

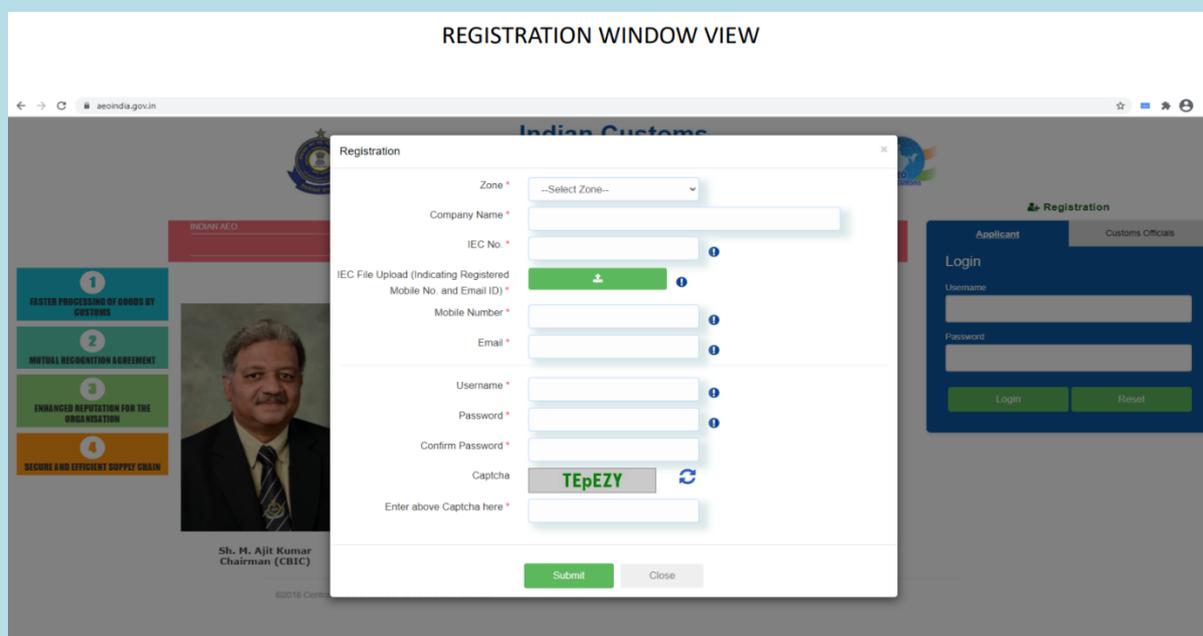
## AEO - T2/T3 Online Application Filing Guide (Applicant)

This document is designed as a step wise guide for the AEO T2 and AEO T3 applicants. The document will provide an overview of the entire work-flow for the applicant on [www.aeoindia.gov.in](http://www.aeoindia.gov.in).



### A. Registration & First Login

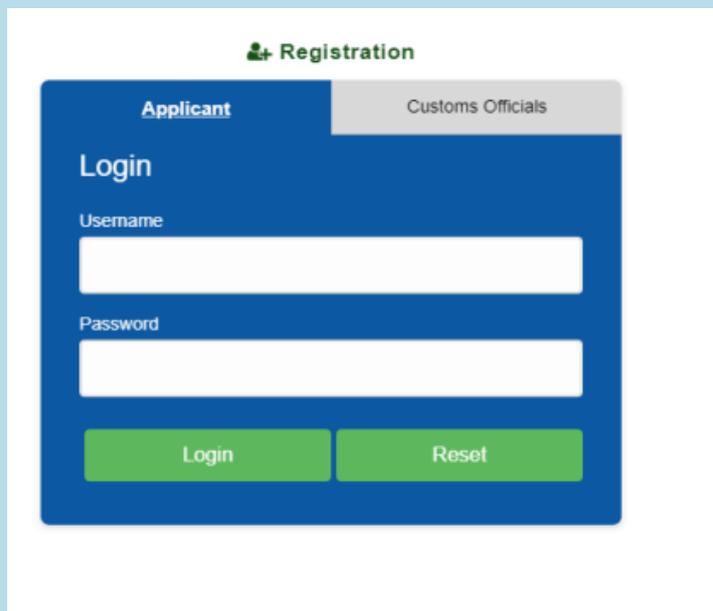
**Step 1:** Planning to file an AEO application! You would have to register yourself on the [AEO Portal](http://www.aeoindia.gov.in) <https://www.aeoindia.gov.in/>, if applying for the first time. Otherwise, if you have already registered and you received the login credentials (for AEO T1 application), you can directly proceed with the login.



**Step 2:** After successful submission of registration details, you will receive a message on your registered email ID, mentioning your username and password, for further login.

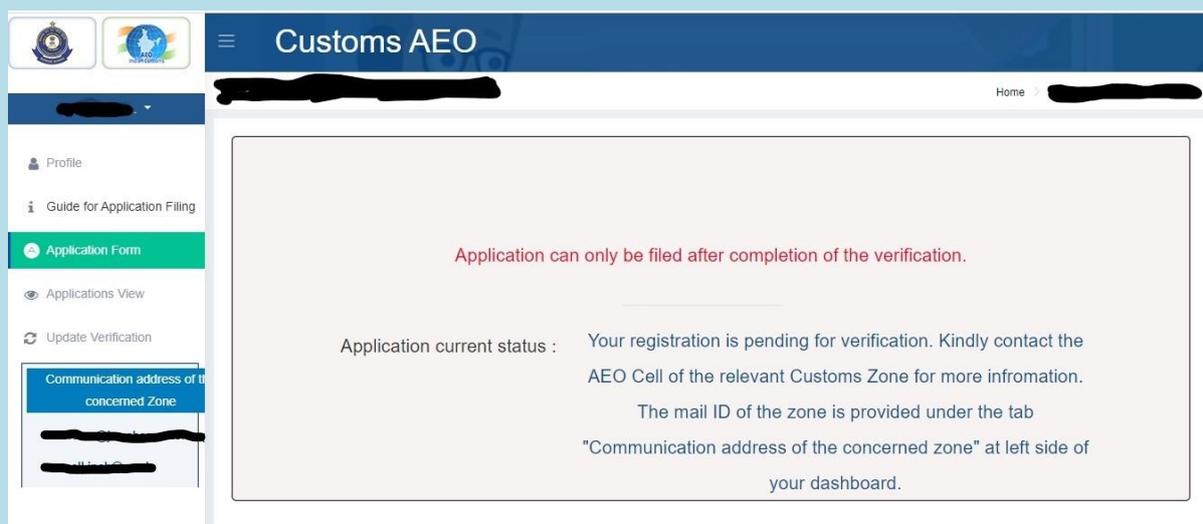
**Step 3:** Login into the portal with the username and password. You will be directed to your application dashboard.

#### LOGIN WINDOW



**Step 4:** In case of the first login, you may see the following message: “Application can only be filed after the completion of verification”. In case of AEO T2 and AEO T3 applications, which are to be submitted physically in the office of the jurisdictional Principal Chief Commissioner/ Chief Commissioner (AEO Cell), the registration will be deemed verified within one working day of registration. If at present, you are on this screen, please wait for a day for the registration to be verified by the customs officials.

#### SCREEN AFTER LOGGING IN WHEN THE REGISTRATION IS PENDING FOR VERIFICATION



**Step 5:** Once the registration is verified by the customs official (in case of AEO T2 and AEO T3 applications, which are to be submitted physically in the jurisdictional AEO Cell, the verification is automatic within one working day). The first page after login will display application filing options i.e. AEO T1, AEO T2 or AEO T3 application.

## SCREEN AFTER LOGIN WHEN THE REGISTRATION IS VERIFIED

The screenshot shows the Customs AEO portal dashboard. The header includes the Customs AEO logo and a navigation menu. The main content area features three prominent green buttons labeled 'T1 Application', 'T2 Application', and 'T3 Application'. A sidebar on the left contains a navigation menu with options like 'Profile', 'Guide for Application Filing', and 'Application Form (T1)'. A footer at the bottom indicates the copyright for 2018 Central Board of Indirect Taxes & Customs, India.

On clicking T1 application: you will be directed to Application Form (T1)

On clicking T2 application: you will be directed to Application Form (T2)

On clicking T3 application: you will be directed to Application Form (T3)

### **B. Filing of application**

The screenshot displays the 'APPLICANT'S VIEW - ANNEXURE 1 PAGE 1' form. The form is titled 'Annexure - 1' and includes the following fields and sections:

- 1. Name of Company:** A text input field with the value 'C Imports and Export'.
- 2. Has your application ever been rejected?:** A radio button selection with 'Yes' selected and 'No' unselected.
- Rejection Letter No \*:** A text input field.
- Rejection Date \*:** A date selection field.
- Reason for Rejection \*:** A text input field.
- Rejection Letter File Upload \*:** A file upload button with a document icon and an information icon.
- 3(a) IEC Number \*:** A text input field with the value '4000000003'.
- IEC Certificate Upload \*:** A file upload button with a document icon and an information icon.
- 3(b) GSTN Number \*:** A text input field.
- GSTN Certificate Upload \*:** A file upload button with a document icon and an information icon.
- 4. Address:** A section containing:
  - Address Type \*:** A dropdown menu with the value '--Select Address Type--'.
  - 4(i). Address(Number And Street) \*:** A text input field.
  - 4(ii). State \*:** A dropdown menu with the value '--Select State--'.
  - District / City \*:** A text input field.
  - Zip Code \*:** A text input field.
  - Site Plan Upload \*:** A file upload button with a document icon and an information icon.

**Filing AEO T1 Application:** For further information on AEO T1 filing, kindly refer to [Stepwise User Guide on AEO T1 filing](#), available on the CBIC website under the "Indian AEO Programme" Section.

## AEO T2/T3 Application Filing

**Step 1:** For T2 Application filing, all the required documents, as per Circular 33/2016-Customs dated 22.07.2016 as amended, should be prepared and submitted manually to the jurisdictional AEO Cell. After the physical submission of documents, application should file/submit the following details online for real-time monitoring and tracking: -

- ✓ Application Date: Date of application (*mandatory*)
- ✓ Application submitted to zone on: Date & time of submission of your manual application. (*mandatory*)
- ✓ Submitted to (Officers Name & Designation): Details of the officer to whom the application is submitted by the applicant.
- ✓ Earlier AEO Certificate Number(If Any): If existing AEO certificate, please provide the certification details (*mandatory only for AEO T3*)
- ✓ Other Details: You may fill up any other details to notify AEO Cell regarding the application submission.

### AEO T2/T3 APPLICATION FILING SCREEN 1

The screenshot shows the 'Customs AEO' application filing interface. The top navigation bar includes the Customs logo and the title 'Customs AEO'. The left sidebar contains a menu with options: 'UAT Phs II Company c-10', 'Profile', 'Guide for Application Filing', 'Application Form (T1)', 'Applications View (T1)', 'Application Form (T2)', 'Applications View (T2)', 'Application Form (T3)', 'Applications View (T3)', 'Update Verification', and 'Communication address of the concerned Zone'. The main content area displays the following details:

Company Name	UAT Phs II Company c-10	AEO Tier	T2
Zone	Mumbai-III	IEC No	12300000010
Mobile	1230000001	Email	123_1@ggmaill.com

Application Date: 15/06/2021  
Zone: Mumbai-III  
Application submitted to zone on: 15/06/2021 HH: MM: AM/PM  
Submitted to (Officer's Name & Designation): Officer's Name & --Select Designation--  
Earlier AEO Certificate Number(If Any):  
Other Details:

**Annexure Documents** Note !

S.No	Name of the Annexure	Actions

- ✓ **Upload Annexures:** Upload the following duly filled annexures documents (as submitted to the jurisdictional AEO Cell) (*mandatory*).
  - Annexures – A (Application Form)
  - Annexures – B (Security Plan)
  - Annexures – C (Process Map)
  - Annexures – D (Site Plan)
  - Annexures - E1 (General Compliance)
  - Annexures - E2 (Legal Compliance)
  - Annexures - E3 (Managing commercial and transport records)
  - Annexures - E4 (Financial Solvency)
  - Annexures - E5 (Safety and Security)
  - Annexures – F (Business Partner Details: for AEO T3 only)

## AEO T2/T3 APPLICATION FILING SCREEN 2

S.No	Name of the Annexure	Actions
1	Annexure - A *	
2	Annexure - B *	
3	Annexure - C *	
4	Annexure - D *	
5	Annexure - E.1 *	
6	Annexure - E.2 *	

## AEO T2/T3 APPLICATION FILING SCREEN 3

4	Annexure - D *	
5	Annexure - E.1 *	
6	Annexure - E.2 *	
7	Annexure - E.3 *	
8	Annexure - E.4 *	
9	Annexure - E.5 *	

© 2018 Central Board of Indirect Taxes & Customs, India

**Step 2:** On clicking the save/ submit button, your application will be submitted on the online module and would be visible on the customs officials' dashboard for processing and updating the status.

## SUCCESSFUL SUBMISSION OF AEO T2/T3 APPLICATION SCREEN

Customs AEO T2 Application

UAT PHS II Company c-10

Company Name: UAT PHS II Company c-10, AEO Tier: T2, Zone: Mumbai-III, IEC No: 12300000010, Mobile: 1230000001, Email: 123\_1@ggmaill.com

Application Date: 15/06/2021

Zone: Mumbai-III

Application submitted to zone on: 15/06/2021 12:00 AM

Submitted to (Officer's Name & Designation): MR. G & Superintendent

Earlier AEO Certificate Number (If Any): None

Other Details: Test T2

**Step 3:** The applicant can view its submitted application along with the all the uploaded annexures and its real time status by clicking “Application View” tab on its dashboard.

## “CURRENT APPLICATION STATUS”

Customs AEO Application T2 Status

UAT PHS II Company c-10

Name of Company: UAT PHS II Company c-10, AEO Tier: T2, Zone: Mumbai-III, IEC No: 12300000010, Mobile: 1230000001, Email: 123\_1@ggmaill.com

Application Date: 15/06/2021

Zone: Mumbai-III

Application submitted to zone on: 15/06/2021 12:00 AM

Submitted to (Officers Name & Designation): MR. G & Superintendent

Earlier AEO Certificate Number (If Any): None

Other Details: Test T2

Annexure Documents

- To View 'Annexure - A'
- To View 'Annexure - B'
- To View 'Annexure - C'
- To View 'Annexure - D'
- To View 'Annexure - E.1'
- To View 'Annexure - E.2'
- To View 'Annexure - E.3'
- To View 'Annexure - E.4'
- To View 'Annexure - E.5'

**Current Application Status :** Your AEO application is under process. Kindly contact the AEO Cell of the relevant Customs Zone for more information. The mail ID of the zone is provided under the tab “Communication address of the concerned zone” at left side of your dashboard. (15.06.2021 12:00 AM)

### C. “Additional Submission” in case of deficiency from AEO Cell/ DIC

**Step 1:** In case of deficiency, you will receive an email from the department, on your registered email ID or a physical letter on the address on your AEO application. Thereafter, you should respond to the deficiency by uploading the relevant document through the upload “Additional documents” button. This option gets enabled automatically in “Application form” page as soon as deficiency is issued from AEO Cell.

“ADDITIONAL DOCUMENTS” SUBMISSION WINDOW APPEARS WHEN DEFICIENCY IS ISSUED BY THE DEPARTMENT

The screenshot displays the 'Customs AEO' application form. The left sidebar contains navigation options: Profile, Guide for Application Filing, Application Form (T1), Applications View (T1), Application Form (T2) (highlighted), Applications View (T2), Application Form (T3), Applications View (T3), Update Verification, and Communication address of the concerned Zone. The main content area shows application details: Submitted to (Officers Name & Designation) : MR. G & Superintendent; Earlier AEO Certificate Number(If Any) : None; Other Details : Test T2. Below this is the 'Annexure Documents' section with buttons for 'To View Annexure - A' through 'E.5'. A 'Current Application Status' message states: 'There are certain deficiencies in your AEO application. Kindly contact the AEO Cell of the relevant Customs Zone for more information.' The 'Additional Document' section features an upload icon, a red information icon, and 'Save' and 'Cancel' buttons. The footer reads '© 2018 Central Board of Indirect Taxes & Customs, India.'

**Step 2:** After submission of “Additional Documents”, the application will again move to the dashboard of the concerned zonal officer’s and the corresponding status would be visible to the applicant similar to as mentioned at Step 3 (Part B: Filling of Application).

**Note:** Please make sure that the deficiency documents are uploaded on the web application as mentioned above, even if you have submitted the deficiency documents via mail or via physical submission. Without such upload, the application would not move to the customs officials’ dashboard and thus would be processed further.

**Step 3:** On approval or rejection of the application, the applicant will be able to view the same in real-time under “Current Application Status” through Application View tab on his dashboard. On approval, after AEO certificate is generated, the same will be digitally mailed to the applicant on his registered e-mail address. On rejection, the applicant will receive the letter/mail from AEO Cell/ DIC in due course.