

भारत सरकार / Govt. of India वित्त मंत्रालय / Ministry of Finance / राजस्व विभाग / Department of Revenue सीबीईसी / CBIC		फोन / Phone: 044-2256 0406 फैक्स / Fax: 044-2256 1445 ई-मेल / e-mail: pccommr7acc-cuschn@gov.in
प्रधान आयुक्त सीमा शुल्क का कार्यालय / OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS आयुक्तालय - VII / COMMISSIONERATE - VII विमान माल परिसरचेन्नै, मीनम्बाक्कम, / AIR CARGO COMPLEX, MEENAMBAKKAM, CHENNAI - 600027 <a href="http://www.alrcustomschennai.gov.in">www.alrcustomschennai.gov.in</a>		

F.NO.S.MISC.01/2019-20-EDI(ACC) .

DATED: 21.12.2019

Public Notice No. 23/2019

**Sub: - Instructions for registration/change in AD Code and Bank account details in ICES-reg.**

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In order to streamline the requests from the trade for fresh registration of the Bank details and change of Bank details in ICES, the following instructions are being issued in this regard:

**Fresh registration of AD Code or Bank Account details**

- (i) In case of a fresh registration of AD Code or Bank Account details for the purpose of receiving remittance or disbursement of ROSL/drawback/IGST refund in any core banking branch of the bank, the exporters will be required to declare the following information duly certified by the bank branch where he operates his bank account:-
- Name, address, contact number
  - IEC, PAN of the exporter
  - Account Number & nature of account
  - IFSC of the branch where the account is operated
  - Name, address, contact number and email address of the Branch mentioned in (d) above
  - Bank A.D. Code

**Change in registered AD Code or Bank Account details of an Exporter**

- (ii) In case, an exporter intends to change his registered and active account, he will be required to submit a cancelled cheque of the existing bank account (which is intended to be changed) along with the documents listed at Para (i) above for getting the new bank account details registered in the system.
- (iii) In case where the existing bank account is claimed to have already been closed, the exporter will be required to furnish a certificate from bank verifying closure of the said account. Such letters from the Bank produced in EDI Section shall be emailed to the issuing Bank for verifying genuineness of the same and based upon the reply from the issuing Bank, the request of the exporter shall be processed.
3. While submitting the above information/documents for the purposes elaborated above, Customs Broker/any authorised person shall also submit authority letter/copy

of Board resolution in favour of his authorisation to submit documents on the behalf of the exporter for registration/change of AD Code or bank account details.

4. Any certificate, letter or communication produced for the purposes elaborated above shall mandatorily bear the name, designation and functional contact details (such as mobile number, email address etc) of the signatory. In the absence of the same, the request is liable for rejection.

5. Difficulty, if any, in following these instructions should be brought to the notice of the Joint Commissioner (EDI) or Assistant Commissioner (EDI), Chennai Commissionerate- VII immediately.

*N. Padmasri*  
26/12/19  
(एन. पद्मश्री)/N. PADMASRI

आयुक्त सीमा शुल्क / COMMISSIONER OF CUSTOMS  
(चेन्नई -VII/CHENNAI-VII)

To:

All concerned/Notice Board/Website