Child user of the above Master, if not already done.

Application Under SCMTR Regulations:

Once registered, the users will have to submit the online application within their login to transact under the new regulations. The same application shall also have to be submitted by the existing ICEGATE users. For different role, the separate application needs to be filed with different Entity Type.

The Master Login holder shall have to add the details of all the Authorised persons for this purpose and vouch for the details. The various guidance notes and FAQs will assist and enable them in their interaction with Indian Customs further. The relevant supporting documents shall have to be uploaded on e-SANCHIT and referenced in the application.

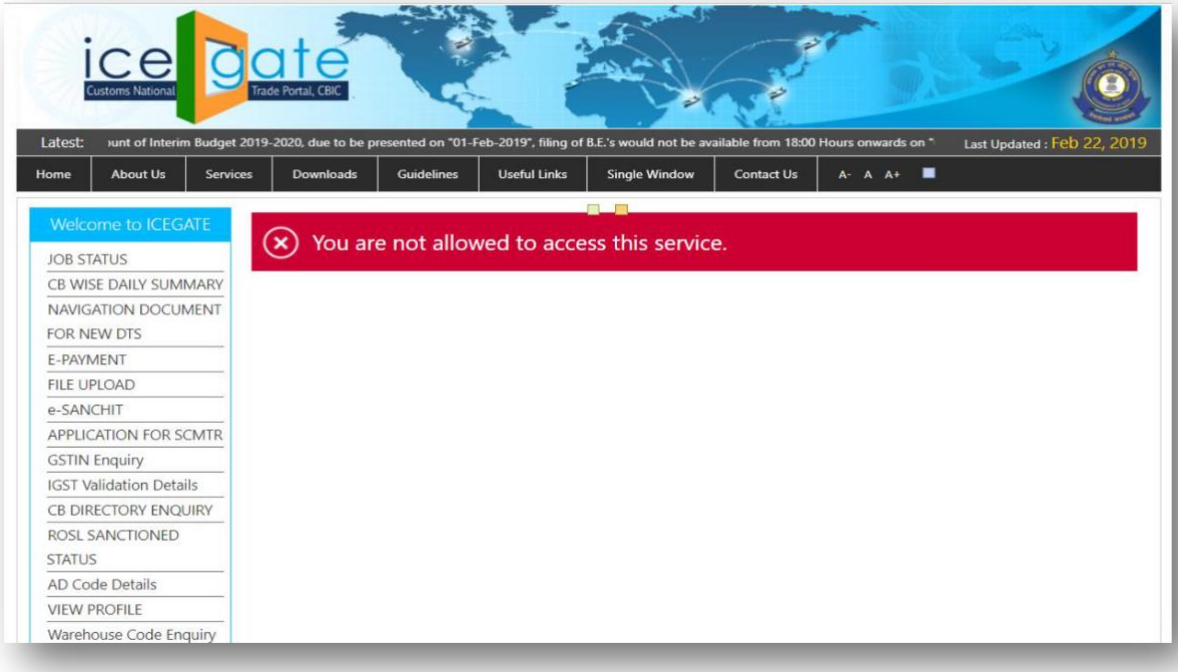
- **Interaction in the New Scenario: Registration & Application to Operate**

  Before applying for SCMTR registration, the ICEGATE login ID shall have to be obtained for each Authorised person that the firm/company wishes to be included in the registration.

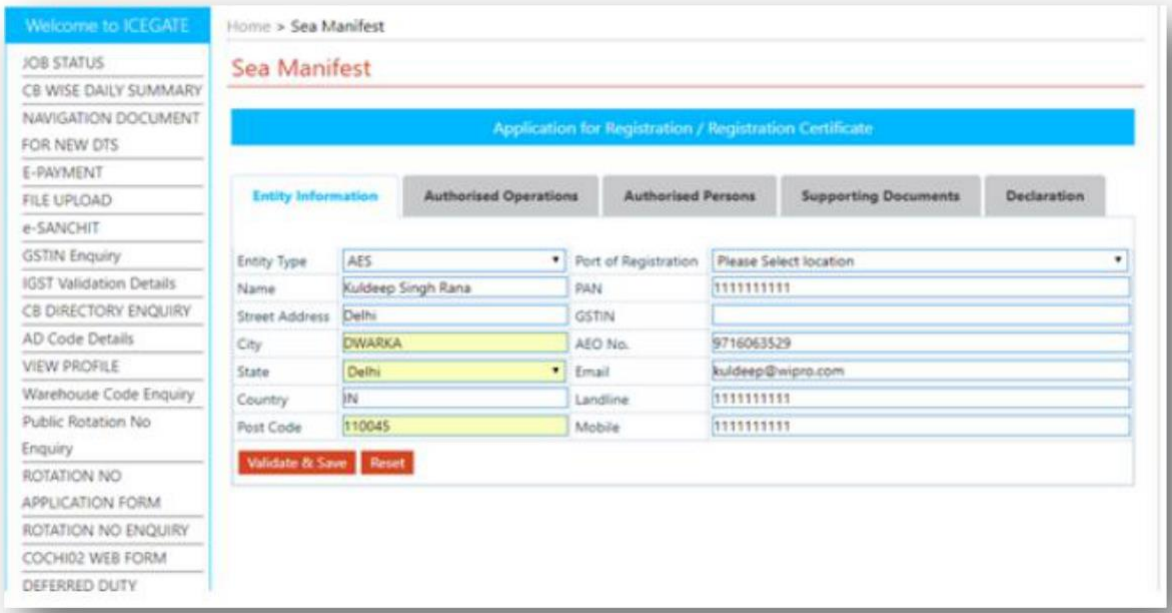
  The steps are as follows:
  Step 1: Login/sign up to the ICEGATE Portal.
  Step 2: After logging in, click the option "Application For SCMTR".

- Click on "New Registration" option for fresh SCMTR registration

- If the user is other than parent users of Shipping line, Shipping Agent, IEC Holder, Custodian or Console Agents then they would be unable to access the form and below shown message will get reflected:



Step 3: The form as shown below shall appear for the parent users of Shipping line, Shipping Agent, IEC Holder, Custodian and Console Agents.



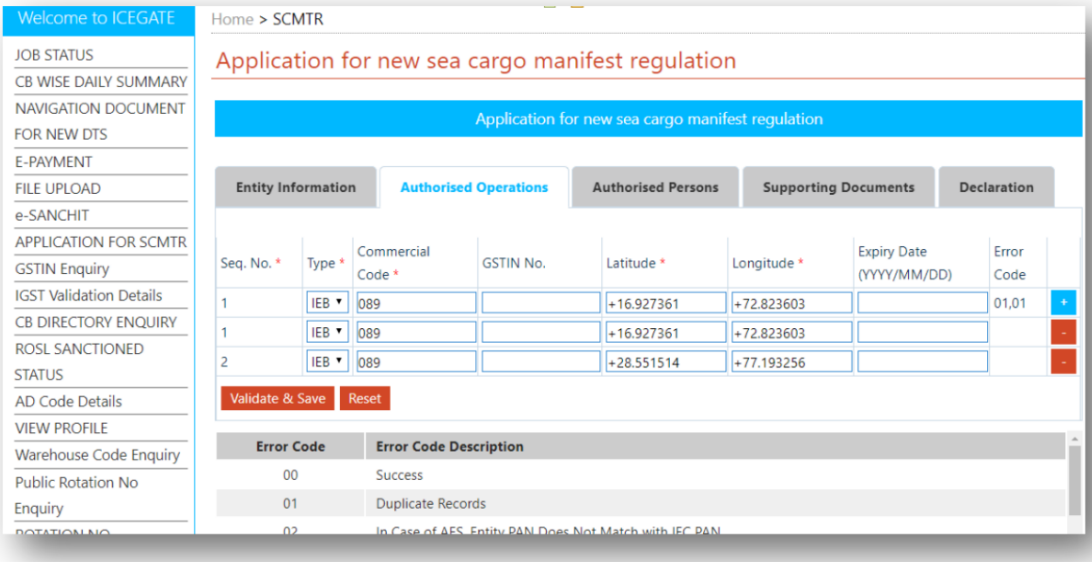
Step 4: In Entity Information, choose the Port of Registration from where you wish to get approved. While filling this field, keep in mind that for registration of Authorised Sea Carrier (ASC), Authorised Sea Agent (ASA), Authorised Terminal Operator (ATO) and Authorised Notified Carrier (ANC) the port should compulsorily be a sea port and hence the location code should end with 1. (ex. INNSA1 for Nhava Sheva Sea Port). For Authorised Transhipper (ATP) and Authorised Exporter for e-Seal (AES) any location code is permissible, depending on their port of operation. For Authorised Custodian (ACU), any one of the ports from where the user is operating will be selected.

Stakeholder	Entity Type	Customs Station
Authorised Sea Carrier	ASC	Sea Port
Authorised Transhipper	ATP	Any port
Authorised Terminal Operator	ATO	Sea port
Authorised Exporter for e-Seal	AES	Any Port
Authorised Sea Agent	ASA	Sea Port
Authorised Notified Carrier	ANC	Sea Port
Authorised Custodian	ACU	Any Port

Fill the registered address, PAN and GSTIN of the firm/company. If applicable, give the Authorised Economic Operator (AEO) Number. Contact information like landline number, mobile number and email id shall be verified by OTP verification/other methods.

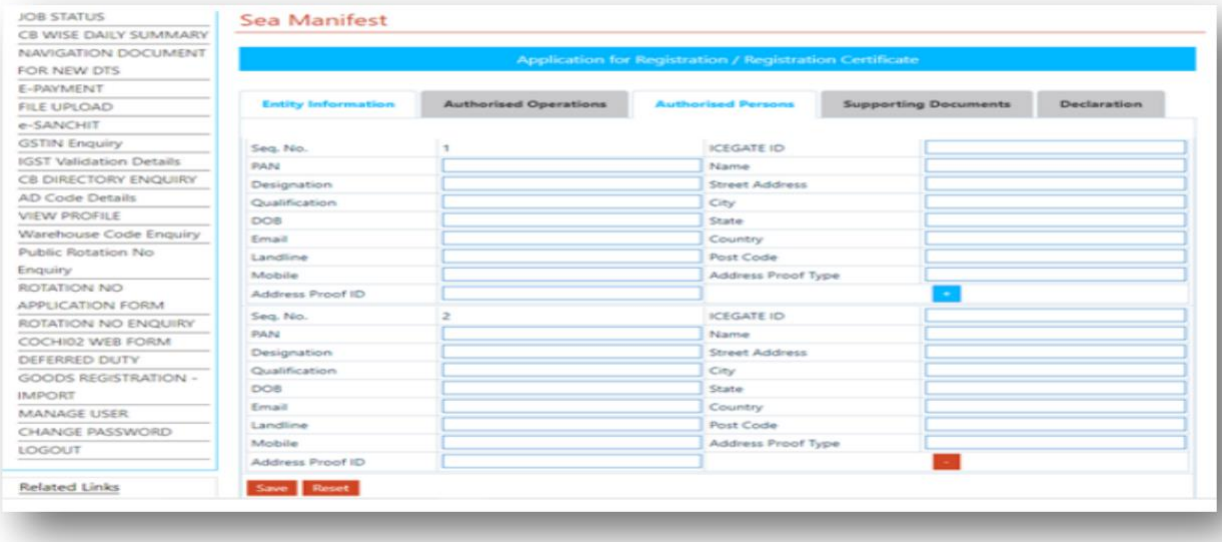
Step 5: In Authorised Operations, the information for all the company operations in India are to be furnished. Option of "Add/Delete" shall be provided for each separate operation. Various operation type codes elaborated below along with the description of other fields.

- ✓ **Seq. No.:** Start with 1 and use the option of "Add/Delete" for each additional operation (ex. If you have 5 in India then the sequence No. will be from 1 to 5)
- ✓ **Type:** The codes permitted are SL –Shipping Line, SA – Shipping Agency, CT – Custodian Terminal Operator, CI – Custodian ICD, CC – Custodian CFS, IEB – IEC Branch, CA – Console Agent
- ✓ **Commercial Code:** Code assigned for such operation in Customs Systems. For E.g. Shipping Line code, Steamer Agent Code etc. Multiple Codes allowed. An Entity acting as sole representative for multiple Shipping Lines can provide multiple codes. – Contract would be uploaded in e-SANCHIT and referenced. (For IEC + the branch code the range of which is from 000 to 999. Therefore, the field length shall be (<an..10>+<001 to 999>), so up to 13 characters). The Commercial Code for Custodians (ATO, ATP and ACU) would be a 10-character code which would comprise of the location code and the custodian code. The Commercial Code for Console Agent (ANC) would be the PAN of the entity.
- ✓ **GSTIN No.:** GSTIN of the operation. (Custodian may have operations at multiple states and hence GSTIN may differ)
- ✓ **Latitude, Longitude:** The GPS coordinates may be furnished here for the branch address. A GPS mobile app (ex. Google maps) may be used for obtaining and furnishing the latitudinal and longitudinal coordinates up to 6 places of decimal. The longitudinal coordinate should begin with 0. (+DD.DDDDDD/+0DD.DDDDDD(ex. The coordinates for Samrat Hotel in Chanakyapuri, Delhi are +28.596738/ +077.197718)
- ✓ **Expiry Date** Expiry date of the license to operate/may be left blank provided where applicable. (E.g. Shipping Line Contract Expiry Date).

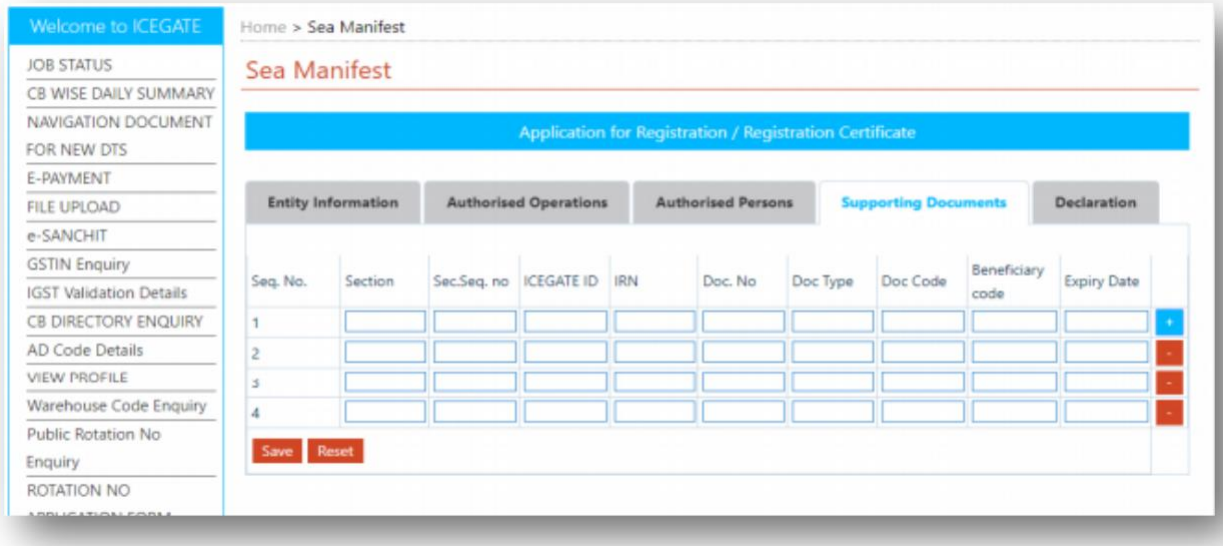


Step 6: In Authorised Persons section, each person that you wish to Authorize as a representative of the firm is to be furnished. Use the "Add/Delete" option to add or delete each time. Sequence number can be given for each person. The PAN here has to be the personal PAN of the person. Furnish the Address, Date of Birth and contact information like landline, mobile number and email. Please note that the Entity shall vouch for the information so furnished for each of the persons that are added here. The Address Proof and ID proof Type may be mentioned, scanned copies of which shall have to be uploaded on e-SANCHIT for verification.

Please note that each of the authorized persons shall also have to obtain registration with ICEGATE and their ICEGATE ID shall be quoted by the master in the application.



Step 7: Upload the scanned copies of the documents on e-SANCHIT (ex. ID proof, MoU in case of Foreign User, Customs cases booked, if any). In case there are no Customs cases booked against the applicant, a self-certified declaration to that effect, duly signed by an authorized person will have to be uploaded.



Step 8: After uploading the scanned copies of the documents in step 7, fill the details in the application form with regards to the same. All the users have to upload a mandatory Self-Declaration Document on custom cases by selecting section 'M' from the dropdown and entering the section sequence number as '0'. The document type of the mandatory self-declaration document would be '022CO1'. The data fields are explained as below:

- ✓ **Seq. No.**: give the sequence of the document uploaded
- ✓ **Section**: give the code of the section to which the uploaded document pertains. For Entity Information the section code is – M, for Authorised Operations – O and for Authorised Persons – P. For e.g., when uploading document with regard to the Customs Cases booked, the Section Code should be M. The codes for all the document types along with the corresponding reference section codes are given in the Annexure 1.
- ✓ **Section Sequence Number**: will be the same as the sequence number of the Authorised Operation/Person whose document it is. For Entity Information the sequence number shall be 0.
- ✓ **IRN**: Image reference number from e-SANCHIT
- ✓ **Doc. No.**: The identification/reference number on the document
- ✓ **Doc. Type:** Document type code. The Codes for the document type code will be given in the Annexure 1.
- ✓ **Beneficiary Code:** Code of the beneficiary firm/entity, (in this case, PAN Number of the Master)
- ✓ **Expiry Date:** The expiry date on the document if applicable/may be left blank where applicable.

Note: All the Shipping Line (Entity Type - ASC) users registering for SCMTR have to upload MoU for each Authorised Operation and the details of the same have to furnished in Supporting Documents tab. The Section would be 'O' and the Document Type of the same would be 149SL1.

Step 9: After the verification of all the details click Submit. On successful submission of the application, the same would get reflected on your dashboard. In case of error, there will be an option to rectify and resubmit. The application will be communicated to the Jurisdictional Officer for verification automatically.

Amendment in SCMTR Registration

In SCMTR Application, users will be given option to amend their application details.
The option for amendment will only be enabled after the SCMTR application has been successfully submitted by the user.
The user's SCMTR dashboard will show the **Edit** link under the Amendment column. The user can change every detail in the application except the Entity Type and Entity Pan. The user after making the changes will again need to submit the application by generating the OTPs.

Points to Note

1. ASC is the Main Line Operator. The Indian offices of the foreign shipping line may operate as Authorised Sea Carriers. Any agent employed by the Authorised Sea Carrier to act on his behalf shall be registered as Authorised Sea Agent.
2. If a user is already registered on ICEGATE as a shipping agent, he can apply as Authorized Sea Carrier in the SCMTR application directly using his existing ICEGATE login.
3. Shipping Lines need not again register separately as ANC or ATP. Only Transhipment bond has to be given separately at the port of registration to operate as Transhipper also.
4. For ACU operating at multiple locations, ICEGATE registration can be taken for the master entity at one of the location. While filing the SCMTR application, details of other locations/custodian codes can be given under Authorized operations.
5. ACU is such person approved as Custodian by the Commissioner of Customs section 45 of the Customs Act 1962.

For more details on SCMTR related matters, kindly refer the FAQs here.

Following are the possible error codes with their description:

Error Code	Description
00	Success
01	Duplicate Records
02	In Case of AES, Entity PAN Does Not Match with IEC PAN
03	Invalid Message Type
04	Invalid Entity Type
05	Invalid Port of Registration
06	Mandatory Field Contains Null Value
07	Incorrect Entity Country-State Code
08	Incorrect Entity Country Code
09	Incorrect PostCode Format
10	Invalid Mobile Number Format
11	Invalid AEO Code
12	Invalid AO Operation Type
13	Invalid AO Commercial Code
14	Invalid AO Latitude
15	Invalid AO Longitude
16	Entity Operation Details Not Available
17	Entity Persons Details Not Available
18	Invalid GSTIN ID (In Case GSTIN is entered)
19	GSTIN ID PAN Does Not Match with PAN-In Case GSTIN is entered
20	In Case of AES first 10 digit of Commercial Code should be IEC
21	Incorrect Persons Qualification
22	Incorrect Document Section
23	Incorrect reference Section
24	Entity is Already Exists(Entity_Type+PAN)
25	Only Fresh Message is made online
26	Incorrect reference Operation Sequence Number

27	Incorrect Document Type
28	Invalid Registering Applicant
29	Invalid Entity Type for Exporter Invalid Entity Type for Shipping Line
30	Invalid Entity Type for Shipping Line
31	Invalid Entity Type for Shipping Agent
32	Shipping Line Code Does Not Match
33	Shipping agent Code Does Not Match
34	Invalid authorized Person Address Proof
35	Invalid Irn+IcegateId+Document Type
36	Supportive Document Missing for Mentioned address Proof
37	Supportive Document Missing for Entity Type ASC
38	Missing Self Declaration
39	Invalid Commercial Code for Shipping Agent
40	Invalid Commercial Code for Shipping Carrier
41	Invalid Entity Type for Custodian
42	Invalid Commercial Code/Custodian Type for Custodian
43	Invalid Custodian Code
44	Invalid Facilitating Tier for Entity
45	Invalid Custodian Code
46	Invalid Entity Type for Custodian
47	Invalid Entity Type/PAN in Operations
48	Invalid Entity Type/PAN in Persons
49	Invalid Entity Type/PAN in Supp.Docs

Annexure 1: Supporting Document List

Code (To be entered in the Supporting Document Section)	Code Name	Code description	Reference Table	Associated Code (To be entered in the Section of the Reference Table)
380WB1	Water Bill	Proof of Water Supply Connection	P	WB
380TB1	Telephone Bill	Proof of Landline telephone or Post Paid mobile connection	P	TB
380EB1	Electricity Bill	Proof of Power Supply Connection	P	EB
102IT1	Income Tax Assessment Order	Scan of the copy or the PDF file without the password	P	IT
380GB1	Gas Connection Bill	Proof of Gas Connection	P	GB
101EC1	Election Commission Photo Id	ID card of Registered Voter issued by the Election Commission	P	EC
101AA1	Aadhaar Id (Uid)	Scan of hardcopy or e-Aadhaar generated from the UIDAI Website.	P	AA
149RA1	Rental Agreement	Current/Valid Rental agreement	P	RA
046PB1	Photo Passbook	Scan of the First Page of the passbook of running bank account (of a Scheduled Public Sector Bank) with photo stamped by the Branch Manager	P	PB
039PP1	Valid Passport	Scan of the front and back of Valid passport	P	PP
022CO1	Self – Declaration on Customs Cases	Document/message providing declaration on the status of cases booked under Chapter XVI of the Customs Act	M	CO
149SL1	MoU-Agreement with Shipping Line	Proof of MoU-Agreement contract with Foreign Shipping Line	O	SL